To: Local Emergency Management Directors  
From: W. Craig Fugate, State Coordinating Officer  
Subject: Submitting Hazard Mitigation Grant Program Applications  
For Retrofitting of Local Critical Facilities to be designated as Special Needs Shelters under Hurricanes Charley, Frances, Ivan and Jeanne

Program Summary

The 2004 Hurricane Season highlighted the need for the State of Florida to better provide emergency services and shelter for its population and visitors with special needs. As the State’s population continues to age, the need to provide such services is becoming more critical. To assist in meeting this critical need, the Department of Community Affairs (DCA), Division of Emergency Management (DEM) is pleased to announce the availability of Hazard Mitigation Grant Program (HMGP) funds as a result of the recent Presidential Disaster Declarations (FEMA-1539, 1545, 1551, 1561 DR-FL). The HMGP is authorized by Section 404 of the Robert T. Stafford Disaster Relief Act and is designed to assist communities in implementing mitigation measures designed to reduce or eliminate long-term risk to people and property from natural hazards and their effects.

Under the direction of Governor Jeb Bush, the DEM and the Department of Health now require that all designated Special Needs Shelters, at a minimum, meet the American Red Cross (ARC) hurricane shelter safety standards, i.e., “standards for Hurricane Evacuation Shelter Selection (ARC 4496). The ARC 4496 standards are considered to be “best practices” safety criteria and are applicable to all hurricane shelters, regardless of which agency manages/operates the shelter. Therefore, DEM is soliciting applications from counties to retrofit existing or proposed facilities that are designated or will be designated as Special Needs Shelters. The application period will close September 12, 2005. Therefore, all applications must be postmarked by September 12, 2005. The Department encourages and welcomes the submittal of completed applications at anytime during this cycle.
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Application Timeline

The deadline for the submission of applications for the HMGP funds is September 12, 2005 (postmarked). Applications will only be accepted from eligible applicants as defined below. Please provide four completed copies of the State of Florida Joint HMGP/FMA Application and all appropriate attachments, which may be obtained at the DEM website located at http://www.floridadisaster.org/brm/hmgp.htm.

Alternatively, you may contact the DEM directly at (850) 413-9884. In order to be considered, completed applications must be sent to the following address:

Florida Department of Community Affairs
Division of Emergency Management
2555 Shumard Oak Boulevard
Tallahassee, Florida 32399-2100
ATTN: Leroy Thompson

NFIP Participation: All applicants must be in an NFIP participating community, if they have been identified through the NFIP as having Special Flood Hazard Areas. In addition, the community must not be on probation, suspended or withdrawn from the NFIP. For more information see the State of Florida NFIP Community Status Report at http://www.dca.state.fl.us/brm.

Minimum Program Eligibility

Eligible Applicants: are local governments, state agencies, federally recognized Indian Tribal governments and private non-profit organizations and institutions.

Eligible Activities: include mitigation projects that will result in protection of public or private property from natural hazards. Eligible projects include:

- Retrofitting of existing facility to meet ARC 4496 standards; and
- Code plus mitigation activities on new facilities.

All projects submitted must meet the following minimum criteria to be considered for funding:

- Conform with the State Mitigation Plan and the respective community’s Local Mitigation Strategy;
- Is technically feasible;
- Provide a beneficial impact upon the designated disaster area;
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- Conform to all applicable environmental laws, and regulations and executive orders;
- Solve a problem independently or constitutes a functional part of a solution;
- Is in an NFIP participating community that is not on probation or have been suspended from NFIP; and
- Meet all applicable state and local codes and standards

**Cost-Share Requirements**

Under the HMGP, FEMA will contribute up to 75 percent (75%) of the total amount approved under the grant award to implement eligible cost-effective mitigation measures. The applicant must provide the remaining 25 percent (25%) non-federal share. All contributions, cash or in-kind services, are acceptable as part of the non-federal share. Requirements for in-kind contributions can be found in 44 Code Federal Regulations, Section 13.24. In-kind contributions must be directly related to the eligible project cost. In-kind resources are those personnel, materials, equipment and supplies owned, controlled and operated by the applicant or a third party contributor. Applicants are encouraged to link HMGP funds with other state, local and private sources.

If there are any questions regarding the allocation of funds or the project review and selection criteria, please call the Mitigation Planning staff at (850) 922-5269.

WCF/ltw