



CITY OF HOUSTON

Houston Public Works

FEMA Flood Mitigation Assistance (FMA) Required Forms for Submission Instructions

If you are interested in participating in a Flood Mitigation Assistance Grant program, please complete all enclosed documents and provide the supplemental information requested. Upon receipt, the City will determine the eligibility of your project.

Complete participation packages may be submitted to the City by the contact methods below. Your personal information is protected by the Federal Privacy Act of 1974 and will be held confidentially by all staff handling your file. **All submissions are due to the City no later than October 25, 2019.**

Checklist of Required Documents:

- Voluntary Interest Form [enclosed]
 - o Provide your flooded property name, address and contact information in the blanks
 - o Note *Elevation is the only mitigation available, no other mitigation strategies are being offered
 - o Identify the type of structure, number of residents and how many residents currently work
 - o All property owners must sign and date this form for consideration
- Proof of current NFIP flood insurance coverage
 - o Provide your Flood Policy Declaration page from your NFIP policy
- FEMA Flood Loss History
 - o Provide your NFIP flood loss history that is supplied with your Flood Insurance Policy
 - o To request flood loss history, fill out and submit the enclosed document via mail or fax to the NFIP Help Center, 3601 Eisenhower Avenue, Suite 500, Alexandria, VA 22304-6426, or by fax (703)960-9125
- Model Acknowledgement of Conditions Form [enclosed]
 - o Page 1 - Provide information in the highlighted fields, our grant specialists will research the rest
 - o Page 3 – Fill in the highlighted areas and complete the notarization. (Most banks and some UPS stores have public notary's)
- Declaration and Release Form [enclosed]
 - o Read the form and certify type of citizenship; provide a copy of your current photo identification
 - o Fill in the highlighted required fields and any non-highlighted field to the best of your ability
- Colored photos of all exterior facades
 - o Clear, dated colored digital photos showing full view of the front, back and both sides of the structure that shows the roof line to the foundation. *Photos must be taken within 90 days of being submitted to the program.

Submission

Complete packages must be sent by mail or email:

Scan and Email	Regular Mail
Hazard.Mitigation@houstontx.gov Re: FEMA FMA – [Property address]	City of Houston Public Works - FMA 611 Walker St-24 th floor Houston, TX 77002

Please note that submittal of the participation package does not guarantee inclusion in the City's grant applications or that your project will receive mitigation assistance funds. The number of properties that may be included in the City's applications is limited and the City's applications will be reviewed competitively against applications from other applicants in Texas and the United States. The review and award of these grant applications requires considerable ongoing coordination between the property owner, the City, TWDB, and FEMA, and there is no guaranteed timeline for completion of projects included in the applications.

For questions please leave a message on our hotline: (713) 470-9762 and a grant specialist will get back to you.



CITY OF HOUSTON

Houston Public Works

FEMA Flood Mitigation Assistance (FMA) Program Participation Form Notice of Voluntary Interest and Grant Checklist

To be eligible for inclusion in this upcoming application you must have a current National Flood Insurance Program (NFIP) Policy. You must maintain this policy to have a chance of award.

Property Owner(s) Name(s):

Flood Prone Property
Street Address, City, Zip:

Property Owner(s) Mailing Address:

Contact Telephone Number:

Email Address:

Grant Program Interest: Elevation

Type of Structure: Single family residence Condo/duplex

Number of individuals residing in the home at the structure: _____

How many of these resident(s) work? _____

Checklist of Required Documents:

- Proof of current NFIP flood insurance coverage
- FEMA Flood Loss History
- Notarized Model Acknowledgement Form
- Declaration and Release Form
- Colored photos of all exterior facades

Please note all **required documents** must be submitted before **5pm on Friday, October 25th** to be considered for inclusion. The local government is required by FEMA to inform you that your participation in this project for mitigation is **voluntary**. Neither the State of Texas *nor* the City of Houston will use its eminent domain authority to acquire the property for open-space purposes if you choose not to participate in a Hazard Mitigation Assistance grant program, or if negotiations fail.

Signing this does not commit the homeowner or local government to any action.

Owner Signature

Date

Co-Owner Signature

Date

Requesting Property NFIP Flood Loss History

Due to federal privacy laws, FEMA's National Flood Insurance Program (NFIP) is only permitted to provide the paid loss history reported on a property location to the current property owner(s) or to the person(s) whose name(s) appear on file as the insured and/or claimant. Current property owners, or the claimant as reported on a previous loss, may request such data in writing with a signed statement of ownership either notarized or submitted verifying identity under 28 U.S.C. 1746, a law that permits statements to be made under penalty of perjury as a substitute for notarization.

To consider a flood loss history request, the following information must be printed or provided in a letter complete with required items and signed statement, and then provided directly to the **NFIP by mail to the National Flood Insurance Program, NFIP Help Center, 3601 Eisenhower Avenue, Suite 500, Alexandria, VA 22304-6426, or by fax (703)960-9125**. Please note that requests are not accepted via email.

Name (owner/tenant/policy holder), Date and Place of Birth:

Full Property Location Address:

Return Address for Response (if different from property location):

Telephone Number:

Statement (Must be Notarized/Certified):

Provide a written statement in the space below that you are the current owner of the property location for which the data is being requested or an insured tenant at the property location, or a claimant as reported on a previous loss for the property location (if a tenant, please state they are a tenant and provide the property owner's name(s)):

I, _____ (full name), certify under penalty of perjury that the foregoing is true and correct. Executed on _____ (mm/dd/yyyy).

(Signature)

Paid loss history requests are processed in the order they are received. Most requests are completed within 7-10 business days. Please note this timeframe is dependent on whether additional research of the location is required and not inclusive of the mailing time after distribution.

Questions concerning an NFIP flood loss history inquiry can be addressed by the NFIP Help Center toll free at (800)427-4661, or by letter to the National Flood Insurance Program, NFIP Help Center, 3601 Eisenhower Avenue, Suite 500, Alexandria, VA 22304-6426.

**Model Acknowledgement of Conditions
For Mitigation of Property in a Special Flood Hazard Area
With FEMA Grant Funds**

All parties interested in participation Flood Mitigation Assistance grant program to elevate your structure should complete this form. By signing this document, it does not commit you to any actions unless you accept the mitigation offer to elevate your structure.

Property Owner _____

Street Address _____

City _____

State _____

Zip Code _____

Subject Property Address _____

Deed dated _____

Recorded _____

Tax map _____

Block _____

Parcel _____

Base Flood Elevation at the site is _____

feet (NGVD) _____

Map Panel Number _____

Effective date _____

As a recipient of Federally-funded hazard mitigation assistance under the Hazard Mitigation Grant Program, as authorized by 42 U.S.C. §5170c / Pre-Disaster Mitigation Program, as authorized by 42 U.S.C. §5133 / Flood Mitigation Assistance Program, as authorized by 42 U.S.C. §4104c / Severe Repetitive Loss, as authorized by 42 U.S.C. §4102a, 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 of Houston's Chapter 19 Code of 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;
 - ii. All interior walls and floors below the Base Flood Elevation will be unfinished or constructed of flood resistant materials;
 - iii. No mechanical, electrical, or plumbing devices will be installed below the Base Flood Elevation; and
 - iv. 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 of Houston's Chapter 19 Code of Ordinance on edocs.publicworks.houstontx.gov.

3. 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 of Houston's Chapter 19 Code of Ordinance 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:

"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 of Houston's Chapter 19 Code of Ordinance."

4. 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.

(Continued on next page)

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

This section should be signed by the property owner at time of application and prior to award of the subgrant.

Property Owner Signs Here

Name of Property Owner [Printed]

Property Co-Owner Signs Here

Name of Property Co- Owner [Printed]

WITNESSED BY:

Witness Signs here

Name of Witness [Printed]

[SEAL]

Notary Public

ACKNOWLEDGEMENT

State of Texas City of Houston, Harris County

Before me, _____, on this day personally appeared _____, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this _____ day of _____, 2019.

Notary Public Signature

This section should be completed upon completion of the elevation and recorded with the County.

&

CITY OF HOUSTON – Houston Pubic Works

By

Jedediah Greenfield, Assistant Director
of Harris County

DEPARTMENT OF HOMELAND SECURITY
Federal Emergency Management Agency
DECLARATION AND RELEASE

O.M.B. No. 1660-0002
Expires February 28, 2021

PAPERWORK BURDEN DISCLOSURE NOTICE

Public reporting burden for this data collection is estimated to average 2 minutes per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and submitting this form. This collection of information is required to obtain or retain benefits. You are not required to respond to this collection of information unless a valid OMB control number is displayed on this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC 20472-3100, Paperwork Reduction Project (1660-0002). **NOTE: Do not send your completed form to this address.**

PRIVACY ACT STATEMENT

AUTHORITY: FEMA collects, uses, maintains, retrieves, and disseminates the records within this system under the authority of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (the Stafford Act), Pub. L. No. 93-288, as amended (42 U.S.C. §§ 5121-5207); 6 U.S.C. §§ 776-77, 795; the Debt Collection Improvement Act of 1996, 31 U.S.C. §§ 3325(d), 7701(c)(1); the Government Performance and Results Act, Pub. L. No. 103-62, as amended; Reorganization Plan No. 3 of 1978; Executive Order 13411, "Improving Assistance for Disaster Victims," August 29, 2006; and Executive Order 12862 "Setting Customer Service Standards," September 11, 2003, as described in this notice.

PRINCIPAL PURPOSE(S): This information is being collected for the primary purpose of determining eligibility and administering financial assistance under a Presidentially-declared disaster. Additionally, information may be reviewed internally within FEMA for quality assurance purposes and used to assess FEMA's customer service to disaster assistance applicants. FEMA collects the social security number (SSN) to verify an applicant's identity and to prevent a duplication of benefits.

ROUTINE USE(S): FEMA may share the personal information of U.S. citizens and lawful permanent residents contained in their disaster assistance files outside of FEMA as generally permitted under 5 U.S.C. § 552a(b) of the Privacy Act of 1974, as amended, including pursuant to routine uses published in DHS/FEMA-008 Disaster Recovery Assistance Files Notice of System of Records, 78 Fed. Reg. 25,282 (Apr.30, 2013) and upon written request, by agreement or as required by law. FEMA may share the personal information of non-citizens, as described in the following Privacy Impact Assessments: DHS/FEMA/PIA-012(a) Disaster Assistance Improvement Plain (DAIP) (Nov. 16, 2012); DHS/FEMA/PIA-027 National Emergency Management Information System - Individual Assistance (NEMIS-IA) Web-based and Client-based Modules (June 29, 2012); DHS/FEMA/PIA-015 Quality Assurance Recording System (Aug. 15, 2014). FEMA may share your personal information with federal, state, tribal, local agencies and voluntary organizations to enable individuals to receive additional disaster assistance, to prevent duplicating your benefits, or for FEMA to recover disaster funds received erroneously, spent inappropriately, or through fraud.

CONSEQUENCES OF FAILURE TO PROVIDE INFORMATION: The disclosure of information, including the SSN, on this form is voluntary; however, failure to provide the information requested may delay or prevent the individual from receiving disaster assistance.

DECLARATION AND RELEASE

In order to be eligible to receive FEMA Disaster Assistance, a member of the household must be a citizen, non-citizen national or qualified alien of the United States. **Please read the form carefully, sign the sheet and return it to the Inspector, and show him/her a current form of photo identification.** Please feel free to consult with an attorney or other immigration expert if you have any questions.

I hereby declare, under penalty of perjury that (check one):

- I am a citizen or non-citizen national of the United States.
- I am a qualified alien of the United States.
- I am the parent or guardian of a minor child who resides with me and who is a citizen, non-citizen national or qualified alien of the United States. Print full name and age of minor child: _____

By my signature I certify that:

- * Only one application has been submitted for my household.
- * All information I have provided regarding my application for FEMA disaster assistance is true and correct to the best of my knowledge.
- * I will return any disaster aid money I received from FEMA or the State if I receive insurance or other money for the same loss, or if I do not use FEMA disaster aid money for the purpose for which it was intended.

I understand that, if I intentionally make false statements or conceal any information in an attempt to obtain disaster aid, it is a violation of federal and State laws, which carry severe criminal and civil penalties, including a fine up to \$250,000, imprisonment, or both (18 U.S.C. §§ 287, 1001, and 3571).

I understand that the information provided regarding my application for FEMA disaster assistance may be subject to sharing within the Department of Homeland Security (DHS) including, but not limited to, the Bureau of Immigration and Customs Enforcement.

I authorize FEMA to verify all information given by me about my property/place of residence, income, employment and dependents in order to determine my eligibility for disaster assistance; and

I authorize all custodians of records of my insurance, employer, any public or private entity, bank financial or credit data service to release information to FEMA and/or the State upon request.

NAME (print)	SIGNATURE	DATE OF BIRTH	DATE SIGNED
INSPECTOR ID #	FEMA APPLICATION #	DISASTER #	
ADDRESS OF DAMAGED PROPERTY	CITY	STATE	ZIP CODE