



Hazard Mitigation Assistance (HMA) Program Community Safe Room Checklist 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	
Maintenance Agreement	
Archeological Survey and SHPO Consultation Letter	
ODOT Consultation Letter, if applicable	
FWS Consultation Letter, if applicable	
Land Use and Farmland Preservation Consultation Letter, if applicable	
RCRA and CERCLA Consultation Letter	
Site photos (North, South, East, & West views)	
Aerial site photo with location(s) marked	
FEMA Flood FIRMette for construction site(s)	
A certification letter, to be included with closeout documentation, must indicate that the safe room, and all items that contribute to the operation of the safe room, were constructed to meet or exceed FEMA P-361 requirements.	
Property Site Maps	
Flood Hazard Data	
Impacted Population and Travel Limitations Documentation	
Maps with Travel Routes	
Access Roads Documentation	
Usable Floor Area Calculation	
Floor Plan	

Detailed Schedules	
Documentation to support predominant structure type(s) and corresponding percentages of occupancy.	
Documentation from a qualified professional to support completion of peer review, if applicable and available. Verification that a peer review (if applicable) was conducted must be provided at closeout.	