Emergency Management Response Plan

—

Are You Ready?

AVENU
INSIGHTS & ANALYTICS

Introducing Your Speakers

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Deputy Recovery Division,
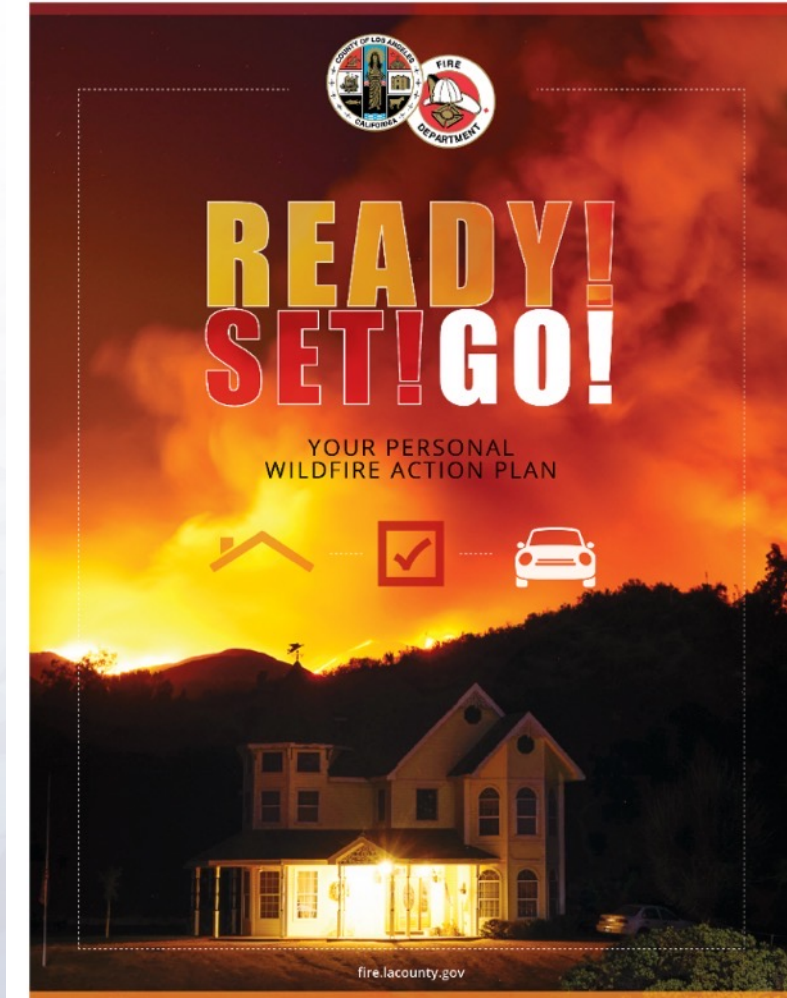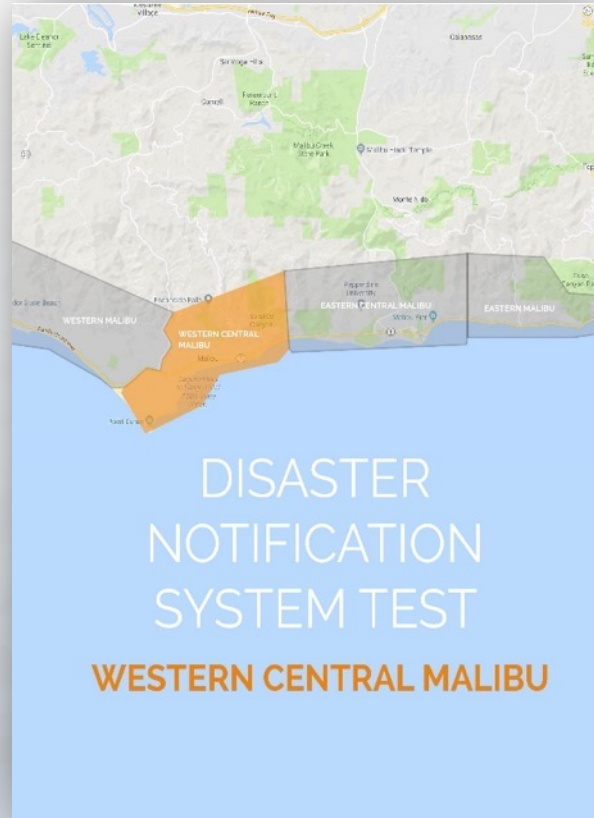*Region IX, Oakland, CA*

Emergency from a City's Perspective

Woolsey Fire

November 8, 2018

Life in Malibu

One Day Away from Disaster

Emergency Preparedness

Are you really ready?

Finance is part of the solution

No Power and No Phones

Now what?

Post Disaster

- Infrastructure Assessments and Repairs
- Repopulation Challenges
- Maintaining government services

Flood After Fire

- Disaster Fatigue
- Community Trauma
- Staff Burnout

Emergency Preparedness - Relearned

- Emergency Planning and Drills
- Community Preparedness
- Enhanced Partnerships
- Lessons learned from COVID-19

Thinking Outside the Box

- Cross training staff
- Increased Use of Technology
- Encourage redundancy

Recovery Happens

California Governor's Office of Emergency Services (CAL OES)

Funding Opportunities Available Through Recovery's Public Assistance Division

Through Recovery's Public Assistance Division, we manage state and federal funding programs to provide assistance and support directly to state agencies, local governments, special districts and eligible private non-profit organizations.

- **California Disaster Assistance Act (CDAA)** - Provides state financial assistance for recovery efforts to cities and/or counties, and certain private nonprofit organizations special districts after a state disaster has been declared.
- **State Private Nonprofit (PNP) Organizations Assistance Program** - Allows certain eligible Private Nonprofits (PNP) or an Intermediary PNP applicant to receive state assistance for providing essential community services during a state declared disaster.
- **Federal Disaster Assistance (DR & EM)** – Only made available to cities, counties, state agencies and eligible private non-profits after a federal disaster has been declared.
- **Fire Management Assistance Grant (FMAG)** – Provides assistance to state agencies, local governments, special districts and Indian Tribal Governments for emergency response and fire suppression activities for federally declared fires.

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Funding Opportunities Available Through Recovery's Hazard Mitigation Unit

Through Recovery's Hazard Mitigation Grant Program (HMGP) Unit, we manage FEMA HMGP's funding opportunities to promote resilient communities to state agencies, local governments, special districts and eligible private non-profit organizations.

- **PrepareCA JumpStart** - Provides technical assistance and state funding to qualified entities to develop local initiatives that directly and primarily benefit eligible socially vulnerable and high hazard risk communities; and create resiliency through capacity building, mitigation, preparedness activities, education, response and recovery planning, and/or future project scoping.
- **PrepareCA Match (FEMA HMGP)** - Provides local (non-federal share) and federal cost share funding, as well as technical assistance, to qualified entities to develop FEMA HMGP projects and activities that directly and primarily benefit eligible socially vulnerable and high hazard risk communities
- **FEMA HMGP General Activities and Projects** – Provides federal cost share funding, and technical assistance, to communities state-wide to develop FEMA HMGP projects and activities that reduce risk to loss of life and property from natural hazards.

PrepareCA JumpStart

"Prepare California" is a new one-time, state-funded initiative that strives to help socially vulnerable and high hazard risk communities jumpstart their progress toward greater resilience through advanced outreach, technical assistance, and funds to subsidize local mitigation and resilience initiatives. Through this grant program, eligible communities can develop local initiatives that foster resilience via capacity building, mitigation and preparedness activities, community outreach/education, response and recovery planning, and/or project scoping.

At this time, $15 million in state funding dedicated to help jumpstart eligible socially vulnerable and high hazard risk communities in their development and implementation of resilience planning and activities. Proposals are due to OES via email by February 28, 2022. Eligible applicants must be a local or Tribal government— including cities and federally and non-federally recognized tribes—that are considered a socially vulnerable and high hazard risk community.

For additional information relating to the PrepareCA Jumpstart initiative, please visit
https://www.caloes.ca.gov/cal-oes-divisions/recovery/disaster-mitigation-technical-support/404-hazard-mitigation-grant-program *or email*
PrepareCAJumpStart@caloes.ca.gov

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Reimbursement & Cost-Share Information

Cal OES Recovery Section acts as the grantee for FEMAs Public Assistance (PA) program. Our team ensures that state and federal support are provided to applicants in an efficient and timely manner in order to assist in recovery from a major disaster or emergency.

We offer a variety of resources and services to assist with PA application:

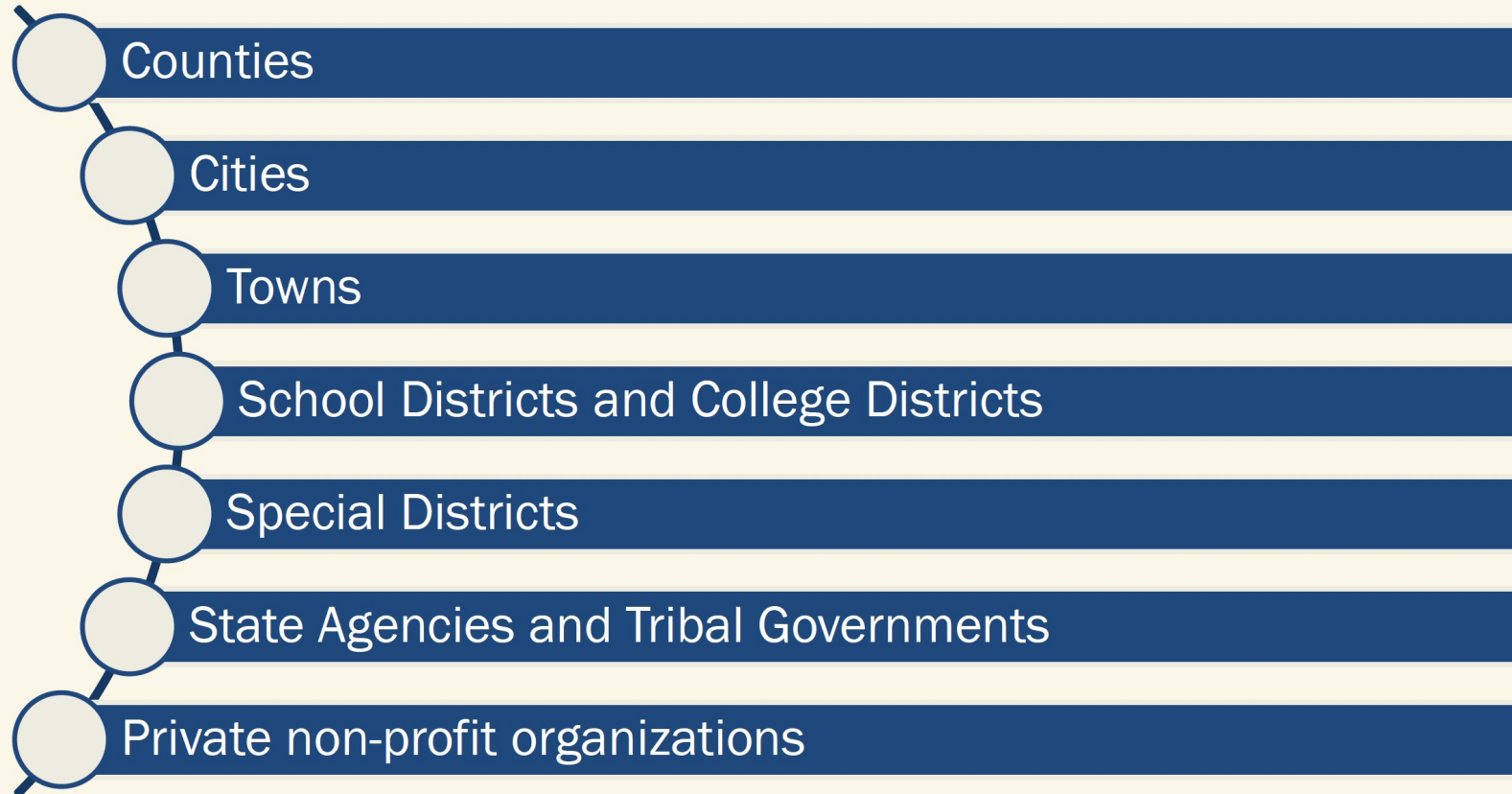| Applicant Briefings	Technical Assistance	Website Resources
• Provides an overview of the Public Assistance program process, application procedures, cost eligibility, documentation requirements, payment processing, and deadlines specific to the federal Public Assistance Program for the COVID-19 Pandemic event.	• Subject matter experts can provide answers to frequently asked questions, including applicant eligibility, eligibility of emergency protective measures, procurement under emergency and exigent circumstances, guidance on how to submit requests for public assistance, and application documents.	• Additional resources and policies relating to response and recovery are available on our website at https://www.caloes.ca.gov/cal-oes-divisions/recovery/covid-19

*Interested individuals can also sign up for email notifications for upcoming **Hazard Mitigation** webinars, deadlines, and notices of funding opportunities on our website at https://www.caloes.ca.gov/cal-oes-divisions/recovery/public-assistance/404-hazard-mitigation-grant-program*

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PA Eligible Applicants

- Counties
- Cities
- Towns
- School Districts and College Districts
- Special Districts
- State Agencies and Tribal Governments
- Private non-profit organizations

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Sample Public Assistance Process Overview

Attend virtual or in-person applicant briefing

Create an account or log on to the PA Grants Portal

Submit Request for Public Assistance (RPA)

Applicant works with their finance team, program managers, and legal counsel to collect necessary and supporting documents

Submit required project worksheets and supporting documents to PA Grants Portal

OES and FEMA will review all documents

All parties and recipients will provide final signatures for grant

Recipient receives funding

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General Applicant Responsibilities and Best Practices

- Identify eligible Emergency Protective Measures and submit costs and details to Cal OES/FEMA within 60 days of the declared end of the emergency or National Public Health Emergency.
- Submit any reimbursement related questions and request for Public Assistance to OES Recovery PA email at DisasterRecovery@CalOES.ca.gov *(Deadline is currently no later than 30 days after the end of the incident period)*
- Maintain clear and organized documentation for all expenditures.
- Ensure all required payment documents are submitted in order to receive funds.
- Provide documentation to FEMA and Cal OES for all projects.
- Expend grant funds in accordance with grant requirements.
- Be accountable to the state for federal funds.

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Federal Emergency Management Agency (FEMA)

Disaster Grants Management Capacity

- Federal grants can supplement to fill budget gaps left, NOT replace local efforts
- Grant management can be complex with competing regulations issued by Congress, the OMB, and various federal departments
- Grants require staff & expertise
- Grant mismanagement can result in having to return funding.

Supporting Recovery Outcomes

- Recovery should be executed at the lowest level possible.
  - Recovery outcomes should drive operations and funding, rather than letting the rules or eligibility criteria drive recovery efforts.
  - Recovery needs and gaps should be used to apply for funding, rather than seeking recovery funding first and then identify a need.
  - Recovery outcomes should inform all pre-disaster preparedness actions and planning for jurisdictions.

- Disaster financial management planning and preparation.
  - Should focus on recovery goals and be implemented during response and recovery.

The Need for Disaster Financial Management

Effective disaster financial management is critical for successful response and recovery and reduces the likelihood of audits and financial penalties.

Example Issues
- Incomplete Paperwork
- Missing documentation
- Misunderstanding of eligibility
- Misunderstanding of program rules
- Improper management of funds
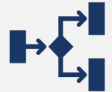- Inability to apply for and manage grants

Example Impacts
- Delayed funding
- Delayed cost reimbursement
- Audits requiring payback of funds
- Inability to access critical funding streams

Skills and Capability

- Successful disaster financial management requires

👥	**A disaster financial management team**

	Project and portfolio management skills

📄	**Knowledge of procurement, contracting, & sub-awarding practices**

Disaster Financial Management Team Composition

A disaster financial management team assists with:

- Budget forecasting
- Cash flow management
- Debt monitoring
- Payroll
- Risk avoidance
- Disaster assessment and expense reimbursement pertaining to damage
- Emergency protective measures, debris management
- Timely tracking and reporting of costs and long-term disaster recovery funding streams

Due to the expertise needed, critical members of the team often include:

- Emergency Managers
- Recovery Managers
- Finance Mangers
- Grants managers & legal counsel

Project and Portfolio Management

From a disaster financial management perspective, project management entails accurately managing the complex disaster budget to ensure:

- All bills are paid;

- releasing funding according to schedule;

- tracking and reporting expenditures to inform the project sponsor on the use of finances;

- performing financial analysis; and

- maintaining accurate financial records and documents in preparation for audits.

INITIATE
- Ensure proper financial policies, procedures, and systems are in place and that staff have been trained on proper recording, submission, and/or reporting of awarded finances.
- **Benefit:** Increases the ability to detect and deter fraud, waste, and abuse.

PLAN
- Identify existing resources and capability gaps for threats and hazards and the available financial resources to fill those gaps.
- **Benefit:** Improves a jurisdiction's ability to project disaster financial needs and influence its budget.

EXECUTE
- Effectively and promptly allocate funds among disaster project activities.
- **Benefit:** Ensures that adequate monetary resources are available for a jurisdiction to complete its recovery mission.

MONITOR & CONTROL
- Monitor and track the status of recovery financial resources against stringent requirements to ensure that resources are being used accurately and judiciously.
- **Benefit:** Supports achievement of the program's desired return on investment.

CLOSE
- Close out the project by concluding procurements, archiving documents, and participating in audits.
- **Benefit:** When properly conducted, eases the burden of the audit process.

Figure relates the Project Management Institute's five project management process groups

Knowledge of Procurement and Contracting Practices

- Jurisdictions must follow Federal procurement under grant and sub awarding regulations, specifically 2 CFR Part 200.300-.332, as well as all applicable local, state, tribal and territorial requirements, on all disasters. Federal rules are specific, and jurisdictions should pay close attention to procurement practices pre-disaster to be positioned for post-disaster procurement activities.

- A best practice is to identify the most restrictive rule (which could be Federal or at the state, local or tribal level). Following the most restrictive rule can help ensure compliance with the less restrictive ones.

- In addition, personnel with knowledge of procurement, contracting and subawarding practices on the disaster financial management team is crucial.

FEMA Resources

- Disaster Financial Management Guide (fema.gov)

- Disaster Financial Management Guide and COVID-19 Response (fema.gov)

- LSG Grants Management Capacity (fema.gov)

Key Take Aways

Relationships, Relationships, Relationships

Over Communicate

Have a Disaster Plan with contingencies in place

Understand your procurement rules

Questions

Thank **you** *for your time.*

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