



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 HMGP 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 .

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

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

Applicant Information

Applicant Name: CITY OF LYNN HAVEN
HMGP Application #: 4399-141-R
HMGP Project Title: Lynn Haven Fire Station 1
And Bay County EMS Station # 17 Wind Retrofit
Applicant Point of Contact: John Delonjay, Lynn Haven Fire Chief
Mailing Address: 1412 Pennsylvania Ave., Lynn Haven, FL

State ID#: 4399-324

Phone: (850) 265-7335
Alternate Point of Contact: Bernd Janke, City of Lynn Haven
Authorized Agent: Vickie Gainer, City Manager

Email: firechief@cityoflynnhaven.com

Match Funding Request

\$142,170.00___ Total CDBG-DR funding being requested: (0 < 25% Max)

\$426,510.00___ Total FEMA/HMGP funding requested: (25% < 75% Max)

\$0_____ Total ***Other** funding being requested: (0 < 25% Max)
*Other Funding: If FEMA is not paying 75%

\$568,680.00___ Total Project Budget: (100%)

Section III: LMI Compliance

LMI Service Area Confirmation:

The required LMI map should encompass the entire area benefiting from the project and depict all project sites if multiple locations exist. Applicants are to utilize HUD's Low- and Moderate-Income (LMI) Area Data to determine the project benefits LMI families in the surrounding area. Applicants can also develop an income survey of the area as an alternative to the Census Data. HUD provides a demonstration to determine the area of benefit, whereas at least 51 percent of the residents shall be LMI to qualify for CDBG-DR assistance.

Map Tutorial Link: <https://www.hudexchange.info/programs/cdbg/cdbg-low-moderate-income-data/>

Map URL link: <https://hud.maps.arcgis.com/apps/webappviewer/index.html?id=ffd0597e8af24f88b501b7e7f326bedd>

If Census Data was selected:

List the census tract number(s) that are proposed to be included in the project area:

List the census tract block group(s) that are included in each of the census tracts listed in the previous question:

What is the percentage LMI of the location selected? ___NA_____

If Income Survey was selected:

What is the date the Income Survey was started?

Will the Income Survey be completed prior to the Application deadline?

What are the results of the Income Survey?

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](https://www.huduser.gov/portal/datasets/il.html), 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

9-10-2021__ Date and Documentation of hearing notice. (2 weeks or 14 days from public hearing)

9-28-2021__ Date and Documentation of 1st 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.

Name:	John Delonjay
Title:	Lynn Haven Fire Chief
Organization:	City of Lynn Haven
Project Role:	Manager
Qualifications:	Mr. Delonjay is the Fire Chief and has many year of experience managing disaster programs.

Name:	Vickie Gainer
Title:	City Manager
Organization:	City of Lynn Haven
Project Role:	Grants Administrator
Qualifications:	Ms. Gainer has over 8 years of professional state and Federal grant writing experience.
Name:	Bernd Jake
Title:	Economic Development Director
Organization:	City of Lynn Haven
Project Role:	Deputy Project Manager
Qualifications:	Mr. Janke is an AICP planner and has 12 years of experience with the City of Lynn Haven.

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	Fire Station Retrofit	\$565,926.75	\$23,874

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>
Management Costs	\$37,728.45

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.

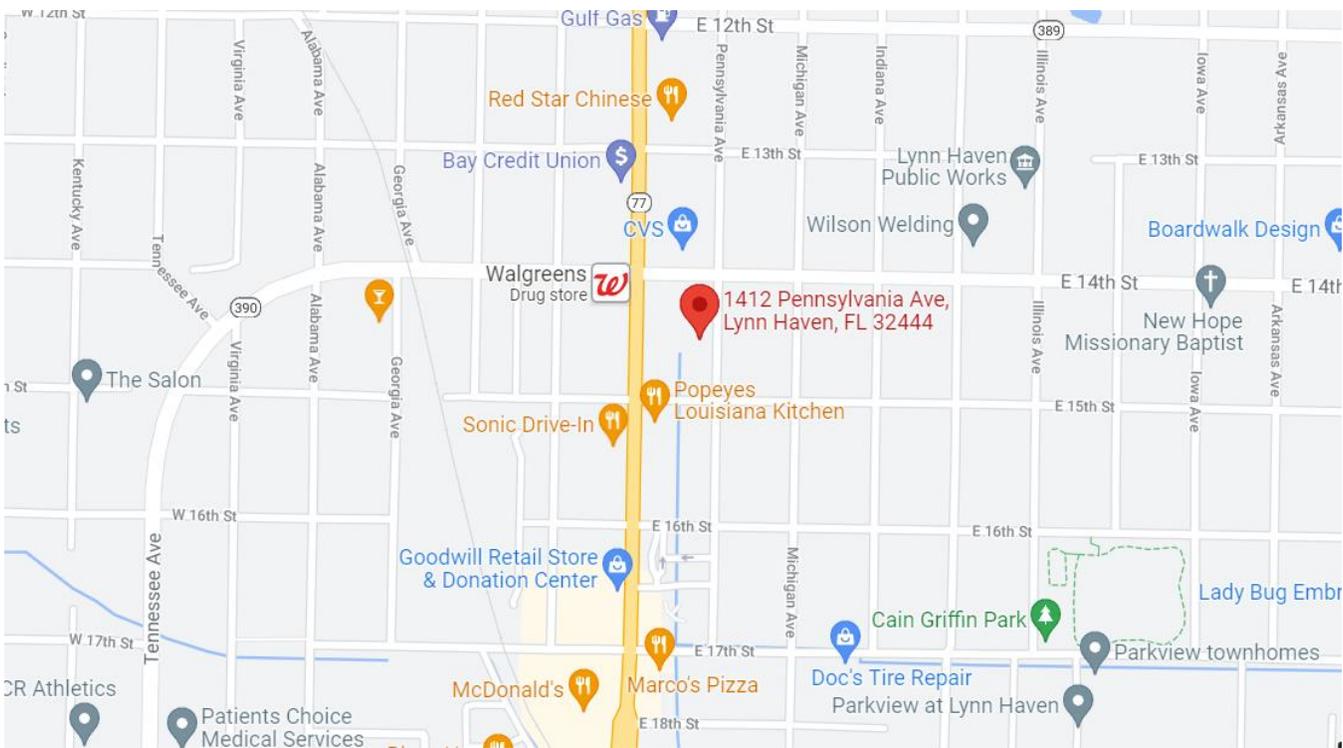
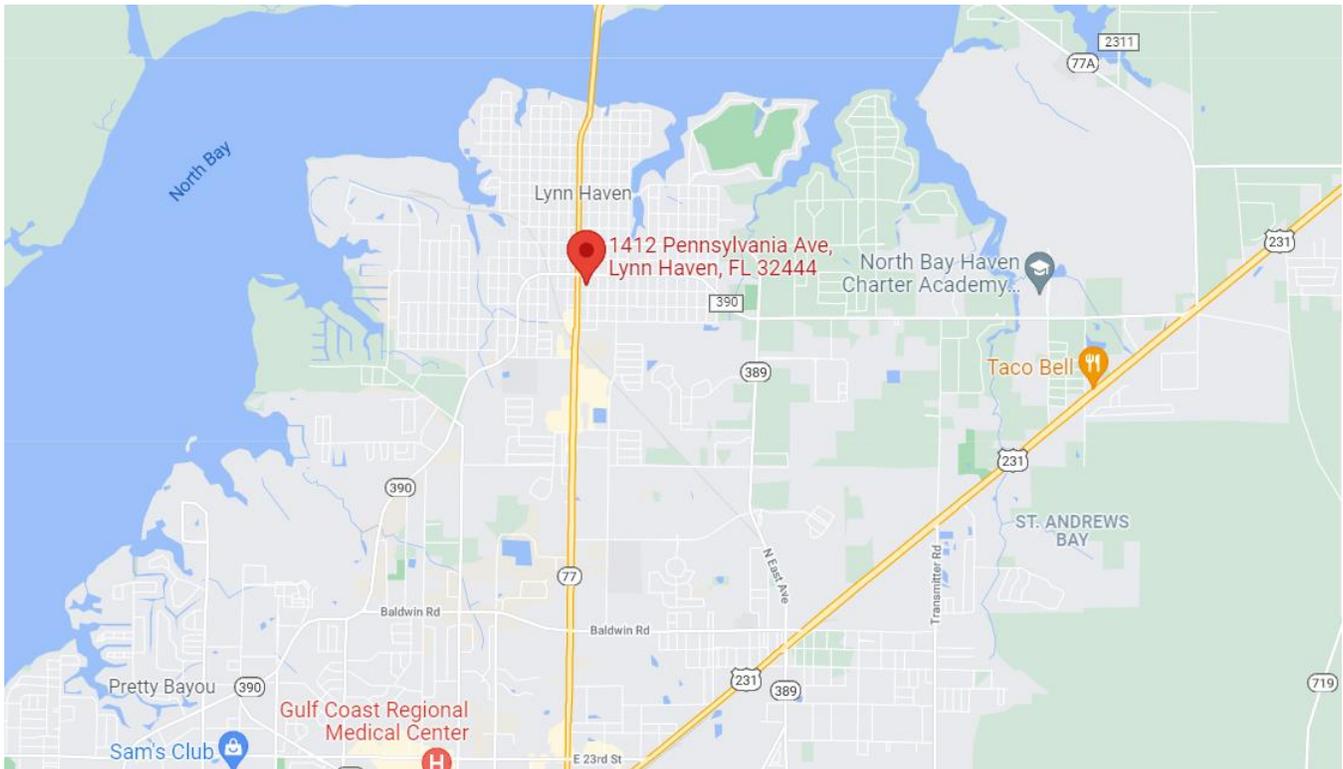
Signature: _____

Name: _____

Date

1. Fire Station 1 Narrative, 1412 Pennsylvania Avenue, Lynn Haven, Florida

Project Location:



Project Description: In order to harden the building envelope to withstand future hurricanes, the following doors, windows, overhead doors, and louvers are proposed to be replaced to meet current Florida Building Code (FBC): five (5) exterior single doors (north, east, and west elevations), one (1) exterior double door (north elevation), seven (7) windows with rolldown storm shutters (north and east elevations), eight (8) exterior overhead insulated sectional doors (east and west elevations), and one (1) exterior louver (south elevation) . To enhance the roof and wall panel

strength, additional steel girts and purlins are proposed to reduce the panel spans and increase the number of fasteners per panel. New girts would be installed behind the existing wall panel and span between the main frame and wind columns. New purlins would be installed below the roof panels and span between all main frame beams. Refer to the opinion of probable construction cost for estimated cost of mitigation upgrades. Wind Retrofit Worksheet and architectural sheets A-101 and A-201 have detailed information on the doors, windows, overhead doors, and louver types and product data. Additionally, a 375 square-foot concrete-enclosed area of the existing building may be repurposed to serve as a hurricane safe area. Details of the existing construction materials and reinforcement are unknown, so a detailed assessment would need to be conducted to verify its adequacy and determine if any structural upgrades are required to meet shelter requirements. According to the Florida Existing Building Code, these structural retrofits have been classified as a Level 2 Alteration with “Voluntary lateral force-resisting system alteration” (FEBC 807.6). The wind design criteria for the original building is unknown but assumed to be less stringent than the current Florida Building Code. While the whole building is not going to be brought up to current code requirements, any new components installed will be. To meet the City’s goal for hardening the building envelope the applicable structural code requirements are as follows:

- Florida Building Code (FBC) 2017, 6th edition
- Florida Existing Building Code (FEBC) 2017, 6th edition
- IBC 2015 (adopted by FBC 2017)
- Roof Live Load = 20 psf
- Wind Loads
- Wind speed = 143 mph
- Risk Cat. = IV
- Exposure = C
- Topography = 1.0
- Enclosed structure
- Wind-borne debris region

Estimated Project Cost: \$568,680.00

Status of Design/Permitting: Project is not yet designed or permitted, although many of the improvements and designs can be provided by vendors.

Grant Funding Committed/Provided: HMGP Approved: 4399-141-R

Schedule: Upon commitment of grant funds and Environmental Clearance, the project can be completed in 6 months.

Project Type: Urgent Need

Requested Amount from CDBG: \$142,170.00

FW: 4399-141-R (State ID #324) Notice of FEMA Award

Hill, Claudia <Claudia.Hill@tetrattech.com>

Fri 9/24/2021 11:01 AM

To: Ben Janke <bjanke@cityoflynnhaven.com>

Claudia Hill, CFM | Project Manager, Post Disaster ProgramsDirect +1 (407) 269-2014 | Fax +1 (409) 770-5132 | claudia.hill@tetrattech.com**Tetra Tech** | [Complex World, Clear Solutions™](#) | Emergency Management and Community Resilience Division

From: Golden, Terry <Terry.Golden@em.myflorida.com>**Sent:** Monday, September 20, 2021 7:41 AM**To:** firechief@cityoflynnhaven.com**Cc:** Vickie Gainer <vgainer@cityoflynnhaven.com>; Hill, Claudia <Claudia.Hill@tetrattech.com>; Davis, Dawn <Dawn.Davis@em.myflorida.com>; Golden, Terry <Terry.Golden@em.myflorida.com>**Subject:** 4399-141-R (State ID #324) Notice of FEMA Award

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

Good morning, Chief DeLonjay,

**REF: 4399-141-R (State ID #324), City of Lynn Haven, Fire Station/EMS Station, Wind Retrofit and Safe Room – 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 4399-141-R.

We are in the process of developing and preparing 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	\$60,000.00
Federal Share	\$45,000.00
Local Share	\$15,000.00
SRMC	\$3,000.00

SCOPE OF WORK:

This is a review for Phase I approval, which includes but is not limited to surveying, engineering, designing, plans preparation, permitting and bidding for the proposed project, for Phase II approval. When completed, the Subrecipient will need to provide necessary information for Phase II review. No construction activities for this project have been approved.

The proposal includes strengthening the load path of the structure, securing the roof, and installing wind resistant windows and doors. The proposal will include all activities necessary to protect the entire building envelope. The building will also include an internal hurricane safe room for up to 16 personnel designed to meet FEMA P-361 requirements for 170 MPH winds, to provide nearly absolute protection for a minimum of 24 hours to first responders.

Wind protections shall be provided on any other opening such as vents, louvers and exhaust fans. All installations will be in strict compliance with the Florida Building Code or Miami Dade Specifications, and all materials will be certified to meet wind and impact standards. The local municipal or county building department will inspect and certify installation according to the manufacturer specifications.

The project shall provide protection against 146 MPH winds or the wind speed protection and impact requirements indicated by the effective Florida Building Code at the time permits are issued.

All safe room activities and installations shall be in strict compliance with FEMA P-361 specifications, and all materials shall be certified to meet wind and impact standards. The local municipal or county building department shall inspect and certify installation according to the manufacturer specifications.

FEMA will not establish activity completion timeframes for individual subawards. The period of performance (POP) of the grant award will be 36 months from the close of the application period for DR-4399. The current POP for DR-4399 will expire September 30, 2024. In accordance with HMGP rules and policy, we will require the submittal of all closeout documentation within 90 days, no later than December 29, 2024.

This project must adhere to all program guidelines established in the Hazard Mitigation Assistance Guide dated February 27, 2015, which is the definitive policy document for the Federal Insurance and Mitigation Administration (FIMA) and in accordance with the PAS Operational Agreement between FEMA Region IV and Florida Division of Emergency Management for DR-4399. The Hazard Mitigation Grant Program for DR-4399 is also governed by the applicable FEMA-State Agreement for DR-4399.

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
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

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.