Hurricane Irene
Declared August 31, 2011

Incident Period August 27th – September 5th

Public Assistance Program
Grant Program
Key Personnel

- William Vogel, FEMA Federal Coordinating Officer
- Lt. Paul Miller, New Jersey State Coordinating Officer
- PAC Assigned to your County
- County Emergency Management Coordinators
NEW JERSEY COUNTIES
The Public Assistance Process

1. Funding
2. State
3. Applicant
4. Submission of Request
5. Kickoff Meeting
6. Complete Project Worksheets
7. Validation of Projects
8. Disaster Event
9. Declaration PDA
10. Applicant's Briefing
Deadlines

Request for Public Assistance -

30 days after declaration – August 31, 2011

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Project Worksheets

60 days after Kick-off meeting

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Project work completed

6 Months after declaration
Deadlines

Request for Public Assistance -

30 Days after declaration – August 31, 2011
Must be submitted by September 30, 2011

Project Worksheets

60 All damages identified within 60 days of the Kick Off Meeting

Project work completed (Cat A & B)

6 Months after declaration
Public Assistance

**Supplemental** financial assistance to state, local governments and certain private non-profit organizations for response and recovery activities required as a result of a disaster.
Factors of Eligibility

Applicant

Facility

Cost

Work
Factors of Eligibility

Applicant

ELIGIBILITY
Eligible Applicants

- State Agencies
- Local Government
- Certain Private Non Profits (PNP)
- Special Districts
Private Non-Profit Entities

Categories:

• Critical
• Non-critical

The following types of PNP facilities are eligible as “Critical Facilities”:

- Fire/Emergency - Rescue
- Emergency Medical Care
- Utility – Power, Water, Sewer, WWTP
- Educational Institutions
Private Non-Profit Entities

Other ("Non-critical") government services:

- Senior citizen day centers
- Day care centers
- Homeless shelters
- Shelter workshops
- Libraries
- Rehabilitation facilities
- Community centers

And other PNP facilities when providing health and safety services of a governmental nature.
Factors of Eligibility
Facility

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

Example: FHWA roads are not eligible
Factors of Eligibility
Emergency Work
Eliminates or reduces an immediate threat to life, public health, safety and improved private or public property

- **Category A – Debris Removal**
  Clearance, removal, storage, and disposal

- **Category B - Emergency Protective Measures**
  Access, protection, emergency services, eliminate hazards, support, highways & community needs

6 Months
Permanent Work

- Category C (Road and Bridge Systems)
- Category D (Water Control Facilities)
- Category E (Public Buildings/Equipment)
- Category F (Public Utilities)
- Category G (Other-Parks, Recreation)

18 Month Completion Deadline:
Factors of Eligibility

Cost
Cost

Reasonable and necessary

Complies with federal, state, and local laws & regulations

Insurance proceeds, salvage value, and purchase discounts must be deducted

Must have $1,000 eligible costs

PW’s will not be written for under $1000.00
## Eligible Labor Costs

Force Account Labor plus Fringe Benefits

<table>
<thead>
<tr>
<th>Employee</th>
<th>Disaster</th>
<th>Disaster</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Reg</td>
<td>OT</td>
</tr>
<tr>
<td>FA Labor</td>
<td>N</td>
<td>Y</td>
</tr>
<tr>
<td>Part Time</td>
<td>N</td>
<td>Y</td>
</tr>
<tr>
<td>Re-assigned</td>
<td>N</td>
<td>Y</td>
</tr>
<tr>
<td>Temp</td>
<td>Y</td>
<td>Y</td>
</tr>
</tbody>
</table>
Equipment

- Perform Eligible Work
- Auto/Truck – Mileage or Hourly rate
- Other Equipment – Hourly Rate
- Stand-by Time Ineligible
- Intermittent Use
  - Half Day or More = Full Day
  - Less Than Half Day = Actual Hours
Equipment Rates

- FEMA rates are used for determining project costs (estimating & comparing)
- Local rates are used
  - If different than FEMA and established prior to the disaster
Materials

- Purchased or stock
- Used for eligible work
- Invoices, historical data or area vendor quotes
Contract Costs

- Incurred for eligible work only
- Includes rental equipment
- Must have $1,000 total eligible costs
Contracts

All Contracts reviewed on a case by case basis by PAC

- Competitive, fixed-procurement procedures are preferred
- Lump sum contracts are acceptable
  - Easy to monitor when the scope of work is well defined.
  - Requires minimum labor for monitoring
  - Quantities do not have to be documented
- A time and materials contract should only be used for;
  - Emergency “hot spots”
  - Early debris rights-of-way clearance.
  - Must have a cap and must be monitored.
  - Generally accepted for first 70 hours of actual work
Ineligible Contracts

- Cost-plus percentage of cost.
- Contingent upon FEMA reimbursement
- Contract with a debarred contractor.
Small Project or Large Project?

Small Project / Large Project Threshold is:

$63,900

Applicant decides how to divide / group work projects
The Project Worksheet and supporting documents

- List of Damages or Expenses
- Procurement Policies
- Labor Mgmt contracts
- Insurance Policies
- Contracts
  - Engineering Rentals
  - Contractors
  - Legal responsibility
- Applicable codes and standards
- Project Worksheet
- Maps
- Photos
Project Worksheet

Damage description and location list with actual costs

PW will include a comprehensive scope of work describing actions taken.
(all considerations should be looked at before finalizing estimate)

The PW Requires

SPECIAL CONSIDERATIONS SHEET
Identifying all special consideration issues.
What info is needed?

- List of paid staff, regular and OT hours – dates and times, & Fringe Benefits info
- List of equipment used, hours of operation – dates and times, miles driven, other records
- List of materials and supplies used
- Copies of any contracts used for this event
Funding

Federal Share  75 %
Non-Federal    25%
Payment Process

- Project Worksheet is written, approved and obligated by FEMA
- The State calculates the Federal and Non-Federal share of funding for each project.
- State Treasury (via Grants) directs funds to applicant via ACH or electronic wire transfer.
- **APPLICANTS MUST FILL OUT A STATE W9 IN ORDER TO BE PAID.**
Payment Process (cont’d)

- NJOEM will send each County Coordinator the back up documentation via Email for all projects written.

- This will allow applicants to identify payments.

- State Public Assistance (PA) section sends Approved Project Notification to the POC on the RPA. This will be done electronically (Email)
ALL Applicants should:

- Review approved Project Worksheets (PW); carefully
- Start the time clock for appeal of any FEMA denial or decision
Appeals

Any determination related to Federal assistance may be appealed.

The time limit for appeal submission is 60 days from receipt of written notice of the action which is being appealed.
Loss of funding can result when Applicants and consultants don’t:

... ask questions
... obtain required permits
... follow contract procedures
... keep complete, clear and accurate records
... remain aware of the PA program deadlines
What’s Next?

- Request for Public Assistance (RPA)

- Applicant meets with team at kickoff meeting - projects are defined and scope of work is written

- Projects must be identified within 60 days of Kickoff Meeting
Additional information:

► Your PAC Team (1st Point of Contact)
► JFO State Coordinating Officer (Lt Paul Miller)
► FEMA’s WebSite (www.fema.gov)
  
FEMA Policy Digest, No 321
FEMA Public Assistance Guide No. 322
► County Emergency Management Coordinators
NJOEM Contact Info

JFO : Lt. Paul Miller

After the Joint Field Office closes

SFC Jeff Mottley

Public Assistance Unit (609) 882-2000 Ext 2500

www.nj.gov/njoem