

HMA Pre-Application

Part 1: Subapplicant Information

a. Name of Subapplicant:							
b. Point of Contact:	Last Name:	First Name:	Title:				
c. Agency/Organization:							
d. Address Line 1:							
e. Address Line 2:							
f. City/Town:		State:	DE	Zip Code:			
g. Phone (Daytime):		(Cell):		Fax:			
h. E-mail Address:							
i. Will your agency require any technical assistance in regard to this application? (If yes, specify technical assistance required in 'Block j. Comments:' below.)						Yes <input type="checkbox"/>	No <input type="checkbox"/>
j. Comments:							

Part 2: Community Information

a. Does your community participate in NFIP?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
b. Does your community have a local mitigation plan?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Part 3: Project Information

a. Mitigation Type:							
b. Project Description:							
c. Project Alternatives:							
d. Project Location:	Address Line 1:						
	Address Line 2:						
	City:		State:	DE	Zip Code:		
	Latitude:		Longitude:				
e. Structural information:		Year Built:		Square Footage:			
f. Property has Flood Insurance?		Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	If yes, policy number?		
g. Estimated Project Costs:						Matching Funds Source:	
h. Local Mitigation Plan Goal Supported:							
i. Local Mitigation Plan Action Supported:							
j. Requesting Official:	Printed Name:	Signature:			Date:		

Part 4: DEMA/DNREC Use

Is the project property listed on the Repetitive Loss list?				Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Is the project property listed on the Severe Repetitive Loss List?				Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Eligible Programs:	PDM <input type="checkbox"/>	HMGF <input type="checkbox"/>	FMA <input type="checkbox"/>	SRL <input type="checkbox"/>	RFC <input type="checkbox"/>	Targeted Program:
Reviewing Agency:			Reviewer (Printed Name):			

HMA Pre-Application Instructions

The form gives DEMA and/or DNREC the information to evaluate the sub-applicant eligibility and project activity eligibility. This is the first step in pursuing a mitigation grant. Additional documentation, if available, should be attached to assist in the eligibility determination. Such documents would include: Elevation Certificates; Surveys; insurance claims; building drawing; pictures; or any document you feel supports the project.

Part 1:

Block a. This should be the name of the prospective sub-applicant that is eligible to apply for federal mitigation programs, i.e., Town of South Bethany, Kent County, New Castle Conservation District, etc.

Block b. This should be the sub-applicants principle point of contact for the project.

Block c to h. This information should all relate to the point of contact.

Block i: Considering the complexities associated with some mitigation projects, will your agency require any technical advice with: the benefit cost analysis; environmental or historical preservation considerations; application development and completion; or performing any activity required in support of the this project application?

Block j: Specify type of technical assistance needed.

Part 2: Self Explanatory!

Part 3:

Block a. This drop down box has all the Eligible activities associated with HMA grants. Select the activity you feel applies. The activities include: Property Acquisition and Structure Demolition; Property Acquisition and Structure Relocation; Structure Elevation; Mitigation Reconstruction; Dry Floodproofing of Historic Residential Structures; Dry Floodproofing of Non-residential Structures; Minor Localized Flood Reduction Projects; Structural Retrofitting of Existing Buildings; Non-structural Retrofitting of Existing Buildings and Facilities; Safe Room Construction; Infrastructure Retrofit; Soil Stabilization; Wildfire Mitigation; Post-Disaster Code Enforcement; 5% initiative; or Mitigation Planning. If unsure, contact DEMA {Dave Carlson, Tel: (302) 659-2213} or DNREC {Mike Powell or Greg Williams, Tel: (302) 739-9921} for assistance.

Block b. Include a concise, but detailed description of the project activity. This description should be sufficient to give DEMA or DNREC a good understanding of what the project entails. You may attach additional documents to this form if you feel it is necessary to help clarify the project.

Block c. Brief description of any alternative, preferably two, that were considered for this project. 'Doing nothing' is an alternative. An example is if the project is an elevation project, a buyout would be an alternative, but the buyout would be cost prohibitive. If it is a non-residential floodproofing project, a building elevation would be an alternative, but again elevation would be cost prohibitive.

Block d. Location of the project site. If it is a building with a street address, list it. If it is a facility with no assigned address, a descriptive relationship to a fixed facility is helpful. In either case, geographical coordinates (latitude and longitude) should reflect the actual project location.

Block e. Identify the year built and the square footage of the home/building.

Block f. Self-explanatory!

Block g. Provide a total estimated cost of the proposed project. This can be a very rough estimate. In the Matching funding source block, identify the source of the 25% cost share associated with mitigation projects. For instance, if the town or city is providing the cost share, state that. If it is a home elevation project and the homeowner will pick up the cost share, state that.

Block h. and i. Identify the mitigation goal and specific action listed in your mitigation plan that this project supports.

Block j. Self-explanatory!

Note: If multiple structures (homes or buildings) are involved in the project, complete one form for each structure. Also, if sufficient space is not available in any of the blocks, it can be continued on plain bond paper and attached.

Part 4: To be completed by DEMA or DNREC.