

# FEMA Public & Individual Assistance Programs

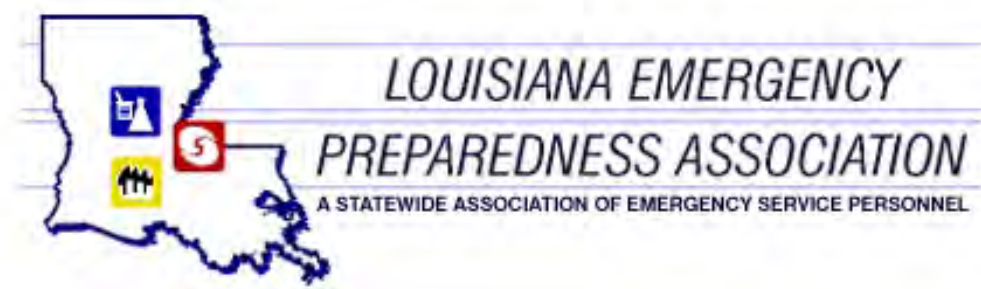
Louisiana Emergency Preparedness  
Association (LEPA)

*An LEM Basic Credentialing Course*

# Course Objectives

- At the conclusion of the class you should possess a working knowledge of the following:
  - Disaster program sequence of events.
  - FEMA Public and Individual Assistance programs.
  - Parish/City eligibility.
  - The Public Assistance application process and critical meetings.
  - Project management.

# Public Assistance Laws, Regulations and Doctrine



# Laws, Regulations and Doctrine

- When implementing FEMA public assistance the following basic regulatory guidance should be adhered to:
  - The Robert T. Stafford Act.
  - 44 CFR
  - FEMA Public Assistance Guide, FEMA 322.
  - All state and local procurement laws and policies.

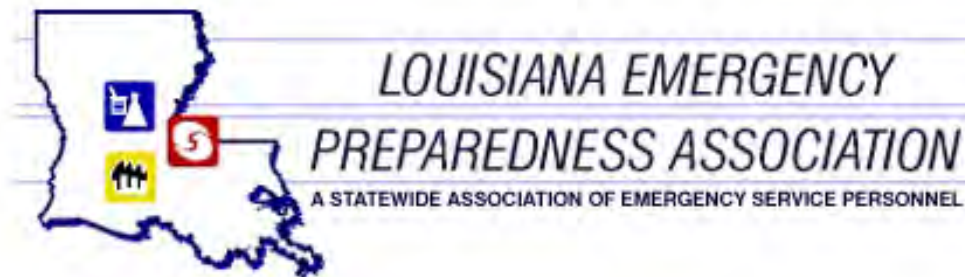
# Laws, Regulations and Doctrine

## FEMA Websites

- Public Assistance:
  - <http://www.fema.gov/government/grant/pa/index.shtm>
- Individual Assistance:
  - <http://www.fema.gov/assistance/index.shtm>

***Become familiar with the data contained on the websites listed above.***

# Sequence of Events



# Sequence of Events

- The emergency is anticipated / Disaster occurs, H-Hour established and emergency communications are activated.
- Local emergency plans are implemented.
- Advise GOHSEP of local operations through conference calls, WebEOC and/or the regional coordinator.

# Sequence of Events

- Inform GOHSEP of the following:
  - EOC activation level and status.
  - The parish's intent to declare a state of emergency.
- Continue local emergency operations.
- Initiate document management systems for all personnel, overtime, equipment, supplies and expenditures of any kind used for the disaster.
- Establish a separate disaster billing system and cost accounts.



# Sequence of Events

- Damage assessment operations begin:
  - At the local level initiate RNA/PDA.
  - Separate Individual & Public Assistance PDA data.
  - Joint PDA will consist of FEMA, state and local teams.

# Sequence of Events

- Damage assessment operations are critical in determining a parish's eligibility for PA.
- A damage threshold must be met in order for a parish to qualify.
- Damage thresholds are determined by conducting damage assessment operations.

# Sequence of Events

- OHSEP's are normally responsible for coordinating damage assessments.
- Without this threshold being met the parish administration and the finance department cannot move forward with the PA application.
- The following slide illustrates the declaration thresholds of 2008. Ensure that current data is used.

# Declaration Thresholds 2008

## Louisiana

Impact Indicator

**\$ 1.22 per capita**

State Population (2000 est.)

**7,078,515**

=

State Threshold

**\$8,635,788**

## Parish

Impact Indicator

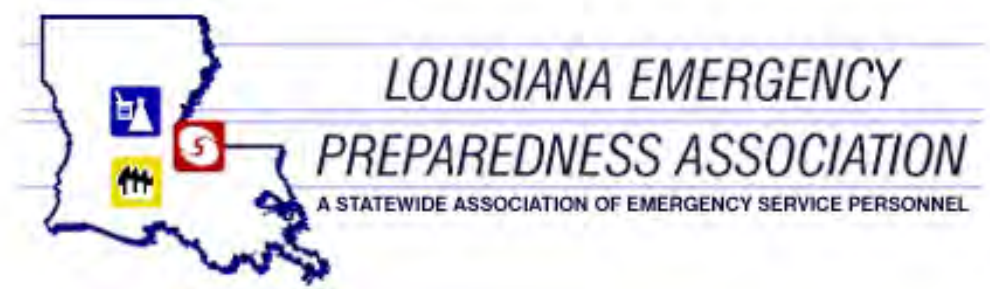
**\$ 3.05 per capita**

Parish Population

=

Parish Threshold

# Sequence of Events Declarations



# Sequence of Events

## Declarations

- **Parish President & Governor's Requests:**
  - Based on data from the local PDA the parish president submits a request for assistance to the governor for both IA and PA.
  - Ensure that the declaration is completed in triplicate.
  - File one copy with the local clerk of court, one with GOHSEP, and retain the final copy in the legal department.

# Sequence of Events

## Declarations

- **Parish President & Governor's Requests:**
  - The Governor submits a letter to the FEMA Region VI Administrator (RA) requesting either a major disaster or emergency declaration from the president.
  - Local damage assessment continues.
  - The federal response plan is implemented.

# Sequence of Events

## Declarations

- **The President authorizes a declaration:**
  - *An Emergency Declaration*: Is more limited in scope and without the long-term federal recovery programs. Meets a specific emergency need.
  - *A Major Disaster*: The event exceeds state resources, funding comes from the President's Disaster Relief Fund, which is managed by FEMA.
  - *A Presidential Major Disaster Declaration*: Puts into motion long-term federal recovery programs.



# Sequence of Events Appointments

# Sequence of Events

## Appointments

- **State and Federal Appointments:**
  - The Governor appoints the Governor's Authorized Representative (GAR), which may be the same person as State Coordinating Officer (SCO).
  - The President appoints a Federal Coordinating Officer.
  - The FEMA RA appoints a Disaster Recovery Manager (DRM) for the affected area.
  - The FEMA DRM assigns a Public Assistance Coordinator (PAC) for each applicant.

# Sequence of Events

## Appointments

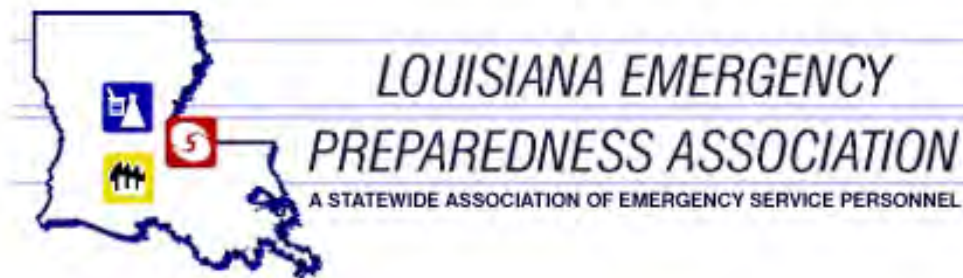
- **Local and Parish Appointments:**
  - The Parish President completes a FEMA Form 90-49, Request for Public Assistance.
  - Within this form the Parish President appoints an “Applicant’s Authorized Agent” for the parish’s PA coordination.
  - Multiple or alternate agents can be appointed.

# Request For Public Assistance

- At right is an example of the FEMA Form 90-49.
- This is the first document in the PA application process.
- Currently, for Katrina, Rita, Gustav and Ike there are more than 58,000 open project worksheets in the State of Louisiana,

|   |        |   |                |
|---|--------|---|----------------|
| DEPARTMENT OF HOMELAND SECURITY<br>FEDERAL EMERGENCY MANAGEMENT AGENCY<br>REQUEST FOR PUBLIC ASSISTANCE   |        | OMB No. 1660-0017<br>Expires October 31, 2008 |                |
| <b>PAPERWORK BURDEN DISCLOSURE NOTICE</b><br>Public reporting burden for this form is estimated to average 10 minutes. Burden means the time, effort and financial resources expended by persons to generate, maintain, disclose, or to provide information to us. You may send comments regarding the burden estimate or any aspect of the collection, including suggestions for reducing the burden to: Information Collections Management, U.S. Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC 20472, Paperwork Reduction Project (OMB Control Number 1660-0017). You are not required to respond to this collection of information unless a valid OMB number appears in the upper right corner of this form. <b>NOTE: Do not send your completed questionnaire to this address.</b> |        |   |                |
| APPLICANT (Political subdivision or eligible applicant.)  |        |   | DATE SUBMITTED |
| COUNTY (Location of Damages. If located in multiple counties, please indicate.)   |        |   |                |
| APPLICANT PHYSICAL LOCATION   |        |   |                |
| STREET ADDRESS  |        |   |                |
| CITY  | COUNTY | STATE   | ZIP CODE       |
| MAILING ADDRESS (If different from Physical Location)   |        |   |                |
| STREET ADDRESS  |        |   |                |
| POST OFFICE BOX   | CITY   | STATE   | ZIP CODE       |
| Primary Contact/Applicant's Authorized Agent  |        | Alternate Contact                             |                |
| NAME  |        | NAME  |                |
| TITLE   |        | TITLE   |                |
| BUSINESS PHONE  |        | BUSINESS PHONE                                |                |
| FAX NUMBER  |        | FAX NUMBER                                    |                |
| HOME PHONE (Optional)   |        | HOME PHONE (Optional)                         |                |
| CELL PHONE  |        | CELL PHONE                                    |                |
| E-MAIL ADDRESS  |        | E-MAIL ADDRESS                                |                |
| PAGER & PIN NUMBER  |        | PAGER & PIN NUMBER                            |                |
| Did you participate in the Federal/State Preliminary Damage Assessment (PDA)? <input type="checkbox"/> Yes <input type="checkbox"/> No  |        |   |                |
| Private Non-Profit Organization? <input type="checkbox"/> Yes <input type="checkbox"/> No<br>If yes, which of the facilities identified below best describe your organization? _____  |        |   |                |
| <small>Title 44 CFR, part 206.221(e) defines an eligible private non-profit facility as: "... any private non-profit educational, utility, emergency, medical or custodial care facility, including a facility for the aged or disabled, and other facility providing essential governmental type services to the general public, and such facilities on Indian reservations." "Other essential governmental service facility means museums, zoos, community centers, libraries, homeless shelters, senior citizen centers, rehabilitation facilities, shelter workshops and facilities which provide health and safety services of a governmental nature. All such facilities must be open to the general public."</small>   |        |   |                |
| <small>Private Non-Profit Organizations must attach copies of their Tax Exemption Certificate and Organization Charter or By-Laws. If your organization is a school or educational facility, please attach information on accreditation or certification.</small>   |        |   |                |
| Official Use Only: FEMA-____-DR-____ - ____ FIPS# _____   |        |   | Date Received: |
| <small>FEMA Form 90-49, FEB 06<br/>REPLACES ALL PREVIOUS EDITIONS.</small>  |        |   |                |

# Sequence of Events Critical Meetings



# Sequence of Events

## Meetings

- After appointments the FCO and SCO Coordinate:
  - The initial Federal-State assistance meeting is conducted.
  - The Federal and State assistance agreement is signed.

# Sequence of Events

## Meetings

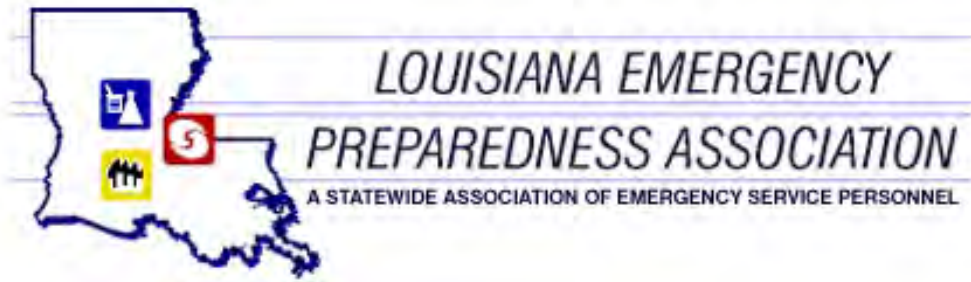
- An *Applicants' Briefing* is a meeting conducted by a representative of the State for potential Public Assistance applicants.
- The briefing occurs after a major disaster has been declared.
- It addresses application procedures, administrative requirements, funding, and program eligibility.

# Kick Off Meeting

- This meeting differs from the Applicants' Briefing conducted by the State.
- It is conducted by the PAC Crew Leader to provide a detailed review of the PA Program.
- The meeting is the first step in establishing a partnership among FEMA, the State, and the applicant.
- The meeting focuses on the eligibility and documentation requirements.



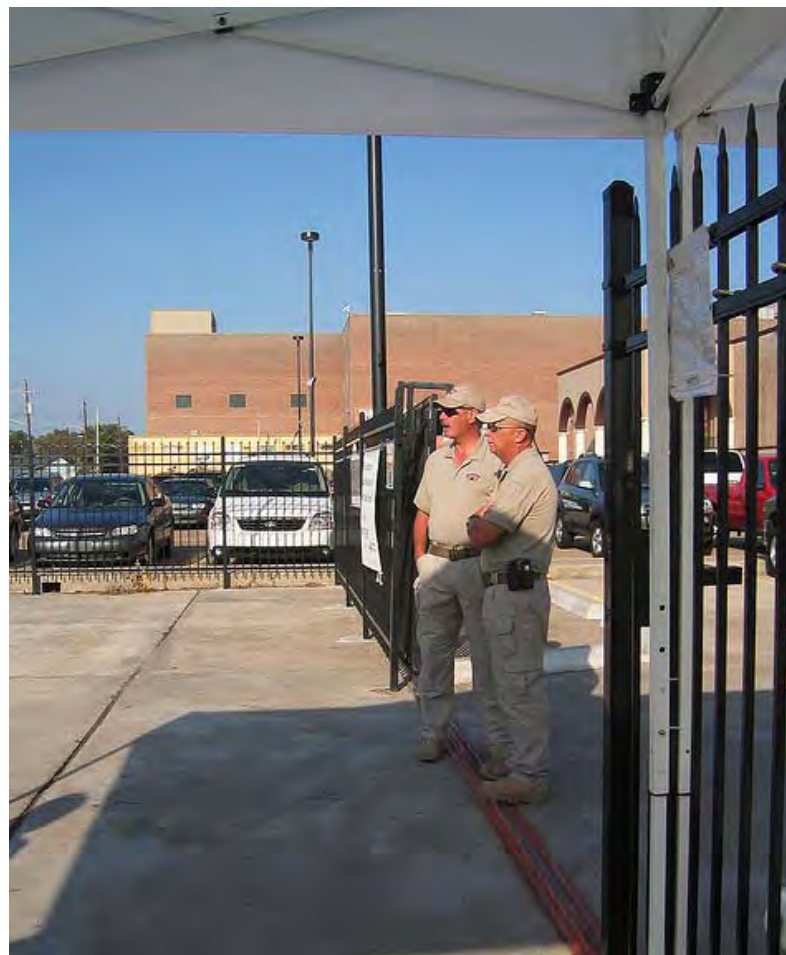
# Sequence of Events Field Offices PA



# Sequence of Events

## Field Offices: The JFO

- The FEMA Public Assistance (PA) program is managed through a Joint Field Office (JFO) located near the disaster area.
- The photo at right is the JFO Baton Rouge, LA.



# Sequence of Events

## Field Offices

- Public Assistance PA:
  - The PA program is managed at the JFO by a PA group supervisor who advises the FCO.
  - The JFO is staffed by federal and state personnel and is the focal point of disaster recovery operations.
  - A Public Assistance Coordinator (PAC) leader is assigned to each PA applicant and parish.
  - PA Project specialists support the PAC and assists with project development, inspections, and cost estimates.

# Sequence of Events Field Offices IA

# Sequence of Events

## Field Offices: The DRC



FEMA Mobile DRC, Laredo, TX

Fixed DRC, Cicero, IL



# Sequence of Events

## Field Offices

- The FEMA Individual Assistance (IA) programs are managed with the deployment of Disaster Recovery Centers (DRC).
- Fixed or mobile DRC's can be deployed within a jurisdiction if the situation is warranted.
- DRC's can be requested with GOSHEP coordination through WebEOC.

# Sequence of Events

## Field Offices

- Individual Assistance (IA) program is initiated:
  - Parish must have included an IA request in its declaration to receive this assistance.
  - Disaster Recovery Centers are then established.
  - A FEMA Toll free disaster hotline is opened.

# Sequence of Events

## FEMA Website

### Step 1 - Before You Apply



#### [Frequently Asked Questions](#)

[What is disaster assistance?](#)

[Do I qualify for assistance?](#)

[What information do I need to apply?](#)

[What items are covered by disaster assistance?](#)

[What are my rights?](#)

[CLC Participating Hotels](#)

#### **Short Term Needs**

[Disaster Recovery Center Locator](#)

[Get Food & Water](#)

[Search Available Housing](#)

[Return Home Safely](#)

[Cope with Stress](#)

### Step 2 - Apply For Assistance



#### **Apply Online**

#### **Apply by Phone:**

Call (800) 621-3362.

Call TTY (800) 462-7585 for people with sp or hearing disabilities.

[Trouble getting through?](#)

[Need additional information?](#)



### Step 3 - After You Apply



[Check the status of your application](#)

[Okay, I'm registered, what next?](#)

[If You Received Assistance \(What can I spend money on?\)](#)

[If You Were Denied Assistance](#)

[If You Move, or Get a New Phone Number](#)

[Making a payment to FEMA](#)

#### **Long Term Needs**

[Clean up the Damage](#)

[Rebuild Smarter & Stronger](#)



# Sequence of Events

## Field Offices: The DRC

- Members of the general public can apply for IA either online, by phone, or in person at the DRC.
- It is very important to become familiar with the IA information on the website listed on the previous slide.

# Sequence of Events

IA Programs associated with the DRC

- **Temporary Housing:** Money is available to rent a place to live for a limited period of time.
- **Repair:** Money is available to homeowners to repair damage from the disaster.
- **Replacement:** Money is available to homeowners to replace their home destroyed in the disaster that is not covered by insurance.

# Sequence of Events

IA Programs associated with the DRC

- **Permanent Housing Construction:** Direct assistance or money for the construction of a home. This type of help occurs only in remote locations specified by FEMA where no other type of housing assistance is possible.

# Sequence of Events

IA Programs associated with the DRC

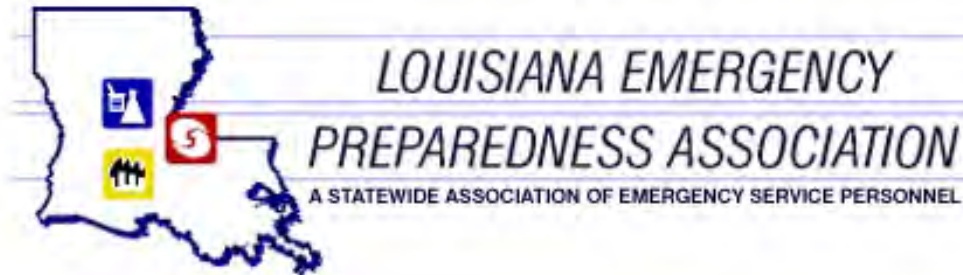
- **Other than housing needs:**
  - Disaster-related medical and dental costs.
  - Disaster-related funeral and burial cost.
  - Clothing; household; tools required for your job; necessary educational materials.
  - Fuels for primary heat source.
  - Clean-up items (wet/dry vacuum, dehumidifier).
  - Disaster damaged vehicle.
  - Moving and storage expenses related to the disaster

# Sequence of Events

IA Programs associated with the DRC

- **Other than Housing Needs:**
  - The American Red Cross
  - Local Churches.
  - Unemployment Assistance.
  - Food Distribution.
  - *SNAP: Is not run through the DRC.*
  - Tax and legal services.
  - VOAD's.

# Sequence of Events Initiating PA



# Sequence of Events

- Public Assistance (PA) program is initiated:
  - Federal and State Inspector team is briefed.
  - Parish Kick-off meeting is conducted by the PAC.
  - Joint PDA Teams are deployed.
  - Project worksheets (PW's) are initiated.

# Sequence of Events

- Completion of all approved work:
  - The Parish documents all eligible work and damage.
  - It is important to establish separate financial accounts for FEMA PA.
  - Parish project status should be managed through a long term recovery committee with a project manager assigned to each project.
  - The status of all projects should be tracked by the parish on LaPA.com.





# Welcome, Richard Webre.

You last logged in Wednesday March 9, 2011 at 3:19 PM.



## (2) Items Require Your Attention

- 2011 Q2: Jan-Mar: Hurricane Gustav for Ascension Parish Government
- 2011 Q2: Jan-Mar: Hurricane Katrina for Ascension Parish Government



### Ascension Parish Government

1786 HURRICANE GUSTAV

Status: Active  
 Projects: 37  
 Expended: 77.9%  
 Paid: 71.8%

[Open Account](#)



### Ascension Parish Government

1607 HURRICANE KATRINA

Status: Opening  
 Projects: 1  
 Expended: 0.0%  
 Paid: >100.0%

[Open Account](#)



### Ascension Parish Government

1603 HURRICANE KATRINA

Status: Active  
 Projects: 4  
 Expended: 86.5%  
 Paid: 95.9%

[Open Account](#)

# Each applicant has an LaPA.com account.

#### Quick Links

- [Edit My Profile](#)
- [View All Projects](#)
- [View All Payments](#)
- [View All Notes](#)
- [What is an account?](#)

#### Latest Activity

Loading...



# Ascension Parish Government

1786 HURRICANE GUSTAV (DR) ▾

Declaration:  
FIPS:

- Summary
- Contacts
- Projects**
- Expenses
- Payments
- Requests
- Documents
- Notes
- History

Federal Number:

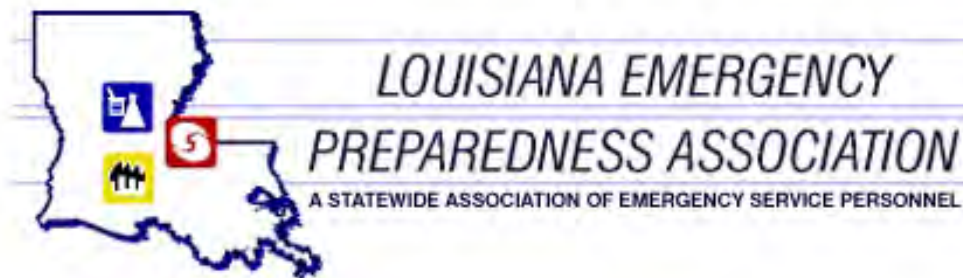
Reports ▾ Filter

| F #  | S # | Cat | Size | Ref # | Title   | Eligible Amt | Expended | F Paid | S |
|------|-----|-----|------|-------|---|--------------|----------|--------|---|
| 120  |     | A   | L    |       | Gp2-028 - Pa Pilot - Monitoring of Debris Removal       | >100.0%      | 97.5%    | 0.0%   |   |
| 125  |     | A   | L    |       | Gp2-027 - Pa Pilot - Debris Removal On Parish Row'S     | 82.2%        | 82.2%    | 0.0%   |   |
| 157  |     | A   | L    |       | Gp2-029 - Pa Pilot - Tdsrs for Row                      | >100.0%      | 93.6%    | 0.0%   |   |
| 218  |     | A   | L    |       | Gp2-061 - Pa Pilot - Force Account Labor & Equipment    | 34.6%        | 34.6%    | 0.0%   |   |
| 285  |     | A   | S    |       | Gp2-071 - Pa Pilot - Contract Labor & Equipment         | 100.0%       | 100.0%   | 0.0%   |   |
| 1817 |     | B   | S    |       | Gv01624 - Jurisdiction Wide                             | 100.0%       | 100.0%   | 0.0%   |   |
| 2143 |     | B   | L    |       | Gv01624 - Jurisdiction Wide                             | 98.7%        | 89.7%    | 0.0%   |   |
| 2191 |     | E   | L    |       | Gv01628 - Ascension Council On Aging                    | >100.0%      | 90.0%    | 0.0%   |   |
| 2840 |     | B   | L    |       | Gv02308 - Ap-Parishwide-B1-Fa-Labor and Equipment       | 86.7%        | 86.7%    | 0.0%   |   |
| 2856 |     | B   | S    |       | Gv01624 - Jurisdiction Wide                             | 100.0%       | 100.0%   | 0.0%   |   |
| 3113 |     | E   | S    |       | Gv02308 - Ap-Parishwide-B1-Fa-Labor and Equipment       | 100.0%       | 100.0%   | 0.0%   |   |
| 3121 |     | E   | S    |       | Gv03040 - New President's Office- E1- Repair Building   | 100.0%       | 100.0%   | 0.0%   |   |
| 3131 |     | E   | S    |       | Gv02966 - Ap-Mental Health West-Repair Building         | 100.0%       | 100.0%   | 0.0%   |   |
| 3196 |     | E   | S    |       | Gv03032 - Ap-River Region Center -E1- Repair            | 100.0%       | 100.0%   | 0.0%   |   |
| 3257 |     | A   | S    |       | Gv2-120 - Debris Removal On Parish Row'S                | 100.0%       | 100.0%   | 0.0%   |   |
| 3380 |     | E   | S    |       | Gv03039 - Ap-Health Unit East -E1-Repair Building       | 100.0%       | 100.0%   | 0.0%   |   |
| 3392 |     | E   | S    |       | Gv03048 - Ap-Geismar Community Center-E1-Repair         | 100.0%       | 100.0%   | 0.0%   |   |
| 3402 |     | E   | S    |       | Gv03036 - Ap-Fire Protection District #1 & #3-E1-Repair | 100.0%       | 100.0%   | 0.0%   |   |
| 3426 |     | F   | S    |       | Gv03112 - Ap-Dpw-Base Radio Tower-F1-Repairs            | 100.0%       | 100.0%   | 0.0%   |   |
| 3530 |     | E   | S    |       | Gv03047 - Ap-Mental Health East-E1- Repair Buiding      | 100.0%       | 100.0%   | 0.0%   |   |
| 3686 |     | E   | S    |       | Gv03086 - Ap- Courthouse East- E1- Repair Building      | 100.0%       | 100.0%   | 0.0%   |   |
| 3687 |     | E   | S    |       | Gv02972- Ap- Courthouse West- E1- Repair Building       | 100.0%       | 100.0%   | 0.0%   |   |
| 3696 |     | F   | S    |       | Gv03104 - Ap-Mcelroy Pump Station-F1-Repairs            | 100.0%       | 100.0%   | 0.0%   |   |

**Details on each project by category of work is located here.**

# Sequence of Events

## FEMA Categories of Work



# FEMA Work Categories

- FEMA divides disaster related work into two broad categories: Emergency work and Permanent work.
- Emergency work and permanent work are further divided into seven defined categories illustrated on the next slide.

# FEMA Work Categories

| Category  |   | Type                          |
|-----------|---|-------------------------------|
| Emergency | A | Debris Removal                |
|           | B | Emergency Protective Measures |
| Permanent | C | Roads and Bridges             |
|           | D | Water Control Facilities      |
|           | E | Buildings & Equipment         |
|           | F | Utilities                     |
|           | G | Parks, Recreation and Other   |

# FEMA Work Categories

- Category A: Debris Removal
  - Trees and woody debris.
  - Building components or contents.
  - Sand, mud, silt, and gravel.
  - Wreckage from emergency protective measures.
  - Other disaster related wreckage.
- Work must eliminate threat to improved public property.

# FEMA Work Categories

- Category B: Emergency Protective Measures:
  - Must eliminate or reduce an immediate threat to life, health, or safety.
  - Must eliminate or reduce an immediate threat to improved public property.

# FEMA Work Categories

- Category B Examples:
  - Warning of risks and hazards.
  - Search and rescue.
  - Emergency medical facilities.
  - Emergency evacuations of medical and custodial care facilities.
  - Facility costs for sheltering.
  - Security in the disaster area.
  - POD Operations.
  - Temporary generators for facilities that provide health and safety services.
  - Rescue and evacuations of pets.
  - Activation and operation of the EOC.
  - Drainage pumps and works.
  - Removal of health and safety hazards.



# FEMA Work Categories

- Category C: Roads and Bridges.
  - Roads: Surfaces, bases, shoulders, ditches, drainage, structures and, low water crossings.
  - Bridges: Decking and pavement; piers; girders; abutments; slope protection; and approaches.

# FEMA Work Categories

- Category D: Water Control Facilities.
  - Dams and reservoirs, levees, lined and unlined engineered drainage channels, canals, aqueducts, sediment basins, shore protective devices, irrigation facilities, and pumping facilities.

# FEMA Work Categories

- Category E: Building and Equipment.
  - Public buildings, structural components, interior systems such as electrical or mechanical work, equipment, and contents including furnishings, are eligible for repair or replacement.

# FEMA Work Categories

- Category F: Utilities.
  - Water treatment plants and delivery systems.
  - Power generation and distribution facilities.
  - Wind turbines, generators, substations, and power lines.
  - Sewage collection systems and treatment plants.
  - Communications.

# FEMA Work Categories

- Category G: Parks, Recreational and Other.
  - Mass transit facilities.
  - Playground equipment;
  - Swimming pools and bath houses.
  - Tennis courts;
  - Boat docks and piers.
  - Picnic tables.
  - Public golf courses.
  - Fish hatcheries.
  - Public facilities that do not fit Categories C-F.

# Key Points of PA

- Ensure that you understand the following key components of PA:
  - Develop a working knowledge of force account labor and equipment and their eligibility.
  - Understand the vendor contracting requirements of 44 CFR and local statutes.
  - Straight time is not authorized for Category A.
  - Straight and overtime is authorized under Category B.

# Key Points of PA

- Ensure that you understand the following key components of PA:
  - Do not claim fuel consumption or maintenance for vehicles and equipment under Category E. This is built into the FEMA equipment schedule rates.
  - Clearing roadways for emergency vehicles following a storm is claimed under Category A.
  - In order to claim damage to leased property the parish must have contractual oversight of the property's maintenance.
  - All work claimed must be the legal responsibility of the applicant.

# Key Points of PA

- Ensure that you understand the following key components of PA:
  - FEMA discourages the use of “piggy back” contracts because of the competitive requirements of 44 CFR.
  - Align the costs of PA with the parish’s Hazard Mitigation program.
  - Understand the three types of eligible work: debris removal, emergency protective measures, and permanent restoration.
  - Work claimed must be as a direct result of the declared emergency.
  - Eligible work must be located within the designated disaster area.



# Key Points of PA

- Ensure that you understand the following key components of PA:
  - Damaged caused by negligence on the part of the applicant is not eligible.
  - Facilities must be in active use at the time of disaster.
  - In order to claim the use of fixed site generators and pumps, FEMA may request to view the maintenance records of this equipment.

# Sequence of Events

- Final inspection and project close out:
  - Large projects will be inspected by a Joint FEMA and State team.
  - Small projects will be inspected by a state representative.
  - Final payment and retainage is made to the parish.
  - State Coordinating Officer prepares and submits final report to FEMA Region VI.

# Questions?