



Hazard Mitigation Assistance (HMA) Program Post Wildfire Flood Risk & Sedimentation Reduction Checklist for Certifications, Assurances and Required Documentation

Introduction

Purpose: The purpose of this checklist is to assist subapplicants in developing their subapplications for hazard mitigation projects. It ensures that subapplicants are aware of all the necessary documentation that FEMA requires for HMA subapplications.

Helpful Links

Benefit-Cost Analysis (BCA) FEMA Website: <https://www.fema.gov/grants/tools/benefit-cost-analysis#toolkit>

BCA Toolkit Download: <https://www.fema.gov/grants/guidance-tools/benefit-cost-analysis/full-bca#download>

OEM Resources List Website: <https://oklahoma.gov/oem/programs-and-services/mitigation/hmgp-resources.html>

All forms need to be signed by the subapplicant's Authorized Agent and uploaded to EMGrants or FEMA GO.

Certifications, Assurances and Required Documentation	Task Completed
SF-424 – Application for Federal Assistance	
SF-424C – Budget Information for Construction Programs	
SF-424D – Assurances Construction Projects	
SF-LLL – Disclosure of Lobbying Activities	
F20-16C – Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements	
HM 2 CFR 200 Procurement Requirements Form	
Public Notice Letter	
Subrecipient Management Costs Acknowledgement	
Budget Workbook	
Local Match Commitment Letter	
Timeline (Deliverables) to include 90 days for closeout	
Detailed budget with additional budget narrative	
Site photos	
Property Site Maps: Provide map(s) showing the project location(s). If the project includes multiple structures, show the project boundaries.	
FIRMette with property locations clearly marked. FIRMettes can be accessed in the FEMA Flood Map Service Center (https://msc.fema.gov/portal/home).	
ODOT Consultation Letter, if applicable	
FWS Consultation Letter, if applicable	
Land Use and Farmland Preservation Consultation Letter, if applicable	
RCRA and CERCLA Consultation Letter	
Archeological Survey and SHPO Consultation Letter	
Appropriate BCA documentation, including an export of the BCA tool and PDF of the BCA Report from the toolkit (if applicable) and all supporting documentation	
Engineering studies, such as a hydraulic and hydrologic study (if available).	
Project drawings (if available).	
Detailed budget with additional budget narrative and documentation.	
Documentation to support annual maintenance costs, including an assurance letter from the signature authority that indicates annual maintenance costs, what position or department will be responsible for maintenance, and how often it will be performed.	
Schedule	

Environmental Planning and Historic Preservation documents:	
Public outreach documentation	
Obtained permits	
Documents of coordination with regulatory agencies	
Environmental and historic resource studies	
Maps that include known surface water and vegetation removal locations	