



STATE OF FLORIDA

DIVISION OF EMERGENCY MANAGEMENT

Ron DeSantis
Governor

Kevin Guthrie
Executive Director

September 3, 2024

Nicole Heran, Deputy Director of Design and Construction
City of Hollywood
2600 Hollywood Boulevard
Hollywood, FL 33020

Reference: FY 2024-2025 Hurricane Loss Mitigation Program (HLMP) Grant Approval

Dear Nicole Heran,

The Florida Division of Emergency Management is pleased to award grant funding through the Hurricane Loss Mitigation Program as outlined below. The Recipient will provide mitigation retrofit improvements as identified in the submitted FY 2024-2025 application. The proposed project type and budget submitted with your application are hereby conditionally approved. Please submit the attached Property Information Sheet (PIS) and Contract Development Form (CDF) so that we may complete the final project approval process and develop the details of the Scope of Work and Budget for the contract.

Please be advised that any changes to the proposed project type and budget must be approved by our office prior to issuance of a contract or start of construction.

Project Title	Total Project Cost
City of Hollywood Fire Station 31 Roof Hardening	\$250,000.00

The effective date of this award is September 3, 2024. The HLMP grant is a cost reimbursement grant; therefore, the Recipient shall secure funding to ensure successful project completion. The Division will reimburse the Recipient for eligible project costs not to exceed the approved award. Project management costs may be requested up to 5% of the total project cost and must be included as a budget line item within the requested line item budget.

To accept the grant award, please complete and return the attached Contract Development Form (CDF) and Property Information Sheet (PIS) no later than September 20, 2024, to Mackenzie Lane at Mackenzie.Lane@em.myflorida.com.

If you have any questions, please contact the HLMP Program Manager Jillian Holzman at Jillian.Holzman@em.myflorida.com or 850-815-4515.

Sincerely,

Laura Dhuwe

Digitally signed by Laura Dhuwe
Date: 2024.09.09 13:35:53 -04'00'

Laura Dhuwe
Chief of Mitigation
State Hazard Mitigation Officer

Enclosures (2)

RE: City of Hollywood – 24/25 HLMP Application (FS-31) - Contract Question

From Mackenzie Lane <Mackenzie.Lane@em.myflorida.com>

Date Sun 9/29/2024 8:51 AM

To Tymira Mack <TMACK@hollywoodfl.org>

Cc Karyn Sashi <KSASHI@hollywoodfl.org>; Kendra Parker <KPARKER@hollywoodfl.org>; Nicole Heran <NHERAN@hollywoodfl.org>

Thank you so much! All are safe and thankful for minimal impacts here in Tallahassee and we are working hard to assist those that have damage!

Correct, you can move forward. The only thing you must wait on is construction, a passing BCA score will need to be obtained before starting construction.

If you have any further questions, please feel free to reach out 😊

Best,



Mackenzie Lane | HLMP Project Manager
Bureau of Mitigation | Florida Division of Emergency Management
Office: (850) 815-4517
Mackenzie.Lane@em.myflorida.com
[HLMP Website](#)

From: Tymira Mack <TMACK@hollywoodfl.org>

Sent: Thursday, September 26, 2024 2:00 PM

To: Mackenzie Lane <Mackenzie.Lane@em.myflorida.com>

Cc: Karyn Sashi <KSASHI@hollywoodfl.org>; Kendra Parker <KPARKER@hollywoodfl.org>; Nicole Heran <NHERAN@hollywoodfl.org>

Subject: Re: City of Hollywood – 24/25 HLMP Application (FS-31) - Contract Question

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Mackenzie,

First and foremost, we hope you, your family and your co-workers are safe and experience minimal impact from Hurricane Helene!

Whenever you return to the office and have a moment, can you please confirm that we are able to move forward with vendor selection for our project based on the Award Letter, while we await a formal executed contract? We want to confirm our understanding of the statement contained in the Call for Applications which advises that the Award Letter allows work to begin while the contract is developed and executed.

Thank you for your consideration.

Kind regards,

Tymira W. Mack, MPA

Grants Administrator

City of Hollywood

W: (954) 921-3551

From: Mackenzie Lane <Mackenzie.Lane@em.myflorida.com>
Sent: Friday, September 20, 2024 10:39 AM
To: Nicole Heran <NHERAN@hollywoodfl.org>
Cc: Tymira Mack <TMACK@hollywoodfl.org>; Karyn Sashi <KSASHI@hollywoodfl.org>; Kendra Parker <KPARKER@hollywoodfl.org>
Subject: RE: City of Hollywood – 24/25 HLMP Application (FS-31)

Some people who received this message don't often get email from mackenzie.lane@em.myflorida.com.
[Learn why this is important](#)

Thanks!



Mackenzie Lane | HLMP Project Manager
Bureau of Mitigation | Florida Division of Emergency Management
Office: (850) 815-4517
Mackenzie.Lane@em.myflorida.com
[HLMP Website](#)

From: Nicole Heran <NHERAN@hollywoodfl.org>
Sent: Friday, September 20, 2024 9:58 AM
To: Mackenzie Lane <Mackenzie.Lane@em.myflorida.com>
Cc: Tymira Mack <TMACK@hollywoodfl.org>; Karyn Sashi <KSASHI@hollywoodfl.org>; Kendra Parker <KPARKER@hollywoodfl.org>
Subject: City of Hollywood – 24/25 HLMP Application (FS-31)

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Good morning, Mackenzie
Please see attached Contract Development Form (CDF) and the Property Information Sheet (PIS) completed for The City of Hollywood -24/25 HLMP (FS-31) grant. Please review and let us know if anything else is needed or if you have any questions.
Thank you

Nicole Heran
Deputy Director of Design & Construction
City of Hollywood
Department of Design & Construction Management

Cell: 561.814.8364
E-mail: Nheran@hollywoodfl.org



Notice: Florida has a broad public records law. All correspondence sent to the City of Hollywood via e-mail may be subject to disclosure as a matter of public record.

From: Jillian Holzman <Jillian.Holzman@em.myflorida.com>
Sent: Tuesday, September 10, 2024 12:44 PM
To: Nicole Heran <NHERAN@hollywoodfl.org>
Cc: Mackenzie Lane <Mackenzie.Lane@em.myflorida.com>
Subject: [EXT]City of Hollywood – 24/25 HLMP Application

You don't often get email from jillian.holzman@em.myflorida.com. [Learn why this is important](#)
Good afternoon,

Thank you for your application for the Hurricane Loss Mitigation Program, State Fiscal Year 2024/2025. We are pleased to inform you that your project proposal has been awarded.

Please see the attachment for your conditional award letter. To accept this award, please review and complete the Contract Development Form (CDF) and the Property Information Sheet (PIS) to complete the final approval process and begin to develop the scope and budget towards your contract. The Point of Contact listed on the CDF will be the individual who will receive the contract for signature, but the form may be completed by anyone in your organization. If you would like additional individuals to be noted as contacts for this project, please let us know. Your completed CDF and initial PIS are requested by **September 20th, 2024**. Completed forms may be submitted via email to your project manager, **Mackenzie Lane** at Mackenzie.Lane@em.myflorida.com.

We look forward to working with you and are happy to assist with any questions you may have.

Thank you,



Jillian Holzman | HLMP Program Manager
Bureau of Mitigation | Florida Division of Emergency Management
Office: (850) 815-4515
Jillian.Holzman@em.myflorida.com
[HLMP Website](#)

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

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

PURPOSE:

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

AMOUNT AVAILABLE:

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

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

ELIGIBLE APPLICANTS:

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

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

SUBMISSION DEADLINE:

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

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

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PERIOD OF PERFORMANCE:

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

APPLICATION REQUIREMENTS:

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

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

EVALUATION PROCESS:

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

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

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

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



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AWARD OF THE PROJECT:

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

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

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

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

Ineligible Expenses

Ineligible expenses under the HLMP Grant Program include:

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

QUESTIONS?

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