OPERATION
PAPER CUT
FY 2008
AGENDA

- Administrative Announcements
- Introductions
- Discussion of Objectives
- Overview
- Adjourn at 1200 / 12:00 / Noon / 2000 Zulu
What is the Public Assistance Grant Program?
PUBLIC ASSISTANCE PROGRAM PURPOSE

“FEMA’s Public Assistance Grant Program helps local governments respond to disasters, recover from their impact, and mitigate impact from future disasters.”
PUBLIC ASSISTANCE PROGRAM

- Authorized by the Robert T. Stafford Act for response & recovery activities
- Provides supplemental financial assistance to:
  -- State,
  -- Local governments, and
  -- Certain non-profit organizations
Who Should Care about the Public Assistance Grant Program?
Jefferson County entities eligible for post-disaster public assistance

- City of Port Townsend (all departments)
- Jefferson County (all departments)
- All Fire Districts
- Library Dist
- Jefferson Co Fair
- Jefferson Co PUD
- Jefferson Health Care
- Jefferson Transit Authority
- Port of Port Townsend
- All School Districts
- All Water Districts
- Parks & Recreation Dist
- Port Ludlow Drainage Dist
PUBLIC ASSISTANCE OVERVIEW

Clallam entities eligible for post-disaster public assistance

- Cities of Port Angeles, Sequim, Forks
- Clallam County (all departments)
- All Fire Districts
- Library Districts
- Clallam Co Fair
- Clallam PUD
- Olympic Med Ctr
- Forks Hospital
- Clallam Transit System
- Port of Port Angeles
- All School Districts
- All Water Districts
- Parks & Recreation Dist
- etc.
Private Non-Profit Entities

Must submit a tax exempt certificate and organization charter or bylaws.
Must be open to the general public.
What Does the Public Assistance Grant Program Cover?
PUBLIC ASSISTANCE OVERVIEW

Three General Types of Eligible Work

• Debris Removal
• Emergency Protective Measures
• Permanent Restoration

New Orleans Super Dome
DEBRIS REMOVAL

Category A: Debris Removal Includes:

- Trees & woody debris
- Building wreckage
- Sand, mud, silt, gravel
- Vehicles; and
- Other disaster-related material

NOTE:

Can be used on private property IF

- It eliminates threats to lives, public health & safety, or
- It eliminates significant damage to improved public / private property, or
- It ensures economic recovery
DEBRIS REMOVAL

Road Clearing:
Pass Christian, MS
EMERGENCY PROTECTIVE MEASURES
Category B: Emergency Protective Measures MAY Include *:

- Search & Rescue
- Emergency Medical Care
- Emergency Shelters (If NOT provided by volunteer agencies)
- Security

* BEFORE, DURING, & AFTER
Category B: Emergency Protective Measures MAY include (cont):

- Provision of food, water, ice to distribution points
- Temporary facilities for community services
- Activation of an EOC
- Demolition of buildings posing a threat to safety
EMERGENCY PROTECTIVE MEASURES

Category B: Emergency Protective Measures MAY Include (cont):

- Removal of health / safety hazards
- Construction of emergency protective measures (i.e. levees, dams, sandbagging, etc)
- Restoration of access
- Emergency measures to prevent further damage

Temporary bridge in Mullens, WV
EMERGENCY PROTECTIVE MEASURES

The Hancock County, MS government operated out of FEMA provided temporary buildings.
EMERGENCY PROTECTIVE MEASURES

Hurricane Rita Temporary Shelter

*KellyUSA, San Antonio, TX*
Category C, D, E, F & G: Permanent Work MAY Include:

C: Roads & Bridges
D: Water Control Facilities
E: Buildings and Equipment
F: Utilities
G: Parks, Recreational Facilities, etc.

New Orleans Levee
PERMANENT WORK

Clallam County between Neah Bay and Sekiu
PERMANENT WORK

Lake Crescent
2006
ADMINISTRATIVE ALLOWANCE

Funds available to cover administrative activities including (shared / administered with the State):

- Applicants briefing
- Field inspections
- Damage assessments & cost estimates
- Working with applicants
- Project monitoring, inspections, processing appeals / audits

< $100K: 3%, Next 900K: 2%, Next $4M: 1%, > $5M: ½ % of excess
The Public Assistance Process

- Funding
- State
- Validation of Small Projects
- Complete Project Worksheets
- Kickoff Meeting
- Submission of Request
- Applicant's Briefing
- Declaration PDA
- Disaster Event
Q. Who Defines an Emergency vs. a Disaster?

A. Accountants
PUBLIC ASSISTANCE PROGRAM

FY 2008

$5 MIL

EMERGENCY

$3.11 PER CAPITA FOR COUNTY

$1.24 PER CAPITA FOR STATE

DISASTER
DISASTER ASSISTANCE

OVERVIEW

PUBLIC ASSISTANCE:

• A matching program

• Usual funding is:
  - Not less than 75% federal
  - 25% non-federal

- Cost share between applicant and State is determined by Governor & State Legislature following declaration
Factors of Eligibility

- Applicant
- Facility
- Cost
- Work
Factors of Eligibility

The Cost Must:

- Be reasonable & necessary to accomplish eligible work
- Be in compliance with Federal, State & local laws
Factors of Eligibility

Eligible Applicants Include:

- State & Local Governments
- Native American Tribes / Tribal Organizations
- Certain non-profit organizations
Factors of Eligibility

Eligible Private Non-Profits Generally Include:

- Medical Facilities
- Custodial Care Facilities
- Educational Facilities
- Utilities
- Museums, Community Centers, Libraries, Sr. Citizen Centers, Shelters, etc.
Factors of Eligibility

Eligible Facilities **Must:**

- Be damaged from the event
- Be located in designated area
- Be the legal responsibility of an eligible applicant
- Be in active use
- Not be under authority for funding by any other Federal agency
Factors of Eligibility

Work Must Be:

• Emergency Work (six months completion)
  – Debris Removal
  – Emergency Protective Measures,
  – and/or
Factors of Eligibility

Permanent Work (18 months completion)

- Facility restoration to pre-disaster design of:

  -- Roads, Bridges, Water Control Facilities, Buildings, Utilities, Public Parks / Rec. Facilities
Definition of Terms

FEMA = Grantor

State of Washington = Grantee

etc., etc. = Subgrantees
PUBLIC ASSISTANCE OVERVIEW

- Disaster Occurs
- Declaration
- Preliminary Damage Assessment
- Applicant Briefing
- Request for Public Assistance
- Kick-Off Meeting
- Project Worksheet Preparation
- Projects Funded
- Projects Closed Out / Audit
Disaster: What needs to be done?
1. Declarations

- County Declaration sent to Olympia
- Governor requests FEMA to conduct a Preliminary Damage Assessment (PDA)
- Governor’s Declaration sent to President
- President declares a major disaster
2. After the Declaration:

- FEMA designates area eligible for assistance
- Federal Coordinating Officer (FCO) is appointed
- Joint Disaster Field Office (DFO) established
- State may appoint a State Coordinating Officer (SCO)
3. Public Assistance Program

- Managed by the Public Assistance Officer (PAO) at the DFO
- A Partnership between Federal, State, and Local Officials
- 75% Federal Reimbursement, 25% Non-Federal Share
4. Local Officials are responsible for:

- Identifying damage
- Providing information to FEMA for grant approval
- Managing projects funded under Public Assistance
Size of Project

Annually updated, $60,900 is the FY 2008 threshold amount.
LARGE PROJECTS

• FEMA Project Officer works with State & applicant to develop scope of work & cost estimate

• Final assistance based on actual costs
If submitted within 30 days of Kick-Off meeting:

• 20% of Applicants’ Small Projects subject to validation

• Total costs: If within 20% of Recovery Engineer’s estimate, ALL Small Projects recommended for approval
SMALL PROJECTS

- You (applicants) are responsible for:
  - Identifying all projects
  - Providing scopes of work
  - Providing cost estimates for small projects
YOUR ROLE

- Prepare a list of damages
- ID primary contact person
- Track costs separately by project
- Maintain documentation to support costs
- Be prepared to do paperwork “on paper”—not electronically
- Document all costs
- Track volunteer and donated resources
YOUR ROLE

- Document verbal mutual aid agreements
- Create a listing of all projects
  - Separate small from large
  - Prioritize projects
- Research permitting requirements
- Document all costs (yes, this is a repeat)
YOUR ROLE

✓ **Contract Work:**

- Put all contract work out for bid or
- Follow emergency contracting procedures
- **Buy local** or document why you can’t
- **Always** pay State Prevailing Wages
- No verbal contracts
- No cost plus contracts
- No time and materials contracts
YOUR ROLE

✓ Historic Properties

- Don’t Demolish
- Only do bare minimum
- Immediately repair only what you can afford to do without federal assistance or what you need to do for health and safety reasons — 
  TAKE PICTURES BEFORE REPAIRS

(If digital, make paper copies!)
Use of Local Firms and Individuals

“In the expenditure of Federal funds . . . Preference shall be given (to the extent feasible & practical) to firms and individuals residing or doing business in the area affected . . . “ (Stafford Act)
Who Does What?

- County collects PDAs from all eligible applicants
- DEM prepares Supplemental justification
- Sends to State before arrival of PDA Team
Project Formulation can be done in a variety of ways:

- Specific Site
- Specific Facility
- Type of Damage
- System
- Jurisdiction
- Method of Work
- Complex
- Special
Specific Site: All work at a specific site, such as a single road washout site

- Often used if site has Special Considerations (e.g. historic, environmental, etc)

Flood work on Dosewallips River
Specific Facility: All work on a bridge may be a project, or restoration of a building and its contents may be a project.

- This method is used for large projects

4th Street Bridge, Olympia
Type of Damage: All work under a specific category (e.g. debris removal) OR,

- All work at certain types of facilities may be a project

  - e.g. all paved roads or all gravel roads
**System:** All work applied to a system may be a project (e.g. repairs to the water system including multiple waterline breaks)

*Trolley line breaks, Seattle — Nisqually Earthquake*
**Jurisdiction:** All work within a specific area such as a park

- Or all work within an administrative department of an applicant, i.e. city police, fire, public works, etc.
Method of Work: A project may be grouped by how the work is completed — e.g.:

- All work under a contract
- All work undertaken by force account crew
Complex: For extensive damage to several facilities at a complex:

• For instance, a park, school, zoo, etc), or;

• Separated into several projects such as roof repair, etc.
**Special Considerations:** A project may be grouped by special issues that might take longer to resolve, such as environmental or historic concerns.

*Levee Repair, Louisiana*
Definition: Funds used for a project other than repair of the damaged structure

- Must receive FEMA prior approval
- Requires Environmental Assessment
- 90% of federal share of approved project estimate for original project
PUBLIC ASSISTANCE
OVERVIEW

Repair vs. Replacement (50% Rule)
(WARNING: There are always exceptions)

IF

Repair Cost
 Replacement Cost

< 50 %  THEN only the repair is eligible

IF

Repair Cost
 Replacement Cost

≥ 50 %  THEN only the replacement cost is eligible
COMPLETION DEADLINES

From the date of declaration:

• Debris clearance 6 months
• Emergency work 6 months
• Permanent work 18 months
**Be Specific**

**Incomplete:**

Two classroom buildings sustained water damage.

**Complete:**

Floodwater inundated two classroom buildings that serve 250 students, to a depth of 2 feet, damaging drywall, tile flooring and books in all 14 rooms.
Floodwaters caused damage to the parking lot

Incomplete:
Floodwaters caused damage to the parking lot

Complete:
Floodwater undermined NW corner, caused asphalt surface and gravel sub-base to settle over 1,000 sf area affecting 15 parking spaces. Asphalt buckled, compromised sub-base and requires replacement.
Incomplete: High winds and hail destroyed a wooden storage shed

Complete: High winds and hail destroyed a 20’L x 20’W x 14’H wooden storage shed
BEFORE MEETING WITH FEMA:

• Prepare list of the damage sites & mark them on a map
• Gather copies of insurance policies
• Gather information on historic / environmental concerns
• Implement accounting system to keep disaster-related costs separate from non-disaster work
WHAT CAN YOU EXPECT?

- A PDA will be required
- Unreasonable time frames
- Preparation of your best educated estimate
- Complete the PDA forms
- County Emergency Management will be overwhelmed
PRELIMINARY DAMAGE ASSESSMENT

PDA is critical!

- Identifies if your agency has damage
- County must qualify
- State must qualify
- Identifies potential funding needs
- Identifies potential number of applicants
PRELIMINARY DAMAGE ASSESSMENT

- Cost to return back to pre-disaster Condition & Capacity
- Cannot recognize potential mitigation
- Won’t correct negligence in maintenance
- Active / Inactive facility?
Whenever possible, use your normal method of estimating maintenance and capital improvement projects

- Time and Materials for local force account work
  - Documented by payroll, equipment logs, invoices, receipts, payment vouchers, work orders, etc  OR

- Competitively bid contracts
  - Unit Price / Lump Sum / Cost Plus Fixed Fee
PRELIMINARY DAMAGE ASSESSMENT

FORMS:

• Summary of Preliminary Damage Assessment Information, PA-1

• Preliminary Damage Assessment – Site / Category, PA-2

• Damage Categories by Applicant’s Departments, PA-3
WHERE ARE THE FORMS?

http://emd.wa.gov

- Click on DISASTER ASSISTANCE
- Click on “For Government”
- Click on ‘Public Assistance Damage Assessments – Forms & Information
- Scroll down and Click on PDA Form & Instructions
- PRINT OR SAVE TO YOUR COMPUTER!!!
Reminder:
The internet may not be available following a disaster

PLAN AHEAD
NEED TO MAKE INTERIM REPAIRS?

- Take pictures—photos, videos, digital (check date on camera!)
- Crews must document damages & actions taken in daily logs
- Track equipment & material costs by site
- Track labor costs BY PERSON / BY PROJECT
NEED TO MAKE INTERIM REPAIRS?

- Track ALL costs involved with damage assessment process separately
- Historical / environmentally sensitive? (ONLY do minimal / temporary / safety related repairs)
SPECIAL CONSIDERATIONS

(Issues other than eligibility that affect the scope & funding for a project)

- Hazard Mitigation
- Environmental Requirements
- Historic Preservation & Cultural Resources
- Special Flood Hazard Areas
- Insurance Requirements
Hazard Mitigation

Cost effective measures that reduce the potential for damages to a facility from a future event
SPECIAL CONSIDERATIONS

Hazard Mitigation

7.5% of Federal Funds spent on Public and Individual Assistance Programs (less administrative expenses) for each disaster

Examples:

• Acquisition / relocation from hazard-prone areas
• Retrofitting to protect from future damage
• Development of state / local standards to protect from future damage
SPECIAL CONSIDERATIONS

Environmental Requirements

Ensure that all practical means are used to protect, restore, and enhance the environment.
FEMA must ensure funding actions comply with:

- National Environmental Policy Act (NEPA)
- Endangered Species Act
- Wild and Scenic Rivers Act, etc.
Property eligible for listing on the National Register of Historic Places requires special consideration under the National Historic Preservation Act.
Applicant must assist the PAC in identifying historic resources:

- Bridges
- Buildings
- Roads
- Native American cultural sites
- Archaeological sites
Any activities that involve ground disturbance, demolition, or new construction will trigger a review for environmental and historic preservation considerations.

- Clean Air Act
- Clean Water Act
- National Historic Preservation Act
- Seismic Retrofit Executive Orders
- Floodplains Executive Orders
- Wetlands Executive Orders
- Endangered Species Act . . . etc.
SPECIAL
CONSIDERATIONS

Environmental Requirements

Historic Preservation & Cultural Resources

Advice: Put up a chain link fence until the laws, regulations, Executive Orders, etc. can be sorted out.
SPECIAL CONSIDERATIONS

Special Flood Hazard Areas

Any project affecting the floodplain must be reviewed to ensure compliance with Executive Orders on Floodplain Management & the Protection of Wetlands

Dungeness River Estuary
SPECIAL CONSIDERATIONS

Insurance Requirements

1. Actual / anticipated insurance proceeds will be deducted from eligible project costs

2. Applicants are required to obtain / maintain insurance on all insurable facilities

3. Specific requirements for flood damage in any Special Flood Hazard Area
Immediate Needs Funding is an advance of grant funds to assist in paying for urgent emergency work completed or requiring payment within 60 days after the disaster.

- Within days of disaster
- Must have accomplished Preliminary Damage Assessment (PDA)
DISASTER DOCUMENTATION

RECOVERY BEGINS BEFORE THE INCIDENT OCCURS

• Be Prepared to:
  – Respond to the incident
  – Keep records on the incident
  – Document expenditures – IN DETAIL

• Be Prepared by knowing some basic rules
Be Prepared to Respond to the Incident:

- “Developing an accounting system during an incident is a challenging endeavor” (Nancy McDaniel)

- Planning takes time -- Response and Recovery depend on planning -- THEREFORE, TAKE THE TIME TO PLAN
RECOVERY BEGINS BEFORE THE INCIDENT OCCURS

The Disaster Accounting System Must Be Able to Capture Force Account:

- **Labor Hours**, Rates, Work Location, Employee & Description of Work
- **Equipment Hours**, Employee, Rates & Locations
- **Materials Used** From Storage, Costs, Location and Project
RECOVERY BEGINS BEFORE THE INCIDENT OCCURS

The Accounting System Must Be Able to Capture:

- Rented Equipment Cost and Location
- Damaged / Destroyed Equipment by Inventory Number, Location & Costs to Repair / Replace
- Services / Materials Acquired Under POs or Contracts
RECOVERY BEGINS BEFORE THE INCIDENT OCCURS

Don’t forget to have a system that will account for volunteer efforts & donated resources (contributes to 25% match)

British Rotarians provide support in Hancock, MS
RECOVERY BEGINS BEFORE THE INCIDENT OCCURS

• Establish disaster accounting system (don’t rule out manual methods!!)

• Be able to track costs of damage assessment separately from damage repair

• Create lists of agencies / sites that need to be contacted

• Pre-identify who will be responsible for collecting / collating PDA information
RECOVERY BEGINS BEFORE THE INCIDENT OCCURS

Remember This:

• Software changes
• Documentation must be maintained for 6 years
• You may not be able to open that disc in 6 years
• Maintain HARD COPIES
Pre-identify who will be responsible for collecting and collating PDA information

- Trained
- Focused
- Credentialed!! (Identification)
RECOVERY BEGINS BEFORE THE INCIDENT OCCURS

• Pre-identify facilities that should be checked / that could be damaged

• Pre-identify who does the checking (with credentials in hand)
RECOVERY BEGINS BEFORE THE INCIDENT OCCURS

PREPARE:

• Recovery Plan – What are priorities for repairs?
• Re-entry credentials for PDA Purposes (Who? How? When?)
• Create plan to identify damages within 48 – 72 hours
RECOVERY BEGINS BEFORE THE INCIDENT OCCURS

• Small Works Roster—document all attempts and answers
• Have copies of contracts, plans and specifications
• Copy of resolution waiving competitive bidding for emergency contracts
• State Prevailing Wages—NO exceptions
The Accounting System Must Be Able to Capture:

- Contracted Construction Services & Costs by Site
- Technical Consultant Service Costs & Specific Purposes of Work Performed
- Insurance Settlements & other credits (i.e. salvage and rebates)
RECOVERY BEGINS BEFORE THE INCIDENT OCCURS

The Accounting System Must Be Able to Document and Describe:

• Fringe benefit rates
• Nonproductive labor costs (vacation, sick leave, etc.)
Be Specific!

FOR EXAMPLE:

• Identify types of equipment by size

Forklift:
4,000 lbs OR 11,000 lbs?

Dump Truck:
8 CY, or 10 CY, or 12 CY, or 18 CY, Or?
Be Specific!

FOR EXAMPLE:

Labor Hours supported by site specific sign-in rosters, regular vs. project schedules, work accomplished, etc.
Be Specific!

FOR EXAMPLE:

Specific amounts of force account supplies used on project (and documentation that says so)

Dirt used: 1 cy or 1,000 CYs ??
DETAILS & DOCUMENTATION DEFINED

Project Specific Files:

• DETAILED description of the damage
• What was done at the site
• What needs to be done at the site
Federal Rules are many and specific

Ignorance of them is no excuse

Audits are:
-- No fun
-- Very thorough
DETAILS & DOCUMENTATION DEFINED

Speaking of FEMA Audits . . .

“Public Assistance only works if you follow the directions”
Project Accounting

- Must have a system that accounts for projects on a project-by-project basis
  - Source documentation of checks, invoices, payroll, T & A records, contracts, etc.
Project Accounting - Negative Audit Findings:

- Multiple projects, but accounted for under one cost center
- Expenditure journals did not contain references to payroll / daily reports supporting payroll expenditures
Unsupported Costs

• Costs must be adequately supported by source documentation such as cancelled checks, payrolls, contracts, etc.
Unsupported Costs: Negative Audit Findings:

- $150k was claimed for contract labor, **HOWEVER** invoices / checks only totaled $100k
- $300k was claimed for force account labor, **HOWEVER** timesheets reported only $275k
- $1mil claimed for materials from inventory, **HOWEVER** withdrawal records did not support
Duplication of Benefits

• Grantees cannot receive disaster funding for activities covered by insurance benefits, other Federal programs, or any other source.
Negative Audit Findings:

- $200k was claimed to fix a fence, HOWEVER the agency received $220k from insurance for the same damages

- Anticipated insurance proceeds were higher than expected, HOWEVER the difference was not returned to FEMA
Negative Audit Findings (continued):

- $1 mil losses was fully covered by insurance HOWEVER, the subgrantee pursued only $500k from insurance.

- $100k was claimed to fix a Head Start facility, HOWEVER, $100k was also funded by HUD & DHHS
Excessive Equipment Charges

- Subgrantees must use the FEMA schedule of equipment rates or the local equipment rates — whichever are lower
Negative Audit Findings:

• Claim was based on FEMA rate of $24 /hr for use of trucks for 3,264.5 hours. **HOWEVER**, the local rate was $16 / hr -- The excess charges of $26,116 were questioned & denied.
Excessive Labor & Fringe Benefit Charges

- Straight or regular-time salaries and benefits of permanent employees involved in emergency work are not eligible for FEMA assistance.
Negative Audit Findings:

- Claim for overtime benefits was overstated & based on a fringe benefit rate including workmen’s compensation, however workmen’s compensation is NOT applicable to overtime.
Negative Audit Findings (Cont):

- Subgrantee submitted a claim for fringe benefits for personnel supplied by a temp agency, however, neither the subgrantee nor temp agency paid fringe benefits.

- On a $250k debris removal project, subgrantee charged $150k for regular time and $100k for overtime, however, regular time labor is not eligible for FEMA $.
Project Accounting

- Must have a system that accounts for projects on a project-by-project basis
  - Must include source documentation of checks, invoices, payroll, T & A records, contracts, etc.
Negative Audit Findings:

- Multiple projects involved, **HOWEVER** they were accounted for under one cost center.

- There were expenditure journals, **HOWEVER** they did not contain references to payroll/daily reports supporting payroll expenditures by project.
Unrelated Charges

- Charges must be necessary and reasonable to fulfill objectives of the grant program
Negative Audit Findings:

• Claim to FEMA included $10k for meals for subgrantees’ Vice Presidents, car washes and a VCR

• Claim was for $500k for road repair on Road XYZ **HOWEVER**, $250k was for Road ABC
Unapplied Credits

- Grants must be reduced by credits that offset or reduce expenses allocable to Federal awards.
Negative Audit Findings:

- FEMA awarded funds to repair an electrical distribution system.

Scrap material related to clean up sold for $15k, HOWEVER $15k was not credited to the FEMA funded project.
Negative Audit Findings (Cont):

- Two discounts totaling $7k received for early payments to a contractor, HOWEVER, the $7k was not reflected in the claim. FEMA reduced final payment by $7k.
Excessive Administrative Charges

• The Administrative allowance is based on a statutory formula to cover overhead costs involved with requesting, obtaining & administering FEMA awards.
Negative Audit Findings:

- Subgrantee claimed $50k for overtime labor charges for admin personnel – Such costs are already covered under the admin allowance ($50k not allowed)
Poor Contracting Practices

- Procurement standards include:
  - Maintaining records on procurement history
  - Prohibited from “cost plus % of cost” & “time-and-materials” contracts (unless no other is suitable)
Negative Audit Findings:

- No documentation on contractor selection or basis for contract price.
- No ceiling price on a “time and materials” contract.
- Did not determine availability of other contract arrangements.
KEY POINTS TO ADMINISTERING A FEMA GRANT

1. Designate a person to coordinate the accumulation of records
KEY POINTS TO ADMINISTERING A FEMA GRANT

2. Establish a separate and distinct account for recording revenue and expenditures, and a separate subsidy account for each distinct project awarded funds by FEMA
KEY POINTS TO ADMINISTERING A FEMA GRANT

3. Ensure the final claim for each project is supported by amounts recorded in the accounting system.
KEY POINTS TO ADMINISTERING A FEMA GRANT

4. Ensure each expenditure is recorded and references to supporting documentation can be readily retrieved.
5. Research insurance coverage & seek reimbursement for the maximum amount & credit the appropriate FEMA account with that amount
KEY POINTS TO ADMINISTERING A FEMA GRANT

6. Ensure the final claim does not include costs that were funded (or should be funded) by another Federal agency
7. Ensure inventory withdrawal and usage records document materials taken from existing inventories for use under FEMA projects.
8. Do not charge regular salary of permanent employees or seasonal employees (salaries contained in annual appropriations) to FEMA debris removal and emergency service projects.
KEY POINTS TO ADMINISTERING A FEMA GRANT

9. Do not claim costs for items or activities for which you did not have a cash outlay.
10. Ensure that claims for overtime do not include health benefits and leave — they are not eligible as overtime fringe benefits.
11. Ensure expenditures claimed under the FEMA project are reasonable and necessary, authorized under the scope of work, and directly benefit the project.
12. Ensure you document pertinent actions for contracts let under FEMA projects. Include:

- Rationale for method
- Basis for selection
- Basis for price
KEY POINTS TO ADMINISTERING A FEMA GRANT

Project Records Must be Maintained for 6 Years

-- Know where you can find them

-- (Put them where your successor can find them)
What Will You Need?

Patience
SUMMARY

PLAN AHEAD