



Hazard Mitigation Assistance (HMA) Program

Flood Risk 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	
Property site map(s) showing the project location(s). If the project includes multiple structures, show the project boundaries.	
Site photographs	
Figure of site layout	
Documentation for the existing flood risk: FIRMette with property locations clearly marked. FIRMettes can be accessed in the FEMA Flood Map Service Center (https://msc.fema.gov/portal/home). If a FIRMette is not available, an independent engineering study may be used.	
Documentation should also include post-project flood risk (residual risk). The residual risk should be representative of the project's level of protection detailed in the scope of work.	
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 and project drawings, if available.	
Detailed budget with additional budget narrative.	
Schedule	
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	

Public notice documentation, if working in the floodplain (date and media outlet)	