

OREGON'S SEISMIC REHABILITATION GRANT PROGRAM

Application Guidance Packet



September 2017

TABLE OF CONTENTS

SEISMIC REHABILITATION GRANT PROGRAM OVERVIEW	1
▪ Overview	1
▪ 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
▪ Application Evaluation and Process	4
▪ Waivers and Appeals	6
▪ Program Restrictions	6
▪ Requests for Changes	6
▪ Conflict of Interest	6
▪ Reporting Requirement	6
SECTION 1: GRANT APPLICATION GUIDANCE	9
▪ Section A: Applicant Information	9
▪ Section B: Contact Information	9
▪ Section C: Community Information	9
▪ Section D: RVS Information	9
▪ Section E: Mitigation Activity Information	11
▪ Section F: Scope of Work	11
▪ Section G: Property Information	12
▪ Section H: Cost Estimate	14
▪ Section I: Match Sources	15
▪ Section J: Cost Effectiveness Information	16
▪ Section K: Maintenance Schedule & Costs	17
▪ Section L: Applicant Signature and Certification	17
▪ Mailing and Delivery	17
▪ Financial Status Reports	10
▪ Performance Reports	10
▪ Final Reports	11

1. SEISMIC REHABILITATION GRANT PROGRAM (**SRGP**) OVERVIEW

The Oregon Business Development Department – Infrastructure Finance Authority (OBDD-IFA) 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, and other facilities used by state, county, district municipal law enforcement agencies. In addition, eligible school buildings must have 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 be owned by a school district, an education service district, a community college district or a community college service district.

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 performance level requirement of school projects is life-safety for the building occupants with continuity of the facilities' operations as an essential consideration. The requirement 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 \$2.5 million.

COST SHARE REQUIREMENTS

There are no cost share (match) requirements. See glossary for definition of match.

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. Note: Projects that include only non-structural improvements and have no structural improvement elements will not be funded. The project must include all structural and non-structural elements required to bring the building to life safety or immediate occupancy standards.
- Architectural and engineering costs for final designs once the project has been awarded; and
- Project management.

INELIGIBLE ACTIVITIES

Seismic Rehabilitation ineligible project activities:

- Maintenance activities.
- Project activities that do not meet the requirements of applicable Federal, State, and local laws.
- 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.
- Non-structural activities that do not provide for total seismic upgrade to life safety or immediate occupancy.
- Projects located in the Tsunami Inundation Zone.
- Rehabilitation of a building located in the 100 flood zone.
- Reimbursement for already budgeted staff and routine or ongoing expenses of the recipient.

APPLICANT ELIGIBILITY

The following entities are eligible to apply for grant assistance:

- Oregon public K-12 school districts;
- Community colleges;
- Education service districts;
- Hospital buildings with acute inpatient care facility;(see glossary)
- Fire stations;
- Police stations;
- Sheriffs' offices;
- Other emergency facilities used by county, district or municipal law enforcement agencies; and
- School facilities must be owned by a school district, an education service district, a community college district or a community college service district.

APPLICATION PROCESS

Applicants must use the application form provided by OBDD-IFA. Applicants must submit one original paper copy of the application and supporting documentation, and also include a CD or memory stick with a duplicate set of application materials (application and supplemental documents) saved on it. Application materials can be sent via mail/UPS/FEDEX or hand delivery to the appropriate address listed on the application and on page 17 of this document. Faxed copies will not be accepted. All supporting documentation must be clearly labeled (e.g. Engineering Report, Cost Estimate). The entire application, including all supporting documentation, must be received by OBDD-IFA at 5:00 p.m., by the application submission deadline.

BENEFIT-COST ANALYSIS (BCA)

The Applicant is required to perform a BCA, using the BCA tool provided by OBDD-IFA, for each project. Please refer to the BCA user guide for more information.

TECHNICAL ASSISTANCE

OBDD-IFA will provide technical assistance to Applicants regarding the level of documentation and the types of information required by this program. In addition, OBDD-IFA may provide clarification regarding data essential to preparing a credible BCA.

APPLICATION PERIOD

The application period will open effective October 2, 2017. Applicants must submit their seismic rehabilitation grant application to OBDD-IFA by the application submission deadline date of January 31, 2018, 5:00 p.m. Pacific Daylight Time.

APPLICATION REVIEW

OBDD-IFA will review all applications to ensure the following:

- Eligibility of the Applicant;
- Eligibility of proposed activities and costs;
- Completeness of the application including supplemental documentation, such as:
 - Preliminary engineering, risk, vulnerability assessment;
 - Cost Estimate, and
 - Benefit-Cost Analysis and supporting documentation.

If additional information is needed, OBDD-IFA will request information from applicant. Applicant will have seven days to supply the requested information.

ELIMINATION CRITERIA

Applications will be eliminated from further consideration if:

- Applicant is ineligible;
- Incomplete application;
- Supplemental documents not provided;
- Ineligible activities;
- Projects that are determined not to be feasible and/or effective at solving the problem for which they were designed;
- Projects without a BCA;
- Project duration exceeds two year period from time of award;
- Applicant did not provide the required ASCE 41-13 checklists.

Ranking factors

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. Some of ranking factors that will be considered are as follows:

BCA score
Sufficient staff and resources for timely project implementation
Scope of Work
Financial Feasibility
Historic Considerations

APPLICATION EVALUATION AND PROCESS

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 applications are selected up to the amount of funds available for the program.

The Director will make the final approval of the projects selected for grant funding. The Director's decision will be final.

OBDD-IFA will send award letters to successful applicants. However, award of a formal contract agreement is conditional and subject to the definitive sale of government bonds specifically for the Seismic Rehabilitation Grant Program. This notice shall not be considered notification of guarantee of a grant award. Subsequently, OBDD-IFA will send a contract agreement that must be signed by the grantee and returned before the project can begin. The grantee must agree to abide by the grant award terms and conditions as set forth in the contract agreement.

OBDD-IFA will also notify applicants that do not satisfy eligibility and application completeness requirements as well as those that are not selected for further review by the Grant Selection Committee.

Reporting Requirements

The SRGP is a reimbursement grant program. The grantee is responsible for submitting a request for reimbursement to OBDD-IFA.

Grant funds will be dispersed on a cost reimbursement basis only. The grantee is responsible for submitting Requests for Reimbursement to OBDD-IFA at least quarterly and no more than monthly. Funds will be dispersed upon receipt of a completed reimbursement request form along with the required supporting documentation. Supporting documentation will consist of copies of all invoices or receipts. No more than 90 percent of the Grant award will be released prior to the receipt of the final project closeout documents.

The grantee shall submit Project Status Reports within 30-days from the end of the first traditional calendar quarter following the initial grant award. OBDD-IFA may waive the initial report if no expenditure of funds has occurred. The Grantee shall submit quarterly Project Status Reports thereafter until the grant ends.

Note: OBDD-IFA may suspend draw downs if quarterly project reports are not submitted on time.

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 and milestones 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.

Final Reports:

The grantee shall submit a Final Project Performance Report within 90-days from Grant Award Performance Period expiration date.

Closeout:

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

SECTION 2: GRANT APPLICATION GUIDANCE

These sections directly reference the sections of the Application document. Additional information on definitions can be found in the Glossary.

Section A: Applicant Information

Please complete all areas of the application information page.

Section B: Contact Information

Please complete all areas on the point of contact, alternate point of contact, and who will be signing the contract with the state if funds are awarded to the project.

Section C: Community Information

1. Complete the table in this section. If your facility provides services for multiple communities, please indicate all of them.
2. If you do not know whether your community has a FEMA approved natural hazard mitigation plan, please contact your local Emergency Manager.
3. This area can be used to provide additional information on whether your school district or community has conducted further natural hazard awareness or mitigation. For example, providing training in what to do during an earthquake or your board or council adopting a resolution of prioritization of mitigation efforts.

SECTION D: PROPERTY INFORMATION

1. Indicate project name such as, Salem Elementary School.
2. Indicate street address or other location identifying information.
3. Indicate the legal description as listed on the tax assessors listing.
4. Indicate the original year the building was constructed.
5. Indicate most recent remodel date and indicate the type of remodel. Example: 1990 addition added to west wing of building.
NOTE: If remodel triggered any building code requirements, please indicate.
6. Indicate if building is over 50 years old.
NOTE: If your application receives a grant award and the building is 50 years or older, the SRGP requires that you complete a SHPO clearance form prior to beginning the project.

7. Indicate if this building is listed on the National Register of Historic Places.
Note: If your application receives a grant award and the building is listed on the National Register of Historic Places, the SRGP requires that you complete a State Historic Preservation Office (SHPO) clearance form prior to beginning the project. SHPO may request additional subsequent information from you.

8. Indicate the building use such as primarily classrooms, or gymnasium.

9. Indicate the foundation type such as slab, basement, pier.

10. Indicate the total number of square feet of the building to be seismically rehabilitated.

11. Indicate the number of stories.

12. Indicate the Type of Construction.

13. Replacement cost of building can be formulated using current construction costs to replace the building per square footage. Property appraisers can also provide this information. This is the cost to build a building in today's dollar that has the same level of function and amenity.

NOTE: Do not include the land value.

14. Replacement cost of contents can be formulated by developing an inventory of all contents in the building or considering insurance replacement values. *(For emergency service projects the replacement cost of vehicles can be formulated by pricing out current similar makes or by considering insurance replacement values.)*

15. The SRGP requires that a building that receives state funding for seismic rehabilitation has a useful life of 20 years and is used for the same purpose as described in the application for 10 years.

16. Local natural hazards information can be obtained by checking with your local Emergency Manager. The Oregon Emergency Management website contains links to the National Flood Insurance Program flood maps and to DOGAMI for earthquake and tsunami maps.

NOTE: If your building is in a natural hazards area please indicate if you have assessed building vulnerabilities and completed any mitigation activities. Indicate if you are in the planning process. Please include hazard maps related to your building.

17. Indicate any losses that occurred as a result of natural hazards. *Example: "During the 2003 windstorm our building experienced roof damage. We repaired the damage and assessed the entire roof for possible vulnerability."*

18. Include photos as described. You may include digital photographs if available.

19. Indicate the community value of your building. Example 1: Our building serves as a Red Cross shelter as well as the school gymnasium. Example 2: This building has been in our community over 50 years, it has historic value (explain) and the community has rallied around this project.

Section E: RVS Information

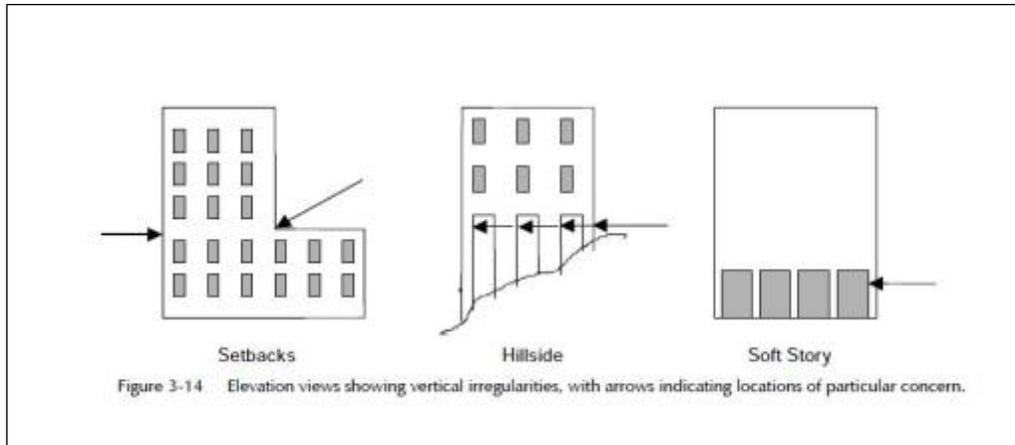
The location of all approved projects funded by the SRGP program must include Rapid Visual Screening (RVS) statewide seismic needs details. The Department of Geology and Mineral Industries (DOGAMI) completed many of these screenings in 2009 and the information is located on their web site:

<http://www.oregongeology.org/sub/projects/rvs/county/county-sites.htm>.

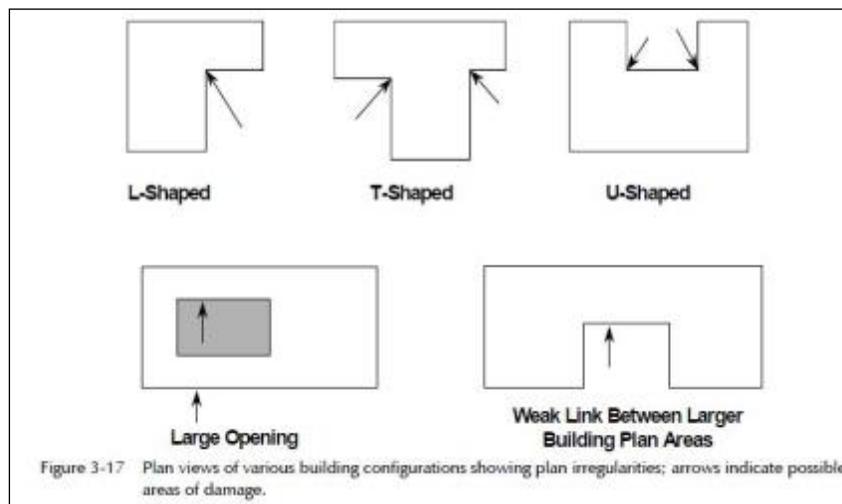
There is also a link provided on OBDD-IFA's SRGP webpage. (if your building is not listed or if it has an incorrect RVS please complete the fields after running your Benefit Cost Analysis.)

1. The Building Unique ID is an alphanumeric ID. Example: Clac_sch10A.
2. Please use the RVS 3rd Edition seismicity zone for the application. These are geographic regions in Oregon. Please see the map on the last page of this guidance packet. NOTE: This is not the building collapse potential.
3. Soil Type, the site soil classification as defined by the 1997 NEHRP Provisions. A professional engineer or geologist can provide sit specific soil type and override the soil type that the RVS has documented.
4. RVS Building Type, this can be one of over 30 various types, an example is W1 (wood, light frame), RM1L (Reinforced Masonry Bearing Walls, low rise). This information is also found on your RVS. An engineer can verify that the correct building type has been documented. A list of HAZUS building types can be found on the SRGP webpage.
5. RVS Final Score, this number can be a positive or negative number, example -0.8, 0.1, 2.4. The final score is comprised of the building type, soil type and other modifiers indicated on the RVS. Generally, the lower the RVS score the higher the collapse potential.
6. Collapse Potential is listed as one of four ratings, low, moderate, high, very high.
- 7-8. Latitude and longitude, this should be listed on the RVS. If it is missing, or your building does not have an RVS you can determine your Lat/Long using mapping programs such as Google Earth or doing an internet search for web-based address converters. Search example: "Find latitude and longitude by address".

9-12. Provide inputs on building irregularities, basement, unreinforced chimneys, parapets or heavy cladding. Contact OBDD-IFA if you need further assistance with these questions.



Source: FEMA 154, Edition 2, March 2002



Source: FEMA 154, Edition 2, March 2002

SECTION F: MITIGATION ACTIVITY INFORMATION

1. Preliminary Engineering Reports are required. You **MUST** use the ASCE 41-13 evaluation method, either Tier I or II (except increase the levels of earthquake ground motion to not less than 75% of the ground motion used for design of new buildings (per the IBC); instead of the 20% in 50 year ground motion used in the 41-13). Label the document and attach it as part of your application package. Engineering reports **MUST** identify building deficiencies, proposed fixes and the estimated cost of those fixes. **(Please use the Guidance for Engineering Reports that is posted on the OBDD-IFA website.)** The engineering report should also clearly state whether the project is a cost effective solution.

2. Indicate the ASCE 41 performance level of this project. Example: The project is to life-safety standards according to the ASCE 41 at BSC-1.
3. Indicate other mitigation or capital improvements made to the building and the date of occurrence. Example: The unreinforced chimney was removed in 1999.

NOTE: Documentation provided will be used by OBDD-IFA to evaluate the Statement of Work (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.

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.

SECTION G: SCOPE OF WORK (SOW)

1. Describe all deficiencies of the building as outlined in the building assessment or engineering report; such as the points of egress are located in unreinforced walls which will collapse during seismic event, or existing glass block glazing panels are a falling hazard during a seismic event.
2. Describe all activities that address the deficiencies as outlined in the building assessment or engineering report. Example: Strengthening the points of egress and reinforcing the walls so that they will perform during a seismic event. If specific deficiencies are not addressed, please indicate the reasoning that they are not included in your SOW.

*NOTE: The Scope of Work (SOW) describes the objectives, methodology, outcomes, resources, and deliverables of the proposed hazard mitigation project and documents the benefits, feasibility, and effectiveness of the project. Use photos to describe the objectives. **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.***

3. Indicate the proposed start date of your project and the timelines that you see project phases to be initiated and completed.

NOTE: 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. Requests for extensions to the performance period could result in the grantee being held responsible for the costs incurred, e.g. arbitrage.

4. Indicate project management milestones in the table included in the application. Example: Quarter 2, RFP for final engineering/design work, start date 04-20-2017, end date 06-20-2017.

NOTE: 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 and obtaining a signed contract with the state will not be reimbursed.

SECTION H: COST ESTIMATE SUMMARY

Indicate the proposed costs per category and provide the total cost of the project. 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 listed. Documentation of all cost estimates, including the dates of estimates as well as the anticipated date of construction must be provided. Contingencies are considered line item costs but must be reasonable and consistent with the scope of the project. 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:

- 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;
- 4) Potential cost under-runs/over-runs: Indicate any item in which a cost has been over/under-estimated which could result in a change of costs (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).
- 5) An engineering cost estimate must be attached to the application (may be included in the engineering report) with enough detail (ideally with quantities and unit costs) to document the credibility of the estimate.

NOTE: The SRGP program is competitive and, therefore, award amounts are final. There will be no additional SRGP funding beyond the initial award. OBDD-IFA 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.

NOTE: 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.

NOTE: Applicant must follow Oregon BOLI prevailing wage rates.

NOTE: Administrative Cost Activities, are not eligible for reimbursement. No full time budgeted employee costs can be reimbursed with the grant, however costs for project management may be reimbursed if someone is hired for this purpose.

MATCH SOURCES

1. Provide the breakdown of the non-state share by source, funding type, and amount.

EXAMPLE:

I. Match Sources		
Source	Funding Type	Amount
School District Bond	Bond	100,000
Urban Renewal Fund	Tax Increment Funding	\$50,000
		\$
		Grand Total: \$ 150,000

*NOTE: This program does not require a match (cost share). However, if grantee 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. **A letter identifying the source of the match commitment, signed by the applicant, must be included as part of the grant application.** In kind contributions are not eligible as a cost share and are not considered.*

SECTION I: COST EFFECTIVENESS INFORMATION

The SRGP program must fund cost-effective seismic mitigation activities. To ensure this objective is met, an OBDD-IFA-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.

Project applications should demonstrate cost-effectiveness through a BCR of 1.0 or greater. However, a less than 1.0 BCA will not necessarily exclude your project from consideration.

1. Attach the BCA report and provide comments regarding the information sources used to obtain the occupancy and budgetary information necessary for the BCA.

2. Indicate the BCA score.
3. Indicate the average occupancy of your building.
4. Indicate the annual operating budget of your building.
5. Supply the name and contact information of the person who completed the BCA for your project.

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 OBDD-IFA-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. Please refer to the BCA user-guide document for additional information.

Section J: Maintenance Schedule & Costs

Identify entity responsible for maintenance of this building.

Section K: Applicant Signature(s) and Certification

By signing this certification signatory supports proposed project and pledges match funds (if noted in application) and certifies that information provided on the application is accurate. The signatory must have budgetary authority for this project.

Mailing and Delivery Information

Applicants must use the appropriate address to submit 1 hard copy and 1 CD of application materials.

If mailing: Seismic Rehabilitation Grant Program
 Attention: Gloria Zacharias
 Business Oregon
 775 Summer Street NE, Suite 200
 Salem, Oregon 97301

Or if delivering in person or via FedEx/UPS:
 Seismic Rehabilitation Grant Program
 Attention: Gloria Zacharias
 Business Oregon
 775 Summer Street NE, Suite 200
 Salem, Oregon 97301

Faxed grant applications will not be accepted.

