

**PA CDBG-DR BUYOUT PROGRAM  
ADDENDUM 1: ACQUISITIONS**

**Please complete all paperwork for your acquisition project. Any missing information and the entire application will be returned and it may become ineligible.**

**Also need one per deeded property: Properties Spreadsheet, VPA, Historical Property Evaluation, Substantial Damage Form & Hazardous Material Survey Forms.**

**To attach these forms to Application – Clip together by Address (i.e., 23 Oak St-VPA, Appraisal, Elevation Certificate, Substantially Damage Form (if needed), & Hazardous Material Form)**

**PROJECT WORK SCHEDULE – Application IX, Page 7**

Please adjust to your individual project, not all steps may be used or you may have different ones. It also depends how large your project is, for the length of time needed for each step (i.e., 1 property vs 25 properties).

Please refer to these on your Quarterly Reports and this should help you determine what percentage of your project is finished.

Work needs to commence within 90 days after approval and finish the project 18 months after approval date. (See original approval letter from FEMA).

BASED on an average project, some steps may occur simultaneously. Try to include steps for which there is a cost. (i.e., appraisals, legal, acquisition of properties, demolition, etc.).

**PLEASE USE THESE ONLY AS A GUIDE.**

<b><u>Activity</u></b>	<b><u>Timeframe</u></b>
<b>Project Is Approved</b>	
Public Meetings, Engineering design completion VPA's completed	Completed
Certified Appraisals, Hire Legal counsel	1 Month
Appraisal review, Prepare offers, Elevation certificates, Begin negotiations with homeowners Substantial Damage forms, Survey properties	1 Month
Acceptance of offers, Title search, Deed preparation, Schedule closings, Survey properties, Prepare bid for demolition	1-2 Months
Acquisition closings, Advertise Bid Pre-Bid conference, Review bids	1 Month
Acceptance of Bid, Award contract, Acquire permits, Relocate renters, Disconnect utilities, Remove asbestos, Decommission/certify wells & tanks	1 Month
Demolition, Debris Removal Site Stabilization and Restoration Final inspection	1-2 Months
Auditing of Project (Over 300,000)	
<b>Project is Completed</b>	<b>Total of 9 months</b>