Hazard Mitigation Grant Program State-Wide Applicant Briefing
Hurricane Idalia (DR-4734)

Mitigation Bureau
Florida Division of Emergency Management
03/18/24
General Webinar Info

• This webinar will be recorded and posted on the State’s HMGP site for later viewing

• **All lines will be muted for the duration of the webinar**

• If you have a question or issue during the presentation, please submit it through the webinar chat

• All questions asked during the webinar will be answered either at the end or in the meeting minutes afterwards
General Webinar Info

• Welcome and Introductions
• HMGP Overview
  • Programmatic
  • Engineering
  • Environmental and Historic Preservation
• DEMES Overview
• Closing Remarks
Welcome and Introductions
Programmatic
What Does Mitigation Do?

Mitigation breaks the cycle of disaster, damage, reconstruction and repeated damage.

$6 is saved in future disaster costs for every $1 of hazard mitigation spent.

Post-Disaster Mitigation Funding

Hazard Mitigation Grant Program (404)
- Vulnerable to any natural event, not just declared event
- Can be used on private property
- Project can not be eligible under any other federal program
- Must be cost-effective and meet other performance criteria

Public Assistance (406)
- Damaged by the event and site-specific mitigation
- Located within defined declaration area
- Can not be used for private property
- Project can not be eligible under any other federal program
- Facility must be in active use at time of disaster
Administrative Rule 27P-22, F.A.C.

**Local Mitigation Strategy (LMS)**
- Establishes LMS Working Groups
- Outlines project selection process
- LMS Annual Update
- Additional LMS Requirements

**Hazard Mitigation Grant Program (HMGP)**
- Outlines project eligibility
- Establishes funding allocation
- Sets proportion snapshot date
- Outlines application process
Who Can Apply?

All must go through the Local Mitigation Strategy Working Group of the county where the project will take place:

**Certain Private Non-Profit Orgs.**
- Medical
- Residential Health Care Facilities
- Educational
- Emergency Utility
- Houses of Worship*

*If you have been considered eligible for PA, you are most likely an eligible applicant

**Government Entities**
- State Agencies
- Local Governments and Agencies
- Special and Regional Districts

**Tribal Nations**
Program Funding

HMGP is a Cost-Reimbursement Program

- Financed by sub-recipient with eligible project costs reimbursed through requests to the State

FEMA Share

- Up to 75 percent of all eligible project costs

Sub-applicant Share

- Local share that can be made up from a combination of cash, in-kind sources, and global match

Sub-Recipient Management Costs

- Separate pool of funding and reimbursed at 100 percent of eligible activities
Three-Tiered Funding System

- FEMA provides State with initial HMGP funding amount
- State determines county allocations based on the prorated share of federal disaster funds spent in their county on:
  - Public Assistance (PA)
  - Individual Assistance (IA)
  - Small Business Administration (SBA)
- State published a Notice of Funding Availability (NOFA) which contains allocations of all designated counties
Three-Tiered Funding System

**Tier One**
Initial allocation of submitted and eligible projects will be funded in order of priority as endorsed by the LMS Working Group.

**Tier Two**
Any allocation remaining after all eligible projects in any designated county are funded will go to another designated county Working Group with a partially funded project contained in original submission.

**Tier Three**
If funds remain after the Tier Two funding process, the un-obligated funds will be provided to any applicant statewide with a project application submitted within the application period, on a first-come-first-serve basis until all available funds are obligated.
HMGP Implementation Timeline

Disaster Declaration

12 months

90 days

120 days

24 months: FEMA application deadline

48 months

Grant POP Date

First Actions:
- Notice of Funding Availability (NOFA) published 120 days post-declaration
- Applicant Workshops
- **Subapplication deadline** for all funding tiers (90-day application period)

Within 12 months:
- FDEM conducts sub-application reviews and recommends to FEMA for approval
- 6-month estimate published
- 12-month application deadline for the State

48 months:
- FEMA project award
- State contracts with SR
- Project starts
- Deliverables completed
- Requests for reimbursements
- Monitoring/Quarterly reporting
- Request for Final Inspection
- Closeout procedures
Role of the Sub-Applicant and Sub-Recipient

During Open Application Period

• Coordinate with LMS Working Group
• Secure non-federal funding source(s)
• Ensure project is endorsed by LMS Chairperson/Vice-Chairperson
• Register as a user in FDEM Portal
• Submit a signed fully completed HMGP application and required attachments
• Respond to requests for information in a timely manner

Post-Award

• Perform project in accordance with approved scope of work and schedule
• Submit quarterly reports to State no later than the 15th of the month (after the quarter ends)
• Audit projects in accordance with 44 CFR Part 14
• Communicate any and all issues to assigned Project Manager
What makes an eligible HMGP project?

Planning Requirements:

- Approved County LMS Plan
  - Jurisdiction/sub-applicant must adopt the County LMS Plan (excluding eligible private non-profits)
- Project appears on the LMS Prioritized Project List (PPL)
- Cost shown on Endorsement Letter matches PPL and sub-application (within $500)
- Project consistent with LMS Goals and Objectives
- Project endorsed by LMS Chairperson/Vice-Chairperson
What makes an eligible HMGP project?

**Conformance with Hazard Mitigation Assistance (HMA) Guidance:**

- Cost-effective, technically feasible, and effective mitigation
- Environmental and Historic Preservation Requirements
- National Flood Insurance and Special Flood Hazard Area Requirements
- Any application State and local codes
What makes an eligible HMGP project?

Conformance with Notice of Funding Availability (NOFA):

- Application submission process
  - HMGP Application (1_2020)
- Submission deadlines
- State requirements
- Eligibility requirements
Eligible Project Activities

- Elevations
- Acquisitions
- Dry Floodproofing
- Flood Risk Reduction
- Critical Facility Generators
- System Retrofits
- Structural Retrofitting
- Infrastructure Retrofitting
- Mitigation Planning*
  Planning Initiative Funds Only
- Wildfire Mitigation
- New Construction*
  Safe rooms, Code Plus, Mitigation
  Reconstruction, WWTP Relocation
Previously Funded HMGP Projects

• Acquisition
• Elevation of structures
• Elevation of critical infrastructure
• Catch basins/water retention projects
• Wetland restoration
• Flood proofing of non-residential structures
• Drainage improvements
• Flood control gates
• Erosion and sediment control projects

• Lift/pump station retrofits
• Structural hazard control or protective actions
• Retrofitting wastewater treatment plant
• Water diversion
• Shuttering/wind protection measures
• Sewer backup protection
LMS Endorsement Letter

- Must have priority number and budget (total project cost and federal share at a minimum)
- Must identify how project meets LMS goals and objectives
- Signed by LMS Chairperson/Vice-Chairperson
- Applications without an LMS endorsement letter will NOT be processed
- Template Endorsement Letter can be found in Appendix C of NOFA
Pre-Award Costs

- Only eligible costs incurred after Presidential Declaration Date
- Pre-construction soft costs
  - Activities such as engineering, modeling, permitting, environmental studies, etc.
- Must be approved by State and FEMA
- A request must be submitted with application
- Cannot include construction
- If not approved, costs incurred are sole responsibility of the sub-applicant
The Global Match (GM) option allows for sub-recipients to leverage other mitigation efforts at the local level to help offset the non-federal match requirement of HMGP projects.

Main Requirements:

- Must be funded with 100% non-federal funds
- Must be submitted within the same disaster as the project it’s matching
- Must be an eligible project type under the HMGP and meet all HMGP criteria (full review)
- Must not begin prior to approval from State and FEMA
- Requires separate GM application to be submitted under the same disaster
  - Subapplication(s) (for project(s) requesting HMGP federal funds) + HMGP Subapplication for GM Project
- Cannot be phased
Global Match

**PROS**
- Great for projects that need financial help
- Benefits can be shared across counties
- Leverage ongoing mitigation efforts
- Encourage more local participation

**CONS**
- Timing
- If GM project falls through, all projects revert to 75/25
- GM project must go through same HMGP review
- GM project can’t start until under State contract
Sub-Recipient Management Costs

• SRMC is available upon request
  • 5 percent of the HMGP award set-aside for sub-recipients for every disaster
  • Keep management funds and project funds separate
  • Must be requested at the time of application for specific activities
  • Indirect and/or administrative costs only
  • Per project, SRMC cannot exceed 5 percent of the total project costs (75/25), or 5 percent of the proportional federal share if cost-share is below 75 percent federal*

*Application assumes 75/25 cost-share in calculation, but if Federal cost-share ends up < 75%, SRMC will be lower based on new proportion (federal share/0.75 = applicable total project cost for SRMC)
Management costs are any indirect costs and administrative expenses that are reasonably incurred by a recipient or subrecipient in administering an award or subaward.

**Examples of Allowable SRMC**

- Sub-application development (admin)
- Managing Award (e.g. quarterly reporting and closeout)
- General administration and general expenses
- Personnel and accounting administration
- Cost of operating and maintaining facilities
• Request Access ASAP!
• See NOFA for access request instructions
• Deadline to request access closes @ 5:00PM (EDT), April 30th
• All applications are due in DEMES by 11:59PM (EDT) on the application deadline
Important Dates

Hurricane Idalia (DR-4734):

• FDEM Portal Access Request Deadline
  • Tuesday, April 30, 2024, 5:00PM (EDT)

• Hard-Copy Submittal Deadline
  • Tuesday, April 30, 2024, 5:00PM (EDT)

• FDEM Portal Submittal Deadline
  • Tuesday, April 30, 2024, 11:59PM (EDT)
Questions?
Break
Engineering
Three simultaneous reviews after submitting your application:

**PROGRAMMATIC REVIEW**
Project Manager (PM)

**ENGINEERING REVIEW**
Engineering (ENG) Specialist

**ENVIRONMENTAL REVIEW**
Environmental (EHP) Specialist
The FDEM Technical Team is responsible for working with Florida Sub-applicants to ensure their project application meets all requirements and will have a smooth award process with FEMA.

We are on your side and want the best for your project. Our performance is based on awarded mitigation projects.
Engineering Review

Purpose

• Complete application engineering review on behalf of FEMA.
  • Application completeness.
  • Compliance with HMGP:
    • Project Eligibility
    • Feasibility
    • Cost Effectiveness (BCA)
  • Phasing determinations.
  • Construction Cost Eligibility.
  • Scope of Work.
  • Collect adequate supporting documentation.

Goal

• Submit a Project Recommendation to FEMA for funding approval.
Key Application Info for ENG Review

- Clear project type
- Type of hazard
- A detailed description of the problem
- A detailed description of the solution
- Population affected
- Clear project location
- Level of protection
- Complete project worksheet*
What is on the worksheets?

**MITIGATION Generator Worksheet**

**Section I – Project General Information**
- Project Name: Describe the name of the project.
- Sub-Applicant: Enter the organization’s legal name.
- Worksheet completed by: Enter name, title, phone number, and email of the person completing this worksheet.

**Section II – Project Cost Information**
- Mitigation Project Cost: Enter the total cost of the project.
- Annual Maintenance Cost: Enter the annual maintenance cost associated with the project.

**Section III – Project Specific Information**
- Fire Station: Provide the address of the nearest fire station.
- Police Station: Provide the address of the nearest police station.

**Generator(s) Worksheet Instructions**
- Type of Fuel Tank: Specify the type of fuel tank, if applicable.
- Fuel Tank Storage Capacity (gallons) & Duration (hours): Specify the fuel tank’s storage capacity and duration, if applicable.
- Proposing to install a new ATS? Select “Yes” if you are proposing to install a new Automatic Transfer Switch (ATS) as part of the proposed mitigation project. Select “No” if a new ATS is not necessary and provide an explanation.
- Consulting a new concrete pad? Select “Yes” if you are proposing to construct a new concrete pad to support the new generator. Select “No” if a new concrete pad is not necessary and provide an explanation.
- Is there an existing generator? Select “Yes” if there is an existing generator at the project site. Otherwise, select “No.”
- Specify capacity of the existing Generator (kW): If there is an existing generator at the project site, specify the capacity.

**Section IV – Loss of Service**
- Fire Station: How many people are served by the Fire Station? Provide the address of the nearest fire station.
- Police Station: How many people are served by the Police Station? Provide the address of the nearest police station.
- Police Station: How many police officers work or report to this police station?

For each project location identified in Section III, please select only **one** type of the selection guide.
Scope of Work

• The Scope of Work (SOW) should answer the following questions:
  • What is the proposed project?
  • Will the project solve this problem?
  • Who is affected by the project?
  • Why were alternative solutions not chosen?
  • Who will perform the work?
  • Where is the proposed project location?
  • What is the level of protection the project will provide?
  • What are the code and standards the project will meet?

FEMA’s Hazard Mitigation Assistance Job Aids can provide some guidance to help you build your SOW: https://www.fema.gov/grants/mitigation/job-aids
Cost Estimate

• A detailed budget estimate should be provided (applies to phased projects)
• No lump sums are allowed
• The FDEM Engineering Team will be working directly with all sub-applicants and their staff/consultants on budget-related documentation to establish:
  • Final project cost
  • Adequate sources used to build your budget
  • All activities being eligible under HMGP

*The cost estimate is your best approach to the final project cost, please try to be as close to reality as possible to avoid any funding issues post award*
The Schedule should:

- Reflect the time needed to complete and close out the project
- Should include time for FEMA’s review and award process
- Not exceed the federal period of performance
- Align with the SOW and budget
- Ensure the tasks/milestones are aligned with funding obligation
- Incorporate milestones to help measure the progress of the project

Please visit FEMA’s HMA Guidance and make sure you understand the program’s Period of Performance
How do succeed on the ENG Review with my application?

Submit a Complete Application
- Answer all questions.
- Read the guidance.
- Be consistent.
- Clearly explain the problem.
- Clearly explain the project to solve the problem.
- Specify what you are trying to achieve (level of protection).

Submit a Complete Project Worksheet
- Answer all questions on the project worksheet.
- Provide consistent information.
- Provide specific information for the analysis:
  - Losses
  - Benefits
  - Population affected

Respond to RFI’s in a Timely Manner
- RFI’s will be sent within 3 business days deadline, be ready to answer on time.
- List the correct person to contact.
- Be ready to contact others that can help you with answers.
Common Application Pitfalls

• Projects proposing maintenance and/or repairs
• Projects proposing capital improvement activities
• Vague scope of work
• Providing a schedule under the SOW section
• Incomplete explanation of problem
• Lack of level of protection
• Ineligible construction activities
• Lump sum project cost
• Under estimating project cost
• Combining programmatic, engineering and environmental RFI’s/answers
• Blank/incomplete project worksheet*
Why is the project worksheet important?

• Provides information to the FDEM Engineering Team to run a BCA for your project as soon as the application is assigned

• A complete worksheet will expedite the ENG review of your application

• Will allow the State to ask specific questions, reducing the amount of RFI’s

Previous version of worksheet will also be accepted
Engineering:
Benefit Cost Analysis
**Benefits**

- Avoided Physical Damages
- Avoided Emergency Response
- Avoided Loss of Function
- Avoided Injuries and Casualties
- Non-Traditional Benefits

ENG Team is heavily trained on using the tool and collecting benefits for typical and untypical projects.

\[
\text{Benefits} \quad \frac{\text{Project Cost}}{} = \quad 1.0 \text{ or greater (ratio)}
\]
<table>
<thead>
<tr>
<th>Modeled Damages</th>
<th>Historical Damages</th>
<th>Professional Expected Damages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Uses available technical data to enter info into the tool and allowing it to calculate damages and benefits.</td>
<td>Uses available historical records</td>
<td>Using expected damages calculated and certified by the correct professional</td>
</tr>
<tr>
<td>• Flood Insurance Study</td>
<td>• Flooding pictures</td>
<td>• Signed and Sealed information from the Engineer of Record</td>
</tr>
<tr>
<td>• Elevation Certificate</td>
<td>• Insurance claims</td>
<td>• Damages using Depth Damaged Function tables</td>
</tr>
<tr>
<td>• Property Appraiser</td>
<td>• Homeowner affidavits</td>
<td>• H&amp;H Studies</td>
</tr>
<tr>
<td>• ASCE 7-16</td>
<td>• Historical road closures</td>
<td>• Other certified information</td>
</tr>
<tr>
<td>• FDOT Traffic counts</td>
<td>• 911 records</td>
<td></td>
</tr>
<tr>
<td>• Other</td>
<td>• Utility outages</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Other</td>
<td></td>
</tr>
</tbody>
</table>
Engineering:  
*Best Practices for Common Project Types*
Eligible Projects Under HMGP

• Acquisition
• Elevation
  • Mitigation Reconstruction [only if regular elevation is NOT an option]
• Aquifer [Recharge, Storage, and Recovery]
• Wind Retrofit [protects structure and content]
  • Code Plus [higher standards]
  • Structural Retrofit
• Dry Floodproofing
• Generator / Bypass Pumps [only for critical facilities]
• Infrastructure Retrofit
  • Utilities
  • Mast Arm Conversion
• Safe Room [provides life protection]
• Secondary Power Source
• Stabilization
• Warning System
• Wildfire Mitigation
• Secondary Power Source
• Stabilization
• Extreme Heat
• Dry Flood Proofing
• Other [uncommon mitigation projects providing protection and increasing resilience]
• Consider pre-calculated benefits.
  • $360k for acquisitions
  • $228k for elevations

• Identify source of flooding and risk.

• Provide history of losses.

• Provide building replacement value.

• Evaluate feasibility (can it be elevated?).

• Consider multi-hazard actions (flood and wind protection).

• Indicate how the project follows ASCE 24.

• Read the guidance and understand the eligible activities under each project type and their limitations on construction cost and total building size.
Flood Risk Reduction

- Stormwater Systems / Seawalls / Other.
- Identify flood source.
- Provide history of flooding.
- Provide history of losses.
- Provide history of road closures.
- Provide number of road trips.
- Population affected.
- Properties directly affected.
- Identify system components.
- Indicate level of protection
Generators

- Identify loss of service.
- Provide loss of service history.
- Provide documentation for loss of function:
  - Historical outages
  - Expected outages
- Clearly state if permanent and/or portable.
- Describe the use of the critical facility.
- Provide operational budget.
- Consider diesel bypass pumps, if it is a better alternative.
- Indicate the number of customers served by the critical facility.
Infrastructure Retrofit

- Explain the type of infrastructure you are mitigating.
- Indicate the number of customers served by the critical facility.
- Provide documentation for loss of function.
  - Historical outages
  - Expected outages
- Identify the risk (wind, flood, surge, etc).
- Complete a multi-hazard solution.
- Describe the existing conditions of the infrastructure and equipment.
- Level of protection must provide protection to the 500-year event.
Wind Retrofits

• Confirm if the building envelope and the structural system can resist current code-level wind speeds

• Conduct a feasibility wind study; all building findings must be addressed

• Provide systemic protection to the building

• Clearly indicate the type of protection proposed (shutters, impact resistant glass, etc).

• Verify you are proposing impact resistant products to large missiles.

• Provide operational budget.

• Consider pre-calculated benefits.
Safe Room

- Must comply FEMA P-361/FEMA P-320.
- Hurricane safe rooms are mainly intended for first responders.
- Safe rooms are not long-stay shelters.
- Include conceptual floor plans showing all areas.
- Size of building is limited to number of people.
- Provide total usable area, design wind speed, safe room type, protected population.
- Review requirements and avoid overestimating the number of occupants.
- An Operations and Maintenance (O&M) plan must be provided at project closeout.
- Be aware a peer review is required as part of Phase I deliverables.

Please see FEMA’s guidance and understand limitations and requirements.
Environmental and Historic Preservation
EHP Review

• National Environmental Policy Act (NEPA)
  • Requires Environmental and Historic Preservation (EHP) reviews for all projects with federal agency involvement, such as funding.
• FDEM staff will conduct the EHP review on behalf of FEMA.
  • Review areas: physical, biological, social, and cultural
EHP Goals

To document that your project meets the required federal environmental laws and regulations.
What Do We Need From You?

Provide complete and detailed applications with attachments.

Respond to all parts of RFIs in a timely manner.
At minimum, all projects require these documents in the application for EHP:

• Coordinates for the activity (decimal degree format).
• Aerial map outlining all activities.
• Photos: at least 4 with labels explaining content. Should be of the area where the project activities are occurring.
• FIRM/FIRMette with project location indicated.
• Indication of if ground disturbance is occurring or not.
• Documentation showing year built (Property Appraiser)
Examples of Good Information - Coordinates

- Coordinates should always be in decimal degree format as shown below.
- If a project contains more than one location or is a larger scale project, all locations and coordinates should be provided.

### Multiple Locations:

<table>
<thead>
<tr>
<th>Fire Station</th>
<th>Address</th>
<th>Coordinates</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>000 Hawk Ridge, Sunny, Florida 32000</td>
<td>(28.345678, -82.234567)</td>
</tr>
<tr>
<td>2</td>
<td>000 Hawk Ridge, Sunny, Florida 32000</td>
<td>(28.345678, -82.234567)</td>
</tr>
<tr>
<td>3</td>
<td>0th Street NE, Sunny, Florida 32000</td>
<td>(28.345678, -82.234567)</td>
</tr>
<tr>
<td>4</td>
<td>000 Heron Road, Sunny, Florida 32000</td>
<td>(28.345678, -82.234567)</td>
</tr>
<tr>
<td>5</td>
<td>000 Sandpiper Road, Sunny, Florida 32000</td>
<td>(28.345678, -82.234567)</td>
</tr>
</tbody>
</table>

### Linear Projects:

<table>
<thead>
<tr>
<th>Location</th>
<th>Coordinates</th>
</tr>
</thead>
<tbody>
<tr>
<td>State Road 30-E Somewhere in Florida, 32800</td>
<td>Begin (28.345678, -82.234567)</td>
</tr>
<tr>
<td></td>
<td>End (28.345678, -82.234567)</td>
</tr>
</tbody>
</table>

### Large Area Projects:

<table>
<thead>
<tr>
<th>Location</th>
<th>Coordinates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunny, Florida 32000</td>
<td>NE (28.345678, -82.234567)</td>
</tr>
<tr>
<td></td>
<td>NW (28.345678, -82.234567)</td>
</tr>
<tr>
<td></td>
<td>SE (28.345678, -82.234567)</td>
</tr>
<tr>
<td></td>
<td>SW (28.345678, -82.234567)</td>
</tr>
</tbody>
</table>
Examples of Good Information – Aerial Map

A good aerial map will contain a clear indication of where the project will be occurring and will include coordinates to the project area.
Finding Coordinates and Creating a Map
Examples of Good Information – Photos

Photos should be clear and represent the project area.

Labels should indicate what the photos contain.

There should be photos for all sides of a structure.
Examples of Good Information – FIRMette

Project location should be clearly indicated on the map.

https://msc.fema.gov/portal/home
Additional Required Information

Each project is different and some require additional supporting documentation and information in order to be approved. These questions can help guide you through the application development process.
Does Your Project Require Ground Disturbance?

This could include, but is not limited to, leveling an area, running underground electrical connections, directional boring, or excavation.

If yes, a ground disturbance map will need to be provided with your application.
Maps need to include activities clearly outlined, coordinates for ground disturbance, area dimensions, and depth.
Maps need to include activities clearly outlined, coordinates for ground disturbance, area dimensions, and depth.
Creating a Ground Disturbance Map
Is your project located in a floodplain or proposing to reduce flood risk?

Flood risk reduction projects could include elevations, acquisition/demolitions, mitigation reconstructions, or drainage projects.

Critical actions such as generator projects or projects involving critical facilities such as EOCs, fire stations, or hospitals are considered in the floodplain if they are located in X (Shaded) zones.

If yes, a public notice will be required. A template can be provided and a draft can be attached to the application. Please do not post the notice until requested to do so.
Joint Federal, State, Local Public Notice

Public Notice

The Federal Emergency Management Agency and Florida Division of Emergency Management have received the following application for Federal grant funding. Final action is hereby given of the Federal Emergency Management Agency’s (FEMA’s) consideration to provide funding in the form of Hazard Mitigation Grant Program. Funds will be provided in accordance with Section 404 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 95-294, as amended.

Under the National Environmental Policy Act (NEPA), federal actions must be reviewed and evaluated for feasible alternatives and for social, economic, historic, environmental, legal, and safety considerations. Under Executive Order (EO) 11988 and EO 11990 FEMA is required to consider alternatives to aid and to provide public notice of any proposed actions in or affecting floodplains or wetlands. EO 12896 also requires FEMA to provide the opportunity for public participation in the planning process and to consider potential impacts to minority or low-income populations.

Funding for the proposed project will be conditional upon compliance with all applicable federal, tribal, state, and local laws, regulations, floodplain standards, permit requirements and conditions.

Applicant:
Florida Division of Emergency Management

Project Title:
HMGF-4675-(123) Florida Division of Emergency Management, Example Project, Generator

Location of Proposed Work:
The area affected by this project consists of homes in the following locations:
123 Florida Street, Sunny, Florida 32000

Proposed Work and Purpose:
The Florida Division of Emergency Management proposes to install a generator for the State Example Building located at 123 Florida Street, Sunny, Florida 32000. The proposed project will provide power to this critical facility to allow it to remain operational without interruptions.

Project Alternatives:
The alternatives to the project that have been and will be considered are 1) the no action alternative and 2) Purchase of a portable generator for the State Example Building. These alternatives to the proposed project are not viable because under Alternative 1) The No Action Alternative would leave the State Example Building without power in the event of a power outage, creating an interruption in operations, and Alternative 2) The purchase of a portable generator is not the most practical option because it requires staff to deploy and install the generator during a time when staffing may be limited.

Comment Period:
Comments are solicited from the public, local, state or federal agencies, and other interested parties in order to consider and evaluate the impacts of the proposed project. Comments should be made in writing and addressed to the Florida Division of Emergency Management, Bureau of Mitigation, 2555 Shumard Oak Blvd., Tallahassee, FL 32312-2100. Theses are due within 30 days of this notice or by 04/27/2023. The State will forward comments to applicable regulatory agencies as needed. Interested persons may submit comments, obtain more detailed information about the proposed action, or request a copy of the finding by contacting:

John Stevens, Head of State Example
Florida Division of Emergency Management
(850) 123-4567
John.Stevens@example.com

Kayla Brown, State Lead Environmental Specialist
Florida Division of Emergency Management
(850) 273-9209
Kayla.Brown@fema.gov
Is your project in or does it affect wetlands or bodies of water?

If yes, the project will require consultation with FDEP or USACE for Section 404 determination/permitting. The project may also require an Environmental Resource Permit (ERP).

If your project is near water, please indicate if work in water will be required.
Does your project involve changes to a structure over 45 years old?

We will require additional information on the existing structure and how the proposed changes may impact the structure.

This could include a description of existing windows and a description of new windows that would be installed. Spec sheets or photo examples of new products may be required.
That was a lot of information and I don’t know where to start!
EHP Worksheet

### Environmental & Historic Preservation Worksheet

For preliminary Environmental and Historic Preservation review conducted by the State Mitigation Technical Team.

**Important Notes**
- The Office of State Mitigation Unit will conduct the Environmental and Historic Preservation (EHP) Review for your project and the following information is needed. A preliminary copy of the application and worksheet is completed, the designated Environmental Specialist will work with you on any questions or needs for clarification.

**Requirements**
- The following information is the minimum amount of technical information necessary to complete the EHP review. Data collected in this document will provide reviewers with preliminary information necessary to evaluate potential environmental impacts.
- All projects require an EHP review conducted by the technical team in order to receive funding.

#### Section I - Project General Information

<table>
<thead>
<tr>
<th>Project Name</th>
<th>[Additional Project Information]</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Project Name]</td>
<td>[Additional Project Information]</td>
</tr>
</tbody>
</table>

For additional information and resources, please refer to [FDIEM’s Environmental Planning and Historic Preservation Program](https://www.fldh.gov/program/environmental-planning) for eligibility.

---

### Section II - Project Location

The table below allows for up to 3 locations. If your project has more than 3 locations, you can either submit a second EHP Worksheet or attach a separate list providing the information requested below and in Section III.

<table>
<thead>
<tr>
<th>ID</th>
<th>Project Location</th>
<th>Coordinates</th>
<th>Type of Structure</th>
<th>Ground Disturbance?</th>
<th>Critical Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>-Select-</td>
<td>-Select-</td>
<td>-Select-</td>
<td>-Select-</td>
<td>-Select-</td>
</tr>
<tr>
<td>2</td>
<td>-Select-</td>
<td>-Select-</td>
<td>-Select-</td>
<td>-Select-</td>
<td>-Select-</td>
</tr>
<tr>
<td>3</td>
<td>-Select-</td>
<td>-Select-</td>
<td>-Select-</td>
<td>-Select-</td>
<td>-Select-</td>
</tr>
<tr>
<td>4</td>
<td>-Select-</td>
<td>-Select-</td>
<td>-Select-</td>
<td>-Select-</td>
<td>-Select-</td>
</tr>
<tr>
<td>5</td>
<td>-Select-</td>
<td>-Select-</td>
<td>-Select-</td>
<td>-Select-</td>
<td>-Select-</td>
</tr>
<tr>
<td>6</td>
<td>-Select-</td>
<td>-Select-</td>
<td>-Select-</td>
<td>-Select-</td>
<td>-Select-</td>
</tr>
<tr>
<td>7</td>
<td>-Select-</td>
<td>-Select-</td>
<td>-Select-</td>
<td>-Select-</td>
<td>-Select-</td>
</tr>
</tbody>
</table>

Note: Select only if the proposed project involves a structure.

---

### Section III - Environmental Details

<table>
<thead>
<tr>
<th>Ground Disturbance?</th>
<th>Critical Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Additional Ground Disturbance Information]</td>
<td>[Critical Action Information]</td>
</tr>
</tbody>
</table>

Common ground disturbing activities include installation of concrete pads, site preparations, running electrical conduits, trenching, directional boring, and excavation. If ground disturbing activities are occurring, a Ground Disturbance Map is required to be attached to the application. See Section IV instructions for more details.

---

**Questions**

- Will any groundwork occur to implement the project?
- What is the Critical Action?

---

[Note: The image contains a flowchart with questions and options, but the text is not clearly visible for detailed transcription.]
Why should you fill out the EHP worksheet?

The worksheet addresses some of the most common RFIs that go out for projects.

Having these answers let the team get a jump start on the EHP review and reduces the number of RFIs you’ll need to respond to.
Helpful Resources

• EHP Guidance by Project Type:

• FEMA Region 3 Photo Guide:

• National Wetland Inventory Mapper:

• Flood Maps:
  • [https://msc.fema.gov/portal/home](https://msc.fema.gov/portal/home)
If you do not have an account, click “Register”

Go to www.fdemportal.com/grants

Community Guide Video for the FDEM Portal available on State HMGP site
Community Guide Video for the FDEM Portal available on State HMGP site
Be sure you register for the correct account; If you’re unsure, contact FDEM

Community Guide Video for the FDEM Portal available on State HMGP site
Select the correct User Type

Community Guide Video for the FDEM Portal available on State HMGP site
Select the correct Bureau, as that is where the access request will go.

Community Guide Video for the FDEM Portal available on State HMGP site.
For current and new applications

The Updated Statewide Mutual Aid Agreement is now available
The Statewide Mutual Aid Agreement has been updated and is available for review. Download Here

Community Guide Video for the FDEM Portal available on State HMGP site
FDEM Portal

Current list of created applications

For New Applications

Community Guide Video for the FDEM Portal available on State HMGP site
Select which disaster to apply for

Community Guide Video for the FDEM Portal available on State HMGP site
FDEM Portal

Alternate way to find projects via SA#/PID#

Community Guide Video for the FDEM Portal available on State HMGP site
Community Guide Video for the FDEM Portal available on State HMGP site
Community Guide Video for the FDEM Portal available on State HMGP site
Community Guide Video for the FDEM Portal available on State HMGP site
All communication will primarily be with this contact.

Double-check everything.

Community Guide Video for the FDEM Portal available on State HMGP site.
This person will receive the application to sign

Double-check everything

Community Guide Video for the FDEM Portal available on State HMGP site
FDEM Portal

Location section has been updated to allow for locations to be deleted, if needed.

Community Guide Video for the FDEM Portal available on State HMGP site.
With the recent update, Original Signed Application has been moved.

Community Guide Video for the FDEM Portal available on State HMGP site.
FDEM Portal

Drop-down menu shows list of attachments

Community Guide Video for the FDEM Portal available on State HMGP site
Submit button will turn blue when all fields are complete

Community Guide Video for the FDEM Portal available on State HMGP site
CONGA has been removed and no digital signature is needed.

Uploading the Original Signed Application will be the final step and will provide the AA's Signature.

Community Guide Video for the FDEM Portal available on State HMGP site.
PLANNING
Kristin Lentz, Manager
MitigationPlanning@em.myflorida.com

FLOODPLAIN
Jillian Kraynak, Dep. State Floodplain Manager
Floods@em.myflorida.com

TECHNICAL
Luz Bossanyi, Program Manager
Engineering: Claudia.Purser@em.myflorida.com
Environmental: Kayla.Born@em.myflorida.com

HAZARD MITIGATION GRANT PROGRAM
Kathleen Marshall, Program Manager
dem_hazardmitigationgrantprogram@em.myflorida.com

BUILDING RESILIENT INFRASTRUCTURE & COMMUNITIES
Susan Harris-Council, Program Manager
non-disasterprograms@em.myflorida.com

FLOOD MITIGATION ASSISTANCE
Susan Harris-Council, Program Manager
non-disasterprograms@em.myflorida.com

HURRICANE LOSS MITIGATION PROGRAM
Jillian Holzman, Program Manager
hlmp@em.myflorida.com

BUREAU CHIEF
Laura Dhuwe
Laura.Dhuwe@em.myflorida.com