STATE OF LOUISIANA
ADMINISTRATIVE PLAN FOR PUBLIC ASSISTANCE
2012

Governor's Office of Homeland Security and Emergency Preparedness

June, 2012
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I. AUTHORITY

1. State

4. Louisiana Public Assistance Administrative Plan

2. Federal

1. Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. § 5121-5206, Public Law 93-288, as Amended
2. 44 CFR Part 206
3. 44 CFR Part 13, Grants and Cooperative Agreements with State and Local Governments (Common Rule)
4. 44 CFR Part 9, Floodplain Management and Protection of Wetlands
5. 44 CFR Part 10, Environmental Considerations
6. 44 CFR Part 11, Claims
7. 44 CFR Part 14, Administration of Grants, Audits of State and Local Governments
8. 44 CFR Subchapter B, Insurance and Hazard Mitigation National Eligibility Criteria
9. OMB Circular A-102
10. OMB Circular A-110
11. OMB Circular A-133
12. OMB Circular A-21
13. OMB Circular A-87
14. OMB Circular A-122
15. Executive Order 11988, Floodplain Management
16. Executive Order 11990, Protection of Wetlands
17. Executive Order 12612, Federalism
18. Executive Order 12898, Environmental Justice
19. 16 U.S.C. § 3501, Coastal Barrier Resources Act
20. 16 U.S.C. § 470, National Historic Preservation Act
22. 44 CFR Part 207
II. PURPOSE

The purpose of the Public Assistance (PA) Administrative Plan is to identify and provide guidelines and procedures in the event of a natural or manmade disaster within the State of Louisiana (hereinafter referred to as the “State”). Moreover, the Plan provides guidance to State and Local entities as to their responsibilities to the citizens of the State; and to assist those entities that are affected by any such disaster by the implementation of the Federal Emergency Management Agency (FEMA) Public Assistance Program. This Plan will be incorporated as an Attachment to the State of Louisiana Emergency Operations Plan, in compliance with 44 CFR §206.207 (4).

The Plan contains information that includes specific details and conditions for different disaster events. It includes declaration and other pertinent information regarding each open disaster.

The performance period for this plan is January 1, 2012 through December 31, 2012.
III. DEFINITIONS

Federal

1. Alternate Project: A sub grantee may determine that the public welfare would not be best served by restoring a damaged facility or its function to the pre-disaster design. In this event, the sub grantee may use the Public Assistance grant for permanent restoration on that facility for other purposes. [Note: This complies with the Stafford Act § 406 (c)(1), 44 CFR § 206.203 (d)(2). Projects other than the damaged facility on which the sub-grantee spends eligible funds are referred to as alternate projects.

2. Applicant: State, local, Indian Tribal governments, other legal entity, or certain private nonprofit organizations that receive a sub-grant award and which is accountable to the Grantee for the use of the funds provided. Also referred to as the Sub-grantee.

3. Emergency Work: Work which must be done before, during, and immediately after a disaster event to save lives and to protect improved property and public health and safety or to avert or lessen the threat of a major disaster. Under the Public Assistance Program, Category A (Debris Removal), and Category B (Emergency Protective Measures) are referred to as Emergency Work.


5. FEMA-State Agreement: A formal legal document between FEMA and the affected State stating the understandings, commitments, terms and conditions for assistance resulting from a Federal disaster or emergency declared by the President. The FEMA Regional Director and the Governor sign the document.

6. Governor’s Authorized Representative (GAR): The person designated by the Governor to execute all necessary documents for disaster assistance programs on behalf of the State and local grant recipients. The GAR is responsible for State compliance with the FEMA-State Agreement. Normally, the GAR will also be designated as the State Coordinating Officer.

7. Grantee: The government to which a grant is awarded and which is accountable for use of the funds provided. The Grantee is the entire legal entity even if only a particular component of the entity is designated in the grant award document. For purposes of this plan, the State of Louisiana, hereinafter referred to as the State, is the Grantee.

8. Hazard Mitigation: Cost effective measures that will reduce the potential for damage to a facility from a similar declared future disaster event.

9. Hazard Mitigation (Section 406): Mitigation measures must be related to the eligible disaster-related damages and must directly reduce the potential of future, similar disaster damages to the eligible facility. They are different from mitigation measures that are considered for eligibility under the Hazard Mitigation Grant Program (HMGP) of Section 404 of the Stafford Act. In the HMGP program, measures are proposed that may involve facilities other than those damaged by
the disaster, new facilities or even non-structural measures such as development of floodplain management regulations

10. **Immediate Needs Funding:** An advance of grant funds by FEMA, not to exceed 50% of the Preliminary Damage Assessment estimate, to assist with payment of emergency work within the first 60 days after a declared disaster occurs.

11. **Improved Project:** When performing restoration work on a damaged facility, a sub grantee 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 Federal share of the costs that would be associated with repairing or replacing the damaged facility to its pre-disaster design. The sub grantee must obtain approval for an improved project from the State prior to construction.

12. **Joint Field Office (JFO):** A temporary facility established in a Presidentially declared disaster area to serve as the field headquarters for FEMA, other Federal, and State recovery personnel, and as the focal point for disaster operation, direction, coordination and information.

13. **Large Project:** Approved projects estimated to cost the same or more than the large project threshold amount ($66,400 for fiscal year 2012). The large project threshold is an amount of approved project estimated costs adjusted annually to reflect changes in the Consumer Price Index for all Urban Consumers. The large project 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.

14. **Permanent Work:** Restorative work performed on damaged facilities through repairs or replacement, to pre-disaster design and current applicable standards. FEMA PA Categories C through G are referred to as permanent work. Under the Public Assistance Program, Category C (Roads and Bridges), Category D (Water Control Facilities), Category E (Buildings and Equipment), Category F (Utilities), and Category G (Parks, Recreational Facilities, and Other Items), are referred to as Permanent Work.

15. **Project Worksheet (FEMA Form 90-91):** Form used to document the scope of work and cost estimate for a project. Also known as a PW.

16. **Public Assistance Coordinator (PAC):** A FEMA program expert who serves as the sub grantee’s representative on PA Program matters and manages the processing of the sub grantee’s projects.

17. **Small Project:** Approved projects estimated to cost less than the large project threshold amount.

18. **Special Considerations:** Issues that involve insurance, floodplain management, hazard mitigation, historic preservation and environmental reviews as they relate to Public Assistance Program funding.

19. **State Coordinating Officer (SCO):** The person designated by the Governor to coordinate State and local disaster assistance efforts with that of the Federal government. Normally, the SCO will also be designated as the GAR.

20. **State Public Assistance Officer (SPAO):** The person responsible for administering the Public Assistance Program at the State level. SPAO will normally be a member of the State Emergency Management staff.
21. **Sub grantee**: A government, other legal entity, or certain private nonprofit organizations that receive an award and which is accountable to the Grantee for the use of the funds provided. Also referred to as the Applicant.

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**State**

1. **Applicant’s Agent**: The Applicant’s point-of-contact for all matters pertaining to its request for Federal assistance.

2. **Applicant Liaison (SAL)**: A State customer representative responsible for providing applicants with State specific information and documentation requirements; the SAL provides guidance and assistance to the subgrantee to ensure compliance with appropriate laws and regulations. The SAL works closely with the State Public Assistance Officer (SPAO), FEMA and Disaster Recovery Specialists to provide any assistance the applicant may require. Louisiana refers to this role as a State Applicant Liaison (SAL).

3. **Assistance**: Any form of Federal grant under sections 403, 406, and 407 of the Stafford Act to replace, restore, repair, reconstruct, or construct any facility and/or its contents as the result of a major disaster, and to fund debris removal and emergency measure activities.

4. **Deputy Director, Disaster Recovery Division, GOHSEP (DDRD)**: The person responsible for administering the PA Program at the State level.

5. **Disaster Recovery Specialist (DRS)**: The Disaster Recovery Specialist provides guidance and oversight to the Subgrantees in preparing documentation/invoices/information to request reimbursement. The Disaster Recovery Specialist review approved grants and processes payments in conjunction with the State and FEMA. The DRS provides guidance and assistance to the subgrantee to ensure compliance with appropriate laws, regulations, and policy affecting the grant award.

6. **Disaster Recovery Specialist Lead**: Coordinates the activities of multiple Disaster Recovery Specialists and is responsible for reviewing the DRS work product.

7. **Emergency Operations Center (EOC)**: An emergency operations center, or EOC, is the central command and control facility responsible for carrying out the principles of emergency preparedness and emergency management, or disaster management functions at a strategic level in an emergency situation, and ensuring the continuity of operation of a community/city, parish or state.

8. **Louisianapa.com**: Web based public assistance program which allows applicants to submit documentation and monitor grant progress electronically and by disaster. Also referred to as LAPA.

9. **WebEOC**: A propriety web-enabled crisis information management system used by the State.

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**ACRONYMS**

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<thead>
<tr>
<th>Acronym</th>
<th>Definition</th>
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<tbody>
<tr>
<td>ADA</td>
<td>Americans with Disabilities Act</td>
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<td>CBRA</td>
<td>Coastal Barrier Resources Act</td>
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<tr>
<td>Abbreviation</td>
<td>Description</td>
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<td>CBRS</td>
<td>Coastal Barrier Resources System</td>
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<td>CEF</td>
<td>Cost Estimating Format</td>
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<td>CMF</td>
<td>Case Management File</td>
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<td>CFR</td>
<td>Code of Federal Regulations</td>
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<td>CWA</td>
<td>Clean Water Act</td>
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<td>DHS</td>
<td>Department of Homeland Security</td>
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<td>EMAC</td>
<td>Emergency Management Assistance Compact</td>
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<td>EO</td>
<td>Executive Order</td>
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<td>ESA</td>
<td>Endangered Species Act</td>
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<td>FCO</td>
<td>Federal Coordinating Officer</td>
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<td>FSR</td>
<td>Final Status Report</td>
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<td>GAR</td>
<td>Governor's Authorized Representative</td>
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<td>HUD</td>
<td>Department of Housing and Urban Development</td>
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<td>IA</td>
<td>FEMA Individual Assistance</td>
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<td>ICS</td>
<td>Incident Command System</td>
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<td>JFO</td>
<td>Joint Field Office</td>
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<td>NEPA</td>
<td>National Environmental Policy Act</td>
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<td>NFIP</td>
<td>National Flood Insurance Program</td>
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<td>NHPA</td>
<td>National Historic Preservation Act</td>
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<td>NMFS</td>
<td>National Marine Fisheries Service</td>
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<td>NOAA</td>
<td>National Oceanic and Atmospheric Administration</td>
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<td>NRCS</td>
<td>Natural Resources Conservation Service</td>
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<td>OCC</td>
<td>FEMA's Office of Chief Counsel</td>
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<td>PA</td>
<td>FEMA Public Assistance</td>
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<tr>
<td>PAC</td>
<td>PAC Crew Leader</td>
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<td>PDA</td>
<td>Preliminary Damage Assessment</td>
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<td>PFO</td>
<td>Principal Federal Official</td>
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<td>PL</td>
<td>Public Law</td>
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<td>PNP</td>
<td>Private Nonprofit</td>
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<td>PW</td>
<td>Project Worksheet</td>
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<td>RA</td>
<td>Regional Administrator (FEMA)</td>
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<td>RPA</td>
<td>Request for Public Assistance</td>
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<td>SBA</td>
<td>Small Business Administration</td>
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<td>SCO</td>
<td>State Coordinating Officer</td>
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<td>SFHA</td>
<td>Special Flood Hazard Area</td>
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<td>SHPO</td>
<td>State Historic Preservation Officer</td>
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<td>SMD</td>
<td>State Management of Disasters</td>
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<td>SOP</td>
<td>Standard Operating Procedure</td>
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<td>THPO</td>
<td>Tribal Historic Preservation Officer</td>
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<tr>
<td>USACE</td>
<td>U.S. Army Corps of Engineers</td>
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IV. ORGANIZATION AND RESPONSIBILITIES

A. Organization

When a disaster occurs and a locality has responded to the best of its ability and is, or will be, overwhelmed by the magnitude of the damage, the community requests assistance from the State. The Parish Executive will normally issue a Declaration of Emergency and the parish directors of homeland security and emergency preparedness will request necessary state support thought the WebEOC system. The Governor, after examining the situation, may direct the GOHSEP Director to activate the State’s emergency plan and authorize the use of State resources, as appropriate to the situation. If it is evident that the situation is or will be beyond the combined capabilities of the State and local resources, the Governor may request that the President of the United States declare, under the authority of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, (the Stafford Act), that an emergency or major disaster exists in the State of Louisiana. The process set forth in 44 CFR 206 subpart B will be followed to support and request an emergency or major disaster unless catastrophic or extraordinary circumstances prohibit the execution of preliminary damage assessments.

Federal assistance following disasters is coordinated by FEMA. Authorized under the Stafford Act, this supplemental assistance is to help States respond to and recover from disasters as quickly as possible. A disaster contract is established between FEMA and the State for each disaster declared by the President, known as the FEMA-State Agreement.

In accordance with 44 CFR § 206.207 (b), the Governor of the State of Louisiana has designated GOHSEP as the State agency to coordinate federal assistance under the Stafford Act, and, as such, GOHSEP has the responsibility for the overall management and administration of Stafford Act Public Assistance (PA) Program. The Governor’s Authorized Representative (GAR), is designated by the Governor as the responsible official for the administration of the PA Program. The GAR, or his/her designee, will maintain close communication; and provide technical advice, assistance, and guidance as a liaison to the Subgrantee during the recovery period and throughout the duration of each disaster declaration. The guidance, assistance, and program management provided shall be sufficient to ensure both Grantee and Subgrantee compliance with the FEMA-State Agreement and Grant conditions. The GAR will be identified in writing by the Governor at the time of an approved Presidential declaration. If the magnitude of the disaster warrants, the Governor may appoint a State Coordinating Officer (SCO).

GOHSEP responsibilities include, but are not limited to the following:
• The overall direction, control, coordination, and supervision of damage assessment operations for the State and its political subdivisions and all eligible applicants
• Assembling a group for development of damage assessment strategies as the situation warrants
• Administration and supervision of the PA Program
• Publicizing PA Program availability
• Coordinating, scheduling and conducting Applicants’ Briefings
• Assisting in the selection of Joint Field Office (JFO) or Field Operating Facility (FOF) location
• Notifying State agencies of Federal-State meetings
• Submitting the Request for Public Assistance (RPA) forms to FEMA
• Notifying Applicants and State Agencies of project documentation requirements
• Hiring and training of temporary employees/contractors as necessary
• Assisting in determining Applicant eligibility
• Disbursing funds
• Maintaining financial records and accountability
• Processing of reports
• Processing of Appeals and Time Extensions
• Requesting, responding, and coordinating Federal and State audits
• Review and approval of Improved Projects
• Review and coordination of FEMA approval of Alternate Projects
• Reviewing Project Worksheets (PW) for accuracy, completeness, and hazard mitigation opportunities
• Assist in identifying and formulating internal and external disaster specific guidance

B. Assignment of Responsibilities

Governor’s Authorized Representative (GAR) – The senior representative(s) of the Governor for coordination of federal assistance and the person designated by the Governor to execute all necessary documents for Stafford Act disaster assistance programs on behalf of the State. The GAR is responsible for State compliance with the FEMA-State Agreement. The GAR may be represented by the Deputy GAR who will have such responsibilities and authorities as the GAR may delegate to him/her. The GAR and Deputy GAR will be designated in writing by the Governor at the time of the event.

State Coordinating Officer (SCO) – The person designated by the Governor to coordinate State and local disaster assistance efforts with that of the Federal Government. The SCO may be represented by the Deputy SCO who will have such responsibilities and authorities as the SCO may delegate to him/her. Any authoritative delegations will be in writing.
Deputy Director, Disaster Recovery Division, GOHSEP (DDRD) – The person responsible for the State’s Disaster Recovery Program, to include administration of the Stafford Act Public Assistance Program and the Hazard Mitigation Grant Program.

C. Administrative and Support Staff

The staffing level required for the PA Program is a function of several factors, including:

- Number of declared parishes
- Number and types of applicants
- Population density of the affected area
- Preliminary Damage Assessment estimates for the costs and types of damage
- Geographic scope of the disaster area
- Disaster-specific requirements for specialization

The DDRD and FEMA will determine the number of Deputy Public Assistance Officers (DPAOs), State Applicant Liaisons, Project Officers (POs), Specialists, Database Specialists, and other staff required during a joint staffing meeting. Based on the decisions made concerning staff requirements, the State will then augment FEMA by utilizing State technical assistance and financial consulting contractors, emergency standby services, disaster recovery contractors, and State employees. Document #1 represents the GOHSEP/State’s current organization.

Due to the magnitude of some disasters, the State may exceed its capability to respond, disseminate, and manage the Public Assistance Program with the existing State staff. Due to the catastrophic nature of certain presidentially declared disasters, recovery contract services will be needed to assist with public relations, dissemination of information, and management of the disaster. Additionally, should the State’s existing facilities be insufficient or rendered unusable and if FEMA fails to provide adequate office space to manage the disaster, the State is authorized to lease appropriate office space utilizing a Category Z PW for funding.

In some circumstances, multiple Deputy Public Assistance Officers will be needed. For example, a separate Debris Deputy Public Assistance Officer will be needed in the event of major debris issues following a disaster. Due to differing magnitudes and types of disasters, staffing requirements will vary.

The following personnel may be used to assist the GAR and the SCO in meeting PA Program administrative requirements:

1. **Deputy Director, Disaster Recovery Division, GOHSEP**: The person responsible for administering the DR Program at the State level.

2. **Executive Officer**: The Executive Officer is responsible for the overall efficiency and effectiveness of the Disaster Recovery Division’s operations including high-level operational and technical issues. This position represents the division on a wide range of issues with FEMA, State agencies and other business partners.
3. **Assistant Deputy Director:** The Assistant Deputy Director is responsible for the Public Assistance - Grants and Hazard Mitigation sections of the division and has oversight responsibilities for the daily operations of the grant administration processes. Areas of responsibility/oversight include: Public Assistance Grants Management, Hazard Mitigation Grants management, State Agency coordination, personnel management, technical assistance and emergency response operations.

4. **HM Section Chief:** The Section Chief position provides overall direction and supervision to the Hazard Mitigation Section. This position oversees 5 program areas: Hazard Mitigation (HM), Pre-Disaster Mitigation, Flood Mitigation Assistance, Severe Repetitive Loss and Repetitive Flood Claims.

5. **Public Assistance Technical Services Section Chief:** The position manages specialized Public Assistance staff that includes, but is not limited to, engineers, legal, appeals and insurance specialists and interfaces with FEMA counterparts to resolve technical issues relative to the application of regulation and policy to the PA Program.
   a. **Project Officers, Program Specialists, Technical Specialists, State Inspectors:** Qualified personnel from applicable State agencies or State Technical Assistance Contractor(s) who may assist the State emergency management staff in resolving technical and regulatory matters, assessing damages, preparing and reviewing Project Worksheets, coordinating with FEMA Public Assistance Coordinators (PACs) and conducting interim and final inspections when necessary.
   b. **Site Inspections Group Lead:** Individual responsible for oversight of interim and closeout site inspections. The group led by this position will provide customer service as well as supplement our compliance group in subgrantee monitoring.

6. **Public Assistance Operations Section Chief:** The Section Chief position provides overall direction and supervision to the Disaster Recovery (DR) - Operations Section. The position is responsible for managing and supervising a staff of over 20 positions and indirectly managing and supervising a staff of over 60 contracted Applicant Liaison positions.
   a. **State Applicant Liaisons:** This position is responsible for providing applicants with State specific information and documentation requirements. The Liaison works closely with the State Public Assistance Officer (SPAO), FEMA and Disaster Recovery Specialists to provide any assistance the applicant may require. Louisiana refers to this role as a State Applicant Liaison (SAL).
   b. **PA Group Lead:** Individual that supervises 2/3 Team Leads
c. **PA Team Lead:** Individual that supervises a team of DRS working with a specific category or geographic applicant.
d. **Disaster Recovery Specialist (DRS):** This position is responsible for providing guidance and technical assistance to the subgrantees to facilitate compliance with the regulatory provisions of the PA Program, the review of payment requests and documentation, and the processing of payments.

7. **Budget Officer:** The Budget Officer position is responsible for monitoring budgets and reviewing requests/expenses related to State Management Costs for the Disaster Recovery Division.

8. **Document Review:** This contract staff from the State Legislative Auditor’s Office that provides the quality review of the DRS document review and payment processing.

9. **Accountant Manager Finance Section:** This section is responsible for processing all reimbursement and advance payments for Public Assistance and 406 mitigation funds after review of the applicant’s eligibility and the validity of the expense has been completed by the Disaster Recovery Specialist (DRS) staff. Reimbursement and advance payments are reviewed and approved by the Disaster Recovery Finance Manager prior to payment. The section coordinates with Federal administrative resource personnel to conduct periodic reconciliations between programs and finance.

10. **Appeals Manager:** Individual responsible for processing, evaluating, assigning, and reviewing appeals under the FEMA Public Assistance program and maintaining the necessary liaisons between the applicants and the attorneys assigned to the appeals section.

11. **Information Systems (IS) Section Chief:** Individual responsible for all technology systems, coordinates technology and integration. The Disaster Recovery (DR) - IS Section Chief coordinates staff, contractors and vendors to plan, design, develop, and implement enhancements to supporting technology for the Disaster Recovery Division.

12. **Compliance Officer:** Individual and staff are responsible for the monitoring of subgrantee activities, to include but not limited to, record retention, single audit act, funding of the non-Federal cost share, project performance period, and property control/maintenance. This monitoring will be conducted on project samples, selected based on an annual subgrantee risk assessment.

13. **Legal Counsel:** This position provides legal, regulatory, policy, and compliance support to the Deputy Director, employees and contractors assigned to the Disaster Recovery Division.

14. **Administrative Officer:** The Administrative Officer is responsible for all activities for the Disaster Recovery Division related to the continuing operation of the JFO. These duties include oversight of facilities, division fleet, logistics, State Management Cost funding application and distribution, continuing education and training and division budget and purchasing authorization.
15. Other Administrative Support Personnel: Communications Director; Facility Management; IT specialist; GOHSEP Finance, Purchasing, and Budget; Communications Director.

D. Staff Funding

The initial cost for additional administrative support personnel will be incurred by the State. A claim for reimbursement will be submitted to FEMA in accordance with the management and administrative cost provisions of 44 CFR § 207.
V. DIRECTION, CONTROL, AND ADMINISTRATION

A. Pre Declaration Activities

Prior to a declaration of an emergency or disaster, the Public Assistance Section of GOHSEP shall engage in the following endeavors:

1. Identify potential applicants for Public Assistance by using lists developed by the GOHSEP Emergency Operations Center (EOC), past history, and various contacts with state and local officials.
2. Educate potential applicants on the Public Assistance Program.
3. Prepare local governments to conduct preliminary damage assessments.
4. Make FEMA aware of any specific Louisiana state requirements which would impact the program.
5. Coordinate with the other State agencies on matters involving Public Assistance as outlined in the State Emergency Operations Plan.

B. Post Declaration Activities

1. Disaster Information addition to Administrative Plan – Disaster specific information is prepared and included in this Plan for each open declared disaster event. This information includes unique declaration information for the disaster such as, Federal and State cost share, Preliminary Damage Assessment results, Staff/Personeel budget estimates, and subgrantee administrative allowances.
2. Notifying Potential Applicants – In accordance with 44 CFR § 206.207(b)(iii)(A), potential Applicants will be notified of PA opportunities via one or more of the following: letter, fax, electronic communication and available media. GOHSEP officials, working with Parish Presidents, Mayors, and local Emergency Management Coordinators, will notify potential applicants of assistance available and the date and time of the applicant’s briefings in their areas. GOHSEP maintains a website, http://www.ohsep.louisiana.gov, which is accessible by all potential applicants, and has developed an additional website, http://www.louisianapa.com/index.cfm, which provides specific PA Program.
3. Applicants’ Briefing – The State will conduct the initial Applicants’ Briefing shortly after the disaster declaration in accordance with 44 CFR § 206.207(b)(iii)(B). General Public Assistance Program eligibility and requirements will be discussed at this time. The SPAO, in conjunction with FEMA, are responsible for scheduling and conducting briefings for all potential Applicants. This initial briefing is a significant part of the grant process and must be accomplished prior to the start of damage surveys.

The following forms are required by the State and are reviewed at the applicants’ briefing:
a. Request for Public Assistance: RPA forms report damages suffered by Applicants and assist in determining the number and types of recovery teams needed. The Applicant must file a Request for Public Assistance (RPA, FEMA Form 90-49), **Form #2**, with the State within 30 days from the date of the Federal declaration designating the area as eligible for PA. Requests submitted after this 30-day period will be reviewed and, if warranted, forwarded to FEMA for consideration. The State may request an extension to the filing deadline. GOHSEP will encourage the applicants to complete the RPA at the applicant’s briefing, but will accept RPA via mail, fax or preferably submitted through www.louisianapa.com.

b. Memorandum of Understanding (MOU): The State’s MOU document and corresponding documents must be signed by the subgrantee’s authorized representative and received by GOHSEP prior to the award of any Public Assistance grant funds. The MOU formalizes the agreement between the subgrantee and the State, through GOHSEP. This document informs the subgrantee of their obligation and fiduciary responsibilities under the Public Assistance Program, including but not limited to, providing the non-Federal cost share from an eligible source, documentation requirements, procurement requirements, and grant disbursement expectations.

c. W9 Tax ID Number Form: A completed and current W-9 must be provided to GOHSEP at the earliest opportunity in order for Applicant payments to be processed by the State. **Form #3**

d. Designation of Applicant’s Agent: The Applicant completes this form as soon as possible after the RPA has been completed. The Applicant’s Agent should be knowledgeable in program administration and emergency management; and must arrange for a local representative to show the Federal and State inspection team the damaged areas. The agent may be required to travel to the JFO, State EOC, or Parish EOC in order to accomplish follow-up actions on the project application. The Mayor, Chief Elected Parish Official, other governmental official, or PNP Principal representing the legal entity submitting an application for Federal assistance must sign the Designation of Applicant’s Agent form, **Form #4**. This form, and other required documents, must be completed prior to receipt of any payment.

e. Applicant Assurance Form: Completion of the Parish/Local Official Certification Document may be required for project construction or procurement from outside resources, such as contracts. **Form #5**

4. Kickoff Meetings – The Kickoff Meeting will be scheduled by FEMA with each Applicant. This meeting also initiates the 60-day timeframe during which the Applicant has the opportunity to identify damage and disaster-related costs. FEMA’s Federal Public Assistance Coordinators will contact the Applicant and coordinate with the State’s Applicant liaison to set up a Kickoff Meeting in the Applicant’s locality after the submission and approval of the Applicant’s Request
for Public Assistance form. During this meeting, the Applicant is advised of what records must be kept, and cost estimating procedures are reviewed. The project formulation and project validation processes are also explained at this time. Applicants are expected to provide a specific list of damages.

5. Applicant Eligibility Determinations - In compliance with 44 CFR §206.207 (b)(iii)(C), the State will assist FEMA in screening all potential Applicants for eligibility. As stated in 44 CFR § 206.222, eligible Applicants under the PA Program are:

a. State agencies, local governments, and governmental entities.

b. Indian tribes or authorized tribal organizations.

c. PNP organizations that have an IRS tax exemption letter or State-based documentation (i.e. Articles/Certificate of Incorporation). Special utility districts must provide a copy of the legislation that grants the district taxing authority. Eligible PNPs must own or operate educational, utility, emergency, medical, custodial care, or essential governmental service facilities. Essential governmental service facilities are defined as museums, zoos, community centers, libraries, homeless shelters, senior citizen centers, rehabilitation facilities, shelter workshops, and other facilities which provide a health and safety service of a governmental nature. Guidelines for eligibility of PNPs can be found in 44 CFR § 206.221(e). The PNP questionnaire is Form #6.

C. Project Worksheet (PW) Preparation

1. The State will participate at all levels in the PA Project Worksheet process. The levels of State involvement include:

a. Conducting PDAs to serve as a basis for writing PWs and obligating funds to Subgrantees

b. Assisting FEMA and/or the Applicant in developing scopes of work and cost estimates

c. Assigning an Applicant Liaison and/or Specialist

d. Participating in the project validation process

e. Providing State support as needed (personnel to assist with highly technical projects and/or to resolve disputes)

f. Assisting the Applicant and FEMA in identifying hazard mitigation opportunities and requirements as provided by Section 406 of the Stafford Act

2. The Applicant/Subgrantee will be:

a. Responsible for identifying all damages

b. Encouraged, if capable, to prepare Small Project PWs

c. Responsible for providing all insurance information as soon as possible.

d. Responsible for identifying projects that are anticipated to cost more than the Large Project threshold amount in repair costs
e. Required to address pertinent environmental and historic preservation requirements, insurance coverage, floodplain management issues and hazard mitigation opportunities

f. Required to apply for and obtain all necessary environmental permits

g. Required to follow the Federal and State Acquisition Regulations to ensure proper procurement and reasonable cost. If the nature or urgency of the project does not permit, the applicant will be responsible to obtain a reasonable cost analysis

h. Responsible for providing the non-Federal cost share to complete the scope of work of each PW; in the case of State Agencies, the operating budget or additional legislative appropriations may provide the source of this funding

i. Responsible for complying with all Federal, State, and local insurance requirements

3. If an Applicant has submitted some Small Project PWs within the first 30 days and has justified extenuating circumstances that prevent the submission of all PWs for Small Projects within the first 30 days, FEMA may extend the deadline. These extensions are made on a case-by-case basis and may not extend beyond 60 days from the Kickoff Meeting.

4. The Applicant will report any additional damages that were not previously identified to the SPAO within 60 days of the first substantive meeting with FEMA and the State (Kickoff Meeting). FEMA will grant the Applicant an extension of time to report additional damages on a case by case basis if FEMA determines it is warranted. The SPAO or SCO will request any such extension on behalf of the Applicant and include justification for the requested extension.

5. Due to special considerations, the State may require/request special technical assistance, needed to facilitate project approval.

6. PW supporting documentation of estimated eligible costs and/or actual eligible costs, as appropriate, should be attached to all submitted PWs, in addition to any documentation to clarify the scope of work. GOHSEP will provide each applicant with sample expense claim forms for submitting actual costs. The applicant may submit their own expense summaries as long as they contain the requested information.

7. **Form # 7** is the Project Worksheet form.

**D. Public Assistance Administration**

1. Grant Approval – The State will submit to FEMA an “Application for Federal Assistance” (SF 424, **Form #8**) and an “Assurances for Construction Programs” (SF 424D), in order to receive Federal funding. Approved PWs will be the basis for issuing subgrants to eligible Applicants in accordance with the cost sharing provisions established in the FEMA-State Agreement.
2. Project Application – After PWs are obligated, the State will be responsible for the final processing and distribution of the project application and for initiating payments. The State will forward the relevant project application forms to the Applicant for signature. All forms must be returned to the State prior to award of the Grant. (see VII. Documents Schedule)

3. Project Funding and Requirements
   a. Threshold: The Large Project threshold for Federal fiscal year 2012 is $66,400.
   b. Small Projects – Approved projects estimated to be less than the Large Project threshold amount established by FEMA are considered Small Projects. FEMA will adjust this amount annually to reflect changes in the Consumer Price Index for all Urban Consumers and publish it in the Federal Register before October 1. The determination of the threshold that will be used to classify a project is based on the declaration date of the disaster. Funding for Small Projects will be based on the PW estimate. The State will disburse funds to the Applicant after FEMA approves and obligates the PW and the Applicant completes the grant application between the Subgrantee (Applicant) and the Grantee (State). Standards for financial management systems are found specifically in 44 CFR § 13.20(a) and (b). The State will pay 100% of the Federal Share obligated based on Small PW estimates.
   c. Large Projects – Approved projects estimated to be equal to or greater than the Large Project threshold amount are considered Large Projects. FEMA will adjust this amount annually as indicated in the preceding section. The determination of the threshold that will be used to classify a project is based on the declaration date of the disaster. Large Project funding is based on documented actual costs. Because of the complexity and nature of most Large Projects however, work typically is not complete at the time of FEMA approval. Therefore, Large Projects initially are approved based on estimated costs. Funds generally are made available to the Applicant on a progressive payment basis as work is completed. When all work associated with the project is complete, the State performs a reconciliation of actual costs and transmits the information to FEMA for final funding adjustments. Approved final funding will be obligated to the State following FEMA’s approval of the PW and disbursed to the Applicant based upon submission of documentation of eligible costs.
   d. Advance of Funds – An Applicant may request an advance of funds on an approved Large PW by following the “Construction Contract Advance guidance, Form # 10. The Applicant must have a strong justification for the requested funds, such as anticipated contractor bills, or force account
payrolls to meet. The total advance for any one PW will not exceed 90% of the federal percentage cost share of the estimated project cost as reflected on the approved PW. An advance request will be processed for payment once it has been approved by the DDRD. The Applicant will be required to refund, through the State to FEMA, any part of an advance expended for the approved scope of the PW and not supported by appropriate documentation. The advance shall be returned to the State within 30 days of receiving the deobligation notice from the State. This complies with 44 CFR § 206.207 (b) (iii) (I), and 44 CFR § 13.21.

e. Immediate Needs Funding (INF) – This is a partial advance on emergency work items identified during the PDA. When a PDA is conducted, only those eligible Applicants who were surveyed are eligible to receive INF. If a PDA has not taken place, the State may identify eligible Applicants to receive INF funding. The State may request funding for these Applicants on their behalf. INF is designed to assist the Applicant in dealing with its urgent needs that will require payment within the first 60 days after the declaration. It is not intended for those items that involve Special Considerations or items of work that will require longer than 60 days to complete. These items will be funded in the normal manner as individual projects. INF is calculated using the following formula: (Emergency Work Amount x 50% x appropriate Federal cost share = INF). If an applicant receives INF, the INF amount is later deducted from the grants of the Applicant’s Category A and B projects. GOHSEP (Grantee) is responsible for disbursing INF to eligible Applicants.

f. Insurance Implications - The State Insurance Coordinator will work with the FEMA Insurance Specialist to monitor compliance with all Federal Regulations.

i. Insurance Requirements – 44 CFR § 206.250 Subpart I establishes requirements which apply to disaster assistance provided by FEMA prior to approval of a FEMA grant for the repair, restoration, or replacement of an insurable facility or its contents damaged by a major disaster.

ii. Eligible costs shall be reduced by the amount of any insurance recovery actually received and/or anticipated relating to eligible costs. FEMA will base its determination of the insurance reduction on whether the insurance settlement is reasonable and proper.

iii. The maximum limits available under the standard flood insurance policy from the National Flood Insurance Program (NFIP) will be subtracted from otherwise eligible costs on any facility damaged by flood in a previous disaster.. In addition, if an eligible facility, is located in the Special Flood Hazard Area (SFHA), and is not covered for flood by NFIP then the maximum limits that the building could be insured for will be deducted for the structure and its
contents. The maximum NFIP deduction for insurance is $500,000 for structure and $500,000 for contents or the value of the damages whichever is less.

iv. If eligible damages are greater than $5,000, an Applicant must obtain and maintain insurance to cover the facility for the same hazard that caused the loss in the amount at least equal to the eligible damage to the facility. No assistance will be provided under Section 406 of the Stafford Act for any facility for which assistance was provided as a result of a previous major disaster unless all insurance required by FEMA as a condition of previous assistance has been obtained and maintained. The amount of eligible damages in excess of the NFIP limits or for flood damaged items not covered by standard NFIP policy will be eligible.

g. Recouping of Federal Funds – If an approved PW is completely or partially deobligated, the Applicant will be notified as soon as possible. Reimbursement by the Applicant to the State will be requested after a supplemental PW version (de-obligating the approved funding) is processed. If the discovery of the overpayment occurs when the disaster is still open and the funds are already drawn down, GOHSEP will reduce the next drawdown or offset other approved PW’s for the amount overpaid to the Applicant. If the disaster is closed and GOHSEP discovers an overpayment, the funds will be returned to FEMA via a warrant within a reasonable period of time exercising appropriate due diligence.

h. Interest on Federal Funds - The State shall, during the subgrantee site visit program, verify a specific noninterest-bearing bank account for grant program advances and grant program reimbursements. In the event that the subgrantee has received advanced funding, any interest earned from advance federal grant funds over $100, must be returned to the state for reimbursement to the Federal Government as per 44 CFR §13.21

4. Subgrantee Administrative Allowance- On November 13, 2007 FEMA made effective 44 CFR Part 207 which stipulates the Grantee will determine the Administrative allowance for applicants managing Public Assistance grants. GOHSEP will evaluate projected budgets for each disaster annually in the State PA Administration Plan.

5. Subrecipient Pass-Through: Following each disaster declaration, the State will prepare and review budget forecasts to determine the appropriate pass-through amount based on the disaster-specific information available. GOHSEP Disaster Recovery budget officer shall review annually the amount / percentage – if any, to be passed through to subgrantees to contribute to their PA administration costs. The “pass-through” will be administered by GOHSEP Finance Section and confirmed by the GOHSEP Disaster Recovery budget officer as per 44 CFR §206.207(b).
6. Funding Options

a. Improved Projects: If an Applicant desires to make improvements, but still restore the pre-disaster function of a damaged facility, the State is authorized to make a determination on an Applicant’s request to conduct an Improved Project. However, such a request must be coordinated with FEMA to ensure compliance with national historic preservation and environmental laws. This request must contain the following:
   1. Description of the proposed work, a schedule of work, and cost estimates
   2. Information adequate to establish compliance with special requirements including, but not limited to, site plans and drawings, floodplain management, environmental assessment, hazard mitigation, protection of wetlands, endangered species, and insurance. (See "Alternate / Improved Project Special Projects Check List" Form #11, and "Alternate / Improved Project SCO Request Letter Template" Form #12.)

   Federal funding for such improved projects will be limited to the Federal share of the approved estimate of eligible costs. An Improved Project may be requested for both Small and Large Projects, but must be approved by the Grantee prior to construction. Any project that results in a change from the pre-disaster configuration (that is, different location, footprint, function or size) must be approved by the State and coordinated with FEMA prior to construction to ensure completion of the appropriate environmental and/or historic preservation (EHP) review. Grantee approval is subject to an acceptable EHP review. Justified time extensions may be approved. The balance of the funds is a non-Federal responsibility. Funds to construct the improved project can be combined with a grant from another Federal agency; however, Federal grants cannot be used to meet the Grantee or local cost-share requirement. Applicant can only request an Improved Project on permanent work. If a request for an Improved Project is denied, the Applicant will be notified, in writing by GOHSEP, as to why the request was denied and advised of their right to appeal the determination.

b. Alternate Projects: If an Applicant determines that the public welfare would be best served by not restoring a public damaged facility or the function of that facility, the Applicant can submit a request to the Grantee for an Alternate Project. The Grantee will review the request for eligibility and will ensure that the request contains the following information before forwarding it to FEMA for approval with the appropriate recommendation:
1. Reason for requesting an Alternate Project
2. Description of the proposed work, schedule of work, and cost estimates
3. Applicant Letter to GOHSEP (See "Alternate / Improved Project Special Projects Check List" Form #11, and "Alternate / Improved Project SCO Request Letter Template" Form #12)

The Alternate Project option may be proposed for both Small and Large Projects, but only for permanent restoration projects located within the declared disaster area. Alternate Projects are eligible for 75% of the Federal share of the approved Federal estimate of eligible costs. The share of the costs may be increased to 90% for publicly owned or controlled facilities where unstable soils are present at the site of the damaged facility. The proposed Alternate Project may not be located in a regulatory floodway as defined in applicable local ordinances, and will have to be insured if located in the 100-year floodplain. Funding may not be used for operating expenses or to meet the nonfederal share of any project. Section 406 Hazard Mitigation funds cannot be applied to an Alternate Project. An EHP assessment will be performed for all Alternate Projects. Alternate projects must be used only for permanent work and may not be used for contents/supplies.

7. Project Time Limitations: The Grantee will work to ensure that approved work is completed within the following time frames from the date a major disaster or emergency is declared:
   a. Emergency Work (Category A – B) = 6 months
   b. Permanent Work (Category C – G) = 18 months

8. Project Time Extensions: An Applicant may request a time extension of any approved PW by submitting a written request to the State. Such a request must be submitted in writing prior to the completion date currently in effect. The State may grant a time extension if the reason for delay is based on extenuating circumstances or unusual project requirements beyond the Applicant’s control, as long as the additional time requested does not exceed the following time frames:
   a. Emergency Work = an additional 6 months (for a total of 12 months)
   b. Permanent Work = an additional 30 months (for a total of 48 months)
   c. The State will notify FEMA of all time extensions that have been approved. Requests for time extensions beyond the State’s authority will be forwarded to FEMA, in writing, for determination with the State’s
recommendation in accordance with the requirements of 44 CFR § 206.204 (d). Work performed after the last approved completion deadline is subject to having funding reduced or withdrawn. Requests for time extensions to the performance period will be considered but will not be granted automatically. The request must be submitted 60 days prior to the expiration date of the performance period.

9. Project Completion

a. Upon completion of a Large Project, the Applicant will be required to submit a Project Cost Summary to the State that lists all labor, equipment, materials, and contract costs associated with making eligible repairs. The State will conduct a review of the project documentation to verify the compliance with applicable bid laws, or in default, thereof, a determination of reasonableness of costs, and the project will be paid in accordance with these findings and any other applicable regulations.

b. Upon completion of all eligible work, the Applicant will be required to submit the Project Completion and Certification Report to the State certifying that all work has been completed in accordance with funding approvals and that all claims have been paid in full.

c. If an approved project is not completed, the Applicant will be required to return the Federal and State funding that was provided for that project. If an approved PW is completely or partially deobligated, the Applicant will be notified as soon as possible. Reimbursement to the State will be requested once a supplemental PW deobligating the approved funding is processed.

10. Cost Overruns: Cost overruns may occur during the execution of eligible work. Subgrantees may find that project costs exceed the approved project estimates. Applicants are responsible to notify GOSHEP quarterly of cost overruns.

a. Small Project: The State will verify all significant cost overrun appeals submitted by the Applicant by conducting a review of all approved Small Project worksheets within the Applicant’s Project Application. The State will base its recommendation for additional funding on the information obtained during the review and will forward a report to FEMA for the final determination. Generally, a review will not be conducted for an individual Small Project. If the Small Project overrun exceeds more than 10% of the total of approved funding for all Small Projects of an Applicant, GOHSEP shall review the final costs for all such Small Projects. Cost eligible for reimbursement will be determined from final actual eligible project costs (whether an overrun or an underrun) and will be adjusted at the time actual eligible costs for all Small Projects are determined for the Applicant.
(normally the Subgrantee, but may also be the Grantee). A Subgrantee must submit an appeal for additional funding within 60 days following the completion of all small projects.

b. Large Project: Per 44 CFR §206.204(e)(2), the Subgrantee must evaluate each cost overrun and, when justified, submit a request for additional funding through the State to the Regional Administrator (RA) for a final determination. All requests for the RA’s approval will contain sufficient documentation to support the eligibility for all claimed work and costs. The State shall include a written recommendation when forwarding the request. The RA will notify the State in writing of the final determination.

The Subgrantee is ultimately responsible for evaluating any cost overruns, and will submit a Request for Additional Funds to the Deputy Director of Disaster Recovery when justified (within 60 days for a Small Project). All such requests shall contain sufficient documented justification to support the eligibility of all claimed work and costs. Upon completion of both Small and Large Projects, the State will send a written “Certification of Project Completion” to the FEMA Regional Administrator.

11. Disputes/Conflict Resolution: In order to expedite funding and minimize Applicant appeals, the following conflict resolution process should be followed:

   a. The Applicant should notify the State of unresolved issues through the assigned SAL.
   b. The State Applicant Liaison should work to resolve the issue with the Applicant. If the issue remains unresolved, the State Applicant Liaison should notify the State PAO.
   c. The State Applicant Liaison should work to resolve the issue with the PAO.

   Only after all these steps have been taken will the Applicant be referred to the appeal process.

12. Appeals: In accordance with 44 CFR §206.206, an Applicant or Subgrantee may file an appeal in writing through the Grantee (State) to the FEMA Regional Director in Region VI. The Applicant must file the appeal within 60 days of receipt of a written notice of the action that is being appealed. The State will then prepare a written recommendation and appeal analysis on the merits of the appeal and forward that recommendation to the FEMA Regional Director within 60 days of receipt of the appeal letter from the Applicant. FEMA has 90 days
from date of receipt to review the appeal and render a decision or request additional information. Second appeals follow the same timelines; however, after the State prepares its written recommendation and appeal analysis, it will forward the recommendation to FEMA Headquarters Public Assistance Division within 60 days of receipt of notice of the Applicant’s intent to appeal. FEMA has 90 days from date of receipt to review the appeal request and render a decision. For certain second level appeals, the Applicant and/or State may request a face-to-face meeting with representatives of the FEMA Headquarters Public Assistance Division to make an oral presentation of relevant issues and facts. A request for an oral presentation will be contained in the second appeal submission by the State. FEMA Headquarters will hold the oral presentation at a time agreed upon by the parties. The following time frames apply for Applicant submissions.

   a. Any FEMA determination – 60 days from the date of receipt of written notice of the determination being appealed
   b. Any State determination on Time Extensions – 60 days from the date of receipt of written notice of the determination being appealed
   c. Second/Final Appeal – 60 days from the date of receipt of written notice of the determination made on the first appeal

13. Final Inspections: A final inspection will be conducted once the Applicant certifies to the State that all funds were expended and that all work as described in the project Scope of Work is complete. The final inspection should be completed as soon as practical following the final report from the Applicant.

14. Audit Requirements and Financial Reviews: Audit requirements will be in accordance with Office of Management and Budget (OMB) Circulars A-133 and A-87, Code of Federal Regulations (CFR) Title 44, and the Robert T. Stafford Disaster Relief and Emergency Assistance Act to perform certain standard reviews of subgrantees who have received funds under the Public Assistance (PA) Grant Program.

   a. A review of all large projects and those small projects with significant cost overruns will be conducted by members of the GOHSEP Public Assistance staff once those projects are completed.
   b. An annual risk assessment of subgrantees will also be performed by GOHSEP to select subgrantees for interim compliance reviews.
      i. Interim compliance reviews will include the inspection of a sampling of projects as well as a desk review of the subgrantee’s financial and operating procedures. The State is required by the Office of Management and Budget (OMB) A-133 and A-87, Code of Federal Regulations (CFR) 44, and the Emergency Assistance Act (Stafford Act) to perform certain standard reviews of subgrantees who have
received funds under the Public Assistance Grant Program (PA), Homeland Security Grant Program (HLS), Hazard Mitigation (HM) Grant Program or Interoperability (Interop) Grant Program.

ii. Interim compliance reviews will also be used to verify compliance requirements concerning financial control environment, expenditures, accounting, cash management, equipment & inventory, administrative expense, contracts, subgrants (if applicable), project progress, and records retention.

c. Applicants expending $500,000 or more in total Federal financial assistance in a fiscal year will be required to have an audit in accordance with the Single Audit Act, and OMB Circular A-133.

d. During the close-out process, the State substantiates the payment of the Federal and non-Federal cost share as per 44 CFR 13.24 & 44 CFR 13.26.

14. Department of Homeland Security-Office of Inspector General (DHS-OIG) Audits: In connection with the audits conducted by DHS-OIG, Legal Counsel for Disaster Recovery shall be responsible for the following:
   a. Coordinate the Subgrantee’s response to the DHS-OIG audit
   b. Prepare GOHSEP’s supplemental response to the audit
   c. Upon receipt of the audit issued by DHS-OIG, assure that both the Subgrantee’s response and GOHSEP’s supplemental response are delivered to the FEMA Audit Liaison within the time period requested by FEMA;
   d. Maintain a record of the status of all DHS-OIG audits
   e. Provide the GOHSEP Internal Auditor regular updates on the status of the audits and all documents received from DHS-OIG, FEMA or the Subgrantee and GOHSEP’s responses to the audits

E. Financial Management

GOHSEP will perform appropriate due diligence to comply with its regulatory responsibility as a Grantee to monitor Subgrantee activities as it concerns payment of federal funds.

The Subgrantee must provide specific documentation for large projects. The requested documentation must include a summary of the nature of the payment request along with copies of supporting invoices. The request will also clearly identify the individual Project Worksheet (PW) number, justifications, and the amount requested, to include the Subgrantee’s portion and the signature of either the Applicant or the Applicants' Designated Agent.

1. Reimbursement Review and Approval Process:
a. The Federal portion of Small Projects will be paid immediately upon obligation by FEMA. The Federal portion and associated administrative fees of Large Projects will be processed on a request for reimbursement basis. Advance of Federal funds will only be approved by exception and where allowed by Federal regulation. The Subgrantee must document that an advance for a Large Project is necessary for the work to be completed.

b. In accordance with 44 CFR § 13.20, § 13.21, § 13.36, and Part 206, the following provides further information concerning disaster recovery financial management procedures set in place by the State. GOHSEP, as Grantee, shall administer and manage funds awarded to the subgrantee. All payments will be processed by GOHSEP in a timely manner to ensure that subgrantees receive all eligible awards for disaster recovery operations.

c. Document Services ensures that all project worksheets are uploaded in our LAPA database to forward to DRS to perform a package review.

d. The DRS reviews the PW using our established checklist in LAPA. Small projects are routed to finance for immediate disbursement of funds.

e. As expenses are incurred, the Subgrantee will submit a Reimbursement Request Form (RRF) which will be input into LAPA electronically or forwarded to the assigned DRS.

f. If the subgrantee has opted into the Express Pay System and is approved for the program:
   i. The applicant must scan and upload the RRF and supporting expense documentation into LAPA.
   ii. The DRS performs a cursory review of the RRF, summary record, and invoice documentation using a checklist in LAPA.
   iii. If the RRF meets certain minimum standards, and is approved, it is routed to the Finance Section for payment.
   iv. If the RRF is deficient or lacking critical supporting documentation, the RRF is returned to the “applicant submission” queue.
   v. Once supporting documentation is received, the RRF will undergo another cursory review and routed to Finance if approved. The applicant must submit support within 5 business days for those RRFs returned to the “applicant submission” queue.
   vi. Payments processed through the EPS does not mean that the RRF is approved as all RRF’s are subject to a detailed expense review.

g. If the subgrantee has opted-out of Express Pay System or the EPS cursory review is complete
   i. the DRS performs a detailed review
   ii. If the RRF meets the review criteria, and is approved, the RRF is signed by the appropriate DRS signatories. If the RRF submission is incomplete additional documentation will be requested by the DRS.
iii. If the applicant does not provide the additional requested information or the request is deemed ineligible, and has been funded by EPS, the Finance Section will initiate an offset or GOHSEP shall make a formal request for the return of ineligible funds from the subgrantee. If the RRF was processed by non-EPS methods, the DRS may reduce the amount of the RRF subject to FEMA PA standards.

h. During this process of detailed expense review, appropriate information is entered and tracked into LAPA by the assigned DRS.

i. Subject to an acceptable review and approval by the DRS and the DRS team lead, the expense package is forwarded to the Document Review Section. After an acceptable review, the package is returned to the DRS team for final review and approval by the assigned group lead. The expense package is then sent to the Finance Group for payment processing. An unacceptable package will be returned to the DRS team for further documentation/clarification.

j. The Finance Group performs a review of the package. An acceptable package is routed for payment or reconciliation for those RRF’s submitted through the EPS. An unacceptable review and package will be returned to the DRS for clarification or additional documentation.

1. Accounting:

The State of Louisiana has an established accounting system that is sufficient to disburse and account for all funds. Although the State must disburse and account for grant funds in accordance with applicable State laws and procedures, the Deputy Director of Disaster Recovery - GOHSEP will also ensure the State and Subgrantee fiscal control and accounting procedures are sufficient to meet the minimum requirements as set forth in 44 CFR Parts 13 and 206.

Funds will be drawn from the Federal Payment Management System (PMS) in accordance with Cash Management Improvement Act (CMIA) requirements. CMIA provides the general rules and procedures for the efficient transfer of federal financial assistance between the federal government and the states. On a quarterly basis, the draws will be reconciled with actual expenditures. The quarterly SF-425 report and the Federal Financial Report (FFR) will be completed using the expenditure ledger, the PMS draw reports and any other required reports.

F. Special Grant or Subgrant Conditions for “High-Risk” Subgrantees

The State may consider a Subgrantee “high risk”, as per 44 CFR 13.12, if that a Subgrantee:

- Has a history of unsatisfactory performance;
- Is not financially stable;
• Does not demonstrate sound business and accounting practices;
• Has not conformed to terms and conditions of previous awards; or
• Is otherwise not responsible.

If the State determines that an award will be made, special conditions and/or restrictions shall correspond to the high-risk status and shall be included in the award. The State will use its discretion to enact the following restrictions in regards to Subgrantees considered “high-risk”, which may include, but not limited to, the following:

- Payment on a reimbursement basis;
- Withholding authority to proceed to the next phase until receipt of evidence of acceptable performance within a given funding period;
- Requiring additional, more detailed financial reports or supporting documentation
- Additional project monitoring;
- Requiring the Subgrantee to obtain technical or management assistance; or
- Establishing additional prior-approvals.

If the State decides to impose such conditions, the Subgrantee will be notified as early as possible, in writing, of:

- 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; and
- The method of requesting reconsideration of the conditions/restrictions imposed.

G. Property Control

All items of movable property purchased by GOHSEP, regardless of the cost, are tracked and all items over $1,000.00 are inventoried. All items of movable property having an “original” acquisition cost when purchased with Federal funds of $1,000.00 or more are tagged with a Federal tag and a uniform State of Louisiana identification tag, placed on the statewide inventory system, and forwarded along with all pertinent inventory information is to the Louisiana Property Assistance Agency (LPAA) Director or his designee within 60 calendar days after receipt of these items. (LA: Title 34, Part VII, Chapter 3. State Property Inventory, #307, A)

Purchase Orders are used to identify and capture information regarding the procurement of acquisitions. Upon receipt of the acquisition, the property specialist obtains copies of receiving documents from the Receiving Department. Copies of the paid invoices are obtained from Accounts Payables. The property specialist then tags the movable property valued at least $1,000.00. Property that has a cost of $999.99 is also tagged as property having a value of $1,000.00. The equipment is entered into the
State’s LPAA Protégé Asset Management System. The tag is placed in a noticeable location on the item for easy access during inventory accountability. If the item cannot have an identification tag placed on it for any reason (item too small, cloth, leather, etc.) the information is documented and kept on file.

If it has been determined that the property is no longer being used and is no longer needed, the property specialist will process a transfer to surplus the property using the Transfer Module of the LPAA Protégé Asset Management System. For property with a unit acquisition cost of less than $1,000, LPAA will retain 20% of the proceeds received from the sale of the item and the remainder will be refunded to the agency if the federal program is still active. There will be no refund if the federal program has been discontinued. Unless contractual or legal disposition requirements specify otherwise, the agency will be reimbursed 80 percent of the proceeds received by LPAA for any item originally purchased by federal funds which require reimbursement.

H. LouisianaPA.com

LouisianaPA.com (LAPA) is a web-based tool designed to manage all aspects of a State’s activities relative to FEMA Public Assistance Grant Programs. This tool is specifically intended to manage the relationship between a State or grantee and its applicants or sub grantees, and to serve as a central repository to track all data, documents and activities relative to a State’s fiduciary responsibility to administer FEMA grant funding.

LAPA manages Public Assistance Grant Programs by creating a central repository for data documents and activities. The tool also integrates with the State financial system so that payments approved and generated in the system trigger payments from the State to the applicants. The system also provides audit and history logs, and permissions based workflows and triggers,

System functions include:

**QUICK SEARCH** Subgrantees, projects, and payments may be accessed from any screen in the system with quick search. The disaster may be selected and search criteria entered to jump right to the item.

**ADVANCED REPORTS** Basic listing reports may be generated for payments, projects, project versions, packages, disasters, Subgrantees, accounts, and contacts. Advanced reports may also be generated for project types and workflow steps, in addition to the core financial overview/detail reports.

**SUBGRANTEE MANAGEMENT** Subgrantee details can be managed including contacts, location, mailing address, and other properties.

**SUBGRANTEE NOTES** Any notes or issues related to a specific Subgrantee or account may be logged in the system. Entries may be classified as unresolved and documentation may optionally be uploaded.

**CONTACT LOGS** Any interaction with a Subgrantee contact may be logged in the system and linked to accounts, entities, and specific projects. Entries may be classified as unresolved and documentation may optionally be uploaded.
PROJECT MANAGEMENT A summary screen provides a project overview with payment/expense graphs, latest activity (i.e., amendment obligations, payment creation, or appeals), and other key data. Project core data is set through the application but fields such as the closeout date or percent complete may be continually updated.

APPEAL REQUESTS Appeal Requests may be submitted to appeal an eligibility determination made on a given project. The request may then be routed through an approval process to manage the status.

REQUESTS FOR REIMBURSEMENT Reimbursement Requests may be submitted, capturing expenses on projects. The request may be routed and the final approval triggers a balance to be paid based on the percentage of documented eligible funds.

STATE FINANCIAL SYSTEM INTEGRATION The payment approval process may be optionally linked to a State financial system. Approved payments are exported for processing while warrant information is imported to mark payments as fully processed.

USER AND GROUP ADMINISTRATION The State can administer levels of access in the system. Users can be categorized in groups for organizational purposes, with assigned permissions for a wide range of actions. New users may submit an Access Request which allows System Administrators to first approve before easily adding to the system.

DOCUMENT MANAGEMENT The product includes document management capability to ensure all pertinent documentation is stored in one location. Documents can be categorized and linked to accounts, projects, payments, or requests as required. Official versions of online forms are produced to meet audit requirements for long-term storage.

AUDIT-TRAIL FOR SYSTEM ACTIONS Every action in the system is tracked by user and date/time. This allows reports to be generated of system actions and ensures a constant audit-trail.

INTERNAL BULLETINS Bulletins may be posted to keep State users informed on internal matters. The bulletins show up on the login home screen.

I. Records and Reports

1. Progress Reports: The State will submit a Quarterly Progress Report to FEMA, which will contain the status of all Large Projects that have not received final payment. Quarterly reports will be based on a federal fiscal quarter and submitted by Subgrantees to GOHSEP by the 15th day of the month following the end of such quarter. GOHSEP shall submit a quarterly report to FEMA by the 30th day of the month following the close of such quarter. The Disaster Recovery Division, GOHSEP, will maintain a database that reflects the current status of all projects to include those that have been closed out. This information is made available to FEMA Region VI quarterly or as requested in compliance with 44 CFR §206.204 (f) and 44 CFR §13.40, §13.20 (b)(6), §13.41, §13.42 and §13.50.

2. Financial Status Report (FEMA 20-10): Quarterly and final financial reports will be submitted to FEMA for State-administered disaster assistance programs authorized by the Stafford Act. The State shall submit the financial reports to the FEMA regional office 30 days after the end of the first Federal quarter following
the initial grant award. Thereafter, reports are due January 30, April 30, July 30 and October 30. Financial Status Reports must permit the tracing of funds to a level of expenditures adequate to establish that such funds have not been used in violation of the restrictions and prohibitions of applicable statutes. The reports shall include a breakout of expenditures considered to be statutory administrative costs and/or State management administrative costs under 44 CFR, 206.228. This complies with 44 CFR § 13.41.

3. FEMA Section 324 Management Costs and Direct Administrative Costs: Grants for section 324 Management Costs on a category Z PW will be submitted to FEMA by GOHSEP. Submitted amounts shall not exceed 3.34 percent of the Federal share of projected eligible program costs, not including direct Federal assistance (for major declarations after November 13, 2007) and 3.90% of the Federal share of projected eligible program costs, not including direct Federal assistance, for emergency declarations, in accordance with 44 CFR §207.5(b)(4). All requests for and documentation of section 324 management costs will comply with 44 CFR Part 207. GOHSEP management shall be responsible for the review and determination of reasonable amount or percentage of section 324 management costs, if any, that will be passed-through to the subgrantee for each declared disaster, in accordance with 44 CFR Parts 13, 206, and 207.

4. Applicant and Project Closeout: The State will close each Applicant once all of its Small and Large Projects are closed out. Small Projects will be closed out in accordance with 44 CFR § 206.205(a), after the State has determined that all work has been completed, all necessary documents have been received, and any appeal for Small Project overruns has been reconciled. Large Projects will be closed out individually in accordance with 44 CFR § 206.205(b), after the State has determined that all work has been completed, all necessary documents have been received, the costs for each individual Large Project have been reconciled, all project payments have been made, and no further action is pending or anticipated (including litigation or lawsuits). The State will notify FEMA when all eligible funds have been paid to an Applicant and request Applicant Closeout. When all Applicants have been closed-out and all eligible Grantee funding has been reconciled (including statutory administrative costs and/or state management administrative costs), the State will send a letter to the FEMA Regional Administrator (RA). This will notify the RA of any unresolved funds, or any updated information within NEMIS, which will notify FEMA of any additional Federal funds available for return in SmartLink. Once funds are processed, then the State will request that FEMA close out the PA Program for the disaster.

5. Record Retention: The Applicant will be required to keep complete records of all work (i.e., receipts, checks, job orders, contracts, insurance coverage and insurance payments, equipment usage documentation, and payroll information) used to support funding under the PA program for 3 years in compliance with 44
CFR § 13.20 (b)(6) and § 13.42. In addition, the State will retain all Project Worksheet Versions, Reimbursement Request Forms (RRFs) with the supporting documentation attached to the RRF package, and other PW associated documentation in the State’s software database, www.Louisianapa.com, for three years after the disaster is designated closed by FEMA.
VI. PLAN DEVELOPMENT AND MAINTENANCE

This Administrative Plan will be reviewed and updated annually. Amendments will be made to meet current policy guidelines, as required. Revisions will be forwarded to the Regional Director of the Federal Emergency Management Agency. This is in compliance with 44 CFR §206.207(b)(3).

In accordance with 44 CFR §206.207(4), the State shall incorporate the current State Public Assistance Administrative Plan into the State’s Current Emergency Operations Plan.

In accordance with 44 CFR §13.11, the State of Louisiana will amend this PA Administrative Plan whenever necessary to reflect current policy guidelines and any new or revised Federal statutes, regulations, or a material change in any State law, organization, policy, or State agency operation that is relevant to the State’s administration of the PA Program. The State will obtain FEMA approval of the amended plan and its effective date.

The disaster-specific required information will be added following each disaster declaration.

VII. DOCUMENTS SCHEDULE

Document #1 is attached hereto. Copies of all others listed as forms can be obtained electronically at www.louisianapa.com

<table>
<thead>
<tr>
<th>Document</th>
<th>#1:</th>
<th>Organization Chart</th>
</tr>
</thead>
<tbody>
<tr>
<td>Form #2:</td>
<td>Request for Public Assistance</td>
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<tr>
<td>Form #3:</td>
<td>W-9 Tax ID Number Form</td>
<td></td>
</tr>
<tr>
<td>Form #4:</td>
<td>Designation of Applicant’s Agent</td>
<td></td>
</tr>
<tr>
<td>Form #5:</td>
<td>Applicant Assurance</td>
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<tr>
<td>Form #6:</td>
<td>PNP Questionnaire</td>
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<td>Form #7:</td>
<td>Project Worksheet Form</td>
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</tr>
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<td>Form #8:</td>
<td>SF 424 Application for Federal Assistance</td>
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<tr>
<td>Form #9:</td>
<td>Assurance/Parish/Local Official Certification Document</td>
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<td>Form #10:</td>
<td>Advance Funds</td>
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<tr>
<td>Form #11:</td>
<td>Alternate / Improved Special Projects Checklist-</td>
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<tr>
<td>Form #12:</td>
<td>Alternate / Improved SCO Request Letter Template</td>
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</table>
# VIII. BUDGET INFORMATION

## 1. FEDERAL AGENCY AND ORGANIZATION – EMENT TO WHICH REPORT IS SUBMITTED

**FEMA REGION VI**

Public Assistance (PA)

---

## 2. RECIPIENT ORGANIZATION

Governor’s Office of Homeland Security and Emergency Preparedness (GOHSEP)

Attn: Support Services

7667 Independence BLVD

Baton Rouge, LA 70806

## 3. BUDGET PERIOD:

1/1/2012-12/31/2012

## 4. EMPLOYER ID. NO.

72-60000774

## 5. CFDA NO.

97.036

---

## 6. FEMA GRANT NO.

<table>
<thead>
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<th>FEMA Grant No.</th>
<th>DR-1601</th>
<th>DR-1603</th>
<th>DR-1607</th>
<th>DR-1668</th>
<th>DR-1786</th>
<th>DR-1792</th>
<th>DR-1863</th>
<th>EM-3322</th>
<th>DR-4015</th>
<th>Dr-4041</th>
<th>Total</th>
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<td>1.FEDERAL AGENCY AND ORGANIZATION – EMENT TO WHICH REPORT IS SUBMITTED</td>
<td>Governor’s Office of Homeland Security and Emergency Preparedness (GOHSEP)</td>
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<td>2. RECIPIENT ORGANIZATION</td>
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<td>3. BUDGET PERIOD: 1/1/2012-12/31/2012</td>
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<td>4. EMPLOYER ID. NO.</td>
<td>72-60000774</td>
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<td>5. CFDA NO.</td>
<td>97.036</td>
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## 7. FEDERAL SHARE (%)

<table>
<thead>
<tr>
<th>DISASTER NAME</th>
<th>Cindy</th>
<th>Katrina</th>
<th>Rita</th>
<th>Stm, Fld</th>
<th>Gustav</th>
<th>Ike</th>
<th>Stm, Tor, Fld</th>
<th>MR Flood</th>
<th>MR Flood</th>
<th>Lee</th>
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<tr>
<td>100</td>
<td>75</td>
<td>100</td>
<td>100</td>
<td>75</td>
<td>90</td>
<td>90</td>
<td>75</td>
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## 8. PROGRAM ACRONYM:

<table>
<thead>
<tr>
<th>CLASS ($)</th>
<th>Personnel and Fringe Benefits</th>
<th>Equipment</th>
<th>Supplies</th>
<th>Contract Services</th>
<th>Total Direct Charges ($)</th>
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<td>20,000</td>
<td>0</td>
<td>20,000</td>
<td>0</td>
<td>40,000</td>
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<td>11,193,787</td>
<td>117,300</td>
<td>591,184</td>
<td>23,934,388</td>
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<td>1,975,374</td>
<td>20,700</td>
<td>104,327</td>
<td>4,079,149</td>
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<td>50,000</td>
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<td>20,000</td>
<td>40,772</td>
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<td>973,373</td>
<td>1,800</td>
<td>51,407</td>
<td>184,826</td>
<td>2,877,847</td>
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<td>171,772</td>
<td>9,072</td>
<td>47,297</td>
<td>382,739</td>
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<td>150,000</td>
<td>20,000</td>
<td>20,000</td>
<td>275,235</td>
<td>214,772</td>
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<td>150,000</td>
<td>20,000</td>
<td>145,612</td>
<td>145,612</td>
<td>445,235</td>
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<td>200,000</td>
<td>365,612</td>
<td>294,405</td>
<td>30,823,939</td>
<td>46,934,235</td>
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## 9. STATE MANAGEMENT COST BY OBJECT CLASS ($)

<table>
<thead>
<tr>
<th>RESOURCES</th>
<th>a. State Share</th>
<th>b. Federal Share</th>
<th>c. Total Budget ($)</th>
</tr>
</thead>
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<tr>
<td></td>
<td>10,000</td>
<td>30,000</td>
<td>40,000</td>
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<tr>
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<td>0</td>
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<td></td>
<td>21,193</td>
<td>63,579</td>
<td>84,772</td>
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<td></td>
<td>0</td>
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</tr>
</tbody>
</table>

## 10. RESOURCES

- **a. State Share**
- **b. Federal Share**
- **c. Total Budget ($)**

## 11. Subgrantee Administrative Allowance (%)

<table>
<thead>
<tr>
<th>First $100,000</th>
<th>Next $900,000</th>
<th>Next $4,000,000</th>
<th>Funds in excess of $5,000,000</th>
<th>Section 324 Management Costs</th>
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</thead>
<tbody>
<tr>
<td>3%</td>
<td>2%</td>
<td>1%</td>
<td>0.5%</td>
<td>1%</td>
</tr>
<tr>
<td>3%</td>
<td>2%</td>
<td>1%</td>
<td>0.5%</td>
<td>1%</td>
</tr>
<tr>
<td>3%</td>
<td>2%</td>
<td>1%</td>
<td>0.5%</td>
<td>1%</td>
</tr>
<tr>
<td>3%</td>
<td>2%</td>
<td>1%</td>
<td>0.5%</td>
<td>1%</td>
</tr>
</tbody>
</table>

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State of LA Administrative Plan for Public Assistance, January 2012
X. Staffing:

The initial determination of staffing requirements and sources of staff necessary for administration of the program will be made during early phases of each disaster by the GAR. Support staff requirements will also be considered at that time. Therefore organizational information and staffing scheme cannot be provided in advance. The estimated State staffing costs for each specific event will be outlined in the event-specific addendum.

Sources of staffing may include individuals from both Public Assistance and Hazard Mitigation programs. The State may amend this plan from time to time as per program needs and requirements.

To ensure the successful accomplishment of State PA responsibilities, the State may hire additional personnel, utilize outside staffing services, engage contract services for PA technical assistance to support existing staffing-(subject to approval of the Regional Director or designee), or use the other GOHSEP personnel for program support. The number and type of staff hired, contracted services, or current staff utilized, will depend on the nature and magnitude of specific disaster events and may fluctuate.

The cost rates for contract support shall not exceed the FEMA authorized budget, regardless of vendor, without prior approval from FEMA. A copy of the base agreement with the associated budget is available from GOHSEP upon request. The standard contract agreement will be for one year with a yearly option for extensions based on prior approval from FEMA.

The Deputy Director can direct State staff and contract support staff to work on the development and implementation of other PA/HM projects for designated events as circumstances require. Before the expiration of the standing task order an evaluation will be conducted to determine the need for continued Contract support and the associated levels of support needed.
The chart below reflects percentage of employee time allocated to each disaster:

<table>
<thead>
<tr>
<th>Disaster Number</th>
<th>Title</th>
<th>Staffing Time Allocation %</th>
</tr>
</thead>
<tbody>
<tr>
<td>1603</td>
<td>HURRICANE KATRINA</td>
<td>78.2</td>
</tr>
<tr>
<td>1607</td>
<td>HURRICANE RITA</td>
<td>13.8</td>
</tr>
<tr>
<td>1668</td>
<td>SEVERE STORMS AND FLOODING</td>
<td>*</td>
</tr>
<tr>
<td>1786</td>
<td>HURRICANE GUSTAV</td>
<td>6.8</td>
</tr>
<tr>
<td>1792</td>
<td>HURRICANE IKE</td>
<td>1.2</td>
</tr>
<tr>
<td>1863</td>
<td>SEVERE STORMS, TORNADOES &amp; FLOODING</td>
<td>*</td>
</tr>
<tr>
<td>3322</td>
<td>FLOODING</td>
<td>*</td>
</tr>
<tr>
<td>4015</td>
<td>MISSISSIPPI FLOODING</td>
<td>*</td>
</tr>
<tr>
<td>4041</td>
<td>TP LEE</td>
<td>*</td>
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</table>

*Note: GOHSEP may allocate minimal personnel costs associated with these events*
XI. CURRENT STATUS ACTIVE DISASTERS:

<table>
<thead>
<tr>
<th>Disaster Number</th>
<th>Name</th>
<th>Active Accounts</th>
<th>Closed Accounts</th>
<th>Obligated PW Count</th>
<th>Cost Share %</th>
<th>Eligible Obligated</th>
<th>Fed Share Paid +</th>
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</thead>
<tbody>
<tr>
<td>1603</td>
<td>Hurricane Katrina</td>
<td>18551</td>
<td>243</td>
<td>18809</td>
<td>100</td>
<td>$10,331,748,256.72</td>
<td>$6,265,560,571.12</td>
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<tr>
<td>1607</td>
<td>Hurricane Rita</td>
<td>4145</td>
<td>195</td>
<td>4479</td>
<td>100</td>
<td>$664,817,400.48</td>
<td>$537,261,667.26</td>
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<tr>
<td>1668</td>
<td>Severe Storms and Flooding</td>
<td>406</td>
<td>6</td>
<td>412</td>
<td>100</td>
<td>$15,147,721.78</td>
<td>$8,357,376.16</td>
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<tr>
<td>1786</td>
<td>Hurricane Gustav</td>
<td>6753</td>
<td>13</td>
<td>6457</td>
<td>90*</td>
<td>$784,239,089.12</td>
<td>$577,067,660.50</td>
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<td>1792</td>
<td>Hurricane Ike</td>
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<td>1572</td>
<td>90**</td>
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<td>1863</td>
<td>Severe Storms, Tornadoes, &amp; Flooding</td>
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<td>0</td>
<td>329</td>
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<td>3322</td>
<td>Mississippi River Spring Flooding</td>
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<td>$4,181,591.52</td>
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<td>4041</td>
<td>Tropical Storm Lee</td>
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<td>0</td>
<td>75</td>
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<td>$0.00</td>
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</table>

Total applicants input into Nemis assigned a FIPS, Data Source: www.louisianapa.com 12-27-11

*Gustav: 95% of Cat. A only, until 12/31/2008 **Ike: 100% of Cat. A&B, 90% of Cat. C-G
June 19, 2012

Kevin Davis, Director
Governor's Office of Homeland Security and
Emergency Preparedness
7667 Independence Boulevard
Baton Rouge, LA 70806

RE: 2012 State of Louisiana PA Administrative Plan Annual Submission
2012 State of Louisiana Fire Management Assistance Grant (FMAG) Administrative Plan

Dear Mr. Davis:

This is in response to a letter from your office dated January 4, 2012, and an email dated June 1, 2012, transmitting your 2012 State of Louisiana Administrative Plan for Public Assistance in accordance with 44 CFR 206.207(b)(3). This provision requires submission of a yearly requirement to include an amended plan for each disaster prior to obligation of federal grants under the Public Assistance (PA) program.

The resubmission of the revised Administrative Plan on June 1, 2012, addressed and clarified FEMA’s questions that arose during our review of your initial submission on January 4, 2012. We have completed our review of the revised annual State PA Administrative Plan that was submitted. This is to inform you that the plan meets the requirements set forth in 44 CFR 206.207(b)(3) State Administrative Plan, and is hereby approved.

In addition, we have reviewed the Louisiana State Administrative Plan for the 2012 Fire Management Assistance Grant (FMAG) Program, an addendum to the PA Administrative Plan, which was transmitted by a letter from your office dated January 27, 2012. The results of that review indicate that this plan meets all requirements prescribed in 44 CFR 204.51.

Therefore, all Administrative Plans submitted for 2012 are approved. You are reminded that in addition to the FMAG Administrative Plan, the annual FMAG FEMA-State Agreement must be in place prior to any reimbursements of eligible costs for 2012 declared FMAG fires. Attached is a template for the FEMA-State Agreement for FMAGs and the FMAG Program Guide.

For additional questions, please contact Chris Tetsuwaru, Public Assistance Branch Chief, at (940) 898-5520.

Sincerely,

George A. Robinson
Acting Regional Administrator

cc: Mark DeRosier, Deputy Director – Disaster Recovery
    Joseph Threat, Director, Louisiana Recovery Office
    John Connolly, Senior Public Assistance Advisor, Louisiana Recovery Office
    Eddie Williams, Public Assistance Division Supervisor, Louisiana Recovery Office
    Mike McCloskey, Public Assistance Division Supervisor, Louisiana Recovery Office

www.fema.gov