OREGON'S SEISMIC REHABILITATION GRANT PROGRAM

Application Guidance Packet

Oregon Military Department
Oregon Emergency Management
# TABLE OF CONTENTS

## Seismic Rehabilitation Grant Program Overview
- Availability of Funds 1
- Cost Share 1
- Eligible Activities 1
- Ineligible Activities 2
- Applicant Eligibility 2
- Application Process 2
- Benefit Cost Analysis (BCA) 3
- Technical Assistance 3
- Application Period 3
- Application Review 3
- Elimination Criteria 3
- Ranking Factors and Point Values 4
- Ranking Factors and Application Evaluation 5

## Section 1: Grant Application Guidance
- Purpose 6
- Grant Program Eligibility 6
- Cost Effectiveness 6
- Rapid Visual Screening (RVS) Project Requirements 6
- Program Restrictions 7
- Conflict of Interest 7
- Cost Over-Runs and Cost Under-Runs 7
- Performance Period 7
- Cost Share Documentation 8
- Technical Review 8
- Pre-Award Activities 8
- Awards 8
- Notification of Status of Applications 8
- Waivers and Appeals 9
- Performance Period 10
- Extensions 10
- Financial Status Reports 10
- Performance Reports 10
- Final Reports 11
- Closeout 11
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section 2: Applicant Costs</th>
<th>11</th>
</tr>
</thead>
<tbody>
<tr>
<td>▪ Management Cost Activities</td>
<td>11</td>
</tr>
<tr>
<td>▪ Project Implementation Prior to Award</td>
<td>11</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section 3: Seismic Rehabilitation Projects Scope of Work</th>
<th>12</th>
</tr>
</thead>
<tbody>
<tr>
<td>▪ Scope of Work</td>
<td>11</td>
</tr>
<tr>
<td>▪ Scope of Work Documentation</td>
<td>12</td>
</tr>
<tr>
<td>▪ Scope of Work Changes</td>
<td>13</td>
</tr>
<tr>
<td>▪ Cost Estimate</td>
<td>14</td>
</tr>
<tr>
<td>▪ Cost Estimate Documentation</td>
<td>14</td>
</tr>
<tr>
<td>▪ Cost Estimate Changes</td>
<td>14</td>
</tr>
<tr>
<td>▪ Cost Effectiveness</td>
<td>15</td>
</tr>
<tr>
<td>▪ Methodology</td>
<td>15</td>
</tr>
<tr>
<td>▪ Project Application Checklist</td>
<td>15</td>
</tr>
<tr>
<td>▪ Mailing and Delivery Information</td>
<td>17</td>
</tr>
</tbody>
</table>
SEISMIC REHABILITATION GRANT PROGRAM (SRGP) OVERVIEW

The Oregon Office of Emergency Management (OEM) administers the SRGP. The SRGP is a competitive grant program that provides state funds on a reimbursable basis for seismic rehabilitation of critical public buildings, which include hospital buildings with acute inpatient care facilities, fire stations, police stations, sheriffs’ offices, other facilities used by state, county, district municipal law enforcement agencies, and buildings with a capacity of 250 or more persons that are routinely used for student activities by K-12 public schools, community colleges, education service districts (ESDs), and higher education institutions.

Funding for seismic rehabilitation projects improve overall capabilities of the building to resist earthquake forces and reduce overall risks to populations using critical public buildings. Therefore, the primary emphasis of school projects is life-safety for the building occupants with continuity of the facilities’ operations as an essential consideration. The primary emphasis of emergency services building projects is immediate occupancy for continued operation of such facilities following a seismic event.

AVAILABILITY OF FUNDS

The SRGP program is subject to the availability of funding, as well as any directive or restriction made with respect to such funds. SRGP grants are awarded on a competitive basis. Eligible applications will compete statewide for SRGP grant funds. The maximum grant award is $1.5 million.

COST SHARE REQUIREMENTS

There are no cost share requirements. If a match is available, applicant may be provided additional application points.

ELIGIBLE ACTIVITIES

Seismic Rehabilitation eligible project activities:

- Structural improvements and non-structural improvements (e.g. installation of anchor bolts and restraining straps, bracing systems) of existing structures to increase the capability of the building to resist earthquake forces and meet or exceed applicable building codes relative to seismic rehabilitation;
- Technical assistance to applicants regarding Benefit-Cost Analysis and Engineering Feasibility Evaluations;
- Administering grants (e.g., quarterly reporting and close-out);
- Technical monitoring (e.g., site visits and technical meetings); and,
- Project management.

### INELIGIBLE ACTIVITIES

Seismic Rehabilitation ineligible project activities:
- Projects that do not meet program requirements for cost-effectiveness, and/or engineering feasibility;
- Projects that exceed the useful life of the building or 30 years, whichever is less;
- Maintenance activities;
- Projects that do not meet the requirements of applicable Federal, State, and local laws, implementing requirements.
- Any activities involving demolishing an existing structure (unless said demolition, such as removal of an unused URM chimney, can be shown to have life-safety benefits), mitigation reconstruction or demolition/rebuild;

### APPLICANT ELIGIBILITY

The following entities are eligible to apply for grant assistance:
- Oregon public K-12 school districts;
- Community colleges;
- Education service districts,
- Oregon University System;
- Hospital buildings with acute inpatient care facility; (see glossary)
- Fire stations;
- Police stations;
- Sheriffs’ offices; or,
- Other facilities used by state, county, district or municipal law enforcement agencies.

### APPLICATION PROCESS

Applicants must use the application form located on the OEM web page. Applicants must submit two copies of the application and any supporting documentation in paper form via mail/UPS/FEDEX or hand delivery to the appropriate address listed on the application and in Section 3.10 of this document. All supporting documentation must be clearly labeled (e.g. Engineering Report, Cost Estimate). The entire application, including all supporting documentation, must be received by OEM by the application submission deadline.
BENEFIT-COST ANALYSIS (BCA)

The Applicant is required to perform a BCA, as prescribed by OEM, for each project.

TECHNICAL ASSISTANCE

OEM may provide technical assistance to Applicants regarding the level of documentation and the types of information necessary to adequately review the feasibility and effectiveness of proposed projects. In addition, OEM may provide technical assistance to Applicants regarding the completeness and accuracy of project cost estimating for engineering costs which are essential to preparing a credible BCA.

APPLICATION PERIOD

Application period will open effective September 15, 2009. Applicants must submit their seismic rehabilitation grant application to OEM by the application submission deadline date of November 16, 2009, 5:00 p.m. Pacific Standard Time.

APPLICATION REVIEW

OEM will review all applications to ensure the following:
- Eligibility of the Applicant;
- Eligibility of proposed activities and costs;
- Completeness of the application to include all project requirements;
- Completeness of Statement of Work (SOW);
- Completeness of the Cost Estimate and consistency with the SOW
- Benefit-Cost Analysis and supporting documentation;
- Project readiness (aka readiness to proceed with approved project activities upon approval and award of grant funding);
- Project duration does not exceed two years.

ELIMINATION CRITERIA

Applications will be eliminated from further consideration if:
- Applicant is Ineligible;
- Incomplete application;
- Ineligible activities;
- Projects that are determined not to be feasible and/or effective at solving the problem for which they were designed;
- Mitigation projects without an approved BCA or without an adequately documented BCA;
- Project duration exceeds two year period from time of award.

### RANKING FACTORS AND POINT VALUES
The Grant Selection Committee will score all eligible project applications on the basis of predetermined, objective, and quantitative factors to calculate the project ranking score. The Director of OEM will approve final grant award selections.

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<thead>
<tr>
<th>Ranking Factors and Point Values</th>
<th>Projects</th>
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<tbody>
<tr>
<td>BCA score</td>
<td>35</td>
</tr>
<tr>
<td>Project readiness</td>
<td>25</td>
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<tr>
<td>URMs pre-cast concrete and soft stories that have not been previously rehabilitated</td>
<td>15</td>
</tr>
<tr>
<td>Is this project located in a small and impoverished community, as defined in Addendum A #14</td>
<td>15</td>
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<tr>
<td>Matching funds (if available)</td>
<td>10</td>
</tr>
<tr>
<td>Historic Considerations (such as age of building, architecture, building materials, historic neighborhood). Subjectively considered but not scored</td>
<td>Not scored</td>
</tr>
<tr>
<td>TOTAL POINT VALUES</td>
<td>100%</td>
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### APPLICATION EVALUATION FACTORS AND POINT VALUES
The Grant Selection Committee will use the following in its evaluation of eligible applications:

<table>
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<tr>
<th>Evaluation Factors and Point Values</th>
<th>Projects</th>
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<td>Sufficient staff and resources for implementation of the proposed seismic rehabilitation project within the proposed period of performance</td>
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<tr>
<td>Description of unique or innovative outreach activities appropriate to the planning process for the project (e.g., press releases, success stories) that advance mitigation and/or serve as a model for other communities</td>
<td>15</td>
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<tr>
<td>Thoroughness of SOW that demonstrates an understanding of</td>
<td>25</td>
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the planning process and describes a methodology for completing the proposed seismic rehabilitation plan that reduces the overall risks to the population and structures

| Durability of the financial and social benefits that will be achieved through the proposed project | 15 |
| Leveraging of Federal/State/local/private partnerships to enhance the outcome of the proposed activity | 15 |
| Community has a current FEMA approved local mitigation plan | 10 |

TOTAL POINT VALUES 100%

RANKING FACTORS AND APPLICATION EVALUATION

The Grant Selection Committee will convene to evaluate project applications on the basis of evaluation factors described above. Project applications that do not meet cost-effectiveness and engineering feasibility will be removed from consideration and will not be selected for further review. The Director will independently consider the applications based on scores, comments and recommendations from the Grant Selection Committee, and consider any other pertinent information in determining which project application(s) are selected up to the amount of funds available for the program.

The process is as follows:
First, OEM staff reviews applications for completeness and eligibility. Second, Grant Selection Committee ranks and evaluates applications according to the highest scored eligible applications and provides recommendations and comments to Director for final grant award selections. Lastly, the Director approves a selection of subgrantees based upon one or more of the following factors:
- Availability of funding;
- Balance/distribution of funds geographically or by type of recipient;
- Program priorities and policy factors; and
- Other pertinent information.

OEM will contact Applicants that have been selected for further review. However, this notice shall not be considered notification of guarantee of a grant award. OEM will notify Applicants that do not satisfy eligibility and application completeness requirements; that are not selected for further review by the Grant Selection Committee. OEM will provide appeal process information.
SECTION 1: GRANT APPLICATION GUIDANCE

1.1 PURPOSE

Seismic Rehabilitation is defined as structural and non-structural improvements to a building that result in the increased capability of the building to resist earthquake forces and that are based on standards adopted by the State of Oregon or by local governments.

SRGP provides funds for seismic rehabilitation of certain critical public buildings. These buildings include hospital buildings with acute inpatient care facilities, fire stations, police stations, sheriffs’ offices, other facilities used by state, county, district municipal law enforcement agencies, and buildings with a capacity of 250 or more persons that are routinely used for student activities by K-12 public schools, community colleges, ESDs, and higher education institutions. SRGP is funded from the issuance of bonds pursuant to the authority provided in Articles XI-M and XI-N of the Oregon Constitution.

1.2 GRANT PROGRAM ELIGIBILITY

1.2.1 ELIGIBLE APPLICANTS

Only authorized representatives of hospital buildings with acute inpatient care facilities, fire stations, police stations, sheriffs’ offices, other facilities used by state, county, district municipal law enforcement agencies, and representatives from school districts with buildings with a capacity of 250 or more persons that are routinely used for student activities by K-12 public schools, community colleges, ESDs, and higher education institutions are eligible to apply to Oregon Emergency Management (OEM) for grant assistance under this program.

1.2.2 COST EFFECTIVENESS

Project applications must demonstrate cost-effectiveness through a Benefit-Cost Ratio (BCR) of 1.0 or greater.

1.2.3 RAPID VISUAL SCREENING (RVS) PROJECT REQUIREMENTS

The location of all approved projects funded by the SRGP program must include the Department of Geology and Mineral Industries (DOGAMI) RVS statewide seismic needs details. This information is located on DOGAMI’s web site: http://www.oregongeology.com/sub/projects/rvs/default.htm. If the project is not included in the RVS statewide seismic needs report, it will be necessary for the
applicant to complete the relevant section (see Hazard Information Section) on the SRGP application, in which case an RVS (Enhanced RVS) score will be formulated using the benefit cost analysis tool.

1.2.4 PROGRAM RESTRICTIONS

OEM will not provide assistance under the SRGP for activities that it determines another program has more specific or primary authority to provide. OEM also will not provide assistance for the Applicant’s legal obligations. SRGP grants may not duplicate benefits received by the Applicant from other assistance programs, legal awards, or any other resource to address the same purpose. The subgrantee will be liable to OEM for any duplicative amounts that are received, and must reimburse OEM for such amounts. SRGP-funded activities may also qualify for other federal grant programs. An example might be mitigation grant funding from FEMA, whereas the SRGP funding could be used as the eligible non-Federal match.

1.2.5 CONFLICT OF INTEREST

Applicants must avoid conflicts of interest. OEM urges applicants to avoid situations where those with oversight authority might benefit financially from the grant disbursement.

1.2.6 COST OVER-RUNS AND COST UNDER-RUNS

The SRGP program is competitive and, therefore, award amounts are final. There will be no additional SRGP funding beyond the initial award. OEM will not cover cost over-runs associated with grant activities. All costs for which funding is requested must be included in the original SRGP grant application’s budget section.

Cost under-runs (i.e., unexpended funds) remaining after the expiration of the performance period must be reported. OEM will then de-obligate those funds.

1.2.7 PERFORMANCE PERIOD

The performance period for seismic rehabilitation project applications shall not exceed two years from date of award. Applications that propose a work schedule in excess of two years will not be considered.

1.2.8 COST SHARE DOCUMENTATION

This program does not require a cost share (match). However, if subgrantee provides a cash contribution or other type of cost share, the other funding source(s) must be documented showing the specific amounts and that the funds are available for seismic rehabilitation. Costs for engineering reports may be used as cost share if the cost of
this report is adequately documented. A letter identifying the source of the match commitment, signed by the applicant, must be included as part of the grant application to receive additional application points. In-kind contributions are not eligible as a cost share.

1.3 TECHNICAL REVIEW

OEM will conduct technical reviews on all applications. Project applications that do not meet eligibility criteria requirements will not be selected for further review.

1.4 SRGP PRE-AWARD ACTIVITIES, AND AWARDS

1.4.1 PRE-AWARD ACTIVITIES

After selection and prior to grant award, OEM will work with subgrantees who have projects selected for further review to implement required pre-award activities, such as verifying subgrantee commitments and understanding of grant terms. OEM also may, at its discretion, request information or documentation from subgrantees to support certain projects as part of pre-award activities. Subgrantees must respond to requests for information from OEM regarding their projects within the specified timeframe. Please note that pre-award activities are not considered notification or guarantee of an award.

1.4.2 AWARDS

OEM will provide an award package to the subgrantee for successful projects once pre-award activities are completed. An award package consists of an award letter, and contract agreement/intergovernmental agreement that must be signed by the subgrantee and returned to OEM before funds can be awarded. The subgrantee must agree to abide by the grant award terms and conditions as set forth in the contract agreement/intergovernmental agreement.

If a subgrantee does not accept an award because their project does not meet cost effectiveness and engineering feasibility, OEM may pay for pre-award costs and may select additional eligible projects for further review in the order they were ranked or return the funds to the SRGP for the next grant cycle. If subgrantee does not complete project work as stipulated in the application, OEM may require reimbursement of all expenditures paid to date.

1.4.3 NOTIFICATION OF STATUS OF APPLICATIONS

OEM will notify Applicants of:

- applications that do not satisfy eligibility and application completeness requirements;
- project applications that do not meet cost effectiveness and engineering feasibility requirements; and,
- applications that are not selected for further review by the Grant Selection Committee.

Additional eligible project applications may be selected for further review when:
- additional funds become available after reconsideration requests have been analyzed;
- awards are not accepted;
- award amounts are reduced; or
- additional funds are appropriated to the SRGP.

1.5 WAIVERS AND APPEALS

At his discretion, the Director may review a decision regarding a project application that does not meet SRGP requirements only where there is an indication of material, technical, or procedural error that may have influenced the Grant Selection Committee’s decision. As SRGP grants are awarded on a competitive basis, the Grants Selection Committee will not consider new information provided in the request for reconsideration, waiver or appeal. OEM encourages Applicants to incorporate any new information into applications for future grant cycles.

Applicants must send requests for appeal based upon material, technical, or procedural error to the Director within 30 calendar days from the date of OEM’s notification letter to the Applicant. The Director will analyze the appeal request and make a recommendation. The Director’s decision to uphold or overturn a decision regarding an application that does not meet SRGP requirements is final.

1.6 PERFORMANCE PERIOD

The performance period is the period of time specified in the grant contract agreement/intergovernmental agreement during which the Applicant is expected to complete the grant activities including, but not limited to, all inspections, certifications, and to incur and expend funds approved for the SRGP grant. The performance period for the grant shall begin on the date that the grant is awarded and end on the last day of the performance period. No project grant awards may be awarded with a performance period exceeding two years. Project applications that propose a work schedule in excess of two years will not be accepted.

The Grantee has up to 90-days following the expiration of the performance period to liquidate valid expenditures incurred during the performance period. Cost under-runs remaining after the performance period expiration date must be reported to OEM for de-obligation.
1.7 EXTENSIONS

Requests for extensions to the performance period could result in the subgrantee being held responsible at 100% share for costs incurred.

The following reports are required from Grantees:

1.8 FINANCIAL STATUS REPORTS

The subgrantee shall submit Financial Status Reports within 30-days from the end of the first traditional calendar quarter following the initial grant award. OEM may waive the initial report. The Subgrantee shall submit quarterly financial status reports thereafter until the grant ends. Subgrantee will receive the due dates to submit financial reports.

Financial reports must include the activity name or other identification, expenditures, and payment-to-date information and original invoices for contracted services.

Note: OEM may suspend draw downs if quarterly financial reports are not submitted on time.

1.8.1 PERFORMANCE REPORTS

The subgrantee shall submit performance/progress reports for each grant award to OEM within 30-days from the end of the first quarter following the initial grant award. OEM may waive the initial report. The subgrantee shall submit quarterly performance/progress reports thereafter until the grant ends. Report due dates will be provided to each subgrantee.

Performance/progress reports must include the activity name or other identification as well as:

- Describe significant activities and developments that have occurred that show performance during the quarter, including a comparison of actual accomplishments to the objectives established in the application;

- Indicate whether completion of work is anticipated within the performance period. If not, describe any problems, delays, or adverse conditions that will impair the ability to meet the stated objectives in the application; and

- Indicate whether cost under-run/cost over-run, change of scope request, or request for extension of performance period is anticipated.
1.8.2 FINAL REPORTS

The subgrantee shall submit a Final Financial Status Report and Performance Report within 90-days from Grant Award Performance Period expiration date.

1.8.3 CLOSEOUT

The subgrantee has up to 90 days following the expiration of the grant performance period to liquidate valid expenditures incurred during the performance period. Cost under-runs remaining after the performance period expiration date must be reported to OEM for de-obligation.

SECTION 2: APPLICANT COSTS

2.1 MANAGEMENT COST ACTIVITIES

Administrative costs are not eligible for reimbursement. However, costs for project management may be reimbursed.

2.2 PROJECT IMPLEMENTATION PRIOR TO AWARD

Costs will not be reimbursed for activities associated with project implementation, project initiation, or projects completed prior to award. Therefore, implementation activities initiated or completed prior to award will not be reimbursed.

SECTION 3: SEISMIC REHABILITATION PROJECTS SCOPE OF WORK

3.1 SCOPE OF WORK

The Scope of Work (SOW) describes the objectives, methodology, outcomes, timeline, milestones, resources, and deliverables of the proposed hazard mitigation project and documents the benefits, feasibility, and effectiveness of the project. Project applications that do not include an adequate description of the proposed project and the necessary
supporting documentation will be less competitive, or in some cases may be removed from consideration.

The project application SOW must include the following as well as applicable references and supporting documentation:

- Purpose of the project (i.e., what is the goal?);
- Clear, concise description of the proposed project and the means to implement and construct it (i.e., how will the project be implemented and by whom?). A description of any associated construction activities such as temporary access roads, staging yards, or borrow areas must also be provided;
- Outcomes (i.e., what are the expected accomplishments?);
- Feasibility and effectiveness provided by the proposed project, including engineering design parameters and copies of or references to:
  1) Proposed schematic or detailed engineering drawings, or engineering design;
  2) Applicable building code/edition or engineering standard used;
  3) Level of protection provided by the proposed project. For example with a seismic project this would include the level of protection for the entire building and whether the project is addressing all seismic vulnerabilities. If the project does not address all of the seismic vulnerabilities, identify what building components will still be vulnerable if the proposed project is implemented; and
  4) Any residual risk to the structure from all hazards after project implementation (i.e., adequacy of the structural systems, roof coverings, building envelope, or load path continuity);
    - Work schedule for all project tasks (e.g., survey, appraisal, permitting, inspection requirements, site preparation), and significant milestones (including critical paths) throughout the entire performance period, not to exceed two years.

Applicants must demonstrate that they can complete the project within the two-year performance period limitation.

3.2 SCOPE OF WORK DOCUMENTATION

Documentation provided will be used by OEM to evaluate the SOW in order to determine eligibility and feasibility of the proposed project. Therefore, applicants are encouraged to include additional data to demonstrate the need for the proposed project. Examples may include Requests for Proposals for a project contract or a study identifying the proposed project design.

Applicants must identify the project location(s) and relevant photographs should be provided with the project application.

Whenever possible, data that is being used to document existing conditions or the hazard itself must be obtained from recognized sources such as Rapid Visual Screening, USGS maps, etc. Include references and/or supporting documentation from qualified
and credible sources (e.g., professional engineer or local government records) when using local data. Any deviations from standard procedures, methods, techniques, or best practices must be thoroughly explained and documented.

3.3 SCOPE OF WORK CHANGES

OEM will not consider changes to the SOW between the close of the application period and the completion of the selection process. Changes may be considered during the pre-award and post-award process and no changes will be approved for cost over-runs. Requests for changes to the SOW after award are permissible as long as they do not change the nature of the activity, adversely impact eligibility, feasibility and effectiveness of the project, or bring the project BCR below 1.0.

Requests for Scope of Work changes must be supported by adequate justification from the Applicant. The justification is a written explanation of the reason or reasons for the change; an outline of remaining funds available to support the change; and a description of the work necessary to complete the activity. There is no guarantee that SOW changes will be approved and all approvals will be at OEM’s discretion.

3.4 COST ESTIMATE

The Cost Estimate describes all estimated costs associated with the proposed project activity, and represents the applicant’s best estimate of the total value of the proposed activity. Sufficient detail must be provided regarding various cost item categories such as labor, materials, equipment etc, and include anticipated cash non-state match. Documentation of all cost estimates, including the dates of estimates as well as the anticipated date of construction must be provided. Contingencies are not considered line item costs but should be embedded in the appropriate category line item. Packing the application with too many contingencies has the effect of reducing the benefit-cost ratio and making the application less competitive.

The Cost Estimate must include:

- All anticipated project costs, such as:
  1) Anticipated environmental resource remediation or historic property treatment measures;
  2) Engineering designs/specifications;
  3) Other related construction / relocation costs, such as survey, permitting, site preparation, material disposal.
- Pre-award costs: Indicate all costs that may be incurred prior to grant receipt but subsequent to the SRGP application period opening. These must be identified as separate line items. For example, conducting the BCA;
- Potential cost under-runs: Indicate any item in which a cost has been over-estimated which could result in a cost under-run (e.g., if a quotation received from a contractor will increase if the project is not awarded for up to one year after the
date of the receipt of initial quotation, this cost must be over-estimated and noted as such);

- Back-up documentation for all costs, including the basis for each must be provided (e.g., salary and fringe benefit rates for personnel involved in the project, bids from qualified professionals, nationally published or local cost estimating guides; must follow Oregon BOLI prevailing wage rates; and,
- Maintenance costs are not eligible and must not be included in the Cost Estimate but must be included in the BCA.

If the Cost Estimate does not reflect the work proposed in the SOW, or does not include all the costs for items proposed, or was prepared without adequate documentation, the application may be removed from consideration.

3.5 COST ESTIMATE DOCUMENTATION

Applicants shall submit detailed budgets and shall avoid “lump sum” items and provide references for all sources of the Cost Estimate (i.e., RS Means). Identify sources of cost items (e.g., documented local cost, bids from qualified professionals, published national or local cost estimating guides) and provide documentation supporting each source, as appropriate (e.g., salary and fringe benefit rates for personnel involved in the project, bids from qualified professionals, published nationally or local cost estimating guides). If another project is used as the source of the Cost Estimate, detailed documentation showing the related project scope items must be provided. The cost estimate document needs to include inflationary estimation based on the project duration.

The project must be identified with enough details so that material, labor and other costs associated with the project can be identified. The cost estimating tools used must be identified and a detailed Cost Estimate must be provided. Examples of cost estimating tools may include: an Applicant’s own cost estimating guides; an estimate based on bids; or an estimate based on awarded contracts for similar work.

3.6 COST ESTIMATE CHANGES

OEM will not consider changes to the Cost Estimate after the close of the application period, until the completion of the selection process has occurred. Changes may be made during the pre-award and post-award process, and no changes will be approved for cost over-runs. The subgrantee shall be responsible for any cost over-runs.

Revisions to the approved Cost Estimate may be considered after the selection and award process so long as the approved deliverable is not adversely impacted. In accordance with OEM guidance, adjustments may be made among cost line items in the approved budget, however, the state share will not be increased.
3.7 COST EFFECTIVENESS

The SRGP program must fund cost-effective seismic mitigation activities. To ensure this objective is met, an OEM-approved Benefit-Cost Analysis (BCA) will be required for all mitigation projects. BCA is a well-established method for quantitatively comparing the benefits and costs of mitigation projects. The end result is a Benefit-Cost Ratio (BCR), which is derived from a project’s total net present value of benefits (i.e., the value of benefits today versus the value of future benefits after taking inflation and return into account) divided by the total project cost to include all documented project and maintenance costs.

Examples of common benefits include avoided or reduced:
- Damages to buildings, contents or infrastructure;
- Economic impacts of loss of function of buildings;
- Displacement costs for temporary quarters;
- Loss of public services;
- Loss of net business income; and
- Deaths and injuries.

The OEM-approved BCA excludes indirect benefits or “multiplier” effects, for example long-term changes in regional economic activity, future employment and tourism, which are not directly linked to the project. For further details of categories of benefits that may or may not be counted contact OEM. Please note that information related to job creation should be included in the application.

The cost of performing the BCA and providing supporting documentation may be included by the applicant as part of the project Cost Estimate.

3.8 METHODOLOGY

Applicants must use an approved methodology to determine the BCA. Applicants are strongly encouraged to use OEM’s BCA for their analyses, or a FEMA approved BCA software (Toolkit 4.00). Alternative BCA methodologies will be considered only if OEM approves them prior to the Applicant’s submission of the SRGP grant application.

3.9 PROJECT APPLICATION CHECKLIST

Mitigation project applications must include the following or will not be eligible for further consideration:
- Applicant Information: Provide agency name and mailing address, Annual Operating Budget, Type of Entity, State and Federal Tax Numbers, Bonded Indebtedness, Voter Approved Levy, Status of tax debt;
- Primary Contact Information: Provide the name, title, and address, phone number, and E-mail for primary contact. Also provide alternate contact name and phone number;
- Community Information: Provide name of the community of entity (e.g. City of Salem if applicant is Salem-Keizer School District) that will benefit from the project application, square miles of community served by agency, population served by agency, State legislative district, U.S. Congressional District, also include a brief description of the community and how this project will benefit it, indicate if your community has a FEMA approved mitigation plan;
- Hazard Information: Indicate the DOGAMI Rapid Visual Assessment (RVS) Details (from 2007 report): Provide Building Unique ID, Seismicity Zone, Soil Type, RVS Building Type, RVS Final Score, and Collapse Potential. This information can be located on: http://www.oregongeology.com/sub/projects/rvs/default.htm. If DOGAMI RVS Details are not available, provide the following information: Latitude, longitude of building; is there a basement, shape of the building (e.g., rectangle, L-shaped, etc); any unreinforced chimneys, parapets, or heavy cladding; general condition of building; include photos of all sides of building; close ups of any vertical irregularities or the connecting points of additions added to the building; site soil type or submit previously conducted geotechnical study; information describing any structural seismic mitigation measures previously conducted including the date;
- Preliminary Engineering Report Completed: Indicate if a preliminary engineering report has been completed and attach to application;
- Additional Hazard Information: Indicate if the project is located within a hazard area and if other mitigation activities will be performed in addition to seismic mitigation;
- Scope of Work: Describe the objectives, methodology, feasibility, outcomes, milestones, resources, deliverables, and benefits of as well as reasons for the proposed project, including work schedule/tasks for each activity and who will compete each task, indicate critical paths in project duration;
- Properties: Provide a list of properties to be mitigated.
- Occupancy: Enter 24/7 occupancy for each building;
- Property information history must include owner name, address, facility type, date of initial construction, date of most recent remodel, square feet, # of stories; type of construction (based on Oregon Structural Specialty Code definitions), current market value of structure, replacement cost of contents, replacement cost of vehicles stored in facility, benefit cost analysis performed and the benefit cost ratio;
- Cost Estimate: Provide all anticipated and potential costs for each proposed project activity.
- Match Funds: If providing a non-state cost share for the proposed activity, include documentation to support the availability of matching funds. If appropriate provide status as a small and impoverished community.
- Applicant Signature and Certification.
3.10 MAILING AND DELIVERY INFORMATION

Applicants must use the appropriate address to submit two copies of application materials.

If mailing:

Seismic Rehabilitation Grant Program  
Attention: Paulina Layton  
Oregon Emergency Management  
P. O. Box 14370  
Salem, Oregon 97309-5062

Or if delivering in person or via FedEx/UPS:

Seismic Rehabilitation Grant Program  
Attention: Paulina Layton  
Oregon Emergency Management  
3225 State Street, Rm. 115  
Salem, Oregon 97301

CAUTION: The post office will **not** deliver mail addressed to 3225 State Street, Rm. 115, Salem, Oregon 97301.