

HMGP Elevation Program -- Homeowner Reimbursement Expense Form for Eligible Expenses

Owner Name:	
Property Address:	
County:	Municipality:
HMGP Grant Number:	Submission Date:

This itemized expense form is for the applicant to **document their eligible expenses only** for reimbursement. (Please see the attached form which identifies the eligible expenses that are reimbursable and ineligible expenses that are not.) The fields below should reflect any eligible elevation related expenses. The applicant shall number and include, in date order, all paid invoices and receipts with proof of payment. Please complete all 4 pages. Reimbursement requests must:

- 1) Use this Form
- 2) Follow the specified instructions
- 3) Enter information by the 4 elevation Phases
- 4) Organize and label your receipts by Phase (for example, "Elevation Construction Phase"), and then number the receipts chronologically (1 → ?) for all your expenses for that Phase by receipt date.
- 5) Please record your name and HMGP grant number on each page.
- 6) Please be sure to include your contractor's registration or license number adjacent to their name.

Submission requests will be returned to the applicant if they do not follow this format or instructions, deviate from the categorized phases, or fail to organize and attach all required documentation to this form.

PRE-OBLIGATION PHASE EXPENSES: Cost incurred and paid for by you between 10/30/2012 and the date of your FEMA obligation							
Examples of <u>Pre-Obligation</u> Activities: <ul style="list-style-type: none"> Engineering services for design, structural feasibility analysis, and cost estimate preparation Cost of surveying and soil sampling Utility and Construction permits 	Receipt/ Invoice Date	Merchant/Service Provider	Contractor's Registration or License Number	Amount Claimed	Payment Date (when expense was paid)	Type of Payment – Record: Check (K) Credit Card (CC) Bank Statement (B) Cash (S)	Receipt Number
				\$			
				\$			
				\$			
				\$			
				\$			
				\$			
				\$			
				\$			
				\$			
				\$			
				\$			
Total Pre-Obligation Costs:				\$			

NAME: HMGP#:		POST OBLIGATION – PRE CONSTRUCTION PHASE EXPENSES						
Expenses incurred and paid for by you AFTER the date of your FEMA obligation AND before construction								
Examples of <u>Post Obligation-Pre Construction Activities</u> : • Engineering services for design, structural feasibility analysis, and cost estimate preparation • Cost of surveying and soil sampling • Utility and Construction permits • Site preparation	Receipt/ Invoice Date	Merchant/Service Provider	Contractor's Registration or License Number	Amount Claimed	Payment Date (when expense was paid)	Type of Payment – Record: Check (K) Credit Card (CC) Bank Statement (B) Cash (S)	Receipt number	
					\$			
					\$			
					\$			
					\$			
					\$			
					\$			
					\$			
					\$			
					\$			
					\$			
					\$			
					\$			
					\$			
					\$			
					\$			
					\$			
					\$			
					\$			
	Total Post Obligation--Pre Construction Costs:				\$			

[illegible]

NAME: HMGP #:		EXPENSES NOT IDENTIFIED ABOVE						
Record your additional expenses here and their Phase (i.e.Construction, etc.):	Receipt/ Invoice Date	Merchant/Service Provider	Contractor's Registration or License Number	Amount Claimed	Payment Date (when expense was paid)	Type of Payment – Record: Check (K) Credit Card (CC) Bank Statement (B) Cash (S)	Receipt Number	
				\$				
				\$				
				\$				
				\$				
				\$				
				\$				
				\$				
				\$				
				\$				
				\$				
				\$				
				\$				
				\$				
				\$				
				\$				
				\$				
				\$				
	Total Expenses on this page:				\$			
	NOTES/COMMENTS FOR HMGP STAFF:							