

Creating a Local Housing Disaster Strategy

Part 1: Hurricane Season Toolkit

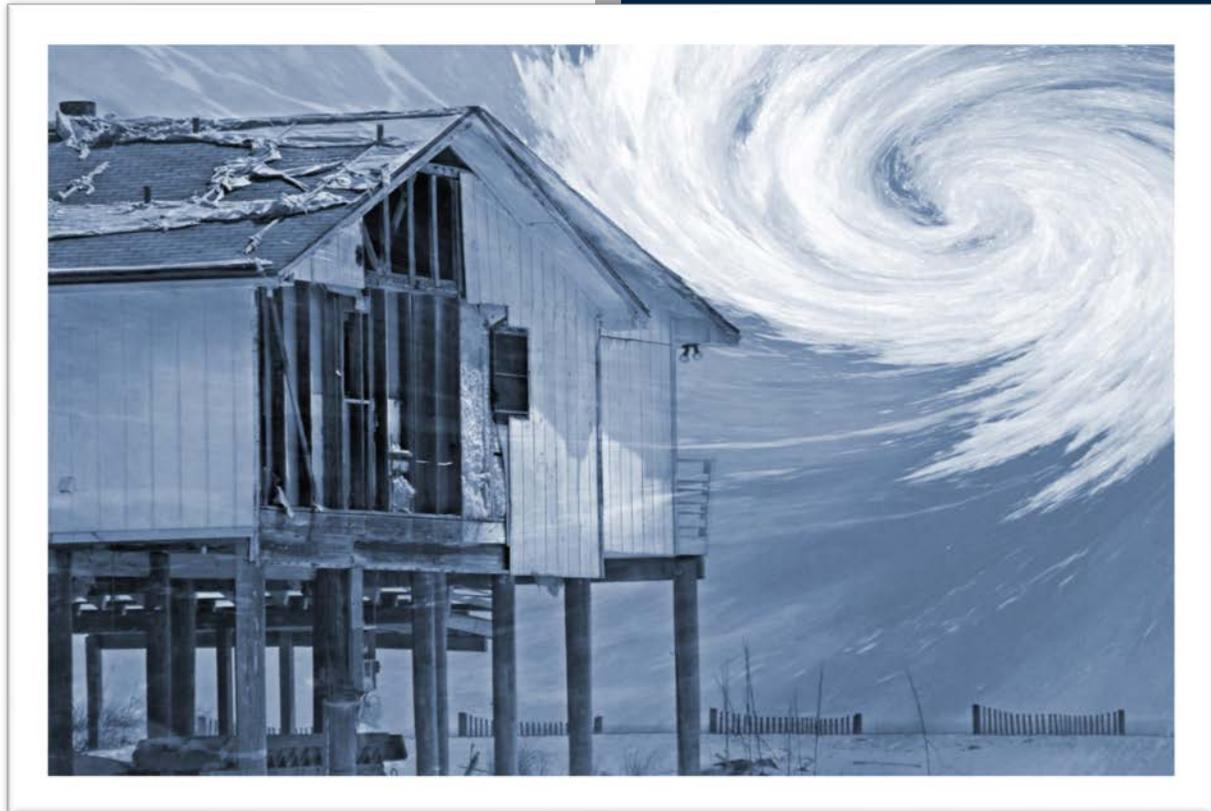


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CREATING A LOCAL HOUSING DISASTER RECOVERY STRATEGY, PART 1: HURRICANE SEASON TOOLKIT

INTRODUCTION

Florida is magnificent; we have beaches along three sides and sunshine year-round. We also have hurricanes. We have natural beauty and we have natural disasters. While there is no correlation between natural beauty and natural disasters, housing is connected to both. Specifically, the housing needs of lower-income Floridians, which are amplified in the aftermath of a natural disaster.

Florida is a destination due to its natural beauty, and there are many who move to Florida for its natural beauty—creating a deficiency of housing options attainable to low-income Floridians. Our Sunshine State draws over 1,000 people to move here every day. People move to Florida after a lifetime of wealth building in other states and countries causing the price of Florida’s housing to increase and become out of reach. Every day, Florida is facing a housing affordability crisis—a slow coming disaster.

Across the state, affordable housing assistance programs work to address housing need. Florida created a dedicated revenue source to fund the State Housing Incentive Partnership (SHIP) program at the local level and the State Apartment Incentive Loan (SAIL) program at the state level. SHIP is in every one of our 67 counties, as well as larger municipalities. Since it was started in 1992, SHIP has created an infrastructure of local housing administrators who run housing rehab and emergency repair programs every day of the year.

Housing is also connected to natural disasters; it may be damaged or destroyed. When existing homeownership and rental housing financed with housing subsidies are destroyed, the shortage of affordable housing becomes extreme. Fortunately, during periods following a disaster, the SHIP infrastructure has enabled Florida to successfully recover. This infrastructure has used state and federal funding to rebuild and recover.

MAKING A DISASTER RECOVERY PLAN

Disasters occur frequently enough in Florida that success with affordable housing assistance is contingent on having a plan for disaster recovery. Each Florida community needs a strategy for protecting affordable housing against disaster damage and repairing or replacing damaged housing stock.

This publication offers what you need to address housing-related disaster preparation:

- ❖ **Disaster Preparation Best Practices:** Compare the work of your organization to the local governments featured here. They regularly train with local emergency management staff and prepare housing plans for disaster response.

- ❖ **Housing Mitigation:** Disaster preparation includes mitigation and resilience measures that are included in year-round home repairs, in addition to new construction design. They are intended to reduce loss of life and property by lessening the impact of future disasters.
- ❖ **Disaster Toolkit:** Review the checklists and materials that will aid local government housing administrators and planners.
- ❖ **Opportunity Zones Overview:** A guide to using Opportunity Fund investment dollars in disaster recovery scenarios.

REBUILDING YOUR COMMUNITY

This publication also provides guidance and identifies resources to use in responding to recent disasters, including Hurricane Michael:

- ❖ **State and Federal Resources for Disaster Housing Recovery:** The primary sources of permanent housing recovery funding for lower income households are the Florida Housing Finance Corporation (FHFC), U.S. HUD Small Business Administration (SBA), and United State Department of Agriculture (USDA). Each of these disaster resources are or will be deployed to support housing recovery in the Hurricane Michael-impacted counties. This section includes detailed guidance for the Hurricane Housing Recovery Program (HHRP), along with guidance on how an Opportunity Zone can provide funding for housing recovery.
- ❖ **Timeline of Housing Recovery:** The timeline identifies short term recovery in the early months after a disaster, as well as ongoing recovery that may occur for years to come. Rapid or temporary repairs are critical in the short term to make homes habitable in the 60 to 90-day period after a disaster. Longer term rebuilding funding sources are described with tips and guidance.
- ❖ **SHIP and HHRP Documents:** This publication contains a library of documents and templates related to SHIP or HHRP activities. The Application and Disaster Assistance Agreement in this manual should be completed by every disaster recovery applicant. Other documents may be used when contracting with a subrecipient organization.

MORE RESOURCES COMING SOON

The Hurricane Season Toolkit is part of a larger publication coming soon called “Creating a Local Disaster Housing Strategy.” The purpose of the guide is to provide instructions on working with local emergency operations staff on disaster housing plans. This is an activity that involves SHIP staff, planners, volunteer agencies, and other community partners.

Topics will include:

- ❖ ***Guidance for Housing and Emergency Management Meetings:*** Navigating jargon, deadlines, and program goals.
- ❖ ***Plan Template:*** A disaster housing plan template suitable for emergency management and SHIP administrators.
- ❖ ***Special Needs:*** Addressing housing needs for special needs households.
- ❖ ***Permanent Affordability:*** The role of Community Land Trusts in long-term disaster housing recovery.

MAKING A DISASTER RECOVERY PLAN

DISASTER PREPARATION & BEST PRACTICES

Housing administrators have a role to play in disaster preparedness and in planning local response and recovery processes. Prepare for this role by becoming aware of the overall framework of disaster planning.

Preparation activities may include:

- Join the preparation work groups most relevant for resolving housing issues.
- Dedicate staff and time to the ongoing disaster planning function.
- Regularly review the plans and protocols of disaster work groups.
- Periodically consider if the SHIP disaster strategy in the LHAP should be updated. This strategy should be designed to serve as broad a spectrum of needs as possible.
- Share plans and protocols with Affordable Housing Advisory Committee (AHAC) members, grantees, housing counseling agencies, and other housing partners and stakeholders. Share information about SHIP disaster strategy rules as well as FEMA and HUD programs.

THE HOUSING COMPONENT OF DISASTER PLANNING

The May 2019 Governor's Hurricane Conference that took place in West Palm Beach focused on the importance of addressing the share of affordable housing as part of the bigger recovery of disaster-damaged housing. Affordable housing was of high importance at the Hurricane Conference; being concentrated on in both the opening plenary and in trainings about Florida Division of Emergency Management's housing task force requirements.

Bill Johnson, Director of the Palm Beach County Emergency Management Office and the Florida Emergency Management Association, served as the moderator of the conference's plenary session and engaged attendees in dialogue about affordable housing; wanting to know, "How is your community addressing affordable workforce housing?" he asked.

"If you think housing is not an emergency management issue, think again. One of the most striking denominators of recent storms has been the significant loss and shortage of affordable workforce housing. I argue that in spite of excellent response plans, affordable workforce housing will be the Achilles heel of your disaster recovery. Without affordable housing options, the agony of economic recovery will linger on throughout your community for years."

The subject of affordable housing was also discussed by attendees as they prepare for recently announced housing-related requirements directed by the Florida Division of Emergency Management (DEM). Attendees were advised by DEM that there will be an expectation of local disaster housing plans as a component of applications to the 2019 federal Emergency Management Performance Grants (EMPG). A state housing strategy must also be prepared.

EXAMPLES OF DISASTER PREPARATION IN FLORIDA COMMUNITIES

The emergency management and disaster preparedness framework in Florida has produced several best practices that illustrate how the housing sector can most effectively participate in the process.

FLAGLER COUNTY

SHIP office staff coordinate with and assist Flagler County's Emergency Management Department on planning and mitigation efforts. The efforts include SHIP's participation in both the Local Mitigation Strategy and Community Organizations Active in Disasters (COAD) Recovery Coordination Team. Additionally, this includes the Emergency Management Department's participation at Affordable Housing Advisory Committee meetings. Furthermore, The Emergency Management Department and SHIP collaborate on the application and management of the state-funded Hurricane Loss Mitigation Grant Program and federally-funded Community Development Block Grant – Disaster Recovery (CDBG-DR) programs.

The SHIP Administrator's next task is to review and expand on the Emergency Management Department's Disaster Housing Plan. By partnering directly with the Emergency Management Department to incorporate enhancements in the Disaster Housing Plan, it will reflect the current and potential comprehensive needs of the Flagler community following a disaster.

CITY OF PALM BAY

The City of Palm Bay is implementing a property buy-outs program through the Hazard Mitigation Grant Program (HMGP), using CDBG-DR funds. Cimarron Circle residents requested assistance from Palm Bay's Floodplain Manager and the City's Growth Management Department to help resolve their neighborhood's vulnerability to repetitive flooding. Due to the recurring flooding issues, the repetitive loss claims to their flood insurance, and the exhaustion of being displaced when flood repairs are made, the residents of this community asked if the City of Palm Bay could purchase their homes. Staff submitted Cimarron Circle to Local Hazard Mitigation Committee for consideration and priority. The Cimarron Circle Acquisition/Demolition Project comes with an estimated cost of \$2.98 million and the city has applied to HMGP for funding.

The most recent developments with this project include:

- City staff obtained appraisals/assessments of property values to initiate negotiations with owners.
- Palm Bay submitted a HMGP application to Florida Division of Emergency Management and anticipates a favorable response.
 - This type of approach is desired by FEMA, since it is a local government working proactively to permanently remove repetitive loss properties.
- In August 2019 the City applied for Rebuild Florida's CDBG-DR Voluntary Acquisition funds for the 25% match required for HMGP. The standards and requirements of this application differ from HMGP but are not insurmountable to funding this project.

PASCO COUNTY

Prior to the start of each hurricane season, Pasco County's Community Development Department conducts a survey of all hotel and apartment vacancies in the region. In doing so, Pasco County develops an estimate of vacant units to house displaced persons and households in preparation for a potential disaster.

CITY OF WEST PALM BEACH

West Palm Beach's Department of Housing and Community Development has educated the city's emergency management staff about the SHIP disaster. This training is important because it helps those who work closely with the Palm Beach County's Emergency Operations Center (EOC) on disaster preparation topics to expedite implementation of the disaster strategy when a disaster occurs. Although SHIP staff do not plan directly with the EOC, city senior staff members are designated to be at the EOC and participate in county exercises. These city staff coordinate with all internal departments including Housing and Community Development (HCD). The EOC recognizes SHIP alongside HUD allocations as potential resources for disaster recovery strategies.

Beyond having a SHIP Disaster Strategy, SHIP staff at HCD follow a hurricane/disaster pre & post plan. It identifies specific preparation tasks 48-72 hours prior to hurricane landfall and outlines post-disaster tasks along with the staff responsible for each.

Highlights from the City of West Palm Beach's Hurricane/Disaster Pre & Post Plan include:

- **Secure City Owned Houses and Lots:** Ensure that any loose debris and construction materials are removed from site. Place shutters (if available) on properties without impact resistant windows.
- **Secure HCD Vehicles:** After all the sites are secured, refuel all vehicles. Inspect vehicles ensuring all safety equipment (first aid kits and fire extinguishers) is in place.
- **Post-Disaster Task:** HCD Management Team should review available disaster HUD/SHIP waivers and evaluate community needs for redirecting funding toward disaster recovery efforts.

ESCAMBIA COUNTY

The Neighborhood Enterprise Division of Escambia County connects with the County Emergency Operations Center (EOC); both reporting to the Human Services Branch. Responsibilities in the event of a disaster include provision of food and water, organizing of volunteers and donations, and other human and mass care needs during activation of the EOC for short term recovery needs. SHIP staff from the county and city participate in the Long-Term Recovery Team to assist with housing assistance post-disaster for more long-term recovery planning. As a next step, SHIP staff will review and add to the EOC's Disaster Housing Plan.

CITY OF LARGO

Most of the staff in the City of Largo's Community Development Department serve on the Residential Damage Assessment Team to respond to disasters. Most city employees are considered "disaster first responders" with involvement at some level. These designated city

employees complete disaster response internal trainings throughout the year in addition to attending trainings with Pinellas County's EOC. In addition, city staff have met with the Pinellas County Community Development staff to discuss resources and plan for disaster recovery.

CITY OF MIRAMAR

The City of Miramar is one of several communities where community development staff pre-approve vendors. Having an existing pool of contractors is a significant time-saving advantage during periods of disaster recovery.

MARION COUNTY

Marion County's Emergency Management Department is the lead agency responsible for providing a comprehensive and aggressive emergency preparedness response. The Community Services Director is the SHIP point of contact for the Emergency Management Team. The SHIP office also partners with United Way and its Marion Disaster Recovery Network Disaster Assistance Program (MDRN). This nonprofit works to ensure social services agencies have food, water, and clothes for county residents in need.

LEON COUNTY

The Leon County Department of Human Services & Community Partnerships (HSCP) Department collaborates with the Leon County Emergency Management Team through the Department's Volunteer Services Division; which is tasked with organizing and staffing the Emergency Operations Center when it is activated. Staff from the Division of Housing Services (SHIP office), which is also part of HSCP, participate in assessing damage to life and property immediately after a natural disaster occurs.

HILLSBOROUGH COUNTY

Hillsborough County has established a Redevelopment Taskforce to oversee the reconstruction process and serve as an advisory committee to the Board of County Commissioners on recovery and redevelopment issues. The taskforce consists of the County Administrator, Attorney, Fire Chief, County Growth Management Director, Emergency Management Office Director, and many others. This taskforce gives advice to the Board of County Commissioners during the reconstruction process after a hurricane. Annually, the taskforce will meet preceding the hurricane season to review past work and make improvements.

The list of responsibilities this taskforce takes on is comprehensive and very detailed. Some of these responsibilities include establishing procedures, reviewing and updating the redevelopment plan, assigning roles and responsibilities to the Technical Advisory Committees (TACs), county and city departments, and much more. In addition to creating a clear plan, the taskforce also assigns coordinators to help the plan run efficiently. These leaders carry the title of Disaster Recovery Redevelopment Coordinator, Economic Recovery Coordinator, and Hazard Mitigation Coordinator.

The Disaster Recovery Redevelopment Coordinator, also known as the Financial Administration TAC chair, is responsible for effectively distributing the disaster aid offered by the federal government and state agencies to Hillsborough County. The Economic Recovery Coordinator, also known as the economic redevelopment TAC chair, coordinates economic recovery among the business community after a disaster. Lastly, the Hazard Mitigation Coordinator, also known as the Hillsborough County Hazard Mitigation Manager, deals with responsibilities after the disaster response plan. Their job is to handle hazard mitigation assistance from the federal government and state agencies offered to Hillsborough County after a disaster.

Hillsborough County has also established four Phases of Implementation. These phases are the Pre-Disaster Phase, Emergency Response Phase, Short-term Recovery Phase, and Long-term Recovery and Redevelopment Phase. These phases give a step-by-step explanation of the actions taken preceding a disaster, immediately after the disaster, the rehabilitation of the community after the emergency phase, and the recovery years after the disaster; depending on the intensity. These phases are important because they include guidelines for how stakeholders should prepare, how to save lives, and meet basic human needs during an emergency.

The housing recovery process formed by Hillsborough County has five categories.

- 1) Temporary Housing Provision and Removal
- 2) Rapid Repair Permitting
- 3) Temporary Housing Siting Criteria
- 4) Funding Assistance and Insurance Problems
- 5) Available Contractors and Skilled Construction Workers

Lastly, Hillsborough County takes the initiative to communicate to all residents about the operations of the county. "Planning for Post-Disaster Recovery: Next Generation" (available at <https://www.fema.gov/media-library/assets/documents/103445>) highlights the preparedness plan of Hillsborough County. They actively outreach to spread the information, accommodating all community members by offering this information in a linguistically appropriate manner. For example, the county uses billboards, social media, public broadcasting, public meetings, government and county newsletters, and much more.

PINELLAS COUNTY

Pinellas County's 209-page Post-Disaster Redevelopment Plan is available at <http://www.postdisasterplan.org/>. The Steering Committee is the taskforce that collaborates with the Board of County Commissioners concerning disasters in Pinellas County. The Steering Committee's role is to manage the recovery and redevelopment of the county following a disaster, including affordable housing recovery, land use, construction, economic redevelopment, and health and human services. Alongside those duties, the Steering Committee also coordinates instructions from work groups and documents their feedback.

Pinellas County structured their disaster relief strategy into three main categories.

- **Immediate Emergency Period:** Usually lasts about a week, depending on the damage following the disaster. The primary focus during this period is to give attention to basic human needs and the safety of the public
- **Short Range Restoration Period:** Follows the emergency and can go on for several weeks. The purpose of this period is to assist the county in getting back to order.
- **Long-Range Reconstruction Period:** This entails, removing debris, starting repairs, and evaluating the extend of damages.

The Steering Committee is responsible for making decisions about Land Use, Housing, and Mitigation. In some disaster scenarios, land and structures can be severely damaged or completely destroyed. In these cases, the committee coordinates the build-back of this area. Within these decisions, the committee addresses insurance, reinvestment in real estate, and reconstruction of infrastructure.

During a disaster, historical areas or structures can be damaged. However, these historical resources could also be damaged through reconstruction if procedures are not established. "Disaster Planning for Florida's Historic Resources," which was published in 2006, gives guidelines on how to go about restoring these structures. Pinellas County follows this disaster planning guide to help maintain the character of the historic buildings.

Health and Human Services are an integral part of addressing a disaster situation. Pinellas County has gathered a diverse network of public-private partnerships to determine that the funds are being properly allocated to the community's needs. The Health and Human Services Coordinating Council for Pinellas County (HHSCC) collaborates with funders and providers in the area, balancing feedback through the resources provided and new evidence-based services.

Communications is addressed internally and externally. Internal Communications are managed by the County Administrator or Emergency Management Director when a disaster occurs. After recovery begins, the County Administrator or Planning Department Director is the spokesperson of the Steering Committee. Externally, Pinellas County collaborates with FEMA Community Outreach Teams, as well as other partners, to communicate with the victims of the disaster. Community outreach is executed through door-to-door flyers, recovery sites, faith-based and community centers, and other community resources. Once electricity is available, television, radio, and other methods of that nature are also utilized.

HOUSING DISASTER MITIGATION

HAZARD MITIGATION PLANNING

Hazard mitigation is the effort to reduce loss of life and property by lessening the impact of disasters. It works best and is most effective when implemented under a comprehensive, long-term mitigation plan. Local governments need to engage in hazard mitigation planning to identify risks and vulnerabilities associated with natural disasters and develop long-term strategies for protecting people and property from future hazardous events. Mitigation plans are key to breaking the cycle of disaster damage, reconstruction, and repeated damage.

FEMA recommends that a local government's mitigation plan outline components such as:

- Increase education and awareness around threats, hazards, and vulnerabilities;
- Build partnerships for risk reduction involving government, organizations, businesses, and the public;
- Identify long-term, broadly supported strategies for risk reduction;
- Align risk reduction with other community objectives;
- Identify implementation approaches that focus resources on the greatest risks and vulnerabilities; and
- Communicate priorities to potential sources of funding.

Mitigation for single family homes and other housing types can be overlooked when included with the larger public works projects such as infrastructure resilience. For that reason, housing disaster mitigation should be treated as a housing program that is performed by local housing departments, optimally the SHIP office.

Some SHIP offices include mitigation features to strengthen housing and help avoid damage from future disasters under rehabilitation, emergency repair or reconstruction programs. The SHIP program should proactively provide hurricane hardening on the front end. Hurricane hardening is the process whereby repairs or construction is used to make the property capable of withstanding extreme weather events or the general impacts of sea level rise. It includes changing the infrastructure to make it less susceptible to damage from extreme wind, flooding, or flying debris. Hardening includes installing protective barriers to strengthen the homes resistance against potential damage.

Hardening usually requires significant investment by the community. Some projects take years to complete; for example, large earth-moving equipment may be brought in to build a new levee. Sometimes the sheer magnitude of assets involved (e.g., thousands of wooden distribution poles) requires years of concerted effort to upgrade. Addressing hardening techniques before a disaster occurs helps to:

- Reduces the amount of risk after a disaster
- Reduces the cost of insurance to the homeowner
- Reduces displacement and damage after a disaster

When using SHIP funding to create resilient dwellings that are built or updated to withstand a natural disaster, local governments are regularly mitigating housing in their communities before an emergency situation occurs. Developing strong and equipped housing assists government entities in appropriately identifying and prioritizing households for assistance in times of crisis; removing the less vulnerable but still eligible and serving those most in need of assistance.

Providing financial assistance before a disaster through mitigation is a good investment. Although the damage and assistance requests may sometimes look similar for all disasters, the sources and amounts of assistance available varies depending on the disaster.

INCORPORATING MITIGATION FEATURES IN SHIP STRATEGIES

There are many types of mitigation features available to help strengthen homes in the event of a disaster. Shutters, reinforced roofing, impact windows are some of the ways that local governments can help to strengthen homes through rehabilitation and home improvement programs. Some mitigation improvements like shutters are easy to see, while some improvement that cannot be seen sometimes provides key structural components for protecting the structural integrity of homes.

Florida's Division of Emergency Management (DEM), the Federal Emergency Management Agency (FEMA), the Environmental Protection Agency (EPA), the Federal Alliance for Safe Homes (FLASH) and other federal, state, non-profit, and for-profit organizations all provide recommendations and guidance available about mitigation features. Many of the mitigation features recommended prevent or lessen damage caused by high winds and flooding that occur with storms. Wind causes damage by entering the home through poorly sealed openings, resulting in increasing pressure and causing uplift forces on the roof. There are links to technical manuals and general guidance included in this publication that can be incorporated into housing rehabilitation and new construction strategies.

RECOMMENDATIONS & GUIDANCE TO STRENGTHEN HOMES & PREVENT DAMAGE

FEMA recommends the following types of modifications or retrofits to existing residential buildings can reduce future wind damage:

- Improving the building envelope.
- Installing hurricane shutters or other protective measures.
- Retrofitting gable end walls to eliminate wall failures in high winds.
- Replacing existing non-ductile infrastructure with ductile infrastructure to reduce their exposure to hazardous events.
- Retrofitting buildings with load-path connectors to strengthen the structural frames.
- Installing safe rooms.
- Reinforcing garage doors.
- Inspecting and retrofitting roofs to adequate standards to provide wind resistance.

Florida DEM recommends the following activities for strengthening homes:

Window Openings: Window openings may be addressed in several ways. Shatterproof glass (impact) windows are more costly than shutters but eliminate the need to shutter before a storm. Panel shutters are the most common type of covering for windows. Panels come in steel, lightweight aluminum, plexi-glass, and cloth. They are mounted on tracks or by small metal posts, which are a permanent feature to the home. Securing windows and doors may allow a homeowner to qualify for insurance savings. Insurance savings vary by company, location and the specific home.

Gable Ends: Of all the possible structural retrofits, gable end walls may be the easiest to strengthen and deserve high priority on a retrofit list. A house has a gable end if it has a triangular wall that sits on a rectangular wall. Gable ends respond to pressure within the house by bowing in and out. If a gable is taller than 4 feet, reinforce the framing and brace the top and bottom of the gable. Place four horizontal beams two to three feet from the point of the gable end. These horizontal beams should be at least six feet in length and long enough to connect to at least three attic floor framing boards and extend 2 1/2 feet past a third board.

Water Barrier: Water can devastate a home by direct damage and by fostering the growth of mold and mildew. The best mitigation is to prevent water from entering the home. This water barrier may also provide additional insulation to make a home more energy efficient.

Establishing a water barrier is cost-effective when replacing or repairing a roof. A sealed roof deck prevents significant water intrusion if shingles blow away. Secure all boards with an 8d ring shank nail, which includes grooves in the nail that provide a more secure grip. Use shingles with a high standard. The highest standard is currently for over 130 mile per hour winds and should be installed using the number of fasteners recommended by the manufacturer for high-wind areas.

A roof of a home that does not require roof replacement or any major roofing repairs may also be strengthened by re-nailing the sheathing using 8d ringed shank nails and providing a water barrier on the underside of the roof deck.

Flashing: The purpose of flashing on pitched roofs is to direct the flow of water that leaks into the intersection down and away from the structure's interior. Contractors must always lap flashing and other moisture barriers properly. Do not rely on sealant as a substitute for proper lapping.

Hurricane Clips & Straps: Where possible the roof framing needs to be connected to the wall below it. This is typically accomplished with galvanized metal plates commonly referred to as "hurricane clips or straps." Clips and straps are often installed when the roof sheathing is removed or may be installed from the exterior by removing the soffit and connecting the roof framing to the wall below or accessing the space from inside the attic.

Anchoring, Roof-to-Wall: Reinforce the connections from foundation-to-wall and wall-to-roof to establish a continuous load path. A continuous load path allows a home to resist high-wind forces as an entire unit. Weak links in a load path are generally where damage occurs. On existing homes, roof anchoring generally involves the removal of the soffit to expose where the rafters meet the wall framing. Most homes have a standard connection on one side of the beams, but for high-wind resistance, metal connectors should be bolted to both sides where the rafter and the wall frame meet. A double wrap connector is a continuous connector in the shape of a U to fit the framing. Wall to foundation reinforcements generally require the removal of siding on

existing homes. Block or brick walls require steel rod supports to be added. Also reinforce the attachments between a porch and house.

Doors: When completing the rehabilitation of a home, exterior doors and garage doors are most often best replaced with hurricane-rated doors. As an alternative, additional bracing can be applied to existing garage door. Wind resistant doors are heavy, solid, and have at least three and often four mounting brackets with screws that are 2 ½ to 3 inches long. The other side of the door should be secured with a bolt lock that should be 1" long to extend far into the frame and hold the door closed. French doors or double doors should be shuttered.

The guidebook for DEM's Hurricane Loss Mitigation Program offers additional recommendations:

- Use fasteners that are compatible with the flashing material.
- Use flashing cement at joints to help secure flashing.
- At roof-to-wall intersections, use step flashing that has a 4-inch vertical leg.
- Tape the top of step flashing with 4-in. wide self-adhering modified bitumen tape.

PLANNING FOR FLOODING

There are several possible ways that local government can plan for flooding. It will rely on partnerships with other organizations at the state and local level to better identify and coordinate the resources available.

- Forming a committee of professionals knowledgeable in flooding issues and flood zones. This committee can analyze, plan coordinate action that can be taken before and after a disaster.
- Local government should use federal, state and local resources to address neighborhoods that have recurrent flooding and flood plan hazards by using local resources to install and repair storm drains, repave streets and sidewalks,
- Establishing watershed-based planning initiatives to address the flood hazard with neighboring jurisdictions.
- Forming a citizen plan implementation steering committee to monitor progress on local mitigation actions. Include a mix of representatives from

Comprehensive planning and floodplain management can mitigate flooding by influencing development. Strategies include:

- Determining and enforcing acceptable land uses to alleviate the risk of damage by limiting exposure in flood hazard areas. Floodplain and coastal zone management can be included in comprehensive planning.
- Developing a floodplain management plan and updating it regularly.
- Mitigating hazards during infrastructure planning. For example, decisions to extend roads or utilities to an area may increase exposure to flood hazards.
- Adopting a post-disaster recovery ordinance based on a plan to regulate repair activity, generally depending on property location.
- Passing and enforcing an ordinance that regulates dumping in streams and ditches.

- Establishing a “green infrastructure” program to link, manage, and expand existing parks, preserves, greenways, etc.
- Obtaining easements for planned and regulated public use of privately-owned land for temporary water retention and drainage.

The Enterprise Green Communities publication “Ready to Respond,” available at <https://www.smartvent.com/pdfs/ready-to-respond.pdf> provides instruction on disaster mitigation for multifamily properties. It offers detailed guidance on a variety of mitigation features, including:

Dry Floodproofing: This is a method of sealing buildings to keep water out, which can prevent damage to critical systems and mechanical equipment, reduce recovery time and deter mold growth. Effective dry floodproofing requires a design by a qualified engineer and should include:

- Sealing cracks or openings on exterior walls or the foundation.
- Covering entry points below the Design Flood Elevation (DFE).
- Protecting against and remove seepage inside the building.
- Protecting mechanical and electrical systems.

Wet Floodproofing: This approach allows unoccupied portions of a building to be flooded during a storm. It is available for older buildings that may not be designed to withstand the hydrostatic pressure that occurs with dry floodproofing (blocking water from entering the building). This method allows water to flow through a building in a controlled way. The space can then be dried after flood water has receded. Electrical panels, mechanical equipment, gas and electric meters and shut-offs should be relocated from flood-prone areas to locations above the DFE. If that is not possible, they should be protected in place.

Site Perimeter Floodproofing: With this approach, temporary physical barriers may prevent floodwaters from reaching the building and does not require modifications to the building structure. These include:

- Sandbags- Although inexpensive and effective, they are heavy and hard to transport.
- Water-inflated tube systems- These large vinyl, rubber or polyethylene tubes are typically filled from a fire hydrant, then anchored to the ground. Due to freshwater buoyancy in saltwater, they are not recommended for coastal flooding zones.
- Panelized systems installed into foundation slots- Temporary flood panels can be fitted into permanent slots.

Backwater Valves: Sewage backflow occurs when storm water backs up into a building basement or unoccupied area because of sewer line blockage or storm drain overflow due to flooding. A backwater valve is a relatively inexpensive retrofit that can prevent significant problems from sewer line failure by blocking reverse flow from entering the building through wastewater pipes.

Sump Pumps: These remove water which accumulates in the low points in a building. They are an effective and affordable way to reduce costly flood damages. Design sump pumps to handle moderate flooding but not catastrophic flooding such as a coastal storm surge.

INCORPORATING MITIGATION INTO SHIP WORK

Disaster mitigation occurs before a community experiences a disaster. SHIP assistance is provided year in and year out, so mitigation work may be integrated into many types of SHIP assistance that is regularly provided.

OWNER OCCUPIED REHABILITATION

Repairing homeownership housing is the most common type of SHIP assistance, and often represents the biggest opportunity for incorporating mitigation into SHIP work. All the mitigation features highlighted in this section may be addressed as part of the repair of a dwelling. SHIP staff are often limited in the number of repairs they make on a house by the maximum award amount for Owner Occupied Rehabilitation as stated in the LHAP. Fortunately, many mitigation features involve a low cost and staff may request that their city or county commissions increase the award amount in exchange for the extra value that comes from adding mitigation features. Mitigation activities should be added to the LHAP strategy summary to make it clear that home strengthening is an integral part of home rehabilitation program.

NEW CONSTRUCTION OF HOMEOWNERSHIP UNITS

Some SHIP offices offer funds to subsidize the new construction of homeownership units. Staff may request that city or county commissioners authorize updated text in a new construction LHAP strategy. The Florida Building Code already includes many fundamental provisions to ensure that new residential housing is strong and disaster resistant. The summary section of a SHIP new construction strategy could include additional measures—above and beyond the code—that strengthen every house that is partially financed and constructed with SHIP assistance.

RENTAL HOUSING- NEW CONSTRUCTION OR REPAIR

Although it is less common than homeownership initiatives, SHIP may also help construct or repair rental housing. Again, a rental new construction strategy could list measures above and beyond the code that strengthen the rental units being constructed. Also, a rental repair project may include measures to add water barriers, upgrade doors and windows, and anchor the floor, walls, and roof. It is appropriate to include a rehabilitation strategy for small rental properties that provide housing for low- and moderate-income residents. The investment can not only improve the housing but can prevent long term displacement due to severe damage.

OTHER MITIGATION FUNDING SOURCES

DEM HURRICANE LOSS MITIGATION PROGRAM

This program is administrated by the Florida Division of Emergency Management (DEM) to promote wind and flood mitigation and provide hazard mitigation retrofitting to residential and commercial properties. The program began as an active response to the devastation brought by Hurricane Andrew, specifically to the insurance market in the State of Florida. With an annual budget of \$7 million, provided by the Florida Hurricane Catastrophe Trust Fund, the program funds activities that improve property resiliency through retrofits made to commercial and residential

properties—including mobile homes. This fund also pays to promote public education and public information, and fund hurricane research activities.

The Hurricane Loss Mitigation Program is annually allocated up to \$3.4 million to minimize damages caused by hurricanes. The Florida DEM partners with local housing authorities and non-profit organizations through contracts of up to \$194,000. Funded activities include retrofits, inspections, and construction or modification of building components designed to increase a structure's ability to withstand hurricane-force winds and flooding. The Retrofit Program utilizes the Florida Building Code as its standard for all retrofitting. Funds may also be used for Local Mitigation Strategy (LMS) projects. While a project's inclusion on a county's LMS plan is required for federal mitigation funding, it is not a requirement of HLMP. However, HLMP is a great source of funding for smaller, unfunded projects on the LMS.

HOW TO APPLY

The Florida Legislature provides the Division with HLMP funds through the grants and aid appropriation category. Eligible proposers under this RFP include governmental entities, nonprofit organizations, and qualified for-profit organizations. Individual homeowners are ineligible to apply.

RFPs are advertised in the Florida Administrative Register and issued via the www.myflorida.com web portal. Email HLMP@em.myflorida.com to request being added to announcements in funding opportunities.

NOTE: Grant funds awarded under the HLMP qualify as state financial assistance under the Florida Single Audit Act. See Section 215.971, Florida Statutes. The Catalog of State Financial Assistance number (CSFA#) for HLMP is 31.066.

FUNDING RESOURCES FOR ENTITLEMENT COMMUNITIES

Local governments that are entitlement communities can leverage federal resources as a way to extend the impact of SHIP funds. Local governments that receive Home Investment Partnership Funds (HOME), Community Development Block Grant Funds (CDBG), and Community Development Block Grant -Disaster Recovery (CDBG-DR) funds can combine them with SHIP for disaster mitigation measures. Many counties and cities are entitlement communities that receive HOME and CDBG funds annually. Additionally, in the aftermath of a significant disaster, CDBG-DR funds are allocated to impacted communities. HUD provides flexibility to cities, counties, and states to help them recover from Presidentially declared disasters, especially in low-income areas. The funds can be used to rebuild affected areas and provide the funds needed to start the recovery process. Since CDBG-DR assistance may fund a broad range of recovery activities, HUD can help communities and neighborhoods that otherwise might not recover due to limited resources.

Eligible activities under CDBG generally fall into one of the following categories:

- Housing Rehabilitation
- Restoration of infrastructure
- Economic revitalization
- Administration and Planning

CDBG-DR eligible activities include:

- Rehab of damaged properties
- Street repairs
- Debris removal
- Buyout program
- Development of multifamily housing

Eligible HOME activities include:

- Purchase assistance
- Rental and homeownership rehabilitation including reconstruction
- New construction of rental and owner-occupied housing
- Tenant based rental assistance

HOME, CDBG, and CDBG-DR dollars may be used for acquisition of housing (both single family and multifamily), rehabilitation, demolition, and reconstruction (including single family and rental housing). When combining federal and state resources, the local government must ensure that the rules of the strictest funding sources apply. Maximum subsidy limits, property value limits, environmental requirements, relocation under the Uniform Relocation Act and other specific federal requirements are triggered when pairing federal dollars with SHIP funds. The local government must ensure that it is in compliance with the requirements of all funding sources used to provide disaster assistance. In most cases, the strictest program requirements will apply.

Additional resources, information, and guidebooks are available in the Appendix section of this publication, pages 57-140.

DISASTER TOOLKIT

The Disaster Toolkit is designed to assist local governments with the implementation of their disaster strategy following a federally declared disaster. These tools are intended to expedite implementation of recovery programs as soon as possible. By having the proper tools and a plan in place, staff can move forward quickly in implementing their emergency repair, rehabilitation, and/or reconstruction programs. The toolkit components are intended to assist the local government to implement the recovery process in an effective and expeditious manner.

The impact of a natural disaster is unique to each community; as are the needs required to assist in recovery after the disaster occurs. Depending on the level of damage post-disaster, the local government will need to address different levels of impact within their community. All the components of the tool kit must be modified and adapted to address the unique needs of the local community.

Some local governments may have well-developed emergency operations systems in place to address natural disasters, while others may require a more comprehensive approach that requires development of new systems, procedures, and staff skills. It is important that new staff, subrecipients, sponsors, and contractors are trained to become familiar with the defined requirements under the local government disaster strategy and planned response, as outlined in the Local Housing Assistance Plan (LHAP). Review of the policies, procedures, processes, and the tools that will be used by the local government, participating organizations, and staff is essential to quickly implementing the disaster strategy and moving forward with providing assistance to residents impacted by the disaster.

Each local government must establish a framework for assessing how best to implement these programs and adapt tools for their own environment. The amount of funding available to assist residents, capacity of staff, and program goals will influence how a community responds to the disaster. It is important to know when the local government must expand coordination efforts, engaging others in their community to additional assistance and expertise. This multi-system effort assists local governments with executing disaster-related programs and addressing the recovery needs of those impacted by the disaster.

COMPONENTS OF THE DISASTER TOOLKIT

The Disaster Toolkit can be found in Appendix II, pages 66-102. Adapt these resources to help you move forward in implementing your strategy as quickly as possible after a disaster.

- ❖ SHIP Disaster Preparedness Checklist
- ❖ Resources for Local Governments
 - Listing of Disaster Recovery Websites and Resources
- ❖ Contractor Handbook
- ❖ Disaster Contacts
- ❖ Fortified Roof High Wind Checklist
- ❖ Fortified Roof Hurricane Checklist
- ❖ Disaster Recovery: Disaster Impact Needs Assessment Chronological Checklist

REBUILDING YOUR COMMUNITY

STATE & FEDERAL RESOURCES FOR DISASTER HOUSING RECOVERY

BACKGROUND

The Community Development Block Grant-Disaster Recovery (CDBG-DR) program provides funding from the federal government to repair housing damaged by natural disasters. In theory, this is all the funding needed; however, the funding is slow to arrive, so states often take action. After Hurricane Michael, the Florida Housing Finance Corporation (Florida Housing) provided a variety of funding sources targeting housing recovery in the impacted region. This section provides the latest information on federal disaster recovery funds, as well as a summary of Florida Housing's programs focused specifically on disaster recovery in Hurricane Michael-impacted counties.

COMMUNITY DEVELOPMENT BLOCK GRANT-DISASTER RECOVERY (CDBG-DR)

CDBG-DR funding is designed to address housing, infrastructure, and economic development needs that remain after other assistance has been exhausted. This includes federal assistance as well as private insurance. Following a disaster, Congress makes an appropriation of CDBG-DR funding based on preliminary damage assessments. Once HUD prepares a notice of how the funds may be allocated and publishes it in the Federal Register, the state must prepare an Action Plan. The Action Plan, once approved by HUD, is implemented to provide funding for a variety of activities including home repair, rental housing repair, and the development of new multifamily housing. The buyout of homes that have been repetitively damaged may also be undertaken.

CDBG-DR funds can be used for a wide range of recovery related activities. These are determined by the Action Plan. Unless the requirement is waived, at least 70% of CDBG-DR funds must benefit low and moderate-income persons. CDBG-DR funding typically meets the national objective of meeting urgent needs.

- ❖ **Homeowner Assistance:** CDBG-DR funds can be used to help survivors repair or rebuild their homes. Since the funding is for meeting unmet needs, all other funds must be exhausted, including FEMA, private insurance, SBA loans, or charitable giving. Funds can be used to make repairs, reconstruct homes, elevate them, or acquisition. Low- and moderate-income households are prioritized.
- ❖ **Assistance to Rental Properties:** If allowed by the Action Plan, CDBG-DR funds can be used to repair rental housing with a priority for housing serving low- and moderate-income households.

- ❖ **Eligible Applicants:** The general public cannot apply directly for CDBG-DR funding. Instead local governments or contractors are awarded funding. CDBG-DR funds can be combined with other federal funding sources but cannot duplicate benefits. CDBG-DR funds can be used to match other federal resources in combination with Hazard Mitigation Grant funding.
- ❖ **Program Contact:** CDBG-DR funds flow directly from HUD to Florida’s Department of Economic Opportunity.

<http://www.floridajobs.org/community-planning-and-development/assistance-for-governments-and-organizations/disaster-recovery-initiative>

Applicants:

- Communities that have received a disaster declaration and are named in the HUD Allocation post disaster.
- Application cycle is based on Action Plan provisions.

Housing Type:

- Homeownership
- Rental

Program Contact:

Reginald Dixon
 107 East Madison Street, Caldwell Building
 Tallahassee, Florida 32399-4120
reginald.dixon@deo.myflorida.com
 (850) 717-8432
 Website: www.floridajobs.org

Primary Uses:

- Repair
- Reconstruction
- Replacement
- Voluntary Buyout
- Infrastructure
- Economic Revitalization

**Note that CDBG regulations have a different definition for the term “low-income” than the one used in Florida Statutes. CDBG defines a low-income household as having an income at or below the “very low-income” threshold established by HUD for the Housing Choice Voucher (Section 8) program, and a moderate-income household as having an income at or below the Housing Choice Voucher “low-income” threshold but above the “very low-income” threshold. The Florida Statutes use the Housing Choice Voucher program definitions of low-income (≤80% of area median) and very low-income (≤50% of area median). HUD updates these income limits on an annual basis, with some mathematical adjustments made for geographic areas where housing costs or incomes are exceptionally low or high.*

HOMEOWNERSHIP POOL (HOP) PROGRAM

The HOP Program is funded by developers who reserve funds for eligible homebuyers to assist with down payment assistance (DPA). This non-competitive, on-going program serves eligible homebuyers on a first-come, first-served basis.

Available to both nonprofit and for-profit organizations, HOP funds are available to approved homebuyers purchasing newly constructed homes from HOP member builders. Eligible homebuyers with income that does not exceed 80% AMI receive a 0% deferred second mortgage loan for the lesser of \$25,000 or the amount necessary to meet underwriting criteria. Eligible buyers with disabilities and buyers at 50% AMI or below are limited to the lesser of \$35,000 or the amount necessary to meet underwriting criteria.

An eligible organization that becomes a member of the HOP Pool reserves financing for qualified homebuyers on a loan-by-loan basis. As homes near completion, a borrower analysis package for each contracted eligible buyer is submitted to Florida Housing Finance Corporation. Upon approval, HOP funds are provided to reduce the purchase price. This creates affordability and provides closing costs assistance to the homebuyer. Funds may be reserved for a maximum of 180 days and are restricted to no more than 10 homebuyer reservations in the system at one time, per developer.

Applicants:

- For-profit and nonprofit housing developers

Program Contact:

Chip White
Homeownership Programs Administrator
Florida Housing Finance Corporation
charles.white@floridahousing.org
(850) 488-4197

Housing Type:

- Homeownership

Primary Uses:

- Down Payment Assistance

HURRICANE MICHAEL RECOVERY LOAN PROGRAM

The Hurricane Michael Recovery Loan Program provides eligible low-income homebuyers with \$15,000 of down payment assistance at 0% interest. The assistance is forgivable after five years; 20% is forgiven each year, for five years. There is not a first-time buyer requirement. This assistance is only available in the Hurricane Michael-impacted area of Bay, Calhoun, Franklin, Gadsden, Gulf, Holmes, Jackson, Liberty, Taylor, Wakulla, and Washington Counties.

Florida Housing Finance Corporation's Hurricane Michael Recovery Loan Program is not a stand-alone down payment assistance loan. In order to receive this assistance, a borrower must use one of the Florida Housing first mortgage loan products. Allowable loan products include:

- ❖ Florida First (FHA, USDA-RD, VA)
- ❖ Florida Military Heroes (FHA, USDA-RD, VA)
- ❖ Florida HFA Preferred (Fannie Mae HFA Preferred)
- ❖ Florida HFA Advantage Loan Program

These loan products required a minimum FICO score of 640.

Applicants:

- Low-Income Homebuyers

Program Contact:

Chip White
Homeownership Programs Administrator
Florida Housing Finance Corporation
charles.white@floridahousing.org
(850) 488-4197

Housing Type:

- Homeownership

Primary Uses:

- Down Payment Assistance
- Closing Costs Assistance

HURRICANE RENTAL RECOVERY LOAN PROGRAM (RRLP)

The Hurricane Rental Recovery Loan Program (RRLP) was activated in response to Hurricane Michael's devastation of both small and large rental properties. The Florida Legislature allocated \$50 million from the State's Sadowski Affordable Housing Trust Fund for the development of new multifamily housing in the Hurricane Michael impacted counties. The RRLP is administered by Florida Housing Finance Corporation through the solicitation of competitive applications (applications due October 9, 2019). Of note, RRLP was initially offered in response to damage by the storms in the 2004 hurricane season. The Florida Legislature formed a taskforce to create the RRLP and allocated \$187 million from general revenue for the program.

RRLP provides low-interest loans, on a competitive basis, to affordable housing developers. These funds are available to construct or substantially rehabilitate affordable multifamily rental housing. RRLP often serves to bridge the gap between the development's primary financing and the total cost of the development. It usually covers 25% to 35% of development costs. RRLP may provide a first, second, or other mortgage loan or loan guarantee for the development of multifamily rental units that are affordable to very low-income households with incomes up to 50% AMI. At a minimum, RRLP developments must set aside 20% of units for households at or below 50% of AMI.

Applicants:

- For-profit and nonprofit housing developers
- Public agencies

Housing Type:

- Rental

Program Contact:

Marisa Button
Director of Multifamily Development Programs
Florida Housing Finance Corporation
Marisa.Button@floridahousing.org
(850) 488-4197

Primary Uses:

- Construction
- Rehabilitation
- Demolition/Reconstruction
- Acquisition

HOME FOR HURRICANE MICHAEL RENTAL NEW CONSTRUCTION

HOME for Hurricane Michael Rental New Construction funding in the amount of \$32,939,566 will finance the new construction of rental housing for low and moderate-income households in Hurricane Michael-impacted counties. In April 2019, Florida Housing Finance Corporation awarded funds for seven projects in this targeted area. Gulf County has two projects, Bay County has three projects, and Jackson and Wakulla Counties each have one project.

These HOME funds may be used for property acquisition and new construction of non-luxury rental housing with suitable amenities. The funds are provided in exchange for a long-term commitment to primarily assist persons or households at 60% AMI or less. Owners of HOME-assisted rental property must adhere to maximum fair market rents set by HUD, which are adjusted annually.

Applicants:

- Nonprofit and for-profit affordable housing developers

Program Contact:

Marisa Button
Director of Multifamily Development Programs
Florida Housing Finance Corporation
Marisa.Button@floridahousing.org
(850) 488-4197

Housing Type:

- Homeownership
- Lease Purchase
- Rental

Primary Uses:

- Acquisition
- Rehabilitation
- Gap financing

HURRICANE HOUSING RECOVERY PROGRAM (HHRP)

The Hurricane Housing Recovery Program (HHRP) was activated in response to Hurricane Michael's devastation of homeowner properties and small and large rental properties. The Florida Legislature allocated \$65 million from the State's Sadowski Affordable Housing Trust Fund for a broad range of recovery strategies. The HHRP is administered by Florida Housing Finance Corporation through the SHIP jurisdictions located in the impacted counties. Of note, HHRP was initially offered in response to damage by the storms in the 2004 hurricane season along with the RRLP.

The Florida Legislature passed legislation that appropriated dollars to HHRP's hurricane recovery activities under the following proviso language:

- ❖ *From the funds in Specific Appropriation 2316A, \$65,000,000 of nonrecurring funds from the Local Government Housing Trust Fund shall be used to fund the Hurricane Housing Recovery Program for eligible counties and municipalities based on Hurricane Michael Federal Emergency Management Agency damage assessment data and population.*
- ❖ *Hurricane recovery purposes may include, but are not limited to, repair and replacement of housing; assistance to homeowners to pay insurance deductibles; repair, replacement, and relocation assistance for manufactured homes; acquisition of building materials for home repair and construction; housing re-entry assistance, such as security deposits, utility deposits, and temporary storage of household furnishings; foreclosure eviction prevention, including monthly rental assistance for a limited period of time; or strategies in the approved local housing assistance plan.*

Applicants:

- For-Profit
- Nonprofit
- Public Agencies
- Individuals

Housing Type:

- Homeownership
- Rental

Program Contact:

Robert Dearduff
Director of Special Programs
Florida Housing Finance Corporation
Robert.Dearduff@floridahousing.org
(850) 488-4197

Primary Uses:

- Repairs
- Rehabilitation
- Acquisition
- New Construction
- Temporary Rent Assistance
- Purchase Assistance

SHIP VS. HHRP:

UNDERSTANDING THE SIMILARITIES AND DIFFERENCES

Beginning in 1992, Florida's state-funded State Housing Incentive Partnership (SHIP) program, funded through the Sadowski Affordable Housing Trust Fund, has developed an infrastructure of local housing administrators who operate housing rehabilitation and emergency repair programs aimed at addressing housing needs of residents whose income is within 120% AMI in their local communities.

The state distributes disaster housing assistance through this established SHIP infrastructure, which enables Florida's impacted communities to successfully recover in short and long term. For this reason, HHRP's framework is modeled after SHIP, having most of the same requirements and program rules. Both programs provide the same types of housing assistance. SHIP and HHRP target the same income categories and primarily focus on homeownership assistance. However, there are some important key differences between the SHIP and HHRP programs.

DIFFERENCES IN SHIP AND HHRP PROGRAMS

- ❖ **Administrative Funds:** HHRP includes a 15% limitation on administration, rather than the 10% maximum allowable under SHIP. The HHRP Agreement specifically notes that this maximum includes project delivery costs, which are one type of cost involved with program implementation.
- ❖ **Reporting:** HHRP will not be reported alongside 2019-2020 SHIP funds. Instead, Florida Housing Finance Corporation will create a separate report specifically for HHRP. The report may include new reporting questions related to the amounts of project delivery costs included in the maximum 15% for administrative expenses.
- ❖ **Expenditure Deadline:** This may be different than the three-year timeframe. Consider the answer to this question from the June 2019 HHRP workshop:

- ***"What is a possible scenario warranting an HHRP expenditure extension?"***

One scenario involves experiencing ongoing difficulty locating contractors to work with the program. However, such a challenge should be addressed well before the expenditure deadline. The Florida Housing Coalition can help you consider alternative methods for quickly expending HHRP.

HHRP ALLOCATIONS

FOCUS ON DISASTER-IMPACTED APPLICANTS

Although households directly affected by Hurricane Michael should be the priority, HHRP does not have to be expended exclusively on such households. Funds may be used, for example, to add disaster mitigation features to strengthen homes that were not damaged by the hurricane but have repair needs. Another eligible activity could also involve the removal of trees near unaffected homes that could fall during high winds.

HOW TO ENSURE DISASTER-IMPACTED HOUSEHOLDS HAVE ACCESS TO HHRP FUNDING

To guarantee that homeowners in need of assistance receive it, it is important to prioritize households who were directly impacted by Hurricane Michael. Documenting your advertising and outreach efforts will help determine if you are successfully communicating with your targeted population. Ensuring that each applicant is screened and served appropriately, a waiting list of all households in the order in which they provided complete applications should be maintained and reviewed regularly.

County	Proposed Allocations
Bay	\$36,660,000
<i>Bay County</i>	\$28,228,200
<i>Panama City</i>	\$8,431,800
Jackson County	\$7,215,000
Gulf County	\$5,915,000
Calhoun County	\$5,135,000
Gadsden County	\$3,055,000
Washington County	\$1,885,000
Liberty County	\$1,755,000
Franklin County	\$1,235,000
Leon	\$780,000
<i>Leon County</i>	\$351,000
<i>Tallahassee</i>	\$429,000
Wakulla County	\$780,000
Holmes County	\$585,000
Taylor County	\$ -----
Hurricane Totals	\$65,000,000

Eligible households directly affected by Hurricane Michael may have paid for expenses that could be reimbursed by HHRP. The HHRP legislative language specifically mentions insurance deductibles as an eligible item. If an eligible homeowner has already paid this deductible, HHRP funds may reimburse the household. It may also be possible to reimburse homeowners for temporary or permanent repairs which have been paid. Before writing a reimbursement check, documentation must be provided to show when the repairs were completed. Inspection of these permanent repairs is required to ensure that they were properly completed.

HHRP QUESTIONS & ANSWERS

These are the questions and answers from the June 2019 HHRP Workshop held in Blountstown, FL at the Calhoun County Emergency Operations Center.

1. **When will impacted communities receive their allocations?**
 - The first payment went out October 8, 2019, and remaining payments will be distributed between November 2019 and April 2020.

2. **If we purchase a new mobile home, does it count towards the construction set-aside requirement?**
 - Yes.

3. **For SHIP, only 20% of the allocation may be expended on mobile home assistance. What about HHRP?**
 - You may submit a plan to expend more of your allocation on mobile homes and include it as an exhibit to your community's HHRP agreement. Florida Housing Finance Corporation will review your plan and strategies to assist mobile homes and may grant an exception to the 20% limitation.

4. **We are concerned about requirements for mobile home eligibility. For SHIP, older units are not eligible. Is there an exception for HHRP funds to assist older mobile homes?**
 - Both SHIP and HOME have the same definition of eligible housing. Mobile home assistance is only available for units built after mid-1994 since that was when a stronger performance building standard was enacted. This policy avoids concerns with some older mobile homes, which may not meet the building code, may have structures built onto them and are difficult to retrofit to meet the newer performance code. An applicant with a pre-1994 unit is eligible for assistance to demolish and replace it with a newer mobile home or stick built house.

5. **As part of a home hardening program, may HHRP funds pay for the installation of a home backup generator?**
 - Yes, this is an eligible expense. Generators can be expensive, so this assistance may need to be prioritized to those most in need. For example, consider providing them as a health and safety measure in cases where household members are elderly or have disabilities.

6. **What is the role of building resilience in our HHRP work?**
 - Sections 8 and 9 of the HHRP Agreement address resiliency and home hardening as part of home rehabilitation work. This is a valuable activity to complete for homes that were impacted by Hurricane Michael and any other homes receiving assistance through this program. For new construction projects, consider requiring hardening features that exceed the building code. Consider how else you can integrate disaster mitigation into your HHRP work.

7. **Can we get the FEMA damage assessments, so we can target our advertisements?**
 - Do not bypass the normal advertisement process. There are privacy concerns related to using this data at the individual household level. Also, in some cases the address information has been stripped out as part of the data analysis.

8. **Some disaster-impacted homeowners are uninsured or underinsured. Some have incomes above 120% AMI but still need assistance. If we want to serve households with incomes at 121-140% AMI, can we add this to HHRP agreement?**
 - Yes, you can add one or more strategies serving this income group in your HHRP Agreement. Alternatively, you can update your LHAP strategies to serve this income group. Applicants with 121% to 140% AMI income should not be the priority, however. Form a plan to first prioritize assistance to very low and low-income households to comply with the income set-aside.

9. **Do I have to involve my Affordable Housing Advisory Committee (AHAC) in the development of the HHRP Agreement?**
 - AHAC involvement is not required by the SHIP Statute or Rule, so AHAC involvement is not required by the state. However, in some communities, the AHAC may address more than SHIP incentive strategies and AHAC members may provide helpful insight about the best uses of funds. In communities that use the AHAC for policy and strategy recommendations, the AHAC should be involved in the development of the HHRP plan.

10. **Can an applicant with only pre-storm home repair needs receive HHRP repair assistance?**
 - Yes, but assistance to such households should receive less priority than households that were directly impacted.

11. **Can this money be used for land acquisition for a Community Land Trust?**
 - Yes, HHRP may be used in this way. SHIP funds have been used in this manner in several South Florida communities. Study the economics and housing market in the area in question to consider if CLT housing is an appropriate strategy. Lower income families in need of affordable workforce housing are typically disproportionately impacted by hurricanes. Using a CLT to preserve land for affordable workforce housing is an important rebuilding strategy after a storm. The Florida Housing Coalition can help you with this strategy.

12. **Is a household eligible if household annual income is over 120% AMI?**
 - You may assist applicants with incomes up to 140% AMI. The strategies that you use—listed either in the LHAP or HHRP Agreement—must specifically state that households with income of 121% to 140% AMI may receive assistance. Also, plan to first comply with the income set-aside by assisting very low and low-income households.

13. We have many flood zones in our community. The general rule is that if a house in a flood zone receives improvements that total more than 50% of the homes market value, the unit must be elevated two feet above the 100-year flood level. Is there any exception for HHRP?

- HHRP has no exception to this rule. Such elevation is required, even for a mobile home. There is another option to consider in such cases that trigger the elevation requirement: relocate to a non-flood zone area.

14. Some apartments were uninsured or underinsured. Are there funds to help with rental rehabilitation?

- HHRP may be spent on rental rehabilitation but it is limited by the homeownership set-aside. It is also possible some CDBG-DR funds might be spent for this when it becomes available. Florida Housing Finance Corporation's Rental Recovery Loan Program is not an option because that program is only for new construction of rental housing.

15. If a local government plans to contract out some or all of the HHRP work, do we use our normal procurement policy?

- Yes, use your local procurement policy to solicit contractors since there are no additional HHRP requirements. Note that there is a difference between a sponsor and a subrecipient. A sponsor is an entity that is awarded HHRP funds to build or repair homes. A subrecipient is hired to manage some portion of HHRP program administration, and they are not a builder/developer. Some communities contract out all HHRP administration to a subrecipient. However, in all cases the local government is still on the hook and responsible if there is a compliance problem.

ADDITIONAL RESOURCES FOR DISASTER HOUSING RECOVERY

COMMUNITY REBUILD AND RESTORE

Community Rebuild and Restore provides grants to Federal Home Loan Bank of Atlanta's members (financial institutions) to facilitate the recovery efforts of shareholders in Federal Emergency Management Agency (FEMA) designated disaster areas within the United States and its territories. Assistance is for the rehabilitation of existing owner-occupied units damaged by a disaster. Assistance is available on a first-come, first-served basis for up to two years after the disaster declaration. A maximum of \$10,000 is available to eligible homeowners.

Applicant Eligibility: Eligible homeowners have income that is at or below 80% of the county area median income. An applicant must provide a FEMA ID number, which is provided when a homeowner applies for FEMA assistance in the months after a disaster. Participants of the Community Rebuild and Restore program are required to complete a homebuyer counseling program. This program is provided telephonically by ClearPoint Credit Counseling Solutions.

Eligible Properties:

- Owner-occupied units that are the primary residence of the homeowner.
- Properties may be single family detached (1-4 units), condominiums, townhouses, cooperatives, or manufactured housing.

Applicants:

- Homeowners
- Nonprofit housing agencies
- Public agencies

Housing Type:

- Homeownership

Program Contact:

Cassandra Madden
Federal Home Loan Bank
CMadden@fhlbatl.com
(404) 888-5321

Primary Uses:

- Single Family Rehabilitation
- Disaster Mitigation

BENEFITS TO LEVERAGING

Rebuild and Restore may be layered with other assistance and subsidies. Layering assistance is an effective practice that best assists the applicant. Not only is the homeowner gaining access to a variety of financial resources aimed at recovery, it is also more efficient, minimizing paperwork because some programs require the same documents/documentation to access disaster recovery dollars.

In addition, Rebuild and Restore may repair older mobile homes, making it a rare financial resource. SHIP, by contrast, may not repair a mobile home constructed before 1994. Also, Rebuild

and Restore requires and pays for mandatory homeowner counseling. This is beneficial and customized counseling that may help a household improve its budget or re-evaluate spending priorities. Several SHIP staff have worked with financial institutions to obtain Rebuild and Restore funds to leverage with SHIP home repairs.

To sign up your SHIP office, contact chaney@flhousing.org to gain access to the application website.

PROGRAM DETAILS

Rehabilitation under Rebuild and Restore is limited to the following: exterior doors, HVAC, roof insulation, windows, low flow plumbing fixtures, toilets, sinks, vanities, showers, kitchen cabinets/sink, and replacement of floor coverings. Other rehabilitation not related to the defined scope may be approved at the bank's sole discretion.

Rebuild and Restore pays the rehabilitation contractor directly, avoiding any process of reimbursing a nonprofit or SHIP account. Assistance is secured with a note and mortgage, or other acceptable form of retention agreement to ensure compliance through the five-year Affordable Housing Program (AHP) retention period (Note: the loan terms are subject to change in 2020).

APPLICATION INSTRUCTIONS

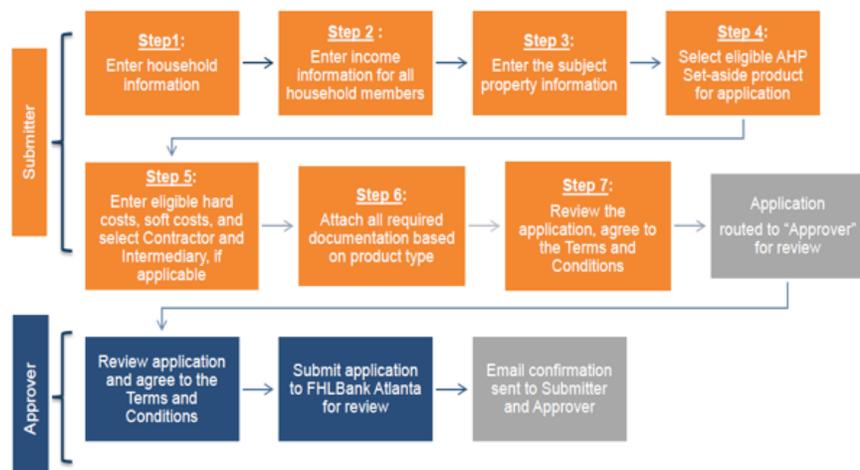
A nonprofit or local government may serve as the 'submitter' to complete an application on behalf of a homeowner believed to be eligible.

Each nonprofit or local government registers by emailing chaney@flhousing.org

and providing business name, address, phone number, contact name, and email. Staff will be provided with a username, password, and website link to access the FHLBank Portal. For best results, use Windows Explorer as the browser on this website.

Steps 1 – 7 of the application process involve the submitter providing data on the website regarding the applicant, the property, household income, and other details that a nonprofit or local government has already collected for an application to SHIP or another source. The submitter will need to provide the estimated amounts of hard costs and soft costs in the scope of work. Lastly, the submitter will then upload signed certification forms, the contractor's license, and additional documents. A lender must be involved in this application. Neighborhood Lending Partners is currently serving as the financial institution—also called the Approver—for Hurricane Michael-related applications.

Steps in the Application Process



REBUILD AND RESTORE IN ACTION IN FLORIDA



As a response to damages caused by Hurricane Irma, Center State Bank served as the financial institution applying for recovery assistance in 2017 and 2018. The bank partnered with Volusia Interfaith/Agencies Networking in Disasters (VIND), a local nonprofit offering disaster repairs from a variety of funding sources. VIND used its network of contractors to make repairs, completed inspections, and obtained application documents. Rebuild and Restore assisted 22 homeowners in Volusia County. Each received almost a full \$10,000 for home repairs.

PAIRING DISASTER RECOVERY WITH OPPORTUNITY ZONES

OPPORTUNITY ZONES: A SOURCE OF CAPITAL FOR HURRICANE MICHAEL IMPACTED COUNTIES

Opportunity Zones (OZ) offer an option for disaster-impacted communities to attract desperately needed capital through the existing statutory framework of the program. It should be noted that there are no special considerations, regulatory exemptions, statutory acknowledgment, or other special status within the framework of the OZ program that intentionally or otherwise supports OZ as a capital source for disaster recovery efforts. In early to mid-2019 there were a number of efforts in Congress to expand the list of designated OZs to include tracts in disaster-impacted states from 2018 hurricane and wildfire seasons.¹ These efforts did not result in new designations. Despite there being no specific statutory consideration of the role of OZ in disaster recovery efforts, designated OZ census tracts located within disaster-impacted communities can benefit from OZ investment.

In the Florida context, Hurricane Michael-impacted counties could benefit from OZ equity investment in assets located in designated OZs. A majority of the counties impacted by Hurricane Michael (as defined by the U.S. Department of Housing and Urban Development) have only one designated OZ tract. The table below identifies OZ census tracts located in Hurricane Michael impacted counties. Despite there being no specific statutory consideration of the role of OZ in disaster recovery efforts, designated OZ census tracts located within disaster-impacted communities can benefit from OZ investment.

¹ <https://www.rubio.senate.gov/public/index.cfm/2019/4/rubio-scott-introduce-disaster-opportunity-zones-act-to-aid-communities-recovering-from-natural-disasters>

County	Count of Designated OZs in County	OZ census tract identifier(s)
Leon	8	12073000400; 12073000500; 12073000600; 12073001002; 12073001101; 12073001401; 12073002003; 12073002005
Bay	3	12005001600; 12005001800; 12005002000
Hamilton	2	12047960100; 12047960300
Jackson	2	12063210200; 12063210500
Suwannee	2	12121970301; 12121970500
Calhoun	1	12013010300
Franklin	1	12037970100
Gadsden	1	12039020102
Gulf	1	12045960200
Holmes	1	12059960200
Jefferson	1	12065250101
Liberty	1	12077950200
Madison	1	12079110302
Okaloosa	1	12091021900
Taylor	1	12123950300
Wakulla	1	12129010202
Walton	1	12131950301
Washington	1	12133970104

Table 1. Designated OZ census tracts located in Hurricane Michael impacted counties.

Leon County, Florida has a total of eight designated OZs, all of which are located in the boundaries of the city of Tallahassee. Bay County's three designated OZ tracts are all located in Panama City, a community hit hard by Hurricane Michael. The map below shows the location of designated OZ tracts in Hurricane Michael-impacted counties.

Local officials within hurricane-impacted communities should take stock of housing, evaluate commercial and industrial property needs in their OZs, develop a comprehensive capital needs inventory, and work to attract OZ investors interested in realizing a financial and social return on investment. Specifically, local stakeholders should:

- Detail potential public-private partnerships leveraging federal disaster recovery resources;
- Define locational strengths and assets;
- Provide awareness of the region's economic relationship to the state and larger region;
- Develop an inventory of available sites;
- Meet planning requirements necessary to access other resources.

BACKGROUND ON OPPORTUNITY ZONES

The Opportunity Zones (OZ) tax incentive, created in the 2017 Tax Cuts and Jobs Act, has the potential to be the most impactful community development and affordable housing program since the Low-Income Housing Tax Credit (LIHTC) was introduced in 1986. The incentive activates a new source of capital for the community development industry: trillions of dollars in capital gains held by corporations, individuals, and families. This capital has the potential to drive positive economic development and housing security initiatives in communities across the country and in Florida.



As a capital source, the OZ incentive also represents significant potential to serve as a catalyst for disaster recovery efforts. Communities in Florida recovering from Hurricane Michael, for instance, must consider the potential of OZ equity as a capital source for new housing, commercial operations, and redevelopment efforts in designated qualified OZ (QOZ) census tracts.

This section offers an overview of the OZ tax incentive and offers suggestions for how county stakeholders recovering from Hurricane Michael should pursue OZ as a capital source.

Source: FHC analysis of shapefile Presidential Disaster Declaration following Hurricane Michael under DR-4399 managed by FEMA, HUD, accessed via HUD e-gis on September 3 2019; designated OZ tracts.

WHAT IS THE OPPORTUNITY ZONE INCENTIVE AND WHAT ARE OPPORTUNITY ZONES?

The purpose of the OZ tax incentive is to attract investment in designated census tracts called OZs. There are over 8,000 designated OZ across the country. To be designated as an OZ, the identified census tract must have high rates of poverty and a large share of low-income households. Former Governor Rick Scott nominated a list of 427 census tracts throughout Florida for OZ designation, with at least one in each county in the state. All of the recommended census tracts were approved and formally designated by the U.S. Treasury.

WHAT IS A QUALIFIED OPPORTUNITY FUND?

A qualified opportunity fund (QOF) means any investment vehicle organized as a corporation or partnership for the purpose of investing in qualified opportunity zone property that holds at least 90 percent of its assets in such property. Investors must place their capital gains investment in an Opportunity Fund which then invests in a “Qualified Opportunity Zone Business.”

A qualified opportunity zone business is a trade or business in which “substantially all” of the tangible property owned or leased by the investor is newly acquired in an OZ and which substantially improves the property. Guidance from the U.S. Treasury defines “substantially all” as 70 percent. Real estate projects that build or preserve affordable housing can be the focus of a QOF.

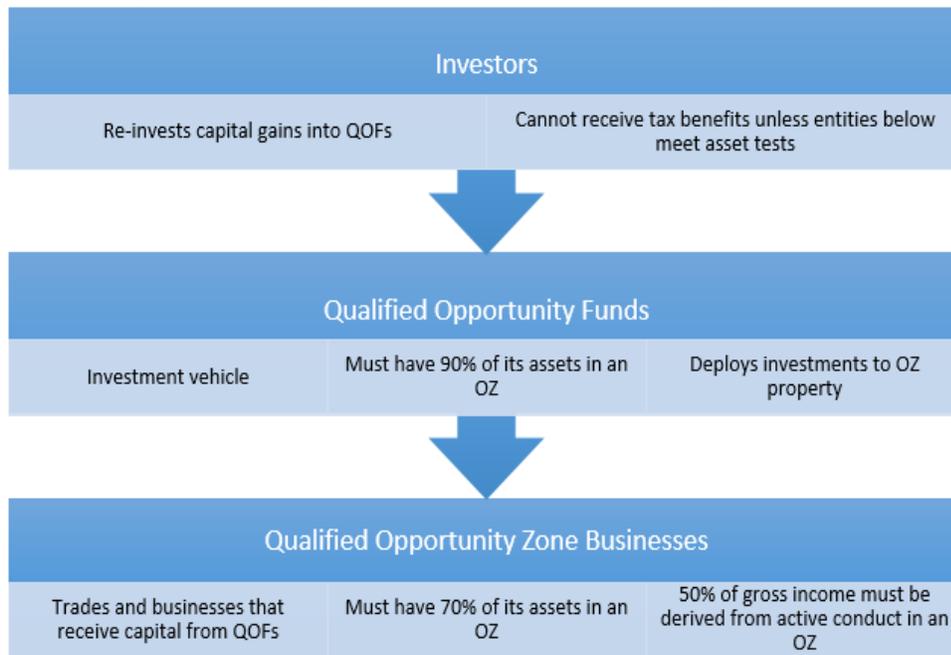
HOW TO START A QOF

To become a QOF, an eligible corporation or partnership self-certifies by filing Form 8996 with its federal income tax return that is submitted to the IRS. Form 8996 is a total of two pages and may be downloaded at <https://www.irs.gov/pub/irs-pdf/f8996.pdf>. The form asks basic pre-qualification questions to ensure the QOF meets threshold investment requirements of the incentive.

To receive favorable tax treatment, investors must deploy their capital gains into “qualified opportunity funds.” A QOF is any investment vehicle organized as a corporation or partnership for the purpose of investing in qualified opportunity zone property and qualified opportunity zone businesses. To be a QOF, the entity must hold at least 90% of its assets in qualified opportunity zone property.

Qualified opportunity zone business property means any tangible property used in a trade or business within an OZ. A qualified opportunity zone business is any trade or business in which substantially all (or 70%) of the tangible property owned or leased by the investor is newly acquired and/or which substantially improves the property. These businesses must derive 50% of their gross income from active conduct in an OZ in order for investors to receive the favorable tax treatment.

In sum, investors place capital gains into QOFs which, in turn, deploy investments to qualified opportunity zone property. Here is a chart demonstrating this interaction:



It is important to note that the term “trade or business” when defining qualified OZ businesses is very broad. A qualified OZ business can be all business enterprises except for a few statutorily defined “sin businesses” (see sidebar). The trade or business is not required to have ties to the local community and is

not required to benefit existing communities. A QOF could invest solely in high-rise apartments and boutique shops within an OZ and investors could still receive favorable tax treatment.

PURPOSE OF THE INCENTIVE

The stated purpose of the OZ incentive is to improve and support economic development across the country. In 2019, Treasury officials, including Secretary Mnuchin, frequently shared their hopes that the next Google or Facebook be founded in an OZ. From this perspective, Treasury officials see the OZ incentive as a source of seed capital for existing or new businesses operating in a designated OZ. While this view is certainly possible within the structure of the OZ incentive, we also know real estate transactions fit within the incentive structure of the program whether those transactions are for luxury apartments or affordable multifamily housing. Soon after the program’s passage, real estate speculators were purchasing properties in highly desirable OZs across the country, and property owners were marketing for-sale properties based on the merits of location within an OZ.

CAPITAL GAINS

Capital gains are at the core of the OZ incentive. OZ incentivizes investment of capital gains into assets within the geographic boundaries of designated OZs. Capital gains are the positive difference between the sale price of an asset and its original purchase price. The federal government taxes the difference at different tax rates depending on the length of time the asset was held before sale and the income of the tax filer (individual or corporation).

INCENTIVES

There are three primary means by which an investor benefits from investing capital gains into a QOF:

- 1) Deferral of capital gains tax
- 2) Step-up in basis of original gain
- 3) Total capital gains tax exclusion on the sale of equity after a 10-year hold period

A description of each incentive is included below.

DEFERRAL

Deferring tax payment on capital gain is a desirable component of the OZ incentive. Investors recognize that deferring (delaying) payment as far into the future as possible gives them the opportunity to deploy those funds to their greatest advantage by seeking significant returns on the capital in the interim. It should be noted that there are many means by which an investor can defer payment of capital gains tax, and the Opportunity Zone incentive is one of them.

STEP-UP IN BASIS OF ORIGINAL GAIN

In addition to deferral of capital gains tax, an OZ investor may also benefit from a boost in the basis of their original investment in a QOF. The OZ incentive offers a tiered basis boost depending on the number of years an investor holds their funds in a QOF:

- 1) 10% boost: If the investor holds for a minimum of five years, they will receive a 10% increase in the basis of their investment, effectively lowering their tax liability by 10%.
- 2) 15% boost: If the investor holds for a minimum of seven years, they will receive an additional 5% boost (totaling 15%) in the basis of their investment, effectively lowering their tax liability by 15%.

CAPITAL GAINS TAX EXCLUSION

The first two incentives are generous for an OZ investor and represents an attractive option on those two alone. The third and final incentive for an OZ investor represents the greatest upside for return on investment. If the investor holds their equity share in a QOF for a minimum of 10 years, they will not owe one cent on any capital gain from the sale of that investment.



AN ILLUSTRATIVE EXAMPLE

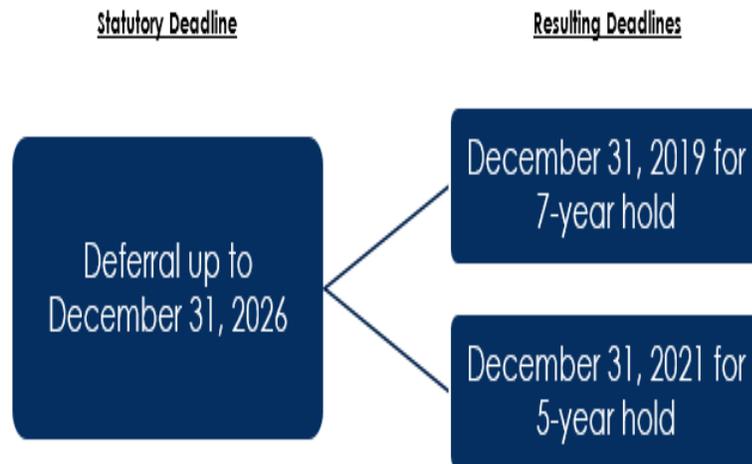
Consider the following hypothetical scenario:

An investor originally invested \$1,000,000 in an asset (basis), sold that asset for \$2,000,000 (proceeds), and then invested the capital gain of \$1,000,000 (\$2,000,000 proceeds minus \$1,000,000 basis) into a QOF.

- The investor can defer payment of 20% federal capital gains tax rate (\$200,000 on a \$1,000,000 capital gain) until December 31, 2026 or whenever the asset is sold.
- If the investor holds the QOF investment for a minimum of five years, only \$180,000 in capital gains tax is owed ($\$200,000 * .90$).
- If the investor holds the QOF investment for a minimum of seven years, only \$170,000 in capital gains tax is owed ($\$200,000 * .85$).
- If the investor holds the QOF investment for a minimum of 10 years and sells it for \$5,000,000, only \$170,000 in capital gains tax is owed on the original \$1,000,000 capital gain, and \$0 on the \$4,000,000 proceeds, effectively saving a total of \$830,000 in federal capital gains tax.

STATUTORY DEADLINES

The Tax Cuts and Jobs Act sets hard deadlines within the OZ program. It states that OZ investors may defer capital gains tax up to December 31, 2026. Using this date as an end point for deferral imposes two deadlines for investors:



- 1) Investment in a QOF by December 31, 2019 to be eligible for a seven-year hold for the 15% basis boost on the original capital gain.
- 2) Investment in a QOF by December 31, 2021 to be eligible for a five-year hold for the 10% basis boost on the original capital gain.

FLORIDA'S OPPORTUNITY ZONES: THE DETAILS

The OZ incentive offers the investment community a new vehicle for deploying capital in communities to maximize a social and financial return on investment. This section explores Florida's OZs, covers some key terms in the statute, and offers an overview of the likely types of investor and investments in the program. Viewed through a data lens, Florida's 427 OZs are diverse from a

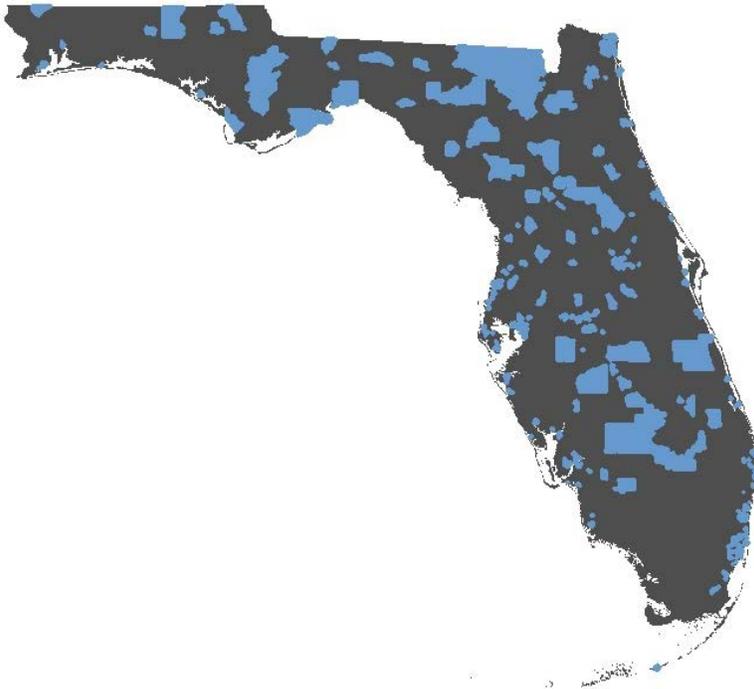


Figure 1. Location of Florida's designated Opportunity Zones in blue.

demographic, geographic, and economic perspective. No two Florida OZs are alike. Some OZs are urban in nature with a dense built environment, large populations relative to other tracts, and proximity to jobs, public transportation, readily available water and sewer infrastructure, and other elements conducive to intensive redevelopment or rehabilitation. Other OZs are rural, with plenty of undeveloped land, little infrastructure, and lower access to jobs, public transportation, and other amenities.

Community stakeholders are best positioned to understand the attributes of local OZs and to identify the greatest needs

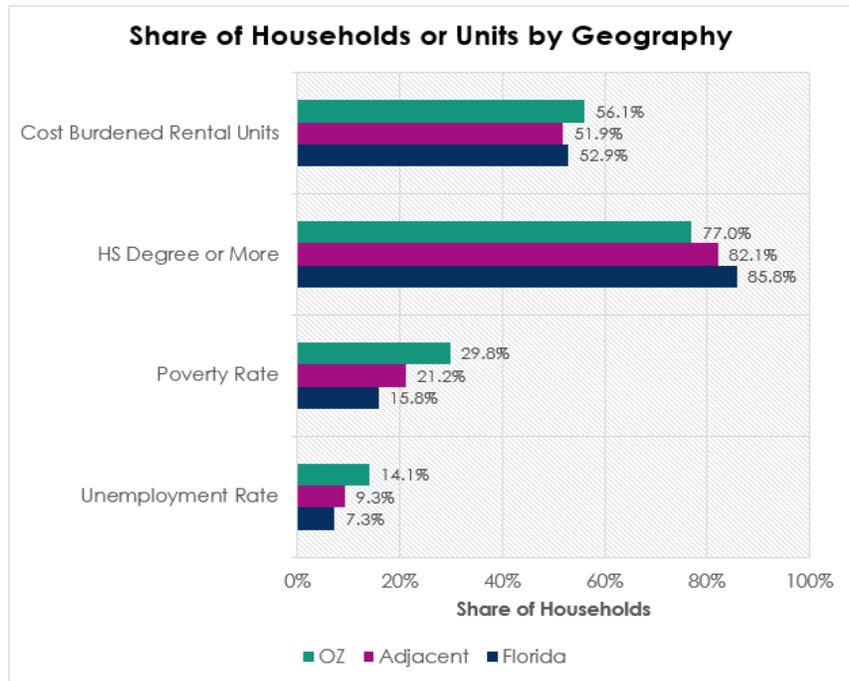
within the community. Stakeholders should take the time to understand the economic and social characteristics of designated OZs, and determine whether investment in housing, commercial projects, existing businesses, or attracting new business formation in the local OZ is most appropriate.

AGGREGATE STATISTICS FOR FLORIDA

This section includes detailed statistics on three primary categories of data: 1) data for all census tracts in Florida independent of OZ designation, 2) data for the census tracts adjacent to designated OZs, and 3) statistics for all 427 designated OZs in Florida. The first group is included to enable comparison between designated OZs and statewide averages. It should be noted that these aggregate figures disguise significant variation in Florida's OZs as household economic and demographic characteristics vary considerably from neighborhood to neighborhood. The second group - adjacent census tracts - is included to explore the severity of economic and housing challenges for OZ neighborhoods compared to communities directly adjacent to OZs. Each economic and housing variable discussed in this section should be examined on a tract-by-tract basis to inform local decision-making.

To begin, the data presented in the chart below shows the share of households within designated OZs in Florida, within adjacent census tracts, and for all of Florida.

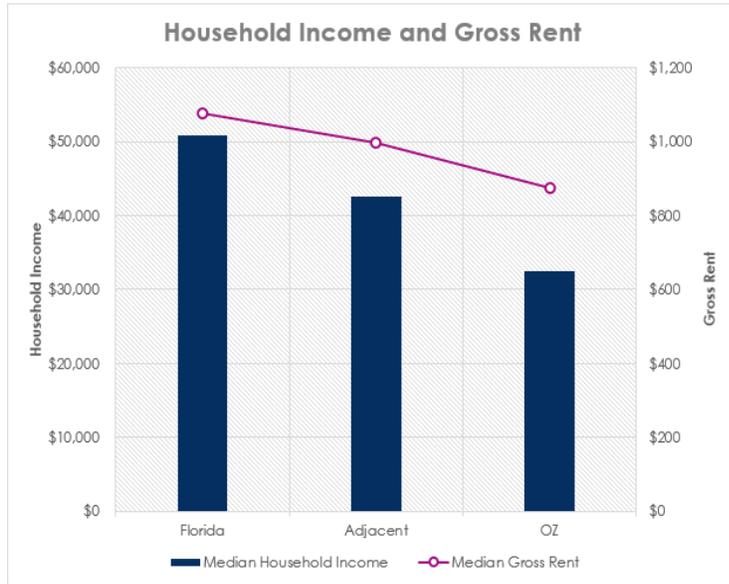
OZ households score worse than neighboring communities and for Florida overall on each of the following indicators: the share of cost burdened rental units, the population with a high school degree or more, the poverty rate, and unemployment rate. The unemployment rate in OZs is nearly double the rate for Florida overall, and just over 5% worse than in adjacent tracts. Similarly, the poverty rate in OZs is nearly double the poverty rate for all of Florida.



Source: FHC analysis of ACS 2013-17, Table S2301; S1701; S1501; B25064.

This data demonstrates a real need for economic development and affordable housing investment in Florida’s designated OZs, and it also shows that OZ households are highly vulnerable to housing displacement. OZ residents are more vulnerable because they have access to fewer jobs, earn less when they do work, and have lower educational attainment than their peers. Further, a majority of renters in OZs are living in housing that costs more than 30% of their household income, only worsening their ability to absorb increased housing costs driven by OZ investment in housing and economic development projects.

The chart below shows two data points: 1) the median household income, and 2) median gross rent for the same three geographies used in the previous analysis.

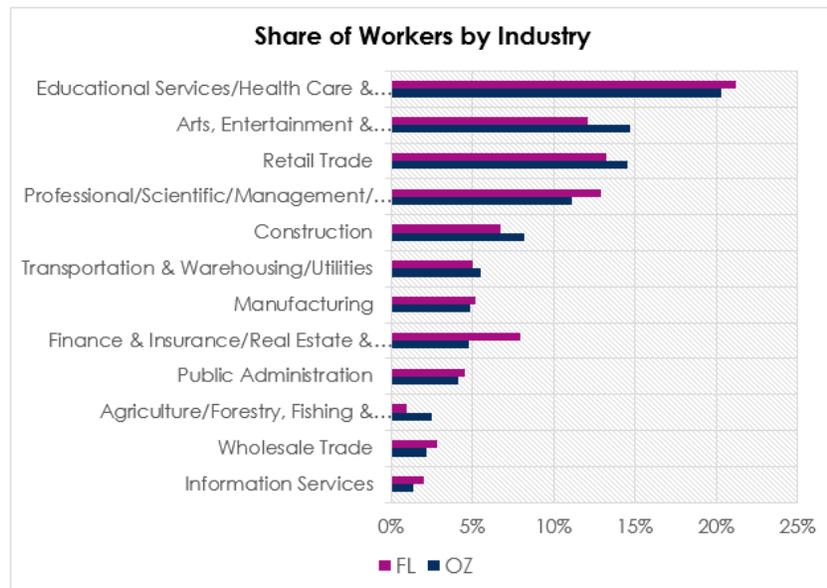


Source: FHC analysis of ACS 2013-17, Table B25106; B25064.

Once again, the data shows a stark divide between designated OZs, adjacent neighborhoods, and Florida overall in terms of household income and gross rent. OZ households spend less on rent than Florida and adjacent census tracts, but as demonstrated in the previous discussion, those same households suffer from housing cost burden at a higher rate than their peers. This is due in part to the noticeably lower median household income in OZ households, and worsened by the higher rates of poverty, unemployment, and lower educational attainment.

A final data point worth considering is the concentration of workers by industry type in Florida's OZs. The chart below provides information on the industries with the greatest share of workers in Florida overall and in its OZs.

Once again, the data reinforces a concerning trend: OZ households are more vulnerable to displacement pressures compared to the broader population in Florida. Workers living in OZs are more concentrated in retail (15% in OZs compared to 13% in Florida), construction (8% compared to 7%) and agriculture (2.5% compared to 1%). These industries typically offer lower wages and fewer benefits to workers.



Source: FHC analysis of 2013-17 ACS, Table S2405.

OTHER KEY TERMS

TYPES OF INVESTMENT

The statute is very broad in defining the type of qualifying investment for advantaged tax treatment under the OZ incentive. Investors may invest in existing businesses, form new businesses, purchase and operate real estate, reposition older properties, substantially rehabilitate properties, invest in a portfolio of companies, and more. A critical component to understand the investment landscape for assets in a QOF is that capital investment in a QOF comes in the form of equity. Equity is the ownership of some share of the asset. The details of the equity ownership will be determined on a project-by-project or asset-by-asset basis.

TYPES OF INVESTOR

The primary issue to understand when considering the pool of OZ investors is capital gains. Many of the traditional investors in affordable housing and community development, namely large institutional investors like insurance companies and banks, do not have significant capital gain liability. Large institutions typically have multiple ways to write down profits and reduce capital gain tax liability. Thus, the sort of investor interested in investing in a QOF is likely to be a non-institutional investor like family offices, high net-worth individuals, and real estate investment trusts (REIT).

TIMELINE OF HOUSING RECOVERY

Housing recovery is a part of short-term disaster response as well as long term disaster recovery.

Disaster Response involves immediate deployment of resources, notifying key officials, warning the public of emergency situations, activating emergency facilities, and mobilizing personnel and equipment to support the response to the emergency. This period of response involves temporary shelters and applying for FEMA assistance and SBA loans. This period is intended to last for two to six months and is prolonged when there is a pre-existing shortage of housing in the impacted area.

Disaster Recovery focuses on bringing a community and its economy back after the disaster. Recovery can formally begin once infrastructure is restored, shelters have closed, and survivors have returned home, or to semi-permanent or transitional housing. In the short-term, housing recovery relies on FEMA hotel vouchers, FEMA trailers, or FEMA rental assistance or direct leasing. Many survivors reside with friends or family during this phase. In the long-term, housing full recovery can take years.

TIMELINE: 0 TO 60 DAYS

DISASTER RESPONSE HOUSING ACTIVITIES: TRANSITIONAL OR TEMPORARY SHELTER

Many households may be displaced temporarily from their uninhabitable homes after a disaster. If their homes are not fixed quickly, many cannot return to their homes after temporary shelters close (usually 30 days after a disaster). SHIP funds, if available, may be used to pay for displaced households to stay at hotels or rental units with month-to-month leases.

While SHIP can pay for a temporary rental for displaced households who plan to return home, it may also help a household establish a new home in another location. SHIP may provide a rental security deposit, including first and last month's rent. Such assistance is often provided as a grant. Eviction prevention assistance provides a separate form of rental assistance for households already residing in rental housing who need help to pay past due rent and avoid eviction. Beyond SHIP, there are a number of resources for temporary relocation:

- **FEMA Temporary Sheltering Assistance (TSA):** TSA pays for hotel rooms on a temporary, emergency basis; paying participating hotels directly on behalf of eligible survivors. TSA has a limited timeframe that may expire before permanent housing is recovered. In addition, some survivors do not qualify for FEMA assistance or have been unable to complete their applications.
- **FEMA Rental Assistance:** Eligible FEMA applicants may be provided financial assistance from FEMA that they may use to rent alternative housing. This assistance is a set amount that can be used to pay for temporary rental housing.

- **FEMA RVs:** FEMA trailers can be rapidly deployed. However, FEMA's policy is to remove the trailer prior to the start of the next hurricane season, a policy that must sometimes be waived. Local staff must help identify safe and appropriately zoned sites for FEMA trailers. FEMA trailers can be deployed to the survivor's homesite if the conditions are appropriate.
- **FEMA Direct Leasing:** Some disasters occur where there was a pre-existing significant shortage of rental housing. In such cases, FEMA may provide direct assistance by leasing housing units on the private market. Under this program FEMA will lease private residences often at above market rate costs. There is a 12-month limit to this program.
- **FEMA Disaster Housing Assistance Program (DHAP):** DHAP has not been deployed by FEMA in the recent past. However, this is a valuable program for displaced households. The program provides rental assistance vouchers similar to Housing Choice Vouchers (Section 8) and is jointly administered by HUD. The local jurisdiction and the state disaster coordinator must request this assistance directly from FEMA.

TOOLS FOR HOUSING ASSISTANCE

In the first months of housing response, several tools may be deployed:

- **Collect accurate and prompt damage assessments:** Coordinate each assessment with a work write up.
- **Case Management:** Local staff from the Long-Term Recovery Group should work with FEMA to coordinate a smooth handoff for ongoing case management.
- **Connect Case Management to Housing Counseling:** Case managers should be housing experts able to determine which program is best suited to each applicant.

Additionally, there are many alternative and innovative temporary housing models available. These include re-purposed shipping containers, tiny homes, and a variety of modular homes. The availability of these solutions may be limited, and the required research and program design may divert the SHIP administrator from deploying available resources. Thus, it is suggested that these models be considered during non-disaster periods so that careful decisions can be made as to the priorities set by the local jurisdiction.

VOLUNTEERS ARRIVE EARLY AND WORK LATE FOR HOUSING RECOVERY

Volunteers bring great value after a disaster to prepare for home repair. Rehabilitation and reconstruction begin after the emergency response has been completed, debris is cleared, and infrastructure is restored. Volunteer organizations mobilize long before CDBG-DR or additional SHIP disaster funding is available. They muck out, gut, and make temporary repairs to homes as part of early response. This helps prevent mold and mildew problems and prepares the homes for permanent repairs performed by others.

National, state, and local volunteer organizations provide labor, tools, equipment, and sustenance after a disaster. Volunteers are on scene alongside the first responders, national guard, and FEMA. Nonprofit and faith-based organizations can rapidly deploy to a disaster zone. Large groups can merge with other groups and offer outreach to identify households in need.

National Volunteer Organizations Assisting in Disasters (VOAD) works through the Florida VOAD, which coordinates activities on the local level. In Florida, over 140 organizations are part of this vital network that includes local, state and nationwide nonprofit and faith-based organizations. In Florida, volunteer groups must coordinate the deployment of volunteers and raise funds for supplies and materials. Florida's volunteer framework is staffed by:

- ❖ **Volunteer Florida** works closely with Florida's Division of Emergency Management (FDEM) with a board of directors that is appointed by the Governor. It oversees the Volunteer Foundation of Florida, a 501(c)4. Volunteer Florida issues competitive solicitations for disaster case management as well as grants for volunteer organizations. Most recently, the organization has created "Volunteer Connect", an online platform for recruiting volunteers. Starting in the Spring of 2019, this platform is available at <https://volunteer.volunteerflorida.org/Become-a-Partner> for volunteers interested in variety of service, from disaster assistance to school support to arts and culture activities.
- ❖ **VOAD Groups:** VOAD Florida is a more fluid association of numerous organizations ranging from the American Red Cross, to Habitat for Humanity, United Way, World Renew and dozens of faith-based organizations including Catholic Charities, Jewish Federation, and the Mennonites.

Florida Voluntary Organizations Active in Disaster (FLVOAD) is a formal coalition of more than 88 recognized non-governmental organizations. During major incidents, FLVOAD member organizations send representatives to the State Emergency Operations Center (EOC) to coordinate with the Human Services Branch to represent the voluntary organizations and assist in response coordination.

VOLUNTEER FLORIDA AND VOAD CONTACTS

Christy Rojas
CERT Program Manager
Volunteer Florida
Christy@volunteerflorida.org

Gabe Tischler
Chair of Florida VOAD &
Emergency Management Specialist
Catholic Charities of Florida
gtischler@flaccb.org

- **Florida VOAD website:** <https://flvoad.communityos.org/cms/>
- **National VOAD website:** <https://www.nvoad.org/voad-members/>

TIMELINE: 60 TO 90 DAYS AFTER THE DISASTER

SHORT TERM DISASTER RECOVERY HOUSING ACTIVITIES

Within 60 to 90 days after a disaster, infrastructure is reconnected, debris has been cleared, and housing recovery activities may begin. Homes are mucked, gutted, and are ready to be repaired.

State housing funding was available within 60 to 90 days after Hurricanes Matthew, Hermine, Irma, Michael, and Dorian. SHIP programs in the impacted areas were the first to receive their newest allocation and they received portions of the \$5 million that is annually reserved for SHIP Disaster Recovery (SHIP-DR).

In cases where SHIP offices were staffed, prepared, and supplied with available contractors, the following assistance has started within 60 to 90 days of a disaster:

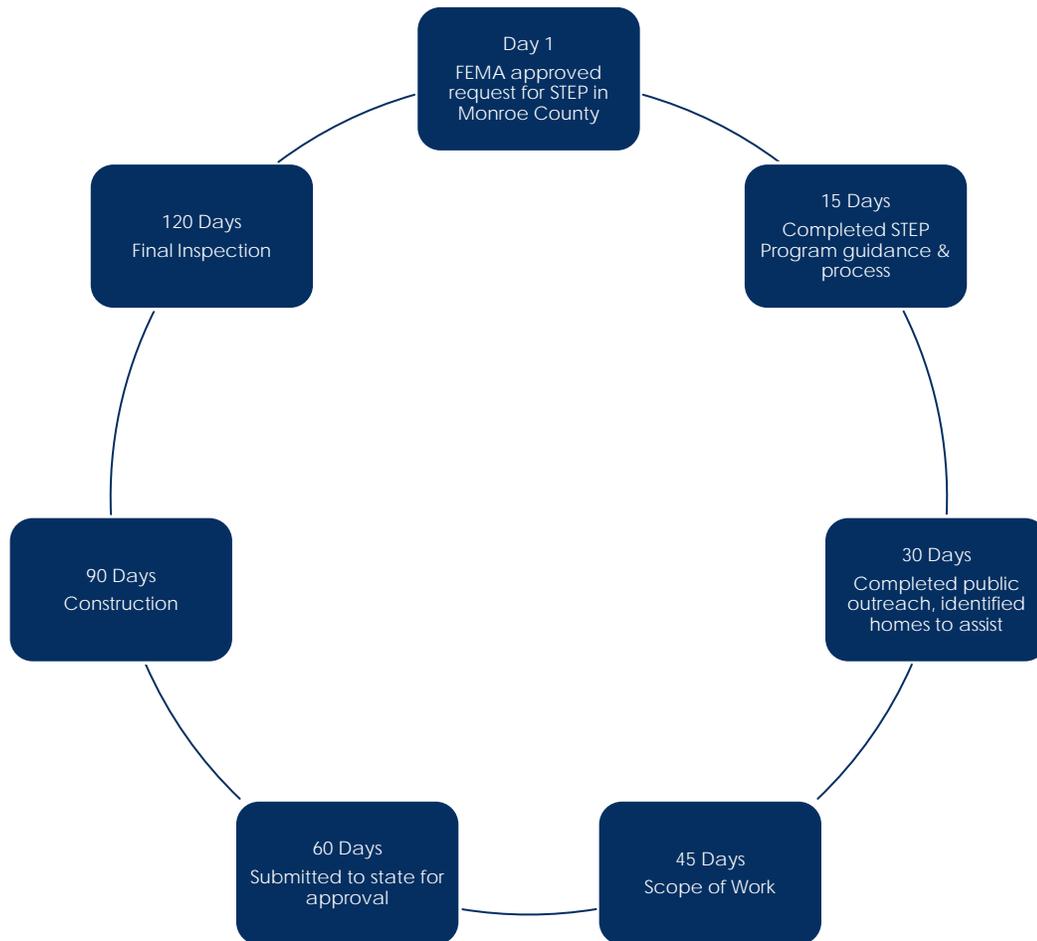
- **Payment of Insurance Deductibles:** SHIP and HHRP may pay for an eligible homeowner's property insurance deductible, often providing an award of \$3,000 to \$10,000 for each eligible homeowner. This is an eligible repair expense that complies with SHIP Construction/Rehabilitation set-aside and Homeownership set-aside requirements.
- **Expedited Temporary Repairs:** SHIP and HHRP may pay for temporary repairs to achieve two goals. Under the first goal, tarps, debris removal, and repairs help prevent further damage from falling debris or water intrusion. The second goal may be even more important: prioritizing repairs to achieve habitability as quickly as possible. This helps avoid a long period of displacement, saving federal and state funds. It may also be the approach most associated with rapid community recovery. SHIP may pay for temporary repairs completed by licensed contractors. Similarly, SHIP may reimburse homeowners for repairs they paid for after a disaster.

STEP Program:

Sheltering and Temporary Essential Power (STEP) for Temporary Repairs: STEP is a FEMA program that provides emergency rapid repair to enable eligible households to shelter in their own homes while they rebuild. STEP is meant to provide the most basic, life sustaining needs for emergency sheltering. It is not intended to restore homes to pre-disaster conditions. Emergency repairs include weatherproofing, utilities essential for potable water, hot water, HVAC, a functional kitchen and bathroom, and sleeping accommodations.

Only state emergency management staff may apply to FEMA for STEP and this must be brought about in response to a request from the local government. The decision to use STEP must occur soon after a disaster since it is an integral part of temporary housing plans. Once STEP repairs are complete and the property is cleared for emergency sheltering, the applicant will no longer be eligible for further Transitional Shelter Assistance (TSA) or sheltering assistance. However, applying for STEP will not affect an applicant’s eligibility for FEMA assistance under Individual Assistance (IA) programs.

STEP TIMELINE CASE STUDY: MONROE COUNTY, HURRICANE IRMA



This STEP project involved several waves of assistance to homes. All of them maintained the same expedited timeline from scope of work through final inspection.

TOOLS FOR HOUSING ASSISTANCE

More tools may be deployed during this phase, including:

- **Heir Title Resolution:** Lawyers from Florida’s legal services offices address barriers involving the chain of title and numerous heirs. This problem must be addressed before FEMA, insurance or SHIP assistance is provided. The legal advocate organizations statewide that can provide services for lower income survivors whose approval for assistance is hampered by the lack of clear title. This is a slow legal process but should be deployed year-round as well as in the aftermath of a disaster.
- **Surplus Land:** Discounted or donated land can significantly reduce the cost of developing affordable housing. Locating suitable land for affordable housing is a common challenge and surplus public land can be a valuable part of the disaster housing recovery solution. The formation of a surplus and inventory for affordable housing is a statutory requirement outlined in Florida Statutes Sections 125.379 and 166.0451. Each county and municipality in Florida must prepare an inventory list of all the real property it owns that is appropriate for use as affordable housing. It is essential to have guidelines to ensure that that land parcels are properly identified and used for affordable housing. The Florida Housing Coalition can provide local government staff with the guidance needed.
- **Community Land Trust:** In the aftermath of disaster, some local government turn to a community land trust to keep housing affordable for the long term. This approach separates land from building to reduce housing costs and ensure long term housing affordability through restrictions on resale price. Local governments may devote land to support the development of a CLT. They may also commit housing funds—including SHIP and HHRP—for land purchase and construction of homes. A CLT can serve a single neighborhood, a specific geographical area, or an entire county. A CLT’s core mission must be securing permanent affordability for housing that receives financial or other assistance for lower income or workforce residents.
- **New Homeownership Financing:** Some displaced households may choose to purchase a newly constructed home after a disaster. SHIP, HHRP, and other state and federal programs may provide down payment and closing cost assistance to help low- and moderate-income buyers with home purchase. There are a variety of programs that provide purchase assistance, including down payment and closing costs. Each community should explore the options available and incorporate them into their intake and counseling process.

- **Rental Housing:** Multifamily or small-scale rental housing is an important component of the local housing stock and should be repaired and made habitable as soon as possible. Funding sources flow differently than for purchase assistance. Owners of multifamily properties that serve lower income residents often have insurance, but there may be unmet needs.

Housing assistance programs include SHIP, Rental Recovery Loan Program (RRLP), HOME, Low Income Housing Tax Credits, and SAIL. These programs are offered through competitive solicitations most often. Programs differ in eligible activities. Some funding sources may be used for the repair of damaged housing while others provide for new construction of rental housing as a means of increasing the availability of rental housing in a community attempting to rebuild the community and economy. As an example, it is important to recognize that small scale rental repair is an extremely important approach and may require working with property owners who are investors as well as “mom and pop” small rental duplexes or small complexes. The new construction of multifamily workforce housing is a distinctly different approach, requiring qualified housing developers and long-term professional property management. Both large and small rental construction and repair programs are involved at this stage and can be expected to span into longer term phases of recovery.

TIMELINE: 90 DAYS TO YEARS AFTER THE DISASTER

LONG TERM DISASTER RECOVERY HOUSING ACTIVITIES

After 90 days of disaster response and recovery, significant and large-scale housing recovery activities are in process. The length of housing recovery varies with the level of damage experienced for each disaster. Large disaster recovery nonprofits in New Orleans involved with housing recovery after Hurricane Katrina report that work that has spanned a decade. Fortunately, other disasters have a shorter timeline. In cases where SHIP offices were staffed, prepared, and supplied with available contractors; the following assistance programs may be started 90 days after a disaster, or sooner:

- **Home Repair:** SHIP housing administrators accept applications directly to determine eligibility and the scope of work. They also work with staff from the long-term recovery organization as they identify unmet housing needs. Home repair is the most common use of SHIP and HHRP funds for disaster assistance. Most SHIP disaster assistance involves owner occupied rehabilitation and is performed by licensed contractors.

It is important to avoid duplication of benefits. Many homeowners have insurance settlements to help pay for recovery. Also, it is likely that homeowners have already applied for FEMA assistance. The Small Business Administration (SBA) issues low interest loans in the early stages of recovery that can be used along with insurance claims and assistance from charitable organizations. It is a best practice to track the disaster assistance provided by any and all sources including, but not limited to FEMA, private insurance, and charitable donations.

- **Replacement Housing:** If an applicant's house has been completely destroyed or the damage exceeds 50% of the appraised value of the home, disaster housing resources cannot be used to make repairs. The home must be replaced in a way that future risk of flooding is avoided by elevation or other means. SHIP and HHRP may pay for demolition and the reconstruction of a home for an income-eligible household. Replacement housing invests a significant amount of SHIP or HHRP funds into assisting one house. The approach taken in some jurisdictions is to require an applicant to use their FEMA, insurance or SBA loans to finance whatever portion of the replacement they can afford before paying for the remainder with SHIP or HHRP. Most programs require that damaged mobile homes built prior to 1994 must be replaced.

- **Purchase Assistance:** SHIP and HHRP are available for down-payment and closing costs assistance, if a disaster-affected household needs to relocate and purchase another home. This assistance is available for income-eligible applicants who can qualify for a first mortgage. The amount of purchase assistance available to a buyer is not limited by the SHIP Statute and Rule. Instead, each SHIP jurisdiction determines the acceptable amount of down-payment and closing costs assistance based on what eligible buyers can afford to borrow in the form of a first mortgage and the cost of buying a house in the local area.

- **Foreclosure Prevention:** SHIP may pay past due amounts on a homeowner's mortgage to avoid foreclosure. Most communities offering this assistance specify that it is only available to households that can document a reasonable prospect that they will be able to resume full mortgage payments to the primary lender. Most financial institutions offer forbearance on regular mortgage payments when the borrower cannot make timely payments due to the disaster's impact on home damage, as well as workplace disruption. It is important to make sure the applicant has communicated with their lender to learn of any assistance available if payments cannot be made.

- **New Single-Family Housing Development:** SHIP and HHRP may provide upfront financial assistance to for profit or non-profit developers of single-family housing developments including site acquisition, predevelopment, and development expenses. The new construction (or acquisition and rehabilitation) strategy should allow for appropriate development costs that may include a developer fee. SHIP-assisted single-family development may involve the construction of a subdivision of homes, a townhouse project, or in-fill housing in existing neighborhoods. Often, SHIP development assistance is provided to a developer early in the process and the subsidy per unit may be passed on to the income eligible purchaser. Local government responsibilities involved with homeownership development include the selection of a qualified developer, creating a contract between the SHIP office and developer, and providing the SHIP or HHRP funding at the proper time in the development process so that the housing is completed within the required timeframe.

- **Multifamily Rental Housing Development:** SHIP may help finance the new construction or rehabilitation of rental housing. Rental new construction often comes with a large price tag, so SHIP or HHRP funds are rarely the sole source of financing. Often, other sources of subsidy—like HOME, SAIL, bond financing, and Housing Credits—are also involved. Rental rehabilitation is also an allowable SHIP strategy. Common repairs include roof replacement, plumbing, air conditioning maintenance or replacement, electrical repairs, and measures to make units more accessible to residents with disabilities. Many local governments are asked to make a contribution to a multifamily development in order to qualify for financing from Florida Housing Finance Corporation. Remember that the amount of SHIP or HHRP funds that may be provided for rental development is limited by the statutory requirement that a least 65% of the SHIP allocation is devoted to homeownership activities. Since another 10 percent is commonly reserved for administration, only the remaining 25 percent of the allocation—along with all program income—is available for rental development. The expenditure deadlines for SHIP should be carefully considered to ensure that the development is completed and occupied within the SHIP expenditure timeframe.

HHRP & SHIP RELATED DOCUMENTS

The documents in Appendix III (pages 103-140) will assist the local government in administering its SHIP/HHRP assistance to disaster victims. Each document is created to serve as an example for local program staff to use as a template in the administration of its program. These documents must be modified to include the specific requirements of the local government program before their use. It is anticipated that the availability of these documents will reduce the time needed by local governments to move quickly in the implementation of their program.

- ❖ **SHIP Disaster Strategy:** This is a sample disaster strategy created by Florida Housing Finance Corporation that can be used as a guide by local governments to update their current disaster strategy or include in a new Local Housing Assistance Plan.
- ❖ **SHIP Disaster Procedures:** This document created by Florida Housing Finance Corporation outlines the disaster procedures authorized under the SHIP Rule and Statute.
- ❖ **Disaster Recovery Checklist:** This is a file checklist that can be used when assisting disaster affected applicants under the HHRP and SHIP program.
- ❖ **SHIP Intake and Application Form Sample:** This is a sample SHIP/HHRP program intake and application form that can be modified for use when assisting applicants under both programs.
- ❖ **Disaster Written Agreement with Applicant:** This a template of a written agreement that can be modified for use when assisting applicants who have been impacted by a nationally declared disaster.
- ❖ **Self-Certification Form:** The self-certification form, created by Florida Housing Finance Corporation can be used in circumstances where it is not possible for local government staff to obtain third party information from the applicant due to the disaster. A waiver from FHFC is required to use this form.
- ❖ **Disaster Subrecipient Agreement Template:** This template can be used when entering into an agreement with a Subrecipient for the administration of a disaster strategy. This document can be modified to comply with the specific requirements imposed by the local government.
- ❖ **Case Manager Request Form:** This form is submitted to FEMA to request information from the case manager to prevent duplication of benefits. The form request that FEMA provide information on benefits the applicant may have already received so the local government can provide the assistance needed to address unmet needs.

APPENDIX

APPENDIX I: DISASTER PREVENTION & MITIGATION RESOURCES & INFORMATION

A. FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA)

- www.fema.gov
- <https://www.fema.gov/hazard-mitigation-grant-program>
- <https://www.fema.gov/pre-disaster-mitigation-grant-program>
- <https://www.fema.gov/hazard-mitigation-assistance>
- <https://www.fema.gov/media-library/assets/documents/181812>
- <https://www.fema.gov/media-library/assets/documents/23194>

FEMA assists states and localities with immediate and short-term relief following a disaster event through various relief programs including Public Assistance and Individual Assistance. FEMA also provides funding for hazard mitigation projects.

FEMA - NATIONAL DISASTER HOUSING STRATEGY DOCUMENT ANNEXES

https://www.novoco.com/sites/default/files/atoms/files/fema_ndhs_annexes_011609.pdf

The Annexes provide an overview of the variety of housing disaster programs available to communities following a disaster including methods to house disaster victims, special needs and Disaster Impact and Unmet Needs Assessment Kit B-2 2 Appendix B – Existing Resources and Tools March 2013 low-income populations, disaster housing group site operations, repair/rehabilitation of rental housing, additional authorities and Stafford Act housing assistance.

FEMA – GUIDE TO FEDERAL RECOVERY PROGRAMS

<http://www.fema.gov/pdf/rebuild/ltrc/recoveryprograms229.pdf>

The Guide serves as a resource for government officials by providing brief descriptions and contact information for Federal Programs that may be able to provide disaster recovery assistance to eligible applicants.

FEMA ESF#14 LONG-TERM COMMUNITY RECOVERY ANNEX

<http://www.fema.gov/pdf/emergency/nrf/nrf-esf-14.pdf>

This webpage provides information about the long-term community recovery planning process and the federal interagency Emergency Support Function #14 (ESF #14) created to facilitate this process.

FEMA DISASTER ASSISTANCE FAQS

<http://www.fema.gov/assistance/dafaq.shtm>

FEMA PUBLIC ASSISTANCE PROGRAM INFORMATION

<http://www.fema.gov/government/grant/pa/index.shtm>

FEMA PUBLIC ASSISTANCE GUIDE

<http://www.fema.gov/pdf/government/grant/pa/paguide07.pdf>

Through the PA Program, FEMA provides supplemental Federal disaster grant assistance for debris removal, emergency protective measures, and the repair, replacement, or restoration of disaster-damaged, publicly owned facilities and the facilities of certain Private Non-Profit (PNP) organizations. The PA Program also encourages protection of these damaged facilities from future events by providing assistance for hazard mitigation measures during the recovery process.

FEMA PRE-DISASTER MITIGATION (PDM)

<http://www.fema.gov/pre-disaster-mitigation-grant-program>

The Pre-Disaster Mitigation (PDM) program was authorized by §203 of the Stafford Act. Funding for the program is provided through the National Pre-Disaster Mitigation Fund to assist States and local governments (to include Indian Tribal governments) in implementing cost-effective hazard mitigation activities that complement a comprehensive mitigation program. The PDM program will provide funds to states, territories, Indian tribal governments, and communities for hazard mitigation planning and the implementation of mitigation projects prior to a disaster event. PDM grants are to be awarded on a competitive basis and without reference to state allocations, quotas, or other formula-based allocation of funds.

FLOOD MITIGATION ASSISTANCE (FMA)

<http://www.fema.gov/flood-mitigation-assistance-program>

FMA was created as part of the National Flood Insurance Reform Act (NFIRA) of 1994 (42 U.S.C. 4101) with the goal of reducing or eliminating claims under NFIP. Funding for the program is provided through the National Flood Insurance Fund, and FMA is funded at \$20 million nationally. FMA provides funding to assist States and communities in implementing measures to reduce or eliminate the long-term risk of flood damage to buildings, manufactured homes, and other structures insurable under the National Flood Insurance Program (NFIP). Disaster Impact and Unmet Needs Assessment Kit B-3 3 Appendix B – Existing Resources and Tools March 2013.

FEMA HAZARD MITIGATION GRANT PROGRAM (HMGP)

Program Overview: <http://www.fema.gov/hazard-mitigation-grant-program>

FY 2011 HAZARD MITIGATION ASSISTANCE (HMA) UNIFIED GUIDANCE
<http://www.fema.gov/library/viewRecord.do?id=4225>

The Hazard Mitigation Grant Program (HMGP) provides grants to States and local governments to implement long-term hazard mitigation measures after a major disaster declaration. The purpose of the HMGP is to reduce the loss of life and property due to natural disasters and to enable mitigation measures to be implemented during the immediate recovery from a disaster. The HMGP is authorized under Section 404 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act.

NATIONAL FLOOD INSURANCE PROGRAM (NFIP)

<http://www.fema.gov/business/nfip/>

The Mitigation Division of FEMA manages the National Flood Insurance Program (NFIP). The three components of the Program are: Flood Insurance, Floodplain Management, and Flood Hazard Mapping. Buildings constructed in compliance with NFIP building standards suffer approximately 80 percent less damage annually than those not built in compliance. And, every \$3 paid in flood insurance claims saves \$1 in disaster assistance payments.

NATIONAL FLOOD INSURANCE PROGRAM'S (NFIP) COMMUNITY RATING SYSTEM (CRS)

<http://www.fema.gov/national-flood-insurance-program/national-flood-insurance-program-community-rating-system>

The National Flood Insurance Program's (NFIP) Community Rating System (CRS) is a voluntary incentive program that recognizes and encourages community floodplain management activities that exceed the minimum NFIP requirements

NATIONAL FLOOD INSURANCE PROGRAM (NFIP) WHITE PAPER, INSURANCE INFORMATION INSTITUTE, OCTOBER 2005

http://www.iii.org/white_papers/the-national-flood-insurance-program-nfip.html

This paper provides an overview of the National Flood Insurance Program (NFIP)It explains in detail how the program operates, including its costs, types of policies offered, participation, amounts of coverage available, and the NFIP's claims paying capacity and how the program's claims system works.

B. FLORIDA-SPECIFIC RESOURCES

<https://www.floridadisaster.org>

<https://www.floridadisaster.org/dem/mitigation/hazard-mitigation-grant-program/>

C. OTHER RESOURCES

ARMY CORPS OF ENGINEERS

<http://www.usace.army.mil/Home.aspx>

In any disaster, Corps of Engineers has three top priorities are: support immediate emergency response priorities; sustain lives with critical commodities, temporary emergency power and other needs; and initiate recovery efforts by assessing and restoring critical infrastructure.

CORA C. BROWN FUND

<http://www.federalgrantswire.com/cora-brown-fund.html>

This Fund was made possible by a bequest of funds from the late Cora C. Brown of Kansas City, Missouri, who left a portion of her estate to the United States for helping victims of natural disasters not caused by or attributed to war. Funds may be used to assist disaster victims with remaining unmet disaster-related needs associated with any phase of housing. Money from this fund may only be used to provide for disaster-related needs that have not been and will not be met by other assistance programs or insurance. The fund is not intended to replace or supersede these programs.

ECONOMIC DEVELOPMENT ADMINISTRATION (EDA)

www.eda.gov

EDA assists areas impacted by disasters by providing technical assistance related to measuring economic and market factors following a disaster.

SILVER JACKETS PROGRAM

<http://www.nfrmp.us/state/>

The Silver Jackets program provides a formal and consistent strategy for an interagency approach to planning and implementing measures to reduce the risks associated with flooding and other natural hazards. Federal agencies, including the U.S. Army Corps of Engineers (USACE) and the Federal Emergency Management Agency (FEMA), are partnering to form a unified forum to address the state's flood risk management priorities. Silver Jacket programs are developed at the state level. There are currently 22 active state teams; the ultimate goal is to offer an interagency team in every state.

SMALL BUSINESS ADMINISTRATION (SBA) OFFICE OF DISASTER ASSISTANCE

<http://www.sba.gov/about-offices-content/1/2462>

The Office of Disaster Assistance provides low interest disaster loans to homeowners, renters, businesses of all sizes and private, non-profit organizations to repair or replace real estate, personal property, machinery & equipment, inventory and business assets that have been damaged or destroyed in a declared disaster.

SMALL BUSINESS ADMINISTRATION (SBA) DISASTER RECOVERY PLAN

http://www.sba.gov/sites/default/files/Disaster%20Recovery%20Plan_0.pdf

SBA, through its Office of Disaster Assistance (ODA), provides affordable, timely and accessible financial assistance to homeowners, renters, businesses, and private nonprofits following a disaster. Disaster Impact and Unmet Needs Assessment Kit B-4 4 Appendix B – Existing Resources and Tools March 2013

ODA has provided more than 1.8 million disaster loans totaling \$49 billion to disaster victims. SBA helps small businesses recover from disasters through its guaranteed lending, technical assistance and procurement programs.

SMALL BUSINESS ADMINISTRATION (SBA) HOME DISASTER LOANS

<http://www.sba.gov/category/navigation-structure/loans-grants/small-business-loans/disaster-loans>

The SBA offers low-interest, fixed-rate loans to disaster victims, enabling them to repair or replace property damaged or destroyed in declared disasters. These low-interest rates and long repayment terms make recovery possible for many individuals and households.

UNITED STATES DEPARTMENT OF AGRICULTURE (USDA)

www.usda.gov

USDA provides emergency preparedness, response and recovery for families, small businesses and communities during emergencies with a focus on rural areas.

USDA NONINSURED CROP DISASTER ASSISTANCE PROGRAM

<http://www.fsa.usda.gov/FSA/webapp?area=home&subject=diap&topic=nap>

Provides financial assistance to producers of non-insurable crops when low yields, loss of inventory or prevented planting occurs due to natural disasters.

USDA SUPPLEMENTAL REVENUE ASSISTANCE PROGRAM (SURE)

<http://www.fsa.usda.gov/FSA/webapp?area=home&subject=diap&topic=sure>

SURE provides financial assistance for crop production and or quality losses due to a natural disaster.

LIVESTOCK FORAGE PROGRAM

<http://www.fsa.usda.gov/FSA/webapp?area=home&subject=diap&topic=lfp>

This program provides financial assistance to producers who suffered grazing losses due to drought or fire on or after January 1, 2008, and before October 1, 2011, during the calendar year in which the loss occurs. Fire losses must have occurred on federally managed lands.

CONSERVATION RESERVE PROGRAM

<http://www.fsa.usda.gov/FSA/webapp?area=home&subject=copr&topic=crp-eg>

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USDA Farm Service Agency's (FSA) Conservation Reserve Program (CRP) is a voluntary program available to agricultural producers to help them safeguard environmentally sensitive land. Producers enrolled in CRP establish long-term, resource-conserving covers to improve the quality of water, control soil erosion, and enhance wildlife habitat. In return, FSA provides participants with rental payments and cost-share assistance.

EMERGENCY FARM LOANS

<http://www.fsa.usda.gov/FSA/webapp?area=home&subject=fmlp&topic=efl>

USDA's Farm Service Agency (FSA) provides emergency loans to help producers recover from production and physical losses due to drought, flooding, other natural disasters, or quarantine.

VOLUNTEERS

FLORIDA VOAD WEBSITE

<https://flvoad.communityos.org/cms/>

NATIONAL VOAD WEBSITE

<https://www.nvoad.org/voad-members/>

D. LINKS

<https://www.cement.org/docs/default-source/th-buildings-structures-pdfs/12-16-16-resilient-design-guide-concrete-edition-low-resolution.pdf?sfvrsn=2>

http://content.aia.org/sites/default/files/2016-04/Res-Resilient-Design-Guide-HighWind-WoodFrame-Constr_0.pdf

<https://www.epa.gov/fedfunds/fema-disaster-mitigation-funding-programs-available-water-and-wastewater-utilities>

<http://flash.org/protect.php>

<https://fortifiedhome.org/wp-content/uploads/2019/05/FORTIFIED-Home-Hurricane-Standards-2019.pdf>

https://fortifiedhome.org/wp-content/uploads/2019/07/2018-01_technical_bulletin_corrosion-resistant-fasteners.pdf

<http://mitigationguide.org/task-9/funding-and-assistance/>

E. DISASTER RECOVERY GUIDEBOOKS AND BEST PRACTICES

COSCD A DISASTER RECOVERY TOOLKIT FOR STATE COMMUNITY DEVELOPMENT AGENCIES

<http://coscda.org/disaster/>

COSCD A's toolkit on FEMA's Long-Term Community Recovery (LTCR) program is geared specifically to the role of state community development agencies in these efforts. This tool outlines definitions, planning processes, and implementation guidance, including a small section that touches on CDBG funding as it relates to LTCR. The COSCD A Toolkit also includes references and resource documents such as Disaster Impact and Unmet Needs Assessment Kit B-6 6 Appendix B – Existing Resources and Tools such as sample Action Plans and waivers as part of their electronic library. Contact COSCD A for information regarding access to the electronic library files.

Long-Term Community Recovery Planning Process: A Guide to Determining Recovery Values

<http://www.louisianaspeaks-parishplans.org/attachments/FinalRecoveryGuide21606815.pdf>

This DRAFT version of the Long-Term Community Recovery (LTCR) Recovery Value Tool presents a standardized methodology for determining the recovery value of post-disaster reconstruction projects. Prioritizing need, identifying projects to meet the need and determining which projects have the highest recovery value are critical steps to guide a community's long-term recovery from a disaster. The Tool incorporates best practices developed on a number of successful pilot recovery planning initiatives throughout the country.

LONG-TERM COMMUNITY RECOVERY PLANNING PROCESS: A SELF-HELP GUIDE

<http://www.fema.gov/pdf/rebuild/ltrc/selfhelp.pdf>

This tool was created by FEMA to provide disaster-impacted governments with a plan for implementing long-term community recovery. It is intended to be a broad reference for any and all communities and can be customized based on the type of disaster, size of the community, and location.

GRAND FORKS FLOOD DISASTER AND RECOVERY LESSONS LEARNED

<http://www.grandforksgov.com/Reports/lessonslearned.pdf>

The City of Grand Forks, North Dakota, provides details on their program and lessons learned from disastrous flooding in 1997 and their subsequent recovery efforts. This report defines overarching principles that they used, or learned to use, and are easily able to be tailored for other disasters and locations. Lessons are divided into topic sections, such as Recovery Structure & Planning, Financial Lessons, Rebuilding Regulations, and Communications.

LOUISIANA DISASTER RECOVERY CDBG GRANTEE ADMINISTRATIVE MANUAL

[http://doa.louisiana.gov/cdbg/DR/manual/version3-1-1/DR-GranteeAdminManual-Ver3.1\(11-22-11\).pdf](http://doa.louisiana.gov/cdbg/DR/manual/version3-1-1/DR-GranteeAdminManual-Ver3.1(11-22-11).pdf)

The State of Louisiana has created an extremely comprehensive disaster recovery manual based on their experience with Hurricanes Katrina, Rita, Ike, and Gustav that includes numerous checklists, forms, agreements, and other useful tools. Some of the more helpful resources include sample agreements, compliance monitoring checklists, and financial management forms.

BROOMFIELD, COLORADO DAMAGE ASSESSMENT INDEX

<http://www.broomfield.org/police/i/EOP-DamageAssessment.pdf>

Broomfield, CO has provided a Damage Assessment Index that includes their recovery damage assessment tools. It outlines agency responsibilities, types of damage assessments to be used, key contacts, checklists for various user entities, damage estimation guides, and other useful items that can be used in a disaster recovery situation.

F. DISASTER RECOVERY RELATED ORGANIZATIONS

AMERICAN RED CROSS

www.redcross.org

The Red Cross delivers disaster housing assistance in three main forms: Mass Care, Rental Assistance, and Emergency Housing Repair, depending on the size and scale of the disaster and considering other resources available to disaster victims.

SALVATION ARMY

www.salvationarmy.org

The Salvation Army assists with restoration of water, infrastructures and home building following a disaster.

AIDMATRIX NETWORK FOR HUMANITARIAN RELIEF

<http://www.aidmatrixnetwork.org/>

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The National Donations Management Network provides this resource for donations to relief organizations worldwide. The web site displays disaster-related relief programs and allows users to select specific causes to which to donate not only money, but also goods, transportation, or even volunteer services.

INSURANCE INFORMATION INSTITUTE

<http://www.iii.org/>

The Insurance Information Institute helps improve public understanding of insurance. The I.I.I. provides reading material related to better understanding the various forms of insurance. Their web site contains published articles and press releases to help people prepare for disasters as it relates to insurance – what types of insurance to have, preparing for a disaster, and how insurance impacted past disasters.

APPENDIX II: DISASTER TOOLKIT

A. SHIP PROGRAM DISASTER PREPAREDNESS CHECKLIST

ACTION	DESCRIPTION	STAFF RESPONSIBLE	DEADLINE	COMPLETE (X)
CHECK STRATEGIES IN LOCAL HOUSING ASSISTANCE PLAN (LHAP)	SOME APPLICABLE STRATEGIES INCLUDE: <ul style="list-style-type: none"> a. DISASTER STRATEGY b. RAPID REHOUSING c. RENTAL ASSISTANCE d. RENTAL REHABILITATION e. HOMEOWNER REHAB 			
MITIGATION PROGRAM (ONGOING)	FUNDING BEYOND SHIP FOR REPAIR, REPLACEMENT, AND ELEVATION OF DAMAGED, NON-CODE COMPLIANT HOMES MAY COME FROM: <ul style="list-style-type: none"> a. EOC/DEM APPLY FOR GRANTS (NEED MATCH) FOR MITIGATION BLUE SKY AND POST DISASTER b. WEATHERIZATION FEDERAL WEATHERIZATION ASSISTANCE PROGRAM (WAP) FUNDS MAY BE COMBINED WITH SHIP REHABILITATION FUNDS TO MAXIMIZE WEATHERIZATION SERVICES TO THE HOME. 			
IDENTIFY PARTNERS	FOR EACH OF THE FOLLOWING, INCLUDE A NAME, ROLE, AND CONTACT INFORMATION: <ul style="list-style-type: none"> a. EMERGENCY OPERATIONS CENTER MITIGATION, PLANNING, RESPONSE, RECOVERY PHASES b. HOUSING PROVIDERS c. REALTORS d. APARTMENT ASSOCIATION e. LONG TERM RECOVERY ORGANIZATION CASE MANAGEMENT AND ASSISTANCE f. CONTINUUM OF CARE & MEMBERSHIP g. DISASTER SERVICES AGENCIES RED CROSS/SALVATION ARMY/HABITAT/CHURCHES h. STAFF ASSIGNED TO SPECIAL NEEDS EVACUATION PLANS 			
CHECK ZONING AND BUILDING CODES	REVIEW REQUIREMENTS RELATED TO EMERGENCY REPAIRS, TEMPORARY HOUSING, AND DEBRIS. IDENTIFY CODES THAT PROHIBIT PLACING TRAILERS ON PROPERTY, SINCE THEY MAY HAVE TO BE WAIVED AFTER A DISASTER.			
LOCATE SITES FOR TRAILERS, RVs, AND OTHER TEMPORARY HOUSING				
CONTACT MOTELS, MULTIFAMILY PROPERTIES TO EXCHANGE INFORMATION				
IDENTIFY TEMPORARY HOUSING				
IDENTIFY WHO WILL DO DAMAGE ASSESSMENT				

PREPARE MARKETING AND OUTREACH TO COMMUNICATE WITH SURVIVORS				
UNDERSTAND POST-DISASTER DEMOLITION PROHIBITIONS	DEMOLITION CAN NEGATE FEMA FUNDING IF DONE PRIOR TO FEMA ASSESSMENTS.			
UNDERSTAND FEDERAL PROCUREMENT FOR FEMA AND CDBG-DR				
UNDERSTAND SUBSTANTIAL DAMAGE AND FLOODPLAIN REGULATIONS				
CONSIDER SHIP DISASTER SUPPORT PROGRAMS	<p>SHIP STAFF SHOULD CONSIDER THE DEVELOPMENT OF PROGRAMS SUCH AS:</p> <ul style="list-style-type: none"> • WIND RETROFITTING OF RESIDENTIAL STRUCTURES – PROVIDE FUNDING OPTIONS TO HARDEN EXISTING HOUSING UNITS. • INSTALLATION OF HURRICANE SHUTTERS OR IMPACT-WINDOWS; METAL ROOFS, REINFORCED TRUSSES AND REINFORCED GARAGE DOORS. • PROVIDE FUNDING TO ELEVATE EXISTING PRIVATE RESIDENCES ABOVE BASE FLOOD ELEVATION. • PROVIDE FUNDING TO DEMOLISH AND REPLACE PRIVATE RESIDENCES TO MEET OR EXCEED BUILDING CODE AND FLOODPLAIN REQUIREMENTS. • DEVELOP AND INCREASE THE SUPPLY OF WORKFORCE HOUSING & CHOICE OF RENTAL HOUSING OPPORTUNITIES: IDENTIFY AREAS OF DAMAGED PROPERTIES OR AREAS OF LESS DAMAGED PROPERTIES TO MORE EASILY AND MORE QUICKLY REBUILD SAFE, ENERGY-EFFICIENT AND COST-EFFECTIVE HOUSING UNITS. • PURCHASE SCATTERED SITES FOR SINGLE FAMILY HOMES; PURCHASE PARKS AND REDEVELOP MULTI-FAMILY HOUSING, • PURCHASE LESS VULNERABLE SITES FOR WORKFORCE HOUSING • REBUILD AND REPAIR RESILIENT EXISTING HOUSING UNITS AS SAFE, ENERGY-EFFICIENT AND COST-EFFECTIVE HOUSING UNITS • IDENTIFY AREAS TO PURCHASE AND NOT REBUILD THAT AREA. PROVIDE FINANCIAL INCENTIVES TO PURCHASE AREAS IN DANGEROUS OR HIGH-RISK ZONES • PROVIDE FUNDING TO PURCHASE DEVELOPED PROPERTIES IN V-ZONE WITH EXISTING RESIDENCES TO CREATE ADDITIONAL OPEN SPACE AND NATURAL BUFFERS AND REBUILD HOUSING OUTSIDE OF V-ZONE • RELOCATE AND REBUILD IN LESS VULNERABLE LOCATIONS USING PURCHASE & REHABILITATION ASSISTANCE • PROVIDE FUNDING TO PURCHASE ABANDONED/DAMAGED STRUCTURES AND DEMOLISH UNSAFE STRUCTURES • PROVIDE FUNDING TO IMPROVE INFRASTRUCTURE FOR DRAINAGE AT HOUSING UNITS – LESSEN FLOODING VULNERABILITY • IDENTIFY/EXPLORE COST EFFECTIVENESS OF DIFFERENT TYPES OF FACTORY-BUILT HOUSING TO REPLACE MANUFACTURED HOUSING UNITS. 			

B. RESOURCES FOR LOCAL GOVERNMENTS

DISASTER RESOURCE	DESCRIPTION	LINK
FLORIDA HOUSING FINANCE CORPORATION: HOUSING PROGRAMS	In the wake of the devastation the State of Florida has experienced due to recent natural disasters, Florida Housing Finance Corporation (Florida Housing) is working with state and federal officials to provide information on disaster relief resources and information. This webpage provides available resources to assist you or those you know with recovery effort.	http://www.floridahousing.org/programs/special-programs/ship---state-housing-initiatives-partnership-program/disaster-relief
FLORIDA HOUSING FINANCE CORPORATION: HOUSING SEARCH	Florida Housing's website http://www.floridahousingsearch.org/ offers housing resources that accommodates income restrained households and households with other special needs.	http://www.floridahousingsearch.org/
FLORIDA HOUSING FINANCE CORPORATION: STATE HOUSING INITIATIVES PARTNERSHIP	Florida Housing's State Housing Initiatives Partnership (SHIP) Program is available in all Florida counties for residents who have experienced damage to their home or rental due to a natural disaster. To apply for assistance, search for your county's point of contact at the link provided.	https://www.floridahousing.org/programs/special-programs/ship---state-housing-initiatives-partnership-program/local-government-information
FLORIDA HOUSING COALITION	The Florida Housing Coalition is working with our state partners, most notably, the Florida Housing Finance Corporation, as well as our national partners, including the NLIHC and Enterprise Partners, to assist all of our communities in Florida with disaster recovery. Our role includes advocacy for federal and state funding and technical assistance for recovery efforts at the local level.	http://www.flhousing.org/
DISASTER CONTRACTORS NETWORK PORTAL	Florida's construction professionals share a common goal of building a better Florida through the use of hurricane-related mitigation techniques and energy-efficiency standards. Disaster Contractors Network (DCN) provides consumers, building professionals, and suppliers with the tools they need to meet these challenges in the aftermath of a storm or other disaster.	http://www.dcnonline.org/
USACE (OPERATION BLUE ROOF)	Operation Blue Roof provides a temporary covering of blue plastic sheeting to help reduce further damage to property until permanent repairs can be made. The blue plastic sheeting is installed using strips of wood that are secured to the roof with nails or screws. Contact 1-888-ROOF-BLU (1-888-766-3258) to request local, current information.	https://www.usace.army.mil/Missions/Emergency-Operations/National-Response-Framework/Temporary-Roofing/
FLORIDA DIVISION OF EMERGENCY MANAGEMENT	The Division of Emergency Management (DEM) plans for and responds to both natural and man-made disasters. These range from floods and hurricanes to incidents involving hazardous materials or nuclear power. The division prepares and implements a statewide Comprehensive Emergency Management Plan, and routinely conducts extensive exercises to test state and county emergency response capabilities.	https://www.floridadisaster.org/
FLORIDA LAW HELP	This page will provide you with current information about available national and state disaster benefits as well as resources in the state of Florida. In the meantime, learn about your rights regarding legal issues that can arise after a disaster in Florida.	https://www.floridalawhelp.org/
THE FLORIDA BAR FOUNDATION	When hurricanes and other natural disasters strike, first responders make sure people have the basics – food, shelter, utilities and medical care. But when the survivors start picking up the pieces of their lives, it's the second responders on whom they depend. Civil legal aid providers are among the most critical of the second responders.	https://thefloridabarfoundation.org/storm-aid
US DEPT. OF URBAN AND HOUSING DEVELOPMENT (HUD)	HUD offers various funding opportunities for survivors of natural disasters. The link provided lists state-specific resources as well as linkage to disaster assistance resources.	https://www.hud.gov/info/disasterresources

DISASTER RESOURCE	DESCRIPTION	LINK
HUD CDBG-DR TOOLKITS	HUD provides flexible grants to help cities, counties, and states recover from Presidentially declared disasters, especially in low-income areas. Funding is subject to availability of supplemental appropriations.	https://www.hudexchange.info/programs/cdbg-dr/toolkits/
HUD DISASTER RECOVERY HOMELESSNESS TOOLKIT	HUD's Disaster Recovery Homelessness Toolkit focuses on improving outcomes for people experiencing homelessness as part of long-term disaster recovery. This toolkit is for local governments, Continuums of Care, and service providers that want to ensure people experiencing homelessness are included in comprehensive and inclusive disaster planning, response and recovery, and long-term recovery efforts. The toolkit offers a framework for collaboration between local governments and service providers necessary to meet the needs of people experiencing homelessness and vulnerable populations during and after a disaster.	https://www.hudexchange.info/homelessness-assistance/disaster-recovery-homelessness-toolkit/
FEDERAL EMERGENCY MANAGEMENT AGENCY: HAZARD MITIGATION ASSISTANCE	FEMA's Hazard Mitigation Assistance (HMA) grant programs provide funding for eligible mitigation activities that reduce disaster losses and protect life and property from future disaster damages. The HMA grant programs most relevant to long-term recovery are the Hazard Mitigation Grant Program (HMGP), Flood Mitigation Assistance (FMA), Repetitive Flood Claims (RFC), and Severe Repetitive Loss (SRL).	https://www.fema.gov/hazard-mitigation-grant-program
FEMA: INDIVIDUAL ASSISTANCE PROGRAM	The FEMA Individuals and Households Program (IHP) Housing Assistance helps people affected by a disaster. It provides money, up to the program maximum, for necessary housing-related expenses and serious needs that can't be met through other means. Housing assistance under IHP includes temporary housing, repair or replacement of existing home, and semi-permanent or permanent housing construction.	https://www.fema.gov/disaster/4294-4297/updates/fact-sheet-what-femas-individual-assistance-program
FEMA: NATIONAL DISASTER RECOVERY PROGRAM DATABASE	This is a web-based search engine tool for governments, emergency managers, and planners, to use in order to view disaster recovery assistance programs that fit their particular needs. Users can customize the search results by choosing which phase of disaster recovery they are in, which entity would be receiving assistance, and which eligible criteria must be met in order to receive assistance.	https://www.fema.gov/pdf/emergency/disasterhousing/ndrpd_public_user_viewer_guide.pdf
FEMA: PUBLIC ASSISTANCE GRANT PROGRAM	The Public Assistance (PA) program is FEMA's primary assistance program for state and local governments. PA grants may be used to repair, replace, or restore disaster-damaged, publicly owned facilities and the facilities of certain private nonprofit organizations that perform a governmental function. This program has a wide range of eligible activities, including removal of debris, repair of roads and bridges, and repair of public buildings and water control facilities. The PA Program maintains a database of registrations, damage estimates, obligated amounts, and cost share. Damage estimate data from FEMA inspections are available only statewide (not at a county or locality level) but can be used to help estimate infrastructure needs in impacted areas. Agencies will submit applications for assistance, referred to as "Project Worksheets" that provide essential data information at the project level.	https://www.fema.gov/news-release/2009/12/15/fema-public-assistance-grant-program

DISASTER RESOURCE	DESCRIPTION	LINK
FEMA: NATIONAL FLOOD INSURANCE PROGRAM	There are three components of the National Flood Insurance Program (NFIP): Flood Insurance, Flood Hazard Mapping, and Floodplain Management. Nearly 20,000 communities across the United States participate in the NFIP by adopting and enforcing floodplain management ordinances to reduce future flood damage. In exchange, the NFIP makes federally backed flood insurance available to homeowners, renters, and business owners in these communities. Community participation in the NFIP is voluntary. It is important to know whether impacted communities participate in NFIP and work with the program to address potential duplications of benefits associated with insurance claims after a disaster.	https://www.fema.gov/national-flood-insurance-program
FEMA MITIGATION ASSESSMENT TEAM REPORTS	FEMA develops disaster reports and presentations, as well as to recovery advisories, for some disasters. Made available after FEMA's assessments and analysis, these reports often provide rebuilding considerations relevant to long-term recovery. The disasters for which these reports are available online are categorized by cause, including floods, hurricanes, tornadoes, and terrorist attacks.	https://www.fema.gov/fema-mitigation-assessment-team-mat-reports
FEDERAL HIGHWAY ADMINISTRATION	The FHA web site provides statistics on important transportation issues. They provide data about alternative fuel station locations, maps of various transportation means, disaster response and evacuation services, and natural disaster preparedness.	https://www.fhwa.dot.gov/
US DEPARTMENT OF VETERANS AFFAIRS	Information and Tools for Homeless Service Providers and Disaster Professionals offers resources and guidance to help emergency and public health officials, homeless service providers, and health care providers connect with each other and prepare for disasters.	https://www.va.gov/HOMELESS/nchav/education/VEM/EC-Toolkit.asp
POST DISASTER HOUSING REPAIR AND RESTORATION	This app informs users on the essentials of healthy homes for post natural disaster restoration of homes, including the principles and technical aspects of the safe and proper response and removal of mold, radon, asbestos, lead, and other hazards and unsafe conditions.	https://portal.hud.gov/hudportal/HUD?src=/program_offices/healthy_homes/disasterrecovery
SMALL BUSINESS ADMINISTRATION: DISASTER LOANS	The SBA website provides information about the Disaster Loan Program (DLP) as well as its standard small business assistance activities that are not specifically related to disaster situations. The DLP can be used for housing and business real estate repair and replacement, as well as content loss. The SBA will inspect for full repair and replacement costs and maintains data on the DPL recipients.	https://www.sba.gov/loans-grants/see-what-sba-offers/sba-loan-programs/disaster-loans
U.S. CENSUS BUREAU	The U.S. Census Bureau collects population and housing data every ten years, and economic data every five years. Users can research community statistics down to the block level based on demographic factors and housing status data. Two sub-sites of the Census are included to demonstrate the depth and breadth of the Census for users unfamiliar with the site beyond the basic level.	https://www.census.gov/programs-surveys/geography.html

DISASTER RESOURCE	DESCRIPTION	LINK
US DEPARTMENT OF AGRICULTURE: DATA AND STATISTICS	The USDA Economic Research Service provides key indicators, outlook analysis, and data on the U.S. food and agricultural system, including commodity markets, agricultural trade, food safety, and nutrition assistance programs. The National Agricultural Statistics Service (NASS) collects agricultural production and marketing data on a wide range of items and conducts the Census of Agriculture every five years to collect information including land use, production expenses, value of land, buildings, farm products, and the market value of products sold.	https://www.nass.usda.gov/
US DEPARTMENT OF AGRICULTURE: FARM SERVICES AGENCY	The USDA Farm Service Agency provides assistance to agricultural producers through a low-interest emergency disaster loan. The loans assist eligible farmers, ranchers and aquaculture producers recover from production losses or from physical losses. Estimation of damages to agriculture production are produced post-disaster.	https://www.fsa.usda.gov/programs-and-services/disaster-assistance-program/index
DEPARTMENT OF LABOR DISASTER UNEMPLOYMENT ASSISTANCE	Disaster Unemployment Assistance (DUA) provides benefits to previously employed or self-employed individuals rendered jobless as a direct result of a major disaster, and who are not eligible for regular federal/state unemployment compensation (UC). In certain cases, individuals who have no work history or are unable to work may also be eligible for DUA benefits. DUA is federally funded through FEMA but is administered by the Department of Labor and state UC agencies. Data provided is at the neighborhood level and can assist in analysis of the short- term trends of economic recovery.	https://ows.doleta.gov/unemploy/disaster.asp
CREATING A HEALTHY HOME: A FIELD GUIDE FOR CLEAN-UP OF	An illustrated step-by-step guide for do-it-yourselfers and contractors seeking to prevent mold-related health problems and save storm-damaged homes.	http://www.enterprisecommunity.org/resources/creating-healthy-home-field-guide-clean-flooded-homes-
ENTERPRISE COMMUNITY PARTNERS	Disaster Staffing Toolkit -It is designed to help organizations develop comprehensive disaster staffing plans to protect buildings, engage residents and continue business operations in the event of a disaster.	http://www.enterprisecommunity.org/solutions-and-innovation/green-communities/tools-and-services/ready-to-respond
VOLUNTARY ORGANIZATIONS ACTIVE IN DISASTERS	Voluntary Organizations Active in Disasters (VOAD) is an association of organizations that mitigate and alleviate the impact of disasters, provides a forum promoting cooperation, communication, coordination and collaboration; and fosters more effective delivery of services to communities affected by disaster.	https://www.nvoad.org/
CRISIS CLEANUP	Crisis Cleanup is a collaborative disaster work order management platform. It improves coordination, decreases duplication of efforts, enhances efficiency, and improves the volunteer experience. Crisis Cleanup works best when a large number of voluntary organizations with a lot of volunteers, work together to help a large number of people over a wide area, all at the same time. <ul style="list-style-type: none"> ▪ The phone number for individuals to call to ask for help is 844-965-1386. ▪ Organizations that want to sign up can call 800-451-1954. 	https://www.crisiscleanup.org/
SENIOR ASSISTANCE	National Church Residences is providing a referral service to assist seniors affected by hurricanes Harvey, Irma and Maria. Help is offered for housing, medication, or transportation.	http://www.nationalchurchresidences.org/HS4S 844-259-4747 / 844-259-4747

FINANCIAL INSTITUTIONS

FINANCIAL INSTITUTIONS AND LOCAL CENTERS ARE PROVIDING ASSISTANCE TO CONSUMERS AND BORROWERS DURING THE DISASTER RECOVERY PROCESS. THE WEBSITES FOR FLORIDA'S FINANCIAL INSTITUTIONS ARE LISTED BELOW. CUSTOMERS IN FEMA-DESIGNATED DISASTER AREAS MAY BE ELIGIBLE FOR ASSISTANCE SUCH AS WAIVERS

BANK OF AMERICA	https://about.bankofamerica.com/en-us/partnering-locally/disaster-relief.html#fbid=GfQVxyB34tY
BANKUNITED	https://www.bankunited.com/disaster-response
BB&T	https://www.bbt.com/education-center/articles/be-prepared-if-disaster-strikes.html
BBVA COMPASS	https://www.bbva.com/en/bbva-applies-new-thinking-methodology-disaster-preparedness/
CAPITAL CITY BANK	https://www.ccbg.com/hurricane_preparedness.htm
CAPITAL ONE BANK	https://www.capitalone.com/learn-grow/life-events/prepare-your-finances-during-disaster
CITI BANK	https://www.citigroup.com/citi/foundation/pdf/disaster_response.pdf
COMERICA BANK	https://www.comerica.com/insights/business-finance/disaster-recovery-for-small-businesses.html
FANNIE MAE	https://www.fanniemae.com/portal/about-fm/hurricane-relief.html
FIFTH THIRD BANK	https://www.53.com/content/fifth-third/en/alerts/hurricane-support.html
FREDDIE MAC	https://sf.freddiemac.com/general/disaster-relief
JP MORGAN CHASE	https://www.chase.com/personal/mortgage/natural-disaster
PNC	https://www.pnc.com/content/dam/pnc-home-hq/pdfs/Financial-Hardship-Assistance-Documents/Custom Hardship Assistance Package.pdf
REGIONS	https://www.regions.com/disaster_recovery/resource_center.rf
SUNTRUST	https://www.suntrust.com/content/dam/suntrust/us/en/mortgage-retail-and-commercial/2018/documents/mba-natural-disaster-relief-brochure.pdf
SYNOVUS BANK	https://www.synovus.com/
TD BANK	https://www.tdbank.com/corporate-responsibility/customers/
VALLEY NATIONAL BANK	https://www.valleyflorida.com/hurricane.htm
WELLS FARGO	www.wellsfargo.com/recovery

LISTING OF DISASTER RECOVERY WEBSITES AND RESOURCES

Resources described below contain a wide range of federal, private, and non-profit funding, program and technical assistance resources that may be available pre and/or post disaster. The list includes:

1. Federal disaster recovery funding opportunities, technical guidance, and program resources.
2. National resources for state, local, tribal, and territorial (SLTT) levels.
3. Other federal funding programs that have been made available to tribal and local governments through a congressional supplemental allocation.
4. Federal technical assistance to tribal and local governments to better prepare them for future disaster recovery.

This listing provides a starting point for the user and is not a comprehensive guide, nor does it indicate applicability or availability for any particular or general recovery need. Application period for grants are noted on the site or by contacting the funding source for additional information and future funding opportunities. The primary, most current, and comprehensive source of information on all federal assistance programs is through the Catalog of Federal Domestic Assistance (CFDA). Resources are also available from States and a wide range of non-profit and foundation sources.

NON-AGENCY SPECIFIC FEDERAL GRANTS, ASSISTANCE, AND GUIDANCE WEBSITES

These websites have search capabilities to allow users to search available federal grants and assistance based on specific keywords.

- Grants.gov - www.grants.gov
- Benefits.gov - www.benefits.gov
- DisasterAssistance.gov - www.disasterassistance.gov
- Dun & Bradstreet (DUNS number)- <http://fedgov.dnb.com/webform/displayHomePage.do>
- Catalog of Federal Domestic Assistance (CFDA) - www.cfda.gov
- U.S. Climate Resilience Toolkit - <http://toolkit.climate.gov/>
- U.S. Government Open Data - <http://www.data.gov/>
- Disaster Assistance - <https://www.disasterassistance.gov/get-assistance/other-recovery-help>
- Community Recovery Management Toolkit - <http://www.fema.gov/national-disaster-recovery-framework/community-recovery-management-toolkit>

FEDERAL DEPARTMENT/AGENCY SPECIFIC RESOURCES

CORPORATION FOR NATIONAL AND COMMUNITY SERVICE (AMERICORPS)

- AmeriCorps State and National Grants - <https://www.nationalservice.gov/build-your-capacity/grants/funding-opportunities/2017/americorps-state-and-national-grants-fy-2017>

U.S. DEPARTMENT OF AGRICULTURE (USDA)

- Disaster Resource Center- <https://www.usda.gov/topics/disaster>
- Drought Programs and Assistance- http://www.usda.gov/wps/portal/usda/usdahome?contentidonly=true&contentid=usda_drought_programs.html
- Disaster Assistance Program - <https://www.fsa.usda.gov/programs-and-services/disaster-assistance-program/index>
- The Extension Disaster Education Network EDEN: Reducing the Impacts of Disasters Through Education - <http://eden.lsu.edu/Pages/default.aspx>
- Food and Nutrition Services (disaster food stamps – DSNAP, food distribution) - <https://www.fns.usda.gov/grant-opportunities> or <https://www.fns.usda.gov/fdd/food-distribution-contacts>
- U. S. Forest Service National Urban and Community Forestry Program - <http://www.fs.fed.us/ucf/nucfac.html>
- USDA Food and Nutrition Services (disaster food stamps – DSNAP, food distribution)- <https://www.fns.usda.gov/grant-opportunities>
<https://www.fns.usda.gov/fdd/food-distribution-contacts>
- USDA Small Business Innovation Research Program (SBIR) - <https://nifa.usda.gov/program/small-business-innovation-research-program-sbir>
- NRCS Emergency Watershed Protection (EWP) Program - <http://www.nrcs.usda.gov/wps/portal/nrcs/main/national/programs/landscape/ewpp/>
- NRCS Emergency Watershed Protection Program - Floodplain Easement Option (EWP FPE) - http://www.nrcs.usda.gov/wps/portal/nrcs/detail/tn/newsroom/?cid=nrcs143_008225
- NRCS Farm and Ranch Lands Protection Program - <http://www.nrcs.usda.gov/wps/portal/nrcs/main/national/programs/easements/farmranch/>
- NRCS Resource Conservation and Development Program - http://www.nrcs.usda.gov/wps/portal/nrcs/detail/la/people/partners/?cid=nrcs141p2_015725
- Natural Resources Conservation Services (NRCS) Technical Assistance - <http://www.nrcs.usda.gov/wps/portal/nrcs/main/national/programs/technical/>
- USDA Risk Management (crop insurance and education)- <https://www.rma.usda.gov/aboutrma/who/aboutrme.html>
- Rural Development – Emergency Community Water Assistance Grants Program - <http://www.rd.usda.gov/programs-services/emergency-community-water-assistance-grants>
- Rural Development – Community Facilities Direct Loan and Grant Program – <http://www.rd.usda.gov/programs-services/community-facilities-direct-loan-grant-program>

- Rural Development – Intermediary Relending Program – <http://www.rd.usda.gov/programs-services/intermediary-relending-program>
- Rural Development – Rural Community Development Initiative Grants - http://www.rurdev.usda.gov/HAD-RCDI_Grants.html
- Rural Development – Programs & Services for Communities & Nonprofits - <http://www.rd.usda.gov/programs-services/programs-services-communities-nonprofits>
- Rural Development – Rural Business Development Grants - http://www.rurdev.usda.gov/BCP_rbeg.html
- Rural Development – Rural Housing Service - <http://www.rd.usda.gov/about-rd/agencies/rural-housing-service>
- Rural Development – Water & Waste Disposal Loan & Grant Program - <http://www.rd.usda.gov/programs-services/water-waste-disposal-loan-grant-program>
- Rural Development – Water & Waste Disposal Loan Guarantees - <http://www.rd.usda.gov/programs-services/water-waste-disposal-loan-guarantees>
- NRCS Small Watershed Program - http://www.nrcs.usda.gov/wps/portal/nrcs/detail/ca/programs/?cid=nrcs144p2_064043
- NRCS Watershed Surveys and Planning - <http://www.nrcs.usda.gov/wps/portal/nrcs/main/national/programs/landscape/wsp/>
- Rural Development – Water & Waste Disposal Technical Assistance & Training Grants – <http://www.rd.usda.gov/programs-services/water-waste-disposal-technical-assistance-training-grants>

CORPORATION FOR NATIONAL AND COMMUNITY SERVICE

- Corporation for National and Community Service (AmeriCorps)- <https://www.nationalservice.gov/buildyourcapacity/grants>

U.S. DEPARTMENT OF COMMERCE

- Department of Commerce Bureaus and Offices -<https://www.commerce.gov/about/bureaus-and-offices>
- EDA Disaster Recovery/Post-Disaster Economic Recovery Resources - <https://eda.gov/programs/disasterrecovery/disaster-recovery.htm>
- EDA Funding Opportunities - <https://www.eda.gov/funding-opportunities/>
- EDA Public Works and Economic Adjustment Assistance Programs - <http://www.grants.gov/web/grants/view-opportunity.html?oppld=279842>
<https://www.cfda.gov/index?s=program&mode=form&tab=core&id=e5254fa16829ebe6a08dd1c79126ec8d>
- EDA Planning Program and Local Technical Assistance Program
<http://www.grants.gov/web/grants/view-opportunity.html?oppld=280447>
<https://www.cfda.gov/index?s=program&mode=form&tab=core&id=43b8ca979f221b452123a1c2938e2d77>

- EDA Regional Innovation Strategies Program (RIS) - <https://www.eda.gov/oie/ris/>
- NOAA Fishermen's Contingency Fund Program - http://www.nmfs.noaa.gov/mb/financial_services/fcf.htm
- NOAA Fishery Disaster Assistance - <http://www.fisheries.noaa.gov/sfa/management/disaster/index.html>
- NOAA Coastal and Estuarine Land Conservation Program - <http://coast.noaa.gov/czm/landconservation/>
- NOAA - Digital Coast - <http://coast.noaa.gov/digitalcoast/>
- NOAA - Coastal & Waterfront Smart Growth - <http://coastalsmartgrowth.noaa.gov/>
- NOAA National Marine Fisheries Service - Habitat Conservation Funding Opportunities - <http://www.habitat.noaa.gov/funding/index.html>
- NOAA The National Coastal Zone Management Program - <http://coast.noaa.gov/czm/>
- NOAA – National Weather Service Automated Flood Warning System - <http://water.weather.gov/afws/>
- NOAA Saltonstall-Kennedy Grant Program - http://www.nmfs.noaa.gov/mb/financial_services/skhome.htm
- NTIA National Telecommunications and Information Administration - <https://www.ntia.doc.gov/home>

U.S. ARMY CORPS OF ENGINEERS (USACE)

- Direct Missions - <http://www.nwo.usace.army.mil/Missions.aspx>
- Beach Erosion Control Projects - <https://www.cfda.gov/index?s=program&mode=form&tab=core&id=e55e7e0e7484f1f9e674a5ec50ea3211>
- Brownfields - Urban Waters Program - <http://www.usace.army.mil/Missions/Environmental/BrownfieldsUrbanWaters.aspx>
- Coastal Program Guide: North Atlantic Coast Comprehensive Study - <http://www.nad.usace.army.mil/CompStudy>
- USACE Civil Works (dam, flood risk, levee)- <http://www.usace.army.mil/Missions/Civil-Works/>
- Dam Safety Program - <http://www.usace.army.mil/Missions/CivilWorks/DamSafetyProgram.aspx>
- USACE Environmental (brownfields, environment, estuary) - [http://www.usace.army.mil/Missions/ Environmental/](http://www.usace.army.mil/Missions/Environmental/)
- Emergency Drought Assistance - <http://www.usace.army.mil/Missions/EmergencyOperations/Drought.aspx>

- Emergency Operations Flood Response and Post-Flood Response
<https://www.cfda.gov/index?s=program&mode=form&tab=core&id=b578e8145423be9ceec71d7a422b74e1> <http://www.usace.army.mil/Missions/EmergencyOperations/Floods.aspx>
- Emergency Rehabilitation of Flood Control Works or Federally Authorized Coastal Protection Works - <https://www.cfda.gov/index?s=program&mode=form&tab=core&id=b4bea60966c27373d0e3bf86de3fd451>
- Emergency Advance Measures for Flood Prevention - <https://www.cfda.gov/index?s=program&mode=form&tab=core&id=c0a95aa1d0fafd65c881ab5d2d3385e2>
- Public Law 84-99 Rehabilitation Program –
<http://www.iwr.usace.army.mil/Missions/FloodRiskManagement/FloodRiskManagementProgram/PartnersinSharedResponsibility/USACEStaff/PL8499RehabilitationProgram.aspx>
- USACE Sustainability (climate, resilience) - <http://www.usace.army.mil/Missions/Sustainability/>
- Silver Jackets- <http://www.nfrmp.us/state/>
- Invasive Species Management - <http://www.usace.army.mil/Missions/Environmental/InvasiveSpeciesManagement.aspx>
- Levee Safety Program - <http://www.usace.army.mil/Missions/CivilWorks/LeveeSafetyProgram.aspx>

U.S. DEPARTMENT OF EDUCATION

- Readiness and Emergency Management for Schools - <https://rems.ed.gov/>

U.S. DEPARTMENT OF ENERGY

- Weatherization and Intergovernmental Programs Office - <http://energy.gov/eere/wipo/weatherization-and-intergovernmental-programs-office>
- Energy Efficiency and Conservation Block Grant Program - <http://energy.gov/eere/wipo/energy-efficiencyand-conservation-block-grant-program>
- Financing Solutions - <http://energy.gov/eere/slsc/financing-solutions>
- Strategic Energy Planning - <https://energy.gov/indianenergy/strategic-energy-planning>
- Office of Indian Energy Policy and Programs - <http://apps1.eere.energy.gov/tribalenergy/>
- National Renewable Energy Laboratory - Technology Deployment, Disaster Resiliency and Recovery - https://www.nrel.gov/tech_deployment/drr_greensburg_ks.html?print

U. S. DEPARTMENT OF HEALTH AND HUMAN SERVICES

- Administration for Children and Families – Health Profession Opportunity Grants - <http://hpogcommunity.acf.hhs.gov/Pages/default.aspx>
- Administration for Children and Families – Community Economic Development Program - <http://www.acf.hhs.gov/programs/ocs/programs/ced>
- Administration for Children and Families – Rural Community Development Program - <http://www.acf.hhs.gov/programs/ocs/programs/rcd>
- Administration for Children and Families – Social and Economic Development Strategies - <http://www.acf.hhs.gov/programs/ana/programs/seds>
- Administration for Community Living – Funding Opportunity Announcements - http://acl.gov/Funding_Opportunities/Announcements/Index.aspx
- Health Resources and Services Administration – Affordable Care Act Grants for School-Based Health Center Capital Expenditures - <https://www.cfda.gov/index?s=program&mode=form&tab=step1&id=4e561fd1f73dab04a9f6698ecff8705c>
- HRSA – Rural Community Programs - <http://www.hrsa.gov/ruralhealth/community/index.html>
- Health Resources and Services Administration – Small Rural Hospital Improvement Grant Program – <https://www.cfda.gov/index?s=program&mode=form&tab=step1&id=e6e74ae93844c1fa459ac7866c8832eb>
- Public Health Service - Recovery Resource Library - <http://www.phe.gov/about/oem/recovery/Pages/resources.aspx>
- Substance Abuse and Mental Health Services Administration (SAMHSA) – Comprehensive Community Mental Health Services for Children with Serious Emotional Disturbances - <https://www.cfda.gov/?s=program&mode=form&tab=step1&id=e68810bf55c9db6fc78a0815ef594525>
- Substance Abuse and Mental Health Services Administration (SAMHSA) – Disaster Relief Information
<http://www.disasterassistance.gov/disaster-assistance/forms-of-assistance/4506/1/6>
<http://www.samhsa.gov/find-help/disaster-distress-helpline>
- Administration for Children and Families - Community Services Block Grant - <http://www.acf.hhs.gov/programs/ocs/programs/csbg>
- Centers for Disease Control and Prevention (CDC) - <http://www.cdc.gov/>
- Centers for Disease Control and Prevention Funding and Guidance for State and Local Health Departments - <http://www.cdc.gov/phpr/coopagreement.htm>

C. CONTRACTOR HANDBOOK

INTRODUCTION

Cities and/or counties appropriate federal, state, and local funds to make decent, safe, and affordable housing attainable to local residents of very low, low, and moderate-income levels. These affordable housing opportunities, whether rental or homeownership, offers a suitable living environment and expanded economic opportunities for these targeted populations. The local government that administers these funds should also maintain an active list of licensed and insured contractors to assist in accomplishing the activities funded under these programs. The guidance below will assist the local government in screening and creating a list of active, approved contractors that will work on rehabilitation projects.

CREATING AN ACTIVE CONTRACTOR LIST

In order to establish a list of approved contractors, local governments should complete several steps. Before a contractor is placed on the qualified Active Contractor List, they should complete an application that includes the contractor's license, certifications, references, and other related documents. The application, along with required documentation, should be submitted to the local government staff for review. Staff should be responsible to verify all licenses, insurance, and references.

Once qualified, the contractor is placed on the Active Contractor List. This designation allows contractors to be notified of new projects and be given the opportunity to bid on these projects. Contractors that have been debarred or suspended from working on federally funded programs or are the subject of unresolved complaints filed with the Florida Department of Business and Professional Regulation, should not eligible to participate under the housing programs. Contractors that fail to meet the specific program requirements should be notified in writing that they are ineligible for the program and the reasons for their ineligibility. All active contractors are expected to comply with all applicable city, county, state, and federal laws that apply to the project.

The staff should provide copies of information relevant to the program to all contractors on the bidders list. All contractors bidding on work available through the city and/or county must familiarize themselves with the local policies, procedures, materials, standards, and methods of construction. All work write-ups should refer to and incorporate these standards and all contractors participating in the program are expected to conform to the policies and guidelines.

HOUSING PROGRAMS APPLICABLE TO CITY AND/OR COUNTY APPROVED CONTRACTORS

Local governments have the option of creating one or several strategies under their rehabilitation programs. The local government will determine the types of programs and strategies, funding amounts, and types of housing assisted that will be served by each strategy. These housing programs that the cities and counties operate can be funded through state and federal grants; many of which are renewed annually, but none of which are guaranteed. When funds are available, local governments can use grants or deferred loans to repair and rehabilitate the existing housing stock. In an effort to increase the affordable housing stock, local governments can also allocate funds for new construction.

HOUSING REHABILITATION PROGRAM

Housing Rehabilitation Programs are used to repair properties to achieve compliance with the building code. It will include repairs of major systems in danger of failure and incipient violations. The extent of repairs will be determined based on the maximum award allowed under the program. To adhere to current code compliance and address building violations, the local government should have sufficient funds available to finance the needed repairs and meet the objectives of the program.

DEMOLITION AND REPLACEMENT HOME

Cities and counties receive a variety of federal and state funding sources that can be used for the purpose of home demolition that will create a decent, safe, and sanitary replacement home that meets the current code. There are instances where the condition of the home is beyond repair and is determined substandard, resulting in requiring replacement housing. This is one of the most expensive options, but a very important option for those with substandard housing stock that is beyond repair. The housing inspector must make a determination when a property must be replaced based on the current condition. Inspectors solicit assistance from their building inspectors to determine when a structure is unsafe and must be replaced. Properties that require replacement should not be rehabilitated.

EMERGENCY REPAIR PROGRAM

The Emergency Repair Program is used to address immediate repairs. The funding is normally issued as a grant and is used to address one or two urgent repairs needed to resolve habitability issues that present an imminent threat to the owner/occupants' health and safety.

CONTRACTOR BID PROCESS

A. INVITATION TO BID

Contractors that are on the Active Contractors List should receive an invitation to bid by mail, e-mail, or fax detailing any upcoming projects. The bid documents should include the bid number, owner/developer name, property location, scope of work, date and time of the scheduled mandatory bid walk-through, bid response deadline and bid opening date. Contractors who wish to bid should be required to attend the pre-bid walk-through and sign in. Contractor participation should be mandatory for the contractor to remain on the Active Contractor List. Contractors that

cannot participate should be required to submit a written response noted as “no bid” submitted by the bid opening date.

B. Mandatory Walk-Through

The purpose of the mandatory contractor walk-through is to allow the contractor to view the property, ask questions, and discuss project details with the homeowner(s) and Housing Inspector relating to the scope of work in the bid documents. Changes, additions, deletions, and refinement of work details or the scope may be made during this walk-through. This is the first opportunity for the contractor to view the property.

The walk-through should start promptly at the time specified. Contractors should not begin to inspect the home or construction site before the Housing Inspector arrives and the walk-through officially starts. Contractors should be required to sign in on an official attendance sheet. Contractors who do not sign the official attendance sheet should not be eligible to bid on the project.

Changes to bid specifications should be reviewed at the end of the walk-through to ensure that all contractors are aware of any changes discussed during the walk-through. If changes are made to the original bid specifications, contractors should receive a revised bid document via email, fax, or mail prior to the bid opening date. Contractors should be provided with a scope of work form provided in the bid documents to be used to submit the bid. Once the work is awarded, the local government should not allow any changes to be made to the work write-up except in the event of unforeseen circumstances as determined by the city and/or county or unless a change in the scope of work is required by the city and/or county's building department. Failure of the contractor to bid according to the final bid specifications may be just cause for disqualification of the contractor's bid.

C. BID PROPOSAL

The Housing Inspector should prepare a scope of work in sufficient detail that it is clear to all bidders, explaining what the specifications of materials are as well as the scope of work to be performed. Specifications should cover structural improvements, plumbing, electrical, HVAC, roofing materials, windows, doors, hardware, flooring, painting, garage doors, insulation, floors, cabinets, counter tops, appliances, mirrors, light fixtures, etc. This will ensure that contractors are bidding based on the use of similar or like materials and scope of work. The proposal should be signed off by the owners to eliminate any misconceptions between the parties as to what they should/should not expect from the work being performed under the contract.

In the proposal, the contractor should agree, in writing, that that the contract proposal, scope of work, and the price of the contract and its content are consistent and accurate. The contractor should also acknowledge the performance requirement established in the scope of work and the warranty for all work undertaken will conform to said specifications.

D. Bid Submittal

The contractor's bid should be submitted on the official work write-up form provided in the bid documents by the local government. Line item prices for each item should be specified on the work write-up and profit and overhead can be added to each line item or added at the end.

The prices on the work write-up and signatures should be written in ink. If a mistake is made on the bid, the change should be initialed by the proposer prior to submitting the bid. It should be the contractor's responsibility to remain informed regarding permit fees, material costs, and other requirements that might increase the cost of the work. Once a bid is submitted, the contractor should be bound to the price that is stated on the submitted proposal.

For model or materials not specified in the scope of work, the contractor's prices should match the existing quality and style in the home. If a specific model is specified, the Contractor should be expected to install that model or product number, or an equal in quality and price. A contractor cannot deviate from the product specified without written authorization from the city and/or county. All questions related to job specifications should be cleared by the contractor by contacting the local government prior to submission of the bid.

All bids should be submitted on the official bid submittal form in a sealed envelope. The bid number, contractor name and the bid number should clearly be written on the front of the sealed envelope. Completed bids should be delivered to the city and/or county on or before the scheduled bid date and specified time. Late bid responses will not be accepted by the local government.

Addenda to Bid

The city and/or county should reserve the right to amend any bid before the bid opening date. Addendums should be mailed to all active contractors prior to the bid opening date. The local government should request that the contractor provide a receipt for the addendum. If questions are submitted to the local government regarding the bid, all questions and answers should be provided to all potential bidders in writing prior to the bid opening.

Bid Rejection

Whenever it is in the city and/or county's best interest, the local government should reserve the right to reject any and all bids.

The Local Government Prompt Payment Act (Chapter 218 of Florida Statutes) provides that the city and/or county may set forth the requirements for an invoice to be a proper invoice. The requirements of a proper invoice should be set forth in the agreement or contract governing the purchase. However, no invoice submitted by a vendor should be considered a proper invoice unless the invoice is an original invoice and delivered in accordance with the purchase order.

E. Contract Award

The city and/or county should review the bids to ensure that all mandatory work is included, that it conforms to program specifications, and that the cost is reasonable for the project. In cases where homeowners are involved, the homeowner may also participate in the selection process. Estimates that are unresponsive, unreasonable, inaccurate, contain incorrect totals, are unsigned, or submitted in pencil may be rejected at the option of the owner and the local government.

The following criteria can be used to determine the winning bid:

1. Contractor is an approved eligible contractor on the Active Contractor List, and all requirements (including active license and insurance) are up to date.
2. The bid is the lowest responsive bid.
3. Bid amount does not exceed 10% above or 10% below the estimated bid price as determined by the department staff. Bids that exceed this limit are rejected.

F. Subcontractors

Local governments should require that for contractors who employ subcontractors, that all subcontractors be licensed and insured. Contractors should be instructed not to begin construction until they receive a Notice to Proceed from the city or county and the required permits are issued by the Building Department. Application for building permits should be made immediately following the issuance of the Notice to Proceed.

Contractors who are experiencing delays in completing work within the required deadline should not be awarded additional work until the delayed projects have been completed to satisfaction of the local government. The local government may want to consider removing the contractors from the bidders list who experience excessive delays on all projects unless the delays are caused by factors beyond the contractor's control and are confirmed by city and/or county.

G. Draw Schedule

Local governments can establish a draw schedule for their projects based on the maximum award. This helps to prevent contractors from making excessive draws without having major work completed that has passed inspection. The contractor can submit a payment invoice to the department staff, on the forms provided by staff, for the portion of the work completed. For each draw request, the work for which the contractor is requesting payment should pass all inspections required by the Building Department. Each draw should require a Release of Lien from both the contractor and subcontractor for the amount of work being paid. The contractor should pay all suppliers and subcontractors prior to receiving payment under the specific draw. The final draw should be withheld until all the punch list items have been completed.

It is considered a best practice that for projects of \$15,000 or less, the Contractor receives payment in one lump sum at project completion, rather than in multiple draw payments.

The following draw schedules can be used as an example to pay the contractor based on the total contract amount.

For contracts from \$15,001-\$40,000:

- First Draw: 35%
- Second Draw: 35%
- Final Draw: 30%

The following draw schedule can be used for Demolition/Reconstruction contracts of \$40,001 or more:

- First Draw: 20%
- Second Draw: 20%
- Third Draw: 20%
- Fourth Draw: 20%
- Fifth Draw: 20%

2. CONTRACTOR PAYMENTS

Payments to the contractor can be made by the local government whether the property is owned by the city/county or on behalf of the resident homeowner, as applicable, in accordance with the adopted Draw Schedule. The contractor should be required to complete and submit the Contractor Payment Request Form to the staff. The contractor should be required to obtain the owner's dated signature on the Payment Request before submitting it to the program staff.

Lien Waivers should be signed by the contractor before the final draw is released. All required inspections should be completed and passed before a payment is released. This includes, but is not limited to, required Building Department inspections as well as any internal inspections.

The Final Draw should be withheld until the following items have been completed:

- All required inspections have been completed and passed by the Building Department.
- The owner has signed off as satisfied with the project.
- A Final Inspection or C/O has been issued by the Building Department.
- A Final Inspection has been completed by the housing staff.
- A Final Release of Lien has been signed by the contractor.
- All warranty information has been provided to the homeowner or city/county.
- The construction site is clean.
- All Final Releases of Lien have been received from subcontractors.

C. PAYMENT REDUCTION

The local government should reserve the right to decline payment or reduce the amount of a draw to such an amount as is necessary to protect the owner from loss or to recover the cost incurred to correct or complete the specified work for reasons including, but not limited to:

1. Defective work not corrected;
2. Third-party claims filed or with reasonable evidence indicating probable filing of such claims;
3. Failure of the Contractor to make proper payments to sub-Contractors, laborers or material suppliers; and
4. The amount of work completed is not enough to constitute a draw.

D. CHANGE ORDERS

The contractor should agree in the written agreement that no alteration of materials or labor described in the original work order shall take place unless in writing and mutually agreed upon by the homeowner, contractor and housing staff. The contractor should agree that all changes should be submitted on the Change Order Form provided by the city and/or county, signed and dated by the homeowner (if applicable), contractor, and housing staff. Changes to the work should be subject to the terms of the contract. Contractors should provide before and after pictures of the work associated with change order requests. Change orders should be submitted and approved by the local government prior to the final draw request and should only be considered in the case of unforeseen circumstances.

E. SUSPENSIONS AND DISQUALIFICATIONS

Local governments should develop guidelines for suspension or disqualification of contractors. Some of these reasons can include:

1. Self-imposed: A contractor may disqualify him/herself before a contract signing for conflicting work contracts or personal hardship.
2. Lack of Participation: A contractor that does not participate or respond to an invitation to bid can be placed on inactive status and not sent bid information. Inactive contractors may be required to reapply in order to begin receiving bids again.
3. Insurance Violations: Contractors who fail to have required insurance, may be automatically suspended until proof of insurance is provided. Changes in coverage should be reported immediately and in writing to the city and/or and the Building Department, including renewals.
4. Business License Violations: Contractors who have a license suspended, revoked, rejected or inactivated may be automatically disqualified. All license renewals should be current, and a copy provided to the staff.
5. Failure to Honor Warranties: Contractors who fail to honor warranties from a previous contract can be barred from future bidding or may be required to reimburse the local government for the cost of any work performed by another to correct the warranty work.
6. Default: If a contractor defaults or does not complete an assigned project, they can be disqualified from participating in city and/or county programs.

7. Willful Misconduct: If the contractor, employees, or sub-contractors engage in behavior such as theft, lewd or lascivious acts, foul language, public intoxication, and illegal drug use, willful destruction of owner's property or abusive behavior towards property owner or staff.
8. Contractor Negligence: A contractor's failure to adhere to building codes, construction industry standards, contract specifications, and material requirements.
9. Payment Delinquency: Contractor who fail to pay sub-contractors or material suppliers.
10. Kickbacks/Price Fixing: Contractors who obtain kickbacks or participate in price fixing by or between contractors, its employees, officers, owners, agents, partners, representatives, or any other affiliates.
11. Brokering of work: Brokering work to another licensed or unlicensed contractor.
12. Delays: Contractors experiencing excessive delays that are not beyond the contractor's control.

D. LIEN WAIVERS

The contractor should always protect, defend, and indemnify the city and/or county and the homeowner (if applicable) from all claims of unpaid work, labor or materials. The contractor should sign a Release of Lien prior to receiving any payments. Release of Liens should be provided by the contractor for its sub-contractors, material suppliers, and any other affiliates associated with said project.

E. INSPECTIONS

The local government should reserve the right to inspect all work performed by the contractor. A scheduled inspection should be required prior to the contractor receiving a payment draw. The housing staff should schedule an inspection after receiving and reviewing the request for payment. No payment should be processed without the contractor passing inspection.

F. CITY/COUNTY RESPONSIBILITY

The city and/or county should be responsible for the day-to-day administration of the program, qualification of the applicant, pre-bid inspections, preparing the scope of work, sending out bid packages, scheduling the pre-bid meetings, awarding bids, conducting inspections during and after rehabilitation work, and making payments on behalf of the property owner. The local government is responsible for overseeing the work of any subrecipients, sponsors or contractors hired under a contract with a third-party firm or under an interdepartmental agreement.

G. CONSTRUCTION AGREEMENT

The Agreement for construction services can be between the contractor and the homeowner. Some local governments choose to be a party to the agreement. The agreement should outline the responsibilities of all parties.

H. CONTRACT SIGNATURES

The property owners and the contractor's license holder, the Financially Responsible Officer (FRO) of the contractor, or corporate officer duly authorized by resolution should sign the contract documents.

I. ACCESS TO PROPERTY

It should be clear in the written agreement who shall have access to said property during the construction project. If the home is owner-occupied during construction, a time of operation should be established in the agreement.

J. UTILITIES

When existing utilities are available, the agreement should specify that the homeowner is required to provide use of water and electricity at no cost to the contractor. When existing utilities are not available, it should be the contractor's responsibility to establish and pay for utilities.

K. EQUIPMENT STORAGE

Contractors and sub-contractors should be held solely responsible for the security of their equipment, tools, and materials on the construction site. The homeowner, local government, its employees, or affiliates should not be held liable for any losses or damages sustained during the construction project. The contractor should not store equipment and materials on the property that is not being used for the work described in the contract.

L. PERSONAL PROPERTY

The agreement between the owner and the contractor should state that if applicable, personal property belonging to the homeowner that remains on the construction site shall be protected and preserved by the contractor and the employees throughout the duration of the project. The contractor should hold harmless the homeowner and city and/or county for any damages created by the contractor or their affiliates during construction.

M. PROPERTY DAMAGE

The contractor should be held liable for all property damage caused by his/her employees, equipment, tools, sub-contractors, material suppliers, or any other affiliates contracted by the contractor to do business on the construction site. The contractor and his staff should make every effort available to avoid damage to the homeowner's property at all times. Any damage sustained to the property or its contents should be reported immediately to the homeowner and local government staff.

N. PERMITS AND IMPACT FEES

The contractor should secure, at his/her own expense, all necessary permits, impact fees, notice of commencement, etc., required to perform the work as described in the contract. No work should start without the required permits and contractor should ensure that their subcontractors do the same.

O. WARRANTIES

The contractor should be required to honor all guarantees and warranties issued by the contractor and its subcontractors. Warranties should be obtained in writing including warranty for appliances and major systems such as roofing and HVAC. It is considered a best practice in addition to providing copies of the warranty to the owner to make copies of the warranties and guaranties and place a copy in the client file.

P. DISPUTES

The local government should have a written procedure to resolve disputes between the owner and contractor. One option to resolve unsettled claims or disputes between the homeowners and the contractor arising out of or related to the work is to submit it to arbitration under the laws governed by the State of Florida. Notice of the demand for arbitration can be filed in writing with the other party after a dispute has risen. The award, rendered by an arbitrator, is final and judgment is entered in accordance with applicable law in any court having jurisdiction. The prevailing party may be entitled to recover all costs, including reasonable attorney's fees.

Q. INSURANCE

The contractor should agree in writing to carry adequate insurance coverage for liability and workers compensation as required by state law. Any changes in insurance coverage, including renewals should be provided in writing to the city and/or county. The sub-contractors hired or working with the contractor should also be required to have adequate insurance coverage for liability and workers compensation. The contractor should provide a Certificate of Insurance listing the local government as an additional insured party.

R. COORDINATION OF WORK

The Contractor should be held responsible for the coordination of all work described in the contract. They should agree to schedule all work in the proper order for the operation of all trades, material, and workers engaged in the contract. The contractor should agree, in writing, no exterior work, such as re-roofing, shall be performed during adverse weather conditions that would cause damage to the homeowner's property.

S. CODES

The contractor should agree to comply with all building and code regulations and ordinances required by the local Building Department. The contractor should not be held responsible for pre-existing violations of code or building laws except where corrections of such violations are required within the scope of the contract.

T. LICENSES

Contractors must possess a valid State of Florida General Contractor's License, County Certificate of Competency and Qualified Business License, or Business Tax Receipt. In addition, contractors must have general liability and workers compensation and/or exemption.

U. LABOR QUALITY

All labor furnished by the contractor or sub-contractor should be done by a skilled, trained professional. Tradesmen, when required by county or state law, should be licensed. The work performed by the contractor and his/her associates should be inspected and should conform to the contract, building codes, and professional work ethics.

G. SAFETY

The contractor should agree in writing to keep the construction site a safe working environment at all times. All trash and debris should be picked up during the course of work, as well as tools and equipment when applicable, to ensure safety for the workers and homeowner. The contractor should be expected to remove, or secure in a locked location, chemicals and flammables such as paints and solvents to prevent accidents.

H. CLEAN-UP

The contractor should agree in writing to keep the construction site cleared of trash and construction debris by cleaning the site on a daily basis. The contractor can include the cost of a dumpster or other approved receptacle in the bid.

I. COMPLETION DEADLINE

The contractor should be required to complete all work within the time allowed as described in the contract agreement. Extensions may be granted to the contractor for circumstances beyond his/her control such as weather delays, natural or national emergencies, personal hardships, etc. Local governments can assess a penalty per day included in the contract for unexcused delays. Such penalties can be in addition to, and not in lieu of, any other damages resulting from the delays. The local government can determine any additional discipline against the contractor on a case by case basis. Contractors that experience delays due to increment weather, natural disasters, or factors outside their control should be required to request an extension of time in writing that is approved by the homeowner, if applicable.

J. HOLD HARMLESS

In the written agreement, the contractor should agree to defend, indemnify, and hold harmless the owner and city and/or county from liability and claim for damages because of bodily injury, death, property damage, sickness, disease, theft, or loss and expenses arising from the contractor's performance under the agreement. The contractor should be acting in the capacity of an independent contractor with respect to the homeowner.

K. REGULATIONS

Contractors should be required to comply with all state and local statutes, regulations, ordinances and policies for all projects. Federally funded projects may require compliance with the Davis-Bacon Act and all other applicable laws and regulations.

CONTRACTOR APPLICATION TEMPLATE

**GENERAL CONTRACTOR APPLICATION
TEMPLATE**

1. GENERAL INFORMATION	
COMPANY NAME	
COMPANY ADDRESS	
IRS ID (EIN) #	
OFFICE PHONE NUMBER	
FAX NUMBER	
E-MAIL	
COMPANY WEBSITE	
NAME OF PRIMARY CONTACT PERSON FOR APPLICATION	
TITLE OF PRIMARY CONTACT PERSON	
PHONE OF PRIMARY CONTACT	
E-MAIL OF PRIMARY CONTACT	
ARE YOU A LICENSED CONTRACTOR?	<input type="checkbox"/> YES <input type="checkbox"/> NO
LICENSE CATEGORY & LICENSING ENTITY	
LICENSE NUMBER	
IF YOU HAVE ADDITIONAL LICENSES, LIST TRADE & LICENSE NUMBER	
WHAT IS YOUR SPECIALTY?	

2. COMPANY INFORMATION	
YOUR COMPANY IS A:	<input type="checkbox"/> CORPORATION <input type="checkbox"/> PARTNERSHIP <input type="checkbox"/> INDIVIDUAL <input type="checkbox"/> JOINT VENTURE <input type="checkbox"/> LLC <input checked="" type="checkbox"/> OTHER



Revised October 2022

GENERAL CONTRACTOR APPLICATION TEMPLATE

<input type="checkbox"/> CORPORATIONS ONLY (COMPLETE THE FOLLOWING, THEN MOVE TO SECTION 3)	
A. DATE INCORPORATED	
B. STATE INCORPORATED	
C. PRESIDENT'S NAME	
PHONE	
E-MAIL	
D. VICE PRESIDENT'S NAME	
PHONE	
E-MAIL	
E. SECRETARY'S NAME	
PHONE	
E-MAIL	
F. TREASURER'S NAME	
PHONE	
E-MAIL	

<input type="checkbox"/> INDIVIDUAL OR PARTNERSHIP (COMPLETE THE FOLLOWING, THEN MOVE TO SECTION 3)	
A. DATE ESTABLISHED	
B. NAME/ADDRESS OF ALL PARTNERS (STATE GENERAL OR LIMITED PARTNERSHIP)	



Revised October 2013

GENERAL CONTRACTOR APPLICATION TEMPLATE

<input type="checkbox"/> OTHER THAN A CORPORATION OR PARTNERSHIP (COMPLETE THE FOLLOWING, THEN MOVE TO SECTION 3)	
TYPE/DESCRIPTION OF ORGANIZATION	
NUMBER OF YEARS IN BUSINESS UNDER PRESENT NAME	
HAS YOUR ORGANIZATION OPERATED UNDER ANY OTHER NAME?	<input type="checkbox"/> YES <input type="checkbox"/> NO
<i>IF YES, LIST NAME</i>	
NUMBER OF EMPLOYEES	

3. ADDITIONAL INFORMATION	
HAVE YOU EVER FAILED TO COMPLETE ANY WORK AWARDED TO YOU/YOUR ORGANIZATION?	<input type="checkbox"/> YES <input type="checkbox"/> NO
<i>IF YES, PROVIDE DETAILS (USE SEPARATE SHEET IF NECESSARY)</i>	
WITHIN THE LAST 3 YEARS, HAS ANY OFFICER OR PARTNER OF YOUR ORGANIZATION BEEN AN OFFICER OR PARTNER OF ANOTHER ORGANIZATION WHEN IT FAILED TO COMPLETE A CONSTRUCTION CONTRACT?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
<i>IF YES, PROVIDE DETAILS (USE SEPARATE SHEET IF NECESSARY)</i>	
HAVE YOU OR ANY OFFICER/PARTNER OF YOUR COMPANY EVER FILED FOR BANKRUPTCY?	<input type="checkbox"/> YES <input type="checkbox"/> NO
<i>IF YES, PROVIDE DATE OF DISMISSAL</i>	
IS THE ORGANIZATION A MINORITY OWNED BUSINESS (MBE)?	<input type="checkbox"/> YES <input type="checkbox"/> NO <small>MBE IS DEFINED AS A BUSINESS CONCERN THAT IS AT LEAST 51% OWNED BY ONE OR MORE INDIVIDUALS WHO ARE AFRICAN AMERICAN, HISPANIC AMERICAN, NATIVE AMERICAN, ASIAN-PACIFIC AMERICAN OR ASIAN-INDIAN AMERICAN; AND WHOSE MANAGEMENT AND DAILY BUSINESS OPERATIONS ARE CONTROLLED BY ONE OR MORE OF THESE OWNERS.</small>
IS THE ORGANIZATION A WOMAN OWNED BUSINESS?	<input type="checkbox"/> YES <input type="checkbox"/> NO <small>WBE IS DEFINED AS A BUSINESS CONCERN THAT IS AT LEAST 51% OWNED BY ONE OR MORE WOMEN AND WHOSE MANAGEMENT AND DAILY BUSINESS OPERATIONS ARE CONTROLLED BY ONE OR MORE OF THESE OWNERS.</small>



Revised October 2023

GENERAL CONTRACTOR APPLICATION TEMPLATE

4. REFERENCES	
HAVE YOU EVER PERFORMED ANY RESIDENTIAL WORK FOR THE CITY, STATE, OR ANY GOVERNMENT OFFICE?	<input type="checkbox"/> YES <input type="checkbox"/> NO
<i>IF YES, LIST THE CITY, STATE, OR GOVERNMENT OFFICE.</i>	
LIST BELOW THE THREE (3) MOST RECENTLY COMPLETED CONSTRUCTION/REHABILITATION CONTRACTS CLIENT NAME / PHONE OR E-MAIL / ADDRESS / JOB DATE / AMOUNT (\$)	
1.	
2.	
3.	
LIST UP TO THREE (3) CONSTRUCTION/REHABILITATION CONTRACTS UNDERWAY CLIENT NAME / PHONE OR E-MAIL / ADDRESS / JOB DATE / AMOUNT (\$)	
1.	
2.	
3.	
PLEASE PROVIDE THREE (3) REFERENCES CLIENT NAME / PHONE OR E-MAIL / ADDRESS / JOB DATE	
1.	
2.	
3.	
BANK REFERENCE	



Revised October 2019

GENERAL CONTRACTOR APPLICATION TEMPLATE

LIST OF SUPPLIERS	
SUPPLIER 1	
NAME	
ADDRESS	
PHONE	
YEARS ACQUAINTED	
SUPPLIER 2	
NAME	
ADDRESS	
PHONE	
YEARS ACQUAINTED	
SUPPLIER 3	
NAME	
ADDRESS	
PHONE	
YEARS ACQUAINTED	



Revised October 2022

GENERAL CONTRACTOR APPLICATION TEMPLATE

5. CONFLICT OF INTEREST	
ARE YOU RELATED TO ANY PERSON WHO IS AN EMPLOYEE, AGENT, CONSULTANT, OFFICER, OR ELECTED OFFICIAL, OR APPOINTED OFFICIAL OF THE CITY/COUNTY/AGENCY?	<input type="checkbox"/> YES <input type="checkbox"/> NO
<i>IF YES, PLEASE DISCLOSE YOUR RELATIONSHIP</i>	

6. CONDITIONS AND CERTIFICATION

Will you, upon request, fill out a detailed financial statement and furnish any other information that may be required? _____

In consideration of being placed upon the "Active Contractor List", the undersigned contracting firm will comply with the following conditions on all construction/rehabilitation work performed and agrees:

- a. To use only contract forms approved by the program.
- b. That work will be performed in accordance with the standards established by the program, the Florida Building Code, and *City and County Codes*.
- c. That if work performed by the contractor is found to be unsatisfactory or if contract relations between the contractor, homeowner, or other parties are found to be unsatisfactory, the Department may temporarily or permanently remove the contractor's name from the "Active Contractor List."
- d. That adequate public liability and workers compensation insurance will be provided as follows:
 - (a) Workers compensation insurance as required by Chapter 440, Florida Statutes.
 - (b) Public liability insurance on a comprehensive basis in an amount not less than \$300,000 combined single limit bodily injury and property damage. Policy shall be endorsed to include the *City/County/Agency* as an additional insured.
 - (c) Automobile liability insurance covering all owned, and non-owned and hired vehicles used in connection with the work in an amount not less than \$100,000 combined single limit for bodily injury and property damaged combined.



Revised October 2019

GENERAL CONTRACTOR APPLICATION TEMPLATE

The public liability insurance as required in paragraph (b) above shall include those classifications, as listed in standard liability insurance manuals, which are applicable to the operations of the contractor in the performance of the work. The insurance policy required above shall be issued with companies authorized to do business under the law of the State of Florida. They shall have a general policy holder rating of "A" or better and a financial rating of no less than C+ as reported by Best's Key Rating Guide, published by A.M. Best Company, latest edition.

- e. That the contractor will abide by Equal Opportunity laws of the Civil Rights Act and all other applicable City, Federal, State, and County laws and regulations.

I certify that the information provided on this application is true as completed and authorize the City/County/Agency to verify the information listed herein.

Signed at _____, this _____ day of _____, 20_____.

Signature

Print Name

Title

Company

STATE OF FLORIDA

COUNTY OF

_____, being duly sworn deposes and says that he is _____, of _____, and all statements therein contained are true and correct.

Sworn, to and subscribed before me this _____ day of _____, 20_____, by _____, who has produced photo identification _____ or who is personally known to me and who did/did not take an oath.

Notary Public: _____

My Commission Expires:



Revised October 2019

D. DISASTER CONTACTS

STATE OF FLORIDA INFORMATION

FLORIDA DIVISION OF EMERGENCY MANAGEMENT

2555 Shumard Oak Blvd.

Tallahassee, FL 32399-2100

www.FloridaDisaster.org

(850) 413-9900

REGIONAL INFORMATION

READY SOUTH FLORIDA

Southeast Florida

Website: www.ReadySouthFlorida.org

Email: ReadySouthFlorida@gmail.com

E. FORTIFIED ROOF HIGH WIND CHECKLIST

FORTIFIED ROOF™ RE-ROOFING HIGH WIND CHECKLIST		
ADAPTED FROM: HTTP://FORTIFIEDHOME.ORG/WP-CONTENT/UPLOADS/2019/08/RE-ROOFING-CHECKLIST_HIGH-WIND.PDF		
	COMPLETE (X)	COMMENTS/NOTES
1. PRE-QUALIFICATIONS		
1.1) FORTIFIED ROOF™ AND FORTIFIED SILVER™ DESIGNATIONS: MINIMUM ROOF SHEATHING THICKNESS IS 3/8 IN. (WITH ROOF FRAMING SPACED AT 16 IN. O.C., MAXIMUM).		
1.2) FORTIFIED GOLD™ DESIGNATIONS: MINIMUM ROOF SHEATHING THICKNESS IS 7/16 IN. (WITH ROOF FRAMING SPACED AT 24 IN. O.C., MAXIMUM).		
1.2.1) ROOF DECKS WITH LESS THAN 7/16 IN. SHEATHING CAN BE RE-DECKED WITH 7/16 IN. SHEATHING. ^(3.1) RETROFIT SOLUTIONS PROVIDED BY A PROFESSIONAL ENGINEER MAY BE CONSIDERED.		
2. ROOFING SCOPE		
2.1) IS THE HOME WITHIN 3,000 FT OF SALT OR BRACKISH WATER? IF YES, HOT-DIP GALVANIZED AND/OR STAINLESS-STEEL FASTENERS ARE REQUIRED. *SEE TECHNICAL BULLETIN FH 018-01 FOR MORE INFORMATION.		
2.2) REMOVE ALL EXISTING ROOFING MATERIAL. REPLACE ANY DAMAGED WOOD.		
2.3) RE-NAIL THE ROOF DECK WITH 8D RING-SHANK NAILS ^(3.2) AT 6 IN. O.C. DOCUMENTATION: PHOTOGRAPH THE FASTENER PACKAGE AND THE SPACING OF THE INSTALLED NEW FASTENERS IN FOUR LOCATIONS, INCLUDING AT LEAST ONE GABLE. SEAL THE ROOF DECK (CHOOSE ONE OF THE FOLLOWING THREE OPTIONS).		
2.4) THREE OPTIONS, CHOOSE ONE (BELOW)		
2.4.1) OPTION 1 - INSTALL A SELF-ADHERED (PEEL-AND-STICK) MEMBRANE ^(3.3) OVER THE ENTIRE ROOF DECK. RECOMMEND #15 FELT AS BOND BREAK BETWEEN MEMBRANE AND SHINGLES. <u>NOTE:</u> MANUFACTURERS EMPHASIZE THE NEED FOR ADEQUATE ATTIC VENTILATION WHEN THIS TYPE OF MEMBRANE IS APPLIED OVER THE ENTIRE ROOF. <u>DOCUMENTATION:</u> PHOTOGRAPH THE INSTALLED SELF-ADHERED UNDERLAYMENT.		
2.4.2) OPTION 2 - INSTALL A 4-IN.-WIDE (NOMINAL) ROOF DECK FLASHING TAPE ^(3.4) OVER ALL ROOF SHEATHING PANEL SEAMS AND COVER THE DECK WITH A #30 FELT OR AN EQUIVALENT SYNTHETIC UNDERLAYMENT ^(3.5) . <u>NOTE:</u> ATTACH UNDERLAYMENT WITH BUTTON CAP NAILS AT 6 IN. O.C. ALONG THE LAPS AND 12 IN. O.C. SPACING, VERTICALLY AND HORIZONTALLY, BETWEEN THE LAPS. <u>DOCUMENTATION:</u> PHOTOGRAPH THE TAPE INSTALLATION AND THE UNDERLAYMENT INSTALLATION OVER THE TAPE SHOWING THE BUTTON CAP NAIL SPACING ^(3.6) (NAILS, NOT STAPLES!)		

<p>2.4.3) OPTION 3 - INSTALL A TWO-LAYER #30 FELT UNDERLAYMENT SYSTEM (3.7). INSTALLATION INSTRUCTIONS FOR A TWO-LAYER #30 FELT UNDERLAYMENT SYSTEM: CUT 17 IN. OFF ONE SIDE OF THE ROLL AND INSTALL THE REMAINING 19-IN.-WIDE STRIP OF UNDERLAYMENT. TACK IN PLACE. INSTALL A 36-IN.-WIDE ROLL OF UNDERLAYMENT OVER THE 19-IN.-WIDE COURSE OF UNDERLAYMENT ALONG THE EAVE. CONTINUE, OVERLAPPING THE SHEETS 19 IN. (LEAVING A 17-IN. EXPOSURE). ATTACH UNDERLAYMENT WITH BUTTON CAP NAILS AT 6 IN. O.C. ALONG THE LAPS AND 12 IN. O.C. SPACING, VERTICALLY AND HORIZONTALLY, BETWEEN THE LAPS.</p> <p>NOTE: SYNTHETIC UNDERLAYMENT DOES NOT QUALIFY FOR THIS METHOD.</p> <p>DOCUMENTATION: PHOTOGRAPH (A) LAPS AND FASTENERS AND (B) PACKAGING LABEL INDICATING ASTM DESIGNATION OF THE UNDERLAYMENT.</p>		
<p>2.5) INSTALL PROPER FLASHING AT ALL PENETRATIONS AND ROOF/WALL INTERSECTIONS, AT VALLEYS, AT GABLES AND AT EAVES.</p>		
<p>2.6) INSTALL DRIP EDGE (3.8) OVER THE UNDERLAYMENT AT RAKES AND EAVES AND FASTEN AT 12 IN. O.C. STAGGERED. DOCUMENTATION: PHOTOGRAPH THE DRIP EDGE FASTENING.</p>		
<p>3. QUALIFYING PRODUCTS AND SYSTEMS</p>		
<p>3.1) FOR EXISTING ROOF SHEATHING LESS THAN 7/16 IN. - REMOVE EXISTING SHEATHING AND INSTALL 7/16 IN. ROOF SHEATHING DIRECTLY TO RAFTERS/TRUSSES PER SECTION 2.3 OR, IF THE EXISTING SHEATHING IS IN GOOD CONDITION, INSTALL 7/16 IN. SHEATHING OVER THE EXISTING SHEATHING BY ATTACHING THE 7/16 IN. SHEATHING TO THE RAFTERS/TRUSSES BELOW USING 10D RING-SHANK NAILS (0.120 IN.X 3.0 IN.) AT 6 IN. O.C.; 4 IN. O.C. AT THE GABLE ENDS.</p>		
<p>3.2) 8D RING-SHANK NAILS MUST BE AT LEAST 0.113-IN. DIAMETER AND 2-3/8-IN. LONG.</p>		
<p>3.3) SELF-ADHERED MEMBRANE MUST MEET ASTM D1970 REQUIREMENTS.</p>		
<p>3.4) ROOF DECK FLASHING TAPE MUST BE A 4-IN.-WIDE (NOMINAL) ASTM D1970 OR AN AAMA 711- 13, LEVEL 3 COMPLIANT SELF-ADHERING FLASHING TAPE.</p>		
<p>3.5) #30 FELT OR SYNTHETIC UNDERLAYMENT EQUIVALENT MUST BE AN ASTM D226 TYPE II OR ASTM D4869 TYPE IV UNDERLAYMENT OR A SYNTHETIC UNDERLAYMENT EQUIVALENT THAT HAS AN ICC APPROVAL AS ASTM D226 TYPE II AND MEETS ASTM D4869 SECTION 8.6 WATER SHOWER TEST.</p>		
<p>3.6) BUTTON CAP NAILS MUST BE ANNULAR-RING OR DEFORMED-SHANK ROOFING FASTENERS WITH MINIMUM 1-IN.-DIAMETER CAPS.</p>		
<p>3.7) #30 FELT MUST BE AN ASTM D226 TYPE II OR ASTM D4869 TYPE IV ORGANIC FELT UNDERLAYMENT. SYNTHETIC UNDERLAYMENT IS NOT ALLOWED FOR THE TWO-LAYER SYSTEM. INSTALLATION INSTRUCTIONS FOR A TWO-LAYER #30 FELT UNDERLAYMENT SYSTEM: CUT 17 IN. OFF ONE SIDE OF THE ROLL AND INSTALL THE REMAINING 19-IN.-WIDE STRIP OF UNDERLAYMENT. TACK IN PLACE. INSTALL A 36-IN.-WIDE ROLL OF UNDERLAYMENT OVER THE 19-IN.-WIDE COURSE OF UNDERLAYMENT ALONG THE EAVE. CONTINUE, OVERLAPPING THE SHEETS 19-IN. (LEAVING A 17-IN. EXPOSURE).</p>		
<p>3.8) DRIP EDGE MUST EXTEND ½ IN. BELOW SHEATHING AND EXTEND BACK ON THE ROOF A MINIMUM OF 2 IN., OVERLAP 3 IN. AT JOINTS, MEET CODE REQUIREMENT FOR METAL GAUGE, AND BE FASTENED AT 12 IN. O.C., STAGGERED.</p>		
<p>3.9) ASPHALT SHINGLES MUST HAVE AN ASTM D7158 CLASS H AND/OR ASTM D3161 CLASS F WIND RATING.</p>		

F. FORTIFIED ROOF HURRICANE CHECKLIST

FORTIFIED ROOF™ RE-ROOFING HURRICANE CHECKLIST ADAPTED FROM: HTTP://FORTIFIEDHOME.ORG/WP-CONTENT/UPLOADS/2019/08/RE-ROOFING-CHECKLIST_HURRICANE.PDF		
	COMPLETE (X)	COMMENTS/NOTES
1. PRE-QUALIFICATIONS		
1.1) 1 7/16 IN. MINIMUM ROOF DECK SHEATHING AND 24 IN. O.C. MAXIMUM RAFTER FRAMING REQUIRED. ROOF DECKS WITH LESS THAN 7/16 IN. SHEATHING CAN BE RE-DECKED WITH 7/16 IN. SHEATHING ^(3.1) . RETROFIT SOLUTIONS PROVIDED BY A PROFESSIONAL ENGINEER MAY BE CONSIDERED.		
2. ROOFING SCOPE		
2.1) IS THE HOME WITHIN 3,000 FT OF SALT OR BRACKISH WATER? IF YES, HOT-DIP GALVANIZED AND/OR STAINLESS-STEEL FASTENERS ARE REQUIRED. *SEE TECHNICAL BULLETIN FH 018-01 FOR MORE INFORMATION.		
2.2) REMOVE ALL EXISTING ROOFING MATERIAL. REPLACE ANY DAMAGED WOOD.		
2.3) RE-NAIL THE ROOF DECK WITH 8D RING-SHANK NAILS ^(3.2) AT 6 IN. O.C.; 4 IN. O.C. AT THE GABLE ENDS. DOCUMENTATION: PHOTOGRAPH THE FASTENER PACKAGE AND THE SPACING OF THE INSTALLED NEW FASTENERS IN FOUR LOCATIONS, INCLUDING AT LEAST ONE GABLE.		
2.4) SEAL THE ROOF DECK (CHOOSE ONE OF THE FOLLOWING THREE OPTIONS):		
2.4.1) OPTION 1 - INSTALL A SELF-ADHERED (PEEL-AND-STICK) MEMBRANE ^(3.3) OVER THE ENTIRE ROOF DECK. RECOMMEND #15 FELT AS BOND BREAK BETWEEN MEMBRANE AND SHINGLES. <u>NOTE:</u> MANUFACTURERS EMPHASIZE THE NEED FOR ADEQUATE ATTIC VENTILATION WHEN THIS TYPE OF MEMBRANE IS APPLIED OVER THE ENTIRE ROOF. <u>DOCUMENTATION:</u> PHOTOGRAPH THE INSTALLED SELF-ADHERED UNDERLAYMENT.		
2.4.2) OPTION 2 - INSTALL A 4-IN.-WIDE (NOMINAL) ROOF DECK FLASHING TAPE ^(3.4) OVER ALL ROOF SHEATHING PANEL SEAMS AND COVER THE DECK WITH A #30 FELT OR AN EQUIVALENT SYNTHETIC UNDERLAYMENT ^(3.5) . <u>NOTE:</u> ATTACH UNDERLAYMENT WITH BUTTON CAP NAILS AT 6 IN. O.C. ALONG THE LAPS AND 12 IN. O.C. SPACING, VERTICALLY AND HORIZONTALLY, BETWEEN THE LAPS. <u>DOCUMENTATION:</u> PHOTOGRAPH THE TAPE INSTALLATION AND THE UNDERLAYMENT INSTALLATION OVER THE TAPE SHOWING THE BUTTON CAP NAIL SPACING ^(3.6) (NAILS, NOT STAPLES!).		
2.4.3) OPTION 3 - INSTALL A TWO-LAYER #30 FELT UNDERLAYMENT SYSTEM ^(3.7) . INSTALLATION INSTRUCTIONS FOR A TWO-LAYER #30 FELT UNDERLAYMENT SYSTEM: CUT 17 IN. OFF ONE SIDE OF THE ROLL AND INSTALL THE REMAINING 19-IN.-WIDE STRIP OF UNDERLAYMENT. TACK IN PLACE. INSTALL A 36-IN.-WIDE ROLL OF UNDERLAYMENT OVER THE 19-IN.-WIDE COURSE OF UNDERLAYMENT ALONG THE EAVE. CONTINUE OVERLAPPING THE SHEETS 19 IN. (LEAVING A 17-IN. EXPOSURE). ATTACH UNDERLAYMENT WITH BUTTON CAP NAILS AT 6 IN. O.C. ALONG THE LAPS AND 12 IN. O.C. SPACING, VERTICALLY AND HORIZONTALLY, BETWEEN THE LAPS. <u>NOTE:</u> SYNTHETIC UNDERLAYMENTS DO NOT QUALIFY FOR THIS METHOD. <u>DOCUMENTATION:</u> PHOTOGRAPH LAPS AND FASTENERS AND PACKAGING LABEL INDICATING ASTM DESIGNATION OF THE UNDERLAYMENT.		
2.5) INSTALL PROPER FLASHING AT ALL PENETRATIONS AND ROOF/WALL INTERSECTIONS, AT VALLEYS, AT GABLES, AND AT EAVES.		

2.6) INSTALL DRIP EDGE ^(3.8) OVER THE UNDERLAYMENT AT RAKES AND EAVES AND FASTEN AN. O.C. STAGGERED. <u>DOCUMENTATION:</u> PHOTOGRAPH THE DRIP EDGE FASTENING.		
2.7) ASPHALT SHINGLES		
2.7.1) STARTER STRIPS ADHERED AT THE EAVE AND RAKE. EITHER EMBED THE STARTER STRIP IN ROOFING CEMENT OR USE SELF-ADHERED STARTER STRIPS. <u>DOCUMENTATION:</u> PHOTOGRAPH THE STARTER STRIP INSTALLATION.		
2.7.2) ASPHALT SHINGLES ^(3.9) MUST BE HIGH-WIND RATED AND BE INSTALLED WITH SIX NAILS PER HIGH-WIND INSTALLATION INSTRUCTIONS. <u>DOCUMENTATION:</u> PHOTOGRAPH THE SECTION OF THE SHINGLE PACKAGE THAT SHOWS THE WIND RATING.		
2.8) ALL RIDGE AND OFF-RIDGE ROOF VENTS MUST BE TESTED IN ACCORDANCE WITH TAS 100 (A) AND/OR HAVE MIAMI-DADE COUNTY APPROVAL. <u>DOCUMENTATION:</u> TAKE PHOTOS OF THE VENT PACKAGING THAT SHOWS THE VENT MAKE AND MODEL.		
2.9) ANY GABLE END WALL VENTS NEED TO HAVE TEMPORARY STORM PROTECTION AVAILABLE. NOTE THAT THE VENT PROTECTION IS TEMPORARY AND MUST BE AVAILABLE FOR INSTALLATION IN THE EVENT OF A STORM. <u>DOCUMENTATION:</u> TAKE PHOTOS THAT SHOW THE TEMPORARY STORM PROTECTION IN PLACE. REMOVE THE TEMPORARY PROTECTION WHEN THE STORM PASSES.		
3. QUALIFYING PRODUCTS AND SYSTEMS		
3.1) FOR EXISTING ROOF SHEATHING LESS THAN 7/16 IN. - REMOVE EXISTING SHEATHING AND INSTALL 7/16 IN. ROOF SHEATHING DIRECTLY TO RAFTERS/TRUSSES PER SECTION 2.3 OR, IF THE EXISTING SHEATHING IS IN GOOD CONDITION, INSTALL 7/16 IN. SHEATHING OVER THE EXISTING SHEATHING BY ATTACHING THE 7/16 IN. SHEATHING TO THE RAFTERS/TRUSSES BELOW USING 10D RING-SHANK NAILS (0.120 IN. X 3.0 IN.) AT 6 IN. O.C.; 4 IN. O.C. AT THE GABLE ENDS.		
3.2) 8D RING-SHANK NAILS MUST BE AT LEAST 0.113-IN. DIAMETER AND 2-3/8-IN. LONG.		
3.3) SELF-ADHERED MEMBRANE MUST MEET ASTM D1970 REQUIREMENTS		
3.4) ROOF DECK FLASHING TAPE MUST BE A 4-IN.-WIDE (NOMINAL) ASTM D1970 OR AN AAMA 711- 13, LEVEL 3 COMPLIANT SELF-ADHERING FLASHING TAPE.		
3.5) #30 FELT OR SYNTHETIC UNDERLAYMENT EQUIVALENT MUST BE AN ASTM D226 TYPE II OR ASTM D4869 TYPE IV UNDERLAYMENT OR A SYNTHETIC UNDERLAYMENT EQUIVALENT THAT HAS AN ICC APPROVAL AS ASTM D226 TYPE II AND MEETS ASTM D4869 SECTION 8.6 WATER SHOWER TEST.		
3.6) BUTTON CAP NAILS MUST BE ANNULAR-RING OR DEFORMED-SHANK ROOFING FASTENERS WITH MINIMUM 1-IN.-DIAMETER CAPS.		
3.7) #30 FELT MUST BE AN ASTM D226 TYPE II OR ASTM D4869 TYPE IV ORGANIC FELT UNDERLAYMENT. SYNTHETIC UNDERLAYMENT IS NOT ALLOWED FOR THE TWO-LAYER SYSTEM. INSTALLATION INSTRUCTIONS FOR A TWO-LAYER #30 FELT UNDERLAYMENT SYSTEM: CUT 17 IN. OFF ONE SIDE OF THE ROLL AND INSTALL THE REMAINING 19-IN.-WIDE STRIP OF UNDERLAYMENT. TACK IN PLACE. INSTALL A 36-IN.-WIDE ROLL OF UNDERLAYMENT OVER THE 19-IN.-WIDE COURSE OF UNDERLAYMENT ALONG THE EAVE. CONTINUE, OVERLAPPING THE SHEETS 19-IN. (LEAVING A 17-IN. EXPOSURE).		
3.8) DRIP EDGE MUST EXTEND ½ IN. BELOW SHEATHING AND EXTEND BACK ON THE ROOF A MINIMUM OF 2 IN., OVERLAP 3 IN. AT JOINTS, MEET CODE REQUIREMENT FOR METAL GAUGE, AND BE FASTENED AT 4 IN. O.C., STAGGERED.		
3.9) ASPHALT SHINGLES MUST HAVE AN ASTM D7158 CLASS H AND/OR ASTM D3161 CLASS F WIND RATING.		
ALL OTHER ROOF COVERINGS (METAL, TILE, LOW-SLOPED ROOFS, WOOD SHAKES/ SHINGLES) MUST BE RATED AND INSTALLED FOR THE SITE-SPECIFIC WIND SPEED AND DESIGN PRESSURES.		

G. DISASTER RECOVERY DISASTER IMPACT NEEDS ASSESSMENT CHRONOLOGICAL CHECKLIST

ACTION STEPS	PRIORITY LEVEL	COMPLETION TIMEFRAME	ASSIGNED TO & DATE	DATE DUE & TO WHOM	DATE COMPLETED
CREATE A DECISION-MAKING FRAMEWORK					
<i>Determine process for making recovery related decisions and who has authority and responsibility to make policy decisions.</i>					
<i>Determine process for adopting and implementing recovery plan.</i>					
COORDINATION AND OUTREACH					
<i>Create list of local public officials most relevant to long-term recovery coordination, implementation, and begin outreach.</i>					
<i>Create list of relevant stakeholders including local community advocates and nonprofits and establish mechanism for stakeholders to provide input on recovery efforts.</i>					
<i>Organize periodic meetings of relevant local public officials and other stakeholders. Determine frequency and format (Daily? Weekly? Monthly?) (Conference call? In person? Open to public?)</i>					
<i>Create outreach strategy to ensure local communities and stakeholders have regular information covering important recovery topics such as status of disaster recovery, available funding, importance of hazard mitigation, insurance, permitting process, and program eligibility rules and application.</i>					

APPENDIX III: SHIP & HHRP RELATED DOCUMENTS

A. SHIP DISASTER PROCEDURES

SHIP PROGRAM DISASTER RESPONSE PROCEDURES BY THE FLORIDA HOUSING FINANCE CORPORATION, REVISED MAY 2015

BACKGROUND/HISTORY

SHIP has often been vital in providing local communities affected by Federal or State declared disasters with funding and support for short- and long-term housing recovery. The funds can be allocated from an annual set-aside of up to \$5 million that Florida Housing holds back from the statewide distribution of funds (in years when SHIP is fully funded) pursuant to s. 420.9073 (5), F.S., or from special appropriations of funds from the Legislature.

Over the past decade, SHIP has administered over \$200 million in disaster funds used to provide disaster housing recovery to thousands of Floridians affected by hurricanes, wildfires, flooding, tornadoes, etc.

DISASTER DECLARATIONS

When a disaster is declared by Executive Order (EO) of the President of the United States or the Governor of Florida for any areas within the state of Florida, the State Housing Initiatives Partnership (SHIP) program provisions for disaster recovery can be employed in the affected areas.

Under SHIP disaster recovery provisions, local governments covered under the EO are eligible to:

1. Use expedited procedures for accepting and approving resident applications.
2. Undertake any activities listed in their disaster strategy or in the standard disaster strategy incorporated into the program rule.
3. Undertake any additional activities approved through the Executive Order or any accompanying Supplemental Orders issued at the state level. For example, an Executive or Supplemental Order may be issued to allow local governments to provide rental assistance to residents displaced by the declared disaster.
4. Expend any previously unencumbered SHIP funds for these activities.
5. Request additional funds through SHIP which may be available due to Florida Housing's holding back of funds for disaster recovery annually or specially appropriated funds (as described below).

FLORIDA HOUSING COLLABORATION WITH DIVISION OF EMERGENCY MANAGEMENT

Florida Housing staff maintains a working relationship with staff members of the State Emergency Response Team (SERT) housed within the state Division of Emergency Management. This working relationship includes:

1. Attending training exercises conducted by the SERT on various disaster scenarios and how the response activities are employed.
2. Receiving all email notifications related to potential incidents and SERT staffing responses.
3. Potentially being asked to staff the Emergency Operations Center during the term of a declared event.
4. Acting as liaison with local government SHIP offices.
5. Providing information through www.floridahousingsearch.org on vacancies in rental units in the affected areas and working with property owners as necessary.

GOVERNANCE

STATUTE

The following statutory language simply allows SHIP local governments the ability to award funds for disaster recovery. The process is further detailed in the rule language below.

420.9075 (5) (l) 4. Each county and each eligible municipality may award funds as a grant for construction, rehabilitation, or repair as part of disaster recovery or emergency repairs or to remedy accessibility or health and safety deficiencies. Any other grants must be approved as part of the local housing assistance plan.

The following statutory language allows Florida Housing to hold back funds for disaster recovery each year:

420.9073 (5) Notwithstanding subsections (1)-(4), the corporation may withhold up to \$5 million of the total amount distributed each fiscal year from the Local Government Housing Trust Fund to provide additional funding to counties and eligible municipalities where a state of emergency has been declared by the Governor pursuant to chapter 252. Any portion of the withheld funds not distributed by the end of the fiscal year shall be distributed as provided in subsections (1) and (2).

PROGRAM RULE

The following provisions in the SHIP rule pertain to disaster recovery activities. These rules are in effect for the term of any Executive Order or Supplemental Order, including if extensions are given.

- ❖ 67-37.005 (9) Each local housing assistance plan shall include a disaster strategy describing activities to be undertaken in the event of an emergency or natural disaster which has been declared by executive order. The local government may use the Disaster Strategy (08/04) hereby adopted and incorporated by reference with an effective date of 1-3005. A copy is available on Florida Housing's website at: http://apps.floridahousing.org/StandAlone/FHFC_ECM/AppPage_ListPage.aspx?PageID=35.

Local governments may use unencumbered SHIP funds to carry out activities of disaster relief. Recipients of SHIP funds under a local government's disaster strategy shall be required to verify income by executing a Disaster Self Certification of Income Form (08/04), hereby adopted and incorporated by reference with an effective date of 1-30-05 or a local government's form that requires the same information. A copy is available on the Corporation's website at <http://www.floridahousing.org/Home/HousingPartners/LocalGovernments/>.

Paycheck stubs and other forms of proof are required. Documentation required for SHIP income qualification may be waived if unavailable. The county or eligible municipality shall make every effort reasonable to ensure that the recipients of SHIP funds are income qualified.

- ❖ 67-37.007 (16) Pursuant to Section 420.9073(5), F.S., in the event of a disaster declared by an Executive Order of the Governor, counties and eligible municipalities may request funding for activities described in its local housing assistance plan or under the disaster strategy. Requests for additional funds shall be submitted in writing and shall include the name of the local government and amount of funds requested and a schedule of when the funds being requested are to be expended. The request shall also include the number of households to be assisted, addresses damage assessment performed by FEMA, the Department of Emergency Management, or other local agency performing disaster assessments and dollar estimate of repairs. Disaster funds shall be disbursed to local governments based on demonstrated need on a first-come, first-served basis pending availability of funds. Counties and eligible municipalities receiving additional funds for disaster that have unencumbered funds shall expend the unencumbered funds before requesting disaster funds. Disaster activities shall be included in the Annual Report submitted by local jurisdictions by September 15 following the close of the fiscal year.

LOCAL GOVERNMENTS REQUESTING DISASTER FUNDS

1. If Florida Housing has disaster funds available to allocate to affected local governments:
 - a. Florida Housing will determine the amount to be allocated to all affected counties and cities (if included). This will include collection and analysis of data from FEMA, Florida DEM (SERT) and local SHIP offices related to data on damage.
 - b. Florida Housing will review the damage data which includes number of units affected and the degree of damage (minor, major, destroyed), as well as the income levels of the affected households if available or the income level of the area(s) of disaster, to formulate the amount of funds that should be made available to a requesting local government.
 - c. All requests for a particular declared disaster will be evaluated individually based on the data, but also will be compared to other requests to determine whether enough funds are available to address all needs or if adjustments will need to be made to prorate the funding across the local governments requesting disaster funds.
 - d. Once the allocation amounts are determined, local governments will be notified of:
 - i. The amount of the allocation which may take into account unencumbered funds currently held at the local level. This amount will generally be awarded as an "up to" amount based on the local government meeting specified deadlines for encumbering the funds.
 - ii. Any special restrictions or permissions for expending the funds.
 - iii. Deadlines for encumbering and expending funds.
2. Local governments requesting funding from Florida Housing must submit (electronically):
 - i. A formal letter from the chief elected official or designee detailing the amount and purpose of the request.
 - ii. Any damage reports compiled by the local government or other agencies responding to the disaster, including whatever household income information is available.
 - iii. Evidence of the amount of current SHIP funds that are encumbered.
 - iv. A list of strategies that will be employed (must be approved as part of the disaster strategy or allowed by the Executive Order or Supplemental Order).
 - v. Agreement with the timeline for the expenditure of funds set by Florida Housing for the disaster.
3. Once Florida Housing has verified the submitted documentation and determined the need for the disaster recovery funding, funds are made available to be allocated and disbursed to any local government determined eligible for disaster funding. Any funds not expended by the approved encumbrance/expenditure deadline will be recaptured by Florida Housing for future disaster needs over the rest of the fiscal year.

4. Funds may be disbursed all at one time or on a draw basis depending on the specific situation. A determination of the disbursement method will be noted in the award letter.
5. Funds designated for disaster recovery not expended in the fiscal year are disbursed to all eligible local governments on a population basis according to statutory guidelines as detailed in s. 420.9073 (5), F.S.

REPORTING REQUIREMENTS

Local governments receiving disaster funds are required to report on the use of those funds in the same manner in which all SHIP funds are reported to Florida Housing through the online SHIP Annual Report system. The following steps/guidelines shall be followed:

1. Florida Housing SHIP staff will direct IT staff to add the disaster funding amount to the annual distribution amount for local governments receiving funds. This will ensure that all funds are accounted for.
2. Each local government receiving funds shall:
 - a. List encumbrances/expenditures of the funds under disaster recovery on Form 1 of the annual report.
 - b. Report the names and information for each household receiving assistance on Form 4.
 - c. Report all demographic information as required on Forms 2-5.

RESTRICTIONS ON EXPENDING DISASTER FUNDS

1. Disaster funds may not be "carried forward" to a future fiscal year.
2. Funds may not be expended for households not directly affected by the disaster.
3. Funds expended for activities made allowable by terms of the applicable Executive Order that otherwise are not SHIP eligible may only be expended during the effective term of the order.

B. SHIP DISASTER RECOVERY FILE CHECKLIST

SHIP Disaster Recovery File Checklist	
Applicant Case #:	Address:
Applicant Name:	City, State, Zip:
SHIP Funding Year:	Strategy:
FEMA application #:	Insurance Claim #:

Application Intake	
<input type="checkbox"/>	Completed application signed by all adult household members
<input type="checkbox"/>	Release of Information signed by all adult household members
<input type="checkbox"/>	Social Security Number Affidavit form all adult household members
<input type="checkbox"/>	Public Information Affidavit
<input type="checkbox"/>	Proof Applicant affected by disaster
<input type="checkbox"/>	Property Type Eligible
<input type="checkbox"/>	Proof of Ownership and Property value
<input type="checkbox"/>	Taxes Paid
<input type="checkbox"/>	ID's for Household Members in File
<input type="checkbox"/>	Income and Asset Verified
<input type="checkbox"/>	Income Certification Signed by All Parties
<input type="checkbox"/>	Award Letter Issued
Rehabilitation Documents	
<input type="checkbox"/>	Preliminary Inspection with Pictures Date:
<input type="checkbox"/>	Scope of Work and Cost Estimate Date:
<input type="checkbox"/>	Pre-Bid Meeting Date:
<input type="checkbox"/>	Bids Received Date:
<input type="checkbox"/>	Bid Awarded To Project Cost:
<input type="checkbox"/>	Contractor Licensed and Insured Date Verified:
<input type="checkbox"/>	Construction Contracts Executed Date:
<input type="checkbox"/>	Payment 1 Amount:
<input type="checkbox"/>	Payment 2 Amount:
<input type="checkbox"/>	Payment 3 Amount

Application Intake	
<input type="checkbox"/> Change Orders	Amount:
<input type="checkbox"/> All Releases and Warranties received	Date:
<input type="checkbox"/> Total Project Cost	Date of Final Payment
<input type="checkbox"/> Recorded Document Received	Date:
<input type="checkbox"/> Modification Recorded	Date:
<input type="checkbox"/> Other:	

C. SHIP INTAKE AND APPLICATION SAMPLE FORM

INSTRUCTIONS FOR APPLICATION

1. **APPLICANT INFORMATION:** Provide your legal name, an address where you receive your mail (may or may not be the damaged property), an e-mail address (if applicable), your date of birth, and your marital status and other fields.
2. **CO-APPLICANT/OTHER HOUSEHOLD MEMBER INFORMATION:** List all other members of the household residing in the unit. Attach additional sheets if necessary.
3. **ALTERNATE CONTACTS INFORMATION:** This information is being collected to assist us in locating you in the event that you move or are living temporarily in another location. List contacts who are helping you through this process, if applicable.
4. **HOUSEHOLD COMPOSITION AND CHARACTERISTICS:** As of today, list the current Head of Household and all other members of the household. Indicate the relationship of each family member to the Head of Household, gender, date of birth and marital status. Indicate if any of the members listed are disabled and explain if there are any expected additions to the future household, e.g. birth of a child, adoption, legal custody ruling resulting in an additional household member.
5. **RACE AND ETHNICITY FOR HEAD of HOUSEHOLD:** Information collected for reporting purposes only.
6. **ELIGIBILITY INFORMATION:** The information collected here is important to determine eligibility as it relates to disaster damage to your unit, including principal residency and FEMA registration information.
7. **DAMAGED PROPERTY INFORMATION:** Provide basic information concerning the damaged property (i.e. physical address of damaged property, floodplain information, and other names on the deed). In order to be eligible to receive assistance under this program, the property must have been damaged as a result of the disaster. Provide information on whether you occupied the property during the time of the disaster, whether you are currently living in that structure, or whether you were displaced because of the disaster.

- a. Agreement to Turn over Proceeds; Future Reassignment. If the Homeowner has received or receives any Proceeds from any source that covers the expenses covered by the SHIP assistance provided, the Homeowner agrees to promptly pay such amounts to the City/County.
 - b. In the event that the Homeowner received, receives or is scheduled to receive any Proceeds not previously disclosed to the City/County the Homeowner shall notify the City/County of such Subsequent Proceeds, and the City/County will determine the amount, if any, of such Subsequent Proceeds that are a duplication of benefits (DOB). Subsequent Duplication of Benefits proceeds shall be disbursed as follows:
 - (1) If the Award has been fully expended by the City/County, any Subsequent DOB Proceeds shall be paid by Homeowner to the City/County up to the amount of the Award.
 - (2) If no portion of the Award has been expended by the City/County, any Subsequent DOB Proceeds shall be paid by Homeowner to the City/County and used to reduce the Award. If the application of the Subsequent DOB Proceeds would reduce the Award to zero, all Subsequent DOB Proceeds and any funds previously paid by the Homeowner to the City/County shall be returned to the Homeowner, and this Agreement shall terminate.
 - (3) If some portion of the Award has been expended by the City/County, any Subsequent DOB Proceeds shall be used, retained and/or disbursed in the following order: (1) Subsequent DOB Proceeds shall first be paid by Homeowner to the City/County to reduce the unexpended portion of the Award; (2) if the application of the Subsequent DOB Proceeds would reduce the unexpended Award to zero, any remaining Subsequent DOB Proceeds shall be applied to expended portion of the Award and retained by the City/County; (3) if the application of the Subsequent DOB Proceeds reduces both the unexpended and the expended portions of the Award to zero, any remaining Subsequent DOB Proceeds shall be returned to the Homeowner, and this Agreement shall terminate.
 - (4) If the City/County makes the determination that the Homeowner does not qualify or the Homeowner decides not to participate in the Program, the Subsequent DOB Proceeds and any funds previously paid by the Homeowner to the City/County that have not been used or obligated by the Program shall be returned to the Homeowner, and this Agreement shall terminate.
 - (5) Once the City/County has recovered an amount equal to the Award, the City/County will reassign to Homeowner any rights assigned to the City/County pursuant to this Agreement.
8. **OTHER ASSISTANCE RECEIVED:** Provide all information concerning property insurance, FEMA, SBA, or any other type of related assistance to the disaster.
 9. **INCOME INFORMATION:** Provide information on all household income sources. Income includes the following: Wages, salaries and tips, alimony, child support, military income, part-

time income, temporary income, TANF, Social Security, other benefits, and other income for all household members over age 18. Food benefits are NOT considered income.

10. **ASSET INFORMATION:** Provide the requested information on assets for all household members.

Examples of what constitutes assets are listed below. Typical assets include:

- Cash held in savings, checking accounts, safe deposit boxes, etc.;
- Stocks, bonds, CDs, mutual funds, money market accounts, and other investment accounts;
- Individual retirement accounts, 401(k), Keogh accounts, and other similar retirement savings accounts;
- Mortgage/deeds held by applicant;
- Cash value of life insurance policies available to the holder before death;
- Personal property that is held for investment purposes;
- Equity in real property;
- Retirement and pension funds.

Some items of personal property are *NOT* counted as assets for the purposes of determining annual income: Automobiles, Jewelry, and/or Term life insurance policies

11. **DISCLOSURE OF INFORMATION FOR INCOME VERIFICATION**

1. I hereby authorize the City/County to verify the past and present employment records, bank statements, stock holdings and any other asset balances that are needed to process of all household members listed on this application.
2. I further irrevocably grant to the City/County, its assigns and successors, my consent and full right to, use my name, photograph, likeness, image, voice, and biography in any and all media, publications, advertising, and publicity, in connection with my participation in the SHIP Program and any program related activity or project.

12. **FALSE STATEMENTS**

Florida Statute 817 provides that willful false statements or misrepresentation concerning income and assets or liabilities relating to financial condition is a misdemeanor of the first degree and is punishable by fines and imprisonment provided under §775.082 or 775.083.

Homeowner is hereby notified that intentionally or knowingly making a materially false or misleading written statement relating to the Program could result in ineligibility for benefits, action to recover any Program benefits paid to or on behalf of Homeowner, and/or a referral to criminal law enforcement.

Homeowner represents that all statements and representations made by Homeowner regarding Proceeds received by Homeowner have been and shall be true and correct.

13. **NOTICE OF COLLECTING SOCIAL SECURITY NUMBER FOR GOVERNMENT PURPOSE**

The City/County collects your social security number for a number of different purposes. The Florida Public Records Law (specifically, Section 119.071(5), Florida Statutes) requires the City

to give you this written statement explaining the purpose and authority for collecting your social security number as part of this application. Your Social Security Number is being collected for the purposes of income certifying you for the SHIP program which requires third-party verification of assets, employment, and income. In addition, this information may be collected to verify unemployment benefits, social security/disability benefits, and other related information necessary to determine income and assets, and your eligibility for this Program that is funded State program dollars. Your household's social security number(s) will not be used for any other intended purpose other than verifying your household's eligibility for the Program.

Statement on the Collection, Use, or Release of Social Security Numbers

Florida law requires that public entities provide individuals with a written statement identifying the state or federal law governing the collection, use, or release of social security numbers for each purpose for which the entity collects an individual's social security number. The collection of social security numbers by the Board of Governors is either specifically authorized by law or imperative for the performance of the Board's responsibilities as prescribed by law and the Florida Constitution. The following list identifies the purposes for which social security numbers may be collected, used, or released, and the pertinent authority:

- For employment eligibility and reports to IRS and the Social Security Administration, including for W-4's and I-9s [Required by federal statute and regulation 26 U.S.C. 6051 and 26 C.F.R. 31.6011(b)-2, 26 C.F.R. 301.6109-1 and 31.3402(f)(2)-1, and Fla. Stat. §119.071(5) (a) 6]
- To verify an alien's eligibility for employment, including I-9 [Authorized by 8 U.S.C. 1324 a(b) and 8 C.F.R. 274a.2]
- For income tax withholding (including for annuity and sick leave)/payroll deductions on W-2's [Required by 26 U.S.C. 3402, 26 C.F.R. 31.6051-1 and Fla. Stat. §119.071(5) (a) 6]
- For enrollment/participation in the Florida Retirement System (FRS) and contributions to FRS (Required by Fla. Admin. Code 19-11.010, 19-11.006 and 19-11.007 and Fla. Stat. §119.071(5) (a) 6 or required by Fla. Stat. §121.051 and 121.071 and Fla. Admin. Code 19-13.003 and Fla. Stat. § 119.071(5) (a) 6]
- For Level 1 and level 2 criminal background checks conducted by the Florida Department of Law Enforcement for employees and/or Board appointees to university boards of trustees [Required by Fla. Admin. Code 11C-6.003 and Fla. Stat. § 119.071(5) (a) 6]
- For social security contributions [Required by Fla. Admin. Code 60S-3.010 and Fla. Stat. §119.071(5) (a) 6]
- For income deduction notices for child support, alimony and child support, and for child support enforcement [Required by Fla. Stat. § 61.1301 (2) (e), 45 C.F.R. 307.11, or Fla. Stat. §§ 61.13, 742.10, 409.2563, 409.256, or 742.031]
- For unemployment compensation benefits [Required by Fla. Stat. Ch. 443 and Fla. Stat. §119.071(5)(a)6]

- Reports of worker's compensation injury or death [Required by Fla. Stat. § 440.185, Fla. Admin. Code 69L-3.003 et seq. and Fla. Stat. § 119.071(5) (a) 6]; and worker's compensation petitions for benefits and responses [Authorized by Fla. Admin. Code 60Q-6.103 and Fla. Stat. § 119.071(5) (a) 6]
- Vendors/Consultants for whom a federal tax identification number is not available. [Required by 26 C.F.R. § 31.3406-0, 26 C.F.R. § 301.6109-1, and Fla. Stat. §119.071 (5) (a) 6]
- The disclosure of the social security number is for the purpose of the administration of health benefits for a Board employee or his or her dependents [Required by Fla. Stat. § 119.071(5) (a) 6]
- Authorization for direct deposit of funds by electronic or other medium to a payee's account [Required by Fla. Stat. § 119.071(5) (a) 6]
- Tort claims and tort notices of claim against the Board of Governors [Required by Fla. Stat. § 768.28 (6), and Fla. Stat. § 119.071(5) (a)]
- Collection and/or disclosure is imperative or necessary for the performance of the Board's constitutional duties and responsibilities, including but not limited to collection of student and employee data from state universities. [Authorized by Sections 483 and 484 of the Higher Education Act of 1965, Art. IX, s. 7, Fla. Const., BOG Regulation 3.007, Fla. Stat. § 1001.706(4)(c), and Fla. Stat. § 119.071(5) (a) 6]
- The disclosure of the social security number is expressly required by federal or state law or a court order [Authorized by Fla. Stat. § 119.071(5) (a) 6]
- The individual expressly consents in writing to the disclosure of his or her social security number [Authorized by Fla. Stat. § 119.071(5) (a) 6]
- The disclosure of the social security number is made to a commercial entity for the permissible uses set forth in the federal Driver's Privacy Protection Act of 1994, 18 U.S.C. Sec. 2721 et seq.; the Fair Credit Reporting Act, 15 U.S.C. Sec. 1681 et seq.; or the Financial Services Modernization Act of 1999, 15 U.S.C. Sec. 6801 et seq., provided that the authorized commercial entity complies with the requirements of Fla. Stat. § 119.071(5) [Authorized by Fla. Stat. § 119.071(5) (a) 6]

14. PUBLIC RECORDS DISCLOSURE AND ACKNOWLEDGMENT

Information provided by the applicant(s) may be subject to Chapter 119, Florida Statutes, regarding Open Records.

Information provided by you/your household that is not protected by Florida Statutes can be requested by any individual for their review and/or use. This is without regard as to whether or not you qualify for funding under the program(s) for which you are applying. Having been advised of this fact prior to finalizing the application for assistance or supplying any information, your signature below indicates that:

I/We agree to hold harmless and indemnify the City/County, any governmental agency, its officers, employees, stockholders, agents, successors and assigns from any and all liability and costs that may arise due to compliance with the provisions of Chapter 119, Florida Statutes.

I/We agree that the City/County does not have any duty or obligation to assert any defense, exception, or exemption to prevent any or all information given to the City/County in connection with this application, or obtained by them in connection with this application, from being disclosed pursuant to a public records law request.

I/We agree that the City/County does not have any obligation or duty to provide me/us with notice that a public records law request has been made.

I/We agree to hold harmless the City /County or any governmental agency, its officers, employees, stockholders, agents, successors and assigns from any and all liability that may arise due to my/our applying for assistance.

15. **ELIGIBILITY RELEASE:** It is required that you sign this form, which allows the Subrecipient, State or Vendor to request information from Third Parties concerning your eligibility and participation in this program. This form allows for income, assets, child support, etc. to be verified and documented.

HOUSING INTAKE APPLICATION

Application Number:			
Application Received By:		Date/Time Application Received:	
1. TO BE COMPLETED BY APPLICANT: (Head of Household)		2. TO BE COMPLETED BY CO-APPLICANT: (If Applicable)	
List relationship type to Head of Household, e.g. spouse, sister, mother		List relationship type to Head of Household, e.g. spouse, sister, mother	
List relationship type to Head of Household, e.g. spouse, sister, mother		List relationship type to Head of Household, e.g. spouse, sister, mother	
Last Name:		Last Name:	
Middle Name:		Middle Name:	
First Name:		First Name:	
Current Address:		Current Address:	
City:		City:	
State:		State:	
Zip:		Zip:	
Mailing Address:		Mailing Address:	
City:		City:	
State:		State:	
Zip:		Zip:	
Home Phone:		Home Phone:	
Daytime phone:		Daytime Phone:	

Mobile Phone:		Mobile Phone:	
E-mail Address:		E-mail Address:	
Date of Birth:		Date of Birth:	
Gender:		Gender:	
Marital Status:		Marital Status:	

3. ALTERNATE CONTACTS INFORMATION: This information is being collected to assist us in locating you in the event that you move or are living temporarily in another location. You may also list a contact who is helping you through this process.

Contact Name (first):

Contact Phone No.:

Address:

Contact Name (second):

Contact Phone No.:

Address:

ETHNICITY (Check one):

Hispanic or Latino - A person of Cuban, Mexican, Puerto Rican, South or Central American or other Spanish culture or origin, regardless of race. The term, "Spanish origin," can be used in addition to "Hispanic or Latino."

Non-Hispanic or Latino - A person not of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

4. HOUSEHOLD COMPOSITION, CHARACTERISTICS AND FAMILIAL STATUS: As of today, list the Head of Household and all other members of the household. Indicate the relationship of each family member to the Head of Household (spouse, sibling, etc.). In addition, indicate if there are any additional members in the near future to the household.

Household Member Name	Relationship to Head of HH	Gender M/F	Date of Birth	Marital Status	Is household member listed disabled? Y/N	Additional Members in the next (12) Months? If yes, explain, e.g. birth of a child, adoption, legal custody.
	Head of Household					

5. RACE AND ETHNICITY FOR HEAD of HOUSEHOLD (Check one): This information is being collected for reporting purposes only.

RACE (Check all that apply):

- | | |
|--|---|
| <input type="checkbox"/> American Indian or Alaska Native | <input type="checkbox"/> Asian |
| <input type="checkbox"/> Native Hawaiian or Other Pacific Islander | <input type="checkbox"/> White |
| <input type="checkbox"/> Black or African American | <input type="checkbox"/> Other Multi-Racial |

6. ELIGIBILITY INFORMATION: If the answer to any of the following questions is NO, you are not eligible for assistance:

- | | | |
|--|------------------------------|---------------------------------|
| i. Was the unit damaged or destroyed by Disaster: | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| ii. Was the unit a single-family residence (including manufactured housing YES/NO units)? | <input type="checkbox"/> | <input type="checkbox"/> |
| iii. At the time of the disaster, were you the Homeowner of this residence (including manufactured housing units)? | <input type="checkbox"/> | YES/NO <input type="checkbox"/> |
| iv. Was the unit the primary residence of the applicant on the date of the YES/NO disaster? | <input type="checkbox"/> | <input type="checkbox"/> |

The following question will require a special review to determine eligibility:

- v. Did you register with FEMA for disaster related assistance for structural YES NO damage to the home?

7. DAMAGED PROPERTY INFORMATION: Provide basic information concerning the damaged property (i.e. physical address of damaged property, floodplain information, and other names on the deed).

Damaged Property Address:

City:

State:

Zip:

Damaged Property Phone No:

i. What type of structure is the property? (Select One)

Single Family Manufactured Housing Unit Modular Other (Describe): Year Built:

ii. Did you occupy the property at the time of the event?

YES

NO

iii. Are you currently living in the property? If no, explain your current living situation below:

YES

NO

If no, explain your current living situation:

iv. Is the damaged property in a Flood Plain?

YES

NO

DON'T KNOW

v. Are you seeking assistance for a manufactured/modular housing unit?

YES

NO

vi. Do you own the land?

YES

NO

DON'T KNOW

vii. Do you have a deed on the damaged property

YES

NO

DON'T KNOW

viii. Are there any other names on the deed for the damaged property?

YES

NO

N/A

If yes, describe what deed information you have on the damaged property (including any entity, for example, a Trust):

x. I/We have been displaced from property due to damage caused by the disaster. If yes, explain your current living situation in the space below, e.g. renting in another part of the City, County etc...

YES

NO

If yes, describe what deed information you have on the damaged property (including any entity, for example, a Trust):

x. I/We have been displaced from property due to damage caused by the disaster. If yes, explain your current living situation in the space below, e.g. renting in another part of the City, County etc...

YES

NO

8. OTHER ASSISTANCE RECEIVED: Assistance provided under the SHIP Program for disaster may not exceed a household's unmet needs. List all other sources of financial or housing assistance received (local, state, federal, and private sources). List all insurance companies currently covering your real property. List all insurance companies that were providing coverage to your real property on date of disaster.

Have you applied for any event related assistance for damage to your home from any source (local, state, federal, private)? If yes, proceed with this section. If no, proceed with Section # 9 Income Information.

YES NO

A. FEMA

i. Have you received any disaster related assistance from FEMA for structural damage to your home? (If no, continue to letter B. in this section.)

YES

NO

ii. Amount Approved?

Amount Received to date:

iii. What is your FEMA Registration No.(s)?

1.

2.

3.

B. Small Business Administration (SBA)

i. Have you received any event-related assistance from the SBA for damage to your home? (If no, continue to letter C. in this section.)

YES

NO

ii. Amount Approved?

Amount Received to date:

iii. What is your SBA Application No.(s)?

1.

2.

iii. What is your SBA Loan No.(s)?

1.

2.

v. What is the status of your SBA Loan, e.g. paying as agreed, did not use, etc.

C. INSURANCE

i. Were you carrying Homeowner's Insurance at the time of the event?

YES

NO

If "Yes", what type?

Hazard

Wind

Flood

Other: (Explain)	<input type="checkbox"/> Contents	
ii. Did you file a claim?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Claim Amount Received:	Deductible: \$	
Purpose: (Explain)		
iii. Provide the name of the Insurance Company(s): Provide Insurance Policy #		
iv. Is the insurance coverage currently in effect?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
v. Are you involved in an appeal or a lawsuit against your insurance company?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
vi. What is the status of your insurance appeal/lawsuit? (If Applicable)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
D. OTHER		
i. Did you receive any other assistance for the repair of your home?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
ii. If yes, explain the type of assistance you received e.g. Red Cross, United Way, previous federal or state assistance (SHIP, CDBG, CDBG-DR, HOME), etc.	<input type="checkbox"/> YES	<input type="checkbox"/> NO

9. INCOME INFORMATION: Income includes: Wages, salaries and tips, alimony, child support, military income, part-time income, temporary income, TANF, Social Security, other benefits, other income for all household members over age 18. List ALL household members and their incomes. Attach a separate sheet if you need more space.

FOOD STAMPS ARE NOT CONSIDERED INCOME- do not list food stamps.

Household Member Name	Full Time Student? Y/N	Source of Income (include employer name) If Applicable	Rate of Pay	Payment Basis (hourly, weekly, monthly, etc.)

10. ASSET INFORMATION: Provide the requested information on any property you may own or assets you may have.

i. Do you own any other real estate? YES NO N/A

If yes, provide address, city and state of property(s):letter B. in this section.)

ii. Do you have a mortgage on the damaged property? YES NO

If yes, what is the current balance owed on the mortgage?

iii. Are your payments current on your mortgage? YES NO

iv. Is your primary residence currently in foreclosure? YES NO

v. List below the types and sources of any household assets. Provide both the current cash value and the estimated annual income from the asset. (A listing of examples is located in the instruction section.)

Household Member Name	Type & Source of Asset	Cash Value of Asset	Annual Income from Asset

11. APPLICANT CERTIFICATION: Certify that all the information in the application is true, to the best of your knowledge. By signing this application to verify the information contained, the applicant authorizes the City/County or any of its duly authorized representatives to verify the information listed herein.

I/We understand the information provided above is collected to determine if I/we are eligible to receive assistance under the State Housing Initiatives Partnership Program (SHIP) for the disaster.

I/We hereby certify that all the information provided herein is true and correct.

I/We understand that providing false statements or information is grounds for termination of housing assistance and is punishable under state and local law.

I/We authorize the above-referenced Subrecipient and any of its duly authorized representatives to verify all information provided in this application.

I/We understand that additional information will likely be required to move forward with this program.

Signature of Applicant:	Date
Signature of Co-Applicant:	Date
Household member:	Date

Warning: Florida Statute 817 provides that willful false statements or misrepresentation concerning income and assets or liabilities relating to financial condition is a misdemeanor of the first degree and is punishable by fines and imprisonment provided under §775.082 or 775.083.

12. ELIGIBILITY RELEASE: It is required that you sign this form, which allows the City/County, Subrecipient, State or Vendor to request information from Third Parties concerning your eligibility and participation in this program.

Applicant Name: _____

Applicant Address: _____

Information Covered: Inquiries may be made about items initialed below by the applicant.

Instructions to Applicant: Your signature on this Eligibility Release, and the signatures of each member of your household who is 18 years of age or older, authorizes the City/County or any of its duly authorized representatives to obtain information from a third party regarding your eligibility and continued participation in the SHIP Program for disaster assistance. Each adult member of the household must sign this Eligibility Release.

Information provided by the applicant(s) may be subject to Chapter 119, Florida Statutes, regarding Open Records.

NOTE: THIS GENERAL CONSENT MAY NOT BE USED TO REQUEST A COPY OF A TAX RETURN. If a copy of a tax return is needed, IRS Form 4506, "Request for a Copy of Tax Form", must be prepared and signed separately.

Information Covered: Inquiries may be made about items initialed below by the applicant.

Description	Verification Required	Applicant Initials
Income (all sources)	X	
Assets (all sources)	X	
Child Support	X	
Property Taxes	X	
List other item here:	X	
Dependent Income: Full-time Student	X	

APPLICANT'S AUTHORIZATION:

I authorize the above-named Subrecipient, State or Vendor to obtain information about me and my household that is pertinent to determining my eligibility for participation in the Program. I acknowledge that:

- (1) A photocopy of this form is as valid as the original; AND
- (2) I have the right to review information received using this form; AND
- (3) I have the right to a copy of information provided to the Subrecipient and to request correction of any information I believe to be inaccurate; AND
- (4) All adult household members will sign this form and cooperate with the Subrecipient in the eligibility verification process.

WARNING: Florida Statute 817 provides that willful false statements or misrepresentation concerning income and assets or liabilities relating to financial condition is a misdemeanor of the first degree and is punishable by fines and imprisonment provided under §775.082 or 775.083.

SIGNATURES:

Signature-Head of Household

Print Name

Date

Other Household Member

Print Name

Date

Other Household Member

Print Name

Date

Other Household Member

Print Name

Date

APPLICANT CHECKLIST:

Applicant Checklist

Please provide the information listed below to ensure that your application will be processed in an expedited manner.

- Housing Intake Application;
- Properly executed Eligibility Release Form;
- FEMA Award/Denial Letter;
- Small Business Administration (SBA) Award/Denial Letter;
- Private Insurance Letter (If you did not have private insurance, a written, signed and dated statement indicating that you had no private insurance will be acceptable.);
- Copy of the applicant's driver's license (or a state issued photo ID);
- Fee Simple Deed in applicant's name;
- Copy of receipts for the home repairs that have been made to the damaged property (write name and property address on receipts);
- Provide any and all proof of income for individuals that live at the property and that are over the age of 18;
- 6 months of bank statements;
- Last 2 months of consecutive paycheck stubs;
- Current copy of social security statement/award letter;
- Current copy of retirement/pension statements; and
- Current copy of unemployment statement.

D. SHIP DISASTER WRITTEN AGREEMENT WITH APPLICANT

Disclaimer: This is a sample agreement template and is not a complete legal document. Before using any part of this template, check with legal counsel to ensure that the Local Government's subrecipient agreements comply with state and local laws and regulations, and all requirements of the Local Government's SHIP program.

Whereas, _____ ("Homeowner") is receiving State Housing Initiative Partnership Funds (SHIP) Program financial assistance from <insert jurisdiction name> ("Jurisdiction") in the amount of \$ _____ to provide funding to rehabilitate home located at <insert address> in compliance with <insert City name> building codes. _____

Now, therefore, the Jurisdiction has an option to recoup assistance used on the above described property upon the terms, conditions and contingencies herein set forth:

Owner Occupancy

Homeowner agrees that if during the <insert occupancy period> the Homeowner uses the property as (1) an investment property or (2) the Homeowner uses the Property as a recreational house or "second" home, then the Jurisdiction may require immediate payment in full of the entire loan amount provided by the Jurisdiction. The property must remain owner occupied during the affordability period.

Homeowner agrees that if during the <insert occupancy period> he/she/they sell or rent the property without Jurisdiction's prior written consent then the Jurisdiction may require payment in full the amount of the loan outstanding at time of sale or rental of the property.

Insurance Proceeds and Federal Benefits

Homeowner agrees that if he/she receives further insurance proceeds and/or federal benefits for rehabilitation, repairs or reconstruction to their primary residence in connection with <insert disaster event>, the homeowner will report receiving benefits by emailing <insert email address> or calling <insert phone number> within one (1) month of receipt of additional proceeds and/or benefits. If homeowner fails to report additional insurance proceeds and/or federal benefits, then the Jurisdiction may require immediate repayment in full of the entire loan amount provided by the Jurisdiction.

Duplication of Benefits

Homeowner agrees that if benefits received subsequent to the receipt of SHIP funds are a duplication of benefits (DOB) received from other sources such as insurance proceeds, that the following shall apply:

1. If the Award has been fully expended by the City/County, any Subsequent DOB Proceeds shall be repaid by Homeowner to the City/County up to the amount of the Award.

2. If no portion of the Award has been expended by the City/County, any Subsequent DOB Proceeds shall be paid by Homeowner to the City/County and used to reduce the Award. If the application of the Subsequent DOB Proceeds would reduce the Award to zero, all Subsequent DOB Proceeds and any funds previously paid by the Homeowner to the City/County shall be returned to the Homeowner, and this Agreement shall terminate.
3. If some portion of the Award has been expended by the City/County, any Subsequent DOB Proceeds shall be used, retained and/or disbursed in the following order: (1) Subsequent DOB Proceeds shall first be paid by Homeowner to the City/County to reduce the unexpended portion of the Award; (2) if the application of the Subsequent DOB Proceeds would reduce the unexpended Award to zero, any remaining Subsequent DOB Proceeds shall be applied to expended portion of the Award and retained by the City/County; (3) if the application of the Subsequent DOB Proceeds reduces both the unexpended and the expended portions of the Award to zero, any remaining Subsequent DOB Proceeds shall be returned to the Homeowner, and this Agreement shall terminate.
4. If the City/County makes the determination that the Homeowner does not qualify to participate in the Program or the Homeowner decides not to participate in the Program, the Subsequent DOB Proceeds and any funds previously paid by the Homeowner to the City/County that have not been used or obligated by the Program shall be returned to the Homeowner, and this Agreement shall terminate.
5. Once the City/County has recovered an amount equal to the Award, the City/County will reassign to Homeowner any rights assigned to the City/County pursuant to this Agreement.

Income Eligibility

Homeowner certifies that he/she has provided complete, accurate, and current information regarding household income to demonstrate Homeowner’s eligibility to receive SHIP funds.

Enforcement

The Homeowner and the Jurisdiction acknowledge that the Jurisdiction has the right and responsibility to enforce this agreement.

Whereas, if the Homeowner does not violate any of the terms listed in this agreement, then this agreement will be considered paid in full on the _____ day of _____ 20____ and the Note will be released.

IN WITNESS WHEREOF, the undersigned homeowner(s) has/have affixed his/her signature(s) and seal(s) this _____ day of _____ .

Signed, sealed and delivered in the presence of:

Witness

Borrower

Notary Public

Borrower

Commission Expiration Date:

F. SHIP DISASTER SUBRECIPIENT AGREEMENT TEMPLATE

Disclaimer: *This is a sample agreement template and is not a complete legal document. Before using any part of this template, check with legal counsel to ensure that the Local Government's subrecipient agreements comply with state and local laws and regulations, and all requirements of the Local Government's SHIP program.*

TEMPLATE – SUBRECIPIENT AGREEMENT

AGREEMENT BETWEEN [Local Government] And [Subrecipient] for the State Housing Initiatives Partnership Program (SHIP) Disaster Assistance Strategy

THIS AGREEMENT is entered this __ day of __, 20__ by and between the __ (the Local Government) and _____ (the Subrecipient).

I. **RECITALS**

WHEREAS, on _____, Florida Governor _____ issued a Disaster Assistance Declaration (FEMA- _____): and

WHEREAS, the Local Government wishes to engage the Subrecipient to assist the Local Government in utilizing its SHIP funds to carry out a part of the Local Government's Disaster Strategy. The amount of the award is \$_____ and is pursuant to the terms and condition in this Subrecipient Agreement (the "Agreement"); and

WHEREAS, the funds made available for use by the Subrecipient under this Agreement constitute a sub award of the Local Government's SHIP award, the use of which must be in accordance with requirements imposed by the SHIP Statute 420.907-9079 and the SHIP rule at 67.37; and

WHEREAS, the Local Government will carry out the program in accordance with the Local Government Housing Assistance Plan Disaster Strategy, Program Policies and Procedures and this agreement;

WHEREAS, the Subrecipient has legal authority to enter this agreement, and by signing this agreement, to assure the Local Government that it will comply with all the requirements of the sub award described herein; and

NOW, THEREFORE, in consideration of the need for recovery from Hurricane Irma and the premises and mutual covenants described herein, the parties mutually agree to the terms described in this Agreement.

II. GENERAL AWARD INFORMATION

The sub award from the Local Government to the Subrecipient, which is described below, is for the purpose of carrying out a portion of a Federal award described in section I of this agreement and creates a relationship with the Subrecipient. This agreement must be updated to reflect any changes to the award and the following award information:

Contact information:

Local Government:

Subrecipient:

_____ (name of awarding official) (name of primary contact)

Title: __ Title: __
Local Government Name _____ Subrecipient Name __
[Address] _____ [Address] _____
[City, State, ZIP] _____ [City, State, ZIP] _____
[Telephone] __ [Telephone] __
[Fax Number] _ [Fax Number] _____
E-mail Address _____ E-mail Address _____

Activity Description:

Subaward Period of Performance: [insert Start and End Date]

Total Amount of the Award awarded to the Subrecipient by the Local Government: [insert amount]

Amount of funds obligated by this agreement: [insert amount]

A. SCOPE OF SERVICE

[Insert scope of services]

B. ELIGIBLE USE OF FUNDS

As a condition of receiving this sub award, the Subrecipient shall administer the SHIP funds which includes performing all of the work described in this section. The Subrecipient shall complete the activities in a manner satisfactory to the Local Government and consistent with the terms of conditions of this agreement and applicable Rules and Statutes.

Prohibited Activities

The Subrecipient may only carry out the activities described in this agreement. The Subrecipient is prohibited from charging to the subaward the costs of ineligible activities.

Program Delivery (Eligible Activities)

<u>Activity</u>	<u>Performance Goal</u>	<u>Timeframe for Completion of Performance Goal</u>
[Activity #1]	[Description of performance goals (e.g. # of Units)]	[Timeframes for each performance goal]

Activity #1 [Insert a complete description and details of the activities to be undertaken including services to be provided, location, for whom they will be provided and how they will be provided. The description should provide enough detail to allow the local government to monitor the activities performed by the subrecipient.]

Activity #2 [Same description as above]

Activity #3 [Same description as above]

[Add other activities as necessary]

Pre-Award Costs

[Insert specific requirements related to pre-award costs, or prohibition on pre-award costs applicable to the Subrecipient.]

General Administration of Subaward

[Add description of general administrative services to be performed by the Subrecipient in support of activities noted above, if any, and include a limit on the amount of program administration costs allowable under the subaward.]

A. Compliance with governing Regulations

All activities funded with SHIP funds must comply with the governing regulations and the locally approved Local Housing Assistance Plan.

The SHIP Statute can be found at [SHIP Statute](#)

The SHIP Rule can be found at [SHIP Rule](#)

The Local Housing Assistance Plan (Insert Link Here)

B. Levels of Accomplishment –Performance Goals and Timelines

The Subrecipient shall complete the activities required under this agreement in accordance with the following timeframes and performance goals associated with each of the activities:

[Add goals, and timeframes for completion of performance goals as necessary for other activities]

C. Staffing

The Subrecipient shall supervise and direct the completion of all activities under this agreement. Any changes in the Key Personnel assigned or their responsibilities under the activities are subject to the prior approval of the Local Government.

At a minimum, the Subrecipient shall assign the following staff with the identified responsibilities (the “Key Personnel”) to the identified activities:

[Provide a narrative of how the activity will be accomplished, who will be responsible for managing the activity; additional personnel needed to implement the program/activity and an approximate allocation of time to the activity. Complete one chart for each activity.]

[Activity #1]

Staff Member Title	Responsibilities	Time Allocation

[Add additional charts for additional activities as necessary]

III. PERFORMANCE MONITORING & REPORTING

A. Monitoring

The Local Government shall monitor the performance of the Subrecipient to ensure Subrecipient compliance with all of the requirements of this agreement, including the timeframes and performance goals associated with the activities. Substandard performance as determined by the Local Government will constitute noncompliance with this agreement. If action to correct such substandard performance is not taken by the Subrecipient within days after being notified by the Local Government, the Local Government may impose additional conditions on the Subrecipient and its use of SHIP funds, suspend or terminate this agreement, or initiate other remedies for noncompliance as appropriate and permitted by law.

B. Reporting

The Subrecipient shall submit regular (monthly or quarterly) progress and financial reports to the Local Government [Insert specifics on the form, content, and frequency here as necessary].

IV. PERIOD OF PERFORMANCE AND TERM

The period of performance for Subrecipient, meaning the time during which the Subrecipient may incur new encumbrances to carry out activities under this agreement, shall start on the day of_, 20_ and end on the ___day of_____, 20

This agreement and its terms and conditions shall remain in effect during any period that the Subrecipient has control over the SHIP funds awarded under this agreement

V. BUDGET

The Subrecipient shall complete all activities in this agreement in accordance with the following budget. Any amendments to the budget must be approved in writing by both the Local Government and the Subrecipient.

A. Budget Table

[insert a detailed budget table with line items and amounts for each line item. At a minimum, the budget should identify activity delivery and administrative costs. The Local Government may require the Subrecipient to provide supplementary budget information in a timely fashion in the form and content.]

B. Program Income

Program income is defined at 420.9071 Definitions (24) "Program income" means the proceeds derived from interest earned on or investment of the local housing distribution and other funds deposited into the local housing assistance trust fund, proceeds from loan repayments, recycled funds, and all other income derived from use of funds deposited in the local housing assistance trust fund. It does not include recaptured funds as defined in subsection (25).

If the activity undertaken by the Subrecipient generates program income as defined above, the program income must be returned to the local government within 30 days of receipt.

VI. PAYMENT

It is expressly agreed and understood that the total amount to be paid by the Local Government under this agreement shall not exceed \$_____.

[The Local Government should describe detailed payment procedures in this Section. The description should include, but not be limited to, how the Subrecipient requests payments for work under this agreement, any documentation that Subrecipient must submit to substantiate payment requests, whether Local Government will make payments on an advance payment or reimbursement basis, and when the Local Government shall not be obligated to satisfy the Subrecipient's payment or the terms and conditions of the Local Government's Federal award, or that would otherwise result in the Local Government charging improper, unauthorized, or otherwise unallowable costs to the Local Government.]

The Subrecipient shall submit to the Local Government requests for payments of activities under this agreement and consistent with the approved budget (the "Request for Payment"). Each Request for Payment shall be broken down into requested draws against the budget line items specified in Section VI.

The Local Government shall pay to the Subrecipient funds available under this agreement based upon information submitted by the Subrecipient for allowable costs permitted under this agreement and consistent with the approved budget. With the exception of advances, payments will be made for eligible expenses actually incurred by the Subrecipient, and not to exceed actual cash requirements.

Payment will be made upon submission by the Subrecipient of a properly executed Request for Payment, together with all supporting invoices, bills, time sheets, and other documents necessary to justify the payment.

VII. AMENDMENT AND TERMINATION

A. Amendments

The Local Government or Subrecipient may amend this agreement at any time provided that such amendments make specific reference to this agreement, are approved by the Local Government's governing body, and are signed in writing by a duly authorized representative of the Local Government and the Subrecipient. Such amendments shall not invalidate this agreement, nor relieve or release the Local Government or Subrecipient from its obligations under this agreement. Amendments will generally be required when any of the following are anticipated: i) revision to the scope or objectives of the Program, including purpose or beneficiaries; ii) extending the time of the agreement. iii) revision that would result in the need for additional funding.

The Local Government may, in its discretion, amend this agreement to conform with Federal, state or local governmental guidelines, policies and available funding amounts, or for other reasons. If such amendments result in a change in the funding, the scope of services, or schedule of the activities to be undertaken as part of this agreement, such modifications will be incorporated only by written amendment signed by both Local Government and Subrecipient.

B. Suspension or Termination

The Local Government may terminate this agreement, in whole or in part, upon ___days' notice, whenever it determines that the Subrecipient has failed to comply with any term, condition, requirement, or provision of this agreement. Failure to comply with any terms of this agreement, include (but are not limited to) the following:

Failure to comply with any of the rules, regulations or provisions referred to herein, or such statutes, regulations, executive orders, guidelines, policies or directives as may become applicable at any time;

Failure, for any reason, of the Subrecipient to fulfill in a timely and proper manner its obligations under this agreement;

Ineffective or improper use of funds provided under this agreement; or

Submission by the Subrecipient to the Local Government reports that are incorrect or incomplete in any material respect.

The Local Government shall promptly notify the Subrecipient, in writing, of its determination and the reasons for the termination together with the date on which the termination shall take effect. Upon termination, the Local Government retains the right to recover any improper expenditures from the Subrecipient and the Subrecipient shall return to the Local Government any improper expenditures no later than thirty (30) days after the date of termination. The Local Government may, at its sole discretion, allow Subrecipient to retain or be reimbursed for costs reasonably incurred prior to termination, that were not made in anticipation of termination and cannot be canceled provided that said costs meet the provisions of this agreement.

VIII. OTHER REQUIREMENTS TO COMPLY WITH STATE STATUTES, RULES AND THE TERMS AND CONDITIONS OF THE AWARD

The SHIP funds available to the Subrecipient through this agreement constitute a subaward of the Local Government's distribution under the SHIP program. This agreement includes terms and conditions of the Local Government's SHIP award that are imposed on the Subrecipient, and the Subrecipient agrees to carry out its obligations in compliance with all of the obligations described in this agreement.

A. Duplication of Benefits

The Subrecipient shall not carry out any of the activities under this agreement in a manner that results in a prohibited duplication of benefits as defined by Section 312 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 USC 5155) and described in Appropriations Act. The Subrecipient shall carry out the activities under this agreement in compliance with the Local Government's procedures to prevent duplication of benefits in Exhibit [identify appropriate exhibit].

B. Drug-Free Workplace

Drug-free workplace. Subrecipients must comply with drug-free workplace requirements in Subpart B of part 2429, which adopts the governmentwide implementation (2 CFR part 182) of sections 5152-5158 of the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D; 41 U.S.C. 701-707).

C. Insurance & Bonding

The Subrecipient shall comply with the following insurance and bonding requirements:

[Insert the local government insurance and bonding requirements for subrecipients]

D. Audit Requirements

In the event that the Subrecipient expends a total amount of state financial assistance equal to or in excess of \$750,000 in any fiscal year of such Subrecipient, the Subrecipient must have a State single or project-specific audit for such fiscal year in accordance with Section 215.97, Florida Statutes; applicable rules of the Department of Financial Services; and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General. In determining the state financial assistance expended in its fiscal year, the Subrecipient shall consider all sources of state financial assistance, including state financial assistance received from the Local Government other state agencies, and other nonstate entities. State financial assistance does not include Federal direct or pass-through awards and resources received by a nonstate entity for Federal program matching requirements.

In connection with the audit requirements addressed in this section, the Subrecipient shall ensure that the audit complies with the requirements of Section 215.97(8), Florida Statutes. This includes submission of a financial reporting package as defined by Section 215.97(2), Florida Statutes, and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General.

The Eligible Subrecipient shall retain all records pertinent to expenditures incurred under this Agreement for a period of five (5) years after the termination of all activities funded under this Agreement. Notwithstanding the above, if there is litigation, claims, audits, negotiations or other actions that involve any of the records cited and that have started before the expiration of the five-year period, then such records must be retained until completion of the actions and resolution of all issues, or the expiration of the ten-year period, whichever occurs later.

E. Disclosure

The Eligible Subrecipient shall maintain records in accordance with Florida's Public Information Law (F.S. 119).

F. Financial & Program Management

The Subrecipient shall maintain all financial records with adequate internal controls to permit the accurate, complete and timely disclosure of financial results. Internal controls are the combination of policies, procedures, job responsibilities, personnel and records that together create accountability in an organization's financial system and safeguard its cash, property and other assets.

Through its system of internal controls, an organization can ensure that:

Resources are used for authorized purposes and in a manner consistent with applicable laws, regulations and policies;

Resources are protected against waste, mismanagement or loss; and

Information on the source, amount and use of funds are reliable, secured and up-to-date and that this information is disclosed in the appropriate reports and records.

G. Documentation and Record Keeping

1. Records to be Maintained

The Eligible Subrecipient shall retain all records pertinent to expenditures incurred under this Agreement for a period of five (5) years after the termination of all activities funded under this Agreement. Notwithstanding the above, if there is litigation, claims, audits, negotiations or other actions that involve any of the records cited and that have started before the expiration of the five-year period, then such records must be retained until completion of the actions and resolution of all issues, or the expiration of the ten-year period, whichever occurs later.

2. Access to Records

The Local Government, Florida Housing Finance Corporation and its monitors shall have access to all records related to this award of funds.

3. Record Retention and Transmission of Records to the Local Government

Prior to close out of this agreement, the Subrecipient must transmit to the Local Government records sufficient for the Local Government to demonstrate that all costs under this agreement met the requirements of the award.

4. Client Data and Other Sensitive Information

The Subrecipient is required to maintain data demonstrating client eligibility for activities provided under this agreement. Such data may include, but not be limited to, client name, address, income level or other basis for determining eligibility, and description of activities provided.

H. Close-out

The Eligible Sub Recipient's obligation to the Local Government shall not end until all closeout requirements are completed. Activities during this closeout period shall include, but are not limited to, making final payments and determining the custodianship of records.

I. Nondiscrimination

In accordance with the provisions of ss. 760.20-760.37, it is unlawful to discriminate on the basis of race, creed, religion, color, age, sex, marital status, familial status, national origin, or handicap in the award application process for eligible housing.

J. Conflict of Interest

The Subrecipient shall comply with all applicable federal, State and local Conflict of interest laws.

[Insert local conflict of interest laws]

K. Independent Contractor

Nothing contained in this Agreement is intended to, or shall be construed in any manner, as creating or establishing the relationship of employer/employee between the parties. The eligible Subrecipient shall at all times remain an "independent contractor" with respect to the services to

be performed under this Agreement. The City/County shall be exempt from payment of all Unemployment Compensation, FICA, retirement benefits, life and/or medical insurance and Workers' Compensation Insurance, as the eligible Subrecipient is an independent Contractor.

IX. OTHER REQUIREMENTS

[Consult with an attorney regarding any other provisions that the Local Government should include in this agreement. These may include state and local requirements, or stock/boilerplate language such as a hold harmless, assignability, severability, entire agreement, or waiver/default provision, provisions about Local Government, provisions about where notices under the award should be sent, damages/liquidated damages provisions, and provisions about how to interpret section headings and subheadings. Local Government may wish to include a requirement requiring signage about SHIP project funding. Local Government may include provisions clarifying that an employee/employer relationship is not created by this agreement.]

THE UNDERSIGNED, as authorized officials on behalf of the parties, have executed this Contract, which shall be effective as of the date of execution hereof on behalf of the Local Government.

LOCAL GOVERNMENT

By: _____
(Signature)

Name: _____

Title: _____

Date: _____

SUBRECIPIENT

By: _____
(Signature)

Name: _____

Title: _____
(Chief Elected Official/Executive Officer with Authority to Sign)

Date: _____

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

ASSISTANT [CITY/COUNTY] ATTORNEY

G. SHIP DISASTER STRATEGY

A. Summary of Strategy: The Disaster Strategy aids households in the aftermath of a disaster as declared by the President of the United States or Governor of the State of Florida. This strategy will only be funded and implemented in the event of a disaster using any funds that have not yet been encumbered or with additional disaster funds allocated by Florida Housing Finance Corporation. SHIP disaster funds may be used for items such as, but not limited to:

- a. Purchase of emergency supplies for eligible households to weatherproof damaged homes;
- b. Interim repairs to avoid further damage; tree and debris removal required to make the individual housing unit habitable;
- c. Construction of wells or repair of existing wells where public water is not available;
- d. Payment of insurance deductibles for rehabilitation of homes covered under homeowners' insurance policies;
- e. Security deposit for eligible recipients that have been displaced from their homes due to disaster;
- f. Rental assistance for eligible recipients that have been displaced from their homes due to disaster.
- g. Strategies included in the approved LHAP that benefit applicants directly affected by the declared disaster.
- h. Other activities as proposed by the counties and eligible municipalities and approved by Florida Housing.

B. Fiscal Years Covered: 2018-2019, 2019-2020 and 2020-2021

C. Income Categories to be served: Very Low, Low, and Moderate

D. Maximum award: \$15,000

E. Terms:

1. Repayment loan/deferred loan/grant: Funds will be awarded as a grant.
2. Interest Rate: N/A
3. Years in loan term: N/A
4. Forgiveness: N/A
5. Repayment: N/A
6. Default: N/A

f. Recipient Selection Criteria: Applicants will be ranked for assistance in the order in which they complete their application, priority assistance will be provided to Special Needs applicants, Essential Services Personnel and income groups as described in section I. (l) of this plan

g. Sponsor/Developer Selection Criteria: N/A

h. Additional Information: SHIP funds must be used for eligible applicants and eligible housing.

H. FEMA CASE MANAGER REQUEST FORM

FEMA-DR-4337-FL

All Requests should be submitted to (800) 827-8112 by FAX or FEMA VAL POC in your area:

Attention: _____

FEMA Email Address: _____

Or Fax Number: _____

Re: (check all that apply) FEMA Duplication of Benefits Check Case Review

TO BE COMPLETED BY CASE MANAGER:

Date sent: _____

Submitting Agency: _____ Email: _____

Case Worker: _____ Phone: _____

Signed Written Consent: Already on file with FEMA: _____ Attached: _____

Applicant Information:

Last name: _____ First name: _____

FEMA Registration #: _____

Damaged Dwelling (DD) Address: _____

City: _____ State: _____ Zip: _____

Current Phone: _____ DD Phone: _____

SPECIFIC REQUEST (what info are you requesting from FEMA; check all that apply):

- FEMA DOB Check in order to prevent duplication of benefits by allowing us to know what assistance FEMA has already provided to an applicant so that we may address unmet needs.

CASE REVIEW to inquire: (explain what information or guidance you are requesting)
