

# Major Declaration COVID 19

DR - 4488

Public Assistance  
Applicant Briefing



Governor Murphy requested a Major Declaration immediately after the President enacted the National Emergency Declaration of March 13, 2020 which for New Jersey was EM – 3451. On March 25, 2020, New Jersey was granted a Major Declaration DR -4488 authorizing **Public Assistance** for emergency work and the repair or replacement of disaster-damaged facilities. Emergency protective measures (Category B) not authorized under other Federal statutes, including direct Federal assistance. Under the Public Assistance program reimbursement currently is at 75 percent federal funding for all areas in the State of New Jersey. **Individual Assistance** is limited to the Crisis Counseling Program in all areas in the State of New Jersey. **Please note** that Additional designations may be made at a later date if requested by the state and warranted by the results of further damage assessments.

# Who is NJOEM?

## New Jersey Office of Emergency Management:

State agency that works to ensure the State of NJ is ready for any kind of emergency. NJOEM works as a multi discipline unit with organizations throughout the State, Counties, and Local Municipalities to prepare for possible emergencies, lessen their impact, and recover as quickly as possible.



Division of  
NJ State Police



NJSP Homeland  
Security Branch



Emergency  
Management Section

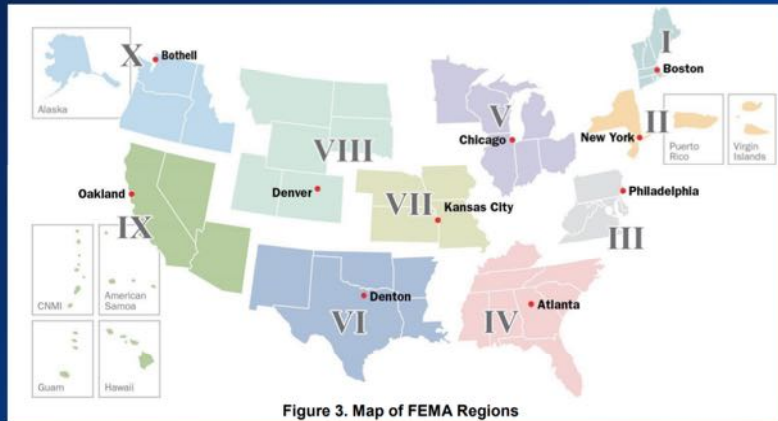
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The New Jersey State Police , the Office of Homeland Security and the New Jersey Office of Emergency Management are synchronous to the safety and health of all persons in New Jersey. The NJ OEM is the State agency that works to ensure the State of NJ is ready for any kind of emergency. The NJ OEM works as a multi discipline Unit with organizations throughout the State, Counties, and Local Municipalities to prepare for possible emergencies, lessen their impact, and recover as quickly as possible.

## Key Personnel

**Federal Emergency Management Agency (FEMA):**- Federal agency that provides personnel, equipment, and funding to assist States in their response to, and recovery from, disasters of many types.



The continental United States and its contiguous Territories are divided into 10 Regions by geography. New Jersey is in Region II with its Headquarters at One World Trade Center, New York, NY. Region II includes New York, New Jersey, Puerto Rico and the Virgin Islands, all of which have a headquarters located within each State and Territory.

## What is Public Assistance?

Supplemental financial assistance to state, local governments, and certain non-profit organizations for response and recovery activities required as a result of a disaster.

**REMEMBER:** It is a FEMA reimbursement program based upon each Applicant performing work they deem necessary to protect the welfare of the public and continue to provide essential services "regardless" of Federal Aid.



What Is Public Assistance? It is Supplemental financial assistance to State, local governments, and certain non – profit organizations for response and recovery activities required as a result of a disaster. **Remember:** It is a FEMA reimbursement program based upon each Applicant performing work they deem necessary to protect the welfare of the public and continue to provide essential services “regardless” of Federal Aid.



This slide outlines the multi-step funding process under the “typical declaration” Public Assistance Program utilizing FEMA’s “new deployment model” known as “FEMA Grants Portal”. **However, this Pandemic declaration DR-4488** has FEMA modifying this process to be most expedient. The Exploratory Call, Recovery Scoping Meeting and Complete Project Worksheets procedures are being circumvented. FEMA will provide each Applicant with a “Project Worksheet template” via the Grants Portal to enter information and event related costs. That can then be “submitted” within the Grants Portal program.

When a typical disaster event triggers the declaration process which for some applicants may or may not include a Preliminary Damage Assessment (PDA), all potential applicants will attend an Applicant Briefing. Applicants will submit the Request for Public Assistance which is available through the State NJEMGrants emergency management web based program to officially apply for funding. Each Applicant would be assigned to a Program Delivery Manager who then does and Exploratory Call and a Recovery Scoping Meeting with the Applicant. This begins the process of documenting disaster recovery project worksheets. The PDMG will assist the Applicant in completing Project Worksheets for all projects. Project Worksheets will be reviewed for validation. The funding will then be made available to the State. The State then disburses the funding to the applicant according to State regulations.

FEMA’s goal is to provide the funding as efficiently and expeditiously as possible to allow a quick recovery of communities affected by disaster or emergency events.

## Declaration Process

- It is recommended you reference the FEMA Public Assistance Program and Policy Guide to assist in Assessment of Emergency Protective Measures eligibility
- Go to [NJEMGrants.org](http://NJEMGrants.org)
- Click on: PA Guide
- Scroll down to FEMA Publications
  - PAPPG V3.1 April 2018



NJEMGrants is the NJ OEM web based program which provides Applicants access to Declaration information, and the FEMA Public Assistance Program and Policy Guide Version 3.1 of April 2018.





This screen shot identifies STEP #1 to participate is a Declaration. This appears on your computer upon entering the NJEMGrants web based program. Click on the RED banner APPLY NOW for RPA and follow the next set of instructions.

# Request for Public Assistance

DEPARTMENT OF HOMELAND SECURITY Federal Emergency Management Agency REQUEST FOR PUBLIC ASSISTANCE		OMB Control Number 1560-0017 Expires December 31, 2019
<p><b>Paperwork Burden Disclosure Notice</b></p> <p>Public reporting burden for this data collection is estimated to average 15 minutes per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing this form. The collection of information is required to obtain or retain benefits. You are not required to respond to this collection of information unless it displays a valid OMB control number. Send comments regarding this burden estimate or any aspect of this collection of information, including suggestions for reducing the burden, to Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW., Washington, DC 20547. Paperwork Reduction Project (1560-0017) NOTE: Do not send your completed form to this address.</p> <p><b>Privacy Act Statement</b></p> <p>Authority: FEMA is authorized to collect the information requested pursuant to the Robert T. Stafford Disaster Relief and Emergency Assistance Act, §§ 402-403, 406-407, 417, 423, and 427, 42 U.S.C. 5170a-6, 5172-73, 5154, 5155a, 5155c; The American Recovery and Reinvestment Act of 2009, Public Law No. 111-5, § 501, and "Public Assistance Project Administration," 44 C.F.R. §§ 206.202, and 206.209.</p> <p>APPLICANT (Political subdivision or eligible applicant)</p>		
COUNTY (Location of Damages. If located in multiple counties, please indicate)		DATE SUBMITTED
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
FAX & PIN NUMBER		FAX & 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		
If yes, which of the facilities identified below best describe your organization?		
Title 44 CFR, part 206.22 (c) 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.		
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.		
OFFICIAL USE ONLY: FEMA -	-DR-	FPS# DATE RECEIVED
FEMA Form 009-0-49 9/16 PREVIOUS EDITION OBSOLETE		



Example of the RPA Form. This form is auto-generated if you apply through the NJEMgrants portal. If you are filling out a hard copy, please ensure you fill in all pertinent information requested by reading entire document. (PNP info on bottom requires additional PNP Questionnaire be completed)



<p><b>DEPARTMENT OF HOMELAND SECURITY FEDERAL EMERGENCY MANAGEMENT AGENCY PMP FACILITY QUESTIONNAIRE</b></p> <p style="text-align: center;"><b>PAPERWORK BURDEN DISCLOSURE NOTICE</b></p> <p>Public reporting burden for this form is estimated to average 30 minutes per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering the data needed, reviewing the collection of information, and completing the form. Send comments regarding this burden estimate or any aspect of the collection of information, including suggestions for reducing this burden, to Information Collection Management, Department of Homeland Security, Paperwork Project Management, (0304-0001), Washington, DC 20533, Paperwork Reduction Project (0304-0001). <b>Please do not send your completed survey to the above address.</b></p> <p>FTSM and State personnel will use this questionnaire to determine the eligibility of specific facilities of an approved Private Non-Profit (PNP) organization (See 44 CFR 206.27). Owners of critical facilities that are not PNP organizations are encouraged to complete this form. If it is not completed within the eligible programmatic areas, automatic declassification is not required. A disclaimer or a statement of a facility owner can apply directly to FTSM for assistance. For emergency work (disaster response and emergency, pandemic response) and government work (disaster, pandemic or another emergency hazard). Owners of non-critical facilities can apply directly to FTSM for assistance for emergency work, but must first apply to the U.S. Small Business Administration (SBA) for assistance for permanent work. If the owner of a non-critical facility does not qualify for an SBA loan or for aid to repair the damaged facility, the SBA has account, the owner may apply to FTSM for assistance.</p>	<p style="text-align: center;">U.S.M.A. NO. 1088-007 Expires December 31, 2011</p>
<p>1. Name of PNP Organization: _____</p> <p>2. Name of the damaged facility and location: _____</p>	
<p>3. What was the primary purpose of the damaged facility? _____</p> <p>4. Is the facility a "critical facility" as described above? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>5. What was the facility used for? _____</p> <p>6. What use, if any, is integral for the use of the facility? _____</p> <p>7. Was the facility in use at the time of the disaster? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>8. Did the facility sustain damage as a direct result of the disaster? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>9. What type of assistance is being requested? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>10. Does the PNP organization own the facility? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>11. If "Yes," what proof of ownership does it have if different? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>12. Does the PNP organization have the legal responsibility to repair the facility? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>13. If "Yes," provide proof of legal responsibility, check how it is defined. <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>14. Is the facility insured? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>15. If "Yes," obtain a copy of the insurance policy, check how it is defined. <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>Additional information or comments: _____</p>	
<p>CONTACT PERSON: _____ DATE: _____</p>	

**FORM 90-121, FEB 00**

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Deadlines for Submission

Request for Public Assistance (RPA)

***FEMA has set an open period  
for RPA submission for COVID-  
19. No RPA deadline currently  
in effect for DR-4480.***



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## Step #2 to Participate in a Declaration

Upon FEMA Approval of your RPA you will receive a confirmation email from FEMA

From: [support@pagrants.fema.gov](mailto:support@pagrants.fema.gov) [mailto:[support@pagrants.fema.gov](mailto:support@pagrants.fema.gov)]

Sent: Wednesday, February 01, 2017 3:11 PM

Subject: FEMA PA Notification - Org Account Request Approved

Hello Sherry,

Your organization account request has received final approval. You may now log in to the Grants Portal with the temporary username and password:

Username: [comanager@subrecipientcountyga.com](mailto:comanager@subrecipientcountyga.com) ← Your email address

Password: LJE1kAvc!%

Please click [here](#) to sign in with your temporary password. You will be required to change your password upon login.

-FEMA PA Support Team

[FEMA-PA-Support@FEMA.DHS.Gov](mailto:FEMA-PA-Support@FEMA.DHS.Gov)

<https://pagrants.fema.gov>

**Important to respond to this within 24 hours of receipt into your mailbox.** This screen shot identifies STEP #2 to participate is a Declaration. This email message is sent to your “Primary Agent” email address provided to FEMA on the RPA. It provides the Primary Agent a “temporary password” and directs you to “change password” to a personal choice.

### Step #3 to Participate in a Declaration

Go to FEMA Grants Portal via:

- <https://grantee.fema.gov> and sign in to your account to access Grants Portal
- “New Account” change your temp password.
- “Existing Account” password remains the same
- Must use Google Chrome or Mozilla Firefox
- FEMA Grants Portal Hotline:  
866-337-8448



Step #3 to Participate in a Declaration. Follow the instructions of the slide to access Grants Portal. **Must use Google Chrome or Mozilla Firefox as internet access**

## New Public Assistance Delivery Model

### **FEMA GRANTS PORTAL is essential:**

- With this tool, Applicants now have the ability to account for all activities associated with their damage claims.
- Both recipients and Applicants can now register to monitor the project development process.
- Due to the volume and enormity of this event, applicants will not be assigned a FEMA Program Delivery Manager (formerly FEMA project specialist) to assist in the project formulation process.
- The Applicant, in concert with their State representative will perform the interim project formulation process by utilizing the FEMA Grants Portal to upload information that substantiates their claimed costs.



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## New Public Assistance Delivery Model

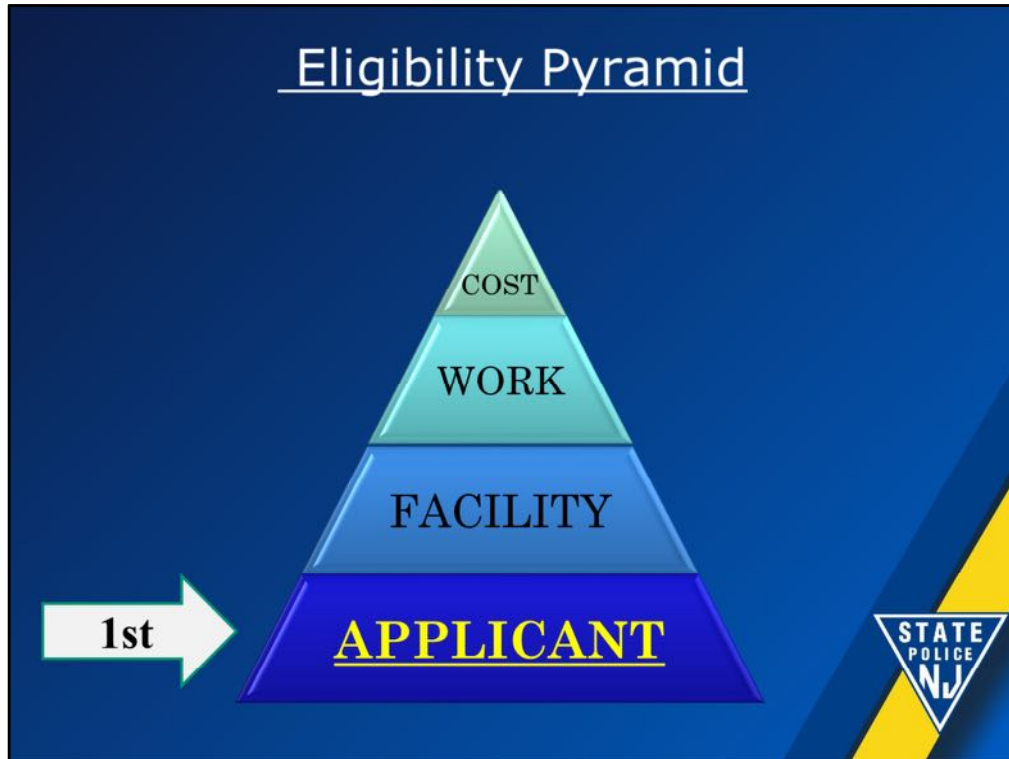
### **Sub Recipient (Applicant) will be able to perform actions to include, but not limited to:**

- Complete and update profile information
- Upload required project documentation
- Obtain daily oversight of project statuses
- Approve workflow items for concurrence/acknowledgement
- Update Essential Elements of Information (EEI) for projects



Slide information dictates. FEMA and State can assist with the training initial Project Worksheet is entered via the expedited disaster process.





These four building blocks reflect the criteria for Basic Eligibility to receive Federal funds associated with the FEMA Public Assistance Program. First is “APPLICANT

## Eligible Applicants

- State Agencies
- County Government
- City Government
- Certain Private Nonprofit Organizations
- Native American Tribes or Tribal Organizations



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# Private Non-Profit Entities

## Critical PNP

- Fire/EMS
- Hospitals
- Utility - Power, Water, Sewer, Wastewater Treatment Plants, Communications
- Educational Institutions Public and Parochial



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# Private Non-Profit Entities

## Non-Critical PNP

- Senior Citizen Day Centers
- Daycare Centers
- Homeless Shelters
- Shelter workshops
- Libraries
- Rehabilitation Facilities
- Community Centers
- \*Houses of Worship \*
- \*\* New 2018\*\*



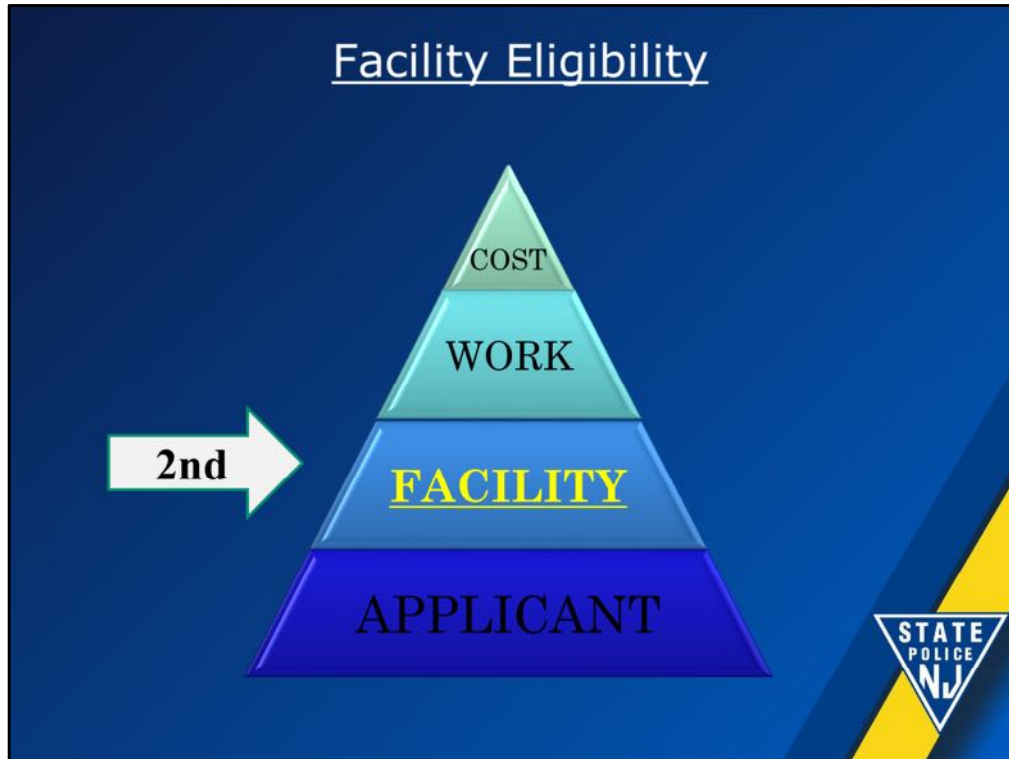
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## Private Non-Profit Requirements

- ▶ Complete RPA with PNP Questionnaire
- ▶ DUNS Number
- ▶ By-Laws /Charter
- ▶ Tax Exempt Letter, 501(c), (d), or (e) IRS designation
- ▶ Deed / Lease
- ▶ Insurance policy
  - ▶ All PNP's go through an eligibility evaluation. This evaluation can not be conducted until all of the above is submitted.



This describes in detail what documentation is required to be sent by the PNP representative at the same time as the RPA.



These four building blocks reflect the criteria for Basic Eligibility to receive Federal funds associated with the FEMA Public Assistance Program. Second is “FACILITY”

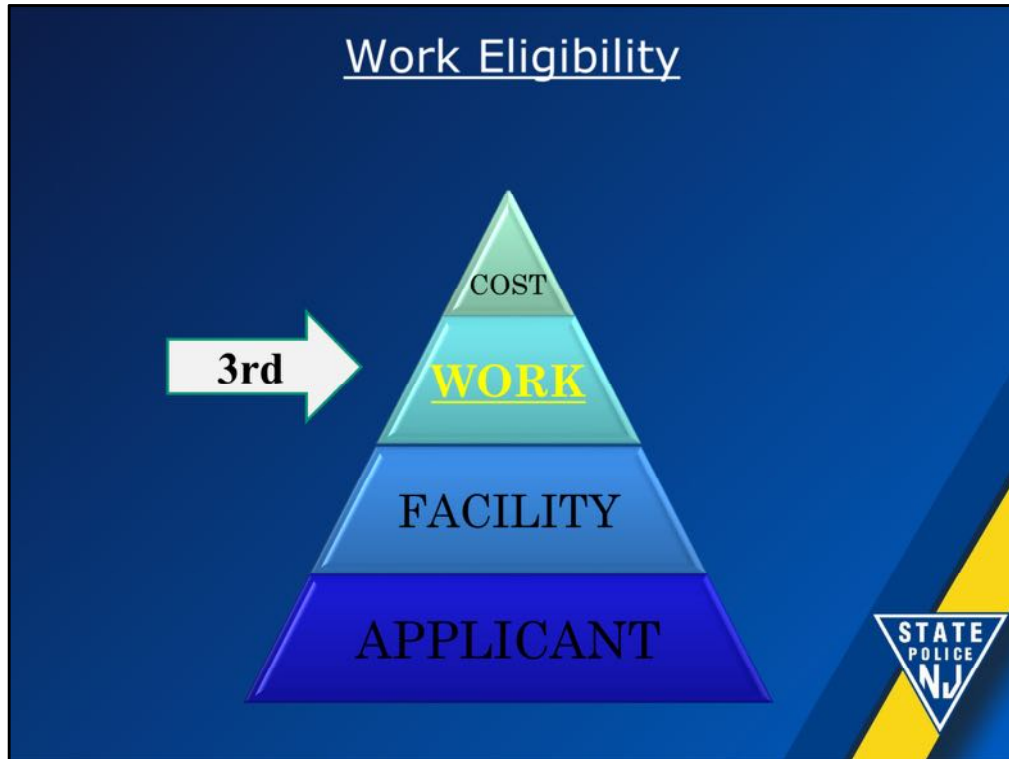


## Facility Eligibility Requirements

- Damage or costs incurred must be a direct result of the event
- Located within declared county
- **Legal responsibility of eligible Applicant**
- In active use at the time of the disaster
- Not under authority of another federal agency *(ex. US Army Corp. of Engineer Water Treatment Facilities, FHWA Roads)*



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Slide information dictates

# Deadlines for Work Completion

From the Date of Declaration:

March 25, 2020

Emergency Work – September 25, 2020

(State has authority to grant 6-month extensions if requested by the applicant)

MUST COMPLETE PHYSICAL AND DIRECT  
ADMINISTRATIVE WORK

Further extensions require  
approval by FEMA



For costs to be eligible, they must be *incurred* within the approved period of performance. For Category B projects, the approved period of performance for this disaster begins on January 20, 2020 and concludes 6 months after the declaration date, which would be September 25, 2020. NJOEM has authority to extend that deadline by six months. Any further time extension would require approval from FEMA.

## Category B

**Emergency Protective Measures:** Those prudent actions taken by an Applicant to reduce disaster damage, ensure continuation of essential services and eliminate or reduce immediate threat to life, health and safety of the general public and improved property.

**Eligible Work Includes:**

- Virus testing
- Medical supplies & equipment
- Shelters or emergency care
- Provision of food, water, ice or other essential needs
- EOC Operations
- Temporary facilities
- Security for facilities



DR 4488 was declared only for Category B – Emergency Protective Measures. No other Category of work is eligible (e.g., Cat A Debris Removal or Permanent Work Categories C through G). Category Z projects to reimburse applicants for management/direct administrative costs will be addressed separately. This slide defines Emergency Protective Measures and lists some examples of what they may be. This list is by no means all inclusive and in this event, there may be some leeway for previously undefined measures that are feasible and necessary to address this unique situation. If you have a question on a specific measure undertaken or expense you incurred or expect to incur, please raise that to your FEMA/State team as quickly as possible so we can respond with appropriate guidance.

## Labor

*Force Account Labor includes Fringe Benefits*

### Emergency Work

Permanent employees OT eligible

Temporary employees regular and OT eligible  
**Standby Labor Time is Eligible eg; PD, VFD, EMS**

### Permanent Work

All Regular and OT Labor Eligible

Also travel and per diem for employees performing eligible activities



These costs are for the Applicant's employees both full-time and temporary employees to backfill employees that were sent home, or seasonal employees asked to work outside of their designated season. For permanent employees, only overtime costs are eligible for DR-4488. Straight time costs are not eligible. For temporary employees that were hired to perform work specific to DR 4488, both regular and overtime cost are eligible. Fringe benefits for the eligible hours/costs are eligible. You will be required to provide supporting documentation to include employee name, title, time sheets, work performed, location, date, and hours worked; separating overtime and regular time. Documentation is key to expediting your project through the process.

## Equipment



Perform eligible work

Vehicles – Hourly or Mileage rate  
Other equipment - Hourly rate

Equipment Stand-By Time  
(Conditional on Cat B... PD, Fire/ EMS)

Pre Positioned equipment needs to be reviewed  
as a prudent emergency measure

Half day or more = full day  
Less than half day = actual hours



These costs are for equipment you own, lease, or purchase(d) for necessary use specific to DR 4488. The equipment/vehicles you own are normally reimbursed on an hourly rate in accordance with the latest FEMA Schedule of Equipment Rates (on next slide). Leased/rented equipment is based on the rental/lease agreement and purchased equipment cost based on cost minus salvage value. FEMA allows for credit for a full day when the equipment is used for a half-day or more. I.e. you have a vehicle that transports medical equipment to a temporary medical facility. The equipment is then off loaded and used for 5 hours at the temporary facility and then is loaded back on the vehicle and returned to its origin. The vehicle use is only eligible for the actual hours it transported the equipment to and from the site but the equipment used at the facility for 5 hours is eligible for the entire day. Once again we stress documentation. FEMA will want to know the type of equipment, date, hours used, location, purpose, operator information and rate. Copies of Log books may also be required.



## FEMA Schedule of Equipment Rates



- FEMA rates are used for determining project costs (estimating & comparing)

Go to: [NJEMGrants.org](http://NJEMGrants.org)

Search: PA Guide

Scroll to FEMA Publications

- Local rates may be used if established prior to the disaster and are then approved by FEMA



FEMA has equipment rates and are normally used to establish equipment use costs but Applicants can use local rates if they were established prior to the event. FEMA cost codes are normally more advantageous except in high cost areas where local rates may be higher. Applicants can select the FEMA rates or local rates but must use the same method for all their projects.

## Materials



New purchases or used from stock (the cost to replenish your stock is eligible)

Used for eligible work

Need invoices, historical data or area vendor quotes



Force account materials are those that you either use from your stock or purchase for use in the event. If you have invoices for your stock items, they can be used to establish cost or you can get 3 quotes from local vendors to establish costs. You do not have to replace your stock items in order to submit for reimbursement. Those items you purchase must meet all contracting and purchase requirements and be fully documented.

## Contracts

Lump sum contracts are acceptable

- Easy to monitor when the scope of work is well defined
- Requires minimum labor for monitoring performance

Unit Price contracts acceptable

- Are pre-determined costs per unit of work

Time and material contracts are acceptable **BUT**

- Should only be used for emergency "hot spots" (early debris rights-of-way clearance)
- **MUST** have a cap
- **MUST** be monitored for efficiency
- **Generally limited to a reasonable time. Historically, accepted for 70 hours of work**



As previously discussed, please ensure all contracts follow the appropriate guidelines in accordance with Federal procurement law, and any pre-established Procurement guidelines for your specific entity. The preferred contracts are those that are competitively bid. Please see 'COVID-19' info on NJEMgrants for further detail on the procurement of emergency contracts.

## Ineligible Contracts

- Cost-plus percentage of cost
- “Contingent upon FEMA reimbursement”
- Contract with a suspended or debarred contractor



A cost plus percentage of cost contract is where a contractor states they will perform the work for the costs they incur as a result of the job, plus a percentage of that cost. I.E. - the contractor spends \$100,000 on the work and the percentage agreed on is 15%. The contractor receives \$115,000. This method of contract structure provides no incentive for the contractor to work efficiently. This is an ineligible contract and FEMA will make your project ineligible if you use it. Contracts that state the Applicant will “pay what FEMA pays” or will “pay if or when FEMA pays” are also ineligible. You must act using your normal procedures without any reference to FEMA. The last one is contracting with a debarred contractor. Please ensure that you are requesting up-to-date credentials for any contractor.

## Management Costs (formerly DAC)

- DRRA (Section 1215) 234 Management Costs – Public Assistance expands the definition of management costs to include both direct and indirect administrative expenses.
- Direct and indirect administrative costs incurred to submit and process your FEMA project(s).
- Actual Costs must be fully documented.
- Capped at a maximum of 5% of the Applicant total obligated project costs.



FEMA will reimburse an applicant's direct and indirect administrative costs incurred in submitting and processing its FEMA projects. Reimbursement is based on actual, documented administrative costs and is capped at 5% of the total of your obligated Cat B project(s) (after anticipated/actual insurance proceeds are taken out). FEMA automatically creates a separate Category "Z" project for Management Costs for each Applicant. Applicants must submit full documentation of Management Costs. The federal share on Cat Z projects is 100% (subject to the 5% cap).

## Management Costs (formerly DAC)

- Required to manage projects administratively.
- Do not include costs incurred for actual work to complete a project.

### Eligible Costs Include (but are not limited to):

- Site identification
- Gathering of cost information
- Site visits
- Project scope and development
- Project reporting
- Project cost reconciliation and closeout
- Preliminary Damage Assessments
- Applicant's Briefings
- Recovery Scoping Meetings
- Recovery Transition Briefings
- Travel Costs
- Consultant Costs



Please ensure you are capturing your administrative costs, including the costs incurred to attend/review this Applicant's Briefing. You will need to document your administrative costs before requesting closeout and reimbursement for your Cat Z project.



## Procurement

### Must comply with ALL federal, state, and local procurement requirements

- DHS OIG Audits are paying particular attention to ensuring Minority and Women Owned Businesses are sought during bid process
- 2-CFR part 200.317-326 all provide guidance regarding procurement and audit
- Declaring an State of Emergency solely to suspend procurement procedures is a red flag for any audit.



All contracts and purchases must comply with all local, State and Federal procurement requirements. While some requirements may be suspended in these types of circumstances (ref: COVID-19 Info Page on NJEMgrants), it is wise to make sure your contracting and purchasing staff are taking all reasonable steps to comply wherever they are required to do so and follow the appropriate guidelines. One key issue is the requirement to solicit Minority and Women Owned Enterprises. FEMA legal staff will be reviewing all contracts and the DHS OIG will be looking for compliance in any audit that were to occur.

## Donated Resources

A credit can be applied towards the local cost share for both Volunteer Labor and Donated Equipment

### Volunteer Labor:

- Rate is the same as either paid employees within an applicant's organization or, if none, similar work done by a local paid organization.
- Value of Volunteer Labor = (Determined Labor Rate) \* (Number of Volunteer Hours)

### Donated Equipment & Material:

- Rate is determined by local rates (if established) or FEMA equipment rate.
- Value of Donated Resources = (Determined Equipment Rate) \* (Number of Equipment Hours)
- Value of Donated Material = Is credited at market value

Donations credit capped at non-federal share of emergency work



Donated resources in the form of labor, equipment, or materials can be used to offset the local share of emergency work. In DR 4488 the disaster is set at 75% Federal Share (subject to change) which means Applicants will have a local share of 25%. Donated resources can be applied to a maximum of the Applicant's local share for ALL Emergency Work project worksheets. FEMA will create a separate project to capture all donated resources for the Applicant so it is essential that you capture all donated resources in detail with the same level of detail asked of force account labor, equipment, and material costs.

## Insurance

Proceeds (actual or anticipated) are deducted from eligible project costs

- FEMA requires applicant to obtain insurance on disaster damaged insurable facilities with repair cost of \$5,000+ to receive PA funds
- Also, must maintain insurance on same to be eligible for PA funds in future disasters
  - Deductible is reimbursable: But is Not reimbursed for a same facility in a subsequent disaster of the same type.



FEMA will perform an interim, and final review of insurance proceeds received for each individual project.

## Work Eligibility



## Cost



Reasonable and Necessary

Complies with federal, state and local laws & regulations

Insurance: Actual proceeds will be deducted



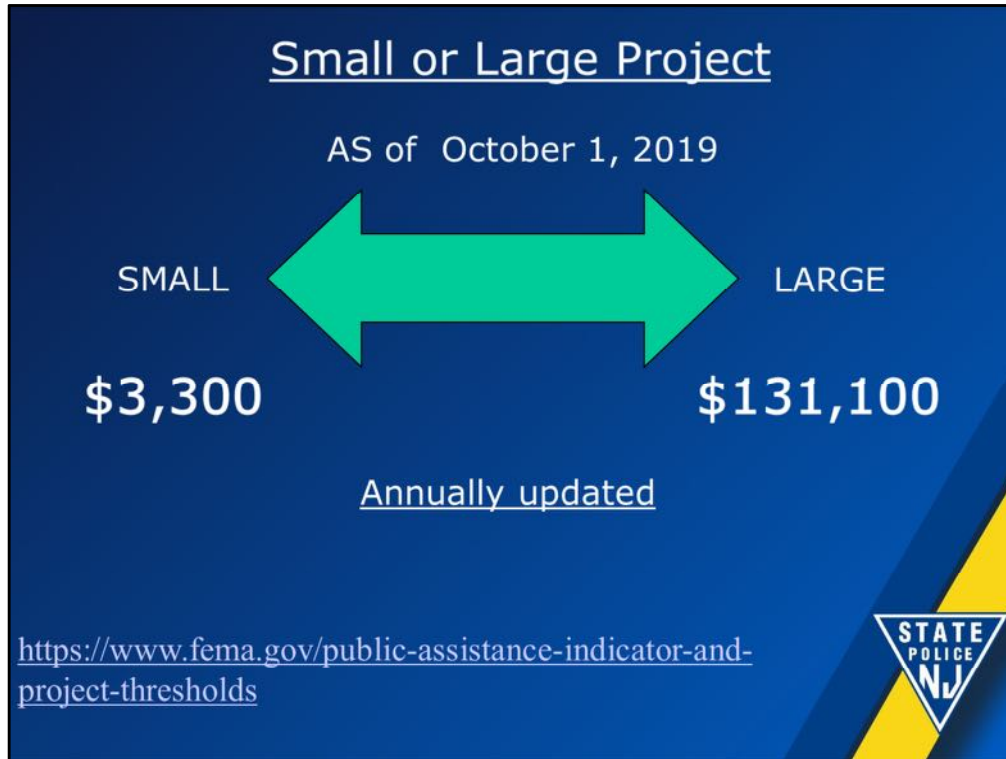
All costs are subject to a reasonableness review specific to the scope of work that was performed on any given project.

## What info is needed for a PW?

- Force Account Labor Records (timesheets, payroll information, administrative records)
- Temporary hire Labor Records (i.e. work for which the labor was needed, timesheets, payroll information)
- Fringe benefit calculations
- Force Account Equipment usage information (i.e. vehicle logs)
- Records of materials from inventory, invoices for materials purchased
- Rental and lease agreements
- Records of donated labor, materials, and equipment
- Invoices for contract costs



These are the standard items that we encounter and deem necessary for most projects. When you are working on developing your projects, keep these in mind and make sure you have what is needed to support that project. Again, we cannot stress the importance of documenting all of your actions and costs in support of your projects



Here are the criteria and requirements for small and large projects. NJOEM utilizes the NJEMgrants portal to reimburse applicants according to the size of the project. Closeout procedures are also different for small project vs. a large project; a small project requires a P4 certification where the Applicant simply confirms the work has been completed and the funds have been reimbursed. A large project requires a final inspection report to be performed in concert by the Grantee and the Applicant to present actual costs incurred to FEMA.



## Small Projects

- PW is Written on Estimate or Actual cost
- Paid upon Project Worksheet obligation
- Net Billing of Small PW cost over run must occur within 60 days of the last small project completion. PAPPG Chapter 3:IV.D
- The Sub-recipient may request additional funding if the total actual cost of all of its Small Projects combined exceeds the total amount obligated for all of its Small Projects.

As of 1-1-2020

Minimum PW cost is: \$3,300.00



See above

## Large Projects

Large Project Threshold as October 1, 2019  
is \$131,100.00

Paid based on % of work completed

Closeout / Final Inspection Report

Based on actual documented approved costs

**Quarterly Report Requirement**

Update % of work completed is due to the NJOEM  
every quarter for life of project

\*\*Failure to comply may impact reimbursement



See above

## Funding per Stafford Act

DR-4488

Federal Share	75 %
Non-Federal Share	25 %



In order for a project to be eligible, the costs incurred must have a minimum threshold of \$3,300. Small project are those under \$131,100 and large projects are those at \$131,100 and over.

## Appeals

Any FEMA determination related to a Public Assistance project (PW) may be appealed.



The time limit for appeal submission is 60 days from receipt of written notice of the action which is being appealed.



An Applicant can Appeal any FEMA determination. You have 60 days from the receipt of the determination to submit an appeal through NJOEM.

## Funds Lost When Applicant's Do Not

Ask questions

Obtain FEMA *pre-approval* to change scope of work for certain scope of work (e.g., Non Congregate Shelters)

Obtain required permits

Follow contract/procurement procedures

Follow the Scope of Work in the PW

Ensure administrative continuity

Keep complete, clear and accurate records

Meet PA program deadlines



Please make sure that you follow all of the procedures, guidelines and regulations to ensure you maximize your reimbursement. Please remain in constant contact with your NJOEM Public Assistance representative to ensure compliance

## Request for Reimbursement (RFR)

- Once the Funding Agreement has been fully executed and funds are available for disbursement, there are **Sub-recipient** Reimbursement Guidelines that must be followed.
- Reimbursement Categories – Labor (including DAC), Equipment, Materials, Rented Equipment and Contract Work. Refer to the attached Expense Checklist.
- For help on how to submit a Request for Reimbursement (RFR) and Organize the Documentation visit [www.NJEMGrants.org](http://www.NJEMGrants.org)



All RFRs must be submitted through [www.njemgrants.org](http://www.njemgrants.org) with all relevant documents. Deviations from this practice can only cause major delays.



## Project Closeout Request

- The purpose of closeout is to certify that all work on a large project has been completed and all eligible costs have been reimbursed. This is an important last step in the funding process.
- Upon completion of a large project, you must ensure submittal of all documentation to the State through [www.njemgrants.org](http://www.njemgrants.org) to account for all incurred costs.
- The State is responsible for ensuring that all incurred costs are associated with the approved scope of work and will conduct a Final Inspection Report to certify that this work has been completed in accordance with FEMA standards and policies.
- Once the review is complete, FEMA determines whether additional funds should be obligated or whether funds should be de-obligated for the project.
- Any previously submitted RFR's will be processed and paid.
- Any new RFR submitted during the closeout request process will be rejected to the user automatically. DRS will process the corresponding RFR per the closeout final amount and Finance will proceed with payments/collections.
- For help on how to submit a Project Closeout visit [www.NJEMGrants.org](http://www.NJEMGrants.org)



See above



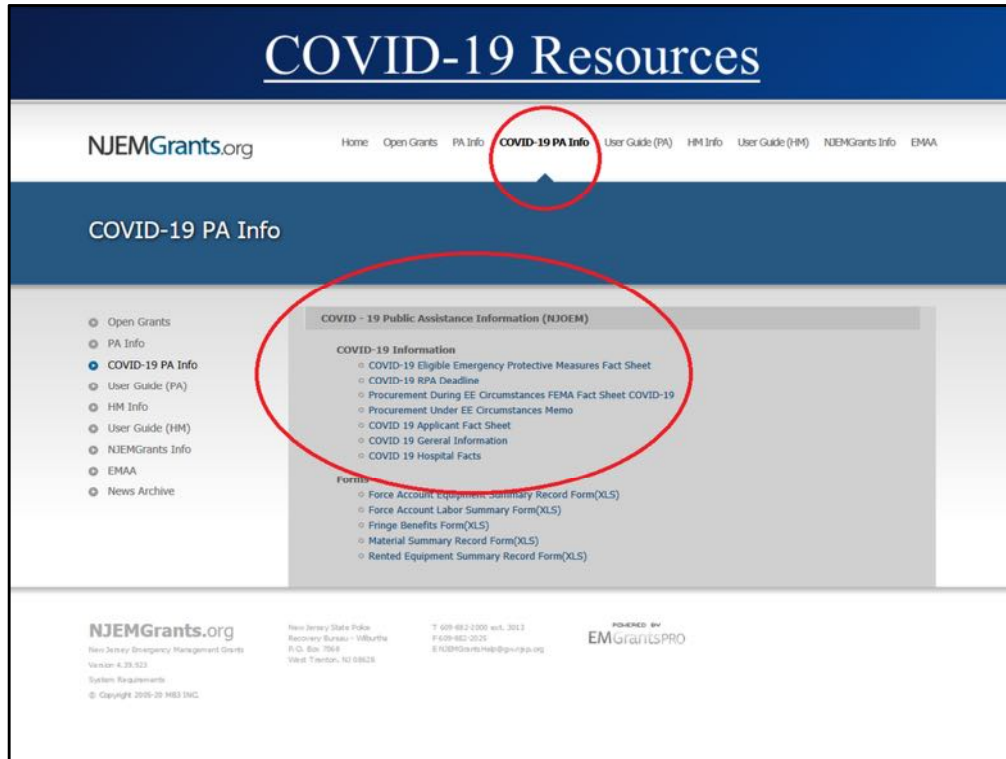
## Questions

(Until further instructed via updated NJEMgrants.org charts)

Please direct all questions as outlined below:

- For technical questions related to NJEMGrants – [NJEMGrantsHelp@gw.njsp.org](mailto:NJEMGrantsHelp@gw.njsp.org)
- For technical questions related to Submitting your RPA in NJEMGrants.org – [Lpppau@gw.njsp.org](mailto:Lpppau@gw.njsp.org)
- For grant eligibility questions, contact your Area Lead (if know from previous events) or [Lpppau@gw.njsp.org](mailto:Lpppau@gw.njsp.org)





COVID-19 Resource Info on NJEMgrants.org.