OEM Mitigation Non-Disaster Drop-in Hours
Scope of Work (SOW) | Implementation Schedule

1/31/2025

Scope of Work (SOW)

SOW - Overview

- The Scope of Work (SOW) identifies:
  - The eligible activity
  - Describes what will be accomplished
  - Explains how the mitigation activity will be implemented.

SOW - Geographic Area Description

- Physical location, be specific

- Proximity to critical infrastructure

- Does this location impact the importance of the project
  - Is it the only bridge into a city?
  - Is it in the most-frequently inundated floodplain in town?
  - Does the area see some of the strongest wind gusts?

- Distance to other similar services?
  - Is the activity a seismic retrofit of a hospital and the closest nearby hospital is 40 miles away?

- Topography, if that's relevant

Would your BRIC activity mitigate against multiple hazard types?

☐ Coastal Erosion

☐ Drought

☐ Earthquake

☐ Flood

☐ Other:

☐ Extreme Temperature

☐ Landslide

☐ Tsunami

☐ Volcano

☐ Wildfire

☐ Windstorm

☐ Winter Storm

SOW – Project Details

- Is this a phased project?

Phased Projects		Project Scoping
Phase I activities could include:	**Phase II activities could include:**	**Project Scoping Activities could include:**
• Hydrologic and Hydraulic (H&H) Studies • Geotechnical studies • Advanced/final project design	• Final design • EHP review • Construction	• Alternative analysis • Data gathering • Conceptual design(s)
• Environmental Historic Preservation (EHP) data analysis • Preliminary BCA • Initial EHP review		• Cost estimate(s)

SOW – Project Details

- Are you doing construction?

- Percentage of the Population impacted?

- Detailed description of population impacted
  - Estimated population served
  - Address NOFO-specific criteria
  - [FEMA Community Disaster Resilience Zones Viewer](#)
  - [GETT Dashboard](#)
  - [ClimRR](#)
  - [FEMA's National Flood Hazard Layer (NFHL) Viewer](#)

SOW – Activity Description

- Clear and detailed description of activity
  - Do not link to other websites
  - Site your sources for attachments down to the table, page or figure
  - Focus on qualitative criteria
  - Include a concise executive summary as the first paragraph

- ## How will the mitigation activity be implemented?
    - All activities for which funding is requested must be identified in the SOW prior to the close of the application period.
    - FEMA has different requirements for project, planning and management cost SOWs. (To be covered during the budget drop-in hours)
    - The mitigation activity must be described in sufficient detail to verify the cost estimate.

- Describe how the project is technically feasible.

- Mitigation of risk as a core outcome

- How will the activity reduce:
  - Loss of life
  - Risk of injuries
  - Risk to properties, critical services

- Who will manage and complete the mitigation activity?
  - Opportunity to discuss prior experience with grants
  - Create the story of partnerships and collaboration
  - Procurement processes and plans
  - Ensure capacity and capability to the reviewer

SOW - Narrative Paragraph

- Will the project address the hazards identified and what risks will remain from all hazards after project implementation (residual risk)?
  - Do not link to other websites
  - Site your sources for attachments, be specific down to the table, page or figure you are referencing
  - Focus on qualitative criteria too. Tell your story.
  - Are there plans in place to address the residual risks?

SOW - Narrative Paragraph

- Does the mitigation activity incorporate Nature-Based Solutions?
- Select the NBS used

Watershed or landscape-scale practices build interconnected systems of natural areas and open space. They require long-term planning and coordination. Examples include land conservation and greenways.

Neighborhood or site-scale practices manage rainwater where it falls to reduce stormwater runoff. They can often be built into a site or neighborhood without much extra space. Examples include permeable pavement and tree trenches.

Coastal practices stabilize the shoreline, reduce erosion and buffer the coast from storm impacts. While many watershed and neighborhood scale practices work in coastal areas, coastal systems are designed to support coastal resilience.

- When will the mitigation activity take place?
  - Submission date of 4/18/2025 + 18 months for a start date
  - Longer for a project
  - Ensure activities and timelines match with budget items
  - 36 month duration (period of performance)

- Explain why this project is the best alternative. What alternatives were considered to address the risk and why was the proposed activity considered the best alternative?
  - Do not link to other websites
  - Site your sources for attachments down to the table, page or figure
  - Focus on qualitative criteria too (partnerships, overall climate impact, populations impacted)

SOW – Maintenance: Narrative

- Identify the entity that will perform any long-term maintenance and provide a maintenance schedule

- Provide estimated cost information

- Additional comments (optional)
  - Don't leave anything on the table

Implementation Schedule

- Can the work be completed within the POP?

- Are all project steps included?

- Are the timelines reasonable and attainable?

- Do the timelines match with requested budget items?
  - Amount requested for labor

- Are details provided for each project step/task?

Implementation Schedule Example: Project

- Subaward

- Design Completion
  - + 3 months

- Procurement RFP/ITB
  - + 6 months

- Selection
  - + 8 months

- Construction Start
  - +10 months

- Milestone 1
  - +16 months

- Milestone 2
  - +24 months

- Milestone 3
  - +30 months

- Construction Completion
  - +33 months

- Close out
  - 36 months

Implementation Schedule Example: Phased Project

- Phase I subaward
- Design Start
  - + 0 months
- Design Completion
  - + 6 months
- Go/No Go Criteria 1,2,3
  - + 7 months
- Submit Phase I
  - + 8 months
- Phase II approval
  - +10 months
- Procurement RFP/ITB
  - + 10 months
- Selection
  - + 12 months

- Construction Start
  - +13 months
- Milestone 1
  - +16
- Milestone 2
  - +24
- Milestone 3
  - +30
- Construction Completion
  - +33 months
- Close out
  - 36 months

- Modeling
  - 6 months

- Evaluation of current infrastructure
  - 4 months

- Coordination, Goal Development and Distribution of Deliverables
  - 3 months

- Permitting
  - 6 months