



Minimum Programmatic Subapplication Requirements for Mitigation Reconstruction Projects

Scope of Work

Provide a detailed scope of work within the subapplication. All activities to mitigate the proposed project should be included in the Scope of Work (SOW). Provide detailed/complete answers to all questions.

The project SOW in the subapplication must include the following:

- A detailed description of work to be performed:
 - Example: The objective of this project is to demolish and rebuild this Severe Repetitive Loss (SRL) property. The square footage of a resulting structure shall be no more than 10 percent greater than that of the original structure. The original square footage is _____ and has been documented in the subapplication through copies of tax records (or other verifiable means). The final square footage shall be _____ ($\text{Original SF} \times 1.10 = \text{Final SF}$). The Subrecipient will follow HMA guidance and all applicable codes when implementing this project). All homes will be demolished and rebuilt at _____ feet above the current Base Flood Elevation (BFE) (FDEM is encouraging at least three feet above BFE). The project will comply w/ASCE 24-14, per the Guidance and that the project will be designed in compliance with NFIP standards in 44 CFR Part 60.
- Explain why this project is the best alternative. What alternatives were considered to address the risk and why the proposed activity considered is the best alternative.
- Provide documentation verifying original square footage. The original square footage must be documented in the subapplication through copies of tax records or other verifiable means.
 - **Per the Hazard Mitigation Assistance Program and Policy Guide:** “The square footage of a resulting structure shall be no more than 10% greater than that of the original structure. Breezeways, decks, garages, and other appurtenances are not considered part of the original square footage unless they were situated on the original foundation system.”
- Provide signed statement from homeowner acknowledging the understanding that square footage of a resulting structure shall be no more than 10% greater than that of the **original** structure’s verified square footage.

Current as of 01/2025



MITIGATION

Budget:

- Please refer to the HMA Program and Policy Guide: Section B.2.1.1. and Section B.2.1.2. for Eligible and Ineligible Mitigation Reconstruction Costs.
 - **Link to 2024 Hazard Mitigation Assistance Program and Policy Guide:**
<https://www.fema.gov/grants/mitigation/hazard-mitigation-assistance-guidance>
- All subapplications must include a line-item breakdown of all anticipated costs within the cost estimate section of the subapplication. **Lump sum budgets are not acceptable.** Each property must have individual line items within the budget.
- Provide supporting documentation for the cost estimate (project budget) from a qualified professional (i.e., contractor, engineer or architect) or if using RS Means or a comparable estimating tool, please provide the source documentation to support the project's budget. Source documentation, SF-424 and SF-424C must match the requested budget within the subapplication.

Current as of 01/2025



MITIGATION

Sample Line Item Budget:

Eligible Costs	Total Project Cost	Federal Share 90%	Local Share 10%
Pre-Award (Subapplication Development)	\$5,000.00	\$4,500.00	\$500.00
Pre-Construction (Permitting Fees, Site Survey, Architectural/Enginee ring, etc.)	\$6,300.00	\$5,670.00	\$630.00
*Construction (Demolition/Removal, Utility connections, structural shell, etc.)	\$280,200.00	\$220,000.00	\$60,200.00
Post-Construction (Inspections, Certificate of Occupancy, etc.)	\$3,000.00	\$2,700.00	\$300.00
Owner Displacement Costs	\$5,200.00	\$4,680.00	\$520.00
Subapplicant Management Costs (Maximum of 5 percent of the total project cost)	\$9,935.00	\$8,986.50	\$948.50
Total Project Costs	\$309,635.00	\$246,536.50	\$63,098.50

**NOTE: FEMA will only pay \$220,000 in construction costs. The Homeowner is responsible for construction costs in excess of \$220,000.00. As a result, the line items in the construction budgets above will not calculate to the exact percentage indicated. In addition, Total Project Costs will, in turn, not equal the percentages indicated.*

Contingency costs up to five percent of the total project cost may be requested.

Contingencies: An allowance in the total budget to cover situations that cannot be fully defined when the budget is prepared but that will likely result in additional eligible costs. If contingency costs are requested, include them as a line item in the budget section of a subapplication. As with other line items in the budget, the subapplicant should justify the contingency estimate

Current as of 01/2025



MITIGATION

based on the nature of the proposed activity. Please refer to the HMA Program and Policy Guide: Section F.4. Contingencies.

FEMA Required Documents:

- This is a cost-reimbursement program. Provide funds commitment letter for the total project cost with the understanding that the approved federal share will be reimbursed for eligible project costs. Please include the non-federal share resources for the required non-federal share.

Example:

“Please consider this letter confirmation of the financial commitment of the property owners named below, in coordination with _____ (subapplicant), to the above-named project, as proposed by the enclosed Flood Mitigation Assistance Program subapplication to FDEM.

All parties understand that this is a cost-reimbursement program. The property owners agree to front all costs related to the project and to provide adequate documentation of expenses to _____ (subapplicant). Upon review of said documentation for accuracy and consistency with grant requirements, the _____ (subapplicant) will reimburse the property owners for the federal share of eligible project costs, per the award amount stated in the grant agreement. The _____ (subapplicant) will then submit reimbursement requests to FDEM.”

Federal Request (%): \$

Required Matching Funds (%): \$

Total Project Cost (excluding SRMC): \$

- Proof of Active Flood Insurance (Policy Declarations Page). NFIP insurance policy must be in effect on the opening date of the application period (January 6, 2025) and must be maintained through completion of the mitigation activity and for the life of the structure.
- Elevation Certificate
- Model Acknowledgement of Conditions for Mitigation of Property in a Special Flood Hazard Area with FEMA Grant Funds
- SF-424 Form (Application for Federal Assistance)
- SF424C Form (Budget Information for Construction Programs)
- Property Owner Statement of Voluntary Participation
- Property Owner Duplication of Benefits Disclosure
- Letter from a structural engineer or qualified professional (i.e., contractor, engineer, architect) certifying the structure can be elevated (this may be provided after the

Current as of 01/2025



MITIGATION

subapplication has been identified for further review by FEMA. A pre-award budget line for this cost can be included in the subapplication; however, pre-award costs will not be reimbursed unless FEMA selects the project for an award).

Current as of 01/2025