



# REBUILD FLORIDA HAZARD MITIGATION GRANT MATCH PROGRAM APPLICATION

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## **Section I: Introduction**

Dear Community Partner,

As an applicant under the Federal Emergency Management Agency's (FEMA) Hazard Mitigation Grant Program (HMGP), your community may be eligible to participate in a Match Program made available through the Florida Department of Economic Opportunity (DEO) to reimburse the non-federal portion of an awarded and eligible HMGP grant. This Match Program is funded by the U.S. Department of Housing and Urban Development's (HUD) Community Development Block Grant – Disaster Recovery (CDBG-DR) allocation for Hurricane Michael recovery, described in the Supplemental Appropriations for Disaster Relief Act, 2018 (Public Law 115-254) and the Additional Supplemental Appropriations for Disaster Relief Act, 2019 (Public Law 116-20).

DEO has allocated \$109 million in CDBG-DR funds to the HMGP Match Program, which will be administered by DEO. Use of CDBG-DR funds for local match when applied to an activity that is an eligible use of CDBG-DR funds is authorized under Section 105(a)(9) of the Housing and Community Development Act of 1974 (HCDA). HMGP awarded projects must meet all CDBG-DR requirements as well as requirements in the State Action Plan for Hurricane Michael Recovery. Not all awarded HGMP projects will meet the CDBG-DR and State Action Plan requirements, so it is important that you review the Match Program requirements closely.

Due to the CDBG-DR Order of Assistance requirements, the Match Program is only allowed to pay for costs that cannot be reimbursed by FEMA, so the program is limited to the non-federal cost share of the HMGP project, up to 25% of allowable and actual project costs.

Only HMGP Tier 1 and Tier 2 applicants will be considered, as Tier 3 projects are located outside of the Most Impacted and Distressed (MID) [areas](#) for Hurricane Michael, as identified by HUD and the State of Florida.

Participating subrecipients under the Match Program must follow required CDBG-DR citizen participation requirements, which exceed those required by the Local Mitigation Strategy Working Group process. Applicants must provide evidence for how their HMGP projects meet cost-reasonableness and anti-fraud, waste and abuse standards. All costs must meet the four criteria found in 2 CFR 200, Subpart E: necessity, reasonableness, allowability, and allocability.

Additionally, all contracts and procurements associated with the Match Program must include all mandatory terms for use of CDBG-DR funds and be in compliance with CDBG-DR procurement requirements. If current contracts do not require contractors to comply with CDBG-DR requirements, the contract must be amended, or a new procurement completed to avoid non-compliance.

Match Program eligible activities may include but are not limited to:

- Acquisition/Demolition
- Structural Elevation
- Non-Portable Generators
- Localized Flood Risk Reduction
- Infrastructure

- Post-Disaster Code Enforcement

For projects that have already been procured or are under construction, please pay specific attention to the necessary CDBG-DR requirements which may impact the project's eligibility under this Match Program (e.g., Davis Bacon Act wage rate requirements, Section 3 economic opportunity goals, etc.)

**If you intend to apply for this match program, please complete and sign the attached application and return it to DEO with all required materials by 5:00 EST September 30, 2021.**

**Completed applications should be submitted to [CDBG-DRInfrastructureApp@deo.myflorida.com](mailto:CDBG-DRInfrastructureApp@deo.myflorida.com) .**

Upon review of application materials and determination of eligibility, applicants will be notified of the status of their application. If deemed eligible, a Notice of Funding Availability (NFA) for the HMGP match amount will be provided with appropriate documentation. Following execution of the CDBG-DR subrecipient agreement, the subrecipient will implement the project in accordance with this agreement and traditional project management practices (e.g., requests for reimbursement submission, quarterly reporting, etc.)

## **Section II: Application**

### **Application Checklist**

**Yes No**

- |                                     |                                     |  |
|-------------------------------------|-------------------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | CDBG-DR Application  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Match Funding Requirements                                 |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | LMI Map & LMI Determinations & Calculations                |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Citizen Participation Requirements                         |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Key Personnel/ Management Capacity                         |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Duplication of Benefits (DOB)                              |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Activity Delivery Costs (ADC)                              |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Application Certification                                  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Hazard Mitigation Grant Program (HMGP) Awarded Application |



**LMI Census Worksheet:**

The Office of Community Planning and Development (CPD) provides estimates of the number of persons that can be considered Low-, Low- to Moderate-, and Low-, Moderate-, and Medium-income persons based on special tabulations of data from the 2011-2015 ACS 5-Year Estimates. This information can be gathered from the [HUD Exchange](#), at the below URL.

LINK URL: <https://www.huduser.gov/portal/datasets/il.html>

**National Objective Selection**

By checking the boxes below, you confirm that the proposed project meets the national objective of Low- and Moderate-Income or Urgent Need.

- Benefit to Low- and Moderate-Income (LMI) Persons:
- Urgent Need – The urgent need national objective will only be used if the project is not LMI but is needed to alleviate emergency conditions. When using urgent need as a national objective, a justification as to how this project responds to a disaster-related impact shall be required.

**Section IV: Local Municipality Assurances****Citizen Participation Plan**

9/14/21 Date and Documentation of hearing notice. (2 weeks or 14 days from public hearing)

9/28/21 Date and Documentation of 1<sup>st</sup> Public Hearing.

- Public Hearing Meeting Minutes (attach copy)
- Public Hearing Certification (attach copy)
- Citizen Participation Plan (attach copy)
- Citizen Complaint (attach copy)

**Key Personnel:**

The sub-recipient is required to prepare and manage the quality and accuracy of reporting on grant outcomes and related grant expense requests throughout the duration of the agreement. Identify key personnel (Sub-recipient staff & consultants) who will be involved in the proposed project. Please upload resumes or narratives, as necessary to support this information.

<b>Name:</b>	Bernd Janke
<b>Title:</b>	Economic Development Director
<b>Organization:</b>	City of Lynn Haven
<b>Project Role:</b>	Project Manager
<b>Qualifications:</b>	AICP

<b>Name:</b>	Vickie Gainer
<b>Title:</b>	City Manager
<b>Organization:</b>	City of Lynn Haven
<b>Project Role:</b>	Grants Administrator
<b>Qualifications:</b>	
<b>Name:</b>	John Delonjay
<b>Title:</b>	Fire Chief
<b>Organization:</b>	City of Lynn Haven
<b>Project Role:</b>	Deputy Project Manager
<b>Qualifications:</b>	

### Duplication of Benefits (DOB)

When providing funds for repair, replacement, rehabilitation, or new construction of housing, public facilities, infrastructure, or improvements, the subrecipient shall report all other sources of funding available for that same purpose and for the specific project. Total assistance includes all benefits available to the person or entity, including the following:

- Other HUD programs
- FEMA assistance
- NFIP payments
- SBA loans
- Private insurance proceeds
- Private donations or gifts of cash and/or other resources (at market value)
- State, local, and/or other grants

Please list and provide documentation of any and all DOB associated with this project.

<i>Source</i>	<i>Stated Purpose</i>	<i>Award</i>	<i>Spent</i>
FEMA – HMGP	Wyoming Ave. drainage impr.	\$117,290	\$0



## Activity Delivery Costs Related to CDBG-DR Funding

Activity Delivery Costs ([ADC](#)): Are allowable costs incurred for implementing and carrying out required CDBG-DR activities. The ADC covers the costs of staff directly carrying out the activity in addition to equipment and supplies that are necessary for successful completion of the activity. Examples of activities include the following: Appraisals, work specifications, construction inspections & oversight, underwriting, relocation, environmental reviews & counseling.

<i>Activity Name</i>	<i>Cost</i>

## Section V: Certification

As authorized Executive Officer, I certify that staff, contractors, vendors and community partners of the CDBG-DR initiative:

- A. Will comply with all HUD and Florida requirements in the administration of the proposed CDBG-DR funded activities;
- B. Will work in a cooperative manner to execute the Subrecipient Agreement that provides the pathway for successful CDBG-DR program(s) and/or project(s) and;
- C. Certify that all information submitted in this Application is true and accurate.

Signature: \_\_\_\_\_

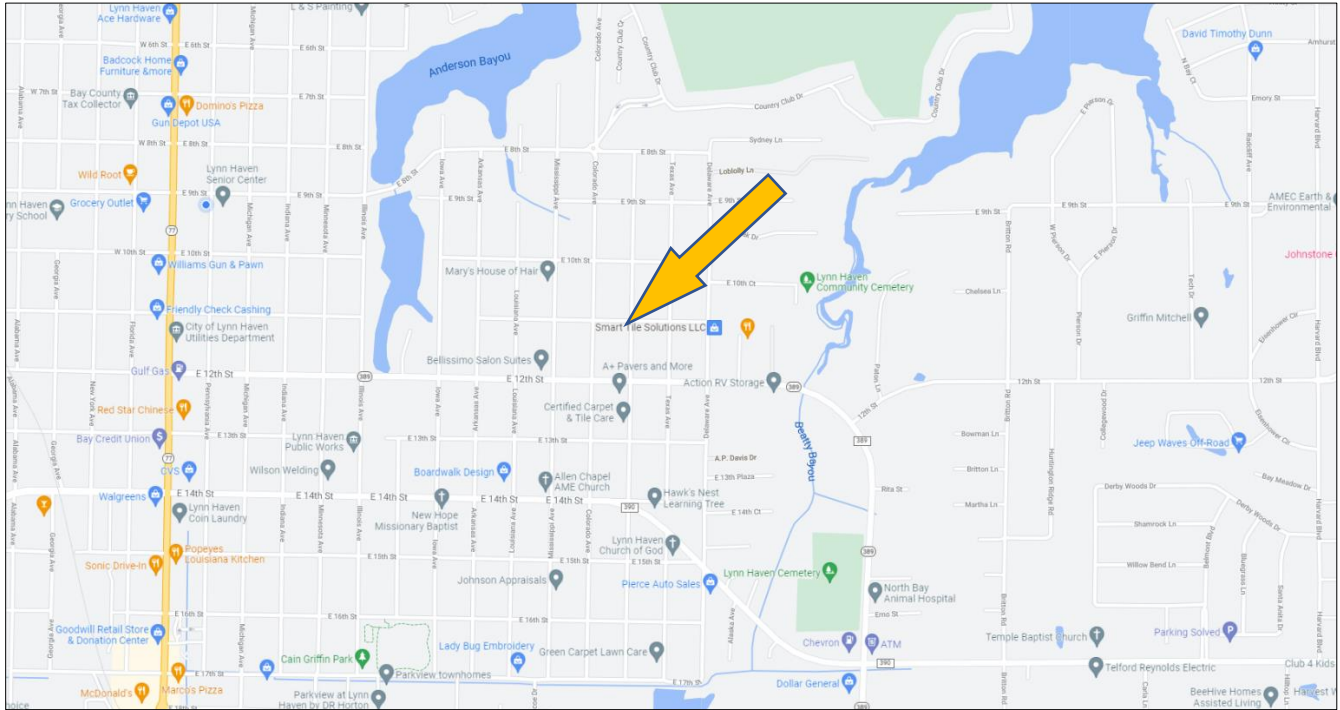
\_\_\_\_\_

Name: \_\_\_\_\_

Date

# Wyoming Ave. Drainage Improvements

## Project Location:



**Drainage Issue:** Further improvements to the existing roadside drainage system are required to prevent further flooding to the home.

**Project Description:** The construction of a closed drainage system is recommended to replace the existing ditch system. This new piping should lead from the low point on the south side to 11th Street to the nearest outfall located on Colorado Avenue, between 9th and 10th Streets. Piping system should be designed with positive drainage slope from 11th Street to Colorado Avenue and should be sized to accommodate anticipated flows from the appropriate design storm. Sufficient inlets will be required along this pipe rough to replace the current ditch system.

**Estimated Project Cost:** \$469,161

**Status of Design/Permitting:** Design and permitting can be completed within 6-9 months of funding award.

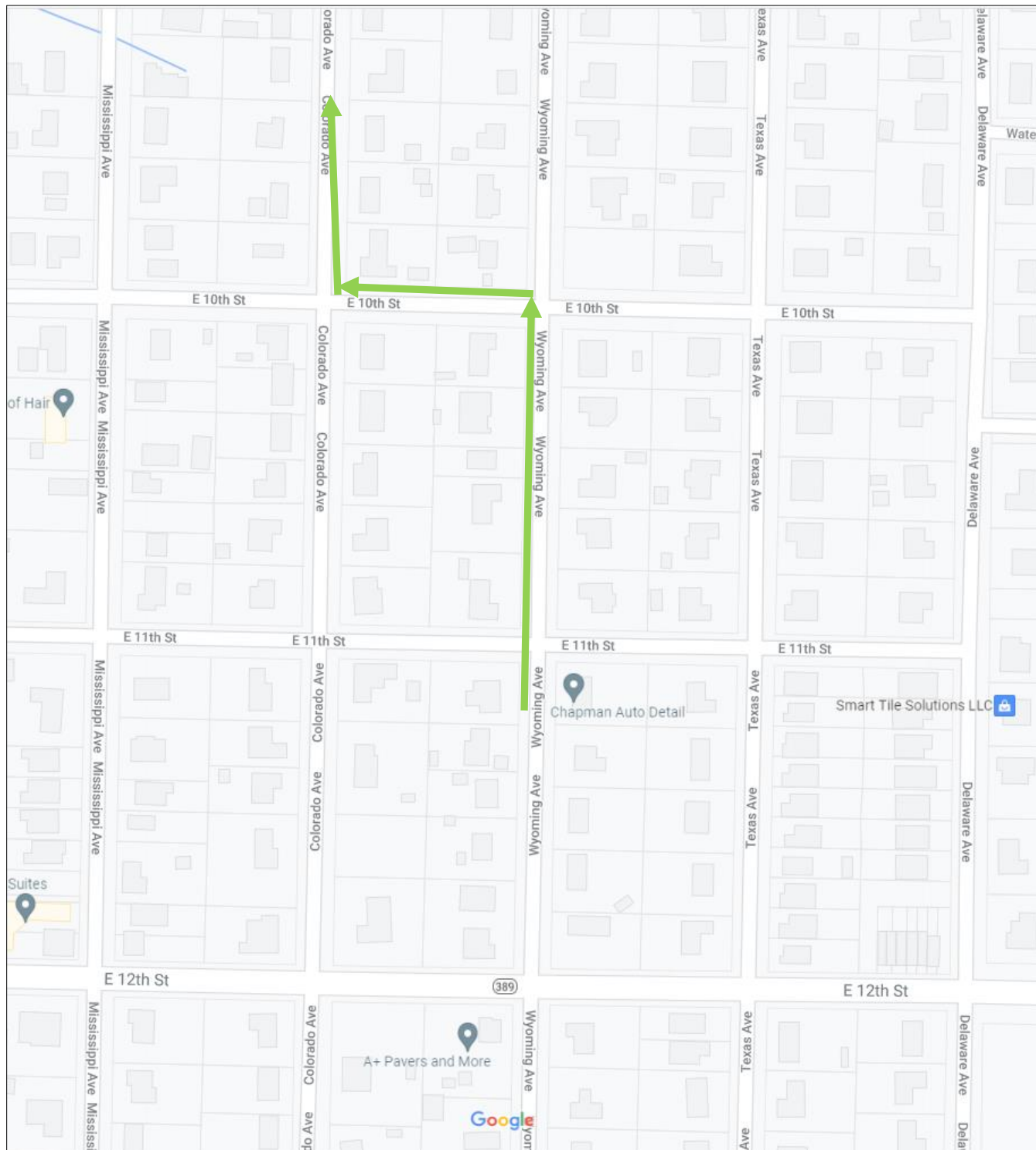
**Grant Funding Committed/Provided:** HMGP (75%) committed.

**Schedule:** Shovel ready in 6-9 months of receipt of funding.

**Project Type:** This is an Urgent Need Project for the City.

**Requested Amount from CDBG:** \$117,290

# Location of Drainage Improvements



➔ New drainage improvements

## Ben Janke

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**From:** Golden, Terry <Terry.Golden@em.myflorida.com>  
**Sent:** Thursday, July 15, 2021 3:32 PM  
**To:** firechief@cityoflynnhaven.com  
**Cc:** Hill, Claudia; Davis, Dawn  
**Subject:** 4399-115-R (State ID #213) Wyoming Avenue Drainage (Phase I) - Notice of FEMA Approval

**⚠ CAUTION:** This email originated from an external sender. Verify the source before opening links or attachments. **⚠**

Good afternoon, Chief DeLonjay,

**REF: 4399-115-R (State ID #213), City of Lynn Haven, Wyoming Avenue, Drainage (Phase I)  
– FEMA APPROVAL**

The Florida Division of Emergency Management (FDEM), Mitigation Bureau, Hazard Mitigation Grant Program, is pleased to inform you that the above-referenced project has been approved for funding from the Federal Emergency Management Agency (FEMA) and given the FEMA Project number 4399-115-R.

We are in the process of developing a contract for you to review and approve, which will be emailed to you.

***Remember, no work can commence until the contract has been executed by both parties.***

The project was approved for the amounts below and will be managed by FDEM, Mitigation Bureau. As the Point of Contact, you will be responsible for the management of this project.

In the meantime, please review all information provided in this email to make sure that everything is still applicable and notify me as soon as possible if this information has changed or if you have any questions regarding this process.

**Point of Contact (POC):**

John DeLonjay, Fire Chief  
City of Lynn Haven  
1412 Pennsylvania Avenue, Lynn Haven, Florida 32444  
firechief@cityoflynnhaven.com  
850-265-7335

**Budget**

Project Costs	\$70,875.00
Federal Share	\$53,156.25
Local Share	\$17,718.75
SRMC	\$3,375.00

**SCOPE OF WORK:**

City of Lynn Haven proposes drainage improvements for the Wyoming Avenue segment located in between 11<sup>th</sup> Street and the culvert pipe located under Colorado Avenue amid E 9<sup>th</sup> Street and E 10<sup>th</sup> Street, in Lynn Haven, Florida 32444.

This is an approval for Phase I only, which includes but is not limited to surveying, engineering, design, plans preparation, permitting and bidding for the proposed project, for Phase II approval. No construction activities for this project have been approved.

The proposal is to improve the existing stormwater system of the area by replacing the current roadside ditch structure with approximately 1,300 LF of 24" reinforced concrete pipe (RCP), 13 inlets, and a mitered end section, to discharge into a culvert pipe located under Colorado Avenue between E 9<sup>th</sup> Street and E 10<sup>th</sup> Street. Additionally, the proposal shall include the necessary relocation of utilities and restoration of asphalt, driveways, and sidewalks. The project shall help to mitigate future flooding to properties and roads in the area due to the inadequate stormwater drainage structure.

The project will be designed to provide protection against a 100-year event. Activities will be completed in strict compliance with Federal, State and Local Rules and Regulations.

**Please provide the financial remittance address for your reimbursements.**

I look forward to working with you on this project.

Thank you,

Terry

Terry Golden  
Hazard Mitigation Grant Program  
Florida Division of Emergency Management  
[terry.golden@em.myflorida.com](mailto:terry.golden@em.myflorida.com)  
850-321-5775

Under Florida law, correspondence with the Florida Division of Emergency Management concerning agency business that is neither confidential nor exempt pursuant to Florida Statutes is a public record and will be made available to the public upon request.

MAYOR  
JESSE NELSON

CITY MANAGER  
VICKIE GAINER

CITY ATTORNEY  
KEVIN OBOS



CITY OF LYNN HAVEN

COMMISSIONERS  
BRANDON ALDRIDGE

JUDY TINDER

PAT PERNO

JAMIE WARRICK

## MEMORANDUM

TO: FL Dept. of Economic Opportunity  
FROM: Bernd "Ben" Janke, Economic Development Director *BJ*  
CC: Vickie Gainer, City Manager; Jesse Nelson, Mayor City of Lynn Haven  
DATE: September 24, 2021  
RE: CITY OF LYNN HAVEN – CITIZEN PARTICIPATION POLICY / COMPLAINT POLICY

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The City of Lynn Haven experienced significant damage due to Hurricane Michael in October 2018. The City Hall building was flooded, and our digital and physical archives were severely damaged. As a result, we have been unable to locate our Citizen Complaint and Citizen Participation policies. We regret our inability to provide these to DEO prior to application deadline, but we are adopting replacement policies by year's end.