



Minimum Programmatic Subapplication Requirements for Structure Elevation 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:

- Detailed description of work to be performed:
 - Example: The objective is to elevate the existing home (property address) _____ feet above the current Base Flood Elevation (BFE) (FDEM is encouraging at least three feet above BFE). A qualified professional (i.e., contractor, engineer, and architect) will verify the home is structurally sound and can withstand elevation. The subapplicant will follow HMA Guidance and all applicable codes when implementing this project. 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.

Budget:

- Please refer to the Hazard Mitigation Assistance (HMA) Program and Policy Guide: Sections B.3.2.1. and B.3.2.1.1 for Eligible and Ineligible Structure Elevation 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 (i.e., Subapplication Development, Structural Feasibility Analysis, etc.)	\$1,250.00	\$1,125.00	\$125.00
Pre-Construction (i.e., Permitting fees, Site Survey, Soil Sampling, Architectural/ Engineering, etc.)	\$6,000.00	\$5,400.00	\$600.00
Construction Elevation – (i.e., disconnect/reconnect utilities, elevation of structure and existing decks, porches, stairs foundation, debris removal, etc.)	\$208,000.00	\$187,200.00	\$20,800.00
Post-Construction (i.e., Inspections, Certificate of Occupancy, etc.)	\$3,000.00	\$2,700.00	\$300.00
Displacement Costs	\$6,000.00	\$5,400.00	\$600.00
Sub-Recipient Management Costs (Maximum of five percent of the total project cost)	\$5,000.00	\$4,500.00	\$500.00
Total Project Costs	\$234,188.64	\$210,769.78	\$23,418.86

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

Current as of 01/2025



MITIGATION

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 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
- Structural Feasibility Analysis - 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 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



MITIGATION

- 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

Current as of 01/2025