



**HOMEOWNER SIGNED DOCUMENTATION NEEDED  
FOR MITIGATION OF PROPERTY IN A SPECIAL FLOOD HAZARD AREA WITH  
FEMA GRANT FUNDS**

**PROPERTY INFORMATION**

Property Owner: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_, State: \_\_\_\_\_, Zip Code: \_\_\_\_\_

Deed dated \_\_\_\_\_, Recorded \_\_\_\_\_

Tax map \_\_\_\_\_ Block \_\_\_\_\_, Parcel \_\_\_\_\_

Square Feet under roof \_\_\_\_\_, Base Flood Elevation \_\_\_\_\_ feet

\*BFE as shown in your elevation certificate from a surveyor or engineer\*.

Map Panel Number \_\_\_\_\_, effective date \_\_\_\_\_

**Date of Construction** \_\_\_\_\_

**HOMEOWNER CONTACT INFORMATION**

Mailing Address: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**FLOOD INSURANCE INFORMATION**

**If applicable:**

Flood Insurance Policy Number: \_\_\_\_\_

Insurance Agent's Phone Number: \_\_\_\_\_

Insurance Provider/Company: \_\_\_\_\_

Insurance Company's 5-digit Company Code: \_\_\_\_\_



Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

#### STATEMENT OF VOLUNTARY PARTICIPATION

I/we the undersigned, as owners of the property described below, am/ are voluntary participant(s) in 's project to mitigate homes in the floodplain.

I/we understand that this Statement of Voluntary Participation does not bind me/us to mitigate my/our property, and that I/we may withdraw from participation at any time by notifying the City of St. Augustine or QES.

I/we understand that there is no guarantee that funds will be available in the future to complete a mitigation project for my/our property.

\_\_\_\_\_  
[Signature of Property Owner]

\_\_\_\_\_  
[Date]

\_\_\_\_\_  
[Signature of Property Owner]

\_\_\_\_\_  
[Date]

\_\_\_\_\_  
[Name of Property Owner]



CITY OF  
**ST AUGUSTINE**  
EST. 1565

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### PRIVACY ACT RELEASE FORM

I/We, the undersigned, hereby grant my/our permission for the City of St. Augustine or QES, through public notice, the location of my real property which is being considered for a mitigation project (elevation or mitigation reconstruction) by.

This information will be used to notify the public that FEMA and the State are considering a mitigation action that may include my property as authorized by U.S.C. §4104c/Flood Mitigation Assistance Program.

Further, I/we, hereby grant FEMA and the State of Florida permission to disclose flood insurance coverage and claim information, and information about disaster assistance payments received by me/us, to officials of the City of St. Augustine for the purpose of aiding in their planning and decision-making regarding mitigation or assistance actions affecting my property. This information will be used for this purpose only and will not be made public.

\_\_\_\_\_  
[Signature of Property Owner] [Date]

\_\_\_\_\_  
[Signature of Property Owner] [Date]

\_\_\_\_\_  
[Name of Property Owner]



CITY OF  
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EST. 1565

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### FUNDS COMMITMENT

This *Funds Commitment Letter* is voluntarily made and entered into by the property owner regarding the property located at the previously stated address.

Property Owner has applied to the City of St. Augustine in the State of Florida, and/or the State of Florida, and/or the Federal Emergency Management Agency (FEMA) for the following mitigation activity for the Property: **Elevation**

Property Owner hereby agrees and acknowledges that for the elevation of subject property the homeowner will be responsible for paying and providing proof of **up to 25%** in Non-Federal match dollars to the City of St. Augustine before additional funds from the City can be used for subsequent payments.

This Agreement does not replace, supersede, or add to any other funding responsibilities imposed by Federal, State, or local laws or regulations in force on the date of project award.

\_\_\_\_\_  
[Signature of Property Owner]

\_\_\_\_\_  
[Date]

\_\_\_\_\_  
[Signature of Property Owner]

\_\_\_\_\_  
[Date]

\_\_\_\_\_  
[Name of Property Owner]



Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### HOMEOWNER AFFIDAVIT DUPLICATION OF BENEFITS

1. I/We own real property at \_\_\_\_\_, and make this Affidavit in connection with the **Elevation** of that real property under the Federal Emergency Management Agency's (FEMA's) Flood Mitigation Assistance (FMA) Grant Program.

2. I/We have received the following structural repair assistance funds as the result of damages that occurred on \_\_\_\_\_ (the most recent flood event).

Flood Insurance	\$ _____
Disaster Housing Program Grant	\$ _____
State Individual & Family Grant (IFG)	\$ _____
Hazard Minimization Grant	\$ _____
Small Business Administration (SBA) Loan	\$ _____
Increased Cost of Compliance (ICC) Homeowner Insurance	\$ _____
Temporary Housing Assistance(minimal repairs)	\$ _____
Farmer's Home Administration (FHA) Volunteer Agencies	\$ _____
Cora Brown Fund	\$ _____
Road Home Program	\$ _____
Other	\$ _____
Total amount of Assistance Received	\$ _____

3. I/We have received no other Federal assistance funds for structural repair other than that set forth above.

4. I/We can produce receipts for structural repair in the total amount of \$ \_\_\_\_\_. Attach receipts.



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Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

5. I/We understand that in accordance with 44 CFR 13.51, the closeout of a project does not affect FEMA's right to disallow costs and recover funds on the basis of a later audit or review.

\_\_\_\_\_  
[Signature of Property Owner]

\_\_\_\_\_  
[Date]

\_\_\_\_\_  
[Signature of Property Owner]

\_\_\_\_\_  
[Date]

\_\_\_\_\_  
[Name of Property Owner]



CITY OF  
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Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### ACKNOWLEDGEMENT OF CONDITIONS

As a recipient of Federally-funded hazard mitigation assistance under the Flood Mitigation Assistance Program, as authorized by 42 U.S.C. §4104c the Property Owner accepts the following conditions:

1. That the Property Owner has insured all structures that will **not** be demolished or relocated out of the SFHA for the above-mentioned property to an amount at least equal to the project cost or to the maximum limit of coverage made available with respect to the particular property, whichever is less, through the National Flood Insurance Program (NFIP), as authorized by 42 U.S.C. §4001 *et seq.*, as long as the Property Owner holds title to the property as required by 42 U.S.C. §4012a.
2. That the Property Owner will maintain all structures on the above-mentioned property in accordance with the flood plain management criteria set forth in Title 44 of the Code of Federal Regulations (CFR) Part 60.3 and City/County Ordinance as long as the Property Owner holds title to the property. These criteria include, but are not limited to, the following measures:
  - i. Enclosed areas below the Base Flood Elevation will only be used for parking of vehicles, limited storage, or access to the building;
3. All interior walls and floors below the Base Flood Elevation will be unfinished or constructed of flood resistant materials;
4. No mechanical, electrical, or plumbing devices will be installed below the Base Flood Elevation; and
5. All enclosed areas below Base Flood Elevation must be equipped with vents permitting the automatic entry and exit of flood water.

For a complete, detailed list of these criteria, see City/County Ordinance attached to this document.

6. The above conditions are binding for the life of the property. To provide notice to subsequent purchasers of these conditions, the Property Owner agrees that the City/County will legally record with the County or appropriate jurisdiction's land records a notice that includes the name of the current property owner (including book/page reference to record of current title, if readily available), a legal description of the property, and the following notice of flood insurance requirements:



Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

“This property has received Federal hazard mitigation assistance. Federal law requires that flood insurance coverage on this property must be maintained during the life of the property regardless of transfer of ownership of such property. Pursuant to 42 U.S.C. §5154a, failure to maintain flood insurance on this property may prohibit the owner from receiving Federal disaster assistance with respect to this property in the event of a flood disaster. The Property Owner is also required to maintain this property in accordance with the flood plain management criteria of Title 44 of the Code of Federal Regulations Part 60.3 and City/County Ordinance.”

7. Failure to abide by the above conditions may prohibit the Property Owner and/or any subsequent purchasers from receiving Federal disaster assistance with respect to this property in the event of any future flood disasters. If the above conditions are not met, FEMA may recoup the amount of the grant award with respect to the subject property, and the Property Owner may be liable to repay such amounts.

This Agreement shall be binding upon the respective parties' heirs, successors, personal representatives, and assignees.

\_\_\_\_\_  
[Signature of Property Owner] [Date]

\_\_\_\_\_  
[Signature of Property Owner] [Date]

\_\_\_\_\_  
[Name of Property Owner]