



City of St. Augustine CONTRACTOR MEETING

WHAT IS HMA?

Hazard Mitigation Assistance

Hazard Mitigation is defined as any sustained action taken to reduce or eliminate long-term risk to people and property from natural hazards and their effects

The program supports activities that have a long-term impact from those that are more closely associated with immediate preparedness, response, and recovery activities

Programs under HMA



Flood Mitigation Assistance (FMA)

Designed for flood hazard mitigation projects with the goal of reducing or eliminating claims under the National Flood Insurance Program (NFIP)



Building Resilient Infrastructure in Communities (BRIC)

Building Resilient Infrastructure and Communities (BRIC) will support states, local communities, tribes and territories as they undertake hazard mitigation projects, reducing the risks they face from disasters and natural hazards.



Hazard Mitigation Grant Program (HMGP)

The key purpose of HMGP is to ensure that the opportunity to take critical mitigation measures to reduce the risk of loss of life and property from future disasters is not lost during the reconstruction process **following a disaster**.

Which Grants Are Available

- ▶ Currently St. Augustine Florida has 2 grants submitted for Hazard Mitigation Assistance
 - ▶ FMA - 2020 (1 Reconstruction Project)
 - ▶ FMA - 2021 (25 Elevation Projects)
- ▶ Funding Opportunities for the upcoming FY 2022 cycle will consist of FMA projects
- ▶ Project types include:
 - ▶ Elevation
 - ▶ Reconstructions (if applicable)

Project Timelines



Quotes

- ▶ Standardized Bid Form
- ▶ Square footage verification
- ▶ Itemized quotes
- ▶ Outbuildings
- ▶ Decks, porches, patios, etc
- ▶ Gas and other utilities
- ▶ Landings, rails, stairs, entrances
- ▶ Architectural and Engineering Plans



Hazard Mitigation Assistance Grants (HMA) Milestone Inspection Form

HOMEOWNER NAME(S): _____

ADDRESS: _____

CITY, STATE, ZIP: _____

PHONE NUMBER: _____

AUTHORIZED SIGNATURES: _____

My signature below indicates my satisfaction with work complete to date.

PROJECT MILESTONES

1. **Permit and Notice to Proceed (25%)**: Submit A&E drawings, obtain Proposed Elevation Certificate, City building permits, and Notice to Proceed (fully executed)

QES SIGNATURE

DATE

HOMEOWNER SIGNATURE

DATE

2. **Pilings/Piers (25%)**: Clearing work has been completed, tunneling completed, jacking and cribbing completed, structure is in air ready for new foundation. (Foundation layout must be completed prior to signoff of Milestone 2), and a foundation inspection conducted by the City of St. Augustine showing PASS.

INSPECTOR SIGNATURE

DATE

HOMEOWNER SIGNATURE

DATE

3. **Foundation (25%)**: Piers and/or Post columns are built and structure is set on new piers and/or post columns. New foundation is complete and structure is assumed to be at the new elevation height required. (Updated EC must be presented at Milestone 3 Inspection).

INSPECTOR SIGNATURE

DATE

HOMEOWNER SIGNATURE

DATE

4. **Final Completion (25%)**: Completion of all work, all utilities are connected, removal of all equipment, final site clean-up, Certificate of Completion/Occupancy, a Final Inspection conducted by the City of St. Augustine showing PASS and a Final EC have been obtained and submitted to both Quality Engineering & Surveying, LLC, and the City of St. Augustine verifying that the elevation of structure meets or exceeds the required height (BFE/ABFE +2 or Flood of Record).

INSPECTOR SIGNATURE

DATE

HOMEOWNER SIGNATURE

DATE

Quotes Milestones

Quotes Change Orders

- CHANGE ORDER -

No: _____

To	Job Name/Number	Job Phone
Altin	Job Location	
Address	Existing Contract Number	
City, State, Zip	Existing Contract Date	
Phone	Date	Time Extension

We hereby agree to make the following change(s):	Amount +/-

THIS CHANGE ORDER BECOMES PART OF AND IN CONFORMANCE WITH THE EXISTING CONTRACT.

We hereby agree to make the change(s) specified above at the price indicated per this Change Order.

The prices and specifications of this Change Order are satisfactory and are hereby accepted. All work is to be performed under the established terms and conditions specified in the original contract unless otherwise specified.

Authorized Contractor Signature

Owner Signature

Date of Acceptance

Date of Acceptance

Form 3007 Printed by:

Payment Information

What's Allowed

- ▶ Engineering services for design, structural feasibility analysis, and cost estimate preparation
- ▶ Surveying, soil sampling, completion of EC, deed recordation fees, permitting fees, project administration, and construction management
- ▶ Disconnection of all utilities
- ▶ Building of a foundation so that the lowest floor is at the BFE +2 foot freeboard
- ▶ Physical elevation of the structure and subsequent lowering and attachment of the structure onto the new foundation
- ▶ Construction of a floor system that meets minimum building code requirements when the existing floor system cannot be elevated or is not appropriate for the new foundation
- ▶ Reconnecting utilities and extending lines and pipes as necessary and elevating all utilities and service equipment

Payment Information

What's Allowed (cont.)

- ▶ Debris disposal and erosion control
- ▶ Costs for repair of lawns, landscaping, walkways, and driveways if damaged by elevation activities
- ▶ Elevation of existing decks, porches, or stairs
- ▶ Construction of ADA-compliant access facilities or ramps when an owner or member of the owner's family has a permanent disability and a physician's written certification. ADA-compliant access to ingress/egress is allowable. Mechanical lifts are eligible where ramps are not technically feasible.
- ▶ Relocation expense
- ▶ Abatement of asbestos and lead-based paint
- ▶ Title Fees
- ▶ Demolition

Payment Information

What's Ineligible

- ▶ Elevating structures that were not in compliance with current NFIP standards at the time of construction (Over water)
- ▶ Costs related to building additions or auxiliary structures
- ▶ Construction of new decks or porches
- ▶ Any improvements for purely aesthetic reasons, unless required by the EHP compliance review
- ▶ Costs to replace or repair utility service components that are undersized, inadequately designed, or unsafe, unless required by code
- ▶ Exterior finish on the exposed foundation of the elevation building, unless required by EHP compliance review or local code
- ▶ Additional landscaping for ornamentation beyond what existed on the site prior to construction of the project (e.g. trees, shrubs)

Payment Information

Payment Requirements

- ▶ **Milestone 1:**
 - ▶ Milestone inspection form signed and dated by homeowner and permit official
 - ▶ Copy of City of St. Augustine building permit
 - ▶ Copy of pre-elevation certificate
 - ▶ Copy of Engineered Foundation Plan and Design
 - ▶ Invoice (less 10% retainage)
 - ▶ Before Photos
- ▶ **Milestone 2:**
 - ▶ Milestone inspection form signed and dated by homeowner and permit official
 - ▶ Invoice (Less 10% retainage)
 - ▶ Photos
- ▶ **Milestone 3:**
 - ▶ Milestone inspection form signed and dated by homeowner and permit official
 - ▶ Mid Elevation Certificate Obtained
 - ▶ Invoice (less 10% retainage)
 - ▶ Photos
 - ▶ New Elevation Certificate
- ▶ **Milestone 4:**
 - ▶ Milestone inspection form signed and dated by homeowner and permit official
 - ▶ Copy of Certificate of Occupancy/Completion
 - ▶ Final Elevation Certificate
 - ▶ Final Drawings/ Plan (Redlined with the new Elevation Height compared to the BFE)
 - ▶ Lien Waiver
 - ▶ Invoice (Less 10% retainage)
 - ▶ Photos

Closeout



Documentation Requirements



Process



Retainage Payments (10% retainage
Invoice)



Lien Waivers

