

# Hazard Mitigation Grant Program Administrative Plan Checklist

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The Hazard Mitigation Grant Program (HMGP) Administrative Plan Checklist identifies the minimum criteria found in program regulations and the [Hazard Mitigation Assistance Program and Policy Guide](#) (HMA Guide) that an HMGP or HMGP Post Fire Administrative Plan must contain to be approvable by FEMA. The following information is intended for guidance only and is not a request for information.

## Overview

This Hazard Mitigation Grant Program (HMGP) Administrative Plan Checklist replaces and updates previous versions of the HMGP Administrative Plan Checklist, including the version found in NEMIS. In this document, unless otherwise indicated, the terms “applicant,” “recipient,” or “pass-through entity” will refer to states, federally recognized tribal governments and territories that apply for/receive HMGP or HMGP Post Fire funds directly from FEMA.<sup>1</sup>

The Administrative Plan Checklist is a procedural guide that details how the recipient will administer HMGP and HMGP Post Fire subawards. Recipients must have a current Administrative Plan approved by FEMA before receiving HMGP and HMGP Post Fire assistance.

## HMGP Administrative Plan Checklist

The Administrative Plan Checklist identifies the minimum criteria found in regulations and the HMA Guide<sup>2</sup> that a plan must contain to be approvable by FEMA. There may be additional recommended Administrative Plan elements identified in the HMA Guide that FEMA does not require but encourages recipients to consider including (refer to Part 10.A.2, Part 10.B.2, Part 13.B of the 2024 HMA Guide and [44 CFR § 206.437](#)).

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<sup>1</sup> Section 1110 of the Sandy Recovery Improvement Act (2013) amended the Robert T. Stafford Disaster Relief and Emergency Assistance Act to provide federally recognized Indian tribal governments the option to make their own request for a Presidential emergency or major disaster declaration independently of a state in addition to the pre-existing options for them to seek assistance under a declaration for a state.

<sup>2</sup> References to the HMA Guide in the checklist are updated as of the 2024 version. For any updates to the HMA Guide, please visit [Hazard Mitigation Assistance Program and Policy Guide | FEMA.gov](#).



# FEMA

## Section 1: Recipient Information

Completed by Recipient	
Recipient Name	
Disaster Number	
Date Submitted	

## Section 2: Minimum Administrative Plan Criteria

The recipient should complete the “Page/Section” column by providing the page and section where the information is found in the recipient’s Administrative Plan. For additional comments, use Section 3: Additional Comments.

#	Minimum Administrative Plan Requirement	Completed by Recipient	Completed by FEMA Reviewer	
		Page/Section	Met / Not Met	Comments (if not met)
1	Does the Administrative Plan designate the recipient agency with responsibility for administration of the program ( <a href="#">44 CFR § 206.437(b)(1)</a> )?			
2	Does the Administrative Plan identify the hazard mitigation officer responsible for all matters related to the program ( <a href="#">44 CFR § 206.437(b)(2)</a> )?			
3	Does the Administrative Plan determine the staffing requirements and sources of staff necessary for administration of the program ( <a href="#">44 CFR § 206.437(b)(3)</a> )?			
4	Does the Administrative Plan include a procedure for expanding staff temporarily following a disaster, if necessary (HMA Guide (2024), Part 10.A.2)?			
5	Does the Administrative Plan contain the procedures to identify and notify potential subapplicants of the availability of the program ( <a href="#">44 CFR § 206.437(b)(4)(i)</a> )?			
6	Does the Administrative Plan contain the procedures to ensure that potential subapplicants are provided information on the application process, program eligibility, deadlines and availability of management costs ( <a href="#">44 CFR § 206.437(b)(4)(ii)</a> ; HMA Guide (2024), Part 10.A.2.3)?			

#	Minimum Administrative Plan Requirement	Completed by Recipient	Completed by FEMA Reviewer	
		Page/Section	Met / Not Met	Comments (if not met)
7	Does the Administrative Plan contain the procedures to determine subapplicant eligibility ( <a href="#">44 CFR § 206.437(b)(4)(iii)</a> )?			
8	Does the Administrative Plan contain the procedures to conduct environmental and floodplain management reviews by providing information for Environmental Planning and Historic Preservation and floodplain management reviews in conformance with <a href="#">44 CFR Part 9</a> and <a href="#">FEMA Directive 108-1</a> ( <a href="#">44 CFR § 206.437(b)(4)(iv)</a> ) <sup>3</sup> ?			
9	Does the Administrative Plan contain procedures to provide information, training and technical assistance on mitigation planning requirements ( <a href="#">44 CFR § 206.437(b)(4)(x)</a> ; <a href="#">44 CFR § 201.3(c)(5)</a> ; HMA Guide (2024), Part 10.A.2.3)?			
10	Does the Administrative Plan contain the procedures to establish priorities for the selection of mitigation activities ( <a href="#">44 CFR § 206.437(b)(4)(v)</a> )?			
11	Does the Administrative Plan contain the procedures to process requests for advances of funds and reimbursements ( <a href="#">44 CFR § 206.437(b)(4)(vi)</a> )?			
12	Does the Administrative Plan contain the procedures to monitor and evaluate the progress and completion of the selected mitigation activities ( <a href="#">44 CFR § 206.437(b)(4)(vii)</a> )?			
13	Does the Administrative Plan contain procedures to monitor and report on subrecipient management costs (HMA Guide (2024), Part 10.A.2.3 and Part 13.A)?			
14	Does the Administrative Plan contain the procedures to review and approve cost overruns ( <a href="#">44 § CFR 206.437(b)(4)(viii)</a> )?			

<sup>3</sup> FEMA Directive 108-1 replaces 44 CFR Part 10: *Environmental Considerations*.

#	Minimum Administrative Plan Requirement	Completed by Recipient	Completed by FEMA Reviewer	
		Page/Section	Met / Not Met	Comments (if not met)
15	Does the Administrative Plan contain the procedures to process appeals ( <a href="#">44 CFR § 206.437(b)(4)(ix)</a> )?			
16	Does the Administrative Plan contain the procedures to provide technical assistance, as required, to the subrecipients ( <a href="#">44 CFR § 206.437(b)(4)(x)</a> )?			
17	Does the Administrative Plan contain the procedures to comply with the administrative requirements of <a href="#">2 CFR Part 200</a> and <a href="#">44 CFR Part 206.437</a> ( <a href="#">44 CFR § 206.437(b)(4)(xi)</a> )?			
18	Does the Administrative Plan contain the procedures to comply with the audit requirements of <a href="#">2 CFR Part 200 Subpart F</a> ( <a href="#">44 CFR § 206.437(b)(4)(xi)</a> )?			
19	Does the Administrative Plan identify roles and procedures to implement the recipient’s authority to address a subrecipient’s noncompliance with grant requirements by providing an opportunity to subrecipients to bring the grant into compliance, if applicable, or by imposing remedy actions or special conditions on subrecipients that fail to comply with grant requirements ( <a href="#">2 CFR § 200.208</a> and <a href="#">2 CFR § 200.339</a> )?			
20	Does the Administrative Plan contain the procedures used to provide quarterly progress reports to the FEMA regional administrator on approved mitigation activities and management costs? ( <a href="#">44 CFR § 206.437(b)(4)(xii)</a> ; HMA Guide (2024), Part 10.A.2 and A.2.3)?			
21	Does the Administrative Plan incorporate updates, amendments, or plan revisions required to meet current policy guidance or changes in the administration of the program ( <a href="#">44 CFR § 206.437(d)</a> )?			

#	Minimum Administrative Plan Requirement	Completed by Recipient	Completed by FEMA Reviewer	
		Page/Section	Met / Not Met	Comments (if not met)
22	<u>Program Administration by States (PAS)</u> : For recipients with a PAS Agreement, does the Administrative Plan outline the components the recipient will administer under PAS, in accordance with the HMA Guide (HMA Guide (2024), Part 14.F)?			
23	<u>Program Administration by States (PAS)</u> : For recipients with a PAS Agreement, does the Administrative Plan contain a FEMA-approved PAS addendum that provides a procedural guide that details how the recipient will administer delegated activities (HMA Guide (2024), Part 14.F.1 and 14.F.2)?			
24	<u>Global Match Cost Share Strategy</u> : For recipients using a global match cost share strategy, does the Administrative Plan include a cost share strategy that explains how the applicant will apply this approach fairly and impartially to all subapplicants (HMA Guide (2024), Part 10.A.11 and B.10)?			
25	<u>Global Match Cost Share Strategy</u> : For recipients using a global match cost share strategy, does the Administrative Plan include a cost share strategy that explains how the applicant will monitor the cost share for the overall award throughout the period of performance (HMA Guide (2024), Part 10.A.11 and B.10)?			
26	<u>Global Match Cost Share Strategy</u> : For recipients using a global match cost share strategy, does the Administrative Plan include a cost share strategy that explains how the applicant will address any cost share shortfalls that may occur during the period of performance and at closeout (HMA Guide (2024), Part 10.A.11 and B.10)?			

### Section 3: Additional Comments

Provide Additional Comments in the space below.