

Mosquito Abatement Applicant Briefing

FEMA-4303-DR-NV- Applicants
FEMA-4307-DR-NV - Applicants
DRA Applicants



FEMA



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The Mosquito abatement application briefing is for the applicants involved in the disaster declarations 4303 and 4307 from the severe winter storms in early 2017. It is also for those surrounding areas that have been or will be impacted at a higher rate than normal with abatement programs as a result of the increased precipitation this winter.

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AGENCY MISSION

- × **Nevada Department of Public Safety Mission:**

In partnership with the people of Nevada, the Department of Public Safety provides services in support of protecting our citizens and visitors by promoting safer communities through prevention, preparedness, response, recovery, education, and enforcement.

- × **Nevada Division of Emergency Management Mission:**

Coordinating mitigation, preparedness, response, and recovery programs and resources through partnerships to sustain safe and livable communities for Nevada's residents and visitors.



MOSQUITO ABATEMENT



The previous Applicant Briefing covered assistance for damage to public infrastructure through the FEMA PA program & assistance with cost share through the DRA.

This briefing is now looking at beginning the process to address mosquito abatement above and beyond normal budgeted or unexpected costs associated with the increased negative impact of mosquitos resulting from the disaster declaration #4307 and for those local governments that are impacted but are not part of the previous declarations from the heavy flooding events with Presidential Declaration issued March 27, 2017.

APPLICANT BRIEFINGS

- × Declaration overview
 - × FEMA-4303-DR AND FEMA-4307-DR
- × FEMA PA Program overview
- × Program eligibility
- × Project worksheet/development
- × Special considerations
- × Process and Guidelines
- × Requests for Public Assistance (RPA) Forms

FEMA – 4303-DR-NV Declared February 17, 2017 and FEMA – 4307-DR-NV Declared March 27, 2017

DEM held applicants briefing for local governments, tribal governments, state agencies and divisions, and private non-profit organizations and provided detailed information on what was needed to submit requests for public assistance from FEMA administered through DEM for response and recovery related to these two presidential declarations.

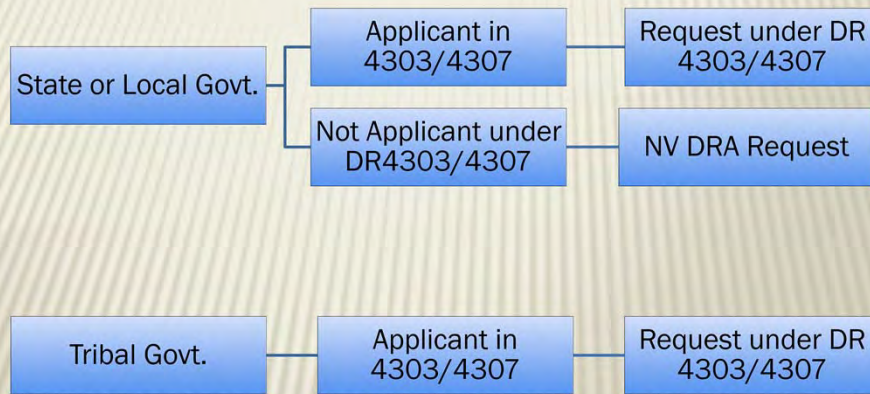
- **Program Overview for Public Assistance to help jurisdictions recoup disaster-related costs above and beyond their ability to recover**
- **Eligibility: Applicant, facility, work and cost eligibility was reviewed.**
- **The project worksheet tool was covered**
- **Special Considerations covered included Insurance; hazard mitigation (Section 406 of the Stafford Act), environmental considerations; historic preservation and compliance with federal and state laws, regulations and executive orders**
- **Public Assistance Program was explained from the Declaration Process; Post-Declaration Process; Kick-off Meeting; Development of Project Worksheets and audit and inspection requirements prior to final payments.**

The Applicant Briefing also provided guidance on Applicant Responsibilities, the States responsibilities as the pass-through agency, cost shares 75% Federal-25% Non-Federal

Potential Applicants were referred to the Public Assistance Program and Policy Guide 2016 (PAPPG) for guidance and provided with a Request for Public Assistance form to complete for determination of eligibility.

PROGRAM ELIGIBILITY

PROGRAM ELIGIBILITY



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Applicants from DR 4303 or DR 4307 may request under the open disaster. Government agencies not applicants in open disaster will either have to be a sub-applicant under their County or declare and apply to the DRA.

APPLICANTS ELIGIBLE UNDER DR-4303

- × Carson City
- × Douglas County
- × Lyon County
- × Storey County
- × Washoe County
- × Pyramid Lake Paiute Tribe
- × Reno-Sparks Indian Colony
- × Washoe Tribe of Nevada & California

The jurisdictions listed here are eligible applicants in the existing federal declaration #4303 therefore automatically eligible to request assistance for mosquito abatement through the FEMA PA Program.

Other governmental entities responsible for dealing with the increase in mosquito population as a result of the severe winter storm, within these jurisdictions that are not already applicants in this disaster must submit their request through an eligible applicant.

APPLICANTS ELIGIBLE UNDER DR-4307

- × Carson City
- × Churchill County
- × Douglas County
- × Elko County
- × Humboldt County
- × Storey County
- × Washoe County
- × Pyramid Lake Paiute Tribe
- × South Fork Band of Te-Moak Tribe of Western Shoshone
- » Washoe Tribe of Nevada and California

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The jurisdictions listed here are eligible applicants in the existing federal declaration #4307 therefor automatically eligible to request assistance for mosquito abatement through the FEMA PA Program.

Other governmental entities impacted by the storms, specifically having an increase in mosquito population as a result of the severe winter storms, outside of the declared geographic locations may apply for assistance through the DRA.

**PA PROGRAM
PROJECT WORKSHEET DEVELOPMENT**

PROJECT WORKSHEETS (PW)

The Project Worksheet (PW) is a tool used to develop projects. It is the basis for Public Assistance (PA) program funding.

Project formulation is the process of:

- Combining associated work into projects.
- Developing scopes of work and cost estimates for projects.
- Identifying any special considerations.
- Completing Project Worksheets for funding of projects.

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DEM does not instruct the applicant on how to fix the damage

We only enforce policy when it comes to eligibility and will review requests for Special Considerations

SCOPE OF WORK

- ✘ The work should be specified as an action:
 - + Quantifiable (length, width, depth, capacity)
 - + Descriptive (brick, wood, asphalt) terms.

The **scope of work** describes the work that is necessary to repair the damage or replace the facility. The scope of work is the basis for the cost estimate; therefore, it is important that the scope of work be concise yet comprehensive enough to fully support what work is to be done and why it is being done.

The work should be specified as an action:

- Quantifiable
- Descriptive

Scope of work **must correspond to the damage description and dimensions**, for this submission it will be related to vector control above and beyond the normal program for the local governmental entity

The PAPPG Appendix G specifies the evidence required for the damage description and dimensions, and the abatement measures that should be included in your scope of work.

- Details are key

ELIGIBLE COSTS

- × Reasonable & necessary to accomplish the work
- × Compliant with federal, state & local procurement procedures
- × Reduced by all applicable credits (insurance/salvage values)

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Not all costs incurred by an eligible applicant are eligible for public assistance funding. Generally, **eligible costs** are costs that can be directly tied to the performance of eligible work. They must be:

Reasonable & necessary to accomplish the eligible work

Compliant with federal, state & local requirements for competitive procurement

Reduced by all applicable credits, such as anticipated insurance proceeds and salvage values

COST CATEGORIES

- × Labor
- × Equipment
- × Materials
- × Other
 - + Contracts
 - + Rented equipment

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The eligible cost criteria apply to all direct costs, including labor, materials, equipment, and contracts awarded for the performance of eligible work.

OTHER COSTS

Contracts

- × **Lump sum**
- × **Unit price**
- × **Cost plus fixed fee**

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

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There are three types of **contracts**:

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

Lump sum

- Contract for work within a prescribed boundary with a clearly defined scope and a total price

Unit price

- Contract for work done on an item-by-item basis with cost determined per unit

Cost plus fixed fee

- Either a lump sum or unit price contract with a fixed contractor fee added into the price
- Cost plus a percentage of cost contracts are not eligible.

KEY CONTRACT POINTS

- × Identical to approved scope of work
- × DEM awareness & inclusion
- × Pre-bid; Pre-construction; Change orders

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It is important to recognize that an applicant may provide a contract that meets the legal and administrative procurement requirements but includes aspects that would not be eligible for funding.

DEM will review the scope of work on the RFP and the scope of work on the negotiated contract to ensure compliance.

Pre-bid; Change orders

- State and local governments should perform all appropriate due diligence prior to entering into a contract
- State and local governments should follow their competitive procurement procedures when selecting a contractor
- Project Change Requests must be approved by DEM before implemented by subgrantee

PROJECT COST ESTIMATE

- × Time & materials
 - + Labor
 - + Equipment
 - + Materials
- × Unit cost
 - + Estimating sources
 - + FEMA cost codes
- × Contracts
 - + properly procured

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When an applicant requests public assistance for work that has not been completed at the time of the request, a **project cost estimate** must be used. Typically, these estimates are prepared using unit costs. With this method, the project is broken down into elements based on the quantities of material that must be used to complete the work. They are:

Time & materials

- Labor, equipment and materials

Unit cost

- Estimating sources and FEMA cost codes
- Unit cost data developed by State or local governments may be used for estimating costs if appropriate. Alternatively, commercially available cost-estimating guides or data from local vendors and contractors may also be used

Contracts

FEMA reimburses costs incurred using three types of contract payment obligations: fixed-price, cost-reimbursement, and, to a limited extent, time and materials (T&M).

- Final payments will be based on documentation of payroll information, equipment logs or usage records, and by other records, such as invoices, receipts/proof of payment, and/or purchase orders and work orders prepared by the applicant

RESPONSIBILITIES

Applicant (or subgrantee)

- × Requests assistance
- × Provides information to support request
- × Formulate projects
- × Maintains documentation (3 years after state closes disaster)
- × Performs necessary work (mosquito abatement activities)

The first role we will discuss is probably the most important, and that is the role of the **applicant (or subgrantee)**.

As the applicant, you can:

Request assistance

Identify damaged facilities

Submit all requested forms

Maintain project documentation (for 3 years after project closes)

Maintain contact with DEM representatives

Provide points of contact

Be actively involved with the grant management process

RESPONSIBILITIES

State (or grantee)

- × Assists in collecting project & cost data
- × Collects projects & cost data
- × Process grant requests
- × Disburses grants to applicants
- × Monitors use of grants by applicants
- × Approves grants & obligates funds

The other role is that of the **state (or grantee for FEMA funds)**. The State:

Assists in collecting project & cost data

Processes grant requests

Disburses grants to applicants

Monitors use of grants by applicants

Approves grants & obligates funds

EVIDENCE OF NEED

(AKA DAMAGE DESCRIPTION & DIMENSIONS)

EVIDENCE

- × Higher levels of disease transmitting mosquitos
- × Significant number of disease-carrying mosquitos in the area due to increase in event-related standing water
- × Potential for disease transmission and human exposure to disease-carrying mosquitoes based on the detection of arbo-viral diseases in sentinel organisms in the impacted area prior to the storm event, discovered during surveillance as part of mosquito abatement activities, or reported human cases in which transmission occurred prior to the storm event.

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Funding may be available from FEMA or the State of Nevada Disaster Relief Account for mosquito abatement measures resulting from the Declared Disasters #4303 and #4307. Although only those local and quasi-local government entities that are applicants under the declaration, who submitted all required supporting documentation are eligible for the funding through FEMA. Others may apply and may qualify for assistance for this type of activity through the Disaster Relief Account.

The PAPPG 2016, Appendix G (Page 178) provides the specifics on terminology, what types of evidence and activities or vector control measures could be considered. Again, **DEM does not instruct the applicant on how to fix the damage, DEM only enforces policy when it comes to eligibility and special considerations**

Evidence includes higher levels of disease transmitting mosquitoes in the disaster area following the event; a significant number of disease-carrying mosquitoes in the area due to the increase in event related standing water; or the potential for disease-carrying mosquitoes based on the detection of arbo-viral diseases in sentinel organisms (poultry, wild birds, and mosquito pools) in the impacted area prior to the storm event, discovered during surveillance as part of mosquito abatement activities, or reported human cases in which transmission occurred prior to the storm event.

An arbovirus is a virus utilizing arthropods as vectors and is transmitted via their feeding to a definitive host.

Provide evidence that supports the potential increase, not just a severe winter storm event. Provide measureable data to support your plan for an increase in vector control as a result of the severe winter storms.

EVIDENCE

- × Documentation of a rise in landing rates or trap counts, significant changes in species composition or estimate of infection rates, when compared to pre-disaster surveillance results.



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A determination that a significant increase in the mosquito population and/or the change of biting mosquito species poses a threat to emergency workers who are required to work out-of-doors, thereby significantly hampering response and recovery efforts.

Evidence of this may include an abnormal rise in landing rates, trap counts, significant changes in species composition or estimate of infection rates, when compared to pre-disaster surveillance results.

EVIDENCE

- ✘ Verification from medical facilities within the affected area that an increase in the general public's exposure to mosquitoes has directly resulted in secondary infections, especially among those with weakened immune systems such as the elderly, the very young, or the sick.

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This can happen when residents in disaster areas are forced to open buildings for circulation purposes during extended power outages, normally in warm climates.

A determination of the need for vector control measures should be based on surveillance data provided by local agencies, or on surveillance conducted as a component of the emergency response. Likewise, the termination of control efforts should be based on mosquito density and disease transmission monitoring, and on the degree of exposure to mosquitoes of residents and responders.

EVIDENCE

- ✘ Local jurisdiction's mosquito population density estimates pre- and post-disaster, including information about species composition
- ✘ Arbovirus transmission activity indices, including the location of surveillance activities
- ✘ Amount and type of flooding
- ✘ The extent and location of damage to housing

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Information useful in determining the need for emergency mosquito control measures includes:

- The local jurisdiction's mosquito population density estimates pre- and post-disaster, including information about species composition
- Arbovirus transmission activity indices, including information about the location of surveillance activities; indices may consist of:
 - Infection rates in mosquitoes
 - Seroconversion in sentinel chickens (when a specific antibody becomes detectable in the blood and the antigen becomes undetectable)
 - Equine cases
 - Human cases
- The amount and type of flooding (for example saltwater/fresh water, coastal/inland)
- Threat to Emergency workers/Ranchers working outdoors – evidenced by abnormal rise in trap counts or change in species composition
- Type of mosquito management required
- Types of public information used to direct residents to remove mosquito breeding habitat
- Current trap and dip data verifying the hazard versus normal year activity
- Three (3) years non-disaster baseline data, including all cost data for those three (3) years. This data does not have to be consecutive years.

*Use Appendix G of the PAPPG, the sample notification letter, and the Nevada Disaster Relief Fund application packet to develop your submission. Only completed requests will be processed.

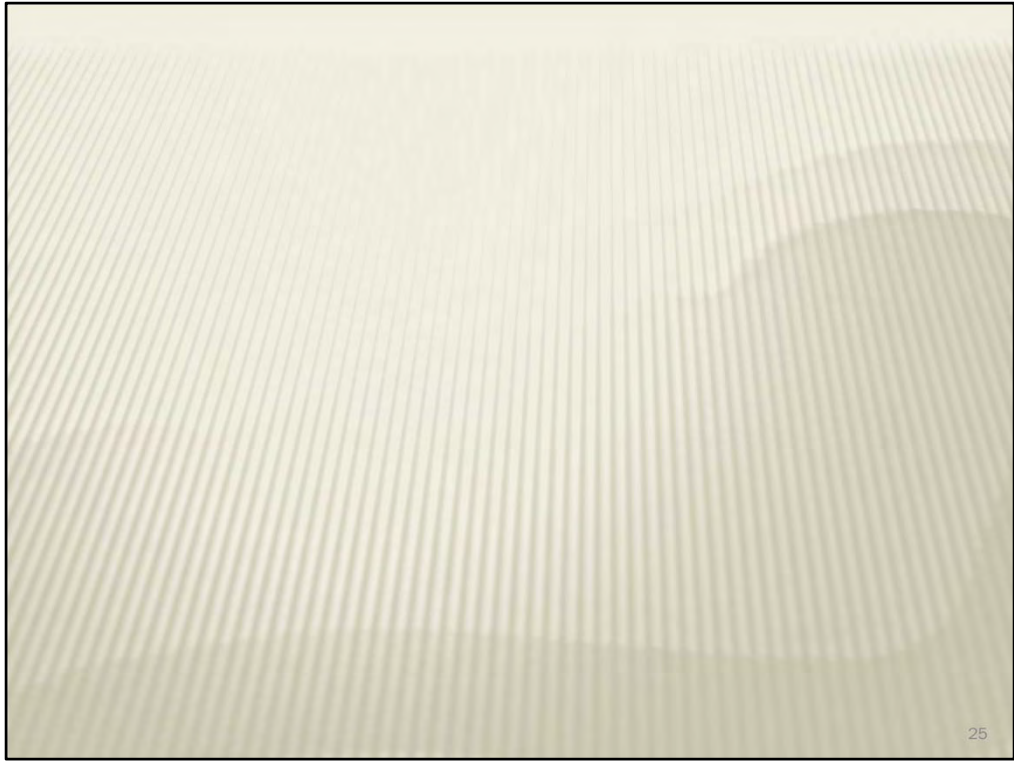
VECTOR CONTROL CONSIDERATIONS

- × Extent, location, and anticipated duration of power interruption
- × Anticipated extent and duration of cleanup and recovery operations
- × Description of the type of mosquito management required, duration of application to reduce the threat and the areas where the interventions are needed

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Considerations for vector control measures should also include:

- The extent, location, and anticipated duration of power interruption
- The anticipated extent and duration of the cleanup and recovery operations
- A description of the type of mosquito management required (such as aerial or ground-based, adulticide applications, larvicide applications), and duration of application to reduce the threat and the areas where the interventions are needed



ABATEMENT MEASURES

(AKA SCOPE OF WORK)

ABATEMENT MEASURES

- × **Adulticiding:** the ground or aerial spraying of insecticides to kill adult mosquitoes
- × **Larviciding:** the application of chemicals, including methoprene briquettes, by ground or air to kill mosquito larvae or pupae



- × **Breeding habitat removal or alteration** – the modification of potential breeding habitat to make it unsuitable for mosquito breeding or to facilitate larval control

To be eligible for Public Assistance funding from FEMA or the State of Nevada Disaster Relief Account, insecticide formulations must be among those approved and registered by the U.S. Environmental Protection Agency for use in urban areas for mosquito control, and must be applied according to label directions and precautions by appropriately trained and certified applicators. Mosquito abatement measures must comply with all Federal, State, Territorial, and local laws, ordinances, and regulations concerning vector control. Mosquito abatement measures include:

Adulticiding: the ground or aerial spraying of insecticides to kill adult mosquitoes

Larviciding: the application of chemicals, including methoprene briquettes, by ground or by air to kill mosquito larvae or pupae

Breeding habitat removal or alteration: to modify potential breeding habitat to make it unsuitable for mosquito breeding or to facilitate larval control, including:

- Draining or removing standing water in close proximity to homes, schools, sheltering facilities, and businesses
- Increased dewatering through the pumping of existing drainage systems
- Dissemination of information

*Make sure activities you are requesting funding for are for expenses above and beyond the normal budget.

ADULTICIDING?



NV DISASTER RELIEF ACCOUNT (DRA)

NOTICE OF INTENT - DRA

- × All local government entities must submit a Notice of Intent no later than 30 days after local declaration of emergency
- × Use Appendix G of the PAPPG, the sample notification letter, and the Nevada Disaster Relief Fund application packet to develop your submission. Only completed requests will be processed.

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This form is found in the Nevada Assistance Programs packet and must be submitted by the deadline or the submission of an application will be rejected.

All applicants must submit the Notice of Intent and Application. DEM has developed a template that can be used to build your application

Applicants in these disasters would have already submitted their notices of intent for the DRA.

These Mosquito Abatement applicants would just need to provide the Letter on the governmental agency or quasi-government agency letterhead(See template), the items listed in the 2 pages attached to that template, budget narrative and a line item budget.

DRA SUBMISSIONS MUST INCLUDE

- × Cover Sheet *
- × Statement detailing the disaster and disaster element to be addressed
- × Copies of local, state and federal disaster declarations
- × Resolutions and minutes from local government governing bodies
- × Certification of Responsibility

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Applications must include:

- Cover sheet identifying the governmental entity applying for the funding, (*DUNS#, State Assigned Vendor# with affiliated mailing address*)
- Statement detailing the nature of the disaster. This will include the date of the applicable disaster and the total cost of the **the mosquito abatement cost estimate total.**
- Copies of the applicable disaster declaration issued by the local government, state and or federal government authority.
- Any resolutions listing the funds passed by a majority vote of the governing body and the financial analysis conducted by the governmental entity concluding that the governmental entity is unable to cover the expenses resulting from the disaster. Minutes of the meeting wherein the request and financial analysis were discussed and copies of the spreadsheets and reports documenting the request for funding shall be attached.
- Statement signed by the head of the government entity certifying that the government entity is responsible for the repairs and that the projects have not been funded by other government entities, non-profit organizations, insurance or private parties must be included. **The NAC 414.110 states DEM will review that the financial records of the applicant will indicate that the applicant has exhausted or will exhaust the existing financial or physical resources as a result of the emergency or disaster**
- * The cover sheet must specify under which section and sub-section of NRS 323.2735 the governmental entity is applying for assistance from the Disaster Relief Fund. Grant or Loan? What will the grant or loan cover, abatement, overtime, etc. You must identify what activities will be covered. Remember the coversheet asks for the total cost not necessarily the same amount as the request for assistance.

DRA SUBMISSIONS MUST INCLUDE

- × Financial Information – Final Budgets
- × Audits
- × Legal Authority for reserving/designating ending Fund Balances
- × Cash flow needs
- × Budget vs. Actual Tables
- × Ending Fund Balances Sources
- × Augmentation documentation
- × PETT or PILT
- × Contingencies
- × Financial Statements
- × Ad Valorem taxes

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For entities submitting requests for the Nevada Disaster Relief Account, those submitting a request that are not included in the existing disaster declaration must submit the following:

Local governments must submit:

- Its final budgets for the current fiscal year and the last three (3) prior fiscal years
- Its most recent audit and the last three (3) prior year fiscal audits
- Documentation supporting the entity's legal authority for reserving or designating an ending fund balance
- If an ending fund balance is budgeted in the current fiscal year, documentation supporting the need for retaining an ending fund balance of a minimum amount to ensure an adequate cash flow shall be included
- A table comparing budgeted to actual ending fund balances for each of the three (3) prior fiscal years and indicating the percentage the ending fund balance represents of the total expenditures each year
- When ending fund balances in the general fund, capital projects fund or roads funds exceed budgeted levels, the source of the funds shall be identified
- If the current year's budget has been augmented, copies of such augmentations, identifying the source and proposed use of the funds shall be included
- A schedule of payments equal to taxes (PETT) or payments in lieu of taxes (PILT) for the current fiscal year and the last three (3) prior fiscal years and the uses of these funds shall be included, as well as estimates of the amounts to be received in the current year and the next fiscal year
- Any amount budgeted for contingency in the current fiscal year and each of the last three (3) prior fiscal years shall be listed. The portion of the budgeted contingency used, if any, and the purposes for which it was used shall be identified for the current year and the last three (3) fiscal years
- Financial statements for each month of the current fiscal year
- Budget vs. Actual receipts for Ad Valorem taxes, the Supplemental City-County Relief Tax and the Basic City-County Relief Tax shall be compared for the current fiscal year to date and each of the three (3) prior fiscal years

DRA SUBMISSIONS MUST INCLUDE

- × Summary outlining expenditures
- × Highest overlapping tax rate in the county and the ad valorem tax rate and assessed values for the local government making the request for assistance
- × All funding sources secured, pending, that will be submitted for assistance
- × Schedule of debt payments
- × Match details
- × Quarterly reports & Financial Positions

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In addition, applicants must provide:

- A summary outlining expenditures for capital outlay within the general fund. This information shall be compared to the Capital Improvement Plan, noting variations between expenditures and C.I.P items
- For the last three (3) years and the current year the overlapping tax rate in the county shall be listed and the ad valorem tax rate and assessed values for the government entity making the request. The maximum allowable (operating) tax rate and the rate actually levied by the local government making the request for the current year and the three (3) previous fiscal years
- All other funding sources for which the entity has or will apply shall be identified, such as Federal Emergency Management Agency (FEMA), Natural Resources Conservation Service (NRCS), Small Business Administration (SBA), Corps of Engineers, insurance, and flood district reimbursements. A copy of the application(s) and/or claim form(s), the current status of the request and the name and telephone number of a contact person at the funding organization shall be furnished. If the request for funding was denied, notification stating the reason for the denial, ineligibility or unavailability of the funds must be submitted to NDEM in the request packet
- Any other sources from which funding has been or is anticipated to be received shall be listed, including federal disaster relief funds, insurance reimbursements and any reimbursements from private property owners
- A schedule of debt payments for the current fiscal year and the next three (3) fiscal years, including payments for lease-purchases and medium-term financing, shall be included
- If the funds being requested will be used to help meet a required local match for federal disaster assistance, details on how the local government's portion of the match will be funded (source of funds, in-kind services, etc.)
- Quarterly reports detailing the status of the projects, funding and the entity's financial position will be required by the Budget Division

ELIGIBLE WORK

- × Eligibility criteria:
 - + Direct result of the declared disaster
 - + Must be the legal responsibility of the applicant
- × Three types of eligible Mosquito Abatement:
 - + Adulticide
 - + Larvicide
 - + Breeding Habitat Removal or Alteration

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FEMA's definition of **eligible work** is based on the following minimum **eligibility criteria**:

- It must be required as a direct result of the declared major disaster or emergency.
- It must be the legal responsibility of an eligible applicant at the time of the disaster.

Three types of eligible abatement measures for the Public Assistance (PA) program:

Adulticiding: the ground or aerial spraying of insecticides to kill adult mosquitoes

Larviciding: the application of chemicals, including methoprene briquettes, by ground or by air to kill mosquito larvae or pupae

Breeding habitat removal or alteration: to modify potential breeding habitat to make it unsuitable for mosquito breeding or to facilitate larval control, including:

- Draining or removing standing water in close proximity to homes, schools, sheltering facilities, and businesses
- Increased dewatering through the pumping of existing drainage systems
- Dissemination of information

DRA & PA Program

APPLICATION PROCESSES

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PROJECT INFORMATION REQUIREMENTS

- × Summary of project(s)
- × Maps
- × Projects must be Reviewed using PAPPG Appendix G
- × Match items
- × Projects with no federal funding available

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Requests must include:

- A summary of the project or projects to include the sites/locations, type of project(s), timelines and estimated costs are required
- Maps showing each project to be assured project work is easily identified and not duplicated
- Must use the federal emergency management guidelines as set forth in Appendix G of the PAPPG and will be reviewed by NDEM
- For requests that are being submitted to use as match, the following items are required:
 - * When a Presidential Declaration is approved, copies of the damage assessment prepared by the federal agency
 - * Copies of letters from other federal agencies denying assistance
 - * For each project, specify how the local match will be provided. If the project is a joint responsibility of the local government and private property owners, specify how much of the match each entity will be responsible for providing
 - * If the requesting governmental entity is providing in-kind match, explain in detail the impact of the disaster upon other planned or budgeted projects
- For projects in which federal funding is not available, the following items are required:
 - * A letter from the grantor or federal funding agency denying the federal funding
 - * A copy of the damage assessment prepared by the Division of Emergency Management
 - * Where projects are to be completed by the governmental entity's staff, list the projects or work previously planned that the staff will be unable to complete due to the disaster and explain the impact of delaying these projects

APPLICATION PROCESS

- » DRA Applications must be submitted to NDEM no later than 60 days after the respective declaration by a local government.
- » PA Program projects should be submitted no later than 60 days past the date of the applicant's kickoff meeting.
- » Project Worksheets will be developed based on the information submitted by the applicant.

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Mosquito Abatement may be submitted in one of two ways. There will be those who are already part of the Disaster Declarations #4303 and #4307 and those local governments that were not included in the declaration that may submit a request to the Disaster Relief Account.

Submissions should contain a damage description and scope of work based on PAPPG Appendix G and a detailed budget. The damage descriptions & scope of work will be the same for both PA Program and the DRA.

The information submitted related to the project(s) will be used to develop project worksheets.

***** As stated previously, the Notice of Intent, found in the Nevada Assistance Programs packet must be submitted to NDEM no later than 60 days after the respective declaration by a local government that is applying for DRA and ?????? For DR # 4303 and #4307?**

FORMAT

- × Letter of Intent Template- both programs
- × Budget Template-both programs
- × Notice of Intent- DRA
- × DRA Application - DRA

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Applicants will use the Disaster Relief Fund Application format and application instructions as well as the template letter provided by DEM. We have briefly gone over the items needed and they must be labeled according to the instructions, see page 9 of the Nevada Assistance Programs packet.

Submissions will be rejected that do not follow the instructions, including the labeling of sections, lack of responses to all required questions and missing supporting documentation. If there is an item that does not apply, you will need to provide a brief explanation.

APPLICATIONS

Submit all DRA applications :

Attention: Chief Caleb Cage
Nevada Division of Emergency Management
2478 Fairview Drive
Carson City, NV 89701-6824

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DRA Notice of Intent must be submitted to disaster-recovery@dps.state.nv.us or mailed to Justin Luna, Nevada Division of Emergency Management at the same address listed here.

Public Assistance project requests should be submitted to the applicant's FEMA PA Specialist and cc'd to Suz Coyote through the disaster-recovery@dps.state.nv.us email address.

Applications/Submission Request Packets must be sent to the attention of Chief Caleb Cage

AUDIT

Subgrantees will be audited by state and/or federal representatives to ensure adherence to all required regulations and guidelines.

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Final **inspection & audit** are required by law & regulation for all **federally funded** grant work

Final payments to the applicant are based upon the **final inspection** report & final audit

DUE DATES AND DEADLINES

Submit Notice of Intent for DRA

No later than 30 days after local declaration date

Public Assistance Requests

Due 60 days after Kick off meeting (varies)

Notification of Awards/Approved Projects

PA Program Approved Projects - TBD

DRA Requests - TBD

Read **time limits** established for the Vector Control measures resulting from the Severe Winter Storm Disasters (FEMA 4303 & 4307-DR-NV).

Notice of Intent due *Within 60 days of the local government quasi-government declaring the disaster for those entities applying for DRA funds.*

DEM will forward a copy of the notice to the State Board of Examiners and the Fiscal Analysis Division of LCB within 10 working days.

The local government or quasi-government agency has 18 months to submit the grant/loan request.

Request for public assistance with all supporting documentation *must* be submitted to DEM by within 18 months of submitting the letter of intent pursuant to NRS 353.2755, 2.

Any additional documentation relating to the request that is requested by the Division of Emergency Management or the Department of Taxation must be submitted to DEM or the Dept. of Taxation within 10 working days of the request.

FEMA funds are time-limited and DRA funds are first-come first-served as funding is available.

These deadlines are not date driven but do have a timeline that needs to be adhered to for compliance and eligibility based on NRS.

RESOURCES/ADDITIONAL INFORMATION

× Templates

- + Letter of Intent (based on PAPPG Appendix G)
- + Budget template
- + DRA Notice of Intent

The PAPPG “pappa G” is the best resource for information on the FEMA Public Assistance Program. It is available on fema.gov

The FEMA Declarations, the declaration process, copies of the previous Applicant Briefings can also be found on DEMs website under Hot Topics

The Disaster Relief Account/Disaster Relief Fund documents and guidance documents are on the DEM Website under Resources then Forms/Guidance

Templates handed out here will be available on the DEM website shortly.

RESOURCES/ADDITIONAL INFORMATION

- × Your FEMA/State Team (1st Point of Contact)
- × FEMA PA Program and Policy Guide (PAPPG 2016)
- × NDEM's website: www.dem.nv.gov
 - + Forms/Guidance Documents:
<http://dem.nv.gov/Resources/Forms/>
 - + http://dem.nv.gov/Resources/Hot_Topics
- × FEMA's website: www.fema.gov

QUESTIONS?

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Thank you!

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