



Call for Applications Hurricane Loss Mitigation Program *Fiscal Year 2024-2025*

PURPOSE:

The Florida Division of Emergency Management (Division) is soliciting applications for the Fiscal Year 2024 – 2025 Hurricane Loss Mitigation Program (HLMP). The Legislature provides the Division with Hurricane Loss Mitigation funds through section 215.555(7)(c), Florida Statutes, and through the grants and aid appropriation category.

AMOUNT AVAILABLE:

Each applicant may submit one application totaling no more than \$250,000.00.

The total amount of funding available for FY 24-25 is \$3,500,000.00.

ELIGIBLE APPLICANTS:

Government entities, Nonprofit organizations, and public and private education institutions.

Grant funds awarded under the Hurricane Loss Mitigation Program qualify as state financial assistance under the Florida Single Audit Act. See section 215.971, Florida Statutes. For this document, the term "Applicant" means the prime Recipient acting on its own behalf and those individuals, partnerships, firms, or corporations comprising the Applicant's team. After the award, said Applicant will be referred to as the "Recipient."

SUBMISSION DEADLINE:

Applications must be submitted via HLMP@em.myflorida.com to the Division by no later than **5:00 p.m. EDT on July 17th, 2024.**

By applying, the Applicant represents that it understands and accepts the terms and conditions to be met and the character, quality, and scope of services to be provided.

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PERIOD OF PERFORMANCE:

The period of performance will begin upon the issuance of the Award Letter from the Division detailed below and be effective through June 30, 2025.

APPLICATION REQUIREMENTS:

This section contains instructions that describe the required format for the application.

- **Transmittal Letter** (Limit 1 Page). Each Applicant shall provide a transmittal letter signed by an authorized individual for the organization submitting the application to the Division in response to this Call for Applications. The letter must include the following:
 - Organization Name: Must be an eligible Applicant as defined in section 3;
 - Project Title: A short title that adequately describes the project;
 - Federal Tax ID Number: For organization classification purposes;
 - Point of Contact Information: Name, title, address, telephone number, cell phone number (if applicable), and email address.
 - Signature by the authorized individual for the organization
- **HLMP Application Form FY 24-25:** Must complete the following sections in the form:
 - Section I: Applicant
 - A: Applicant Information
 - Section II: Project Description
 - A: Hazards to be Mitigated / Level of Protection
 - B: Project Cost
 - C: Project Description, Scope of Work, and Protection Provided
 - Section III: Project Location
 - A: Project Specific Information
 - B: Loss of Service / Risk Factors
 - C: Additional Information
 - Section IV: Project Timeline
 - A: Project Milestones / Schedule of Work
 - B: Methodology to create Project Timeline

EVALUATION PROCESS:

An Evaluation Committee comprised of Division employees will review and evaluate each Application submitted in response to this Call for Applications.

The Evaluation Committee members will independently evaluate the applications based on the evaluation criteria established below to assure that applications are uniformly rated. The review of these categories will demonstrate the Applicant's understanding of the project, and highlight the qualifications, approach,

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and capabilities to assure a quality product. Evaluation Committee members' scores for each Applicant will be totaled and that total divided by the number of team members to obtain an average total score for each proposal which will be called the Technical Evaluation Score. The scoring system is detailed below, with 100 points total possible. Applicants must attain an average score of **75 points or higher** on the Technical Evaluation to be considered for an award. Should an Applicant receive fewer than seventy-five (75) points for their Technical Evaluation Score, the Application will not receive any further consideration. The following "up to" point system is established for scoring the proposals:

Criteria	Points Available	Rubric
Section I: Applicant <ul style="list-style-type: none"> A: Applicant Information 	Up to 5 points	Full points available if completed accurately
Section II: Project Description <ul style="list-style-type: none"> A: Hazards to be Mitigated / Level of Protection 	Up to 10 points	Up to 10 points available if hazard and level of protection is supplied with application.
Section II: Project Description <ul style="list-style-type: none"> B: Project Cost 	Up to 15 points	Up to 15 points available if accurate estimates are supplied with application.
Section II: Project Description <ul style="list-style-type: none"> C: Project Description, Scope of Work, and Protection Provided 	Up to 20 points	Up to 5 points for each item listed.
Section III: Project Location <ul style="list-style-type: none"> A: Project Specific Information 	Up to 10 points	Up to 10 points if project location is clearly identified. 1 point per location to be mitigated, up to 5 points.
Section III: Project Location <ul style="list-style-type: none"> B: Loss of Service / Risk Factors 	Up to 20 points	Up to 20 points if completed accurately and if documentation is supplied with application.
Section IV: Project Timeline <ul style="list-style-type: none"> A: Project Milestones / Schedule of Work B: Methodology to create Project Timeline 	Up to 20 points	Up to 20 points if detailed timeline and methodology is provided.



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AWARD OF THE PROJECT:

Due to the nature of this program, work will be allowed to begin upon issuance of an Award Letter from the Division. The Award Letter will contain an approved Scope of Work and Budget. This will allow work to begin while the contract is developed and executed.

After the Award Letter is issued, the Division will begin developing and routing the State-Funded Grant Agreement to be executed by both parties, indicating the encumbrance of funds.

Work will be monitored according to the approved scope of work. Work not completed according to the approved scope of work will not be eligible to be reimbursed.

Information about reimbursements and quarterly reports will be included in the State-Funded Grant Agreement and in the Kick-Off Meeting after the Award Letter is issued.

Ineligible Expenses

Ineligible expenses under the HLMP Grant Program include:

- Work on non-site-built homes
- Equipment purchases
- Work on only part of a building when the roof is connected to another building that is not mitigated
- Generators and related wiring
- Work on mobile or manufactured homes

QUESTIONS?

Questions may be directed to Jillian Holzman, Program Manager, at Jillian.Holzman@em.myflorida.com or HLMP@em.myflorida.com.