FACT SHEET

Installation and Launch Instructions

BCA Toolkit 6.0 may be used in the desktop version of Excel (Excel 2013 or later) or in Excel Online. If your organization does not permit individual acquisition of add-ins, you may use the BCA Toolkit in Excel Online. Please see the appropriate section below for instructions.

Excel Desktop

Headers should ideally be followed by paragraph text before using a list. There are pre-defined list styles:

1. Download the .xlsx file at this link and open it.

2. (FEMA computers should skip this step) In the Insert tab, in the Add-ins section, click on My Add-ins. Select the Store option and search for FEMA Benefit-Cost Analysis Calculator. Click Add.

3. On the Home tab, you should now see the FEMA BCA V6.0 icon in the upper righthand ribbon.

4. Click on the FEMA BCA V6.0 icon. A sidebar will open.

5. Click Open Calculator to begin your BCA.

6. The add-in window will open and take you to the home screen. From here you can start a new project by clicking Add Project.

7. To save your work, click "Finish" on the second screen, close the add-in window, and save the Excel file, renaming it if desired.

Excel Online

If using a FEMA machine, you will need to use Firefox as your browser.

1. Download the .xlsx and .zip files at this link and save them to your machine.

2. If you do not already have one, create a free Office 365 account at https://www.office.com/.

3. Once logged in, open Excel Online by clicking on the Excel icon under Apps.

4. Open the file BCA_Toolkit_6.xlsx in Excel Online by clicking Upload a Workbook.

5. In the Insert tab, click Office Add-ins.

6. Click on the Upload My Add-in link.

7. Browse to where the .zip file was saved, open it, select the BCAToolkitAddin.prod file, and click open.

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8. You should now see the FEMA BCA button in the top righthand side.

9. To launch the Toolkit, click on the FEMA BCA button. A sidebar will open.

10. Click Open Calculator. You may be asked if you want to allow your browser to open another window. Click Allow.

11. The add-in window will open and take you to the Home screen. From here you can start a new project by clicking Add Project.

12. To save your work, click "Finish" on the second screen and close the add-in window. IMPORTANT: You must make sure to save a copy of the file to your local machine by clicking File, Save As, Download a Copy, and choosing the "Open with Microsoft Excel" option. Once the file opens, click File, Save As, and save a copy to your local machine. To reopen the file in Excel Online, click Upload a Workbook and navigate to the file on your local machine.

For technical assistance, please contact the BCA Helpline. You may also refer to the Help content in the BCA Toolkit or see the BCA Toolkit 6.0 User Guide for tips and other FAQs.

Privacy Statement

FEMA does not see, collect, or store any data you enter into the FEMA BCA Calculator (Toolkit) unless the file is submitted as part of a Hazard Mitigation Assistance (HMA) or Public Assistance (PA) project application. Any and all information you enter into the BCA Toolkit 6.0 is stored in the Microsoft Excel file on your machine or server and not on FEMA's website or server.

The BCA Toolkit 6.0 uses a Leaflet Application Programming Interface (API) for property address lookup and standardization. (FEMA does not endorse any non-Federal government entities or products.) The Leaflet API may use your IP address for geolocation purposes, but does not collect any personal information.