

Notice of Funding Availability [Modified]

DIVISION OF EMERGENCY MANAGEMENT RESIDENTIAL CONSTRUCTION MITIGATION PROGRAM COMPETITIVE GRANT PROGRAM

Please note the modifications of this document include clarification on the Applicant's Eligibility for the Mitigation Planning and Integration application category and the extension of the application deadline. All RCMP applications must be received at the Division by August 16, 2010, 4:00 p.m.

The Florida Division of Emergency Management (DEM or the Division) announces the availability of approximately \$2,467,389.00 in Residential Construction Mitigation Program (RCMP) funding. Eligible applicants may submit up to three (3) applications for a maximum grant of \$100,000 each from the 2010-2011 Florida Legislature appropriation to the Hurricane Loss Mitigation Program from the Florida Hurricane Catastrophe Fund.

To Download Section 215.559, Florida Statutes, this Application packet, and related information please visit our website at <http://www.floridadisaster.org/Mitigation/RCMP/index.htm>. Please contact Shemeeka Hopkins, Planning Manager at (850) 922-4079 if you have any questions about this NOFA.



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1.0 Funding Opportunity Overview

1.1 Authorizing Legislation and Regulations

In 1999, the Florida Legislature passed the Bill Williams Residential Safety and Preparedness Act. This created the Hurricane Loss Mitigation Program, (section 215.559, Florida Statutes) with an annual appropriation of \$10 million. These funds are derived from the Florida Hurricane Catastrophe Fund. Section 215.559, F.S. establishes minimum funding levels for specific interests. The Florida Legislature allocates funding from this appropriation to RCMP on an annual basis.

1.2 Award Information

Pursuant to Section 215.559, Florida Statutes, RCMP makes funds available annually to pursue the following objectives:

- To improve the wind resistance of residences and mobile homes through subsidies, grants, outreach, demonstration projects, direct assistance.
- To educate persons concerning the Florida Building Code cooperative programs with local governments and the federal government.
- To prevent losses or reduce the cost of disasters and reduce the cost of rebuilding after a disaster.

Funds available for these uses in SFY10/11 are \$2,467,389.00. Funds are distributed according to application category. Details are provided in Sections 4.0 and 5.0 of this NOFA.

Please note: RCMP funds may be used as match for federally funded Hazard Mitigation Assistance (HMA) program projects. Such HMA grant programs include the Hazard Mitigation Grant Program (HMGP) and the Pre-Disaster Mitigation Grant Program (PDM).

In order to qualify to use RCMP funds as HMA program match, the following must be true:

- The project qualifies for both programs
- The project's scope of work is identical for both programs
- Activities must be performed within the RCMP contract period

Changes from SFY09/10 NOFA

Changes to this NOFA from SFY09/10 include the following:



- NOFA format has been streamlined for readability
- Performance Measurement Plan requirement: The inclusion of a performance measurement plan in the project application is a new requirement as of SFY 10/11. Please pay special attention to this requirement's detail, which can be found in Sections 4.0 and 5.0 of this NOFA.
- Application categories have been modified. SFY2010/2011 application categories are as follows:
 - Residential Mitigation Retrofit
 - Public Outreach
 - Mitigation Planning

1.3 Application Due Dates

NOFA Release	July 1, 2010
Application Release	July 1, 2010
Application Deadline	August 16, 2010
Award Announcements	No later than 30 days from application deadline

Applications must be received on or before 16 August 2010, 4:00 P.M. local time.

Applications may be delivered in person or by mail to the following address:

Shemeeka Hopkins, Planning Manager
Florida Division of Emergency Management
Attention: RCMP
2555 Shumard Oak Boulevard
Tallahassee, Florida 32399-2100

2.0 Application Submission

This is a competitive program. Projects compete against one another in project categories. This NOFA solicits only proposals that are cost reimbursement subgrant agreements.

2.1 General Information Regarding Application Submission

- All eligible applicants shall be limited to one (1) application submission per application category with no more than three (3) application submissions in a state fiscal year. Each application must be for no more than \$100,000.00.
- 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.
- An original and five (5) copies of the application must be received along with a CD containing the application electronically. Project match and budget sections must be



tabbed. The original must be labeled “Original” and must contain an original signature in ink of the authorized official.

2.2 Application Organization and Format

Application submissions shall be organized as follows. A template has been provided in Attachment 2 which the applicant must use in developing the NOFA.

- **Cover Page** - Each application shall have a title page which contains the following:
 - **Project Title** - Your project should have a title that adequately describes the project.
 - **Abstract** - Please include an abstract of 200 words or less that gives a summary of your project including what you will do and what you hope to accomplish that could benefit the public.
 - **Project Coordinator** –person directly responsible for administering the project
 - **Organization** - must be a viable organization that is capable of managing expenses and documenting all reimbursable costs
 - **Federal Tax ID** – for classification purposes.
- **Table of Contents** - Each application shall provide a table of contents which indicates at least the Application form, Budget, Matching funds, and Project Presentation.
- **Application Form** – Fully completed. The application form is available as Attachment 1 of the Application Package
- **Proposed Project Presentation** - This portion of the application contains the narrative presentation of the proposed project as it relates to the scoring criteria. An application template has been provided in this NOFA for the applicant, but following it is not required. All scoring criteria (Section 5.0) listed in this NOFA must be fully addressed. Applications will be evaluated and scored using only the information provided in the application.

Applications must be no more than 15 pages, complete, accurate, and legible when submitted and must meet the requirements detailed in the NOFA or they shall be rejected.

Each application should be securely bound in a folder appropriate for the size of the application.

2.3 Application Review Process

- Each application will be first reviewed for “completeness”. In order for an application to be considered “complete”, it must contain all the required information described in the application. Complete applications will then be “rated and ranked” according to the criteria described in Section 5.0 of this NOFA. Incomplete applications will not be



considered. Applicants will be informed with a written explanation of the deficiencies within 30 days.

- Applications will be scored by the review committee independently and the scores totaled and averaged. The committee will evaluate the scores and arrive at preliminary scores and rankings through consensus.
- Preliminary scores and rankings shall be prepared based upon the total number of points earned. A tie-breaker criterion has been provided in cases where scores are equal. The overall highest number of points determines priority for funding.
- The review committee shall recommend the scores and preliminary rankings to the Director of the Division for review and approval within 30 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/Mitigation/RCMP/index.htm>
- 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/Mitigation/RCMP/index.htm>
- 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. Partial funding may be offered to applicants in order to expend all available moneys.

Awards Processing

Applicants shall be given 21 days to accept or reject a proposed award. During this time, a fully completed proposal with all attachments and any requested documentation must 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 a proposed award within the specified time frame, funds shall revert to the RCMP program.

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.

3.0 Eligibility

This section provides a brief overview of applicant and project eligibility. More detail concerning application categories, eligible activities, and performance measurement is provided in Section 5.0 Category Detail.



3.1 Applicant Eligibility

Eligible applicants** for each application category are those identified in the following chart with X's:

<i>Project Category</i>	<i>State/Regional Agencies</i>	<i>Local Governments</i>	<i>Private Non-Profits</i>	<i>Educational Institutions</i>
Residential Mitigation Retrofit Program	X	X	X	X
Public Outreach	X	X	*	X
Mitigation Planning and Integration	X	X	*	X

***The Division does not contract with individuals. In order to participate, residents must contact their respective local government for sponsorship.*

**Private non-profits must apply through the Request for Proposal (RFP) process per Section 287.057, Florida Statutes. If the Division identifies specific outreach or planning needs, it will release an RFP with specific scope requirements.*

3.2 Project Eligibility

Project submissions must be designed for completion in a twelve-month period ending June 30 of the designated State Fiscal Year (SFY), unless extended or otherwise indicated. Extensions are made on a case-by-case basis and are very limited in availability.

The applicant must select an Application Category as well as construct and include a basic performance measurement plan in the submitted project application (described in detail below).

Any submitted project must coincide with one of the three project categories listed above. All eligible applicants shall be limited to one (1) application submission per category with no more than three (3) application submissions in a state fiscal year.

Performance Measurement Plan

It is imperative that the applicant include a mechanism for adequate record keeping in the project application to be followed during project execution. Such records will allow the applicant and the Division to track and review progress as well as evaluate project performance upon completion. Over time, this information will be used to improve the RCMP and measure its utility.



Milestones/objectives will be outlined in the scope of work during contract negotiations. These milestones and objectives will be used to measure progress. The performance measurement plan outlines how progress will be tracked and measured in terms of efficiency, management, and effectiveness.

The performance measurement plan will be crafted in cooperation and coordination with the Subgrantee as part of the contract negotiation process. **The project application need only propose/identify how efficiency, management, and effectiveness (described below) will be measured, how records will be obtained/retained for measurement, and provide preliminary indicators of success.** Measurement data must be provided by the Subgrantee as part of its regular reports to the Division.

Efficiency, management, and effectiveness are three overarching measures the Division uses to indicate performance. Their use will differ based on the application category and eligible activities performed and indicated in the project's scope of work. They are defined briefly immediately below. Descriptions and examples of performance measurement use are provided in Section 4.0 Category Detail.

<i>Performance Measures</i>	<i>Descriptions</i>
Efficiency	Measure the extent to which the activities are conducted in a cost efficient manner. Cost Per Output (per Unit Cost) – the cost of production divided by volume of production, resulting in the <u>average</u> cost to produce 1 unit of output
Management	Determine whether the Subgrantee properly manages funds provided by the Division to produce required deliverables outlined in the scope of work. Production Level – the amount of output produced compared to that identified in the scope of work Timeliness – the timeliness of reporting and project completion
Effectiveness	This measure is used to determine how well the contractor is achieving expected results. Expected results should include distinct, quantifiable, and measurable outcome that directly and meaningfully supports the project's purpose and is of direct importance to wind mitigation. Success Level – the degree to which the desired outcomes are achieved; output quality Cost Per Outcome – the cost of production divided by # of successful results, or the <u>average</u> cost to produce a unit of success [in brackets in Table I below] Statewide Impact – the extent to which the project is contributing to the

	solution of the statewide problem.
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4.0 Category Detail

For each project category below, a description of the project category, its eligible activities, and performance measurement requirements are provided. A project funded through RCMP can be measured for performance according to the activity or approach used to fulfill the objective prescribed by the description of the project type. These activities outline expectations and help to compare proposed and actual results.

Category 1: Residential Mitigation Retrofit Program

Description

The retrofit program provides assistance which promotes wind mitigation to residents. This includes retrofits, inspections, and construction or modification of building components designed to increase a structure's ability to withstand hurricane-force winds. All retrofits should result in systemic improvement of wind resistance to the structure and should be cost-effective and efficient in application.

Eligible Activities

Projects must further goals identified in the 2010 Enhanced State Hazard Mitigation Plan and should be in compliance with the local mitigation strategy.

Residences must first be inspected and recommendations of options made concerning retrofit techniques to be used on the residence. For each option and combination of options, the evaluation shall generate a benefit-cost analysis to indicate the ratio of reduced losses in future events to the estimated cost of implementing each option. Options to be considered shall include all reasonable, feasible, practicable and available methods of envelope protection, internal and external non-destructive upgrades and structural bracing.

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

- Replacement of roof sheathing;
- Replacement of roof covering;
- Installation of window and door opening protection;
- Brace bottom chord gable end;
- Anchoring of wall or floor units; and
- Roof to wall to foundation connections.



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 certain measures). Funding is 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.

Performance Measurement Requirements

Efficiency

A budget review during progress reporting will be conducted to ensure funds are being used efficiently as compared to similar products.

Management

Production level and timeliness will be reviewed as compared to the parameters outlined in the project's scope of work.

For example, production level will be measured as follows:

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

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

Effectiveness

Effectiveness for this category will be determined in three ways. Two of which will be initiated by the Subgrantee.

- Pre- and post- inspections: pre and post inspections must be conducted for every retrofit to ensure that activities were concluded as outlined in the project's scope of work. Reports must be provided to the Division.
- Insurance Cost Reduction: Homeowners who receive a retrofit, or who were inspected to receive a retrofit and none was needed, should receive property insurance discounts in accordance with their respective insurance provider's requirements. The Subgrantee must provide inspection results to the policy holder, the Division, and to the insurer to this end.
- Cost-Avoidance Reports: The Division conducts post-disaster assessments of previously mitigated projects to determine whether retrofits have been effective in mitigating against disasters. The Subgrantee must provide the following information to the Division in order to facilitate conducting such assessments:



- Property address, value, building square footage, structure type (single story, brick, etc.)
- Pre- and post- disaster inspections
- Specs on all changes implemented

Category 2: Public Outreach

Description

Projects must further goals identified in the 2010 Enhanced State Hazard Mitigation Plan and should be in compliance with the local mitigation strategy.

This category encompasses projects that will promote public education and public information about wind mitigation and wind mitigation related areas, including but not limited to the following examples:

- Maintenance and enhancement of wind mitigation on-line information and program visibility
- Educating persons concerning the Florida Building Code cooperative programs with local governments and the Federal Government.
- Training in regard to wind mitigation techniques, products and procedures, codes and standards, and related areas.

Eligible Activities

➤ Outreach

Outreach includes efforts to increase awareness among the general public, businesses, and organizations regarding the need and means to decrease vulnerability to hurricane-force winds. Examples include:

- Residential wind mitigation promotion through industries and related or affiliated programs and organizations.
- Projects which provide for public awareness about wind mitigation.

➤ Training/Professionalism

Efforts designed to improve the skills and knowledge required of professionals who play an integral role in hurricane mitigation efforts. This might include training seminars, workshops, meetings, certification development, and more.



Performance Measurement Requirements

Efficiency

Efficiency in outreach initiatives can be determined by calculating the project cost per target (i.e., individual, business, or organization) and/or project cost per output (i.e., booklet, brochure, or media spot) and comparing these figures to reasonable expectations of cost. For training, this would include an analysis of project cost per session and trainee. Industry standards and past projects will help illustrate reasonable expectations of cost.

Management

Production level and timeliness will be reviewed as compared to the parameters outlined in the project's scope of work.

Production level can be illustrated by providing evidence regarding the number of targets reached (people trained, for example) and/or the number of outputs produced and distributed depending on the activity (i.e., licensure, booklets, training sessions, units retrofitted, etc.)

Timeliness will be determined as progress reports are submitted on time and with timely project completion.

Effectiveness

In order to measure effectiveness, applicants should expect to implement a short survey instrument for outreach and training. This instrument will be developed during the contract period and be geared around objectives as identified in the project's scope of work. Effectiveness will be measured through such factors as:

- The number or percent of targets with increased awareness / knowledge or with intended new knowledge/skills
- The number or percent of targets that take a desired action as a result of the outreach or training
- The number/percent of targets satisfied with quality of instruction

The instrument will increase performance measurement effectiveness by helping to identify the accompanying project cost per satisfied target, successful target, or target taking the desired action.

Category 3: Mitigation Planning

Description

The primary purpose of this category is to facilitate the development of local mitigation strategies (LMSs) and the integration of mitigation strategies into other planning initiatives.



Please note that reimbursements will be provided for this category only upon approval and adoption of the plan by the appropriate State and/or Federal agencies.

Eligible Activities

Projects must further goals identified in the 2010 Enhanced State Hazard Mitigation Plan and be in compliance with the local mitigation strategy.

➤ LMS Plan Development

This category was developed to help local governments develop LMSs, but to accommodate certain recommendations in their vulnerability assessments in particular. These recommendations for the Vulnerability Assessment portion of the LMS are:

- §201.6(c)(2)(ii)(A): The plan should describe vulnerability in terms of the types and numbers of existing and future buildings, infrastructure, and critical facilities located in the identified hazard area...
- §201.6(c)(2)(ii)(B): The plan should describe vulnerability in terms of an estimate to potential dollar losses to vulnerable structures identified in paragraph (c)(2)(ii)(A) of this section and a description of the methodology used to prepare the estimate...
- §201.6(c)(2)(ii)(C): The plan should describe vulnerability in terms of providing a general description of land uses and development trends within the community so that mitigation options can be considered in future land use decisions.

Please refer to FEMA's Local Multi-Hazard Mitigation Planning Guidance for a thorough description of these recommended components of the LMS.

➤ Mitigation Integration into other Planning Initiatives

Eligible projects increase integration of wind mitigation and other mitigation initiatives into comprehensive planning, capital improvements plans (CIPs), and local mitigation plans as well as compliance with the State Hazard Mitigation Plan.

Performance Measurement Requirements

Efficiency

A budget review during progress reporting will be conducted to ensure funds are being used efficiently as compared to similar projects.

Management

Proper management will be determined through the submittal of progress reports on time along with the timely completion of the project.



Effectiveness

Effectiveness will be measured through the successful completion of milestones and objectives as described in the scope of work. Additionally, this measure will be used to determine how well the contractor is achieving expected results. Expected results should include distinct, quantifiable, and measurable outcome that directly and meaningfully support the project's purpose and is of direct importance to wind mitigation.

5.0 Project Presentation and Scoring Criteria Summary

The project review committee uses a scoring system with emphasis on vulnerabilities and risks as well as consistency with the SHMP and appropriate LMS. Applications are scored by each reviewer independently. Through consensus, the committee totals and averages the project scores to determine ranking. Funding priority goes to the project with the overall highest score. Other projects are prioritized in descending order. Applications that receive less than 300 points will not be considered for funding.

Project selection criteria are summarized below. In addition, a technical/benefit-cost analysis will be conducted on all wind retrofit projects.

5.1 Instructions

Appended to this NOFA is an application template the applicant must use (in Attachment 2). This will ensure that all criteria are fulfilled. All points awarded will be based on information provided in this section. The application **MUST** address all seven (7) of the scoring criteria areas below.

The narrative should be concise and to the point. No more than 15 pages may be used for the entire application.

Score information is provided for your information purposes. Do not score yourself in the narrative. Detail is provided in Section **5.2 Scoring Criteria Detail**.

The maximum number of points is shown on the left of each scoring criteria area. Each of these areas should be clearly and fully addressed in the project presentation. Careful attention must be paid to the specific guidance in Section **5.2** and Section **4.0 Category Detail**. The template in Attachment 2 will facilitate this process for you.

Failure to clearly address any of the required criteria areas will result in the scoring of zero (0) points for each criterion not addressed.



<i>Point Max.</i>	<i>Criterion</i>	<i>Description</i>
Group I. Description of Need, Proposed Solution, and Expected Benefits		
150	1	Clearly identify a demonstrated wind mitigation related need and explain how this project will address it, including outputs. Clearly link the project to the project type identified.
75	2	Identify and demonstrate long- and/or short-term tangible benefits of this project.
100	3	Clearly outline performance measurement data and data gathering methods the applicant will use to evaluate the project.
Group II. Collateral Information for the Project		
100	4	Clearly describe the project's consistency with the State Hazard Mitigation Plan goals and applicable Local Mitigation Strategy
100	5	Describe why this 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
50	6	Identify any matching funds, either cash or in-kind. Include supporting documentation
25	7	Provide evidence of the abilities and qualifications of those persons proposed to work on the project if funded
600 Points maximum		

Tiebreaker

If there is a tie between projects, the scoring party must respond to the following question:

Is the Applicant located in a Front Porch Community? If so, please describe the location and any mitigation programs or initiatives being conducted which relate to mitigation.

5.2 Scoring Criteria Detail

The following information is to be used to fully develop the project presentation. Reviewers may award a point score anywhere within the point range for the criteria being addressed. This often results in a range of scores for the same application. Specific point awards discussed in this section are provided as benchmarks.

1. Clearly identify a demonstrated wind mitigation related need and explain how this project will address it, including outputs. Clearly link the project to the Project type identified. [Maximum score 150 points]



Identify any demonstrated wind mitigation need that will be addressed by the proposed project. Reference any documentation identifying and describing the need. Indicate whether the need is identified by statute, rule, plan or other legal requirement or fulfills an unmet local need. 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. Identify any and all project outputs specifically. For example, for a Public Outreach project type, this might include the number and location of workshops and expected attendees a project is intended to complete.

150 points	Wind mitigation need to be addressed by the proposed project is clearly and succinctly identified; need identified is completely aligned with RCMP program objectives; support confirming the need is properly identified; application clearly, succinctly, and rationally explained the project in depth including 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.
75 points	Wind mitigation /RCMP program need identified aligns 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 that properly aligns with RCMP program objectives; 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 mitigation

2. Identify the immediate tangible benefits or reasonable expectation of longer-term wind mitigation benefits. [Maximum score 75 points]

Each application must indicate whether the project expects short-term benefits, long-term benefits, 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.



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 specific benefits and specific wind mitigation objectives. Identify any long-term benefits to 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 fulfill a portion of 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 to complete other stages of the project.

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. Clearly outline proposed performance measurements and methods the applicant will use to evaluate them. [Maximum score 100 points]

The project application must provide the framework for the plan which will identify the following for each performance measure (efficiency, management, effectiveness):

- Measurement data to be collected
- Data collection method
- Indicators (of success or failure)

Performance measurement framework suggestions have been provided within the NOFA in Section **4.0 Category Detail**. The applicant's performance measurement framework must indicate the appropriate data to be collected as well as provide a mechanism collect the data and to indicate project efficiency, proper management, and effectiveness. This framework must provide a basic outline to evaluate the project according to the measurements.

For the effectiveness requirement, be sure to provide a method of quantifying the benefits identified above in Criterion #2.

100 points	Provides a specific performance measurement framework through which the applicant and the Division can measure project output; provides a mechanism to gather all information required to adequately monitor and measure project performance as outlined in the performance category measurement matrix. Identifies clear indicators of project success. Provides enough information for the Division and applicant to develop a performance measurement plan for contract integration and use throughout the project period of performance.
50 points	Provides a basic outline through which the applicant and the Department can measure the project output; does not provide adequate data measurement, collection, or evaluation descriptions to measure efficiency, management, and effectiveness.
0 points	Does not provide a method to measure performance or does not provide a means to provide information required to measure efficiency, management, or effectiveness.



4. Describe the project's consistency with the State Hazard Mitigation Plan, its goals, and any applicable local mitigation strategies (LMS). [Maximum score 100 points]

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

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.

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. Goal compliance clear.
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. Goal compliance clear.
0 points	Inconsistent - few or no items in the plan(s) are identified, consistency is not explained or the explanation is not rational, clear or comprehensive

5. 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 indicate 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 the Application Packet. Group proposed expenditures in the following categories:

- **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 RCMP 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 that have a normal expected life of 1+ years);
- **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

6. 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). If the RCMP funds are intended to provide match for other HMA program grants, indicate as such.

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 match portion of the completed Application Form (Attachment 1) 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 budget criteria area.



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 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

7. Discuss the Applicant's experience and ability applied to the project [Maximum score 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 application 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 and any mitigation programs or initiatives being conducted which relate to mitigation.*

Application Form

Project Title: _____

Applicant Information

1. Applicant (Organization): _____

2. Applicant Type:

- ☐ State or Local Government
☐ Recognized Native American Tribe
☐ Private Non-Profit

3. Federal Tax I.D. Number: _____

4. County: _____

5. Point of Contact:

☐ Ms. ☐ Mr. ☐ Mrs.

First Name: _____ Last Name: _____

Title: _____ Telephone: _____ Fax: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Email Address: _____

6. Parties to the project (identify any and all other persons, companies, organizations, or parties involved in the proposed project): _____

7. Application Prepared by:

☐ Ms. ☐ Mr. ☐ Mrs.

First Name: _____ Last: _____

Title: _____ Telephone: _____ Fax: _____

8. Authorized Applicant Agent (Append required proof of authorization authority)

☐ Ms. ☐ Mr. ☐ Mrs.

First Name: _____ Last Name: _____

Title: _____ Telephone: _____ Fax: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Signature: _____

Date: _____

Project Title: _____

Project Information

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

☐ Category 1: Residential Mitigation Retrofit Program

☐ Category 2: Public Outreach

☐ Category 3: Mitigation Planning

2. Amount requested from RCMP: \$ _____

3. Attached is a letter of endorsement for the project from the county's Local Mitigation Strategy Coordinator: ☐ Yes ☐ No

4. Is this project being submitted to provide match to another Hazard Mitigation Assistance (HMA) Program? If so please provide the program and project identification if available. _____

5. Match:

In-kind services: \$ _____ / % _____ of total project cost

Cash Match: If the applicant is providing a cash match, this application can be considered an appropriate official document. Please clearly state the total amount of the cash match being committed and sign by an official with the authority to fully commit the cash funds (e.g., chairman of the board or mayor or other similar official).

Cash match: \$ _____ / % _____ of total project cost

Official Signature: _____

Name: _____ Title: _____

Project Title: _____**Proposed Budget**

The applicant may include the budget in this form or attach it in a spreadsheet following this format.

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%

As the applicant, I hereby assure the following:

- 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;
- That the signer of the application has full authority to bind the applicant and all other involved parties.
- A positive commitment to perform the work necessary to implement the project within the established time frame and budget.

Signature: _____

Name: _____

Title: _____

Date: _____

RCMP Competitive Grant Application Template

SFY 2010/2011

Applications due: August 16, 2010

Limit to 15 pages, 12-point font, MS Word format

Questions?

Contact: Shemeeka Hopkins
RCMP Program Manager
(850) 922-4079

Shemeeka.Hopkins@em.myflorida.com

This is a template you may use to fulfill the four required sections for your full application entry. Use of the template is recommended to ensure that all criteria are fulfilled, but not required.

Cover Page

- **Project Title** - Your project should have a title that adequately describes the project.
- **Abstract** - Please include an abstract of 200 words or less that gives a summary of your project including what you will do and what you hope to accomplish that could benefit the public.
- **Project Coordinator** –person directly responsible for administering the project
- **Organization** - must be a viable organization that is capable of managing expenses and documenting all reimbursable costs
- **Federal Tax ID** – for classification purposes.

Application Form

Fully complete the application form, which is Attachment 1 of this Application Package.

Table of Contents

Provide a table of contents which indicates at least the Application form, Budget, Matching funds, and Project Presentation.

Project Presentation

1.0 Project Description

Clearly identify a demonstrated wind mitigation related need and explain how this project will address it, including outputs. Clearly link the project to the Project Type identified. [Maximum score 150 points]

- Demonstrated Need: Identify any demonstrated wind mitigation need that will be addressed by the proposed project.
- Sources/References: Reference any documentation identifying and describing the need. Indicate whether the need is identified by statute, rule, plan or other legal requirement or fulfills an unmet local need. 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
- Project Description
 - Project Type
 - Project Description: Explain what the proposed project is and provide a brief description of the activities.
- Expected Results
 - How addresses need: 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.
 - Project Outputs: Identify any and all project outputs specifically. For example, for a Public Outreach project type, this might include the number and location of workshops and expected attendees a project is intended to complete.

2.0 Benefits

Identify the immediate tangible benefits or reasonable expectation of longer-term wind mitigation benefits. [Maximum score 75 points]

- Benefits
 - Time frame (long-term, short-term, combination): Indicate whether the project expects short-term benefits, long-term benefits, or a combination.
 - Description of benefits: Describe the specific wind mitigation benefits, both direct and indirect, of the proposed project. Identify any benefits to wind mitigation/RCMP objectives.
 - Supporting Documentation: 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.

- Indicate the expected commencement date, completion date, and milestones of the project.

3.0 Performance Measurement Framework

Clearly outline proposed performance measurements and methods the applicant will use to evaluate them. [Maximum score 100 points]

Indicate the appropriate data to be collected as well as provide a mechanism collect the data and to indicate project efficiency, proper management, and effectiveness. This framework must provide a basic outline to evaluate the project according to the measurements.

- Efficiency: Describe how you will measure and provide evidence of the extent to which the activities are conducted in a cost efficient manner.
 - Measurement data to be collected
 - Data collection method
 - Indicators of success or failure
- Management: Describe how you will measure and provide evidence that you properly manage funds provided by the Division to produce required deliverables to be outlined in the scope of work.
 - Measurement data to be collected
 - Data collection method
 - Indicators of success or failure
- Effectiveness: What is at least one distinct, quantifiable, and measurable outcome that directly and meaningfully supports the project's purpose and is of direct importance to wind mitigation? This outcome should include the following: goal, performance measure, benchmark, and target. Additionally, you need to define what your data sources are, how you will collect the data and how it will be used to influence the success and direction of the project.
 - Measurement data to be collected
 - Data collection method
 - Indicators of success or failure

4.0 Project Consistency

Describe the project's consistency with the State Hazard Mitigation Plan, its goals, and any applicable local mitigation strategies (LMS). [Maximum score 100 points]

- Consistency with the State Hazard Mitigation Plan: Identify the particular goals and items in the plan which are relevant to the project; link the consistency of the project with the plan rationally, clearly and comprehensively.

- Consistency with any applicable local plans: 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.
- Support: Append copies or include quotes of pertinent portions of the plans referenced above. If any letters of consistency or support have been received from applicable local emergency management agencies or local governments, reference them and append them to the application.

5.0 Approach Justification and Budget

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

➤ Approach Justification

- Wind mitigation issue being addressed: Briefly describe the wind mitigation issue being addressed, accepted methods of addressing the issues, and any studies/analyses of the issue.
- Previous attempts: Describe previous attempts (by the applicant or otherwise) to address this issue and the methods used. Identify whether they passed or failed with some description as to why.
- Chosen Method: Identify the chosen method for addressing the issue and any past successes or failures with this method. Provide justification as to why this method was chosen.
- Support: Identify any references and support for claims above.

➤ Budget

- Proposed Budget: Please use the Application Form (Attachment 1) to provide the proposed budget.
 - 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.
- Narrative Explanation: Describe how the proposed budget is necessary and appropriate to the scope of work and intended project result.
- Justification of Line Items (Note: Use as many specific line item entries as are needed to thoroughly explain anticipated costs): Provide a description of each line item used in the proposed budget, to include match. See Attachment 3 for an example.

6.0 Project Match

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

- Amount and Supporting Documentation: Identify the amount and other required information in the Application Form. Provide supporting documentation. The application form 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).
- Match funds: Describe the source and type of any funds provided from other sources to match grant funds received from RCMP. Indicate whether RCMP is acting as match for any other program.
- Other funds: 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.

7.0 Applicant Ability

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

- Participant Experience: This requirement can be met by appending resumes geared to the project. Resumes should be provided for all persons (force account or outside contractor) proposed to work on the project (whether planning, design, execution or administration).
- Resource Availability: Describe the availability of resources, including any personnel, detailed in the application and anticipated commencement of the project (immediate, delayed, how long?). Explain how personnel and other resources identified are those necessary and appropriate to accomplish the project.

Tiebreaker

Is the Applicant located in a Front Porch Community? If so, describe the location and any mitigation programs or initiatives being conducted which relate to mitigation.

Example Proposed Budget

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.

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:

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)

RCMP Attachment 3: Example Budget

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