



# REBUILD FLORIDA HAZARD MITIGATION GRANT MATCH PROGRAM APPLICATION

# **Table of Contents**

## **Section I: Introduction**

Announcement Letter

## **Section II: Application**

Application Checklist

CDBG-DR Application

Match Funding Request

## **Section III: Low-to-Moderate Income (LMI)**

LMI Map of Area

LMI Determinations & Calculations

## **Section IV: Local Municipality Assurances**

Citizen Participation

Duplication of Benefit Assurance Management Capacity Assurance

Activity Delivery Costs (ADC)

## **Section V: Certification**

Certification of Application by Executive Officer

## **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](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**

- |                          |                          |  |
|--------------------------|--------------------------|--|
| 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                                  |
| <input type="checkbox"/> | X                        | Hazard Mitigation Grant Program (HMGP) Awarded Application |

## Applicant Information

Applicant Name: CITY OF LYNN HAVEN

State ID#: 4399-196

HMGP Application #:

HMGP Project Title: Home Elevation – 913 Colorado Avenue

Applicant Point of Contact: John Delonjay, Lynn Haven Fire Chief

Mailing Address: 1412 Pennsylvania Ave., Lynn Haven, FL

Phone: (850) 265-7335

Email: firechief@cityoflynnhaven.com

Alternate Point of Contact: Bernd Janke, City of Lynn Haven

Authorized Agent: Vickie Gainer, City Manager

## Match Funding Request

\$87,350.00\_\_\_ Total CDBG-DR funding being requested: (0 < 25% Max)

\$262,050.00\_\_\_ 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%**

\$349,400.00\_\_\_ 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:

- X 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 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>	John Delonjay
<b>Title:</b>	Lynn Haven Fire Chief
<b>Organization:</b>	City of Lynn Haven
<b>Project Role:</b>	Manager
<b>Qualifications:</b>	Mr. Delonjay is the Fire Chief and has many years of experience managing disaster programs.

<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>	Ms. Gainer has over 8 years of professional state and Federal grant writing experience.
<b>Name:</b>	Bernd Jake
<b>Title:</b>	Economic Development Director
<b>Organization:</b>	City of Lynn Haven
<b>Project Role:</b>	Deputy Project Manager
<b>Qualifications:</b>	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	913 Colorado Ave Home Elevation	\$42,343.50	\$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: \_\_\_\_\_

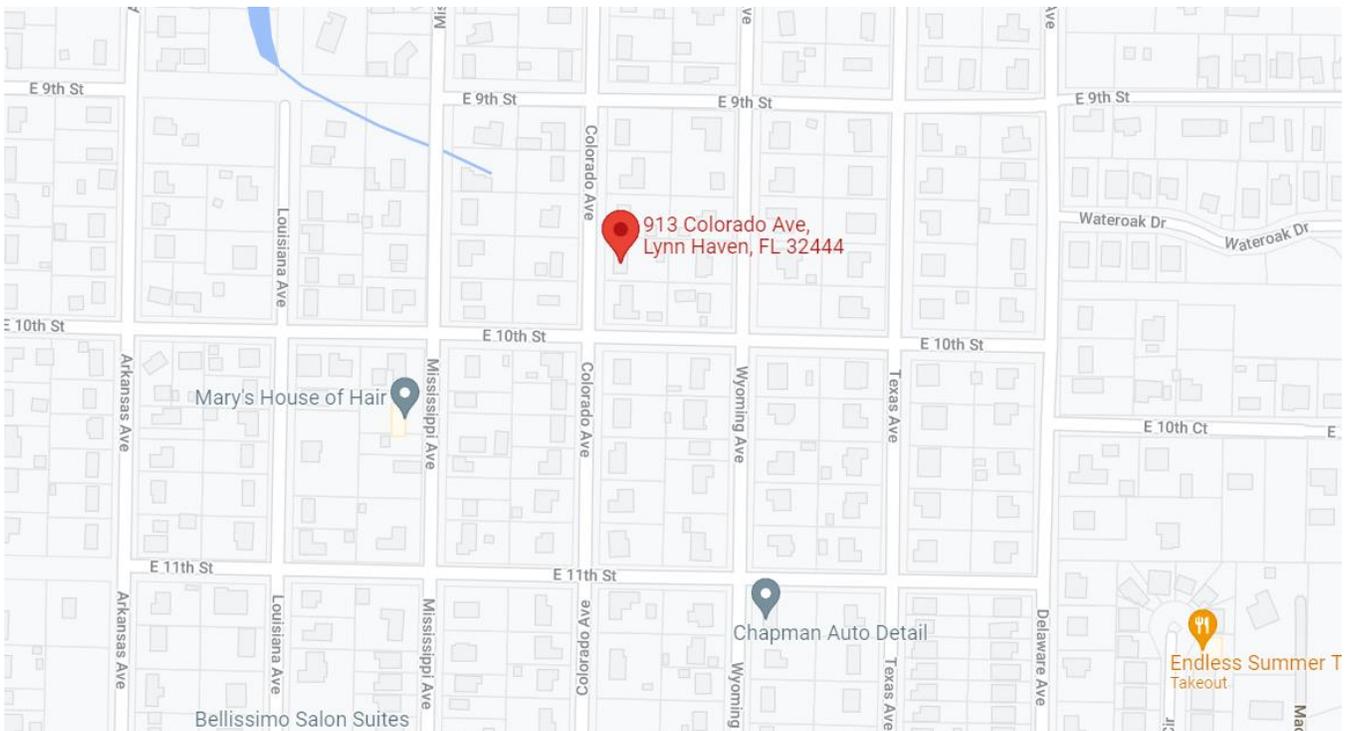
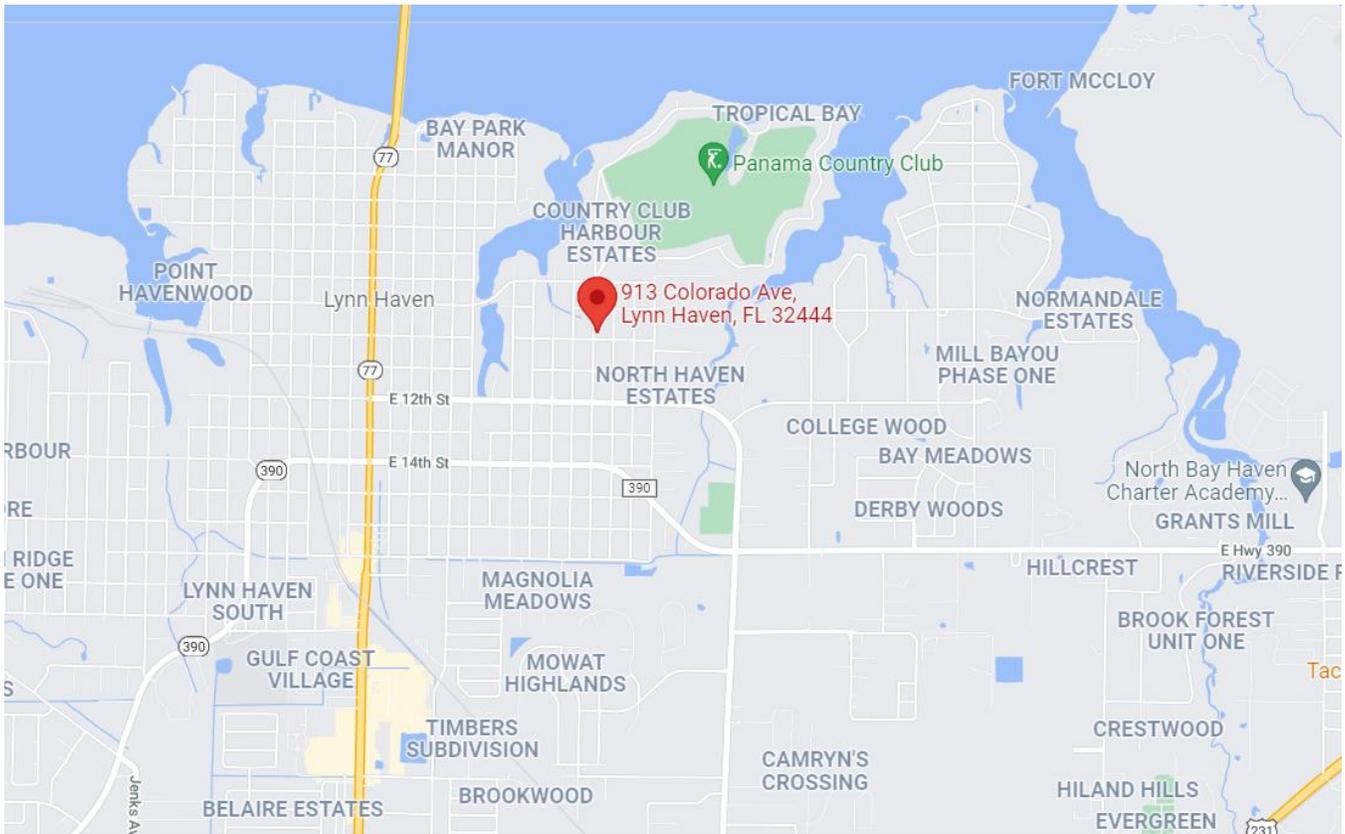
\_\_\_\_\_

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

Date

# 1. 913 Colorado Home Elevation, Lynn Haven, Florida

## Project Location:



## Project Description:

As a result of frequent storms, localized flooding and heavy rain events, many homes in the City of Lynn Haven have experienced extensive and severe flood damages. The City of Lynn Haven took account owner interest in

elevation, prior flood losses, depth in the floodplain, and previous application approval from FDEM for the elevation of this structure. The structure included in this application is located in the flood zone X, but still experiences flooding. FIRMs, Topo Maps and Wetlands Maps are attached to this application. The home included in this application includes the primary residence of the property owner, and was owner occupied at the last flooding event. This home has experienced several instances of flooding in the past two years and does carry flood insurance. Documents are attached with flood insurance information.

The City is proposing the elevation of one flood prone structure located in the X zone that has flooded multiple times. This will include the physical raising of the structure to the height established by previous known flood heights, the FIRMs and by local floodplain ordinance so that the living space (square footage) is better protected from future flooding events. The project will be completed in strict compliance with the Florida Building Code and ASCE 24-14 and shall meet National Flood Insurance Program (NFIP) standards per 44 CFR Part 60. The project will be completed in compliance with all provisions as stated in the City of Lynn Haven Chapter 3 Flood Damage Prevention Ordinance (attached). Any enclosed space at grade level will have hydrostatic vents and can only be used for storage or parking.

***Estimated Project Cost: \$349,400.00***

***Status of Design/Permitting:*** The house elevation is not yet designed or permitted.

***Grant Funding Committed/Provided:*** HMGP Application Approved: 4399-196

***Schedule:*** After grant award and Environmental Review, one year is the proposed schedule.

***Project Type:*** LMI Benefit

***Requested Amount from CDBG: \$87,350.00***

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   
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.