



REBUILD FLORIDA HAZARD MITIGATION GRANT MATCH PROGRAM APPLICATION

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Section I: Introduction

Dear Community Partner,

As an applicant under the Federal Emergency Management Agency's (FEMA) Hazard Mitigation Grant Program (HMGP), your community may be eligible to participate in a Match Program made available through the Florida Department of Economic Opportunity (DEO) to reimburse the non-federal portion of an awarded and eligible HMGP grant. This Match Program is funded by the U.S. Department of Housing and Urban Development's (HUD) Community Development Block Grant – Disaster Recovery (CDBG-DR) allocation for Hurricane Michael recovery, described in the Supplemental Appropriations for Disaster Relief Act, 2018 (Public Law 115-254) and the Additional Supplemental Appropriations for Disaster Relief Act, 2019 (Public Law 116-20).

DEO has allocated \$109 million in CDBG-DR funds to the HMGP Match Program, which will be administered by DEO. Use of CDBG-DR funds for local match when applied to an activity that is an eligible use of CDBG-DR funds is authorized under Section 105(a)(9) of the Housing and Community Development Act of 1974 (HCDA). HMGP awarded projects must meet all CDBG-DR requirements as well as requirements in the State Action Plan for Hurricane Michael Recovery. Not all awarded HMGP projects will meet the CDBG-DR and State Action Plan requirements, so it is important that you review the Match Program requirements closely.

Due to the CDBG-DR Order of Assistance requirements, the Match Program is only allowed to pay for costs that cannot be reimbursed by FEMA, so the program is limited to the non-federal cost share of the HMGP project, up to 25% of allowable and actual project costs.

Only HMGP Tier 1 and Tier 2 applicants will be considered, as Tier 3 projects are located outside of the Most Impacted and Distressed (MID) [areas](#) for Hurricane Michael, as identified by HUD and the State of Florida.

Participating subrecipients under the Match Program must follow required CDBG-DR citizen participation requirements, which exceed those required by the Local Mitigation Strategy Working Group process. Applicants must provide evidence for how their HMGP projects meet cost reasonableness and anti-fraud, waste and abuse standards. All costs must meet the four criteria found in 2 CFR 200, Subpart E: necessity, reasonableness, allowability, and allocability.

Additionally, all contracts and procurements associated with the Match Program must include all mandatory terms for use of CDBG-DR funds and be in compliance with CDBG-DR procurement requirements. If current contracts do not require contractors to comply with CDBG-DR requirements, the contract must be amended, or a new procurement completed to avoid non-compliance.

Match Program eligible activities may include but are not limited to:

- Acquisition/Demolition
- Structural Elevation
- Non-Portable Generators

- Localized Flood Risk Reduction
- Infrastructure
- Post-Disaster Code Enforcement

For projects that have already been procured or are under construction, please pay specific attention to the necessary CDBG-DR requirements which may impact the project's eligibility under this Match Program (e.g., Davis Bacon Act wage rate requirements, Section 3 economic opportunity goals, etc.)

If you intend to apply for this match program, please complete and sign the attached application and return it to DEO with all required materials by 5:00 EST September 30, 2021.

Completed applications should be submitted to CDBG-DRInfrastructureApp@deo.myflorida.com .

Upon review of application materials and determination of eligibility, applicants will be notified of the status of their application. If deemed eligible, a Notice of Funding Availability (NFA) for the HMGP match amount will be provided with appropriate documentation. Following execution of the CDBG-DR subrecipient agreement, the subrecipient will implement the project in accordance with this agreement and traditional project management practices (e.g., requests for reimbursement submission, quarterly reporting, etc.)

Section II: Application

Application Checklist

Yes No

- X CDBG-DR Application
- X Match Funding Requirements
- N/A LMI Map & LMI Determinations & Calculations
- X Citizen Participation Requirements
- X Key Personnel/ Management Capacity
- X Duplication of Benefits (DOB)
- X Activity Delivery Costs (ADC)
- X Application Certification
- X Hazard Mitigation Grant Program (HMGP) Awarded Application

Applicant Information

Applicant Name: CITY OF LYNN HAVEN
HMGP Application #:
HMGP Project Title: Drainage – 7th Street
Applicant Point of Contact: John Delonjay, Lynn Haven Fire Chief
Mailing Address: 1412 Pennsylvania Ave., Lynn Haven, FL

State ID#: 4399-320

Phone: (850) 265-7335
Alternate Point of Contact: Bernd Janke, City of Lynn Haven
Authorized Agent: Vickie Gainer, City Manager

Email: firechief@cityoflynnhaven.com

Match Funding Request

\$ 98,238.25___ Total CDBG-DR funding being requested: (0 < 25% Max)

\$294,714.75___ Total FEMA/HMGP funding requested: (25% < 75% Max)

\$0_____ Total ***Other** funding being requested: (0 < 25% Max)
***Other Funding: If FEMA is not paying 75%**

\$392,953.00___ Total Project Budget: (100%)

Section III: LMI Compliance

LMI Service Area Confirmation:

The required LMI map should encompass the entire area benefiting from the project and depict all project sites if multiple locations exist. Applicants are to utilize HUD's Low- and Moderate-Income (LMI) Area Data to determine the project benefits LMI families in the surrounding area. Applicants can also develop an income survey of the area as an alternative to the Census Data. HUD provides a demonstration to determine the area of benefit, whereas at least 51 percent of the residents shall be LMI to qualify for CDBG-DR assistance.

Map Tutorial Link: <https://www.hudexchange.info/programs/cdbg/cdbg-low-moderate-income-data/>

Map URL link: <https://hud.maps.arcgis.com/apps/webappviewer/index.html?id=ffd0597e8af24f88b501b7e7f326bedd>

If Census Data was selected:

List the census tract number(s) that are proposed to be included in the project area:

List the census tract block group(s) that are included in each of the census tracts listed in the previous question:

What is the percentage LMI of the location selected? ___NA_____

If Income Survey was selected:

What is the date the Income Survey was started?

Will the Income Survey be completed prior to the Application deadline?

What are the results of the Income Survey?

LMI Census Worksheet:

The Office of Community Planning and Development (CPD) provides estimates of the number of persons that can be considered Low-, Low- to Moderate-, and Low-, Moderate-, and Medium-income persons based on special tabulations of data from the 2011-2015 ACS 5-Year Estimates. This information can be gathered from the [HUD Exchange](https://www.huduser.gov/portal/datasets/il.html), at the below URL.

LINK URL: <https://www.huduser.gov/portal/datasets/il.html>

National Objective Selection

By checking the boxes below, you confirm that the proposed project meets the national objective of Low- and Moderate-Income or Urgent Need.

- Benefit to Low- and Moderate-Income (LMI) Persons:
- Urgent Need – The urgent need national objective will only be used if the project is not LMI but is needed to alleviate emergency conditions. When using urgent need as a national objective, a justification as to how this project responds to a disaster-related impact shall be required.

Section IV: Local Municipality Assurances

Citizen Participation Plan

9-10-2021__ Date and Documentation of hearing notice. (2 weeks or 14 days from public hearing)

9-28-2021__ Date and Documentation of 1st Public Hearing.

- Public Hearing Meeting Minutes (attach copy)
- Public Hearing Certification (attach copy)
- Citizen Participation Plan (attach copy)
- Citizen Complaint (attach copy)

Key Personnel:

The sub-recipient is required to prepare and manage the quality and accuracy of reporting on grant outcomes and related grant expense requests throughout the duration of the agreement. Identify key personnel (Sub-recipient staff & consultants) who will be involved in the proposed project. Please upload resumes or narratives, as necessary to support this information.

Name:	John Delonjay
Title:	Lynn Haven Fire Chief
Organization:	City of Lynn Haven
Project Role:	Manager
Qualifications:	Mr. Delonjay is the Fire Chief and has many year of experience managing disaster programs.

Name:	Vickie Gainer
Title:	City Manager
Organization:	City of Lynn Haven
Project Role:	Grants Administrator
Qualifications:	Ms. Gainer has over 8 years of professional state and Federal grant writing experience.
Name:	Bernd Jake
Title:	Economic Development Director
Organization:	City of Lynn Haven
Project Role:	Deputy Project Manager
Qualifications:	Mr. Janke is an AICP planner and has 12 years of experience with the City of Lynn Haven.

Duplication of Benefits (DOB)

When providing funds for repair, replacement, rehabilitation, or new construction of housing, public facilities, infrastructure, or improvements, the subrecipient shall report all other sources of funding available for that same purpose and for the specific project. Total assistance includes all benefits available to the person or entity, including the following:

- Other HUD programs
- FEMA assistance
- NFIP payments
- SBA loans
- Private insurance proceeds
- Private donations or gifts of cash and/or other resources (at market value)
- State, local, and/or other grants

Please list and provide documentation of any and all DOB associated with this project.

<i>Source</i>	<i>Stated Purpose</i>	<i>Award</i>	<i>Spent</i>
FEMA – HMGP	Drainage – 7 th Street	\$310,727.51	\$18,000 (HMGP App)

Activity Delivery Costs Related to CDBG-DR Funding

Activity Delivery Costs (ADC): Are allowable costs incurred for implementing and carrying out required CDBG-DR activities. The ADC covers the costs of staff directly carrying out the activity in addition to equipment and supplies that are necessary for successful completion of the activity. Examples of activities include the following: Appraisals, work specifications, construction inspections & oversight, underwriting, relocation, environmental reviews & counseling.

<i>Activity Name</i>	<i>Cost</i>

Section V: Certification

As authorized Executive Officer, I certify that staff, contractors, vendors and community partners of the CDBG-DR initiative:

- A. Will comply with all HUD and Florida requirements in the administration of the proposed CDBG-DR funded activities;
- B. Will work in a cooperative manner to execute the Subrecipient Agreement that provides the pathway for successful CDBG-DR program(s) and/or project(s) and;
- C. Certify that all information submitted in this Application is true and accurate.

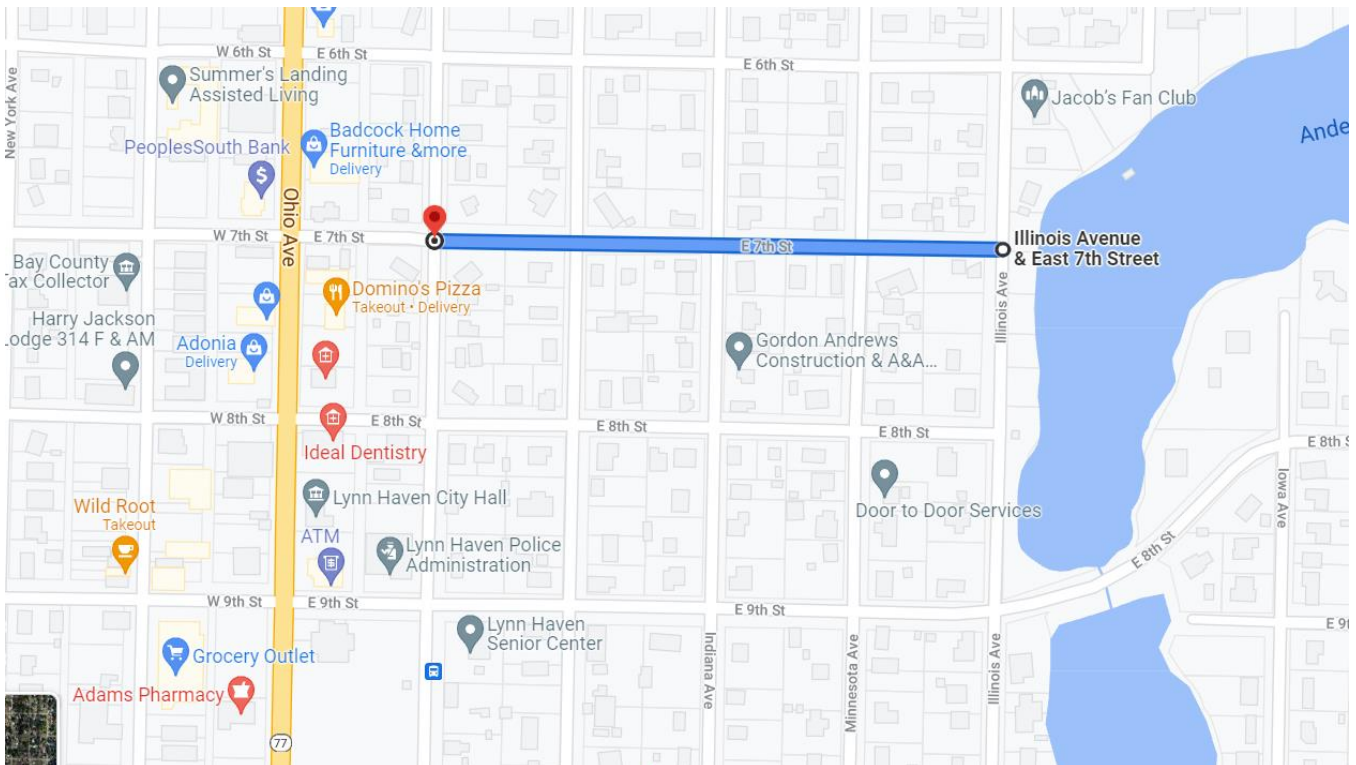
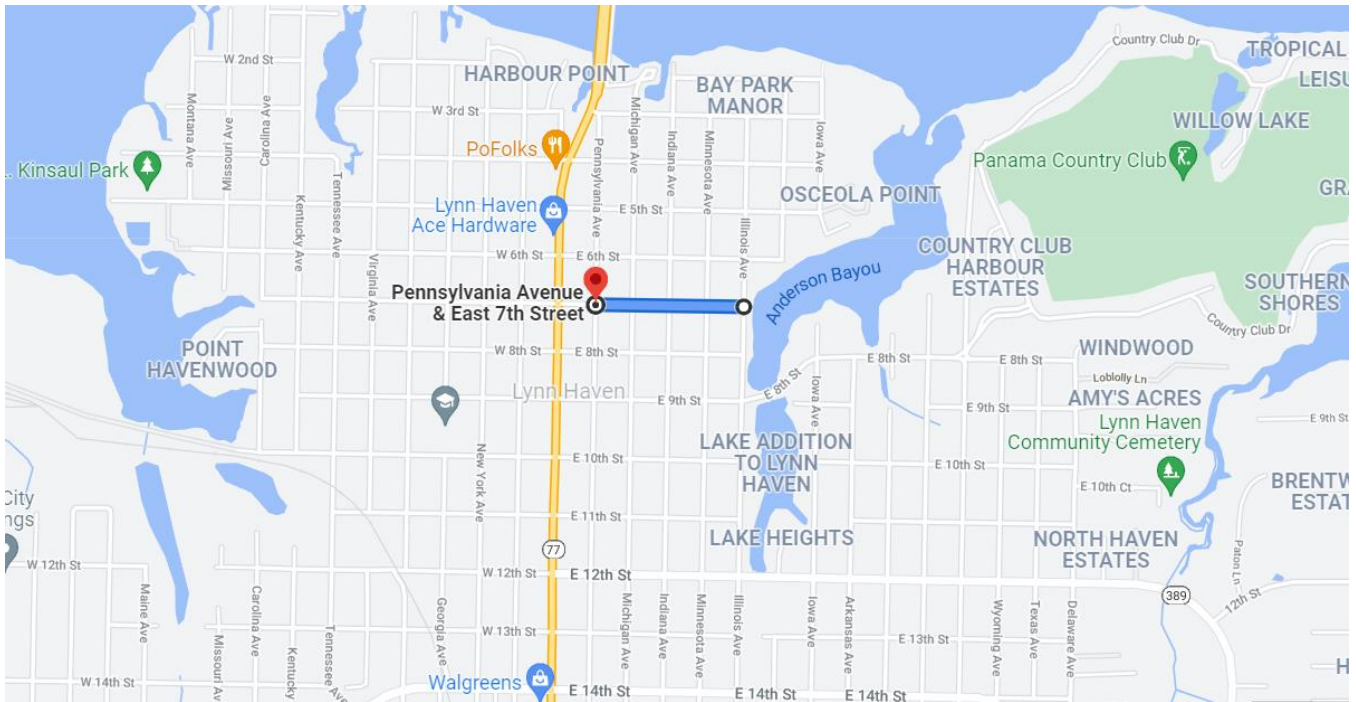
Signature: _____

Name: _____

Date

1. 7th Street Drainage Improvements: Pennsylvania Avenue to Anderson Bayou

Project Location:



Project Description:

Across the City of Lynn Haven, there are several low-lying areas and regions of very flat topography which experience varying degrees of localized flooding, even during short duration storm events. The depth of pooling water and duration of drawdown depend largely upon the existing drainage infrastructure and the capacity to convey stormwater to downstream receiving waters. For many of these areas the existing drainage infrastructure is

incapable of discharging stormwater runoff at a rate that prevents short to moderate periods of localized flooding. This is due primarily to the existing drainage systems being undersized for the needed flow capacity, a history of relaxed state and local stormwater permitting requirements, the lack of positive drainage in portions of the overall system and the fact that, over the past several decades, the pace of development has surpassed the rate at which stormwater infrastructure has been upgraded. In the last 7 years, the region has experienced several significant storm events which resulted in flooded roadways, houses and commercial properties across the City of Lynn Haven. One of these storm events was particularly notable due to the extremely high water elevations in area waterways and roadways and the damaging effects to buildings and property due to flooding. This storm event occurred on May 2, 2014. The City received notice of structural flooding in numerous locations across the City during this storm. There are 8 residential lots in the immediate vicinity of the intersection of 7th Street and Pennsylvania Avenue that reported structural flooding after the May 2, 2014 storm event. This area is an isolated low point which does not have a positive outfall to receiving waters. These homes also have finish floor elevations close to the adjacent road elevation and the existing roadside drainage system is not capable of adequately conveying runoff to prevent localized flooding near this intersection.

To reduce the risk of flooding for the affected homes near the intersection of 7th Street and Pennsylvania Ave., the recommendation is to construct a new roadside drainage system along the south side of 7th Street, from Pennsylvania Ave. to the ultimate outfall at Anderson Bayou to the east. This will provide an unbroken, positive outfall path and will serve to enhance the level of service for the affected area, including the residential properties along 7th Street, between Pennsylvania Ave. and Anderson Bayou, which currently rely on an undersized ditch and culvert system. The specific scope of work includes the excavation of ditches fronting the subject properties and the installation of new storm pipe and inlets on the south side of 7th Street, between Pennsylvania Ave. and Anderson Bayou.

Estimated Project Cost: \$98,238.25

Status of Design/Permitting: The project scope has been identified, but design and permitting are not yet complete.

Grant Funding Committed/Provided: HMGP 4399-320

Schedule: Once the grant commitment is received and Environmental Clearance is issued, the project schedule is estimates as follows:

Design and Permitting: 9-12 months

Procurement: 3 months

Construction: 12 months

Project Type: Urgent Need

Requested Amount from CDBG: \$392,953.00

FW: Corrected - 4399-145-R (320), City of Lynn Haven, 7th Street, Drainage, Phase I - Notice of FEMA Award

Hill, Claudia <Claudia.Hill@tetrattech.com>

Fri 9/24/2021 1:20 PM

To: Ben Janke <bjanke@cityoflynnhaven.com>; Knowles Jr, Calvin <CALVIN.KNOWLESJR@tetrattech.com>

Cc: Fire Chief <firechief@cityoflynnhaven.com>

FYI- the awarded project costs were corrected

Claudia Hill, CFM | Project Manager, Post Disaster Programs

Direct +1 (407) 269-2014 | Fax +1 (409) 770-5132 | claudia.hill@tetrattech.com

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From: Golden, Terry <Terry.Golden@em.myflorida.com>

Sent: Friday, September 24, 2021 1:17 PM

To: Fire Chief <firechief@cityoflynnhaven.com>

Cc: Hill, Claudia <Claudia.Hill@tetrattech.com>; Davis, Dawn <Dawn.Davis@em.myflorida.com>

Subject: Corrected - 4399-145-R (320), City of Lynn Haven, 7th Street, Drainage, Phase I - Notice of FEMA Award

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

Good afternoon, Chief DeLonjay,

REF: 4399-145-R (State ID #320), City of Lynn Haven, 7th Street, Drainage, Phase I – FEMA APPROVAL

The Florida Division of Emergency Management (FDEM), Mitigation Bureau, Hazard Mitigation Grant Program is pleased to inform you that the above-referenced project has been approved for funding from the Federal Emergency Management Agency (FEMA) and given the a FEMA Project number 4399-145-R.

We are in the process of developing and preparing a contract for you to review and approve, which we will emailed to you.

Remember, no work can commence until the contract has been executed by both parties.

The project was approved for the amounts below and will be managed by FDEM, Mitigation Bureau. As the Point of Contact, you will be responsible for the management of this project. In the meantime, please review all information provided in this email to make sure that everything is still applicable, and notify me as soon as possible, if this information has changed or if you have any questions regarding this process.

Point of Contact (POC):

John DeLonjay, Fire Chief
City of Lynn Haven
1412 Pennsylvania Avenue, Lynn Haven, Florida 32444
firechief@cityoflynnhaven.com
850-265-7335

Budget

Project Costs	\$69,950.00
Federal Share	\$52,462.50

Local Share	\$17,487.50
SRMC	\$3,497.00

SCOPE OF WORK:

The City of Lynn Haven proposes to improve the drainage of East 7th Street, Lynn Haven, from the intersection with Pennsylvania Avenue to the Anderson Bayou in Lynn Haven, FL 32444.

This is an approval for Phase I only, which includes but is not limited to surveying, engineering, design, plans preparation, permitting and bidding for the proposed project, for Phase II approval. No construction activities for this project have been approved.

The proposal includes the construction of a roadside drainage system along the south side of East 7th Street, from Pennsylvania Avenue to the ultimate outfall at Anderson Bayou to the East. The specific scope of work includes the excavation of ditches along Pennsylvania Avenue, between East 6th St and East 8th St., and the installation of a new storm pipe, cross-drains, and inlets on the south side of E 7th Street to the ultimate outfall at the Anderson Bayou. The project will reduce the risk of flooding to the affected area which currently relies on an undersized ditch and culvert system.

The project will provide protection against a 100-year event. Activities will be completed in strict compliance with Federal, State and Local Rules and Regulations.

Please provide the financial remittance address for your reimbursements.

I look forward to working with you on this project.

Thank you,

Terry

Terry Golden
Hazard Mitigation Grant Program
Florida Division of Emergency Management
terry.golden@em.myflorida.com
850-321-5775

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Under Florida law, correspondence with the Florida Division of Emergency Management concerning agency business that is neither confidential nor exempt pursuant to Florida Statutes is a public record and will be made available to the public upon request.

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MAYOR
JESSE NELSON

CITY MANAGER
VICKIE GAINER

CITY ATTORNEY
KEVIN OBOS



CITY OF LYNN HAVEN

COMMISSIONERS
BRANDON ALDRIDGE

JUDY TINDER

PAT PERNO

JAMIE WARRICK

MEMORANDUM

TO: FL Dept. of Economic Opportunity
FROM: Bernd "Ben" Janke, Economic Development Director *BJ*
CC: Vickie Gainer, City Manager; Jesse Nelson, Mayor City of Lynn Haven
DATE: September 24, 2021
RE: CITY OF LYNN HAVEN – CITIZEN PARTICIPATION POLICY / COMPLAINT POLICY

The City of Lynn Haven experienced significant damage due to Hurricane Michael in October 2018. The City Hall building was flooded, and our digital and physical archives were severely damaged. As a result, we have been unable to locate our Citizen Complaint and Citizen Participation policies. We regret our inability to provide these to DEO prior to application deadline, but we are adopting replacement policies by year's end.