



## Hazard Mitigation Grant Program Watershed Planning Program Notice of Proposal Form

Subapplicant			
Subapplication Title			
Subapplication Type			
Total Project Cost	\$	Federal Share	\$
If a subapplication for this planning activity has been submitted under a previous grant cycle, please list the program, date, and disaster (if applicable)			

### 1. Contact Information

Application Prepared by:				
Name				
Title				
Agency/Organization				
Primary Phone		Type	<input type="checkbox"/> Work <input type="checkbox"/> Mobile	
Secondary Phone		Type	<input type="checkbox"/> Work <input type="checkbox"/> Mobile	
Email				
Address line 1				
Address line 2				
City		State		Zip
Authorized Applicant Agent – individual authorized to sign certifications ( <i>proof of authorization required</i> )				
Name				
Title				
Agency/Organization				
Primary Phone		Type	<input type="checkbox"/> Work <input type="checkbox"/> Mobile	
Secondary Phone		Type	<input type="checkbox"/> Work <input type="checkbox"/> Mobile	
Email				
Address line 1				



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<b>Address line 2</b>					
<b>City</b>		<b>State</b>		<b>Zip</b>	
<b>Signature</b>		<b>Date</b>			
Point of Contact (POC) – individual to be contacted for additional information					
<b>Name</b>					
<b>Title</b>					
<b>Agency/Organization</b>					
<b>Primary Phone</b>		<b>Type</b>	<input type="checkbox"/> Work <input type="checkbox"/> Mobile		
<b>Secondary Phone</b>		<b>Type</b>	<input type="checkbox"/> Work <input type="checkbox"/> Mobile		
<b>Email</b>					
<b>Address line 1</b>					
<b>Address line 2</b>					
<b>City</b>		<b>State</b>		<b>Zip</b>	

## 2. Subapplicant Information

Subapplicant			
<b>Type of Subapplicant</b>	<input type="checkbox"/> State Government <input type="checkbox"/> Local Government <input type="checkbox"/> Indian Tribal Government <input type="checkbox"/> Special Governmental District <input type="checkbox"/> Private Non-Profit <input type="checkbox"/> Other (please specify)		
<b>City/Town/Village</b>			
<b>County</b>			
<b>FIPS Code</b>		<b>Unique Entity ID</b>	
<b>State Legislative Districts</b>		<b>Federal Tax ID Number</b>	

## 3. Local Mitigation Strategy (LMS) Compliance

Local Mitigation Strategy Information					
<b>Does your jurisdiction have a current FEMA Approved Mitigation Plan?</b>					<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Attached is a letter of endorsement for this project from the county's LMS Coordinator.</b>					<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Plan Approval Date</b>		<b>Jurisdiction Adoption Date</b>		<b>Plan Expiration Date</b>	



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## 4. Project Description

Description

**Project  
Description**

☐

Watershed Master Plan

☐

Stormwater Master Plan

**List the total number of persons that will be protected by the proposed project below**

Total population  
covered by plan

# of flood insurance  
policies covered by  
plan

# of flood  
insurance policies  
in SFHA

**1. Describe the existing problems:**



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## Description

### 2. WMP Scope of Work

FDEM will coordinate with Sub-recipients to produce a Watershed Master Plan (WMP) for credit under the Community Rating System (CRS). A pilot project was previously completed that consisted of research, the creation of a framework and guidance documents that ensure a consistent statewide approach to WMP development.

Sub-recipients under the Watershed Planning Initiative will use the guidance materials to produce a Watershed Master Plan for credit under CRS. Guidance materials can be found at: <https://www.floridadisaster.org/dem/mitigation/watershed-planning-initiative>. The Sub-Recipient will finalize the process by submitting their WMP to ISO/CRS for review and providing the Division with a signed letter from their applicable county's Local Mitigation Strategy (LMS) Chairperson attesting that the WMP will be adopted in the Sub-Recipient's next LMS update.

Tasks necessary for completion include:

Task 1 – Creation of preliminary scope of work, initial flood modeling & submission of draft WMP to CRS officials for approval. The flood modeling should consider evaluations of the watershed's runoff response from design storms under current and predicted future conditions and assessments of the impacts of sea level rise and climate change. Preliminary modeling should include 10-, 25- & 100- year storm events. This initial scope of work and WMP draft should include preliminary modeling of the 10-, 25- and 100-year storm events, an inventory of the ground characteristics and data availability, existing regulations and plans in place, a description of vulnerable areas or areas of interest, a list of potential solutions, and a brief description of future actions plans.

Task 2 – Submit final WMP & CRS submittal. After receiving feedback and approval on the sub-recipient's scope of work and flood modeling submission in Task 1 from FDEM, the sub-recipient will finalize the flood modeling process and complete their WMP. At a minimum, the modeling and WMP must include 10, 25 & 100 year storm events—or model sea level rise—to receive credit through CRS element 452.b. The sub-recipient will submit their documentation of their WMP submittal to CRS to FDEM as well as their final WMP to FDEM for approval.

**Based on your project type selected (WMP or SWMP), please describe in detail below (or on a separate page attached to this proposal) how your community plans to complete the above tasks. Please provide any details related to staffing to complete the proposed project, if you will be hiring an outside agency/firm, and what resources you have at your disposal to accomplish the project:**



## Description

### 2. SWMP Scope of Work

FDEM will coordinate with Sub-recipients to produce a Stormwater Master Plan (SWMP) to assist with local communities and their flood mitigation efforts. This project is preceded by the WMP Pilot Program, with Stormwater Master Plans being encompassed in the second round of funding under the HMGP Planning Grant.

Guidance materials produced in the WMP Pilot Program can be found at: <https://www.floridadisaster.org/dem/mitigation/watershed-planning-initiative>. The Sub-Recipient will finalize the process by submitting to the Division with a signed letter from their applicable county's Local Mitigation Strategy (LMS) Chairperson attesting that the Stormwater Master Plan will be adopted in the Sub-Recipient's next LMS update.

Tasks necessary to the completion of Stormwater Master Plans include: Task

#### 1 – Create Preliminary Stormwater Master Plan

The Sub-Recipient shall create a preliminary Stormwater Master Plan, which is a narrative detailing an inventory of existing stormwater systems, the community's existing policies and regulations, identifying known problematic areas and areas with high flood risk, and proposes a series of recommendations for managing stormwater effectively. There must be enough detail in the preliminary SWMP to verify the required analysis has been completed.

#### Task 2 – Revise Draft SWMP and Submit Completed SWMP

After receiving feedback from the Division on the preliminary SWMP from Task 1 (Deliverable), the Sub-Recipient shall finalize the flood modeling process and submit their completed SWMP. At a minimum, the SWMP must meet the Minimum Criteria required for a creditable SWMP shown above. The Sub-Recipient shall update their SWMP, if revisions are necessary based on the Division's feedback, and submit the completed SWMP to the Division for review.

**Based on your project type selected (WMP or SWMP), please describe in detail below (or on a separate page attached to this proposal) how your community plans to complete the above tasks. Please provide any details related to staffing to complete the proposed project, if you will be hiring an outside agency/firm, and what resources you have at your disposal to accomplish the project:**



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## Description

3. Describe any other on-going or proposed projects in the area that may impact, positively or negatively, the proposed HMGP Project:

## 5. Community Information

Answer questions A through H for the community(ies) that is participating in the Watershed Planning Program.

Information can be provided using this proposal form, the attached CRS Points Spreadsheet (for questions g & h) or in a separate document clearly identifying the questions and answers.

- a) Jurisdiction Name
- b) Name of LMS Coordinator or Floodplain Coordinator/Manager
- c) Is the community a participant in good standing with the National Flood Insurance Program (NFIP)?
- d) The NFIP Community Identification Number (CID)
- e) Does the community participate in the Community Rating System (NFIP CRS)?
- f) What is the current CRS Class Rank?
- g) What is the total # of CRS points accrued at the time of application?
- h) What is the total # of CRS points you expect to receive from completing a WMP?

Jurisdiction Name (a)	LMS and/or Floodplain Coordinator (b)	NFIP Participant (c)	CID # (d)	CRS (e)	CRS Ranking (f)	CRS Total Accumulated Points (g)	Expected Points from WMP (h)
		<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA		<input type="checkbox"/> Y <input type="checkbox"/> N			

## Project Location

- 1. ☐ Attach a copy of a city or county scale map (large enough to show the entire WMP area)
- 2. ☐ Attach a map outlining the total area being modelled for your WMP



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## Flood Insurance Rate Map (FIRM)

- ☐ Attach one (1) copy of the FIRM map, a copy of the panel information from the FIRM, and, if available, the Floodway Map. FIRM maps are required for this application. FIRMs are typically available from your local floodplain administrator who may be located in a planning, zoning, or engineering office. Maps can also be ordered from the Map Service Center at 1-800-358-9616. For more information about FIRMs, contact your local agencies or visit the FIRM site on the FEMA Web-page at <https://msc.fema.gov/portal>.
- Using the FIRM, determine the flood zone(s) of the project site (Check all zones in the project area). (See FIRM legend for flood zone explanations) (A Zone must be identified)

☐ VE or V 1-30☐ AE or A 1-30☐ AO or AH☐ A (no base flood elevation given)☐ B or X (shaded)☐ C or X (unshaded)☐ Floodway☐ Coastal Barrier Resource Act (CBRA) Zone

## 6. Schedule of Work

Using the outline below, estimate in monthly increments how much time will be estimated for each task to complete the Plan. When developing the schedule, please use timeframes from the date of subrecipient agreement execution. Add additional tasks as necessary on a separate sheet and attach to this proposal form.

Task(s)	Number of Months to Complete
Field Work and Data Collection	
Initial Flood Modeling	
Preliminary WMP	
Revise WMP and Submit Completed WMP	
Division Approval and Closeout	
Total Months	

### Total Schedule

**Estimate the total duration of your proposed activities  
(do not exceed 24 months)**

**Proposed start date (MM/DD/YYYY)**

**Proposed end date (MM/DD/YYYY)**



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## 7. Budget

Cost estimates should be consistent with scope of work items and work schedule. Presented cost estimates in the budget should have sufficient source documentation or justification. Costs must be eligible under HMGP and conform to the requirements set forth in 2 CFR 200 E. Applicants must ensure that cost are reasonable, allowable, allocable, and necessary for the completion of a Watershed Master Plan consistent with the scope of work. Additional justifications related to the budget can be attached to your submitted proposal form.

Cost Item	Unit	Amount	Rate	Total Cost
Personnel				
Fringe Benefits				
Travel				
Equipment				
Supplies				
Contractual				
Other				
Total Project Cost				

## 8. Cost share

Maximum Federal Share for the project is 75 percent. Non-federal funding share is that portion of the total project costs provided by the non-federal entity in the form of in-kind contributions (professional services, labor, etc.) or cash match received from third parties or contributed by the entity. In-kind contributions must be provided and/or cash expended during the project period of performance to satisfy matching requirement. Please present the cost-share information for the proposed project below.

### Federal and Non-Federal Cost Share Breakdown

<b>TOTAL PROJECT COSTS</b>	<b>\$</b>	
Estimated Federal Share (max 75%)	<b>\$</b>	<b>%</b>
Estimated Local Share: Cash	<b>\$</b>	<b>%</b>
Estimated Local Share: In-Kind *	<b>\$</b>	<b>%</b>
Estimated Local Share: Third-Party *	<b>\$</b>	<b>%</b>
<b>Date of local share funding availability</b>		
<b>*Provide narrative or description of in-kind or third-party match sources below:</b>		





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## Federal and Non-Federal Cost Share Breakdown

Provide any additional comments and/or reference to applicable attachments (optional)