



# HMGP APPLICATION ATTACHMENTS CHECKLIST

Sub-applicant: Grays Harbor County

Sub-application Title: Design & Permit, Elk Creek/SR 109 Flood Hazard Reduction Project

## 1. REQUIRED ATTACHMENTS- ALL APPLICATIONS

X	Resolution Designating Applicant Agent -signature required
X	Assurances and Certifications form(s) – signature required
X	SF-424 Form – signature required
X	SF-424C ( <i>Construction</i> ) or SF-424A ( <i>Non-Construction</i> )
X	Cost Estimate Summary Spreadsheet – showing budget details and assumptions
X	Local Funds Commitment Letter – confirming the source of required non-federal match
	<del>Map of area with project site limits clearly identified – (PROJECT ONLY)</del>
X	Recent aerial image of the project site via Google, MapQuest, ArcGIS or similar
X	Latitude and Longitude of project site(s)
	<del>FIRM and/or FIRMETTE of Project Site(s) – (PROJECT ONLY)</del>
X	Pictures of existing conditions at project site(s)- at least 3 different sides or angles - (PROJECT ONLY)
	<del>Copy of FEMA Approval Letter for the referenced Hazard Mitigation Plan – (PROJECTS ONLY)</del>
	<del>BCA Report (exported PDF from FEMA Approved BCA software) – (PROJECT ONLY)</del>
	<del>BCA excel file, which includes full access to the project’s BCA inputs and assumptions – (PROJECT ONLY)</del>
	<del>BCA Narrative – A description and explanation of your assumptions and inputs</del>
X	Relevant excerpts from the Local Hazard Mitigation Plan demonstrating a direct connection to the proposed project
	<del>*NFIP-CAV Letter confirming community is in good standing per CRS – Flood Mitigation Projects Only</del>
	<del>*A Model Acknowledgement of Conditions for Mitigation of Property in a Special Flood Hazard Area (SFHA) – Only if conducting work in a SFHA</del>
	<del>*USACE Consultation (letter to/from US Army Corps of Engineers verifying they have no plans to utilize the proposed project site for flood control measures) – Only if conducting work in or near a SFHA</del>
	<del>*SHPO Consultation (letter to/from State Historic Preservation Officer regarding any 40+ year old building in or near the proposed project site) – Only if conducting work in or near a 40+ year old building</del>
	<del>*WSDOT Consultation (letter to/from WSDOT verifying coordination with any existing or future roadway projects on or near the proposed project site) – Only if conducting work in or near a public right-of-way</del>
	<del>*Coastal Zone Management (CZM) Self-certification Form – Required for all projects located in counties that have a coastline, regardless of project’s proximity to the coast</del>

## 2. ADDITIONAL REQUIRED ATTACHMENTS- PLANS

X	Cost estimate/quote for contracted services – if applicable
	Copy of previous Hazard Mitigation Plan FEMA Approval Letter – if proposing a plan update

## 3. ADDITIONAL REQUIRED ATTACHMENTS- ACQUISITIONS

	List of targeted properties and their addresses (include Lat & Long and total square footage)
	Documentation of the valuation estimate of the property
	Model Deed Restriction for Open Space in Perpetuity – <b>For open space acquisitions covered under 44 CFR Part 80</b>
	Signed Voluntary Interest form from all property owners

## 4. ADDITIONAL REQUIRED ATTACHMENTS- ELEVATIONS

	List of properties and their addresses (include lat & lon, structure type, foundation type, original date of construction, elevation of lowest finished floor and total square footage)
	List of first floor elevation of the proposed elevation, proposed foundation type, proposed elevation methodology and standard, and Base Flood Elevation (BFE) or Advisory BFE (ABFE).
	Signed statement from the appropriate local official or qualified professional that the structure appears to be capable of elevation
	Model Acknowledgement of Conditions for Mitigation of Property in a SFHA
	Proof of flood insurance for each property

## 5. ADDITIONAL REQUIRED ATTACHMENTS- OTHER FLOOD CONTROL MEASURES

	Excerpts of relevant flood studies and hydrology reports
--	--

## 6. ADDITIONAL REQUIRED ATTACHMENTS- EQUIPMENT PURCHASES

	Manufacturer's product data
	Vendor quote(s)

## 7. ADDITIONAL REQUIRED ATTACHMENTS- SEISMIC RETROFITS

	Seismic studies, assessments, and/or reports establishing existing conditions, needed retrofits, and post-mitigation seismic performance goal (target seismic code level)
	List of properties and their addresses (include lat & lon, soil type, construction type, original date of construction, building type, number of stories, use, occupancy, and total square footage)
	A Model Acknowledgement of Conditions for Mitigation of Property in a Special Flood Hazard Area - <b>Only Required for projects involving structures in a Special Flood Hazard Area (SFHA)</b>
	Proposed structural retrofit methodology and applicable engineering standard

	Building replacement value (BRV) (\$/square foot) and supporting documentation
--	--

**8. ADDITIONAL REQUIRED ATTACHMENTS- WILDFIRE**

	Parcel level maps clearly showing targeted properties, proposed work area limits, and Wildland Urban Interface (WUI) boundaries – <b>Defensible Space/Home Hardening Projects</b>
	List of all targeted properties including address, parcel number, area (acreage or sq footage), owner name(s), and assessed value of structures
	A model or template Operations and Maintenance Plan – <b>plan development must be included in the proposed scope of work</b>