



Notice of Intent (NOI) Form Guide For Hazard Mitigation Assistance (HMA) Fiscal Year 2024 Building Resilient Infrastructure and Communities (BRIC) and Flood Mitigation Assistance (FMA)

To be considered for funding, a potential subapplicant must submit a completed NOI Microsoft Form to Michigan State Police, Emergency Management and Homeland Security Division (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.

This document shall be used as a guide when submitting a NOI Microsoft Form and shall not be used as a replacement to the Microsoft Form that must be submitted through the link provided below. The sample form on the following pages provides fields that can be filled in and then copy/pasted into the Microsoft Form.

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

Below is a link to FEMA's Hazard Mitigation Assistance Program and Policy Guide that should be referenced prior to submitting the NOI Microsoft Form and may be used to aid in responding to the form questions, which are included in the guide below.

[Hazard Mitigation Assistance Program and Policy Guide](#) (FEMA website)

Additional Resources:

[Building Resilient Infrastructure and Communities](#) (FEMA website)

[Flood Mitigation Assistance](#) (FEMA website)

Microsoft Form Link: [NOI For FY24 BRIC and FMA Form](#)

Section 1: Contact Information

Primary contact information must be provided as part of the project information form. While a secondary contact is not required, it is recommended. The submitted Microsoft Form Project Information will be sent to the email(s) provided in this. If a primary and a secondary contact are provided, both contacts will receive emails.

Section 1.1: Primary Contact Information

First Name:
Click or tap here to enter text.

Last Name:
Click or tap here to enter text.

Organization/Agency:
Click or tap here to enter text.

Title/Position:
Click or tap here to enter text.

Email:
Click or tap here to enter text.

Phone:
Click or tap here to enter text.

Section 1.2: Secondary Contact Information (optional)

First Name:
Click or tap here to enter text.

Last Name:
Click or tap here to enter text.

Organization/Agency:
Click or tap here to enter text.

Title/Position:
Click or tap here to enter text.

Email:
Click or tap here to enter text.

Phone:
Click or tap here to enter text.

Section 2: Subapplicant Information

The following information is specific to the entity that would be the recipient of the grant funding.

Section 2.1: Subapplicant Entity:

Subapplicant Entity:

State Agency Federally Recognized Tribe Local Government/Community

Subapplicant Organization/Agency Name:

Click or tap here to enter text.

Subapplicant County:

Click or tap here to enter text.

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 on the link for help locating this information:

<https://sam.gov/content/duns-uei>)

Click or tap here to enter text.

Section 2.2: Hazard Mitigation Plan Information:

Does the applicant have an existing Federal Emergency Management Agency (FEMA) approved Hazard Mitigation Plan?

Yes

No

If yes:

What is the Hazard Mitigation Plan Title?

Click or tap here to enter text.

Plan expiration date:

(Click on the link to look up date: <https://bit.ly/3oJRt6x>)

Click or tap to enter a date.

If no:

Is the Hazard Mitigation Plan in the process of being developed or updated and if so, when is it anticipated to be complete?

Click or tap here to enter text.

Section 3: Project Title and Type

Project Title:

Click or tap here to enter text.

What Program are you intending to apply for?

BRIC

(Refer to the HMA Program and Policy Guide Part 10 Section C.)

FMA

(Refer to the HMA Program and Policy Guide Part 10 Section D)

What is the proposed project type? (Select one primary and one secondary type. Refer to the HMA Program and Policy Guide Part 4 Sections D.1 and D.2, Part 11 and Part 12 for more information on the options.)

Capability and Capacity Building

Hazard Mitigation Planning and Planning Related Activities

(If selecting, continue to Section 4.1.)

Project Scoping/Advance Assistance

(If selecting, continue to Section 4.2.)

Partnerships

(If selecting, continue to Section 4.3.)

Codes and Standards

(If selecting, continue to Section 4.4.)

Mitigation Project

Property Acquisition

Mitigation Reconstruction

Structure Elevation

Stabilization

Flood Risk Reduction

Floodproofing

Safe Room

Wildfire Mitigation

Retrofit

Secondary Power Source

Warning System

Aquifer Recharge, Storage and Recovery

(Continue to Section 5.)

Section 4: Capability and Capacity Building Project Information

Section 4.1 Hazard Mitigation Planning and Planning Related Activities

Refer to the HMA Program and Policy Guide Part 11 Section A.

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

[Click or tap here to enter text.](#)

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

[Click or tap here to enter text.](#)

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?

[Click or tap here to enter text.](#)

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.

[Click or tap here to enter text.](#)

(Continue to Section 6.)

Section 4.2: Project Scoping/Advance Assistance

Refer to the HMA Program and Policy Guide Part 11 Section B.

Describe the proposed project scoping/advance assistance activity in detail.

[Click or tap here to enter text.](#)

What activities will be included? (Select all that apply.)

- 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 EHP, cost-sharing mechanisms, and work schedules.

(Continue to Section 6.)

Section 4.3: Partnerships

Refer to the HMA Program and Policy Guide Part 11 Section D.

Describe the proposed partnerships activity in detail.

[Click or tap here to enter text.](#)

(Continue to Section 6.)

Section 4.4: Codes and Standards

Refer to the HMA Program and Policy Guide Part 11 Section E.

Describe the proposed codes and standards activity in detail.

[Click or tap here to enter text.](#)

(Continue to Section 6.)

Section 5: Mitigation Project Information

Section 5.1: Mitigation Project Location and Hazard Information

Project Location:
(Provide the latitude and longitude if applicable.)
Click or tap here to enter text.

Is the project located within a FEMA identified flood plain? Yes
 No

Does your community participate in the National Flood Insurance Program (NFIP)? Yes
 No

What type of natural hazard(s) will the project prevent damages from? (Select all that apply)

<input type="checkbox"/> Cyclone	<input type="checkbox"/> Severe Storms
<input type="checkbox"/> Drought	<input type="checkbox"/> Severe Winter Storm
<input type="checkbox"/> Extreme Heat	<input type="checkbox"/> Shoreline Erosion
<input type="checkbox"/> Earthquakes	<input type="checkbox"/> Storm Surges
<input type="checkbox"/> Flooding	<input type="checkbox"/> Tornado
<input type="checkbox"/> High Water Levels	<input type="checkbox"/> Wildfires
<input type="checkbox"/> Hurricane	<input type="checkbox"/> Windstorm

Section 5.2: Mitigation Project Description

Describe the proposed project that will be implemented.

Click or tap here to enter text.

Describe how the project will reduce risk to life and property.

Click or tap here to enter text.

Describe the infrastructure, community property, residential properties, etc. that will be protected.

Click or tap here to enter text.

Does the project idea fall within a goal, objective or action item in the subapplicant's pending or approved Hazard Mitigation plan? Describe how below.

Click or tap here to enter text.

Section 5.3: Mitigation Cost-Effectiveness

Refer to the HMA Program and Policy Guide Part 5.

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>

What damage(s) and/or loss of service from natural hazards (severe 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 _____

Describe the damages that will be prevented by this project.

Click or tap here to enter text.

Damage Frequency: How often has damage occurred?
(Select the most accurate.)

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

If damages have occurred previously, do you have estimates of historical damage costs?

- Yes
- No
- N/A

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

- Yes
- No
- N/A

Section 6: Estimated Project Costs

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

Section 6.1: Estimated Project Cost Total

Estimated Total Project Cost (100%):	\$Click or tap here to enter text.
Total Amount of Subapplicant Share: (Refer to the HMA Program and Policy Guide Part 4 Section L for Cost Share information.)	\$Click or tap here to enter text.
Source of Subapplicant Share:	<input type="checkbox"/> Cash <input type="checkbox"/> Labor <input type="checkbox"/> Other _____

Section 6.2: Project Cost Estimate Breakdown

The total of the costs included in this section must equal the total project cost as indicated above.

Total for Force Account Labor:	\$Click or tap here to enter text.
Total for Force Account Equipment:	\$Click or tap here to enter text.
Total for Materials/Supplies/Equipment Purchased:	\$Click or tap here to enter text.
Total for Contract Work/Expenses:	\$Click or tap here to enter text.
Total for Subgrantee Management Costs: (That 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.)	\$Click or tap here to enter text.

Section 7: Project Schedule

Has the project already started? (This includes design/engineering and construction.)		<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes:	Has design/engineering begun or been completed for the project?	<input type="checkbox"/> Yes, started but incomplete <input type="checkbox"/> Yes, completed <input type="checkbox"/> No <input type="checkbox"/> N/A
	Has construction begun? (This includes groundbreaking, demolition, renovation, new construction)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

What is the estimated time, in months, it will take to complete the project after a grant is awarded?

Click or tap here to enter text.

Anticipated Start Date: Click or tap to enter a date.	Anticipated End Date: Click or tap to enter a date.
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Section 8: Michigan's Safeguarding Tomorrow Revolving Loan Fund (MiSTRLF)

The MiSTRLF is an opportunity for hazard mitigation projects throughout Michigan to have additional funding through a low interest loan (max interest rate of 1%). The loan can work to fund the non-federal cost share for any hazard mitigation assistance (HMA) grant program. It can also serve as an alternative way to fund hazard mitigation projects that do not receive funding through an HMA grant.

Would you like to have your project proposal added to our MiSTRLF Project Proposal List (PPL)? If you are interested in the MiSTRLF as a backup funding option for your proposed project or if you are interested in using the MiSTRLF to fund the non-federal cost match for the proposed project, it must be on the PPL for MiSTRLF to be considered.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you interested in applying for a potential MiSTRLF loan for the required non-federal match for this HMA grant application?	<input type="checkbox"/> Yes <input type="checkbox"/> No

End of Form