



# **VOLUNTARY FLOOD-PRONE PROPERTY ACQUISITION PROGRAM**

## **APPLICATION FORM**

**Deadline: Friday, January 13, 2023, at 11:59 PM CST**

The Metropolitan Water Reclamation District of Greater Chicago (MWRD) is accepting project applications for Voluntary Flood-Prone Property Acquisition (FPPA).

**For more information, including program guidelines, partnership responsibilities, and eligibility requirements, visit [mwrdd.org/flood-prone-property-acquisition](https://mwrdd.org/flood-prone-property-acquisition).**

## **How to Submit an Application**

**Online:** Complete the application online at [mwrdd.org/form/voluntary-flood-prone-2022](https://mwrdd.org/form/voluntary-flood-prone-2022). Follow the instructions provided on the webpage.

**E-mail:** This fillable PDF form can be submitted to [stormapps@mwrdd.org](mailto:stormapps@mwrdd.org). Limit email size (including attachments) to 50MB. Submit application in one email only if possible, and include a list of all attachments in that email. Attach files using a filename that is unique to your project, referencing the organization name and/or project title.

**Mail:** We are no longer accepting applications by mail unless specifically requested. You may contact [stormwater@mwrdd.org](mailto:stormwater@mwrdd.org) to request or ask additional questions.

### **Contact for Questions**

Richard Fisher  
Principal Civil Engineer  
[stormwater@mwrdd.org](mailto:stormwater@mwrdd.org)

The following information must be received by MWRD on or before **Friday, January 13, 2023, at 11:59 PM CST**. Late or partial applications will not be accepted.

**Applicant's Authorized Representative (an employee of the public agency) must sign on page 7** of the application in order for it to be accepted. If using the fillable PDF form, the PDF is set up for electronic signature. If you prefer to sign a hard copy, please print out the signature page separately and scan and email or upload a copy of that page along with the completed electronic application.

## Application Type

There are two avenues of participation in the FPPA program:

**Local Sponsor Assistance** – MWRD's top priority will be to facilitate the Illinois Emergency Management Agency's (IEMA) federally funded program by assisting Local Sponsor communities in providing their share of the cost for property acquisition.

**Local Government Application** – MWRD will consider applications directly from local governments requesting acquisition of specific flood-prone structures that have not received federal funding through IEMA.

## Eligibility Requirements

Acquisitions must be within the [MWRD's corporate boundaries](#).

Acquisitions must contain structures lying within FEMA's Special Flood Hazard Area or be within MWRD's Detailed Watershed Plan Inundation Area.

- [FEMA Flood Map Service Center](#)
- [MWRD's Stormwater Inundation Mapping Application](#)

The Applicant must be a public entity able to enter into an intergovernmental agreement (IGA) with the MWRD. Eligible public entities include municipalities, townships, county agencies, park districts, school districts, and other local government organizations.

## Partner Responsibilities

This is a reimbursement program. The applicant/partner agency is responsible for the acquisitions, including obtaining appraisals, making offers to property owner, conducting property closings, and demolition.

The partner agency is also responsible for accepting ownership of the acquired property, ensuring perpetual public open-space use and maintenance of the property, and providing regular reports certifying compliance with the terms of the IGAs.

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**1) Application type:**

- ☐ Local Sponsor Assistance Program  
*MWRD provides cost share for Illinois Emergency Management Agency (IEMA) acquisition of flood-prone structures.*
- ☐ Local Government Application Program  
*Local governments requesting MWRD acquisition of specific flood-prone structures.*

## 2) Organization:

Organization Name: \_\_\_\_\_

Department: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

### 3) Primary contact:

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**4) Project title:**

*Please provide a descriptive title*

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**5) Project description:**

*Describe the project, current conditions, and the method by which the structures will be prioritized by the Applicant*

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**6) Acquisition Milestones:**

*MWRD anticipates notifying selected partners by Spring 2023. Assuming this timeline, when do you anticipate beginning acquisitions? When do you anticipate completing acquisitions?*

Estimated start date: \_\_\_\_\_

Estimated end date: \_\_\_\_\_

**7) Estimated project costs:**

Fair Market Value of the properties: \_\_\_\_\_

Demolition: \_\_\_\_\_

Legal and closing-related costs: \_\_\_\_\_

Other, specify: \_\_\_\_\_

Total project cost: \_\_\_\_\_

**8) Planned funding sources and amounts:**

Source	Amount (\$)	Status
Applicant funding*		
MWRD funding request**		
Federal		
State		
Other		
Total funding		

\* Total funding by the agency. This will not include funding from any other source.

\*\* Indicate the amount of funding being sought from MWRD. Note that MWRD funding for selected acquisition projects is in the form of reimbursement toward an agreed upon percentage of the purchase price of the eligible flood-prone properties only. MWRD will not reimburse for closing costs, attorneys' fees, demolition, or other costs. Also note that MWRD may also consider whether applicants are in compliance with all MWRD ordinances (e.g., WMO and Inflow & Infiltration Control Program) when prioritizing projects for funding assistance.

9) Explain the method used to determine Fair Market Value of the properties:

10) Project Metrics

Number of Homes Proposed for Acquisition: \_\_\_\_\_ structures

Number of Homes to be removed from FEMA's Special Flood Hazard Area or MWRD's Detailed Watershed Plan Inundation Areas: \_\_\_\_\_ structures

Project Benefit-Cost Analysis:

*Is the average project cost per structure for the proposed for acquisitions equal to or less than \$323,000?*

*Note: Dollar amount is based on FEMA's updated pre-calculated benefit value for acquisitions.*

☐ Yes

☐ No, attach a detailed Benefit-Cost Analysis in accordance with the Federal Emergency Management Agency's (FEMA) Benefit-Cost Analysis (BCA) program [www.fema.gov/benefit-cost-analysis](http://www.fema.gov/benefit-cost-analysis)

Benefit-Cost Ratio: \_\_\_\_\_

Percentage of target structures that are primary residences: \_\_\_\_\_ %

Acreage returned to open space: \_\_\_\_\_ acres

**11) Has the applicant previously applied for IEMA Buyout Assistance?**

*(If IEMA has ever declined assistance please attach explanation.)*

☐ Yes

☐ No

**12) Would you be willing to apply for state or federal funding, using MWRD Voluntary Flood-Prone Property Acquisition Program funding as matching funds? Understand that this may affect the project timeline.**

☐ Yes

☐ No

**If yes to the question above, would you be willing/capable of managing the federal or state grant through project completion?**

☐ Yes

☐ No

**13) Does the applicant maintain eligibility in the National Flood Insurance Program?**

☐ No

☐ Yes, in good standing

☐ Yes, but not in good standing. Please explain:

**14) Please indicate below if the following documents are attached:**

☐ \*FEMA Flood Insurance Rate Map (FIRM) with panel number  
(available at <https://msc.fema.gov/portal/home>)

☐ \*District Inundation Map (available at [gispub.mwrdr.org/swima/](https://gispub.mwrdr.org/swima/))

☐ \*Parcel map with project site/s identified

☐ \*Documentation for fair market value determination

☐ Documentation for benefit-cost ratio analysis

*\* Required attachment*

## SIGNATURE PAGE

**Applicant's Authorized Representative** (must be an employee of the public agency)

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Signature of authorized representative\*: \_\_\_\_\_ Date: \_\_\_\_\_

**\*Note:** Digital signatures are preferred, but if not comfortable digitally signing, 2 files may be submitted, a digital copy of the full application (unsigned) and a manually-signed copy of the signature page (scanned and emailed or attached to the webform).

By signing above, the Applicant acknowledges they understand the following eligibility requirements.

### Eligibility Requirements

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