



Hazard Mitigation Assistance (HMA) Program Acquisition / Demolition 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	
Maintenance Agreement - signed	
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	
Site photos (North, South, East, West & Aerial views)	
Tax card for each property	
FEMA Flood FIRMette for construction site(s)	
Latitude & Longitude for site(s)	
Address for site(s)	
Itemized bid(s) and/or quote(s)	
Timeline (Deliverables) to include 90 days for closeout	
Cost lines/itemized budget with narrative (as needed)	
FEMA Benefit Cost Analysis (BCA) Toolkit - 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	
Hazardous Materials Property Survey (include Individual Property Survey Form for each)	
Substantial Damage Documentation, as applicable	
Complete the attached Primary Properties and Alternative Properties spreadsheet (s)	

Voluntary Interest Forms: Interested homeowners will be required to sign Voluntary Interest Forms to ensure that they are made aware that participation is voluntary, and that neither FEMA, the state/tribe, nor the local jurisdiction will use eminent domain to acquire the properties. Signed Voluntary Interest Forms, or community meeting sign-in forms that include the information on voluntary participation and the signatures of interested homeowners, are included as documentation.	
Documentation of Fair Market Value. Indicate the applicable method for determination of the Fair Market Value.	
Pre-event, fair market value is offered to homeowners who are Nationals of the United States, or qualified aliens. Under certain circumstances, Nationals and qualified aliens may be offered current fair market value. Homeowners who are not Nationals of the United States and are not qualified aliens will be offered current fair market value. The jurisdiction generally will not combine pre-event fair market value offers and current fair market value offers to homeowners within one project.	
Citizenship Forms, if using Pre-Event Fair Market Value (Declaration & Release Form 009-0-3)	
Property Site Maps: Provide map(s) showing the project location(s). If the project includes multiple structures, show the project boundaries.	
Flood Hazard Data: Provide copies of data from applicable FEMA Flood Insurance Study, independent engineering study used to assess flood risk for the project or historical flood event data.	
FEMA Model Deed Restriction	