

## FLOODPLAIN MANAGEMENT ACTIVITIES REIMBURSEMENT APPLICATION FORM

### SECTION A - MUNICIPAL INFORMATION

Secretary/Clerk Name	Area Code/Telephone	Hours	Municipality
Ordinance Administrator's Name	Area Code/Telephone	Hours	County
Municipal Address			Year Filed For <b>20</b> _____
			Federal Identification No.

### 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. Automobile Mileage: _____ 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 dollar)	_____

### SECTION F - SUBMISSION

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 - DEPARTMENTAL APPROVAL

Amount of reimbursement approved _____	Approved by _____
Date _____	Batch No. _____

# **INSTRUCTIONS FOR COMPLETING FORM DCED-CLGS-58 REIMBURSEMENT APPLICATION - FLOODPLAIN MANAGEMENT ACTIVITIES**

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 on the form.)

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## **SECTION A - MUNICIPAL INFORMATION**

List the following:

1. Name of the secretary/clerk, 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.

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## **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.

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## **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.

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## **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.

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## **SECTION E - COMPUTATION**

Follow instructions to determine the amount of reimbursement.

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## **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.