



# 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 |

## **Applicant Information**

Applicant Name: CITY OF LYNN HAVEN State ID#: 4399-318  
HMGP Application #:  
HMGP Project Title: Dundee Lane Drainage Improvements  
Applicant Point of Contact: Bernd Janke, AICP  
Mailing Address: 825 Ohio Ave., Lynn Haven, FL 32444  
Phone: 850-265-2121 Email: bjanke@cityofflynnhaven.com  
Alternate Point of Contact: John Delonjay  
Authorized Agent:

## **Match Funding Request**

    \$64,226     Total CDBG-DR funding being requested: (0 < 25% Max)  
  \$192,677   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%**

  \$256,903   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

9/10/21 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	Dundee Ln. drainage improvements	\$192,677	\$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: \_\_\_\_\_

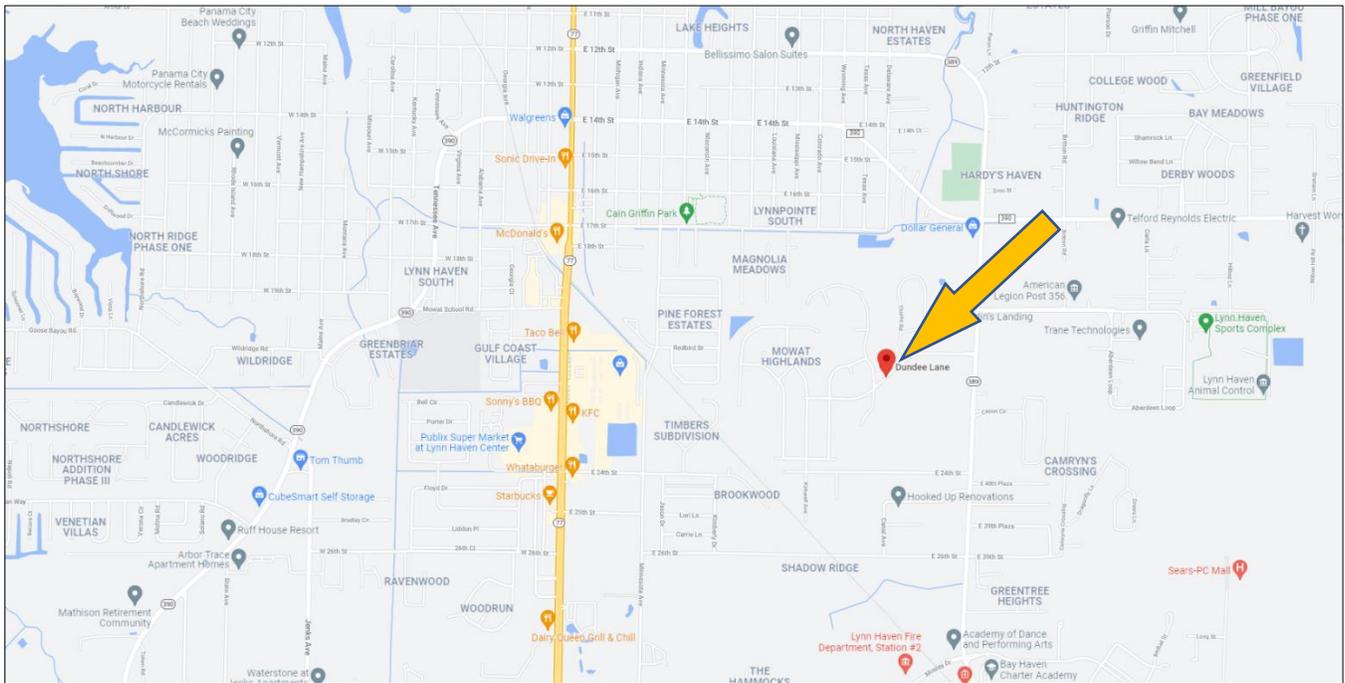
\_\_\_\_\_

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

Date

# Dundee Lane Drainage Improvements

## Project Location:



**Drainage Issue:** Dundee Lane crossing within the Mowat Highlands subdivision consists of three (3) 42” pipes in the existing condition.

**Project Description:** This project includes changing the road culvert to four (4) 48” pipes and widen upstream and downstream channels to accommodate the new overall crossing width. This recommendation was modeled due to the difference in water elevation upstream and downstream of Dundee Lane in the existing model. The result of this culvert improvement, in conjunction with the other modeled improvements, was a reduction in flood stage elevation of 0.46’.

**Estimated Project Cost: \$256,903**

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

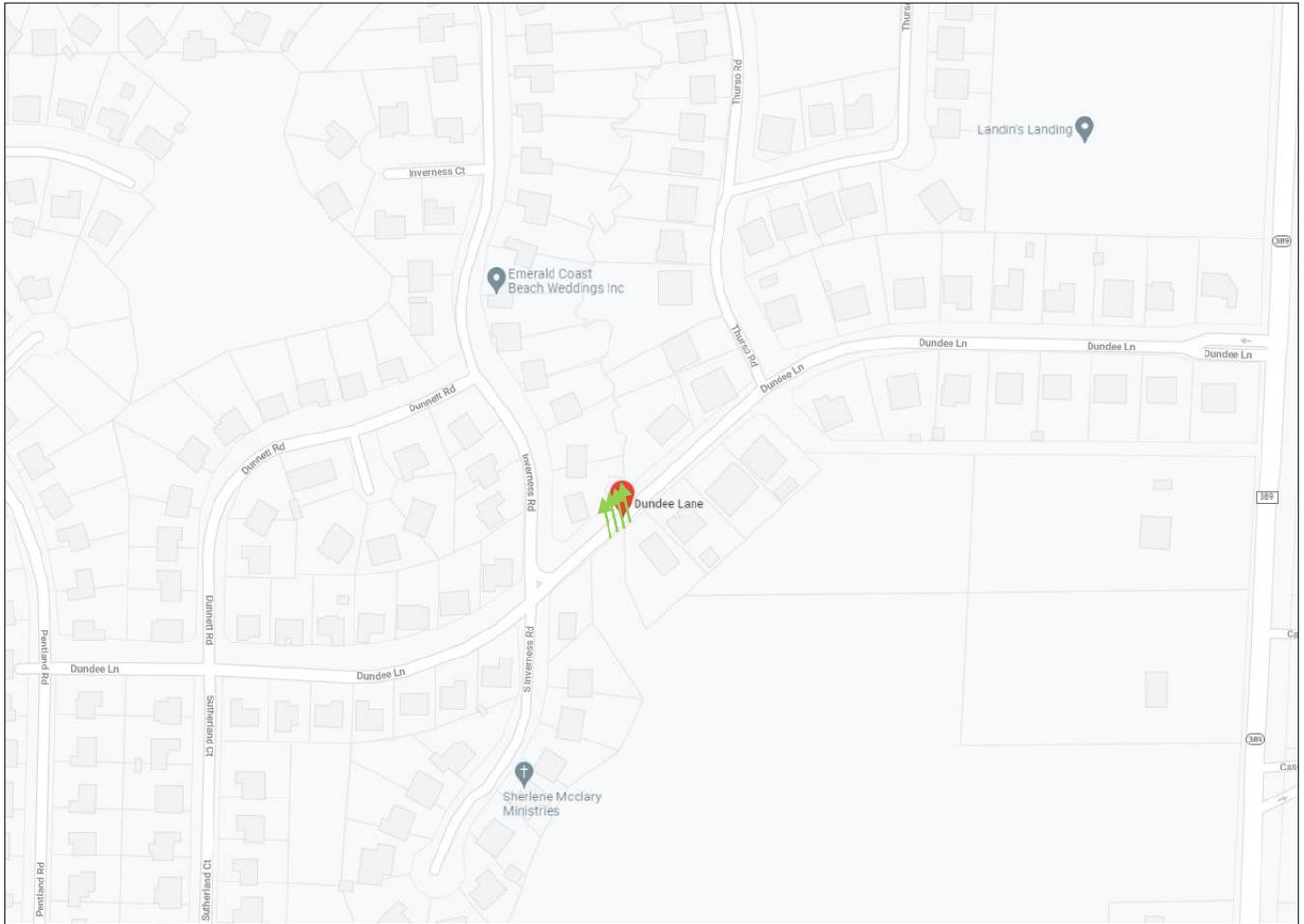
**Grant Funding Committed/Provided:** HMGP (75%) committed.

**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: \$64,226**

# Location of Drainage Improvements



New drainage improvements

## Ben Janke

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**From:** Golden, Terry <Terry.Golden@em.myflorida.com>  
**Sent:** Thursday, June 17, 2021 7:54 AM  
**To:** firechief@cityoflynnhaven.com; Hill, Claudia; Vickie Gainer  
**Cc:** Davis, Dawn  
**Subject:** FEMA Approval - 4399-102-R (State ID #318), City of Lynn Haven, Dundee Lane, Drainage (Phase I)

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

Good morning, Chief DeLonjay,

**REF: 4399-102-R (State ID #318), City of Lynn Haven, Dundee Lane, 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 4399-102-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):**

Name, Title	John DeLonjay, Fire Chief
Sub-Recipient	City of Lynn Haven
Address	1412 Pennsylvania Avenue, Lynn Haven, FL 32444
Email	firechief@cityoflynnhaven.com
Telephone	850-265-7335

### **Budget**

Project Costs	62,895.00
Federal Share	47,171.25
Local Share	15,723.75
SRMC	2,995.00

### **SCOPE OF WORK:**

The City of Lynn Haven proposes drainage improvements for the Dundee Lane area located between Inverness Rd and Thurso Rd, 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 increasing the capacity of the of culvert that connects McCain Creek under Dundee Lane. The project shall include the removal of the existing three 42" corrugated metal pipes and their replacement with 48" reinforced concrete pipes. Additionally, the proposal shall include the construction of two headwalls, Rip Rap, the necessary roadway asphalt removal and restoration, and utilities relocation. These improvements shall increase the flow capacity of the culvert reducing the risk of flooding to the road and to the 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](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.