



SANTA ROSA COUNTY BOARD OF COMMISSIONERS

Santa Rosa Administrative Offices
6495 Caroline Street, Suite M
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February 15, 2016

Reference: Drainage/Flooding Issues

Dear Homeowner/Renter:

Santa Rosa County intends to develop and submit a grant application for federal funds from the Federal Emergency Management Agency (FEMA) for the purpose of improving drainage features in your area to minimize structural, driveway, roadway and yard flooding during rain events. In order to assist us with this application, we need information from you regarding all prior flooding experiences you may have encountered.

Attached is a form that we need for you to fill out to help us document your flooding experiences. You may e-mail, fax, or mail this information back to the County. We ask that you submit the form and any other available documentation to us as soon as possible in order to meet grant application deadlines. Even if you have not experienced flooding, a response is appreciated.

In the event that the grant application is approved, we will contact you with further details at a later date.

Santa Rosa County will not be able to successfully secure the referenced grant funds without your assistance. Your input is crucial as FEMA requires that claimed damages be validated by resident's input, photographs, receipts, etc. Please note, if the property referenced above is currently rented, we would like the form completed by both the property owner *and* renter.

The County appreciates your efforts assisting us with this request and apologizes for the short notice.

If you have any questions regarding this matter, please contact Erica Grancagnolo at (850) 981-2019 or via e-mail at ericag@santarosa.fl.gov.

Thank you,

A handwritten signature in blue ink, appearing to read "Erica Grancagnolo".

Erica Grancagnolo
Grants Manager

Flooding Questionnaire

Full Name: _____

Contact Phone Number & e-mail: _____

Affected Property Address: _____

Do you own this property or rent? Own _____ Rent _____ (Please check one)

Have you ever experienced flooding **inside** your structure (garage or inside home)? Yes _____ No _____

If you have experienced garage flooding, is your garage attached to your home? Yes _____ No _____

Do you have **photographs** that depict your losses due to flooding? Yes _____ No _____
 (this is very important!)

Please provide details on flooding **inside** your structure (to include dates, depth of flooding inside structure, how long flooded, if you were temporary displaced from your home, indicate lodging and other expenses incurred while your home was being repaired, etc.), value of damages, and indicate if the reported losses were insured. Please use additional sheets, if necessary:

Structural Flooding (specify Home interior, Garage or both)	<u>Specific Date(s)</u> <small>(this is very important! Please provide month & year as a minimum)</small>	Flooding Depth (in or ft)	Flooding Length (hrs or days)	Expenses Incurred (lodging, repairs)
<i>Example (Home Interior Flooding)</i>	<i>5/5/2009</i>	<i>6 inches</i>	<i>3 days</i>	<i>30 days in a hotel (\$3,000) \$56,000 in repairs (insured)</i>

If you have documentation to support the information reported in this survey, such as photographs, damage claims, receipts, etc., please provide copies with this survey. Electronic images of flooding or damages are preferred, if available. Please email to ericag@santarosa.fl.gov.

Also, if you have an Elevation Certificate or a property/ boundary survey of your property, please send a copy to the County.

Lastly, if you had losses that were insured, please send any supporting documentation to the County indicating the dollar amount in damages sustained to each insured flooded structure.

Please return this survey and all supporting documentation to the County as quickly as possible. The County has a very tight schedule to submit drainage improvements for your area for FEMA funding.

Mail or Deliver to: Santa Rosa County Grants
6495 Caroline Street, Suite H
Milton, FL 32570

Email: ericag@santarosa.fl.gov
Phone: 850-981-2019
Fax: 850-981-2003

The documentation of damages incurred as a result of all prior rain events/disasters will be critical for the successful request for grant funding from FEMA that Santa Rosa County is looking to secure.

Federal funding would assist the County with the implementation costs of drainage improvements within the affected areas.

Without your help, the funding request effort would be in vain.

Your assistance is most appreciated.