

Federal Emergency Management Agency Public Assistance Grant Program

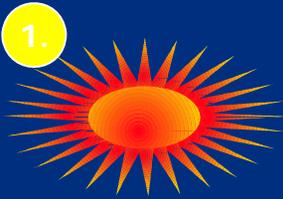


Public Assistance Grant Program

Program Review

- The Public Assistance Program assists in the restoration of community infrastructure.
- It is a supplemental cost reimbursement program with specific eligibility requirements.
- The FEMA share of eligible costs will be awarded to the grantee for disbursement to the sub grantees.





1.

Disaster strikes



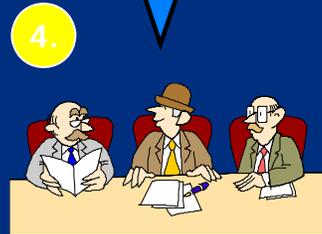
2.

Preliminary Damage Assessment (PDA)



3.

Declaration



4.

Applicants' Briefing



5.

Request for Public Assistance (RPA)



6.

Kickoff Meeting



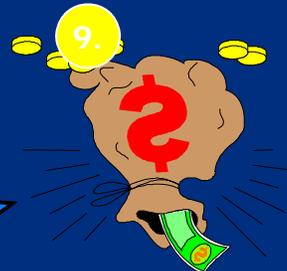
7.

Site Visit/Project Formulation



8.

Project Worksheets



Projects funded



10.



Project closeout and Audit



FEMA



Disaster Fact Sheet Example

Disaster number: FEMA - xxxx DR-VT

Declaration date: Declared on xxxx, 2015

Type of disaster: Severe Storms and Flooding
Public Assistance and Hazard Mitigation Assistance

Incident period: Oct. 19-21, 2015 (the period where damages that occurred can be eligible for assistance)

Designated counties: Addison, Chittenden



What Happens once a Disaster is Declared?

- State Applicant Briefings –Request for Public Assistance due in 30 days from declaration date (RPA)
- FEMA Kick-off Meeting with Applicant and State personnel – documentation and site visits
- Project Worksheet (PW) formulation
 - Federal and State funds are dispersed differently depending on whether project is “small” or “large”
- Quarterly Large Project Progress Reports (QLPR) and Project Completion and Certification Report (PCCR)
- Project Worksheet and subgrant closeout



DEPARTMENT OF HOMELAND SECURITY
 FEDERAL EMERGENCY MANAGEMENT AGENCY
 REQUEST FOR PUBLIC ASSISTANCE

O.M.B. NO. 1660-0017
 Expires April 30, 2013

PAPERWORK BURDEN DISCLOSURE NOTICE

Public reporting burden for this form is estimated to average 10 minutes. Burden means the time, effort and financial resources expended by persons to generate, maintain, disclose, or to provide information to us. You may send comments regarding the burden estimate or any aspect of the collection, including suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC 20472, Paperwork Reduction Project (OMB Control Number 1660-0017). You are not required to respond to this collection of information unless it displays a valid OMB number. **NOTE: Do not send your completed questionnaire to this address.**

APPLICANT (Political subdivision or eligible applicant)		DATE SUBMITTED	
COUNTY (Location of Damages. If located in multiple counties, please indicate)		DUNS NUMBER	
APPLICANT PHYSICAL LOCATION			
STREET ADDRESS			
CITY	COUNTY	STATE	ZIP CODE
MAILING ADDRESS (If different from Physical Location)			
STREET ADDRESS			
POST OFFICE BOX	CITY	STATE	ZIP CODE
Primary Contact/Applicant's Authorized Agent		Alternate Contact	
NAME		NAME	
TITLE		TITLE	
BUSINESS PHONE		BUSINESS PHONE	
FAX NUMBER		FAX NUMBER	
HOME PHONE (Optional)		HOME PHONE (Optional)	
CELL PHONE		CELL PHONE	
E-MAIL ADDRESS		E-MAIL ADDRESS	
PAGER & PIN NUMBER		PAGER & PIN NUMBER	
Did you participate in the Federal/State Preliminary Damage Assessment (PDA)? <input type="checkbox"/> YES <input type="checkbox"/> NO			
Private Non-Profit Organization? <input type="checkbox"/> YES <input type="checkbox"/> NO			
If yes, which of the facilities identified below best describe your organization? _____			
Title 44 CFR, part 206.221(e) defines an eligible private non-profit facility as: "... any private non-profit educational, utility, emergency, medical or custodial care facility, including a facility for the aged or disabled, and other facility providing essential governmental type services to the general public, and such facilities on Indian reservations." Other essential governmental service facility means museums, zoos, community centers, libraries, homeless shelters, senior citizen centers, rehabilitation facilities, shelter workshops and facilities which provide health and safety services of a governmental nature. All such facilities must be open to the general public.			
Private Non-Profit Organizations must attach copies of their Tax Exemption Certificate and Organization Charter or By-Laws. If your organization is a school or educational facility, please attach information on accreditation or certification.			
OFFICIAL USE ONLY: FEMA - _____ -DR- _____ - _____ FIPS# _____ DATE RECEIVED _____			

FEMA Form 90-49 AUG 10

REPLACES ALL PREVIOUS EDITIONS



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2015

What determines Eligibility?



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Eligible Applicant - Within declared county

- State government
- Local government (city, village, township, etc.)
- Private Non-Profits (PNP)- those which provide certain services





Private Non-Profits

- PNP's must submit a questionnaire as part of their application and other qualifying documents
 - Some PNP's must also first apply to the Small Business Administration (SBA).
 - Procurement guidance is different than that for state/local governments. Otherwise, program requirements/management is the same.





What is an Eligible Facility?

Buildings

Roads

Culverts

Furniture and equipment

Dams

Vehicles

Library books

Contents

Sewer and water lines Parks



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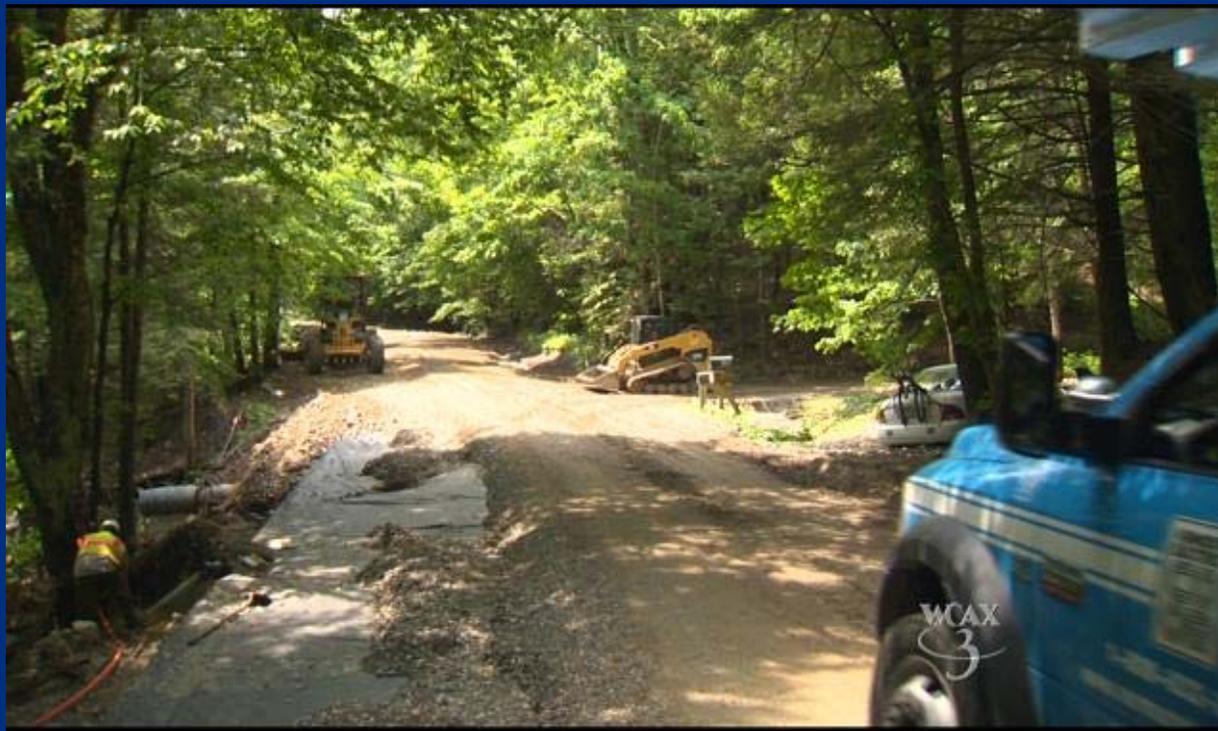
- Legal responsibility of Applicant
- Not covered by another Federal program
- Facility must be in use at time of disaster
- 50% rule for Repair vs. Replacement





Two Types of Eligible Work

1. Emergency Work
2. Permanent Work



FEMA

WCAX
3



1. Emergency Work- Includes Category A and B

Cat A Debris Removal - Eligible when necessary to:

- Eliminate an immediate threat to life, public health and safety; or eliminate an immediate threat of significant damage to improved property; or ensure the economic recovery of the affected community.

Cat B Emergency Protective Measures- Includes Emergency Protective Measures - actions taken to save lives, protect public health and safety, and to protect improved property



FEMA





2. Permanent Work- Includes **Cat C-G**

C- Roads and Bridges

D- Water control facilities

E- Buildings and Equipment

F- Utilities

G- Parks, Recreation and Public Cemeteries





Permanent Work:

- Includes any activity that must be performed to restore the damaged part of a facility to pre-disaster condition and function.
- FEMA will pay 75% of repair costs or 75% of replacement costs if the eligible facility repair costs more than 50 percent of replacement.



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Small vs. Large Projects

- An applicant must have a minimum of \$3,050 of eligible costs (FY 2016) for a PW to be written under a category of work.
- Small Projects- PWs with less than \$121,800 (FFY 2016) in eligible costs are considered small projects. The Federal share is paid to the applicant as soon as practicable after approval by FEMA.
- Subrecipients need to send their financial report workbook, GMU 502F, to receive 100% of their federal share for awarded small projects upon obligation. To receive the State ERAF share on small projects, ALL of a Subrecipient's small and large projects, must be obligated and have a **Project Completion and Certification Report (PCCR)** form completed.





LARGE PROJECTS-

- PWs with \$121,800 (FFY 2016) or more in costs are considered large projects. The Federal share is reimbursed to the applicant based on the actual documented costs submitted to DEMHS
- Subrecipients must request payments from DPS Business Office for up to 75% of federal share on all projects by sending in form GMU 502F for completed work.
Note: for large projects you must document expenses and request payment.



Debris Pilot Opportunities

- Reimbursement for Straight Time and Overtime Force Account Labor
All Debris small or large projects
- Other provisions such as:
Accelerated Debris Removal Incentive (Sliding Scale) Large projects only
 - 30 days or less = 85% Federal Share
 - 31-90 days = 80% Federal Share
 - 91-180 days = 75% Federal Share

All debris removal pilot features can be used individually or with any other pilot feature

- <http://www.fema.gov/alternative-procedures>



**Public Assistance Alternative Procedures Pilot Program
for Debris Removal Acknowledgement**

In accordance with the Sandy Recovery Improvement Act of 2013, the Federal Emergency Management Agency (FEMA) is implementing alternative procedures for the Public Assistance (PA) Program through a pilot program.

As a representative of the Subgrantee, we elect to participate in the following:

- Accelerated debris removal - increased federal cost share (sliding scale)
 - Recycling Revenue (Subgrantee retention of income from debris recycling without a grant offset)
 - One-time incentive for a FEMA-accepted debris management plan and identification of at least one pre-qualified contractor
 - Reimbursement of straight time force account labor costs for debris removal
1. The pilot is voluntary, and the Subgrantee must apply the selected alternative procedures to all of its debris removal subgrants.
 2. For the sliding scale, the Subgrantee accepts responsibility for any costs related to debris operations after six months from the date of the incident unless, based on extenuating circumstances, FEMA grants a time extension.
 3. The Subgrantee acknowledges that FEMA may request joint quantity evaluations and details regarding Subgrantee operations necessary to assess the pilot program procedures.
 4. All contracts must comply with local, State, and Federal requirements for procurement, including provisions of 44 CFR Part 13.
 5. The Subgrantee must comply with all Federal, State and local environmental and historic preservation laws, regulations, and ordinances.
 6. The Office of Inspector General may audit any Subgrantee and/or subgrant.
 7. Once a subgrant is awarded/obligated using a debris removal alternative procedure, the subgrant cannot revert back to standard program procedures.

Signature of Subgrantee's Authorized Representative _____ Date _____

Printed Name and Title _____

Subgrantee Name _____ PA ID Number _____

We elect to **not** participate in the Alternative Procedures for Debris Removal.

December 13, 2013



FEMA

December 22, 2015

Project Completion Deadlines

Time limits for project completion begin on the disaster declaration date.

- Emergency work must be completed within – **6 months**
- Permanent work must be completed within – **18 months**

For extenuating circumstances or project requirements beyond the sub grantee's control, the Grantee may extend the emergency work deadline an additional 6 months and the permanent work deadline an additional 30 months on a project by project basis.

Applicants must submit a Time Extension request to the State before their Period of Performance runs out.



Special Considerations

Special considerations are issues other than program eligibility that could affect the scope of work and funding of a project.

These issues include:

- **Insurance** - Always have FEMA write a project even if Insurance will pay it all. You may claim the deductible.
- **Floodplain Management** — seek prior approval ANR permits
- **Hazard Mitigation** — could be added into a project
- **Environmental Protection** — permitting requirements and **INDIANA BAT** in Addison County! Talk to Army Corps before conducting work on major projects.
- **Historic Preservation and Cultural Resources** — 50 years old



Labor



Force Account Labor plus Fringe Benefits- documents include; time cards, daily logs, pay policy required

- Emergency Work: All OT eligible, for temporary employees, regular time is eligible.
- Permanent Work: All labor eligible
- Debris Pilot program - opting in allows all regular and overtime labor to be eligible.
- Volunteer/donated labor- credit towards your project



**FEDERAL EMERGENCY MANAGEMENT AGENCY
FORCE ACCOUNT LABOR SUMMARY RECORD**

1. APPLICANT EVERYWHERE TOWNSHIP	2. PA ID N/A	3. PW # SITE 1	4. DISASTER NUMBER N/A
5. LOCATION/SITE TOWNSHIP ROAD 10	6. CATEGORY C	7. PERIOD COVERING 6/1/06 to 6/3/06	

8. DESCRIPTION OF WORK PERFORMED
DITCH CLEANING AND SHAPING, CHIP AND SEAL

NAME JOB TITLE	DATES AND HOURS WORKED EACH WEEK	DATES AND HOURS WORKED EACH WEEK					COSTS						
		DATE	6/1/06	6/2/06	6/3/06					TOTAL HOURS	HOURLY RATE	BENEFIT RATE/HR	TOTAL HOURLY
NAME JOHN JOHNSON	REG.	10.0	10.0	8.0					28.0	\$ 0.00	/	\$	\$ 0.00
JOB TITLE TRUSTEE	O.T.									\$	/	\$	\$
NAME JULIE JONES	REG.	8.0	8.0					16.0	\$ 10.52	.724 / 1	\$ 18.14	\$ 290.24	
JOB TITLE- ROAD SUPERVISOR	O.T.	2.0	2.0	8.0				12.0	\$ 15.78	.181 / 1	\$ 18.64	\$ 223.68	
NAME PHIL PHILLIPS	REG.	8.0	2.0					10.0	\$ 7.00	/	\$ 7.00	\$ 70.00	
JOB TITLE PART TIME - ROAD WORKER	O.T.		6.0	8.0				14.0	\$ 7.00	/	\$ 7.00	\$ 98.00	
NAME ANDREA ANDREWS	REG.							0.0	\$	/	\$	\$ 0.00	
JOB TITLE EXTRA HIRE ROAD WORKER	O.T.	8.0						8.0	\$ 5.00	/	\$ 5.00	\$ 40.00	
NAME	REG.								\$	/	\$	\$	
JOB TITLE	O.T.								\$	/	\$	\$	
Total Cost for Force Account Labor Regular Time												\$ 360.24	
Total Cost for Force Account Labor Overtime												\$ 361.68	

I CERTIFY THAT THE ABOVE INFORMATION WAS OBTAINED FROM PAYROLL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.

CERTIFIED LISA RICHARDS	TITLE FISCAL OFFICER	DATE 8/15/06
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Equipment

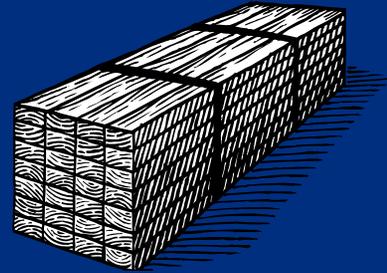


- Must have been used to perform eligible work
- FEMA cost codes used for costs
- Stand-by time is ineligible
- Documentation needed includes; make/model, size of vehicle, (1 ton or 12 cy dump) name of driver, location used, work performed and day utilized.



Materials

- May be purchased or stock
- Must be used for eligible work
- Documentation includes: invoices, historical data or area vendor quotes



Contractual Services



If you are hiring out the work and not completing it in-house:

- You must follow state, local and federal procurement rules. Federal rules for grant administration, including procurement are found at 44 Code of Federal Regulation (CFR) Part 13 or 2 CFR 215.
- If the work is over \$150K, it **MUST** be competitively bid. Procurement transactions must allow for *full and open competition* (with some minor exceptions allowed in emergency circumstances).
- For projects less than \$150,000, price quotes shall be obtained from a minimum of qualified sources and documented. Document this process, even if they are verbal quotes. Write down when you called, who you spoke to and what was quoted. Also document the decision making process (took low bidder, etc.)
- Contract costs must be reasonable and necessary.
- Existing contracts– If you have existing contracts in place when an event occurs, FEMA may accept work performed by that contractor during the defined emergency period. After this initial period (typically 70 hours), Applicants are required to competitively bid contracts!



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Direct Administrative Costs

Grant administration of a particular Project Worksheet (PW).

- Time spent putting together paperwork and meeting with FEMA on a particular project is eligible.
- Does not include kick-off or applicant briefing time.
- Document for DAC- Name of person performing work, pay rate including fringe, dates worked, activity worked.
- Include time sheets.



What if you want to do something DIFFERENT?

1. Improved Projects

- Must be approved PRIOR to construction
- Improvements are any components that increase the size, capacity, or add additional functions
- Applicants must fill out a request form for an Improved project and submit with a letter from the Town to the State for FEMA's approval.

2. Alternate Projects

- Must be approved PRIOR to construction
- Applicants must fill out a request form for an Alternate project along with all necessary documentation of the new project, and submit with a letter from the Town to the State for FEMA's approval. Forms can be found at: <http://vem.vermont.gov/publicassistance>

Appeals

- The appeals process is the opportunity for Applicants to request reconsideration of FEMA determinations regarding eligibility or scope of your project worksheet. It is last a resort! Talk with me first.
- There are two levels of appeal. The first level is with the FEMA Regional Administrator (RA). The second level appeal is to FEMA Headquarters.
- Refer to [44CFR §206.206](#) for the process description



Finance Requirements

To get paid follow ALL steps:



1. You must have registered with SAM.GOV and have a DUNS Number (Data Universal Numbering System).
2. The Business Office issues via e-mail a subgrant agreement after RPA is approved. SIGN IT and return to sender at DPS.
3. After your first project is approved in EMMIE, the Business Office sends out an **executed** subgrant with a the financial report form **GMU 502F** workbook, and a large project quarterly report form. Send Signed Copy to DPS (mail or email), along with Certificate of Insurance (see Attachment C for Insurance requirements).
4. Submit the GMU 502F to request payment.





Close out project when completed

- When I, Kim, receive a Large Project Quarterly Report form (LPQR) that shows your project 75% or more completed, I will email a Large Project Closeout Request (LPCR) form, a Closeout FEMA Template, and the FEMA Project Documentation Closeout Checklist.
- When I, Kim, receive the signed Large Project Closeout Request form and back up documentation. I will assign you a Closeout Specialist.
- Large projects must go through a formal closeout. The Closeout documentation must be organized according to the program guidance available at vem.vermont.gov/publicassistance.
- DEMHS will review the closeout documents submitted, send to FEMA for final closeout, and process any final payments once closed.



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Receiving Reimbursements

Small Projects

- Executed subgrants and the financial report form (Federal Financial Report Workbook; GMU 502F) is sent out.
- FEMA obligates small projects. Subgrantees need to send their financial report form, 502F to receive their 100% of the federal share upon obligation. To receive the State ERAF share on small projects, all of a Subgrantee's projects both large and small must be closed.
- Payment will be received within 5 business days.

Large Projects

- Executed subgrants and the financial report form (Federal Financial Report Workbook; GMU 502F) is sent out.
- Subgrantees report programmatic progress quarterly as necessary (large projects only; January 30, April 30, July 30, October 30 and final closeout) to Kim Canarecci.
- FEMA obligates large projects. Subgrantees can request payments from GMU on all Large projects using 502F as the subgrantee completes the work and submits required documentation for up to 75% of the Federal Share.
- Timing of payments depends upon receipt of necessary approvals.



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Grant Management

- 44 CFR
 - Part 13 Uniform Administrative Requirements for Grants
<http://origin.www.gpo.gov/fdsys/pkg/CFR-2010-title44-vol1/pdf/CFR-2010-title44-vol1-part13.pdf>
 - Part 206 Federal Disaster Assistance
- Please contact Grants Management
 - KarenMae.Smith@vermont.gov
 - 802-241-5458
 - Or Cynthia.Grant@vermont.gov



Deadlines for Submission

Request for Public Assistance Made within

30

Days of the Disaster Declaration

Damage Must Be Identified Within

60

Days of Kickoff Meeting

Questions?

Public Assistance Recovery and Mitigation
Chief

Ben.Rose@vermont.gov

Public Assistance Officer

Kim.Canarecci@vermont.gov

Public Assistance Coordinator

Ron.Pentkowski@vermont.gov

