



STATE OF FLORIDA


DIVISION OF EMERGENCY MANAGEMENT

Ron DeSantis
Governor

Kevin Guthrie
Director

MEMORANDUM

To: Local Governments, State and Regional Agencies, Indian Tribal Governments, Local Mitigation Strategy Working Groups, and Private Non-Profit Organizations Submitting Hazard Mitigation Grant Program Applications for the Severe Storms, Straight-line Winds, and Tornadoes event (DR-4794)

From: Kevin Guthrie, State Coordinating Officer 

Subject: DR-4794 Hazard Mitigation Grant Program Notice of Funding Availability

Date: February 17, 2025

Program Summary

The Florida Division of Emergency Management (Division) is pleased to announce the availability of Hazard Mitigation Grant Program (HMGP) funds as a result of the recent Presidential Disaster Declaration for the Severe Storms, Straight-line Winds, and Tornadoes event (FEMA 4794-DR-FL), which was declared on June 17, 2024.

HMGP funding is authorized by Section 404 of the Robert T. Stafford Disaster Relief Act. This funding helps communities implement measures to reduce or eliminate long-term risk to people and property from natural hazards and their effects. The Division encourages all potential applicants to submit applications for projects that address eligible mitigation activities. The amount of HMGP funding available to the state is based on the total federal disaster assistance for the Presidential Disaster Declaration. The HMGP funding for this notice is for regular funds only and does not include funding options for initiative, codes and standards, or planning set-asides. Applications submitted for the latter obligations will not be accepted under this funding notice.

Current Changes

As of October 7, 2024, 27P-22 of the Florida Administrative Code is now updated to establish the Division of Emergency Management Enterprise Solution (DEMES) system as the required method to submit applications to the Division for the HMGP. Hard copies are no longer being accepted, nor is there a requirement to submit an original signed application into DEMES as an attachment, thus removing this redundancy. In order to ensure each project has been approved by an authorizing agent, a single-page form will be required as the final step in the application submission process ([Attachment F](#))

If you have been granted access to DEMES for a past event, please use your existing account and do not re-register. If you have problems accessing your account, please use the DEMES contact below.

Application Timeline

The application period will close May 21, 2025. The Division encourages potential applicants to submit complete applications before the close of the application period. Applications will only be accepted from eligible applicants as defined in the *Minimum Program Eligibility* section of this notice.

DEMES Registration: If you have not already registered for access to DEMES, please see the instructions in [Attachment H](#) to do so.

A complete submission of your applications, and all required supporting documentation, should be uploaded to DEMES no later than

May 21 2025, 11:59 p.m. (EDT)

It is imperative that your access request for DEMES is received by the Division no later than 5:00 p.m. EDT on May 21, 2025, in order to meet the application deadline.

The HMGP application and all other pertinent resources for completing the application may be obtained at the Division's website located at FloridaDisaster.org/hmgrp in the section HMGP Application and Resources.

Questions regarding DEMES system may be directed to:

Jared Jaworski
(850)544-8372
Jared.jaworski@em.myflorida.com

Minimum Program Eligibility

Eligible Applicants: According to the Code of Federal Regulations (CFR) 44 §206.434(a), the following parties are eligible to apply for Hazard Mitigation Grant Program funds:

- State agencies;
- Local governments who have an approved Local Mitigation Strategy (LMS) in accordance with 44 CFR §201.6, prior to receipt of HMGP subgrant funding for projects;

- Private non-profit organizations or institutions that own or operate a private non-profit facility as defined in 44 CFR §206.221(e); and
- Indian tribes or authorized tribal organizations

However, be advised that pursuant to Rule 27P-22, Florida Administrative Code, all project applications must go through the Local Mitigation Strategy Working Group (LMSWG) of the county where the project will take place. Any application submitted in DEMES without a signed endorsement letter, from either the Chair or Vice-Chair of an LMSWG, will be denied.

Eligible Activities: Activities include mitigation projects that will result in protection of public or private property from natural hazards. Activities for which implementation has already been initiated or completed are not eligible for funding. Eligible projects include, but are not limited to, the following:

- Acquisition (demolition or relocation) of existing at-risk structures
- Aquifer (recharge, storage and recovery) serve primarily as a drought management tool and reduce flood risk
- Dry Floodproofing structures by sealing the structure to keep floodwaters out
- Elevation of flood prone structures
- Flood Risk Reduction (Localized or Non-localized) – lessen the frequency or severity of flooding
- Generator for critical facilities or are an integral part of a larger eligible project
- Infrastructure Retrofit modifications to the existing infrastructure to reduce or eliminate the risk of future damage and increase protection
- Mitigation Reconstruction of properties that cannot be elevated
- Safe Room to provide immediate life-safety protection from severe wind events
- Secondary Power Source to increase power system resilience
- Stabilization to reduce risk to structures/infrastructure from erosion
- Structural Retrofit modifications addressing the structural element of a building/facility that are essential to increase protection
- Wildfire Mitigation - at-risk structures and associated loss of life from the threat of future wildfires
- Wind Retrofit modifications to the existing structure to reduce or eliminate the risk of future damage and increase protection

Ineligible Activities: The state will **not** consider funding requests for the following:

- Construction of new facilities (Nevertheless, the cost associated with Code Plus upgrades to new facilities may be considered);
- Equipment such as emergency pumps, vehicles, and communication devices;
- Stand-alone studies, design, and planning-related activities, not directly related to the design and implementation of a proposed mitigation project;
- Tree removal, debris removal, and other forms of maintenance; or

- **Projects already in progress** (*Construction may not begin until the contract between the State and subrecipient is executed and the project has met requirements of the National Environmental Policy Act*).

Eligibility Criteria: All projects submitted must meet *minimum criteria* to be considered for funding. An eligible project must:

- Conform to the requirements stated in this Notice of Funding Availability;
- Conform to the Florida State Hazard Mitigation Plan and the respective community's LMS;
- Conform to the funding priorities for the disaster, as established in the appropriate LMS;
- Demonstrate cost-effectiveness;
- Be technically feasible;
- Benefit the designated disaster area;
- Conform to all applicable environmental laws and regulations, as well as Executive Orders;
- Solve a problem independently or constitute a functional part of a solution;
- Benefit a National Flood Insurance Program (NFIP) participating community that is not on probation or suspended from the NFIP; and
- Meet all applicable State and local codes and standards.

Cost-Share Requirements

The HMGP is a cost-reimbursement grant program, with FEMA contributing up to 75-percent of the total amount approved under the grant award to implement eligible, cost-effective mitigation measures. The applicant must provide the remaining 25-percent non-federal share. Contributions, cash, and in-kind services are acceptable as part of the non-federal share. Requirements for in-kind contributions can be found in 2 CFR §200.306. In-kind contributions must be directly related to the eligible project cost and are those personnel, materials, equipment and supplies owned, controlled, and operated by the applicant or a third-party contributor.

Applicants may use the Global Match concept as part of the 25-percent non-federal share. Global Match permits a potential applicant to meet the non-federal share match by receiving credit for state and/or local government funds that were committed to a similar type of project(s). These similar **non-federally** funded projects require a separate application submission, must meet all of the HMGP eligibility requirements, and be submitted under the same disaster. This means that if Global Match is approved, the applicant may receive up to 100-percent federal share. Phased projects are not eligible for Global Match.

Pre-Award Costs

Prior to receiving a grant award, pre-award costs may be requested. Pre-award costs include items such as engineering, environmental study, permitting, and other "soft" costs associated with a construction project. *Construction activities are not considered pre-award costs.* Pre-

award costs must be requested, in writing, by submitting a signed pre-award request form at application submittal and included in the budget as separate line-item. Directions for getting this form are included in [Attachment A](#).

Procurement

Any procurement of property or services under a federal award must conform to 2 CFR §200 Subpart D (§§ 200.317 - 200.327). This also includes any activities performed as a part of the pre-award request.

Sub-Recipient Management Costs

Per FEMA's Hazard Mitigation Assistance Program and Policy Guidance, dated March 23, 2023, HMGP projects awarded under disasters, on or after the effective date, are eligible for sub-recipient management costs (SRMC) up to a hard cap of 5 percent of their eligible and actual project costs. SRMC is a separate pool of funding and will not be calculated as part of the benefit-cost analysis (BCA). SRMC will be reimbursed at a 100 percent federal cost share following the submission of compliant source documentation in conformance with 2 CFR 200 Subpart E. Additional information on SRMC can be found in the attached HMGP SRMC Request Form ([Attachment G](#)). Any applicant requesting SRMC will need to complete and upload this form along with their application in DEMES.

County Funding Allocation

To ensure funds are distributed equitably, designated counties have been assigned a portion of the total HMGP grant. The amount is based on a calculation of the proportional share of the total federal assistance under the Public Assistance (PA), Individual Assistance (IA), and Small Business Administration (SBA) programs. Commitment of project funds by the Division is contingent upon receipt of appropriate Legislative Budget Authority.

These figures are shown in [Attachment B](#) and represent the estimated amount of HMGP funds currently available. HMGP funding is available only to those counties that have a current FEMA-approved LMS. Project applications will be considered only if:

- (1) The application is accompanied by an endorsement by the LMS Chairperson or Vice-Chairperson stating that the project is included in the current LMS; and,
- (2) If more than one project is submitted, the endorsement indicates the prioritization. A sample project submission letter is shown in [Attachment C](#).

The Division will attempt to fund each submitted project in priority order until the county's allocation has been exhausted. In accordance with Florida Administrative Code (F.A.C.) 27P-22.006, the Division uses the following tiered allocation system up until the State application deadline with FEMA:

Tier 1

The available HMGP funds are allocated to counties included in the relevant Presidential Disaster Declaration in proportion to each county's share of federal disaster funding from the Public Assistance (PA), Individual Assistance (IA), and Small Business Administration (SBA) Disaster Loan Program as of 120 days after a Disaster Declaration as reported by FEMA. Eligible projects submitted by each county included in the relevant Presidential Disaster Declaration will be funded in order of priority as outlined in the LMS until the allocated funds are exhausted or all eligible projects are funded.

Tier 2

Any allocation remaining after all eligible projects in any declared county are funded shall be re-allocated to those counties included in the relevant Presidential Disaster Declaration whose allocation was not sufficient to fund all submitted eligible projects. The order of priority for re-allocating funds is detailed in [Attachment D](#).

Tier 3

In the event that funds remain after the Tier 1 and Tier 2 processes, any remaining funds will be offered on a statewide basis as described in [Attachment D](#).

Please see [Attachment D](#) for a detailed explanation of funding tiers.

Funding Availability and Notification

FEMA notifies the State of HMGP funding availability at the following milestones:

Initial 30-Day Estimate

This is an early estimate only and not an actual commitment of funding by FEMA. Funding may increase or decrease based on actual disaster claims during the declaration period. These estimates are provided for planning purposes and to jump-start the HMGP application process.

Obligation prior to 12 Months

Prior to the 12-month lock-in, FEMA will only obligate funds up to 75% of any current estimate. This is to eliminate the risk of over-obligating funds for any given disaster in the event the 12-month lock-in is lower than initially estimated.

12 Months from the Date of Declaration

This represents the State's Lock-in Amount. It is the maximum amount available the state can expect to receive from FEMA. In rare occurrences, FEMA may conduct a subsequent review 18 months after the declaration, but only at the request of the State. The estimate from that review may cause the final lock-in to fluctuate up or down depending on the findings.

It is important for potential applicants to recognize that HMGP funds are contingent upon FEMA's reexamination of the disaster figures at the given time intervals. A county's funding allocation can increase or decrease after application submission.

Technical Assistance

The Division is in the process of scheduling HMGP application development workshop webinars and will be in touch with these counties in the next few weeks to finalize dates and times. The webinars will focus on the declared counties so that their project-specific concerns can be addressed by state staff.

Please check the Division's website FloridaDisaster.org/hmgp for technical guidance. The Division will provide additional technical assistance throughout the application process. This includes assistance with the application process, Benefit Cost Analysis, Engineering Feasibility and Environmental/Historical Preservation Compliance. If there are any questions regarding the allocation of funds or the project review and selection criteria, please call Bureau staff at one of the following numbers:

Program Eligibility: (850) 815-4537 or (850) 815-4503

Environmental: (850) 228-6679

Engineering and Technical Feasibility: (850) 528-5713

For additional information and technical assistance, please refer to FEMA's *Hazard Mitigation Assistance Guidance* document available at the link below for the relevant guidance for disasters declared between March 22, 2023 to July 29, 2024.

www.fema.gov/grants/mitigation/learn/hazard-mitigation-assistance-guidance/archive.

To assist you in submitting qualified project applications, the following attachments are located on the Division website www.floridadisaster.org/hmgp.

<u>Attachment A:</u>	<u>Pre-award Cost Guidance and Form</u>
<u>Attachment B:</u>	<u>6-month Estimate of Available HMGP Funding</u>
<u>Attachment C:</u>	<u>Sample LMS Project Submission Letter</u>
<u>Attachment D:</u>	<u>Florida Administrative Code 27P-22</u>
<u>Attachment E:</u>	<u>Data Collection Worksheet Notice</u>
<u>Attachment F:</u>	<u>Authorizing Agent Approval Form</u>
<u>Attachment G:</u>	<u>HMGP SRMC Request Form</u>
<u>Attachment H:</u>	<u>DEMES Access Request and Guidance</u>

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Attachments

Attachment A

Pre-Award Cost Guidance and Request Form

If you wish to request pre-award costs with your project, or would like to know more about pre-award costs, follow the link below and look under the “Application” menu for both the guidance and request form.

www.floridadisaster.org/hmgrp

Questions on regarding pre-award costs may be directed to:

DEM_HazardMitigationGrantProgram@em.myflorida.com

Attachment B

FEMA-4794-DR-FL
6-Month Estimate as of 12/19/2024

County	Regular Projects HMGP Funding	25% Match Required
Baker	\$ 8,061.87	\$ 2,687.29
Colombia	\$ 8,061.87	\$ 2,687.29
Gadsden	\$ 8,061.87	\$ 2,687.29
Hamilton	\$ 25,539.39	\$ 8,513.13
Jefferson	\$ 8,061.87	\$ 2,687.29
Lafayette	\$ 8,061.87	\$ 2,687.29
Leon	\$ 11,288,229.21	\$ 3,762,743.07
Liberty	\$ 8,061.87	\$ 2,687.29
Madison	\$ 8,061.87	\$ 2,687.29
Santa Rosa	\$ 16,101.28	\$ 5,367.09
Suwannee	\$ 11,837.25	\$ 3,945.75
Taylor	\$ 8,061.87	\$ 2,687.29
Wakulla	\$ 8,061.87	\$ 2,687.29
	\$ 11,414,264.00	\$ 3,804,754.67

Based on FEMA Letter dated 12/19/2024

Attachment C

(On agency letterhead)

Date

Mrs. Laura Dhuwe, Deputy State Hazard Mitigation Officer
Florida Division of Emergency Management
2555 Shumard Oak Boulevard Tallahassee,
Florida 32399-2100

Re: Hazard Mitigation Grant Program (HMGP) applications for FEMA XXX-DR-FL,
Disaster Name

Dear Mrs. Dhuwe:

The _____ County Local Mitigation Strategy (LMS) working group has approved by vote and prioritized the following projects for HMGP funding from this disaster. These projects align with our LMS goals and objectives as noted, and with the State's mitigation goals and objectives {in accordance with the Code of Federal Regulations 44 §201.6).

The _____ County LMS group therefore presents the projects below (or in the attachment) in the order that they are to be considered for funding.

FEMA XXX-DR-FL Disaster Name

Funding Priority	Project Name or Description	Applicant	Goal/Objective Implemented	Estimated Total Project Cost	Estimated Federal Share
1.	Project name	Applicant	3. B. (2)	\$000,000	\$000,000
2.	Project name	Applicant	1. A. (4)	\$000,000	\$000,000
3.	Project name	Applicant	2. B. (4)	\$000,000	\$000,000
<i>Etcetera</i>					

For further information or inquiry, please contact me at (insert phone number and email).

Sincerely,

_____, LMS Chair
_____, County LMS

cc:

Attachment D

**CHAPTER 27P-22
HAZARD MITIGATION GRANT PROGRAM**

27P-22.001	Purpose
27P-22.002	Definitions
27P-22.003	Eligibility
27P-22.004	LMS Working Groups
27P-22.005	Local Mitigation Strategy
27P-22.006	County Allocations and Project Funding
27P-22.007	Application

27P-22.001 Purpose.

This chapter describes the processes for application, project selection and distribution of funds under the Hazard Mitigation Grant Program.

Rulemaking Authority 252.35(2)(x) FS. Law Implemented 252.311, 252.32, 252.35 FS. History—New 2-24-02, Formerly 9G-22.001.

27P-22.002 Definitions.

(1) “Adoption” means a resolution, ordinance or other formal action taken by the governing body of a county or municipality indicating agreement with and acceptance of the relevant Local Mitigation Strategy.

(2) “Application” means the request for hazard mitigation funding as submitted to the Division of Emergency Management (Division or FDEM) by an Applicant.

(3) “Applicant” means a state agency, local government, Native American tribe or authorized tribal organization or private non-profit organization requesting hazard mitigation funding.

(4) “DEMES” means Division of Emergency Management Enterprise Solution.

(5) “DHS” means Department of Homeland Security.

(6) “FEMA” means the Federal Emergency Management Agency.

(7) “Hazard” means a condition that exposes human life or property to harm from a man-made or natural disaster.

(8) “Hazard Mitigation” means any action taken to reduce or eliminate the exposure of human life or property to harm from a man-made or natural disaster.

(9) “Hazard Mitigation Grant Program”, herein referred to as HMGP, means the program authorized under Section 404 of the Stafford Act and implemented by 44 C.F.R., Part 206, Subpart N, dated October 1, 2023, hereby incorporated by reference, <http://www.flrules.org/Gateway/reference.asp?No=Ref-16911>, a copy of which may be obtained by contacting the Division, which provides funding for mitigation projects as identified in the State Hazard Mitigation Plan.

(10) “Local Mitigation Strategy” or “LMS” means a plan to reduce identified hazards within a county.

(11) “Project” means a hazard mitigation measure as identified in an LMS.

(12) “Repetitive loss structures” means structures that have suffered two or more occurrences of damage due to flooding and which have received payouts from the National Flood Insurance Program as a result of those occurrences.

(13) “State Hazard Mitigation Plan” means Florida’s version of the Hazard Mitigation Plan referred to in 44 C.F.R., Part 206, Subpart N and approved by FEMA. The State Hazard Mitigation Plan is set forth in the Enhanced State Hazard Mitigation Plan 2018, hereby incorporated into this rule by reference, <https://www.flrules.org/Gateway/reference.asp?No=Ref-12334>. A copy may be obtained by contacting the Division of Emergency Management.

(14) “Working Group” is the group responsible for the development and implementation of the Local Mitigation Strategy.

Rulemaking Authority 252.35(2)(r), (y) FS. Law Implemented 252.311, 252.32, 252.35 FS. History—New 2-24-02, Formerly 9G-22.002, Amended 7-18-13, 11-24-20, 10-7-24.

27P-22.003 Eligibility.

(1) Eligible types of projects shall include, but not be limited to, the following:

(a) Certain new construction activities that will result in protection from hazards;

(b) Retrofitting of existing facilities that will result in increased protection from hazards;

- (c) Elevation of flood prone structures;
- (d) Vegetative management/soil stabilization;
- (e) Infrastructure protection measures;
- (f) Stormwater management/flood control projects;
- (g) Property acquisition or relocation; and
- (h) Plans that identify and analyze mitigation problems and include funded, scheduled programs for implementing solutions, within the same disaster.

(2) In order to be eligible for funding, projects shall meet the following requirements:

- (a) Conform to the State Hazard Mitigation Plan;
- (b) Conform to the funding priorities for the disaster as established in the LMS governing the project;
- (c) Conform to the following federal regulations incorporated by reference, copies of which may be obtained by contacting the Division:

1. 44 C.F.R., Part 9, Floodplain Management and Protection of Wetlands, dated October 1, 2019, incorporated by reference, <http://www.flrules.org/Gateway/reference.asp?No=Ref-12335>;

2. DHS Directive 023-01, Revision 01, dated 10/31/2014, incorporated by reference, <http://www.flrules.org/Gateway/reference.asp?No=Ref-12336>;

3. DHS Instruction 023-01-001-01, Revision 01, dated 11/6/2014, incorporated by reference, <http://www.flrules.org/Gateway/reference.asp?No=Ref-12337>;

4. FEMA Directive 108-1, dated 10/10/2018, incorporated by reference, <http://www.flrules.org/Gateway/reference.asp?No=Ref-12338>; and

5. FEMA Instruction 108-1-1, dated 10/10/2018, incorporated by reference, <http://www.flrules.org/Gateway/reference.asp?No=Ref-12339>.

(d) Eliminate a hazard independently or substantially contribute to the elimination of a hazard where there is reasonable assurance that the project as a whole will be completed; and

(e) Be cost-effective and substantially reduce the risk of future damage, hardship, loss, or suffering resulting from a disaster.

Rulemaking Authority 252.35(2)(x) FS. Law Implemented 252.311, 252.32, 252.35 FS. History—New 2-24-02, Formerly 9G-22.003, Amended 11-24-20.

27P-22.004 LMS Working Groups.

Each county electing to participate in the HMGP must have a formal LMS Working Group and a current FEMA approved LMS.

(1) Not later than the last working weekday of January of each year the Chairperson of the Board of County Commissioners shall submit to the Division a list of the members of the Working Group and its designated Chairperson and Vice-Chairperson.

(2) The Working Group shall include, at a minimum:

(a) Representation from various agencies of county government which may include, but not be limited to, planning and zoning, roads, public works and emergency management;

(b) Representation from all interested municipalities within the county; and

(c) Representation from interested private organizations, civic organizations, trade and commercial support groups, property owners associations, Native American Tribes or authorized tribal organizations, water management districts, regional planning councils, independent special districts and non-profit organizations.

(3) The county shall submit documentation to show that within the preceding year it has issued a written invitation to each municipality, private organization, civic organization, Native American Tribe or authorized tribal organization, water management district, independent special district and non-profit organization, as applicable, to participate in the LMS working group. This documentation shall accompany the membership list submitted to the Division.

(4) The Working Group shall have the following responsibilities:

(a) To designate a Chairperson and Vice-Chairperson;

(b) To develop and revise an LMS as necessary;

(c) To coordinate all mitigation activities within the County;

(d) To set an order of priority for local mitigation projects; and

(e) To submit annual LMS updates to the Division by the last working weekday of each January. Updates shall address, at a

minimum:

1. List of Working Group Members including Chair and Vice-Chair;
2. Changes to the hazard assessment;
3. Updated project priority list including estimated costs and potential funding sources;
4. Changes to the critical facilities list;
5. Changes to the repetitive loss list; and
6. Revisions to any maps.

Rulemaking Authority 252.35(2)(x) FS. Law Implemented 252.311, 252.32, 252.35 FS. History—New 2-24-02, Formerly 9G-22.004, Amended 7-18-13, 11-24-20.

27P-22.005 Local Mitigation Strategy.

Each LMS shall have the following components:

(1) A description of the activities of local government and private organizations that promote hazard mitigation; a description of the policies, ordinances or programs that guide those activities; and any deficiencies in the policies, ordinances, and programs with recommendations to correct those deficiencies.

(2) A description of the methods used to engage private sector participation.

(3) A statement of general mitigation goals, with Working Group recommendations for implementing these goals, and estimated dates for implementation.

(4) A description of the procedures used by the Working Group to review the LMS at regular intervals to ensure that it reflects current conditions within the County.

(5) A hazard assessment to include, at the minimum, an evaluation of the vulnerability of structures, infrastructure, special risk populations, environmental resources and the economy to storm surge, high winds, flooding, wildfires and any other hazard to which the community is susceptible.

(6) A statement of procedures used to set the order of priority for projects based on project variables which shall include technical and financial feasibility.

(7) A list of approved projects in order of priority with estimated costs and associated funding sources.

(8) A list of critical facilities that must remain operational during and after a disaster.

(9) A list of repetitive loss structures.

(10) Maps, in Geographical Information System (GIS) format, depicting hazard areas, project locations, critical facilities and repetitive loss structures.

Rulemaking Authority 252.35(2)(x) FS. Law Implemented 252.311, 252.32, 252.35 FS. History—New 2-24-02, Formerly 9G-22.005.

27P-22.006 County Allocations and Project Funding.

(1) The available HMGP funds shall be allocated to the counties included in the relevant presidential disaster declaration, as defined in Section 252.34(2), F.S., in proportion to each county's share of the federal disaster funding from the Public Assistance, Individual Assistance and Small Business Administration programs as of 120 days after the disaster declaration as reported by FEMA.

(a) Eligible and submitted projects for each county included in the relevant presidential disaster declaration will be funded in order of priority as outlined in the LMS Working Group endorsement letter until the allocated funds are exhausted, or all eligible projects are funded, whichever occurs first.

(b) Any allocation remaining after all eligible projects in any declared county are funded shall be reallocated to those counties included in the relevant presidential disaster declaration whose allocation was not sufficient to fund all submitted eligible projects in proportion to each county's share of unfunded projects.

(2) If funds remain after all eligible projects under subsection (1) above have been funded, then they shall be applied to fund eligible projects submitted from counties not included in the relevant presidential disaster declaration on a first-come-first-served basis until all available funds are obligated.

(3) Once a project has been selected for funding, the agreement between the applicant and the Division regarding the terms and conditions of the grant shall be formalized by contract.

Rulemaking Authority 252.35(2)(x) FS. Law Implemented 252.311, 252.32, 252.35 FS. History--New 2-24-02, Formerly 9G-22.006, Amended 11-24-20.

27P-22.007 Application.

(1) The following entities may apply for funding under the program:

(a) State agencies and local governments;

(b) Private non-profit organizations or institutions that own or operate a private non-profit facility as defined in 44 C.F.R., §206.221(e), dated October 1, 2023, hereby incorporated by reference, <http://www.flrules.org/Gateway/reference.asp?No=Ref-16910> a copy of which may be obtained by contacting the Division; and

(c) Indian tribes or authorized tribal organizations.

(2) The Division shall notify potential applicants of the availability of HMGP funds by publishing a Notice of Funding Availability in the Florida Administrative Register.

(3) Applicants will have not less than ninety (90) days from the date of notification to submit project applications. The opening and closing dates will be specified in the Notice of Funding Availability available at www.floridadisaster.org.

(4) A LMS Working Group endorsement letter shall accompany each application from the Chairperson or Vice-Chairperson of the LMS Working Group endorsing the project. The endorsement shall verify that the proposed project does appear in the current LMS and state its priority in relation to other submitted projects. Applications without this letter of endorsement will not be considered.

(5) Applications must be submitted using FDEM's DEMES system available at www.floridadisaster.org. Instructions on how to register and apply may be obtained by contacting the Division or visiting www.floridadisaster.org. In addition, these instructions will be circulated as a part of the Notice of Funding Availability for its respective disaster grant cycle.

(6) If the Division receives an incomplete application, the applicant will be notified in writing of the deficiencies. The applicant will have thirty (30) calendar days from the date of the letter to resolve the deficiencies. If the deficiencies are not corrected by the deadline the application will not be considered for funding.

Rulemaking Authority 252.35(2)(r), (y) FS. Law Implemented 252.311, 252.32, 252.35 FS. History--New 2-24-02, Formerly 9G-22.007, Amended 7-18-13, 11-24-20, 10-7-24.

Attachment E

Data Collection Worksheet Notice

If you are submitting project applications for the project types listed below, follow the link and look under “Project Worksheets” for the form pertaining to your project. These worksheets will help ensure that the appropriate information is given to the state and assist us in reviewing your application more efficiently.

Project Worksheets

- Wind Retrofit
- Flood Control - Drainage Improvements
- Generator
- Hurricane Safe Rooms
- Tornado Safe Rooms
- Wildfire
- Drought
- Utility Mitigation

In addition, a new worksheet was developed to assist sub-applicants submitting acquisition-related projects. To find this document, follow the same link and look under “For Acquisition Projects.”

www.floridadisaster.org/hmgp

Attachment F



AUTHORIZING AGENT APPROVAL

For those entities applying for the Hazard Mitigation Grant Program (HMGP), assurance is needed to ensure that non-federal funds are, or will be, secured for the proposed action by the project start date. An Authorizing Agent's signature is needed to provide this. An Authorizing Agent is the chief elected official of a local government who has signature authority, such as a Chairperson of the Board of County Commissioners for a County, the Mayor of a municipality, or an elected Board Member for a private non-profit. Any entity may delegate this authority to a subordinate official by resolution of the governing body. If this is the case, Proof of Authorization must be provided as a separate attachment in Section VI of the relevant HMGP application in DEMES. This form must be fully completed, signed, and submitted into DEMES for an application to be received by FDEM. Applicants will be prompted for this form in the final step of the DEMES HMGP application. Ensure that the information provided here matches the relevant DEMES application. For questions, please email DEM_HazardMitigationGrantProgram@em.myflorida.com.

PROJECT INFORMATION

APPLICANT (ENTITY): Click or tap here to enter text.

COUNTY: Choose an item.

FEMA DISASTER: Click or tap here to enter text.

PROJECT TITLE: Click or tap here to enter text.

TOTAL PROJECT COST: Click or tap here to enter text.

FEDERAL SHARE: Click or tap here to enter text.

NON-FEDERAL SHARE: Click or tap here to enter text.

AUTHORIZING AGENT

FIRSTNAME: Click or tap here to enter text.

LAST NAME: Click or tap here to enter text.

TITLE: Click or tap here to enter text.

ADDRESS: Click or tap here to enter text.

CITY: Click or tap here to enter text.

STATE: Click or tap here to enter text.

ZIP CODE: Click or tap here to enter text.

PHONE: Click or tap here to enter text.

EMAIL: Click or tap here to enter text.

The undersigned assures fulfillment of all requirements of the Hazard Mitigation Grant Program, as contained in the program guidelines, and affirms that all information contained in this application is true and correct to the best of my knowledge. The governing body of the applicant duly authorized the document, and hereby applies for the assistance documented in this application.

AUTHORIZING AGENT SIGNATURE

Click or tap here to enter text.
DATE

Proof of Authorization – Delegation of Authority attached in Section VI

Attachment G

Sub-Recipient Management Cost Request Form

Any applicant requesting sub-recipient management cost (SRMC) in their application for their project must include a completed SRMC request form at application. This form is available on the FDEM's HMGP site at the link provided. The form itself is underneath the "Application" dropdown menu and contains SRMC forms for phased and non-phased projects, guidance and reference information, and sample forms for phased and non-phased projects. If you have any questions regarding this form, please email the HMGP distribution list at demsrmchelpdesk@em.myflorida.com.

www.floridadisaster.org/hmgp

Attachment H

New and Existing Users

All entities wishing to do business with the federal government must have a unique entity identifier (UEI). The UEI number is issued by the SAM system. Requesting a UEI using Sam.gov can be found at: <https://sam.gov/content/entity-registration>.

Existing SAM.gov account holders should check their account to make sure it is "ACTIVE." SAM registration should be completed at the very beginning of the year and should be renewed annually to avoid being "INACTIVE." Please allow plenty of time before the grant application submission deadline to obtain an UEI number and then to register in SAM. It may be four weeks or more after an applicant submits the SAM registration before the registration is active in SAM, and then it may be an additional 24 hours before FEMA's system recognizes the information.

It is imperative that the information applicants provide is correct and current. Please ensure that your organization's name, address, and EIN are up to date in SAM and that the UEI number used in SAM is the same one used to apply for all other FEMA awards. Payment under any FEMA award is contingent on the recipient's having a current SAM registration.

For new and existing users in DEMES, the UEI is used to identify entity accounts for all federal grant programs and it is important that the UEI for your entity is up-to-date to avoid any issues during the application process.

Requesting access

If you have already registered for an account in DEMES then disregard the information on this page.

1. Go to www.fdempportal.com/grants
2. The “**Register**” link will allow you to complete the required contact information to log in to the Division of Emergency Management Enterprise Solution (DEMES). Typically, your email address is also your username. Be sure to remember the password that you set on the initial Sign-Up page (Figures A and B).
3. Use the Account search to enter in the name of the organization for which you are requesting access. If the Account search does not render the organization, contact DEM_hazardmitigationgrantprogram@em.myflorida.com for assistance before clicking “Can’t Find Account,” as the account you are looking for may exist in a different format (Figure C).
4. The next “**Register for Access**” screens require more information to update your Contact record and to indicate the Organization Account for access purposes. **Make sure to select “Mitigation” as the Bureau you intend to submit an application under** as that is where your registration will go for approval (Figure D).
5. Complete the requested information (red asterisk * means required field) and click the Next button until you see a confirmation message that your request is under review.

This will submit your Contact information for approval by FDEM. You will receive email communication from FDEM about access to your organization’s account.

If the “Register for Access” page is presented when you login to the community, it means that your request for access is still in the queue for processing by FDEM.

Do note that if you are a contractor or use an email that is not able to be verified to your relevant account, that additional verification will be required by your entity’s supervisor.

Figure A

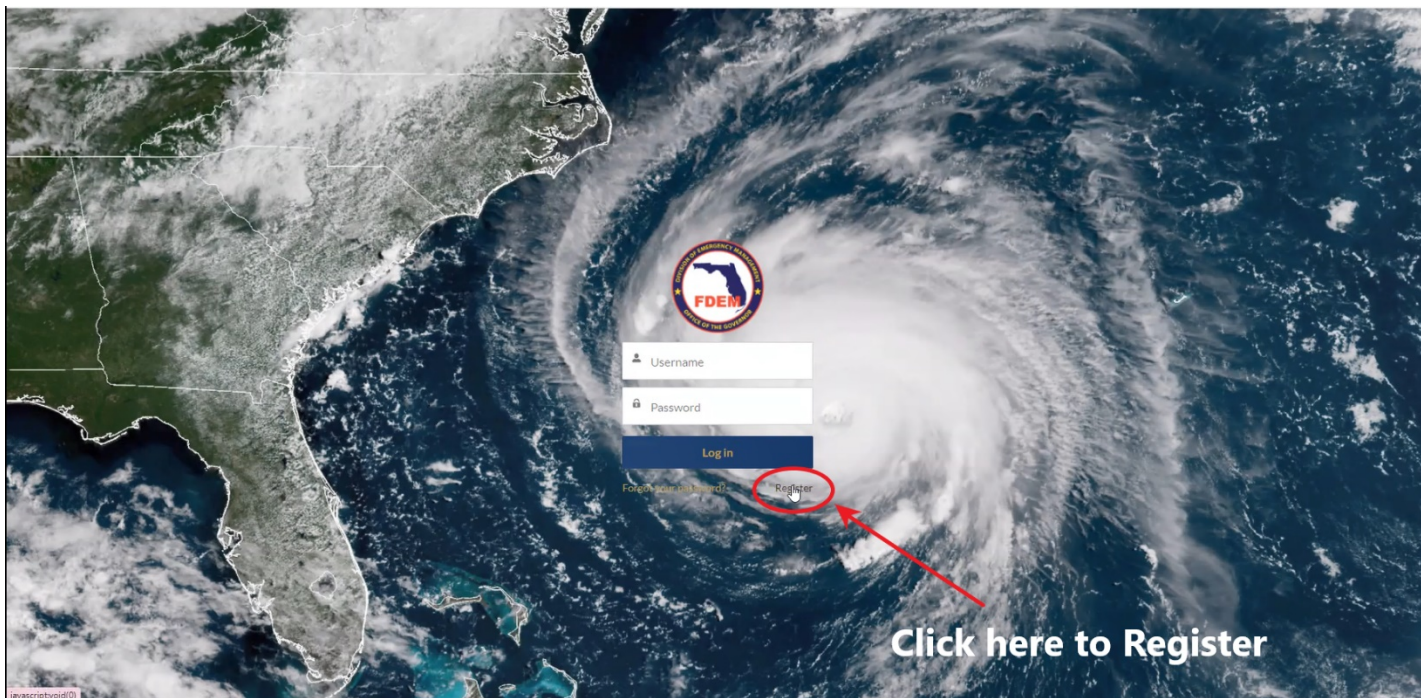


Figure B

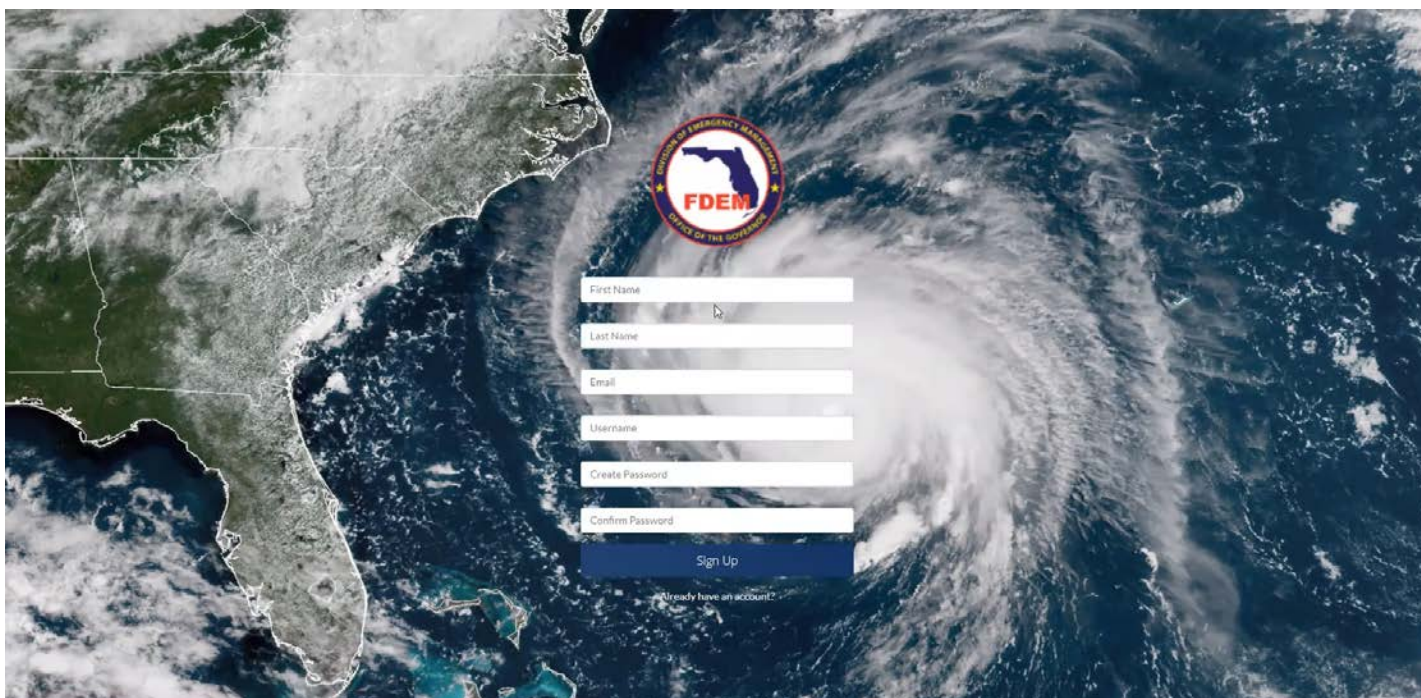


Figure C

Account Access Search

Enter Account Name
Bay County

[Request Access](#) [Can't find your account?](#)

Name	Billing Address	Phone
<input type="radio"/> Anchorage Children's Home of Bay County, Inc.	2121 Lisensby Avenue, Panama City, Florida	
<input checked="" type="radio"/> Bay County	840 W. 11th St., Panama City, Florida	850-784-6167
<input type="radio"/> Bay County Chamber of Commerce	PO Box 1850, Panama City, Florida	
<input type="radio"/> Bay County Conservancy, Inc	po box 1182, panama city, Florida	
<input type="radio"/> Bay County Department of Health	397 W 11th Street, Panama City, FL	850-872-4455
<input type="radio"/> Bay County Emergency Management	700 Highway 2300, Panama City, FL	
<input type="radio"/> Bay County Health System, LLC	615 North Bonita Avenue, Panama City, Florida	
<input type="radio"/> Bay County Sheriff's Office	3421 North Highway 77, Panama City, Florida	850-747-4700 ext. 2202
<input type="radio"/> Bay County Transportation Planning Organization	840 WEST 11TH STREET, PANAMA CITY, Florida	
<input type="radio"/> Boys & Girls Clubs of Bay County	PO BOX 914, PANAMA CITY, Florida	
<input type="radio"/> Callaway Community & Arts Center/Bay County Health Department	500 Callaway Pkwy, Callaway, FL	(850) 819-8678
<input type="radio"/> Central Panhandle Fair in Bay County, Inc	PO. Box 35007, Panama City, FL	
<input type="radio"/> Girls Incorporated of Bay County	1100 Fountain Avenue, Panama City, Florida	
<input type="radio"/> Panama City-Bay County Airport and Industrial District	6300 West Bay Parkway Box A, Panama City, Florida	
<input type="radio"/> School Board of Bay County Florida	1311 Balboa Avenue, Panama City, Florida	
<input type="radio"/> Shelter in Place Bay County	Private Residence.	

Figure D

Register for Access

Name
First Name
Bob
Last Name
Test
* Email
bobtest@invalid.com
* Business Phone
9042009001
Phone extension

Mobile Phone

* Please Select Your User Type:
Representative for an Applicant Organization
Representative for an Applicant Organization
Sub-Applicant or Sub-Recipient
Contractor for Sub-Applicant or Contractor for Sub-Recipient

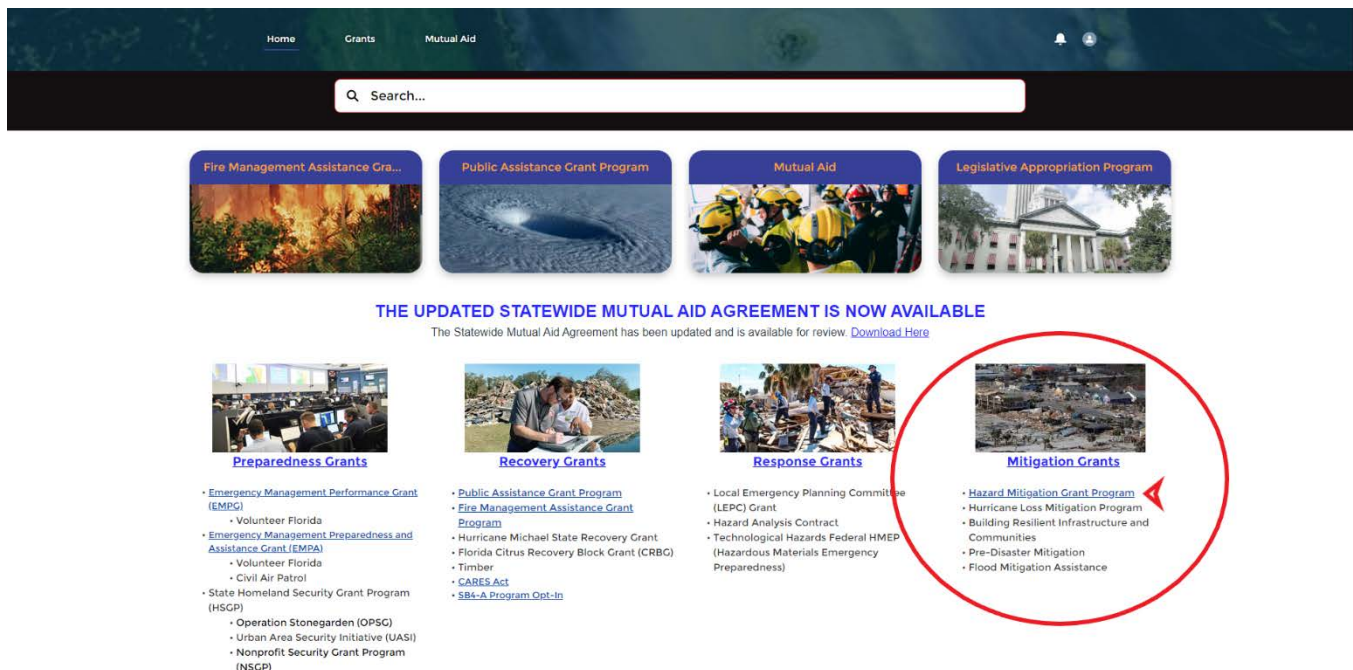
[Next](#)

Community Home Screen

After the user has been granted access by FDEM personnel to one or more Organization Accounts, the logged-in user will see the FDEM Grants Management home page described below (Figure E):

1. Community header provides quick links to return to the HOME screen, the Applications list screen, Agreements list, and Projects list
 - a. **Project:** Use this link to view existing applications. When you create an application, make sure to write down the Project Identification (PID) number that is generated. This will allow you to search for it again.
2. **Preparedness Grants:** Provides additional information regarding preparedness grants
3. **Recovery Grants:** Provides additional information regarding recovery grants and clickable links into recovery grant applications
4. **Response Grants:** Provides additional information regarding response grants
5. **Mitigation Grants:** Provides additional information regarding mitigation grants.
 - a. **Hazard Mitigation Grant Program:** This link will take you to a screen to review existing applications or to begin a new one.

Figure E



Mitigation

Submitting a New HMGP application

Log into your DEMES Account

1. Click “Hazard Mitigation Grant Program” link to create an application for a specific grant (see previous Figure E) or to see a previously created application.
2. From the Hazard Mitigation Grant Program page you can go back to previously created application or click “Create New Mitigation Application” to start a new one (Figure F).
3. An automated process will walk you through a series of questions to generate the application record. Be mindful of which disaster you are applying for and which entity you are applying under, in the event multiple grant periods are open at one time or your associated with multiple accounts (Figure G).
4. On the application page you will see on the left-hand side an Application Number (formatted as PID-#####). Write this down so that you can return to the same application at a later time (Figure H).
5. When finished, the application will appear with each section to be completed (Figure H).
 - a. As each section is complete and “Saved”, it will turn green. Clicking “Cancel” while in a section will not save entered data
 - b. Upon ALL sections being complete/green, the Submit button will turn blue and be clickable. Clicking “Submit” will send the application to your Authorize Applicant Agent for final signature. Once that is completed, your application will be fully submitted to FDEM for review.

Figure F

Home Subrecipient Agreements Projects Search...

IMPORTANT NOTE:
The List Below Displays your Mitigation Applications
If you know your PID #, you can use the Search box on the Top Right Corner to Search for your Application
Use the 'Create New Mitigation Application' to start a New Application

My HMGP Mitigation Applications Updated a few seconds ago

Search this list...

Proj...	Pr...	Subrecipient	Project Title	Grant
1	PID-147324			4680 Nicole -
2	PID-147217			4680 Nicole -
3	PID-144962			4680 Nicole -
4	PID-142494			4673 Ian - Mit
5	PID-142482			4673 Ian - Mit
6	PID-142445			4673 Ian - Mit
7	PID-142521			4673 Ian - Mit
8	PID-142273			4673 Ian - Mit
9	PID-142272			4673 Ian - Mit
10	PID-142247			4673 Ian - Mit
11	PID-142243			4673 Ian - Mit
12	PID-142242			4673 Ian - Mit
13	PID-142241			4673 Ian - Mit
14	PID-142227			4673 Ian - Mit
15	PID-142219			4680 Nicole -

Create New Mitigation Application

Figure G

Home Subrecipient Agreements Projects Search...

IMPORTANT NOTE:
The List Below Displays your Mitigation Applications
If you know your PID #, you can use the Search box on the Top Right Corner to Search for your Application
Use the 'Create New Mitigation Application' to start a New Application

My HMGP Mitigation Applications Updated a few seconds ago

Search this list...

Flow

Hazard Mitigation Grant Program

Account Name FEIN

Proj...	Pr...	Subrecipient	Project Title	Grant
1	PID-147324			4680 Nicole -
2	PID-147217			4680 Nicole -
3	PID-144962			4680 Nicole -
4	PID-142494			4673 Ian - Mit
5	PID-142482			4673 Ian - Mit
6	PID-142445			4673 Ian - Mit
7	PID-142521			4673 Ian - Mit
8	PID-142273			4673 Ian - Mit
9	PID-142272			4673 Ian - Mit
10	PID-142247	Grades County	Grades County, Critical Infrastructures Operations of Shelter, Generator (...)	4673 Ian - Mit
11	PID-142243	Sarasota, City of	City of Sarasota, Seawalls, Flood Risk Reduction	4673 Ian - Mit
12	PID-142242	Sarasota, City of	City of Sarasota Critical Facility Hardening (TB)	4673 Ian - Mit
13	PID-142241	Sarasota, City of	City of Sarasota Critical Facility Generator (TB)	4673 Ian - Mit
14	PID-142227	Sarasota, City of	City of Sarasota, Health Center Hardening, Wind Retrofit (TB)	4673 Ian - Mit
15	PID-142219	St. Johns County		4680 Nicole -

Next

Figure H

Home Subrecipient Agreements Projects

IMPORTANT NOTE: Documents attached within the application will not be visible within the application document for signature. Please be sure prior to uploading the required documents into the application that they are valid and approved.

For questions or assistance concerning the HMGP application, state HMGP staff can be reached through the following methods.

Phone: (850) 759-3574
Email: [DEM Hazard Mitigation](mailto:DEM.Hazard.Mitigation)

You may also refer to the [HMGP Application Checklist](#) for additional guidance.

HMGP APPLICATION

Application Number	Application Status	Application Created Date	Application Due Date
PID-142209	New	7/11/2023, 9:18 AM	10/20/2023

- I. Application Information
- II. Project Description
- III. Project Location
- IV. Budget/Costs
- V. Environmental Review and Historic Preservation Compliance
- VI. Attachments
- VII. Submit

[Withdraw Application](#)

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Application sections:

1. **Applicant Information:** Complete requested fields/information
 - a. **NOTE** *Authorized Applicant Agent:* This is the individual who has signature authority for your entity to approve funds for this project. It will need to match the person signing the Original Application attachment later. Options: Checkbox: I am the authorized agent (Application Prepared By individual), OR Name, Title, Address information for someone OTHER than individual preparing (Figure I).
2. **Project Description:** Complete requested fields/information
 - a. **NOTE** Some questions are multiple select with boxes marked "Available" and "Chosen." For the Available options you want, highlight and use the arrow to move it to the "Chosen" box (Figure J).
3. **Project Location(s):** Complete requested fields/information
 - a. **NOTE** To enter location data, or multiple locations, enter the location address or coordinates and enter the Title Holder. Click "Create Location Data" to add it to the application. It will appear in the list below it if you did it correctly. Continue this process for any additional locations (Figure K). A delete option is available if a location was entered incorrectly.
4. **Budget/Costs:** Complete requested fields/information
 - a. **NOTE** Budget amounts must equal Funding Source Amounts. Percentage of each Funding Source is auto-calculated upon updating the table after amounts are entered (Figures L and M).
 - b. Be sure to click the "Update" button located at the bottom of the Budget table and the Funding Sources table.
5. **Environmental Review and Historic Preservation Compliance:** Complete requested fields/information
6. **Attachments:** There are 10 total required documents that must be uploaded prior to submittal (9 in the Section VI and 1 at the time of submission). To attach the required document, select the appropriate document from the files drop down list, click "Upload" to attach the file from your local computer. After the upload is complete, the document file name will appear and the required document checkbox will be marked true (Figure N).
 - a. **NOTE** Be aware that once a file is submitted, it cannot be retracted. If you accidentally upload the wrong document or need to update a file already submitted, just upload the new file with an updated file name denoting that it is the correct document.
7. **Submit:** Upon completion of all Application sections, click Submit. You will be asked to upload the final required document, which is an Authorizing Agent Approval Form. This document must be fully completed and signed by your Authorizing Agent. No additional signature is needed. Once uploaded you will be allowed to complete the submission process.

Figure I

I. Application Information

Authorized Applicant Agent (proof of authorization authority required):
An authorized agent is the chief elected official of a local government who has signature authority

I am the Authorized Agent:

*First Name: *Last Name:

*Title:

*Street Address:

*City: *State:

*Zip Code:

*Telephone: *Email:

Local Mitigation Strategy (LMS) Compliance

Figure J

II. Project Description

Acquisition and Demolition
Acquisition and Relocation

*List the total number of persons that will be protected by the proposed project (include immediate population affected by the project only):

*List how many acres of "Total Impacted Area" is to be protected by the proposed project (include immediate area affected by the project only):

*Fill in the level of protection and the magnitude of event the proposed project will mitigate. (e.g. 23 structures protected against the 100-year storm event (1% chance)
(___ structure(s) protected against the ___ -year storm event (10, 25, 50, 100, or 500 year storm event) ___ structure(s) protected against ___ mile per hour (mph) winds)

*Check all item(s) the project may impact:

Available

- Wetlands
- Water Quality
- Previously Undisturbed Soil
- Floodplain

hosen

Engineered projects: If your project has been already designed and engineering information is available, attach to your application ALL calculations, H&H study and design plans (e.g. Drainage Improvement, Erosion Control, or other special project types) in section 6.

Project Description, Scope of Work, and Protection Provided (Must be Completed in Detail)

Figure K

III. Project Location

*Describe the physical location of this project, including street numbers (or neighborhoods) and project site zip code(s).

Use the "Search for Address" window to search for a location. In order to add the Location to the Project, make sure you click "Add Location Data"

🔍 Search for address...

* Title Holder

📍 Add Location Data 📍 Manually Enter Geo Coordinates

<input type="checkbox"/> Title Holder	Address	Zip	Latitude	Longitude
---------------------------------------	---------	-----	----------	-----------

Delete Location

*Is the project site seaward of the Coastal Construction Control Line (CCCL)?

--None-- ▼

Cancel Save

Figure L

IV. Budget/Costs

Applicants must make the determination to request or refuse management costs at the time of formal application submittal. The State will accept the initial determination from the applicant. There will be no recourse from the State for applicants wishing to change their initial determination after the application has been formally submitted.

Name	Budget	Amount
Material		\$0.00 <input style="width: 80%;" type="text"/>
Labor		\$0.00 <input style="width: 80%;" type="text"/>
Fees		\$0.00 <input style="width: 80%;" type="text"/>
Pre-Award Costs		\$0.00 <input style="width: 80%;" type="text"/>
Subtotal-Estimated Project Costs		\$0.00
Contingency		\$0.00 <input style="width: 80%;" type="text"/>
Project Total		\$0.00
Sub-Recipient Management Costs		\$0.00 <input style="width: 80%;" type="text"/>

Update Budget

Cancel Save

Figure M

IV. Budget/Costs

Federal		Funding Sources	Amount	Percent
Estimated Federal Share		<input type="text"/>		
Sub-Recipient Management Costs		<input type="text"/>		100%
Non-Federal Funding Share			Amount	Percent
Cash		<input type="text"/>		
In-Kind		<input type="text"/>		
In-House		<input type="text"/>		
Global Match		<input type="text"/>		
Other Agency Share			Amount	Percent
<input type="text"/>		<input type="text"/>		
Total			\$0.00	100%

[Update Funding Sources](#)

[Cancel](#) [Save](#)

Figure N

VI. Attachments

- [Generator Worksheet](#)
- [Mitigation Reconstruction Worksheet](#)
- [Protective Measures Worksheet](#)
- [Hurricane Safe Rooms](#)
- [Tornado Safe Rooms](#)
- [Utility Mitigation Worksheet](#)

A copy of the Panel Information from the FIRM

- Acquisition-On-going Federal Activities
- Acquisition-Pre-event Value
- Acquisition-Property Owner documentation
- Acquisition-Statement of Assurances
- Acquisition-Voluntary interest
- Alternative Site Map
- Authorizing Agent
- Budget Workbook
- City or County Scale Map
- Concurrence from Natural Resource Conservation Service

Select File

Files

[Upload Files](#)

Previously Uploaded

- Budget Workbook-TEST.pdf

[Cancel](#)