



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 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 .

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 |

Applicant Information

Applicant Name: CITY OF LYNN HAVEN State ID#: 4399-319
HMGP Application #:
HMGP Project Title: Bradley Circle Drainage Improvements
Applicant Point of Contact: Bernd Janke, AICP
Mailing Address: 825 Ohio Ave., Lynn Haven, FL 32444
Phone: 850-265-2121 Email: bjanke@cityoflynnhaven.com
Alternate Point of Contact: John Delonjay
Authorized Agent:

Match Funding Request

 \$71,221 Total CDBG-DR funding being requested: (0 < 25% Max)
 \$213,662 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%**

 \$284,882 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? _____

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](#), 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 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:	Bernd Janke
Title:	Economic Development Director
Organization:	City of Lynn Haven
Project Role:	Project Manager
Qualifications:	AICP

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

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	drainage impr.	\$71,221	\$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.

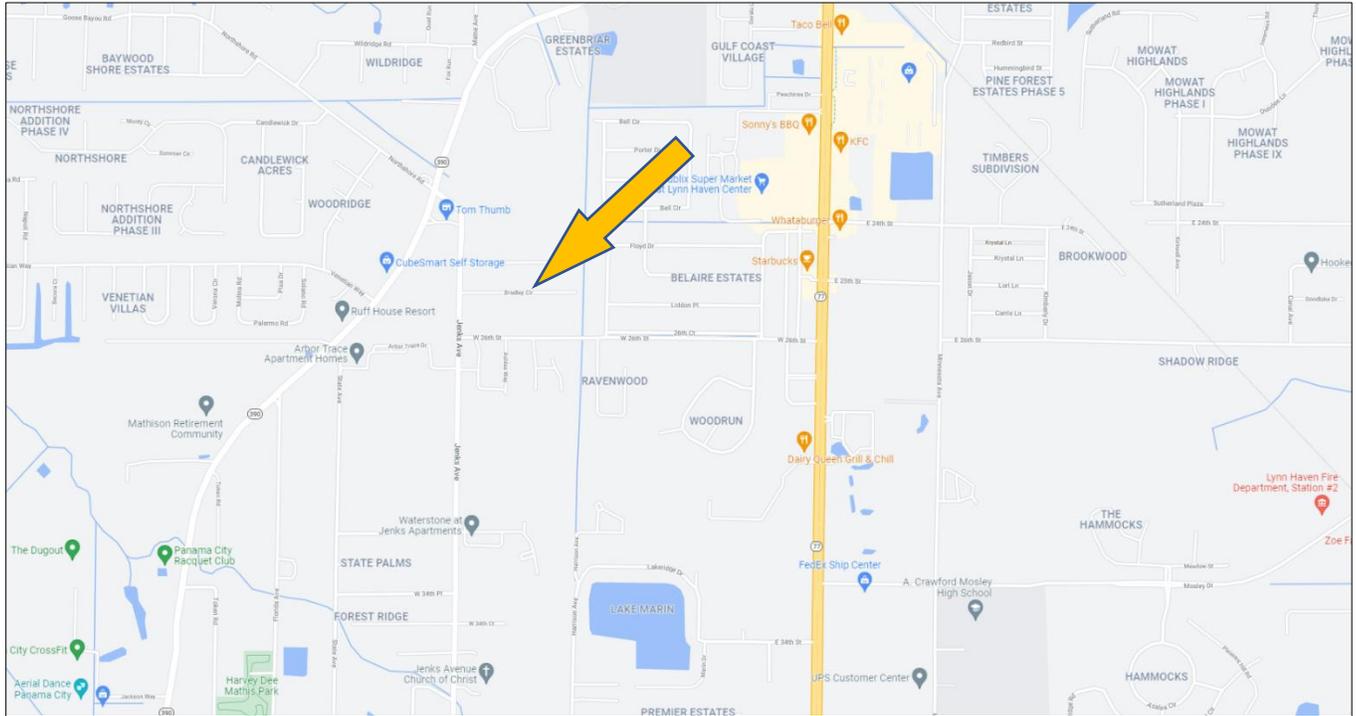
Signature: _____

Name: _____

Date

Bradley Circle 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: A roadside drainage system be constructed and connected to the primary outfall ditch to the east.

Estimated Project Cost: \$284,882

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

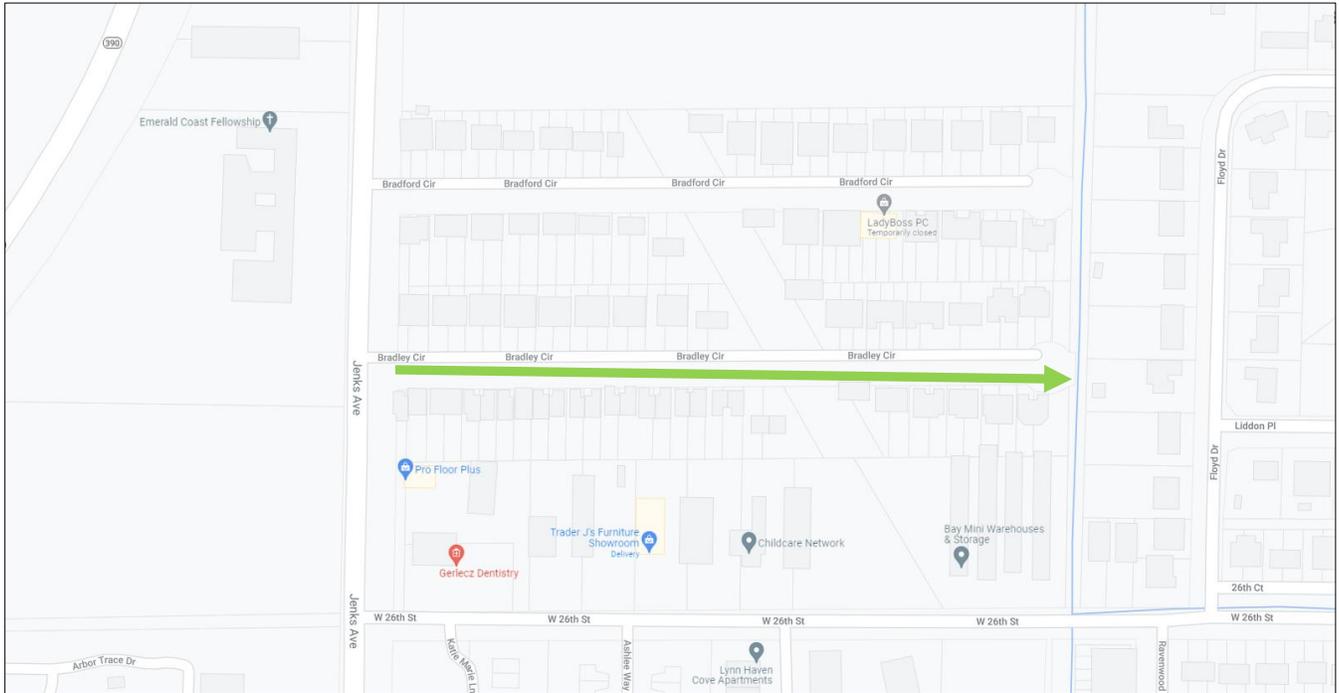
Grant Funding Committed/Provided: HMGP (75%) committed.

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: \$71,221

Location of Drainage Improvements



New drainage improvements

Ben Janke

From: Golden, Terry <Terry.Golden@em.myflorida.com>
Sent: Wednesday, May 26, 2021 11:31 AM
To: firechief@cityoflynnhaven.com
Cc: Dozier, Lauren; Hill, Claudia; Vickie Gainer; Davis, Dawn
Subject: 4399-064-R (319) - Bradley Circle Drainage - Notice of FEMA Award

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

Good afternoon, Chief Delonjay,

**REF: 4399-064-R (State ID #319), City of Lynn Haven, Bradley Circle, Drainage
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 4399-064-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
firechief@cityoflynnhaven.com
850-265-7335

Budget (Phase I)

Project Costs	\$47,145.00
Federal Share	\$35,358.75
Local Share	\$11,786.25
SRMC	\$2,357.00

SCOPE OF WORK:

The City of Lynn Haven proposes a drainage mitigation project for the Bradley Circle neighborhood, located 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 project proposes to improve the drainage system of the area by replacing the existing roadside drainage with a new ditch system with positive connection to the existing drainage channel located at the east of the terminus of Bradley Circle. The improvements shall include new roadside ditches and driveway trench drains that lead to a concrete flume, which shall connect the new system to the existing drainage channel. These improvements shall help to avoid repetitive and expensive property damage from flooding, due to the lack of proper stormwater drainage, to approximately 6 homes in the area.

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
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.