

# FEMA DR-4332-TX

## TEXAS DIVISION OF EMERGENCY MANAGEMENT

### Applicant's Public Assistance Briefing

Step 1 of Future Potential Reimbursement

Step 2 is FEMA Recovery Scoping meeting

Step 3 is Your Responsibility



# ***Declared Disaster Summary***

- Number: DR 4332
- Declared: August 25, 2017
- Type: Hurricane & Flooding
- Incident Period: Start August 23, 2017 thru Sept 15, 2017



# ***Disaster Summary Categories of Work***

- A** Debris Removal
  - B** Emergency Protective Measures
  - C** Roads and Bridges
  - D** Water Control Facilities
  - E** Buildings and Equipment
  - F** Utilities
  - G** Parks, Rec. Facilities & Other Items
- C – G 90% & 10% Cost Share



# ***Declared Disaster Summary***

- Cost Share:
  - Category A – Debris
    - 90% Federal Cost Share & 10% You
    - Effective August 23, 2017
  - Category B – Emergency Protective Msrs.
    - 100% August 23 to September 22, 2017
    - 90% September 23, 2017 onward





# FEMA-DR-4332-TX - Declared Counties with Approved RPA Submission Extensions

## November Extension Deadlines

County	Extension Deadline
Aransas	11/22/2017
Bee	11/22/2017
Bexar	11/22/2017
Brazoria	11/22/2017
Calhoun	11/22/2017
Chambers	11/22/2017
Colorado	11/22/2017
Dallas	11/22/2017
Fayette	11/22/2017
Fort Bend	11/22/2017
Galveston	11/22/2017
Goliad	11/22/2017
Hardin	11/22/2017
Harris	11/22/2017
Jackson	11/22/2017
Jasper	11/22/2017
Jefferson	11/22/2017

County	Extension Deadline
Kleberg	11/22/2017
Liberty	11/22/2017
Matagorda	11/22/2017
Montgomery	11/22/2017
Newton	11/22/2017
Nueces	11/22/2017
Orange	11/22/2017
Refugio	11/22/2017
Sabine	11/22/2017
San Jacinto	11/22/2017
San Patricio	11/22/2017
Tarrant	11/22/2017
Travis	11/22/2017
Victoria	11/22/2017
Waller	11/22/2017
Wharton	11/22/2017



# FEMA-DR-4332-TX - Declared Counties with Approved RPA Submission Extensions

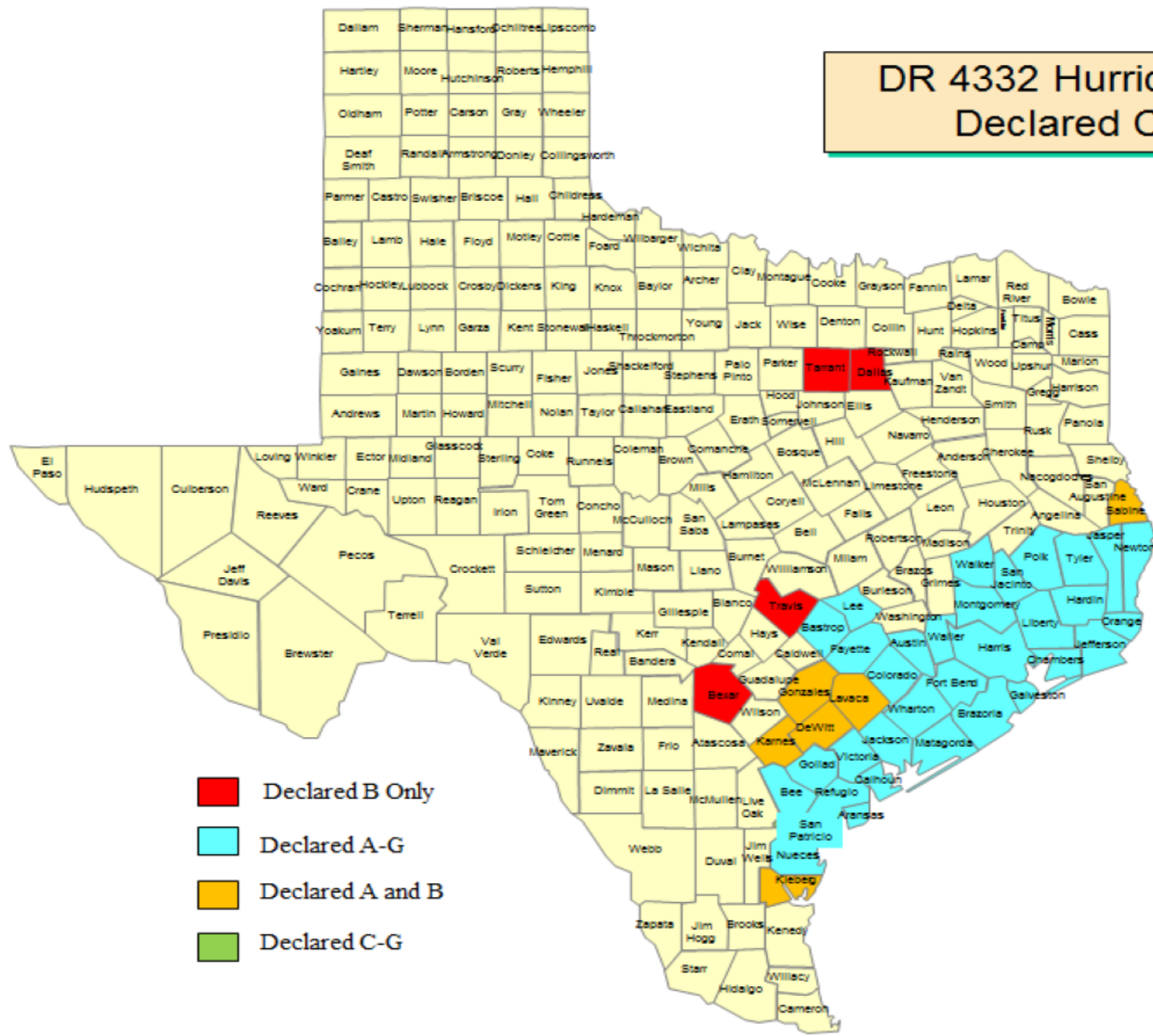
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## December Extension Deadlines

County	Extension Deadline
Austin	12/14/2017
Bastrop	12/14/2017
DeWitt	12/14/2017
Gonzales	12/14/2017
Karnes	12/14/2017
Lavaca	12/14/2017
Lee	12/14/2017
Polk	12/14/2017
Tyler	12/14/2017
Walker	12/14/2017



# DR 4332 Hurricane Harvey Declared Counties



As of 23 Sep 17



# ***What is the Public Assistance Program?***

The Public Assistance Program is a reimbursement program that provides funding to eligible applicants who have suffered damages as a result of a Presidential disaster declaration and whose damages are within a designated area for Public Assistance. Funding under this program is limited to repairing or replacing damaged items/facilities to their pre-disaster condition at the approved cost share. Additional funding may be provided once all other financial offsets have been exhausted. (Ex: insurance; cash donations; other grant awards).

**Must maximize insurance claim efforts**

**FEMA is funding of last resort**





# ***Who is an eligible sub-recipient?***

- State Agencies and Authorities
- Local Governments
- Indian Tribes or Tribal Organizations
- School districts
- Special district or regional authorities
- Private Non-Profit that provide services of a governmental nature



# *Local Governments*

- Towns, Cities, Counties, Municipalities, Townships
- Local Public Authorities
- Councils of Governments
- Regional and interstate government entities
- Agencies of local governments

Note: **Each entity must apply and represent itself**

- A town or city cannot be represented by the county
- An ISD cannot be represented by the town





# ***Critical and Non-Critical PNPs***

Must have IRS 501 or State Charter / Articles of Incorporation as PNP

- **Critical Service PNPs**

- Educational
- Power
- Water
- Sewer and Wastewater Treatment
- Communications
- Emergency Medical Care
- Fire Protection/Emergency

- **Non-Critical PNPs\***

- Custodial Care
- Essential Governmental Service
- Museums
- Zoos
- Community Centers
- Libraries
- Homeless Shelters
- Senior Citizen Centers
- Rehabilitation Facilities
- Shelter Workshops
- Health & Safety Service of a Governmental Nature

\*(must be open to the general public)

Must apply to SBA first





# *Facility Eligibility*

Any publicly or PNP-owned building, works, system, or equipment or certain improved and maintained natural features.

- General eligibility requirements:
  - Eligible applicant must be legally responsible for the repair of the damaged facility or performance of eligible emergency services
  - Must be in active use at the time of the disaster
    - Caveat: Temporary use issue



# ***Work Eligibility***

- General eligibility requirements that apply
  - Direct result of the incident
  - Must be in the designated area
  - Must be the legal responsibility of the applicant
- Each entity must apply for itself



# *Cost Eligibility*

Generally, costs that can be directly tied to the performance of eligible work.

- Costs must be:
  - Reasonable and necessary to accomplish the work
  - Compliant with Federal, State, and local requirements for **competitive procurement**
  - Reduced by all applicable credits, such as insurance proceeds and salvage values
- You must maximize all other \$ resources



# How to apply for assistance



# Request for Public Assistance (RPA)

- All eligible applicants
- **Must** submit request to the State Within **30 Days** of a County's Designation for PA
- Must include **DUNS #**  
 (<http://www.dnb.com/get-a-duns-number.html>)
- [TDEMRecovery.rpa@dps.texas.gov](mailto:TDEMRecovery.rpa@dps.texas.gov)

DEPARTMENT OF HOMELAND SECURITY FEDERAL EMERGENCY MANAGEMENT AGENCY REQUEST FOR PUBLIC ASSISTANCE				O.M.B. NO. 1660-0017 Expires April 30, 2013	
<b>PAPERWORK BURDEN DISCLOSURE NOTICE</b>					
Public reporting burden for this form is estimated to average 10 minutes. Burden means the time, effort and financial resources expended by persons to generate, maintain, disclose, or to provide information to us. You may send comments regarding the burden estimate or any aspect of the collection, including suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC 20472, Paperwork Reduction Project (OMB Control Number 1660-0017). You are not required to respond to this collection of information unless it displays a valid OMB number. <b>NOTE: Do not send your completed questionnaire to this address.</b>					
APPLICANT (Political subdivision or eligible applicant)				DATE SUBMITTED	
COUNTY (Location of Damages. If located in multiple counties, please indicate)				DUNS NUMBER	
<b>APPLICANT PHYSICAL LOCATION</b>					
STREET ADDRESS					
CITY		COUNTY		STATE	ZIP CODE
<b>MAILING ADDRESS (if different from Physical Location)</b>					
STREET ADDRESS					
POST OFFICE BOX		CITY		STATE	ZIP CODE
<b>Primary Contact/Applicant's Authorized Agent</b>			<b>Alternate Contact</b>		
NAME			NAME		
TITLE			TITLE		
BUSINESS PHONE			BUSINESS PHONE		
FAX NUMBER			FAX NUMBER		
HOME PHONE (Optional)			HOME PHONE (Optional)		
CELL PHONE			CELL PHONE		
E-MAIL ADDRESS			E-MAIL ADDRESS		
PAGER & PIN NUMBER			PAGER & PIN NUMBER		
Did you participate in the Federal/State Preliminary Damage Assessment (PDA)? <input type="checkbox"/> YES <input type="checkbox"/> NO					
Private Non-Profit Organization? <input type="checkbox"/> YES <input type="checkbox"/> NO					
If yes, which of the facilities identified 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 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

FEMA Form 99-49 AUG 10

REPLACES ALL PREVIOUS EDITIONS



# Designation of Subrecipient Agent (DSA)

- Applicant DSA will remain the primary point of contact and must be included in and authorize all decision-making
- Expertise may be limited but know who to forward to
- Form must be completed and submitted to TDEM

DESIGNATION OF SUBRECIPIENT AGENT TEXAS DIVISION OF EMERGENCY MANAGEMENT			
FEMA Grant: <input type="text"/>			
Organization Name (hereafter named Organization) <input type="text"/>			
Primary Agent		Secondary Agent	
First Name <input type="text"/>	Last Name <input type="text"/>	First Name <input type="text"/>	Last Name <input type="text"/>
Organization <input type="text"/>		Organization <input type="text"/>	
Official Position <input type="text"/>		Official Position <input type="text"/>	
Mailing Address <input type="text"/>		Mailing Address <input type="text"/>	
City <input type="text"/>	State <input type="text"/>	City <input type="text"/>	State <input type="text"/>
Zip <input type="text"/>		Zip <input type="text"/>	
Work Phone <input type="text"/>	Fax Number <input type="text"/>	Work Phone <input type="text"/>	Fax Number <input type="text"/>
E-Mail Address <input type="text"/>		E-Mail Address <input type="text"/>	
Cellular Phone <input type="text"/>		Cellular Phone <input type="text"/>	
<p>The above Primary and Secondary Agents are hereby authorized to execute and file Application for Public Assistance on behalf of the Organization for the purpose of obtaining certain state and federal financial assistance under the Robert T. Stafford Disaster Relief &amp; Emergency Assistance Act, (Public Law 93-288 as amended) or otherwise available. This agent is authorized to represent and act for the Organization in all dealings with the State of Texas for all matters pertaining to such disaster assistance required by the agreements and assurances printed on the reverse side hereof.</p>			
Chief Financial Officer		Certifying Official	
First Name <input type="text"/>	Last Name <input type="text"/>	First Name <input type="text"/>	Last Name <input type="text"/>
Organization <input type="text"/>		Organization <input type="text"/>	
Official Position <input type="text"/>		Official Position <input type="text"/>	
Mailing Address <input type="text"/>		Mailing Address <input type="text"/>	
City <input type="text"/>	State <input type="text"/>	City <input type="text"/>	State <input type="text"/>
Zip <input type="text"/>		Zip <input type="text"/>	
Work Phone <input type="text"/>	Fax Number <input type="text"/>	Work Phone <input type="text"/>	Fax Number <input type="text"/>
E-Mail Address <input type="text"/>		E-Mail Address <input type="text"/>	
Cellular Phone <input type="text"/>		Cellular Phone <input type="text"/>	
Applicant's State Cognizant Agency for Single Audit purposes (If a Cognizant Agency is not assigned, please indicate): <input type="text"/>			
Applicant's Fiscal Year (FY) End Month <input type="text"/>			
Applicant's Federal Employer's Identification Number <input type="text"/>			
Applicant's State Payee Identification Number <input type="text"/>			
<input type="text"/>		<input type="text"/>	<input type="text"/>
Certifying Official's Signature		Printed Name	Date



# ***Subrecipient's Primary Agent ...***

- Should know or have direct access to those that know:
  - Site locations and categories of work
  - Completed and incomplete work
  - Contracts vs. Force Account
  - New Codes or Standards
- And should be able to obtain:
  - Photographs / Sketches / Drawings of damage/loss
  - Equipment / Materials / Supplies Used or Lost
  - Procurement methodology and documentation
  - Insurance documentation (2 copies of policy in effect at the time of the incident; statement of loss; statement of values; proof of loss; adjusters estimate; legal pursuit activities)





# ***Subrecipient's Certifying Official ...***

Certifying Official is ultimately responsible!

I have hired a consultant:

- Provide TDEM a letter identifying and giving permission to contact
  - All correspondence will go to DSA w/copy to consultant
  - Consultants are requested to include TDEM on all communications and correspondence regarding project formulation and progress





# Direct Deposit Authorization

Must be submitted  
to the State before  
funding is paid

## Direct Deposit Authorization

This form may be used by vendors, individual recipients or state employees to receive payments from the state of Texas by direct deposit or to change/cancel existing direct deposit information.

### Transaction Type

SECTION 1	<input type="checkbox"/> New setup (Sections 2, 3, 5 and 6)	<input type="checkbox"/> Change account type (Sections 2, 3, 4, 5 and 6)
	<input type="checkbox"/> Change financial institution (Sections 2, 3, 4, 5 and 6)	<input type="checkbox"/> Cancellation (Sections 2 and 6 - Sections 7 and 8 for state agency use)
	<input type="checkbox"/> Change account number (Sections 2, 3, 4, 5 and 6)	

### Payee Identification

SECTION 2	Payee type	<input type="checkbox"/> Texas Identification Number (TIN)	<input type="checkbox"/> Individual Taxpayer Identification Number (ITIN)	Mail code (If not known, leave blank.)
	<input type="checkbox"/> State employee <input type="checkbox"/> Vendor or other recipient	<input type="checkbox"/> Employer Identification Number (EIN) <input type="checkbox"/> Social Security Number (SSN)*		
	Payee name	Phone number		ext.
	Mailing address	City	State	ZIP code

### New Account Information (Setups and Changes) (Completion by financial institution is recommended.)

SECTION 3	Financial institution name	City	State
	Routing transit number (9 digits)	Customer account number (maximum 17 characters)	Type of account <input type="checkbox"/> Checking <input type="checkbox"/> Savings
	Financial representative name (optional)	Title (optional)	
	Financial representative signature (optional)	Phone number (optional)	Date (optional)
		ext.	

### Existing Account Information (Changes Only)

SEC 4	Routing transit number (9 digits)	Customer account number (maximum 17 characters)	Type of account <input type="checkbox"/> Checking <input type="checkbox"/> Savings
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### International Payments Verification (required)

SEC 5	Will these payments be forwarded to a financial institution outside the United States? If "YES," also complete the ACH (Direct Deposit) Payment Destination Confirmation (Form 74-227).	<input type="checkbox"/> YES <input type="checkbox"/> NO
-------	--	--

### Authorization for Setup, Changes or Cancellation (required)

SECTION 6	I authorize the Texas Comptroller of Public Accounts to deposit my payments from the state of Texas to my financial institution electronically. I understand that the Texas Comptroller of Public Accounts will reverse any payments made to my account in error.		
	I further understand that the Texas Comptroller of Public Accounts will comply at all times with the National Automated Clearing House Association's rules. (For further information on these rules, please contact your financial institution.)		
	Authorized signature <b>sign here</b>	Printed name	Date

### Cancellation by Agency (for state agency use)

SEC 7	Reason	Date
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### Authorized Signature (for state agency use)

SECTION 8	Signature <b>sign here</b>	Date
	Phone number	Agency number
	ext.	
	Agency name	
	Comments	

Please return your completed form to:

--



# The Application Process

Request for Public Assistance Form

Submit RPAs, DSAs and DDAs

to: [TDEMRECOVERY.RPA@DPS.TEXAS.GOV](mailto:TDEMRECOVERY.RPA@DPS.TEXAS.GOV)

- Normally completed at the Applicant's (Subrecipients) Briefing
- (PNP subrecipients must submit additional documentation)



# Additional PNP Information

- Must have IRS 501 or State Charter
- Articles of Incorporation and By-laws as PNP
- Open to the General Public
- Must complete PNP Questionnaire

DEPARTMENT OF HOMELAND SECURITY FEDERAL EMERGENCY MANAGEMENT AGENCY PNP FACILITY QUESTIONNAIRE		O.M.E. NO. 1660-0017 Expires December 31, 2011
<b>PAPERWORK BURDEN DISCLOSURE NOTICE</b>		
<p>Public reporting burden for this form is estimated to average 30 minutes per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the needed data, and completing, reviewing, and submitting the form. You are not required to respond to this collection of information unless it displays a valid OMB control number. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing this burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC, 20472, Paperwork Reduction Project (1000-0017). <b>Please do not send your completed survey to the above address.</b></p>		
<p>FEMA and State personnel will use this questionnaire to determine the eligibility of specific facilities of an approved Private Non-Profit (PNP) organization (See 44 CFR 206.221). Owners of critical facilities (i.e., power, water (including providing by an irrigation organization or facility, if it is not provided solely for irrigation purposes), sewer, wastewater treatment, communications and emergency medical care) can apply directly to FEMA for assistance for emergency work (debris removal and emergency protective measures) and permanent work (repair, restore or replace a damaged facility). Owners of non-critical facilities can apply directly to FEMA for assistance for emergency work, but must first apply to the U. S. Small Business Administration (SBA) for assistance for permanent work. If the owner of a non-critical facility does not qualify for an SBA loan or the cost to repair the damaged facility exceeds the SBA loan amount, the owner may apply to FEMA for assistance.</p>		
<p>1. Name of PNP Organization _____</p> <p>2. Name of the damaged facility and location _____</p> <p>3. What was the primary purpose of the damaged facility? _____</p> <p>4. Is the facility a critical facility as described above? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>5. Who may use the facility? _____</p> <p>6. What fee, if any, is charged for the use of the facility? _____</p> <p>7. Was the facility in use at the time of the disaster? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>8. Did the facility sustain damage as a direct result of the disaster? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>9. What type of assistance is being requested? _____</p> <p>10. Does the PNP organization own the facility? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>11. If "Yes" obtain proof of ownership; check here if attached. <input type="checkbox"/></p> <p>12. Does the PNP organization have the legal responsibility to repair the facility? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>13. If "Yes", provide proof of legal responsibility; check here if attached. <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>14. Is the facility insured? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>15. If "Yes", obtain a copy of the insurance policy; check here if attached. <input type="checkbox"/></p> <p>Additional information or comments:</p>		
CONTACT PERSON		DATE

FEMA Form 90-121, FEB 09



# ***Applicant Eligibility Determination***

- Applicants for Public Assistance
  - Completed RPA
  - Debarment checks ([www.SAM.GOV](http://www.SAM.GOV))
  - Entity must be registered in SAM.GOV



# Create an account for complete detailed information

Clark, Bill - Outlook Web Ap System for Award Mana X Google Google

General Services Administration [US] sam.gov/portal/SAM/?navigationalstate=JBPNs\_r00ABXdcACJqYXZheC5mYWNlcy5wb3J0bGV0YnlpZGdlLlNUQVRFX0l

TxDPS - Texas FEMA eServices

**SAM**  
SYSTEM FOR AWARD MANAGEMENT

USER NAME  PASSWORD  **LOG IN**

[Forgot Username?](#) [Forgot Password?](#) [Create an Account](#)

HOME SEARCH RECORDS DATA ACCESS GENERAL INFO HELP

**Login**

**Login**

Please Enter your Username and Password to login to SAM. If you do not remember your Username or Password, please use the respective *[Forgot Username?](#)* and *[Forgot Password?](#)* links provided below.

Username :

[Forgot Username?](#)

Password :

[Forgot Password?](#)

**LOG IN**

Content Glossary

I'm Cortana. Ask me anything.

1:06 PM 12/26/2015



# Project Development



# ***Public Assistance Program Project Preparation***

- This Applicant's Briefing – TDEM
- Exploratory Call – FEMA PDMG
- Recovery Scoping Meeting set up by FEMA
- Project Formulation: FEMA, Applicant and TDEM
- Project Approval
- Funding Granted



# ***Project Formulation***

## **Applicant must provide cost estimates**

- Historical Costs for similar work
- Local/State/FEMA Cost Codes and Equipment Rates
- Regular & OT Pay policy
- Procurement Policy
- Contracts
- Insurance

Note: **You must maximize all other sources!**





# ***Special Considerations***

- Insurance
- Mitigation - 406 vs 404
- Environmental/Historic Preservation
- Codes and Standards
- Historic Preservation and Cultural Resources
- Special Flood Hazard Areas



# ***Performing Approved Work***

- Parameters
  - Scope of Work
  - Completion Date
  - Cost Estimate Overrun requires prior approval
  - Time Extensions
- Force Account Work
- Contract Work
  - Bidding Requirements
  - Engineering and Design Services
  - Debarred Contractors
  - Request for Improved/Alternate Projects



# ***Project Administration and Documentation Requirements***

- **If it's on paper, keep it**
- **If it's not on paper, put it on paper and keep it**
- **Documentation**
  - **Paper trail**



# ***Procurement Requirements***

- Must be of reasonable cost
- Generally must be competitively bid
- Must comply with Federal, State, and local procurement standards
- “**Cost plus a percentage**” contracts are not eligible
- Normal procedures must Not be altered due to reimbursement from Federal funds
- Competitive procurement is key!



# ***Procurement Requirements***

“FEMA may reimburse costs incurred under time and materials contract only if all of the following apply:

- No other contract available
- Contractor exceeds ceiling price at their own risk
- Applicant must provide oversight to ensure contractor is using efficient methods and effective cost controls

***You must be able to justify!***



# *Procurement*

- The below site may be assistance to the State and Local communities when determining whether certain contractors are debarred or not;
  - [www.SAM.GOV](http://www.SAM.GOV)

**Exigent and emergency circumstances exist for Debris Removal (Cat A) and Emergency Protective Measures (Cat B) – “Declared counties can use non-competitively procured contracts for Cats A and B through October 10, 2017”, FEMA memo dtd Sep 10, 2017**



# ***Project Management Requirements***

- Set up of Grant File and individual project files by site
- Folders/tabs/electronic
- Gather copies of your policies now
- Record retention
- Grants Management System



# ***Documentation Requirements***

**DOCUMENT EVERYTHING YOU SPEND TIME &  
MONEY ON!**

**Categories To Prepare For:**

**Force Account Labor  
Force Account Equipment  
Force Account Materials**

**Rentals  
Contracts (procurement  
documentation)  
DAC (Direct  
Administrative Cost)**





# ***Documentation Requirements***

## Force Account Labor/Equip

- Proof of hourly or pay period rate
- Fringe rate calculations
- Timesheets
- Proof of payment
- Overtime and Comp time policies
- Work performed
- Equipment logs identifying operator
- Operator timesheets
- Proof of equipment ownership
- Equipment rate calculations

## Force Account Materials

- Purchasing procedure policy
- List of materials used with pricing
- Invoices & Purchase Orders
- Proof of payment
- Where used



# ***Documentation Requirements***

## **Rentals**

- Rental/Lease agreement
- Invoices
- Purchase Orders
- Proof of Payment
- Equipment use logs

## **Contracts**

- Contract procurement policy
- Bid process
- Contracts
- Invoices/Purchase Orders
- Proof of payment
- Benefit Cost Analysis
- Change Orders
- Profit Negotiation
- 2 CFR § 200.318 contract requirements
- Debarment
- **Cost Plus Percentage and Piggyback contracts are prohibited**
- **Time and Materials contract (Caution & Ceiling Price needed)**



# ***Documentation Requirements***

## **DIRECT ADMINISTRATIVE COST**

**Documented FAL  
administrative activities &  
materials used in direct  
support of this specific  
*Project***



**Logs identifying specific PW:  
Employee name  
Date and activity performed  
Duration and supplies used  
See “Force Account Labor”**

**Documented project  
management team costs that  
can be identified to this  
*specific Project.***



**Management Team  
Contract Rates  
Date and activity performed  
Management Team invoices  
Purchase orders  
Proof of payment**



# Duplication of Benefits

- Cannot receive funding from two sources to repair the same disaster damage for example:
- Insurance
- Other federal awards such as CDBG
- Salvage values
- Non Federal grants and cash donations



# Insurance Requirements

- FEMA is required to reduce the grant amount by any insurance proceeds that are received for the insured facility
- Must provide copies of all applicable insurance policies and itemized insurance documents and checks/EFTs to TDEM
- Obtain and maintain insurance on any facility for future disasters



# ***Project Monitoring***

- Actual site inspection; scope of work monitoring
- Review of documentation
- Compliance with grant agreement
- Compliance with Period of Performance and time extension
- Cost review
- Quarterly reporting



# *Project Funding*

- Federal and non-Federal (local) share
- Small Projects  $\leq$  \$123,100
  - Approved funding for small projects will be processed for payment after:
    1. Obligated by FEMA
    2. Sub-recipient has satisfied all initial application and documentation requirements
    3. The minimum amount for a small project is \$3,100



# ***Project Funding***

- Large Projects >\$123,100
  - Projects are funded after documentation has been received
    - Advances of funds:
      - When needed for hardships prior to project completion
      - Cannot exceed Federal cost share

Ongoing quarterly monitoring of projects is imperative





# ***Project Funding***

- Payment Request for Large Project
  - In order to be paid, sub-recipient must complete Payment Request form, per project, and submit to TDEM
  - Must provide documentation of expended funds before a request for additional funding is approved



# ***Procurement***

- Use your own documented procurement procedures which reflect applicable State and local regulations, provided that the procurements conform to applicable Federal law and the standards identified in 2 CFR Subpart D - Procurement Standards

**Competitive Procurement is key**



# Proof of Debarment Check

**SAM**  
SYSTEM FOR AWARD MANAGEMENT

USER NAME  PASSWORD  **LOG IN**  
[Forgot Username?](#) [Forgot Password?](#)  
[Create an Account](#)

HOME SEARCH RECORDS DATA ACCESS GENERAL INFO HELP

## Create an account for more detailed information

### Search Records

You can enter a DUNS number, CAGE code or Business Name to search for the entities that you are interested in reviewing. The top search bar allows you to enter any search term. You can also enter exclusion search terms to search for exclusion records. If you want to search for only a CAGE code or a DUNS number you can use the bottom two search bars. Once a search has returned results, use the filters provided to narrow results.

Government employees must create a SAM user account with their government email address. Log in before searching in order to see FOUO information and those registrants who selected to opt out of the public search.

You can only use one search bar at a time

Enter your specific search term  
(Example of search term includes the entity's name, etc.)

DUNS Number Search:   
Enter DUNS number ONLY

CAGE Code Search:   
Enter CAGE code ONLY

**SEARCH** [Need Help?](#)

SAM | System for Award Management 1.0

IBM v1.774.20130310-1341  
WWW7

**Note to all Users:** This is a Federal Government computer system.  
Use of this system constitutes consent to monitoring at all times.



Texas Department of Public Safety

DIVISION OF EMERGENCY MANAGEMENT

# ***Proof of Debarment Check***

## **2 CFR §180.325 What happens if I do business with an excluded person in a covered transaction?**

If as a participant you knowingly do business with an excluded person, the Federal agency responsible for your transaction may disallow costs, annul or terminate the transaction, issue a stop work order, **debar** or suspend you, or take other remedies as appropriate.

## **2 CFR § 180.300 What must I do before I enter into a covered transaction with another person at the next lower tier? (prove you checked debarment prior to each payment.)**



***Lets talk about  
Emergency Work  
and  
Permanent Work***



# ***Emergency Work Hurricane Harvey***

Cost Share:

Category A – Debris

90% Federal Cost Share 10% You  
Effective August 23, 2017

Category B – Emergency Protective Measures

100% August 23 to September 22, 2017  
90% September 23, 2017 onward



# *Debris Removal Pilot Program*

## STRAIGHT TIME FORCE ACCOUNT LABOR

- FEMA will reimburse, at the appropriate cost share level, the straight and overtime wages for existing employees and hiring of additional staff

## RETAINING RECYCLING REVENUES

- Subrecipients shall provide written notification of revenue received as part of its final accounting of actual costs

## PREAPPROVED DEBRIS MANAGEMENT PLAN

- FEMA will provide a one-time incentive of a 2% cost share adjustment applied to debris removal for the first 90 days
  - Accepted after June 2013 and before August 23, 2017



# *Debris Removal Reminders*

- TCEQ permit is required for staging and/or burning
- SHPO form for any historical or archeological sites must be submitted or funding could be jeopardized
- Fact Sheets for Private Property Debris Removal (PPDR) are being emailed from the State SOC as well as being posted on GMS
- PPDR letters of intent needs to be emailed to [valerie.blanton@dps.texas.gov](mailto:valerie.blanton@dps.texas.gov).
- Debris clearance need to be sent to Valerie Blanton daily





# ***Emergency Work Donated Resources***

- Volunteer labor, donated equipment and materials are eligible to offset the non-federal portion of the cost for emergency work
- The amount of credit is capped at the non-federal share so that the federal share will not exceed the sub-recipient's out-of-pocket cost



# ***Emergency Work Donated Resources***

- Donated resources must apply to actual emergency work
- Must be documented and include name, date, hours worked, work site, work description, and who received or used resources
- Value of donated equipment must be determined by using FEMA equipment rates
- If materials were donated by a federal agency, such as sandbags donated by the United States Army Corps of Engineers (USACE), the value of the materials can not be applied as volunteer credit



# *Permanent Work Hurricane Harvey*

- Categories C - G
  - The President has approved a cost share adjustment for FEMA DR- 4332 and authorized Federal funds at 90% for permanent work



# *Permanent Work Hurricane Harvey*

- Restore to pre-disaster design and function
- Damaged facilities must be the legal responsibility of the sub-recipient
- May apply current codes and standard
- May include cost effective hazard mitigation measures



# *Alternate Project*

When public would be better served by no restoration of facility or function

- Funding is 90% of original estimate
- **Approval before commencing work**
- Demolition of original structure
- Purchase capital equipment
- Cost effective hazard mitigation
- Supplement an improved project funds
- New construction
- Repair or expansion of existing facility
- Environmental Historic Preservation (EHP) involvement



# *Improved Project*

An opportunity to make improvements to a facility while restoring its pre-disaster function and at least its pre-disaster capacity.

- Permanent restoration of large or small projects
- Ex: lay asphalt on a gravel road or replace a firehouse with one bay with one that has two
- **Approval before conducting work**
- Cost limited to the federal share of restoring the original project or cost of completing the improvement whichever is less
- EHP involvement



# *Permanent Work Pilot Program*

- To participate must agree to participate in the grants being based on fixed estimates procedure before having access to other alternative procedures:
- Consolidation of multiple fixed subgrants
- FEMA validation of sub-recipient-provided estimates (prior to acceptance)
- Elimination of reduced eligible funding for alternative projects (90% clause)
- Use of excess funds
- Review of estimates by an expert panel for projects with Fed. Share  $\geq$  \$5 million (prior to acceptance)



# ***Permanent Work Pilot Program***

## **Opportunities**

- *Alternate Projects* - the federal cost share reduction of 10% is waived
- *Cost underruns* - may be used for FEMA approved activities that reduce the risk of damage from future disasters
- *Participation* - can be on a project-by-project basis

## **Potential Risks**

- *Timeline* - FEMA, the subgrantee, and the grantee must agree on the eligible disaster damage and scope before completing the cost estimate
- *Cost Overruns* - If the approved fixed estimate is less than actual costs, FEMA will not approved additional funds
- *Direct Administrative Costs* – Are considered part of the overall estimate, and no additional DAC will be considered at closeout of a project
- *Insurance* – Estimates are reduced by amount of anticipated or actual insurance proceeds and will not be revised unless actual insurance proceeds are in excess of anticipated amounts



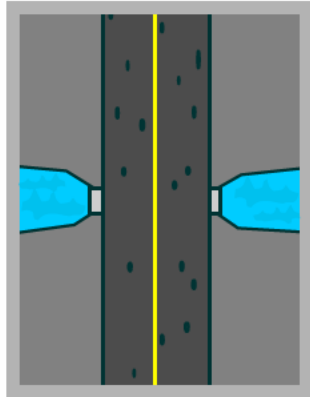


# ***406 Mitigation Permanent Work Only***

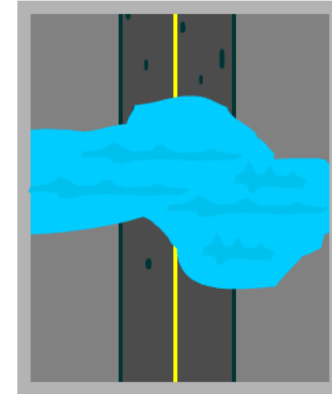
- Mitigation can occur in the following areas:
  - Roads
  - Culverts
  - Bridges
  - Buildings
  - Utilities



# Hazard Mitigation Scenario

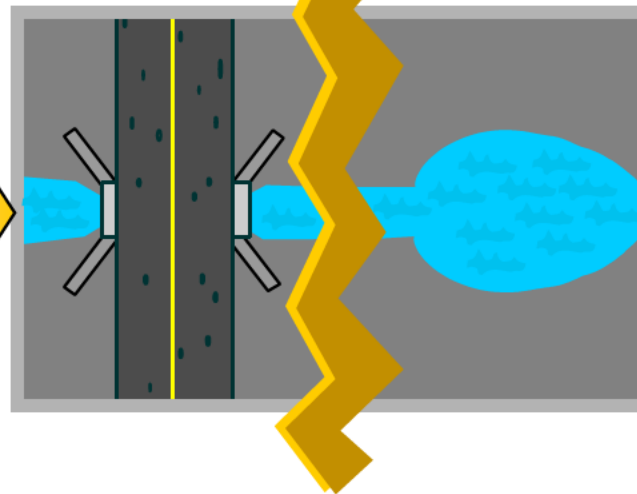


Pre-disaster



Disaster damage

Larger culvert with  
concrete wing-walls



New upstream  
retention pond



406

404



# *Hazard Mitigation 404*

- Hazard Mitigation Grant Program (404)
  - Assistance for actions taken to prevent or reduce long term risk to life and property from natural hazards
- Declared Counties
  - All areas in the State of Texas are eligible for assistance
- Contact 512-424-5489 or email [TDEM-Mitigation@DPS.Texas.Gov](mailto:TDEM-Mitigation@DPS.Texas.Gov) for additional information and assistance



# ***Project Completion***

- Project Completion and Certification Report (P.4)
- Claim Summary Form / Request for Reimbursement
- Final Project Inspection
- State compliance reviews of projects
- Insurance requirements



# Appeals

- Any FEMA Determination (within 60 days of notice)
- Cost Overrun on Small Projects (after all small projects are completed)
  - Full financial review of all
  - FEMA can recoup over-run funds
- Process
  - Timeframe: 60 days from notification
  - Arbitration determination memo
  - 1<sup>st</sup> time submit all the initial documents
    - No second submission



# DR 4332

**LAST**, Your TDEM representative, whether a State employee or a State affiliate, is your primary advocate.

FEMA does want to help you. Let your State representative help FEMA help you.

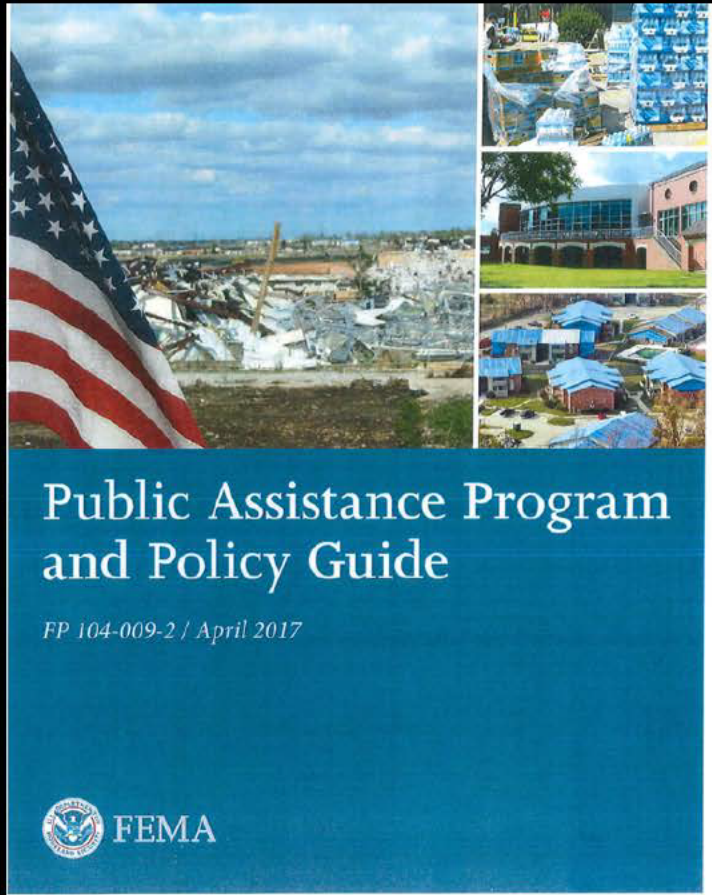
Include the State person in all communications with anyone regarding your claims.

FEMA requires documentation. Provide your State representative with any documentation you provide FEMA.

**NEVER give up your original documents!!**



# FEMA Public Assistance Program and Policy Guide



The Public Assistance Program and Policy Guide (PAPPG) combines all public assistance (PA) policy into a single volume and provides an overview of the PA Program implementation process with links to other publications and documents that provide additional process details.







# Texas DPS Grant Management System

grants.dps.texas.gov tracks Emergency Management grants in Texas. The system manages the process from application through closeout.

## Returning User Login:

Email:

Password:

[Sign In](#)

[Forgot Login?](#)

[Register for Access](#)

## About

This site is for the online applications and management of the Public Assistance (PA) and Hazard Mitigation (HMGP) grant programs from FEMA to state, local, and federally recognized tribal governments and certain private non-profit entities. The PA is a federal reimbursement program that assists state, local, and tribal governments and certain private non-profit entities in returning a disaster area to pre-disaster conditions. The HMGP

## News Releases

### Feb 26, 2014 - Project Thresholds Update

Minimum Project Worksheet (PW) amount now is \$3,000; Large project threshold now is \$120,000.

### Feb 6, 2014 - Recovery Policy RP 1002.1 for Generator

#### Reimbursement

FEMA released updates on the Recovery Policy RP 1002.1 for Generator Reimbursement.

## Contact

### Address:

Texas Department of Public Safety  
5805 North Lamar Blvd.  
Austin, TX 78752-4431

### Email:

TDEM.GMS@DPS.TEXAS.GOV





**THE NEW  
PUBLIC  
ASSISTANCE  
DELIVERY MODEL**



# *Await automated email*

Check Spam/Junk Mail folder

**From:** [support@pagrants.fema.gov](mailto:support@pagrants.fema.gov) [<mailto:support@pagrants.fema.gov>]  
**Sent:** Wednesday, September 16, 2017 10:16 AM  
**Subject:** FEMA PA Notification - You have been invited to join the Grants Portal.

Hello Sherry,

**You've been invited to join the Grants Portal as a child organization for Texas Department of Emergency Management.**

**Please click [here](#) to fill in your organization's information and create an account.**

**-FEMA PA Support Team**

**[FEMA-PA-Support@FEMA.DHS.Gov](mailto:FEMA-PA-Support@FEMA.DHS.Gov)**

**<https://pagrants.fema.gov>**



## Sign in to Your Account

USERNAME

[Forgot your username](#)

PASSWORD

[Forgot your password](#)

SIGN IN

Launch Mozilla Firefox (preferred) or Chrome as your web browser

Web Address is <https://grantee.fema.gov>

Hotline Number 1-866-337-8448



# ***EXPLORATORY CALL***

- Introduction to your Program Delivery Manager
- Get an initial sense of needs and damages
- Identify who needs to be at the Recovery Scoping Meeting



# Damage Inventory

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



# ***Purpose of Recovery Scoping Meeting***

- In-depth meeting to review Damage Inventory
- Gather documentation
- Logical grouping of projects
- Review priorities
- Set up Site Inspections



# Essential Elements of Information



 Dashboard

 My Organization 



Troy, City of (00-00000-00)

Organization Profile

Event PA Requests

 Operations 

 Tasks 



 Utilities 

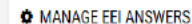
## Project EEI Standard Lane - Category C





### General Information


<b>NAME</b>	Standard Lane - Category C
<b>VERSION</b>	Standard Lane - Category C - Version 1
<b>PROJECT</b>	<a href="#">[1408] Reynolds Road Culvert</a>
<b>APPLICANT</b>	<a href="#">Troy, City of (00-00000-00)</a>
<b>EVENT</b>	<a href="#">Colorado State EOC (CO-EOC)</a>
<b>STATUS</b>	Open
<b>PROCESS STEP</b>	Pending Applicant Response

 Questions 



 Required Documents 

 HELP

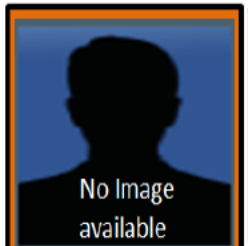
 [4] Was the facility regularly maintained? 0/1

 Maintenance Records & Site Inspection Reports  (+ Add  | + Add 





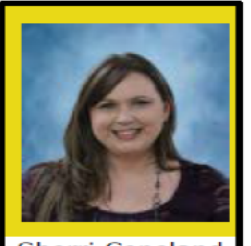
# Regional Map



Colleen O'Neal  
Region 4 & 5  
M: 806-548-4344  
O: 806-740-8982  
Colleen.ONeal@dps.texas.gov



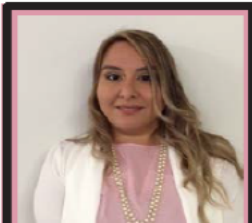
Mollie Rivas  
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O: 214-861-2046  
Mollie.Rivas@dps.texas.gov



Sherri Copeland  
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sherri.copeland@dps.texas.gov



Kevin Goodlett  
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Kevin.Goodlett@dps.texas.gov



Judy Davila  
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O:  
Judy.Davila@dps.texas.gov



March 27, 2017





# Questions?

Please send a list of all personnel from your organization who attended this briefing.

- Name
- Title
- Phone Number
- Email

Send the information to:

[TDEM.applicants@dps.texas.gov](mailto:TDEM.applicants@dps.texas.gov)

Thank You

To obtain a copy of this presentation, please go to this link: [NAS Link](#)

<https://tdemstorage.dps.texas.gov:5001/sharing/WbweF9o5l>

