



OREGON DEPARTMENT OF **EMERGENCY MANAGEMENT**

OEM Mitigation Non-Disaster FY2024 BRIC/FMA Budget Webinar

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Key Terms





Key Terms

While developing the application and subapplications, OEM is considered the applicant, while each of you are considered the subapplicant.

OEM submits one application to FEMA that includes a package of all subapplications.

If awarded, OEM becomes the recipient, while each of you become the subrecipients.

If awarded, applications and subapplications become grants and subgrants.

Grant: EMS-2021-BR-028 (or BRIC21)

Subgrant: EMS-2021-BR-028-0051 (or BRIC21-**0051**)



The Budget Breakdown Process



The Budget Breakdown Process

1. The majority of FEMA requests for information (RFIs) encountered by subapplications are related to budget and cost categories with BRIC/FMA programs.
2. Following the steps discussed today will help to shorten the review process and reduce the number of RFIs from FEMA.
3. Any organization can begin with their internal pre-developed budget formats; however, be prepared to migrate these into the FEMA format.



The Budget Breakdown Process

4. The two FEMA formats used are the SF-424A/C and the BRIC Budget document- both in excel format.
5. The first step will be to migrate the information from the organizational budget estimate into the BRIC Budget document (commonly referred to as the Region 10 or R10 document).
6. The BRIC Budget document provides multiple sublines per cost category, areas for budget narrative, and eases the break down process.
7. The BRIC Budget document is also designed to ease entry into FEMAGO once finalized. The entry in FEMAGO must match amounts to the cent in the SF-242A/C and BRIC Budget document.



Project Management VS Grant Management



Project Management VS Grant Management

Project Management

- Project management costs are all costs directly tied to the project activities and/or construction costs.
- Typically, budget categories for project management costs will include the following, if applicable:
- **Personnel (labor) and fringe:** Provide the number of personnel, number of hours per cost category, and average pay and fringe benefit rates.
- **Travel:** Provide a breakdown of transportation, lodging, mileage and per diem rates, and an estimated description of travel needs. The budget narrative should describe the travel involved and its purpose/need. If travel details are unknown, the basis for proposed costs should be explained.



Project Management VS Grant Management

Project Management Continued

- **Equipment:** Include a list of all equipment and their intended use. For items valued at more than \$5,000, provide a lease versus purchase analysis with each item. Provide a copy of rental agreement(s) and pricing.
- **Supplies/materials:** Provide a unit cost estimate for each major component or element.
- **Contractual:** This estimate should be supported by a method of selection (competitive, sole source with justification, sealed bids, small purchase or micro-purchase), request for proposal/scope of work, period of performance, criteria for measuring accountability, bid documentation, and/or contract documentation. If bids have not been received, the subapplicant may submit an independent cost estimate.



Project Management VS Grant Management

Grant Management (Subrecipient Management Costs (SRMC))

- Subrecipient management costs are any indirect costs, any direct administrative costs, and any other **administrative** expenses associated with the development of the subgrant.
- Indirect costs are **only** eligible to be submitted under subrecipient management costs.
- Subrecipient management costs cannot exceed 5% of the total project costs and are 100% federally funded. Subrecipient management costs are calculated separately from project management costs, using a separate tab of the BRIC Budget document, entered in its own sections of the SF-424A/C, and separately listed in FEMAGO.
- When a project cost estimate reaches the federally funded ceiling of \$50 million, **subrecipient management costs are no longer eligible**. As an example, if a subapplicant wishes to apply for subrecipient management costs, the total **federal share** would be a maximum amount of \$47,500,000 with a management cost request of \$2,500,000.



Project Management VS Grant Management

Grant Management (Subrecipient Management Costs (SRMC)) Continued

Similar to project costs, subrecipient management costs can include the following cost categories, if applicable:

- **Personnel (labor) and fringe:** Provide the number of personnel, number of hours per quarter, average pay rate and fringe benefit rates.
- **Travel:** Provide a breakdown of travel costs: the type of transportation, lodging, mileage and per diem rates, and estimated description of travel needs. The budget narrative should describe the travel involved and its purpose and explain how the proposed travel is necessary for the project. If travel details are unknown, the basis for proposed costs should be explained. Lump sums will not be accepted.
- **Training/Education:** costs associated with building capability and capacity of the subapplicant's organization.



Other Costs

Pre-Award Costs and Contingencies

- Pre-award costs must be noted in a separate line item, to include the date the cost was incurred and a narrative description of the task(s) completed.
- The window for pre-award costs begins on the NOFO announcement date and ends one day before **grant** award.
- A contingency cost is an allowance in the total budget to cover situations that cannot be fully defined when the budget is prepared but will likely result in additional eligible costs
- Contingencies are generally allowed without justification if not exceeding 7% of the total project cost. Contingency costs that are at 7% or greater may be allowed with supporting documentation and approval by FEMA.
- Contingency costs for major project scope changes, unforeseen risks or extraordinary events may not be included

No lump sums will be accepted for any cost categories discussed today. All costs are to be explained.



BRIC Budget document (Construction)



BRIC Budget Document (Construction)

Construction Budget Categories for FEMA GO

	Total Cost	Federal Cost	Non-federal Cost
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 Rental	\$ -	\$ -	\$ -
11. Equipment Purchase	\$ -	\$ -	\$ -
12. Miscellaneous	\$ -	\$ -	\$ -
13. Contingencies	\$ -	\$ -	\$ -
TOTAL COST ESTIMATE (sum of 1-13)	\$ -	\$ -	\$ -
SubMC / Indirect Charges (Management Costs)	\$ -	\$ -	N/A
GRAND TOTALS (sum of Total Cost Estimate + SubMC)	\$ -	\$ -	\$ -
Cost Sharing (excludes SubMC)		Federal 0%	Non-federal 0%

Budget Categories

Construction Cost Estimate

Mgmt Cost Budget



BRIC Budget Document (Construction)

2	Construction (Project) Cost Estimate	Total Cost	Federal Cost	Non-federal Cost	Cost Details <i>(hourly/percentage cost, total hours, duties to be performed, identify pre-award costs by line-item if</i>
		<i>Include calculations in this column</i>	<i>Provide federal costs in this column, will calculate cost share below total.</i>	<i>Provide non-federal costs in this column, will calculate cost share below total.</i>	<i>Cost Details Required 1. Include the estimated hours worked and hourly rate, and hourly/percentage fringe rate. 2. Provide the above details for each position title (do not include names or PII) included in the budget and ensure there is no duplication.</i>
3	1. Administrative and Legal Expenses				
4		\$ -	\$ -	\$ -	
5		\$ -	\$ -	\$ -	
6		\$ -	\$ -	\$ -	
7		\$ -	\$ -	\$ -	
8		\$ -	\$ -	\$ -	
9		\$ -	\$ -	\$ -	
10	Administrative and Legal Expenses Total	\$ -	\$ -	\$ -	
11					
12	2. Land, Structures, Rights-of-Way, Appraisals, etc.				<i>Cost Details Required 1. Provide sufficient detail to determine that the cost is in alignment with SOW and under the correct cost category.</i>
13		\$ -	\$ -	\$ -	
14		\$ -	\$ -	\$ -	
15		\$ -	\$ -	\$ -	
16		\$ -	\$ -	\$ -	
17		\$ -	\$ -	\$ -	
18		\$ -	\$ -	\$ -	
19	Land, Structures, Rights-of-Way, Appraisals, etc. Total	\$ -	\$ -	\$ -	
20					





BRIC Budget Template (Construction)

2 Sub-Applicant Management (SubMC) Costs - 100% Federally Funded	Total Federal Cost	Cost Details <i>(hourly/percentage cost, total hours, duties to be performed, identify pre-award costs by line-item if requested)</i>
	<i>Include calculations in this column</i>	<i>Cost Details Required</i> 1. Include the estimated hours worked and hourly rate. 2. Provide the above details for each position title (do not include names or PII) included in the budget and ensure there is no duplication. 3. Percentages of annual salaries are also acceptable.
4 1a. Personnel	\$ -	
5	\$ -	
6	\$ -	
7	\$ -	
8	\$ -	
9	\$ -	
10	\$ -	
11 Personnel Total	\$ -	
12		
		<i>Cost Details Required</i> 1. Include the estimated hours worked and hourly/percentage fringe rate. 2. Provide the above details for each position included in the budget and ensure no duplication.
13 1b. Fringe Benefits	\$ -	
14	\$ -	
15	\$ -	
16	\$ -	
17	\$ -	
18	\$ -	
19	\$ -	
20 Fringe Benefits Total	\$ -	



BRIC Budget Document (Non-Construction)



BRIC Budget Template (Non-Construction)

2 Non-Construction Budget Categories for FEMA GO				
3				
4				
	Total Cost	Federal Cost	Non-federal Cost	
5	a. Personnel	\$ -	\$ -	\$ -
6	b. Fringe Benefits	\$ -	\$ -	\$ -
7	c. Travel	\$ -	\$ -	\$ -
8	d. Equipment	\$ -	\$ -	\$ -
9	e. Supplies	\$ -	\$ -	\$ -
10	f. Contractual	\$ -	\$ -	\$ -
11	g. Construction	\$ -	\$ -	\$ -
12	h. Other	\$ -	\$ -	\$ -
13	i. Total Direct Charges (sum of a-h)	\$ -	\$ -	\$ -
14	j. Indirect Charges	\$ -	\$ -	\$ -
15	k. TOTAL COST ESTIMATE (sum of i and j)	\$ -	\$ -	\$ -
16				
17	SubMC / Indirect Charges (Management Costs)	\$ -	\$ -	N/A
18				
19	GRAND TOTALS (sum of Total Cost Estimate + SubMC)	\$ -	\$ -	\$ -
20				
21				
22			Federal	Non-federal
23	Cost Sharing (excludes SubMC)		0%	0%

Budget Categories

Subapplication Cost Estimate

Mgmt Cost Budget



BRIC Budget Template (Non-Construction)

Subapplication Non-Construction Cost Estimate (excludes subMC)		Total Cost	Federal Cost	Non-federal Cost	Cost Details <i>(hourly/percentage cost, total hours, duties to be performed, identify pre-award costs by line-item if requested)</i>
2		<i>Include calculations in this column</i>	<i>Provide federal costs in this column, will calculate cost share below total.</i>	<i>Provide non-federal costs in this column, will calculate cost share below total.</i>	<i>Cost Details Required</i> 1. <i>Include the estimated hours worked and hourly rate.</i> 2. <i>Provide the above details for each position title (do not include names or PII) included in the budget and ensure there is no duplication.</i>
3	a. Personnel				
4		\$ -	\$ -	\$ -	
5		\$ -	\$ -	\$ -	
6		\$ -	\$ -	\$ -	
7		\$ -	\$ -	\$ -	
8		\$ -	\$ -	\$ -	
9		\$ -	\$ -	\$ -	
10	Personnel Total	\$ -	\$ -	\$ -	
11					
12	b. Fringe Benefits				<i>Cost Details Required</i> 1. <i>Include the estimated hours worked and hourly/percentage fringe rate.</i> 2. <i>Provide the above details for each position included in the budget and ensure no</i>
13		\$ -	\$ -	\$ -	
14		\$ -	\$ -	\$ -	
15		\$ -	\$ -	\$ -	
16		\$ -	\$ -	\$ -	
17		\$ -	\$ -	\$ -	
18		\$ -	\$ -	\$ -	
19	Fringe Benefits Total	\$ -	\$ -	\$ -	





BRIC Budget Template (Non-Construction)

2 Sub-Applicant Management (SubMC) Costs - 100% Federally Funded		Cost Details
3	Total Federal Cost	<i>(hourly/percentage cost, total hours, duties to be performed, identify pre-award costs by line-item if requested)</i>
4	<i>Include calculations in this column</i>	Cost Details Required 1. Include the estimated hours worked and hourly rate. 2. Provide the above details for each position title (do not include names or PII) included in the budget and ensure there is no duplication. 3. Percentages of annual salaries are also acceptable.
4	1a. Personnel	
5	\$ -	
6	\$ -	
7	\$ -	
8	\$ -	
9	\$ -	
10	\$ -	
11	Personnel Total	
12	\$ -	
13		Cost Details Required 1. Include the estimated hours worked and hourly/percentage fringe rate. 2. Provide the above details for each position included in the budget and ensure no duplication.
13	1b. Fringe Benefits	
14	\$ -	
15	\$ -	
16	\$ -	
17	\$ -	
18	\$ -	
19	\$ -	
20	Fringe Benefits Total	
20	\$ -	



SF-424C (Construction) and SF-424A (Non-Construction) Non-Phased



SF-424A (Non-Construction)

Approved Budget for (enter grant type, grant number, and project/plan title here)

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Pre-Award Costs				
Item #	Item Description	Count	Unit Cost	Total Cost
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
Post-Award Costs				
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
Total Cost				\$0.00
75% Amount				\$0.00

Management Costs (are in addition to the above total project cost; they should NOT be included in the total project cost)

Post-Award Management Costs				
Item #	Item Description	Count	Unit Cost	Total Cost
				\$0.00
				\$0.00
				\$0.00
Management Cost Total				\$0.00
Management Costs cannot exceed 5% of the total project cost which is				\$0.00

SF-424A Cost Estimate Original

Item (p represents pre-award cost)	Total Cost
1p. Personnel	\$0.00
2p. Fringe	\$0.00
3p. Travel	\$0.00
4p. Equipment	\$0.00
6p. Contractual	\$0.00
8p. Other	\$0.00
1. Personnel	\$0.00
2. Fringe	\$0.00
3. Travel	\$0.00
4. Equipment	\$0.00
5. Supplies	\$0.00
6. Contractual	\$0.00
7. Construction	\$0.00
8. Other	\$0.00
Description of Proposal:	
Total Cost	\$0.00

Management Cost Total	\$0.00
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SF-424C (Construction) Phased



SF-424C for Phased Projects

The SF-424C for phased projects will look identical to the document for non-phased projects; however, additional tabs will need to be created to showcase the entire budget and those for each phase (as each phase will have its own award).

Original SF-424C

Final SF-424C Phase I and II

Final SF-424C Phase I

Final SF-424C Phase II



FEMAGO Budget





FEMAGO Budget

The grant total includes the federal and local shares and subrecipient management costs (if applicable)

Grand total: **\$312,486.00**

Budget type: Non construction

▶ Cost type: Cost estimate	Edited \$297,636.00
▶ Cost type: Management cost	Added \$14,850.00

Program income (optional)

The cost estimate includes the federal and local shares

Cost share

Cost share or matching means the portion of project costs not paid by federal funds.

Proposed federal vs. non-federal funding shares

Hazard mitigation assistance (HMA) funds may be used to pay up to 75% federal share of the eligible activity costs. Building Resilient Infrastructure and Communities (BRIC) and small impoverished communities may be eligible for up to 90% federal share. Flood Mitigation Assistance (FMA) and severe repetitive loss (SRL) properties may be eligible for up to 100% federal share. Repetitive loss (RL) properties may be eligible for up to 90% federal share.

Cost estimate

	% Percentage	\$ Dollar amount
Is this an Economically Disadvantaged Rural Community? This determines your federal/non-federal share ratio. No		
Proposed federal share	75.00	223227.00
Proposed non-federal share	25.00	74409.00
Based on total budget cost: \$297,636.00		

Management cost

	% Percentage	\$ Dollar amount
Proposed federal share	100.00	14850.00
Proposed non-federal share	0.00	0.00
Based on total budget cost: \$14,850.00		

Non-federal funding sources here

That portion of the total costs of the program provided by the non-federal entity in the form of in-kind donations or cash match received from third parties or contributed by the agency. In-kind contributions must be provided and cash expended during the project period along with federal funds to satisfy the matching requirements.

Funding source	% Non-federal share by source	Funding amount
▶ Funding source: <input type="text"/>	100.00%	\$74,409.00

The funding source will need to have the name of who will be funding, what type of funding it will be, and what percentage of the funding they will be supporting. In this example, there is only one funding source at 100%; however, there can be multiple funding sources to equal up to 100% of the local cost share.



FEMAGO Budget

Cost type: Cost estimate

Edited \$297,636.00

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).

Ensure the titles match the external budget documents.

Cost Items

Item: Sub-Applicant Sr. Engineer Fringe Benefits

Ensure the quantity, unit of measure, and unit price match the external budget documents.

Added \$15,360.00

Quantity	Unit of measure	Unit price	Unit total
200	Hour	\$76.80	\$15,360.00

Select a budget class
Fringe benefits

Pre-award

Only check this box if the line item is a pre-award cost. If checked in FEMAGO, this line item must be listed in the top section of the SF-424A/C and in the respective section of the BRIC Budget document.

Reviewer Edits

Item created

Justification (included in award package)

Added

Item: Concept Solutions Development

Edited \$39,022.00

Item: Hydraulic Analysis

Edited \$11,772.00

This selection must match what is in the required external budget documents (BRIC Budget and SF-424A/C)



Budget Revisions vs Budget Adjustments



Budget Revisions

Budget revisions during the subapplication development period are expected, however;

Once the subapplication is submitted, budget amounts are locked. If selected for award, FEMA will allocate funds based on the federal cost share of the total cost estimate amount plus the subrecipient management cost estimate (up to 5% of the estimated total project cost).

The two amounts (federal cost share of the total cost and subrecipient management costs) must not exceed \$50 million.

Budget revisions are a way to move funding from one cost category to another without increasing the overall budget.

If revisions occur, OEM must be made aware by the subapplicant.



Budget Adjustments

Non-Disaster grants (BRIC and FMA) do not allow for budget *adjustments* (an increase to the budget) and therefore the budget may only increase on the local share if additional costs are identified post-award.

OEM must be made aware of the local cost share change and will notify FEMA.

If there are any local share increases, the following must be updated and provided by the subrecipient to OEM:

1. SF-424A or SF-424C excel document
See: 'Original' vs 'Final' tabs
2. BRIC Budget excel document

FEMAGO will be updated by OEM once the above documents are received.



Budget Resources



Budget - Resources

[2023 HMA Guidance](#)

[2024 NOFOs](#)



Microsoft Edge
PDF Document

BRIC



Microsoft Edge
PDF Document

FMA

BRIC Budget Template (Non-Construction and Construction)



BRIC
Non-Construction



BRIC Construction

SF-424A and SF-424C



SF-424A



SF-424C

[CFR 200.308](#)