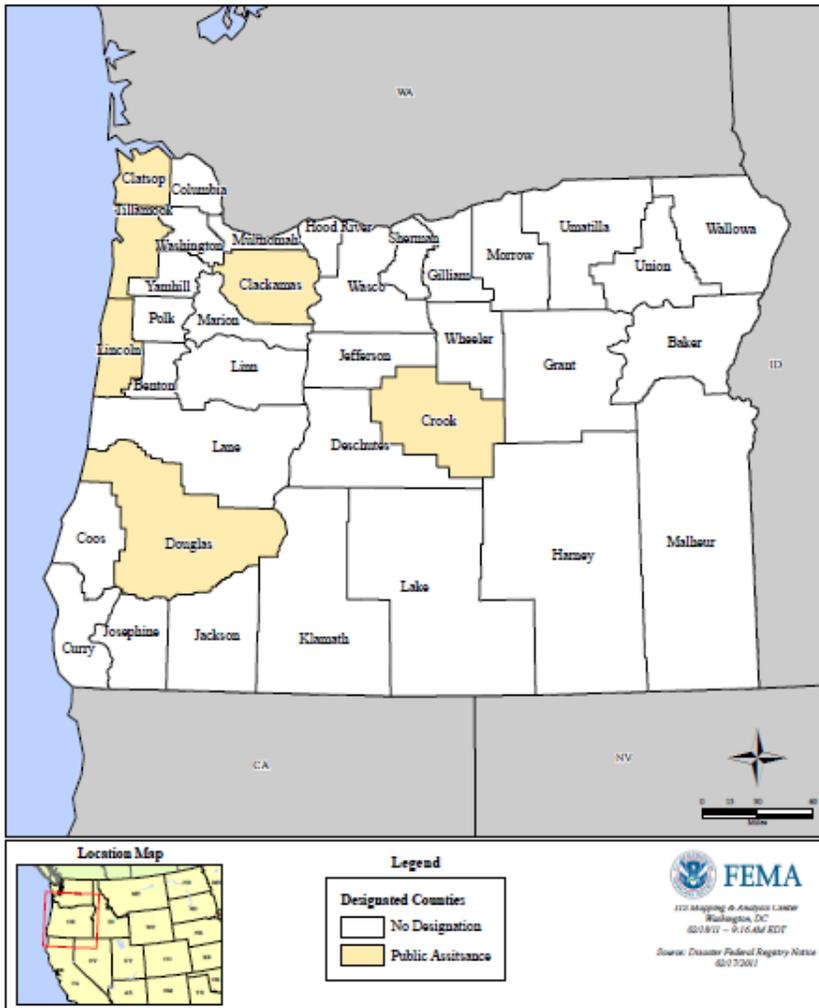


**Applicant Briefing
for
the Public Assistance
Program**

FEMA-1956-DR-OR

**FEMA-1956-DR, Oregon
Disaster Declaration as of 02/17/2011**



FEMA PA Coordinators

Tom Morello: Clackamas & Clatsop
Jim Philpott: Lincoln & Tillamook
Doug Westermann: Crook & Douglas

FEMA-1956-DR, Oregon

State Coordinating Officer

Dave Stuckey

Deputy SCO

Abby Kershaw

Federal Coordinating Officer

Dolph A. Diemont

State Public Assistance

Officer Julie Slevin

FEMA Public Assistance

Officer Lois Lopez

Deputy PAO

Ron Hormann

Mark Spahr

The Public Assistance program

DR-1956-OR

Declared

February 17, 2011

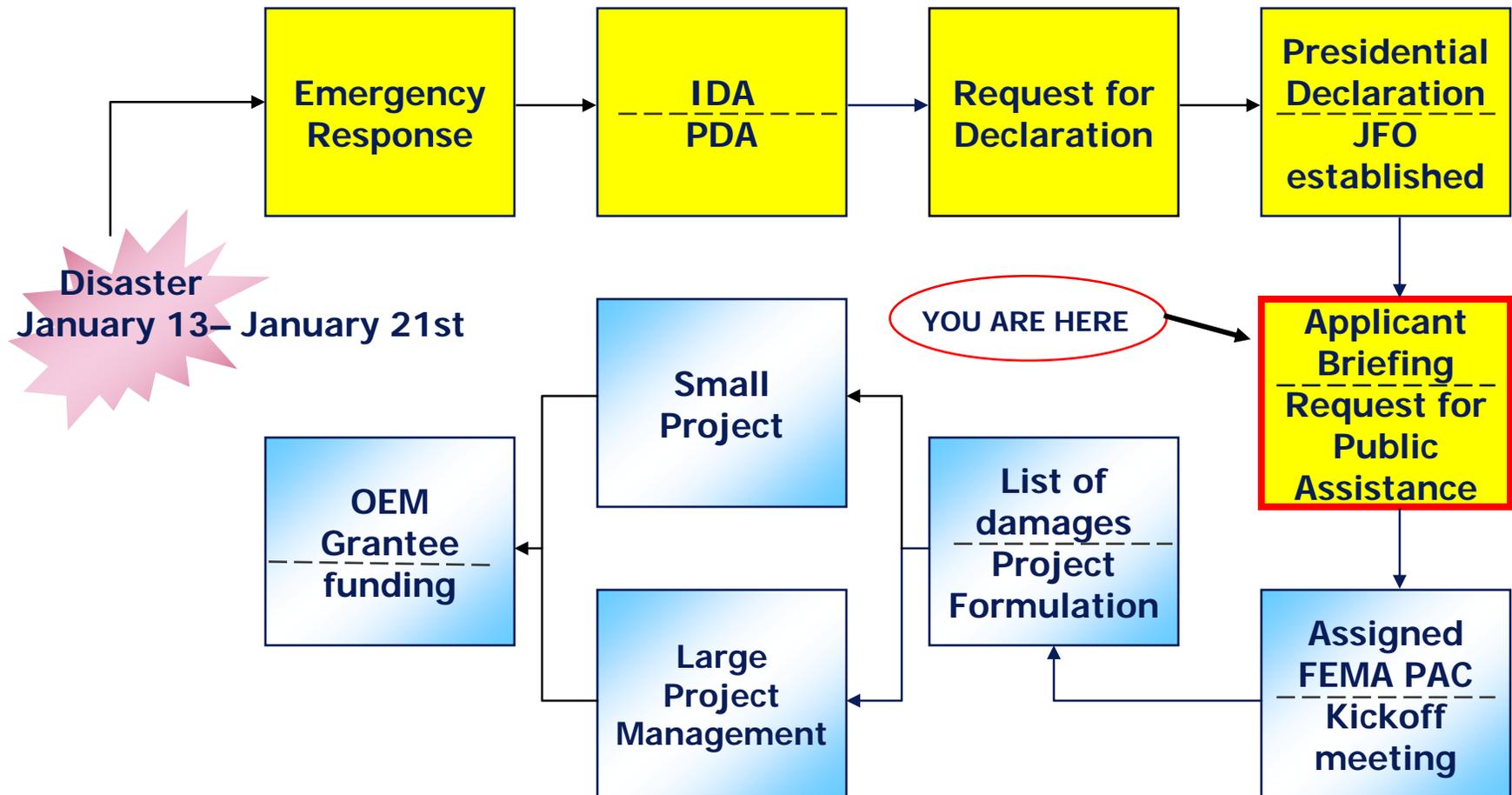
**Severe Winter Storm, Flooding, Mudslides, Landslides,
and Debris Flows**

**Clackamas, Clatsop, Crook, Douglas, Lincoln and
Tillamook**

Incident Period

January 13, 2011 – January 21, 2011

Overview of the Recovery Process



The Public Assistance program

Supplemental financial assistance to local governments, state agencies, and certain private nonprofit organizations for response and recovery activities required as a result of a major disaster which has been declared by the President.

Public Assistance is a cost-share program

75% federal – 25% non-federal.

General Program Eligibility



Eligible Applicants

State

County

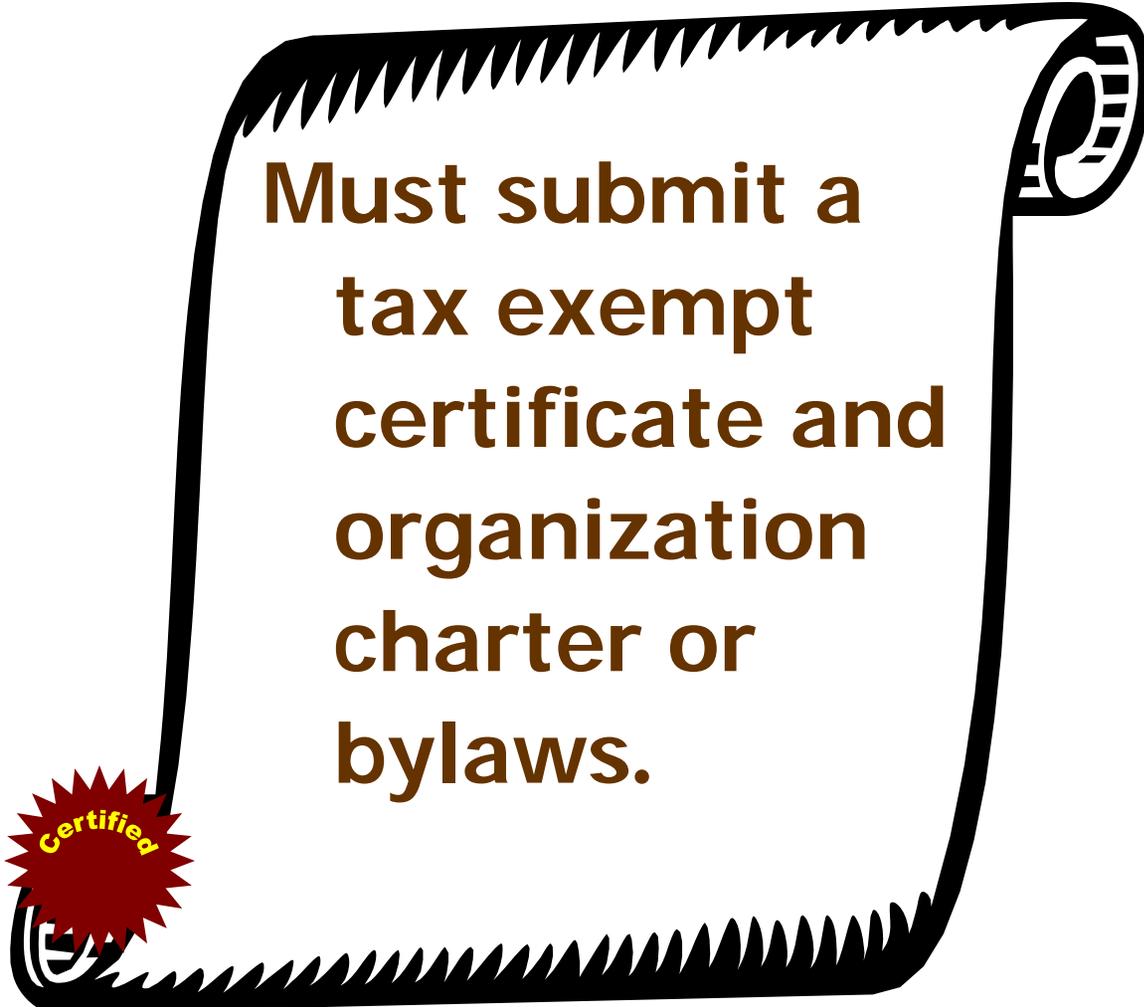
City / Town / Village

Certain Private Non-Profit
Organizations (PNP)

Other State Political
Subdivisions

Native American Tribes and
Tribal Organizations

Private Non-Profit Entities



**Must submit a
tax exempt
certificate and
organization
charter or
bylaws.**

Certified

Private Non-Profit Entities

The following types of Critical PNP facilities are specifically eligible:

Fire/Emergency
Emergency Medical
Utility – Power, Water, Sewer
Communications
Education



May apply to FEMA immediately for emergency and permanent work disaster assistance.

Critical PNPs do not have to apply to SBA

Private Non-Profit Entities

The following are essential Non-Critical facilities:

Museums

Community centers

Homeless shelters

Shelter Facilities

Custodial care

Libraries

Senior citizen /Day care centers

Non-Critical PNPs requesting reimbursement for permanent work costs must apply for a disaster loan from SBA.

This should be done simultaneously with submitting a Request for Public Assistance (RPA).

If denied, FEMA will fund eligible work.

Emergency Work is funded by FEMA



Eligible Facilities



Eligible Facility is a building, works, system, or equipment that is built or manufactured, or an improved and maintained natural feature that is owned by an eligible applicant.

**Facility
Applicant**

Facility Use

**Legal
Responsibility**

**Other
Federal
Agencies
(OFAs)**

**Facility
Use**

Other Considerations

Facility
Applicant

Alternate
Use

Under
Construction

Replacement



Work

Disaster damage

Location

Legal Responsibility



Cost

Labor

Equipment

Materials

Contracts

Cost

**Reasonable
and
necessary to
accomplish
the work**

**Compliant
with federal,
state, and
local
requirements
for
procurement**

**Reduced by
all applicable
credits such
as insurance
proceeds and
salvage
values**

Must have \$1,000 in eligible costs



Labor Cost...

Regular time
and overtime

Compensatory
time

Force Account
mechanics

Foremen and
Supervisors

Fringe benefits

Eligible Labor Costs

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

Include travel and per diem (in accordance to labor policy) for employees performing eligible activities.

Equipment

- **Performing Eligible Work – all eligible usage**
 - **FEMA Equipment Rates or Applicants, whichever is less**
 - **Rental - Invoice**
 - **Auto/Truck – Mileage or Hourly Rate**
 - **Other equipment – Hourly Rate**
 - **Stand-by Time Ineligible**
 - **Intermittent Use**
 - **Half Day or More = Full Day**
 - **Less Than Half Day = Actual Hours**
- (PA Guide, Page 37)**

Materials

- **Used for eligible work**
- **Purchased or from stock**
- **Invoices, historical data or area vendor quotes**

Eligible Contracts

Contracts must be reasonable cost and generally must be competitively bid in accordance to federal, state or local procurement laws for public contracting.

Note: Davis-Bacon Act is not a requirement on FEMA Public Assistance projects.

Eligible Contracts...

FEMA finds four methods of procurement acceptable:

1. Small purchase procedures
2. Sealed bids
3. Competitive proposals
4. Non- competitive proposals (Sole Source)

Can only be used when the award of a contract is infeasible (normal means) and the following apply:

- (1) Item is only available single source
- (2) An emergency exists
- (3) After solicitation, competition insufficient

Eligible Contracts...

- **Incurred for eligible work only**
- **Ineligible Contracts –Cost Plus a percentage**
- **Debarred or suspended contractors - <https://www.epls.gov/>**

Categories of Work

Emergency Work

Categories A and B

6 month Completion Deadline

Permanent Work

18 month Completion Deadline

Categories C, D, E, F, and G

Start Date is the Declaration date of 02/17/11

Emergency Work

Necessary to eliminate the immediate threat to lives, public health and safety and to protect improved property

- **Category A – Debris Removal**
clearance, removal, storage, disposal
- **Category B – Emergency Protective Measures**

Temporary emergency repairs, SAR, EOC, shelters, sandbagging, bracing/shoring damaged structures and other activities to protect life, health, safety and protect improved property

Federal Emergency Management Agency

Response and Recovery Directorate Policies

Donated Resources

9525.2

- Offset the cost of the non-Federal share
- Category A and B only
- Volunteer Labor
- Donated Equipment
- Donated Materials

Labor Costs, Emergency Work

9525.7

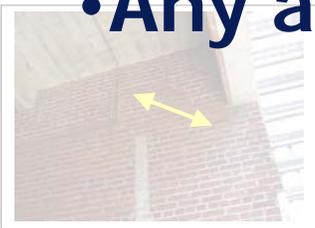
- Only Overtime & OT benefits are eligible
- Temporary employees (disaster direct hire) straight and OT rate eligible
- Contract costs are eligible

Mutual Aid Agreements for Public Assistance and FMAGP

#9523.6

Donated Resources

- All donated resources being claimed must be documented (who, what, when, where and how)
- Eligible Donated Resources may be claimed only by the applicant that has received the donation
- Eligible donated services can only be actual working time for protective efforts in Category A or B.
- Valued of labor at same rate as paid workers for similar work
- Equipment record the same as force account equipment (use FEMA equipment rates)
- Materials value at purchased or current commercial rate

FEDERAL EMERGENCY MANAGEMENT AGENCY PROJECT WORKSHEET - Damage Description and Scope of Work Continuation Sheet		O.M.B. No. 3067-0151 Expires April 30, 2001	
DECLARATION NO: FEMA- 1361 -DR- WA	PROJECT NO. 000-UKTGB-00	FIP IN. DATE 05/23/01	STATE E
APPLICANT DEPARTMENT OF SOCIAL & HEALTH SERVICES COUNTY GEOGRAPHIC LOCATION N46.793 W123.62771			
POWER PLANT: <u>120311 Old Highway 9, SW, Centralia, WA 98531</u>			
TYPE OF BUILDING: <u>Cast in Place Concrete/Brick Veneer</u> AGE OF BUILDING: <u>1910</u> NUMBER OF FLOORS: <u>1</u> SQUARE FT OF BUILDING: <u>3,840 SF</u> SOURCE OF COST ESTIMATE: <u>FEMA PO, Using FEMA Cost Codes, Means</u>			
<u>DAMAGE DESCRIPTION</u>			
It should be noted that while this building does have the potential to be listed on the National Historic Register, it is <i>NOT</i> listed. Damage consists of a 6 FT horizontal crack running in the groud line as indicated by the yellow arrows.			
<ul style="list-style-type: none"> • Any activity that must be performed to restore a damaged facility 			
			
		-Design	
		-Function	
		-Capacity	

Permanent Work Category C – G

Permanent Work Categories C - G

Category C – Road and Bridge Systems

Category D – Water Control Facilities

Category E – Public Buildings/Equipment

Category F – Public Utilities

Category G – Other (Parks, Recreation)

18 Month Completion Deadline

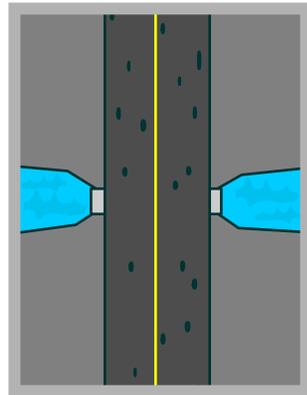
Contact State immediately to request time extension

Special Considerations

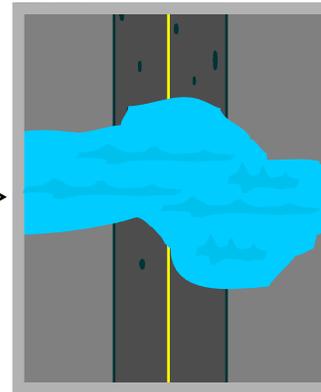
Special considerations are issues other than program eligibility that could affect the scope of work and funding of a project. These issues include:

- Insurance**
- Floodplain Management**
- Hazard Mitigation**
- Environmental Protection**
- Historic Preservation and Cultural Resources**

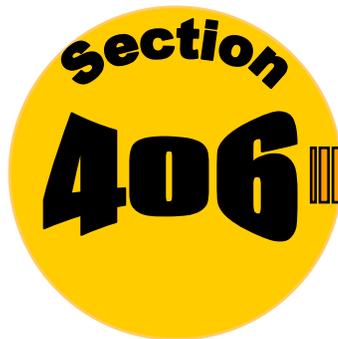
Hazard Mitigation Scenario



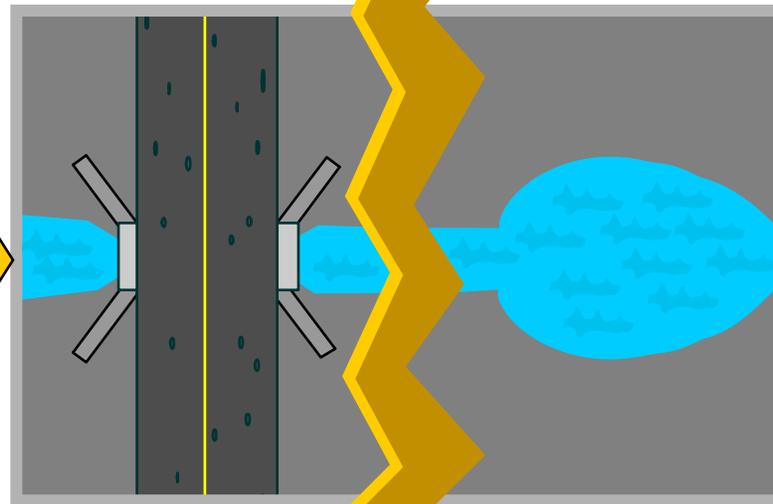
Pre-disaster



Disaster damage



Larger culvert with concrete wing-walls



New upstream retention pond

Part 404

- **Hazard Mitigation Grant Program**
- **Priority emphasis projects for this disaster**
 - **Public facilities**
 - **Partnership with Part 406 mitigation (undamaged components) where possible**
 - **Identified early-on during PA (within 60-days of the Kickoff Meeting)**
 - **Taking advantage of FEMA's resources to identify, write-up, review and determine eligible Part 404 project activities**
 - **Implementation within one year preferred**
 - **Dennis Sigrist – State Hazard Mitigation Officer**

HOW YOU CAN HELP!

- **Make the Inspection Team aware of any known sensitive environmental issues when a Project is being written**
- **Don't hesitate to call the responsible agency for clarification or information**
- **Make all environmental information available**
- **Consider mitigation (Part 406)**
- **Keep good records (maintain all correspondence with regulatory agencies)**

Types of Projects

SMALL PROJECTS

LARGE PROJECTS

ALTERNATE PROJECTS

IMPROVED PROJECTS

Small Project or Large Project?



Annually updated, \$63,900 is the FY 2011 threshold amount.

Small Projects

FEDERAL EMERGENCY MANAGEMENT AGENCY PROJECT WORKSHEET				O.M.B. No. 3067-0151 Expires April 30, 2001	
PAPERWORK BURDEN DISCLOSURE NOTICE Public reporting burden for this form is estimated to average 30 minutes. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the needed data, and completing and submitting the form. You are not required to respond to this collection of information unless a valid OMB control number is displayed in the upper right corner of the forms. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to Paperwork Reduction Project (3067-0151), Federal Emergency Management Agency, 500 C Street, SW, Washington, DC 20472. Paperwork Reduction Project (3067-0151). NOTE: Do not send your completed form to this address.					
DECLARATION NO:	PROJECT NO.	FIPS NO.	DATE	CATEGORY	
FEMA- 1361 -DR- WA		000-UKTGB-00	05/23/01	E	
DAMAGE FACILITY MAPLE LANE CAMPUS			WORK COMPLETE AS OF: 05/23/01 : 0 %		
APPLICANT DEPARTMENT OF SOCIAL AND HEALTH SERVICES			COUNTY STATE-WIDE		
LOCATION 120311 OLD HIGHWAY 9, SW, CENTRALIA, WA 98531			LATITUDE N46.7932	LONGITUDE W123.02771	
DAMAGE DESCRIPTION AND DIMENSIONS AS RESULT OF THE NISQUALLY EARTHQUAKE, FEBRUARY 28, 2001, THE APPLICANT SUSTAINED DAMAGES TO 6 BUILDINGS AS DETAILED IN THE ATTACHED SUPPORTING DOCUMENTATION. NO TOOLS OR MATERIALS WERE REQUIRED TO REPAIR MORE THAN \$5,000 DAMAGES. THE POWER PLANT HAS 6 LF OF CRACKS IN THE BRICKS.					
SCOPE OF WORK POWER PLANT (POTENTIALLY HISTORICAL): BRICKS REUSED. IF REPLACEMENT IS NECESSARY THEY WILL MATCH IN KIND. MORTAR TO MATCH IN COLOR AND STRENGTH. TOOLING CONFIGURATION TO MATCH THE EXISTING MORTAR (6 LF). SEAL WITH WATERPROOF SEALANT. CASCADE & COLUMB					
Does the Scope of Work change the pre-disaster condition at site? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No					
Special Consideration issues included? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Hazard Mitigation proposal included? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No					
Is there insurance coverage on facility? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No					
PROJECT COST					
ITEM	CODE	NARRATIVE	QUANTITY/UNIT	UNIT PRICE	COST
1	5256	MASONRY CRACK REPAIR/REPLACE SINGLE BR	3 / EA	\$ 4.31	\$ 12.93
2	5257	MASONRY CRACK REPAIR/BRICK JOINTS	20 / SF	\$ 5.32	\$ 106.40
3	5182	PAINT CONCRETE, DRYWALL, OR PLASTER	32 / SF	\$ 0.83	\$ 26.56
4	5182	PAINT MASONRY WALL	288 / SF	\$ 0.68	\$ 195.84
5	5252	PRIMER/SEALER COAT	288 / SF	\$ 0.39	\$ 109.44
6	5255	MASONRY CRACK REPAIR/CMU BLOCK JOINTS	156 / LF	\$ 2.37	\$ 369.72
7	9010	LABORER REGULAR TIME	5 / HR	\$ 42.35	\$ 211.75
8	5248	PATCH/GROUT	3 / LF	\$ 1.16	\$ 3.48
9	5249	CAULK JOINTS	300 / LF	\$ 1.73	\$ 519.00
10	3001	MINIMUM ALLOWANCE	1 / LS	\$ 1,800.00	\$ 1,800.00
11	9995	WASHINGTON STATE SALES TAX	1 / LS	\$ 355.86	\$ 355.86
					\$ -
				TOTAL COST	\$ 3,710.98
PREPARED BY: J.Antilla, FEMA REMARKS:					

Federal cost-share for a small project is paid upon Project Worksheet approval and Payment Request submittal.

Large Project Payments

- Project payment is based on actual **eligible** cost
- Applicants report status on project quarterly
- If applicant expects cost overrun or change in scope of work – must contact OEM for concurrence/approval ASAP

Improved Projects

With State/FEMA approval, the applicant may restore pre-disaster function, and make improvements (for which the applicant is financially responsible.)

Will require FEMA environmental review



Before



After

Alternate Projects

Funds used for a project other than repair of the damaged structure:

Must receive FEMA & State prior approval

And will require environmental review

Reduced to 90% of federal share (PNP 75% of federal share), or actual cost of alternate project, whichever is less.



Project Completion Timeframes

- **Start date** **February 17, 2011**
- **Debris removal** **6 months**
- **Emergency work** .. **6 months**
- **Permanent work** ... **18 months**

Notify the State immediately if a time extension may be required.

FEDERAL EMERGENCY MANAGEMENT AGENCY
REQUEST FOR PUBLIC ASSISTANCE

O.M.B. No. 3067-0151
 Expires April 30, 2001

PAPERWORK BURDEN DISCLOSURE NOTICE

Public reporting burden for this form is estimated to average 10 minutes. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the needed data, and completing and submitting the forms. You are not required to respond to this collection of information unless a valid OMB control number is displayed in the upper right corner of the forms. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC 20472, Paperwork Reduction Project (3067-0151). **NOTE:** Do not send your completed form to this address.

APPLICANT (Political subdivision or eligible applicant.)
 City of Popular

DATE SUBMITTED

COUNTY (Location of Damages. If located in multiple counties, please indicate.)
 Gotham County

APPLICANT PHYSICAL LOCATION

STREET ADDRESS
 1300 Main Street

CITY
 Popular

COUNTY
 Gotham

STATE
 OR

ZIP CODE

MAILING ADDRESS (Different from Physical Location)

POST OFFICE BOX

CITY

STATE

ZIP CODE

Primary Contact/Applicant's Authorized Agent

Alternate Contact

NAME
 Joe Smith

NAME
 Laura Wolf

TITLE
 City Engineer

TITLE
 City Planner

BUSINESS PHONE
 (555)555-5555

BUSINESS PHONE
 (444)444-5454

FAX NUMBER
 (555)555-1212

FAX NUMBER
 Same

HOME PHONE (Optional)
 (555)123-4567

HOME PHONE (Optional)
 (555)234-6789

CELL PHONE
 (555)501-1111

CELL PHONE
 (555)501-2222

E-MAIL ADDRESS
 jsmith@popular.com

E-MAIL ADDRESS
 Lwolf@popular.com

PAGER & PIN NUMBER
 (555)312-1312

PAGER & PIN NUMBER
 (555)312-6789

Did you participate in the Federal/State Preliminary Damage Assessment (PDA)? Yes No

Private Non-Profit Organization? Yes No
 If yes, which of the facilities below best describe your organization? _____

Title 44 CFR, part 206.221(e) defines an eligible private non-profit facility as: "... any private non-profit educational, utility, emergency, medical or custodial care facility, including a facility for the aged or disabled, and other facility providing essential governmental type services to the general public, and such facilities on Indian reservations." "Other essential governmental service facility" means museums, zoos, community centers, libraries, homeless shelters, senior citizen centers, rehabilitation facilities, shelter workshops and facilities which provide health and safety services of a governmental nature. All such facilities must be open to the general public.

Private Non-Profit Organizations must attach copies of their Tax Exemption Certificate and Organization Charter or By-Laws. If your organization is a school or educational facility, please attach information on accreditation or certification.

Official Use Only: FEMA- _____ -DR- _____ - _____ FIPS # _____ Date Received: _____

Obtaining a Public Assistance Program Grant

The first step in requesting Public Assistance



Applicant submits

Request for Public Assistance

**The Request for Public Assistance will be
submitted to the state**

Steps to Getting Assistance

Applicants' Briefing

Request for Public Assistance

Assignment of Public Assistance Coordinator (PAC)

Kickoff Meeting

Contract between OEM and the Applicant
(Applicant becomes Subgrantee)

Complete Project Worksheets

State disbursement of grant funds

Project Worksheet (PW)

**Damage description and location list
with actual costs**

***PW will include a comprehensive scope
of work describing actions taken.***
(all considerations should be looked at before
finalizing estimate)

The PW Requires

SPECIAL CONSIDERATIONS SHEET

**Each PW addresses special considerations such as
Environmental Historical Preservation(EHP),
floodplain & insurance.**

The Project Worksheet and supporting documents

**List of
Damages
or
Expenses**

**Procurement
Policies**

**Insurance
Policies**

**Labor Mgmt
contracts**

**Regulatory
Correspondence
Permits**

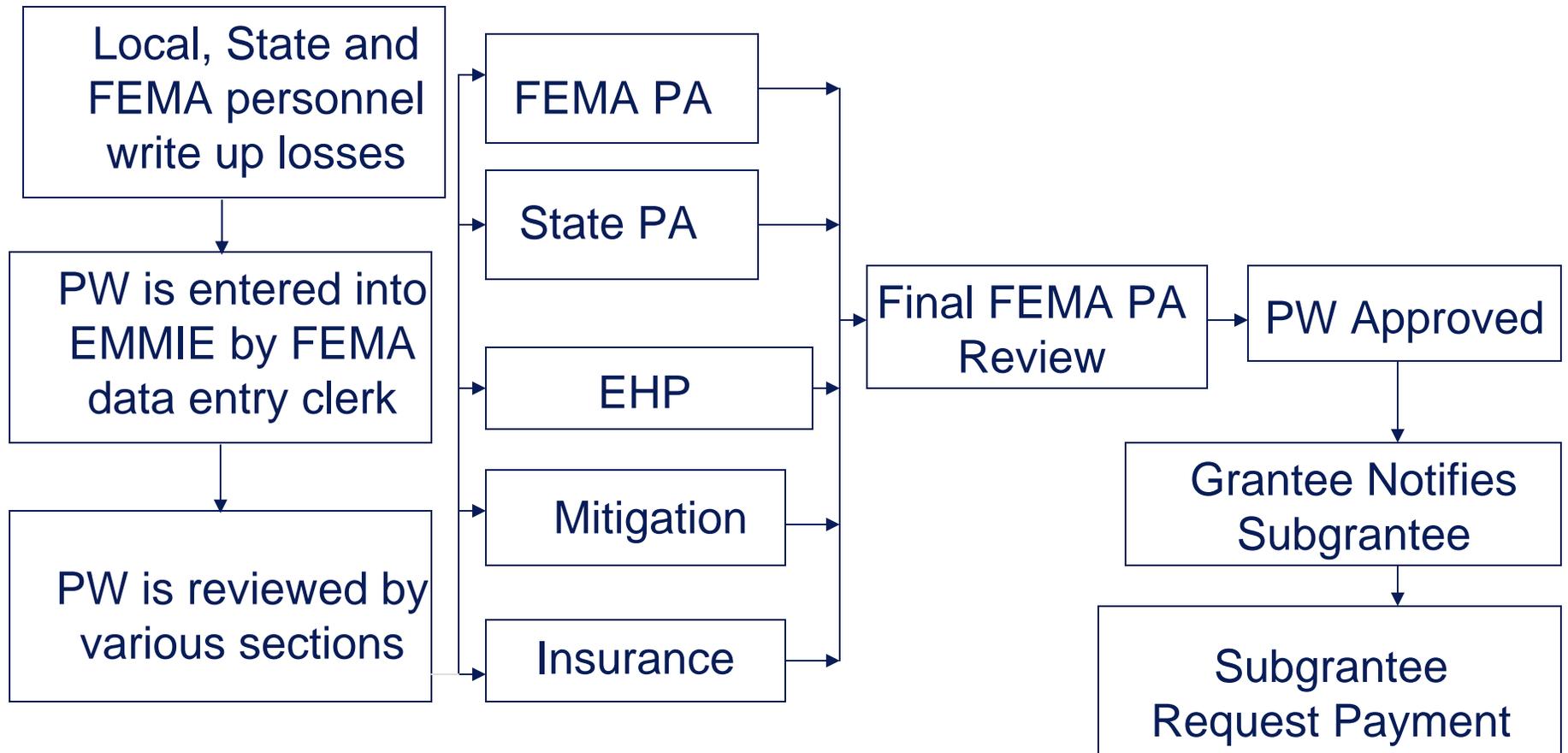
**Maps
&
Photos**

**Contracts
Engineering
Rentals
Contractors
Legal
responsibility**

**Applicable
codes and
standards**

Public Assistance (PA) Process...

Project Worksheet (PW) Development and Approvals



Time Limits

Important Deadlines

- **Applying for a Public Assistance Grant**

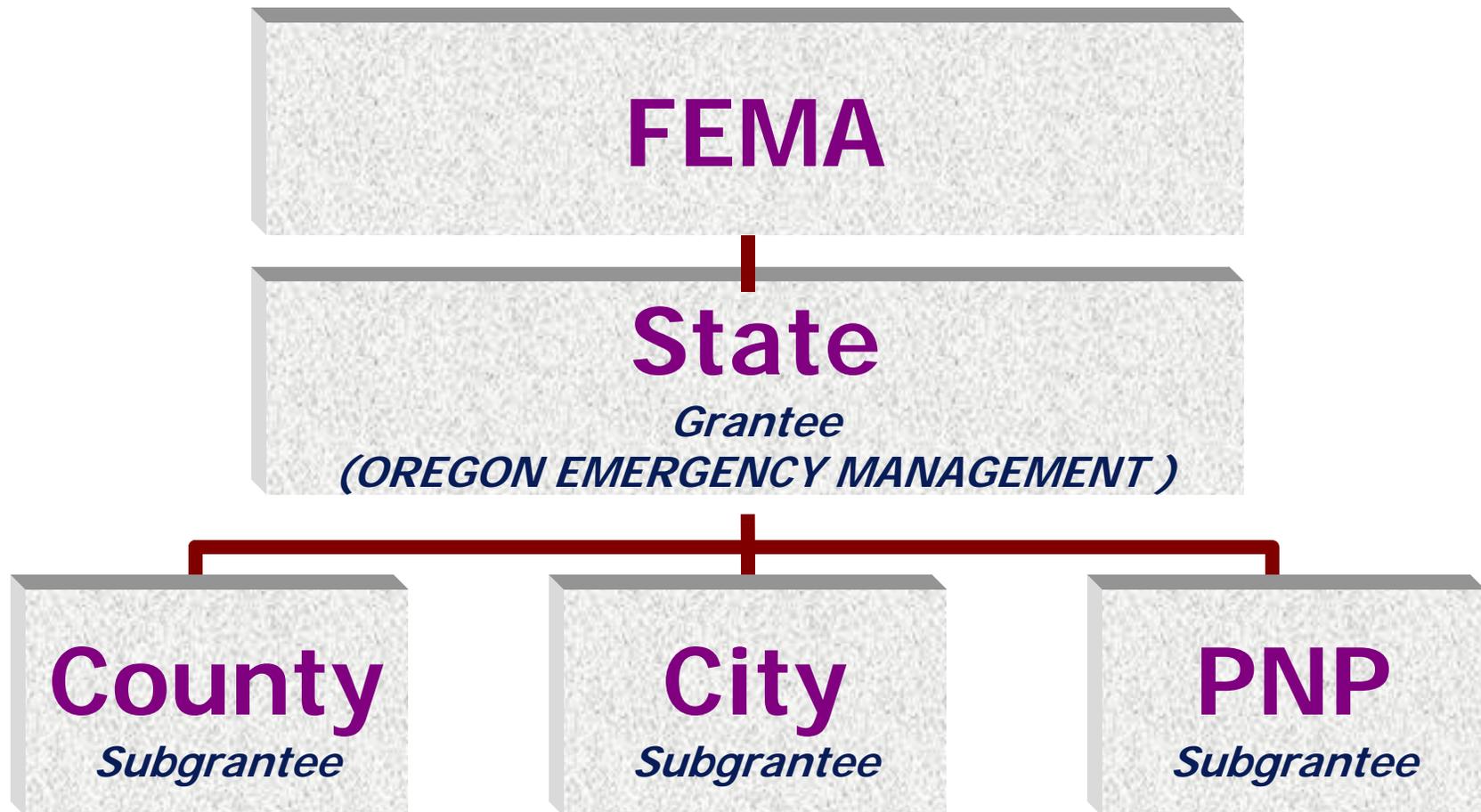
Applicant must submit a Request for Public Assistance within **30 days** of the designation of the declared disaster area.

- **Identifying and Formulating projects**

Applicant must identify damages within **60 days of the Kick-off meeting.**

Funology

FEMA PA Grantee Funding Process



Oregon Emergency Management Infrastructure Contract (Public Assistance Contract)

In order to pass-through FEMA Public Assistance funds, Oregon Emergency Management (OEM) must have a signed agreement with the applicant.

Grantee Funding process....

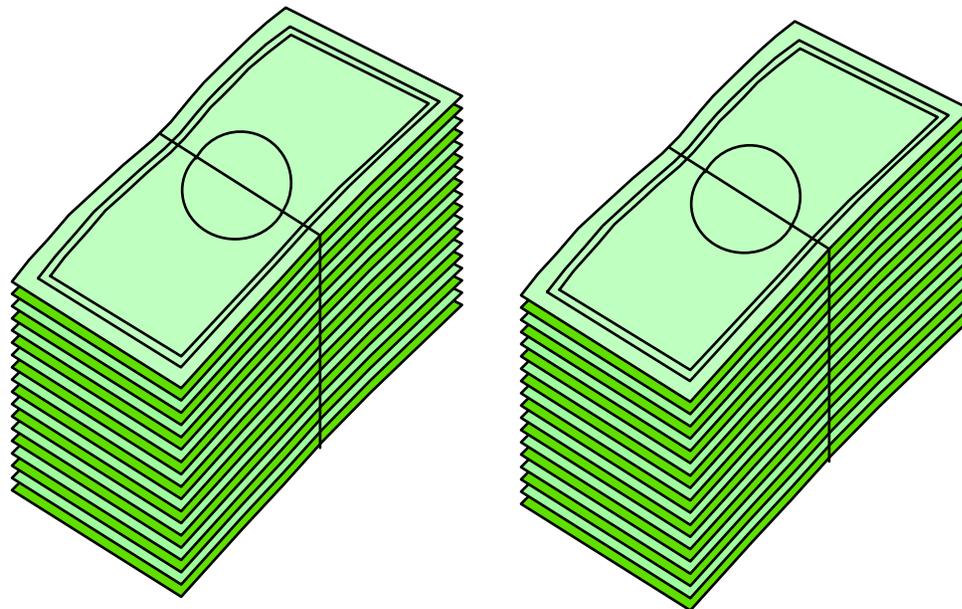
- Upon approvals/obligation of Project Worksheet (PW) OEM will send a package of approved PW(s) with instructions on how to initiate payment and close out the PW

Important

- Notify OEM immediately before work starts with scope changes, time extensions and cost increases that deviate from the FEMA approved Project Worksheet

Payments

Payments can be made directly to a local government investment pool account.



Small Project Payments

The final payment on small projects is based on estimates and is made shortly after project approval.

Submit payment request forms for each approved Project Worksheet (PW).

Payment will be processed.

Large Project Payments

Final payment for large projects is based on actual eligible final costs submitted with payment request.

Payment request forms can be submitted for progress payments, or a single payment request form can be submitted after the project is completed.

A final inspection may be conducted on the site and documentation is required.

Direct Administrative Cost

The subgrantee may claim costs incurred for the administration of a Project Worksheet.

Direct administrative costs include costs that can be tracked, charged and accounted for directly to a specific project (Project Worksheet), such as staff time to complete field inspections and preparation of the Project Worksheet.

Record Keeping



**Accurate records of expenses
must be maintained.**

Summary Records to Assist in Organizing Project Documentation

- Force account labor summary record
- Force account equipment summary record
- Materials summary record
- Rented equipment summary record
- Contract work summary record

These forms are available on OEM's website at:

http://www.oregon.gov/OMD/OEM/fin_rec/dr-1956.shtml

Single Audit Act

- **If your organization receives \$500,000 or more of federal grant money in a fiscal year, your financial statements must be audited as required by OMB Circular A-133.**
- **Records are to be kept for 6 years after final payment or final audit, whichever is later.**

APPEALS

- **Must be submitted within 60 days after notification of a decision regarding assistance.**
- **FEMA must render a decision within 90 days following receipt of all related information.**
- **Regional Administrator will notify the GAR in writing of the disposition.**
- **Subgrantees will receive written notification from the GAR.**
- **Only two appeals are allowed!**

REQUEST FOR PUBLIC ASSISTANCE

The Request for Public Assistance (RPA), FEMA form 90-49, is available at this briefing.

The RPA is also available on OEM's Website at:

http://www.oregon.gov/OMD/OEM/fin_rec/dr-1956.shtml

RPA should be submitted today if possible, or faxed to OEM.

Oregon Emergency Management

FAX : (503) 373-7833

**Questions or Concerns, Please Contact Julie Slevin,
State Public Assistance Officer at:**

Tel. 503.378.2911, ext.22235 or Email:

julie.slevin@state.or.us

RPA Requires DUNS

The RPA form requires a Federal DUNS #. The DUNS # is distinct for your jurisdiction. Please contact your jurisdiction's financial officer who can provide you with that number.

When received, please email the DUNS number to Denise Choin at Denise.E.Choin@state.or.us. The DUNS number must be received before any federal assistance can be administered.