



# Hazard Mitigation Assistance (HMA) Program Planning 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-424A – Budget Info Non-Construction Projects	
SF-424B – Assurances Non-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	