Public Assistance: What is it and How to Get it

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Grants Specialist
Public Assistance Program

- Supplemental federal disaster grant assistance for response and recovery in a Presidentially declared disaster funded through the Federal Emergency Management Agency (FEMA)

- GEMA/HS acts as the Recipient and administers the grant to Subrecipients

- The Federal share of assistance is not less than 75% of the eligible cost

- Georgia: $18,960,077 of uninsured PA damage to meet the threshold for a federal declaration
Public Assistance Process

Disaster Event
Initial Damage Estimates

PDA
Governor’s Request
Declaration

Assign PDMG
Submission of RPA
Applicant Briefing

EC

Recovery Scoping Meeting
Damages Identified
Projects Formulated

Subrecipient
Recipient
Funding
Project Review/Approval

WORK

Georgia Emergency Management and Homeland Security Agency (GEMA/HS)
FEMA-State-Applicant Team

**FEMA**
- Coordinates with all Federal, State, Local agencies
- Establishes JFO
- Collects project and cost data
- Approve grants and obligates funds

**State (Recipient)**
- Educates Applicants
- Collects project and cost data
- Disburses grants and funding to Applicants
- Monitors and manages use of grants by Applicants

**Applicant (Subrecipient)**
- Requests assistance
- Provide Damage Inventory
- Upload documentation to support request
- Performs necessary work (repairs, debris, etc)
- Provide project summary information to State

Georgia Emergency Management and Homeland Security Agency (GEMA/HS)
Threshold Criteria

- Minimum amount for damages/project - $3,800
- Small Project Threshold - $1,000,000
- Large Project Threshold - $1,000,000 <
Who is eligible?

- State Governments
- Local Governments
  - Counties
  - Cities, towns, and villages
  - Districts and regional authorities
  - State departments/agencies
- Private Nonprofit Entities (PNP’s)
  - Critical Facilities (education, food banks, medical, fire/emergency services, custodial care, utilities)
  - Non-Critical Facilities (houses of worship, museums, libraries, zoos)
  - Must be open to the public
  - Must be tax exempt
Facilities/Work Requirements

- To be considered eligible, work must be:
  - Damaged as a result of the declared event
  - In active use at the time of the disaster
  - Located within a declared disaster area
  - Legal responsibility of an eligible Subrecipient
Eligible Costs – How is Work Performed?

- Labor (Force Account or Contract)
- Equipment (Force Account or Contract)
- Materials (Force Account or Inventory)
- Contracts
- Mutual Aid Agreements
Categories of Work

- Emergency Work (6 months)
  - Category A – Debris Removal
  - Category B – Emergency Protective Measures

- Permanent Work (18 months)
  - Category C: Roads and Bridges
  - Category D: Water Control Facilities
  - Category E: Buildings and Equipment
  - Category F: Utilities
  - Category G: Parks, Recreational, and Other

- Category Z – Management Costs
Emergency Protective Measures

- Firefighting
- Cut and toss
- Transporting/pre-positioning equipment
- Search and rescue
- Security, such as barricades/fencing
- EOC-related costs
Debris Removal

Removal of debris from improved public property and public rights-of-way (ROWs), including Federal-aid roads, is eligible under the PA program.

If SLTT governments authorize residents to place incident related debris on public ROWs, FEMA provides PA funding to remove the debris from the ROWs for a limited timeframe.
Debris Removal Guidelines for Private Residential Properties

In efforts to expedite the debris removal process, please follow these rules.

Debris Separation

Please separate debris into the categories shown below.

Never touch, cut, remove or place debris on downed lines.
- Can result in injury or death
- Placing debris near utility boxes or on lines can cause injury or damage.

Placing debris near or on trees, poles or other structures makes removal difficult. This includes fire hydrants and meters.

Debris should be placed curbside. Debris should not block roadway or access to the property.

Placing debris near utility boxes or on lines can cause injury or damage.

Check with your local office of emergency management for more information on debris removal.

- Large Appliances
  Refrigerator, washer/dryer, air conditioner, stove, water heater, dishwasher. Do not leave doors unsealed or unsecured.

- Construction Debris
  Building materials, drywall, lumber, carpet, furniture, plumbing.

- Vegetative Debris
  Tree branches, leaves, logs, plants.

- Hazardous Waste
  Oil, battery, pesticide, paint, cleaning supplies,

- Electronics
  Television, computer, stereo, phone, DVD player.

Georgia Emergency Management and Homeland Security Agency (GEMA/HS)
Debris Operations

FEMA may reimburse reasonable costs associated with debris removal as a result of the declared event such as:

- Disposal fees
- Monitoring costs
- Overtime labor
- Equipment costs
- Material costs
- Contract costs (must comply with Federal, State, and local procurement standards)
# Emergency Work Labor Eligibility

<table>
<thead>
<tr>
<th></th>
<th>Overtime</th>
<th>Straight-Time</th>
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<tbody>
<tr>
<td><strong>Budgeted Employee Hours</strong></td>
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<td></td>
</tr>
<tr>
<td>Permanent employee</td>
<td>✔️</td>
<td></td>
</tr>
<tr>
<td>Part-time or seasonal employee working during normal hours or season of employment</td>
<td>✔️</td>
<td></td>
</tr>
<tr>
<td><strong>Unbudgeted Employee Hours</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reassigned employee funded from external source</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td>Essential employee called back from furlough</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td>Temporary employee hired to perform eligible work</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td>Part-time or seasonal employee working outside normal hours or season of employment</td>
<td>✔️</td>
<td>✔️</td>
</tr>
</tbody>
</table>
Alternative Procedure for Straight Time

- The Applicant may elect to participate in the Alternative Procedures for debris removal and receive reimbursement for straight-time for the Applicant’s budgeted employees that conduct debris removal activities.

- The Applicant opts in by including straight-time in their debris removal (Category A) project claims.
Debris Documentation

- Debris volume (cubic yards preferred)
- Photographs of debris impacts before and after damages
- Location of temporary reduction sites and final disposal sites
- Copies of permits for reduction and disposal sites
- Quantities of debris removed by type with load tickets to support quantities
- Location of debris (GPS coordinates)
- Source documentation (timesheets, work logs, tower logs, invoices, contracts, mutual aid agreements)
Handling Debris

- Separate debris based on type (vegetative, C&D, sand, white goods, etc.)

- Monitor all contracting debris operations (force account or separate contract)

- Chipping or grinding - preferred method for disposing of vegetative debris
Information to Share with Public

- How to separate debris – posting flyers
- When and how to place debris curbside
  - Pickup schedules
  - Keeping debris piles away from fire hydrants
- How to report illegal dumping
- Locations of debris staging sites
Separating Your Debris

Debris should be placed curbside, without blocking the roadway or storm drains.

**DEBRIS SEPARATION**
Separate debris into the six categories shown below.

**DO NOT STACK OR LEAN**
Placing debris near or on trees, poles, or other structures makes removal difficult. This includes fire hydrants and meters.

**UNSURE WHERE TO PLACE DEBRIS?**
If you don’t have a sidewalk, ditch, or utility line in front of your house, place debris at the edge of your property before the curb.

**NO PICKUP ZONE**
Any debris placed from the sidewalk toward your property will not be picked up.

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**Normal Household Trash**
Normal household trash and bagged debris of any kind will not be picked up with disaster debris. You should continue to follow your normal garbage removal schedule.

**VEGETATIVE DEBRIS**
- Leaves (do not put in bags)
- Logs
- Plants
- Tree branches

**CONSTRUCTION & DEMOLITION DEBRIS**
- Building materials
- Carpet
- Drywall
- Furniture
- Lumber
- Mattresses
- Plumbing

**APPLIANCES & WHITE GOODS**
- Air conditioners
- Dishwashers
- Freezers
- Refrigerators
- Stoves
- Washers, dryers
- Water heaters

**ELECTRONICS**
- Computers
- Radios
- Stereos
- Televisions
- Other devices with a cord

**HOUSEHOLD HAZARDOUS WASTE**
- Cleaning supplies
- Batteries
- Lawn supplies
- Oils
- Oil-based paints and stains
- Pesticides
Debris Monitoring – Eligible Activities

- Supervisory oversight
- Monitoring contracted debris removal at both the loading and disposal sites
- Compiling documentation, such as load tickets and monitor reports
- Training
Debris Monitoring

Documenting:
- Debris types
- Quantities
- Pickup method
- Locations
## Monitoring Log Examples

<table>
<thead>
<tr>
<th>Date</th>
<th>Ticket Number</th>
<th>Time</th>
<th>Pickup Location</th>
<th>Truck #</th>
<th>Truck Capacity</th>
<th>Load %</th>
<th>Total CY</th>
<th>Debris Type</th>
<th>Disposal Site</th>
<th>Notes</th>
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<tr>
<td>4/26/2021</td>
<td>101775</td>
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<td>Meadow Sweet Lane</td>
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<td>95%</td>
<td>53.2</td>
<td>C&amp;D</td>
<td>Turkey Run Landfill</td>
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</tbody>
</table>

**DRC EMERGENCY SERVICES, LLC**

**Daily Site/Tower Sheet**

**Date:** 04-26-2021  
**Job:** Coweta County  
**Daily Grand Total:** 170,35 CY

**Tower / Dump Location:** Turkey Run Landfill

<table>
<thead>
<tr>
<th>Ticket No.</th>
<th>Truck Capacity</th>
<th>Load %</th>
<th>Cubic Yards Approved</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>101775</td>
<td>56</td>
<td>60%</td>
<td>33.6</td>
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</tr>
<tr>
<td>101776</td>
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</tr>
<tr>
<td>101600</td>
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<td>95%</td>
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<tr>
<td>101601</td>
<td>72</td>
<td>65%</td>
<td>41.8</td>
<td></td>
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</tbody>
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Georgia Emergency Management and Homeland Security Agency (GEMA/HS)
Debris Permitting

If using a temporary staging area:

- Contact DNR EPD regional office for assistance in determining site
- Must not be located in floodplains, critical habitats, or in archaeologically sensitive areas

If burning:

- Only vegetative debris may be burned
- Open burning of construction materials is not permitted
- Burn permit must be obtained from GA Forestry Commission
Hazardous Limbs, Trees, and Stumps

- Includes tree limbs, branches, stumps, or trees that are still in place, but damaged to the extent they pose an immediate threat
- Ineligible if these hazardous items are pre-existing
- Bracing a tree is eligible only when doing so is less costly than removal and disposal
- Pruning, maintenance, trimming, and landscaping are ineligible

For more information, refer to the PAPPG Version 4 p.101-103
Documentation for Hazardous Trees

- Location and photograph establishing the item is on public property
- Quantity removed
- Quantity, location, and source of material to fill root-ball holes
- Equipment used to perform the work
EHP Considerations

- Woody Debris and Root Ball Removal
  - Any voids that require filling due to a public safety issue must be covered with clean fill from an approved source

- Stump Removal Guidance
  - Utilize methods to avoid or minimize soil disturbance around the stump
  - Void spaces must be backfilled with any original loose fill from the root ball or clean fill from an approved source

- Ground Disturbance
  - When using heavy equipment, work from hard or firm (& dry) surfaces to the fullest extent possible, to avoid sinking into soft soils
EHP Compliance Review

The following often require additional documentation or requests for information:

- Involving new construction
- Affecting structures that are 45 years or older
- Historic landmarks of any age
- Any work resulting in soil movement or change to the pre-disaster footprint
- Work near or within a special flood hazard area
- Work in or near environmentally sensitive areas
- Staging and disposal/recycling of debris
- Effects to Low Income and Minority Populations
Documentation

General
- Labor Policy
- Insurance Policy
- Procurement Policy
- Permits (staging, burning debris)
- Pictures
- Debris documents (load tickets, landfill tickets)

Force Account
- Labor/Material/Equipment Summaries
- Work orders
- Employee timesheets
- Payroll registers
- Inventory records
- Invoices
- Proof of Payments
# Documentation

<table>
<thead>
<tr>
<th>Contract</th>
<th>Mutual Aid</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Procurement Portfolio (proof of publishing, bid tabulation)</td>
<td>- Mutual Aid agreement</td>
</tr>
<tr>
<td>- Executed Contract</td>
<td>- Invoices</td>
</tr>
<tr>
<td>- Invoices</td>
<td>- Cancelled check/ACH payment</td>
</tr>
<tr>
<td>- Cancelled Check/ACH payment</td>
<td>- Cost summary</td>
</tr>
<tr>
<td>- Summary record</td>
<td>- Force Account Labor documents from the mutual aid agency</td>
</tr>
</tbody>
</table>
Build your PA team

- Ask who is....
  - Authorized signer/decision maker
  - Point of contact
  - Finance contact
  - Expert on response activities/damages
  - Expert on construction activities
Checklist for Recovery

- Download the PAPPG
- Get to know basic PA guidelines
  - GA 100-EM: Disaster Recovery Programs: Information & Documentation
  - FEMA’s PA YouTube Channel
- Build your PA team
- Create an account in FEMA’s Grants Portal (grantee.fema.gov)
- Reach out to potential applicants in your community
- Maintain records for at least 3 years after project closeouts
Questions?

Publicassistance@gema.ga.gov