



KYEM

Kentucky Emergency Management



"A Team of Teams – With One Mission: Protecting our Commonwealth"

The Paperwork Trail of Natural Disasters

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Paperwork Trails

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KYEM Recovery Branch Programs

- **Public Assistance**
- **Individuals and Households Assistance**
- **Hazard Mitigation**
- **Fire Management Assistance**
- **Volunteer Coordination**

Disasters Assistance for Kentucky

- 56 disaster declarations for KY since 1957
- KY ranks 7th nationwide in disaster frequency
- Federal funding to KY since 2000 = \$960 million for:
 - ✓ State and Local Governments
 - ✓ Governmental Entities (i.e. School Districts)
 - ✓ Individuals and Households
 - ✓ Private Nonprofits



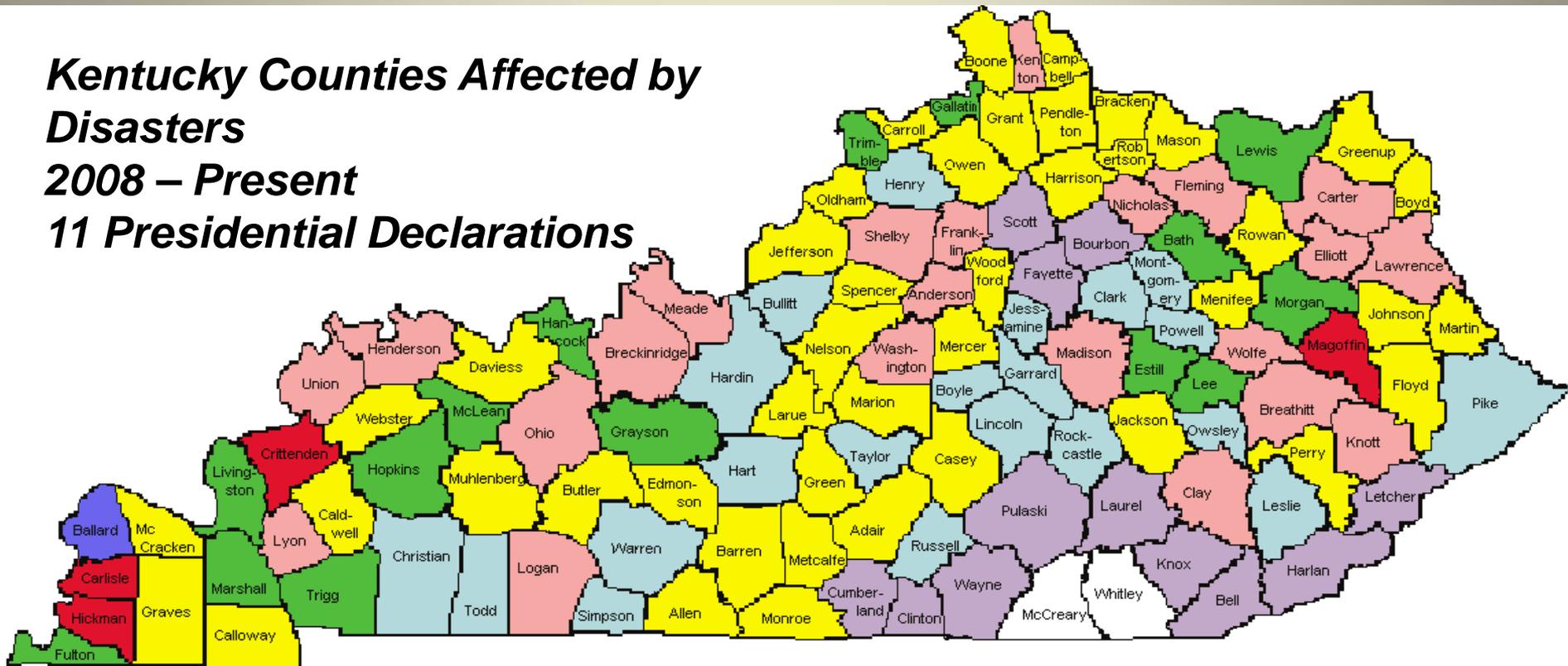
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Kentucky Counties Affected by Disasters 2008 – Present 11 Presidential Declarations



Purple: 7
 Red: 6
 Green: 5

Pink: 4
 Yellow: 3
 Blue: 2

Lilac: 1
 White: 0

KY Population: 4.3 Million
 Unaffected: 53,943



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Recovery Branch currently oversees 20 Open disasters with:

- **57,000 Applicants**
- **72,000 Awards, Grants, Projects**
- **\$ 960 Million in Recovery, Mitigation, and Individuals and Households Assistance**

Paperwork Trails

- ✓ **Before the Event**
- ✓ **During the Response**
- ✓ **While in Recovery Mode**
- ✓ **When You are the Only One Left Standing**

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Before the Event

- ✓ **Inventory everything**
- ✓ **Photograph all buildings, equipment, etc.**
- ✓ **Off sight storage of critical information**
- ✓ **Insurance policies**
- ✓ **Assign unique event identifying numbers for payroll, purchase orders, contracts, etc. as soon an event seems possible**
- ✓ **Prepare specific procedures for tracking disaster payroll, equipment, materials**
- ✓ **Help develop a debris removal plan**

Before the Event

- ✓ **Become an EMMIE user**
- ✓ **Establish a process for tracking volunteer efforts, including:**
 - **Name of volunteer**
 - **Date and hours worked, donated equipment**
 - **Type of work performed**
 - **Where work performed**
- ✓ **Assign responsibility for tracking volunteer efforts**
- ✓ **Assign value to volunteer efforts**



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During the Response

- ✓ **Make sure a local state of emergency is declared**
- ✓ **Ensure emergency purchases are thoroughly documented**
- ✓ **Be able to prove 'best value'**
- ✓ **Nonemergency purchases must follow proper documented procurement**
- ✓ **Pre-contract for emergency work**

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During the Response

- ✓ **If you are feeding EOC staff, make sure EOC procedures address meals**
- ✓ **If you are feeding crews – document why and have formal policy**
- ✓ **Ensure photos are taken of damage sites – before and after**

While in Recovery Mode

- ✓ Attend JPDA meeting
- ✓ Ensure applicant agent is properly organized
- ✓ Attend KYEM Applicant briefing
- ✓ Attend FEMA Kickoff meeting
- ✓ Ensure you receive copies of each Project Worksheet:
 - ✓ Field Version
 - ✓ Obligated Version
 - ✓ Subsequent Versions

While in Recovery Mode

- ✓ You must be able to account for receipts and expenditure for each distinct FEMA project
- ✓ Do not deposit funding for small projects in an interest-bearing account
- ✓ All project income must be reported, i.e. sale of scrap metal, wood chips, etc.
- ✓ If you use in-stock materials, document inventory withdrawals, use, and restocking or original costs

While in Recovery Mode

- ✓ **Maintain records of all contracting efforts**
 - **rationale for procurement method**
 - **selection criteria**
 - **information on options considered**
- ✓ **Avoid time and materials contracts**
- ✓ **Ensure expenditures can be proven to be:**
 - **reasonable in cost**
 - **properly procured**
 - **pertained to the project scope of work**



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While in Recovery Mode

- ✓ **Ask vendors to include delivery sites on invoices for items like gravel, asphalt, etc.**
- ✓ **Provide copies of invoices, checks, payroll, documents, etc. to applicant agent**
- ✓ **Ensure you have received all insurance proceeds**
- ✓ **If insurance proceeds are not sufficient – obtain written verification from carrier detailing what was not covered and why**



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While in Recovery Mode

- ✓ **Maintain open line of communication with Applicant Agent and agency head**
- ✓ **Notify Applicant Agent of electronic deposits**
- ✓ **Ask Applicant Agent for copies of all funding receipts**
- ✓ **Discuss with Applicant Agent projects with costs in excess of obligation amounts and determine course of action**
- ✓ **Copy and file all disaster specific invoices, checks, payrolls, etc. for each project**

While in Recovery Mode

- ✓ **Ensure claimed equipment ties to an operator/driver on the payroll documentation**
- ✓ **Equipment maintenance or repair is not an allowable expense**



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When You are the Only One Left Standing

- ✓ **Ensure OMB A-133 audits are performed if your entity expends more than \$500,000 in federal funds during a fiscal year**
- ✓ **Notify KYEM ASAP if there adverse findings**
- ✓ **Provide KYEM with copies of audits**
- ✓ **Ensure there is documentation for ALL projects**
- ✓ **Ensure KYEM is notified as large projects are completed, requesting a final inspection**

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When You are the Only One Left Standing

- ✓ Review and reconcile final inspection request submissions
- ✓ Make sure Summary Sheet entries trace back to supporting documentation
- ✓ Ensure all applicable items on the *Final Inspection Checklist* are submitted



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When You are the Only One Left Standing

- ✓ When all projects are complete, all final inspections are finalized, all money has been received, coordinate with Applicant Agent to ensure a request for disaster closure is submitted to KYEM
- ✓ When you are notified of disaster closure, maintain all documentation for 3 additional years from that date

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When You are the Only One Left Standing

- ✓ **Attend the Applicant Agent Certification Course offered by KYEM**
- ✓ **Topics Covered:**
 - **Planning for Declarations**
 - **Disaster Threshold**
 - **IA Program**
 - **Damage Assessments**
 - **Other Funding Sources**
 - **Volunteer Coordination**
 - **Final Inspections**
 - **Eligibility**
 - **PA Program**
 - **Mitigation Grants**
 - **Project Worksheets**
 - **EMMIE**
 - **Scope of Work**
 - **Audit Requirements**



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Know More than FEMA

- **Application Agent Certification Course**
 - **Week-long training**
 - **Presented quarterly**
 - **40 students per class**
 - **Covers all aspects of disaster recovery**
 - **No registration fees**
 - **Free reference materials**
 - **Great networking opportunity**



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Applicant Agent Certification Course

Next Class: October 15 - 19, 2012

**Location: KY Transportation Cabinet
200 Mero Street
Frankfort, KY 40602**

**Times: Monday: 1:00 – 4:30
 Tues. – Thurs.: 8:00 – 4:30
 Friday: 8:00 – Noon**



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QUESTIONS ??