



# VERMILION PARISH POLICE JURY

Courthouse Building  
100 North State Street, Suite 200  
Abbeville, LA 70510-5816

(337) 898-4300 | FAX: (337) 898-4310 | [www.vppj.org](http://www.vppj.org)



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October 3, 2019

CURRENT HOMEOWNER

RE: Vermilion Parish Police Jury  
Hazard Mitigation Assistance Program for  
Repetitive Loss Structures (RL)  
AVAILABLE FUNDING OPPORTUNITY

Dear Current Homeowner:

Your property at the address shown above is on the National Flood Insurance Program's (NFIP) Repetitive Loss (RL) list. Properties are assigned to this list by the Federal Emergency Management Agency (FEMA) after two (2) flood claim payments have been assessed.

The Vermilion Parish Police Jury (VPPJ) recently received notice of available funding assistance through FEMA for the mitigation of properties exposed to a high risk of flooding. Accordingly, your residence may be eligible for funding under this program to help prevent future flooding damages. The two (2) mitigation alternatives available under this program, as well as some general details regarding these alternatives, are as follows:

1. **Elevation:** This mitigation alternative physically elevates a residence to the minimum height of the local base flood elevation. There are several programmatic requirements to consider when selecting this mitigation alternative, but two (2) of the most commonly misunderstood specifications are: (1) this grant program does not pay for upgrading specific features or appurtenances at a residence (e.g. replacing wood laminate flooring with natural wood, or replacing tile countertops with granite), and (2) a residence is required to maintain flood insurance coverage no less than the mitigation project's total cost for perpetuity.

2. **Acquisition:** This mitigation alternative begins with the purchase of a residence and its property by the Parish. Sale values are based upon a property's appraised value and are considered to be fair market prices. After the transfer of ownership, a contractor is procured to fully demolish the residence and convert the property to green open space. The Parish owns and maintains this property for perpetuity and is required to conserve its purpose.

Please note that this grant program incorporates a local cost share for RL properties that is the responsibility of the homeowner. This grant provides funding for 90% of all eligible project costs, while the homeowner is responsible for the remaining 10% of all eligible project cost. All project costs determined to be non-eligible will be the financial responsibility of the homeowner.

Our consultant, Sellers & Associates, Inc., will be working with the Parish to prepare and submit the funding application for this grant program. If you are interested in participating in this grant program, please notify either Ms. Cherie LeCompte or Ms. Andie Czajkowski with Sellers & Associates, at (337) 232-0777, on or before **October 21, 2019**. These consultants will be able to assist you with any questions you may have regarding this grant program.

If you wish to be included in the Parish's funding application for this grant program, please select which mitigation type you wish to participate in and complete the appropriate forms to the best of your ability. The RL application package containing all required forms is available for download on the VPPJ website ([www.vppj.org](http://www.vppj.org)). Alternatively, you may pick-up printed copies of this package in the Parish's Office of Emergency Preparedness, which is located at 100 North State Street in Abbeville.

In order to participate in the Parish's funding application, you are required to submit all application forms to Sellers & Associates on or before **November 8, 2019**. All submitted information will be carefully reviewed to ensure that your home meets the requirements of this grant program and is eligible for funding. Incomplete forms, or any other missing information which has been requested, may prevent your home from being considered.

An overview of the application forms you will be required to complete are as follows:

- *Property Owner Questionnaire*
- *Statement of Voluntary Participation Form*
- *FEMA Form #1 – For Mitigation of Property in a Special Flood Hazard Area with FEMA Grant Funds (to be notarized)*
- *FEMA Form #2 – Hazard Mitigation Grant Program Project Information*
- *HMA Commitment Letter*
- *Duplication of Benefits (DOB) Affidavit (to be notarized)*

Other items that will be required during the application process are as follows:

- Property Plat
- Elevation Certificate (dated no earlier than January 1, 2011)
- Pictures encompassing the exterior of your residence
- Current flood insurance policy declaration page

Additionally, if you choose to elevate your home, you will be required to provide one (1) elevation quotation from a contractor approved to perform this type of work within the Parish. If you choose the acquisition project type, you will be required to provide an appraisal which reflects the current value of your home, or a report from a licensed real estate agency referencing no less than three (3) comparables.

The following information is offered to help you better understand the requirements of this grant program, and to assist you in determining whether or not it is in your best interest to participate in the Parish's application for funding:

- Primary residences will be prioritized over non-primary residences (e.g. rental properties or camps)
- The Parish's funding application must prove to be cost-effective. This simply means that the cost of the entire project must be less than the benefits associated with the entire project. FEMA will perform a benefit-cost analysis based on data submitted in the application and records of documented losses.

- The Parish will not require property acquisition or elevation of a residence under this grant program. This is a voluntary grant program.
- This program is only available to properties carrying flood insurance coverage at the time of the application period. That same flood insurance coverage must be maintained throughout the life of the project. After the project is completed, a residence is required to maintain flood insurance for perpetuity with coverage no less than the total cost of the mitigation project.
- Only FEMA approved eligible construction activities will be reimbursed under this grant program. Non-eligible activities will be the financial responsibility of the homeowner. If a property owner chooses the elevation mitigation alternative, a list of general eligible and non-eligible activities will be provided. Please note this list is not fully comprehensive. While several specific items are outlined on this list, the intent of this list is to establish a cost eligibility basis for this grant program.
- If the application is approved and the federal grant is awarded, you will be required to provide your 10% cost share of the estimated total project cost included in the funding application to the VPPJ. This money will be placed into a grant account which will be utilized by the Parish to make payments throughout the duration of the mitigation project at your residence. Once the mitigation project is completed, adjustments will be made to ensure that programmatic cost shares are reconciled. This adjustment will be based upon the mitigation project's actual final cost.

If you choose to participate in this grant program and wish to be included in the Parish's application for funding, please provide your application package and all requested information to the aforementioned consultants at the following address by **November 8, 2019**:

FMA 2019 Project Team  
Sellers & Associates, Inc.  
148B Easy Street, Lafayette, LA 70506

As an alternative, you may also email the package to [clecompte@sellersandassociates.com](mailto:clecompte@sellersandassociates.com) and [andreac@sellersandassociates.com](mailto:andreac@sellersandassociates.com).

If you do not wish to participate in this program, we kindly ask that you notify these same consultants at your earliest convenience.

We look forward to hearing back from you regarding this funding opportunity. If you have any questions, please contact our consultant, at (337) 232-0777, at your convenience.

Sincerely,

VERMILION PARISH POLICE JURY



Keith Roy, Parish Administrator

cc: Vermilion Parish OHSEP  
Sellers & Associates, Inc.

## RL Application Packet Checklist

Please use this checklist to help track all of your forms, documents, and images required for this application.

Once completed, deliver or mail to:

FMA 2019 Project Team, Sellers & Associates, Inc., 148B Easy Street, Lafayette, LA 70506 or

email to: [clecompte@sellersandassociates.com](mailto:clecompte@sellersandassociates.com) and [andreac@sellersandassociates.com](mailto:andreac@sellersandassociates.com).

\*\*\*\*\* Please provide the information to Sellers & Associates, Inc. by **November 8, 2019** \*\*\*\*\*

## Required Documents

- ☐ \*Hazard Mitigation Funds Commitment Letter
- ☐ \*FEMA form #1
- ☐ \*FEMA form #2
- ☐ \*Homeowner Affidavit (Duplication of Benefits) – only report on the most recent event

Acquisition	Elevation
<input type="checkbox"/> *Statement of Voluntary Participation (Acquisitions)	<input type="checkbox"/> *Statement of Voluntary Participation (Elevation)
<input type="checkbox"/> *Owner Questionnaire for Acquisitions	<input type="checkbox"/> *Owner Questionnaire for Elevations
<input type="checkbox"/> *Copy of Flood Insurance Policy Declaration Page	<input type="checkbox"/> *Flood Elevation Certificate
<input type="checkbox"/> *Property Deed/Title	<input type="checkbox"/> *Copy of Flood Insurance Policy Declaration Page
<input type="checkbox"/> *Current Appraisal	<input type="checkbox"/> *Building Photographs (All 4 sides)
	<input type="checkbox"/> *One (1) Contractor Quote
	<input type="checkbox"/> Disability Documents, if handicap access is needed, then <u>both</u> documents below are required:
	- * Completed Form
	- * Physician's note (on letterhead & signed) explaining disability

Notes:

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Hazard Mitigation Funds Commitment Letter - RL

This Funds Commitment Letter ("Agreement") is voluntarily made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2019 by \_\_\_\_\_ and \_\_\_\_\_ ("Property Owner(s)") regarding the property located at the following address (the "Property"): \_\_\_\_\_.

Property Owner has applied to Vermilion Parish, State of Louisiana (the "Parish") and/or the Louisiana Governor's Office of Homeland Security and Emergency Preparedness ("GOSHEP"); and/or the Federal Emergency Management Agency ("FEMA") for the following hazard mitigation activity for the Property (Elevation/Acquisition): \_\_\_\_\_. Owner(s) hereby agrees and acknowledges that if Property Owner's application for hazard mitigation is accepted, the amount of Federal aid that will be provided to cover the expenses will not exceed 90% of all HMA-eligible costs involved in the hazard mitigation activity (the "Federal Match"). That Property Owner(s) will be responsible for all costs not covered by the Federal Match, and that the costs not covered by the Federal Match will be at least 10% of all HMA-eligible costs involved in the hazard mitigation activity. These costs include planning, project management, permitting, contract recordation fees, relocation costs (if any), eligible storage costs (if any), elevation certificates, engineering design, and elevation/acquisition of the residence. The Property Owner understands that if the application is awarded and they do not wish to further participate, they will be invoiced for the 10% cost share of all costs incurred related to their property.

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.

Printed Name Property Owner(s):

Signature of Property Owner(s):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SUBSCRIBED AND SWORN TO BEFORE ME, A NOTARY OF THE STATE OF LOUISIANA, PARISH OF

\_\_\_\_\_, ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

MY COMMISSION EXPIRES: \_\_\_\_\_.

Notary ID Number: \_\_\_\_\_.

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

Property Owner \_\_\_\_\_  
Street Address \_\_\_\_\_  
City \_\_\_\_\_, State \_\_\_\_\_ Zip Code \_\_\_\_\_  
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 Vermilion Parish 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 Vermilion Parish Ordinance attached to this document.

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 Vermilion Parish 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 Vermilion Parish 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.

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

**THE PARISH OF VERMILION**

A \_\_\_\_\_ municipal corporation

By: Keith Roy, Parish Administrator  
[Name, Title]

| of the PARISH of **VERMILION**

&

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

WITNESSED BY:

\_\_\_\_\_  
[Name of Witness]

[SEAL]

Notary Public

**HAZARD MITIGATION GRANT PROGRAM  
PROJECT INFORMATION****ACQUISITION, ELEVATION & RELOCATION WORKSHEET****PROJECT TYPE:** ☐ Acquisition ☐ Elevation ☐ Relocation**A. BUILDING LOCATION:**

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

City \_\_\_\_\_ ZIP Code \_\_\_\_\_ Parish \_\_\_\_\_

Latitude \_\_\_\_\_ Longitude \_\_\_\_\_

**B. OWNER INFORMATION:**

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Social Security # \_\_\_\_\_

Spouse First Name \_\_\_\_\_ Spouse Last Name \_\_\_\_\_

Spouse's Social Security # \_\_\_\_\_

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

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**C. OCCUPANCY TYPE:**☐ Owner Occupied ☐ Renter Occupied**D. BUILDING TYPE/INFORMATION:**☐ Manufactured ☐ One Story (w/basement) ☐ One Story (w/o basement)☐ Two Story (w/basement) ☐ Two Story (w/o basement)☐ Other (Describe): \_\_\_\_\_Construction Type: ☐ Wood Frame ☐ MasonryFoundation Type: ☐ Slab ☐ Piling ☐ Pier and Beam

Date Constructed \_\_\_\_\_ Building Size (Sq. Ft.) \_\_\_\_\_

Value Per Sq. Ft. \$ \_\_\_\_\_ Est. Replacement Value \$ \_\_\_\_\_



Fair Market Value of Building \$ \_\_\_\_\_ Percent Damaged \_\_\_\_\_%

Total Value of Contents \$ \_\_\_\_\_

Base Flood Elevation (BFE) \_\_\_\_\_

First Floor Elevation (elevation above sea level) \_\_\_\_\_ Ft.

Depth of water (Depth of water in structure in inches) \_\_\_\_\_

Duration of water in structure \_\_\_\_\_

Number of Stories above Grade \_\_\_\_\_

Outbuilding(s) (Attached/Detached) \_\_\_\_\_ Number \_\_\_\_\_

Sq. Ft. of Building(s) \_\_\_\_\_ Value of Building(s) \$ \_\_\_\_\_

Location \_\_\_\_\_ Type \_\_\_\_\_ Age \_\_\_\_\_

**E. History of Hazards/Damages (to the Property being acquired):**

Current and Past Damages:

**F. FLOOD ZONE DESIGNATION:**

Building is in a:

☐ Flood Zone ☐ Floodway ☐ Non-designated Area

**Note: Report on the most recent loss/flood only.**

## HOMEOWNER AFFIDAVIT (DOB)

## APPENDIX B

I/We, \_\_\_\_\_, affirm the following:

1. I/We own real property at \_\_\_\_\_, and make this Affidavit in connection with the purchase, elevation, or pilot reconstruction (circle one) of that real property under the Federal Emergency Management Agency's (FEMA's) Hazard Mitigation Grant Program (HMGP).
2. I/We have received the following structural repair assistance funds as the result of damages that occurred on \_\_\_\_\_.

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.
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.

Property Owner Signature

Date \_\_\_\_\_

Property Owner Signature

Date \_\_\_\_\_

Notary Public

Seal

Signature

---

Date

My commission expires \_\_\_\_\_.



## Duplication of Benefits (DOB) Fact Sheet

### What is "duplication of benefits"?

Various forms of assistance and programs (e.g., flood insurance, disaster repair grants, loans, etc.) help people whose properties have been damaged by natural disasters to rebuild and relocate. If your community is offering to purchase your home for its pre-disaster value with Federal grant funds, it must check for duplication of benefits. The total assistance you receive from all programs and insurance combined cannot exceed the fair market value (FMV) of your property before the disaster occurred. By law, Federal assistance cannot duplicate the benefits provided by other sources. That would be considered a duplication of benefits, or DOB. Consequently, if property owners have already received assistance to repair their properties from one program, the other program (including the property acquisition program) must ensure they don't provide assistance to cover the same loss.

### Who determines DOB?

The State and community will ensure that the buyout offer doesn't duplicate previous assistance. The community provides the State with a list of property owners who agree to voluntarily sell their properties to the community. The State then forwards the list to FEMA and requests information about grants and insurance paid to the owners. The community and property owners cannot close on the property until the DOB determination is made.

### How will FEMA know if I have received other benefits?

Your community will ask you to provide a list of benefits you have received. FEMA will double-check the information you provided with its own records. When you applied for assistance, you were asked to sign a Privacy Act disclosure form. By signing that form, you have given FEMA permission to research and identify sources and amounts of federal assistance provided to you.

### I want to sell my property, but I have received other benefits.

#### How does DOB affect me?

First, you and the community will agree on a fair and reasonable price for your property. If it is determined that you have received disaster assistance that is DOB, the community will then subtract the total amount of DOB from that price. The community will pay you the difference. For example, if you and the community agree that \$80,000 is a fair and reasonable price for your home and the community determines that you have received \$5,000 that qualifies as DOB, the community will deduct that amount from the \$80,000 and pay you \$75,000. Please note that only disaster assistance used for home (housing or real property) repairs and/or rent for alternative accommodations **that you cannot document with receipts** will be subtracted from the sale price of your home.

## Duplication of Benefits (DOB) Fact Sheet (Continued)

### Why subtract that \$5,000?

To comply with federal law, FEMA considers assistance identified as **DOB** as funds already contributed by the federal government towards the pre-disaster fair market value (FMV) of your property. FEMA requires the community to subtract funds **that cannot be documented with receipts**, from the final price paid to you at closing.

Please note, if you used the disaster assistance provided to you for home (housing or real property) repairs and/or rent for alternative accommodations **and you have the receipts to document the use of the funds for those purposes**, FEMA **will not** consider the assistance DOB, and **will not** require the community to subtract that amount from the price of your property. Therefore, **please keep all receipts from purchases and services that were paid for with disaster assistance grant funds.**

### What programs might duplicate HMGP benefits?

Assistance under the following programs might be considered DOB:

#### **FEMA Disaster Housing Program**

Disaster Housing (DH) Program home repair grants are awarded to property owners to repair the home to a habitable condition. DH rental assistance grants are awarded to property owners to rent accommodations in which the pre-disaster household can live. Both types of these grants are deducted from the purchase price **only if you cannot provide receipts that document the costs for the repairs to your home and/or rent for alternative accommodations.**

#### **State Individual and Family Grant (IFG) Program**

Grants for housing (or real property) repairs may be awarded by the State-administered IFG Program. IFG grant funds designated for **housing repairs only** are deducted from the purchase price **if you cannot provide receipts** that document the costs for the repairs. IFG grant funds used for any other eligible purpose **are not considered DOB and are not deducted** from the purchase price.

## Duplication of Benefits (DOB) Fact Sheet (Continued)

<b>Hazard Minimization Funds</b>	Disaster Housing and IFG-eligible property owners may receive a grant to implement measures that help prevent repeated damage. Hazard Minimization funds will be deducted from the purchase price <b>only if you cannot provide receipts</b> that document the costs for the measures.
<b>Small Business Administration (SBA) loans</b>	SBA loans must be either repaid or rolled over to the new property.
<b>National Flood Insurance Program (NFIP)</b>	NFIP Settlements for real property will be deducted. NFIP settlements for personal property will not be deducted. (Real property is immovable property such as land for a building. All other property is considered personal property.)
<b>Private Insurance</b>	Private insurance claim payments for real property will be deducted. Personal property claim payments will not.

## Duplication of Benefits (DOB) Fact Sheet

### Possible Scenarios

Mr. and Mrs. Mostovich own a single family home in the floodplain that was substantially damaged during a flood. They have decided to participate in their community's property acquisition project and sell their home to the community. The pre-flood fair market value (FMV) of their home is estimated to be \$50,000, which Mr. and Mrs. Mostovich agree is fair and reasonable. Since the disaster, they have received an NFIP real property settlement for \$15,000, a Disaster Housing Program grant for \$10,000, and an IFG Program grant of \$5,000 designated for housing repairs (real property) only.

#### Scenario 1

Mr. and Mrs. Mostovich decide to make no repairs to their home and save the \$30,000 they have received in assistance to put toward a new home. Consequently, FEMA considers the \$30,000 as a down payment on their damaged home. The community can offer them no more than an additional \$20,000 (\$50,000 FMV minus \$30,000 DOB = \$20,000) for their home.

#### Scenario 2

Mr. and Mrs. Mostovich decide to make enough repairs to their home to enable them to live in it until the community buys it. Of the \$30,000, they spent \$10,000 to clean and disinfect the house, remove debris from the house and yard, and make minimum repairs to the foundation. They save all the receipts for the work and, therefore, can prove they used the assistance for its intended purpose. Consequently, the community can offer them an additional \$30,000 (\$50,000 FMV minus \$30,000 = \$20,000 plus \$10,000 worth of repairs for which they have receipts = \$30,000).

#### Scenario 3

The National Guard evacuated Mr. and Mrs. Mostovich and their neighbors from their neighborhood. Their car, which was left in their garage, was damaged beyond repair by the floodwaters. They decide to use \$7,000 of the \$30,000 to pay cash for another car. They make no repairs to their home. Since the flood damaged their car, they assume that buying a replacement car is an appropriate expense for which to use their assistance. They saved the bill of sale and expect the community to offer them \$27,000 (\$50,000 FMV minus \$30,000 DOB plus \$7,000 = \$27,000). A car is not real property and should be covered by an automobile policy. Despite having a bill of sale, replacing a car is not an appropriate real property assistance expense. The community can offer them no more than an additional \$20,000 (\$50,000 FMV minus \$30,000 DOB = \$20,000).

# ACQUISITION FORMS



## Statement of Voluntary Participation (Acquisitions)

THIS AGREEMENT is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2019, by and between the Vermilion Parish Police Jury, hereinafter referred to as "Sub-grantee," by its authorized agent, Parish Administrator and \_\_\_\_\_, hereinafter referred to as "Seller(s)." The parties agree as follows:

Seller(s) affirms that he/she (they) is (are) the owner(s) of property located at \_\_\_\_\_, \_\_\_\_\_, Louisiana, hereinafter referred to as "property."

Sub-grantee has notified Seller(s) that the Sub-grantee may wish to purchase property, and, if Seller(s) agrees (agree) to sell, Seller(s) must permanently relocate from property.

Sub-grantee has notified Seller(s) that the current fair market value (FMV) of property will be determined by approved and appropriate valuation procedures and used to establish the selling price of the property.

Sub-grantee has notified Seller(s) that Seller(s) is (are) not required to sell property and Sub-grantee will not use its power of eminent domain for the purpose of this acquisition project to acquire property if Seller(s) chooses (chose) not to sell it.

Sub-grantee has notified Seller(s) that if Seller(s) agrees (agree) to sell property to Sub-grantee, such a transaction is voluntary. Consequently, Seller(s) is (are) not entitled to relocation benefits provided by the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, which are available to property owners who must sell their properties involuntarily.

Sub-grantee affirms that it has provided the notifications and explained the information described in the preceding paragraphs, and property identified above is not a part of an intended, planned, or designated project area where all or substantially all of the property within the area is to be acquired within specific time limits.

This Agreement shall expire on December 31, 2020, unless Seller(s) has (have) voluntarily sold property to Sub-grantee by that date.

---

Signature

---

Print Name

---

Date

---

Signature

---

Print Name

---

Date

---

Keith Roy, Parish Administrator

---

Date

# Property Owner Questionnaire for Acquisitions Repetitive Loss Structure

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

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

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

Mailing Address (if different): \_\_\_\_\_

Occupancy Type: Owner Occupied \_\_\_\_\_ Renter Occupied \_\_\_\_\_ Camp \_\_\_\_\_

Do you have a current appraisal or an appraisal dated after completed repairs from your last flooding event:

☐ Yes ☐ No (If yes, please attach a copy of your most recent appraisal, post-disaster.)

## National Flood Insurance Program (NFIP) Information

Policy #: \_\_\_\_\_

5-digit Company Code: \_\_\_\_\_

Agent's Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Are you currently participating in another grant mitigation program for the acquisition of your home? If so, what is the name of the program? \_\_\_\_\_

Is the title of this property in your name? Yes \_\_\_\_\_ No \_\_\_\_\_ If no, please provide a list of the names and addresses of all of the property owners of the property on a separate sheet.

Do you have clear title to your property? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you have a copy of the title to your property? Yes \_\_\_\_\_ No \_\_\_\_\_

Please provide a copy of your Cash Sale and/or Title. If you have a plat or property description of your property, also please provide a copy.

Do you have any liens or outstanding mortgages on your property? Yes \_\_\_\_\_ No \_\_\_\_\_

If you have any liens on your property or outstanding mortgages, the proceeds from the sale of your property would first be applied to those debts, including real estate taxes that are due and payable to the date of settlement.

How long have you lived at the property \_\_\_\_\_ Year(s) \_\_\_\_\_ Month(s)

To the best of your knowledge, what is the initial construction year of the residence? \_\_\_\_\_

Building/Construction Type: Wood Frame \_\_\_\_\_ Brick \_\_\_\_\_ Manufactured Home \_\_\_\_\_

Foundation: Slab \_\_\_\_\_ Piling \_\_\_\_\_ Pier and Beam \_\_\_\_\_ Combination \_\_\_\_\_

What is the total square footage (under roof) of your residence? \_\_\_\_\_  
How many stories? \_\_\_\_\_

Are there any outbuildings? Yes \_\_\_\_\_ No \_\_\_\_\_ If so, # Detached \_\_\_\_\_ Or # Attached \_\_\_\_\_  
Sq. Ft. Of Outbuilding(s) \_\_\_\_\_ Location (relative to house) \_\_\_\_\_ Use \_\_\_\_\_

How high was the flood water from the finished floor in your home for the most recent flooding event?  
\_\_\_\_\_ How long was the water in the structure? \_\_\_\_\_

Do you have a Flood Elevation Certificate (FEC) of your property? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, please provide a copy with your Questionnaire.

If you do not have a FEC, please answer the following 3 questions, if available:

1. Do you know the flood zone designation for your property? If yes, please provide \_\_\_\_\_

2. Do you know the Base Flood Elevation for your property? If yes, please provide \_\_\_\_\_

3. Do you know the Finished Floor Elevation of your residence? If yes, please provide \_\_\_\_\_

If a secondary property, do you have tenants living in this residence? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes,  
please list their name(s) and phone number here: \_\_\_\_\_  
\_\_\_\_\_

Do you understand that this is a voluntary program and no one can force you to sell your property?  
Yes \_\_\_\_\_ No \_\_\_\_\_

Do you understand that the post-storm (Gustav/Ike/August 2016 Flooding Event) Fair Market Value will be  
used to determine the selling price of your property? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you understand that you are responsible for 10% of the total project cost including planning, project  
management, legal fees, appraisal costs, title insurance, demolition and the Fair Market Value of your  
property and that this amount will be deducted from the established Selling Price of your property?  
Yes \_\_\_\_\_ No \_\_\_\_\_

Once the Vermilion Parish Police Jury evaluates the interest of the citizens in the parish and their  
available funding under the HMA program, they will determine if it is in the parish's best interest to  
participate in the acquisition of your property through the HMA Grant Program.

Please understand that this application process of property acquisition is a multi-step process and can  
take about a year before receiving approval or denial from FEMA. It includes the application process,  
conducting appraisals, waiting for the review and funding approval by FEMA and the State (GOHSEP). If  
the application is approved, the closing process can take another six (6) months to a year from the official  
kick-off meeting.

If you are interested in being included in the Parish's HMA application for property acquisitions, please  
complete the information entirely or to the best of your ability and return with your application packet to  
Sellers & Associates, attention *FMA 2019 Project Team*, at 148B Easy Street, Lafayette, La. 70506 or by  
e-mail, [clecompte@sellersandassociates.com](mailto:clecompte@sellersandassociates.com) and [andreac@sellersandassociates.com](mailto:andreac@sellersandassociates.com), by the deadline.  
If the application is awarded and you withdraw prior to the property acquisition closing, you will be  
responsible for 10% of any cost incurred to date for the application and associated project management  
costs. However, you will have the opportunity to withdraw before the application is actually submitted.

Signed: \_\_\_\_\_

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

# ELEVATION FORMS

## STATEMENT OF VOLUNTARY PARTICIPATION (ELEVATIONS)

THIS AGREEMENT is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2019, by and between VERMILION PARISH POLICE JURY, herein referred to as "Sub-grantee", by its authorized agent, Parish Administrator, and \_\_\_\_\_, herein after referred to as "Property Owner(s)". The parties agree as follows:

1. Property Owner affirms that he/she/they is/are the owner/owners of property located at \_\_\_\_\_, herein referred to as "property".
2. Sub-grantee has notified Property Owner that Property Owner is not required to elevate property and Sub-grantee will not require the Property Owner to elevate the property for the purpose of this elevation project if Property Owner chooses not to elevate.
3. Sub-grantee has notified Property Owner that if Property Owner agrees to elevate property, such action is voluntary.
4. Sub-grantee affirms that it has provided the notifications and explained the information described in the preceding paragraphs, and property identified above is not a part of an intended, planned, or designated project area where all or substantially all of the property within the area is to be elevated within specific time limits.
5. This Agreement shall expire on December 31, 2020, unless agreed to be extended by both parties.

\_\_\_\_\_  
Property Owner Printed Name

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Owner Printed Name

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Date

Keith Roy  
\_\_\_\_\_  
Parish Administrator Printed Name

\_\_\_\_\_  
Parish Administrator Signature

\_\_\_\_\_  
Date

## Property Owner Questionnaire for Elevations Repetitive Loss Structure

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

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

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

Mailing Address (if different): \_\_\_\_\_

Occupancy Type: Owner Occupied \_\_\_\_\_ Renter Occupied \_\_\_\_\_ Camp \_\_\_\_\_

### National Flood Insurance Program (NFIP) Information

Policy #: \_\_\_\_\_

5-digit Company Code: \_\_\_\_\_

Agent's Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Are you currently participating in another grant mitigation program for the elevation of your home? If so, what is the name of the program? \_\_\_\_\_

To the best of your knowledge, what is the initial construction year of the residence? \_\_\_\_\_

Building/Construction Type: Wood \_\_\_\_\_ Brick \_\_\_\_\_ Manufactured Home \_\_\_\_\_  
Foundation: Slab \_\_\_\_\_ Piling \_\_\_\_\_ Pier and Beam \_\_\_\_\_ Combination \_\_\_\_\_

If you have a concrete slab foundation home and you choose to elevate, what is your preferred elevation-type? Full Slab Lift \_\_\_\_\_ Or Slab Separation Lift \_\_\_\_\_ **At least one (1) quote from a contractor will be required.**

What is the under-roof square footage of your residence? \_\_\_\_\_ How many stories? \_\_\_\_\_

Are there any outbuildings? Yes \_\_\_\_\_ No \_\_\_\_\_ If so, # Detached \_\_\_\_\_ Or # Attached \_\_\_\_\_  
Sq. Ft. Of Outbuilding(s) \_\_\_\_\_ Location (relative to house) \_\_\_\_\_ Use \_\_\_\_\_

Does any occupant of the home have a permanent disability in which they will need assistance of a handicap ramp or elevator? Yes \_\_\_\_\_ No \_\_\_\_\_

How high was the flood water from the finished floor in your home for the most recent flooding event? \_\_\_\_\_ How long was the water in the structure? \_\_\_\_\_

Do you have a Flood Elevation Certificate (FEC) of your property? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, please provide a copy with your Questionnaire. If you do not currently have a Flood Elevation Certificate, one will be required for the application. The cost for a FEC is reimbursable under the program at 90% (federal share), if the project is funded.

If you do not have a FEC, please answer the following 3 questions, if available:

1. Do you know the flood zone designation for your property? If yes, please provide \_\_\_\_\_
2. Do you know the Base Flood Elevation for your property? If yes, please provide \_\_\_\_\_
3. Do you know the Finished Floor Elevation of your residence? If yes, please provide \_\_\_\_\_

Do you understand that this is a voluntary program and no one can force you to elevate your structure?  
Yes \_\_\_\_\_ No \_\_\_\_\_

Do you understand that you are responsible for 10% of the total project cost including planning, project management, permitting, contract recordation fees, relocation costs (if any), eligible storage costs (if any), elevation certificates, and engineering design and elevation of the residence? Yes \_\_\_\_\_  
No \_\_\_\_\_

Once the Vermilion Parish Police Jury evaluates the interest of the citizens in the parish and their available funding under the HMA program, they will determine if it is in the parish's best interest to participate in the elevation of your property through the Hazard Mitigation Assistance Program.

Please understand that this application process of property mitigation (elevation) is a multi-step process and can take about a year before receiving approval or denial from FEMA. It includes the application process, obtaining elevation quotes, waiting for the review and funding approval by FEMA and the State (GOHSEP). If the application is approved, the process of obtaining contractor bids and design and the construction can take another six (6) months to a year from the official kick-off meeting.

If you are interested in being included in the Parish's HMA application for property acquisitions, please complete the information entirely or to the best of your ability and return with your application packet to Sellers & Associates, attention *FMA 2019 Project Team*, at 148B Easy Street, Lafayette, La. 70506 or by e-mail, [clecompte@sellersandassociates.com](mailto:clecompte@sellersandassociates.com) and [andreac@sellersandassociates.com](mailto:andreac@sellersandassociates.com), by the deadline. If the application is awarded and you withdraw at anytime prior to construction, you will be responsible for 10% of any cost incurred to date for the application and associated project management costs. However, you will have the opportunity to withdraw before the application is actually submitted.

Signed: \_\_\_\_\_

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

**HOUSE LIFTERS/MOVERS**  
**WITH CONTRACTORS LICENSE & INSURANCE**

<b>Name</b>	<b>Phone Number</b>	<b>Address</b>	<b>LA License #</b>
Louisiana Structural Movers (Devillier House Movers)	(337) 580-3368 (337) 918-6145 (337) 546-0255	PO Box 409 Eunice, LA 70535	#49682
Hayes House Moving & Leveling, LLC	(337) 896-8266	2349 HWY 1252 Carencro, LA 70520	#52783
Patterson Structural Moving & Shoring	1-855-4-A-Raise (504) 450-1756	13040 I-10 Service Road New Orleans, LA 70128	#54355
Scott's House Moving & Leveling, LLC	(337) 886-6720	20409 HWY. 1252 Carencro, LA 70520	#52987
Spell House Leveling Inc	(337) 783-6696	20441 Crowley Eunice Hwy Crowley, LA 70526	#52331
Wingate House Moving Lifting & Leveling LLC	(337) 334-5874	PO Box 865 Rayne, LA 70578	#52124
Roubion Construction Company, LLC	(504) 269-9909	824 Dakin Street Jefferson, LA 70121	#18185
Davie Shoring	(504) 464-4712	3 Veterans Boulevard Kenner, LA 70062	#39771
Lowes Construction	(504) 415-5010	6221 S. Claiborne Ave. Ste. 605 New Orleans, LA 70125	#87818
Schexnaydre Restoration	(225) 715-9405	13057 Hwy 44 Gonzales, LA 70737	#55972



**Physician's Verification of Disability or Mobility Impairment**

**Applicant:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_ **City, State, Zip:** \_\_\_\_\_

This form is to serve as verification of existing permanent mobility impairment for the above named applicant and certify the necessity of reasonable accommodation, or handicapped access to their home post elevation.

**PHYSICIAN CERTIFICATION**

Does the above applicant have a permanent disability-related need for accommodations to access his or her residence once elevated from ground level?

☐ **YES\***

☐ **NO**

I certify that the information provided above represents my professional judgement and is true and correct to the best of my knowledge.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**Print Name:** \_\_\_\_\_ **State License #:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_ **City, State, Zip:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Instructions for Physicians:**

**\*Please also provide a brief summary on practice letterhead the need for accommodations to access to attach to this document.**