

Federal Emergency Management Agency

New Jersey Office of Emergency Management



FEMA-4021-DR-NJ

Hurricane Irene

Declared **August 31**, 2011

INCIDENT PERIOD AUGUST 27TH – SEPTEMBER 5TH

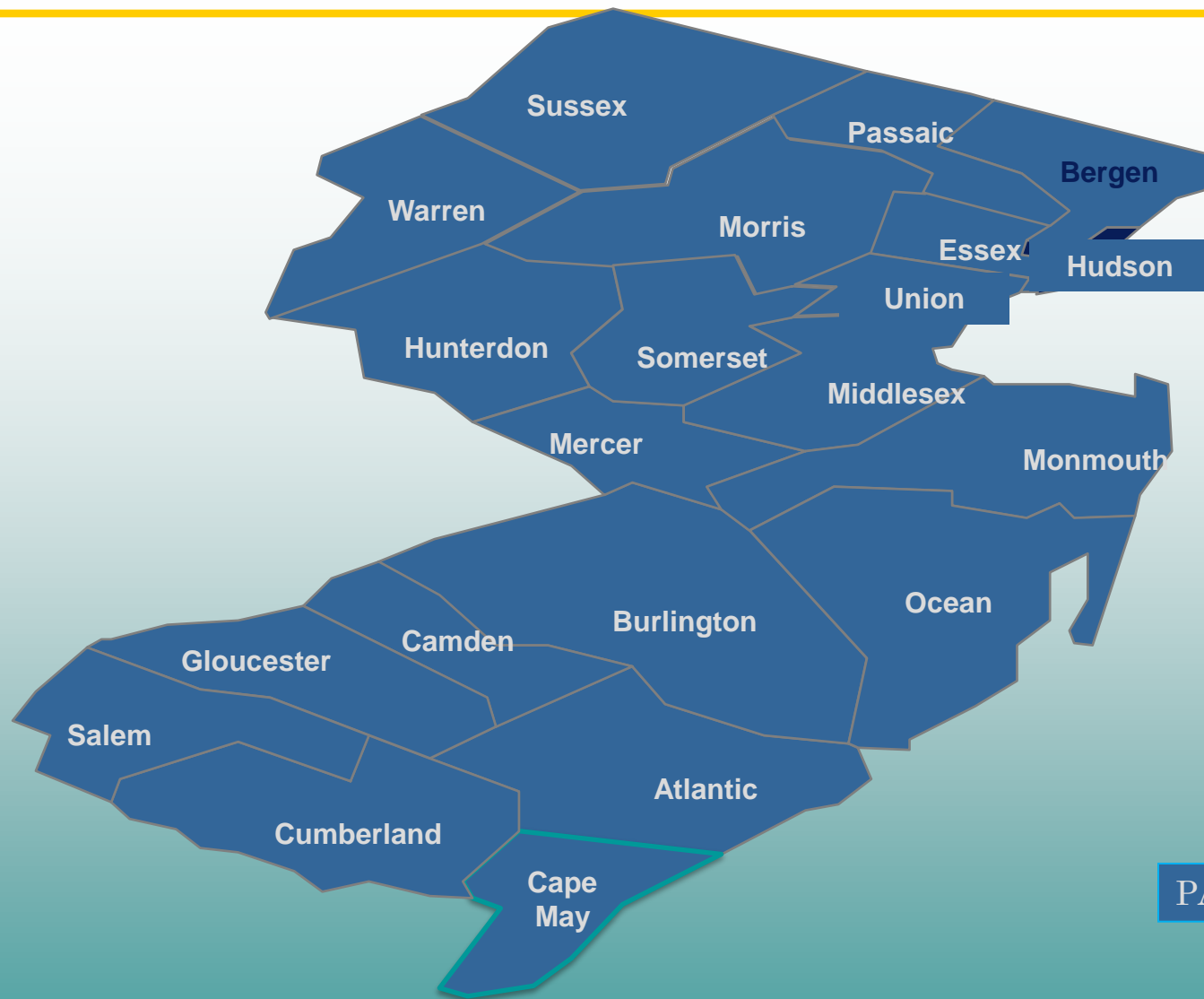
Public Assistance Program

Grant Program

Key Personnel



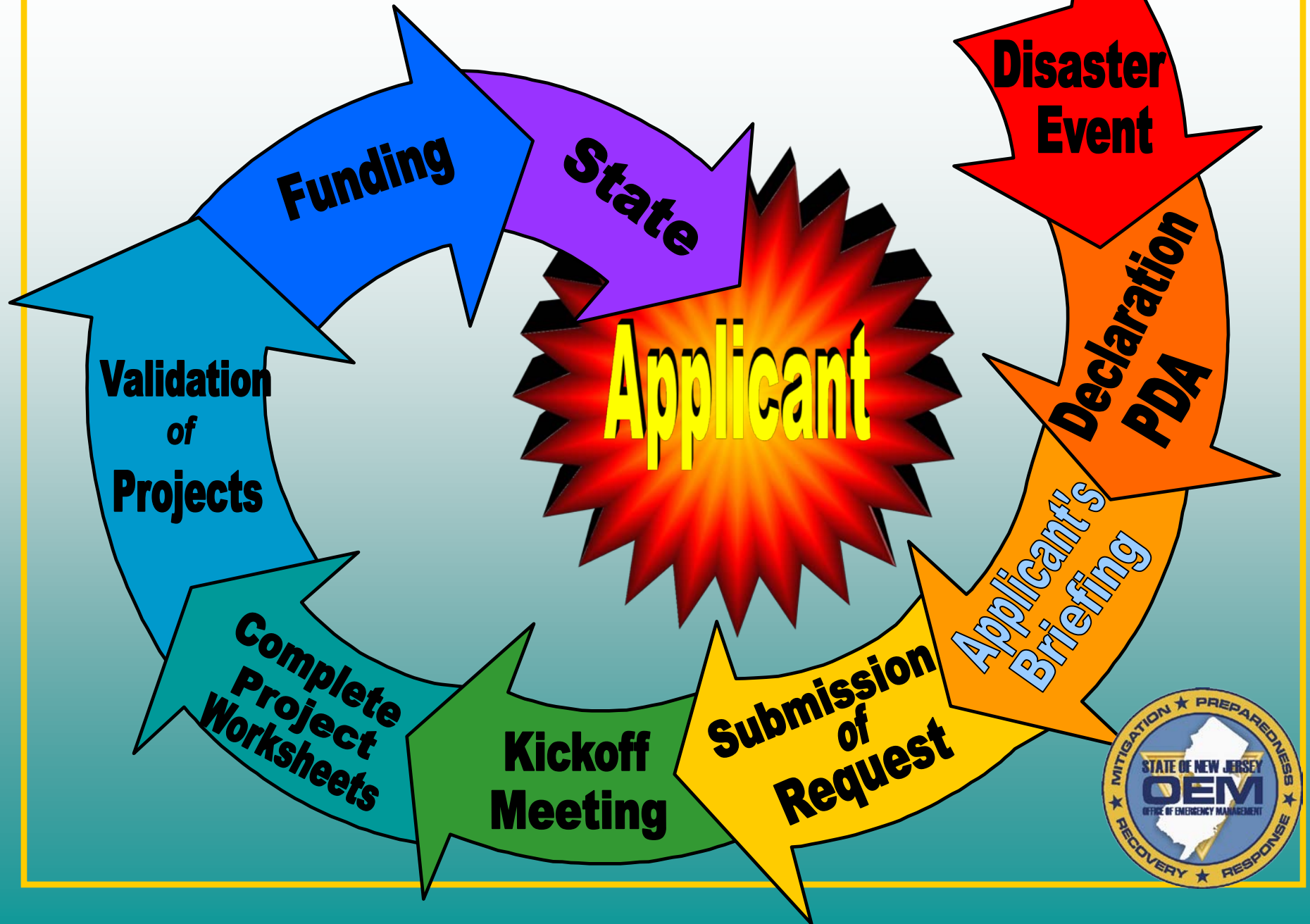
- **William Vogel, FEMA Federal Coordinating Officer**
- **Lt. Paul Miller, New Jersey State Coordinating Officer**
- **PAC Assigned to your County**
- **County Emergency Management Coordinators**



PA & IA

NEW JERSEY COUNTIES

The Public Assistance Process



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

6 Months

after declaration

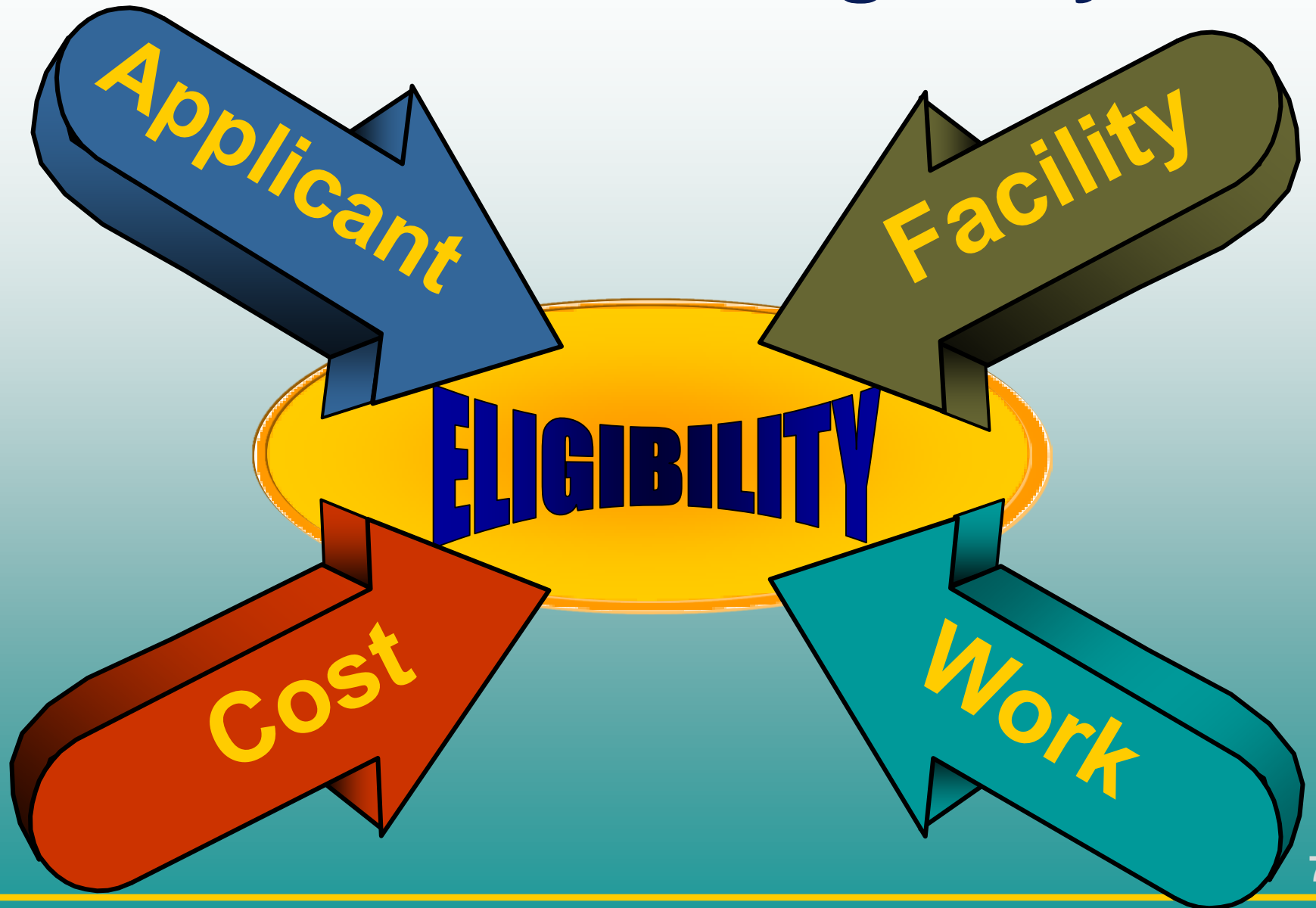
Public Assistance



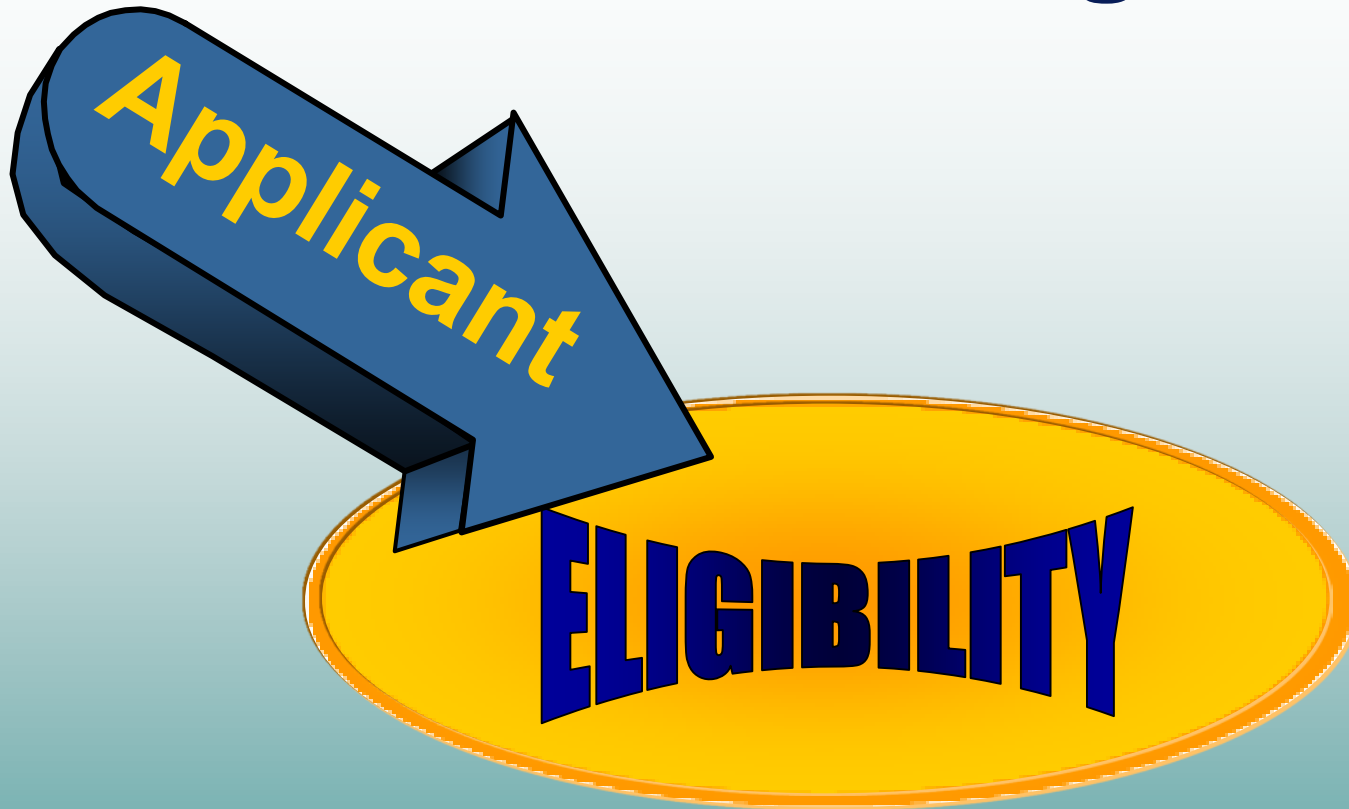
Supplemental financial assistance to state, local governments and certain private non-profit organizations for response and recovery activities required as a result of a disaster.



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	Libraries
Day care centers	Rehabilitation facilities
Homeless shelters	Community centers
Shelter workshops	

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



ELIGIBILITY

Work

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



ELIGIBILITY

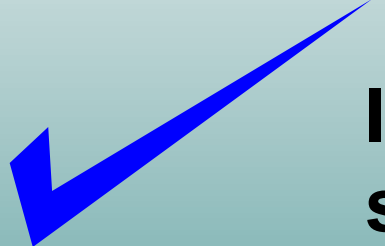
Cost

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



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

Include travel and per diem for employees performing eligible activities

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



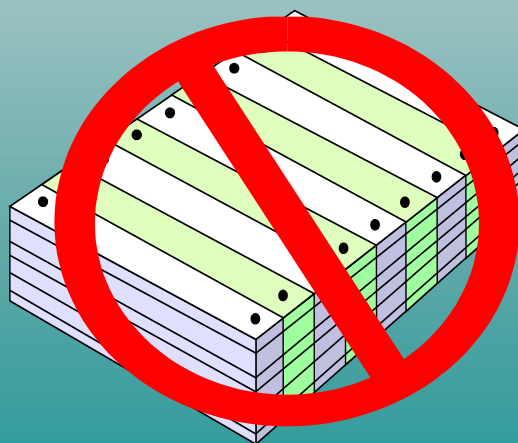
All Contracts reviewed on a case by case basis
by PAC

- 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**

**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 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)

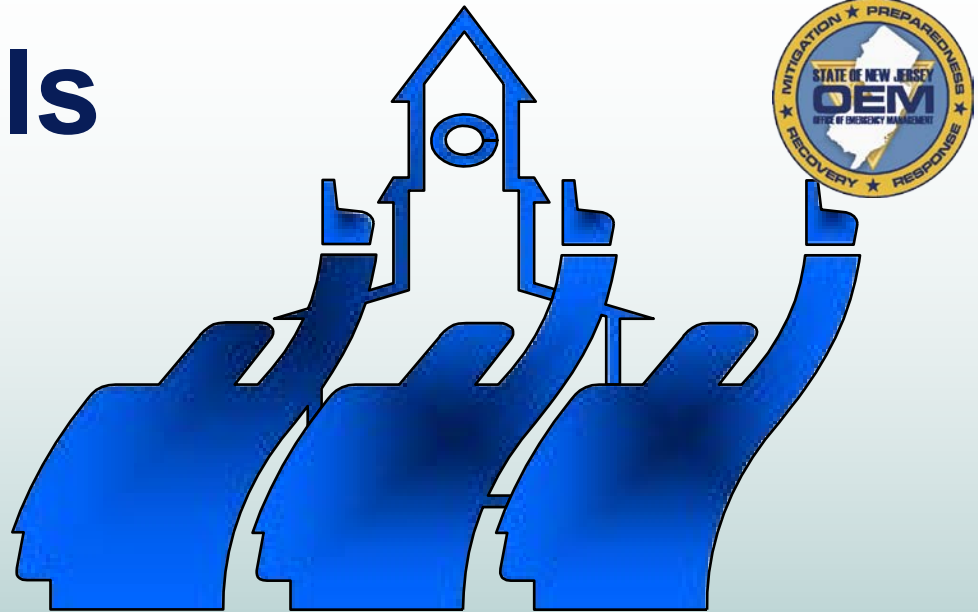
ALL Applicants should:



- 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 732-918-4402

After the Joint Field Office closes

SFC Jeff Mottley

Public Assistance Unit (609) 882-2000 Ext 2351

www.nj.gov/njoem