



pennsylvania

EMERGENCY MANAGEMENT AGENCY

Pennsylvania Emergency Management Agency CDBG-DR Buyout Program

SPECIAL ATTENTION CHECKLIST

The following checklist is a listing of **REQUIRED Data** that must be included in your application in order for it to be reviewed for funding.

If any of the above data is not included, or sections of the application are incomplete, or the information is not accurately recorded, the application will be returned to you. A copy of our initial "compliance review" showing the missing items will be attached. Do not let this happen, you may miss the deadline.

Return this checklist with your application after first initialing each item contained in this package with your application. This should help you so that your application package is complete and you meet the deadline.

Administrative Requirements:

- ___ Cover letter from the applicant, signed by the designated Applicant's Agent, transferring the application to PEMA.
- ___ Acquisition projects **MUST** also include in that letter all property addresses, identifying those 50 yrs & older.
- ___ Designation of Agent Form – Completed, signed & attached.
- ___ Designate a unique project name (i.e., County, municipality, neighborhood or street and project type).
- ___ Example (Oak County, Ross Twp, North Street Acquisition) (see application instructions).
- ___ Clearly identify the number of properties affected.
- ___ Directions to municipal building AND each property.
- ___ Copy of Maintenance Agreement Certification Signed on letterhead (Acquisition projects).

Budgetary/Financial Documentation:

- ___ Attach a detailed and completed cost summary chart for each structure included in the application.
- ___ NEW – Project management costs.
- ___ The "master budget" requested in the application should be a compilation of all costs from ENTIRE project.
- ___ Text explaining each line item, giving as much detail as possible especially Project Management costs.
- ___ Cost for future maintenance and who will be responsible.
- ___ Copy of each Appraisal.
- ___ NEPA Letters (See Folder on CD) – *Letters are required but **PEMA and FEMA will collect the needed letters.***

Supporting Documentation:

- ___ Focus on the need for frequency and damage information (i.e., # of times events like this have occurred).
- ___ Work Schedule – all steps listed.
- ___ A FIRM (Federal Insurance Rate Map) of the area, showing the properties locations marked on the map. (location as exact as possible)
- ___ Other pertinent maps (PLAT, Parcel, Topography, Quad).
- ___ Pictures (preferably digital) that show all four sides of each structure (1 photo per side), marked. Structure as well as "streetscape" including address and municipality on each (See "Photos" in GUIDE).
- ___ Latitude and Longitude (Digital) **ALL** Projects.
- ___ Hazardous Materials Survey Form – one for each property, completed and signed by property owner.
- ___ Letter "Local Compliance Review" attached (see sample adverse letter).
- ___ **Accurately completed** ALL property information on attached spreadsheet. Not leaving any blank spaces.

Each property included in the project must have the following information included on spreadsheet provided:

- First (inhabitable) Floor Elevation (FFE) _____
(See "Elevations" in GUIDE & Elevation Certificate Instructions)
- Latitude and Longitude (Digital) of EACH targeted structure in the project _____
(See General Instructions, GUIDE & Glossary)
- Base Flood Elevation (BFE) for the immediate area of the structure _____
- Stream Flow Data for the closest waterway, at the point nearest each Structure, for the 10 year, 50 year, 100 year, and 500 year flood levels _____
- Type of Structure _____
- Number of **ABOVE GROUND LEVEL** floors _____
- Total Living Area in Square Feet in **ABOVE GROUND LEVEL** floors _____
- Square footage of all porches, decks, integral garage, finished basement space _____
- Construction date of structure _____
- Homeowner Occupied, Secondary or Rental Property _____
- Appraised Value of Structure (FMV) Fair market value _____

___ **ENTIRE** spreadsheet is fully completed with all information – NO Blanks

Additional Documentation – Acquisition & Relocation Projects

- ___ VPA (Voluntary Participation Agreement) signed and completed form for each submitted PROPERTY.
- ___ Substantially Damaged Calculation Form – 1 per substantially damaged property, if applicable.
- ___ Hazardous Materials Survey from each property.

Compliance Assurances

- ___ Complying with all Federal, State and Local Laws & Regulations (Codes letter on Letterhead).
- ___ NFIP – Community participant in good standing.
- ___ Community ID number.
- ___ Identified which goals/actions project met (State, County, Local Goals).
- ___ Project is identified in plan documentation.
- ___ Applicant Agent signed certifying true, correct and complete.

Project Specific Addendum Information (if applicable only)

- ___ Addendum 1: Phased Projects
- ___ Addendum 2: Acquisitions

___ APPLICATION is **COMPLETE** and have **ALL** Sections.

MAIL TO: Pennsylvania Emergency Management Agency
Office of the State Fire Commissioner
1310 Elmerton Avenue
Harrisburg, PA 17110

Since this is your original, you may want to be safe and mail it certified, return receipt requested.

Should you have any questions, contact PEMA at RA-Shazmitoff@pa.gov.