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Eastern Carolina Council

Disaster Recovery Participant Guide

Disaster Recovery Public Assistance (PA) Financial
Administration Training

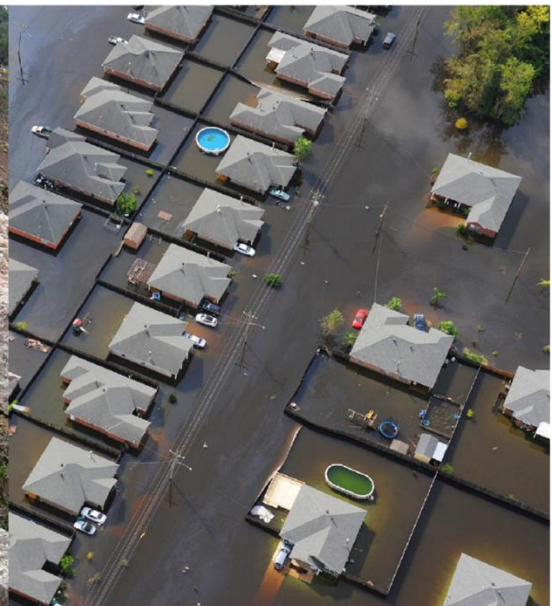


Eastern Carolina Council of Governments



Module 1 Participant Guide

Disaster Recovery Public Assistance (PA) Financial
Administration Training



North Carolina Association of Regional
Councils of Government

FY 2023 - 2024



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ABOUT THE PARTICIPANT GUIDE

The Participant Guide (PG) should be used as a reference tool by participants before, during, and after course delivery for the North Carolina Association of Regional Councils of Government (NCARCOG) Disaster Recovery Public Assistance (PA) Financial Administration Training. The PG expands on presentation slide content delivered by the course instructor, providing contextual information to maximize participant understanding of key themes and topics. It also serves as a workbook for notetaking and provides instructions for completing Knowledge Checks and Experiential Learning Activities.

WHAT WILL I FIND IN THE GUIDE AND HOW DO I USE IT?

The PG is a comprehensive package that contains:

- The recommended course delivery sequence
- Presentation visuals and contextual notes
- Space for notetaking during the course
- Knowledge Checks
- Instructions for Experiential Learning Activities
- Appendices for key terms, concepts, and resources to support the course and continued self-study

GETTING STARTED

COURSE DESCRIPTION

This course serves as a subject matter expert (SME) designed learning experience that allows for Council of Government staff to build [local government](#) capacity to effectively secure disaster recovery reimbursements and ensure those funds address local and regional priorities. The Public Assistance Local Government program provides the knowledge and tools for Units of Local Government (ULGs) to build and/or maintain the necessary financial systems and identify staff support needed to administer and report on the utilization of disaster recovery funds efficiently and effectively. This course is designed to incorporate recovery staffing and business practices into day-to-day financial administration operations.

Through completing this course, you will be more aware of the Public Assistance (PA) Program, the tools, resources, and contacts you can call upon for support, and best practices to prepare for, respond to, and recover from disasters. This course is designed to prepare local government officials and public asset stakeholders to become ready to engage with the PA Program from a place of familiarity and develop pre-disaster strategies to implement preparedness processes on “blue-sky” days before a disaster hits.

COURSE OVERVIEW

Title: Disaster Recovery Public Assistance (PA) Financial Administration Training

Audience: This course is for participants training to support local governments in the financial administration of Public Assistance local funds.

Learning Environment: You will be in a classroom setting and use available technology.

Delivery: This course is taught via Instructor-Led Training (ILT) modules and includes experiential scenario-based activities. The Participant Guide will be made available to you for use during and after the course. It is suggested that you also receive a digital copy of the Participant Guide upon course completion.

Media: This course utilizes Microsoft (MS) PowerPoint (PPT) presentations, Portable Document Format (PDF) documents, and linked website content. Facilitators may use a digital platform such as MS Teams as a repository for any ‘Parking Lot’ items or discussions that occur during the class.

MODULE TIMINGS, MICROLEARNINGS, AND SCHEDULE SAMPLES

This Disaster Recovery Public Assistance (PA) Financial Administration Training is designed to be flexible and scalable to the needs of instructors and participants. Instructors may choose to present all three modules of the course in sequence, teach individual modules as separate offerings, or teach single units as time allows.

Following is a list of expected timings for Module 1 and a sample schedule for full-day and half-day deliveries. Your instructor will review the chosen schedule prior to beginning the course.



Module 1 Pre-Assessment – 30 Minutes

Unit 0: Welcome and Administrative Items – 40 Minutes

Unit 1: Introduction to Public Assistance – 60 Minutes

Unit 2: Government Roles in Disaster Recovery – 35 Minutes

Unit 3: Roles and Responsibilities of Local Government – 25 Minutes

Unit 4: Pre-Disaster Planning, Policies, and Best Practices – 60 Minutes

Unit 5: Identifying Risks – 30 Minutes

Experiential Learning Activity – 40 Minutes

Module 1 Post-Assessment – 30 Minutes

Module 1 Microlearning Videos

- Units 1 and 2: The Public Assistance Program – 3 Minutes
- Unit 3: Roles and Responsibilities of Local Government – 5 Minutes
- Unit 4: Procurement and Contracting Requirements – 3 Minutes
- Unit 5: Identifying Risks – 5 Minutes

Full-Day Example Schedule

Module/Unit/Activity	Estimated Time
Participant Registration	8:00 a.m. – 8:30 a.m.
Module 1 Pre-Assessment	8:30 a.m. – 9:00 a.m.
Module 1 Intro / Unit 0: Welcome and Administrative Items	9:00 a.m. – 9:40 a.m.
Break	9:40 a.m. – 9:50 a.m.
Units 1 and 2 Microlearning Video / Unit 1: Introduction to Public Assistance	9:50 a.m. – 10:50 a.m.
Break	10:50 a.m. – 11:00 a.m.
Unit 2: Government Roles in Disaster Recovery	11:00 a.m. – 11:35 a.m.
Lunch Break	11:35 a.m. – 12:30 p.m.
Unit 3 Microlearning Video / Unit 3: Roles and Responsibilities of Local Government	12:30 p.m. – 12:55 p.m.
Break	12:55 p.m. – 1:05 p.m.
Unit 4 Microlearning Video / Unit 4: Reviewing and Revising Internal Policies and Procedure	1:05 p.m. – 2:05 p.m.
Break	2:05 p.m. – 2:15 p.m.

Unit 5 Microlearning Video / Unit 5: Pre-Disaster Planning Coordination	2:15 p.m. – 2:45 p.m.
Break	2:45 p.m. – 3:00 p.m.
Experiential Learning Activity	3:00 p.m. – 3:40 p.m.
Module 1 Post-Assessment	3:40 p.m. – 4:10 p.m.
“Parking Lot” Items / Closing Remarks / End of Day	4:10 p.m. – 4:30 p.m.

Half-Day Example Schedule

Module/Unit/Activity	Estimated Time
Participant Registration	8:00 a.m. – 8:30 a.m.
Module 1 Pre-Assessment	8:30 a.m. – 9:00 a.m.
Module 1 Intro / Unit 0: Welcome and Administrative Items	9:00 a.m. – 9:40 a.m.
Break	9:40 a.m. – 9:50 a.m.
Units 1 and 2 Microlearning Video / Unit 1: Introduction to Public Assistance	9:50 a.m. – 10:50 a.m.
Break	10:50 a.m. – 11:00 a.m.
Unit 2: Government Roles in Disaster Recovery	11:00 a.m. – 11:35 a.m.

PRE- AND POST-TESTING

Each module of this course has an associated pre- and post-test designed to serve as a check for understanding before and after taking the module. You will complete the pre-test prior to starting the module, and the post-test will be administered immediately after finishing the module.

PARKING LOT QUESTIONS AND FOLLOW-UPS

You will be provided with a method to ask and log follow-up questions throughout the course. The Parking Lot allows for technical questions to be identified and answered later by SME outreach conducted by the instructor. The instructor will gather and organize all Parking Lot questions and review them prior to the close of the session to ensure the follow up is successful and the responses are shared with all participants.

CRITICAL TAKE-AWAYS SHORT BRIEF

This course is meant to provide local government officials with the knowledge they need to develop pre-disaster strategies to help prepare their communities before a disaster hits. These strategies revolve around critical preparedness steps to take on a “blue-sky” day. To that end, below are some of the key points, actions, and questions that ULGs should be examining immediately following course completion:

1. Examine your Public Asset Insurance Coverage to ensure the information is correct. Insurance pays first, not FEMA.
2. Examine your HR Policy for hourly rates, overtime pay policies, and disaster pay policies.

Examine the job descriptions of personnel who are responsible for disaster recovery. Does their job description and day-to-day work reflect those responsibilities, and are they capable of performing those responsibilities? Do they need support or additional training?

3. Does your procurement policy meet the required state and federal emergency declaration procurement needs to expedite purchases or assign responsibilities and oversight? Does it include emergency budget and capital decisions?
4. Do Mutual Aid agreements with state, county, and local partners reflect your disaster needs and access to goods and services to manage a disaster event? Are any critical partners missing or does the list need to be updated or expanded?
5. Examine the need to establish a Local Disaster Recovery Manager. Develop a Pre-Disaster Recovery Plan process that will be ongoing between Emergency Management and Local Government staff and critical stakeholders. Continue to develop a long-term plan for training and updates that includes vulnerable residents in your community such as seniors, disabled, children or fragile populations. The Pre-Disaster Recovery Planning Guide from FEMA included in the course materials is an excellent place to start.

EXPERIENTIAL LEARNING ACTIVITIES

Each module in this course concludes with an experiential learning activity (ELA). These ELAs are designed to give you an opportunity to practice the skills and apply the knowledge you gained from each module. The ELAs are optional. The instructor will assess the available time and appropriateness of conducting the ELA and will facilitate if they determine to use it.



MODULE 1

COURSE OVERVIEW

SECTION OVERVIEW

Instructors will welcome you to the course and review the course description outlined in the Getting Started section of the Participant Guide.


SECTION SLIDES

2

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 their member governments' 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.

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NOTES




UNIT 0: WELCOME AND ADMINISTRATIVE ITEMS

SECTION SLIDES

3

Module 1: Pre-Disaster Conditions

Unit 0: Welcome and Administrative Items




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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.



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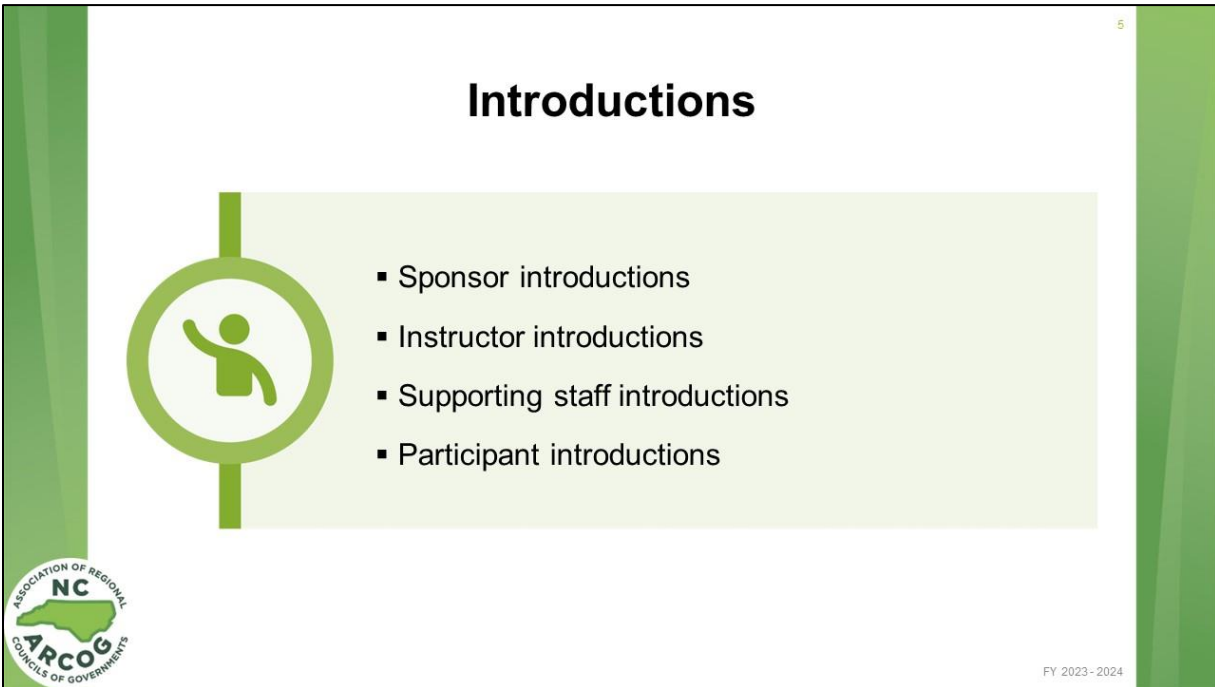
NOTES

INTRODUCTIONS

SECTION OVERVIEW

Instructors and supporting staff will introduce themselves.

SECTION SLIDE

A presentation slide titled 'Introductions'. The slide has a white background with green vertical bars on the left and right sides. At the top center, the word 'Introductions' is written in a bold, black, sans-serif font. Below the title, there is a light green rectangular box containing a bulleted list of four items: 'Sponsor introductions', 'Instructor introductions', 'Supporting staff introductions', and 'Participant introductions'. To the left of this list is a green circular icon containing a white silhouette of a person with one arm raised. In the bottom left corner of the slide, there is a small version of the ARCOG NC logo. In the bottom right corner, the text 'FY 2023 - 2024' is visible. A small number '5' is in the top right corner of the slide area.

- Sponsor introductions
- Instructor introductions
- Supporting staff introductions
- Participant introductions

NOTES

Instructors and supporting staff will each provide a brief self-introduction. Depending on class size, instructors may ask you to introduce yourself.

At this time, if the instructor chooses, the course pre-test may be administered. The pre-test consists of 15 multiple choice questions and is estimated to take 30 minutes.




ADMINISTRATIVE ORIENTATION

SECTION OVERVIEW

The instructor will provide an overview of the physical features of the facility including the location of emergency exits and restrooms, and overview of basic classroom etiquette.

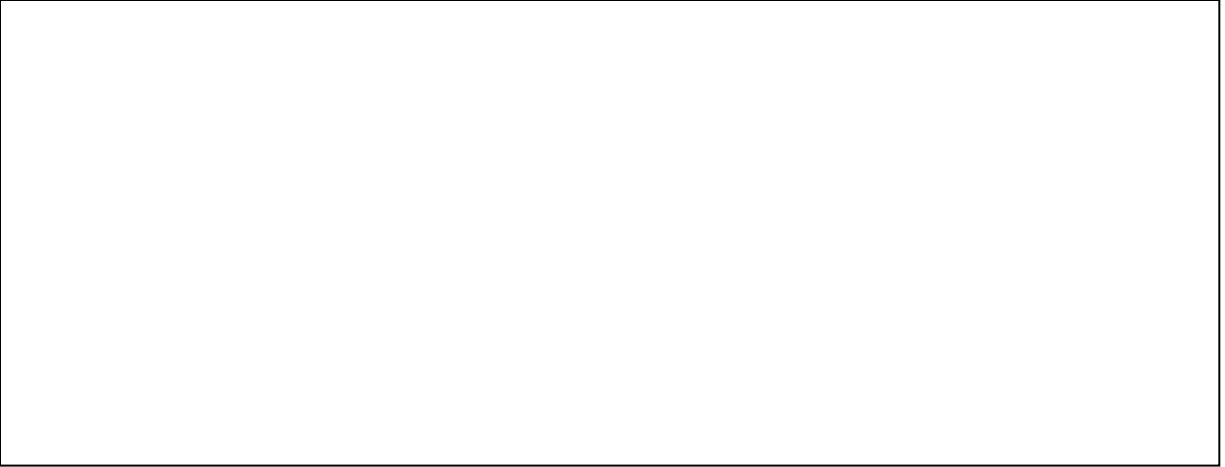
SECTION SLIDE



The slide is titled "Administrative Orientation" and lists seven topics with corresponding icons: Emergency Exits (exit sign), Classroom Etiquette (group of people), Inclement Weather (cloud with lightning), Phone Etiquette (phone with signal waves), Breaks & Lunch (apple), Communication Rules (speech bubbles), and Restrooms (male and female figures). The slide includes the ARCOG NC logo in the bottom left and the text "FY 2023 - 2024" in the bottom right.

NOTES

The instructor will inform you of the locations of emergency exits, restrooms, and any other resources or features within the facility that they may be required to access during the training. They may review an inclement weather policy and any other safety plans set for the facility, such as for an active shooter incident. They will review basic classroom etiquette, phone etiquette, and communication “rules” for a respectful experience.

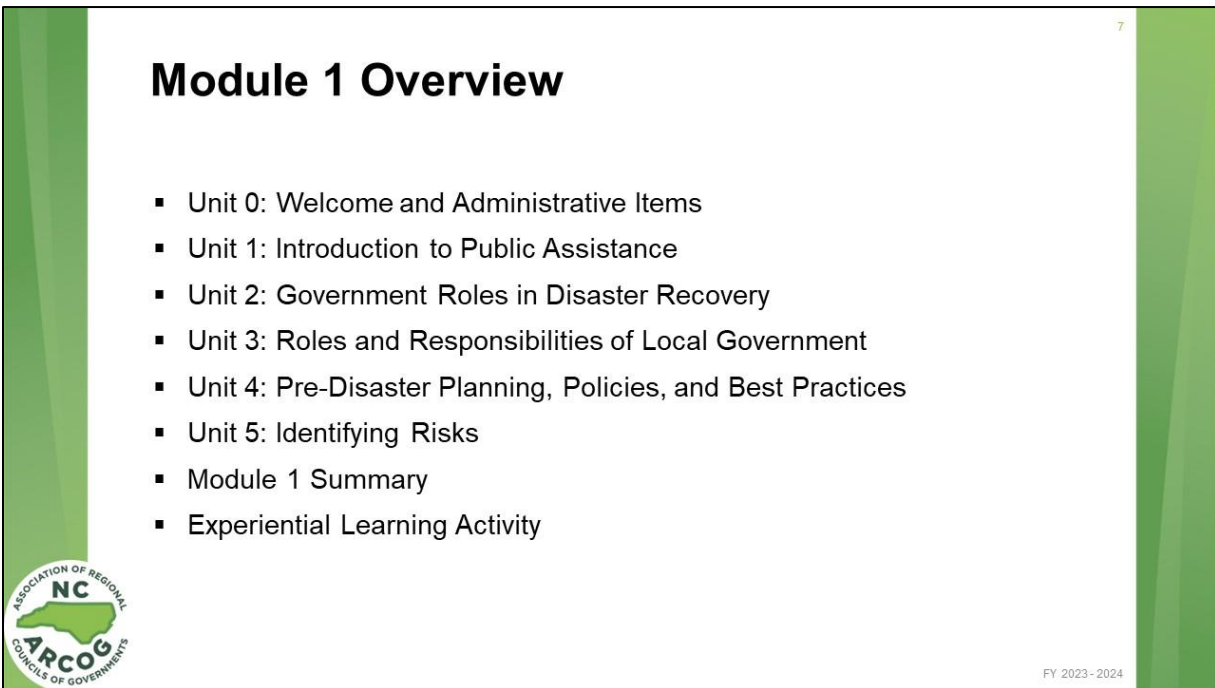


MODULE 1 OVERVIEW

SECTION OVERVIEW

The instructor will provide an overview of the units in Module 1, and the learning objectives for the Module.

SECTION SLIDE

A presentation slide titled "Module 1 Overview" with a list of units. The slide has a green header and footer. The ARCOG NC logo is in the bottom left corner, and "FY 2023-2024" is in the bottom right corner. A small number "7" is in the top right corner.

Module 1 Overview

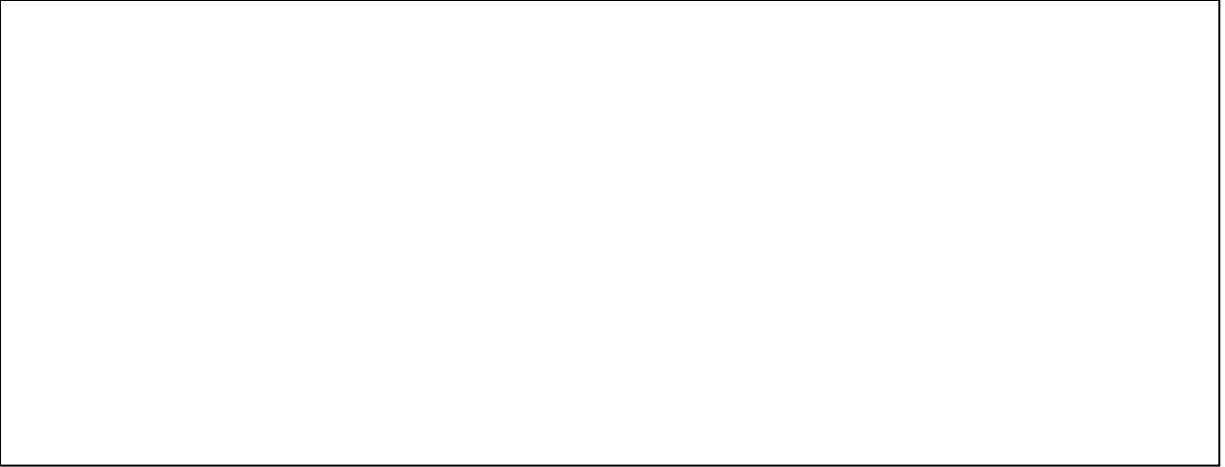
- Unit 0: Welcome and Administrative Items
- Unit 1: Introduction to Public Assistance
- Unit 2: Government Roles in Disaster Recovery
- Unit 3: Roles and Responsibilities of Local Government
- Unit 4: Pre-Disaster Planning, Policies, and Best Practices
- Unit 5: Identifying Risks
- Module 1 Summary
- Experiential Learning Activity

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- Unit 0: Welcome and Administrative Items
- Unit 1: Introduction to Public Assistance
- Unit 2: Government Roles in Disaster Recovery
- Unit 3: Roles and Responsibilities of Local Government
- Unit 4: Pre-Disaster Planning, Policies, and Best Practices
- Unit 5: Identifying Risks
- Module 1 Summary
- Experiential Learning Activity




OBJECTIVES

8

Module 1 Terminal Learning Objective

Terminal Learning Objective

By the end of this Module, participants will be able to explain how pre-disaster preparedness and planning can prepare a municipality to make the most effective use of Public Assistance after a disaster strikes, and best practices and approaches for engaging with the Public Assistance process.

The ARCOG NC logo is located in the bottom left corner of the slide.

FY 2023 - 2024

NOTES

By the end of this Module, you will be able to explain how pre-disaster preparedness and planning can prepare a municipality to make the most effective use of Public Assistance after a disaster strikes, and best practices and approaches for engaging with the Public Assistance process.

Module 1 Key Takeaways

Enabling Learning Objectives:

- Participants will be able to define the terms and concepts of the Public Assistance (PA) Program and define their roles and responsibilities within the PA process.
- Participants will be able to discuss the roles that different levels of government play in disaster recovery and distribution of Public Assistance.
- Participants will be able to develop language to embed disaster recovery financial administration responsibilities into finance department job descriptions.
- Participants will be able to identify the internal policies and procedures, such as procurement, contracting, and payroll, to ensure compliance for eligible cost reimbursement and subsequent audit reviews.
- Participants will be able to demonstrate effective pre-disaster planning coordination and financial administration of federal, state, and local disaster recovery funding.
- Participants will be able to identify risks within their operations that could affect their ability to lessen timing and to optimize reimbursements.
- Participants will be able to outline pre-disaster preparedness activities they will make actionable in their community.

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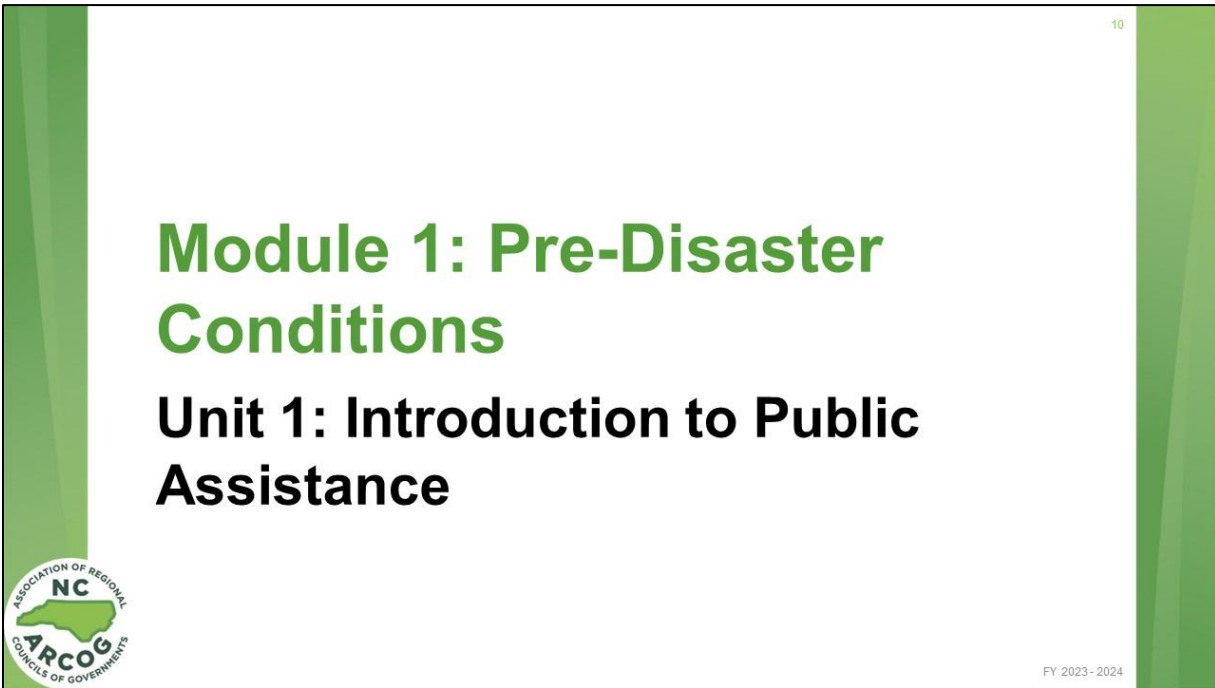
- You will be able to define the terms and concepts of the Public Assistance (PA) Program and define your roles and responsibilities within the PA process.
- You will be able to discuss the roles that different levels of government play in disaster recovery and distribution of Public Assistance.
- You will be able to develop language to embed disaster recovery financial administration responsibilities into finance department job descriptions.
- You will be able to identify the internal policies and procedures, such as procurement, contracting, and payroll, to ensure compliance for eligible cost reimbursement and subsequent audit reviews.
- You will be able to demonstrate effective pre-disaster planning coordination and financial administration of federal, state, and local disaster recovery funding.
- You will be able to identify risks within their operations that could affect your ability to lessen timing and to optimize reimbursements.
- You will be able to outline pre-disaster preparedness activities you will make actionable in your community.



UNIT 1: INTRODUCTION TO PUBLIC ASSISTANCE

SECTION OVERVIEW


In this Unit, you will define the terms and concepts of the Public Assistance (PA) Program and define their roles and responsibilities within the PA process.

A presentation slide with a white background and green vertical bars on the left and right sides. The text is centered and reads: "Module 1: Pre-Disaster Conditions" in a large green font, followed by "Unit 1: Introduction to Public Assistance" in a large black font. In the bottom left corner, there is a small ARCOG NC logo. In the bottom right corner, the text "FY 2023 - 2024" is visible. A small number "10" is in the top right corner of the slide area.

10

Module 1: Pre-Disaster Conditions

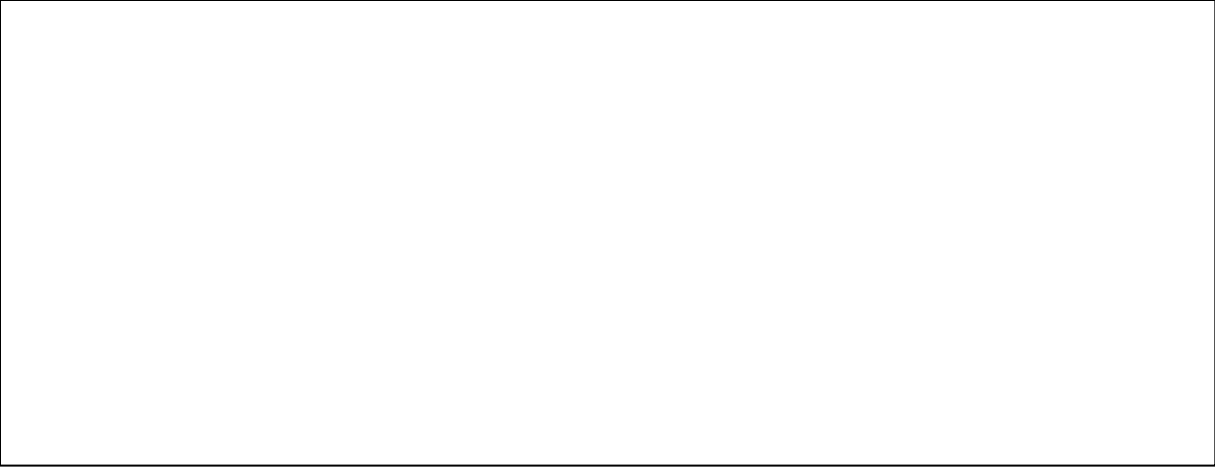
Unit 1: Introduction to Public Assistance



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NOTES

Disaster response and financial recovery are critical activities within the framework of disaster recovery. In this Unit, we will discuss the importance of local governments to be prepared to navigate and meet the federal requirements established in the FEMA Public Assistance process regardless of the size of the staff or the community they serve. One large responsibility is having the capacity to effectively recoup funding from FEMA's Public Assistance Program. We will explain the Public Assistance process, including the entities involved and their roles. We will also discuss how recovery needs shift throughout the disaster continuum and which local government roles support those endeavors.




OVERVIEW

11

Module 1: Unit 1 Overview

- Disaster Recovery Overview
- The Public Assistance (PA) Program
- Roles and Responsibilities in the PA Process
- Roles and Responsibilities in Local Disaster Recovery
- Pre- vs. Post-Disaster Recovery Plans
- Transitioning from Response to Recovery
- Resources and Policies
- Unit 1 Summary

The ARCOG NC logo is located in the bottom left corner of the slide.

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DISASTER RECOVERY OVERVIEW (1 OF 3)

SECTION OVERVIEW

An overview of the National Disaster Recovery Framework (NDRF), which provides recommended actions communities can take following a disaster. This introduction stages the basis of the course: obtaining Public Assistance funding to help facilitate disaster response and recovery plans.

SECTION SLIDE

Disaster Recovery Overview (1 of 3)





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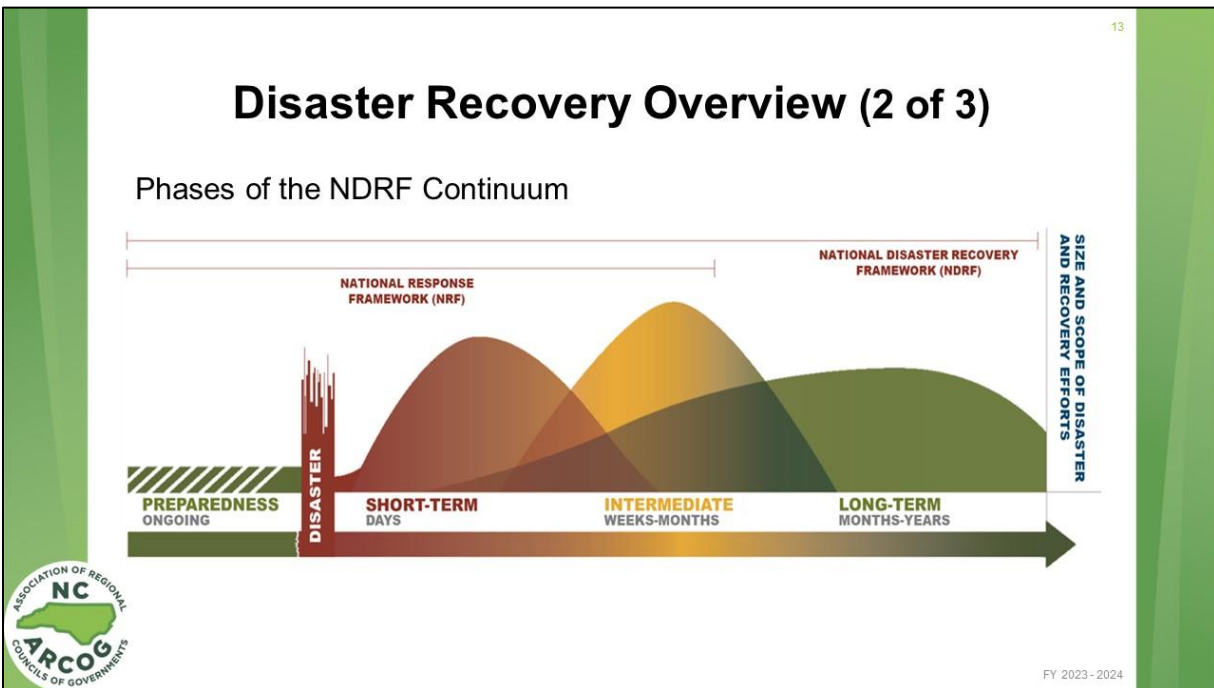
- It is important that [Applicants](#) have the capacity to meet the recovery needs of their community following a disaster, as well as to build resiliency in the event of future disasters.

DISASTER RECOVERY OVERVIEW (2 OF 3)

SECTION OVERVIEW

An overview of the National Disaster Recovery Framework (NDRF), which provides recommended actions communities can take following a disaster. This introduction stages the basis of the course: obtaining Public Assistance funding to help facilitate disaster response and recovery plans.

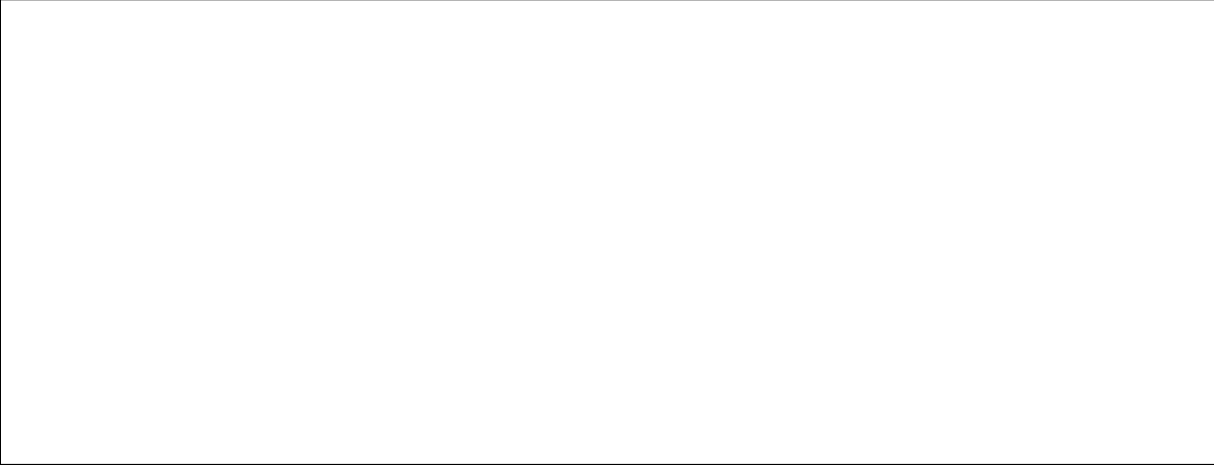
SECTION SLIDE



NOTES

- The [National Disaster Recovery Framework \(NDRF\)](#) provides recommended roles, responsibilities, and planning efforts to enable effective recovery following a disaster.
- It defines how to best meet the needs of disaster-impacted local, state, and tribal governments and communities through strong leadership structures, as well as federal recovery leadership support.
- The NDRF also outlines recovery activities beginning with preparedness efforts in advance of the disaster and spanning through rebuilding efforts to return communities to pre-disaster conditions.
- Phases of the NDRF Continuum:
 - Pre-Disaster Preparedness: During this phase, hazard mitigation planning and community resilience building takes place before the disaster happens.
 - Post-Disaster Short-Term: In the immediate days/weeks following the disaster, activities should include debris removal to clear transportation routes and mass sheltering/care.
 - Post-Disaster Intermediate-Term: In the weeks/months following, activities focus on infrastructure repair and restoration, as well as plans for future mitigation.

- Post-Disaster Long-Term: In the months/years following a disaster, activities may include rebuilding infrastructure to meet the future needs of the community.
- Financial assistance may be necessary for communities to effectively carry out their disaster response and recovery plans. There are several federal and state programs that provide funding to communities following a disaster.

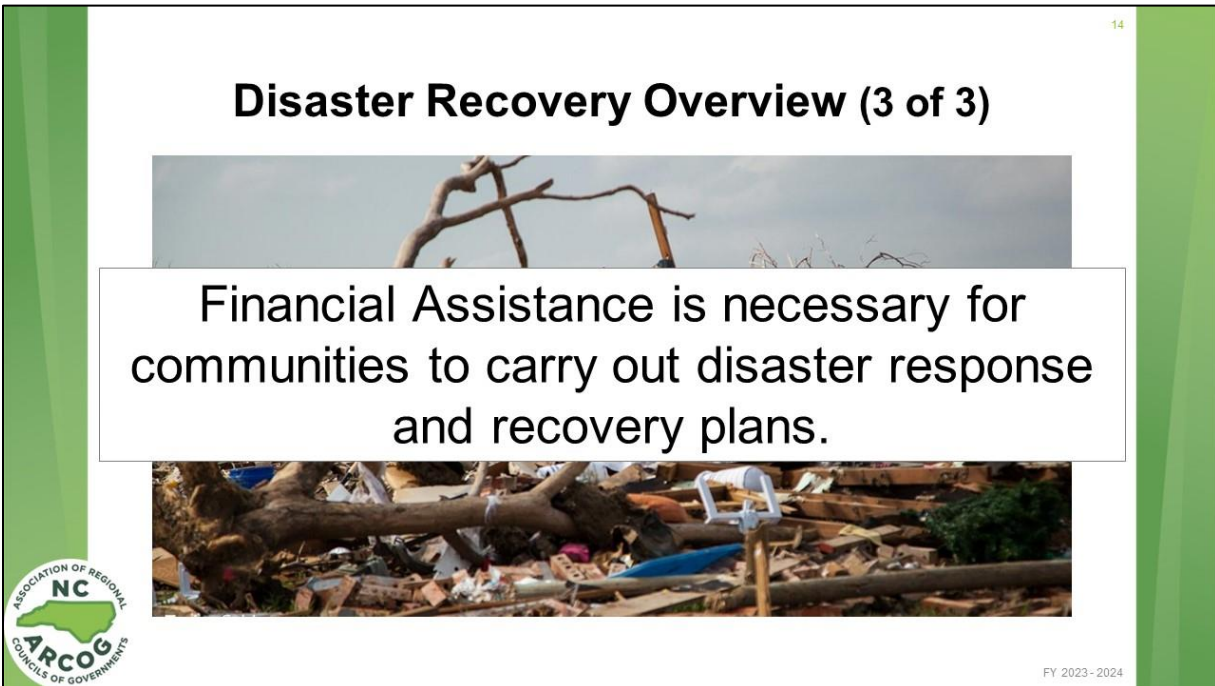


DISASTER RECOVERY OVERVIEW (3 OF 3)

SECTION OVERVIEW

An overview of the National Disaster Recovery Framework (NDRF), which provides recommended actions communities can take following a disaster. This introduction stages the basis of the course: obtaining Public Assistance funding to help facilitate disaster response and recovery plans.

SECTION SLIDE

A presentation slide titled "Disaster Recovery Overview (3 of 3)". The slide features a central text box with the text "Financial Assistance is necessary for communities to carry out disaster response and recovery plans." The background of the slide is a photograph of a disaster site with debris, including a large log and a white plastic chair. The slide is framed by green vertical bars on the left and right sides. In the bottom left corner, there is a small ARCOG NC logo. In the bottom right corner, the text "FY 2023-2024" is visible. A small number "14" is in the top right corner of the slide area.

Disaster Recovery Overview (3 of 3)

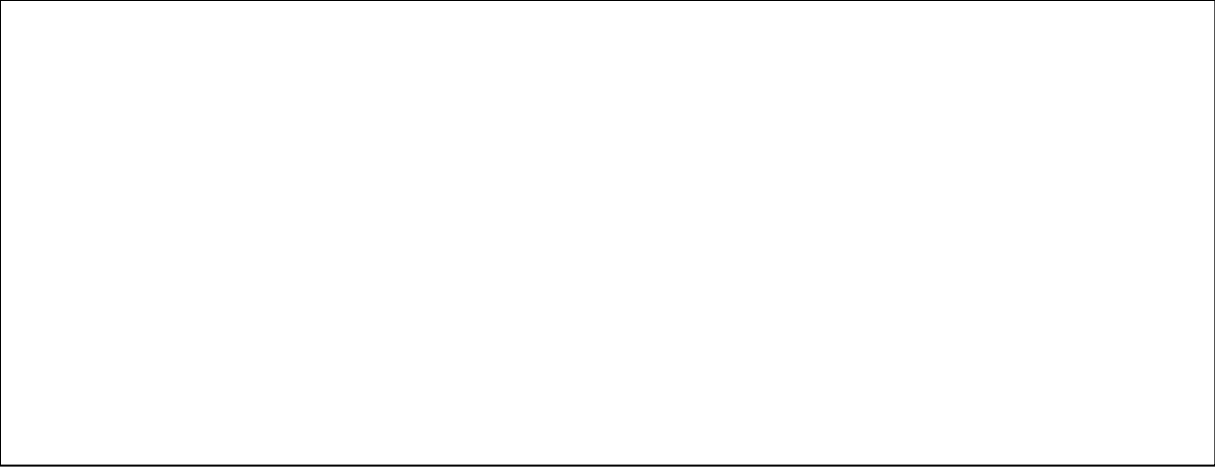
Financial Assistance is necessary for communities to carry out disaster response and recovery plans.

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FY 2023-2024

NOTES

- Financial assistance may be necessary for communities to effectively carry out their disaster response and recovery plans. There are several federal and state programs that provide funding to communities following a disaster.



THE PUBLIC ASSISTANCE (PA) PROGRAM


SECTION OVERVIEW

Brief overview of FEMA's Public Assistance Program.


SECTION SLIDE

15


The Public Assistance (PA) Program



FEMA



- FEMA's largest grant program
- **REIMBURSEMENT** program following a federally declared disaster
- PA Grants are managed by North Carolina Emergency Management (NCEM)



FY 2023 - 2024

NOTES

- The Public Assistance (PA) Program is FEMA's largest grant program. It is a reimbursement program that provides federal grant assistance for eligible response and recovery efforts directly related to a disaster and specific hazard mitigation work to aid in preventing similar future damages to the same facilities. FEMA's share of eligible work will always be at least 75% of the total cost. The LGU budget must be able to fund the PA FEMA approved activities for its staff, contractors, and consultants. For example, the LGU cannot go out to bid for a FEMA PA approved activity anticipating that the FEMA funding will be used to pay that contractor at some point in the future because the LGU budget is not sufficient.
 - Eligible projects conducted during disaster recovery will be reimbursed with funding from the PA Program.
 - All disaster-related work will always be tied to one of the eight [Categories](#) of Work that will be further discussed in Module 2. These Categories are:
- Emergency work, which is further separated into two categories:
 - Category A – Debris removal: Construction/demolition, Vegetative debris, Household appliances, Vehicles, Hazardous materials
 - Category B – [Emergency protective measures](#): Sandbagging, Construction of temporary levees, Removal of health and safety hazards, Security forces in the disaster area

- Permanent work, which is separated into five categories:
 - Category C – Roads and bridges
 - Category D – Water control facilities
 - Category E – Public buildings and equipment
 - Category F – Public utilities
 - Category G – Parks, recreational, other facilities
- Category Z - [Management Costs](#) will be covered in more detail in Module 2. Subrecipients may use Public Assistance funds to reimburse costs associated with the direct and indirect administrative processes of grant management. Category Z costs were previously referred to as Direct Administrative Costs (DAC).
- The program functions as a partnership between FEMA, [state, local, and tribal/territorial](#) emergency managers, and Applicants for disaster recovery assistance.
- The PA Program Delivery Process occurs in a series of phases that begin with pre-declaration activities through closeout of awards.
- PA grants are managed by North Carolina Emergency Management (NCEM), who is the “Recipient” of PA funds.
- North Carolina will match funds on behalf of Subrecipients.

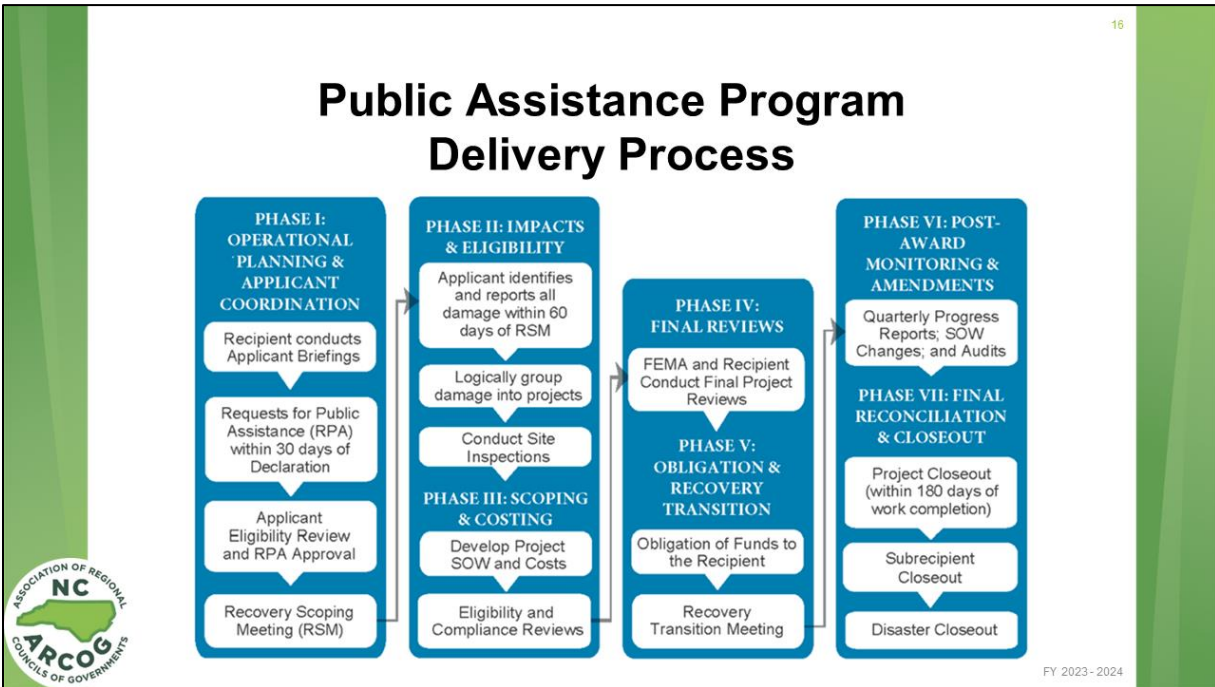


PUBLIC ASSISTANCE PROGRAM DELIVERY PROCESS

SECTION OVERVIEW

Brief overview of FEMA's Public Assistance Program.

SECTION SLIDE



NOTES

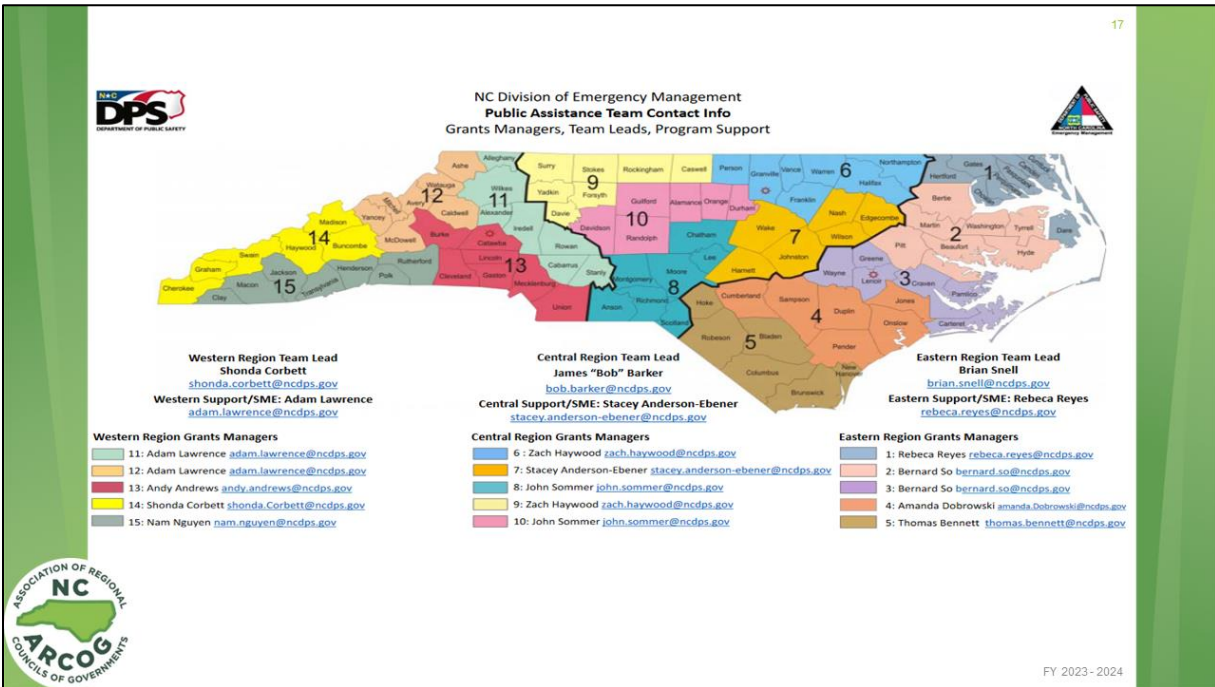
- The PA Program Delivery Process occurs in a series of seven phases that begin with pre-declaration activities through closeout of awards. FEMA and NCEM will follow these phases as they work with LGUs on the PA process.
- PA grants are managed by NCEM, who is the “Recipient” of PA funds.
- The instructor will display the NCEM Public Assistance Team Contact Map on the next slide and confirm contacts with you.



Note the Key Terms appendix in this Participant Guide. The appendix contains definitions of terms and abbreviations within the PA delivery process that will be referenced throughout the course. Reference the terms when needed.



SECTION SLIDE



NOTES

- The instructor will display the PA Team contact information for North Carolina. Do you know who your contact is? If not, plan to reach out after the course.




ROLES AND RESPONSIBILITIES IN THE PA PROCESS




SECTION OVERVIEW

The entities involved in FEMA's Public Assistance Process.

SECTION SLIDE



Roles and Responsibilities in the PA Process

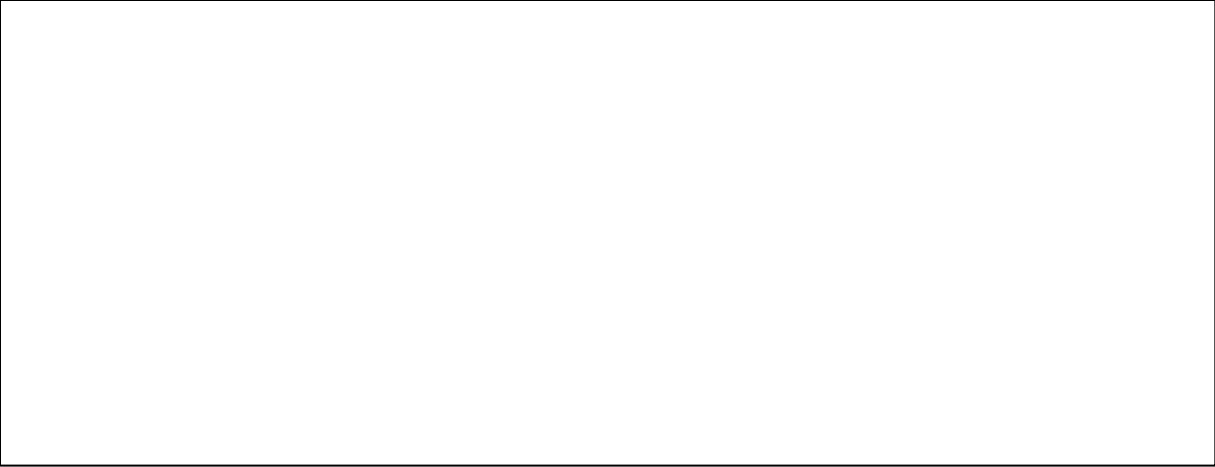
 <p>Federal Agency</p> <p>Manages and awards PA funding; determines eligibility</p>	 <p>State/Recipient/Applicant</p> <p>Receives the federal award; manages and disburses award to Subrecipients</p>	 <p>Subrecipients/Sub-Applicants</p> <p>Receives a subaward from the Recipient</p>
---	---	---

These entities **MUST** work together to ensure efficient delivery of the PA Process.

FY 2023-2024

NOTES

- In the Public Assistance Process, collaboration takes place between the following entities:
 - FEMA: the federal agency authorized to manage and award PA funding. FEMA determines the amount of eligible funding to award, assists with applications, and ensures project compliance.
 - [State/Recipient/Applicant](#): the state, territorial, or tribal government that receives the federal award. Recipients are the award Grantees and are also Applicants. They serve as [pass-through entities](#) to Subrecipients/Sub-applicants. The Recipient manages the award and disburses funding to its Subrecipients. Knowing your NCEM PA contact is critical.
 - [Subrecipients/Sub-Applicants](#): Applicants who receive a subaward from the Recipient. Subrecipients are local governments.
- These entities must work together to ensure efficient delivery of the PA Process.



KNOWLEDGE CHECK 1.1


SECTION SLIDE

19

Knowledge Check 1.1

As a member of a local government, which description best describes the role within the PA Process that you will fulfill?

- A. Recipient/Applicant
- B. Subrecipient/Sub-applicant
- C. Subrecipient/Applicant
- D. Author/Reviewer

The ARCOG NC logo is located in the bottom left corner of the slide content area.

FY 2023 - 2024

NOTES

As a member of a local government, which description best describes the role within the PA Process that you will fulfill?

- A. Recipient/Applicant
- B. Subrecipient/Sub-applicant
- C. Subrecipient/Applicant
- D. Author/Reviewer

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ROLES AND RESPONSIBILITIES IN LOCAL DISASTER RECOVERY


SECTION OVERVIEW

An overview of possible roles and responsibilities that may be assumed in a local government following a disaster.

SECTION SLIDE

20

Roles and Responsibilities in Local Disaster Recovery



Leadership and Administration
Provide direction and communication

Infrastructure Recovery
Restore infrastructure systems




Community Outreach
Communicate recovery efforts to volunteers and stakeholders





Policy and Oversight
Advise leadership on the direction of recovery

Funding and Financial Management
Manage financial records



Review your organization's Emergency Operations Plan or speak to your Emergency Management Coordinator to understand the roles you are expected to fulfill during an emergency!



FY 2023 - 2024

NOTES

- There are many roles in local government that are involved in disaster response and financial recovery. These roles have different responsibilities to ensure quick and efficient delivery of the PA process.
- Local government roles may fall into the following categories:
 - Leadership and Administration: responsible for providing direction and communication during recovery.
 - Policy and Oversight: responsible for advising leadership on the direction and focus of recovery efforts.
 - Community Outreach: responsible for communicating and connecting recovery efforts of community volunteers and stakeholders.
 - Funding and Financial Management: responsible for managing financial records and procedures, including Public Assistance.
 - Infrastructure Recovery: responsible for restoring infrastructure systems following a disaster.
- Depending on the Subrecipient, there may be other roles that are specific to them based on the structure of their organization. You should coordinate with your organization's EM staff to understand your disaster role!



Think of the structure of your local government. What are some roles that fit into each category?
What do their responsibilities look like?

PRE- VS. POST-DISASTER RECOVERY PLANS

SECTION OVERVIEW

An explanation of the difference between pre-disaster and post-disaster recovery, including examples of actions to take during each period.

SECTION SLIDE

21

Pre- vs. Post-Disaster Recovery Plans

<p>Before the disaster occurs:</p> <ul style="list-style-type: none"> ▪ Establishing post-disaster roles ▪ Determining recovery priorities ▪ Mitigation tasks 	<p>After the disaster occurs:</p> <ul style="list-style-type: none"> ▪ Assessing disaster-related damages ▪ Debris removal, emergency repairs ▪ Financial recovery
---	--



FY 2023 - 2024

NOTES

- Disaster recovery is more than repairing damaged structures; it often requires critical efforts before and after the disaster to ensure a resilient community is rebuilt.
- Before the disaster occurs, recovery planning involves:
 - Establishing post-disaster roles and responsibilities
 - Determining recovery priorities and identify post-disaster policies and processes
 - Performing tasks to mitigate* damages prior to the disaster: tasks such as using sandbags to prevent flooding, securing structures to withstand high winds, and relocating equipment outside of disaster areas
- Pre-disaster planning helps effectively guide and expedite recovery efforts.
- After the disaster occurs, actions are focused on:
 - Assessing damages to facilities
 - Debris removal and emergency repairs to stabilize the community
 - Financial recovery: recovery for costs incurred because of the disaster. The PA Program reimburses funding for repairs done following a federally declared disaster.



*In this instance, “mitigation” refers to actions that can be taken to increase community resilience and minimize/prevent disaster-related damages. This differs from mitigation measures overseen and funded under the Hazard Mitigation Grant Program (HMGP). We will discuss the concept of Hazard Mitigation later in the course.



Recall the local government roles we discussed in the previous slide. How do you think actions necessary for disaster recovery correlate to those roles? For example: who would be responsible for making necessary decisions at each stage, overseeing debris removal, handling different aspects of disaster recovery, etc.?

TRANSITIONING FROM RESPONSE TO RECOVERY

SECTION OVERVIEW

Discussion of how local government roles may need to modify their daily roles in response to a disaster. Individuals with the capacity and capability to do so should expect an increase in daily duties (examples provided).

SECTION SLIDE


22

Transitioning from Response to Recovery

Before and after a disaster, it is important to identify individuals with transferable capabilities to meet specific disaster-related needs.

Pre-Disaster
Accounting,
auditing, contract
management,
procurement
policy


←



→

Post-Disaster
Managing Public
Assistance
financial records,
emergency
procurement, and
contracts

Pre-Disaster actions taken *now* will pay dividends once disaster strikes!

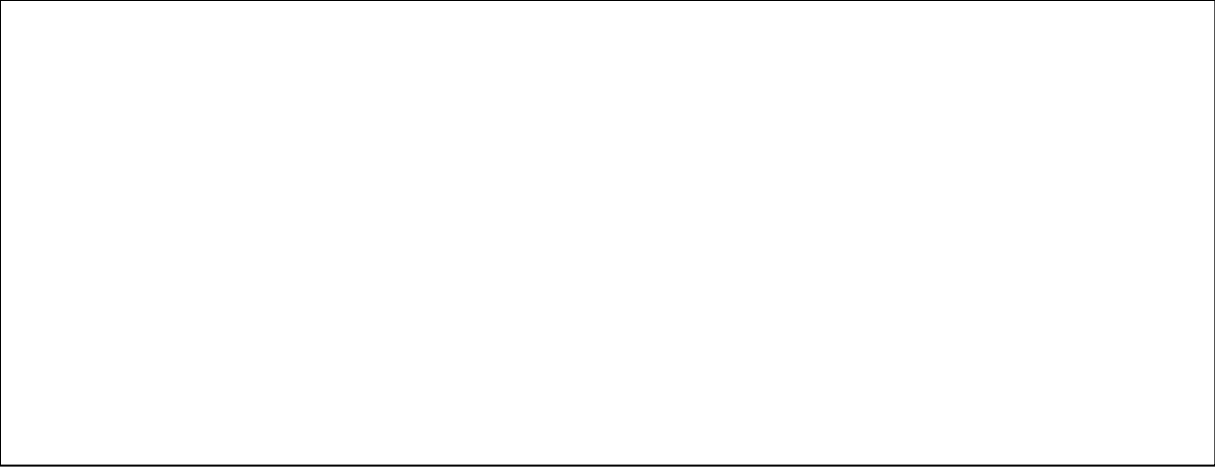

FY 2023 - 2024

NOTES

- Before and after a disaster, local governments will need individuals to fulfill specific roles to ensure effective recovery efforts. This may not always align directly with someone's immediate job description in non-disaster times; the goal is to identify individuals with capabilities that can fulfill necessary obligations to ensure disaster and financial recovery.
 - Example: someone with capabilities related to accounting, auditing, and contract management can serve in a role where they support the management of PA funding in the recovery period.
- During the transition from response to recovery, expect the PA process to require more detailed documentation to ensure compliance and timely delivery of funds.



Discuss with how you foresee your roles/responsibilities changing during the transition from response to recovery.

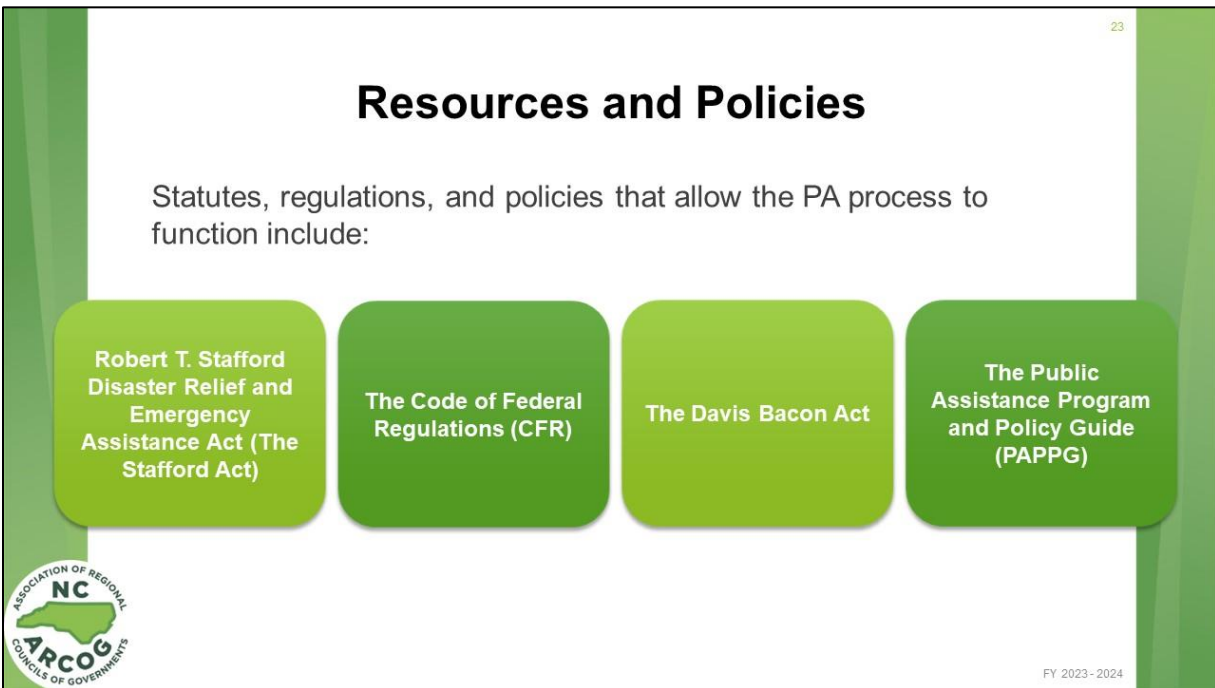


RESOURCES AND POLICIES

SECTION OVERVIEW

A brief description of laws and policies that allow the Public Assistance process to function as it does. This list of guidelines, statutes, and regulations is not all inclusive.

SECTION SLIDE



23

Resources and Policies

Statutes, regulations, and policies that allow the PA process to function include:

Robert T. Stafford
Disaster Relief and
Emergency
Assistance Act (The
Stafford Act)

The Code of Federal
Regulations (CFR)

The Davis Bacon Act

The Public
Assistance Program
and Policy Guide
(PAPPG)

FY 2023 - 2024

NOTES

- Federal Public Assistance is made possible by authorities granted to them in several statutes, regulations, and policies. It is essential that the Applicant follows requirements outlined in these policies, as failure to comply jeopardizes [obligation](#) of funding.
- The Robert T. Stafford Disaster Relief and Emergency Assistance Act (the Stafford Act) authorizes the federal government to aid in the event of a disaster.
- Title 44 of the Code of Federal Regulations (C.F.R.), Emergency Management and Assistance includes PA Program rules and regulations, outlining some administrative requirements for federal awards:
 - Part 206 Subpart G, Public Assistance Project Administration
 - Part 206 Subpart H, Public Assistance Eligibility
 - Part 206 Subpart I, Public Assistance Insurance Requirements
- The Davis Bacon Act is a federal law that requires paying the local “prevailing wage” to contracted workers; the wage is based on the local union wage scale.
- The [Public Assistance Program and Policy Guide \(PAPPG\)](#) describes Public Assistance policy, requirements, and delivery information. It ensures consistent implementation and adoption throughout the United States and territories.




UNIT 1 SUMMARY

SECTION OVERVIEW

24

Module 1: Unit 1 Summary

- The general process of disaster recovery
- Overview of the Public Assistance program
- Key roles and responsibilities of stakeholders in the Public Assistance process
- Key roles and responsibilities of community stakeholders during disaster recovery
- Actions to take when transitioning from pre- to post-disaster
- Actions to take when transitioning from disaster response to recovery
- Resources and policies that enable federal Public Assistance and outlines of policies and procedures to follow

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NOTES

In this Unit, you learned:

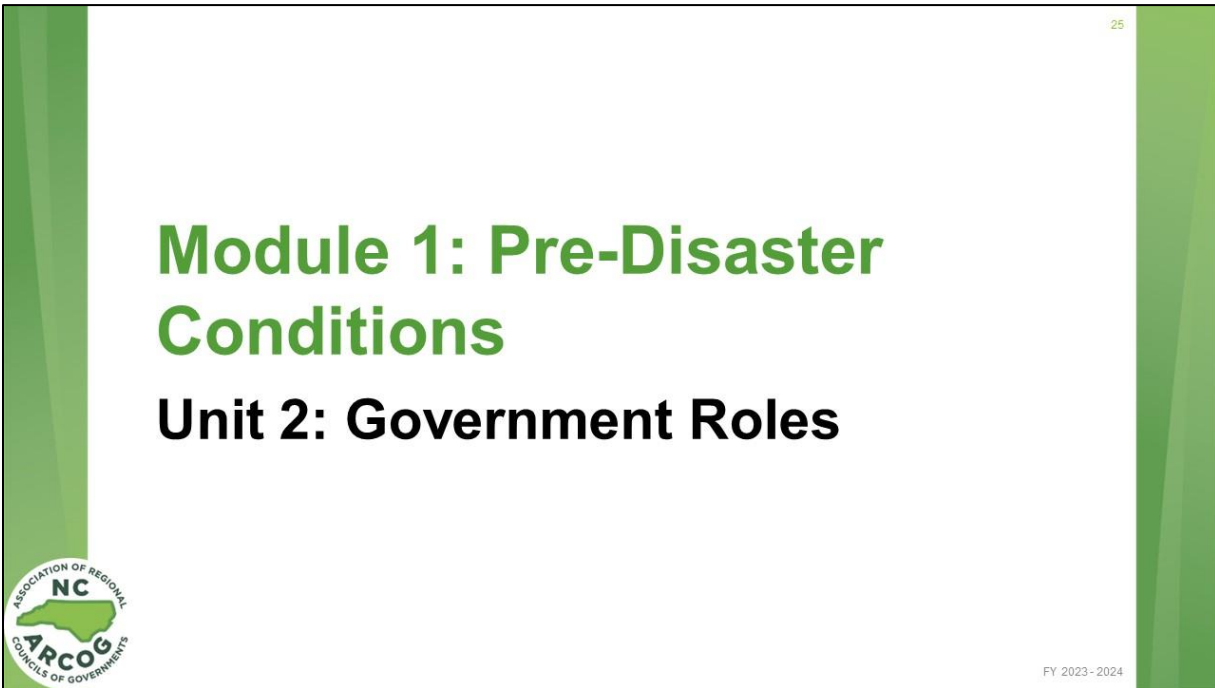
- The general process of disaster recovery
- Overview of the Public Assistance program
- Key roles and responsibilities of stakeholders in the Public Assistance process
- Key roles and responsibilities of community stakeholders during disaster recovery
- Actions to take when transitioning from pre- to post-disaster
- Actions to take when transitioning from disaster response to recovery
- Resources and policies that enable federal Public Assistance and outlines of policies and procedures to follow



UNIT 2: GOVERNMENT ROLES

SECTION OVERVIEW


In Unit 2, we will discuss the roles that different levels of government play in disaster recovery and distribution of Public Assistance.

A presentation slide with a white background and green vertical bars on the left and right sides. The text is centered and reads: 'Module 1: Pre-Disaster Conditions' in a large green font, followed by 'Unit 2: Government Roles' in a large black font. In the bottom left corner, there is a small circular logo for ARCOG NC. In the bottom right corner, the text 'FY 2023 - 2024' is visible. A small number '25' is in the top right corner.

25

Module 1: Pre-Disaster Conditions

Unit 2: Government Roles



FY 2023 - 2024

NOTES


The Public Assistance Program is a partnership between federal, state/territorial/tribal, and local government entities. In this Unit, we will learn the roles assumed by different levels of government within the Public Assistance process, as well as additional federal funding programs that can be used for disaster funding.

OVERVIEW

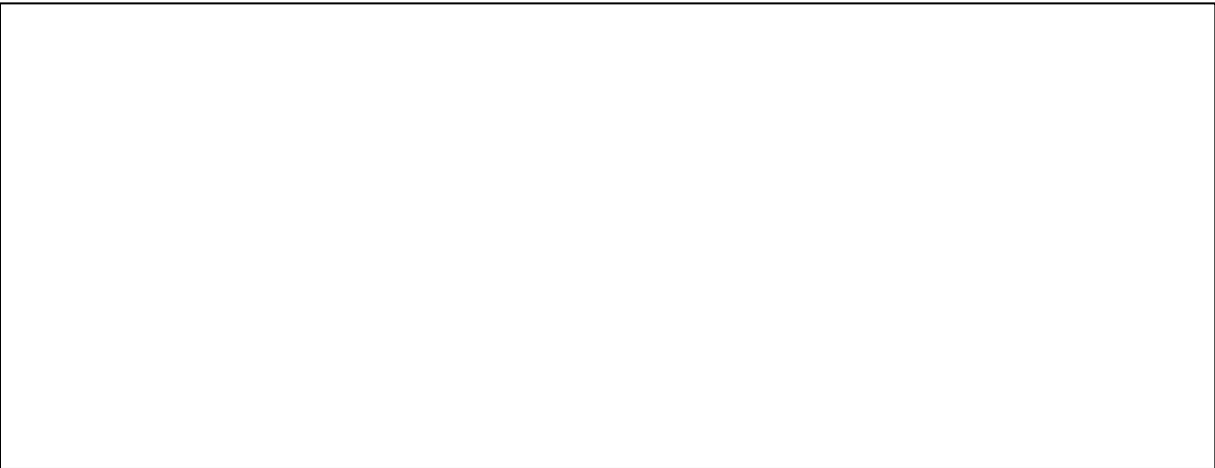
26

Module 1: Unit 2 Overview

- Government Roles in the Public Assistance Process
- Federal Disaster Funding Programs
- State Government as the Recipient
- Public Assistance Eligibility
- Unit 2 Summary

The ARCOG NC logo is located in the bottom left corner of the slide. It consists of a green map of North Carolina with 'NC' in the center, surrounded by the text 'ASSOCIATION OF REGIONAL COUNCILS OF GOVERNMENTS'.

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GOVERNMENT ROLES IN THE PUBLIC ASSISTANCE PROCESS


SECTION OVERVIEW

A discussion of the roles assumed by each level of government during the Public Assistance process. More specifically, how each entity's actions help move along the process and who gives/receives the funds.

SECTION SLIDE

Government Roles in the Public Assistance Process

 Federal Government	 State Government	 Local Government
<ul style="list-style-type: none"> ▪ President declares major disasters ▪ FEMA manages PA Program 	<ul style="list-style-type: none"> ▪ Serves as the Applicant/Recipient ▪ Disburses PA award to eligible Subrecipients 	<ul style="list-style-type: none"> ▪ Serves as the Subrecipients ▪ Requests assistance, performs disaster repairs


FY 2023 - 2024

NOTES

- The Public Assistance Program is a partnership between federal, state/territorial/tribal, and local government entities.
- The federal government's role: Public Assistance does not begin until a disaster is declared. The President is responsible for declaration of a major disaster in an area.
 - Once the disaster is declared, the PA process officially begins. FEMA is the federal agency that manages the PA Program. They oversee determining and delivering eligible funding to Applicants, as well as ensure compliance for all projects and claims that funding is awarded for.
- The state government's role: in the PA process, the state serves as the Applicant/Recipient/Grantee. The federal award is given to state/territorial/tribal governments, who are then responsible for disbursing the award to eligible Subrecipients through the [Request for Reimbursement \(RFR\)](#) process.
 - State governors and tribal leaders request a federal disaster declaration. They also work with local governments as they move through the PA process to ensure timely delivery of PA grants to Subrecipients.
- Local governments' role: local governments are the Subrecipients. They are responsible for

requesting assistance, performing repairs, and providing documentation that supports their requests for funding.

FEDERAL DISASTER FUNDING PROGRAMS

SECTION OVERVIEW


A list of other federal programs that can be used for disaster funding. It includes a brief description of who the funding is for and what it can be used for.

SECTION SLIDE

28

Federal Disaster Funding Programs

US Small Business Administration (SBA)	Provides low-interest disaster loans to homeowners, renters, and businesses
US Department of Housing and Urban Development (HUD)	Community Development Block Grant-Disaster Recovery (CDBG-DR) grant funding for cities, counties, and states for disaster relief
FEMA Individual Assistance	A FEMA program that provides assistance to individuals for disaster-related costs
FEMA Hazard Mitigation Grant Program (HMGP)	A FEMA program that provides local, state, tribal, and territorial governments with funding for mitigation
USDA Rural Communities Program	The USDA provides financial resources and support for rural communities, residents, and business impacted by disasters
US Economic Development Administration (EDA)	Economic Adjustment Assistance (EAA) program funding for local and regional governments



Take the time to become familiar with your town's Hazard Mitigation Plan *before* the next disaster!
Your HMP affects how PA is administered!

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NOTES

While Public Assistance is FEMA's largest grant program, there are other funding programs that can provide assistance following a disaster.

- **SBA:** The US Small Business Administration (SBA) provides low-interest disaster loans to homeowners and renters for their homes, as well as businesses to repair property and recover lost wages. The SBA loan is for those who may not meet FEMA's eligibility for funding.
- **HUD:** The US Department of Housing and Urban Development (HUD) provides a Community Development Block Grant-Disaster Recovery (CDBG-DR) grant for cities, counties, and states following a disaster. CDBG-DR funding can be used for disaster relief, including housing, restoration of infrastructure, economic revitalization, and long-term recovery.
- **Individual Assistance:** FEMA's Individual Assistance (IA) program provides financial assistance to individuals in serious need. Individuals apply directly to FEMA. Funding can be used for home repairs, as well as disaster-related medical and dental costs.
- **HMGP:** The Hazard Mitigation Grant Program is a FEMA program that provides federal funding for mitigation plans. The funding is for local, state, tribal, and territorial governments; individuals cannot apply for this grant.
- **USDA Rural Communities Program:** The USDA provides financial resources and support for rural

communities, residents, and business impacted by disasters.

- EDA: The US Economic Development Administration (EDA) provides Economic Adjustment Assistance (EAA) Program funds for local and regional governments following federally declared disasters. <https://www.eda.gov/strategic-initiatives/disaster-recovery/supplemental>.




The instructor will check for understanding and ask you to review the Hazard Mitigation Plan for your community when you get back. Do you know what multi-jurisdictions your HMP serves? Do you agree with the hazard mitigation priorities identified for your community in the current HMP?

STATE GOVERNMENT AS THE RECIPIENT


SECTION OVERVIEW

A more detailed description of the role of the state in the Public Assistance process, and some of their responsibilities as the Recipient.


SECTION SLIDE


29

State Government as FEMA Recipient



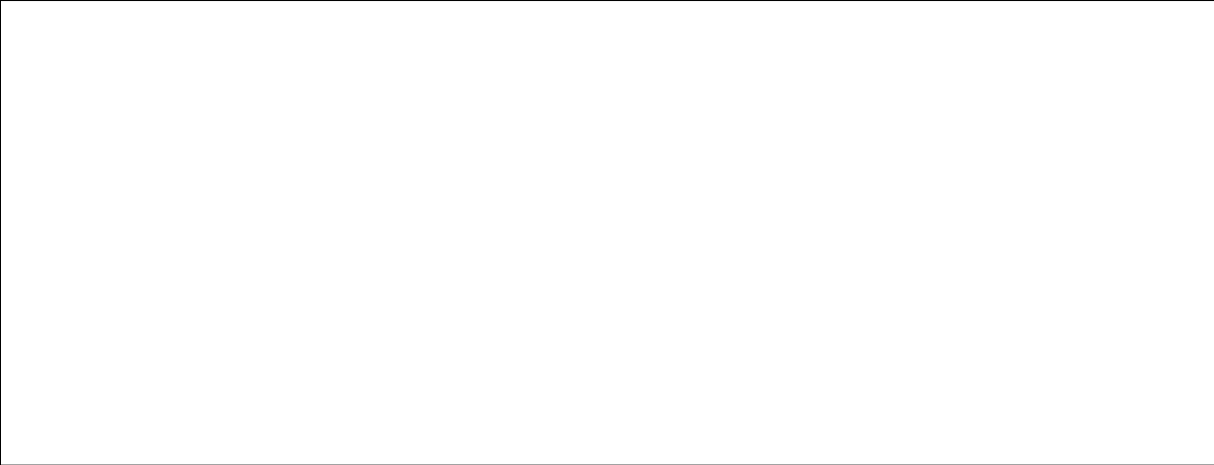
- Disbursing and managing grants for Subrecipients
- Providing technical assistance to Subrecipients
- Ensuring compliance from Subrecipients
- Assisting with project closeout


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NOTES

- As the Recipient, the state is responsible for disbursing and managing grants given to Subrecipients. In the state of North Carolina, the Emergency Management department manages Public Assistance (more specifically, the PA Branch of the Recovery Section of the NCEM).
 - The North Carolina EMGrants Portal is where Subrecipients submit Requests for Reimbursement, as well as where they will submit supporting documents for their claims.
- The state provides technical assistance to Subrecipients as they pursue their claims. This includes helping submitting [requests for Public Assistance \(RPA\)](#) to the FEMA Grants portal and the EMGrants Portal. The portal is also where Subrecipients can submit time extension and scope of work amendment requests.
 - Registering in Grants Portal as an Applicant before a disaster will ensure that the PA process can be started quickly and easily when needed.
- The state ensures Subrecipients maintain compliance throughout the course of the PA process. They provide support to Subrecipients through actions such as:
 - Assisting with [Damage Inventory](#) and site inspections
 - Performing request for reimbursement reviews
 - Requesting time extensions and scope amendments

- Auditing invoices and other documentation
- Providing technical assistance regarding [Environmental and Historic Preservation \(EHP\)](#)
- Disbursing funding and assisting with project closeout



KNOWLEDGE CHECK 1.2


SECTION SLIDE

30

Knowledge Check 1.2

What organization manages Public Assistance in the state of North Carolina?

North Carolina Emergency Management

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NOTES

What organization manages Public Assistance in the state of North Carolina?

Answer: _____

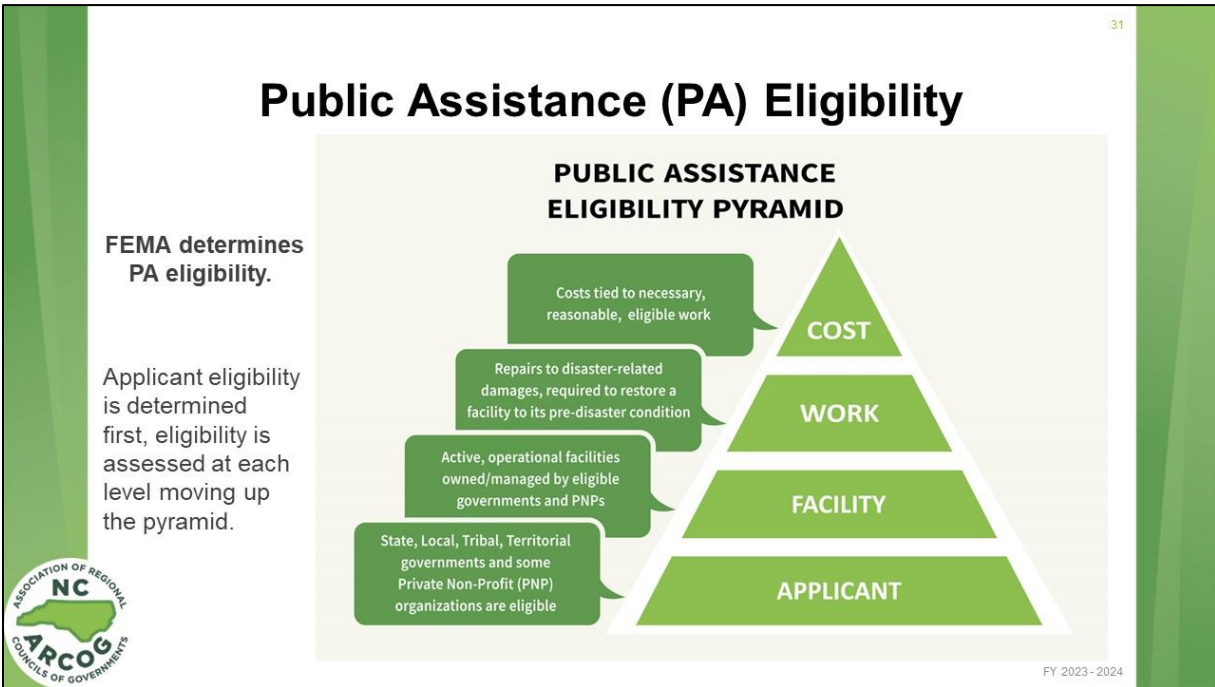
A large empty rectangular box provided for the user to write their answer to the knowledge check question.

PUBLIC ASSISTANCE ELIGIBILITY

SECTION OVERVIEW

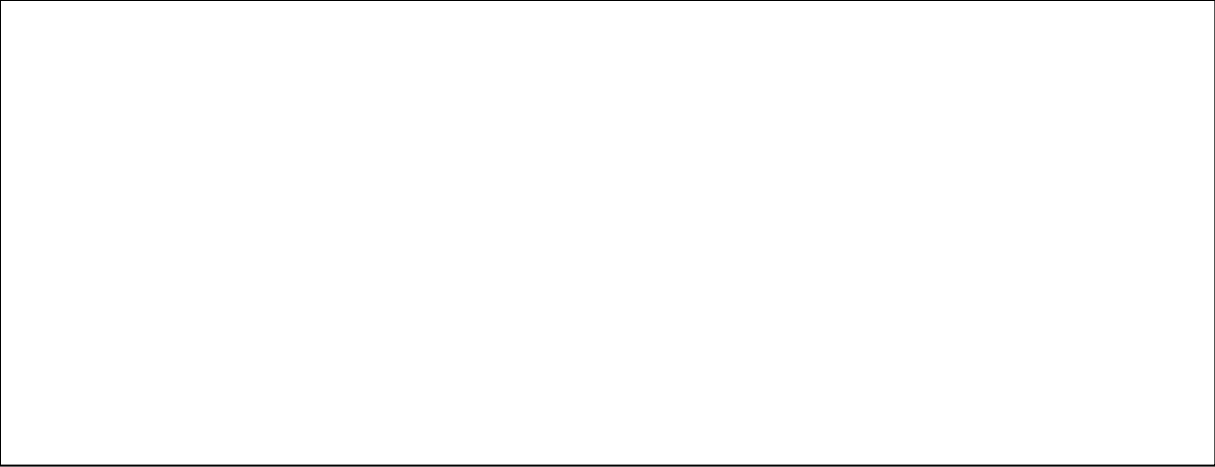
An overview of the four elements of Public Assistance eligibility.

SECTION SLIDE



NOTES

- The four basic elements of Public Assistance eligibility are:
 - Applicant: State, Local, Tribal, Territorial (SLTT) governments and some private nonprofit (PNP) organizations are eligible
 - Facility: Active facilities owned and/or managed by eligible Applicants
 - Work: Repairs that are required to be performed to restore facilities to pre-disaster conditions
 - Cost: Reimbursement of costs tied to eligible work
- FEMA determines and ensures eligibility of each component, beginning with the Applicant, and working up the pyramid.




PUBLIC ASSISTANCE APPLICANT ELIGIBILITY

SECTION OVERVIEW

A detailed description of who are eligible Applicants in the Public Assistance process.

SECTION SLIDE



32

Public Assistance Applicant Eligibility

Public Assistance funding is ONLY available to eligible Applicants:

- All State and Territorial Governments
- Federally Recognized Tribal Governments
- Local Governments (Cities, Municipalities, Councils of Government)
- Private Non-Profit Organizations



FY 2023 - 2024

NOTES

- PA funding is only available to eligible Applicants.
- State/Territorial Governments: All state and territorial governments are eligible Applicants. The state/territory then designates an agency to serve as the Recipient.
- Tribal Governments: Only federally recognized tribal governments are eligible.
- Local Government eligible Applicants include:
 - Cities, towns, boroughs
 - Municipalities, townships
 - Counties, parishes
 - Councils of government
 - State recognized Tribes
 - Intrastate districts
 - Regional government entities



EXAMPLES OF ELIGIBLE PRIVATE NON-PROFIT (PNP) ORGANIZATIONS









SECTION OVERVIEW


A detailed description of who are eligible Applicants in the Public Assistance process.

SECTION SLIDE

33

Examples of Eligible Private Non-Profit (PNP) Organizations

Critical Services		Essential, Noncritical Services	
Education 	Emergency Services 	Community Centers/Houses of Worship 	Food Banks 
Medical Care 	Utilities 	Museums 	Child/Adult Care 



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NOTES

- Private Non-Profit Organizations: To be eligible, [Private Non-Profits \(PNPs\)](#) must provide a critical or essential service to the public.
 - Critical services include education, emergency services, medical care, and utilities.
 - Example: Utilities such as water treatment and communications, emergency services such as ambulance and fire, primary/secondary schools
 - Essential services are noncritical but provide social services to the general public.
 - Example: Community centers, houses of worship, libraries, museums, daycare and adult care centers



KNOWLEDGE CHECK 1.3


SECTION SLIDE

34

Knowledge Check 1.3

Which of the following is NOT an example of a Private Nonprofit (PNP) critical service?

- A. Water treatment plant
- B. Fire department
- C. Local Boy Scout Troop
- D. K-5 elementary school

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FY 2023 - 2024

NOTES

Which of the following is NOT an example of a PNP critical service?

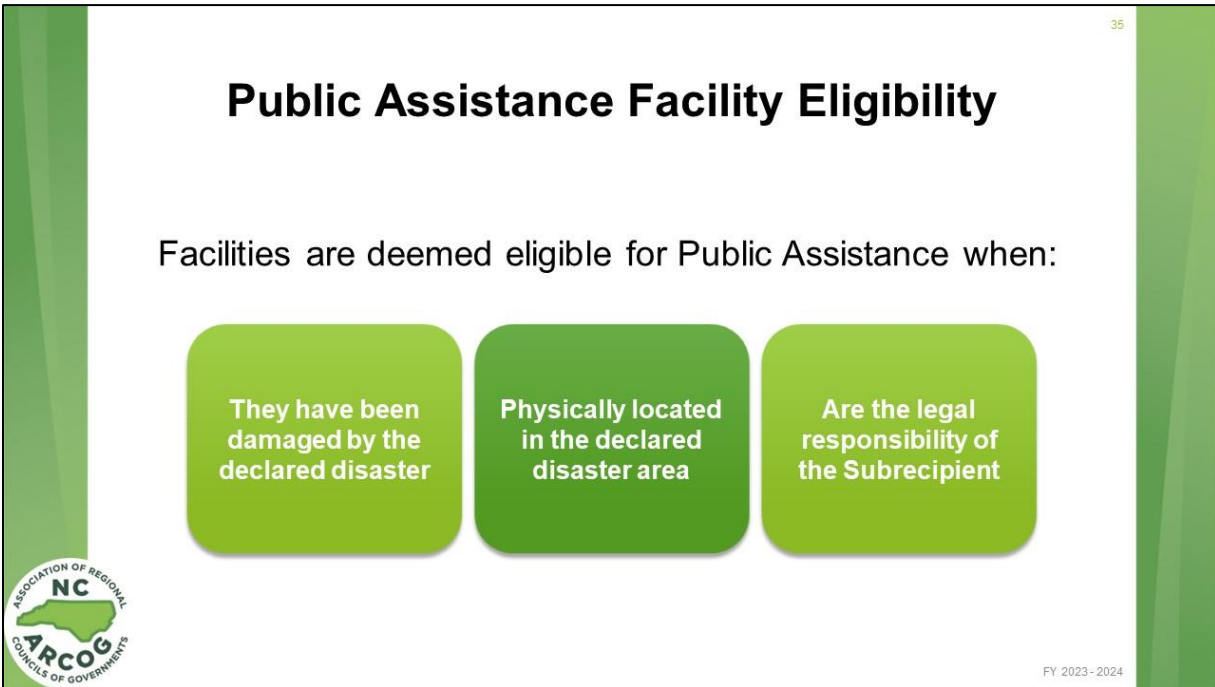
- A. Water treatment plant
- B. Fire department
- C. Local Boy Scout Troop
- D. K-5 elementary school

PUBLIC ASSISTANCE FACILITY ELIGIBILITY

SECTION OVERVIEW

A description of eligible facilities in the Public Assistance process.

SECTION SLIDE

A presentation slide titled "Public Assistance Facility Eligibility". The slide has a white background with green accents on the left and right sides. At the top right, the number "35" is visible. The title "Public Assistance Facility Eligibility" is centered in a large, bold, black font. Below the title, the text "Facilities are deemed eligible for Public Assistance when:" is centered. Underneath this text are three green rounded rectangular boxes, each containing a criterion: "They have been damaged by the declared disaster", "Physically located in the declared disaster area", and "Are the legal responsibility of the Subrecipient". In the bottom left corner of the slide, there is a small version of the ARCOG NC logo. In the bottom right corner, the text "FY 2023 - 2024" is displayed.

NOTES

- Facilities must meet certain criteria to be deemed eligible for Public Assistance funding:
 - Damaged by the declared disaster
 - Physically located within the declared disaster area
 - Legal responsibility of the Subrecipient

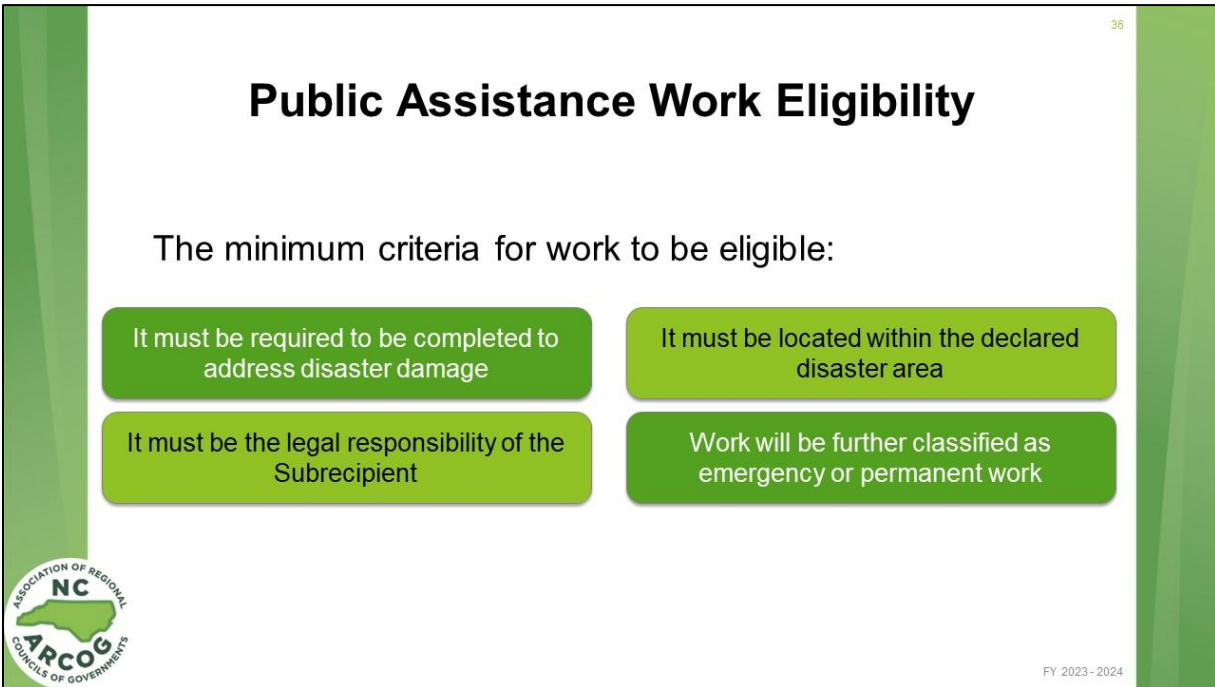


PUBLIC ASSISTANCE WORK ELIGIBILITY

SECTION OVERVIEW

A description of eligible work in the Public Assistance process.

SECTION SLIDE

A presentation slide titled "Public Assistance Work Eligibility". The slide has a white background with green accents on the left and right sides. At the top right, the number "36" is visible. The title "Public Assistance Work Eligibility" is centered in a large, bold, black font. Below the title, the text "The minimum criteria for work to be eligible:" is centered. There are four green rounded rectangular boxes arranged in a 2x2 grid, each containing a criterion. The top-left box says "It must be required to be completed to address disaster damage". The top-right box says "It must be located within the declared disaster area". The bottom-left box says "It must be the legal responsibility of the Subrecipient". The bottom-right box says "Work will be further classified as emergency or permanent work". In the bottom left corner of the slide, there is a smaller version of the ARCOG NC logo. In the bottom right corner, the text "FY 2023 - 2024" is displayed.

NOTES

- Minimum Work eligibility criteria:
 - Work must be required to be completed, whether due to immediate threat from the disaster or to address damage caused by the disaster.
 - Work must be located within the declared disaster area.
 - Work must be the legal responsibility of the Subrecipient.




PUBLIC ASSISTANCE COST ELIGIBILITY

SECTION OVERVIEW

A description of eligible costs in the Public Assistance process.

SECTION SLIDE

A presentation slide titled 'Public Assistance Cost Eligibility'. The slide has a white background with green borders on the left and right sides. At the top center, the title 'Public Assistance Cost Eligibility' is written in a large, bold, black font. Below the title, the text 'Costs are eligible for reimbursement when:' is centered. Underneath this text are three green, parallelogram-shaped boxes arranged horizontally, each containing one of the eligibility criteria in white text: 'They are directly tied to eligible work', 'They are adequately documented', and 'They are necessary and reasonable'. In the bottom left corner of the slide, there is a small version of the ARCOG NC logo. In the bottom right corner, the text 'FY 2023 - 2024' is visible. A small number '37' is in the top right corner of the slide area.

NOTES

- Costs are eligible for reimbursement when they are:
 - Directly tied to eligible work performed that is included in the Scope of Work
 - Adequately documented (i.e., completed invoices which include the dates of service performed, work completed as described, quantities)
 - Necessary and reasonable: Refer participants to FEMA's Public Assistance: Reasonable Cost Evaluation Job Aid (located in this document's appendix) for further information on how FEMA determines necessity and reasonability. In short costs are generally considered reasonable when they comply with the entity's existing policies such as pay rates and cost schedules, as well as when contracts are subject to full and open competition as per the required regulations (covered in more detail later in this course).




UNIT 2 SUMMARY

SECTION OVERVIEW

38

Module 1: Unit 2 Summary

- The roles of each level of government in the Public Assistance process
- Additional federal programs that provide funds for disaster recovery
- Responsibilities of the state as the Recipient in the Public Assistance process
- The elements of Public Assistance eligibility
- The criteria for Applicant, Facility, Work, and Cost eligibility in the Public Assistance process



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NOTES

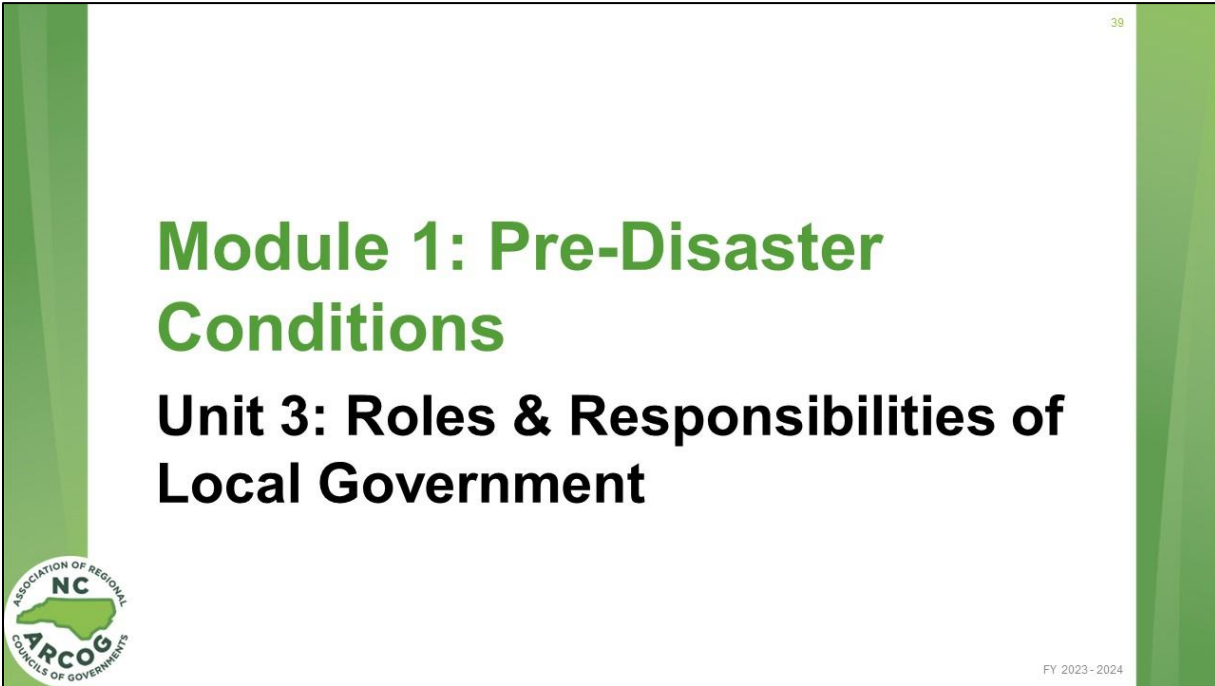
In this Unit you learned:

- The roles of each level of government in the Public Assistance process
- Additional federal programs that provide funds for disaster recovery
- Responsibilities of the state as the Recipient in the Public Assistance process
- The four elements of Public Assistance eligibility
- The criteria for Applicant, Facility, Work, and Cost eligibility in the Public Assistance process

UNIT 3: ROLES AND RESPONSIBILITIES OF LOCAL GOVERNMENT

SECTION OVERVIEW


In Unit 3, we will discuss the development of language to embed disaster recovery financial administration responsibilities into finance department job descriptions.



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Module 1: Pre-Disaster Conditions

Unit 3: Roles & Responsibilities of Local Government



FY 2023 - 2024

NOTES


As discussed in the previous Unit, local governments' main role in the Public Assistance process is to recover their communities from disaster-related damages and recoup funds from the appropriate funding sources. In this Unit, we will discuss specific roles in local government and their duties in Public Assistance. In addition, we will develop language to embed disaster recovery financial administration responsibilities into job descriptions that ensure the appropriate knowledge and skills are built within the workforce.

OVERVIEW

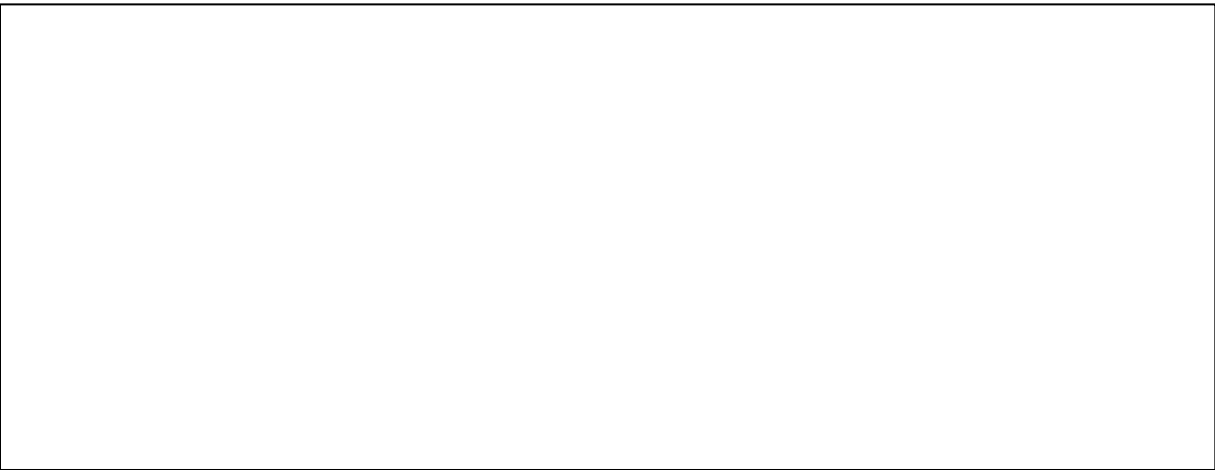
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Module 1: Unit 3 Overview

- Local Governments and the Public Assistance Process
- Roles and Responsibilities in Local Disaster Recovery
- Building Capacity for Disaster Recovery
- Unit 3 Summary

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FY 2023 - 2024



LOCAL GOVERNMENTS AND THE PUBLIC ASSISTANCE PROCESS

SECTION OVERVIEW





A description of local governments' responsibilities during the Public Assistance process and how responsibilities are impacted in the post-disaster period.


SECTION SLIDE

41

Local Governments and the Public Assistance Process

The role of local government in the PA Process is to:

			
Complete disaster-related repairs	Provide necessary documentation for reimbursement	Allocate aspects of the PA Process to individuals with necessary capabilities	Ensure accurate management of expenses and documents



FY 2023 - 2024

NOTES

- The Public Assistance Program is a reimbursement program; therefore, it is important that local municipalities have the capacity to conduct financial administrative procedures before, during, and after a disaster to ensure costs will be obligated (the process of FEMA makes funds available to the Recipient (state) to pass through to the appropriate Subrecipient).
- The role of local government in the PA process is to complete disaster-related repairs and provide necessary documentation that will allow for reimbursement to take place. Local entities will need to allocate different aspects of the PA process to the proper individuals who are within a role that can perform the capabilities necessary to ensure compliance.
- During the period of disaster recovery, systems must be in place to ensure accurate management of expenses and documents. This allows little interruption and delay in the financial recovery process. (NOTE: we will discuss some of those systems later)
- Response and recovery efforts impact the scope and size of an individual's roles and responsibilities: ALL roles may see an increase in administrative financial duties because of disaster recovery efforts.



Your current staff will be your strongest resources in disaster times, as they are most familiar with your systems and processes. However, staff may be victims of disasters themselves and unable to fulfill their routine and additional roles. How would you go about having those functions be filled by someone else?

ROLES AND RESPONSIBILITIES IN LOCAL DISASTER RECOVERY

SECTION OVERVIEW

A detailed description of duties related to Disaster Recovery/Public Assistance based on local government job categories. These duties are examples of the increased capacity that may be necessary in the post-disaster period.

SECTION SLIDE

42


Roles and Responsibilities in Local Disaster Recovery



Leadership and Administration
Specific Roles: Disaster Recovery Manager, Mayors, Administrative Staff, Records Manager




Economic Recovery
Specific Roles: Economic Recovery Coordinator, Payroll Staff, Business Case Manager




Community Outreach
Specific Roles: Volunteer Coordinator, School District Emergency Management Coordinators



Funding and Financial Management
Specific Roles: Public Assistance Coordinator, Contracts Manager, Payroll Staff, Finance Director



Infrastructure Recovery
Specific Roles: Debris Manager, Public Works Department Staff, Roads and Bridges Department Staff



FY 2023 - 2024

NOTES

- Recall the categories of roles introduced in Unit 2. These roles have different responsibilities to ensure quick and efficient delivery of the Public Assistance process. To prepare individuals for the increased capacity that occurs during disaster periods, their roles should describe how they can be expected to support recovery.

Local government roles and their duties in the Disaster Recovery and Public Assistance processes:

- Leadership and Administration
 - Oversees management process, including maintaining recovery-related documents
 - Recruits, assigns, and manages staff
 - Communicates recovery needs to federal and state agencies
 - Sets and manages budgets
 - Ensures local, state, and federal compliance of records management and submission
 - Specific roles may include Disaster Recovery Manager, Mayors, Administrative Staff, Records Manager

- Economic Recovery
 - Identifies funding sources and programs that can aid local recovery projects
 - Provides businesses with appropriate recovery resources
 - Specific roles may include Economic Recovery Coordinator, Payroll Staff, Business Case Manager
- Community Outreach
 - Oversees volunteers by organizing and training them, as well as ensuring their basic needs are met during volunteer efforts
 - Records all volunteer time donated. This is not a FEMA eligible cost for the LGU but may be important to other grant funds.
 - Manages the donations process, including keeping records of all monetary and physical donations and overseeing their disbursement
 - Oversees the collection of donations, as well as the disposal/transfer of unneeded donations
 - Specific roles may include Volunteer Coordinator, School District Emergency Management Coordinators
- Funding and Financial Management
 - Coordinates with state and federal agencies on Public Assistance program implementation and documentation, as well as other funding programs (such as Individual Assistance and Hazard Mitigation)
 - Maintains all financial records, including procurement documentation, cost documentation, and staff time; this is done in collaboration with Administrative roles
 - Monitors awarded grants and coordinates with state and local government entities to disburse funds
 - Periodically audits financial records and reports to ensure continued compliance
 - Specific roles may include Public Assistance Coordinator, Contracts Manager, Payroll Staff, Finance Director, County Treasurer
- Infrastructure Recovery
 - Coordinates with federal, state, and local agencies on hazard mitigation plans and infrastructure planning
 - Conducts [damage assessments](#) and site inspections following a disaster
 - Leads the deployment of emergency and permanent work projects following a disaster
 - Manages and coordinates debris removal following a disaster
 - Maintains all infrastructure records, including expense claims and procurement documents; this is done in collaboration with Administrative and Financial Management roles
 - Specific roles may include Debris Manager, Public Works Department Staff, Roads and Bridges Department Staff
- Depending on the Subrecipient there may be other roles that are specific to them based on the structure of their organization.
- These roles may be assigned in your organization’s Emergency Operations Plan (EOP). It’s a good idea to review your organization’s EOP, or the EOP of the County you work in, to

understand what roles and duties have been assigned. If you're not familiar with the EOP, check with your Emergency Management Coordinator.



Some local governments are much smaller than others. How can a local government with limited staff fulfill the necessary capacity for a multitude of roles? What role might mutual aid, CERTs, or other supporting resources play?

BUILDING CAPACITY FOR DISASTER RECOVERY


SECTION OVERVIEW

Continuing from the previous section, a continued description of duties that ensure local government employees possess the capacity to conduct Public Assistance-related processes. More specifically, this section includes financial administration responsibilities that can be written into various job descriptions.

SECTION SLIDE


43

Building Capacity for Disaster Recovery



The increased capacity that occurs during disaster periods should be documented, introduced, and referenced in a role's detailed job description. They can be written in as such:

- Abides by organizational standards for document naming conventions and management
- Coordinates with FEMA Program Delivery Manager to ensure compliance of all rules and regulations
- Coordinates with other agencies on reimbursement documentation (this documentation may vary based on role)
- Monitors auditing, contract management, and document management of all Public Assistance activities
- Examines financial records to ensure compliance with both local organizational and state/federal policies



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NOTES

- Recall from Unit 1: Before and after a disaster, local governments will need individuals to fulfill specific roles to ensure effective recovery efforts. The goal is to identify individuals with capabilities that can fulfill necessary obligations to ensure disaster and financial recovery.
- The practice of planning and exercising Continuity of Government (COG) and Continuity of Operations (COOP) plans should be addressed as its own deliberate effort included in an All-Hazards Plan.
- These increased capabilities should be documented in a role's detailed job description, as well as introduced and referenced often.
- As it pertains to financial administration, responsibilities can be written into job descriptions in the following manner:
 - Abides by organizational standards for document naming conventions and management
 - Coordinates with other agencies on reimbursement documentation (this documentation may vary based on role)
 - Follows and maintains financial policies to ensure compliance with funding rules and

regulations (these policies may vary based on role and/or funding source)

- Ensures all financial records are appropriately maintained and coordinated with the proper individuals (financial records will vary based on role)
- Coordinates with FEMA Public Assistance Coordinator to ensure compliance of all rules and regulations
- Monitors auditing, contract management, and document management of all Public Assistance activities
- Coordinates with appropriate entities for disbursement of funds
- Implements and monitors awarded funds
- Examines financial records to ensure compliance with both local organizational and state/federal policies
- Note: some job descriptions may feature physical requirements such as being able to lift up to a specific number of pounds. Individuals who do not have the physical ability to do so are NOT disqualified from these roles; instead, these stipulations are meant to signify an “all hands on deck” mentality in disaster periods.



Example: A facilities manager may spend their time during the recovery period addressing immediate needs after a disaster, as well as conducting temporary repairs to facilities. During the transition to the recovery period, they will then be doing more administrative duties that are relevant to their daily work, such as addressing permanent repairs and procuring contractors. The scale and scope of their responsibilities are increased due to the disaster but are not completely new to them.



KNOWLEDGE CHECK 1.4


SECTION SLIDE

44

Knowledge Check 1.4

Which of the following phrases would be best suited to add to a job description to represent financial administration responsibilities?

- A. Implements and monitors awarded funds
- B. Coordinates with appropriate entities for disbursement of funds
- C. Follows and maintains financial policies to ensure compliance with funding rules and regulations
- D. All of the above

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NOTES

Which of the following phrases would be best suited to add to a job description to represent financial administration responsibilities?

- A. Implements and monitors awarded funds
- B. Coordinates with appropriate entities for disbursement of funds
- C. Follows and maintains financial policies to ensure compliance with funding rules and regulations
- D. All of the above


UNIT 3 SUMMARY

SECTION OVERVIEW

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Module 1: Unit 3 Summary

- The role of local governments in the Public Assistance process
- Local government duties related to Disaster Recovery and Public Assistance
- Financial administration responsibilities that increase employee capacity to fulfill Public Assistance-related tasks

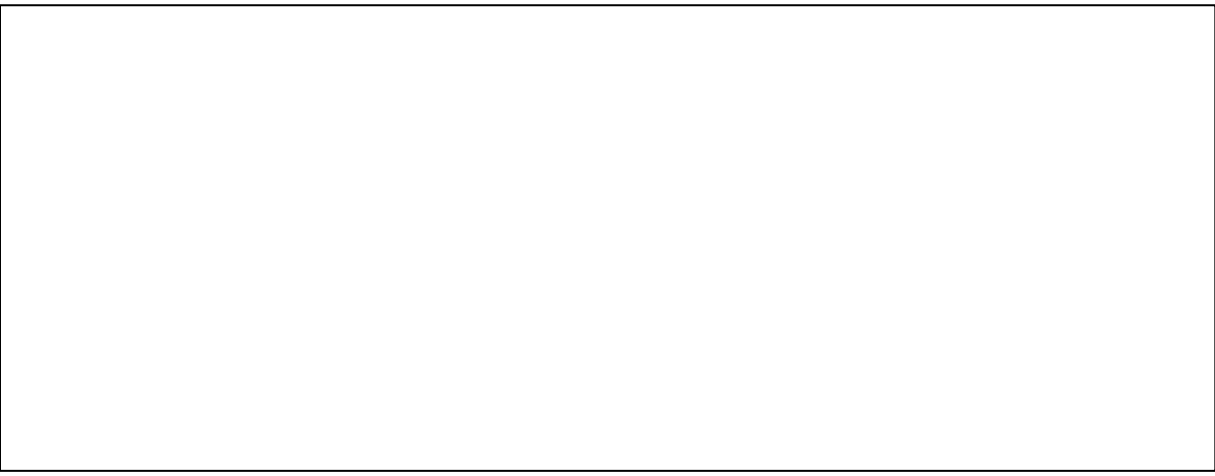
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NOTES

In this Unit you learned:

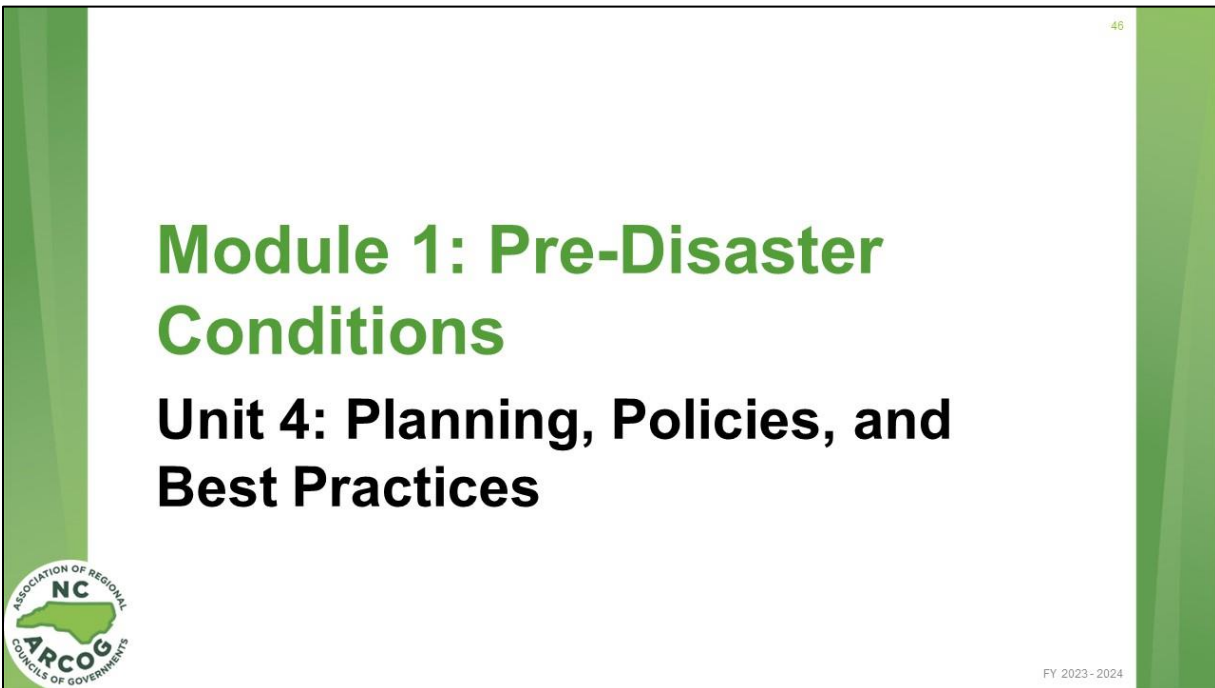
- The role of local governments in the Public Assistance process
- Local government duties that related to Disaster Recovery and Public Assistance
- Financial administration responsibilities that increase employee capacity to fulfill Public Assistance-related tasks



UNIT 4: PRE-DISASTER PLANNING, POLICIES, AND BEST PRACTICES

SECTION OVERVIEW


In Unit 4, we will identify the internal policies and procedures, such as procurement, contracting, and payroll, to ensure compliance for eligible cost reimbursement and subsequent audit reviews. We will also discuss effective pre-disaster planning coordination and financial administration of federal, state, and local disaster recovery funding.

A presentation slide with a white background and green vertical bars on the left and right sides. The text is centered and reads: "Module 1: Pre-Disaster Conditions" in a large green font, followed by "Unit 4: Planning, Policies, and Best Practices" in a large black font. In the bottom left corner, there is a small ARCOG NC logo. In the bottom right corner, the text "FY 2023 - 2024" is visible. A small number "46" is in the top right corner.

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Module 1: Pre-Disaster Conditions

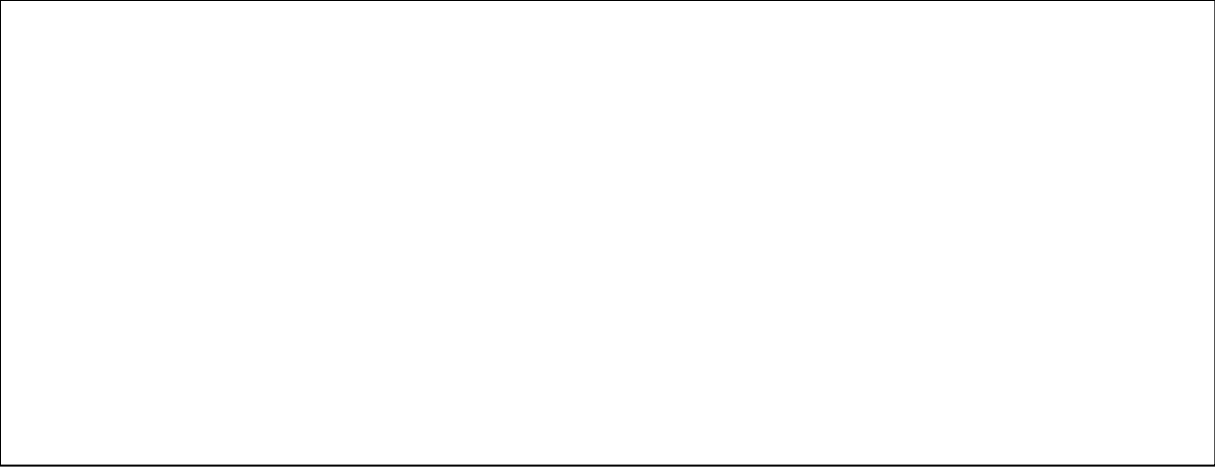
Unit 4: Planning, Policies, and Best Practices



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NOTES

So far in this course, we have discussed the roles of different levels of government in the Public Assistance process, and how local governments need to be prepared to successfully conduct financial recovery following a disaster. Ensuring that individuals possess the capability to do so, regardless of their role in non-disaster times, is integral to this happening. In this Unit, we will continue to build on local governments' capacity to conduct the financial recovery process by discussing best-practice policies for Public Assistance. We will also discuss some of the federal, state, and local laws that guide your entity's financial recovery as well as the planning work that can be done during prior to a disaster.




OVERVIEW

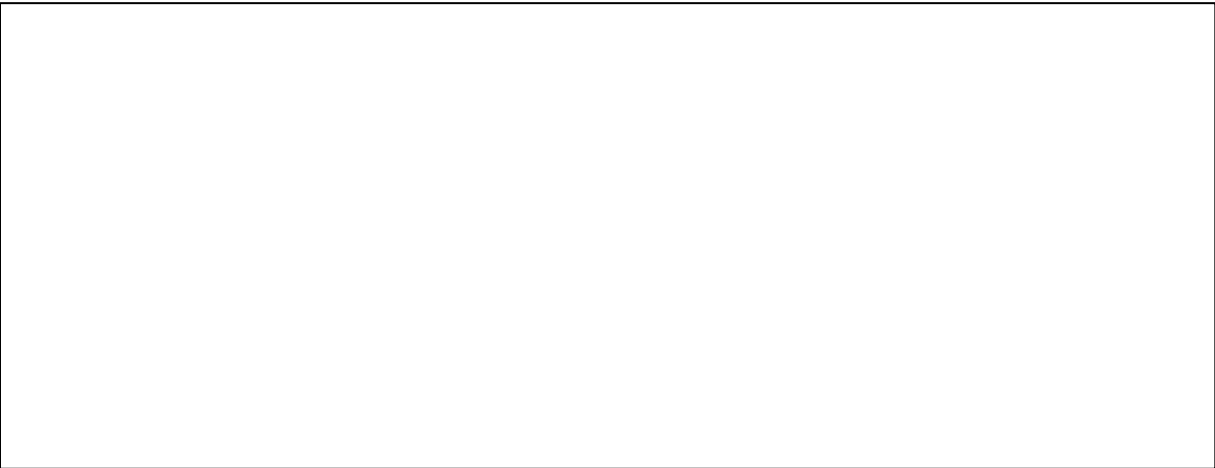
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Module 1: Unit 4 Overview

- Essential Policies and Procedures for Public Assistance
- Federal Procurement Policies and Procedures
- State Procurement Policies and Procedures
- Aligning Federal and State Criteria for Funding
- Reviewing Compliance Criteria
- Key Concepts for Effective Financial Administration
- Local SMEs and Best Practices Pre-Disaster
- Necessary/Required Processes from Inception through Closeout
- Identifying Pre-Disaster Procedures for Information and Documentation Collection
- Unit 4 Summary

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ESSENTIAL POLICIES AND PROCEDURES FOR PUBLIC ASSISTANCE

SECTION OVERVIEW

A description of general Public Assistance-related topics that local governments should have policies for. It is not an exhaustive list, but instead the more important aspects of Public Assistance that can disrupt funding if one is not compliant with federal requirements.

SECTION SLIDE

48

Essential Policies and Procedures for Public Assistance

It is important local governments have policies and procedures in place that address:



Mutual-Aid



Procurement and contract requirements



Payroll and fringe benefits



Insurance



Disaster-specific emergency procurement



Taking these steps now can help ensure your town is ready for a disaster!

FY 2023 - 2024

NOTES

- Public Assistance grants are subject to Uniform Rules (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards). These rules include standards for procurement of goods, contracts for services, and construction.
- It is important that local governments have policies and procedures in place that ensure compliance with federal requirements for financial reimbursement. Specifically, policies that address the following:
 - Mutual-Aid between municipalities
 - Procurement and contract requirements
 - Payroll and fringe benefits ([Fringe Benefits](#): the calculation worksheet that shows an allocation of benefits that entities pay to their employees)
 - Insurance that is up to date on the nature and extent of the Public Asset conditions. Insurance pays first before FEMA and it is typically quicker and less resource intensive to implement provided it is kept up to date and reflective of the community PA assets and conditions.

- Disaster-specific procedures to include local emergency-procurement policy and procedures: flexibility is allowed such as sole-source procurement
- The emergency procurement policy should:
 - Define when emergency procurement is necessary
 - Include pre-approved contracts for emergency services and materials
 - Specify situations when non-competitive procurement is acceptable
 - Identify who has authority to approve certain amounts or types of procurement arrangements



Are you aware of any policies in place in your local government structure?

FEDERAL PROCUREMENT POLICIES AND PROCEDURES

SECTION OVERVIEW

A brief description of federal procurement policies. This section can be used as a reference to ensure internal policies are federally compliant.

SECTION SLIDE



Federal Procurement Policies and Procedures

- Service, bidding requirements, and evaluation criteria outlined in writing
- Micro-purchases not subjected to competitive bidding requirements
- Publicly advertised Requests for Proposals (RFP) required for contracts >\$250,000
- Small purchases must obtain quotes from at least three sources

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NOTES

- Federal law dictates procurement and contracting requirements for Subrecipients to receive their PA grants.
- Federal Procurement Methods and Procedures:
 - Selection procedures should be written in a manner that clearly describes the service, bidding requirements, and evaluation criteria.
 - Ensure open competition, avoiding conflicts of interest and unnecessary requirements.
 - Micro-purchases (purchase of goods/services up to \$10,000) are not subjected to competitive bidding requirements.
 - Small purchases (purchase up to \$250,000): quotes must be obtained from at least three sources and awarded to the lowest cost bidder.
 - Competitive Proposals: Contracts more than \$250,000 must have a publicly advertised Request for Proposals (RFP) that includes any evaluation criteria. The method for evaluating and selecting a contractor must be written; the contract must be awarded to the firm with the most advantageous proposal and price.
- In the event there are not state-specific procurement policies, local governments should adopt federal policies to ensure compliance with PA Program requirements, and ultimately obligation of

funding.

- [PDAT \(Procurement Disaster Assistance Team\)](#) monitors procurement for FEMA. PDAT is where entities can go for assistance, reviews, etc. for funding.

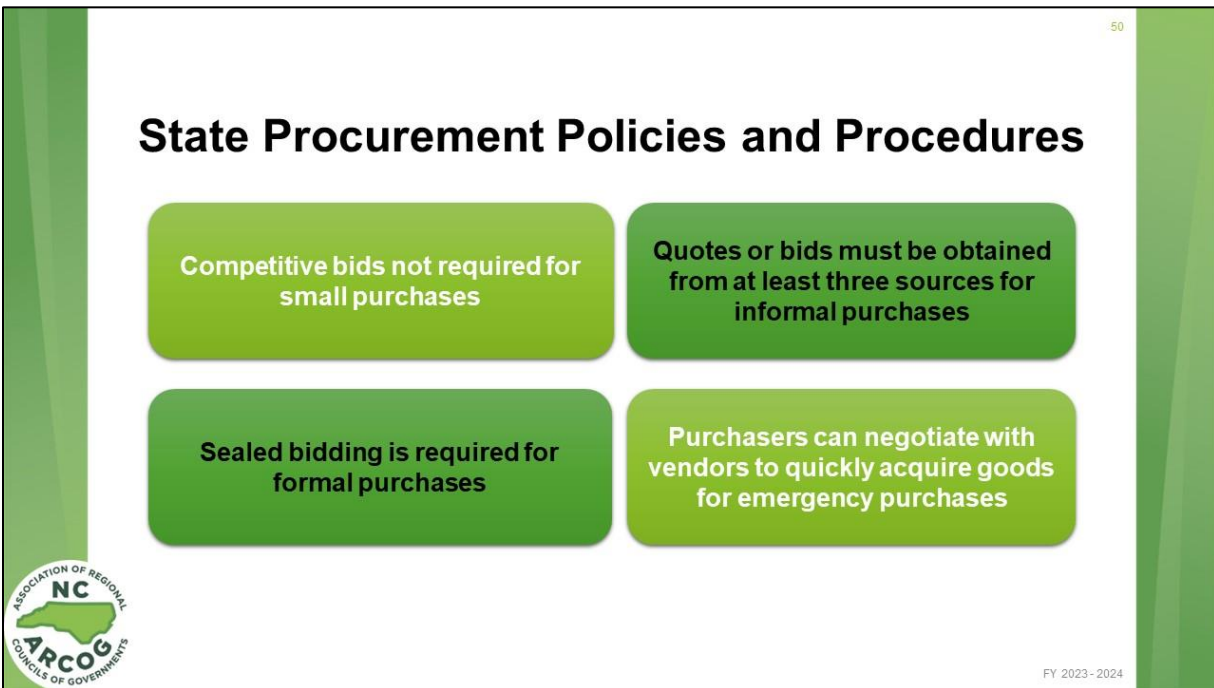


STATE PROCUREMENT POLICIES AND PROCEDURES

SECTION OVERVIEW

A brief description of state procurement policies. This section can be used as a reference to ensure internal policies are state compliant.

SECTION SLIDE



State Procurement Policies and Procedures

- Competitive bids not required for small purchases
- Quotes or bids must be obtained from at least three sources for informal purchases
- Sealed bidding is required for formal purchases
- Purchasers can negotiate with vendors to quickly acquire goods for emergency purchases

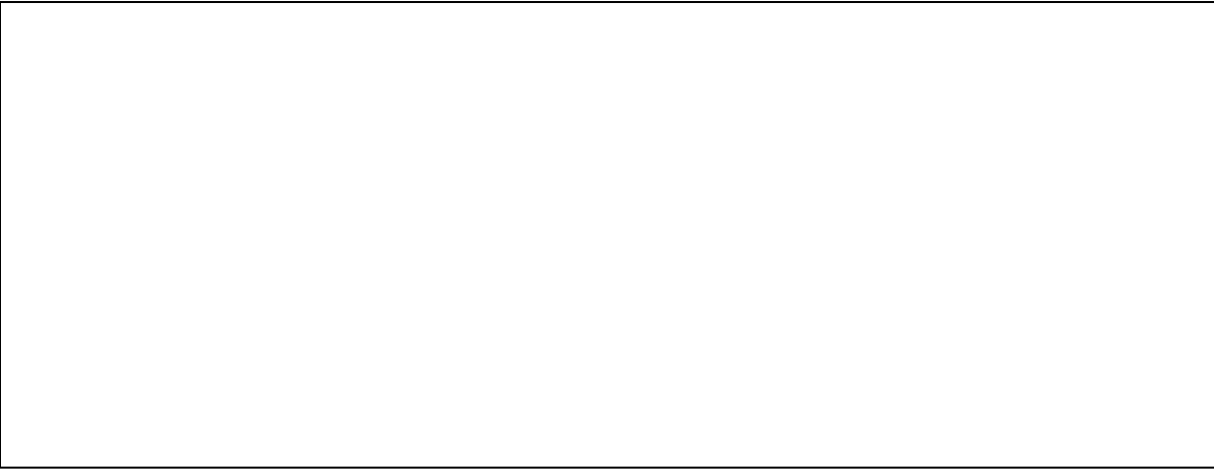
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NOTES

- State and federal procurement requirements for local governments may not always be the same. Local governments want to align their procurement policies to whichever has the most stringent requirements between the federal and state. Locally adopted procurement procedures may be more stringent than federal or state policies. The most stringent policy must be applied.
- North Carolina State Procurement Methods and Procedures:
 - Small Purchases: applies to goods costing up to \$25,000. Competitive bids are not required. Since approval is not needed for small purchases, the purchaser can use their own internal policies and procedures.
 - Informal Purchases: applies to goods costing between \$25,000 and (an agency's general delegation?). Quotes or bids must be obtained from at least three sources.
 - Formal Purchases: applies to goods costing more than (an agency's general delegation?). Sealed bidding is required. Contracts must be publicly advertised on NC eProcurement System for at least 10 calendar days.
 - Emergency Purchases: in the event of an emergency, the purchaser can negotiate with vendors to quickly acquire the necessary good/service.
 - Note: "Formal" and "Informal" purchases is language that is state-specific; other states may

not use this language to describe these purchase and bidding requirements.



ALIGNING FEDERAL AND STATE CRITERIA FOR FUNDING

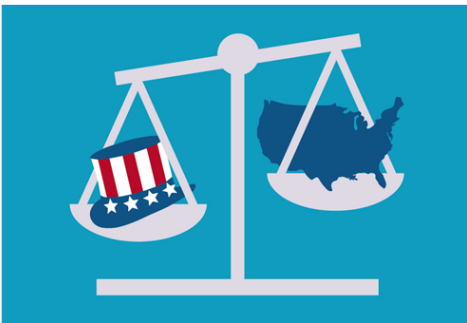
SECTION OVERVIEW

A comparison of federal and state procurement policies. This section can be used as reference to ensure internal policies are federally and state compliant.


SECTION SLIDE

51

Aligning Federal and State Criteria for Funding

An illustration of a pair of white scales of justice on a blue background. The left pan contains a stylized American flag with red and white stripes and white stars on a blue field. The right pan contains a dark blue silhouette of the United States map.

When dealing with multiple sources of funding, local governments should align their policies to whichever has the most stringent requirements between the federal and state.

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NOTES

- Unlike federal requirements, North Carolina does not have requirements for:
 - Written selection procedures
 - Micro-purchases
- Local governments want to align their policies to whichever has the most stringent requirements between the federal and state. This ensures federal requirements for reimbursement are met.
- Local requirements are reviewed during monitoring and closeout.



KNOWLEDGE CHECK 1.5

SECTION SLIDE

52

Knowledge Check 1.5

A state policy states that purchases of goods/services up to \$20,000 are not subjected to competitive bidding requirements. The federal policy states that purchases up to \$10,000 are not subjected to those requirements.

Which policy should a local government adopt, and why?

The local government should adopt the federal policy when mixing funding sources, since it is the most restrictive.

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NOTES

A state policy states that purchases of goods/services up to \$20,000 are not subjected to competitive bidding requirements. The federal policy states that purchases up to \$10,000 are not subjected to those requirements. **Which policy should a local government adopt, and why?**

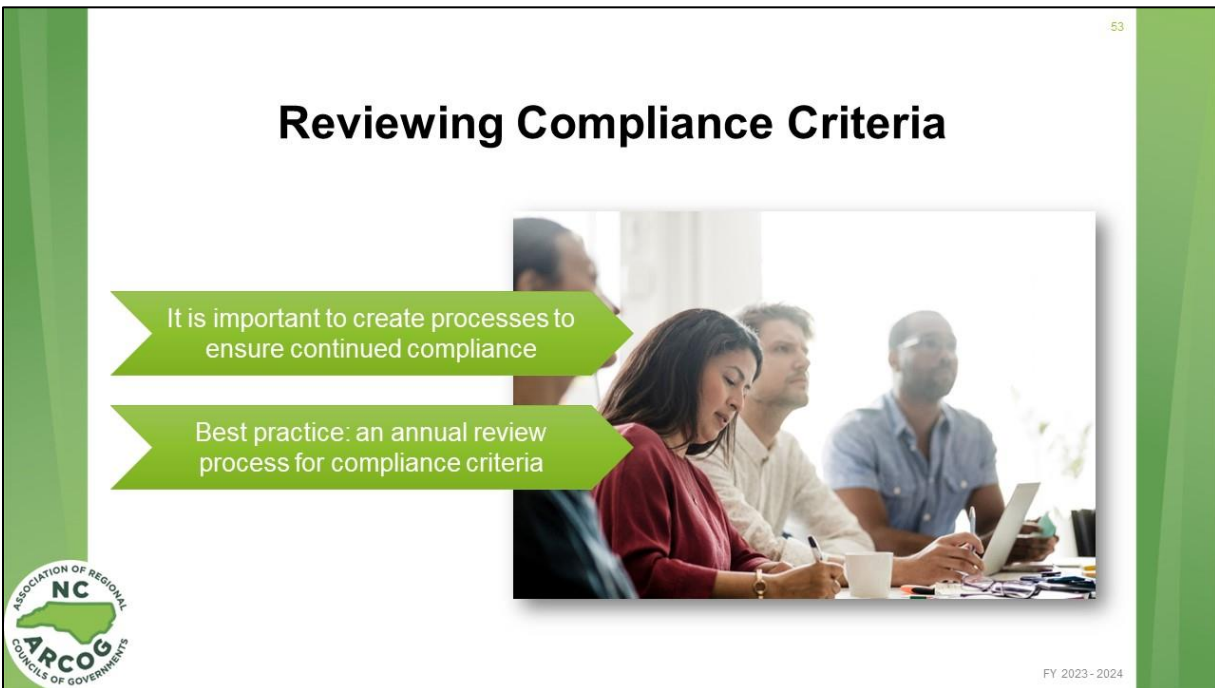
Answer: _____

REVIEWING COMPLIANCE CRITERIA

SECTION OVERVIEW

A discussion of the importance of an internal review process to ensure compliance is maintained and there is no risk to funding.

SECTION SLIDE

A presentation slide titled "Reviewing Compliance Criteria". The slide features a central photograph of three people in a meeting setting, looking at a laptop. Two green callout boxes with white text are overlaid on the left side of the photo. The top callout says "It is important to create processes to ensure continued compliance" and the bottom callout says "Best practice: an annual review process for compliance criteria". The slide includes the ARCOG NC logo in the bottom left corner and the text "FY 2023 - 2024" in the bottom right corner. The number "53" is visible in the top right corner of the slide area.

Reviewing Compliance Criteria

It is important to create processes to ensure continued compliance

Best practice: an annual review process for compliance criteria

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NOTES

- Once a local government creates the policies they will adopt, it is important to also create a process for ensuring continued compliance of all federal requirements for financial reimbursement.
- A best practice for local governments may be an annual review process for compliance criteria, where the local government's policies are reviewed once a year to ensure they reflect any updates to federal/state policies that can delay or de-obligate funding if not adopted.

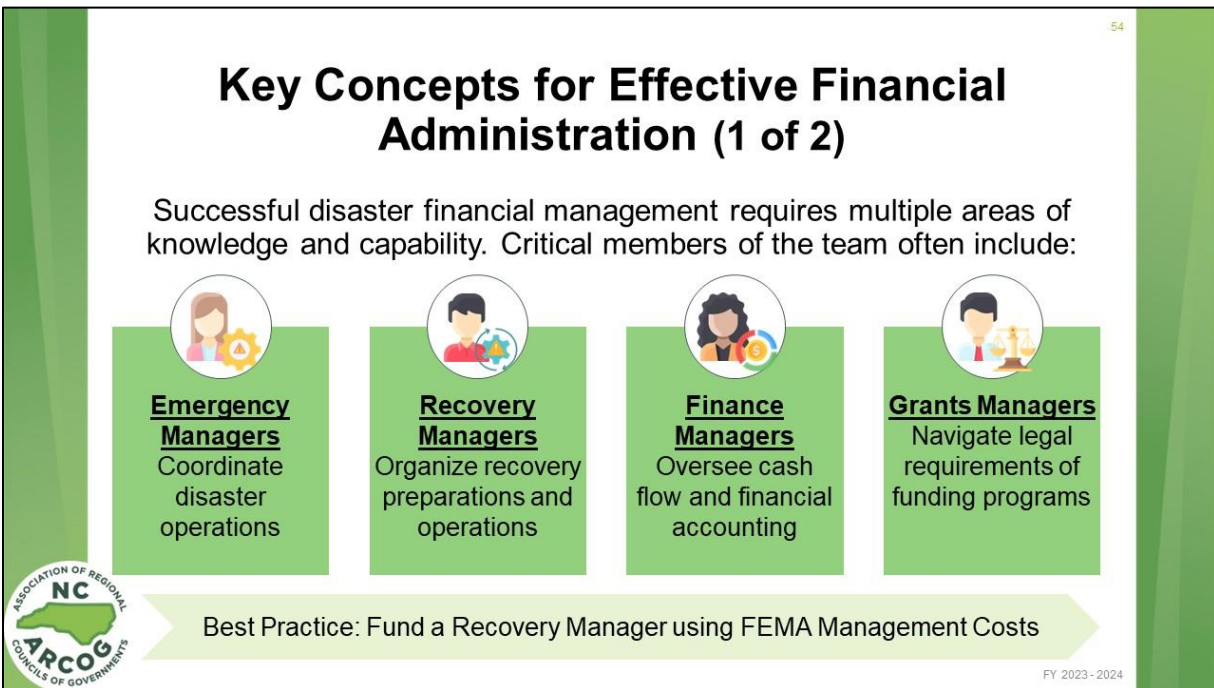


KEY CONCEPTS FOR EFFECTIVE FINANCIAL ADMINISTRATION (1 OF 2)

SECTION OVERVIEW





A description of financial management best practices that ensure jurisdictions will be able to comply with grant regulations and ultimately receive funding.

SECTION SLIDE



Key Concepts for Effective Financial Administration (1 of 2)

Successful disaster financial management requires multiple areas of knowledge and capability. Critical members of the team often include:

 <u>Emergency Managers</u> Coordinate disaster operations	 <u>Recovery Managers</u> Organize recovery preparations and operations	 <u>Finance Managers</u> Oversee cash flow and financial accounting	 <u>Grants Managers</u> Navigate legal requirements of funding programs
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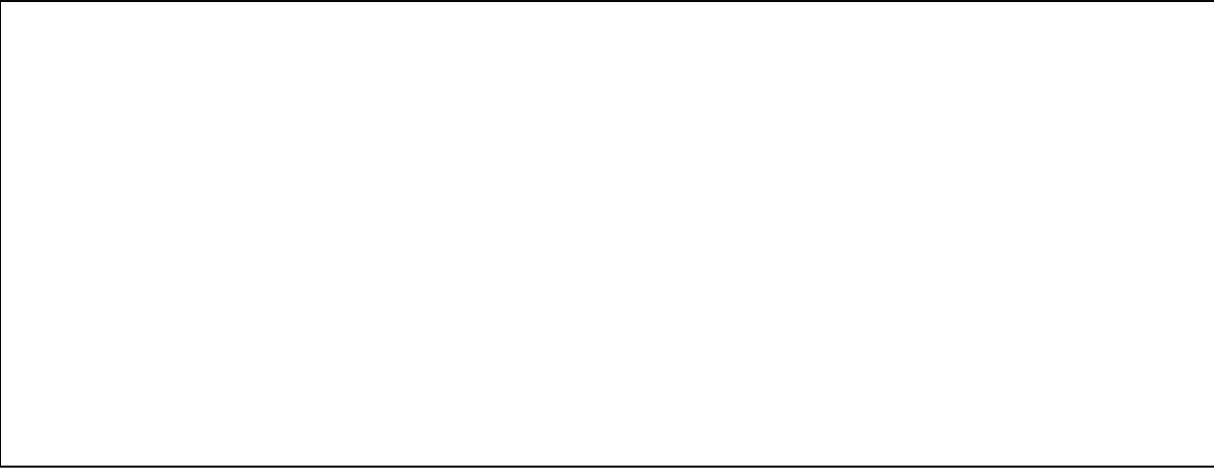
Best Practice: Fund a Recovery Manager using FEMA Management Costs

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NOTES

- Fiscal and grant regulations are strict and apply to all jurisdictions regardless of size, so it is imperative that all jurisdictions have robust scalable, flexible, and adaptable disaster financial management plans and processes in place pre-disaster for all types of incidents.
- Successful disaster financial management requires multiple areas of knowledge and capability. Due to the expertise needed, critical members of the team often include:
 - Emergency managers to coordinate the preparedness actions and disaster operations for the jurisdiction.
 - Recovery managers to organize, coordinate, and advance recovery preparations and operations for the jurisdiction.
 - Finance managers to oversee the cash flow, financial accounting, records management, and audits for the jurisdiction.
 - Grants managers and legal counsel to help navigate legal and programmatic requirements of various funding programs. Expertise with annual programs to disaster recovery funding programs is also valuable.
- Best Practice: Funding a Recovery Manager: Recovery Managers can be funded using FEMA

Management Costs. FEMA will only cover this position as part of a declared disaster event not for the pre-disaster position. It is important that LGUs examine the value of these personnel and job activities amongst existing staff or contractors in the pre-disaster planning phase and thus allow for a seamless cost tracking transition to these personnel when and if disaster occurs.



KEY CONCEPTS FOR EFFECTIVE FINANCIAL ADMINISTRATION (2 OF 2)


SECTION OVERVIEW

A description of financial management best practices that ensure jurisdictions will be able to comply with grant regulations and ultimately receive funding.

SECTION SLIDE

55


Key Concepts for Effective Financial Administration (2 of 2)



A Recovery Manager can help handle financial paperwork pre- and post-disaster.

Project/Portfolio Management

- Define and execute the steps necessary to meet recovery goals
- Accurately manage the disaster budget to ensure all bills are paid
- Outline and complete activities before, during, and after the disaster



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NOTES

A Recovery Manager can help the jurisdiction handle the diversity and volume of financial paperwork for both pre- and post-disaster. This may be a shared position with several LGUs or the County or even COG staff. It is important to be innovative for establishing the cost and position.

- Project and Portfolio Management:
 - Effective disaster financial management requires strong project and portfolio management skills. The jurisdiction should define and execute the steps necessary to meet its recovery vision and goals, while balancing competing demands of scope, time, cost, quality, resources, and risks.
 - From a disaster financial management perspective, project management entails accurately managing the complex disaster budget to ensure all bills are paid:
 - Releasing funding according to schedule
 - Tracking and reporting expenditures and use of finances
 - Performing a financial analysis
 - Maintaining accurate financial records and documentation in preparation for audits
 - Ensuring that local government staff and contractor maintain and submit proper records

to document time and expenses for reimbursement.

- Disaster Financial Management Activities:
 - Jurisdictions can complete several activities before, during, and after a disaster to support sound disaster financial management.



Do you utilize any best practices guide? Would it be beneficial to create one?

LOCAL SUBJECT MATTER EXPERTS AND BEST PRACTICES PRE-DISASTER (1 OF 2)


SECTION OVERVIEW

A discussion of how to better plan and utilize local experts and best practices for pre-disaster planning, resulting in a more resilient community.

SECTION SLIDE

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Local Subject Matter Experts and Best Practices Pre-Disaster (1 of 2)



Work with FEMA and NCEM to create a Community Emergency Response Team (CERT)

Plan for the involvement of volunteers in the pre-disaster period

Involve local emergency management officials, as well as state partners, when creating a disaster plan



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NOTES

Conduct meetings to engage SMEs and have community meetings to develop pre-disaster best practices:

- Work with FEMA and NCEM to create a Community Emergency Response Team (CERT).
- Pre-disaster planning by local governments will help ensure volunteers succeed in the recovery environment by identifying and planning for the involvement of volunteer groups, such as members of the community emergency response teams (CERT), AmeriCorps, Medical Reserve Corps, or National Volunteer Organizations Active in Disaster (NVOAD) who may have baseline training or community knowledge.
- This should include local emergency management officials who are typically located at the county government level in North Carolina. Local municipalities and counties should be encouraged to work together along with their partners at the State of North Carolina in identifying best practices when managing a recovery from disaster.



LOCAL SUBJECT MATTER EXPERTS AND BEST PRACTICES PRE-DISASTER (2 OF 2)

SECTION OVERVIEW

A discussion of how to better plan and utilize local experts and best practices for pre-disaster planning, resulting in a more resilient community.

SECTION SLIDE

57

Local Subject Matter Experts and Best Practices Pre-Disaster (2 of 2)

Best practices for pre-disaster activities:



- Document all processes and create backups
- Review state and federal policies
- Create a Disaster Recovery Plan
- Ensure there are emergency management authorities in the jurisdiction
- Ensure jurisdictional policies are flexible enough for a disaster
- Discuss finance policies with finance staff



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NOTES

Best practices to overcome pitfalls in pre-disaster activities:

- Document all processes and create backups.
- Take the time before a disaster to build and write the Operational Recovery Plan or Disaster Recovery Plan. Ensure staff know what paperwork and processes they are expected to complete during and after a disaster.
- Review any jurisdictional policies to ensure they are flexible during a disaster. Add emergency waivers to give guidance for disasters if not.
- Take time to review state and federal recovery policies and regulations.
- Seek advice and guidance from jurisdictions that have faced a recent disaster when creating recovery plans and programs.
- Ensure the local jurisdiction has clear emergency management authorities, including actions taken during recovery.
- Meet with finance staff to go over finance policies such as timekeeping and procurement – make changes where necessary.
- Create prepositioned contracts for key recovery tasks.

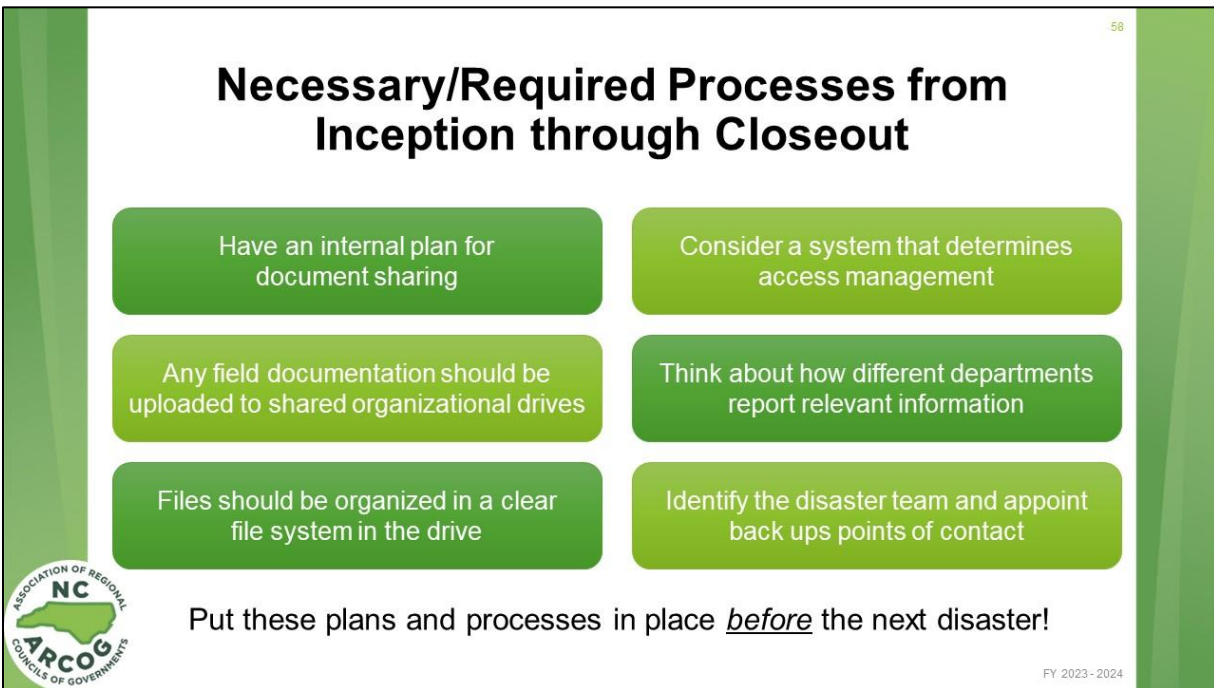


NECESSARY/REQUIRED PROCESSES FROM INCEPTION THROUGH CLOSEOUT

SECTION OVERVIEW

The importance of having an internal plan of document sharing systems, and its impact on your navigation of the PA Delivery Process.

SECTION SLIDE




58

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 ups points of contact

Put these plans and processes in place before the next disaster!

FY 2023 - 2024



NOTES

- Another important aspect of best practices for document control is having an internal plan of document sharing systems. If there is not already a document management process in place at your organization, one should be created.
- Any field documentation should be uploaded to an online space where all organizational stakeholders can access files. It not only fosters collaboration in the Public Assistance process, but also protects against the possibility of lost files due to hardware issues, revolving staff, etc.
- Within your online document drive, files should be organized with a clear folder system. This allows contractors outside of your organization to easily find and contribute documentation that will support your requests for assistance.
- Consider what communications systems are in place to facilitate the Damage Inventory process within your organization.
- Consider a system that determines who has access to documents, administration-level access, etc.
- How do different departments report to grant managers, finance managers, and direct FEMA contacts within municipalities?
 - Getting info directly to your FEMA and state contact: Documents uploaded through Grants

Portal and North Carolina EM Grants website.

- FEMA contact: Program Delivery Manager, or PDMG. The PDMG facilitates the PA application process, manages information collection, and provides customer service to PA grant Recipients, Applicants, pass-through entities, and Subrecipients, stakeholders collectively called “Applicant.”
- Independent scheduling may delay project progression due to miscommunications and missed milestones. The importance of communication with all stakeholders cannot be emphasized enough.
- Depending on the involvement of your NC contact, they may also be included in these communications.
- Identify who the disaster team is or will be to prepare for disaster recovery efforts. Appoint a backup POC in case the representative is unavailable (sick, must leave because they have been devastated by the disaster, etc.), to ensure best-practice business continuity. This backup POC should have the same security level and access as the original representative.



Example to discuss: One of the first tasks in disaster recovery is to conduct a Damage Inventory and deliver it to FEMA within 60 days.

IDENTIFYING PRE-DISASTER PROCEDURES FOR INFORMATION AND DOCUMENTATION COLLECTION

SECTION OVERVIEW

A discussion of documentation that can be used to validate disaster damage, and the importance of establishing plans for gathering field documentation in the pre-disaster period.


SECTION SLIDE

59


Identifying Pre-Disaster Procedures for Information and Documentation Collection

Documentation required for financial recovery:

- Activity logs
- Equipment logs
- Maintenance logs
- Photographs and blueprints
- Timesheets
- Disaster response plan
- Evacuation plan



Put these plans and processes in place before the next disaster!

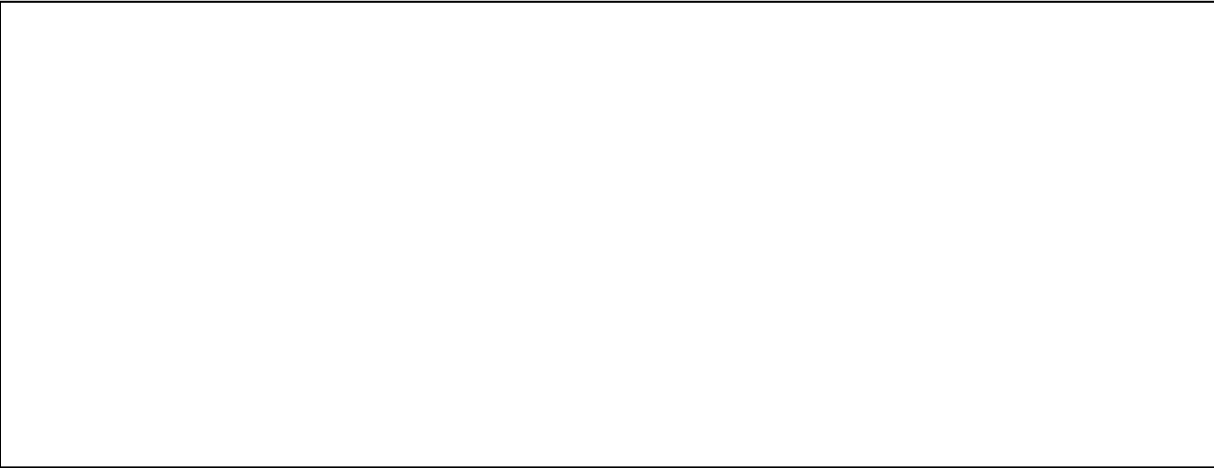


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NOTES

- Applicants will be required to provide necessary documentation to validate damage, supporting pre-disaster condition of the facilities, field documentation (e.g., facility maintenance records, inspection/safety reports, photos, and videos) will support this requirement.
- Your entity's pre-disaster responsibilities include establishing plans and activities to be prepared for a disaster as well as being familiar with necessary documentation that will be required for financial recovery. Let's review several of these items:
 - Activity logs
 - Equipment logs
 - Equipment inventory list
 - Maintenance logs
 - Photographs and blueprints
 - Timesheets – what is the backup plan for time tracking when electronic tracking is down?
 - Resource/Supply/Inventory tracking

- Fuel logs
 - State conference call-in information
 - Disaster Response Plan – outlines what they should be doing each day before anticipated impact
 - Evacuation Plan ([Special Population](#))
- We will take a more in-depth look at the hows and whys of these documents in Module 2.



KNOWLEDGE CHECK 1.6


SECTION SLIDE

60

Knowledge Check 1.6

Why is it important to provide several forms of documentation for financial recovery?

Documentation enables Applicants to validate damage.

The ARCOG NC logo is located in the bottom left corner of the slide.

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NOTES

Why is it important to provide several forms of documentation for financial recovery?

Answer: _____

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UNIT 4 SUMMARY

SECTION OVERVIEW

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Module 1: Unit 4 Summary

- The essential Public Assistance processes to create policies to ensure compliance
- Federal procurement and contracting policies
- State procurement policies
- How to align local policies to federal and/or state policies
- The importance of reviews for compliance
- Best practices for effective disaster financial management
- The importance of utilizing SMEs for pre-disaster planning
- Necessary/required processes for documentation
- Documentation that can validate damage following a disaster

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FY 2023 - 2024

NOTES

In this Unit you learned:

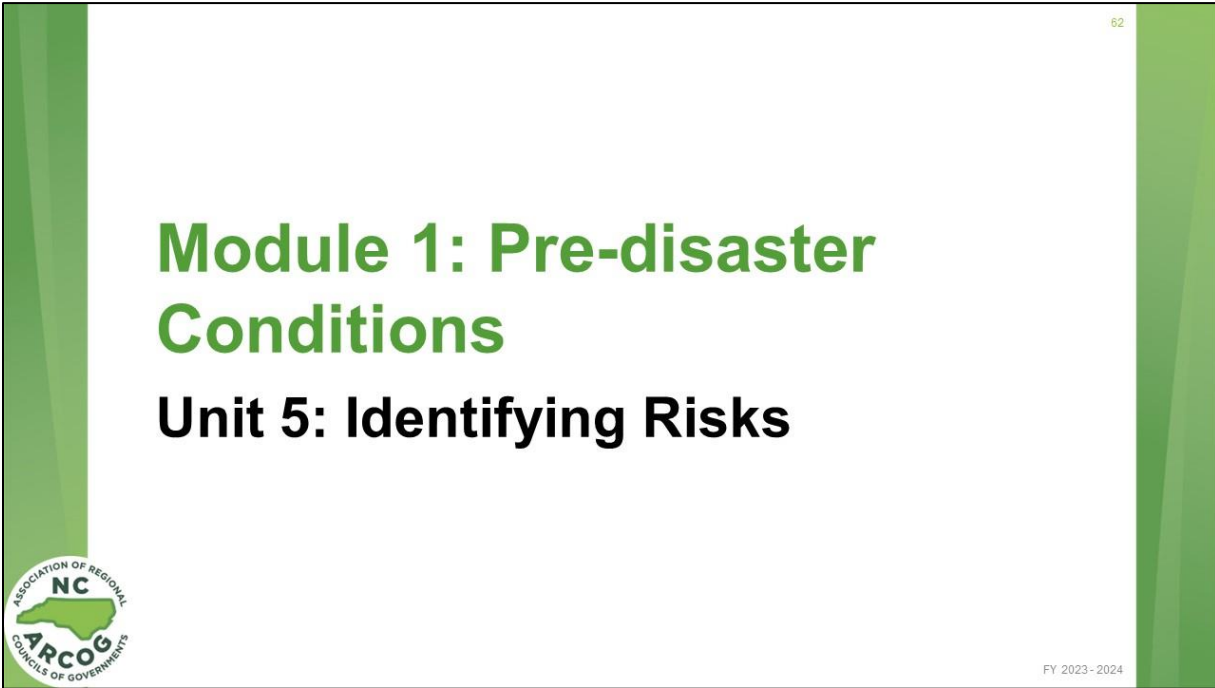
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- The importance of reviews for compliance
- Best practices for effective disaster financial management
- The importance of utilizing SMEs for pre-disaster planning
- Necessary/required processes for documentation
- Documentation that can validate damage following a disaster



UNIT 5: IDENTIFYING RISKS

SECTION OVERVIEW


In Unit 5, we will identify risks within your operations that could affect your ability to lessen timing and to optimize reimbursements.

A presentation slide with a white background and green vertical bars on the left and right sides. The text is centered and reads: "Module 1: Pre-disaster Conditions" in a large green font, followed by "Unit 5: Identifying Risks" in a large black font. In the bottom left corner, there is a small circular logo for ARCOG NC. In the bottom right corner, the text "FY 2023 - 2024" is visible. A small number "62" is in the top right corner.

62

Module 1: Pre-disaster Conditions

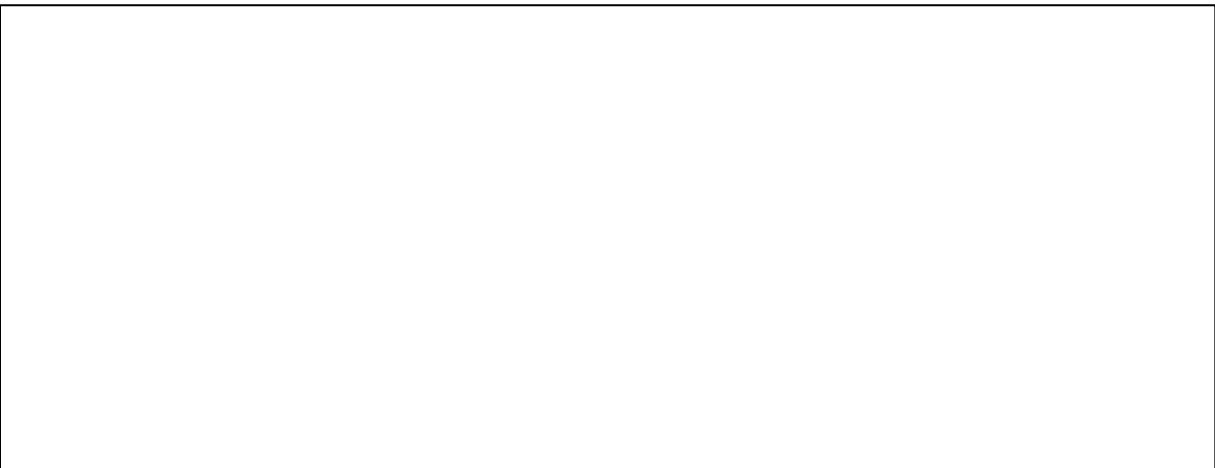
Unit 5: Identifying Risks



FY 2023 - 2024

NOTES

In the previous Unit, we discussed best practices that can be used to ensure successful financial management during a disaster. In this Unit, we will highlight risks that can come about and threaten Public Assistance funding.


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OVERVIEW

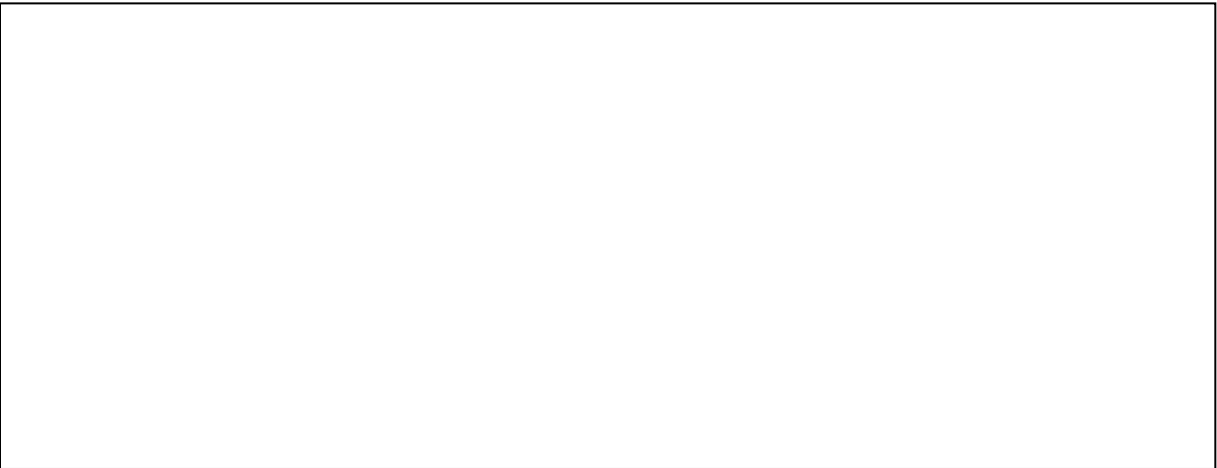
63

Module 1: Unit 5 Overview

- How Risks Impede the Public Assistance Process
- Risks That Threaten Public Assistance Funding
- Mitigating Operational Risks During Recovery
- Unit 5 Summary

The ARCOG NC logo is located in the bottom left corner of the slide. It consists of a green map of North Carolina with "NC" in the center, surrounded by the text "ASSOCIATION OF REGIONAL COUNCILS OF GOVERNMENTS".

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HOW RISKS IMPEDE THE PUBLIC ASSISTANCE PROCESS

SECTION OVERVIEW


A brief description of some actions that can impact Public Assistance funding.

SECTION SLIDE


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How Risks Impede the Public Assistance Process


Actions that can impact obligation of PA funding:




Improper Documentation
Not meeting deadlines, or inappropriate document submission



Disaster Validation Issues
Cannot validate that damages were a result of the disaster



Improper Business Continuity
Not having documented policies and procedures



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NOTES

Accurate and timely completion of tasks throughout the Public Assistance process is essential to ensure all eligibility requirements are met and costs are obligated.

- Actions that can impact obligation of PA funding:
 - Improper documentation, such as not following procurement requirements, not submitting documents by deadlines, or not submitting documents to the appropriate systems.
 - A duplication of benefits is another risk to funding if you receive funding from another source such as other federal programs, insurance, or profit.
 - Disaster validation issues: delays to funding may occur if it cannot be proven that facility damage was due to the disaster. This can be avoided by having photos of facilities before and after the disaster has occurred.
 - Improper business continuity: not having documented policies and procedures related to the Public Assistance process increases the likelihood of a Subrecipient being found ineligible. All pertinent parties within an organization need to be aware of these processes; they also need to be documented and acknowledged so progress is not lost in the event of personnel change.



KNOWLEDGE CHECK 1.7


SECTION SLIDE

65

Knowledge Check 1.7

Which of the following actions may help speed up the Public Assistance funding process?

- A. Timely submission of documentation
- B. Validation of disaster damages with photos
- C. Organization-wide procedures for document submission
- D. All of the above

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NOTES

Which of the following actions may help speed up the Public Assistance funding process?

- A. Timely submission of documentation
- B. Validation of disaster damages with photos
- C. Organization-wide procedures for document submission
- D. All the above

RISKS TO PUBLIC ASSISTANCE FUNDING


SECTION OVERVIEW

A list of examples of common behaviors that can result in delays or de-obligation of funding.

SECTION SLIDE


66


Risks To Public Assistance Funding



Lack of established policies and procedures →
Can result in the delay of grant awards


Lack of procurement policies →
Can result in ineligible costs or de-obligation of funding






Lack of documentation →
Can result in grant penalties or legal action

Failure to conduct reviews during PA process →
Can result in the delay of grant awards



When in doubt about a policy, procedure, or best practice during an unusual circumstance, contact NCEM or another SME for guidance before proceeding. Try to get all guidance and determinations in writing and document your decision-making rationale and process.

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NOTES

- Here are some examples of common errors performed and why the behavior risks lengthening timing for reimbursements:
 - Lack of established policies and procedures related to the Public Assistance process can result in a higher likelihood of noncompliance and administrative inconsistencies, resulting in the delay of grant awards.
 - Lack of procurement policies in place can lead to improper procurement practices and failure to adhere to federal requirements, resulting in ineligible costs and/or de-obligation of funding.
 - Lack of documentation confirming payments to vendors can result in penalties to the awarded grant, and even legal action.
 - Not conducting reviews during steps along the PA process can result in an incomplete or inconsistent grant application, leading to delays of grant awards.
 - When in doubt about a policy, contact NCEM or another SME before proceeding. Document your decision-making process and rationale to create a paper trail.
 - Deobligation of funds (FEMA cancelling or downwardly adjusting the awarded amount) can occur during the PA process if proper procedures are not followed. LGUs may be held responsible for the cost of deobligated funds and may not know about it until reimbursement is requested.



MITIGATING OPERATIONAL RISKS DURING RECOVERY

SECTION OVERVIEW


Examples of best practices that can be adopted to minimize the risk of noncompliance in the Public Assistance process.


SECTION SLIDE

67

Mitigating Operational Risks During Recovery

- Ensuring capacity to manage grants
- Building effective staffing
- Following state and federal procurement requirements
- Maintaining financial records
- Ensuring whole-process compliance




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NOTES

Best practices that minimize the risk of being noncompliant throughout the PA Process include:

- Develop procedures that ensure administrative capacity to manage federal grants, such as procurement, reporting, cost management, and grant management policies.
- Build an effective staff through training programs to educate on federal grant administration and staff succession in the event of absences.
- Ensure procurement and bidding policies adhere to federal and/or state requirements.
- Maintain a system of financial records, including equipment purchases and property records.
- Ensure compliance throughout the process by implementing policies for periodic reviews and identifying and reporting fraud.




UNIT 5 SUMMARY

SECTION OVERVIEW

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Module 1: Unit 5 Summary

- Common errors that can impact PA funding
- Specific examples of behaviors that risk or delay funding
- Best practices to minimize the chance of risk during financial recovery

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NOTES

In this Unit you learned:

- Common errors that can impact PA funding
- Specific examples of behaviors that risk or delay funding
- Best practices to minimize the chance of risk during financial recovery

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MODULE 1 SUMMARY

SECTION SLIDE

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Module 1 Pre-Disaster Conditions Summary

- The general process of disaster recovery
- Overview of the Public Assistance program
- Key roles and responsibilities of stakeholders in the Public Assistance process
- How local governments and local government officials interface with the Public Assistance process
- The roles of each level of government in the Public Assistance process
- Essential policies, procedures, and best practices related to the Public Assistance process
- Risks that can threaten effective recovery and ways to avoid them

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NOTES

- The general process of disaster recovery
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MODULE 1 EXPERIENTIAL LEARNING ACTIVITY SCENARIO


SECTION SLIDE

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Module 1 Experiential Learning Activity Scenario (1 of 2)

You are a government employee in the fictional town of Paro, North Carolina. Paro recently elected a new mayor, and several key figures in town leadership have retired. The new town administration is eager to ensure that Paro is prepared for the upcoming hurricane season and has assembled a task force to address gaps in pre-disaster responsibilities and preparedness.

You have been assigned to this task force and asked to present an action plan to town leadership prior to the start of hurricane season. Town leadership is especially interested in ensuring that proper policies and procedures are in place to make use of PA if it becomes necessary.

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Module 1 Experiential Learning Activity Scenario (2 of 2)


There are a few areas of concern that have already been identified including:

Timesheet Tracking System: The system is electronic only and running on outdated software. Town management is concerned that in addition to the risk of failure during blue skies, an issue with time tracking during and after a disaster could have major impacts.

Facility Documentation: Records and photos of existing facilities and town properties are largely outdated. Most of the facilities have had upgrades and improvements since they were constructed, but high-quality photos do not exist for most locations.

File Sharing and Backups: The town does not have a clearly defined documentation method. Some files are stored digitally, some are stored physically, and most do not have backup copies.

Disaster Response Plan: The Paro Disaster Response Plan was written 15 years ago and needs major updates to account for the town's growth, new technologies, and revised regulations.

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NOTES

Scenario

You are a government employee in the fictional town of Paro, North Carolina. Paro recently elected a new mayor, and several key figures in town leadership have retired. The new town administration is eager to ensure that Paro is prepared for the upcoming hurricane season and has assembled a task force to address gaps in pre-disaster responsibilities and preparedness.

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There are a few areas of concern that have already been identified including:

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MODULE 1 EXPERIENTIAL LEARNING ACTIVITY INSTRUCTIONS

SECTION SLIDE


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Module 1 Experiential Learning Activity Instructions

Review the scenario and work in your group to determine the steps needed to address the known issues in Paro.

Remember that there may be other areas of concern that the town has not yet identified. What else should be reviewed?

Consider potential preparedness activities beyond what has already been identified. Use your action plan template to outline what steps are needed to address identified issues, who should be responsible, what resources are needed, and how changes will impact preparedness. Be prepared to brief out your plan once completed.

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NOTES

Participant Instructions: Review the scenario, and work in your group to determine the steps needed to address the known issues in Paro. Remember that there may be other areas of concern that the town has not yet identified. What else should be reviewed? Consider potential preparedness activities beyond what has already been identified. Use your action plan template to outline what steps are needed to address identified issues, who should be responsible, what resources are needed, and how changes will impact preparedness. Be prepared to brief out your plan once completed.



Paro Preparedness Action Plan

Goal:			
Actions Needed to Complete Goal	Responsible Parties	Resources Needed	Impact on Preparedness
Goal:			
Actions Needed to Complete Goal	Responsible Parties	Resources Needed	Impact on Preparedness
Goal:			
Actions Needed to Complete Goal	Responsible Parties	Resources Needed	Impact on Preparedness



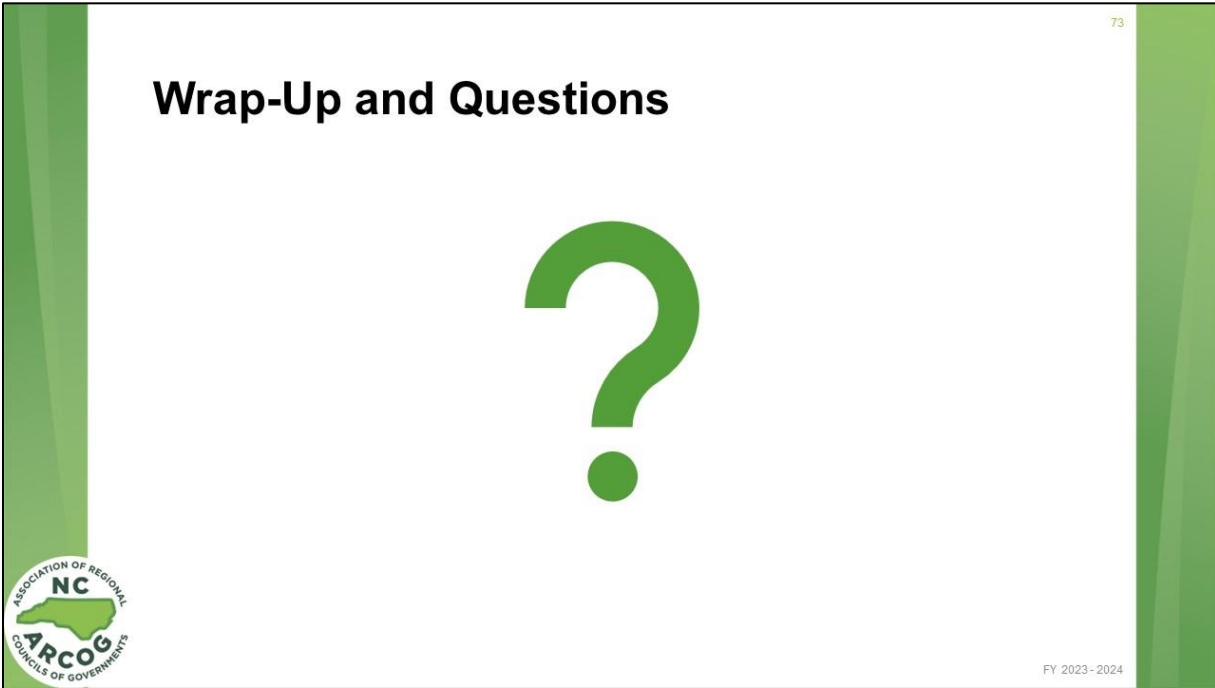
Goal:			
Actions Needed to Complete Goal	Responsible Parties	Resources Needed	Impact on Preparedness
Goal:			
Actions Needed to Complete Goal	Responsible Parties	Resources Needed	Impact on Preparedness
Goal:			
Actions Needed to Complete Goal	Responsible Parties	Resources Needed	Impact on Preparedness



Goal:			
Actions Needed to Complete Goal	Responsible Parties	Resources Needed	Impact on Preparedness
Goal:			
Actions Needed to Complete Goal	Responsible Parties	Resources Needed	Impact on Preparedness
Goal:			
Actions Needed to Complete Goal	Responsible Parties	Resources Needed	Impact on Preparedness



WRAP-UP AND QUESTIONS

SECTION SLIDE

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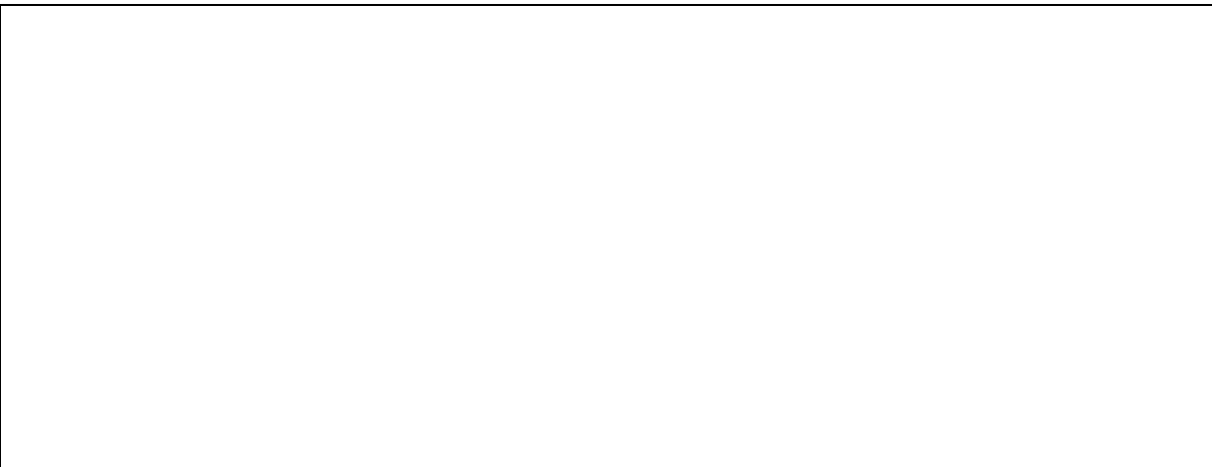
Wrap-Up and Questions



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NOTES

The instructor will ask if you have any additional questions and will address any final items.

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CONCLUSION

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SOUTHWESTERN COMMISSION
 COUNCIL OF GOVERNMENTS

CENTRALINA
 REGIONAL COUNCIL

UPPER COASTAL PLAIN
 COUNCIL OF GOVERNMENTS

Lumber River Council of Governments

CENTRAL PINES
 REGIONAL COUNCIL

ASSOCIATION OF REGIONAL
NC
ARCOCG
 COUNCILS OF GOVERNMENTS

PIEDMONT TRIAD
 REGIONAL COUNCIL

HIGH COUNTRY
 COUNCIL OF GOVERNMENTS

WPCOG
Creative Regional Solutions Since 1968

MID-EAST
 COMMISSION

Eastern Carolina Council

FOOTHILLS
 REGIONAL COMMISSION

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

LAND of SKY
 REGIONAL COUNCIL

Kerr-Tar
 Regional Council
 Of Governments

MID-CAROLINA
 REGIONAL COUNCIL
Creative Regional Solutions

CAPE FEAR
 COUNCIL OF GOVERNMENTS

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NOTES

The instructor will administer the Module 1 post-test. It consists of 15 multiple choice questions.

COURSE KEY TERMS AND ACRONYMS

Appeal - When there is a FEMA determination the Applicant disagrees with, PA Applicants are provided a two-tiered administrative appeal process. The Regional Administrator (RA) of the applicable FEMA Region decides the first level appeal. If the Applicant chooses to second appeal that decision, then the Assistant Administrator for Recovery at FEMA Headquarters determines the Agency's final decision regarding the matter. If the Applicant does not second appeal the decision within 60 days of the first appeal decision, the first appeal decision becomes the final agency decision.

Applicant - A non-federal entity submitting an application for assistance under the Recipient's federal award, a Subrecipient is an Applicant that receives a subaward from a pass-through entity to carry out part of a federal program. When an entity applies for PA funding, it is the Applicant. Once the Applicant receives funding, it is either the Recipient, pass-through entity or a Subrecipient. For simplicity, FEMA uses the term Applicant throughout this document when referring to the responsible entity for a project rather than making distinctions between an entity as the Applicant, Recipient, pass-through entity, or Subrecipient. FEMA uses the terms Recipient and Subrecipient when necessary to differentiate between the two entities.

Categories of Work - To facilitate the processing of Public Assistance Funding, FEMA separates eligible work into different categories under Emergency Work and Permanent Work. Emergency Work is separated into two categories and Permanent Work into five categories based on general types of facilities.

Consolidated Resource Center (CRC) - North Carolina is in Region IV (Region 4) The staff at the CRC process grant applications and create Applicants' Damage Description and Dimensions for Completed Work, Scope of Work, and cost estimates across multiple disasters. The Consolidated Resource Center Public Assistance staff coordinate with field staff located at the disaster in making eligibility determinations. The teams and staff at the CRCs include but are not limited to Validation Specialists, Costing Specialists, Hazard Mitigation Specialists, Environmental and Historic Preservation Specialists, Insurance Specialists, and Technical Specialists.

Damage Inventory (DI) - lays the foundation for all future actions including Project Formulation, Damage Description and Dimensions, scope of work, and cost estimates; all of which lead to the Applicant acquiring grant funding.

Deobligation (of funds) - The process by which FEMA may take back awarded (obligated) PA funds. This may occur for a number of reasons such as work being done that was not outlined in the approved SOW.

Determination Memorandum - When FEMA denies assistance, it will provide written notice, often in the form of a Determination Memorandum (DM), which explains the basis for the denial and sets forth an Applicant's appeal rights. Generally, FEMA will electronically transmit eligibility determinations through its web-based system, [Grants Manager/Grants Portal](#).

Duplication of Benefits - Funding received from two sources for the same item of work.

Emergency Project - Any emergency work project that addresses an immediate threat including debris removal (Category A) Work and emergency protective measures (Category B Work).



Emergency Protective Measure (EPM) - An action taken by a community before, during, and after an incident to save lives, protect public health and safety, and prevent damage to improved public and private property.

Environmental and Historic Preservation (EHP) - The entity or sector within FEMA that reviews work and projects for environmental and historic regulation compliance.

Exploratory Calls - the initial call in which the FEMA Program Delivery Manager and Applicant discuss the disaster-related damage identified by the Applicant. During the discussion, the Program Delivery Manager describes the Damage Inventory to the Applicant.

Federal Coordinating Officer (FCO) - appointed by the Director of FEMA on behalf of the President to coordinate federal assistance following a declared disaster or emergency. The FCO establishes the joint field office (JFO) and works in partnership with the SLTT partners to determine state and local disaster assistance requirements. For all Stafford Act declared incidents, the FCO reports to the Regional Administrator for the region in which the incident occurs.

Federal share - The portion of the total project costs that are paid by federal funds.

Fieldcraft - The knowledge and skills one gains from experience or receives from a mentor outside of a defined curriculum. Fieldcraft represents how business is conducted despite doctrine.

Force Account Equipment - refers to Applicant-owned equipment. An Applicant's own equipment.

Force Account Labor - Refers to the Applicant's personnel. An Applicant's own labor forces.

Fringe benefits - A percentage of the actual wages that pays for employee benefits.

Grantee - Please see Recipient/Applicant.

Grants Manager - FEMA side of Grants Portal, PA Program Delivery software.

Grants Portal <https://grantee.fema.gov/> - Applicant side of FEMA PA Program delivery software.

Large Project - A project for which the final obligated (federal and non-federal) amount is equal to or greater than the annually adjusted cost threshold for small project grants.

Local Government - A county, municipality, city, town, township, local public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under state law), regional or interstate government entity, or agency or instrumentality of a local government; an Indian Tribe or authorized tribal organization, or Alaska Native village or organization that does not meet the definition of Indian Tribal Government; or a rural community, unincorporated town or village, or other public entity, for which an application for assistance is made by a state or political subdivision of a state.

Management Cost - Any indirect cost, any direct administrative cost, and any other administrative expense associated with a specific project under a major disaster or emergency.

National Disaster Recovery Framework (NDRF) - enables effective recovery support to disaster-impacted states, tribes, territorial and local jurisdictions. It provides a flexible structure that enables disaster recovery managers to operate in a unified and collaborative manner. The NDRF focuses on how best to restore, redevelop and revitalize the health, social, economic, natural and environmental

fabric of the community and build a more resilient nation.

NC EM Grants <https://emgrants.nc.gov/> - This site is for the online application and management of Public Assistance (PA) and Hazard Mitigation (HM) grants for Applicants in North Carolina. These federal grant programs aid state and local governments in returning a disaster area to pre-disaster conditions and mitigating the future impact of natural hazards. Eligible Applicants include local and Tribal governments as well as certain Private Non-Profit organizations.

Non-Federal Entity - An institution of higher education, nonprofit organization, local government, Indian Tribe, or state that carries out a federal award as a Recipient or Subrecipient.

Obligated - Funds that FEMA has made available are available to the Recipient (state) to pass through to the appropriate Subrecipient. FEMA obligates funds to the state once a project meets Stafford Act eligibility requirements. The state is the official recipient of FEMA federal assistance. The state is then responsible for disbursing the money to Applicants.

Pass-through Entity - A non-federal entity that provides a subaward to a Subrecipient to carry out part of a federal program.

Permanent Work Project - Any work project that addresses the restoration of roads/bridges (Category C), water control facilities (Category D), buildings/equipment (Category E), utilities (Category F), parks, recreational, and other facilities (Category G).

Preliminary Damage Assessment (PDA) - a mechanism used to determine the impact and magnitude of damage and the resulting unmet needs of individuals, businesses, the public sector, and the community. Information is collected from the field, the public, teams within the Emergency Operations Center, etc. to determine the damages of the area.

Private Non-Profit Organization (PNP) - A facility that provides a critical service, which is defined as education, utility, emergency, or medical or a facility that provides a noncritical, but essential social service and provides those services to the public. Any nongovernmental agency or entity that currently has an effective ruling letter from the U.S. Internal Revenue Service, granting tax exemption under Sections 501(c), (d), or (e) of the Internal Revenue Code, or satisfactory evidence from the state that the nonrevenue producing organization or entity is a nonprofit one organized or doing business under state law.

Procurement Disaster Assistance Team (PDAT) - entity within FEMA that monitors, reviews, and can provide guidance on procurement.

Public Assistance (PA) - FEMA's Public Assistance Program provides supplemental grants to state, tribal, territorial, and local governments, and certain types of private non-profits so communities can quickly respond to and recover from major disasters or emergencies. The program acts as a reimbursement program for eligible disaster related costs.

Public Assistance Program and Policy Guide - The federal guide to the Public Assistance Program. This guide is updated regularly and applies to specific timeframes and disasters. The Guide references the Code of Federal Regulations and Stafford Act to assist with guidance and regulations on the Public Assistance Program.

FEMA Public Assistance Program Delivery Manager (PDMG) - the Applicant's primary point of contact, the FEMA Program Delivery Manager, is the first way that FEMA works with the Applicant to inform them of what project-specific documentation they need to provide.

Recipient - The State, Territorial, or Tribal government that receives and manages the federal award under the disaster declaration and disburses funding to eligible subrecipients. A non-federal entity that receives a federal award directly from a federal awarding agency to carry out an activity under a federal program.

Recovery Scoping Meeting (RSM) - The first substantive meeting between the Applicant and FEMA which starts the 60-day regulatory timeframe for the Applicant to identify and report damage. It is a detailed and in-depth meeting regarding the Applicant's disaster damages and the PA process.

Request for Public Assistance (RPA) - The form a public entity or PNP organization uses to apply for assistance under the Public Assistance Program.

Request for Reimbursement (RFR) - The phase of the Public Assistance Program in which subgrantees/subrecipients request their awarded funding from the Recipient/Grantee. This process is typically processed through a state grant management system and requires additional documentation to further validate costs initially obligated by FEMA. This is the official request to receive the funding obligated by FEMA and is monitored closely by the Recipient.

Small Project - A project for which the final obligated (federal and non-federal) amount is less than the annually adjusted cost threshold for small project grants.

Subject Matter Expert (SME) - An individual with qualifications and experience in a particular field or work process; an individual who by education, training, and/or experience is a recognized expert on a particular subject, topic, or system.

Special Population - In disaster response and recovery, a population whose members may have additional needs before, during, and after an incident in functional areas, including but not limited to: maintaining independence, communication, transportation, supervision, and medical care.

State, Local, Territorial, or Tribal (SLTT) - partners in the disaster recovery process and referred to in a group as partners to the federal government.

Subgrantee - Please see Subrecipient.

Subrecipient - Applicants who have received a subaward from the Recipient and are then bound by the conditions of the award and subaward. A non-federal entity that receives a subaward from a pass-through entity to carry out part of a federal program. It does not include an individual that is a beneficiary of such program. A Subrecipient may also be a Recipient of other federal awards directly from a federal awarding agency.

Unit of Local Government (ULG) - Organizations of local government including counties and municipalities.

ADDITIONAL RESOURCES

FEMA Resources

FEMA Independent Study Courses - <https://training.fema.gov/is/crslist.aspx?lang=en>

- Basic recommended courses:
 - IS-100 Introduction to the Incident Command System, ICS 100
 - IS-200 Basic Incident Command System for Initial Response, ICS-200
 - IS-700 An Introduction to the National Incident Management System
 - IS-800 National Response Framework, An Introduction
 - IS-1000 Public Assistance Program and Eligibility

[FEMA Acronyms, Abbreviations, and Terms Job Aid](#)

[FEMA Arbitration Fact Sheet Version 4 20220630](#)

[FEMA A Whole Community Approach to Emergency Management: Principles, Themes, and Pathways for Action](#)

[FEMA Disaster Financial Management Guide: Guidance for State, Local, Tribal & Territorial Partners – April 2020](#)

[FEMA Donated Resources Fact Sheet](#)

[Fact Sheet – Contracting Requirements Checklist – October 2018](#)

[FEMA Force Account Equipment Summary Record Form](#)

[FEMA Force Account Labor Summary Form](#)

[Grants Manager and Grants Portal Fact Sheet](#)

[FEMA Grants Portal](#)

[FEMA Hazard Mitigation Assistance Program and Policy Guide March 23, 2023](#)

[FEMA Hazard Mitigation Grants 404 and 406 Job Aide – May 2017](#)

[FEMA Job Aid: Public Assistance – Reasonable Cost Evaluation](#)

[FEMA Materials Summary Sheet Form](#)

[FEMA Public Assistance Program and Policy Guide \(PAPPG\) Version 4](#)

[FEMA Public Assistance CEF Instructional Guide](#)

[FEMA Public Assistance Project Templates and Forms](#)



[FEMA Public Assistance Management Costs Standard Operating Procedures – February 2019](#)

[FEMA Public Assistance Program Delivery Guide – September 2022](#)

[FEMA Project Worksheet FEMA Form FF-104-21-133](#)

[FEMA Policy FP-104-23-001 Public Assistance Simplified Procedures](#)

[FEMA Preliminary Damage Assessment Guide – May 2020](#)

[FEMA PA Contract Work Summary Record Form](#)

[FEMA Rented Equipment Summary Record Form](#)

[FEMA Request for Public Assistance Form](#)

[FEMA Schedule of Equipment Rates – 2023](#)

[FEMA State-Led Public Assistance Guide – February 2019](#)

North Carolina Resources

[2020 North Carolina Disaster Recovery Framework](#)

[North Carolina Disaster Recovery Assistance Guide](#)

[North Carolina Enhanced Hazard Mitigation Plan – Dec 2022](#)

[NC EM Grants Portal](#)

[NC Grants Management Documents](#)

[North Carolina NFIP](#)

[North Carolina NFIP Participating Communities](#)

[North Carolina Purchasing Procedures - Subchapter 05B – Procurement Purchase Procedures](#)

[University of North Carolina School of Government Procurement Presentation](#)

[University of North Carolina School of Government Municipal and County Administration Course](#)

[University of North Carolina School of Government Public Employment Law and Human Resource Management Microsite](#)

[University of North Carolina American Indian Center – Tribes and Urban Indian Organizations](#)

Other Resources

[Applicant Information – Damage Information and Inspections Checklist](#)

[Applicant Quick Guide – Exploratory Call and Recovery Scoping Meeting](#)



[Environmental and Historic Preservation Guide](#)

[Subrecipient Small Project Self Certification Form – Template](#)



Module 2 Participant Guide

Disaster Recovery Public Assistance (PA) Financial
Administration Training



North Carolina Association of Regional
Councils of Government

FY 2023 – 2024



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ABOUT THE PARTICIPANT GUIDE

The Participant Guide (PG) should be used as a reference tool by participants before, during, and after course delivery for the North Carolina Association of Regional Councils of Government (NCARCOG) Disaster Recovery Public Assistance (PA) Financial Administration Training. The PG expands on presentation slide content delivered by the course instructor, providing contextual information to maximize participant understanding of key themes and topics. It also serves as a workbook for notetaking and provides instructions for completing Knowledge Checks and Experiential Learning Activities.

WHAT WILL I FIND IN THE GUIDE AND HOW DO I USE IT?

The PG is a comprehensive package that contains:

- The recommended course delivery sequence
- Presentation visuals and contextual notes
- Space for notetaking during the course
- Knowledge Checks
- Instructions for Experiential Learning Activities
- Appendices for key terms, concepts, and resources to support the course and continued self-study

GETTING STARTED

COURSE DESCRIPTION

This course serves as a subject matter expert (SME) designed learning experience that allows for Council of Government staff to build [local government](#) capacity to effectively secure disaster recovery reimbursements and ensure those funds address local and regional priorities. The Public Assistance Local Government program provides the knowledge and tools for Units of Local Government (ULGs) to build and/or maintain the necessary financial systems and identify staff support needed to administer and report on the utilization of disaster recovery funds efficiently and effectively. This course is designed to incorporate recovery staffing and business practices into day-to-day financial administration operations.

Through completing this course, you will be more aware of the Public Assistance (PA) Program, the tools, resources, and contacts you can call upon for support, and best practices to prepare for, respond to, and recover from disasters. This course is designed to prepare local government officials and public asset stakeholders to become ready to engage with the PA Program from a place of familiarity and develop pre-disaster strategies to implement preparedness processes on “blue-sky” days before a disaster hits.

COURSE OVERVIEW

Title: Disaster Recovery Public Assistance (PA) Financial Administration Training

Audience: This course is for participants training to support local governments in the financial administration of Public Assistance local funds.

Learning Environment: You will be in a classroom setting and use available technology.

Delivery: This course is taught via Instructor-Led Training (ILT) modules and includes experiential scenario-based activities. The Participant Guide will be made available to you for use during and after the course. It is suggested that you also receive a digital copy of the Participant Guide upon course completion.

Media: This course utilizes Microsoft (MS) PowerPoint (PPT) presentations, Portable Document Format (PDF) documents, and linked website content. Facilitators may use a digital platform such as MS Teams as a repository for any ‘Parking Lot’ items or discussions that occur during the class.

MODULE TIMINGS, MICROLEARNINGS, AND SCHEDULE SAMPLES

This Disaster Recovery Public Assistance (PA) Financial Administration Training is designed to be flexible and scalable to the needs of instructors and participants. Instructors may choose to present all three modules of the course in sequence, teach individual modules as separate offerings, or teach single units as time allows.

Following is a list of expected timings for Module 2 and a sample schedule for full-day and half-day deliveries. Your instructor will review the chosen schedule prior to beginning the course.



Module 2 Pre-Assessment – 30 Minutes

Unit 0: Welcome and Administrative Items – 40 Minutes

Unit 6: Developing Program Management Processes – 60 Minutes

Unit 7: Public Assistance Project Components – 35 Minutes

Unit 8: Project Development (Post-Disaster) Coordination – 45 Minutes

Unit 9: Public Assistance Project Types – 30 Minutes

Unit 10: Hazard Mitigation – 35 Minutes

Unit 11: Preparing Public Assistance Project Claimed Costs – 30 Minutes

Experiential Learning Activity – 40 Minutes

Module 2 Post-Assessment – 30 Minutes

Module 2 Microlearning Videos

- Unit 6: Developing Program Management Processes – 5 Minutes
- Unit 7: Public Assistance Project Components – 5 Minutes
- Unit 8: Project Development (Post-Disaster) Coordination – 5 Minutes
- Unit 9: Public Assistance Project Types – 3 Minutes
- Unit 10: Hazard Mitigation – 5 Minutes
- Unit 11: Preparing Public Assistance Project Claimed Costs – 5 Minutes



Full-Day Example Schedule

Module/Unit/Activity	Estimated Time
Participant Registration	8:00 a.m. – 8:30 a.m.
Module 2 Pre-Assessment	8:30 a.m. – 9:00 a.m.
Module 2 Intro / Unit 0: Welcome and Administrative Items	9:00 a.m. – 9:40 a.m.
Break	9:40 a.m. – 9:50 a.m.
Unit 6 Microlearning Video / Unit 6: Developing Program Management Processes	9:50 a.m. – 10:50 a.m.
Break	10:50 a.m. – 11:00 a.m.
Unit 7 Microlearning Video / Unit 7: Public Assistance Project Components	11:00 a.m. – 11:35 a.m.
Lunch Break	11:35 a.m. – 12:25 p.m.
Unit 8 Microlearning Video / Unit 8: Project Development (Post-Disaster) Coordination	12:25 p.m. – 1:10 p.m.
Break	1:10 p.m. – 1:15 p.m.
Unit 9 Microlearning Video / Unit 9: Public Assistance Project Types	1:15 p.m. – 1:45 p.m.
Break	1:45 p.m. – 1:55 p.m.
Unit 10 Microlearning Video / Unit 10: Hazard Mitigation	1:55 p.m. – 2:30 p.m.
Break	2:30 p.m. – 2:35 p.m.
Unit 11 Microlearning Video / Unit 11: Preparing Public Assistance Project Claimed Costs	2:35 p.m. – 3:05 p.m.
Break	3:05 p.m. – 3:10 p.m.
Experiential Learning Activity	3:10 p.m. – 3:50 p.m.
Module 2 Post-Assessment	3:50 p.m. – 4:20 p.m.
“Parking Lot” Items / Closing Remarks / End of Day	4:20 p.m. – 4:30 p.m.

Half-Day Example Schedule

Module/Unit/Activity	Estimated Time
Participant Registration	8:00 a.m. – 8:30 a.m.
Module 2 Pre-Assessment	8:30 a.m. – 9:00 a.m.
Module 2 Intro / Unit 0: Welcome and Administrative Items	9:00 a.m. – 9:40 a.m.
Break	9:40 a.m. – 9:50 a.m.
Unit 6 Microlearning Video / Unit 6: Developing Program Management Processes	9:50 a.m. – 10:50 a.m.
Break	10:50 a.m. – 11:00 a.m.
Unit 7 Microlearning Video / Unit 7: Public Assistance Project Components	11:00 a.m. – 11:35 a.m.

PRE- AND POST-TESTING

Each module of this course has an associated pre- and post-test designed to serve as a check for understanding before and after taking the module. You will complete the pre-test prior to starting the module, and the post-test will be administered immediately after finishing the module.

PARKING LOT QUESTIONS AND FOLLOW-UPS

You will be provided with a method to ask and log follow-up questions throughout the course. The Parking Lot allows for technical questions to be identified and answered later by SME outreach conducted by the instructor. The instructor will gather and organize all Parking Lot questions and review them prior to the close of the session to ensure the follow up is successful and the responses are shared with all participants.

CRITICAL TAKE-AWAYS SHORT BRIEF

This course is meant to provide local government officials with the knowledge they need to develop pre-disaster strategies to help prepare their communities before a disaster hits. These strategies revolve around critical preparedness steps to take on a “blue-sky” day. To that end, below are some of the key points, actions, and questions that ULGs should be examining immediately following course completion:

1. Examine your Public Asset Insurance Coverage to ensure the information is correct. Insurance pays first, not FEMA.
2. Examine your HR Policy for hourly rates, overtime pay policies, and disaster pay policies. Examine the job descriptions of personnel who are responsible for disaster recovery. Does their job description and day-to-day work reflect those responsibilities, and are they capable of performing those responsibilities? Do they need support or additional training?
3. Does your procurement policy meet the required state and federal emergency declaration procurement needs to expedite purchases or assign responsibilities and oversight? Does it include emergency budget and capital decisions?
4. Do Mutual Aid agreements with state, county, and local partners reflect your disaster needs and access to goods and services to manage a disaster event? Are any critical partners missing or does the list need to be updated or expanded?

5. Examine the need to establish a Local Disaster Recovery Manager. Develop a Pre-Disaster Recovery Plan process that will be ongoing between Emergency Management and Local Government staff and critical stakeholders. Continue to develop a long-term plan for training and updates that includes vulnerable residents in your community such as seniors, disabled, children or fragile populations. The Pre-Disaster Recovery Planning Guide from FEMA included in the course materials is an excellent place to start.

EXPERIENTIAL LEARNING ACTIVITIES

Each module in this course concludes with an experiential learning activity (ELA). These ELAs are designed to give you an opportunity to practice the skills and apply the knowledge you gained from each module. The ELAs are optional. The instructor will assess the available time and appropriateness of conducting the ELA and will facilitate if they determine to use it.

MODULE 2

COURSE OVERVIEW

DESCRIPTION

Instructors will welcome you to the course and review the course description outlined in the Getting Started section of the Participant Guide.


SECTION SLIDE

2

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.



FY 2023-2024

NOTES




UNIT 0: WELCOME AND ADMINISTRATIVE ITEMS

SECTION SLIDES

3

Module 2: Post-Disaster Operations

Unit 0: Welcome and Administrative Items




FY 2023 - 2024

4

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.



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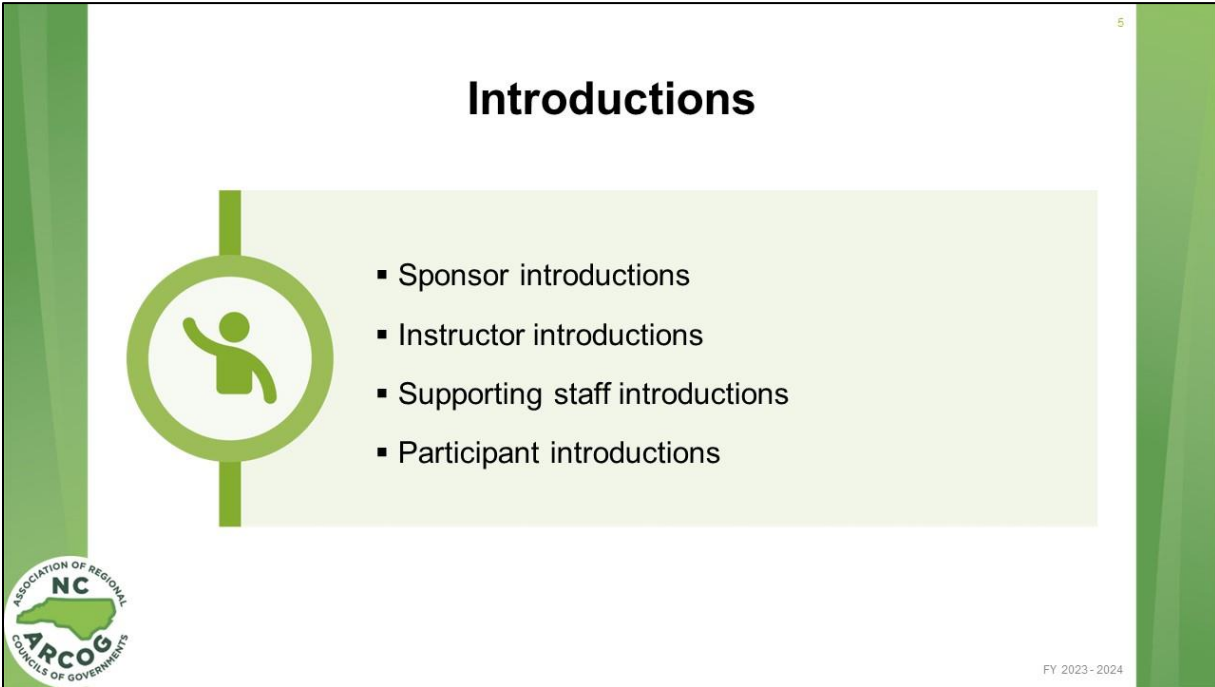
NOTES

INTRODUCTIONS

SECTION OVERVIEW

Instructors and supporting staff will introduce themselves.


SECTION SLIDE



5

Introductions

- Sponsor introductions
- Instructor introductions
- Supporting staff introductions
- Participant introductions

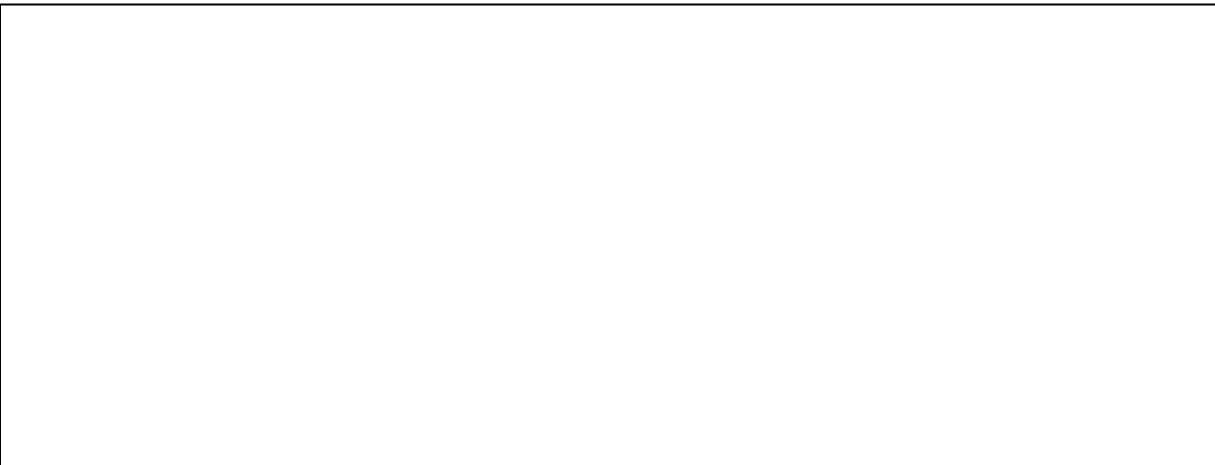


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NOTES

Instructors and supporting staff will each provide a brief self-introduction. Depending on class size, instructors may ask you to introduce yourself.

At this time, if the instructor chooses, the course pre-test may be administered. The pre-test consists of 15 multiple choice questions and is estimated to take 30 minutes.



ADMINISTRATIVE ORIENTATION

SECTION OVERVIEW

The instructor will provide an overview of the physical features of the facility including the location of emergency exits and restrooms, and overview of basic classroom etiquette.

SECTION SLIDE



The slide is titled "Administrative Orientation" and lists eight topics with corresponding icons. The topics are arranged in two columns. The left column includes: Emergency Exits (exit sign icon), Inclement Weather (cloud with lightning icon), Breaks & Lunch (apple icon), and Restrooms (male and female figures icon). The right column includes: Classroom Etiquette (group of people icon), Phone Etiquette (phone with signal waves icon), and Communication Rules (speech bubbles icon). The slide also features the ARCOG NC logo in the bottom left corner and the text "FY 2023 - 2024" in the bottom right corner.

Administrative Orientation

- Emergency Exits
- Classroom Etiquette
- Inclement Weather
- Phone Etiquette
- Breaks & Lunch
- Communication Rules
- Restrooms

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NOTES

The instructor will inform you of the locations of emergency exits, restrooms, and any other resources or features within the facility that they may be required to access during the training. They may review an inclement weather policy and any other safety plans set for the facility, such as for an active shooter incident. They will review basic classroom etiquette, phone etiquette, and communication “rules” for a respectful experience.

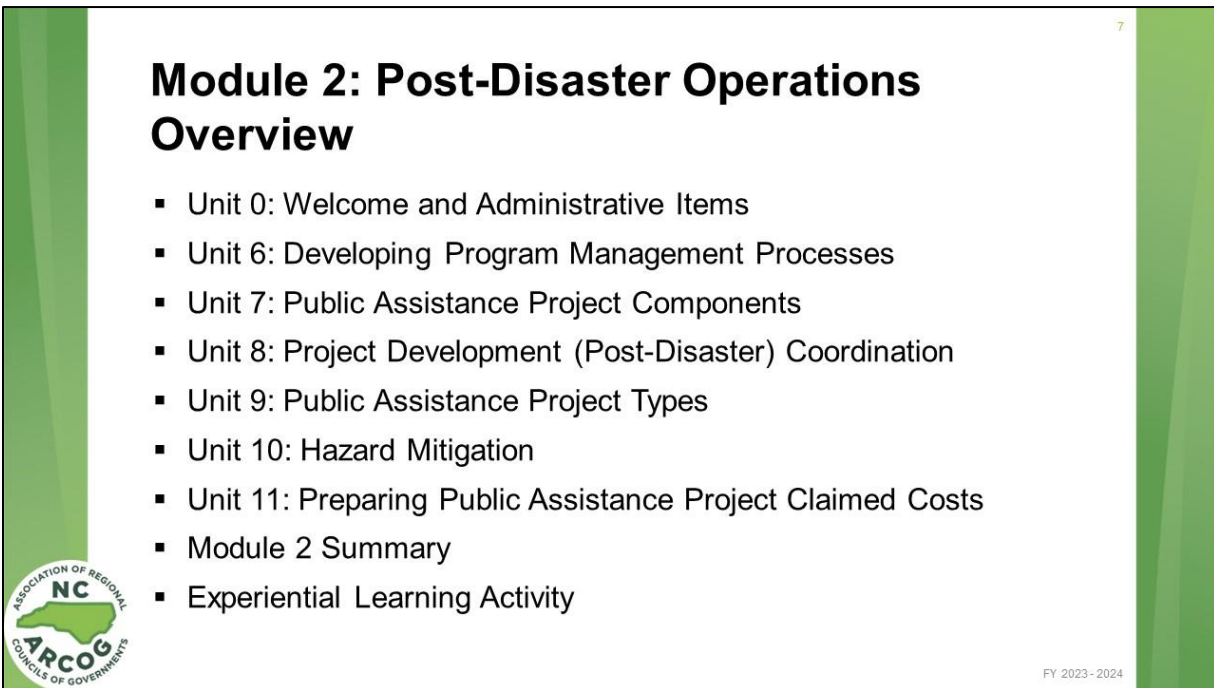


MODULE 2 OVERVIEW

SECTION OVERVIEW

The instructor will provide an overview of the units in Module 2, and the learning objectives for the Module.

SECTION SLIDE

A presentation slide titled 'Module 2: Post-Disaster Operations Overview'. The slide has a white background with green vertical bars on the left and right sides. The title is in a large, bold, black font. Below the title is a bulleted list of units. In the bottom left corner, there is a small version of the ARCOG NC logo. In the bottom right corner, the text 'FY 2023-2024' is visible. A small number '7' is in the top right corner of the slide content area.

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

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- 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




OBJECTIVES

8

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.

The ARCOG NC logo is located in the bottom left corner of the slide.

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NOTES


By the end of this Module, you 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.

9

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.

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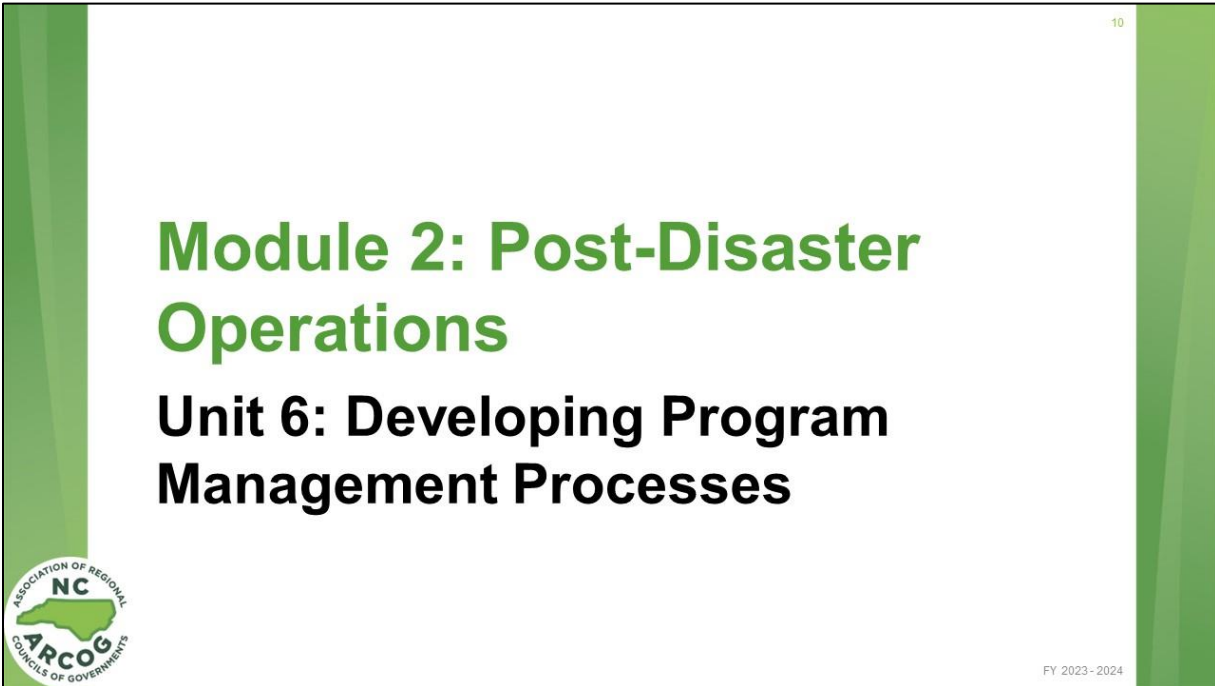
- You will be able to develop program management processes and/or systems for use from inception through closeout in preparation and submission of disaster recovery program projects.
- You will be able to accurately identify and prepare the different project components.
- You will be able to describe how to obtain, analyze, and gather field documentation for project development.
- You will be able to accurately identify the different work project types and develop processes for preparation and submission of disaster recovery program projects.
- You will be able to discuss hazard mitigation programs and determine the proper use of those within the disaster recovery process.
- You will be able to accurately prepare and prioritize PA emergency and permanent work project claimed costs.

UNIT 6: DEVELOPING PROGRAM MANAGEMENT PROCESSES

SECTION OVERVIEW

In this Unit, we will discuss how pre-disaster preparedness and planning can prepare a municipality to make the most effective use of Public Assistance after a disaster strikes, and best practices and approaches for engaging with the Public Assistance process.

SECTION SLIDE

A presentation slide with a white background and green vertical bars on the left and right sides. The text is centered and reads: "Module 2: Post-Disaster Operations" in a large green font, followed by "Unit 6: Developing Program Management Processes" in a large black font. In the bottom left corner, there is a small version of the ARCOG NC logo. In the bottom right corner, the text "FY 2023 - 2024" is visible. A small number "10" is in the top right corner.

Module 2: Post-Disaster Operations

Unit 6: Developing Program Management Processes

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NOTES

In the previous Unit, we discussed best practices that can be used to ensure successful financial management during a disaster. In this Unit, we will highlight risks that can come about and threaten Public Assistance funding.


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OVERVIEW

11

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

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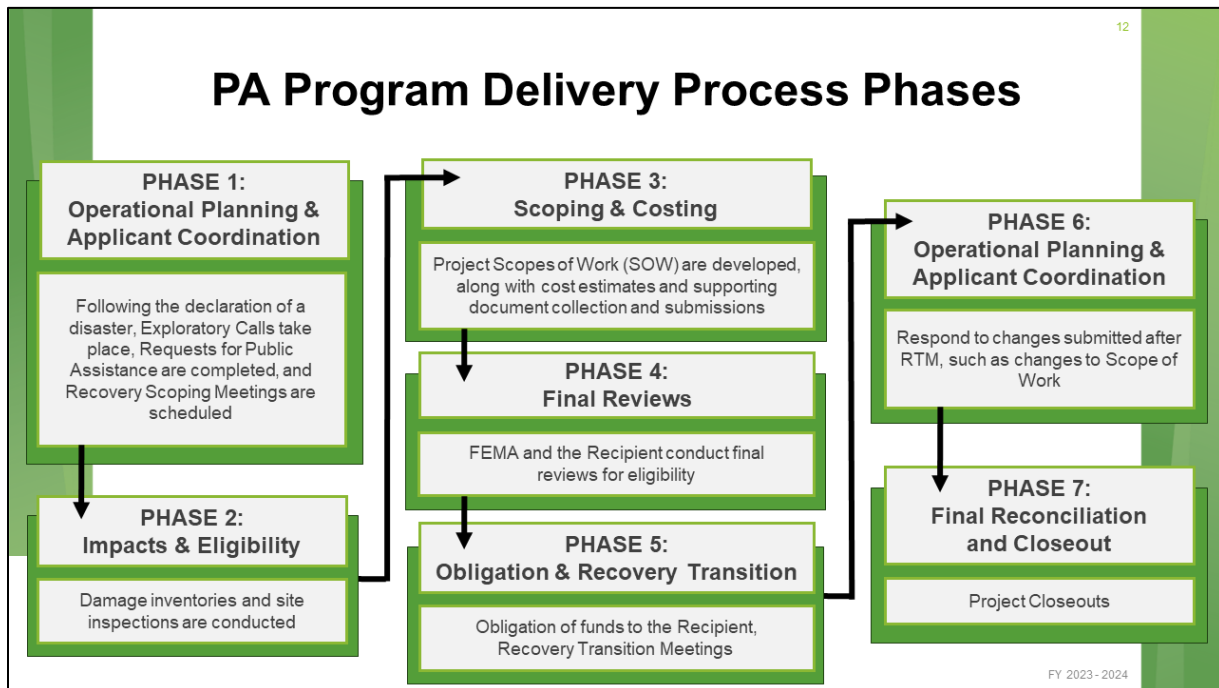
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PA PROGRAM DELIVERY PROCESS PHASES

SECTION OVERVIEW

An overview of the stages of the PA Program Delivery Process.

SECTION SLIDE



NOTES

Operational Planning and Response is a 7-phase process. The phases are:

- Phase I: Operational Planning and 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 II: Impacts and Eligibility
 - Damage inventories and site inspections are conducted
- Phase III: Scoping and Costing
 - Project Scopes of Work (SOW) are developed, along with cost estimates and supporting document collection and submissions
- Phase IV: Final Reviews
 - FEMA and the Recipient conduct final reviews for eligibility
- Phase V: Obligation and Recovery Transition
 - Obligation of funds to the Recipient, Recovery Transition Meetings conducted
- Phase VI: Project Monitoring and Amendments

- Respond to changes submitted after RTM, such as changes to Scope of Work
- Phase VII: Final Reconciliation and Closeout
 - Project closeouts



PHASE I: OPERATIONAL PLANNING AND APPLICANT COORDINATION

SECTION OVERVIEW


A detailed description of Phase I of the PA Delivery Process.

SECTION SLIDE


13

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**



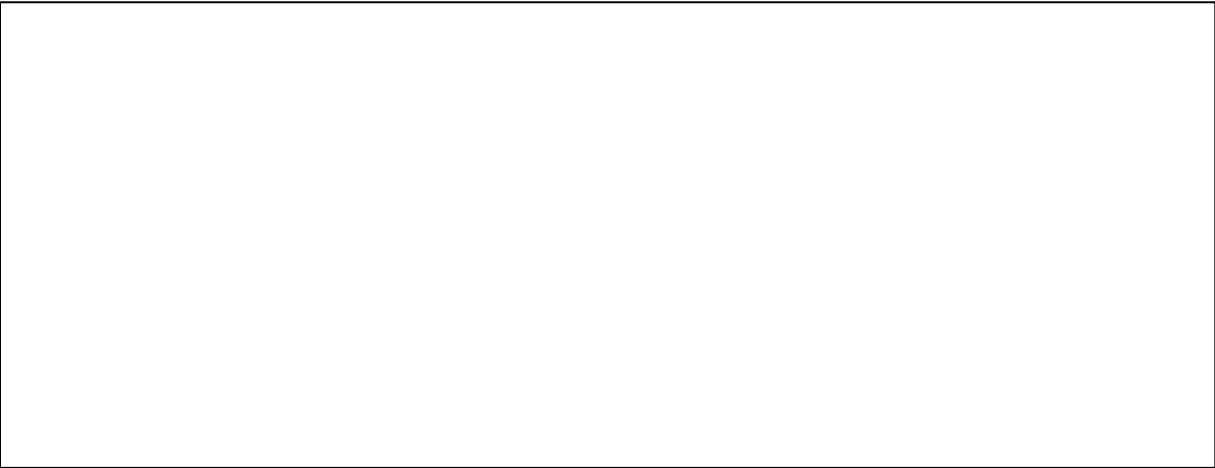
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NOTES

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

- A Request for Public Assistance (RPA) is submitted to FEMA within 30 days of a disaster declaration. The RPA is necessary to be considered for funding in the Public Assistance program.
- Following the Presidential declaration of disaster, Applicant Briefings are conducted. FEMA staff and representatives from applying municipalities attend the briefings. A primary Point of Contact should be designated to attend the meeting on behalf of your organization.
- When an RPA is approved, a [Program Delivery Manager \(PDMG\)](#) is assigned to the Subrecipient. The PDMG coordinates all aspects of the PA process, project development, and manages engagement with the Subrecipient from start to finish. An exploratory call is scheduled and conducted within seven days of PDMG assignment. This is an opportunity for the PDMG and Subrecipient to prepare for the Recovery Scoping Meeting.
- The Recovery Scoping Meeting takes place with the PDMG and Subrecipient staff. It is best to have staff familiar with damages and costs to attend this meeting. At this meeting, specific needs of the Subrecipient are discussed such as logical groupings of incident-related damages, hazard mitigation opportunities, and emergency activities performed. In addition, topics such as procurement requirements, necessary documentation, and special considerations (i.e.,

Environmental and Historic Preservation requirements, and insurance requirements) are discussed, as improper compliance with these processes can delay or de-obligate funding.



PHASE II: IMPACTS AND ELIGIBILITY

SECTION OVERVIEW

A detailed description of Phase II of the PA Delivery Process.


SECTION SLIDE


14

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.





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NOTES

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

- Within 60 days of the Recovery Scoping Meeting, a Damage Inventory with the complete list of impacts must be submitted to FEMA.
 - Some of the impact information that needs to be included is facility/site name, specific location, a description of the damage or quantity of debris, cost, and priority level of each project.
 - Sample Damage Inventories are included in the course materials package.
- FEMA conducts site inspections to validate and document damages. The focus of the site inspection is to identify damage, not to determine project costs.

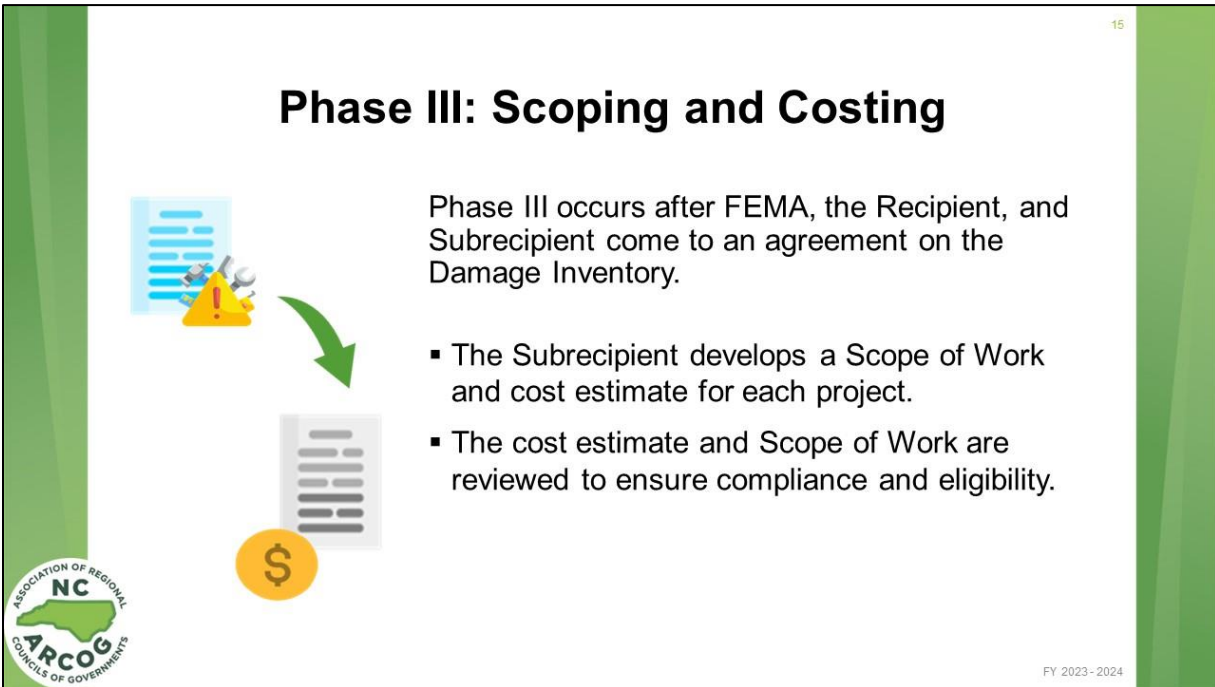


PHASE III: SCOPING AND COSTING

SECTION OVERVIEW

A detailed description of Phase III of the PA Delivery Process.

SECTION SLIDE




15

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.

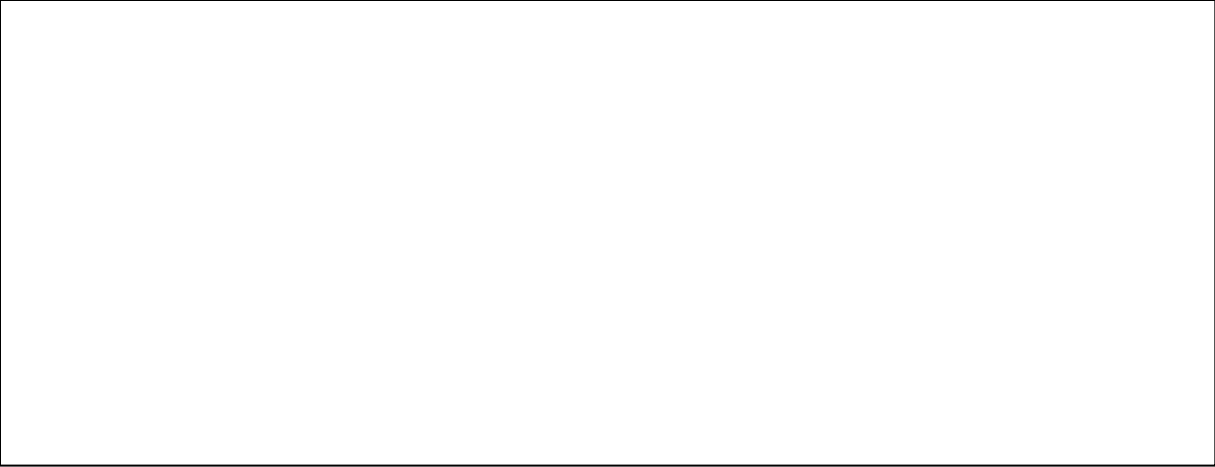


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NOTES

Phase III occurs after FEMA, the Recipient, and Subrecipient come to an agreement on the Damage Inventory (DI).

- The Subrecipient develops a Scope of Work and cost estimate for each project. The Scope of Work describes work that must be performed to address the Damage Inventory. The cost estimate is tied to the work necessary to address the Scope of Work.
- The cost estimate and Scope of Work are reviewed to ensure compliance and eligibility.



PHASE IV: FINAL REVIEWS

SECTION OVERVIEW

A detailed description of Phase IV of the PA Delivery Process.


SECTION SLIDE


16

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.





FY 2023 - 2024

NOTES

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. They verify that all costs and work performed meet eligibility.
- When costs and work are deemed eligible, the funds can be obligated and given to the Recipient, who will distribute them to the Subrecipient.

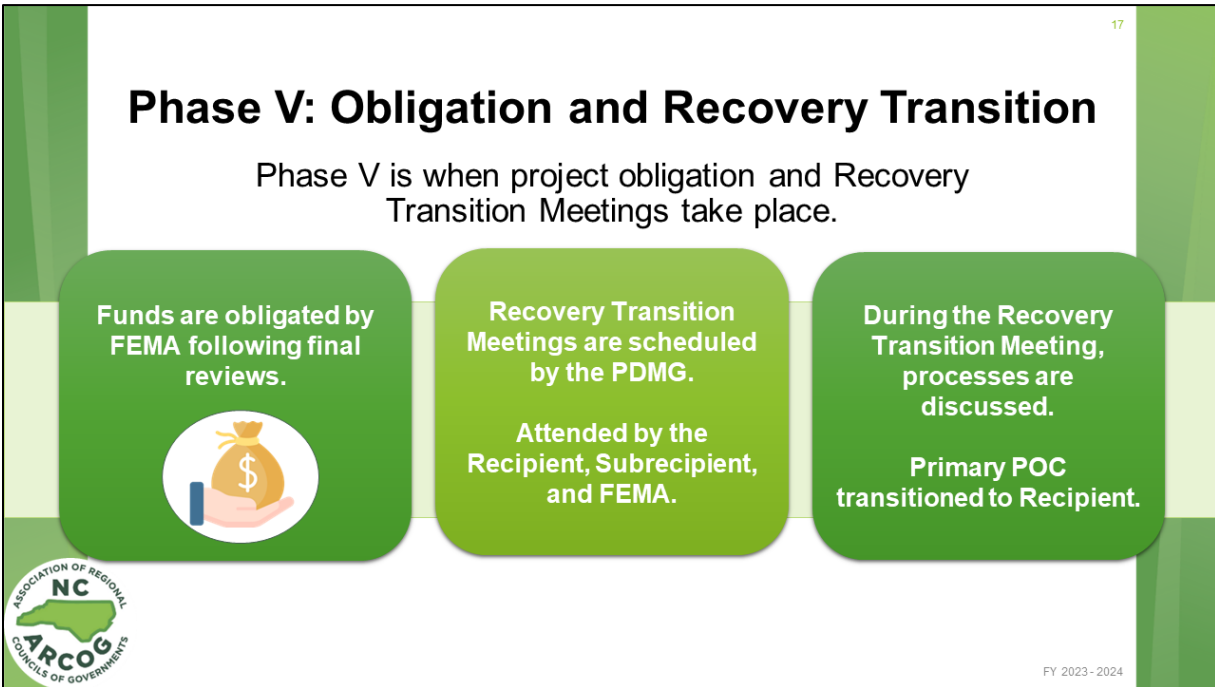


PHASE V: OBLIGATION AND RECOVERY TRANSITION

SECTION OVERVIEW

A detailed description of Phase V of the PA Delivery Process.


SECTION SLIDE




17

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.



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NOTES

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

- Funds are obligated by FEMA following final reviews. This is done through FEMA's Strategic Funds Management.
- Recovery Transition Meetings are scheduled by the PDMG and are attended by the Recipient, Subrecipient, and FEMA.
- During the Recovery Transition Meeting, processes such as document retention requirements, appeals deadlines, and work completion deadlines are discussed.
- The primary Point of Contact is then transitioned to the Recipient (state of North Carolina).



PHASE VI: PROJECT MONITORING AND AMENDMENTS

SECTION OVERVIEW


A detailed description of Phase VI of the PA Delivery Process.

SECTION SLIDE


18

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



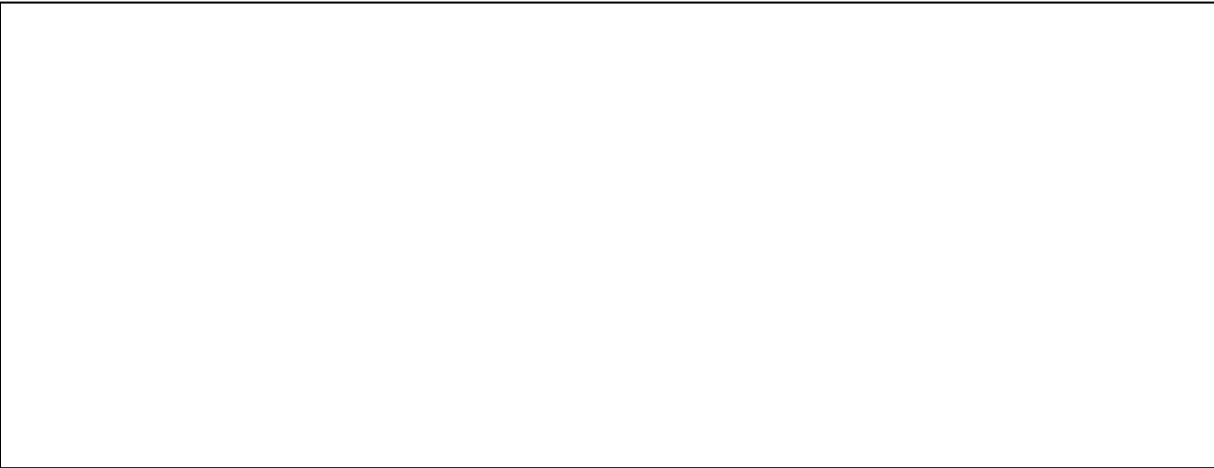
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NOTES

Phase VI is where post-award changes and monitoring are done. During this phase, Public Assistance projects are monitored to ensure Subrecipients are appropriately spending funds according to their approved Scope of Work, as well as overall project progress. In addition, requests for changes in Scope of Work, appeals, audits, and time extensions are conducted.

- Post-award changes in Scope of Work can occur in certain circumstances, such as the discovery of a more cost-effective repair method, additional disaster-related damages are discovered, or an increase in costs due to errors. The Recipient and FEMA should be notified as soon as possible about the need for a change in Scope of Work. The change request should be submitted in writing with supporting documentation.
- If the Subrecipient needs additional time to complete work on a project, they can submit a written request to the Recipient to extend their work completion deadline. The Recipient then forwards the request to FEMA.
- Audits can be conducted by FEMA or the state, or both, and can occur even after closeout. Discrepancies or inadequate documentation found during an audit can result in cost adjustments or disallowances. It is important to keep all documentation after closeout.
 - The Office of Inspector General (OIG) within the Department of Homeland Security can conduct independent audits. The OIG’s audits identify potential fraud and can make recommendations regarding ineligible costs.

- The Government Accountability Office (GAO) is an independent, nonpartisan agency within Congress that can conduct audits, in an effort to provide accountability for how the Federal Government spends taxpayer dollars. While it usually does not audit FEMA programs, it can audit any project.
- A single audit is required by law if the Subrecipient receives \$750,000 or more in federal grant funds in one fiscal year. It is conducted to ensure the funds are being managed in compliance with all applicable laws and regulations. This audit can take place in addition to a regular audit.

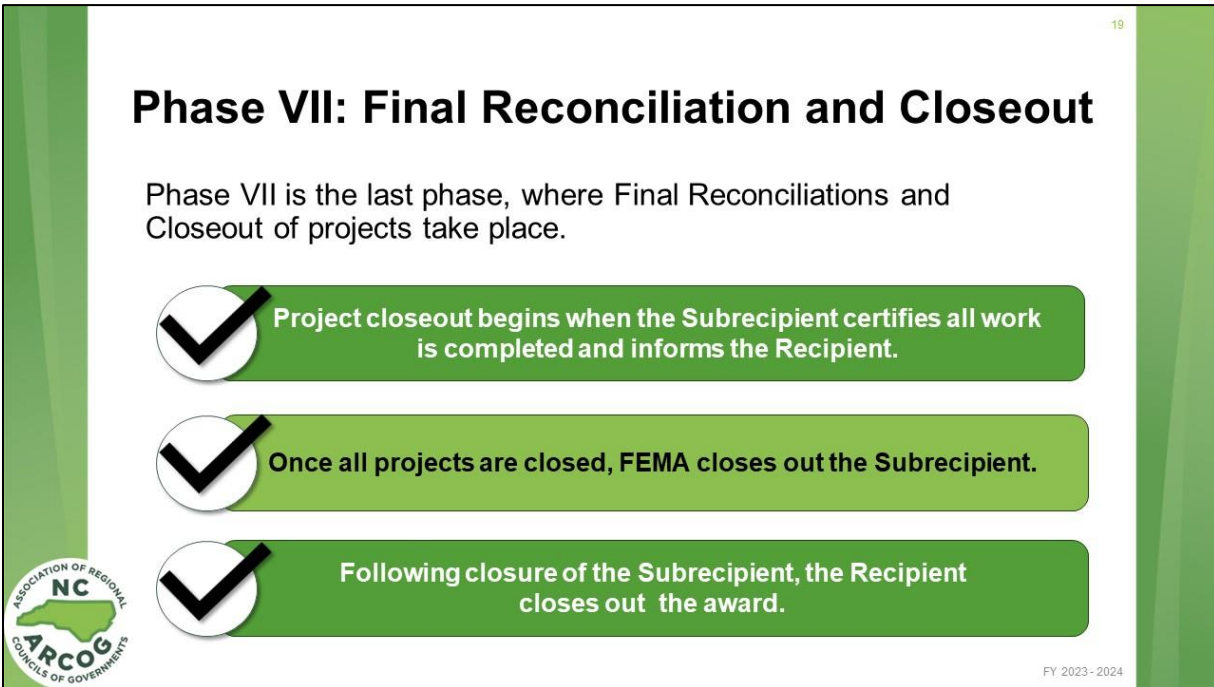


PHASE VII: FINAL RECONCILIATION AND CLOSEOUT

SECTION OVERVIEW

A detailed description of Phase VII of the PA Delivery Process.

SECTION SLIDE



19

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.

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NOTES

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

- Project closeout begins when the Subrecipient certifies all work completed and informs the Recipient.
 - [Small Projects](#) (projects less than \$1,037,000) are closed out as a group upon completion of the last Small Project.
 - [Large Projects](#) (projects more than \$1,037,000) are closed out as they are completed.
- 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


SECTION SLIDE

20

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, Final 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

The logo for the Association of Regional Councils of Governments (ARCOG) in North Carolina, identical to the one in the top left corner.

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NOTES

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, Final 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


SECTION OVERVIEW

A description of the importance of document naming conventions being consistent throughout your organization, and how proper document management helps FEMA review processes.

SECTION SLIDE


21

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

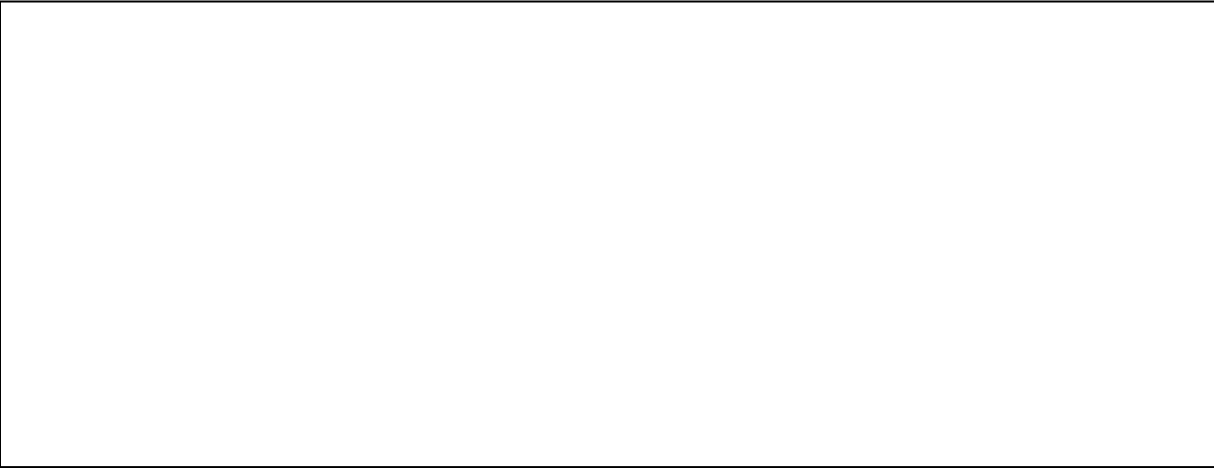


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NOTES

- It is important that document naming conventions are defined and specific to ensure uniformity within your organization and with contractors. In addition, finalized versions of documents should be labeled as such, to ensure that the most recently updated documents are submitted when necessary.
- Proper naming conventions clearly convey the contents of documents submitted to FEMA, helping expedite review processes and ultimately your funding.
- FEMA will ask you to rename your documents if they are not clearly labeled.
- You do not have to use FEMA's naming convention; you can create your own organizational version, as long as you are consistent with its use, and it clearly represents the contents of your documents.
 - FEMA Naming Convention Format: DRxxxx(State Abbreviation) – Project # - Facility Location/Name - Document Description
 - Ex: DR1234NC – Project 987654 – Town of Paro Library - Permits
 - **Note: this slide contains an animation. Click the slide a second time to reveal this example naming convention.**
 - With respect to location, you do not have to give a specific address, but location should be

specific enough to differentiate between multiple facility types within the same municipality.



NECESSARY/REQUIRED PROCESSES FROM INCEPTION THROUGH CLOSEOUT

SECTION OVERVIEW


The importance of having an internal plan of document sharing systems, and its impact on your navigation of the PA Delivery Process.

SECTION SLIDE

22

Necessary/Required Processes from Inception through Closeout

<div style="background-color: #4CAF50; color: white; padding: 10px; border-radius: 10px; margin-bottom: 10px;"> <p>Have an internal plan for document sharing</p> </div> <div style="background-color: #4CAF50; color: white; padding: 10px; border-radius: 10px; margin-bottom: 10px;"> <p>Any field documentation should be uploaded to shared organizational drives</p> </div> <div style="background-color: #4CAF50; color: white; padding: 10px; border-radius: 10px;"> <p>Files should be organized in a clear file system in the drive</p> </div>	<div style="background-color: #4CAF50; color: white; padding: 10px; border-radius: 10px; margin-bottom: 10px;"> <p>Consider a system that determines access management</p> </div> <div style="background-color: #4CAF50; color: white; padding: 10px; border-radius: 10px; margin-bottom: 10px;"> <p>Think about how different departments report relevant information</p> </div> <div style="background-color: #4CAF50; color: white; padding: 10px; border-radius: 10px;"> <p>Identify the disaster team and appoint back-up points of contact</p> </div>
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NOTES

- Another important aspect of best practices for document control is having an internal plan of document sharing systems. If there is not already a document management process in place at your organization, one should be created.
- Any field documentation should be uploaded to an online space where all organizational stakeholders can access files. It not only fosters collaboration in the Public Assistance process, but also protects against the possibility of lost files due to hardware issues, revolving staff, etc.
- Within your online document drive, files should be organized with a clear folder system. This allows contractors outside of your organization to easily find and contribute documentation that will support your requests for assistance.
- Consider what communications systems are in place to facilitate the Damage Inventory (DI) process within your organization.
- Consider a system that determines who has access to documents, administration-level access, etc.
- How do different departments report to grant managers, finance managers, and direct FEMA contacts within municipalities?
 - Getting info directly to your FEMA and state contact – Documents uploaded through Grants

Portal and North Carolina EM Grants website.

- FEMA contact (Program Delivery manager, or PDMG) coordinates all meetings for and with the Applicant; FEMA site inspectors may schedule their own meetings/inspections with the Applicant, which may potentially cause communication issues. Independent scheduling may delay project progression due to miscommunications and missed milestones. The importance of communication with all stakeholders cannot be emphasized enough.
- Depending on the involvement of your NC contact, they may also be included in these communications.
- Identify who the disaster team is or will be to prepare for disaster recovery efforts. Appoint a backup POC in case the representative is unavailable (sick, must leave because they have been devastated by the disaster, etc.), to ensure best-practice business continuity. This backup POC should have the same security level and access as the original representative.



Example to discuss: One of the first tasks in disaster recovery is to conduct a Damage Inventory (DI) and deliver it to FEMA within 60 days.


MODULE 2: UNIT 6 SUMMARY

SECTION SLIDE

23

Module 2: Unit 6 Summary

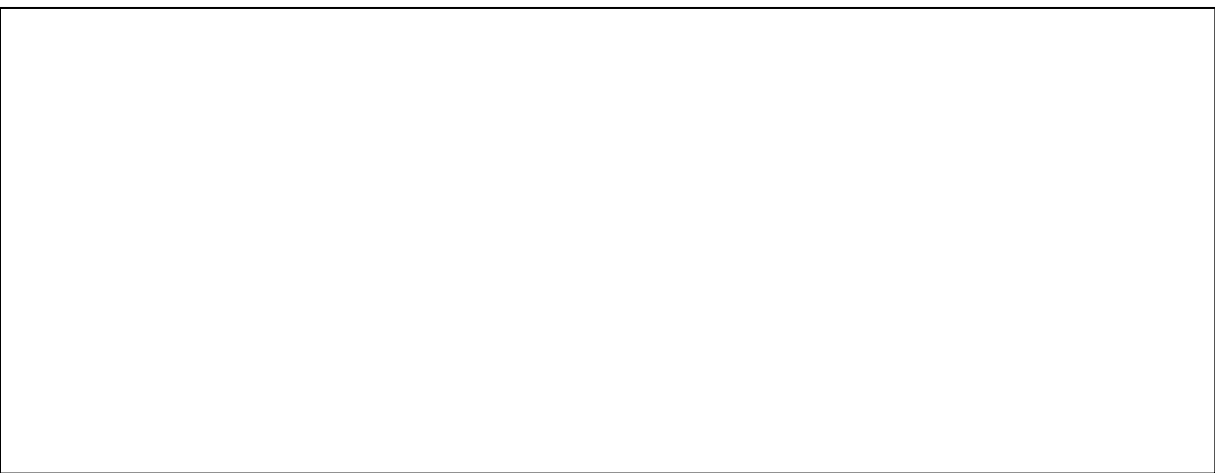
- A detailed account of the seven phases of the PA Program Delivery process
- The importance of proper document management within your organization
- How document control best practices impacts how you move through the PA Program Delivery process

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NOTES

- 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

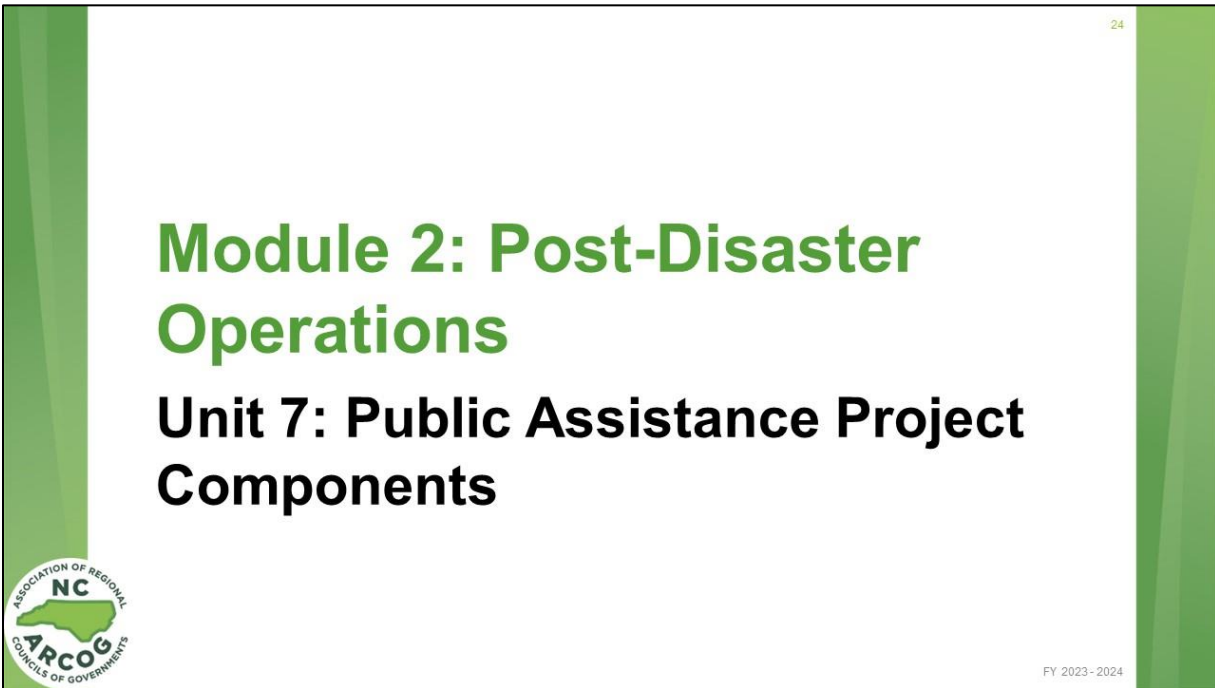


UNIT 7: PUBLIC ASSISTANCE PROJECT COMPONENTS

SECTION OVERVIEW

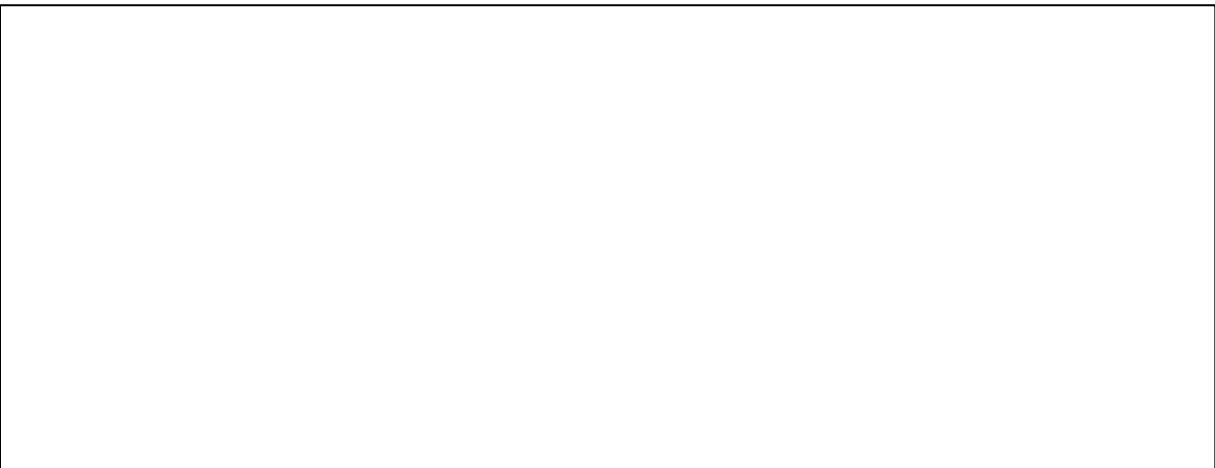
In this Unit, we will discuss the methods to accurately identify and prepare the different project components.

SECTION SLIDE



NOTES

In this Unit, we will discuss the categories and eligibility of work, and how understanding the Scope of Work allows for the development of cost estimates prior to reimbursement.




OVERVIEW

25

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

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NOTES

CATEGORIES OF WORK (EMERGENCY WORK)


SECTION OVERVIEW

A definition of what emergency work is.

SECTION SLIDE

26

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



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NOTES

- Work that must be performed following a disaster is categorized as being Emergency Work or Permanent Work. The designation of these categories of work helps to efficiently facilitate the process of Public Assistance funding.
- Emergency work is further separated into two categories:
 - Category A – Debris removal:
 - Construction/demolition, Vegetative debris, Household appliances, Vehicles, Hazardous materials
 - Category B – Emergency protective measures:
 - Sandbagging, Construction of temporary levees, Removal of health and safety hazards, Security forces in the disaster area



CATEGORIES OF WORK (PERMANENT WORK)







SECTION OVERVIEW

A definition of what permanent work is.


SECTION SLIDE

27

Categories of Work (Permanent Work)

 <p>Category C Roads and Bridges</p>	 <p>Category D Water Control Facilities</p>	 <p>Category E Public Buildings, Equipment</p>
 <p>Category F Public Utilities</p>	 <p>Category G Parks, Recreational Facilities</p>	 <p>Category Z Management Costs</p>

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!


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NOTES

- Permanent work is separated into five categories:
 - Category C – Roads and bridges
 - Category D – Water Control facilities
 - Category E – Public Buildings and equipment
 - Category F – Public Utilities
 - Category G – Parks, recreational, other facilities
- Category Z - Management Costs:
 - As mentioned in Module 1, Subrecipients may use Public Assistance funds to reimburse costs associated with the direct and indirect administrative processes of grant management. Category Z costs were previously referred to as Direct Administrative Costs (DAC).
- Management costs vs. project management costs:
 - Management costs fall under Category Z and refer to any work performed to prepare the grants. Project management costs would fall under the category of work related to the type of project.



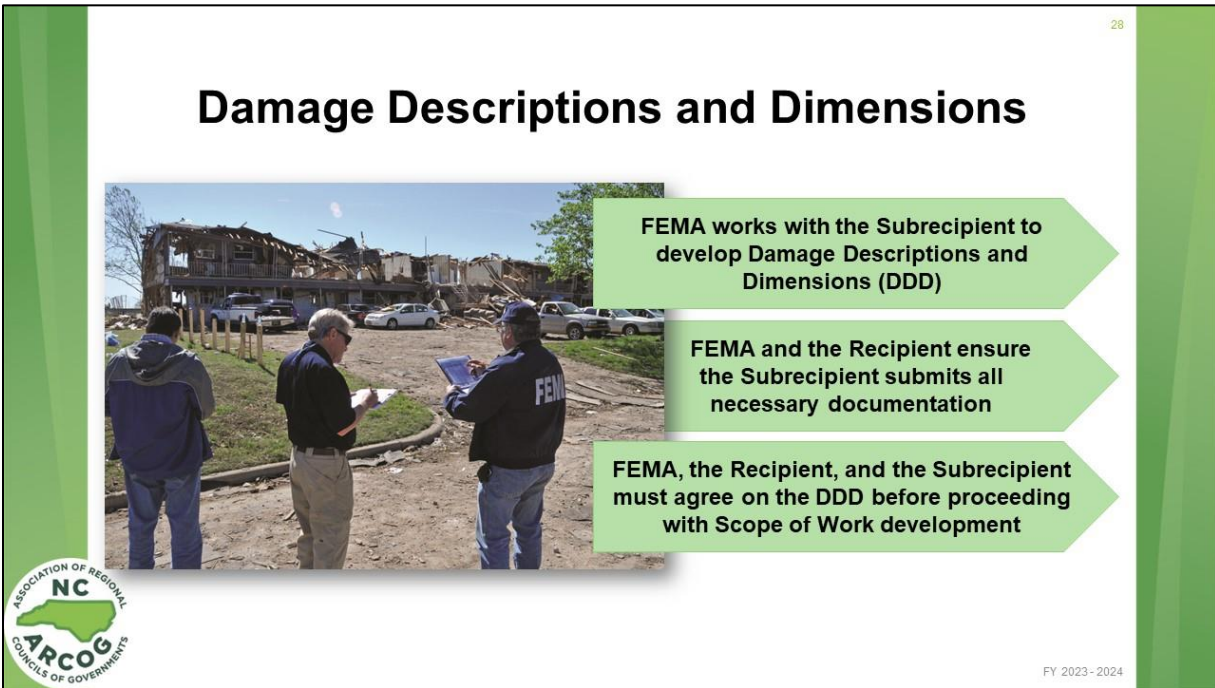
Cat Z: Management Costs are incurred from the beginning of a disaster, so ensure you have some mechanism in place to track those costs, so they can be reimbursed at the end of the recovery process!

DAMAGE DESCRIPTIONS AND DIMENSIONS

SECTION OVERVIEW


A description of what is required for the Damage Inventory (DI), and the importance of developing a Damage Descriptions and Dimensions (DDD).

SECTION SLIDE



28


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

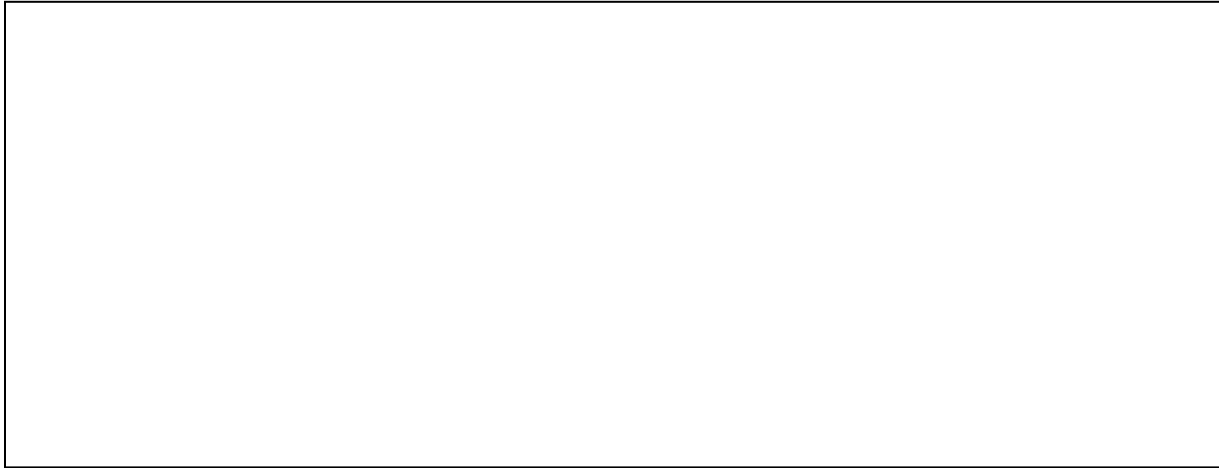


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NOTES

- Damage information is an essential component of the award given to Subrecipients. For projects to be deemed eligible, documentation regarding facility damages need to be submitted.
- FEMA works with the Subrecipient to develop Damage Descriptions and Dimensions (DDD). The Subrecipient is responsible for providing documentation to ensure that its facilities are eligible for funding. Some of the required information may include:
 - Facility component
 - Location
 - Component description
 - Description of damage
 - Dimension type
 - Work completion status
- FEMA will specify if they require any specific information or documentation to determine eligibility.
- FEMA and the Recipient ensure the Subrecipient submits all necessary information and documentation. If the Recipient does not provide sufficient documentation to support its eligibility, FEMA cannot provide PA funding for the work.

- FEMA, the Recipient, and the Subrecipient must agree on the DDD before proceeding with Scope of Work development. Site inspections are conducted by FEMA to validate, and document reported damage and impacts.
- The Subrecipient has authority to determine to repair to pre-disaster conditions or move forward to other eligible options (improved alternate projects or alternative procedures), as well as hazard mitigation proposals.

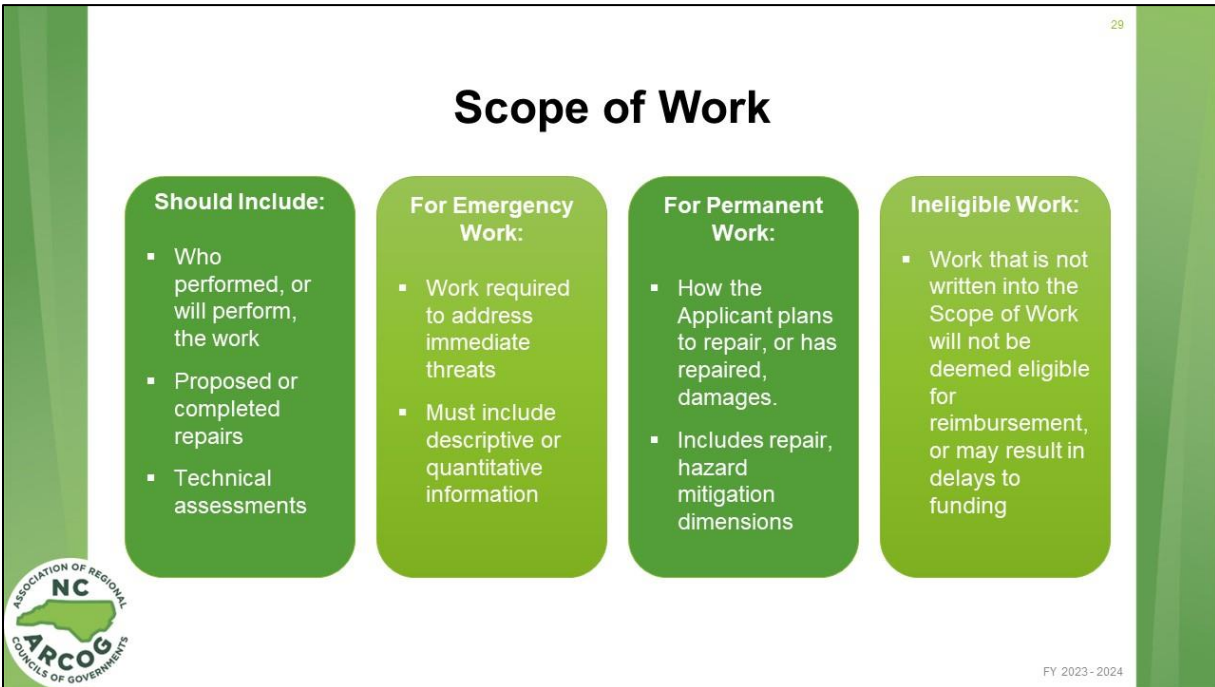


SCOPE OF WORK

SECTION OVERVIEW

A description of what the Scope of Work is and what it should include.

SECTION SLIDE



29

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



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NOTES

- Once the DDD is complete, a Scope of Work must be developed for eligible work.
- The Scope of Work is the basis for reimbursable costs. Work that is not written into the Scope of Work will not be deemed eligible for reimbursement or will be delayed.
- For Emergency Work, the Scope of Work includes work required to address immediate threats and to remove debris and must include quantitative information by type of debris such as the measures of the work in question (length, width, height, weight, volume), or descriptive information (such as if the material is primarily wood, brick, etc.).
 - Emergency work can be difficult to estimate in advance.
 - The FEMA Program Delivery Manager (PDMG) will be able to provide additional guidance on how the metrics should be quantified.
- For Permanent Work, the Scope of Work includes a description of how the Applicant plans to repair, or has repaired, the damage, including repair dimensions and hazard mitigation description and dimensions.
- The Scope of Work should include:
 - Whether the work is complete
 - Who performed, or will perform, the work

- Proposed or completed repairs
- Technical assessments, including repair dimensions



How would mutual aid tie into Scope of Work?

WORK ELIGIBILITY

SECTION OVERVIEW

A description of the basic criteria for eligible work.

SECTION SLIDE

30

Work Eligibility



Facility Eligibility

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



Work Eligibility

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



Emergency Work Eligibility

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



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NOTES

- DDD must be conducted and completed to determine proper Scope of Work. Damage or work left out of the DDD and Scope of Work will not be eligible for reimbursement, so it is critical to be as accurate and thorough as possible during DDD creation.
- Facilities must meet certain criteria to be deemed eligible for Public Assistance funding:
 - Damaged by the declared disaster
 - Physically located within the declared area
 - Legal responsibility of the Subrecipient
- Minimum Work Eligibility Criteria:
 - Work must be required to be completed, whether due to immediate threat from the disaster or to address damage caused by the disaster
 - Work must be located within the declared disaster area
 - Work must be the legal responsibility of the Subrecipient
- Emergency Work Eligibility Criteria: Work that must be done to
 - Save lives
 - Protect public health and safety

- Protect improved property
- Eliminate or lessen an immediate threat
- Permanent Work Eligibility Criteria: work required to restore a facility to pre-disaster conditions.



Example: water infiltrated a building and flooded it. When FEMA conducted the inspection, you can see the floodline, and inspector writes “drywall” only. Later discovered that water caused more damage that was not identified in inspection. Additional damages are fixed but cannot be added to Scope of Work because it was not in DDD and is deemed ineligible.

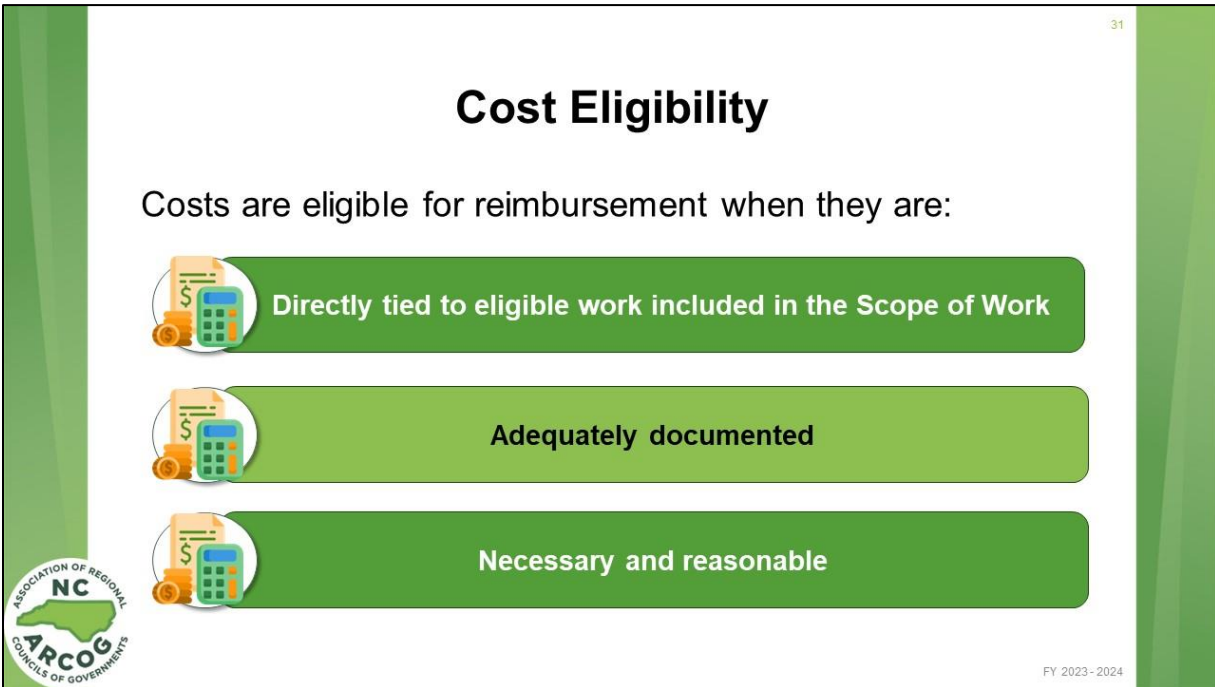


COST ELIGIBILITY

SECTION OVERVIEW

A description of the basic criteria for eligible costs.

SECTION SLIDE



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

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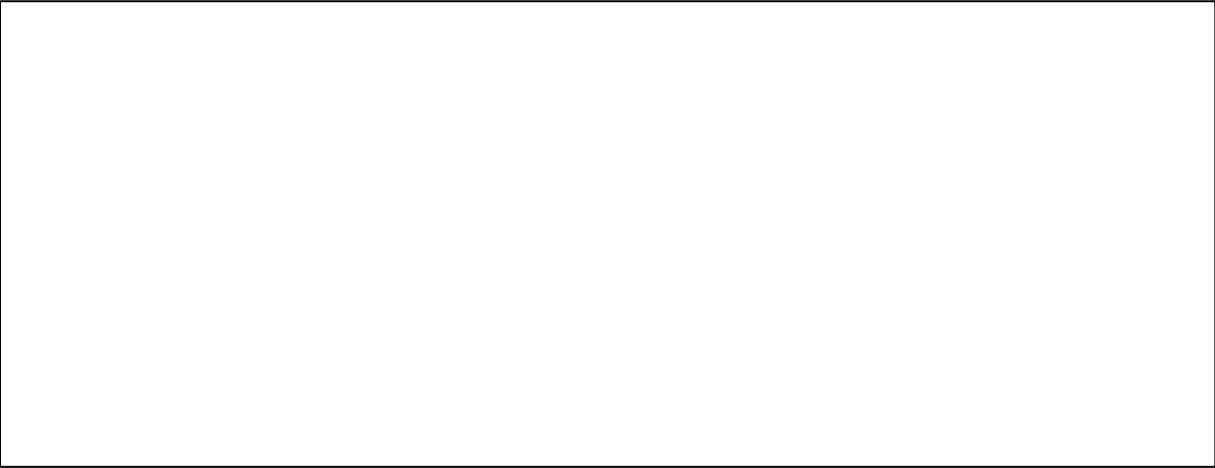
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NOTES

- Costs are eligible for reimbursement when they are:
 - Directly tied to eligible work performed that is included in the Scope of Work
 - Adequately documented (i.e., completed invoices which include the dates of service performed, work completed as described, quantities)
 - Procured in compliance with all applicable federal, state, and local policies
 - Necessary and reasonable
- Costs are reasonable if they are ordinary and necessary for the type of work, and do not exceed the nature/amount that would be incurred by someone else under the same circumstances.
- FEMA has published rates for equipment usage.



An example for discussion of invoiced costs vs claimed costs: an invoice for fuel. Some was used for personal cars (ineligible), some used for disaster-related equipment (eligible). Only claim fuel amount that was used for disaster-related costs.

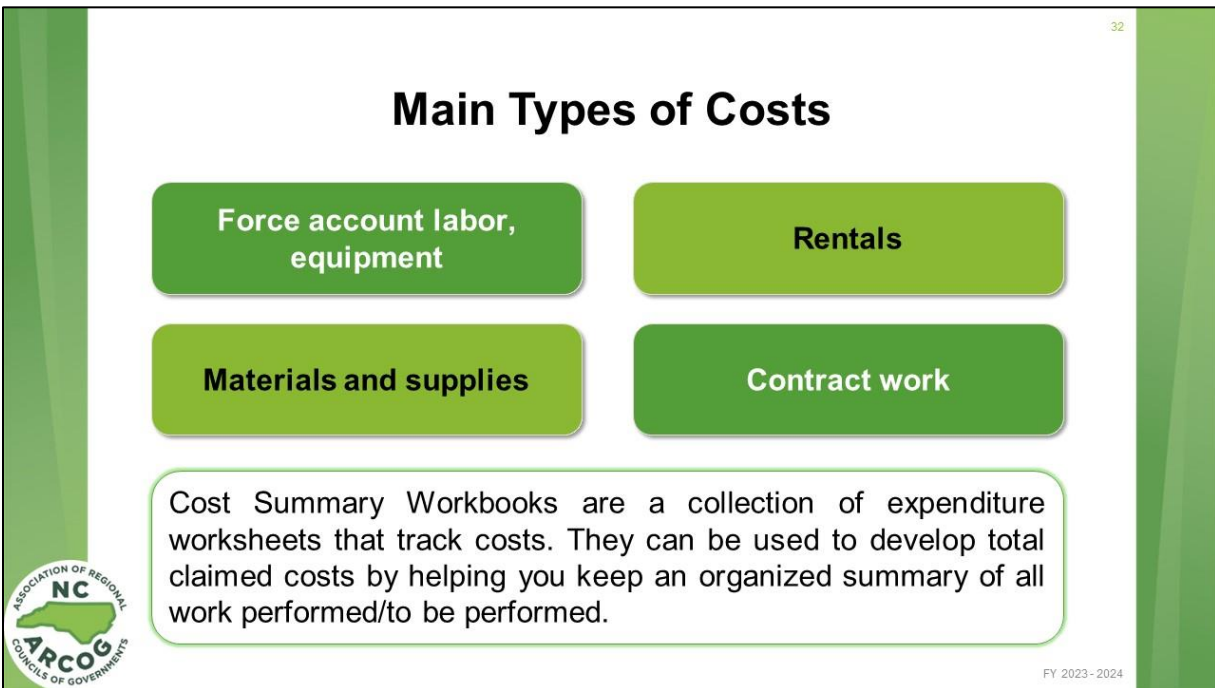


MAIN TYPES OF COSTS

SECTION OVERVIEW

A description of the types of costs associated with work performed and how they are used to create cost estimates.

SECTION SLIDE



Main Types of Costs

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

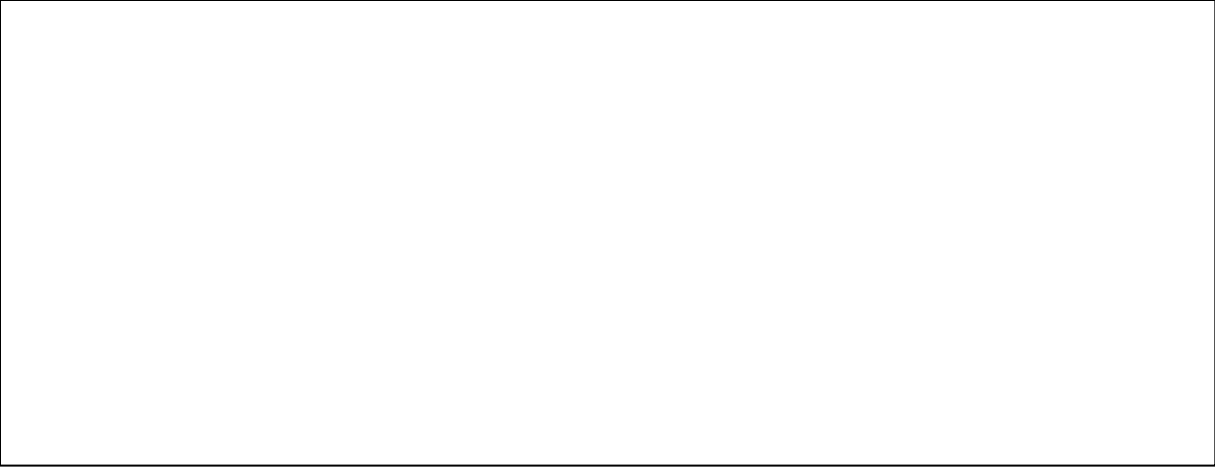
Cost Summary Workbooks are a collection of expenditure worksheets that track costs. They can be used to develop total claimed costs by helping you keep an organized summary of all work performed/to be performed.

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NOTES

- Cost information of work performed (or to be performed) is used by FEMA to create an estimate. The Subrecipient is responsible for providing sufficient information to help generate these estimates. This can include:
 - [Force account labor](#): an Applicant's own labor forces. Information such as number of personnel, average pay rate, lodging and per diem rates
 - [Force account equipment](#): an Applicant's own equipment. Information such as amount of equipment and hourly rate
 - Materials/supplies
 - Rentals: rental agreement with pricing
 - Contract work: request for proposals, bid documents, and contracts
- Cost Summary Workbooks are a collection of expenditure worksheets that track common costs and are customizable across individual incidents. These workbooks can be used to develop your total claimed costs by helping you keep an organized summary of all the types of work performed/to be performed. We will discuss what types of documentation may appear in these workbooks in the next Unit.



KNOWLEDGE CHECK 2.2


SECTION SLIDE

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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

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NOTES

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

- A. Force account labor
- B. Rentals
- C. Contract work
- D. Reimbursements


UNIT 7 SUMMARY

SECTION SLIDE

34

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

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NOTES

- 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





UNIT 8: PROJECT DEVELOPMENT (POST-DISASTER) COORDINATION

SECTION OVERVIEW


In this Unit, we will discuss how to obtain, analyze, and gather field documentation for project development.

SECTION SLIDE

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Module 2: Post-Disaster Operations

Unit 8: Project Development (Post-Disaster) Coordination



FY 2023 - 2024

NOTES

In the previous Unit, we discussed cost eligibility and the main types of costs associated with disaster recovery work. In this Unit, we will explain how documentation for those costs is prepared and uploaded to online systems within the process of Public Assistance.




OVERVIEW

36

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

The ARCOG NC logo is located in the bottom left corner of the slide.

FY 2023 - 2024

NOTES

DOCUMENTATION REQUIRED FOR PUBLIC ASSISTANCE

SECTION OVERVIEW


A list of some of the documentation required to support your Public Assistance application.

SECTION SLIDE

37


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!


FY 2023 - 2024

NOTES

Documentation provided by the Subrecipient is essential for Public Assistance funds to be obligated. While the specific information that is required depends on the project in question, some documents that are required to be submitted include:

- Damage Inventory (impact information)
- Site inspection reports (inspections conducted by FEMA)
- Force account labor logs
- Environmental and Historic Preservation (EHP) questionnaire
- Equipment records/activity



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

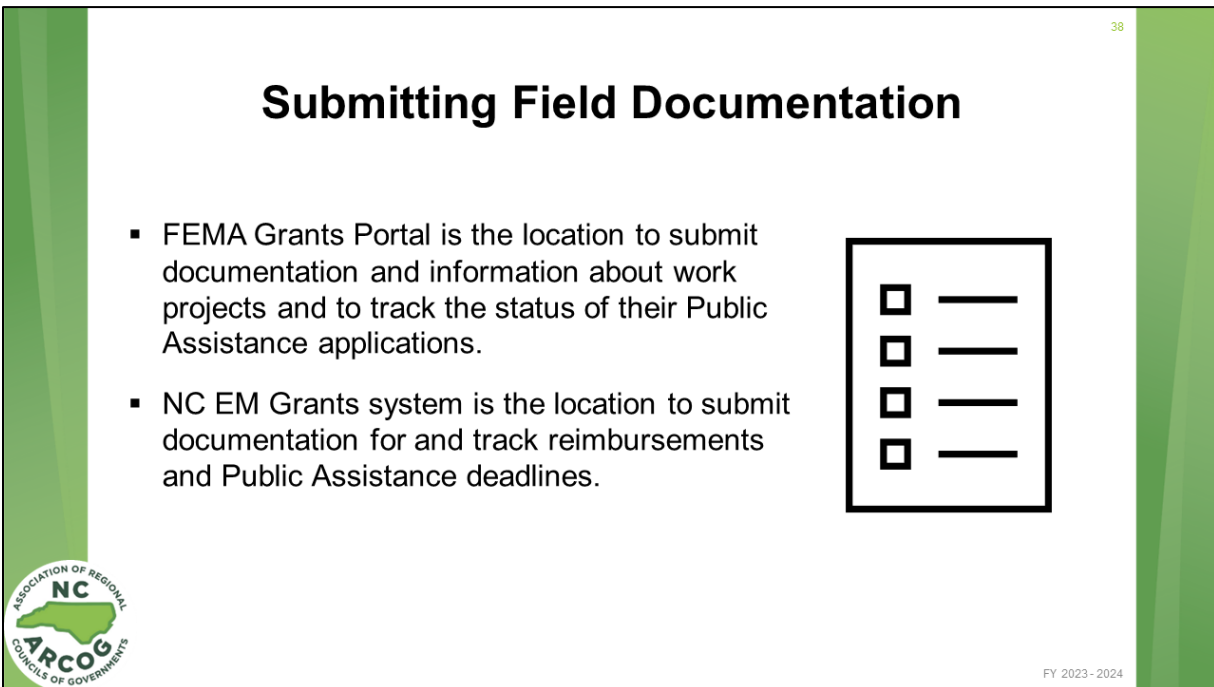


SUBMITTING FIELD DOCUMENTATION

SECTION OVERVIEW

The online systems used during the Public Assistance process.

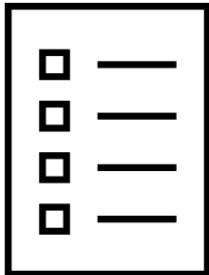
SECTION SLIDE



38

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.



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NOTES

- 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, as well as submit scope change requests and time extension requests once FEMA has obligated funds.
- Municipality-specific documentation process: In your organization, who is responsible for submitting field documentation?



FEMA GRANTS PORTAL


SECTION OVERVIEW

A detailed description of the FEMA Grants Portal and its purpose in the PA process.


SECTION SLIDES

39

FEMA Grants Portal (1 of 2)



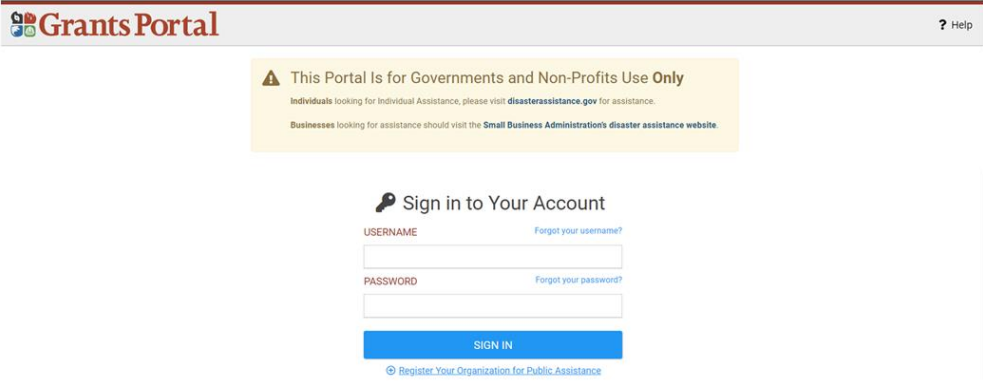
- Web-based system where all project application information is submitted. FEMA, Recipients, and Subrecipients use this system to keep all stakeholders informed throughout the Public Assistance process.
- Finance Coordinators (or appointed Applicant Representative) upload all their documentation to FEMA through this portal, in their Organizational Profile.




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FEMA Grants Portal (2 of 2)



The screenshot shows the FEMA Grants Portal login interface. At the top, there is a header with the ARCOG logo and the text "Grants Portal" on the left, and a "Help" link on the right. Below the header is a yellow warning box with a triangle icon, stating: "This Portal Is for Governments and Non-Profits Use Only. Individuals looking for Individual Assistance, please visit disasterassistance.gov for assistance. Businesses looking for assistance should visit the [Small Business Administration's disaster assistance website](#)." Below the warning box is a "Sign in to Your Account" section with a key icon. It contains two input fields: "USERNAME" with a "Forgot your username?" link, and "PASSWORD" with a "Forgot your password?" link. Below the fields is a blue "SIGN IN" button. At the bottom of the sign-in section is a link: "Register Your Organization for Public Assistance".



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NOTES

- FEMA Grants Portal is the 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 the appointed Applicant Representative) upload all their documentation to FEMA through this portal, in their Organizational Profile.
 - The Organizational Profile is not disaster-specific, therefore documents across multiple disasters can be submitted here.
- Documents that pertain to a specific disaster are uploaded to the Applicant Profile. Documents specific to a single project are uploaded to the Project Section. Documents pertaining to a specific damage item are uploaded to the Damage Section.
- Improper documentation may result in unvalidated work, prompting FEMA to submit a Request for Information (RFI) to further evaluate the eligibility of the work. A response is usually required within 15 days of receipt of the RFI.
- Information is submitted to the FEMA [Consolidated Resource Center \(CRC\)](#) through Grants Portal for project review and development.
- Additional training resources on FEMA Grants Portal can be found in the Course Key Concepts and Resources Appendix.

KNOWLEDGE CHECK 2.3


SECTION SLIDE

41

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

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NOTES

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

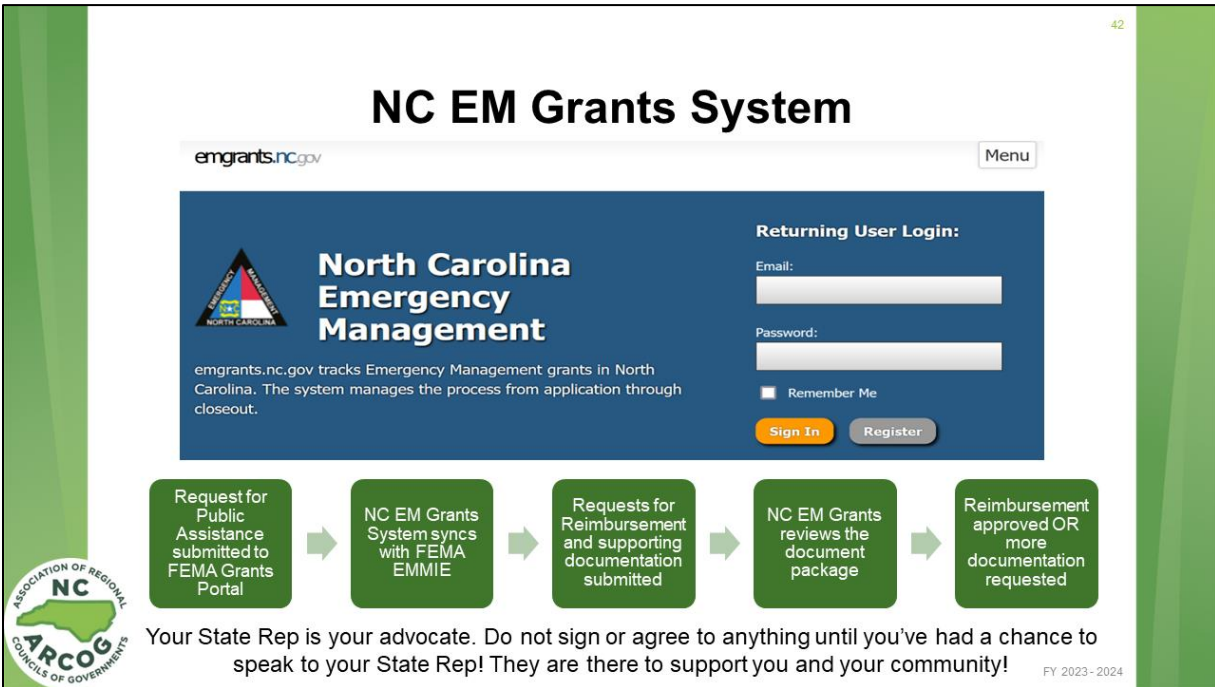
A large empty rectangular box intended for handwritten notes.

NC EM GRANTS SYSTEM

SECTION OVERVIEW

A detailed description of the NC EM Grants system and its purpose in the PA process.

SECTION SLIDE



The screenshot displays the 'emgrants.nc.gov' website. The main header reads 'North Carolina Emergency Management'. Below this, there is a 'Returning User Login' section with fields for 'Email:' and 'Password:', a 'Remember Me' checkbox, and 'Sign In' and 'Register' buttons. A 'Menu' button is located in the top right corner. Below the login form is a five-step process flow diagram:

- 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

Below the flow diagram, a message states: '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!' The footer of the slide includes 'FY 2023 - 2024' and the ARCOG NC logo.

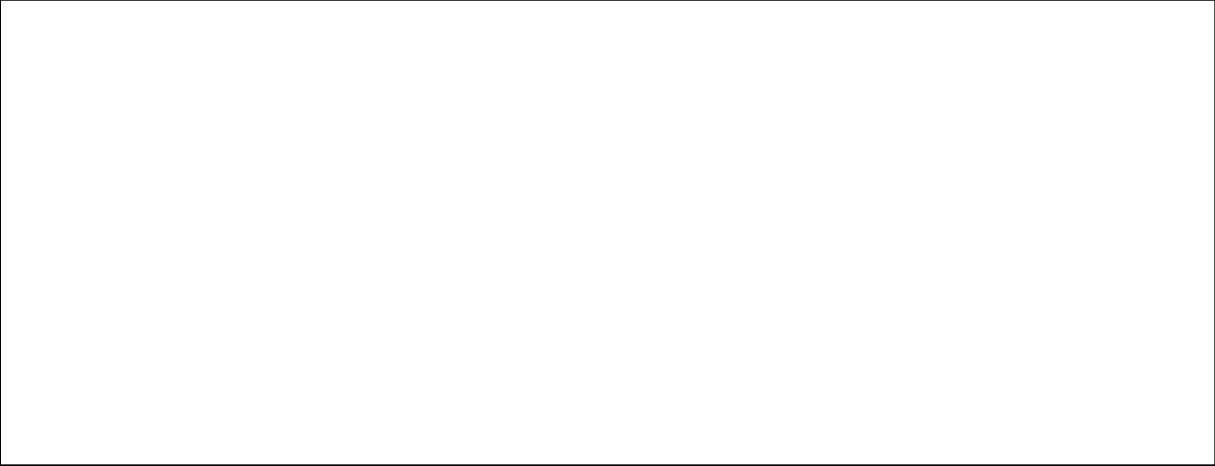
NOTES

- Subrecipients submit Requests for Public Assistance (RPA) immediately after a disaster declaration through the FEMA Grants Portal.
- NC EM Grants System does not sync with FEMA Grants Portal, however it does sync with FEMA's EMMIE (Emergency Management Mission Integrated Environment) software to manage PA.
- Requests for Reimbursements (RFR) are submitted after a large project is obligated. At this time, documentation that supports the RFR are also submitted; this includes documentation previously uploaded to the FEMA Grants Portal, as well as additional documentation that supports the request.
- Once documentation is submitted, NC EM Grants reviews the document package. Reimbursements are processed, or NC EM Grants will request more information if needed.
 - Once initial reimbursements are given, if Scope of Work has changed, Subrecipient must resubmit document packages to FEMA and NC EM Grants. This process of submission, reimbursement, repair can continue several times until damages are restored to pre-disaster conditions.
- Small and Large Project reimbursements are processed differently. Your Grant Manager will advise you of the most current processes at the time of the disaster.

- Scope of Work amendments and time extensions requests are initiated in EMGrants.



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!



NC EM GRANTS EXAMPLE (1 of 2)

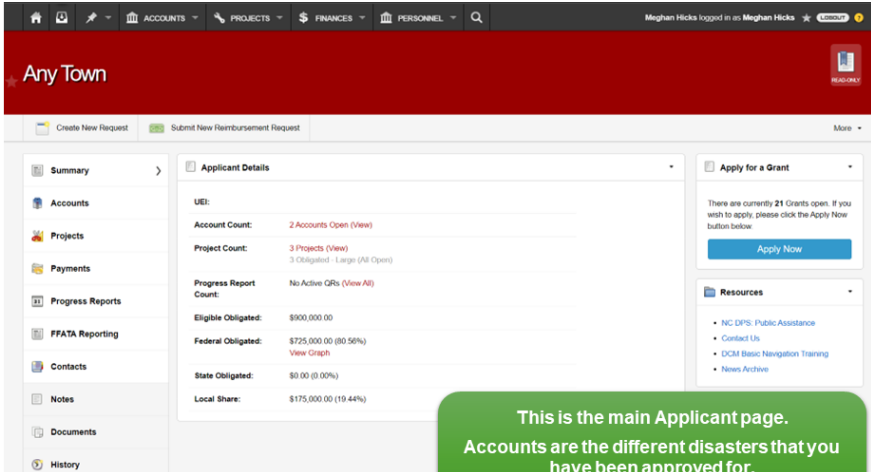
SECTION OVERVIEW

An overview of the NC EM Grants Landing page for applicants.

SECTION SLIDE

43

NC EM Grants Example (1 of 2)



This is the main Applicant page.
 Accounts are the different disasters that you
 have been approved for.
 Projects are the obligated projects from FEMA.

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NOTES

The instructor will review the page.



NC EM GRANTS EXAMPLE (2 of 2)

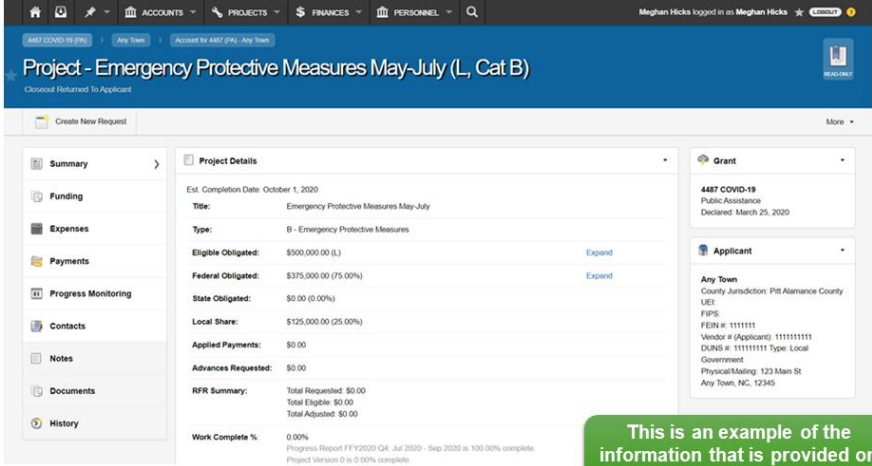
SECTION OVERVIEW

An overview of a project screen from NC EM Grants.

SECTION SLIDE

44

NC EM Grants Example (2 of 2)



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

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NOTES

The instructor will review the page. We encourage you to connect with the NC EM PA Team contact for a better understanding of NC EM Grants.



PACKAGING DOCUMENTATION

SECTION OVERVIEW


A description of how to prepare documentation packages when submitting them to online systems.

SECTION SLIDE

45

Packaging Documentation

<p><u>Force Account Labor Package</u> Timesheets by pay period Payroll policy Proof of payroll Activity logs Fringe benefits sheet Miscellaneous documents specific to project type</p>	<p><u>Rentals</u> Rental invoices Purchase orders/work orders/procurement Miscellaneous documents specific to project type</p>	<p><u>Contract Costs</u> Invoices Procurement policies Procurement bids Requests for quotes Contract or contract vehicle Miscellaneous documents specific to project type</p>
<p><u>Force Account Equipment Package</u> Activity logs Pre-disaster maintenance records Equipment inventory/list Additional equipment documentation Miscellaneous documents specific to project type</p>	<p><u>Materials/Supplies</u> Contract invoices Purchase orders Materials from stock/inventory Historical purchases of materials Inventory list and usage Miscellaneous documents specific to project type</p>	


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NOTES

Documentation that is submitted to FEMA Grants Portal and NC EM Grants system is the foundation in which any reimbursement can be granted. It is important that Subrecipients provide proper supporting documents for their claims, to ensure timely reimbursements.

Some of the documentation that will be submitted includes:

- Force account labor package
 - Timesheets by pay period
 - Payroll policy
 - Proof of payroll
 - Activity logs
 - Fringe benefits sheet
 - Miscellaneous documents specific to project type
- Force account equipment package
 - Activity logs
 - Pre-disaster maintenance records

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




MODULE 2: UNIT 8 SUMMARY

SECTION SLIDE

46

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

The ARCOG NC logo is located in the bottom left corner of the slide content area.

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NOTES

- 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



UNIT 9: PUBLIC ASSISTANCE PROJECT TYPES

SECTION OVERVIEW


In this Unit, we will discuss methods to accurately identify the different work project types and develop processes for preparation and submission of disaster recovery program projects.

SECTION SLIDE

47

Module 2: Post-Disaster Operations

Unit 9: Public Assistance Project Types



FY 2023 - 2024

NOTES


In this Unit, we will discuss how damages from the disaster subsequently become projects, and the various types of projects that can be created in the Public Assistance process.

OVERVIEW

48

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

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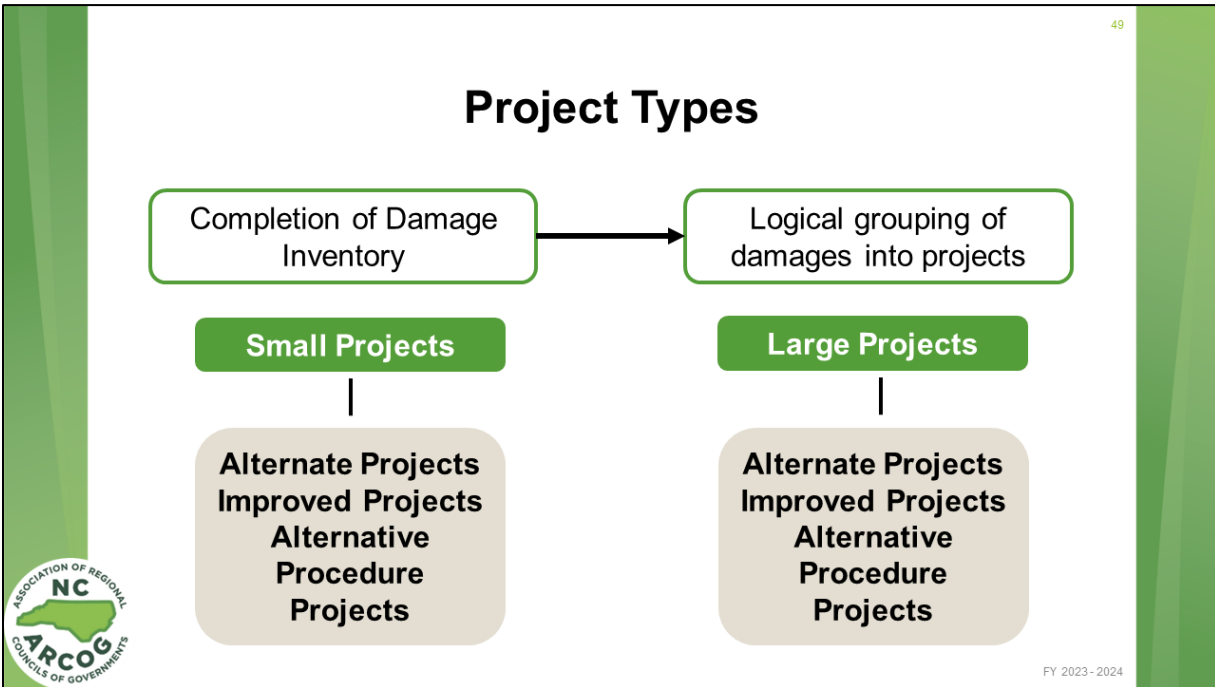
NOTES

PROJECT TYPES

SECTION OVERVIEW

A description of the multiple types of projects that damages can be grouped into.

SECTION SLIDE



NOTES

Impacts are damages related to the declared disaster; following completion of the Damage Inventory (DI), documented damages are logically grouped into projects within FEMA Grants Portal. This is done by:

- Creating groups based on factors such as: categories of work, geography, subcontractors, and facility types
- Identifying sites or facilities that should be formulated into separate projects (involves the Program Delivery Manager (PDMG), NC Point of Contact, and Subrecipient)

All projects must be Small or Large. Project specialists (EHP, Mitigation, ADA, etc.) are assigned for large projects, while the Subrecipient may formulate their own small projects. If needed, they can request assistance from FEMA.

There are multiple types of projects. These include:

- Alternate Projects
- Improved Projects
- Alternative Procedure Projects



SMALL AND LARGE PROJECTS

SECTION OVERVIEW


The difference between Small and Large Projects and how they are handled in the Public Assistance process.

SECTION SLIDE

50

Small and Large Projects

Small Projects	Large Projects
<ul style="list-style-type: none"> ▪ Projects costing less than \$1,000,000 ▪ The small project cap was adjusted to \$1,037,000 effective October 1, 2023 	<ul style="list-style-type: none"> ▪ 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



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NOTES

- Small projects are projects where the final obligated (federal and [non-federal](#)) amount is less than the annually adjusted cost threshold for small project grants (\$1 Million). Projects under \$3,800 do not qualify (this applies to all project worksheets).
 - Submissions for small projects cannot be changed; if the Subrecipient underestimates the cost of their project, they may not receive enough funding to cover the entire cost.
 - NC specific threshold and rules for small projects is \$1 Million dollars. Policy on the process for disbursements is subject to change.
- Large projects are projects where the final obligated (federal and non-federal) amount is equal to or greater than the annually adjusted cost threshold for small project grants (>\$1 Million). FEMA must notify congress of projects over \$1 Million before obligating an award.
 - Large projects can be timely and complex to complete.
- Thresholds for small vs. large projects change every year and are determined by FEMA. They can be referenced using the following link: <https://www.fema.gov/assistance/public/tools-resources/per-capita-impact-indicator>
- The threshold increased to \$1,037,000 on October 1, 2023 for any disaster occurring on or after October 1, 2023.



KNOWLEDGE CHECK 2.4


SECTION SLIDE

51

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

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NOTES

What is the difference between small and large projects?

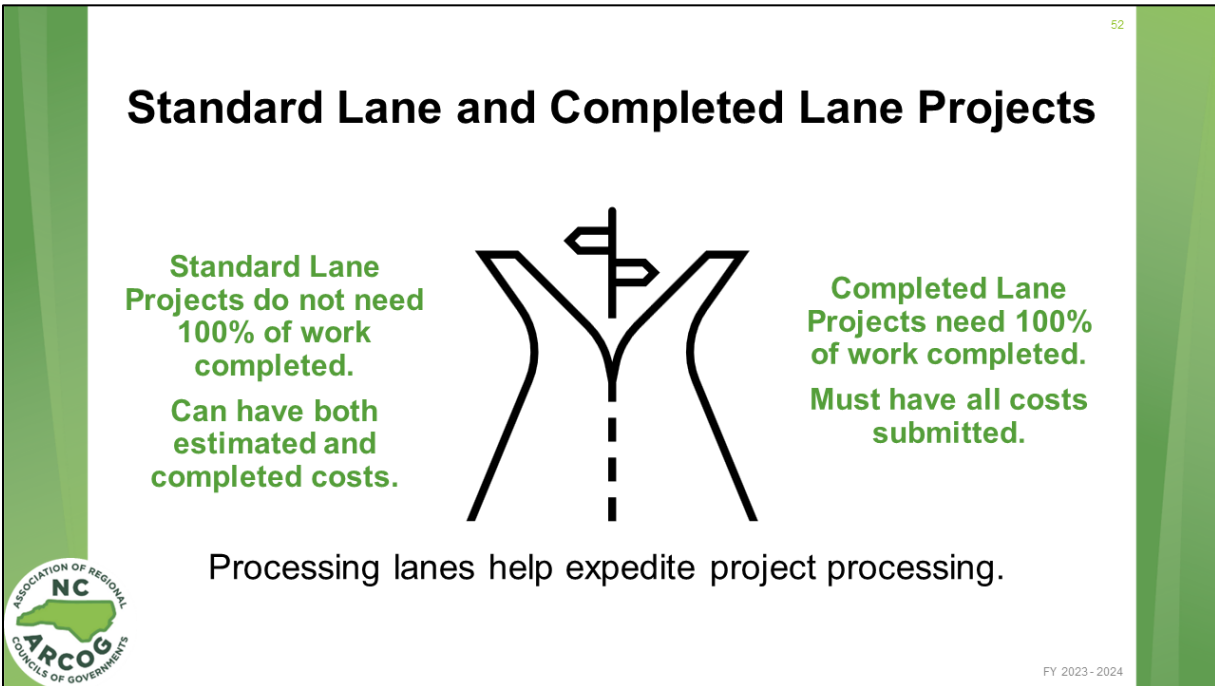
- A. Small project threshold is less than \$1,037,000 and large project threshold is greater than \$1,037,000
- B. Small projects are usually less complex, while large projects require more labor-intensive processes to complete
- C. Submissions for small projects cannot be changed as easily as large projects
- D. All the above

STANDARD LANE AND COMPLETED LANE PROJECTS

SECTION OVERVIEW

A description of the different types of Processing Lanes, more specifically Standard Lanes and Completed Lanes.

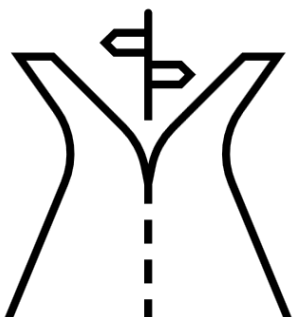
SECTION SLIDE



52


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.

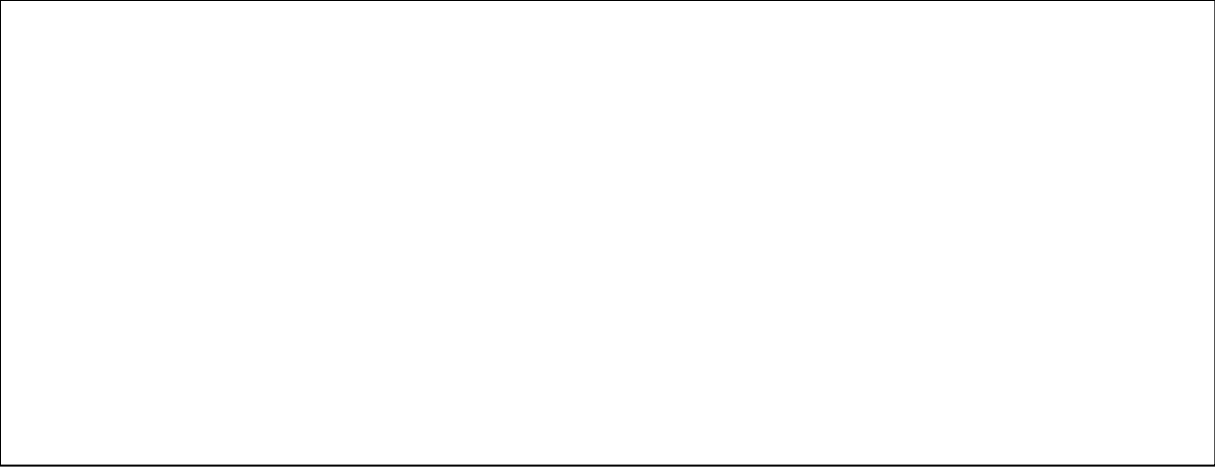


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NOTES

Processing Lanes are the different types of projects developed to expedite project processing.

- Standard lane: submit projects that do not have 100% of work completed. Can be a mix of estimated and completed costs.
 - Different projects may fall into this category depending on a ULG's ability to upfront project costs. A ULG may not be able to complete all work immediately, but the unfinished project would still be considered a "Standard Lane" project.
- Completed lane: only submit projects with 100% completed work. Must have all costs submitted, no estimates. These projects are processed quickly.



OTHER PROJECT TYPES

SECTION OVERVIEW

A detailed description of other project types that can be formed in the Public Assistance process.

SECTION SLIDE

53

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



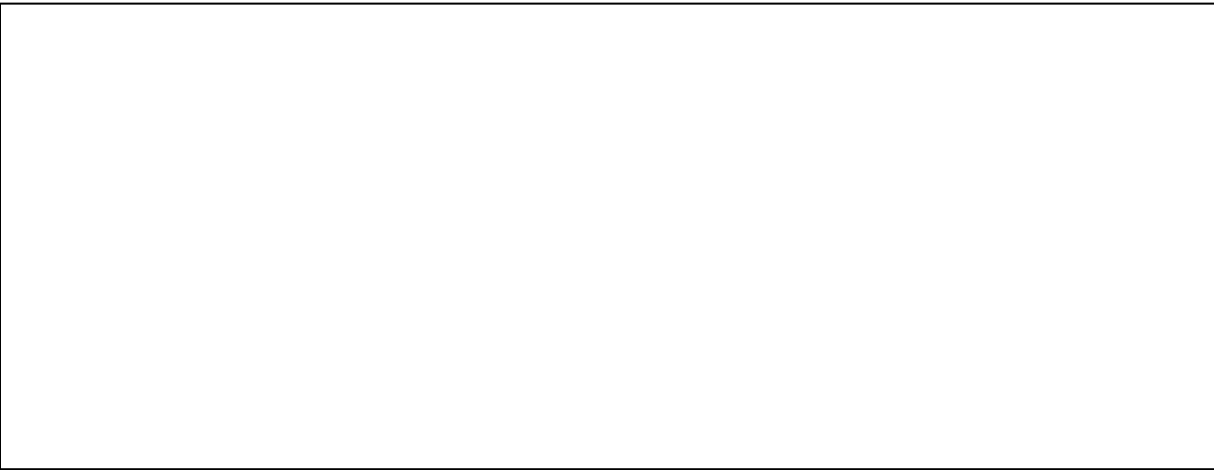
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NOTES

- **Alternate Projects:** Any permanent project where the Subrecipient chooses to abandon the facility as opposed to conducting disaster repairs. FEMA must approve all Alternate Projects.
 - Example: Local school was destroyed but decision is made to not rebuild and use funds elsewhere
- **Improved Projects:** Any permanent project where improvements are made while disaster repairs are being conducted. Funding for improved projects is capped at the estimate needed to bring the facility back to pre-disaster conditions, and overruns are not eligible for reimbursement. Improved projects must be approved by the state before construction begins.
 - Example: Local school was damaged, but the local municipality wishes to replace asphalt shingles with steel roof, only the cost of the asphalt is eligible
- **Alternative Procedure Projects:** The Subrecipient is restoring the function of a facility but changing the pre-disaster capacity. If the capacity is increased, the proposed Scope Of Work and cost is limited to the Scope Of Work and cost necessary to mitigate to the pre-disaster capacity of the damaged facility.
 - Example: Local school was damaged and had 100-student capacity, but decision is made to rebuild with a 200-student capacity
- **Replacement Projects:** When evaluating whether a damaged facility is eligible for replacement,

FEMA compares the repair cost with the replacement cost and evaluates the feasibility of repairing the facility.

- A facility is considered repairable when:
 - The cost to repair damage does not exceed 50% of the cost to replace the facility based on its pre-disaster size, capacity, and function.
 - It is feasible to repair the facility so that it can perform the pre-disaster function as well as it did prior to the disaster.
- Increased cost of compliance to meet modern codes and standards: rebuilding under current codes and standards is more expensive.
 - Example: An elementary school was built in the 1950s. To rebuild, new building standards would need to be met with obviously increased costs.

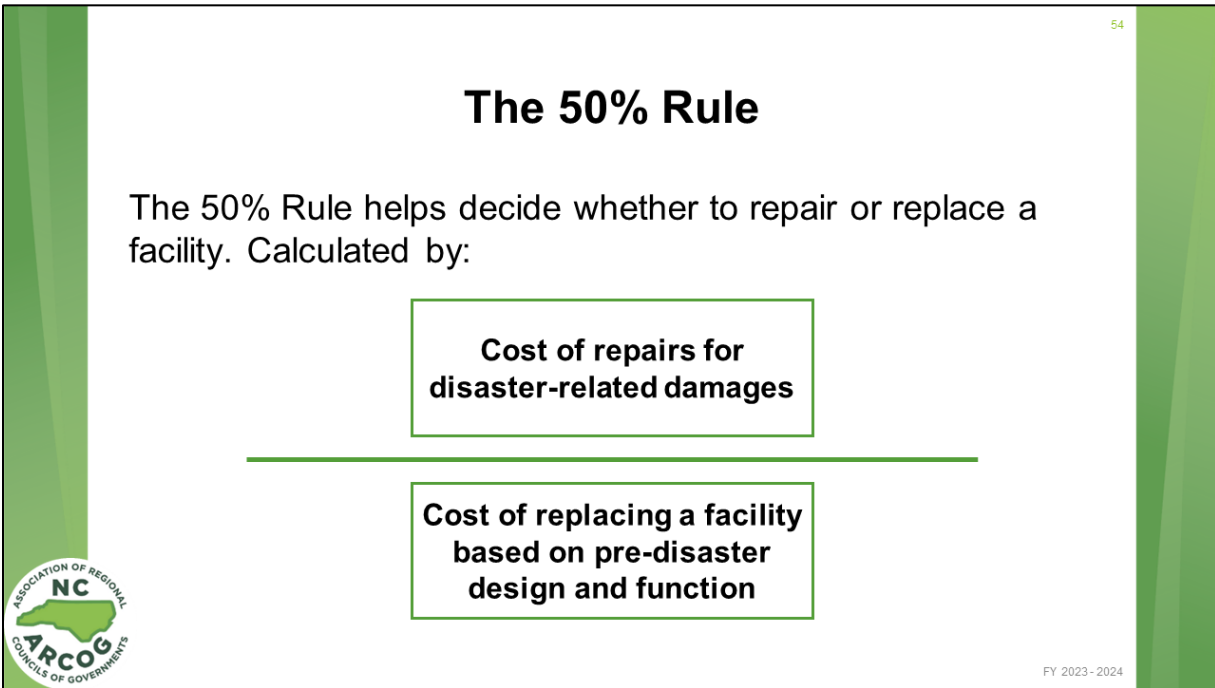


THE 50% RULE

SECTION OVERVIEW

A description of the “50% Rule” to determine repair or replace, what it is, why it is used, and how to calculate it.

SECTION SLIDE



The slide is titled "The 50% Rule" and explains that this rule helps decide whether to repair or replace a facility. It is calculated by comparing the cost of repairs for disaster-related damages to the cost of replacing a facility based on pre-disaster design and function. The slide includes the ARCOG logo in the bottom left and the text "FY 2023 - 2024" in the bottom right.

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

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NOTES

Why use the 50% Rule?

- The purpose of the 50% Rule is to make an early determination on whether it is more prudent to repair or replace a facility. It is not intended to be a full calculation of all eligible project costs.

How is it calculated?

- The percentage is calculated with the repair cost as the numerator and the replacement costs as the denominator.
- The repair cost (numerator) is the cost of repairing disaster-related damage.
 - This includes costs related to compliance with codes and standards that apply to the repair of the damage.
 - This cannot include upgrades of non-damaged elements, emergency work, or soft costs.
- The replacement cost (denominator) is the cost of replacing the facility based on its pre-disaster design (size and capacity) and function in accordance with applicable codes or standards.
 - This cannot include costs associated with demolition, site work, contents, or hazard mitigation measures.




MODULE 2: UNIT 9 SUMMARY

SECTION SLIDE

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Module 2: Unit 9 Summary

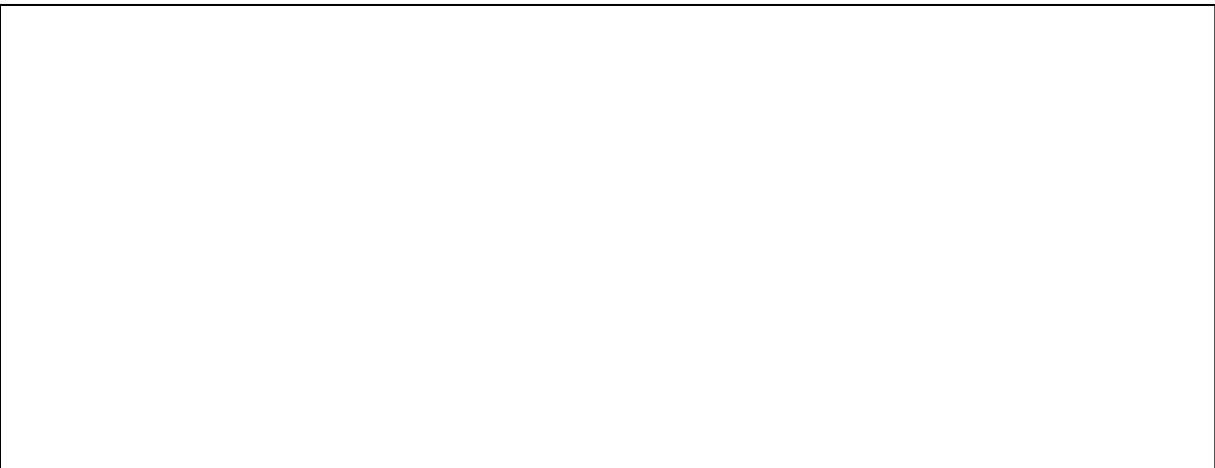
- The types of projects that can be created based on logical grouping of damages
- The difference between Small and Large Projects
- Standard Lane and Completed Lane Projects
- The 50% Rule in deciding to repair or replace facilities

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NOTES

- 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





UNIT 10: HAZARD MITIGATION

SECTION OVERVIEW


In this Unit, we will discuss hazard mitigation programs and determine the proper use of those within the disaster recovery process.

SECTION SLIDE

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Module 2: Post-Disaster Operations

Unit 10: Hazard Mitigation



FY 2023 - 2024

NOTES

In this Unit, we will discuss the Hazard Mitigation programs that exist and can be used for additional funding.




OVERVIEW

57

Module 2: Unit 10 Overview

- Hazard Mitigation Programs
- 404 and 406 Hazard Mitigation Grants
- 406 Hazard Mitigation Program
- Unit 10 Summary

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NOTES

HAZARD MITIGATION PROGRAMS

SECTION OVERVIEW






An overview of Hazard Mitigation programs available for funding.

SECTION SLIDES


58

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



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NOTES

- Hazard Mitigation is defined as any action taken to reduce or eliminate long-term risk to people and property from natural hazards and their effects.
- FEMA has authority to provide Public Assistance funding for cost-effective hazard mitigation measures, as well as hazard mitigation funding under its Hazard Mitigation Grant Program (HMGP).



404 AND 406 HAZARD MITIGATION GRANTS


SECTION OVERVIEW

A brief discussion of the 404 and 406 Hazard Mitigation Grants.

SECTION SLIDE

59


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



FY 2023 - 2024

NOTES

- Section 404 hazard mitigation and Section 406 hazard mitigation funding are distinct programs with key differences in their scope, purpose, and funding.
- The Subrecipient may use both PA mitigation (406) and HMGP mitigation (404) funds to implement mitigation measures on the same facility, but not for the same work. The Subrecipient cannot use funds from one of these mitigation programs to meet the non-federal cost share of work funded under the other mitigation program.
 - 404 grant funding may be used in conjunction with 406 mitigation funds to bring an entire facility to a higher level of disaster resistance, when only portions of the facility were damaged by the current disaster event.
 - After a declared event, look for state-distributed info on 404 funding. Current Contact information can be found on FEMA's website: <https://www.fema.gov/grants/mitigation/state-contacts>
- 404 grant funding will be covered in more detail in Module 3.



406 HAZARD MITIGATION PROGRAM

SECTION OVERVIEW

A detailed description of the 406 Hazard Mitigation Program.

SECTION SLIDE

60

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**






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NOTES

Section 406 funding is limited to counties within a declared disaster area and eligible damaged facilities. The intent is for the repair of disaster-damaged facilities and mitigation measures to reduce the potential of future, similar disaster damages to the same facility.

- Section 406 mitigation measures are funded under the Public Assistance program (PA).
- Examples of 406-approved measures:
 - Constructing floodwalls around damaged facilities
 - Installing new drainage facilities along a damaged road
 - Repairing and strengthening roofs to exceed codes and standards requirements to meet wind speeds of disaster
 - Installing hurricane-rated windows to replace those damaged in disaster



What other projects can you think of that can be funded under this program?




HAZARD MITIGATION: 406 FUNDING

SECTION OVERVIEW


A brief description of the basics of Hazard Mitigation 406 Funding.

SECTION SLIDE

Hazard Mitigation: 406 Funding

A photograph showing a flooded area with a concrete barrier wall. A person is wading through the water, and a blue inflatable ring is visible. The background shows trees and a building partially obscured by the flood.

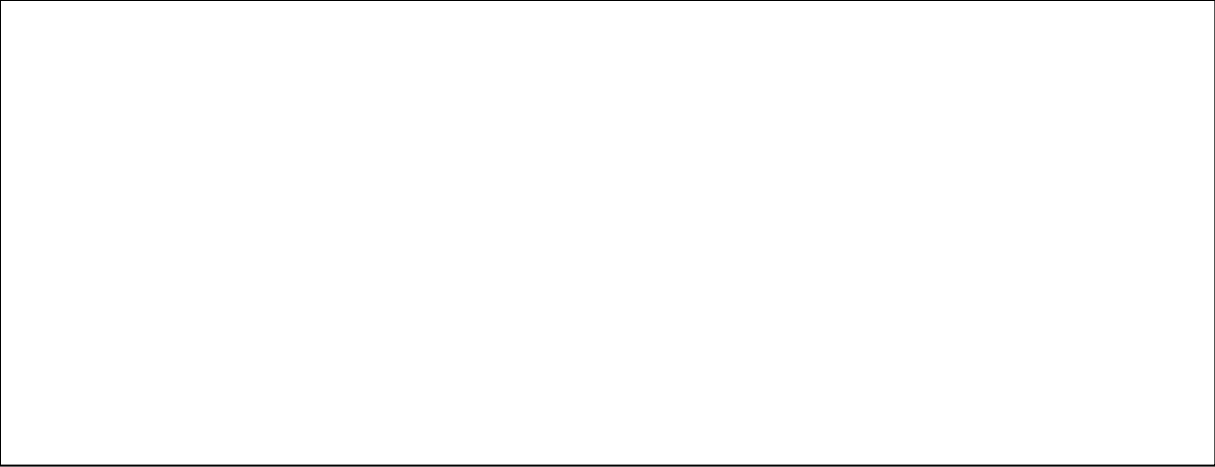
- Provides funding for mitigation measures in conjunction with disaster repairs
- Funding only available for declared counties and eligible damaged facilities

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FY 2023 - 2024

NOTES

- The 406 grant is managed by the state under funding provided for in the Stafford Act.
- Section 406 mitigation measures are funded under the Public Assistance, or Infrastructure, program (PA).
- The 406 funding provides discretionary authority to fund mitigation measures in conjunction with the repair of the disaster-damaged facilities, so is limited to declared counties and eligible damaged facilities.

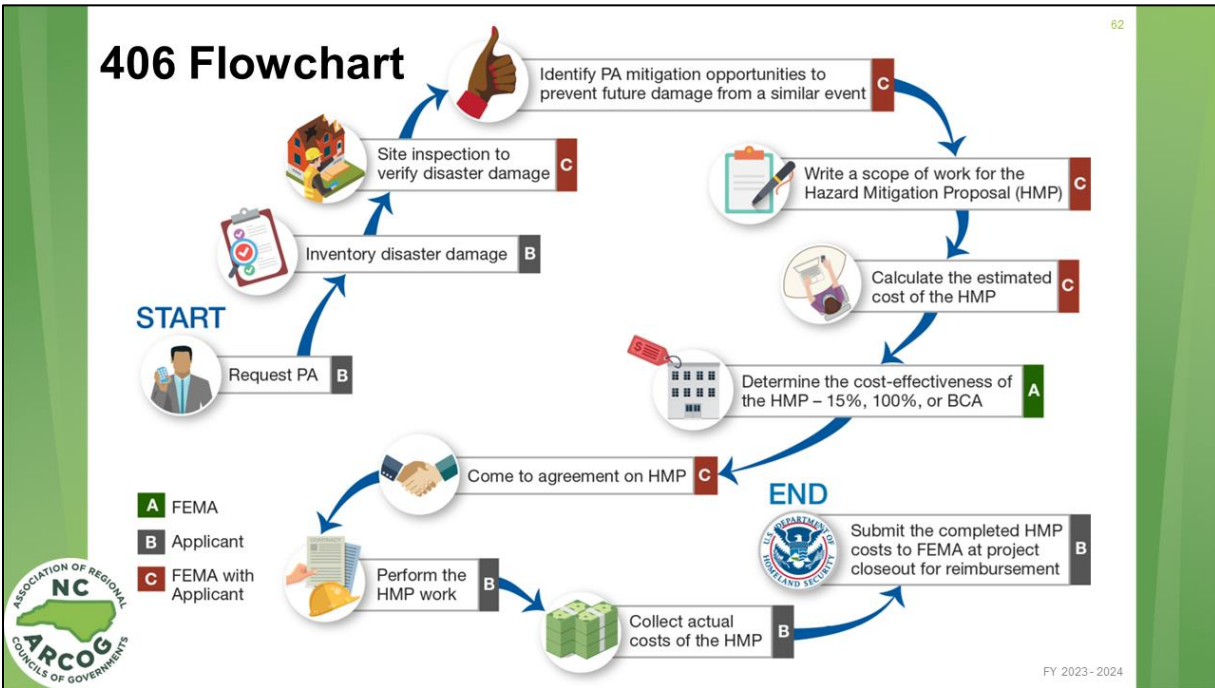


406 FLOWCHART

SECTION OVERVIEW

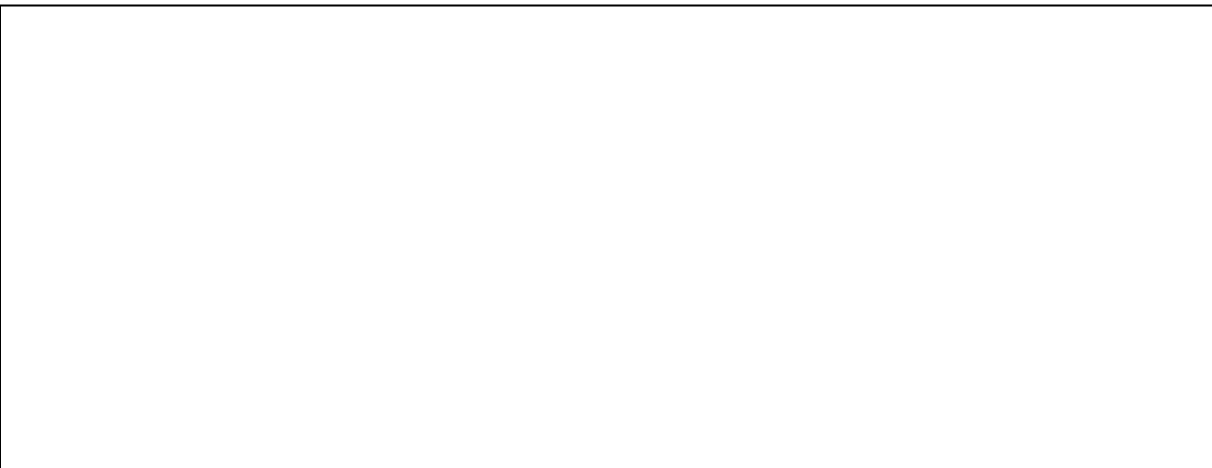
An overview of the 406 Mitigation process from start to finish showing steps taken by FEMA, by the Applicant, and by both together.

SECTION SLIDE



NOTES

Review the steps of the 406 Mitigation process. Note the difference between what FEMA is doing and what the Applicant is doing concurrently, and how both need to work together throughout the process.



KNOWLEDGE CHECK 2.5


SECTION SLIDE

63

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?

FY 2023 - 2024

NOTES

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?

Answer: _____


MODULE 2: UNIT 10 SUMMARY

SECTION SLIDE

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Module 2: Unit 10 Summary

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

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FY 2023 - 2024

NOTES

In this Unit you learned:

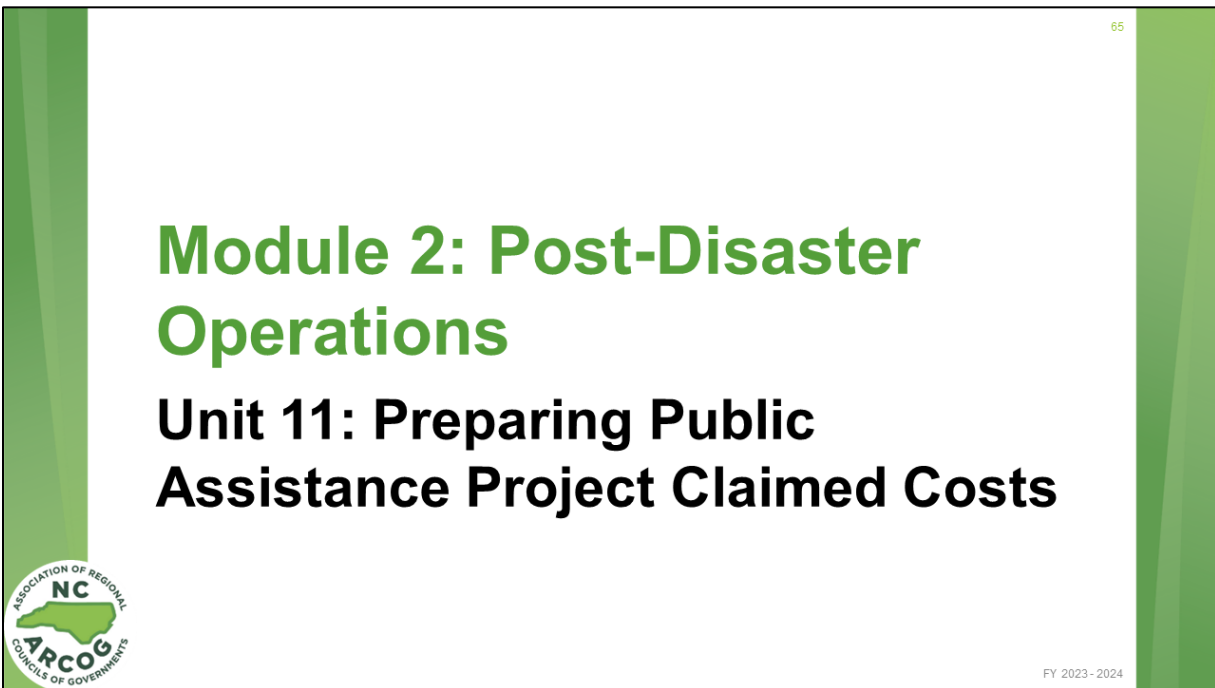
- The two primary types of Hazard Mitigation Grants
- The appropriate use of funding from the 406 grant

UNIT 11: PREPARING PUBLIC ASSISTANCE PROJECT CLAIMED COSTS

SECTION OVERVIEW

In this Unit, we will discuss methods to accurately prepare and prioritize PA emergency and permanent work project claimed costs.


SECTION SLIDE



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Module 2: Post-Disaster Operations

Unit 11: Preparing Public Assistance Project Claimed Costs



FY 2023 - 2024

NOTES

In this Unit, we will learn about the differences in cost estimates based on project type, as well as complete a walkthrough of how to prepare a cost estimate.




OVERVIEW

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Module 2: Unit 11 Overview

- Work Projects and Costs
- Work Project Estimates
- Work Project Estimate Preparation and Strategy
- Mutual Aid
- Unit 11 Summary

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NOTES

WORK PROJECTS AND COSTS

SECTION OVERVIEW

A description of how estimates are produced based on the type of project.

SECTION SLIDE

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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.



FY 2023 - 2024

NOTES

- **Emergency Work Projects with Work to be Completed:** Emergency Work Projects are difficult to estimate because the Scope of Work is often unknown. Also, emergency response activities do not generally have established unit pricing and have a lot of variables that can impact pricing. With sufficient information, FEMA may process Emergency Work Projects based on estimates.
- **Permanent Work Projects with Work to be Completed:** FEMA determines the amount of funding based on the estimated cost to restore the damaged facility to its pre-disaster design and function. If FEMA developed the Scope of Work, it also develops the associated cost estimate.
- **Permanent Work Projects with All Work Completed:** Once work on a project is complete, the Subrecipient must submit documentation for the project within 90 days of the Recovery Scoping Meeting or within 90 days of the work completion date, whichever is later, regardless of whether the project has been obligated. FEMA denies assistance for work and costs that are not supported with documentation by this deadline.
- **Small Projects:** FEMA may process small projects based on estimated costs even if all work is completed. Small Project estimates are not subsequently adjusted to reflect actual costs.
- 2 CFR 200 states that a contract with a contractor cannot be contingent on receiving federal funding from FEMA or any other source. You must contract for the work regardless of federal funding. In other words, work to be completed cannot be tied to your federal award!



WORK PROJECT ESTIMATES

SECTION OVERVIEW


A description of Subrecipient-submitted cost estimates and FEMA-developed cost estimates.


SECTION SLIDE


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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.

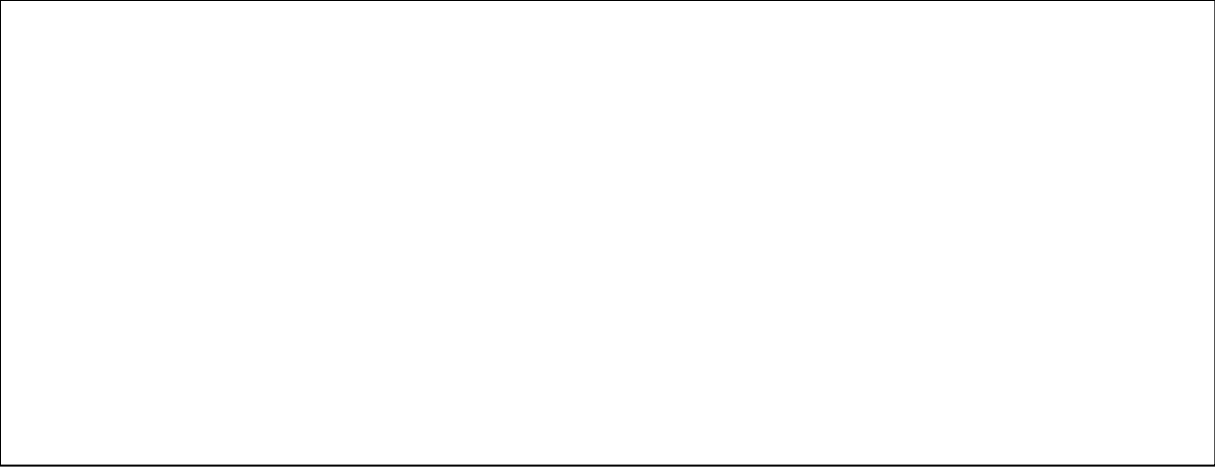

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NOTES

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

- Is prepared by a licensed estimating professional or certified professional cost estimator, who certifies that the estimate was prepared in accordance with industry standards
- Includes certification that the estimated cost directly corresponds to the repair of the agreed upon damage
- Is based on unit costs for each component of the Scope of Work, and that those components are agreed upon
- Is based on the current phase of design or construction inclusive of any known costs
- Includes actual, reasonable costs for work completed at the time the cost estimate is developed

When FEMA develops cost estimates for sites with Permanent Work to Be Completed, and the total costs are expected to meet or exceed the Large Project threshold, FEMA uses the Cost Estimating Format (CEF) in accordance with the CEF Instruction Guide. The CEF Instructional Guide defines various factors and the range of percentage values that FEMA may apply to projects.



WORK PROJECT ESTIMATE PREPARATION AND STRATEGY


SECTION OVERVIEW

A brief walkthrough of how to prepare a work estimate.

SECTION SLIDE

69


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



FY 2023 - 2024

NOTES

- Estimates may not always be easy to create, based on the damage incurred during the disaster. FEMA requires good methodology to validate or support estimates.
 - Good Methodology – Follows federal and FEMA published guidelines on cost estimation, such as utilizing FEMA’s CEF or a certified engineer’s report.
 - Bad Methodology – Contractor’s estimate (e.g., they can estimate whatever they want) or their invoice for costs.
- The Subrecipient can use their own template formats for documentation, as long as it contains required information.
 - E.g., estimating utilities such as water chemicals, mosquito control, generator usage
- Preparing a FEMA project building estimate using the National Template
 - Refer to “DR#####_#####_ApplicantName_CAT X_EPM_National Template as of 6 14 2021.xlsx” in the course materials supporting documents
- Preparing an estimate for debris removal (emergency work)
- Preparing an estimate for generator usage
 - Refer to “PRASA Generators Revised 01-08-2018 (Reports until 12-22-2017).xlsx” in the course materials supporting documents



KNOWLEDGE CHECK 2.6


SECTION SLIDE

70

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

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NOTES

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

SECTION OVERVIEW


A brief definition of what mutual aid is following a disaster.

SECTION SLIDE


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Mutual Aid


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



Requesting Entities



Providing Entities



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NOTES

- Mutual aid is resources provided by another jurisdiction to help a Subrecipient following a disaster.
- Mutual aid reimbursement practices can be determined by Requesting Entities (those in need of assistance) and Providing Entities (those providing assistance).
- FEMA provides PA funding to the Requesting Entity as it is legally responsible for the work.
- FEMA does not provide PA funding directly to the Providing Entity. For the work to be eligible, the Requesting Entity must have requested the resources provided.
- Some states have a statewide mutual aid agreement, where the state is responsible for reimbursing mutual aid costs.
 - In North Carolina, ULGs can have their own mutual aid agreements, but the state does have a state-wide agreement. Individual ULGs should coordinate with their County Emergency Manager to interface with the state agreement.
- More information about mutual aid can be found in the Public Assistance Program and Policy Guide (PAPPG).




MODULE 2: UNIT 11 SUMMARY

SECTION SLIDE

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Module 2: Unit 11 Summary

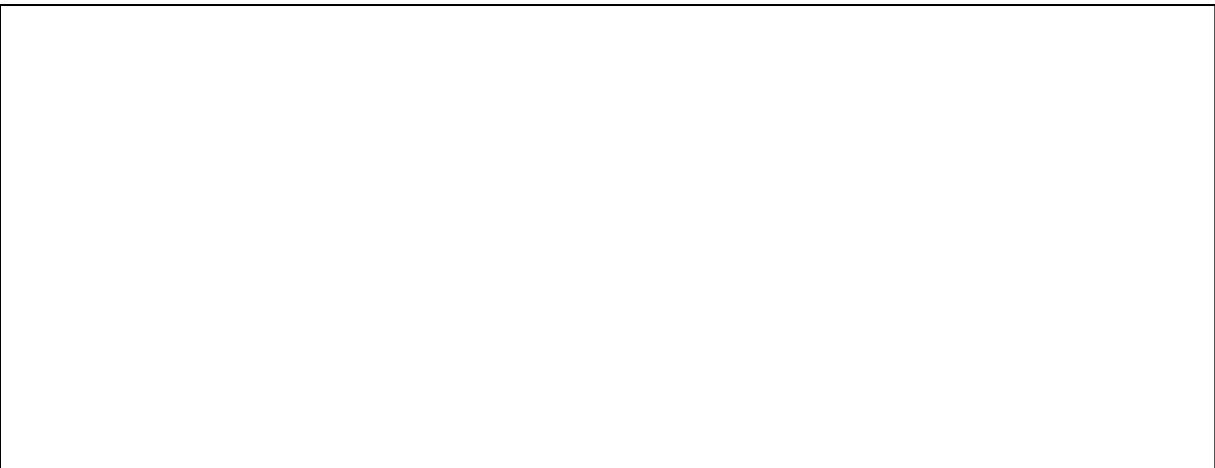
- How estimates are prepared based on project type
- How Subrecipient-submitted cost estimates should be prepared
- How FEMA develops cost estimates
- A walkthrough of how to prepare a cost estimate
- A description of mutual aid

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NOTES

- 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

SECTION SLIDE

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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

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NOTES

- 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


SECTION SLIDES

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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.

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NOTES

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


SECTION SLIDE

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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?

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NOTES

Participant Instructions: Review the scenario and provided sample DDD. Work individually to develop a DDD from the provided materials including the 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?

DDD Sample, Site Inspection Report, Damage Inventory, and DDD worksheet are on the pages that follow.

Damage Description and Dimensions - Sample

General Information:

Disaster Declaration Date: October 31, 20xx
Disaster Declaration #: 9999-DR, Hurricane Omega
Incident Period: October 29, 20xx through November 12, 20xx
Local Rep: John Jones
Title: Highway Superintendent
Applicant: Town of Paro
County: Mash
State: North Carolina
FIPS #: 099-99999-00
Phone: 252-999-9999
FEMA PO: John Doe
SEMO PO: Jane Doe
Location: Paro Road

On November 10, 2012, Project Specialists from FEMA and the state went on a site visit to witness/observe/document the damage to Paro Road.

On October 30, 2012, heavy rains resulting from Hurricane Omega caused Paro River and its tributaries to overflow their banks causing damage to sections adjacent to Paro Road. Upon arrival they found that Paro Road is a rural, gravel-surfaced roadway serving several communities in Mash County.

The Roadway is typically 14 feet wide with shoulder widths of 5 feet and has a compacted gravel surface of approximately 2 inches thick over an 18-inch compacted base.

Damage to Paro Road occurred at 2 different locations between Milepost .7 and 2.7. Location 1 had been scoured the worst. It was scoured for 1000', the entire width of the surface. Location 2 had been scoured for 200', the entire width.

Damages included scouring and loss of some gravel. Localized embankment erosion and embankment slope failures at both locations. Much of the eroded aggregate was deposited within the roadway drainage ditch.

The Highway Superintendent stated they intended to perform the repairs with force account and anticipates \$500,000 in costs.

Site Inspection Summary Report for Paro, NC

Site: Paro Creek

Location: Between Benson Road and Burnwood Road, Paro, NC 27800

Date Inspected: November 9th, 20xx

Attendees:

FEMA Project Specialist John Doe

State Emergency Management Representative Jane Doe

Damage Observed:

Significant damage to Paro Creek Drainage Channel.

On October 30, 20xx Hurricane Omega caused a side slope washout along the improved channel for Paro Creek between Benson Road and Burnwoods Road.

Damage was measured at 500' long x 80' wide x 60' deep.

Inspection Notes:

The alignment and slopes of Paro Creek had been improved as part of storm water management improvements in the 1990s. The original water course had been eroded and was straightened, profiled, and vegetated to improve its hydraulic capacity while remaining compatible with a naturalized landscape appearance. The channel is regularly maintained. Accordingly, the channel is considered an improved and maintained natural feature and is an eligible facility in accordance with 44 CFR §206.221 (d).

The Highway Superintendent said the town plans to use a contractor to repair the damage and that the contractor had been procured properly.



Damage Inventory for Paro, NC

Category	Name of damage/facility	Address 1	City	State	Zip	Latitude	Longitude	Describe Damage	Primary Cause of Damage	Approx. Cost	% Work Complete	Labor Type	Has received PA grant(s) on this facility in a	Applicant priority
C	Scouring damage to Paro Road	1 Paro Road	Paro	NC	28000	35.90170	-77.87870	Major scouring of Paro Road due to flooding from the Paro River. Scouring is located at two locations between mileposts .7 and 2.7. Roughly 1000 feet of scouring of the entire road at location 1, roughly 200 feet of scouring at location 2. Loss of gravel and embankment erosion.	Hurricane	\$500,000.00	0%	FA	U	High
D	Damage to Paro Creek drainage channel	Paro Creek between Benson Road and Burnwood Road	Paro	NC	28000	35.82780	-77.76550	Large side-slope washout as a result of flooding along Paro Creek approximately 500' long x 80' wide x 60' deep.	Hurricane	\$900,000.00	10%	C	U	Medium



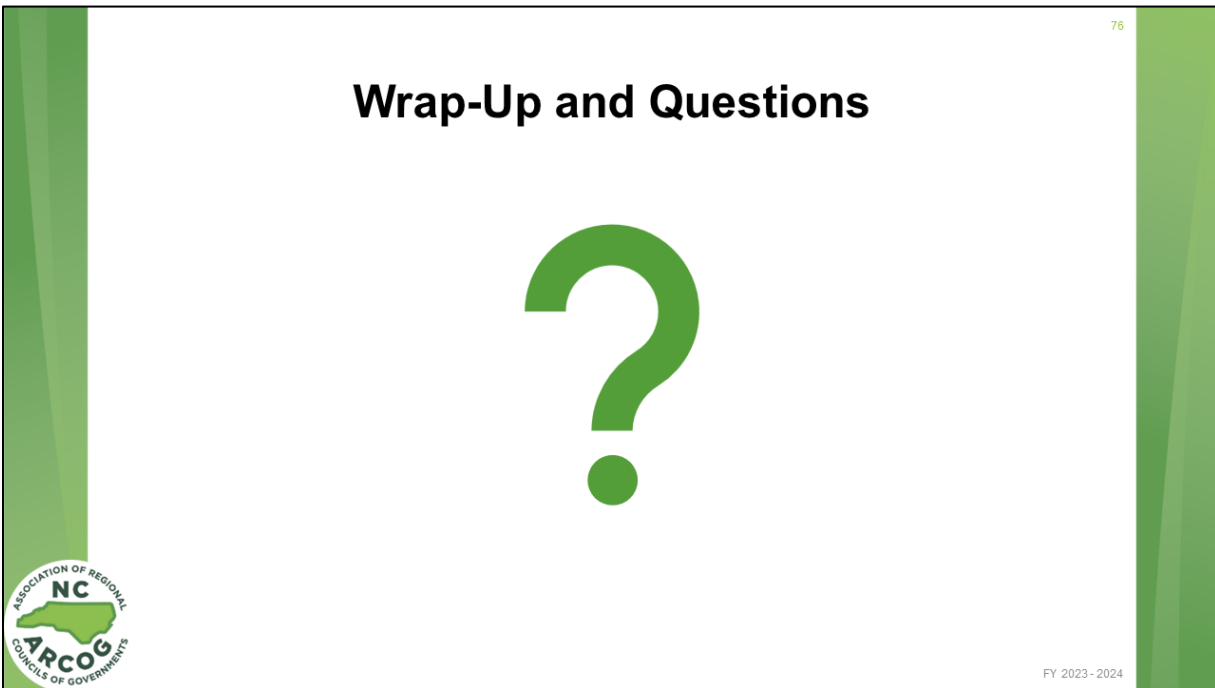
Damage Description and Dimensions – ELA (Participant Worksheet)

General Information:

Disaster Declaration Date: October 31, 20xx
Disaster Declaration #: 9999-DR, Hurricane Omega
Incident Period: October 29, 20xx through November 12, 20xx
Local Rep: John Jones
Title: Highway Superintendent
Applicant: Town of Paro
County: Mash
State: North Carolina
FIPS #: 099-99999-00
Phone: 252-999-9999
FEMA PO: John Doe
SEMO PO: Jane Doe
Location: Paro Creek



WRAP-UP AND QUESTIONS

SECTION SLIDE

A presentation slide with a white background and green vertical bars on the left and right sides. At the top center, the text "Wrap-Up and Questions" is displayed in a bold, black font. Below this text is a large, green question mark. In the bottom left corner, there is a small version of the ARCOG NC logo. In the bottom right corner, the text "FY 2023 - 2024" is visible. The number "76" is located in the top right corner of the slide area.

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Wrap-Up and Questions



FY 2023 - 2024

NOTES

The instructor will ask if you have any additional questions and will address any final items.

A large, empty rectangular box with a thin black border, intended for taking notes during the presentation.

CONCLUSION

SECTION SLIDE



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

NOTES

The instructor will administer the Module 2 post-test. It consists of 15 multiple choice questions.

COURSE KEY TERMS AND ACRONYMS

Appeal - When there is a FEMA determination the Applicant disagrees with, PA Applicants are provided a two-tiered administrative appeal process. The Regional Administrator (RA) of the applicable FEMA Region decides the first level appeal. If the Applicant chooses to second appeal that decision, then the Assistant Administrator for Recovery at FEMA Headquarters determines the Agency's final decision regarding the matter. If the Applicant does not second appeal the decision within 60 days of the first appeal decision, the first appeal decision becomes the final agency decision.

Applicant - A non-federal entity submitting an application for assistance under the Recipient's federal award, a Subrecipient is an Applicant that receives a subaward from a pass-through entity to carry out part of a federal program. When an entity applies for PA funding, it is the Applicant. Once the Applicant receives funding, it is either the Recipient, pass-through entity or a Subrecipient. For simplicity, FEMA uses the term Applicant throughout this document when referring to the responsible entity for a project rather than making distinctions between an entity as the Applicant, Recipient, pass-through entity, or Subrecipient. FEMA uses the terms Recipient and Subrecipient when necessary to differentiate between the two entities.

Categories of Work - To facilitate the processing of Public Assistance Funding, FEMA separates eligible work into different categories under Emergency Work and Permanent Work. Emergency Work is separated into two categories and Permanent Work into five categories based on general types of facilities.

Consolidated Resource Center (CRC) - North Carolina is in Region IV (Region 4) The staff at the CRC process grant applications and create Applicants' Damage Description and Dimensions for Completed Work, Scope of Work, and cost estimates across multiple disasters. The Consolidated Resource Center Public Assistance staff coordinate with field staff located at the disaster in making eligibility determinations. The teams and staff at the CRCs include but are not limited to Validation Specialists, Costing Specialists, Hazard Mitigation Specialists, Environmental and Historic Preservation Specialists, Insurance Specialists, and Technical Specialists.

Damage Inventory (DI) - lays the foundation for all future actions including Project Formulation, Damage Description and Dimensions, scope of work, and cost estimates; all of which lead to the Applicant acquiring grant funding.

Deobligation (of funds) - The process by which FEMA may take back awarded (obligated) PA funds. This may occur for a number of reasons such as work being done that was not outlined in the approved SOW.

Determination Memorandum - When FEMA denies assistance, it will provide written notice, often in the form of a Determination Memorandum (DM), which explains the basis for the denial and sets forth an Applicant's appeal rights. Generally, FEMA will electronically transmit eligibility determinations through its web-based system, [Grants Manager/Grants Portal](#).

Duplication of Benefits - Funding received from two sources for the same item of work.

Emergency Project - Any emergency work project that addresses an immediate threat including debris removal (Category A) Work and emergency protective measures (Category B Work).

Emergency Protective Measure (EPM) - An action taken by a community before, during, and after an incident to save lives, protect public health and safety, and prevent damage to improved public and private property.

Environmental and Historic Preservation (EHP) - The entity or sector within FEMA that reviews work and projects for environmental and historic regulation compliance.

Exploratory Calls - the initial call in which the FEMA Program Delivery Manager and Applicant discuss the disaster-related damage identified by the Applicant. During the discussion, the Program Delivery Manager describes the Damage Inventory to the Applicant.

Federal Coordinating Officer (FCO) - appointed by the Director of FEMA on behalf of the President to coordinate federal assistance following a declared disaster or emergency. The FCO establishes the joint field office (JFO) and works in partnership with the SLTT partners to determine state and local disaster assistance requirements. For all Stafford Act declared incidents, the FCO reports to the Regional Administrator for the region in which the incident occurs.

Federal share - The portion of the total project costs that are paid by federal funds.

Fieldcraft - The knowledge and skills one gains from experience or receives from a mentor outside of a defined curriculum. Fieldcraft represents how business is conducted despite doctrine.

Force Account Equipment - refers to Applicant owned equipment. An Applicant's own equipment

Force Account Labor - Refers to the Applicant's personnel. An Applicant's own labor forces.

Fringe benefits - A percentage of the actual wages that pays for employee benefits.

Grantee - Please see Recipient/Applicant

Grants Manager - FEMA side of Grants Portal, PA Program Delivery software.

Grants Portal <https://grantee.fema.gov/> - Applicant side of FEMA PA Program delivery software.

Large Project - A project for which the final obligated (federal and non-federal) amount is equal to or greater than the annually adjusted cost threshold for small project grants.

Local Government - A county, municipality, city, town, township, local public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under state law), regional or interstate government entity, or agency or instrumentality of a local government; an Indian Tribe or authorized tribal organization, or Alaska Native village or organization that does not meet the definition of Indian Tribal Government; or a rural community, unincorporated town or village, or other public entity, for which an application for assistance is made by a state or political subdivision of a state.

Management Cost - Any indirect cost, any direct administrative cost, and any other administrative expense associated with a specific project under a major disaster or emergency.

National Disaster Recovery Framework (NDRF) - enables effective recovery support to disaster-impacted states, tribes, territorial and local jurisdictions. It provides a flexible structure that enables disaster recovery managers to operate in a unified and collaborative manner. The NDRF focuses on how best to restore, redevelop and revitalize the health, social, economic, natural and environmental

fabric of the community and build a more resilient nation.

NC EM Grants <https://emgrants.nc.gov/> - This site is for the online application and management of Public Assistance (PA) and Hazard Mitigation (HM) grants for Applicants in North Carolina. These federal grant programs aid state and local governments in returning a disaster area to pre-disaster conditions and mitigating the future impact of natural hazards. Eligible Applicants include local and Tribal governments as well as certain Private Non-Profit organizations.

Non-Federal Entity - An institution of higher education, nonprofit organization, local government, Indian Tribe, or state that carries out a federal award as a Recipient or Subrecipient.

Obligated - Funds that FEMA has made available are available to the Recipient (state) to pass through to the appropriate Subrecipient. FEMA obligates funds to the state once a project meets Stafford Act eligibility requirements. The state is the official recipient of FEMA federal assistance. The state is then responsible for disbursing the money to Applicants.

Pass-through Entity - A non-federal entity that provides a subaward to a Subrecipient to carry out part of a federal program.

Permanent Work Project - Any work project that addresses the restoration of roads/bridges (Category C), water control facilities (Category D), buildings/equipment (Category E), utilities (Category F), parks, recreational, and other facilities (Category G).

Preliminary Damage Assessment (PDA) - a mechanism used to determine the impact and magnitude of damage and the resulting unmet needs of individuals, businesses, the public sector, and the community. Information is collected from the field, the public, teams within the Emergency Operations Center, etc. to determine the damages of the area.

Private Non-Profit Organization (PNP) - A facility that provides a critical service, which is defined as education, utility, emergency, or medical or a facility that provides a noncritical, but essential social service and provides those services to the public. Any nongovernmental agency or entity that currently has an effective ruling letter from the U.S. Internal Revenue Service, granting tax exemption under Sections 501(c), (d), or (e) of the Internal Revenue Code, or satisfactory evidence from the state that the nonrevenue producing organization or entity is a nonprofit one organized or doing business under state law.

Procurement Disaster Assistance Team (PDAT) - entity within FEMA that monitors, reviews, and can provide guidance on procurement.

Public Assistance (PA) - FEMA's Public Assistance Program provides supplemental grants to state, tribal, territorial, and local governments, and certain types of private non-profits so communities can quickly respond to and recover from major disasters or emergencies. The program acts as a reimbursement program for eligible disaster related costs.

Public Assistance Program and Policy Guide - The federal guide to the Public Assistance Program. This guide is updated regularly and applies to specific timeframes and disasters. The Guide references the Code of Federal Regulations and Stafford Act to assist with guidance and regulations on the Public Assistance Program.

FEMA Public Assistance Program Delivery Manager (PDMG) - the Applicant's primary point of contact, the FEMA Program Delivery Manager, is the first way that FEMA works with the Applicant to inform them of what project-specific documentation they need to provide.

Recipient - The State, Territorial, or Tribal government that receives and manages the federal award under the disaster declaration and disburses funding to eligible subrecipients. A non-federal entity that receives a federal award directly from a federal awarding agency to carry out an activity under a federal program.

Recovery Scoping Meeting (RSM) - The first substantive meeting between the Applicant and FEMA which starts the 60-day regulatory timeframe for the Applicant to identify and report damage. It is a detailed and in-depth meeting regarding the Applicant's disaster damages and the PA process.

Request for Public Assistance (RPA) - The form a public entity or PNP organization uses to apply for assistance under the Public Assistance Program.

Request for Reimbursement (RFR) - The phase of the Public Assistance Program in which subgrantees/subrecipients request their awarded funding from the Recipient/Grantee. This process is typically processed through a state grant management system and requires additional documentation to further validate costs initially obligated by FEMA. This is the official request to receive the funding obligated by FEMA and is monitored closely by the Recipient.

Small Project - A project for which the final obligated (federal and non-federal) amount is less than the annually adjusted cost threshold for small project grants.

Subject Matter Expert (SME) - An individual with qualifications and experience in a particular field or work process; an individual who by education, training, and/or experience is a recognized expert on a particular subject, topic, or system.

Special Population - In disaster response and recovery, a population whose members may have additional needs before, during, and after an incident in functional areas, including but not limited to: maintaining independence, communication, transportation, supervision, and medical care.

State, Local, Territorial, or Tribal (SLTT) - partners in the disaster recovery process and referred to in a group as partners to the federal government.

Subgrantee - Please see Subrecipient

Subrecipient - Applicants who have received a subaward from the Recipient and are then bound by the conditions of the award and subaward. A non-federal entity that receives a subaward from a pass-through entity to carry out part of a federal program. It does not include an individual that is a beneficiary of such program. A Subrecipient may also be a Recipient of other federal awards directly from a federal awarding agency.

Unit of Local Government (ULG) - Organizations of local government including counties and municipalities

ADDITIONAL RESOURCES

FEMA Resources

FEMA Independent Study Courses - <https://training.fema.gov/is/crslist.aspx?lang=en>

- Basic recommended courses:
 - IS-100 Introduction to the Incident Command System, ICS 100
 - IS-200 Basic Incident Command System for Initial Response, ICS-200
 - IS-700 An Introduction to the National Incident Management System
 - IS-800 National Response Framework, An Introduction
 - IS-1000 Public Assistance Program and Eligibility

[FEMA Acronyms, Abbreviations, and Terms Job Aid](#)

[FEMA Arbitration Fact Sheet Version 4 20220630](#)

[FEMA A Whole Community Approach to Emergency Management: Principles, Themes, and Pathways for Action](#)

[FEMA Disaster Financial Management Guide: Guidance for State, Local, Tribal & Territorial Partners – April 2020](#)

[FEMA Donated Resources Fact Sheet](#)

[Fact Sheet – Contracting Requirements Checklist – October 2018](#)

[FEMA Force Account Equipment Summary Record Form](#)

[FEMA Force Account Labor Summary Form](#)

[Grants Manager and Grants Portal Fact Sheet](#)

[FEMA Grants Portal](#)

[FEMA Hazard Mitigation Assistance Program and Policy Guide March 23, 2023](#)

[FEMA Hazard Mitigation Grants 404 and 406 Job Aide – May 2017](#)

[FEMA Job Aid: Public Assistance – Reasonable Cost Evaluation](#)

[FEMA Materials Summary Sheet Form](#)

[FEMA Public Assistance Program and Policy Guide \(PAPPG\) Version 4](#)

[FEMA Public Assistance CEF Instructional Guide](#)

[FEMA Public Assistance Project Templates and Forms](#)



[FEMA Public Assistance Management Costs Standard Operating Procedures – February 2019](#)

[FEMA Public Assistance Program Delivery Guide – September 2022](#)

[FEMA Project Worksheet FEMA Form FF-104-21-133](#)

[FEMA Policy FP-104-23-001 Public Assistance Simplified Procedures](#)

[FEMA Preliminary Damage Assessment Guide – May 2020](#)

[FEMA PA Contract Work Summary Record Form](#)

[FEMA Rented Equipment Summary Record Form](#)

[FEMA Request for Public Assistance Form](#)

[FEMA Schedule of Equipment Rates – 2023](#)

[FEMA State-Led Public Assistance Guide – February 2019](#)

North Carolina Resources

[2020 North Carolina Disaster Recovery Framework](#)

[North Carolina Disaster Recovery Assistance Guide](#)

[North Carolina Enhanced Hazard Mitigation Plan – Dec 2022](#)

[NC EM Grants Portal](#)

[NC Grants Management Documents](#)

[North Carolina NFIP](#)

[North Carolina NFIP Participating Communities](#)

[North Carolina Purchasing Procedures - Subchapter 05B – Procurement Purchase Procedures](#)

[University of North Carolina School of Government Procurement Presentation](#)

[University of North Carolina School of Government Municipal and County Administration Course](#)

[University of North Carolina School of Government Public Employment Law and Human Resource Management Microsite](#)

[University of North Carolina American Indian Center – Tribes and Urban Indian Organizations](#)

Other Resources

[Applicant Information – Damage Information and Inspections Checklist](#)

[Applicant Quick Guide – Exploratory Call and Recovery Scoping Meeting](#)



[Environmental and Historic Preservation Guide](#)

[Subrecipient Small Project Self Certification Form – Template](#)



Module 3 Participant Guide

Disaster Recovery Public Assistance (PA) Financial
Administration Training



North Carolina Association of Regional
Councils of Government

FY 2023 – 2024



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ABOUT THE PARTICIPANT GUIDE

The Participant Guide (PG) should be used as a reference tool by participants before, during, and after course delivery for the North Carolina Association of Regional Councils of Government (NCARCOG) Disaster Recovery Public Assistance (PA) Financial Administration Training. The PG expands on presentation slide content delivered by the course instructor, providing contextual information to maximize participant understanding of key themes and topics. It also serves as a workbook for notetaking and provides instructions for completing Knowledge Checks and Experiential Learning Activities.

WHAT WILL I FIND IN THE GUIDE AND HOW DO I USE IT?

The PG is a comprehensive package that contains:

- The recommended course delivery sequence
- Presentation visuals and contextual notes
- Space for notetaking during the course
- Knowledge Checks
- Instructions for Experiential Learning Activities
- Appendices for key terms, concepts, and resources to support the course and continued self-study



GETTING STARTED

COURSE DESCRIPTION

This course serves as a subject matter expert (SME) designed learning experience that allows for Council of Government staff to build [local government](#) capacity to effectively secure disaster recovery reimbursements and ensure those funds address local and regional priorities. The Public Assistance Local Government program provides the knowledge and tools for Units of Local Government (ULGs) to build and/or maintain the necessary financial systems and identify staff support needed to administer and report on the utilization of disaster recovery funds efficiently and effectively. This course is designed to incorporate recovery staffing and business practices into day-to-day financial administration operations.

Through completing this course, you will be more aware of the Public Assistance (PA) Program, the tools, resources, and contacts you can call upon for support, and best practices to prepare for, respond to, and recover from disasters. This course is designed to prepare local government officials and public asset stakeholders to become ready to engage with the PA Program from a place of familiarity and develop pre-disaster strategies to implement preparedness processes on “blue-sky” days before a disaster hits.

COURSE OVERVIEW

Title: Disaster Recovery Public Assistance (PA) Financial Administration Training

Audience: This course is for participants training to support local governments in the financial administration of Public Assistance local funds.

Learning Environment: You will be in a classroom setting and use available technology.

Delivery: This course is taught via Instructor-Led Training (ILT) modules and includes experiential scenario-based activities. The Participant Guide will be made available to you for use during and after the course. It is suggested that you also receive a digital copy of the Participant Guide upon course completion.

Media: This course utilizes Microsoft (MS) PowerPoint (PPT) presentations, Portable Document Format (PDF) documents, and linked website content. Facilitators may use a digital platform such as MS Teams as a repository for any ‘Parking Lot’ items or discussions that occur during the class.

MODULE TIMINGS, MICROLEARNINGS, AND SCHEDULE SAMPLES

This Disaster Recovery Public Assistance (PA) Financial Administration Training is designed to be flexible and scalable to the needs of instructors and participants. Instructors may choose to present all three modules of the course in sequence, teach individual modules as separate offerings, or teach single units as time allows.

Following is a list of expected timings for Module 3 and a sample schedule for full-day and half-day deliveries. Your instructor will review the chosen schedule prior to beginning the course.



Module 3 Pre-Assessment – 30 Minutes

Unit 0: Welcome and Administrative Items – 40 Minutes

Unit 12: 404 Mitigation and Project Closeout – 50 Minutes

Unit 13: Insurance – 50 Minutes

Unit 14: Donated Resources – 20 Minutes

Experiential Learning Activity – 40 Minutes

Module 3 Post-Assessment – 30 Minutes

Module 3 Microlearning Videos

- Unit 12: 404 Mitigation and Project Closeout – 5 Minutes
- Unit 13: Insurance – 5 Minutes
- Unit 14: Donated Resources – 5 Minutes



Below is a sample schedule for Module 3 which can be modified to best fit the needs of the instructor, participant availability, and course delivery. This schedule can be included in the Module 3 PPT slides if desired.

Example Schedule

Module/Unit/Activity	Estimated Time
Participant Registration	8:00 a.m. – 8:30 a.m.
Module 3 Pre-Assessment	8:30 a.m. – 9:00 a.m.
Module 3 Intro / Unit 0: Welcome and Administrative Items	9:00 a.m. – 9:40 a.m.
Break	9:40 a.m. – 9:50 a.m.
Units 12 Microlearning Video / Unit 12: 404 Mitigation and Project Closeout	9:50 a.m. – 10:40 a.m.
Break	10:40 a.m. – 10:50 a.m.
Unit 13 Microlearning Video / Unit 13: Insurance	10:50 a.m. – 11:40 a.m.
Lunch Break	11:40 a.m. – 12:30 p.m.
Unit 14 Microlearning Video / Unit 14: Donated Resources	12:30 p.m. – 12:50 p.m.
Break	12:50 p.m. – 1:00 p.m.
Experiential Learning Activity	1:00 p.m. – 1:40 p.m.
Break	1:40 p.m. – 1:50 p.m.
Module 3 Post-Assessment	1:50 p.m. – 2:20 p.m.
“Parking Lot” Items / Closing Remarks / End of Day	2:20 p.m. – 2:45 p.m.



PRE- AND POST-TESTING

Each module of this course has an associated pre- and post-test designed to serve as a check for understanding before and after taking the module. You will complete the pre-test prior to starting the module, and the post-test will be administered immediately after finishing the module.

PARKING LOT QUESTIONS AND FOLLOW-UPS

You will be provided with a method to ask and log follow-up questions throughout the course. The Parking Lot allows for technical questions to be identified and answered later by SME outreach conducted by the instructor. The instructor will gather and organize all Parking Lot questions and review them prior to the close of the session to ensure the follow up is successful and the responses are shared with all participants.

CRITICAL TAKE-AWAYS SHORT BRIEF

This course is meant to provide local government officials with the knowledge they need to develop pre-disaster strategies to help prepare their communities before a disaster hits. These strategies revolve around critical preparedness steps to take on a “blue-sky” day. To that end, below are some of the key points, actions, and questions that ULGs should be examining immediately following course completion:

1. Examine your Public Asset Insurance Coverage to ensure the information is correct. Insurance pays first, not FEMA.
2. Examine your HR Policy for hourly rates, overtime pay policies, and disaster pay policies. Examine the job descriptions of personnel who are responsible for disaster recovery. Does their job description and day-to-day work reflect those responsibilities, and are they capable of performing those responsibilities? Do they need support or additional training?
3. Does your procurement policy meet the required state and federal emergency declaration procurement needs to expedite purchases or assign responsibilities and oversight? Does it include emergency budget and capital decisions?
4. Do Mutual Aid agreements with state, county, and local partners reflect your disaster needs and access to goods and services to manage a disaster event? Are any critical partners missing or does the list need to be updated or expanded?
5. Examine the need to establish a Local Disaster Recovery Manager. Develop a Pre-Disaster Recovery Plan process that will be ongoing between Emergency Management and Local Government staff and critical stakeholders. Continue to develop a long-term plan for training and updates that includes vulnerable residents in your community such as seniors, disabled, children or fragile populations. The Pre-Disaster Recovery Planning Guide from FEMA included in the course materials is an excellent place to start.

EXPERIENTIAL LEARNING ACTIVITIES

Each module in this course concludes with an experiential learning activity (ELA). These ELAs are designed to give you an opportunity to practice the skills and apply the knowledge you gained from each module. The ELAs are optional. The instructor will assess the available time and appropriateness of conducting the ELA and will facilitate if they determine to use it.



MODULE 3

COURSE OVERVIEW

DESCRIPTION

Instructors will welcome you to the course and review the course description outlined in the Getting Started section of the Participant Guide.


SECTION SLIDE

2

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.



FY 2023-2024

NOTES




UNIT 0: WELCOME AND ADMINISTRATIVE ITEMS

SECTION SLIDES

3

Module 3: Long-Term Recovery

Unit 0: Welcome and Administrative Items




FY 2023 - 2024

4

Welcome to the Course

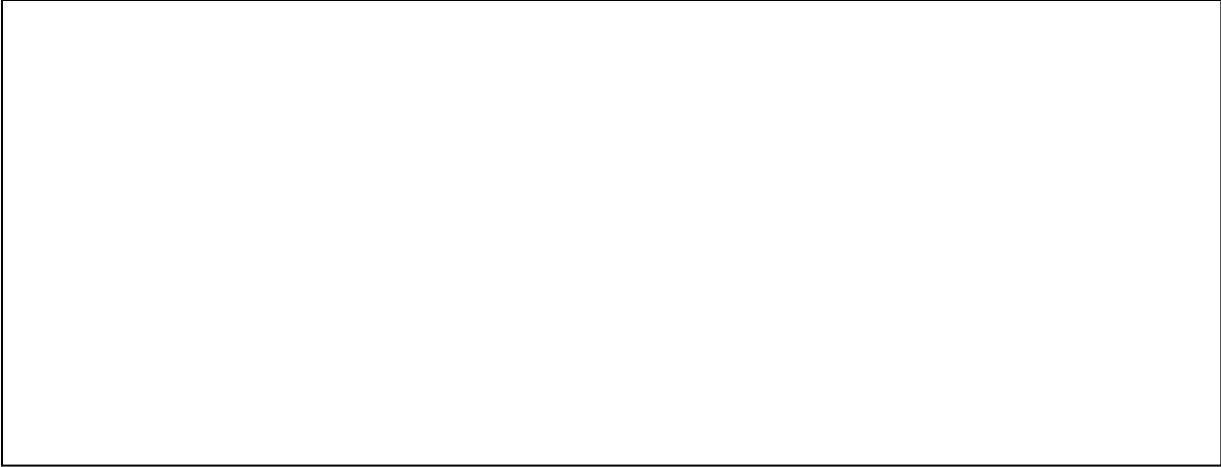
This course builds local government capacity to effectively secure FEMA Public Assistance (PA) disaster recovery funds and ensure those funds address local and regional priorities.

- 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.



FY 2023 - 2024

NOTES

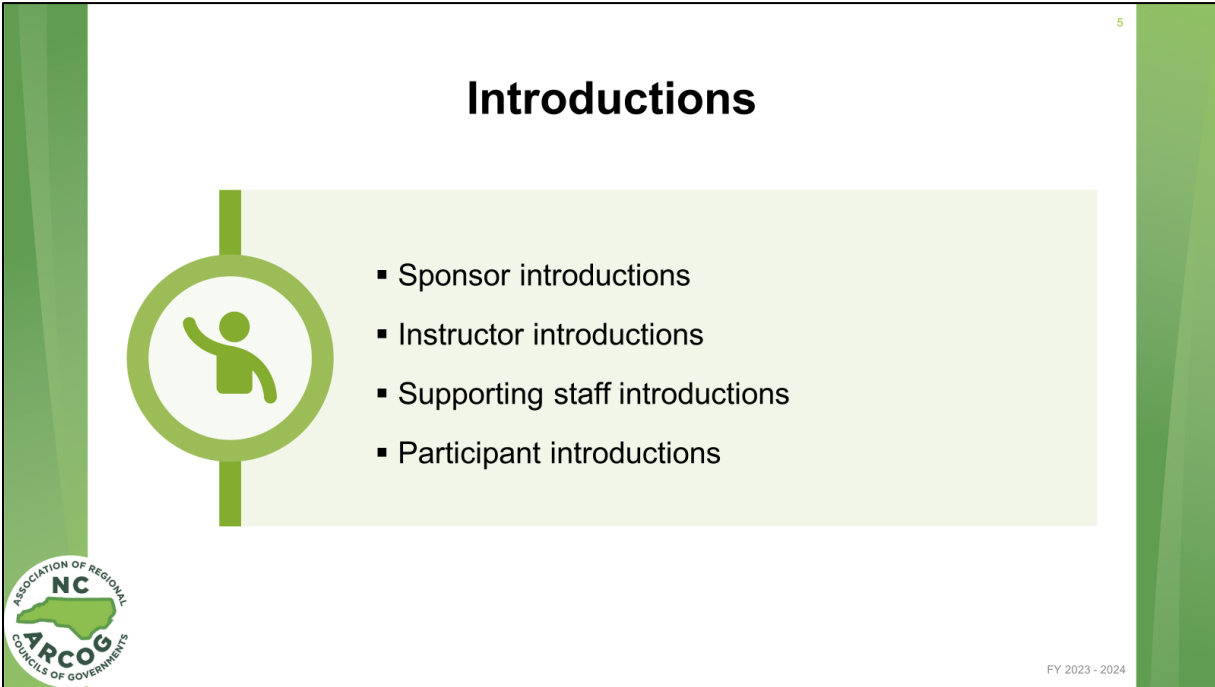


INTRODUCTIONS

SECTION OVERVIEW

Instructors and supporting staff will introduce themselves.


SECTION SLIDE



5

Introductions

- Sponsor introductions
- Instructor introductions
- Supporting staff introductions
- Participant introductions

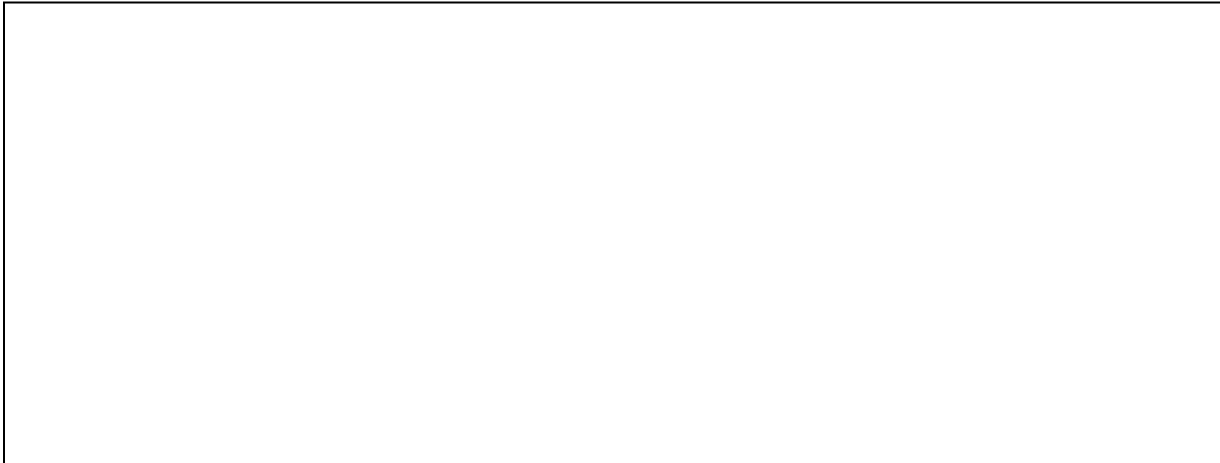


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NOTES

Instructors and supporting staff will each provide a brief self-introduction. Depending on class size, instructors may ask you to introduce yourself.

At this time, if the instructor chooses, the course pre-test may be administered. The pre-test consists of 15 multiple choice questions and is estimated to take 30 minutes.

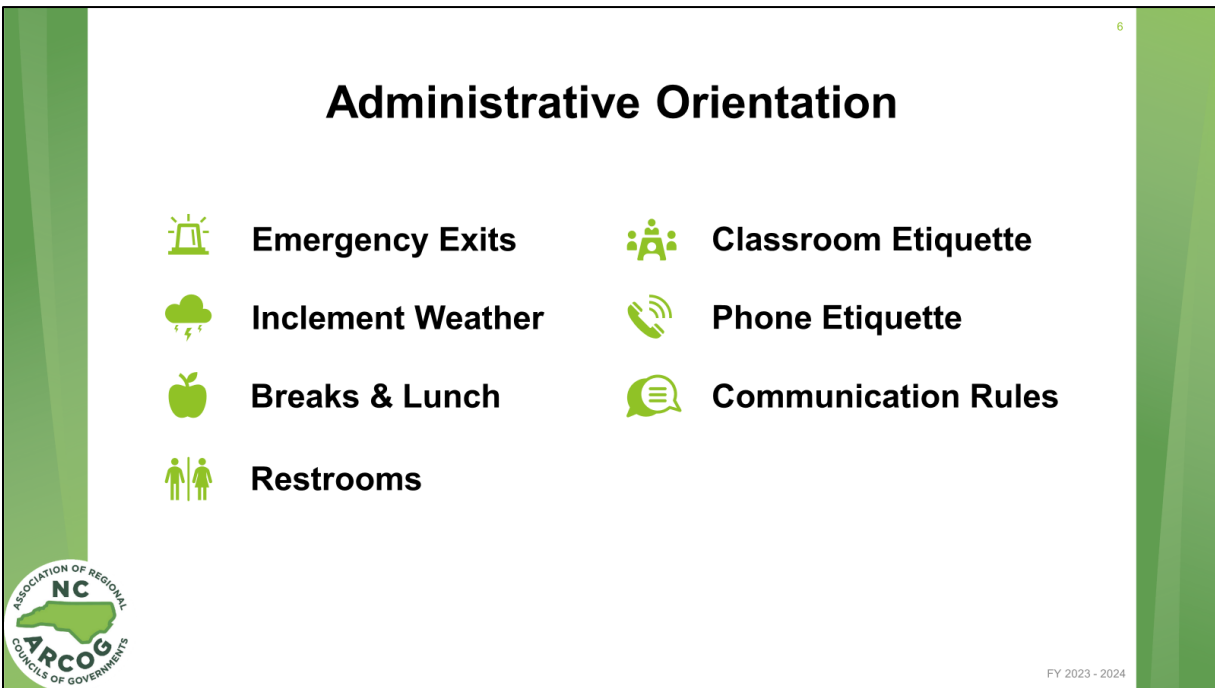


ADMINISTRATIVE ORIENTATION

SECTION OVERVIEW





The instructor will provide an overview of the physical features of the facility including the location of emergency exits and restrooms, and overview of basic classroom etiquette.


SECTION SLIDE



6

Administrative Orientation

-  **Emergency Exits**
-  **Inclement Weather**
-  **Breaks & Lunch**
-  **Restrooms**
-  **Classroom Etiquette**
-  **Phone Etiquette**
-  **Communication Rules**



FY 2023 - 2024

NOTES

The instructor will inform you of the locations of emergency exits, restrooms, and any other resources or features within the facility that they may be required to access during the training. They may review an inclement weather policy and any other safety plans set for the facility, such as for an active shooter incident. They will review basic classroom etiquette, phone etiquette, and communication “rules” for a respectful experience.



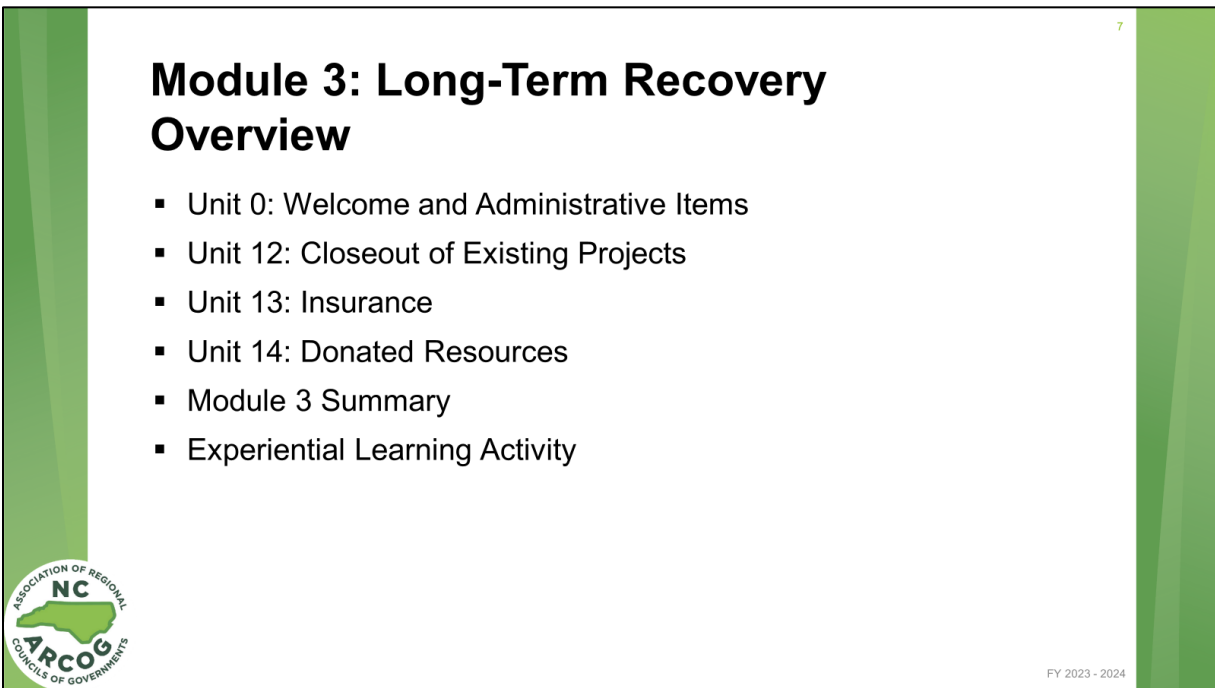


MODULE 3 OVERVIEW

SECTION OVERVIEW

The instructor will provide an overview of the units in Module 3, and the learning objectives for the Module.

SECTION SLIDE

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Module 3: Long-Term Recovery Overview

- Unit 0: Welcome and Administrative Items
- Unit 12: Closeout of Existing Projects
- Unit 13: Insurance
- Unit 14: Donated Resources
- Module 3 Summary
- Experiential Learning Activity

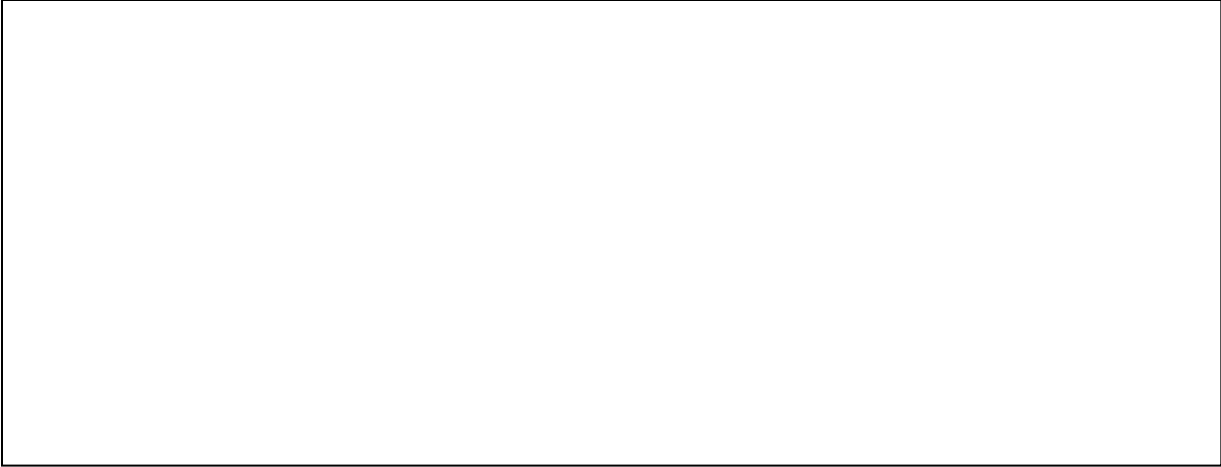
ARCOG NC
ASSOCIATION OF REGIONAL
COUNCILS OF GOVERNMENTS

FY 2023 - 2024

7

NOTES

- Unit 0: Welcome and Administrative Items
- Unit 12: Closeout of Existing Projects
- Unit 13: Insurance
- Unit 14: Donated Resources
- Module 3 Summary
- Experiential Learning Activity






OBJECTIVES

8

Module 3 Terminal Learning Objective

Terminal Learning Objective

By the end of this Module, participants will be able to explain the closeout process for Public Assistance projects, outline how insurance coverage affects the amount of Public Assistance funding received, and plan for the use of donated resources after a disaster.



FY 2023 - 2024

NOTES


By the end of this Module, you will be able to explain the closeout process for Public Assistance projects, outline how insurance coverage affects the amount of Public Assistance funding received, and plan for the use of donated resources after a disaster.

9

Module 3 Key Takeaways

Enabling Learning Objectives:

- Participants will be able to facilitate closeout of existing projects.
- Participants will be able to address local governments' insurance coverage/needs appropriately.
- Participants will be able to understand how donated resources are used to assist with disaster response, and the monetary value represented by donated resources in disaster recovery.



FY 2023 - 2024



NOTES

- You will be able to facilitate closeout of existing projects.
- You will be able to address local governments' insurance coverage/needs appropriately.
- You will be able to understand how donated resources are used to assist with disaster response, and the monetary value represented by donated resources in disaster recovery.



UNIT 12: 404 MITIGATION AND PROJECT CLOSEOUT


SECTION OVERVIEW

In this Unit, we will discuss how to facilitate closeout of existing projects.

10

Module 3: Long-Term Recovery

Unit 12: 404 Mitigation and Project Closeout



FY 2023 - 2024

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NOTES

In this Unit, we will learn how to close out projects, Subrecipients, and the Public Assistance award.

A large, empty rectangular box with a black border, intended for taking notes during the training session.




OVERVIEW

11

Module 3: Unit 12 Overview

- 404 Mitigation
- Project Reconciliation and Closeout
- Closeout for Small Projects
- Adjusting Funding for Small Projects
- Closeout for Large Projects
- Permanent Work Project Closeout: Alternative Procedures
- Federal vs State Closeout Procedures
- Unit 12 Summary



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NOTES

HAZARD MITIGATION: 404 FUNDING

SECTION OVERVIEW

A brief description of the basics of Hazard Mitigation 404 Funding.

SECTION SLIDE

12

Hazard Mitigation: 404 Funding



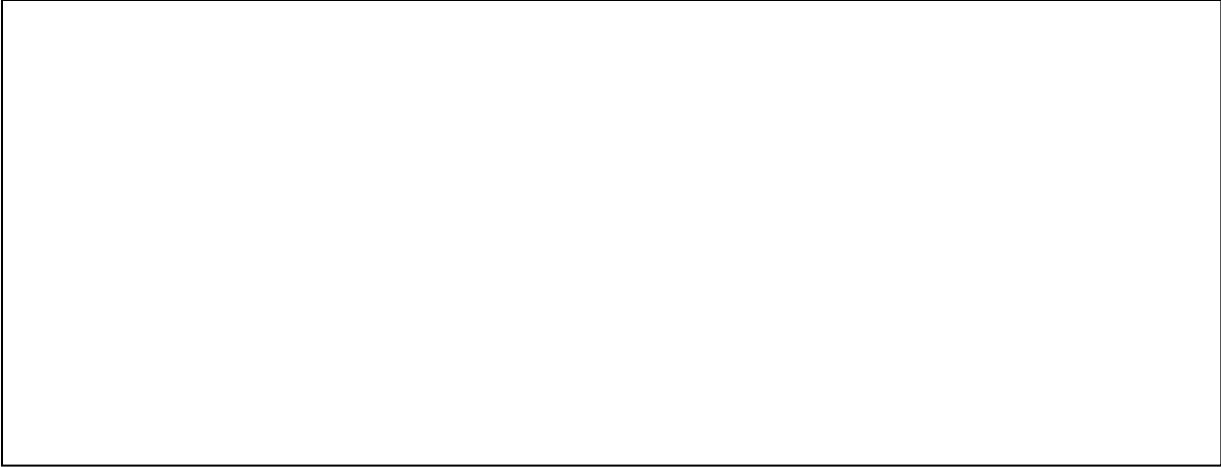
- Provides funding for mitigation measures to prevent or reduce damage caused by future disasters
- Funding available to the entire state



FY 2023 - 2024

NOTES

- 404 funding is used to provide protection to undamaged parts of a facility or to prevent or reduce damage caused by future disasters.
- The entire state - not just presidentially declared counties - may qualify for 404 mitigation projects.
- The 404 grant is managed by the state under funding provided for in the Stafford Act.
- Section 404 mitigation measures are funded under the Hazard Mitigation Grant Program (HMGP).



404 HAZARD MITIGATION

SECTION OVERVIEW

A detailed description of the 404 Hazard Mitigation Program.

SECTION SLIDE




13


404 Hazard Mitigation

Available for entire state, even counties outside of declared areas

Funds mitigation measures to provide protection to facilities

Funded under the Hazard Mitigation Grant Program



FY 2023 - 2024

NOTES

- Section 404 funding is used to provide protection to undamaged parts of a facility or to prevent or reduce damage caused by future disasters. **The entire state - not just presidentially declared counties - may qualify for 404 mitigation projects.**
- The 404 grant is managed by the state under funding provided in the Stafford Act. Section 404 mitigation measures are funded under the Hazard Mitigation Grant Program (HMGP).
- The state receives 20% of the Total [federal share](#) of the declared disaster damage amount and uses it to fund projects anywhere in the state, regardless of where the declared disaster occurred or the disaster type.
- Examples of 404-approved measures:
 - Early warning sirens
 - Portable generators
 - Building a retention pond
 - Building a flood wall to prevent flooding



What other projects can you think of that can be funded under this program?




KNOWLEDGE CHECK 3.1

SECTION SLIDE

14

Knowledge Check 3.1

True or False: 404 Mitigation is only available to declared disaster areas.



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NOTES

True or False: 404 Mitigation is only available to declared disaster area.

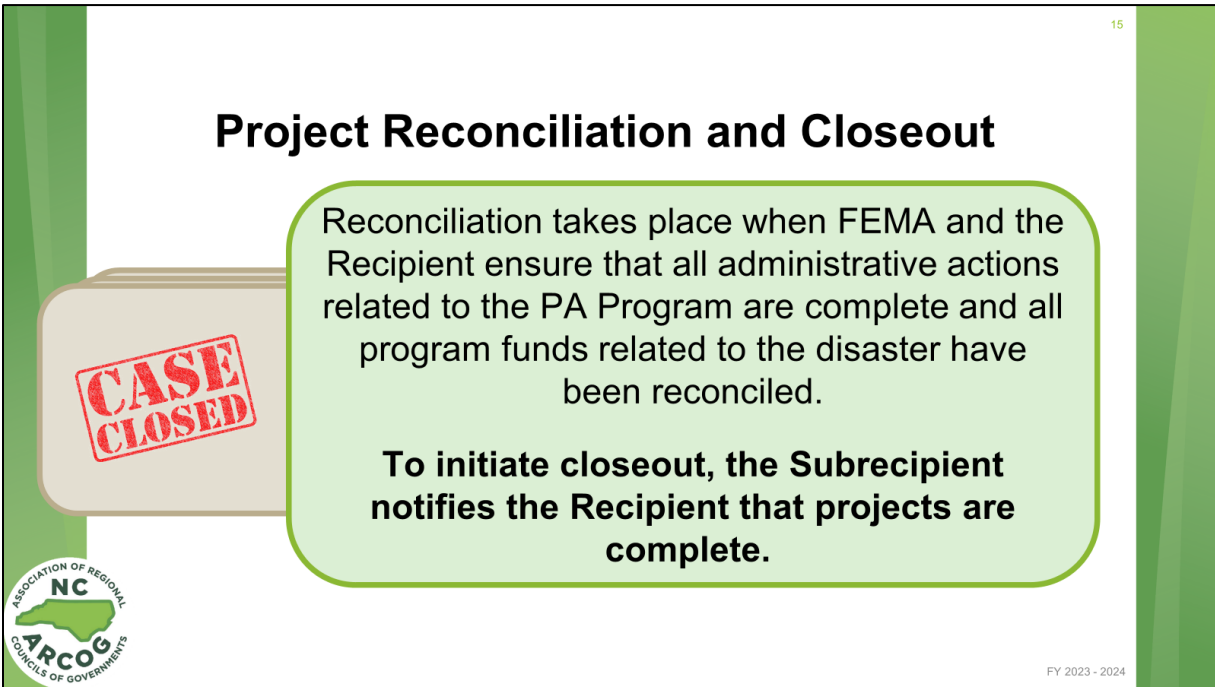
Answer: _____

PROJECT RECONCILIATION AND CLOSEOUT

SECTION OVERVIEW

An overview of when project reconciliation takes place and FEMA requirements to close out projects.

SECTION SLIDE




15

Project Reconciliation and Closeout

Reconciliation takes place when FEMA and the Recipient ensure that all administrative actions related to the PA Program are complete and all program funds related to the disaster have been reconciled.

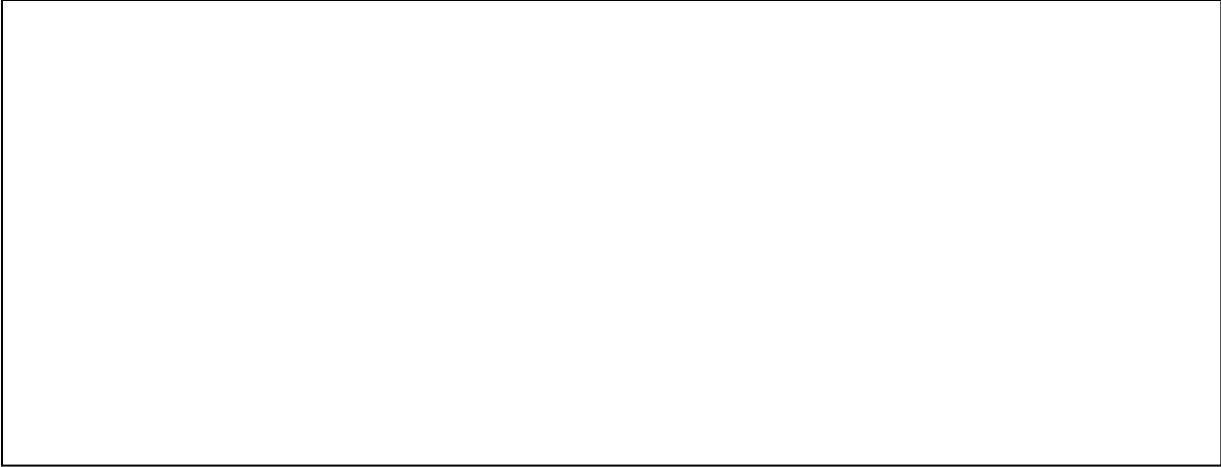
To initiate closeout, the Subrecipient notifies the Recipient that projects are complete.



FY 2023 - 2024

NOTES

- Reconciliation takes place when FEMA and the Recipient ensure that all administrative actions related to the PA Program are complete and all program funds related to the disaster have been reconciled.
- To initiate closeout, the Subrecipient notifies the Recipient that projects are complete.
- Prior to closing Projects, FEMA:
 - Verifies all appeals and arbitration cases are resolved
 - Validates that all invoices and other documentation related to work performed is consistent with the approved Scope of Work
 - Determines whether the Subrecipient completed the work within the approved deadline
 - Ensures [duplication of benefits](#) has not taken place
 - Validates compliance with cost reasonableness, procurement procedures, and other cost principles
 - Ensures compliance with all terms and conditions of the award, including Special Consideration issues such as code and standard requirements, EHP requirements, and insurance requirements

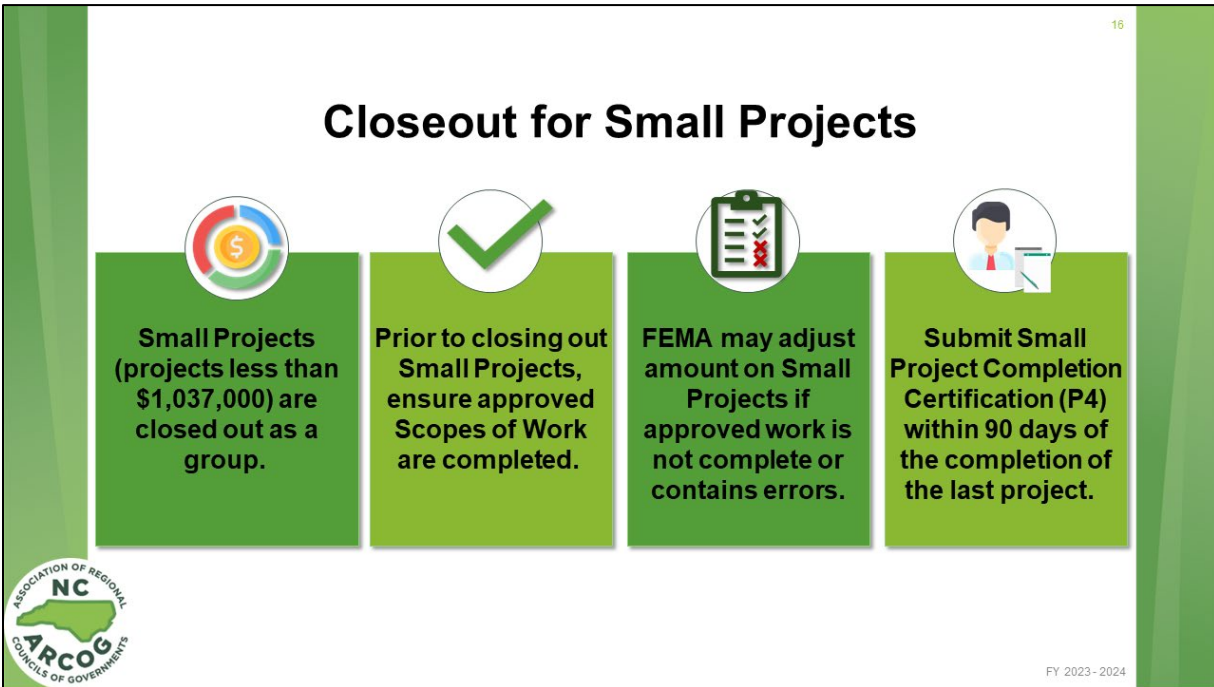


CLOSEOUT FOR SMALL PROJECTS

SECTION OVERVIEW





A description of how to close out Small Projects.


SECTION SLIDE



16

Closeout for Small Projects

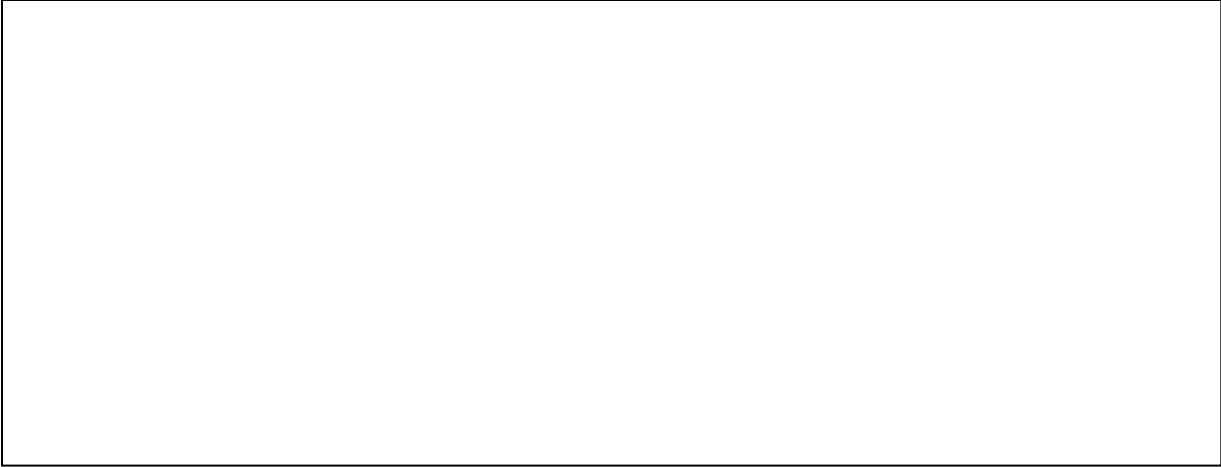
- 
Small Projects (projects less than \$1,037,000) are closed out as a group.
- 
Prior to closing out Small Projects, ensure approved Scopes of Work are completed.
- 
FEMA may adjust amount on Small Projects if approved work is not complete or contains errors.
- 
Submit Small Project Completion Certification (P4) within 90 days of the completion of the last project.



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NOTES

- Small Projects (projects less than \$1,037,000) can be closed out as a group, allowing the applicant to only have to go through the process once. Closing out as a group makes the process easier akin to carrying your groceries in one bag rather than one-by-one.
- Prior to closing out Small Projects, the Subrecipient must ensure the approved Scopes of Work are completed. If a significant cost overrun is identified after completing all work on Small Projects, a funding reconciliation can be requested.
- FEMA may adjust the approved amount on Small Projects if the approved Scope of Work was not completed or the individual Small Project contains errors.
- To close Small Projects, the Subrecipient submits a Small Project Completion Certification (also known as a P4) within 90 days of the completion of the last Small Project.



ADJUSTING FUNDING FOR SMALL PROJECTS


SECTION OVERVIEW

A brief description of the process to adjust the approved amount of a Small Project.


SECTION SLIDE

17

Adjusting Funding for Small Projects



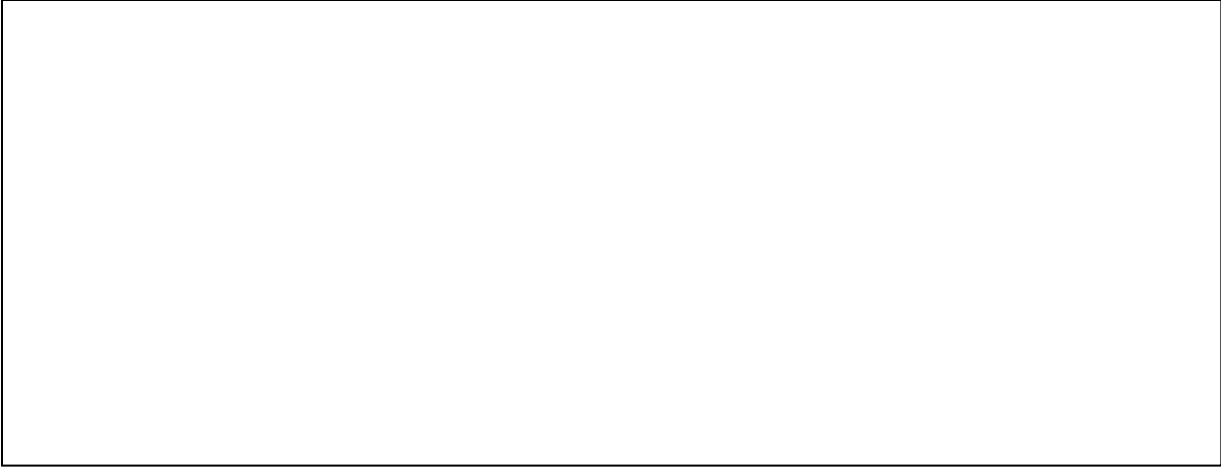
- FEMA only adjusts the approved amount on individual Small Projects in certain circumstances and only specific cost items that are affected by those conditions will be adjusted.
- When needed, the Subrecipient must request additional funding through a Net Small Project Overrun (NSPO) appeal process within 60 days of completion of the last Small Project.



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NOTES

- FEMA only adjusts the approved amount on **individual** Small Projects in certain circumstances discussed in the previous slide.
 - Only specific cost items that are affected by those conditions will be adjusted.
- When needed, the Subrecipient must request additional funding through a Net Small Project Overrun (NSPO) appeal process within 60 days of completion of the last Small Project.
 - The appeal must include actual cost documentation for the Small Projects.
- The NSPO is a form available in Grants Portal that the applicant fills out and submit via Grants Portal. Confirm the NSPO with NCEMA and your PDMG prior to submitting!



CLOSEOUT FOR LARGE PROJECTS


SECTION OVERVIEW


A description of how to close out Large Projects.


SECTION SLIDE


18

Closeout for Large Projects


- 

Large Projects (projects over \$1,037,000) are closed out individually, as completed.
- 

Submit completion certification for each project within 90 days of the completion date or deadline.
- 

Final eligible amount for a Large Project is the documented cost of the approved Scope of Work.
- 

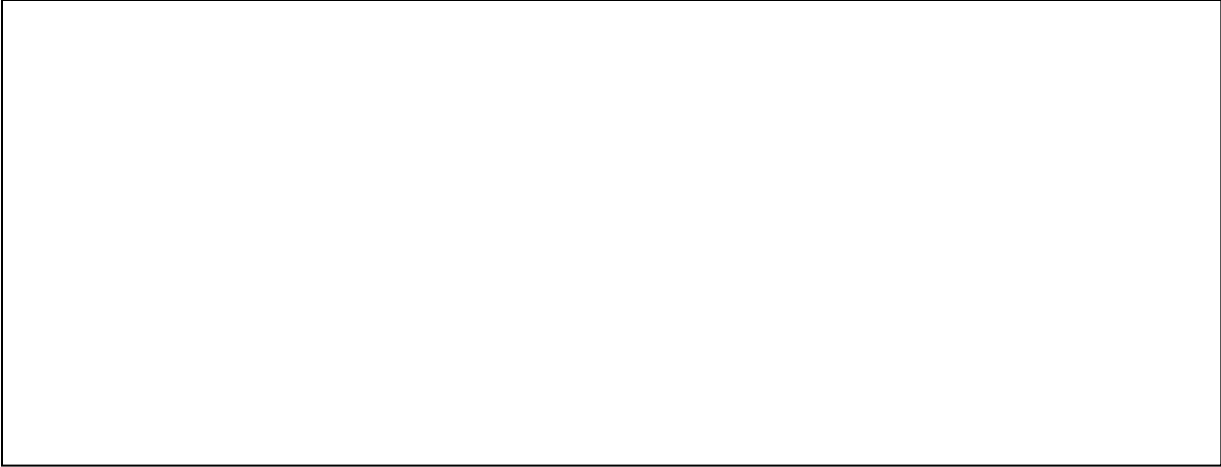
Closeout packages documentation allows FEMA to validate work performance and associate cost.



FY 2023 - 2024

NOTES

- Large Projects (projects over \$1,037,000) are closed out individually, as they are completed. The State will perform a final inspection, certify completion, and submit a final cost accounting to FEMA for approval of final project payment of each completed Large Project.
- A completion certification for each Large Project must be submitted within 90 days of the work completion date or the project deadline, whichever occurs first.
- The final eligible amount for a Large Project is the documented cost of the approved Scope of Work; documentation supporting the costs must be submitted within 90 days of work completion.
- Large Project closeout packages include documentation that allows FEMA to validate work performed and all associated (actual) costs. When necessary, documentation that validates compliance with special considerations such as EHP compliance and insurance proceeds need to be submitted as well.
- It is crucial to abide by the 90-day closeout window.





KNOWLEDGE CHECK 3.2


SECTION SLIDE

19

Knowledge Check 3.2

Which is true about Small Project AND Large Project closeout?

- A. Small Projects can be closed out as a group, while Large Projects are closed out individually.
- B. Both project types require a final inspection to be performed before completion.
- C. Both project types require a Completion Certification within 90 days of completion.
- D. Both A and C
- E. Both A and B



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NOTES

Which is true about Small Project AND Large Project closeout?

- A. Small Projects can be closed out as a group, while Large Projects are closed out individually.
- B. Both project types require a final inspection to be performed before completion.
- C. Both project types require a Completion Certification within 90 days of completion.
- D. Both A and C
- E. Both A and B

PERMANENT WORK PROJECT CLOSEOUT: ALTERNATIVE PROCEDURES


SECTION OVERVIEW


A description of how to close out Alternative Procedures Projects.


SECTION SLIDE


20

Permanent Work Project Closeout: Alternative Procedures

Work for Alternative Procedures Projects must be completed by the end of the latest performance period. 

All work must abide by FEMA's guidelines and costs must be within approved Scope of Work. 

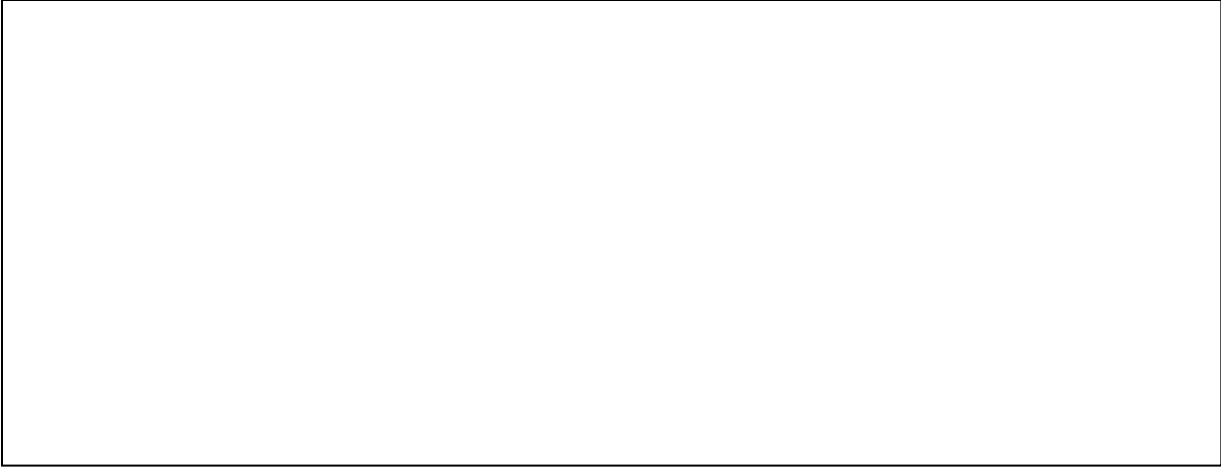
A completion certification must be submitted within 180 days including all applicable documentation. 



FY 2023 - 2024

NOTES

- With Alternative Procedures Projects, work must be completed by the end of the latest period of performance. All work must be completed to abide by FEMA's guidelines, and all costs must be associated with the approved Scope of Work.
- A completion certification must be submitted within 180 days. The Recipient must submit its certification to FEMA within 180 days of the completion of the last Alternative Procedures Project or the latest project deadline, whichever occurs first. It should include documentation that describes:
 - Actual work completed and associated costs
 - Compliance with EHP and insurance requirements
 - Compliance with federal procurement procedures



FEDERAL VS. STATE CLOSEOUT PROCEDURES


SECTION OVERVIEW

A comparison of actions taken by FEMA and the state during closeout.


SECTION SLIDE

21

Federal vs State Project Closeout Procedures



VS




- Once the Subrecipient validates that all projects are completed, the Recipient will work with FEMA to close out the Subrecipient.
- The Subrecipient should notify the Recipient immediately as it completes each Large Project and when it has completed its last Small Project.

Project Closeout vs. Disaster Closeout

- Each project gets closed out separately (with the exception of grouping Small Projects). Disaster Closeout is done at the state level and is the final closeout of the DR between FEMA and the state after all projects have been completed.

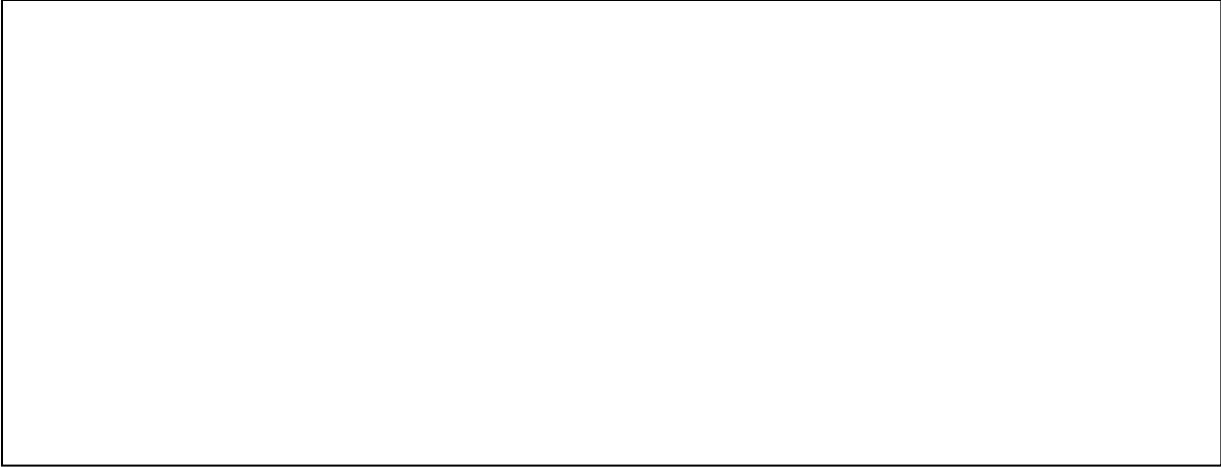
Applicants have 90 days after work is completed to submit all documentation!



FY 2023 - 2024

NOTES

- Once the Subrecipient validates that all projects are completed, FEMA will close out the Subrecipient.
- The Subrecipient should notify the Recipient immediately as it completes each Large Project and when it has completed its last Small Project. Subrecipients should not wait for the Quarterly Progress Report to inform the Recipient as it must meet the 90-day closeout deadlines defined throughout this section. If all of the Subrecipient's projects are closed and there are no outstanding audits, FEMA closes the Subrecipient and notifies the Recipient in writing.
- Once FEMA closes out the Subrecipient, the Recipient initiates the Public Assistance award closeout.
 - The Recipient submits a Federal Financial Report with a request to close the PA award.
 - When the closeout request is received, FEMA ensures all projects are complete and compliant, then closes the award.
- It is critical to follow proper procedures! In one example applicants in North Carolina have completed unapproved work and Environmental and Historic Preservation was no longer willing to fund the project!
- Each project gets closed out separately (with the exception of grouping Small Projects which can be closed out in a group).





REVISITING DOCUMENTATION

SECTION SLIDE

22

Revisiting Documentation

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

Retain all your documentation until you are absolutely *sure* that you no longer need it. Check with your NCEM or FEMA contact!

FY 2023 - 2024

NOTES

- Maintaining your documentation throughout the recovery process is critical.
- Ensure that all of your records are backed up and kept until you are absolutely certain that they're no longer necessary.
- Even then, confer with your NCEM and FEMA contacts before getting rid of anything.






MODULE 3: UNIT 12 SUMMARY

SECTION SLIDE

23

Module 3: Unit 12 Summary

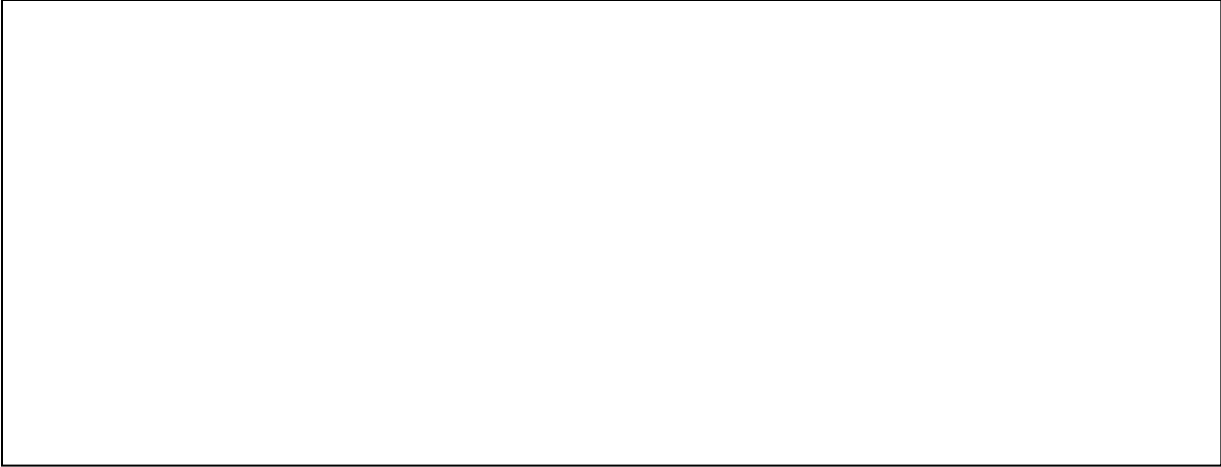
- How 404 Mitigation funds are used
- How FEMA verifies project information before the closeout process
- When project reconciliation takes place
- Closeout procedures for Small Projects
- How to adjust funding for individual Small Projects
- Closeout procedures for Large Projects
- Closeout procedures for Alternative Procedures Projects
- The difference in the role of FEMA and the state during closeout



FY 2023 - 2024

NOTES

- How 404 Mitigation funds are used
- How FEMA verifies project information before the closeout process
- When project reconciliation takes place
- Closeout procedures for Small Projects
- How to adjust funding for individual Small Projects
- Closeout procedures for Large Projects
- Closeout procedures for Alternative Procedures Projects
- The difference in the role of FEMA and the state during closeout





UNIT 13: INSURANCE

SECTION OVERVIEW

In This Unit, we will discuss the methods to address local governments' insurance coverage/needs appropriately.

SECTION SLIDE

A presentation slide with a white background and green vertical bars on the left and right sides. The text is centered and reads "Module 3: Long-Term Recovery" in a large green font, followed by "Unit 13: Insurance" in a smaller black font. In the bottom left corner, there is a small ARCOG NC logo. In the bottom right corner, the text "FY 2023-2024" is visible. A small number "24" is in the top right corner of the slide area.

NOTES

In this Unit, we will discuss insurance requirements and how improper insurance practices can jeopardize Public Assistance funding.






OVERVIEW

25

Module 3: Unit 13 Overview

- Insurance Requirements
- NC State-Specific Insurance Requirements
- Duplication of Benefits
- Insurance Proceeds
- Maintaining Insurance
- National Flood Insurance Program
- Insurance Risks
- Unit 13 Summary



FY 2023 - 2024

NOTES

INSURANCE REQUIREMENTS

SECTION OVERVIEW


An overview of the insurance requirements determined by FEMA to receive Public Assistance funding.

SECTION SLIDE


26

Insurance Requirements


Subrecipients must obtain and maintain insurance to protect the facility against future disaster hazards.



The Subrecipient must insure facilities with reasonably adequate insurance.



Insurance not required on facilities with \$5,000 or less in eligible costs (prior to any reductions).



No greater insurance required than is reasonably available, adequate, or necessary.

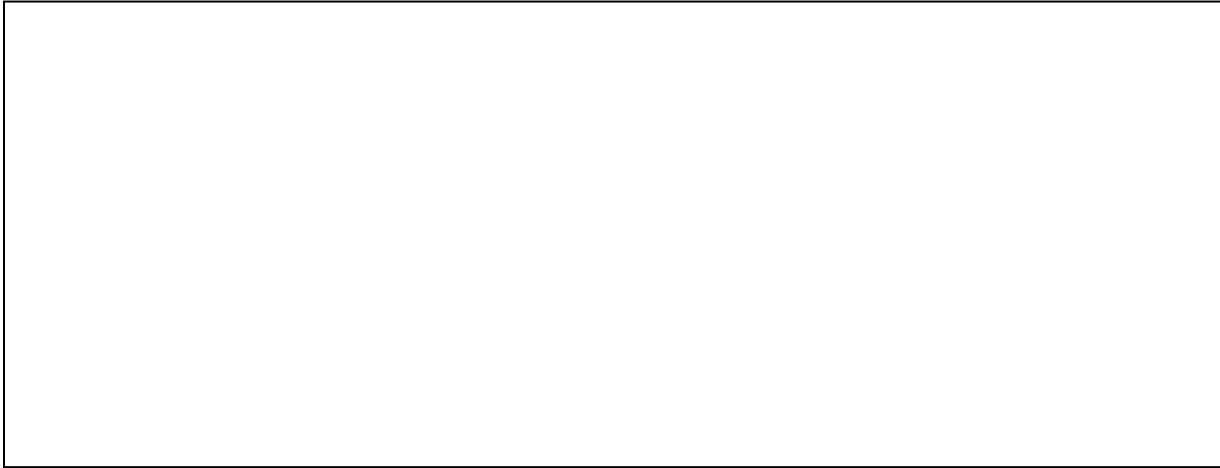
FY 2023 - 2024

NOTES

- Subrecipients that receive Public Assistance funding for permanent work to replace, repair, reconstruct, or construct a facility must obtain and maintain insurance to protect the facility against future disaster hazards. The appropriate amount of insurance must be obtained and maintained once FEMA has issued Public Assistance funds as part of a Public Assistance project.
- The Subrecipient must insure facilities with insurance reasonably adequate to protect against future loss to the property.
 - The type of insurance should support the hazard(s) that caused the damage in the disaster.
 - The amount of insurance required is calculated based on the eligible costs prior to any reductions.
 - Infrastructure and facilities such as roadways and sewer lines are generally not insurable, therefore this does not apply.
- The Subrecipient is not required to obtain and maintain insurance on facilities with \$5,000 or less in eligible costs (prior to any reductions).
- FEMA does not require greater types and amounts of insurance than reasonably available, adequate, or deemed necessary by the appropriate State or Territorial Insurance Commissioner.



- The State or Territorial Insurance Commissioner cannot waive federal insurance requirements but may certify the types and extent of insurance reasonable to protect against future loss to an insurable facility.

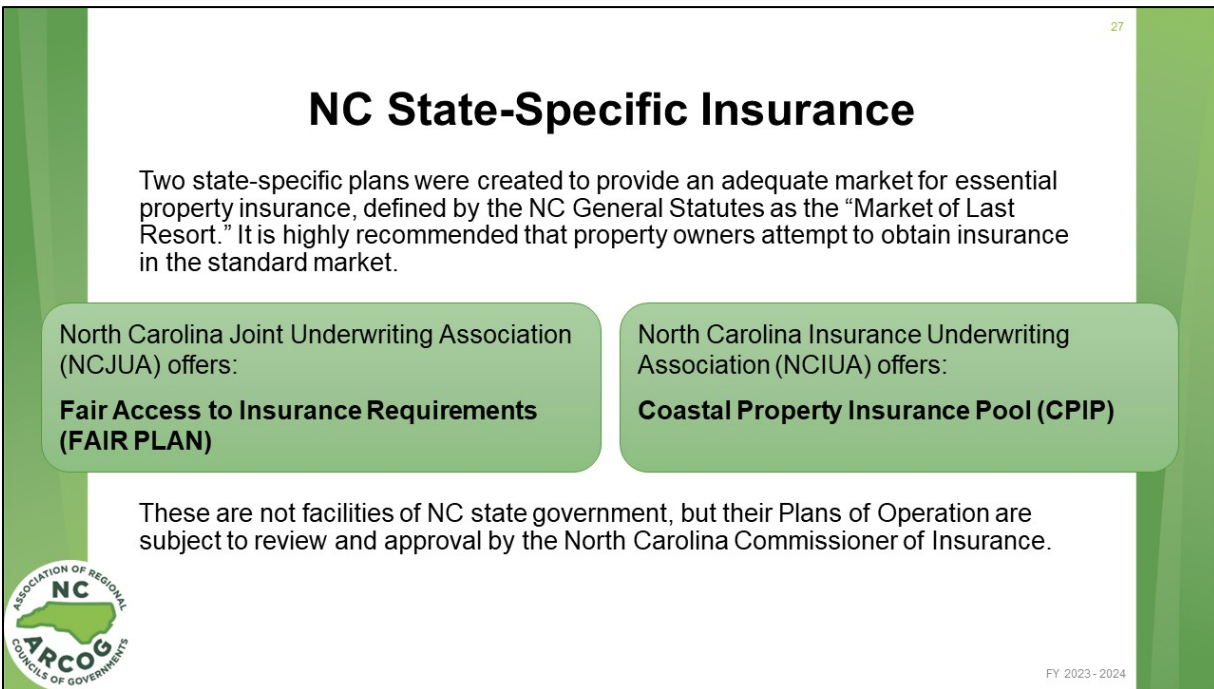


NC STATE-SPECIFIC INSURANCE

SECTION OVERVIEW

A description of North Carolina state-specific insurance plans.

SECTION SLIDE



27

NC State-Specific Insurance

Two state-specific plans were created to provide an adequate market for essential property insurance, defined by the NC General Statutes as the “Market of Last Resort.” It is highly recommended that property owners attempt to obtain insurance in the standard market.


North Carolina Joint Underwriting Association (NCJUA) offers:

Fair Access to Insurance Requirements (FAIR PLAN)

North Carolina Insurance Underwriting Association (NCIUA) offers:

Coastal Property Insurance Pool (CPIP)

These are not facilities of NC state government, but their Plans of Operation are subject to review and approval by the North Carolina Commissioner of Insurance.



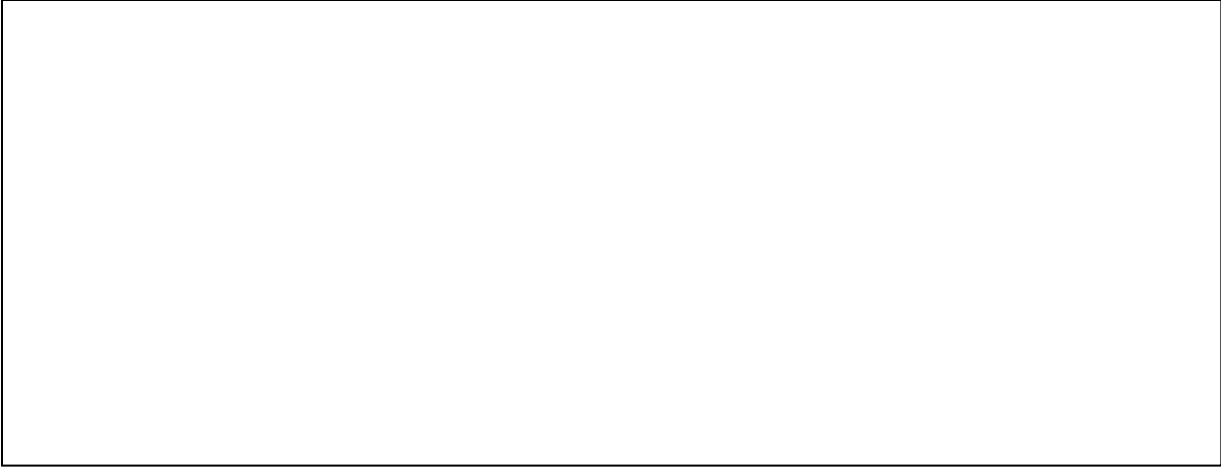
FY 2023 - 2024

NOTES

Two state-specific plans were created to provide an adequate market for essential property insurance. These plans are defined by the NC General Statutes as the “Market of Last Resort.” It is highly recommended that property owners attempt to obtain insurance in the standard market.

- North Carolina Joint Underwriting Association (NCJUA) offers the Fair Access to Insurance Requirements (FAIR PLAN)
- North Carolina Insurance Underwriting Association (NCIUA) offers the Coastal Property Insurance Pool (CPIP)

These are not facilities of NC state government, but their Plans of Operation are subject to review and approval by the North Carolina Commissioner of Insurance. Details are discussed on the next two slides.

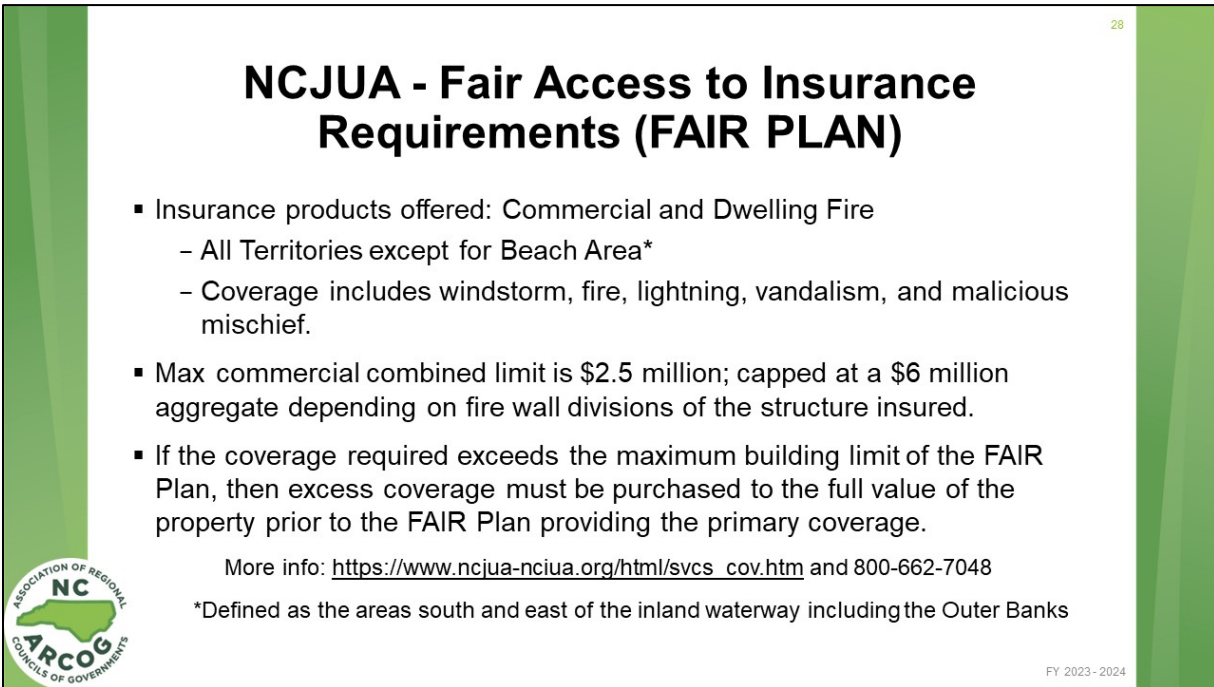


NCJUA – FAIR ACCESS TO INSURANCE REQUIREMENTS (FAIR PLAN)

SECTION OVERVIEW

A brief overview of the FAIR Plan.

SECTION SLIDE




28

NCJUA - Fair Access to Insurance Requirements (FAIR PLAN)

- Insurance products offered: Commercial and Dwelling Fire
 - All Territories except for Beach Area*
 - Coverage includes windstorm, fire, lightning, vandalism, and malicious mischief.
- Max commercial combined limit is \$2.5 million; capped at a \$6 million aggregate depending on fire wall divisions of the structure insured.
- If the coverage required exceeds the maximum building limit of the FAIR Plan, then excess coverage must be purchased to the full value of the property prior to the FAIR Plan providing the primary coverage.

More info: https://www.ncjua-nciua.org/html/svcs_cov.htm and 800-662-7048

*Defined as the areas south and east of the inland waterway including the Outer Banks



FY 2023 - 2024

NOTES

Insurance products offered:

- Commercial Fire
- Dwelling Fire

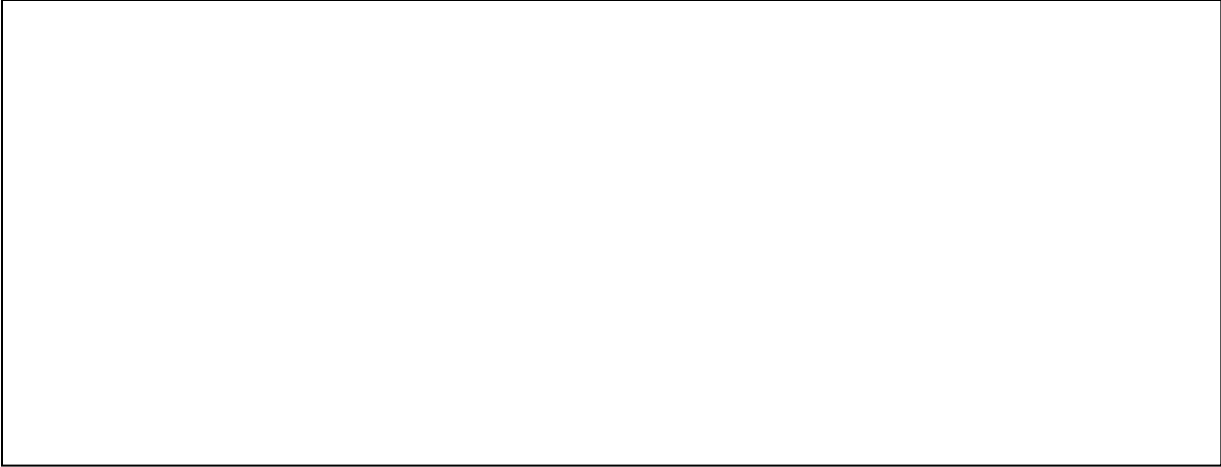
All Territories are covered except for the Beach Area which is defined as the areas south and east of the inland waterway including the Outer Banks.

Coverage includes windstorm, fire, lightning, vandalism, and malicious mischief.

The maximum commercial combined limit is \$2.5 million; capped at a \$6 million aggregate depending on fire wall divisions of the structure insured.

If the coverage required exceeds the maximum building limit of the FAIR Plan, then excess coverage must be purchased to the full value of the property prior to the FAIR Plan providing the primary coverage.

More information is available at: https://www.ncjua-nciua.org/html/svcs_cov.htm and 800-662-7048.






NCIUA – COASTAL PROPERTY INSURANCE POOL (CPIP)

SECTION OVERVIEW

A brief overview of the CPIP Plan.

SECTION SLIDE



NCIUA - Coastal Property Insurance Pool (CPIP)

- Insurance products offered:
 - Commercial and Dwelling Fire (Beach Territories only)
 - Commercial and Dwelling Windstorm and Hail (Beach and Coastal Territories)
 - Crime (Beach Territories only)
- Coverage includes windstorm, fire, lightning, vandalism, and malicious mischief.
- Eligibility for a Windstorm and Hail policy requires an active primary coverage policy provided by an admitted carrier in NC that has excluded windstorm. CPIP then provides the remaining coverage.
- Max commercial combined limit is \$3 million; capped at a \$6 million aggregate depending on fire wall divisions of the structure insured.
- If the coverage required exceeds the maximum building limit of the CPIP, then excess coverage above the limit provided must be purchased to the full value of the property prior to the issuance of a primary policy by CPIP.

More info: https://www.ncjua-nciua.org/html/svcs_cov.htm and 800-662-7048

FY 2023 - 2024

NOTES

Insurance products offered:

- Commercial and Dwelling Fire (Beach Territories only)
- Commercial and Dwelling Windstorm and Hail (Beach and Coastal Territories)
- Crime (Beach Territories only)

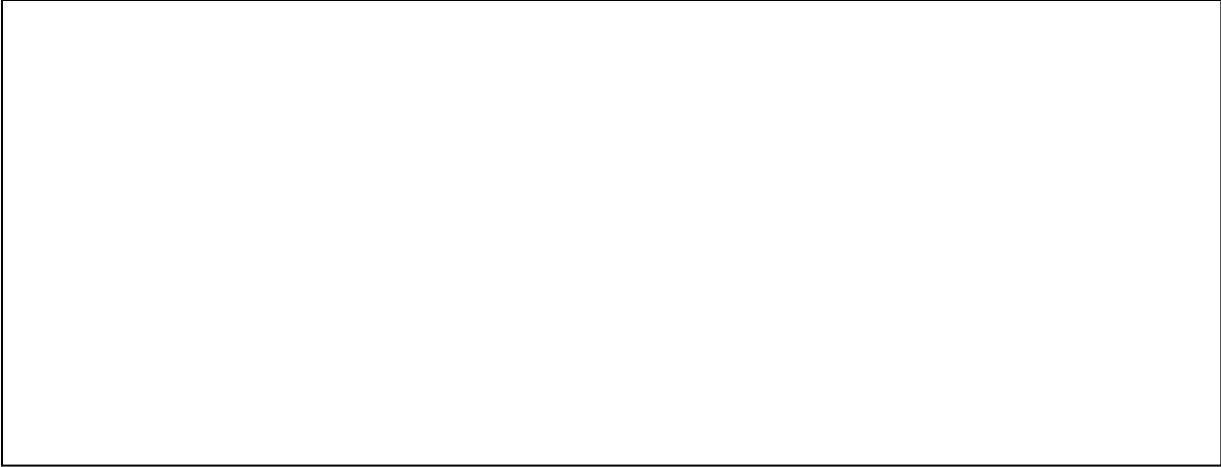
Coverage includes windstorm, fire, lightning, vandalism, and malicious mischief.

Eligibility for a Windstorm and Hail policy requires an active primary coverage policy provided by an admitted carrier in NC that has excluded windstorm. CPIP then provides the remaining coverage.

The maximum commercial combined limit is \$3 million; capped at a \$6 million aggregate depending on fire wall divisions of the structure insured.

If the coverage required exceeds the maximum building limit of the CPIP, then excess coverage above the limit provided must be purchased to the full value of the property prior to the issuance of a primary policy by CPIP.

More information is available at: https://www.ncjua-nciua.org/html/svcs_cov.htm and 800-662-7048.

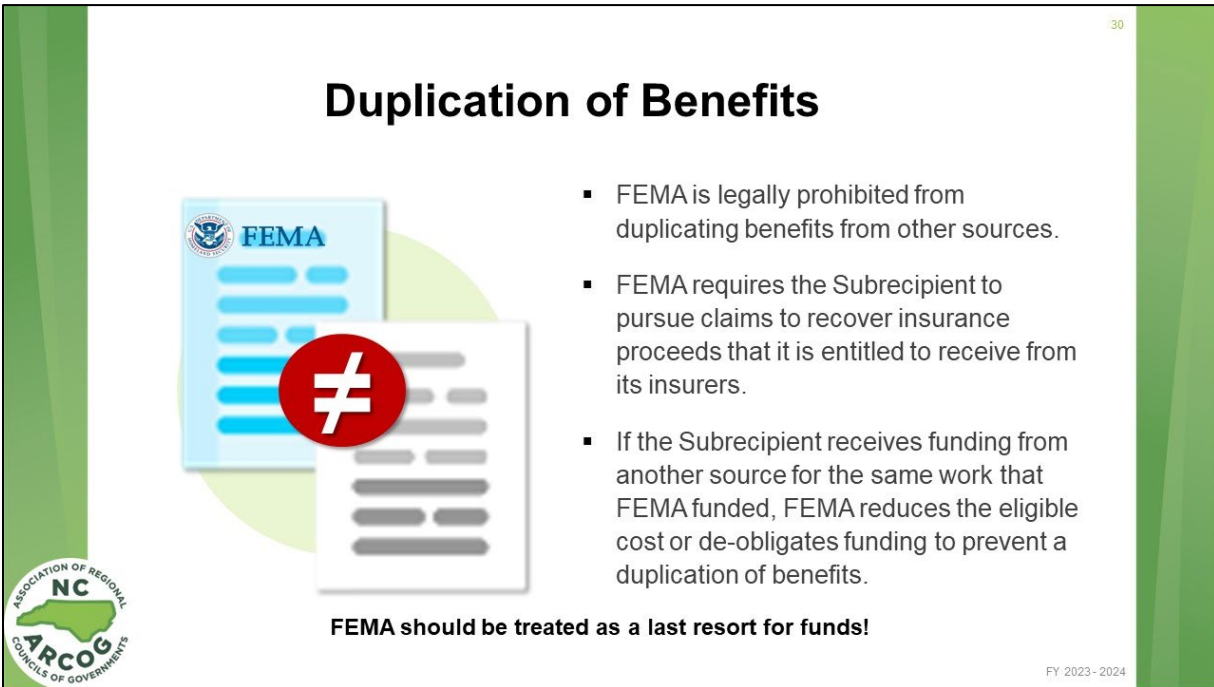


DUPLICATION OF BENEFITS

SECTION OVERVIEW

An explanation of the consequences of Duplication of Benefits.

SECTION SLIDE



Duplication of Benefits

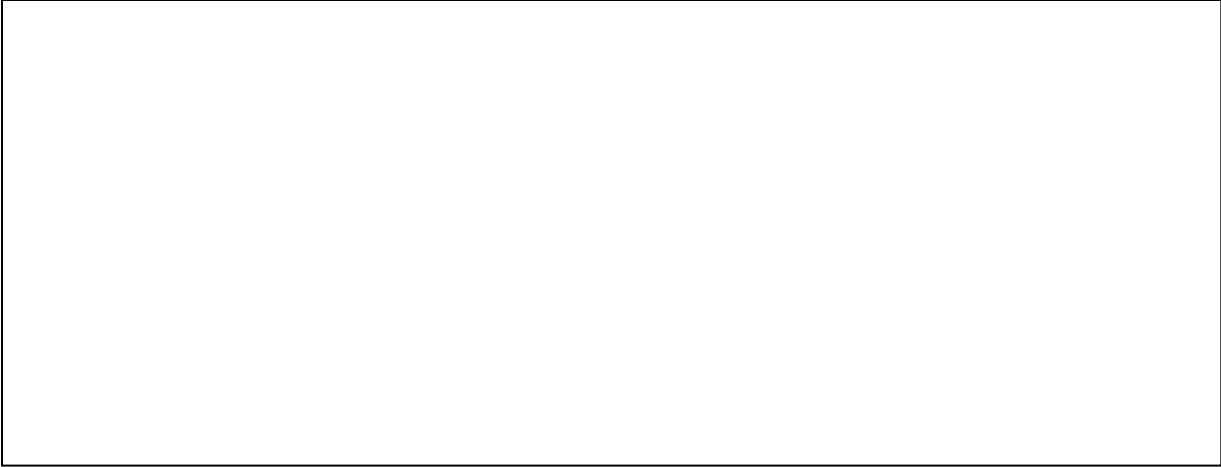
- FEMA is legally prohibited from duplicating benefits from other sources.
- FEMA requires the Subrecipient to pursue claims to recover insurance proceeds that it is entitled to receive from its insurers.
- If the Subrecipient receives funding from another source for the same work that FEMA funded, FEMA reduces the eligible cost or de-obligates funding to prevent a duplication of benefits.

FEMA should be treated as a last resort for funds!

FY 2023 - 2024

NOTES

- FEMA is legally prohibited from duplicating benefits from other sources.
- FEMA requires the Subrecipient to pursue claims to recover insurance proceeds that it is entitled to receive from its insurer(s).
- If the Subrecipient receives funding from another source for the same work that FEMA funded, FEMA reduces the eligible cost or de-obligates funding to prevent a duplication of benefits.





KNOWLEDGE CHECK 3.3


SECTION SLIDE

31

Knowledge Check 3.3

Which of the following is an insurance requirement to receive Public Assistance funding?

- A. Insurance is not required on facilities with \$7,000 or less in eligible costs.
- B. Facilities must be insured with insurance reasonably adequate and available to protect against future loss.
- C. Obtaining and maintaining insurance on facilities is the decision of the Subrecipient.
- D. State insurance requirements can waive federal insurance requirements.



FY 2023 - 2024

NOTES

Which of the following is an insurance requirement to receive Public Assistance funding?

- A. Insurance is not required on facilities with \$7,000 or less in eligible costs.
- B. Facilities must be insured with insurance reasonably adequate and available to protect against future loss.
- C. Obtaining and maintaining insurance on facilities is the decision of the Subrecipient.
- D. State insurance requirements can waive federal insurance requirements.



INSURANCE PROCEEDS

SECTION OVERVIEW

A description of processes that prevent insurance proceeds from duplicating PA benefits.

SECTION SLIDE

32


Insurance Proceeds

To prevent duplicate PA funding, FEMA reduces eligible costs by the amount of actual or anticipated insurance proceeds.

IF

Subrecipient receives insurance proceeds for ineligible losses

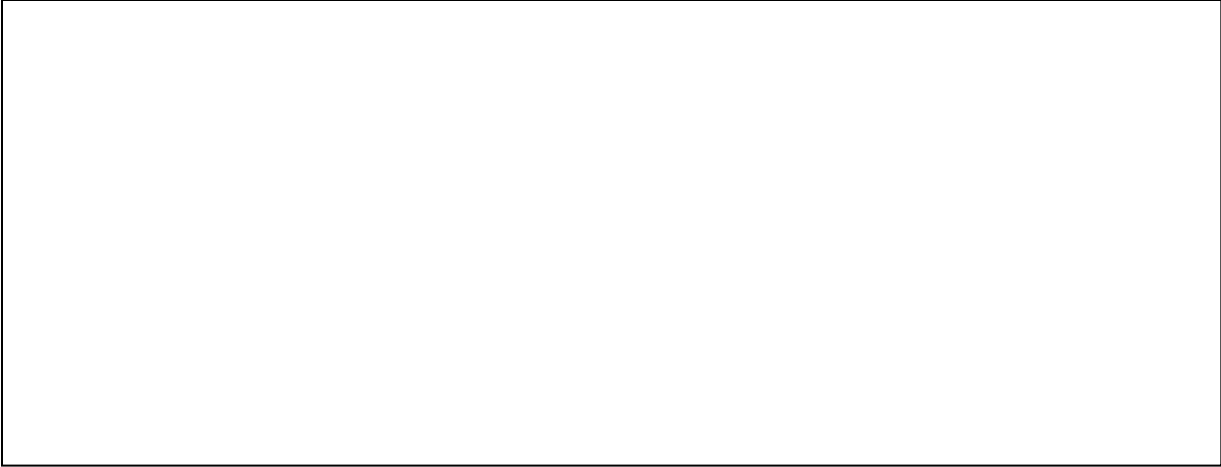
Subrecipient expends costs to pursue its insurance claim



FY 2023 - 2024

NOTES

- Insurance proceeds cannot be duplicated by PA funding. To prevent this from occurring, FEMA reduces eligible costs by the amount of:
 - Actual insurance proceeds, if known, or
 - Anticipated insurance proceeds based on the Subrecipient’s insurance policy
- If the Subrecipient receives insurance proceeds for ineligible losses (e.g., business interruption), FEMA calculates a relative apportionment of insurance proceeds to determine the insurance reduction based on:
 - The proceeds received per type of loss as specified by the insurance policy or settlement documentation
 - Policy limits for categories of loss as specified in the insurance policy
 - The ratio of total eligible losses to total ineligible losses
- If the Subrecipient expends costs to pursue its insurance claim, FEMA offsets the insurance reduction with the costs to pursue the claim if:
 - The incurred cost resulted from pursuing insurance proceeds for FEMA-eligible work
 - The incurred cost was attributed to pursuing more insurance proceeds than the initial settlement amount



MAINTAINING INSURANCE

SECTION OVERVIEW


A description of the consequences of not maintaining insurance on facilities.

SECTION SLIDE


33

Maintaining Insurance

- If required insurance is not maintained from a previous disaster, the facility is ineligible for PA funding in a subsequent disaster.
- When the Subrecipient receives PA funding for a facility damaged by the same hazard in a subsequent disaster, FEMA reduces funding by the amount of insurance required from the previous disaster.
- When may the Subrecipient request FEMA modify the insurance requirement?
 - The required insurance is not readily available
 - An alternative to the insurance requirements provides adequate protection
 - The required insurance is not necessary to protect against future loss

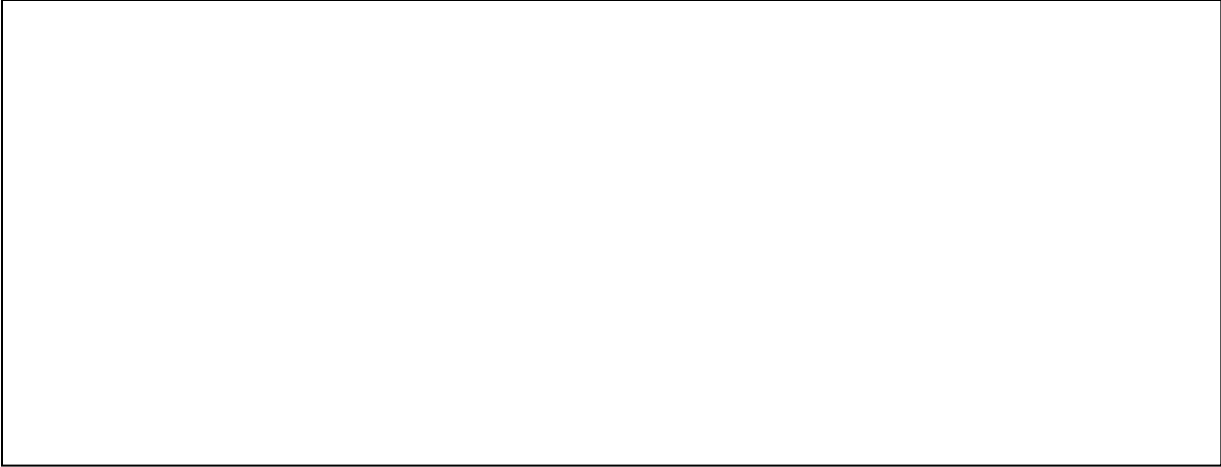


FY 2023 - 2024



NOTES

- If the Subrecipient does not maintain the required insurance from a previous disaster, the facility is ineligible for PA funding in a subsequent disaster, regardless of the hazard(s) that caused the damage.
- When the Subrecipient receives PA funding for a facility damaged by the same hazard in a subsequent disaster, FEMA reduces funding in this subsequent disaster by the amount of insurance required from the previous disaster.
- The Subrecipient may request that FEMA modify the insurance requirement when:
 - The required insurance is not available
 - An alternative to the insurance requirement provides adequate protection against future loss to the property
 - The required insurance is not necessary to protect against future loss to the property



NATIONAL FLOOD INSURANCE PROGRAM)

SECTION OVERVIEW

An overview of the requirements of the National Flood Insurance Program.


SECTION SLIDE


34

National Flood Insurance Program

Discussion topics:

- Communities' requirements for National Flood Insurance Program participation
- Ordinance requirements for buildings to be elevated or floodproofed at or above base flood elevation (BFE)
- Work required for compliance is eligible for PA Funding if it meets eligibility criteria
- Cost to repair a facility and eligible cost caps for replacement
- More information is available at: <https://flood.nc.gov/ncflood/ncfip.html>

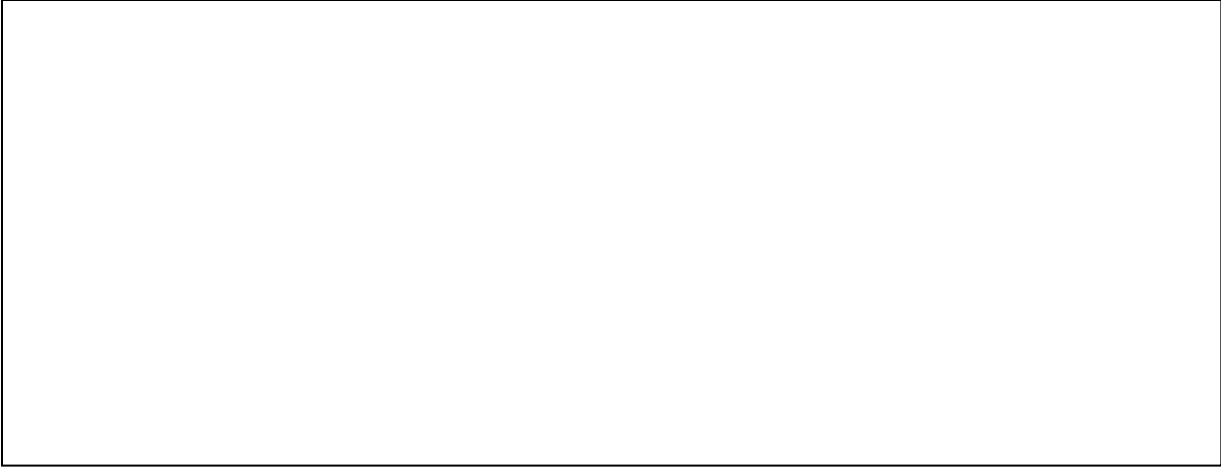




FY 2023 - 2024

NOTES

- A community that participates in the National Flood Insurance Program (NFIP) must adopt and enforce a floodplain management ordinance that meets or exceeds the minimum NFIP requirements.
- The ordinance must require that new or Substantially Improved buildings be elevated so that the lowest floor is at or above the base flood elevation (BFE) or floodproofed to a level equal to or above the BFE (some communities have more restrictive ordinances that require elevation or floodproofing to greater levels).
- Work required for compliance with the floodplain ordinance is eligible for Public Assistance funding, provided it meets the eligibility criteria for codes and standards and are disaster-related repairs.
- Cause of loss is important to document, as the cause of damage (whether flood or wind) may have other insurance coverage that can affect a PA grant.
- If the cost to repair a facility in accordance with the floodplain ordinance is greater than the cost to replace the facility in accordance with the ordinance, the eligible cost is capped at the replacement cost.

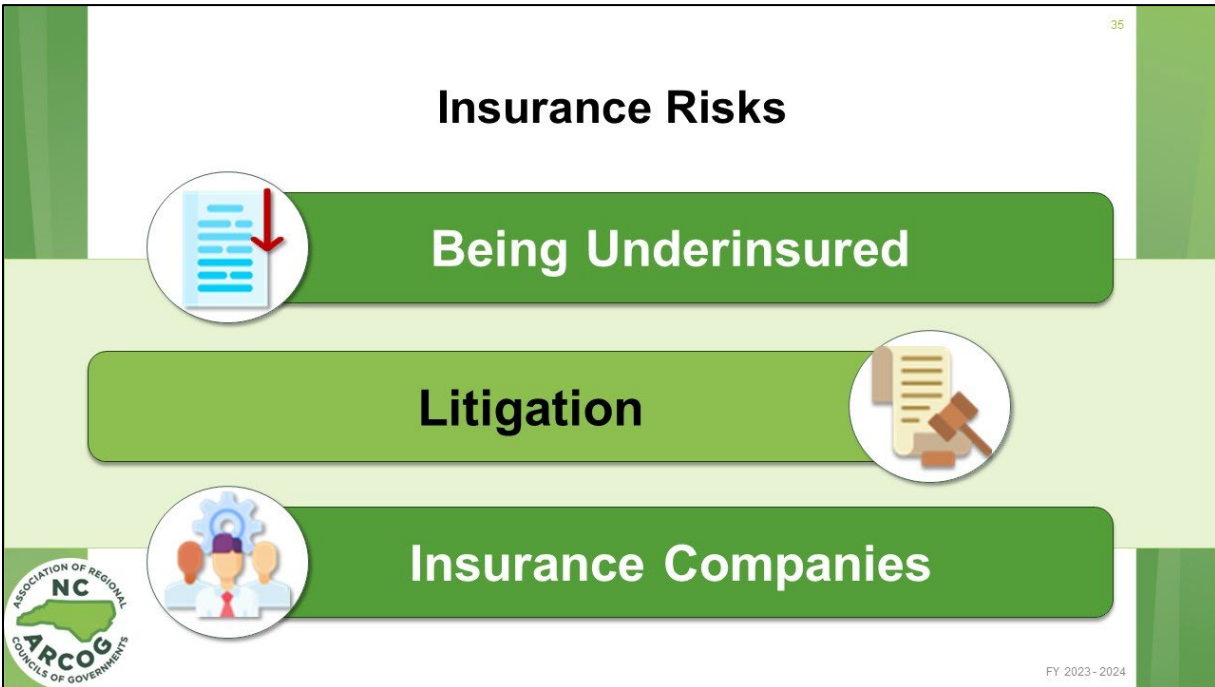


INSURANCE RISKS

SECTION OVERVIEW

Examples of risks to project funding that can come about because of insurance issues.

SECTION SLIDE



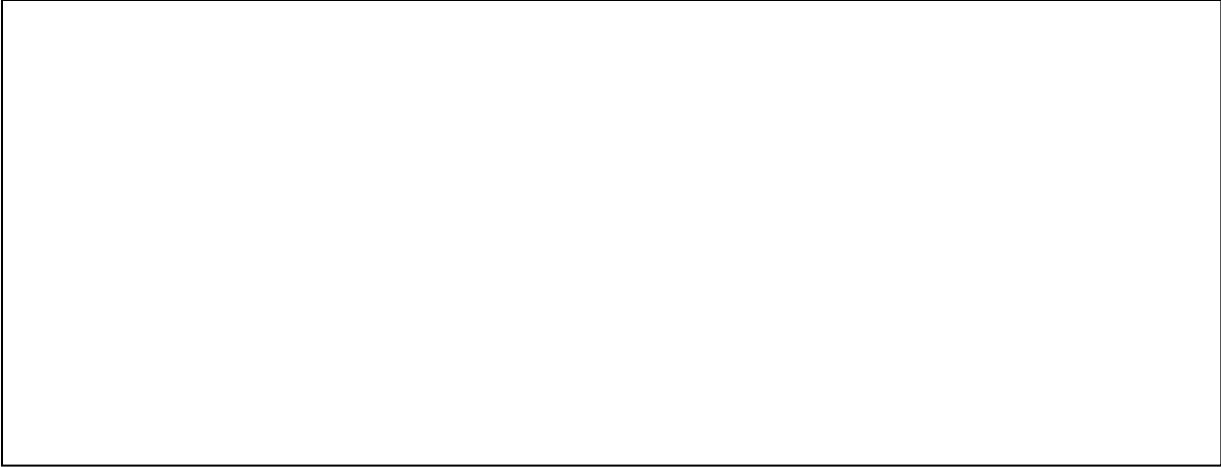
The slide is titled "Insurance Risks" and features three main points in green rounded rectangular boxes. The first box is "Being Underinsured" with an icon of a document and a red arrow pointing down. The second box is "Litigation" with an icon of a gavel and a document. The third box is "Insurance Companies" with an icon of three people's heads and a gear. The ARCOG NC logo is in the bottom left corner, and "FY 2023-2024" is in the bottom right corner. A small number "35" is in the top right corner.

NOTES

- Being underinsured: FEMA will cover the difference in cost for eligible work. Will need to maintain insurance for damage amount in the most recent disaster.
- Litigation: insurance company inspectors doing incorrect reporting/inspections can jeopardize FEMA funding if there is not enough (or improper) documentation to support claims.
- Insurance companies may be unable to pay out all claims in the event of large disasters with excess damage.
- **LGUs can't control litigation and insurance companies. Focus on maintaining proper insurance and be ready to handle litigation and insurance issues when necessary.**



Any other insurance risks you may have seen/experienced?






MODULE 3: UNIT 13 SUMMARY

SECTION SLIDE

36

Module 3: Unit 13 Summary

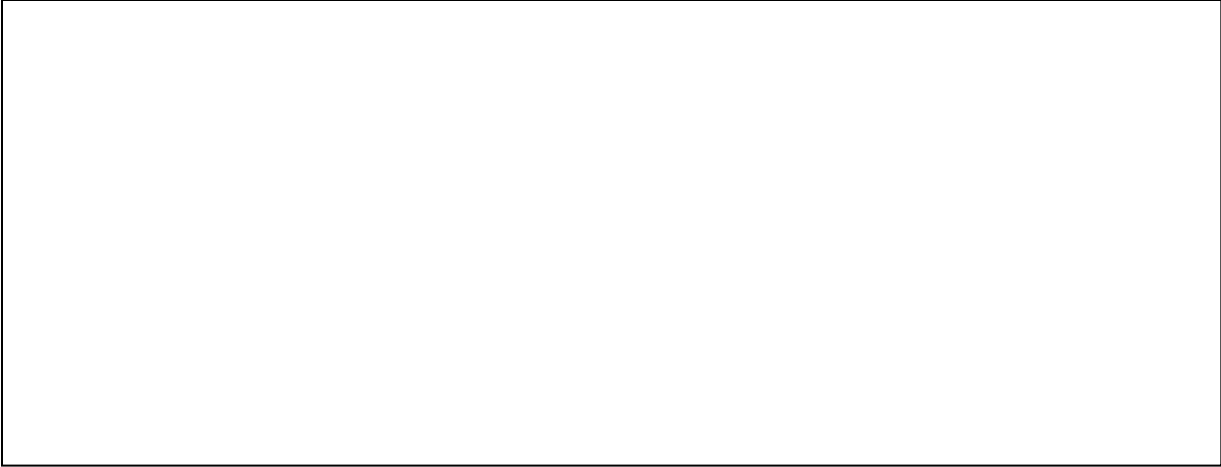
- Insurance requirements to receive Public Assistance funding
- NC insurance information
- Duplication of Benefits
- Insurance proceeds and how to prevent Duplication of Benefits
- Requirements to obtain and maintain insurance
- Details of the National Flood Insurance Program
- Insurance risks



FY 2023 - 2024

NOTES

- Insurance requirements to receive Public Assistance funding
- NC insurance information
- Duplication of Benefits
- Insurance proceeds and how to prevent Duplication of Benefits
- Requirements to obtain and maintain insurance
- Details of the National Flood Insurance Program
- Insurance risks





UNIT 14: DONATED RESOURCES

SECTION OVERVIEW


In this Unit, we will discuss how donated resources are used to assist with disaster response, and the monetary value represented by donated resources in disaster recovery.

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37

Module 3: Long-Term Recovery

Unit 14: Donated Resources



FY 2023 - 2024

NOTES

This Unit details information about donated resources, including eligible donated resources, how they are valued, and how to claim donated resources.

A large, empty rectangular box with a thin black border, intended for notes.




OVERVIEW

38

Module 3: Unit 14 Overview

- Eligible Donated Resources
- Unit 14 Summary



FY 2023 - 2024

NOTES

Empty rectangular box for notes.

ELIGIBLE DONATED RESOURCES


SECTION OVERVIEW

A description of which resources are eligible or ineligible for an offset of the non-federal cost share.

SECTION SLIDE

39

Eligible Donated Resources



Value of donated resources can be used to offset the non-federal cost share of projects

Eligible donated resources: equipment, materials, food, volunteer labor (only recognized by FEMA)

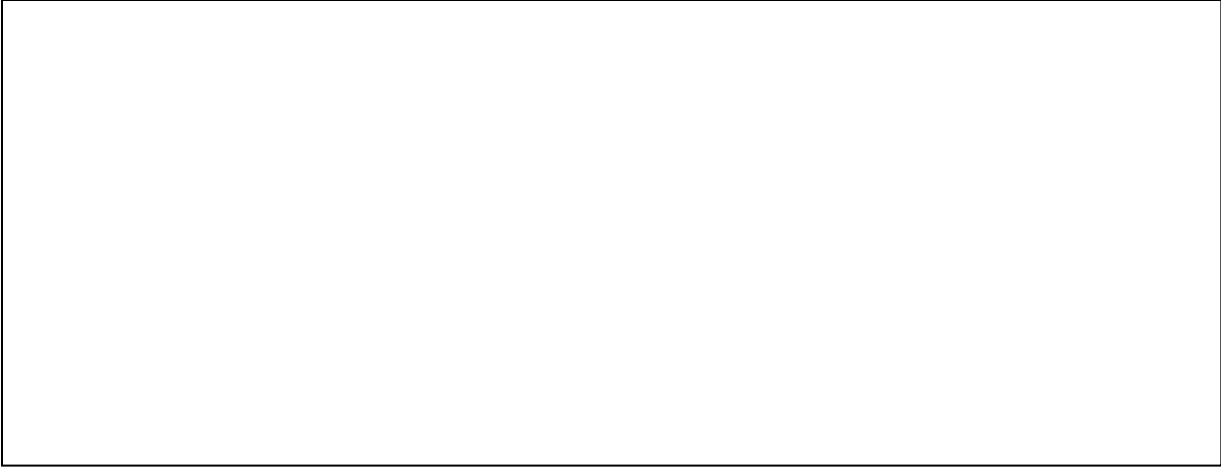
Ineligible donated resources: from a federal source, used for ineligible work, used as an offset to another award

More information can be found on FEMA's *Donated Resources Fact Sheet*

FY 2023 - 2024

NOTES

- Third-party sources can donate resources to help with disaster response, such as:
 - Volunteer labor
 - Equipment
 - Materials
- PA funding is not provided for donated resources, however:
 - For both eligible Emergency and Permanent work, the value of donated resources can be used to offset the non-federal cost share of any eligible projects.
 - FEMA credits volunteer labor towards the non-federal share. However, North Carolina always provides the subrecipient with the non-federal share. Therefore, there is no need to track volunteer labor for PA in NC.
- Donated resources are ineligible as an offset toward the non-federal cost share if the resource is:
 - Donated by a federal agency or another federally funded source
 - Funded through a federal award
 - Used as an offset to another federal award
 - Used for ineligible work






MODULE 3: UNIT 14 SUMMARY

SECTION SLIDE

40

Module 3: Unit 14 Summary

- The basics of donated resources



FY 2023 - 2024


NOTES

- The basics of donated resources



MODULE 3: LONG-TERM RECOVERY SUMMARY

SECTION SLIDE

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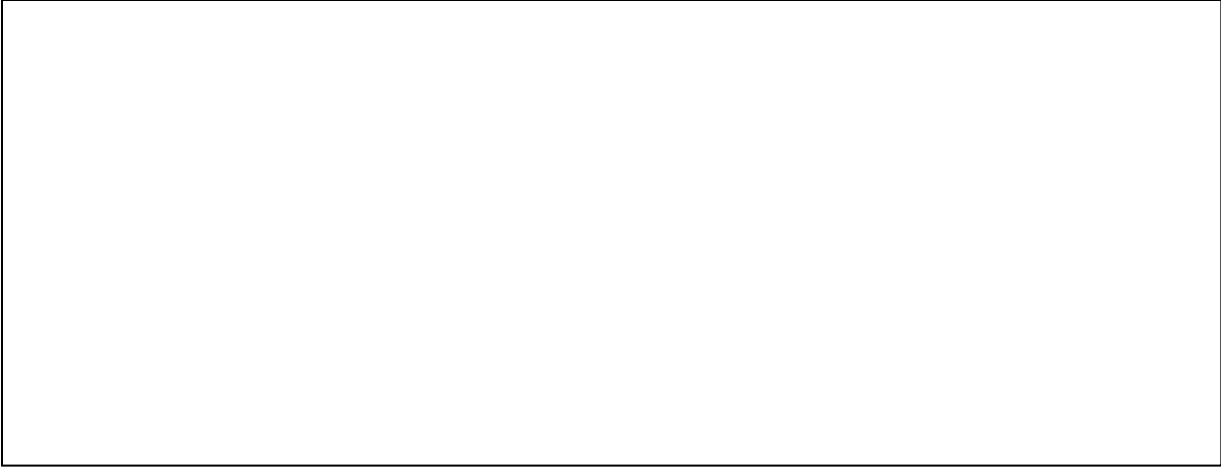
Module 3: Long-Term Recovery Summary

- How 404 Mitigation funds are used
- The closeout process and procedures for different types of projects
- When project reconciliation takes place
- How to adjust funding for individual Small Projects
- How carried insurance affects the PA process
- Requirements to obtain and maintain insurance
- Overview of the National Flood Insurance Program
- Insurance risks
- Donated resources overview

FY 2023 - 2024

NOTES

- How 404 Mitigation funds are used
- The closeout process and procedures for different types of projects
- When project reconciliation takes place
- How to adjust funding for individual Small Projects
- How carried insurance affects the PA process
- Requirements to obtain and maintain insurance
- Overview of the National Flood Insurance Program
- Insurance risks
- Donated resources overview





MODULE 3 EXPERIENTIAL LEARNING ACTIVITY SCENARIO


SECTION SLIDE

42

Module 3 Experiential Learning Activity Scenario

You are a government employee in the fictional town of Paro, North Carolina. After Hurricane Omega, Paro continues to recover from the significant damage caused by the storm.

You have been asked to review a draft insurance allocation plan outlining the costs associated with repairing and improving the Paro East Library.

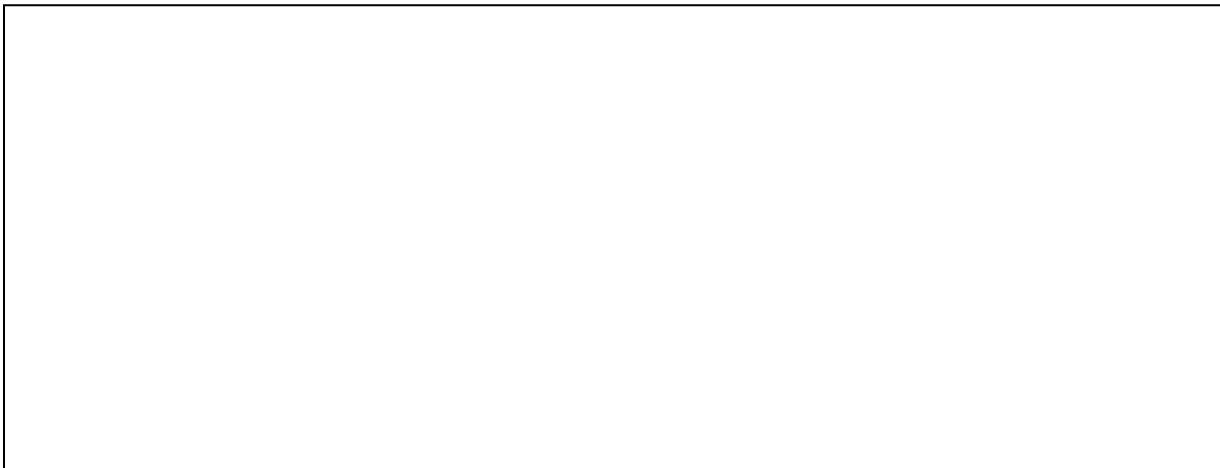
FY 2023 - 2024

NOTES

Scenario

You are a government employee in the fictional town of Paro, North Carolina. After Hurricane Omega, Paro continues to recover from the significant damage caused by the storm.

You have been asked to review a draft insurance allocation plan outlining the costs associated with repairing and improving the Paro East Library.






MODULE 3 EXPERIENTIAL LEARNING ACTIVITY INSTRUCTIONS (25 min)

SECTION SLIDE

43

Module 3 Experiential Learning Activity Instructions

In your group, review the provided insurance allocation plan. Identify any errors or areas of concern that you would provide feedback to town leadership on and provide a justification for any proposed changes.

FY 2023 - 2024

NOTES

Participant Instructions: Review the scenario and provided insurance allocation plan. Work in your group to provide feedback on the plan, identifying any errors, and provide corrections if necessary. Justify any changes you feel are needed. Afterwards, be prepared to discuss your feedback and recommended changes with the class.

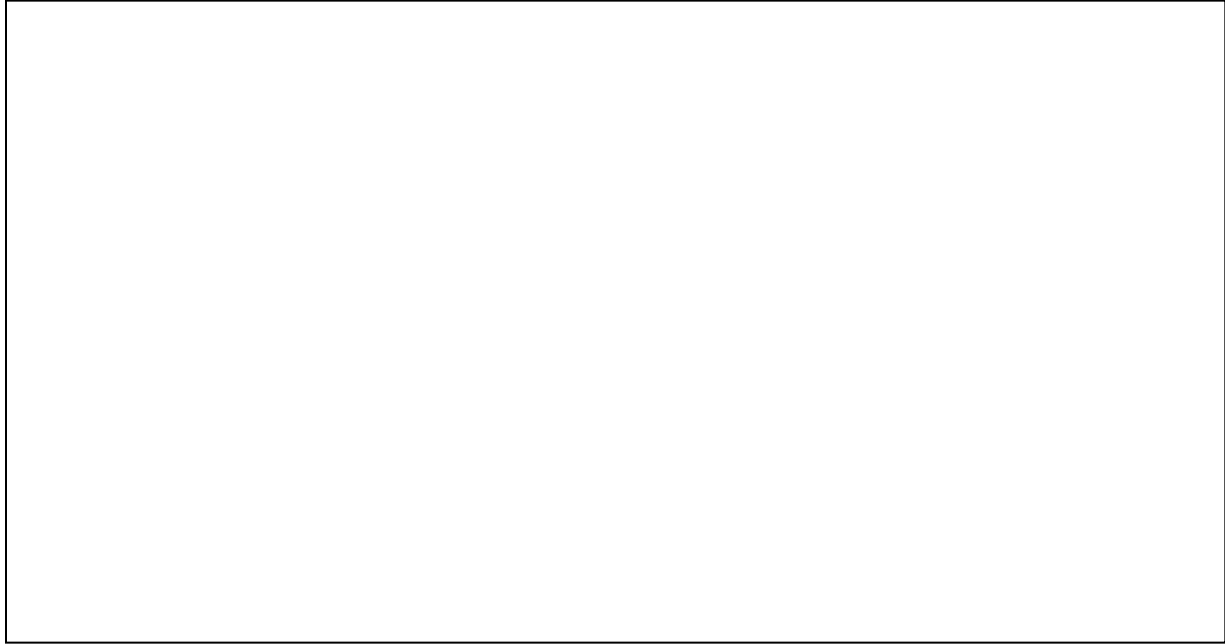


Insurance Allocation Plan		
Town of Paro	CAT E Project #:	175648
Prepared as of December 12, 20xx	Project Title:	Paro East Library
Prepared with Advance #8	Percentage of Work Completed:	80%

Project Costs		
Location	Paro East Library (7)	Total
Construction Bid Award - Opened 12-15-21 - K&J Development of SWLA - Low Bid - Awarded 1-6-22	\$260,000.00	
Change Order 1	\$4,599.00	
Total Contract Amount	\$264,599.00	
Brossett Architect Estimate	\$25,974.00	
Project Management Costs	\$25,974.00	
Total Soft Costs:	\$51,948.00	
Projected Project Costs		\$316,547.00

Insurance		
Location	Paro East Library (7)	Total
Omega Wind Damage Actual Insurance Paid through 10/13/20xx	\$141,039.49	
Omega Wind Damage Deductible	(\$23,567.02)	
Estimated Insurance Proceeds		\$117,472.47

FEMA Funding		
Eligible Costs	\$316,547.00	
Actual PW Obligated Amount		\$316,547.00
Actual FEMA Funding (90% Cost Share)		\$284,892.30
Total Funding Received		\$402,364.77







WRAP-UP AND QUESTIONS

SECTION SLIDE

A presentation slide with a white background and green vertical bars on the left and right sides. The title "Wrap-Up and Questions" is centered at the top in a bold, black font. Below the title is a large, green question mark. In the bottom left corner, there is a small version of the ARCOG NC logo. In the bottom right corner, the text "FY 2023 - 2024" is visible. The number "44" is in the top right corner.

44

Wrap-Up and Questions



FY 2023 - 2024

NOTES

The instructor will ask if there are any questions and address any final items.

A large, empty rectangular box with a thin black border, intended for taking notes during the presentation.



CONCLUSION

SECTION SLIDE

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

FY 2023 - 2024

NOTES

The instructor will administer the Module 3 post-test. It consists of 15 multiple choice questions.

COURSE KEY TERMS AND ACRONYMS

Appeal - When there is a FEMA determination the Applicant disagrees with, PA Applicants are provided a two-tiered administrative appeal process. The Regional Administrator (RA) of the applicable FEMA Region decides the first level appeal. If the Applicant chooses to second appeal that decision, then the Assistant Administrator for Recovery at FEMA Headquarters determines the Agency's final decision regarding the matter. If the Applicant does not second appeal the decision within 60 days of the first appeal decision, the first appeal decision becomes the final agency decision.

Applicant - A non-federal entity submitting an application for assistance under the Recipient's federal award, a Subrecipient is an Applicant that receives a subaward from a pass-through entity to carry out part of a federal program. When an entity applies for PA funding, it is the Applicant. Once the Applicant receives funding, it is either the Recipient, pass-through entity or a Subrecipient. For simplicity, FEMA uses the term Applicant throughout this document when referring to the responsible entity for a project rather than making distinctions between an entity as the Applicant, Recipient, pass-through entity, or Subrecipient. FEMA uses the terms Recipient and Subrecipient when necessary to differentiate between the two entities.

Categories of Work - To facilitate the processing of Public Assistance Funding, FEMA separates eligible work into different categories under Emergency Work and Permanent Work. Emergency Work is separated into two categories and Permanent Work into five categories based on general types of facilities.

Consolidated Resource Center (CRC) - North Carolina is in Region IV (Region 4) The staff at the CRC process grant applications and create Applicants' Damage Description and Dimensions for Completed Work, Scope of Work, and cost estimates across multiple disasters. The Consolidated Resource Center Public Assistance staff coordinate with field staff located at the disaster in making eligibility determinations. The teams and staff at the CRCs include but are not limited to Validation Specialists, Costing Specialists, Hazard Mitigation Specialists, Environmental and Historic Preservation Specialists, Insurance Specialists, and Technical Specialists.

Damage Inventory (DI) - lays the foundation for all future actions including Project Formulation, Damage Description and Dimensions, scope of work, and cost estimates; all of which lead to the Applicant acquiring grant funding.

Deobligation (of funds) - The process by which FEMA may take back awarded (obligated) PA funds. This may occur for a number of reasons such as work being done that was not outlined in the approved SOW.

Determination Memorandum - When FEMA denies assistance, it will provide written notice, often in the form of a Determination Memorandum (DM), which explains the basis for the denial and sets forth an Applicant's appeal rights. Generally, FEMA will electronically transmit eligibility determinations through its web-based system, [Grants Manager/Grants Portal](#).

Duplication of Benefits - Funding received from two sources for the same item of work.

Emergency Project - Any emergency work project that addresses an immediate threat including debris removal (Category A) Work and emergency protective measures (Category B Work).



Emergency Protective Measure (EPM) - An action taken by a community before, during, and after an incident to save lives, protect public health and safety, and prevent damage to improved public and private property.

Environmental and Historic Preservation (EHP) - The entity or sector within FEMA that reviews work and projects for environmental and historic regulation compliance.

Exploratory Calls - the initial call in which the FEMA Program Delivery Manager and Applicant discuss the disaster-related damage identified by the Applicant. During the discussion, the Program Delivery Manager describes the Damage Inventory to the Applicant.

Federal Coordinating Officer (FCO) - appointed by the Director of FEMA on behalf of the President to coordinate federal assistance following a declared disaster or emergency. The FCO establishes the joint field office (JFO) and works in partnership with the SLTT partners to determine state and local disaster assistance requirements. For all Stafford Act declared incidents, the FCO reports to the Regional Administrator for the region in which the incident occurs.

Federal share - The portion of the total project costs that are paid by federal funds.

Fieldcraft - The knowledge and skills one gains from experience or receives from a mentor outside of a defined curriculum. Fieldcraft represents how business is conducted despite doctrine.

Force Account Equipment - refers to Applicant-owned equipment. An Applicant's own equipment.

Force Account Labor - Refers to the Applicant's personnel. An Applicant's own labor forces.

Fringe benefits - A percentage of the actual wages that pays for employee benefits.

Grantee - Please see Recipient/Applicant.

Grants Manager - FEMA side of Grants Portal, PA Program Delivery software.

Grants Portal <https://grantee.fema.gov/> - Applicant side of FEMA PA Program delivery software.

Large Project - A project for which the final obligated (federal and non-federal) amount is equal to or greater than the annually adjusted cost threshold for small project grants.

Local Government - A county, municipality, city, town, township, local public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under state law), regional or interstate government entity, or agency or instrumentality of a local government; an Indian Tribe or authorized tribal organization, or Alaska Native village or organization that does not meet the definition of Indian Tribal Government; or a rural community, unincorporated town or village, or other public entity, for which an application for assistance is made by a state or political subdivision of a state.

Management Cost - Any indirect cost, any direct administrative cost, and any other administrative expense associated with a specific project under a major disaster or emergency.

National Disaster Recovery Framework (NDRF) - enables effective recovery support to disaster-impacted states, tribes, territorial and local jurisdictions. It provides a flexible structure that enables disaster recovery managers to operate in a unified and collaborative manner. The NDRF focuses on how best to restore, redevelop and revitalize the health, social, economic, natural and environmental



fabric of the community and build a more resilient nation.

NC EM Grants <https://emgrants.nc.gov/> - This site is for the online application and management of Public Assistance (PA) and Hazard Mitigation (HM) grants for Applicants in North Carolina. These federal grant programs aid state and local governments in returning a disaster area to pre-disaster conditions and mitigating the future impact of natural hazards. Eligible Applicants include local and Tribal governments as well as certain Private Non-Profit organizations.

Non-Federal Entity - An institution of higher education, nonprofit organization, local government, Indian Tribe, or state that carries out a federal award as a Recipient or Subrecipient.

Obligated - Funds that FEMA has made available are available to the Recipient (state) to pass through to the appropriate Subrecipient. FEMA obligates funds to the state once a project meets Stafford Act eligibility requirements. The state is the official recipient of FEMA federal assistance. The state is then responsible for disbursing the money to Applicants.

Pass-through Entity - A non-federal entity that provides a subaward to a Subrecipient to carry out part of a federal program.

Permanent Work Project - Any work project that addresses the restoration of roads/bridges (Category C), water control facilities (Category D), buildings/equipment (Category E), utilities (Category F), parks, recreational, and other facilities (Category G).

Preliminary Damage Assessment (PDA) - a mechanism used to determine the impact and magnitude of damage and the resulting unmet needs of individuals, businesses, the public sector, and the community. Information is collected from the field, the public, teams within the Emergency Operations Center, etc. to determine the damages of the area.

Private Non-Profit Organization (PNP) - A facility that provides a critical service, which is defined as education, utility, emergency, or medical or a facility that provides a noncritical, but essential social service and provides those services to the public. Any nongovernmental agency or entity that currently has an effective ruling letter from the U.S. Internal Revenue Service, granting tax exemption under Sections 501(c), (d), or (e) of the Internal Revenue Code, or satisfactory evidence from the state that the nonrevenue producing organization or entity is a nonprofit one organized or doing business under state law.

Procurement Disaster Assistance Team (PDAT) - entity within FEMA that monitors, reviews, and can provide guidance on procurement.

Public Assistance (PA) - FEMA's Public Assistance Program provides supplemental grants to state, tribal, territorial, and local governments, and certain types of private non-profits so communities can quickly respond to and recover from major disasters or emergencies. The program acts as a reimbursement program for eligible disaster related costs.

Public Assistance Program and Policy Guide - The federal guide to the Public Assistance Program. This guide is updated regularly and applies to specific timeframes and disasters. The Guide references the Code of Federal Regulations and Stafford Act to assist with guidance and regulations on the Public Assistance Program.

FEMA Public Assistance Program Delivery Manager (PDMG) - the Applicant's primary point of contact, the FEMA Program Delivery Manager, is the first way that FEMA works with the Applicant to inform them of what project-specific documentation they need to provide.



Recipient - The State, Territorial, or Tribal government that receives and manages the federal award under the disaster declaration and disburses funding to eligible subrecipients. A non-federal entity that receives a federal award directly from a federal awarding agency to carry out an activity under a federal program.

Recovery Scoping Meeting (RSM) - The first substantive meeting between the Applicant and FEMA which starts the 60-day regulatory timeframe for the Applicant to identify and report damage. It is a detailed and in-depth meeting regarding the Applicant's disaster damages and the PA process.

Request for Public Assistance (RPA) - The form a public entity or PNP organization uses to apply for assistance under the Public Assistance Program.

Request for Reimbursement (RFR) - The phase of the Public Assistance Program in which subgrantees/subrecipients request their awarded funding from the Recipient/Grantee. This process is typically processed through a state grant management system and requires additional documentation to further validate costs initially obligated by FEMA. This is the official request to receive the funding obligated by FEMA and is monitored closely by the Recipient.

Small Project - A project for which the final obligated (federal and non-federal) amount is less than the annually adjusted cost threshold for small project grants.

Subject Matter Expert (SME) - An individual with qualifications and experience in a particular field or work process; an individual who by education, training, and/or experience is a recognized expert on a particular subject, topic, or system.

Special Population - In disaster response and recovery, a population whose members may have additional needs before, during, and after an incident in functional areas, including but not limited to: maintaining independence, communication, transportation, supervision, and medical care.

State, Local, Territorial, or Tribal (SLTT) - partners in the disaster recovery process and referred to in a group as partners to the federal government.

Subgrantee - Please see Subrecipient.

Subrecipient - Applicants who have received a subaward from the Recipient and are then bound by the conditions of the award and subaward. A non-federal entity that receives a subaward from a pass-through entity to carry out part of a federal program. It does not include an individual that is a beneficiary of such program. A Subrecipient may also be a Recipient of other federal awards directly from a federal awarding agency.

Unit of Local Government (ULG) - Organizations of local government including counties and municipalities.



ADDITIONAL RESOURCES

FEMA Resources

FEMA Independent Study Courses - <https://training.fema.gov/is/crslist.aspx?lang=en>

- Basic recommended courses:
 - IS-100 Introduction to the Incident Command System, ICS 100
 - IS-200 Basic Incident Command System for Initial Response, ICS-200
 - IS-700 An Introduction to the National Incident Management System
 - IS-800 National Response Framework, An Introduction
 - IS-1000 Public Assistance Program and Eligibility

[FEMA Acronyms, Abbreviations, and Terms Job Aid](#)

[FEMA Arbitration Fact Sheet Version 4 20220630](#)

[FEMA A Whole Community Approach to Emergency Management: Principles, Themes, and Pathways for Action](#)

[FEMA Disaster Financial Management Guide: Guidance for State, Local, Tribal & Territorial Partners – April 2020](#)

[FEMA Donated Resources Fact Sheet](#)

[Fact Sheet – Contracting Requirements Checklist – October 2018](#)

[FEMA Force Account Equipment Summary Record Form](#)

[FEMA Force Account Labor Summary Form](#)

[Grants Manager and Grants Portal Fact Sheet](#)

[FEMA Grants Portal](#)

[FEMA Hazard Mitigation Assistance Program and Policy Guide March 23, 2023](#)

[FEMA Hazard Mitigation Grants 404 and 406 Job Aide – May 2017](#)

[FEMA Job Aid: Public Assistance – Reasonable Cost Evaluation](#)

[FEMA Materials Summary Sheet Form](#)

[FEMA Public Assistance Program and Policy Guide \(PAPPG\) Version 4](#)

[FEMA Public Assistance CEF Instructional Guide](#)

[FEMA Public Assistance Project Templates and Forms](#)



[FEMA Public Assistance Management Costs Standard Operating Procedures – February 2019](#)

[FEMA Public Assistance Program Delivery Guide – September 2022](#)

[FEMA Project Worksheet FEMA Form FF-104-21-133](#)

[FEMA Policy FP-104-23-001 Public Assistance Simplified Procedures](#)

[FEMA Preliminary Damage Assessment Guide – May 2020](#)

[FEMA PA Contract Work Summary Record Form](#)

[FEMA Rented Equipment Summary Record Form](#)

[FEMA Request for Public Assistance Form](#)

[FEMA Schedule of Equipment Rates – 2023](#)

[FEMA State-Led Public Assistance Guide – February 2019](#)

North Carolina Resources

[2020 North Carolina Disaster Recovery Framework](#)

[North Carolina Disaster Recovery Assistance Guide](#)

[North Carolina Enhanced Hazard Mitigation Plan – Dec 2022](#)

[NC EM Grants Portal](#)

[NC Grants Management Documents](#)

[North Carolina NFIP](#)

[North Carolina NFIP Participating Communities](#)

[North Carolina Purchasing Procedures - Subchapter 05B – Procurement Purchase Procedures](#)

[University of North Carolina School of Government Procurement Presentation](#)

[University of North Carolina School of Government Municipal and County Administration Course](#)

[University of North Carolina School of Government Public Employment Law and Human Resource Management Microsite](#)

[University of North Carolina American Indian Center – Tribes and Urban Indian Organizations](#)

Other Resources

[Applicant Information – Damage Information and Inspections Checklist](#)

[Applicant Quick Guide – Exploratory Call and Recovery Scoping Meeting](#)



[Environmental and Historic Preservation Guide](#)

[Subrecipient Small Project Self Certification Form – Template](#)