



# CITY OF HOUSTON

Floodplain Management Office  
Department of Public Works and Engineering  
1002 Washington Avenue, 3<sup>rd</sup> floor, Houston, Texas 77002  
(832) 394.8854 or fmo@houstontx.gov

## 2016 Flood Mitigation Assistance Grant Program Checklist

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*The City of Houston, in partnership with the Texas Water Development Board, is applying for a FEMA Flood Mitigation Assistance (FMA) Grant Program. Through this grant program, FEMA can provide funding to assist with the cost of elevation of flood prone homes, with highest priority to Severe Repetitive Loss properties, Repetitive Loss properties and properties damaged in the 2015 Memorial Day, 2015 Halloween or 2016 Tax Day flood events. **To be eligible for inclusion in this upcoming application you must have a current National Flood Insurance Program policy.** The grant program is voluntary and not guaranteed for funding. A participating property owner may withdraw at any stage prior to the initiation of the elevation project.*

*Please check all that apply to your property. This property was damaged in:*

- 2015 Memorial Day Flood       2015 Halloween Flood Event       2016 Tax Day Flood Event

### **Property and Owner Contact Information:**

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

Owner(s) Name(s): \_\_\_\_\_

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

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

Phone Number: (        ) \_\_\_\_\_ - \_\_\_\_\_

### **Checklist of Required Documents:**

(Please verify that all documents are legible):

- Notice of Voluntary Interest (See Attached)
- Proof of Current NFIP Flood Insurance Coverage
- Color photos of each of the four sides of the house
- Elevation Certificate (If unavailable, the City will gather the needed information)
- Sketch of property with footprint of house, with dimensions
- Flood Loss History (Optional, but additional information is very beneficial)

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**Please note that all required documents must be submitted before 5pm on Friday, May 6, 2016 to be considered for inclusion in the grant application. Ensure that all required documents are attached before you submit. Incomplete submittals may not be included in the grant application.**

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For Office Use

Date Document Received:

Received By:

Date Entered:

Enter By:



**CITY OF HOUSTON**  
Public Works and Engineering Department

**Sylvester Turner**  
Mayor

Dale A. Rudick, P.E.  
Director  
P.O. Box 1562  
Houston, Texas 77251-1562

www.houstontx.gov

## Notice of Voluntary Interest

### 2016 City of Houston Flood Mitigation Assistance Grant Program Homeowner Interest Sign-up Sheet and Voluntary Interest Notice

Please complete this form if you are interested in exploring further your options for reducing your flood losses.  
Signing this does not commit you to any action.

Please circle one

**Tenant Occupied -or- Owner Occupied**

Owner(s) Name(s): \_\_\_\_\_

Contact Telephone Number: (     ) \_\_\_\_\_ - \_\_\_\_\_

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

Owners(s) Mailing Address: \_\_\_\_\_

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

Number of residents living in home: \_\_\_\_\_

Number of residents in home with full time jobs: \_\_\_\_\_

Number of individuals residing in the home who are disabled: \_\_\_\_\_

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**The local government is required by FEMA to inform you that your participation in this project is voluntary.**

Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

Owner Signature \_\_\_\_\_ Date \_\_\_\_\_



# *Flood Mitigation Assistance Grant Program*

## ***Submittal Information***

Interested homeowners can submit required documents the following ways:

Online: [http://popms.houstontx.gov/fema\\_hmgrp/OwnerApplication/Application](http://popms.houstontx.gov/fema_hmgrp/OwnerApplication/Application) or [www.houstonrecovers.org](http://www.houstonrecovers.org) > Rebuilding/Repair

In Person: **City Of Houston Floodplain Management Office**  
1002 Washington Ave Houston, TX 77002  
Monday – Friday 8am –5 pm

Via US Mail **City Of Houston Floodplain Management Office**  
1002 Washington Ave., 3<sup>rd</sup> Floor Houston TX, 77002  
Monday – Friday 8am –5pm

Via fax: 832.395.9618 > Attention FMO > HMGP GRANT

Via email: Floodplain Management Office > [fmo@houstontx.gov](mailto:fmo@houstontx.gov)

NOTE: TO HAVE AN OPPORTUNITY TO BE INCLUDED IN THE CITY'S GRANT APPLICATION INTERESTED HOMEOWNERS MUST SUBMIT THE REQUIRED DOCUMENTS BY FRIDAY, MAY 6<sup>th</sup> AT 5PM.