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Reimbursement from FEMA Disaster Recovery Grant Programs



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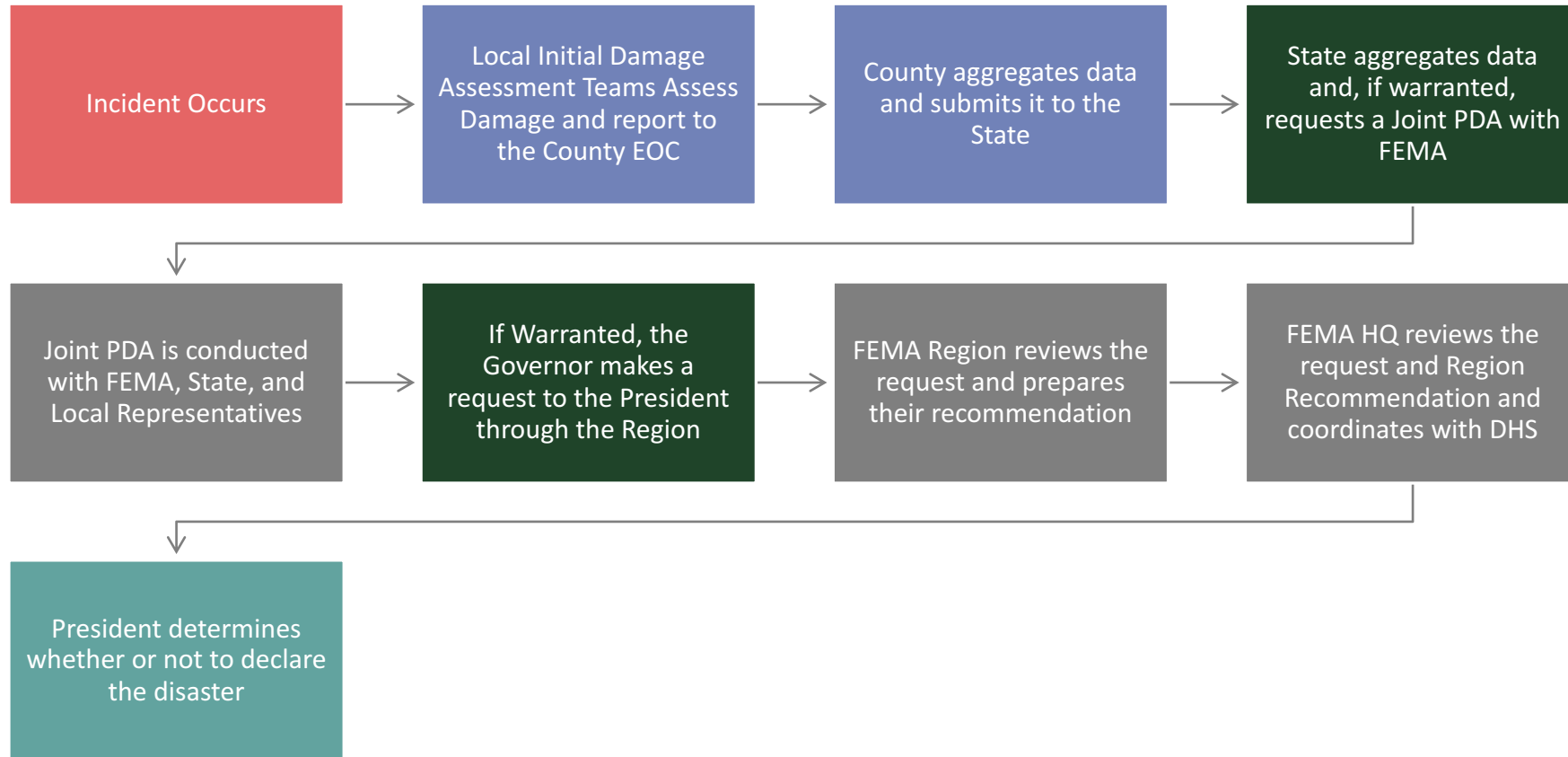
Agenda

- Declaration Process
- Disaster Recovery Programs
- Requesting Reimbursement
- Procurement Tips
- Questions
- Contact Information



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Declaration Process





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Damage Assessment Requirements

For Public Assistance Grant Program:

- Requirements change every Federal fiscal year
- For FY 2017
 - $\$1.41/\text{capita for State} \times \text{State Population} = \text{State Threshold}$
 - $\$3.61/\text{capita for Counties} \times \text{County Population} = \text{County Threshold}$
- Current State threshold is \$6,614,270.52
- Even if State threshold is met and a disaster declaration is granted, counties must meet their threshold to be declared eligible for the PA program
- Damage assessment threshold information available at:
 - <http://scemd.org/recovery-section/pa/2-uncategorised/232-pa-thresholds>
 - <https://screcoverygrants.org/site/resources.cfm>



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Disaster Recovery Grant Programs

Public Assistance



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Public Assistance Program

- Provides aid in the wake of a major disaster to state and local governments, and to certain non-profits, in order to help communities in their recovery efforts.
- Provides federal disaster grant assistance for debris removal, emergency protective measures, and the repair, replacement, or restoration of disaster-damaged property.
- Uncapped grant program
- Distributes federal grants at a cost share of no less than 75%.
- Projects proven eligible for assistance fall into 7 categories.



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Public Assistance Categories

Projects proven eligible for assistance fall into 7 categories:

Emergency Work

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

Permanent Work

- Category C: Roads & Bridges
- Category D: Water Control Facilities
- Category E: Buildings & Equipment
- Category F: Utilities
- Category G: Parks, Recreational, Other



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Eligible Applicants

- State Agencies
- Counties
- Cities / Towns / Villages
- Federally Recognized Native American Tribes or Tribal Organizations
- Certain Private Non-Profit Organizations that provide essential government services

- All must submit a Request for Public Assistance within 30 days from the date of the declaration.



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Eligibility Guidelines

- Damaged as a result of a declared event
- Located within an area declared by the President
- Legal responsibility of an eligible Applicant and in active use at the time of the disaster
 - Owned and operated by the County/Municipality
- Not under the authority of another federal agency
 - Not under jurisdiction of USACE, USDA, National Parks, DOD, etc.



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Fire Management Assistance Grant (FMAG)

- The Fire Management Assistance Grant (FMAG) provides aid to state, local and tribal governments for the mitigation, management, and control of fires on publicly or privately owned forests or grasslands, which threaten such destruction as would constitute a major disaster.
- Before a grant can be awarded, a State must demonstrate that total eligible costs for the declared fire meet or exceed the individual fire cost threshold.
- FMAG also provides federal grants at a 75% cost share.



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FMAG Eligibility

- All eligible work and related costs must be associated with the incident period of a declared fire.
- FMAGP eligible work directly related to the declared fire is documented into two general categories:
 - Category B – Emergency Protective Measures
 - Category H – Firefighting Activities

Hazard Mitigation



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Hazard Mitigation Grant Program

Provides funding for projects that reduce or eliminate the risk to people and property from hazards

Funding is based on the estimated total of Federal Assistance

- Capped Grant Program:
 - 15% of the first \$2 billion of estimated aggregated amounts federal disaster assistance
 - 10% for amounts between \$2 billion and \$10 billion
 - 7.5% for amounts between \$10 billion and \$35.333 billion

Projects funded at 75% Federal cost share



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Hazard Mitigation Eligibility and Project Types

Applicant Eligibility:

- Same as Public Assistance

Project Types:

- Property Acquisition and demolition
- Property
- Flood-proofing
- Generators
- Flood reduction
- Non-structural retrofitting
- Safe rooms
- Infrastructure retrofit
- Soil stabilization
- Hazard Mitigation Planning



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Applying for HMGP

- Not required to be in an incident declared county to apply
- FEMA not deployed to assist with applications or project implementation
 - Projects developed by applicant with assistance from SCEMD
- Work cannot begin until FEMA approves and awards the project

Requesting Reimbursement



Payment – Regulation (Small Projects, PA only)

[44 CFR §206.205 \(a\)](#)

- For 4286 (FY 2017): projects of less than \$123,100

Final payment will be made to the Grantee upon Project Worksheet approval

The Grantee will make payment to the subgrantee as soon as practicable.



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Payment – Process (Small Projects, PA only)

1. Project Obligated
2. Documentation Uploaded in SCRecoveryGrants (State Admin)
 - Approved PW
 - EMMIE Attachments
3. Project Version Reviewed/Advanced (Specialist)
 - Comparison of EMMIE Amounts
 - Ensure Proper Cost Share
4. Small Project Payment Initiated (PA Finance)
 - Payment issued contingent upon funding agreement execution

The screenshot displays the SCRecoveryGrants system interface. At the top, there are breadcrumb navigation links: "4286 Hurricane Matthew (PA) > Forest Acres, Town of > Account for 4286 (PA) - Forest Acr... > Project #203 - 85% Debris Removal ...". The main header area shows "Project #203: Project Version #0" and "Routing in Progress: Obligated – Unreviewed (Step 2 of 3)". Below the header is a toolbar with five action buttons: "Advance" (green arrow), "Return" (yellow arrow), "Set on Hold" (red minus), "Deny" (red X), and "Delete" (green trash can). A left-hand navigation menu contains "Summary" (selected), "Manage", "Cost Lines", "Notes", and "Documents". The main content area shows a "Details" section with the following information:

Sequence #:	0
Ref #:	FARB15A
Bundle #:	203
Package #:	153
Obligated Date:	April 26, 2017



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Payment – Regulation (Large Projects)

[44 CFR §206.205 \(b\)](#)

For 4286: Projects of \$123,100 and greater (FY 2017)

Must confirm that:

- Costs were incurred in the performance of eligible work
- Costs are supported with proper source documentation

Should be submitted as soon as practicable after completion of work



Payment – Process (Large Projects and HM)

1. Project Obligated
2. Documentation Uploaded in SCRecoveryGrants (State Admin)
 - Approved PW
 - EMMIE Attachments
3. Project Version Reviewed and Advanced (Specialist)
 - Comparison of EMMIE Amounts
 - Ensure Proper Cost Share
4. Applicant Submits Request for Reimbursement (RFR)
5. RFR review for compliance (Specialist/PAC)
 - See following slides
6. Large Project Payment Initiated (PA Finance)

4166 Severe Winter Storm (HMGP) > Winterfest, City of > Account for 4166 (HMGP) - Winterfest, ...

Project F0-S3 - New Castle Wall (Old one Burned Down)

Obligated on May 22, 2017

New Meeting Create New Request

Summary Manage Funding Expenses Payments Progress Monitoring Contacts Notes

Create a New Request

Select the request you would like to create by clicking on the name of the request below.
Note: For a list of Applicant or Account-based requests, first navigate to the Applicant or Account screen.

New Reimbursement Request This form requests funding from the State on a given project. Please attach copies of invoices, receipts, checks or payroll documents to support the requested amount for reimbursement.	New Advance Request This form requests funding from the State on a given project without having any actual documentation of expenses.
New Project Closeout This form notifies the State that work on a given project is complete and a final inspection is needed. The approval of this request will close the project and remove the need for status reports on future Quarterly Reports.	New Time Extension This form notifies the State that the physical work on a project will not be completed by the work completion deadline. Typically this request for an extension should be made at least 30 days prior to an upcoming deadline.
New Scope Change This form notifies the State of a request for a Scope of Work	New Project Appeal This form notifies the State of a desire to Appeal a Federal

Cancel



RFR – Documentation (Large Projects)

Applicant must provide (may already be with the approved PW):

- Force account labor:
 - Labor costs and source documentation (such as payroll register)
 - Fringe benefits
 - Personnel policies
 - Log of employee time by task and project
- Force account equipment and supplies:
 - Salvage value
 - Equipment rates
 - Equipment logs
- Force account materials
 - Invoices and proof of payment
 - Inventory Record (if needed)

#	Type	Contractor	Reference #	Amt	Eligible Amt
1	Contract W...			\$2,500.00	\$2,500.00
2	Rented Eq...			\$2,000.00	\$2,000.00
				\$4,500.00	\$4,500.00



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RFR – Documentation (Large Projects)

Contracts:

- Procurement procedures (written “policy” and actual procedures used for the contract)
- Invoices and/or cancelled checks
- Price analysis to determine reasonableness of cost (where required)
- Scope of work
- Type of contract
- Copy of contract and all amendments/change orders
- Load tickets and truck certifications (debris)

General items:

- Issues identified in the comment field of the PW, such as:
 - Documentation requirements
 - Insurance requirements
 - Special considerations
 - Environmental concerns
 - Insurance issues
 - Compliance with historic preservation requirements



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RFRs – Helpful Tips

- Make sure to be on the project page of the project you wish to submit the RFR
- Create separate expenses for each type of work (Force Account labor, equipment, or contract work)
- Make sure to download the relevant documentation to each expense
- Hit advance once when complete



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Forms

FEMA forms **not** required

Summarization of costs by category is helpful

- Force Account Labor
- Contracted Labor
- Force Account Equipment
- Rented Equipment
- Materials/Purchases
- Contracted Costs

Can use Excel or native system based report (SCEIS, SAP, etc.)

Procurement Tips



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Eligible Costs and State Procurement

Costs must be:

- Be reasonable to accomplish the eligible work
- Comply with federal, state, and local laws and regulations
- Include deductions of insurance proceeds, salvage value, and purchase discounts.

Contracted Services and Procurement:

- Must be competitively bid following local and federal procurement code
 - [2CFR §200](#)

State Applicants must:

- Follow the same policies and procedures they would use for procurements with non-Federal funds
- Comply with 2 CFR §200.322, Procurement of recovered materials
- Ensure that every purchase order or other contract includes any clauses required by 2 CFR §200.326, Contract provisions.



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Local Government Procurement

Local Government Entities must use their own documented procurement procedures that reflect applicable State, Territorial, Tribal, and local government laws and regulations, provided that the procurements conform to applicable Federal law and standards.

Procurement transactions must be conducted in a manner that complies with the following Federal standards:

- Provide full and open competition
- Conduct all necessary affirmative steps to ensure the use of minority businesses, women's business enterprises, and labor surplus area firms when possible
- Exclude contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals from competing for such procurements to ensure objective contractor performance and eliminate unfair competitive advantage
- Maintain written standards of conduct covering conflicts of interest and governing the performance of employees who engage in the selection, award, and administration of contracts
- Maintain records sufficient to detail the history of the procurement. These records will include, but are not limited to:
 - Rationale for the method of procurement
 - Selection of contract type
 - Contractor selection or rejection
 - The basis for the contract price



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Additional Procurement Tips

The Davis-Bacon Act does not apply to PA or HMGP funded projects

Fixed-price and cost-reimbursement contracts are best for PA and HMGP funded projects

Avoid:

- FEMA does not reimburse costs incurred under a cost plus a percentage of cost contract or a contract with a percentage of construction cost method.
- FEMA advises against the use of T&M contracts and generally limits the use of these contracts to a reasonable time based on the circumstances during which the Applicant could not define a clear scope of work
- Hiring of debarred contractors



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Questions?

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