



FEMA HAZARD MITIGATION PROPOSALS

Quick Reference Fact Sheet



Getting the Timing Right

Notices of Intent (NOIs)

Submitting early allows:

- MDEM review before you lock in project direction
- Identification of missing data, wrong proposal type, or match issues early
- Avoiding last-minute bottlenecks at OEM and MDEM, who have limited processing capacity near deadlines

Full Proposals

Before selecting and preparing a proposal, municipalities should fully understand what the application will require. You will need:

- Flooding data: frequency, depth, duration, recurrence
- Exposure & impacts: critical facilities, roads, homes, businesses
- Community impacts: emergency access, service interruption, repetitive loss areas
- Engineering needs: H&H studies, conceptual or detailed design
- BCA requirements: data inputs, calculations, supporting documentation
- Level of effort: staff time, consultant needs, schedule, budget

Choosing the Right Proposal Type:

- If you lack data, start with **Scoping**
- If you have a defined concept but limited engineering, choose **Design**
- If the project is fully developed, shovel-ready, and you have the capacity to implement, proceed with **Construction**

- Good for defining the problem, gathering data, evaluating alternatives.
- Best when documentation or engineering is limited.
- Need basic site info, photos, known flood issues, initial cost ideas.
- No full engineering or BCA required

Scoping

- Good for developing or updating plans, building local mitigation capacity.
- Requires engagement with stakeholders, existing plans, local data, and municipal commitments.
- No full engineering or BCA required

Planning

- Good for preparing engineered designs, drawings/specs, + refining cost estimates.
- Requires preliminary H&H, conceptual engineering, early cost estimates.
- Initial BCA inputs may be needed
- Consider partnering w/ County

Design/Eng.

- Good for implementing shovel-ready projects with complete design packages.
- Requires full engineering design, detailed cost estimates, strong BCA, permits / permit pathways, + completed EHP.
- Consider partnering with County

Construction

The bottom line:

- Submit NOIs early
- Pick the proposal type that fits your current level of readiness
- Provide complete, defensible supporting data
- Start engineering and EHP planning early
- Identify budget, match, and O&M responsibilities upfront
- Consider partnering with County when municipal capacity is limited,

Data Needs for Strong Proposals

1. Defined Problem and Need

- Flood frequency, depth, duration, repetitive impacts
- Dates, photos, damage reports, repair logs
- Documentation of service disruption (road access, utilities, emergency response)
- Identification of affected populations and critical facilities

2. Scope of Work

- Clear description of proposed solution
- Alternatives considered (if known)
- Preliminary feasibility indicators
- LOE required (time, staff, budget)

3. Engineering Documentation

- Conceptual drawings, sketches, or preliminary engineering
- Hydrologic & hydraulic (H&H) data, if available
- Cost estimates (conceptual → design → construction)
- Existing conditions maps
- Survey data, if available (e.g., elevations, drainage patterns)

4. Environmental & Historic Preservation (EHP) Details

- Maps showing wetlands, waterways, floodplains
- Known species, habitats, cultural/historic districts
- Description of ground disturbance
- Permit requirements (if known)
- Photos of site + surroundings

5. Community Considerations

- Description of who benefits
- Impacts on vulnerable populations
- Community outreach to date
- Environmental justice (EJ) context if applicable

6. BCA or Cost-Effectiveness Narrative

- Structure values, infrastructure repair cost history
- Detour lengths, emergency response delays
- Damage estimates for past events
- Project cost and useful life
- Avoided damages calculation inputs
- Additional benefits (ecosystem services, maintenance savings)

7. O&M Plan

- Who will maintain project
- Expected annual O&M costs
- Capacity to maintain
- Existing O&M plans if relevant

8. Budget & Schedule

- Detailed estimate (labor, materials, contingencies)
- Multi-year schedule, if applicable
- Evidence that costs are reasonable
- Procurement approach

9. Match Identification

- Source (CIP, in-kind, state programs, partner funds)
- Documentation of commitment
- Estimated value of in-kind services
- State or federal cost-share leverage