

## CDBG-DR - FORMS FOR BUYOUT PROGRAMS

File Name	Program Stage	Document Title	Form #
CDBG-DR Administrative Manual for UGLGs	All Program Stages	PA CDBG-DR Buyout Program Administrative Manual for Local Governments	NA
00-Buyout-Letter of Intent Pre-Application Form	Application	CDBG-DR Buyout Program: Letter of Intent/Pre-Application	0
01-Buyout-Enclosures List	Application	Enclosures List	1
02-Buyout Program Application Guide	Application	CDBG-DR Buyout Program: Application Guide	2
03-Designation of Program Agent	Application	Designation of Program Agent Resolution	3
04-Local Compliance Review	Application	Local Compliance Review Sample Letter	4
05-Local Maintenance Compliance Letter	Application	Sample Open Space - Subrecipient Maintenance Agreement Certification	5
06-Grant Program Application	Application	CDBG-DR Buyout Application Official Application	6
07-Voluntary Participation Agreement	Application	Voluntary Participation Agreement	7
08-Residential Damage Calculation Form	Application	Residential Damage Calculation Form	8
09-Hazardous Material Property Survey	Application	Hazardous Materials - Property Survey Individual Property Survey Form	9
10-Glossary	Application	CDBG-DR Glossary	10
11-Special Attention Checklist	Application	Special Attention Checklist	11
12a-VAN_With Eminent Domain	Application	Voluntary Acquisition Notice Informational Notice (Agencies with Eminent Domain Authority)	12a
12b-VAN_Without Eminent Domain	Application	Voluntary Acquisition Notice Informational Notice (Agencies without Eminent Domain Authority)	12b
13-Addendum1-Acquisition	Application	Addendum 1 Acquisition	13
14-Buyout Property Spreadsheet	Application	Buyout Property Spreadsheet	14
15-Target Property Info and Photo Form	Application	Target Property Information and Photographs	15
16-Application Review Completeness Checklist	Application	Application Review Completeness Checklist	16
17-Application Evaluation Review Checklist	Application	CDBG-DR Buyout Program Application Evaluation Review Checklist	17
18-PEMA Subrecipient Agreement	Agreement	Grant Agreement between PEMA and Subrecipient	18
19-General Information Notice	Tenant Relocation	Guideform General Information Notice Residential Tenant to be Displaced	19

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File Name	Program Stage	Document Title	Form #
20a-Relocation Assistance to Tenants Displaced from their Homes	Tenant Relocation	Relocation Assistance to Tenants Displaced from their Homes	20a
20b-General Information Notice Certification of Receipt	Tenant Relocation	Certification of Receipt General Information Notice	20b
21a-Notification of Possible Tenant Dislocation Form	Tenant Relocation	Notice of Possible Tenant Dislocation Form	21a
21b-Rent Roll Prior to Offer Letter	Tenant Relocation	Rent Roll Prior to Offer Letter	21b
21c-Offer to Homeowner Sample Letter	Homeowner Award	Sample to Offer Purchase Letter	21c
22-Sample HUD-1	Homeowner Award	Settlement Statement (HUD-1)	22
23-PA Dept Rev-183 Realty Transfer Tax Statement of Value	Homeowner Award	Realty Transfer Tax Statement of Value	23
24-Well Abandonment Form	Homeowner Award	Well Abandonment Form	24
25-Duplication of Benefits (DOB) Explanation	Homeowner Award	Duplication of Benefits CDBG-DR Buyout Program	25
26-Statement of Voluntary Participation	Homeowner Award	Statement of Voluntary Participation	26
27a-Model Deed Restriction	Homeowner Award	Model Deed Restriction	27a
27b-Model Deed Restriction for Sinkhole Site	Homeowner Award	Model Deed Restriction for Acquisition of Property on or Near Sinkholes	27b
28-Maintenance Agreement	Homeowner Award	Maintenance Agreement	28
29-Force Account Activity Worksheet Labor, Equipment and Material	Payment	Force Account Activity Worksheet Labor, Equipment and Material	29
30-Activity Worksheet for Outside Contractor/Vendor Invoices	Payment	Activity Worksheet for Outside Contractors/Vendor Invoices	30
31-DCED CDBG-DR Program Invoice	Payment	CDBG-DR Program Invoice	31
32-Subrecipient Advance Request Letter	Payment	Template Request for Advance Payment	32
33-Subrecipient Request for Payment	Payment	Request for Payment	33
34-Summary of Costs Spreadsheet	Payment	Summary of Costs	34
35-CDBG-DR State Fiscal Briefing Checklist	Payment	CDBG-DR Buyout Program Fiscal Briefing Checklist	35
36-Subrecipient Quarterly Progress Report	Reporting	Subrecipient Quarterly Progress Report	36
37-FFATA Contractor Reporting Template Form	Reporting	Contract Report Template	37
38-Homeowner Letter Withdrawal	May occur at any program stage	Homeowner Letter of Withdrawal	38