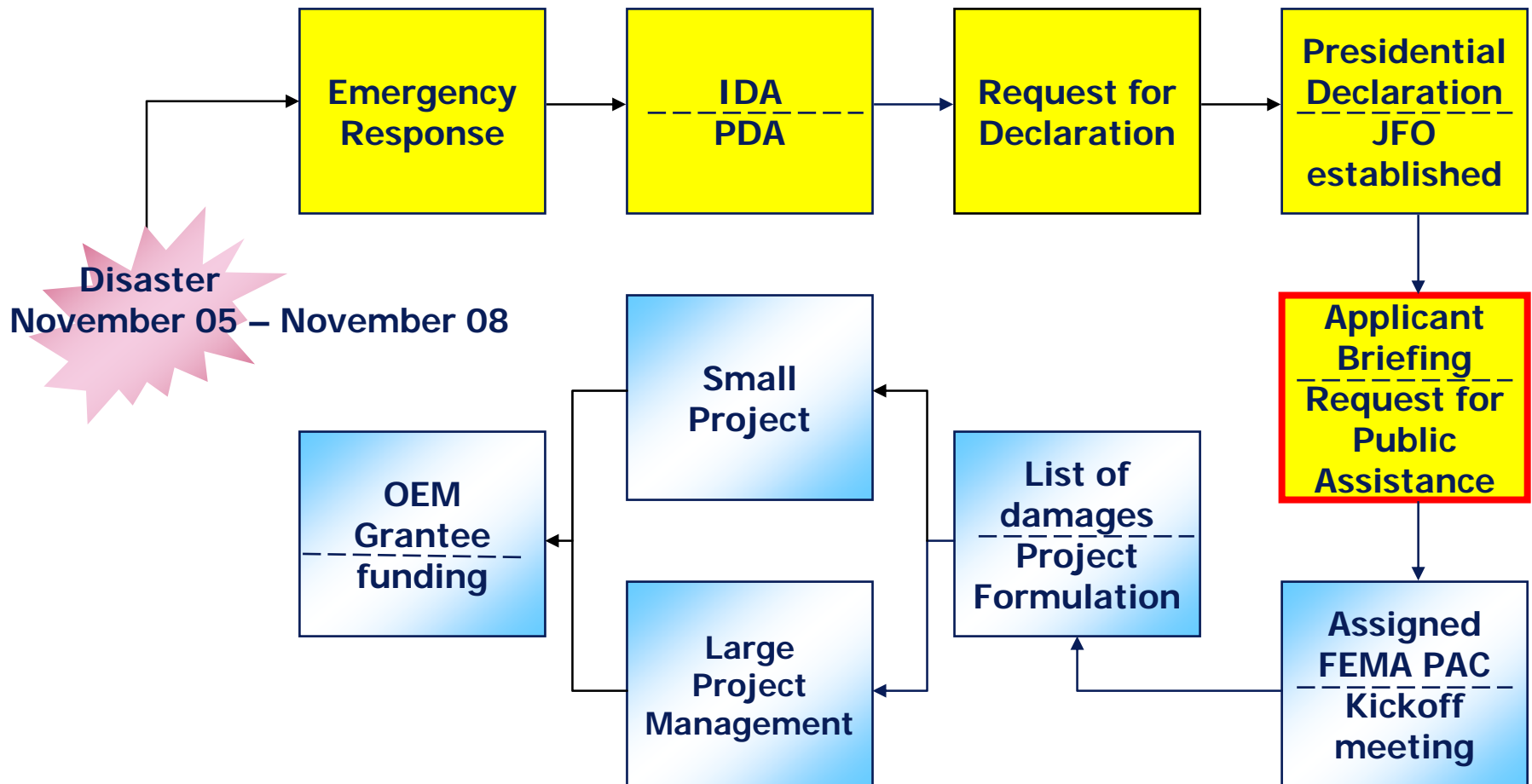


The Public Assistance Program

Overview of the Recovery Process



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.



Applicant

- **State government agencies or departments**
- **Local governments**
- **Indian tribal governments and Alaskan native villages**
- **Certain Private Non-Profit organizations**



Facility

Applicant

Facility

Eligible Facilities

- **Any public or PNP-owned building, works, system, or equipment, built or manufactured**
- **Any improved *and* maintained natural feature**

**Facility
Applicant**

Facility Use

**Legal
Responsibility**

**Other
Federal
Agencies
(OFAs)**

**Facility
Use**



Work

Disaster damage

Location

Legal Responsibility



Cost

Work

Facility

Applicant

Eligible Direct Costs

**Labor: Salaries, wages and fringe benefits
(for emergency work, only overtime
including fringe benefits is eligible)**

Materials

Applicant owned equipment time

Contract costs incurred for eligible work

Eligible Costs Continued

**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**

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

Equipment

- **Performing Eligible Work – all eligible usage**
- **FEMA Equipment Rates or Applicants, which ever 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 322 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). *Davis-Bacon Act does not apply to FEMA Public Assistance projects.***

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

Comply with 44 CFR Part 13 and 14 and OMB Circular (OMB 87)

FEDERAL EMERGENCY MANAGEMENT AGENCY PROJECT WORKSHEET		O.M.B. No. 3067-0151 Expires April 30, 2001			
PAPERWORK BURDEN DISCLOSURE NOTICE					
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 to 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.					
DECLARATION NO: FEMA- 1361 -DR- WA	PROJECT NO.	FIPS NO. 053-01DC4-00	DATE 05/15/01		
DAMAGE FACILITY STEILACOOM HIGH SCHOOL		COUNTY PIERCE	CATEGORY		
APPLICANT STEILACOOM HISTORICAL SCHOOL DISTRICT #1		LOCATION 54 SENTINAL DRIVE, STEILACOOM, WA 98388-1663			
DAMAGE DESCRIPTION AND DIMENSIONS AS A RESULT OF THE NISQUALLY EARTHQUAKE FEB 28, 2001, THE APPLICANT SUSTAINED DAMAGES TO THEIR HIGH SCHOOL FACILITY. ASPHALT SHINGLE ROOF SUSTAINED A 45 DEGREE DIAGONAL CRACK . 4 BROKEN WINDOWS (64 SF), GYMNASIUM FLOOR (9605 SF HAS 1/16"-1/4" CRACKS TH		LATTITUDE			
SCOPE OF WORK REMOVE AND REPLACE GYM FLOOR (9605 SF), REPLACE BROKEN CEILING TILES THROUGHOUT THE BUILDING (5900 SF). CUT, REPOINT BRICK, HARD MOTOR CONCRETE FLOORS (4500 SF), SURFACE PREP FOR PAINTING (6725 SF), AND PAINT WITH TWO COATS OF		LONGITUDE			
Does the Scope of Work change the pre-disaster condition at site? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No					
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					
Is there insurance coverage on facility? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No					
PROJECT COST					
ITEM	CODE	QUANTITY	UNIT	UNIT PRICE	TOTAL COST
1		5900	/ SF	\$ 0.49	\$ 2,891.00
2	5242	1080	/ SF	\$5	\$ 5,745.60
3		6725	/ SF	\$ 0.11	\$ 739.75
4	5250	6725	/ SF	\$ 0.52	\$ 3,497.00
5	9022	2	/ WK	\$ 689.04	\$ 1,378.08
6	5246	540	/ SF	\$ 3.33	\$ 1,798.20
7	5181	192	/ LF	\$ 2.09	\$ 401.28
8	5160	64	/ SF		\$ -
9	2025	64	/ SF	\$ 0.76	\$ 48.64
10	909	64	/ SF		\$ -
11	5010	1	/ LS	\$ 152.48	\$ 152.48
TOTAL COST					\$ 16,652.03
PREPARED BY: Donna Pruett, FEMA REMARKS:					

Categories of Work

•Emergency Work

—Categories A and B

•Permanent Work

—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

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**

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 (Force account)
- 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

Donated Resources

- **Volunteer labor**
 - Record the same as paid employees
 - Credit to offset Non-Federal cost share
 - Valued at same rate as paid workers for similar work
- **Donated equipment**
 - Record the same as Force equipment
 - Credit to offset Non-Federal cost share
 - Value determined by FEMA Equipment Rates
- **Donated materials**
 - Record the same as purchased materials
 - Credit to offset Non-Federal cost share
 - Value at current commercial rate
 - Materials donated by Federal Agency not eligible

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 ESTIMATING R E
APPLICANT DEPARTMENT OF SOCIAL & HEALTH SERVICES		COUNTY STATEWIDE	
POWER PLANT: 120311 Old Highway 9, SW, Centralia, WA 98524			
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

-Design

-Function

-Capacity

Special Considerations

Hazard Mitigation

Environmental Requirements

Historic Preservation &

Cultural Resources

Special Flood Hazard Areas

Insurance Requirements

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

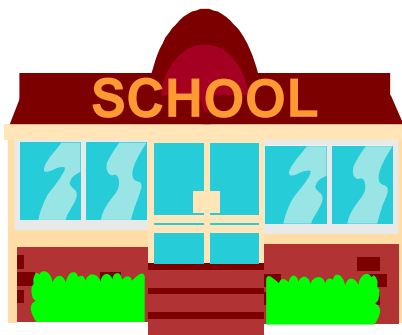
Small Project or Large Project?



Annually updated, \$59,700 is the FY 2007 threshold amount.

Improved Projects

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



Before



After

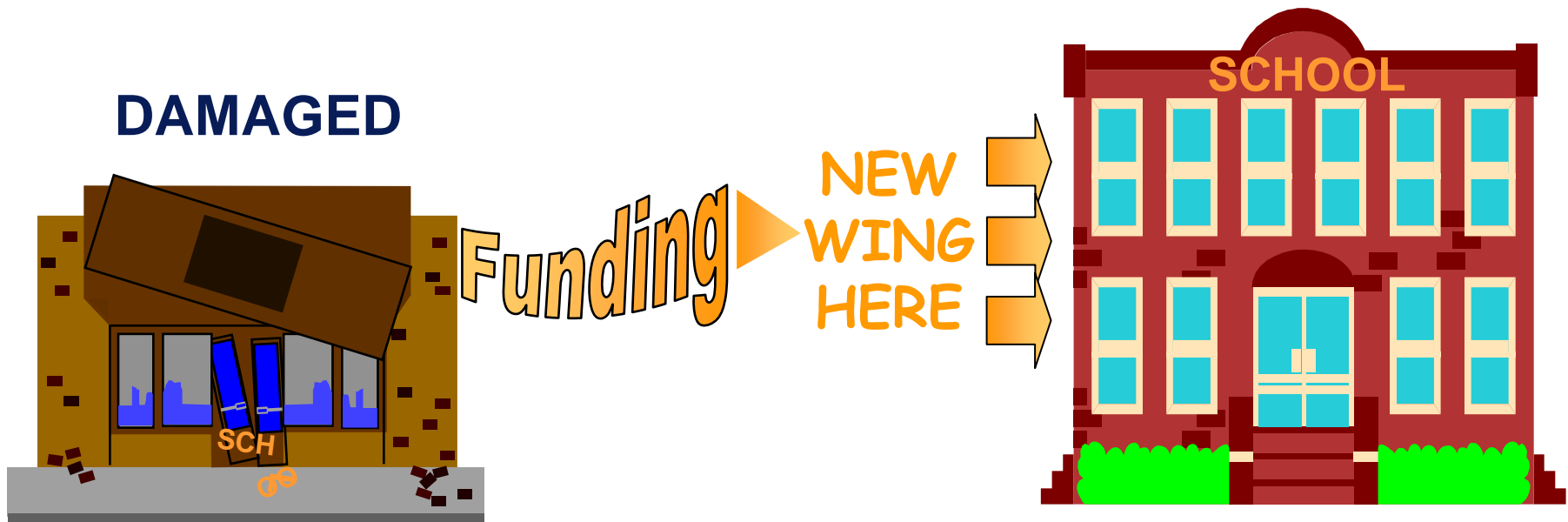
Alternate Projects

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

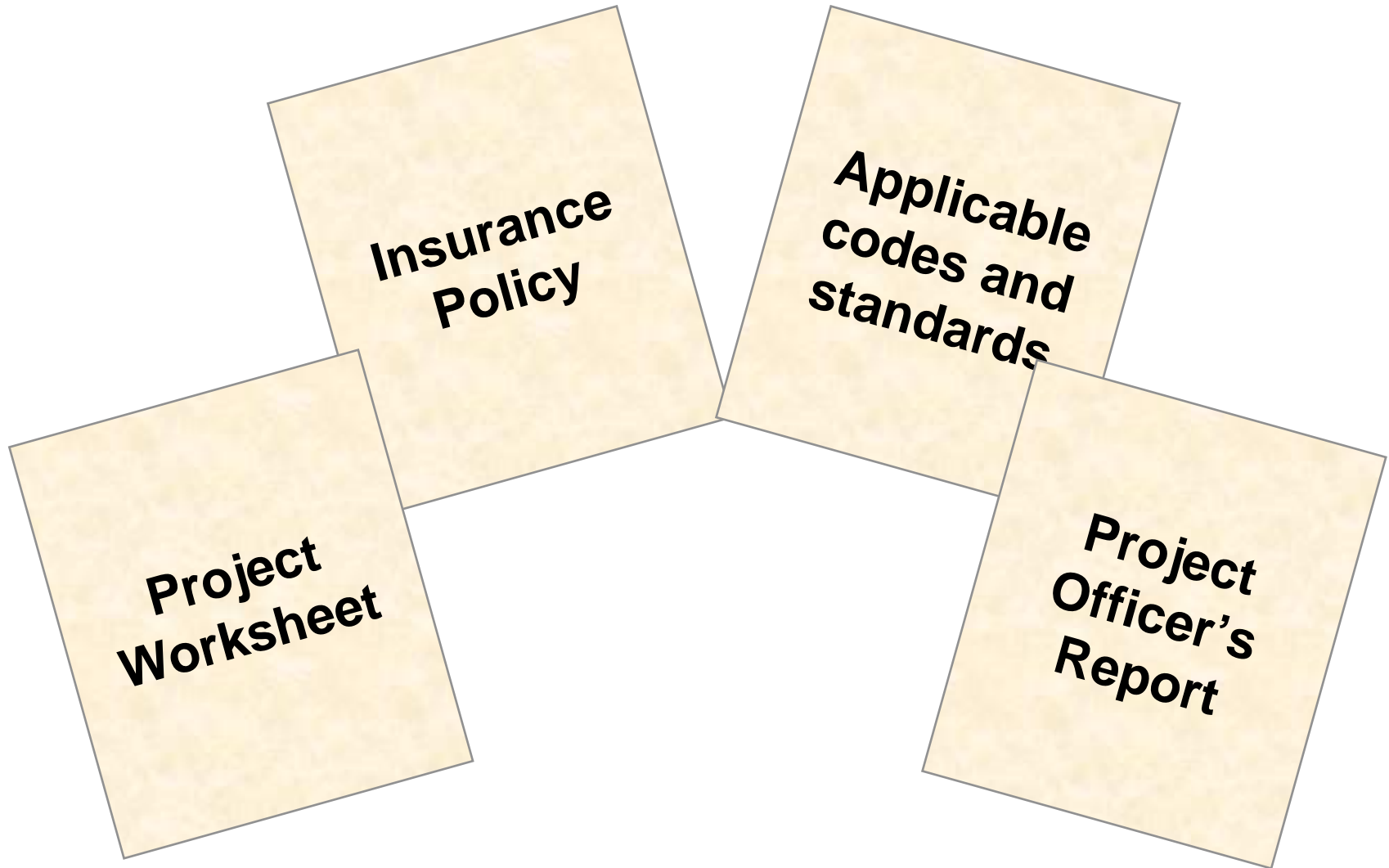
Must receive FEMA prior approval.

Require Environmental Assessment.

Reduced to 90% of federal share.



The Project Worksheet and supporting documents



Project Completion Timeframes

- **Start date** **Declaration Date**
- **Debris removal** **6 months**
- **Emergency work** .. **6 months**
- **Permanent work** ... **18 months**

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

Steps to Getting Assistance

Applicants' Briefing

Request for Public Assistance

Assignment of Public Assistance Coordinator (PAC)

Kickoff Meeting

**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



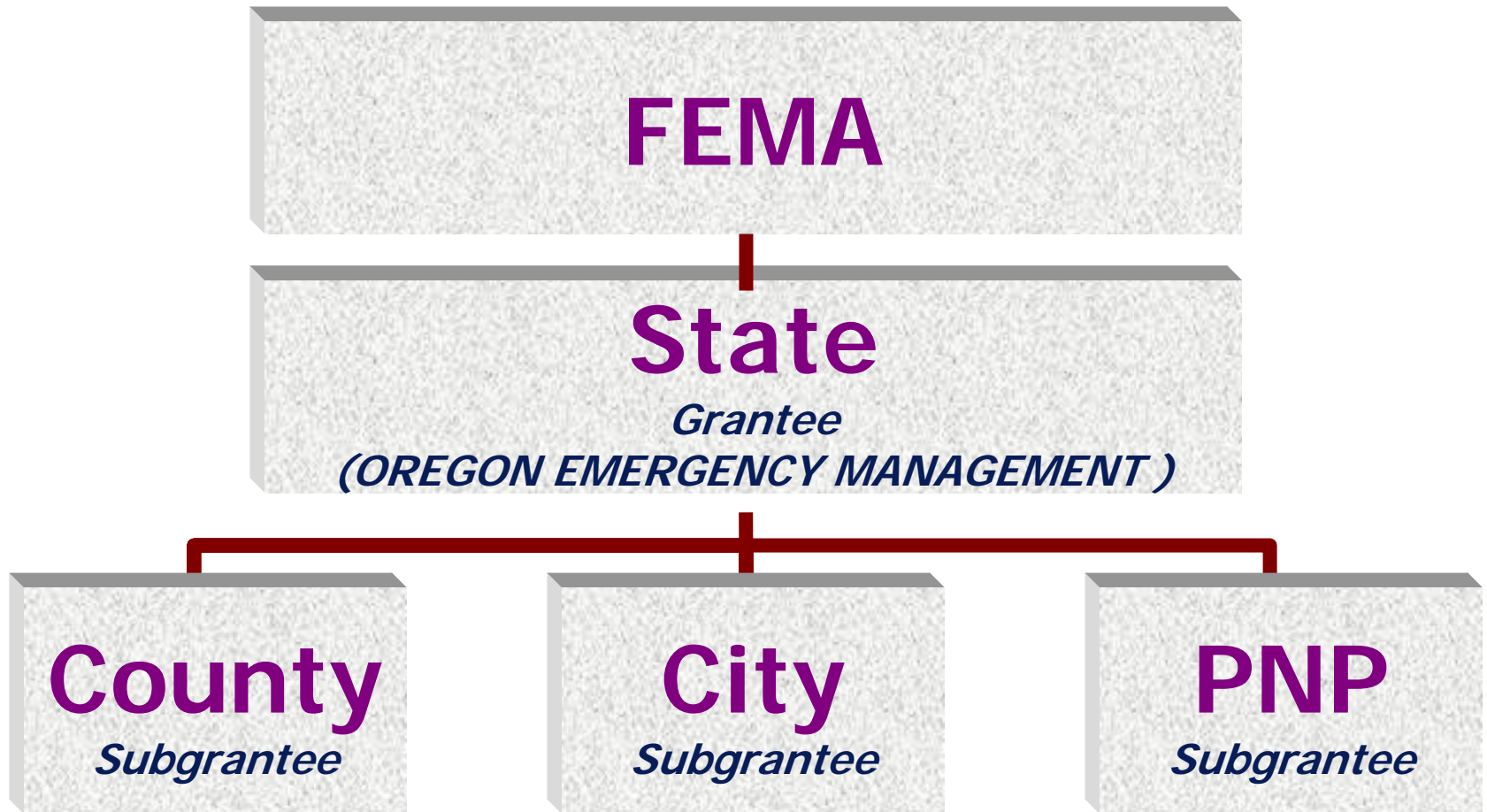
Project Worksheets

60

days after Kickoff Meeting

Funology

FEMA PA Grantee Funding Process



Record Keeping



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

Two Ways to Complete Work

- **By Force Account**
- **By Contract**

Who Documents Costs?

- **Central Record Keeper**
 - Appoint in advance
 - Train
 - Forms
 - Computer version or manual version
- **Field Records**
 - Supervisors
 - Train
 - Forms/daily logs

Recording In The Field

- **Work disaster related**
- **Separate records for each work site**
- **Employees working two or more projects**
- **Equipment working two or more projects**

Project Worksheets

- **Jurisdiction may write**
- **FEMA/State may write or assist**
- **Approval – Several weeks – Several months**

From The Get Go

- **Start record keeping**
- **Separate files for each work site**
- **3 damaged streets – 3 files**
- **Develop scope of work**
- **Develop project worksheets**
- **Project approval**
- **Combine files as needed**

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**

Force Account Labor

- **Permanent and temporary**
- **Reassigned employees**
- **Must be on payroll**
- **Document for each work site individually**
- **Only disaster related work**
- **Overtime – policies and practices**

Pay Records

- **Pay period**
- **Employee name**
- **Job classification**
- **Number of hours per day**
- **Total hours per pay period**
- **Rate of pay – regular and overtime**
- **Total earnings**

Paid Fringe Benefits

- **FICA**
- **Retirement**
- **Health Insurance**
- **Life & Disability Insurance**
- **Worker's Compensation**
- **Unemployment Insurance**

Leave Fringe Benefits

- **Accrued annual leave**
- **Sick leave**
- **Administrative leave**
- **Holiday leave**
- **Compensatory leave**

Fringe Benefit Calculations

- **Normal year**
 - [52 weeks X 5 workdays X 8 hours/day = 2080]
- **Basic hourly rate**
 - [Yearly salary / 2080 hours = hourly rate]
- **Vacation / sick leave time**
 - [# days X 8 / 2080 = percent]

Other Fringe Benefits

- **Retirement**
 - Percentage matched by employer
- **Social Security & Unemployment Insurance**
 - Percentage paid by employer
- **Insurance**
 - Varies by employer
- **Workman's Compensation**
 - Varies by employer

Force Account Equipment

- **Equipment owned**
- **Only actual operating time eligible**
- **Standby time not eligible**
- **Operator time on labor record**
- **Separate records for each work site**
- **Schedule of Equipment Rates**

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

Materials and Supplies

- **Taken from stock**
 - Invoice of original purchase or replacement purchase invoice
- **Purchased**
 - Purchase invoice
- **Document use at each work site**

General Documentation Requirements

- **Dates on documents within the allowable time period**
- **Dates agree with project and final inspection dates**
- **Cost/work within scope of work of PW**
- **Alternate/Improved projects require justification and require FEMA/OEM approval**

**Document It
Or
Lose It!**

Administrative Allowance

Based on a percentage of eligible costs

3% is paid on the first \$100,000

2% is paid on the next \$900,000

1% is paid on the next \$4,000,000

0.5% paid on amounts over \$5,000,000

FEMA does the administrative allowance calculation.

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.**

QUESTIONS?