

Arkansas Department of Emergency Management



Arkansas' Homeland Security & Preparedness Agency

**PUBLIC
ASSISTANCE
PROCESS**



Where is our check?

www.adem.arkansas.gov

Click on Disaster
Management/Recovery

PUBLIC ASSISTANCE OVERVIEW

Supplemental financial assistance to state, local governments and certain private non-profit organizations for response and recovery activities required as a result of a disaster.



GRANTEE or SUBGRANTEE

A **grantee** is a State or tribal government that is responsible for administering Public Assistance grants.

A **subgrantee** is an eligible applicant that receives a Public Assistance grant as reimbursement for performing eligible disaster work.

COST

WORK

FACILITY

APPLICANT

ELIGIBLE APPLICANTS

State Government

County Government

City Government

Certain Private Nonprofit Organizations

FACILITY ELIGIBILITY REQUIREMENTS

- Damaged as a result of a declared event
- Located within an disaster declared area
- The legal responsibility of an eligible Applicant
- In active use at the time of the disaster
- Not under the authority of another federal agency

ELIGIBLE WORK

- Disaster Related
- Located in Disaster Area
- Eligible Applicant's Responsibility
- No other Federal assistance available
- In all cases, the costs associated must be cost effective and reasonable

EMERGENCY WORK



Category A - **Debris Removal**

Category B - **Emergency Protective Measures**

Category A - Debris Removal

- Using salaried/force account employees (Overtime Only)
- Using temp hire employees
- Leased Equipment w/operator
- Contract –proper bidding procedures and competitive bidding

Category B - **Emergency Protective Measures**

- **Examples**

- Emergency Debris Clearance (First Push)
- Search & Rescue
- Safety Barricades & Signs
- Security Forces
- Health & Safety Hazards
- Emergency Protective Levees
- Sandbagging & Emergency Pumping
- Food & Shelter –When provided by the applicant
- **OT for Regular Employee and all salary costs for an Extra Hire**

ELIGIBLE PERMANENT WORK

Category C-G

- C – Roads and Bridges
- D – Water Control Facilities
- E – Buildings and Equipment
- F – Public Utilities
- G – Parks and Recreation

ELIGIBLE PERMANENT WORK

Category C - G

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

GENERAL COST ELIGIBILITY

- Reasonable and necessary cost to accomplish eligible work
- Complies with federal, state, and local laws and regulations
- Insurance proceeds, salvage value, and purchase discounts must be deducted

ELIGIBLE DIRECT COSTS

- Salaries, wages and fringe benefits
 - Volunteer Labor (Emergency Work Only)
- Materials
- Applicant owned equipment (FEMA Cost Codes)
- Rented equipment
- Contract costs incurred for eligible work, including engineering/design services

**PUBLIC
ASSISTANCE**

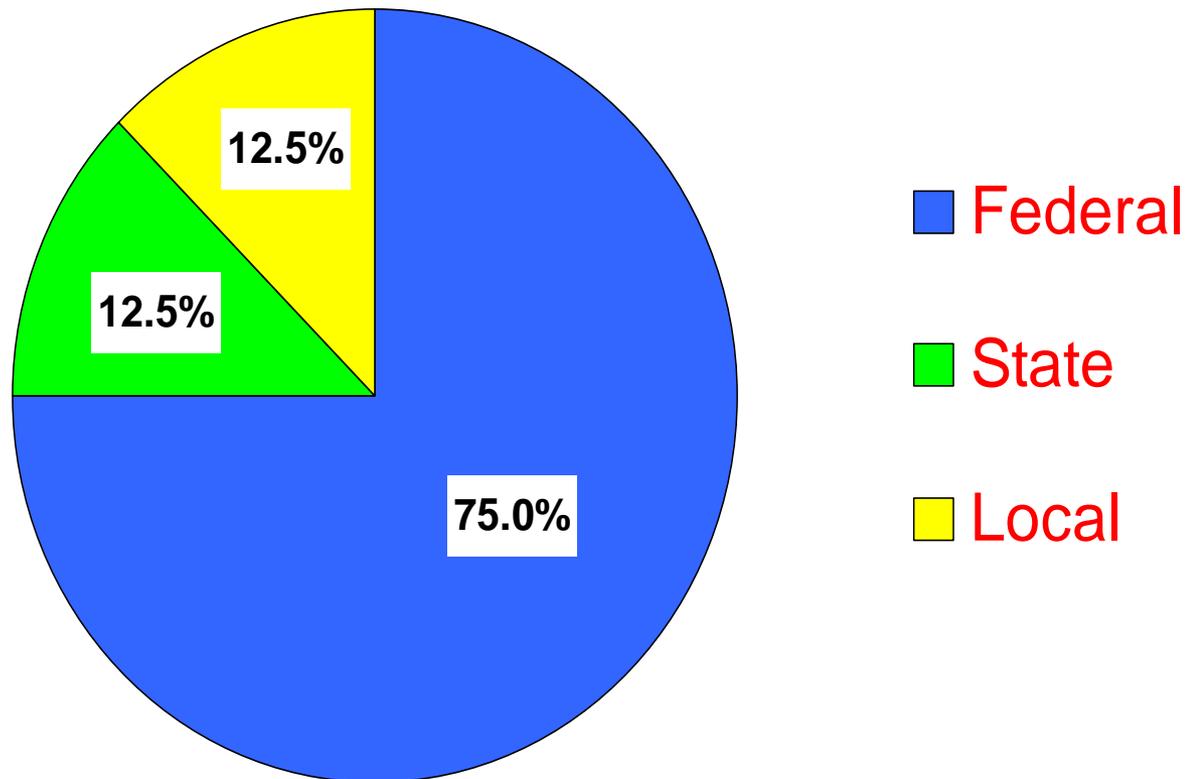
Financial Stress

KEEPING DISASTER FUNDS

LAWS-REGS-POLICIES

- Robert T. Stafford Disaster Relief and Emergency Services Act (STAFFORD ACT)
 - Law
- Regulations (44 CFR Part 206)
 - Used to implement the Statute
- Policies (9500 Series)
 - Used to apply the regulations and Statute
- FEMA 321 – PA Policy Digest
- FEMA 322 – PA Guide
- FEMA 325 – Debris Management Guide

Arkansas Department of Emergency Management



FEDERAL SHARE WILL BE 75 %

TYPES OF PROJECTS

Small Projects

Large Projects

Alternate Projects

Improved Projects

What is a Project Worksheet (PW)

- Identifies the Facility, Location and Category of Work
- Damage Description (DD)
- Scope of Work (SOW)
- Breakdown of Eligible Costs
- Mitigation Proposal
- Special Considerations (9 Questions)
- Environmental and Historical Preservation (EHP)
- Conditions
- Comments
- **Minimum project is \$1000**

SMALL OR LARGE PROJECT?



FY 2011 Threshold Amount.

SMALL PROJECTS

- Federal cost share for a small project is paid upon Project Worksheet (PW) approval/funds awarded.
- **Actual Costs or Based on Estimates**
- Small Project Audits/Appeal
- Overruns **NOT** allowed
- FEMA and/or State will conduct a random sampling of projects to validate overall completion.

LARGE PROJECTS

- 100 % Completed Projects – Federal share paid once obligated.
- Not 100% Complete – Applicant must request the funds.
 - ADEM will mail the final PW to the applicant with procedures/forms to request the funds.
 - Submit documentation to ADEM (Large Project Funding Request Form)
 - Advances (Not to exceed 25% of Federal Share)
- **Quarterly Reports (Due by the 15th of the end of Federal Qtr. months)**

October 15 – January 15 – April 15 – July 15

HAZARD MITIGATION - 406

- Cost effective measures that reduce the potential for damages to a facility from a future event
- Damaged elements of the facility
- Permanent work only
- Upsize Culverts (H&H), Rip Rap, Flood proofing, Etc.
- 15% of Eligible Project Costs
- Cost Benefit Analysis
- Discuss measures with your ADEM/FEMA Representative.



ALTERNATE PROJECTS

Funds used for a project other than repair of the damaged structure:

- Request 12 months after kickoff meeting
- Must receive FEMA prior approval.
- Require environmental assessment.
- 10% reduction of FEMA funding from original project estimate.

IMPROVED PROJECTS

With state approval, the applicant may restore pre-disaster function, and make improvements

APPLICANT IS FINANCIALLY RESPONSIBLE

ENVIRONMENTAL REVIEW

– Environmental Assessment (EA)

TO AVOID LOSS OF FUNDING

Obtain all permits and clearances
before you start
construction/repairs for the
following special considerations!!!

ENVIRONMENTAL REVIEW

Requires compliance with all Environmental and Historic Preservation Laws.

Environmental review helps expedite compliance with Federal, State and Local laws.

Examples – USACE 404/Nationwide, ADEQ Burn/STAA, and SHPO

INSURANCE REQUIREMENTS

Actual or anticipated insurance proceeds will be deducted from the eligible project costs for facilities that are insured.

All applicants are required to obtain and maintain insurance coverage on all insurable facilities, as a condition of Public Assistance funding.

Additional specific requirements will be applied to all flood damaged facilities located within the Special Flood Hazard Area.

- **Total Project costs and Proof of Insurance**
- **Statement of Loss**

PROJECT COMPLETION TIME LIMITS

Time limits for all Projects begin the date of the disaster declaration

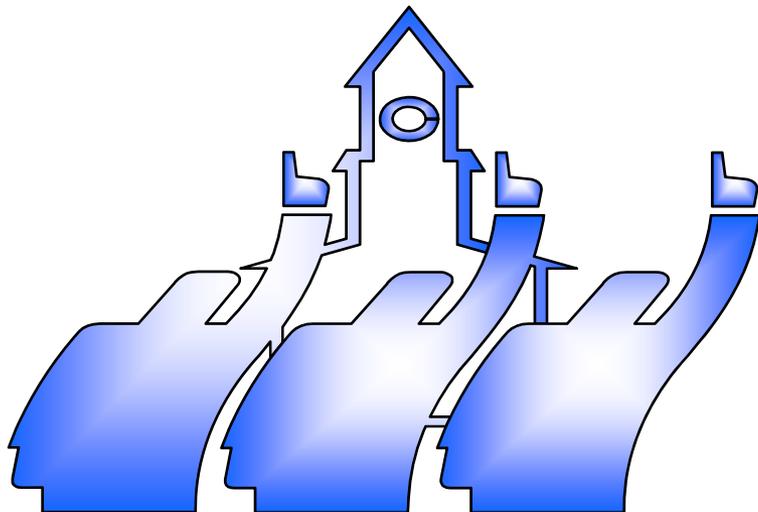
- ✓ Emergency work - 6 month (A – B)
- ✓ Permanent work - 18 months (C – G)
- ✓ Extension of time for project completions can be requested from ADEM.

QUARTERLY PROGRESS REPORTS

- ✓ Large Projects

APPEALS

Any determination related to Federal assistance may be appealed.



The time limit for appeal submission is 60 DAYS from receipt of notice of the action which is being appealed.

AUDITS

Occur after closeout

Be conducted by FEMA or State

Result in cost adjustments or disallowances

Single Audit

- If you spend \$500,000+ of Federal grant funds in one (1) year.
- Is required by law.

CFDA # 97.036

WHY ELIGIBLE DOCUMENTATION IS IMPORTANT

- Recover eligible costs
- Collect the information necessary to develop your disaster projects
- Prepare for audits or financial reviews
- Allows applicants to keep disaster funds.

EMMIE

- Emergency Management Mission Integrated Environment
- Follow the progress of each PW
- Review process
- Mitigation eligibility
- Types of permits/conditions required
- When the funds awarded

EMMIE

<https://portal.fema.gov>

- Click on New User
- Complete registration
- PA eGrants
- Subgrantee Access Code = **S05**

PROJECT CLOSEOUT & STATE SHARE

- **State Share Request Form (Original is required)**
 - All eligible work has been completed according to the Scope of work (PW)
 - All Federal Funds have been paid
 - All Large Project Quarterly Reports have been submitted
 - All Time Extensions have been received and approved.
 - All documentation has been submitted/review for eligibility
 - All necessary audits of files have been completed
 - All necessary site inspections have been completed by ADEM and/or FEMA representatives
 - Turn around time is 30-60 days for State Share.

Document
Document
Document
PERMITS

Existing systems may be sufficient

Maintain records at least three (3) years after
disaster closeout

REMEMBER . . .

**UNDOCUMENTED
ELIGIBLE EXPENSES
WILL NOT BE
REIMBURSED!**

In Doubt or have Questions

CALL US

Arkansas Department of Emergency Management

ADEM

Attn: Recovery Branch

Bldg. 9501

Camp JT Robinson

N. Little Rock, AR 72199

501-683-6700

501-683-7892 (Fax)

<http://www.adem.arkansas.gov>



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