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

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| **Community:**  | **NFIP #:** | **Date of review:** |
| **Document Title/date:**  |
| **Reviewer:**  | **CRS Specialist:** |

| **Credit Criterion** | **Qualify?** | **Notes** |
| --- | --- | --- |
| **Basic SDP1 Credit Criteria** |  |  |
| 1. SD/SI definition meets or exceeds NFIP minimum
 |  |  |
| 1. CSI and/or LSI (if applicable) are reflected in the plan
 |  |  |
| 1. Plan uses the 6-step process (below)
 |  |  |
| 1. Evaluation report (or updated plan) shows a planning review
 |  |  |
| 1. Plan or evaluation report shared with community leaders.
 |  |  |
| 1. Plan or review of 6-step process provided at cycle visit
 |  |  |
| 1. Plan made available to state or FEMA (if requested)
 |  |  |
|  |  |  |
| **Planning Process** |  |  |
| **Step 1. Assess Vulnerability to Substantial Damage** |  |  |
| 1 (a) SD/SI definition and references to other regs  |  |  |
| 1 (b) Description of prior SD activities and determinations |  |  |
| 1 (c) List of properties with potential to be SD |  |  |
| 1 (c) Map of areas with potential to be SD |  |  |
| 1 (d) General description of other flood factors or SD tracking |  |  |
| 1 (e) General description of buildings or structure features in SD area |  |  |
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| **Step 2. Identify and Assemble a Sub Dam Team**  |  |  |
| 2 (a) Describes team leadership and organization |  |  |
| 2 (b) Includes personnel needed to complete SD work  |  |  |
| 2 (c) Considers other resources or departments if needed |  |  |
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| **Step 3. Identify Post Event Actions to Manage Sub Dam** |  |  |
| 3 (a) Describes post event coordination and communication efforts including: |  |  |
| * A general outline of SD team management and training
 |  |  |
| * Evidence of communication with elected officials
 |  |  |
| * Strategy for communication with property owners
 |  |  |
| 3 (b) Details on the actual SD process (who, when, how, etc.) |  |  |
| 3 (c) Post event strategies such as:  |  |  |
| * Procedure for notifying residents
 |  |  |
| * Strategy for compliance and enforcement
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| **Step 4. Build a SD Property Database** |  |  |
| 4 (a) A basic SD database including information needed to begin damage assessments. * Building ownership
* Property identification
* Building address
* Building type
* Foundation type
* Square footage
 |  |  |
| * Explanation of resources used to populate database
 |  |  |
| * Database complies with Privacy Act
 |  |  |
| 4 (b) Optional SDP2 credit for full database and SDE population (see below) |  |  |
|  |  |  |
| **Step 5. Identify Pre-Flood Actions**  |  |  |
| 5 (a) At least one action to educate the community about SD: |  |  |
| * Annual SD team training
 |  |  |
| * Public information strategy (handouts, newsletters, etc.)
 |  |  |
| * Communication with elected officials
 |  |  |
| 5 (b) Optional SDP3 credit to develop a mitigation strategy for each SD area (see below) |  |  |
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| **Step 6. Implementation Steps and Updates** |  |  |
| 6 (a) Who will complete Annual Report and when |  |  |
| 6 (b) Shared SDP with elected officials |  |  |
| 6 (c) Propose an update schedule or process |  |  |
| 6 (d) Compliance with the Privacy Act |  |  |
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| **SDP2 Credit**  |  |  |
| Community has received credit for SDP1 |  |  |
| Database in format accepted by SDE |  |  |
| 28 SDE pre-population fields are included in the database |  |  |
| Explanation of any missing data fields |  |  |
| Data has been imported into the SDE |  |  |
| Properties in SDE match SD properties identified in Step 1 |  |  |
| Process for updating the database |  |  |
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| **SDP3 Credit** |  |  |
| Community has received credit for SDP1 |  |  |
| Plan has mitigation alternatives for all structures or areas identified in Step 1 |  |  |
| Plan has mitigation outreach efforts to SD property owners |  |  |
| Plan includes potential funding sources for mitigation options |  |  |
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| --- | --- | --- |
| **Total Credit** | **Score** |  |
| SDP1 |  |  |
| SDP |  |  |
| SDP3 |  |  |

General Comments:

Questions? Feel free to contact

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