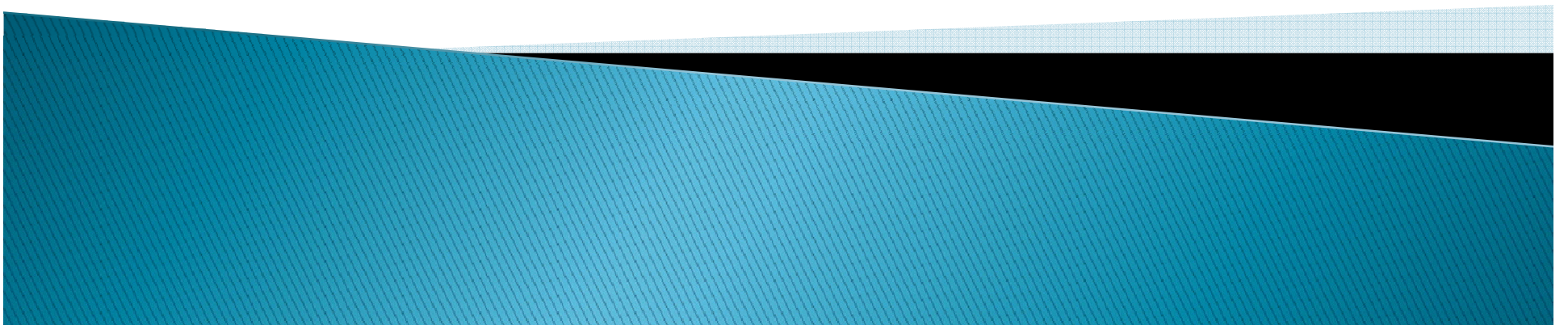
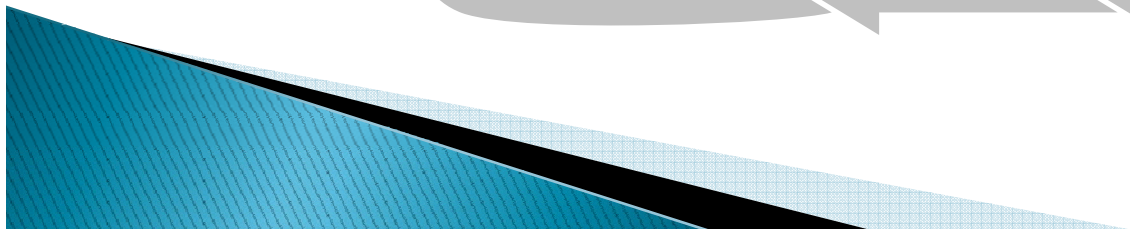
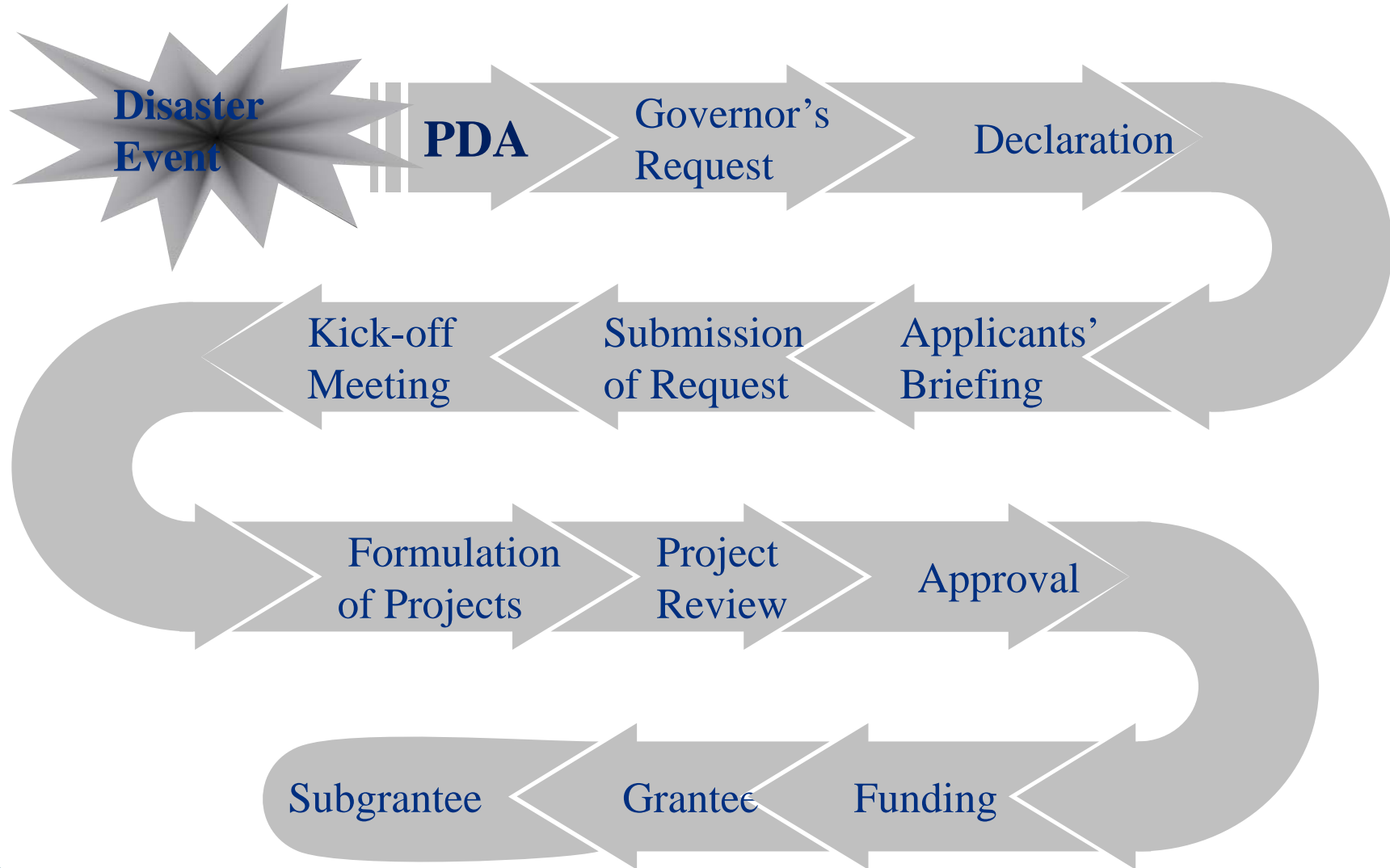


# State Emergency Response Team Responding to a Disaster



# The Public Assistance Process

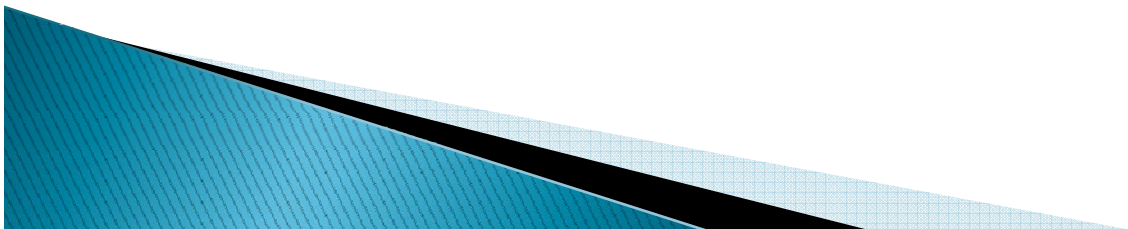


# When Disaster Strikes – Pre-declaration

To be declared, it takes all potential applicants to promptly report certain information when the EOC requests it!

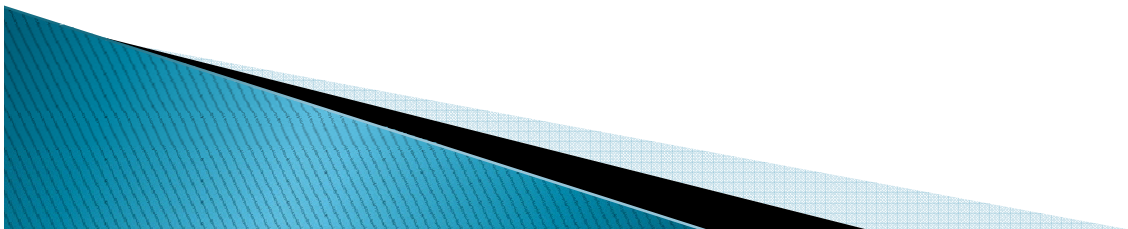
NOTE: Per State and FEMA guidelines, they will only speak to the local County EOC and take information, initially, through the EOC.

The process is described in the Collier County CEMP.



# When Disaster Strikes – Pre-declaration

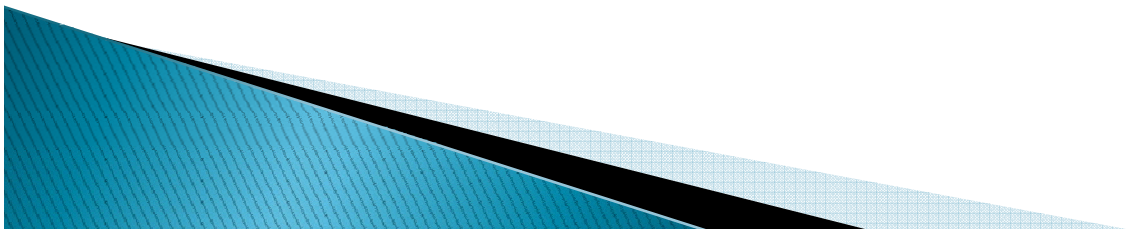
The EOC will compile and transmit information to the State Emergency Operations Center (SEOC). They, in turn, compile information from all county EOCs and other State agencies and reporting the results to FEMA.



# When Disaster Strikes – Pre-declaration

The following points are extremely important:

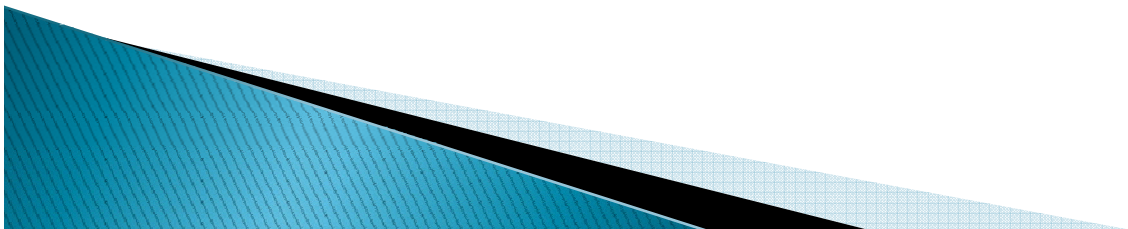
1. When asked ESTIMATE the costs, do just that! You can project costs by estimating.
2. Don't not waste VALUABLE TIME compiling detailed back-up information. There will be time for that.
3. Base your estimate on past experiences from similar events. Costs estimates based a Tropical Storm event can be doubled for a response to a hurricane event. These are estimates only!



# When Disaster Strikes – Pre-declaration

NOTE: You can *revise* your estimate – higher or lower.

- Then when FEMA first asks for numbers, give them a fair estimate – based on the timing of their request.
- When they ask for numbers again – several days after the original submission, it is expected that some numbers will change – higher or lower.



# When Disaster Strikes – Pre-declaration

## PROJECT EXPENSES –

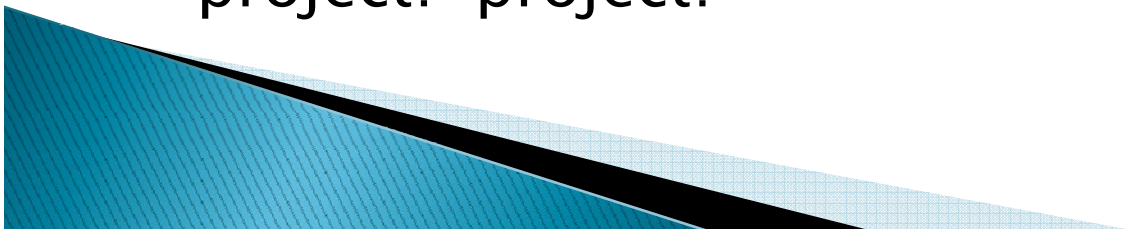
Labor costs – costs now plus the future estimate.

Damaged facilities costs

- directly repair the facility;
- temporary facilities – rental of buildings, furniture, office equipment
- storage
- the move back into original facility

*All costs associated with disaster should be estimated* and given to the EOC.

If you're dealing with **DEBRIS**: project!  
project! project!

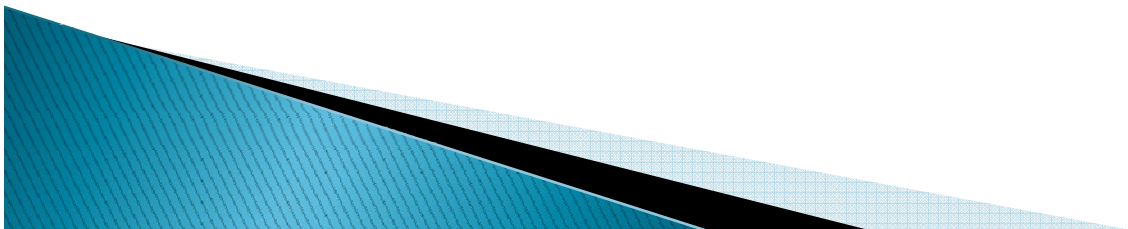


# When disaster strikes – Pre-declaration

Report estimates to the EOC as categories of work – Cat A through Cat G.

This is extremely important because it saves a lot of time when time is of the essence.

Higher estimates are more clearly understood and considered immediately after disaster strikes.





# When Disaster Strikes – Pre-declaration

- ▶ **Be available & be readily available!**

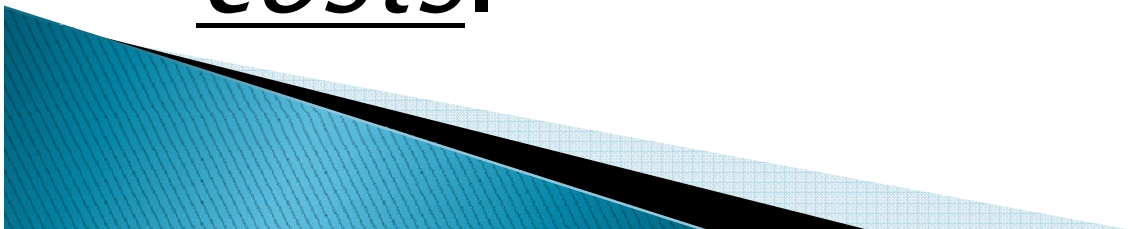
When FEMA and the State arrive to do a PDA, they'll want to see examples of the damages. Until they leave, your *most expert* agency representative needs to be available to show them damage and to make a case for public assistance. If FEMA & the State are not convinced on a PDA, they won't count that damage. If we're not available to them, we're conveying the message that the disaster really wasn't that disruptive to the community.



When Disaster Strikes –  
Pre-declaration

## Category B Work (Emergency Protective Measures)

These ARE NOT just “before-  
the-storm-passes” expenses.  
These are before-the-storm-  
activity costs as well as a  
continuation of “post-landfall”  
costs.



## When Disaster Strikes – Pre-Declaration

Examples of possible Cat B expenses:


If people are working in an operations center – continuing to work on the A & B shifts because resuming normal operations isn't practical – all associated activities after the threat passes;

If there is a damaged roof and a storm was threatening to put more water in the structure and damage contents;

When the EOC is initially looking to receive a Presidential Emergency Declaration (Cat A and B, only,) count actions to prevent further damages to a structure

The *important point* to make at the onset is this: **expenses to protect people or property** -- barricades, temporary repairs/grading of a roadway, clearing roadways to the rights-of-way for emergency traffic, and emergency “temporary” repairs to doors, windows, roofs, etc. to prevent further damages

Later, if a FULL (Cat A thru G) Presidential Declaration is received, those activities might be rolled into Cat E activities for repairing a building or Cat C for repairing roadways.



# When Disaster Strikes – Pre-declaration

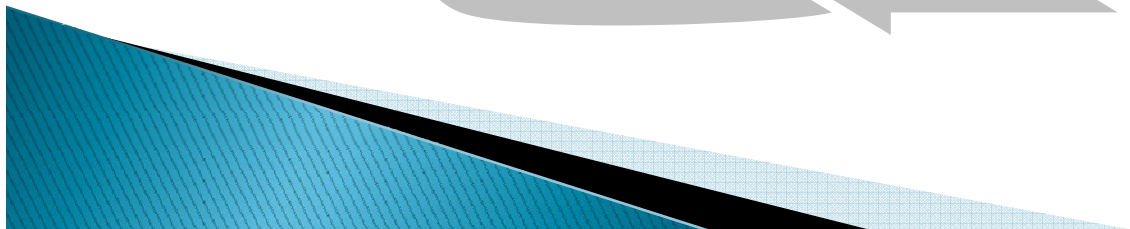
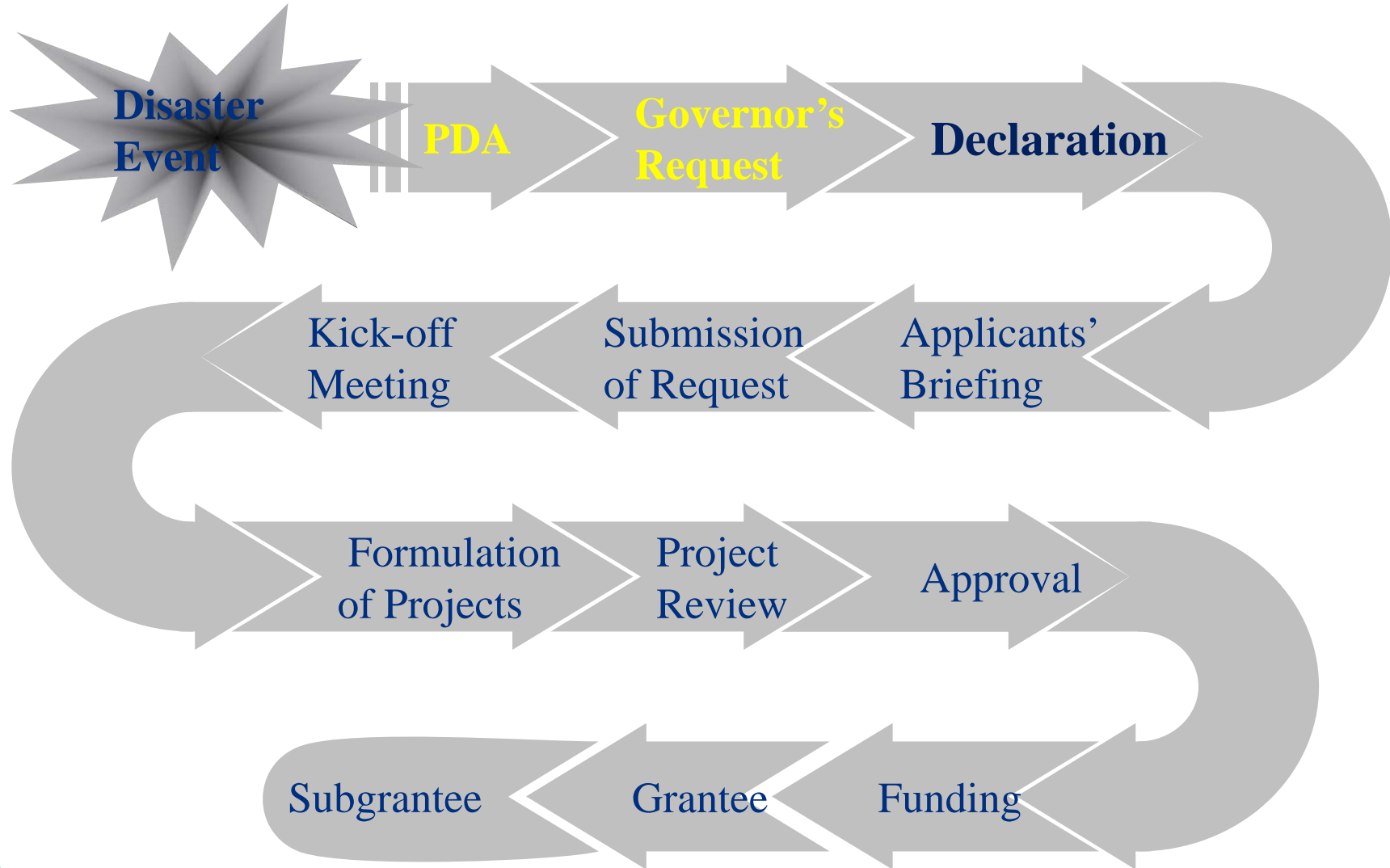
## Category E (Buildings & Equipment)

When initially developing a cost estimate, develop it based on the expected charges by a contractor – even if you intend to do the work with in-house labor and materials.

- ▶ Things change and, ultimately, the services of a contractor might be needed; factor it in on the onset.
- ▶ A written estimate is not needed for the EOC to provide estimates.
- ▶ Ultimately, IF the county is “declared” based on the findings of the FEMA–State PDA, expect to be required to develop a more realistic scope on work.

▶ When asked for estimates during the PDA phase, don't waste time. Give it your best guess.

# The Public Assistance Process





Local Emergency Management Contact  
for all agencies/governments (i.e., applicants)  
within Collier County:

Rick “Z” Zyvoloski

239-252-3600

RichardZyvoloski@CollierGov.net



You're declared!

## Emergency Management

Now that you've got your PPT, it's time to begin the process in your community.



- Emergency Management
- All Hazards Guide Brochures
- CEERT - Community Emergency Response Team
- Community Grants Opportunities
- Current Emergency Information
- Disaster Recovery
- Disaster Volunteer Teams
- Dr. Gray's Forecast
- Emergency Contacts
- Emergency Email Network
- Evacuation
- FEMA Flood Map Info
- FEMA Hurricane 2009
- FIREWISE
- FLASH - Federal Alliance For Safe Homes
- Florida Division of Emergency Management

[Your Government](#) \* [Departments A-E](#) \* [Emergency Management](#)

## Governments & Private Nonprofits Page

### Disaster Recovery Information for Governments & PNPs

Click (click) one of these hot-links to view a presentation about the **Public Assistance process**: [PPT](#) [PDF](#)

In order to get a Presidential Disaster Declaration which will enable you to recover at least 75% of your disaster costs, we have to cross the \$-threshold of expenses incurred by all eligible agencies in Collier County. This is done by submitting your estimated expenditures and damage repair costs to the County Emergency Operations Center ASAP and updating the numbers as changes occur. Click [HERE](#) for tips to help in developing your estimates for the

Click [HERE](#) for current disaster information and FEMA Policies/Guidelines.

Click [HERE](#) for a link to the electronic version of the Code of Federal Regulations dealing w/Federal disaster Assistance.

Not all disasters result in a "Presidential Disaster Declaration". However, when one happens, you must follow the "golden rule". (NOTE: He who has the gold makes the rules.) To recover some of the money you spent in response to the disaster, you must follow the rules.

- Be an eligible applicant.
- Damages or expense occurred in an area declared a disaster by the President.
- Incurred expenses or received damages because of the disaster.

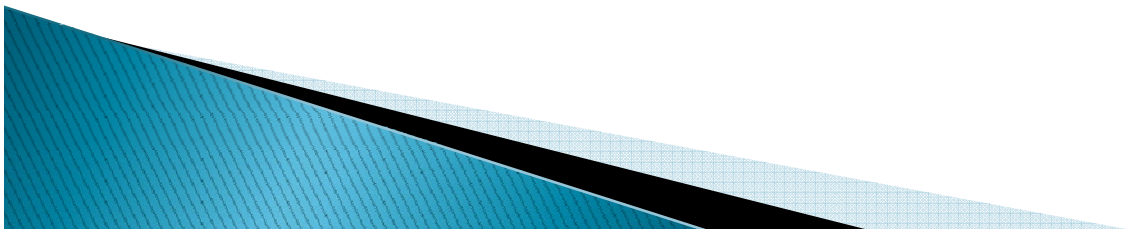
Once you satisfy the criteria above, you must use FEMA's forms to file for reimbursement.

begin the process in your community. For more information, contact Collier County Emergency Management at

[www.colliergov.net/index.aspx?page=2436](http://www.colliergov.net/index.aspx?page=2436)

# The Recovery Process

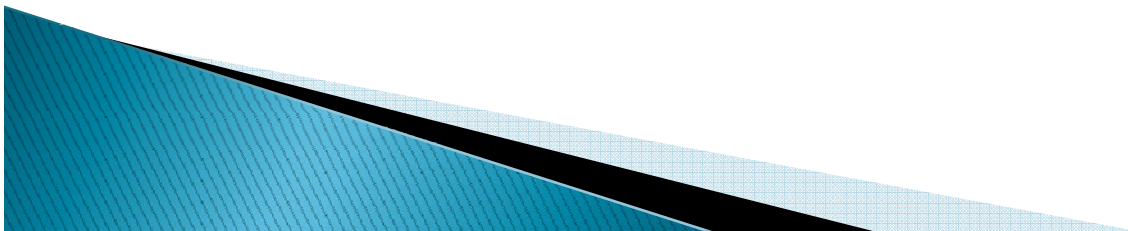
- ▶ To recover from a disaster, you, the applicant, will expend financial and human resources on such things as:
  - Debris removal
  - Emergency protective measures
  - Repair of damaged equipment
  - Replacement of destroyed equipment
  - Reconstruction of destroyed facilities
  - Other tasks to permanently restore vital services to the community





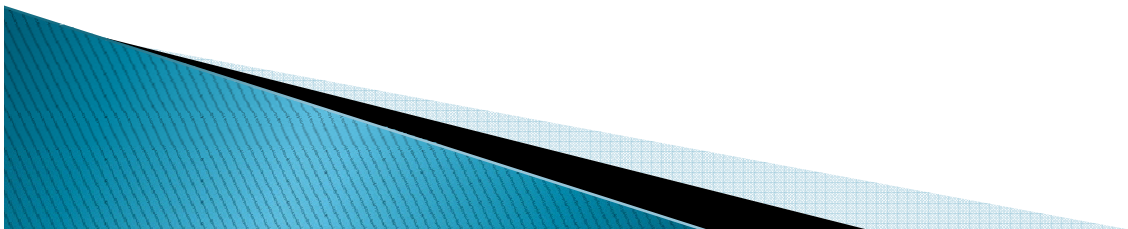
# The Recovery Process

In addition to rebuilding, you must be building files in order to procure a Public Assistance grant.



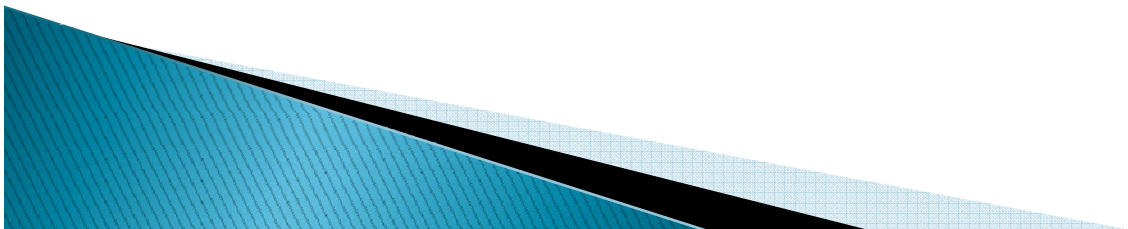
# Documentation

Documentation is the process of establishing and maintaining accurate records of events and expenditures related to disaster recovery work.



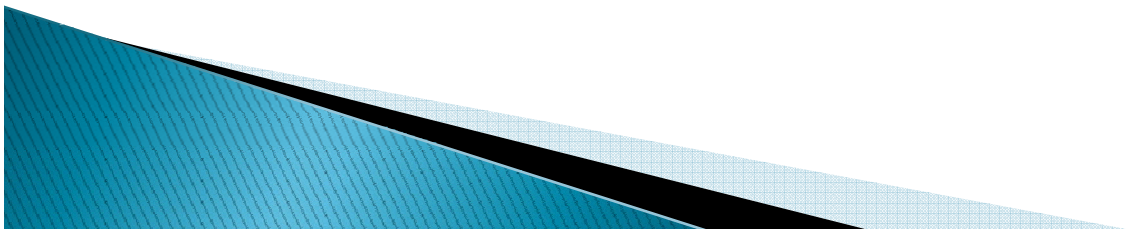
# Documentation

- ▶ The information required for documentation describes each item of disaster recovery work and answers the following questions:
  - Who?
  - What?
  - When?
  - Where?
  - Why?
  - How?
  - How much?



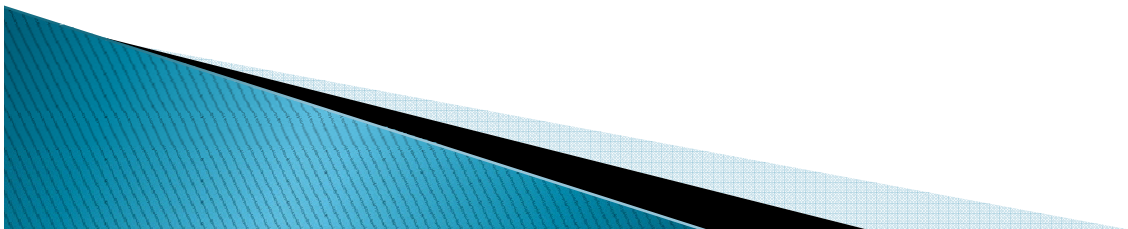
# Documentation

- ▶ To ensure that the work performed is well documented, both before and after the disaster is declared, you should:
  - Designate a person within each department to coordinate the accumulation of records;
  - Establish a file for each project where work has been or will be performed;
  - Maintain accurate accounting and disbursement records of work performed and costs incurred.



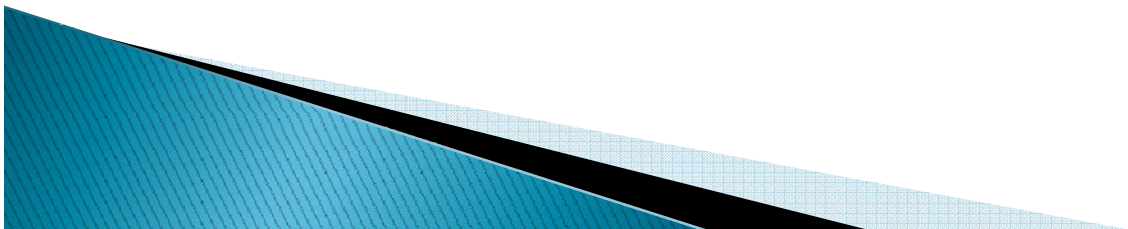
# Record Keeping

- ▶ Keep scrupulous records of the following:
  - Force-account Labor
  - Force-account Materials
  - Force-account Equipment
  - Rental equipment
  - Contracts
    - Outside sub-contractors



# FEMA forms to help organize: Record Keeping

- ▶ Keeping accurate records will help to make validation faster and easier by providing the State and FEMA with documentation they will need to see.



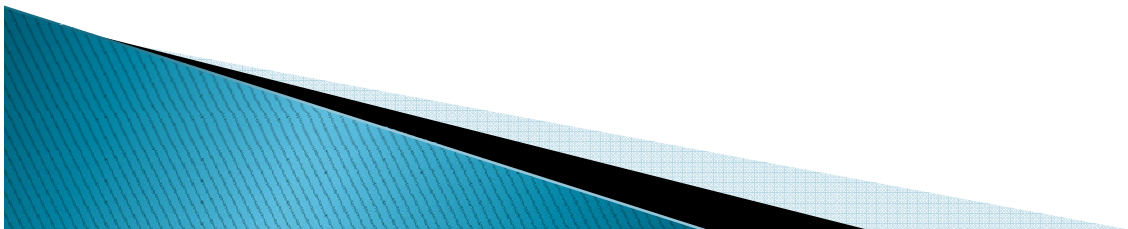
# Six Summary Records which will assist in organizing project documentation

- ▶ Force Account Labor Summary Record -- used to record personnel costs (labor from your own work force)
- ▶ Force Account Materials Summary Record -- used to record materials taken from stock or bought specifically for a project
- ▶ Force Account Equipment Summary Record -- used to record equipment use costs
- ▶ Rented Equipment Summary Record -- used to record the costs of rental or leased equipment
- ▶ Contract Work Summary Record -- used to record the cost of work completed by contractors
- ▶ Benefit Rate Sheet -- used to record fringe benefits paid for your own employees



# Labor

- ▶ Use Force Account Labor Summary Record sheets to identify:
    - Employees' names – legal and nicknames, if used
    - Dates of work – relating to disaster
    - Materials used for disaster recovery
    - Equipment used for disaster recovery
      - Tie equipment or vehicle used to employee
    - Hours worked
      - Record regular and overtime hours separately
      - Use timesheets – showing times in and out
      - Location at which employees worked
- NOTE: FEMA does NOT pay for stand-by employees!\*\*\*

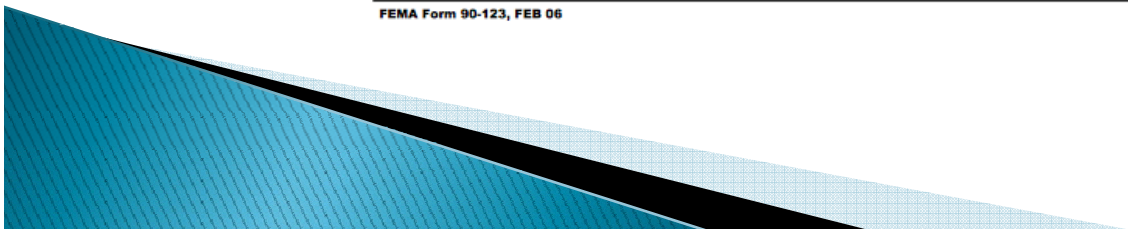




# Force Account Labor Summary Record

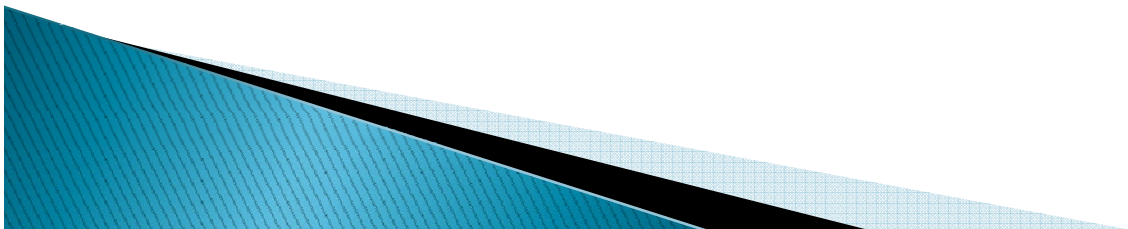
FORCE ACCOUNT LABOR SUMMARY RECORD				PAGE _____ OF _____	O.M.B. No. 1660-0017 Expires October 31, 2008	
APPLICANT		PA ID NO.		PROJECT NO.		DISASTER
LOCATION/SITE				CATEGORY		PERIOD COVERING
DESCRIPTION OF WORK PERFORMED						
NAME		DATES AND HOURS WORKED EACH WEEK			COSTS	
JOB TITLE		DATE				
NAME		REG.				
JOB TITLE		O.T.				
NAME		REG.				
JOB TITLE		O.T.				
NAME		REG.				
JOB TITLE		O.T.				
NAME		REG.				
JOB TITLE		O.T.				
NAME		REG.				
JOB TITLE		O.T.				
TOTAL COSTS FOR FORCE ACCOUNT LABOR REGULAR TIME						\$
TOTAL COST FOR FORCE ACCOUNT LABOR OVERTIME						\$
I CERTIFY THAT THE INFORMATION ABOVE WAS OBTAINED FROM PAYROLL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.						
CERTIFIED			TITLE			DATE

FEMA Form 90-123, FEB 06



# Materials

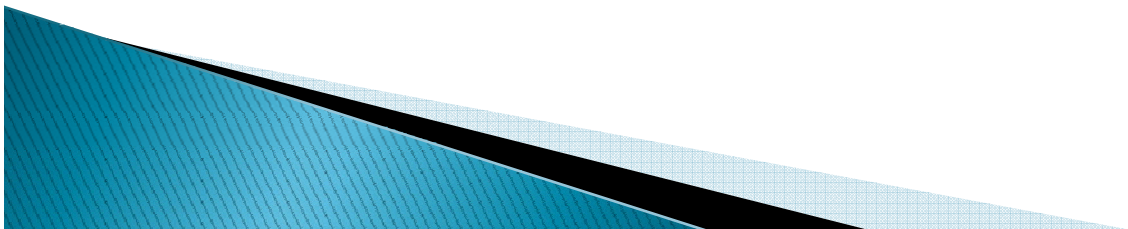
- ▶ Use Force Account Materials Summary Record sheets to identify:
  - Materials used for disaster recovery
    - Types of materials
    - Quantity used
    - Date used
    - Identify inventory or stock items
    - Keep records of purchase costs and dates prior to disaster
    - Keep receipts for newly-purchased items





# Equipment

- ▶ Use Force Account Equipment Summary Record sheets to identify:
  - Equipment
    - Type: Horse–power, size
    - Operator
    - Usage by miles or hours
    - Dates used for disaster preparation or recovery

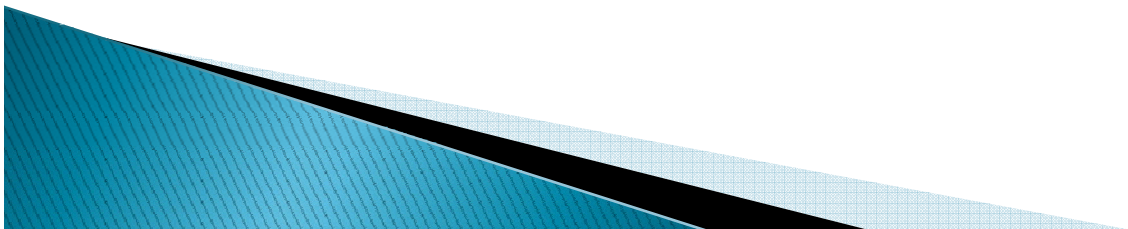


# Equipment

- ▶ FEMA Cost Codes
  - Go to the FEMA website:

<http://www.fema.gov/government/grant/pa/eqrates.shtm>

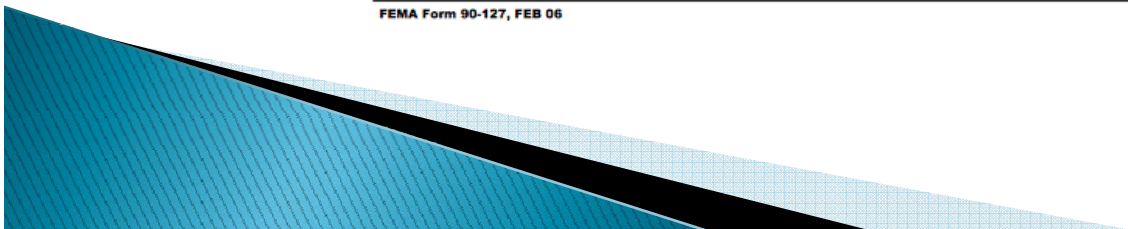
THESE RATES ARE APPLICABLE TO ALL MAJOR DISASTERS AND EMERGENCIES DECLARED BY THE PRESIDENT ON OR AFTER MAY 1, 2008.



# Force Account Equipment Summary Record

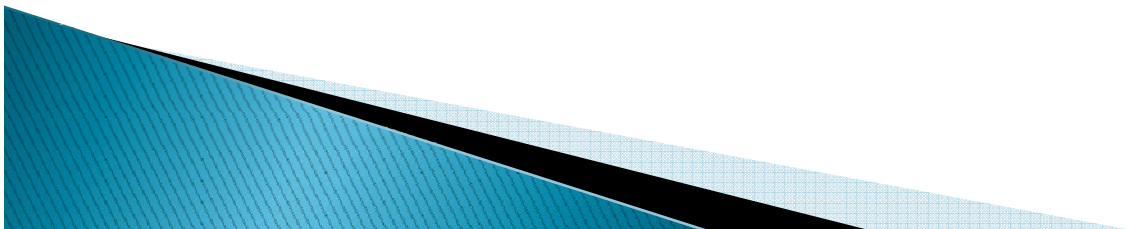
FORCE ACCOUNT EQUIPMENT SUMMARY RECORD					O.M.B. No. 1660-0017 Expires October 31, 2008					
TYPE OF EQUIPMENT		OPERATOR'S NAME	DATES AND HOURS USED EACH DAY					COSTS		
INDICATE SIZE, CAPACITY, HORSEPOWER, MAKE AND MODEL AS APPROPRIATE	EQUIPMENT CODE NUMBER		DATE					TOTAL HOURS	EQUIPMENT RATE	TOTAL COST
			HOURS							
			HOURS							
			HOURS							
			HOURS							
			HOURS							
			HOURS							
			HOURS							
			HOURS							
GRAND TOTAL										
I CERTIFY THAT THE ABOVE INFORMATION WAS OBTAINED FROM PAYROL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.										

FEMA Form 90-127, FEB 06



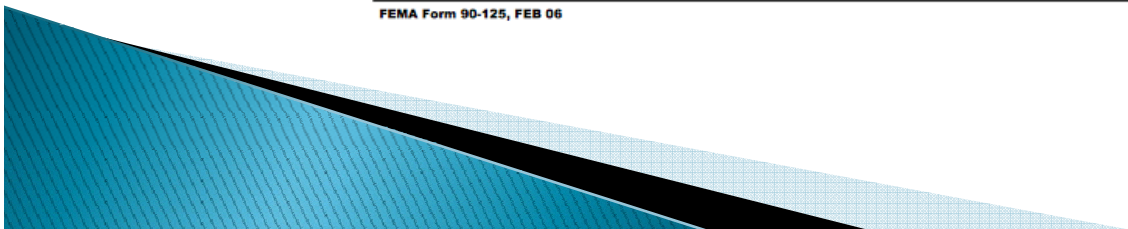
# Rental Equipment

- ▶ Rental equipment records are not as detailed as Force Account Equipment records.
  - Keep records of:
    - Equipment type
    - Use and location
    - Rental receipts or invoices with cancelled checks
    - Dates of use clearly marked on receipts or invoices



# Rented Equipment Summary Record

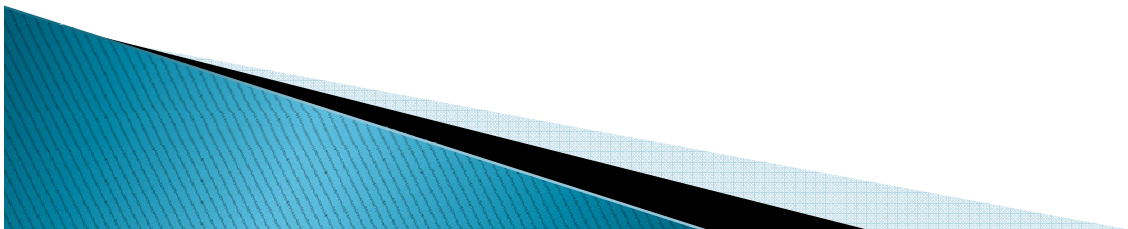
RENTED EQUIPMENT SUMMARY RECORD					PAGE _____ OF _____	O.M.B. No. 1660-0017 Expires October 31, 2008		
APPLICANT				PA ID NO.	PROJECT NO.	DISASTER		
LOCATION/SITE					CATEGORY	PERIOD COVERING		
DESCRIPTION OF WORK PERFORMED								
TYPE OF EQUIPMENT <small>Indicate size, Capacity, Horsepower Make and Model as Appropriate</small>	DATES AND HOURS USED	RATE PER HOUR		TOTAL COST	VENDOR	INVOICE NO.	DATE AND AMOUNT PAID	CHECK NO.
		W/OPR	W/OUT OPR					
GRAND TOTAL _____								
I CERTIFY THAT THE ABOVE INFORMATION WAS OBTAINED FROM PAYROLL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.								
CERTIFIED				TITLE			DATE	





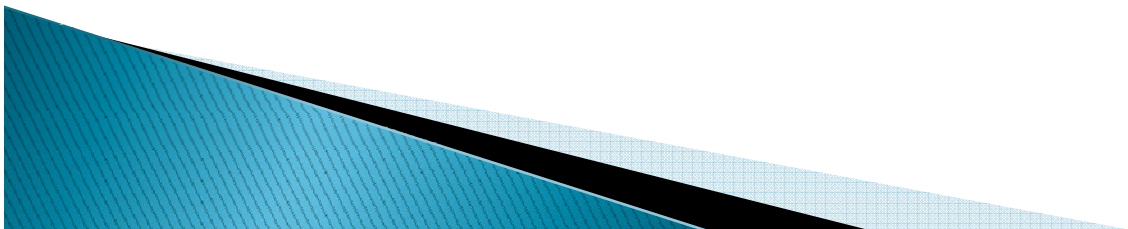
# Contracts & Subcontractors

- ▶ Use Contract Summary Record sheets to identify:
    - Contracts for work or rental/lease equipment
    - Estimated work:
      - Keep calculations
      - Quantity estimates
      - Pricing information, etc.
- as part of records to document “cost/estimate”



# Contracts / Subcontractors

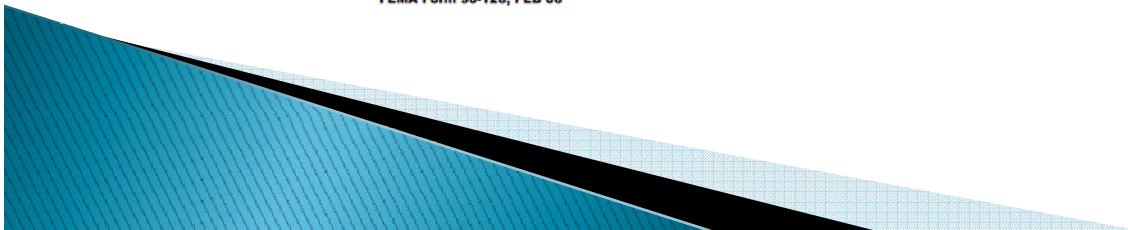
- ▶ Keep the following documents for all work done by contract:
  - Bid advertisement (IFB)
  - Bid summary sheet
  - Contract award letter
  - Invoices
  - Cancelled checks
  - Record of work inspections
  - Applications for Payment (AIA form)



# Contract Work Summary Record

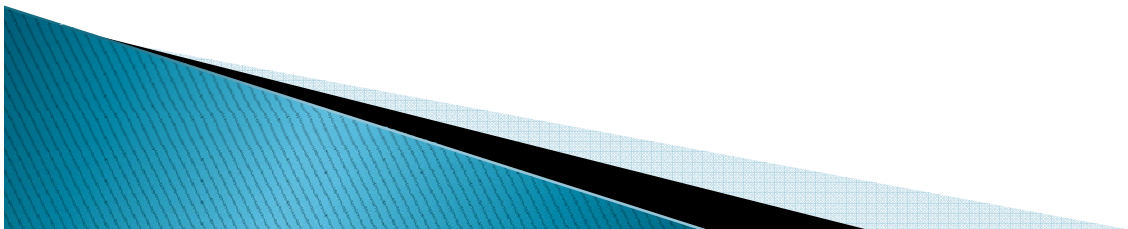
CONTRACT WORK SUMMARY RECORD			O.M.B. No. 1660-0017 Expires October 31, 2008	
DATES WORKED	CONTRACTOR	BILLING/INVOICE NUMBER	AMOUNT	COMMENTS- SCOPE
GRAND TOTAL				
I CERTIFY THAT THE INFORMATION WAS OBTAINED FROM PAYROLL, INVOICES, OR OTHER DOCUMENT THAT ARE AVAILABLE FOR AUDIT.				

FEMA Form 90-126, FEB 06



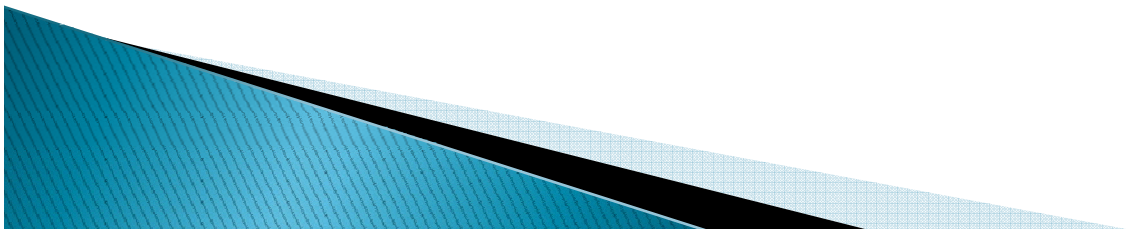
# Contracts – Procurement

- ▶ FEMA accepts four (4) methods of procurement acceptable:
  - Small Purchase Procurement: an informal method for securing services or supplies that do not cost more than \$100,000.00 by obtaining price quotes from several sources.
  - Sealed Bids: a formal method of procurement whereby bids are publically solicited by means of advertisements. The contract is awarded to the bidder whose proposal offers the lowest price for the best product. (preferred method for construction contracts.)



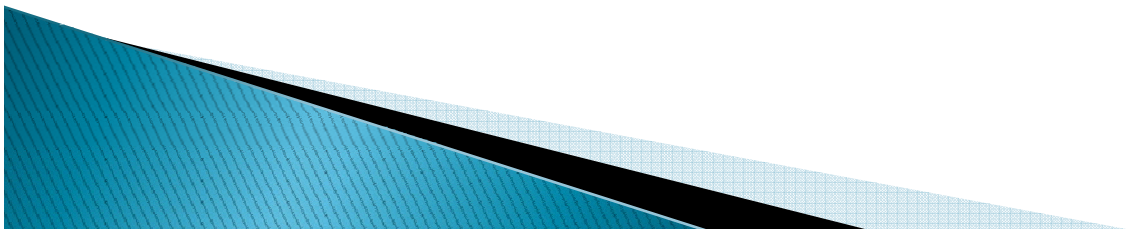
# Contracts – Procurement

- Competitive Proposals: a method similar to sealed bid procurement by which contracts are awarded on the basis of contractor qualifications instead of price. (This method is often used to procure architectural and engineering services.)
- Non-competitive Proposals: a method by which a proposal is received from only one source. This method should be used only when the other three (3) methods are not feasible.



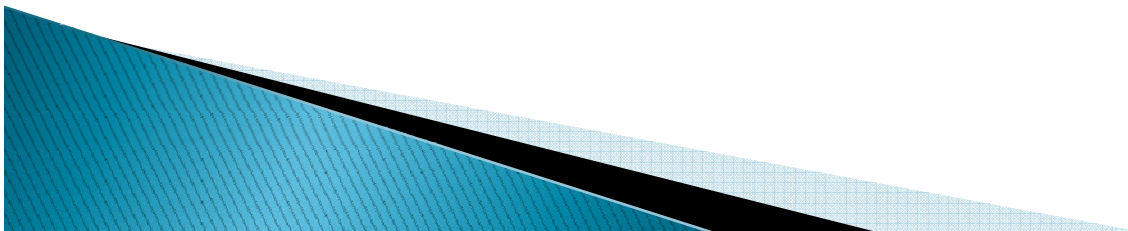
# Procurement Considerations

- ▶ Applicant's legal staff needs to review procedures for compliance against 44CFR, Part 13 requirements, as outlined in Chapter 2 *COSTS* of that publication. This is available online using the following link:
- ▶ <http://www.fema.gov/government/grant/pa/padocs.shtm>



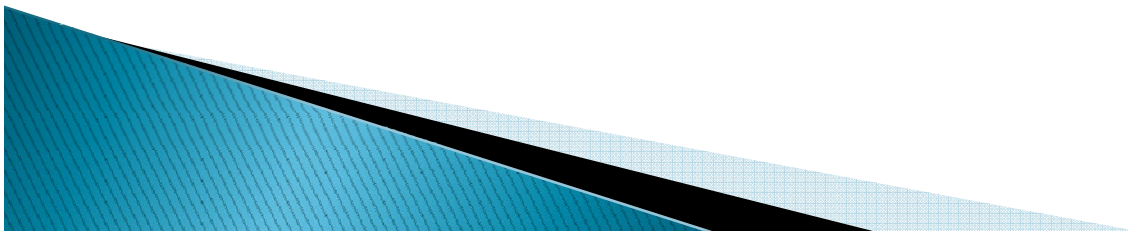
# Procurement Considerations

In the past, some applicants risked losing Public Assistance funding when procurement procedures were overlooked in the interest of time.\*



# Procurement Methods

There are methods by which applicants can expedite the procurement process without jeopardizing potential grant funding.

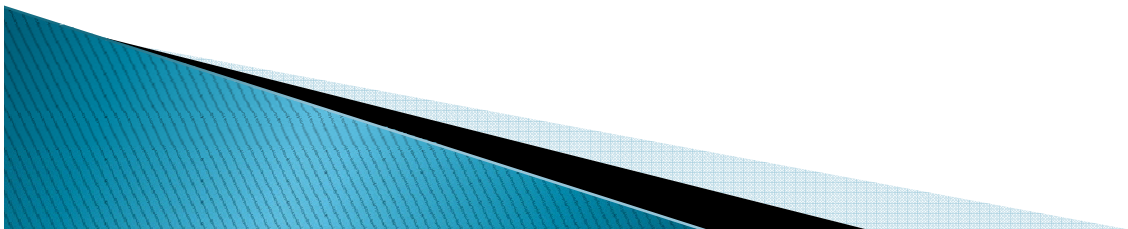




# Procurement Methods

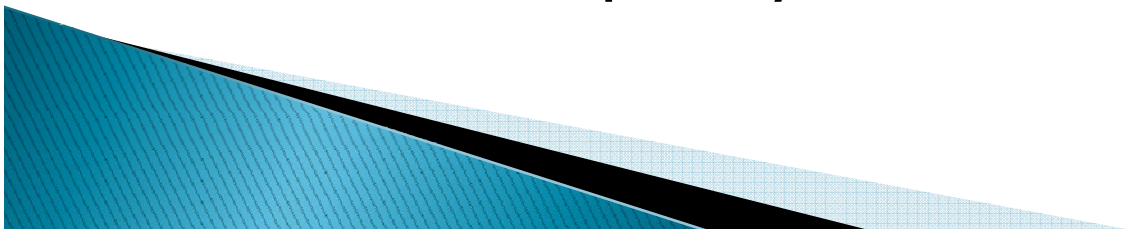
An applicant may use one or more of the following methods to obtain funding:

1. **Pre-drafted contracts** – drafted prior to a disaster. Once the extent of the disaster is known, the contract can be finalized by adding the appropriate scope of work and advertised in a timely manner.



# Procurement Methods

2. Pre-qualified contractors – must meet minimum requirements – being insured, bonded, licensed – prior to being awarded a contract by an applicant. Applicants may advertise a Request for Qualifications (RFQ) for contractors to establish their company as a credible candidate for a contract award. These prequalified contractors are invited to bid on a contract. The contractors on the applicant's list can concentrate on estimating the job rather than trying to establish documentation in order to qualify for the bid.

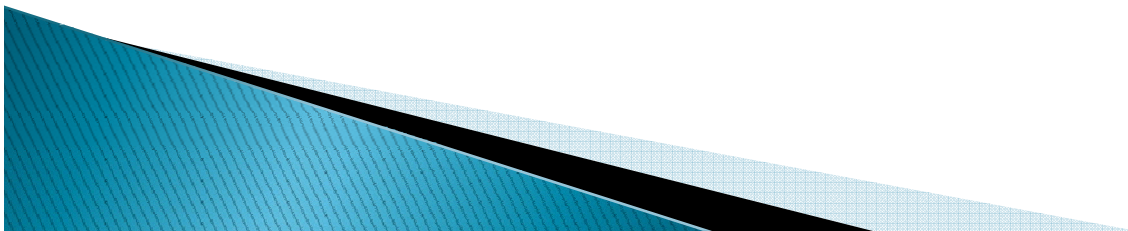


# Procurement Methods

- ▶ Pre-event contracts – applicants may choose to solicit bids and award contracts in non-disaster times. This allows time for a deliberate procurement process and gives applicants flexibility to mobilize the appropriate resources in anticipation of an event. Applicants may expedite procurement procedures for the purpose of public exigency; this does not mean that competitive proposals are not required. In many cases the expedited process allows for shorter time frames for receiving competitive bid proposals.
  - Appendix G, FEMA RP9580.4 *Fact Sheet: Debris Operations – Clarifications: Emergency Contracting v. Emergency Work* explains the emergency contracting procedures provided in 44CFR Part 13.36(d)(4)(i)(B).

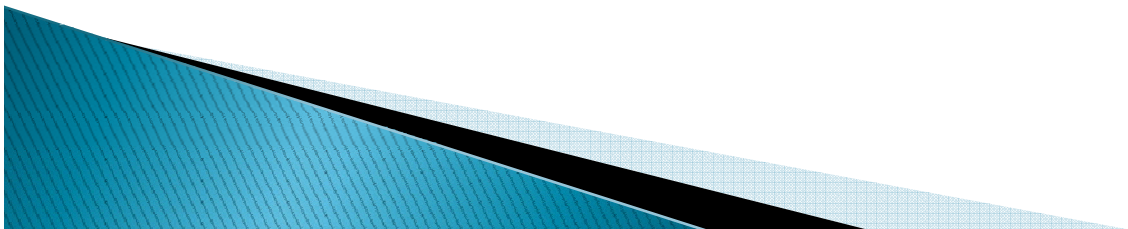
# Procurement Methods

When soliciting competitive bid proposals, the applicant should be the entity that develops the engineering estimate and scope of work for the contract bid solicitation.



# Reasonable Costs

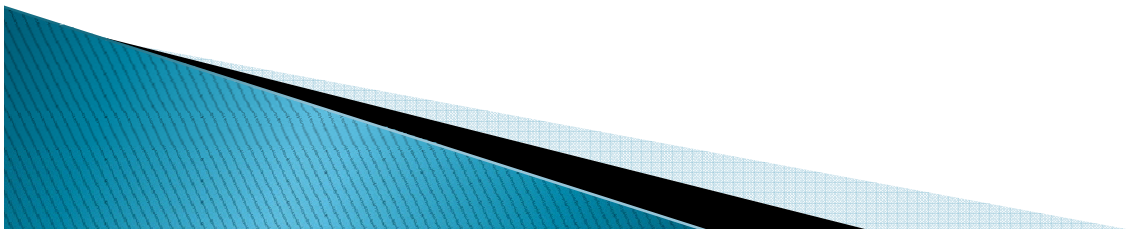
A reasonable cost is defined (by the Office of Management and Budget (OMB) Circular A-87, *Cost principles for State, Local, and Indian Tribal Government* and Circular A-122, *Cost Principles for Non-Profit Organizations*,) as a cost which in its nature and amount does not exceed that which would be incurred by a prudent person under the circumstance prevailing at the time the decision was made to incur the cost.



# Reasonable Costs

Considerations include:

- > evaluating historical costs for similar work;
- > analyzing the costs for similar work in the region;
- > reviewing published unit cost data for the work;
- > comparing costs with FEMA Schedule of Equipment Rates and Cost Codes.

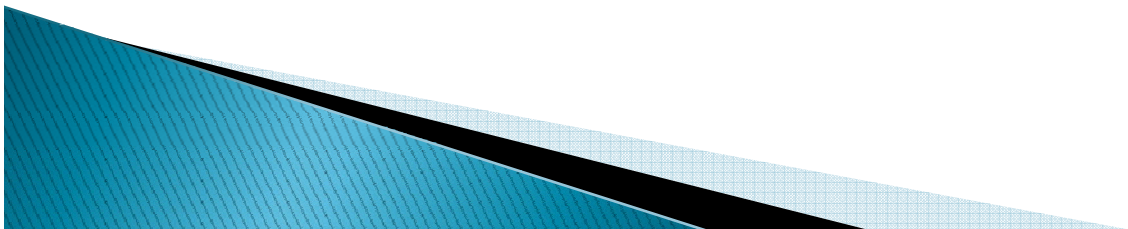


# Reasonable Costs

The source of costs may include:

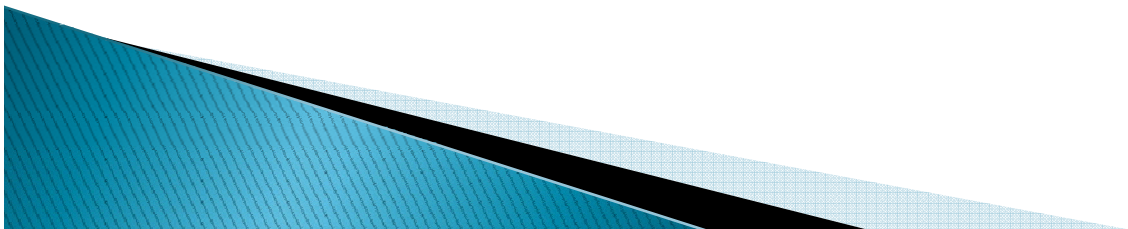
- > the applicant's force-account labor;
- > the applicant's force-account equipment;
- > the applicant's force-account materials;
- > contracted services;
- > mutual-aid agreements.

Costs are discussed in FEMA Report 322, *Public Assistance Guide*, Chapter 2 - *Costs*.



# When non-competitive proposals are acceptable:

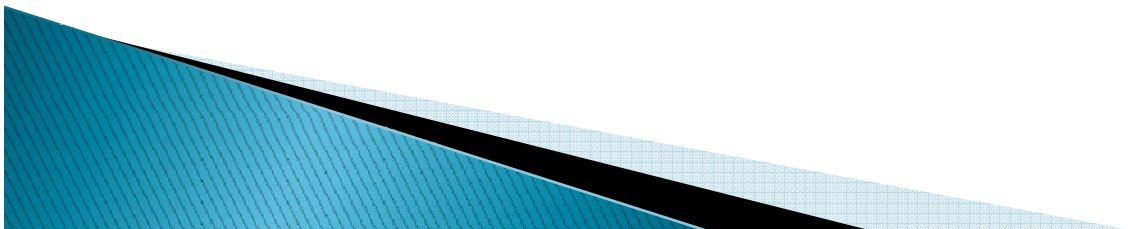
- ▶ The item is available from a single source;
- ▶ There is an emergency requirement that will not allow for delays;
- ▶ FEMA authorizes the non-competitive proposal;
- ▶ Solicitation from a number of sources has been attempted, and the competition is determined to be inadequate.





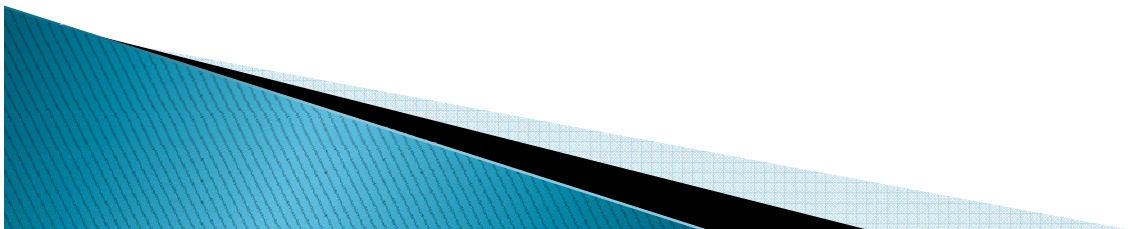
# FEMA Contract Reimbursement

- ▶ FEMA provides reimbursement for three (3) types of contracts:
  - Lump-sum contracts for work within a prescribed boundary with a clearly-defined scope of work and a total price;
  - Unit-price contracts for work done on an item-by-item basis with cost determined by unit;
  - Cost-plus, fixed fee contracts which can be lump sum or unit price with a fixed contractor fee added into the price.



# Time and Material Contracts


- ▶ Time and material contracts should be avoided but may be allowed for work that needs to be done immediately after a disaster has occurred and when a clear scope of work cannot be determined.
  - Applicants must:
    - Monitor and document contractor expenses;
    - Include a cost ceiling of “not to exceed” clause in the contract.



# Time and Materials Contracts

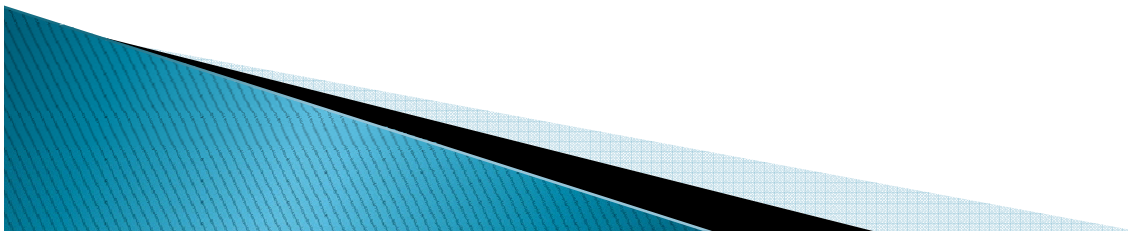
- Applicants should contact the State to ensure proper guidelines are being followed.

## NOTE:

- Time and materials contracts are not to exceed 70 hours.
  - Cost plus a percentage of cost contracts or contracts contingent on FEMA reimbursement are NOT eligible!
- 

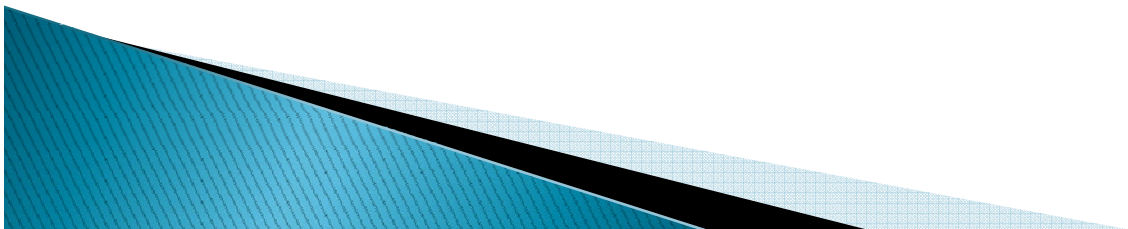
# Debris Management Planning

Debris removal operations can be time-consuming and costly. Over the last five (5) years, debris removal operations have accounted for approximately 27% of disaster recovery costs.



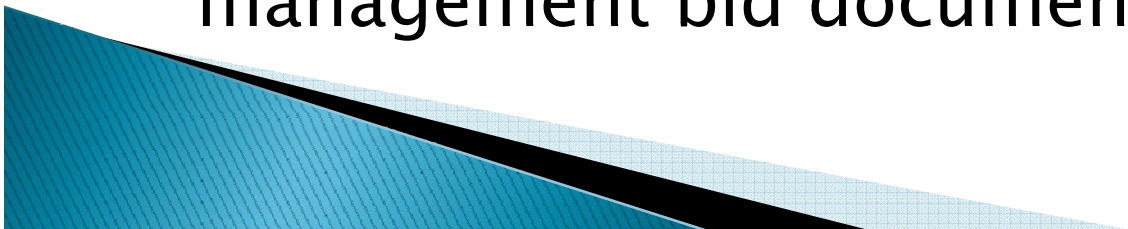
# Debris Management Planning

- ▶ FEMA urges applicants to develop a debris management plan that considers large-scale debris removal and disposal operations.
- ▶ By developing a debris management plan:
  - Communities will be better prepared to address disaster-related debris in a time-effective manner, expediting the recovery process
  - A sound and properly-executed debris management plan may better position an applicant for a Public Assistance grant.



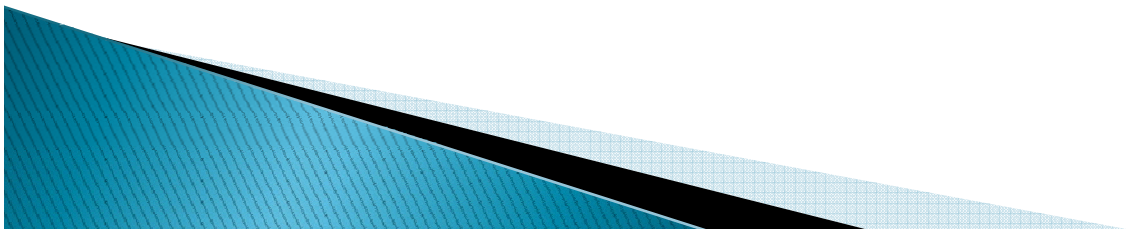
# Debris – Questions to consider:

- ▶ Do you have debris contracts in place?
- ▶ Do you have a list of local, prequalified contractors?
- ▶ Do you have a list of preferred vendors?
- ▶ Are you able to use components of existing contracts, such as garbage collection or roadway time-and-material contracts for disaster debris clearance, removal, or disposal?
- ▶ What departments within your organization would be required to prepare the debris management bid documents and contracts?



# Checklist for each department

- ▶ Damage description and scope of work
- ▶ Estimated and actual costs
- ▶ Force-account labor costs
- ▶ Force-account equipment costs
- ▶ Force-account materials costs (and specific-purpose purchase costs)
- ▶ Rental equipment costs
- ▶ Photographs of damage, work underway and work completed



# Completion Deadlines

- ▶ It is important to track work and other expenditures regularly so that all expenses that may be eligible for funding are captured.
- ▶ It is also important to be prepared to meet time limits set for completing eligible work.
  - Cat. A: Debris clearance work – six (6) months from declaration date
  - Cat. B: Emergency protective measures related work – six (6) months from declaration date
  - Cat. C–G: Permanent work – eighteen (18) months from declaration date

File time extensions BEFORE the deadline!

Time extensions may be requested through Florida PA

[www.floridapa.org](http://www.floridapa.org)



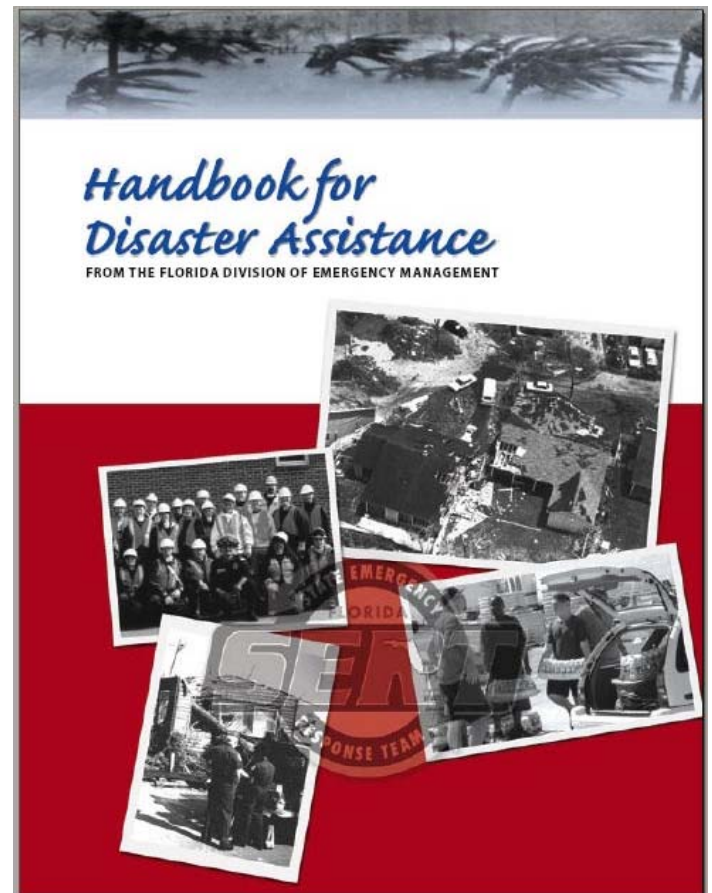


# Helpful Handbook

Visit:

[http://www.floridadisaster.org/brm/brm\\_pubs.htm](http://www.floridadisaster.org/brm/brm_pubs.htm)

Download (from the list):  
*Handbook for Disaster Assistance*  
and any other publication you  
may deem useful.



# Community aids:



**HURRICANE CHECKLIST** **FREE**  
REVERSO EN ESPAÑOL

**PREPARE A BASIC STORM KIT**

<input type="checkbox"/> Plastic Tote	<input type="checkbox"/> Light Sticks	<input type="checkbox"/> Tarps	<input type="checkbox"/> First Aid Kit
<input type="checkbox"/> Flashlight	<input type="checkbox"/> Water	<input type="checkbox"/> Tarp Tie Downs	<input type="checkbox"/> Battery-Operated Lantern
<input type="checkbox"/> Batteries	<input type="checkbox"/> Garbage Bags	<input type="checkbox"/> Rope	<input type="checkbox"/> NOAA Weather Radio

**TOP TIPS FOR STORM SAFETY**

1. Make sure your storm kit is adequately equipped with the proper supplies and important documents.
2. Review evacuation plans and share them with someone outside the storm area.
3. Anchor down or bring in outdoor objects such as grills, lawn furniture and garden tools and clear your yard of debris.
4. Install hurricane shutters, brace doors, unplug appliances and turn off your electricity and main water valve.
5. Pay attention to radio, TV or online updates and evacuate as required.
6. Consider emergency flood cleanup and power supplies including gas cans and generators.

For more helpful tips, please see our full Hurricane Preparedness Guide at [Lowes.com/Hurricane](http://Lowes.com/Hurricane)



# State Public Assistance Coordinator – at your service

Leonora (Lee) Licata

Collier County State Public Assistance Coordinator  
(PAC)

[leonora.licata@em.myflorida.com](mailto:leonora.licata@em.myflorida.com)

407-398-5107

My supervisor:

Jack Dahlmann

Deputy Public Assistance Officer, Southwest

[Jack.dahlmann@em.myflorida.com](mailto:Jack.dahlmann@em.myflorida.com)

407-790-6572



# Lowe's

- ▶ [Lowe's.com/hurricane](https://www.lowes.com/hurricane)

