

# ELIGIBILITY/COMPLETION REVIEW CHECKLIST

## For Project Subapplications



Applications submitted to FEMA that do not contain at least the basic components listed below may be denied. Additional information may be requested during FEMA review. This checklist will help ensure that applicants include information required for submittals, including potential substitutions.

Application Component	#	Yes/No	Comment
<b>General</b>			
HMA Plan or Project Application	1.1	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Is this project funded by more than one grant (in phases)?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Technical Assistance Needed? Subapplicant is encouraged to contact the state (MEMA or local Applicant) to request application assistance. FEMA resources may be available if requested by the Applicant.		<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Applicants</b>			
Eligible Applicant is identified (MEMA or local government; eligible Private, non-profit organization; or Indian Tribal government)	2.1	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Applicant participates in the National Flood Insurance Program	4.16b	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Plan Requirement</b>			
Project conforms with <input type="checkbox"/> State, <input type="checkbox"/> Local, or <input type="checkbox"/> Tribal Mitigation Plan per 44 CFR Part 201	2.5	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Scope of Work</b>			
SOW describes the proposed solution attached to application	4.0	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Alternatives considered as part of the decision-making process	4.7	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Project includes photographs of each structure and general-project area	4.13	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Project includes appropriate maps that orient the reviewer to the entire project area	4.16a	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Latitude and longitude are provided for each structure	4.2	<input type="checkbox"/> Yes <input type="checkbox"/> No	
SOW justifies the proposed solution as the best option over a range of alternatives	4.7	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Project site is clearly identified using maps, GPS coordinates, or other means	4.19	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Project addresses a repetitive problem or a significant risk to public health	4.20	<input type="checkbox"/> Yes <input type="checkbox"/> No	

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Project solves a problem independently or constitutes a functional portion of a solution	4.1	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Schedule</b>			
A work schedule of 3 years or less is provided	5.2	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Budget/Match Source</b>			
A cost estimate/budget is provided that supports the SOW	5.0	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If project requires phased or incremental funding, the budget reflects amounts estimated for each funding		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Non-federal cost shares and match sources are identified	5.5	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Project should identify potential Duplication of Benefits such as Insurance, Small Business Administration loans if information is available during project development	5.9b	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Cost-effectiveness and Feasibility</b>			
Project includes a benefit-cost analysis, or alternate cost-effectiveness documentation, such as Substantial Damage verification, and located in a riverine floodplain; or a narrative supporting cost-effectiveness and request for consideration under 5 percent HMGP	5.1	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Project includes technical information to support proposed action. For example, level of protection for drainage projects, engineering data to support proposed seismic retrofits, and population data to support safe room placement and size. Elevations are technically feasible.	4.7 And 4.22	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Environmental and Historic Preservation</b>			
Project includes information and documentation to demonstrate conformance with 44 CFR	5.5	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Project demonstrates that it minimizes harm to the environment	5.3	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Project includes construction date for each structure	4.23	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Project includes all available information relating to known historic, archaeological, or environmentally sensitive areas (e.g., critical Coastal Barrier Resources Act or Otherwise Protected Area)	5.18	<input type="checkbox"/> Yes <input type="checkbox"/> No	
All appropriate federal, state, and local agencies have been consulted	3.6	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Project includes environmental coordination letters or contact information to obtain required coordination	4.25	<input type="checkbox"/> Yes <input type="checkbox"/> No	

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Assurances		
FEMA Form 20-16A, Assurances Non-Construction Programs	6.1	<input type="checkbox"/> Yes <input type="checkbox"/> No
FEMA Form 20-16B, Assurances Construction Programs		<input type="checkbox"/> Yes <input type="checkbox"/> No
FEMA Form 20-16C, Certifications Regarding Lobbying, etc.	6.2	<input type="checkbox"/> Yes <input type="checkbox"/> No

Application Component	#	Yes/No	Comment
SF-LLL, Disclosure of Lobbying Activities	6.2	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Considers long-term changes to the area it proposes to protect and has manageable future maintenance and modification requirements	4.8	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Acquisition Demolition/Relocation Information			
Project confirms compliance with timelines and all other criteria set forth in 44 CFR Part 80 requirements	4.21	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Project includes Voluntary Participation Documentation for each property	4.15	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Documentation (if needed) that the property owner is National of United States or qualified alien	4.15	<input type="checkbox"/> Yes <input type="checkbox"/> No	
For properties that are to be relocated, will the structure be relocated outside of the Flood Zone		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Elevation Information			
Project identifies the Base Flood Elevation or Advisory Base Flood Elevation	4.25	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Project includes finished floor elevation (Elevation certificate is preferred)	4.22	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Project includes proposed elevation height of the structure	4.22	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Designed and Implemented consistent with ASCE/SEI 24-05		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Safe Room Information			
Project includes population size and basis	5.17	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Designed and implemented consistent with FEMA P-320 or FEMA P-361		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Wind Retrofit Information			
Project includes proposed level of protection		<input type="checkbox"/> Yes <input type="checkbox"/> No	

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Designed and implemented consistent with P-804	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Drainage Information</b>		
Project includes initial technical information to support size, costs, and local permitting requirements	<input type="checkbox"/> Yes <input type="checkbox"/> No	