



Public Assistance Program Applicants' Briefing


Snowstorm: FEMA-4170-DR-MD



"A Prepared Marylander Creates a Resilient Maryland"

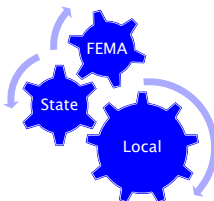
Today's Agenda


- Public Assistance Program Overview
- Declaration Summary
- Building Blocks of Eligibility
- Project Thresholds
- Special Considerations
- Documentation & Administrative Requirements
- Hazard Mitigation
- Deadlines, Time Limits & Objectives
- FEMA Resources

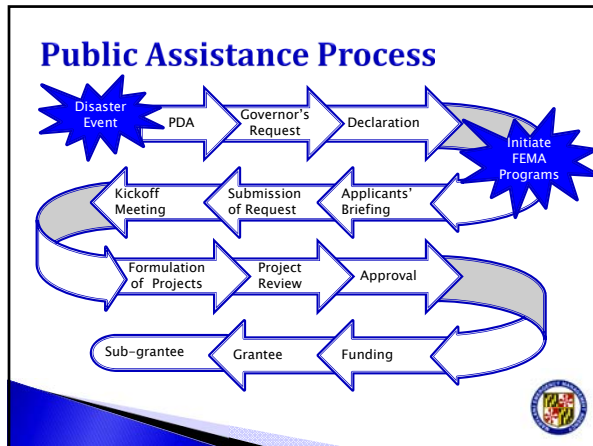


Public Assistance Program

- Authorized by the Robert T. Stafford Disaster Relief and Emergency Assistance Act (PL 93-288)
- Supplemental financial assistance for debris removal, emergency protective measures, and permanent restoration of infrastructure
- Cost Share = 75% FEMA / 25% Applicant/Subgrantee

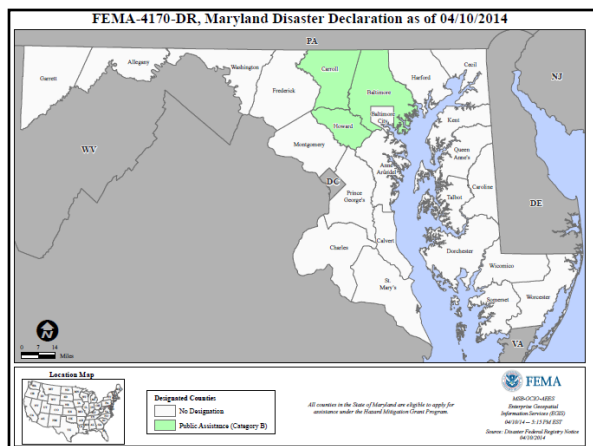






FEMA-4170-DR-MD

- Declared April 10, 2014
- Snowstorm
- Incident Period: February 12–13, 2014
- *Public Assistance*
 - *Category B (Emergency Protective Measures)*
 - *Snow Assistance for a period of 48 hours*



Building Blocks of Eligibility



Eligible Applicants

- State Government Agencies and Departments
- Local Governments, including:
 - Towns, Cities, Counties
 - Municipalities, Townships
 - Local Public Authorities
 - Councils of Governments
 - Agencies or instrumentalities of local governments
 - Rural or unincorporated communities represented by the State or a political subdivision of the State
 - School Districts



Eligible Applicants (cont.)

- Private Non-Profit (PNP) Organizations that provide certain services of a governmental nature:
 - "Critical"
 - "Non-Critical"



PNP "Critical"

Services include:

- ❖ Educational
- ❖ Emergency
- ❖ Medical
- ❖ Utility
- ❖ Custodial Care
- ❖ Irrigation Facilities

Examples include:

- ❖ Hospitals
- ❖ Outpatient Facilities
- ❖ Custodial Care Facilities
- ❖ Fire Departments
- ❖ Ambulance Services



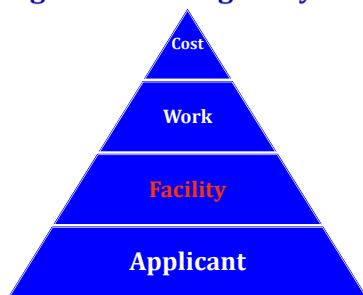
PNP "Non-Critical"

Provide other essential governmental services such as:

- Museums
- Community Centers
- Zoos
- Libraries
- Homeless Shelters
- Rehabilitation Centers
- Senior Citizen Centers
- Shelter Workshops
- Health and Safety Services



Building Blocks of Eligibility



Facility Eligibility

- ▶ The applicant must own the facility and be responsible for its maintenance and repairs.
- ▶ Facility must be located in a declared county/city.



Building Blocks of Eligibility



FEMA-4170-DR-MD

- ▶ Category B (Emergency Protective Measures)
- ▶ Snow Assistance (48 hour period – applicant's choice)
- All work must have been required as a result of the disaster event (incident period).
- All work must have been completed either for statewide operations response and/or performed in a county declared under the disaster.



Category B: Emergency Protective Measures

Measures taken to eliminate or reduce an immediate threat to life, public health, or safety, or to eliminate an immediate threat of significant damage to improved public or private property.

- ▶ Search and rescue
- ▶ Emergency medical facilities
- ▶ Emergency evacuations of medical or custodial care facilities
- ▶ Facility costs for emergency mass care and shelter operations
- ▶ Security in the disaster area
- ▶ Provision of food, water and other essential needs at distribution points
- ▶ Temporary generators for facilities that provide health and safety services
- ▶ Activation of a State or local emergency operations center
- ▶ Emergency Communications
- ▶ Emergency Public Transportation
- ▶ Building Inspections



Snow Assistance

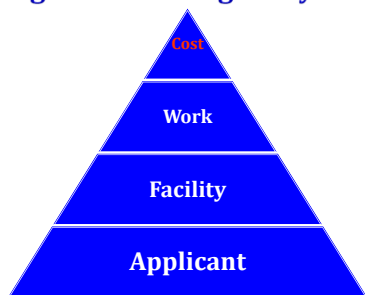
Per FEMA Snow Assistance and Winter Storm Policy – DAP 9523.1:

“all eligible activities under Category B, emergency protective measures, related to a snowstorm including snow removal, de-icing, salting, snow dumps, and sanding of roads and other eligible facilities”

Limited to Applicant Chosen 48 Hour Period



Building Blocks of Eligibility



Eligible Costs

All costs must be *reasonable and necessary to accomplish eligible work*.



► Category B: Emergency Protective Measures

- Force Account Labor – only Overtime and/or Compensatory Time
- Force Account Equipment (Vehicles)
- Supplies/Materials Costs
- Contract Costs



Increased Operating Costs

The costs of operating a facility or providing a service may increase due to or after a disaster.

These costs are typically not eligible.

Examples:

- Increased hospital patient care costs
- Increased costs for feeding patients/residents & staff
- Increased costs of administrative operations
- Increased costs for staff that are not performing disaster related duties (i.e., OT due to staffing shortages)



Administrative Costs

► For applicants/sub-grantees

► Examples:

- ✓ Identifying costs
- ✓ Completing forms
- ✓ Preparing/assisting in the preparation of Project Worksheets
- ✓ Establishing files, providing copies and documentation
- ✓ Working with the State during project monitoring, final inspection, and audits

Must Be Directly Attributable to a specific Project Worksheet

See Disaster Assistance Policy (DAP) 9525.9



Project Worksheet Threshold

- ▶ Effective 02/26/2014
- ▶ \$3,000 – minimum for project worksheet
- ▶ If total eligible costs for a project worksheet are <\$3,000 = Ineligible
- ▶ Consider combining departments/agencies under 1 Application if eligible costs are less than \$3,000



Small Projects VS Large Projects



FFY 2014
Effective 02/26/2014

Small	Large
Funds disbursed following PW approval. If work is <100% complete, PSR is required. If work not started or completed, funding will be de-obligated.	Funds disbursed as work is accomplished/completed. If work is <100% complete, PSR is required. Final assistance based on actual costs to complete approved scope of work. Completed SED Form



Special Considerations

- Hazard Mitigation
- Environmental Requirements
- Historic Preservation & Cultural Resources
- Special Flood Hazard Areas
- Insurance Requirements



Documentation, Documentation, Documentation.....

If it is not documented - it did not happen!

Documentation

- ▶ Force Account Labor
 - Timesheets and Payroll Records (Reg. & OT)
 - Payroll Policies
 - Fringe Benefits Calculation
- ▶ Force Account Equipment
 - Equipment Information/Specifications
 - Equipment Logs [operator(s) & hours]
- ▶ Supplies/Materials
 - Paid Invoices
 - Requisitions for supplies from stock
- ▶ Contract Costs
 - Contract
 - Paid Invoices
- ▶ Administrative Costs
 - Summary of Staff, Hourly Rate, Supplies, Equipment, Time spent

Appeals

Any determination related to Federal assistance may be appealed.

Time limit – 60 days from notice of the action being appealed

Requests for Appeals are to be sent to MEMA

Audits

- Compliance with generally accepted accounting principles
- Grant recipients are required to comply with the Single Audit Act of 1984
- Subject to audits by DHS Office of the Inspector General and State auditors



Record Retention

Applicants must maintain records for a minimum of 3 years from the date that notice is given by MEMA that the project and applicant is closed for this disaster.

- ❖ Project Worksheet(s)
- ❖ Supporting Documentation
- ❖ Invoices/Payments
- ❖ Disbursement & Accounting Records
- ❖ FEMA Correspondence
- ❖ MEMA Correspondence



Hazard Mitigation Grant Program (HMGP) Section 404

- Any sustained action taken to reduce or eliminate long-term risks to people and property from natural hazards and their effects.
- Hazard Mitigation Measures – implemented after a disaster
 - ❖ 75% FEMA / 25% Applicant cost share
- FEMA Policy 9526.1 provides a detailed listing of potential mitigation measures.



Deadlines and Time Limits

Submission Process	Deadline/Time Limit
Request for Public Assistance (RPA)	30 Days after Declaration FEMA-4170-DR-MD RPA Deadline May 10, 2014
Report Any & All Costs	60 Days after Kickoff Meeting
Project Completion	Time Limit
Emergency Work	6 Months from Declaration FEMA-4170-DR-MD October 10, 2014



Objectives

Applicants/Subgrantees

- Complete the Request for Public Assistance (RPA) today or ASAP (before deadline)
- Once the RPA has been approved, schedule a Kick Off Meeting with FEMA
- Provide the required documentation to FEMA

FEMA & State

- Review and approve Project Worksheets
- Expedite approval/obligations/funding



Forms and References



Request for Public Assistance (RPA)

- ▶ Complete and return the Request for Public Assistance (RPA) Form to MEMA **ASAP, but no later than May 10, 2014**

"Primary Contact/Applicant's Authorized Agent" should be FEMA's point of contact – the person who will have the documentation and cost information.

Can be submitted today, or by fax/e-mail to the attention of Kelly Devilbiss, State Public Assistance Officer

Fax: 410-517-3610

E-mail: Kelly.Devilbiss@maryland.gov



Request for Public Assistance - DUNS Number

- ▶ Required for all recipients of Federal grants.
- ▶ Issued by Dun & Bradstreet
- ▶ For information or to obtain a number:
 - Call **1-866-705-5711**
 - www.dnb.com
- Process takes about 24 hours



PNP Applicants

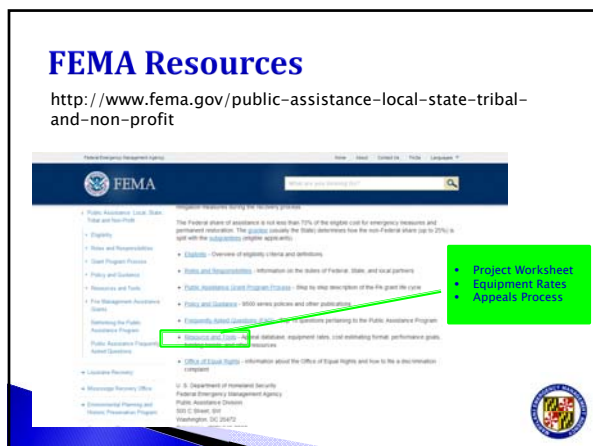


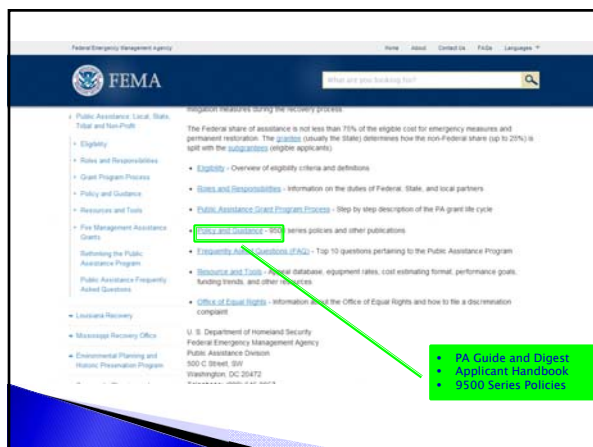
- ▶ PNP Facility Questionnaire
- ▶ Federal Tax Exemption Letter – 501(c), (d), or (e) OR State Tax Exemption Certificate
- ▶ Federal Employee Identification Number (EIN)
- ▶ Schools: Accreditation Certificate
- ▶ Charters and/or Bylaws
- ▶ Deed/Lease Agreement



FEMA Resources

<http://www.fema.gov/public-assistance-local-state-tribal-and-non-profit>





Contact Information

Public Assistance

- Kelly Devilbiss, State Public Assistance Officer
410-517-3604 (office)
410-707-0159 (cell)
kelly.devilbiss@maryland.gov
- John Harding, Deputy Public Assistance Officer
410-517-5112 (office)
john.harding@maryland.gov



Contact Information

▸ Hazard Mitigation

- Mark James, State Hazard Mitigation Officer
410-517-3649
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- William Carroll, Hazard Mitigation Planner
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william.carroll@maryland.gov



Questions



Thank You!