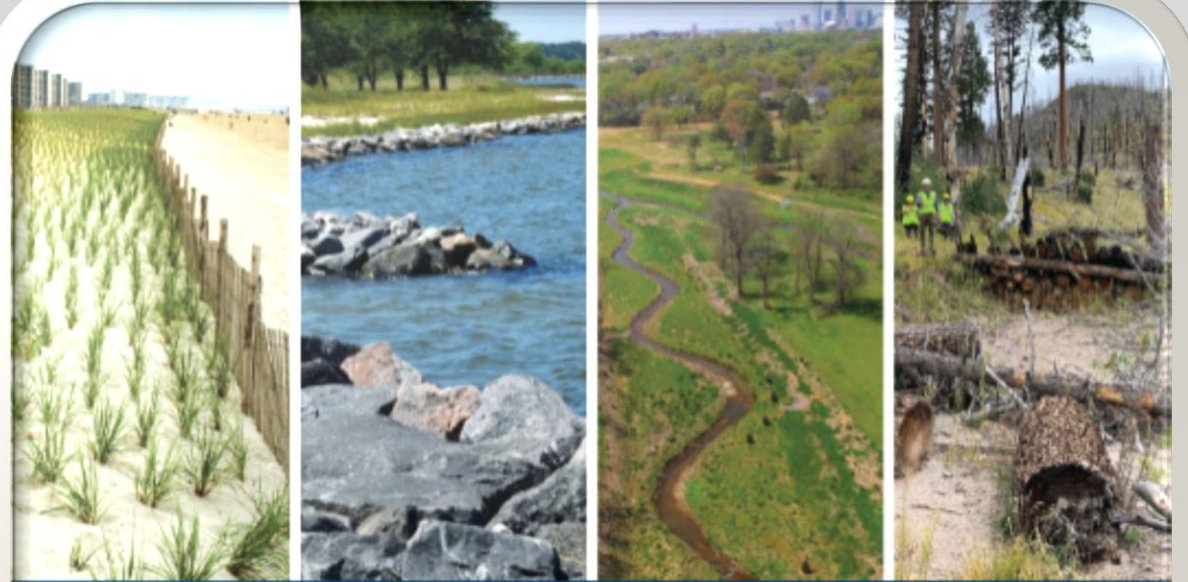


Hazard Mitigation Grant Program Application Development

WS114.

**BUILDING STRONGER, SMARTER,
RESILIENT MITIGATION PROJECTS**

**PRESENTED BY: KYLE DEBLARE &
JESSICA MILFORD**

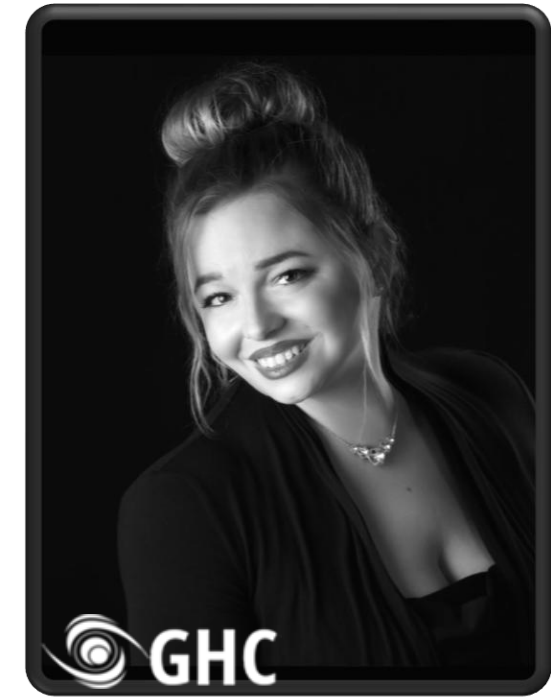


Hazard Mitigation Assistance Program and Policy Guide

Hazard Mitigation Grant Program, Hazard Mitigation Grant Program Post Fire,
Building Resilient Infrastructure and Communities, and Flood Mitigation

Speaker Introductions

- Kyle DeBlare**, FPEM, is an emergency management professional and military veteran with over 12 years of experience in planning, hazard mitigation, and resilience building. Currently serving as a Planner with Hernando County Emergency Management, he leads initiatives such as the county's Local Mitigation Strategy update and collaborates with federal, state, and local partners to strengthen community preparedness and recovery capabilities. Kyle has managed dozens of Hazard Mitigation Grant Program projects, ensuring compliance and advancing risk reduction efforts across multiple jurisdictions. His expertise spans all-hazards planning, continuity of operations, and stakeholder coordination, making him a recognized leader in advancing effective hazard mitigation strategies in emergency management.
- Jessica Milford**, DCJ, is an experienced emergency management professional who has served the Pasco County community for nearly a decade across both local and state emergency operations. Currently serving as a training and exercise director for Pasco County Emergency Management, she holds a Ph.D. in Criminal Justice and Homeland Security (2025), a Master of Business Administration (2020), and a bachelor's degree in psychology (2016), all from St. Leo University. Dedicated, collaborative, and mission-driven, Jessica Milford brings a wealth of expertise to the fields of emergency management and community resilience. She has developed Hazard Mitigation Assistance (HMA) grant applications totaling more than \$3 million in pursuit of federal and state funding for county agencies, municipalities, and homeowners. Her expertise includes FEMA GO, DEMES, and multiple mitigation funding programs such as HMGP, FMA, BRIC, and SwiftCurrent.



Agenda

Introduction & Objectives

Understand HMGP/ HMA Grant requirements

HMGP Process

Merging LMS priorities with HMGP application Development

Build capacity for successful mitigation projects

Utilizing HMA Guidance

Generator Application Example

Federal Compliance/ FDEM Review/ State Support

Higher scoring and project competitiveness

Faster review and fewer FEMA Revision Requests (RFIs)

Best Practices and Resources

Mitigation saves society an average of \$6 benefit for every \$1 spent!



Objectives & Outcome

• **PROJECT PROPOSALS**

- Equip local emergency managers and other potential Hazard Mitigation Grant Program (HMGP) recipients with the tools and insights needed to develop strong, fund-able mitigation proposals. Participants will gain a clear understanding of the HMGP process, including how to prepare competitive applications, manage Sub-Recipient Management Costs, and build effective budgets that align with FEMA requirements. The session will emphasize practical strategies for navigating common challenges and maximizing the impact of mitigation funding at the local level.

• **APPLICATION EXAMPLE**

- A generator project will be used as a walk-through example to illustrate key concepts and keep the session focused and actionable. Whether you're preparing your first HMGP application or looking to refine your approach, this session will help you strengthen your submissions and support long-term community resilience.

HMA Programs Overview

FEMA administers HMA programs that provide funding for hazard mitigation activities including mitigation projects and capability- and capacity-building. The following programs are covered in the HMA Guide.

1. Hazard Mitigation Grant Program (HMGP)

2. Hazard Mitigation Grant Program Post Fire (HMGP Post Fire)

3. Building Resilient Infrastructure and Communities (BRIC)

4. Flood Mitigation Assistance (FMA)



Hazard Mitigation Assistance Program and Policy Guide

Hazard Mitigation Grant Program, Hazard Mitigation Grant Program Post Fire, Building Resilient Infrastructure and Communities, and Flood Mitigation Assistance

Effective January 20, 2025
Version 2.1

Federal Enterprise Architecture (FEA) Number: FP-206-21-0001



FEMA

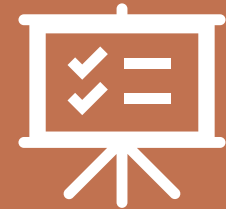
What is Hazard Mitigation Grant Program?



HMGP IS A COST REIMBURSEMENT GRANT PROGRAM WITH FEMA CONTRIBUTING UP TO 75% OF THE TOTAL AMOUNT APPROVED UNDER THE GRANT AWARD TO IMPLEMENT ELIGIBLE, COST-EFFECTIVE MITIGATION MEASURES.



THE HAZARD MITIGATION GRANT PROGRAM IS AUTHORIZED BY SECTION 404 OF THE ROBERT T. STAFFORD DISASTER RELIEF AND EMERGENCY ASSISTANCE ACT. IT IS A PARTNERSHIP THAT IS DESIGNED TO ASSIST STATES, LOCAL GOVERNMENTS, PRIVATE NON-PROFIT ORGANIZATIONS AND INDIAN TRIBES IN IMPLEMENTING LONG-TERM HAZARD MITIGATION MEASURES FOLLOWING A MAJOR DISASTER DECLARATION.



ALTHOUGH THE HAZARD MITIGATION GRANT PROGRAM IS FEDERALLY FUNDED, THE PROGRAM IS ADMINISTERED BY THE FLORIDA DIVISION OF EMERGENCY MANAGEMENT. THE PROCESS OF SELECTING ELIGIBLE MITIGATION PROJECTS TO BE SUBMITTED FOR FUNDING CONSIDERATION HAS BEEN DELEGATED TO EACH COUNTY'S LOCAL MITIGATION STRATEGY WORKING GROUP (LMSWG) IN ACCORDANCE WITH 27P-22 OF THE [FLORIDA ADMINISTRATIVE CODE](#)

HMGP GUIDELINES

HMGP

- **Funding Formula:** The state determines county allocations based on a percentage of federal money spent in their county on Public Assistance (PA), Individual Assistance (IA), and Small Business Administration (SBA) loans after a declared disaster.
- **Three-Tiered Distribution System:** FDEM uses a structured, three-tiered system to ensure all funds are used:
 - **Tier 1:** Initial allocation of projects in order of priority as endorsed by the local Local Mitigation Strategy Working Group (LMSWG).
 - **Tier 2:** Re-allocation of funds to designated counties with insufficient initial funds.
 - **Tier 3:** Remaining funds are offered on a statewide basis.
- **Local Mitigation Strategy (LMS):** County LMS groups play a central role, identifying and ranking projects, which are then submitted through FDEM for approval.
- **Application Process:** Following a disaster, FDEM issues a Notice of Funding Availability (NOFA), outlining the specific funds available for the region.
- **Role of FDEM:** FDEM administers the federally funded program by acting as the recipient, managing the funding, and ensuring projects meet federal guidelines.
- **Reimbursement Structure:** The HMGP is a cost-reimbursement grant program, where local governments typically finance projects and are reimbursed, with the federal government covering up to 75% of costs, and the remaining 25% provided by local or state matching funds.
- Rule 27P-22, Florida Administrative Code, requires all project applications must go through the Local mitigation Strategy Working Group (LMSWG)

LIFECYCLE OF HMGP APPLICATION

Pre-application

Scoping

Benefit-Cost Analysis (BCA)

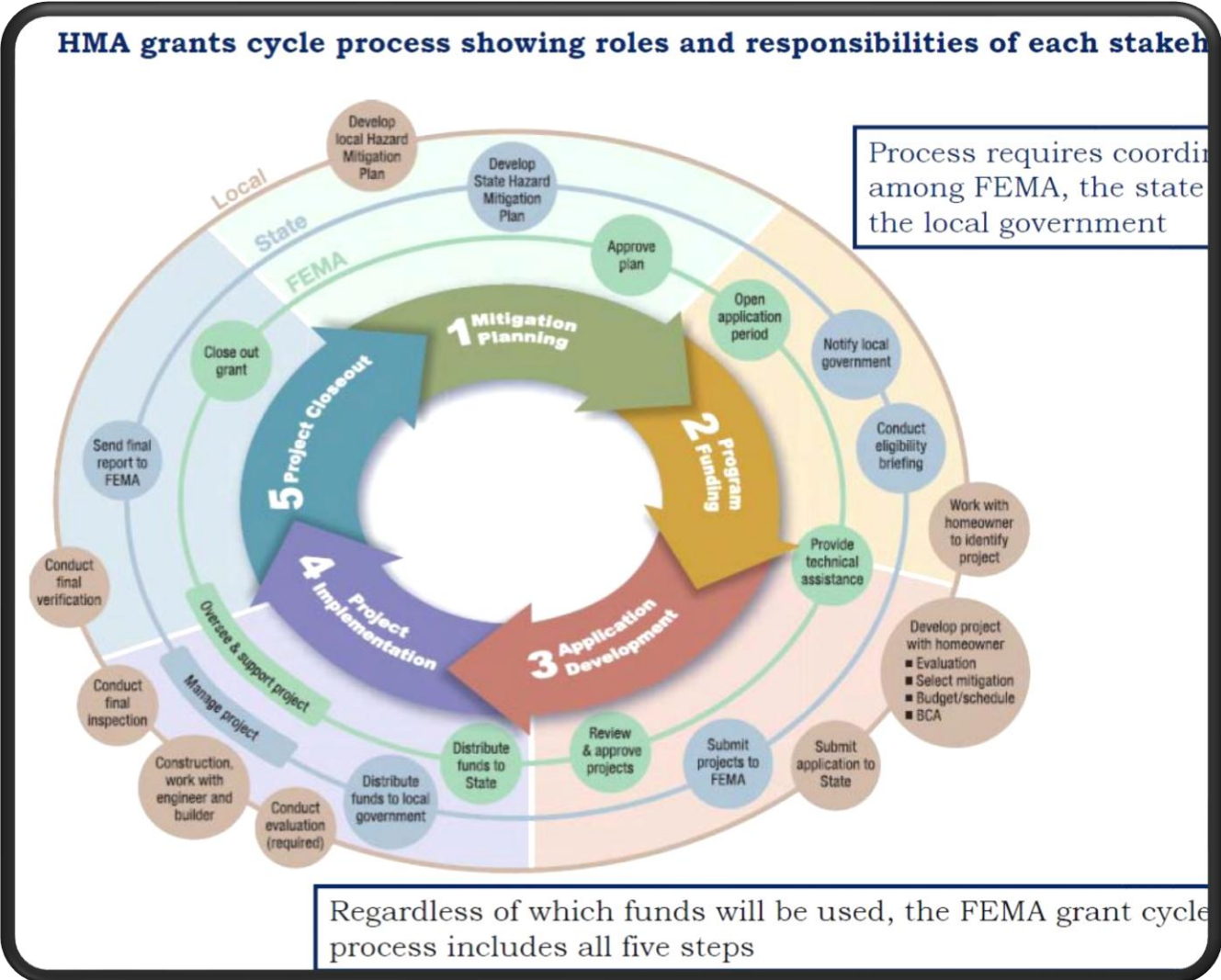
Environmental & Historic Preservation (EHP)

Application Submission

FEMA review

Award & project implementation

**GRANT CYCLE
5-STEP
PROCESS**



NOFA



STATE OF FLORIDA
DIVISION OF EMERGENCY MANAGEMENT

Ron DeSantis
Governor

Kevin Guthrie
Director

MEMORANDUM

To: Local Governments, State and Regional Agencies, Indian Tribal Governments, Local Mitigation Strategy Working Groups, and Private Non-Profit Organizations Submitting Hazard Mitigation Grant Program Applications for Hurricane Helene (DR-4828) and/or Hurricane Milton (DR-4834)

From: Kevin Guthrie, State Coordinating Officer 

Subject: DR-4828 and DR-4834 Hazard Mitigation Grant Program Notice of Funding Availability

Date: February 26, 2025

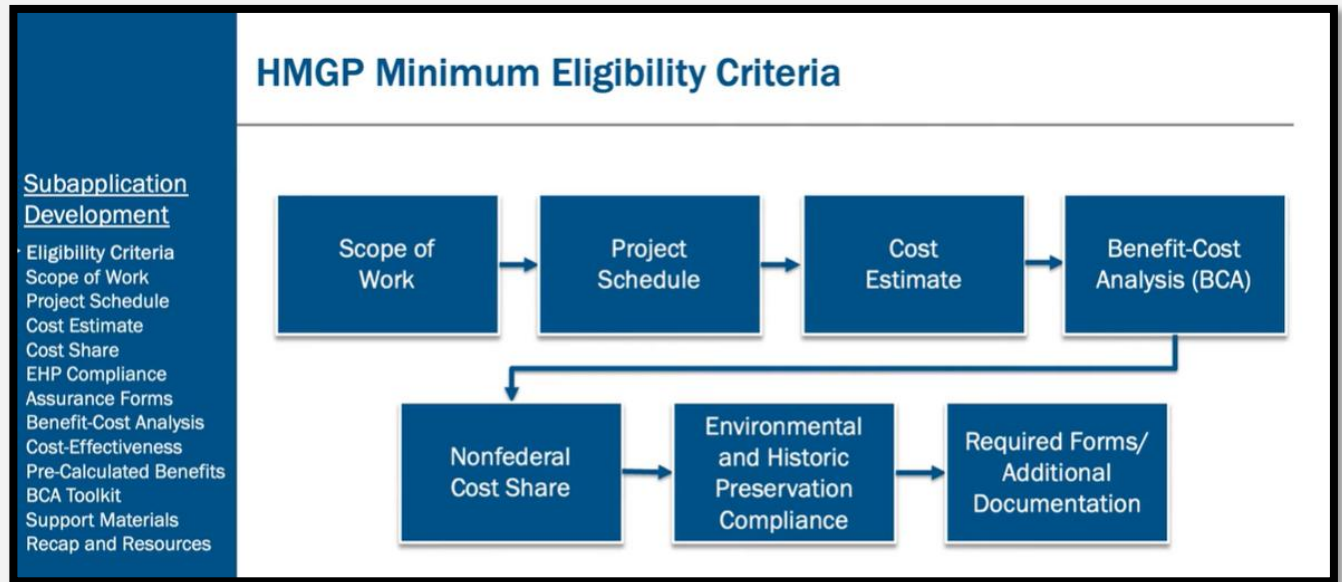
Program Summary

The Florida Division of Emergency Management (Division) is pleased to announce the availability of Hazard Mitigation Grant Program (HMGP) funds as a result of the recent Presidential Disaster Declarations for both Hurricane Helene (FEMA-4828-DR-FL) and Hurricane Milton (FEMA-4834-DR-FL), which were declared on September 28, 2024, and October 11, 2024, respectively. This is a joint Notice of Funding Availability for two separate funding opportunities that will share the same application deadline. The funds from these two disasters are not combined, and eligible applicants will need to submit separate applications for either, or both, according to their need.

HMGP funding is authorized by Section 404 of the Robert T. Stafford Disaster Relief Act. This funding helps communities implement measures to reduce or eliminate long-term risk to people and property from natural hazards and their effects. The Division encourages all potential applicants to submit applications for projects that address eligible mitigation activities. The amount of HMGP funding available to the state is based on the total federal disaster assistance for each Presidential Disaster Declaration, separately. The HMGP funding for this notice is for regular funds only and does not include funding options for initiative, codes and standards, or planning set-asides. Applications submitted for the latter obligations will not be accepted under this funding notice.

HMGP & LMS GUIDELINES

- HMGP is a cost reimbursement grant program with FEMA contributing up to 75% of the total amount approved under the grant award to implement eligible, cost-effective mitigation measures.
- Demonstrate Cost-effectiveness
- Be technically feasible
- Benefit the disaster area
- Conform to all applicable environmental laws and regulations
- Meet all applicable State and local codes and standards



ELIGIBLE PROJECT TYPES

Project Types

- Acquisition/demolition
- Elevations/retrofits
- Drainage/flood control
- Safe rooms
- Generators (with conditions)
- Wildfire and wind mitigation

Table 4: Eligible Activities by Program

Eligible Activities	HMGP	HMGP Post Fire	BRIC	FMA
1. Capability- and Capacity-Building				
New Plan Creation and Updates	Yes	Yes	Yes	Yes*
Planning-Related Activities	Yes	Yes	Yes	Yes*
Advance Assistance	Yes	Yes	No	No
Project Scoping	No	No	Yes	Yes
Financial Technical Assistance	No	No	No	Yes
Direct Non-Financial Technical Assistance	No	No	Yes	No
Partnerships	No	No	Yes	Yes
Codes and Standards	Yes	Yes	Yes	No
Innovative Capability- and Capacity-Building	Yes	Yes	Yes	Yes†
2. Hazard Mitigation Projects				
Property Acquisition and Structure Demolition or Relocation	Yes	Yes	Yes	Yes
Mitigation Reconstruction	Yes	Yes	Yes	Yes
Structure Elevation	Yes	Yes	Yes	Yes
Stabilization	Yes	Yes	Yes	Yes
Flood Risk Reduction	Yes	Yes	Yes	Yes**
Floodproofing	Yes	Yes	Yes	Yes
Tsunami Vertical Evacuation	Yes	Yes	Yes	No
Safe Room	Yes	Yes	Yes	No
Wildfire Mitigation	Yes	Yes	Yes	No
Retrofit	Yes	Yes	Yes	Yes†

**HMGP
 ALLOCATION
 EXAMPLE
 HELENE
 FEMA-4828-DR-FL**

**FEMA-4828-DR-FL
 30-Day Estimate as of 2/6/2025**

County	Regular Projects HMGP Funding	25% Match Required
Alachua	\$ 11,867,595.20	\$ 3,955,865.07
Baker	\$ 1,434,022.02	\$ 478,007.34
Bay	\$ 42,231.20	\$ 14,077.07
Bradford	\$ 3,106,392.81	\$ 1,035,464.27
Calhoun	\$ -	\$ -
Charlotte	\$ 14,952,307.31	\$ 4,984,102.44
Citrus	\$ 11,426,919.05	\$ 3,808,973.02
Collier	\$ 803,173.47	\$ 267,724.49
Columbia	\$ 15,170,398.94	\$ 5,056,799.65
Dixie	\$ 23,253,912.66	\$ 7,751,304.22
DeSoto	\$ 54,436.84	\$ 18,145.61
Duval	\$ 5,413,556.16	\$ 1,804,518.72
Escambia	\$ -	\$ -
Franklin	\$ 207,402.62	\$ 69,134.21
Gadsden	\$ -	\$ -
Gilchrist	\$ 2,839,317.28	\$ 946,439.09
Gulf	\$ 105,850.52	\$ 35,283.51
Hamilton	\$ 21,024,325.83	\$ 7,008,108.61
Hernando	\$ 7,778,528.26	\$ 2,592,842.75
Hillsborough	\$ 76,161,542.39	\$ 25,387,180.80
Holmes	\$ -	\$ -
Jackson	\$ -	\$ -
Jefferson	\$ 4,150,310.99	\$ 1,383,437.00
Lafayette	\$ 19,122,366.73	\$ 6,374,122.24
Lee	\$ 7,262,310.39	\$ 2,420,770.13
Leon	\$ 3,514,470.43	\$ 1,171,490.14
Levy	\$ 7,766,322.88	\$ 2,588,774.29
Liberty	\$ 55,266.02	\$ 18,422.01
Madison	\$ 25,722,811.30	\$ 8,574,270.43
Manatee	\$ 40,280,509.60	\$ 13,426,836.53
Marion	\$ 684,412.22	\$ 228,137.41
Monroe	\$ -	\$ -

LMS ENDORSEMENT LETTER



April 30, 2024

Ms. Laura Dhuwe, State Hazard Mitigation Officer
 Florida Division of Emergency Management
 2555 Shumard Oak Blvd.
 Tallahassee, FL 32399-2100

RE: Hazard Mitigation Grant Program (HMGP) Application for FEMA-4734-DR-FL Hurricane Idalia

Dear Ms. Dhuwe:

The Pasco County Local Mitigation Strategy (LMS) Working Group has approved and prioritized the following projects for HMGP funding from this disaster (see attachment). These projects align with our LMS goals and objectives, as noted, and with the State’s mitigation goals and objectives (in accordance with the Code of Federal Regulations CFR 44§201.6). Please note, all single-property residential mitigation projects received the same score, therefore we ask that they be funded according to benefit, as determined by FDEM through the application process.

The Pasco County LMS group therefore presents the projects below in the order that they are to be considered for funding.

FEMA-4734-DR-FL Hurricane Idalia

Funding Priority	Project Name	Applicant	Goal/Objective Implemented	Estimated Total Project Cost	Estimated Federal Share
1.	WREC Utility Distribution Hardening	Withlacoochee River Electric	Goals 1 & 3 Objective 3.1	\$6,800,000.00	\$5,100,000.00
2.	Port Richey Lift Station Generators	City of Port Richey	Goal 1	\$245,832.30	\$184,374.00
3.	Citizens’ Center Generator	Pasco County	Goal 1	\$599,886.84	\$449,915.13
4.	Holiday Hills Lift Station Generator	Pasco County	Goals 1 & 3 Objective 3.1	\$78,750.00	\$59,062.50

FDEM PROCESS



HMGP Application State Review Process

The HMGP application state review process begins with intake to confirm an application is complete and ready for review. Intake includes logging the project, assigning it for review, and sending acknowledgement emails. Once complete, federal and state compliance reviews occur **simultaneously** to ensure program requirements are met. Per the NOFA, Tier 1 and 2 projects are reviewed first, with Tier 3 considered only if funds remain. Each review stage is outlined below.

Planning (~1-4 Weeks)



Confirms the project is in your Local Mitigation Strategy (LMS) and meets planning requirements.

Programmatic (~1-4 Weeks)



Checks that your application is complete, eligible, and supported by the necessary documentation.

Engineering Technical Feasibility (~1-3 Months)



Evaluates the effectiveness and feasibility of your project and ensures sufficient detail for the Benefit-Cost Analysis.

Benefit-Cost Analysis (~1-3 Months)



Reviews your budget for accuracy and reasonableness. The State completes the BCA to determine cost-effectiveness.

Environmental and Historic Preservation (~4-12 Months)



Ensures compliance with NEPA and NHPA and identifies any impacts requiring FEMA consultation.

What's Next?

- Requests for Information (RFIs) can be issued during any review and can come from multiple reviewers.
 - If you receive an RFI, respond by the deadline provided—extensions are only granted for extenuating circumstances, so ask questions early if you need help.
 - No news is good news—if you don't hear from us, there are likely no issues.
- Your PM will coordinate all reviews and remain your main point of contact throughout the entire process.

LMS PURPOSE

- Required under 44 CFR Part 201
- Identifies hazards within community
- Profiles community vulnerabilities
- Prioritizes community vulnerability

purpose → components → WG → ranking → adoption → endorsement)

2024

PASCO COUNTY LOCAL MITIGATION STRATEGY

PASCO COUNTY DEPARTMENT OF EMERGENCY MANAGEMENT

I. EXECUTIVE SUMMARY

The Disaster Mitigation Act of 2000¹ (DMA 2000), passed by the U.S. Congress, amended the Robert T. Stafford Disaster Relief and Emergency Assistance Act², requiring local governments to have a mitigation plan. This congressional act was created to encourage innovative mitigation techniques and disaster resiliency throughout communities. DMA 2000 implemented the requirement of all local, tribal, and state communities to develop and adopt a Local Mitigation Strategy (LMS), making the plan essential for eligibility of federal funding for mitigation projects and non-emergency disaster assistance.

Pasco County presents the following LMS, a plan that promotes mitigation initiatives by identifying natural, technological, and human-caused hazards. By establishing a coordinated, whole community, planning framework, the LMS can be used to limit the impact of those hazards in the future. The Pasco County LMS shall be used as a tool for emergency managers and local decision makers to establish a more disaster-resilient community. To remain eligible for Federal mitigation funds, it is the Local Mitigation Strategy Working Group (LMSWG) and Emergency Management's responsibility to review, revise, and re-submit an updated LMS every five years.

In compliance with the requirements within the Disaster Mitigation Act of 2000 as required by the Federal Emergency Management Agency (FEMA), this LMS includes "actions to mitigate hazards, risk, and vulnerabilities identified under the plan; and a strategy to implement those actions" ([42 U.S.C. § 5165](#)).

The following municipalities, as well as unincorporated Pasco County, are included in this plan:

- The City of Dade City
- The City of New Port Richey
- The City of Port Richey
- The City of San Antonio

LMS COMPONENTS

- Community profile
- Hazard analysis
- Risk assessment
- Capability assessment
- Mitigation strategy/action plan
- Plan maintenance procedures
- Public/stakeholder involvement

LMS WORKING
GROUP & LOCAL
ROLE

Representation across
disciplines

Annual updates

Five-year formal update
requirements

Prioritized project lists
critical for HMGP

ADOPTING LMS PLAN

Adoption

Must adopt the Local Mitigation Strategy officially to receive/apply for grant funding

RESOLUTION NO. 24-33

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF PORT RICHEY, FLORIDA, SUPPORTING, ADOPTING, AND IMPLEMENTING THE PASCO COUNTY 2024 5-YEAR UPDATE OF THE LOCAL MITIGATION STRATEGY

WHEREAS, Section 322 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. 5165, as amended by the Disaster Mitigation Act of 2000 (DMA2K) (P.L. 106-390) requires local governments to undertake a hazard identification risk assessment approach to reduce the impacts of identified natural hazards and man-made hazards for Pasco County in the Local Mitigation Strategy (LMS), and;

WHEREAS, 44 Code of Federal Regulations (CFR) Part 201.6 requires local governments to have a Federal Emergency Management Agency (FEMA) approved LMS, and requires the review and revision of the LMS to reflect any changes in County development, success in local mitigation efforts, changes in the County's mitigation priorities, and submit the Strategy for FEMA approval every five (5) years in order to apply for and receive funding through the different Hazard Mitigation Assistance Grants, and;

WHEREAS, Florida Administrative Code (FAC) 27P-22 requires local jurisdictions to organize, maintain, and submit annual reports to the Florida Division of Emergency Management (FDEM) through the County Chair of the LMS Working Group in order to remain eligible for current and future Hazard Mitigation Grant Program funding projects, and;

WHEREAS, the Pasco County LMS was most recently updated by the Pasco County LMS Working Group, which submitted to FDEM and received the official Approved Pending Adoption letter by the FDEM in August 2024, and;

WHEREAS, the Pasco County LMS serves as the Floodplain Management Plan and adds value to the Community Rating System in offsetting financial costs through public outreach and flood mitigation projects, and;

WHEREAS, The Pasco County LMS serves as the Community Wildfire Protection Plan further enhancing the County's partnership with Florida Forest Service and wildfire mitigation activities, and;

WHEREAS, FEMA requires adoption of the revised LMS by each of the jurisdiction's local governing bodies, identified in the plan, in order for participating jurisdictions to continue to remain eligible for Hazard Mitigation Assistance Grants, and;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Port Richey duly assembled this date, that

1. The Pasco County Local Mitigation Strategy, 2024 5-Year Update, is hereby adopted and authorized for implementation.

LMSWG
PROJECT
SUBMISSION
PROCESS-
LOCAL
LEVEL

Pasco County LMS Working Group
LMS Project Review Form (2024)



LMS Working Group Project Review Form for Proposed Mitigation Projects

Organization/Jurisdiction: Department of Public Works, Pasco County, Florida
Primary Contact: Efrain Figueroa, Senior Project Manager
Secondary Contact: Elliot Shoberg, PE, Manager, Engineering Division
Address: 4454 Grand Blvd, New Port Richey, FL 34854
Phone #: 727 834 3611
Project Name: Magnolia Valley Pump Station Emergency Power Back Up
Email Address: efigueroa@pascocountyfl.net

Description of the proposed project- Provide a narrative describing the proposed initiative and attach maps (both location of implementation and area to be benefitted), diagrams, coordinates, and pictures supporting or describing the project:

Upgrades to the Magnolia Valley Pump Station System were recently constructed in 2021.
Project consisted of refurbishing the existing 23" electric pump and 36" diesel engine driven pump along with a new building facility to provide the Magnolia Valley community runoff waters discharge flow control

Explanation of need for proposed project:

A back up generator will provide a secondary power source for the 23" electric pump station. This will allow it to operate during power outages coinciding with storm events. Ensuring this pump has back up power source will provide additional flooding relief to the community and eliminate and/or minimize property damage.

PROJECT RANKING

Project Ranking

- LMSWG Scores each project
- Acquisition/demolition
- Elevations/retrofits
- Drainage/flood control
- Safe rooms
- Generators (with conditions)
- Wildfire and wind mitigation

Helene HMGP Projects Score + Rank Tally			
Entity	Project Name	Project Score	Rank
Pasco	Facilities East Maintenance Shop Generator	58	
	Fleet Maintenance West D&E Hardening	67	
	Hap Clark Hardening + Generator	65	
	Hudson Library Hardening + Generator	51	
	LOL Detention Center Generator	64	
	PSO Sterling Building Generator	63	
	Robert D Sumner Judicial Center Hardening + Generator	59	
	WPGC Generator	61	
City of NPR			
City of Zephyrhills			
AdventHealth	Dade City Hardening	74	
	Zephyrhills Hardening	74	

GENERATOR APPLICATION EXAMPLE



A. Hazards to be Mitigated / Level of Protection


- Select the type of hazards the proposed project will mitigate:
 Flood Wind Storm surge Wildfire Other (list): Tropical Cyclone
- Identify the type of proposed project:
 Elevation and retrofitting of residential or non-residential structure
 Acquisition and Relocation Acquisition and Demolition
 Wind retrofit Drainage project that reduces localized flooding
 Generator Other (explain) _____
- List the total number of persons that will be protected by the proposed project (include immediate population affected by the project only):
28,000
- List how many acres of "Total Impacted Area" is to be protected by the proposed project (include immediate area affected by the project only):
264
- Fill in the level of protection and the magnitude of event the proposed project will mitigate. (e.g. 23 structures protected against the 100-year storm event (1% chance)
1 structure(s) protected against the 100-year storm event (10, 25, 50, 100, or 500 year storm event)
0 structure(s) protected against 0 mile per hour (mph) winds
- Check all item(s) the project may impact:

<input type="checkbox"/> Wetlands	<input type="checkbox"/> Water Quality	<input type="checkbox"/> Previously Undisturbed Soil
<input type="checkbox"/> Floodplain	<input type="checkbox"/> Coastal Zone	<input type="checkbox"/> Toxic or Hazardous Substances
<input type="checkbox"/> Historic Resources	<input type="checkbox"/> Fisheries	<input type="checkbox"/> Threatened & Endangered Species
<input type="checkbox"/> Vegetation Removal	<input type="checkbox"/> Public Controversy	<input type="checkbox"/> Potential for Cumulative Impacts
<input type="checkbox"/> Health & Safety	<input type="checkbox"/> Other _____	
- Engineered projects:** If your project has been already designed and engineering information is available, attach to your application ALL calculations, H&H study and design plans (e.g. Drainage Improvement, Erosion Control, or other special project types). No Yes If so, see Attachment #(s) _____.

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

Describe, in detail, the existing problem, the proposed project, and the scope of work. Explain how the proposed project will **solve** the problem(s) and provide the level(s) of protection described in Part A. Also, if available, attach a vendor's estimate and/or a contractor's bid for the scope of work. **Ensure that each proposed project is mitigation and not maintenance.**

- Describe the existing problems:
In 2021 Pasco County constructed upgraded outfalls for the Magnolia Valley area to increase drainage capacity and reduce structure and road flooding. The project included the construction of a lift station with an electric pump. As it stands, this pump is still vulnerable to power outages during periods of heavy rains and strong winds. Loss of the electric pumping station would severely limit the efficacy of the drainage system and could result in backups and ultimately structure and roadway flooding.
- Describe the type(s) of protection that the proposed project will provide:
A backup diesel generator would protect the liftstation and ensure full capacity of the pumping station and drainage system for the duration of every storm.
- Scope of Work (describe in detail what you are planning to do):
Pasco County is proposing to procure a 150 to 200 Kw, 3 phase, 240v capable generator with the necessary automatic transfer, telecommunications and other related appurtenances. A certified contractor will be selected to deliver and install the generator at the Magnolia Valley lift station. Cost estimates are based on previous generator installations and Pasco County Stormwater Project Manager's experience with lift station generators.



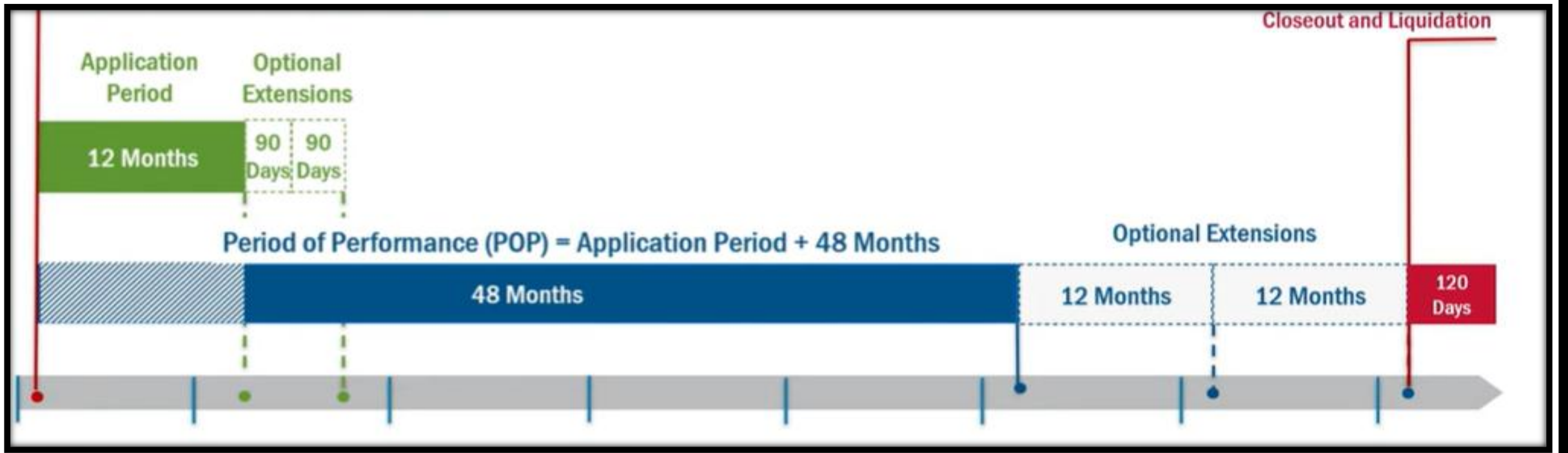
APPLICATION ELIGIBILITY REQUIREMENTS

- **Sub-applicant Criteria**
 - State/local governments, federally recognized tribes, certain non-profits; must have FEMA-approved hazard mitigation plan
- **Project Criteria**
 - Must be cost-effective, part of a long-term solution, and protect critical facilities; portable generators included
 - Ensure project is voted and approved onto project list
 - Have LMS endorsement letter
 - Directly tie your project “generator” to a listed hazard or vulnerability in the LMS (i.e. wind, flood, power loss, historical data)



APPLICATION REQUIREMENTS

- **Key Application Documents**
 - SF-424 & Assurances
 - Fund Commitment Letters
 - Authorized Agent Approval Form
 - Model Acknowledgement Form
 - Ground disturbance map
 - Delegation of Authority
 - Photos/ Map
 - Budget Workbook
 - SR Maintenance Agreement
 - Funds Commitment Letter



APPLICATION COMPONENTS & TIMELINE



Key Application Documents

- SF-424 & Assurances
- Fund Commitment Letters
- Authorized Agent documentation



Submission Windows

Applications due within 12 months of a presidential disaster declaration

PROJECT SCOPE & TECHNICAL DETAILS

Scope Requirements:

Detailed description of existing conditions, service impact, hazardous risks addressed, and level of protection

Technical Details:

Generator size justification (kW), compliance with building codes, site maps and photos



SUB- APPLICANT DEVELOPMENT- SCOPE OF WORK

Project Types

- Why should this mitigation activity be completed?
- Who will be the mitigation activity benefit or impact?
- How is the project technically feasible?
- Who benefits from this?
- Will the project address the hazards identified in the LMS?
- When will the mitigation activity take place?
- Who and how will the long-term maintenance be performed?

Table 4: Eligible Activities by Program

Eligible Activities	HMGP	HMGP Post Fire	BRIC	FMA
1. Capability- and Capacity-Building				
New Plan Creation and Updates	Yes	Yes	Yes	Yes*
Planning-Related Activities	Yes	Yes	Yes	Yes*
Advance Assistance	Yes	Yes	No	No
Project Scoping	No	No	Yes	Yes
Financial Technical Assistance	No	No	No	Yes
Direct Non-Financial Technical Assistance	No	No	Yes	No
Partnerships	No	No	Yes	Yes
Codes and Standards	Yes	Yes	Yes	No
Innovative Capability- and Capacity-Building	Yes	Yes	Yes	Yes†
2. Hazard Mitigation Projects				
Property Acquisition and Structure Demolition or Relocation	Yes	Yes	Yes	Yes
Mitigation Reconstruction	Yes	Yes	Yes	Yes
Structure Elevation	Yes	Yes	Yes	Yes
Stabilization	Yes	Yes	Yes	Yes
Flood Risk Reduction	Yes	Yes	Yes	Yes**
Floodproofing	Yes	Yes	Yes	Yes
Tsunami Vertical Evacuation	Yes	Yes	Yes	No
Safe Room	Yes	Yes	Yes	No
Wildfire Mitigation	Yes	Yes	Yes	No
Retrofit	Yes	Yes	Yes	Yes†

APPLICATION BUDGET

Section IV - Budget/Costs

For the Budget Sections in this database you will enter lump sums for each cost category here only, these costs must be derived from your completed Budget Workbook located in Section VI. Attachments, and any supporting documentation are required to be submitted with your application.

Budget	
Materials	In Section IV, provide the cumulative total of the material costs. In the budget workbook, list materials and their associated costs. Provide breakdown.
Labor	In Section IV, provide the cumulative total of the labor costs. In the budget workbook, 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, in-house to detail wages and salaries charged for any contribution. No overtime wages can be used to satisfy match contributions).
Fees Paid	In Section IV, provide the cumulative total of fees for this project. In the budget workbook, provide a breakdown of associated fees i.e., consultants, studies, engineering, permits, and project management. Maintenance is not an allowable cost under HMGP. <i>Pre-award costs may be requested (See Pre-award Costs guidance).</i>
Pre-Award Costs	In Section IV, provide the cumulative total of the pre-award costs being requested, if applicable. If pre-award is required, a pre-award request form must be attached to this application.
Contingency Cost	Per FEMA's HMA Guidance (Section VI Part D.3.4), a contingency cost is, "an allowance in the total cost estimate to cover situations that cannot be fully defined at the time the cost estimate is prepared but that will likely result in additional eligible costs. Allowances for major project scope changes, unforeseen risks, or extraordinary events may not be included as contingency costs." The applicant may request up to 5% of material/labor costs. As with other line items, the applicant must justify these contingency costs based on the nature of the project at application. If an applicant wants to include contingency costs, they will need to enter the percentage that they require as well as what amount they want that percentage to be applied to. Type the resulting calculation in the final cell on the right. These cells will NOT auto-calculate. Be sure that they are calculated correctly.
Project Total	This number includes any contingency costs that were requested. The final BCA will use this number in its final calculation.
Sub-Recipient Management Costs	If sub-recipient management costs (SRMC) are being requests, then this must be entered here and an SRMC request form must be completed and attached to this application in Section VI. Make sure both numbers match and that it is no more than 5% of the total project cost including contingency costs. This amount will not be added to your project total as it is a separate pool of funding and reimbursed at 100%.

Include:

- Three quotes or a justification for sole-source procurement
- Itemized costs: generator,ATS, pad, electrical labor, fuel, alarms, security enclosure•
- Soft costs (engineering, permitting, environmental)•
- Documentation for Subrecipient Management Costs (SRMC)

BENEFIT COST ANALYSIS

Core Elements:

- FEMA requires all hazard mitigation projects to be cost-effective
- Use FEMA's BCA tool, include historical outage data and function loss valuations

5% Initiative Option:

- For generators lacking full BCA data, qualitative narrative cost-effectiveness is allowed

ENVIRONMENTAL AND HISTORIC PRESERVATION (EHP)

- Identify whether the project is in a floodplain (100-year or 500-year)
- Assess contamination risks (e.g., hazardous materials, brownfields)
- Evaluate existing vegetation and potential disturbance/removal
- Environmental assessments or reports
- Wetland delineations or floodplain analyses
- Cultural/historic resource surveys or determinations
- Phase I/II Environmental Site Assessments

LESS RFI'S THE BETTER

- **Utilize the FDEM Grants Management Portal:** Ensure you are registered for the [FDEM Portal](#). This allows for direct, tracked communication and file uploads, reducing the need for back-and-forth emails.
- **Submit Complete Documentation Early:** For grant applications (like HMGP), submit all required documentation—including environmental, historical, and engineering data—before the deadline.

- Common RFIs:
- Budget data
- Missing data
- Maps

RFI Tracker 2024-2025				
RFI	Assigned	STATUS	Received RFI DATE	DUE DATE
Programmatic Request For Information (RFI) (FL #57) - Pasco County - FMA 2024 -Miller Bayou Elevation	AW	Complete	3/5 @ 7:08pm	3/10/2025
Programmatic Request For Information (RFI) (FL #60) - Pasco County - FMA 2024 - Island Drive Elevation	JM	Complete	3/5 @ 7:11pm	3/10/2025
PID-149202 4734-(192) Engineering RFI; PID-149202 4734-(192) ENG RFI Pasco County, Citizens Center, Generator	Thomas Pyche & Thomas Johnson	Complete	3/6 @ 11:32am	3/11/2025
PID-149191 4734-(181) Engineering RFI Pasco County, Magnolia Valley, Generator	Fig		2/27 @ 2:54	3/12/2025
BRIC FL#35 ENG RFI - Pasco County - Cooling Tower Hardening	Tim Threshler	Forwarded to POC for Project -Tim Threshler		3/12/2025
FMA FL#16 ENG RFI - FMA 2024- Pasco County- Frances Ave, Elevation- structural assessment	JM	Complete	3/7/2025 @ 11:00am	3/12/2025
FMA FL#20 ENG RFI - FMA 2024- Pasco County- Jennita Dr, Elevation	MS	Complete	3/6/2025 @ 11:09am	3/11/2025
FMA FL#26 ENG RFI- FMA 2024- Pasco County- Darlene Ave, Mit Recon	JM	Asked state for extension (3-11-25)	3/6/2025	3/11/2025- extension requested
FMA FL#23 ENG RFI- FMA 2024- Pasco County- King Ave, Mit Recon	AW	Completed	3/6/2025	3/11/2025
State Application ID# 4734-(197) Programmatic RF- Town and Country Villas-SF424	JM	Complete	3/7/2025	3/11/2025
PID-149230 4734-(207) ENG RFI Pasco County, Sea Pines, Flood Risk Reduction	Emailed Fig asking	Complete	3/7/2025	3/11/2025
PID-149186 4734-(176) Pasco County, Quail Hollow Pines, Flood Risk Reduction ENGINEERING RFI	Fig.	Complete	3/7/2025	3/11/2025
PID-149226 4734-(203) Pasco County, Alico Pass, Flood Risk Reduction Engineering RFI	Fig		3/7/2025	3/11/2025

APPLICATION DETAILED DATA REQUIREMENTS



Category	Required Data
Site Info	Location, maps, photos
Scope	Access, staging, demolition steps
Generator Specs	Model, size, justification
Compliance	Building codes alignment
Schedule	Must be ≤ 3 years
Budget	Line-item support, quotes
BCA Data	Historical damages, outage intervals, BCA report

STATE LEVEL PROCESSES AND SUPPORT

PROCESSES

- Evaluates project eligibility, completeness, and alignment with HMA priorities
- Cost-effectiveness (BCA or pre-calculated benefits)
- Consistency with state and local mitigation plans
- Readiness to proceed

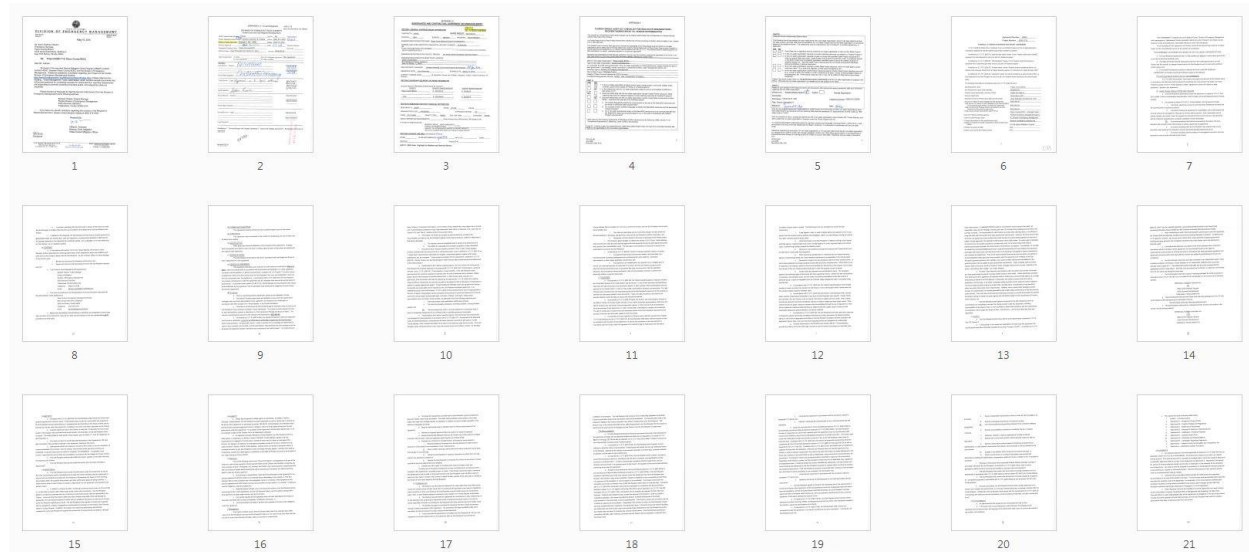
SUPPORT

- Provide technical assistance for application development (BCA, EHP, Scope)
- Conduct application workshops and training
- Assist with grant management and compliance post-award



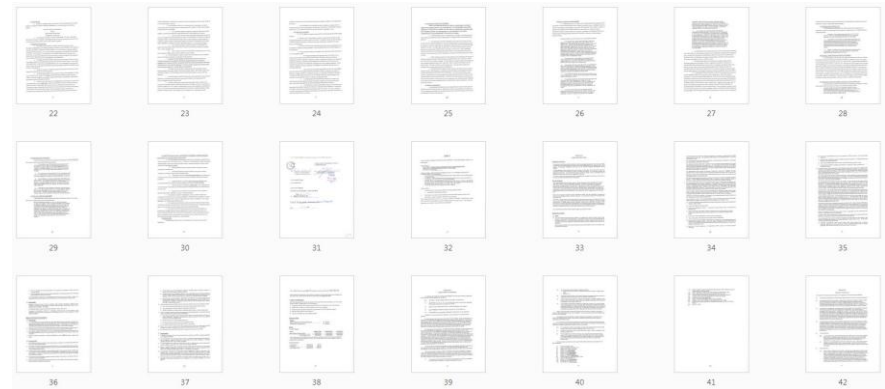
POST AWARD CONTRACT (1 OF 3)

TYPICAL GRANT
CONTRACT (1 OF 3)































CONTINUED- POST AWARD CONTRACT

Typical Grant Contract
(2 of 3)



CONTINUED- POST AWARD CONTRACT

Typical Grant Contract
(3 of 3)

100REOZJF Generator Specs	City of Dade City New Generator Proposal - revised 4-26	Commitment Letter	Dade City - Generator Project Worksheet	Dade City City Hall LU	Dade City Generator - City Scale Map
					
Dade City Generator - Ground Disturbance Map	Dade City Generator FIRM	Dade City Generator Picture Deck	Dade City Generator Scope of Work	Dade City Generator Scope of Work	Dade City Generator TOPO 24k - Marked
					
Dade City W-9	Demographics - City of Dade	Demographics - City of Dade	Demographics - City of Dade	Disclosure of Financial Interests	HMGP Form - City of Dade
					
43	44	45	46	47	48
					
50	51	52	53	54	55
					
57	58	59	60		

POTENTIAL FUNDING CONCERNS

- There are several issues that can present themselves as these projects move forward, for example:
- Work has already begun on the project
 - This violates the terms of the agreement between County, FDEM, and FEMA, which may cause you forfeit all federal money.
- There is not adequate time to go through the funding process.
 - FEMA, FDEM, and sub-applicant need to be clear that this can be a **three-to-five-year** process, and these programs are not appropriate for issues that need an immediate solution.

SUBRECIPIENT MANAGEMENT COSTS (SRMC)

Management Costs (up to 15%)

Indirect costs and administrative expenses
Recipient can receive up to 10%
Subrecipient can receive up to 5%

Refer to HMA Program and Policy Guide Part 13

Example activities include:

- Recipient:
 - Delivery of technical assistance and training
 - Review and processing of mitigation plans
- Subrecipient:
 - Developing/processing subapplications
 - Financial reporting
 - Project monitoring
 - Closeout review

POST-AWARD MANAGEMENT AND COMPLIANCE

EHP MONITORING AND REPORTING

- Maintain documentation demonstrating adherence to EHP commitments
- Avoid any scope changes that could impact EHP without prior FDEM/FEMA approval
- Ensure full compliance with all FEMA EHP conditions and approvals
- Monitor construction activities for unexpected discoveries (Artifacts, and contamination)
- Follow required stop-work and notification procedures

POST-AWARD REQUIREMENTS

- Track and manage project schedule and milestones
- Maintain required non-federal cost share (match) documentation
- Ensure all work is completed within the approved period of performance
- Maintain records for audit and compliance review
- Execute subaward agreement with FDEM and adhere to all grant conditions
- Comply with 2 CFR Part 200 (Uniform Guidance) for procurement and financial management

BEST PRACTICES AND APPROVAL TIPS

- Start early with complete, accurate eligibility and pre-award documentation (scope, budget, BCA, EHP)
- Identify potential constraints (EHP, permitting, feasibility) upfront to prevent delays
- Ensure project is clearly aligned with the LMS and State Hazard Mitigation Plan
- Demonstrate risk reduction and long-term community resilience benefits
- Ensure applicant understands the process from eligibility, to RFI waiting process
- Utilize state trainings, workshops, and technical support resources
- Conduct and document public outreach and stakeholder engagement efforts
- Coordinate with local agencies and address community concerns proactively
- Provide a clear, consistent narrative across scope, budget, and supporting data
- Demonstrate project readiness, cost-effectiveness, and completeness of submission

DISCUSSION AND ADDITIONAL RESOURCES

JOB AIDS AND TOOLKITS

- Utilize FEMA resources such as the Technical Review Job Aid (e.g., generators) and EHP Job Aid for compliance and documentation guidance
- Reference FEMA toolkits to ensure consistency with technical, environmental, and application requirements

WHERE TO GET HELP

- Contact the Florida Division of Emergency Management (State Hazard Mitigation Office) for guidance and technical assistance
- Coordinate with FEMA Regional staff for program clarification, eligibility, and compliance support



PLANNING

Understand HMGP process +
LMS Foundations



Build Application

Scope
BCA
Budget
EHP



LMW Working Group

Project ranking
Update LMS plan
Prioritize LMS alignment



Communicate Early

Communicate early with
FDEM/ LMSWG



Award

Stay compliant post-award
- 25% local match

SUMMARY

Application Success

THANK YOU!

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