



KYEM

Kentucky Emergency Management

Disaster Assistance Applicant Briefing

AGENDA TOPICS AND ACTION ITEMS

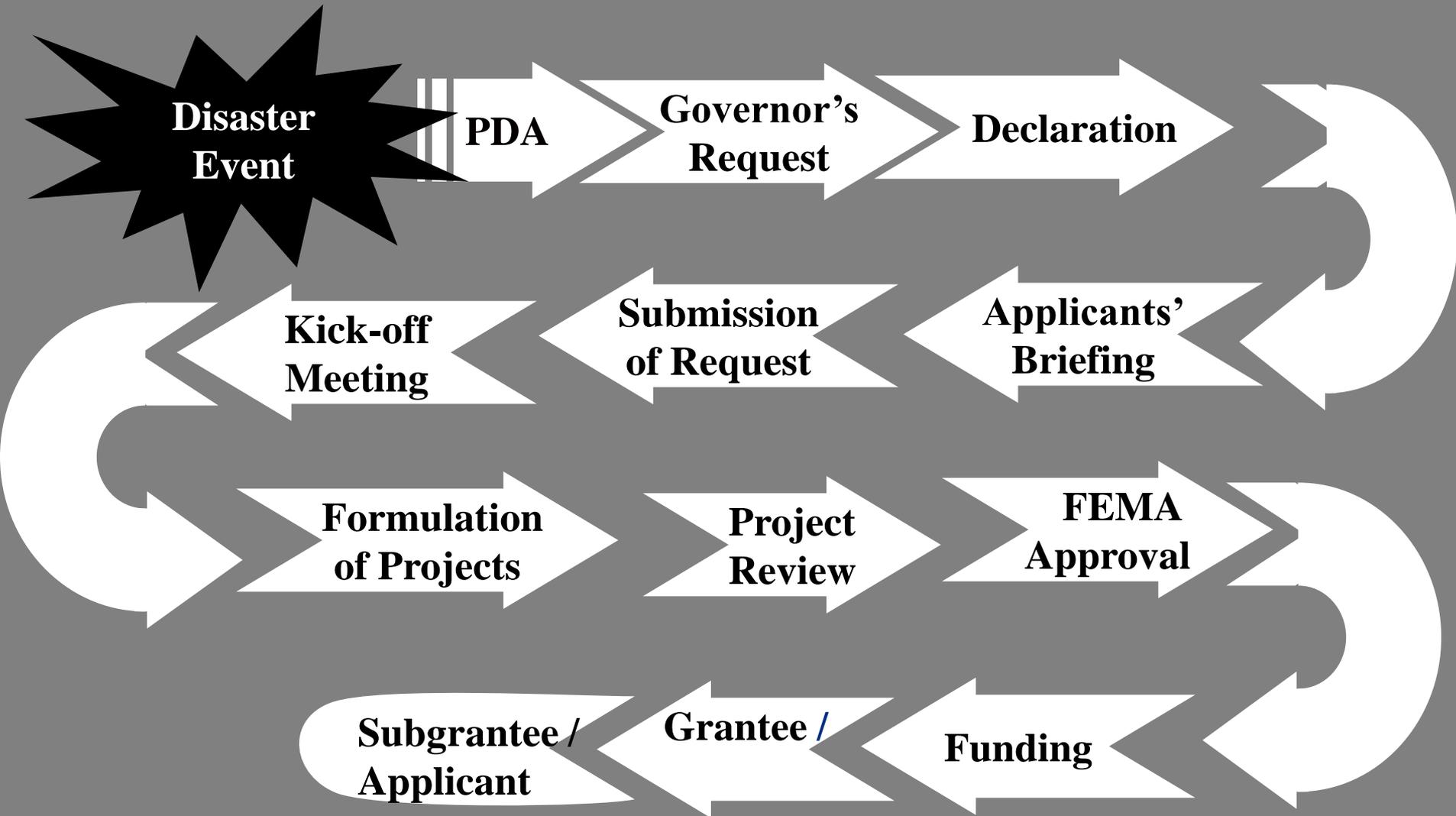
- PUBLIC ASSISTANCE PROGRAM
- MITIGATION PROGRAM
- APPLYING FOR ASSISTANCE
- KY COMMUNITY CRISIS RESPONSE BOARD
- SUBMISSION OF REQUESTS FOR ASSISTANCE
- FEMA KICKOFF MEETING BRIEFING

PUBLIC ASSISTANCE

Supplemental financial assistance to state and local governments and certain private non-profit organizations for response to and recovery from presidentially-declared disasters.



PUBLIC ASSISTANCE PROCESS



Responsibilities

FEMA

- Coordinates with all Federal, State, Local agencies
- Establishes JFO
- Collects project and cost data
- Approves grants and obligates funds

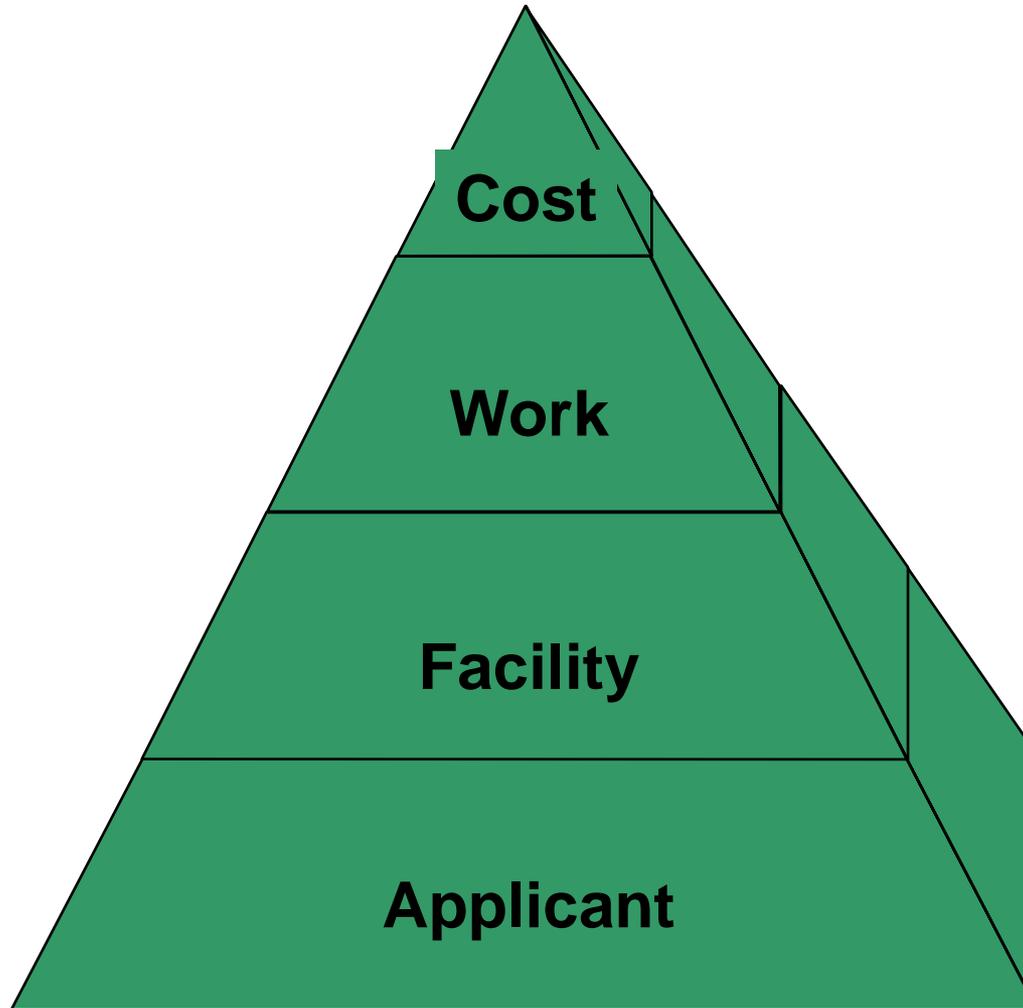
State (Grantee)

- Educates applicants
- Collects project and cost data
- Disburses grants to applicants
- Monitors and manages use of grants by applicants

Applicant (Subgrantee)

- Requests assistance
- Identifies damaged facilities
- Provides information to support request
- Maintains documentation
- Performs necessary work (repairs, debris, etc.)

ELIGIBILITY STRUCTURE



ELIGIBLE APPLICANTS

To be considered for eligibility, applicants must be:

- State agencies
- County governments
- Cities and towns
- Other state governmental subdivisions
- Certain private non-profit entities

CRITICAL PRIVATE NON-PROFITS

Critical PNP entities may apply for Public Assistance funding for *emergency* and *permanent* work.

Examples Critical PNPs:

Emergency Facility

(fire dept, search & rescue teams, ambulance.)

Medical Facility

(hospitals, outpatient care, etc.)

Sewer & Waste Water Treatment
Water, Power, Communications



NON-CRITICAL PRIVATE NON-PROFITS

Non-Critical PNP entities will apply to FEMA for *emergency* work.

Non-Critical PNP entities must apply to SBA for *permanent* work.

Examples of Non-Critical Private Non-Profits:

Homeless Shelters

Senior Citizen Centers

Rehabilitation Facilities

Community Centers

Libraries

Museums

Zoos

FACILITY ELIGIBILITY REQUIREMENTS

To be considered for eligibility, facilities must:

- Be the legal responsibility of an eligible applicant
- Have been in active use at the time of the disaster
- Have been damaged as a result of the declared disaster
- Be located in the designated disaster area

FACILITY

- Definition
 - Any structure, works system, or equipment (built or manufactured)
 - Certain improved and maintained natural features

FACILITY

– Natural Features

- Improved

- Based on design

- Modifies natural characteristics

- Maintained

- Regularly scheduled

- Ensures that improvement functions as designed

PRIVATE NON-PROFIT FACILITIES

- Educational: Universities and parochial schools
- Utilities: Power cooperatives
- Irrigation: Fire suppression, drinking water
- Fire and Emergency: Volunteer Fire, ambulance
- Medical: Hospital and Clinics
- Custodial Care: Retirement homes
- Other: Museums, performing arts facilities

PUBLIC FACILITIES

- Roads, bridges, and culverts
- Drainage and irrigation channels
- Schools, city halls and other public buildings
- Water, power and sanitary systems
- Airports
- Parks

ADDITIONAL FACILITY CONSIDERATIONS

- Legal Responsibility
- Not under another Federal Agency authority
- Active Use
- Alternate Use
- Facilities under construction/scheduled replacement

WORK ELIGIBILITY

To be considered eligible, the work must:

- Be disaster related
- Be located in the designated disaster area
- Be the applicant's responsibility
- Not be fundable by another federal agency

WORK ELIGIBILITY

Ineligible Work:

- Work caused by negligence
- Maintenance
- Pre-existing

WORK ELIGIBILITY

- Debris Removal
- Emergency Protective Measures
- Permanent Restoration to pre-disaster
 - Design
 - Function
 - Capacity

TYPES OF ELIGIBLE WORK

Emergency Work

(Categories A & B)

Permanent Work

(Categories C - G)



CATEGORIES A and B

Emergency Work

Emergency protective measures are:

- taken before, during, and after a disaster
- taken to save lives, protect public health and safety, and prevent damage to improved public and private properties.

Emergency communications and public transportation costs may be eligible.

CATEGORY A

Debris Removal

- Eliminates immediate threat to life, public health, and safety
- Eliminates immediate threat of significant damage to improved public or private property
- Ensures economic recovery of the affected community and provides a benefit for the community-at-large
- Mitigates the risk to life and property by removing substantially damaged structures

DISASTER DEBRIS TYPES

Construction and Demolition

Household Hazardous Waste

Meta

Vegetative

Silt and Sediment

Personal Property

VEGETATION



SOIL/MUD/SAND



CONSTRUCTION AND DEMOLITION



PERSONAL PROPERTY STRUCTURES



PERSONAL PROPERTY

Furnishings



PERSONAL PROPERTY

Household Hazardous Waste



MIXED DEBRIS



APPLICATION TO DEBRIS ACTIVITIES

Consider state and federal regulatory compliance issues during:

- Clearance
- Collection and Removal
- Demolition
- Debris management site operations
- Volume reduction
- Final disposal

WHY COMPLIANCE IS IMPORTANT

- Significant consequences
- Legal requirements at several levels
 - Federal
 - State
 - Local

DEBRIS REMOVAL ELIGIBILITY

- Eliminate immediate threat to life, public health, or safety
- Eliminate immediate threats of significant damage to improved public or private property
- Ensure economic recovery of the affected community to the benefit of the community-at-large

DEBRIS REMOVAL ELIGIBILITY

- Public roads – must be the responsibility of the applicant
- Federal-Aid systems roads – not eligible for FEMA assistance
- Homeowners' association and gated communities – not eligible for FEMA assistance

DEBRIS REMOVAL ELIGIBILITY

Curbside Debris Pickup

Debris Must:

- Be disaster-related debris
- Be separated from garbage
- Be kept in distinct piles
- Monitor pickup activities

To simplify debris pickup:

- Keep public informed

REASONABLE COST

FEMA definition:

- A cost that is both fair and equitable for the type of work being performed (OMB A-87)

ELIGIBLE COSTS

- Force Account Labor
- Equipment
- Materials and Supplies
- Mutual Aid
- Contracted Services
- Project Management
- Monitoring
- Volunteers (Offset Federal Cost Share)

SOURCES OF COST DATA

- Historical data
- Contract cost for similar work
- State rates
- FEMA Cost Codes and Equipment Rates

FACTORS AFFECTING COSTS

- Travel distances and conditions
- Use of Debris Management Sites (DMS)
- Method of volume reduction
- Costs of disposal
- Environmental monitoring
- Landfill tipping fees

DEBRIS OPERATIONS

Prioritizing Activities

Initial Response—Debris Clearance

- Clearance of debris that hinders immediate life-saving actions and poses an immediate threat to public health and safety

Recovery—Debris Removal

- Removing and disposing of debris that hinders the orderly recovery of the community and poses less immediate threats to health and safety

DEBRIS OPERATIONS

Prioritizing Activities

Initial Response

Debris clearance from roads to provide for:

- Movement of emergency vehicles
- Law enforcement
- Resumption of critical services
- Damage assessment to critical public facilities and utilities

DEBRIS OPERATIONS

Prioritizing Activities

Initial Response

- **First Priority:**
 - Hospitals
 - Police
 - Fire/Rescue stations
 - Residential areas
- **Second Priority:**
 - Schools, municipal buildings, and shelters
 - Water and wastewater treatment plants
 - Power generation units
 - Airports and seaports

DEBRIS OPERATIONS

Recovery Activities

- Removal of debris from rights-of-way and public property
- Removal of debris from private property
- Hauling debris to Debris Management Sites
- Hauling debris to permanent landfills
- Recycling/reduction of debris
- Final disposal

DEBRIS OPERATIONS

Prioritizing Activities

Recovery Activities

- Coordinate with local public safety agencies
- Coordinate with State/Federal officials
- Conduct daily update briefings
- Implement curbside debris separation
- Implement traffic control procedures

DEBRIS OPERATIONS

Considerations

- Regulatory compliance
- Review applicable local ordinances on:
 - truck tarps and tailgates
 - traffic control and truck priority
 - curfews
 - load limits

DEBRIS OPERATIONS

Operational Considerations

- Separate debris by type
- Segregate recyclable materials
- Segregate household hazardous waste
- Place debris on right-of-way
- Keep fire hydrants and valves cleared of debris piles
- Report locations of illegal dumping

MONITORING CONSIDERATIONS

- Responsibilities
- Staff
- Reporting
- Activities and techniques

MONITORING RESPONSIBILITIES

Applicant

- Responsible for monitoring all of the Debris Operations

State

- Responsible for monitoring Applicant Debris Operations

FEMA

- Responsible for insuring the Applicant/State has a comprehensive monitoring process

MONITORING STAFF

- Force Account Permanent Staff
- Temporary Hires
- Third-Party Contractors

MONITORING PROGRAM

Monitor at

- Pick-up locations
- Inspection station
- Use load tickets

CONTRACT MONITORING

Load Ticket Method

- Four part ticket
 1. Load site
 2. Inspection station
 3. Contractor
 4. Subcontractor
- Payment based on load tickets
 - All four must match

CATEGORY A

Debris Removal

- Applicants **MUST** maintain documentation
- Tonnage is the most accurate measurement of removal measures
- **AVOID** time and materials contracts, but if used:
 - Generally, only the first 70 hours are reimbursable
 - Monitor and document all contractor activities
 - Contracts must include a “not to exceed” clause

CATEGORY A

Debris Removal

Debris from private properties may be eligible if:

- Debris is a result of the disaster event
- Debris is moved to a public right of way
- Debris does not contain contractor materials from reconstruction activities

WET DEBRIS REMOVAL

- FEMA will **NOT** provide funds to remove wet debris from streams and waterways.
- Funding for wet debris removal may be provided by the United States Department of Agriculture (USDA) Natural Resources Conservation Services (NRCS).
- Do **NOT** remove wet debris before NRCS examines sites.
- Contact your local Natural Resources Conservation Services/USDA office or the state office at:

771 Corporate Drive, Suite 210
Lexington, Kentucky 40503
859-224-7350 phone
859-224-7399 fax

CATEGORY B

Emergency Protective Measures

- Eliminates or reduces an immediate threat to life, public health, or safety
- Eliminates or reduces an immediate threat of significant damage to improved public or private property



FEMA LANDSLIDE POLICY

Relating to Public Facilities

When landslides create damage, PA may be awarded if the work:

1. lessens or eliminates immediate threat to life, public health, and safety
2. is cost effective
3. lessens or eliminates immediate threats of significant additional damage to improved property

FEMA LANDSLIDE POLICY

Relating to Public Facilities

Types of Eligible Work:

- Temporary drainage measures
- Temporary ground protection to stabilize the mass
- Partial excavation at the head of the sliding mass
- Backfilling or buttressing at the toe of the mass
- Redirection of debris flow
- Temporary relocation of a facility's function

FEMA LANDSLIDE POLICY

Relating to Public Facilities

Types of Ineligible Work:

- Permanent repair to stabilize natural ground that is not integral to an eligible facility's function
- Permanent repair or restoration of natural ground
- Restoration to a site where instability was NOT caused by the disaster



CATEGORIES C - G

Permanent Work

Categories:

C – Roads and Bridges

D – Water Control Facilities

E – Buildings and Equipment

F – Utilities

G – Parks, Recreational
Facilities,

and Other Facilities

CATEGORIES C - G

Permanent Work

Permanent work projects:

- may include cost effective hazard mitigation
- must repair, restore, or replace disaster-damaged facilities in accordance with regulations
- must restore to pre-disaster design, capacity, and function in accordance with applicable codes and standards
- must be required as a result of the disaster

COST ELIGIBILITY

- Must be reasonable and necessary
- Must comply with standards for procurement
- No duplication of benefits
- Two types
 - Force account – Inside sources
 - Contract cost – Outside source

COST ELIGIBILITY

Force Account Labor

- Actual costs incurred by the applicant include:
 - Wages (regular/overtime depending on category of work)
 - Compensatory time
 - Paid or credited fringe benefits

COST ELIGIBILITY

Force Account Labor

Emergency Work Categories A & B

Regular and overtime labor are eligible for:

- Temporary employees
- Essential employees called in from leave
- Permanent employees funded from external source

Overtime labor is restricted to:

- Permanent Employees
- Reassigned employees
- Seasonal employees

COST ELIGIBILITY

Contract v Force Labor

100 hours is needed to pick up disaster debris
(Emergency Work Category A)

Force Labor – City uses 5 full time employees who work
20 hours each at \$20/hr over 4 days (no overtime involved)

Cost to City: \$2,000

FEMA pays: -0-

Contract Labor – City hires contractor: \$3,000

Contractor Fee: \$3,000

FEMA pays: \$2,250

State pays: \$ 360

Cost to City: \$ 390

COST ELIGIBILITY

Force Account Labor

Permanent Work Categories C- G

- Both regular time and overtime are eligible for all employees
- Overtime may be credited in actual wages or in compensatory time-off

COST ELIGIBILITY

Force Account Materials

- Must be used for eligible work
- Reimbursed based on:
 - Purchase price (original or replacement) or fair market value
 - Quantities taken from applicant stock
- Salvage value

COST ELIGIBILITY

Force Account Equipment

- Applicant owned equipment – hourly rate
 - Rate includes:
 - Cost of operation
 - Insurance and depreciation
 - Maintenance
 - Rate does not include:
 - Operator labor
 - Salvage value

COST ELIGIBILITY

Force Account Equipment - Rates

- Types:
 - FEMA schedule of equipment rates
 - State approved rates
 - Locally developed rates
- Use of local rates apply if lower than FEMA's
- Only hours of operation are eligible - standby and idle times are not

COST ELIGIBILITY

Contracts

- Eligible if :
 - Reasonable for the work completed
 - Properly procured
 - Contractor is not debarred or suspended
- Procurement methods:
 - Small Purchase
 - Sealed bid
 - Competitive proposal
 - Non-competitive proposal

COST ELIGIBILITY

Contracts (cont.)

– Acceptable types:

- Lump Sum
- Unit Price
- Cost + fixed fee
- Time and materials
 - Limited to no more than 70 hours
 - Monitoring
 - Cost ceiling
 - Competitive process

– Unacceptable types:

- Cost + percentage
- “Piggyback contracting”

COST ELIGIBILITY

Cost Hierarchy

- State or local data from previously completed projects
 - Historical documentation
 - Average cost for similar work in area
 - Establish reasonableness
- Commercial estimating sources
 - RS Means
- FEMA cost codes

TYPES OF PROJECTS

LARGE PROJECTS

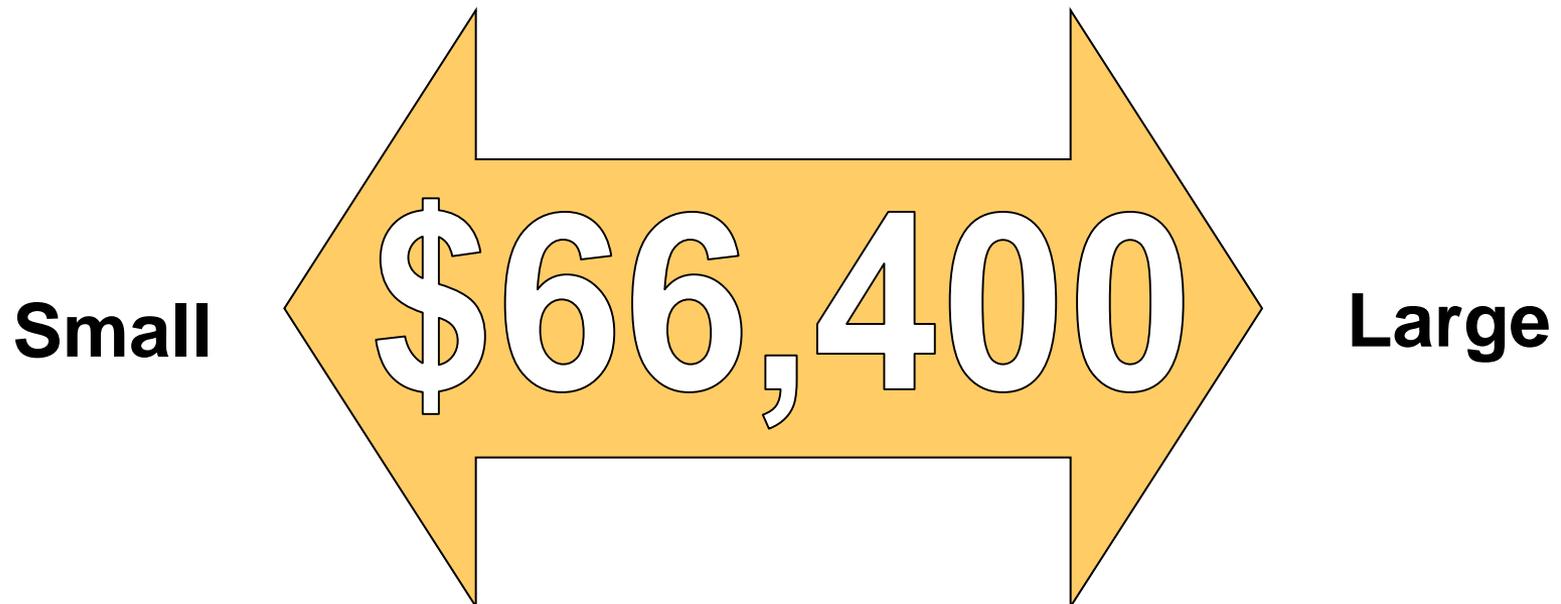
ALTERNATE PROJECTS

SMALL PROJECTS

IMPROVED PROJECTS

SMALL AND LARGE PROJECTS

- If the cost of a project cost is less than \$66,400, the project is processed as a small project.
- If the project cost equals or exceeds \$66,400, the project is processed as a large project.



SMALL PROJECTS

- Small project funding is based on estimates if actual costs are not available.**
- Small projects are paid in full as soon as practicable after FEMA obligates funds.**
- FEMA does not require final inspections for small projects.**
- Contact KyEM if you have significant cost overruns associated with small projects.**

LARGE PROJECTS

Funding for large projects is determined by actual, documented eligible costs.



PROJECT COMPLETION DEADLINES

Time limits for project completion begin on the disaster declaration date.

- Emergency work (Categories A & B) must be completed within – 6 months
- Permanent work (Categories C – G) must be completed within – 18 months

IF YOU WILL NOT MAKE A DEADLINE, SUBMIT A WRITTEN EXTENTION REQUEST TO KyEM.

PROJECT COMPLETION DEADLINES

**IF YOU WILL NOT MAKE A DEADLINE, SUBMIT
A WRITTEN EXTENTION REQUEST TO KyEM.**

Time Extension Requests must include:

- **Applicant Name**
- **Project Worksheet Number**
- **Reason for non completion**
- **Estimated completion date**

SCOPE OF WORK

- Each Project Worksheet (PW) details the scope of work required by FEMA.
- Review each PW carefully to ensure the scope of work is reasonable, accurate, and adequately funded.
- If you disagree with the scope of work, discuss with FEMA before signing the PW.
- Perform work as detailed in the PW.

CHANGES IN SCOPE OF WORK

May be needed because of hidden damages or additional work which is necessary to properly complete the project.

- **Before work not detailed in the PW can begin, you must contact KyEM for approval.**
- **DO NOT assume such costs reported at the end of the project will be reimbursed.**
- **Written justification for the eligibility of work or costs is required.**

CHANGES IN SCOPE OF WORK

Work Factors

- Codes and Standards
- Repair vs. Replacement
- Relocation
- Alternate Projects
- Improved Projects
- Hazard Mitigation

CHANGES IN SCOPE OF WORK

Potential Scope of Work Applications

Codes and Standards

- Five Criteria
 1. Apply to repair and restoration work
 2. Appropriate to pre-disaster use
 3. Be reasonable, in writing, and formally adopted and implemented prior to declaration
 4. Applied uniformly to all such facilities
 5. Be enforced

CHANGES IN SCOPE OF WORK

Potential Scope Applications

Repair vs. Replacement - The 50% Rule

- Cost of Repair/Replacement $< 50\%$ = Repair
- Cost of Repair/Replacement $> 50\%$ = Replace
 - Repair: Damage elements (including codes/standard) only
 - Replacement: To pre-disaster design, capacity, and function including codes and standards

CHANGES IN SCOPE OF WORK

Potential Scope Applications

Relocation

- Temporary and Permanent must be cost effective
- Temporary relocation maybe by purchase or rent
 - Utilities, maintenance, and operating cost not eligible
- Permanent relocation includes:
 - Demolition of old facility
 - Site acquisition
 - New construction
 - Ancillary facilities (road, utilities)

CHANGES IN SCOPE OF WORK

Improved Projects

Federal Share	Capped at approved PW grant amount
Scope/Funding Approval	State/FEMA
What can the funds be used for?	Modification (improvements, expansions) outside original scope
Examples of allowable projects	<ul style="list-style-type: none"> •Laying asphalt on a gravel road •Replacing a firehouse with a three bay instead of two
Unallowable use of funds	Local cost share on other projects
What happens to the original facility?	Repaired/improved
Mitigation allowed?	Only if repairing/improving original facility, not for new footprints
Other regulatory compliance required?	Yes

CHANGES IN SCOPE OF WORK

Alternate Projects

Federal Share	90% of the Approved grant amount (75% for PNPs)
Scope/Funding Approval	FEMA/FEMA
What can the funds be used for?	Other public projects
Examples of allowable projects	<ul style="list-style-type: none"> •Repair or expansion of other public facilities •Construction of a new public facilities •Purchase of capital equipment
Unallowable use of funds	<ul style="list-style-type: none"> •Local cost-share on other projects •Operating cost
What happens to the original facility?	Must be rendered safe and secure, sold or demolished
Mitigation allowed?	No
Other regulatory compliance required?	Yes

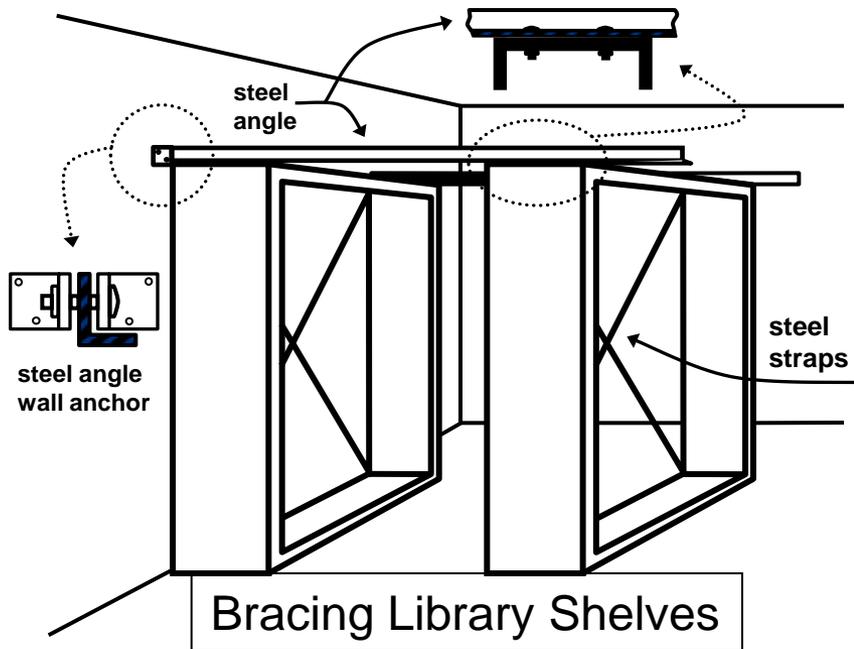
SPECIAL CONSIDERATIONS:

Issues which might affect the scope of work and funding for a project

TYPES OF SPECIAL CONSIDERATIONS

- Hazard Mitigation**
- Environmental Requirements**
- Historic Preservation**
- Special Flood Hazard Areas**
- Insurance Requirements**

HAZARD MITIGATION

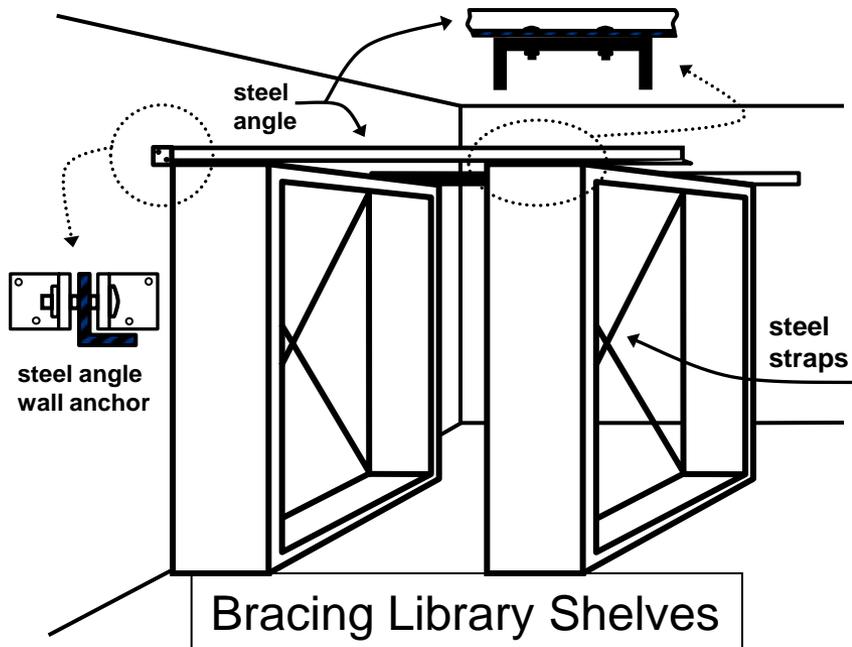


- **Cost effective measures which reduce or eliminate the potential for damages to a facility from a future event.**
- **Public Assistance mitigation measures must apply only to the damaged elements of the eligible project**

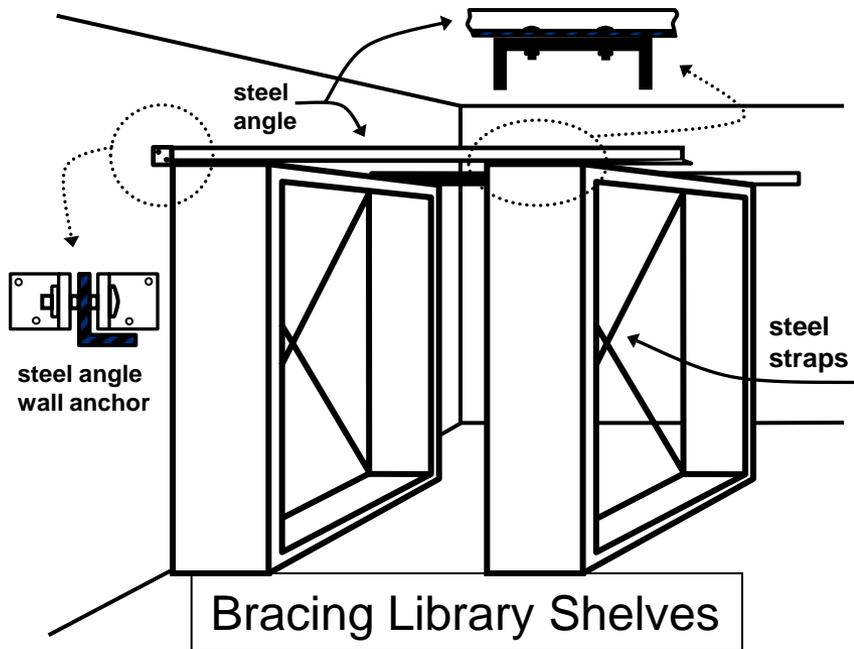
HAZARD MITIGATION

TWO TYPES OF PROGRAMS

- 406 Mitigation is funded through the Public Assistance Recovery Program and is only for damaged elements.
- 404 Mitigation funding is available statewide for projects which will lessen future damages.



HAZARD MITIGATION



ELIGIBLE APPLICANTS

- Local Governments
- State Agencies
- Certain Private Non-profits

406 HAZARD MITIGATION

Cost Effectiveness

- Mitigation measures up to 15% of the total eligible cost of the eligible repair work on a particular project may be automatically approved for cost effectiveness.
- Certain mitigation measures may be determined cost effective if the mitigation measure does not exceed the eligible cost of the eligible repair work on the project.
- For measures exceeding the above costs, the Applicant must demonstrate through an acceptable benefit/cost analysis that the measure is cost-effective.

404 HAZARD MITIGATION

Types of 404 Mitigation Projects:

- Elevation of flood prone structures
- Acquisitions of repetitive loss structures
- Minor flood control projects
- Drainage projects

ENVIRONMENTAL COMPLIANCE

Ensure that all practical means are used to protect, restore, and enhance the environment



HISTORIC PRESERVATION



Property eligible for listing on the National Register of Historic Places requires special consideration under the National Historic Preservation Act.

FLOOD PLAIN MANAGEMENT

Any project within or affecting a floodplain must be reviewed to ensure it meets the requirements of the Executive Orders on Floodplain Management and the Protection of Wetlands.



INSURANCE REQUIREMENTS

- Actual or anticipated insurance proceeds will be deducted from the eligible project costs for insured facilities.
- All subgrantees are required to obtain and maintain insurance coverage on all insurable facilities, as a condition of Public Assistance funding.
- For flood-damaged facilities located within a Special Flood Hazard Area which are not covered by flood insurance, Federal assistance will be reduced by the maximum flood insurance proceeds that would have been payable had the facility been insured.

OBTAINING A PUBLIC ASSISTANCE PROGRAM GRANT

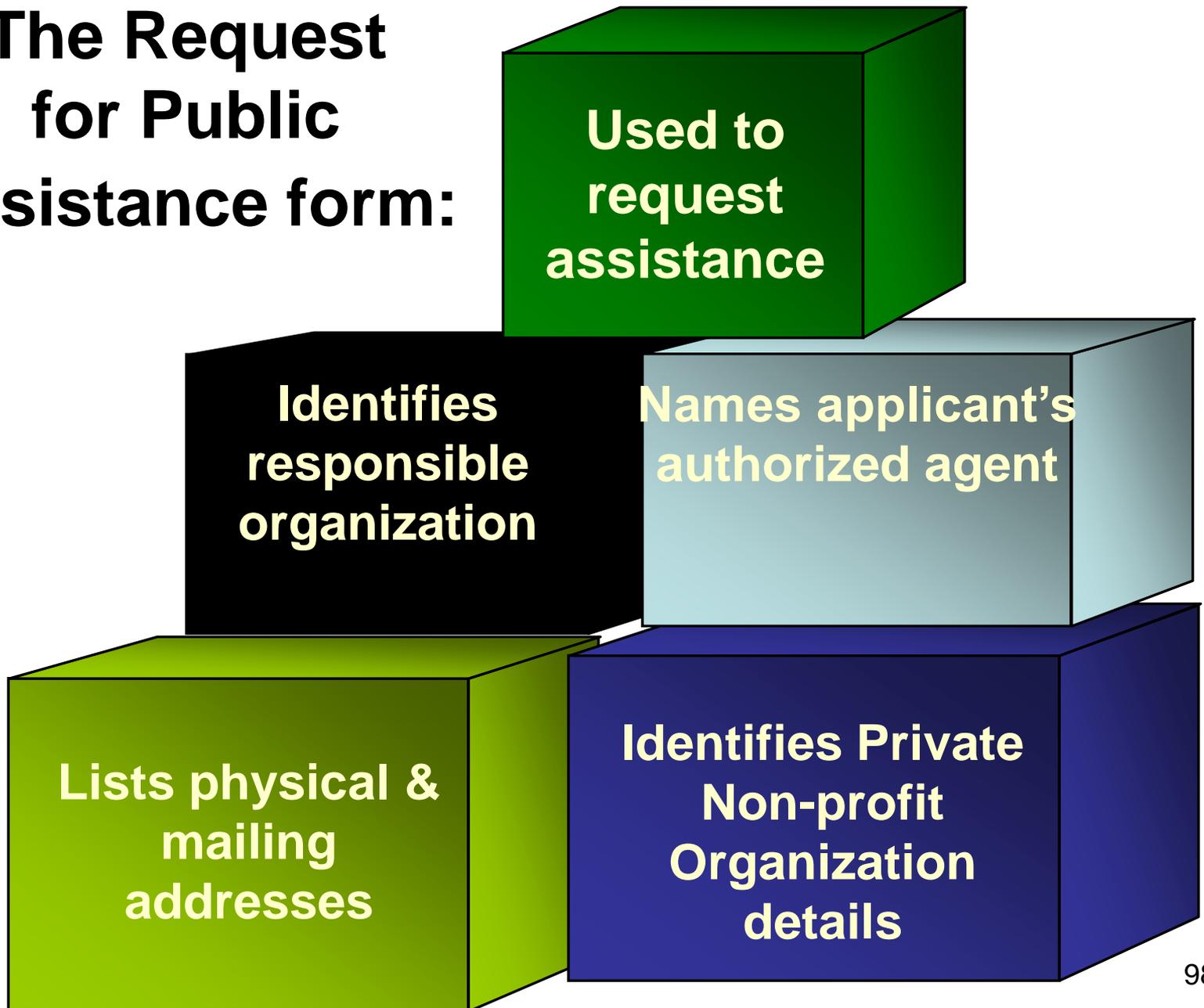


FIRST STEP

- Applicant **MUST** submit a Request for Public Assistance (RPA) to KyEM.
- Even if you are unsure if you will meet eligibility – submit a RPA.
- Requests for assistance must be made within 30 days of the declaration date of the applicant's county.

The image shows two FEMA forms, both titled 'PAPERWORK BURDEN DISCLOSURE NOTICE' and 'REQUEST FOR PUBLIC ASSISTANCE'. The top form is partially filled out with handwritten text. The bottom form is mostly blank. Both forms are from FEMA Form 90-124, FEB 02. The forms include sections for 'Name of PNP Organization', 'Name of the damaged facility and location', 'What was the primary purpose of the damaged facility?', 'Is the facility a critical facility as described above?', 'Who may use the facility?', 'What fee, if any, is charged for the use of the facility?', 'Was the facility in use at the time of the disaster?', 'Did the facility sustain damage as a direct result of the disaster?', 'What type of assistance is being requested?', 'Does the PNP organization...', 'If "Yes" obtain proof of...', 'If "Yes" provide proof of...', 'If "Yes" obtain a copy of...', 'APPLICANT (Political subdivision or eligible applicant)', 'DATE SUBMITTED', 'COUNTY (Location of Damages. If located in multiple counties, please indicate.)', 'STREET ADDRESS', 'CITY', 'COUNTY', 'STATE', 'ZIP CODE', 'Mailing Address (if different from Physical Location)', 'POST OFFICE BOX', 'CITY', 'STATE', 'ZIP CODE', 'Primary Contact (Applicant's Authorized Agent)', 'Alternate Contact', 'NAME', 'TITLE', 'BUSINESS PHONE', 'FAX NUMBER', 'HOME PHONE (Optional)', 'CELL PHONE', 'E-MAIL ADDRESS', 'PAGER & PIN NUMBER', 'NAME', 'TITLE', 'BUSINESS PHONE', 'FAX NUMBER', 'HOME PHONE (Optional)', 'CELL PHONE', 'E-MAIL ADDRESS', 'PAGER & PIN NUMBER', 'Did you participate in the Federal/State Preliminary Damage Assessment (PDA)?', 'Private Non-Profit Organization?'. The bottom form has checkboxes for 'Yes' and 'No' for these questions.

The Request for Public Assistance form:



MANDATED FORMS for ALL APPLICANTS

ALL APPLICANTS MUST SUBMIT:

- Request for Assistance – formal notice to KyEM and FEMA by applicant for assistance
- Designation of Applicant Agent – authorizes individual to act on behalf of the applicant
- Proof of Necessity Agreement (PON2)– this is a contract between the state and applicant necessary for disbursement of funds
- Authorization for Electronic Deposit of Vendor Payment – all disbursements to applicants will be wired directly to applicant's bank account
- Duns Identification Number – Data Universal Numbering System identifier

MANDATED FORMS for Private Non-Profits

IN ADDITION TO THE PREVIOUSLY LISTED
FORMS:

PRIVATE NON-PROFITS MUST ALSO SUBMIT
COPIES OF THE ORGANIZATION'S:

- Tax Exemption Certificate
- Official Charter
- By-Laws
- Duns Number

PROJECT WORKSHEET (PW)

Each PW clearly defines:

- damage that occurred
- location of damage
- scope of work needed to repair damage
- actual or estimated cost to complete scope of work
- all special consideration **issues**

PW Requirements and Supporting Documents

FEMA requires applicants to:

- adhere to all applicable state and local codes and standards
- obtain all necessary construction permits
- provide copies of invoices, purchase orders, payroll documents, operator logs, cancelled checks, stock tickets, etc.
- provide copies of all insurance policies for affected facilities

PROJECT FUNDING

Before funding is obligated by FEMA and available to applicants, all PWs must be reviewed and approved by:

- FEMA
- ENVIRONMENTAL
- MITIGATION
- STATE
- INSURANCE
- OTHER

NOTE: This is a lengthy process which could take weeks – or – months.

PROJECT FUNDING

Funding levels have not been determined yet for this disaster.

Typical funding is:

- 75% Federal
- 12% State
- 13% Applicant

PROJECT FUNDING

Applicant Match

Applicants may offset the funding match requirement for Categories A & B projects through the use of:

- Volunteer labor
- Donated equipment
- Donated Materials

Value of volunteer labor will be at the same hourly rate as similar worker within applicant's labor force.

PROJECT FUNDING

Volunteer and Donated Resource Credits

Donated resources must be documented.

Record of donated resources must include:

- Hours worked
- Hours of equipment usage
- Amount of materials used
- Work site location
- Description of work performed

PROJECT FUNDING

Equipment Reimbursement Rates

Cost for using applicant-owned equipment is based on either:

- FEMA Rates – a preset national schedule
- State Rates – must be established under State guidelines in normal daily operations
- Local Rates – developed by a local government in normal daily operations

Only hours of operation are eligible – standby and idle times are not.

PROJECT FUNDING

Labor Reimbursement Rates

An applicant's own employees are referred to as force account labor.

Force account labor rates may include:

- actual wages
- fringe benefits

PROJECT FUNDING

Labor Reimbursement Rates

Emergency Work Categories A & B

Regular and overtime labor is eligible for:

- Temporary employees
- Essential employees called in from leave
- Permanent employees funded from external source

Overtime only eligibility labor is restricted to:

- Permanent Employees
- Reassigned employees
- Seasonal employees

PROJECT FUNDING

Labor Reimbursement Rates

Permanent Work Categories C- G

- Both regular time and overtime are eligible for all employees
- Overtime may be credited in actual wages or in compensatory time-off

GRANT PROCESSING RESPONSIBILITIES

FEMA is responsible for :

- approving projects
- making federal funding available to the State
- performing final inspections on large projects

GRANT PROCESSING RESPONSIBILITIES

Each applicant (sub-grantee) is responsible for:

- filing all required forms with KyEM
- completing scope of work as required by the project worksheet
- ensuring that all procurement and contracting adheres to federal, state, and local laws
- obtaining all required permits
- maintaining thorough documentation of all expenditures and activities

GRANT PROCESSING RESPONSIBILITIES

The State (the grantee) :

- acts as liaison between applicants and FEMA
- coordinates all mediation and appeals with FEMA
- maintains repository of all required applicant forms
- ensures each applicant performs work in accordance with scope of work and grant requirements
- facilitates requests for time extensions and all appeals
- disburses project funds to applicants

IMPORTANT TIMELINES

Applying for a Public Assistance Grant – Applicant must submit a Request for Public Assistance within 30 days of the designation of the declared disaster area.

Identifying Damages – Applicants have 60 days from their kickoff meeting with FEMA to identify all damages which will require a project worksheet.

Appeals - Any determination related to Federal assistance may be appealed. The appeal must be submitted to KyEM within 60 days of receipt of notice of the action which is being appealed.

ADMINISTRATIVE COSTS

- FEMA's PA Program allows each grant recipient funding for reasonable costs necessary to administer the grant.
- Administrative Costs cover direct and indirect expenses incurred in requesting, obtaining, and administering public assistance grants.
- Applicants must track administrative expenses per project
- **Administrative Costs will be included by FEMA in each project worksheet – only if requested.**

FINAL INSPECTION REVIEW



All projects are subject to final State and FEMA review.

Large projects must undergo final inspection by FEMA before last disbursements are made.

AUDITS

- Public Assistance Program Grant Recipients are **required** to comply with the provisions set forth under the Single Audit Act.
- If an applicant expends more than \$500,000 in Federal grant funds during a fiscal year, it **must** undergo an OMB A-133 single audit.
- A copy of the audit **must** be sent to KyEM.
- The Federal Office of Management and Budget **requires** applicants to maintain program records for three years following official closure from FEMA.

AUDITS

- **The KyEM Administrative Branch Subrecipient Monitoring Section is responsible for the review of all OMB A-133 audits.**
- **The branch will conduct assessment procedures for entities with audits containing qualified or disclaimed opinions.**
- **Assessment procedures may include site visits, reconciliation of documentation, etc.**
- **Poor assessment results will result in sanctions and corrective action measures.**

What Records to Keep and How Long?

These records must be maintained for three (3) years after receipt of a closure letter from KyEM.

- Completed Project Worksheets
- Completed Special Considerations Questions forms
- Estimated and actual costs
- Force account labor documentation
- Force account equipment usage logs
- Rented equipment usage logs
- Material and purchase invoices
- Photographs of damage, work activities, completed work
- Insurance policies and reimbursements
- Special Considerations/Environmental Reviews
- Records of donated goods and services

RECORD KEEPING

Accurate, detailed records of all expenses and activities **MUST** be maintained for all projects – large and small.

Failure to maintain accurate, detailed documentation may result in the deobligation of FEMA funds.

DOCUMENTATION

**DOCUMENT! DOCUMENT!
DOCUMENT!**

Automated systems used to track activities and financial transactions must be sufficient.

- **Maintain records for at least three (3) years after official FEMA closeout**

KICKOFF MEETING

PAC Crew Leader facilitates meeting

- Different audience and more detailed than Applicant's Briefing
- Establish a climate of trust, support, and assistance

State to present State topics
Educates the applicant on the PA Program



- **Exchange information, ask questions**
- **Develop a Plan of Action**

KICKOFF MEETING

Kickoff Meeting activities:

- Discussion of damages with FEMA
- Assessment of unmet needs
- FEMA will provide detailed instructions on what is expected of the applicant

KICKOFF MEETING

Prior to meeting be prepared:

- Compile a list of all damage sites
- Mark a local road map with all sites
- Make copies of all insurance policies for damaged structures
- Gather information regarding any historical or environmental concerns
- Keep disaster-related costs for equipment, materials, and labor separate from non-disaster work

REMINDER !

For those counties with an Individual Assistance Program declaration:

Encourage all citizens and businesses with any disaster-related damages to apply for assistance by either:

- Going to a Disaster Recovery Center,
- Applying on line at: www.fema.gov

Citizens **MUST** document losses and all disaster-related expenses for FEMA to review.

REMINDER !

The KyEM Recovery Branch also coordinates **VOLUNTEER** activities.

Local Emergency Managers should report to KyEM any needs for volunteer assistance such as:

- clearing debris from homes
- cleaning homes
- repairing homes
- donations management

Emergency Managers should contact:

Jim Garrett, KyEM Volunteer Coordinator

Phone: (502)-607-5742

ADDITIONAL INFORMATION may be obtained from:

- Ky EM Web Site: kyem.ky.gov
- State Public Assistance Officer
- FEMA Public Assistance Coordinator
- FEMA Web Site: www.fema.gov
- KY Division of Water: www.water.ky.gov
- KY Department of Labor: www.labor.ky.gov

Kentucky Emergency Management

Recovery Branch - PA Program

100 Airport Road – Third Floor

Frankfort, KY 40601

Phone: 1-877-634-8175

Fax #: (502) 607-5740

Email: KYEMRecovery@ng.army.mil

Jessica Mitchell, State Public Assistance Officer

Phone: (502) 607-5762

Stephanie Robey, Recovery Branch Manager

Phone: (502) 607-5769

Kentucky Emergency Management

Recovery Branch - Mitigation Program

100 Airport Road – Third Floor

Frankfort, KY 40601

Phone: 1-877-634-8175

Fax #: (502) 607-5740

Email: KYEMRecovery@ng.army.mil

Leslie Mahoney, State Hazard Mitigation Officer

Phone: (502)-607-5768

Stephanie Robey, Recovery Branch Manager

Phone: (502) 607-5769

MORE IMPORTANT TELEPHONE NUMBERS

**Kentucky Division of Water
(502) 564-3410**

**Kentucky Historical Society
(502) 564-7005**

**Kentucky Division of Air Quality
(502) 564-3999**

**Kentucky Division of Waste Management
(502) 564-6716**

Kentucky Community Response Board KCCRB

- A **free** state resource that is tasked with ensuring that an organized, rapid, and effective crisis intervention response occurs in the aftermath of a critical incident or disaster.



Why your Community may need help.

- No one who experiences a disaster is untouched by the experience.
- These events can threaten our sense of control and safety affecting many aspects of our lives.
- Emotional distress can occur.
- Unrecognized or unmanaged distress can impact our physical and mental health.
- Recognizing and providing crisis intervention immediately following a traumatic event can help survivors successfully meet the challenges of recovery.

Goal of Crisis Counseling Program

Assist individuals and communities in recovering from the challenging effects of natural disasters **through** providing community-based outreach and psycho-educational services

Crisis Counseling focuses on:

- Helping survivors understand their personal reactions
- Developing a plan of action
- Identifying steps and solutions to resolve losses and overcome adversities.



Contact Information

KCCRB

100 Airport Road, 3rd Floor

Frankfort, Kentucky 40601-6161

Office: (502) 607-5781

24 Hour Toll Free: (888) 522-7228



QUESTIONS?

