New Jersey Office of Emergency Management

Public Assistance Unit

FEMA-4070-DR-NJ

Severe Storm / Straight Line Winds

Declared July 19th, 2012

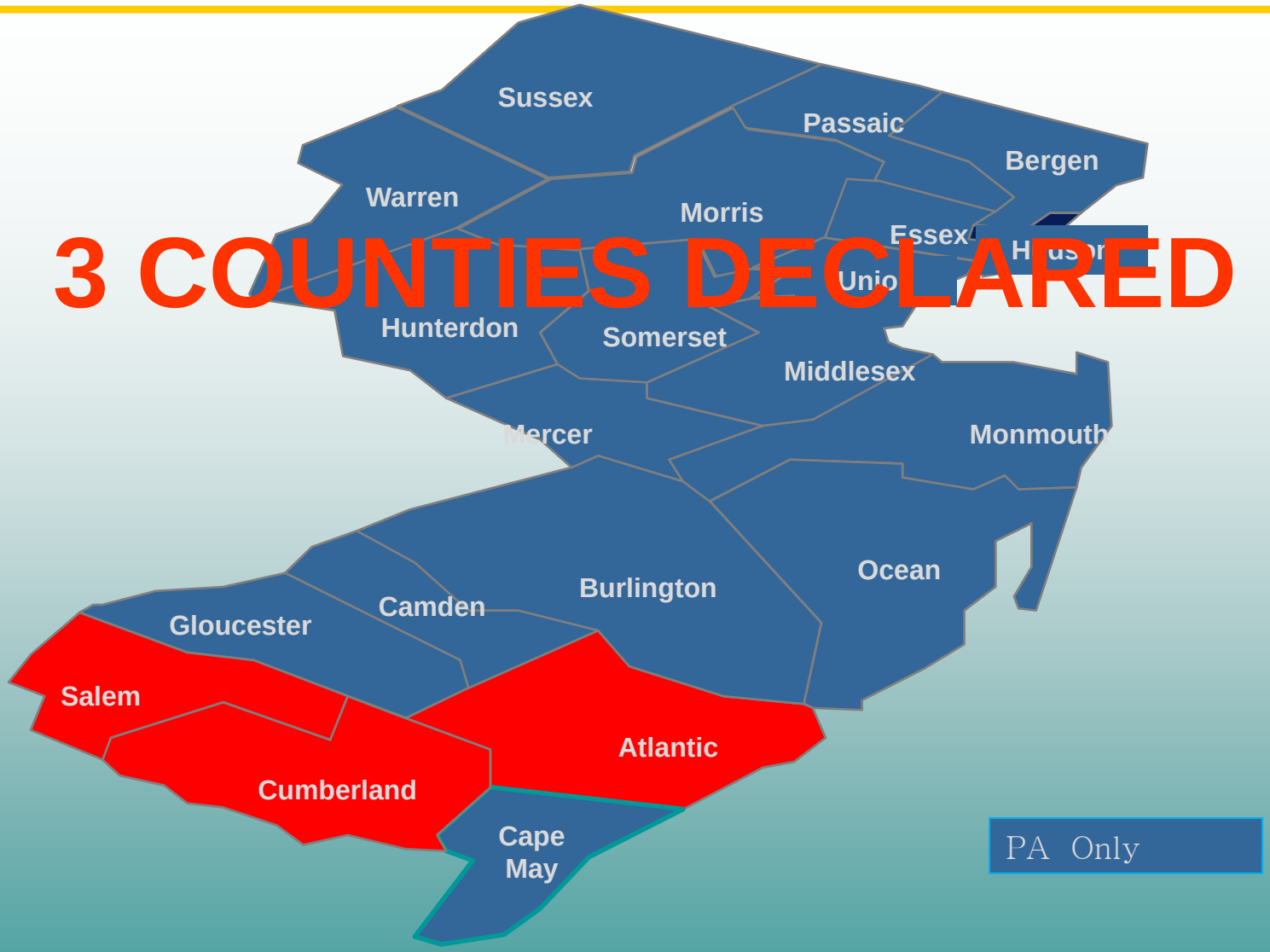
INCIDENT PERIOD JUNE 30TH, 2012

Public Assistance Program

Grant Program

Some Key Personnel

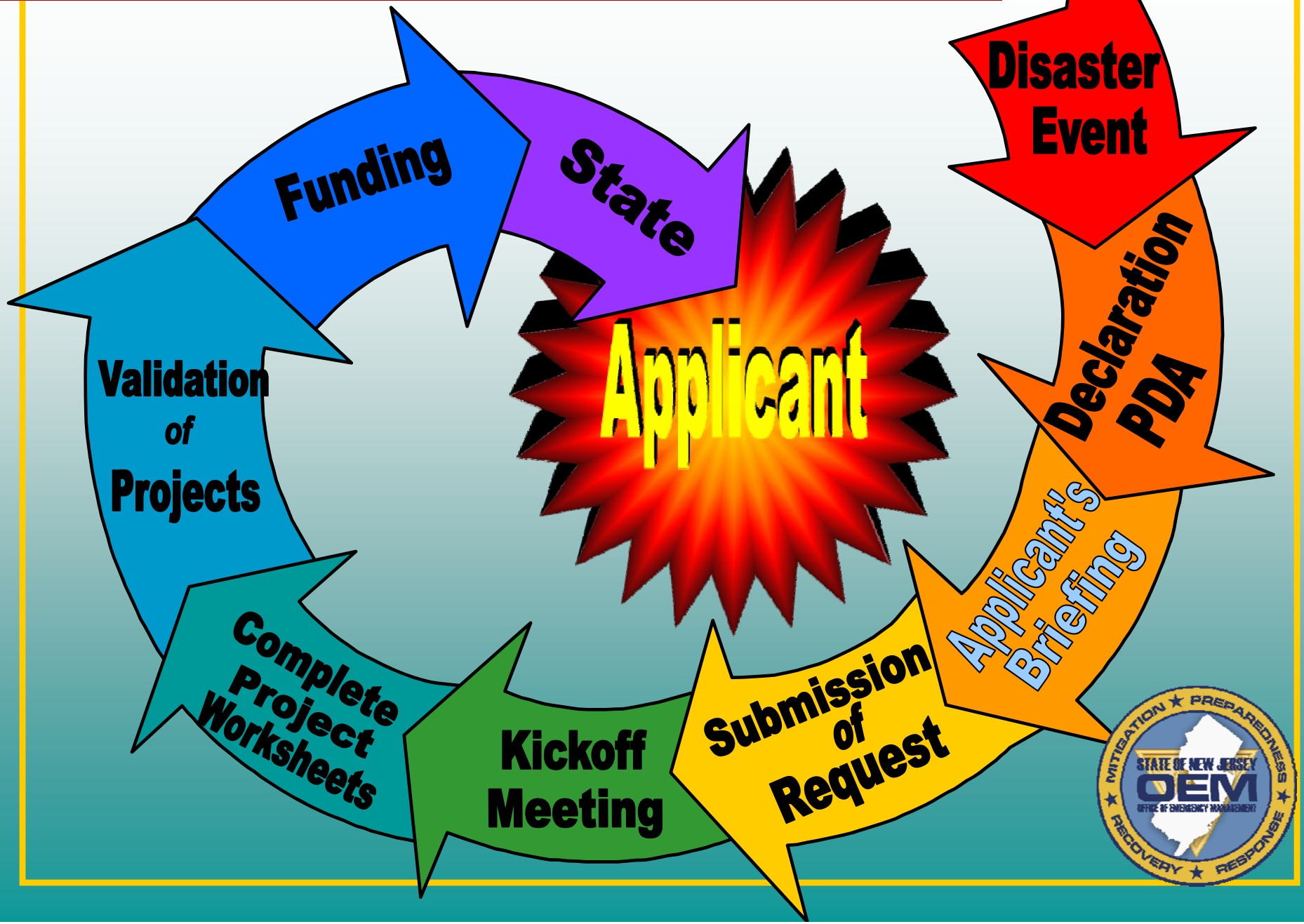
- Lou Goetting - Governor's Authorized Representative
- William Vogel, FEMA Federal Coordinating Officer
- Lt. Bob Little, New Jersey State Coordinating Officer
- JFO Staff
- PAC Assigned to your County
- County Emergency Management Coordinators



3 COUNTIES DECLARED

NEW JERSEY COUNTIES

The Public Assistance Process



Deadlines

Request for Public Assistance -

30 **days after declaration – July 19, 2012**

Project Worksheets

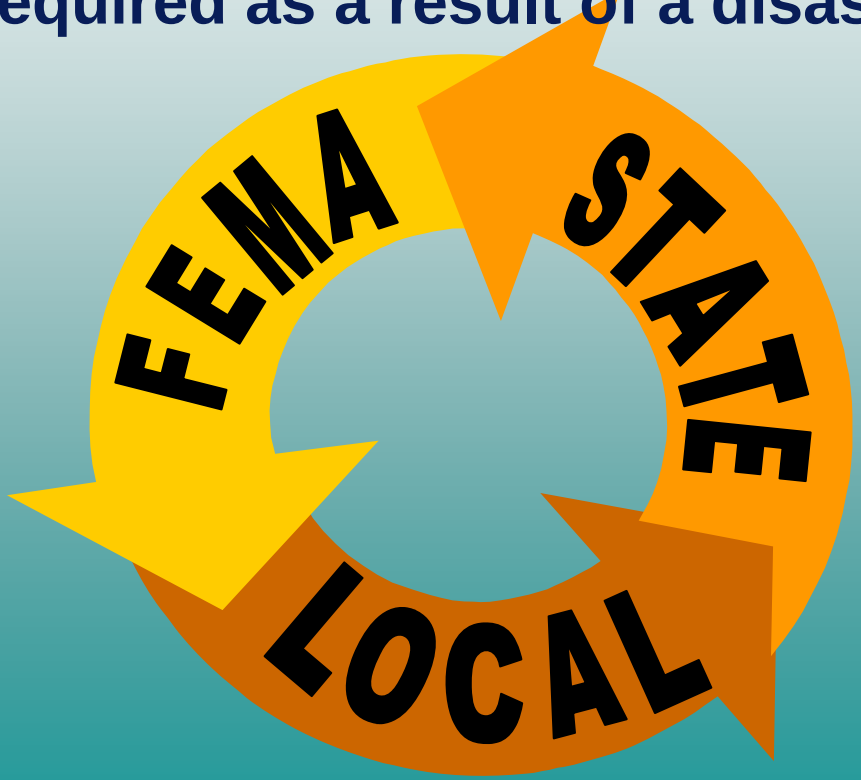
60 **days after Kick-off meeting**

Project work completed

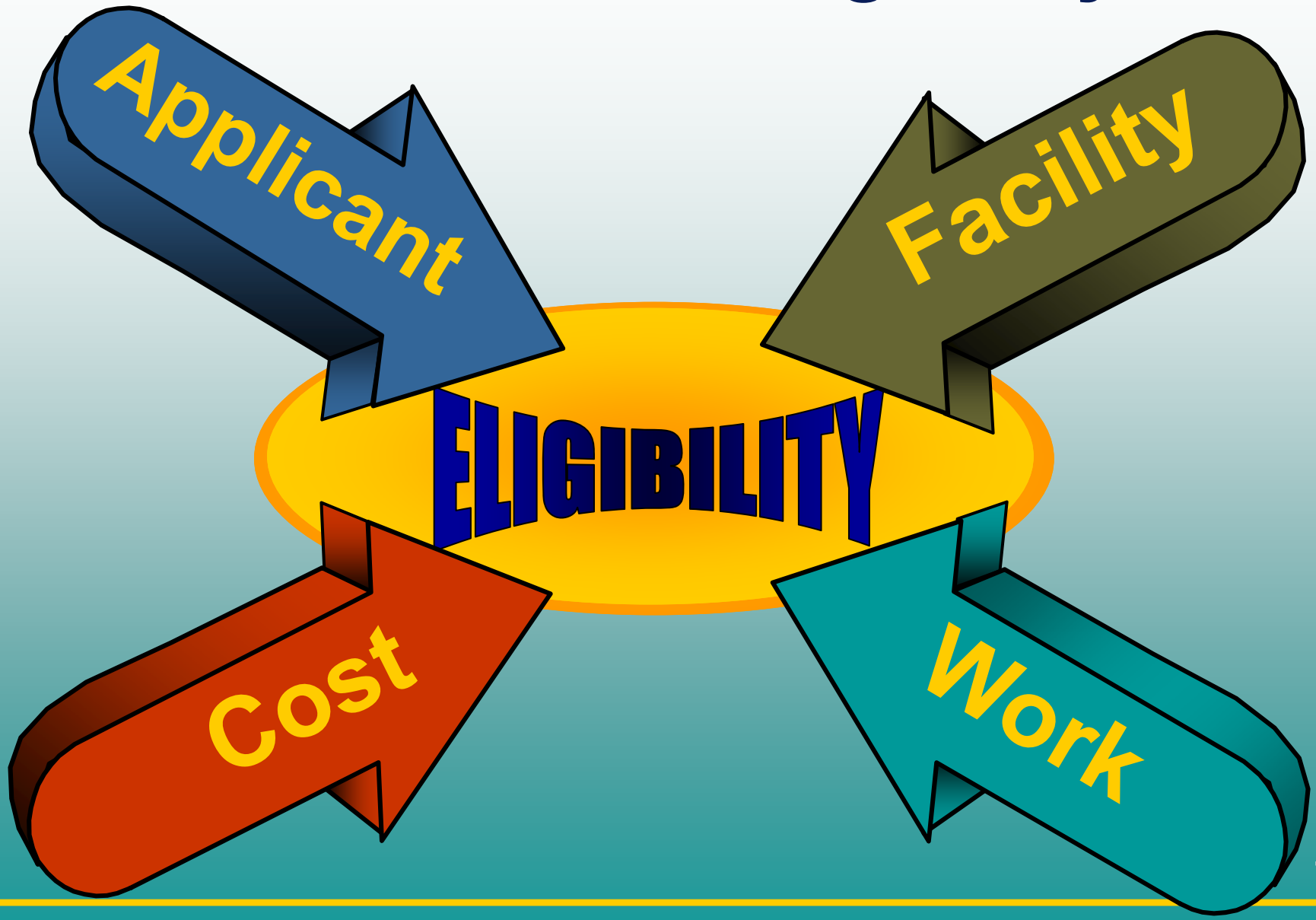
6 Months **after declaration**

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



Factors of 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

Private Non-Profits

For all Permanent Work all *non critical PNP's must* submit to the Small Business Administration FIRST.

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

Factors of Eligibility

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

Employee	Disaster	Disaster
	Reg	OT
FA Labor	N	Y
Part Time	N	Y
Re-assigned	N	Y
Temp	Y	Y

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

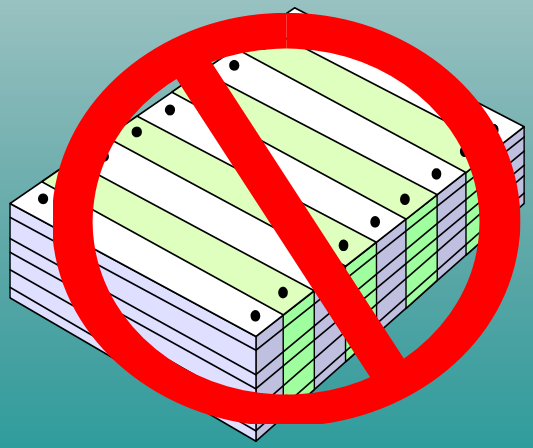
Contracts

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:

$66,400

Applicant decides how to divide / group work projects

The Project Worksheet and supporting documents

List of Damages or Expenses

Procurement Policies

Insurance Policies

Labor Mgmt contracts

Project Worksheet

Maps

Photos

Contracts
Engineering
Rentals
Contractors
Legal responsibility

Applicable codes and standards

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 <u>STATE W9</u> IN ORDER TO BE PAID.***

Payment Process (cont'd)

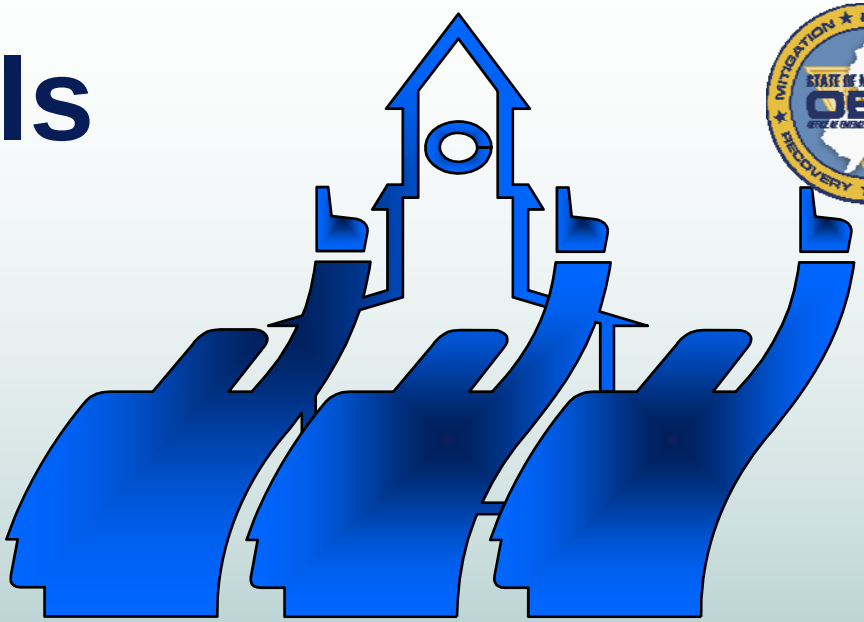
- NJOEM will send each County Coordinator the back up documentation via Email for all projects written.
- This will allow applicants to identify payments.
- State Public Assistance (PA) section sends Approved Project Notification to the POC on the RPA. This will be done electronically (Email)

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 <u>60 days</u> from receipt of written notice of the action which is being appealed.

Loss of funding can result when Applicants <u>and consultants</u> 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 (Bob Little)
- 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 Bob Little **732-866-2813**

After the Joint Field Office closes

LT Jeff Mottley

Public Assistance Unit (609) 882-2000 Ext 2351

www.nj.gov/njoem