

Public Assistance Program

DR-4477

Applicant Briefing





FEMA-4477-WI-DR Information

Incident Period

- **January 10-12, 2020**
- The time period during which eligible damages occurred

Declaration Date

- **March 11, 2020**
- Starts the clock for submitting applications and completing projects



Impacted Area

- Eligible damages must have occurred here





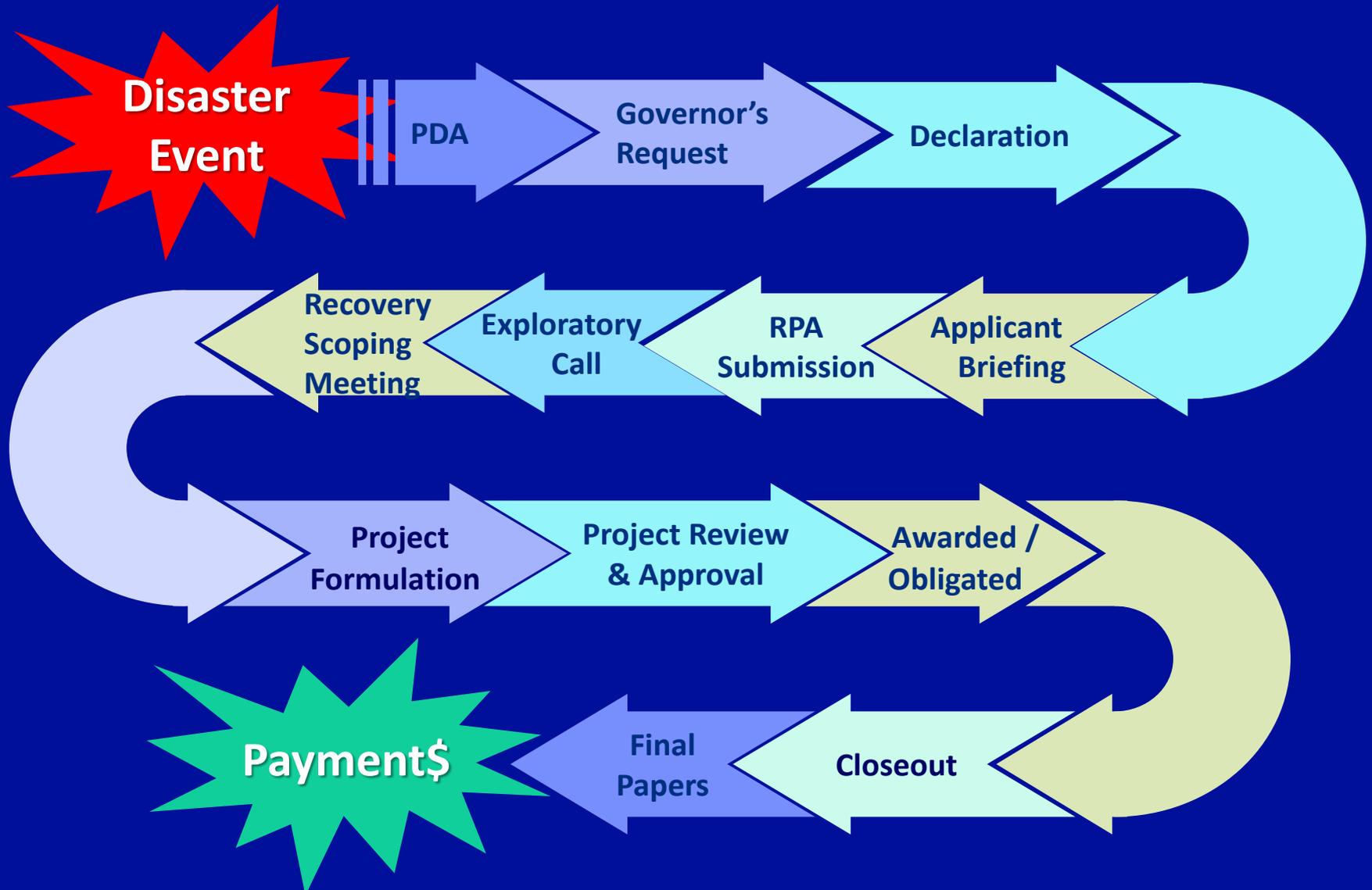
Important Dates!

**Request for Public Assistance (RPA)
submission due in Grants Portal:
April 10, 2020**

**Last date to identify damages to your facilities:
60 Days after Recovery Scoping
Meeting with FEMA**



Public Assistance Process





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!**





FEMA Grants Portal

Grants Portal

Sign in to Your Account

USERNAME

[Forgot your username](#)

PASSWORD

[Forgot your password](#)

SIGN IN

Please use Mozilla Firefox as web browser for best results,
however Chrome, Safari, Explorer can also be used

Website address is <https://grantee.fema.gov>



FEMA Grants Portal

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

Sent: Tuesday, October 17, 2017 4:33 PM

To: LastName, FirstName MI <EmailAddress@emailaddress.com>

Subject: FEMA PA Notification - An account has been created for you in the FEMA Grants Portal.

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 🔔 Sam, Yosemite

⚠️ 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 locator.

Organization

Troy, C

Level: 2

Type: City or Government

FEMA PA Code

Is PNP? No

Click hyperlink **“Please click here to begin RPA submission process”**



SAM.gov / CAGE Code

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



Assurances



Wisconsin Emergency Management
Department of Military Affairs
Public Assistance

DMA Form 1017A

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.

«Federal_Disaster_Number»

«FEMA_APP_ID»

«TVG» of «Applicant_Name»





Exploratory Call

- **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**





Damage Inventory

CAT	Name	Damage Description	Cause of Damage	Address 1	Address 2	City	State	Zip	Site Inspection Required?	% Work Complete
A	Debris Removal	Debris throughout the City - trees and limbs	Hurricane	314 E Rustin St		Glennville	Georgia	30427	No	100%
B	Emergency Protective Measures	The Police Department ensured public safety by blocking off roadways and directing traffic. Public Works and Administration also assisted in response efforts.	Hurricane	705 N Caswell St		Glennville	Georgia	30427	No	100%
B	Alternate power source for emergency	Power was out for about a week in some areas. This caused sewer lift stations to cease working.	Hurricane	134 S Veterans Blvd		Glennville	Georgia	30427	No	100%
C	Roads & Bridges	Trees from the Right of Way were blown down from high winds of the hurricane, causing damage to the sidewalk.	Hurricane	10278 E. Oglethorpe Highway	City of Glennville	Glennville	Georgia	30427	Yes	100%
D	Utilities	Floodgate damage, WTBC Want HMP	Hurricane	Glennville Utility District	4th Ave and 2nd Street	Glennville	Georgia	30427	Yes	0%
E	Equipment for Fire Department	Tree landed on firetruck causing damage.	Hurricane	134 S Veterans Blvd		Glennville	Georgia	30427	Yes	0%
E	Glennwanis Hotel	Historic building owned by the city. Roof was damaged.	Hurricane	Glennwanis Hotel	209-215 East Barnard Street	Glennville	Georgia	30427	Yes	0%
E	Glennville City Library	Shingles are missing and roof has leaks to the interior.	Hurricane	408 East Barnard Street	Glennville City Library	Glennville	Georgia	30427	Yes	0%
E	City owned dump truck	Damage occurred during debris removal.	Hurricane	134 S Veterans Blvd	City Hall	Glennville	Georgia	30427	Yes	0%
E	Police Department Building	There were leaks some of which seemed to come from the floor and some possibly from the roof. There was carpet damage.	Hurricane	705 North Caswell Street	Police Department	Glennville	Georgia	30427	Yes	0%
F	Sewer field sprayers	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.	Hurricane	10490 E Oglethorpe Highway	Midway Police Department	Midway	Georgia	31210	Yes	0%
G	Recreation Dugout	Two (2) dugouts were damaged at Glennville Recreation Park as a result of Hurricane Matthew.	Hurricane	320 Veterans Drive	Glennville Park	Glennville	Georgia	30427	No	100%
G	Recreation Park	Damage to park includes: fencing, shelter, building. They also had food spoilage due to power outage.	Hurricane	320 Veterans Drive		Glennville	Georgia	30427	Yes	0%



Recovery Scoping Meeting (RSM)

- 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!!**





Facility, Work, and Cost Eligibility

- 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

Categories of Work



A. Debris Clearance



B. Protective Measures



C. Roads & Bridges



D. Water Control Facilities



E. Buildings & Equipment



F. Utilities



G. Other

Emergency Work
(Categories A & B)

Permanent Work
(Categories C-G)



Project Information

Minimum Project Cost	\$3,300.00
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Small Projects	\$3,300 to \$131,099
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- **Based actual costs of completed work and/or on cost estimates for work to be completed**
- **Easier closeout, faster payments**
- **Difficult cost-overrun recovery**

Large Projects	\$131,100 and above
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- **Reimbursed on actual costs**
- **Must document all costs incurred on project**
- **More detailed closeout audit**

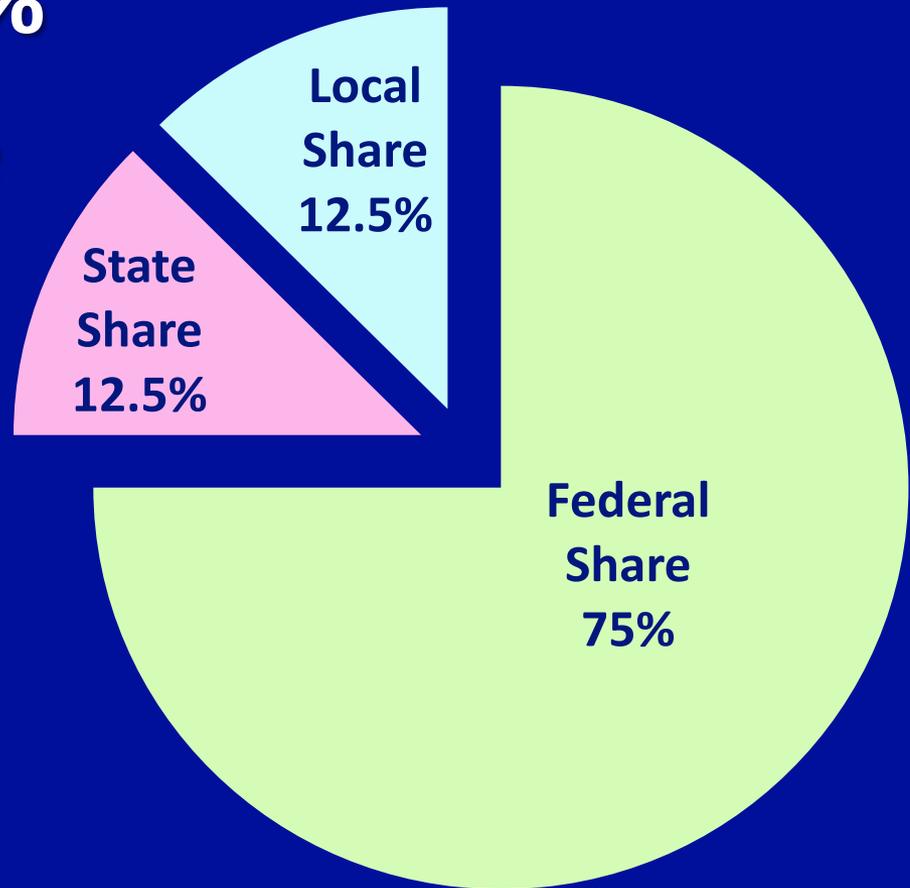


Cost Share

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? 





Documentation

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





Socioeconomic Contracting



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.



U.S. Small Business Administration

Use SBA's "Dynamic Small Business Search" (DSBS) tool to find business and comply with the regulation!

www.dsbs.sba.gov

**#1 hot button
issue with Office
of Inspector
General (audits)**



Period of Performance

Declaration Date

Emergency Work = 6 months + 6 month time extension

6 months	6 months
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Permanent Work = 18 months + 30 months of time extensions

18 months	6 months				
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- Communicate with us if there are delays or problems.
- Work performed after approved performance period might not be reimbursed!



406 Mitigation

- 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)**



PA Mitigation Ideas

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





Scope of Work (SOW) Changes

- 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





Project Approvals

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.



Takeaways!!

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

April 10, 2020



Document – Document – Document!



WEM PA Recovery Specialists

- **Kenosha County**

Shane Goss

Office: (608) 242-3246

Email: shane.goss@wisconsin.gov

- **Milwaukee County**

Cody Kamrowski

Office: (608) 242-3324

Email: cody.kamrowski@wisconsin.gov

- **Racine County**

Darin Learn

Office: (608) 242-3229

Email: darin.learn@wisconsin.gov



Additional Contact Info

- **Eric Learn – State Public Assistance Officer**
Office: (608) 242-3200
- **Robert Stoikes – Recovery Section Supervisor**
Office: (608) 242-3226
- **Public Assistance Contact Info:**
Email: DMAWEMPublicAssistance@wisconsin.gov
Fax: (608) 223-6526
- **Website:**
<https://dma.wi.gov/DMA/wem/grants/recovery-programs>