



Pre-Application Worksheet



1. Basic Project Information

Project Title	
Municipality/Department	
Project Manager/POC	
✓ Name:	
✓ Email:	
✓ Phone:	

2. What Problem Are You Trying to Address?

Hazard Type	
Clear description of the problem	
Precise location(s)	
Who or what is affected?	
Frequency and severity of events	
Consequences	

3. What Data Do You Have?

Check all that apply			
<input type="checkbox"/>	Photo/video of the hazard	<input type="checkbox"/>	Damage repair costs/invoices
<input type="checkbox"/>	Public works incident logs	<input type="checkbox"/>	Community complaints/documentation
<input type="checkbox"/>	311/Service requests	<input type="checkbox"/>	GIS layers or maps
<input type="checkbox"/>	Flood depth/extent information	<input type="checkbox"/>	Critical facility information
<input type="checkbox"/>	Repetitive issues after storms	<input type="checkbox"/>	Other:
<input type="checkbox"/>	Road closure history		
Data sources:		Data gaps:	

4. Proposed Solution (Concept Only)

Describe the idea or desired outcome:	
Is the solution fully known? (Yes/No/Partially):	
Draft solution components	
Do you have engineering or hydrologic/hydraulic studies supporting feasibility? (Yes/No/Needed)	
Are environmental or regulatory barriers likely to affect feasibility (permits, easements, right-of-way)? (Yes/No/Unsure)	

5. Proposal Type Selection

Place a checkmark for the best fit for this specific project*:			
	Scoping		Design/Engineering
	Planning		Community complaints/documentation
Why this proposal type?			
Is this project clearly limited to ONE project type? (Yes/No)			
Has the preferred alternative been evaluated against at least two other potential alternatives? (Yes/No)			

*Note: FEMA typically require applicants to submit a project under a single, clearly defined project type, and the sub-application must clearly document eligibility, technical feasibility, and cost-effectiveness within that scope.

6. Alignment with the Hazard Mitigation Plan (HMP)

Relevant HMP Hazard(s):	
Relevant HMP Action(s):	
Is the location mentioned in the plan? (Yes/No/Not sure)	

7. Cost, Match & Capacity Considerations

Estimated project cost:	
Estimated match source: (e.g., local funds, in-kind time, state cost share program)	
Staffing capacity (Yes/No/Maybe)	
Consultant support needed? (Yes/No/Maybe)	
Benefit Cost Analysis (BCA) Readiness Question	
Do you have enough data to complete a full BCA? (Yes/No/Partially)	
Does this project potentially qualify for pre-calculated benefits? (Yes/No/Unsure)	
Is there a designated person/team who will complete the BCA? (Yes/No)	
Do you have documentation of past damages, outages, evacuations, or closures that will serve as BCA inputs? (Yes/No)	

8. Environmental & Historic Preservation (EHP) Considerations

Check all that apply			
<input type="checkbox"/>	Near waterway/wetland	<input type="checkbox"/>	Habitat/tree impacts
<input type="checkbox"/>	In/near historic district	<input type="checkbox"/>	Utility work
<input type="checkbox"/>	Ground disturbance planned	<input type="checkbox"/>	None known
Describe EHP concerns:			

9. Common Attachments

Can you provide the following			
<input type="checkbox"/>	Map of problem location	<input type="checkbox"/>	Engineering/H&H studies
<input type="checkbox"/>	Photos	<input type="checkbox"/>	Engagement notes
<input type="checkbox"/>	Flood/hazard documentation	<input type="checkbox"/>	Supporting data files
<input type="checkbox"/>	Cost estimates	<input type="checkbox"/>	Other:

Early Coordination & Internal Review Checklist

Early Coordination			
OEM meeting held?		OEM meeting date	
Notes			
NOI Checklist (Initial Screening / Pre-Application)			
Eligibility & Basic Project Definition		Basic Feasibility Awareness	
	Hazard identified (flood, wind, etc)		Early EHP considerations noted
	Problem clearly defined (location, frequency, impacts)		Preliminary concept is technically sound (Yes/Maybe)
	Population/affected infrastructure ID'd	Local Capacity	
	Initial data available (photos, logs, maps, complaints)		Capacity needs identified (internal, consultant, County support)
Proposal Type			Initial match source tentatively identified
	Proposal type selected	Coordination	
	Project limited to ONE type		Initial conversation with OEM / other County departments completed
Hazard Mitigation Plan Alignment			
	Hazard supported by HMP		Site map and photos provided
	Related HMP action identified		
Full Application Checklist (Detailed Requirements)			
Used only <i>after</i> applicant is invited to submit full proposal.			
SCOPING: Minimum Requirements		PLANNING: Minimum Requirements	
	Clear problem description		Define planning area (jurisdictions involved)
	Hazard identified and documented		Status of existing plan (expiration date)
	Alternatives to be explored identified		Scope of work for planning process
	List of technical studies needed (H&H, geotechnical, cost analysis)		Engagement strategy (public, stakeholders)
	Draft workplan for scoping activities		Roles and responsibilities identified
	Preliminary EHP considerations (site sensitivity, historic areas)		Schedule for plan development
	Estimated scoping budget (can be rough)		Budget & match identified
	Match identified		
	Staff or consultant capacity identified		
DESIGN/ENGINEERING OR CONSTRUCTION PROJECTS: Minimum Requirements			
	One preferred alternative finalized		Construction timeline
	Technical feasibility supported (H&H studies, engineering reports, geotechnical)		Full EHP review documentation
	Final scope of work		Permits identified
	Full cost estimate (design, permitting, construction, contingencies)		GIS mapping, drawings, and schematics attached
	BCA completed with BCR \geq 1.0		Match secured