

Applicant Briefing

January 26 – 28, 2015

Severe Winter Storm



New Hampshire Homeland Security & Emergency Management
Federal Emergency Management Agency

Major Disaster Declaration

DECLARATION NUMBER: FEMA-4209-DR-NH

DECLARATION DATE: March 25, 2015

INCIDENT PERIOD: January 26 – 28, 2015

TYPES OF AUTHORIZED DISASTER ASSISTANCE:

1. Assistance for eligible emergency work under the FEMA Public Assistance Program: 3 counties of Hillsborough, Rockingham, and Strafford
2. Statewide Hazard Mitigation under Section 404

FEMA Public Assistance (PA) Program

As a result of a Presidentially Declared Disaster, FEMA provides supplemental Federal disaster grant assistance to local and state governments and private non-profit (PNP) organizations for debris removal, emergency protective measures, and the repair, replacement, or restoration of disaster-damaged, publicly owned facilities and the facilities of PNP organizations.

Funding is cost shared at a federal share of no less than 75% of eligible costs.

FEMA, State and Local Partnership

NH HSEM = Grant Recipient

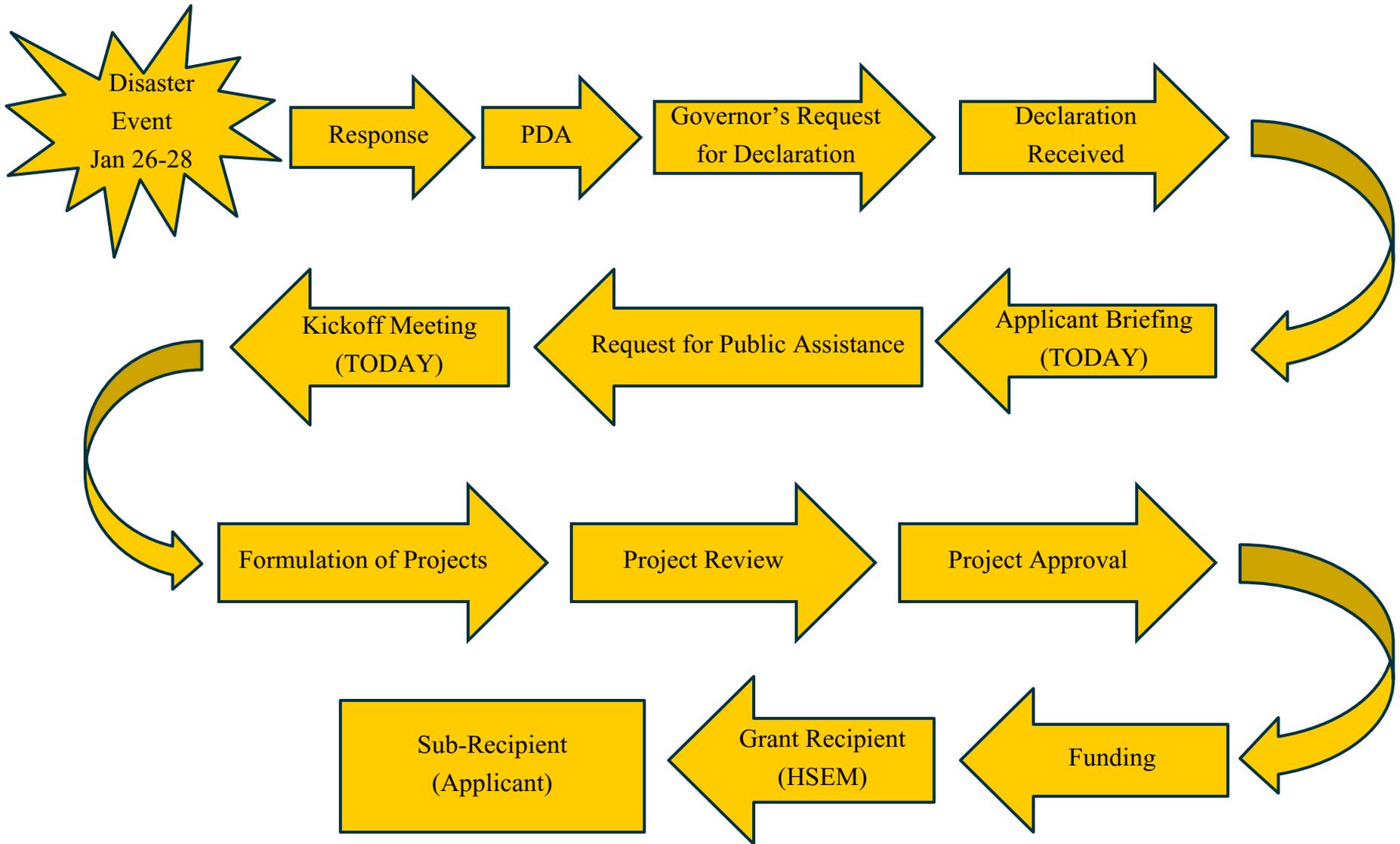
Applicant = Grant Sub-Recipient

FEMA is responsible for managing the Program, approving grants, and providing technical assistance to the Grant Recipient and Sub-Recipients.

The State (HSEM), acts as the Grant Recipient for the PA Program. The Grant Recipient educates potential sub-recipients, works with FEMA to administer the Program, and is responsible for monitoring projects and disbursements of the grants.

Grant Sub-Recipients are responsible for identifying damage, providing sufficient data for FEMA to develop an accurate scope of work and cost estimate for doing the work.

FEMA Public Assistance Process



Request for Public Assistance (RPA)

Application for Disaster Assistance - one RPA per eligible sub-recipient.

Primary contact – Available point of contact who will oversee and manage projects and provide all project information to HSEM/FEMA.

Alternate contact – Individual who is responsible if primary is not available.

Complete and submit RPA at briefing, complete online at

https://apps.nh.gov/blogs/hsem/?page_id=1218,

or fax 603-223-3609 to HSEM by

no later than the deadline of **April 24th**

Kickoff Meeting

- ✓ All appropriate department heads should be present
- ✓ Provide a list of ALL damages and expenses to FEMA
- ✓ Discuss damages & estimated costs
- ✓ Project grouping techniques
- ✓ Review potential issues, such as insurance, environmental protection, historic preservation, and hazard mitigation opportunities that may affect the type and amount of assistance available
- ✓ Submit actual costs for completed work
- ✓ Submit scope of work for incomplete work and identify estimated costs



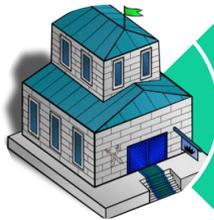
ELIGIBILITY CRITERIA



Cost



Work



Facility



Applicant

Eligible Applicants (Sub-Recipients)

New Hampshire has 3 types of entities that are eligible applicants:

- Local Government - Municipalities, Regional School Districts, Special Districts, Municipal Electric Utilities, Public Authorities
- State Government Agencies
- Private Non-Profits (PNPs)

Private Non-Profit (PNP) Requirements

All PNPs complete and submit RPA at Applicant Briefing or by email or fax no later than the deadline date of April 24, 2015.

In addition to the RPA, all PNPs must also submit the following with their RPA:

- ✓ DUNS Number (www.dnb.com/webform)
- ✓ IRS Ruling Letter granting tax exemption under Sections 501(c), (d), or (e) of the Internal Revenue Code of 1954 (Tax Exemption Certificate)
- ✓ The organization's Charter or By-Laws

- ❖ Educational Facilities – Will also have to provide information on Accreditation or Certification.

Facility Eligibility Requirements

- ✓ Located within the declared area
- ✓ Legal responsibility of an eligible applicant
- ✓ Not under the authority of another agency
- ✓ In active use at the time of the disaster
- ✓ Insurance
- ✓ Damages must have occurred during 48 hour period

Work Eligibility

- ✓ Must be required as a direct result of the declared major disaster/snow
- ✓ Be located in the designated disaster area/county
- ✓ Be the sub-recipient's legal responsibility for performance of eligible work at the time of the disaster

Cost Eligibility

To be eligible for reimbursement, costs must:

- ✓ Be reasonable and necessary to accomplish eligible work.
- ✓ Comply with federal, state, and local laws and regulations.
- ✓ Include deductions of insurance proceeds, purchase discounts.

SNOW ASSISTANCE

Category B Emergency Protective Measures



Eligible snow assistance work includes snow removal, snow dumps, de-icing, salting and sanding of roads and other facilities essential to eliminate or lessen immediate threats to life, public health, and safety.

SNOW ASSISTANCE

Snow assistance will be provided for a continuous 48-hour period.

FEMA will provide snow assistance

during the 48-hour period for the overtime but not the straight time cost of the applicant's regularly-employed personnel. Contract labor including temporary hires is an eligible cost, as are the costs of equipment and materials used in the performance of eligible emergency work.

- Determine your START TIME of 48-hours between 12:01 AM, Jan. 26th through 11:59 PM, Jan. 28th... then go 48 hours out.
- **All departments in your municipality must establish the same start and end of 48-hours.**



Types of Eligible Work under DR-4209

EMERGENCY WORK - work performed to reduce or eliminate an immediate threat to life, protect public health and safety, and to protect improved property that is threatened in a significant way as a result of the disaster.

Category B Emergency Protective Measures

Special Considerations

Sub-Recipients have a critical role in identifying special consideration issues. Special considerations could affect the scope of work and funding for a project.

- Insurance
- Hazard Mitigation
- Environmental
- Historic Preservation

Insurance Requirements

Insurance is required as a condition of the grant.

FEMA will not provide assistance for damage or losses covered by insurance.

FEMA will deduct from eligible costs the amount of actual insurance proceeds before providing funds for restoration of the facility. Owners of insurable buildings need to provide FEMA with policy and statements of loss as soon as possible.



Environmental



The National Environmental Policy Act (NEPA) requires all federal agencies insure that due consideration is given to the environment during project development.

Some projects that require environmental review:

- Debris disposal and staging areas
- Historic properties (buildings, structures, sites, objects)
- Where the footprint is different than pre-disaster conditions
- Threatened or endangered species, wetlands or floodplains

Make sure you adhere to State and local laws (permits, conditions, etc)

Types of Eligible Costs

- Force Account Labor, including fringe benefits
- Force Account Equipment
- Rented Equipment
- Materials
- Contract Services
- Direct Administrative Costs

All costs must include a project narrative describing work performed

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Workbook and Equipment Rates:

Go to HSEM's website: <http://www.nh.gov/safety/divisions/hsem/>
Click on the "Resource Center" icon.

Look for the Planning tab for a drop down list of "Public Assistance"
for DR-4209

The screenshot shows the homepage of the New Hampshire Homeland Security and Emergency Management website. The header includes the state logo and the text "Homeland Security and Emergency Management". A navigation menu on the left lists various sections like "About Us", "News & Events", and "Resources". The main content area features a "Welcome!" message from Director Perry Plummer, a "WebEOC" logo, and a "ReadyNH.gov" logo. A "News and Events" section lists recent updates, including a "New Hampshire Department of Safety Launches Free Emergency Alert Mobile App" and "Disaster Situation Report Form for Local Emergency Management Directors".

The screenshot shows the "Declared Disasters" page on the HSEM Resource Center website. The page header features the HSEM logo and the text "HOMELAND SECURITY & EMERGENCY MANAGEMENT RESOURCE CENTER". A navigation menu includes "Home", "Grants", "Planning", "Public Information", "Tech Hazards", "WebEOC", "Help Desk", and "Contact Us". The "Declared Disasters" section is active, displaying a list of disaster events. A dropdown menu is open under the "Declared Disasters" tab, showing options like "Hazard Mitigation", "NIMS Implementation Survey", "Local Emergency Operations Plan (LEOP)", "Resource Documents", and "NH Building Damage Assessment Form". The "DR-4209 January 26 - 28, 2015 Se" event is highlighted, with links for "Request for Public Assistance Form", "Applicant Briefing_4209 [doc]", and "FEMA Equipment Rates [pdf]". The footer includes "Copyright © 2015 Homeland Security Emergency Management" and a "Return to top" link.

Force Account Labor

Labor performed by the sub-recipient's FULL-TIME permanent and/or REASSIGNED employees

For EMERGENCY WORK: only OVERTIME and fringe benefit costs are eligible for force account labor. Must document both regular and overtime

For PERMANENT WORK: both REGULAR and OVERTIME labor and fringe benefit costs are eligible for force account labor

- ✓ Force Account Labor Summary Form
- ✓ Timesheets and payroll registers
- ✓ Overtime Policy
- ✓ Description of work performed



Standby labor is NOT eligible

Force Account Labor

Labor performed by the sub-recipient's PART-TIME employees

OVERTIME costs are eligible for reimbursement for disaster-related work ... only for hours worked over their normal work schedule

- ✓ Force Account Labor Summary Form
- ✓ Timesheets and payroll registers
- ✓ Description of work performed

Other Labor

Non-budgeted personnel who performed eligible work as a direct result of the disaster, such as temporary labor, essential employees called back from administrative leave, or permanent employees funded from an external source, such as a grant.

Regular and overtime labor costs are eligible for reimbursement.

- ✓ Force Account Labor Summary Form
- ✓ Timesheets
- ✓ Invoices and proofs of payment
- ✓ Description of work performed

Force Account Equipment

REGULAR and OVERTIME costs are eligible

- ✓ Force Account Equipment Form

Equipment rates are applied to the time equipment is actually working ... **standby and idle time are not eligible.**

FEMA Schedule of Equipment Rates (includes operation, depreciation, fuel, maintenance and most repairs)

Permanently-mounted Generators AND Temporary Generators

All eligible generator usage during a federally declared major disaster or emergency will be reimbursed based on the FEMA Schedule of Equipment Rates.

Rented Equipment

Reimbursement is based on REASONABLE cost

- ✓ Force Account Equipment Summary Form
- ✓ Rental/lease agreement
- ✓ Operator(s) name / Type and size of equipment used
- ✓ Invoices and proofs of payment
- ✓ Description of work performed

Material

Material or supplies that were purchased or taken from stock and used as a direct result of the declared storm event may be claimed.

Material costs must be reasonable

Re-stocking inventory cost is not eligible

- ✓ Material Summary Form
- ✓ Invoices and proofs of payment
- ✓ Document methodology for determining actual material usage

Contract Work

Contracts and procurements must be of REASONABLE cost and must comply with Federal, State, and local procurement standards.

Provide a clear and definitive scope of work.

- ✓ Contract Summary Form
- ✓ Bid and contract documents, price list/costs, award letter
- ✓ Invoices and proofs of payment

Direct Administrative Cost (DAC)

Direct administrative costs include REASONABLE costs that can be tracked, charged, and accounted for directly to a specific project (PW), such as staff time to complete field inspections, preparation of a PW, and make interim and final inspections of the project.

- ✓ Direct Administrative Summary Form
- ✓ Timesheets and payroll registers
- ✓ Description of work performed

Mutual Aid

Mutual aid work provided in the performance of emergency work necessary to meet immediate threats to life, public safety, and improved property.

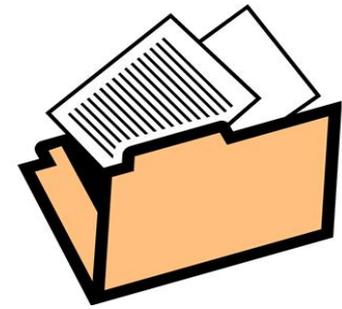
Mutual aid work that is of a permanent nature but is necessary for the emergency restoration of utilities. For example, work performed to restore electrical or other power.

Pre-event mutual aid agreement

Post-event mutual aid agreement

FEMA Policy RP9523.6

Record Keeping



Good record keeping facilitates the validation, approval, and funding processes for all projects, as well as any potential State and Federal audits.

Documentation

Project documentation basically describes the “who, what, when, where, why and how much” for each item of recovery work. Your documentation package for review must include a project narrative that describes in detail the work performed.

Source documentation should include all pertinent project documentation and proofs of payment (invoices and cancelled checks) to certify approved project work and costs ... use “Project Reimbursement Request” as a guide to assist when submitting project reimbursement requests.

Formulation of a Project Worksheet (PW)

FEMA Form 90-91

- A Project Worksheet (PW) is the primary Form used to document the location, damage description and dimensions, approved scope of work, project requirements/conditions, and project cost.
- Every PW must contain the required documentation to substantiate the scope of work being funded.
- Notify NH HSEM immediately with any scope changes.
- \$3,000 minimum per project.

Large Project PW vs Small Project PW



Small Project

- Approved PW cost is less than \$121,600
- Payment is made on the basis of the initial approved amount, whether estimated or actual
- Upon completion of work, submit project closeout request to NH HSEM



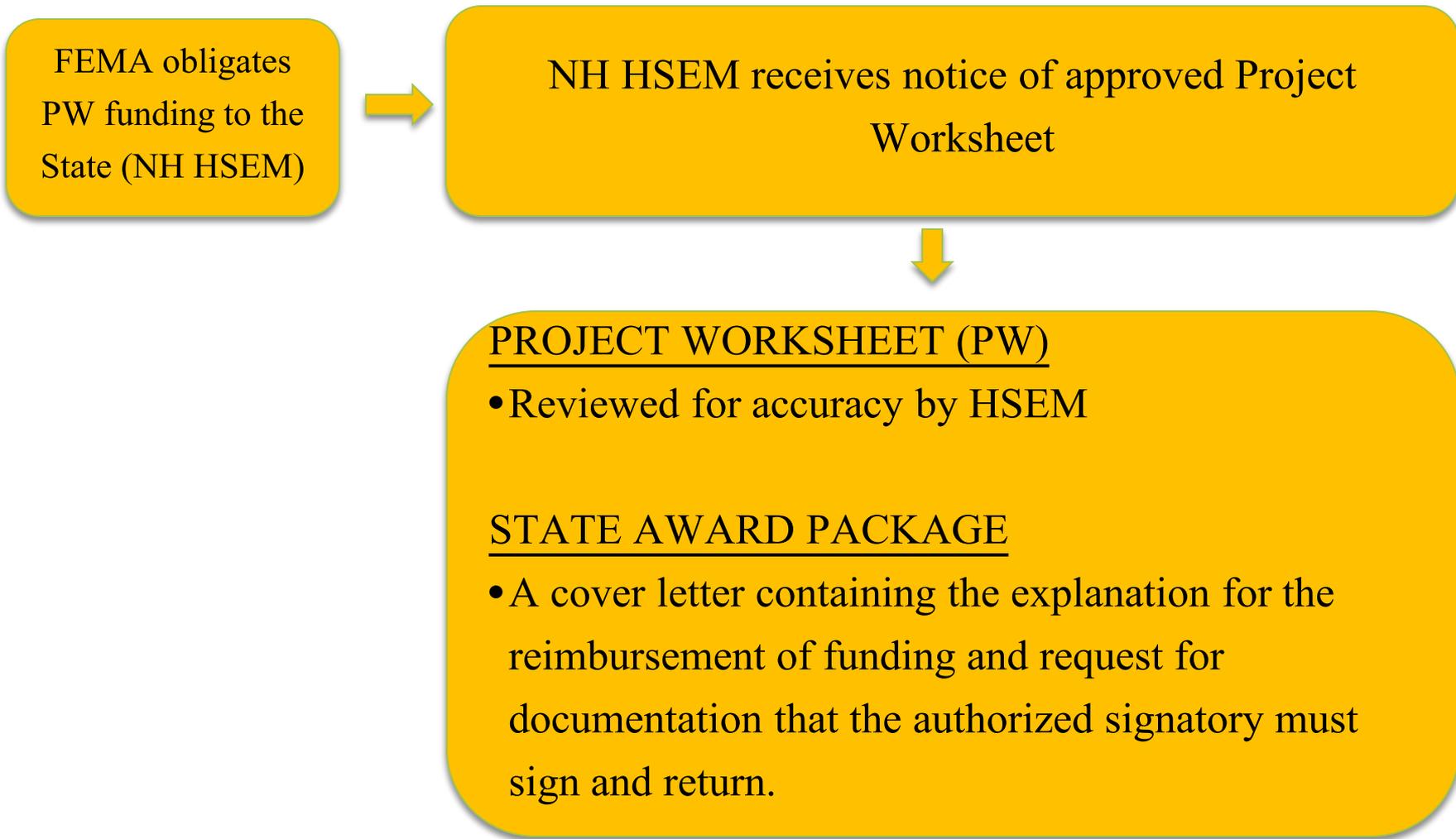
Large Project

- Approved PW cost is equal to or greater than \$121,600
- Funded using a final accounting of actual costs
- Upon completion of work, submit project closeout request to NH HSEM

**NOTIFY HSEM IMMEDIATELY OF ANTICIPATED SCOPE CHANGES OR
SIGNIFICANT PROJECT OVERRUNS**

Reimbursement of Project Worksheet

FEMA obligates
PW funding to the
State (NH HSEM)



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graph TD; A[FEMA obligates PW funding to the State (NH HSEM)] --> B[NH HSEM receives notice of approved Project Worksheet]; B --> C[PROJECT WORKSHEET (PW) and STATE AWARD PACKAGE details];
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NH HSEM receives notice of approved Project
Worksheet

PROJECT WORKSHEET (PW)

- Reviewed for accuracy by HSEM

STATE AWARD PACKAGE

- A cover letter containing the explanation for the reimbursement of funding and request for documentation that the authorized signatory must sign and return.

New Appeal Process

A sub-recipient has the right to appeal any decision or determination, regarding a PA application for federal assistance, including eligibility and the amount of eligibility.

There are two levels of appeal. Through HSEM, the first level appeal is decided by the FEMA Regional Administrator. Through HSEM, the second level appeal will be decided by the Assistant Administrator at FEMA Headquarters.

A sub-recipient must file an appeal with HSEM within 60 days of receipt of notice or decision being appealed.

First Appeal (written letter with supporting documentation)

Second (Final) Appeal (written letter – NO documentation)

Important Deadline Dates

REQUEST FOR PUBLIC ASSISTANCE DUE TO HSEM



APRIL 24th

DOCUMENTATION DUE TO FEMA IN ORDER TO WRITE PW



Submit 2 weeks from Kick-off Meeting

Questions



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