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

- **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

IOEMRecovery@imd.idaho.gov
IOEM Resources

Spreadsheet and supporting information is available at our website:

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