Sub-Recipient Disaster
Reimbursement Responsibility
Presentation Overview

- Introduction
- Why Document
- Policy
- Cost
- Documentation
- Grants Management Systems
Introduction

Pat McGraw
Grant Coordinator

Pat.mcgraw@tdem.texas.gov
512-994-8568
The Public Assistance Program is a reimbursement program that provides funding to eligible applicants who have suffered damages as a result of a Presidential disaster declaration and whose damages are within a designated area for Public Assistance. Funding under this program is limited to repairing or replacing damaged items/facilities to their pre-disaster condition at the approved cost share.

*Document everything you spend time and money on.

**Must maximize insurance claim efforts**

**FEMA is funding of last resort**
Policy

Key Statues and Authorities

- Robert T. Stafford Disaster Relief and Emergency Assistance Act, amended (Stafford Act)
- 44 CFR Section 206 – Federal Disaster Assistance
- 2 CFR Section 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
- Executive Order No. GA-05 Emergency Management
- Public Assistance Program and Policy Guide
Cost Eligibility

Generally, costs that can be directly tied to the performance of eligible work.

Cost Must Be:

• Reasonable and necessary to accomplish the work
• Authorized and not prohibited under Federal, State or local government laws or regulations.
• Reduced by all applicable credits, such as insurance proceeds and salvage values.

Must Maximize all other $ resources
Tracking Cost by Categories

Emergency Work
  A  Debris Removal
  B  Emergency Protective Measures

Permanent Work
  C  Roads and Bridges
  D  Water Control Facilities
  E  Buildings and Equipment
  F  Utilities
  G  Parks, Rec. Facilities & Other Items
Tracking Cost by Project

- Small Projects
- Large Completed Projects
- Compliance Monitoring (Incomplete Large Projects)
- Final Compliance Review
How to Document

DOCUMENT EVERYTHING YOU SPEND TIME & MONEY ON!

1. Force Account Labor – your staff (regular or new hire)
2. Force Account Equipment – equipment you own
3. Materials – on hand and purchase
4. Contracts – from the beginning through the whole process
5. Rental – equipment and facilities
6. Travel – meals, lodging, etc.
Supporting Documentation

- Time Keeping Policy
- Purchasing Policy
- Mutual Aid Policy
- Insurance Policy
- Personnel Policy
- Vehicle Ownership
Force Account Labor

These are your people on your payroll.

Eligible Labor Costs for your jurisdiction’s employees

Support Documents

- Crew time reports, Activity Logs, timesheets
- Proof of hourly or pay period rate (HR)
- Fringe Benefit Rate for each employee or an department average
- Proof of payment – payroll history, check stubs, bank statements
- Overtime and comp time policy for exempt and non-exempt employees, part-time employees and volunteers
# Daily Work Report

**Job:** Private Residence  
**Address:** 2260 E Terrace Street, Seattle, WA 98122  
**Weather:** Overcast and windy  
**Temperature:** AM: 46°F, PM: 48°F  
**Submitted by:** James Bulldogsman  
**Date:** February 17  
**Job #:** 151-009

### Employees

<table>
<thead>
<tr>
<th>Employee Name/Trade</th>
<th>Work Accomplished</th>
<th>Rate</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alan/Plumbing</td>
<td>Installed basement drains</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Fred/Framing</td>
<td>Roof trusses</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>John/Framing</td>
<td>Roof trusses</td>
<td>8</td>
<td></td>
</tr>
</tbody>
</table>

### Material/Supplies

<table>
<thead>
<tr>
<th>Description of Material/Supplies Received</th>
<th>Amount</th>
<th>Material/Supplies Used</th>
</tr>
</thead>
<tbody>
<tr>
<td>Roof trusses</td>
<td>Load</td>
<td></td>
</tr>
<tr>
<td>Nails</td>
<td>5 lb</td>
<td></td>
</tr>
<tr>
<td>Plywood</td>
<td>24 sq/</td>
<td></td>
</tr>
</tbody>
</table>
Force Account Equipment

This is the equipment your department, agency, town or city owns.

Eligible Equipment Costs
Actual in-use working hours (standby and idle time maybe eligible)
Mileage rate versus hourly rate
TIFMAS only reimburses at an hourly rate

Support Documents
- Equipment logs identifying operator and signed by operator & supervisor
- Operator timesheets, CTRs, Activity Reports
- Proof of equipment ownership (title, registration, etc)
- Equipment rate calculations (local, State or FEMA rate)
Materials

The materials and supplies used that you owned prior to the disaster or purchased as a result of the disaster.

**Eligible Materials Costs**

- Materials and supplies taken from existing stock
- Materials and supplies purchased

**Support Documents**

- List of materials used with pricing
- Invoices & Purchase Orders
- Proof of payment (cancelled checks, bank statements)
- Purchasing procedure policy
Rentals / Leases

You pay to use someone else’s property/equipment for a specified amount of time.

**Eligible Costs**
- Required as a result of the event
- Reasonable costs – Can’t exceed a purchase price

**Support Documents**
- Rental/Lease agreement
- Invoices
- Purchase Orders
- Proof of Payment
- Equipment use logs
Contracts

Contracts must be of reasonable cost, generally must be competitively bid, and must comply with local jurisdiction, State and Federal procurement standards.

Eligible Costs

- Lump Sum Contracts
- Unit Price contracts
- Cost Plus Fixed Fee contracts
- Time and Materials contracts
  (immediate need, time sensitive)

Cost Plus A Percentage of Costs: not allowed

Support Documents

- Contract procurement policy
- Bid & Selection process
- Debarment check
- Contracts
- Invoices/Purchase Orders
- Proof of Payment
Debris

- **Contracts**
  - Properly Procured

- **Monitoring Contracts**
  - Procured
  - Force Account Labor

- **Load Tickets**
  - Truck Certification
  - What was picked up
  - Where it was picked up from

- **Dump/Burn Sites**
  - TCEQ & THC certified/approved

Final Disposition
- Land Fill
- Recycling Center
Insurance Documentation

- Insurance policy coverage in effect prior to the event
- Schedule of Value
- Declaration Page
- Insurance Adjuster’s Assessment of Damage and loss
- Carrier’s summary of loss
- Carrier’s Statement of loss
- Carrier’s Sworn Statement in Proof of loss
- Copies of proceed checks and any explanation that accompanied the checks (*including advances received*)
- Breakdown of how insurance was applied to each project

*FEMA request the whole insurance policy*
Reimbursement Tips

- Identify employee for record keeping
- Establish separate revenue/expenditures accounts
- Create separate files for each FEMA project
- Ensure expenditures reference source documentation
- File for & credit insurance payment to FEMA project
Frequent Audit Findings - OIG

- Improper Contracting Practices
- Unsupported Costs
- Poor Project Accounting
- Excessive Equipment Charges
- Unapplied Credits
- Excessive Labor and Fringe Benefit Charges
- Duplication of Benefits
- Unrelated Project Charges
- Direct Administrative Costs
- Obtain and Maintain Insurance
Grants Portal

FEMA’s online grants management system
Grants Management System

*TDEM’s Online management system*

TDEM Grants Management System

grants.tdem.texas.gov tracks Emergency Management grants in Texas. The system manages the process from application through closeout.
Questions?
Region 1, District 6

Josh Roberts
Assistant Chief
(214) 470-9185

Andrea Lowe
Unit Chief
(214) 861-2057

Karen Hershey
Regional Disaster Finance Coordinator
(903-343-3432

Deaun Stinecipher
District Coordinator
(903) 393-6072

Pat McGraw
Grant Coordinator
(512) 994-8568

Should you have any question after today here are the contacts for District 6.