



**FEMA PUBLIC ASSISTANCE
 APPLICANT KICKOFF MEETING
 DR – 4068 – FL**

TYPE OF INCIDENT: Tropical Storm Debby
DECLARATION DATE: July 3 2012
INCIDENT PERIOD: June 23, 2012 and continuing

Counties declared for Public Assistance, all categories: Baker, Bradford, Charlotte, Citrus, Clay, Collier, Columbia, Dixie, Duval, Franklin, Gulf, Hamilton, Hernando, Jefferson, Lafayette, Lee, Liberty, Madison, Manatee, Nassau, Pasco, Pinellas, Putnam, Santa Rosa, Sarasota, Suwannee, Taylor, Union, Wakulla.

Contacts - Introductions

David Thomas	FEMA Crew Leader (PAC)	571-340-2050	david.thomas7@fema.dhs.gov
Edwin Rose	FEMA Crew Leader (PAC) Beaches	571-732-5881	edwin.rose@fema.dhs.gov
Jack Wycoff	FEMA Project Specialist (PS)	571-488-8208	jackie.wycoff@fema.dhs.gov
Jorge Arbulu	FEMA Project Specialist (PS)	571-732-5940	TBD
Nelson Santos	FEMA Project Specialist (PS)	571-409-4294	
	FEMA Hazard Mitigation Officer	TBD	
	FEMA EHP Specialist	TBD	
	State PAC	TBD	

COST SHARE PROGRAM:

Public Assistance is a reimbursement program. FEMA will reimburse 75% of the eligible project costs. The remaining 25% is the responsibility of the Applicant. (State may participate in Applicant's share).

ELIGIBLE APPLICANTS:

State, County, and Municipal governments, federally recognized Indian Tribal governments, and certain Private Non- Profit (PNP) organizations that furnish an essential governmental service.

ELIGIBILITY ISSUES

- Minimum Project Worksheet (PW) is \$1,000
- **Applicant** must be eligible
- **Facility** must be eligible
- **Work** must be the responsibility of the Applicant
- **Cost** must be reasonable

TYPES OF PROJECTS:

LARGE PROJECTS:

- Projects with repair or replacement cost in excess of \$66,400 (for FY- 2012).
- The Federal cost share is paid as the work is accomplished, (per State guidelines)
- Final assistance will be based on **documented actual costs**, submitted to the State as a part of the final inspection process.
- Applicant **must** have supporting cost documentation at time of final inspection / close out.

SMALL PROJECTS:

- These are projects with repair or replacement costs of up to \$66,400 (for Fiscal Year 2012).
- The Federal cost share for small projects is obligated **upon Project Worksheet approval**.
- Adjustments (overruns) will be addressed upon completion of all small projects, upon submittal of the final P.4. This is known as a Small Project Net Adjustment.

IMPROVED PROJECTS & ALTERNATE PROJECTS:

IMPROVED PROJECTS:

- **With State approval**, the applicant may restore pre-disaster function, and make improvements (for which the applicant is financially responsible).
- Funding is limited to the Federal share for the project estimate.

ALTERNATE PROJECTS:

- Funding for a Permanent Work, CATs C-G, “may” be used for permanent work other than the repair of the damaged facility/structure
- Request must be submitted within 12 months from Kick-Off Meeting
- Must be approved by FEMA prior to construction/use.
- Subject to a **10% reduction** of FEMA funding from the original project estimate.
- May require an Environmental Assessment.

HAZARD MITIGATION:

- Hazard mitigation is a cost effective measure that reduces the potential of damage to a facility from a future disaster event. Discuss measures with your Public Assistance Coordinator or Project Specialist.
- Public Assistance Section 406 hazard mitigation is available for Permanent Work categories C-G for facilities that were damaged by the event.
- Section 404 hazard mitigation grant funds are managed and prioritized by the State and may be used statewide, not just in declared counties.

CATEGORIES

EMERGENCY WORK:

CATEGORY "A": Debris removal

CATEGORY "B": Emergency protective measures

- Eliminate immediate threats to lives, public health and safety;
- Eliminate immediate threats of significant damage to improved public or private property;
- Ensure economic recovery of the effected community to the benefit of the community-at-large.

ELIGIBLE COSTS:

- Overtime hours for Force Account Labor, (including O/T fringe benefits)
- Regular & overtime labor hours for "temporary" employees, including applicable benefits.
- All "working/in-use" hours for Force Account (FA) Equipment (Stand-by time is **not** eligible).
 - Must provide operators name and verification of all operator's hours worked.
 - Must describe who, what, when, where, why and how much for each item of disaster recovery work.
- Materials, reasonable contract costs, and rental equipment costs
- Donated Resources (must be documented) (credited against applicants 25% cost share)
- Work must be required as a result of disaster-related damages. Increased operating costs are **not** eligible.

PERMANENT WORK:

CATEGORY "C": Road & bridge systems

CATEGORY "D": Maintained Man-made water control facilities

CATEGORY "E": Public buildings, vehicles & equipment

CATEGORY "F": Public utilities

CATEGORY "G": Other (parks & recreation, cemeteries, etc.)

- Repair, restore or replace damaged facilities (replace facilities in accordance with the "50% Rule").
- Restore to pre-disaster design, capacity and function in accordance with applicable codes and standards.
- Work must be required as a result of disaster-related damages.

ELIGIBLE COST:

- Regular and Overtime Force Account labor hours, including (Regular & O/T) fringe benefits.
- All working/in-use hours for Force Account equipment. (Stand-by time is **not** eligible.)
- Materials
- Reasonable contract costs
- Rental equipment
- Reasonable A&E or management costs, if applicable.

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See relevant FEMA publication for a complete and accurate explanation of policies, procedures, & guidelines. Ray Rocque 5/10

SPECIAL CONSIDERATIONS:

Identifies potential issues regarding insurance, environmental laws, floodplain management, hazard mitigation and others.....

ENVIRONMENTAL REQUIREMENTS:

Ensure that all practical means are used to protect, restore, and enhance the environment. If the project changes the "footprint" of a facility or is located in wetlands, affects air and/or water quality, endangered species, flora and fauna, and other considerations, the applicant is required to adhere to all rules and regulations as they may apply.

FLOOD PLAIN MANAGEMENT:

Any project within or affecting the floodplain must be reviewed to ensure that it meets the requirements of the Executive Orders on Floodplain Management and the Protection of Wetlands.

HISTORIC PRESERVATION:

Property eligible for listing on the National Register of Historic Places requires special consideration under the National Historic Preservation Act. Any facility over 50 years old will qualify for review.

INSURANCE / Duplication of Benefits / Other

Actual or anticipated insurance proceeds will be deducted from the eligible project costs for facilities that are insured. Insurance is the applicant's first means of funding.

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

Facilities for which applicants receive funding for repair or replacement (Exceeding \$5,000) are required to obtain and maintain insurance coverage for the type of peril (flood, earthquake, general) that caused the disaster damage and in the minimum amount of the disaster damage to the facility.

No Duplication of Benefits, FEMA is the funding of last resort.

No reimbursements in conflict with other Agreements, Grants, Waivers, ETC.

PUBLIC ASSISTANCE GRANT PROGRAM

REQUEST FOR PUBLIC ASSISTANCE (RPA):

(Sub-grantee Pre-Application): Must be submitted within 30 days of the declaration date through the State Public Assistance Officer.

PUBLIC ASSISTANCE COORDINATOR:

A Public Assistance Coordinator (PAC) will be assigned to each applicant, and he (David Thomas 571-340-2050) is the applicant's main point of contact in regard to any needs or concerns that may arise. He will contact each applicant to conduct a **KICKOFF MEETING**.

All Projects must be identified to FEMA within 60 days of the Kickoff meeting.

PROJECT SPECIALIST:

The PAC will assign a Project Specialist to deal directly with each applicant. It will be the Project Specialist's responsibility to formulate all large projects. **The applicant may choose to formulate all small projects and submit them to FEMA within 30 days after the Kickoff meeting** or they may request the Project Specialist aid them in the formulation of all their projects.

PROJECT WORKSHEETS:

Project Worksheets (PWs) will be formulated for all small and large projects. They will include the following documentation.

- a. Information from a Project Specialist's site inspection(s)
- b. Damage description and location
- c. Actual and/or estimated costs
- d. Scope of work necessary to repair disaster damage to pre-disaster condition.
- e. Identifies all special consideration issues
- f. Insurance coverage/settlement
- g. Applicable codes and standards
- h. Identifies any Hazard Mitigation opportunities

DIRECT ADMINISTRATIVE COST (DAC):

DACs include costs that can be tracked, charged and accounted **directly to a specific project**, such as staff time to complete field inspection and or data collection and preparation of a PW. Direct costs are limited to actual reasonable costs incurred **for a specific project**. Such costs will be considered project costs and included as a separate line item in the PW.

PROJECT COMPLETION TIME:

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

EMERGENCY WORK - 6 MONTHS

PERMANENT WORK - 18 MONTHS

ACCURATE RECORDS OF EXPENSES MUST BE MAINTAINED FOR 3 YEARS

ADDITIONAL INFORMATION CAN BE OBTAINED FROM

FEMA'S WEB SITE (www.fema.gov)

FEMA 323 Applicant Handbook (<http://www.fema.gov/government/grant/pa/apphandbk.shtm>)
FEMA 322 Public Assistance Guide (http://www.fema.gov/government/grant/pa/pag07_t.shtm)
FEMA 9500 Series Policy Publications <http://www.fema.gov/government/grant/pa/9500toc.shtm>

Remember, your FEMA Public Assistance Coordinator (PAC) is your primary contact and as such, should be able to answer all your questions.

Please identify the estimated number of small & large projects and the respective estimates prior to the close of this meeting. Be sure to schedule an appointment with your FEMA representative to meet and inspect your damages and help you with the documentation and project worksheet completion.

Upon completion of the joint operations and closure the JFO, issues may be addressed directly with the STATE at:

Florida Division of Emergency Management
2555 Shumard Oak Boulevard
Tallahassee, Florida 32399-2100

The State will be able to address any concerns or questions in regard to this program and/or your claim.

IMPORTANT: You are subject to the Single Audit Act and to a possible OIG audit. You must retain all records for a minimum of three (3) years after receipt of the closeout package mailed to you by the State of Florida.

What's Next

A Project Specialist will meet with you, to review your data, train you staff on FEMA's PW form, and start writing PWs

You need to:

- 1) Identify the individual responsible for collecting and entering data**
- 2) Assemble Copies of:**
 - a. Insurance Policies**
 - b. Purchasing Policy, or emergency waiver resolution.**
 - c. Payroll Policy**
- 3) Identify and List the Damages to be claimed**
- 4) Assemble copies of all Time Sheets for workers who work on the "Event"**
 - a. List of all volunteers by name, date and time work and task accomplished**
- 5) Assemble copies of equipment logs for equipment used on the "Event"**
- 6) List of all materials, contract, and rental equipment used for the "Event"**
 - a. Copies of Invoices (or quotations)**
 - i. Must be itemized per site**
 - ii. Copies of Purchase Orders**
 - iii. Copies of Canceled Checks**
- 7) Collect Estimates for damages not yet repaired / work not yet completed (if any)**

As soon as you have (most of) this material:

- 8) A Project Specialist will meet with you to show you how to enter the data on the FEMA forms, or if necessary the Project Specialist will do it for you.**
- 9) Schedule site visits and complete PW's**
- 10) Present you a copy of the completed PW for review and signature**

We want phone calls, we are available to answer, or obtain an answer to, any question.

Questions?

Kick Off Meeting – Project Estimate

Date _____

Applicant Name: _____

Contact Name: _____

Contact Phone # _____

CAT – “A” Debris **Number of Small PW’s** _____ **Estimated Cost \$** _____

Number of Large PW’s _____ **Estimated Cost \$** _____

Comments

CAT – “B” Emergency **Number of Small PW’s** _____ **Estimated Cost \$** _____

Number of Large PW’s _____ **Estimated Cost \$** _____

Comments

CAT – “C” Roads **Number of Small PW’s** _____ **Estimated Cost \$** _____

Number of Large PW’s _____ **Estimated Cost \$** _____

Comments

CAT – “D” H2O Control **Number of Small PW’s** _____ **Estimated Cost \$** _____

Number of Large PW’s _____ **Estimated Cost \$** _____

Comments

CAT – “E” Buildings **Number of Small PW’s** _____ **Estimated Cost \$** _____

Number of Large PW’s _____ **Estimated Cost \$** _____

Comments

CAT – “F” Utilities **Number of Small PW’s** _____ **Estimated Cost \$** _____

Number of Large PW’s _____ **Estimated Cost \$** _____

Comments

CAT – “G” Other **Number of Small PW’s** _____ **Estimated Cost \$** _____

Number of Large PW’s _____ **Estimated Cost \$** _____

Comments

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