



# FLOODPLAIN MANAGEMENT ACTIVITIES REIMBURSEMENT APPLICATION FORM

## SECTION A – MUNICIPAL INFORMATION

1. PREPARER NAME & TITLE:	2. AREA CODE/TELEPHONE:	3. HOURS:	4. MUNICIPALITY:
5. ORDINANCE ADMINISTRATOR'S NAME:	6. AREA CODE/TELEPHONE:	7. HOURS:	8. COUNTY:
9. MUNICIPAL ADDRESS:			10. YEAR FILED FOR: <b>20</b> _____
			11. FEDERAL IDENTIFICATION #:

## SECTION B – PREPARATION AND ENACTMENT OF FPM REGULATIONS

Staff Costs a. Clerical	\$	
b. Administrative	\$	
c. Technical/Legal	\$	
1. Total Staff Costs		\$
Consultant Costs a. Technical	\$	
b. Legal	\$	
2. Total Consultant Costs		\$
3. Advertisement Costs		\$
4. Public Hearing Costs		\$
5. Other Costs? (specify)		\$
6. Total Lines 1-5		\$

## SECTION C – ADMINISTRATION OF FPM REGULATIONS

Staff Costs a. Clerical	\$	
b. Administrative	\$	
c. Technical/Legal	\$	
7. Total Staff Costs		\$
Consultant Costs a. Technical	\$	
b. Legal	\$	
8. Total Consultant Costs		\$
9. Automotive Milage: _____ mi. @ .50		\$
10. Other Costs? (specify) _____		\$
11. Add lines 7-10		\$
Fees Collected a. Building Permit Fees		\$
b. Zoning Hearing Board Fees		\$
12. Total Fees Collected		\$
13. Total (subtract line 12 from line 11)		\$

## SECTION D – ENFORCEMENT OF FPM REGULATIONS

Staff Costs a. Clerical	\$	
b. Administrative	\$	
c. Technical/Legal	\$	
14. Total Staff Costs		\$
Consultant Costs a. Technical	\$	
b. Legal	\$	
15. Total Consultant Costs		\$
16. Other Costs? (specify)		\$
17. Add lines 14-16		\$
18. Zoning Hearing Board Fees Collected		\$
19. Total (subtract line 18 from line 17)		\$

## SECTION E – COMPUTATIONS

20. Add lines 6, 13 and 19	\$
21. 50% of line 20 = Reimbursement (please round down to the nearest whole dollar)	\$

## SECTION F – SUBMISSION

### Make entries in whole dollars.

Save this PDF form with entered data. Submit the saved PDF file and electronic copies of required documentation as addenda to the DCED Electronic Single Application for Municipal Assistance Program Floodplain Assistance funding.

## SECTION G – DCED APPROVAL

AMOUNT OF REIMBURSEMENT APPROVED:	APPROVED BY:
DATE:	BATCH NUMBER:

# **INSTRUCTIONS FOR COMPLETING FLOODPLAIN MANAGEMENT ACTIVITIES REIMBURSEMENT APPLICATION [DCED-GCLGS-58]**

Please follow the instructions and explanatory notes listed below to complete this form.  
(The instructions provided in each section below pertain to the same section in the form.)

## **SECTION A – MUNICIPAL INFORMATION**

List the following:

1. Name & title of the preparer, telephone number and office hours.
2. Name, telephone number and office hours of the person administering the floodplain management ordinance.
3. Calendar year for which the application is being filed.
4. Federal identification number (not the FEMA Community Number).
5. Name and mailing address of the municipality and county where it is located.

## **SECTION B – PREPARATION AND ENACTMENT OF FPM REGULATIONS**

List the costs incurred for the preparation and enactment of new floodplain management ordinances or amendments during the past year. Costs for clerical, technical and legal staff services necessary for the preparation and enactment of floodplain management regulations, as well as advertising, public hearing and consultant costs, are eligible.

Briefly describe the nature of all costs. Include appropriate time sheets, invoices, statements, etc. to adequately document the listed costs.

## **SECTION C – ADMINISTRATION OF FPM REGULATIONS**

List the costs incurred for the general administration of floodplain management regulations during the past year. Staff and consultant costs for reviewing and processing applications for building permits and for monitoring and inspecting floodplain development, as well as related mileage expenses, are eligible.

## **SECTION D – ENFORCEMENT OF FPM REGULATIONS**

List the costs incurred for enforcement activities during the past year. Staff and consultant fees involved in such measures as restraining and prosecuting violations, defending against appeals, etc., are eligible costs.

The nature of all activities must be adequately explained and documented.

## **SECTION E – COMPUTATION**

Follow instructions to determine the amount of reimbursement.

## **SECTION F – SUBMISSION**

This form must be submitted with a DCED Electronic Single Application for Municipal Assistance Program Floodplain Assistance funding. Follow instructions in the Electronic Single Application to upload the form and electronic copies of required documentation as addenda.