

Project Cost: \$896,895.00

Project Title: 2024 FMA - Feasibility Study Proposal for Englewood, New Jersey

Sub-applicant: City of Englewood

NJOEM Reviewer: Sylvia Hastry

Date Reviewed: March 28, 2025

Project Scoping Checklist – Flood Mitigation Assistance

Section	Sufficient	Comment
Sub-applicant <ul style="list-style-type: none">• Must Participate in NFIP• Selected "No, Program is not covered by EO 12372"• "Project Scoping" has been included in title of project?	✓	
Contact <ul style="list-style-type: none">• SAR is the individual with authority to sign legal and financial documents, and submit sub-application	✓	
Community <ul style="list-style-type: none">• Verify all communities where proposed mitigation activity is to take place have been included• Verify correct community info - multiple communities with same name in NJ.	No	<ol style="list-style-type: none">1. On the uploaded Congressional Map, show where Englewood is located.2. Provide proof that Englewood has a CRS rating of 10.
Mitigation Plan <ul style="list-style-type: none">• Community participates in FEMA approved HM Plan and provided reference for this activity with plan page attachment.	✓	
Scope of Work - Has applicant provided responses to all SOW questions? If so do they include the following information: <ul style="list-style-type: none">• Activity - identified code/activity type matches proposed scope? secondary activity included if applicable• Community Lifelines - selected all applicable lifelines• Hazards - Flood should be selected.• Q: "Will it result in a complete project application for future funding opportunities?"<ul style="list-style-type: none">○ Project scoping applications are intended to lead to future mitigation projects or project applications. Describe how your project scoping activity successfully builds toward this outcome.• Has sub-applicant described how this will affect NFIP insured properties? Geospatial file and NFIP list needed.	No	<ol style="list-style-type: none">3. In the title, enter the works Project Scoping.4. Remove proper names of individuals. Only title or position is to be written.5. You omitted Federal procurement compliance.6. Spell out acronyms.7. The project will begin immediately upon FEMA award notification.8. Who will be responsible for completing and submitting the quarterly reports?9. Attachment: <i>FMA Scope of Work</i> - Cost estimate should be signed and dated by an engineer.

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Schedule <ul style="list-style-type: none">Has the sub-applicant provided a schedule of 3 years or less and identifies major milestones consistent with SOW?	No	<ul style="list-style-type: none">Month 1 to 3 - Schedule does not include FEMA award notification and signing of Sub-grant Agreement with NJOEM.Month 33 to 36 - Schedule does not include reimbursement and closeout of the project with NJOEM and FEMA.
Budget - Cost Estimate <ul style="list-style-type: none">Have detailed costs and documentation been provided to support the requested costs? No lump sumsHave Pre-Award Costs been requested? (must be identified prior to award to qualify for reimbursement)Have contingencies costs been requested? (Avg. 1-5 %)Have any ineligible items been included?	No	<ul style="list-style-type: none">No lump sum.The funding date should be the same as the project start date.
Budget - Management Costs <ul style="list-style-type: none">Has a separate budget for management costs been added/requested?FMA allows max 5% of project budget, e.g. project budget \$100,000, mgmt costs allowed \$5,000, total grant amount \$105,000.Cost share % for mgmt costs is the same as the rest of the grant, i.e. dependent on mix of SRL/RL/Insured	✓	
Budget - Cost Share <ul style="list-style-type: none">Has applicant identified the source of matching funds? (e.g. municipality or homeowner?)Has the applicant provided a funds commitment letter?Has an explanation been provided if cost share does not match 75/25? (demonstrates RL/SRL/insured combination of properties equals requested grant cost share)	✓	
Cost-effectiveness <ul style="list-style-type: none">Not applicable for "project scoping"	✓	
EHP <ul style="list-style-type: none">Not applicable for "project scoping"	✓	

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Evaluation <ul style="list-style-type: none">Ensure all fields have been completed	No	14. Under Community Section for the CRS question, "Yes" was entered and here "No" is entered. Is Englewood participating in the CRS? 15. Enter "2021 International Building Code, NJ Edition" for the building code.
Location <ul style="list-style-type: none">Not applicable for "project scoping"	✓	
Assurances & Certifications <ul style="list-style-type: none">Signed by Authorized agentSF-LLL attached if applicable	✓	
Attachments - General <ul style="list-style-type: none">HM Plan referenceCost DocumentationCommitment of Funds Letter	No	16. Engineer to sign and date cost estimate.
Attachments - Supporting Docs <ul style="list-style-type: none">Location Map (as applicable)FIRM MapShapefile, KML/KMZ, Geodatabase, or other GIS enabled document) delineating:<ul style="list-style-type: none">The proposed project footprint boundaryArea benefitting from project, andActive NFIP policiesNFIP list of properties and their designations (Insured/RL/SRL) for the benefiting area of the project.	No	17. No FIRM map. 18. Do you have photos showing the flood waters? If so, be sure that the photos are dated.
Additional Comments: <ul style="list-style-type: none">Resubmit the sub-application by 10am on March 31, 2025.Delete all applications in FEMA GO that will not be officially submitted.If you have any questions, you can contact me at Sylvia.Hastry@njsp.gov or 609-462-9088.		