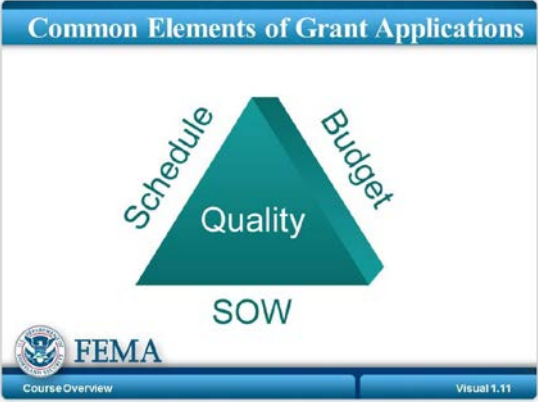


**PRIOR TO SUBMITTING YOUR COMPLETED PROJECT APPLICATION TO THE STATE, PLEASE REVIEW THIS CHECKLIST TO ENSURE THAT ALL APPLICATION REQUIREMENTS HAVE BEEN MET. THIS WILL EXPEDITE THE APPROVAL PROCESS. THE QUICKER THE STATE CAN GET AN “APPROVABLE” APPLICATION TO FEMA, THE QUICKER IT WILL GET APPROVED AND FUNDED.**

Use this checklist / guide to ensure that your application has been completed.

	Local Hazard Mitigation Plan – please select one:	Date of Expiration:
		My community has a current FEMA-approved LHMP
		My community is in the process of developing an LHMP
		There is no LHMP in place for my community

APPLICATION CHECKLIST	DESCRIPTION	EXAMPLE
A STRONG APPLICATION IS ONE THAT HAS A COMPREHENSIVE SCOPE OF WORK (SOW): Identify the problem, the proposed solution and answer the WHO, WHAT, WHY, WHEN, WHERE, HOW. Include a description of how the vacant property will be maintained. A good SOW will be divided into measurable tasks and then be used to develop a budget and a timeline schedule to complete the project. Items not identified in the SOW <b>are not</b> eligible costs.		
Comprehensive SOW	SOW describes the project, current conditions, solution, and how the problem will be mitigated. <i>For acquisitions</i> , include the method by which the structures will be prioritized for buyout.	<a href="#">Example A</a>  <a href="#">Example B</a>
Line item budget and budget narrative	Any lump sum item MUST be accompanied by a narrative to explain how the amount was derived. <i>For acquisitions</i> , explain the method used to determine Fair Market Value of the structures.	<a href="#">Example</a>

	Work Schedule / timeline	Review SOW and budget estimate to develop the steps it will take to complete the project. See attached. This timeline for performance can not exceed a 3 year period.	<a href="#">Example</a>
	Maps	Include: 1) FIRM with panel # 2) parcel map with project site/s identified	<a href="#">Example A</a> <a href="#">Example B</a>
	Sources of Cost Share	Provide a letter acknowledging the 25% non-federal portion stating who is responsible and where it is coming from. (sources can include cash, contributed services, Increased Cost of Compliance through flood policy coverage, IDNR, etc.)	<a href="#">Example</a>
	Benefit-Cost Analysis	Complete the Benefit Cost module. FOR ACQUISITION PROJECTS, please see attached "pre-calculated benefit" Memo dated August 15, 2013. If your properties do NOT apply to the criteria set forth in the memo then 1) provide a Building Replacement Value (BRV) letter calculating "typical" dollar per square foot cost to build a new structure in effected area 2) Call the State for further instruction on gathering information for the Benefit Cost Analysis module	<a href="#">Example</a>
	Photos	Provide 2 photos for front / back of each structure plus a streetscape. Add photos of any out buildings.	
	Public Notice	Recommended circulation for two days in general circulation local newspaper	<a href="#">Example</a>
	E-Grants application	Please complete all e-grants requirements prior to forwarding to the State	

<b>FOR ACQUISITION / Demolition: in compliance with Part 80 Acquisition Rules</b>			
	Homeowner Worksheet – see attached sample to complete required elements for each structure.	Include all NFIP policy information and specifics to the owner and property: i.e., legal description, owner or renter, building type, square footage, etc. (Fill in all blanks on the worksheet) <b>Provide a copy of each tax card and elevation certificate, if available.</b>	<a href="#">Example</a>
	<b>Statement of Assurances:</b> SF 424 10 item Statement of Assurances, Disclosure or Lobbying Activity, FEMA Form 20-16A and 20-16C	Signed by the sub-applicants authorized agent, acknowledging the requirements that will apply to the acquisition of the property (maintenance requirement, deed restriction, etc.) See sample attached.	<a href="#">Example A</a> <a href="#">Example B</a> <a href="#">Example C</a> <a href="#">Example D</a> <a href="#">Example E</a>
	Property Acquisition Maintenance Assurance	Signed by the sub-applicants authorized agent, acknowledging the requirements that will apply to the acquisition of the property and maintenance requirement. See attached sample.	<a href="#">Example</a>
	Appeal Process Statement	Signed by the sub-applicants authorized agent. See attached sample	<a href="#">Example</a>
	Notice of Voluntary Interest Form	Must be signed by each homeowner prior to awarding the project. See attached sample	<a href="#">Example</a>
	Model Deed Restriction	See sample attached.	<a href="#">Example</a>
	Latitude / Longitude	Provide lat / long coordinates using the decimal designation extending to 5 decimals. (i.e., +40.02234 / -	
	Substantial Damage Letters	Copies of local floodplain managers Substantial Damage Letters for applicable properties.	<a href="#">Example</a>

<b>Political Data – Identify the following for the project area:</b>		
	Congressional District # _____	Name of Congressman _____
		Name of _____

	State Senate District # _____	Senator _____
	State Representative District # _____	Name of Representative _____

CAUTION	
<p><b>Procurement procedures</b> must be at least as strict as federal standards, but should follow local and state laws if those are more stringent or have additional requirements. A complete listing of each can be located in Section 44 of the Code of Federal Regulations and Section 55 of the Illinois Compiled Statutes. It is suggested that local jurisdiction’s work with their local attorney, County’s States Attorney and/or Procurement Officer to determine what procurement procedures should be followed for the prospective jurisdiction.</p>	<a href="#">Example</a>
<p><b>Communities with an “intended or planned project”</b> -For a property to be eligible for FEMA-funded acquisition, the subapplicant must acquire the [full] fee title of the property (except for any easements and encumbrances that FEMA determines are compatible with open space) from a willing, voluntary seller or must retain such interest. <b>The subapplicant must commit not to use eminent domain if the property owner chooses not to participate and must verify that the property is not needed as a part of an intended or planned project.</b> Once funds have been awarded, a property may not be subdivided before it is acquired except for portions outside the Special Flood Hazard Area (SFHA) or any risk zone identified by FEMA.</p> <p>A property is eligible for acquisition if it:</p> <ul style="list-style-type: none"> <li>◆ Will be acquired from a willing, voluntary seller;</li> <li>◆ Has incompatible easements or encumbrances that can all be extinguished;</li> </ul> <p style="text-align: center;">and</p> <ul style="list-style-type: none"> <li>◆ Is <b>not</b> part of an intended, planned, or designated project area for which the land is to be acquired by a certain date and/or where there is an intention to use the property for any public or private use that is inconsistent with the open space deed restrictions and FEMA acquisition requirements (e.g., roads, flood control levees).</li> </ul> <p><b>Per HMA guidance dated July 2013 / Addendum- Addendum to the HMA Unified Guidance 2013</b></p>	<a href="#">Example A</a>  <a href="#">Example B</a>

HELPFUL TOOLS		
Developing Quality Planning and Project	Webinar Power Point presentation	<a href="#">Example</a>

Application Elements		
Unified Hazard Mitigation Guidance 2013		<a href="#">Example</a>