

## Hazard Mitigation Grant Program (HMGP) Regular Project Checklist

- Designation of Applicant Agent
- Resolution Appointment of Applicant Agent
- Match Commitment Letter
- State-Local Assistance Agreement
- Scope of Work that describes:
  - Project Description
  - Project Responsibilities
  - Qualifications and Experience
  - Methodology and Process
  - Detailed Timeline Spanning 36 Months\*
- Detailed Cost Estimates
- Agency Environmental Response Letters or Statements
- Maps and Photos
- Benefit Cost Analysis (BCA), if applicable
  - Any source of information used or cited within the BCA also needs to be uploaded as supporting documentation

The forms listed above need to be attached as independent, standalone documents (opposed to scanning all forms together and uploading as one document) that are clearly named. This provides a clean and organized application which allows the FEMA team to review them faster and without asking for clarifying information.

\*36 months is the full award duration allocated by FEMA's Period of Performance. Even if the project is not expected to take a full 36 months, the timeline needs to reflect this should there be any issues or delays.

All contact information needs to be filled out in-full for the Contact Person, the Alternative Contact Person (if applicable) and the Applicant Agent which includes:

- Title
- Mailing Address
- Phone Number
- Email Address

All the above information should also be provided about the grant writer.

Questions can be directed to:  
South Dakota Office of Emergency Management  
Attn: State Hazard Mitigation Officer  
221 S Central Ave, Pierre, SD 57501  
605-773-3231