

# FEMA-4068-DR Applicant Briefing

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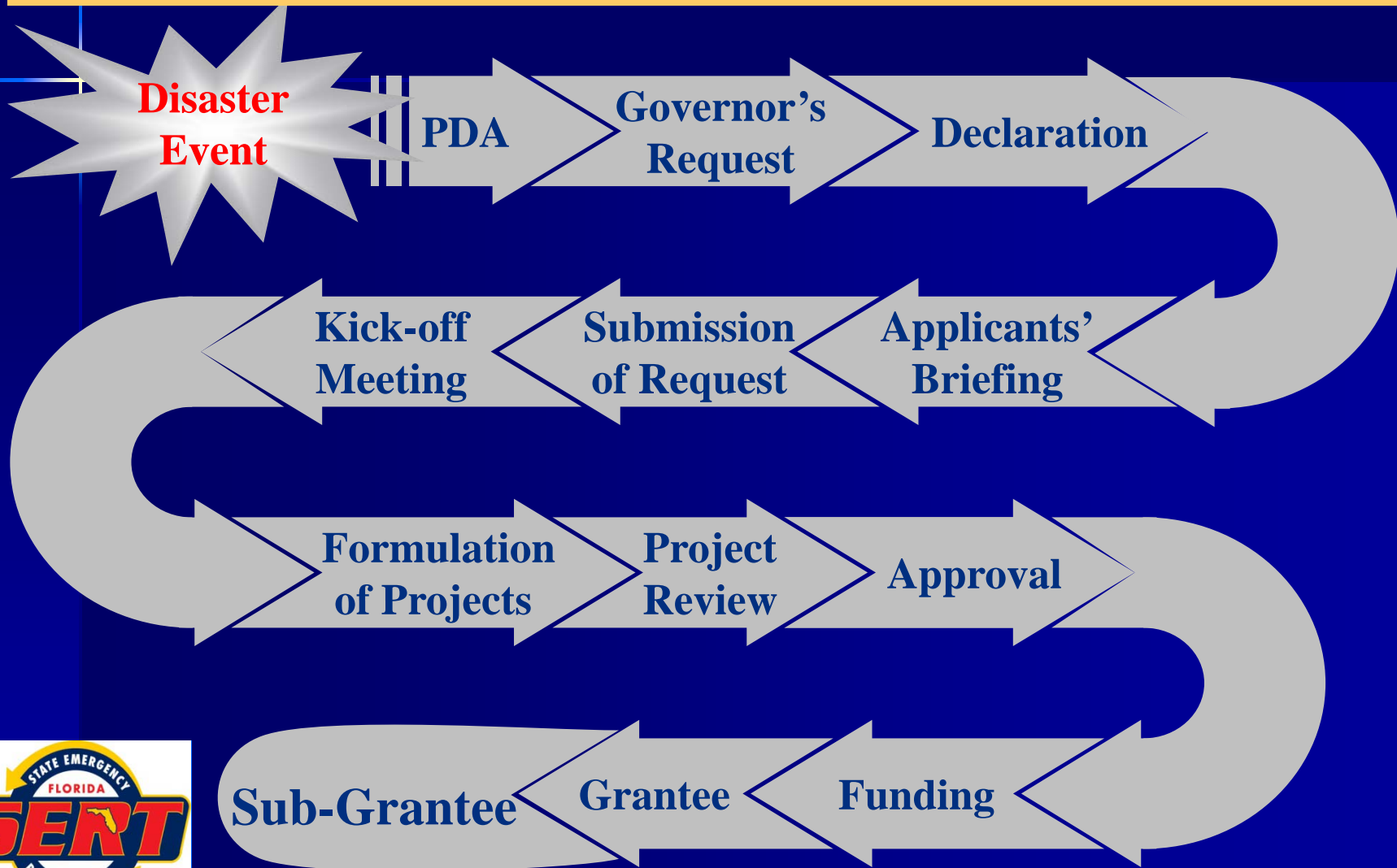
## Tropical Storm Debby



*Florida Division of Emergency  
Management*



# The Public Assistance Process



# Preliminary Damage Assessment (PDA)

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- FEMA, State, and local government representatives conduct a joint PDA.
- Emergency Management Staff and the Governor review and evaluate the data gathered.
- The Governor (State) determines if the disaster is beyond State and local capabilities and whether to request Federal Assistance.



# Governor Requests Federal Assistance

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Based on the extent of damages, the Governor requests Federal Assistance through the Regional FEMA office with an estimate of the extent of the disaster and its impact on individuals and public facilities. As part of the request, the Governor must take appropriate action under State law and direct execution of the State's Comprehensive Emergency Management plan.



# Presidential Declaration



- Identifies the eligible counties.
- Identifies the incident period.
- Identifies eligible programs.
- Identifies the cost share.



For FY12; Countywide per capita threshold indicator is \$3.39 and the Statewide per capita threshold indicator for declaration is \$1.35

# Public Assistance:

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- FEMA's Public Assistance (PA) Grant Program provides assistance to State, Tribal and local governments, and certain types of Private Non-profit (PNP) organizations so that communities can quickly respond to and recover from major disasters or emergencies declared by the President.



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

# REQUEST FOR PUBLIC ASSISTANCE (RPA)

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You must submit your Request for Public Assistance (RPA) through the Florida Public assistance Web Portal within:



**30 DAYS**



From Declaration Date

**7/9/2012**

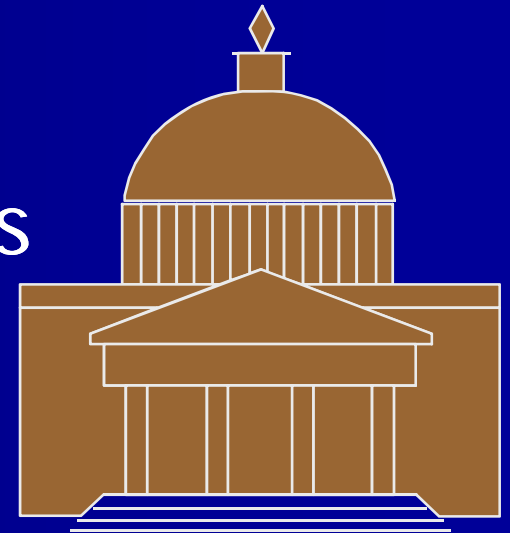


[www.floridapa.org](http://www.floridapa.org)

# Eligible Applicants

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- State Government Agencies
- County Governments
- Municipal Governments
- Special Purpose Districts
- School Districts



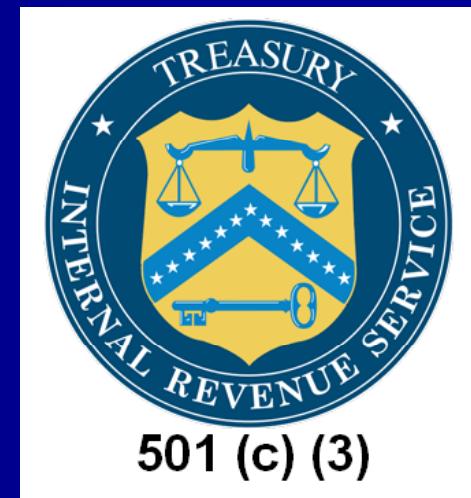


# Eligible Applicants

## *Private Non-profit*

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- Educational Institutions
- Utility (Water, Sewer, Energy, Communications)
- Emergency Services (Fire, Ambulance, Rescue)
- Medical Care (Hospital, Rehab, Outpatient)
- Custodial (Nursing Home)
- Others



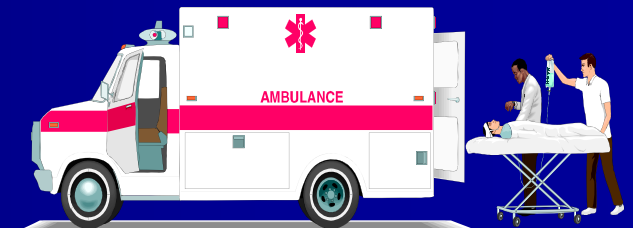
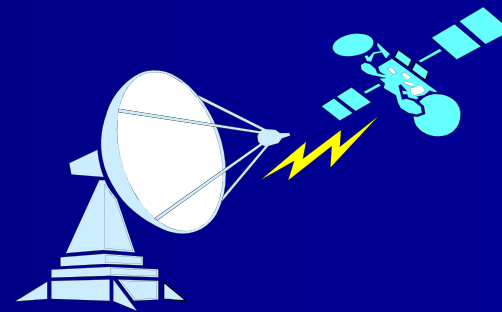
Source: FEMA 321, PA Policy Digest Page 41

# Critical Services

## *Private Non-Profit*

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- Utilities
  - Power
  - Water
  - Sewer
  - Communications
- Emergency Medical Care
- Fire and Rescue
- Educational Institutions



# Non-Critical Services

## *Private Non-Profit*

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- Museums
  - **Eligible** for categories A & B
  - Must **apply for SBA Loan** before FEMA will fund for Permanent Work (C-G)
  - If SBA application is **declined** or loan does not cover complete costs, FEMA may reimburse eligible Permanent Work expenses.
- Zoos
- Libraries
- Community Centers



FEMA is the Recourse of  
Last Resort



# Tax Exempt & Open to the Public

## *Private Non-Profit*

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- PNP organizations must have an effective **ruling letter from the Internal Revenue Service** at the time of the disaster granting tax exemption under Sections 501(c), (d), or (e).
- The specific facility for which the PNP organization is requesting funding must be **used primarily for an eligible purpose** consistent with the services identified and, generally, be **open to the public**.



# How to Apply for Public Assistance

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

The Florida Public Assistance Web Portal



# Welcome Page of FloridaPA.org

## Submit a New Request for Public Assistance

Florida Public Assistance - Windows Internet Explorer

http://floridapa.org/

File Edit View Favorites Tools Help

Home | Current Disasters | Applicant Guidelines and Guides | PA Info | Forms | Contacts

### FloridaPA.org

Florida Public Assistance

#### Account Sign-In

Username

Password

Forgot your login info? [Get Help.](#)

This site is for the online application and management of the Public Assistance grant in Florida. Public Assistance (PA) is a federal grant program to aid State and local governments in returning a disaster area to pre-disaster conditions. A minimum of 75% of eligible costs is provided to primarily address the repair and restoration of public facilities, infrastructure, or services which have been damaged or destroyed. Eligible applicants include local and Tribal governments as well as certain Private Non-Profit organizations.

#### NEWS HEADLINES

Jun 9, 2009  
[Floridapa.org now open for RPA's for DR-1840](#)  
Application Period June 4th - July 4th, 2009.

Apr 22, 2009  
[Floridapa.org now open for RPA's for DR-1831](#)  
Application Period 21 April 09 - 21 May 09

Jan 8, 2009  
[Tropical Storm Fay Funding Agreement](#)  
1785 Funding Agreement

[View News Archive >>](#)

Internet 100%

Note these  
Applicant  
Guides and  
Resource  
Tabs

[Submit New RPA/Request New User Access](#)  
[What is Public Assistance?](#)  
[Who can I contact?](#)

CLICK HERE



# Both Existing and New Users of FloridaPA can submit a New RPA

Florida Public Assistance - New RPA - Windows Internet Explorer

http://floridapa.org/common/events/newRPA.dm

FloridaPA.org Home | Current Disasters | Applicant Guidelines and Guides | PA Info | Forms | Contacts

## FloridaPA.org Florida Public Assistance

### Existing Users New Request for Public Assistance

To submit a Request for Public Assistance (RPA), you have two options:

**Option 1: Existing FloridaPA.org Users**  
If you already have an account to login to FloridaPA.org, please login and click the link to submit an RPA for a new disaster.  
[Login to Your Account](#)

**Option 2: New FloridaPA.org Users**  
If you have no login information for FloridaPA.org, please complete an access request.  
[Submit Access Request](#)

[Disasters Open for RPA Submission:](#)  
No Disasters are currently open for RPA submission.

**Existing Users**

**New Users Will create a new FloridaPA Account**

**Note: All official correspondence relating to the Public Assistance Grant will be sent to the Primary contact identified on the Request for Public Assistance and FloridaPA system messages will go to the e-mail addresses provided.**



# Existing Users Select "Submit for a New Disaster"

The screenshot shows a web browser window titled "My Home: Ima Servant - Windows Internet Explorer" with the URL "http://fl.test.pa.mb3online.com/client/". The page header includes "FloridaPA.org | Welcome, Ima Servant | Logout" and navigation links for "Home", "Current Disasters", "Applicant Guidelines and Guides", "PA Info", "Forms", and "Contacts".

The main content area displays a "Welcome, Ima Servant." message with a house icon and a login timestamp: "You last logged in Monday November 9, 2009 at 12:59 PM." Below this, there are two disaster entries:

- Example, City Of**  
1609 HURRICANE WILMA  
Status: Active  
Projects: 50  
Expended: 82.1%  
Paid: 86.5%  
Eligible Obligated: \$15,196,824.04  
Federal Obligated: \$15,196,824.12  
Admin Obligated: \$111,984.12  
[Open Account](#)
- Example, City Of**  
1561 HURRICANE JEANNE  
Status: Active  
Projects: 42  
Expended: 95.7%  
Paid: 96.5%  
Eligible Obligated: \$3,978,743.88  
Federal Obligated: \$3,596,546.71  
Admin Obligated: \$50,787.44  
[Open Account](#)

On the right side, there is a "Quick Links" section with the following items:

- [Edit My Profile](#)
- [Submit for a New Disaster](#) (highlighted with a red circle and a red arrow pointing to a red box labeled "Submit for a New Disaster")
- [View All Projects](#)
- [View All Payments](#)
- [View All Notes](#)
- [What is an account?](#)

Below the Quick Links is a "Latest Activity" section showing "<No Activity>".

A green box at the bottom of the screenshot contains the following text: "Note: This option appears only when a current disaster is eligible for Public Assistance".





# Existing Users

## "New Disaster" Dialogue Box will Open

**You can Copy the data from a previous Disaster's Request for Public Assistance**

**You can edit your contact information after you click the "Start New RPA" button**

**Select the Disaster for which you are applying**

FloridaPA.org | Welcome, Ima Servant | Logout

Home | Current Disasters | Applicant Guidelines and Guides | PA Info | Forms | Contacts

My Home | Reports

Welcome, Ima Servant

You last logged in Monday Nov...

Example, City Of  
1609 HURRICANE WILMA

Status:	Active	Eligible Obligated:	\$15,196,824.04
Projects:	50	Federal Obligated:	\$15,196,824.12
Expended:	82.1%	Admin Obligated:	\$111,984.12

Quick Links

- Edit My Profile
- Submit for New Disaster

Latest Activity

Today

- Request for Public Assistance for 12 Example, City Of Created
- 1234 Example, City Of Created

Done



# New Users Open Registration Information

Florida Public Assistance - Register - Windows Internet Explorer

http://fl.test.pa.mb3online.com/client/register/?Reason=NewRPA

FloridaPA.org Home | Current Disasters | Applicant Guidelines and Guides | PA Info | Forms | Contacts

FloridaPA.org  
Florida Public Assistance

Registration Information ▾

Prefix\*

*Mrs, Mr, Dr, etc*

First Name\*

Middle Name\*

Last Name\*

Suffix\*

*Sr, Jr, etc*

Title\*

Email\*

Phone (Work)\*

Reason\*

What am I able to do with FloridaPA.org?

- Access Project Information
- Submit and Track Project Requests
- View Project Payments
- View Reports
- View Financial Reports

Complete Registration Information

Next

Click Next

Request for Public Assistance ▾

Confirm & Register ▾



# New Users - Continued

## Opens the Request for Public Assistance Worksheet

**Note:** Non-Profit Organizations must fill out the Non-profit questionnaire and meet additional eligibility requirements.

Florida Public Assistance - Register - Windows Internet Explorer

http://fl.test.pa.mb3online.com/client/register/?Reason=NewRPA

FloridaPA.org Home | Current Disasters | Applicant Guidelines and Guides | PA Info | Forms | Contacts

Registration Information **Note: Step Complete** Complete

Request for Public Assistance Incomplete

**Organization**

Disaster: Choose One

County(s): Choose One

Applicant:

Classification: Choose One

Website:

FEIN:

FEIN Suffix / Location Code:

DUNS:

This Organization is Private-Non-Profit (PNP)\*

This Organization has participated in the Preliminary Damage Assessment (PDA)

**Organization Mailing Address**

PO Box:

Address:

City:

**Physical Address**

Same as Mailing Address

Address:

City:

**Fill out as accurately as possible. All Red Data fields must be filled in. Errors can be corrected later; but Form must be submitted to advance the Request for Public Assistance (RPA)**

**Private-non-profit organizations must check this box and complete the PNP questionnaire**



# DUNS Numbers



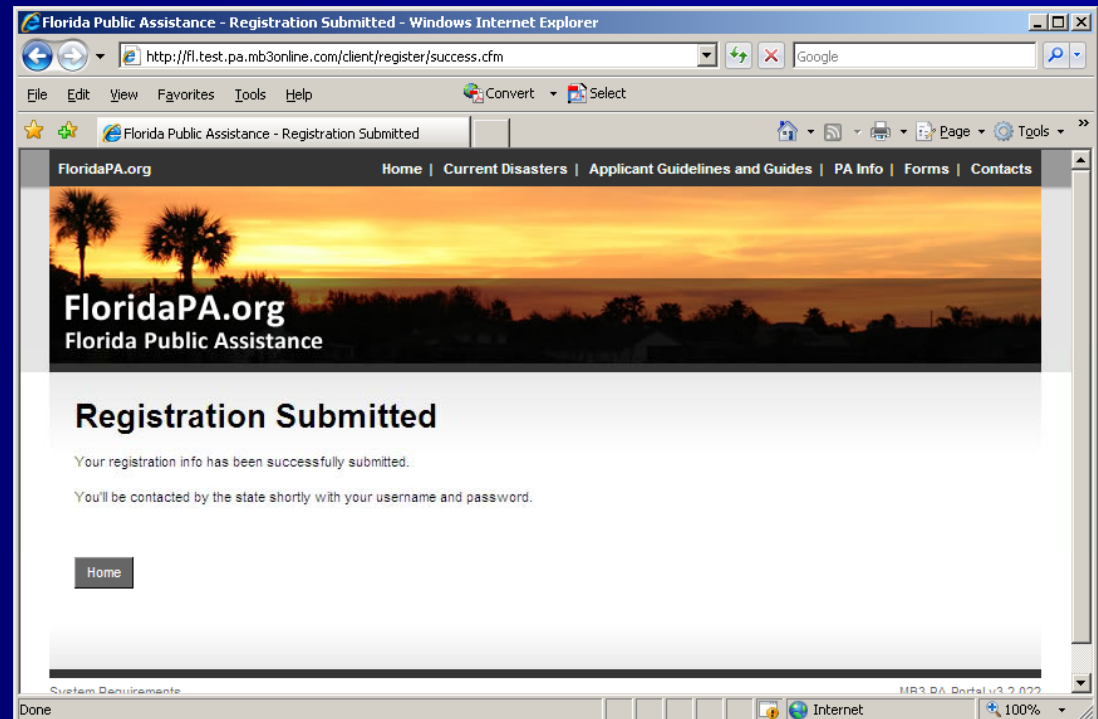
- The Data Universal Numbering System (DUNS) number identifies your organization. It is how the Federal Government tracks grant funds.
- DUNS Numbers are issued by Dunn and Bradstreet INC.
- Organizations are required to have a DUNS number to apply for Federal Grants.
- To get a DUNS Number Call **(866) 705-5711**.



# Registration Successful

**Note:** If you do not see this screen after submitting your RPA; It is not in the system.

Contact your State Public Assistance Coordinator immediately for further assistance.



# KICKOFF MEETING

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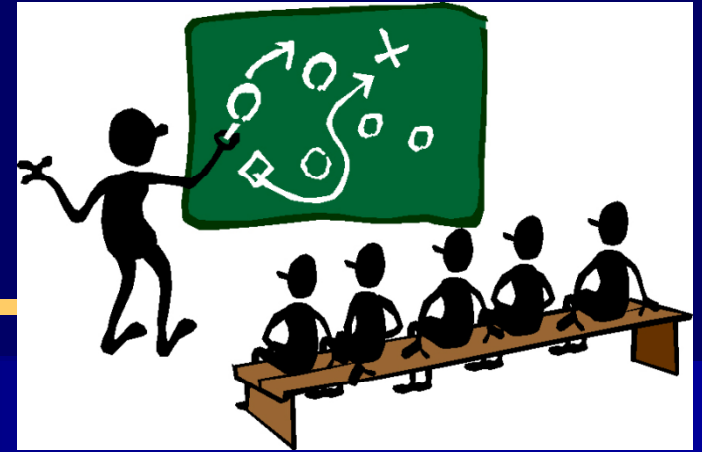
# Kickoff Meeting

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- FEMA and the State will each assign Public Assistance Coordinator (PACs).
- FEMA holds kickoff meeting to discuss Public Assistance Program in detail.
- Applicant provides a preliminary list of damages from the disaster.
- Bring complete copies of all Insurance Policies with itemized coverage and Statements of Value.
- **Identify Damages** (60 Days) – Clock begins with Kickoff meeting.



# Your Grants Management Team



## All Operational Departments

- Public Works
- Utilities
- Solid Waste
- Facilities
- LE/Fire/Safety/EM
- Administration
  - HR/Payroll
  - Purchasing
  - Contracting/Legal
  - Risk Management/Insurance





# Mutual Aid

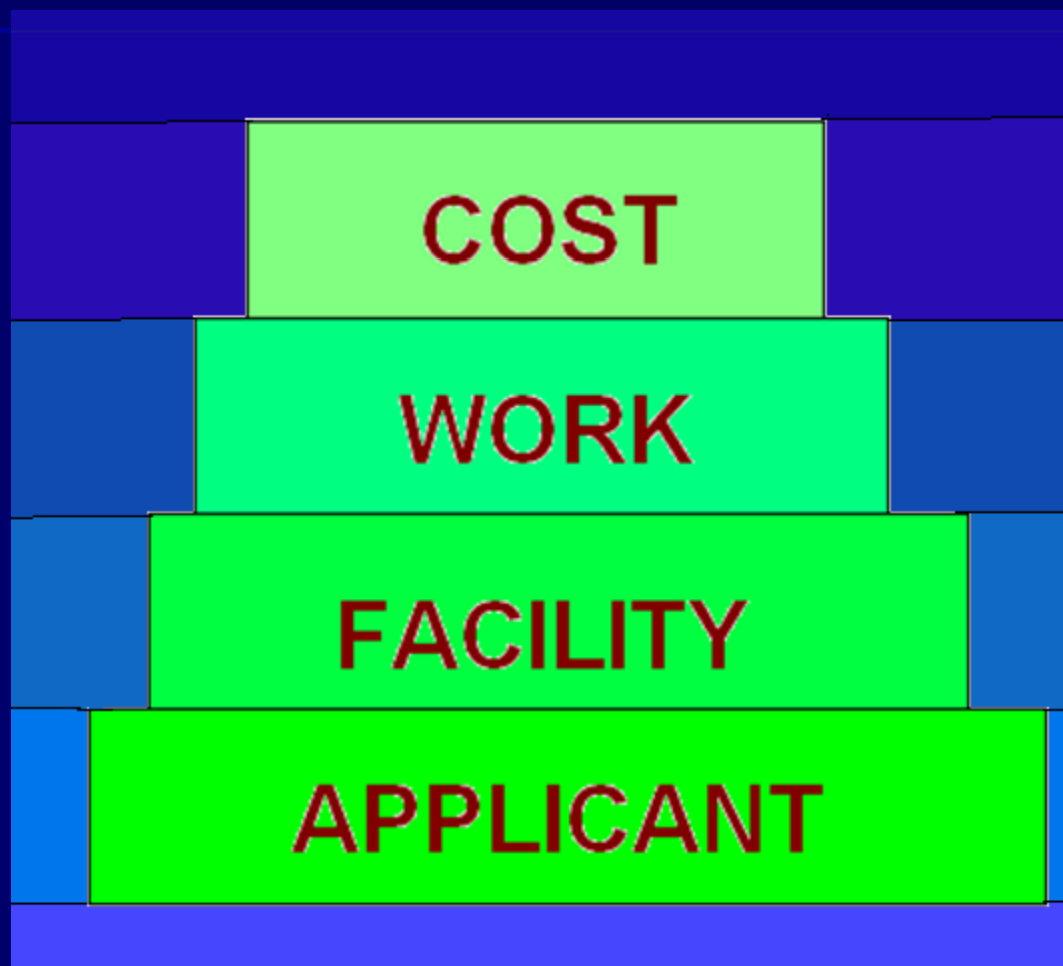


- Mutual Aid or EMAC assistance that you requested may be an eligible “Category B” expense.
- Under the Statewide Mutual Aid Agreement (SMAA); providing the invoice is the responsibility of the “assisting agency.” Unfortunately this is not always provided in a timely manner.
- If you have received mutual aid assistance; ensure your State PAC and/or FEMA project specialist is notified of this at the Kickoff Meeting and includes the Mutual Aid Mission as part of the scope of work in a Category B Project Worksheet.



# Building Blocks of Eligibility

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Source FEMA 322 PA Guide Page 40

# Facility Eligibility

- Be the legal responsibility of an eligible applicant
- Have been in active use at the time of the disaster
- Be damaged as a result of the declared disaster
- Be located in the designated disaster area



# Eligible Work Criteria

- Required as a result of the declared disaster
- Located in designated disaster area
- Legal responsibility of eligible applicant
- No other Federal agency has specific authority



# Types of Eligible Work

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## 1. Emergency Work (Categories A & B)



## 2. Permanent Work (Categories C - G)



# Emergency Work

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## Debris Removal & Emergency Protective Measures

### Category A

Clearance of trees and woody debris; certain building wreckage; damaged/ destroyed building contents; sand, mud, silt, and gravel; vehicles; and other disaster-related material deposited on public and, in **very limited cases**, private property

### Category B

Measures taken before, during, and after a disaster to **eliminate/reduce an immediate threat to life, public health, or safety**, or to eliminate/reduce an immediate threat of significant damage to improved public and private property through cost-effective measures



FEMA 322, Public Assistance Guide, pages 66-87



# Work Categories

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- 
- A: Debris Removal
  - B: Protective Measures
  - C: Road System
  - D: Water Control Facilities
  - E: Buildings And Equipment
  - F: Public Utility Systems
  - G: Other (Park and Recreational)



# Permanent Work

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## Categories C thru G

Permanent Work is that which is required to restore a damaged facility, through repair or restoration, to its pre-disaster design, function, and capacity in accordance with applicable codes and standards. The work is grouped into categories.



FEMA 322, Public Assistance Guide, pages 66, 79-87



# Cost Eligibility

To be eligible for reimbursement, costs must:

- Be reasonable and necessary to accomplish eligible work
- Comply with federal, state, and local laws and regulations
- Include deductions of insurance proceeds, salvage value, and purchase discounts.



# Small and Large Projects are managed and funded differently

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Threshold for large projects



Annually updated This is the fiscal year FY12 threshold amount.

# Mitigation

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- Section 404 - Hazard Mitigation Grant Program (HMGP)

## Not Part of Public Assistance

Contact : Miles Anderson 850-413-9816

- Section 406 – Hazard Mitigation Proposal (HMP)  
Available as part of a Public Assistance Project Worksheet. Applies only to the damaged element.  
Must be determined to be “cost-effective” (to mitigate potential future damage to the facility).



FEMA Public Assistance Policy 9526.1  
Hazard Mitigation Under Section 406

# Project Worksheet (PW)

## The Sub-Grant



- Applicant Identification Information & Facility Location.
- Pre-disaster description of the facility and damage description; include the cause and dimensions of damaged areas (quantified).
- Scope of work (to restore facility to Pre-Disaster Condition)
- Costs (Actual and/or Estimated) include required codes and standards upgrades.
- Special considerations associated with the project, such as insurance and hazard mitigation (406 – damaged element).
- Minimum of \$1,000.



# Project Worksheet (PW)

## The Sub-Grant

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### ■ Alternate Projects

- Abandon and demolish the original facility.
- Money used for repair or expansion of other public facilities; purchase of capital equipment
- Capped at 90% for governmental entities; 75% for PNP's
- Must be requested within 12 months of the Kickoff Meeting.
- Must be approved by FEMA prior to construction.



# Project Worksheet (PW)

## The Sub-Grant

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### ■ Improved Project

- Improvements beyond restoration to the pre-disaster condition.
- Must retain the original function of the facility
- Must be approved before construction begins
- Funds for an improved project can be combined with a grant from another federal agency or a FEMA approved alternate project.
- Capped at the original Federal Share.



# Special Considerations

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## Historical Preservation

- Listed on the National Register of Historic Places
- Usually, a facility over 49 years old
- Or of historical significance



# Special Considerations

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## Environmental Concerns

- Changes in a facility's "footprint"
- Located in wetlands
- Affects on water and/or air
- Affects endangered species

## Flood Plain Management

- Must meet the Executive Orders on Floodplain Management and Protection of Wetlands





# Special Considerations

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## Cultural and Archaeological Resources

- Shell Middens
- Human Remains
- Battle Grounds
- Art



# Special Considerations

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- Tribal Consultation
  - Required if the soil surrounding your project is disturbed more than 3 inches in depth.



# Special Considerations

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## Coastal High Hazard Areas

The Coastal Barrier Resources Act (CBRA) requires a Special Considerations Review

- CBRA limits federal expenditures in designated coastal barrier resource zones
- Reviewed Case by Case



# Special Considerations

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- The Florida Greenbook addresses special considerations
  - Debris, Environmental and, Historic Issues
  - Contact: Henry Hernandez

[Henry.Hernandez@em.myflorida.com](mailto:Henry.Hernandez@em.myflorida.com)

Or Liz Warrington

[Liz.Warrington@em.myflorida.com](mailto:Liz.Warrington@em.myflorida.com)

Download the Florida Greenbook from:

<http://www.floridadisaster.org/Recovery/EDS/environmental/index.html>



# Plan to Perform Eligible Work

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Ensure that you maintain Grant eligibility while performing response/recovery work by:

- Become familiar with FEMA policies and procedures.
- Follow your published purchasing/contracting policies.
- Comply with Environmental regulations.
- Record the decision making process in view of protecting life, health, and the Safety of the Public.

**Document - Document - Document**



# Project Worksheet (PW) Development

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This is where **Your Team** Makes the difference.

- A well written PW will :
  - Maximize eligible reimbursement
  - Minimize Grant Management Review Questions
  - Minimize Payment Variations (plus or minus)
  - Be Closeout Ready with Documentation



# PW Development Process

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- FEMA and State Public Assistance Coordinators meet with applicant to **formulate** projects.
- Applicant, State or FEMA project specialists may write **Small Projects** Worksheets. However, if written by the Applicant they must be completed in 60 days and validated by FEMA.
- FEMA writes all **Large Project** Worksheets.
- PWs **Reviewed** at Joint Field Office for eligibility, Environmental, Historical, Floodplain and other considerations.

■ Applicant **Reviews and Signs** PWs.

PW is obligated upon approval.



# Small Project Validation

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- Validation is performed on a randomly selected 20% of the Small projects written. Sample does not include projects with Special Considerations (Historical, Environmental, etc.) which are reviewed separately.





# Cost Share

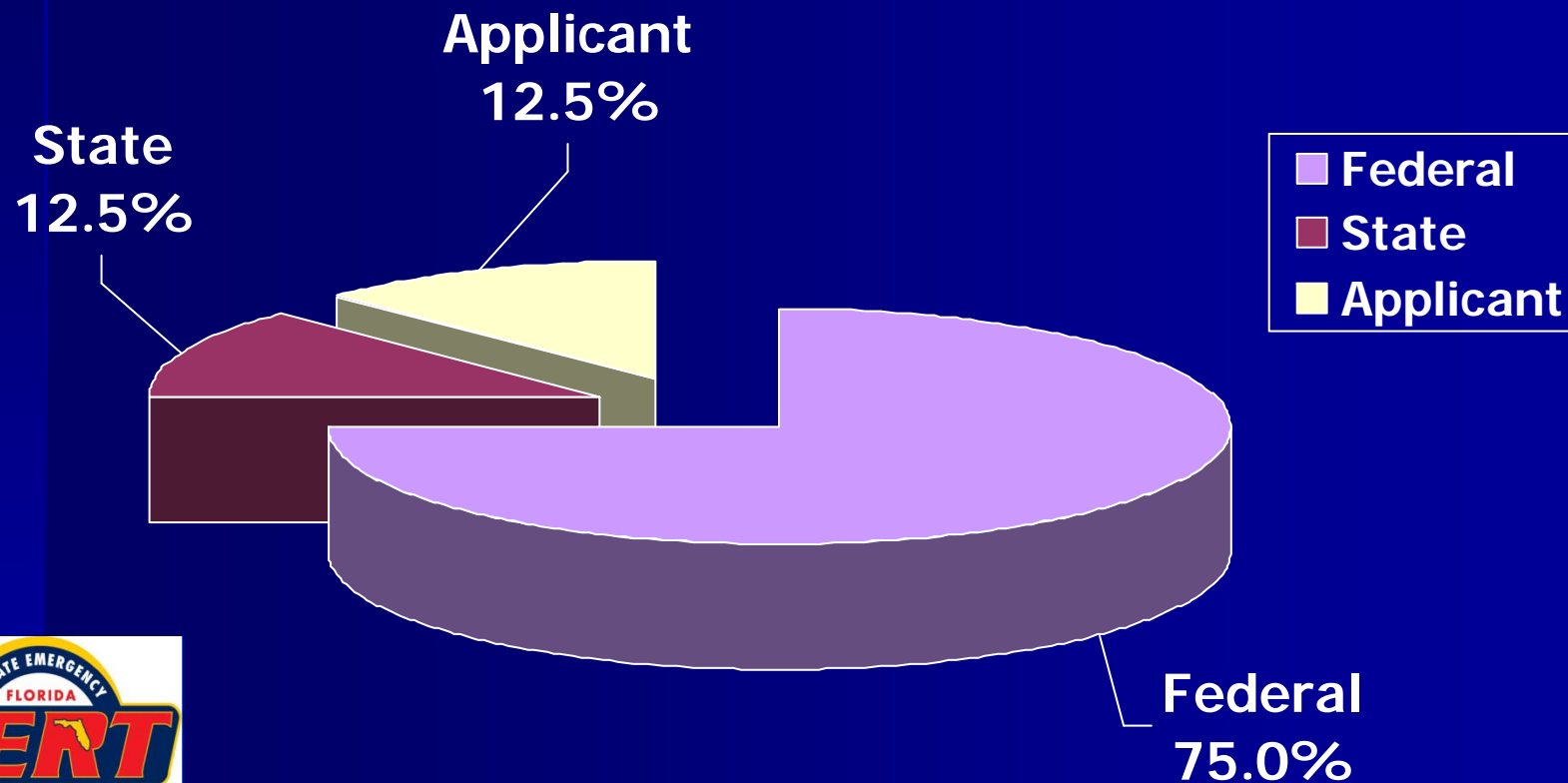
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- Cost Shares are outlined in the FEMA-State Agreement.
- Stafford Act states that Federal Share shall not be less than 75%.
  - Can be higher during more severe events.
- Grantee determines the distribution of the non-Federal Share.



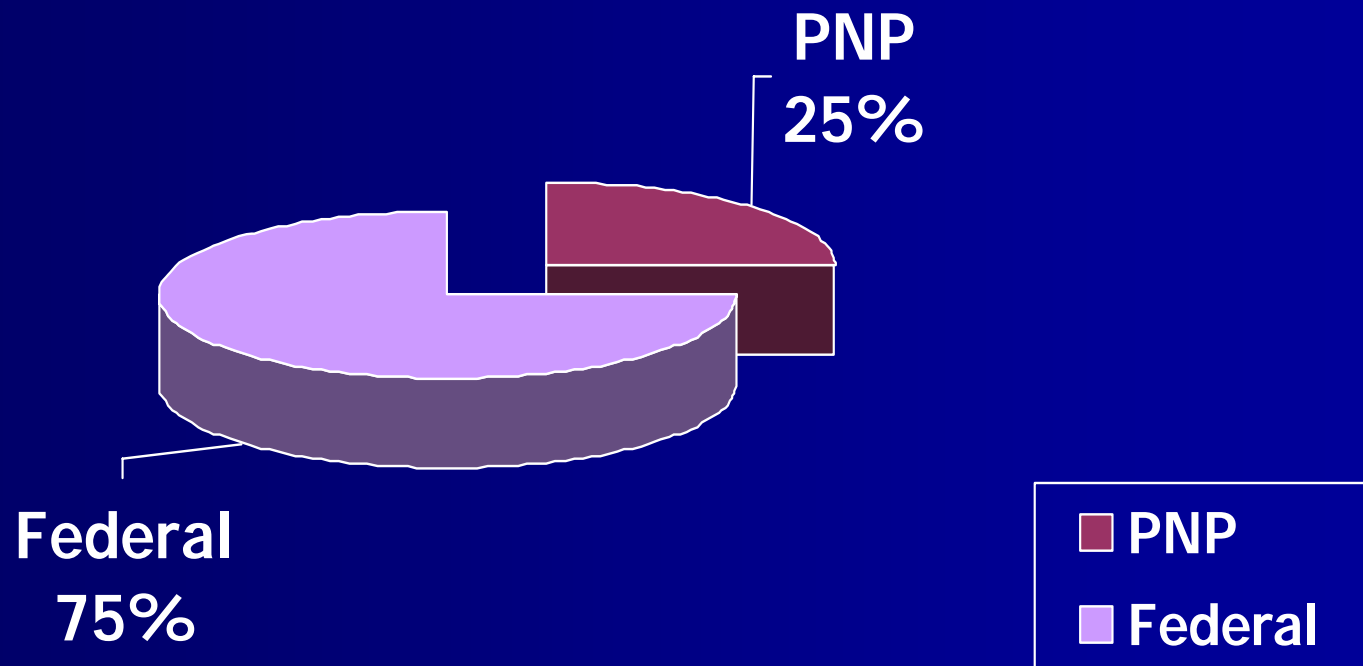
# Cost Share for State and Local Governments

State chooses to provide half of the Non-Federal Share



# Cost Share for Private Non-Profit Organizations

State does not provide any portion of the Non-Federal Share.



# Donated Resources

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- Donated resources are eligible to offset the Non-Federal share of eligible Category A and B costs.
- Examples include, but are not limited to:
  - Removing eligible debris.
  - Filling and placing sandbags.
  - Donating equipment to raise or reinforce a levee.
  - Donating materials, such as rocks or sand.
  - Search and rescue when part of an organized search and rescue operation.
  - Professional safety inspections.
  - Mass food and shelter for victims, when not the mission of the organization.
- FEMA Disaster Assistance Policy 9525.2



FEMA 321, Public Assistance Policy Digest Page 37  
[http://www.fema.gov/government/grant/pa/9525\\_2.shtm](http://www.fema.gov/government/grant/pa/9525_2.shtm)

# Duplication of Benefits

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- The Stafford Act states that it is a violation of Federal Law to receive funding from two sources for the same item of work.
- Funding from other Agencies (NCRS, FAA, DOT, FWHA, etc.), Insurance proceeds, or other Grants and Donations potentially may constitute a Duplication of Benefits.
- Subgrantees must ensure that funds received from other sources for disaster work are not a Duplication of Benefits.
- If at a later date, FEMA discovers a Duplication of Benefits, they will deobligate the funds they provided.



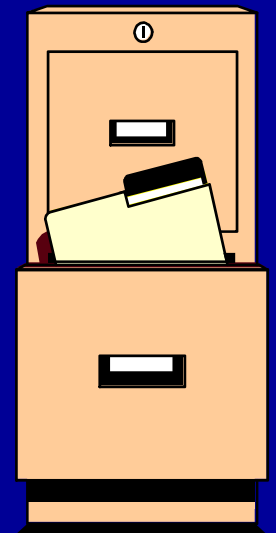
FEMA Disaster Assistance Policy 9525.3; Duplication of Benefits  
[http://www.fema.gov/government/grant/pa/9525\\_3.shtm](http://www.fema.gov/government/grant/pa/9525_3.shtm)

# Record Keeping

## *Vital To Full Reimbursement*

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- Track Costs by Project Worksheet for FEMA approved Scope of Work.
- FEMA has forms that assist in organizing and summarizing.
- Maintain original documentation for audit or program review.
- Keep records for 5 years after closeout letter from FEMA.



# Documentation

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- Maintain all documents related to projects – both Small and Large!
- The subgrantee has ultimate responsibility to maintain documentation on projects
- **DO NOT** give original documentation to the Project team. Keep copies of all documents.



# Record Keeping

## Force Account Labor



- Who is the Worker. (ID Info)
- What the Worker did. (Task)
- Where the Worker worked. (Location)
- When the worker worked. (Date)
- Why did the worker work. (Mission)
- How long the worker worked. (Written record)
- Pay Rate & Fringe Benefits Calculation
- Separate Donated, Regular & Overtime hours





# Record Keeping

## Force Account Equipment

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- Equipment Description (FEMA Cost Code)
- Task performed (Eligible work)
- Location performed (Legal Responsibility)
- Time in operation (Dispatch)
- Operator (Total operator time should equal "time in operation".)



# Record Keeping

## Force Account Materials

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- Source (Purchase, Donated, or Stock)
- Cost (reasonable for area)
- Quantity Used
- Location Used



# Contracts and Procurements

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- Must be of reasonable cost.
- Generally must be competitively bid.
- Must comply with Federal, State, and local procurement regulations/policies.
  - Time and Materials—70 hours maximum
  - Piggyback—legal, not recommended
  - Cost Plus—Not allowed
- No De-barred Contractors.



# Disaster Relief Funding Agreement

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- Projects **cannot** be funded without an executed Disaster Funding Agreement.
- **Download** a copy from [www.floridapa.org](http://www.floridapa.org).
- Designate a Primary and Alternate agent.
- See instructions accompanying the agreement for an authorized executor.



# Advances

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- Sub-grantee (Applicant) may submit **one** Request for Advance (RFA) per disaster.
- To cover expenditures within the next 90 days.
- The Advance may cover more than one Project Worksheet.
- Advanced expenditures **must be documented within 90 days.**
- Submit requests through your account at [www.floridapa.org](http://www.floridapa.org).



Florida Statute 216.181 (16) (b).

# Reimbursement

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# Reimbursements Small Projects

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- Small Projects – payments will be automatically processed by State upon obligation.
- Disaster Funding Agreement must be fully executed.



# Reimbursements

## Large Projects

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- Must submit Requests for Reimbursement (RFR), by project, as work is completed.
- Electronically attach (PDF) documentation showing work performed, period of performance and reasonable cost.
- Submit requests through your account at [www.FloridaPA.org](http://www.FloridaPA.org)
- Disaster Funding Agreement must be fully executed.





# Performance Period

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- Emergency Work: **180 Days** (6 Months from Declaration date).
- Permanent Work: **18 Months** from Declaration date.
- Extensions must document the extenuating circumstances beyond the applicants control.
- Extensions can be requested through [www.FloridaPA.org](http://www.FloridaPA.org).
- Work performed after the performance period may not be reimbursed by FEMA.
- Project must be completed per original Scope of Work even if the extension is not granted, or all funds for the sub-grant may be de-obligated.



# Hidden Damages & Cost Variance

## -Large Projects-

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- Subgrantee must notify the State (Grantee) as soon as the situation is identified.
- State (Grantee) conducts an interim inspection to document the situation.
- New Project Worksheet version is written to change the Scope of Work.
- FEMA/State review, determine eligibility and obligate funds for eligible expenses.



# Hidden Damages & Cost Variance -Small Projects-

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- If there is a gross error or omission in the scope of work, the applicant should make a request for a change as described for large projects.
- Net cost overruns for all small projects are addressed by submitting an Appeal requesting **Small Project Netting**
  - The appeal should be submitted only when the total costs for all small projects exceed the total cost approved for all small projects.
- To be considered; the appeal must be submitted within **60 days** of completion of work on the Subgrantee's last small project.



# Project Closeout (Sub-grant)

## A 2-Step Process

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- Programmatic Closure – FEMA closes projects in EMMIE after the Final Performance Inspection is completed.
- Financial Closure – State ensures all payments have been made and then closes the project in FloridaPA.



# Final Inspection



- Site Inspection comparing work to scope.
- Invoices, force account records, etc.
- Insurance
  - Statement of loss, itemized by facility, separated by PW.
  - Statement of Values
  - Prior commitments
- Duplication of Funds
- Permits
- Contract Compliance



# Small Project Verification

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- Prior to disaster closure, small project verification will be conducted to ensure:
  - Scope of Work complete
  - Hazard Mitigation complete
  - Insurance proceeds are appropriately reflected on PWs.
- Verification will be done via site inspection, pictures of completed work, or certification.
- If the scope of work was not completed, the project will be deobligated.



# Appeals

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- Any determination related to Federal assistance may be appealed
- The time limit for appeal submission is 60 days from the date of the Determination Letter (notification).
- Appeals are to be submitted to the State, the State has 60 days to submit a recommendation letter to FEMA.
- FEMA should respond to your appeal within 90 days.



# Appeals

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- Send all appeals to:

Florida Division of Emergency Management  
Attention: Bill Johnson, State PAO  
2555 Shumard Oaks Boulevard  
Tallahassee, FL 32399-2100

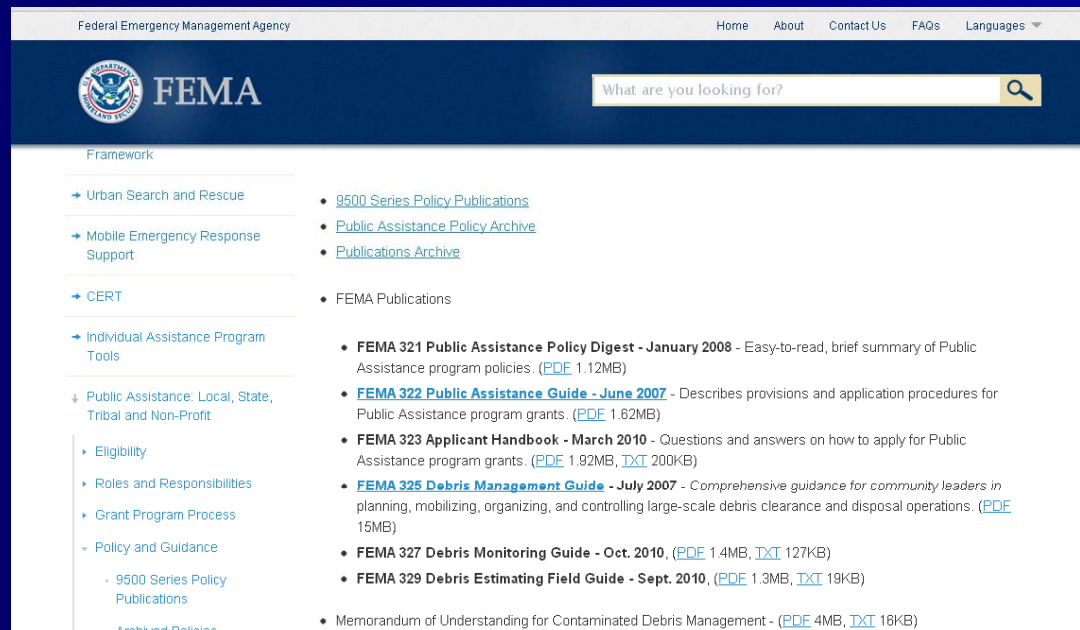




# References

- FEMA Public Assistance Guide, Public Assistance Digest, Applicant's Handbook, 9500 Series Policies, and others can be found online at:

<http://www.fema.gov/public-assistance-policy-and-guidance>



The screenshot shows the FEMA website's "Public Assistance Policy and Guidance" page. The header includes the FEMA logo and a search bar. The main content area is titled "Framework" and lists various resources:

- Urban Search and Rescue
  - 9500 Series Policy Publications
  - Public Assistance Policy Archive
  - Publications Archive
- Mobile Emergency Response Support
- CERT
  - FEMA Publications
- Individual Assistance Program Tools
  - FEMA 321 Public Assistance Policy Digest - January 2008 - Easy-to-read, brief summary of Public Assistance program policies. (PDF 1.12MB)
  - FEMA 322 Public Assistance Guide - June 2007 - Describes provisions and application procedures for Public Assistance program grants. (PDF 1.82MB)
  - FEMA 323 Applicant Handbook - March 2010 - Questions and answers on how to apply for Public Assistance program grants. (PDF 1.92MB, TXT 200KB)
  - FEMA 325 Debris Management Guide - July 2007 - Comprehensive guidance for community leaders in planning, mobilizing, organizing, and controlling large-scale debris clearance and disposal operations. (PDF 15MB)
  - FEMA 327 Debris Monitoring Guide - Oct. 2010, (PDF 1.4MB, TXT 127KB)
  - FEMA 329 Debris Estimating Field Guide - Sept. 2010, (PDF 1.3MB, TXT 19KB)
- Public Assistance: Local, State, Tribal and Non-Profit
  - Eligibility
  - Roles and Responsibilities
  - Grant Program Process
  - Policy and Guidance
    - 9500 Series Policy Publications
    - Archived Policies
- Memorandum of Understanding for Contaminated Debris Management - (PDF 4MB, TXT 16KB)



# Contact

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Public Assistance Branch Director, DR-4068

Larissa Pallo

Office: (850) 487-1984

[Larissa.Pallo@em.myflorida.com](mailto:Larissa.Pallo@em.myflorida.com)

Steve Hyatt

Office: (850) 487-1660

[Steven.Hyatt@em.myflorida.com](mailto:Steven.Hyatt@em.myflorida.com)



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# Additional Information on Final Inspection Documentation Requirements





## Final Inspection Report FRR Checklist

General documentation needed when applicable:

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- Time extension paperwork (Performance Period).
- Improved Project; letter of approval from the Governor's Authorized Representative (GAR).
- Alternate Project; letter of approval from the Federal Coordinating Officer (FCO).
- Emergency declaration for applicant
- Inter-Local agency agreement information
- Duplicate funding information from other federal agencies (FHWA, NRCS, FAA ... etc).



## Final Inspection Report FRR Checklist

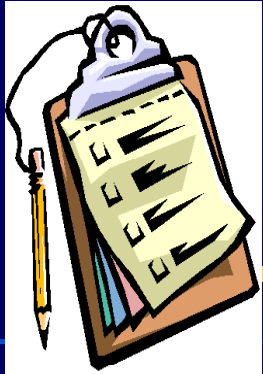
General documentation needed when applicable:

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- Post disaster photographs showing damage to facility/facilities.
- Codes and standards excerpt (enabling legislation/ordinance).
- A&E fees supporting scope of work on project.
- Hazard mitigation.
- Copies of building permits .
- Copies and proof of compliance with environmental/historic permits.
- Photos, receipts, invoices, and contracts.
- Salvage value for equipment purchased over \$5,000.





## Final Inspection Report FRR Checklist Insurance Information (as appropriate)

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- Current Insurance Policy at time of Closeout
- Current Schedule of Values at time of Closeout
- Statement of Loss from Insurance Carrier
- Denial letters from Insurance Carrier
- Statement from Applicant on Letterhead describing why no claim was submitted to Insurance Carrier
- Statement of No Insurance from Applicant on Letterhead
- Litigation-Resolution Documents regarding Insurance/Contract



## Final Inspection Report FRR Checklist

### Workforce\Equipment and Materials documentation:

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- Labor summaries (aka: Force Account Labor)
- Timesheets
- Benefits breakdown (aka: Fringe Calculation)
- Equipment summaries (if owned "Force Account Equipment" or rental/lease records)
- Materials records (Receipts/Stock)
- Rental equipment contracts
- Applicable ordinances, policies, or past history that supports wages/services
- Emergency pay policies



# Final Inspection Report FRR Checklist

## Contract documentation:

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- Applicant procurement procedure policy statement
- Proposal / bid form and bid tabulation
- Copy of contract -signed and dated
- Invoices / progress billing
- Change orders
- Cancelled checks
- Check Book summary

