Acquisition/Elevation Worksheet

For preliminary Benefit Cost Analysis conducted by the State Mitigation Technical Team

Applies for the following mitigation activities: **ACQUISITION, ELEVATION AND MITIGATION RECONSTRUCTION projects**. For assistance, contact the State of Florida Mitigation Technical Unit.

IMPORTANT: This worksheet is required as part of your application. The State of Florida Mitigation Technical Unit will conduct a Benefit Cost Analysis (BCA) for your project and the following information is needed to evaluate cost effectiveness. Once a preliminary BCA is completed, the reviewer will contact you with results and/or to collect support documentation.

NOTE: A complete worksheet will expedite the Technical Review.

Requirements

To complete a successful project application, a minimum amount of technical information is required for review. Data collected in this worksheet will provide reviewers with preliminary information necessary to evaluate project eligibility, feasibility, and cost effectiveness. Carefully review and confirm that you are aware of the following information.

All projects shall provide protection against a 100-year storm event. Activities shall be completed in strict compliance with Federal, State and Local applicable Rules and Regulations.

Acquisition: Mitigation activities shall include all associated debris be removed to clear the site, the land be converted to open space and deed restricted as set forth in the FEMA program requirements concerning the acquisition of property for open space [44 CFR 206.434 (e)].

Elevation: The habitable living areas of the original structure shall be elevated, and the non-habitable areas (if any) shall be converted to storage or parking. The project shall be designed and constructed in compliance with the Florida Building Code, ASCE 24-14 or latest edition, the Federal Flood Risk Management Standards (FFRMS), NFIP standards in 44 CFR, Part 60 and/or local floodplain ordinances or any other applicable local regulations.

Mitigation Reconstruction: Any enclosed space at grade level shall have hydrostatic vents and can only be used for storage or parking only. The square footage of the newly constructed and elevated structure shall be no more than ten (10) percent greater than the original square footage. The project shall be designed and constructed in compliance with the Florida Building Code, ASCE 24-14 or latest edition, the Federal Flood Risk Management Standards (FFRMS), NFIP standards in 44 CFR, Part 60 and/or local floodplain ordinances or any other applicable local regulations.

Note: The Federal Flood Risk Management Standards (FFRMS) do not apply to DR-4673, Hurricane Ian project applications.

I confirm that I have reviewed the requirements listed above (signature): _____

FEMA has approved an approach to demonstrating cost-effectiveness for certain Acquisition, Elevation and Mitigation Reconstruction projects based on pre-calculated benefits which requires minimal documentation if certain requirements are met.

BEFORE PROCEEDING TO THE NEXT SECTION PLEASE SELECT AN OPTION BELOW:

Does your project meet all the requirements from the below FEMA memorandum?
Pre-Calculated Benefits for Projects in the Special Flood Hazard Area
Pre-Calculated Benefits for Severe Repetitive Loss and Repetitive Loss Acquisition Projects (Acquisition projects only)
Substantial Damages Waiver (Acquisition projects only)

☐ Yes (Only complete Section I of this worksheet) ☐ No (Complete all sections of this worksheet)

For additional information and resources, please refer to FEMA Technical Review Job Aids for Acquisition and Elevation projects.

Section I – Project General Information

Project Name:	*Worksheet completed by:* *Name:* *Title:* *Phone:* *Email:*
Sub-Applicant:	

Section II – Project Cost Information

Mitigation Project Cost:	*Annual Maintenance Cost:*

Section III – Project Specific Information

Select the type of project you are proposing:

☐ *Acquisition* ☐ *Structure Elevation* ☐ *Mitigation Reconstruction*

Does the property have an Elevation Certificate?	☐ *Yes (Please attach to this Worksheet)*	☐ *No*

The table below allows data entry for up to 8 locations. If your project has more than 8 locations, you can either submit a second Acquisition/Elevation Worksheet or attach a separate list, providing the information requested below and in Section IV, as applicable.

ID	*Project Location (address)*	*Existing Foundation Type*	**Proposed Foundation Type*	**How many feet is lowest floor being raised?*
1.		- Select -	- Select -	
2.		- Select -	- Select -	
3.		- Select -	- Select -	
4.		- Select -	- Select -	
5.		- Select -	- Select -	
6.		- Select -	- Select -	
7.		- Select -	- Select -	
8.		- Select -	- Select -	

**Applicable only to Structure Elevation and Mitigation Reconstruction projects.*

Section IV – Historical Damage Information

Flood event history may be provided when historic losses have occurred at the project location. List documented flood losses from historical flood events. In the ID column, please refer to the ID associated with the structure, as identified in the table above.

ID	Storm Name	Date of Flood Event	Est. Flood Depth Above Finished Floor (Ft)	Structural Damage ($)	Content Damage ($)	Displacement Costs ($)

Section V – Additional Information

Please use this page to expand on the information provided above or to include any additional information relevant to the proposed mitigation project.

ACQUISITION/ELEVATION WORKSHEET INSTRUCTIONS

Refer to the instructions below to complete the Acquisition/Elevation Worksheet using the best available data.

Section I – Project General Information

Project Name: Enter the name of the project title. The title should be short but descriptive (e.g., City of Orlando, Bonita Springs, Elevation).

Sub-Applicant: Enter your organization's legal name.

Worksheet completed by: Enter name, title, phone number, and email of the person completing this Worksheet. This person must have the knowledge and/or the resources to accurately answer all questions and provide supporting documentation, as needed. Information may come from multiple creditable sources.

Section II – Project Cost Information

Mitigation Project Cost: Enter the total cost of the project. A lump sum on this worksheet is acceptable for preliminary BCA, but a detailed breakdown attached to your application is required. For more detailed information on eligible and ineligible costs, refer to the HMA Guidance.

Annual Maintenance Cost: Enter the cost associated with maintaining the effectiveness of the components installed as part of the elevation/mitigation reconstruction project. For acquisition projects you may leave this field blank.

Section III – Project Specific Information

Project Location: Provide a full description of the specific geographical location(s) of the project, including full address(es) with street name and number, city, state, and zip code. For more than 8 locations, please provide information on Section V of this worksheet.

Type of Mitigation:

Acquisition: The purchase of a structure and its associated land parcel. Acquisition may be combined with demolition or the relocation of the structure to an area not prone to flooding. In both cases, the acquired land is deed restricted in order to eliminate future damage.

Elevation: Raising a building to place the lowest floor at or above the designated Base Flood Elevation (BFE) according to designs that may include extended foundation walls, fill, piles, piers, or other techniques. The Federal Flood Risk Management Standard (FFRMS) requires the elevation of the lowest floor to be a minimum of 2 feet above BFE. Hence, the final design elevation shall be BFE + 2 feet or to the elevation specified in local ordinances, if higher.

Mitigation Reconstruction: Mitigation reconstruction is the construction of an improved, elevated structure on the same site where an existing structure and/or foundation has been partially or completely demolished or destroyed. These projects include either total or partial demolition of the structure and result in the construction of code-compliant and hazard-resistant structures on elevated foundation systems. The Federal Flood Risk Management Standard (FFRMS) requires the lowest floor of the structure to be constructed a minimum of 2 feet above BFE. Hence, the final design elevation shall be BFE + 2 feet or to the elevation specified in local ordinances, if higher.

Existing Foundation Type:
Slab: Also known as slab-on-grade, the lowest floor of the structure is formed by a concrete slab that sits directly on the ground. The slab may be supported by independent footings or integral grade beams.
Pier: An upright (vertical) support member of a building usually constructed of masonry or cast-in-place concrete, with a height limited to a maximum of three times the smallest lateral dimension. It is designed and constructed to function as an independent structural element in supporting and transmitting building and environmental loads to the ground.
Pile: An upright (vertical) support member of wood, steel or precast concrete, usually long and slender in shape, that is driven or jetted into the ground and supported primarily by friction between the piling and the surrounding earth.

Proposed Foundation Type: If proposing an elevation or mitigation reconstruction project, select the type of foundation to be constructed to properly address all loads and be appropriately connected to the floor structure above.

Elevation Certificate Available? If an elevation certificate is available, please include as an attachment to your application. An Elevation Certificate documents important features of your property, including its location, flood zone, building characteristics, and most importantly, the elevation of its lowest floor.

How many feet will the structure be elevated above the BFE: Enter this information only if you are proposing an elevation or mitigation reconstruction project. At a minimum, the structure must be elevated or constructed 2 feet above the BFE in compliance with the Federal Flood Risk Management Standard (FFRMS). Be mindful of any local ordinances, if higher.

Section IV – Historical Damage Information

Storm Name: Enter the name given to the natural hazard event when damage occurred.

Date of Event: Enter the date of historical outage event.

Estimated Flood Depth Above Finished Flood Elevation: Enter the amount of water, in feet, that was recorded above the finished floor of the property. The flood depth can be provided using the best data available. Please be ready to support the information if requested by FDEM.

Structural Damage: Enter the total cost of structural damage due to each flood event. Damage costs may be documented with Insurance claims, receipts from repair of flood damages, FEMA Public Assistance Worksheets, property owner affidavit or other relevant source.

Content Damage: Enter the total cost of content damage due to each flood event. Damage costs may be documented with Insurance claims, receipts from repair of flood damages, FEMA Public Assistance Worksheets, property owner affidavit or other relevant source.

Displacement Costs: Enter the total displacement cost due to each flood event. Displacement costs occur when occupants (of residential, commercial, or public buildings) are displaced to temporary quarters while damage is repaired. These costs include rent and other monthly costs, such as furniture rental and utilities, and one-time costs, such as moving and utility hook-up fees. They can also include loss of business income for commercial buildings.