Public Assistance Program
DR-4459
Applicant Briefing
FEMA-4459-WI-DR Information

Incident Period
• July 18-20, 2019
• The time period during which eligible damages occurred

Declaration Date
• August 27, 2019
• Starts the clock for submitting applications and completing projects

Impacted Area
• Eligible damages must have occurred here
Important Dates!

Request for Public Assistance (RPA) submission due in Grants Portal:

September 26, 2019

Last date to identify damages to your facilities:

60 Days after Recovery Scoping Meeting with FEMA
Public Assistance Process

Disaster Event

PDA
Governor’s Request
Declaration

Recovery Scoping Meeting
Exploratory Call
RPA Submission
Applicant Briefing

Project Formulation
Project Review & Approval
Awarded / Obligated

Payment$
Final Papers
Closeout
Who Submits an Application?

- State Governments
- County Governments
- Cities, Towns, & Villages
- American Indian Tribes and Tribal Organizations
- Private Non-Profits (HOW)
- Electrical Cooperatives
- Institutions of Higher Education
- School Districts

**MUST SUBMIT AN RPA BY DEADLINE!**
Please use Mozilla Foxfire as web browser for best results, however Chrome, Safari, Explorer can also be used

Website address is https://grantee.fema.gov
Hello FirstName, 
An account has been created for you as a member of Wisconsin. Below are your temporary account username and password.

Username: EmailAddress@emailaddress.com 
Password: XyZ?123!*aBc$

Please click here to sign in with your temporary password. You will be required to change your password upon login.

If you require assistance with the FEMA Grants Portal, contact the Grants Portal Hotline at (866) 337-8448.
-FEMA PA Support Team
FEMA-PA-Support@FEMA.DHS.Gov 
https://pagrants.fema.gov
Submit RPA

My Organization Dashboard

Portal

- Your parent organization has been assigned as the primary Grantee for one or more disasters and you may submit a Request for Public Assistance (RPA) to FEMA's Public Assistance program.

- Please click here to begin the RPA submission process.

Document Help

- To upload event-specific documents, go to the appropriate event PA request profile from the Event PA Requests list, or My Organization for documents that are not specific to an event.

- Alternatively, you can utilize the Document Uploader Utility to assist in uploading documents to the correct location.

Organization

- Troy, City of
- Level: 2
- Type: City or local government
- FEMA PA Code:
- Is PMP? No

Click hyperlink “Please click here to begin RPA submission process”
System for Award Management (SAM) Registration:
- Create individual user account
- Submit entity registration
- Send notarized letter to Federal Service Desk

Commercial And Government Entity (CAGE) Code:
- When the DLA activates your entity’s registration, they will assign a CAGE Code
- Contact WEM with your CAGE information
- CAGE Codes expire yearly
- Federal requirement to receive grant funds
ATTACHMENT H
ASSURANCES – CONSTRUCTION

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for federal assistance, and the institutional, managerial, and financial capability (including funds sufficient to pay the non-federal share of project costs) to ensure proper planning, management and completion of the project described in this application.

2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the assistance, and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.

3. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review, and approval of construction plans and specifications.

4. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progress reports and such other information as may be required by the assistance awarding agency or State.

5. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.

6. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.

7. Will comply with the Intergovernmental Personnel Act of 1970 [42 U.S.C. (4728-4763)] relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A or OPM’s Standards for a Merit System of Personnel Administration (5 CFR 900, Subpart F).

8. Will comply with the Lead-Based Paint Poisoning Prevention Act [42 U.S.C. (4801 et seq.)] which prohibits the use of lead-based paint in construction or rehabilitation or residence structures.
FEMA Program Delivery Manager (PDMG) will contact person on the RPA to set up a call.

Prior to the Exploratory Call, you will receive a confirmation email with an agenda for your call and detailed lists of what you should be prepared to talk about.

Exploratory Call:
- Intro to your Program Delivery Manager (PDMG)
- Brief overview of PA Program
- Get an initial sense of needs and damages
- Schedule and identify who needs to be at the Recovery Scoping Meeting
<table>
<thead>
<tr>
<th>CAT</th>
<th>Name</th>
<th>Damage Description</th>
<th>Cause of Damage</th>
<th>Address 1</th>
<th>Address 2</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
<th>Site Inspection Required?</th>
<th>% Work Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Debris Removal</td>
<td>Debris throughout the City - trees and limbs</td>
<td>Hurricane</td>
<td>314 E Rustin St</td>
<td></td>
<td>Glennville</td>
<td>Georgia</td>
<td>30427</td>
<td>No</td>
<td>100%</td>
</tr>
<tr>
<td>B</td>
<td>Emergency Protective Measures</td>
<td>The Police Department ensured public safety by blocking off roadways and directing traffic. Public Works and Administration also assisted in response efforts.</td>
<td>Hurricane</td>
<td>705 N Caswell St</td>
<td></td>
<td>Glennville</td>
<td>Georgia</td>
<td>30427</td>
<td>No</td>
<td>100%</td>
</tr>
<tr>
<td>B</td>
<td>Alternate power source for emerg</td>
<td>Power was out for about a week in some areas. This caused sewer lift stations to cease working.</td>
<td>Hurricane</td>
<td>134 S Veterans Blvd</td>
<td></td>
<td>Glennville</td>
<td>Georgia</td>
<td>30427</td>
<td>No</td>
<td>100%</td>
</tr>
<tr>
<td>C</td>
<td>Roads &amp; Bridges</td>
<td>Trees from the Right of Way were blown down from high winds of the hurricane, causing damage to the sidewalk.</td>
<td>Hurricane</td>
<td>10278 E. Oglethorpe Highway</td>
<td>City of Glennville</td>
<td>Glennville</td>
<td>Georgia</td>
<td>30427</td>
<td>Yes</td>
<td>100%</td>
</tr>
<tr>
<td>D</td>
<td>Utilities</td>
<td>Floodgate damage, WTBC Want HMP</td>
<td>Hurricane</td>
<td>Glennville Utility District 4th Ave and 2nd Street</td>
<td></td>
<td>Glennville</td>
<td>Georgia</td>
<td>30427</td>
<td>Yes</td>
<td>0%</td>
</tr>
<tr>
<td>E</td>
<td>Equipment for Fire Department</td>
<td>Tree landed on firetruck causing damage.</td>
<td>Hurricane</td>
<td>134 S Veterans Blvd</td>
<td></td>
<td>Glennville</td>
<td>Georgia</td>
<td>30427</td>
<td>Yes</td>
<td>0%</td>
</tr>
<tr>
<td>E</td>
<td>Glennwanis Hotel</td>
<td>Historic building owned by the city. Roof was damaged.</td>
<td>Hurricane</td>
<td>Glennwanis Hotel 209-215 East Barnard Street</td>
<td></td>
<td>Glennville</td>
<td>Georgia</td>
<td>30427</td>
<td>Yes</td>
<td>0%</td>
</tr>
<tr>
<td>E</td>
<td>Glennville City Library</td>
<td>Shingles are missing and roof has leaks to the interior.</td>
<td>Hurricane</td>
<td>408 East Barnard Street</td>
<td>Glennville City Library</td>
<td>Glennville</td>
<td>Georgia</td>
<td>30427</td>
<td>Yes</td>
<td>0%</td>
</tr>
<tr>
<td>E</td>
<td>City owned dump truck</td>
<td>Damage occurred during debris removal.</td>
<td>Hurricane</td>
<td>134 S Veterans Blvd</td>
<td>City Hall</td>
<td>Glennville</td>
<td>Georgia</td>
<td>30427</td>
<td>Yes</td>
<td>0%</td>
</tr>
<tr>
<td>E</td>
<td>Police Department Building</td>
<td>There were leaks some of which seemed to come from the floor and some possibly from the roof. There was carpet damage.</td>
<td>Hurricane</td>
<td>705 North Caswell Street</td>
<td>Police Department</td>
<td>Glennville</td>
<td>Georgia</td>
<td>30427</td>
<td>Yes</td>
<td>0%</td>
</tr>
<tr>
<td>F</td>
<td>Sewer field sprayers</td>
<td>At the sewer spray fields where treated sewage is dispersed aerially, some sprayer heads were badly damaged or broken off then multiple trees fell on them.</td>
<td>Hurricane</td>
<td>10490 E Oglethorpe Highway</td>
<td>Midway Police Department</td>
<td>Midway</td>
<td>Georgia</td>
<td>31210</td>
<td>Yes</td>
<td>0%</td>
</tr>
<tr>
<td>G</td>
<td>Recreation Dugout</td>
<td>Two (2) dugouts were damaged at Glennville Recreation Park as a result of Hurricane Matthew.</td>
<td>Hurricane</td>
<td>320 Veterans Drive</td>
<td>Glennville Park</td>
<td>Glennville</td>
<td>Georgia</td>
<td>30427</td>
<td>No</td>
<td>100%</td>
</tr>
<tr>
<td>G</td>
<td>Recreation Park</td>
<td>Damage to park includes: fencing, shelter, building. They also had food spoilage due to power outage.</td>
<td>Hurricane</td>
<td>320 Veterans Drive</td>
<td></td>
<td>Glennville</td>
<td>Georgia</td>
<td>30427</td>
<td>Yes</td>
<td>0%</td>
</tr>
</tbody>
</table>
FEMA holds Recovery Scoping Meeting to discuss the PA Program in detail as it relates to YOUR project(s).

At the meeting:
- Provide as much documentation as possible for costs incurred
- Provide a list of damages that have not been repaired
- Discuss how to incorporate mitigation on work not yet completed
- PA Alternate Procedures Pilot Program for Debris Removal

**Identify Damages (60 Days) – Clock begins with the RSM!!**
• Damage must be disaster related
• Facility must be the legal responsibility of eligible Subrecipient
• Have been in active use at the time of the disaster
• Be located in the designated disaster area
• Damage not covered by insurance
• Can’t be funded by another Federal Agency
• Comply with all Federal, State, and Local laws, rules, and regulations
Eligible Work

Emergency Work (Categories A & B)

A. Debris Clearance
B. Protective Measures
C. Roads & Bridges
D. Water Control Facilities
E. Buildings & Equipment

Permanent Work (Categories C-G)

F. Utilities
G. Other
## Project Information

<table>
<thead>
<tr>
<th>Minimum Project Cost</th>
<th>$3,200.00</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Small Projects</strong></td>
<td>$3,200 to $128,899</td>
</tr>
<tr>
<td>• Based actual costs of completed work or on cost estimates for work to be completed</td>
<td></td>
</tr>
<tr>
<td>• Easier closeout, faster payments</td>
<td></td>
</tr>
<tr>
<td>• Difficult cost-overrun recovery</td>
<td></td>
</tr>
<tr>
<td><strong>Large Projects</strong></td>
<td>$128,900 and above</td>
</tr>
<tr>
<td>• Reimbursed on actual costs</td>
<td></td>
</tr>
<tr>
<td>• Must document all costs incurred on project</td>
<td></td>
</tr>
<tr>
<td>• More detailed closeout audit</td>
<td></td>
</tr>
</tbody>
</table>
Federal Share = 75%
Non-Federal Share = 25%

State covers half the Non-Federal Share.
The only eligible costs are those that are documented!

- Who did the work?
- When did they do it?
- Where did they do it?
- What did they do?
- What did they use?
- How long did they do it?
Track costs by Project Worksheet (PW) for the FEMA approved Scope of Work.

It is **Your** responsibility to maintain all documentation!
Contracts and Procurement

- Must be of reasonable cost
- Must follow competitive bidding procedures
- Must comply with Federal, State, and local procurement standards

FOLLOW THE MOST RESTRICTIVE GUIDELINES!

- No Debarred Contractors
General Guidance

- **$5,000 or less: Micro-Purchase Procedures**
  - Award contract if you think it’s reasonable
- **$5,000 to $50,000: Small Purchase Procedures**
  - Obtain a minimum of THREE bids (phone, catalog, internet, fax, etc.)
  - Only need the awarded bid to be confirmed in writing
- **$50,000 and up: Formal Procurement**
  - Professional Services: use Competitive Proposals
  - Construction: use Sealed Bidding

Work with your Legal Counsel to go through requirements in 2 CFR 200.217-326
For all non-emergency contracts awarded where you are soliciting bids (sealed bids, competitive bids), proposals, or estimates, you MUST directly solicit at least THREE woman-owned, minority-owned, and/or small businesses:

- Write a memo that details the business firms you called/emailed and what time you called/emailed.
- Also detail any responses.

Use SBA’s “Dynamic Small Business Search” (DSBS) tool to find business and comply with the regulation! [www.dsbs.sba.gov](http://www.dsbs.sba.gov)
### Period of Performance

<table>
<thead>
<tr>
<th>Declaration Date</th>
<th>Emergency Work = 6 months + 6 month time extension</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>6 months</td>
</tr>
<tr>
<td></td>
<td>6 months</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Permanent Work = 18 months + 30 months of time extensions</th>
</tr>
</thead>
<tbody>
<tr>
<td>18 months</td>
</tr>
<tr>
<td>6 months</td>
</tr>
<tr>
<td>6 months</td>
</tr>
<tr>
<td>6 months</td>
</tr>
<tr>
<td>6 months</td>
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<tr>
<td>6 months</td>
</tr>
</tbody>
</table>

- Communicate with us if there are delays or problems.
- Work performed after approved performance period might not be reimbursed!
404 vs. 406 Mitigation

- **Section 404 – Hazard Mitigation Grant Program (HMGP)**
  - For undamaged elements
  - Approved by WEM Mitigation Section
  - **NOT** Public Assistance

- **Section 406 – Public Assistance (PA) Mitigation**
  - Applies only to the **damaged element**
  - Must be determined to be “cost-effective”
    - **15% Rule** – mitigation costs less than 15% of the overall project costs
    - **100% Rule** – some measures are fundable at 100%
    - Benefit Cost Analysis (BCA)
100% Eligible

- **Culverts** – realign, relocate, upsizing
- **Erosion Control** – gabion baskets, riprap, geotextile fabric installation
- **Roadways** – stabilize shoulders/embankments
- **Wastewater treatment plants** – elevate equipment/controls, dry or wet-floodproofing
- **Gutters and downspouts** – direct water away from buildings
• Note: You must notify WEM PA staff if **ANY** changes to the approved scope of work are planned **PRIOR TO STARTING WORK** or risk losing funding for the project!

• SOW Changes:
  • Hidden Damages
  • Improved Project
  • Alternate Project
Do Not sign, click, authorize, or otherwise approve anything you don’t agree with!!!

The response from FEMA of “The State will fix it at closeout” is wrong.
Request for Public Assistance (RPA) submission due in Grants Portal: September 26, 2019

Problems/Questions

• Contact your PA Recovery Specialist

• Website:
  https://dma.wi.gov/DMA/wem/grants/recovery-programs

• Public Assistance Contact Info:
  Email: DMAWEMPublicAssistance@wisconsin.gov
  Fax: (608) 223-6526

• Eric Learn – State Public Assistance Officer
  Office: (608) 242-3200

• Robert Stoikes – Recovery Section Supervisor
  Office: (608) 242-3226