

Public Assistance Applicant Briefing

FEMA-4076-WI-DR
Severe Storms and Flooding

- ◆ Incident Period – June 19 – 20, 2012
- ◆ Declaration Date- August 2, 2012
- ◆ Counties – Ashland, Bayfield, Douglas
- ◆ Tribe – Red Cliff Band of Lake Superior Chippewa

Wisconsin Emergency Management
- Public Assistance Program

1

Public Assistance Program

- ◆ FEMA program designed to provide assistance to state and local governments and specific private nonprofit organizations for response and recovery efforts related to a declared disaster.



Wisconsin Emergency Management
- Public Assistance Program

2

Eligible Applicants

- ◆ State Governments
- ◆ County Governments
- ◆ Cities, Towns, & Villages
- ◆ Native American Tribes and Tribal Organizations
- ◆ Other political Subdivisions
- ◆ Certain Non-Profits

Wisconsin Emergency Management
- Public Assistance Program

3

Private Non-Profit Organizations (PNP)

- ◆ Must be open to the general public
- ◆ Must perform functions that are governmental in nature
- ◆ Must provide proof from the IRS that it is a non profit, tax-exempt organization.
- ◆ Provide bylaws or proof of the primary mission on the organization.

Wisconsin Emergency Management
- Public Assistance Program

4

Facility, Work and Cost Eligibility

- ◆ To be eligible:
 - Damage must be disaster related
 - Facility must be the legal responsibility of eligible applicant
 - Have been in active use at the time of the disaster
 - Be located in the designated disaster area
 - Damage not covered by insurance
 - Not be fundable by another Federal Agency
 - Comply with all Federal, State and Local Laws and Regulations

Wisconsin Emergency Management
- Public Assistance Program

5

Eligible Work

- A. Debris Clearance
- B. Protective Measures
- C. Roads and Bridges
- D. Water Control Facilities
- E. Buildings and Equipment
- F. Utilities
- G. Other
- Incorporate cost effective mitigation measures when repairing damaged public facilities (Section 406).



Wisconsin Emergency Management
- Public Assistance Program

6

A. Debris Clearance

- ◆ *Public roads and streets including the right of way*
- ◆ *Public Improved Property*
- ◆ *Flood damaged materials placed by roadside for pickup*

B. Protective Measures

- ◆ *Actions taken to protect lives and property*
- ◆ *Police, fire, EMS, search and rescue*
- ◆ *Safety barricades, signs, area security*
 - *Only overtime labor costs for permanent force account workers are eligible*
 - *Both regular and overtime labor costs for temporary hires are eligible*
 - *Equipment Costs*
 - *Materials*
 - *Contractor costs*
- ◆ *Mass feeding of emergency workers*

Permanent Work

- ◆ *Categories C – G*
- ◆ *Work/Costs required to repair, restore, reconstruct, or replace eligible facilities to their "pre-disaster" design, function and capacity.*
- ◆ *Costs to meet current codes, standards and specifications are eligible*
- ◆ *Considered repairable if estimated costs are less than 50% of replacement costs*
- ◆ *Mitigation Opportunities*

C. Roads and Bridges

- ◆ *Repair to surfaces, bases, shoulders, ditches, culverts, low water crossings and other features, such as guardrails.*
- ◆ *Federal Aid Roads (major collector and above) are not eligible under PA*

D. Water Control Facilities

- ◆ *Drainage channels, pumping facilities, water towers*
- ◆ *Dams*
 - *Must be locally owned, operated and maintained by governmental agency*
 - *Cannot be designed as a flood control facility under NRCS*
 - *Look at debris and protective measures.*

E. Buildings and Equipment

- ◆ *Repair to damaged public owned buildings and equipment.*
- ◆ *Deduct insurance costs*

F. Utilities

- ◆ *Repair to water treatment and delivery systems, power generation and distribution facilities, sewage systems, and communications.*
- ◆ *Must be municipal or cooperative non profit agency. Private power companies are not eligible.*

G. Other

- ◆ *Not covered in other categories, primarily parks and improved recreational facilities.*
- ◆ *FEMA will not cover restoration of natural stream beds.*
- ◆ *Damages to improved structures on municipal golf courses are eligible, private country clubs are not eligible.*

Eligible Costs

- ◆ *Labor Costs*
 - *A,B Overtime Only*
 - *C-G Regular and Overtime*
 - ◆ *Temp or Contract Labor – Regular and Overtime (A-G)*
- ◆ *Equipment*
 - *Date, Time, Operator, Time for Operator*
- ◆ *Materials*
 - *Invoices, In Stock*
- ◆ *Contract Costs*
 - *Invoices, Date & Description of Work Completed*

Projects

- ◆ *Minimum of \$1,000.00*
- ◆ *Small Projects (less than \$66,400)*
- ◆ *Large Projects (\$66,400 and more).*
- ◆ *Public Assistance Cost Shares*
 - *75% Federal Share*
 - *12.5% State*
 - *12.5% Applicant Share*

Administrative Costs

- ◆ *Attending Applicant Briefings*
- ◆ *Collecting and documenting costs*
- ◆ *Completing forms and establishing files*
 - *Claim and document/estimate all Administrative Costs during Project Worksheet Formulation*

Application Request for Public Assistance (RPA)

- ◆ *Online*
 - <http://emergencymanagement.wi.gov/recovery/government.asp>
 - <http://www.fema.gov/library/viewRecord.do?id=2690>
 - *Other Forms*
 - <http://www.fema.gov/government/grant/pa/forms.shtm>
 - *County Director has copies*
- ◆ *Identify the applicant name, mailing and physical address, and the applicant's representative*
- ◆ *Required 30 days after disaster declaration date (August 31, 2012)*

SEQUENCE OF EVENTS

- ◆ *Applicant Briefing – August 9th and 10th
Material Posted Online After August 15th*
 - <http://emergencymanagement.wi.gov/recover/government.asp>
- ◆ *Submit Application – Submittal instructions included in the State Application Packet*
- ◆ *Contact your County Emergency Management Office to be sure your application has been received by FEMA*

Wisconsin Emergency Management
- Public Assistance Program

19

Public Assistance Coordinator (PAC)

- ◆ *FEMA Public Assistance Coordinator (PAC) will contact the representative identified on the Request for Public Assistance to set up a kick-off meeting.*
 - *Depending on the size/complexity of your claim FEMA may ask that several applicants attend a kick-off meeting together, provide documentation and have an exit interview all in one meeting*
- ◆ *Assigned when the Request for Public Assistance (RPA) is received*
- ◆ *Becomes the applicant's main point of contact and information source*
- ◆ *Responsible for providing any needed assistance to applicant*

Wisconsin Emergency Management
- Public Assistance Program

20

Project Worksheets

- ◆ *Describe the details of specific projects, identify scope of work, and actual costs*
- ◆ *Used to determine costs of projects / expenses to determine payments*

Wisconsin Emergency Management
- Public Assistance Program

21

SEQUENCE OF EVENTS

- ◆ *Have your documentation in order for the FEMA Project Officer at the Kick-off Meeting*
- ◆ *A Project Worksheet will be written*
- ◆ *Project Worksheet goes through a review*
- ◆ *FEMA Obligates funds after review*

Wisconsin Emergency Management
- Public Assistance Program

22

SEQUENCE OF EVENTS

- ◆ *State Public Assistance Office Sends Assurance Document*
 - *Asks you to certify that projects funded with Federal Funds were done in accordance with certain laws and regulations*
 - ◆ *Called Assurances*
 - ◆ *State Needs A Signed Copy on File prior to any Payments*
- ◆ *State Public Assistance Office Produces obligation packets that are sent to the County EM Office*
 - *Includes Project Descriptions and FEMA Obligation Forms*
 - *Signature Required on Two Documents*
 - ◆ *1017 – State Application for State PA Funds*
 - ◆ *P.4 – Certification that Project is Complete*
- ◆ *60 Days from receiving this packet to appeal funding levels for the Project Worksheets*

Wisconsin Emergency Management
- Public Assistance Program

23

SEQUENCE OF EVENTS

- ◆ *Paperwork is sent back to the State Emergency Management Office*
- ◆ *Checks are requested*
- ◆ *Checks sent to County Emergency Management Offices for distribution*
 - *Includes a report of applicants Project Worksheets and payments for the entire disaster.*

Wisconsin Emergency Management
- Public Assistance Program

24

Documentation

- ◆ Applicants are required to maintain project files that contain all necessary backup information
- ◆ Pictures taken before repair or clean-up are highly recommended

Appeal Process

- ◆ Applicant has right to appeal decisions based on eligibility, costs, etc.
- ◆ Send a letter to Wisconsin Emergency Management stating what decision you would like to Appeal

Administration of the Grant

- ◆ Reporting to FEMA through the State after closure of the Joint Field Office
- ◆ If you ever have a question about your projects or application after FEMA closes the Joint Field Office please contact your County Emergency Management Director and/or the State
- ◆ Sooner the Better

PROBLEMS / QUESTIONS

- ◆ Robert Stoikes
 - Desk (608) 242-3226
 - Cell (608) 219-4010
 - Robert.Stoikes@wisconsin.gov
- Fax (608) 223-6526