

Audit Response Exercise

- | | Use or
Don't
Use | Priority | |
|-----|--------------------------|--------------------------|---|
| 1. | <input type="checkbox"/> | <input type="checkbox"/> | FEMA personnel did not communicate effectively on critical issues. |
| 2. | <input type="checkbox"/> | <input type="checkbox"/> | FEMA personnel offered conflicting information. |
| 3. | <input type="checkbox"/> | <input type="checkbox"/> | FEMA personnel were late with information, which caused delays. |
| 4. | <input type="checkbox"/> | <input type="checkbox"/> | Initial FEMA information did not specify how to account for costs. |
| 5. | <input type="checkbox"/> | <input type="checkbox"/> | FEMA doesn't understand the complexity of the disaster for us. |
| 6. | <input type="checkbox"/> | <input type="checkbox"/> | FEMA personnel approved all costs, steps, etc., then they changed their minds. |
| 7. | <input type="checkbox"/> | <input type="checkbox"/> | It was difficult to find a new location to rebuild and still meet FEMA priorities. |
| 8. | <input type="checkbox"/> | <input type="checkbox"/> | FEMA clearly misunderstands what constitutes local "emergency measures." |
| 9. | <input type="checkbox"/> | <input type="checkbox"/> | The Federal and state environmental requirements have caused serious delays in our ability to complete projects in a timely manner. |
| 10. | <input type="checkbox"/> | <input type="checkbox"/> | FEMA gives us no latitude on filing deadlines, even though our staff is short handed and overworked. |
| 11. | <input type="checkbox"/> | <input type="checkbox"/> | The state can't do daily oversight. |
| 12. | <input type="checkbox"/> | <input type="checkbox"/> | The state was not able to comply with its grant management duties, which caused delays and other problems for us. |
| 13. | <input type="checkbox"/> | <input type="checkbox"/> | The state did not give proper guidance and monitoring. |
| 14. | <input type="checkbox"/> | <input type="checkbox"/> | State and FEMA personnel interpreted things differently regarding eligibility of some of our projects. |
| 15. | <input type="checkbox"/> | <input type="checkbox"/> | We got different take-away information from meetings with state and FEMA officials. |

Audit Response Exercise

- | | Use or
Don't
Use | Priority | |
|-----|--------------------------|--------------------------|---|
| 16. | <input type="checkbox"/> | <input type="checkbox"/> | OIG audit findings are incorrect; |
| 17. | <input type="checkbox"/> | <input type="checkbox"/> | The OIG failed to comply with the audit process; |
| 18. | <input type="checkbox"/> | <input type="checkbox"/> | The OIG audit findings will jeopardize health and safety of people in the future. |
| 19. | <input type="checkbox"/> | <input type="checkbox"/> | We repudiate audit findings based on a similar case in another location. |
| 20. | <input type="checkbox"/> | <input type="checkbox"/> | We did not solicit bids from women and minority owned businesses which FEMA requires. |
| 21. | <input type="checkbox"/> | <input type="checkbox"/> | Our purchasing ordinance and policies conflict with Federal purchasing regulations. |
| 22. | <input type="checkbox"/> | <input type="checkbox"/> | We were not informed that contracts and subcontracts require specific wording. |
| 23. | <input type="checkbox"/> | <input type="checkbox"/> | Our costs for debris removal were in line with similar jurisdictions, but disqualified because we didn't meet Federal purchasing regulations. |
| 24. | <input type="checkbox"/> | <input type="checkbox"/> | We don't have a risk management department. |
| 25. | <input type="checkbox"/> | <input type="checkbox"/> | We assumed we had enough insurance. |
| 26. | <input type="checkbox"/> | <input type="checkbox"/> | We're not sure what is insured. |
| 27. | <input type="checkbox"/> | <input type="checkbox"/> | We were not clear on what was eligible and what was not. |
| 28. | <input type="checkbox"/> | <input type="checkbox"/> | We cannot get clear specific eligibility information from FEMA. |
| 29. | <input type="checkbox"/> | <input type="checkbox"/> | Our accounting system can't handle project cost accounting. |
| 30. | <input type="checkbox"/> | <input type="checkbox"/> | We don't have enough staff and other resources. |
| 31. | <input type="checkbox"/> | <input type="checkbox"/> | We were not aware of the deadlines for expenditures. |
| 32. | <input type="checkbox"/> | <input type="checkbox"/> | Other: |

PUBLIC ASSISTANCE APPLICATION PROCESS

APPLICANT BRIEFING

- Briefing is scheduled and conducted by the State and Tribal governments
- Apply for Public Assistance
- Learn about the program



FEMA/State/Tribal Program Delivery Coordinator
Your point of contact throughout the Public Assistance process

WITHIN 7 DAYS

EXPLORATORY CALL

- Introduction to your Program Delivery Coordinator
- Get an initial sense of needs and damage
- Identify who needs to be at Recovery Scoping Meeting

WITHIN 21 DAYS

RECOVERY SCOPING MEETING

- In-depth meeting to review damages
- Gather documentation
- Develop list of projects
- Talk through your priorities

SITE INSPECTION(S)
if necessary

WITHIN 60 DAYS



DAMAGE DESCRIPTION & DIMENSIONS

- Disaster-related damages identified and documented



SCOPE OF WORK & COSTS

- Based on site visits and documentation
- To be reviewed for eligibility



FINAL REVIEW & SIGN-OFF



RECEIVE FUNDING



FEMA



Public Assistance

New Public Assistance Delivery Model

The Public Assistance (PA) Program is FEMA’s largest grant program, averaging \$4.7 billion in assistance each year and accounting for 51 percent of the grant dollars administered by the agency. In 2014 and 2015, to identify improvements to the effectiveness of the Program, FEMA conducted an in-depth diagnostic review, analysis, and outreach that demonstrated the need for significant changes in the way FEMA implements the Public Assistance program. As a result, FEMA developed a new business model for PA Program delivery and is implementing those changes. Significant aspects of the new delivery model provide better grants management and fiscal responsibility from beginning to end, including:

- Segmenting projects based on complexity and the type of work;
- Standardizing workflow processes, including the development of an on-line PA Grants Manager and Grants Portal technology platform to promote consistency, transparency and accountability;
- Specializing staff roles and responsibilities, matching skill sets with business process requirements to ensure quality; and
- Consolidating subject matter experts in Consolidated Resource Centers (CRC) to improve consistency and accuracy while building agency-wide capacity to support disaster operations nationwide.



PROCESS AND ROLES

The foundation of the new delivery model is a partnership between the FEMA, state, tribal and territorial emergency managers, and applicants requiring disaster recovery assistance. These parties will work together to complete the processes necessary to apply for and receive Public Assistance, as outlined below:

Phase I – Operational Planning

Objective: Identify applicants’ disaster impacts and recovery priorities. The following general activities will occur after *Applicant Briefings* and approvals of applicants’ *Request for Public Assistance*.

- FEMA will assign a *Program Delivery Manager (PDMG)*—a single point-of-contact assigned to each applicant—who provide assistance to the applicant throughout the application process.
- The PDMG will conduct an *Exploratory Call* with assigned applicant representatives to obtain general information about the applicant and its disaster impacts, and to explain next steps.
 - ✓ Applicant representatives should be prepared to discuss impacts and provide the names of counterparts who may be involved.
 - ✓ Applicant representatives will learn more about the PA Grants Portal, the online database used

- to manage grant applications and upload required documents.
- The applicant and PDMG will conduct a *Recovery Scoping Meeting* within 21 days of the initial call.
 - ✓ Additional applicant and FEMA representatives are expected to participate.
 - ✓ Applicants will have 60 days after the Recovery Scoping Meeting to identify and document all incident-related damages.
 - ✓ The Applicant and the PDMG should agree to weekly, one-on-one status meetings.

Phase II – Intake Damage and Eligibility Analysis

Objective: Capture and document all of the incident-related damages.

- Work that is already completed will be compiled by the PDMG, in coordination with the applicant, to ensure all supporting documentation is provided.
 - ✓ The PDMG will forward projects to the *Consolidated Resource Center* for compliance and quality assurance reviews.
 - ✓ The PDMG will contact the applicant via PA Grants Portal, as necessary, for any outstanding issues, requests for information, and for project concurrence and signature.
- Work that is still to be completed will be scheduled for a site inspection.
 - ✓ Standard and specialized inspections are arranged by the FEMA Site Inspection Task Force Leader, in coordination with the PDMG and the applicant.
 - ✓ Site inspection results are forwarded to the PDMG to ensure the essential elements of information have been gathered.
 - ✓ The PDMG will forward projects ready for submission to the CRC.

Phase III – Scoping and Costing

Objective: Validate *work-to-be-completed* projects for final processing.

- Projects are processed and reviewed by CRC specialists, in coordination with the PDMG.
 - ✓ The PDMG will contact the applicant via PA Grants Portal, as necessary, for any outstanding issues, requests for information, and for project concurrence and signature.
 - ✓ Signed projects are returned to the CRC for quality assurance and compliance reviews.

Phase IV – Reviews

Objective: Prepare eligible projects for obligation.

- Quality assurance teams ensure the project signed by the applicant matches data in EMMIE, which is the official system of record for obligation.
 - ✓ The recipient (grantee) and FEMA representative conducts a review of the project in EMMIE.
 - ✓ A determination letter is issued when FEMA obligates the project.

CONTINUOUS IMPROVEMENTS

FEMA’s continued focus on strengthening people, processes, procedures, and tools will expedite community recovery by bringing greater simplicity, accuracy, efficiency, accessibility, and timeliness to the PA program. The success of the new delivery model depends on the strength of internal and external partnerships. A key aspect of the new model is continuous improvement; the agency will monitor progress, receive feedback, and make on-going adjustments and improvements to the process and tools.

For more information visit: www.fema.gov/new-public-assistance-delivery-model

“FEMA’s mission is to support our citizens and first responders to ensure that as a nation we work together to build, sustain, and improve our capability to prepare for, protect against, respond to, recover from, and mitigate all hazards.”

FEMA DR-4301
PW ID# 3377-1
Site: City Hall 1201 Main St.
Document # 0001

FEMA DR-4301
PW ID# 3377-1
Site: City Hall 1201 Main St.
Document # 0002

FEMA DR-4301
PW ID# 3377-1
Site: City Hall 1201 Main St.
Document # 0003

FEMA DR-4301
PW ID# 3377-1
Site: City Hall 1201 Main St.
Document # 0004

FEMA DR-4301
PW ID# 3377-1
Site: City Hall 1201 Main St.
Document # 0005

FEMA DR-4301
PW ID# 3377-1
Site: City Hall 1201 Main St.
Document # 0006

FEMA DR-4301
PW ID# 3377-1
Site: City Hall 1201 Main St.
Document # 0007

FEMA DR-4301
PW ID# 3377-1
Site: City Hall 1201 Main St.
Document # 0008

FEMA DR-4301
PW ID# 3377-1
Site: City Hall 1201 Main St.
Document # 0009

FEMA DR-4301
PW ID# 3377-1
Site: City Hall 1201 Main St.
Document # 00010

FEMA DR-4301
PW ID# 3377-1
Site: City Hall 1201 Main St.
Document # 00011

FEMA DR-4301
PW ID# 3377-1
Site: City Hall 1201 Main St.
Document # 00012

FEMA DR-4301
PW ID# 3377-1
Site: City Hall 1201 Main St.
Document # 00013

FEMA DR-4301
PW ID# 3377-1
Site: City Hall 1201 Main St.
Document # 00014

FEMA DR-4301
PW ID# 3377-1
Site: City Hall 1201 Main St.
Document # 00015

FEMA DR-4301
PW ID# 3377-1
Site: City Hall 1201 Main St.
Document # 00016

FEMA DR-4301
PW ID# 3377-1
Site: City Hall 1201 Main St.
Document # 00017

FEMA DR-4301
PW ID# 3377-1
Site: City Hall 1201 Main St.
Document # 00018

FEMA DR-4301
PW ID# 3377-1
Site: City Hall 1201 Main St.
Document # 00019

FEMA DR-4301
PW ID# 3377-1
Site: City Hall 1201 Main St.
Document # 00020

FEMA DR-4301
PW ID# 3377-1
Site: City Hall 1201 Main St.
Document # 00021

FEMA DR-4301
PW ID# 3377-1
Site: City Hall 1201 Main St.
Document # 00022

FEMA DR-4301
PW ID# 3377-1
Site: City Hall 1201 Main St.
Document # 00023

FEMA DR-4301
PW ID# 3377-1
Site: City Hall 1201 Main St.
Document # 00024

FEMA DR-4301
PW ID# 3377-1
Site: City Hall 1201 Main St.
Document # 00025

FEMA DR-4301
PW ID# 3377-1
Site: City Hall 1201 Main St.
Document # 00026

FEMA DR-4301
PW ID# 3377-1
Site: City Hall 1201 Main St.
Document # 00027

FEMA DR-4301
PW ID# 3377-1
Site: City Hall 1201 Main St.
Document # 00028

FEMA DR-4301
PW ID# 3377-1
Site: City Hall 1201 Main St.
Document # 00029

FEMA DR-4301
PW ID# 3377-1
Site: City Hall 1201 Main St.
Document # 00030

Disaster Name & Incident Date & Name of Mutual Aid Agreement Invoked					
Annex A: Mutual Aid For Hire or Mutual Assistance Cost Reimbursement Agreement					
Providing Agency			Receiving Agency		
<i>Providing Agency Name Goes Here</i>			<i>Receiving Agency Name Goes Here</i>		
Mutual Aid For Hire (Paid Wages and Benefits)			Mutual Assistance (No Wages or Benefits)		
Costs Reimbursed			Costs Reimbursed		
Yes	No	Item		Yes	No
1	<input checked="" type="checkbox"/>		Wages and Benefits ^{1, 2}		<input checked="" type="checkbox"/>
2		<input checked="" type="checkbox"/>	Providing Agency Backfill Time		<input checked="" type="checkbox"/>
3	<input type="checkbox"/>	<input type="checkbox"/>	Travel expense: Mileage ³		<input type="checkbox"/>
4	<input type="checkbox"/>	<input type="checkbox"/>	Travel Expense: Airfare ⁴		<input type="checkbox"/>
5	<input type="checkbox"/>	<input type="checkbox"/>	Travel Expense: Auto Rental ⁵		<input type="checkbox"/>
6		<input checked="" type="checkbox"/>	Automobile Fuel (Included in mileage rates)		<input checked="" type="checkbox"/>
7	<input type="checkbox"/>	<input type="checkbox"/>	Travel Time: Employee Domicile to Incident Staging or EOC Location & Return ⁶		<input type="checkbox"/>
8	<input type="checkbox"/>	<input type="checkbox"/>	Travel Time: Work Location to Incident Staging or EOC location & Return ⁶		<input type="checkbox"/>
9	<input type="checkbox"/>	<input type="checkbox"/>	Food and Lodging at State of California Per Diem Rates		<input type="checkbox"/>
10	<input type="checkbox"/>	<input type="checkbox"/>	Food and Lodging at Market Rates ⁷		<input type="checkbox"/>
11	<input type="radio"/>	<input checked="" type="checkbox"/>	Lodging (Base Camp - No Hotel/Motels Paid)		<input type="radio"/>
12	<input type="radio"/>	<input checked="" type="checkbox"/>	Lodging (Hotel / Motel - Receiving Agency Provided or paid for)		<input type="radio"/>
13	<input type="checkbox"/>	<input type="checkbox"/>	Meals (Base Camp or EOC Provided Only)		<input type="checkbox"/>
14	<input type="checkbox"/>	<input type="checkbox"/>	Meals on Your Own ⁷		<input type="checkbox"/>
15	<input type="checkbox"/>	<input type="checkbox"/>	Special Dietary Exemption ⁷		<input type="checkbox"/>
16	<input type="checkbox"/>	<input type="checkbox"/>	Worker's Compensation Insurance, ^{8, 9} (unless included in Pay and Benefit rates)		<input type="checkbox"/>
17	<input type="checkbox"/>	<input type="checkbox"/>	Automobile Liability Insurance ^{8, 9}		<input type="checkbox"/>

¹ As provided for in the employee's bargaining unit labor agreement or MOU, a copy of the agreement must be provided.

² Note: Reimbursement is only provided for the actual hours worked on the incident or at the EOC. Employees in a 24 hour per day paid status are only covered for actual on-duty hours in an EOC or DOC operation.

³ At the State of California standard mileage rate.

⁴ Coach airfare only. Provide Receipts

⁵ Sub-compact or compact size automobile only. Provide Receipts

⁶ Shortest available time or distance per Google Maps on day of travel.

⁷ Not to exceed 150% of State per diem rates. Provide Receipts

⁸ Coverage provided only when the employee is within the course and scope of assigned duties of the disaster incident.

18	<input type="checkbox"/>	<input type="checkbox"/>	General Liability Insurance ^{8, 9}	<input type="checkbox"/>	<input type="checkbox"/>
19	<input type="checkbox"/>	<input type="checkbox"/>	Damage to or loss of providing agency equipment, including automobiles ^{9, 10}	<input type="checkbox"/>	<input type="checkbox"/>
20	<input type="checkbox"/>	<input type="checkbox"/>	Damage to or loss of responding employee personal equipment, including automobiles and/or computers ⁹	<input type="checkbox"/>	<input type="checkbox"/>
21	<input type="checkbox"/>	<input type="checkbox"/>	Other (Specify)	<input type="checkbox"/>	<input type="checkbox"/>
22	<input type="checkbox"/>	<input type="checkbox"/>	Other (Specify)	<input type="checkbox"/>	<input type="checkbox"/>
23	<input type="checkbox"/>	<input type="checkbox"/>	Other (Specify)	<input type="checkbox"/>	<input type="checkbox"/>
24	<input type="checkbox"/>	<input type="checkbox"/>	Other (Specify)	<input type="checkbox"/>	<input type="checkbox"/>

Note: Receipts and mileage logs must be provided for all reimbursable expenses.

List here any equipment that the providing agency or providing agency employee should bring with them:

List here any specific licenses, certification, or previous experience that the employee should have to fill the required position: I.e., Previous experience or certification as a Finance Section Chief, etc.

Attach here a sample of the daily time and activity reporting form required by the receiving agency to document the Mutual Aid activities.

Accepted for the Requesting Agency by:

Print Name _____

Cell Phone _____

Signature _____

Office Phone _____

Email Address _____

Date _____

Accepted for the Providing Agency by:

Print Name _____

Cell Phone _____

Signature _____

Office Phone _____

Email Address _____

Date _____

⁹ Coverage applies only when and not until the employee has arrived and checked in at the incident or EOC. Coverage ceases once the employee has checked out of the incident or EOC and is in a return travel status.

¹⁰ All motor vehicles or equipment shall be reimbursed based upon the current FEMA Equipment Rate Sheet in effect at the time of the disaster, unless otherwise agreed to in writing prior to the deployment of personnel.



Taco (214)
Tuesdays