


Capacity and Capability Building: Planning Application Development

Building Resilient Infrastructure and Communities (BRIC)




FEMA

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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.
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Benefit Cost Analysis (BCA) Basics for Projects	October 14	10:00 a.m. - 12:00 p.m.
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FEMA Grants Management	October 28	10:00 a.m. - 12:00 p.m.



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<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 chat box
- **Interactive Knowledge Checks**
 - Anonymous
- **Technical Issues**
 - Please send a direct chat to the host
- **Participant Panel**






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Agenda

- BRIC Overview
- Tribal Mitigation Planning Process
- HMA Planning Application Elements
- Wrap Up
- Resources
- Q&A



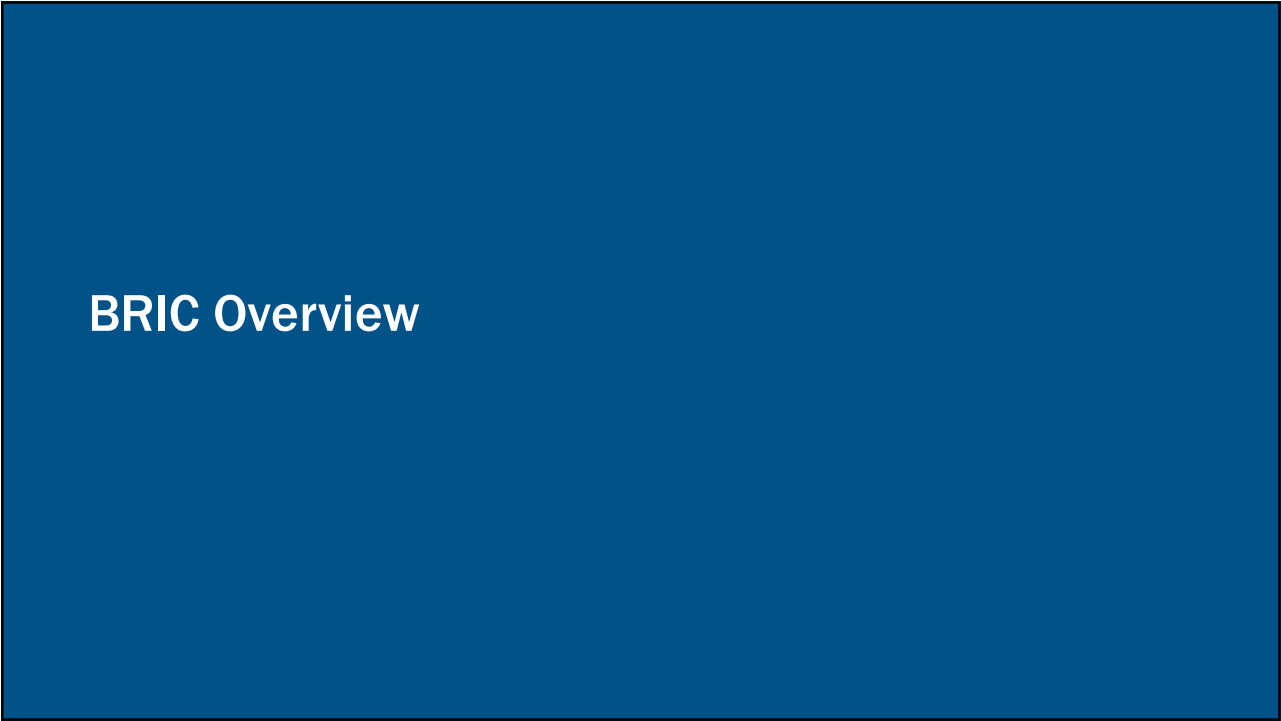
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Does your tribe currently have a FEMA-approved Hazard Mitigation Plan?

Select ✓ for yes and ✕ for no

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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
- Eligibility
 - A federally recognized tribe can apply directly to FEMA as the grant applicant
 - 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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Building Resilient Infrastructure and Communities (BRIC) FY21

	Total Available BRIC FUNDING \$1 Billion			
Uses of Assistance	\$56M State/Territory Allocations	\$25M Tribal Set-Aside	\$919M National Competition for Mitigation Projects	
Management Costs	✓	✓	✓	} Funds Projects up to \$50 million federal share
Capability and Capacity Building Activities	✓	✓		
Mitigation Projects	✓	✓	✓	
	} State Set Aside \$1 million federal share Tribal Set Aside \$1 million federal share			



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BRIC Capability and Capacity Building Activities

The diagram features a central blue circle labeled "Capability and Capacity Building Activities". Four light blue arrows point from this circle to four icons: a building icon for "Building Codes", a handshake icon for "Partnerships", a magnifying glass over a document icon for "Project Scoping", and a document icon for "Planning".

- Hazard mitigation planning and planning activities **can only be up to \$500k federal share of tribal set-aside.**
- Mitigation planning and planning-related activities:
 - Preparing a new plan or plan update
 - Updating or enhancing sections of the current FEMA-approved mitigation plan
 - Integrating information from mitigation plans, specifically risk assessment or mitigation strategies, with other planning effort
 - Procuring hazard identification or mapping and related equipment for the implementation of mitigation planning-related activities

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Cost Share

Standard Cost Share
75% Federal / 25% Local
Fed Share cannot exceed 75% of the total

Economically Disadvantaged Rural Communities Cost Share
90% Federal / 10% Local
Must be requested in application and meet criteria.

EDRC Criteria

- Be a community of 3,000 or fewer individuals
- Be economically disadvantaged, (www.bea.gov).

Best Available Data!

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Match Sources

- **Match Commitment letter is required from the Tribal Board, Council or Executive.**
- Potential Match Sources:
 - Staff time, Volunteer time/In-kind donations (time is considered “in-kind” donation)
 - Careful documentation is required: Track the number of hours, Track the hourly rate of donated time by individual
- Hazard Mitigation Assistance Cost Share Guide: <https://www.fema.gov/media-library/assets/documents/117020>



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Tribal Mitigation Planning Benefits & Process

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Benefits of Mitigation Planning for Tribal Governments

Aligns Risk Reduction with Tribal Priorities

A Tribal Community-Driven, Living Document

Identifies Financially and Culturally Feasible Actions for Risk Reduction

Focuses Resources on What is at Risk

Promotes Partnership Building

Increases Awareness of Hazards and Risk

Goals

1. Protect life and injury resulting from natural hazards.
2. Minimize the impact of natural hazards while protecting, restoring, and sustaining environmental processes.
3. Build and support local capacity to enable the public to prepare for, respond to, and recover from disasters.
4. Minimize damage to historic and cultural resources.

Snippet of Warm Springs Tribal Hazard Mitigation Plan

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Mitigation Planning Creates Partnerships & Plan Integration Opportunities

- Tribal Council
- Tribal Planners
 - Comprehensive/Land Use Plans
- Tribal Members
- Public works/Engineering Staff
- Emergency Managers
- Natural Resource Specialists
- Elected and Executive Officials
- Floodplain Administrator
 - Floodplain Management Plans
- Fire Specialists
 - Wildfire Protection Plans

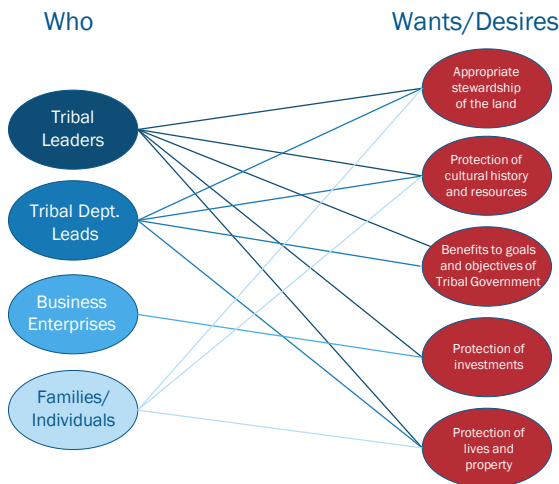
- Housing Authorities
 - Housing Plans
- Public Information Officer
- Public Health
 - Public Health Plans
- Building Department/Code Enforcement
- Business Enterprise Leaders
 - Economic Development Plans
- State Partners (Emergency Mgt., Transportation, etc.)
- Federal Partners (Federal Emergency Management Agency, Environmental Protection Agency, etc.)

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Tribal Mitigation Planning Creates Community Engagement



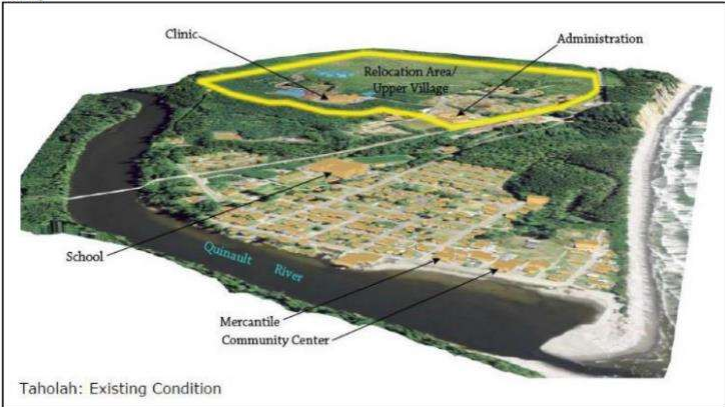
Quinalt Indian Nation Mitigation Planning Workshops



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Tribal Mitigation Planning Creates Prioritized Actions!

Figure 12-1. Map of Existing Condition from Taholah Village Relocation Master Plan (QIN 2016)



Taholah: Existing Condition

Quinalt Indian Nation – Taholah Village Relocation



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Tribal Mitigation Planning Requirements and Regulations


- **Disaster Mitigation Act of 2000**
 - Establishes eligibility for FEMA Hazard Mitigation Assistance (HMA)
 - Requires Tribal, State, and local governments to submit plans to FEMA for review
- **Title 44 Code of Federal Regulations (CFR) 201.7**
 - Publishes requirements for approval of a Tribal mitigation plan
 - Requires mitigation plan approved by FEMA for mitigation grant eligibility
 - Requires plan update every five years

Tribal Mitigation Plan Review Guide
Released December 5, 2017
Effective December 5, 2018
FP 306-112-1
OMB Collection Number: 1660-0062

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Knowledge Check



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HMA Planning Application Elements

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Required HMA Planning Subgrant Application Components

Schedule

Scope of Work

Cost Estimate / Budget

Planning Application




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Application Scope of Work (SOW)

- SOW must provide a **detailed explanation of the planning activity**, expected milestones, and deliverables.
- SOW describes the **details of the planning activity and how it will be conducted**:
 - Who will be part of this hazard mitigation plan?
 - Who is performing the work? Tribal staff? Will a contractor be hired?
 - What is the proposed activity (new plan, updated plan, revised section of the plan)?
 - What are the timelines and milestones?



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Application Scope of Work (SOW)

- The following elements must be included in the SOW:
 - Planning Area
 - Planning Process
 - Previous Mitigation Planning
 - Available Data and Risk Assessment Process
 - Development of Mitigation Strategy
 - Plan Adoption



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Application Work Schedule and Tasks

- The work schedule must provide a timeline of all the tasks noted in the scope of work.
- To develop the schedule:
 - Describe each task needed to achieve the FEMA approved plan (i.e. Forming a planning committee, procuring contractors)
 - Include tasks that will need review and schedule time for reviews and revisions.
 - Include the final deliverable(s): i.e., a new or updated FEMA-approved mitigation plan consistent with mitigation planning regulations.
- Review the timeline to ensure its reasonable and is reflective of all elements in the SOW.




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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 Procure Consultant	Start Month 1	Task Duration (in Months) 1 months
Task Description Hire Consultant for TMHP development, submittal and finalization.		
Task Name Develop Mitigation Plan/Community Input	Start Month 3	Task Duration (in Months) 9 months
Task Description Collect and prioritize community input related to assets and risks through various efforts.		
Task Name Draft Mitigation Plan	Start Month 4	Task Duration (in Months) 10 months
Task Description Consultant and tribal point of contacts will develop the tribe's plan with necessary information related to projects, prioritization, cost considerations, mapping, review of historical information about hazards, etc.		
Task Name Submit Plan draft, FEMA Review	Start Month 18	Task Duration (in Months) 3 months
Task Description Submit draft plan with tribal council approval for FEMA review.		
Task Name Finalize HMP	Start Month 21	Task Duration (in Months) 2 months
Task Description Incorporate FEMA recommendations, share final draft with community, acquire final council approval with resolution.		
Task Name Acquire Final approval/Educate community	Start Month 23	Task Duration (in Months) 6 months
Task Description Attain final FEMA approval and educate community about the mitigation efforts/projects and any new policies that are incorporated into the plan for the response to hazards.		
Task Name Close out Grant	Start Month 30	Task Duration (in Months) 6 months
Task Description Submit all required reports and documents to close out the Grant.		

Knowledge Check




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FEMA GO Application Budget

- Requires submitting a SF424A Form: *Budget Information for Non-Construction Programs*.
- Requires submitting a cost line-item budget that aligns with the OMB Cost Categories
 - Personnel Salaries/Personnel Fringe
 - Contractual
 - Supplies
 - Equipment
 - Travel
 - Pre-Award (separate cost line item)

Planning Costs could include:

- Risk analysis/mapping software
- Contractor
- Personnel
- Meetings and Public Outreach
- Materials / Supplies
- Printing/Advertising
- Equipment
- Travel
- Project Management
- Pre-Award Costs
- Management Costs




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Pre-Award Costs

- Pre-award costs are costs **directly related to developing the BRIC grant application or subapplication** that are incurred prior to the date of the grant award.
 - Examples: Writing the subgrant application, meetings with staff about the application, application development and submission of HMA applications, travel and attendance of G318 Local Mitigation Planning Workshop.
 - Must be requested in your application as a cost line item.
 - Cannot be any actual implementation work.** For example, starting the risk assessment for your plan, writing your plan, hiring a contractor to write the plan.
 - Not guaranteed.** Only funded if grant is selected and funded.



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Sample FEMA GO Cost Estimate / Budget

Budget Type: Non Construction


Grand Total: \$145,507.91

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

➤ Item: Personnel Salaries	\$88,800.00
➤ Item: Staff Fringe	\$18,323.61
➤ Item: Risk Assessment (Contractual)	\$25,000.00
➤ Item: Community Meetings	\$5,004.00
➤ Item: Public Outreach	\$8,060.30
➤ Item: Supplies	\$320.00



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Sample FEMA GO Cost Estimate / Budget

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

Item: Community Meetings


Quantity	Unit of Measure	Unit Price	Unit Total
3	Each	1668	\$5,004

Select a Budget Class:Pre-Award:

▪ Reminders:

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

☐ Mark if it is a Pre-Award Cost.




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Application Budget Narrative

- In addition to the official FEMA GO budget, provide any supporting budget documentation as an attachment. This includes a budget narrative that details each line item and documenting sources for estimated costs.
- The budget narrative supports the FEMA GO cost line-item budget application and any supporting Cost Estimate documentation.
 - Describes how the budget relates to implementing the scope of work.
 - Helps FEMA understand **how** your budget was put together and **what** each line item means.
 - Explains each cost line-item in more detail (i.e., the Who, What, and How) and why it is required/needed.
 - Breaks down any lump sum costs.




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Sample Budget Narrative

- **Pre-Application Development**– This cost covers the County Manager’s time to develop the plan (20 hours @ \$20/hour including fringes =\$400)
- **Contracted Plan Development**– These fees will cover the cost for the contracted firm to oversee the plan development per the submitted scope of work (see attached quote). Selection of the contracted firm will follow the County’s bidding process.
- **Grant Administration**– The management cost of the project and grant. This also covers the cost to bid the project and perform contract and grant administration. The County Manager will oversee the project (56 hours @ \$20 /hour including fringes = \$1,120)
- **Distribution**– Time spent by County support staff to distribute the plan for review by the participating jurisdictions and community (5 hours @ \$20/ hour including fringes = \$100)



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Management Costs

- Management costs are any indirect costs and administrative expenses in administering an award or subaward.
- Per FEMA's HMA guidance and BRIC FY20 NOFO, indirect costs are only available as management costs.
- Submit for management costs/indirect costs through two 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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Management Costs


Examples of Management Costs:

- Financial management of the Planning project
- Processing vendor invoices
- Drawing down reimbursement funding from FEMA's PARS system
- Preparing and submitting Quarterly Reports to FEMA Regional Offices
- Indirect Costs or partially indirect costs




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Knowledge Check



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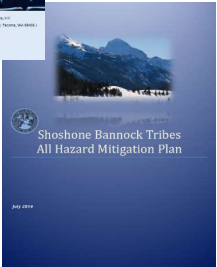


Key Reminders!

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HMP Process

- A Hazard Mitigation Plan will include:
 - Organizing a planning process;
 - Conducting hazard identification and risk assessment;
 - Developing a mitigation strategy;
 - Conducting a plan review, evaluation, and implementation;
 - And finally, adopting the plan.

Note: HMA funds cannot fund analysis of human-caused hazards. They can be included in your plan, but it needs to be clear in the SOW that the grant will not be paying for that. portion




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HMP Approval Timeframe

- Your hazard mitigation plan (HMP) **must be FEMA-approved** and **adopted by your Tribe/Village** (usually by council resolution) within the **Period of Performance (POP)** of the grant.
- This means that the mitigation plan has met either all the planning requirements of 44 CFR 201.7 for a Tribe, and 201.6 for any non-Tribal local government included in the plan.



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So, why conduct hazard mitigation planning?

- You can prevent damage from hazards before a hazard occurs.
- You can lessen the impact of a disaster on your community.
- It can be costly to address effects of a disaster only after they occur.
- You can engage your community so governmental decisions have greater community input and help with community resiliency.

And...a plan is required to apply for Building Resilient Infrastructure and Communities (BRIC) and Hazard Mitigation Grant Program (HMGP) project funding!



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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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Reminder! Application Deadline

- Application Deadline is January 28, 2022, at 3pm Eastern Standard Time
- We recommend submitting two weeks early.
- Grant and subgrant applications must be submitted to FEMA via the FEMA GO system:
<https://go.fema.gov>



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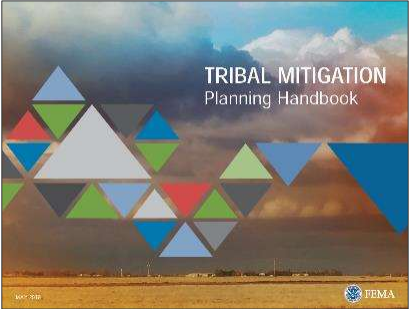

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Resources

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Tribal Mitigation Planning Resources

- Tribal Mitigation Planning Handbook (May 2019):**
https://www.fema.gov/sites/default/files/2020-06/fema-tribal-planning-handbook_05-2019.pdf
- Tribal Mitigation Plan Review Guide (Dec. 2018):**
https://www.fema.gov/sites/default/files/2020-06/fema-tribal-mitigation-plan-review-guide_12-05-2017.pdf
- Mitigation Ideas:**
https://www.fema.gov/sites/default/files/2020-06/fema-mitigation-ideas_02-13-2013.pdf
- List of FEMA Tribal Liaisons:**
https://training.fema.gov/tribal/_assets/fema_hq_regional_tribal_liaisons.pdf
- FEMA Mitigation Planning Website:** <https://www.fema.gov/emergency-managers/risk-management/hazard-mitigation-planning>



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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](#)
 - [Tribal Hazard Mitigation Planning Handbook](#)
- Region 10 Webinars and Resources:
 - [Natural Hazards Community Planning - BRIC \(starr-team.com\)](#)



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<http://j.mp/starronlinetraining>

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FEMA Region 10 Non-Disaster Grant Team

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FEMA Region 10 Tribal Affairs Team

FEMA Region 10 Tribal Liaisons are also ready to help with any other questions!



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