



Notice of Funding Availability Hurricane Loss Mitigation Program Fiscal Year 2025-2026

PURPOSE:

The Florida Division of Emergency Management (Division) is soliciting applications for the Fiscal Year 2025 – 2026 Hurricane Loss Mitigation Program (HLMP). The Legislature provides the Division with Hurricane Loss Mitigation funds through section 215.555(7)(c), Florida Statutes, and through the grants and aid appropriation category.

AMOUNT AVAILABLE:

Each applicant may submit one application totaling no more than \$250,000.00. The total amount of funding available for FY 25-26 is \$3,500,000.00.

COMMON ELIGIBLE ACTIVITIES

Eligible project types under the HLMP include:

- Residential/Non-Residential Wind Retrofit
- Property Acquisition and Demolition (*Non-Residential only*)
- Localized Flood Risk Reduction (e.g., culverts, drainage improvements, retention)
- Utility Retrofits (e.g., lift/pump station retrofit or elevation, utility protection)
- Residential/Non-Residential Tree Trimming (*If necessary to complete mitigation activity*)

INELIGIBLE ACTIVITIES:

Ineligible expenses under the HLMP Grant Program include:

- Pre-construction planning
- Work on non-site-built homes
- Equipment purchases
- Reconstruction and/or elevations
- Generators and related wiring
- Work on mobile or manufactured homes
- Work on a portion of a structure connected to a non-mitigated structure (i.e. part of a duplex or buildings with connected covered walkways)
- Dredging/muck removal

HLMP FY 25-26



MITIGATION

ELIGIBLE APPLICANTS:

Government entities, Nonprofit organizations, and public and private education institutions. Only one project per applicant is allowed.

Grant funds awarded under the Hurricane Loss Mitigation Program qualify as state financial assistance under the Florida Single Audit Act. See section 215.971, Florida Statutes. For this document, the term "Applicant" means the prime Recipient acting on its own behalf and those individuals, partnerships, firms, or corporations comprising the Applicant's team. After the award, said Applicant will be referred to as the "Recipient."

SUBMISSION DEADLINE:

Applications must be submitted via HLMP@em.myflorida.com to the Division by no later than **5:00 p.m. EDT on April 14th, 2025.**

By applying, the Applicant represents that it understands and accepts the terms and conditions to be met and the character, quality, and scope of services to be provided.

PERIOD OF PERFORMANCE:

The period of performance will begin upon the issuance of the Award Letter (no earlier than July 1st, 2025) from the Division detailed below and be effective through June 30, 2026.

APPLICATION REQUIREMENTS:

This section contains instructions that describe the required format for the application. **All required items listed below must be received for applications to be considered for award.**

- **Transmittal Letter** (Limit 1 Page). Each Applicant shall provide a transmittal letter signed by an authorized individual for the organization submitting the application to the Division in response to this Call for Applications. The letter must include the following:
 - Organization Name: Must be an eligible Applicant as defined in Section 3;
 - Project Title: A short title that adequately describes the project;
 - Federal Tax ID Number: For organization classification purposes;
 - Point of Contact Information: Name, title, address, telephone number, cell phone number (if applicable), and email address.
 - Signature by the authorized individual for the organization



MITIGATION

- **Benefit Cost Analysis Support Documentation** (Appendix to Transmittal Letter). Provide documentation to support project cost and benefits (Sections 2 and 3).
 - Documentation to support the total project cost (i.e., contractor's estimate, quote, RS Means or comparable estimating tool, other source documentation, etc.)
 - Documentation to support the benefits of the project (i.e. building replacement value, operating costs, community/customers served, relevant building code documentation, etc.)
 - Completed Property Information Sheet (PIS) for each proposed structure
 - Photographs of the proposed structure
- **HLMP Application Form FY 25-26:** Must complete the following sections in the form:
 - Section I: Applicant
 - A: Applicant Information
 - Section II: Project Description
 - A: Hazards to be Mitigated / Level of Protection
 - B: Project Cost
 - C: Project Description, Scope of Work, and Protection Provided
 - Section III: Project Location
 - A: Project Specific Information
 - B: Loss of Service / Risk Factors
 - C: Additional Information
 - Section IV: Project Timeline
 - A: Project Milestones / Schedule of Work
 - B: Methodology to create Project Timeline

EVALUATION PROCESS:

An Evaluation Committee comprised of Division employees will be established to review and evaluate each Application.

The Evaluation Committee members will independently evaluate the applications based on the evaluation categories established below to ensure that applications are uniformly rated. Evaluation Committee members' scores for each Applicant will be totaled and that total divided by the number of team members to obtain an average total score for each proposal which will be called the Technical Evaluation Score. The scoring system is detailed below, with 100 points total possible. Applicants must attain an average score of **75 points or higher** on the Technical Evaluation to be considered for an award. Should an Applicant receive fewer than 75 points for their Technical Evaluation Score, the Application will not receive any further consideration.

HLMP FY 25-26



MITIGATION

The following point system is established for scoring the Applications:

Criteria	Points Available	Rubric
<u>I: Complete Application</u>	20 Points	<p>Application must be completed, and all documentation must be submitted to receive full points.</p> <p>If items are missing, 0 points will be awarded.</p>
<u>II: Risk Reduction and Loss of Service Factors</u>	Up to 50 Points	<p>20 Points: Full points received if the proposed project is in a Fiscally Constrained County.</p> <p>20 Points: Percentage of Population Protected. Points awarded based on the total percentage of the population protected by the proposed project.</p> <ul style="list-style-type: none"> • 20 Points: 76% - 100% • 15 Points: 51% - 75% • 10 Points: 26% - 50% • 5 Points: 1% - 25% <p>10 Points: Type of Mitigation activity.</p> <ul style="list-style-type: none"> • 10 points: Wind Mitigation (e.g., Retrofits, Lift/Pump Station Retrofit) • 7 Points: Flood Mitigation (e.g., Culverts, Drainage Improvements, Retention, Lift/Pump Station or Elevation) • 5 Points: Other Project Types (e.g., Acquisition and/or Demolition)
<u>III: Property Type Protected</u>	Up to 30 Points	<p>Points awarded based on the type of property protected by the proposed project.</p> <ul style="list-style-type: none"> • 30 Points: Residential and/or Critical/Governmental Facility • 20 Points: Infrastructure • 10 Points: Public Structures



MITIGATION

AWARD OF THE PROJECT:

After the Award Letter is issued, the Division will begin developing and routing the State-Funded Grant Agreement to be executed by both parties, indicating the encumbrance of funds.

Work will be monitored according to the approved scope of work. Work not completed according to the approved scope of work will not be eligible to be reimbursed.

Information about reimbursements and quarterly reports will be included in the State-Funded Grant Agreement and in the Kick-Off Meeting after the Award Letter is issued.

QUESTIONS?

Questions may be directed to HLMP@em.myflorida.com.