

Applicant Name: _____

Special Application Review Checklist for DR Applications

ONLY to be used for restoring damage as a result of the Governor’s declaration for events beginning May 4, 2015 (last updated June 22) or FEMA Declaration No. 4223 (last updated July 1).

| Funding Priority Classification | Check as Appropriate | |
|---|------------------------------|-----------------------------|
| Preliminary Damage Assessment (PDA) Included | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| Application is for FEMA matching funds | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| Applicant requests to coordinate with FEMA funding | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| Application is for TDEM Category C, D, and/or F | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| Category C - Road & Bridge (roads, bridges, culverts) | | |
| Category D – Water Control Facilities (dams, levees, dikes) | | |
| Category F – Public Utility Systems (gas, electric, sewer, water) | | |

The following items **must** be included in the application. If the application is found to be substantially incomplete it will be denied without further consideration. Applications that have deficiencies will be given 10 business days to satisfy those deficiencies. Applicant or Application Preparer must initial for each item included in the application or indicate that the item is not applicable. Print this page separately and insert directly behind the Application Coversheet.

| | |
|---|---|
| DISASTER RELIEF Application Contents | Initial if complete NA if not applicable |
|---|---|

Original Application – Part 1

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|---|--|
| Completed 424 Form with original signature | |
| Project Approval Information with all question answered | |
| Community Needs Assessment | |
| Project Summary by Target area and locations identified & Source and Use of non-TxCDBG funds Disclosure | |
| Table 1 | |
| Table 2 | |
| National Program Objectives | |

Attachments – Part 2

| | |
|---|--|
| Resolution passed by the applicant | |
| Match documentation - Letter(s) of Commitment | |
| Public notices | |
| Copy of actual published public hearing notice or Publisher’s Affidavit and copy of notice | |
| Copy of actual published notice of application activities and availability of the application for public review or Publisher’s Affidavit and copy of notice | |
| Listing of the local service providers that were sent the written notification of the public hearing | |
| Project Map documenting the Benefit area | |
| Census Maps for documenting the Benefit area when using Census data to qualify for LMI | |
| Documentation supporting Low-to-Moderate Income beneficiaries (See Appendix I) | |
| Evidence of active SAM Registration | |
| Most recent Annual Audit | |
| Exemption Determination for Activities Listed at 24 CFR §58.34 | |
| Pre-Agreement Request letter (if applicable) | |
| Waiver of Procurement Request Letter (if applicable) | |
| TDEM PDA Worksheet (optional) | |
| Disaster Summary Outline (DSO) as submitted to and accepted by TDEM before issuance of PDA | |
| Copy of Gubernatorial Proclamation or Presidential Declaration of Disaster | |