

ENCLOSURES LIST

Read This First

Listed below are all the enclosures contained in this package. Please read them in this order, it will help you have a clearer understanding of the CDBG-DR Buyout Program (Buyout) process. This process may seem overwhelming but we have worked hard to update all of our materials to make it less confusing and as easy as possible. A "GUIDE" has been prepared and is included, first for your understanding of the CDBG-DR Buyout Program (Buyout) itself, and secondly, the actual application & instructions, and thirdly, all the attendant information and additional documentation, needed by you to be able to prepare a great application.

Time consuming? Yes, but you should be able to complete it without too much difficulty. A property spreadsheet is included to capture all pertinent property information. We have designed this spreadsheet to organize the list of information we need in order to review each of the properties. It will ultimately save you time. We suggest you do the following as soon as you receive this application packet, so that you will understand what the application entails and what your time commitment will be.

1. **FIRST put all forms in order as listed below**
2. **READ through the entire package in the order given – Get familiar with each form**
3. **LIST any questions you have**
4. **REVISIT those sections on which you have questions – if your questions are still not answered call your contact listed in the cover letter**
5. **READ the GUIDE**
6. **THEN start filling out your application (working on a copy) by using the "General Instructions"**
7. **ATTACH all requested information & documentation**
8. **THEN – Initial each completed item on the "Special Attention Checklist"**
9. **FINALLY you have a fully completed application, almost ready to submit BEFORE MAILING – GO TO and FOLLOW THE LAST PAGE OF YOUR "GUIDE"**

Make a copy for your records and submit your entire application package with documentation. (Paper original & digital copy)

If at any point in this process you still have questions—CALL—this will save you frustration, AND will help you submit a complete, eligible, and approvable application. Incomplete applications WILL be returned

Order of Enclosures in this package:

1. Cover Letter (Contains your deadline)
2. Enclosure List (Form 1; this form)
3. CDBG-DR Program Application Guide (Form 2)
4. Designation of Program Agent Resolution (Form 3)
5. Voluntary Participation Agreement (Form 7)
6. Eminent Domain Waiver Letter for Subrecipient
7. Maintenance Agreement Certification Letter (Form 5)
8. Grant Program Application (Form 6)
9. NEPA Letters (State will do letters to PENNDOT & Corps of Engineers, CDBG-DR Environmental & Historical Letters)
10. Statement of Voluntary Participation (Form 26)
11. Residential Damage Calculation Form (must have substantial damage estimator documentation) (Form 8)
12. Hazardous Material Survey (Form 9)
13. Glossary (explains terms you may not be familiar with) (Form 10)
14. "Special Attention Checklist" of all components you need to include, initial each at completion **BEFORE** submitting (Form 11)

As you complete this revamped package, if you have a suggestion that would make it clearer, simpler, or easier, please let us know.

CDBG-DR Buyout Program Staff