

Hurricane Sandy EWP-FPE Easement Request Package Checklist

The documents listed below are required for all Hurricane Sandy EWPP-FPE easement request packages and must be uploaded, with this spreadsheet, to the EWPP-FPE SharePoint Site by 10/15/2013. Please see the "Hurricane Sandy EWPP-FPE Phase One Guidance Bulletin" for further guidance.

Application Name _____ State _____ County _____
 Nest Application # _____ Date Uploaded to SharePoint _____
 Application Acres _____
 Package Reviewed By _____ Date _____

REQUIRED DOCUMENTS

		Date Recorded	Initials
General Documentation			
1	AD-1153, "Application for Long-Term Contracted Assistance"		
2	Aerial imagery based map showing location, boundary, and legal access of application		
3	GIS map showing location of flood damage		

Landowner Eligibility

4	Proof of ownership (deed)		
5	If owner is an entity:		
	a. List of individuals comprising the entity and % ownership for each		
	b. Proof entity is legal, valid, and in good standing in the State where application was filed.		
6	Legal documentation of signature authority		
7	Documentation that FPE WED was reviewed with landowner		
8	Complete "Landowner Disclosure Worksheet"		
9	Documentation that landowner is willing to comply with terms of the easement and any other agreements that might be necessary to complete the transaction, restoration of the easement, including the demolition and removal of structures present on the property.		

Land Eligibility

10	Documentation of flood damage and proof that damage was a result of Hurricane Sandy. Acceptable evidence can include insurance claims, newspaper or other publication clippings, or any other documentation that links the flood damage to Hurricane Sandy.		
11	FEMA Flood Map Viewer showing the location of the applications relative to ineligible FEMA "coastal" zones (zone V, VE or V1-V30).		
12	Documentation showing that the application lies within a county where the Stafford Act disaster declaration was made for Hurricane Sandy.		

REQUIRED DOCUMENTS

		Date Recorded	Initials
Ranking Information			
13	Complete and signed EWPP-FPE ranking form		
14	NRCS-developed, applicant-signed preliminary restoration plan.		
15	Complete list of State applicants and ranking scores. If a State recommends a project for funding outside of a strictly applied ranking order, written justification for the deviation must be included with the easement request package.		
Additional Information			
16	Estimated timeline including easement closing and restoration completion dates (note if potential delays are likely)		
17	Estimated costs with easement purchase, due diligence, and restoration costs broken out.		
18	Large-scale map showing location of application relative to other protected or restored areas.		
19	4) Projects that require the relocation or demolition of residences or structures in residential housing areas must include evidence that project sponsor is willing to buy remaining land in fee title.		
20	Request packages that call for the restoration of an entire reach of floodplain must include documentation that every residence or structure within the reach will be removed from subject floodplain to allow for complete floodplain restoration		
21	Preliminary due diligence information		
22	Preliminary "Certificate of Inspection and Possession" (390-NEWPPM, Part 515, Subpart G, Section 515.60F),		
23	The "Hazardous Substance Examination Checklist" (390-NEWPPM, Part 515, Subpart G, Section 515.60G),		
24	"Landowner Disclosure Worksheet"		