

DR-4029 Wildfire Mitigation



Photo Courtesy of Lee McNeely Texas Forest Service

Introduction

State Hazard Mitigation Office

Texas Division of Emergency Management

Grant Programs we manage:

PDM – Pre-Disaster Mitigation (75/25)

E-grants, Yearly, Competitive Nationwide

RFC – Repetitive Flood Claims (75/25 up to 100%)

E-grants, Yearly

HMGP – Hazard Mitigation Grant Program (75/25)

Available only if disaster has been declared,
competitive statewide.

Disaster

Local

State

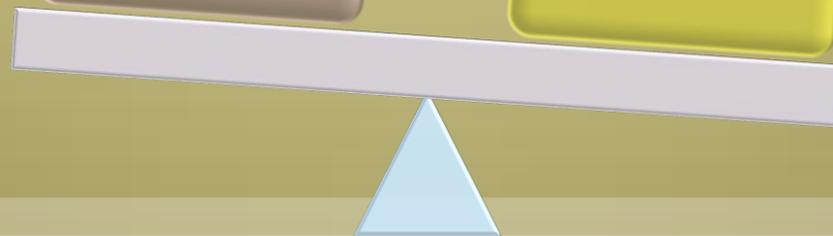
Resource A

Resource B

Resource A

Resource B

Resource C



Programs

Not all programs are activated for every disaster – depends on the needs that are uncovered during the PDA.

1. Individual Assistance (IA) – Individuals & Households i.e. temporary housing, repairs, small business administration disaster loans, other needs assistance.
2. Public Assistance (PA) – Assistance for certain emergency services. i.e. debris removal, emergency protective measures, road systems and bridges, public utilities, public buildings, parks.
3. **Hazard Mitigation Assistance**

Public Assistance vs. HMGP

PA

- 406
- Repair to pre-disaster
- Mitigation only on the damaged area

HMGP

- 404
- Reduce future potential
- Does not have to be damaged area

Public Assistance POC:

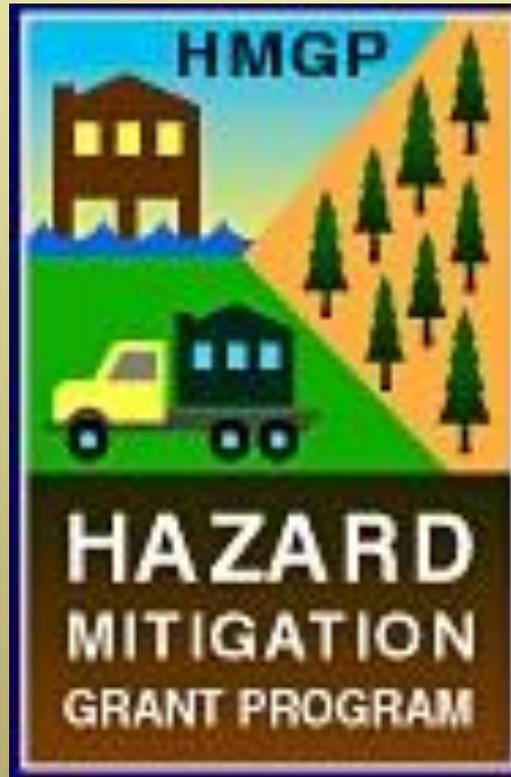
Ms. Monique Ortiz

Texas Division of Emergency Management

(512) 424-7846

monique.ortiz@dps.texas.gov

Hazard Mitigation Grant Program



Mitigation Defined...

Sustained actions taken to reduce or eliminate long-term risk to people and property from hazards and their effects.

- ⊛ Long-term solution
- ⊛ To protect people and structures
- ⊛ Reduce the cost of disaster response and recovery

Texas Hazard Facts

Major disaster declarations 1953-2011

Number	Principal Cause	Percent
41	Flood	48
16	Tornado	18
22	Hurricane/ Tropical Storm	26
5	Freezing Weather/ Hail	6
3	Wildfire	2
87		100

HMGP

- ⊗ Requested with each Federal Disaster Declaration
- ⊗ 15% of Individual Assistance & Public Assistance federal spending:
- ⊗ 25% Local & 75% Federal
- ⊗ Available statewide, priority will be given to wildfire mitigation projects for this disaster

HMGP continued...

- ⚙ Federal funding cap is estimated at 3 and 6 months then locked at 12 months.
- ⚙ Notice of Interest (NOI) and application deadlines are set by the state – usually completed within 4-6 months from the disaster declaration.
- ⚙ FEMA application deadline for the State is Declaration Date + 12 months.

DR-4029 deadlines

☼ NOI = December 2nd, 2011

☼ Application = March 23rd, 2012

Eligible Applicants

- ☼ State Agencies
- ☼ Local governments
- ☼ Federally recognized Indian Tribes
- ☼ Private Non-Profits

What is a 'good' project?

- ⊗ Good projects take planning and preparation.
- ⊗ True mitigation funds projects, not ideas.
- ⊗ Can an uninvolved party:
 - ⊗ Draw a dimensional picture of your project
 - ⊗ Identify environmental issues
 - ⊗ Verify cost effectiveness and engineering feasibility

Projects must:

- ⊗ Solve a problem
- ⊗ Be technically feasible
- ⊗ Be cost effective
- ⊗ Substantially reduce future risk
- ⊗ Be environmentally sound
- ⊗ Conform with Local and State mitigation plans & program requirement.

Applicant Eligibility Requirements

- ⚙ State and FEMA approved Mitigation Action Plan
- ⚙ Local emergency management plan at the basic level of approval
- ⚙ Participating members must be in good standing with NFIP

Unique things about HMGP

- ⊗ There are no project size limits but....
 - ⊗ Consider the amount available in the entire grant
 - ⊗ The entire grant will not be given to one jurisdiction
- ⊗ PNP's are eligible if located within an eligible area and project is in eligible area
- ⊗ 5% of the entire grant can be used on initiative projects

Types of projects

- ⚙ Acquisition/demolition
- ⚙ Small scale structural drainage
- ⚙ Retrofits
- ⚙ Individual Safe Rooms
- ⚙ Community Safe Rooms
- ⚙ Elevations
- ⚙ Public Awareness
- ⚙ Early Warning Systems
- ⚙ Reverse 911 Systems
- ⚙ Local Mitigation Plan development
- ⚙ Dry Flood proofing
- ⚙ Wildfire Mitigation
- ⚙ Post Disaster Code Enforcement

DR-4029

- ⊗ The state will give priority to wildfire mitigation projects
- ⊗ Projects mitigating the risk to at-risk structures and associated loss of life from the threat of future wildfire through:
 - ⊗ Defensible Space
 - ⊗ The application of Ignition-Resistant Construction
 - ⊗ Hazardous Fuels Reduction

Wildfire mitigation

- ☼ **Defensible Space** - Creating perimeters around homes, structures and critical facilities through the removal or reduction of flammable vegetation.
- ☼ **Application of Ignition-Resistant Construction** – Projects that apply ignition –resistant techniques and/or non-combustible materials on new and existing homes, structures and critical facilities.
- ☼ **Hazardous Fuels Reduction** - Projects that remove vegetative fuels proximate to the at-risk structure, if ignited, pose significant threat to human life/property, especially critical facilities.

HMGP Key Points

- ☼ Guidance in place at the time of the disaster must be followed - for DR 4029 it is HMA Unified guidance issued June 2010
<http://www.fema.gov/library/viewRecord.do?id=4225>
- ☼ Current BCA software version must be utilized 4.5 or over
BCA link: <http://www.fema.gov/government/grant/bca.shtm>
- ☼ Management costs (limited to 5%) must be a separate line item in the cost breakdown and must be figured into the BCA
- ☼ State withholds the last 25% of reimbursements until the project is closed and audited

Structural projects

- ✿ Benefit Cost Ratio must be 1:1 or better
 - ✿ Use the FEMA software 4.5 or later
 - ✿ Buyouts – do a BCA on each home
 - ✿ Provide the documentation
 - ✿ bchelp@dhhs.gov or (866) 222-3580

Structural projects continued....

- ⊗ SHPO (State Historical Program Officer)
Release
- ⊗ Funds Available
- ⊗ They must be environmentally sound
- ⊗ More than likely will need some level of an
Environmental Assessment Conducted

Acquisition Projects:

- ☼ Open Space Deed Restrictions are required after acquisition
 - ☼ Program language ‘no construction will offer a substantial barrier to the flow of flood waters across the project’ ‘no construction which substantially covers the ground with impervious cover’
 - ☼ Allowable uses: linear parks with sidewalks, driving ranges, community gardens, RV parking, campgrounds, grazing, tree farms and nurseries.

HMGP Application Review

- ⊗ General application and assurances
- ⊗ Comprehensive Scope of Work with project location
- ⊗ Budget/cost breakdown
- ⊗ Environmental issues/details
- ⊗ Two Alternative Actions
- ⊗ Maintenance Agreement
- ⊗ Clearly Labeled Photos/Firmette

Resources:

Our forms website:

<http://www.txdps.state.tx.us/dem/downloadableforms.htm#mitigation>

FEMA DR-4029 website:

<http://www.fema.gov/news/event.fema?id=15672>

BCA:

<http://www.fema.gov/government/grant/bca.shtm>

Upcoming Training

⚙ G-720 Mitigation Grants Course 11/15 & 11/16

DPS Training Academy , Building C, Room G

5805 North Lamar Blvd.

Austin, TX 78757

Sign up through: www.preparingtexas.org

HMGP DR-4029 POC

Wendy Kirby

Disaster Project Officer / Mitigation Specialist

Office: (512) 424-5478

Wendy.kirby@dps.texas.gov

Mitigation Contacts:

Greg Pekar
State Hazard
Mitigation Officer

- (512) 424-2429
- gregory.pekar@dps.texas.gov

Hildy Soper
Grants Officer

- (512) 424-2454
- hildy.soper@dps.texas.gov

Carolyn Sudduth
Plans Officer

- (512)424-5683
- carolyn.sudduth@dps.texas.gov

Mildred Reno
Finance Officer

- (512) 424-2428
- mildred.reno@dps.texas.gov

Wendy Kirby
Mitigation
Specialist

- DR 4029 – Wildfire Lead
- (512) 424-5478
- wendy.kirby@dps.texas.gov

Marsha Rutherford
Mitigation
Specialist

- DR-1931 – Hurricane Alex Lead
- (512) 424-5489
- marsha.rutherford@dps.texas.gov

Eileen Whitaker
Mitigation
Specialist

- PDM & finance backup
- (512) 424-2423
- eileen.whitaker@dps.texas.gov

Thomas Leblanc
Mitigation
Specialist

- HAZUS/GIS contact
- (512) 424-7501
- thomas.leblanc.@dps.texas.gov

Michael Ku
Mitigation
Specialist

- (512) 424-2397
- michael.ku@dps.texas.gov

Shirley Mayes
Mitigation
Specialist

- Houston Lead
- (713) 967-7010
- shirley.mayes@associates.dhs.gov

Lamance Woods
Mitigation
Specialist

- Houston Office
- (713) 967-7014
- Lamance.woods@associates.dhs.gov

Doug Rowell
Mitigation
Specialist

- Houston Office
- (713)967-7015
- Walton.rowell@associates.dhs.gov



Mitigation Questions?

Please contact Wendy Kirby at (512) 424-5478
or email Wendy.Kirby@dps.texas.gov

Texas Department of Public Safety

Texas Division of Emergency Management

Standards and Compliance Section (Audit Unit)

Farrell Walker, CPA, CIA

512-424-2525

Supervising Auditor (Austin)
Auditor
Auditor

Bill Clark + 10
Natasha Watts
Lisa Tower
FAX

512-424-2426

512-424-2446

512-424-2326

512-424-5959

PO Box 4087
5805 N. Lamar Blvd
Austin, TX 78773

Houston Auditors

FAX

713-967-7008

713-967- 7001

5425 Polk St.
Suite 470
Houston, TX 77023

Our Guidance

In accordance with:

44 CFR §13

http://ecfr.gpoaccess.gov/cgi/t/text/textdx?c=ecfr&sid=d4d3c084063cc582a03f86af1ab4f31f&tpl=/ecfrbrowse/Title44/44cfr13_main_02.tpl

44 CFR §206

http://ecfr.gpoaccess.gov/cgi/t/text/textidx?c=ecfr&sid=d4d3c084063cc582a03f86af1ab4f31f&tpl=/ecfrbrowse/Title44/44cfr206_main_02.tpl

OMB Circulars A-87, A-110, A-122 and A-133

http://www.whitehouse.gov/omb/circulars_default

FEMA Public Assistance Policy Manual

(Very important 'subject specific' policies that FEMA has issued)

<http://www.fema.gov/government/grant/pa/9500toc.shtm>

FEMA Public Assistance Policy Digest 321

FEMA Public Assistance Guide 322

FEMA Public Assistance Applicant Handbook 323

FEMA Public Assistance Debris Management Guide 325

<http://www.fema.gov/government/grant/pa/padocs.shtm>

How Do I Prepare?

Document, Segregate, File,

Categories To Prepare For:

Force Account Labor

Rentals

Force Account Equipment

Contracts

Force Account Material

Debris Removal

Direct Administrative Costs

Insurance

DOCUMENT EVERYTHING YOU SPEND

TIME & MONEY ON

Force Account Labor

These are your people that are on your payroll.

Eligible Payroll Costs (for budgeted and non-budgeted employees)

Regular Time

Overtime

Comp Time

Fringe

- ❖ Proof of hourly or pay period rate (HR)
- ❖ Fringe rate calculation for each employee group
- ❖ Timesheets allocating time to a specific project signed by employee and supervisor
- ❖ Proof of payment (payroll logs, checks front and back, bank statement)
- ❖ Overtime and Comp time policy at time of PW
- ❖ Exempt employee OT & comp time policy



FORCE ACCOUNT LABOR

DEPARTMENT OF HOMELAND SECURITY FEDERAL EMERGENCY MANAGEMENT AGENCY FORCE ACCOUNT LABOR SUMMARY RECORD								PAGE <input type="text"/> OF <input type="text"/>		O.M.B. No. 1660-0017 Expires December 31, 2011		
APPLICANT				PA ID NO.		PROJECT NO.		DISASTER				
LOCATION/SITE						CATEGORY		PERIOD COVERING				
DESCRIPTION OF WORK PERFORMED												
NAME		DATES AND HOURS WORKED EACH WEEK						COSTS				
JOB TITLE		DATE						TOTAL HOURS	HOURLY RATE	BENEFIT RATE/HR	TOTAL HOURLY RATE	TOTAL COSTS
NAME		REG.										
JOB TITLE		O.T.										
NAME		REG.										
JOB TITLE		O.T.										
NAME		REG.										
JOB TITLE		O.T.										
NAME		REG.										
JOB TITLE		O.T.										
NAME		REG.										
JOB TITLE		O.T.										
TOTAL COSTS FOR FORCE ACCOUNT LABOR REGULAR TIME											\$	
TOTAL COST FOR FORCE ACCOUNT LABOR OVERTIME											\$	
I CERTIFY THAT THE INFORMATION ABOVE WAS OBTAINED FROM PAYROLL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.												
CERTIFIED				TITLE				DATE				

Applicant Benefits or FRINGE Rate Calculations

DEPARTMENT OF HOMELAND SECURITY FEDERAL EMERGENCY MANAGEMENT AGENCY APPLICANT'S BENEFITS CALCULATION WORKSHEET		PAGE <input type="text"/> OF <input type="text"/>	O.M.B. No. 1660-0017 Expires December 31, 2011
APPLICANT		PA ID NO.	
DISASTER		PROJECT NO.	
FRINGE BENEFITS (by %)	REGULAR TIME	OVERTIME	
HOLIDAYS			
VACATION LEAVE			
SICK LEAVE			
SOCIAL SECURITY			
MEDICARE			
UNEMPLOYMENT			
WORKER'S COMP.			
RETIREMENT			
HEALTH BENEFITS			
LIFE INS. BENEFITS			
OTHER			
TOTAL in % annual salary			
COMMENTS			
<p>Have one per employee or have one per employee group.</p> <p>Be able to show where the %'s came from –</p> <p>How did you calculate them?</p>			
I CERTIFY THAT THE INFORMATION ABOVE WAS TRANSCRIBED FROM PAYROLL RECORDS OR OTHER DOCUMENTS WHICH ARE AVAILABLE			
Name		TITLE	DATE

Force Account Equipment



This is the equipment used that you own.

Eligible Equipment Costs

Actual in-use working hours (standby and idle time are not eligible)

Intermittent use time if used more than half normal scheduled working hours (claim whole day)

Support Documentation

- ❖ Equipment logs identifying operator and signed by operator & supervisor
- ❖ Proof of equipment ownership (title, registration, etc)
- ❖ Equipment rate calculations (local, state or FEMA rate)
- ❖ Operator timesheets
- ❖ Inventory Logs



Force Equipment
Force Operator

Force Account 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 and identified to the PW/sub-project

Materials and supplies purchased and identified to the project

Support Documentation

- ❖ Purchasing procedure policy
- ❖ Costing method/documents for existing stock
- ❖ List of materials used with pricing
- ❖ Invoices & Purchase Orders
- ❖ Proof of payment (cancelled checks, bank statements, etc)



Direct Administrative Costs (DACs)



Time and materials devoted to administering the project
or
The costs of a contracted project management team

Eligible DACs **(After November 13, 2007)**

Documented
administrative activities &
materials used in direct
support of this specific PW



Logs identifying specific PW:
Employee name
Date and activity performed
Duration and supplies used
See “Force Account Labor”

Documented Project
management team costs
that can be identified to
this specific PW.



Management Team
Management Team invoices
Purchase Orders
Proof of payment
(cancelled checks, bank statements)

Rentals / Leases

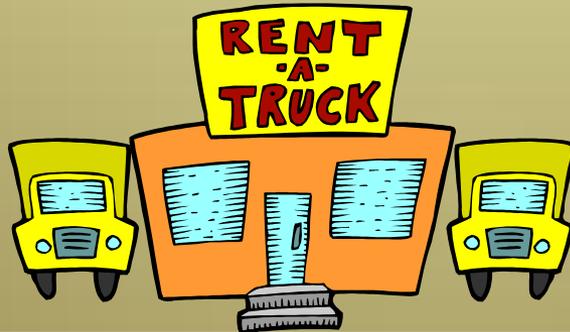
You pay to use someone else's property/equipment for a specified amount of time.

Eligible Costs

- ❖ Required as a result of the 'event'
- ❖ Reasonable costs
(Cannot exceed a purchase price)

Support Documents

- ❖ Rental/Lease agreement
- ❖ Invoices
- ❖ Purchase Orders
- ❖ Checks & Statements
(proof of payment)
- ❖ Equipment use logs



Contracts

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

Eligible Costs

- Lump Sum contracts
- Unit Price contracts
- Cost Plus Fixed Fee contracts
- Time and Materials contracts
(immediate need, unclear scope and for no more than 70 hours)

Cost Plus A Percentage of Costs are not allowed.

Support Documents

- ❖Contract procurement policy
- ❖Bid process
- ❖EPLS debarment check
- ❖Contracts
- ❖Invoices and Purchase Orders
- ❖Proof of payment



Donated Resources/Volunteer Work

Donated resources are eligible to offset the cost of the non-Federal share

Donated Resources

Volunteer labor

(hours worked, site, work description, wage rate for similar employee work)

Donated equipment (FEMA rate, hours used)

Donated materials (Current commercial rate)

Volunteer Labor: The hourly rate placed on volunteer labor should be the same hourly pay rate (plus reasonable fringe benefits) ordinarily paid for similar work within the applicant's organization. If the applicant does not have employees performing similar work, the rate used should be consistent with those performing the work in the same labor market. To determine the value of volunteer labor, the labor rate should be multiplied by the total number of volunteer labor hours.

Donated Equipment: The value of the donated equipment is calculated by multiplying the applicable applicant rate for the piece of equipment (or FEMA's equipment rate) by the total number of hours that equipment piece was used.

Donated Materials: Only materials donated by third party entities are eligible for credit. To determine the value of donated materials, use the current commercial rate for such material based on previous purchases or information available from vendors. Materials donated from other federal agencies are not considered "donated" for this purpose.

WWW.EPLS.GOV

Debarment Check

Search – Current Exclusions
(upper left)

Advanced Search

Name Search Type
(Firm, Entity, Vessel or Individual (Basic) or Individual (Full))

Try name variances

Do not enter date ranges

Print Results

EPLS
Excluded Parties List System

Search - Current Exclusions

- > Advanced Search
- > Multiple Names
- > Exact Name and SSN/ITN
- > MyEPLS
- > Recent Updates
- > Browse All Records

View Cause and Treatment Code Descriptions

- > Reciprocal Codes
- > Procurement Codes
- > Nonprocurement Codes

Agency & Acronym Information

- > Agency Contacts
- > Agency Descriptions
- > State/Country Code Descriptions

OFFICIAL GOVERNMENT USE ONLY

- > Debar Maintenance
- > Administration
- > Upload Login

EPLS Advanced Search

Name Search Type: **Firm, Entity, or Vessel**

Name:

Action Dates: -- / -- / -- To -- / -- / --

Termination Dates: -- / -- / -- To -- / -- / --

Create Dates: -- / -- / -- To -- / -- / --

Modify Dates: -- / -- / -- To -- / -- / --

DUNS:

Classification: ALL, Entity, Firm

Exclusion Type: ALL, NonProcurement, Procurement

CT Code (Reciprocal): 03-BSE-01, 03-DP-01, 03-ENT-01

CT Code (Procurement): A, A1, AA

CT Code (Non-Procurement): C, C1, E

Agency: AF, AID, ARC

U.S. State: AL - ALABAMA, AK - ALASKA, AZ - ARIZONA

Country: AFG - AFGHANISTAN, ALA - ALAND ISLANDS, ALB - ALBANIA

Cage Code:

Resources

- > Search Help
- > Advanced Search Tips
- > Public User's Manual
- > FAQ
- > Acronyms
- > Privacy Act Provisions
- > News

Reports

- > Advanced Reports
- > Recent Updates
- > Dashboard

Archive Search - Past Exclusions

- > Advanced Archive Search
- > Multiple Names
- > Recent Updates
- > Browse All Records

Contact Information

- > For Help: Federal Service Desk



Audit Questions?

Please contact Natasha Watts at (512) 424-2446
or email Natasha.Watts@dps.texas.gov