

An aerial photograph of a large hurricane with a distinct eye, swirling over a dark blue ocean. The clouds are white and grey, showing the characteristic spiral pattern of a tropical storm.

Seeking and Receiving Federal Assistance

FEMA

federal grants and how to obtain them

The Journey

Key

Fence

Road



The Journey

- Knowledge
- Challenges, Problems, Obstacles
- Future



Not IF.....

But

WHEN!

ATLANTIC BASIN SEASONAL HURRICANE FORECAST AS OF MAY 31, 2006

Named Storms	17	<u>Probability At Least One Major (Category 3-4-5)</u> <u>Hurricane Landfall</u>	
Hurricanes	9	Entire US Coastline	82%
Hurricane Days	45	US East Coast inc. FL	69%
Intense Hurricanes	5	Gulfcoast from FL Panhandle westward to Brownsville	38%
Intense Hurricane Days	13	Above average major risk in Caribbean	

LESSONS LEARNED FROM THE SCHOOL OF !!@*\$#!!

- FEMA is a four letter word
- FEMA is NOT your Piggy Bank
- FEMA does not do waterside debris
- The Devil is in the DETAILS
- It takes a
Together
Everyone
Achieves
More

HOW DO YOU PREPARE...

DOCUMENT

DOCUMENT

DOCUMENT

The following list outlines the general **Sequence of Events** during a disaster. This sequence may vary based on the circumstances of the disaster.

- Disaster occurs
- Local response – emergency operations center activation - declaration of state of emergency
- Continue emergency work – maintain records (labor, equipment, materials, and contracts)
- Compile initial estimated damage. Report to State emergency management agency
- Evaluate needs and request State/Federal assistance
- Federal/State survey of need – Preliminary Damage Assessment
- Governor's request for Federal assistance
- Presidential declaration
- Designate Applicant's agent
- Attend Applicants' Briefing and submit a *Request for Public Assistance*
- Attend Kickoff Meeting with Public Assistance Coordinator (PAC) – discuss project formulation
- Prepare *Project Worksheets* – work with the PAC
- Address applicable Special Considerations (floodplain management, insurance, hazard mitigation and compliance with environmental and historic preservation laws)
- Complete application for Federal funds
- Maintain required documentation (labor, equipment, materials, and contracts)
- Receive payment of small projects - for Federal share and possibly State share
- Complete approved disaster work within time allowed
- Request final inspections
- Submit documents for final inspection, program review and close-out
- Receive reimbursement – final payment on large projects
- Keep all documentation for 3 years after Applicant final expenditure report

Sequence Of Events



Reference: *Public Assistance Guide, FEMA 322, Appendix A*

What do I need to do when a Disaster Strikes?

To ensure that work performed is well-documented both before and after a disaster is declared, you should:

- Designate a person to coordinate the accumulation of records
- Establish a file for each project where work has been or will be performed
- Maintain accurate disbursement and accounting records to document the work to be performed

What type of documentation do I need?

All of the documents pertaining to a project should be filed together with the corresponding Project Worksheet and maintained as the permanent record of the project. These records become the basis for verifying the final project costs, and, for small projects, will be used to sample and validate your estimated project costs.

Documentation is the process of establishing and maintaining accurate records of events and expenditures related to your disaster recovery work. The information required for your documentation basically describes the “who, what, when, where, why and how much” for each item of disaster recovery work.

How do I apply for Public Assistance?

- At the Applicant's Briefing you will be provided with the first form required to apply for the program called the *Request for Public Assistance (RPA)*
- You are not required to wait until the applicant's briefing for the RPA. Florida applicants can view and submit the RPA at floridapa.org
- The RPA establishes you as an applicant and initiates the Public Assistance process on your behalf.
- The RPA must be submitted within 30 days of the declaration/area designation date

Who do I contact about an Applicant Briefing and what will be discussed?

- Contact your County Emergency Management Agency to obtain a schedule.
 - Topics of Discussion
 - PA/Infrastructure Support Programs
 - Eligibility of applicant, work and costs
 - Work categories
 - Funding Options
 - Insurance Requirements
 - 406 Hazard Mitigation
 - Preparation for the Project Worksheet (PW) process
 - Preparations for Kick-off Meeting
 - Role of FEMA's Public Assistance Coordinator (PAC)
 - The appeal process
 - Requirements and the process of the PW

Topics of Discussion Continued

- Record keeping and document preparation
- Contracting procedures
- Mitigation requirements
- Small & large project requirements
- Review and approval process
- Definitions and terms
- Deadlines
- Final Inspections
- Final Claims
- Closeouts

What does the PAC do?

A **PAC** works in partnership with an applicant from beginning to end, providing comprehensive information, explanation, and technical assistance. As needed, the PAC can help document damage, determine eligible repair work, estimate costs, develop work projects, and identify issues, such as, insurance coverage, environmental hazards, and historic buildings, which require special attention. The earlier these considerations are identified, the sooner they can be resolved and public assistance funding made available.

Insurance

What happens if a facility is insured?

FEMA must reduce all project grants for insured property by the amount of actual insurance proceeds received or by the amount of proceeds that can be reasonably anticipated from review of the insurance policy. This reduction will be made prior to project approval and noted in the cost estimating section of the project worksheet.

Categories of Work

- A Debris Removal
- B Protective Measures/Temporary Repairs
- C Roads and Bridges
- D Water Control Facilities
- E Buildings and Equipment
- F Utilities
- G Parks, Recreational Facilities, and Other Items

Reimbursement & Time Lines

Cat A & B – 6 months

Other Categories – 12-18 months

Project Worksheets

- Cat A & B
- Cat A & B 72-Hour
- Permanent Work
 - Combining Categories
- Alternate Projects
- Mitigation Projects

Small vs. Large Project

- To facilitate review, approval and funding, repair projects are divided by dollar amount to small and large projects.
- Small Project – emergency or permanent work costing from \$1,000 to \$57,000 (Fiscal Year 2006 and is adjusted annually)
- Large Projects – (over \$57,000) will be formulated as a team effort with FEMA. Only the basic description of the project and a broad cost estimate is required.

Non-obligated

Hurricane Wilma							
PW	Description	Eligible Amt	FEMA	FEMA ADMIN	STATE	Insurance	Total
5372	Debris Removal - Cat A	\$12,700.01	\$9,525.01	\$381.00	\$1,587.50	\$0.00	\$11,493.51
5382	Debris Removal - 72 hour	\$3,229.28	\$3,229.28	\$96.88	\$0.00	\$0.00	\$3,326.16
6263	MOC Exterior	\$188,126.79					
6446	FMT	\$86,771.05					
6534	Security Lighting	\$83,557.35					
6547	Docks, Wharfs & Piers	\$106,040.57					
7068	POC & - Bldg 12 & 13	\$106,494.70					
7081	Avenue E Guardhouse	\$78,955.00					
7296	Portwide Fencing	\$28,525.00					
7356	Portwide Warehousing	\$30,545.47					
7803	Old Gulfstream - Bldg #14 - Alternate	\$1,346,111.25					
7920	Tropical Building D - #7 - Mitigation	\$429,838.50					
7939	MOB	\$33,892.28					
7941	Merchant's Cement Wall - Bldg #5	\$5,265.39					
7942	Eastern Freight Office - Bldg #12	\$108,144.00					
tbd	Emergency/Temp Repairs Cat B	\$68,387.41					
tbd	MOC Interior (estimated)						
tbd	Cat B - 72 hour	\$29,650.98					
		\$2,746,235.03	\$12,754.29	\$477.88	\$1,587.50	\$0.00	\$14,819.67

Obligated

Hurricane Wilma

PW	Description	Eligible Amt	FEMA	FEMA ADMIN	STATE	Insurance	Total
5372	Debris Removal - Cat A	\$12,700.01	\$9,525.01	\$381.00	\$1,587.50	\$0.00	\$11,493.51
5382	Debris Removal - 72 hour	\$3,229.28	\$3,229.28	\$96.88	\$0.00	\$0.00	\$3,326.16
6263	MOC Exterior	\$166,660.20					\$0.00
6446	FMT	\$37,800.00	\$28,350.00	\$1,134.00	\$4,725.00		\$34,209.00
6534	Security Lighting	\$83,557.35					\$0.00
6547	Docks, Wharfs & Piers	\$106,040.57					\$0.00
7068	POC & - Bldg 12 & 13	\$61,709.33					\$0.00
7081	Avenue E Guardhouse	\$40,513.41	\$30,385.06	\$1,215.40	\$5,064.18		\$36,664.64
7296	Portwide Fencing	\$28,525.00					\$0.00
7356	Portwide Warehousing	\$30,545.47	\$22,909.10	\$615.83	\$3,818.18		\$27,343.11
7803	Old Gulfstream - Bldg #14 - Alternate	\$825,251.25					\$0.00
7920	Tropical Building D - #7 - Mitigation	\$234,650.59					\$0.00
7939	MOB	\$33,892.28					\$0.00
7941	Merchant's Cement Wall - Bldg #5	\$5,265.39	\$3,949.04	\$157.96	\$658.17	\$0.00	\$4,765.17
7942	Eastern Freight Office - Bldg #12	\$108,144.00					\$0.00
8180	Emergency/Temp Repairs Cat B	\$68,387.41					\$0.00
8249	MOC Interior (estimated)	\$13,015.87	\$9,761.90	\$260.32	\$1,626.98		\$11,649.20
8176	Cat B - 72 hour	\$11,034.04	\$11,034.04	\$220.28	\$0.00		\$11,254.32
tbd	POC Bldg #13 Interior						\$0.00
tbd	White Elephant						\$0.00
		\$1,870,921.45	\$119,143.43	\$4,081.67	\$17,480.01	\$0.00	\$140,705.11

Do all contracts have to be competitively bid?

All contract procurement should be conducted in a manner providing full and open competition in compliance with state and local procurement regulations. Contracts will normally be competitively bid unless one of the following instances apply:

- The item is available only from a single source
- The awarding agency authorizes noncompetitive proposals
- After solicitation of a number of sources, competition is determined inadequate; or
- The contract will eliminate or reduce an immediate threat to life, public health or safety



Solid Waste Authority <i>Recycle Right</i>	
Load Ticket	
No. 00-278600	PC# 2655/267
Truck Certification No. 203613	
Truck Measured Capacity (CY) 33	Date 11/21/05
Prime Contractor DEVLAND	
Sub 1 Contractor D.D. TRIG SERV (1877)	
Sub 2 Contractor	
Driver's Name DANIEL	
Loading Site (Street, HWY, or Intersection) 100 MIDDLE RD.	PHWA- Yes <input type="checkbox"/>
Departure Time 11:10 (AM/PM)	
Loading Site Monitor	Print Name
ID # DAVE HUNT	
Signature <i>JDH</i>	
Debris Type (Check One)	Stumps (List Capacity by Size)
<input type="checkbox"/> Vegetation	<input type="checkbox"/> 24" to 48"
<input checked="" type="checkbox"/> Mixed (Veg & Trash)	<input type="checkbox"/> 49" to 74"
<input type="checkbox"/> Construction/Demolition	<input type="checkbox"/> ≥ 75"
<input type="checkbox"/> Other	
Measured Capacity 33 CY X 85% = 28.05	Volume Hauled
Total CY	
Disposal Site Location	
Arrival Time 11:30 AM/PM	
Disposal Site Monitor	Print Name
ID # TERRY NUTT	
Signature <i>Terry Nutt</i>	
Notes	
00278600	
<small>White—SWA Canary & Blue—Site Mgr Pink—Prime Green & Gold—Driver</small>	

Solid Waste Authority <i>Recycle Right</i>	
Load Ticket	
No. 00-278601	PC# 2667
Truck Certification No. 203612	
Truck Measured Capacity (CY) 25	Date 11/21/05
Prime Contractor DEVLAND	
Sub 1 Contractor JORGE GLEZ (182)	
Sub 2 Contractor	
Driver's Name JORGE	
Loading Site (Street, HWY, or Intersection) 100 MIDDLE R	PHWA- Yes <input type="checkbox"/>
Departure Time 11:10 (AM/PM)	
Loading Site Monitor	Print Name
ID # DAVE HUNT	
Signature <i>JDH</i>	
Debris Type (Check One)	Stumps (List Capacity by Size)
<input type="checkbox"/> Vegetation	<input type="checkbox"/> 24" to 48"
<input checked="" type="checkbox"/> Mixed (Veg & Trash)	<input type="checkbox"/> 49" to 74"
<input type="checkbox"/> Construction/Demolition	<input type="checkbox"/> ≥ 75"
<input type="checkbox"/> Other	
Measured Capacity 25 CY X 85% = 21.25	Volume Hauled
Total CY	
Disposal Site Location	
Arrival Time 11:30 AM/PM	
Disposal Site Monitor	Print Name
ID # TERRY NUTT	
Signature <i>Terry Nutt</i>	
Notes	
00278601	
<small>White—SWA Canary & Blue—Site Mgr Pink—Prime Green & Gold—Driver</small>	

Category A – Debris



Emergency Protective Measures

Emergency Protective Measures are actions taken by Applicants before, during, and after a disaster to save lives, protect public health and safety, and prevent damage to improved public and private property. Emergency communications, emergency access and emergency public transportation costs may also be eligible.

Examples of eligible emergency protective measures are:

- Warning devices (barricades, signs, and announcements)
- Search and rescue
- Security forces (police and guards)
- Construction of temporary levees
- Provision of shelters or emergency care
- Sandbagging
- Bracing/shoring damaged structures
- Provision of food, water, ice and other essential needs
- Emergency repairs
- Emergency demolition
- Removal of health and safety hazards



References: Section 403 of the Stafford Act
44 CFR §206.201(b) and §206.225
Public Assistance Guide, FEMA 322, pages 47-52

Category B

Emergency Repairs/Protective Measures



Installation of Hurricane Shutters prior to storm



Roofing materials being delivered to damaged sites and temporary repairs following storm

Is there a way to get money fast?

Immediate Needs Funding (INF) is money earmarked for the most urgent work in the initial aftermath of a disaster.

Up to 50% of Federal Share estimate of emergency money for emergency work that must be performed and paid for within first 60-days such as:

- Debris Removal
- Emergency Protective Measures
- Removal of health and safety hazards

Funds can be used for:

- Temporary Labor Costs
- Overtime Payroll
- Equipment & Materials

Permanent Work

Permanent Work refers to any activity that must be performed to restore a damaged facility, from minor repairs to complete replacement. The work is grouped into categories (see **Categories of Work**). There are three basic criteria for permanent work:

- **Design:** FEMA provides funds to restore a facility to its pre-disaster design. If a gravel road is washed out during a flood, FEMA cannot provide a grant to replace the gravel with a paved surface.
- **Function:** The facility must perform the same function that it was designed to perform before the disaster. For example, a school gymnasium is in need of repair after an earthquake. The school district proposes to convert the space into a two-story office complex. Only the repairs to the gym are eligible. FEMA cannot provide a grant for the conversion to office space.
- **Pre-disaster capacity:** The restored facility must operate at the capacity available before the disaster. For example, a hospital designed for 100 beds is damaged beyond repair during a hurricane. The eligible replacement facility must be designed for at least 100 beds. FEMA will not reimburse for the cost to build a larger hospital required due to a greater service area or over-utilization of space. If code dictates a larger area per unit of capacity, only then will FEMA pay to increase the size of the building?



FEMA may make exceptions to these criteria for Alternate and Improved Projects (see **Alternate Projects** and **Improved Projects**).

*References: Section 406 of the Stafford Act
44 CFR §206.201(g) and §206.226
Public Assistance Guide, FEMA 322, pages 44 and 53-60*

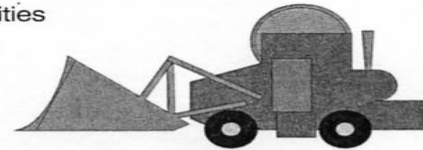
Alternate Projects

Occasionally an Applicant may determine that the public welfare would not be best served by restoring a damaged facility or its function to the pre-disaster design. This usually occurs when the service provided by the facility is no longer needed, although the facility was still in use at the time of the disaster. Under these circumstances, the Applicant may

apply to FEMA to use the eligible funds for an **Alternate Project**.

Possible alternate projects include:

- Repair or expansion of other public facilities
- Construction of new public facilities
- Purchase of capital equipment
- Funding of hazard mitigation measures in the area affected by the disaster



The alternate project option may be proposed for both small and large projects, but only for permanent restoration projects located within the declared disaster area. All requests for alternate projects must be made within 12 months of the Kickoff Meeting and approved by FEMA prior to construction.

Alternate projects are eligible for 75 percent of the approved Federal share of the estimated eligible costs associated with repairing the damaged facility to its pre-disaster design, or the actual costs of completing the alternate project, whichever is less. The share of the costs may be increased to 90 percent for publicly owned facilities where unstable soils are present at the site of the damaged facility (see **Unstable Soil**). This exception does not apply to Private Nonprofit facilities.

The proposed alternate project may not be located in the regulatory floodway and will have to be insured if located in the 100-year floodplain (see **Insurance**). Funding may not be used for operating costs or to meet the State or local share requirement on other public assistance projects or projects that utilize other Federal grants. 406 Hazard Mitigation funds cannot be applied to an alternate project (see **Hazard Mitigation, Section 406**). An environmental assessment will be performed for all alternate projects.

*References: Section 406 (c)(1) of the Stafford Act
44 CFR §206.203(d)(2)
Public Assistance Guide, FEMA 322, pages 84-85*

Alternative Projects



Pre-Wilma



Post-Wilma

10.25.2005



Approved Alternate Project 6.26.2006

Alternate Project

Hurricane Wilma		
PW	Description	Eligible Amt
7803	Old Gulfstream - Bldg #14 - Alternate	\$1,346,111.25
7803	Old Gulfstream - Bldg #14 - Alternate	\$825,251.25



Post Hurricane Wilma



Demolition Phase

Hazard Mitigation, Section 404



Hazard Mitigation is any sustained action taken to reduce or eliminate long-term risk to people and property from natural hazards and their effects. One type of hazard funding provided for in the Stafford Act, **Section 404**, is the Hazard Mitigation Grant Program (HMGP). HMGP funding is available after disasters, but is not under the jurisdiction of the Public Assistance Program. Program grant funds available under Section 404 of the Stafford Act provide states with the incentive and capability to implement mitigation measures that previously may have been infeasible. The main purpose of the HMGP is to ensure that the opportunity to take critical mitigation measures to protect life and property from future disasters is not lost during the recovery and reconstruction process following a disaster.

The State is responsible for soliciting applications from eligible Applicants. Eligible Applicants include State and local governments, certain private nonprofit organizations, and Native American tribes and Alaskan Native Villages. Projects submitted to the State must be in keeping with the State's hazard mitigation plan, address severe detrimental impacts, and have the greatest potential to reduce future losses. Eligible projects include acquisition of hazard-prone property, retrofitting existing buildings and facilities, elevation of floodprone structures, and infrastructure protection measures.

Applicants who have questions regarding the Hazard Mitigation Grant Program should contact the Public Assistance Coordinator, Disaster Field Office staff, or the State Hazard Mitigation Officer.

References: Section 404 of the Stafford Act
Hazard Mitigation Grant Program Desk Reference, FEMA 345
Public Assistance Guide, FEMA 322, pages 98-99

Hazard Mitigation, Section 406



Hazard Mitigation, **Section 406**, is a funding source for cost-effective measures that would reduce or eliminate the threat of future damage to a facility damaged during the disaster. The measures must apply only to the damaged elements of a facility rather than to other, undamaged parts of the facility or to the entire system. For example, if flooding inundates a sanitary sewer and blocks the manholes with sediment, mitigation to prevent the blockage of the damaged manholes in a future event may be considered eligible. However, work to improve undamaged manholes using the same method would not be eligible, even though the manholes are part of the same system.

Hazard mitigation measures restore a facility beyond its pre-disaster design. Section 406 mitigation measures are considered part of the total eligible cost of repair, restoration, reconstruction, or replacement of a facility. They are limited to measures of permanent work, and the Applicant may not apply mitigation funding to alternate projects or improved projects if a new replacement facility is involved. Upgrades required to meet applicable codes and standards are not "mitigation measures" because these measures are part of eligible restoration work.

References: Section 406(e) of the Stafford Act
44 CFR §206.201(f) and §206.226(c)
Hazard Mitigation Funding Under Section 406 (Stafford Act),
FEMA Policy 9526.1, dated August 13, 1998
Public Assistance Guide, FEMA 322, pages 98-101

Mitigation Project



Proactive vs. Reactive

- Begin during the budget process
- Form a committee with key staff
- Appoint a records coordinator
- Develop a program
- Delegate pre-disaster assignments
- Meet weekly
- **DOCUMENT * DOCUMENT * DOCUMENT**

Resources

- Public Assistance Resource Notebook
 - Frequently Asked Questions
 - Public Assistance Guide
 - FEMA Policy Digest
 - Forms & Instructions, List of Documents, Sample PWs
- www.floridapa.org
- www.training.fema.gov
- www.fema.gov