



Minimum Programmatic Subapplication Requirements

for

Mitigation Reconstruction Projects



Scope of Work:

The project Scope of Work (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 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 _____ (Original SF x 1.10 = 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 BFE (FDEM is encouraging at least 3 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 sub application through copies of tax records or other verifiable means.

FYI - Per the Hazard Mitigation Assistance Guidance:

“The square footage of a resulting structure shall be no more than 10 percent 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 percent greater than that of the original structure’s verified square footage.

Budget:

- 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 D.2.2 Eligible Activities. *Do not submit a subapplication with a lump sum budget.*

Sample Line Item Budget:

Refer to pages 60-63 of the Addendum to HMA Guidance for eligible and ineligible mitigation reconstruction costs.

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 (Site Survey, Architectural/Engineering, etc. – see Table 5 – pages 60-62 of Addendum to HMA Guidance)	\$6,300.00	\$5,670.00	\$630.00
*Construction/Demolition/Removal (see Table 5 - pages 60-62 of Addendum to HMA Guidance)	\$180,200.00	\$150,000.00	\$30,200.00
Post-Construction (Inspections, Certificate of Occupancy, etc. – see Table 5 - pages 60-62 of Addendum to HMA Guidance)	\$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 project cost)	\$9,935.00	\$8,986.50	\$948.50
Total Project Costs	\$209,685.00	\$172,336.50	\$37,348.50

***NOTE: FEMA will only pay \$150,000 in construction costs. The Homeowner is responsible for construction costs in excess of \$150,000.00. 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.**

- 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 on the opening date of the application period (**September 30, 2022**) and must be maintained through completion of the mitigation activity and for the life of the structure.
- Elevation Certificate.
- 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.
- Provide signed statement from homeowner acknowledging the understanding that square footage of a resulting structure shall be no more than 10 percent greater than that of the original structure's verified square footage.