



**TO:** Health Centers Affected by Hurricanes Katrina and Rita

**FROM:** Allison Coleman, CEO, Capital Link  
Steve Whittet, Project Consultant, Capital Link

**RE:** **Obtaining FEMA Funding for Temporary Relocation, Repair and Replacement of Damaged or Destroyed Facilities**

**DATE:** October 7, 2005

**CC:** Primary Care Associations in AL, LA, MS and TX and HRSA Personnel

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Capital Link has contracted with HRSA to work with health centers and PCAs in the Hurricane-affected region to develop Hurricane Recovery Plans. While we will be working with you in a variety of ways over the next number of months, **we wanted to convey this very important information regarding FEMA resources for your immediate action.**

## **I. WHAT TYPES OF PROJECTS ARE ELIGIBLE FOR FEMA FUNDING?**

Because Community Health Centers are deemed a **“critical service,”** you are eligible for **Public Assistance** through FEMA. For critical services, FEMA normally covers 75% of the cost of emergency work and permanent restoration of projects and the state and/or applicant is responsible for the remaining 25%. However, for emergency work taken in the wake of Hurricane Katrina, FEMA is currently reimbursing 100% of all eligible costs. It is likely that permanent restoration of facilities will be reimbursed at the usual 75% rate.

## **II. WHAT’S THE FIRST STEP IN WORKING WITH FEMA?**

In order to be eligible for FEMA funding **you must file a “Request for Public Assistance” (FEMA Form 90-49) within 60 days of the declared disaster event (see below for deadlines in each state).**

**If you have not already filed this form you should do so immediately!** It is a one-page form that basically asks you for your contact information. A copy of the form is

attached to this memo. If possible, you should also attach copies of your Tax Exemption Certificate and Organization Charter or By-Laws. **If you need assistance in filing this form, Capital Link could file it at your direction. Just let us know if you need this type of assistance.**

**NOTE: Form 90-49 is attached to this memo.** You can also download this form and a FEMA Applicant Workbook, which contains all the FEMA forms you will need throughout the process from Capital Link's website:

<http://www.caplink.org/HurricaneRecoveryEffort.htm>

For questions call **Rowland (Steve) Whittet, AIA at Capital Link (617) 422-0350 x 300.**

## **HERE'S HOW YOU FILE FORM 90-49 IN EACH STATE**

### **ALABAMA**

*Alabama Deadline:*

- For Katrina damage, you must file Form 90-49 by **October 27, 2005**

Completed forms for Alabama applicants should be e-mailed or faxed to Alan Aiches ([alan.aiches@dhs.gov](mailto:alan.aiches@dhs.gov)) in the Louisiana FEMA Joint Field Office.

**FAX: (225) 379-4056.**

### **LOUISIANA**

*Louisiana Deadlines:*

- For Katrina damage, you must file Form 90-49 by **October 27, 2005**.
- For Rita damage, you must file Form 90-49 by **November 17, 2005**.

**You can file the form on line** by going to [www.louisianapa.com](http://www.louisianapa.com).

If you are not filing on line, forms can be e-mailed or faxed to Alan Aiches in the Louisiana FEMA Joint Field Office ([alan.aiches@dhs.gov](mailto:alan.aiches@dhs.gov)); **FAX: (225) 379-4056.**

### **MISSISSIPPI**

*Mississippi Deadlines:*

- For Katrina damage, you must file Form 90-49 by **October 27, 2005**, for the following counties: Adams, Amite, Attala, Chickasaw, Choctaw, Claiborne, Clarke, Clay, Copiah, Covington, Forrest, Franklin, George, Greene, Hancock, Harrison, Hinds, Itawamba, Jackson, Jasper, Jefferson, Jefferson Davis, Jones, Kemper, Lamar, Lauderdale, Lawrence, Leake, Lee, Lincoln, Lowndes, Madison, Marion, Monroe, Neshoba, Newton, Noxubee, Oktibbeha, Pearl River, Perry, Pike, Rankin, Scott, Simpson, Smith, Stone, Walthall, Warren, Wayne, Webster, Wilkinson, and Winston.

- For Katrina damage, you must file Form 90-49 by **November 4, 2005**, for the following counties: Alcorn, Benton, Bolivar, Calhoun, Carroll, Coahoma, DeSoto, Grenada, Holmes, Humphreys, Issaquena, Lafayette, Leflore, Marshall, Montgomery, Panola, Pontotoc, Prentiss, Quitman, Sharkey, Sunflower, Tallahatchie, Tate, Tippah, Tishomingo, Tunica, Union, Washington, Yalobusha, and Yazoo.

**In Mississippi, completed RPA applications should be FAXED to Walterine Underwood, Mississippi Emergency Management Agency, FAX: 601-965-2236.**

## **TEXAS**

*Texas Deadline:*

- For Rita damage, you must file FEMA Form 90 – 49 by **November 23, 2005**.

**Fax it to: Emergency Management Recovery Section (512) 424-2444**

## **II. WHAT WILL FEMA PAY FOR?**

### **A. Temporary Facilities**

Eligible temporary facilities may be leased, purchased, or constructed. The selected facility must be used to provide the eligible function to the same extent and manner as it was provided prior to the disaster. The selected facilities option must be reasonable, cost-effective and temporary in nature. Generally, FEMA will not pay for temporary facilities beyond a six-month period, unless this requirement is waived by FEMA. For more information on Temporary Facilities, see [http://www.fema.gov/rrr/pa/9523\\_3.shtm](http://www.fema.gov/rrr/pa/9523_3.shtm).

### **B. Debris Removal**

FEMA will pay for debris removal as long as it is completed within six months of the declared disaster.

### **C. Repair vs. Replacement**

FEMA will restore an eligible facility to its pre-disaster design. Restoration is divided into two categories: repair or replacement.

1. If a facility is damaged to the point where the applicant thinks the facility should be replaced rather than repaired, a “50 percent” rule is applied:
  - If the repair cost-to-replacement cost is less than 50%, only the repair cost is eligible for funding.
  - If the repair-to-replacement costs are equal to or greater than 50%, the replacement cost is eligible.
2. When a facility must be repaired or replaced, FEMA may pay for upgrades that are necessary to meet specific requirements of current codes and standards.

Facilities that were under construction and were under the responsibility of the contractor at the time of the disaster declaration re not eligible for reimbursement.

### **III. AFTER FILING FEMA FORM 90-49 ...**

After you file Form 90-49, FEMA will contact the person you list as your Primary Contact/Applicant's Authorized Agent and instruct them regarding FEMA's requirements for official correspondence, record keeping, damage inspection visits, documentation, reports, project closeout and funding.

If it's a small project, (less than \$54,100) you may be able to play the role of "Applicant's Authorized Agent" yourself. If it's a larger project you may need to hire someone to act as your Authorized Agent—to oversee and coordinate the work of the architect, contractor and/or construction manager.

FEMA will require from the Applicant's Authorized Agent:

1. Proof of the non-profit critical service nature of your operation that qualifies you for assistance
2. Your location
3. Your insurance
4. Your estimated damages
5. Your requirements for temporary relocation, debris removal, demolition, repair, replacement, upgrading of facilities, and restocking of supplies.

Once the project's eligibility and scope of work have been established, **FEMA will provide funds to restore an eligible facility to its pre-disaster design, less the maximum amount of standard insurance compensation for your area.**

After receiving FEMA Form 90-49, a FEMA Public Assistance Coordinator (PAC) will contact you to set up a kickoff meeting to orient you to the process and to begin filling out a Project Worksheet (PW).

While you are waiting for FEMA to contact you, you should get ready for the next steps in the process by preparing the following information **(if you need assistance with any of these steps, Capital Link can help you!)**:

1. Prepare a list of work to be performed by location.
2. Locate each site on a map.
3. Provide photographs and other evidence of what was there before, what is there now as required to document your claim for damage.
4. Ensure that all of the people who will be part of the project team attend the kickoff.
5. Be able to provide a complete cost breakdown. You can use any nationally recognized Cost Estimating Format such as RS Means Quick Cost Indicator <http://www.rsmeans.com/calculator/index.asp>.

6. At the kickoff meeting if you can provide all the information the Public Assistance Coordinator needs to fill out the Project Worksheet it will expedite the funding process.
7. To prove that you qualify as a Private Non-Profit (PNP) critical service you will probably be asked to fill out a W-9 Tax ID Number form and provide a copy of your IRS Tax Exemption Certificate and Organization Charter or By-Laws.
8. Have Insurance coverage data available. FEMA will deduct from its 100% reimbursement your insurance compensation and will require that in the future you obtain the maximum standard insurance coverage available for flood in your area.
9. Determine if the site will be repaired by either “Force Account” (using your own labor forces and equipment—generally for small projects) or by contract (a more involved set of contract documents including drawings and specifications may be required for larger projects).
10. Obtain copies of local ordinances and codes.
11. With any disagreement be prepared to provide a statement of non-concurrence.
12. **For larger projects:** Provide a schedule of values. In the long term and for larger projects you will need an itemized Construction Specification Institute (CSI) format engineer’s cost estimate with three hard bids from contractors after an architect has had time to prepare contract documents for them to bid on.

If you don’t have all the information at the kickoff meeting you can still FAX it to your state’s FEMA office later.

#### **IV. OTHER THINGS YOU NEED TO KNOW**

##### **A. ROLE OF APPLICANT’S AGENT**

As discussed above, on the ( FEMA 90-49) form you will need to designate an “Applicant’s Agent” to act as your Project Manager. This person must be authorized by your local Governing Body to act as your official point of contact for the project with the FEMA Public Assistance Coordinator and will be responsible for dealing with the FEMA Public Assistance Coordinator to set up a kickoff meeting and fill out the Project Worksheet. The size and complexity of your project will determine the Applicant Agent’s scope of work—however at a minimum your Agent will be responsible for:

1. Coordination of damage inspection visits
2. Collection of supporting project documentation (see below for a description of the types of documentation you will need to collect)
3. Submission of quarterly reports to the Governor’s Authorized Representative (GAR)
4. Ensuring project completion
5. Submitting final project reports to the GAR
6. Providing support for the final Project Audit (all claimed expenses are subject to audit)

7. Providing final certification statement when all work is 100% complete as follows:  
“**This project is 100% complete. The State at its discretion may accept this project as final inspection on this project. This action will expedite project closeout and funding.**”

**B. PROJECT ADMINISTRATION AND DOCUMENTATION OF THE WORK**

Your Agent (and/or the Architect and Contractor for larger projects) will be responsible for maintaining documentation regarding Force Account labor, equipment, material and supplies (for smaller projects) and the contracting process for larger projects, including obtaining competitive bids, prior approval by FEMA and inspection of the work. At a minimum, you will need to ensure the following:

1. Work must be documented by proper record keeping, photographs/sketches.
2. A working file system must be established.
3. Important items include equipment logs and time records, invoices and check numbers for all purchases, rental equipment utilization records, copies of all contracts and bids.
4. Force account labor must be on your payroll and the payroll must show the pay period, the employee name and job classification, the number of hours worked each day, the total hours worked for the pay period, the rate of pay for both regular and overtime hours, the pay check number and total earnings.
5. Force account equipment must be documented as owned or rented giving the type and description, the date used, the number of hours used each day, the total hours used, the rate per hour, a copy of the contract or rental agreement.

**C. PROJECT TIME LIMITS**

FEMA will require that projects begin in a timely manner and reach completion within relatively short time frames, as follows:

1. Debris removal: 6 months
2. Emergency Work: 6 months
3. Permanent Work: 18 months

Costs incurred after completion deadlines may be questioned. The Applicant’s Agent is responsible for monitoring the work and complying with the deadlines. S/he should notify FEMA immediately if a time extension may be required.

## V. CRITICAL CONTACT INFORMATION

### **Capital Link**

Capital Link is available to assist you in working with FEMA. Please don't hesitate to contact Steve Whittet at 617-422-0350 x300 or [swhittet@caplink.org](mailto:swhittet@caplink.org) if you need assistance with any phase of this process!

Copies of FEMA Forms can be downloaded from Capital Link's website:  
<http://www.caplink.org/HurricaneRecoveryEffort.htm>

### **Louisiana**

Margaret Sands – Disaster Recovery  
LA Office of Emergency Assistance  
(225) 925-7500  
Richard Weiser  
LA Office of Public Assistance  
(225) 925-7556  
Louisiana Office of Emergency Preparedness  
7667 Independence Blvd.  
Baton Rouge, Louisiana 70806  
(225) 925-7500  
(225) 925-7501 FAX

<http://www.louisianapa.com/index.cfm>

### **Mississippi and Alabama:**

<http://www.heritagepreservation.org/PROGRAMS/Katrina.HTM>

### **Texas**

Texas Division of Emergency Management  
5805 N. Lamar  
Austin, Texas 78752  
(512) 424-2138  
(512) 424-2444 or 7160  
FAX <http://www.txdps.state.tx.us/dem/>

Texas State Hurricane Katrina Contacts  
Emergency Management Agency Operations Officer  
Steve Vaughn  
Duke Mazurk (alternate)  
(512) 424-2208 (office)  
(512) 424-7160 (fax)  
[Steve.Vaughn@txdps.state.tx.us](mailto:Steve.Vaughn@txdps.state.tx.us)  
[Duke.Mazurk@txdps.state.tx.us](mailto:Duke.Mazurk@txdps.state.tx.us)

FEDERAL EMERGENCY MANAGEMENT AGENCY  
REQUEST FOR PUBLIC ASSISTANCE

O.M.B. No. 3067-0151  
Expires September 30, 2005

**PAPERWORK BURDEN DISCLOSURE NOTICE**

Public reporting burden for this form is estimated to average 10 minutes. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the needed data, and completing and submitting the forms. You are not required to respond to this collection of information unless a valid OMB control number is displayed in the upper right corner of the forms. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC 20472, Paperwork Reduction Project (3067- 0151). Submission of the form is required to obtain or retain benefits under the Public Assistance Program. **NOTE: Do not send your completed survey to the above address.**

APPLICANT *(Political subdivision or eligible applicant.)*

DATE SUBMITTED

COUNTY *(Location of Damages. If located in multiple counties, please indicate.)*

**APPLICANT PHYSICAL LOCATION**

STREET ADDRESS

CITY

COUNTY

STATE

ZIP CODE

**MAILING ADDRESS *(If different from Physical Location)***

STREET ADDRESS

POST OFFICE BOX

CITY

STATE

ZIP CODE

**Primary Contact/Applicant's Authorized Agent**

**Alternate Contact**

NAME

NAME

TITLE

TITLE

BUSINESS PHONE

BUSINESS PHONE

FAX NUMBER

FAX NUMBER

HOME PHONE *(Optional)*

HOME PHONE *(Optional)*

CELL PHONE

CELL PHONE

E-MAIL ADDRESS

E-MAIL ADDRESS

PAGER & PIN NUMBER

PAGER & PIN NUMBER

Did you participate in the Federal/State Preliminary Damage Assessment (PDA)?  Yes  No

Private Non-Profit Organization?  Yes  No

If yes, which of the facilities identified below best describe your organization? \_\_\_\_\_

Title 44 CFR, part 206.221(e) defines an eligible private non-profit facility as: "... any private non-profit educational, utility, emergency, medical or custodial care facility, including a facility for the aged or disabled, and other facility providing essential governmental type services to the general public, and such facilities on Indian reservations." "Other essential governmental service facility means museums, zoos, community centers, libraries homeless shelters, senior citizen centers, rehabilitation facilities, shelter workshops and facilities which provide health and safety services of a governmental nature. All such facilities must be open to the general public."

**Private Non-Profit Organizations must attach copies of their Tax Exemption Certificate and Organization Charter or By-Laws. If your organization is a school or educational facility, please attach information on accreditation or certification.**

Official Use Only: FEMA- \_\_\_\_\_ -DR- \_\_\_\_\_ - \_\_\_\_\_ FIPS# \_\_\_\_\_

Date Received: