

# Emergency Management Preparing Documentation for FEMA Reimbursement

August 14, 2020

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The Integrity Group



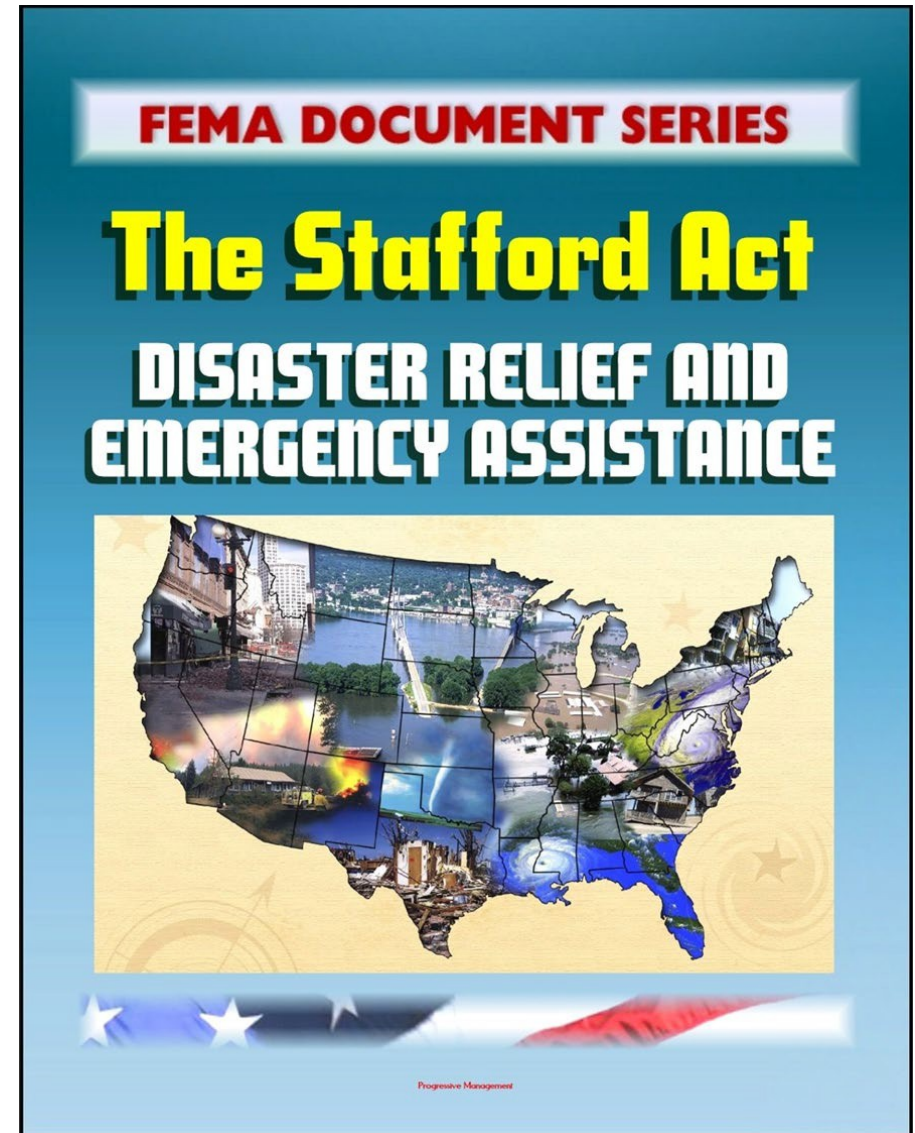


# FEMA



# The Stafford Act

The Robert T. Stafford Disaster Relief and Emergency Assistance Act, as Amended (“Stafford Act”) authorizes the President to provide Federal assistance in the event of a disaster and provide public services to respond or recover.



THE  
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GROUP

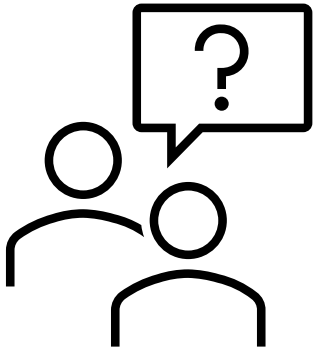


# Declaration of a National Emergency



For FEMA to provide assistance, the President must declare that an emergency or major disaster exists.

With respect to COVID-19, President Trump issued a “Declaration of National Emergency Concerning the Novel Coronavirus (COVID-19) Outbreak” on March 13, 2020, but the incident period is retroactive to January 20, 2020.



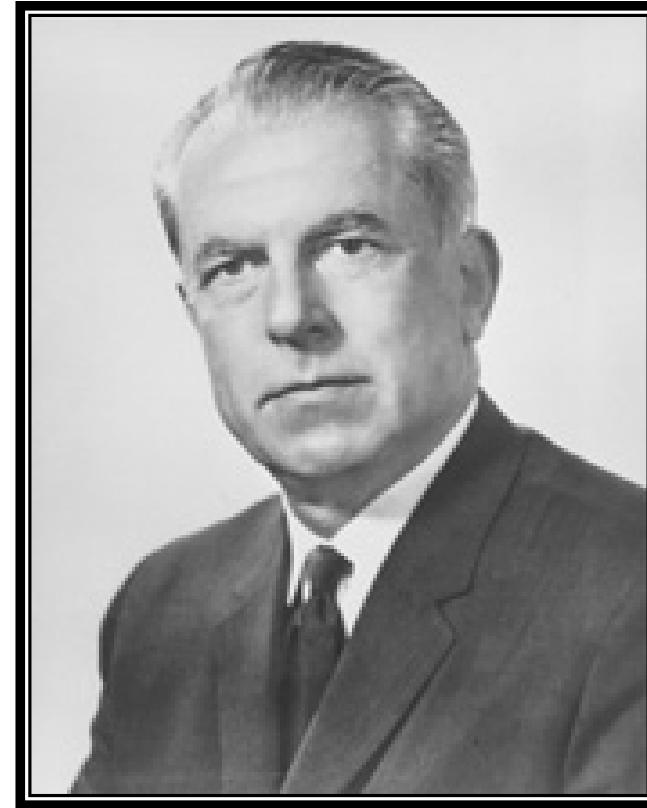
# Question????

Who was the Stafford Act named after?

- A. Robert T Stafford
- B. Henry T Stafford
- C. Jim T Stafford
- D. Wanda T Stafford



# A. Robert T Stafford





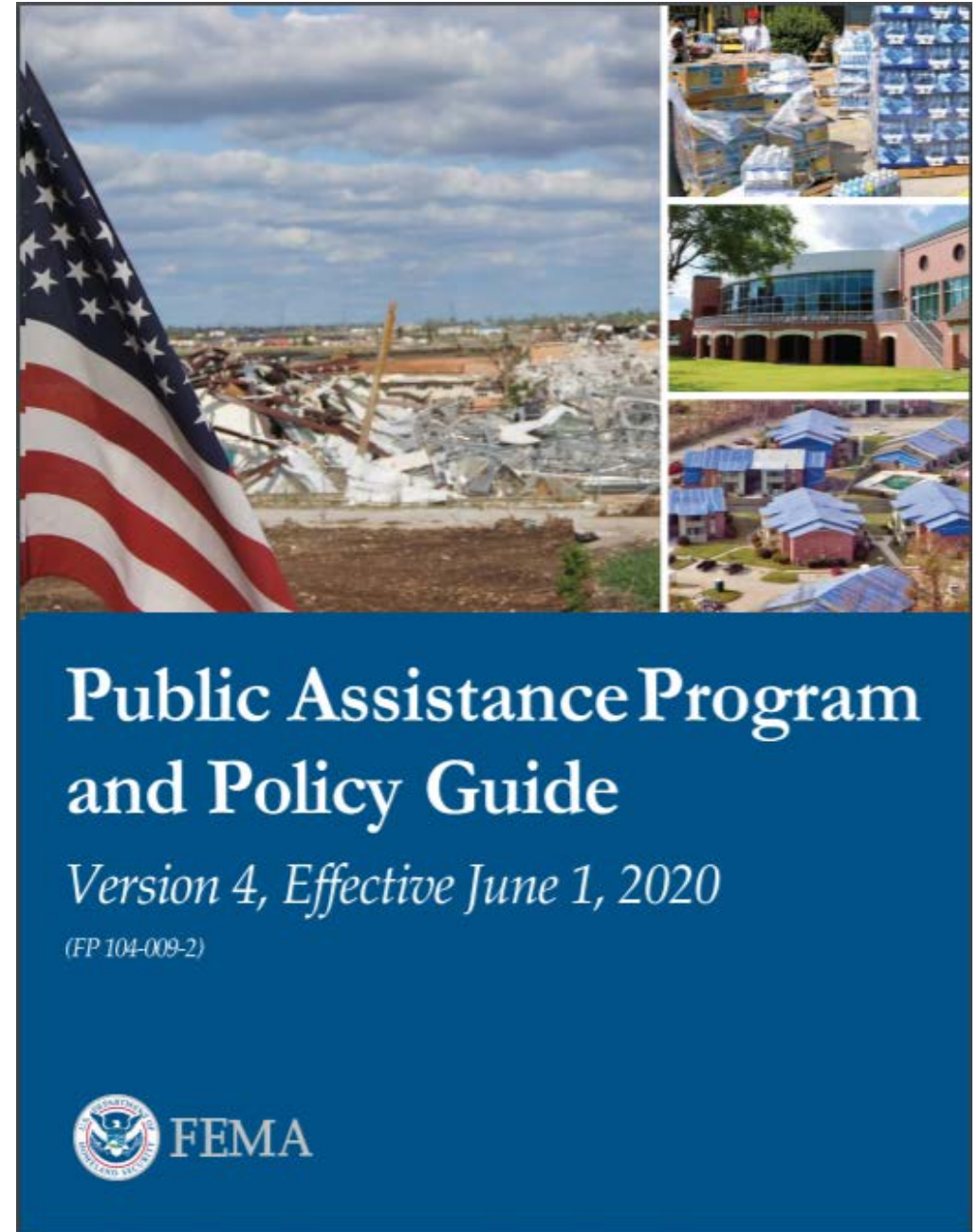
# FEMA

- Federal Emergency Management Agency (FEMA) provides assistance to state, territorial, tribal, and local governments as well as critical and non critical private non profit (PNP) organizations under the Stafford Act via its Public Assistance ("PA") Program.
- For local governments, the requests for PA must go through the state in which they are located.
- The state then bundles these requests and submits them to FEMA.

# The PAPPG

The FEMA Public Assistance Program and Policy Guide (“PAPPG”) discusses the eligibility criteria for Public Assistance (PA) funding.

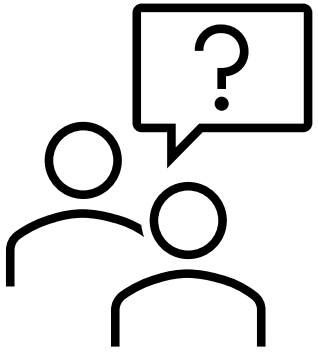
[Link to PAPPG](#)





# Categories

FEMA CATEGORIES AND EXPAMPLES OF COMMON ELIGIBLE WORK						
A	B	C	D	E	F	G
<b>Debris Removal</b>	<b>Emergency Protective Measures</b>	<b>Roads &amp; Bridges</b>	<b>Water Control Facilities</b>	<b>Buildings &amp; Equipment</b>	<b>Utilities</b>	<b>Parks, Recreation, &amp; Other</b>
Debris removal must be in the public interest and necessary to: <ul style="list-style-type: none"> <li>• Eliminate immediate threats to lives, public health &amp; safety;</li> <li>• Eliminate immediate threat of significant damage to improved public or private property</li> <li>• Trees and Woody Debris</li> <li>• Building Components</li> <li>• Sand, Mud, Silt &amp; Gravel</li> <li>• Removal of Temporary Levees</li> </ul>	<ul style="list-style-type: none"> <li>• Search &amp; Rescue</li> <li>• Emergency Pumping</li> <li>• Sandbagging</li> <li>• Detour &amp; Warning Signs</li> <li>• EOC Activation</li> <li>• Emergency &amp; Temporary Repairs</li> <li>• Overhead Power Lines</li> <li>• Emergency Medical Facilities</li> <li>• Emergency Evacuations</li> <li>• Activities undertaken before, during and following a disaster to save lives, protect improved property</li> </ul>	Roads <ul style="list-style-type: none"> <li>• Surfaces</li> <li>• Bases</li> <li>• Shoulders</li> <li>• Ditches</li> <li>• Drainage Structures</li> <li>• Low Water Crossings</li> <li>• Bridges</li> <li>• Decking &amp; Pavement</li> <li>• Piers</li> <li>• Girders</li> <li>• Abutments</li> <li>• Slope Protection</li> <li>• Approaches</li> <li>• Slope Failures</li> </ul>	<ul style="list-style-type: none"> <li>• Dams and Reservoirs</li> <li>• Levees</li> <li>• Engineered drainage channels</li> <li>• Canals</li> <li>• Aqueducts</li> <li>• Sediment Basins</li> <li>• Shore Protective Devices</li> <li>• Irrigation Facilities</li> <li>• Pumping Facilities</li> </ul>	Buildings <ul style="list-style-type: none"> <li>• Structural Components</li> <li>• Interior Systems</li> <li>• Electrical</li> <li>• Mechanical</li> <li>• Contents</li> </ul>	<ul style="list-style-type: none"> <li>• Water Treatment Plants</li> <li>• Power Generation &amp; Distribution Facilities</li> <li>• Natural Gas Systems</li> <li>• Wind Turbines</li> <li>• Generators</li> <li>• Substations</li> <li>• Power Lines</li> </ul>	<ul style="list-style-type: none"> <li>• Playground Equipment</li> <li>• Swimming Pools</li> <li>• Bath Houses</li> <li>• Tennis Courts</li> <li>• Boat Docks</li> <li>• Piers</li> <li>• Picnic Tables</li> <li>• Golf Courses</li> <li>• Fish Hatcheries</li> <li>• Mass Transit Facilities</li> </ul>



# Question????

## What does FEMA Stand for?

- A. Funding Emergency Monetary Agents
- B. Federal Emergency Management Agency
- C. Florida Emergency Management Agency
- D. Funding Every Man Accordingly



## B. Federal Emergency Management Agency

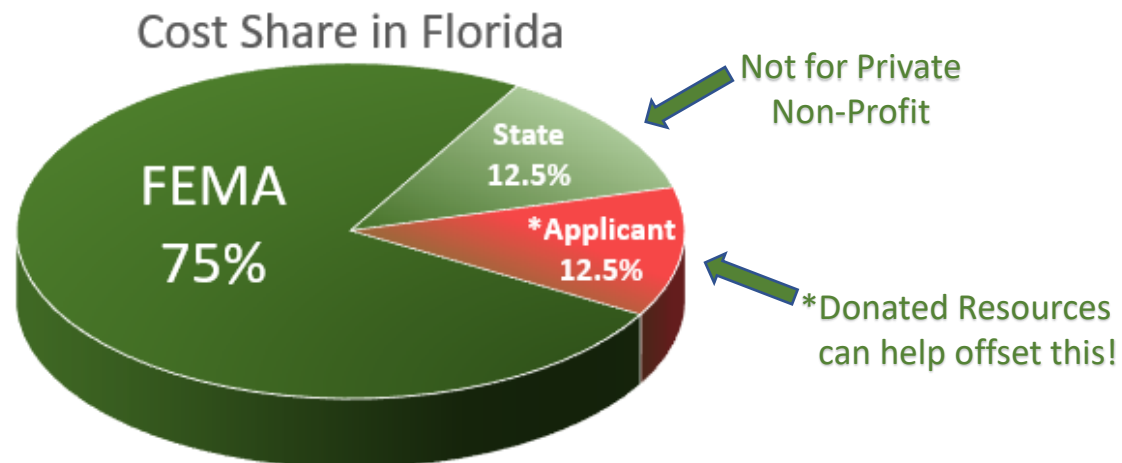
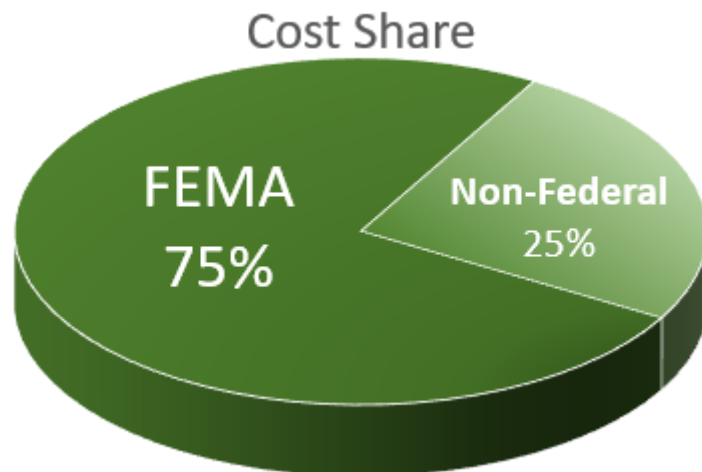


# Reimbursement

- Under Section 502 (Stafford Act) entities performing Emergency Protective Measures pursuant to guidance by public health officials in response to the COVID-19 pandemic may be reimbursed under Category B of FEMA's PA Program.
- For work to be eligible for PA it must be **required** as a result of the declared emergency and must be the **legal responsibility** of an eligible applicant.

## Continued

- Specific costs must be directly tied to the performance of eligible work and must be adequately documented.  
**(UNDERSTATEMENT OF THE YEAR!)**
- Documentation required by FEMA for specific types of costs can be found in the PAPPG.
- Through this program FEMA may provide a 75% federal cost share to eligible entities.



# COVID 19 Process Map

Applicant Briefing

Create FloridaPA Account

Submit RPA

COVID 19 Streamlined Project Application

FEMA/FDEM Review Process

Applicant Signs Project

FEMA Obligation

FDEM Validation / Receive Funding

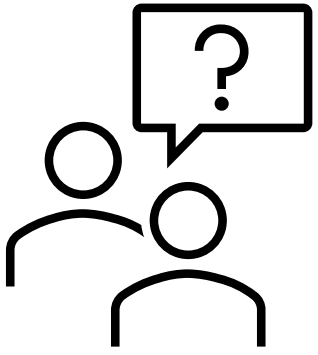
# COVID-19 Funding for EPM May Include

- Emergency staff overtime, on-call and standby costs for deputies, correctional officers, 911 staff, etc.
- Necessary coverage expansion (unbudgeted hours and or staff)
- Emergency Operation Center costs
- Purchase of Personal Protective Equipment (PPE)
- Equipment and vehicle costs (owned or leased).
- Specific training related to the declared event
- Disinfection of eligible facilities (chemicals)

## Continued

- Non-deferrable medical treatment and transport of infected persons in a correctional facility
- Medical/decontamination equipment, supplies, services, etc.
- Medical waste disposal (hazardous materials) and emergency medical transport
- Purchase and distribution of food, water, ice, medicine, and other modified supplies (if this is your legal responsibility to provide)
- Mitigation efforts, including structural modifications and process changes
- Dissemination of information to the public.





# Question????

Who is eligible for FEMA funding?

- A. Critical and Non Critical PNP's
- B. Tribes
- C. Local Government Entities
- D. All of the Above



D. All of the Above  
Critical and Non-Critical PNP's  
Tribes  
Local Government Entities



# Documentation

In past events, applicants have had difficulties in creating, maintaining, and providing all required documentation for PA reimbursement.

Documentation requirements vary between activities. Typical requirements:

- Tie the cost to an eligible activity
- Properly document the activity (who, what, when, where, how much)
- Document the legal responsibility

# Policies

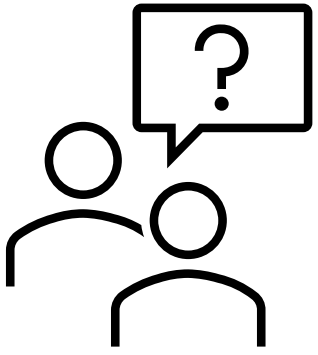
The existence of certain policies is a requirement before an event. The most important required policies are:

- Pay Policy
- Procurement Policy
- Insurance Policy

Applicants must abide by these policies. The pay policy cannot state that overtime is allowed only when there is a Federal declaration or upon FEMA reimbursement. **NO CONTINGENCIES!**

# Donated Resources

- Volunteer labor may be eligible to offset the Non-Federal Share “Match” (25% or 12.5% in FL, unless the President directs an increase in the Federal Share).
- Sign-in/Sign-out sheets should be used and include the volunteers name, a description of work performed (tied to a disaster), location identification, and hours worked.
- The value of volunteer labor is based on the same straight-time hourly labor rate, and fringe benefits, as a similarly qualified person. If you don’t have employees performing similar work, the rate will be consistent with those ordinarily performing the work in the same labor market. (\$24.69 currently)
- Donated Equipment (e.g., private vehicle usage) used in work may also be eligible and would need to be tracked in a similar fashion.
- The value for Donated Equipment is based on a FEMA-provided equipment rate schedule that includes all costs related to ownership and operation, with the exception of operator labor.



# Question????

What can “Donated Resources” be used for?

- A. Force Account Labor
- B. Force Account Materials
- C. Offset Match
- D. Additional Funding



## C. Offset Match





# FEMA

# Fact Sheet

## Stafford Act Declaration Process

To streamline the application process during the COVID-19 emergency, FEMA has developed the “Coronavirus (COVID-19) Pandemic: Public Assistance Simplified Application.” This simplified application and the process to follow is explained here [Public Assistance Simplified Application](#).

Generally this process involves an online form for applicants to explain their eligibility and provide supporting documentation and cost estimates. Once this application is received FEMA will review, pose follow up questions if needed, and award assistance.



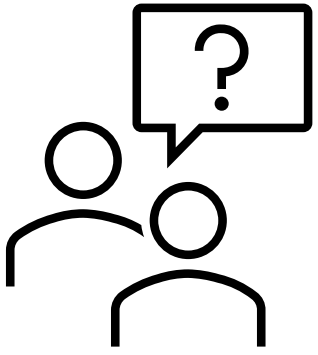
# Examples of Ineligible Costs

- Straight Time (Regular Time)
- Salaried Staff
- Provision of food for general public
- Loss of Revenue - FEMA will not provide PA funding for revenue lost due to the event, such as lost tax revenue.
- Increased operating costs.  
(unless unbudgeted and critical)



# Eligible Costs Under Other Federal Awards

FEMA is legally prohibited from duplicating benefits from other sources, such as from insurance or other federal awards. Public Assistance is the funding of last resort. If the applicant receives funding from another source for the same work that FEMA funded, FEMA reduces the eligible cost, deobligates funding, or can request a repayment of funds.



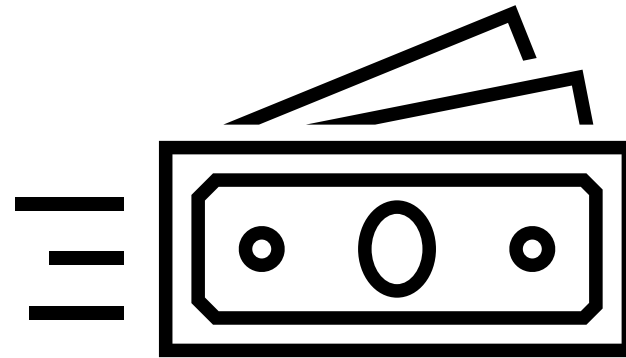
# Question????

## How does FEMA award funds?

- A. Cash
- B. Reimbursement
- C. Loans
- D. Visa Gift Cards



## B. Reimbursement





## Our Services

- Funding pursuit and administration from a well-experienced group led by former state executives and law enforcement officials
- History of **successful navigation of the complexities of FEMA** Public Assistance (PA) and other complex programs
- Start to finish administration of **all phases** of funding received, including legal appeals
- Coordination with **State Emergency Management** agencies
- Focus on **expediting payments**
- Expertise provided will allow Applicants to make **critical decisions in real-time**
- Leveraging of **multiple funding sources for maximum benefit** while avoiding duplication of benefits
- Maximize reimbursement to include **full attribution of volunteer labor** and donated resources

Need more help?

Contact us at 1.850.739.3600

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