**512.d. Substantial Damage Plan (SDP) Review Checklist**

**SDP1 CREDIT CRITERIA**

(1) Was the plan developed using a definition of substantial damage/substantial improvement that meets or exceeds NFIP minimum requirements (see step 1)? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(2) Does the community receive credit for cumulative substantial damage/substantial improvement (CSI) and/or lower threshold for substantial damage/substantial improvement (LSI)? Are the definitions credited for elements CSI and/or LSI reflected in the plan? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(3) Was the plan developed using the 6-step process? (see detail on each step, below) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(4) Has an evaluation report (or updated plan) been completed showing a review of the planning steps (see step 6, below)? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(5) Has evidence been provided showing the plan and annual evaluation report has been shared with community leaders (see step 6, below)? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(6) Was the most recent or revision to the plan (including a review of the 6-step planning process) provided for the most recent cycle verification visit? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(7) Was the plan made available to the State NFIP Coordinator or FEMA Regional Office (if requested)? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Six Step Planning Process Requirements (credit criteria (3), above)**

**Step 1. Assess vulnerability to substantial damage.**

* Is the substantial damage/substantial improvement definition and references to other regulations (building codes, state regs, etc.) included in the plan? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Does the plan describe prior substantial damage/substantial improvement activities and determinations? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Does the plan include a map of the area(s) with properties with the potential to be substantially damaged? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Does the plan include a list of properties with the potential to be substantially damaged? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Does the plan include a general description of other flood factors and/or tracking procedures for cumulative substantial damage? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Does the plan include a general description of building and structural features of the area(s) with the potential to be substantially damaged? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Step 2. Assemble a team for managing substantial damage.**

* Does the plan provide a description of the team leadership and organization? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Does the plan address additional resources or departments which are available if needed? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Step 3. Identify post-event actions to manage substantial damage.**

* Does the plan provide a general outline of substantial damage/substantial improvement team management, training, and areas of responsibility? \_\_\_\_\_\_\_\_\_\_\_\_
* Is there evidence of communication with elected officials? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Does the plan provide a strategy for communication with the public? \_\_\_\_\_\_\_\_\_\_
* Does the plan provide a detailed strategy for the actual damage determination process (who, when, how, etc.)? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Does the plan outline procedures for notifying residents? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Does the plan provide a strategy for compliance and enforcement? \_\_\_\_\_\_\_\_\_\_\_\_

**Step 4. Build a property database (see SDP2 option below)**

* Does the plan provide an explanation of resources used to populate the database? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Does the database comply with the federal Privacy Act? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Does the database include building, building value, and flood information (as noted in Step 4 of the addendum)? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Step 5. Identify pre-flood actions to address substantial damage (see SDP3 optional credit below)**

* Does the plan include at least one action to educate the community? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Step 6 Implementation steps and update procedures**

* Does the plan document who will complete the annual report and when it will be completed? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Does the plan include a system and/or schedule for updates? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Has the plan been shared with elected officials? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Does the plan comply with the Privacy Act? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SDP2 CREDIT CRITERIA**

**FEMA’s Substantial Damage Estimator (SDE) is pre-populated for all properties identified in Step 1 with the potential to be substantially damaged.**

* Is the community receiving credit for SDP1? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Does the community have an acceptable database format with applicable data fields pre-populated and entered into the SDE? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Do the properties entered into the SDE match the properties identified in Step 1 of the plan? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Is there a process for updates of the database as needed? (market values, new buildings, mitigated buildings, etc.)? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SDP3 CREDIT CRITERIA**

**Mitigation alternatives are considered for all properties identified in Step 1.**

* Is the community receiving credit for SDP1? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Does the plan consider mitigation alternatives and potential funding sources for all the structures (or neighborhood, area, or subset) identified in Step 1? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Does the plan provide documentation showing outreach efforts to property owners regarding mitigation alternatives? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_