

Public Assistance
Grants 101

NJ OEM Public Assistance
Supervisors

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Who is NJOEM?

New Jersey Office of Emergency Management:

State agency that works to ensure the State of NJ is ready for any kind of emergency. NJOEM works as a multi discipline unit with organizations throughout the State, Counties, and Local Municipalities to prepare for possible emergencies, lessen their impact, and recover as quickly as possible.



Division of
NJ State Police



NJSP Homeland
Security Branch

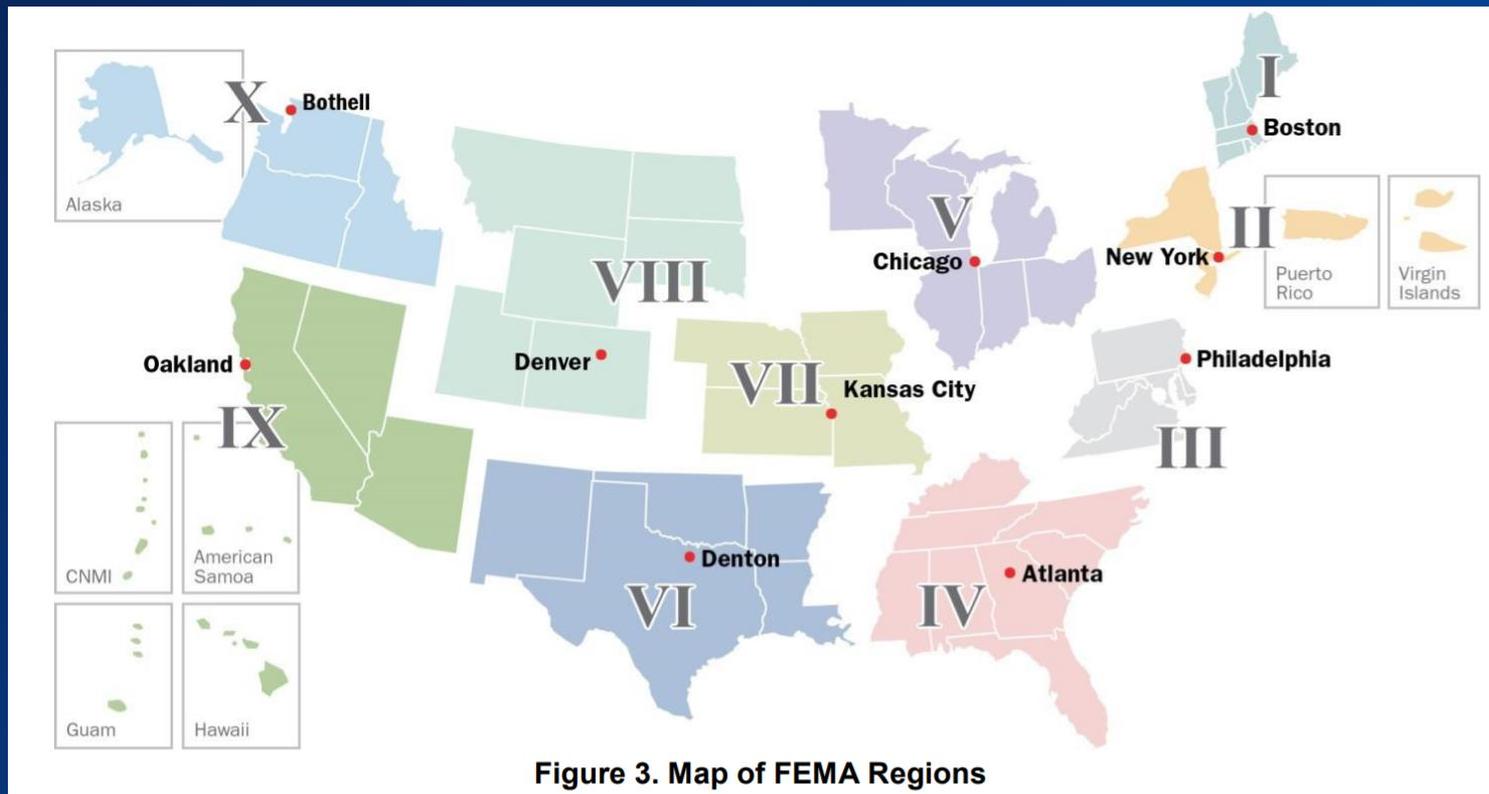


Emergency
Management Section



Key Personnel

Federal Emergency Management Agency (FEMA):- Federal agency that provides personnel, equipment, and funding to assist States in their response to, and recovery from, disasters of many types.



Key Personnel

Federal Coordinating Officer ... TBD per Declaration

- State Coordinating Officer ... **NJSP Captain Bryan Lawyer**
- Deputy State Coordinating Officer ... **NJSP LT. William Craney**
- State Public Assistance Officer ... TBD per Declaration
- FEMA / State Teams
- County and Municipal Emergency Managers
- NJOEM Public Assistance, Mitigation and Finance Units



What is Public Assistance?

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

REMEMBER: It is a FEMA reimbursement program based upon each Applicant performing work they deem necessary to protect the welfare of the public and continue to provide essential services "regardless" of Federal Aid.



The Public Assistance Process



Declaration Process

- It is recommended you reference the FEMA Public Assistance Program and Policy Guide to assist in Preliminary Damage Assessment and damage eligibility determinations
- Go to NJEMGrants.org
- Search : PA Guide
- Scroll down to FEMA Publications



Preliminary Damage Assessment

**NEW JERSEY OFFICE OF EMERGENCY MANAGEMENT
PRELIMINARY DAMAGE ASSESSMENT REPORT**

Disaster Type	Flooding	Ongoing Assessment	NO	Final Assessment	NO	Date of Assessment	
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Incident Start Date		Incident End Date	
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1. EFFECTED POPULATION

County	Atlantic County	Municipality	
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2. POINT OF CONTACT INFORMATION

Name:		E-mail	
Title:		Phone Number	

# of Evacuated Persons	0	# of Displaced Persons	0	# of Sheltered Persons	0
# of Injured Persons	0	# of Missing Persons	0	# of Deceased Persons	0

3. PRIVATE SECTOR	# Effected	# Minor	# Major	# Destroyed	Estimated Total Loss (\$)	Percentage Insured (%)
Single Family Homes						
Multi Family Units						
Businesses						
Industrial Units						
Total Private Sector Damage (\$)					\$0.00	
Estimate # of Disaster Related Unemployed Persons					\$0.00	

4. PUBLIC SECTOR

CATEGORY OF WORK (A-G)	DESCRIPTION / DEFINITION	ESTIMATED COST (\$)
A	DEBRIS REMOVAL	\$0.00
B	EMERGENCY PROTECTIVE MEASURES	\$0.00
C	ROAD SYSTEMS	\$0.00
D	WATER CONTROL FACILITIES	\$0.00
E	PUBLIC BUILDING AND EQUIPMENT	\$0.00
F	PUBLICLY OWNED UTILITY SYSTEM	\$0.00
G	OTHER (PARKS AND RECREATION)	\$0.00
TOTAL PUBLIC SECTOR DAMAGE (\$) -----		\$0.00
TOTAL PUBLIC SECTOR DAMAGE (\$) -----		\$0.00

NARRATIVE			
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Submitted By:		Date:	
Title:		Time:	
Received By:		Date:	

Upon completion of this form, please save this document to your computer using the "SAVE FORM" button to the right, and E-mail the completed form to lpppau@gw.njsp.org.

SAVE FORM



Step #1 to Participate in a Declaration

Go to WWW.NJEMGRANTS.ORG,

Click on the **RED** banner **APPLY NOW** for **RPA** and follow instructions

The screenshot shows the NJEMGrants.org website. At the top left is the logo "NJEMGrants.org". To the right is a navigation menu with links: Home, Open Grants, PA Info, User Guide (PA), HM Info, User Guide (HM), NJEMGrants Info, and EMAA. Below the navigation is a dark blue header area. On the left is the New Jersey Emergency Management logo (a yellow circle with "NJEM" and "OFFICE OF EMERGENCY MANAGEMENT STATE OF NEW JERSEY") and the text "New Jersey Emergency Management Grants". Below this is a paragraph: "NJEMGrants.org tracks Emergency Management grants in New Jersey. The system manages the process from application through closeout." On the right is a "Returning User Login:" section with "Email:" and "Password:" labels, each followed by a white input field. Below the password field is a "Remember Me" checkbox. There are two buttons: "Sign In" (orange) and "Register" (grey). Below the buttons is a "Forgot Login?" link. At the bottom of the page is a red banner with the text "Severe Winter Storm and Snowstorm Quinn is now open for application" and a white button labeled "APPLY NOW".



Request for Public Assistance

DEPARTMENT OF HOMELAND SECURITY
Federal Emergency Management Agency
REQUEST FOR PUBLIC ASSISTANCE

OMB Control Number 1660-0017
Expires December 31, 2019

Paperwork Burden Disclosure Notice

Public reporting burden for this data collection is estimated to average 15 minutes per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and submitting this form. This collection of information is required to obtain or retain benefits. You are not required to respond to this collection of information unless a valid OMB control number is displayed in the upper right corner of this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW., Washington, DC 20472, Paperwork Reduction Project (1660-0017) **NOTE: Do not send your completed form to this address.**

Privacy Act Statement

Authority: FEMA is authorized to collect the information requested pursuant to the Robert T. Stafford Disaster Relief and Emergency Assistance Act, §§ 402-403, 406-407, 417, 423, and 427, 42 U.S.C. 5170a-b, 5172-73, 5184, 5189a, 5189e; The American Recovery and Reinvestment Act of 2009, Public Law No. 111-5, § 601; and "Public Assistance Project Administration," 44 C.F.R. §§ 206.202, and 206.209.

APPLICANT (Political subdivision or eligible applicant)		DATE SUBMITTED	
COUNTY (Location of Damages. If located in multiple counties, please indicate)			
APPLICANT PHYSICAL LOCATION			
STREET ADDRESS			
CITY	COUNTY	STATE	ZIP CODE
MAILING ADDRESS (if different from Physical Location)			
STREET ADDRESS			
POST OFFICE BOX	CITY	STATE	ZIP CODE
Primary Contact/Applicant's Authorized Agent		Alternate Contact	
NAME		NAME	
TITLE		TITLE	
BUSINESS PHONE		BUSINESS PHONE	
FAX NUMBER		FAX NUMBER	
HOME PHONE (Optional)		HOME PHONE (Optional)	
CELL PHONE		CELL PHONE	
E-MAIL ADDRESS		E-MAIL ADDRESS	
PAGER & PIN NUMBER		PAGER & PIN NUMBER	
Did you participate in the Federal/State Preliminary Damage Assessment (PDA)? <input type="checkbox"/> YES <input type="checkbox"/> NO			
Private Non-Profit Organization? <input type="checkbox"/> YES <input type="checkbox"/> NO			
If yes, which of the facilities identified below best describe your organization?			
Title 44 CFR, part 206.221(e) defines an eligible private non-profit facility as: "... any private non-profit educational, utility, emergency, medical or custodial care facility, including a facility for the aged or disabled, and other facility providing essential governmental type services to the general public, and such facilities on Indian reservations." "Other essential governmental service facility means museums, zoos, community centers, libraries, homeless shelters, senior citizen centers, rehabilitation facilities, shelter workshops and facilities which provide health and safety services of a governmental nature. All such facilities must be open to the general public."			
Private Non-Profit Organizations must attach copies of their Tax Exemption Certificate and Organization Charter or By-Laws. If your organization is a school or educational facility, please attach information on accreditation or certification.			
OFFICIAL USE ONLY: FEMA -		-DR-	FIPS#
			DATE RECEIVED



Deadlines for Submission

Request for Public Assistance

30 Days

Require submission after declaration date

Example: DR 4368 – June 8, 2018

Submit Deadline was July 8, 2018



Step #2 to Participate in a Declaration

Upon FEMA Approval of your RPA you will receive a confirmation email from FEMA

From: support@pagrants.fema.gov [mailto:support@pagrants.fema.gov]

Sent: Wednesday, February 01, 2017 3:11 PM

Subject: FEMA PA Notification - Org Account Request Approved

Hello Sherry,

Your organization account request has received final approval. You may now log in to the Grants Portal with the temporary username and password:

Username: comanager@subrecipientcountyga.com ← Your email address

Password: LJE1kAvc!%

Please click [here](#) to sign in with your temporary password. You will be required to change your password upon login.

-FEMA PA Support Team

FEMA-PA-Support@FEMA.DHS.Gov

<https://pagrants.fema.gov>



Step #3 to Participate in a Declaration

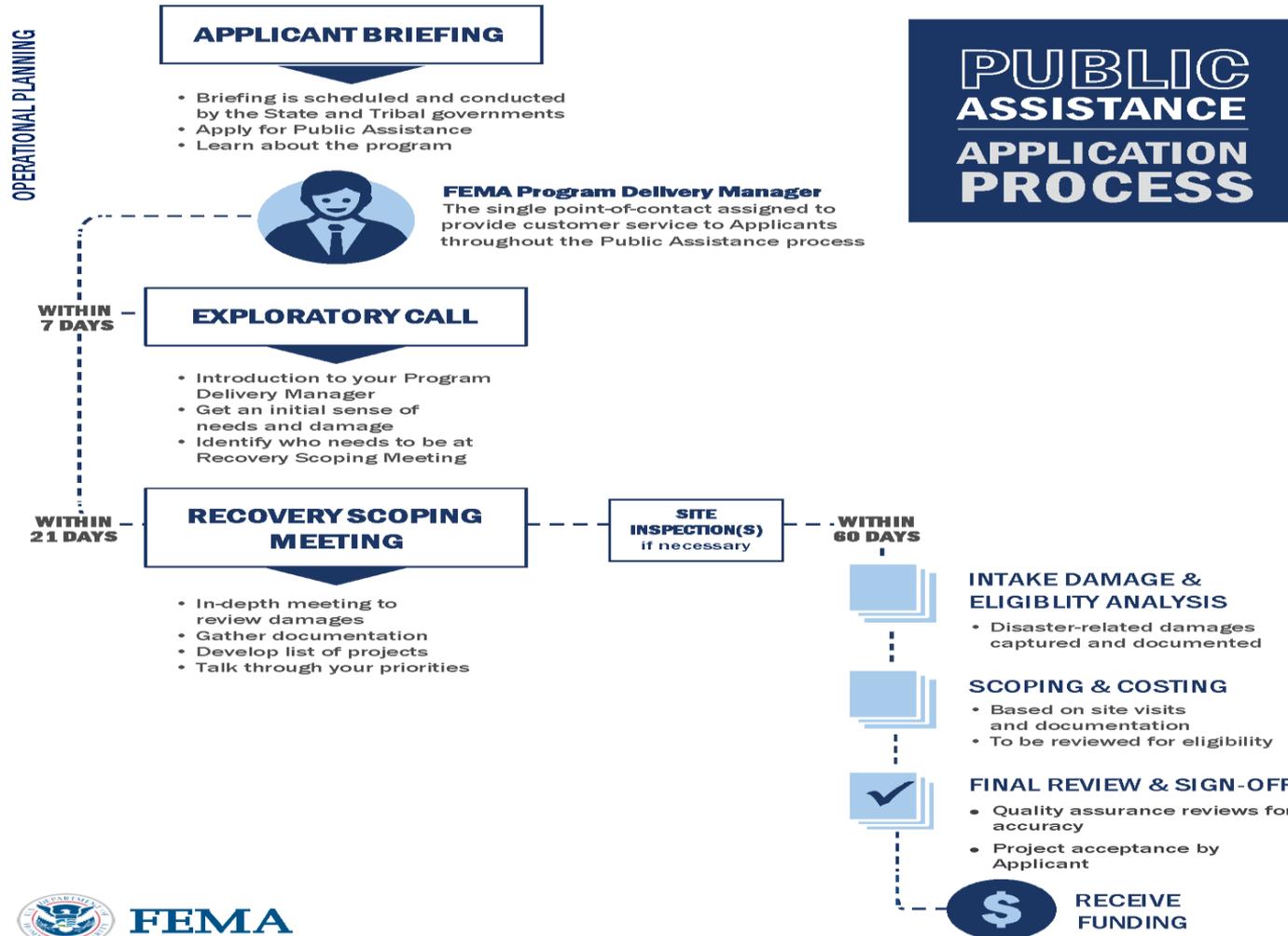
Go to FEMA Grants Portal via:

- <https://grantee.fema.gov> and sign in to your account to access Grants Portal
- You need to change your temporary password.
- Please use Google Chrome or Mozilla Firefox for best results.
- FEMA Grants Portal Hotline:

866-337-8448



New Model Application Process



PUBLIC ASSISTANCE APPLICATION PROCESS



FEMA



New Public Assistance Delivery Model

Phase I – Operational Planning (See Handout)

Objective: Identify Applicants' disaster impacts and recovery priorities. The following general activities will occur after Applicant Briefings and approvals of Applicants' Request for Public Assistance.

- **FEMA will assign a Program Delivery Manager (PDMG)**—a single point-of-contact assigned to each Applicant—who provide assistance to the applicant throughout the application process.
- **The PDMG will conduct an Exploratory Call** with assigned Applicant representatives to obtain general information about the applicant and its disaster impacts, and to explain next steps.
- **Important:** Applicant representatives should be prepared to discuss impacts and provide the names of counterparts who may be involved.
- **Applicant representatives will learn more about the "FEMA Grants Portal",** the online database used to manage grant applications and **location** to upload required documents.
- **The PDMG will schedule and conduct a Recovery Scoping Meeting** with the Applicant within 21 days of the Exploratory Call. Additional applicant and FEMA representatives are expected to participate.
- **Applicants will have 60 days after the Recovery Scoping Meeting to identify and document all incident-related damages.**
- The Applicant and the PDMG should agree to weekly, one-on-one status meetings.



New Public Assistance Delivery Model

Phase II – Intake Damage and Eligibility Analysis

Objective: Capture and document all of the incident-related damages.

- Work that is already completed will be compiled by the PDMG, in coordination with the applicant, to ensure all supporting documentation is provided.
- The PDMG will forward projects to the Consolidated Resource Center (CRC) in Winchester, Virginia for compliance and quality assurance reviews.
- The PDMG will contact the Applicant via FEMA Grants Portal, as necessary, for any outstanding issues, requests for information (RFI), and for project concurrence and signature.
- Work that is still to be completed will be scheduled for a site inspection.
Category A - Debris Operation, also C through G – Permanent Work
- **Standard and specialized inspections are arranged by the FEMA Site Inspection Task Force Leader, in coordination with the PDMG and the Applicant.**
- Site inspection results are forwarded to the PDMG to ensure the essential elements of information have been gathered.
- The PDMG will forward projects ready for submission to the CRC.



New Public Assistance Delivery Model

Phase III – Scoping and Costing

Objective: Validate work-to-be-completed projects for final processing.

Commonly Permanent Work: Category C through G

- Projects are processed and reviewed by CRC specialists, in coordination with the PDMG.
- The PDMG will contact the Applicant via FEMA Grants Portal, as necessary, for any outstanding issues, requests for information (RFI), and for project concurrence and signature.
- Signed projects are returned to the CRC for quality assurance and final compliance reviews



New Public Assistance Delivery Model

Phase IV – Reviews

Objective: Prepare eligible projects for obligation.

- Quality assurance teams ensure the project signed by the applicant matches data in EMMIE, which is the official system of record for obligation.
- The Recipient (Grantee) and FEMA representative conducts a review of the project in EMMIE.
- A determination letter is issued when FEMA obligates the project, but may identify certain costs presented as “not eligible” for reimbursement.



New Public Assistance Delivery Model

FEMA GRANTS PORTAL

With this tool, Applicants now have the ability to account for all activities associated with their damage claims. Unlike in the past, both recipients and Applicants can now register to monitor the project development process in parallel with the assigned FEMA Program Delivery Manager. (PDMG)

Applicants will be able to perform actions to include, but not limited to:

- Complete and update profile information
- Submit the Request for Public Assistance (RPA)
- Upload required project documentation
- Obtain daily oversight of project statuses
- Approve workflow items for concurrence/acknowledgement
- Update Essential Elements of Information (EEI) for projects
- Notify the assigned Program Delivery Manager of an applicant's actions



Eligibility Pyramid



Eligible Applicants

- State Agencies
- County Government
- City Government
- Certain Private Nonprofit Organizations
- Native American Tribes or Tribal Organizations



Private Non-Profit Entities

Critical PNP

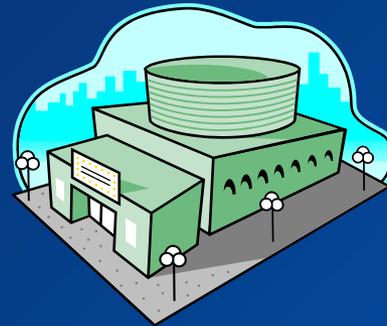
- Fire/EMS
- Hospitals
- Utility - Power, Water, Sewer, Wastewater Treatment Plants, Communications
- Educational Institutions Public and Parochial



Private Non-Profit Entities

Non-Critical PNP

- Senior Citizen Day Centers
- Daycare Centers
- Homeless Shelters
- Shelter workshops
- Libraries
- Rehabilitation Facilities
- Community Centers
- ***Houses of Worship ***
**** New 2018****

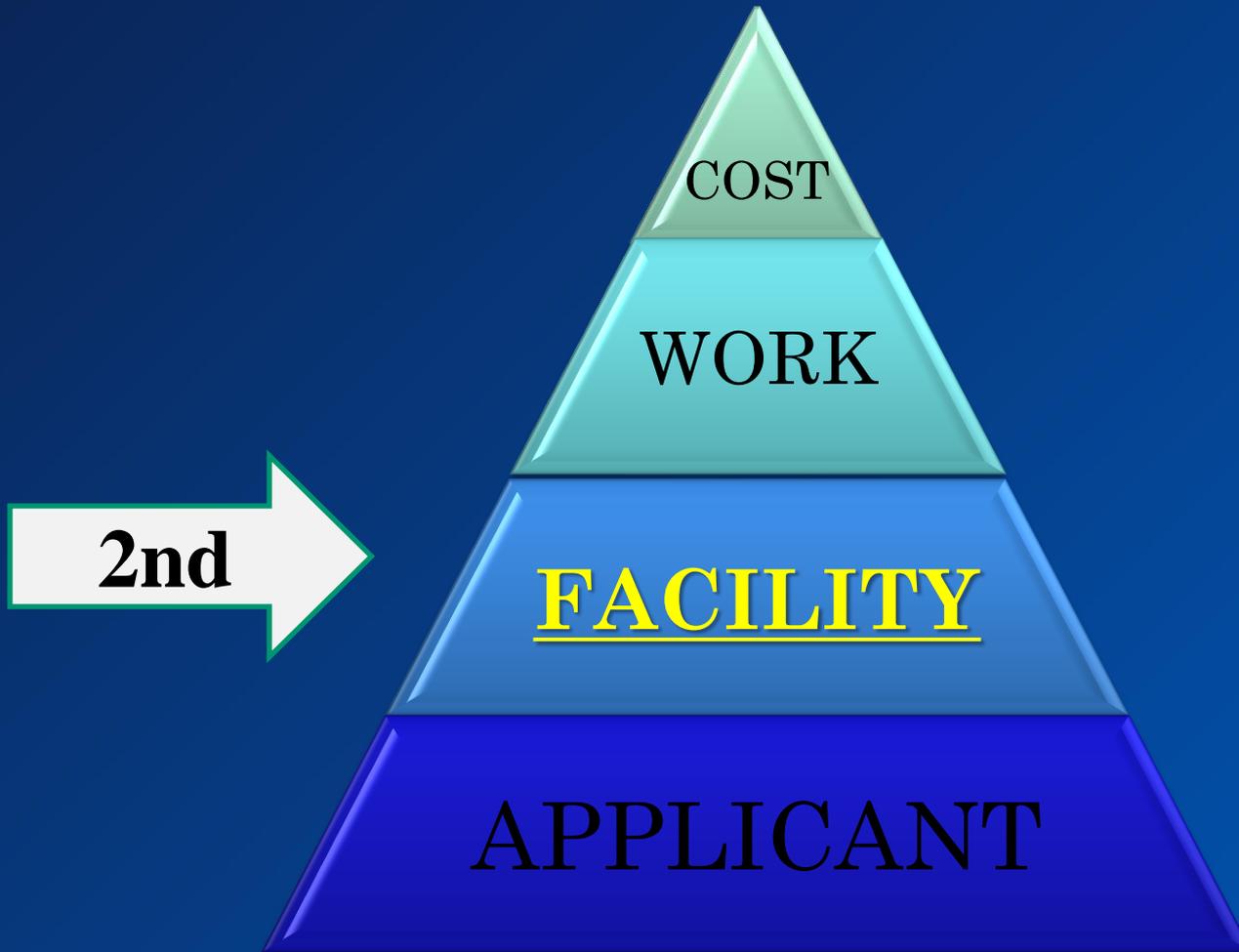


Private Non-Profit Requirements

- ▶ Complete RPA with PNP Questionnaire
- ▶ DUNS Number
- ▶ By-Laws /Charter
- ▶ Tax Exempt Letter, 501(c), (d), or (e) IRS designation
- ▶ Deed / Lease
- ▶ Insurance policy
 - ▶ All PNP's go through an eligibility evaluation. This evaluation can not be conducted until all of the above is submitted.



Facility Eligibility

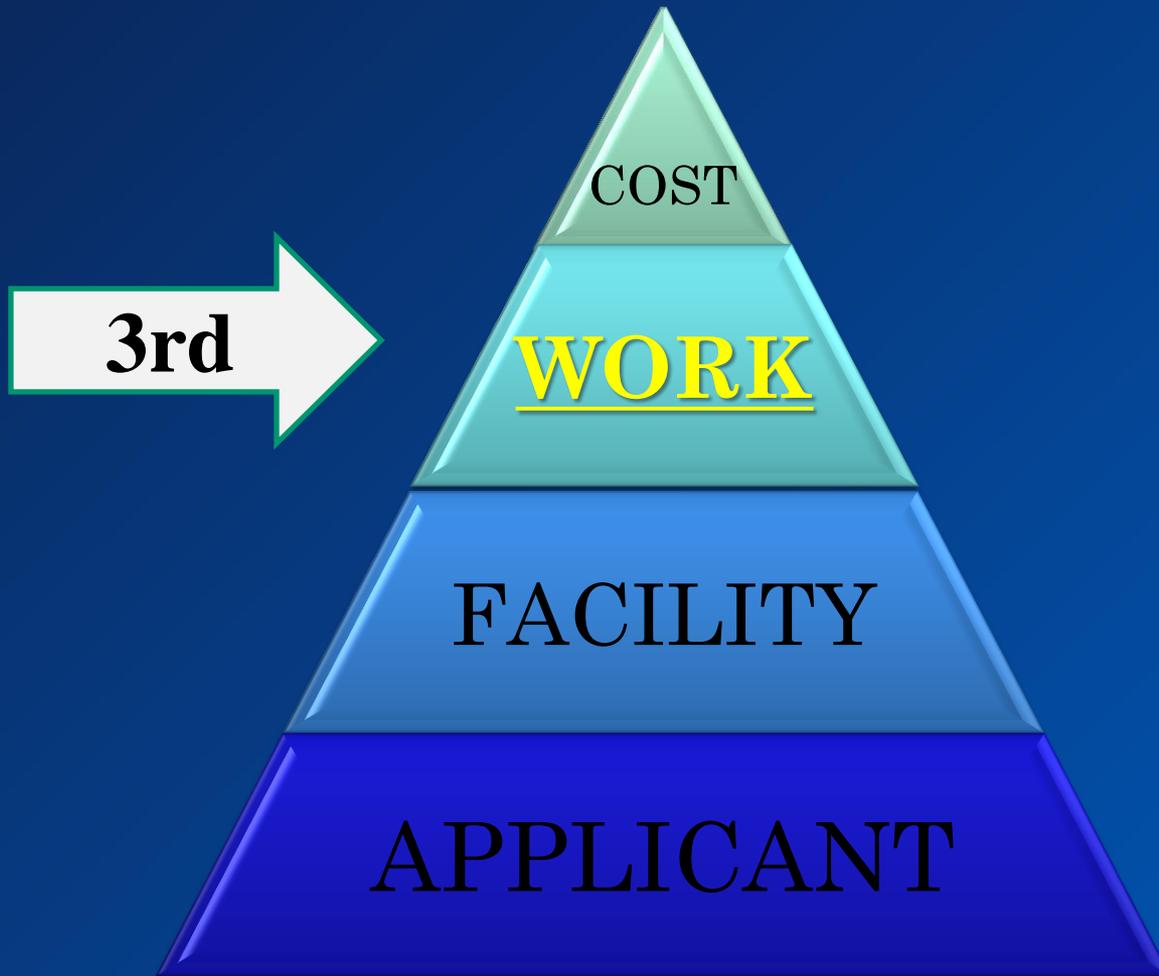


Facility Eligibility Requirements

- Damage as result of the event
- Located within declared county
- **Legal responsibility of eligible Applicant**
- In active use at the time of the disaster
- Not under authority of another federal agency *(ex. US Army Corp. of Engineer Water Treatment Facilities, FHWA Roads)*



Work Eligibility



Deadlines for Completion

From the Date of Declaration:
Month, Day, Year

Emergency Work - 6 months
(State has authority to add 6 months)

Permanent Work - 18 months
(State has authority to add 30 months)

**MUST COMPLETE PHYSICAL AND DIRECT
ADMINISTRATIVE WORK**

Further extensions require
approval by FEMA



Time Extensions

Extenuating circumstances must be demonstrated.

FEMA generally **considers** the following as extenuating:

- ▶ Permitting or EHP compliance related delays due to other agencies involved
- ▶ Environmental limitations (short activity window)
- ▶ Inclement weather (site access prohibited or adverse impact on construction)

FEMA generally **does not consider** the following as extenuating:

- ▶ Permitting or environmental delays due to Applicant delays in requesting permits
- ▶ Lack of funding or waiting for a funding source
- ▶ Change in administration or cost accounting system
- ▶ Compilation of cost documentation



Emergency Work

Category A - Debris Removal

Clearance, Removal, Storage and Monitoring debris operation of Vegetative, C & D, White Goods, Hazardous from Public ROW.

****Removal of / from Private Property authorized only by FEMA in extreme circumstances**



Category B

Emergency Protective Measures: Those prudent actions taken by an Applicant to reduce disaster damage, ensure continuation of essential services and eliminate or reduce immediate threat to life, health and safety of the general public and improved property.

Eligible Work Includes:

- Warnings, Search, Rescue and Evacuation
- Security w Police, Fire and DPW, remove health and safety hazards
- Sheltering, mass care, medical care, food, water, ice
- Build Berms, Sandbagging, bracing, shoring and emergency demo of damaged structures
- Emergency Repairs, eg; Pump Stations, generators, Electric, gas, water service, temporary road repair for emergency access



Category B

- Snow Declaration:
- Applicant designates their own "continuous 48-hour" time period. All departments must use the same 48-hour period.

Eligible work includes:

- Snow removal and dumping
- Salting, Sanding, Brining of roads and other eligible facilities
- Vehicle towing (emergency conditional)



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:

xxx xx, 2018

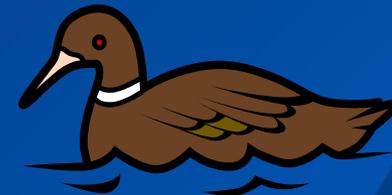
**MUST COMPLETE PHYSICAL AND
DIRECT ADMINISTRATIVE WORK**



Environmental Compliance

Ensure all practical means are used to protect, restore, and enhance the environment

**** Local Regulations Also Apply****



New Jersey Department of Environmental Protection (NJDEP)

• 35

Areas used to store debris must have:

- Temporary Debris Management Area (TDMA) Approval or
- Operate in compliance with an exemption from the Recycling Rules



New Jersey Department of Environmental Protection (NJDEP)

TDMA Approvals

- “Fill out request form NOW” ... available at:
<http://www.nj.gov/dep/dshw/debris/tdmaforminstruct.html>
- Must also submit site drawing, current photographs, **with** fire official acknowledgement, and County OEM Coordinator acknowledgement
- Submit to solidwasteemergencies@dep.nj.gov



New Jersey Department of Environmental Protection (NJDEP)

TDMA Approvals

Requests need to be reviewed by additional programs to comply with FEMA guidelines and state regulations

- - Endangered Species, Wetlands, Flood Hazard Areas, Historic Preservation, Green Acres, Water Supply, Storm Water and Highlands (if applicable)
- - Approvals are not guaranteed and are not immediate
- - Each request takes time for other Program review



New Jersey Department of Environmental Protection (NJDEP)

Recycling Center Exemption

Exemption from the Recycling Rules allows small amounts of vegetation to be accumulated without an approval [N.J.A.C. 7:26A-1.4(a)3]

- Limits (**regular**) vegetation on-site to 7,500 cubic yards
- Processing is only allowed for a 2 week period
Submit Exemption Notification form to DEP:

www.nj.gov/dep/dshw/resource/notifyexempt.docx



New Jersey Department of Environmental Protection (NJDEP)

- For information on TDMA approvals or operating under an exemption contact:
- Robin Heston-Murphy or Tom Byrne at (609) 292-9880 or at:
solidwasteemergencies@dep.nj.gov



Insurance

Proceeds (actual or anticipated) are deducted from eligible project costs

- FEMA requires applicant to obtain insurance on disaster damaged insurable facilities with repair cost of \$5,000+ to receive PA funds
- Also, must maintain insurance on same to be eligible for PA funds in future disasters
 - Deductible is reimbursable: But is Not reimbursed for a same facility in a subsequent disaster of the same type.



Floodplain Insurance Requirements

If a damaged facility is in a SFHA and Not covered by the National Flood Insurance Plan,

Project Worksheet (PW) **will be reduced** by the lesser of:

- The maximum proceeds that would have been covered by NFIP, or the value of the facility



Special Flood Hazard Areas

Flood Hazard Area- Projects within or affecting floodplain MUST be reviewed to ensure that it meets requirements of Floodplain Management (EO 11988) Protection of Wetlands(EO 11990)

Coastal High Hazard Areas – Coastal High Hazard areas and areas covered by the Coastal Barrier Resources Act require Special Considerations review



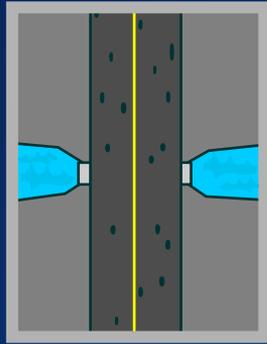
406 Hazard Mitigation

Disaster related damage cost effective measures that reduce the potential for similar damages to a facility from a future event

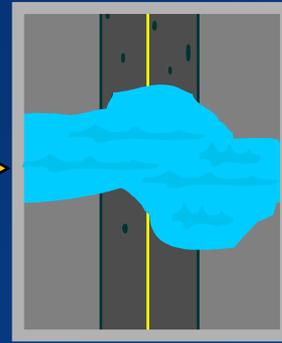
Only *Permanent Work* is eligible for Hazard Mitigation



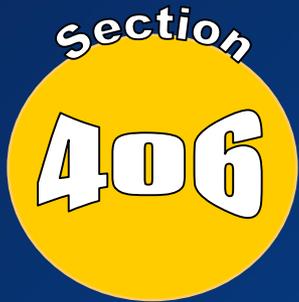
Hazard Mitigation Scenario



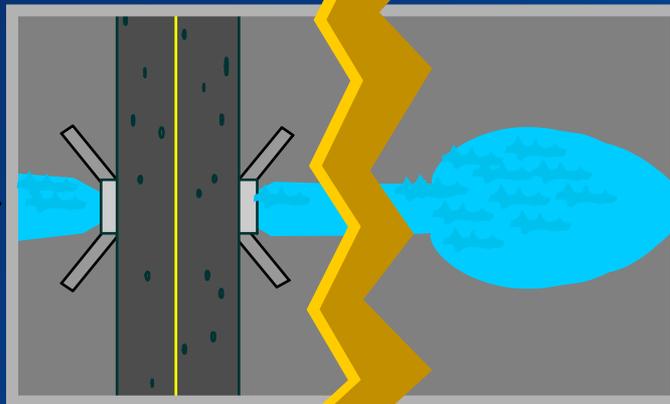
Pre-disaster



Disaster damage



Larger culvert
with
concrete wing-
walls



New upstream
retention pond



Historic Preservation

Listing on the National/State Register of Historic Places

Buildings, landscapes, archaeological sites, or even bridges and water treatment plants

Not necessarily 50 years old but important to local, state, or national history

Requires special consideration under the National Historic Preservation Act



Work Eligibility



Cost



Reasonable and Necessary

Complies with federal, state and local laws & regulations

Insurance: Actual proceeds and Mandatory NFIP proceeds will be deducted



Equipment



Perform eligible work

Vehicles – Hourly or Mileage rate

Other equipment - Hourly rate

Equipment Stand-by time ineligible
(Conditional on Cat B... eg: Fire/ EMS)

Intermittent Use

Half day or more = full day

Less than half day = actual hours



FEMA Schedule of Equipment Rates



- FEMA rates are used for determining project costs (estimating & comparing)

Go to: NJEMGrants.org

Search: PA Guide

Scroll to FEMA Publications

- Local rates may be used if established prior to the disaster and are then approved by FEMA



Labor

Force Account Labor includes Fringe Benefits

Emergency Work

Permanent employees OT eligible

Temporary employees regular and OT eligible
Standby Labor Time is Eligible eg; VFD, EMT

Permanent Work

All Regular and OT Labor Eligible

Also travel and per diem for employees performing eligible activities



Donated Resources

A credit can be applied towards the local cost share for both Volunteer Labor and Donated Equipment

Volunteer Labor:

- Rate is the same as either paid employees within an applicant's organization or, if none, similar work done by a local paid organization.
- Value of Volunteer Labor =
(Determined Labor Rate) *
(Number of Volunteer Hours)

Donated Equipment:

- Rate is determined by local rates (if established) or FEMA equipment rate.
- Value of Donated Resources =
(Determined Equipment Rate) *
(Number of Equipment Hours)

Donations credit capped at non-federal share of emergency work



Procurement

Must comply with ALL federal, state, and local procurement requirements

- DHS OIG Audits are paying particular attention to ensuring Minority and Women Owned Businesses are sought during bid process
- 44 CFR part 13, OMB Circular A-87, A-102, A-133 and 41 U.S.C. 403(11) all provide guidance regarding procurement and audit
- Declaring an State of Emergency solely to suspend procurement procedures is a red flag for any audit.



Contracts

Lump sum contracts are acceptable

- Easy to monitor when the scope of work is well defined
- Requires minimum labor for monitoring performance

Unit Price contracts acceptable

- Are pre-determined costs per unit of work

Time and material contracts are acceptable **BUT**

- Should only be used for emergency “hot spots” (early debris rights-of-way clearance)
- **MUST** have a cap
- **MUST** be monitored for efficiency
- **Generally limited to a reasonable time. Historically, accepted for 70 hours of work**

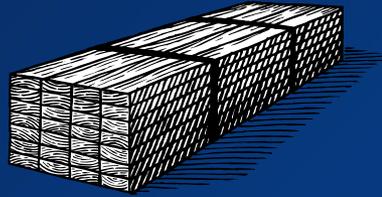


Ineligible Contracts

- Cost-plus percentage of cost
- “Contingent upon FEMA reimbursement”
- Contract with a suspended or debarred contractor



Materials



Purchased or stock

Used for eligible work

Need invoices, historical data or area
vendor quotes



Project Worksheet

The PW Requires:

Damage description and a location list with actual or estimated costs

A comprehensive scope of work necessary to repair disaster damage. (all considerations should be looked at before finalizing estimate)

A SPECIAL CONSIDERATIONS SHEET

Identifying all special consideration issues.



What info is needed for a PW?

- List of Damages
- Procurement Policies
- Labor Agreements / Contracts
- GPS for damage sites and TDMA sites
- **Photos, and more photos (Before and After if possible)**
- List of paid staff, regular and OT hours – dates and times
- Fringe Benefits info (Straight % differs from OT % (Aver 7.65))
- **List of equipment used w operator, dates and hours of operation, miles driven, other records**
- List of materials and supplies used, **invoices, proof of payment**
- Copies of any Contracts used for this event
- Applicable codes and standards
- Hazard Mitigation Proposals



Small or Large Project???

AS of Oct. 9, 2018

SMALL

LARGE

\$3,200

\$128,900

Annually updated

FY 17-18 Small PW: \$3,140

FY 17-18 Large PW: \$125,500

<https://www.fema.gov/public-assistance-indicator-and-project-thresholds>



Small Projects

- PW is Written on Estimate or Actual cost
- Paid upon Project Worksheet obligation
- Net Billing of Small PW cost over run Must occur within 60 days of completion of its last Small Project per PAPPG Chapter 3:IV.D
- The Sub-recipient may request additional funding if the total actual cost of all of its Small Projects combined exceeds the total amount obligated for all of its Small Projects.

As of 10/01/2018

Minimum PW cost is: \$3,200.00



Large Projects

Large Project Threshold as of Oct 1 ,2018
\$128,900.00

Paid based on % of work completed

Closeout / Final Inspection Report

Based on actual documented approved costs

Quarterly Report Requirement

Update % of work completed is due to the NJOEM
every quarter for life of project

**Failure to comply may impact reimbursement



Improved Projects

- ▶ MUST be identified to State ***BEFORE starting work***
- ▶ MUST be approved by the State/FEMA prior to construction
- ▶ **Improvements** are features that increase the size, capacity, or add additional functions (codes/standards are not improvements)
- ▶ **Funds limited** to Federal share of estimated costs for facility restoration
- ▶ **Entire project** reviewed for Special Considerations, not just FEMA funded portions
- ▶ 406 Mitigation is eligible only toward the original facility



Alternate Projects

- Requested when applicant does not want to use federal funds to restore a facility
- Requires pre-approval by FEMA
- Reduced 90% of approved 75% federal cost share, **unless participating in Alt. Procedures Pilot Program.**
- Original Facility must be rendered safe and secure
- Cannot have 406 (PA) mitigation funding
- All parts of alternate project reviewed for Special Considerations



Funding per Stafford Act

Federal Share 75 %

Non-Federal Share 25 %



Debris Pilot Program

- Eligible applicants must request to participate by submission of "Appendix A"
- **Must apply within 60 days of Recovery Scoping Meeting, or prior to first grant award.**
- Can select from some, all, or none of the four (4) "Incentives" listed below:
 - Incentive #1: Sliding Scale
 - Incentive #2: Recycling Revenues
 - **Incentive #3: Straight Time Labor**
 - Incentive #4: Debris Management Plan



Debris Pilot Program

Available through June 28, 2019

- **Incentive #1:**
Sliding Scale (Conditional)
 - 0-30 days 85%
 - 31-90 days 80%
 - 91-180 days 75%
 - 181 days on 0%
- *****NEW 2018***** Generated large quantities of debris in the affected State with estimates exceeding 1.5 million cubic yards or \$20 million in debris removal costs;
- Does not apply to DFA
- Cannot go back to standard procedures



Debris Pilot Program

- **Incentive #2:**
Recycling Revenues
 - You can keep them!*
 - Notify Grantee of Revenue
 - Include
 - completion date
 - quantity and types of debris recycled
 - Cost for processing debris
 - Whether using recycled debris
 - Grantee forwards to FEMA
 - Cost of establishing

recycling program is ineligible

- Can use this procedure in combination with any other procedure or on its own



Debris Pilot Program

- **Recycling Revenues cont'd**

- Must be used for authorized purpose
 - Cost Share
 - Disaster Planning
 - Activities that reduce future risk
 - Improve future debris ops or planning
- If revenues are not used for an authorized purpose, grant will be reduced by amount of revenue



Debris Pilot Program

Incentive #3: Straight Time Force Account Labor

- Can be used with any other alternative or on its own
- Applies to both large and small projects
- FEMA will reimburse straight time labor at the Federal cost share for existing employees and hiring of any additional staff.



Debris Pilot Program

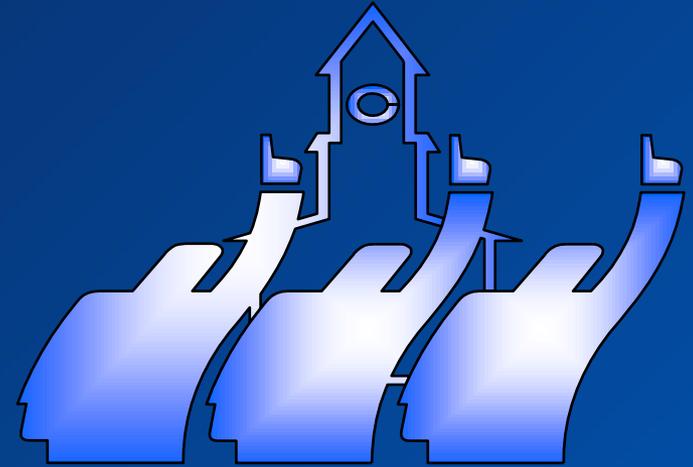
Incentive #4: Debris Management Plans

- When the sub-recipient has a FEMA-accepted debris management plan before the date of the declared incident period, FEMA will provide a one-time incentive of a two (2) percent cost share adjustment applied to debris removal work completed within 90 days.



Appeals

Any FEMA determination related to a Public Assistance project (PW) may be appealed.



The time limit for appeal submission is 60 days from receipt of written notice of the action which is being appealed.



Funds Lost When Applicant's Do Not

Ask questions

Obtain FEMA *pre-approval* to change scope of work

Obtain required permits

Follow contract/procurement procedures

Follow the Scope of Work in the PW

Ensure administrative continuity

Keep complete, clear and accurate records

Meet PA program deadlines



Request for Reimbursement (RFR)

- Once the Funding Agreement has been fully executed and funds are available for disbursement, there are **Sub-recipient** Reimbursement Guidelines that must be followed.
- Reimbursement Categories – Labor (including DAC), Equipment, Materials, Rented Equipment and Contract Work. Refer to the attached Expense Checklist.
- For help on how to submit a Request for Reimbursement (RFR) and Organize the Documentation visit www.NJEMGrants.org



Project Closeout Request

- The purpose of closeout is to certify **that all work on a large project** has been completed and all eligible costs have been reimbursed. This is an important last step in the **funding** process.
- Upon completion of a large project, you must **ensure submittal of all** documentation to the State through www.njemgrants.org to account for all incurred costs.
- The State is responsible for ensuring that all incurred costs are associated with the approved scope of work and will conduct a **Final Inspection Report** to certify that this work has been completed in accordance with FEMA standards and policies.
- Once the review is complete, FEMA determines whether additional funds should be obligated or whether funds should be de-obligated for the project.
- Any previously submitted RFR's will be processed and paid.
- Any new RFR submitted during the closeout request process will be rejected to the user automatically. DRS will process the corresponding RFR per the closeout final amount and Finance will proceed with payments/collections.
- For help on how to submit a Project Closeout visit www.NJEMGrants.org

