

Application Checklist

The following information is intended to help you prepare a complete and concise proposal for funding by the CWC Flood Hazard Mitigation Implementation Program.

1. Completed Proposal Cover Page

2. Completed Project Summary Page

Summary of your proposed project, including:

- Description of project and, if possible, need for proposed project as substantiated by LFA
- Description of project costs and benefits, including records of dates and costs of past damages
- Site location map and photos (aerial, if possible), photos of past damages and current condition
- Site schematic or detailed plans (if applicable)
(See Page 9 of Program Rules: Application Process)

3. Background Material

Up to five pages of supplementary material can be included to elaborate on and support this section. Include information and documentation such as:

- Resolution authorizing the application if Applicant is a municipality
- Approval from Town or Village where project is located (except for Anchor Business relocations or Emergency Stream Debris Removal)
- Affidavit from the record owner of any private property where work will be performed
(See Page 9 of Program Rules: Application Process)

4. Schedule

- How long will it take (timeline, project schedule) and when will major milestones occur?

5. Budget

- Provide a breakdown of costs that will be covered by the requested funding, as well as by other grants and in-kind services.
- Break out cost by personnel costs (funded and in-kind contributions), non-personnel costs (material and equipment), indirect costs (overhead, administration).
- Make sure program elements mentioned in the summary and supplementary materials are represented in the budget.

6. Copies

- Provide one (1) complete original application and three (3) copies to CWC.
- CWC will distribute copies to DEP.

Application Form

1. Cover Page

Please print or type all information.

Project Title _____

Project Contact Person _____ Telephone number / fax _____

Applicant _____ Tax ID number _____

Please check the appropriate box to describe applicant.
 Municipality Property Owner Other -describe _____

Address _____

City _____ State _____ Zip Code _____ County/Town _____

Telephone # _____ Fax # _____ E-mail _____

Chief executive officer of applicant organization / _____ Title _____

Description of organization: _____

Amount requested _____ Type of Project (Relocation Assistance, Property Protection Measure(s), Alteration(s) to Public Infrastructure, Stream-related Construction, Emergency Stream Debris Removal)

Estimated Dates for Starting and Completing the Project _____

Are you proposing a multi-year project? yes, no

Authorized Signature _____ Date _____

Print Name _____

Application Form

2. Project Summary Page

Name of project _____ Applicant _____

Summary of project including: a description of the project and, if possible, the need for the project as substantiated by the LFA, a description of the costs and benefits (with value) of the project, site location map and photos.

Describe the long-term goal(s) of the proposed project:

Application Form

3. Background Pages

Including: resolution authorizing the application if Applicant is a municipality, approval from Town or Village where project is located (except for Anchor Business relocations or Emergency Stream Debris Removal), affidavit from the record owner of any private property where work will be performed, and description of proposed project team.

Name of project _____ Applicant _____

Page __ of __ pages List attachments _____

Application Form**4. Schedule**

Provide an estimate of when the following major milestones will occur. If possible, please provide start and completion target dates. The schedule will be attached to the contract for selected projects, with provisions to update in writing as needed.

1. Request for Proposals from consultants (Engineer, Planner, etc.)

List consultants and expected contract dates:

2. Scope of Work/Planning: Attached

3. Design: Attached

4. Permits (list all required permits with target receipt dates): Attached

5. Project Bidding: Attached

6. Construction/Implementation: Attached

7. Operation & Maintenance Manual (if applicable): Attached

8. Other project milestones (list):

Application Form

5. Budget

Name of project _____ Applicant _____

Page __ of __ pages List attachments _____

Provide a breakdown of project costs. Identify program elements mentioned in the summary and background. Use form shown or attach your own form, with back-up sheets as needed. Show other grants and in-kind contribution as cost share. Break out:

- Cost share
- Indirect costs (including overhead and administration)
- In-kind, material and equipment

Item description	Cost Share	Funding Requested	Total Cost
Engineering/Design			
Land Purchase for Relocation			
Construction/Implementation			
Indirect			
Administrative			
Planning or Feasibility Study			
Legal			
Contingency			
Other (in-kind, material, equipment, etc)			
Total Cost			