

A foggy, snowy landscape with a road and utility poles. The scene is overcast and hazy, with a road stretching into the distance. Several utility poles are visible along the road, and the ground is covered in a thick layer of snow. The text "Applicant's Briefing" and "DR-4689" is overlaid on the image.

# Applicant's Briefing

## DR-4689

# FEMA-4689-DR-SD

Declaration Date:

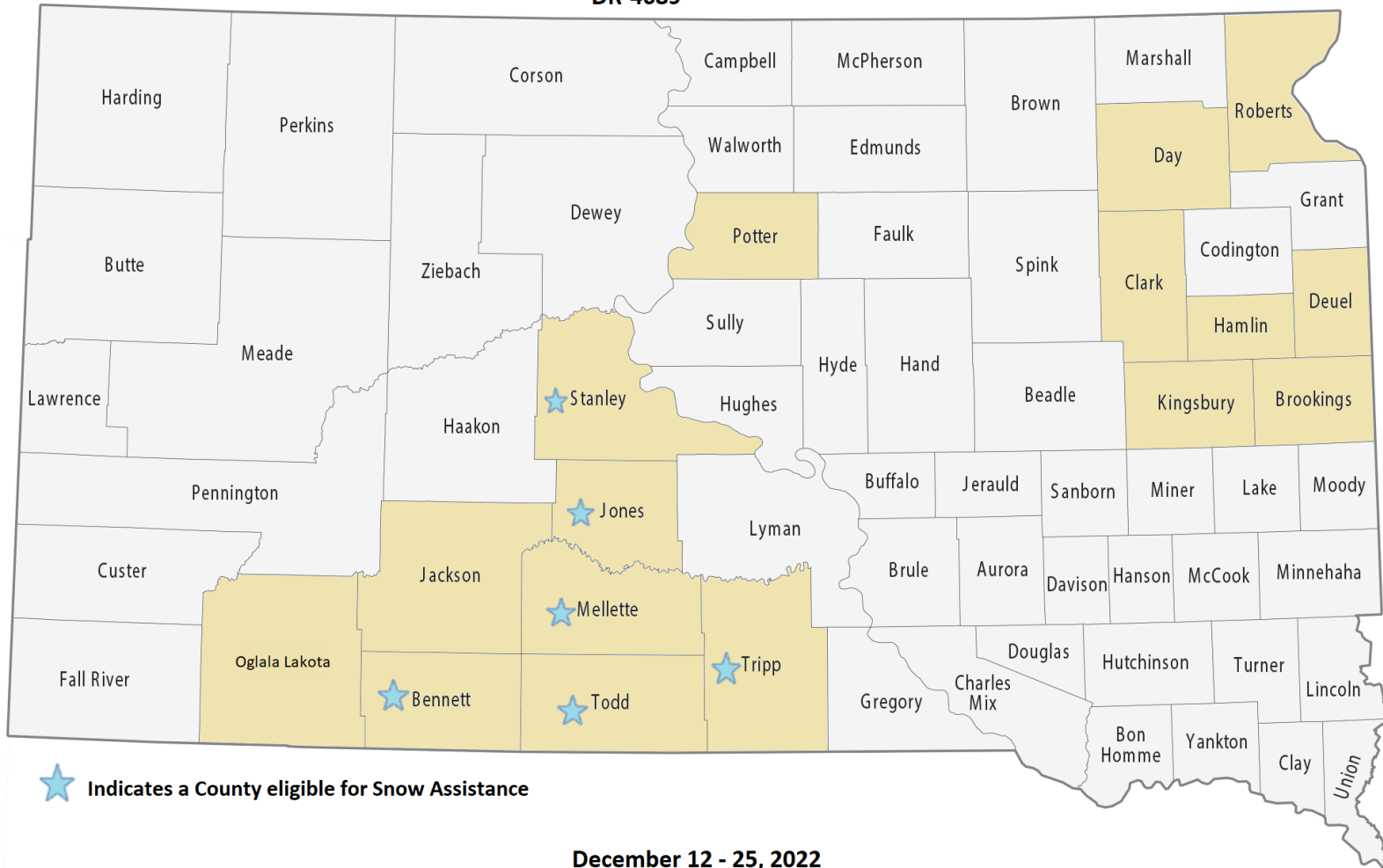
**February 27, 2023**

Incident Period:

**December 12-25, 2022**

# DR-4689 Declared Counties

DR-4689



December 12 - 25, 2022



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# Deadlines for Submission

Request for Public Assistance

***All RPA's Due March 29, 2023***



**FEMA**

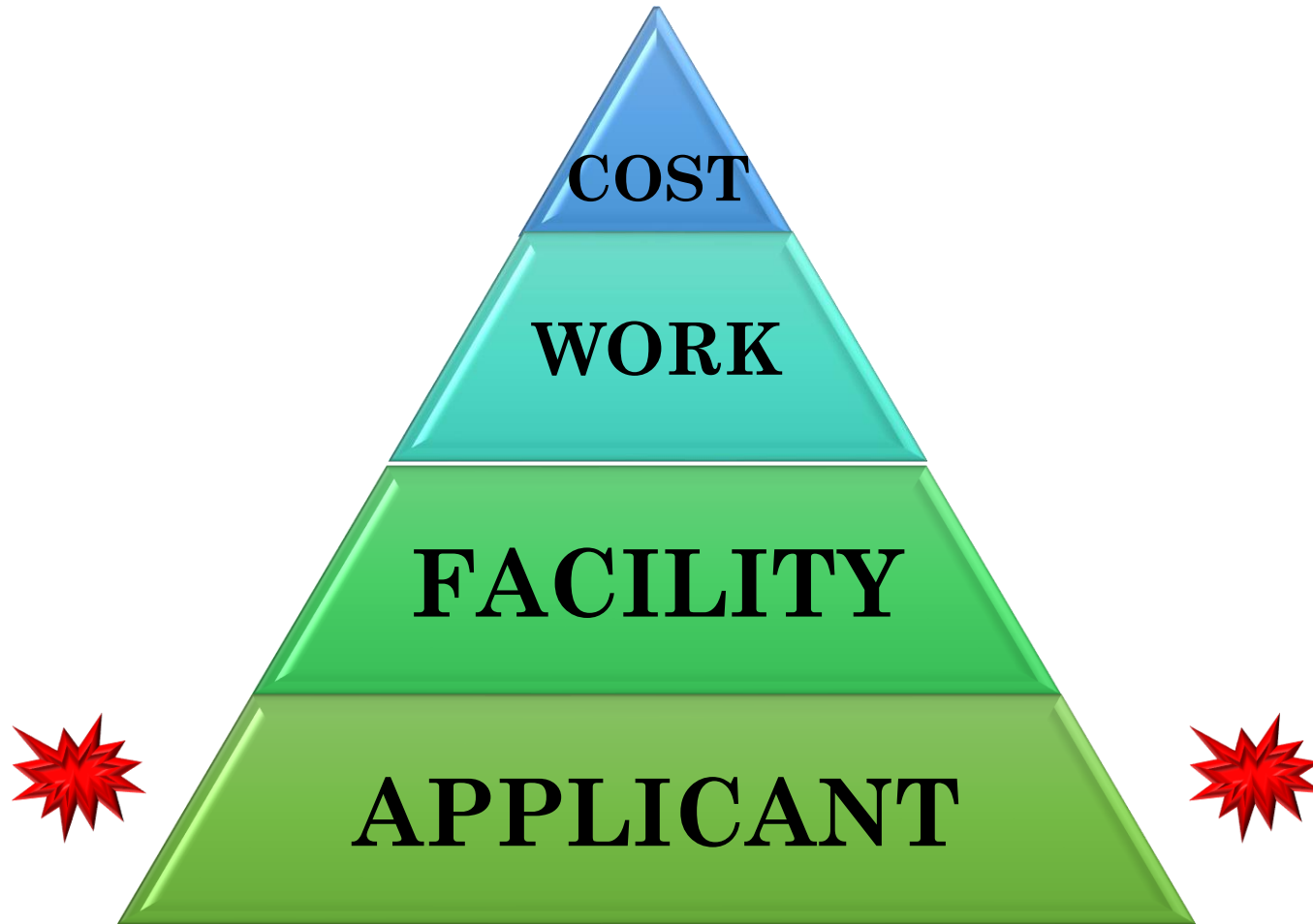


# The Public Assistance Process



You will have a Program Delivery Manager assigned to you throughout the whole process

# Eligibility



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# Eligible Applicants

- State Agencies
- County Governments
- City Government
- Native American Tribes or Tribal Organizations
- Townships and Road Districts
- Certain Non-profit Organizations



# Private Non-Profit Entities

## Critical:

- Fire/Emergency- Rescue
- Emergency Medical Care
- Utility – Power companies, Water Systems, Sewer, WWTP, Communications
- Educational Institutions



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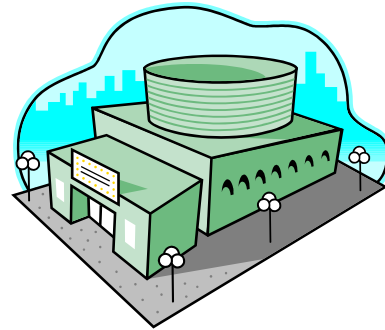




# Private Non-Profit Entities

## Non-Critical:

- Senior Citizen Centers
- Daycare Centers
- Homeless Shelters
- Shelter Workshops
- Libraries
- Rehabilitation Facilities
- Community Centers
- Houses of Worship



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# Private Non-Profit Requirements

- Completed RPA Package
- Articles of Incorporation & By-Laws
- Tax Exempt Letter, 501(c), (d), or (e)
- IRS 990
  - PNP's go through an eligibility evaluation. This evaluation can not be conducted until all of the above is submitted.



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# Eligibility



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# Facility Eligibility Requirements

- Legal Responsibility of eligible applicant
- Located within the Federally Declared County
- Damage – Result of the disaster (document ASAP)
- In active use at the time of the disaster
- Not under the authority of another federal agency (e.g. FHWA roads are not eligible for permanent repair, debris removal is eligible)

# Eligibility



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# Emergency Work

- Category A (Debris Removal)
  - Clearing, removal, storage, disposal
- Category B (Emergency Protective Measures)
  - Access, protection, emergency services, eliminate hazards, support, highways and community needs



6 Month Completion Deadline:

***DR-4689 – August 27, 2023***



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# Permanent Work



- Category C (Road and Bridge Systems)
- Category D (Water Control Facilities)
- Category E (Public Buildings/Equipment)
- Category F (Public Utilities)
- Category G (Other-Parks, Recreation)



18 Month Completion Deadline:

***DR-4689 – August 27, 2024***

# Deadlines for Completion

From the date of the declaration,

***DR-4689 – February 27, 2023***

Emergency work – 6 months

**August 27, 2023**

(eligible for an additional 6 months if requested by the applicant)

Permanent work – 18 months

**August 27, 2024**

(eligible for an additional 30 months if requested by the applicant)

Further extensions require FEMA approval





# Time Extensions

- The State is responsible for granting Time Extensions to Applicants.
  - Emergency Work: up to one year from declaration
  - Permanent Work: up to four years from declaration
  - FEMA must grant further extensions.
- Applicants should contact the State as soon as they know they will not meet the project deadline.
- Applicants must provide:
  - The project number
  - Reason the deadline will not be met
  - Expected project completion date

# Eligibility



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# Cost



- Is it Reasonable and Necessary
- Complies with federal, state, and local laws and regulations
- Insurance proceeds and purchase discounts must be deducted

# Equipment

- Perform eligible work
- Auto/Truck – mileage or hourly rate
- Other equipment – hourly rate
- Stand-by time ineligible



# Equipment Rates

- FEMA rates are used for determining project costs (estimating and comparing)
  - For this disaster, 2021 Equipment rate codes will be used  
<https://www.fema.gov/assistance/public/tools-resources/schedule-equipment-rates>
- Local rates can be used if established prior to the disaster. The lower of the two rates (local or FEMA) will be used. Applicant must justify using local rates.



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# Labor



- Force Account Labor plus Fringe Benefits
  - **Emergency Work:**
    - Cat A - Regular and OT are eligible for Debris removal
    - Cat B - Only OT is eligible for Emergency Protective Measures
  - **Permanent Work:** Regular and OT are eligible
- Applicants must provide a copy of the pay policy that was in effect during the incident period for the disaster.



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# Materials

- Purchased or stock
- Used for eligible work
- Need invoices, historical data, or vendor quotes



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# Snow Assistance

## Limited Time Period

- Snow-related activities are eligible for a continuous 48-hour period to address the most critical emergency needs. Each Applicant designates the beginning of its 48-hour period. However, a State or Territorial agency that conducts snow-related activities in multiple locations throughout the State or Territory, such as a Department of Transportation, may use different 48-hour periods for different locations.
- Once FEMA approves a project for the Applicant's designated 48-hour period, the Applicant cannot change its selected period.
- If the Applicant awards a contract for periods greater than the 48-hour period, PA funding is limited to the costs incurred during the 48-hour period.
- You can choose a different 48-hour period from what was included in your PDA documentation.



# Snow Assistance, cont.

## Eligible Work includes:

- Snow related activities during your designated 48-hour time period:
  - Snow removal
  - Snow dumps
  - De-icing
  - Salting
  - Sanding of roads and other eligible facilities
- Other emergency protective measures are not restricted to the 48-hour time period, and include, but are not limited to, search and rescue and sheltering activities.
- Limited snow-related activities necessary to carry out emergency protective measures, such as clearing snow in the *immediate* area of a downed power line, are eligible outside of the limited time period and in counties declared but not designated for snow assistance.

# Procurement & Contracting

- Procurement is subject to **2CFR Part 200.317-326 SDCL 5-18A**
- Applicants must have adopted an official procurement policy and upload a copy of their procurement policy to their Grants Portal account.
- Resources:
  - SDOEM Procurement Fact Sheet
  - SD Procurement Technical Assistance Center  
[www.aptac-us.org](http://www.aptac-us.org)

# Contracts

- All contracts incurred for eligible work are reviewed on a case-by-case basis.
- Competitive procurement procedures are strongly recommended
- Provide full and open competition
- Lump sum contracts are acceptable
  - Easy to monitor when the scope of work is well defined; requires minimum labor for monitoring; quantities do not have to be documented
- Time and material contracts should not be used except for emergency circumstances – must be monitored and have a price cap



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# Ineligible Contracts

- Cost-plus percentage of cost
- Contingent upon FEMA reimbursement
- Contract with a debarred contractor [www.sam.gov/](http://www.sam.gov/)



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# Large or Small Project???

- Depending on the amount of expenses incurred applicants receive either a large project or small project based on the dollar amount
- Differences between large and small projects:
  - Project threshold
  - Payment
  - Closeout



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# Small Projects

- Must meet the minimum amount of:
  - **DR4689 \$3,800**
    - **Between \$3,800 and \$999,999**
- Based on estimate or actual costs written in the Project Worksheet
- Paid upon Project Worksheet approval
- No extra closeout procedures beyond verification that work is complete.

# Large Projects

- If the project is in excess of:
  - **DR4689 \$1,000,000**
- Based on estimate or actual costs written in the Project Worksheet
- Paid upon Project Completion and closeout
  - Payment made for percentage of completed work at the time of project obligation
  - Remainder paid out upon closeout
- Requires closeout request and full review by State and FEMA staff



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# Large Projects

- Large projects must go through closeout.
  - Applicants must notify the State when work on the project is complete and request project closeout.
- Quarterly Report Requirements
  - Until the project is completed, OEM staff will request a progress update once per quarter.
  - This update will include total project cost to date and percentage of work completed.
- Time Extension requests should be submitted to the State if project completion dates will not be met.



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# Management Costs

- Category Z (Management Costs)
  - Applicants are eligible to claim management costs up to 5% of their total project costs but are only paid actual costs spent up to the 5%
  - Applicants must have a pay policy in place prior to the declaration date of the disaster
  - Documentation of work must be provided, including dates, times, and projects worked on
  - Mileage for driving to sites can be claimed
  - Management Cost projects are reconciled after all work is completed and Large Project Closeout is completed

# Improved Projects

- Must be identified to the State in **ADVANCE** of the start of work
- Improvements that increase size, capacity, or add additional functions (not mitigation)
- Funds limited to Federal share of estimated costs for facility restoration or project cost, whichever is less
- All portions of project reviewed for Special Considerations

# Alternate Projects

- Repair or expansion of other public facilities, construction of new facilities, demolition or purchase of equipment
- Cannot have 406 (PA) mitigation funding
- Must be requested within 12 months of Recovery Scoping Meeting
- All parts of project will be reviewed for Special Considerations

# Alternative Procedures for Permanent Work

- Applicants will decide project by project if they will utilize alternate procedures or remain in the actual cost program
- Capped Grant on the basis of an estimate
- FEMA, the recipient, and the applicant **agree on capped costs**
- Only available for Large Projects
- Applicants may be permitted to keep any **excessive funds**
- If applicants exceed capped costs, additional costs will be the **responsibility of the applicant**
- Paid out upon Project Worksheet approval



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# Unspent Funds (Under Runs)

Acceptable uses of unspent funds:

- **Hazard mitigation projects** on damaged facilities or otherwise eligible facilities
- Activities to **improve PA program operations** such as training or planning

Require FEMA and State approval



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# Special Considerations

- Environmental and Historic Preservation
- Flood Plain
- Insurance
- Hazard Mitigation

# Regulatory Offices



**US Army Corps  
of Engineers®**



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# Special Considerations

## Environmental and Historic Preservation (EHP)

- Ensure all practical means are used to protect, restore, and enhance the environment.
- Make sure all regulatory offices are contacted
- Obtain all permits and consultations from the regulatory offices
- Utilize Best Management Practices
- Contact: Charlie Bello ([charles.bello@fema.dhs.gov](mailto:charles.bello@fema.dhs.gov); 720-245-1400)

**\*\* Local Regulations Also Apply\*\***







**US Army Corps  
of Engineers®**

# Clean Water Act and USACE Permits

- The USACE point of contact for Applicants to call is:  
**Cathy Juhas**, Catherine.D.Juhas@usace.army.mil
- USACE South Dakota Regulatory Office, 28563  
Powerhouse Road, Pierre, South Dakota 57501.  
**605-224-8531**



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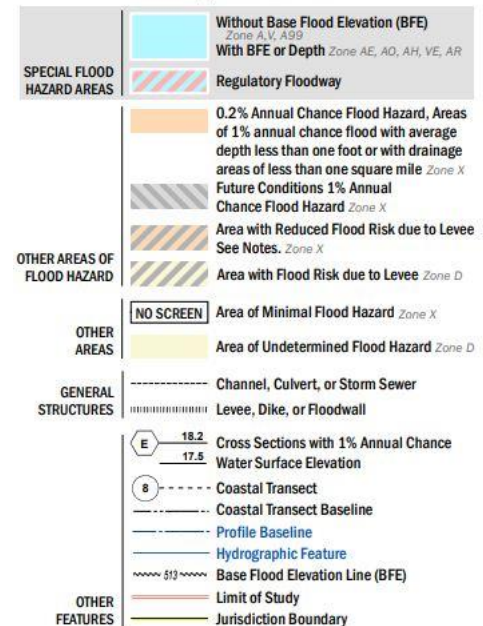
# Special Considerations

## Flood Plains

- Each South Dakota county will have a flood plain manager that can grant permits for working in designated flood hazard areas.
- FEMA EHP can assist with determining if your project is in a designated flood hazard area
- <https://www.fema.gov/flood-maps>

### FLOOD HAZARD INFORMATION

SEE FIS REPORT FOR DETAILED LEGEND AND INDEX MAP FOR FIRM PANEL LAYOUT  
THE INFORMATION DEPICTED ON THIS MAP AND SUPPORTING  
DOCUMENTATION ARE ALSO AVAILABLE IN DIGITAL FORMAT AT  
[HTTPS://MSC.FEMA.GOV](https://MSC.FEMA.GOV)



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# Special Considerations

## Endangered Species

- South Dakota is home to 16 endangered species, including: Topeka Shiner, Northern Long Eared Bat, Whooping Crane, Dakota Skipper, Piping Plover, Black Footed Ferret, and Pallid Sturgeon.
- FEMA EHP staff have worked with other Federal agencies on programmatic agreements that help applicants comply with laws and regulations that impact projects in the habitats of endangered species.



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# Special Considerations

## Historic Preservation

- Listing on the National/State Register of Historic Places
- Buildings, landscapes, archaeological sites, bridges and water treatment plants, or even Tribal Traditional Cultural Properties
- Not necessarily old but important to local, state, or national history
- Requires special consideration under Section 106, National Historic Preservation Act
- Will be reviewed by FEMA if 50 years or older
- Special construction practices may be placed on a PW if deemed Historical



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# Special Considerations

## Insurance

- Proceeds (actual or anticipated) deducted from eligible project costs
- If a PW is over \$5,000 an insurance requirement is placed on items that can be reasonably insured for life
- Funds will be paid upon proof of insurance

# Special Considerations

## Hazard Mitigation

- Cost effective measures that reduce the potential for damages to a facility from a future event
- Optional
- FEMA uses cause of damage to see if 406 Mitigation will apply

Only Permanent Work is eligible for Hazard Mitigation



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# Grants Portal

- **Web based system (works best in Google Chrome or Firefox)**
- **Utilized to develop applicant profiles during non-disaster periods**
- **Primary source for uploading damages, descriptions, dimensions, costs, and supporting documentation**
- **Manage your Project Worksheet (PW) from formulation to obligation**



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# How to Access the Grants Portal

- The applicant will receive account access via email from [support@pagrants.fema.gov](mailto:support@pagrants.fema.gov) (watch your Junk Mail)
- Grants Portal web address:  
<https://grantee.fema.gov>
- Complete your Organization profile(add main points of contact) and register Organization
- Add and Manage Personnel, update and maintain information (insurance, IRS forms)



# UPON RECEIVING INVITE EMAIL, APPLICANT CLICKS THE LINK TO CREATE THEIR ORGANIZATION

**From:** [support@pagrants.fema.gov](mailto:support@pagrants.fema.gov) [<mailto:support@pagrants.fema.gov>]

**Sent:** Wednesday, February 01, 2017 10:16 AM

**Subject:** FEMA PA Notification - You have been invited to join the Grants Portal.

Hello Sherry,

You've been invited to join the Grants Portal as a child organization for Georgia Emergency Management Agency. Please click [here](#) to fill in your organization's information and create an account.

-FEMA PA Support Team

Applicant clicks the link "[here](#)"  
to go right into the system.

[FEMA-PA-Support@FEMA.DHS.Gov](mailto:FEMA-PA-Support@FEMA.DHS.Gov)

<https://pagrants.fema.gov>

Ensure that Firefox OR Google Chrome is the chosen  
Web Browser.



# FEMA



# GRANTS PORTAL

- You can use Grants Portal to:
  - Update your organizations information
  - Upload documents
  - File your RPA for disasters
  - Complete the Damage Inventory
  - Complete EEI questions
  - Respond to RFI's
  - Sign Project Damage Description and Dimension
  - Sign Projects Scope and Cost
- Follow your project status throughout the 4 phases of FEMA's PA process

# Submitting Your RPA

The screenshot shows the FEMA RPA submission portal. At the top, the word "Portal" is displayed in a large, dark red font. To the right of the header, there is a notification bell icon with a red "3" and a user profile icon labeled "Sam, Yosemite" with a dropdown arrow. Below the header, a yellow banner contains a warning icon and the text: "Your parent organization has been assigned as the primary Grantee for one or more disasters and you may submit a Request for Public Assistance (RPA) to FEMA's Public Assistance program." Below this banner, a blue hyperlink reads "Please click here to begin the RPA submission process." A red callout box with a white border points from this hyperlink to a text box at the bottom right. The text box contains the instruction: "Click hyperlink 'Please click here to begin RPA submission process'". Below the yellow banner, there are two side-by-side panels. The left panel is titled "Document Help" and contains instructions on how to upload documents. The right panel is titled "Organization" and contains fields for "Troy, C", "Level: 2", "Type: City of Government", "FEMA PA Code", and "Is PNP? No".

**Portal**

🔔 3 Sam, Yosemite ▾

⚠️ Your parent organization has been assigned as the primary Grantee for one or more disasters and you may submit a Request for Public Assistance (RPA) to FEMA's Public Assistance program.

[Please click here to begin the RPA submission process.](#)

**Document Help**

To upload event-specific documents, go to the appropriate event PA request profile from the [Event PA Requests list](#), or [My Organization](#) for documents that **are not** specific to an event.

Alternatively, you can utilize the [Document Uploader Utility](#) to assist in uploading documents to the correct location.

**Organization**

Troy, C

Level: 2

Type: City of Government

FEMA PA Code

Is PNP? No

Click hyperlink **"Please click here to begin RPA submission process"**



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## Request Public Assistance

Start

Section I - Declaration and Applicant Information

Section II - Applicant Experience

Section III - Impacts

Section IV - Applicant Certifications

Section V - Submit

### Start

#### Paperwork Burden Disclosure Notice

Public reporting burden for this data collection is estimated to average 5 minutes per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and submitting this form. This collection of information is required to obtain or retain benefits. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to:

Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency,  
500 C Street, SW.,  
Washington, DC 20472,  
Paperwork Reduction Project (1660-0017)

**NOTE:** Do not send your completed form to this address.

#### Privacy Act Statement

The collection of this information is authorized by the Robert T. Stafford Disaster Relief and Emergency Assistance Act, §§ 402-403, 406-407, 417, 423, 427, 428, 502, and 705; 42 U.S.C. 5170a-b, 5172-73, 5184, 5189a, 5189f, 5189f, 5192, 5205; 44 C.F.R. § 206 Subpart G; and 2 C.F.R. § 200. This information is collected to provide assistance to eligible jurisdictions and organizations to facilitate the response to and recovery from a Presidentially-declared disaster or emergency, or to provide assistance for hazard mitigation measures during the recovery process. The disclosure of information on this form is voluntary; however, failure to provide the requested information may delay or prevent the agency from receiving funds from FEMA's Public Assistance Program.

#### Instructions

Government organizations complete this form to begin the application for Public Assistance following a Federal declaration. FEMA uses this information to determine whether the Applicant is an eligible government entity and to determine the level of resources required to assist the Applicant. FEMA does not use the information to determine the level of assistance it provides.

The estimated time to complete this form is 5 minutes. Information you will need:

- Estimated cost of all incident-related impacts
- If applicable, authorized contractor contact information

PROCEED >

Click the **blue** Proceed box to advance to the next screen.



# FEMA



## Request Public Assistance

Start

Section I - Declaration and Applicant Information

Section II - Applicant Experience

Section III - Impacts

Section IV - Applicant Certifications

Section V - Submit

### Section I Instructions

Your organization or one of your subordinate organizations may be eligible to apply for Public Assistance. Below, please indicate the Event for which you are applying for assistance, select the organization applying for assistance, and confirm the organization's unique entity identifier (UEI) and FEMA PA Code (i.e., FIPS Code).

## Section I - Declaration and Applicant Information

### General Info

Organization	Select...
FEMA PA Code	--
Unique Entity ID (UEI)	--
DUNS #	--
Event	Select...

### Primary Address

Address	Choose Location...
---------	--------------------

### Mailing Address

Address	(Same as Primary Address)
---------	---------------------------

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The Event, DR4689, should show up in the Event Dropdown.

If your Grants Portal account has been updated with your UEI number, and you have participated in a disaster through Grants Portal before, your FEMA PA code, UEI, and DUNS # will automatically populate in the respective fields.



## Request Public Assistance

Start

Section I - Declaration and Applicant Information

Section II - Applicant Experience

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Section V - Submit

### Section I Instructions

Your organization or one of your subordinate organizations may be eligible to apply for Public Assistance. Below, please indicate the Event for which you are applying for assistance, select the organization applying for assistance, and confirm the organization's unique entity identifier (UEI) and FEMA PA Code (i.e., FIPS Code).

## Section I - Declaration and Applicant Information

### General Info

Organization South Dakota Office of Emergency Management 


FEMA PA Code 

Unique Entity ID (UEI) \* 

DUNS # 

Event 4656DR-SD (4656DR) 

### Primary Address

Address 221 South Central Avenue 

Pierre, South Dakota 57501

County Hughes County

### Mailing Address

Address (Same as Primary Address) 

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PROCEED 

You will be able to select your Primary and Mailing address from these dropdowns. Any address that you have added to your profile in Grants Portal, will show up in these drop downs.

Click the [blue](#) Proceed box to advance to the next screen.



## Request Public Assistance

Start

Section I - Declaration and Applicant Information

Section II - Applicant Experience

Section III - Impacts

Section IV - Applicant Certifications

Section V - Submit

### Section II Instructions

Please provide information about the Applicant's level of experience with the Public Assistance program.

## Section II - Applicant Experience

What is the Applicant's experience and level of support needed with the Public Assistance application process? \*

- ☐ Unfamiliar, and likely to need dedicated, in-person support navigating the process.
- ☐ Unfamiliar, but likely to be comfortable with limited or remote support navigating the process.
- ☒ Familiar, but likely to need dedicated, in-person support navigating the process.
- ☐ Familiar, and likely to be comfortable with limited or remote support navigating the process.

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Select your level of familiarity with Grants Portal and the PA process.

Click the **blue** Proceed box to advance to the next screen.





**Section III Instructions**

Please provide information about the Applicant's incident-related impacts from 4656DR


## Section III - Impacts

1. Does the Applicant have any of the following incident-related impacts? \*

- ☐ Debris 
- ☒ Emergency Response/Protective Measures 
- ☐ Infrastructure Damage

2. What is the total approximate cost to address incident-related impacts? \* [\(More Info\)](#)

- ☐ Less than \$139,800
- ☒ Between \$139,800 and \$1,000,000
- ☐ \$1,000,000 or more

3. What is the approximate total number of facilities with incident-related impacts? \* 

4. What is the status of all work to address incident-related impacts? \*


- ☐ Work is completed and costs are documented.
- ☐ Work is completed and costs are not documented.
- ☒ Work has started.

Provide a projected end date, if known:

- ☐ Work has not started.

5. Does the Applicant have any impacts that are of such severity that require immediate attention or federal support? \*

- ☐ Yes
- ☒ No

6. Did an Applicant representative attend an Applicant Briefing? \* 

- ☒ Yes
- ☐ No

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[PROCEED →](#)

Fill out the questions to the best of your ability. Your answers help provide FEMA with information about the disaster and the types and number of projects they can expect to formulate.

Click the [blue](#) Proceed box to advance to the next screen.



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## Request Public Assistance

Start Section I - Declaration and Applicant Information Section II - Applicant Experience Section III - Impacts Section IV - Applicant Certifications Section V - Submit

### Section IV Instructions

Please provide contact information for the contract personnel authorized to make binding decisions on behalf of the entity.

## Section IV - Applicant Certifications

### Primary Contact \*

Name

Title

Email

Phone

### Alternate Contact

Name

Title

Email

Phone

### General Certification

I certify that I have reviewed the following information regarding requirements to receive Public Assistance: *Please initial next to each statement*

XXX

Applicants should document damages with photos and track all resources used at the site including dates and quantities.

XXX

Applicants must comply with the applicable codes, specifications and standards requirements when restoring infrastructure.

XXX

In accordance with the [Public Assistance Program and Policy Guide](#), the Applicant must comply with applicable federal, state, and local laws must provide all documentation requested to allow FEMA to ensure project applications comply with federal Environmental and Historic Preservation (EHP) laws, implementing regulations, and Executive Orders; and must comply with any EHP compliance conditions placed on all grants.

XXX

Applicants that utilize contractors for work conducted with FEMA PA funding must follow the procurement and contracting rules detailed in [2 CFR § 200.318-326](#).

Authorized Representative

 **CLICK TO SIGN**

Date Signed

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Choose the Primary and Alternate contacts from the drop down list. Any personnel entered into your Grants Portal account will show up in the drop down menus.  
Initial in the box next to each certification.  
Click the **orange** Click to Sign box to advance to the signature screen.



# FEMA



### Record General Certification Signature

Print Name \*

Amanda VanderPlaats

Signature Style \*

Allura

Amanda VanderPlaats

Enter Password \*

.....

SIGN

CANCEL

Type your name in the Print Name field. It will automatically show up as a signature in the font style below the box. (You may change the font style)  
Enter the password for your Grants Portal account.

Click the [blue](#) Sign box to advance to the next screen.

## Section V - Submit

### Applicant Information

Organization South Dakota Office of Emergency Management

FEMA PA Code

DUNS #

Unique Entity ID (UEI)

Event 4656DR-SD (4656DR)

### Primary Address

Address 221 South Central Avenue  
Pierre, South Dakota 57501

County Hughes County

### Mailing Address

Address 221 South Central Avenue  
Pierre, South Dakota 57501

County Hughes County

### Applicant Experience

What is the Applicant's experience and level of support needed with the Public Assistance application process?

- Familiar, but likely to need dedicated, in-person support navigating the process.

### Impacts

1. Applicant has the following incident-related impacts:

- ☒ Emergency Response/Protective Measures

2. What is the total approximate cost to address incident-related impacts?

- Between \$139,800 and \$1,000,000

### General Certification

I certify that I have reviewed the following information regarding requirements to receive Public Assistance:

- XXX Applicants should document damages with photos and track all resources used at the site including dates and quantities.
- XXX Applicants must comply with the applicable codes, specifications and standards requirements when restoring infrastructure.
- XXX In accordance with the [Public Assistance Program and Policy Guide](#), the Applicant must comply with applicable federal, state, and local laws must provide all documentation requested to allow FEMA to ensure project applications comply with federal Environmental and Historic Preservation (EHP) laws, implementing regulations, and Executive Orders; and must comply with any EHP compliance conditions placed on all grants.
- XXX Applicants that utilize contractors for work conducted with FEMA PA funding must follow the procurement and contracting rules detailed in [2 CFR § 200.318-326](#).

Authorized Representative

Amanda VanderPlaats

Date Signed

07/14/2022

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✓ SUBMIT

3. What is the approximate total number of facilities with incident-related impacts?

- 2 Facilities

4. What is the status of all work to address incident-related impacts?

- Work has started.

5. Does the Applicant have any impacts that are of such severity that require immediate attention or federal support?

- No

6. Did an Applicant representative attend an Applicant Briefing?

- Yes

### Applicant Certifications

#### Primary Contact

Name Poppen, Jim

Title

Email

Phone

#### Alternate Contact

Name

Title

Email

Phone

Verify **ALL** of the information on the RPA form.

Click the **blue** Submit box to advance to the next screen.



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## Request Public Assistance

**Congratulations!** Your Request for Public Assistance has been successfully processed and has been submitted to your Recipient Organization for review. Once reviewed by your Recipient Organization it will then be submitted onward to be processed by FEMA.

Over the next several days you will receive additional information on the status of your Request for Public Assistance eligibility review. If your organization is deemed eligible for Public Assistance, you will be assigned a Program Delivery Manager (PDMG) who will serve as your single point of contact for FEMA's Public Assistance program. The PDMG will call you to briefly discuss your disaster damages and set up a face-to-face meeting called the Recovery Scoping Meeting. This meeting is designed to discuss in detail your damages and documentation needed to support your claim.

In preparation for the call with the PDMG, please develop a list of damages your organization has sustained from the event and enter them on the **Event PA Requests Profile** [accessible here](#). Your PDMG will discuss this list with you during the call and emphasize the development of your Damage Inventory using the PA Grants Portal.

Thank you for your submission, and we look forward to working with you and your organization.

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Insurance Profile >

Applicant Event Profiles ▼

Filters

STATUS

All

Search...

?

	Job #	↑↓	Name	↑↓	Status
+	4463DR		4463DR-SD		Pending Recipient RPA Review
	4467DR		4467DR-SD		No RPA Submitted
+	4440DR		4440DR-SD		Eligible


10

▼


Showing 1 to 3 of 3 entries

Documents >

Once your RPA is submitted, the new disaster will show up under your applicant event profiles and a PDMG will be assigned to you.



U.S. DEPARTMENT OF  
HOMELAND SECURITY  
**FEMA**



South Dakota  
Emergency Management  
RECOVERY • MITIGATION

# After RPA Submission

- Your FEMA PDMG will reach out to your designated Primary and Alternate points of contact and set up an exploratory call, or EC.
- During the EC, the PDMG will introduce themselves and gather cursory information about your organization and the damages sustained to your facilities during the disaster.
- Prior to concluding the EC, the PDMG will work with the applicant to establish a date and time for the Recovery Scoping Meeting, or RSM.

# Recovery Scoping Meeting

- During the Recovery Scoping Meeting, your assigned PDMG will begin the process of helping you fill out your damage inventory.
- Applicants have 60 days after their RSM to complete their damage inventory.
- After 60 days, no new items can be added to the damage inventory.

# Damage Inventory

- PDMG will assist with completion
- Applicant identification of damage sites
- Establishes Applicant recovery priorities
- Identifies potential 406 Hazard Mitigation
- Establishes potential Environmental and Historic Preservation assistance needs
- Spreadsheet available through the Grants Portal
  - PDMG will assist with importing back into the portal



## Import Damage Inventory Wilsonville



DOWNLOAD TEMPLATE

UPLOAD SPREADSHEET

### Import History

Search... ?

SHOW/HIDE COLUMNS

Uploaded Date ▾	Uploaded By ▴ ▾	Uploaded File ▴ ▾	Processed Date ▴ ▾	Processed By ▴ ▾	Result File ▴ ▾	Result ▴ ▾
No data available						

10 ▾ Showing 0 to 0 of 0 entries

Previous

Next

Disaster Number:	4463	Program Delivery Manager (PDMG) Name:	
Applicant Name:		Program Delivery Manager (PDMG) Phone:	
Applicant FIPS:		Program Delivery Manager (PDMG) Email:	
Applicant Point of Contact Name:			
Applicant Point of Contact Phone:			
Applicant Point of Contact Email:			

# Damage Inventory

Category	Name of damage/facility	Address 1	Address 2	City	State	Zip	Latitude	Longitude	Describe Damage	Primary Cause of Damage	Approx. Cost	% Work Complete	Labor Type	Has received PA grant(s) on this facility in a past?	Applicant priority
A	City Wide - Debris Removal	1233 W. California St		Arlington	SD	57211	44.36524	-97.13486	Vegetative debris, ice, and snow township wide due to severe flooding	Flood	\$3,469	100%	FA	N	High
B	City Wide - EPM	1234 W. California St		Arlington	SD	57212	44.36524	-97.13486	Flood fighting, sandbagging, Township OT due to severe flooding	Flood	\$5,000	100%	FA	N	High
C	7 Gravel Road Sites	carter road				57213	42.83687	-96.60552	Washouts and erosion caused by water running over the road surfaces- see attached roads and culverts sheet sites 1-7	Flood	\$25,000	100%	FA/C	N	Urgent
C	3 Culverts - in water	422 & myer creek				57214	43.10093	-96.78623	Culverts washed out and undermined by flood waters - see attached roads and culverts sheet sites 8, 10, and 11		\$3,200	10%	C	N	High
C	5 culverts - work completed	222nd st & old township road				57215	43.61006	-96.69118	Culverts washed out due to flood waters - see attached roads and culverts sheet sites 9, 12-15		\$5,352	100%	C	N	Urgent
C	Inundated Roads - 2 roads	flood town road				57216	43.61206	-96.69168	Roads became inundated by flood waters on May 29th, 2019 and have remained under water all summer. Unsure what the damages are to the roadways - see attached roads and culverts sheet for sites 16 & 17		\$50,000	0%	C	N	Low
C	Inundated Road - Grade Raise	thompson road				57217	43.62006	-96.72118	Road became inundated by flood waters on June 6th, 2019 and still remains under water. Scouring, and shoulder erosion are known but unsure what the extent of the damages are. Road is primary access route to neighborhood. Grade Raise required. - see attached roads and culverts sheet for sites 19		\$121,000	0%	C	N	Urgent



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# Damage Inventory example

C	7 Gravel Road Sites	carter road	42.83687	-96.60552	Washouts and erosion caused by water running over the road surfaces- see attached roads and culverts sheet sites 1-7	Flood	\$25,000	100%	FA/C	N	Urgent
C	3 Culverts - in water	422 & myer creek	43.10093	-96.78623	Culverts washed out and undwrmrined by floo waters - see attached roads and culverts sheet sites 8, 10, and 11		\$3,200	10%	C	N	High
C	5 culverts - work completed	222nd st & old township road	43.61006	-96.69118	Culverts washed out due to flood waters - see attached roads and culverts sheet sites 9, 12-15		\$5,352	100%	C	N	Urgent

C	Inundated Roads - 2 roads	flood town road	43.61206	-96.69168	Roads became inundated by flood waters on May 29th, 2019 and have remained under water all summer. Unsure what the damages are to the roadways - see attached roads and culverts sheet for sites 16 & 17		\$50,000	0%	C	N	Low
C	Inundated Road - Grade Raise	thompson road	43.62006	-96.72118	Road became inundated by flood waters on June 6th, 2019 and still remains under water. Scouring, and shoulder erosion are known but unsure what the extent of the damages are. Road is primary access route to neighborhood. Grade Raise required. - see attached roads and culverts sheet for sites 19		\$121,000	0%	C	N	Urgent



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# Damage Inventory

- Be very descriptive about the damage in the spreadsheet. Use a descriptive name like Rockport Road Culvert and not just culvert
- Use the information on the Spreadsheets filled out during the PDA as a reference document.
- Use one line item per structure/road/bridge/culvert to avoid too many line items
- For Coops, please split by transmission, distribution and county
- If work is completed break out as a single line item for the completed work



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# Naming the Damage Inventory Line Item

- Ensure the name of the damage line item is clear and distinctive. This is important because the name of the damage auto-populates as the first words of the DDD generated by the Grants Manager.
  - “Damaged Road” should be “Mills Road” or “Countywide roads”
  - “Building” should be “City Hall” or “Sam Houston Library”
  - “Culvert” should be “Old Rockport Road Culvert” or “Smithson Creek Culvert”
  - “Category A” should be “Debris removal countywide”



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# Damage Inventory

Without a complete Damage Inventory:

- Applicant claimed damages are not documented
- Site Inspection Work Orders cannot be processed
- Request for the Essential Elements of Information cannot proceed
- Applicants have **60 days** from the recovery scoping meeting to complete their damage inventory.

Complete development of the Damage Inventory prior to the Recovery Scoping Meeting streamlines Public Assistance delivery.



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# What info is needed?

- Damage Inventory, procurement policies, maps, and photos
- List of paid staff, regular and OT hours – time cards, fringe benefits info, and pay policy
- List of equipment used, hours of operation – dates and times, miles driven, and pertinent records
- List of materials and supplies used
- Copies of any contracts used for this event
- Applicable codes and standards
- Hazard Mitigation Proposals
- Insurance policies



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# Documentation

- Make sure you have good documentation or your project may be rejected. Start documenting ASAP
- Include pictures of damage and any historical photos prior to damage
- Verify measurements and location information is correct
- Include all permits and correspondence
- Include Historical Costs
- If structures are included please include building plans or drawings





# Funding Breakdown

- Federal Share - 75%
- State Share - 10%
- Applicant Share - 15%



All funding is dispersed by the state. Please do not contact FEMA with funding questions. Contact the SD Office of Emergency Management:  
605-773-3231



FEMA



# Payment Process

- Project Worksheet is written, approved, and obligated by FEMA
- The Federal and State share of funding for each project is calculated
- A W9 and signed State Sub-Recipient Agreement are filled out by the applicant and sent to the State
- Payment information is sent to applicant via mail
- SDOEM requests payment information to SD Auditor's Office
- SD Auditor's Office sends check to applicant
- For additional information please refer to OEM's payment policy

# Payment Notification

- Sent to applicant's agent when FEMA approves or denies a project
- Includes payment information, deadlines, and auditing requirements
- Includes a copy of the obligated Project Worksheet; please review carefully
- Starts time clock for appeal of any FEMA decision (**60 days** from date of notification)



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# Appeals

- Any determination related to FEMA assistance may be appealed.



Must be filed with the State with in **60 days** of the notice of the action being appealed.



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# Audits

- An audit is required if an applicant has received over \$750,000 of Federal funds within a calendar year
- Common audit findings:
  - Not having a debarment and suspension policy
  - Lack of internal controls
  - Poor contracting practices
  - Unsupported costs
  - Duplication of benefits
- OIG Audit Tips for Managing Disaster-Related Costs



FEMA



# Funds are Lost if Applicants do not:

- Ask questions: If something is not clear, ask
- Notify the State before a change in scope of work – needs FEMA pre-approval
- Obtain required permits per your REC report – USACE, USFWS, SHPO, DANR, THPO
- Follow contract procurement procedures
- Perform work as described in the approved PW
- Keep complete, clear, and accurate records
- **Remain aware of the PA program deadlines**

# Record Retention

- Applicants are required to retain project documentation for 3 years following the closeout of the DISASTER.
- SDOEM recommends retaining documentation longer



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# What is Next?

- Submit completed RPA Package. You are not considered an applicant until all documentation is submitted.
- Your PDMG will work with you to schedule the Exploratory Call and your Recovery Scoping Meeting
- Projects are identified in preparation for estimating
- Damage **MUST BE identified within 60 days of Recovery Scoping Meeting, Applicants DO NOT have to wait the full 60 days.**



# SDOEM Contact Information

South Dakota Office of Emergency Management

221 S Central Ave

Pierre, SD 57501

Phone: (605) 773-3231

Fax: (605) 773-3580

<http://oem.sd.gov>

**Dustin Hight**— Recovery Team Lead

**Amanda VanderPlaats** — PA Coordinator

**Dale Farmen**— PA Coordinator

**Colby Jensen**— PA Coordinator



# Questions?



**FEMA**

