



State of Vermont  
**Hazard Mitigation Grant Program**  
*Project Application*



	FEMA- DR-	VT	Date Submitted to VEM:	
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<b>Part 1:</b>	<b>Applicant Information</b>
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<b>Applicant Name:</b> <i>(Eligible Applicant i.e. local government, state agency, non-profit)</i>	Town of Richmond
<b>County:</b>	Chittenden County
<b>Project Title:</b>	Home Elevation in FEMA Special Flood Hazard Area

<b>Primary Contact Information</b>
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<b>Name:</b>	Mary Andes		
<b>Title:</b>	Home Owner		
<b>Organization:</b>			
<b>Mailing Address:</b>	P.O. Box 1551 Burlington, VT 05402		
<b>Work Phone Number:</b>	(802) 828-4879	<b>Fax Number</b>	
<b>Email</b>	<a href="mailto:mary.andes@vermont.gov">mary.andes@vermont.gov</a>		

<b>Secondary Contact Information</b>
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<b>Name:</b>	Josh Arneson		
<b>Title:</b>	Town Manager, Town of Richmond		
<b>Organization:</b>	Town of Richmond, Vermont		
<b>Mailing Address:</b>	P.O. Box 285 Richmond, VT 05477		
<b>Work Phone Number:</b>	(802) 434-5170	<b>Fax Number</b>	(802) 329-2011
<b>Email</b>	<a href="mailto:jameson@richmondvt.gov">jameson@richmondvt.gov</a>		

<b>Fiscal Agent Contact Information</b>
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<b>Name:</b>	Connie Bona		
<b>Title:</b>	Finance Director		
<b>Organization:</b>	Town of Richmond, Vermont		
<b>Mailing Address:</b>	P.O. Box 285 Richmond, VT 05477		
<b>Work Phone Number:</b>	(802) 434-2221	<b>Fax Number</b>	(802) 329-2011
<b>Email</b>	<a href="mailto:cbona@richmondvt.gov">cbona@richmondvt.gov</a>		

<b>Federal Tax ID #</b>	<b>DUNS #</b>	<b>Fiscal Year (Start-End)</b>	
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<b>Part 2:</b>	<b>Local Plan Compliance</b>
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<b>Do you have a current Local Emergency Operations Plan on file with your Regional Planning Commission?</b> If you are unsure, you can find out here under ERAF Summary Sheet: <a href="http://floodready.vermont.gov/assessment/community_reports">http://floodready.vermont.gov/assessment/community_reports</a>	<input checked="" type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>
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<b>Has the municipality adopted bylaws to accomplish any or all of the following:</b> (not required)	1. Limit new encroachments in Flood Hazard Areas?	<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>
	2. Limit new encroachments in River Corridors?	<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>
	3. Adopt regulations to reduce vulnerability to other natural (non-flood) hazards?	<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>

Does Town Have a Currently Approved Local Hazard Mitigation Plan (LHMP)?					<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>If Yes:</b>			<b>If No:</b>			
<b>Name of Local Hazard Mitigation Plan:</b> <i>(Regional, County or Town)</i>		Town Commits to Securing a FEMA-Approved LHMP Within 12 Months of HMGP Submittal to FEMA.			<input type="checkbox"/> Yes	
<b>Is Project Supported by LHMP?</b>						
<b>Has the municipality taken any other measures to reduce vulnerability? (e.g. adopt regulations to reduce vulnerability to other natural hazards, studied the site, etc.)</b>						
<b>Part 3:</b>		<b>Problem Description</b>				
<b>Problem Statement:</b> <i>(What's Happening?)</i> <i>NOTE: Include description of prior actions taken to remedy, study, or alleviate the problem, and their results.</i>		<p>This is a Home Elevation Project to elevate a Richmond Home in the Special Flood Hazard Area, FEMA Flood Zone AE, so that so that its lowest floor is 3-4 feet above the BFE. Currently, this house is one foot below Base Flood Elevation. At a minimum, elevation standards indicate that the house needs to be elevated a minimum of 2 feet above the Base Flood Level, which in this case is, at least 3 feet higher than the current elevation of the house.</p> <p>Every other house in the neighborhood has been elevated using a similar approach including house next door which was elevated last year (Town of Richmond DRB Approved 2018-053 for Conditional Use Review to raise a principal structure in the Special Flood Hazard Area at Parcel ID# JM0098, located at 98 Jones Mill Rd, Richmond, located 21 within the Commercial (C) Zoning District.).</p> <p>The cost of flood insurance is cost prohibitive for anyone to be able to continue to keep the house going as a healthy, affordable single family home in Chittenden County.</p>				
<b>Location of Project:</b>		Latitude:	44.384472	Longitude:	72.936944	<i>(in decimals)</i>
History of Damages						
Date	Event	Description of Direct Damages	Description of Indirect Damages		Cost of Damage	
		Since this structure is located in the FEMA Special Flood Hazard Area, (SFHA), and the total costs are less than \$175,000, this HMGP application does not require a full BCA.				
					<b>Total Damage</b>	\$0.00
<b>Part 4:</b>		<b>Project Objective</b>				
<b>Project Objective</b> <i>(What will your project fix and how?)</i>		Home Elevation. The objective to elevate a Richmond Home in the Special Flood Hazard Area, FEMA Flood Zone AE, so that so that its lowest floor is 3-4 feet above the BFE. Currently, this house is one foot below Base Flood Elevation. At a minimum, elevation standards indicate that the house needs to be elevated a minimum of 2 feet above the Base Flood Level, which in this case is, at least 3 feet higher than the current elevation of the house.				

Part 5:58:58C5557:		<b>Analysis of Alternative Solutions</b>	
<b>Alternative Solutions</b>			
<b>Alternative Solution</b>	<b>Brief Title</b>	<b>Description of Alternative</b>	
1 (Preferred Alternative)			
2 (alternate solution)			
3	<b>No Action</b>	<b>No Action</b>	
<i>Please attach supporting documentation for alternatives analysis, if available</i>			
<b>Preferred Alternative</b>			
<b>Preferred Alternative:</b>			
<b>Justification:</b>			
<b>Part 6:</b>		<b>Project Description (for the Preferred Alternative)</b>	
<b>Project Description</b> (Include project specifications: addresses, culvert dimensions, generator specs, etc.)	<p>This is a small house that was moved previously, when highway Route 89 was installed. The subgrade area (basement) will be eliminated and the foundation will be reconstructed such as a slab with footings and an unfinished crawlspace, which will be vented. New footings will need poured; the house does not currently have a concrete slab. This is a simple approach outlined in FEMA's guidelines, such as those outlined in FEMA P-312, Homeowner's Guide to Retrofitting 3rd Edition (2014). In eliminating the sub grade area, an unfinished crawlspace will be left, which will be vented. Everything below the first living floor will be unfinished.</p> <p>All of the core mechanical utilities in the basement are in good/excellent condition and will not be replaced unless required by code, including the York furnace, the Rinnai tankless hot water heater, the washer/dryer, and any parts of the plumbing and electrical panel that can be used. However, since the utilities have a physical mass and take up space, the footprint of the house will be expanded by a minimal amount, less than 25% in order to provide physical space for the utilities that will need to be lifted up from the basement to the first floor. All current code requirements (Vermont building code and the International Mechanical codes ) including minimum space requirements for properly and safely re-locating all sections of the utilities, including vents will be followed.</p>		
<b>Expected Life of Project</b> ( <a href="#">Please click here for this number - on last page of document</a> )	Permanent		
<b>Project Timeline (for the Preferred Alternative)</b>			
<b>Task Description</b> (Describe the individual tasks that will be completed)		<b>Weeks to Complete</b>	
Project Development, drawings, utility design, Engineering		8	Weeks
Project Mobilization		8	Weeks
Project Construction		8	Weeks
Project Demobilization and Final Elevation certificate		8	Weeks
			Weeks
			Weeks
			Weeks
<b>Total Time Planned for Completion of Project</b>		<b>32</b>	<b>Total Weeks</b>

Part 7:	Additional Application Documentation Checklist		
Required Application Forms (Attach with Application)			
<a href="#">Click here to access forms</a> Name of Form	Project Type (Only forms with check boxes are required)		
	Planning & 5% Projects	Infrastructure Projects	Acquisition/Demo Projects
Historic Preservation Project Review Cover Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assurances and Certifications, Form 20-16 A, B, C	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25% Match Commitment Letter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Detailed Narrative Scope of Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintenance Agreement	N/A	<input type="checkbox"/>	<input type="checkbox"/>
Digital Photos of Project Site	N/A	<input type="checkbox"/>	<input type="checkbox"/>
Tax/Lister Card of Buildings in Project (Showing Year Built)	N/A	<input type="checkbox"/>	<input type="checkbox"/>
FEMA Model Statement of Assurances	N/A	N/A	<input type="checkbox"/>
FEMA Declaration and Release Form	N/A	N/A	<input type="checkbox"/>
Statement of Voluntary Participation	N/A	N/A	<input type="checkbox"/>
Hazardous Materials Survey	N/A	N/A	<input type="checkbox"/>
Duplication of Benefits Affidavit	N/A	N/A	<input type="checkbox"/>
FEMA Model Deed Restriction	N/A	N/A	<input type="checkbox"/>
<b>Maps:</b> (Clearly Mark Project Location & Identify Adjacent Roads and Bodies of Water)			
Local General Highway Map	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flood Insurance Rate Map (FIRM) with panel number	N/A	<input type="checkbox"/>	<input type="checkbox"/>
Topographic Map	N/A	<input type="checkbox"/>	<input type="checkbox"/>
Parcel Map	N/A	N/A	<input type="checkbox"/>

Cost Effectiveness						
	Project Type (Only forms with check boxes are required)					
	Planning & 5% Projects	Infrastructure Projects	Elevation with BCA Exemption: Project is in SFHA and Costs Less Than \$175,000	Acquisition with BCA	Acquisitions with BCA Exemption: Substantial Damage	Acquisitions with BCA Exemption: Project is in SFHA and Costs Less Than \$276,000
Name of Form		Infrastructure Project with BCA				
Benefit-Cost Analysis (BCA), with Supporting Documentation, and BCA Memo (explaining assumptions made and data used)	N/A	<input type="checkbox"/>	N/A	<input type="checkbox"/>	N/A	N/A
Substantial Damage Letter	N/A	N/A	N/A	N/A	<input type="checkbox"/>	N/A
Budget Showing Total Project Costs Less Than \$175,000 (Elevation)/\$276,000 (Acquisition)	N/A	N/A	<input checked="" type="checkbox"/>	N/A	N/A	<input type="checkbox"/>
FIRM Showing Project is in SFHA	N/A	N/A	THIS <input type="checkbox"/>	N/A	<input type="checkbox"/>	THIS <input type="checkbox"/>
Elevation Data Showing FFE is near or below BFE	N/A	N/A	OR THIS <input type="checkbox"/>	N/A	N/A	OR THIS <input type="checkbox"/>
A narrative description of the project's cost effectiveness in lieu of a conventional benefit-cost analysis.	<input type="checkbox"/>	N/A	N/A	N/A	N/A	N/A
A brief explanation of whether there is a reasonable expectation that future damage or loss of life and injury will be significantly reduced or prevented by the activity.	<input type="checkbox"/>	N/A	N/A	N/A	N/A	N/A
Supporting Documentation (Only Include if Applicable to Project)						
<input type="checkbox"/>	<b>Site Plan</b>					
<input type="checkbox"/>	<b>Engineering Information to Support Project Design</b> (Hydrology and Hydraulics Analysis, Project Design Description, etc.)					
<input type="checkbox"/>	<b>Project Plan</b> (Informal But Detailed Project Drawings, Engineering Drawings, etc.)					
<input checked="" type="checkbox"/>	<b>Elevation Certificate</b>					
<input type="checkbox"/>	<b>Endorsement of Project Design From the Local VTrans District Technician or ANR Stream Alteration Engineer</b>					
<input type="checkbox"/>	<b>Confirmation From the Local ANR Stream Alteration Engineer or ANR Floodplain Manager that the Proposed Project Conforms to No Adverse Impact Standards in the State Flood Hazard Area &amp; River Corridor Rule and the State Stream Alteration Rule</b>					
<input type="checkbox"/>	<b>Letter(s) of Support</b> (Not Required)					

**Part 8:**

**Project Costs (for the Preferred Alternative)**

**Project Costs for Preferred Alternative**

Elevation, Buyout & Public Infrastructure Applications: Attach a professional estimate to support any contracted cost figures in your budget

Item	Category (drop-down)	Unit Qty.	Unit Measurement	Unit Cost	Cost Estimate
Engineering Services	Contractual	1		7000	\$7,000.00
Mobilization	Equipment	1		50400	\$50,400.00
Construction Work	Contractual	1		91960.47	\$91,960.47
Post Construction Elevation Certificate	Contractual	1		700	\$700.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
<b>Total Project Cost</b>					<b>\$150,060.47</b>

**Summary of Project Costs**

<b>A</b>		<b>Total Project Costs</b>		<b>\$150,060.47</b>
<b>B</b>		<b>FEMA Share (75% of Line A)</b>		<b>\$112,545.35</b>
<b>C</b>		<b>Local Share (25% of Line A)</b>		<b>\$37,515.12</b>

Identify source of local non-federal match:

*Please note, if this project is awarded, the subgrantee will be required to submit monthly financial and quarterly programmatic reports*

**Part 9:****Authorized Signature**

I certify that I am the authorized agent for the applicant and have responsibility for the development and completion of this application and all the information contained herein is true and accurate.

*Authorized Agent's Signature / Title*

*Date*

Please submit a copy of the application in both hard copy (color preferred) and a scanned version in Adobe PDF to:

Lauren Oates, State Hazard Mitigation Officer

Vermont Division of Emergency Management & Homeland Security

45 State Drive

Waterbury, VT 05671

[lauren.oates@vermont.gov](mailto:lauren.oates@vermont.gov)