

Instructions for Completing the East Baton Rouge Parish Model Acknowledgement of Conditions Form

- According to the Federal Emergency Management Agency (FEMA) participation in Federally-funded programs require Homeowners to maintain flood insurance as well as maintain all structures above the flood plain management criteria.
- It is required in order to participate in the program or be submitted in the application that Homeowners sign the Model Acknowledgement of Conditions form agreeing to its terms and conditions.
- For application purposes only, this form **does not** need to be notarized.
- **Please only complete the following items:**
 - Property Owner: Name of first property owner on mortgage/deed.
 - Street Address/City/State/Zip: Of property being acquired/elevated.
 - SECOND PAGE: Only sign above the line "Signature of Property Owner". This must be the signature of the Property Owner listed on the first page.
- **DO NOT** complete the following items:
 - Deed dated
 - Recorded
 - Tax Map
 - Block
 - Parcel
 - Base Flood Elevation at the site
 - Map Panel Number
 - Effective Date
- The remaining information will be completed by East Baton Rouge Parish officials.
- Please **do not** have this form notarized. Official notarized forms will not be completed until approval of each individual project at which time you will be notified.

- Original Form must be mailed or delivered to: MOHSEP, 3773 Harding Blvd, Baton Rouge, LA 70807, ATTN: Hazard Mitigation or emailed to MOHSEPHM@brla.gov.

- If you have any questions, you may contact our office at (225) 389-2100 or MOHSEPHM@brla.gov.

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

**Hazard Mitigation Grant Program (HMGP) /
Flood Mitigation Assistance (FMA)**

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 City of Baton Rouge / Parish of East Baton Rouge 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 Baton Rouge / Parish of East Baton Rouge 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 City of Baton Rouge / Parish of East Baton Rouge will legally record with the parish 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 Baton Rouge / Parish of East Baton Rouge 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 City of Baton Rouge / Parish of East Baton Rouge _____

A _____ municipal corporation

By: _____
[Name, Title]

of the City of Baton Rouge / Parish of East Baton Rouge _____ &

[Signature of Property Owner]

WITNESSED BY:

[Name of Witness]

[SEAL]
Notary Public