Disaster Recovery Public Assistance (PA) Financial Administration Training

FY 2023 – 2024

Course Overview

This course is broken into 3 modules highlighting the pre-disaster, post-disaster, and long-term recovery aspects of managing the Public Assistance process at the local government level. It was built to support the North Carolina Association of Regional Councils of Government (NCARCOG) in service of local government disaster preparedness activities.

Funding for this training was provided by the State of North Carolina Office of State Budget and Management in conjunction with the Department of Public Safety and the Office of Emergency Management.

Module 2: Post-Disaster Operations

Unit 0: Welcome and Administrative Items

Welcome to the Course

This course builds local government capacity to effectively secure FEMA Public Assistance (PA) disaster recovery funds and ensure those funds address local and regional priorities.

➢ Provides local government staff with the tools to build and/or maintain the necessary financial systems and staff support needed to administer and report on the utilization of disaster recovery funds efficiently and effectively.

➢ Allows for the local government staff in a pre-disaster setting to incorporate recovery staffing and business practices into day-to-day financial administration operations.

➢ Ensures federal, state and local taxpayer dollars invested into public assets are properly protected and managed when a FEMA declared disaster event occurs.

Introductions

- Sponsor introductions

- Instructor introductions

- Supporting staff introductions

- Participant introductions

Administrative Orientation

Emergency Exits

Inclement Weather

Breaks & Lunch

Restrooms

Classroom Etiquette

Phone Etiquette

Communication Rules

Module 2: Post-Disaster Operations Overview

- Unit 0: Welcome and Administrative Items
- Unit 6: Developing Program Management Processes
- Unit 7: Public Assistance Project Components
- Unit 8: Project Development (Post-Disaster) Coordination
- Unit 9: Public Assistance Project Types
- Unit 10: Hazard Mitigation
- Unit 11: Preparing Public Assistance Project Claimed Costs
- Module 2 Summary
- Experiential Learning Activity

Module 2 Terminal Learning Objective

Terminal Learning Objective

By the end of this Module, participants will be able to explain the best methods to manage each phase of the Public Assistance process after a disaster, and effectively engage with state and federal partners to administer eligible projects.

Module 2 Key Takeaways

Enabling Learning Objectives:

- Participants will be able to develop program management processes and/or systems for use from inception through closeout in preparation and submission of disaster recovery program projects.

- Participants will be able to accurately identify and prepare the different project components.

- Participants will be able to describe how to obtain, analyze, and gather field documentation for project development.

- Participants will be able to accurately identify the different work project types and develop processes for preparation and submission of disaster recovery program projects.

- Participants will be able to discuss hazard mitigation programs and determine the proper use of those within the disaster recovery process.

- Participants will be able to accurately prepare and prioritize PA emergency and permanent work project claimed costs.

Module 2: Post-Disaster Operations

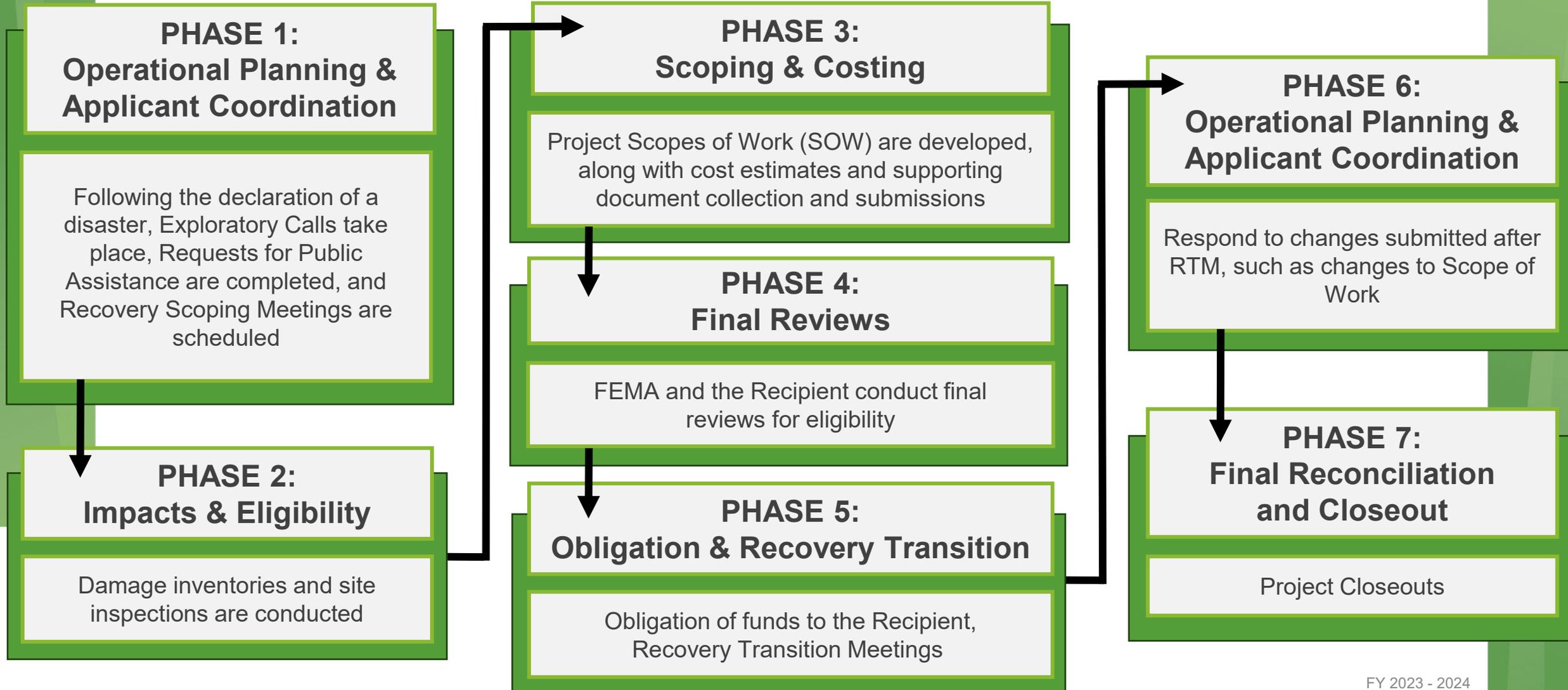## Unit 6: Developing Program Management Processes

Module 2: Unit 6 Overview

- Program Delivery Process of Public Assistance
- Phase I: Operational Planning and Applicant Coordination
- Phase II: Impacts and Eligibility
- Phase III: Scoping and Costing
- Phase IV: Final Reviews
- Phase V: Obligation and Recovery Transition
- Phase VI: Project Monitoring and Amendments
- Phase VII: Final Reconciliation and Closeout
- Document Management
- Necessary/Required Processes from Inception Through Closeout
- Unit 6 Summary

PA Program Delivery Process Phases

PHASE 1:
Operational Planning & Applicant Coordination

Following the declaration of a disaster, Exploratory Calls take place, Requests for Public Assistance are completed, and Recovery Scoping Meetings are scheduled

PHASE 2:
Impacts & Eligibility

Damage inventories and site inspections are conducted

PHASE 3:
Scoping & Costing

Project Scopes of Work (SOW) are developed, along with cost estimates and supporting document collection and submissions

PHASE 4:
Final Reviews

FEMA and the Recipient conduct final reviews for eligibility

PHASE 5:
Obligation & Recovery Transition

Obligation of funds to the Recipient, Recovery Transition Meetings

PHASE 6:
Operational Planning & Applicant Coordination

Respond to changes submitted after RTM, such as changes to Scope of Work

PHASE 7:
Final Reconciliation and Closeout

Project Closeouts

Phase I: Operational Planning and Applicant Coordination

Phase I is where Applicant eligibility takes place. Some of the main components to this phase include Requests for Public Assistance, Applicant Briefings, Exploratory Calls, and Recovery Scoping Meetings.

| **Request RPA within 30 days of Declaration** | **Recipient conducts Applicant Briefings** | **PDMG assigned and Exploratory Call is conducted** | **Recovery Scoping Meeting (RSM) is conducted** |

Phase II: Impacts and Eligibility

Phase II includes logically grouping impacts into projects, conducting site inspections, and developing a Damage Inventory.

- Within 60 days of the RSM, a complete list of impacts must be submitted to FEMA.

- FEMA conducts site inspections to validate and document damages.

Phase III: Scoping and Costing
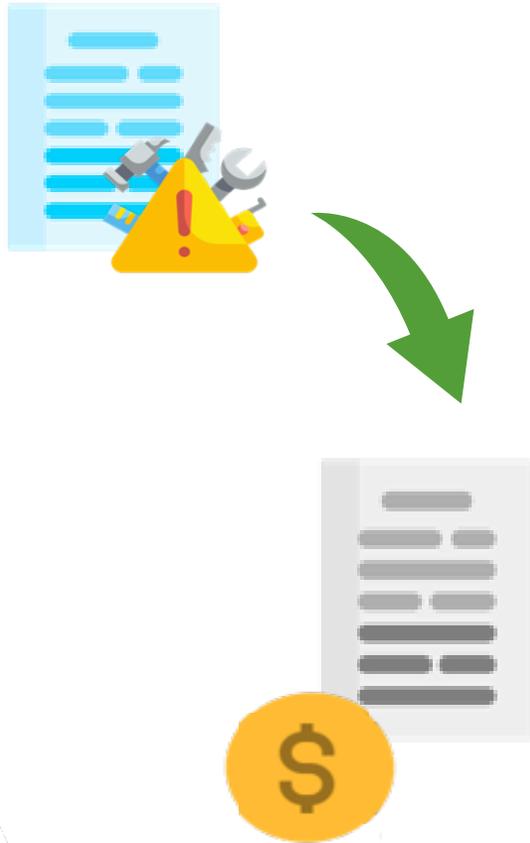
Phase III occurs after FEMA, the Recipient, and Subrecipient come to an agreement on the Damage Inventory.

- The Subrecipient develops a Scope of Work and cost estimate for each project.

- The cost estimate and Scope of Work are reviewed to ensure compliance and eligibility.

Phase IV: Final Reviews

Phase IV is where FEMA and the Recipient conduct their final project reviews.

- During the Recipient review, project applications are reviewed to ensure the Subrecipient has properly addressed cost and repairs for all projects.

- Once the Recipient conducts its review, FEMA performs the final review.

Phase V: Obligation and Recovery Transition

Phase V is when project obligation and Recovery Transition Meetings take place.

Funds are obligated by FEMA following final reviews.

Recovery Transition Meetings are scheduled by the PDMG.

Attended by the Recipient, Subrecipient, and FEMA.

During the Recovery Transition Meeting, processes are discussed.

Primary POC transitioned to Recipient.

Phase VI: Project Monitoring and Amendments

Phase VI is where post-award changes and monitoring are done. Projects are monitored and changes requested if needed.

Post-Award Changes
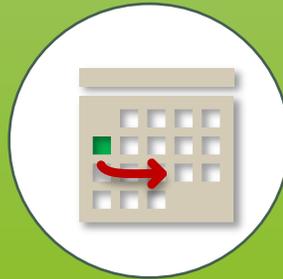
Extending Completion Deadline

Audits and Auditing Organizations

Audit Required By Law

Phase VII: Final Reconciliation and Closeout

Phase VII is the last phase, where Final Reconciliations and Closeout of projects take place.

Project closeout begins when the Subrecipient certifies all work is completed and informs the Recipient.

Once all projects are closed, FEMA closes out the Subrecipient.

Following closure of the Subrecipient, the Recipient closes out the award.

Knowledge Check 2.1

What are the first four phases (in order) of the PA Program Delivery Process?

A. Operational Planning & Applicant Coordination, Impacts & Eligibility, Scoping & Costing, Final Reviews

B. Scoping & Costing, Impacts & Eligibility, Finaly Reviews, Operational Planning & Applicant Coordination

C. Operational Planning & Applicant Coordination, Scoping & Costing, Impacts & Eligibility, Final Reviews

D. Final Reviews, Scoping & Costing, Impacts & Eligibility, Operational Planning & Applicant Coordination

Documentation Management

- Document naming conventions should be defined and specific, to ensure uniformity within your organization and with contractors.

- FEMA will ask you to rename your documents if they are not clearly labeled.

- FEMA Naming Convention Format: DRxxxx(State Abbreviation) – Project # - Facility Location/Name - Document Description

Ex: DR1234NC – Project 987654 – Town of Paro Library - Permits

Necessary/Required Processes from Inception through Closeout

Have an internal plan for document sharing

Consider a system that determines access management

Any field documentation should be uploaded to shared organizational drives

Think about how different departments report relevant information

Files should be organized in a clear file system in the drive

Identify the disaster team and appoint back-up points of contact

Module 2: Unit 6 Summary

- A detailed account of the seven phases of the PA Program Delivery process

- The importance of proper document management within your organization

- How document control best practices impacts how you move through the PA Program Delivery process

Module 2: Post-Disaster Operations

Unit 7: Public Assistance Project Components

Module 2: Unit 7 Overview

- Categories of Work (Emergency Work)
- Categories of Work (Permanent Work)
- Damage Descriptions and Dimensions
- Scope of Work
- Work Eligibility
- Cost Eligibility
- Main Types of Costs
- Unit 7 Summary

Categories of Work (Emergency Work)

Emergency Work

Category A
Debris removal; Construction/demolition, Hazardous materials

Category B
Emergency protective measures; Removal of health/safety hazards

Statutory Timelines
Start Date – Date of Declaration
Debris Removal – 6 Months
Emergency Work – 6 Months
Permanent Work – 18 Months

Categories of Work (Permanent Work)

Category C
Roads and Bridges

Category D
Water Control Facilities

Category E
Public Buildings, Equipment

Category F
Public Utilities

Category G
Parks, Recreational Facilities

Category Z
Management Costs

Cat Z: Management Costs are incurred from the beginning of a disaster, so ensure you have some mechanism in place to track those costs, so they can be reimbursed at the end of the recovery process!

Damage Descriptions and Dimensions

FEMA works with the Subrecipient to develop Damage Descriptions and Dimensions (DDD)

FEMA and the Recipient ensure the Subrecipient submits all necessary documentation

FEMA, the Recipient, and the Subrecipient must agree on the DDD before proceeding with Scope of Work development

Scope of Work

Should Include:

- Who performed, or will perform, the work

- Proposed or completed repairs

- Technical assessments

For Emergency Work:

- Work required to address immediate threats

- Must include descriptive or quantitative information

For Permanent Work:

- How the Applicant plans to repair, or has repaired, damages.

- Includes repair, hazard mitigation dimensions

Ineligible Work:

- Work that is not written into the Scope of Work will not be deemed eligible for reimbursement, or may result in delays to funding

Work Eligibility

- Damaged by the declared disaster
- Physically located in disaster area
- Legal responsibility of Subrecipient

- Must be required to be completed
- Must be located within declared disaster area
- Legal responsibility of Subrecipient

- Must be completed to save lives
- Protects public health and safety
- Eliminates or lessens an immediate threat

Cost Eligibility

Costs are eligible for reimbursement when they are:

Directly tied to eligible work included in the Scope of Work

Adequately documented

Necessary and reasonable

Main Types of Costs

Force account labor, equipment	**Rentals**
Materials and supplies	**Contract work**

Cost Summary Workbooks are a collection of expenditure worksheets that track costs. They can be used to develop total claimed costs by helping you keep an organized summary of all work performed/to be performed.

Knowledge Check 2.2

Which of the following is NOT a main type of cost?

A. Force account labor

B. Rentals

C. Contract work

D. Reimbursements

Module 2: Unit 7 Summary

- Categories of Emergency Work

- Categories of Permanent Work

- Information required to develop a Damage Descriptions and Dimensions (DDD)

- Information required to develop a Scope of Work

- The basics of Work Eligibility

- The basics of Cost Eligibility

- The main types of costs used to create an estimate

Module 2: Post-Disaster Operations

Unit 8: Project Development (Post-Disaster) Coordination

Module 2: Unit 8 Overview

- Documentation Required for Public Assistance
- Submitting Field Documentation
- FEMA Grants Portal
- NC EM Grants System
- Packaging Documentation
- Unit 8 Summary

Documentation Required for Public Assistance

Documentation provided by the Subrecipient is essential. Some documents that are required to be submitted include:

- Damage inventory (impact information)
- Site inspection reports (inspections conducted by FEMA)
- Force account labor logs
- EHP questionnaire
- Equipment records/activity
- Insurance policies
- Pre-event maintenance records
- Generator hour records
- Photographs and blueprints
- Material and supply invoices
- Procurement policies
- Payroll policies

Ensure you have a system to back up critical documentation *before* a disaster strikes!

Submitting Field Documentation

- FEMA Grants Portal is the location to submit documentation and information about work projects and to track the status of their Public Assistance applications.

- NC EM Grants system is the location to submit documentation for and track reimbursements and Public Assistance deadlines.
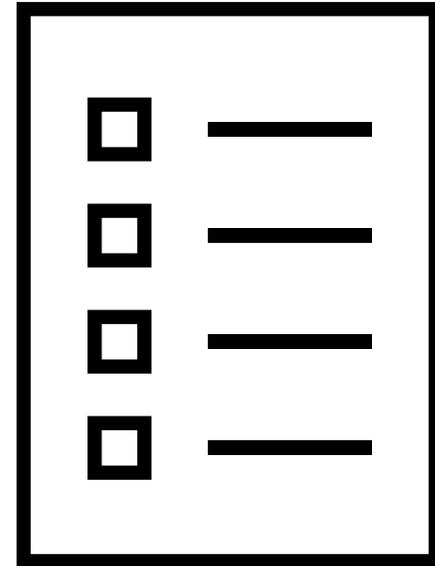
FEMA Grants Portal (1 of 2)

- Web-based system where all project application information is submitted. FEMA, Recipients, and Subrecipients use this system to keep all stakeholders informed throughout the Public Assistance process.

- Finance Coordinators (or appointed Applicant Representative) upload all their documentation to FEMA through this portal, in their Organizational Profile.

FEMA Grants Portal (2 of 2)

Knowledge Check 2.3

Which of the following is true about FEMA Grants Portal?

A. Your Organizational Profile in the system is specific to the current disaster

B. Requests for Public Assistance (RPA) are not submitted in FEMA Grants Portal

C. Project obligation occurs in FEMA Grants Portal

D. Applications are automatically denied if improper documentation is submitted

NC EM Grants System

emgrants.nc.gov

Menu

North Carolina Emergency Management

emgrants.nc.gov tracks Emergency Management grants in North Carolina. The system manages the process from application through closeout.

Returning User Login:

Email:

Password:

☐ Remember Me

Sign In   Register

| Request for Public Assistance submitted to FEMA Grants Portal | → | NC EM Grants System syncs with FEMA EMMIE | → | Requests for Reimbursement and supporting documentation submitted | → | NC EM Grants reviews the document package | → | Reimbursement approved OR more documentation requested |

Your State Rep is your advocate. Do not sign or agree to anything until you've had a chance to speak to your State Rep! They are there to support you and your community!

FY 2023 - 2024

NC EM Grants Example (1 of 2)

FY 2023 - 2024

NC EM Grants Example (2 of 2)

This is an example of the information that is provided on the Projects Screen.

Packaging Documentation

Force Account Labor Package
Timesheets by pay period
Payroll policy
Proof of payroll
Activity logs
Fringe benefits sheet
Miscellaneous documents specific to project type

Rentals
Rental invoices
Purchase orders/work orders/procurement
Miscellaneous documents specific to project type

Contract Costs
Invoices
Procurement policies
Procurement bids
Requests for quotes
Contract or contract vehicle
Miscellaneous documents specific to project type

Force Account Equipment Package
Activity logs
Pre-disaster maintenance records
Equipment inventory/list
Additional equipment documentation
Miscellaneous documents specific to project type

Materials/Supplies
Contract invoices
Purchase orders
Materials from stock/inventory
Historical purchases of materials
Inventory list and usage
Miscellaneous documents specific to project type

Module 2: Unit 8 Summary

- Some of the documentation necessary to support your PA application

- How to package necessary documents when submitting them to online systems

- FEMA Grants Portal and its role in the PA process

- NC EM Grants system and its role in the PA process

Module 2: Post-Disaster Operations

Unit 9: Public Assistance Project Types

Module 2: Unit 9 Overview

- Project Types

- Small and Large Projects

- Standard Lane and Completed Lane Projects

- Other Project Types

- 50% Rule

- Unit 9 Summary

Project Types

Completion of Damage Inventory → Logical grouping of damages into projects

Small Projects

Alternate Projects Improved Projects Alternative Procedure Projects

Large Projects

Alternate Projects Improved Projects Alternative Procedure Projects
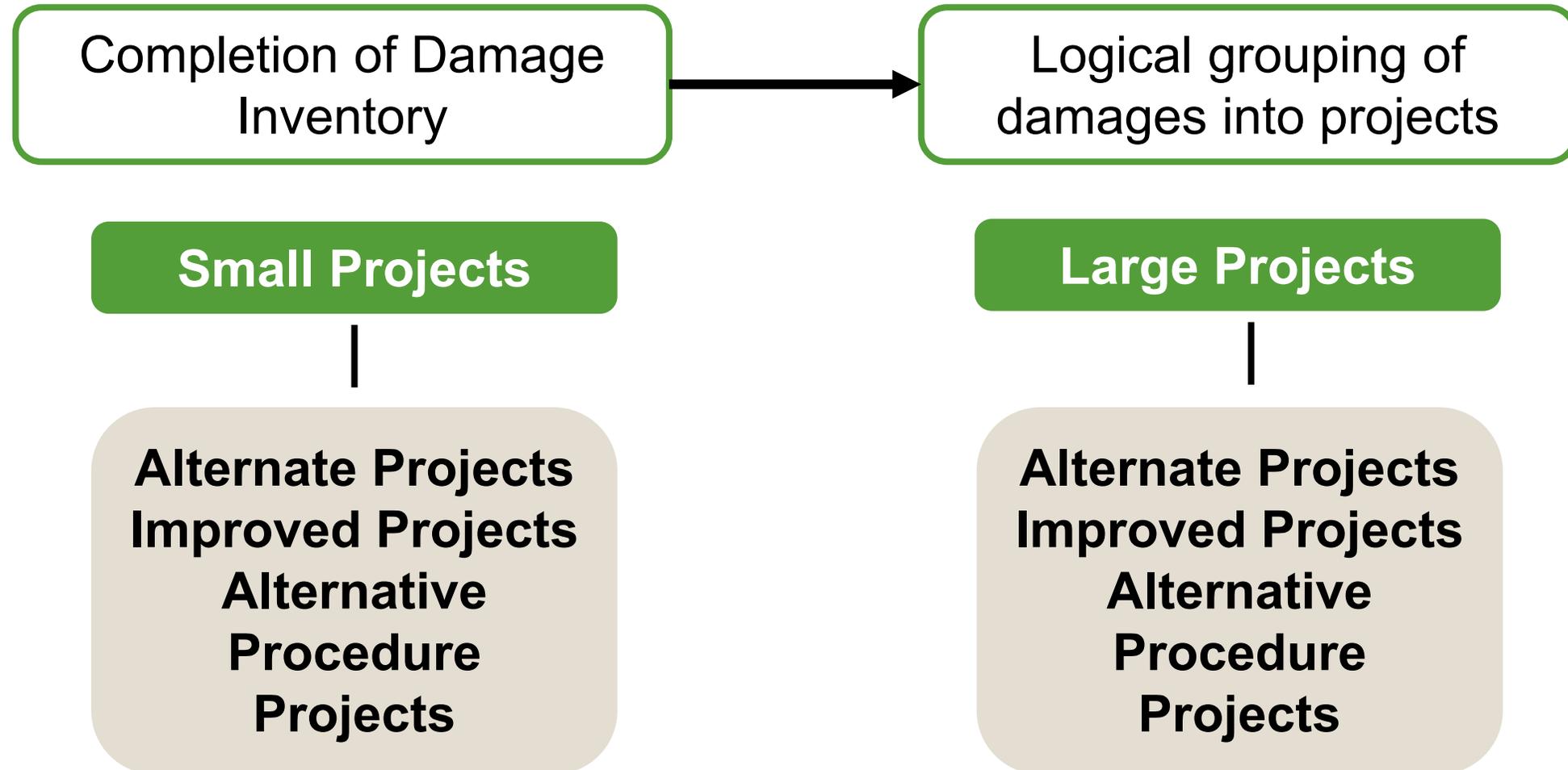
Small and Large Projects

Small Projects

- Projects costing less than $1,000,000

- The small project cap was adjusted to $1,037,000 effective October 1, 2023

Large Projects

- Projects greater than $1,000,000

- FEMA must notify congress of any obligations greater than $1 Million before delivering an award

- Projects over $1,037,000 and started on or after October 1, 2023

Knowledge Check 2.4

What is the difference between small and large projects?

A. Small project threshold is less than $1,037,000 and large project threshold is greater than $1,037,000

B. Small projects are usually less complex, while large projects require more labor-intensive processes to complete

C. Submissions for small projects cannot be changed as easily as large projects

D. All of the above

Standard Lane and Completed Lane Projects

Standard Lane Projects do not need 100% of work completed.

Can have both estimated and completed costs.
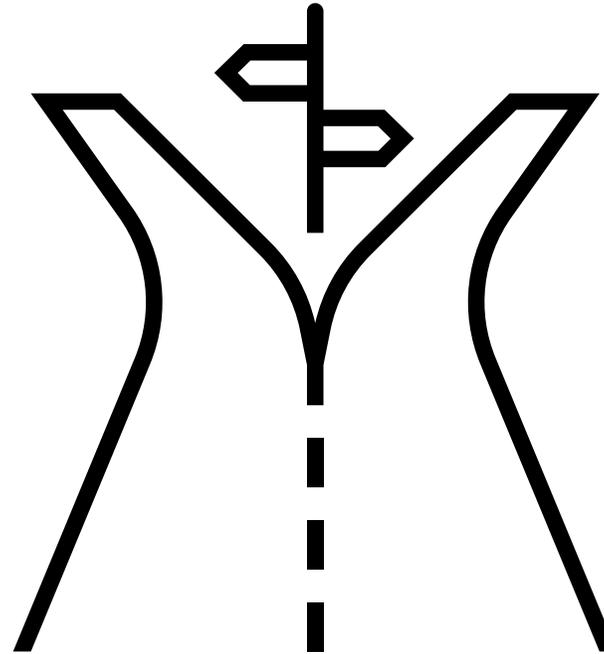
Completed Lane Projects need 100% of work completed.

Must have all costs submitted.

Processing lanes help expedite project processing.

Other Project Types

| Alternate Projects | Improved Projects | Alternative Procedure Projects | Replacement Projects |

Facilities are repairable when:
- Repairs to facility are feasible to restore to pre-disaster function
- Repair cost does not exceed 50% of the replacement cost

The 50% Rule

The 50% Rule helps decide whether to repair or replace a facility. Calculated by:

Cost of repairs for disaster-related damages

Cost of replacing a facility based on pre-disaster design and function

Module 2: Unit 9 Summary

- The types of projects that can be created based on logical grouping of damages

- The difference between Small and Large Projects

- Standard Lane and Completed Lane Projects

- The 50% Rule in deciding to repair or replace facilities

Module 2: Post-Disaster Operations

Unit 10: Hazard Mitigation

Module 2: Unit 10 Overview
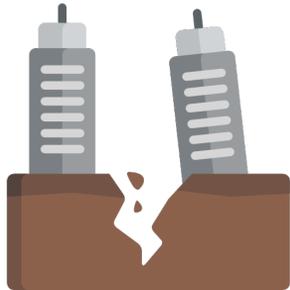
- Hazard Mitigation Programs

- 404 and 406 Hazard Mitigation Grants

- 406 Hazard Mitigation Program

- Unit 10 Summary

Hazard Mitigation Programs

Hazard Mitigation: Actions taken to reduce or eliminate long-term risk of natural hazards and their effects

Mitigation measures deemed ineligible as Public Assistance may qualify for Hazard Mitigation Grant Program (HMGP) funding

404 and 406 Hazard Mitigation Grants

404 and 406 Hazard Mitigation funding are distinct programs with key differences

PA and HMGP funds can both be used on the same facility, but NOT for the same work

404 Mitigation will be covered in Module 3

406 Hazard Mitigation Program

For eligible repair within a declared area post-disaster

Funds mitigation measures to reduce or prevent similar disaster damages
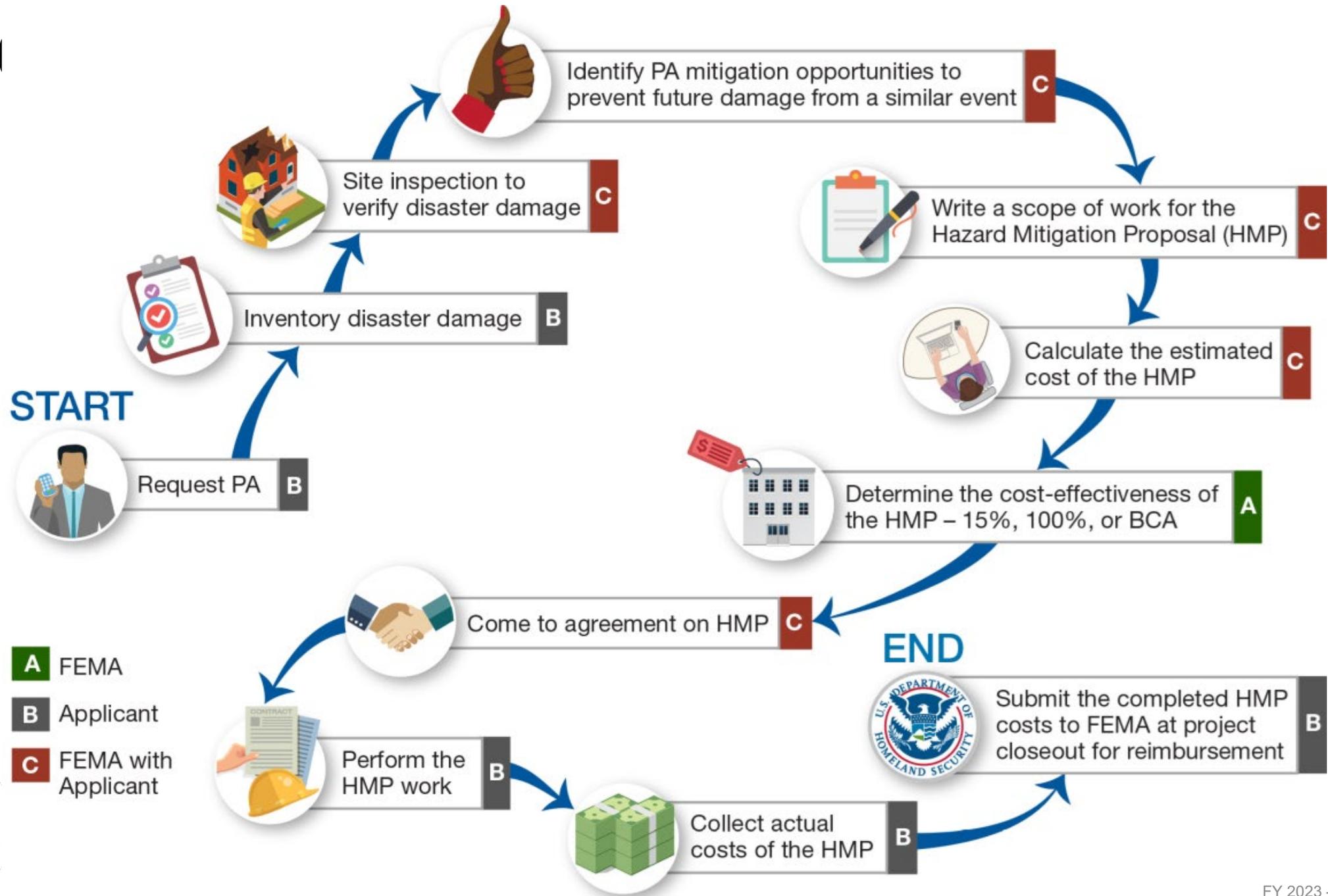
Funded under the Public Assistance program

Hazard Mitigation: 406 Funding

- Provides funding for mitigation measures in conjunction with disaster repairs
- Funding only available for declared counties and eligible damaged facilities

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START

Request PA | B

Inventory disaster damage | B

Site inspection to verify disaster damage | C

Identify PA mitigation opportunities to prevent future damage from a similar event | C

Write a scope of work for the Hazard Mitigation Proposal (HMP) | C

Calculate the estimated cost of the HMP | C

Determine the cost-effectiveness of the HMP – 15%, 100%, or BCA | A

Come to agreement on HMP | C

END

Submit the completed HMP costs to FEMA at project closeout for reimbursement | B

Collect actual costs of the HMP | B

Perform the HMP work | B

A FEMA
B Applicant
C FEMA with Applicant

Knowledge Check 2.5

A hurricane has hit, causing widespread flooding and power loss. A hospital had generators to provide emergency power but was inadequately prepared for the flooding, resulting in flooded generators. In response, the hospital wants to use Hazard Mitigation funding to elevate their back-up generators and reduce the risk of power-loss during any future flooding.

Which type of Hazard Mitigation funding is best suited for this scenario?

406 Hazard Mitigation Funding

Module 2: Unit 10 Summary

- The two primary types of Hazard Mitigation Grants
- The appropriate use of funding from the 406 grant

Module 2: Post-Disaster Operations

Unit 11: Preparing Public Assistance Project Claimed Costs

Module 2: Unit 11 Overview

- Work Projects and Costs

- Work Project Estimates

- Work Project Estimate Preparation and Strategy

- Mutual Aid

- Unit 11 Summary

Work Projects and Costs

Emergency Work Projects with Work to be Completed

FEMA may process projects based on estimates

Permanent Work Projects with Work to be Completed

FEMA determines amount of funding based on estimates

Permanent Work Projects with All Work Completed

Subrecipient submits project documentation for funding

Small Projects

FEMA may process projects based on estimates even if all work is completed

When FEMA develops costs estimates for sites with Permanent Work to Be Completed and the total costs meet or exceed the Large Project threshold, the Cost Estimating Format (CEF) is used.

Work Project Estimates

FEMA accepts a Subrecipient-submitted cost estimate if the estimate:

Is prepared by a licensed estimating professional according to industry standards

Includes certification that the estimated cost corresponds to repairs

Is based on unit costs for each component of the Scope of Work

Is based on the current phase of design or construction

Includes actual costs for work completed

When FEMA develops costs estimates for sites with Permanent Work to Be Completed and the total costs meet or exceed the Large Project threshold, the Cost Estimating Format (CEF) is used.

Work Project Estimate Preparation and Strategy

Estimates may not be easy to create based on the damage from the disaster

Subrecipients can use their own template formats for documentation

FEMA requires good methodology to validate or support estimates

Knowledge Check 2.6

In which scenario(s) would FEMA accept a Subrecipient-submitted cost estimate?

A. The estimate was prepared by a certified professional cost estimator

B. The estimate is developed based on actual costs for work

C. Both A and B

D. None of the above

Mutual Aid

Resources provided by another jurisdiction following a disaster. Reimbursement practices can be determined by:

Requesting Entities

Providing Entities

Module 2: Unit 11 Summary

- How estimates are prepared based on project type

- How Subrecipient-submitted cost estimates should be prepared

- How FEMA develops cost estimates

- A walkthrough of how to prepare a cost estimate

- A description of mutual aid

Module 2: Post-Disaster Operations Summary

- Managing disaster recovery programs from start to finish

- Identification and preparation of various project components for disaster recovery

- Obtaining, analyzing, and compiling field documentation during project development

- Differentiation and development of various disaster recovery work project types

- Hazard mitigation programs and their integration into the disaster recovery process

- Preparation and prioritization of Public Assistance emergency and permanent work project costs

Module 2 Experiential Learning Activity Scenario

You are a government employee in the fictional town of Paro, North Carolina, which has recently been affected by Hurricane Omega. The city has suffered significant damage from the storm.

You have been assigned to support response and recovery operations and have been tasked to assist with developing a Damage Descriptions and Dimensions (DDD) based off a provided Damage Inventory (DI) and site inspection report.

Module 2 Experiential Learning Activity Instructions

Review the scenario and provided sample Damage Descriptions and Dimensions (DDD). Work individually to develop a DDD from the provided materials including the Damage Inventory (DI), site inspection report, and your own inferences from the information provided. There is no "correct" answer to this activity. Develop a DDD that you feel is appropriate.

Afterwards, discuss your developed DDD with the class and review one example of what it may have looked like. What information did you choose to include or not include?

Wrap-Up and Questions

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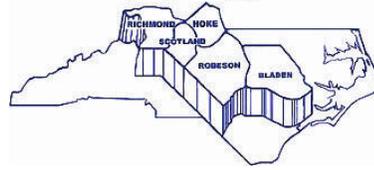**Contact your regional Council of Government to schedule training and to access more information about Public Assistance!**