



PUBLIC ASSISTANCE (PA) GRANT PROGRAM OVERVIEW

The PA Program provides reimbursement to state and local governments and certain private non-profit organizations (PNP's) for debris removal, emergency protective measures and the repair/ reconstruction of facilities that are owned and operated by an eligible applicant.





OVERVIEW (continued)

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FOUR BUILDING BLOCKS OF ELIGIBILITY - APPLICANT

Eligible Applicants include:

- **State and local governments**
- **Eligible Private Non-Profit Organizations**





FOUR BUILDING BLOCKS OF ELIGIBILITY - FACILITY

Eligible Facilities are:

- **A building, work, system, or equipment, built or manufactured, or an improved and maintained natural feature**
- **PNP's facilities must provide educational, utility, emergency, medical or custodial care or must provide some other essential governmental service and be open to the general public**
- **PNP recreational facilities are not eligible**





FOUR BUILDING BLOCKS OF ELIGIBILITY - WORK

Eligible Work is:

- **Required as a result of the declared incident**
- **Located in a designated area, with the exception of sheltering and evacuation activities**
- **The legal responsibility of an eligible Applicant**
- **Seven categories of work**





FOUR BUILDING BLOCKS OF ELIGIBILITY

- COST

Eligible Costs are:

- **Directly tied to the performance of eligible work**
- **Adequately documented**
- **Reduced by all applicable credits (e.g. insurance)**
- **Authorized and not prohibited under law**
- **Consistent with Applicant's internal policies, regulations, etc.**
- **Necessary and reasonable to complete the eligible work**





PROJECT FORMULATION

- Project Formulation is the process of identifying damage related to the incident, determining an eligible scope of work and estimating costs to complete that work
- There are Four Phases to Project Formulation and they are managed through FEMA's Grants Portal
- <https://grantee.fema.gov/>





PROJECT FORMULATION (continued)

- **Phase 1 – Operational Planning**
- **Phase 2 – Intake Damage and Eligibility Analysis**
- **Phase 3 – Scoping and Cost**
- **Phase 4 - Obligation**





PHASE 1

Phase 1 Steps	Applicant Responsibilities
Exploratory Call	Discuss damages and identify key personnel to participate in Formulation
Damage Inventory Form	Complete and prioritize damages
Recovery Scoping Meeting (You have 60 days from this meeting to identify all damage)	(You have 60 days from this meeting to identify all damage) – Bring completed Damage Inventory Form and invite key personnel





PHASE 2

Phase 2 Steps	Applicant Responsibilities
Documentation for completed work	Document and submit to FEMA completed work. Use either the FEMA Force Account Forms or your own forms as long as they capture the information
Site Inspections for incomplete work	Have personnel available for Site Inspections
Identify and capture Damage Description and Dimensions (DDD) for all incident related damages	Make approvals of the Damage Description and Dimensions in the Grant's Portal
Applicant developed scope of work and cost estimate	Develop scope of work and cost estimate, unless FEMA will do this Historical Costs Contract Estimates *** Unit Costs





PHASE 3

Phase 3 Steps	Applicant Responsibilities
Validation of Applicant developed scope of work and cost estimate	Provide FEMA with additional documentation, if needed
FEMA develops scope of work and cost estimate if Applicant did not	Provide FEMA with additional documentation, if needed
Review by FEMA specialists, Insurance, Mitigation, Environmental and Historic Preservation, etc.	Provide FEMA with additional documentation, if needed
Review and approval of scope of work and cost estimate	Make approvals of the scope of work and cost estimate in the Grant's Portal





PHASE 4

Phase 4 Step – Obligation

- Upon receipt of your Project Worksheets (PW) **(another number)** please review them one final time
- You will have 60 days from receipt of PW's to appeal FEMA's decision
- Any changes to the approved scope of work must be approved by the State and/or FEMA prior to work commencing. Failure to do so could result in loss of funding





PROJECT DOCUMENTATION

- **Documentation must be kept by PW and by site if there are multiple sites in the PW**
- **Personnel performing work as well as personnel compiling cost documentation should be familiar with the approved scope of work and should work together to ensure documentation is accurate and comprehensive**
- **Failure to properly document costs can result in loss of funding and can prolong the audit, project review process**





PROJECT DOCUMENTATION (CONTINUED)

- **FEMA's Summary Forms and FEMA rates**
- **Actual costs to complete the approved scope of work**
- **Documentation depends on how work is completed**
 - **Force account labor**
 - **Force account equipment**
 - **Materials**
 - **Rented Equipment**
 - **Contracts**





CATEGORIES OF WORK

Category A - Debris Removal

Category B – Emergency Protective Measures

Category C – Roads and Bridges

Category D – Water Control Facilities

Category E – Buildings and Equipment

Category F – Utilities

Category G – Parks, Recreation and Other





FEMA FUND

Handling the PA Funds

- A FEMA fund, within your local budget, must be created and all federal funds must be placed in this fund
- Even if PW's were 100% complete at inspection, you must create a FEMA fund. This allows you to track your federal expenditures related to the Single Audit Act





CONTRACTING

- **Ensure that all contracts and supporting documentation include:**
 - A cost or price analysis
 - A history of procurement
 - Full and open competition
 - Source documentation, particularly with time and material type contracts
- **Davis Bacon is NOT required**





CONTRACTING, (continued)

- **Allowable procurement methods per 2 CFR 200.317-326 and Appendix II:**
 - **Micro Purchase (up to \$3,500)**
 - **Small purchase (under \$150,000)**
 - **Sealed bids**
 - **Competitive proposals**
 - **Noncompetitive proposals (limited)**





- 7th largest state in population (11.5 million)
- 35th largest in size (40,861 square miles)
- 10th in population density (283.2 square mile)
- Home rule state (local EMA directors employed by counties)





- Flooding
- Wind/Tornado
- Landslides
- Winter Storms
- Severe Summer Storms

SOURCE: Ohio Hazard Identification Assessment (HIRA)



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... A few simple steps can help you during a disaster

- **Be Informed**
 - Know the risks about different disasters and hazards that could affect you & your family where you live, work, and go to school
- **Make a Plan**
 - Your family may not be together if a disaster strikes, so answer these four questions together: How will I receive emergency alerts and warnings? What is my shelter plan? What is my evacuation route? What is my family/household communication plan?
- **Build a Kit**
 - After an emergency, you may need to survive on your own for several days. Being prepared means having your own food, water and other supplies to last for at least 72 hours. A disaster supplies kit is a collection of basic items your household may need in the event of an emergency.





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