



**CENTRALINA**  
REGIONAL COUNCIL

# FEMA Public Assistance (PA) Financial Assistance Program

# Welcome & Introductions



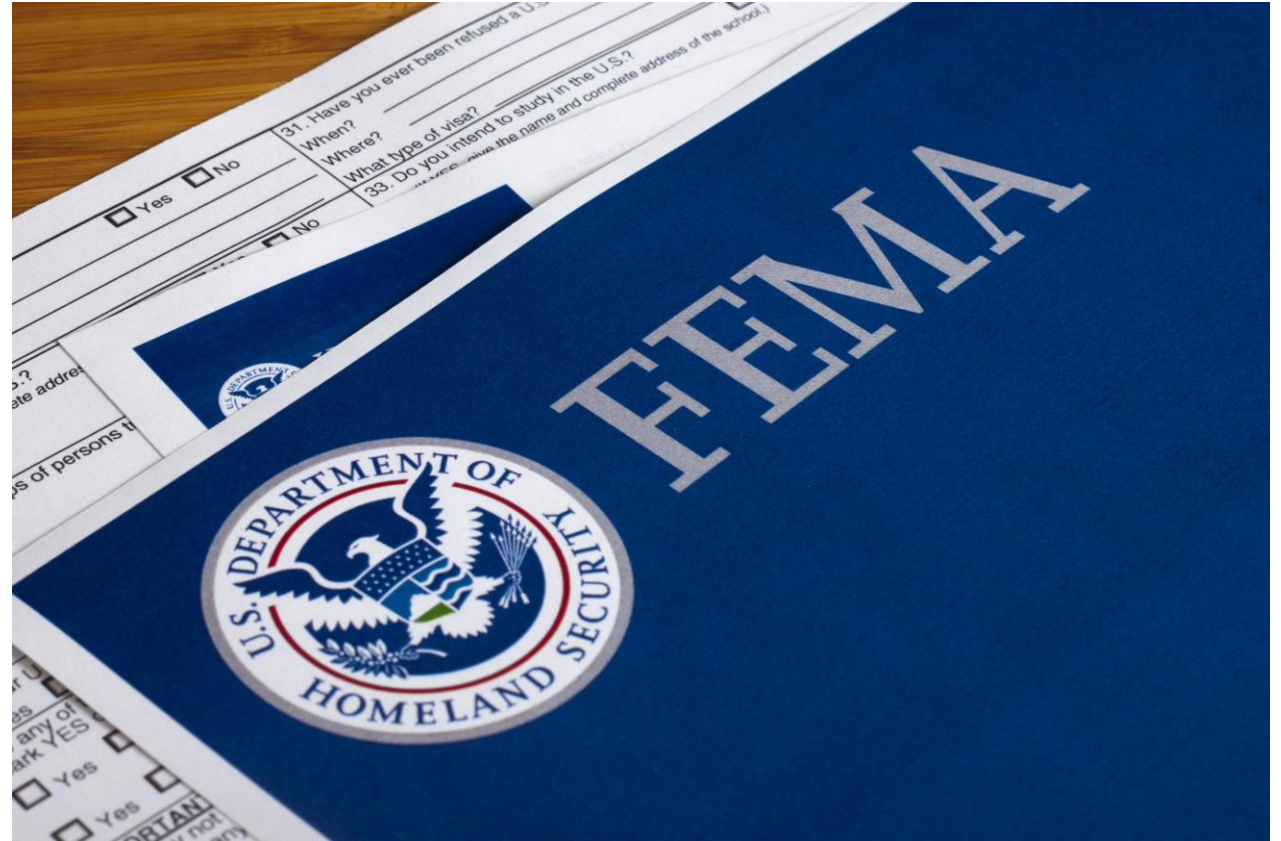
Please share your **name, title, and affiliation**

Rank your familiarity with FEMA Public Assistance Program from 1 to 5

- **1- no knowledge**
- **3- intermediate with some experience**
- **5- familiar and experienced**

# Agenda

1. Course Overview
2. Pre-Disaster or Blue Sky Activities
3. Working Lunch
4. Course Module Overview
5. What's Next?



# The Public Assistance (PA) Program



## FEMA

- ❖ FEMA's largest grant program
- ❖ **REIMBURSEMENT** program following a federally declared disaster
- ❖ PA Grants are managed by North Carolina Emergency Management (NCEM)



# Course Overview

This course is broken into 3 modules highlighting the pre-disaster, post-disaster, and long-term recovery aspects of managing the Public Assistance process at the local government level. It was built to support the North Carolina Association of Regional Councils of Government (NCARCOG) in service of local government disaster preparedness activities.

Funding for this training was provided by the State of North Carolina Office of State Budget and Management in conjunction with the Department of Public Safety and the Office of Emergency Management.



# Welcome to the Course

This course builds local government capacity to effectively secure FEMA Public Assistance (PA) disaster recovery funds and ensure those funds address local and regional priorities.

- Provides local government staff with the tools to build and/or maintain the necessary financial systems and staff support needed to administer and report on the utilization of disaster recovery funds efficiently and effectively.
- Allows for the local government staff in a pre-disaster setting to incorporate recovery staffing and business practices into day-to-day financial administration operations.
- **Ensures federal, state and local taxpayer dollars invested into public assets are properly protected and managed when a FEMA declared disaster event occurs.**







## Why are we here?



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# Identifying Roles



# Government Roles in the Public Assistance Process



## Federal Government

- President declares major disasters
- FEMA manages PA Program



## State Government

- Serves as the Applicant/Recipient
- Disburses PA award to eligible Subrecipients



## Local Government

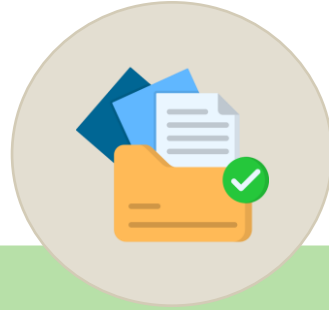
- Serves as the Subrecipients
- Requests assistance, performs disaster repairs

# Local Governments and the Public Assistance Process

The role of local government in the PA Process is to:



Complete disaster-related repairs



Provide necessary documentation for reimbursement



Allocate aspects of the PA Process to individuals with necessary capabilities



Ensure accurate management of expenses and documents

# Roles and Responsibilities in Local Disaster Recovery



## Leadership and Administration

Provide direction and communication

**Infrastructure Recovery**  
Restore infrastructure systems



**Community Outreach**  
Communicate recovery efforts to volunteers and stakeholders



## Policy and Oversight

Advise leadership on the direction of recovery

## Funding and Financial Management

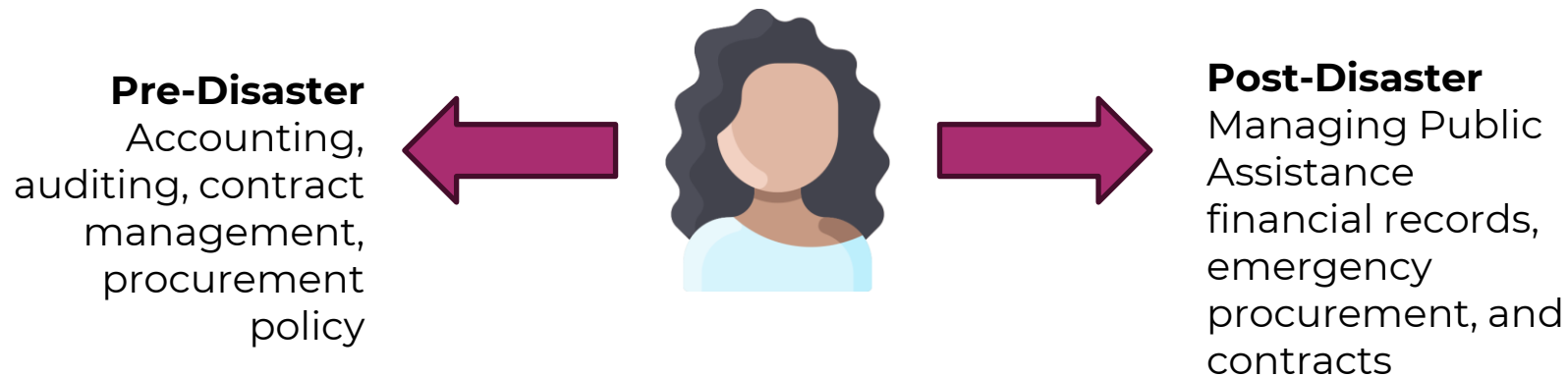
Manage financial records



**Review your organization's Emergency Operations Plan or speak to your Emergency Management Coordinator to understand the roles you are expected to fulfill during an emergency!**

# Transitioning from Response to Recovery

Before and after a disaster, it is important to identify individuals with transferable capabilities to meet specific disaster-related needs.



Pre-Disaster actions taken now will pay dividends once disaster strikes!

# Emergency Management Leaders

**Anson County**  
Rodney Diggs

**Cabarrus County**  
Jason Burnett

**Gaston County**  
Scott Hunter

**Lincoln County**  
Mark Howell

**Iredell County**  
Kent Greene

**Mecklenburg  
County**  
Robert "Wike"  
Graham

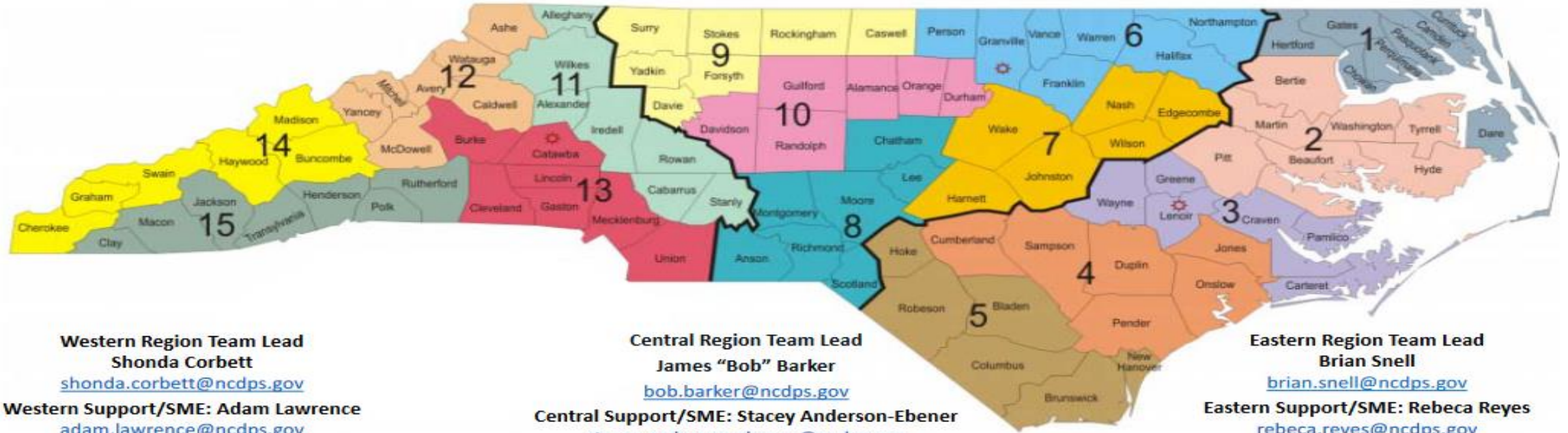
**Rowan County**  
TJ Brown

**Stanly County**  
Michael Roark

**Union County**  
Andrew Ansley



**NC Division of Emergency Management  
Public Assistance Team Contact Info  
Grants Managers, Team Leads, Program Support**



- Western Region Grants Managers**
- 11: Adam Lawrence [adam.lawrence@ncdps.gov](mailto:adam.lawrence@ncdps.gov)
  - 12: Adam Lawrence [adam.lawrence@ncdps.gov](mailto:adam.lawrence@ncdps.gov)
  - 13: Andy Andrews [andy.andrews@ncdps.gov](mailto:andy.andrews@ncdps.gov)
  - 14: Shonda Corbett [shonda.corbett@ncdps.gov](mailto:shonda.corbett@ncdps.gov)
  - 15: Nam Nguyen [nam.nguyen@ncdps.gov](mailto:nam.nguyen@ncdps.gov)

- Central Region Grants Managers**
- 6 : Zach Haywood [zach.haywood@ncdps.gov](mailto:zach.haywood@ncdps.gov)
  - 7: Stacey Anderson-Ebener [stacey.anderson-ebener@ncdps.gov](mailto:stacey.anderson-ebener@ncdps.gov)
  - 8: John Sommer [john.sommer@ncdps.gov](mailto:john.sommer@ncdps.gov)
  - 9: Zach Haywood [zach.haywood@ncdps.gov](mailto:zach.haywood@ncdps.gov)
  - 10: John Sommer [john.sommer@ncdps.gov](mailto:john.sommer@ncdps.gov)

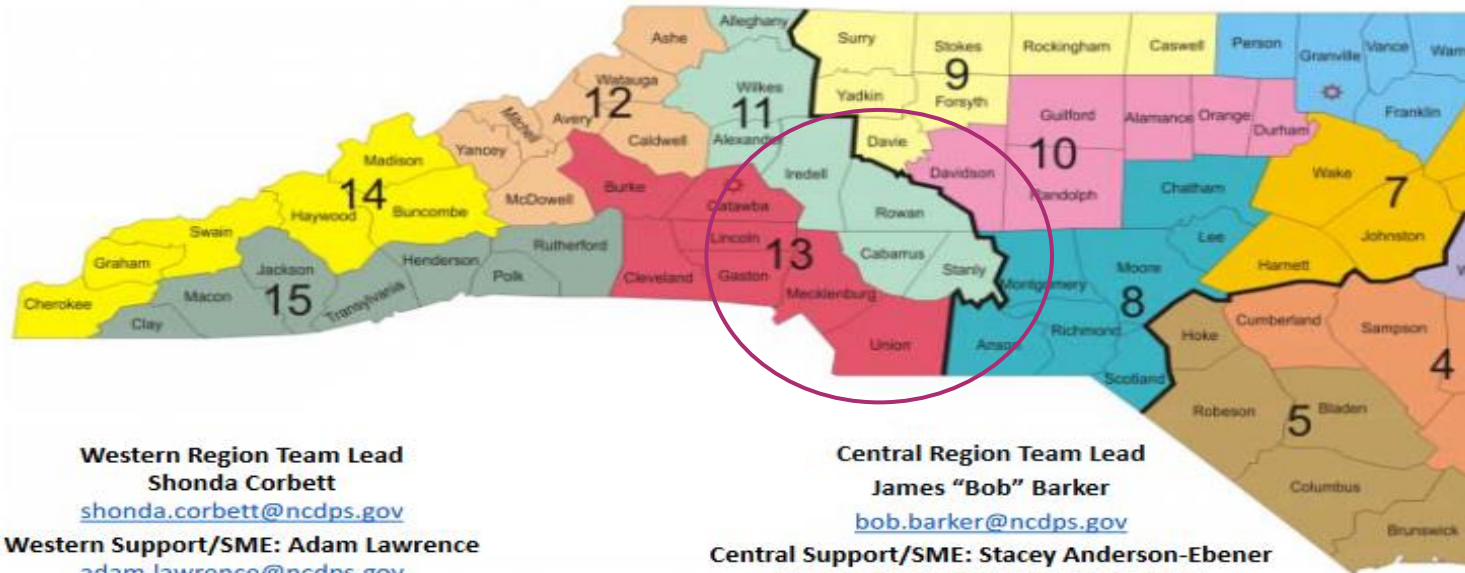
- Eastern Region Grants Managers**
- 1: Rebeca Reyes [rebeca.reyes@ncdps.gov](mailto:rebeca.reyes@ncdps.gov)
  - 2: Bernard So [bernard.so@ncdps.gov](mailto:bernard.so@ncdps.gov)
  - 3: Bernard So [bernard.so@ncdps.gov](mailto:bernard.so@ncdps.gov)
  - 4: Amanda Dobrowski [amanda.dobrowski@ncdps.gov](mailto:amanda.dobrowski@ncdps.gov)
  - 5: Thomas Bennett [thomas.bennett@ncdps.gov](mailto:thomas.bennett@ncdps.gov)



# Centralina Region's NCEM PA Contacts



## NC Division of Emergency Management Public Assistance Team Contact Info Grants Managers, Team Leads, Program Support



**Western Region Team Lead**  
**Shonda Corbett**  
[shonda.corbett@ncdps.gov](mailto:shonda.corbett@ncdps.gov)  
**Western Support/SME: Adam Lawrence**  
[adam.lawrence@ncdps.gov](mailto:adam.lawrence@ncdps.gov)

**Central Region Team Lead**  
**James "Bob" Barker**  
[bob.barker@ncdps.gov](mailto:bob.barker@ncdps.gov)  
**Central Support/SME: Stacey Anderson-Ebener**  
[stacey.anderson-ebener@ncdps.gov](mailto:stacey.anderson-ebener@ncdps.gov)

### Western Region Grants Managers

- 11: Adam Lawrence [adam.lawrence@ncdps.gov](mailto:adam.lawrence@ncdps.gov)
- 12: Adam Lawrence [adam.lawrence@ncdps.gov](mailto:adam.lawrence@ncdps.gov)
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- 14: Shonda Corbett [shonda.corbett@ncdps.gov](mailto:shonda.corbett@ncdps.gov)
- 15: Nam Nguyen [nam.nguyen@ncdps.gov](mailto:nam.nguyen@ncdps.gov)

### Central Region Grants Managers

- 6 : Zach Haywood [zach.haywood@ncdps.gov](mailto:zach.haywood@ncdps.gov)
- 7: Stacey Anderson-Ebener [stacey.anderson-ebener@ncdps.gov](mailto:stacey.anderson-ebener@ncdps.gov)
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- 10: John Sommer [john.sommer@ncdps.gov](mailto:john.sommer@ncdps.gov)



# Centralina Region's NCEM PA Contacts

## Western Region

- Team Lead: Shonda Corbett
  - shonda.corbett@ncdps.gov
- Region 13: **Lincoln, Mecklenburg, Gaston, and Union**
  - Region 13 Grants Manager: **Andy Andrews**
    - Andy.Andrews@ncdps.gov
- Region 11: **Cabarrus, Stanly, Iredell, and Rowan**
  - Region 11 Grants Manager: **Adam Lawrence**
    - adam.lawrence@ncdps.gov

## Central Region

- Team Lead: James “Bob” Barker
  - bob.barker@ncdps.gov
- Region 8: **Anson County**
- Region 8 Grants Manager: **John Sommer**
  - john.sommer@ncdps.gov



# Discussion

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# Pulse Check

**BREAK**

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**10 MIN**



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**Pre- Disaster or Blue  
Sky Activities**

# Overview of Course Materials

*Preparedness*

- ✓ Participant Guide
- ✓ MicroLearning Videos will be provided
- ✓ Central NC Regional Disaster Overview Video



# Critical Take-Aways

## *Preparedness*

- Prepares you as a local government professional with the awareness to develop pre-disaster strategies to help prepare your communities before a disaster hits.
- Preparedness takes place on “Blue Sky” days.
- Preparedness requires an assessment and action.

# Essential Policies and Procedures for Public Assistance

It is important local governments have policies and procedures in place that address:



Mutual-Aid



Procurement  
and contract  
requirements



Payroll and  
fringe  
benefits



Insurance



Disaster-  
specific  
emergency  
procurement

Taking these steps now can help ensure your town is ready for a disaster!

# Policies & Procedures Considerations

*Preparedness*

- ✓ Mutual-Aid Agreements
- ✗ Procurement and Contract Requirements
  - Pre-Contracting where available
- ✗ Payroll and Fringe Benefits
- ✗ Insurance
- ✓ Local Disaster Recovery Manager
- ✗ Local Emergency procedures embedded
- ✓ Other Considerations

# Mutual Aid Agreements

PREPAREDNESS



Identify jurisdictions for MUAs



Agree on procedures/assignments



Agree to procedures on recordkeeping before an incident

# Procurement and Contracting Policies

PREPAREDNESS



Apply Uniform Guidance to your purchasing, contracts for services and construction activities



Understand the differences between federal, state and local procurement policy and procedures



Imbed local emergency procedures on purchases and contracting

# Payroll and Personnel Policies/Procedures

PREPAREDNESS



Examine and define regular hours and overtime hours as well as disaster pay policies



Local Emergency payroll and fringe benefits procedures



Examine and update JD of assigning roles and responsibilities related to disaster recovery



# Insurance

PREPAREDNESS



Examine Insurance Policies to determine updates



Determine need of Insurance Broker



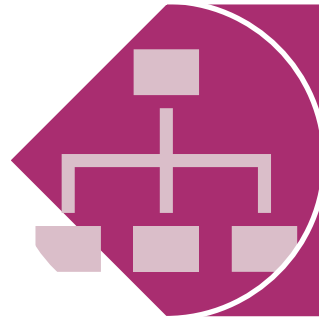
Gather Maintenance Logs



Gather other records that include description/location/condition of assets

# Local Disaster Recovery Manager

PREPAREDNESS



Consider establishing the role of Local Disaster Recovery Manager



Develop a Pre-Disaster Recovery Plan



Develop a Long-Term plan for training with updates

# Other Considerations/ Policy

PREPAREDNESS



Record Retention  
Policy



Conflict of Interest  
Policy



Building Code  
Updates

# Other Considerations/ Policy

PREPAREDNESS



Partners Missing from the Conversation



School District



Long Term Care



Social Services



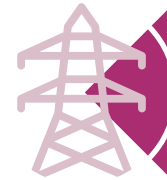
Shelter System

# Other Considerations/ Policy

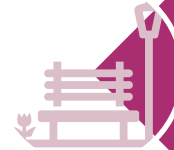
PREPAREDNESS



Public Works Director



Utilities Director



Parks and Rec  
Director



Water and  
Wastewater Director



Others

# Working Lunch

*Blue Sky Roundtable*

- Grab lunch at back table
- Take some time to talk among yourselves, look through your materials, respond to emails, and eat lunch
- Watch Central Region Disasters microlearning video
- Now, let's put on our pre-disaster thinking hats!
- Come back together and receive working group exercise





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**Disaster  
Preparedness  
Exercise**



**BREAK**

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**10 MIN**



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# Course Overview

# Module Overview

## MODULE 1

### Pre-Disaster

Identify procedures that should be in place pre-disaster, A.K.A. blue sky

## MODULE 2

### Post-Disaster

Establish local gov't practices & response measures to assist reimbursement

## MODULE 3

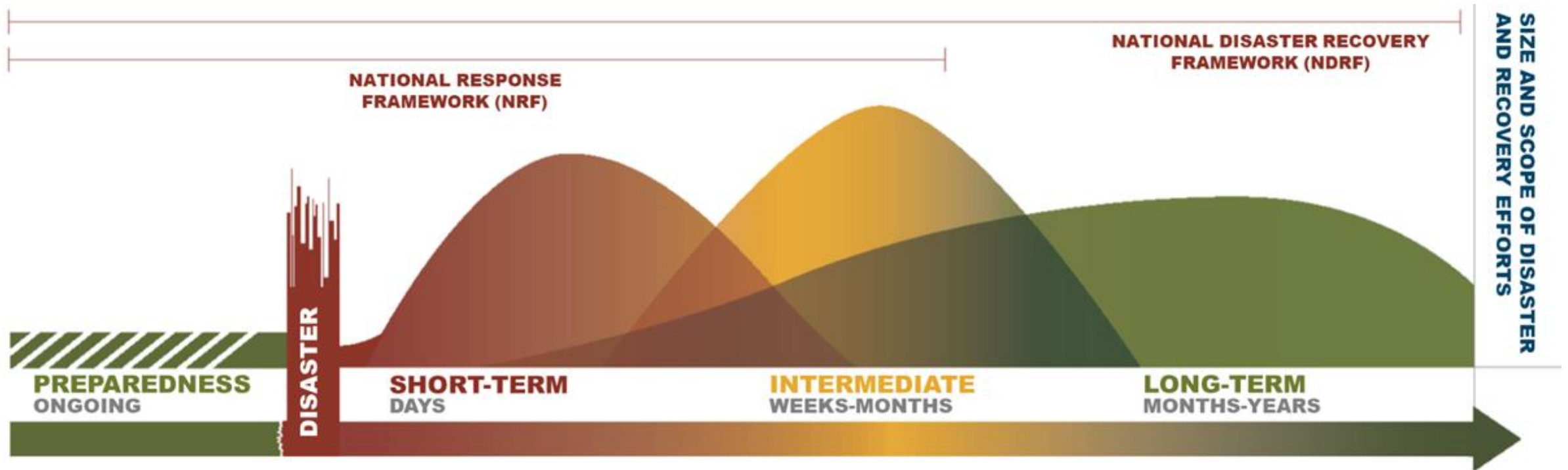
### Long Term Recovery

Determine how to recoup more dollars from FEMA and enhance long-term recovery



# National Disaster Recovery Framework

## Phases of the NDRF Continuum





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# Module 1: Pre-Disaster

# Module 1: Pre-Disaster Operations Overview

- ❖ Unit 1: Introduction to Public Assistance
- ❖ Unit 2: Government Roles in Disaster Recovery
- ❖ Unit 3: Roles and Responsibilities of Local Government
- ❖ Unit 4: Pre-Disaster Planning, Policies, and Best Practices
- ❖ Unit 5: Identifying Risks
- ❖ Experiential Learning Activity

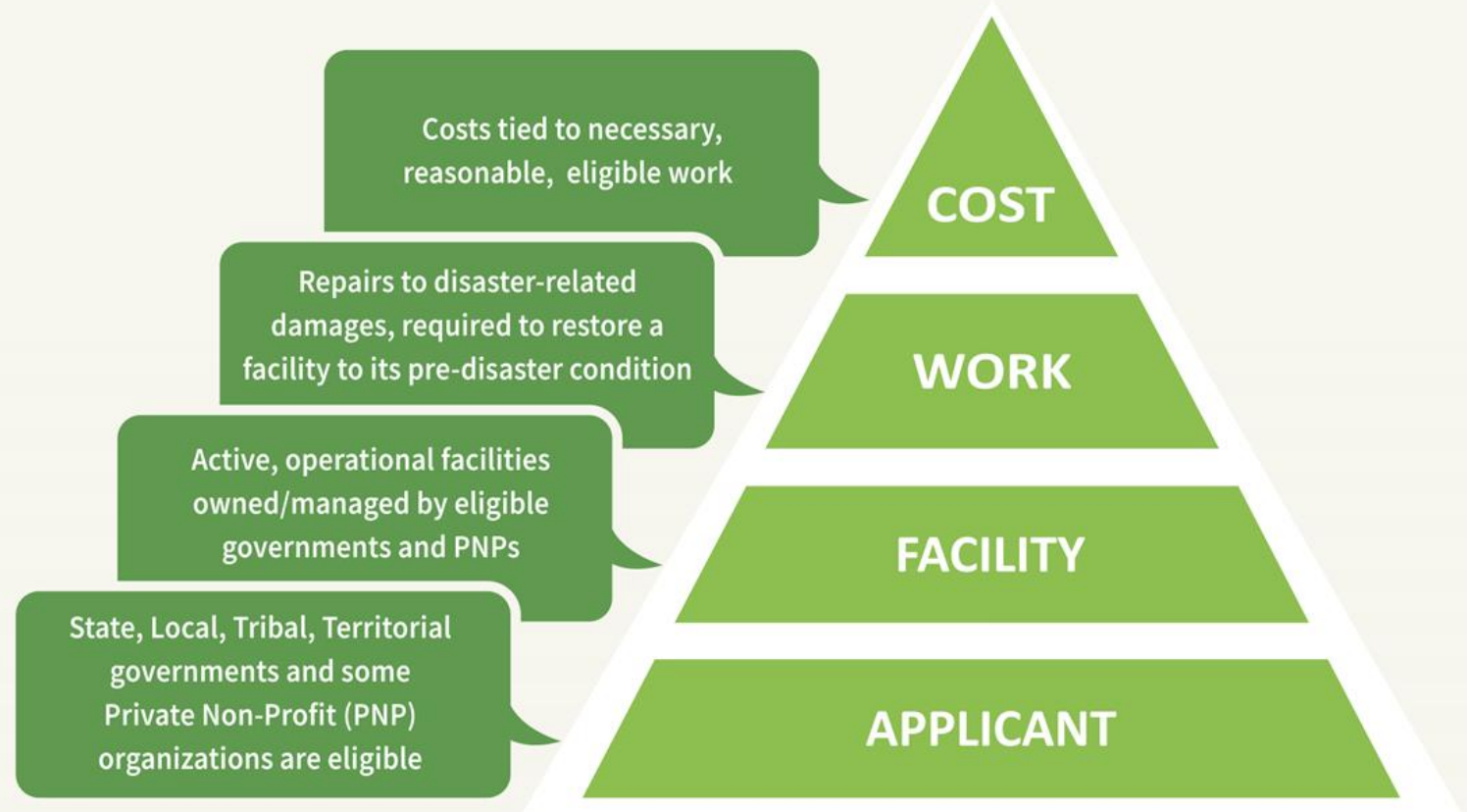


# Public Assistance (PA) Eligibility

**FEMA determines PA eligibility.**

Applicant eligibility is determined first, eligibility is assessed at each level moving up the pyramid.

## PUBLIC ASSISTANCE ELIGIBILITY PYRAMID





# Public Assistance Applicant Eligibility

Public Assistance funding is **ONLY** available to eligible Applicants:



# Public Assistance Facility Eligibility

Facilities are deemed eligible for Public Assistance when:

**They have been  
damaged by the  
declared  
disaster**

**Physically  
located in the  
declared  
disaster area**

**Are the legal  
responsibility  
of the  
Subrecipient**

# Public Assistance Work Eligibility

The minimum criteria for work to be eligible:

It must be required to be completed to address disaster damage

It must be located within the declared disaster area

It must be the legal responsibility of the Subrecipient

Work will be further classified as emergency or permanent work

# Public Assistance Cost Eligibility

Costs are eligible for reimbursement when:

**They are  
directly tied  
to eligible  
work**

**They are  
properly  
documented**

**They are  
necessary  
and  
reasonable**



# Local Subject Matter Experts and Best Practices Pre-Disaster

Best practices for pre-disaster activities:

Document, document, document!

Create a Disaster Recovery Plan

Ensure jurisdictional policies are flexible enough for a disaster

Review state and federal policies

Ensure there are emergency management authorities in the jurisdiction

Discuss finance policies with finance staff

# Identifying Pre-Disaster Procedures for Information and Documentation Collection

## Documentation required for financial recovery:

- Activity logs
- Equipment logs
- Maintenance logs
- Photographs and blueprints
- Timesheets
- Disaster response plan
- Evacuation plan



Put these plans and processes in place before the next disaster!

**Discussion**

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**Capacity**

**Building**





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# Module 2: Post-Disaster

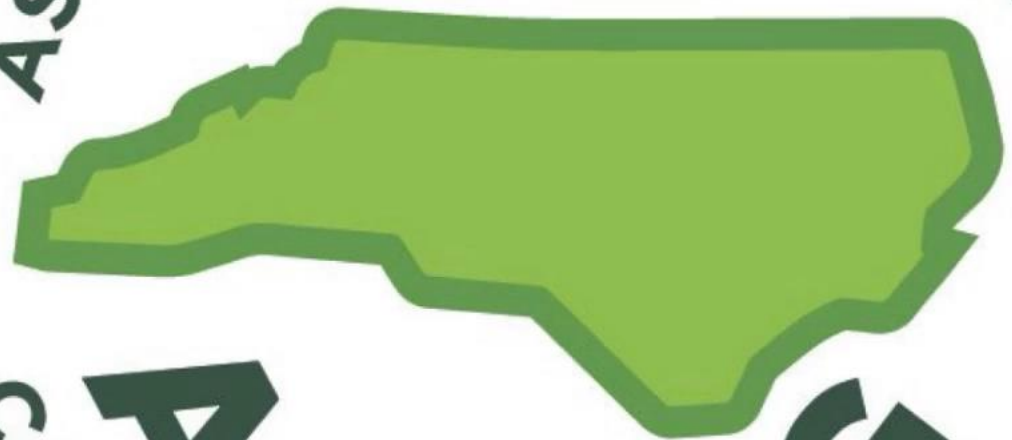
# Module 2: Post-Disaster Operations Overview

- Unit 6: Developing Program Management Processes
- Unit 7: Public Assistance Project Components
- Unit 8: Project Development (Post-Disaster) Coordination
- Unit 9: Public Assistance Project Types
- Unit 10: Hazard Mitigation
- Unit 11: Preparing Public Assistance Project Claimed Costs
- Experiential Learning Activity



ASSOCIATION OF REGIONAL

NC



ARCOCG

COUNCILS OF GOVERNMENTS

# Damage Descriptions and Dimensions



**FEMA works with NCEM and the applicant to develop Damage Descriptions and Dimensions (DDD)**

**FEMA and NCEM ensure the applicant submits all necessary documentation**

**FEMA, NCEM, and the applicant must agree on the DDD before proceeding with Scope of Work development**

# Scope of Work

## Should Include:

- Who performed, or will perform, the work
- Proposed or completed repairs
- Technical assessments

## For Emergency Work:

- Work required to address immediate threats
- Must include descriptive or quantitative information

## For Permanent Work:

- How the Applicant plans to repair, or has repaired, damages.
- Includes repair, hazard mitigation dimensions

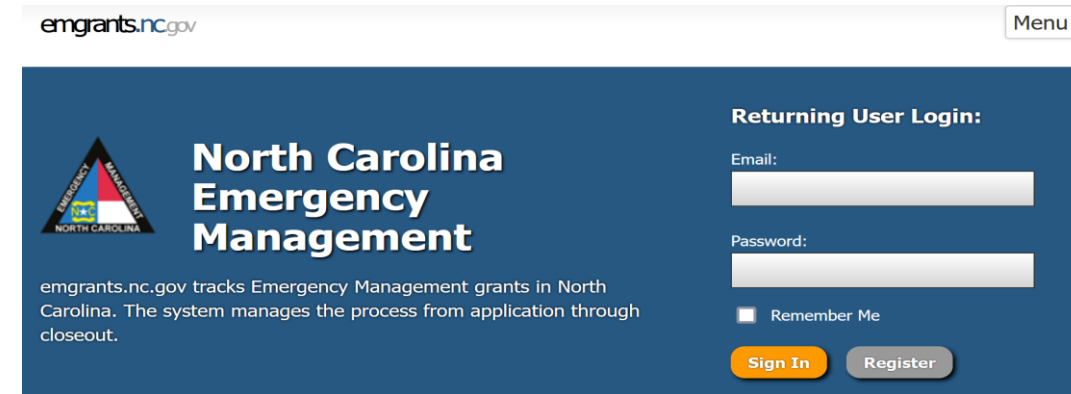
## Ineligible Work:

- Work that is not written into the Scope of Work will not be deemed eligible for reimbursement, or may result in delays to funding

# Submitting Field Documentation



FEMA Grants Portal is the location to submit documentation and information about work projects and to track the status of their Public Assistance applications.



NC EM Grants system is the location to submit documentation for and track reimbursements and Public Assistance deadlines





# Packaging Documentation

## Force Account Labor Package

- Timesheets by pay period
- Payroll policy
- Proof of payroll
- Activity logs
- Fringe benefits sheet
- Miscellaneous documents specific to project type

## Force Account Equipment Package

- Activity logs
- Pre-disaster maintenance records
- Equipment inventory/list
- Additional equipment documentation
- Miscellaneous documents specific to project type

## Rentals

- Rental invoices
- Purchase orders/work orders/procurement
- Miscellaneous documents specific to project type

## Materials/Supplies

- Contract invoices
- Purchase orders
- Materials from stock/inventory
- Historical purchases of materials
- Inventory list and usage
- Miscellaneous documents specific to project type

## Contract Costs

- Invoices
- Procurement policies
- Procurement bids
- Requests for quotes
- Contract or contract vehicle
- Miscellaneous documents specific to project type



# Discussion

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# Readiness



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# Module 3: Long-Term Recovery

# Module 3: Long-Term Recovery Overview

- 🍁 Unit 12: Closeout of Existing Projects
- 🍁 Unit 13: Insurance
- 🍁 Unit 14: Donated Resources
- 🍁 Experiential Learning Activity



# Insurance Requirements

Subrecipients must obtain and maintain insurance to protect the facility against future disaster hazards.



**The Subrecipient must insure facilities with reasonably adequate insurance.**




**Insurance not required on facilities with \$5,000 or less in eligible costs (prior to any reductions).**



**No greater insurance required than is reasonably available, adequate, or necessary.**

# Project Reconciliation and Closeout



Reconciliation takes place when FEMA and the Recipient ensure that all administrative actions related to the PA Program are complete and all program funds related to the disaster have been reconciled.

**To initiate closeout, the Subrecipient notifies the Recipient that projects are complete.**



# Revisiting Documentation

Have an internal plan for document sharing

Consider a system that determines access management

Any field documentation should be uploaded to shared organizational drives

Think about how different departments report relevant information

Files should be organized in a clear file system in the drive

Identify the disaster team and appoint back-up points of contact

**Retain all your documentation until you are absolutely *sure* that you no longer need it. Check with your NCEM or FEMA contact!**





# Discussion

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# Resiliency

**BREAK**

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**10 MIN**

**Please take our  
evaluation  
survey!**



[www.cognitoforms.com/CentralinaRegionalCouncil1/FEMAPAFinancialAssistanceProgramEvaluationSurvey](http://www.cognitoforms.com/CentralinaRegionalCouncil1/FEMAPAFinancialAssistanceProgramEvaluationSurvey)



# What happens next?

*Immediate next steps*

- ✓ Return to your units and determine who should be part of this conversation
- ✓ Look at your existing FEMA Disaster related documents such as:
  - ✓ Emergency Operations Plan
  - ✓ Hazard Mitigation Plan
  - ✓ Pre-disaster recovery procedures and guidelines
- ✓ Have a conversation with your EM lead
- ✓ Review materials provided today
- ✓ Complete your disaster preparedness worksheet

# What happens next?

*On the horizon*

- ✓ Schedule a follow-up visit with Centralina between March and June 15, 2024 to determine best next steps
  - ✓ Will receive a Calendly invite
- ✓ Reach out to Lenessa Hawkins with questions
  - ✓ Contact info on next slide
- ✓ Stay alert for additional information about post-course materials and next steps

# THANK YOU!

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Contact Lenessa Hawkins at [lhawkins@centralina.org](mailto:lhawkins@centralina.org)  
or by phone at 704-348-2723 with questions