

CDBG-DR BUYOUT PROGRAM APPLICATION REVIEW COMPLETENESS CHECKLIST

This checklist contains an explanation, example and/or reference for information requested in the application. Please use this checklist to assure your application is complete and includes the required information for CDBG-DR Buyout projects. Please indicate "Yes or No," as to whether the information is present within the application. If information is missing or incomplete, please circle or highlight the number below.

FIPS Code (Subrecipient provides) _____

To be filled out by PEMA	
Declaration FEMA-4025 and 4030-DR-PA	Received by State _____
PEMA # _____	Reviewers Initials _____
Date: _____	
Application Complete ____ Incomplete ____ Return ____	

Application Requirements	Explanation of Information Required	Yes / No
OVERALL PROJECT INFORMATION		
1. Project Title	Enter a title that will allow reviewers to identify the project – i.e., County + Municipality + State or Neighborhood + Project Type	
2. Project Type	Refer to which project type was selected in the application.	
3. Number of Properties	Does not need to include a list of owners but should have included a list of all possible addresses in cover letter.	
4. Community Identification Number (CID) and Participating Status	List the NFIP number. Community must be a participating NFIP member to be eligible for HMGP funding. Please make sure that the number is the same as the panel number on the FIRM provided with the application.	
5. NFIP Community Rating System (CRS)	Please identify if the community is part of the CRS program. Refer to the CRS list. Information about the CRS program can be found at: http://www.fema.gov/library/viewRecord.do?id=3629	
6. Congressional District	Specify the appropriate Federal Congressional District code for the project site. For multiple sites, please list codes for each site. (Information can be found at: http://www.nationalatlas.gov/printable/congress.html#list)	
7. Has applicant estimated total cost of mitigation measure?	Applicant should include the total cost of the project and the appropriate cost share breakdown. <i>(Total can be obtained from Part VI).</i>	
8. Congressional Representative's, State Senator's and State Representative's names	Information can be obtained at: http://www.nationalatlas.gov/printable/congress.html#list	
9. Is the Community a FIREWISE Community?	Refer to handout provided. A list of FIREWISE Communities can also be obtained at: http://submissions.nfpa.org/firewise/fw_communities_list.php	
APPLICANT INFORMATION		
10. Name of Municipality/Agency	Indicate municipality applying for the project.	
11. Address	Indicate the municipal address. A P.O. Box Number is not acceptable.	
12. Contact Information	Please ensure a telephone number, fax number, and email address are listed.	
13. Directions to Municipality	Directions to the municipality's place of work need to be provided.	
14. Alternate Contact Name and Contact Information	This should be an ALTERNATE, not the Applicant's Agent	
15. Applicant Agent and Contact Information with phone numbers & e-mails	Name of organization applying, must be an eligible applicant, such as State or local government.	
16. Has applicant attached a Designation of Agent signed form?	A copy of PEMA's Designation of Agent form can be obtained from: http://www.portal.state.pa.us/portal/server.pt/community/programs_and_services/4547/hazard_mitigation_forms_presentations_and_other_documents/806856	
17. Local Newspaper Information	A local newspaper covering the area of the project needs to be provided. A contact person working at the newspaper should be provided as well.	

Application Requirements	Explanation of Information Required	Yes / No
“PHASED PROJECT”		
18. Addendum 1	For a phased project, emergency work or completed work Addendum 1 needs to be completed.	
DETAILED PROJECT DESCRIPTION		
19. Explanation of Proposed Project	Explain the proposed project in very specific detail so that a reviewer who doesn't know your community can fully understand what you intend to do. The project description should answer each question completely with <i>who, what, where, why and how and how much</i> in detail.	
20. What is the problem this project will solve? And how will it be solved?	Describe the existing problem, location, source of the hazard and the history and extent of the damage. Include newspaper articles, insurance documentation, etc.	
21. Is it a repetitive problem?	Is this property a Repetitive Loss (RL) or Severe Repetitive Loss (SRL)? Determination can be made by logging onto the National Flood Insurance Data Exchange Program.	
22. Does it pose a significant health or safety risk if left unsolved?	Please identify the health risks involved.	
23. What is/are the name(s) of the bodies of water contributing to this problem?	Example water bodies are a creek, river, stream, etc.	
24. How often does this flooding or disaster occur?	A history of the disaster and extent of the damage should be provided.	
25. Sources of Information	Has applicant listed where cited information was obtained? (Official records, newspaper articles, etc. – attach a copy)	
26. How will the project be carried out?	i.e., for acquisition upon project approval property will be demolish, property debris will be hauled away, basement, will be filled, and site we be landscaped.	
27. Does application explain how and to what extent the project solves the problem, and is it an independent solution?	The application should explain how many people will be protected by or benefit from the proposed project. Specify the level of protection and magnitude of the event the proposed project will mitigate.	
28. Will the proposed project reduce future damage, hardship; affect emergency personnel or loss of life resulting from a major disaster?	<ul style="list-style-type: none"> ▪ If yes - explain what will be affected and how. If possible please include benefits in dollar (\$) amounts. ▪ What level of protection will this project provide? (i.e., what magnitude of a disaster.) 	
29. Current Disaster Description	For the CURRENT disaster describe all damages caused, give as many details as possible, and include dollar (\$) amounts. (<i>Acquisitions/elevations –include damage and \$ specifics for each structure and grand total \$</i>)	
30. Past Disaster Description(s)	For PREVIOUS disasters/events describe the damages to the project area. For each occurrence, please ensure that the past date is provided, the name of disaster/event, amount of damages and direct/indirect costs.	
31. How many people and/or the number of homes, businesses, bridges, etc., will be protected by the proposed project.	Please ensure property is a <i>PRIMARY</i> home and not a secondary home.	
32. Are you submitting this application at the direction of any agency?	This answer should always be no.	
33. Indicate all hazard(s) being mitigated	For the recent disaster declarations 4025 and 4030, at a minimum flooding should be identified.	
34. Have there been any public meetings about the project?	If yes, please ensure a date of the meeting and location has been provided.	
PROJECT LOCATION		
35. Location Description <ul style="list-style-type: none"> ▪ Maps of site/location (street, plat, flood, topographic) Are locations marked? 	<ul style="list-style-type: none"> ▪ The project site should be clearly marked on a legible City/County map. The map should be large enough to show the project site. More than one map may be required. ▪ Attach a copy (or copies) of the FIRM and clearly identify the project site. The FIRM Panel number must be included. To obtain a FIRM map, go to http://www.store.msc.fema.gov/. See instructions on How to make a FIRMette. Specify the flood zone(s) of the project site(s). ▪ The project site should be clearly marked on a legible USGS 1:24,000 TOPO map. To obtain a TOPO map, go to www.topozone.com. 	
36. Project Directions	This should be directions to the project area or homes – not the applicant office location as requested earlier in the application	

37. Flood Zone	Utilizing FEMA's Flood Insurance Rate Map (FIRMs), the flood zone should be determined. <i>For disaster declarations 4025 and 4030, the flood zone should be "A or AE." Copies of the FIRM should be made with the project site clearly identified on the map.</i>	
38. D-FIRM Available?		
39. Maps	Ensure a copy of the following & the project site clearly identified on map(s). <ul style="list-style-type: none"> City or county scale map large enough to include entire project site. USGS 1:24,000 Topo Map with project marked and showing all. "Quad Map" also mark project area. 	
40. Topography for Acquisition	A copy of the following should be provided: <ul style="list-style-type: none"> Parcel Map (also called Tax Map, Property Identification Map, etc.). Map should include Tax ID numbers for each parcel. Mark each structure on the maps. 	
41. Latitude and Longitude	Need digital latitudes and longitudes for the project. Should have six decimal places, i.e., 72.333339. Latitude and Longitude coordinates can be obtained online at: http://www.google.com/earth/index.html .	
42. Photos – Are each marked? If more than 1 bldg on photo (attached houses) is arrow on the correct structure?	At least two sets of color digital photographs are required which clearly identify the project site. The photos must be representative of the project area, including any relevant streams, creeks, rivers, etc. and drainage areas, which affect the project site or will be affected by the project. The front, back and both side angles and streetscape are required for each structure.	
43. Photos – Acquisition	For acquisition projects, a photo taken away from the structure (front, toward the street and back, toward backyard and streetscape) to show the area should also be provided. Please label photographs appropriately. In addition, CDs may be submitted. Again, please ensure: <ul style="list-style-type: none"> One picture per side of structure-each clearly marked with address and which side of the house (i.e., 121 Ash St. Left side). If more than 1 structure is in the picture, arrows should be utilized to identify the structure being represented. Streetscape photos need to be marked and labeled as well. 	
44. Substantially Damage Properties	For substantially damaged properties please ensure the following: <ul style="list-style-type: none"> Attach SDP Form for each substantially damaged structure (damages 50% or more). Name of body of water that is flooding the properties. Provide directions to each property. A residential damage calculation form (FEMA Form 8) can be obtained online at: http://www.portal.state.pa.us/portal/server.pt/community/programs_and_services/4547/hazard_mitigation_forms_presentations_and_other_documents/806856 FEMA guidance on substantial damage can be obtained at: http://www.fema.gov/plan/prevent/floodplain/nfipkeywords/sd.shtm .	
COST ESTIMATES		
45. Cost Breakdown	Applicant should include the total cost of the project.	
46. Complete Budget	A complete budget should include: <ul style="list-style-type: none"> How much do the materials costs? Provide a breakdown of description, hours, rate, and cost or lump sum labor cost. Provide a breakdown of associated fees, i.e., consultants, studies, engineering, permits (see Pre-award Costs guidance). Please make sure all calculations are correct. This figure should be the same as the figure for total funding. 	
47. Line items that reflect Scope of Work (SOW)	Refer back to Scope of Work (SOW) to ensure consistency. <ul style="list-style-type: none"> Total should match Project Total previously listed. Management Costs should be listed here. Should have an explanation provided explaining each line item. 	
MAINTENANCE		
48. Maintenance	<i>This cost should seem reasonable for annual care of vacant lots (this amount goes into the benefit cost – it is not additional grant money given to the applicants)</i>	
49. Is there any maintenance required to preserve the long-term mitigation effectiveness of the project?	There are several types of documents that could be considered under this section. Maintenance Assurances have to be submitted that demonstrate the frequency of required maintenance, who is responsible and identify the funding source that will support this future activity. For Property acquisitions see HMA Guidance Part IX A.18 and A.20.	
50. Are those costs and schedules included?	Costs of maintenance should be included and justified. Schedules, i.e., is maintenance conducted annually should also be included.	

51. Who will perform this? Are they identified?	Some examples are staff or contractors.	
52. If the responsible entity is other than the applicant, is a letter attached from the entity accepting responsibility?	Need a complete, signed and dated Maintenance Agreement. The maintenance agreement must be signed by an individual with signature authority, preferably the authorized agent.	
53. Has Applicant's Agent signed application certifying all information is true and correct to the best of their knowledge?	An authorized agent must sign the application. <i>"An authorized agent is the chief elected official of a local government has signature authority, so for a county it would be the Chairman of the Board of County Commissioners and for a municipality it would be the Mayor (the exact title sometimes varies). Any local government may delegate this authority to a subordinate official (like a City or county Manager) by resolution of the governing body (the Board of County Commissioners or Board of City Commissioners). If a local government delegate's signature authority, a copy of the <u>resolution</u> by the governing body authorizing the signature authority for the individual signing must be provided."</i>	
PROJECT WORK SCHEDULE		
THIS NEEDS TO BE BROKEN DOWN INTO SPECIFIC WORK TASKS OR SEGMENTS AND TIME UNITS		
54. Timeline		
55. Are the steps or activities of the project and the estimated time frame for each, listed from the beginning to the end of the project?		
56. Is an addendum for the project-work schedule provided?	Work schedule should include project milestones. Identify the major milestones in the proposed project and provide an estimated time-line (e.g., <i>Designing, Engineering – 1 months, Permitting – 1 month, Procurement – 30 days, Contracting – 1 month, Acquisition – 1 month, Demolition and Restoration – 2 months, Delays, Project Implementation, Inspections, Closeout, etc., See Sample Project Milestones for estimated time-frames</i>) for the critical activities not to exceed a period of 1 year for performance. Milestones should not be grouped together but listed individually. If the project is approved, there will only be one extension allowed, regardless of justification. Please allot for the appropriate amount of time. Work schedule can be no longer than 9 months.	
ENVIRONMENTAL AND HISTORICAL REVIEW & INFORMATION		
57. Environmental Issues	Please ensure that all potential environmental issues are checked off in the application.	
58. Wetlands	Will the project impact wetlands or other environmentally sensitive areas?	
59. Non-construction or ground disturbance projects (planning, training, education, mapping, studies, codes development inspection/monitoring) do not require detailed environmental review	<ul style="list-style-type: none"> ▪ The FEMA Environmental and Historical Review form can be obtained at: http://www.fema.gov/library/viewRecord.do?fromSearch=fromsearch&id=4802. ▪ Other projects, ensure that Environmental considerations and review checklist is complete and attached letters. 	
ENVIRONMENTAL AND HISTORICAL REVIEW & INFORMATION		
60. Hazardous Materials	Please ensure that a Hazardous Material Survey Form for each property has been completed and signed by each property owner. The form can be obtained at: http://www.portal.state.pa.us/portal/server.pt/community/programs_and_services/4547/hazard_mitigation_forms_presentations_and_other_documents/806856	
61. Historical Issues	<p>Ensure that the following has been provided:</p> <ul style="list-style-type: none"> ▪ Age of the structure (primary concern is whether it is 50 years or older) ▪ Located in a Historic District ▪ On the National Registry ▪ Near a historical property ▪ Near a Historic District ▪ Under review to be declared a historical property <p>Some historical information is available online via the PHMC website at: http://phmc.info/pacrgis</p>	
62. If property is Historical	If on Registry or IN a district, please give its official name and the agency which designated it.	
63. Has a survey to locate archeological sites and/or historic structures been carried out on the property?	If yes please ensure that all historical questions have been completed in the Historical Issues portion of the application.	

