



2020
STATE OF ALASKA
ADMINISTRATIVE PLAN
FOR
STATE DISASTER PUBLIC ASSISTANCE

Alaska Division of Homeland Security and Emergency Management
Department of Military and Veterans Affairs



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DISASTER SPECIFIC INSTRUCTIONS

The Division of Homeland Security and Emergency Management (DHS&EM) will make disaster specific amendments beginning with number one for each calendar year. Amendments and Instructions to address circumstances unique to a particular event will be annotated in this area. These instructions will pertain to this disaster only and will be reviewed and approved by the Governor's Authorized Representative (GAR)/Governor's Disaster Appointee prior to implementation.

Subject	Narrative	Date	Approved by

The Division of Homeland Security and Emergency Management (DHS&EM) is responsible for development and implementation of the State Administrative Plan for the Disaster Grants program which includes Public Assistance. These standard operating procedures will ensure the program is implemented in a consistent and efficient manner.

RECORD OF CHANGES

The Division of Homeland Security and Emergency Management will make grammatical changes during the scheduled plan review. These changes will be captured in the *Record of Changes* as part of the plan maintenance for the plan and incorporated in the next annual submission.

Change Number	Date	Page Number	Subject	Entered by

**STATE OF ALASKA
PUBLIC ASSISTANCE**

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DHS&EM Form 30-59 Summary of Grant Conditions for All Applicants
DHS&EM Form 30-61 Memorandum of Agreement
DHS&EM Form 30-62 Waiver of Sovereign Immunity

DHS&EM Form 30-81 Indemnity and Hold Harmless Agreement

APPENDIX 4 AWARD PACKAGE

Award Letter

DHS&EM Form 30-3 Request for Funds Form
DHS&EM Form 30-4 Statement of Documentation
DHS&EM Form 30-60 Project Quarterly Report
DHS&EM Form 30-71 Applicant's Benefits Calculation Worksheet
DHS&EM Form 30-72 Force Account Labor Summary Record
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DHS&EM Form 30-74 Rented Equipment Summary Record
DHS&EM Form 30-75 Contract Work Summary Record
DHS&EM Form 30-76 Force Account Equipment Summary Record
DHS&EM Form 30-78 Per Diem Summary Record
DHS&EM Form 30-80 Certificate of Completion and Compliance
DHS&EM Form 30-102 Project Final Narrative Form

APPENDIX 5 FORMS PACKAGE

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”
 - vi. FEMA Public Assistance Program and Policy Guide

II. **PURPOSE.** This plan identifies the roles and responsibilities of the State in administering the State Public Assistance (PA) 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. **Administrative Allowance:** Costs incurred by the state or applicant that are associated with staff time to conduct initial inspections, prepare and submit a Project Worksheet (PW), and comply with other grant administrative requirements. This allowance will be calculated at 5 percent of the final approved amount of Project Worksheets up to \$500K and 3 percent of Project Worksheets \$501K or greater. Allowance will be included in project final payment.
- b. **Applicant:** A state, local, Indian tribal government, other legal entity, or a qualifying private, non-profit organization that receives a grant award and which is accountable to the State for the use of the funds provided. For the purpose of the State PA 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.
- c. **Applicant Briefing:** A meeting conducted by the State for all potential applicants for PA grants. The briefing occurs after an emergency or major disaster has been declared and addresses application procedures, administrative requirements, funding, and program eligibility criteria.
- d. **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.
- e. **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 (PW) development and recovery planning.

- f. **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 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.
- g. **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 PA Program, Category A (Debris Removal) and Category B (Emergency Protective Measures) are referred to as Emergency Work.
- h. **Exploratory Call:** Contact to introduce applicant to Program Delivery Manager. Applicant presents an initial sense of the damage and needs. Also identifies who needs to participate in the Recovery Scoping Meeting.
- i. **Home Owners Associations (HOA)** A Home Owners Association (HOA) is an organization of homeowners of a particular subdivision, condominium or planned unit development. The purpose of a home owners association is to provide a common basis for preserving maintaining and enhancing their homes and property. HOA's are generally non-critical Private Non Profits or businesses and not eligible for Public Assistance.
- j. **Indirect Costs:** Costs the state or applicant incurs for a common or joint purpose benefitting more than one cost objective (PW) that are not readily assignable to the cost objectives specifically benefitted.
- k. **Force Account Equipment Rate:** Rate for applicant owned equipment used to perform approved PW work. For these costs, the applicant's rates or Alaska Department of Transportation (DOT) equipment rates, whichever are less, will be used for reimbursement. A 10% additional allowance will be added for applicants not on the road system.
- l. **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.
- m. **Permanent Work:** Restorative work performed on damaged facilities through repairs or replacement to pre-disaster design and current applicable standards. Under the PA 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.
- n. **Period of Performance:** The time during which the non-federal entity may incur obligations to carry out work authorized under the federal award.
- o. **Pet (Household):** A domesticated animal, such as a dog, cat, bird, rabbit, rodent, or turtle that is traditionally kept in the home for pleasure rather than commercial purposes, can travel in commercial carriers, and be housed in temporary facilities. Household pets do

- not include reptiles (except turtles), amphibians, fish, insects/arachnids, farm animals (including horses), and animals kept for professional racing purposes.
- p. **Preliminary Damage Assessment (PDA):** Is an effort to verify damages after a disaster, identify the adverse impact to essential facilities and services, and estimate the amount of supplemental assistance needed.
 - q. **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.
 - r. **Project Worksheet (PW):** Form used to document the location, damage description and dimensions, scope of work, and cost estimate for a project, and identify any special considerations. Minimum cost threshold for development of a PW is \$3000 including administrative costs.
 - s. **Personally Identifiable Information (PII):** Information which can be used to distinguish or trace an individual's identity, such as their name, social security number, biometric records, etc. alone, or when combined with other personal or identifying information which is linked or linkable to a specific individual, such as date and place of birth, mother's maiden name, etc." The Public Assistance Program as administered by the State of Alaska has no need to collect PII. If program staff come in contact with PII it is to be handled and controlled in accordance with Alaska Statute 45.48-Personal Information Protection Act.
 - t. **Initial Incentive Payment:** A payment made to a non-high risk applicant, upon request, of up to 75% of the full amount of each Project Worksheet.
 - u. **Large Project:** Approved projects estimated to cost the same or more than the large project threshold amount (\$60,000). The threshold amount applicable to any project is that amount in effect on the declaration date of the disaster, regardless of when project approval is made or when the work is performed
 - v. **Recovery Scoping Meeting:** A meeting conducted by the state with each potential applicant individually in order for the potential applicant to identify damages, assess specific needs, discuss special considerations, and develop a plan of action.
 - w. **Small Project:** Approved projects estimated to cost less than the large project threshold amount. See Large Project definition above.
 - x. **Service Animal:** Any guide dog, signal dog, or other animal individually trained to provide assistance to an individual with a disability including, but not limited to, guiding individuals with impaired vision, alerting individuals with impaired hearing to intruders or sounds, providing minimal protection or rescue work, pulling a wheelchair, or fetching dropped items.
 - y. **Qualifying Private Non-Profit:** Facilities open to the general public that provide an essential governmental service or supply critical services. Critical and 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.
 - z. **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.
 - aa. **Special Considerations:** Issues that involve insurance, floodplain management, hazard mitigation, historic preservation, coastal zone management, and environmental reviews as they relate to PA program funding.

- bb. **State PA Officer (SPAO):** DHS&EM personnel responsible for administering the PA program at the state level. An SPAO will be assigned for each disaster.
- cc. **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.
- dd. **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 disaster recovery process, which may last up to 48 months through disaster closeout. See Appendix 1 for a current DHS&EM Organizational Chart.
- b. The Governor designated DHS&EM as the state agency responsible for managing and administering the PA 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 (PDA).
 - ii. Notifying potential applicants.
 - iii. Conducting Applicant Briefings.
 - iv. Conducting the exploratory Calls
 - v. Conducting Recovery Scoping Meetings.
 - vi. Completing Capability Assessment Tool.
 - vii. Ensuring applicant compliance with all programmatic requirements.
 - viii. Assigning a SPAO.
 - ix. Determining work and applicant eligibility.
 - x. Assisting applicants with developing Disaster Recovery Plans.
 - xi. Developing the Scope of Work as part of writing the PWs.
 - xii. Processing requests for time extensions, improved projects, advance payments, and reimbursements.
 - xiii. 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.
 - xiv. Complying with procurement, contracting, and administrative requirements of the Alaska Disaster Act and related state laws.
 - xv. Securing insurance information from applicants when required.
 - xvi. Reviewing and certifying project completion information.
 - xvii. Conducting quarterly reviews, site inspections, and audits as required ensuring program compliance.
 - xviii. Determining budget and staffing requirements necessary for proper program management.
 - xix. Providing technical assistance upon request or when appropriate.
 - xx. 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 (RPA).
 - ii. Preparing and participating in the PDA.
 - iii. Complying with the state program and award administrative requirements.

- iv. Meeting all deadlines established in this Administrative Plan or assigned by the State.
 - i. Attending the Applicant Briefing.
 - ii. Conducting the exploratory Calls
 - iii. Conducting Recovery Scoping Meetings
 - iv. Completing and returning to DHS&EM all documents included in the Preliminary Information Package.
 - v. Assigning a Designated Applicant Agent to work with the State throughout the PA process.
 - vi. Identifying damages that are a direct result of the disaster within identified time limitations.
 - vii. Developing a Recovery Plan utilizing the outline provided in the Preliminary Information Package.
 - viii. Assisting the State in PW formulation.
 - ix. Providing all required information for PW formulation within assigned deadlines.
 - x. Providing all documents as described and as needed from the Award Package by the deadline assigned.
 - xi. Requesting appeals, overruns, time extensions, and related requests in a timely manner.
 - xii. Providing appropriate cost documentation by established deadlines for all expenses incurred in completing the Scope of Work.
 - xiii. Ensuring contracted work is not awarded to state debarred contractors.
 - xiv. Reviewing PWs to ensure the location of damages, damage description and dimensions, scope of work, and cost estimates are accurate and complete.
 - xv. 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.
 - xvi. 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.
 - xvii. Submitting Quarterly Reports and maintaining contact with DHS&EM on all pertinent matters.
 - xviii. Monitoring projects by conducting quarterly reviews, site inspections, and audits as required, ensuring program compliance.
 - xix. 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 (DAPM) and/or Branch Chief (PABC): Provides program oversight and designates a SPAO who is responsible for management of the PA program for the disaster.
 - iv. State Public Assistance Officer (SPAO): The person designated by the DAPM responsible for administering the PA program at the state level. The SPAO will be the applicant's primary point of contact with DHS&EM.

V. ADMINISTRATION AND SUPPORT. 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.

- a. Resource Coordinators, Project Officers, Program Specialists, Technical Specialists: Qualified personnel from applicable state agencies and/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.
- b. Accounting/Finance: The person(s) qualified to assist the State Emergency Management staff by performing professional accounting work in the PA program.
- c. Other State Administrative Support Personnel:
 - i. Technological Support Specialist
 - ii. Administrative Support Specialist
 - iii. Logistical Support Specialist
 - iv. Disaster Assistance contractors

VI. DIRECTION AND CONTROL. Initial Post Declaration Activities:

- a. 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 Briefing to be held in their area. Notification will occur as early as possible. The SPAO will make notifications 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 Briefing, and a brief overview on cost documentation requirements. The Public Information Officer for DHS&EM will also disperse information on the Applicant Briefings through their normal communication channels.
- b. Applicant Briefing. Once a designated area has been approved for PA, members of the Disaster Assistance Section will conduct an Applicant Briefing. Typically, the Applicant 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 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 Briefing, a 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 PA program. The SPAO will provide available resource documents to assist applicants in the PA process. A Kick-Off Meeting will be scheduled following the Applicant Briefing to provide the applicant with specific information required to meet particular requirements of the State PA program.
- c. Request for Public Assistance (RPA). The applicant must file a RPA (DHS&EM Form 30-1) with the State within 30 days from the date of the declaration designating the area as eligible for PA. 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. The DHS&EM Director may approve a 30 day extension upon recommendation from the Incident Commander/DAPM.
- d. Exploratory Call. Contact to introduce applicant to the State Public Assistance Officer (SPAO). Applicant presents an initial sense of the damage and needs. Also identifies who needs to participate in the Recovery Scoping Meeting.

- e. **Recovery Scoping Meeting.** This meeting is scheduled following the Applicant Briefing to provide the applicant with specific information to meet the requirements of the PA 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. **PA PROGRAM ELIGIBILITY.** Because State disasters often result in a Federal Disaster Declaration, the State of Alaska has generally incorporated FEMA's Public Assistance (PA) program guidance as the State's PA program. This allows for a seamless transition from state to federal PA disasters and simplifies eligibility determinations. It also provides consistency and continuity between for PA across multiple state and federal disasters. The State will screen all potential applicants for eligibility primarily utilizing the requirements in this section. DHS&EM PA staff may visit each damaged site to gather information identified by potential applicants necessary to write a PW. Alternate means may be used to obtain the necessary information in some circumstances i.e., seasonally accessible locations, safety concerns, and high travel costs for low dollar projects are some examples. After the Applicant 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 PA program. Applicant eligibility determinations will not be made in the field during the site visits.

a. **Definitions:**

- i. **Educational institution:** Primary, secondary, religious and church facilities 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 social or social 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.
 - 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 to the general public such as fire

- protection, ambulance, or rescue, 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 social/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. An 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; or 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.
 1. Standards must be reasonable. When determining reasonableness, DHS&EM:
 - Examines the general reasonableness of the standard and the trigger for application of the standard
 - Determines whether the upgrade and trigger relate to the type of restoration required by the damage and whether the upgrade and trigger are justified based on the extent of damage
 - Considers whether the upgrade and the trigger are technically defensible from an engineering perspective; and
 - Determines whether the cost of the upgrade is reasonable.
 - A. Example of Reasonableness.

Installation of a standard-required new sprinkler system throughout a building is eligible if that building is replaced. However, installation of that sprinkler system is not eligible if the eligible work only involved repair of the building, even if required by the standard, unless it is part of the disaster damaged elements of the building.

- B. Additionally, DHS&EM may determine a very large code and standard upgrade based on a very low disaster damage estimate to be unreasonable.

2. **Written, Formally Adopted, and Implemented.** Standards must be in writing, formally adopted by the State, Territorial, Tribal, or local government, and implemented by the Applicant on or before the declaration date, OR be a legal Federal requirement, such as a requirement of ADA or seismic safety. An appropriate legislative body or regulatory authority within the jurisdiction must:
- Approve the standard
 - Make it a matter of public record
 - Formally incorporate it into the building code or other applicable ordinance. The standard must apply to the facility in question. For example, if a State has jurisdiction over a particular type of work and formally adopts a standard related to that work, a Tribal or local government in that State does not necessarily have to formally adopt the standard for it to apply to its facility. The Tribal or local government meets the above requirement as long as it shows that it implements the standard consistently.
 - Example of a Standard that Is Not in Writing, Formally Adopted, and Implemented

DHS&EM approves funding to replace a culvert that was washed out by a flood. The State natural resources department denies the Applicant's permit application for replacing the culvert, and recommends the Applicant construct a bridge instead. The decision of the permitting officials is a recommendation and even though the permit is denied DHS&EM would not approve the bridge upgrade.

3. DHS&EM does not recognize standards adopted by a PNP specifically for its facilities when determining whether compliance with standards is eligible. DHS&EM also does not accept standards adopted by agencies or divisions of State, Territorial, or local governments that are not authorized to set standards within the broad governmental jurisdiction of the State, Territorial, or local government.

b. Applicant Eligibility:

- i. The following entities are eligible to apply for assistance under the State PA 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 social/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.

c. General Work Categories and Eligibility:

- i. The state has divided disaster-related work into two broad categories, emergency work and permanent work. Emergency and permanent work are further divided into seven defined categories:
 - Emergency Work
 - 1. Category A - Debris Removal
 - 2. Category B - Emergency Protective Measures
 - Permanent Work
 - 3. Category C - Roads and Bridges
 - 4. Category D - Water Control Facilities
 - 5. Category E - Buildings and Equipment
 - 6. Category F - Utilities
 - 7. Category G - Parks, Recreational Areas and other Facilities
 - 8. Category Y – Other Direct or Indirect expenses that in the determination of DHS&EM senior leadership contribute to disaster response and or recovery efforts.
 - ii. General. To be eligible for financial assistance, an item of work must:
 - 1. Be required as the direct result of the declared disaster event, and
 - 2. Be located within a designated disaster area, and
 - 3. Be the legal responsibility of an eligible applicant.
 - iii. 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.
 - iv. 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.
 - v. 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.
 - vi. 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.
- d. Debris Removal Eligibility:
- 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. Eliminate threats to the economic recovery of the affected community.
 - ii. Debris removal from private property. When it is in the public health and safety 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 private organizations. No assistance will be provided directly to a private organization for the cost of removing debris from their own property. Exceptions to this are those private non-profit organizations operating eligible facilities.
- e. Emergency Work Eligibility:
 - i. Emergency protective measures to save lives, to protect public health and safety, and to protect improved property are eligible.
 - ii. 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.
 - iii. In order to be eligible, emergency protective measures must:
 - 1. Eliminate or lessen immediate threats to life, public health or safety; or
 - 2. Eliminate or lessen immediate threats of significant additional damage to improved public or private property through measures which are cost effective.
 - iv. 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 provided that emergency repair of the facility economically eliminates the need for temporary housing or provides an evacuation route. 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 or procured by an eligible applicant.
 - v. Sheltering. Evacuation and sheltering of survivors are eligible activities. This includes household pets and service and assistance animals, but not exhibition or livestock animals.
 - vi. Interim Sheltering. Is intended to provide short-term lodging to those evacuees who cannot return to their homes for an extended period of time (up to 60 days once per event) but for whom congregate sheltering is no longer appropriate (by DHS&EM determination) but Temporary Housing has not yet been approved. . Interim Sheltering may include a daily pet sheltering allowance (amount determined at the time of the disaster). Owners must provide a certified invoice and proof of ownership to be eligible for this allowance. This allowance is limited to up to 5 pets per household (exception by Governor's Authorized Representative's (GAR) approval). Pet Sheltering allowance is limited to the time the owner is in "shelter" or 60 days whichever is less and one time per event.
 - vii. 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 state declared disaster. State funding for such communications will be discontinued as soon as the needs have been met.
 - viii. 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.

- f. Restoration of Damaged Facilities Eligibility:
- 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
 - The Small Business Administration has declined the organization's application; or
 - 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. 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;
 5. have been enforced during the time it was in effect.
 - iii. Repair vs. replacement.
 1. The State will reimburse the cost of restoration/repair of an eligible facility to its pre-disaster function/capacity either by repair or replacement. If a facility is damaged to the point an applicant believes it should be replaced, apply this method: Divide the repair cost by the replacement cost. If the result is less than 50% only the repair will be eligible. If the result is equal to or greater than 50%, replacement will be eligible. Repair and/or replacement is to restore facility performance to the function it was being used for immediately prior to the disaster. **Note: repair costs do not include code and standard upgrades, demolition, site work, or project management costs or contents.**
 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.
 3. Repair costs include only those repairs required as a direct result of the declared event. See note above for other exclusions. Replacement costs include all costs necessary to provide a new facility of the same size or design capacity and function as the damaged facility in accordance with current applicable codes and standards. Exclusions mentioned above for repairs also apply to replacement.
 - iv. Relocation.
 1. The State may approve funding for and require restoration of a destroyed facility at a new location when:
 - The facility is and will be subject to repetitive heavy damage;
 - The approval is not barred by other provisions; and

- The overall project, including all costs, is cost effective as determined by DHS&EM.
 - Approved by the GAR based on recommendation by the DAPM.
 - 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.
 - 4. 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.
- v. Equipment and furnishings. If equipment and furnishings are damaged beyond repair, comparable items are eligible as replacement items.
- vi. 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.
- vii. Artwork and Collectibles. These items and museum pieces by their very nature generally are one-of-a-kind and thus cannot be replaced. Therefore, replacement is not an eligible cost.
- viii. Beaches.
 1. Replacement of sand on an unimproved natural beach is not eligible.
 2. Work on an improved beach may be eligible under the following conditions:
 - The beach was constructed by the placement of sand (of proper grain size) to a designed elevation, width, and slope; and
 - A maintenance program involving periodic re-nourishment of sand must have been established and adhered to by the applicant.
- ix. Restrictions.
 1. Alternative use facilities. If a facility was being used for purposes other than those for which it was designed, restoration will be eligible to the extent necessary to restore the immediate pre-disaster alternate purpose onto its original configuration whichever costs less.
 2. 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.
- g. Allowable Costs:
 - i. Eligible direct costs (generally costs that can clearly be attributed to completing eligible work).
 - 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:

- 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.
 - When local equipment rates are not established or unreasonable, reimbursement will be based on Equipment Rates published by State DOT&PF. For “off road system” jurisdictions the DOT&PF rates will be increased by 10%.
 - Administrative costs associated with the necessary direct costs of requesting, obtaining and administering state assistance per PW under a state disaster will be 5 percent of the final approved PW amount for projects up to \$500K and 3 percent for projects \$501K and greater and included in the final payment to the applicant.
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.
- h. Disallowed costs - indirect costs.
- i. No indirect costs of applicant are separately eligible.
 - ii. Duplication of benefits is not allowed. 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 PA process. The levels of state involvement include:
 1. Conducting 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 PA eligibility information and are essential in identifying appropriate participants for the Recovery Scoping Meetings.
 3. Conducting Applicant Recovery Scoping Meetings. DHS&EM will schedule meetings following the State’s Applicant Briefing to provide applicants with specific information to meet the requirements of the PA program. Applicants will have 60-days from this Recovery Scoping Meetings 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. Providing all applicants with the Preliminary Information Package. (Appendix III).
 5. Providing all eligible applicants with the Award Package (Appendix 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 Project Worksheets (PWs) along with DHS&EM representatives to include how the work will be completed and cost estimates.
 - iii. Submit required information necessary to complete the project formulation process.
 - iv. Complete the Preliminary Information Package and return to SPAO 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 PWs prior to the State obligating funds.
 - viii. Report any additional damage not previously identified to the SPAO within 60 days of the Recovery Scoping 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 Preliminary Information Package to DHS&EM within 30 days of receiving the package.
 - xi. Prepare and provide to DHS&EM a Disaster Recovery Plan.
 - xii. Purchase and maintain insurance on the damaged facility for the specific hazard that caused the damage. The amount of insurance coverage will, at a minimum, be in the amount of the estimated eligible project costs for that facility prior to any reduction.
- c. PA Administration:
- i. Approved PWs will be the basis for issuing awards to eligible applicants in accordance with this plan and DHS&EM policies.
 - ii. If the applicant does not submit the Preliminary Information Package (Appendix 3) within the prescribed timeframe, DHS&EM will assume the applicant is no longer interested in the PA process and begin closing the applicant's file, following all appeal rights procedures.
 - iii. Preliminary Information Package includes:
 1. Award Information Cover Letter
 2. DHS&EM Form 30-5 Designation of Applicant's Agent
 3. Recovery Plan Template
 4. Contract/Procurement information
 5. Procurement Method Report (PMR)
 6. Non Competitive Single Source Procurement Form
 7. Request for Public Assistance (RPA)
 8. RPA for Private Non-Profit
 9. Private Non-Profit Facility Questionnaire
 10. Insurance Commitment Form

11. DHS&EM Form 30-62 Waiver of Sovereign Immunity
 12. DHS&EM Form 30-81 Indemnity and Hold Harmless Agreement
- iv. Award Package. After the applicant submits the Preliminary Information Package to the State, the applicant will receive an Award Package. Appendix 4 reflects examples of the information that will be included in the Award Package:
1. Award Cover Letter
 2. Award Document
 3. Project Worksheet
 4. Disaster Public Assistance Grant (Assurances & Agreements) Form
 5. Disaster Public Assistance Grant (General Requirements) Form
- v. Forms Package. The SPAO will provide all the necessary forms for requesting payments, progress reporting and award management. Those documents include:
1. DHS&EM Form 30-3 Request for Funds Form
 2. OBO Payment Form (On Behalf Of)
 3. DHS&EM Form 30-4 Statement of Documentation
 4. DHS&EM Form 30-60 Project Quarterly Report
 5. DHS&EM Form 30-80 Certificate of Compliance
 6. DHS&EM Form 30-102 Project Final Narrative Form
 7. DHS&EM Form 30-72 Force Account Labor Summary Record
 8. DHS&EM Form 30-73 Materials Summary Record
 9. DHS&EM Form 30-74 Rented Equipment Summary Record
 10. DHS&EM Form 30-75 Contract Work Summary Record
 11. DHS&EM Form 30-76 Force Account Equipment Summary Record
 12. FEMA Form 90-128 Applicant's Benefits Calculation Worksheet
 13. FEMA Form P.4 Project Completion and Certification Report
- vi. High-Risk Applicants. If DHS&EM determines that an award will be made to an Applicant that has demonstrated difficulties in PA 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:
1. Payment on a reimbursement basis only
 2. On-Behalf-Of (formerly Direct Vendor) payments only
 3. Withholding authority to proceed to the next phase until receipt of evidence of acceptable performance within a given funding period
 4. Requiring additional, more detailed financial reports
 5. Additional project monitoring
 6. Submission of Monthly rather than Quarterly Reports
 7. Requiring the applicant to obtain technical or management assistance
 8. Periodic on-site project monitoring visits
 9. Establishing additional prior approvals
 10. The method of requesting reconsideration of the conditions/restrictions imposed, and

11. 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

- i. The State will disburse funds to the applicant after:
 1. the PWs are obligated; and
 2. the applicant completes the award document between the applicant and the State; and
 3. the applicant requests an Initial Incentive Payment, Advance, On-Behalf-Of (OBO) payment, or Reimbursement; or
 4. the applicant completes the project and submits all required back-up documentation, Summary, and Closeout forms as applicable.
 - ii. Typically, the applicant will 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 Closeout forms, etc. All completed payment requests are forwarded to the Disaster Grants section for tracking, 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.
 - iii. An applicant must incur a minimum of \$3000 in eligible costs for a Project Worksheet to be formulated. That minimum includes administrative costs in the form of Direct Administrative Costs (DAC).
 - iv. The State will maintain records of all applicant issues across disasters. Applicants who are considered "High Risk" because of past or current performance issues will be monitored to a greater degree than "Non-High Risk" applicants and may have payment requests adjusted to limit risk to public funds. After accumulating 12 consecutive months of successful PA financial grant actions, "High Risk" applicants may submit a written request to the DAPM to be removed from "High Risk" status.
- b. Small Projects. Approved projects estimated to be less than the large project threshold (\$60,000) are considered Small Projects.
- i. Funding for small projects is based on actual costs to complete the approved scope of work.
 - ii. Payments for Non-High Risk Applicants:
 1. Initial Incentive Payments. Applicants may request funds up to 75% of the grant award as an Initial Incentive Payment. Applicants make these payment requests using the standard Request for Funds form. The SPAO will review the request and process as deemed reasonable. The applicant is responsible for retaining all cost documentation that will be required for any future audits. Applicants who are provided Initial Incentive Payments must complete their small projects by the original completion deadlines or they will be required to report on those Initial Incentive Payment funds, return any un-liquidated portions, and request a time extension from the State. If the applicant provides inadequate justification for their request and the State denies additional time to complete the project(s), the applicant will receive funding for eligible

costs incurred up to the latest approved completion date. The project scope of work must still be completed in order for the applicant to keep any funds provided. Applicants who do not complete the project and do not submit the appropriate Summary and Closeout forms will be required to return all funding. Applicants who fail to do so will be denied disaster recovery funding in future events equal to the amount owed and will be classified as "High Risk."

2. Reimbursements:

- Applicants may receive payments for small projects after portions of the work have been completed on a reimbursement basis. For these types of payments applicants will be required to submit the following:
 - A. "Request for Funds" (DHS&EM Form 30-3).
 - B. All appropriate Summary Forms.
- The total of all reimbursements prior to Closeout will not exceed 75% of the PW amount unless the GAR approves a waiver to the 75% requirement.
- Requests for reimbursements are reviewed and approved in four levels:
 - A. The SPAO completes a thorough review to ensure compliance with programmatic and eligibility requirements and that they are reasonable and necessary to complete the approved scope of work. All payments will be tracked by the SPAO in order to keep a running total of funds paid per project.
 - B. The State PA Branch Chief then completes a spot check audit to verify the determination.
 - C. The Disaster Assistance Program Manager (DAPM) performs a review of the request package for completeness.
 - D. Disaster Grants staff completes a financial review to ensure compliance with requirements from the Office of Management and Budget (OMB).
 - E. The GAR, or alternate, provides final approval prior to payment.

3. Final Payments. When the Applicant has completed work associated with each Small Project, submitted the appropriate Summary and Close-Out forms, and received a Final Inspection the State will issue a final payment to the Applicant. This payment will be for the remaining 25% of grant funding for the project and the Administrative Allowance. The State will consider each Small Project closed when the final payment is made.

- c. Large Projects. Approved projects estimated to be equal to or greater than the large project threshold amount are considered Large Projects.
- i. For Non-High Risk Applicants, funding is based on actual documented costs. However, due to the complexity and nature of most large projects, work typically is not complete at the time the State writes the PW. Because of this, many Large Projects are initially approved based on estimated costs.
 - ii. Funds are generally 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 performs an audit of actual costs

and reconciles those costs and documentation against the PW scope of work. Reimbursement is based on actual eligible costs incurred to complete the approved PW scope of work, not the PW approved amount. Funds are typically disbursed to applicants through several payment methods:

1. 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 PW cost estimate, which must be used within 30 days of receipt. The applicant must 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 the applicant 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 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 an 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.

2. Reimbursements

- Applicants may receive payments for large projects after portions of the work have been completed on a reimbursement basis. For these types of payments applicants will be required to submit the following:
 - A. "Request for Funds" (DHS&EM Form 30-3).
 - B. All appropriate Summary Forms.
 - C. Cost back-up documentation to support all claimed cost listed and organized for ease of review.
- The total of all reimbursements prior to closeout will not exceed 75% of the PW amount unless the GAR approves a waiver to the 75% limitation.
- Requests for reimbursements are reviewed and approved in four levels:
 - A. The SPAO completes a thorough review to ensure compliance with programmatic and eligibility requirements and that they are reasonable and necessary to complete the approved scope of work. All payments will be tracked by the SPAO in order to keep a running total of funds paid per project.

- B. The State PA Branch Chief then completes a spot check audit to verify the determination.
 - C. Disaster Grants staff completes a financial audit to ensure compliance with OMB requirements.
 - D. The GAR, or alternate, provides final approval prior to payment.
3. On-Behalf-Of (OBO) 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 original invoice(s) or certified copies of invoice(s) signed by the vendor and all appropriate Summary Forms. Any costs included in the invoice(s) deemed ineligible under the project scope of work will remain the responsibility of the applicant for payment. Under certain conditions OBO payments may exceed the 75% maximum reimbursement to applicants, however a 75% waiver must be included. Changes to the dollar amount of signed OBO form require a corrected signed form or an email from the originator approving the change.
4. 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.
- Project Cost Overrun
 - A. 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.
 - B. The Cost Overrun 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 PW formulation.
 - C. 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.
 - D. The SPAO will utilize the Cost Overrun Checklist to assist with the eligibility and approval process.
 - E. The cost over-run request must be reviewed by the SPAO and PA Branch Chief, and then forwarded to the DAPM with a recommendation.
 - F. As soon as a cost overrun develops to the point a "ball park" estimate can be determined, the SPAO must include the cost and description on the Disaster Status report in the Projected fields.

- G. 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.
 - H. Disaster Grants staff will be informed of any funding changes.
 - I. 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.
 - J. Cost overruns will be requested and finalized as a separate process prior to project closeout.
 - K. When the work associated with each PW is completed and the appropriate Summary and Closeout forms are submitted (with supporting cost documentation) the State will issue a final payment including the Administrative Allowance. This payment is the remaining balance of grant funding for each project. Once final payment is made the State will consider the Large Project financially closed.
- No Cost Overrun: If during audit, the SPAO determines the actual eligible reimbursement amount is less than the amount claimed by an applicant, an amended Statement of Documentation will be completed by the SPAO using the cost estimate found in the PW, the amount being claimed by the applicant on the original Statement of Documentation form, and the final eligible costs after the audit is conducted. The amended Statement of Documentation will then be submitted to the applicant with information regarding why the reductions were made. The applicant can then sign the amended form or submit additional supporting documentation for consideration.
5. If the applicant is a State agency, funding is provided through a RSA contract.
- Applicants covered under an RSA contract must still provide the appropriate Summary and Closeout forms with all backup cost documentation as is required for all Small and Large Projects outlined above.
 - The SPAO will review the documentation provided for programmatic eligibility and submit the "Request for Payment" through the levels of review outlined above.
 - Any documentation provided from the applicant state agency's finance section to DHS&EM's financial support will be reviewed by the SPAO.

- Payments will only be processed after RSA Interagency Expenditure Transaction (IET) documents have been entered into the Integrated Resource Information System (IRIS).
 - If there is a discrepancy between the submitted back-up cost documentation provided by the programmatic personnel of the State Agency and the financial documentation contained within the IRIS, DHS&EM will notify the programmatic personal of the discrepancy and return the mismatched documentation back to the originator until all errors have been reconciled. There will not be any transfer of funds until all discrepancies have been corrected.
 - If the State determines that it is necessary to de-obligate PA grant funds appropriated for a particular applicant and project due to non-compliance with programmatic requirements, it will be accomplished using the De-obligation Checklist. This option will be activated at the discretion of the DHS&EM DAPM.
- d. **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 should 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 used to impose additional conditions up to elimination and de-obligation as needed to ensure program integrity as appropriate.
- e. **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:
- i. 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.
 - ii. 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.
 - iii. 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.
- f. **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. IMPROVED PROJECT FUNDING, OPTIONS, AND REQUIREMENTS. The State will use the following procedures when processing requests from applicants regarding Improved Projects, Appeal Requests and Decisions, Time Extensions, and Cost Overruns.

- a. **Improved Projects:** When performing restoration work on a damaged facility, an applicant may decide to use the opportunity to make improvements to the facility.

- b. An applicant may request an improved project for either a small or large project, but is limited to Category C-G projects only.
- c. All improved projects must be approved by DHS&EM utilizing the Improved Project Checklist prior to starting the improved portion of the proposed work.
- d. Requests for Improved Projects must be submitted to DHS&EM in writing and must contain the following:
 - i. A reason for requesting the 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.
- e. The improved facility must have the same function and at least the same capacity as that of the pre-disaster facility.
- f. Exceptions to these requirements are improvements associated with required Codes and Standards.
- g. Once the request is submitted to DHS&EM, the SPAO will review the request to ensure that all required information is contained in the request in order to grant an approval. If the request is denied, the SPAO will submit a letter to the applicant informing them that their request is denied. This letter should contain information on why it was denied and the appropriate appeal procedures.
- h. Funding for Improved Projects is typically limited to the estimated amount outlined in the original PW.
- i. Requests for Improved Projects will be identified by SPAO on the Monthly Status Report.

XI. TIME LIMITATIONS

- a. Request for PA. The applicant must file a Request for PA with the State within 30 days from the date of the Governor's disaster declaration.
- b. Identifying Additional Damages. The applicant has 60 days from the date of the Recovery Scoping 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. Emergency Work. Emergency Work (Category A-B) must be completed within six (6) months of the disaster declaration date.
- e. Permanent Work. Permanent Work (Category C-G) must be completed 18 months from the disaster declaration date.
- f. 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]).
- g. If a PW is 100% complete prior to the PW being written, the applicant has 90 days to submit all required back-up documents and Close Out forms (timesheets, pay stubs, invoices, etc. as appropriate) from the time the PW is received and accepted by the applicant.
- h. 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.

- i. Preliminary Information Package. The applicant must complete and return all required state forms within 30 days of receiving the Preliminary Information Package.
- j. Time Extensions:
 - i. For Debris Removal and Emergency Work PWs, the actual work must be completed within 6 months of the declaration date. DHS&EM may grant up to 6 additional months for the applicant to complete all aspects of the Scope of Work, provided sufficient justification is received.
 - ii. 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.
 - iii. 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.
 - iv. Requests by applicants for time extensions must include the following:
 1. The PW number the time extension is being requested for;
 2. The dates and provisions of any previous extensions granted;
 3. A detailed justification for the delay and need for more time;
 4. Project work schedule with milestones; and
 5. A projected completion date.
 - v. 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.
 - vi. 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 PA Branch Chief to the DAPM for approval.
 - vii. 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.
 - viii. 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.
 - ix. SPAO will maintain current time extension dates on the Disaster Monthly Status Report and will process Time Extension requests promptly.
 1. The following are examples of circumstances that may justify time extensions:
 - Delays caused by weather.
 - Delays caused by limited construction season.
 - Delays caused by limited barge service in a remote community.
 - Other extraordinary circumstances or unusual project requirements beyond the control of the applicant.
 2. The following are examples of circumstances that do not justify time extensions:
 - Requests that are not supported by a detailed justification for delays.
 - Requests for projects where Quarterly Reports or site monitoring visits fail to demonstrate "good faith" attempts to meet original deadline.

- Requests made that do not include the required information outlined in (j) (iv) above.

XII. PROJECT COMPLETION AND CLOSEOUT

- a. Completed project. When work associated with a PW is 100% complete, the applicant has 90 days to submit all project Close Out forms, summary forms and back-up documentation (timesheets, pay stubs, invoices, etc.) to substantiate the eligible costs associated with the PW(s) as required. 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 close the PW. If the applicant does not provide the required documentation within the 90-day time limit, the State will make reasonable attempts to reengage the applicant. If unsuccessful, the SPAO will follow the De-obligation Checklist and if previous payments have been made, the applicant will be subject to recoupment actions by the state. When these action are complete the PW will be closed.
 - i. Large projects
 1. Upon being notified by the applicant that a large project is complete, the SPAO will schedule a Final Inspection, if required. Prior to performing the Final Inspection, the SPAO must have all of the following:
 - Statement of Documentation
 - All applicable Summary Forms and back-up cost documentation, including but not limited to:
 - A. Labor costs and records
 - B. Fringe Benefits
 - C. Personnel policies
 - D. Equipment Salvage values
 - E. Applicable Equipment Rates
 - F. Procurement Method Report/Procedures
 - G. Invoices/Receipts must include vendor screen shot from the federal SAM site (<https://www.sam.gov/portal/public/SAM/>) to verify vendor is not barred
 - H. Copy of RFP(s)
 - I. Copy of contract(s)
 - J. Insurance policies and settlements
 - Final Project Narrative
 - Certificate of Compliance
 2. The SPAO will review and reconcile all cost documentation and complete a Final Inspection Report (DHS&EM 30-7). The review 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 closeout forms, etc. The SPAO will inspect all aspects of the Scope of Work outlined in the PW and will photograph and verify work completion. If a portion of the Scope of Work has not been completed, the applicant must either complete the work or make a request to the State to have it removed from the PW. This request must include a detailed justification of why the work was not completed.
 3. If all work was verified as complete, the SPAO will fill out the Final Inspection Report and process any final payments of eligible costs.

4. If a large project was 100 % complete at the time the PW was prepared, the eligible cost is based on actual cost information, and the applicant is not claiming additional funding, an on-site final inspection will not be conducted. However, a final inspection report will still be generated noting this information.
- ii. Small projects
1. No Cost Overrun. For any/all small project(s) reported complete by applicant with no cost overrun being requested:
 - Applicant will submit:
 - A. Statement of Documentation
 - B. Final Project Narrative
 - C. Certificate of Compliance
 - D. Summary Forms
 - E. Evidence of project completion, such as photos that clearly depict the work completed or invoices and certified statements for material only projects
 - SPAO will complete a Final Inspection Report or Net Small Project Final Inspection, process any final payments, and close the PW.
 - If applicant provided evidence is insufficient to demonstrate project completion, SPAO will conduct an on-site inspection before proceeding with payment or close-out.
 2. Cost Overrun: In order to request a cost overrun for a small project(s), an applicant must:
 - Provide a written request for the overrun with analysis supporting how costs were necessary to complete approved PW scope of work.
 - Submit all cost documentation and appropriate summary forms to support claimed costs.
 - A. Statement of Documentation
 - B. Final Project Narrative
 - C. Certificate of Compliance
 - D. Evidence of project completion
 - E. All applicable Summary Forms and back-up cost documentation, including but not limited to:
 - (1) Labor costs and records
 - (2) Fringe Benefits
 - (3) Personnel policies
 - (4) Invoices/Receipts. These must include vendor screen shot from the federal SAM site
(<https://www.sam.gov/portal/public/SAM/>) to verify vendor is not barred
 - (5) Equipment Salvage values
 - (6) Applicable Equipment Rates
 - (7) Procurement Method Report/Procedures
 - (8) Copy of contract(s)
 - (9) Insurance policies and settlements
 3. High Risk Applicant: Any applicant identified as High Risk must follow the Large Project procedures for their Small Projects (See Section XII.

Project Completion and Closeout (a) Completed projects (1) Large Project for details)

- All costs claimed must be accompanied by supporting cost documents, summary forms, payment request forms and close-out documents.
 - Payments will be limited to reimbursements and On-Behalf-Of payments (No Advances or Initial Incentive Payments). These payments will be capped at (75%) of the approved PW amount until final inspection and close-out.
 - If a portion of the scope of work is not completed, the applicant must either complete the work or make a written request to the state have it removed from the PW. This request must also include a detailed justification of why the work was not completed.
 - The SPAO Final Inspection may be completed by document review and photos if sufficient to demonstrate completion of the scope of work. It may also be completed by site visit if necessary to verify work completion. If a site visit is required, the SPAO should evaluate the option of a “Net” Small Project Inspection when all small projects are complete to conserve travel costs.
 - When all work is verified complete, the SPAO will fill out the Final Inspection Report and process any final payments of eligible costs.
 - All completed payment requests are forwarded to Disaster Grants Disaster Grants staff for a complete financial review to ensure compliance with OMB requirements, tracking, final review, and payment processing.
- b. Incomplete project. 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.
- c. 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.
- d. 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.
- e. 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 PA 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 PA 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:
 - i. April 1 to June 30 (report due to DHS&EM by July 15)
 - ii. July 1 to September 30 (report due to DHS&EM by October 15)
 - iii. October 1 to December 31 (report due to DHS&EM by January 15)
 - iv. 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. all projects have been completed, and
 2. all necessary documents have been received, and
 3. all appeals for project overruns have been reconciled, and
 4. all costs for each individual project have been reconciled, and
 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 PA 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 aforementioned records retention requirements.
 3. 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 PA 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.

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. APPENDICES

- a. Appendix 1 – Organization Chart
- b. Appendix 2 – Applicant Briefing
- c. Appendix 3 – Preliminary Information Package
- d. Appendix 4 – Award Package
- e. Appendix 5 – Forms Package