



Hazard Mitigation Training

Session 6: Best Practices, Lessons-learned, Case Studies of Successful Applicants

- What to think about and do before you have your grant
 - It takes a village—prepare a team!
 - Have projects in mind (think “project to proposal”)
 - Use the tools to identify critical data or elements relevant to the project, potential project locations, and types of projects
 - Research grant opportunities and keep researching
 - Contract with a grant writer or identify a grant writer on your team
 - Keep applying for grants
 - Establish partnerships with non-profits, contractors, and/or other municipalities
 - Prepare a budget and account for federal and other matches
 - See Session 4 for the federal and non-federal match requirements
 - Matches can be in-kind
- Best practices once you’ve been awarded the grant
 - Print out the NOI
 - The grant scope is the final agreement
 - Read the subaward agreement and ensure all requirements can be met (e.g., insurance requirements) prior to signing
 - Conduct a kickoff meeting so that everyone understands the grant management process, documentation/reporting requirements, and close out procedures
 - Follow the appropriate guidelines
 - Keep good records
 - The process takes longer than you think
- FEMA and MDEM best practices
 - To apply for FEMA mitigation funding, municipalities must:
 - Participate in the HMP update or have their own approved plan
 - Adopt the finalized plan
 - Ensure projects align with documented risks and actions
 - Why this matters:
 - FEMA will not fund projects from non-participating jurisdictions
 - Higher-scoring applications are explicitly tied to HMP risk assessments and actions

- Lessons Learned; avoid these mistakes that might lead to applicant rejections
 - Waiting until the NOFO comes out (only 30 days, MDEM will review it once)
 - Waiting too long to start, municipalities should begin thinking now
 - Not coordinating partners (storm management, emergency response)
 - Not identifying the locations of concern
 - Not a clear understanding of the Hazard Mitigation BCA
 - Not understanding the cost share requirement and match
 - Not understanding the procurement process
- Examples of successful projects
 - Point of Rocks with video:
<https://www.youtube.com/watch?reload=9&v=xPa0nhdqdl0>