

The Hazard Mitigation Grant Program (HMGP)

An overview of the application process, Federal policy and guidelines

Long Term Recovery

- The HMGP assists States, Tribes, and local communities in implementing long-term hazard mitigation measures following a major disaster declaration.
- Hazard mitigation is the only phase of emergency management specifically dedicated to breaking the cycle of damage, reconstruction, and repeated damage.
- HMGP cannot fund repair.

Who Can Apply?

- A Municipality can apply on behalf of its residents for elevation of flood prone residential structures.
- The municipality becomes the sub-grantee and is responsible for overseeing all projects.
- Contractual obligations rest with the municipality.

Funding

- Cost Share is 75% - 25%
- 75% of total eligible project costs will be reimbursed upon a municipality submitting a reimbursement request for eligible expenses incurred.

Required Documentation

- ***Elevation Certificate*** for each structure to be mitigated.
- ***Tax Card*** for each structure to be mitigated.
- ***Location Map*** which clearly indicates the location of each structure to be mitigated.
- ***FIRMette*** for each structure to be mitigated with location of structure clearly marked.
- ***Total Project Cost*** and breakdown by structure
- ***Contract Estimate*** for each individual structure to be mitigated
- ***Photos of each individual structure to be mitigated***

Additional Documentation

- ***GPS Coordinates*** for each property
- ***Damage Description***
- ***Match Funding Certification***
- ***Maintenance Agreement***
- ***Acknowledgement of Conditions*** as identified in 44 CFR Section 60.3(c)(5)

Elevation Certificate

U.S. DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY
National Flood Insurance Program

ELEVATION CERTIFICATE

IMPORTANT: Follow the instructions on pages 1-9.

OMB No. 1660-0008
Expiration Date: July 31, 2015

SECTION A - PROPERTY INFORMATION		FOR INSURANCE COMPANY USE	
A1. Building Owner's Name _____		Policy Number: _____	
A2. Building Street Address (including Apt., Unit, Suite, and/or Bldg. No.) or R.O. Route and Box No. _____		Company NAIC Number: _____	
City: _____	State: _____	ZIP Code: _____	
A3. Property Description (Lot and Block Numbers, Tax Parcel Number, Legal Description, etc.) _____			
A4. Building Use (e.g., Residential, Non-Residential, Addition, Accessory, etc.) _____			
A5. Latitude/Longitude: Lat. _____ Long. _____ Horizontal Datum: <input type="checkbox"/> NAD 1927 <input type="checkbox"/> NAD 1983			
A6. Attach at least 2 photographs of the building if the Certificate is being used to obtain flood insurance.			
A7. Building Diagram Number _____			
A8. For a building with a crawlspace or enclosure(s): a) Square footage of crawlspace or enclosure(s) _____ sq ft b) Number of permanent flood openings in the crawlspace or enclosure(s) within 1.0 foot above adjacent grade _____ c) Total net area of flood openings in A8.b _____ sq in d) Engineered flood openings? <input type="checkbox"/> Yes <input type="checkbox"/> No		A9. For a building with an attached garage: a) Square footage of attached garage _____ sq ft b) Number of permanent flood openings in the attached garage within 1.0 foot above adjacent grade _____ c) Total net area of flood openings in A9.b _____ sq in d) Engineered flood openings? <input type="checkbox"/> Yes <input type="checkbox"/> No	

SECTION B - FLOOD INSURANCE RATE MAP (FIRM) INFORMATION		
B1. FIRM Community Name & Community Number _____	B2. County Name _____	B3. State _____
B4. Map/Panel Number _____ B5. Suffix _____	B6. FIRM Index Date _____	B7. FIRM Panel Effective/Revised Date _____
B8. Flood Zone(s) _____	B9. Base Flood Elevation(s) (Zone AO, use base flood depth) _____	
B10. Indicate the source of the Base Flood Elevation (BFE) data or base flood depth entered in item B9: <input type="checkbox"/> FIS Profile <input type="checkbox"/> FIRM <input type="checkbox"/> Community Determined <input type="checkbox"/> Other/Source: _____		
B11. Indicate elevation datum used for BFE in item B9: <input type="checkbox"/> NGVD 1929 <input type="checkbox"/> NAVD 1988 <input type="checkbox"/> Other/Source: _____		
B12. Is the building located in a Coastal Barrier Resources System (CBRS) area or Otherwise Protected Area (OPA)? <input type="checkbox"/> Yes <input type="checkbox"/> No Designation Date: _____ / _____ / _____ <input type="checkbox"/> CBRS <input type="checkbox"/> OPA		

SECTION C - BUILDING ELEVATION INFORMATION (SURVEY REQUIRED)	
C1. Building elevations are based on: <input type="checkbox"/> Construction Drawings* <input type="checkbox"/> Building Under Construction* <input type="checkbox"/> Finished Construction *A new Elevation Certificate will be required when construction of the building is complete.	
C2. Elevations - Zones A1-A20, AE, AH, A (with BFE), VE, V1-V30, V (with BFE), AR, AR/A, AR/AE, AR/A1-A20, AR/AH, AR/AQ. Complete items C2.a-h below according to the building diagram specified in item A7. In Puerto Rico only, enter meters. Benchmark Utilized: _____ Vertical Datum: _____ Indicate elevation datum used for the elevations in items a) through h) below: <input type="checkbox"/> NGVD 1929 <input type="checkbox"/> NAVD 1988 <input type="checkbox"/> Other/Source: _____ Datum used for building elevations must be the same as that used for the BFE.	
Check the measurement used.	
a) Top of bottom floor (including basement, crawlspace, or enclosure floor) _____	<input type="checkbox"/> feet <input type="checkbox"/> meters
b) Top of the next higher floor _____	<input type="checkbox"/> feet <input type="checkbox"/> meters
c) Bottom of the lowest horizontal structural member (V Zones only) _____	<input type="checkbox"/> feet <input type="checkbox"/> meters
d) Attached garage (top of slab) _____	<input type="checkbox"/> feet <input type="checkbox"/> meters
e) Lowest elevation of machinery or equipment servicing the building (Describe type of equipment and location in comments) _____	<input type="checkbox"/> feet <input type="checkbox"/> meters
f) Lowest adjacent finished grade next to building (LAG) _____	<input type="checkbox"/> feet <input type="checkbox"/> meters
g) Highest adjacent finished grade next to building (HAG) _____	<input type="checkbox"/> feet <input type="checkbox"/> meters
h) Lowest adjacent grade at lowest elevation of deck or stairs, including structural support _____	<input type="checkbox"/> feet <input type="checkbox"/> meters

SECTION D - SURVEYOR, ENGINEER, OR ARCHITECT CERTIFICATION			
This certification is to be signed and sealed by a land surveyor, engineer, or architect authorized by law to certify elevation information. I certify that the information on this Certificate represents my best efforts to interpret the data available. I understand that any false statement may be punishable by fine or imprisonment under 18 U.S.C. Code, Section 1001.			
<input type="checkbox"/> Check here if comments are provided on back of form. <input type="checkbox"/> Check here if attachments.			
Where latitude and longitude in Section A provided by a licensed land surveyor? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Surveyor's Name _____	License Number _____		
Title _____	Company Name _____		
Address _____	City _____	State _____	ZIP Code _____
Signature _____	Date _____	Telephone _____	

PLACE SEAL HERE

ELEVATION CERTIFICATE, page 2

IMPORTANT: In these spaces, copy the corresponding information from Section A.		FOR INSURANCE COMPANY USE	
Building Street Address (including Apt., Unit, Suite, and/or Bldg. No.) or R.O. Route and Box No. _____		Policy Number: _____	
City _____	State _____	ZIP Code _____	
		Company NAIC Number: _____	
SECTION D - SURVEYOR, ENGINEER, OR ARCHITECT CERTIFICATION (CONTINUED)			
Copy both sides of this Elevation Certificate for (1) community official, (2) insurance agent/company, and (3) building owner.			
Comments _____			

Signature _____	Date _____
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SECTION E - BUILDING ELEVATION INFORMATION (SURVEY NOT REQUIRED) FOR ZONE AO AND ZONE A (WITHOUT BFE)	
For Zones AO and A (without BFE), complete items E1-E5. If the Certificate is intended to support a LOMA or LOMRF request, complete Sections A, B, and C. For items E1-E4, use natural grade, if available. Check the measurement used. In Puerto Rico only, enter meters.	
E1. Provide elevation information for the following and check the appropriate boxes to show whether the elevation is above or below the highest adjacent grade (HAG) and the lowest adjacent grade (LAG). a) Top of bottom floor (including basement, crawlspace, or enclosure) is _____ <input type="checkbox"/> feet <input type="checkbox"/> meters <input type="checkbox"/> above or <input type="checkbox"/> below the HAG. b) Top of bottom floor (including basement, crawlspace, or enclosure) is _____ <input type="checkbox"/> feet <input type="checkbox"/> meters <input type="checkbox"/> above or <input type="checkbox"/> below the LAG.	
E2. For Building Diagrams 6-9 with permanent flood openings provided in Section A items 8 and/or 9 (see pages 8-9 of instructions), the next higher floor (elevation C2.b in the diagrams) of the building is _____ <input type="checkbox"/> feet <input type="checkbox"/> meters <input type="checkbox"/> above or <input type="checkbox"/> below the HAG.	
E3. Attached garage (top of slab) is _____ <input type="checkbox"/> feet <input type="checkbox"/> meters <input type="checkbox"/> above or <input type="checkbox"/> below the HAG.	
E4. Top of platform of machinery, and/or equipment servicing the building is _____ <input type="checkbox"/> feet <input type="checkbox"/> meters <input type="checkbox"/> above or <input type="checkbox"/> below the HAG.	
E5. Zone AO only: If no flood depth number is available, is the top of the bottom floor elevated in accordance with the community's floodplain management ordinance? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown. The local official must certify this information in Section G.	

SECTION F - PROPERTY OWNER (OR OWNER'S REPRESENTATIVE) CERTIFICATION			
The property owner or owner's authorized representative who completes Sections A, B, and E for Zone A (without a FEMA-issued or community-issued BFE) or Zone AO must sign here. The statements in Sections A, B, and E are correct to the best of my knowledge.			
Property Owner or Owner's Authorized Representative's Name _____			
Address _____	City _____	State _____	ZIP Code _____
Signature _____	Date _____	Telephone _____	
Comments _____			
<input type="checkbox"/> Check here if attachments.			

SECTION G - COMMUNITY INFORMATION (OPTIONAL)		
The local official who is authorized by law or ordinance to administer the community's floodplain management ordinance can complete Sections A, B, C (or E), and G of this Elevation Certificate. Complete the applicable item(s) and sign below. Check the measurement used in items G5-G10. In Puerto Rico only, enter meters.		
G1. <input type="checkbox"/> The information in Section C was taken from other documentation that has been signed and sealed by a licensed surveyor, engineer, or architect who is authorized by law to certify elevation information. (Indicate the source and date of the elevation data in the Comments area below.)		
G2. <input type="checkbox"/> A community official completed Section E for a building located in Zone A (without a FEMA-issued or community-issued BFE) or Zone AO.		
G3. <input type="checkbox"/> The following information (items G4-G10) is provided for community floodplain management purposes.		
G4. Permit Number _____	G5. Date Permit issued _____	G6. Date Certificate Of Compliance/Occupancy issued _____
G7. This permit has been issued for: <input type="checkbox"/> New Construction <input type="checkbox"/> Substantial Improvement		
G8. Elevation of as-built lowest floor (including basement) of the building: _____ <input type="checkbox"/> feet <input type="checkbox"/> meters Datum _____		
G9. BFE or (in Zone AO) depth of flooding at the building site: _____ <input type="checkbox"/> feet <input type="checkbox"/> meters Datum _____		
G10. Community's design flood elevation: _____ <input type="checkbox"/> feet <input type="checkbox"/> meters Datum _____		
Local Official's Name _____		Title _____
Community Name _____		Telephone _____
Signature _____		Date _____
Comments _____		
<input type="checkbox"/> Check here if attachments.		

Tax Card

No Image

Parcel ID : C10//132//
 Location: 110 MYRTLE AVE
 Owner Name: WESTPORT TOWN OF
 Account Number: 29147

Parcel Value

Item	Current Appraised Value	Current Assessed Value	FY 2012 Appraised Value	FY 2012 Assessed Value
Buildings	8,829,700	6,180,800	8,829,700	6,180,800
Xtra Bldg Features	285,000	199,500	285,000	199,500
Outbuildings	112,500	78,800	112,500	78,800
Land	9,870,000	6,909,000	9,870,000	6,909,000
Total:	19,097,200	13,368,100	19,097,200	13,368,100

Owner of Record

WESTPORT TOWN OF
TOWN HALL

Ownership History

Owner Name	Book/Page	Sale Date	Sale Price
WESTPORT TOWN OF	54/ 231	5/15/1929	0

Land Use

Land Use Code	Land Use Description
930	Town Hall

Land Line Valuation

Size	Zone	Appraised Value	Assessed Value
4.70 AC	A	9,870,000	6,909,000

Construction Detail

Building # 1		
STYLE Town Hall	Stories: 3	Occupancy 1
Exterior Wall 1 Stucco/Masonry	Roof Structure Hip	Roof Cover Asphalt/F Glas
Interior Wall 1 Plastered	Interior Wall 2 Drywal	Interior Floor 1 Linoleum
Interior Floor 2 Carpet	Heating Fuel Oil	Heating Type Forced Air
AC Type Central	sKip 9999	Heat/AC Heat/AC Pkgs
Frame Type Masonry	Baths/Plumbing Average	Ceiling/Walls Ceil & Walls
Rooms/Prtns Average	Wall Height 10	

Building Valuation

Living Area: 46,276 square feet

Year Built: 1927

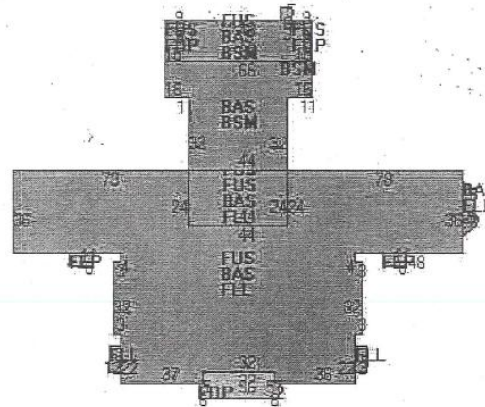
Extra Features

Code	Description	Units	Appraised Value
ELEV	Elevator	4 UNITS	152000
VL1	Vault	1005 S.F.	76400
VL1	Vault	200 S.F.	15200
VL1	Vault	264 S.F.	20100
VL1	Vault	280 S.F.	21300

Outbuildings

Code	Description	Units	Appraised Value
PAV1	Paving Asph.	60000 S.F.	112500

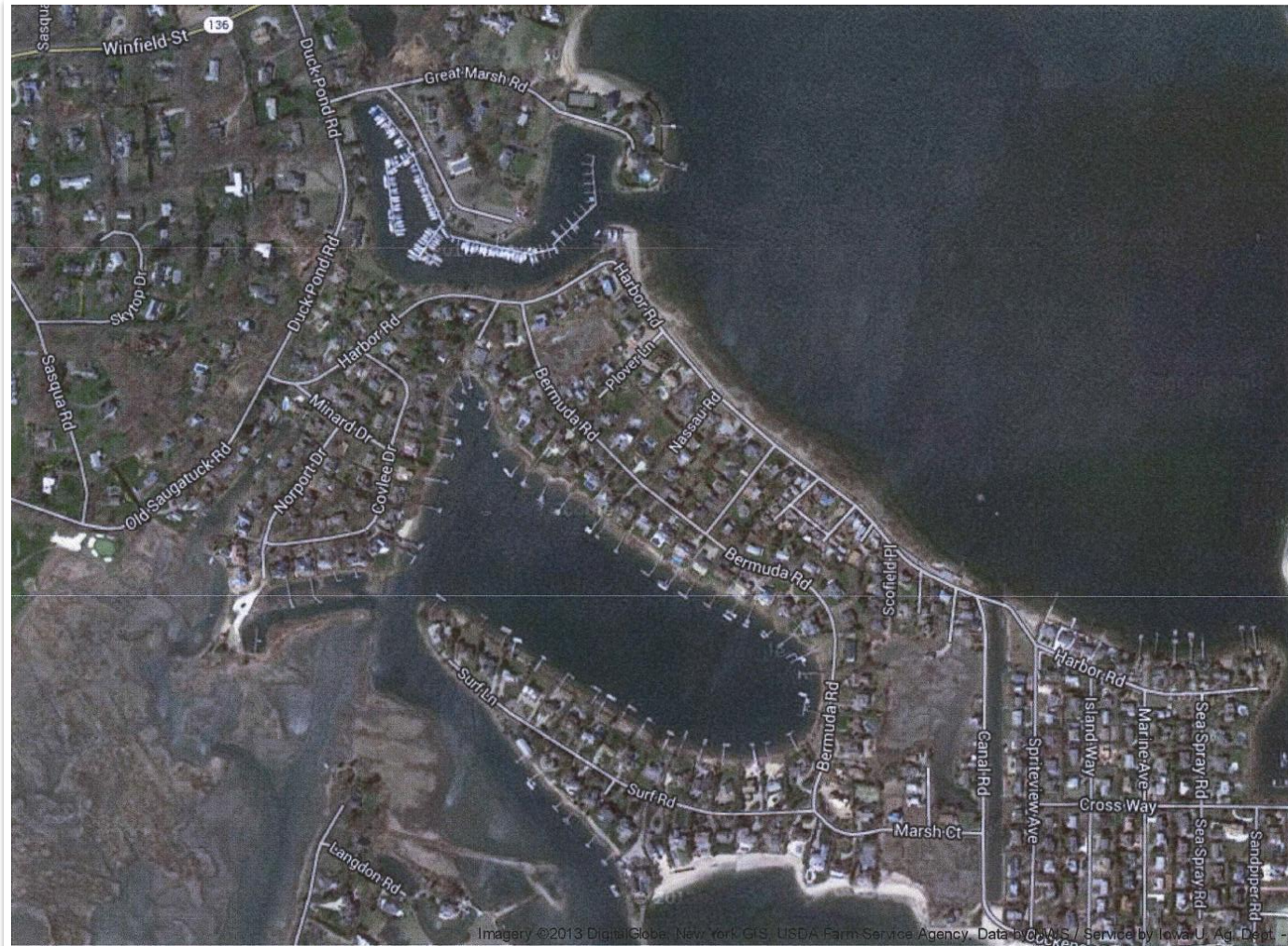
Building Sketch



Subarea Summary

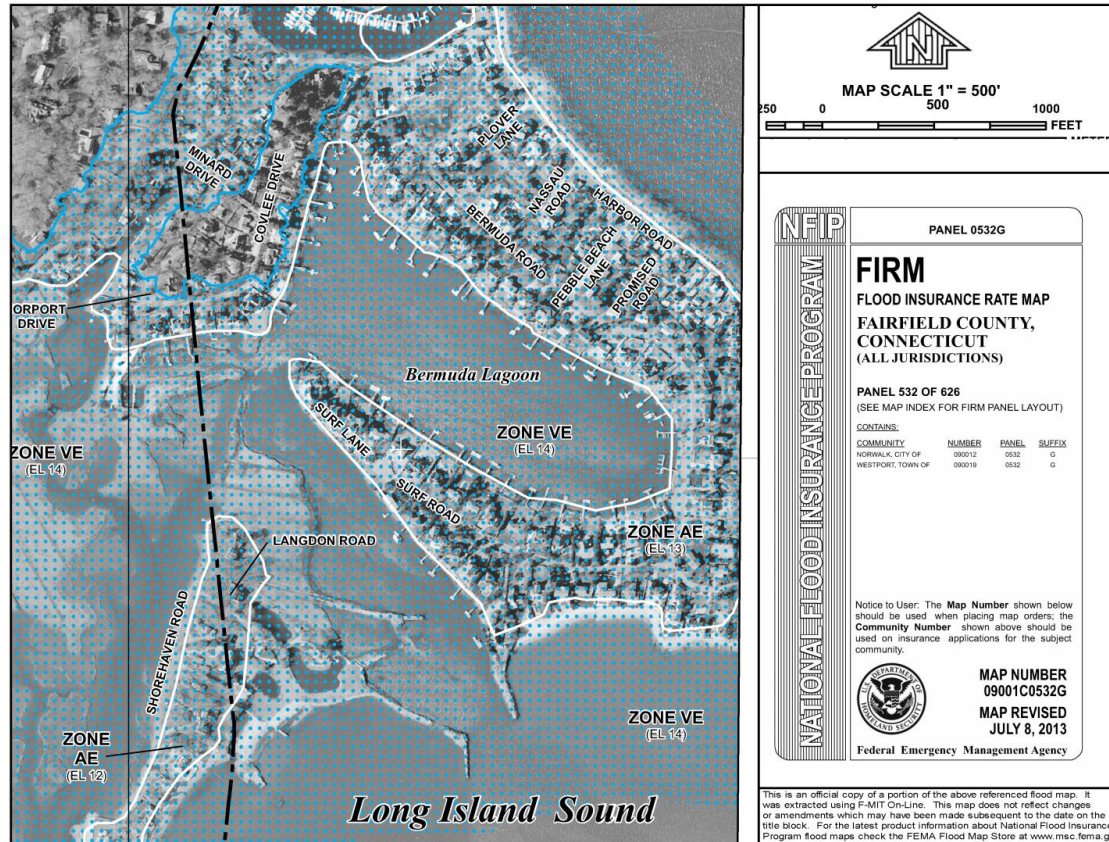
Code	Description	Gross Area	Living Area
BAS	First Floor	17076	17076
BSM	Basement Area	3628	0
FEP	Porch, Enclosed	132	0
FLL	Finished Lower Level	13598	13598
FOP	Porch, Open	430	0
FUS	Upper Story, Finished	15602	15602

Photo Location Map

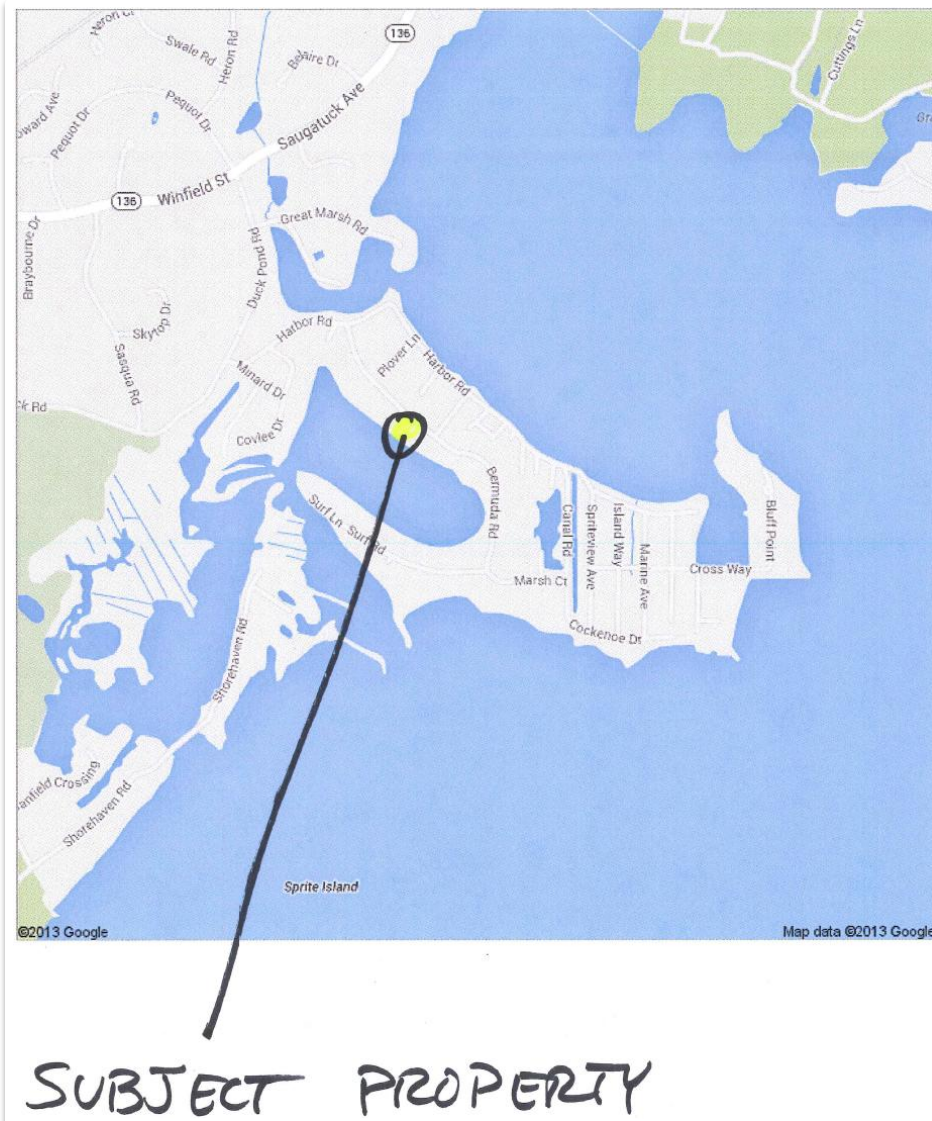


LOCATION OF SUBJECT PROPERTY

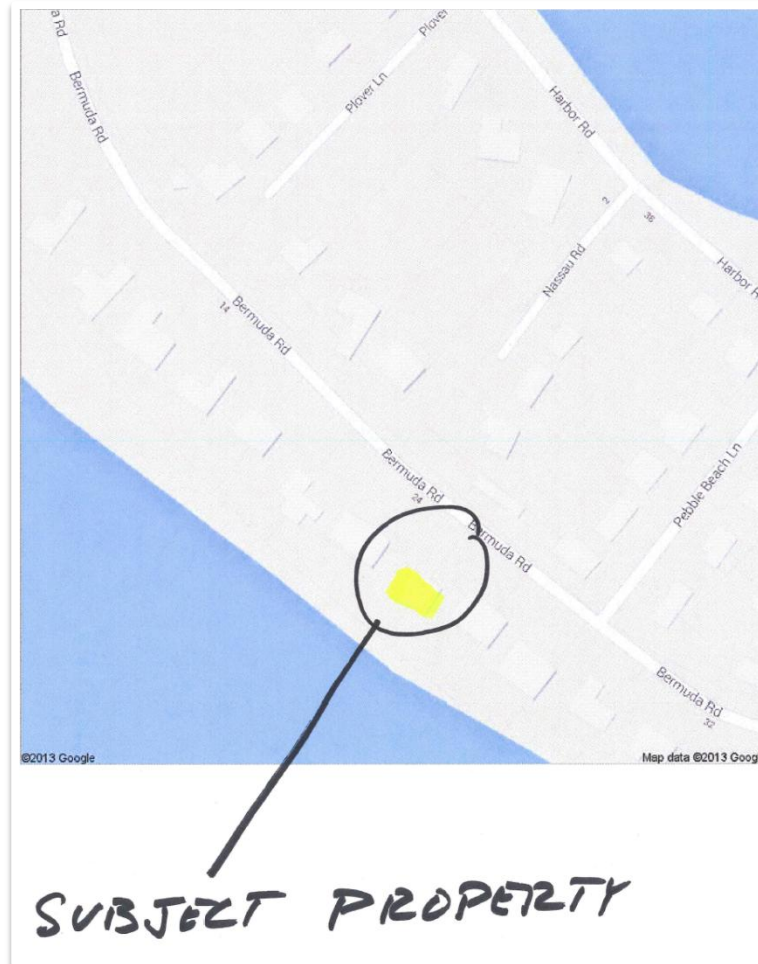
FIRMette



Location Map



Location Map



Scope of Work

- Disconnect Utilities
- Excavate around foundation
- Install support beams
- Lift house
- Extend Foundation
- Set and attach house on newly constructed foundation
- Reconnect Utilities
- Site restoration/clean up

Eligible Costs

Allowable costs are costs that are necessary and reasonable for the proper and efficient performance and administration of the Federal award.

- Engineering services for design, structural feasibility analysis, and cost estimate preparation
- Surveying, soil sampling, completion of elevation certificate, title search, deed recordation fees, legal and/or permitting fees, project administration, and construction management
- Disconnection of all utilities
- Building of a foundation so that the lowest floor is at the BFE or higher if required by local ordinance or FEMA;

Eligible Costs (cont)

- Physical elevation of the structure and subsequent lowering and attachment of the structure onto a new foundation;
- Construction of a floor system that meets minimum building code requirements when the existing floor system cannot be elevated or is not appropriate for the new foundation;
- Reconnecting utilities and extending lines and pipes as necessary and elevating all utilities and service equipment;
- Debris disposal and erosion control;
- Costs for repair of lawns, landscaping, sidewalks, and driveways if damaged by elevation activities;
- Construction of a utility room above the BFE only if there is no existing space within the house for this purpose or there is no alternative cost-effective way to elevate the utilities;

Eligible Costs (cont)

- Elevation of existing decks, porches, or stairs;
- Construction of new stairs, landings, and railings to access the elevated living space per minimum code or local ordinance;
- Construction of ADA compliant access facilities when an owner or a member of the owner's family has a permanent physical handicap and a physician's written certification. Only one ADA-compliant access is allowable for funding unless specified otherwise in applicable State or local codes (for more information on ADA, see <http://www.ada.gov/>) If ramps are not technically feasible, a mechanical chair lift may be installed;
- Documented reasonable living expenses (except food and personal transportation) that are incurred while the owner is displaced by the elevation construction;
- Abatement of asbestos and lead-based paint; and
- Filling basements with compacted clean fill.

Ineligible Costs

- Elevating structures that were not in compliance with current NFIP standards at the time of construction;
- Costs related to building additions or auxiliary structures;
- Construction of new decks or porches;
- Any improvements for purely aesthetic reasons unless required by the EHP compliance review;
- Costs to replace or repair utility service components, which are undersized, inadequately designed, or unsafe unless required by code (except utility rooms noted as eligible costs);
- Exterior finish on the exposed foundation of the elevated building, unless required by EHP compliance review and or local code; and
- Additional landscaping for ornamentation beyond what existed on the site prior to construction of the project (e.g., trees, shrubs).
- Renovations of any kind.

Review Criteria

FEMA reviews all applications for:

- Application eligibility
- Cost-effectiveness
- Feasibility and effectiveness
- EHP compliance

Request For Information (RFI's)

FEMA may request additional information or documentation from Applicants to resolve outstanding administrative or procedural requirements.

- RFIs will be sent to the municipality

Environmental Planning and Historic Preservation Review (EHP)

- Applicants and sub-applicants are required to provide information to support the FEMA EHP compliance review.
- FEMA, in consultation with appropriate Federal and State resource agencies, will use the information provided in the sub-application, including the SOW, project cost estimate, as well as any supporting documentation, to ensure compliance with EHP requirements.
- As part of the EHP review process, FEMA will assess compliance with applicable requirements including NEPA, NHPA, ESA, CBRA, EO 11988 (Floodplain Management), EO 11990 (Protection of Wetlands), and EO 12898 (Environmental Justice).
- Funds will not be awarded, and the sub-applicant may not initiate the project, other than planning or preparatory work not involving construction or alteration of the land, until FEMA has completed this review and it is demonstrated that the project, when completed, will comply with all environmental laws and regulations.

Scope of Work Changes

- In accordance with 44 CFR Section 13.30, Sub-Grantees must obtain FEMA's prior approval whenever there is a proposed SOW change.
- Requests for changes to the SOW after award may be permissible as long as they are consistent with the intent of the program.
- Requests must be made to the State in writing and demonstrate the need for the scope change. The request also should include a revised scope, schedule, and budget.
- Any SOW changes are subject to all programmatic requirements. All approvals will be at FEMA's discretion.

Closeout Documentation

- A Certificate of Occupancy for each structure in the project to certify that the structure is code-compliant;
- A Final Elevation Certificate (FEMA Form 8131) for each structure to ensure the structure has been elevated to the proper elevation;
- A copy of the recorded deed amendment for each property as required by Part IV D.7.1 of the HMA Unified Guidance;
- Certification by an engineer, floodplain manager, or senior local official that the completed structure elevation is in compliance with local ordinances and NFIP regulations, including all applicable NFIP Technical Bulletins;
- A front, rear, and side photograph of the final elevated structure; and
- Verification of flood insurance for each structure.

Cost Effectiveness

FEMA requires that all projects are cost-effective

Predetermination of cost effectiveness

- \$175,000 or less for Elevation
- Property must be located within a Special Flood Hazard Area (SFHA)

Sources

- <https://msc.fema.gov/>
- <http://www.fema.gov/hazard-mitigation-grant-program>

Additional Resources

4. Feasibility and Effectiveness Resources

Engineering Helpline	Telephone: (866) 222-3580 Email: enghelpline@dhs.gov
Engineering Case Studies	http://www.fema.gov/grant-applicant-resources
Property Acquisition Projects	http://www.fema.gov/library/viewRecord.do?id=1861
Structure Elevation Projects	http://www.fema.gov/library/viewRecord.do?id=1862
Minor Localized Flood Reduction Projects	http://www.fema.gov/library/viewRecord.do?id=1863
Non-Structural Seismic Retrofit	http://www.fema.gov/library/viewRecord.do?id=1865
Structural Seismic Retrofit	http://www.fema.gov/library/viewRecord.do?id=1866
Wind Shutters	http://www.fema.gov/library/viewRecord.do?id=1864