

Foundation Flood Openings Process Flow/Sequence and Tracking Checklist

Step 1 -- Property Owner grants permission for Contractors to access property and prepare bids.

- → Flood Authority or Local Jurisdiction provides interested parties with Flood Authority Form No. 1-2015.
- → Interested Property Owners return completed Form No. 1-2015 to Local Jurisdiction and Flood Authority staff.
- → Note1: If property is a rental property then Property Owner must secure renter's signature before returning Flood Authority Form No. 1-2015.

(date completed)

Step 2 -- Contractors prepare bids for Flood Authority (and bid review team) consideration.

- → Flood Authority staff request contracting pool prepare bids on requesting properties and return completed Flood Authority Form No. 2-2015 to Flood Authority staff.
- → Flood Authority staff (and bid review team) review bids and announce Prevailing Contractor on basis of price and schedule.
- → Note2: Contractor bids must detail cost and schedule to (a) install flood openings sufficient for a NFIP-compliant foundation and (b) generate a positive FEMA elevation certificate.
- → Note3: "Positive FEMA elevation certificate" means the floor of the crawlspace is no lower than 2 feet below the LAG and the top of the next higher floor is no higher than 5 feet above the crawlspace.

(date completed)

Step 3 -- Property Owner grants permission for Prevailing Contractor to access property and install foundation flood openings.

- → Flood Authority staff provide Property Owner with Flood Authority Form No. 3-2015.
- ightarrow Property Owner returns completed Form No. 3-2015 to Local Jurisdiction and Flood Authority staff.

(date completed)

Step 4 -- Flood Authority staff (and RCO) issue task/work order to Prevailing Contractor.

- → Flood Authority staff (and RCO) provide Prevailing Contractor with task/work order.
- → Contractor signs and returns to Flood Authority staff (and RCO).

(date completed)

Step 5 -- Contractor provides Property Owner with "Contractor's Disclosure."

- → Contractor provides Property Owner with signed and dated Contractor's lien disclosure as required by RCW 18.27.114.
- ightarrow Contractor provides copy of signed and dated Contractor's lien disclosure to Flood Authority staff.

(date completed)

Step 6 -- Contractor secures necessary building and construction permits.

- → Contractor secures necessary building and construction permits.
- → Contractor notifies Flood Authority staff of issuance date for building and construction permits.

(date completed)

Step 7 -- Contractor installs foundation flood openings consistent with bid provided and task/work order issued.

- \rightarrow Contractor installs foundation flood openings consistent with bid provided and task/work order issued.
- ightarrow Contractor schedules/coordinates with Property Owner (and property resident) before and during installation.

(date completed)

Step 8 -- Contractor secures FEMA elevation certificate as required.

- ightarrow Contractor secures FEMA elevation certificate demonstrating a FEMA compliant foundation.
- → Contractor provides positive FEMA elevation certificate to Property Owner and Local Jurisdiction.

(date completed)

Step 9 -- Local jurisdiction provides final inspection for FEMA compliant foundation and positive FEMA elevation certificate.

- → Local Jurisdiction provides final inspection of Contractor's work and FEMA elevation certificate.
- ightarrow If both acceptable, Contractor provides Flood Authority staff with notification of such.

(date completed)

Step 10 -- Property Owner provides final acceptance.

ightarrow Property Owner provides Flood Authority staff with Flood Authority Form No. 4-2015.

(date completed)

Step 11 -- Flood Authority notifies RCO and Contractor work is complete and eligible for invoicing.

ightarrow Flood Authority staff notify RCO and Contractor that project has been satisfactorily completed/approved and Contractor can invoice RCO consistent with project task/work order.

(date completed)

Step 12 -- Contractor invoices RCO.

→ Contractor invoices RCO and notifies Flood Authority staff.

(date completed)

(date completed)

Step 13 -- RCO pays Contractor's invoice.

→ RCO pays Contractor's invoice and notifies Flood Authority staff.

Property Owner

Contractor

Flood Authority

(Local Jurisdiction)

RCO

(Last Updated: 3/05/2015)