

**DIVISION OF EMERGENCY MANAGEMENT  
RESIDENTIAL CONSTRUCTION MITIGATION PROGRAM**



**RESIDENTIAL CONSTRUCTION MITIGATION PROGRAM  
APPLICATION PACKET  
June 2008 VERSION  
FORM 001**

## **- IMPORTANT -**

- **BEFORE PREPARING YOUR APPLICATIONS FOR SUBMISSION, THOROUGHLY READ THIS ENTIRE APPLICATION PACKET AND SECTION 215.559, FLORIDA STATUTES; YOU SHOULD ALSO VISIT OUR WEBSITE AT <http://www.floridadisaster.org/brm/rcmp/>**
- **IF APPLICABLE, ARC 4496 MUST BE SUBMITTED WITH APPLICATION.**
- **APPLICATIONS MAY BE OBTAINED FROM THE INTERNET AT:**  
  
<http://www.floridadisaster.org/brm/rcmp/index.htm>
- **PRELIMINARY SCORES AND RANKINGS ALONG WITH ADMINISTRATIVE PROCEEDING RIGHTS WILL BE POSTED TO THE DEM WEBSITE AT <http://www.floridadisaster.org/brm/rcmp/index.htm>**
- **FINAL SCORES AND RANKINGS WILL BE POSTED TO THE DEM WEBSITE AT <http://www.floridadisaster.org/brm/rcmp/index.htm>**

**RESIDENTIAL CONSTRUCTION MITIGATION PROGRAM (RCMP)**  
**Notice of Fund Availability (NOFA)**  
**And**  
**Application Package**

**NOFA:** As Published in  
Florida Administrative Weekly

Section A

**Application Package**

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## **SECTION A**

### **DIVISION OF EMERGENCY MANAGEMENT RESIDENTIAL CONSTRUCTION MITIGATION PROGRAM COMPETITIVE GRANT PROGRAM**

#### **Notice of Fund Availability (NOFA) and Request for Proposals (RFP) SFY 2007-2008**

The Division of Emergency Management is providing you with notification of its intent to open the State Fiscal Year 2007-2008 application cycle for competitive grant awards from the Residential Construction Mitigation Program (RCMP). Funding is dependent upon an allocation by the Legislature. Approximately \$3.4 million is available for competitive grants and contracts in SFY 2007- 2008.

The RCMP provides competitive grants to state or regional agencies, local governments, and private non-profit/for profit (by RFP process) organizations to implement projects that will further the RCMP statutory program objective of enhancing residential wind mitigation. Eligible applicants may submit multiple applications; however, no single application shall seek or receive an award in excess of \$200,000 per state fiscal year/application, unless otherwise noted in the priorities or program areas. All eligible applicants shall be limited to no more than three (3) application submissions in a state fiscal year and additionally one (1) application submission per category.

The Division encourages all interested and eligible parties with projects that will enhance residential wind mitigation in Florida to apply for awards during this open period in the following six (6) categories. Applicants may submit applications that address more than one priority; however, they must indicate the PRIMARY Priority Category that is addressed by the proposal.

## APPLICATION CATEGORIES:

Applications are accepted in the following six categories:

1. Residential Mitigation Retrofit Program (Retrofit Program): Assistance to primarily low and moderate-income residents, which promotes wind mitigation (including retrofits, education, inspections and related activities). All retrofit or other installation of mitigation devices on residential structures MUST comply with the Blueprint for Safety Standard (BFS). The link to BFS: <http://www.blueprintforsafety.org>

All contractors or installation personnel must be BFS certified.

Retrofits/Installations should be 'systemic', i.e. not just shutters, or just roof improvements, but a system that ties together all aspects of wind mitigation/BFS, to the maximum degree possible on the structure to be retrofitted. Where a systemic approach cannot be implemented, this must be clearly justified (i.e., structure has already been partially mitigated or structure does not otherwise require or cannot accept all aspects of BFS). Funding is on the basis of 75%/25%, match may be in-kind or direct. Recipients MUST include pre and post inspections to determine the scope of work and to certify completion. Recipients may contract for installation of BFS compliant retrofits or make allocations to homeowners for retrofit work, to be inspected and certified under the auspices of the subgrantee and the RCMP.

2. Projects that will promote public education and public information about wind mitigation and wind mitigation related areas, including but not limited to maintenance and enhancement of RCMP/wind mitigation on line information availability and program visibility.
3. Projects that encourage and/or increase integration of wind mitigation into comprehensive planning and local mitigation plans and compliance with the State Hazard Mitigation Plan.
4. Projects that will promote market based, non-regulatory approaches to mitigation, including, but not limited to, training in regard to wind mitigation (construction) techniques, products and procedures, codes and standards, and related areas).
5. Projects, which enhance program effectiveness, measurement and attainment of, project goals and recommendations for improvement.
6. Other projects that will further wind mitigation/RCMP objectives, which have been designated by the Program as priorities in the applicable Notice of Fund Availability/RFP.

### Priority Areas:

A) Projects which implement wind mitigation/projects as identified in the State Hazard Mitigation Plan (SHMP)/ (applicable) Local Mitigation Strategy (LMS) and are clearly identified as projects/programs which can be initiated and completed within the grant contract period. The applicant must make clear reference with citations to the applicable sections of the SHMP and provide a copy of the Local Mitigation Strategy priority initiative list reflecting inclusion of their project(s). An endorsement letter from the chair of the county Local Mitigation Strategy Committee or county Director of Emergency Management must be provided. Low/Moderate Income Retrofits are included in this priority area; 'leveraging' of CDBG, SHIP, HMGP, FMA funds or similar funding streams with RCMP funding is encouraged.

B) Projects, which will provide for product testing, measurement or enhancements, which will improve, wind mitigation in residential structures.

C) Projects, which will address the effectiveness of early warning systems.

D) Projects, which promote residential wind mitigation through the code, trade or construction industries, including related or affiliated programs and organizations.

E.) Projects which provide for public awareness about RCMP, its programs including support and maintenance of the RCMP website and on-line applications, including the Mitigation Incentives Database.

Applications must identify which priority is being addressed; multiple priorities may be addressed, but a PRIMARY priority must be identified.

TO DOWNLOAD SECTION 215.559, FLORIDA STATUTES, APPLICATION PACKET AND related information please visit our website at <http://www.floridadisaster.org/brm/rcmp/index.htm>

**Applications must be prepared in conformance with the application packet instructions. Applications must be received on or before **June 11**, 2007, 4:00 P.M. local time at the address below:**

**Shemeeka Hopkins, Community Assistance Consultant  
Division of Emergency Management  
Attention: RCMP  
2555 Shumard Oak Boulevard  
Tallahassee, Florida 32399-2100**

## SECTION I

### PROGRAMS/CATEGORIES AVAILABLE ELIGIBLE APPLICANTS

#### PROGRAMS:

Pursuant to Section 215.559, Florida Statutes, the Residential Construction Mitigation Program annually makes available funds that shall be used for programs to improve the wind resistance of residences and mobile homes, including loans, subsidies, grants, demonstration projects, and direct assistance; cooperative programs with local governments, the Federal Government, other state agencies, universities and non-profit organizations; and other efforts to prevent or reduce losses or reduce the cost of rebuilding and mitigation. Project submissions must be designed to be completed in a twelve-month period ending June 30 of the designated State Fiscal Year, unless extended or otherwise indicated. Extensions are made on a case-by-case basis as necessary and in the interest of the Program and are very limited in availability.

#### Competitive RCMP Program

This is a **competitive RCMP program**. Programs compete against one another in program areas and with designated priorities as provided for in this NOFA/application package. Funding, as in every year, is dependent upon an allocation by the Legislature. The available funding under this NOFA for SFY 2007- 2008 is approximately \$3.4 million. ALL responses in this Application Package are solicited by NOFA for proposals that are cost reimbursement subgrant agreements.

All solicitations are done by the following two methods.

1. **Notice of Fund Availability** -provides competitive grants to state or regional agencies, local governments, and private non-profit organizations and other entities, in order to implement projects that will further RCMP objectives. Eligible applicants may submit multiple applications; however, no single application shall seek or receive an **award in excess of \$200,000 per SFY. All eligible applicants shall be limited to no more than three (3) application submissions in an application cycle and additionally one (1) application submission per category.**
2. **Request for Proposals/Invitation to Negotiate** - Some projects may be more appropriately solicited by the RFP process. Therefore, RCMP reserves the right to issue an RFP/ITN instead of a NOFA where/when applicable.

## **APPLICATION CATEGORIES:**

### **Competitive RCMP Program**

Applications are accepted in the following six categories:

1. Residential Mitigation Retrofit Program (Retrofit Program): Assistance to primarily low and moderate-income residents, which promotes wind mitigation (including retrofits, education, inspections and related activities). All retrofit or other installation of mitigation devices on residential structures MUST comply with the Blueprint for Safety Standard (BFS). The link to BFS: <http://www.blueprintforsafety.org>

All contractors or installation personnel must be BFS certified.

Retrofits/Installations should be 'systemic', i.e. Not just shutters, or just roof improvements, but a system that ties together all aspects of wind mitigation/BFS, to the maximum degree possible on the structure to be retrofitted. Where a systemic approach cannot be implemented, this must be clearly justified (i.e., structure has already been partially mitigated or structure does not otherwise require or cannot accept all aspects of BFS). Funding is on the basis of (at a minimum- higher local match is allowed and will be scored) 75%/25%, match may be in-kind or direct. Recipients MUST include pre and post inspections to determine the scope of work and to certify completion. Recipients may contract for installation of BFS compliant retrofits or make allocations to homeowners for retrofit work, to be inspected and certified under the auspices of the subgrantee and the RCMP.

2. Projects that will promote public education and public information about wind mitigation and wind mitigation related areas, including but not limited to maintenance and enhancement of RCMP/wind mitigation on line information availability and program visibility.
3. Projects that encourage and/or increase integration of wind mitigation into comprehensive planning and local mitigation plans and compliance with the State Hazard Mitigation Plan.
4. Projects that will promote market based, non-regulatory approaches to mitigation, including, but not limited to, training in regard to wind mitigation (construction) techniques, products and procedures, codes and standards, and related areas.
5. Projects, which enhance program effectiveness, measurement and attainment of, project goals and recommendations for improvement.
6. Other projects that will further wind mitigation/RCMP objectives, which have been designated by the Program as priorities in the applicable Notice of Fund Availability/RFP.



Priority Areas:

A) Projects which implement wind mitigation/projects as identified in the State Hazard Mitigation Plan (SHMP)/ (applicable) Local Mitigation Strategy (LMS) and are clearly identified as projects/programs which can be initiated and completed within the grant contract period. The applicant must make clear reference with citations to the applicable sections of the SHMP and provide a copy of the Local Mitigation Strategy priority initiative list reflecting inclusion of their project(s). An endorsement letter from the chair of the county Local Mitigation Strategy Committee or Director of Emergency Management must be provided. Low/Moderate Income Retrofits are included in this priority area; 'leveraging ' of CDBG, SHIP, HMGP, FMA funds or similar funding streams with RCMP funding is encouraged.

B) Projects, which will provide for product testing, measurement or enhancements, which will improve, wind mitigation in residential structures.

C) Projects, which will address the effectiveness of early warning systems.

D) Projects, which promote residential wind mitigation through the code, trade or construction industries, including related or affiliated programs and organizations.

E.) Projects which provide for public awareness about RCMP, its programs, including support and maintenance of the RCMP website and on-line applications, including the Mitigation Incentives Database.

Applications must identify which priority is being addressed; multiple priorities may be addressed, but a PRIMARY priority must be identified.

## SECTION II

### GENERAL INFORMATION REGARDING APPLICATION SUBMISSION

1. Application packets and copies of the current Notice of Fund Availability/RFP and Section 215.559, Florida Statute may be obtained from the Division of Emergency Management, 2555 Shumard Oak Boulevard, Tallahassee, Florida 32399-2100, Attention Shemeeka Hopkins, from [www.floridadisaster.org](http://www.floridadisaster.org), or by calling (850) 922-4079.
2. All applications must be no more than 15 pages, complete, accurate, and legible when submitted and must meet the requirements detailed in the NOFA/RFP or they shall be rejected.
3. If a hardcopy of the application is submitted, it should be securely bound in a folder appropriate for the size of the application.
4. If a hardcopy of the application is submitted, an original and five (5) copies of the application must be received. The original must be labeled "Original" and must contain an original signature in ink of the authorized official.
5. Applicants may submit no more than 3 applications for a maximum of \$200,000 each and additionally one (1) application submission per category.
6. Applications must be received by the Division of Emergency Management, 2555 Shumard Oak Boulevard, Tallahassee, Florida 32399-2100, Attention: Shemeeka Hopkins, by 4:00 p.m. local time on the date noticed in the Florida Administrative Weekly. If submitting on-line the file must be transferred to the Division at [Shemeeka.Hopkins@em.myflorida.com](mailto:Shemeeka.Hopkins@em.myflorida.com) by 4:00 p.m. local time three (3) days prior to the date noticed in the Florida Administrative Weekly.
7. Facsimile transmissions **will not** be accepted.
8. All applications must be submitted not later than 4:00 p.m. local time on the date of the published application deadline date. No application may be amended, added to, or otherwise modified after 4:00 p.m. local time on the date of the published application deadline, other than to provide clarifying information as requested by the Division.

### SECTION III

#### PROPOSED PROJECT PRESENTATION and SCORING CRITERIA SUMMARY

##### **INSTRUCTIONS:**

*All points awarded will be based on information provided in this section and detailed in Section IV. The information is to be presented in narrative form, and **MUST** address all six (6) of the scoring criteria areas as grouped below. Since the project application is to be presented as a single narrative rather than in a question/answer format, flexibility is provided to the Applicant in presenting the information, e.g., the Applicant need not repeatedly detail the description of the project in order to address individual criteria areas; or, criteria area #2 may be discussed in combination with #1, etc. As long as all criteria are clearly identified, grouped as shown below and fully addressed, the presentation style of the narrative is the Applicant's choice. The narrative should be concise and to the point, but no more than 15 pages may be used for the entire application.*

*Shown on the left of each scoring criteria area, is the maximum number of points that may be awarded for that specific criteria area; this score information is not to be included in the application narrative, but is provided here for your information purposes only. The scoring criteria listed below, is presented only as a brief summary statement of the more detailed information that is required in the submission. Each of these 6 areas should be clearly and fully addressed in the project presentation narrative. Explicitly detailed information on the full range of points that may be awarded for every scoring criteria listed is provided in Section IV of this packet. Careful attention must be paid to the guidance in Section IV, so that the application includes all the information necessary to ensure receipt of the maximum number of points possible. Failure to clearly address any of the required criteria areas will result in the scoring of zero (0) points for each of the criteria not addressed.*

##### MAX PTS.      SCORING CRITERIA SUMMARY

##### Group I. Description of Need, Proposed Solution, and Expected Benefits

- |     |   |
|-----|---|
| 150 | 1. Clearly identify, describe and document the need or problem, provide an in-depth explanation of the project, and show how it meets the need/solves the identified problem. If applicable, clearly link the wind mitigation need to the priority issue area(s) contained in the current Notice of Fund Availability (NOFA). |
| 75  | 2. Identify and demonstrate long- and/or short-term tangible benefits of this project coupled with the availability of resources necessary to continue the project, if it is a continuing project.  |

Group II. Collateral Information for the Project

- |     |    |   |
|-----|----|---|
| 100 | 3. | Clearly describe the project's consistency with section 215.559, Florida Statutes, (wind mitigation)/State Hazard Mitigation Plan/applicable Local Mitigation Strategy;   |
| 100 | 4. | Describe why this particular method or approach to solving the problem was chosen over other available alternatives. Include a proposed budget for the project and describe how it is necessary and appropriate to the scope of the project. NOTE: A SPECIFIC FORMAT IS REQUIRED FOR THE BUDGET DETAIL (SEE ATTACHMENT 2 OF THIS PACKET); |
| 50  | 5. | Identify Applicant's matching funds, either cash or in-kind, if any and include supporting documentation;   |
| 25  | 6. | Provide evidence of the abilities and qualifications of those persons proposed to work on the project if funded.  |

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500 maximum total points

Tiebreaker - Answer the following question:

- 1.) Is the Applicant located in a Front Porch Community? If so, please describe the location.

**After completing the narrative, use the above information as a "check list" to review the application. To ensure the maximum points, be certain the application contains a clearly identified and thorough discussion (as described in Section IV of this packet) of every scoring criteria area listed above.**

## SECTION IV

### SCORING CRITERIA DETAIL

**General:** The following information is to be used for fully developing the project presentation. Individual review committee members score each application independently of each other, often resulting in a range of scores for the same application. Reviewers may award a point score anywhere within the point range for the criteria being addressed. The specific point awards discussed in this section are provided to serve as benchmarks.

- 1. Clearly identify a demonstrated wind mitigation related need and explain how this project will address it. If applicable, identify which RCMP priorities, as identified in the Notice of Fund Availability, the project addresses. Clearly link the project to the MAIN priority identified. [Maximum score 150 points]**

Identify any demonstrated wind mitigation need that will be addressed by the proposed project. Reference the documentation identifying and describing the need. Indicate whether the need is identified by statute, rule, plan or other legal requirement. Copies of the statute, rule, plan or other legal requirement will need to be referenced as appendix items to be submitted at a later date. If the need is not identified by statute, rule, plan or other requirement, explain how this need was determined. Explain what the proposed project is and describe the extent to which the proposed project will address the demonstrated wind mitigation need. Identify the expected result or improvement in wind mitigation efforts in the State.

***50 points** – Wind mitigation need to be addressed by the proposed project is clearly and succinctly identified; support confirming the need is properly identified; application clearly, succinctly and rationally explained in depth what the project is and how and why the proposed project will address the wind mitigation need; application clearly, succinctly and rationally identifies a certain and credible positive effect on, or improvement in wind mitigation/RCMP performance.*

***25 points** – Wind mitigation /RCMP program need exists but is incompletely identified or incompletely supported; application provides an explanation of how or why the proposed project addresses the need, but the explanation is incomplete; application identifies a plausible and probable positive effect on, or improvement in wind mitigation/RCMP;*

***0 points** -No wind mitigation/RCMP need is identified; the identified need is not supported or confirmed; application fails to explain how or why the proposed project will address the wind mitigation/RCMP need; project will not have a positive effect on, or improve, preparedness, response, recovery or mitigation;*

Include in the above portion of the narrative, if applicable, identification of the particular wind mitigation/RCMP priority, or priorities, to be addressed by the proposed project. The priorities must have appeared in the relevant Notice of Fund Availability. If the project will address more than one priority, identify each priority addressed. Explain how and why the proposed project meets the identified priority. If the proposed project is intended to address a need designated as a priority, clear linkage between the priority need and the proposed project must be demonstrated. If the project does not address a priority area, then no points from the following point schedule shall be awarded.

***100 points** – priority to be addressed by the proposed project is clearly and succinctly identified; application clearly, succinctly and rationally explains how and why the proposed project will address the wind mitigation priority; application clearly, succinctly and rationally identifies certain and credible positive effect on, or improvement in, the area identified as an wind mitigation/RCMP priority;*

**50 points** - priority exists but is incompletely identified; application provides an explanation of how or why the proposed project addresses the priority, but the explanation is incomplete; application identifies a plausible and probable positive effect on, or improvement in, the priority identified;

**0 points** - no priority is identified; the identified priority is not supported or confirmed; application fails to explain how or why the proposed project will address the emergency management priority; project will not have a positive effect on, or improve, the area identified by the emergency management priority.

**2. Identify the immediate tangible wind mitigation/RCMP benefits (short-term projects, i.e. - 12 months or less in duration), or, reasonable expectation of longer-term wind mitigation/RCMP benefits coupled with the availability of resources (other than this grant amount) to continue implementation of the project past the term of the award (long-term projects, i.e. - duration of longer than 12 months). [Maximum score 75 points]**

Each application must indicate whether the project is either a short-term project, long-term project, or a combination. If a combination, then the application must clearly indicate both short and long term wind mitigation benefits, and how the proposed project will achieve both types of benefits. If the application indicates that the project has benefits which are short-term, long-term or both, and the applicant fails to clearly and plainly indicate such benefits, the scoring will so reflect.

Describe the specific wind mitigation benefits, both direct and indirect, of the proposed project. Indicate whether the proposed project will provide tangible, immediate benefits that will further state wind mitigation objectives. If so, identify the specific benefits, and the specific wind mitigation objectives. Identify any long-term benefits to these wind mitigation/RCMP objectives. Indicate the expected commencement date, completion date, and milestones of the project. Include any supporting documentation.

If a proposed project is intended to initiate a longer-term program, indicate the wind mitigation/RCMP benefits of this long-term program. Indicate the basis for the expectation that this project will achieve those benefits, describing any testing, forecasting, methodology, studies or analysis used to support the forecast of benefits. Describe any and all resources to be used to continue the project past the first funding cycle, and indicate the availability of those funds. Include documentation in the Appendix Section of the application to demonstrate the **firm** commitment of these long-term resources.

**75 points** - application clearly, rationally and succinctly indicates the type and time frame for wind mitigation benefits; clearly and succinctly describes the specific benefits, clearly and rationally explains whether they are direct or indirect, and clearly and unequivocally connects them with already identified RCMP objectives; includes significant supporting documentation; clearly and succinctly identifies reasonable commencement and completion dates, and appropriate milestones of the project; clearly identifies any testing, analysis, studies, forecasting, or methodology underlying the forecasted long-term benefits; studies, forecasts, analysis, testing or methodology are sound and support projected long-term benefits; resources to support long-term projects are clearly identified, described and firmly committed, as demonstrated by supporting documentation;

**37 points** - application indicates the type and time frame for wind mitigation benefits; describes the specific benefits, explains whether they are direct or indirect, and connects them with already identified RCMP objectives, though some points may be omitted, or unclear; includes adequate supporting documentation; identifies feasible commencement and completion dates, and milestones of the project; supports the forecasted long-term benefits in some reasonable and rational manner; projected long-term benefits are credible; resources to support long-term projects are identified, and presumably committed;

**0 points** - fails to adequately identify the type and time frame of wind mitigation benefits; fails to describe RCMP benefits, or explain them, or connect them with identified RCMP objectives, or description, explanation or connection is not clear or rational, or equivocates; no supporting documentation, or inadequate supporting documentation; commencement and completion dates are not supplied or are unreasonable or unrealistic; milestones are not supplied or are inappropriate; testing, analysis, methodology, forecasting, or studies are not supplied, or are unsound, or are not supportive of claimed benefits; resources to support long-term projects are not identified, or are inadequate, or are not firmly committed.

**3. Describe the project's consistency with the State Hazard Mitigation Plan/State/Local CEMP and any applicable local mitigation plans (LMS). [Maximum score 100 points]**

Describe the manner and extent to which the proposed project is consistent with the *State Hazard Mitigation Plan/ LMS/Comprehensive Emergency Management Plan*. Identify the particular items in the State plan(s), which are relevant to the project; link the consistency of the project with the State plan(s) rationally, clearly and comprehensively.

**50 points** - consistent in every respect- particular items in the plan are identified and the consistency of the project with the State plan(s) is rationally, clearly and comprehensively explained;

**25 points** - substantially consistent - some items in the plan(s) are identified and the consistency is rationally explained, though the project may not be consistent in every respect;

**0 points** - inconsistent in every respect - few or no items in the plan(s) are identified, consistency is not explained or the explanation is not rational, clear or comprehensive.

Are any *local* mitigation plans applicable to the proposed project? If so, identify the applicable plans, *county* and *municipality*, and describe the manner and extent to which the project is consistent with those local mitigation plans. Identify the specific plan elements, goals, strategies or objectives that will be impacted and describe how the project will favorably impact them. Supply copies of pertinent parts of the plans in the Appendix Section or quote from the actual plans. If any letters of consistency or support have been received from applicable local emergency management agencies or local governments, reference them in the narrative and include them in the Appendix Section of the application.

**4. Discuss why this particular method and approach was chosen. [Maximum score 100 points]**

Identify the wind mitigation issues to be addressed and the reasonably available potential methods and approaches to address them. Identify any studies or analyses of the issue. Identify any applicable industry standards or policies.

Describe the particular method and approach chosen for this project. Explain why this method and approach was chosen over the other available alternatives. Identify any literature or data supporting the use of this method and approach.

Identify any previous attempts by the applicant or by other entities to address this or similar issues. Describe the method and approach used in the previous attempts and indicates whether the attempts succeeded or failed, and briefly explain why. Indicate any previous attempts to use *this* particular approach and method, and whether the previous attempts achieved the desired results.

Describe the budget of the proposed project in a format consistent with Attachment 2 of this Application Packet. Group proposed expenditures in the following categories in a manner consistent with Attachment 4 of this Application Packet:

- **Salaries and Benefits** (includes salaries, fringe benefits, and other related costs for services related to the project by regular full-time employees);
- **Other Personal/Contractual Services** (includes the compensation for services related to the project by persons who are not regular full-time employees, such as temporary employees, board members or consultants);
- **Administrative Expenses** (includes the direct costs of staff managing the project and other direct costs for managing the project, as well as the applicant's official indirect rate, if any, applied to those direct costs of management. No more than 5% of the total Emergency Management Preparedness and Assistance program funds awarded for the project may be used for administrative costs);
- **Expenses** (includes the usual, ordinary, and incidental expenditures, including, but not limited to, commodities and supplies of a consumable nature, travel, printing, audit costs, etc.);
- **Operating Capital Outlay** (includes equipment, fixtures and other tangible personal property of a nonconsumable and nonexpendable nature and have a normal expected life of one year or more);
- **Fixed Capital Outlay** (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).

The budget should contain sufficient detail to allow evaluation of the proposed cost. Budget *line items* should include as appropriate, salaries and fringe benefits, indirect costs, travel, printing, subcontracts, minor equipment (the respondent is expected to possess or have available the equipment necessary to meet project demands), miscellaneous office and laboratory expenses, and explanations of unusual expenditures. The time of commitment based on a forty (40) hour work week and associated salary of the principal and associate staff must be readily identifiable.

Describe how the proposed budget is necessary and appropriate to the scope of work and intended project result.

**100 points** - *potential methods and approaches are identified, explained and analyzed; studies, analyses, standards and policies are identified and rationally applied to the project; project method and approach are clearly, rationally and concisely identified and explained; choice of method and approach is conclusively appropriate for the project; the budget of the proposed project is clearly and rationally set forth in exceptional detail; the application clearly, succinctly and rationally describes how and why the budget is necessary and appropriate to the scope and potential of the project;*

**50 points** - *some potential methods and approaches are identified, but identification is incomplete, or some methods and approaches are unexplained, or the analysis is incomplete; the method and approach is not consistent with some standards, studies or policies; choice of method and approach is deemed appropriate, even if some questions or concerns remain; the budget of the proposed project is set forth,*



*though some, non-critical, details may be omitted; the application describes how and why the budget is necessary and appropriate to the scope and potential of the project;*

**0 points** - *potential methods and approaches are not identified, or insufficiently identified, and are unexplained, or irrationally or not clearly explained; project method and approach is not identified or explained; project method and approach is not appropriate for addressing problem or achieving goal; the budget and budget detail is not identified or is clearly deficient or incomplete; the application lacks an explanation of how or why the budget is necessary or appropriate, or the explanation is not clear or rational, given the scope and potential of the project.*

**5. Identify Applicant's project match. [Maximum score 50 points]**

Describe the source and type of any funds that will be provided from other sources to match any grant funds received from the Residential Construction Mitigation Program (RCMP). Attach appropriate official documentation (e.g., board minutes or resolutions or similar assurances) to indicate the **firm** commitment of the proposed cash matching funds. The Transmittal Letter can also be considered an appropriate official document if it clearly states the total amount of the cash match being committed and is signed by an official with the authority to fully commit the cash funds (e.g., chairman of the board, mayor or similar official). Indicate these funds in a percent format and a specific dollar figure. This information should agree with the budget information provided in criteria area #6.

If any other funds have been applied for or received by the Applicant for the proposed project or a similar project, describe the source and type of funds, terms and conditions applicable to their use, term of availability, and consequences, if any, of failure to receive the RCMP funds. All match committed, whether in-kind or cash, must clearly represent an unconditional commitment of **currently** available funds. Match cannot be committed or expended outside of the twelve (12) month contract period. The narrative explanation and justification of line items as they relate to match on the proposed budget (see Attachment 3) should clearly identify and describe all supporting documentation used to justify the figures within each line item and referenced as an appendix attachment.

**50 points** - *2:1 match, or greater;*

**25 points** - *1:1 match;*

**0 points** - *0 match; if the documentation does not indicate the **firm** commitment of funds then no points shall be awarded, i.e.- the application must include documentation evidencing the firm commitment of the funds in order for those funds to be credited as match.*

**6. Discuss the Applicant's experience and ability applied to the project [Maximum score of 25 points]**

Identify the relative experience of **all** persons (force account or outside contractor) proposed to work on the project, whether planning, design, execution or administration. Provide evidence of the abilities and qualifications of each as it relates to the project's specific requirements.

Describe the availability to the applicant of the resources, including any personnel, detailed in the project budget, criteria area #4, and any anticipated delays expected to occur between the time an award is accepted and the commencement of the project. Demonstrate that the personnel and other resources identified are those necessary and appropriate to accomplish the project.

**25 points** - the experience, abilities and qualifications of all persons is identified, and clearly, rationally and succinctly related to the proposed project; the materials and other necessary items are clearly identified, described, and are available without qualification or delay;

**13 points** - the experience, abilities and qualifications of most persons involved in the project is identified, and accurately related to the proposed project; the crucial materials and other absolutely necessary items are identified and available, though there may be some tolerable qualification or delay;

**0 points** - the experience, abilities and qualifications of all pertinent persons is not identified, or is not related to the proposed project; materials and other necessary items are not identified or are clearly incomplete or deficient for the project; the availability of the materials and necessary items is not indicated, or the indications are that there will be significant delays or problems in obtaining them.

Tiebreaker - Answer the following question:

- 1) Is the Applicant located in a Front Porch Community? If so, please describe the location.

## SECTION V

### APPLICATION ORGANIZATION AND FORMAT

Application submissions shall be organized as follows:

1. **Letter of Transmittal** - This letter should not exceed a page in length, should **briefly** describe the applicant's proposed project, state a positive commitment to perform the work necessary to implement the project within the established time frame, and identify the dollar amount of the funding requested from RCMP. In addition, the letter should identify any other persons, companies, organizations or parties involved in the proposed project. The letter should also include the following assurances: that only those entities identified in the application are involved in the proposed project; that the application is made without collusion with any other entity submitting an application; that the application is, in all respects, fair and in good faith, without fraud or collusion; and that the signer of the application has full authority to bind the applicant and all other involved parties. If the applicant is providing a cash match, the transmittal letter can also be considered an appropriate official document. The letter must clearly state the total amount of the cash match being committed and be signed by an official with the authority to fully commit the cash funds (e.g., chairman of the board or mayor or other similar official).
2. **Title Page** - Each application shall have a title page consistent with Attachment 1 contained in this application packet. If submitting on-line or on disk, the title page must be received on hard copy by the Division no later than three (3) days prior to the published application deadline date. Also, a hard copy of the title page containing the original authorized signature must be submitted by mail and must be received no later than three (3) days prior to the published application deadline date.
3. **Table of Contents** - Each application shall provide a table of contents that reflects the format set forth in this section (V). Page numbers for the proposed budget and for the matching fund information shall also be displayed in the Table of Contents.
4. **Proposed Project Presentation** - **This portion of the application contains the narrative presentation of the proposed project as it relates to the six (6) scoring criteria. All scoring criteria listed in Section III and detailed in Section IV must be fully addressed. Applications will be evaluated and scored using only the information provided in the application.**
5. Each of the four application items listed above must be separately identified. The proposed budget must be consistent with Attachment 2 contained in this application package and must be **tabbed**. The section relating to matching funds offered by the Applicant must also be **tabbed**.

## SECTION VI

### SELECTION/AWARD PROCEDURES

Applications shall be scored by the review committee in accordance with the terms and conditions described in this NOFA.

- \* Applications shall be scored by the review committee independently and the scores shall be totaled and averaged. Thereafter, the committee shall evaluate the scores and arrive through consensus at preliminary scores and rankings.
- \* Preliminary scores and rankings shall be prepared based upon the total number of points earned with the overall highest number of points determining priority for funding.
- \* The review committee shall recommend the scores and preliminary rankings to the Director of the Division for review and approval within 60 days following the application deadline date.
- \* Once approved by the Director, preliminary scores and rankings shall be posted to the DEM website, at <http://www.floridadisaster.org/brm/rcmp/>
- \* Final award of points shall be made by the Director of the Division following the completion of any administrative processes.
- \* Final scores and rankings shall be posted to the DEM website at <http://www.floridadisaster.org/brm/rcmp/>
- \* Funds shall be offered to the Applicant with the overall highest score, then to the Applicant with the next highest score, and so on, until all funds have been offered or all eligible applications have been funded; funding for the final program offered funds may be in a partial amount, depending upon the remainder of funding.
- \* Applicants shall be given 21 days to accept or reject a proposed award at which time a fully completed proposal with all attachments, and any other documentation that may be requested, should be submitted to the Division. Written notice of intent to accept or reject shall be delivered to the office designated in the notice of award. In the event an Applicant fails to accept or reject a proposed award within the specified time frame, the funds shall revert to the RCMP program.
- \* Cost reimbursement agreements between the Division and awarded Applicants will be developed and executed to implement all funded applications. Funded application submissions will become part of the agreements.

**RCMP COMPETITIVE GRANT APPLICATION  
ATTACHMENT 1 TITLE PAGE**

TITLE OF PROJECT \_\_\_\_\_

AMOUNT REQUESTED FROM STATE \$ \_\_\_\_\_

AMOUNT MATCHING FUNDS COMMITTED \$ \_\_\_\_\_ **CASH**

\$ \_\_\_\_\_ **IN-KIND**

The application is submitted for consideration in the following category (select **ONLY** one):

Applications are accepted in the following six categories:

1. \_\_\_\_\_ Residential Mitigation Retrofit Program (Retrofit Program): Assistance to primarily low and moderate-income residents, which promotes wind mitigation (including retrofits, education, inspections and related activities).
2. \_\_\_\_\_ Projects that will promote public education and public information about wind mitigation and wind mitigation related areas, including but not limited to maintenance and enhancement of RCMP/wind mitigation on line information availability and program visibility.
3. \_\_\_\_\_ Projects that encourage and/or increase integration of wind mitigation into comprehensive planning and local mitigation plans and compliance with the State Hazard Mitigation Plan.
4. \_\_\_\_\_ Projects that will promote market based, non-regulatory approaches to mitigation, including, but not limited to, training in regard to wind mitigation (construction) techniques, products and procedures, codes and standards, and related areas.
5. \_\_\_\_\_ Projects, which enhance program effectiveness, measurement and attainment of, project goals and recommendations for improvement.
6. \_\_\_\_\_ Other projects that will further wind mitigation/RCMP objectives, which have been designated by the Program as priorities in the applicable Notice of Fund Availability/RFP.

**APPLICANT INFORMATION:**

Name of Organization: \_\_\_\_\_

Address of Organization: \_\_\_\_\_

E-mail address of Organization: \_\_\_\_\_

Name of Chief Elected Official/CEO: \_\_\_\_\_

Name of Chief Administrative Officer: \_\_\_\_\_

Name of Applicant Contact: \_\_\_\_\_

Title of Applicant Contact: \_\_\_\_\_

Telephone Number of Applicant Contact: \_\_\_\_\_

E-mail address of Applicant Contact: \_\_\_\_\_

Federal Employee Identification (FEID) Number: \_\_\_\_\_

**AUTHORIZED SIGNATURE**

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

**If delegation of authority has to be submitted with this application, it should be attached to this page.**

**RCMP COMPETITIVE GRANT APPLICATION  
ATTACHMENT 2**

Date:

**Proposed Budget**

EXPENDITURE CATEGORIES	Cash Match A	In-kind Services Match B	Total Grantee Cost A+B=C	RCMP Award D	Total Project Cost C+D=E
1. SALARY AND BENEFITS					
2. OTHER PERSONAL / CONTRACTUAL SERVICES					
3. ADMINISTRATIVE EXPENSES					
4. EXPENSES					
5. OPERATING CAPITAL OUTLAY					
6. FIXED CAPITAL OUTLAY					
TOTAL EXPENDITURES					
PERCENTAGES	A%	B%	C%	D%	E%

NARRATIVE EXPLANATION AND JUSTIFICATION OF LINE ITEMS:

**Note: Use as many specific line item entries as are needed to thoroughly explain anticipated costs.**

**RCMP COMPETITIVE GRANT APPLICATION  
ATTACHMENT 3**

**\*\*\*Example\*\*\***

**Proposed Budget\***

EXPENDITURE CATEGORIES	Cash Match	In-kind Services Match	Total Grantee Cost	RCMP Award	Total Project Cost
1. SALARY AND BENEFITS A. Labor for shelter construction		2,106.00	2,106.00		2,106.00
2. OTHER PERSONAL / CONTRACTUAL SERVICES A. Electrician				11,025.00	11,025.00
3. ADMINISTRATIVE EXPENSES		412.00	412.00		412.00
4. EXPENSES A. 200 cots @ \$13.00	2,600.00		2,600.00		2,600.00
5. OPERATING CAPITAL OUTLAY A. 100 KW generator B. trailer				40,000.00 3,000.00	43,000.00
6. FIXED CAPITAL OUTLAY A. Materials for generator shelter	2,750.00		2,750.00		2,750.00
TOTAL EXPENDITURES	5,350.00	2,518.00	7,868.00	54,025.00	61,893.00
PERCENTAGES	9%	4%	13%	87%	100%

**NARRATIVE EXPLANATION AND JUSTIFICATION OF LINE ITEMS:**

\*[This example of a proposed budget is for a project, which would enhance an existing Special Needs Facility and increase the county's sheltering capacity by providing emergency power and additional cots. Specific line items detail planned cost elements. The grant funds would be used for the purchase and installation of a 100 KW generators and trailer. The county is contributing \$2,600.00 cash for the purchase of 200 cots, which cost \$13.00 each. The county is also contributing \$2,750.00 cash, for a total cash match of \$5,350.00, for the purchase of material to construct a concrete shelter to protect the generator. The county is also making an in-kind service contribution of salaries and administrative expenses for a total in-kind service match of \$2,518.00. This brings the total grantee cost to \$7,868.00 or 13% of the total project cost.]

1. Salary and Benefits: County staff used to construct shelter for generator, 3 employees estimated at 24 hours each.
2. Other Personal / Contractual Services: electrician - wiring of the generator, received 3 estimates.  
(Estimates should be identified as appendix items and remitted with completed proposal)
3. Administrative Expenses for overseeing the project, 3 personnel: School Board Superintendent 3 hours, Administrative Assistant 8 hours, County Engineer 14 Hours.
4. Expenses: 200 cots will be purchased at \$13.00 each as a cash match for this project.  
(Vendors/Bids should be identified as appendix items and remitted with completed proposal)
5. Operating Capital Outlay: portable 100 KW generator and trailer, received 3 estimates.  
(Vendors/Bids should be identified as appendix items and remitted with completed proposal)
6. Fixed Capital Outlay: materials needed to construct a concrete shelter to protect generator.  
(Vendors/Bids should be identified as appendix items and remitted with completed proposal)

NOTE: Evidence of an Engineering Survey to ensure facility meets American Red Cross shelter requirements (ARC 4496) is required with application

**RCMP COMPETITIVE GRANT APPLICATION  
ATTACHMENT 4**

**EXPENDITURE CATEGORY DEFINITIONS  
(For Use in Budget Development)**

**1. SALARY AND BENEFITS:**

The compensation for services that are directly related to the project by a person who is a regular employee in an established position for a specific period of time.

**2. 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.

**3. ADMINISTRATIVE EXPENSES:**

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.

**4. 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.

**5. OPERATING CAPITAL OUTLAY:**

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

**6. FIXED CAPITAL OUTLAY:**

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.