



**FEMA-3544-EM-MS**

# **Public Assistance Applicant Briefing**

## **Hurricane Sally - FEMA-3544-EM**

**Declared: September 14, 2020**

**Incident Period: Sept 14-17, 2020**

**RPA deadline: Oct 14, 2020**



# Contact Guidance

- If you have any questions, you can contact your assigned Program Delivery Manager and your assigned State contact.
- You can email your questions to [recovery3544@mema.ms.gov](mailto:recovery3544@mema.ms.gov)  
Be sure to include the Disaster Number in the subject line.

## DECLARED SEPTEMBER 14, 2020

### SUMMARY

STATE: Mississippi  
NUMBER: FEMA-3544-EM  
INCIDENT: Hurricane Sally  
INCIDENT PERIOD: September 14, 2020, and continuing  
DATE REQUESTED BY GOVERNOR: September 13, 2020  
FEDERAL COORDINATING OFFICER: Brett H. Howard  
National FCO Program

### DESIGNATIONS AND TYPES OF ASSISTANCE:

The Department of Homeland Security, Federal Emergency Management Agency (FEMA), is authorized to provide appropriate assistance for required emergency measures, authorized under Title V of the Stafford Act, to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in the designated areas. Specifically, FEMA is authorized to provide emergency protective measures (Category B), including direct Federal assistance, under the Public Assistance program at 75 percent federal funding.

This assistance is for Adams, Amite, Covington, Forrest, Franklin, George, Greene, Hancock, Harrison, Jackson, Jefferson, Jefferson Davis, Jones, Lamar, Lawrence, Lincoln, Marion, Pearl River, Perry, Pike, Stone, Walthall, Wayne, and Wilkinson Counties.

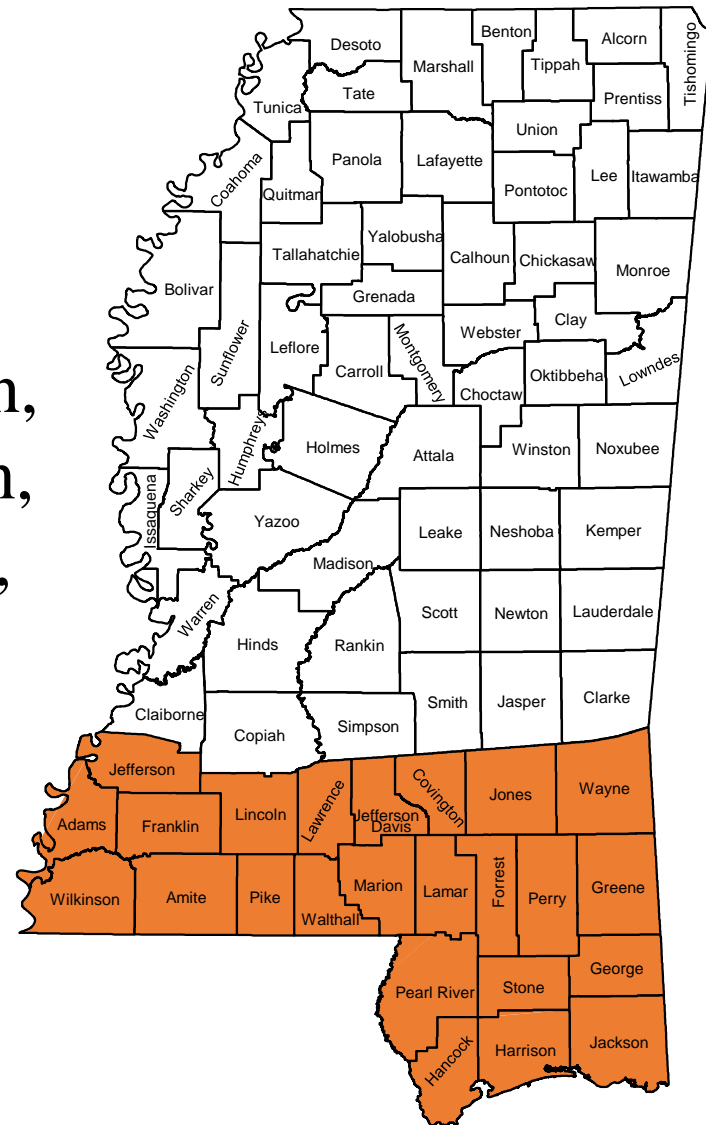
OTHER: Additional designations may be made at a later date if requested by the state and warranted by the results of further evaluation.

Note: This is an emergency declaration.



# FEMA 3544-EM — Overview

- **Hurricane Sally**  
September 14-17, 2020.
- **Declared Counties:** Adams, Amite, Covington, Forrest, Franklin, George, Greene, Hancock, Harrison, Jackson, Jefferson, Jefferson Davis, Jones, Lamar, Lawrence, Lincoln, Marion, Pearl River, Perry, Pike, Stone, Walthall, Wayne and Wilkerson Counties





# Overview

- Public Assistance Definition
- Applicant
- Facility
- Work
- Cost



# Public Assistance Defined

Supplemental financial assistance to State and local governments and certain private non-profit organizations for response and recovery activities required as a result of a **federally** declared disaster.

Funding is cost shared at a federal share of no less than 75% of eligible costs.



# Public Assistance Defined

In the end, governmental agencies will receive 75% federal reimbursement and 12.5% state reimbursement.

Private Non-Profit agencies will receive 75% federal reimbursement.





# Public Assistance Applied

- It is a supplemental cost **REIMBURSEMENT** program with specific eligibility requirements.
- The FEMA share of eligible costs will be available to the recipient (grantee) for disbursement to the applicants.
- Public Assistance is NOT –
- Assistance to local populations for damages to private houses, commercial property, local businesses, etc.



# Partnership

- **FEMA** – manages the program, provides technical assistance, approves grants.
- **State (Recipient)** – educates applicants, works with FEMA to manage the program, implements and monitors grants awarded.
- **Applicant (Subrecipient)** – identifies damages, provides documentation, manages funded projects.





# Eligibility Pyramid

**COST**

**WORK**

**FACILITY**

**APPLICANT**



# Eligible Applicants

- State
- Declared Counties
- City / Town / Village within Declared Counties
- Other political subdivisions of the State
- Native American Tribal Governments and Tribal Organizations
- Certain Private Non-Profit Organizations



# Private Non- Profit Entities (PNP)

To be an eligible PNP Applicant, the PNP must show that it has:

- A current ruling letter from the IRS granting tax exemption under 501(c/d/e) or Internal Revenue Code of 1954 OR
- Documentation from MS Secretary of State substantiating it is a non-revenue producing non-profit entity doing business under the State Law.



# Private Non- Profit Entities (PNP)

Two categories of PNP

- Critical Services

Eligible for both Emergency Work and Permanent Work:

- Fire / Emergency Rescue
- Medical Treatment
- Power, Water, & Sewer Utilities
- Communications Systems
- Educational Facilities



# Private Non- Profit Entities (PNP)

Two categories of PNP

- Non-Critical/Essential Services

Eligible for Emergency Work :

Museums, Community Centers, Libraries,  
Houses of Worship, Senior Citizens  
Centers, Zoos, Day-Care Centers, etc.

Non-critical/Essential PNPs must first apply to the Small Business Administration (SBA) for a disaster loan for permanent repair work before applying to FEMA.

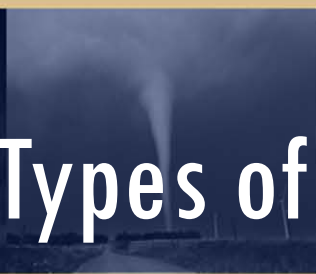


# Facility Eligibility

To be eligible:

- Be damaged as a **Result of the Declared Event.**
- Located **Within the Presidentially Declared Area.**
- Be the **Legal Responsibility** of an eligible Applicant.
- Not be under the **Authority of a Federal Agency.**





# Types of Work

## **Emergency Work**

- A. Debris Removal
- B. **Emergency Protective Measures ONLY**

## **Permanent Work**

- C. Roads and Bridge Systems
- D. Water Control Facilities
- E. Public Buildings / Equipment
- F. Public Utilities
- G. Other (Parks, Recreation, etc.)



# Emergency Work Categories A & B



FEMA is authorized to provide Public Assistance funding for **Emergency** Work, including emergency protective measures and debris removal.

Emergency Work is that which must be done immediately to:

- Save lives
- Protect public health and safety
- Protect improved property
- Eliminate or lessen an immediate threat of additional damage.



# Emergency Work Category B — EPM



Actions taken by applicants before, during, and after a disaster to save lives, protect public health and safety, and prevent damage to improved property. Includes:

- Search and Rescue; Fire and Flood Fighting
- Security, such as barricades, fencing, or law enforcement.
- Push of Debris (not disposal)





# Category Z Administrative Cost



Stafford Act – Section 324 authorizes PA funding for management costs (indirect costs, administrative expenses, etc.)

- Preliminary Damage Assessments
- Meetings regarding the PA Program
- Organizing damage sites into logical groups
- Correspondence

Funding is based on actual costs up to a **specified amount** at 100% federal funding. Applicant must track costs.





# Cost Eligibility

To be eligible for reimbursement, costs must:

- Be reasonable and necessary to accomplish eligible work
  - A cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the Applicant makes the decision to incur the cost





# Cost Eligibility

To be eligible for reimbursement, costs must:

- Comply with federal, state, and local laws and regulations.
- Authorized and not prohibited under Federal, State, Territorial, Tribal, or local government laws or regulations.
- Consistent with the Applicant's internal policies, regulations, and procedures that apply uniformly to both Federal awards and other activities of the Applicant.





# Cost Eligibility

To be eligible for reimbursement, costs must:

- Include deductions of insurance proceeds, salvage value, and purchase discounts.



# Eligible Cost

## Force Account - Cat B Cost

- **Labor** – EPM– Only Overtime is eligible (including Fringe Benefits).
- **Materials** – The costs for items used from applicant's inventory and for items purchased to make authorized repairs to meet the scope of work are eligible.
- **Applicant owned Equipment** – The costs associated with the equipment used to perform authorized repairs, all operating equipment hours are eligible, should be supported by Labor Time Sheets. Rates based on FEMA Schedule of Equipment Rates.



# Types of Projects

## Small Projects

Funding is based on work completed (if available) or initial cost estimate.

Federal cost share is paid upon project approval.

When the cost of work is less than \$3,300, that work is not eligible.

## Large Projects

Initially approved based on estimated costs.

Funding is based on documented actual costs.

Federal cost share is paid as work is accomplished.

Threshold - \$131,300



# Project Period of Performance

Time limits for project completion begin on the disaster declaration date.

- Emergency work must be completed within 6 months

The Recipient can grant time extension for extenuating circumstances.  
Those extensions are:

- Emergency work: up to 6 additional months

The Regional Administrator may increase these time extensions on a case-by-case basis.

**NOTE: If the deadline for any project has been reached, without an approved time extension, no costs past the deadline date will be eligible for funding!**



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



# Insurance

- Actual or anticipated insurance proceeds will be deducted from the eligible project costs for facilities that are insured.
- All applicants are required to obtain and maintain insurance coverage on all insurable facilities as a condition of Public Assistance funding.
- For flood damaged facilities located within a Special Flood Hazard Area that are not covered by flood insurance, FEDERAL ASSISTANCE WILL BE REDUCED BY THE MAXIMUM FLOOD INSURANCE PROCEEDS THAT WOULD HAVE BEEN PAYABLE HAD THE FACILITY BEEN INSURED.





# Record Keeping/Documentation

- Applicants are required to maintain complete and accurate documentation, by project, for all disaster-related costs.
- Documentation must be maintained a minimum of three years after applicant close-out.
  - Force Account Labor
  - Force Account Equipment
  - Material
  - Rented
  - Contract





# Force Account Labor

## **Force Account Labor**

- Applicant's Payroll Policy (prior to disaster)
- Applicant's Benefits Calculation Worksheet
- Applicant's Complete Employee List
  - Should include Employee rate
  - Exempt vs. Non-Exempt Employees
- Time Sheets and Payroll Records
- Copies of Cancelled Checks / Proof of Direct Deposit



# Force Account Equipment

## **Force Account Equipment**

- Applicant's Equipment Listing
- Equipment documentation sheets
- Employee timesheets reflecting equipment operated time, date of use etc.
- FEMA Schedule of Equipment Rates



# Force Account Materials

## **Force Account Materials**

- Material Summary Record
- Applicant's Materials Inventory List dated prior to disaster (i.e. Assets Inventory)
- Materials Requisition Sheets – if available
- Invoices for materials purchased and put in inventory and copies of checks paying the invoices.



# Procurement

- Procurement

- Federal, State , Local Requirement, whichever is the most stringent

- Training available. Web Search –

- “Procurement Disaster Assistance Team”

- Or <https://www.fema.gov/grants/procurement>

- under Procurement Under Grants, click “Training” for a Webinar Series.



## **Rented Equipment**

- Copies of the signed Rental Agreement(s)
- Invoices
- Verify proof of payment





Any determination related to Federal Assistance may be appealed.

The appeal must be submitted in writing to the State (Grantee) within **60 days** of receipt of notice of the action being appealed.

- State has **60 days** from receipt of appeal letter to forward it to FEMA.
- FEMA has **90 days** to render a decision.

Two levels of appeal are available:

- 1) to the **Regional Administrator** and
- 2) to the **Assistant Administrator for Disaster Assistance Directorate**.



# Time Limits

## Applying for a Public Assistance Grant

- Applicant must submit a Request for Public Assistance (RPA) within **30 days** of the respective area being designated in the declaration.
- Applicant must submit all damages within **60 days** from the RECOVERY SCOPING MEETING (formerly called the kick-off meeting).



# Grants Portal

The Public Assistance Grant now utilizes the Grants Portal for application, documentation and project development.



# Grants Portal

<https://grantee.fema.gov>



# How to submit an RPA



To submit your “Request for Public Assistance” (RPA) through your Grants Portal Account, simply -

- Log In
- Click “Submit Request for Public Assistance”
- Follow the prompts



# How to submit an RPA for FEMA 3544-EM

## Organization Profile

Laurel (067-39640-00)

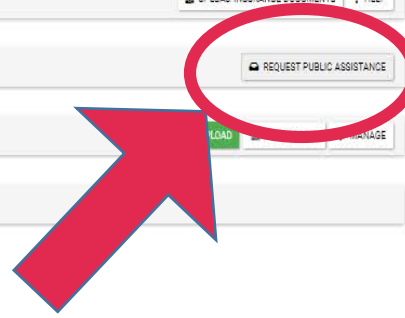
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### General Information

ORGANIZATION NAME Laurel  
STATE/TRIBE/TERRITORY Mississippi Emergency Management Agency (MEMA)  
TYPE City or Township Government

FEMA PA CODE 067-39640-00  
EIN NUMBER 64-6000579  
DUNS NUMBER 051949824  
IS ACTIVE? Yes **DEACTIVATE**

- Personnel > MANAGE
- Locations > MANAGE
- Counties with Facility > MANAGE
- Insurance Profile > UPLOAD INSURANCE DOCUMENTS HELP
- Applicant Event Profiles > REQUEST PUBLIC ASSISTANCE
- Documents > LOAD MANAGE
- Action Log >





# How to submit an RPA



If you do NOT have an account in the Grants Portal,  
please send an e-mail to:

[recovery3544@mema.ms.gov](mailto:recovery3544@mema.ms.gov)

Include the name of your organization, Tax ID #,  
DUNS #, Point of Contact Name/Position/Phone #  
email address.





## Next Steps

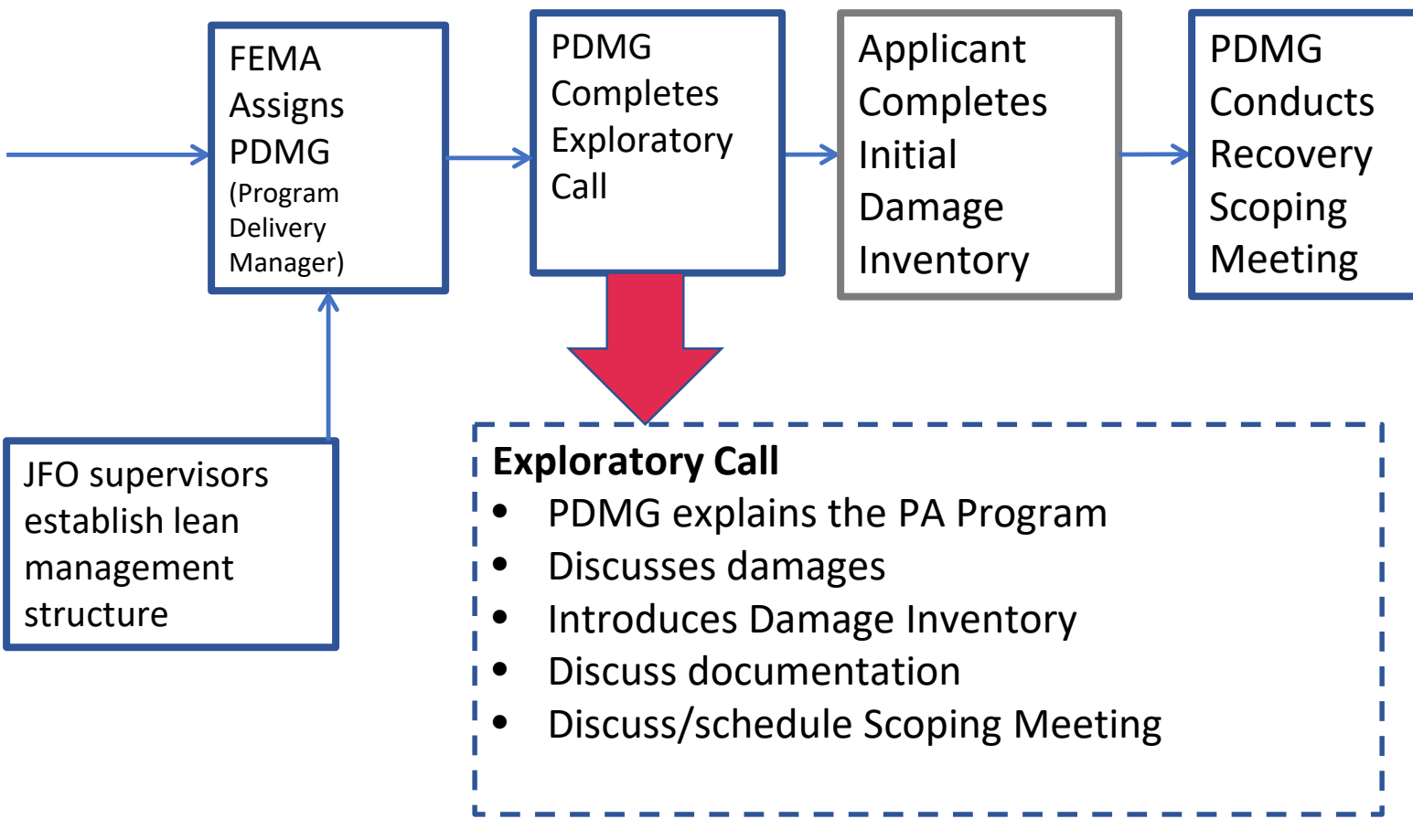


Once the RPA is approved, you will be contacted by a Program Delivery Manager (PDMG) from either MEMA or FEMA to initiate several meetings.



# Meeting #1 – Exploratory Call

## Phase I – Operational Planning (continued)



Region

JFO/Field

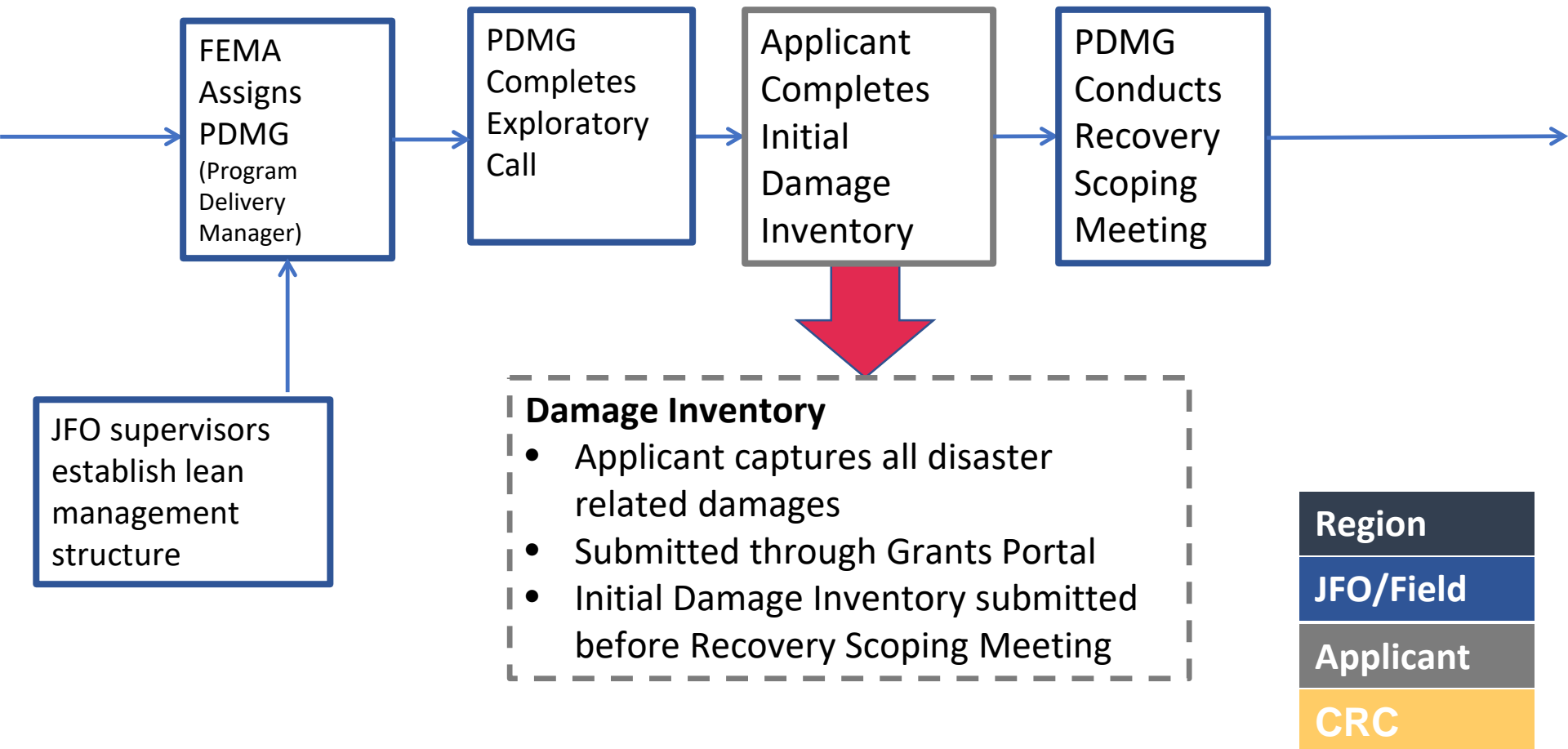
Applicant

CRC



# Damage Inventory

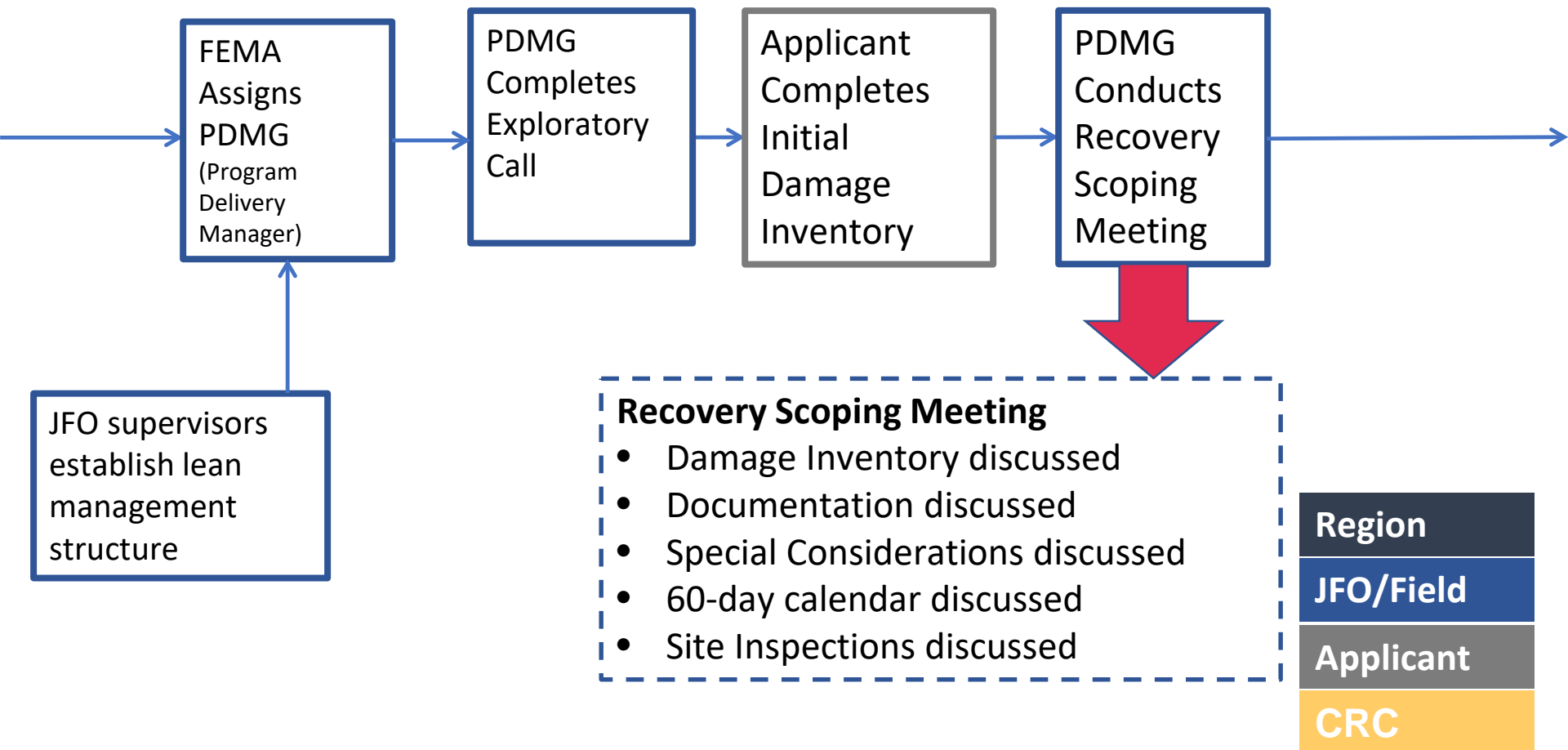
## Phase I – Operational Planning (continued)





# Meeting #2 – Recovery Scoping Meeting

## Phase I – Operational Planning (continued)





# Next Steps

## Grants Portal

After the Recovery Scoping Meeting, your project will begin to be developed by your Project Team.



# Applicant Agent

Who should be your Applicant Agent?

- Understands Program Elements
- Familiar with Computer
- Well Organized
- Readily Available





# Observation

- The Delivery Model, in effect, will demand more responsibility and work on the Applicant.



# Grants Portal



# Observation

- Pace and Priority: You will feel that you are being rushed to supply the required documentation. The goal is to get your projects developed so that your reimbursements can flow quickly. Managing your Public Assistance Grant will require that you make your meetings and documentation a priority.

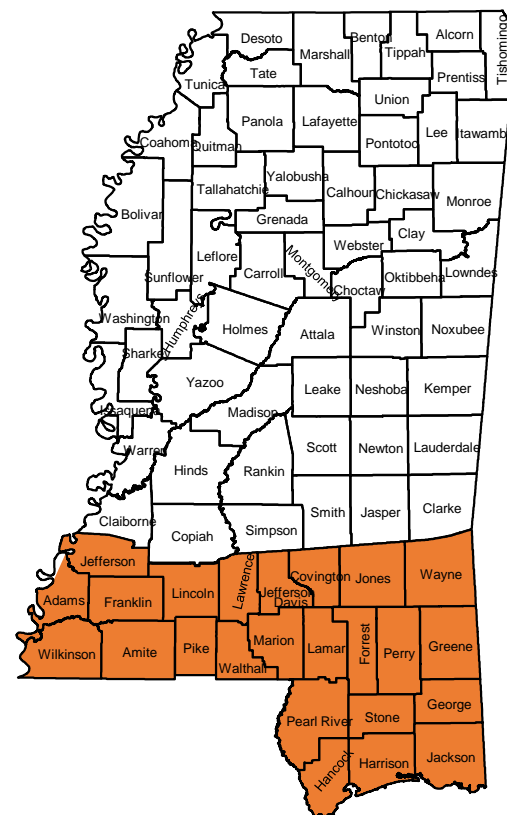


# Summary

- This is an Emergency Declaration – EPM **Only**.
- It is a supplemental cost **REIMBURSEMENT** program with specific eligibility requirements.

To review an abbreviated version of the Applicant Briefing Slideshow, please visit and sign up at the MEMA Website at –

<https://www.msema.org/about/disaster-recovery/>





# MEMA Contacts

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# **Public Assistance Applicant Briefing**

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