



## Hazard Mitigation Grant Program (HMGP) Elevation Program Step By Step Checklist

**Use this checklist to track your progress through the remainder of the program**

✓	<b>Authorization Letter</b>
	<b>Elevation Kick-Off Meeting</b>
	<b>The following 4 documents must be submitted prior to elevation construction</b>
	<b>Any/all documents may be submitted at the Kick-off meeting</b>
	<ul style="list-style-type: none"> <li><input type="checkbox"/> Signed (with photo ID) Acknowledgement of Conditions/Maintenance Agreement</li> <li><input type="checkbox"/> Signed Inspection Agreement</li> <li><input type="checkbox"/> Signed and Sealed Certification of Structural Stability Form (original needed) by a design professional</li> <li><input type="checkbox"/> Construction Schedule</li> </ul>
	<b>Elevation Construction and Site Monitoring</b>
	<ul style="list-style-type: none"> <li><input type="checkbox"/> Applicant selects a registered contractor using NJ Division of Consumer Affairs guidance</li> <li><input type="checkbox"/> Applicant notifies NJ DEP County Coordinator when elevation construction will begin</li> <li><input type="checkbox"/> Applicant makes their contractor aware of FEMA Best Practices for Lower Impact Debris Removal and Demolition</li> <li><input type="checkbox"/> Applicant submits construction permits to NJ DEP County Coordinator</li> <li><input type="checkbox"/> NJ DEP County Coordinator conducts site visits during elevation construction</li> <li><input type="checkbox"/> Applicant submits Quarterly Reports to DEP County Coordinator</li> </ul>
	<b>Closeout and Reimbursement Process – after construction is completed</b>
	<ul style="list-style-type: none"> <li><input type="checkbox"/> Final site visit/closeout meeting conducted by NJ DEP County Coordinator to review and prepare final reimbursement documents</li> <li><input type="checkbox"/> Applicant compiles receipts/proof of payment for all eligible activities and completes forms using DEP template</li> <li><input type="checkbox"/> Applicant receives check, closeout letter, and Acknowledgement of Reimbursement Form</li> <li><input type="checkbox"/> Applicant signs and returns the Acknowledgement of Reimbursement Form</li> </ul>
	<b>Post-Elevation Construction Documents (Required at Closeout Meeting)</b>
	<ul style="list-style-type: none"> <li><input type="checkbox"/> Certificate of Occupancy, or equivalent</li> <li><input type="checkbox"/> Certification by an engineer or floodplain manager that elevation is in compliance with NJ building codes, local ordinances, and NFIP regulations</li> <li><input type="checkbox"/> Final Elevation Certificate (post-elevation)</li> <li><input type="checkbox"/> Photos (front, rear, and sides showing the entire structure from ground to rooftop) provided by applicant labeled with name, address, and HMGP elevation number</li> <li><input type="checkbox"/> Copy and Proof of Deed Restriction requiring flood insurance</li> <li><input type="checkbox"/> Copy of Flood Insurance Declaration page</li> </ul>