



Hazard Mitigation Assistance (HMA) Program Wildfire

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	
Technical data	
Site photos	
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	
For defensible space, hazardous fuels reduction, and ignition-resistant construction projects: wildland/urban interface risk, wildfire frequency, wildfire intensity, and vegetation type maps within and around the project area	
Vicinity map, GIS, or Google Earth file with project location and boundaries clearly marked	
Inventory of physical addresses of structures and/or infrastructure to be protected and any adjacent structures on a spreadsheet or map/GIS, if applicable	
FIRMette with property locations clearly marked. FIRMetts can be accessed in the FEMA Flood Map Service Center (https://msc.fema.gov/portal/home).	
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	
Project drawings, if available	
Detailed budget with additional budget narrative if box provided is not sufficient	

Documentation to support annual maintenance costs	
Schedule	
Environmental Planning and Historic Preservation documentation:	
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	