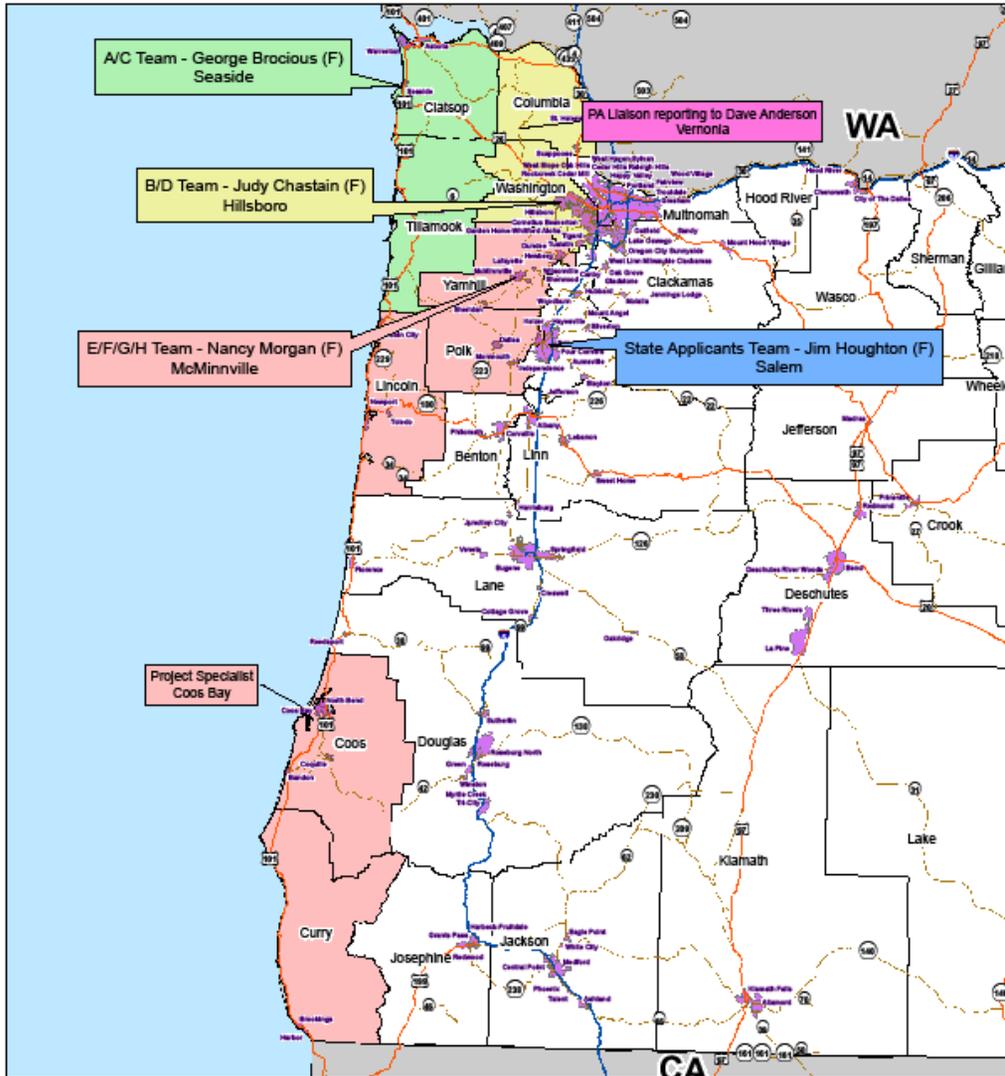




Applicant Briefing For The Public Assistance Program

FEMA- DR-1733-OR

**FEMA-1733-DR, Oregon
Public Assistance PAC Teams**



FEMA – 1733 - DR

State Coordinating Officer
Abby Kershaw

Federal Coordinating Officer
Glen Sachtleben

**State Public Assistance
Officer:** Julie Slevin

**FEMA Public Assistance
Officer:** Ron Hormann

State Deputy PA Officer:
James Self

FEMA PA Coordinator:
Jim Houghton

Location Map

Legend

- Major Highways
- Interstate Hwy
- US Hwy
- State Hwy

Mileage from Salem to:

- Seaside - 122 miles
- Hillsboro - 58 miles
- McMinnville - 28 miles
- Coos Bay - 178 miles
- Vernonia - 87 miles

FEMA
FEMA-1733-DR-OR GIU
Salem, OR
12/31/2007 - 17:00 PST
Source: FEMA PA
FEMA-1733-DR_PAC_Temas_12-31-07.mxd

Recovery for Public Infrastructure

Declared

December 08, 2007

Clatsop, Columbia, Lincoln, Tillamook and Yamhill

Declared

December 15, 2007

Polk and Washington

Declared

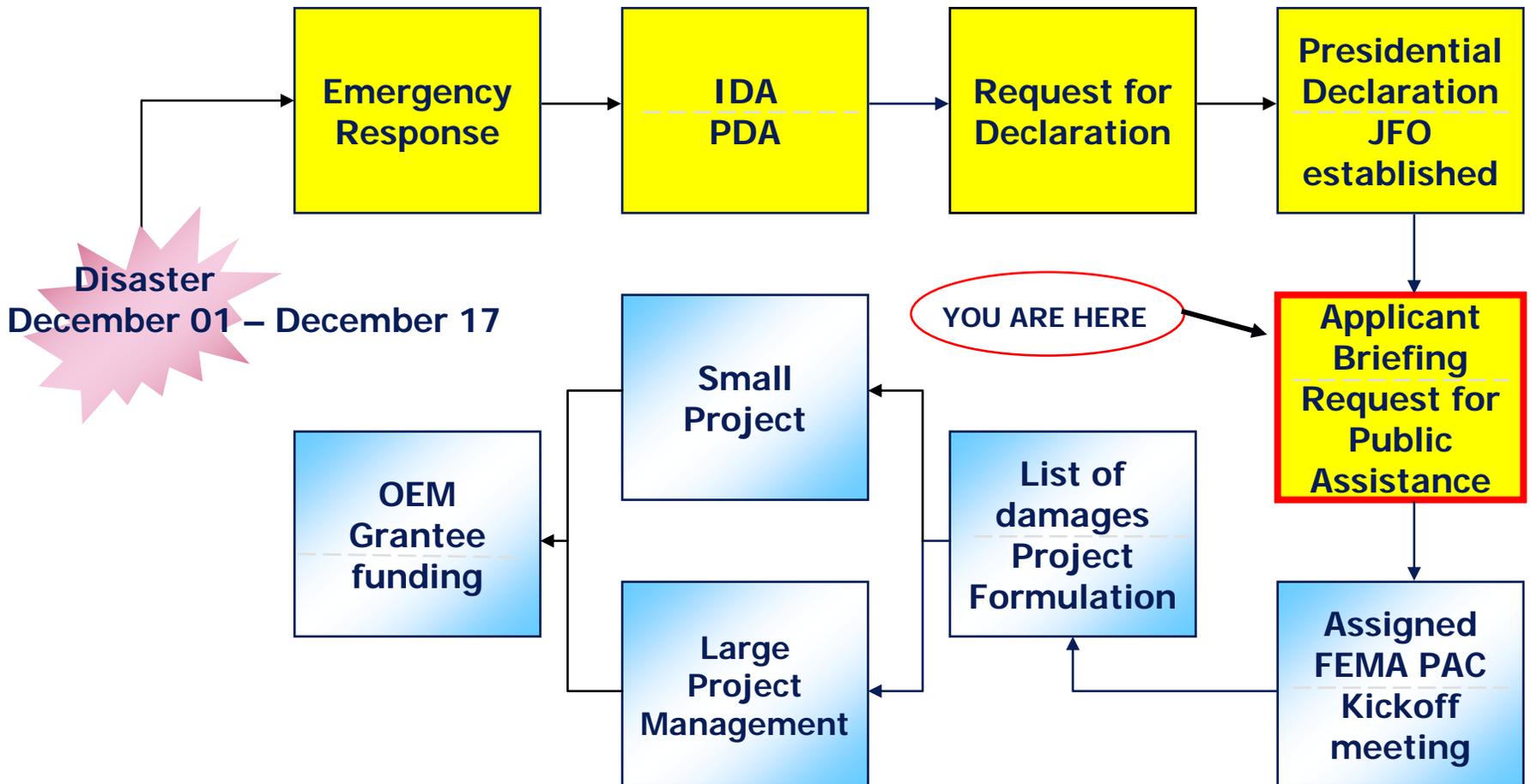
December 21, 2007

Coos and Curry

Incident Period

December 01, 2007 – December 17, 2007

Overview of the Recovery Process



**This presentation
has been designed
to provide:**

**An Overview of the
Public Assistance Program
And
The PA Pilot Program**

**An Overview
Of the Hazard Mitigation Grant Program**

The Public Assistance program

Supplemental financial assistance to local governments, state agencies, and certain private nonprofit organizations for response and recovery activities required as a result of a major disaster which has been declared by the President.

Public Assistance is a cost-share program

75% federal – 25% non-federal.

General Program Eligibility



Eligible Applicants

State

County

City / Town / Village

Certain Private Non-Profit
Organizations (PNP)

Other State Political
Subdivisions

Native American Tribes and
Tribal Organizations

Private Non-Profit Entities

**Must submit a tax
exempt certificate
and organization
charter or bylaws.**



Private Non-Profit Entities

The following types of Critical PNP facilities are specifically eligible:

**Fire/Emergency
Emergency Medical
Utility – Power, Water, Sewer
Communications
Education**



May apply to FEMA immediately for emergency and permanent work disaster assistance.

Critical PNP do not have to apply to SBA

Private Non-Profit Entities

The following essential Non-Critical facilities are :

Museums

Community centers

Homeless shelters

Shelter Facilities

Custodial care

Libraries

Senior citizen /Day care centers

Non-Critical PNP requesting reimbursement for permanent work costs must apply for a disaster loan from SBA.

This should be done simultaneously with submitting a Request for Public Assistance (RPA).

If denied, FEMA will fund eligible work.

Emergency Work is funded by FEMA

Eligible Facilities

Public
Facilities

Private
Non-Profit
Facilities

Eligible Facility is a building, works, system, or equipment that is built or manufactured, or an improved and maintained natural feature that is owned by an eligible applicant.

**Facility
Applicant**

Facility Use

**Legal
Responsibility**

**Other
Federal
Agencies
(OFAs)**

**Facility
Use**

Other Considerations

Facility
Applicant

Alternate
Use

Under
Construction

Replacement



Work

Disaster damage

Location

Legal Responsibility



Cost

Labor

Equipment

Materials

Contracts

Cost

**Reasonable
and
necessary to
accomplish
the work**

**Compliant
with federal,
state, and
local
requirements
for
procurement**

**Reduced by
all applicable
credits such
as insurance
proceeds and
salvage
values**

Must have \$1,000 in eligible costs



Labor Cost...

**Regular time
and overtime**

**Compensatory
time**

**Force Account
mechanics**

**Foremen and
Supervisors**

Fringe benefits

Eligible Labor Costs

Employee	Emerg	Emerg	Perm	Perm
	Reg	OT	Reg	OT
FA Labor	*N	Y	Y	Y
Part Time	*N	Y	Y	Y
Re-assigned	*N	Y	Y	Y
Temp	Y	Y	Y	Y

Include travel and per diem (in accordance to labor policy) for employees performing eligible activities. **Debris Removal PA Pilot program*

Equipment

- **Performing Eligible Work – all eligible usage**
- **FEMA Equipment Rates or Applicants, whichever is less**

<http://www.fema.gov/government/grant/pa/resources.shtm>

- **Rental - Invoice**
 - **Auto/Truck – Mileage or Hourly Rate**
 - **Other equipment – Hourly Rate**
 - **Stand-by Time Ineligible**
 - **Intermittent Use**
 - **Half Day or More = Full Day**
 - **Less Than Half Day = Actual Hours**
- (PA Guide, Page 37)**

Materials

- **Used for eligible work**
- **Purchased or from stock**
- **Invoices, historical data or area vendor quotes**

Contracts

- **Contracts must be reasonable cost and generally must be competitively bid (Accordance to local or state procurement laws for public contracting). *Federal Bacon-Davis Act does not apply to FEMA Public Assistance projects (However, BOLI may apply).***

FEMA finds four methods of procurement acceptable:

- **Sealed bids**
- **Competitive proposals**
- **Non- competitive proposals**
- Incurred for eligible work only
- Ineligible Contract –Cost Plus a percentage

Categories of Work

Emergency Work

Categories A and B

6 month Completion Deadline

Permanent Work

18 month Completion Deadline

Categories C, D, E, F, and G

Emergency Work

Necessary to eliminate the immediate threat to lives, public health and safety and to protect improved property

- **Category A – Debris Removal**
clearance, removal, storage, disposal
- **Category B – Emergency Protective Measures**
access, protection, emergency services, eliminate hazards, support, community needs

Emergency Work—Category A

Debris Removal

- **Eliminate immediate threat to lives, public health and safety**
- **Eliminate immediate threat to improved property**
- **Ensure economic recovery of the community**

**FEMA Debris Technical Assistance Hot line:
1-866-837-0054**

Emergency Work—Category B

Emergency Protective Measures

- **Eliminate or lessen immediate threats to lives, public health, or safety**
- **Eliminate or lessen threats of significant damage to improved property**

Federal Emergency Management Agency

Response and Recovery Directorate Policies

Donated Resources

9525.2

- Offset the cost of the non-Federal share
- Category A and B only
- Volunteer Labor
- Donated Equipment
- Donated Materials

Labor Costs, Emergency Work

9525.7

- Only Overtime & OT benefits are eligible
(Cat. A, unless enrolled in PA Pilot program)
- Temporary employees (disaster direct hire) straight and OT rate eligible
- Contract costs are eligible

Other related Policies:

FEMA Policy: Post-Disaster Bldg. Insp.# 9523.2, Duplication of Benefits# 9525.3, Mutual Aid agreements#9523.6

FEDERAL EMERGENCY MANAGEMENT AGENCY PROJECT WORKSHEET - Damage Description and Scope of Work Continuation Sheet		O.M.B. No. 3067-0151 Expires April 30, 2001	
DECLARATION NO: FEMA- 1361 -DR- WA	PROJECT NO: 00	HIS O 05/23/01	DATE E
APPLICANT DEPARTMENT OF SOCIAL & HEALTH SERVICES		COUNTY STATEWIDE	
POWER PLANT: 120311 Old Highway 9, SW, Centralia, WA 98564			
TYPE OF BUILDING: <u>Cast in Place Concrete/Brick Veneer</u> AGE OF BUILDING: <u>1910</u> NUMBER OF FLOORS: <u>1</u>			
SQUARE FT OF BUILDING: <u>3,840 SF</u> SOURCE OF COST ESTIMATE: <u>FEMA PO, Using FEMA Cost Codes, Means</u>			
<u>DAMAGE DESCRIPTION</u>			
It should be noted that while this building does have the potential to be listed on the National Historic Register, it is <i>NOT</i> listed. Damage consists of a 6 FT horizontal crack running in the grout line as indicated by the yellow arrows.			
			
			-Design
			
		-Function	
		-Capacity	

Permanent Work Category C – G

•Any activity that must be performed to restore a damaged facility

Permanent Work Categories C - G

Category C – Road and Bridge Systems

Category D – Water Control Facilities

Category E – Public Buildings/Equipment

Category F – Public Utilities

Category G – Other (Parks, Recreation)

18 Month Completion Deadline

Contact State immediately to request time extension

Special Considerations

Hazard Mitigation

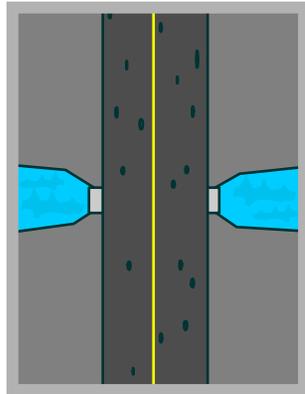
Environmental Requirements

**Historic Preservation &
Cultural Resources**

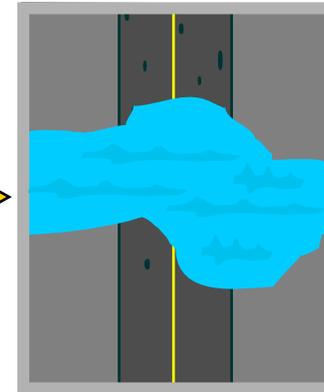
Special Flood Hazard Areas

Insurance Requirements

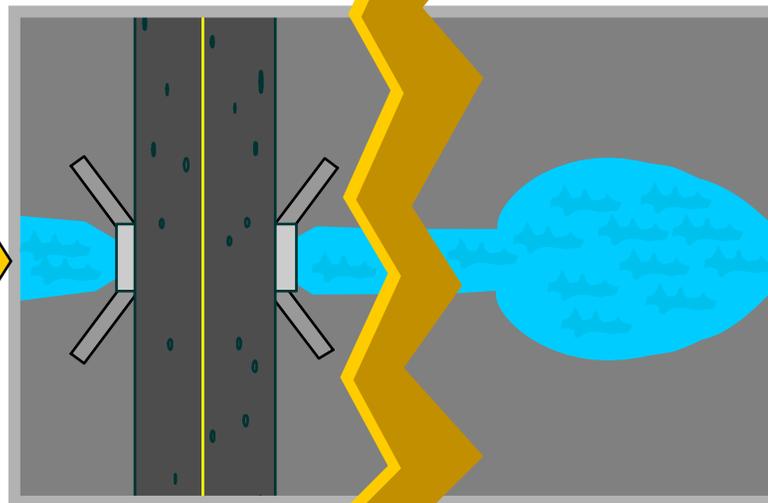
Hazard Mitigation Scenario



Pre-disaster



Disaster damage



Larger culvert with
concrete wing-walls



New upstream
retention pond

HOW YOU CAN HELP!

- **Make the Inspection Team aware of any know sensitive environmental issues when a Project is being written**
- **Don't hesitate to call the responsible agency for clarification or information**
- **Make all environmental information available**
- **Consider mitigation (Part 406)**
- **Keep good records**

Types of Projects

SMALL PROJECTS

LARGE PROJECTS

ALTERNATE PROJECTS

IMPROVED PROJECTS

Small Project or Large Project?



Annually updated, \$60,900 is the FY 2008 threshold amount.

Small Projects

FEDERAL EMERGENCY MANAGEMENT AGENCY PROJECT WORKSHEET				O.M.B. No. 3067-0151 Expires April 30, 2001	
<p>PAPERWORK BURDEN DISCLOSURE NOTICE</p> <p>Public reporting burden for this form is estimated to average 30 minutes. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the needed data, and completing and submitting the form. You are not required to respond to this collection of information unless a valid OMB control number is displayed in the upper right corner of the forms. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden Information Collection Management, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC 20472. Paperwork Reduction Project (3067-0151). NOTE: Do not send your completed form to this address.</p>					
DECLARATION NO. FEMA- 1361 -DR- WA	PROJECT NO.	FIPS NO. 000-UKTGB-00	DATE 05/23/01	CATEGORY E	
DAMAGE FACILITY MAPLE LANE CAMPUS			WORK COMPLETE AS OF: 05/23/01 : 0 %		
APPLICANT DEPARTMENT OF SOCIAL AND HEALTH SERVICES		COUNTY STATE-WIDE			
LOCATION 120311 OLD HIGHWAY 9, SW, CENTRALIA, WA 98531			LATITUDE N46.7932	LONGITUDE W123.02771	
<p>DAMAGE DESCRIPTION AND DIMENSIONS</p> <p>AS RESULT OF THE NISQUALLY EARTHQUAKE, FEBRUARY 28, 2001, THE APPLICANT SUSTAINED DAMAGES TO 6 BUILDINGS AS DETAILED IN THE ATTACHED SUPPORTING DOCUMENTATION. THE POWER PLANT HAS MORE THAN \$5,000 DAMAGES. THE POWER PLANT HAS 6 LF OF CRACKS IN THE BRICKS.</p>					
<p>SCOPE OF WORK</p> <p>POWER PLANT (POTENTIALLY HISTORICAL): BRICKS REUSED. IF REPLACEMENT IS NECESSARY THEY WILL MATCH IN KIND. MORTAR TO MATCH IN COLOR AND STRENGTH. TOOLING CONFIGURATION TO MATCH THE EXISTING MORTAR (6 LF). SEAL WITH WATERPROOF SEALANT. CASCADE & COLUMB</p>					
<p>Does the Scope of Work change the pre-disaster condition at site? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Special Consideration issues included? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Hazard Mitigation proposal included? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Is there insurance coverage on facility? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>					
PROJECT COST					
ITEM	CODE	NARRATIVE	QUANTITY/UNIT	UNIT PRICE	COST
1	5256	MASONRY CRACK REPAIR/REPLACE SINGLE BR	3 / EA	\$ 4.31	\$ 12.93
2	5257	MASONRY CRACK REPAIR/BRICK JOINTS	20 / SF	\$ 5.32	\$ 106.40
3	5182	PAINT CONCRETE, DRYWALL, OR PLASTER	32 / SF	\$ 0.83	\$ 26.56
4	5182	PAINT MASONRY WALL	288 / SF	\$ 0.68	\$ 195.84
5	5252	PRIMER/SEALER COAT	288 / SF	\$ 0.38	\$ 109.44
6	5255	MASONRY CRACK REPAIR/CMU BLOCK JOINTS	156 / LF	\$ 2.37	\$ 369.72
7	9010	LABORER-REGULAR TIME	5 / HR	\$ 42.35	\$ 211.75
8	5248	PATCH/GROUT	3 / LF	\$ 1.16	\$ 3.48
9	5249	CAULK JOINTS	300 / LF	\$ 1.73	\$ 519.00
10	3001	MINIMUM ALLOWANCE	1 / LS	\$ 1,800.00	\$ 1,800.00
11	9995	WASHINGTON STATE SALES TAX	1 / LS	\$ 355.86	\$ 355.86
				TOTAL COST	\$ 3,710.98
PREPARED BY: J.Antilla, FEMA REMARKS:					

Approved

Federal cost-share for a small project is paid upon Project Worksheet approval and Payment Request submittal.

Large Project Payments

- **Project payment is based on actual **eligible** cost.**
- **Applicant report status on project quarterly**
- **If applicant expect cost overrun or change in scope of work – must contact OEM for concurrence/approval**

Improved Projects

With state/FEMA approval, the applicant may restore pre-disaster function, and make improvements (for which the applicant is financially responsible.)



Before



After

Alternate Projects

Funds used for a project other than repair of the damaged structure:

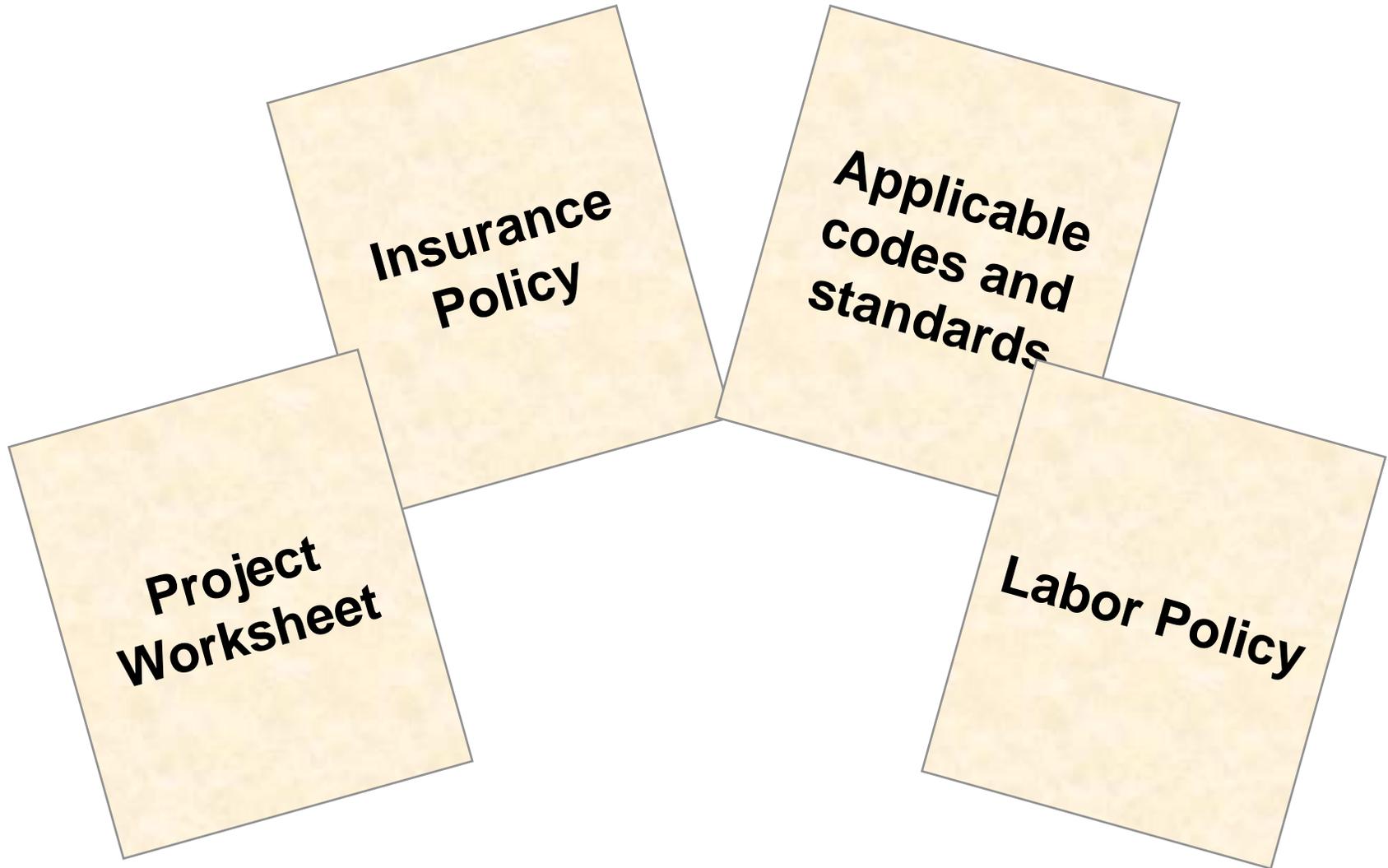
Must receive FEMA prior approval.

Require Environmental Assessment.

Reduced to 90% of federal share.



The Project Worksheet and supporting documents



Project Completion Timeframes

- **Start date** **Date of Designation of Declaration of your County**
- **Debris removal** **6 months**
- **Emergency work** .. **6 months**
- **Permanent work** ... **18 months**

Notify the State immediately if a time extension may be required.

Public Assistance Pilot Program



FEMA

Pilot Program Procedures



Grants on the Basis of Estimates (Cat A, C-G)



Debris Recycling (Cat A)



Increased Federal Share Incentive (Cat A)



Force Account Labor (Cat A)

Key Pilot Program Procedures

Grants on the Basis of Estimates (Cat A, C-G)



- **Large Projects up to \$500k**
- **Paid on Estimate**
- **Payment of Federal Share as Soon as Practicable After Approval**
- **No additional funding for cost overruns**
- **Applicant Can Keep Under-runs**
- **No Appeal Process**

Description

Grants on the Basis of Estimates (Cat A, C-G)

- **Scope of work and estimate must be agreed to by applicant, State and FEMA within 60 days of Kickoff**
- **Federal Share is obligated after reviews are complete**
- **Completed work & actual costs must be documented**
- **Significant errors and omissions may be addressed on a case-by-case basis**

Description

Grants on the Basis of Estimates (Cat A, C-G)

Applicant may use underrun for:

- Offset overruns on other Pilot Estimate Project
- Hazard Mitigation (requires review)
- Project Management costs exceeding sliding scale
- PA related training
- Equipment and Supplies
- Debris Plan development

Key Pilot Program Procedures

Increased Federal Share Incentive (Cat A)



Five (5) percent increase in the Federal cost share, not to exceed 100 percent, to State and Local Governments with:

- **FEMA-approved Debris Management Plan and**
- **At least two pre-qualified debris and wreckage removal contractors identified prior to a disaster.**

Debris Management Plans

Increased Federal Share Incentive...

- Must be adopted by the jurisdiction prior to the disaster declaration
- Applicants may submit plans to FEMA post-declaration
- Plans to be submitted to PAC Crew Leader for FEMA approval within 7 days of Kickoff meeting
- Pre-qualified Contractors - Applicant should document their process to evaluate contractors and show that they used this process

Key Pilot Program Procedures

Financial Incentive to Recycle Debris (Cat A)



Applicant retains revenue from the salvage value of recyclable disaster debris.

Description

Financial Incentive to Recycle Debris (Cat A)

- **Any size project – small or large, no upper limit**
- **Should have a recycling plan in place, but not required (do not need an approved Debris Management Plan to participate)**
- **Work eligibility requirements still apply**
- **Recycling does not have to be the lowest cost option, but should be cost effective**
- **Applies to category A work**

Key Pilot Program Procedures

Force Account Labor (Cat A)



Reimburse the straight- or regular-time salaries and benefits of staff performing debris-related activities.

Force Account Labor

- **Applicant reimbursed for regular time and overtime, plus fringe benefits**
- **Any size project – small or large, no upper limit on cost**
- **All applicants eligible (do not need an approved Debris Management Plan to participate)**
- **No additional requirements**
- **Applies to category A debris removal**

PA Pilot Participation

- The applicant can participate in one or more procedures for one or more of their projects.
- Eligible applicants are state and local governments, **PNP are not eligible.**
- Applicant must sign an information acknowledgement form stating they either wish to participate or do not wish to participate (**within 10 days of Kickoff meeting**)
- The applicant must fill out an exit briefing that pertains to the PA Pilot Program

For further information also see FEMA website at:

<http://www.fema.gov/government/policy/papilot.shtm>

FEDERAL EMERGENCY MANAGEMENT AGENCY
REQUEST FOR PUBLIC ASSISTANCE

O.M.B. No. 3067-0151
 Expires April 30, 2001

PAPERWORK BURDEN DISCLOSURE NOTICE

Public reporting burden for this form is estimated to average 10 minutes. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the needed data, and completing and submitting the forms. You are not required to respond to this collection of information unless a valid OMB control number is displayed in the upper right corner of the forms. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC 20472, Paperwork Reduction Project (3067-0151). **NOTE:** Do not send your completed form to this address.

APPLICANT (Political subdivision or eligible applicant.)
 City of Poplar

DATE SUBMITTED

COUNTY (Location of Damages. If located in multiple counties, please indicate.)
 Gotham County

APPLICANT PHYSICAL LOCATION

STREET ADDRESS
 10 Main Street

CITY STATE OR ZIP CODE
 Poplar PA 19153

STREET ADDRESS
 (Use for Alternative (Use for Alternative Physical Location)

POST OFFICE BOX CITY STATE ZIP CODE

Primary Contact/Applicant's Authorized Agent		Alternate Contact	
NAME Joe Smith	NAME Laura Lwof	NAME Laura Lwof	NAME Laura Lwof
TITLE City Engineer	TITLE City Engineer	TITLE City Engineer	TITLE City Engineer
BUSINESS PHONE (555)555-5555	BUSINESS PHONE (555)555-5555	BUSINESS PHONE (444)444-5454	BUSINESS PHONE (444)444-5454
FAX NUMBER (555)555-1212	FAX NUMBER (555)555-1212	FAX NUMBER Same	FAX NUMBER Same
HOME PHONE (Optional) (555)123-4567	HOME PHONE (Optional) (555)123-4567	HOME PHONE (Optional) (555)234-6789	HOME PHONE (Optional) (555)234-6789
CELL PHONE (555)501-1111	CELL PHONE (555)501-1111	CELL PHONE (555)501-2222	CELL PHONE (555)501-2222
E-MAIL ADDRESS jsmith@poplar.com	E-MAIL ADDRESS jsmith@poplar.com	E-MAIL ADDRESS Lwof@poplar.com	E-MAIL ADDRESS Lwof@poplar.com
PAGER & PIN NUMBER (555)312-1312	PAGER & PIN NUMBER (555)312-1312	PAGER & PIN NUMBER (555)312-6789	PAGER & PIN NUMBER (555)312-6789

Did you participate in the Federal/State Preliminary Damage Assessment (PDA)? Yes No

Private Non-Profit Organization? Yes No
 If yes, which of the facilities 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: _____

Obtaining a Public Assistance Program Grant

The first step in requesting Public Assistance



**Applicant submits
Request for Public Assistance**

**The Request for Public Assistance will be
submitted to the state**

Steps to Getting Assistance

Applicants' Briefing

Request for Public Assistance

Assignment of Public Assistance Coordinator (PAC)

Kickoff Meeting

PA Pilot Program Acknowledgement

**Contract between OEM and the Applicant
(Applicant becomes Subgrantee)**

Complete Project Worksheets

State disbursement of grant funds

Submission Time Limits

Request for Public Assistance

30

days after designation

Extension to February 7, 2008

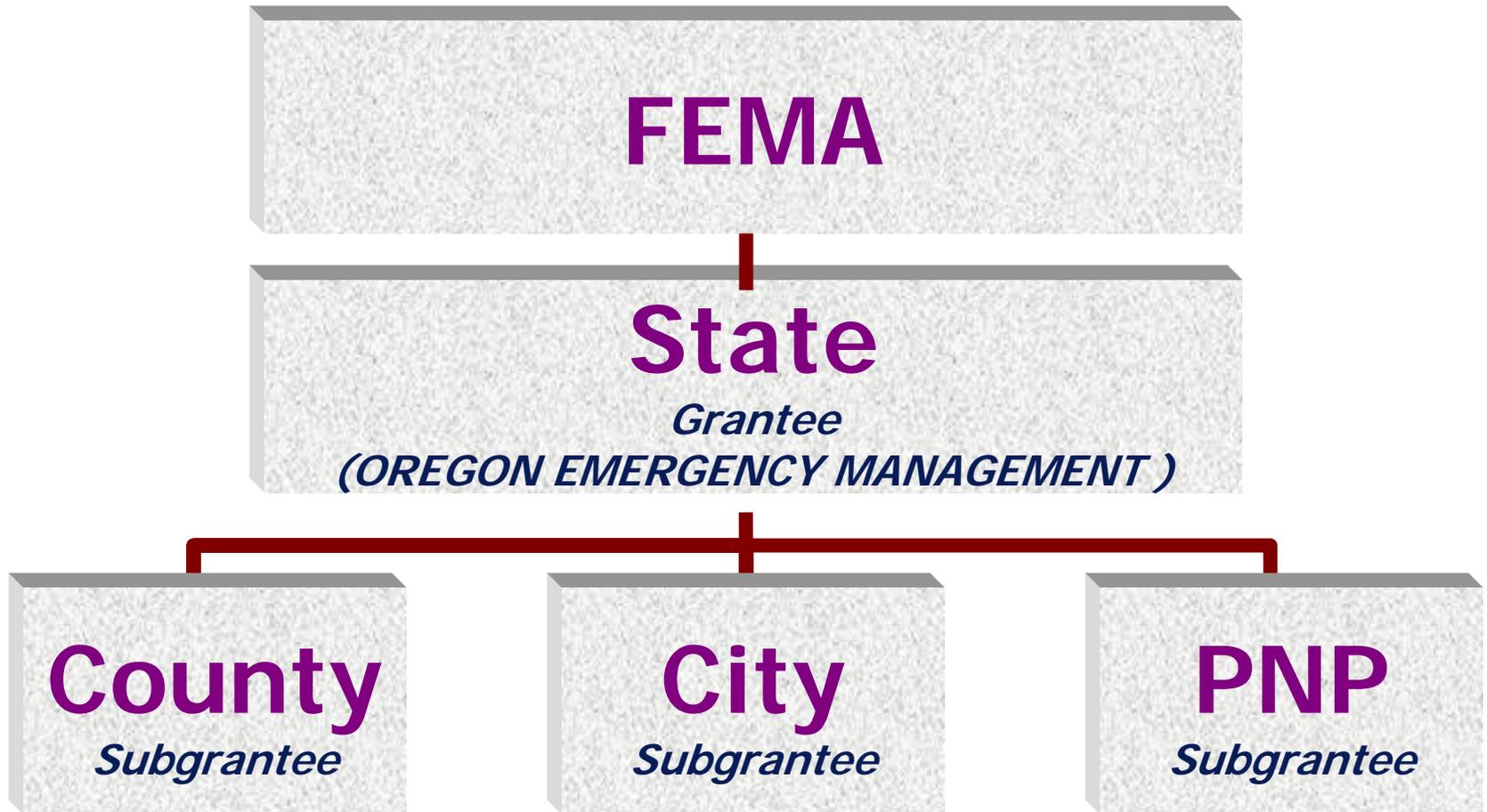
Project Worksheets

60

days after Kickoff Meeting

Funology

FEMA PA Grantee Funding Process

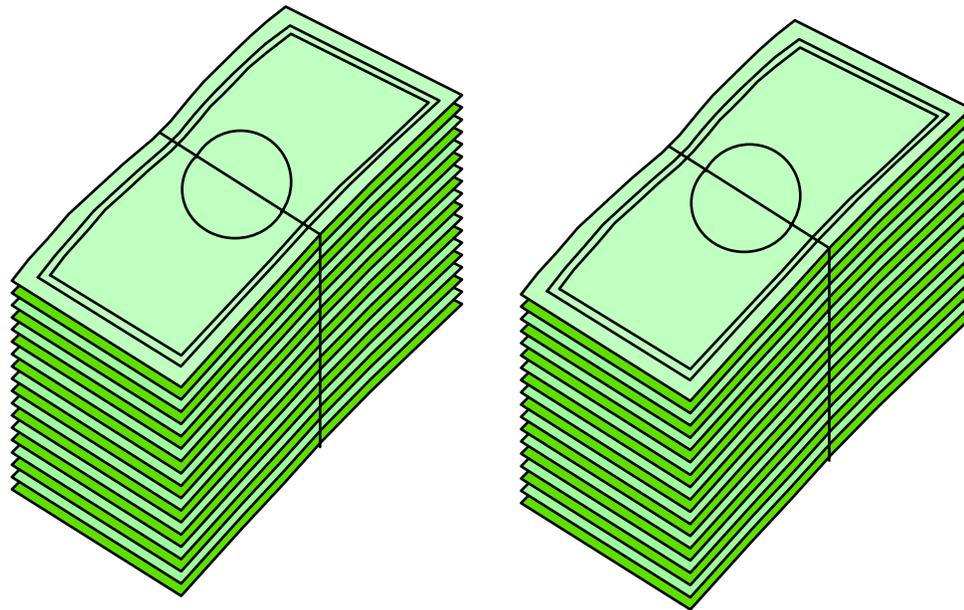


Oregon Emergency Management Infrastructure Contract (Public Assistance Contract)

In order to pass-through FEMA Public Assistance funds, Oregon Emergency Management (OEM) must have a signed agreement with the applicant.

Payments

Payments can be made directly to a local government investment pool account.



Small Project Payments

The final payment on small projects is based on estimates and is made shortly after project approval.

Submit payment request forms for each approved project worksheet (PW).

Payment will be processed.

Large Project Payments

Final payment for large projects is **based on actual eligible final costs submitted with payment request.**

Payment request forms can be submitted for progress payments, or a single payment request form can be submitted after the project is completed.

A final inspection will be conducted on the site and documentation is required.

* PA Pilot Program – Applicant is still required to document actual project cost and State must certify that work has been completed in accordance to Federal Standards

Record Keeping



**Accurate records of expenses
must be maintained.**

Documentation

- **“Good” Documentation = Prompt Reimbursement**
- **“Poor” Documentation = NO MONEY**

Summary Records to Assist in Organizing Project Documentation

- **Force account labor summary record**
- **Force account equipment summary record**
- **Materials summary record**
- **Rented equipment summary record**
- **Contract work summary record**

These forms are available on OEM's website at:

http://www.oregon.gov/OMD/OEM/FEMA_1733_OR.shtml

Single Audit Act

- **If your organization receives \$500,000 or more of federal grant money, your financial statements must be audited as required by OMB Circular A-133.**
- **Records are to be kept for 3 years after final payment or final audit, whichever is later.**

APPEALS

- **Must be submitted within 60 days after notification of a decision regarding assistance.**
- **FEMA must render a decision within 90 days following receipt of all related information.**
- **Regional Director (RD) will notify the GAR in writing of the disposition.**
- **Subgrantees will receive written notification from the GAR.**
- **Only 2 Appeals are allowed!**

REQUEST FOR PUBLIC ASSISTANCE

The Request for Public Assistance (RPA), FEMA form 90-49, available at this briefing.

**The RPA is also available on OEM's Website at:
http://www.oregon.gov/OMD/OEM/FEMA_1733_OR.shtml**

RPA should be submitted today if possible, or faxed to OEM by February 7, 2008.

**Oregon Emergency Management
FAX : (503) 373-7833**

**Questions or Concerns, Please Contact Julie Slevin,
State Public Assistance Officer at:
Tel. 503.378.2911, ext.22235
Email: jslevin@oem.state.or.us**