

DISASTER RECOVERY: STEPS TO OBTAINING FEMA PUBLIC ASSISTANCE FUNDING

New England States Government Finance Officers Association

September 2023





AGENDA

- Welcome and Introductions
- Public Assistance Overview
- “Normal” Disasters and COVID-19
- Post-incident Processes
 - Initial & Preliminary Damage Assessments/ Desktop Assessment
 - Documentation Best Practices
 - Timelines
 - Grant Administration
- Other Available Resources



PUBLIC ASSISTANCE GOALS

The primary goals of the FEMA Public Assistant Program are to save lives first and foremost, then:

- **Protect property as an immediate reactions to disasters**
- **Once secure, provide financial assistance to restore community infrastructure to safe operations is also a key priority.**

FEMA provides firm guidelines about what type of work in emergency response and disaster recovery is considered "eligible" for reimbursement. This session will explain those guidelines, the federal disaster declaration process and provide details on how to maximize reimbursement costs for eligible activities such as labor and equipment.



PUBLIC ASSISTANCE BY THE NUMBERS NEW ENGLAND

Connecticut - \$41,733,829

DR-4629 Remnants of Hurricane Ida

DR-3564 Hurricane Henri

DR-4580 Tropical Storm Isaias

DR-4500 Covid-19 Pandemic

Massachusetts - \$2,442,426,055

DR-4651 Severe Winter Storm and Snowstorm

DR-4496 Covid 19-Pandemic

Maine - \$305,433,639

DR-4737 Severe Storm and Flooding

DR-4736 Severe Storm and Flooding

DR-4719 Severe Storm and Flooding

DR-4696 Severe Storm and Flooding

DR-4647 Severe Storm and Flooding

DR-4522 Covid-19 Pandemic

New Hampshire - \$258,690,625

DR-4693 Severe Storm and Flooding

DR-4624 Severe Storm and Flooding

DR-4622 Severe Storm and Flooding

DR-4516 Covid-19 Pandemic

Rhode Island- \$773,097,290

EM-5464 Exeter Fire

DR-4505 Covid-19 Pandemic

Vermont - \$525,162,410

DR-4720 Severe Storms, Flooding, Landslides and Mudslides

DR-4621 Severe Storm and Flooding

DR-4532 Covid-19 Pandemic

=\$4,346,543,848 in Federal Dollars for New England

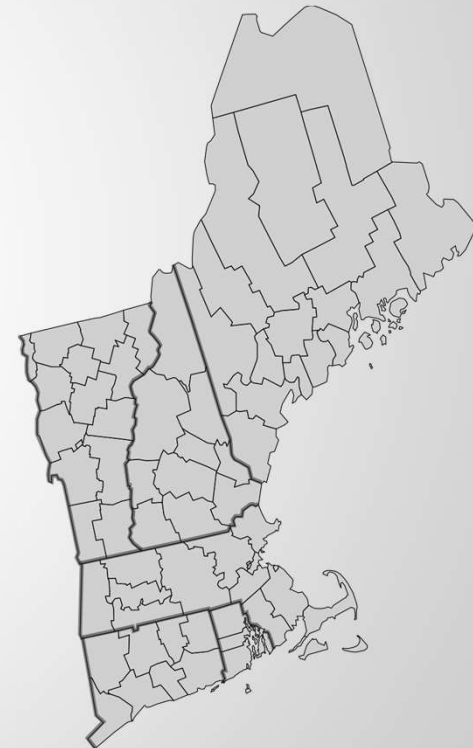




PUBLIC ASSISTANCE OVERVIEW

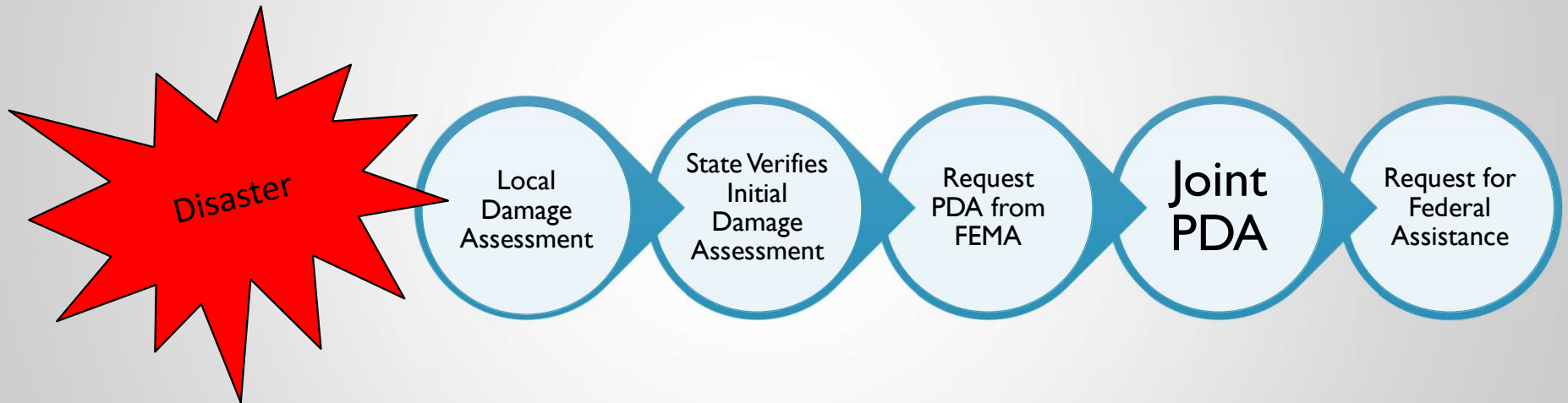
Eligible applicants include:

- States
- Federally-recognized Tribal Governments
- Local Governments
- Certain Private Non-profit (PNP) organizations
 - Education
 - Medical
 - Utility
 - Emergency Services
 - Housing/Shelters





CRITICAL FIRST STEPS





THE PUBLIC ASSISTANCE PROGRAM



Public Assistance provides the majority of funding to get to pre-storm disaster conditions

- **75% Federal Share - FEMA**
- **State Share**
- **Local Share**

**All four "tiers" must be eligible to obtain FEMA funding*



“REGULAR” DISASTERS VS COVID-19

- Ice & Snow
- Hurricanes
- Tornadoes
- Earthquakes
- Fires
- Rain, Wind, Flooding





STATE AND LOCAL ROLE

State

- Locate damaged areas to be surveyed
- Provide demographic information
- Provide other relevant information on unmet needs caused by disaster
- Coordinate with FEMA Housing PDA specialists on State/ Local concurrence of degree of damage to residential structures

County/Local

- Ensure all damaged areas are surveyed during PDA
- Determine the route the team will take to assess damages
- Serve as the expert on local issues
- Provide maps of damaged area
- Provide cultural considerations of affected community
- Provide insurance information
- Assist State team member on providing required information
- Concur with state PDA team member on degree of damage to residential structures



PRE-STORM ASSET INVENTORY

- Providing “Before” and “After” photos is useful for damage assessments, especially at locations and sites where some damage might not be as obvious as others, e.g., a water mark from flood damage versus a downed tree.
- Take photos of buildings, roadways, infrastructure. You may already have this photo documentation for insurance purposes, but if not, a digital photo library can be invaluable.



PRELIMINARY DAMAGE ASSESSMENT

- FEMA's first step in the declaration process
- Helps form a basis for the disaster declaration request
- Federal/State/Local jointly verify damage
- Damage assessment teams should be specialized to the task
- Applicants should target their most significant damages.
- Fast paced: PDA teams do not inspect 100% of damages

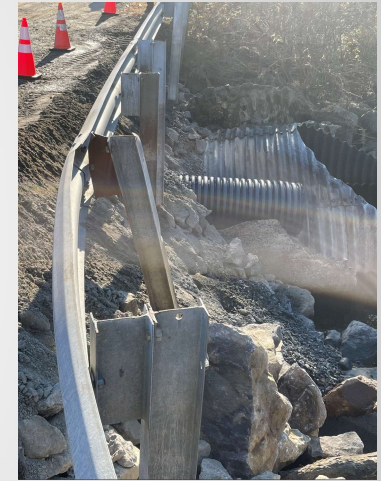




PRELIMINARY DAMAGE ASSESSMENTS

Communities should be prepared to show:

- Disaster damage
- Disaster photos
- Annotated damage map
- All available costs
- Written policies
- Insurance coverages
- Damage and repair details, (e.g., length, width, depth of washouts, cubic yards of debris moved, amount of asphalt required, equipment costs, culvert sizes & types for damage and replacement, etc.)





CALCULATING COSTS

Common Methods Used to Calculate Costs:

- Force Account Labor and Equipment
- Leased Equipment
- Supply Costs
- Contracts
- Mutual Aid



HOW TO ESTIMATE – TIPS

- Use qualified personnel to estimate costs
- Can only claim insurance deductibles
- Use contract estimates or historical cost data
- Base estimates on return to pre-disaster design and function
- Base estimates for vehicles or equipment on the same type make, year, model



HOW TO ESTIMATE – TIPS

- Do not include state- or federally-owned property in estimates
- A minimum of \$3,800 in costs is needed for reimbursement **per category**.
- FEMA doesn't count debris removal activities that cannot be visibly accounted for.
- Look for damages that appear to be insignificant – or not immediately visible on the surface.



TYPES OF ELIGIBLE WORK

EMERGENCY WORK - work performed to reduce or eliminate an immediate threat to life, protect public health and safety, and to protect improved property that is threatened in a significant way as a result of the disaster.

Category A: Debris Removal

Category B: Emergency Protective Measures



TYPES OF ELIGIBLE WORK

PERMANENT WORK - work to restore a damaged facility, through repair or restoration to its pre-disaster design, function, and capacity in accordance with applicable codes and standards.

Category C: Roads and Bridges

Category D: Water Control Facilities

Category E: Buildings and Equipment

Category F: Utilities

Category G: Parks, Recreation, Other



COST ELIGIBILITY

- Must be reasonable and necessary to do eligible work
- Compliant with federal, state, and local laws
- Exclusive of insurance payouts
- Comply with all procurement policies



INELIGIBLE COSTS

- Loss of revenue
- Loss of useful service life of facilities
- Increased operating expenses
- Cost of restoring facilities that were not in active use at the time of the disaster
- Work under the authority of another Federal Agency



PRELIMINARY DAMAGE ASSESSMENT

1 Event Name:
2 Event Date(s):

3	4 FFY 2023	State Agencies	PNP's	PUBLIC DAMAGE							POP. 2020	\$/Cap	County Thresholds
				A	B	C	D	E	F	G			
5	Androscoggin County	-	-	-	-	-	-	-	-	-	111,139	\$0.00	(433,457)
6	Aroostook County	-	-	-	-	-	-	-	-	-	67,105	\$0.00	(297,946)
7	Cumberland County	-	-	-	-	-	-	-	-	-	303,069	\$0.00	(1,345,626)
8	Franklin County	-	-	-	-	-	-	-	-	-	29,456	\$0.00	(130,785)
9	Hancock County	-	-	-	-	-	-	-	-	-	55,478	\$0.00	(246,322)
10	Kennebec County	-	-	-	-	-	-	-	-	-	123,642	\$0.00	(548,970)
11	Knox County	-	-	-	-	-	-	-	-	-	40,607	\$0.00	(180,295)
12	Lincoln County	-	-	-	-	-	-	-	-	-	35,237	\$0.00	(156,452)
13	Oxford County	-	-	-	-	-	-	-	-	-	57,777	\$0.00	(256,530)
14	Penobscot County	-	-	-	-	-	-	-	-	-	152,199	\$0.00	(675,764)
15	Piscataquis County	-	-	-	-	-	-	-	-	-	16,800	\$0.00	(74,592)
16	Sagadahoc County	-	-	-	-	-	-	-	-	-	36,699	\$0.00	(162,944)
17	Somerset County	-	-	-	-	-	-	-	-	-	50,477	\$0.00	(224,118)
18	Waldo County	-	-	-	-	-	-	-	-	-	39,607	\$0.00	(175,855)
19	Washington County	-	-	-	-	-	-	-	-	-	31,095	\$0.00	(138,062)
20	York County	-	-	-	-	-	-	-	-	-	211,972	\$0.00	(941,156)
21	Totals	-	-	-	-	-	-	-	-	-	1,362,359		

Debris Removal	Emerg. Prot. Measures	Bridges and Roads	Water Control	Bldgs. And Equipment	Public Utility	Other
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-\$2,411,375.43 State Threshold

\$1,000,000 Large project
3,800 Small Project

State Agencies

31	PUBLIC DAMAGE							Total
	A	B	C	D	E	F	G	
32	-	-	-	-	-	-	-	-
33	-	-	-	-	-	-	-	-
34	-	-	-	-	-	-	-	-
35	-	-	-	-	-	-	-	-
36	-	-	-	-	-	-	-	-
37	Totals	-	-	-	-	-	-	-
38	Debris Removal	Emerg. Prot. Measures	Bridges and Roads	Water Control	Bldgs. And Equipment	Public Utility	Other	

Each county must meet its threshold; those must combine for the state to meet its threshold in total.

MEMA collects figures from towns/counties/ MaineDOT, etc., and requests the declaration.



PUBLIC ASSISTANCE TIMELINE

PDA and Disaster Declaration Request must be completed and submitted within **30 days** of the last day of incident period.

Request for Public Assistance (RPA) must be submitted within **30 days** of Declaration Date

30 + 30 = 60 Days from Date of Incident >>> RPA

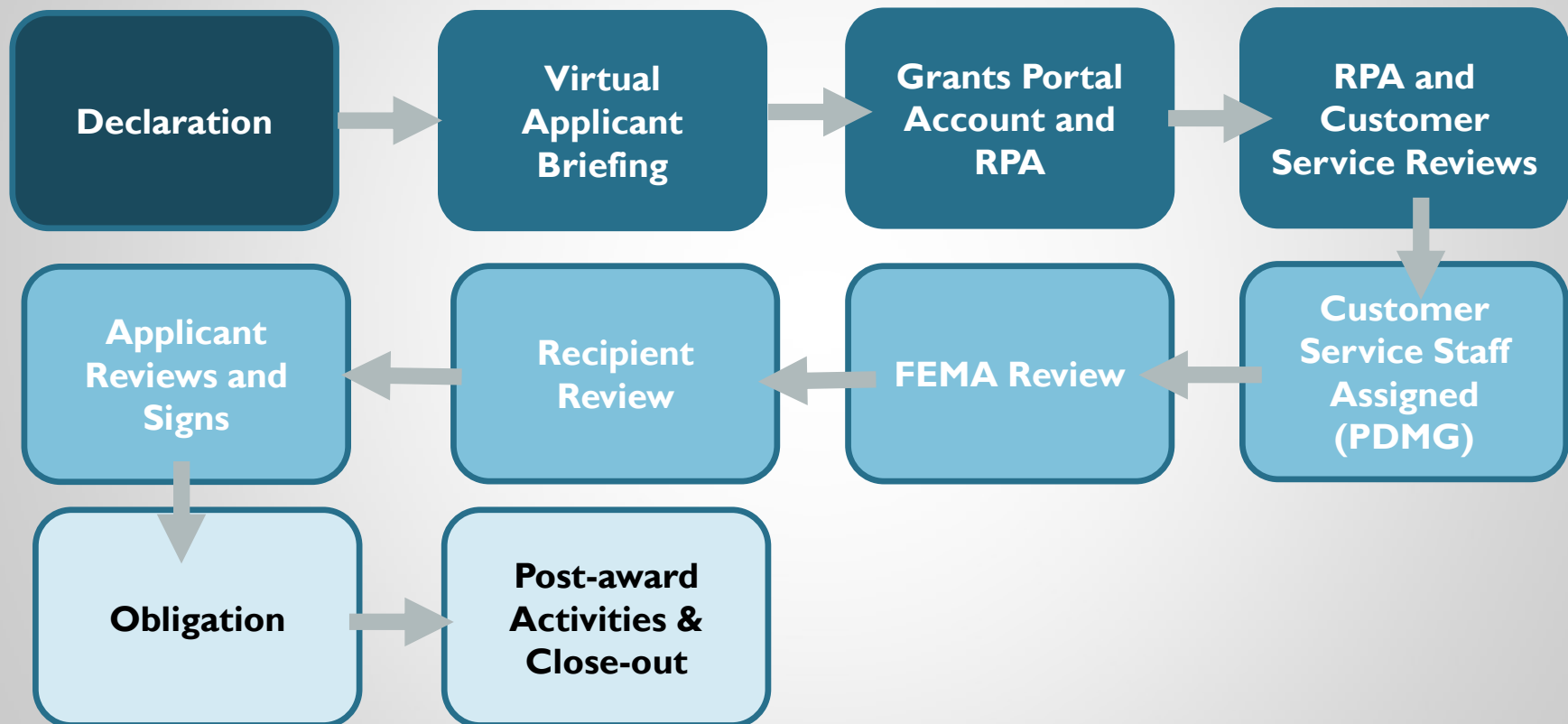


GETTING THE DISASTER & WELCOME TO FEMA-LAND





FEMA'S PUBLIC ASSISTANCE DELIVERY MODEL





DOCUMENTATION

Documentation is critically important for the initial stages of getting the Declaration, ensuring all eligible expenses are accounted for, and confirming all expected work and expenses were aligned with eligibility policies. This includes:

- **Images of before and after storm damage;**
- **Locations – GPS coordinates;**
- **Labor costs/timesheets & contracts;**
- **Insurance Policies;**
- **Invoices;**
- **Proof of Payment**



CREATING A PROJECT

- FEMA Public Assistance projects are differentiated into Small and Large Projects.
- Small Projects include all eligible work between \$3,800-\$999,000.
- Large Projects are anything equaling \$1,000,000 or more.
- The documentation requirements for closeout differ for these project levels.
- 100% documentation is required for all Large Projects; it is recommended for applicants to keep 100% documentation for projects of all sizes.



PROJECT WORKBOOKS

Disaster Activity: Road Debris Removal Jackson Street

Applicant:

Project #:

Disaster #:

COMPLETED WORK	Claimed Total	Total Hours
Force Account Labor ST time	\$ 21.53	1
Force Account Labor OT time	\$ 64.59	2
Force Account Labor OT 2 time	\$ -	0
Force Account Equipment	\$ -	0
Materials	\$ 500.00	
Rental Equipment	\$ -	
Contracts	\$ 7,000.00	
Total	\$ 7,586.12	

Force Account Labor Record

Disaster Activity: Road Debris Removal Jackson Street	Applicant:	Project #:	Enter Start date this column
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Name: Enter in Green Cell	Title: Select From List	Status: Select From List	Type	12/25/22	12/26/22	12/27/22	12/28/22	12/29/22	12/30/22	Insert extra Columns before this Column	FEMA Review Eligible Y/N	Total Hours	Hourly Rate	Claimed Fringe Rate	Rate with FB
John Doe	Operator	Full Time	ST	1								1	\$ 20.00	0.0765	\$ 21.53
John Doe			OT 1.5	2								2	\$ 30.00	0.0765	\$ 32.30
John Doe			OT 2												

Contract Summary Record

Disaster #: 4696DR

Contractor	Invoice #	Invoice Date	Dates Work Performed	Invoice Amt	Amt Claimed	Withdrawn/ Ineligible Total	File Name	Notes
General Contractor, Inc	785469	1/5/2023	12/26/22 - 12/31/2022	\$7,000.00	\$7,000.00		General Contractor, Inc. Invoice 785469.pdf	Replaced culvert and gravel



GRANTS PORTAL

Grants Portal

Dashboard

My Organization
Maine Emergency Management Agency (000-UDCU5-00)

Profile
Personnel
Events
Applicant Event Profiles
Exploratory Calls
Recovery Scoping Meetings
Damages
Work Order Requests
Work Orders
Projects

My Events

Filters > Filters Unchanged Columns Unchanged Quick Search Unchanged All Open for ... RUN QUERY ? HELP ☆

Quick Search... SEARCH ? SHOW/HIDE COLUMNS

Job #	Event Name	Event Type	Incident Start Date	Incident End Date	Declaration Date	Activity Completion Deadline	Recipient	Event Status	Field Staff Location	# Applicants
4647DR	4647DR-ME	Disaster	10/30/2021	10/31/2021	03/15/2022	03/15/2026	Maine Emergency Management Agency (000-UDCU5-00)	Open For PA	Joint Field Office (JFO)	24
4522DR	4522DR-ME	Disaster	01/20/2020	Ongoing	04/04/2020	04/04/2024	Maine Emergency Management Agency	Open For PA	Joint Field Office (JFO)	328

FEMA uses a web-based system (Grants Portal) to manage the PA grant system. All recipients and sub recipients must have an account to participate.



GRANT ADMINISTRATION

Grants Portal

Dashboard

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Maine Emergency Management Agency (000-UDGUS-00)

Profile
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Work Orders

Support Center

- FAQ**
Get answers to frequently asked questions (FAQs) to assist in day-to-day activities.
- Resources**
Instructional tools and resources to assist in day-to-day activities.
- Feedback?**
Provide feedback on an issue or suggestion for the system to FEMA.
- Your Account**
View your personnel profile and manage your project subscriptions.
- Contact Us**
Information to call or email the FEMA Grants Portal Hotline.

<https://grantee.fema.gov/#support>

Grants Portal is where all your project information and documentation is stored and shared with FEMA.



PROJECT RECONCILIATION AND CLOSEOUT

- FEMA closes Large Projects individually as each is completed
- FEMA closes Small Projects together when the last Small Project is completed
- Please notify Maine.Recovery@maine.gov as each Large Project is completed or when you have completed your last Small Project





LARGE PROJECT RECONCILIATION AND CLOSEOUT

- Final eligible amount for a Large Project (\$1,000,000) is the actual documented cost of the completed, eligible Scope of Work
- Applicant is required to provide documentation for each site which may include the following:
 - Site map; description of emergency response activities; documentation to support costs claimed (see the Public Assistance Program and Policy guide for further information)
- Explanation of cost differences from estimated amount
- Reports must be submitted quarterly that include:
 - Total expenditures to date for each project;
 - Status of the project;
 - Projected completion date;
 - Any circumstances that could delay the project



SMALL PROJECT RECONCILIATION AND CLOSEOUT

- FEMA does not adjust the approved amount of an individual Small Project even when the estimated cost differs from the actual costs
- Adjustments are made on individual Small Projects if one of the following conditions applies:
 - The Applicant did not complete the approved Scope of Work;
 - The Applicant requests additional funds related to an eligible change in Scope of Work;
 - The Project Application contains inadvertent errors or omissions;
 - Actual insurance proceeds differ from the amount deducted in the Project Application



ADDITIONAL RESOURCES – HAZARD MITIGATION

The FEMA Hazard Mitigation Grant Program (HMGP)

These are post-disaster grants that become available after a Presidential disaster declaration. The application process is administered by the State. HMGP is competitive statewide.

Hazard mitigation projects are actions taken to protect property. Some common examples of hazard mitigation projects include, but are not limited to:

- Culvert Upsizing/Drainage Improvement
- Acquisition/Demolition
- Structure Elevation
- Critical Infrastructure Retrofits/Upgrades
- Road/Bank Stabilization
- Building Code Adoption & Enforcement Activities
- Hazard Mitigation Planning
- Project Scoping to Obtain Data for Future Flood Mitigation Projects





ADDITIONAL RESOURCES – IA

Individual Assistance (IA) Program helps to coordinate emergency needs for individuals and organizations during/following a disaster. This includes serving as:

- Voluntary Agency Liaison (VAL) to MEVOAD (Maine Voluntary Organizations Active in Disaster)
- Donations Coordination Team Chair
- State Rep to FEMA Emergency Food and Shelter Program (EFSP) State Set-aside committee
- State advisor to Maine Long Term Recovery Board
- Advocate for programs to build IA capacity in Maine
- Lead IA program implementation during disaster

THANK YOU & STAY SAFE

Contact: Naomi Petley & Maine Public Assistance Team

Public Assistance Officer

General Mailbox

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