

Applicant Briefing



Emergency Declaration
Hurricane Lee

FEMA-3599-EM

DECLARATION DATE: September 15, 2023

INCIDENT PERIOD: September 15-17, 2023

DECLARED AREAS: All Massachusetts Counties

AUTHORIZED DISASTER ASSISTANCE:

FEMA Public Assistance Program

* Limited Emergency Protective Measures

AGENDA

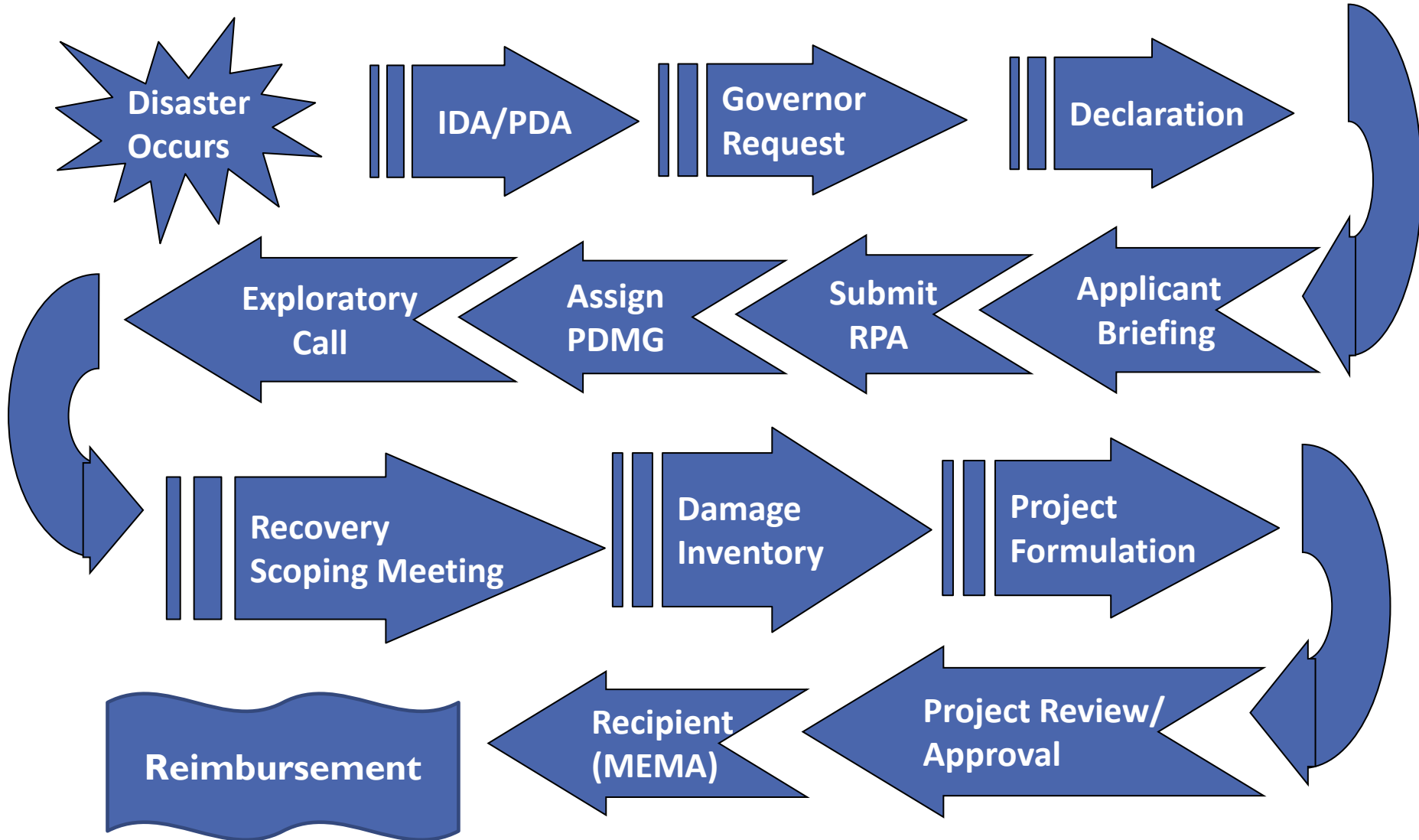
- FEMA Public Assistance Program
- Application Process
- Eligibility Work and Costs
- Project Time Limits
- Special Considerations
- Reimbursement – State Standard Contracts

FEMA PUBLIC ASSISTANCE (PA) PROGRAM

To provide supplemental financial assistance to state, local and tribal governments, and certain private non-profit organizations so that communities can quickly respond to and recover from major disasters or emergencies declared by the President.

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

PA Delivery Process



REQUEST FOR PUBLIC ASSISTANCE (RPA)

One RPA per applicant

REGISTERED PORTAL USERS: Apply directly in Grants Portal

UNREGISTERED PORTAL USERS: To register, send email to disaster.recovery@mass.gov

Submit RPA by no later than filing deadline date of 12/22/2023

PRIMARY CONTACT – Available point of contact who will oversee and manage projects and provide all project information to FEMA/MEMA

ALTERNATE CONTACT – Assist Primary POC

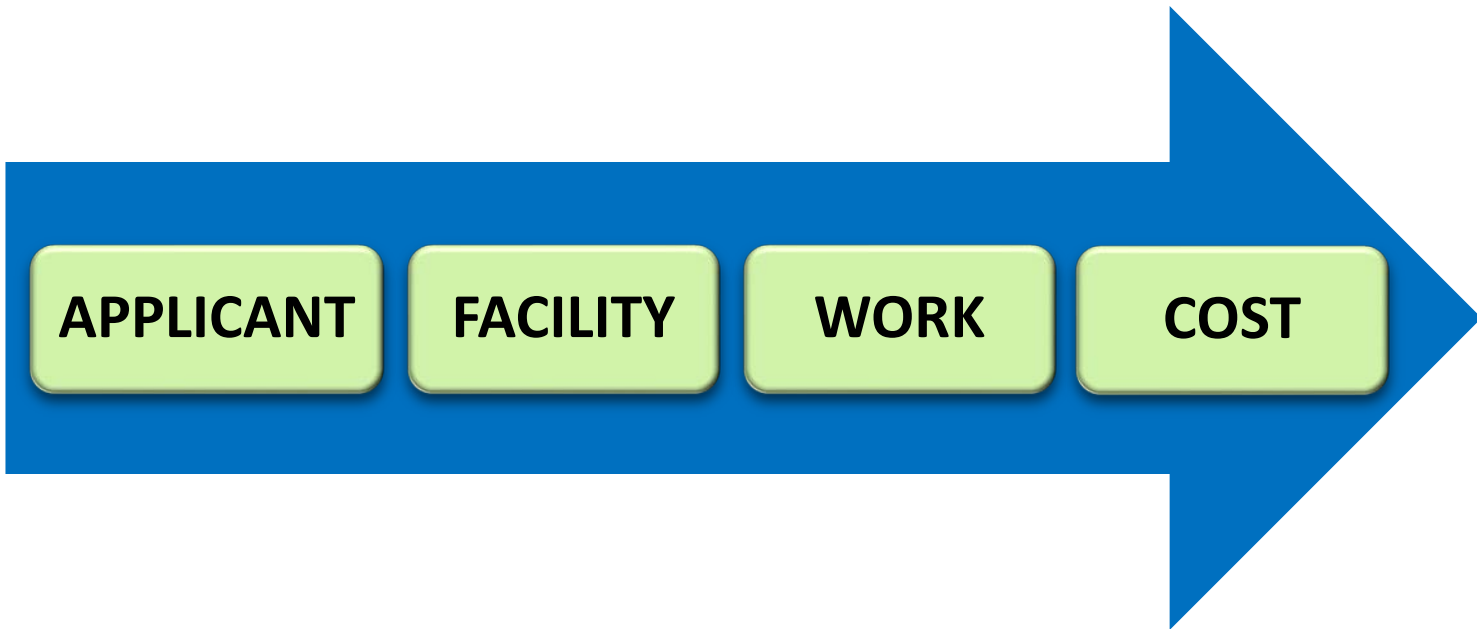
**** Update Profile information in grants portal ****

PRIVATE NON-PROFIT ENTITIES APPLICATION PROCEDURES



- ✓ A ruling letter from the U.S. Internal Revenue Service granting tax exemption under Sections 501(c), (d), or (e) of the Internal Revenue Code of 1954
- ✓ PNP Certification Sheet and PNP Facility Questionnaire, Mission statement or brochure of organization
- ✓ Proof of ownership or legal responsibility
- ✓ Insurance Policies
- ✓ Unique Entity ID # (refer to SAM.Gov)

ELIGIBILITY STRUCTURE



ELIGIBLE WORK

EMERGENCY WORK - Work performed to reduce or eliminate an immediate threat to life, protect public health and safety, and to protect improved property.

Category B – Emergency Protective Measures

- Mass Care (evacuation and sheltering only)
- EOC Operations

Category Z – Management Costs

Management costs include REASONABLE costs that can be tracked, charged, and accounted for, such as field inspections, preparation of a PW, attend meetings.

EVACUATION AND SHELTERING

Evacuation and sheltering of survivors are eligible activities. This includes household pets and service and assistance animals, but not exhibition or livestock animals.

EVACUATION

- Transferring patients from inoperable, compromised, or overwhelmed eligible medical or custodial care facilities to another medical facility or to a shelter;
- Transferring patients back to original medical or custodial care facility, when appropriate;
- Transporting survivors, including shelterees, who require emergency medical care to and from the nearest existing or temporary medical care facility equipped to adequately treat the medical emergency. Transport may include emergency air, sea, or ground ambulance services if necessary;

EVACUATION

- Use of equipment such as buses, trucks, or other vehicles (including accessible vehicles) to provide one-time transportation to evacuate survivors and their household pets and service and assistance animals to emergency shelters from pre-established pick-up locations. This includes standby time for drivers and contracted equipment while waiting to transport survivors;

EVACUATION

- Food and water provided during transport;
- Emergency medical care provided during transport, including emergency medical personnel and supply costs;
- Stabilization of individuals injured during evacuation

FEMA does not provide PA funding for ambulance services that are covered by private insurance, Medicare, Medicaid, or a pre-existing private payment agreement

SHELTERING

FEMA provides PA funding to State, local and tribal government Applicants for costs related to emergency sheltering for survivors. Typically, such sheltering occurs in facilities with large open spaces, such as schools, churches, community centers, armories, or other similar facilities. FEMA refers to these shelters as congregate shelters.

ELIGIBLE SHELTER FACILITY COSTS

- Facility lease or rent, including space for food preparation;
- Utilities such as power, water, and telephone;
- Minor facility modifications if necessary to make the facility habitable, compliant with the Americans with Disabilities Act (ADA), functional as a childcare facility, or functional as an animal shelter;
- Restoration to return the facility to its condition prior to use

ELIGIBLE SHELTER STAFF COSTS

- Generator costs; and
- Secure storage space for medical supplies.
- Medical staff;
- Personal assistance service staff;
- Veterinary and animal care staff;
- Public Information Officer;
- Social workers;
- Food service workers;
- Custodial and facilities staff

ELIGIBLE SHELTER SUPPLIES AND COMMODITIES

- Hot and cold meals, snacks, beverages, and related supplies for survivors;
- Cooking and serving supplies;
- Food, water, and bowls for household pets and service and assistance animals;
- Durable medical equipment;
- Consumable medical supplies;
- Medication for animal decontamination and parasite control;

ELIGIBLE SHELTER SUPPLIES AND COMMODITIES

- Infant formula, baby food, and diapers;
- Refrigerators, microwaves, and crock pots;
- Cots, cribs, linens, blankets, pillows, tables, and chairs;
- Personal hygiene kits with items such as shampoo, soap, toothpaste, a toothbrush, towels, and washcloths

EOC OPERATIONS

Activities for operating the EOC are eligible, including, but not limited to:

- Increased utility costs;
- Costs to lease a facility;
- Supply costs; and
- Meal costs

Special Considerations

Special considerations could affect the scope of work and funding for a project. Applicants have a critical role in identifying special consideration issues.

- Insurance
- Hazard Mitigation (Section 406)
- Environmental and Historic Preservation



Environmental/ Historic Preservation



The National Environmental Policy Act (NEPA) requires all federal agencies ensure that due consideration is given to the environment during project development.

Some projects that require environmental review:

- Debris disposal and staging areas
- Historic properties (buildings, structures, sites, objects)
- Where the footprint is different than pre-disaster conditions
- Threatened or endangered species, wetlands or floodplains

Make sure to adhere to State and local laws (permits, conditions, etc)

2 CFR 200 - Procurement

All applicants must adhere to federal, state, and local procurement standards, whichever is most stringent.

Key areas to review for changes or increased requirements:

- Conflict of Interest Disclosures (200.112)
- Compliance Disclosures (200.113)
- Internal Control Standards (200.303)
- **Local and PNP Procurement (200.318-326)**
- Federal and Non-federal Sub-recipient Monitoring (220.331)



FORCE ACCOUNT LABOR

Force account labor is defined as an applicant's own employees, including permanent, reassigned and seasonal employees on the applicant's payroll.

Only OVERTIME costs and fringe benefits are eligible for employees performing eligible emergency work.

- STATE WORKBOOK for documenting hours worked by employee for both regular and overtime and fringe benefits
- The STATE workbook should be supported by PAYROLL REPORTS, INDIVIDUAL TIME AND ATTENDANCE RECORDS that differentiate the number of hours worked on disaster-related work, OVERTIME POLICIES and a NARRATIVE detailed description of the work performed.

STANDBY TIME

- Standby use and pay are consistent with the Applicant's labor policy (or contractual obligation based on a labor agreement) and consistent with its practice in non-federally declared incidents;
- The standby time occurred when it was necessary to have resources available to conduct the respective life-saving action;
- The number of hours and individuals were reasonable and necessary based on the number of resources required;

EQUIPMENT

FORCE ACCOUNT EQUIPMENT

- Regular and overtime costs are eligible
- State Workbook
- Equipment Inventory List
- “2023 FEMA Schedule of Equipment Rates” (includes operation, depreciation, fuel, maintenance and most repairs)

RENTED EQUIPMENT

- State Workbook
- Rental agreement, invoices and proofs of payment

MATERIALS

The costs associated with material and supplies that were purchased or taken from an applicant's stock as a direct result of the declared storm event may be claimed.

Material costs must be reasonable

- State Workbook
- Invoices and proofs of payment

CONTRACT WORK

- ✓ Awarded contracts must comply with all federal, state and local requirements under 2 CFR 200
- ✓ Construction / Engineering
- ✓ Contract must show a clear and definitive scope of work
- ✓ Changes in Scope of Work
 - State Workbook
 - Advertisement, bid list/prices, award letter, engineering designs/plans (if applicable), and copy of contract.
 - Invoices, and proofs of payment

CATEGORY Z MANAGEMENT COSTS

Management costs include REASONABLE costs that can be tracked, charged, and accounted for, such as field inspections, preparation of a PW, attend meetings.

- State Cat Z Workbook
- Narrative/Description of work performed
- Timesheets/Payroll Registers

Small Project Certification

Small Projects = Project Over \$3,800 and under \$1,000,000

SMALL PROJECTS 100% COMPLETE

OPTION 1: Self-Certification (Categories B-G)

- Self-certification Form
- State Workbook and detailed narrative
- No detailed backup needed

Sub-recipients must still maintain all supporting documentation for 6 years

OPTION 2: Non-Self Certification Categories A-G Small projects

- ✓ State Workbook
- ✓ Submit all detailed backup

SMALL & LARGE PROJECTS LESS THAN 100% COMPLETE

- Categories A-G
- State Workbook
- Need all detailed backup

Project Completion Time Limits



Time limits for completing eligible work are measured from the date of the declaration.

TYPE OF WORK	MONTHS COMPLETED WORK DUE
Emergency Protective Measure	6 months from declaration date

If extenuating circumstances or unusual project conditions exist, a time extension may be requested through MEMA before the established time frame expires.

QUARTERLY PROGRESS REPORTING

Sub-recipients must adhere to regulatory requirements for receiving federal funding under the FEMA Public Assistance Program, including quarterly reporting on open projects, time limits for completing work and proper project and program closeout.

Progress reports are critical to ensuring that FEMA and MEMA have up-to-date information on all open projects. Progress reports must describe in detail current and future activities, including a detailed work schedule.

- ✓ Progress Report Form

STATE STANDARD CONTRACT / PAYMENT PROCESS

- Project Worksheet (PW) is obligated by FEMA
- MEMA Grants Unit will prepare contract package
- Contract package is e-mailed to sub-recipient
- Return contract package within 30 days of receipt. Must be “wet signature”: e-mail, fax, or photocopies are not acceptable



STATE STANDARD CONTRACT / PAYMENT PROCESS

Contract package is received back at MEMA and reviewed for completeness

- If any form is missing or not signed, the MEMA Grants Unit will contact Sub-recipient for corrections. Please make sure all corrections are taken care of in a timely manner.
- If all forms are filled out correctly and signed, contract package is executed through our fiscal department.
- Once contract is executed, if warranted, reimbursement will be made. Sub-recipient will receive notification when reimbursement is disbursed, and a copy of the executed contract will be sent to Applicant by e-mail.

STATE STANDARD CONTRACT / PAYMENT PROCESS

It is very important that close attention be paid to contract end dates. All work must be completed in the period of performance time frame, not the contract date. Contract will be written based on period of performance end date or project completion date.

If you need a time extension to complete the work, please ask for the time extension at least 60 days before the period of performance/contract ends. This should give us enough time to do a contract amendment in order to avoid a lapsed contract.

QUESTIONS?

- **Disaster Recovery Program Coordinators:**
- Lorraine Eddy (Lorraine.Eddy@mass.gov)
- Keith Parent (Keith.Parent@mass.gov)
- Max Hughes (Max.Hughes@mass.gov)

- **General Recovery Mailbox:**
- Disaster.Recovery@mass.gov