

Public Assistance Applicant Briefing

Iowa Homeland Security and Emergency
Management (HSEMD)

John Benson, Director



Introduction

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Briefing Objectives

- Review the process for submitting a Request for Public Assistance (RPA)
- Provide an overview of the Public Assistance Program and funding process
- Highlight key requirements and helpful resources

Incident Overview & Key Dates

Incident:

DR-4642-IA, Severe
Storms, Straight-line
Winds and Tornadoes

Incident Dates:

12/15/2021

Declaration Date:

2/23/2022

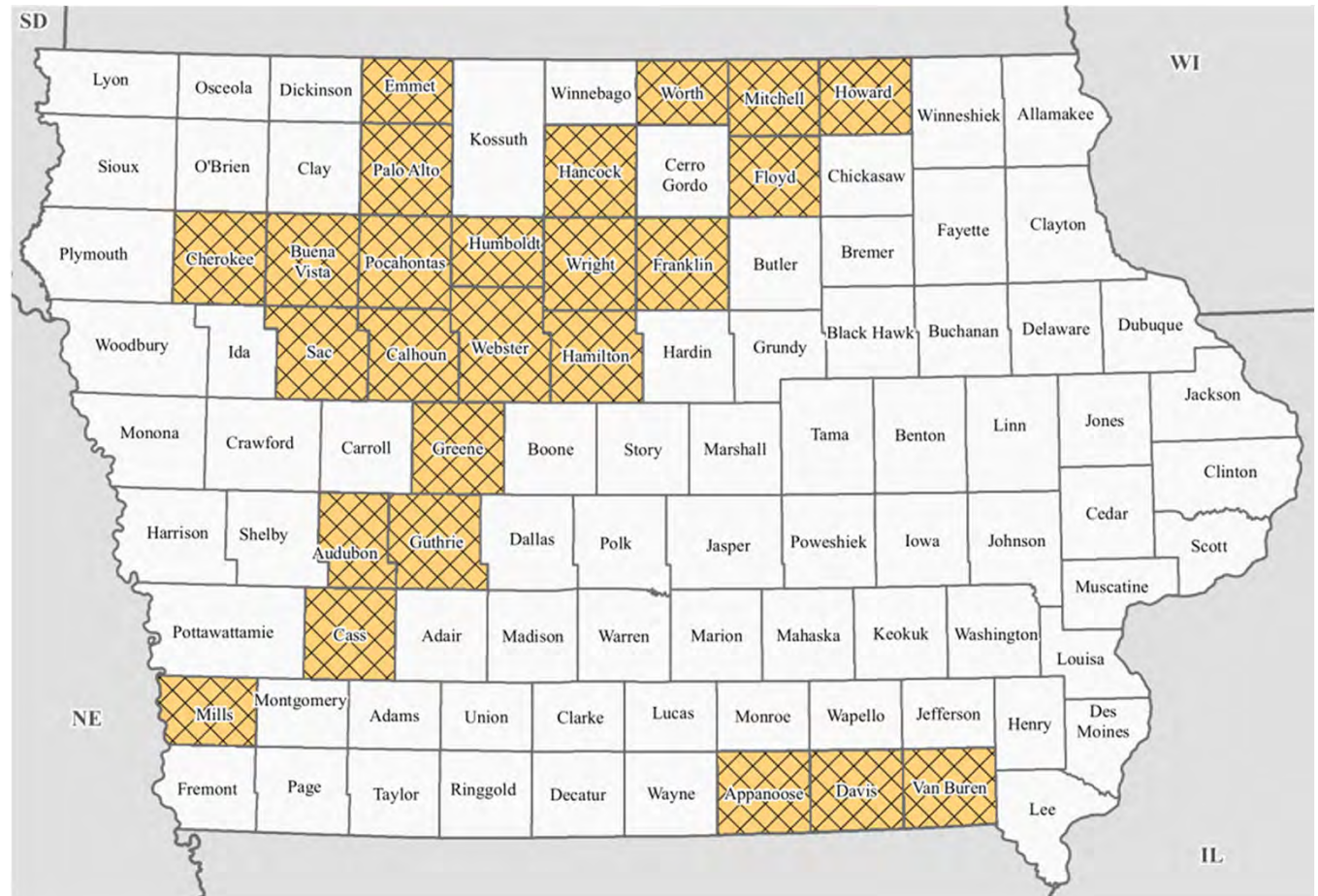
RPA Deadline:

3/25/2022

Designated Counties

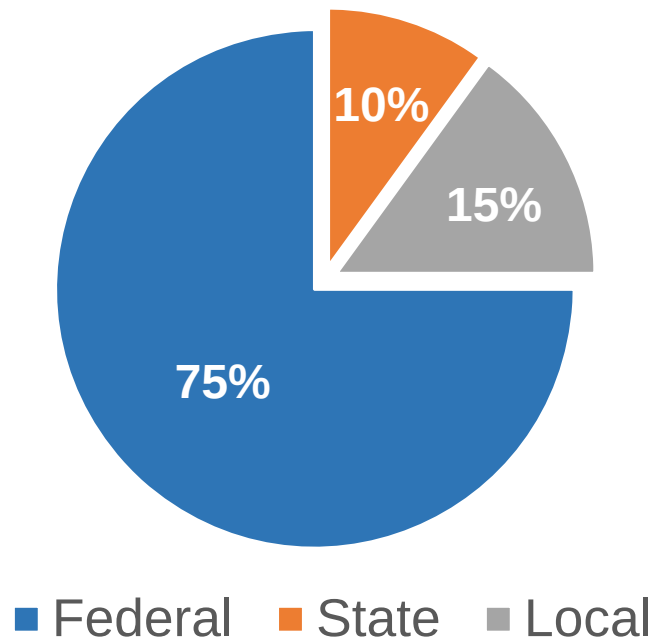
 No Designation

 Public Assistance (Categories
A - G)



Public Assistance

FEMA's Public Assistance (PA) program provides supplemental grants following a Presidential disaster declaration to assist communities respond to and recovery from major disasters or emergencies.



Key References & Resources

- Public Assistance Program and Policy Guide (PAPPG)
- Robert T. Stafford Act, as amended
 - Public Law 100-707, amended by Public Law 93-288
- 44 CFR 206
- 2 CFR 200
- HSEMD's Public Assistance Webpage
- HSEMD's EMGrantsPro
- FEMA's Grants Portal

Request for Public Assistance

RPA Deadline: March 25, 2022

- What is the RPA?
- Where is the RPA?
- What do information do I need to complete the RPA?

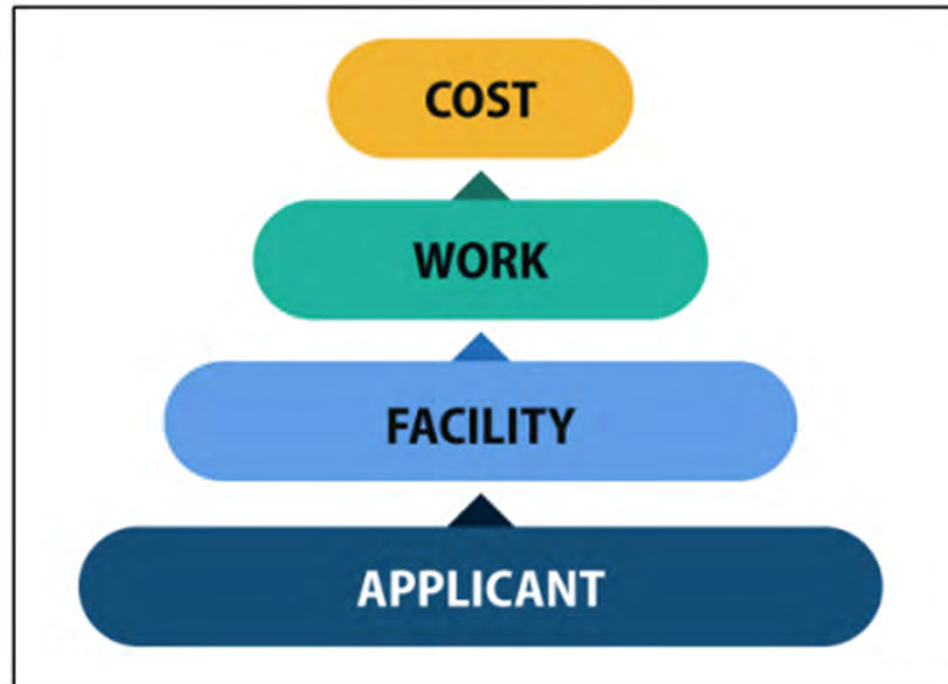
How to tutorial on our website:

homelandsecurity.iowa.gov/disasters/public-assistance/



The screenshot shows the login interface for EMGrantsPro. At the top, the text "EMGrantsPro" is displayed in a blue font. Below this, on the left, is the official seal of the Iowa Department of Homeland Security and Emergency Management. To the right of the seal, the text "Iowa Homeland Security & Emergency Management" is written in a large, bold, white font. Below the title, a paragraph in white text states: "my.IowaHomelandSecurity.org tracks Emergency Management grants in Iowa. The system manages the process from application through closeout." Further down, the heading "Returning User Login:" is followed by two input fields: "Email:" and "Password:". Below these fields is a checkbox labeled "Remember Me". At the bottom of the login section, there are two buttons: an orange "Sign In" button and a grey "Register" button.

Eligibility



Applicant Eligibility

- State Government Agencies
- County Governments
- Municipal Governments
- Municipal Authorities
- School Districts
- Taxing Districts
- Tribal Governments
- Certain Private Nonprofits (PNPs)



Facility Eligibility

- Damage is a result of the declared disaster
- Located within a declared area
- The legal responsibility of an eligible applicant
- Active at the time of the disaster
- Not under the authority of another federal agency (e.g. USACE, NRCS, FHWA)



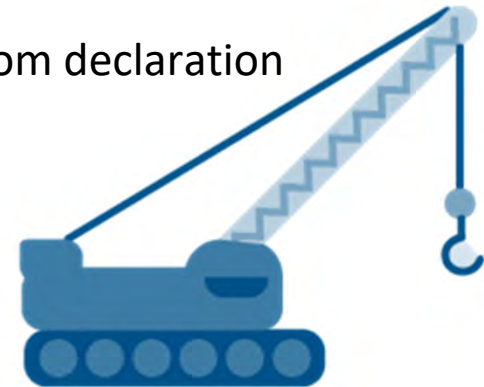
Work Eligibility

Emergency Work – Must be completed within 6 months from declaration

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

Permanent Work – Must be completed within 18 months from declaration

- Category C: Roads and bridges
- Category D: Water control facilities
- Category E: Public buildings and contents
- Category F: Public utilities
- Category G: Parks, recreational, and other facilities



Emergency Work – Cat A & B

Category A: Debris removal activities such as clearance, removal, and disposal, are eligible if the removal is in the public interest based on if the work:

- Eliminates immediate threat to lives, public health and safety
- Eliminates immediate threat of significant damage to improved public or private property
- Ensures economic recovery to the benefit of the community at large
- Mitigates risk to life

Category B: Emergency protective measures conducted before, during, and after an incident are eligible if they:

- Eliminate or lessen the immediate threats to lives, public health, or safety
- OR
- Eliminate or lessen immediate threats of significant additional damage to improved public or private property in a cost-effective manner

Permanent Work – Cat. C-G

- Restoring a facility to its pre-disaster **design** and **function**.
 - **Design:** size or capacity of a facility as originally constructed or subsequently modified.



Example of Restoring to Pre-disaster Design

If a school designed for a capacity of 100 students is damaged beyond repair, the eligible funding for the replacement facility is limited to that necessary for 100 students, even if more than 100 students were attending the school prior to the incident.

- **Function:** the function for which the facility was originally designed or subsequently modified.



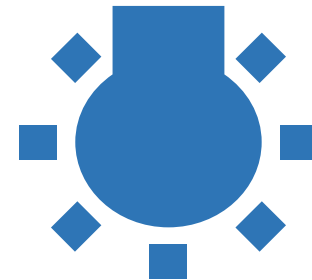
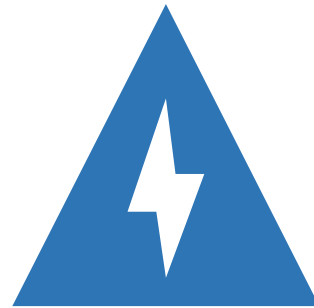
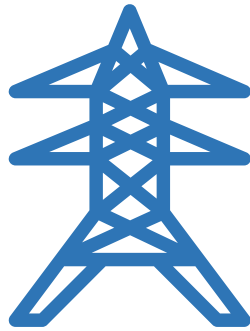
Example of Restoring to Pre-disaster Function

If the Applicant is using an office building as a storage facility at the time of an incident, and it is less costly to restore the facility as a storage facility, only those repairs necessary to restore it as a storage facility are eligible.

Any special lighting or wall and floor finishes that are typical of an office building are not necessary for a storage facility and, therefore, are ineligible.

Permanent Work – Category F

- Utilities
 - Electrical transmission or distribution systems



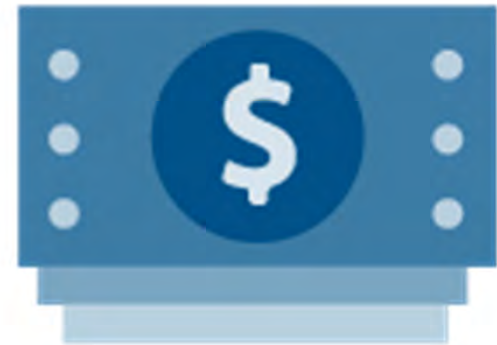
See Chapter 8 of the PAPPG for additional eligibility guidance.

Cost Eligibility

- Necessary and reasonable
- Directly tied to the performance of eligible work
- Adequately documented
- Consistent with the Applicant's internal policies and procedures
- Must be reduced by all applicable credits, such as insurance proceeds or salvage values.

Eligible costs include:

- Labor
- Equipment
- Materials
- Contract work
- Administrative costs



Force Account Labor Costs

Must be supported by:

- Time and effort reporting for each employee
 - 100% of hours worked during period being claimed
 - Must delineate each federal activity (project) and non-federal activities.
- Payroll documentation
- Pre-disaster payroll and accounting policies

Resource: [FEMA's Applicant Fringe Benefit Calculator](#)

Equipment Costs



For each piece of force account equipment, be prepared to provide:

- ☐ Type of equipment and attachments used (year, make, model)
- ☐ Size/capacity (e.g. horsepower, wattage)
- ☐ Operator name, locations, dates and hours used
- ☐ Schedule of rates, including rate components (if not using FEMA rates)

Purchased equipment, also provide:

- ☐ Invoices or receipts

Leased Equipment: Based on terms of the lease.



Operating time



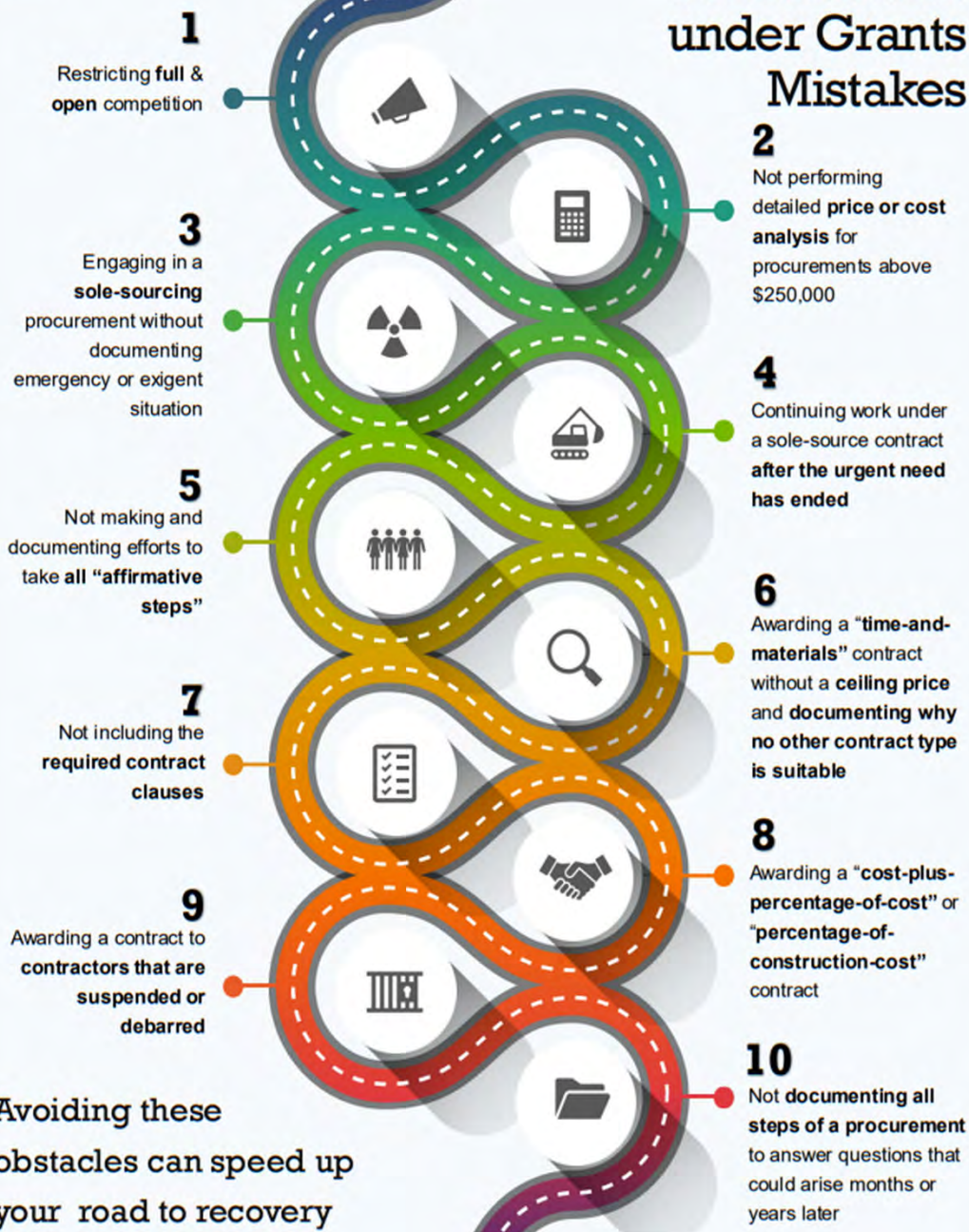
Standby time

Resource: [FEMA Schedule of Equipment Rates](#)



www.fema.gov/procurement-disaster-assistance-team

Top 10 Procurement under Grants Mistakes



Procurement & Contracting

- Documentation is key
- Conflicting rules? Follow the more restrictive

Key Resources & References:

- 2 CFR 200.317-327
- Guidance and resources – fema.gov/grants/procurement
- Live and on-demand training - fema.gov/grants/procurement/training

Procurement & Contracting

Emergency



Severe weather impacts a city and causes widespread and catastrophic damage, including loss of life, widespread flooding, loss of power, damage to public and private structures, and millions of cubic yards of debris across the city, leaving almost the entire jurisdiction inaccessible. The city needs to begin debris removal activities immediately to restore access to the community, support search and rescue operations, power restoration, and address health and safety concerns.

Exigency



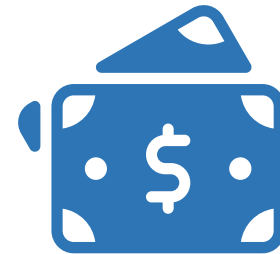
A tornado impacts a city in June and causes widespread and catastrophic damage, including to a city school. The city wants to repair the school by the beginning of the school year in September. Awarding a contract using a sealed bidding process would require at least 90 days, and the repair work would be another 60 days, extending the project beyond the beginning of the school year. Rather than conducting a sealed bidding process, the city—in compliance with state and local law—wants to sole-source with a contractor it has contracted with previously.

Duplication of Benefits

If funding is received from another source for the same work, FEMA reduces the eligible cost or de-obligates funding to prevent a duplication of funding.

Examples:

- Insurance Proceeds
- Non-Federal Grants and Cash Donations
- Third-Party Liability
- Other Federal Awards
- Other FEMA funding (e.g. Individual Assistance or HMGP)



Insurance

Emergency & Permanent Work:

- FEMA will reduce eligible project costs for facilities that are insured by the actual or anticipated insurance proceeds
- FEMA will reduce eligible project costs for uninsured flood damaged facilities that are located within the Special Flood Hazard Area by the maximum amount of insurance proceeds that could have been obtained from a standard NFIP flood insurance policy or the value of the facility at the time of the disaster (whichever is less)

Permanent Work:

- Applicants must obtain and maintain reasonable insurance to protect the facility against future loss.
 - Not required for projects less than \$5,000
 - State Insurance Commissioner can certify reasonably available, adequate and necessary

Management Costs – Category Z

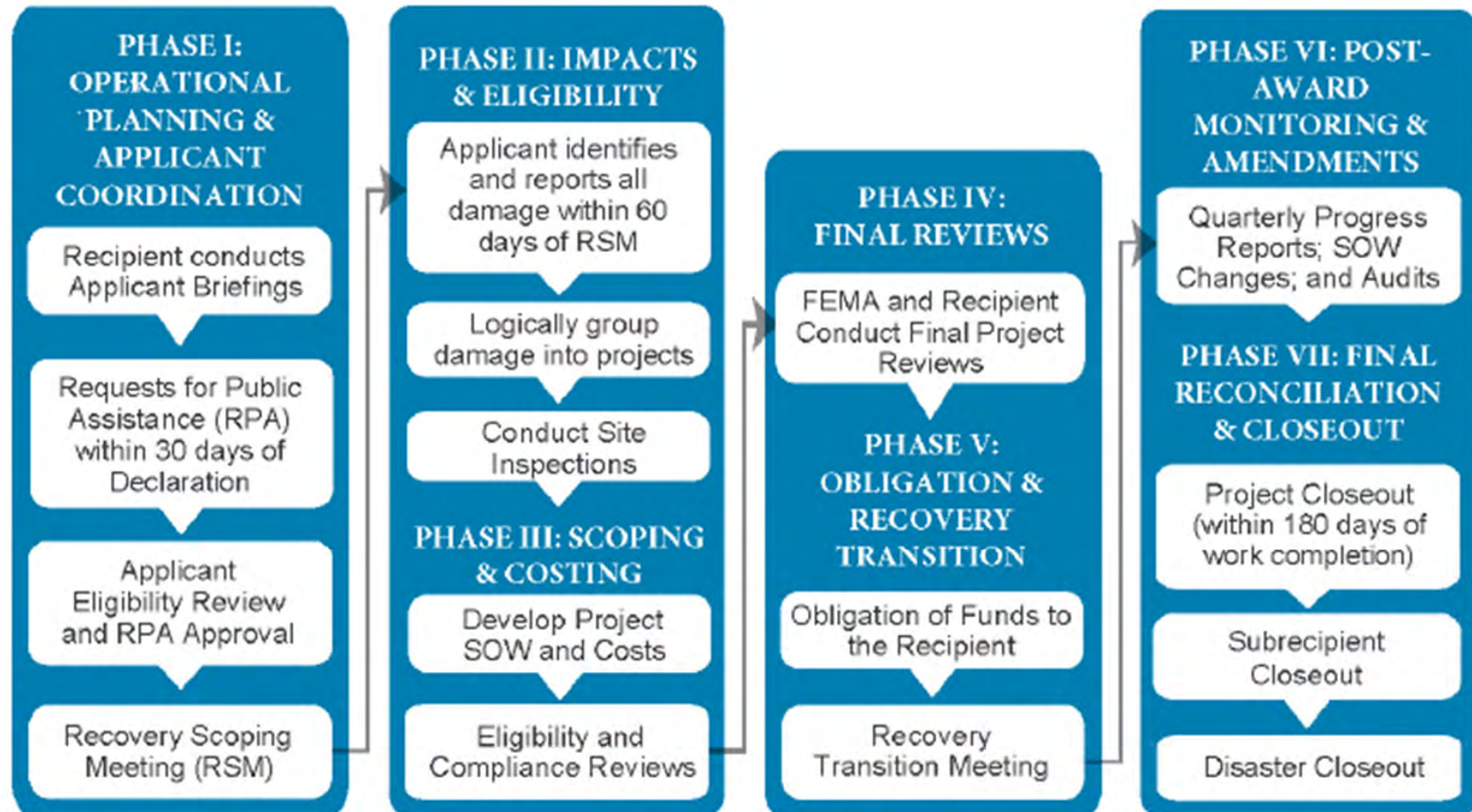
Subrecipient administrative & management costs. Activities may include:

- Site inspections
- Developing the detailed damage description
- Evaluating Section 406 mitigation measures
- Reviewing the Project Worksheet (PW)
- Preparing correspondence
- Travel expenses
- Collecting, copying, filing or submitting documents to support the project
- Preparing and submitting reports
- Requesting disbursement of PA funds



Documentation requirements are the same as Force Account Labor

PA Delivery Process



Damage Inventory (DI)



What is in the DI?

- Name of Damage (ex Mills Road)
- Location
- Description of Damage
- Primary cause
- Approximate Cost
- Category of Work (A-G)
- Type of Labor (Force Account, contract, etc)

Reminder: Due 60 days from RSM

Resource: Excel Spreadsheet Template on Grants Portal

Project Worksheet

v0

Department of Homeland Security Federal Emergency Management Agency

- Captures the damage description, facility, scope of work, costs

General Info

Project #	63766	Project Type	Work Completed / Fully Documented
Project Category	B - Emergency Protective Measures	Applicant	City of Ruthven (147-69330-00)
Project Title	Self Certify - Sewage Lift Station Overflow	Event	4386DR-IA (4386DR)

Damage Description and Dimensions

The Disaster # 4386DR, which occurred between 06/06/2018 and 07/02/2018, caused:

Damage # 168896; Emergency Protective Measures (City of Ruthven - Overflow pumping operations)

During the incident period of 6/6/2018 through 7/2/2018, a(n) Severe Storm(s) created an immediate threat to the health and safety of the general public requiring emergency response and protective measures.

- Provided Flood Fighting for overflow from a sewage lagoon lift station at 3452 360th St. Ruthven, Iowa 51358 (43.125852, -94.894120) from 6/18/2018 to 7/1/2018.
- Provided Emergency Pumping for overflow from a sewage lagoon lift station at 3452 360th St. Ruthven, Iowa 51358 (43.125852, -94.894120) from 6/18/2018 to 7/16/2018.

Scope of Work

168896 City of Ruthven - Overflow pumping operations

Work Completed

The applicant utilized force account labor, equipment, materials, and contracts for the Emergency Protective Measures to provide flood fighting and emergency pumping of an overflowing sewage lagoon station in the Town of Ruthven.

Cost share for this version is 75%. All work and costs in this project fall between 6.18.18 and 7.16.18.

City of Ruthven

A. Emergency Pumping through Force Account Labor, Equipment, Materials, and Rental Equipment.

B. Flood Fighting through Force Account Labor, Equipment, Materials, and Rental Equipment.

1. Force Account Labor Overtime - 2 Laborers - 24.25 hours \$762.01.

2. Force Account Equipment - 3 EA - 1,936 Equipment hours \$7,911.64.

3. Force Account Materials - \$3,034.12.

- Funding thresholds:
 - Minimum = \$3,500
 - Large = \$139,800 and above

Funding Agreement

The screenshot shows a web interface for the EMGrants system. On the left is a 'Process Checklist' with four steps: 'Eligibility Approval' (completed), 'Funding Agreement Execution' (current step, pending approval), 'Project Management', and 'Account Closeout'. A curved arrow points from the 'Funding Agreement Execution' step to the main content area on the right. The main content area is titled 'Designated Representatives' and contains two dropdown menus for 'Authorized Contact' and 'Chief Financial Officer', both with 'Select One' options. Below these are three sections with checkboxes: 'Designated Representatives' (certification of review), 'Assurances & Certifications' (certification of review and acceptance), and 'Single Audit Requirements' (agreement to audit requirements).

Process Checklist

- ✓ Eligibility Approval
Approved on September 24, 2021 ([View Request for Assistance](#))
- ➔ **Funding Agreement Execution**
Pending Approval ([View Funding Agreement](#))
- ⌚ Project Management
- ⌚ Account Closeout

Designated Representatives

Authorized Contact: ?

Chief Financial Officer:

☐ As the duly designated authorized representative for this Applicant, I do hereby certify that I have reviewed the Designated Representatives Document.

Assurances & Certifications

☐ I certify that I have reviewed and accepted the Assurances & Certifications Document.

Single Audit Requirements

☐ As the duly designated authorized representative for this Applicant, I do hereby agree in their name and on their behalf to comply with the Single Audit Requirements Document.

- Signed electronically in EMGrants
- HSEMD cannot disburse funding until completed
- Must be completed and signed by your Authorized Representative or Chief Financial Officer (CFO)

Section 406 Hazard Mitigation

Reduce or eliminate long-term risk to people and property from natural hazards and their effects.



Must be:

- Cost-effective
- Must be related to the incident and the damaged portion(s) of the eligible PA facility
- Applies only to permanent work (Cat. C-G)

Additional mitigation activities may be eligible under FEMA's Hazard Mitigation Grant Program (HMGP)

Environmental & Historic Preservation (EHP)

FEMA reviews each project to ensure compliance with applicable Federal EHP laws, regulations, and applicable Executive Orders.

- National Environmental Policy Act
- National Historic Preservation Act
- Clean Water Act
- Rivers and Harbors Act
- Executive Order 11988, Floodplain Management
- Executive Order 11990, Protection of Wetlands

See PAPPG, Appendix A for additional common requirements & more detailed information.

FEMA Environmental Greensheet

Iowa Waterways & Floodplains

Regulatory permitting agencies:

- Iowa DNR
- USACE



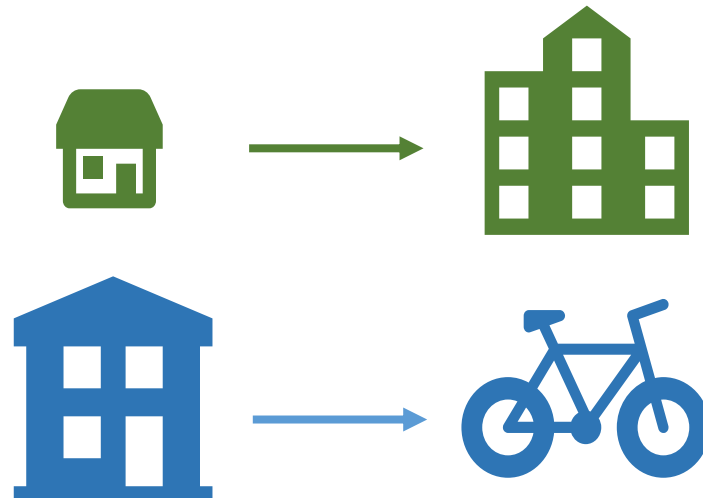
Submit a Joint Application on DNR's permit website:

www.iowadnr.gov/environmental-protection/land-quality/flood-plain-management/flood-plain-dev-permits

*FEMA requires a response from both DNR and USACE.

Improved & Alternate Projects

- Permanent Work Only
- Must be submitted to HSEMD and approved by FEMA prior to start of work
- Funding is limited to the lesser of the Federal share of the approved estimate to restore the facility to pre-disaster or the Federal share of actual costs of completing the improved or alternate project



Alternative Procedures

Section 428

- Must be a large project
- Applicant must accept a fixed cost offer

Benefits

- No requirement to rebuild to pre-disaster
- Share funds across all alternative procedure permanent work pilot projects



Example of an Alternative Procedures Project

A county road crosses a watercourse and its adjacent floodplain using five culverts. During the incident, floodwaters overtop the road and damage the crossings, either by washing out the culverts or by damaging the roadway and headwalls. FEMA approves a Project to repair or replace each culvert crossing, including hazard mitigation measures to increase the size of the culverts. The Applicant requests that the aggregate funding for the five crossings be used to replace the current configuration with one bridge.

Codes and Standards

PA funding restores facilities based on pre-disaster design and function **in conformity** with current applicable codes, specifications, and standards.

Eligibility Criteria:

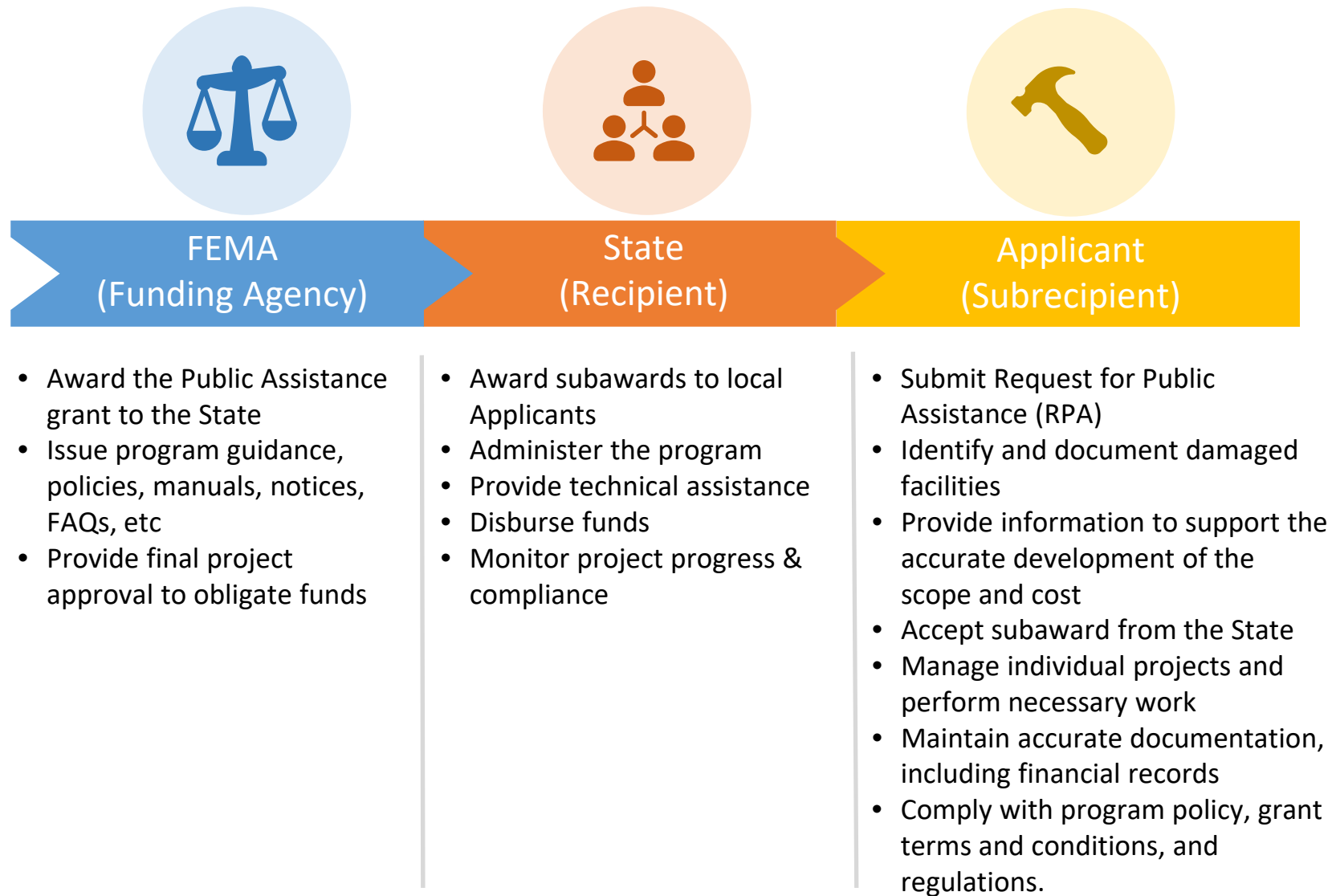
- Applies to the type of restoration required
- Is appropriate to the pre-disaster use of the facility
- Is reasonable
- Formally adopted and applied uniformly
- Enforced during the time it was in effect

Consensus-Based Codes, Specifications and Standards applies to:

- Buildings
- Electric Power
- Roads
- Bridges
- Potable Water Supply
- Wastewater

Resource: [FEMA Policy FP 104-009-11](#)

Roles & Responsibilities

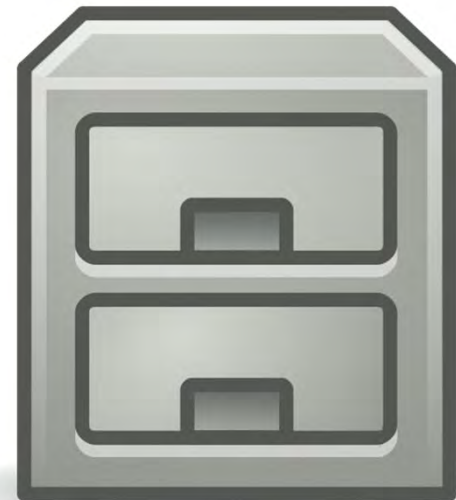


Record Keeping

- Establish a disaster specific file to maintain documentation for each of your PA projects
- Support documentation is required for all claimed costs
- Must retain documentation for 3 years from closeout



Tip: Organize your documentation as if it were going to be audited



Audits & Findings

Grant recipients expending \$750,000 or more in Federal funds in a fiscal year must perform a single audit

Common findings:

- Missing or incomplete documentation
- Ineligible costs
- Unreasonable costs
- Did not follow Federal procurement regulations
- Did not track funds separately on a project-by-project basis in accounting system

Next Steps

- Submit a Request for Public Assistance at my.iowahomelandsecurity.org/



Resources

PA Policy, Guidance and Fact Sheets

- <https://www.fema.gov/assistance/public/policy-guidance-fact-sheets>

FEMA Procurement Guidance and Resources

- <https://www.fema.gov/grants/procurement>
- <https://www.fema.gov/grants/procurement/training>

FEMA PA On-Demand Training

- <https://www.fema.gov/assistance/public/training>

Additional Community Resources

- Hazard Mitigation Grant Program (HMGP)
→ jonathan.pogones@iowa.gov
- Community Disaster Loan Program (CDL)
→ mark.newhall2@iowa.gov
- State Contingent Fund
→ mark.newhall2@iowa.gov
- Small Business Administration Disaster Loans
- HUD's Community Development Block Grant Disaster Recovery Program (CDBG-DR)
- USDOL's National Dislocated Worker Grants (DWG)
- Federal Highway Administration Emergency Relief Program
- USDA Farm Service Agency

Questions?

HSEMDRecoveryPA@iowa.gov

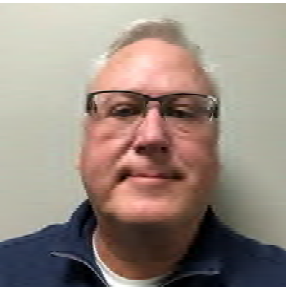


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Hazard Mitigation Grant Program (HMGP)

Hazard Mitigation Grant Program (HMGP)

Provides Funding...

When: President Declares Major Disaster

To: - State, Tribal, and Local Governments
 - Certain Private Non-profit Organizations

For: Any measure, project, or action proposed to reduce risk of future damage, hardship, loss or suffering from disasters

Authorized under section 404 of the *Robert T. Stafford Disaster Relief and Emergency Assistance Act*, Public Law 93-288, As Amended

Applicable Hazard Mitigation Regulations:

- 44 Code of Federal Regulations (44 CFR)
Section 206.400 - 206.440
- 2 CFR 200 Uniform Administrative Requirements
 - Iowa Code Chapter 29C.6
 - Iowa Administrative Code, Emergency Management (605), Chapter 7 Local Emergency Management

Planning Requirements

Iowa Code: The County Emergency Management Commission shall develop:

Operations/Mitigation/Recovery Plans

- *The Plan shall be approved annually.*

Federal Code - 44 CFR 201.6 (a)(1)

The Disaster Mitigation Act of 2000 (DMA 2K) requires local jurisdictions to have an approved Hazard Mitigation plan before FEMA will award mitigation project funds.

Hazard Mitigation Grant Program (HMGP)

☐ Federal Funds Available -

The total Federal assistance under the HMGP shall not exceed 20% of the total estimated Federal assistance (excluding admin.) provided under Stafford Act disaster relief funding.



☐ Estimated available HMGP funding

Initial Est. \$1.4 million

☐ Cost Share:

Maximum Federal Share = **75%**

Typical Local Share = **15%**

Typical State Contribution = **10%**



Hazard Mitigation Grant Program (HMGP)

State of Iowa Responsibilities: (206.433)

Grantee: State serves as the Grantee accountable for use of funds

Priorities: State will determine priorities for grant funding
This includes maintenance of the State Hazard Mitigation Plan (322 Plan)

Hazard Mitigation Officer: Dusty Pogones (Appointed)

Administrative Plan: State must have an approved
Administrative Plan

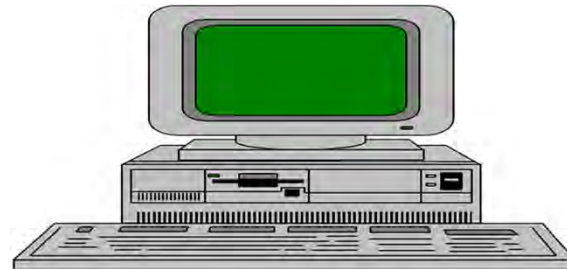
Iowa Priorities for the HMGP

Commonly Funded Project Types

- The last table in section 5.6 of the State Mitigation Plan
- Priority #1 (category A) Property Acquisition/Elevation, electric utility hardening, detention basins, flood protection actions including green infrastructure, warning sirens.
- Priority #2 (category B) Elevate/protect wastewater lift stations, backup generators.
- Priority #3 (category C) Public tornado safe rooms, small flood barriers.

Ranking and selecting projects:

- All mitigation projects will be evaluated to determine total potential future benefits and total project cost
- Projects that are technically feasible and effective
- The benefit cost analysis will be utilized to rank eligible projects
- The number of projects selected will depend upon the amount of available funding
- “Mitigate the worst first”



Timeline of events for an HMGP Grant Application

<http://www.iowahomelandsecurity.org/grants/HMA.html>¹

1-12 months following a declaration or (dec. date):

- Notice of Funds Availability (NOFA)
- Receive/Review Notice of Interest (NOI)
- Develop applications
- Submittal of applications to FEMA for review and approval

1-48 months following a declaration:

- Completion of the project scope of work, closeout to FEMA

Slide 48

1

New link.

Chris Spencer, 2/15/2022

Important Points about the HMGP

- Consider Public Assistance (406) Mitigation options first
- There is a limited amount of funding under the HMGP and it is available to applicants statewide
- The HMGP is a competitive grant program
- FEMA does not “do” HMGP projects...Communities “do”
- *HSEMD will not know the final funding limit until the 12 month lock-in ***
- Local match can be met through eligible in kind services provided by the applicant

Other FEMA Mitigation Funding Options

Building Resilient Infrastructure and Communities (BRIC)

- Similar projects and eligibility to HMGP
- Awarded annually and nationally competitive

Flood Mitigation Assistance (FMA)

- To reduce claims against the National Flood Insurance Program (NFIP) – projects, planning, and acquisition
- Typically all awards are 75% federal, 25% local

Hazard Mitigation Grant Program (HMGP)

Hazard Mitigation Projects

IOWA CITY Press-Citizen

SPECIAL EDITION
FIND IT IN
TOMORROW'S
ISSUE!

Friday, May 31, 2013

A GANNETT COMPANY

75¢

FLOOD OF 2013

HERE WE GO AGAIN

WASHED OUT: COUNTY ORDERS EVACUATIONS AS DUBUQUE STREET CLOSES

OVERFLOW: CORPS OFFICIALS EXPECT WATER TO TOP SPILLWAY ON TUESDAY



State priority to remove properties from the floodplain to eliminate repeated flooding of properties.







Cedar Rapids Water Pollution Control Facility -2008 Flood Event

[illegible]

5 (NOT SHOWN)



Flood Wall Around Facility

**Burlington Water
Plant Flood Wall
(HMGP)
June 2008 Flooding**

City of Lamont

June, 2013 sandbagging to prevent flood water inundation of the lift station

June, 2014 moved to a higher elevation

Detention Basin



Sagging Power Lines



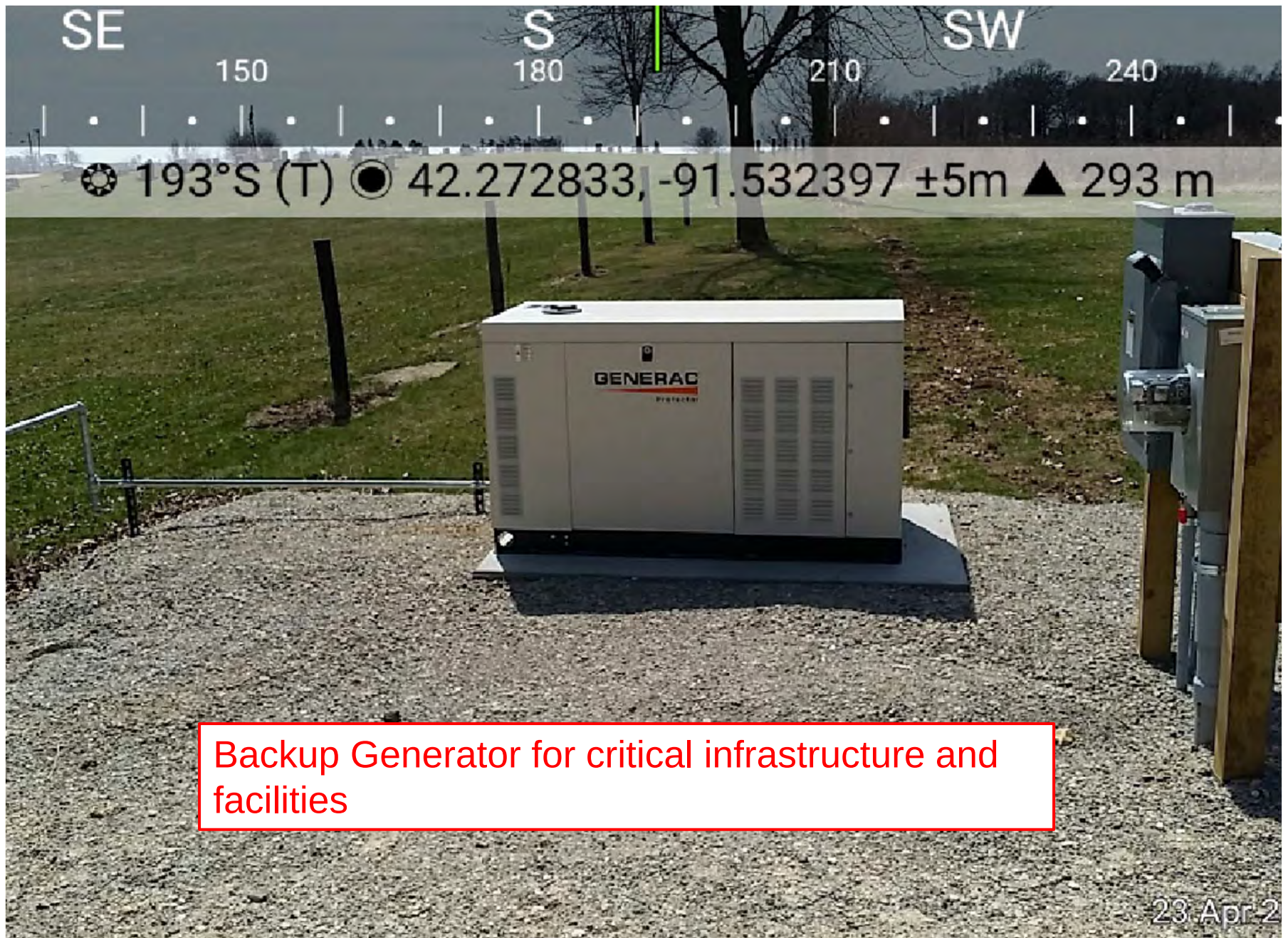


Sagging Power Lines, bent poles. Replaced with heavier pole.

Date & Time: Fri Jun 15 14:13:32 CDT 2018
Position: 040.73508°N / 092.86571°W
Altitude: 305m
Datum: NORTH AMERICAN 1983, CONUS
Azimuth/Bearing: 143° S37E 2542mils (True)
Zoom: 1X
City of Centerville, IA 52544
Severe weather Warning Siren #1
Oakland Cemetery

Warning Siren







Cardinal CSD, Eldon, IA
 HM GP DR 1930-0006-01
 DR 1930-90-01
 Tornado Safe Room / Cafeteria / Restrooms
 40.963696 / -92.239501

Contact

Iowa Homeland Security and Emergency Management Division

7900 Hickman Road, Suite 500

Windsor Heights, IA 50324

www.iowahomelandsecurity.iowa.gov

my.iowahomelandsecurity.org

HSEMDMitigation@iowa.gov

Dusty Pogones: State Hazard Mitigation Officer
(515) 344-9049 or jonathan.pogones@iowa.gov

Mat Noble: Deputy State Hazard Mitigation Officer
(515) 321-8528 or mathew.noble@iowa.gov