

Overview

FEMA Public Assistance



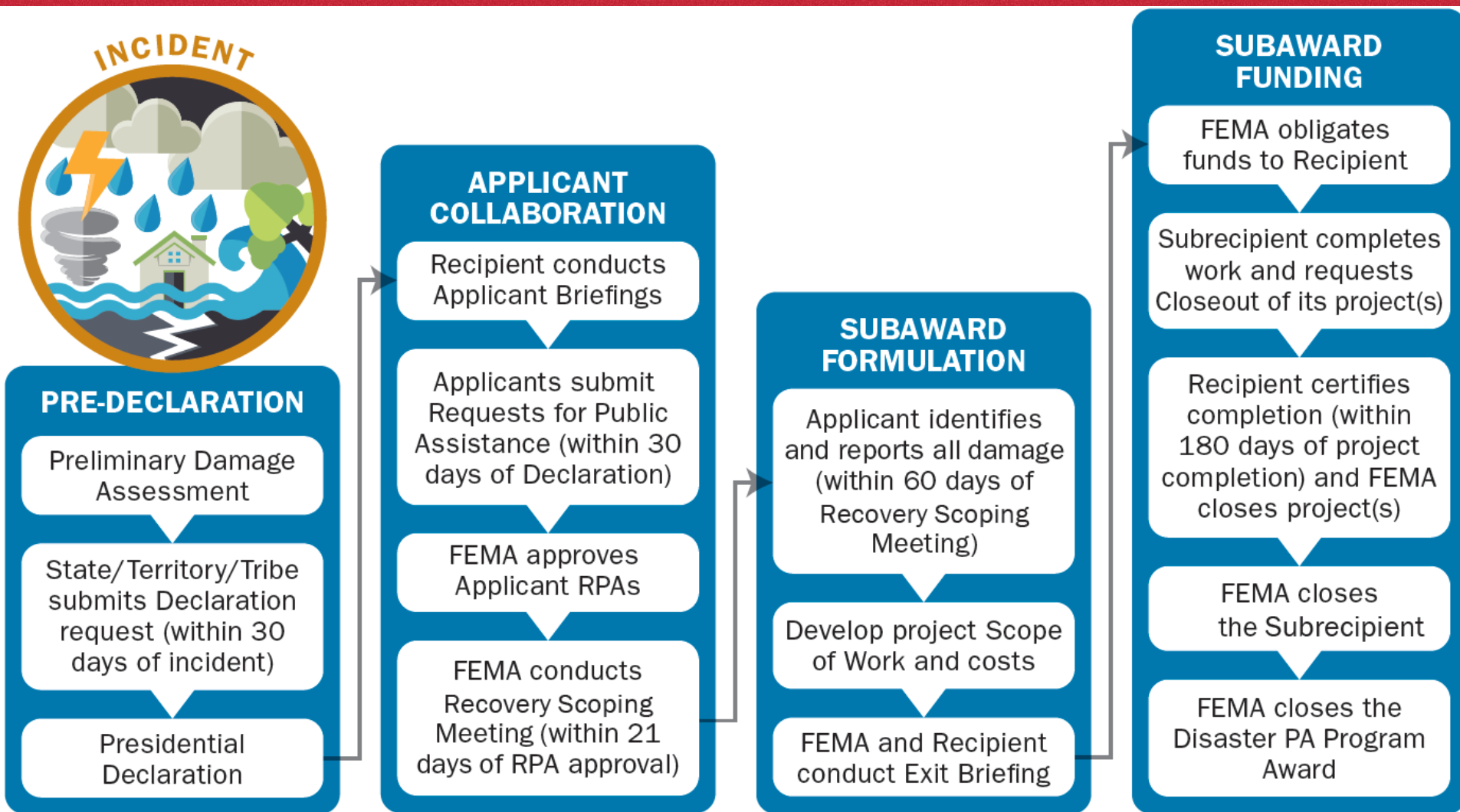
Overview Objectives

The main areas of focus will be:

- **General understanding of FEMA PA Program**
- **Process**
- **Eligible Costs**
- **Expectations**
- **Questions**



Public Assistance Program Overview



Public Assistance Program Overview

- FEMA's Public Assistance (PA) program provides federal disaster grant assistance for debris removal, emergency protective measures, and the repair or replacement of disaster-damaged property to state and local governments and certain private non-profits.
- Grant monies flow through the Recipient (State) to the Sub-Recipient.
- No less than 75% Federal cost share.
- Non-Federal share is sometimes split between Recipient and Sub-recipient.



Declarations

EM vs DR

- Emergency Declarations (EM) include only Emergency Work categories A & B
 - Sometimes granted prior to event occurrence
 - Snowstorms, hurricanes, etc.
 - Think: Life, safety
- Major Disaster Declarations include call categories of work (A-G)
 - Permanent Work categories (C-G)
 - Includes 406 and 404 Hazard Mitigation



Post Disaster Declaration Activities

- Applicant Briefing – Hosted by Recipient
 - Request for Public Assistance (RPA)
 - Exploratory Call (EC) - FEMA
 - Recovery Scoping Meeting (RSM) – FEMA
 - Subgrant Application Development
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- EC, RSM and Subgrant Application Development are all scheduled and processed in the FEMA **Grants Portal**.



Request for Public Assistance (RPA)

- The RPA (FEMA Form 9049) is used to apply for the PA Program
 - *FEMA also refers to it as a pre-application
- Submitted within 30 days of declaration
 - Of the respective area
- Reviewed and approved by FEMA/State
 - FCO/SCO/PAGS



Categories of Work

Emergency Work:

- Category A: Debris Removal
- Category B: Emergency Protective Measures

Permanent Work

- Categories C – G

COVID-19 EM Declarations

- Incident Period: January 20, 2020 and Continuing
- Declared on March 13, 2020



Category B: Emergency Protective Measures

Eligible Costs

Costs potentially eligible for reimbursement under this declaration are those expenses that fall under the FEMA Category B, Emergency Protective Measures expense category. A few examples of these costs are:

- Labor / supply costs for mass care operations
- Measures taken to protect patients and staff
- Overtime paid to employees caring for COVID – 19 patients
- Costs of PPE associated with COVID - 19
- Costs for contractors performing emergency protective work
- Other costs the hospital would not normally incur during regular operations
- Costs associated with isolation of employees exposed to COVID – 19 during patient care



Grants Portal

Grants Portal is a web-based application that enables Public Assistance Recipients and Sub-Recipients to complete, submit, monitor, and manage Public Assistance applications online. Grants Portal was created to streamline subgrant development and enable the usage of FEMA's Consolidated Resource Center (CRC).

EMMIE is still utilized for reviews and obligation.

The Grants Management Modernization program (GMM) was initiated in 2015, in part, due to EMMIE's failure to capture and manage pre and post award activities. Grants Portal was created as a result.



Accessing Grants Portal

Sub-recipients and Recipients are provided access to FEMA's Grants Portal. The Portal communicates with FEMA's internal Grants Manager system.

A Sub-recipient may grant access to personnel necessary for grant formulation, data input, documentation upload, project development, and project review.

Sub-recipients and Recipients will determine the level of access given to each user based on need.



Damage Inventory

The Damage Inventory lays the foundation for all future actions including:

- Project Formulation
- Damage Description and Dimensions
- Scope of work
- Cost estimates

All of which lead to the Applicant acquiring grant funding.

***The DI is the mechanism for reporting damages to FEMA within 60 days of the Recovery Scoping Meeting (RSM).



Completed Damage Inventory Template & Save

The screenshot shows a Google Sheet titled "Damage Inventory" with a form and a data table. The form at the top contains fields for disaster information, applicant details, and program delivery manager contact information. Below the form is a table with 14 columns: Category, Name of damage/facility, Address 1, Address 2, City, State, Zip, Latitude, Longitude, Describe Damage, Primary Cause of Damage, Amount, Cost, Is Work Complete, Labor Type, Has received PA, granted on this facility in a past, and Applicant priority. The first row of the table is highlighted in blue and contains the following data: Fire Station R9, 1611 Headway Cir, Bldg 2, Austin, TX, 78754, 30.33234, -9768259, Lights, Hurricane, \$50,000, 30%, FA, U, High. A red bracket is drawn under the first row of the table, and a text box with the text "Complete each column then save on your computer" is overlaid on the table.

Category	Name of damage/facility	Address 1	Address 2	City	State	Zip	Latitude	Longitude	Describe Damage	Primary Cause of Damage	Amount	Cost	Is Work Complete	Labor Type	Has received PA, granted on this facility in a past	Applicant priority
	Fire Station R9	1611 Headway Cir	Bldg 2	Austin	TX	78754	30.33234	-9768259	Lights	Hurricane	\$50,000	30%	FA	U	High	

Complete each column then save on your computer

DO NOT CHANGE TEMPLATE OR SKIP LINES

Project Formulation

Project Formulation is the process of grouping Damage Inventory (DI) items into logical projects.

Things to consider when grouping DI items into projects:

- Category of Work (A-G)
- Geographic Location
- Insurance Coverage
- Environmental or historic preservation issues
- Other eligibility issues
- Cost
- Prioritization



Essential Elements of Information

Essential Elements of Information (EEI) consists of the required information and documentation necessary to develop, review and process a Sub-recipient's grants.

All projects in Grants Portal have an EEI section that must be completed prior to submission of the grant to FEMA for review.

FEMA or the Sub-recipient may complete the EEI. Here are a few examples of information gathered through the EEI process:

- Legal responsibility
- Pay and Overtime Policy
- Means of completing work (Force Account, Contract)
- Permitting and EHP issues



EEI Worksheet

Essential Elements of Information

- Required for every Subgrant Application (PW)
- Captures:
 - What was done
 - Why
 - Circumstances
 - How work was/will be completed
 - Cost
 - Other
- Different for each project
- Dictates documentation requirements
- Completed via FEMA Grants Portal



Type of Work/Costs Claimed: Documentation and Information Required for All Categories and Lanes

For each job completed, submit the following documents and information depending on the type of work done/costs claimed.

If the Applicant wishes to participate in **Small Project Self-Certification** (categories B-G Completed projects only), the only documents needed are the Summary Records for each labor/equipment type. Other information listed below will still be requested in the EEl's.

Force Account Labor

Documents

- ☐ Force Account Labor Summary
- ☐ Force Account Labor Payroll Timesheets
- ☐ Force Account Work Order/ Activity Log
- ☐ Force Account Labor Pay Policy
- ☐ Force Account Fringe Benefit Calculation

Other Information

- ☐ Number of regular hours
- ☐ Number of overtime hours
- ☐ Claimed cost
- ☐ Was work performed by a department? Which?

Force Account Equipment

Documents

- ☐ Force Account Equipment Summary
- ☐ Force Account Work Order/ Activity Log
- ☐ Force Account Equipment Rate Costs

Other Information

- ☐ Number of hours
- ☐ Claimed cost

Force Account Materials

Documents

- ☐ Force Account Material Summary
- ☐ Force Account Historical Cost Summary
- ☐ Force Account Materials Invoices/Receipts

Other Information

- ☐ Claimed cost

Contract

Documents

- ☐ Contract Costs Summary
- ☐ Contract Document
- ☐ Procurement Policy
- ☐ Contract Bid/Plus Section Processes
- ☐ Invoices

Other Information

- ☐ Which types of contracts were used?
- ☐ How was the contract procured?
- ☐ Claimed cost

Mutual Aid/MOU

Documents

- ☐ Mutual Aid Agreement
- ☐ Mutual Aid Timesheets
- ☐ Mutual Aid Work Order/ Activity Log
- ☐ Mutual Aid Invoices
- ☐ Mutual Aid Summary
- ☐ Mutual Aid Equipment Record
- ☐ Mutual Aid Materials
- ☐ Mutual Aid Equipment Rate Costs

Other Information

- ☐ Who was the mutual aid with?
- ☐ Claimed cost

Emergency medical care and support

- Was the Emergency Medical Care and Support occurring within the declared incident area?
- Do the Medical Care costs extend beyond 30 days from the declaration date? If so, has FEMA extended the eligible time frame for medical care?
- Are the costs associated with the emergency medical care customary for the emergency medical services provided?

Emergency Operations Center

- Provide Activity/Locations listing
- Include the full address and GPS coordinates for each EOC
- Include EOC start and end dates
- Include lease agreements and invoices, if applicable
- Include invoices/receipts for meals, supplies, and increased utility costs if claimed

Mold remediation

- Provide Activity/Locations listing
- Describe how incident conditions caused the growth and/or spreading of mold in structures and/or on contents, to include how the mold caused threats to public health.
- Did the Applicant receive a technical evaluation from an indoor environmental professional, who was/is independent of the remediation company?
- Has the Applicant demonstrated historical maintenance, that of which a prudent entity would perform? Include a maintenance record.
- Did the Applicant take protective measures to prevent the spread of mold in a reasonable time after the incident?

Safety inspections

- Provide Activity/Locations listing
- Total number of facilities with safety inspections performed
- Start and end of safety inspection operations
- If safety inspections' specific purpose was to determine whether the facility(ies) were safe for entry, occupancy, and lawful use and not to assess damage, please explain.
- If not, please submit correspondence, emails, letters, etc.

Provision of supplies and commodities

- Provide Activity/Locations listing
- If costs associated with the purchasing of supplies and commodities required for emergency protective measures, excluding what may be being claimed for emergency shelter, EOC and/or evacuation costs?
- Please describe how the supplies/commodities were necessary for eligible emergency protective measures.
- Please describe justification as to how the applicant held a legal obligation to provide the supplies and/or commodities.

Expectations

- **Health and Human Services (HHS)**
 - Lead Federal Agency (LFA)
- **Other Federal Grant Programs**
 - Head Start, DOT, etc.

This Emergency Declaration does not change measures authorized under other federal statutes and HHS remains the lead federal agency directing the federal response to COVID-19. FEMA actions will be **in support of HHS** and in coordination with state, tribal and territorial governments. Eligible emergency protective measures taken at the direction or guidance of public health officials in response to this emergency, and **not supported by the authorities of another federal agency, will be reimbursed strictly under the FEMA Public Assistance program.**



Questions and Discussion



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