

# Declarations and Disaster Assistance

Applicant Briefing  
(ID-02-2021/FM-5407)

August 25, 2021

Idaho Office of Emergency Management



# Agenda

Welcome and Introductions

Hazard Mitigation Grant Program

Overview of the Disaster Assistance Program

- a. Applicant Eligibility
- b. Expense Eligibility
- c. Reimbursement Procedures
- d. Dates/Deadlines

Question and Answer



# Requesting State Disaster Assistance

- Local disaster declaration and specific request for assistance
  - When overwhelmed, local entity requests go through the County. The County declares and, when overwhelmed, requests assistance from the State. When the State resources are overwhelmed, it will request assistance from FEMA.



# Cost Share

- State Declaration - 50% Local cost share
- Federal Declaration
  - Federal - 75%
  - State Share - 15%
  - Local Share - 10%



# Eligible Applicants for FEMA Disaster Assistance

- State Governments
- Local Governments
- Indian Tribal Governments
- Special Taxing Districts
- Certain Private Non-Profit Organization (critical infrastructure)



# Eligible Work

- Emergency Protective Measures (Category B)
  - Police Barricading and Traffic Control
  - Extraordinary EOC Expenses
  - Search & Rescue
- Fire Suppression (Category H)



# Eligible Work

(continued)

- Must be located within a disaster declared county or Tribal boundary (depending on the declaration specifics)
  - State Declaration - IDL Protection Districts and Nez Perce County
  - Federal Declaration - Nez Perce County and the Nez Perce Reservation
- Must be the legal responsibility of the Applicant
- Is required as a result of the declared disaster event



# Eligible Work

(continued)



Must occur during the incident period:

- State Declaration ID-02-2021
  - Start: July 9, 2021 for IDL Districts and Nez Perce County
- Federal Declaration FM-5407-ID
  - Start: August 12, 0001 Pacific
  - End: August 17, 2021, 2359 Pacific



# Eligible Work

(continued)

- Must be deemed an “extraordinary” expense
- Must be in response to imminent threat
- Must not be the responsibility of a Federal agency with authority and responsibility to fund the work



# Eligible Costs

- Force Account Labor and Fringe Benefits
  - Permanent Employees: Overtime Only for Budgeted Employees
  - Backfill for Those Conducting Eligible Work: Extraordinary Costs
  - Temporary/Contract Employees hired to conduct eligible activities: Regular and Overtime



# Eligible Costs

(Continued)

- Force Account Equipment
  - Equipment logs with operator information (include matching timecard and payroll record)

Refer to FEMA Equipment Rate Schedule



<https://www.fema.gov/assistance/public/schedule-equipment-rates>



# Eligible Costs

(Continued)

- Force Account Materials and Supplies
  - Applicant's net cost to purchase or replace
- Contracted Services
  - Reasonable and necessary for scope of work
  - Federal, state and local procurement policies apply
  - Pre-event contracts/agreements
  - Emergency contracts



# Eligible Costs

(Continued)

- Travel and Per Diem
  - For all State, Tribal and local governmental employees who provide services requested by the Incident Commander and are directly associated with declared and eligible fire-related activities
  - Field camps and meal costs when provided in lieu of per diem



# Supporting Documentation

- Agency pay/personnel policies
- Existing MOUs and MOAs
- Other financial / legal agreements between organizations
- Pay Records / Proof of Payment



# Supporting Documentation

(Continued)

- Rented Equipment
  - Purchase orders and invoices with equipment detail
  - Proof of payment



# Supporting Documentation

(Continued)

- Contracted Work
  - Purchase orders and invoices
  - Contracts
  - Proof of payment
  - FEMA may require back-up documentation for interagency costs





# Donated Services/Materials

- Documentation similar to Force Account Labor/Equipment
  - Who
  - What
  - When
  - Where
  - With what equipment
  - At whose request



# Contractor Debarment Verification

The screenshot shows the SAM.gov homepage. At the top, there is a navigation bar with the SAM logo and a 'Log In' button. Below the navigation bar, there is a main content area with a 'Getting Started' section. This section contains three columns: 'Create A User Account', 'Register Entity', and 'Search Records'. Each column has an icon and a brief description of the action. At the bottom of the page, there is a footer with the GSA logo, a list of links (Search Records, Data Access, Check Status, About, Help, Disclaimers, Accessibility, Privacy Policy), and a disclaimer.

View assistance for SAM.gov

**SAM**  
SYSTEM FOR AWARD MANAGEMENT

A NEW WAY TO SIGN IN - If you already have a SAM account, use your SAM email for login.gov. [Log In](#)  
[Login.gov FAQs](#)

HOME SEARCH RECORDS DATA ACCESS CHECK STATUS ABOUT HELP

**ALERT - June 11, 2018:** Entities registering in SAM must submit a [notarized letter](#) appointing their authorized Entity Administrator. Read our [updated FAQs](#) to learn more about changes to the notarized letter review process and other system improvements.

The System for Award Management (SAM) is an official website of the U.S. government. There is no cost to use SAM. You can use this site for FREE to:

- Register to do business with the U.S. government
- Update or renew your entity registration
- Check status of an entity registration
- Search for entity registration and exclusion records

### Getting Started

Create A User Account	Register Entity	Search Records
Start by creating a SAM user account.	After creating your SAM user account, log in to register to do business with the U.S. government.	Do a public search for existing entity registration records or exclusion records.  Federal users can log in to see additional information.

**GSA**

IBM v1.P.16.20180727-0955  
WWW1

Search Records Disclaimers FAPIIS.gov  
Data Access Accessibility GSA.gov/IAE  
Check Status Privacy Policy GSA.gov  
About USA.gov  
Help

This is a U.S. General Services Administration Federal Government computer system that is "FOR OFFICIAL USE ONLY." This system is subject to monitoring. Individuals found performing unauthorized activities are subject to disciplinary action including criminal prosecution.

- <https://www.sam.gov> (step-by-step instructions available on flash drive)
- Search entity name and print search results; submit with reimbursement package



# Required Documentation for Application

- Request for Assistance
  - Federal Request for Fire Management Assistance Subgrant (RFMAS)
- Designation of Applicant Agent
- W-9
- DUNS Number for Federal Awards - register at [www.sam.gov](http://www.sam.gov)



# Deadlines

- Request for Fire Management Assistance Subgrant (RFMAS) - 30 days from the close of the incident period
  - 09/16/2021
- Submitting all Project Worksheets (PWs) - 6 months from the close of the incident period
  - 02/17/2022



# Reimbursement Resources

Disaster Cost Reimbursement Workbook

[www.ioem.idaho.gov/grants/disaster-grants](http://www.ioem.idaho.gov/grants/disaster-grants)

STATE DISASTER COST CLAIM	
1. Applicant Name:	2. Employee Identification Number:
0	
Address:	3. Type of Claim (Choose Type of Claim)
City, State, and ZIP Code:	1. Party
	2. Final
4. State Disaster/Federal Disaster:	0
5. Mission Assignment/Project #/Program/POW:	0
6. COMPOSITION OF CLAIM REQUESTED	
PERIOD COVERED BY THIS REQUEST	
	0
	CLAIM
Force Account Labor	\$0.00
Force Account Equipment	\$0.00
Material Equipment	\$0.00
Contract Services	\$0.00
Materials & Supplies	\$0.00
Direct Administrative Costs (Fed only)	\$0.00
TOTAL CLAIM:	\$0.00
7. I certify that to the best of my knowledge and belief the data is correct and that all services were made in accordance with the grant conditions or other agreement and that this claim has not been previously recorded.	
SIGNATURE OF AUTHORIZED CLAIMANT	DATE REQUEST SUBMITTED
TYPE OF PRINTED NAME AND TITLE	TELEPHONE (AREA CODE, NUMBER, EXTENSION)

[IOEMRecovery@imd.idaho.gov](mailto:IOEMRecovery@imd.idaho.gov)



# IOEM Resources

Spreadsheet and supporting information is available at our website:

[www.ioem.idaho.gov/grants/disaster-grants](http://www.ioem.idaho.gov/grants/disaster-grants)



# Record Retention

- Maintain records for three years
  - 3 years after closeout of the disaster and/or after resolution of any audit findings or legal actions OR your local requirement, whichever is longer.



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# Questions/Discussion

