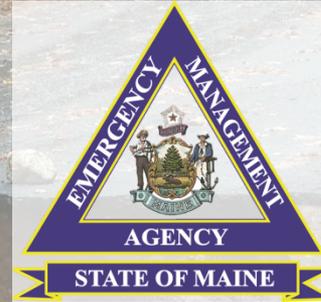


Public Assistance



Applicants Briefing
FEMA-4354-DR-ME
January 2018

Agenda

- Introductions
- Public Assistance (PA) Program
- New PA Delivery Process
- Grants Portal
- Questions

Public Assistance Program

- The FEMA Public Assistance (PA) Program provides grant funding to eligible sub-recipients (applicants) for disaster recovery related activities such as:
 - Debris Removal
 - Emergency Protective Measures
 - Permanent Repairs or Replacement of applicant owned infrastructure
- Eligible applicants include municipalities, state agencies, certain private non-profits, and tribal organizations
- Provides up to 90% Funding
 - 75% Federal Share
 - 15% State Share

Factors of Eligibility



Eligible Applicants

- State Government
- Local Government
- Indian Tribal Organizations
- Certain Private Non-Profits (PNP)

Eligible Applicants-PNPs

- All PNPs
 - Complete and Submit RPA at Applicant Briefing or by no later than the application filing deadline date.
 - Must submit the following to be eligible:
 - DUNS Number (www.dnb.com/webform)
 - IRS Ruling Letter granting exemption under Sections 501(c), (d), or (e) of the Internal Revenue Code of 1954
 - PNP Facility Questionnaire
 - PNP Certification Sheet
 - Mission Statement

Facility Eligibility

- Located within a declared area
- Legal responsibility of an eligible sub recipient
- Not under the authority of another agency
- In active use at the time of the disaster

Work Eligibility

- Direct result of the declared disaster
- Located in the designated disaster area
- Legal responsibility of eligible applicant for performance of eligible work at the time of the disaster

Cost Eligibility

- Must be reasonable and necessary to do eligible work
- Compliant with federal, state, and local laws
- Exclusive of insurance payouts and purchase discounts
- Comply with all procurement policies

Types of Eligible Work

EMERGENCY WORK - work performed to reduce or eliminate an immediate threat to life, protect public health and safety, and to protect improved property that is threatened in a significant way as a result of the disaster.

Category A Debris Removal

Category B Emergency Protective Measures

PERMANENT WORK - work to restore a damaged facility, through repair or restoration to its pre-disaster design, function, and capacity in accordance with applicable codes and standards.

Category C Roads and Bridges

Category D Water Control Facilities

Category E Buildings and Equipment

Category F Utilities

Category G Parks, Recreation, Other

Types of Eligible Costs

- Force Account Labor, including Fringe Benefits
- Force Account Equipment
- Rented Equipment
- Materials
- Contract Services
- Direct Administrative Costs

Special Considerations

- Insurance
 - Actual or anticipated insurance proceeds will be deducted from the eligible project costs for facilities that are insured.
- Hazard Mitigation – 406
 - Hazard mitigation is cost effective measures that reduce or eliminate the potential for damages to a facility from future damages.
- Environmental
 - National Environmental Policy Act (NEPA) requires all federal agencies to insure due consideration for the environment during project development.
- Historic Preservation
 - Property eligible on the National Register of Historic Places require special considerations. These structures are generally 50 years or older.

New Delivery Process

New Program Delivery Model:

- Change procedures
- Roles and responsibilities
- Web-based tools
- Information technology systems (Grants Portal)

New Program Delivery Model does not change:

- Eligibility
- Regulations
- Policies

Benefits to this new process will allow FEMA to focus on:

- Transparency
- Accountability
- Consistency



Applicant Process

APPLICANT BRIEFING

- Briefing is scheduled and conducted by the State and Tribal governments
- Apply for Public Assistance
- Learn about the program



FEMA Program Delivery Manager
The single point-of-contact assigned to provide customer service to Applicants throughout the Public Assistance process

WITHIN
7 DAYS

EXPLORATORY CALL

- Introduction to your Program Delivery Manager
- Get an initial sense of needs and damage
- Identify who needs to be at Recovery Scoping Meeting

WITHIN
21 DAYS

RECOVERY SCOPING MEETING

- In-depth meeting to review damages
- Gather documentation
- Develop list of projects
- Talk through your priorities

**SITE
INSPECTION(S)**
if necessary

WITHIN
60 DAYS

INTAKE DAMAGE & ELIGIBILITY ANALYSIS

- Disaster-related damages captured and documented

SCOPING & COSTING

- Based on site visits and documentation
- To be reviewed for eligibility

FINAL REVIEW & SIGN-OFF

- Quality assurance reviews for accuracy
- Project acceptance by Applicant



**RECEIVE
FUNDING**

Program Delivery Manager (PDMG)

- The PDMG is the primary FEMA POC for applicant
- Each PDMG assigned 5-7 applicants
- Assigned after RPA is approved by FEMA
- Key Responsibilities
 - Conduct Meetings
 - Assists with documentation upload into Grants Portal
 - Grants Portal troubleshooting
 - Coordinate between FEMA staff, State staff and Applicant
 - Request Site Inspections
 - Identify and troubleshoot all questions and concerns

Exploratory Call (EC)

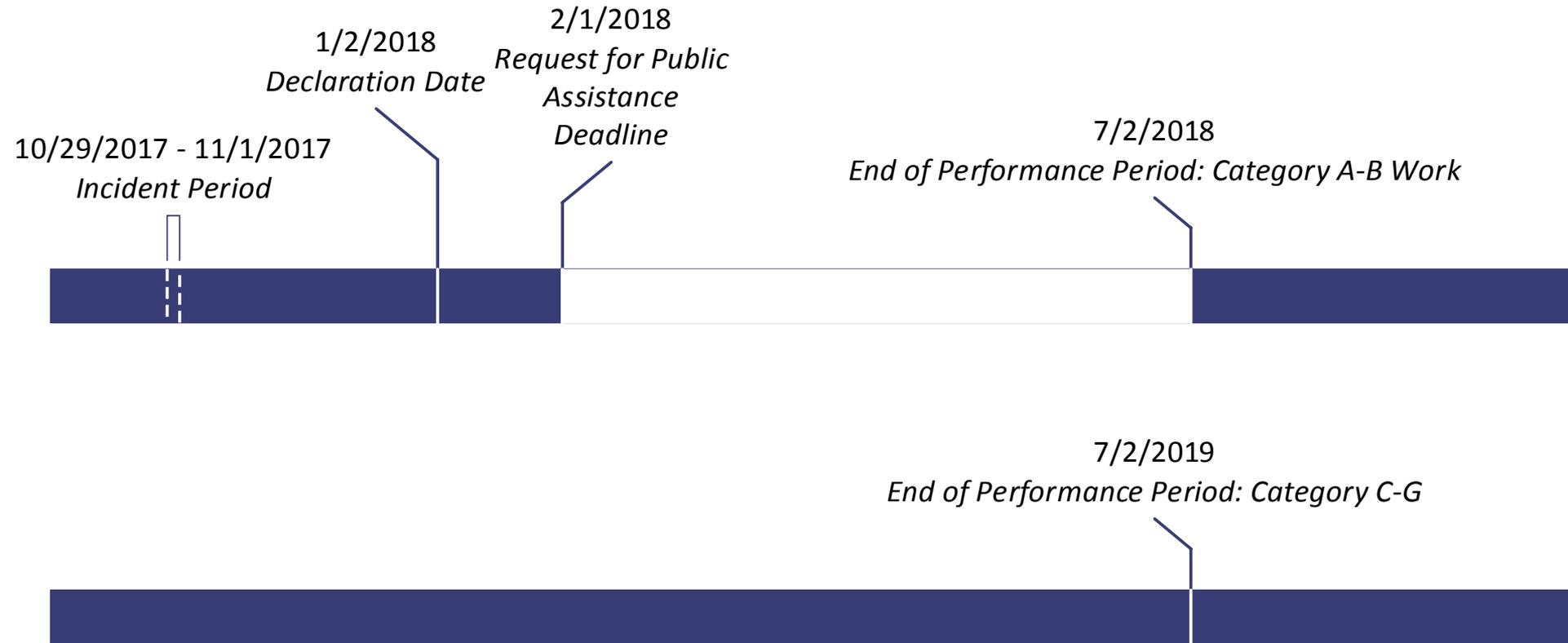
PDMG conducts Exploratory Call within 7 days of applicant assignment and it is designed to:

- Introduce the PDMG to the applicant
- Discuss damages at a high level
- Schedule date/time for Recovery Scoping Meeting

Recovery Scoping Meeting (RSM)

- PDMG conducts RSM within 21 days of applicant assignment
- RSM similar to 'old model's' kickoff meeting
- The RSM is designed to:
 - In person meeting between PDMG, applicant, and state
 - Review and discuss all disaster related damages
 - Determine need for site inspections
 - Identify all potential environmental/historic preservation, mitigation, and insurance questions or concerns
 - Introduce the Damage Inventory spreadsheet
 - Assist with documentation upload into the Grants Portal
 - Develop correspondence schedule

Overall Timeline



Expanded Timeline

2/1/2018

*Request for Public
Assistance Deadline*

- ✓ RPA must be submitted within 30 days of Declaration Date
- ✓ Program Delivery Manager assigned applicant after RPA approved
- ✓ Exploratory Call made within 7 days of applicant assignment
- ✓ Recovery Scoping Meeting scheduled within 21 days of applicant assignment
- ✓ Damage Inventory Spreadsheet submitted within 60 days of Recovery Scoping Meeting

7/2/2018

*End of Performance Period:
Category A-B*

Grants Portal

- Web-based tool through which all FEMA project documentation and determinations will flow
- Track all projects, documentation, and information through portal - live site, 24/7
- Upload documentation during “blue skies”
 - Union pay policy, Insurance policy, Procurement policy, Equipment inventory list
- Each applicant can have one or more registered users
- Registered users may have different roles and rights

 Grants Portal

Sign in to Your Account

USERNAME [Forgot your username](#)

PASSWORD [Forgot your password](#)

[SIGN IN](#)

***Use with Firefox – Free Download!**



Request for Public Assistance (RPA)

- RPA is formal acknowledgement of applicant's intent to request reimbursement from the FEMA PA program
- RPA's must be submitted within 30 days of declaration

The screenshot shows the 'Request Public Assistance' form in the Grants Portal. The page header includes the 'Grants Portal' logo and the user name 'Wilson, Elizabet...'. The left sidebar contains navigation options: Dashboard, My Organization (Wilsonville), Organization Profile, Event PA Requests, Operations, Tasks, and Utilities. The main content area features a progress bar with steps: 1 Start, 2 General Info, 3 Contacts (current), 4 Addresses, 5 Other Info, and 6 Submit. Below the progress bar, a text block explains the purpose of the contact information. The form fields for the Primary Contact are: Name (Wilson, Elizabeth), Title (EMS), Email (ewilson@ewilson.com), and Phone ((493) 403-4930). The Alternate Contact section has a Name dropdown menu set to 'Choose Contact...' and a Title field with a hyphen.

Grants Portal Wilson, Elizabet...

Request Public Assistance

1 Start 2 General Info 3 **Contacts** 4 Addresses 5 Other Info 6 Submit

Please indicate your primary and alternate contacts. These individuals will receive regular notifications and will be able to use this system to track the progress of your request as well as collaborate with your designated FEMA partners. Following submission, you will have the option of specifying additional team members. If you do not see appropriate personnel in the dropdown lists below, or if their email or phone contact information is incorrect, please [click here](#) to manage the Contacts currently assigned to your Organization Profile.

Primary Contact

Name: Wilson, Elizabeth

Title: EMS

Email: ewilson@ewilson.com

Phone: (493) 403-4930

Alternate Contact

Name: Choose Contact...

Title: -

Initial Applicant Account Creation



You will receive an e-mail from support@pagrants.fema.gov inviting you to join Grants Portal:

FEMA PA Notification - You have been invited to join the FEMA Grants Portal.



support@pagrants.fema.gov

Sun 1/14/2018, 3:55 PM

To: npetley@hotmail.com;



Hello Naomi,

You've been invited to join the Grants Portal as a child organization for Maine Emergency Management Agency. Please click <https://grantee.fema.gov/#organizationrequest/form/83325E52-6B6C-4258-948D-017258AEA82A> to fill in your organization's information and create an account.

-FEMA PA Support Team

FEMA-PA-Support@FEMA.DHS.Gov

<https://grantee.fema.gov>

Initial Applicant Account Creation

Use the “click [here](#)” link provided in the email to fill in your info and hit “submit” in the lower left of screen 5 to register your organization:

Let's register your organization!

Please follow along in the wizard below.

1 Basic Information 2 Contact Info 3 Locations 4 Facilities 5 Complete Access Request

← PREV NEXT →

REQUESTING ORGANIZATION Maine Emergency Management Agency

NAME *

TYPE *

DUNS NUMBER

Initial Applicant Account Creation

You will receive an email from support@pagrants.fema.gov notification that your request was initiated:

FEMA PA Notification - Workflow Initiation Receipt Org Account Request Inbox ★

 **support@pagrants.fema.gov** Aug 14 at 8:30 AM ★

To: **Your E-mail**

Hello **Your Name**

Your Org Account Request was initiated successfully. You will receive another notification whether the request is approved or rejected.

-FEMA PA Support Team

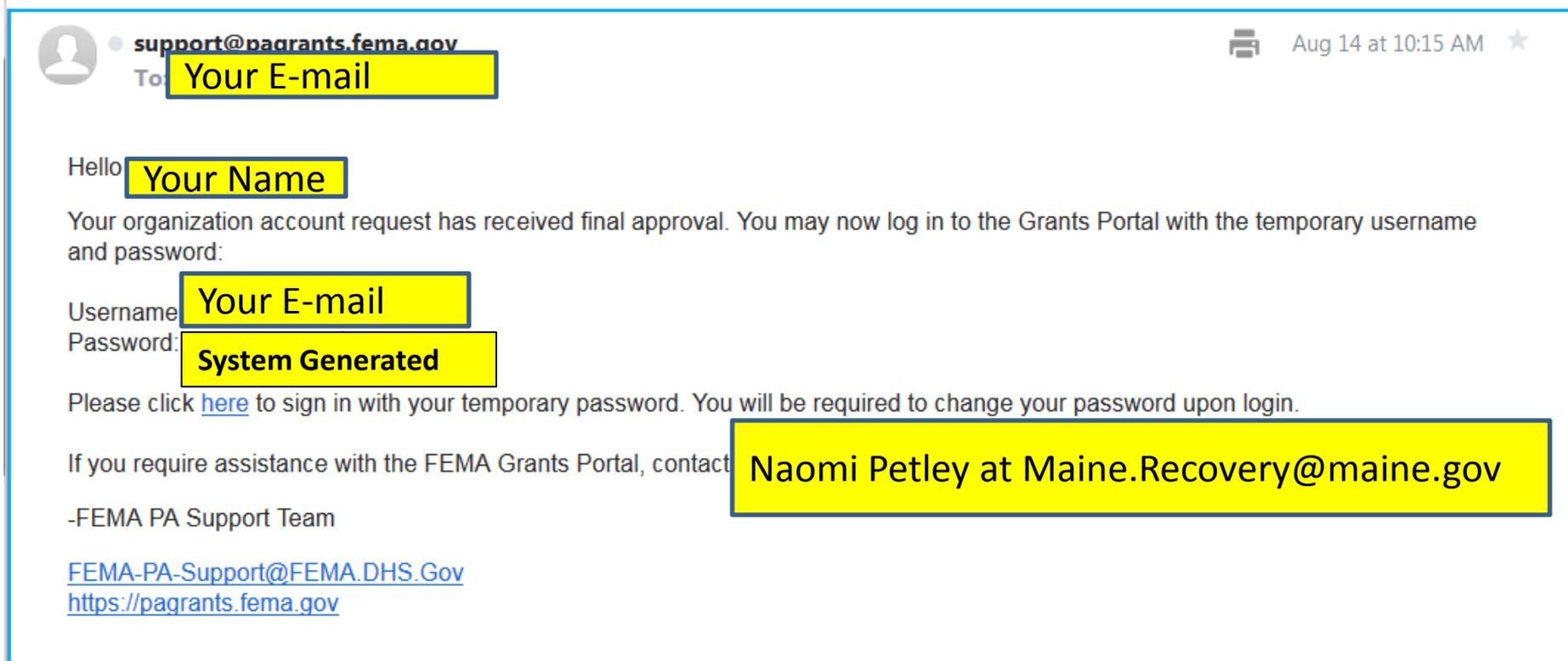
FEMA-PA-Support@FEMA.DHS.Gov
<https://pagrants.fema.gov>

[Reply](#), [Reply All](#) or [Forward](#)

Initial Applicant Account Creation

Once approved, you will receive an email from support@pagrants.fema.gov with your Username (email) and a Temporary Password generated by the system:



Initial Applicant Account Creation

Use the “click [here](#)” link in the email to sign in with your Username and Temporary Password provided. Once in the portal, you will be prompted to change your password, create a security question, and finalize your account:



Sign in to Your Account

USERNAME [Forgot your username](#)

EMAIL

PASSWORD [Forgot your password](#)

TEMPORARY PASSWORD

SIGN IN



Welcome to the Grants Portal!

First, let's create a password so you can access your account. Please select a password and enter it twice below.

1 Start

2 Password

3 Security Question

4 Finalize Account

← PREV

NEXT →

USERNAME

Your E-mail

CHOOSE A PASSWORD

Create your own password

Adding Additional Applicant User Accounts Within Your Organization

Organization Profile - Manage User Accounts

The screenshot displays the 'My Organization Profile' page for 'Troy, City of' in Colorado. The page includes a sidebar with navigation options like 'Dashboard', 'My Organization', 'Organization Profile', 'Event PA Requests', 'Operations', 'Tasks', and 'Utilities'. The main content area shows 'General Information' with fields for STATE/TRIBE/TERRITORY (Colorado), LEVEL 2 (Troy, City of), and TYPE (City or Township Government). It also lists 'IS ACTIVE?' (Yes), 'FEMA PA CODE' (—), 'DUNS NUMBER' (938474), and 'ELIGIBILITY STATUS' (Pending). Below this, there are several management bars: 'Personnel', 'Locations', 'Counties with Facility', 'Insurance Profile', 'Event PA Requests', and 'Documents'. Each bar has a 'MANAGE' button. A red callout box with the text 'Click Manage on Personnel Bar' points to the 'MANAGE' button for the Personnel bar.

Field	Value
STATE/TRIBE/TERRITORY	Colorado
LEVEL 2	Troy, City of
TYPE	City or Township Government
IS ACTIVE?	Yes
FEMA PA CODE	—
DUNS NUMBER	938474
ELIGIBILITY STATUS	Pending

Personnel > [MANAGE](#)

Locations > [MANAGE](#)

Counties with Facility > [MANAGE](#)

Insurance Profile > [UPLOAD INSURANCE DOCUMENT](#) [HELP](#)

Event PA Requests > [REQUEST PUBLIC ASSISTANCE](#)

Documents > [MANAGE](#)

Adding Additional Applicant User Accounts Within Your Organization

Manage Personnel

The screenshot displays the 'Manage Personnel' interface in the Grants Portal. The left sidebar contains navigation options: Dashboard, My Organization (City of AWright: Anthony), Organization Profile, Event PA Requests, Operations, Tasks, and Utilities. The main content area features a search bar, a '+ CREATE' button, and a 'GO BACK' button. Below these is a table with columns for Last Name, First Name, Roles, Emails, and Phones. A single entry is shown for Anthony Wright, with roles 'Organization Admin' and 'Primary PA Coordinator', and email 'Wright_Applicant@Local.gov, Work'. A 'MANAGE' button is next to the entry. At the bottom, a pagination control shows 'Showing 1 to 1 of 1 entries' and 'Previous 1 Next'.

Last Name	First Name	Roles	Emails	Phones
Wright	Anthony	Organization Admin Primary PA Coordinator	Wright_Applicant@Local.gov, Work	

Click Create

Adding Additional Applicant User Accounts Within Your Organization

Complete Personnel Information

The screenshot shows the 'Grants Portal' interface with a 'Create Personnel' modal form open. The form is titled 'Create Personnel' and contains the following fields:

- Primary Organization: Georgia
- First Name *: Elizabeth
- Last Name *: Wilson
- Middle Initial: (empty)
- Title *: Finance Chief
- Phone: (empty)
- Mobile Phone: (empty)
- Email *: Elizabeth@wilson.net
- Confirm Email *: Elizabeth@wilson.net
- Username *: ewilson
- Password *: (masked with dots)
- Confirm Password *: (masked with dots)

At the bottom of the form are two buttons: 'SAVE' and 'CANCEL'. A red callout box with the text 'Complete Information' points to the 'Title' field. Another red callout box with the text 'Click Save' points to the 'SAVE' button. The background shows a 'Manage Personnel' table with columns for 'Last Name' and buttons for 'ACCOUNT INFO', 'CONTACT INFO', and 'ROLES' for each entry.

Adding Additional Applicant User Accounts Within Your Organization

Provide Roles to Personnel

Grants Portal

Manage Personnel

SEND PASSWORD RESET EDIT GO BACK

General Information

NAME	Wright, Anthony
TITLE	FEMA Local Applicant
PRIMARY ORG	City of AWright (Anthony)
PERSONNEL STATUS	Available

User Information

USERNAME	AWright_Local	EDIT
ACCOUNT STATUS	Active	DISABLE ACCOUNT
ACCOUNT LOCKED?	No	LOCK ACCOUNT
LAST LOGIN	9/13/2017 5:31 pm	
PASSWORD LAST SET	9/13/2017 11:47 am	CHANGE PASSWORD

Contact Info > MANAGE

Roles >

System Roles >

Organization Roles (City of AWright (Anthony)) > Manage

Organization Admin

Click Roles

Adding Additional Applicant User Accounts Within Your Organization

Grant/Edit Roles

Step 1: Select system roles

Place mouse over "?" for definition of role

Step 2: Click Save

Grants Portal

Stapleton, Maur...

Dashboard

My Organization
Troy, City of

Organization Profile

Event PA Requests

Operations

Tasks

Utilities

Manage Personnel

Search...

Last Name

Stapleton

ACCOUNT INFO

CONTACT INFO

ROLES

10 - Showing 1 to 1 of 1 entries

Primary PA Coordinator ?

Alternate PA Coordinator ?

Account Manager ?

Personnel Manager ?

Organization Admin ?

SAVE

CANCEL

Phones

(212) 948-5755, Work (Desk)

Previous 1 Next

Important Web Links

- FEMA Website:
 - <https://www.fema.gov/public-assistance-local-state-tribal-and-non-profit>
- Schedule of Equipment Rates:
 - <https://www.fema.gov/schedule-equipment-rates>
- FEMA Public Assistance Program and Policy Guide (PAPPG)
 - <https://www.fema.gov/media-library/assets/documents/111781>
- FEMA Grants Portal (Best Used with Firefox Browser)
 - <https://grantee.fema.gov/>



Contacts

Contact Information

Naomi Petley

Public Assistance Officer

naomi.m.petley@maine.gov

207-215-2764

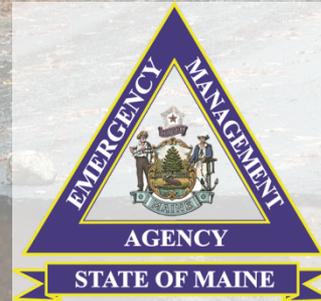
Grants Portal Hotline:

866-337-8448

For Password Reset:

maine.recovery@maine.gov

Mitigation Program



Applicants Briefing
FEMA-4354-DR-ME
January 2018

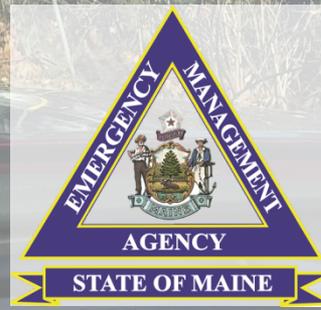


Natural Hazard Mitigation

“Any *sustained* action taken to eliminate or reduce long term risk to people and property from natural disasters.”



Hazard Mitigation Assistance (HMA)





Pre-Disaster Mitigation Assistance

PDM

- Annual grant opportunity that is not disaster related.
- Nationally competitive





Flood Mitigation Assistance

FMA

- Annual grant opportunity for properties insured under the NFIP
- Nationally competitive





Hazard Mitigation Grant Program

HMGP

- Post-Disaster Grants that become available after a presidential disaster declaration
- Application process is administered by the State
- Competitive statewide





406 Mitigation



- Public Assistance Funding that is available after a presidential disaster declaration
- Allows local jurisdictions to mitigate structures simultaneous to recovery efforts
- Examples: Upsize culverts, repair drainage, elevate structures

Grant Eligibility





Grant Eligibility

1. Pre-requisite:

- Local jurisdiction must be a part of a FEMA-approved County Hazard Mitigation Plan

2. Cost Beneficial:

- Must meet or exceed Benefit-Cost Analysis

3. Compliance:

- Must comply with environmental and historic laws



Typical Project Types





Typical Project Types in Maine

Generators for critical facilities

- Police stations, fire stations, critical equipment storage facilities, emergency operations centers
- Medical facilities
- Schools and day care centers, especially if used as shelters or evacuation centers



Westport Island Fire Department



Munjoy Hill Fire Station - Portland



Typical Project Types in Maine

Culverts / drainage upgrades



Culvert Upsize – Mount Chase



Historic Culvert - Pembroke



Typical Project Types in Maine

Bank stabilization



Engineered Log Jam – Whittier Road, Farmington - 2013



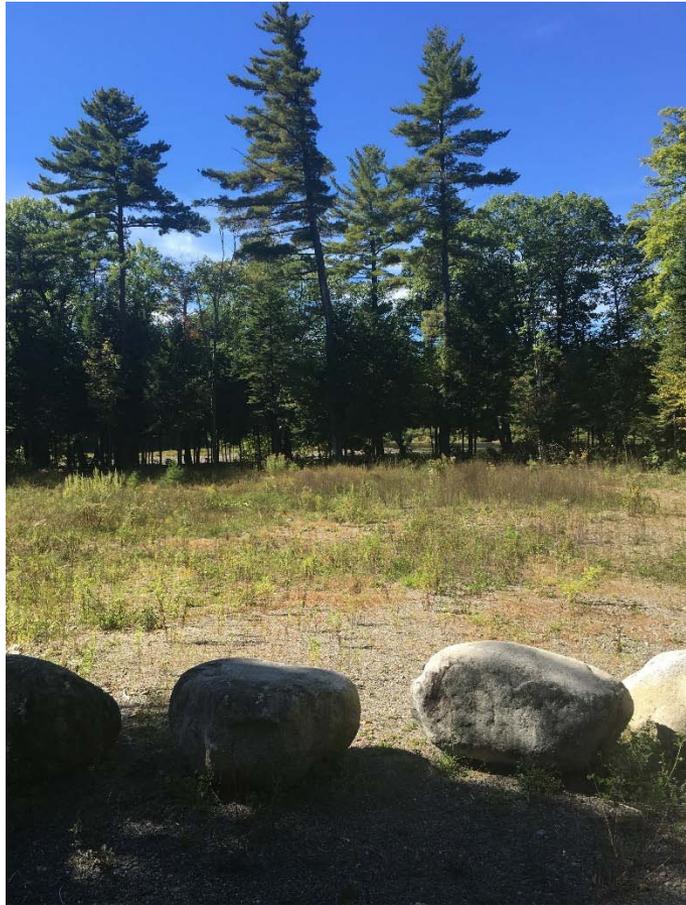
Bendway Weirs – Fish Street, Turner - 2015





Typical Project Types in Maine

Acquisition / Demolition



Grindstone (primary residential)



Fort Kent (public works facility)



Typical Project Types in Maine

Road upgrades



Road Closure and George Thomas By-Pass – Chesterville - 2012



Review - Eligibility



Yes

- Public roads / culverts / ditches
- Bank stabilization
- Storm water
- Minor structural flood control projects
- Acquisition / Demolition
- Relocation
- Elevation
- Generators

No

- Emergency repairs
- Maintenance projects
- Capital improvement projects
- Engineering designs
- Studies
- Mapping
- Equipment



Application Process

- **Notification** – The State notifies of grant availability, requirements and deadlines
- **Application development** – The State provides workshops to help develop competitive applications
- **State Review** – The State Review Council reviews and scores eligible applications
- **State Submittal** – The State submits eligible, top scored applications to FEMA
- **FEMA Review** – FEMA reviews applications for cost benefit, environmental/historic compliance and feasibility to determine funding





Contact Information

Contact Information

Tom Redstone

Acting State Hazard

Mitigation Officer

thomas.redstone@maine.gov

207-624-4400