

# State of Florida

## Joint Hazard Mitigation Grant Program & Flood Mitigation Assistance Application Completeness Checklist

This checklist is the same form that will be used during the application sufficiency review performed by the Department of Community Affairs (DCA). The applicant *will* be contacted and asked to provide additional information for *any* deficiencies. Please complete this checklist to evaluate the application for completeness *before* submitting it to the Department.

Project Title \_\_\_\_\_ Project Number (DCA use only) \_\_\_\_\_

### Notes

#### **Part B. Applicant Information (pp. 1-2)**

- FEMA disaster number (e.g., FEMA-1359-DR-FL) & Disaster (common) name stated
- Title/Brief Descriptive Project Summary
- 1. Applicant (Organization)
- 2. Applicant type
- 3. County/Counties
- 4. State Legislative district(s) & Congressional District(s) stated
- 5. Tax I.D. Number
- 6. FIPS Code provided or FEMA Request for Public Assistance form (Attachment A) completed
- 7. NFIP Community Identification Number provided
- 8. NFIP Community Rating System (CRS) number provided
- 9. Proof of Flood Insurance provided (including policy number)
- 10. Point of Contact (section completely filled out)
- 11. Application Prepared by
- 12. Authorized Applicant Agent (Agent stated and *proof* of authorization authority provided)
- 13. A letter of endorsement from the county's Local Mitigation Strategy Coordinator for the proposed project is included.

#### **Section I. History of Hazards / Damages in the Area to be Protected (p. 3)**

- A. Overview of Past Damages** stated (*\*Note: For acquisition and elevation projects omit this section, instead complete page 15 (part D) for acquisitions and page 20 (part C) for elevations.*)

#### **Section II. Project Description (p. 4)**

##### **A. Hazards to be Mitigated / Level of protection**

- 1. Mitigated hazard stated
- 2. The type of proposed project is identified
- 3. The total number of persons protected by the project is stated
- 4. The level of protection the project will mitigate is stated
- 5. Engineering calculations included (if applicable)
- 6. Useful life of project is stated

##### **B. Project Description, Scope of work, and Protection Provided (p. 4)**

- Project described in detail
- Scope of work included
- Explanation of how the proposed project will solve the problem\*  
(\*NOTE: This section is important. To receive HMGP/FMA monies a proposed project *must* prove that it will solve a problem.)
- Level(s) of protection described

### Section III. Project Location (p. 5)

#### A. Site

- 1. Physical location adequately described
- 2. Project site seaward of the Coastal Construction Control Line? (answered Yes or No)
- 3. The number of every structure type in the project area is listed

#### B. Flood Insurance Rate Map (FIRM) showing Project Site (*required*) (p. 5)

- A copy of the FIRM map with the project site and structures *clearly* marked on the map
- A copy of the panel(s) from the FIRM with the project site and structures *clearly* marked on the map (**NOTE: Both the FIRM map and the applicable panels from the FIRM are required**)
- Provide Floodway Map (if available)
- Flood zone(s) of the project site determined (see checklist on page 4 of the application)
- If the FIRM is *not* published for the project area, a copy of the Flood Hazard Boundary Map (FHBM) with the project site and structures *clearly* marked on the map is attached

#### C. City or County Map with Project Site and Photographs (p. 5)

- Copy of city or county scale map (large enough to show the entire project area) with the project site and structures *clearly* marked on the map attached
- USGS 1:24,000 topo map with the project site and structures *clearly* marked on the map attached
- For acquisition and elevation projects only:** Parcel Map showing each property to be acquired attached (include the Tax ID numbers for each parcel, if possible)
- Photographs (2 copies each) attached for each project site (photographs should adequately represent the project area, including any relevant streams, creeks, rivers, etc. and drainage areas which affect the project site or will be affected by the project)

### Section IV. Budget/Costs (pp. 5-6)

- A. Materials (costs adequately estimated)
- B. Labor (costs adequately estimated)
- C. Fees Paid (costs adequately estimated)
- D. Funding Sources (100% of funding is identified with at least a 25% Non-Federal match)
- E. Project Milestones (major milestones provided)

### Section V-VII. Environmental Review \* (pp. 8-11)

(\*NOTE: The application cannot be processed if this section is not completed.)

#### A. National Environmental Policy Act (NEPA) Documents

- The applicant has **NOT** begun *any* work before the NEPA review process has been completed (*required*).
- All applicable NEPA documentation is provided from the checklist on page 7 of the application
- All applicable NEPA documentation is provided from the chart on page 10 of the application

#### B. Alternative Actions

- 1. No Action Alternative (adequate discussion of the impacts of taking "no action")
- 2. Other Feasible Alternative
  - a. Alternative project adequately described (including how the problem will be solved)
  - b. Map or diagram attached showing the alternative site in relation to the proposed project site
  - c. Photographs (2 copies) of alternative site
  - d. Adequate scope of work for the alternative site
  - e. Impacts of Alternative Project (Adequate discussion of the impact of the alternative project on the project area (including comments on appropriate environmental issues)
  - f. Adequate estimated budget/costs of the alternative project

### Section VIII. Maintenance Agreement (p. 12)

**NOTE:** This section is only applicable to certain projects (see page 12 for details).

- Signature from a duly authorized representative (if applicable)

**The checklists on the following pages are designed for specific project types**

Notes

**A. Project Worksheet**

- An Acquisition Project Worksheet is provided for *each* individual property to be acquired
- Three or more color photographs (2 copies of each photo) showing the front, side, and back of each structure to be acquired are provided

**B. Site Information**

- 1. Owner's name and SSN  2. Spouse's name and SSN (if applicable)  3. Street address provided
- Is the structure in a Special Flood Hazard Area (SFHA)?  YES  NO
- Was the structure substantially damaged during the most recent disaster?  YES  NO
- If the applicant answered "YES" to the above questions, a Substantial Damage Certificate must be included.
- A Substantial Damage Certificate signed by the Local Building Official provided
- Please Note:** The data for numbers 4, 5, and 6 of this part and all of Section E are **not required if the structure is located in the SFHA and a Substantial Damage Certificate is attached.**
- 4. Base Flood Elevation (BFE) of Property provided
- 5. Lowest (Finished) Floor Elevation of Principal Structure provided
- 6. Depth of water in the structure and level of event causing flooding stated.

**C. Structure Information**

- 1. A copy of the local government Tax Assessor's record for the subject property attached
  - A tax map (if available)
- 2. Appropriate building type is checked (only one type should be checked)
- 3. All appropriate building uses that apply are checked
- 4. Construction type checked
- 5. Date of (original) construction stated for the structure
  - A letter from State Historic Preservation Officer is attached (If the structure is older than 50 years)
- 6. Total square footage of principal structure stated (heated and cooled areas only)
- 7. Estimated cost to replace principal structure (if known) in dollars per square foot (\$/ft.)
- 8. Accessory or out buildings on the property adequately described (if applicable)
- 9. Does the project involve the acquisition of a commercial property?  YES  NO
  - If yes, a Hazardous Materials Questionnaire *must* be attached.

**D. History of Hazards / Damages (to the Property being acquired)**

- The history of hazards/damages are adequately assessed and specific *only* to the building under consideration (i.e., no county wide damage estimates).
- NOTE:** *This section is not required if a Substantial Damage Certificate was provided.*

**E. Acquisition Cost Worksheet**

- An Acquisition Cost Worksheet is completely filled out for *each* property to be acquired (or the applicant has developed a single spreadsheet (for a multi-property project) with all necessary information fields included)
- Pre-disaster Fair Market Value must be estimated by one of the following:
  - A State Certified Property Appraiser's estimate provided
  - or
  - Local tax assessed value with a letter from the Local Property Appraiser provided

Notes

- Three or more color photographs (2 copies of each photo) showing the front, side, and back of the structure to be elevated are provided

A. Site Information

- Owner's name and SSN  Spouse's name and SSN (if applicable)  Street address provided

B. Structure Information

- 1. Appropriate building type is checked (only one type should be checked)
- 2. All appropriate building uses that apply are checked
- 3. Construction type checked
- 4. Foundation type checked
- 5. Date of (original) construction stated for the structure
  - A letter from State Historic Preservation Officer is attached (If the structure is older than 50 years)
- 6. Date of modification/upgrade to the structure stated (if applicable)
- 7. Pre-disaster Fair Market Value estimated by one of the following:
  - A State Certified Property Appraiser's estimate provided **or**
  - local tax assessed value with a letter from the Local Property Appraiser provided
- 8. Total value of the contents of the building estimated
- 9. Depth of flooding in the building stated in inches
- 10. The number of days the building was flooded is stated
- 11. The level of the flooding event is provided
- 12. Elevation Information (all four questions below should be answered)
  - Total square footage of principal structure stated (heated and cooled areas only)
  - Lowest (finished) floor elevation of principal structure (above sea level) stated
  - Proposed elevation height (above sea level) stated in feet and inches
  - Proposed foundation type for elevated structure stated

Required information for elevation projects located in a V-zone or numbered

A-zone

- Is the proposed project in a V-zone or a numbered A-zone?  YES  NO

NOTE: If NO, skip to the next section.

- 1. The elevation of the lowest livable floor of the building is stated
  - A copy of the surveyor or engineer's Elevation Certificate for the building is provided (required)

- 2. The Base Flood Elevation (BFE) is stated
- 3. The local code requirement regarding elevation is stated (and a copy of the applicable local code language/section is provided, if available)
- 4. The appropriate table is completely filled out using the FEMA Flood Insurance Study (FIS) (see application (p. 16)).

C. History of Hazards / Damages (to the Property being elevated)

- The history of hazards/damages are adequately assessed and specific *only* to the building under consideration (i.e., no county wide damage estimates).

D. Elevation Cost Information

- The Elevation Cost Worksheet (pp. 21-22) of the application is completely filled out and all cost estimates seem reasonable.

DCA use only - List any non-eligible or questionable cost estimates below:

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Notes

**A. Site Plan *(required)***

- A site plan, with alignment drawings, that includes the location, plan view and cross-section of cuts, fills, and structures *is included (required)*.
- The type, and measurements of all pipes, culverts, ditches, swales and detention/retention basins and ponds is stated.

The following engineering calculations should be included (if applicable):

- Calculations used to determine the sizes of any culverts in the project area (drainage area, amount of flow, slope of culvert, invert elevations).
- Calculations used to determine the sizes of any ditches and swales in the project area (drainage area, amount of flow, slope and depth of the ditch).
- Calculations used to determine the size of any detention/retention basins and ponds (drainage area, amount of flow, stage-storage, and stage-discharge curves).

**B. Environmental Impacts**

- Upstream impacts are considered and discussed
- Downstream impacts are considered and discussed
- All applicable supporting NEPA environmental documentation from application checklist is included (See the checklist on page 20 of the application)

List any applicable environmental documentation and/or coordination letters that were **not** included below:

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**C. Letter of Map Revision (LOMR)\***

*\*Contact the Department at (850) 922-5269, if this section applies to the proposed project.*

**D. Project Scheduling**

- Any special scheduling circumstances are addressed (if applicable)

Notes

**NOTE:** *Wind Retrofit projects are only eligible under the HMGP*

- A separate worksheet is provided for *each* structure to be wind retrofitted.
- Attach photographs (two copies of each photo) of each side of the building to be retrofitted.
- Evidence that the shutter system complies with the Dade County Specifications provided.
- All** the information for *every* shaded line item on the Wind Retrofit Worksheet is provided.\*

**\*NOTE:** *The application cannot be processed if any shaded line items are left blank.  
Please refer to the application worksheet to assess completeness.*