

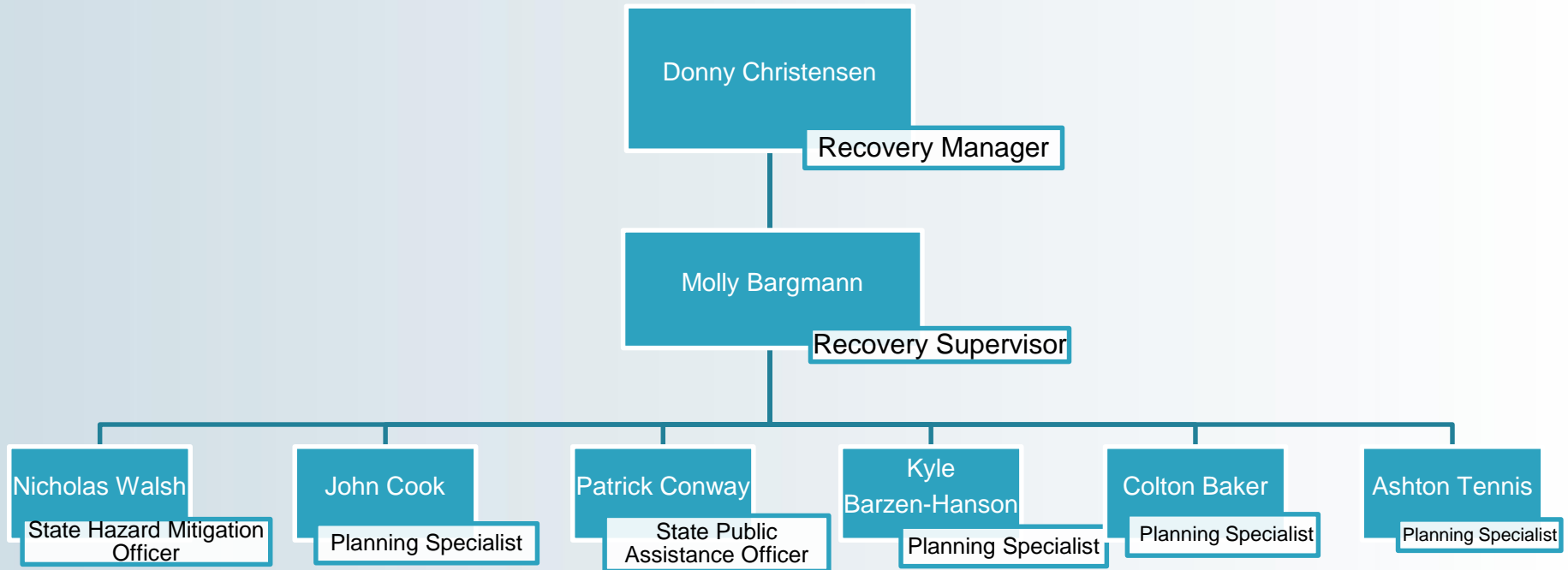
# DR-4420

## Public Assistance and Hazard Mitigation

NEBRASKA

Good Life. Great Strength.

# NEMA RECOVERY TEAM



# **PUBLIC ASSISTANCE**

**CFDA # 97.036**

## **DR #4420**

INCIDENT PERIOD: MARCH 9, 2019-APRIL 1, 2019

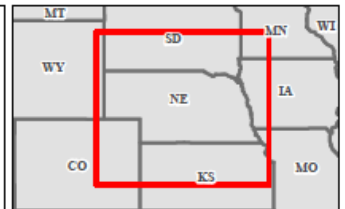
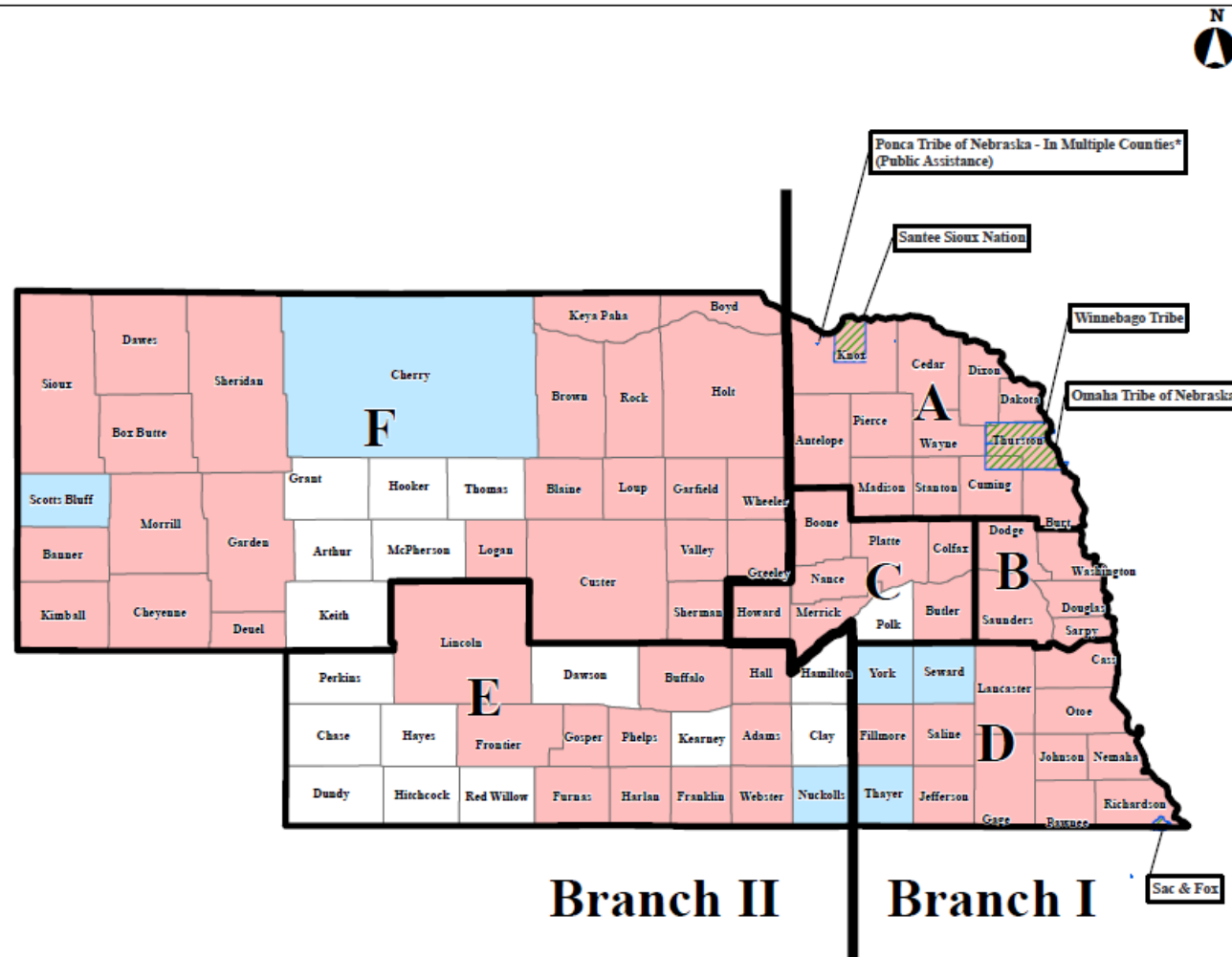
SIGNED BY THE PRESIDENT: MARCH 21, 2019

SEVERE WINTER STORM, STRAIGHT-LINE WINDS, AND FLOODING



# Nebraska Public Assistance Disaster Declarations as of 04/15/2019

FEMA-4420-DR-NE



**Data Layer / Map Description:**  
The types of assistance that have been designated for selected areas in the State of Nebraska.

All counties and Indian Tribes in the State of Nebraska are eligible to apply for assistance under the Hazard Mitigation Grant Program.

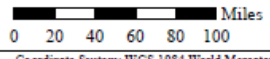
Santee Sioux Nation, Ponca Tribe of Nebraska, Omaha Tribe of Nebraska, Sac and Fox, and Winnebago Tribe for debris removal and emergency protective measures (Categories A and B), including direct federal assistance, under the Public Assistance program at 75 percent federal funding.

- Branch
- Divisions
- Designated Counties
  - Public Assistance (Categories A - B)
  - Public Assistance (Categories A - G)
  - No Designation
- Tribal Designations
- Tribal Public Assistance (Categories A & B)

\* Knox; Lancaster

FEMA-4420-DR-NE  
Incident Period: 03/09/2019 - 04/01/2019  
Initial Declaration: 03/21/2019  
Amendment No. 5: 04/15/2019

Data Sources:  
FEMA, ESRI




# UPDATE: as of April 5-

The 50 counties now eligible for Categories C-G work are:  
Adams, Antelope, Blaine, Boone, Box Butte, Boyd, Buffalo, Burt, Butler,  
Cass, Cedar, Colfax, Cuming, Custer, Dakota, Dixon, Dodge, Douglas,  
Fillmore, Frontier, Furnas, Gage, Garfield, Gosper, Greeley, Hall, Holt,  
Howard, Jefferson, Johnson, Knox, Lancaster, Logan, Loup, Madison,  
Morrill, Nance, Nemaha, Otoe, Pawnee, Pierce, Platte, Richardson,  
Saline, Sarpy, Sherman, Valley, Washington, Wayne and Wheeler  
Counties.

The rest of the original 65 are still eligible for Category A&B, and are  
pending validation for Categories C-G.

Add-On requests have been submitted for other counties.



# UPDATE: as of April 15-

Additional counties now eligible for Categories C-G work are:  
Saunders, Stanton, Thurston, Brown, Harlan, Keya Paha, Lincoln,  
Merrick, and Rock Counties

Additional Counties added to DR-4420 for Public Assistance are:  
Banner, Cheyenne, Dawes, Deuel, Franklin, Garden, Kimball, Phelps,  
Sheridan, Sioux, and Webster Counties

The rest of the original 65 are still eligible for Category A&B, and are  
pending validation for Categories C-G.

Add-On requests have been submitted for other counties.

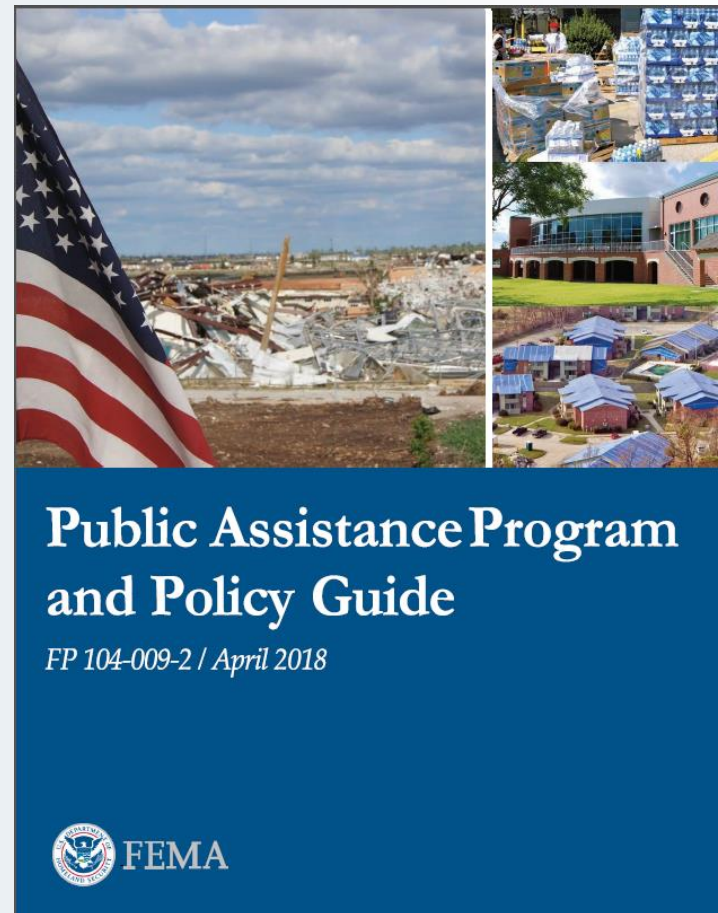


# PROGRAM AUTHORITIES AND GOVERNING DOCUMENTS

- State Statute 81-829, 36 50 75
- Stafford Act
- Disaster Mitigation Act 2000
- Regulation – 44 CFR, 2 CFR
- Public Assistance Program and Policy Guide (PAPPG)

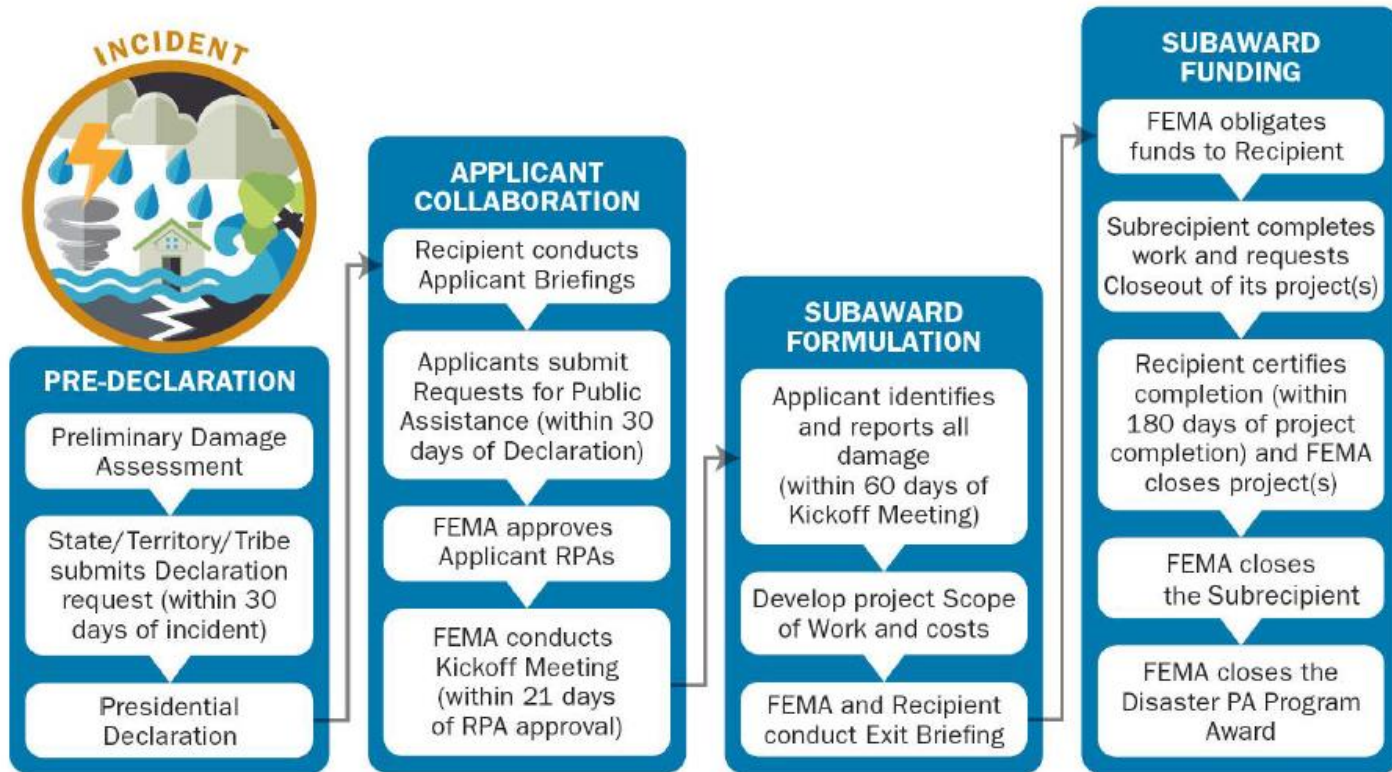
# Public Assistance Program and Policy Guide (PAPPG)

- Combines all Public Assistance Policy into a single volume and provides an overview of the PA program implementation process with links to other publications and documents that provide additional process details.
- Disasters that occur this year will fall into April 2018 guidance
- Pay attention to updates: Houses of Worship as eligible applicants and updated Debris Removal requirements





# PUBLIC ASSISTANCE PROCESS



# TIME LIMITS FOR AID REQUEST

- Applying for a PA Grant : 30 days from disaster declaration
  - Request for Public Assistance: **Extended to May 20 (IN THE PORTAL)**
- Formulating all Projects
  - Applicant must identify damaged areas within 60 days of the recovery scoping meeting (**ON DAMAGE INVENTORY SHEET, IN THE PORTAL**)
  - Appeals must be submitted to the state within 60 days of receipt of the Determination Memo outlining the denial or partial denial
    - Appeal process has been overhauled by FEMA as well
    - FEMA determination notification sent to applicant and proof of date sent to applicant sent to FEMA
    - Second appeal cannot include additional info not provided in first appeal

# GENERAL PROGRAM ELIGIBILITY BUILDING BLOCKS



# ELIGIBLE APPLICANTS

- State Government
- County Government
- Cities/Towns/Villages/Townships
- School districts
- Tribal governments
- Public Utilities (Public Power Districts)
- Natural Resources Districts
- Some private non-profits that are “critical” or provide “essential government services”


# PRIVATE NON-PROFIT ENTITIES

- Private Non-Profit (PNP) Facilities that provide the following critical services are eligible:
  - Fire/Emergency Rescue
  - Medical Treatment
  - Power, Water, and Sewer Utilities
  - Communication Systems
  - \*\* NEW: Houses of Worship

# FACILITY

- To be eligible:
  - Damage must be disaster related
  - Facility must be the legal responsibility of an eligible applicant
  - Facility must have been in active use at the time of the disaster
  - Facility must be located in the designated disaster area
  - Facility must not receive funding from another federal agency (Federal Aid Roads)

# WORK

- To be eligible:
    - Work must be required as a result of the declared incident
    - Be located within the designated area
    - Be the legal responsibility of an eligible applicant
- \*\*must be reasonable, completed in a timely manner, comply with all Federal, State, and local laws and regulations
- 

# CATEGORIES OF WORK

## Emergency Work

Address an immediate threat:

- A** Debris removal
- B** Emergency protective measures

## Permanent Work

Restoration of:

- C** Roads/bridges
- D** Water control facilities
- E** Buildings/equipment
- F** Utilities
- G** Parks, recreational, and other facilities



# COST

- FEMA evaluates the eligibility of all submitted costs
- To be eligible the costs must be:
  - Directly tied to the performance of eligible work
  - Adequately documented
  - Reduced by all applicable credits, such as insurance proceeds and salvage values
  - Authorized and not prohibited under Federal, State, Territorial, Tribal or local government laws or regulations
  - Consistent with applicant's internal policies, regulations, and procedures that apply uniformly to both federal awards and other activities of the applicant
  - Necessary and reasonable to accomplish the work properly and effectively.

**\*\*A COST IS REASONABLE IF, IN ITS NATURE AND AMOUNT, IT DOES NOT EXCEED THAT WHICH WOULD BE INCURRED BY A PRUDENT PERSON UNDER THE CIRCUMSTANCES PREVAILING AT THE TIME THE APPLICANT MAKES THE DECISION TO INCUR THE COST**

# PROJECT COMPLETION DATES

- Time limits for project completion begin on the disaster declaration date: **March 21, 2019**
  - Emergency work must be completed within 6 months (**September 21, 2019**)
  - Permanent work must be completed within 18 months (**September 21, 2020**)

# TIME EXTENSION

- For extenuating circumstances or project requirements, deadlines may be extended 6 months (non pilot program projects) for emergency work and 30 months for permanent work

## Information to Support Time Extension

**Request should be submitted prior to current approved deadline, be specific to one project, and include the following information with supporting documentation:**

- Dates and provisions of all previous time extensions
- Construction timeline / project schedule in support of requested time
- Basis for time extension request:
  - Delay in obtaining permits
    - Permitting agencies involved and application dates
  - Environmental delays or limitations (e.g., short construction window, nesting seasons)
    - Dates of correspondence with various agencies
    - Specific details
  - Inclement weather (prolonged severe weather conditions prohibited access to the area, or adversely impacted construction)
    - Specific details
  - Other reason for delay
    - Specific details

# EMERGENCY WORK: Debris Removal Category A

- Debris removal is eligible when:
  - It eliminates an immediate threat to life, health, and safety
  - It eliminates an immediate threat of significant damage to improved property
  - It ensures economic recovery of the community and provides a benefit for the community-at-large
  - Overtime is eligible...unless “pilot program” is elected.

\*\* DEBRIS REMOVAL PILOT PROGRAM- new procedures for funding debris removal but rules have changed a bit this year.

# DEBRIS REMOVAL PILOT PROGRAM

The Applicant may elect to participate in one or more of the following Alternative Procedures for debris removal:

1. Reimbursement of straight-time for force account labor
  2. A one-time 2 percent increased cost-share incentive for a FEMA-accepted debris management plan
- 

# EMERGENCY WORK LABOR ELIGIBILITY


Emergency Work Labor Eligibility		
Budgeted Employees	Overtime	Straight-Time
Permanent employee	☑	
Seasonal employee working during normal season of employment	☑	
Unbudgeted Employees	Overtime	Straight-Time
Essential employee called back from administrative leave	☑	☑
Permanent employee funded from external source	☑	☑
Temporary employee hired to perform eligible work	☑	☑
Seasonal employee working outside normal season of employment	☑	☑

- For Permanent Work, straight-time and overtime labor costs are eligible for both budgeted and unbudgeted employees.
  - For Emergency Work, only overtime labor is eligible for budgeted employees.
  - For unbudgeted employees performing Emergency Work, both straight-time and overtime labor are eligible.
  - Under the Pilot Program, if the Applicant opts to participate in the straight-time procedure for debris removal, straight-time labor costs are eligible for budgeted employees conducting eligible debris removal (Category A) activities.

# DONATED RESOURCES (Category B...typically)

- Individuals and organizations often donate resources (equipment, supplies, materials or labor) to assist with response activities. Previously FEMA's policy only provided for the application of the value of donated resources toward the non-federal cost share of eligible CAT B Work.
- NEW POLICY - Also authorizes an applicant to apply the value of donated resources during the performance of an eligible Permanent Work project toward the non-Federal cost share of that specific Permanent Work Project

## CAT B:

- FEMA prepares the donated resource project separate from the emergency work projects for the applicant's incurred costs. FEMA does not obligate the donated resource project until after it obligates all of that applicant's emergency work projects.
  - Volunteer labor must be well-documented (name, hours worked, work site/location, and description of work for each volunteer)
  - Donated equipment and materials need equivalent information.
- 

# CODES AND STANDARDS

- Upgrades required due to Codes and Standards that apply to a facility may also be eligible for public assistance funding as part of eligible restoration projects.
- Such upgrades typically occur when older facilities, particularly buildings, must be repaired in accordance with codes that were adopted after original construction.
- For the cost of an upgrade to be eligible, the code or standard must be in effect before the disaster takes place.






# PROCUREMENT

- Applicants must comply with Federal procurement standards as a condition of receiving PA funding for contract costs for eligible work. Federal procurement standards for State and Territorial governments are different than those for Tribal and local governments and PNPs.
  - States and Territorial Governments:
    - State and Territorial government Applicants must follow the same policies and procedures they would use for procurements with non-Federal funds
    - comply with 2 CFR § 200.322, Procurement of recovered materials
    - ensure that every purchase order or other contract includes any clauses required by 2 CFR § 200.326, Contract provisions
  - Non-State Applicants (Tribal, Local Governments and PNPs)
    - Non-State Applicants (Tribal and local governments and PNPs) must use their own documented procurement procedures that reflect applicable State, Territorial, Tribal, and local government laws and regulations, provided that the procurements conform to applicable Federal law and standards

# PROCUREMENT CONT.

- Must comply with the following federal standards:
    1. Provide full and open competition;
    2. Conduct all necessary affirmative steps to ensure the use of minority businesses, women's business enterprises, and labor surplus area firms when possible;
      - What does this mean?
        1. Place qualified socioeconomic firms on their solicitation lists;
        2. Assure that socioeconomic firms are solicited whenever they are potential sources;
        3. Divide total requirements, when economically feasible, into smaller tasks or quantities;
        4. Establish delivery schedules, where the requirement permits, which encourage participation by socioeconomic firms;
        5. Use the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
        6. Require prime contractors to take steps (1) through (5) if they use subcontractors.
- 

# PROCUREMENT CONT.

3. Exclude contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals from competing for such procurements to ensure objective contractor performance and eliminate unfair competitive advantage;
4. Maintain written standards of conduct covering conflicts of interest and governing the performance of employees who engage in the selection, award, and administration of contracts;
5. Maintain records sufficient to detail the history of the procurement.
  - What does this mean?
    - Rationale for the method of procurement
    - Selection of contract type
    - Contractor selection or rejection
    - The basis for the contract price

# PROCUREMENT METHODS

- Tribal and local governments and PNPs must use one of the following procurement methods:
  - **Micro-purchase**
    - ≤\$3,500 or comparable state/local/tribal threshold, whichever is lower
    - Requires only ONE quote if price is reasonable
    - MUST distribute equitably among vendors
  - **Small purchase procedure**
    - ≤\$150,000 or comparable state/local/tribal threshold, whichever is lower
    - Requires quotes from three (3) suppliers

# PROCUREMENT METHODS

## – Sealed Bidding

- Preferred method for construction contracts
- Firm-fixed-price contract is awarded to the lowest priced, responsive, responsible bidder
- Non-state applicants must solicit bids from an adequate number of suppliers
- Local and tribal governments must publicly advertise the invitation for bids and open bids publicly

## – Competitive Proposals (§ 200.320(d))

- Method generally used when conditions are not appropriate for sealed bidding
- Fixed price or cost reimbursement contract is awarded to the responsible firm whose proposal is most advantageous to the non-state applicant
- Non-state applicants must publicize requests for proposals (RFPs), and solicit proposals from an adequate number of qualified sources
- RFPs must identify all evaluation factors and their relative importance


# NON-COMPETITIVE PROPOSAL

- FEMA may reimburse costs incurred under a contract procured through a noncompetitive proposal only when one or more of the following apply:
  1. The item is only available from a single source;
  2. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
  3. FEMA or the Recipient expressly authorizes a noncompetitive proposal in response to a written request from the Applicant; or
  4. After solicitation of a number of sources, competition is determined inadequate

# CONTRACTS

- FEMA reimburses costs incurred using three types of contract payment obligations:
  - fixed-price,
  - cost-reimbursement,
  - and, to a limited extent, time and materials (T&M).
- FEMA does NOT reimburse costs incurred under a cost plus a percentage of cost contract or a contract with a percentage of construction cost method
- FEMA does NOT reimburse costs incurred under a lump sum contract in which eligible and non-eligible work was completed under that contract.

# FREQUENT SOURCES OF NON-COMPLIANCE

1. Time and Materials Contracts
  2. Cost-Plus-Percentage-of-Cost Contracts
  3. Piggybacking
  4. Geographic Preferences
  5. Awarding to Contractors that Drafted Solicitation Documents
  6. Suspended or Debarred Contractors
- 



# SMALL and LARGE PROJECT THRESHOLDS

- Minimum Project Threshold: **\$3,200**
- Large Project Threshold: **\$128,900**
- Small projects are based on estimates (or actuals if completed)
- Large projects are paid out based on actual costs...(pilot program exceptions)

# SMALL PROJECTS

- Small projects are any projects written for an amount less than \$128,900
- State will cost-share up to 12.5% of obligated project total based on documented costs
  - Documentation submitted for cost-share to be paid out.
- Projects written as 100% completed by FEMA likely do not need documentation re-submitted- we SHOULD already have it.
- All projects must be inspected prior to any state share payment being made.

Estimated	Actual	Actual
\$100,000 SA total	\$90,000 SA Total	\$120,000 SA Total
\$75,000 Fed share	\$75,000 Fed Share	\$75,000 Fed Share
\$12,500 State Share	\$7,500 State Share**	\$12,500 State Share**
\$12,500 Local Share	\$7,500 local share	\$32,500 local share

# DOCUMENTATION

- Applicants are required to maintain project files that contain all necessary backup information
- Pictures taken before repair or clean-up are highly recommended
- Please retain your files for five (5) years after the disaster has been officially closed for audit purposes. If your jurisdiction requires longer time then you must keep it that long- minimum is 5 years.

## REQUIRED DOCUMENTATION:

- FORCE ACCOUNT LABOR SUMMARY SHEET
- FORCE ACCOUNT EQUIPMENT SUMMARY
- FORCE ACCOUNT MATERIAL SUMMARY
- CONTRACT SUMMARY SHEET
- RENTED EQUIPMENT SUMMARY SHEET

# COST SUMMARY

COST SUMMARY  
 ROLLUP SHEET IS A  
 BREAKDOWN OF THE  
 TOTALS FROM EACH  
 CATEGORY

FEDERAL EMERGENCY MANAGEMENT AGENCY			
COST SUMMARY ROLL-UP			
APPLICANT	P/W REF NO.	CATEGORY	DISASTER
#REF!	#REF!	#REF!	#REF!
CATEGORY	CLAIM COST	COMMENTS (FEMA USE ONLY)	ELIGIBLE COSTS
FORCE ACCOUNT LABOR <i>REGULAR TIME</i>	#REF!		#REF!
FORCE ACCOUNT LABOR <i>OVERTIME</i>	\$ -		\$ -
FORCE ACCOUNT EQUIPMENT	\$ -		\$ -
MATERIALS	\$ -		\$ -
RENTAL EQUIPMENT	\$ -		\$ -
CONTRACTS	\$ -		\$ -
DIRECT ADMINISTRATIVE COSTS	\$ -		\$ -
TOTAL	#REF!		#REF!
I certify that the above information was transcribed from timesheets, payroll records, equipment log, invoices, stock records or other documents which are available for audit.			
Certified by:			Date:
#REF!			
Applicant's records have been reviewed and found correct with the exceptions as noted.			

# FORCE ACCOUNT LABOR

FORCE ACCOUNT  
LABOR SUMMARY  
SHEET MUST BE  
FOLLOWED BY  
COPIES OF TIME  
SHEETS USED TO FILL  
IN SUMMARY SHEET.

DEPARTMENT OF HOMELAND SECURITY FEDERAL EMERGENCY MANAGEMENT AGENCY FORCE ACCOUNT LABOR SUMMARY RECORD										PAGE	OF	O.M.B. No. 1660-0017 Expires October 31, 2008		
APPLICANT			PA ID NO.			PROJECT NO.			DISASTER					
LOCATION/SITE						CATEGORY			PERIOD COVERING					
DESCRIPTION OF WORK PERFORMED														
NAME		DATES AND HOURS WORKED EACH WEEK							COSTS					
JOB TITLE		DATE								TOTAL HOURS	HOURLY RATE	BENEFIT RATE/HR	TOTAL HOURLY RATE	TOTAL COSTS
NAME		REG.												
JOB TITLE		O.T.												
NAME		REG.												
JOB TITLE		O.T.												
NAME		REG.												
JOB TITLE		O.T.												
NAME		REG.												
JOB TITLE		O.T.												
TOTAL COSTS FOR FORCE ACCOUNT LABOR REGULAR TIME												\$		
TOTAL COST FOR FORCE ACCOUNT LABOR OVERTIME												\$		
I CERTIFY THAT THE INFORMATION ABOVE WAS OBTAINED FROM PAYROLL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.														
CERTIFIED						TITLE						DATE		

# FORCE ACCOUNT LABOR

- FEMA refers to the applicant's personnel as "force account".
- FEMA reimburses force account labor based on actual hourly rates plus the cost of the employees actual fringe benefits.
- FEMA calculates the fringe benefit cost based on percentage of the hourly pay rate because certain items in a benefit package are not dependent on hours worked (i.e. health insurance), the percentage for overtime is usually different than the percentage for straight-time.
- Fringe benefits may include:
  - Holiday leave
  - Accrued vacation leave
  - Sick leave
  - Social security matching
  - Medicare matching
  - Unemployment insurance
  - Workers compensation
  - Retirement
  - Health insurance
  - Life and disability insurance
  - Administrative leave

# FORCE ACCOUNT EQUIPMENT

COMPLETED  
SUMMARY SHEET  
MUST HAVE COPIES  
OF DOCUMENTS  
USED TO COMPLETE  
THE SUMMARY SHEET

DEPARTMENT OF HOMELAND SECURITY FEDERAL EMERGENCY MANAGEMENT AGENCY FORCE ACCOUNT EQUIPMENT SUMMARY RECORD							PAGE <input type="text"/> OF <input type="text"/>	O.M.B. No. 1660-0017 Expires October 31, 2008				
APPLICANT			PA ID NO.		PROJECT NO.		DISASTER					
LOCATION/SITE			CATEGORY		PERIOD COVERING							
DESCRIPTION OF WORK PERFORMED												
TYPE OF EQUIPMENT			OPERATOR'S NAME	DATES AND HOURS USED EACH DAY						COSTS		
INDICATE SIZE, CAPACITY, HORSEPOWER, MAKE AND MODEL AS APPROPRIATE	EQUIPMENT CODE NUMBER			DATE						TOTAL HOURS	EQUIPMENT RATE	TOTAL COST
			HOURS									
			HOURS									
			HOURS									
			HOURS									
			HOURS									
			HOURS									
			HOURS									
			HOURS									
<b>GRAND TOTAL</b>												
I CERTIFY THAT THE ABOVE INFORMATION WAS OBTAINED FROM PAYROL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.												
CERTIFIED			TITLE					DATE				

FEMA Form 90-127, FEB 06 Print Form

# APPLICANT (Force Account) EQUIPMENT

- FEMA provides PA funding for the use of applicant-owned equipment
- FEMA only applies equipment rates to the time the applicant is actually operating equipment. Although costs associated with mobilizing equipment to a project site are eligible, costs for stand by time are not unless the equipment operator uses the equipment intermittently for more than half of the working hours for a given day. In this case the intermittent standby time is eligible.
- Local rates are those developed under local government guidelines for use in normal day-to-day operations. FEMA generally provides PA funding for local equipment rates if they are properly documented and reasonable.



# NEW EQUIPMENT RATES

- New rates are for disasters declared on or after September 1, 2017
- The rates on this Schedule of Equipment Rates are for applicant-owned equipment in good mechanical condition, complete with all required attachments.
- Just google 2017 FEMA Schedule of Equipment Rates
- This document can also be found on NEMA's website

FEMA's SCHEDULE OF EQUIPMENT RATES  
 DEPARTMENT OF HOMELAND SECURITY  
 FEDERAL EMERGENCY MANAGEMENT AGENCY  
 RECOVERY DIRECTORATE  
 PUBLIC ASSISTANCE DIVISION  
 WASHINGTON, DC 20472

The rates on this Schedule of Equipment Rates are for applicant owned equipment in good mechanical condition, complete with all required attachments. Each rate covers all costs eligible under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. § 5121, et seq., for ownership and operation of equipment, including depreciation, overhead, all maintenance, field repairs, fuel, lubricants, tires, OSHA equipment and other costs incidental to operation. Standby equipment costs are not eligible.

Equipment must be in actual operation performing eligible work in order for reimbursement to be eligible. LABOR COSTS OF OPERATOR ARE NOT INCLUDED in the rates and should be approved separately from equipment costs.

Information regarding the use of the Schedule is contained in 44 CFR § 208.228 Allowable Costs. Rates for equipment not listed will be furnished by FEMA upon request. Any appeals shall be in accordance with 44 CFR § 208.208 Appeals.

THESE RATES ARE APPLICABLE TO MAJOR DISASTERS AND EMERGENCIES  
 DECLARED BY THE PRESIDENT ON OR AFTER SEPTEMBER 1, 2017.

Cost Code	FEMA Code ID		Equipment Description				2017 Rate
	Equipment	Specifications	Capacity or Size	HP	Notes	Unit	
8010	Air Compressor	Air Delivery	41 CFM	to 10	Hoses included.	hour	\$1.51
8011	Air Compressor	Air Delivery	103 CFM	to 30	Hoses included.	hour	\$8.84
8012	Air Compressor	Air Delivery	130 CFM	to 50	Hoses included.	hour	\$11.14
8013	Air Compressor	Air Delivery	175 CFM	to 60	Hoses included.	hour	\$18.39
8014	Air Compressor	Air Delivery	400 CFM	to 145	Hoses included.	hour	\$30.47
8015	Air Compressor	Air Delivery	575 CFM	to 230	Hoses included.	hour	\$48.71
8016	Air Compressor	Air Delivery	1100 CFM	to 355	Hoses included.	hour	\$62.88
8017	Air Compressor	Air Delivery	1800 CFM	to 500	Hoses included.	hour	\$96.96
8040	Ambulance			to 150		hour	\$28.00
8041	Ambulance			to 210		hour	\$40.50
8050	Board, Arrow			to 8	Trailer Mounted.	hour	\$4.43
8051	Board, Message			to 5	Trailer Mounted.	hour	\$11.61
8060	Auger, Portable	Hole Diameter	18 In	to 6		hour	\$2.14
8061	Auger, Portable	Hole Diameter	18 In	to 13		hour	\$4.30
8062	Auger, Tractor Mntd	Max. Auger Diameter	38 In	to 13	Includes digger, boom and mounting hardware. Add this rate to tractor rate for total	hour	\$3.18
8063	Auger, Truck Mntd	Max. Auger Size	24 In	to 100		hour	\$34.28
8064	Hydraulic Post Driver					hour	\$35.10
8065	Auger	Horizontal Directional Boring Machine	250 X 100	300	DD-140B YR-2003	hour	\$169.40
8066	Auger	Horizontal Directional Boring Machine	50 X 100			hour	\$31.95
8067	Auger, Directional Boring Machine	Auger, Directional Boring Machine				hour	\$36.97
8070	Automobile			to 130	Transporting people.	mile	\$0.535

# FORCE ACCOUNT MATERIAL

FORCE ACCOUNT  
MATERIAL SUMMARY  
SHEET MUST HAVE  
COPIES OF INVOICES  
AND PROOF OF  
PAYMENT USED TO  
COMPLETE SUMMARY

DEPARTMENT OF HOMELAND SECURITY FEDERAL EMERGENCY MANAGEMENT AGENCY MATERIALS SUMMARY RECORD					PAGE <input type="text"/> OF <input type="text"/>	O.M.B. No. 1660-0017 Expires October 31, 2008		
APPLICANT <input type="text"/>		PA ID NO. <input type="text"/>	PROJECT NO. <input type="text"/>		DISASTER <input type="text"/>			
LOCATION/SITE <input type="text"/>			CATEGORY <input type="text"/>		PERIOD COVERING <input type="text"/>			
DESCRIPTION OF WORK PERFORMED								
<input type="text"/>								
VENDOR	DESCRIPTION	QUAN.	UNIT PRICE	TOTAL PRICE	DATE PURCHASED	DATE USED	INFO FROM (CHECK ONE) INVOICE   STOCK	
GRAND TOTAL								
I CERTIFY THAT THE INFORMATION WAS OBTAINED FROM PAYROLL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.								
CERTIFIED <input type="text"/>				TITLE <input type="text"/>			DATE <input type="text"/>	

# MATERIALS / SUPPLIES

- The cost of supplies, including materials is eligible if:
  - Purchased and justifiably needed to effectively respond to and/or recovery from the incident; or
  - Taken from the applicant's stock and used for the incident
- The applicant needs to track items taken from stock with inventory withdrawal and usage records.
- FEMA provides PA funding for these items based on invoices, if available. If invoices are not available for items used from stock, FEMA provides PA funding based on the Applicant's established method of pricing delivery.

# CONTRACT SUMMARY SHEET

- COPIES OF CONTRACTOR INVOICES MUST FOLLOW THE SUMMARY SHEET
- AS PREVIOUSLY STATED - CONTRACT INFO MUST BE INCLUDED (SIGNED COPY OF THE CONTRACT, BID NOTICE, BID TABULATIONS, PROCUREMENT POLICIES)

DEPARTMENT OF HOMELAND SECURITY FEDERAL EMERGENCY MANAGEMENT AGENCY CONTRACT WORK SUMMARY RECORD			PAGE <input type="text"/> OF <input type="text"/>	O.M.B. No. 1660-0017 Expires October 31, 2008
APPLICANT	PA ID NO.	PROJECT NO.	DISASTER	
LOCATION/SITE	CATEGORY		PERIOD COVERING	
DESCRIPTION OF WORK PERFORMED				
DATES WORKED	CONTRACTOR	BILLING/INVOICE NUMBER	AMOUNT	COMMENTS- SCOPE
<b>GRAND TOTAL</b>				
<b>I CERTIFY THAT THE INFORMATION WAS OBTAINED FROM PAYROLL, INVOICES, OR OTHER DOCUMENT THAT ARE AVAILABLE FOR AUDIT.</b>				
CERTIFIED	TITLE		DATE	

FEMA Form 90-126, FEB 06 Print Form

# RENTED EQUIPMENT SUMMARY

INVOICES AND RENTAL AGREEMENTS USED TO FILL OUT SUMMARY SHEET MUST BE SUBMITTED

DEPARTMENT OF HOMELAND SECURITY FEDERAL EMERGENCY MANAGEMENT AGENCY RENTED EQUIPMENT SUMMARY RECORD						PAGE	OF	O.M.B. No. 1660-0017 Expires October 31, 2008
APPLICANT		FA ID NO.		PROJECT NO.		DISASTER		
LOCATION/SITE				CATEGORY		PERIOD COVERING		
DESCRIPTION OF WORK PERFORMED								
TYPE OF EQUIPMENT Indicate size, Capacity, Horsepower Make and Model as Appropriate	DATES AND HOURS USED	RATE PER HOUR		TOTAL COST	VENDOR	INVOICE NO.	DATE AND AMOUNT PAID	CHECK NO.
		W/OPR	W/OUT OPR					
GRAND TOTAL								
I CERTIFY THAT THE ABOVE INFORMATION WAS OBTAINED FROM PAYROLL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.								
CERTIFIED				TITLE			DATE	

FEMA Form 90-125, FEB 06

# SPECIAL CONSIDERATIONS

- Issues which could affect the scope of work and funding of a project:
  - Insurance and National Flood Insurance Program
  - Floodplain Management
  - Hazard Mitigation
  - Environmental preservation
  - Historic preservation and cultural resources

NOTE!!! YOU MUST NOTIFY NEMA PA STAFF IF ANY CHANGES TO THE SCOPE OF WORK ARE PLANNED **PRIOR TO STARTING WORK** OR RISK LOSS OF FUNDING FOR THE PROJECT!

# FLOOD INSURANCE REDUCTIONS

- Stafford Act (Section 406(D)) mandates a reduction in the amount of public assistance funding for a facility that is:
  - Insurable under the NFIP
  - Located in a Special Flood Hazard Area
  - Damaged by Floodwaters
- Insurable facilities that do not have flood insurance or carry inadequate flood insurance will still have a reduction of (whichever is less):
  - The maximum amount of insurance proceeds that could have been obtained from a standard NFIP flood insurance policy;  
OR
  - The value of the facility at the time of the disaster.


# QUARTERLY REPORT REQUIREMENTS

- Report contains all OPEN projects
- Small projects will be listed on every report until the applicant is closed
- Completed quarterly reports must be submitted to ensure proper payment as well as proper project deadlines are being met.

NEBRASKA EMERGENCY MANAGEMENT AGENCY QUARTERLY PROJECT PROGRESS REPORT										
Applicant Name:								Disaster #		4325
Reporting Period: July-September 2017										
Project Completion Information										
PW#	Category	Application Title	% of Work Completed (to date)	Approved Completion Date	Est. Date of Completion	Time Extension Needed? Yes or No	Actual Work Completion Date	Total Approved PW Amount	Total Amount Expended (cost to date)	Cost Overrun? Yes or No (If yes, why?)
128	A	DWRZ01A 120 - Debris Alternative Procedures (Cat A)		12/25/2015				\$ 13,500.00		
Comments:										
173	C	DWRZ03C Road System Damage		6/25/2017				\$ 132,674.20		
Comments:										
<i>I do hereby certify for the applicant that the above information is true and accurate.</i>										
Signature of Authorized Representative						Name Printed			Date	
<p><b>Note:</b> Quarterly reports are due by the 7th day of January, April, July, and October. Noncompliance may jeopardize Federal and/or State related funding.</p>										



# MANAGEMENT COSTS for SUB GRANTEES

- Formerly known as Direct Administrative Costs
  - Includes both Indirect Costs, Direct Administrative Costs, and other administrative expenses associated with a specific project.
  - Management Costs for each applicant will be on a single Category Z project.
  - Management Cost Project will be closed on actual expenses, up to 5% of the total award amount for each applicant.
- 

# MANAGEMENT COSTS

## Continued

- Consolidates Management Cost funding into a single Category Z project
- Allows sub recipients to track management costs for all PA projects rather than on a project-by project basis
- The Management Cost PW amount is written for 5 percent of the total eligible project costs: actual eligible PA project costs (Federal and non-Federal share) after insurance and any other reductions. Donated Resource projects are not included in the calculation, as they are not project awards.
- The Management Cost PW is paid with a 100% Federal Share!

# MANAGEMENT COSTS

## Continued

**Documentation Requirements.** In addition to the documentation noted in Table 10 of the Public Assistance Program and Policy Guide (PAPPG), the following documentation is required to substantiate the eligibility of management activities and associated costs. FEMA will publish a reasonable cost policy specific to management cost.

- An explanation of work performed with a representative sample of daily logs/activity reports. The activity must be related to eligible projects.
- Documentation to substantiate the necessity of any claimed office supplies, equipment, or space.
- For meetings or site inspections, the activity description needs to include the number and purpose of the meetings or site inspections.
- Travel costs need to include the purpose of travel and a copy of the travel policy.
- Training needs to include the location, date(s), and title of the course. The training must be related to PA and occur within the period of performance of the Category Z PW.
- Recipients and Subrecipients need to certify that the management activities and associated costs claimed are eligible, consistent with policy, and not related to ineligible projects.

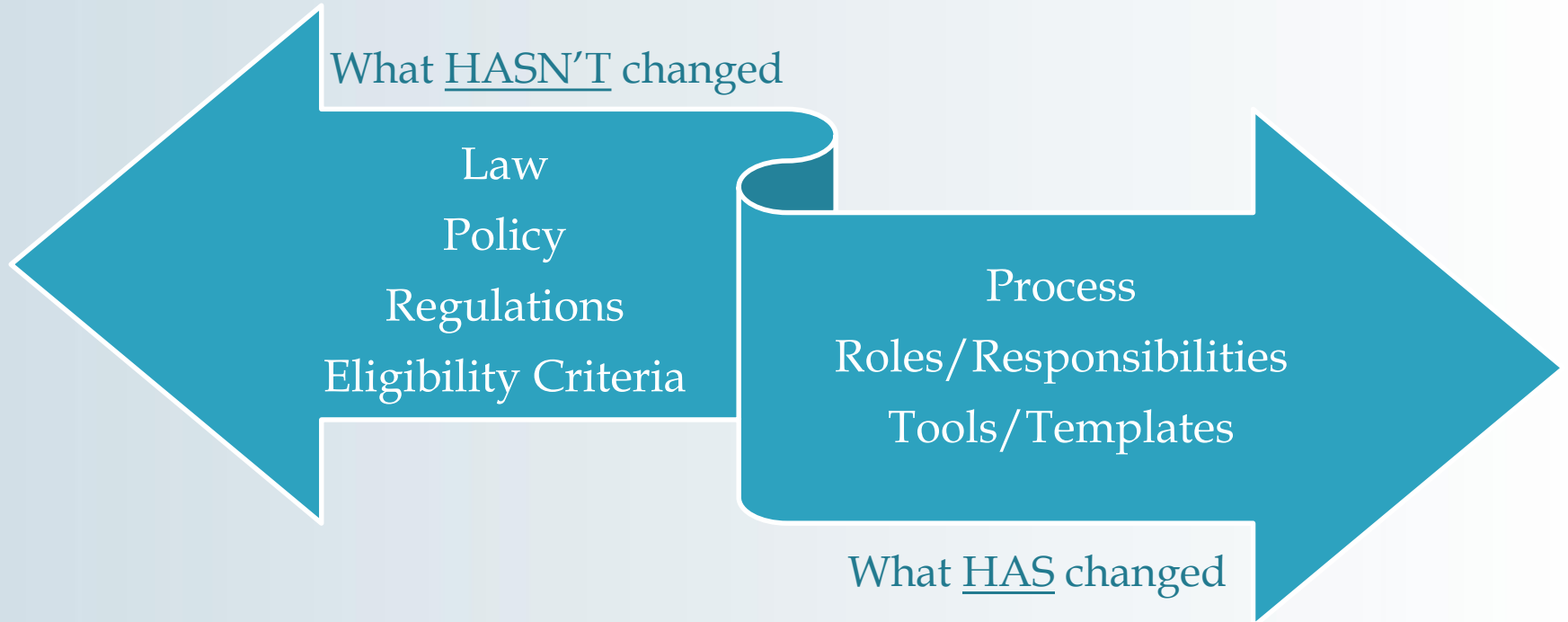
# HAZARD MITIGATION (406)

- Cost-effective measures to be included in PA projects that would reduce or eliminate the threat of future damages
- Applies only to the damaged elements.
- Program allows for 15% of costs on all projects, up to 100% of costs for some
- Eligibility is based on certain benefit/cost ratio limits
- Examples include:
  - Installation of headwalls on culverts
  - Installation of additional or upsizing culverts

**SO WHAT  
COMES NEXT?**



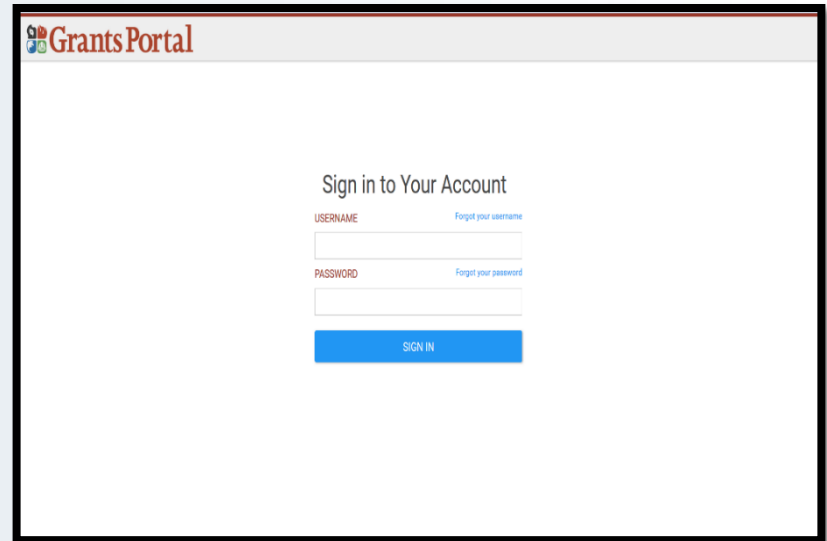
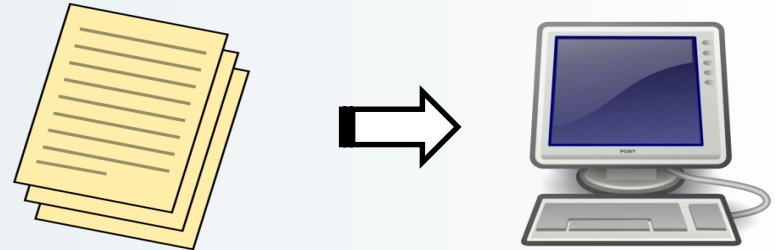
# NEW FEMA PUBLIC ASSISTANCE DELIVERY PROCESS



Benefits: Transparency, Consistency and Accountability.

# GRANTS PORTAL

- Web-based tool through which all FEMA project documentation and determinations will flow.
- Track all projects, documentation, and information through portal- live site, 24/7
- Upload documentation even before a disaster declaration such as:
  - Pay Policy
  - Insurance Policy
  - Procurement Policy
  - Equipment Inventory List
- Each applicant can have one or more registered users
  - Registered users may have different roles and rights



Grants Portal

Sign in to Your Account

USERNAME [Forgot your username](#)

PASSWORD [Forgot your password](#)

SIGN IN

# REQUEST FOR PUBLIC ASSISTANCE (RPA)

- RPA is the formal acknowledgement of applicant's intent to request reimbursement from the FEMA Public Assistance Program.
- RPAs must be completed and submitted electronically in Grants Portal within 30 days of declaration--- FOR THIS DR- May 20

DEPARTMENT OF HOMELAND SECURITY FEDERAL EMERGENCY MANAGEMENT AGENCY REQUEST FOR PUBLIC ASSISTANCE		O.M.B. NO. 1660-0017 Expires April 30, 2013
<b>PAPERWORK BURDEN DISCLOSURE NOTICE</b> Public reporting burden for this form is estimated to average 10 minutes. Burden means the time, effort and financial resources expended by persons to generate, maintain, disclose, or to provide information to us. You may send comments regarding the burden estimate or any aspect of the collection, including suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC 20542, Paperwork Reduction Project (OMB Control Number 1660-0017). You are not required to respond to this collection of information unless it displays a valid OMB number. NOTE: Do not send your completed questionnaire to this address.		
APPLICANT (Political subdivision or eligible applicant)		DATE SUBMITTED
COUNTY (Location of Damages. If located in multiple counties, please indicate)	DUNG NUMBER	
APPLICANT PHYSICAL LOCATION		
STREET ADDRESS		
CITY	COUNTY	STATE ZIP CODE
MAILING ADDRESS (if different from Physical Location)		
STREET ADDRESS		
POST OFFICE BOX	CITY	STATE ZIP CODE
Primary Contact/Applicant's Authorized Agent		Alternate Contact
NAME	NAME	
TITLE	TITLE	
BUSINESS PHONE	BUSINESS PHONE	
FAX NUMBER	FAX NUMBER	
HOME PHONE (Optional)	HOME PHONE (Optional)	
CELL PHONE	CELL PHONE	
E-MAIL ADDRESS	E-MAIL ADDRESS	
PAGER & PIN NUMBER	PAGER & PIN NUMBER	
Did you participate in the Federal/State Preliminary Damage Assessment (PDA)? <input type="checkbox"/> YES <input type="checkbox"/> NO		
Private Non-Profit Organization? <input type="checkbox"/> YES <input type="checkbox"/> NO		
If yes, which of the facilities identified below best describe your organization?		
Title 44 CFR, part 206.22 (e) defines an eligible private non-profit facility as: "...any private non-profit educational, utility, emergency, medical or social 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, disaster workshops and facilities which provide health and safety 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-	FP# DATE RECEIVED

FEMA Form 90-49 AUG 10 REPLACES ALL PREVIOUS EDITIONS

**Grants Portal**

Wilson, Elizabeth

Dashboard

My Organization

Request Public Assistance

1 Start 2 General Info 3 Contacts 4 Addresses 5 Other Info 6 Submit

Please indicate your primary and alternate contacts. These individuals will receive regular notifications and will be able to use this system to track the progress of your request as well as collaborate with your designated FEMA partners. Following submission, you will have the option of specifying additional team members. If you do not see appropriate personnel in the dropdown lists below, or if their email or phone contact information is incorrect, please [click here](#) to manage the Contacts currently assigned to your Organization Profile.

**Primary Contact**

Name: Wilson, Elizabeth

Title: EMS

Email: ewilson@ewilson.com

Phone: (493) 403-4930

**Alternate Contact**

Name: Choose Contact...

Title: -



# Submit an RPA for Your Organization



# Submit RPA

The screenshot shows the Grants Portal interface. On the left is a navigation sidebar with items like Dashboard, My Organization, Organization Profile, Event PA Requests, Events, Projects, Damages, Work Orders, My Tasks, Subrecipients, Subrecipient Tasks, Utilities, and Intelligence. The main content area features a red notification banner with a warning icon and text: "Your organization has been assigned as the primary Grantee for one or more disasters and you have not yet submitted a Request for Public Assistance (RPA) to FEMA for each of those disasters. You may also submit a RPA to FEMA on behalf of any of your subrecipients." Below this are two links: "Click here to submit a RPA for your organization." and "Click here to submit a RPA on behalf of your subrecipients." A red callout box points to the first link with the text "Click for your organization". Below the notification is a green information box with an 'i' icon and the text: "Your dashboard has no tiles! The Dashboard is a great place to put the Grants Portal data that you care about the most. The Dashboard is made up of tiles that display the most important info about a particular item or set of items in the system. Any time you find data that you want to keep track of, click '☆' at the top of the page or section - a tile will be created for that particular data."

**Grants Portal**

Dashboard

**My Organization** ▼  
Georgia Emergency Management Agency (000-U039E-00)

Organization Profile

Event PA Requests

Events

Projects

Damages

Work Orders

My Tasks ▼

Subrecipients ▼

Subrecipient Tasks ▼

Utilities ▼

Intelligence ▼

⏪

**⚠** Your organization has been assigned as the primary Grantee for one or more disasters and you have not yet submitted a Request for Public Assistance (RPA) to FEMA for each of those disasters. You may also submit a RPA to FEMA on behalf of any of your subrecipients. ✕

[Click here to submit a RPA for your organization.](#)

[Click here to submit a RPA on behalf of your subrecipients.](#)

Click for your organization

**i** Your dashboard has no tiles!

The **Dashboard** is a great place to put the Grants Portal data that you care about the most.

The Dashboard is made up of tiles that display the most *important* info about a particular item or set of items in the system.

Any time you find data that you want to keep track of, click "☆" at the top of the page or section - a tile will be created for that particular data.

# Start Request Process

- Dashboard
- My Organization ▼  
Texas
- My Tasks ▼
- Subrecipients ▼
  - Organization Profiles
  - Invitations and Requests
  - Event PA Requests
  - Projects
  - Damages
  - Work Orders
- Subrecipient Tasks ▼
- Utilities ▼

## Request Public Assistance

- 1 Start
- 2 General Info
- 3 Contacts
- 4 Addresses
- 5 Other Info
- 6 Justification
- 7 Submit

Welcome to the FEMA Request for Public Assistance (RPA) process. Over the next few minutes we will ask you a series of questions regarding your organization, contacts, mailing addresses, and supporting information. Once complete, you will be provided with the opportunity to review your submission and, once you are satisfied, you will then be able to directly submit your RPA to FEMA.

Following submission you will receive automatic notifications and will be able to track the progress of your RPA review. If your organization is deemed eligible for Public Assistance by FEMA, you will be automatically notified and will be able to use this system to collaborate with your FEMA partners.

Prior to starting this process, you may wish to [click here](#) to review your Organization Profile to ensure that all your information is up-to-date.

To get started, press the **Next** button at the bottom of this form.

← PREV **NEXT** → ↻ CANCEL

Click Next

# Identify Event

## Request Public Assistance

- 1 Start
- 2 General Info
- 3 Contacts
- 4 Addresses
- 5 Other Info
- 6 Justification
- 7 Submit

Either your organization or one of your subordinate organizations may be eligible to apply for Public Assistance. Below, please indicate the Event for which you are applying for assistance as well as the organization on whose behalf you are applying, as well as confirming the DUNS# and FEMA PA Code (i.e., *FIPS Code*). Also, please indicate whether a Preliminary Disaster Assessment (PDA) has already been prepared and submitted to FEMA. Pre-submission of a PDA is not required to be considered eligible for Public Assistance.

Organization Poppo Ferry

FEMA PA Code --

DUNS # 123456789

Event 4332DR-TX (4332DR)

Participated in PDA? No

PREV NEXT CANCEL

Step 2: Click Yes or No

Step 1: Select Event and Participated in PDA

Step 3: Click Next

# Identify Primary & Alternate Contacts

**Grants Portal**

**Request Public Assistance**

1 Start > **2 General Info** > **3 Contacts** > 4 Addresses > 5 Other Info > 6 Justification > 7 Submit

Please indicate your primary and alternate contacts. These individuals will receive regular notifications and will be able to use this system to track the progress of your request as well as collaborate with your designated FEMA partners. Following submission, you will have the option of specifying additional team members. If you do not see appropriate personnel in the dropdown lists below, or if their email or phone contact information is incorrect, please [click here](#) to manage the Contacts currently assigned to your Organization Profile.

**Primary Contact**

Name: Choose Contact...  
Title: --  
Email: --  
Phone: --

**Alternate Contact**

Name: Choose Contact...  
Title: --  
Email: --  
Phone: --

← PREV **NEXT** → ↻ CANCEL

**Step 1: Select Primary and Alternate Contact**

**Step 2: Click Next**

# Confirm Address

The screenshot displays the 'Grants Portal' interface. On the left is a navigation sidebar with options: Dashboard, My Organization (Texas), My Tasks, Subrecipients, Organization Profiles, Invitations and Requests, Event PA Requests, Projects, Damages, Work Orders, Subrecipient Tasks, and Utilities. The main content area is titled 'Request Public Assistance' and features a progress bar with steps: 1. General Info, 2. Contacts, 3. Addresses (current step), 4. Other Info, 5. Justification, and 6. Submit. Below the progress bar, a text block instructs the user to provide physical and mailing addresses. Two address forms are shown: 'Primary Location' and 'Mailing Address'. Both forms contain the following information: Address: 1234 Main Street, City: Baton Rouge, State: Texas, Zip: 32311, County: Anderson County. A red callout box labeled 'Review Information' points to the Primary Location form. Another red callout box labeled 'Click Next' points to the 'NEXT' button in the bottom right navigation area, which also includes 'PREV' and 'CANCEL' buttons.

**Grants Portal**

**Request Public Assistance**

1 General Info 2 Contacts 3 **Addresses** 4 Other Info 5 Justification 6 Submit

Please indicate your physical and mailing addresses. These may be the same, of course. These addresses will be used for meeting scheduling and for sending formal correspondence. Following submission, you will have the option of modifying these addresses. If you do not see appropriate addresses in the dropdown lists below, or if they are incorrect, please [click here](#) to manage the Locations currently assigned to your Organization Profile.

**Primary Location** [CHANGE](#)

Address 1234 Main Street

City Baton Rouge

State Texas

Zip 32311

County Anderson County

**Mailing Address** [CHANGE](#)

Address 1234 Main Street

City Baton Rouge

State Texas

Zip 32311

County Anderson County

← PREV **NEXT** → ↻ CANCEL

# Add Other Info (if needed)

**Grants Portal**

Request Public Assistance

1 General Info | 2 Contacts | 3 Addresses | 4 Other Info | 5 Justification | 6 Submit

Please use the area below if you would like to provide any additional information; for instance, you may provide a brief narrative describing why your organization is requesting assistance. This is optional, and you may press next at the bottom of the form to skip this step.

Comments

Limit 500 characters

← PREV **NEXT** → ↻ CANCEL

**Add Comments (optional)**

**Click Next**

# Review information

**Grants Portal**

Event: 4332DR-TX (4332DR)

Participated in PDA? No

**Primary Contact**

Name: Doe, John  
Title: County Manager  
Email: John.Doe@JD.net  
Phone: (123) 456-7890

**Alternate Contact**

Name: Magnuson, Tom  
Title: County Manager  
Email: fsutom98@yahoo.com  
Phone: (202) 213-4152

**Primary Location**

Address: 1234 Main Street  
City: Baton Rouge  
State: Texas  
Zip: 32311  
County: Anderson County

**Mailing Address**

Address: 1234 Main Street  
City: Baton Rouge  
State: Texas  
Zip: 32311  
County: Anderson County

**Other Info**

Comments: --

**Justification**

Late Submission Justification: Couldn't find the right buttons to push.

← PREV **SUBMIT** ✓ ↻ CANCEL

**Step 1: Review Information**

**Step 2: Click Submit**



# Congratulations Screen

The screenshot shows the Grants Portal interface. At the top left is the logo with the text 'Grants Portal'. In the top right corner, there is a notification bell icon with a red badge containing the number '6'. A dark red sidebar on the left contains a menu with the following items: 'Dashboard', 'My Organization' (with a dropdown arrow and 'Texas' below it), 'My Tasks' (with a dropdown arrow), 'Subrecipients' (with a dropdown arrow), 'Organization Profiles', 'Invitations and Requests', 'Event PA Requests', 'Projects', 'Damages', 'Work Orders', 'Subrecipient Tasks' (with a dropdown arrow), and 'Utilities' (with a dropdown arrow). The main content area has a dark red header with a pencil icon and the text 'Request Public Assistance'. Below this header is a light blue box containing the following text:

**Congratulations!** Your Request for Public Assistance has been successfully processed and has been submitted to your Recipient Organization for review. Once reviewed by your Recipient Organization it will then be submitted onward to be processed by FEMA.

Over the next several days you will receive additional information on the status of your Request for Public Assistance eligibility review. If your organization is deemed eligible for Public Assistance, you will be assigned a Program Delivery Manager (PDMG) who will serve as your single point of contact for FEMA's Public Assistance program. The PDMG will call you to briefly discuss your disaster damages and set up a face-to-face meeting called the Recovery Scoping Meeting. This meeting is designed to discuss in detail your damages and documentation needed to support your claim.

In preparation for the call with the PDMG, please develop a list of damages your organization has sustained from the event and enter them on the **Event PA Requests Profile accessible here**. Your PDMG will discuss this list with you during the call and emphasize the development of your Damage Inventory using the PA Grants Portal.

Thank you for your submission, and we look forward to working with you and your organization.

Grants Portal Hotline for  
Assistance:  
**(866) 337-8448**



# PHASES OF PROJECT FORMULATION: PHASE 1

- Phase 1- Operational Planning  
Objective: Identify applicant's disaster impacts and recovery priorities
  - Preliminary Damage Assessments
  - Disaster Declaration
  - RPA Submission
  - Applicant Briefings
  - Exploratory Call
  - Recovery Scoping Meeting

# PROJECT SPECIALIST → PROGRAM DELIVERY MANAGER (PDMG)

- PDMG is primary FEMA POC for applicants
- Works closely with state recovery staff
- Each PDMG assigned 5-7 applicants (dependent on size and scope of disaster)
- Assigned after RPA is approved by FEMA
- Works at Joint Field Office (JFO)
- Key PDMG responsibilities:
  - Conduct meetings
  - Assist with documentation upload into Grants Portal
  - Grants Portal troubleshooting
  - Coordinate between FEMA staff, state staff, and applicant
  - Request site inspections
  - Identify and troubleshoot any/all questions or concerns

# EXPLORATORY CALL (EC)

- PDMG conducts Exploratory Call within 7 days of applicant assignment and it is designed to:
  - Introduce the PDMG to the applicant
  - Discuss damages at a high level
  - Schedule date/time for Recovery Scoping Meeting

# RECOVERY SCOPING MEETING (RSM)

- PDMG conducts RSM within 21 days of applicant assignment
- RSM similar to 'old model's' kickoff meeting
- The RSM is designed to:
  - Be the first formal, in person meeting between PDMG, applicant, and state
  - Review and discuss all disaster related damages
  - Determine need for site inspections
  - Identify all potential or actual Environmental/Historic Preservation, Mitigation, and Insurance questions or concerns
  - Introduce the Damage Inventory spreadsheet
  - Determine Essential Elements of Information
    - Comprehensive list of required documentation for each type of damage/work
  - Assist with documentation upload into the Grants Portal
  - Develop correspondence schedule

# PHASES OF PROJECT FORMULATION:

## PHASE 2

- Phase II: Intake Damage and Eligibility Analysis
  - Objective: Capture and document all incident related damage
    - Complete Site Inspections (if necessary)
    - Projects get grouped into 3 lanes
      - Completed Work Projects
      - Incomplete Standard Projects
      - Incomplete Specialized/Technical Work
    - Validate and develop Damage Description/Dimensions, Scope of Work, and Costs (if 100% complete)

# SITE INSPECTIONS (SI)

- PDMG will schedule site inspections for all work not complete at time of Recovery Scoping Meeting
- A Site Inspector will be dispatched to meet with applicant and view incomplete work
  - SI records detailed information
    - Latitude/Longitude
    - Photos
    - Dimensions of damage
- Report of all damage will be created from each site inspection
- Report must be reviewed and approved in Grants Portal by PDMG and applicant





# CONSOLIDATED RESOURCE CENTER (CRC)

- CRC's employee full-time project writing staff
- Projects formulated from Damage Inventory Sheet → Damages logically grouped

CRC's will write  
Damage, Description  
and Dimensions (DDD)  
and Scope of Work  
(SOW) based upon  
information in Grants  
Portal

100% complete  
work



Site Inspector will write  
DDD; CRC writes SOW

Work to be  
completed



- FEMA reviews will be conducted at the CRC
- Applicant signs off (approves) project(s) after development and validation at the CRC

# PHASES OF PROJECT FORMULATION:

## PHASE 3

- Phase III- Scoping and Costing  
Objective- Validate Work to Be Completed projects
  - 100% complete projects proceed to Phase 4
  - Applicant/FEMA develop Scope of Work/Costs (completed at the CRC)
  - Documentation is reviewed
  - Program Compliance/Eligibility Reviews

# ESSENTIAL ELEMENTS OF INFORMATION (EEI)

- Lives in Grants Portal
- Reference for required documentation

## Add Comments to EEI

The screenshot shows the 'Grants Portal' interface with an 'Add Comment' dialog box open. The dialog box has a title bar with a close button (X). Inside, there is a text input field for the comment, followed by a question 'What is the purpose of this comment?' and two radio button options: 'Document Unavailable Reason' and 'General Comment'. At the bottom of the dialog are 'SAVE' and 'CLOSE' buttons. Three red callout boxes with white text provide instructions: 'Step 1: Type Comment' points to the text input field, 'Step 2: Select Type of Comment' points to the radio buttons, and 'Step 3: Click Save' points to the 'SAVE' button. The background shows a sidebar with navigation options like 'Dashboard', 'My Organization', and 'Operations', and a main content area with a table of data.

# ESSENTIAL ELEMENTS OF INFORMATION (EEI)

## Verify Comment Attached

The screenshot displays the Grants Portal interface. The top navigation bar includes the 'Grants Portal' logo and a user profile for 'Stapleton, Maur...'. The left sidebar contains navigation options: 'Dashboard', 'My Organization' (Troy, City of (00-00000-00)), 'Organization Profile', 'Event PA Requests', 'Operations', 'Tasks', and 'Utilities'. The main content area is titled 'General Information' and lists the following details:

- NAME:** Direct Administrative Cost
- VERSION:** DAC - Version 1
- PROJECT:** [1408] Reynolds Road Culvert
- APPLICANT:** Troy, City of (00-00000-00)
- EVENT:** Colorado State EOC (CO-EOC)
- STATUS:** Open
- PROCESS STEP:** Pending Applicant Response

Below the 'General Information' section, there are two main areas:

- Questions >** with a 'MANAGE EEI ANSWERS' button.
- Required Documents >** with a 'HELP' button.

The 'Required Documents' section shows a list of documents. The first document is '[1] Applicant is claiming DAC' (1/6). Underneath it is a sub-item '[1.1] Work was performed by Applicant's Own Employees' (1/5). This sub-item has a green checkmark and a comment icon with '(1 comment)'. A red callout box points to this comment icon with the text 'Verify Comment Attached'. Below the sub-item are five document entries, each with a red circle icon and a comment icon:

- Force Account Labor Payroll/Timesheets (+ Add | + Add) (1 comment)
- Force Account Work Order / Activity Log (+ Add | + Add)
- Force Account Labor Pay Policy (+ Add | + Add)
- Force Account Fringe Benefit Calculation (+ Add | + Add)
- Force Account Labor Summaries & Records (+ Add | + Add)

The page number '108' is visible in the bottom right corner.

# PHASES OF PROJECT FORMULATION: PHASE 4

- Phase IV- Reviews
  - Objective: Prepare eligible projects for obligation
    - Insurance Review
    - Mitigation Review
    - Environmental Review
    - PDMG Review
    - State Review
    - Applicant Reviews and Signs off
    - FEMA final review
    - Obligation!

# WHAT WE NEED NOW...

- Grant Portal Account Creation (see next slide)
- Submit Request for Public Assistance (RPA) through Grants Portal
- Submit required State forms (found on our website/red folder-  
<https://nema.nebraska.gov/recovery/public-assistance> )
  - NEMA Risk Assessment
  - Applicant Information Form
  - Authorized Representative Form
  - Memorandum for the Record
  - Disaster Grant Agreement

NEMA will not process payments without receiving all of the state forms from your entity.

# INITIAL APPLICANT ACCOUNT CREATION

- ALL applicants will be required to have an account- this is not optional
- Recommendation is to have it set up prior to an event
- All emails come from [support.pagrants@fema.gov](mailto:support.pagrants@fema.gov); please check your junk/spam folder if you do not receive an invite in your inbox
  
- Please email your
  - Jurisdiction name (City of Lincoln)
  - Contact Name (Tom Osborne)
  - Contact Phone Number
  - Contact Email address

To: [nema.publicassistance@nebraska.gov](mailto:nema.publicassistance@nebraska.gov)



**SHIFTING GEARS NOW...**

**STATE HAZARD MITIGATION PROGRAM**



# WHAT IS HAZARD MITIGATION

- *Sustained action* that reduces or eliminates long-term risk to people and property from natural or manmade hazards and their effects.



# TYPES OF MITIGATION FUNDING

- Following a disaster there are two different types of mitigation available:

## Hazard Mitigation Grant Program (404)

- Damage likely from any natural event, not just a declared event.
- Funds can be used anywhere state-wide
- Can be on private property (sometimes)
- Must meet certain criteria
- Local/Multi-Jurisdictional Hazard Mitigation Plan

## Public Assistance (406)

- Damaged by the event- site specific mitigation
- Located within defined declaration area
- Facility must be in active use at time of the disaster

# MITIGATION GRANT PROGRAMS

- **Hazard Mitigation Grant Program (HMGP)**
  - Disaster Related funding
- **Pre-Disaster Mitigation -Competitive (PDM-C)**
  - Annual FEMA grant
- **Flood Mitigation Assistance Program (FMA)**
  - Repetitive Loss Flood Claims (RFC)
  - Severe Repetitive Loss (SRL)
  - *FMA--Administered by NDNR/NEMA*

# GRANT FUNDING FORMULA

- The total amount of funding available for the hazard mitigation grant program is based on funds derived from 15% of the federal share of all FEMA public assistance declarations within the State.

## Example:

- Public Assistance Grant- \$10,000,000
- Public Assistance Federal Share- \$7,500,000
- HMGP Allocation- \$1,125,000

# ELIGIBILITY

- Government entities
  - State & local agencies, regions or districts, cities, townships, villages
- Schools
- Certain Private-non-profit organizations
  - Medical & residential care facilities, emergency utilities
- Indian Tribes or Organizations
  - Grantee or Sub-grantee
- \*\*\*\*\*All must have participated in and adopted an approved Local Hazard Mitigation Plan

# TYPES OF MITIGATION PROJECTS

- Property acquisition/Demolition
- Property Elevation/Re-location
- Flood proofing- public facilities
- Structure Retrofits
- Minor Flood Control- Culvert upsizing
- Bank Stabilization
- Warning systems- Sirens
- Generators- Critical Facilities
- Utility retrofits- redundancy
- Safe Rooms
- Wildfire Mitigation
- Planning Projects
- Post Disaster Code Enforcement

Submit a Notice of Intent (NOI) form to [nema.hazardmitigation@Nebraska.gov](mailto:nema.hazardmitigation@Nebraska.gov)

Forms can be found on the NEMA website



# Recovery Staff Contact Information

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**THANKS!**

Any questions?