

Program Logistics and Norms

- The program will begin shortly.
- Please turn on your video.
- Your microphone will be muted when you join.
- Please format your name to “First Name – City”.
- Please use the chat box to say hello to us and your peers! Please also use this space to ask any questions outside of small groups or dedicated Q&A time.



Local Infrastructure Hub: Module 4: Writing a Strong Narrative and Packaging for Submission

November 2, 2022

Your hosts today



Andrea Goldwater
Facilitator, NLC

- Corporate Trainer, Intrepa, Inc.
- IT Consultant, 21st Century Academy
- Assistant Director, Office of Charter Schools Ball State University
- Director of Operations, K12 Inc.
- Director of Operations and Americorps Program, PLA



Chelsea Morganti, CFM
Deputy Director, Hazard Mitigation
Witt O'Brien's

- Chelsea is a Hazard Mitigation Assistance expert with specialties in grants and project management, community assistance, and program implementation.
- Chelsea joined Witt O'Brien's in March 2022 as the Deputy Director for Hazard Mitigation after serving 6 years with the New Mexico Department of Homeland Security and Emergency Management, 3 of which as the State Hazard Mitigation Officer.
- Chelsea is an AmeriCorps alumnus, constructing homes following Hurricane Katrina with the St. Bernard Project, and former Code Enforcement - Disaster Recovery Analyst for the City of New Orleans. Chelsea has been a Certified Floodplain Manager since 2019 and holds a bachelor's degree in English (minor in Latin) from the University of New Mexico.

Where we are and where we're going

Pre Development

Incorporating Data & Fed. Administration Priorities

Writing a Strong Narrative & Packaging Submission



Setting the Table & Engaging the Community

Participants will learn to develop an asset map and draft effective community engagement & advocacy strategies

Demystifying Capital Stacks and Budgeting

Post Submission: Long Term Capacity Building

Sept 12 - 16

Sept 19 - 30

Oct 3 - 14

Oct. 17 - 28

Oct. 31 - Nov. 11

Dec. 5 - 8

Expected learning outcomes for this module

Upon successful completion of this module, city teams will be able to:

- ✓ Understand the best practices for narratives and will be able to produce a compelling grant narrative consistent with funding opportunity requirements
- ✓ Draft a narrative that speaks to the criteria of greatest importance for FMA
- ✓ Understand what type of supplemental materials and letters will best aid their applications
- ✓ Create a plan for specific letters of support they will include in their application

Q&A

Answer the following questions on the Zoom poll.

1. Have you connected w/ a coach or office hours?
 - Yes, related to FMA
 - Yes, not related to FMA
 - No
2. Do you need help connecting?
 - Yes
 - No
 - Not Sure
3. Do you need more coaching on developing your budget?
 - Yes
 - No
 - Not Sure



How do I tell my story?



Process Overview

FMA Process Rundown



1. FEMA NOFO Release
2. State/tribe/territory's Funding Announcement and NOI Deadline
- 3. Submit Notice of Interest or Letter of Intent**
- 4. Access to FEMA Go and Account/Sub-grantee set up**
- 5. Sub-grant Application Development**
6. State/tribe/territory's Review
7. RFI (Request for Information) / Application Development
- 8. Response to RFI, "Final Draft", and Submission**
9. Grant Application Preparation / Sub-grant Selection and Advancement
10. Grant Application Submission (FEMA Deadline January 27, 2023 at 3:00pm ET)

FMA Process Rundown

11. FEMA Technical Review
12. FEMA Selection Notice
 - *"Identified for Further Review"*
 - *"Not Selected"*
 - *"Does Not Meet HMA Requirements"*
13. FEMA RFI to state/tribe/territory
14. RFI to Sub-applicant
15. **Application Revision**
16. *Repeat steps 14-16 until FEMA achieves satisfaction or application is withdrawn*
17. Grant Award to state/tribe/territory
18. **Sub-grant Agreement Issued to Sub-grantee**



CONGRATULATIONS!!! You have reached the START of your project!!!

FMA Special Requirements

- Subapplicant must be participating in the National Flood Insurance Program and not be withdrawn, on probation, or suspended
- Structures identified in the sub-application must have an active NFIP policy in effect prior to opening of the application period and the policy must be maintained throughout the life of the structure
- FMA prioritizes projects that have the greatest benefit to the NFIP, particularly through flood risk reduction to **Repetitive Loss** and **Severe Repetitive Loss** properties
- Depending on the project type, the sub-application must address FMA priority scoring criteria
 - [Capability and Capacity Building Activities](#)
 - [Individual Flood Mitigation Projects](#)
 - [Localized Flood Risk Reduction Projects](#)
- [Geospatial file requirement](#) for Localized Flood Risk Reduction Projects
 - Mapping of the project footprint, project benefiting area, and active NFIP policies
- Hydrologic and hydraulic (H&H) study for [Localized Flood Risk Reduction projects](#)
- National Flood Insurance Policy documentation and loss history for individual properties

Q&A

Answer the following question on the Zoom poll.

Where are you in the FMA Application process?

- I am still developing my notice of interest or letter of intent.
- I have submitted my notice of interest or letter of intent.
- I need help accessing FEMA GO and setting up my account
- I have access to FEMA GO and manage my account
- I need help understanding the Sub-grantee set up
- My application is in development
- I am ready to package everything and submit by the deadline.



Application Types

Hazard Mitigation Assistance Sub-Application Types

Capability and Capacity Building

	Planning and Planning Related Activities (\$50k per state, \$25k per local max)	Technical Assistance to States (50k per state max)	Other C&CB activities (\$300k max)
<i>Description</i>	Developing and adopting hazard mitigation plans. Generate hazard data for inclusion in a hazard mitigation plan Integrate information between mitigation plans and other planning efforts	Establish or maintain partnerships between all levels of government, the private sector, non-profits, educational institutions, etc. Not available to local entities	Enhance the knowledge, skills, expertise, etc., of the current workforce to expand or improve the administration of flood mitigation assistance.
<i>Examples</i>	<ul style="list-style-type: none"> Local, tribal, or regional Hazard Mitigation Plans Specific hazard risk assessments (e.g., drought, flood, wildfire) Stormwater plans Comprehensive/General/etc. plan (as long as mitigation integration is the highlighted focus) 	Staff position or other state-level capacity for Flood Mitigation Work	<ul style="list-style-type: none"> Partnership Development Enhancing Local Floodplain Management SRL/RL Strategy Plan Development
<i>BCA Required</i>	No	No	No

Hazard Mitigation Assistance Sub-Application Types

Localized Flood Risk Reduction and Individual Flood Mitigation

	Project Scoping (also eligible as C&CB)	Phased Projects	Regular Projects
<i>Description</i>	Develop mitigation strategies and obtain data to prioritize, select, and develop complete HMGP, BRIC, or FMA applications	Complex project applications that have not yet met all eligibility requirements, including completion of EHP, design, engineering, final Benefit-Cost Analysis (BCA), and permitting.	<ol style="list-style-type: none"> 1. Reduce risk and increase resilience 2. Benefit disadvantaged community(s) 3. Increases climate change resiliency 4. High chance of success 5. Leverage partnerships 6. Engage the community
<i>Example</i>	<ul style="list-style-type: none"> • Feasibility studies • Engineering/Design • Environmental studies • Benefit-Cost Analysis 	<ul style="list-style-type: none"> • Removing property or infrastructure from the mapped hazard area (acquisition) • Reduce impacts to property or infrastructure from hazards (elevation, floodproofing) • Cultivation, expansion, and support of naturally resilient acreage (wetlands, dunes, reefs) • Hardening the built environment (hurricane straps) • Increase capacity to pass storm water and increase rainfall (detention basins, upsized culverts, pump stations, "Localized Flood Risk Reduction") 	
<i>BCA Required</i>	No	Yes*	Yes**

*a draft should be included. However, a final version can be completed during Phase I.

**BCAs are not included in the evaluation criteria for EDRC applicants or those applying on behalf of an EDRC. FEMA will assist in the development if selected.

Phased Project vs Shovel Ready Project SOW

Phased Projects

- SOW is organized into two phases:
 - Phase I = design, environmental, site selection, refined BCA
 - Phase II = construction, implementation, project closeout
- Exact details related to final project design are unknown
- Environmental and historic impacts are not clearly known
- Less than 60% design is complete at the time of application submission
- The intended level of protection is known
- Deliverables to be completed and associated tasks are known
- Projects are awarded in funding "Phases." A revised full application packet is required to receive Phase II funding.

Standard Projects (Shovel Ready)

- Exact details of construction activities are known
- Project sites is known (if options or variables exist, they are identified in the SOW)
- Environmental and historic impacts are known and incorporated into project design
- At least 60% design is complete
- Increase in level of protection should be clearly stated
- Task descriptions and cost estimates should be well defined and supported by engineering documentation
- The projects receive approval to proceed with construction

Q&A

Answer the following question on the Zoom poll.

Project types

- My project is a capability building project (My project doesn't require a BCA)
- My project is a phased or regular project (My project requires a BCA)
- I need help understanding which projects I am eligible for



Let's eat an elephant!

Sub-Application Components

Sections of the Sub-Application

- Project Title
- Scope of Work (SOW)
- Property Inventory
- Budget
 - Cost Estimate – SF 424 C or SF 424 A
 - Detailed Budget
 - Budget Narrative
 - Sub-Recipient Management Cost
- Schedule
- Back up Documents
 - Maps and Photos
 - Forms and Letters
 - Supporting Documentation (for budget, BCA, EHP, Property Inventory, etc.)
- Benefit Cost Analysis (BCA)
- Environmental and Historic Preservation clearance (EHP)

Sub-application: Project Title

A project title should include the name of the subapplicant, location of the project site (if applicable), and the type of mitigation activity.

Fictional Example: **City of Sunnyville - Sunshine Community**

Acquisitions

Whatever name you chose will follow this application throughout its lifetime. Choose something you, other people in your office, the state, and FEMA can use to differentiate it from other applications (and the applications you will submit over the next 5-8 years)

Please also note, FEMA Go has not implemented a delete button. If you start an application, it will live in the system forever.

Avoid FEMA HMA ineligible terms like:

- Repair
- Maintenance
- Replacement

Sub-application: Scope of Work

Who, What, When, Where, Why, How!

Describe your project by answering these questions:

- **Where** is the project located?
- **What** problem are you trying to resolve?
- **Why** is this problem a problem?
- **Who** is impacted?
- **What** do you want to do (describe the proposed project)?
- **Who** will perform the work?
- **Why** is this the best solution?
- **When** is the work taking place?
- **How** will this solve the problem?
- **How** will you accomplish the activity?
- **Who** will take care of it once completed?

TERMS TO CONSIDER:

Restoration

Retrofit

Hardening

Resilience

Relocation

Adaptation

TERMS TO AVOID:

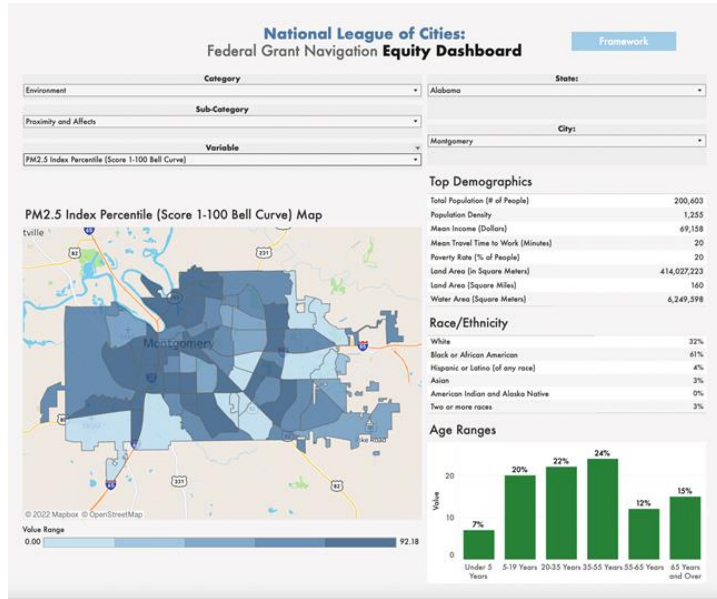
(Deferred) Maintenance

Repair

Replacement

Old, broken-down

Building a Community Narrative



[Tract-level City Data Explorer Tool](#)

Building A Community Narrative

Overview of Exercise

All [Justice40](#) covered programs must engage in stakeholder consultation and ensure community stakeholders are meaningfully involved in determining program benefits.



Covered programs are also required to report data on the benefits directed to disadvantaged communities.

Considering the Federal Administration Priorities, building a robust, credible narrative about the people and places that stand to benefit from your project or whose elevated needs enhance the need for investment can significantly strengthen your application.

Further, building a solid community narrative will help you quickly satisfy specific grant criteria where descriptions of Populations Impacted are requested (25 pts for BRIC applications, e.g.).

Several grant programs directly request variables such as a community's Social Vulnerability Index scores (worth up to 10, 60, and 200 points across three different Flood Mitigation Assistance grants, for example).

[Building a Community Narrative Worksheet](#)

Sub-application: Scope of Work Tasks

- Your SOW should be broken down into “tasks” or “phases”
- These tasks should (...must) align with your schedule
- Your tasks should take you from “start” to “finish” - execution of the sub-grant to close out of the sub-grant.
- Each task should identify a deliverable that will be produced

DON'T FORGET ANYTHING. If you leave an item out of your SOW, FEMA will not consider it eligible for reimbursement or use as match (without additional paperwork and likely delays). **You cannot add to your budget** after submission if you leave something out.

Sub-application: Scope of Work

Sections many people ignore (and lose points on)

- Clearly describe the natural hazard problem that will be mitigated by the proposed project. The project must be appropriate for the natural hazard problem.
- Describe how the project aligns with the goals and strategies identified in the Local Hazard Mitigation Plan
- Describe what is significant about this project, and made it rise to the top (community involvement, past disaster impacts, are of highest need (and why)).
- Identify at least two other alternatives
 - No-action alternative
 - One other feasible alternative and why it was not selected

Sub-application: Scope of Work

Good Scope of Work

- Answers the 5 Ws and How
- Identifies the activity in its entirety and how it will be completed during the Period of Performance (POP)
- Uses clear, concise, and descriptive terms
- Easy to read and understand, particularly by someone not previously familiar with the project
- Describes the level of protection that will be provided (*example: 500-year storm event*)
- Identifies the natural hazard (problem) and how it will be addressed
- Identifies the deliverables that will be produced under each Task
- Addresses environmental and historical impacts and other logistic considerations
- Is consistent and supported by associated documentation

Sub-application: Scope of Work

Bad Scope of Work

- Obvious errors, missing information, or inconsistencies
- Doesn't describe the need for the project - the natural hazard problem, risk, and importance
- Project does not resolve or improve the consequences of the proposed hazard
- The application highlights that there was a solution to this problem before, but it failed due to lack of staff, funds, or time to maintain
- The project does not solve the problem long-term
- The SOW is a summary and does not clearly outline all activities and tasks
- Inconsistent Project Budget and/or Schedule
- Inconsistent with attached supporting documentation
- Refers to other sections of the sub-application for content
- Identifies ineligible tasks as part of the scope

Sub-application: Property Inventory

This data collection process can be time intensive and require significant focus. Data points you will need to collect include:

- Address of each property
- Latitude and Longitude of each property (to within 300 ft or .0001)
- Date built
- Existing foundation type
- Construction Materials
- Name of the NFIP policy holder for the address
- Type of occupancy (single family, nonresidential, etc.)
- Estimated total square feet
- List of outbuildings location on the property
- Describe if the structure is listed or eligible for inclusion on any National Historic Registers
- Base Flood Elevation (BFE)
- Lowest Floor Elevation (LFE)

Sub-application: Property Inventory

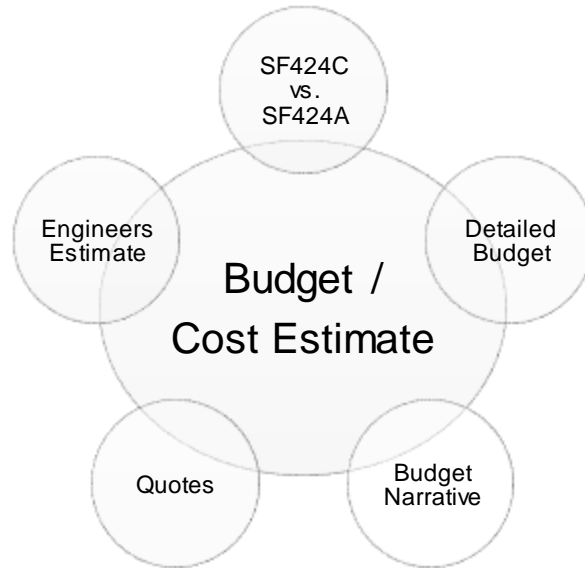
Support documents for your property site inventory should include:

- FIRMets or other back up that show the location of the SFHA in relation to the identified structure(s)
- Site maps for all parcels (showing parcel boundaries)
- Photographs that clearly show the foundation, walls, entrance, and roof from all directions (N,S,E,W)

- Photographs of any outbuildings on the property
- Elevation Certificates
- Proof of SRL or RL status

So, what's the difference?

The project budget/cost estimate provides information on the costs that support the scope of work and documents the required total costs (federal and local share) throughout the project.



Sub-application: Project Budget

- Once the SOW is complete, assign amounts needed to complete each task.
- Solicit Quotes or Engineers Estimates for goods and services outside your entity's capabilities.
- Use fully burdened rates by position title and calculate the hours necessary to complete the task.
- Include all other direct (printing, travel, public notices, etc.) and indirect (negotiated Indirect federal cost rate) costs associated with completing the project, start to finish.

Sub-application: Project Budget

- Consistency is key!
- Include the costs associated with every aspect of your scope of work.
- There is no penalty for not utilizing the full award. If you have an over run, every penny comes out of your pocket.
- Line-item totals, total costs, Benefit-Cost Analysis*, and supporting documentation must be consistent, and match the split between requested federal share and matching funds.
- Back-up documentation that supports the cost estimate must be included with the sub-application (detailed engineer's estimate, quotes, budgets from similar projects).

A **phased project budget** has two distinct funding phases and aligns with SOW:

- Phase I = design, engineering, environmental, and final BCA
- Phase II = construction, implementation, project closeout

*maintenance cost is **NOT** allowable as part of the SOW but is a required part of the BCA

Project Budget: Cost Types

Cost types are ways to categorize expenses.

FEMA will track the project throughout its lifetime through these line items. It is important to be descriptive, but not too detailed or complicated.

The federal government has established Standard Forms (SF) to assist in rolling up these expenses into understandable categories.

SF424A for non-construction

SF424C for construction projects

Project Budget: Cost Types

SF424A

Object Class Categories

a. Personnel

b. Fringe Benefits

c. Travel

d. Equipment

e. Supplies

f. Contractual

g. Construction (SF 424C)

h. Other

i. Total Direct Charges (sum of 6a - 6h)

j. Indirect Charges

k. TOTALS (sum of 6i and 6 j)

SF424C

COST CLASSIFICATION

1 Administrative and legal expenses

2 Land, structures, rights-of-way, appraisals, etc.

3 Relocation expenses and payments

4 Architectural and engineering fees

5 Other architectural and engineering fees

6 Project inspection fees

7 Site work

8 Demolition and removal

9 Construction

10 Equipment

11 Miscellaneous

12 SUBTOTAL

13 Contingencies

14 SUBTOTAL

15 Project (program) income

16 TOTAL PROJECT COSTS (subtract #15 from #14)

Project Budget: Cost Types

- Cost types must align, as closely as possible, to the task descriptions in the SOW
- Items on the cost estimate must be broken into quantity, unit, unit cost. The total costs are automatically calculated based on these inputs
- Lump sums should not be used... however “each” is an option. Use sparingly!
- When including future inflation/contingency into line items, no line item should be increased by more than 10% of the estimated line-item total
- Round to the nearest whole dollar
- Budget high. You cannot request an increase after award. It will likely be several years before you can break ground. Contingency (limited to 5%, 7% for historic properties)
- Consider how you will incorporate the following into your budget:
 - Contingency (limited to 5%, 7% for historic properties)
 - Pre-award
 - Contractual costs
 - Personnel costs

FEMA GO Estimate Template

	A	B	C	D	E	F	G	H	
1	Budget Type: Construction								
2	<p>Cost estimate is the line item(s) budget to support the scope of work for the execution and completion of the project. Be sure to include the cost associated with revisions/formal adoption. To add a line item, Please click on the Add an item button. Click anywhere within each row or the arrow to edit or delete the line item(s). All line items MUST have a selection for each column.</p>								
3	Name of Cost Item	Cost Categories	Quantity	Unit of Measure	Unit Price	Unit Total	Pre-Award	Project Phase	
4			0		0	0			
5			0		0	0			
6			0		0	0			
7			0		0	0			
8			0		0	0			
9			0		0	0			
10			0		0	0			
11			0		0	0			
12			0		0	0			
13			0		0	0			
14			0		0	0			
15			0		0	0			
16			0		0	0			
17	TOTAL						0		
18									
19									
20									
21									
22									
23									

Project Budget: Budget Narrative

The budget narrative explains the methodology for each element of a project budget.

This narrative allows the sub-applicant to describe how charges are related to the scope of work, to verify that “costs are reasonable, eligible, and allocable.

The scope of work should be translated into the budget and budget narrative. The budget narrative should mirror, as closely as possible, the budget breakdown in the sub-application.

What you should include in a budget narrative:

- Source or methodology of each budget item (previously implemented projects, quotes, PE estimate, recognized estimating software)
- Brief description of any products or deliverables produced by budget line
- How was quantity calculated?
- Source of the unit costs
- Who will perform the work (e.g., contractor, consultant, in-house personnel)?
- If using personnel costs, how the rate was calculated?

Budget Narrative Template

The Budget Narrative

Pre-Award Costs

All staff/consultant time must identify the position, description of tasks, hours worked, rate per hour, and the total. If a consultant is completing work, the executed contract and procurement documentation must be included.

Project Budget Costs

Provide a detailed narrative for all remaining costs associated with the subapplication outside of "Pre-Award". Post Award costs should correspond to the individual line items in the project cost estimate including title and cost category. If the subapplication is a phased project, this section will be divided into Phase I and Phase II.

Examples Include:

- **Phase I: Project Management**

Costs include staff/consultant time to manage the overall project. Activities can include but are not limited to: project coordination, review of technical deliverables, scheduling, meetings, outreach, and overall management.

- **Phase I: Engineering Design**

Engineering Design services must be consistent with historical data, estimated effort, project size, and based on industry standard rates. These services will produce detailed design, plans, and specifications for the construction projects. The work must be completed by credible and qualified civil, geotechnical, and hydraulic engineering professionals. The rates provided in the cost estimate should be as close to a finalized budget as possible because it is unlikely for projects to receive additional funding due to a cost overrun.

Sub-application: Project Schedule

The project schedule identifies the expected start period and duration of each task of the scope of work.

Good Practice

Providing a Gantt chart as a supporting document to visually explain overlapping or dependent tasks.

- Should include sufficient detail to demonstrate that the subapplicant understands the time necessary to complete the project
- Should align with the tasks described in the scope of work and reflect the costs outlined in the project budget
- Should not introduce new tasks or deliverables in the schedule that you did not discuss in the scope of work
- Must allow for 2-3 months at the end of schedule for project/subaward closeout

Sub-application: Benefit-Cost Analysis (BCA)

A benefit-cost analysis (BCA) is a method that determines the future risk reduction benefits of a hazard mitigation project and compares its benefits to its costs.

- BCA results in a Benefit Cost Ratio
- To be eligible for FEMA HMA funding the BCR must be ≥ 1.0
- Subapplicant must use FEMA-approved methodologies and tools, including the newest version of the FEMA BCA [Toolkit](#)
- Some projects are eligible for a [Streamlined BCA or Pre-Calculated Benefits](#)

Sub-application: Benefit-Cost Analysis (BCA)

BCA required attachments:

- FEMA BCA Version 6.0 report PDF
- FEMA BCA Version 6.0 excel file
- BCA supporting documentation – this will vary wildly depending on the type of hazard you are mitigating. Include the sources used to calculate your building replacement values, your burn recurrence intervals, the maps that identify the homes in your project area. Every value entered into the BCA tool needs to be supported.
- BCA Narrative is a best practice
 - A BCA Narrative is a report or memo that describes the BCA methodology and supporting documentation.
 - Critical for complex projects, for example flood risk reduction projects and infrastructure retrofit projects.
- If using a streamlined or pre-calculated benefits approach, provide a brief memo or supporting documents (e.g., substantial damage determinations) to support approach.

FEMA BCA Assistance – BRIC and FMA

- FEMA will provide assistance to EDRCs (BRIC), federally recognized tribal governments, and communities with a CDC SVI score greater than 0.80 in developing BCAs in situations when these communities are unable to calculate a BCR to demonstrate cost-effectiveness
- Projects must be eligible and competitive
- More guidance is pending on how this assistance will be given

Sub-application: Environmental & Historic Preservation (EHP)

This section is particularly important for any projects that involve construction, ground-breaking, or physical alterations to the built and/or natural environment.

EHP review can slow down the award timeline for a project significantly.

Good Practice

EHP considerations should be incorporated into project scope of work, schedule, and budget.

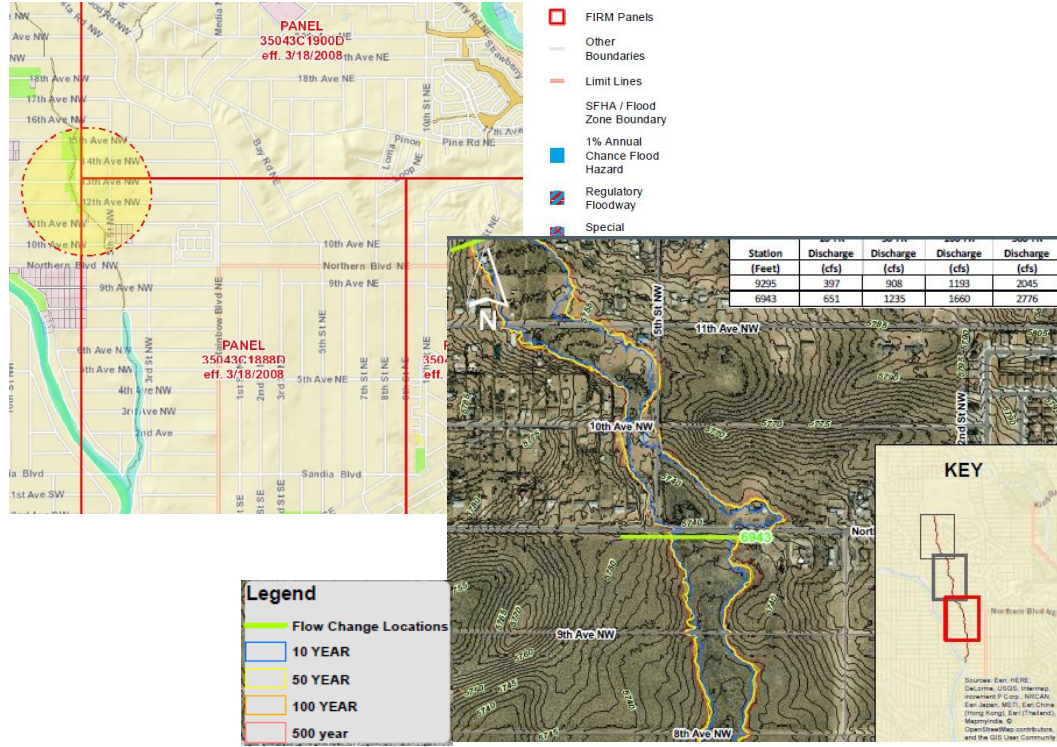
- Answer the EHP section in FEMA GO as thoroughly as possible.
- Upload supporting documentation, such as previous NEPA studies (Environmental Assessments/Finding of No Significant Impact), historical surveys (archeological studies, consultation with local historical societies, biological surveys, wetland delineations, etc.), previously completed.
- Upload maps that clearly outline the project work area, staging areas.
- Upload floodplain, wetlands, critical habitat maps.

Sub-application: EHP Resources

- Flood Mapping: [FEMA FIRM Mapping Tool](#)
- U.S. Fish and Wildlife Service (USWS) National Wetlands Inventory: [USFW Wetlands Mapper](#)
- National Historic Register of Historic Places: [National Register of Historic Places Data Downloads](#)
- State Historic Preservation Office
- Centers for Disease Control and Prevention [Social Vulnerability Index](#)
- Environmental Protection Agency [Environmental Justice Screening Tool](#)
- USFWS [Information for Planning and Consultation](#) (IPaC)

Sub-application: Project Map and Photo Examples

Example: Local Flood Reduction, Project Area Map



Example: Project Photos (this one is post-construction)

Photos should be clear, labeled, and pertain to the project activity areas



Grant and application #, Entity name, project name, lat/long, N/S/E/W

Sub-application: Supporting Documentation

Required for all projects:

- Flood Insurance Rate Maps
- Match commitment letter, signed by Authorized Representative
- Delegation of Signature Authority, signed by Authorized Representative
- Operations and Maintenance plan
- Reference to HMP plan section (many upload the entire plan)
- Project maps
- Latitude and Longitude of project location
- SF424
- SF424 A (non-construction) or C (construction)
- SF424 B (non-construction) or D (construction)
- SFLLL

Match Letter Commitment Template

Match Commitment Letter Template

NAME STATE AGENCY DEPARTMENT HEAD

NAME OF STATE AGENCY

STREET ADDRESS

CITY, STATE, ZIP CODE

RE: **[SUBAPPLICANT] [TITLE OF PROJECT] [INSERT DATE]** - Non Federal Cost Share (Local Match)
Funds Commitment Letter

Dear **[Mr./Ms. SURNAME OF STATE AGENCY DEPARTMENT HEAD]**,

This letter is in reference to **[SUBAPPLICANT'S NAME OF FUNDING PROGRAM]** application that is administered by **[NAME OF STATE AGENCY]** and funded by the Federal Emergency Management Agency (FEMA). The **[SUBAPPLICANT]** certifies that we have the capability to meet the financial obligations of the local cost share under this **[NAME OF PROJECT TYPE]** project. The **[INSERT PROJECT TITLE/TYPE]** has an established Non-Federal Cost share; however, **[SUBAPPLICANT]** acknowledges that there may be unforeseen costs. If applicable, the additional funding contributing to the Non-Federal cost share will be **[IDENTIFY HOW THE LOCAL COST SHARE WILL BE MET]**.

The submitted project has a Federal Cost share of **[\$00,000.00 – INSERT FEDERAL COST SHARE IDENTIFIED IN THE BUDGET]** and a Non-Federal Cost Share of **[\$00,000.00 – INSERT NON-FEDERAL COST SHARE IDENTIFIED IN THE BUDGET]**.

These funds are available **[INSERT DATE WHEN MATCH FUNDS BECOME AVAILABLE (MM/DD/YYYY)]**.

Sincerely,

[SIGNATURE]

[TITLE]

[SUBAPPLICANT]

[STREET ADDRESS]

[CITY, STATE, ZIP CODE]

Sub-application: Supporting Documentation

Other supporting documentation

- Project design and engineering plans
 - Feasibility studies that support project design/level of protection
 - photos of project sites and/or structures
 - Site/project specific documents, such as property owner documentation
 - Any EHP related support items (if applicable project - NEPA consultation letters, Environmental Assessment, etc.
 - BCA Toolkit (if applicable project)
 - BCA support documents
 - Negotiated Federal Indirect Cost Rate
 - Participation letters from other jurisdictions
 - Certification of no Duplication of Programs or Duplication of Benefits
- ... more depending on type of project



Breakout Groups

Breakout Groups: Resource Checklist

Locate the resources in Canvas in your course readings to follow along

- In breakouts with your teams, you will review the checklist of items completed in Modules 1-3 to assist you with being prepared to write a strong narrative and package your proposal for submission.

Documents Needed:

- [Community Engagement Workbook](#)
- Building a Community Narrative ([Tract-level City Data Explorer Tool](#) and [Worksheet](#))
- [FEMA Go Estimate Template](#)
- [Match Commitment Letter – Sample](#)
- [Budget Narrative Template](#)

Breakout Groups: Find Your Room

Room 1

I am ready to finalize my narrative and submit this year

Room 2

I am still preparing my application, and hope to apply this year

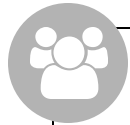
Room 3

I am planning to submit next year



Coaching and Office Hours

To deepen learning on this subject, Coaching, Office Hours, and Toolkits for this grant are available to all cities in the program



Peer Learning

*Interactive sessions featuring **subject matter experts** on the policy and grant approach; followed by smaller **cohort sessions*** for peer discussions*



Coaching

Smaller, cohort-based sessions to continue to build on **specific application questions** identified in the peer learning session



Office Hours

Support in the form of **designated time slots** with content experts to address specific questions



Tools and Templates

The following resources can help **strengthen core components** of your grant application

Support During this Bootcamp

You have multiple resources you can reach out to for support during this Program.

Navigator



Questions for Navigators can be raised in **onboarding sessions or bi-monthly check-ins** and/or **via email or phone**. The following are types of questions that can be raised with Navigators:

- A city has an **administrative question** about the bootcamp including questions regarding:
 - Timelines
 - Attendance
 - Participation expectations, and/or
 - Future program offerings
 - Certificates

You should have received initial registration emails from your assigned Navigator (either bootcampnavigator1@nlc.org or bootcampnavigator2@nlc.org)

Bootcamp Facilitator

Questions for bootcamp facilitators should be raised during **office hours**. The following are types of questions that could be raised in this setting:

- A city has a question about **content covered** in that week's peer learning or coaching sessions
- A city has a **technical question** about their grant application
- A city has a question about the **Canvas course**

We recommend that cities **hold questions** until the subject is covered in a relevant module. Many questions may be addressed in the learning sessions. Additionally, by holding the question, this ensures that cities will have **access to the appropriate subject matter expert** in office hours. Should a question fall **outside the scope of the curriculum**, cities may raise the question with bootcamp facilitators via email at BRICbootcamp@nlc.org.



Coaching and Office Hours help build forward from the peer learning session



Coaching

Smaller sessions to work on **specific application questions** as peers

Who will you engage with?

Chelsea Morganti - Witt OBrien's

How will you engage?

Coaching sessions will be held on **November 7th from 3:00-4:00pm EST**
You will receive a separate calendar invite for the coaching session.



Office Hours

Support in the form of **designated time slots** with content experts to address specific questions

Who will you engage with?

Chelsea Morganti - Witt OBrien's

How will you engage?

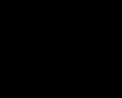
Participants will be able to **register for office hours** through Canvas. Reserved time slots will be **15-minutes in length**, but may be extended pending availability and demand. Office hours will be offered on **November 4th from 1:00-3:00pm EST and November 9th from 2:00-3:00pm EST.**

Thank you!

For questions, please contact your navigator, the office hours and/or coaching lead, or email FMABootcamp@nlc.org

For general information, please visit www.localinfrastructurehub.org

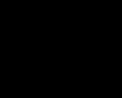




WITH SUPPORT FROM:



THE UNITED STATES
CONFERENCE OF MAYORS





Appendices



Hazard Mitigation Grants Overview

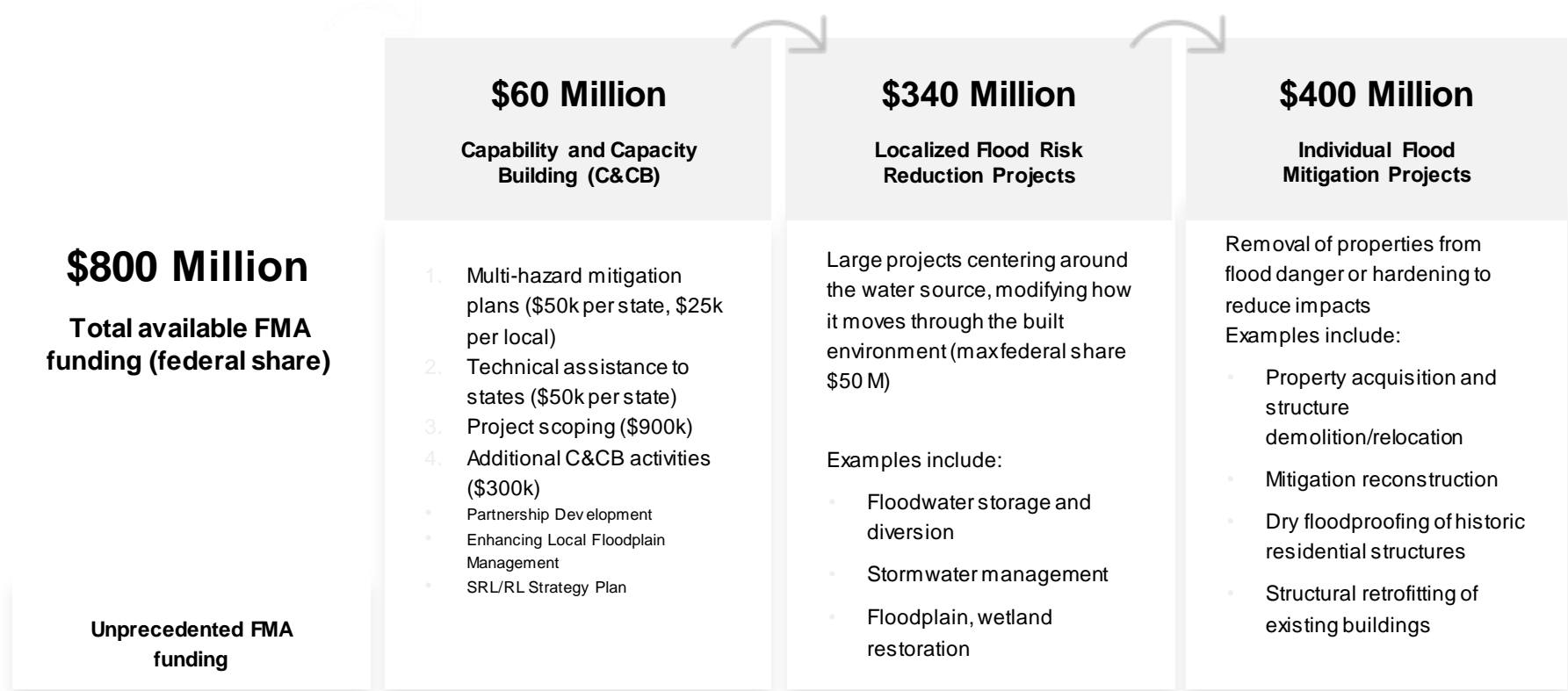
Non-Disaster Hazard Mitigation Assistance (HMA)

	Building Resilient Infrastructure and Communities (BRIC)	Flood Mitigation Assistance (FMA)
<i>Purpose</i>	FEMA funded; state, tribe, or territory administered program not directly tied to a disaster declaration; high-impact, large projects	FEMA funded; state, tribe, or territory administered program not tied to a disaster declaration; reduce NFIP claims
<i>Cycle</i>	Annual	Annual
<i>Reasons your project may be a good fit</i>	<ul style="list-style-type: none"> • Targets public infrastructure • Benefits a disadvantaged community • Increases climate change resiliency • Incorporates nature-based solutions • Implement higher building code standards 	<ul style="list-style-type: none"> • Reduces NFIP claims • Reduces flood impacts to RL and SRL properties • Benefits a disadvantaged community • Increases climate change resiliency

Non-Disaster Hazard Mitigation Assistance (HMA)

	Building Resilient Infrastructure and Communities (BRIC)	Flood Mitigation Assistance (FMA)
<i>Non-federal Match</i>	25% 10% Economically Disadvantaged Rural Communities (EDRC) <i>or applicants applying on behalf of EDRC</i> 0% American Samoa, Guam, Northern Mariana Islands, U.S. Virgin Islands	25% 10% RL Individual Property Mitigation 0% SRL Individual Property Mitigation
<i>FY 2021 Funding</i>	\$1B	\$160M
<i>FY 2022 Funding</i>	\$2.3B	\$800M
<i>Period of Performance</i>	36 months	36 months

FMA NOFO 2022 Funding Overview



Fitting in with FMA

- Be an eligible subapplicant
- Be a participating entity in the National Flood Insurance Program (NFIP)
- Have a FEMA approved hazard mitigation plan*
- Reduce the impacts of **Natural Hazards**
- Present a stand-alone solution
- Do not start your project scope of work before your sub-grant is executed
- Follow state/tribe/territory's procedures for NOI/LOI and meet established deadlines

Eligible Sub-applicants:

Local governments – cities, townships, counties, special districts (**including flood control districts**) – state agencies, and tribal governments.

Not Eligible:

Nonprofits, universities, businesses and individuals, although **an eligible applicant or subapplicant may apply on their behalf.**

*Hazard mitigation planning applications are the only exempt project type



Understanding Eligibility

Meeting the BRIC Minimum Requirements

- Have a clearly defined Scope of Work
- Have a Benefit-Cost Ratio ≥ 1.0
(construction projects and most land disturbance, including wildfire)
- Provide **backup documentation**
- Provide 25% local match (less under specific circumstances)
- Complete your project in less than 36 months (extension requests are "*possible*")
- Meet all federal regulations and Environmental and Historic Preservation (EHP) requirements
- Procure all contracts in compliance with 2CFR § 200.318 General procurement standards and § 200.319 Competition.

BRIC:

Must meet your state/tribe/territory's Allocation priorities or be nationally competitive by meeting FEMA-established BRIC [Technical](#) and [Qualitative Scoring Criteria](#)

FMA:

Must protect NFIP insured structures, meet your state/tribe/territory's priorities, AND be competitive under the FMA [prioritization criteria](#)

Meeting Project Eligibility Requirements

Hazard Mitigation Projects MUST

1. Be consistent with your State/Tribal Mitigation Plan and your community's approved Hazard Mitigation Plan. You must specifically identify in the BRIC application where how your proposed project is included (page number, section title, etc.).
2. At a minimum, follow the latest published editions of relevant codes, specifications, and standards that incorporate the latest hazard-resistant designs. (higher standards are HIGHLY encouraged)
3. Consider the amount of carbon emissions generated by the project.
4. Be technically feasible and effective.
5. Solve a problem independently or identify how your project is part of a larger, long-term solution (There must be a reasonable plan and available funding to complete the larger project).
6. Be cost-effective
7. Design to increase resilience and reduce risk of injuries, loss of life, and damage and destruction of property
8. Addresses a problem that has been repetitive or that poses a risk to public health, safety, or property if left unresolved.

BRIC:

Must meet your state/tribe/territory's Allocation priorities or be nationally competitive by meeting FEMA-established BRIC [Technical](#) and [Qualitative Scoring Criteria](#)

FMA:

Must protect NFIP insured structures, meet your state/tribe/territory's priorities, AND be competitive under the FMA [prioritization criteria](#)



Keep in mind...

Structures identified in the subapplication **must have an NFIP policy** (including a Group Flood Insurance Policy [GFIP]) in effect prior to the opening of the application period and the policy must be **maintained throughout the life of the structure.**

Even if the property transfers ownership, flood insurance must be maintained. If the subapplicant does not comply, FEMA will disallow all or part of the cost of the activity, among other possible steps...



Prepare to Apply

Administrative Requirements

- Talk to your State Hazard Mitigation Officer, Mitigation Specialists, or Mitigation Program to find out about your state/tribe/territory's application process.
- Find your UEI Unique Entity Identifier (formerly called the DUNS number) from SAM.gov
- Register in SAM or update your entity's SAM registration
 - *There is a section in the FMA NOFO with step-by-step guidance if you need help. (page 14-15, D.4. Steps Required to Obtain a Unique Entity Identifier, Register in the System for Award Management (SAM), and Submit an Application*
- Find your valid Employer Identification Number (EIN)

FEMA GO: BRIC and FMA Sub-applications

- Sub-applications for BRIC and FMA must be submitted in FEMA Grants Outcome Portal ([FEMA GO](#)).
- You must first register in the system, if you have not done so already.
- The [FEMA GO User Manual – sub-application Development](#) provides helpful hints on how to complete each section.
- Once you are registered your state/tribe/territory's Mitigation Program must validate your entity and the associated users.
- You will be required to identify and register a **Sub-grantee Authorized Organizational Representative**. Someone legally and financially capable of committing your entity to an agreement with the federal government through their signature.
- Your entity's signature authority can delegate their authority to another point of contact. A letter, on letterhead, must be attached to your application identifying who has the authority and how it is derived. Different FEMA regions or state programs may require slightly different wording. Check with your SHMO on what they require.



Subrecipient Management Cost

Subrecipient Management Costs (SRMC)

A state, tribe, or territory is awarded management cost to administer the entire grant award. This award can be referred to as called recipient Management Cost (MC), Grant Management Cost (GMC), or State Management Cost (SMC). It is calculated based on the amount of sub-grants awarded.

There are also funds available for management of your sub-grant.

Subrecipient management costs (SRMC) – sometimes also referred to as subapplicant management cost or grants management cost GMC) - are indirect costs or administrative expenses that are reasonably incurred by a recipient or subrecipient in administering an award or subaward.

100% federal, no match required

5% of the final total project cost (fed+non-fed share) is calculated after the project budget is finalized.

Subapplicant Management Costs (SRMC)

Things to consider:

- Your SOW must describe what you will do with the SRMC. You must also identify what will be billed as project costs and what will be billed as management costs.
- Do you already plan to track sub-grant management tasks and personnel hours as part of your local match?
- Would you want to hire a contractor to support you with sub-grant management (or assign it as an additional ask)?
- Do not include SRMC in the project benefit-cost analysis.
- If a phased project, the SRMC awarded will be 5% of your Phase I total and 5% of your Phase II total. Each award will be made at the time the rest of that phase is awarded.



FMA Scoring Criteria

FMA Scoring Criteria for Capability and Capacity Building (C&CB)

Priority	Where to address in sub-application
1. CDC Social Vulnerability Index (SVI) and NFIP Properties, CDC SVI \geq .8, \geq .6, or $<$.6 (10, 5, or 0 points)	Scope of Work Section: <ul style="list-style-type: none"> • Upload CDC SVI, Census data documentation
2. National Violation Tracker (NVT) (3 points)	Scope of Work Section: <ul style="list-style-type: none"> • Upload NVT good standing documentation
3. Community Rating System (CRS) Participation (3 points)	Evaluation Section <ul style="list-style-type: none"> • “Do your community floodplain management activities exceed the minimum NFIP standards?”
4. Private-Partnership Cost Share, \geq 51% or 25% - 50% (2 or 1 points)	Budget Section <ul style="list-style-type: none"> • Upload a match commitment letter • Include private partners that are providing cost share under cost share sources.
5. Cooperating Technical Assistance Partners Program (CTP) Participation (2 points)	Evaluation Section <ul style="list-style-type: none"> • “Are you a CTP participating community?”

FMA Scoring Criteria for Localized Flood Risk Reduction Projects

Priority	Where to address in sub-application
1. NFIP Policy Holder (2 points per NFIP Policy, up to 250 points)	Evaluation Section <ul style="list-style-type: none"> • “How many active NFIP policies do you have as of the FMA application start date?”
2. CDC Social Vulnerability Index (SVI), $\geq .8$, $< .8$ and $\geq .6$, or $< .6$ (200, 150, or 0 points)	Scope of Work Section: <ul style="list-style-type: none"> • Upload CDC SVI, Census data documentation
3. Consideration for Climate Change and Other Future Conditions (100 points)	Scope of Work Section <ul style="list-style-type: none"> • How the project will enhance climate adaptation and resilience • How the project is being responsive to the effects of climate change and/or other future conditions • Cite data sources, assumptions, and models
4. Incorporation of Nature-Based Solutions (100 points)	Scope of Work Section <ul style="list-style-type: none"> • Does the project incorporate nature-based solutions (Y/N) Evaluation Section <ul style="list-style-type: none"> • “How the project will incorporate nature-based solutions?”
5. Severe Repetitive Loss (SRL) and Repetitive Loss (RL) Properties (5 points per RL and 10 points per SRL, up to 100 points)	Scope of Work Section: <ul style="list-style-type: none"> • Upload SRL and/or RL structure documentation

FMA Scoring Criteria for Localized Flood Risk Reduction Projects

Priority	Where to address in sub-application
6. Private-Partnership Cost Share, \geq 51% or 25% - 50% (100 or 50 points)	Budget Section <ul style="list-style-type: none"> • Upload a match commitment letter
7. National Violation Tracker (NVT) (50 points)	Scope of Work Section <ul style="list-style-type: none"> • Upload NVT good standing documentation
8. Community Rating System (CRS) Participation (50 points)	Evaluation Section <ul style="list-style-type: none"> • “Do your community floodplain management activities exceed the minimum NFIP standards?”
9. Cooperating Technical Assistance Partners Program (CTP) Participation (30 points)	Evaluation Section <ul style="list-style-type: none"> • “Are you a CTP participating community?”
10. Subapplicant generated from a previous qualifying award (20 points)	Evaluation Section <ul style="list-style-type: none"> • “Was this created from a previous FEMA HMA Project Scoping award, or is the or the subapplicant a past recipient of BRIC non-financial Direct Technical Assistance?”
11. Implementation Measures (40 points)	Scope of Work Section <ul style="list-style-type: none"> • How costs and schedule will be managed • How the project will be implemented • How innovative techniques to facilitate implementation will be incorporated

FMA Scoring Criteria for Individual Flood Mitigation Projects

Priority	Where to address in sub-application
1. Substantial Damage (10 points per Substantial Damage structure)	Evaluation Section <ul style="list-style-type: none"> • Upload verification letter of determined Substantial Damage by the community within five (5) years
2. CDC Social Vulnerability Index (SVI), $\geq .8$, $< .8$ and $\geq .6$, or $< .6$ (60, 30, or 0 points)	Scope of Work Section <ul style="list-style-type: none"> • Upload CDC SVI, Census data documentation
3. Severe Repetitive Loss (SRL) and Repetitive Loss (RL) Properties ($>35\%$ SRL or RL or $25\% - 35\%$ SRL or RL, 40 or 10 points)	Scope of Work Section <ul style="list-style-type: none"> • Upload SRL and/or RL structure documentation
4. Implementation Measures (10 points)	Scope of Work Section <ul style="list-style-type: none"> • How costs and schedule will be managed • How the project will be implemented • How innovative techniques to facilitate implementation will be incorporated

Community Engagement Workbook

