

**TO: ALL COUNTY PERSONNEL**

**FROM: VERDENIA C. BAKER, COUNTY ADMINISTRATOR**

**PREPARED BY: PUBLIC SAFETY DEPARTMENT**

**SUBJECT: DISASTER PREPARATION AND RECOVERY DOCUMENTATION OF  
DISASTER-RELATED EXPENDITURES**

**PPM #: CW-F-061**

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**ISSUE DATE**  
**June 14, 2019**

**EFFECTIVE DATE**  
**June 14, 2019**

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**PURPOSE:**

To establish responsibility for and specify the process to be followed in documenting disaster-related expenditures following a presidential and/or state disaster declaration to facilitate reimbursement from the Federal Government, the State of Florida and the County's private insurance carriers.

**UPDATES:**

Future updates to this PPM are the responsibility of the Director of Public Safety. Any forms or documents discussed in this policy can be provided by the Department of Public Safety upon request.

**AUTHORITY:**

- Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as may be amended,
- 42 U.S.C. ss5121, et seq. (the Stafford Act), as may be amended.
- Code of Federal Regulations, 44CFR, Part 206, as may be amended.
- 2 CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, as may be amended.
- Single Audit Act of 1984, Public Law 98-502, as may be amended in 1996
- Palm Beach County Administrative Code, Section 102.00, as may be amended.
- Board of County Commissioners' Resolutions No. R-94-1059, R-94-1748, R-2018-1037, authorizing Palm Beach County's participation in the Statewide Mutual Aid Agreement, as may be amended.
- Palm Beach County Comprehensive Emergency Management Plan, as may be amended.
- Loss or Damage to County Property CW PPM # CW-F-075, as may be amended.

**DEFINITIONS: SEE ATTACHMENT "A"**

**POLICY:**

During periods of an emergency, every Palm Beach County (PBC) department is responsible for keeping complete and accurate accounts of all disaster-related expenditures and obligations including personnel, material, equipment and contractual costs to document and facilitate Federal reimbursement requests under emergency or major disaster project applications.

**Responsibilities:**

## I. Operational Responsibilities

### A. Departmental Responsibilities

Palm Beach County departments and agencies are responsible for keeping complete and accurate accounts of all emergency expenditures and obligations. Departments and agencies will carry out this responsibility through the following actions:

1. Appointing one (1) staff member (typically fiscal staff) as the Contact Person to work with the County Coordinating Officer;
2. Coordinating the collection of disaster-reimbursement information for their department or agency;
3. Preparing and submitting disaster-related Property & Liability Incident Forms to the Risk Management Department;
4. Preparing the scope of work (SOW) for each project and expenditures on the appropriate forms for review and final development by the County Coordinating Officer in the Federal Emergency Management Agency (FEMA) Grants Portal;
5. Submitting all completed force account, materials, equipment, and contracts, and procurement checklists into the Grants Portal;
6. Ensuring the adequacy and accuracy of the backup information supporting the projects;
7. Monitoring the status of the project's completion and reporting to the County Coordinating Officer within specified time periods for quarterly reporting to FEMA; and
8. Monitoring projects through the submission, review and payment process on FloridaPA.

### B. Public Safety Department, Division of Emergency Management Responsibilities

#### 1. General

The Division of Emergency Management (DEM) will carry out the following:

- a) Develop and periodically update a Countywide Policy and Procedure Manual (PPM) on documentation of disaster related expenditures;
- b) Disseminate disaster-related information to the appropriate departmental Contact Persons;
- c) Appoint one (1) staff member of the DEM as the County Coordinating Officer to act as the primary liaisons between the County, State, and Federal representatives for expenditure reimbursement issues;
- d) Develop and distribute a calendar of document submission deadline dates for each new disaster to the appropriate departmental Contact Persons;
- e) Develop a reporting system to track and segregate all disaster-related expenditures and reimbursements by department/agency and individual Project Worksheet (PW); and

- f) Coordinate with the Office of Financial Management and Budget (OFMB) for the distribution of reimbursement payments to the appropriate department or agency.

2. Public Assistance (PA) Program Documentation

a) Initial Damage Assessment – Public Assistance Forms

The County Coordinating Officer is responsible for collecting all departmentally completed Initial Damage Assessment - Public Assistance forms, consolidating this information into a countywide summary, and submitting this countywide summary to FEMA.

b) Disaster Relief Funding Agreement Completion

The County Coordinating Officer is responsible for coordinating the County approval process for the Federally Funded Public Assistance State Agreement and all amendments between FDEM and the county.

c) PW Collection and Review

All projects will be submitted into the grants portal by the contact person for all permanent work Categories C-G. Emergency Management will provide a central collection point for all County documents related to Categories A and B in SharePoint for upload into the Grants Portal, or into the Grants Portal if available at the time. The County Coordinating Officer is responsible for final review and approval of all projects submitted to the FEMA point of contact (POC).

d) Advance Payment or Reimbursement Requests for Large Projects

The County Coordinating Officer is responsible for coordinating the preparation and submission to the State of advance payment or reimbursement requests for each large project using the Request for Advance or Reimbursement for Public Assistance Funds form and the Summary of Documentation in Support of Amount Claimed for Eligible Disaster Work form.

e) Quarterly Reporting

The County Coordinating Officer is responsible for coordinating the preparation and submission to the State of a consolidated County quarterly progress report for each obligated project.

f) Closeout

The County Coordinating Officer will process PW close-out requests only after receiving a hard-copy Request for Large Project Final Inspection form approved/signed by the department/agency director, division director with responsibility for the PW to be closed, or the department Contact Person. The Public Safety Department is responsible for the close out of an entire disaster event after close-out of all individual PW. This responsibility includes the completion of a Project Listing certification document from the State.

C. Risk Management Department Responsibilities:

The Risk Management Department is responsible for overall coordination of the County's expenditure reimbursement efforts from the County's private insurance carriers or the self-insurance funds. Risk Management will carry out its responsibilities through the following actions:

1. In conjunction with yearly insurance renewals, review all applicable wind models to determine if a reasonable amount of self- and excess-insurance is in force which, in conjunction with anticipated reimbursements from the Federal government and the State, will permit the County to repair or replace property lost or damaged as the result of a disaster;
2. Providing the Division of Emergency Management with a copy of the most current property-related insurance policies, as well as, a copy of subsequent updated or new policies for upload into the Grants Portal; and
3. Providing the Division of Emergency Management with documentation showing the final disposition of each disaster-related property claim, whether from a private insurance carrier or through the self-insurance funds for upload into the Grants Portal.

D. Office of Financial Management and Budget Department Responsibilities:

In order to properly account for disaster-related revenues and expenditures, specific unit codes will be used in conjunction with existing agency codes. OFMB will establish a unique four-digit unit code for each disaster as follows:

- where D represents a disaster (this letter would never change)
- where 00 represents the fiscal year of reimbursement (E.G., 17 = 2017)
- where A represents the first disaster for the fiscal year, and B represents the second disaster for the fiscal year, etc., up to a total of 26 disasters (Z)

Examples: D15A = Tropical Storm Erika (2015)      D17A = Hurricane Matthew (2017)

II. Budgetary Policy

Revenues

Disaster reimbursement funds will be recorded in the department where actual disaster-related expenditures were initially made using the disaster unit code established by OFMB. The standard revenue accounts to be used to identify the revenue source are as follows:

| <u>Account #</u>       | <u>Account Description</u> |
|------------------------|----------------------------|
| 3199 FEMA              | Disaster Reimbursement     |
| 3499 State FDEM        | Disaster Reimbursement     |
| 6448 Outside Insurance | Disaster Reimbursement     |
| 6449 Self-Insurance    | Disaster Reimbursement     |

Departments wishing to utilize these funds will be required to prepare a budget amendment to recognize

and then appropriate these funds.

### Expenditures

Disaster related expenditures will be recorded using the departments fund, department, and disaster unit code established by OFMB. Each fund (e.g., Fire/Rescue MSTU, Water Utilities, etc.) or department (e.g., Parks & Recreation) will use its own available budget first to pay expenditures. The General Fund contingency will only be used if a fund or department's total budget is exceeded.

If any PBC employee receives a request for assistance directly from a representative of an impacted county or community (i.e., the request is not made by or through the State Emergency Operations Center (SEOC), the applicable Department or Division Head must forward this request to the PBC DEM's Director in order to facilitate coordination through the SEOC.

### **III. Document Flow and Original Documents**

All forms and supporting documentation must be sent to the departments Contact Person for completing the Initial Damage Assessment form and PW.

In order to reduce the possibility of loss, all original supporting documentation necessary to process emergency requisitions will be retained by the Purchasing staff. Copies of all supporting documentation will be made available by purchasing staff to the Contact Person for PW package preparation.

### **PROCEDURES**

#### **I. Pre-disaster Preparation**

- a. Each calendar year, the County Coordinating Officer will send a contact list to each Department Director containing their Contact Person during the post-disaster recovery period. If changes are necessary, the Department's Director or designee will provide those changes to the Designated Agent.
- b. Each calendar year, the County Coordinating Officer will conduct a meeting/training or send out an e-mail to all Contact Persons, municipal and Local District personnel to disseminate any updated disaster related information.
- c. Each calendar year, the Contact Persons will review the adequacy of their stock of forms and instructions related to disaster reimbursement. Any new forms created by the department must be approved by the County Coordinating Officer.
- d. Each department's internal mechanisms for the distribution and collection of these forms from field supervisors must also be reviewed with the field supervisors by the Contact Persons.
- e. Contact Persons will begin coordinating the distribution of the forms and instructions to the appropriate supervisors for their use under the following conditions:

1. When the probability is high that a disaster is likely to occur within PBC (e.g.,

such as issuance of a hurricane watch for PBC); or

2. When the probability is high that a disaster is likely to occur in another part of the State where assistance from PBC is anticipated to be requested (e.g., such as issuance of a hurricane warning for a nearby Florida county).

## II. Emergency Activation

During periods of an emergency or disaster, each PBC department and agency is responsible for keeping complete and accurate accounts of all emergency expenditures and obligations including personnel, material, equipment and contractual costs to document and facilitate Federal reimbursement requests under emergency or major disaster project applications.

## III. Post-disaster Recovery

For expenditure reimbursement purposes, there are three types of disasters, each of which will require specific type of response from PBC staff. These include:

- disasters impacting County property within both the incorporated and unincorporated areas of PBC;
- disasters impacting only incorporated areas (i.e., municipalities) within PBC for which assistance is requested from the County; and
- disasters impacting areas outside of the County for which assistance is requested from PBC.

### A. Disasters Impacting County Property WITHIN Palm Beach County

#### 1. Initial Damage Assessment

- a) Immediately following a disaster, the Planning Zoning and Building Department Damage Assessment Coordinator in coordination with the DEM will request each Department or Agency Head whose facilities or operations have been damaged by a disaster to perform an initial damage assessment and provide an initial total estimate damages.
- b) The department or agency will forward the completed form to the Planning Zoning and Building Department Damage Assessment Coordinator in conjunction with the DEM within 72 hours of the request.
- c) The Planning Zoning and Building Department Damage Assessment Coordinator in coordination with the DEM will consolidate these individual damage assessments into the countywide damage assessment portal through the incident management system. The DEM will submit this document to the State and FEMA representatives.

#### 2. Preliminary Damage Assessment

- a) Immediately following the completion of the initial damage assessment and upon declaration from FEMA that the preliminary damage assessment phase begins, the DEM will request each Department or Agency Head whose facilities or operations have been damaged by a disaster to perform the Preliminary Damage Assessment and complete and Preliminary Damage Inventory Assessment – Public Assistance

forms for their department or agency.

- b) The department or agency will forward the completed form to the DEM within the timeframe requested by the State and/or Federal agencies.
- c) The DEM will consolidate the Preliminary Damage Assessment Public Assistance forms into a countywide damage assessment document, and submit this document to the State and/or Federal agencies.

3. Insurance Claim Submission

According to FEMA guidelines, the local government must obtain reasonably available, adequate and necessary insurance for the types of hazard (e.g., flood, wind, etc.) for which a disaster might be declared. FEMA will only reimburse the County to the extent that insurance fails to pay for damages sustained by the County.

It is imperative that County departments and agencies submit any disaster-related insurance claims (i.e., Property & Liability Incident Forms) to the Risk Management Department. Submission should NOT be delayed until after preparation of the related PW. In addition, the claim amount submitted to Risk Management must equal the claim amount ultimately submitted to FEMA on the PW.

- a) The Contact Person is responsible for the preparation and timely submission of any disaster-related insurance claims to Risk Management. Procedures for the submission of property insurance claims can be found in Countywide PPM # CW-F-075, titled Loss or Damage to County Property. Property & Liability Incident forms can be found on the PBC intranet listed under Countywide Forms and then Risk Management.
- b) Risk Management will review these claims and submit eligible claims to the County's private insurance carriers for reimbursement.
- c) Risk Management will prepare and provide a summary of the pertinent information regarding all eligible claims to the Contact Person and Designated Agent.

4. Applicant Briefing

- a) As soon as possible following a Presidential Disaster Declaration, the County Coordinating Officer will contact the SEOC to schedule an Applicant Briefing.
- b) The County Coordinating Officer will notify Contact Persons, municipal, and Local District personnel, with the time and location of the Applicant Briefing. The meeting will be held at one of the following locations: Commission Chambers at the Governmental Center, PBC Convention Center, or the PBC Emergency Operations Center (EOC).

5. Request for Public Assistance

After a Presidential Disaster Declaration is obtained for the County, the County

Coordinating Officer will submit RPA via FloridaPA. The form must be submitted within 30 days of the date of designation of the County for Public Assistance. No individual County department or agency should attempt to submit this request!

6. Recovery Scoping Meeting (RSM)

- a) Within ten (10) days of receiving notice of RPA approval, a POC from FEMA and an Applicant Liaison from the FDEM will contact the County Coordinating Officer to schedule a RSM to plan work assignments and formulate a PW. The RSM should be conducted within 21 days of RPA approval.
- b) The Designated Agent will notify Contact Persons, Municipal, and Local District personnel, with the time and location of the RSM. The meeting will be held at one of the following locations: Commission Chambers at the Governmental Center, PBC Convention Center, or the EOC. The municipal and Local District's will be provided technical assistance by the County, if needed, but are ultimately responsible for formulating their own PW.

7. Federally Funded Public Assistance State Agreement

The County and FDEM will fully execute a sub-grantee agreement. FEMA Public Assistance funds are provided in the form of grants to FDEM (the Grantee) and subsequently to the County (the Sub-grantee). The sub-grantee agreement is known as the Federally Funded Public Assistance State Agreement and must be approved by the Board of County Commissioners (BCC) prior to the County Coordinating Officer sending to FDEM for final approval and execution. Additional Amendments from the State may be necessary to complete all projects.

The County Coordinating Officer will be responsible for preparing the Board item for approval by the BCC. A copy of the final executed Agreement will be returned to the County Coordinating Officer and retained by the Clerk of the Board. The federal share of eligible costs is typically 75%; the State share, which is contingent upon an appropriation by the Florida Legislature, is typically 12.5%. The County is responsible for absorbing the remaining 12.5% of the disaster related expenditures. FEMA can, and often does, elect to pay more than their required 75% of eligible disaster related costs for catastrophic events.

8. Cost Eligibility

To determine cost eligibility, refer to FEMA's Public Assistance Program and Policy Guide (PAPPG). The PAPPG is a comprehensive, consolidated program and policy document for the PA Program. FEMA will make updates to the PAPPG on an annual basis and post at <https://www.fema.gov/public-assistance-policy-and-guidance>.

a) Force Account Labor

FEMA reimburses force account labor based on actual hourly rates plus the cost of the employee's actual fringe benefits. FEMA determines the eligibility of overtime, premium pay, and compensatory time costs based on the Applicant's pre-disaster written labor policy, provided the policy:

- Does not include a contingency clause that payment is subject to Federal



funding;

- Is applied uniformly regardless of a Presidential declaration; and
- Has set non-discretionary criteria for when the Applicant activates various pay types.

For debris removal (Category A) and emergency protective measures (Category B), only overtime labor is eligible for reimbursement for permanent employees, regardless of normal duties or assignments. For Permanent Work (Categories C thru G), both regular time and overtime are eligible for all employees.

b) Force Account Equipment

FEMA provides PA reimbursement for the use of Applicant-owned equipment based on hourly rates. Costs for use of vehicles may be reimbursed on the basis of mileage if documented and less costly than hourly rates. Stand-by time for equipment is not eligible. If the equipment operator uses the equipment intermittently for more than half of the working hours for a given day, the intermittent standby time is eligible. FEMA's Equipment Reimbursement Rate Schedule is available on FEMA's website and is updated annually.

c) Supplies

The cost of supplies, including materials, are eligible if:

- Purchased and justifiably needed to effectively respond to and/or recover from the incident; or
- Taken from the Applicant's stock and used for the incident, invoices must be provided.

FEMA provides funding for these items based on invoices only, even if from Applicant's inventory withdrawal.

d) Procurement and Contracting

FEMA provides PA funding for contract costs based on the terms of the contract if the Applicant meets Federal procurement and contracting requirement per the Public Assistance Grantee and Sub grantee Procurement Requirement Field Manual available at <https://www.fema.gov/procurement-disaster-assistance-team>.

e) Direct Administrative Costs (DAC)

If the Applicant incurs administrative costs that it tracks, charges, and accounts for directly to a specific eligible project, the costs are eligible as DAC. Examples of activities covered by this allowance include: visiting, surveying, and assessing the damage site, collecting, copying, filing, or submitting documents to support the claim, and reviewing the PW.

9. Project Formulation

- a) The Applicant is required to identify and report all of its disaster-related damage,

Emergency Work activities, and debris quantities to FEMA within 60 days of the RSM. The County Coordinating Officer will work closely with departmental Contact Persons to identify costs. FEMA conducts site inspections with the Department Contact Person to validate, quantify, and document the cause, location, and details of the reported damage and debris impact.

- b) Once FEMA, and the Applicant agree on the damage description and dimensions, the contact person will provide its detailed documentation on the appropriate forms, SOW, and cost estimate for County Coordinating Officer and FEMA review and approval, it will then be submitted into the grants portal either by the contact person or the County Coordinating Officer.
- c) The County should contact the FEMA POC as soon as it identifies any change to the project to allow FEMA time to review changes for eligibility and compliance requirements. If the County begins work associated with a change prior to FEMA review and approval, it will jeopardize PA funding.
- d) If the Applicant prepares its own Small PW, it must submit into the grants portal for validation within 60 days of the declaration date. Applicants cannot prepare a Large PW. For each PW submitted to FEMA, the County must indicate if insurance coverage is applicable. FEMA will typically adjust (i.e., reduce) the claim by the estimated amount of private insurance recovery. When the actual final insurance recovery settlement is received in-full, FEMA will again adjust the PW claim to reflect actual recovery versus the initial amount estimated.
- e) FEMA uses the grants portal to review the PW that was submitted and to document details of the Applicant's project. FEMA may use site sheets to differentiate damage, work, and costs by site within the PW. It is the Applicant's responsibility to substantiate its claim as eligible, otherwise FEMA cannot provide PA funding for the work. Documentation should provide the who, what, where, when, why, and how much of each item claimed.
- f) Individual cost summaries for personnel, equipment, materials and contracts must be prepared as part of the PW submittal on the forms selected by the County Coordinating Officer.
- g) FEMA and the FDEM have developed a set of Summary Record Forms to assist in the organization of project documentation for personnel, equipment, materials and contracts. The County Coordinating Officer will provide direction to the Contact Person on which forms or format to follow to ensure compliance with FEMA requirements. In many cases, the cost summaries requirement has been met by the preparation of County forms which captured the same information as Summary Record Forms.
- h) Daily activity reporting of labor, materials and equipment used for disaster-related work is essential to properly document disaster recovery work. Departments may use DARs to record the information for input into the HRIS Disaster Module. Departmental supervisors have primary responsibility for assuring the timely and accurate preparation of DARs, input in HRIS, and for the safekeeping of supporting documentation (e.g., requisitions, sales receipts, etc.) until turned over to the departmental Contact Person. Daily activity reports must not include different types of work on each line and must be broken down by categories.

- i) The Contact Person will review all of their documentation, submit projects, categories C-G only into the Grants Portal (if available) sign the PW form once approved in the grants portal, maintain a copy within the department. Categories A and B will be submitted by the County Coordinating Officer and all information and documents will be submitted to a central location by each contact person for consolidation and submitted into the grants portal by the County Coordinating Officer only.

10. Requests for Advance Payment or Reimbursement

- a) On FloridaPA, the FDEM will classify each PW dollar amount approved by FEMA as Obligated.
- b) The County Coordinating Officer will receive an official notification that a project version has been obligated by the State.
- c) Once the Finance Department of the Clerk of the Board receives any advances and/or reimbursements from the FDEM, the County Coordinating Officer will provide them with the accounting distribution and notifies the Contact Person of their posted advances and/or reimbursements. The County Coordinating Officer will match the reimbursements with the applicable documentation that was provided in the grants portal.
- d) The Contact Persons will be responsible for collecting and forwarding to the County Coordinating Officer any additional supporting documentation not previously submitted to support the advance payment or reimbursement requests. Ultimately, it is the department or agency responsible for a PW to adequately document and maintain complete and comprehensive files relating to the FEMA authorized disaster reimbursement project.

11. Appeals

The Applicant may appeal any FEMA determination related to an application for, or the provision of, assistance under the PA Program. The Applicant must submit a written appeal to the Recipient within 60 days of receiving written notification of FEMA's determination.

12. Quarterly Reporting

- a) For each quarter that a PW remains open, the Contact Person will compile status information for each open PW within their area of responsibility. This information includes:
  - the current PW percentage of completion,
  - current estimated date of PW completion, and
  - Any short relevant comments regarding project progress toward completion.
- b) The Contact Person will forward the information to the County Coordinating Officer following the quarter end.
- c) The County Coordinating Officer will collect and consolidate the quarterly status

information regarding all open County PW and submit the Quarterly Status Report via FloridaPA following the end of the reporting quarter.

13. Final Inspections

Final Inspections are made on all large projects to verify costs and work completion upon written request (i.e., Request for Large Project Final Inspection form) on a PW-by-PW basis. Such request for Final Inspection must be approved by the Contact Person and submitted for processing through the County Coordinating Officer via FloridaPA. Requests for PW Final Inspections should not be made until all reimbursements for the project have been received as submission of this request will terminate all requests for reimbursement that are in-process.

14. Closeout

In order to close out the disaster reimbursement process for the particular disaster, the Designated Agent will complete and sign the certification document. This is performed only after all projects have been described and approved, appeals have been resolved, and funds have been obligated, the projects are complete, all reimbursements have been received, and all PW Final Inspections are conducted and complete. This usually occurs several years subsequent to the disaster incident.

15. Documentation and Record Keeping

The Federal Office of Management and Budget requires grant recipients to maintain financial and program records on file for 3 years after final disaster Close-Out. The State of Florida, on the other hand, requires the same information to be retained on file for a period of 5 years after final disaster Close-Out. Public Assistance grant recipients are required to comply with the provisions set forth under the Single Audit Act of 1984, as amended in 1996.

B. Disasters Impacting Areas OUTSIDE OF Palm Beach County

1. PW Preparation

- a) Preparation of all PW will be the responsibility of the impacted county or municipality receiving assistance from PBC.
- b) Palm Beach County departments and agencies responding to a disaster request outside of PBC will be responsible for providing the same level of documentation for these disaster-related expenditures as is required for disasters occurring within PBC. This documentation package will include:
  - an original signed Total Costs Summary form;
  - summary Record Forms for personnel, equipment, materials and contracts (DAR) or a 215 where applicable;
  - copies of all supporting documentation (e.g., invoices)
- c) To protect the County's financial interest, all requests for the deployment of PBC resources to another county or area of the state must be made by or through the

activated State Emergency Operations Center (SEOC).

- d) Palm Beach County will be reimbursed once the reimbursement has been received by the impacted county.



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**VERDENIA C. BAKER,  
COUNTY ADMINISTRATOR**

**Supersession History:**

1. PPM #CW-F-061, effective 11/1/96
2. PPM #CW-F-061, effective 08/1/97
3. PPM #CW-F-061, effective 12/18/00
4. PPM #CW-F-061, effective 09/1/04
5. PPM #CW-F-061, effective 07/29/11

## ATTACHMENT A

### DEFINITIONS

1. Applicant

A non-Federal entity submitting an application for assistance (e.g., the County).

2. Applicant Briefing

A meeting conducted by representatives of the Florida Division of Emergency Management (FDEM) and the Federal Emergency Management Agency (FEMA) for potential public assistance applicants (e.g., the County) to discuss application procedures, administrative requirements, funding, and program eligibility criteria.

3. Categories of Work

Classification of disaster-related work into two types (emergency and permanent) and seven categories (A thru G) by FEMA in order to facilitate the processing of public assistance grants.

Emergency Work: work done immediately to save lives and protect improved property and public health and safety, or to avert or lessen the threat of a major disaster. Completion deadline is six (6) months from declaration date with a possible six (6) month extension.

A      Debris Removal                      B      Protective Measures

Permanent Work: repairs or replacements to restore an eligible facility on the basis of its pre-disaster design and current applicable standards. Completion deadline is 18 months from declaration date with a possible 30 month extension.

C      Roads and Bridges                      D      Water Control Facilities

E      Buildings and Equipment              F      Utilities

G      Parks, Recreation, Other

4. Contact Person

The individual from a department or agency assigned primary responsibility to fulfill the operational requirements of the department or agency and serve as the point of contact for the County Coordinating Officer.

5. County Coordinating Officer

The County Coordinating Officer will be the Finance Manager of the Division of Emergency Management. The County Coordinating Officer becomes the County official who then coordinates State and Federal disaster assistance efforts in conjunction with the County.

6. Daily Activity Report (DAR) Form

A form used to record all expenses and duties performed by County staff on each day of emergency operations at each location. Also referred to as Incident Response Daily Activity Report. Damage 7

7. Inventory Sheet

This sheet is required for all damages from each Department within 60 days of the incident.

8. Designated Agent

The Mayor or designee as specified in the Federally Funded Public Assistance State Agreement (i.e., grant document), this individual is responsible for executing (i.e., signing) all contracts and amendments associated with the disaster reimbursement process.

9. Equipment Reimbursement Rate Schedule –See FEMA Website for Rate Schedule.

This schedule is a lengthy spreadsheet published periodically on FEMA's website that identifies a vast number of descriptions for trucks, machinery, and heavy equipment that may be utilized during disaster and post-disaster situations. For each item identified on this schedule, FEMA provides an allowable reimbursement rate (e.g., miles, hours, etc.).

10. Exploratory Call

The Exploratory Call (EC) is the first opportunity to establish a relationship between the Applicant and FEMA. The information gathered during the EC will enable the Program Delivery Manager (PDMG) to create a tailored agenda for the Recovery Scoping Meeting (RSM) and should take place within seven days of Applicant assignment to the PDMG.

11. Federal Emergency Management Agency (FEMA)

FEMA is the agency of the Federal Government responsible for coordinating and managing all federal assistance resulting from a declared emergency or major disaster. Information on FEMA is available at <https://www.fema.gov/public-assistance-local-state-tribal-and-non-profit>.

12. Federally Funded Public Assistance State Agreement

An agreement (i.e., grant document) between the FDEM and the County which provides funds for eligible disaster relief activities specifically obligated for payment as described in the approved PW. The first agreement may not cover all projects, therefore an amendment will be needed for all other obligated projects.

13. Final Inspection

A review conducted by FEMA representatives to insure that all incurred large project costs are associated with the approved PW scope of work and to certify that work has been completed in accordance with FEMA standards and policies.

14. Florida Division of Emergency Management (FDEM)

The FDEM is the state agency responsible for administering emergency preparedness, response,

recovery, and mitigation programs in Florida. This is accomplished through an established multi-agency partnership, known as the State Emergency Response Team (SERT). Information on SERT is available at <http://www.floridadisaster.org/index.asp>.

15. FloridaPA

FloridaPA (<http://floridapa.org/>) manages the Public Assistance (PA) grant in Florida. The system manages the PA process from application through closeout, including submitting applications, obtaining funding agreements, obtaining information, submitting audit documents, and requesting extensions and early payment requests. The Designated Agent and the County Coordinating Officer have the highest access authority among County staff to FloridaPA. The Contact Persons can be granted view-only access upon request.

16. Force Account

How FEMA refers to an Applicant's own labor forces, materials, equipment and contacts.

17. Grants Portal

FEMA uses the Grants Manager and Grants Portal tool, which is a web-based, project tracking system for use by FEMA and authorized users. This is where all projects and documentation are downloaded to form a PW. This site will allow each Contact person that is granted access to download their project and related documentation.

18. Hurricane Warning

Hurricane conditions (sustained winds of 74 mph or higher) are expected somewhere within the specified area. A hurricane warning is issued 36 hours in advance of the anticipated onset of tropical-storm-force winds in the area.

19. Hurricane Watch

Hurricane conditions (sustained winds of 74 mph or higher) are possible within the specified area. A hurricane watch is issued 48 hours in advance of the anticipated onset of tropical-storm-force winds in the area.

20. Initial Damage Assessment - Public Assistance Form

A State form used by a local jurisdiction to provide a rough estimate of the type and extent of damages, including probable costs, resulting from a disaster. Damage assessment information is organized according to the FEMA-defined Categories of Work.

21. Major Disaster

Any natural catastrophe (including any hurricane, tornado, storm, high water, wind driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought), or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under the Robert T. Stafford Disaster Relief and Emergency Assistance Act to supplement the efforts and available resources of States, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.



22. Presidential Disaster Declaration

This is a decision by the President of the United States that a disaster qualifies for federal assistance under the Stafford Act.

23. PW

A logical grouping of work required as a result of the declared major disaster or emergency. Projects are divided into two types, based on a monetary threshold. The monetary threshold is adjusted each fiscal year by FEMA to account for inflation.

- Small projects are projects with a total estimated cost below the threshold as defined by FEMA. Once approved by FEMA and returned to FDEM the Small PW will be Obligated for payment and paid immediately providing the Applicant and FDEM have fully executed the Disaster Relief Funding Agreement (i.e., grant).
- Large projects are projects with a total estimated cost at or above the threshold.

24. Project Listing

A certification document from the State used to close out the disaster reimbursement process for a particular disaster. Essentially, the document summarizes the final status and cost of each PW and requires the Applicant (i.e., County) to confirm the accuracy and final disposition of all PW.

25. Property Loss Report

A County form used to report and estimate the cost of damage to County property to the Risk Management Department.

26. Public Assistance (PA) Program

A disaster relief program, authorized by the Stafford Act, through which the federal government supplements the efforts of state and local governments and eligible private nonprofit organizations to return their property and service capability to pre-disaster condition. The PA Program and Policy Guide is available on FEMA's website (<https://www.fema.gov/public-assistance-policy-and-guidance>).

27. Public Assistance Quarterly Report Form

A State form used to provide quarterly progress reports on each approved project to the State until all projects are completed and all reimbursements associated with PW have been received. This report can be found in FloridaPA.

28. Request for Advance or Reimbursement for Public Assistance Funds Form

A State form used to request advance payments or reimbursement of actual costs for large projects. This form is used in conjunction with the Summary of Documentation in Support of Amount Claimed for Eligible Disaster Work form.

29. Request for Public Assistance (RPA)

FEMA Form 90-49, submitted via FloridaPA by the County Coordinating Officer to apply for disaster assistance.

30. RSM

The RSM is the first substantive meeting between the Applicant and FEMA which starts the 60-day regulatory timeframe for the Applicant to identify and report damage. It is a detailed and in-depth meeting regarding the Applicant's disaster damages and the PA process. This document will be used by the PDMG as guidance for conducting the RSM with the Applicant. The RSM should be tailored to the Applicant based on information gathered during the Exploratory Call.

31. State Emergency Operations Center (SEOC)

The SEOC consists of a group of State officials who coordinate the response to and recovery from disaster events on a statewide basis.

32. Statewide Mutual Aid Agreement (SMAA)

A reciprocal mutual aid agreement which, when signed by a county or municipality, specifies the procedures which must be followed by that county or municipality in requesting or providing emergency aid and assistance following a major disaster.

33. Summary of Documentation in Support of Amount Claimed for Eligible Disaster Work Form

A State form used to identify the audit ready documentation that exists to support payment requests for large projects, including the dollar amount of each eligible cost. This form is used in conjunction with the Request for Advance or Reimbursement for Public Assistance Funds form.

34. Summary Record Forms

These are forms developed by FEMA and the State to assist in the organization of project documentation. The latest version of these and other forms are available on the FloridaPA website, the FDEM website, and FEMA's Public Assistance website.

35. Validation

Validation is the pre-funding verification process which ensures that proposed or completed small projects meet statutory and regulatory compliance.