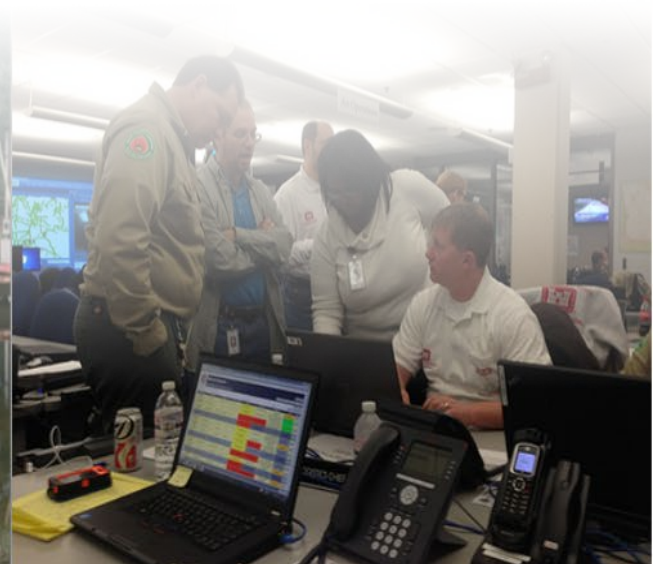




Georgia Emergency Management and Homeland Security Agency

Public Assistance Applicant Briefing FEMA-4738-DR-GA





EVENT OVERVIEW

FEMA-4738-DR-GA

- Incident Period: August 30, 2023
- Declaration Date: September 7, 2023
Cook – Glynn - Lowndes
- Declaration Date: September 9, 2023
Appling – Atkinson – Bacon – Berrien – Brantley –
Brooks – Bulloch - Camden – Candler – Charlton – Clinch –
Coffee – Colquitt – Echols – Emanuel – Jeff Davis –
Jenkins – Lanier – Pierce – Screven – Tattnall – Thomas –
Tift – Ware – Wayne



WHERE TO FIND

DR-4738 Applicant Briefing - This Presentation

- <https://gema.georgia.gov/assistance/infrastucture-and-local-government-assistance>



What is Public Assistance?

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



Public Assistance Process





Building Blocks of Eligibility

COST

WORK

FACILITY

SUBRECIPIENT



ELIGIBLE SUBRECIPIENTS

- State Governments
- Local Governments
 - Counties
 - Cities, towns, and villages
 - Districts and regional authorities
- Private Nonprofit Entities (PNP)
 - Must own or operate a facility that provides an eligible service
 - Tax Exemption Status
 - Supported through Charter or By-Laws





ELIGIBLE PRIVATE NON-PROFITS (Cont'd)

Critical Facilities

- Education
- Utility
- Fire/Emergency Services
- Medical
 - Eligible for emergency & permanent work

Non-Critical Facilities

- Churches, Museums, Libraries, Zoos, Etc.
 - 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





REQUIREMENTS FOR ELIGIBLE FACILITIES/WORK

- Damaged as a result of a declared event
- Located within a declared disaster area
- Legal responsibility of an eligible Subrecipient
- In active use at the time of the disaster
- Not under the authority of another federal agency
 - US Army Corps of Engineers
 - Federal Highway Administration





CATEGORIES OF WORK

➤ Emergency Work

- Category A – Debris Removal
- Category B – Emergency Protective Measures

➤ Permanent Work

- Category C: Roads and Bridges
- Category D: Water Control Facilities
- Category E: Buildings and Equipment
- Category F: Utilities
- Category G: Parks, Recreational, and Other





Emergency Work





EMERGENCY WORK

➤ CATEGORY A – DEBRIS REMOVAL

- 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

➤ CATEGORY B – EMERGENCY PROTECTIVE MEASURES

- 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





EMERGENCY WORK

- Private Property Debris Removal
 - Typically, the responsibility of property owner
 - Limited approval available under PA program
 - Must be widespread and threaten public health and safety
 - FEMA approval required; however, work may begin prior to approval





PERMANENT WORK





PERMANENT WORK

➤ CATEGORY C – ROADS AND BRIDGES

- Road surface, bases, shoulders, ditches, drainage structures such as culverts, low water crossings, associated facilities such as sidewalks, guardrails, and signs.
- Bridge surfaces including decking, guardrails, girders, pavement, abutments, piers, slope protection, approaches, associated facilities such as lighting sidewalks, and signs.

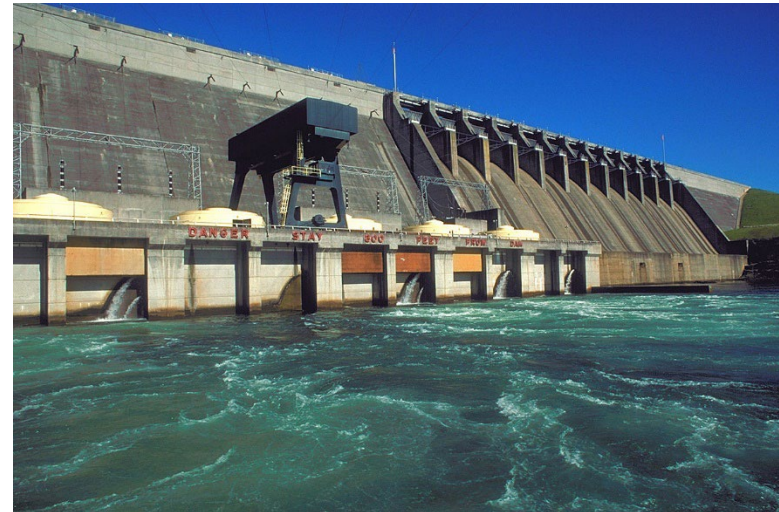




PERMANENT WORK

➤ CATEGORY D – WATER CONTROL FACILITIES

- Facilities built for certain purposes, such as:
 - Flood Control
 - Land Reclamation
 - Erosion Prevention
 - Irrigation
- Eligible facilities include
 - Dams & reservoirs, levees, drainage channels, canals, aqueducts, pumping facilities





PERMANENT WORK

➤ CATEGORY E – PUBLIC BUILDINGS AND EQUIPMENT

- Buildings (including contents and structural systems)
- Equipment & Vehicles
- Supplies
 - Replacement of pre-disaster quantities of consumable supplies and inventory.





PERMANENT WORK

➤ CATEGORY F – UTILITIES

- **Public Owned and PNP:**
 - Water treatment plants and delivery systems
 - Power generation and distribution facilities, including natural gas systems, wind turbines, generators, substations and power lines
 - Sewage collection systems and treatment facilities
 - Communications





PERMANENT WORK

➤ CATEGORY G – RECREATIONAL AND OTHER FACILITIES

- **Repair and restoration of:**
 - Parks
 - Playground and picnic equipment, swimming pools, golf courses, ballparks, and tennis courts
- This category is also used for work or facilities that cannot be characterized adequately by Categories A-F.





WORK COMPLETION TIMELINES

DECLARATION DATEs: September 7, 2023 / Sept. 9, 2023

EMERGENCY WORK (CAT. A & B)	6 MONTHS March 6, 2024 March 9, 2024	*STATE CAN GRANT ADDITIONAL 6 MONTHS
PERMANENT WORK (CAT. C – G)	18 MONTHS March 6, 2025 March 9, 2025	*STATE CAN GRANT ADDITIONAL 30 MONTHS

*Time Extension must be submitted in writing before work completion deadline.





GENERAL COST ELIGIBILITY

➤ ELIGIBLE COSTS

- Labor
- Equipment
- Materials
- Fees Paid: Contract/Mutual Aid
- Management Costs



➤ COSTS MUST BE

- Reasonable and necessary to accomplish eligible 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



PROCESS OVERVIEW and GRANTS PORTAL



FEMA GRANTS PORTAL

In order to submit your Request 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 and have a change in personnel should contact GEMA
- ✓ **RPA's due COB Friday, October 6, 2023 / October 9, 2023**



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 APPROVAL

ONCE RPA APPROVED

- Assigned FEMA Program Delivery Manager (PDMG)
 - Occurs within 5 days of RPA approval

- Conduct an Exploratory Call
 - General idea of needs & damages
 - Introduction to FEMA and State POC
 - Occurs within 7 days of PDMG assignment





RECOVERY SCOPING MEETING

Conduct Recovery Scoping Meeting

- Occurs within 14 days of Exploratory Call
- In-depth meeting to review damages
- Gather documentation
- Develop list of projects per category
- Talk through priorities
- Set up Site Inspections (if necessary)
- Begins 60-day clock to identify damages
- Begins 90-day clock of documentation submission; if work is 100% complete



LISTS 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%

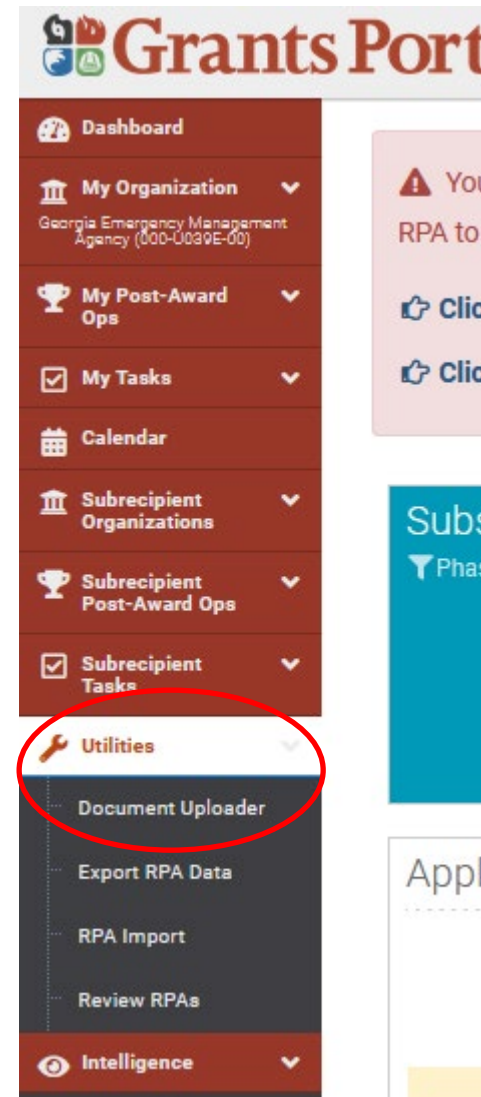


GRANTS PORTAL UPLOAD DOCUMENTATION

Use common sense naming conventions for files to be uploaded into Grants Portal

- Separate Labor and Equipment
- Think organizationally
- Others need to locate the documentation

*Ex. CAT A – Project 001-FA Labor-Timeframe
1/1-5/2021*





PROJECT FORMULATION and ADMINISTRATION



PROJECT WORKSHEET FORMULATION

Project Worksheets include:

- 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



PROJECT FORMULATION FORCE ACCOUNT

Labor

- **Emergency Work – Categories A-B (Force Account & Donated)**
 - Budgeted employees must document regular and overtime, but only overtime and overtime fringe benefits are eligible
 - Unbudgeted/temporary employees are eligible for regular and overtime
- **Permanent Work – Categories C-G**
 - Both regular and overtime hours and fringe benefits are eligible

Emergency Work Labor Eligibility	Overtime	Straight-Time
Budgeted Employees	<input checked="" type="checkbox"/>	
Unbudgeted Employees	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>



PROJECT FORMULATION FORCE ACCOUNT

Labor

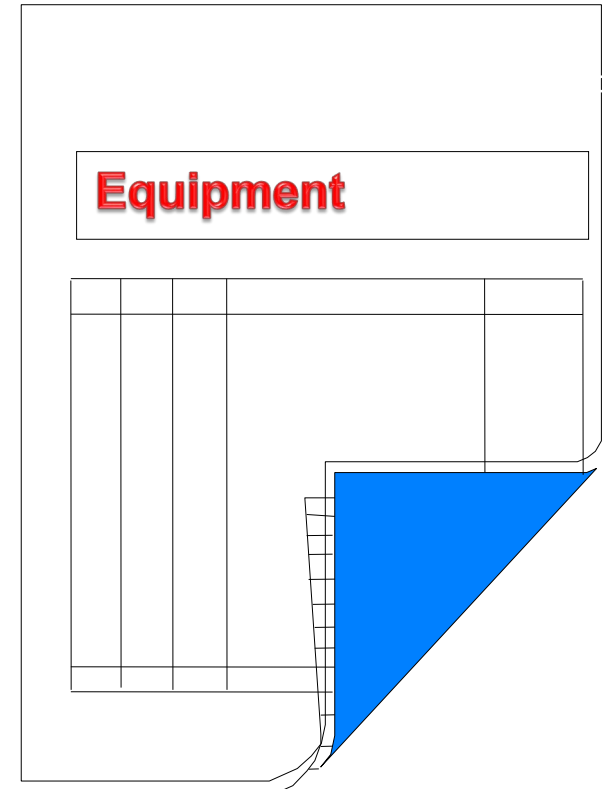
- must have an established policy to pay overtime prior to the declared event) **reference pg. 69 in PAPPG*
- If compensatory time is usually given to replace overtime, then that policy stands and OT is not eligible.
- Fringe benefit rates are eligible for reimbursement (normally regular rates and OT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



PROJECT FORMULATION FORCE ACCOUNT

Equipment

- **Must be used for eligible work**
 - All usage time is eligible
 - Standby and idle time are not eligible
 - If intermittent use exceeds more than half of the regularly scheduled working hours for a day, use for the entire day may be claimed
- **Equipment Rates**
 - FEMA's Schedule of Equipment Rates (2023)
 - Must use FEMA cost codes or your own costs codes, whichever is less





- Purchased or used from stock
- Used for eligible work
- Material costs are eligible
- Keep invoices and/or purchase orders
- Keep all canceled checks
- Keep record of any inventory used from stock
- Maintenance or up-keep items (i.e.. Oil, gasoline) are not eligible
- Rental Equipment and fuel is typically eligible.

Materials



PROJECT FORMULATION ADMINISTRATIVE COSTS

- Allows for direct AND indirect costs
- Five percent of all projects (excluding donated resources)
- Management of *all awarded projects, collectively*
- Must have documentation to support costs
- Reimbursement will not exceed five percent
- Left over funds deobligated
- Funds are 100% Federal
- Optional
- Last project developed/awarded
- Funds provided in separate PW, Category Z



PROJECT FORMULATION MUTUAL AID

- Must have contractual agreement between both parties IN WRITING!
- Must be reasonable in costs
- Agency providing the assistance must submit invoices and ALL supporting documentation to the Subrecipient
 - Invoices should include FA Labor, Equipment and Materials **Reference pg. 86 in PAPPG*
- Regular and overtime costs are eligible
- Damage assessment costs are ineligible



PROJECT FORMULATION PROCUREMENT METHODS

FEMA Finds theses procurement methods acceptable:

- Micro Purchases
 - Informal, no solicitation required, purchases under \$10K
- 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



PROJECT FORMULATION CONTRACTS AND PROCUREMENT

- Reasonable Cost
- Competitively Bid
- Must Comply with Procurement Standard
 - Federal 2 C.F.R. 200.318-327
 - State
 - Local



<https://www.fema.gov/grants/procurement>



PROJECT FORMULATION SPECIAL CONSIDERATIONS

To ensure program compliance, projects go through a series of reviews:

- Insurance
- Environmental and Historic Preservation
- Special Flood Hazard Areas
- Hazard Mitigation Review



PROJECT FORMULATION ENVIRONMENTAL

Does project affect (but not limited to):

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





PROJECT FUNDING, PAYMENTS, AND MANAGEMENT







PROJECT FORMULATION

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

Project Minimum = \$3,800

Small Projects:

- Total amount < \$1,000,000.00
- General Quarterly Reporting
- Funding amount does not change
- Must certify completion and receipt of funds

Large Projects:

- Total amount ≥ \$1,000,000.00
- Specific Quarterly Reporting Required
- Reconciled to actual costs
- Must certify completion and receipt of funds



PROJECT FUNDING PAYMENTS – Small Projects

Small Projects:

- Any project 1% – 25% complete, may receive an initial payment of 25%.
- Any project 26% - 50% complete, may receive an initial payment of 50%.
- Any project 51% to 99% complete, may receive an initial payment of 75%.
- Any project 100% complete, will receive a payment of 100%.



PROJECT FUNDING PAYMENTS – Large Projects

Large Projects:

- Paid based on percentage of completion with a 10% hold until final inspection of actual costs is complete.
- Documentation supporting payment amount has to be provided upfront.



DOCUMENTATION



**Document! Document!!
Document!!!**

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





DOCUMENTATION

Documentation

- Each project/PW (separately – not bundled together)
- All Labor, Materials, Equipment, and Fees Paid
- Proof of compliance with Federal, State, and Local requirements
- Completed the approved scope of work
- Pictures
- Audits
- Closeout Reviews





DOCUMENTATION

Labor

- **Who** is the employee (ID Info)
- **What** the employee did (Task)
- **When** the employee worked (Date)
- **Where** the employee worked (Location)
- **How long** did the employee worked (Timesheet record)
- **How much** did the employee get paid (Payroll record)



Documentation

- Payroll Policy
- Pay Rate & Fringe Benefits Calculation
- Separate the Donated, Regular & Overtime hours
- Force Account Labor Summary Record



DOCUMENTATION

Equipment

- **Who** Operated the Equipment
- **What** Task was Performed with What Equipment
- **When** was the Equipment Used
- **Where** was the Equipment Used
- **How Long** was the Equipment Used
- **How Much:** Use FEMA's 2023 Schedule of Equipment Rates
- <https://www.fema.gov/assistance/public/tools-resources/schedule-equipment-rates>
- Documentation
 - Force Account Equipment Summary Record
 - Rental Equipment and fuel is typically eligible





DOCUMENTATION

Materials

- **Who** is the vendor
- **What** materials were used (description)
- **When** were the materials purchased and used
- **Where** were the materials used
- **How much** to replace the materials

Documentation

- Procurement Policy
- Invoices/Purchase Orders
- Cancelled Checks





DOCUMENTATION

Fees Paid

- Procurement Policy
- Bid Advertisement
- Bid Summary
- Qualified bidders (licensed, insured, bonded, etc.)
- Contract (including required clauses)
- Invoices/Statements
- Canceled checks

**DOCUMENT
EVERYTHING**



CONSEQUENCES OF NONCOMPLIANCE

- Loss of funding
- Delays
- Legal issues
- Negative publicity
- Remember, undocumented eligible costs will not be reimbursed.





PROJECT CLOSEOUT

Small Projects:

- Closed as a group
- Must be certified by Federal, State, and Local Representative

Large Projects:

- Closed individually
- Requires Final Inspection Report (FIR)
 - An accounting of actual costs with supporting documentation.
- Must be certified by Federal, State, and Local Representative



GA EM GRANTS

[HTTPS://GA.EMGRANTS.COM](https://ga.emgrants.com)

ga.emgrants.com

Home 0



GA Emergency Management & Homeland Security Agency

ga.emgrants.com tracks Emergency Management grants in Georgia. The system manages the process from application through closeout.

Returning User Login:

Email:

Password:

☐ Remember Me

Sign In

Register

[Forgot Password?](#)



GA EM GRANTS

GEMA/HS

- Grant management system
- Reflects all obligated projects
- Identifies nonfederal share match

Subrecipients:

- Register/login
- Sign and upload Subrecipient Agreement
- Acknowledge funding of projects
- Track and monitor payments
- Submit and certify quarterly reports

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Tift County

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Lowndes County Municipalities

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Jeff Davis County

Lowndes County Private Non-Profits (PNPs)

Tattnall County



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Bacon County
Coffee County





RESOURCES

DR-4738 Applicant Briefing - This Presentation

- <https://gema.georgia.gov/assistance/infrastructure-and-local-government-assistance>

Tools, Resources, and Statistics

- <https://www.fema.gov/assistance/public>

Public Assistance Program and Policy Guide (*Version 4, Effective June 1, 2020*)

- https://www.fema.gov/sites/default/files/documents/fema_pa_ppg-v4-updated-links_policy_6-1-2020.pdf

Contracting with Federal Funds for Goods and Services Before, During and After Disasters

- <https://www.fema.gov/grants/procurement>

FEMA Schedule of Equipment Rates - 2023

- https://www.fema.gov/sites/default/files/documents/fema_schedule-of-equipment-rates_2023.pdf



ANY QUESTIONS?

