



# Minimum Programmatic Subapplication Requirements



## for Elevation Projects

### Scope of Work:

The project Scope of Work (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 BFE (FDEM is encouraging at least three feet above BFE). A qualified professional (i.e., contractor, engineer, 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:

See attached eligible and ineligible structure elevation costs (pages 77-78 of Addendum to HMA Guidance).

- Provide supporting documentation for the cost estimate (project budget) from a qualified professional (i.e., contractor, engineer or architect) or using RS Means or a comparable estimating tool. Each property must have its own individual line item budget. See HMA Guidance Addendum E.4.2 Eligible Structure Elevation Costs. *Do not submit a subapplication with a lump sum budget.*
- Provide funds commitment letter for the non-federal share.

### Sample Line Item Budget:

Eligible Costs	Total Project Cost	Federal Share 90%	Local Share 10%
Pre-Award (Subapplication Development)	\$1,250.00	\$1,125.00	\$125.00
Pre-Construction (Site Survey, Architectural/ Engineering, etc. – (see			

para E.4.2 – pages 77-78 of Addendum to HMA Guidance)	\$6,000.00	\$5,400.00	\$600.00
Construction Elevation – (see para E.4.2 – pages 77-78 of Addendum to HMA Guidance)	\$208,000.00	\$187,200.00	\$20,800.00
Post-Construction (Inspections, Certification of Occupation, etc.) – (see para E.4.2 – pages 77-78 of Addendum to HMA Guidance)	\$3,000.00	\$2,700.00	\$300.00
Owner Displacement Costs	\$6,000.00	\$5,400.00	\$600.00
Subapplicant Management Costs (Maximum of 5 percent of the project cost)	\$5,000.00	\$4,500.00	\$500.00
<b>Total Project Costs</b>	<b>\$234,188.64</b>	<b>\$210,769.78</b>	<b>\$23,418.86</b>

- Provide funds commitment letter for non-federal share.

#### **FEMA Required Documents:**

- Proof of Active Flood Insurance (Policy Declarations Page). NFIP insurance policy must be in effect at the application start date (September 30, 2022) and must be maintained through completion of the mitigation activity and for the life of the structure.
- Elevation Certificate.
- 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 is identified for further review. A pre-award budget line for this cost can be included in the subapplication; i.e, Structural Assessment – Pre Award).
- Property owner Statement of Voluntary Participation.
- Property owner Model Acknowledgement of Conditions for Mitigation of Property in a Special Flood Hazard Area with FEMA Grant Funds.
- Property owner Duplication of Benefits Disclosure.
- Application for Federal Assistance SF-424.