



Homeland Security  
and Emergency Services



FEMA

## **DR-4397 - Applicant's Briefing**



February 27, 2020

# **FEMA-4397-DR-NY**

## **Declaration Date**

**October 1, 2018**

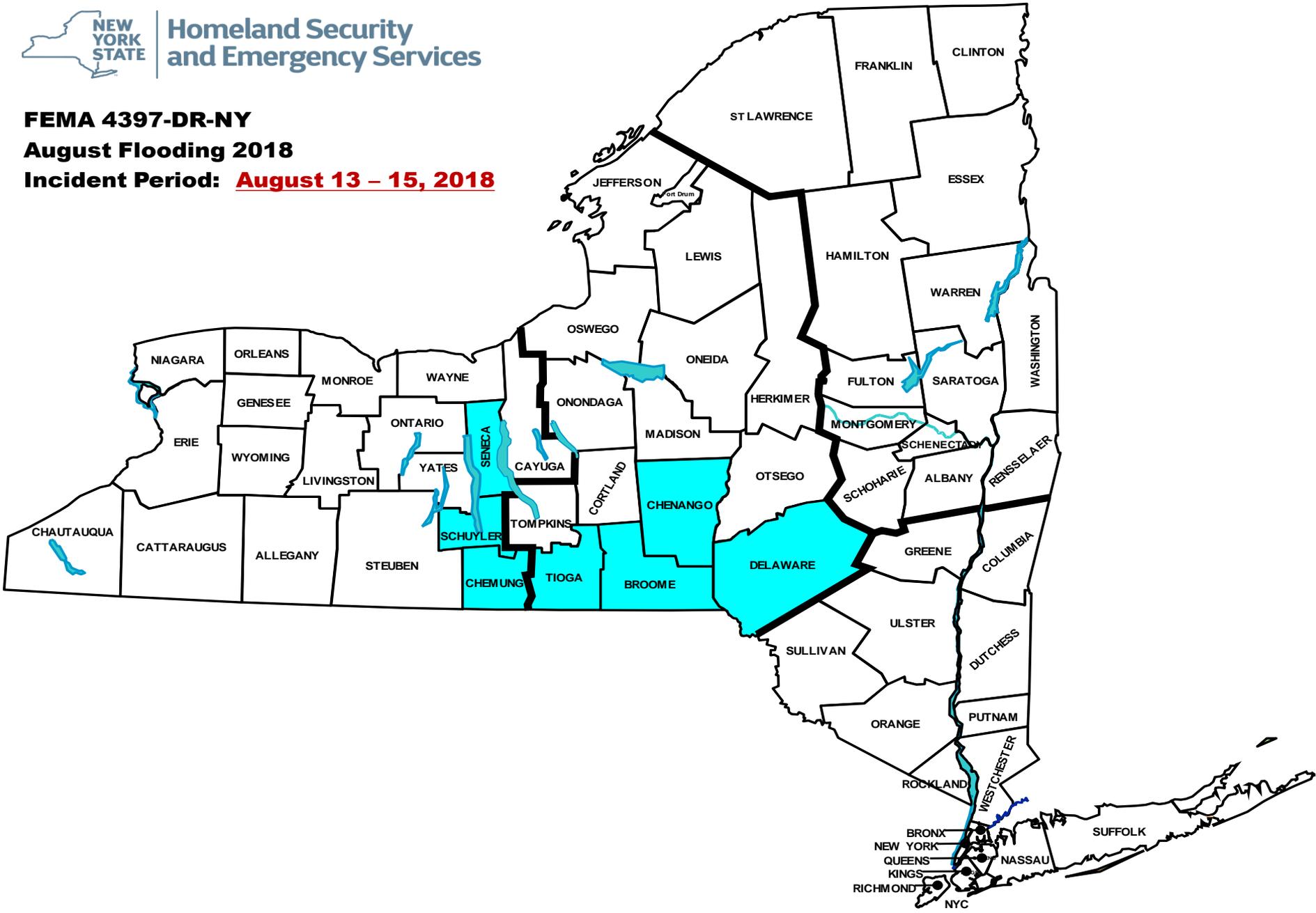
## **Incident Period**

**August 13, 2018 – August 15, 2018**



# Homeland Security and Emergency Services

**FEMA 4397-DR-NY**  
**August Flooding 2018**  
**Incident Period: August 13 – 15, 2018**



# Key Personnel

- **Seamus Leary:**  
*FEMA Federal Coordinating Officer (FCO)*
- **Roger L. Parrino:**  
*Governor's Authorized Representative (GAR)*  
*State Coordinating Officer (SCO)*
- **Anne Bink:**  
*Alternate Governor's Authorized Representative (AGAR)*  
*Deputy State Coordinating Officer (DSCO)*
- **FEMA/NYS Teams**
- **County Emergency Managers**
- **Bernadette Moran, Disaster Assistance Manager (DAM)**

# What is Public Assistance??

*A reimbursement program that provides financial assistance to eligible applicants for some costs incurred for response and recovery activities as a result of a declared disaster*



# The Public Assistance Process



# Deadline for RPA Submission

RPA Forms Must Be Received

# 30

days from date of disaster declaration

Date of Declaration: October 1, 2018

\* Deadline for RPA: October 30, 2018

\* *Submission of your RPA by 10/30/18 will allow NYS DHSES to transmit it to FEMA by the 10/31/18 regulatory deadline.*

**FEMA WILL ONLY ENTERTAIN LATE SUBMISSIONS WHEN THE APPLICANT AND STATE CAN CLEARLY SHOW IT WAS DUE TO CIRCUMSTANCES BEYOND THEIR CONTROL!**

# Introduction to The New PA Delivery Model

## PUBLIC ASSISTANCE

### WHAT HASN'T CHANGED

- Law
- Regulations
- Policy

### WHAT'S CHANGING

- Process
- Roles
- Tools & Templates
- Systems



# FEMA Goal - New Model to Deliver

- **Nationwide consistency and standardization**
- **One FEMA point of contact for Applicants**
- **Transparency on project progress**
- **Clear, measurable requirements for progress**
- **Improved communication with State partners**
- **Improved Applicant options for developing cost**

# **FEMA's New Public Assistance Delivery Model**

- **Replaces FEMA PACs and Project Specialists**
- **New model divides Project development between:**
  - **Program Delivery Managers (PDMGs)**
  - **Site Inspectors**
  - **Consolidated Resource Center Specialists**
- **Increases need for coordination**

# **FEMA's New Public Assistance Delivery Model**

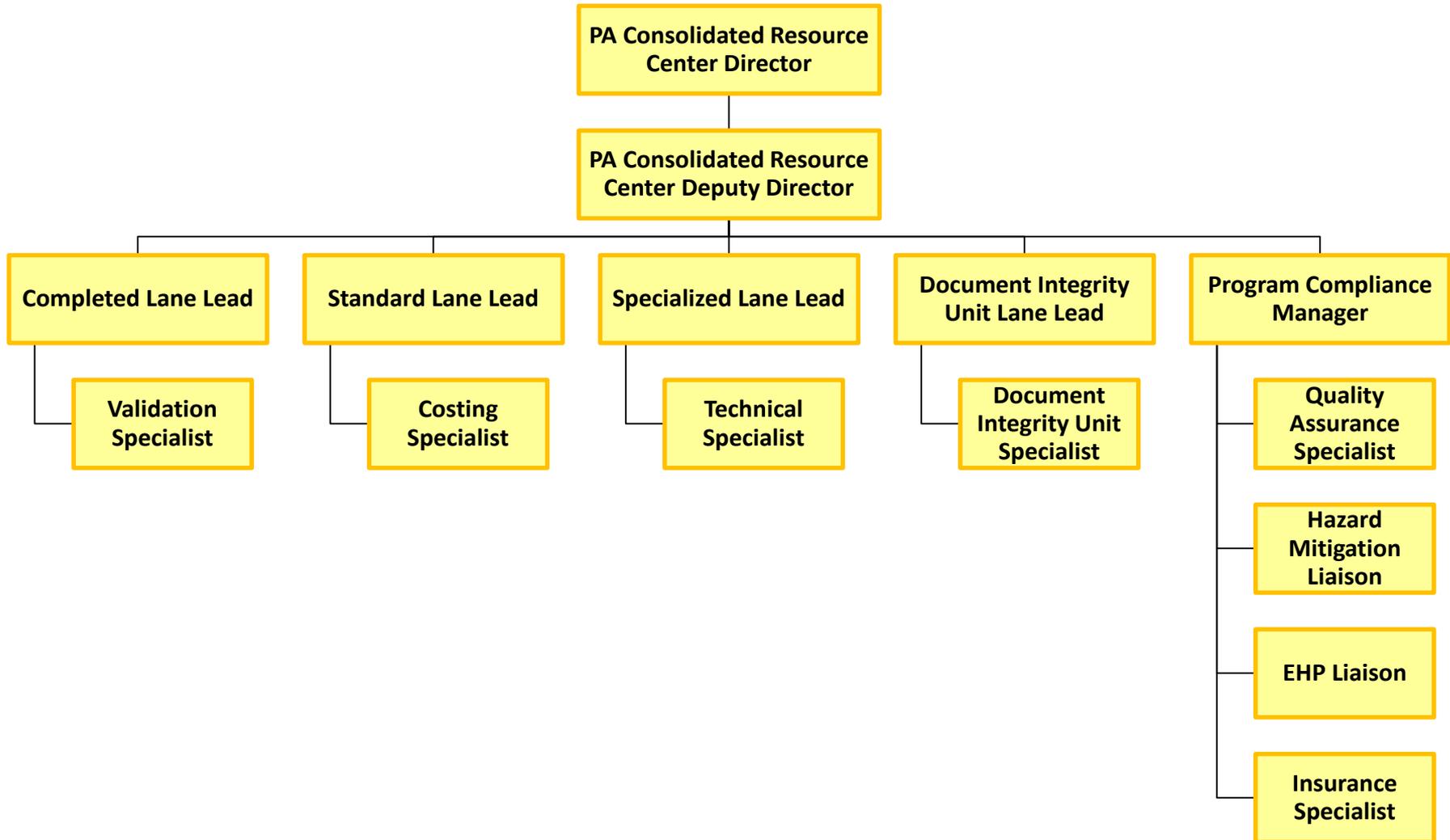
- **Applicants establish Grants Portal accounts.**
- **Applicants upload RPA and Project documentation into the Portal.**
- **Projects are processed in Grants Portal until ready for obligation in EMMIE.**

# Damage Inventory List

- **60 Days from Recovery Scoping Meeting to Identify all Damages.**
- **System Generated Lock Out.**
- **Applicants must notify NYS/FEMA Team quickly if an extension will be needed.**

# Operational Framework

## FEMA Consolidated Resource Center Structure (located in Virginia, Texas and California)



# Consolidated Resource Center (CRC) Project Lanes

## Completed Work

- Work Completed
- No site inspections

## Standard

- Work to be Completed (all categories)
- Site inspections or validations

## Specialized

- Complex projects that require technical expertise



# New PA Project Phases



## Phase I

- Validation/PDAs
- Disaster Declared
- Applicant Briefing
- RPA Submission
- PDMG Assigned
- Exploratory Call (Includes EHP & Mitigation)
- Applicant Completes Damage Inventory
- Recovery Scoping Meetings Completed
- Site Inspector's Assigned

## Phase II

- Capture Damages
- Group Into Lanes
- Site Inspections Completed/Signed
- DDDs are Documented/Signed
- Applicant Develops SOW and Costs (Optional)
- Essential Elements of Information (EEI's) are Completed

## Phase III

- Projects Assigned to Appropriate Lanes
- Scope of Work and Costs are Drafted (or Validated)
- Peer Review Completed
- Eligibility Determined
- Quality Assurance Completed
- Compliance Reviews Completed (EHP, Mitigation, Insurance, etc.)

## Phase IV

- Final Reviews Completed
- Applicant & State Reviews & Signs
- Final Review & Award in EMMIE
- PDMG Conducts Recovery Transition Meeting / Exit Briefing
- Transition to Region
- CRC Completes All Initial Sub-Awards

# Four 'Tiers' of Eligibility



**\* All four 'tiers' must be eligible to obtain FEMA funding \***

# Eligible Applicants

## ➤ State Agencies:

- ✓ DOT, DEC, NYS Parks,  
State Police, DMNA, DHSES, etc.

## ➤ Local Governments:

- ✓ Cities, Counties, Towns,  
Villages, School Districts, etc.

## ➤ Federally Recognized Native American Nations

## ➤ Certain Types of Private Nonprofit Organizations

- ✓ Critical
- ✓ Essential/Non-Critical



# Critical Private Non Profits

## ➤ Critical PNPs Include:

- ✓ Power
- ✓ Water, Wastewater, Sewer
- ✓ Communications
- ✓ Hospitals and Emergency Care Facilities
- ✓ Fire / Rescue Emergency Services
- ✓ Educational Facilities (public or private) including Colleges

## If Determined a Critical PNP:

- Immediately eligible for all categories of work

# Essential/Non-Critical Private Non Profits

## ➤ Essential/Non-Critical PNP's Include:

- ✓ Libraries
- ✓ Community Centers
- ✓ Performing Arts Facilities
- ✓ Museums & Zoos
- ✓ Senior Citizen Centers
- ✓ Homeless Shelters
- ✓ Houses of Worship

## If Determined an Essential/Non-Critical PNP:

- Eligible for Emergency Work (Categories A & B)
- Must apply to the SBA for Permanent Work (Categories C – G)
  - ❖ **If loan is denied, then Applicant can apply to FEMA.**

# Private Non Profit Requirements

## ➤ Some Examples of RPA Documentation:

- ✓ DUNS Number
  - ✓ Organizational Charter / By-Laws
  - ✓ Tax Exempt Letter, 501(c), (d), or (e) IRS designation
  - ✓ NYS Comptroller's W-9 Form
  - ✓ Articles of Incorporation
  - ✓ PNP Questionnaire
- ❖ **FEMA cannot determine if a PNP qualifies as a “Critical” or “Essential/Non-Critical” PNP until all required forms and documentation are submitted. FEMA has made applicants ineligible for lack of documentation.**

# Eligible Facilities

## Facility:

Any publicly or PNP owned building, works, system, or equipment; OR certain improved and maintained natural features.

## Facility Must Be:

- ✓ Damages must be caused by the event.
- ✓ Legal responsibility of the Applicant.
- ✓ Located in a declared county.
- ✓ In active use at the time of the disaster.
- ✓ Not under authority of another federal agency (US Army Corps of Engineer Water Treatment Facilities, FHWA Roads)



# Eligible Work

## Work Performed Must Be:

- ✓ Required as a direct result of a declared disaster.
- ✓ Legal responsibility of an eligible Applicant performing the work.
- ✓ Located in a declared county.
- ✓ Completed within regulatory time limits.



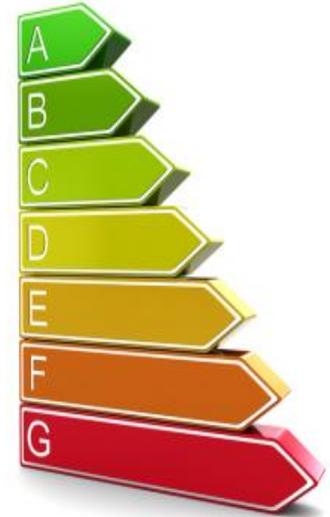
# CATEGORIES OF WORK

## Emergency Work:

- A. Debris Removal
- B. Emergency Protective Measures

## Permanent Work:

- C. Roads and Bridges
- D. Water Control Facilities (Dams, Levees, Canals)
- E. Buildings and Equipment
- F. Public Utilities (Water, Power, Sewer, etc.)
- G. Parks, Recreation, and Other (Beaches, Railways)



# Deadlines for Completion of Work

**From the Date of Declaration: October 1, 2018**

**Emergency Work Deadline (Categories A & B) = April 1, 2019**

- 6 months from the declaration date
- NYS can grant 6 additional months for a total of 1 year

**Permanent Work Deadline (Categories C – G) = April 1, 2020**

- 18 months from the declaration date
  - NYS can grant 30 additional months for a total of 4 years
- If work cannot be completed within the regulatory timeframes, a time extension must be requested through your DHSES Disaster Assistance Manager (DAM).

**Further extensions require approval by FEMA**

# Emergency Work

## Category A – Debris Removal

Clearance of trees and woody debris, building wreckage, sand, mud, silt, and gravel, vehicles and other disaster related material deposited on Public property.

### Debris removal is eligible when:

- ✓ It eliminates an immediate threat to life, health, safety and property.
- ✓ It ensures economic recovery of the community and provides a benefit for the community at large.
- ✓ The documentation requirement to track all debris “cradle to grave” has been met.



# Private Property Debris Removal

- Debris removal is generally the responsibility of the property owner.
- However, if debris is so widespread that public health, safety, or economic recovery of the community is threatened, the actual removal of debris from private property may be eligible.



# **Public Assistance Alternative Procedures** **Pilot Program for Debris Removal** **(PAAP)**

- **Initiated as part of the Sandy Improvement Recovery Act in 2013**
- **Applicants Can Opt-In for 1 or Both Options:**
  - 1. Reimbursement for Straight Time (Force Account Labor)**
  - 2. FEMA Pre-Approved Debris Management Plan = One-time 2% incentive for debris removal work completed within 90 days.**

# Emergency Work

## Category B – Emergency Protective Measures

Actions taken before, during, and following a disaster to save lives, protect public health and safety, or eliminate immediate threat of significant damage to improved public and private property

### Examples:

- ✓ Search and Rescue
- ✓ Sandbagging
- ✓ Shelters or emergency care
- ✓ Provision of food, water, ice or other essential needs
- ✓ Emergency repairs and demolition
- ✓ EOC Operations



# Permanent Work

## Categories C - G

- Restoration or replacement of disaster-damaged facilities in accordance with regulations.
- Restoration to pre-disaster design, capacity and function in accordance with applicable codes and standards.
- Required as a result of the disaster.
- May include cost effective hazard mitigation measures.



# Category C - Roads and Bridges



# How Does the FHWA Factor In?

The Federal Highway Administration (FHWA) administers the Emergency Relief (ER) program, which is independent of FEMA declarations.

- ER Funds are used to repair FHWA roads and bridges.
- Roads classified as Rural/Minor Collectors and Local Urban/Rural are exempt from this rule, and therefore are eligible for FEMA aid.
- If there is a FEMA declaration, Debris Removal may be eligible on FHWA roads under certain conditions.

*If you are unsure which roads in your jurisdiction are FHWA classified, contact the NYS Department of Transportation, or go to [www.dot.ny.gov](http://www.dot.ny.gov)*

# Category D - Water Control Facilities



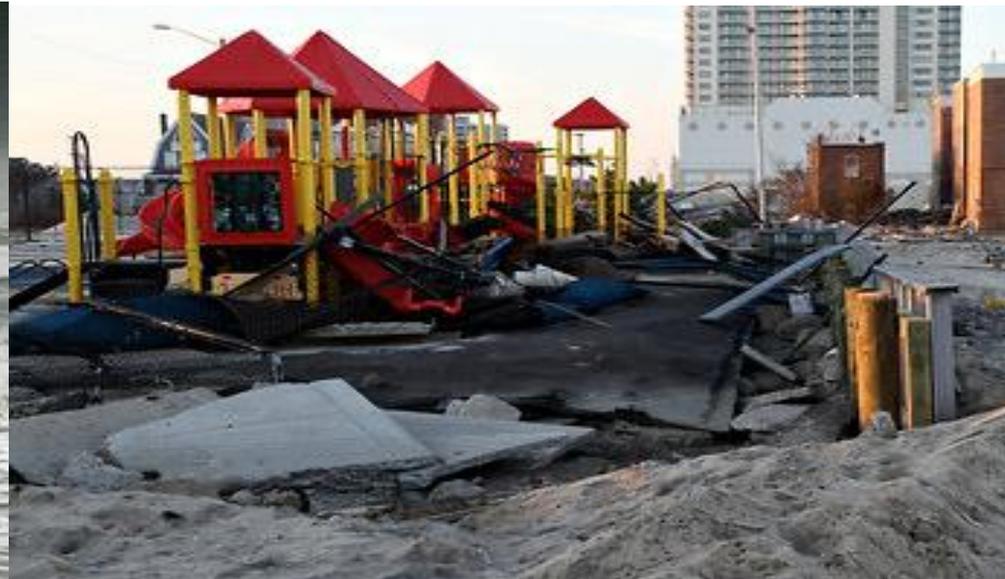
# Category E – Buildings & Equipment



# Category F - Public Utilities



# Category G - Parks, Recreation, Other



# Questions?



# Special Considerations

## *Key Focus Areas:*



**Environmental**



**Insurance**



**Hazard Mitigation**

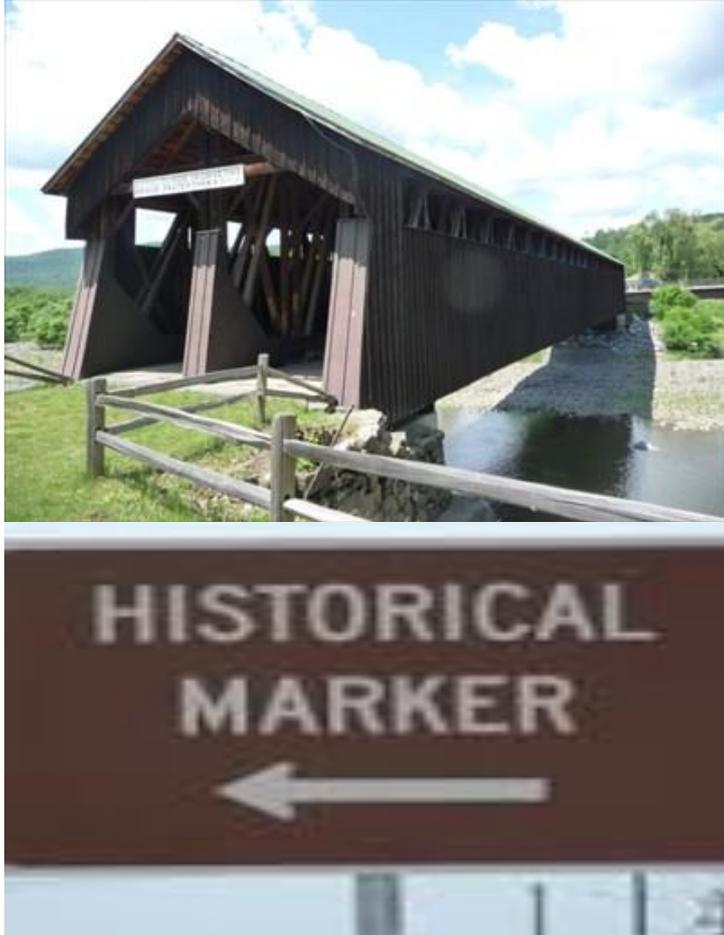
# Special Considerations

## Environmental (DEC & USACE)

- Ensure that all practical means are used to protect, restore, and enhance the environment.
- Comply with all local, state, and Federal environmental requirements before starting work.
- Obtain permits, and provide notifications to regulatory agencies, such as DEC and US Army Corps of Engineers.



# Special Considerations



## Environmental (SHPO & THPO) Historic Preservation

- Listed on the National / State Register of Historic Places.
- Site is historic or > 50 years old.
- May require special consults under the National Historic Preservation (SHPO), or Tribal Historic Preservation (THPO).

# Special Considerations

## Environmental

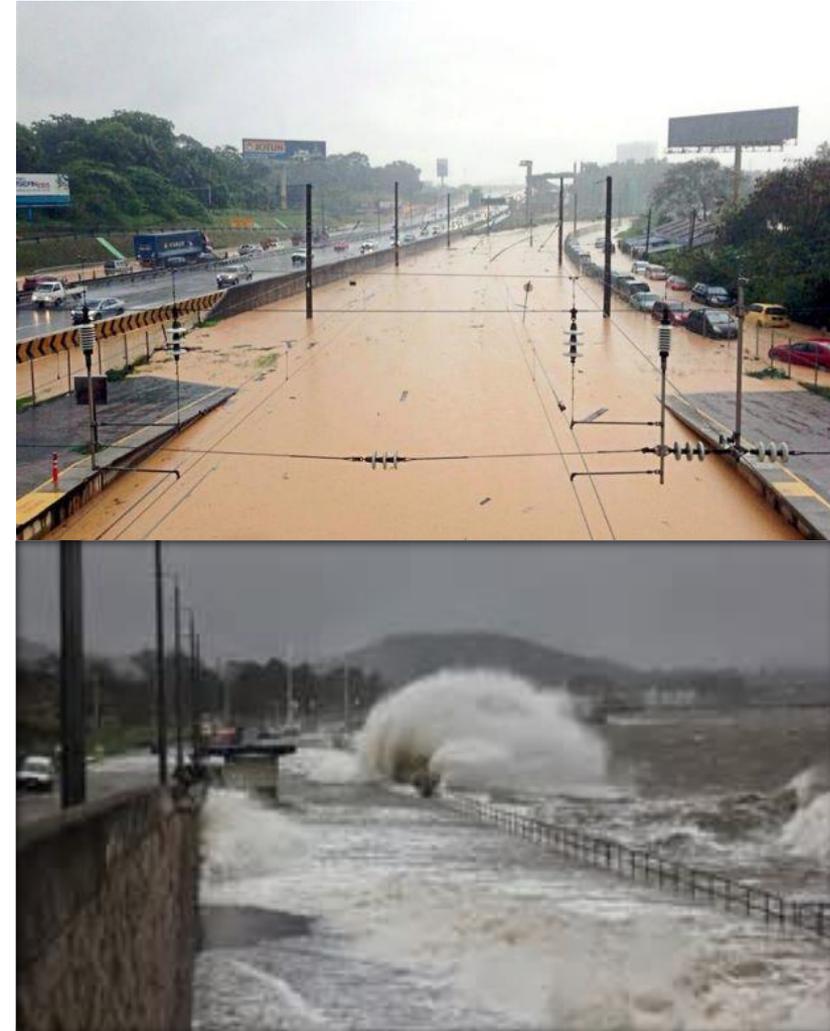
### ← **Flood Hazard Areas**

Any project within or affecting the floodplain must be reviewed to ensure that it meets the requirements of the Executive Orders on Floodplain Mgmt and the Protection of Wetlands.

### ← **Coastal High Hazard Areas**

Coastal High Hazard areas and areas covered by the Coastal Barrier Resources Act require Special Considerations review.

Coordinate with your Floodplain Manager



# Special Considerations

## ➤ Standard Insurance:

- ✓ Actual or anticipated insurance proceeds will be deducted from the eligible project costs for facilities that are insured.
- ✓ You must provide a copy of your insurance policy.
- ✓ FEMA does not recognize “*Self Insurance*” for any applicant.
- ✓ Obtain/Maintain requirement for insurable damages = >\$5,000.

## ➤ NFIP (Flood) Insurance:

- ✓ If a facility is located in a floodplain and does not have NFIP insurance, the Project will be reduced by the amount that would have been covered by NFIP!

*Maximum of \$500,000 for a Building and \$500,000 for its Contents*

# Special Considerations

## *Hazard Mitigation (406):*

Cost effective measures that reduce the chance of the facility getting damaged in a similar event.

### *Examples:*

- ✓ Increasing the size of a culvert under road/highway.
- ✓ Adding wing walls and rip rap to culverts.
- ✓ Replacing wood bracing beam with steel.
- ✓ Raising electrical panels off floor or relocating to higher floor.
- ✓ Flood proofing buildings.

# Writing Hazard Mitigation Proposals

- Costs need to be separated so always prepare two estimates:
  1. Estimate to restore facility to Pre-Disaster Condition.
  2. Estimate with the Hazard Mitigation costs included.
- Criteria for Eligibility:
  - ✓ 15%
  - ✓ 100%
  - ✓ Benefit Cost Analysis (BCA)

## Important Points

- Once Hazard Mitigation is approved, it is required to complete!
- If not completed you can lose funding for that site forever unless you complete the mitigation, or request a change in scope of work from FEMA!

# Eligible Costs

Eligible costs include labor, equipment, materials, contracts, some travel costs, and direct administration costs (DAC).

## Costs Must Be:

- Reasonable and necessary to accomplish the work.
- Compliant with Federal, State AND Local procurement requirements.
- Reduced by any applicable credits such as insurance and salvage values.



# Force Account Labor

## Employee Annual Salary or Hourly Rates Plus Fringe Benefits

### Emergency Work (Categories A & B)

- Permanent employees are only eligible for OT (Except PAAP)
- Temporary employees are eligible for regular time and OT

### Permanent Work (Categories C – G)

- All employees are eligible for regular time and OT

# Force Account Equipment

## Must be performing eligible work:

- Auto/Truck – mileage or hourly rate
- Other equipment - hourly rate
- Stand-by time (may be eligible)
- Intermittent Use:
  - ✓ Half day or more = Full Day
  - ✓ Less than half day = Actual Hours



# Equipment Rates

- **FEMA equipment rates are used for determining project costs (estimating & comparing).**
- **Local rates or rental costs are used if different than FEMA and established prior to the disaster.**



# Force Account Materials

- Purchased or used from stock.
- Used for eligible work.
- Invoices, historical data, or quotes from your local vendors will be required to justify cost.



# Donated Resources

A credit can be applied towards the local cost share for both Volunteer Labor, and Donated Equipment & Materials

## Volunteer Labor:

- Rate is the same as either paid employees within an applicant's organization or, if none, similar work done by a local paid organization.
- Value of Volunteer Labor = (Determined Labor Rate) \* (Number of Volunteer Hours)

## Donated Resources:

- Rate is determined by local rates (if established) or FEMA equipment rates.
- Value of Donated Resources = (Determined Equipment Rate) \* (Number of Equipment Hours)

**Donations credit capped at non-federal share of emergency work**



# Procurement

Must comply with **ALL** federal, state, and local procurement requirements

- DHS OIG Audits are paying particular attention to ensuring Minority and Women Owned Businesses are actively solicited during bid process (see link)
- 2 CFR, OMB Circular A-87, A-102, A-133 and 41 U.S.C. 403(11) all provide guidance regarding procurement and audit
- Declaring an State of Emergency solely to suspend procurement procedures is a red flag for any audit.

<http://esd.ny.gov/mwbe.html>

# Contracts

- **Must comply with all State, Local and Federal procurement requirements.**
- **All contracts incurred for eligible work will be reviewed by FEMA / State teams; including rental equipment.**
- **Competitively bid with fixed-procurement procedures are preferred.**

# Types of Contracts

## Lump sum contracts are acceptable

- Easy to monitor when the scope of work is well defined.
- Requires minimum labor for monitoring.
- Quantities do not have to be documented.

## Time and material contracts are acceptable BUT

- Should only be used for emergency “hot spots” (early debris rights-of-way clearance).
- MUST have a cap.
- MUST be monitored.
- Accepted for 70 hrs. of work.



# Ineligible Contracts

## Examples:

- **Cost-plus percentage of cost.**
- **Contingent upon FEMA reimbursement.**
- **Contract with a debarred contractor:**

<http://www.labor.ny.gov/workerprotection/publicwork/PDFs/debarred.pdf>



# Women/Minority Owned Businesses

- Applicants must be able to demonstrate direct outreach to MWBE enterprises. (Effective 1/1/2015)
- DHS OIG Audits will ensure Minority and Women Owned Businesses are sought during bid process

## Procurement and Audit Guidance:

- ✓ 2 CFR
- ✓ OMB Circular A-87, A-102, A-133
- ✓ 41 U.S.C. 403 (11)

<http://esd.ny.gov/mwbe.html>

# Engineering Costs

- **Will be estimated in Project, unless actual costs are known.**
- **All costs must be reasonable and necessary.**
- **Ensure Engineers do not re-design or “improve” facilities beyond what is required to restore to pre-disaster condition.**
- **Engineering reports must be stamped and signed by the Engineer. Any improvements (i.e., codes and standards or mitigation) must be clearly identified and a separate cost estimate provided.**



# Direct Administrative Costs (DAC)

- Required to manage projects administratively.
- Charged to a specific project.
- Do not include costs incurred for actual work to complete a project.

## Eligible Costs Include:

- ✓ Site identification
- ✓ Gathering of cost information
- ✓ Site visits
- ✓ Project scope and development
- ✓ Project reporting
- ✓ Project cost reconciliation and closeout

## Ineligible Costs Include:

- ✗ Preliminary Damage Assessments
- ✗ Applicant's Briefings
- ✗ Recovery Scoping Meetings
- ✗ Recovery Transition Briefings
- ✗ Any other administrative costs which cover multiple projects

Full list available:

[https://www.fema.gov/pdf/government/grant/pa/9525\\_9\\_pa\\_indirect\\_direct\\_administrative\\_activity\\_list.pdf](https://www.fema.gov/pdf/government/grant/pa/9525_9_pa_indirect_direct_administrative_activity_list.pdf)



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# Questions?



# Project Facts Applicants Need To Know

- **Federal Share for this Disaster is 75%**
  
- **How Projects Qualify:**
  - ✓ **Minimum Threshold = \$3,200**
  - ✓ **Small Projects = Under \$128,900**
  - ✓ **Large Projects = \$128,900 and Over**

**Project Thresholds are Updated Annually on October 1st**

# Small vs. Large Projects

## ➤ Small Projects (Under \$128,900):

- ✓ Written on estimates or actual costs.
- ✓ Paid when project is obligated by FEMA (100%).
- ✓ P4 (Project Completion Form) is required to be submitted to the DAM.

## ➤ Large Projects (\$128,900 and Over):

- ✓ Written on estimates or actual costs.
- ✓ Paid Federal Share at % Validated when project is obligated.
- ✓ Progress Payments (Approved by NYS) can be requested.
- ✓ Quarterly Report requirement until project is complete.
- ✓ NYS completes final accounting with you to send to FEMA to approve and close out. Includes P4 Form submission.
- ✓ Final Payment (Approved by FEMA) on actual eligible costs.

# Formulation of Projects

## ➤ **NYS DHSES DARs:**

- ✓ **Help develop scope of work and cost estimates.**
- ✓ **FEMA Technical Specialists can be called in for assistance with complex projects.**

## ➤ **Technical Specialists:**

- ✓ **Beaches**
- ✓ **Bridges**
- ✓ **Engineering**
- ✓ **Insurance**
- ✓ **Mitigation**
- ✓ **Environmental & Historic Preservation**
- ✓ **Wastewater Treatment Plants**



# Various Parts of Project

- **Basic Information (Applicant, Location, Category of Work, etc.)**
- **Damage Description and Dimensions (DDD)**
- **Scope of Work (SOW) to repair to pre-disaster condition**
- **Cost Estimate**
- **Special Considerations (Environmental, Historic & Insurance)**
- **Hazard Mitigation Proposal (HMP) – Optional for Permanent Work Projects (Categories C – G)**
- **Attachments (Documentation of Costs, Permits, Contracts, etc.)**

# Info Required for a Project

- ✓ **List of Damages, Photos**
- ✓ **Insurance information**
- ✓ **List of paid staff, regular and OT hours – dates and times**
- ✓ **Fringe Benefits information**
- ✓ **List of equipment used, hours of operation – dates and times, miles driven**
- ✓ **Maintenance records on all facilities where applicable**
- ✓ **List of materials and supplies purchased or used**
- ✓ **Copies of any contracts used for this event**
- ✓ **Procurement Policies**
- ✓ **Applicable codes and standards**
- ✓ **Environmental and Historic Information (permits, etc.)**
- ✓ **Hazard Mitigation Proposals**

# Alternate Projects

**Applicant may determine that the public welfare would not be best served by restoring a damaged facility or function back to pre-disaster condition**

**Example: Purchase a fire truck in lieu of repairing a building**

## Other Uses of Funding Include:

- **Repair or expand other public facilities.**
- **Construct new facilities**
- **Demolish the original structure.**
- **Purchase equipment.**
- **Fund cost-effective mitigation activities.**
- **Fund project shortfalls due to mandatory NFIP reductions on applicant buildings in floodplains.**

# Conditions Associated with Alternate Projects

- For permanent work only (Categories C - G)
- Eligible for 90% of the approved federal share
- PNPs are only eligible for 75% of the approved federal share

Example: Repair for \$100,000 @ 75% Federal Share = \$ 75,000 from FEMA

Alternate = capped @ 90% of Federal Share = \$ 75,000 x 90% = \$67,500

- Original facility must be rendered safe and secure
- Must not be located in a regulatory floodway
- Must be pre-approved by NYS/FEMA & subject to EHP review
- Cannot incorporate mitigation funding

# Improved Projects

Applicant may determine that they wish to expand repairs to an existing facility beyond pre-disaster design, function and capacity

**Example: Expand a Fire House from a 2 Bay to a 3 Bay**

- For permanent work only (Categories C - G)
- Must be approved by NYS & FEMA prior to construction starting
- Capped at the federal share of the estimated project costs
- Must not be located in a regulatory floodway
- Subject to environmental assessment
- Mitigation may be applied to the original facility
- Entire project is reviewed for Special Considerations, not only the FEMA funded portion.

# Recovery Transition Meeting

- **Final review with Applicant, FEMA and DHSES to ensure all damages have been captured and submitted.**
- **Informs applicants of final number of projects being entered into system (Large vs. Small).**
- **Gives final opportunity to review and correct projects before project management is turned over to your Disaster Assistance Manager (DAM).**

# Project Notification Folder

(AKA Applicant “Blue Book”)

- **Sent when FEMA obligates a project:**
  - ✓ **More than one may be included in a single Blue Folder!**
- **Includes a copy of the FINAL, obligated Project.**
  - ✓ **Review carefully!**
- **Starts 60 Day time clock for appeal of any FEMA decision.**
- **Includes the Project Completion Form (P-4) that needs to be signed and returned to NYS DHSES DAM when work is completed. Applies to both Large and Small Projects.**

# Appeals



- Applicants may appeal ANY determination related to the Public Assistance process.
- Applicants have 60 days from the receipt of written notice from FEMA to appeal FEMA's determination.
- Submit your appeal request through DHSES DAM.

## Small Project Cost Overrun:

- ✓ All small projects are reviewed by FEMA (small project reconciliation)
- ✓ Overruns = obligation
- ✓ Underruns = de-obligation

# Funds Are Lost if Applicants Don't

- **Ask** questions
- **Obtain** FEMA *pre-approval* to change scope of work
- **Obtain** required permits
- **Follow** procurement procedures
- **Follow** the Scope of Work in the Project
- **Complete** all approved HMP
- **Meet** PA program deadlines
- **Obtain** / Maintain Insurance
- **Keep** complete, clear and accurate records
- **Meet** all EHP requirements



# What's Next?

1. Establish Grants Portal Account.
2. Submit RPA Package Using Option A or B Below:
  - A. FEMA Grants Portal Website: <https://grantee.fema.gov>
  - B. Submit to Patricia Debboli @ NYS DHSES:  
E-mail: [patricia.debboli@dhses.ny.gov](mailto:patricia.debboli@dhses.ny.gov)  
Fax: 518-322-4984

**DUNS #'s ARE REQUIRED:**

Website: <https://fedgov.dnb.com/webform>

Phone: 1-866-705-5711

**CANNOT BE APPROVED UNTIL ALL RPA DOCUMENTATION IS SUBMITTED**

3. NYS/FEMA Team will schedule an Exploratory Call to introduce themselves and get a brief overview of damages incurred.
4. Applicants then meet with NYS/FEMA team at Recovery Scoping Meeting to identify all damages for project eligibility and formulation.

# NYS DHSES Contact Information

## **RECOVERY SECTION**

**1220 Washington Ave, Bldg. 7A, 4<sup>th</sup> Floor Albany, NY 12242**

**(518) 292-2293**

**Fax Number: (518) 322-4984**

**[www.dhSES.ny.gov](http://www.dhSES.ny.gov)**

**After the Joint Field Office Closes Please Contact:**

**Disaster Assistance Manager (DAM)**

**Bernadette Moran (518) 292-2888**

**[bernadette.moran@dhSES.ny.gov](mailto:bernadette.moran@dhSES.ny.gov)**

# Additional Information

- **Your FEMA/NYS Team (1<sup>st</sup> Point of Contact)**
- **NYS DHSES Applicant Handbook**
- **FEMA Grants Portal Website (<https://grantee.fema.gov>)**
  - ✓ Resources Area Contains User Manual, Forms, and other Information
- **NYS DHSES Website ([www.dhses.ny.gov](http://www.dhses.ny.gov))**
- **FEMA's Website ([www.fema.gov](http://www.fema.gov))**
- **FEMA Public Assistance Program & Policy Guide (PAPPG)**
- **County Emergency Managers**

# Questions?

