WHAT IS RCMP?
DESCRIPTION OF THE PROGRAM

- The Residential Construction Mitigation Program (RCMP) assists homeowners to reinforce their homes.
- Grant funds are provided to State Regional, local governments, Private Non-profits agencies and educational institutions.

It is the program’s intention to make sure that all improvements have the intention to result in a systemic improvement to the structure that is efficient and cost-effective.
PROJECT SUBMITTAL

In order to recommend a project, applicant MUST provide a document where the following information is included:

- General Project Information, including project location.
- Pre-inspection checklist.
- Report with the description of the project, explaining the needs or problems found during the pre-inspection and the mitigation proposals to
Eligibility for the program is based on:

- Type of project.
- Results from the submitted document and mitigation solutions.
- Cost effectiveness.
- Benefits of the alteration.
WHAT ARE THE BENEFITS OF THE PROGRAM?
The main intention of the program is to provide benefits to homeowners of residential units by offering safer homes to the communities.

This program and its activities improve the time of recovery of a community after an event occurs.

The program attempts to prevent or reduce losses or reduce the cost of rebuilding after a disaster.
COMMUNITY TARGET

RCMP funds support homeowners, who might not otherwise be able to benefit from insurance discounts for certain mitigation features:

- Minimizing the insured loss exposure.
- Promoting the use of residential retrofitting.
- Educating the homeowner to practical and affordable ways to strengthen homes, and increase public awareness.
WHAT ARE THE PROGRAM REQUIREMENTS?

State of Florida - Division of Emergency Management
REQUIREMENTS
(for residential retrofit)

This program allows the following type of units to participate on the program:

- Single family homes.
- The property needs to be property permitted.
- The Division does not contract with individuals. In order to participate, residents must contact their respective local government for sponsorship.
- Applicant should be able to show problems and proper mitigation solutions.

IMPORTANT: All retrofit work must be completed before June 30, 2011
In governmental planning and budgeting, a Benefit Cost Analysis needs to be done to attempt to measure the social benefits of a proposed project demonstrating its cost effectiveness.

Residences must first be inspected and recommendations of options made concerning retrofit techniques to be used on the residence.

The evaluation shall generate a benefit-cost analysis to indicate the ratio of reduced losses in future events.
A meeting and a pre-inspection could be conducted for one of the properties to retrofit to ensure that activities were concluded as outlined in the project’s scope of work.

The State of Florida – Division of Emergency Management will provide technical assistance to the applicant during the process to clarify questions and concerns. The Technical unit will also be available by phone and via email to provide assistance at any time during the process.
WHAT CAN BE DONE WITH THE FUNDS FROM RCMP?
ACTIVITIES

All retrofit or other installation of mitigation devices on residential structures MUST comply with the Florida Building Code and should have the intention of being systemic in nature whenever possible. The term systemic refers to not just shutters or roof improvements, but a system that ties together all aspects of wind mitigation to the maximum degree possible.

The following activities can be perform with the funds from Residential Construction Mitigation Program:
ROOF SHEATHING (roof deck)

- Your roof sheathing is the base upon which the roof covering is applied.
- Provides the structural barrier between the interior of the house and the fury of the storm and it helps transfer wind forces to wall elements that direct these forces down to your foundation.
- Loss of even one piece of roof sheathing will produce a gaping hole where wind can enter and water can pour into the attic.
- Most of these shortcomings can be overcome by improving the anchorage of your sheathing to the rafters and trusses that hold it in place.

Installation should be in compliance with the Florida Building Code testing and standards.
RE-ROOFING

When you re-roof, you have a unique opportunity to make substantial improvements to the hurricane resistance and resilience of the home. In hurricane prone regions, you should always remove the old roof cover down to the roof deck, check and improve its attachment if necessary and build up a hurricane resistant roof covering. In most cases, these extra measures result in relatively modest increases in the overall costs of the re-roofing project. The lowest cost options include re-nailing the roof deck to the structure below and adding some form of secondary water protection over the joints between the roof sheathing. Note that the Florida Existing Building Code (FEBC) requires proper fastening of the roof sheathing, "the integrity of the main wind force resisting system is required." Adding fasteners will bring the roof sheathing attachments up to code. Installation should be in compliance with the Florida Building Code testing and standards.
Protecting the openings from pressurization and the reduction in the chances of debris entering your house.

The primary function of an impact resistant shutter system is to decrease the chances that the house will be pulled and pushed apart by the wind and they provide increased safety for occupants sheltered inside.

The impact resistant testing standards are designed to establish the shutter's ability to meet the minimum level of protection as defined in building codes for Windborne Debris Areas of the country.
Your house has a gable end if it has a triangular wall that sits on a rectangular wall. If so:

- The gable end walls of your home can take a tremendous beating during a hurricane.
- If it is not properly braced and anchored, it can collapse and you will have a catastrophic amount of damage to your home.

However, of all the possible structural retrofits, gable end walls are usually the easiest to strengthen and deserve to be a high priority on your retrofit list.
GABLE END VENTS

Even though gable end vents may have louvers designed to keep water out, they are not designed to keep out water driven by hurricane force winds:

- The louvers would have to be at least 6 to 10 inches high to have any hope of keeping the water out. Even then, the flow of air would likely keep the water moving with it into the attic.

- Gable vents should be covered from the outside with protection as if they were windows. As an alternate, you can cover the vents from inside the attic but, if you do this you will need to try and seal the "shutters" to the trim boards around the edges of the gable end vent.

   **Install permanent anchors for these covers using hurricane shutter anchors.**
Soffits under overhangs at gable ends, are almost certain to allow water to enter attic spaces even in rather mild storms because there is no water dam to stop the wind driven rain, it is important to:

- Keeping soffits in place can also help keep water out of your house.
- Check the connection of the soffit system to the wall of the house.
To complete the development of an effective load path that connects the roof to the foundations, you need to make sure that the exterior walls are well anchored to the foundation.

Poor connections between the wall and foundation can weaken your entire home.

These vulnerabilities tend to show up when the highest winds of a major hurricane (Category 3 or higher) strikes your home.
WHO MANAGES THE PROGRAM?

State of Florida - Division of Emergency Management
The State of Florida – Division of Emergency Management will be in charge of managing the payments based on quarterly reports provided by the applicant. Applicants are fully responsible for the development of the project and for the managing of all participants to comply with the Scope of Work and the programs requirements. It is very important for the Division that the Applicant submits the proper information constantly updating the information to make easier the monitoring of the project considering the following aspects:

- Production level and timeliness will be reviewed as compared to the parameters outlined in the project’s scope of work.
- Number of targets reached as compared to project goals and funding provided; homeowners contacted and information exchanged
- Number of units retrofitted and to what extent as compared to project goals and funding provided
- Timeliness will be determined according to regular progress report submittal as well as the timely completion of inspections and retrofits.
WHAT ARE THE STANDARD OPERATION PROCEDURES?
Applicants are in charge of coordinating the entire process, including:

- Keeping communication with homeowners.
- Keeping communication with State of Florida and submitting quarterly reports.
- Managing the execution of the project with the contractors.
- Manage the funds properly.
- Verify the quality of the activities performed.
- Submitting information to the Division on time.
- Keep the project’s information available.
- Inform the Division when projects are completed.
- Request and attend a final inspection.
- Provide all information necessary for the closeout of the projects.
ROLES

**CONTRACTOR**

- Contractors can only be hired by the applicant. They are responsible for:
  - Performing the job as stipulated on the Scope of Work.
  - Keeping a registry of the activities performed.
  - Having the information related to the project available at any time.
  - Guarantee the execution of the activities in concordance with the Florida Building Code. Applicant is responsible for the performance of the contractor.

**LOCAL AGENCIES**

- Local agencies are involved in the following activities of the project:
  - Issue the proper permits for the scheduled activities.
  - Perform a final inspection to certify the job after completed

  Applicant is responsible for contacting and working with the local agencies in order to complete the project and have it ready for final inspection.
HOMEOWNER

Homeowners should ONLY have contact with the applicant.

Applicant is in charge of solving any of concerns from the homeowner.

STATE OF FLORIDA

The State of Florida DEM role is to maintain in contact and provide support only with the applicant.

Throughout the contract period, Division of Emergency Management (DEM) staff is responsible for monitoring the process of current funds. This monitoring process may include, but is not limited to on-site visits to Applicants.

Applicant should be able to answer all concerns at any time.
Once the project is completed the applicant needs to meet the following aspects and provide the proper information in order to close the project:

- Final request for Payment Form (Attachment C) from the contract.
- Detail of Documentation (Attachment C-1, etc.) from the contract.
- Backup Documentation - receipts, paid invoices, canceled checks, deeds, etc. to show how the requested amount to be reimbursed was spent.
- Post inspection reports.
- Building Permits.
- Colored photos of mitigation work.
- Database documenting completed homes.
- Performance Measurement Form.
Widescreen Test Pattern (16:9)

Aspect Ratio Test

(Should appear circular)
MANAGEMENT AND EXECUTION OF THE PROGRAM
Production level and timeliness will be reviewed as compared to the parameters outlined in the project’s scope of work.

For example, production level will be measured as follows:

- Number of targets reached as compared to project goals and funding provided; homeowners contacted and information exchanged.
- Number of units retrofitted and to what extent as compared to project goals and funding provided.

Timeliness will be determined according to regular progress report submittal as well as the timely completion of inspections and retrofits.
PURPOSE OF THE QUARTERLY REPORTS

- Gives the Division an idea on the progress of the funded project.

- Allows the Division and Project Manager to determine a proper course of action (ex. Technical Assistance, etc.)
All projects that are funded during the 2010-2011 FY are required to complete a quarterly report on this form, which is provided by the Division of Emergency Management.

The document in which the quarterly report is to be completed on is a part of the Subgrant Agreement/Contractual Service Agreement.
REQUEST FOR PAYMENT

State of Florida - Division of Emergency Management
REQUEST FOR PAYMENT

Attachment D

DIVISION OF EMERGENCY MANAGEMENT
REQUEST FOR ADVANCE OR REIMBURSEMENT OF
RESIDENTIAL CONSTRUCTION MITIGATION PROGRAM FUNDS

<table>
<thead>
<tr>
<th>RECIPIENT NAME</th>
<th>ADDRESS</th>
<th>CITY, STATE, ZIP CODE</th>
<th>PAYMENT NO</th>
<th>DEM Agreement No</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>SALARY AND BENEFITS</th>
<th>ODDS PERSONAL &amp; CONTRACTUAL SERVICES</th>
<th>ADMIN EXPENSES</th>
<th>OVERHEAD</th>
<th>GENERAL OVERHEAD</th>
<th>PREVIOUS PAYMENT</th>
<th>TOTAL CLAIM AMOUNT</th>
<th>BORROWED FUNDS</th>
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</tbody>
</table>

TOTAL CURRENT REQUEST $________

I certify that to the best of my knowledge and belief the above accounts are correct, and that all disbursements were made in accordance with all conditions of the Divisions agreement and payment is due and has not been previously requested for these amounts.

RECIPIENT SIGNATURE
NAME AND TITLE ____________________________ DATE ____________

TO BE COMPLETED BY DIVISION OF EMERGENCY MANAGEMENT

APPROVED PROJECT TOTAL $_______
ADMINISTRATIVE COST $_______ GOVERNOR'S AUTHORIZED REPRESENTATIVE
APPROVED FOR PAYMENT $_______ DATE

- Request for Payment Form (Attachment D) from the contract.
- Detail of Documentation (Attachment D-1, etc.) from the contract.
- Backup Documentation—receipts, paid invoices, canceled checks, deeds (for Acquisition projects), etc. to show how the requested amount to be reimbursed was spent.
HOW TO COMPLETE THE REQUEST

SUBGRANTEE NAME: The United Retrofitters of Florida

ADDRESS: 1234 Retrofit Road

CITY, STATE, ZIP CODE: Tallahassee, FL 32399

Date of Payment Request: February 2, 2011  DCA Agreement No: 11-RC-26-12-25-22-301

Payment No: 1  Claim Period: January 1-31, 2011
HOW TO COMPLETE THE REQUEST

<table>
<thead>
<tr>
<th>SALARY AND BENEFITS</th>
<th>OTHER PERSONAL CONTRACTUAL SERVICES</th>
<th>ADMIN EXPENSES</th>
<th>EXPENSES</th>
<th>OPERATING CAPITAL OUTLAY</th>
<th>FIXED CAPITAL OUTLAY</th>
<th>TOTAL CLAIM AMOUNT</th>
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<td>$19,192.09</td>
<td>$5,000.00</td>
<td>$4,701.78</td>
<td>$150.00</td>
<td>$40,000.00</td>
<td>$30,146.86</td>
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TOTAL CURRENT REQUEST $70,146.86
I certify that to the best of my knowledge and belief the above accounts are correct, and that all disbursements were made in accordance with all conditions of the DCA agreement and payment is due and has not been previously requested for these amounts.

SUBGRANTEE SIGNATURE________________________________________

DATE________________
## DETAIL OF SALARY AND BENEFITS

Attachment D-1

<table>
<thead>
<tr>
<th>Subgrantee: The United Retrofitters of Florida</th>
<th>Project Number 11-RC-26-12-25-22-301</th>
<th>Claim Number 1</th>
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<tbody>
<tr>
<td><strong>Vendor</strong></td>
<td><strong>Description of Services Provided</strong></td>
<td><strong>Date Paid</strong></td>
</tr>
<tr>
<td>Bob Smith</td>
<td>Project Manager</td>
<td>1/2/11</td>
</tr>
<tr>
<td>Sally Jones</td>
<td>Administrative Asst.</td>
<td>1/2/11</td>
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<td></td>
<td><strong>Check Number</strong></td>
<td><strong>Amount</strong></td>
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<td>Direct Deposit</td>
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<td>1786</td>
<td>$352.41</td>
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**Page Total** $1,102.99
## The United Retrofitters of Florida

**Address:** 1234 Retrof Road  
**City:** Tallahassee, FL 32301

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<th>Start time</th>
<th>Break start</th>
<th>End time</th>
<th>1st Hours</th>
<th>1.5x Hours</th>
<th>2.5x Hours</th>
<th>Sick</th>
<th>Vac</th>
<th>PTO</th>
<th>Hol</th>
<th>Comp</th>
<th>Brmnt</th>
<th>Jury</th>
<th>FMLA</th>
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<th>Other2</th>
<th>Total Hrs</th>
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<td>5:00 PM</td>
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<td>8.00</td>
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</table>

**Employee Name:** Bob Smith  
**Employee Number:** 1111-1  
**Department:** Residential Retrofits  
**Title:** Project Manager  
**Supervisor:** Hal Simmons  
**Shift:** Differential  
**Hourly/Salaried:** $20.00 an hour

**Employee Signature:**  
**Date:**

**Supervisor Signature:**  
**Date:**

---

**State of Florida – Division of Emergency Management**
OTHER PERSONAL / CONTRACTUAL SERVICES

The compensation for services that are directly related to the project by a person who is not a regular or full-time employee filling an established position. This shall include but not be limited to, temporary employees, student or graduate assistants, fellowships, part time academic employment, board members, consultants, and other services specifically budgeted by each agency in this category.
### OTHER PERSONNEL CONTRACTUAL SERVICES

<table>
<thead>
<tr>
<th>Subgrantee: The United Retrofitters of Florida</th>
<th>Project Number 11-RC-26-12-25-22-301</th>
<th>Claim Number 1</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Vendor</strong></td>
<td><strong>Description of Services Provided</strong></td>
<td><strong>Date Paid</strong></td>
</tr>
<tr>
<td>Retrofit Builders</td>
<td>Installed Shutters</td>
<td>1/2/11</td>
</tr>
<tr>
<td>Roof Setters</td>
<td>Retrofit Roofs</td>
<td>1/21/11</td>
</tr>
<tr>
<td>Retro Research, LLC</td>
<td>Consultant</td>
<td>1/15/11</td>
</tr>
</tbody>
</table>

**Page Total** $19,192.09
Example of using an invoice to claim reimbursement:

- Reflects zero balance owed towards expense.
- Actual amount corresponds with Attachment C-1, C-2, etc.
- Backup Describes services rendered and date paid.
Example of Using a Check to Claim Reimbursement:

- Actual amount corresponds with Attachment C-1, C-2, etc.
- Copy of cancelled check describing services and reflecting the vendor paid

---

The United Retrofitters of Florida
1234 Retrofit Road, Building 1
Tallahassee, Fl 32399

Pay to the
Order of: RETRO RESEARCH, LLC

Twelve Thousand Seven Hundred Fifty and 58/100 DOLLARS

For Consultation

Authorized Agent
ADMINISTRATIVE EXPENSES

State of Florida - Division of Emergency Management
The direct costs of staff managing the project and other direct costs for managing the project, as well as the recipient’s indirect rate, if any, applied to those direct costs of management. The sum total of direct and indirect costs identified herein shall not exceed 5% of total RCMP program funds.

### DETAIL OF ADMINISTRATIVE EXPENSES

<table>
<thead>
<tr>
<th>Subgrantee: The United Retrofitters of Florida</th>
<th>Project Number 11-RC-26-12-25-22-301</th>
<th>Claim Number 1</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Vendor</strong></td>
<td><strong>Description of Services Provided</strong></td>
<td><strong>Date Paid</strong></td>
</tr>
<tr>
<td>United Retrofitters of Florida</td>
<td>100,000 x 5% = $5,000</td>
<td>1/31/11</td>
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<tr>
<td></td>
<td><strong>Check Number</strong></td>
<td><strong>Amount</strong></td>
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<td></td>
<td>Indirect Cost</td>
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**Page Total** $5,000.00
EXPENSES

The usual, ordinary, and incidental expenditures by an agency, including, but not limited to, commodities and supplies of a consumable nature, and excluding expenditures classified as operating capital outlay.
# Attachment D-4

## DETAIL OF EXPENSES

<table>
<thead>
<tr>
<th>Subgrantee: The United Retrofitters of Florida</th>
<th>Project Number: 11-RC-26-12-25-22-301</th>
<th>Claim Number: 1</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Vendor</strong></td>
<td><strong>Description of Services Provided</strong></td>
<td><strong>Date Paid</strong></td>
</tr>
<tr>
<td>Office Exec.</td>
<td>Office Supplies</td>
<td>1/23/11</td>
</tr>
<tr>
<td>The Retro Store</td>
<td>Shutters</td>
<td>1/1/11</td>
</tr>
<tr>
<td>The House Store</td>
<td>Shingles, Gables, Nails,</td>
<td>1/1/11</td>
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</tbody>
</table>

**Page Total**: $4,701.78
### Examples of documentation for proof of expenses

**The United Retrofitters of Florida**

1234 Retrofit Road, Building 1
Tallahassee, FL 32399

<table>
<thead>
<tr>
<th>Order of:</th>
<th>RETRO RESEARCH, LLC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pay to the:</td>
<td>$12,750.58</td>
</tr>
<tr>
<td>Twelve Thousand Seven Hundred Fifty and 58/100 DOLLARS</td>
<td></td>
</tr>
</tbody>
</table>

For Consultation

**Authorized Agent**
Equipment, fixtures and other tangible personal property of a nonconsumable and nonexpendable nature and has a normal expected life of one year or more.

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Description of Services Provided</th>
<th>Date Paid</th>
<th>Check Number</th>
<th>Amount</th>
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<tbody>
<tr>
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<td>1/23/11</td>
<td>Visa</td>
<td>$150.00</td>
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</table>

Page Total $150.00
Real property (land, buildings including appurtenances, fixtures and fixed equipment, structures, etc.), including additions, replacements, major repairs, and renovations to real property which materially extend its useful life or materially improve or change its functional use, and including operating capital outlay necessary to furnish and operate a new or improved facility.

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Description of Services Provided</th>
<th>Date Paid</th>
<th>Check Number</th>
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<tbody>
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Page Total: $40,000.00
Throughout the contract period, Division of Emergency Management (DEM) staff is responsible for monitoring the process of current funds. This monitoring process may include, but is not limited to on-site visits to Recipients. Recipients should receive a letter requesting a monitoring visit to review current files and retrofit/mitigation work currently in progress and/or has been completed. The Recipient should receive the letter no later than two weeks prior to the on-site visit.