



Massachusetts Emergency Management Agency

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Accessing State and Federal Resources for Disaster Recovery

Statewide Contracts and FEMA Public Assistance



Massachusetts Emergency Management Agency

Here To Help



Massachusetts Emergency Management Agency

The Massachusetts Emergency Management Agency (MEMA) is charged with ensuring the state is prepared to withstand, respond to, and recover from all types of emergencies and disasters, including natural hazards, attacks, and technological and infrastructure failures.



To learn more about MEMA visit <https://www.mass.gov/mema>



All Disaster Start Locally

Disaster Effects Local Communities



Local Response

- Local Resources
- Mutual Aid
- Emergency Contracts
- Volunteers

Request for State Assistance

State Response

- State Agencies
- Private Organizations
- Non-Impacted Local Resources
- Emergency Contracts
- Volunteers
- Other States (EMAC)

Request for Federal Assistance

Federal Response

- Federal Agencies
- Private Organizations
- Emergency Contracts
- Volunteers



State Emergency Operations Center

The State Emergency Operations Center (SEOC) is a central location from which local, state and federal partners provide interagency coordination and decision-making in support of incidents and planned events in the Commonwealth.

MEMA has Regional Emergency Operations Centers (REOC) located in Agawam, Franklin and Tewksbury that activate for regional and statewide incidents.



To learn more about the SEOC visit <https://www.mass.gov/service-details/state-emergency-operations-center>



MEMA Regions

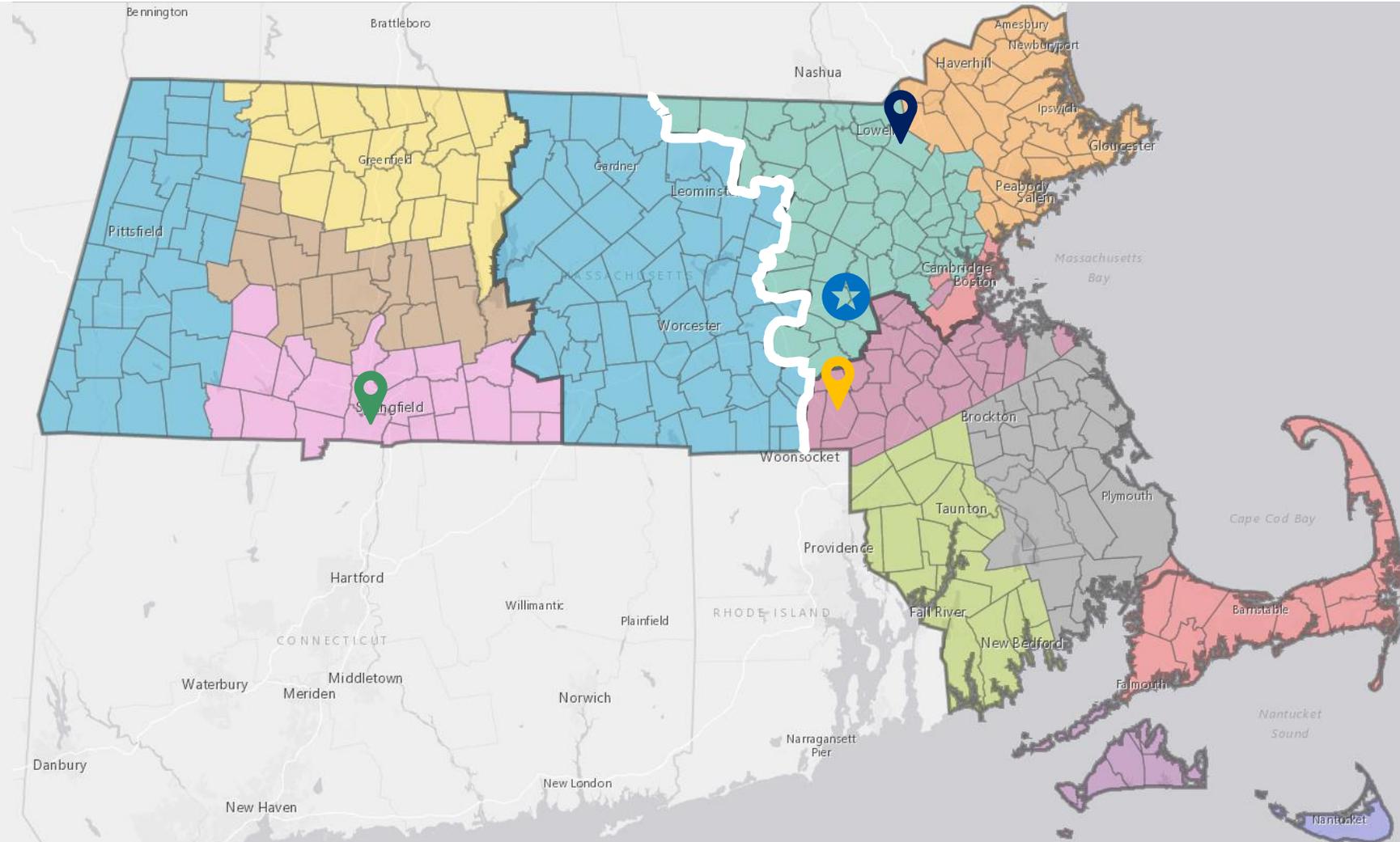
 **Headquarters**
Office in Framingham

 **MEMA East**
Offices in Franklin & Tewksbury

- Essex County
- Middlesex County
- Suffolk County
- Barnstable County
- Bristol County
- Dukes County
- Nantucket County
- Norfolk County
- Plymouth County

 **MEMA West**
Office in Agawam

- Berkshire County
- Franklin County
- Hampden County
- Hampshire County
- Worcester County





MEMA Local Coordinators

Every community is assigned a MEMA Local Coordinator (LC) that assists the community's Emergency Management Director with their EM Program. The LC can connect an EMD to any resource that MEMA offers.

LCs regularly conduct trainings, workshops and provide technical assistance related to:

- “Real World” Incident Support
- WebEOC
- Commodity Point of Distribution Plan (CPOD)
- Comprehensive Emergency Management Plan (CEMP)
- Continuity of Operations Plan (COOP)
- Grant applications and support

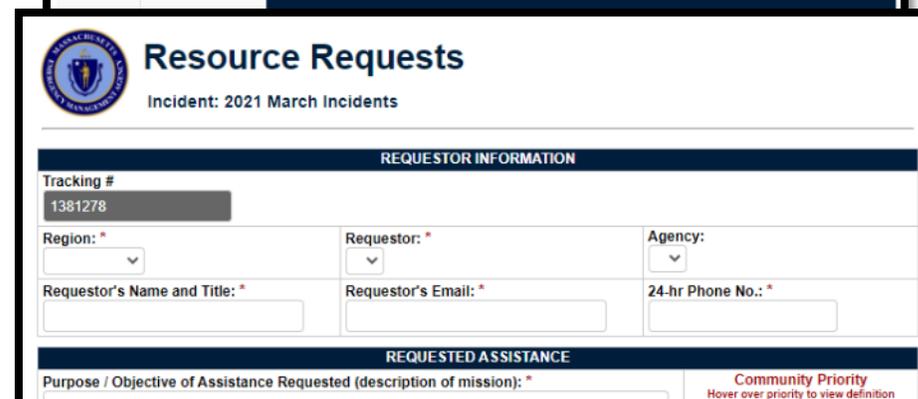
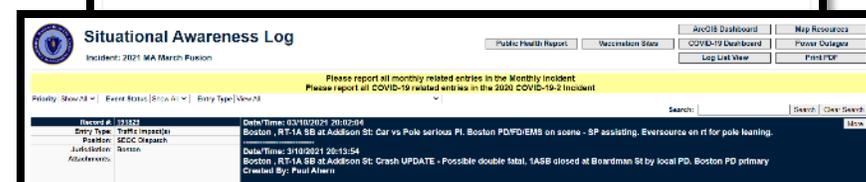


WebEOC

WebEOC is the primary incident management system utilized by MEMA to...

- Assist and manage situational awareness.
- Request resources and mutual aid.

Your MEMA Regional Office can create a WebEOC account for you and can provide training to your staff on how to use it.



To learn more about WebEOC visit <https://mema.webeocasp.com/mema>



MEMA Resources – Logistics

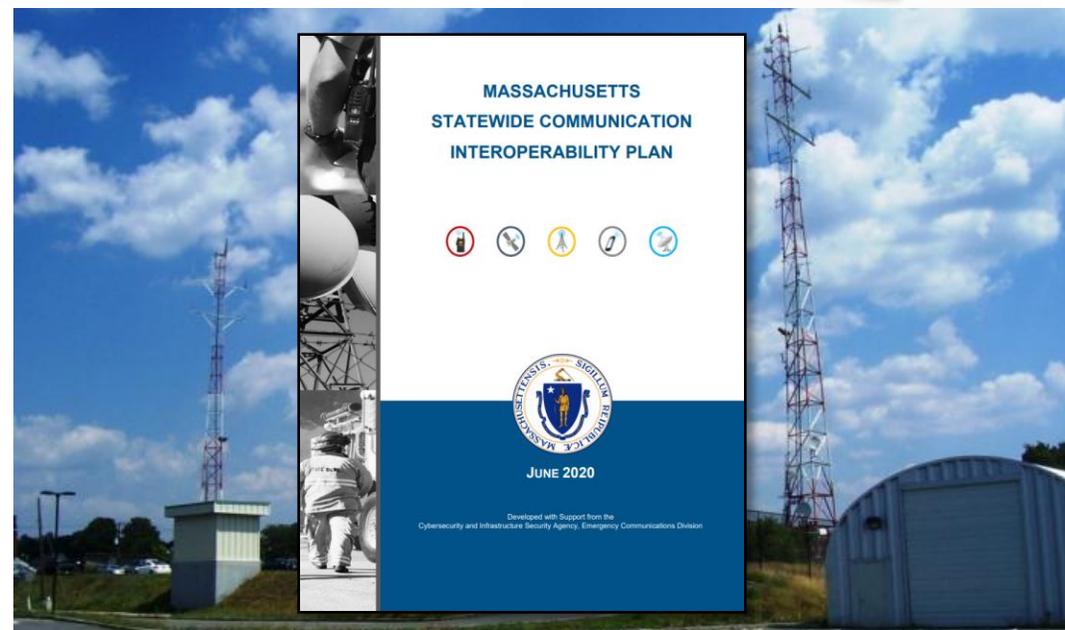
- Mobile Emergency Operation Centers 1 & 2
- Mobile Generator Trailer and 6 portable generators
- Mobile Field Tents (inc. Heat, AC, Lights, Tables etc.)
- Shelter Equipment Trailers (human and animal)
 - Sleep kits (sleeping bags, pillows)
- 22' Box Truck w/Liftgate
- Electric Forklift
- 250 Bed Field Hospital w/Electrical Distribution System
 - 25 additional medical beds
- 2 Portable Barrel Fan and 1 large Evaporative Cooler
- Commodity Point of Distribution (CPOD) Supplies
- Light Towers (2), Message Boards (4)
- Deployable Logisticians





MEMA Resources – Communications

- Mobile Communications Trailer
- Mobile Satellite Trailer
- Portable Radio Cache
- Radio Base Stations
- Tactical Radio Channels
- COML & COMT Support



To learn more about the Massachusetts Statewide Interoperability Plan visit <https://www.mass.gov/doc/massachusetts-statewide-communication-interoperability-plan-scip-2020/download>



MEMA Resources – Training and Exercise

MEMA has an online training portal that allows students to register online for state and federal classes.

- Users can view upcoming sessions and any required prerequisites for the training.
- The training portal allows the student to keep track of their completed courses and print certificates.

The screenshot shows the MEMA Training Registration System website. At the top, it says "Training Registration System" and "Massachusetts Emergency Management Agency (MEMA)". Below this, there are links for "Have an Account?", "Log In", and "Create Account Now". The main content area is divided into two columns. The left column is titled "Trainings & Exercises" and contains the text "Register for training courses and exercises." and a link to "Calendar". The right column is titled "Announcements" and contains a message: "The Massachusetts Emergency Management Agency (MEMA) and the Northeast Emergency Management Training & Education Center's (NEMTEC) Training and Registration System has moved to a new server. Please update your bookmark to: <https://www.mematraining.mass.gov>". Below the announcement is a large graphic for the "Northeast Emergency Management Training & Education Center" with the tagline "A collaborative training center for a more prepared region." and the website address "www.mass.gov/mema/nemtec".



To register for a MEMA Training visit <https://www.mematraining.mass.gov/TRS/>



MEMA Administers FEMA Grants

- Emergency Management Performance Grant (EMPG)
- Public Assistance (PA)
- Individual Assistance (IA)
- Hazard Mitigation Grant Program (HMGP)
- Flood Mitigation Assistance (FMA)
- Building Resilient Infrastructure and Communities (BRIC)



Disaster Finance

A Magic Cheat Code



There Are No Cheat Codes

- Maintain Sound Accounting Principles
 - [Municipal Finance Training and Resource Center](#) – Division of Local Services
- Participate in Emergency Management Planning and Exercises
- Blue Sky Planning
 - Asset Inventories
 - Pre-Existing Contracts
 - Mutual Aid Agreements
- Use a Centralized Process for Cost Recovery



Codify Emergency Fiscal Policies

- Codify the authorities that are assigned and permissible within the jurisdiction.
- Federal, state and private granting or funding agencies will not grant, loan or distribute funds to an organization without these policies and procedures.

Municipal Code

Sale of chocolate ice cream is banned within city limits.



Annual Reserve Disaster Spending Account

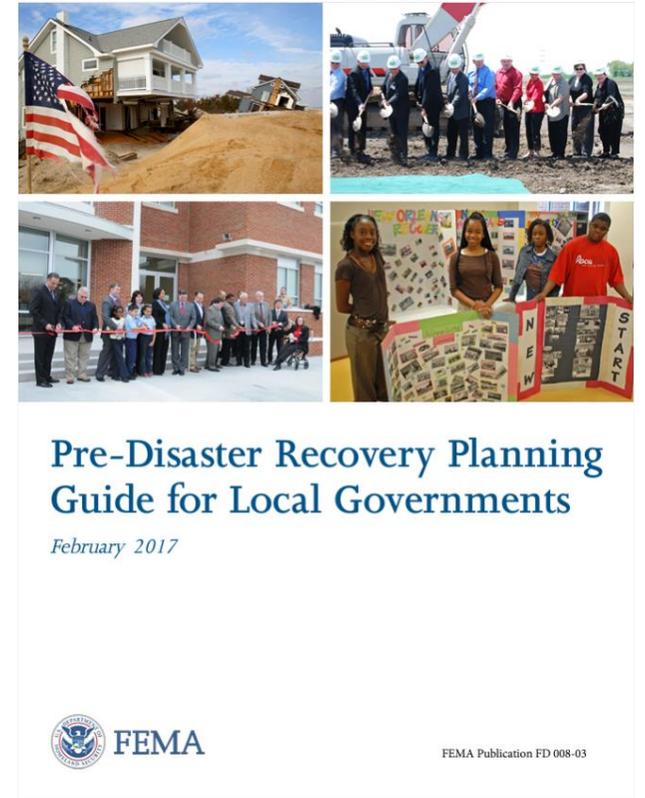
- Create an Annual Reserve Disaster Spending Account
- Specifically designed to allocate funds for disaster-related expenses.
- A reserve fund helps enable rapid response and recovery.
- Estimate fiscal impacts of threats, risks and hazards to help identify amount needed in a reserve fund.
- Ensure you have a dedicated source of funds that can be used for immediate relief efforts and expenses that may arise.



Pre-Disaster Recovery Planning

- Outlines steps to help affected communities recover from an emergency situation
- Includes procedures for:
 - rebuilding infrastructure
 - restoring essential services
 - providing support to affected individuals and businesses.

Your pre-disaster recovery plan should contain a section on potential post-disaster funding sources





Emergency Procurement - Massachusetts

- 30B Emergency Procurement Authority (G.L. c. 30B, § 8)
 - If the time necessary to comply with 30B requirements would endanger the health or safety of people or property, a procurement officer may make emergency procurements without following the delaying requirement
 - Procurements must be limited to supplies or services necessary to respond to the emergency
 - Procurements must follow all other 30B requirements
 - Procurement process must return to normal operation as soon as is practical
 - Provide a record of the event, basis of need, contracts, services and supplies to the state secretary
- For FEMA Public Assistance – This is only for Emergency Protective Measures
- Reach out for help if unsure
 - Legal counsel
 - State procurement regulatory agency
 - State emergency management agency



Pre-existing and Pre-qualified Contracts

Pre-existing Contracts:

- Created for common/recurring disaster work:
 - debris removal
 - snow removal
 - Transportation
 - mass care
- Examples
 - House Doctor Contracts
 - State Contracts
- Meet FEMA requirements

Pre-Qualified Vendor List:

- Reasonable process
- Quality goods/services
- Record of integrity and good standing

Must meet FEMA requirements for federal reimbursement [2 CFR §§ 200.317-.326](#)



State Contract Lists

- Operational Services Division (OSD)
 - Establish terms and conditions
 - Must follow local government policies/procedures
- [Statewide Contract List and Index](#)
- [Emergency Response Supplies, Services, and Equipment Contact Information \(Updated Monthly\)](#)
 - Disaster Debris Management Services
 - Security Services
 - Hazard, Waste, and Environmental Clean-up
 - Equipment and Supplies Rental
 - Water Treatment
 - Landscaping
 - Foodservice



FEMA Public Assistance



Recovery: Returning to a (new) normal

- **Stafford Act Declarations**
- **FEMA Programs**
- **SBA Disaster Declarations**
- **USDA Emergency Designations and Declarations**
- **Direct Federal Assistance**
- **FHWA Emergency Relief (ER)**



Local Recovery

- Local impacts
- Local State of Emergency
- Rapid, Individual, and Preliminary Damage Assessments
- Long Term Recovery Groups (LTRG)
- Assistance to citizens



State Recovery

- State impacts
- Rapid, Individual, and Preliminary Damage Assessments
- State of Emergency
- Declaration Requests
- LTRG Support
- Gap disasters



Federal Recovery

- Joint Preliminary Damage Assessments
- Public/Individual Assistance
- SBA Loans
- Federal Coordinating Officer (FCO)
- Joint Field Office (JFO)

⇨ STATE

⇨ FEDERAL



Stafford Act Disasters



Governed By Statute

- Robert T. Stafford Disaster Relief and Emergency Assistance Act
- Declaration Process is codified at 44 C.F.R. Part §206, [Subpart B](#)

Emergency Declaration (EM)

- Provides Direct Federal Assistance to support the State's response to an event
- Limited reimbursement for emergency protective measures
- Can be requested prior to an event
- Limited to \$5 million in federal support

Major Disaster Declaration (DR)

- Requires a Joint Preliminary Disaster Assessment (PDA)
- Must meet "thresholds" and demonstrate the event is beyond the capabilities of local and state response
- Provides access to Federal Grant Programs:
 - Individual Assistance (IA)
 - Public Assistance (PA)
 - Hazard Mitigation Grant Program (HMGP)



Major Disaster Declaration Criteria



For a Major Disaster Declaration, FEMA will consider factors such as:

- The amount and type of damages;
- Estimated cost of assistance (utilizing the established cost thresholds);
- Localized impacts;
- The available resources of the State and local governments and other disaster relief organizations;
- Insurance coverage in force (consideration of amount of insurance coverage that is in force or should have been in force as required by law and regulation);
- Imminent threats to public health and safety;
- Recent multiple disasters in the State (disaster history within the last 12-month period as well as declarations by the Governor and the extent to which the State has spent its own funds);
- Hazard mitigation (extent to which State and local government measures contributed to the reduction of disaster damages, especially implementation of measures required as a result of previous major disaster declarations);
- Assistance available from other Federal program and other sources; and
- Other factors pertinent to a given incident.



FEMA Public Assistance Grant Program

FEMA's Public Assistance (PA) Grant Program reimburses state, local, and tribal governments and private non-profits for 75% of eligible costs related to a ***declared disaster***.



Emergency Work

- Category A: Debris Removal
- Category B: Emergency Protective Measures



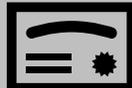
Permanent Work

- Category C: Roads and Bridges
- Category D: Water Control Facilities
- Category F: Utilities
- Category G: Parks and Recreation



Administrative Work

- Category Z: Management Costs





Public Assistance 2024 'Threshold'

PA damage thresholds are:

- Statewide: \$12,935,047.28
- Barnstable: \$1,053,381.60
- Berkshire: \$593,519.60
- Bristol: \$2,664,320.00
- Duke: \$94,760.00
- Essex: \$3,725,213.40
- Franklin: \$326,733.40
- Hampden: \$2,142,795.00
- Hampshire: \$746,616.80
- Middlesex: \$7,507,209.20
- Nantucket: \$65,573.00
- Norfolk: \$3,339,512.60
- Plymouth: \$2,441,767.40
- Suffolk: \$3,670,505.60
- Worcester: \$3,965,710.60



State Disaster Declaration Process

After the disaster occurs, state EMA staff conduct an Initial Damage Assessment (IDA) by requesting damage and cost data from communities.

IDA

If IDA data indicates state/county thresholds may be met, FEMA, state, and Local EMD conduct joint Preliminary Damage Assessments (PDA) to view and document damage.

PDA

If PDA meets state/county thresholds, the Governor requests a disaster declaration from the President of the United States.

DEC

The President may subsequently issue a disaster declaration under the Stafford Act.





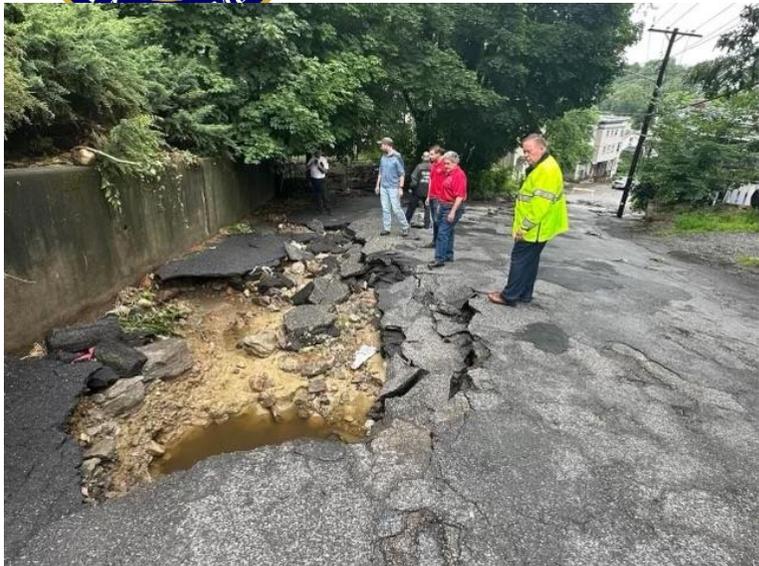
Initial Damage Assessment (IDA)

- Conducted by cities/towns and state agencies with technical assistance from MEMA, including:
 - Templates and forms
 - Just-in-time training
 - Onsite subject matter experts
 - Assessment verification
- Gather preliminary estimates of event related costs and damages to:
 - Public infrastructure, emergency response costs, debris removal (Public Assistance)
 - Impacts to residential structures and businesses (Individual Assistance and Small Business Administration)





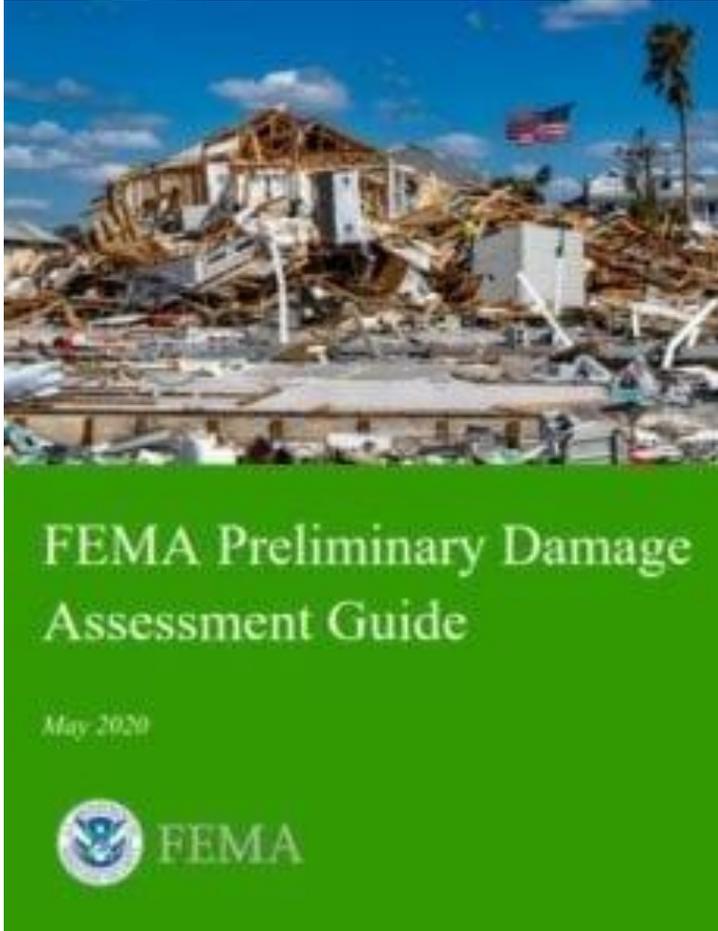
Initial Damage Assessment (Cont.)



- May include inaccurate or overestimates
- May include expenses that are ultimately ineligible:
 - Covered by insurance
 - Pre-existing damage or deferred maintenance
 - Duplication of benefits with another program (e.g., federal roads, mitigation projects)



Preliminary Damage Assessment (PDA)



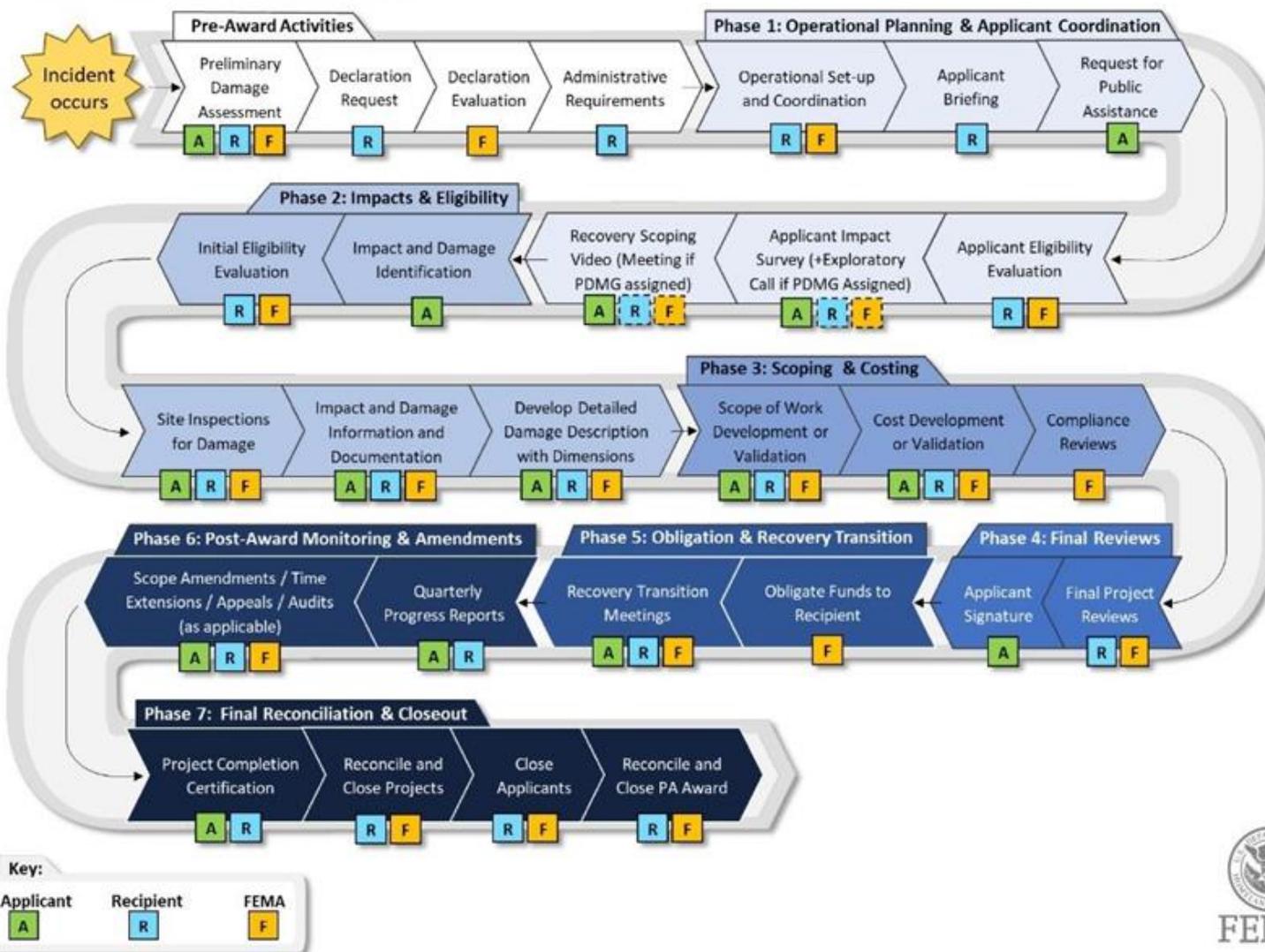
- State makes a request to FEMA to conduct
- Jointly conducted with FEMA, SBA (IA Only), MEMA, and impacted communities
- Includes professional cost estimators
- Completed separately for Individual Assistance and Public Assistance eligible impacts
- **In Massachusetts, PDA has historically resulted in an estimated damage reduction of about 50% from the Initial Damage Assessment**



FEMA Public Assistance National Workflow

PROGRAM DELIVERY PROCESS STEPS

Pre-Award Activities Phase 1 Phase 2 Phase 3 Phase 4 Phase 5 Phase 6 Phase 7



And then what?





Federal Procurement Regulations 2 CFR §§ 200

- 2 CFR §§ 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards,
- You must follow the federal procurement standards when seeking to use federal funds.

2 CFR Part 200 (up to date as of 3/28/2024)
 Uniform Administrative Requirements, Cost Principles, and Audit... 2 CFR Part 200 (Mar. 28, 2024)
 This content is from the eCFR and is authoritative but unofficial.

Title 2 – Grants and Agreements
 Subtitle A – Office of Management and Budget Guidance for Grants and Agreements
 Chapter II – Office of Management and Budget Guidance

Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

Subpart A Acronyms and Definitions

Acronyms

- § 200.0 Acronyms.
- § 200.1 Definitions.

Subpart B General Provisions

- § 200.100 Purpose.
- § 200.101 Applicability.
- § 200.102 Exceptions.
- § 200.103 Authorities.
- § 200.104 Supersession.
- § 200.105 Effect on other issuances.
- § 200.106 Agency implementation.
- § 200.107 OMB responsibilities.
- § 200.108 Inquiries.
- § 200.109 Review date.
- § 200.110 Effective/applicability date.
- § 200.111 English language.
- § 200.112 Conflict of interest.
- § 200.113 Mandatory disclosures.

Subpart C Pre-Federal Award Requirements and Contents of Federal Awards

- § 200.200 Purpose.
- § 200.201 Use of grant agreements (including fixed amount awards), cooperative agreements, and contracts.
- § 200.202 Program planning and design.
- § 200.203 Requirement to provide public notice of Federal financial assistance programs.
- § 200.204 Notices of funding opportunities.
- § 200.205 Federal awarding agency review of merit of proposals.
- § 200.206 Federal awarding agency review of risk posed by applicants.
- § 200.207 Standard application requirements.
- § 200.208 Specific conditions.
- § 200.209 Certifications and representations.

2 CFR Part 200 (Mar. 28, 2024) (enhanced display)

page 1 of 212



Federal Procurement Requirements

- Request quotations in writing or by email from an adequate number of qualified sources (at least 3) by sending the Not to Exceed Cost and the Scope of Work (document the request).
- Be sure to state that your town takes all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible (or say something similar).
- Your contracts must be awarded to the **responsive and responsible firm** whose proposal is **most advantageous** to the program, with price and other factors considered.
- The non-Federal entity must maintain written standards of conduct covering conflict of interest and governing the performance of its employees engaged in the selection, award and administration of contracts.
- The non-Federal entity must maintain records sufficient to detail the history of procurement.



Contract Requirements

Your contract with your vendor needs to include the text from this section, including (for example):

- ✓ Termination Clause
- ✓ Equal Employment Opportunity
- ✓ Contract Work Hours and Safety Standards Act
- ✓ Debarment and Suspension
- ✓ Anti-Lobbying

APPENDIX II TO PART 200—CONTRACT PROVISIONS FOR NON-FEDERAL ENTITY CONTRACTS UNDER FEDERAL AWARDS



Common Mistakes to Avoid by Non-State Entities

- Placing unreasonable requirements on firms;
- Using geographic preferences in the evaluation of bids or proposals unless permitted by federal law
- Allowing contractors that develop the bids to compete for those contracts
- Awarding noncompetitive contracts to consultants that are on retainer contracts
- Allowing for noncompetitive pricing practices between firms or affiliated companies
- Not maintaining written standards of conduct covering conflicts of interest





FEMA Tools to Assist with Compliance

- FEMA [Public Assistance Applicant Procurement Compliance Checklist \(2020\)](#)
- FEMA's [Roadmap to Procurement Compliance - Procurement Disaster Assistance Team \(PDAT\) \(fema.gov\)](#)
- [FEMA Virtual Training](#)
- [Contract Provisions Template](#)





Roadmap to Procurement Compliance (PDAT)

7-Step Checklist

1. Is your Organization a "**state entity**"?
2. Ensure local **procurement policies and procedures** are compliant
3. Is this a noncompetitive procurement ("**sole sourced award**")?
4. Is the procurement **under the micro-purchase threshold** (\$10,000) or under your organization's more restrictive threshold?
5. Is the procurement **under the simplified acquisition threshold** (currently \$250,000) or under your organization's more restrictive threshold?
6. Is your organization using the **sealed bids method** of procurement?
7. Is your organization using the **proposals method** of procurement?



Roadmap to Procurement Compliance

Procurement Disaster Assistance Team (PDAT)

August 2023



[Roadmap to Procurement Compliance \(PDAT\)](#)



Cost Recovery

- Starts concurrently with response operations
 - Culvert washout/fill, roadway passage, debris management
- Typically ends within weeks of a disaster but could take years
- Expenses can accumulate before the disaster in some cases
 - Debris clean-up, evacuations, sheltering, responder overtime
- Jurisdictions should track everything before and during a disaster
- No detail is too small – Every penny counts toward your PA threshold



Cost Recovery

- Proper organization and documentation from the start helps prevent denials, appeals and delays of funding
- A jurisdiction that uses processes and a database or accounting tools to log and track disaster response and recovery costs can rapidly provide the necessary documentation to obtain reimbursement.
- Jurisdictions without a centralized repository for expenses will waste valuable time trying to assemble documentation. Accuracy in documentation is also critical to avoid errors and audit findings.



Thank you!

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