

Joint HMGP/FMA Application Completeness Checklist

This checklist contains an explanation, example and/or reference for information requested in the application. Please use this checklist to assure your application is complete and includes the required information for HMGP projects. The appropriate documentation must also be attached. It is important to note that this checklist is similar to the form that will be used during the application sufficiency review by the HMGP staff.

Project Title: _____

Applicant: _____

Application Requirements	Explanation of Information Required	✓
Title/Brief Descriptive Project Summary	The project title should include: 1) Name of Applicant, 2) Name of Project, 3) Type of Project - For example - City of Florida City Hall Wind Retrofit	
1. Applicant	Name of organization applying, must be an eligible applicant.	
2. Applicant Type	State or local government, recognized Native American tribe, or private non-profit organization. If private non-profit, please attach documentation showing legal status as a 501(C) (Example - IRS letter, Tax Exempt Certificate).	
3. County	Indicate county in which the project is located.	
4. State Legislative & Congressional District(s)	Specify the appropriate State Senate, House and Congressional District code for the project site. For multiple sites, please list codes for each site. http://election.dos.state.fl.us/county/index.shtml	
5. Federal Tax I.D. Number	List the FEIN number. May be obtained from your finance/accounting department.	
6. FIPS Code	List the FIPS Code. May be obtained from your finance/accounting/grants department. If none, please submit FEMA Form 90-49.	
7. NFIP ID Number	List the NFIP number. You must be a participating NFIP member to be eligible for HMGP funding. Please make sure that the number is the same as the panel number on the FIRM provided with the application.	
8. NFIP CRS	Applicable to FMA only.	
9. NFIP Last CA Visit	Applicable to FMA only.	
10. Proof of NFIP Coverage	Applicable to FMA only.	
11. Point of Contact	Please provide all pertinent information for the point of contact. If this information changes once the application is submitted, please contact the HMGP staff immediately.	
12. Application Prepared By	Please provide the preparer information. May be different from the point of contact (line 11) and/or the applicant's agent (line 13).	
13. Authorized Applicant Agent	An authorized agent must sign the application. <i>“An authorized agent is the chief elected official of a local government has signature authority, so for a county it would be the Chairman of the Board of County Commissioners and for a municipality it would be the Mayor (the exact title sometimes varies). Any local government may delegate this authority to a subordinate official (like a City or county Manager) by resolution of the governing body (the Board of County Commissioners or Board of City Commissioners). If a local government delegate’s signature authority, a copy of the <u>resolution</u> by the governing body authorizing the signature authority for the individual signing must be provided.”</i>	
14. LMS Letter	A letter of endorsement for the project and its priority number from the Local Mitigation Strategy must be included. Refer to Sample LMS Letter . Applications without a letter of endorsement will not be processed.	

Section I - Project Description

A. Hazards to be Mitigated/Level of Protection

1. Type of Hazards the Proposed Project will Mitigate:	Please identify the hazard(s) that the proposed project will mitigate. More than one hazard may be selected.	
2. Identify the Type of Proposed Project	What type of mitigation project is being proposed?	
3. Number of Persons Protected	Explain how many people will be protected by or benefit from the proposed project.	
4. Level of protection	Specify the level of protection and magnitude of the event the proposed project will mitigate. Attach support documentation that verifies the stated level of protection. For example, in a wind retrofit project, the product specifications should include product test results or a signed and sealed letter from a professional engineer.	
5. Engineered Projects only (e.g. Drainage)	Include engineering calculations and designs for the proposed project (<i>for engineered projects only</i>).	
6. Life of the project	What is the useful life of this project? (FEMA standard values are: infrastructure, 50; elevation, 30; wind, 15; acquisition, 100) If these values are not used, please attach support documentation as a justification of the value entered. For example, in a wind retrofit project, the product specifications should include product life.	

B. Project Description, Scope of Work, and Protection Provided (Must be Completed in Detail)

Existing Problem	Describe the existing problem, location, source of the hazard and the history and extent of the damage. Include newspaper articles, insurance documentation, etc. If this project is eligible for PA (406) mitigation activities, please describe the 406 activities.	
Type of Protection	How will the funding solve the existing problem and provide protection?	
Scope of Work: What the project proposes to do.	What is the work to be done? The scope of work must meet eligibility based on HMGP regulations and guidance. Explain how the proposed problem will be solved. (NOTE: The proposed project must be mitigation-- not maintenance.) <i>Does the proposed project solve a problem independently or constitute a functional part of a solution where there is assurance that the project as a whole will be completed (44 CFR 206.434(b)(4))?</i> <i>Does the proposed project address a problem that has been repetitive or that poses a significant risk to public health and safety if left unresolved (44 CFR 206.434(b)(5)(i))?</i> See Model Scope of Work Language in HMGP Application Desk Reference. Generators should not be included in the scope of work.	
On-going or proposed projects in the area.	Are other projects, zoning changes, etc. planned (especially in the same watershed if the flooding is being addressed) that may negatively or positively impact the proposed project? If there is a drainage project or downstream issues elsewhere, it may negate the flooding issue, eliminating the need for a flooding project. Yes/No or unknown with explanation if yes. Response applies to drainage and acquisition projects and N/A is appropriate in wind retrofit shutter projects only. If this project is also being considered under the Public Assistance Program (406), please describe in detail the 406 mitigation activities and/or services. Do not include project costs associated with the above referenced HMGP application.	

Section II - Project Location

A. Site

1. Physical Location	What is the physical location of the project site(s) including the street number(s), zip codes(s) and GPS coordinates (latitude/longitude). The physical address must correspond with the address locations specified on maps submitted with the application.	
2. Title Holder	Provide the titleholder's name.	
3. Project seaward of the CCCL?	Is the project site located seaward of the Coastal Construction Control Line?	
4. Number of structures types affected	Specify the number and type of properties affected by the project. Example: Drainage project that affects 100 homes, 15 businesses and 2 schools. What does the project protect? Should have a number next to the box that is checked see Section I, Item 4.	

B. Flood Insurance Rate Map (FIRM) showing Project Site

1. Copies of FIRM	Attach a copy (or copies) of the FIRM and clearly identify the project site. The FIRM Panel number must be included. To obtain a FIRM map, go to http://www.store.msc.fema.gov/ . See instructions on How to make a FIRMette.	
2. Flood Zone Determination	Specify the flood zone(s) of the project site(s).	
3. FHBM	Not required if a copy of the FIRM is attached.	

Note: All maps must be linked to the application.

C. City or County Map with Project Site and Photographs

1. City/County Map with Project Site	The project site should be clearly marked on a legible City/County map. The map should be large enough to show the project site. More than one map may be required.	
2. USGS TOPO with Project Site	The project site should be clearly marked on a legible USGS 1:24,000 TOPO map. To obtain a TOPO map, go to www.topozone.com .	
3. Parcel/Tax Map	A Parcel, Tax or Property Identification map is required <u>only</u> for acquisition and elevation projects. The location of the structure must be clearly identified.	
4. Site Photograph	At least two sets of photographs are required which clearly identify the project site. The photos must be representative of the project area, including any relevant streams, creeks, rivers, etc. and drainage areas, which affect the project site or will be affected by the project. The front, back and both side angles are required for each structure. For acquisition and elevation projects, a photo taken away from the structure (front, toward the street and back, toward backyard) to show the area should also be provided. Please label photographs appropriately. In addition, CDs may be submitted.	

Note: All maps must be linked to the application.

Section III - Budget/Costs

Please make sure all calculations are correct. Provide a breakdown of materials, labor and fees paid for the proposed project. Support documentation must be attached, i.e. vendor's quote, professional estimate (from engineer, architect, local building official, etc.). The proposed budget line items should represent allowable costs associated with the scope of work. It is important to complete this section; it will be used for the Benefit/Cost Analysis (BCA). Costs should be accurate, complete and reasonable compared to industry standards.

A. Materials	How much do the materials costs?	
B. Labor	Provide a breakdown of description, hours, rate, and cost or lump sum labor cost. Can use "in-kind" contribution as part of the 25% match. (Attach support documentation for in-kind match to detail wages and salaries charged for any in-kind contribution. No overtime wages can be used to satisfy "in-kind" match contributions).	
C. Fees Paid	Provide a breakdown of associated fees i.e., consultants, studies, engineering, permits. Maintenance is not an allowable cost under HMGP. <i>Pre-award costs may be requested (See Pre-award Costs guidance).</i>	
Total Estimated Project Cost	Please make sure all calculations are correct. This figure should be the same as the figure for total funding.	

D. Funding Sources (round figures to the nearest dollar)

The proposed sources of non-federal matching funds must meet eligibility requirements. (Except as provided by Federal statute, a cost sharing or matching requirement may not be met by costs borne by another Federal grant.) 44 CFR 13.24 (b)(1).

Estimated FEMA Share	The estimated FEMA share is generally 75%. If the FEMA share is not 75%, assure actual amount is entered. It could be 50% or 35%, etc. of the total dollar amount of project depending on county allocation and LMS priority. This figure cannot exceed 75%.	
Estimated Local Share	May include all 3 sources, i.e. cash, "in kind" and global match, as long as the total is a minimum of 25%. Match cannot be derived from a federal agency except Federal funds that lose their federal identity. For example, CDBG funds.	
Total In-Kind	May use materials, personnel, equipment, and supplies owned, controlled and operated from within governing jurisdiction as an in-kind match. <i>Third party in-kind contributions would be volunteer services, employee services from other organizations furnished free of charge, donated supplies and loaned equipment or space. The value placed on these resources must be at a fair market value and must be documented. If in-kind is claimed from outside the applicant jurisdiction, it must be cash only.</i>	
Total Project (Global) Match	Project (global) match must 1) be a project funded 100% within the county; 2) meet all the eligibility requirements of HMGP and 3) begin after the declaration date of the disaster. A separate HMGP application must be submitted for global match projects. Indicate which project(s) will be matched. <i>The global match is not required to be an identical project. Projects submitted, as global match for another project, must meet the same period of performance time constraints as HMGP program.</i>	
Total Funding	Total must represent (100%) of the total estimated project cost.	

E. Project Milestones/Schedule of Work

Milestones (Schedule)	Identify the major milestones in the proposed project and provide an estimated time-line (<i>e.g. Designing, Engineering – 3 months, Permitting – 6 months, Procurement – 30 days, Installation – 6 months, Contracting – 1 month, Delays, Project Implementation, Inspections, Closeout, etc., See Sample Project Milestones for estimated time-frames</i>) for the critical activities not to exceed a period of 3 years for performance. Milestones should not be grouped together but listed individually. If the project is approved, there will only be one extension allowed, regardless of justification. Please allot for the appropriate amount of time.	
------------------------------	--	--

Section IV - Environmental Review & Historic Preservation Compliance

No work can begin prior to the completion of the environmental (NEPA) review. In order for the Environmental staff to conduct the NEPA review, all sections listed below must be completed.

Detailed project description, scope of work & budget/costs	Complete Sections I & III of the application.	
Project area maps	Complete Sections II, part B & C of the application.	
Project area/structure photographs	Complete Section II, Part C of the application.	
Preliminary project plans	For shutters see the scope of work and for drainage & elevation see engineering drawings.	
Project alternatives description and impacts	See Section IV of the application.	
Project worksheets – Dates of construction required on all projects	Dates of construction are required for all structures. See worksheets.	
Documentation requirements by project type	Please provide any of the required documentation as listed on page 9 in the Information and Documentation Requirements by Project Type that may have already been obtained.	

Alternative Actions

1. No Action Alternative	Please discuss the impacts on the project area if no action is taken.	
2. Other Feasible Alternative Action		
Has the proposed project been determined to be the most practical, effective and environmentally sound alternative after consideration of a range of options (44 CFR 206.434(b)(5)(iii))?		
a. Project Description for the Alternative	NEPA requires that at least three alternatives must be presented to mitigate the problem. In addition to the proposed action and no action, one other feasible alternative must be provided. If the proposed action is ineligible, what is another feasible alternative? Describe how the alternative project will solve the problem and provide protection from the hazard.	
b. Project Location of the Alternative (describe briefly)		
c. Scope of Work for Alternative Project		
d. Impacts of the Alternative Project		
e. Estimated Budget/Costs for Alternative Project		
A. Materials	Optional	
B. Labor	Optional	
C. Fee Paid	Optional	
Total Estimated Project Costs	Total cost is required. Vendor quote is not required. A lump sum budget may be submitted.	

Section V - Maintenance Agreement

Signature	Please complete, sign and date the maintenance agreement. The maintenance agreement must be signed by an individual with signature authority, preferably the authorized agent.	
-----------	--	--

Property Acquisition Worksheet

A. Assure a separate worksheet for each individual property to be acquired is provided.

Photos (a minimum four color photographs)	Make sure photos have been attached to the application and are clearly identified.	
---	--	--

B. Site Information

1. Owner's Name	Check and make sure information provided matches other entries in the application.	
Social Security #	If the application is approved, this information may be provided upon request.	
Spouse's Name	List if applicable.	
Spouse's SS#	If the application is approved, this information may be provided upon request.	
2. Street Address (city, state & zip) or Phys/Legal Location	Check and make sure information provided matches other entries in the application.	

Substantial Damage

3. Substantial Damage Certification	If applicant claims substantial damage, assure that a Substantial Damage Certificate signed by the Local Building Official is provided and assure that documentation exists to show the property is located in a Special Flood Hazard Area (FIRM).	
-------------------------------------	---	--

The data for numbers 4, 5, and 6 of this part and all of Section D are *not required if the structure is located in the SFHA and a Substantial Damage Certificate is attached.*

4. Base Flood Elevation of Property	Provide the following information: ➤ Base flood elevation, prepared by a surveyor Elevation Certificate	
5. Lowest (Finished) Floor Elevation of Principal Structure	Provide the following information: ➤ Lowest (Finished) Floor Elevation of Principal Structure (above sea level) Elevation Certificate	
6. Depth of Water	Provide the following information is provided: Depth of water in the structure _____ inches for _____ day(s)	
7. Post Mitigation Property Use	Provide the post mitigation use in the statement of work and/or this worksheet. The post mitigation use must be in concurrence with 44 CFR 206.434(e). Examples include open space, park, wetland and retention pond.	

C. Structure Information

1. Tax Assessor's Record	Attached copy of the local government Tax Assessor's record for the subject property; or a tax map.	
2. Building Type	Check one option.	
3. Building Use	Check at least one option.	
4. Construction Type	Check one option.	
5. Construction Date	When was the structure built?	
6. Total Sq. Ft. of Principal Structure	Provide the square footage (heated & cooled areas only).	
7. Est. Cost to Replace Principal Structure, (if known)	Provide documentation from contractor or tax assessor.	
8. Accessory/Out Buildings	Are there any other attached or detached buildings on the lot? Please describe (location, type of structure, age and value).	
9. Commercial Property	Contact State environmental staff.	

D. History of Hazards/Damages (to the Property being acquired)

NOTE: The following data is not required if the property is located in the Flood way or if a Substantial Damage Certificate (for most recent disaster) is attached.

Current & Past Damages	Refer to acquisition worksheet.	
------------------------	---------------------------------	--

Note regarding damage estimates: the date, level of event, description of damages, cost of repairs/replacement must be specific to ONLY the building under consideration. Countywide damage estimates (e.g., Hurricane Irene, 1999 caused 2 million dollars damage) cannot be used. Additionally, vague information is not useful or acceptable in lieu of specific building damage estimates. The property damages can be a homeowner’s estimate; however, please include a contractor’s itemized repair estimate, if possible.

E. Acquisition Cost Worksheet

Assure cost data is provided. If not, flag in tracker.

Acquisition Cost	Refer to acquisition worksheet.	
------------------	---------------------------------	--

Please note: (Pre-Disaster Fair Market Value) The community may determine the pre-disaster fair market value by using either the local tax assessed value (plus a percentage to approximate market value) or a State Certified Property Appraiser’s estimate. In either case, the market value must be based on pre-disaster conditions. Also, if a local tax assessed value is used, a letter from the Local Property Appraiser must accompany the application.

Elevation Worksheet

➤ **Recommended elevation is at least two feet above the Base Flood Elevation.**

Photos (a minimum four color photographs)	Make sure photos have been attached to the application and are clearly identified.	
---	--	--

A. Site Information:

1. Owner’s Name	Check and make sure information provided matches other entries in the application.	
Social Security #	If the application is approved, this information may be provided upon request.	
2. Spouse’s Name	List if applicable.	
Spouse’s SS#	If the application is approved, this information may be provided upon request.	
3. Street Address (City, state and zip) or Phys/Legal Location	Check and make sure information provided matches other entries in the application.	

B. Structure Information:

1. Building Type	Check one option.	
2. Building Use	Check at least one option.	
3. Construction Type	Check one option.	
4. Foundation Type	Select one option.	
5. Construction Date	When was the structure built?	
6. Modification/ Upgrades Date	Has the structure been modified and/or upgraded? <i>(If the structure has been modified and/or upgraded the date must be provided.)</i>	
7. Pre-disaster Value	Provide the amount and attach support documentation. Documentation options may be: 1. Tax Assessor’s record or certified appraisal (pre-disaster).	
8. Total Value of Contents	Provide the total value of content. Up to 30% of the building replacement value or \$20,000 is the FEMA default and no support documentation required. <u>Otherwise, support documentation</u> , such as, insurance records, appraisals, purchase receipts, estimates based on current market prices for similar contents <u>is required</u>	

9. Flooding Depth	What was the depth of flooding in the structure?	
10. Flooding Period	What was the period of flooding? How long did the flooding last?	
11. Level of Flooding	What was the level of flooding?	
12. Elevation Information	Provide an elevation certificate is provided.	

C. Required Information for Elevation Projects Located in a V-Zone or Numbered A-Zone

1. Elevation of Lowest Livable Floor	Refer to elevation worksheet. Contact the State technical staff if assistance is needed.	
2. Base Flood Elevation		
3. Local Code Elevation Requirement		
4. Flood Frequency		

D. History of Hazards/Damages (to the Structure being elevated)

Assure all current and past damages to the structure (including its contents) are provided. Damages must be fully documented. The applicant should include damage from declared disaster events AND other hazard events which did not result in a presidential declaration. For example, newspaper articles, insurance records, receipts, logs or journals.

*Note regarding damage estimates: The applicant must provide the **date, type of event, and description of damages** specific to ONLY the building under consideration. Countywide damage estimates (e.g., Hurricane Irene, 1999 caused 2 million dollars damage) cannot be used. Further, vague information is not useful or acceptable in lieu of specific building damage estimates.*

E. Elevation Cost Information

The Elevation Cost Worksheet should include *all* project costs to develop a detailed cost estimate. Any project costs that do not clearly fall under the specified categories (in the table provided in the application) should be submitted for review and determination of funding eligibility under the HMGP program. For example, newspaper articles, insurance records, receipts, logs or journals.

NOTE: For straight elevation, the structure must be retrofitted to the wind fill load requirements (i.e. storm shutters, hurricane clips, etc.). In this instance, complete pages the Wind Retrofit Worksheets.

Drainage Worksheet

Please refer to the Drainage Project Worksheet for the information required. (Check if the appropriate information has been included):

1. Project area plotted on a Flood Insurance Rate Map (FIRM); which includes the front page of map displaying the Community Identification Number.	
2. City or County Scale Map identifying the entire project area.	
3. Topographical Map.	
4. Information regarding Flood Insurance Study.	
5. Number of structures flooded (water inside structure) including depth of flooding. Provide homeowner name, address, and type of home). Include supporting documentation (i.e. pictures, newspaper articles, and/or insurance damage estimates). An Elevation Certificate may also be included.	
6. Number of yards flooded within project area.	
7. Frequency of event. Verify the "Frequency of Event" which caused the damage to the property i.e., 10-Year, 25- Year, 50-Year 100-Year etc. (Information may be obtained from USGS, NWS, NOAA, or Hydraulic/Hydrology Engineer or Rainfall totals for specific date, month & year i.e. how many inches in what period of time). Also include verification of losses due to repetitive minor flood events (i.e.1, 2, 5 Year Frequency) indicate name of event, date of incident and amount of loss per structure	

building and content. (Same support documentation as “depth of flooding inside each structure” above #5.)	
8. Amount of damages (in dollar amount), i.e. insurance claims, content damage, structure damage.	
9. Names of roads closed due to flood within project area. Economic loss per day for loss of function of road or bridge (i.e. # one-way trips, detours, delay times).	
10. List of non-profit and public facilities affected by flooding including services provided, i.e. fire stations, hospitals.	
11. Annual operating budget.	
12. Color photographs of the damaged infrastructure property. (Ditches, Culverts, Swales, Detention/retention basins and ponds). (DIRECTION must be identified.)	
13. Preliminary or final Engineering Design Plans or feasibility study, if available	
14. Final plans, hydrology/hydraulic studies, if available.	
15. Estimated line item budget.	
16. A project may be phased to provide technical and financial assistance to the applicant if local resources are not available. The purpose of a phased project is to allow completion of design, engineering and environmental study.	
17. Other direct damages caused by flooding.	
18. Indirect damages caused by flooding.	
19. A Letter of Map Revision (LOMR), if needed for this project.	

NOTE: Please complete the appropriate worksheet by project type. This data will be used for the benefit cost analysis (BCA) to determine cost effectiveness. The project worksheets explain the required information and documentation. Individual worksheets are required for each structure (wind retrofit, acquisition, elevation, shelter retrofit). Contact the State technical staff for assistance, if needed.

Wind Retrofit Worksheet

Photos of each side of the building to be retrofitted.	Make sure photos have been attached to the application and are clearly identified.	
Shutter System Compliance with Dade County or Florida Building Code Specs	The appropriate documentation determining shutter system compliance should be attached.	

A. Project Information

1. Building Name	Check and make sure information provided matches other entries in the application.	
2. Address	Check and make sure information provided matches other entries in the application.	
3. City, State & Zip	Check and make sure information provided matches other entries in the application.	
4. Owner/Applicant	Check and make sure information provided matches other entries in the application.	
5. Contact Person	The contact person will most likely be the same as provided on page two of the application, however there may be the person familiar with the engineering aspects other than the contact person listed on Page 2, Item 11 in the application. Please note.	
6. Disaster Number	N/R	
7. Project Number	N/R	
8. Application Date	N/R	
9. Analyst	N/R	

B. Building Data

1. Select Building Type	<input type="checkbox"/> Non-Engineered Wood <input type="checkbox"/> Non-Engineered Masonry <input type="checkbox"/> Manufactured Building <input type="checkbox"/> Lightly Engineered <input type="checkbox"/> Fully Engineered <input type="checkbox"/> Other	} <i>Refer to wind retrofit worksheet.</i>	
2. Building Site (Miles Inland)	For assistance, contact State technical staff.		
3. Number of Stories Above Grade	Refer to wind retrofit worksheet.		
4. Construction Date	When was the structure built?		
5. Historic Building Controls	N/R		
6. Disaster Number	N/R		

C. Building Size and Use

1. Total Floor Area (SF)	Refer to wind retrofit worksheet	
2. Area Occupied by Owner or Public/Non-Profit Agencies IF APPLICABLE	<i>NOTE: In most instances, the Total Floor Area and Area Occupied by Owner or Public/Non-Profit Agencies will be the same. If building is leased, include lease agreement.</i>	

D. Building Value

1. Building Replacement Value	Support documentation may include: <ol style="list-style-type: none"> 1. Insurance policy (Declaration Page) 2. Public Works/Building Department Property Valuation Assessor 	
2. Demolition Threshold	N/R	

E. Building Contents

1. Contents Description	Describe the contents of the building.	
2. Total Value of Contents	Provide documentation such as insurance records, appraisals, purchase receipts, or estimates based on current market prices for similar contents are provided.	

F. Displacement Costs Due to Wind

1. Rental Cost of Temporary Building Space (\$/sf/month)	The FEMA default is \$1.00 per square foot. Otherwise, support documentation, such as, rental cost from a realtor, copy of rental agreements, commercial rental ads or property management organizations is required.	
2. Other Displacement Costs (\$/month)	The FEMA default is \$500. Otherwise, support documentation, such as receipts or estimate, is required.	

G. Value of Public Non-Profit Service

1. Description of Services Provided	Refer to wind retrofit worksheet.	
--	-----------------------------------	--

2. Annual Budget of Public Non-Profit (applicant) Agencies	How much does it cost to operate the building? Provide the operating budget <u>specifically for the building/project site</u> , not the entire city/county/school district budget.	
3. Post Disaster Continuity Premium (\$/day)	N/R	

H. Mitigation Project Data

1. Project Description	The project description provided should correspond with Section I, B in the application.	
2. Project Useful Life (Years)	Refer to wind retrofit worksheet.	
3. Mitigation Project Costs	The amount should correspond with the total cost stated at Section III, D.	
4. Base Year of Costs	N/R	
5. Annual Maintenance Costs (\$/year)	Refer to wind retrofit worksheet.	