Capability and Capacity Building: Project Scoping Application Development

Building Resilient Infrastructure and Communities (BRIC)

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BRIC Tribal Webinar Schedule

Topic	Date	Time (Pacific)
Introduction to BRIC	September 16	10:00 a.m. - 11:30 a.m.
Capability and Capacity Building: Planning Application Development	September 23	10:00 a.m. - 11:30 a.m.
Capability and Capacity Building: Project Scoping Application Development	September 30	10:00 a.m. - 11:30 a.m.
Project Application Development	October 7	10:00 a.m. - 12:00 p.m.
Benefit Cost Analysis (BCA) Basics for Projects	October 14	10:00 a.m. – 12:00 p.m.
FEMA GO Introduction and Basics	October 21	10:00 a.m. – 11:30 a.m.
FEMA Grants Management	October 28	10:00 a.m. – 12:00 p.m.

https://www.starr-team.com/starr/RegionalWorkspaces/RegionX/mitigationplanning/SitePages/BRIC.aspx

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House Keeping

- Questions
  - Everyone will be on mute but welcome questions!
  - Please ask questions in Q&A box
- Interactive Knowledge Checks
  - Anonymous
- Technical Issues
  - Please send a direct chat to the host
- Participant Panel

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Agenda

- BRIC Overview
- Project Scoping Fundamentals
- Development of a Project Scoping Application
- Key Reminder, Timeline and Deliverables
- Resources
- Q&A

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BRIC Overview

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BRIC Fundamentals

- **Nationally Competitive Grant program**
    - □ Notice of Funding Opportunity (NOFO) releases to grants.gov; outlines funding, deadlines, etc.
    - □ New program authorized under the Disaster Reform Recovery Act of 2018, Section 1234
    - □ Replaces the Pre-Disaster Mitigation (PDM) program
    - □ BRIC is a pass-through and reimbursement-based grant program

- **Eligibility**
    - □ A federally recognized tribe can apply directly to FEMA as the grant applicant or as a subapplicant
        - • Tribe/Village (or the state located in) must have received a major disaster declaration in the past seven years. Can be fully or partially located in state that has had one in past seven years.
        - • As of Spring 2020, all states, federally-recognized tribes, and territories satisfy this criteria.

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Key Information

- A FEMA approved hazard mitigation plan (HMP)
  - Is required to apply for projects and project scoping *(not needed for a planning subgrant and management costs application)*
  - If your tribe does not have one, you can apply for assistance to develop a hazard mitigation plan, through BRIC
  - Check out the recent Planning Application webinar, available online

- Application and subapplication submittal in the FEMA Grant Outcomes (FEMA GO) system
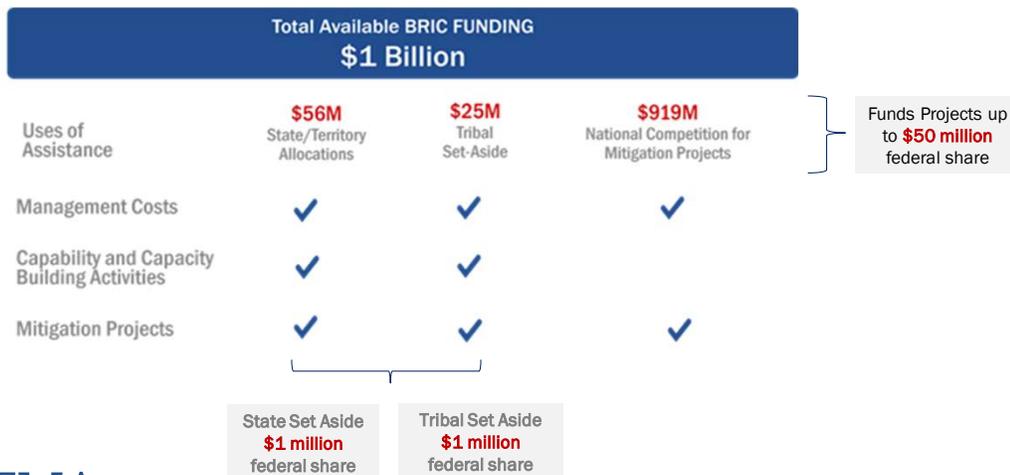 - Submit application by the deadline listed in the Notice of Funding Opportunity to https://go.fema.gov/

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Tribal Set Aside

- Capability and capacity building (C&CB)
  - Project scoping activities are only fundable under the tribal set-aside
  - Project scoping activities are not eligible under the National Competition Funds.
  - Can submit more than one subgrant.
  - $1,000,000 Federal Share

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Cost Share

Standard Cost Share	Economically Disadvantaged Rural Communities Cost Share
75% Federal / 25% Local	90% Federal / 10% Local
Fed Share cannot exceed 75% of the total	Must be requested in application and meet criteria.

EDRC Criteria
- Be a community of 3,000 or fewer individuals
- Be economically disadvantaged
  (https://www.census.gov/tribal/ and www.bea.gov)
- *Best Available Data!*

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Project Scoping Fundamentals

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What is project scoping?

Stated in the NOFO:

"Project scoping activities are designed to develop mitigation strategies and obtain data to prioritize, select, and develop complete applications in a timely manner 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"

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Develop Mitigation Strategies

- If there is an identified hazard/problem but still need to determine how that will be addressed.

- Example: The community center floods frequently. What are the different ways / actions we can do to mitigate this problem?

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Develop Project Applications

- If there is already an identified hazard and mitigation strategy but need to develop a viable and complete project application.

- Example: The police department's power frequently goes out because of storms and then can't provide emergency services. An emergency generator is needed for this critical facility. What do we need to submit a full / complete mitigation application (i.e. need to conduct a BCA)?

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Knowledge Check

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Choosing to start with Project Scoping…

- It can help you take this overall project process step by step and help set you up for success if implementing a larger project!

- Review the NOFO. This gives a great overview of the process and expectations.

- Check out the FEMA GO system and project scoping application template. Be familiar with the components you would need to address if planning to submit a project scoping subapplication.

- Complete the subapplication as clearly as you can; be detailed on the proposed project scoping activity and include all required subapplication elements.

    - It does not always have to be lengthy but clear and documented.

- Review your HMP! If there are already hazards/actions identified but need help getting those started, project scoping may be the tool to use.

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Project Scoping Examples

- **Scoping and developing hazard mitigation projects**, 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.

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Project Scoping Examples

- **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 planning and historic preservation, cost-sharing mechanisms, and work schedules.

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Examples of Project Scoping applications submitted to FEMA R10

- **"Tsunami Evacuation Project"** – Developing the components needed (i.e., BCA, Engineering Report, etc) to submit a full "Tsunami evacuation project" application in the future.
- **"Back-Up Generator Design"** – Developing installation designs and a benefit-cost analysis for a generator identified for a critical Tribal facility in response to several hazards.
- **"Wildfire Mitigation Assessment"** – Assessment of wildfire risk and scoping of potential mitigation actions for the reservation.
- **"Home Relocation Assessment"** – Conducting Engineering and Feasibility Studies to potentially relocate homes due to erosion and flooding hazards.
- **"Water Line Seismic Retrofit Study"** – Conducting preliminary engineering design, cost estimate and BCA with the intent to meet current design guidelines/codes as well as develop a future project application.

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Knowledge Check

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Project Scoping Application Development

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Application Development

- Scope of Work
- Schedule
- Budget
- Supporting Documentation

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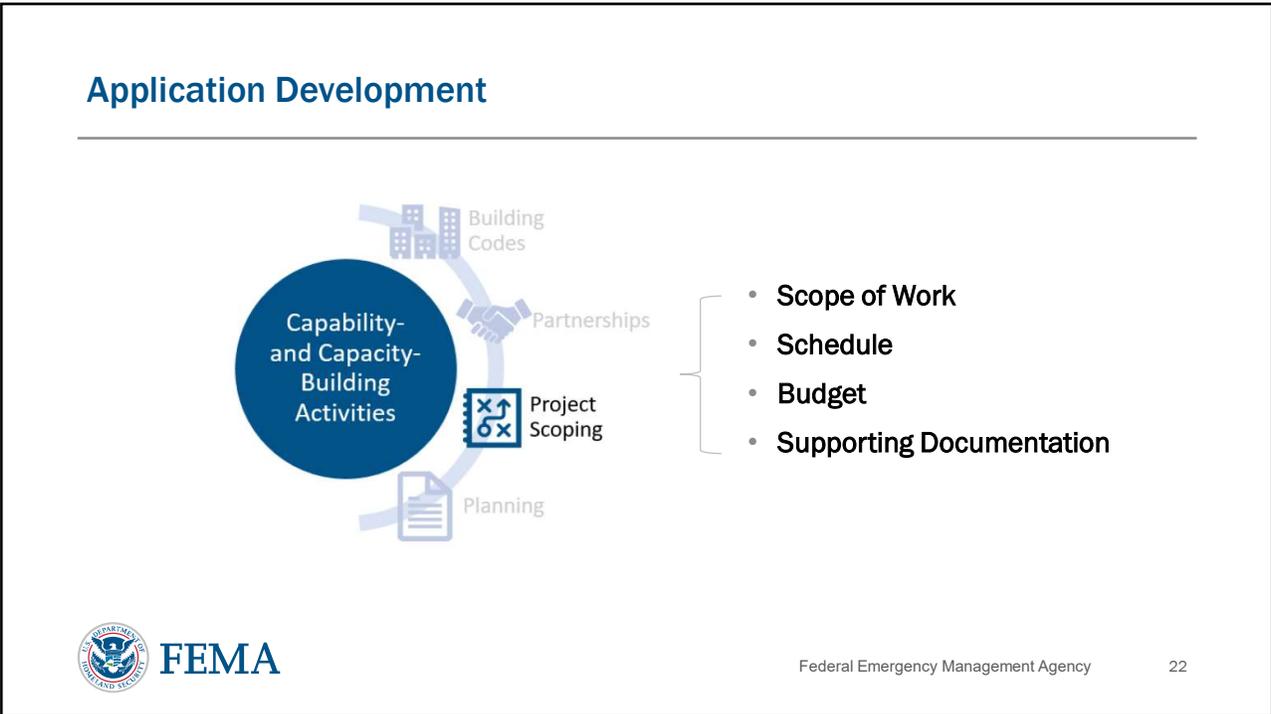
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Scope of Work

- Must provide a detailed explanation of the proposed project scoping activity, expected milestones, and planned deliverables to demonstrate the effectiveness and ultimate benefit of the activity.
  - Describe what your Project Scoping application is to address.
  - Describe the hazard and/or problem to be mitigated.
  - Explain if there is an identified mitigation strategy/solution or if seeking to identify mitigation strategies/solutions.
  - Describe how it will be implemented.
  - Describe how your project scoping activity helps to achieve a future mitigation project/application.

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Scope of Work: Tips and Pitfalls

- Build a narrative!
  - Answer in the Scope of Work - "who, what, where, why, when, how"
- Be clear and concise
- Scope of Work must align with the cost estimate
- Do not include multiple projects

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Schedule

- Divide the activity into measurable tasks or milestones.
- Includes all itemized tasks.
- Provide a realistic schedule for each task.
- Projected time must not exceed the grant performance period (36 months).

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Schedule

Specify the work schedule for the mitigation activities.

Add tasks to the schedule
Please include all tasks necessary to implement this mitigation activity; include descriptions and estimated time frames.

Task Name	Start Month	Task Duration (in Months)
Project Manager hired/assigned.	1	3 months
Task Description Either a planner or a project manager from the Planning and Community Development will be assigned to oversee the scoping project.		
Project scoping occurs.	6	3 months
Task Description The Project Manager decides on the procurement strategy for acquiring the design, engineering, architectural, services needed for each project (i.e., initial assessment, feasibility study, alternatives identified).		
Professional services firm selected	10	3 months
Task Description Design/engineering firm selected based on the best value to the tribe, project, and community. Interviews will be conducted with interested firms to discuss possible mitigation strategies, before selection occurs.		
Assessment/Design/Engineering Occurs	13	15 months
Task Description Selected firm/contractor proceeds with assessment, design, engineering work based on the approved approach.		
Preparation for Phase II	28	6 months
Task Description The Tribe is utilizing a phased approach for BRIC funding. It is anticipated that the project scoping will lead to a FEMA BRIC application for funding for a infrastructure hazard mitigation project. The professional service agreements may include services for developing follow-up FEMA BRIC applications for mitigation projects.		

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Budget

- Costs should reflect the Scope of Work; align with the milestones / tasks.
- Provide any supporting budget documentation (i.e., budget narrative, etc).
- Requires **submitting a cost line-item budget** that aligns with the OMB Cost Categories:
  - Personnel Salaries
  - Personnel Fringe
  - Contractual
  - Supplies
  - Equipment
  - Travel
  - Pre-Award

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Pre-Award Costs

- Costs directly related to developing the BRIC grant application or subapplication that are incurred prior to the date of the grant award.
- Must be Separate Cost Line Item in the FEMA GO budget.
- **Not guaranteed.** Only funded if grant is selected & funded.

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Sample FEMA GO Cost Estimate / Budget

Budget Type: Non Construction   **Grand Total: $88,957.00**

Cost Type: Cost Estimate

Cost estimate is the line item(s) budget to support the scope of work for the execution and completion of the project. Click anywhere within each row or the arrow to edit or delete the line item(s).

Cost Items

Cost Item	Amount
➢ Item: Personnel Salaries	$15,595.00
➢ Item: Fringe (20%)	$3,628.00
➢ Item: Contractual	$68,394.00
➢ Item: Supplies	$780.00
➢ Item: Travel	$560.00

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Sample FEMA GO Cost Estimate / Budget

▪ Each Cost Item will have the following break down to input information...

Item: Supplies				$780.00
Quantity	**Unit of Measure**	**Unit Price**	**Unit Total**	
3	Each	260	$780.00	
Select a Budget Class:		**Pre-Award:**		
Supplies				

▪ Reminders:

  □ The cost estimate should include a line-item breakdown of all anticipated costs.

  □ Mark if it is a Pre-Award Cost.

  □ Lump sum cost estimates are not eligible and need supporting documentation.

  □ Include sufficient detail in budget narrative/supporting documentation so FEMA can determine whether the costs are reasonable based on proposed activities and level of effort.

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Sample Budget Narrative

- **Personnel Salaries:** This cost covers the one Utilities Director who will oversee the project and coordinate with the contractor ($40/h x 150 hours = $6,000).

- **Staff Fringe:** 20% fringe for Utilities Director benefits (see attached documentation of staff salary and fringe).

- **Contractual:** This will be a hired contractor who will manage the project scoping project. We received estimates from $12,000 to $15,000 (see attached Estimate).

- **Design Engineering:** This is the average of quotes we have received for the feasibility/engineering (see attached quotes).

- **Supplies:** These fees will cover the cost for printing the feasibility and engineering analysis for the community meetings.

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Management Costs

- Management costs are **any indirect costs and administrative expenses** in administering an award or subaward.

- Get reimbursed for management costs/indirect costs by submitting through the following options.

- If you are requesting indirect costs, you must include the tribe's negotiated indirect cost rate agreement in the application.

10% of total grant application budget.

This must be a separate management costs subapplication. Recommended by Region 10.

AND

5% of project subapplication budget

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Knowledge Check

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Supporting Documentation

- Better documentation leads to more successful applications, quicker program review, and Environmental and Historic Preservation Review.
- What type of documentation is required?
    - □ Cost share match commitment letter
    - □ Standard forms (i.e. SF 424, SF424A, SF 424B, and FEMA Form 20-16C – in FEMA GO)
    - □ Indirect Cost Agreement (if requesting MC)
- What type of documentation should be submitted?
    - □ Photos & Maps
    - □ Any engineering documents already completed that will support this project scoping
    - □ Anything else that may help us understand your application better!

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Key Reminder, Timeline and Deliverables

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Applying for BRIC

- A FEMA approved hazard mitigation plan (HMP)
  - HMP is required to apply for project scoping; not needed for a planning subgrant and management costs application
  - If your tribe does not have one, apply through BRIC for a hazard mitigation plan

- Application and subapplication submittal in the FEMA Grant Outcomes (FEMA GO) system
  - Submit applications by the deadline, listed in the Notice of Funding Opportunity, in FEMA GO (https://go.fema.gov/)

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Award Deliverables

- ▪ **Documentation of Accomplishments:**
    - ☐ Must track and provide documentation to FEMA to support that you've accomplished all activities/deliverables in your Scope of Work.
- ▪ **Accounting for Use of Funds:**
    - ☐ Must submit sufficient financial detail to demonstrate that no costs claimed under project scoping are duplicated in subsequent project subapplications
- ▪ **Documentation of EHP Considerations:**
    - ☐ Must document that effects to environmental and historic resources were considered early in the planning and project scoping processes. Start documenting early and your project will be able to be reviewed more effectively in the future!

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Life Cycle of a BRIC Application

- ▪ Notice of Funding Opportunity was released: **Summer 2021**
- ▪ Application period opens: **September 30, 2021**
- ▪ Submission deadline for applications: **January 28, 2022**
- ▪ Selections / Pre-Award Selection Notice: **Summer 2022**
- ▪ Grant Award: **December 2022 and After**
    - ☐ *This could take longer if lengthy Environmental and Historic Preservation (EHP) review is required*
- ▪ Period of Performance:
    - ☐ **Start Date:** When the recipient accepts the Award
    - ☐ **End Date:** All projects are 36 months from the date of the Award
    - ☐ **Closeout:** Due 90 days after Period of Performance

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Resources

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FEMA GO Resources

- **FEMA GO Resources:** https://www.fema.gov/grants/guidance-tools/fema-go/hazard-mitigation-assistance-grants
  - If you need assistance in registering, please contact femago@fema.dhs.gov or call 1-877-611-4700

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Additional Resources

▪ BRIC NOFO and Program Support Materials:
  □ Building Resilient Infrastructure and Communities | FEMA.gov
  □ Before You Apply for Building Resilient Infrastructure and Communities (BRIC) Funds | FEMA.gov
  □ Resources for the Building Resilient Infrastructure Communities Program (BRIC) | FEMA.gov

▪ BRIC Webinars:
  □ 2021 Building Resilient Infrastructure and Communities and Flood Mitigation Assistance Webinar Series | FEMA.gov

▪ HMA Guidance and Resources:
  □ Hazard Mitigation Assistance Guidance | FEMA.gov
  □ Cost Share Guidance

▪ Region 10 Webinars and Resources:
  □ Natural Hazards Community Planning - BRIC (starr-team.com)

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