



Michigan State Police

Emergency Management and Homeland Security Division

Informational Bulletin

Issue: 23-02

August 01, 2023

Building Resilient Infrastructure in Communities and Flood Mitigation Assistance Program

Seeking Project Proposals for Fiscal Year 2023 Time Sensitive - Respond ASAP Notices of Intent Due No Later than September 24, 2023

In anticipation of the Federal Emergency Management Agency (FEMA) announcing the opening of the application period for Fiscal Year (FY) 2023 Building Resilient Infrastructure and Communities (BRIC) and Flood Mitigation Assistance (FMA), the Michigan State Police, Emergency Management and Homeland Security Division (MSP/EMHSD) is seeking Notice of Intent (NOI) forms – project proposals – for eligible hazard mitigation activities. It is expected that FEMA will release the FY23 Notice of Funding Opportunity (NOFO) for both programs on or around August 30, 2023, and that the application period for the programs will be opened on September 30, 2023. This bulletin will be updated once the NOFOs have been released if there are important updates to share.

Purpose

Hazard mitigation activities are intended to reduce or eliminate future property damages and loss of life from natural hazards, such as floods, tornadoes, and storms. The FEMA BRIC and FMA programs provide funds for hazard mitigation planning activities and implementation of mitigation projects. Based on past funding cycles of the programs, FEMA's general priorities for the programs are as follows (if the NOFOs identify significant changes to the priorities, this section will be updated after the NOFO release):

Building Resilient Infrastructure and Communities (BRIC) Priorities:

- Projects that incentivize natural hazard risk reduction activities that mitigate risk to public infrastructure and disadvantaged communities as referenced in Executive Order 14008.
- Projects that incorporate [nature-based solutions](#).
- Projects that enhance climate resilience and adaptation.
- Increase funding to applicants that facilitate the adoption and enforcement of the latest published editions of building codes.

Flood Mitigation Assistance (FMA) Priorities:

- Project Scoping activities to develop community and individual flood mitigation projects.
- Projects that address community flood risk for the purpose of reducing National Flood Insurance Program (NFIP) flood claim payments.
- Projects that mitigate the risk of flooding to individual NFIP insured structures.

Program grant guidance for BRIC and FMA can be found in FEMA's [Hazard Mitigation Assistance Program and Policy Guide](#).

Each of the programs are distinct and have separate eligibility criteria and program rules. Although cost sharing requirements vary by program, most grants are funded with a 75% federal share and a 25% local match.

Some examples of eligible mitigation project activities include: construction of safe rooms; retrofit of structures

BRIC & FMA Project Proposals Sought for FY23 Grant Application Cycle

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for wind protection; protective measures for utility infrastructure; voluntary acquisition or elevation of flood prone structures; storm water management projects that reduce flood risk; vegetation management for dune restoration or wildfire prevention; implementation of community flood mitigation projects (FMA only); and development of a community all-hazards mitigation plan (or update of an existing hazard mitigation plan). Additional Capability and Capacity Building activities may also qualify. These projects may include project scoping activities with the intent of developing high quality Hazard Mitigation Assistance (HMA) projects and applications for future grants and activities that support the adoption and enforcement of building codes, standards and policies that implement hazard mitigation. To find out more information on eligible activities as well as ineligible activities, refer to the [HMA Program and Policy Guide](#) Part 4 Sections D and E.

Projects must be cost [beneficial](#) for eligibility, meaning the anticipated cost savings from avoided future damages must outweigh the cost of implementing the project. For additional information, refer to the HMA Program and Policy Guide Part 5. Examples of completed hazard mitigation projects can be found in [FEMA's HMA Mitigation Action Portfolio](#).

Commonly requested activities that are not eligible for this funding include: early warning sirens, training, preparedness actions, and generators (except for cost-effective generators that serve hospitals, police stations, fire stations, water, and wastewater treatment plants).

Eligible Applicants and Subapplicants

The MSP/EMHSD is the applicant for the state of Michigan. Eligible subapplicants for these programs include: state agencies; Indian tribal governments; and local governments/communities. Subapplicants must have a FEMA approved hazard mitigation plan that identifies and prioritizes the proposed project at the time of application submission and grant award. Please refer to the Hazard Mitigation Assistance Program and Policy Guide Part 4 Section B for specific eligibility requirements.

Application Process

To be considered for funding, a potential subapplicant must submit a completed NOI form to MSP/EMHSD. The completed form will provide basic details about the proposed mitigation activity, which will then be reviewed by the MSP/EMHSD team to determine if the activities described are potentially eligible for grant funding. The MSP/EMHSD team will then contact potential subapplicants inviting them to complete a grant application through the [FEMA GO](#) application system.

The link below should be used to access the NOI Microsoft Form. The form must be completed in its entirety to submit the information. A guide that includes a list of the information required to complete the form has been attached. It is strongly recommended that potential subapplicants review this document and collect all of the appropriate information prior to accessing the link. Potential subapplicants will not be able to save any partially submitted information after closing the form. After completing and submitting the form, you will receive an email with the completed responses. If you do not receive this email, please check your spam and junk email folders prior to contacting the Hazard Mitigation Unit. If potential subapplicants are submitting multiple NOIs, these must be submitted separately. This can be done by reselecting the link below to open a new form or by selecting "Submit another response" at the end of completing each form.

Notice of Intent (NOI) Microsoft Form: [FY23 BRIC and FMA NOI](#)

Deadlines

- September 24, 2023 NOI forms must be submitted to the MSP/EMHSD
- November 10, 2023 Applications due for EMHSD review (completed in FEMA GO)
- December 22, 2023 After review and revision, completed final FEMA GO application deadline

*Applications submitted after this deadline will not be included in the State application to FEMA.

*The MSP/EMHSD will process and submit applications to FEMA by the January 2024 (specific date to be determined once NOFO is released).

Do Not Delay

Applicants should not wait until the deadline to submit NOI forms. The sooner the completed NOI form is submitted, the more time there will be to develop an application.

Hazard Mitigation Team Contact Information

Mr. Scott Stockert – 517-512-9589, Hazard Mitigation Analyst
Ms. Kristin Butler – 517-614-1914, Hazard Mitigation Analyst
Ms. Audrey Klont – 517-243-7873, Hazard Mitigation Analyst
Ms. Kelly Rosser – 517-582-8114, Hazard Mitigation Analyst
Email: MSP-EMHSD-Hazard-Mitigation-Grants@Michigan.gov

2023 BRIC and FMA Application Educational Opportunities

Federal Emergency Management Agency (FEMA) Headquarters Webinars:

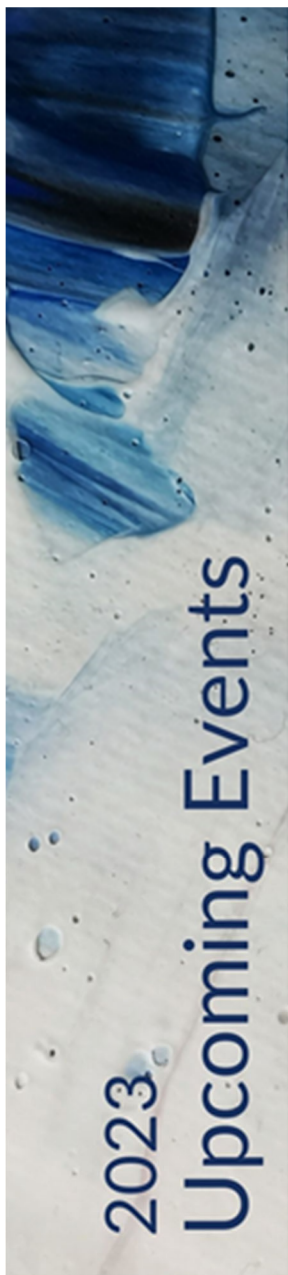
The FEMA Headquarters will offer webinars during the FY23 BRIC and FMA grant application cycle. A schedule of webinars has not yet been released but will be posted on the MSP/EMHSD website when available.

Federal Emergency Management Agency (FEMA) Region 5 Office Hours:

The FEMA Region Five (5) will be conducting Office Hours open to States, Tribal Nations, and local communities in the region (Indiana, Michigan, Minnesota, Ohio, Wisconsin). The office hours schedule has not yet been released but will be posted on the MSP/EMHSD website when available.

Federal Emergency Management Agency (FEMA) Region 5 Webinars:

The FEMA Region Five (5) has scheduled a series of webinars as indicated below (register here: [HMA Webinar Series](#)).



Region 5 Hazard Mitigation **WEBINAR SERIES**

WED JULY 26 @ 9 AM CT	APPLICATION DEVELOPMENT: FLOOD MITIGATION PROJECTS
THURS AUG 10 @ 9 AM CT	APPLICATION DEVELOPMENT: GENERAL
THURS AUG 17 @ 1 PM CT	APPLICATION DEVELOPMENT: ACQUISITION/ DEMOLITION
WED AUG 23 @ 10 AM CT	APPLICATION DEVELOPMENT: GENERAL
THURS AUG 31 @ 1 PM CT	BENEFIT COST ANALYSIS
THURS SEPT 7 @ 10 AM CT	NOTICE OF FUNDING OPPORTUNITY OVERVIEW (BRIC/ FMA)
WED SEPT 13 @ 1 PM CT	HMA BUILDING CODES
WED SEPT 20 @ 10 AM CT	BRIC QUANTITATIVE & QUALITATIVE SCORING OVERVIEW
WED SEPT 27 @ 1 PM CT	APPLICATION DEVELOPMENT: PROJECT SCOPING & PHASED PROJECTS
THURS OCT 5 @ 10 AM CT	NATURE BASED SOLUTIONS
WED OCT 18 @ 10 AM CT	EQUITY TOOLS & NON-DISASTER NARRATIVE BASICS

Register at:
HMAwebinar.Eventbrite.com



NOTICE OF INTENT (NOI) GUIDE FOR HAZARD MITIGATION ASSISTANCE (HMA) FISCAL YEAR 2023 BUILDING RESILIENT INFRASTRUCTURE AND COMMUNITIES (BRIC) AND FLOOD MITIGATION ASSISTANCE (FMA)

This document shall be used as a guide when submitting a FY23 BRIC and FMA NOI and shall not be used as a replacement to the Microsoft NOI Form.

The Microsoft NOI Form must be completed in its entirety to submit the information. It is strongly recommended that potential subapplicants review this document and collect all of the appropriate information prior to accessing the link. Potential subapplicants will not be able to save any partially submitted information in the Microsoft NOI Form before completing the form.

Below is a list of resources that should be referenced while reviewing this document:

[Hazard Mitigation Assistance Program and Policy Guide](#)
[FEMA Building Resilient Infrastructure and Communities \(BRIC\) Website](#)
[FEMA Flood Mitigation Assistance \(FMA\) Website](#)

Notice of Intent (NOI) Form Link:

[NOI Form](#)

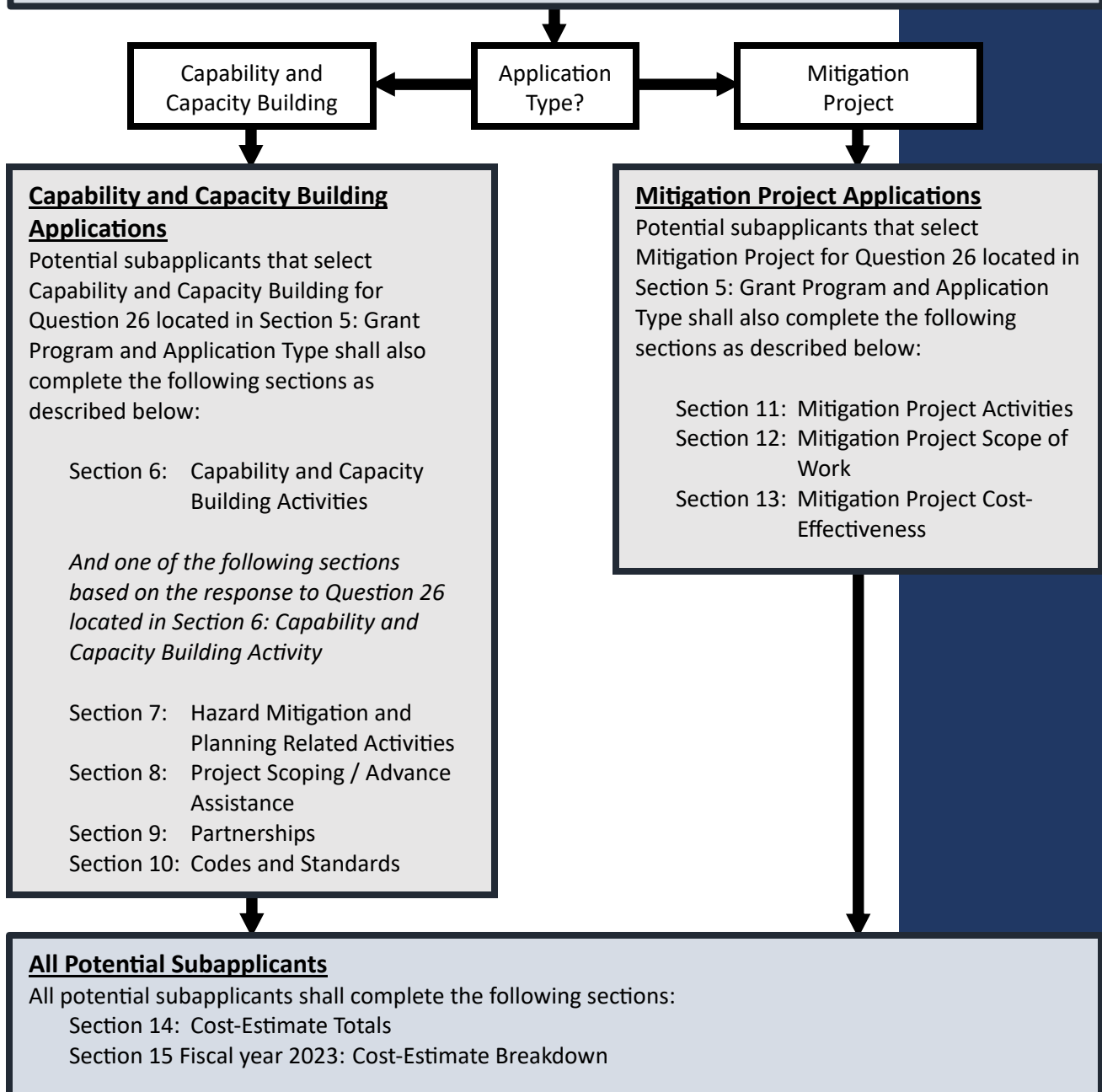
Directions for navigating the NOI Guide and completing the NOI Form

Potential Subapplicants shall complete the sections included in this document as described below:

All Potential Subapplicants

All potential subapplicants shall complete the following sections:

- Section 1: Subapplicant Information;
- Section 2: Hazard Mitigation Plan Information;
- Section 3: Primary Contact Information;
- Section 4: Secondary Contact Information (if applicable);
- Section 5: Grant Program and Application Type.



Capability and Capacity Building Applications

Potential subapplicants that select Capability and Capacity Building for Question 26 located in Section 5: Grant Program and Application Type shall also complete the following sections as described below:

- Section 6: Capability and Capacity Building Activities

And one of the following sections based on the response to Question 26 located in Section 6: Capability and Capacity Building Activity

- Section 7: Hazard Mitigation and Planning Related Activities
- Section 8: Project Scoping / Advance Assistance
- Section 9: Partnerships
- Section 10: Codes and Standards

Mitigation Project Applications

Potential subapplicants that select Mitigation Project for Question 26 located in Section 5: Grant Program and Application Type shall also complete the following sections as described below:

- Section 11: Mitigation Project Activities
- Section 12: Mitigation Project Scope of Work
- Section 13: Mitigation Project Cost-Effectiveness

Section 1: Subapplicant Information

1. Subapplicant Entity
(Select one)
 State Agency
 Federally Recognized Tribe
 Local Government/Community

2. Subapplicant Name (Agency, Tribe, Township, etc.): _____

3. Subapplicant Unique Entity Identifier (UEI): _____
**If the UEI is unknown at this time, this question may be skipped, but note that to be an eligible subapplicant a UEI will be required. Click here for help locating this information:
<https://sam.gov/content/duns-uei>*

4. Subapplicant County: _____

**After completion of this section, move on to Section 2: Hazard Mitigation Plan Information.*

Section 2: Hazard Mitigation Plan Information

5. Does the subapplicant have an existing Federal Emergency Management Agency (FEMA) approved Hazard Mitigation Plan?
**Note that prior to application submittal, a copy of the jurisdiction's FEMA approval letter must be provided.*
 Yes
**If selecting Yes, move on to Question 6.*
 No
**If selecting No, move on to Question 9.*

6. What is the Hazard Mitigation Plan Title? _____

7. Date of FEMA approved Plan: _____
(Click on the link to look up date: <https://bit.ly/3oJRt6x>)

8. Date of subapplicants adoption of plan: _____
(Click on the link to look up date: <https://bit.ly/3oJRt6x>)

9. Is the Hazard Mitigation Plan in the process of being updated and if so, will it be approved by December 31, 2023? _____

**After completion of this section, move on to Section 3: Primary Contact Information.*

Section 3: Primary Contact Information

- 10. First Name: _____
- 11. Last Name: _____
- 12. Title/Position: _____
- 13. Agency/Organization: _____
- 14. Address: _____
- 15. Phone Number: _____
- 16. Email Address: _____

**Note that this is the email address that a copy of the NOI Form responses will be sent to*

**After completion of this section, move on to Section 4: Secondary Contact Information.*

Section 4: Secondary Contact Information

- 17. Is there a secondary contact for this NOI submission?

- Yes
- No

**If selecting No, move on to Section 5: Grant Program and Application Type*

- 18. First Name: _____
- 19. Last Name: _____
- 20. Title/Position: _____
- 21. Agency/Organization: _____
- 22. Address: _____
- 23. Phone Number: _____
- 24. Email Address: _____

**After completion of this section, move on to Section 5: Grant Program and Application Type.*

Section 5: Grant Program and Application Type

25. What program are you intending to apply for?

(Select one)

- Building Resilient Infrastructure and Communities (BRIC)
**Refer to the HMA Program and Policy Guide Part 10 Section C.*
- Flood Mitigation Assistance (FMA)
**Refer to the HMA Program and Policy Guide Part 10 Section D.*

26. What is the Application Type? (Select one)

- Capability and Capacity Building
**Refer to the HMA Program and Policy Guide Part 4 Section D.1 and Part 11.*
- Mitigation Project
**Refer to the HMA Program and Policy Guide Part 4 Section D.2 and Part 12.*

**If selecting Capability and Capacity Building, select and go to Section 6: Capability and Capacity Building Activities.*

**If selecting Mitigation Project, select and go to Section 12: Mitigation Project Activities.*

Section 6: Capability and Capacity Building Activities

27. What type of Capability and Capacity Building Activity are you submitting for?

**Refer to the HMA Program and Policy Guide Part 4 Section D.1 and Part 11 Sections A through E.*

- Hazard Mitigation Planning and Planning Related Activities
- Project Scoping / Advance Assistance
- Partnerships
- Codes and Standards

**If selecting Hazard Mitigation Planning and Related Activities, select and go to Section 7: Hazard Mitigation Planning and Related Activities.*

**If selecting Project Scoping / Advance Assistance, select and go to Section 8: Project Scoping / Advance Assistance.*

**If selecting Partnerships, select and go to Section 9: Partnerships*

**If selecting Codes and Standards, select and go to Section 10: Codes and Standards.*

Section 7: Hazard Mitigation Planning and Planning Related Activities

28. Describe in detail the planning process for the development of a new plan or update of an existing plan.

29. Describe what hazard mitigation planning materials/guidance is available to be used during the process.

30. What agencies will be most involved in plan development? What partnering agencies will be involved in providing information for, and feedback on, draft versions of the plan?

31. Will the plan development process involve the use of any special procedures, technology or equipment (e.g. geographic information systems)? If so, please estimate the amount of funding these items may require.

**After completion of this section, move on to Section 14: Cost Estimate Totals.*

Section 8: Project Scoping / Advance Assistance:

Project scoping activities are designed to develop mitigation strategies and obtain data to prioritize, select, and develop, in a timely manner, complete applications that result in either an improvement in the capability to identify appropriate mitigation projects or in the development of an application-ready mitigation project for BRIC or another funding opportunity.

The following link provides additional information for BRIC Project Scoping Activities:
https://www.fema.gov/sites/default/files/documents/fema_fy22-bric-project-scoping-psm.pdf

32. Check all activities that may be included:

- Scoping and developing hazard mitigation projects and alternatives, including engineering design and feasibility studies.
- Conducting meetings, outreach, and coordination with potential subapplicants and community residents to identify potential future mitigation projects.
- Evaluating facilities or areas to determine appropriate mitigation actions.
- Incorporating Environmental Planning and Historic Preservation considerations into project planning activities.
- Collecting data for Benefit-Cost Analyses, environmental compliance, and other program requirements.
- Conducting hydrologic and hydraulic studies for unmapped flood zones or other areas where communities propose to submit hazard mitigation projects.
- Coordinating, scoping, and developing regional or multi-community hazard mitigation projects that require coordination to cohesively address resiliency and sustainability goals.
- Utilizing third-party cost estimation services for project budgeting across subapplications.
- Contracting services to address data consistency needs for other project application categories, such as Environmental and Historic Preservation (EHP), cost-sharing mechanisms, and work schedules.

**After completion of this section, move on to Section 14: Cost Estimate Totals.*

Section 11: Mitigation Project Activities

35. What type of Mitigation Project Activity are you submitting for?

(Select one and go to Section 13: Mitigation Project Scope of Work.)

**Refer to the HMA Program and Policy Guide Part 4 Section D.2 and Part 12 Section B.*

- Property Acquisition
- Mitigation Reconstruction
- Structure Elevation
- Stabilization
- Flood Risk Reduction
- Floodproofing
- Safe Room
- Wildfire Mitigation
- Retrofit
- Secondary Power Source
- Aquifer Recharge, Storage and Recovery

**After completion of this section, move on to Section 12: Mitigation Project Scope of Work.*

Section 12: Mitigation Project Scope of Work

36. Is the project located within a FEMA identified flood plain?

- Yes
 No

37. Does your community participate in the National Flood Insurance Program?

- Yes
 No

38. Provide a detailed description of the proposed project (scope of work) and explain how the project will mitigate the identified hazard.

39. How long (in months) do you expect it to take to complete all the identified tasks? _____

40. How does the project idea reduce the physical damages of the potential for injury/loss of life as compared to without the project?

41. Does the project idea fall within a goal, objective, or action item in the sub-applicant's pending or approved Hazard Mitigation Plan?

- Yes
 No

42. If yes, please describe:

**Please consult with your county EMA Officer or keeper of your local Hazard Mitigation Plan if different.*

**After completion of this section, move on to Section 13: Mitigation Project Cost-Effectiveness.*

Section 13: Mitigation Project Cost-Effectiveness

Refer to the HMA Program and Policy Guide Part 5.

The FEMA generally assesses the cost-effectiveness of hazard mitigation projects through a Benefit-Cost Analysis (BCA) —a quantitative analysis used to assess the cost-effectiveness of a hazard mitigation measure by comparing the project's avoided future damages to the costs over the project lifetime. Considering cost-effectiveness at the earliest possible stage of the decision-making process can facilitate project scoping and improve project design.

As part of the application, a complete BCA will need to be completed. Click the following link to learn more about the BCA:

<https://www.fema.gov/grants/tools/benefit-cost-analysis>

43. What damage(s) and/or loss of service from natural hazards (sever weather, flooding, tornados, winter storms, etc.) is being experienced?

(Select all that apply)

- Injury
- Loss of Life
- Private Residences
- Public Buildings
- Roads and/or Bridges
- Utility Infrastructure Damage
- Utility Service Interruption
- Other: _____

44. Please explain previous selection(s) in detail: _____

45. Damage Frequency: How often has the damage occurred?

(Select the most accurate)

- Never, but could
- Once
- Every year
- Every 2 years
- Every 5 years
- Every 10 years
- Every 10 years
- Multiple times a year

46. Do you have estimates of historical damage costs?

- Yes
- No

47. If damages have not previously occurred, do you have cost estimates for potential future damages?

- Yes
- No

**After completion of this section, move on to Section 14: Cost Estimate Totals.*

Section 14: Cost Estimate Totals

Refer to the HMA Program and Policy Guide Part 4 Section K for Cost Eligibility information.

48. Grant Total Amount Estimate for the Project (100%): _____

49. Total Amount of Subapplicant Share: _____

**Refer to the HMA Program and Policy Guide Part 4 Section L for Cost Share information.*

50. Source of the Subapplicant Share:

- Cash
- Labor
- Other:

**After completion of this section, move on to Section 15: Cost-Estimate Breakdown*

Section 15: Cost Estimate Breakdown

The total of the costs included in this section must equal the grand total amount as indicated previously.

51. Total for Force Account Labor: _____

52. Total for Force Account Equipment: _____

53. Total for Materials/Supplies/Equipment Purchased: _____

54. Total for Contract Work/Expenses: _____

55. Total for Subgrantee Management Costs: _____

** These are costs related to managing the grant, not the project.
Refer to the HMA Program and Policy Guide Part 13 for eligible and ineligible activities.*

End of Form