

# Emergency Management

“The devil is in the details!”

# Who We Are

- Private firm experienced with dealing with Federal & State agencies
- ABA has successfully secured and managed funding from sources such as the Community Development Block Grants, State Revolving Fund grants and loans, Water Management District funding, Department of Transportation, Economic Development Administration, Florida Communities Trust, Florida Forever, Florida Recreation Development Assistance Program grants, Land and Water Conservation Fund grants, and Disaster Mitigation grants

# Why Are We Here

- To help our neighbors who were not spared
- To help identify what your efforts should be focusing on now
- To help answer questions that remain
- Provide a bridge from the information you have to the information required by FEMA

# How We Can Help

- Provide forms and examples in this handout and for future use, a CD
- Answer your questions today and get answers you need
- Give you the information you need to get started
- Clarify specific documentation

# What You Need To Know

- Documentation needs
- Types of costs covered
- Current Community policies, procedures and standards apply
- Types of costs not covered

# Critical Dates

- Request for Public Assistance to the State
  - September 13, 2004
- Emergency Work project completion date
  - February 14, 2005
- Permanent Work project completion date
  - February 14, 2006
- The State or FEMA may impose shorter deadlines for the completion of work if considered appropriate – **Start Now!**

# Project Classification

- **Emergency Work (Categories A & B)**
  - Debris Removal
  - Protective measures to eliminate or reduce public threats
- **Permanent Work (Categories C through F)**
  - Work to restore an eligible facility to its pre-disaster design and function
- **Large Project:** > \$54,100 FY 2004
- **Small Project:** < \$54,100 FY 2004
  - Typically 20% validated if submitted 1<sup>st</sup> 30 days, 100% thereafter
- **Alternate (Use) Project:**
  - Original damage estimate reduced by 10%
- **Improved Project:**
  - Applicant responsible for all costs exceeding approved scope

# Checklist for Each Project

- Completed Project Worksheet
- Completed Special Considerations Questions
- Estimated and actual costs
- Force account labor
- Force account equipment
- Rented equipment
- Materials and purchases
- Photographs of damage, work underway, work completed
- Insurance, procurement, personnel policies as applicable
- Environmental and/or historic considerations and hazard mitigation opportunities considered for large, improved or alternate projects
- Environmental Review Documents
- Records of donated goods and services
- Alternate Project Support

# Forms

- Each box on checklist has its own form or is required as back-up to the forms
- Specific documentation is required
- Strict attention to detail is required

# Record Requirements

- Authorized Representative resolution
- Labor Documentation sheets
  - Identify type of work, employee, hours worked, rate, date/location
- Equipment Documentation sheets
  - Identify type of work, specific equipment, operator, usage by hour/mile, and rate
- Material Documentation Sheets
  - Type of material, quantity used, and cost
- Copies of all contracts, lease/rental equipment, lease/rental facilities
- Mutual aid agreements
- Union agreements
- Policies, procedures and standards
- Proof of ownership

# Important Reminder

- For all estimated work, keep calculations, quantity estimates, pricing information, etc. as part of the records to document the “cost/ estimate” for which funding is being requested.
- Have maps (County and local), photos and assist FEMA in the site visits.
- A general reference to “Storm Damage” is not sufficient-be specific!!
- Scope of work is critical!

# Examples of detail



- Incomplete: Two classroom buildings sustained water damage.
- Complete: Floodwater inundated two classroom buildings that serve 250 students, to a depth of two feet, damaging drywall, tile flooring, and books in all 14 rooms.

# Examples of detail (continued)

- Incomplete: Floodwaters caused damage to the parking lot
- Complete: Floodwaters undermined the northwest corner of the parking lot. The parking lot has a total capacity to park 100 vehicles. Floodwaters caused the asphalt surface and gravel sub-base to settle over a 1000 sq. ft. area, affecting 15 parking spaces, resulting in broken asphalt and compromised sub-base requiring complete replacement.

# Examples of detail (continued)

- **Incomplete:** High winds toppled and destroyed six 40'H power poles and one transformer. Connecting wires were knocked down along a 0.25-mile stretch of River Road, but were not broken. Replace the damaged parts in the system.
- **Complete:** High winds toppled and destroyed six 40'H power poles and one (12 KVa) transformer of a residential power distribution subsystem. Connecting wires were also knocked down along this 0.25-mile stretch of River Road, but were not broken. Remove and dispose destroyed power poles and transformer. Replace six 40'H power poles and one (12 KVa) transformer. Restring all connecting wires.
  - ❑ Work Completed: Remove and dispose destroyed 6 power poles and 1 transformer, and .25 miles of 12KVA connecting wire.
  - ❑ Work to be completed: Replace power poles and one 12 KVa transformer. Restring .25 miles of 12 KVa connecting wire.

You Have:

# Payroll Documentation

You Need:

- Work Logs, diaries, work orders
- Who did what at what location at what time
- Why was the work done
- How many hours it took
- What equipment was used

You Have:

# Property Register

You Need:

- Pre-disaster photos, drawings, plans
- Photos of corrective work
- Photos of final completion
- Damage assessment details
- Insurance documentation

You Have:

# Receipts

You Need:

- Work Described
- Purchase Orders
- Work Orders
- Unit Prices
- Item Slips
- Weight Slips
- Inventory Records
- Detailed records of donated goods & services
- Materials purchased & their use

You Have:

## Contractor's Estimate

You Need:

- Detailed Plans and Specifications
- Blueprints, Measurements, Pictures
- Comparable Prices
- Permits
- Contracts
- Site maps

# Eligible Costs

	<u>Initial</u>	<u>Expanded</u>
• Debris Removal	6 Months	6 Months
• Emergency Protective Measures	6 Months	6 Months
• Permanent Restoration	18 Months	30 Months
– Road Systems		
– Water Control Facilities		
– Buildings & Equipment		
– Public Utility System		
– Other (Parks, etc.)		
• Administrative Allowance		

# Ineligible Costs

- Property Tax Reassessments
- Overtime Paid if not in Pre-disaster Policy
- Housing Programs
- Consumer Task Forces
- Other Agencies' Non-Federal Share
- Debris Removal from Private Property
- Cost plus a percentage of cost contracts, percentage of construction cost contracts, and contingency contracts
- Time-and-material contracts for debris should be limited to a maximum of 70 hours of actual debris clearance work and should be used only after all available local, tribal and State government equipment has been committed. These contracts should be terminated once the designated dollar ceiling or not-to-exceed number of hours is reached. (FEMA preference is for unit price contracts.)

# Miscellaneous Facts

- If damage > \$5,000, you must get an insurance policy if none exists prior to receiving ANY federal funding
- Hazard mitigation may be eligible and may be required (prior approval required)
- Certification of completion & funds expenditure required at closeout
- FEMA may require certification of immediate threats requiring emergency protective measures
- Repairs to a facility must be less than 50% of replacement cost (An analysis may be requested if costs appear to be 50% or greater)

# Miscellaneous Facts (continued)

- Costs will be adjusted to actual
- Relocation may be approved
- Community codes and standards in place and adopted prior to the disaster are eligible
- Office furniture or equipment should be replaced w/ used or surplus, if available or repaired
- Trees and plantings are not eligible
- Admin allowance:

1 <sup>st</sup>	\$100,000	3%
next	900,000	2%
next	4,000,000	1%
over	5,000,000	1/2%

# Who Do You Call

- Ted Fylstra
- Kirk Ronnie
- Rosmarie Hudak
- Mark Brewer
- Angie Brewer
- Phone: (941) 756-5800, Fax: (941) 756-0804,  
E-mail: [charley\\_info@abalc.com](mailto:charley_info@abalc.com)
- Alternative communication capability: Alltel & Nextel customers request information after meeting

# Summary

- Track all expenses related to hurricane
- Maintain organized system for identifying and documenting costs
- Use work orders / daily work log in addition to normal payroll registers
  - “arrived at this location to do this task at this time using this equipment; completed at this time, weight of materials hauled was this”

# Other Sources: Who else can help down the road

- Department of Community Affairs
  - Community Development Block Grants
- Small Business Administration
  - Loans, Training
- Economic Development Agency
  - Grants, Loans
- Department of Environmental Protection
  - State Revolving Fund Loan Program
  - Grants for Disadvantaged Communities
- Community Budget Issue Requests
  - State Appropriations
- Federal Appropriations
- Pre-Disaster Mitigation Grants