

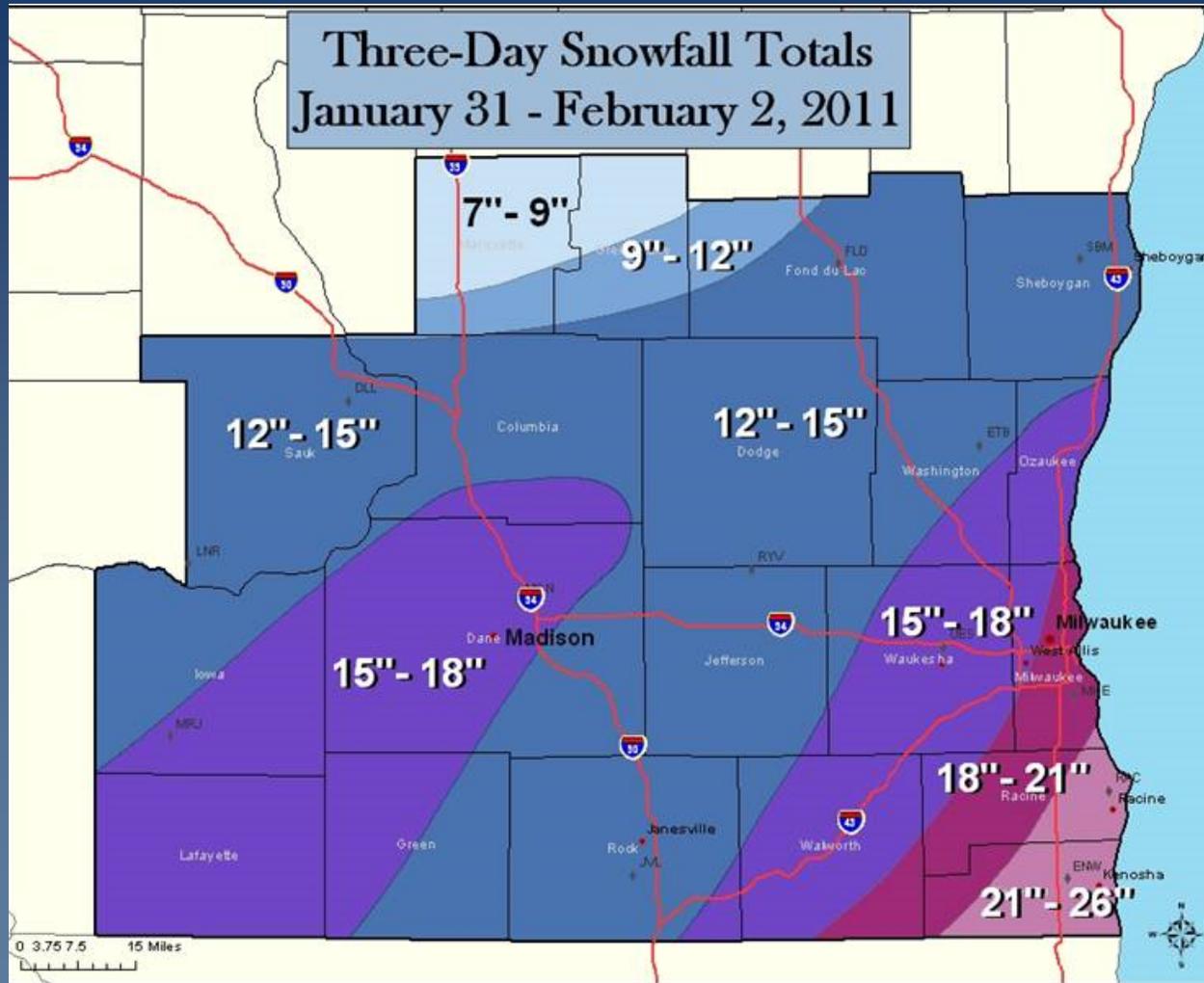
# Public Assistance Applicant Briefing

**FEMA-1966-WI-DR**

*Severe Winter Storm and Snowstorm*

- ◆ *Incident Period – Jan 31 – Feb 3, 2011*
- ◆ *Declaration Date- April 5, 2011*
- ◆ *Counties – Dane, Dodge, Grant, Iowa, Kenosha, Lafayette, Milwaukee, Racine, Walworth, and Washington*

# Snowfall



# *Federal funding is available on a cost-sharing basis:*

- ◆ *For emergency work and the repair or replacement of facilities damaged by the snowstorm.*
- ◆ *In addition, assistance is available to the state and eligible local governments on a cost-sharing basis for emergency protective measures, including snow assistance, for a continuous 48-hour period **during or proximate to the incident period.***

# *Eligible Applicants*

- ◆ *State Governments*
- ◆ *County Governments*
- ◆ *Cities, Towns, & Villages*
- ◆ *Native American Tribes and Tribal Organizations*
- ◆ *Other political Subdivisions*
- ◆ *Certain Non-Profits*

# *Eligible Work*

- A. Debris Clearance*
  - B. Protective Measures*
  - C. Roads and Bridges*
  - D. Water Control Facilities*
  - E. Buildings and Equipment*
  - F. Utilities*
  - G. Other*
- Incorporate cost effective mitigation measures when repairing damaged public facilities (Section 406).*



# *Eligible Work*

## ◆ *Snow Removal*

- *Overtime hours of force account workers for clearing of snow.*
- *Equipment costs for equipment used in snow removal, trucks, blades, salt/sand spreaders, snow blowers, etc.*
- *Materials like salt and sand*
- *Contract costs*
- *Establish a 48 hour period during or proximate to the incident period.*

# *Protective Measures*

- ◆ *Actions taken to protect lives and property*
- ◆ *Police, fire, EMS, search and rescue*
- ◆ *Safety barricades, signs, area security*
  - *Only overtime labor costs for permanent force account workers are eligible*
  - *Both regular and overtime labor costs for temporary hires are eligible*
  - *Equipment Costs*
  - *Materials*
  - *Contractor costs*
- ◆ *Mass feeding of emergency workers*

# Projects

- ◆ *Minimum of \$1,000.00*
- ◆ *Small Projects (less than \$63,900)*
- ◆ *Large Projects (\$63,900 and more).*
- ◆ *Public Assistance Cost Shares*
  - *75% Federal Share*
  - *12.5% State*
  - *12.5% Applicant Share*

# *Administrative Costs*

- ◆ *Attending Applicant Briefings*
- ◆ *Collecting and documenting costs*
- ◆ *Completing forms and establishing files*
  - *Claim and document/estimate all Administrative Costs during Project Worksheet Formulation*

# *Application*

## *Request for Public Assistance (RPA)*

### ◆ *Online*

- <http://emergencymanagement.wi.gov/recovery/government.asp>
- <http://www.fema.gov/library/viewRecord.do?id=2690>
- *Other Forms*
- <http://www.fema.gov/government/grant/pa/forms.shtm>
- *County Director has copies*

◆ *Identify the applicant name, mailing and physical address, and the applicant's representative*

◆ *Required 30 days after disaster declaration date (May 5, 2011)*

# SEQUENCE OF EVENTS

- ◆ *Applicant Briefing – April 13<sup>th</sup> - 15<sup>th</sup>*
  - *Material Posted Online After April 15<sup>th</sup>*
  - *<http://emergencymanagement.wi.gov/recovering/government.asp>*
- ◆ *Submit Application – Submittal instructions included in the State Application Packet*
- ◆ *Contact your County Emergency Management Office to be sure your application has been received by FEMA*

# *Public Assistance Coordinator (PAC)*

- ◆ *FEMA Public Assistance Coordinator (PAC) will contact the representative identified on the Request for Public Assistance to set up a kick-off meeting.*
  - *Depending on the size/complexity of your claim FEMA may ask that several applicants attend a kick-off meeting together, provide documentation and have an exit interview all in one meeting*
- ◆ *Assigned when the Request for Public Assistance (RPA) is received*
- ◆ *Becomes the applicant's main point of contact and information source*
- ◆ *Responsible for providing any needed assistance to applicant*

# *Project Worksheets*

- ◆ *Describe the details of specific projects, identify scope of work, and actual costs*
- ◆ *Used to determine costs of projects / expenses to determine payments*

# SEQUENCE OF EVENTS

- ◆ *Have your documentation in order for the FEMA Project Officer at the Kick-off Meeting*
- ◆ *A Project Worksheet will be written*
- ◆ *Project Worksheet goes through a review*
- ◆ *FEMA Obligates funds after review*

# SEQUENCE OF EVENTS

- ◆ *State Public Assistance Office Sends Assurance Document*
  - *Asks you to certify that projects funded with Federal Funds were done in accordance with certain laws and regulations*
    - ◆ *Called Assurances*
    - ◆ *State Needs A Signed Copy on File prior to any Payments*
  
- ◆ *State Public Assistance Office Produces obligation packets that are sent to the County EM Office*
  - *Includes Project Descriptions and FEMA Obligation Forms*
  - *Signature Required on Two Documents*
    - ◆ *1017 – State Application for State PA Funds*
    - ◆ *P.4 – Certification that Project is Complete*
  
- ◆ *60 Days from receiving this packet to appeal funding levels for the Project Worksheets*

# SEQUENCE OF EVENTS

- ◆ *Paperwork is sent back to the State Emergency Management Office*
- ◆ *Checks are requested*
- ◆ *Checks sent to County Emergency Management Offices for distribution*
  - *Includes a report of applicants Project Worksheets and payments for the entire disaster.*

# *Appeal Process*

- ◆ *Applicant has right to appeal decisions based on eligibility, costs, etc.*
- ◆ *Send a letter to Wisconsin Emergency Management stating what decision you would like to Appeal*

# *Administration of the Grant*

- ◆ *Reporting to FEMA through the State after closure of the Joint Field Office*
- ◆ *If you ever have a question about your projects or application after FEMA closes the Joint Field Office please contact your County Emergency Management Director and/or the State*
- ◆ *Sooner the Better*

# PROBLEMS / QUESTIONS

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