

I. AUTHORITY

- a. State:
 - i. Alaska Statute Title 26: Alaska Disaster Act §26.23.010 - §26.23.220
Disaster Relief Fund §26.23.300
Definitions §26.23.900
 - ii. Any Executive Order of the Governor
 - iii. State of Alaska Emergency Operations Plan
 - iv. Administrative Order 170
 - v. Administrative Order 175
 - vi. Alaska Statute Title 29: Municipal Government, to include Chapters 4, 20, and 60
 - vii. Alaska Statute 44.62 Administrative Procedure Act
- b. Other Related References (not inclusive):
 - i. Alaska Administrative Manual
 - ii. Accounting Procedures Manual
 - iii. Alaska Historical Preservation Act AS 41.35.010 et seq.
 - iv. Stafford Act, Public Law 93-288, as amended by Public Law 100-707 (42 USC Chapter 68, Sect. 5121 et seq.)
 - v. FEMA Regulation, 44 CFR Part 206 “Federal Disaster Assistance”

II. PURPOSE

- a. This plan identifies the roles and responsibilities of the State in administering the State Public Assistance Program and outlines staffing requirements, policies, and procedures. In order to provide continuity to applicants involved in both federal and state disasters, the State will parallel federal regulations and policies wherever possible.

III. DEFINITIONS

- a. **Applicant:** A state, local, Indian tribal government, other legal entity, or a qualifying private, non-profit organization that receive a grant award and which is accountable to the State for the use of the funds provided. For the purpose of the state Public Assistance program and this plan, the Alaska Railroad Corporation will be regarded as a state agency and not be excluded as an eligible applicant solely based on its profit generating potential.
- b. **Applicant Briefing:** A meeting conducted by the State for all potential applicants for Public Assistance grants. The briefing occurs after an emergency or major disaster has

been declared and addresses application procedures, administrative requirements, funding, and program eligibility criteria.

- c. **Applicant Agent:** An applicant's Principal Executive Officer must specify on the Designation of Applicant's Agent Form (DHS&EM Form 30-5) an agent as the applicant's point of contact for all matters pertaining to its request for assistance. If no agent is appointed, the Principal Executive Officer or administrator will be designated as the applicant's agent.
- d. **Capability Assessment and Recovery Tool:** A written document consisting of 3 parts: 1) High Risk review, 2) Preliminary Screening, and 3) Recovery Plan. Tool is deployed as soon as possible after potential PA program applicants are identified. The purpose of this tool is to assist in determining applicant recovery capabilities and to improve project worksheet development and recovery planning.
- e. **Division of Homeland Security and Emergency Management:** The Department of Military and Veterans Affairs, Division of Homeland Security and Emergency Management (DHS&EM) has the responsibility under the Alaska Disaster Act to prepare and maintain a state emergency plan which includes provisions for prompt and effective response to disasters, emergency relief, organization of personnel, chains of command, and preventive and preparedness measures to eliminate or reduce disasters or their impact. DHS&EM is also the State agency responsible for coordinating response and recovery efforts. In each state disaster declaration, the Governor designates the Director of DHS&EM as the State Coordinator and invokes statutory powers to be executed by the DHS&EM Director.
- f. **Emergency Work:** Work which must be done before, during, and immediately after a disaster event to save lives and to protect improved property and public health and safety or to avert or lessen the threat of a major disaster. Under the Public Assistance Program, Category A (Debris Removal) and Category B (Emergency Protective Measures) are referred to as Emergency Work.
- g. **Improved Project:** When performing restoration work on a damaged facility, an applicant may decide to use the opportunity to make improvements to the facility. Projects that incorporate such improvements are called improved projects. The improved facility must have the same function and at least the equivalent capacity as that of the pre-disaster facility. Funding for such projects is limited to the original cost estimate that would be associated with repairing or replacing the damaged facility to its pre-disaster

design. The applicant must obtain approval for an improved project from the State prior to construction.

- h. **Kick-Off Meeting:** A meeting conducted by the State with each potential applicant individually in order for the applicant to identify damages, assess needs, and develop a plan of action.
- i. **Permanent Work:** Restorative work performed on damaged facilities through repairs or replacement to pre-disaster design and current applicable standards. Under the Public Assistance Program, Category C (Roads and Bridges), Category D (Water Control Facilities), Category E (Buildings and Equipment, Category F (Utilities), and Category G (Parks, Recreational Facilities, and Other Items) are referred to as Permanent Work.
- j. **Principal Executive Officer:** The Principal Executive Officer is the Mayor (normally the chief elected official), City Manager/Administrator, or where there is no home rule or general law municipality, the recognized traditional village council or an eligible incorporated non-profit entity.
- k. **Project Worksheet (PW):** Form used to document the location, damage description and dimensions, scope of work, cost estimate for a project, and identifies any special considerations.
- l. **Qualifying Private Non-Profit:** Facilities open to the general public that provide an essential governmental service or supply critical services. Essential governmental services are ones that provide educational, utility, emergency, medical, custodial care, irrigation facilities, museums, zoos, community centers, libraries, homeless shelters, senior citizen centers, rehabilitation facilities, shelter workshops, and health and safety services.
- m. **Quarterly Report:** A report that is submitted from the applicant to the State on a quarterly basis that includes details on the applicant, the project, key dates and activities completed during the quarter being reported, funds expended, cost over-run potential, and anticipated completion date.
- n. **Special Considerations:** Issues that involve insurance, floodplain management, hazard mitigation, historic preservation, coastal zone management, and environmental reviews as they relate to Public Assistance Program funding.
- o. **State Public Assistance Officer (SPA0):** DHS&EM personnel responsible for administering the Public Assistance Program at the state level. A SPA0 will be assigned for each disaster.

- p. **State Coordinator:** The person designated by the Governor to ensure disaster assistance programs are conducted in accordance with state laws and regulations, and to execute emergency powers invoked by the Governor.
- q. **State Emergency Operation Center (SEOC):** The SEOC, is the primary coordination, command, and operations center for all disasters in Alaska. The SEOC coordinates all intelligence, operations, plans, and logistics matters for the response and initial recovery phases of a disaster.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

- a. **Organization:** DHS&EM, with augmentation from other state, local, and mutual aid agencies, will staff the SEOC during the response and initial recovery phases. The Disaster Assistance section will manage the state-wide post incident recovery throughout the Public Assistance and infrastructure repair process, which may last up to 48 months through disaster closeout. See Appendix 1 for a current DHS&EM Organizational Chart.
- b. The Governor has designated DHS&EM as the state agency responsible for managing and administering the Public Assistance Program. These responsibilities are carried out by the Disaster Assistance Section and include, but are not limited to:
 - i. Assisting the local government in conducting preliminary damage assessments.
 - ii. Notifying potential applicants.
 - iii. Conducting Applicant Briefings.
 - iv. Conducting Kick-Off meetings.
 - v. Complete Capability Assessment Tool.
 - vi. Ensuring applicant compliance with all programmatic requirements.
 - vii. Assigning a SPAO.
 - viii. Determining work and applicant eligibility.
 - ix. Assisting Applicants with developing Disaster Recovery Plans
 - x. Developing the Scope of Work as part of writing the PWs.
 - xi. Processing requests for time extensions, improved projects, advance payments, and reimbursements.
 - xii. Making determinations on requests for reconsideration and other disaster-related applicant requests; providing reviews and analyses of appeals for consideration and decision by the Director of DHS&EM.
 - xiii. Complying with Procurement, Contracting and administrative requirements of the Alaska Disaster Act and related state laws.
 - xiv. Securing insurance information from applicants when required.

- xv. Reviewing and certifying project completion information.
 - xvi. Conducting quarterly reviews, site inspections, and audits as required ensuring program compliance.
 - xvii. Determining budget and staffing requirements necessary for proper program management.
 - xviii. Providing technical assistance upon request or when appropriate.
 - xix. Closing out PWs, applicants and programs.
- c. The Applicant's Responsibilities (include but are not limited to):
- i. Submitting a timely Request for Public Assistance.
 - ii. Preparing and participating in the Preliminary Damage Assessment
 - iii. Complying with the State program and grant administrative requirements.
 - iv. Meeting all deadlines established in this Administrative Plan or assigned by the State.
 - v. Attending the Applicant's Briefing.
 - vi. Attending the Kick-Off Meeting.
 - vii. Completing and returning to DHS&EM all documents included in the Applicant Agreement Package.
 - viii. Assigning a Designated Applicant Agent to work with the State throughout the Public Assistance process.
 - ix. Identifying damages that are a direct result of the disaster within identified time limitations.
 - x. Developing a Recovery Plan utilizing the outline provided in the Applicant Agreement Package
 - xi. Assisting the State in project worksheet formulation.
 - xii. Providing all required information for PW formulation within assigned deadlines.
 - xiii. Providing all documents as described and as needed from the Grant Award Package by the deadline assigned.
 - xiv. Requesting appeals, overruns, time extensions, and related requests in a timely manner.
 - xv. Providing appropriate cost documentation by established deadlines for all expenses incurred in completing the Scope of Work.
 - xvi. Ensuring contracted work is not awarded to state or federally debarred contractors.

- xvii. Reviewing PWs to ensure the location of damages, damage description and dimensions, scope of work and cost estimates are accurate and complete.
 - xviii. Tracking project costs separately for each project as costs are incurred and submitting cost documentation to support claimed expenditures in a timely manner or by the deadline assigned by the State.
 - xix. Completing the approved scope of work as described in the PW. If alternative methods of repair are needed, additional work is required, or work cannot be completed in its entirety, the applicant will notify the SPAO immediately.
 - xx. Submitting Quarterly Reports and maintaining contact with DHS&EM on all pertinent matters.
 - xxi. Monitoring projects by conducting quarterly reviews, site inspections, and audits as required, ensuring program compliance.
 - xxii. Certifying project completion.
- d. Assignment of Responsibilities:
- i. Director: Acts as the Appeal authority on all appeals.
 - ii. State Coordinator: The person designated by the Governor to execute emergency powers invoked by the Governor and ensure state disaster assistance programs are conducted in compliance with the Alaska Disaster Act and other related laws and regulations.
 - iii. Disaster Assistance Program Manager and/or Branch Chief: Will provide program oversight and will designate a SPAO who is responsible for management of the Public Assistance Program for the disaster.
 - iv. SPAO: The person designated by the Disaster Assistance Program Manager responsible for administering the Public Assistance Program at the state level. The SPAO will be the applicant's primary point of contact with DHS&EM.

V. ADMINISTRATION AND SUPPORT

- a. Administrative Support Staff: Since staffing requirements vary depending on the magnitude, type, and extent of the disaster, the following personnel may be used to assist the State Coordinator in meeting program administrative requirements. An organizational chart is included as Appendix 1.
 - i. Resource Coordinators, Project Officers, Program Specialists, Technical Specialists. Qualified personnel from applicable state agencies or contractors who may assist the State Emergency Management staff in determining legal

matters, assigning state staff in the Resource Pool, assessing damages, preparing and reviewing PWs, and conducting interim and final inspections.

- ii. Accounting/Finance. The person(s) qualified to assist the State Emergency Management staff by performing professional accounting work in the Public Assistance Program.
- iii. Other State Administrative Support Personnel:
 - 1. Technological Support Specialist
 - 2. Administrative Support Specialist
 - 3. Logistical Support Specialist
 - 4. Disaster Assistance contractors

VI. DIRECTION AND CONTROL

a. Initial Post Declaration Activities:

- i. Notify Potential Applicants. DHS&EM, SPAO(s), City Mayor(s), Administrator(s), Alaska Native Village organizations and local Emergency Management Coordinator(s) will be used to notify potential applicants of the available assistance programs. Applicants will be notified by any combination of the following methods; via letter, DHS&EM web page, telephone, and relevant media available in the affected area or posted on community bulletin boards. This notification will include the time and date of the Applicant's Briefing to be held in their area. Notification will occur as early as possible. The SPAO will mail a separate letter providing details on the roles and responsibilities of the State and Applicant, the appropriate staff to attend, items the applicant should bring to the Applicant's Briefing, and a brief overview on cost documentation requirements. The Public Information Officer for DHS&EM will also disperse information on the Applicant's Briefings through their normal communication channels.
- ii. Applicant's Briefing. Once a designated area has been approved for Public Assistance, members of the Disaster Assistance Section will conduct an Applicant's Briefing. Typically, the Applicant's Briefing is conducted by the SPAO. The number of potential applicants and the area involved in the disaster will determine the number of briefings held. The local government contact will arrange for the Applicant's Briefing location through coordination with the SPAO. Appendix 2 to this plan outlines the information that will be covered during this briefing. At the Applicant's Briefing, a Request for Public Assistance

(RPA) form will be collected from each public entity, Alaska Native Village organization, and eligible private non-profit organization interested in pursuing assistance under the Public Assistance Program. The SPAO will provide available resource documents to assist applicants in the Public Assistance process. A Kick-Off Meeting is scheduled following the Applicant's Briefing to provide the applicant with specific information required to meet particular requirements of the State Public Assistance Program.

- iii. Request for Public Assistance. The applicant must file a Request for Public Assistance (DHS&EM Form 30-1) with the State within 30 days from the date of the declaration designating the area as eligible for Public Assistance. Requests submitted after this 30-day period will be reviewed by DHS&EM for consideration. The request should be supported by a detailed justification outlining any extenuating circumstances.
- iv. Kick-Off Meeting. A Kick-Off Meeting is scheduled following the Applicant's Briefing to provide the applicant with specific information to meet the requirements of the Public Assistance Program. It is during this meeting that the applicant is advised of what records must be kept, cost estimating procedures, special considerations, and the project formulation process. The applicant will identify all known damages and anticipated repair/replacement procedures with cost estimates. Site visits are normally accomplished or scheduled at this time. This meeting also starts the 60-day deadline to identify any potential additional damages.

VII. ELIGIBILITY

- a. Eligibility: The State will screen all potential applicants for eligibility primarily utilizing the requirements in this section. The State will visit each damaged site and gather all of the information identified by potential applicants necessary to write a PW. After the Applicant's Briefing and site visits, the State will conduct a preliminary eligibility determination based on information gathered from the applicant during the site visits and from damage assessments. This will include verification by the State that the applicant is eligible for the Public Assistance program. Applicant eligibility determinations will not be made in the field during the site visits.
- b. Definitions:
 - i. **Educational institution.** Primary, secondary, and higher education schools. They are generally recognized as Public Schools under Alaska law.

1. Primary and secondary schools provide education as determined by Alaska law.
 2. Higher education schools admit students having a high school diploma or equivalent, are nationally recognized, and are state-approved post-secondary educational institutions.
- ii. **Force account.** An applicant's own labor forces and equipment.
 - iii. **Immediate threat.** The imminent threat of additional injury, damage, or destruction
 - iv. **Improved property.** A structure, facility or item of equipment which was built, constructed or manufactured. Land used for agricultural purposes is not improved property.
 - v. **Private non-profit facility.** Any private non-profit educational, utility, emergency, medical, or custodial care facility, including a facility for the aged or disabled, and other facilities providing essential governmental type services to the general public, and such facilities on Indian reservations and federally recognized Alaska native villages. Further definition is as follows:
 1. **Educational facility.** Classrooms plus related supplies, equipment, machinery, and utilities of an educational institution necessary or appropriate for instructional, administrative, and support purposes, but does not include buildings, structures and related items used primarily for religious purposes or instruction.
 2. **Utility.** Buildings, structures, or systems of energy, communication, water supply, sewage collection and treatment, or other similar public service facilities.
 3. **Emergency facility.** Those buildings, structures, equipment, or systems used to provide emergency services such as fire protection, ambulance, or rescue, to the general public, including the administrative and support facilities essential to the operation of such emergency facilities even if not contiguous.
 4. **Medical facility.** Any hospital, outpatient facility, rehabilitation facility, or facility for long-term care and any similar facility offering diagnosis or treatment of mental or physical injury or disease including the administrative and support facilities essential to the operation of such medical facilities even if not contiguous.

5. **Custodial care facility.** Those buildings, structures, or systems including those for essential administration and support which are used to provide institutional care for persons who require close supervision and some physical constraints on their daily activities for their self-protection, but do not require day-to-day medical care.
 6. **Other essential governmental service facility.** Museums, zoos, community centers, libraries, homeless shelters, senior citizen centers, rehabilitation facilities, shelter workshops and facilities which provide health and safety services of a governmental nature. All such facilities must be open to the general public.
- vi. **Private non-profit organization.** Any nongovernmental agency or entity that currently has:
1. An effective ruling letter from the U.S. Internal Revenue Service granting tax exemption under sections 501(c), (d), or (e) of the Internal Revenue Code of 1954, or
 2. Satisfactory evidence from the State that the non-revenue producing organization or entity is a non-profit agency or entity organized or doing business under state law.
- vii. **Public entity.** An organization formed for a public purpose whose direction and funding is provided by one or more political subdivisions of the State.
- viii. **Public facility.** The following facilities owned by a state or local government: any flood control, navigation, irrigation, reclamation, public power, sewage treatment and collection, water supply and distribution, watershed development, or airport facility; any non-federal aid, street, road, or highway; and any other public building, structure, or system including those used for educational, recreational, or cultural purposes; or any park. Federal aid roads will be included if damages do not meet FHWA's Emergency Relief program thresholds.
- ix. **Code and Standards.** Specific, written, adopted and enforced construction requirements/specifications that must be adhered to in order to conform to local jurisdiction mandates and laws. Must be in-place at the time of the loss and enforcement cannot be discretionary.
- c. Applicant Eligibility:
- i. The following entities are eligible to apply for assistance under the State public assistance grant:

1. State agencies and local governments.
 2. Private non-profit organizations or institutions which own or operate a private non-profit facility as defined in this plan. An entity that provides an essential government service may also be eligible.
 3. Indian tribes or authorized tribal organizations and Alaska Native villages or organizations, but not Alaska Native Corporations, the ownership of which is vested in private individuals.
- d. General Work Eligibility:
- i. General. To be eligible for financial assistance, an item of work must:
 1. Be required as the result of the declared disaster event,
 2. Be located within a designated disaster area, and
 3. Be the legal responsibility of an eligible applicant.
 - ii. Private non-profit facilities. To be eligible, all private non-profit facilities must be owned and operated by an organization meeting the definition of a private non-profit organization.
 - iii. Public entities. Facilities belonging to a public entity may be eligible for assistance when the application is submitted through a state agency or a political subdivision of the state.
 - iv. Facilities serving a rural community or unincorporated town or village. A facility owned or maintained by a private non-profit organization or association, and providing an essential governmental service to the general public may be eligible.
 - v. Negligence. No assistance will be provided to an applicant for damages caused by its own negligence. If negligence by another party results in damages, assistance may be provided, but will be conditioned on agreement by the applicant to cooperate with the State in all efforts necessary to recover the cost of such assistance from the negligent party.
- e. Debris Removal:
- i. Public interest. Upon determination that debris removal is in the public interest, the State may provide assistance for the removal of debris and wreckage from publicly and privately owned lands and waters. Such removal is in the public interest when it is necessary to:
 1. Eliminate immediate threats to life, public health, and safety; or

2. Eliminate immediate threats of significant damage to improved public or private property; or
 3. Ensure economic recovery of the affected community to the benefit of the community-at-large.
- ii. Debris removal from private property. When it is in the public interest for an eligible applicant to remove debris from private property in urban, suburban and rural areas including large lots, clearance of the living, recreational and working area is eligible except those areas used for crops and livestock or unused areas.
 - iii. Debris removal from private property will not be approved until the property owner has agreed in writing to indemnify the State and to provide unconditional authorization to remove the debris.
 - iv. Assistance to individuals and private organizations. No assistance will be provided directly to an individual or private organization for the cost of removing debris from their own property. Exceptions to this are those private non-profit organizations operating eligible facilities.
- f. Emergency Work:
- i. General.
 1. Emergency protective measures to save lives, to protect public health and safety, and to protect improved property are eligible.
 2. In determining whether emergency work is required, the State may require certification by local and/or state officials that an imminent threat exists, including identification and evaluation of the threat and recommendations of the emergency work necessary to cope with the threat.
 3. In order to be eligible, emergency protective measures must:
 - a. Eliminate or lessen immediate threats to life, public health or safety; or
 - b. Eliminate or lessen immediate threats of significant additional damage to improved public or private property through measures which are cost effective.
 4. Emergency access. An access facility that is not publicly owned or is not the direct responsibility of an eligible applicant for repair or maintenance may be eligible for emergency repairs or replacement provided that emergency repair or replacement of the facility economically eliminates

the need for temporary housing. The work will be limited to that necessary for the access to remain passable through events which can be considered an immediate threat. The work must be performed by an eligible applicant.

5. Emergency communications. Emergency communications necessary for the purpose of carrying out disaster relief functions may be established and may be made available to local and tribal government officials as deemed appropriate. Such communications are intended to supplement but not replace normal communications that remain operable after a major disaster. State funding for such communications will be discontinued as soon as the needs have been met.
6. Emergency public transportation. Emergency public transportation to meet emergency needs and to provide transportation to public places and such other places as necessary for the community to resume its normal pattern of life as soon as possible is eligible. Such transportation is intended to supplement but not replace pre-disaster transportation facilities that remain operable after a major disaster. State funding for such transportation will be discontinued as soon as the needs have been met.

g. Restoration of Damaged Facilities:

- i. Work to restore eligible facilities on the basis of the design of such facilities as they existed immediately prior to the disaster is generally eligible except:
 1. Where appropriated funds have already been designated for construction or renovation.
 2. Where the Small Business Administration has made a declaration and a private non-profit organization, not falling within the criteria of a PNP that supplies a critical service, has applied and received a disaster loan under section 7(b) of the Small Business Act and
 - a. The Small Business Administration has declined the organization's application; or
 - b. Has eligible damages greater than the maximum amount of the loan for which it is eligible, in which case the excess damages are eligible for state assistance.

- ii. Codes and Standards. For the costs of Code and standard changes to be eligible as disaster related expenses, they must:
 - 1. apply to the type of repair or restoration required (standards may be different for new construction and repair work);
 - 2. be applicable to the pre-disaster use of the facility;
 - 3. be adopted and implemented by the State or local government on or before the disaster declaration date;
 - 4. apply uniformly to all similar types of facilities within the jurisdiction of owner of the facility; and
 - 5. must have been enforced during the time it was in effect.
- iii. Repair vs. replacement.
 - 1. A facility is considered repairable when the costs to repair eligible disaster damages does not exceed 50 percent of the cost of replacing a facility to its pre-disaster condition, and it is feasible to repair the facility so that it can perform the function for which it was being used as well as it did immediately prior to the disaster.
 - 2. If a damaged facility is not repairable, approved restorative work may include replacement of the facility. The applicant may elect to perform repairs to the facility, in lieu of replacement, if such work is in conformity with applicable standards. However, eligible costs shall be limited to the less expensive of repairs or replacement.
- iv. Relocation.
 - 1. The State may approve funding for and require restoration of a destroyed facility at a new location when:
 - a. The facility is and will be subject to repetitive heavy damage;
 - b. The approval is not barred by other provisions; and
 - c. The overall project, including all costs, is cost effective as determined by DHS&EM.
 - 2. When relocation is required by the State, eligible work includes land acquisition and ancillary facilities such as roads and utilities, in addition to work normally eligible as part of a facility reconstruction. Demolition and removal of the old facility is also an eligible cost.
 - 3. When relocation is required by the State, no future funding for repair or replacement of a facility at the original site will be approved.

- v. If relocation of a facility is not feasible or cost effective, the State may disapprove funding for the original location when it is determined that restoration at the original location is not in the public interest.
 - vi. Equipment and furnishings. If equipment and furnishings are damaged beyond repair, comparable items are eligible as replacement items.
 - vii. Library books and publications. Replacement of library books and publications is based on an inventory of the quantities of various categories of books or publications damaged or destroyed. Cataloging and other work incidental to replacement are eligible.
 - viii. Artwork and Collectibles. These items and museum pieces by their very nature generally are one-of-a-kind and thus can't be replaced. Therefore replacement is not an eligible cost.
 - ix. Beaches. Replacement of sand on an unimproved natural beach is not eligible.
 - x. Improved beaches. Work on an improved beach may be eligible under the following conditions:
 - 1. The beach was constructed by the placement of sand (of proper grain size) to a designed elevation, width, and slope; and
 - 2. A maintenance program involving periodic re-nourishment of sand must have been established and adhered to by the applicant.
 - xi. Restrictions.
 - 1. Alternative use facilities. If a facility was being used for purposes other than those for which it was designed, restoration will only be eligible to the extent necessary to restore the immediate pre-disaster alternate purpose.
 - xii. Inactive facilities. Facilities that were not in active use at the time of the disaster are not eligible except in those instances where the facilities were only temporarily inoperative for repairs or remodeling, or where active use by the applicant was firmly established in an approved budget or the owner can demonstrate to the State's satisfaction that use by the applicant was imminent.
- h. Allowable Costs:
- i. Eligible direct costs (Generally costs that can clearly be attributed to completing eligible work are eligible).
 - ii. Reasonable and necessary.
 - iii. Compliant with state and local competitive procurement guidance.

- iv. Reduced by credits and/or insurance proceeds.
 - 1. Applicant-owned equipment. Reimbursement for ownership and operation costs of applicant-owned equipment used to perform eligible work shall be provided in accordance with the following guidelines:
 - a. Rates established by community/agency. In those cases where an applicant uses reasonable rates which have been established or approved under state guidelines in its normal daily operations, reimbursement for applicant-owned equipment shall be based on such rates.
 - b. When local equipment rates are not established, reimbursement will be based on Equipment Rates published by State DOT&PF.
 - c. Direct Administrative Costs covers the necessary direct costs of requesting, obtaining and administering state assistance per PW under a state disaster.
 - 2. Force Account Labor Costs. The straight- or regular-time salaries and benefits of an applicant's permanently employed personnel are not eligible when performing emergency work. However, on permanent work projects, the straight- or regular-time salaries and benefits of an applicant's permanently employed personnel are eligible.
 - 3. Temporary Hires. Temporary employees are extra personnel hired as a direct result of the disaster to perform eligible work. Regular and overtime costs are eligible for both Emergency and Permanent work.
- i. Disallowed costs:
 - i. Indirect costs.
 - 1. No indirect costs of applicant are separately eligible.
 - 2. Duplication of benefits is not allowed i.e., insurance proceeds and other credits must be deducted from any grant award.

VIII. PROJECT WORKSHEETS

- a. State Responsibilities:
 - i. The State will participate at all levels in the Public Assistance process. The levels of state involvement include:
 - 1. Conducting Preliminary Damage Assessments (PDA) and damage surveys to serve as a basis for writing PWs and obligating funds to applicants.

2. Conducting Applicant Briefings. DHS&EM will schedule these briefings in consultation with local officials to ensure all potential applicants are informed of date, time, and location. These briefings provide Public Assistance eligibility information and are essential in identifying appropriate participants for Kick-Off meetings.
 3. Conducting Applicant Kick-Off meetings. DHS&EM will schedule meetings following the State's Applicant's Briefing to provide applicants with specific information to meet the requirements of the Public Assistance Program. Applicants will have 60-days from this kick-off meeting to provide all information necessary to complete PW formulation. Applicants may submit a written Time Extension request for situations clearly beyond their control (weather, emergencies etc.)
 4. Provide all applicants with the Applicant Agreement Package. (Section III)
 5. Provide all eligible applicants with the Grant Award Package. (Section IV)
 6. Assisting the applicant in developing scopes of work and cost estimates.
 7. Providing state support as needed (personnel to assist with highly technical projects and/or to resolve disputes, etc.)
 8. Upon drafting the PWs, the State may identify areas that require further explanation, information, or documentation. The applicant agent will be notified of any additional required information that must be provided within a prescribed deadline or risk having their project files closed (appeal rights will apply).
- b. Applicant Responsibilities:
- i. Identify all eligible work and submit all costs for disaster-related damages.
 - ii. Assist in the preparation of the (PWs) along with the DHS&EM representative, to include how the work will be completed and cost estimates.
 - iii. Submit required information necessary to complete the project formulation process.
 - iv. Complete and return to SPAO, the Applicant Agreement Package by assigned deadline.
 - v. Certify completion of all projects and compliance with appropriate regulations or policies.

- vi. Apply for and obtain all necessary permits.
 - vii. Review draft PW's prior to the State obligating funds.
 - viii. Report any additional damage not previously identified to the SPAO within 60 days of the kick-off meeting or actual site visit if extenuating circumstances exist. The SPAO will grant the applicant an extension of time to report additional damages on a case-by-case basis if the State determines it is warranted.
 - ix. Notify the State of any special considerations and/or technical assistance requirements needed to facilitate project approval.
 - x. Submit completed Applicant Agreement Package to DHS&EM within 30 days of receiving the package.
 - xi. Prepare and provide to DHS&EM a Disaster Recovery Plan
- c. Public Assistance Administration:
- i. Approved PWs will be the basis for issuing grants to eligible applicants in accordance with this plan and Division of Homeland Security and Emergency Management Policies.
 - ii. If the applicant does not submit the Applicant Agreement Package (Appendix 3) within the prescribed timeframe, DHS&EM will assume the applicant is no longer interested in the Public Assistance process and begin closing the applicants file, following all appeal rights procedures.
 - iii. Grant Agreement Package includes:
 - 1. Grant Agreement Cover Letter (A3-1)
 - 2. Designation of Applicant's Agent (DHS&EM Form 30-5)
 - 3. Assurances and Agreements (DHS&EM Form 30-57)
 - 4. Waiver of Sovereign Immunity (DHS&EM Form 30-62) (Tribal Gov)
 - 5. Recovery Plan template
 - 6. Contract/Procurement information
 - 7. Request for Public Assistance (RPA)
 - iv. Grant Award. After the applicant submits the Applicant Agreement Package to the State, the applicant will receive a Grant Award Package. Appendix 4 reflects examples of the information that will be included in the Grant Award Package:
 - 1. Award Letter (A4-1)
 - 2. PW(s) (DHS&EM Form 30-20)

3. Applicant's Benefits Calculation Worksheet (DHS&EM Form 30-71)
 4. Request for Funds Form (DHS&EM Form 30-3)
 5. On-Behalf-Of Payment Form
 6. Procurement Method Report (PMR)
 7. Non-Competitive Single Source Procurement Form
 8. Project Quarterly Report (DHS&EM Form 30-60)
 9. Statement of Documentation in Support of Amount Claimed (DHS&EM Form 30-4)
 10. Certificate of Compliance (DHS&EM Form 30-80)
 11. Project Final Narrative Form (DHS&EM Form 30-102)
 12. Force Account labor Summary (DHS&EM 30-72)
 13. Materials Summary Record (DHS&EM 30-73)
 14. Rented Equipment Summary Record (DHS&EM 30-74)
 15. Contract Work Summary Record (DHS&EM 30-75)
 16. Force Account Equipment Summary Record (DHS&EM 30-76)
 17. A copy of the Administrative Plan for Public Assistance
- v. If DHS&EM determines that an award will be made to an Applicant that has demonstrated difficulties in Public Assistance program performance in the past or may in the future, special conditions will be imposed. An applicant may be considered "High Risk" if DHS&EM determines that the applicant has a history of unsatisfactory performance, is not financially stable, has not conformed to terms and conditions of previous awards, is non-compliant with single audit requirements or is otherwise not responsible. Restrictions will correspond to the "High Risk" condition and may be included in the award. If DHS&EM decides to impose such conditions, notification to the applicant will occur as early as possible, in writing, and provide the nature of the special conditions/restrictions, the reason(s) for imposing them, the corrective actions which must be taken before they will be removed and the time allowed for completing the corrective actions. Special conditions or restrictions may include:
- a. Payment on a reimbursement basis only;
 - b. On-Behalf-Of (formerly Direct Vendor) payments only;

- c. Withholding authority to proceed to the next phase until receipt of evidence of acceptable performance within a given funding period;
- d. Requiring additional, more detailed financial reports;
- e. Additional project monitoring;
- f. Submission of Monthly rather than Quarterly Reports;
- g. Requiring the applicant to obtain technical or management assistance;
- h. Periodic on-site project monitoring visits;
- i. Establishing additional prior approvals;
- j. The method of requesting reconsideration of the conditions/restrictions imposed; and
- k. Any special conditions imposed will require written acceptance of the special conditions by the applicant. Failure to accept special conditions may result in project closure and de-obligation of funding.

IX. PROJECT FUNDING

- a. Disbursement of Funds: The State will disburse funds to the applicant after the PWs are obligated and after the applicant completes the Applicant Agreement and Grant Award Packages. Funds may be disbursed to applicants through requests for an Initial Incentive Payment, advance of funds, reimbursements for partial payments based on actual expenditures, or upon completion of the project and submittal of all required back-up documentation. Typically the applicant will have to pay for all disaster-related repairs up front and then submit all the required back-up documentation to the State for audit and reimbursement. The audit process is a complete reconciliation of all cost documentation submitted by the applicant to verify compliance with the PW scope of work, proper procurement methods, adherence to timelines, reasonableness of costs, completeness of Close-Out forms etc. All completed payment requests are forwarded to the Disaster Grants section tracking, for final review and payment processing. The State can advance up to 30% of the PW estimate and under special circumstances, may provide an Initial Incentive Payment of up to 75% of approved each PW.
- b. For all Projects: All approved project funding is based on documented actual costs. Because of the complexity and nature of most projects, however, work typically is not complete at the time of state approval. Therefore, projects initially are approved based on

estimated costs. Funds generally are made available to the applicant on a progressive payment basis as work is completed (up to 75% of the total PW amount). When all work associated with the project is complete, the State will make any final funding adjustments.

- c. Advance of Funds: Upon the applicant's submittal of a "Request for Funds" form (DHS&EM Form 30-3), the State may advance an applicant up to 30% of the total project worksheet cost estimate, which must be used within 30 days of receipt and provide evidence of liquidation (supporting documents, summary forms etc.) to the disaster SPAO within 60 days. The applicant must have a basis for the requested funds, such as anticipated contractor bills or force account payrolls to meet. Any amount not expended within the 30-day timeframe, must be returned to the State immediately. Failure to comply with this requirement may jeopardize current and future grant funds and will require you to report and return interest earned while these funds were on deposit. An applicant may request an additional 30% advance payment of funds on the PW by completing an additional "Request for Funds" form and providing all back-up documentation to substantiate expenditures for all previous advances. The total advance for any one PW will not exceed 75% of the PW amount. If the cost documentation is not received within the deadline associated, DHS&EM may start collection proceedings and close out the applicant's project file. No additional advances will be issued until complete documentation of the expenditures of all prior advances has been received by DHS&EM. State agencies are ineligible for advances as their funding is provided through a Reimbursable Service Agreement (RSA) contract. If a applicant has requested and been granted an Initial Incentive payment of up to 75%, the applicant will be exempted from the standard 30 day liquidation requirement. However Initial Incentive Payments should only be requested on projects that can be 100% complete within the original deadline. Time extensions will not be allowed.
- d. On-Behalf-Of (OBO) (formerly Direct Vendor Payments): Applicants may request that some costs incurred for eligible work performed be paid directly to the vendors who provided the goods or services. Applicants who request this method of payment must complete and sign the "Request for OBO" form. Additionally, the applicant must submit any original invoice(s) or certified copies of invoice(s) signed by the vendor. Any costs included in the invoice(s) deemed ineligible under the project scope of work will remain the responsibility of the applicant for payment. OBO payments may exceed the 75% maximum reimbursement to applicants.

- e. Cost Overruns: Since many of the PWs are based on cost estimates, the applicant may incur additional expenses that exceed the cost estimate assigned to the project.
 - i. Project Cost-Over Run.
 1. Applicants must monitor their projects and notify the State as soon as possible if the need for additional funding is discovered. Applicants must not assume that such costs can be reported at the end of the project and that additional funds will be approved automatically.
 2. The Cost Over-Run request must be in writing and contain a detailed justification for the necessity for any additional costs to complete the PW scope in order for the State to make an eligibility determination. If the increase is due to additional damage, the applicant must clearly demonstrate the additional damage is a direct result of the declared event and explain how it was not identified during project worksheet formulation.
 3. To determine eligibility, the SPAO will work with the applicant to identify and request any additional information or documentation that may be required to render a decision.
 4. The SPAO will utilize the Cost Over-Run Checklist to assist with the eligibility and approval process.
 5. The cost over-run request must be reviewed by the SPAO and Public Assistance Branch Chief, and then forwarded to the Disaster Assistance Program Manager with a recommendation.
 6. If the request is approved, the SPAO will take actions necessary to ensure funds are available and write an amendment to the PW adjusting the approved amount. SPAO will submit the amended PW to the applicant for review and signature. Upon return, the SPAO will take action necessary to encumber the new approved amount.
 7. Disaster Grants staff will be informed of any funding changes.
 8. If the request is denied, the SPAO will submit a letter to the applicant informing them that their request is denied. This letter will contain information on why it was denied and the appropriate appeal procedures.
 - ii. Project Tracking. The SPAO will monitor each assigned disaster and utilizing the Disaster Status Report, maintain detail awareness of each PW. In addition, the Disaster Status Report will include details on the progress of each project, the

status of advances, level of completeness and category of work. The SPAO will complete at least one on-site inspection for all complex projects during the initial 18-month deadline. The SPAO will increase monitoring activity of any applicant who is non-compliant with project work or reporting procedures. Results of this monitoring activity will be utilized to impose additional conditions as needed to ensure program integrity as appropriate.

- iii. Insurance Requirements. Prior to approval of a state grant for the repair, restoration or replacement of an insurable facility or its contents damaged by a major disaster:
 - 1. PW approved amount shall be reduced by the amount of any insurance recovery anticipated or actually received relating to eligible costs. DHS&EM may adjust its determination of approved costs after review of whether the insurance settlement actually restores facility to pre-disaster condition, function, and capacity.
 - 2. The full coverage available under the standard flood insurance policy from the National Flood Insurance Program (NFIP) will be subtracted from otherwise eligible costs for an insurable facility and its contents within the special flood hazard area, provided the applicant was so advised as a condition of assistance in a prior disaster.
 - 3. Applicants with damaged insurable facilities will be notified to purchase and maintain insurance on that facility for the minimum amount of the grant award and for the type of peril that caused the damages.
- iv. Recouping Funds. If an approved PW is totally or partially de-obligated, the applicant will be notified as soon as possible. Reimbursement by the applicant to the State will be requested after a supplemental “amendment” to the PW (de-obligating the approved funding) is processed.

X. PROJECT FUNDING, OPTIONS, AND REQUIREMENTS

- a. Improved Projects: When performing permanent restoration work on a damaged facility, a applicant may decide to use the opportunity to make improvements to the facility while still restoring it’s pre-disaster function and at least it’s pre-disaster capacity. These projects will be designated “Improved Projects” and must be requested in advance by the applicant. The request must include:

- i. A reason for requesting an improved project.
- ii. A description of the proposed work.
- iii. A schedule of work.
- iv. A cost estimate.
- v. Information adequate to establish compliance with special requirements, including, but not limited to, floodplain management, environmental assessment, protection of wetlands, endangered species, and insurance.
- vi. Funding for such improved projects will be limited to the original estimate of the approved PW to bring the facility back to pre-disaster condition.
- vii. Improved project requests must be approved by the State prior to starting the improved portion of the proposed work. If denied, the applicant will be notified, in writing, as to why the request was denied and advised of their right to appeal the determination.

XI. TIME LIMITATIONS

The State requires approved Public Assistance work be completed within specified timeframes from the disaster declaration date. The time limit for Emergency work (Category A-B) to be completed is 6 months. The time limit for Permanent Work (Category C-G) is 18 months. Time Extensions: The State may grant time extensions of the completion deadlines for all Emergency and Permanent Work PWs on a case by case basis only for extraordinary circumstances clearly beyond the applicant's control.

- a. For Debris Removal and Emergency Work PWs, the SPAO may grant an additional 6 months for the applicant to complete all aspects of the Scope of Work, provided sufficient justification is received.
- b. For Permanent Work, the SPAO may grant an additional 30 months for the applicant to complete all aspects of the Scope of Work, provided sufficient justification is received. Time extensions will be given in a maximum of 12-month increments, unless it is obvious that the project is of such a size and complexity to warrant additional time beyond 12 months.
- c. Requests by applicants for time extensions must include the following:
 - i. The PW number the time extension is being requested for;
 - ii. The dates and provisions of any previous extensions granted;
 - iii. A detailed justification for the delay and need for more time;
 - iv. Project work schedule with milestones and
 - v. A projected completion date.

- d. In order for the State to approve any time extension, the SPAO should complete the time extension request checklist to ensure applicant compliance with all other program requirements.
- e. If an applicant requests a time extension for permanent work beyond the 48-month time frame from the declaration date, the SPAO must submit the request through the Public Assistance Branch Chief to the Disaster Assistance Program Manager for approval.
- f. If the time extension is denied, the applicant may, upon completion of the project, be reimbursed for eligible project costs incurred up to the latest approved completion date. If the project is not completed, no additional funding will be processed and the State may recoup funds previously disbursed for that project.
- g. If the request is denied, the SPAO will submit a letter to applicant informing them that their request is denied. This letter will contain information on why it was denied and the appropriate appeal procedures.
- h. SPAO's will maintain current time extension dates on the Disaster Monthly Status Report and will process Time Extension requests promptly. The following are examples of circumstances that may justify time extensions:
 - i. Examples:
 - 1. Delays caused by weather.
 - 2. Delays caused by limited construction season.
 - 3. Delays caused by limited barge service in a remote community.
 - 4. Other extraordinary circumstances or unusual project requirements beyond the control of the applicant.

The following are examples of circumstances that do not justify time extensions:

- ii. Examples:
 - 1. Requests that are not supported by a detailed justification for delays.
 - 2. Requests for projects where Quarterly Reports or site monitoring visits fail to demonstrate "Good Faith" attempts to meet original deadline.
 - 3. Requests made that do not include the required information outlined in (e) (iii) above.
- iii. Outline of Time Limitations:
 - 1. The applicant must adhere to the following time limits during the Public Assistance process:

- a. Request for Public Assistance. The applicant must file a Request for Public Assistance with the State within 30 days from the date of the Governor's declaration.
- b. Identifying Additional Damages. The applicant has 60 days from the date of the Kick-Off meeting to notify the State of any damages not yet reported.
- c. Advance Funds. The applicant may be required to refund all or part of the advance unless they provide back-up documentation to the State substantiating all costs for the entire amount within 60 days of the date the applicant received the advance.
- d. Completion of Emergency Work. Emergency Work (Category A–B) must be completed within 6 months. The SPAO may approve an additional 30 months if there are extraordinary circumstances or unusual project conditions beyond the applicants control.
- e. The SPAO may approve an additional 6 months if there are extenuating circumstances or unusual project conditions.
- f. Completion of Permanent Work. Permanent Work (Category C-G) must be completed within 18 months. The SPAO may approve an additional 30 months if there are extraordinary circumstances or unusual project conditions beyond the applicants control.
- g. Projects Identified as 100% Complete. When a PW is identified as 100% complete, (through applicant conversations, Quarterly Reports, etc.) the applicant has 90 days to submit all back-up documentation (timesheets, pay stubs, invoices, etc.) to substantiate the eligible costs associated with the PWs and project Close Out forms [Project Final Narrative (DHS&EM 30-102), and Statement of Documentation (DHS&EM Form 30-4)].
- h. If a PW is 100% complete prior to the PW being written, the applicant has 90 days to submit all back-up documents and Close Out forms (timesheets, pay stubs, invoices, etc.) from the time the PW is received and accepted by the applicant.

- i. Quarterly Reports. Quarterly Reports are due 15 days after the quarter ends. Failure to provide quarterly reports may result in funding being withheld or withdrawn.
- j. Applicant Agreement Package. The applicant must submit all required state forms within 30 days of receiving the Applicants Project Application Package.

XII. PROJECT COMPLETION AND CLOSEOUT

- a. Upon project completion, the applicant is required to submit a Statement of Documentation Form (DHS&EM 30-4), a Project Final Narrative Form (DHS&EM 30-102), and appropriate summary forms to the State certifying that the work has been completed, to include all back-up documentation (timesheets, pay stubs, invoices, etc.) substantiating the eligible costs associated with the PW(s). The applicant must also include a vendor screen shot from the federal SAM site (<https://www.sam.gov/portal/public/SAM/>) to verify vendor is not barred. The State will review the project's documentation to verify the actual project cost.
- b. If a project is 100% complete at the time the PW is prepared and the applicant is not claiming additional funding, no on-site final inspection is required however, the SPAO will complete the final inspection form indicating the project was complete when the PW was written. For those projects of a technical nature, a qualified member of the applicable state agency may assist in the final inspection. The final inspection will be completed as soon as practical.
- c. When work associated with a PW is 100% complete, the applicant has 90 days to submit all project Close Out forms and back-up documentation (timesheets, pay stubs, invoices, etc.) to substantiate the eligible costs associated with the PW(s). Upon receipt of the documentation, the State will audit the documentation and complete a Final Inspection Report (DHS&EM Form 30-7), as required, and closeout the PW. If the applicant does not provide the required documentation within the 90-day time limit, the State may deobligate all or part of the remaining funds and close the PW.
- d. If an approved project is not completed, the applicant may be required to return all or part of the State funding that was provided for the project. There may be instances where an "amendment" to the PW can be written to adjust the Scope of Work and cost estimate to reflect actual work completed. Damages **NOT** repaired may not be funded as a result of future disasters.
- e. Audit Requirements:

- i. State law mandates: “An entity that receives state financial assistance with a cumulative total of \$500,000.00 or more during Alaska’s fiscal year, shall submit to the Statewide Single Audit Coordinator (Dept of Administration, Division of Finance), within one year after the end of the audit period, an annual audit report covering the audit period.” See AS 37.05.030 and Alaska Administrative Code 2 AAC 45.010 Audit requirements.
 - ii. Applicants will be required to provide DHS&EM a copy of the Single Audit.
 - iii. Applicants will be advised to retain records and supporting documentation for three (3) years after closeout of their last remaining PW. DHS&EM will provide a one-time per state/federal declared disaster, \$10,000 Audit Allowance for applicants who receive at least \$400,000 in disaster grant funding associated with the Public Assistance program
- f. Direct Administrative Costs: The State will reimburse the applicant’s reasonable direct costs to cover the extraordinary cost of requesting, receiving, and administering state disaster funds. The State will assist the applicant in developing an estimate of these costs and this cost will be included as a line item in the corresponding PW. There are no indirect administrative costs eligible under this program. Direct Administrative Costs will be accounted for in a similar manner as all other expenditures and back-up documentation will be required upon final reconciliation.
- g. Disputes/Conflict Resolution:
 - i. The following conflict resolution process should be followed to expedite funding and minimize applicant appeals:
 1. The applicant will notify the SPAO of the unresolved issues.
 2. The SPAO will attempt to resolve the issue with the applicant. If the issue remains unresolved, the SPAO will refer the issue to the Public Assistance Branch Chief.
 3. If the issue cannot be resolved, it will be forwarded to the Disaster Assistance Section Program Manager for resolution.
 4. The Applicant is encouraged but not required to follow steps 1-3 above before filing an appeal with the State. Issues are likely to be clarified for the applicant and resolution may be expedited. The time limits within which an appeal must be filed are not affected by using this informal process, and an applicant wishing to file an appeal must meet the appeal deadlines regardless of ongoing attempts to resolve the issues.

ii. Appeals

1. An applicant may appeal any programmatic decision rendered by the state Public Assistance section. All appeals must be submitted by the applicant to the DHS&EM Director within 60 days from the date of receiving written notice of the decision being appealed.
2. Upon receiving a written appeal from the applicant, DHS&EM will review the material submitted, make additional investigations as necessary, and forward the appeal with a written recommendation and a range of alternatives to the DHS&EM Director for a final decision.
3. The DHS&EM Director will submit a final decision to the applicant regarding the appeal within 60 days.
4. The final decision by the DHS&EM Director constitutes a final administrative determination and is subject to judicial review under AS 44.62 (Administrative Procedure Act).

XIII. RECORDS AND REPORTS

- a. Quarterly Reports: The applicant must submit a Quarterly Report to the State. The first Quarterly Report must be submitted at the completion of the reporting period in which the PW was issued to the applicant. Failure to provide Quarterly Reports may result in funding being withheld or withdrawn. Quarterly Reports are due 15 days after the quarter ends. Dates and reporting deadlines are:
April 1 to June 30 (report due to DHS&EM by July 15)
July 1 to September 30 (report due to DHS&EM by October 15)
October 1 to December 31 (report due to DHS&EM by January 15)
January 1 to March 31 (report due to DHS&EM by April 15)
- b. Closeout:
 - i. Each applicant will be closed out when it is determined that:
 1. that all projects have been completed,
 2. all necessary documents have been received,
 3. any appeal for project overruns have been reconciled,
 4. the costs for each individual project have been reconciled,
 5. all project payments have been made, and
 6. no further action is pending or anticipated including litigation or lawsuits.

- ii. When all applicants have been closed out and all eligible state funding has been reconciled, the State Public Assistance Program for the disaster will be closed.
- iii. The closeout of a grant:
 - 1. does not affect the State agency's right to disallow costs and recover funds based on a later audit or other review.
 - 2. does not affect the State's obligation to return any funds due as a result of later refunds, corrections or other transactions.
 - 3. does not affect the aforementioned records retention requirements.
 - 4. does not affect the audit requirements in AS 37.05.030 and Alaska Administrative Code 2 AAC 45.010.
- iv. Project Documentation (Record Retention) – The applicant will be required to keep complete records of all work (i.e. receipts, cancelled checks, job orders, contracts, equipment usage documentation and payroll information) funded under the Public Assistance Program for three years from the date their last PW is closed by the State. During this three-year period, all approved PWs are subject to state audit/review.
- v. The State will notify all applicants when the disaster is closed and the start of the record retention timeline begins.

XIV. PLAN UPDATE AND MAINTENANCE

This plan will be reviewed and updated annually. Amendments will be made to meet current policy guidelines, as required.

XV. APPENDIXES

- a. Appendix 1 – Organizational Chart
- b. Appendix 2 – Applicant's Briefing
- c. Appendix 3 – Applicant Agreement Package
- d. Appendix 4 – Grant Award Package