

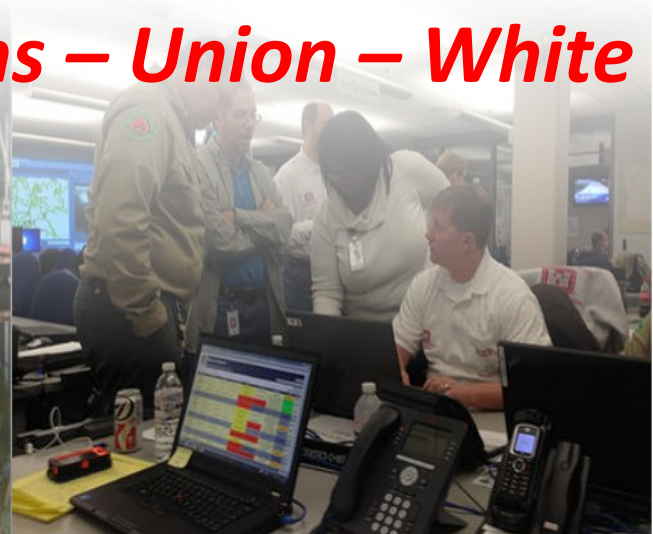


Georgia Emergency Management Agency Homeland Security

Public Assistance DR-4579

Applicant Briefing – Tropical Storm ZETA

***Banks – Carroll – Cherokee – Dawson – Douglas
Fannin – Forsyth – Franklin – Gilmer – Habersham
Hall – Haralson- Heard – Lumpkin – Paulding –
Pickens - Rabun – Stephens – Towns – Union – White***

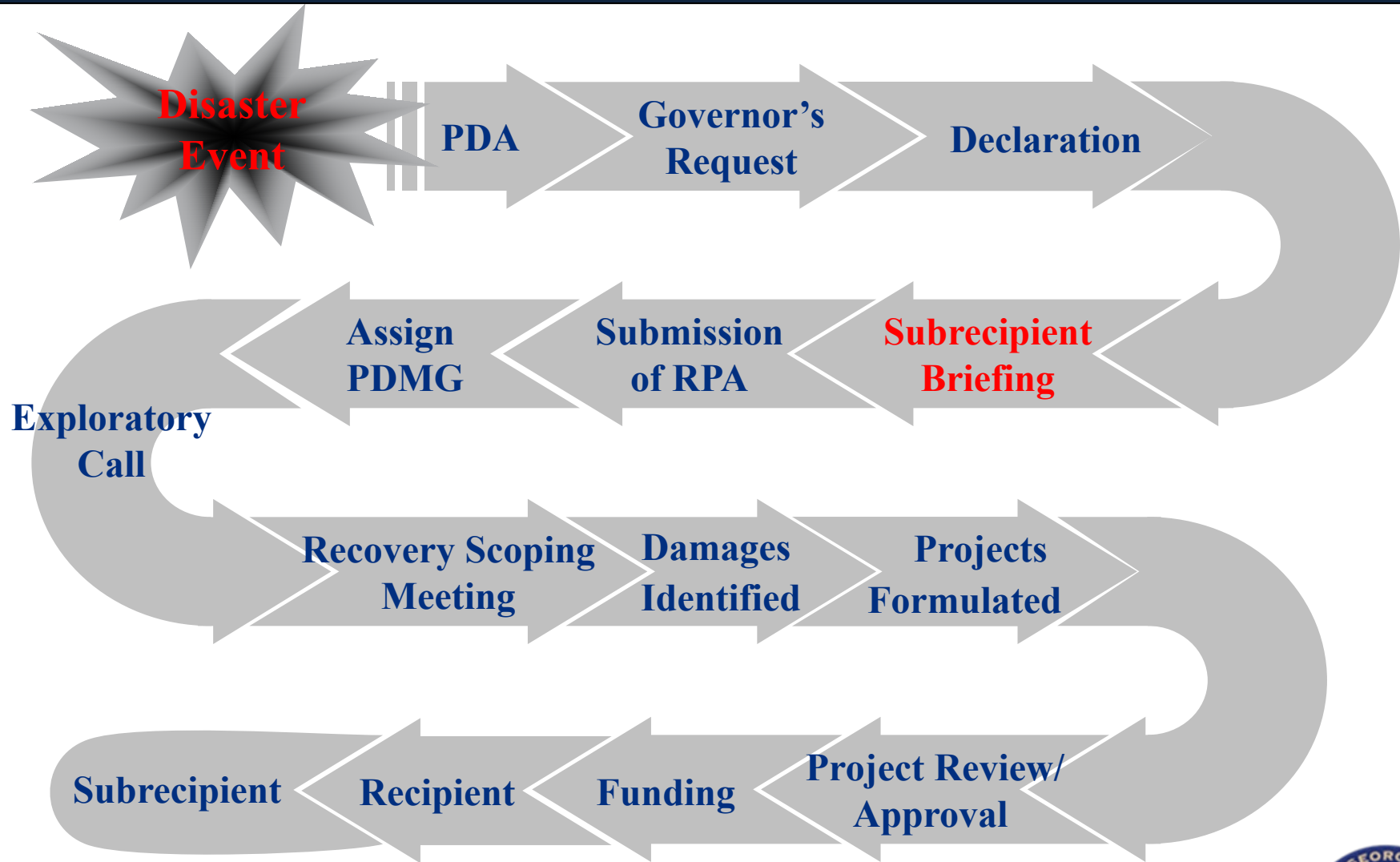


PUBLIC ASSISTANCE PROGRAM

Supplemental assistance to state and local governments and certain private non-profit organizations for response and recovery in a Presidentially declared disaster or emergency.



THE PUBLIC ASSISTANCE PROCESS



BUILDING BLOCKS OF ELIGIBILITY

COST

WORK

FACILITY

SUBRECIPIENT



ELIGIBLE SUBRECIPIENTS

- ☐ **State and local governments/agencies**
 - **Counties**
 - **Cities, towns, villages, townships**
 - **Districts and regional authorities**
 - **State departments (e.g., transportation)**

- ☐ **Certain Private Nonprofit Entities (PNP)**

SUBRECIPIENTS



ELIGIBLE PRIVATE NON-PROFITS (Cont'd)

Educational

Medical

Custodial care

Fire/emergency

Utilities

Certain irrigation facilities

**Other essential government
services**

Houses of Worship



PNP FUNDING LIMITATIONS

- **Critical Facilities:**
 - Eligible for emergency & permanent work
- **Non-Critical Facilities (church, museums, libraries, zoos)**
 - Eligible for emergency work
 - Must first apply to SBA for permanent work



ELIGIBLE FACILITIES

- Roads, bridges, and culverts
- Drainage and irrigation channels
- Public buildings – Schools, Courthouses, Churches, etc.
- Water, power, and sanitary systems
- Parks, baseball fields, walking trails

FACILITY



ELIGIBLE FACILITY REQUIREMENTS

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

FACILITY



CATEGORIES OF WORK

- Emergency (Cat A & B)
- Permanent (Cat C-G)



WORK



Emergency Work



Category A and B

1. Debris Removal- Category A
2. Emergency Protective Measures- Category B



Debris Removal Category A

- **Eliminate immediate threat to life, health and safety**
- **Eliminate immediate threat to improved property**
- **Ensure economic recovery of the community and provide a benefit for the community-at-large**



Emergency Protective Measures Category B

Activities undertaken by a community before, during, and following a disaster to save lives, protect public health and safety, and protect improved public and private property



Permanent Work



Permanent Work Categories



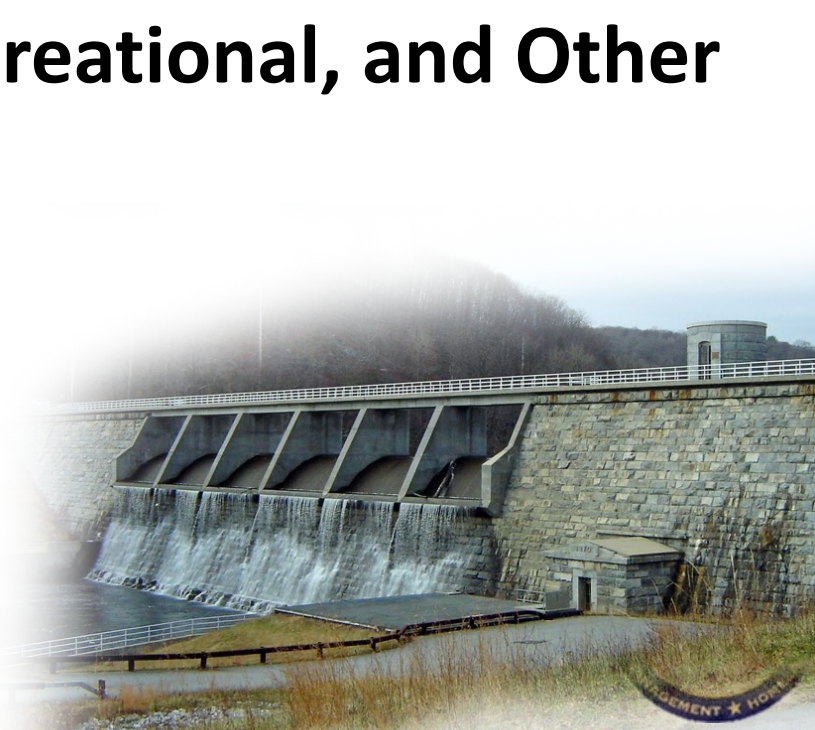
Category C: Roads and Bridges

Category D: Water Control Facilities

Category E: Buildings and Equipment

Category F: Utilities

Category G: Parks, Recreational, and Other



Category C – G

Restore a damaged facility to its **pre-disaster design, function, and capacity** in accordance with applicable codes and standards.



WHAT ARE TIMELINES?

Start date	Date of declaration – <i>January 12, 2021</i>
Debris removal	6 months - <i>July 12, 2021</i>
Emergency work	6 months – <i>July 12, 2021</i>
Permanent work	18 months – <i>July 12, 2022</i>



GENERAL COST ELIGIBILITY

Generally, costs that can be directly tied to the performance of eligible work are eligible

Such costs must be:

- Reasonable and necessary to accomplish the work
- Compliant with Federal, State, and Local requirements for competitive procurement (2 C.F.R. 200.318 - 327) more info on *pg. 78 in PAPPG
- Reduced by all applicable credits, such as anticipated insurance proceeds and salvage values

COST



RPA SUBMISSION

Grantee.FEMA.GOV



This Portal Is for Governments and Non-Profits Use **Only**

Individuals looking for Individual Assistance, please visit disasterassistance.gov for assistance.

Businesses looking for assistance should visit the [Small Business Administration's disaster assistance website](#).



Sign in to Your Account

USERNAME

[Forgot your username?](#)

PASSWORD

[Forgot your password?](#)

SIGN IN

[+ Register Your Organization for Public Assistance](#)

RPA SUBMISSION

Grantee.FEMA.GOV

In order to submit your application for Public Assistance:

- Log into Grants Portal: www.Grantee.FEMA.GOV
 - ☐ New Applicants will need to register
 - ☐ Existing applicants: Username is your email address
 - Utilize Forgot Password, if password is unknown
 - ☐ Organizations with existing profiles that have a change in personnel should contact their GEMA Grants Specialist

EXPLORATORY CALL

- 15 to 30 minute phone call
- Introduced to your State POC
- Introduction to your FEMA Program Delivery Manager (PDMG)
- Get an Initial sense of needs and damages
- Identify who needs to be at Recovery Scoping Meeting



PURPOSE OF RECOVERY SCOPING MEETING

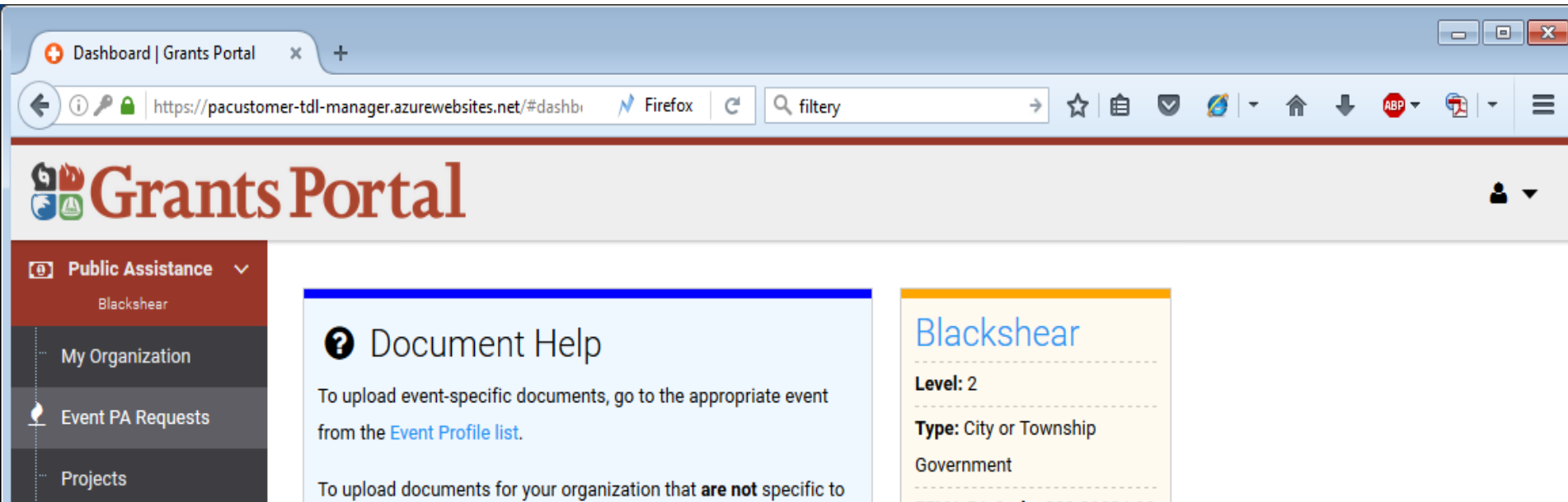
- In-depth meeting to review damages
- Gather documentation
- Develop list of projects per category
- Talk through priorities
- Set up Site Inspections (if necessary)



List of Impacts (Damage Inventory)

CAT	Name	Damage Description	Cause of Damage	Address 1	Address 2	City	State	Zip	Site Inspection Required?	% Work Complete
A	Debris Removal	Debris throughout the City - trees and limbs	Hurricane	314 E Rustin St		Glennville	Georgia	30427	No	100%
B	Emergency Protective Measures	The Police Department ensured public safety by blocking off roadways and directing traffic. Public Works and Administration also assisted in response efforts.	Hurricane	705 N Caswell St		Glennville	Georgia	30427	No	100%
B	Alternate power source for emergency services	Power was out for about a week in some areas. This caused sewer lift stations to cease working.	Hurricane	134 S Veterans Blvd		Glennville	Georgia	30427	No	100%
C	Roads & Bridges	Trees from the Right of Way were blown down from high winds of the hurricane, causing damage to the sidewalk.	Hurricane	10278 E. Oglethorpe Highway	City of Glennville	Glennville	Georgia	30427	Yes	100%
D	Utilities	Floodgate damage, WTBC Want HMP	Hurricane	Glennville Utility District	4th Ave and 2nd Street	Glennville	Georgia	30427	Yes	0%
E	Equipment for Fire Department	Tree landed on firetruck causing damage.	Hurricane	134 S Veterans Blvd		Glennville	Georgia	30427	Yes	0%
E	Glennwanis Hotel	Historic building owned by the city. Roof was damaged.	Hurricane	Glennwanis Hotel	209-215 East Barnard Street	Glennville	Georgia	30427	Yes	0%
E	Glennville City Library	Shingles are missing and roof has leaks to the interior.	Hurricane	408 East Barnard Street	Glennville City Library	Glennville	Georgia	30427	Yes	0%
E	City owned dump truck	Damage occurred during debris removal.	Hurricane	134 S Veterans Blvd	City Hall	Glennville	Georgia	30427	Yes	0%
E	Police Department Building	There were leaks some of which seemed to come from the floor and some possibly from the roof. There was carpet damage.	Hurricane	705 North Caswell Street	Police Department	Glennville	Georgia	30427	Yes	0%
F	Sewer field sprayers	At the sewer spray fields where treated sewage is dispersed aerially, some sprayer heads were badly damaged or broken off then multiple trees fell on them.	Hurricane	10490 E Oglethorpe Highway	Midway Police Department	Midway	Georgia	31210	Yes	0%
G	Recreation Dugout	Two (2) dugouts were damaged at Glennville Recreation Park as a result of Hurricane Matthew.	Hurricane	320 Veterans Drive	Glennville Park	Glennville	Georgia	30427	No	100%
G	Recreation Park	Damage to park includes: fencing, shelter, building. They also had food spoilage due to power outage.	Hurricane	320 Veterans Drive		Glennville	Georgia	30427	Yes	0%

UPLOAD DOCUMENTS



The screenshot shows the 'Dashboard | Grants Portal' in a Firefox browser. The URL is <https://pacustomer-tdl-manager.azurewebsites.net/#dashb>. The page features the 'Grants Portal' logo and a sidebar with 'Public Assistance' (Blackshear) and 'My Organization'. The main content area includes a 'Document Help' section with instructions on uploading event-specific documents and a 'Blackshear' section with details like 'Level: 2' and 'Type: City or Township Government'.

Dashboard | Grants Portal

<https://pacustomer-tdl-manager.azurewebsites.net/#dashb> Firefox filtery

Grants Portal

Public Assistance Blackshear

- My Organization
- Event PA Requests
- Projects

Document Help

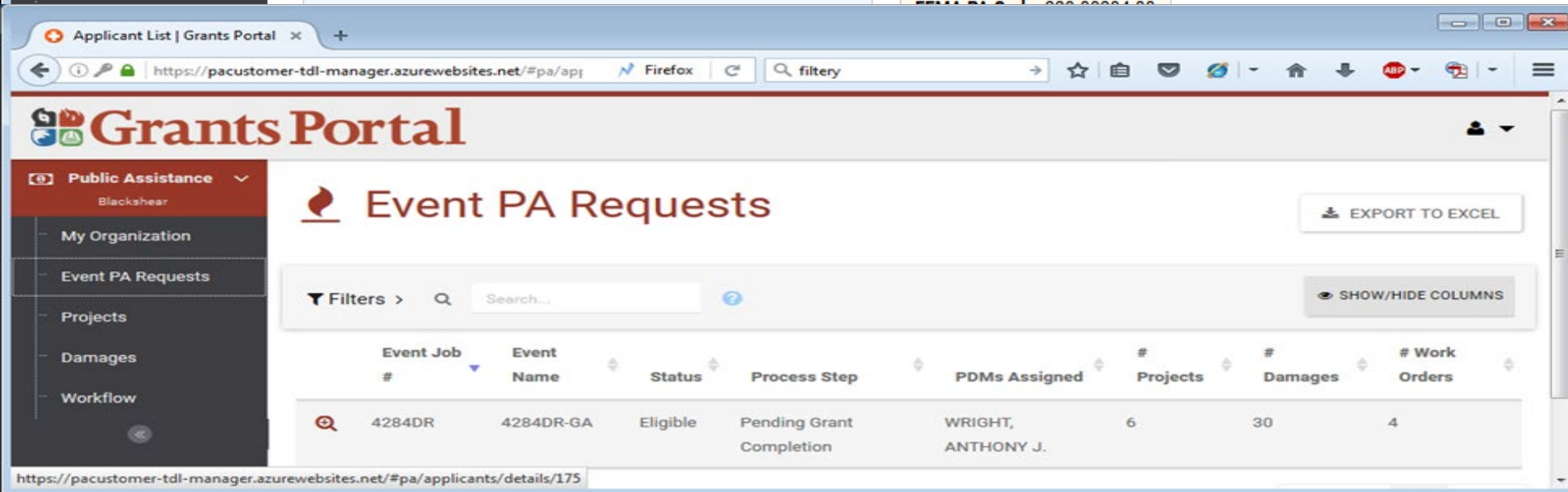
To upload event-specific documents, go to the appropriate event from the [Event Profile list](#).

To upload documents for your organization that **are not** specific to

Blackshear

Level: 2

Type: City or Township Government



The screenshot shows the 'Applicant List | Grants Portal' in a Firefox browser. The URL is <https://pacustomer-tdl-manager.azurewebsites.net/#pa/apl>. The page features the 'Grants Portal' logo and a sidebar with 'Public Assistance' (Blackshear) and 'My Organization'. The main content area is titled 'Event PA Requests' and includes a table of applicant data. A search bar and filters are visible above the table.

Applicant List | Grants Portal

<https://pacustomer-tdl-manager.azurewebsites.net/#pa/apl> Firefox filtery

Grants Portal

Public Assistance Blackshear

- My Organization
- Event PA Requests
- Projects
- Damages
- Workflow

Event PA Requests

EXPORT TO EXCEL

Filters > Search...

SHOW/HIDE COLUMNS

Event Job #	Event Name	Status	Process Step	PDMs Assigned	# Projects	# Damages	# Work Orders
4284DR	4284DR-GA	Eligible	Pending Grant Completion	WRIGHT, ANTHONY J.	6	30	4

<https://pacustomer-tdl-manager.azurewebsites.net/#pa/applicants/details/175>

PROJECT FORMULATION and MANAGEMENT



PROJECT WORKSHEET FORMULATION

- **Scope of Eligible Work**
 - Most important part of the PW
 - Specific damage to the facility and proposed repairs must be described in quantitative terms
- **Cost of the work recorded**
- **Quantity of work and material to perform the eligible work**
- **FEMA/GEMA/Local - should agree on the scope of work and estimated cost**

❖ **Note: Special Consideration**



FORCE ACCOUNT

The diagram illustrates three overlapping sheets of paper, each representing a different category of costs: Labor, Equipment, and Materials. Each sheet features a grid with four columns and three rows. A blue triangular area is highlighted in the bottom right corner of each grid, indicating a specific portion of the data. The sheets are arranged in a staggered fashion, with the Materials sheet at the back, the Equipment sheet in the middle, and the Labor sheet at the front.



DIRECT ADMINISTRATIVE COST

Direct Administrative Costs (DAC) are costs incurred by the Recipient or subrecipient that can be identified separately and assigned to a specific project (See 44 CFR §207.6(c)).

Such costs can include staff time and expenses required to conduct site visits/inspections, prepare documentation.



FORCE ACCOUNT LABOR

- Overtime costs are only eligible (must have an established policy to pay overtime prior to the declared event) **reference pg. 69 in PAPPG*
- If compensatory time is usually given to replace overtime, then that policy stands and OT is not eligible.
- Fringe benefit rates are eligible for reimbursement (normally regular rates and OT rates are different) **reference pg. 68 in PAPPG*
- Temporary hires are eligible for regular and overtime costs (must be used for disaster assistance only)



FORCE ACCOUNT EQUIPMENT

- Equipment is eligible for regular time and overtime
- Standby time (eligible under limited circumstances)
- Hourly costs for trucks, back-hoes, etc.
- Mileage costs for automobiles, crew cabs, etc.
- Must use **FEMA 2019** cost codes or your own costs codes, whichever is less



MATERIAL

- **Material costs are eligible**
- **Keep invoices and/or purchase orders**
- **Keep all cancelled checks**
- **Keep record of any inventory used from stock**
- **Maintenance or up-keep items (i.e.. Oil, gasoline) are not eligible**



MUTUAL AID

- **Must have contractual agreement between both parties IN WRITING!**
- **Must be reasonable costs**
- **Agency providing the assistance must submit invoice to the Subrecipient**
 - *Invoices should summarize FA Labor, Equipment and Materials to include all supporting documentation * Reference pg. 87 in PAPPG*
- **Damage assessment costs are ineligible**
- **Regular and overtime costs are eligible**



CONTRACTS AND PROCUREMENT

- Reasonable Cost
- Competitively Bid
- Must Comply With Standards
 - Federal (*2 C.F.R. 200.318 - 327*)
 - Federal State (as applicable)
 - Local (own adopted code/policy)



PROCUREMENT METHODS

FEMA Finds these methods acceptable:

- **Small Purchases Informal, several price quotes**
- **Sealed Bids**
 - Formal, advertised, lowest responsive bidder
- **Competitive Proposals**
 - Formal, similar to bid, award based on contractor qualifications
- **Non-Competitive Proposals**
 - Single source, limited circumstances, legal under applicable code



SPECIAL CONSIDERATIONS

Hazard Mitigation

Environmental Requirements

**Historic Preservation &
Cultural Resources**

Special Flood Hazard Areas

Insurance Requirements

ENVIRONMENTAL



Does project affect (but not limited to):

- Endangered Species
- Wetlands
- Floodplains
- Waters of the United States



HAZARD MITIGATION 404 and 406

POST-DISASTER MITIGATION

406 Hazard Mitigation (HM)	 Hazard Mitigation Grant Program (HMGP)	 Non-disaster (competitive HM grants on annual funding cycle)
Post-disaster	Post-disaster	Non-disaster
Funding through FEMA PA Program	Funding through FEMA HMGP Program <small>Funding is limited.</small>	Funding through Hazard Mitigation Assistance (HMA) Program
Incident-specific Grants	Multi-hazard/Area-wide Grants	Muti-hazard/Area-wide Grants
Funding available for Disaster-damaged Elements of Facilities Only	Funding available for Damaged + Non-damaged Facilities	Funding available for Non-damaged Facilities

Discuss Mitigation opportunities with your Program Delivery Manager (PDMG)

Section 404 –

Hazard Mitigation Grant Program (HMGP) Not Public Assistance.

Section 406 - Available as part of Public Assistance Applies

only to damaged elements eligible under PA Permanent Work Projects determined to be “cost-effective” (eliminate the future threat of damage to a facility)



PROJECT FUNDING



TYPES OF GRANTS

- Small Projects
- Large Projects



SMALL PROJECTS

- **Threshold Amount under \$ 132,800**
- PW minimum is \$3,320
- Small Project Certification
 - *Only applies to Permanent work (Cat C to G)*
 - *Certifies cost documentation and eligibility criteria*
- **Quarterly Reports must be submitted for each project and applicant must certify receipt of funds.**



LARGE PROJECTS

- Threshold amounts are \$132,800 and above
- Quarterly Reports must be submitted for each project not 100% complete at write-up. Must report on:
 - Project status
 - Completion date, an extension request is needed if not complete by deadline.
 - Potential problems
- Applicant must certify completion and receipt of funds.



Project Funding

- Small Project Funding
 - Paid based on percentage of completion
 - More details will be provided in the Recovery Transition Meeting
- Large Project Funding
 - Paid based on percentage of completion with a 10% hold until final inspection of actual costs is complete
 - More details will be provided in Recovery Transition Meeting



DOCUMENTATION

Document! Document!! Document!!!

****Maintain records at least three (3) years after approved certified completion date****



Consequences of Non-Compliance

- ❖ **Loss of funding**
- ❖ **Delays**
- ❖ **Legal issues**
- ❖ **Negative publicity**



GA – EM Grants System

- GEMA - Grant Management System

At time of obligation, Subrecipient will:

- Log in and/or Register for access to the system
- Sign and upload Subrecipient Agreement
- Acknowledge funding of projects
- Track and monitor payments
- Submit and certify quarterly reports



Project Closeout

Small projects

- Group closeout
 - Must be certified by a Federal, State and Local Representative

Large projects

- Project-by-project closeout
- Final Inspection Report (FIR) Package: a record of all actual costs with supporting documentation
 - Each FIR will need to be certified by a Federal, State and Local Representative



FEMA Public Assistance Program and Policy Guide



Public Assistance Program and Policy Guide

The Public Assistance and Policy Guide (**PAPPG**) combines all public assistance (PA) policy into a single volume and provides an overview of the PA Program implementation process with links to other publications and documents that provide additional process details.

NEXT STEPS

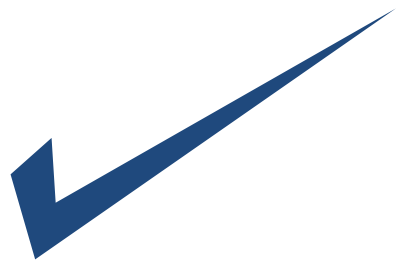
- RPA must be received on or before **Thursday, February 11, 2021**
- Prepare to schedule Exploratory Call and Recovery Scoping Meetings with Program Delivery Manager (PDMG)
- Be prepared to submit Damage Impact list and accompany FEMA on Site visits, if necessary
- Upload most updated HR Labor Policy, Procurement Policy and Insurance Policy
- Get documentation organized for each project
- Obtain all necessary permits prior to working
- Project Formulation will take place once you complete Impact List
- Give access to additional personnel in the Grants Portal, if needed
- Training videos are available in the Grants Portal under Resources



KEYS TO SUCCESS



Complete Damage Inventory



Provide documentation in a timely manner to support claimed damages or activity



Have the right staff at the Recovery Scoping Meeting



DR-4579 –Assigned GEMA Grants Specialist

Benny Allen

470-225-3828

Habersham

Haralson

Heard

Dionne Askew

470-225-3808

Gilmer

State Agencies

Traci Boyd

404-635-7045

Dawson

Fannin

Paulding

Pickens

Marcus Harmon

470-889-5185

EMCs

Marty Itzkowitz

404-449-3748

EMCs

Cynthia Miles-Gray

470-889-5187

Banks

Franklin

Stephens

Maymunah Mirza

470-225-3805

Cherokee

Forsyth

Lumpkin

Kim Rhodes

404-635-7060

Hall

Union

White

Sirilada Ward

470-889-5186

Carroll

Douglas

Rabun

Towns



This concludes the overview of the Public Assistance Applicant Briefing

**Additional information can be obtained
by calling:
404-635-7519**

**or emailing:
publicassistance@gema.ga.gov
valarie.grooms@gema.ga.gov**

