

# Tips & Trade Secrets to Maximize Disaster Recovery Projects

2024 Louisiana Emergency Management Conference  
May 8, 2024

*A Joint Presentation from  
**GOHSEP** and **Emergent Risk Solutions***



# Presenters



**Daniel Crothers**



**E · R · S**  
THINK EMERGENT

**Kipp Nelson**  
**Katie Guessfeld**  
**Nate Dronette**



# Join In

- Interact
- Have a good time
- Tell your stories



# RECOVERY IS OVERWHELMING.

Is that eligible?

*Day Job*

Damage Inventory

System Changes

RFIs

Deadlines

*Procurement*

New Guidance

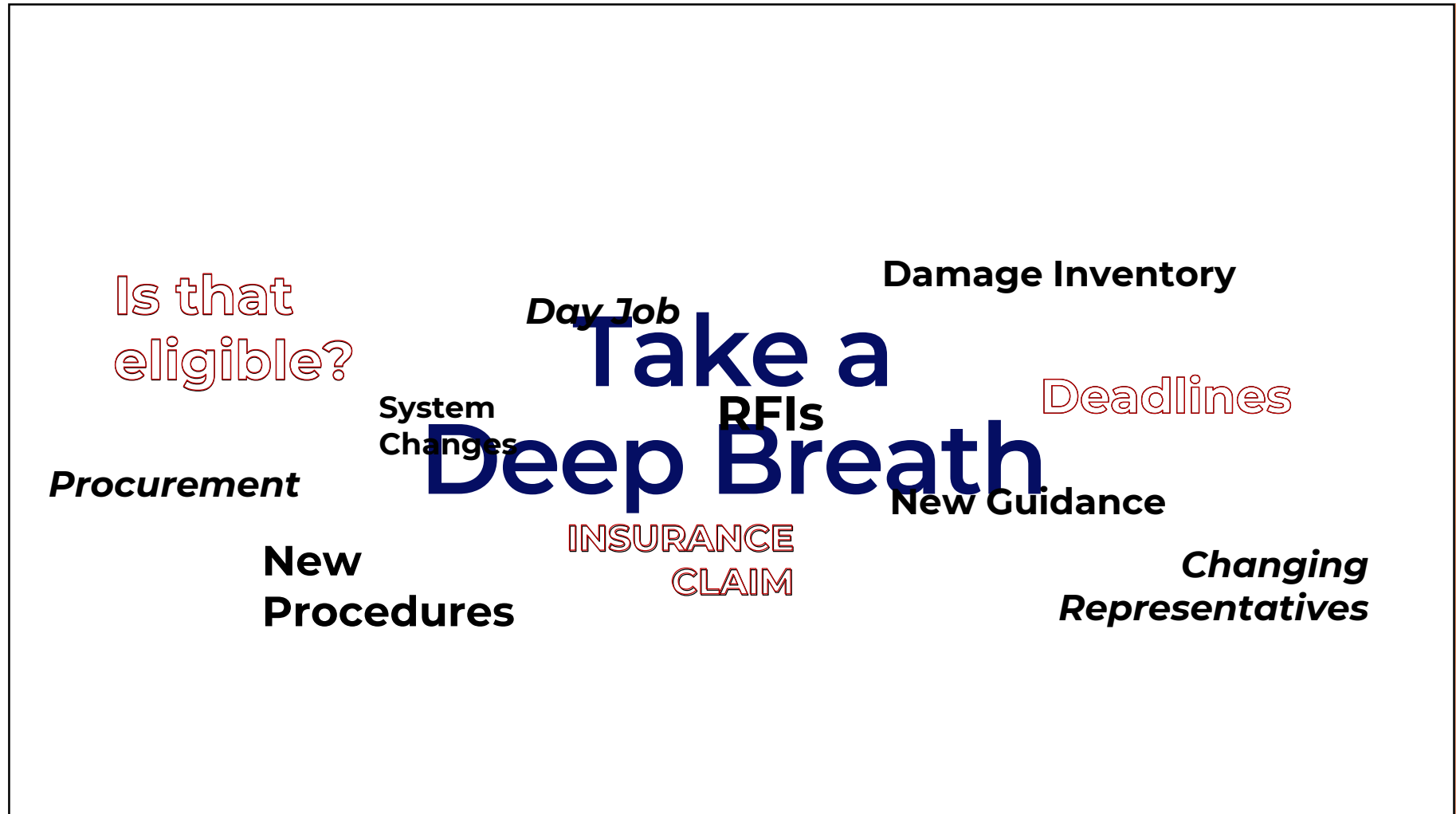
New Procedures

INSURANCE CLAIM

*Changing Representatives*

And a lot more...





# Topics

1

**Site  
Inspection**

2

**Project  
Formulation**

3

**Management  
Costs**



# Format

1. Light Background Information
2. Best Practices, Techniques, Lessons Learned, Pitfalls to Avoid
3. Group Discussion





**1** Site Inspection

# Site Inspection

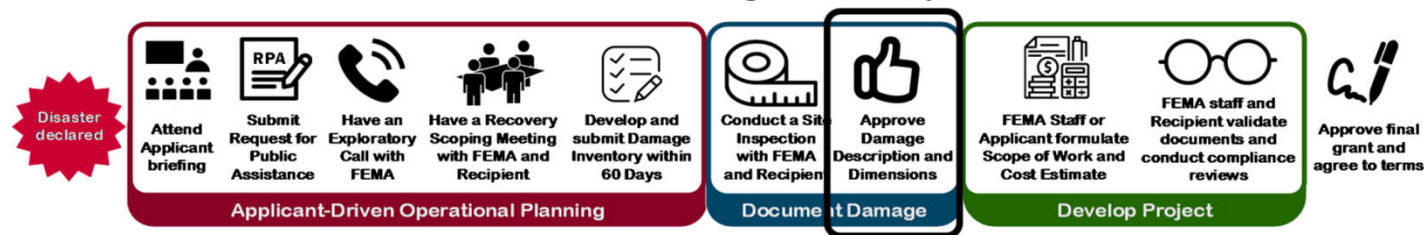
- What is it?
- Why is it done?
- When is it done?
- Different types and when each is appropriate
- What happens after?
- Best Practices, Techniques, Lessons Learned, Pitfalls to Avoid

# What is a Site Inspection?

Identifying incident-related damages timely and accurately for work to be completed

If damage is not in the SIR, it will not be in the DDD, nor will it be in the grant.

## The Public Assistance Program Delivery Process

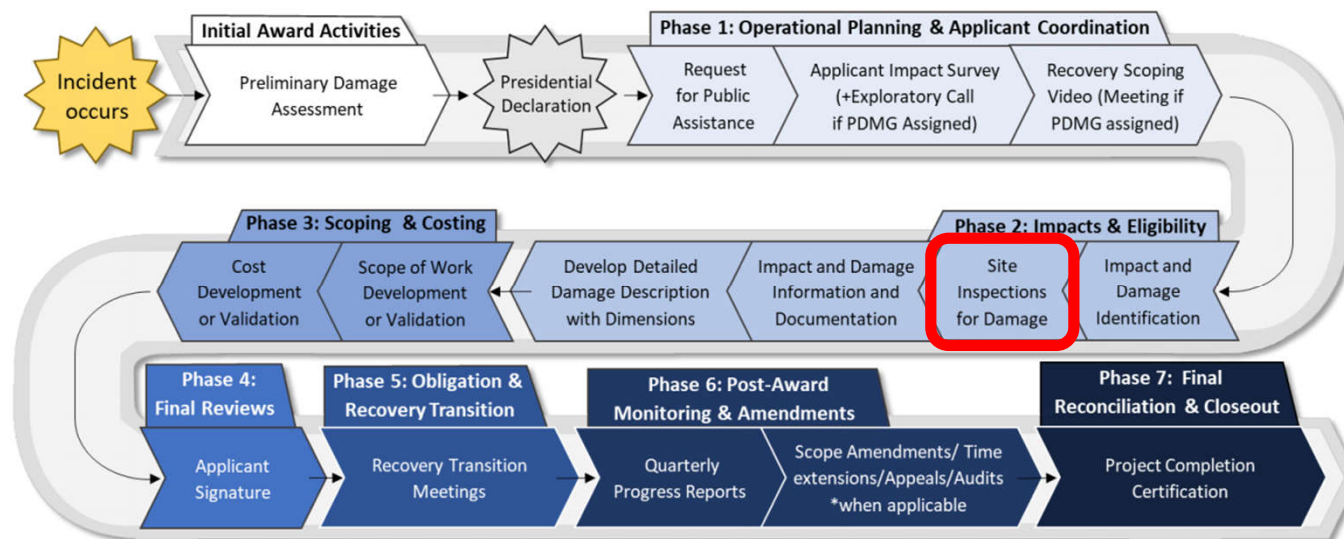


# Why are Site Inspections performed?

- Validate and quantify damage
- Document cause, location and details of damage and debris
- Document initial Special Considerations and related topics
- Produce the Site Inspection Report (SIR)



# When is the Site Inspection?



# Different types and when each is appropriate

## Physical

- “Traditional” Route

## Virtual

- Tabletop
- Remote



# What happens after the Site Inspection?

- FEMA Inspector creates SIR
- Applicant reviews and signs SIR
- Site Inspector enters SIR information in Grants Portal to generate the DDD
- DDD is used to scope and cost the project



# Best Practices, Techniques, Lessons Learned, Pitfalls to Avoid

- Multiple applicant representatives attend and document the SI
- Compare to Insurance Adjuster's Report
- Add your own notes to Grants Portal
- Do not sign the SIR at time of inspection



## ...continued

- **Check, check, and check again all dimensions, damages, calculations, notes, etc.**
- **Reconcile all SIRs**
- **Perform a common-sense assessment**
- **Third party assessments to validate “unvalidated” damage**



## ...continued

- If no insurance adjuster's report, what do you base "damage" on?
- If you have an insurance adjuster's report, what should the SIR contain? What should it NOT contain?



# Work Order Example

**A Damages to be Inspected** ▾

Active    New Request    Inactive

## Filters

**STATUS** Site Inspection Approved ▾

Quick Search... ?

SHOW/HIDE COLUMNS

	Damage #	Category	Name	Damage Description	Address	% Work Complete	Applicant Priority	Comment
[Options] [Document Icon]	1320448	E	DR4697MS SICH Heritage Manor Nursing Home Laundry Facility	Laundry room roof, insulation, walls, sheetrock was damaged due to water intrusion from the roof. No... <a href="#">(Show More)</a>	431 W. Race Street, Rolling Fork, Mississippi 39159	0%	High	PDMG Reviewed
[Options] [Document Icon]	1320449	E	DR4697MS SICH Heritage Manor Nursing Home-Rolling Fork	Sustained damages from tornado winds and wind-driven rain to structures and interiors including roof... <a href="#">(Show More)</a>	431 W. Race Street, Rolling Fork, Mississippi 39159	0%	Urgent	Appears cpmplete

...continued

For FEMA Use Only		Work Order # (if applicable) 8912	Damage # 1320449	Lobby	Category E
Facility Component Damages					
Site #	Damage Component Material/Model/Type/Capacity	Location Address/GPS/begin-end	Damage Dimensions: (L x W x D/L x Dia) Electrical/Mechanical/etc.		
	ceiling sheetrock	Same as bldg	31.75 ft L x 28.67 ft W		
Method of Repair (change in design, materials, size, capacity etc.)		Cause of Damage		high winds	
repair in kind		FA	<input type="checkbox"/>	Quantity	910.27
		CTR	<input checked="" type="checkbox"/>	Units	SF
		Both	<input type="checkbox"/>	% Complete	0
Site #	Damage Component Material/Model/Type/Capacity	Location Address/GPS/begin-end	Damage Dimensions: (L x W x D/L x Dia) Electrical/Mechanical/etc.		
	CUT Tile	" "	31.75 ft L x 28.67 ft W		
Method of Repair (change in design, materials, size, capacity etc.)		Cause of Damage		high winds	
repair in kind		FA	<input type="checkbox"/>	Quantity	910.27
		CTR	<input checked="" type="checkbox"/>	Units	SF
		Both	<input type="checkbox"/>	% Complete	
Site #	Damage Component Material/Model/Type/Capacity	Location Address/GPS/begin-end	Damage Dimensions: (L x W x D/L x Dia) Electrical/Mechanical/etc.		
	wall sheetrock	" "	31.75 ft L x 12 ft W x 5/8" T		
Method of Repair (change in design, materials, size, capacity etc.)		Cause of Damage		high wind	
repair in kind		FA	<input type="checkbox"/>	Quantity	381
		CTR	<input checked="" type="checkbox"/>	Units	sq ft
		Both	<input type="checkbox"/>	% Complete	

# Discussion on Site Inspection

## Have you had issues?

- With site inspection?
- With eligibility?
- With scope or costing?

Do you need any help from GOHSEP?





# 2 Project Formulation

# Project Formulation

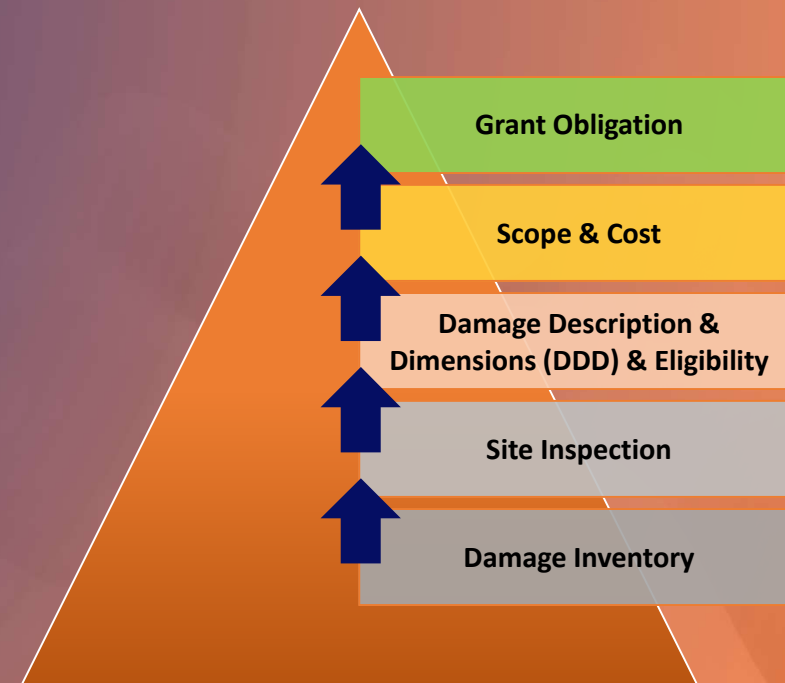
- What is it?
- Why?
- When?
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# What is Project Formulation?

The process by which eligible work and costs are formulated into subawards (Project Worksheets)

AKA "Grant"



# Why do we formulate projects?

- Document eligible damages
- Identify means of repair
- Address special considerations
- And most importantly...
  - Money, Money, Money!



# When are projects formulated?

After completion of site inspection

- PDMG, then applicant, review the DDD for accuracy and completeness.

Scope of work and costs are either developed or validated

- PDMG, then applicant, review the SOW and costs for accuracy and completeness.

**Opportunity  
to Review  
and Correct**



# Project Formulation Variations

## Completed Work

- Work Completed
- No site inspections

## Standard

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

## Specialized

- Complex projects that require technical expertise

# What happens after a project is formulated?

Projects are obligated after all reviews have been completed.

**Current Small Project Threshold: \$1,037,000**

Small projects paid in line with GOHSEP's procedures based on:

1. Category of work
2. Percentage of work complete



**...continued**

**Large projects are reimbursed on actual costs.**

**Closeout occurs after all work is complete, costs realized, and GOHSEP processing.**



# Best Practices, Techniques, Lessons Learned, Pitfalls to Avoid

- Try to finalize your insurance claims first
- Blanket policy? Have a plan of where FEMA should apply insurance reductions.
- Pursue all proceeds. FEMA will ask you why you didn't.
- Craft a formulation strategy and order based on your own needs.



## ...continued

- Sign up for project subscriptions for each project in Grants Portal. Annoying, but valuable!
- Do not accept anything if the DDD does not mirror the SIR.
- Validate the project fully at every single step



# Discussion on Project Formulation

Have you had issues with a project formulation?

Do you need any help from GOHSEP?





**3** Management Costs

# Management Costs (“Cat Z”)

- What are they?
- What are they NOT?
- Why do they exist?
- When are they received?
- Best Practices, Techniques, Lessons Learned, Pitfalls to Avoid



# What are Management Costs?

**Costs for activities related to the receipt and administration of PA funding**

**A separate grant for 5% of all other grants, excluding:**

- 1. Donated Resources**
- 2. Management Costs**

**A Few Notes:**

- A Troubled Past**
- Amount calculated AFTER insurance reductions applied**
- 100% Federal Share**
- Separate Category (Z)**



## Eligible Uses\*

- Preliminary Damage Assessments
- Meetings
- Organizing and grouping damage
- Correspondence
- Site inspections
- Travel expenses
- Developing damage descriptions
- Evaluating 406 HM
- Preparing Projects
- Reviewing PWs
- Copying, filing, etc. for FEMA
- Grant Management
- Training

\*Include but are not limited to...



# Why do they exist?

**Administrative burden for grant recipients.**

**FEMA determined a suitable fee for administration – 5%**

**Also:**

- **Not quick**
- **Not easy**
- **A Whole lotta meetings**



# Response ≠ Management Costs

## Response example:

EOC operation or directing and coordinating resources and response activities associated with eligible work.

Eligible within a Cat B grant, separate from management costs

Subject to non-federal cost share

- What is the difference?
- Why does it matter?



# Project Management ≠ Management Costs

- What's the difference? Why does it matter?
- Activities performed to manage the actual project, regardless of PA funding
- Eligible within a grant when tracked and related to a specific, eligible project.
- Subject to non-federal cost share.

## Examples:

- Procurement
- Contracting & Legal Actions
- Construction Oversight & Inspections
- EHP Permitting

## Architect & Engineering ≠ Management Costs

- Eligible within a grant when tracked and related to a specific, eligible project.
- Only the portion associated with eligible work is funded.
- Portion related to ineligible work and/or improvements not funded by FEMA.
- Subject to non-federal cost share.



# When are Management Costs approved and available?

- Once you have a project obligated
- Once you ask for an initial management cost grant
- Once you submit drawdown paperwork through grantee



# Best Practices, Techniques, Lessons Learned, Pitfalls to Avoid

- Should you request after first grant obligated?
- Very fast to obligate
- Management Cost grant will be reduced if projects are deobligated or withdrawn that were included in calculation



## ...continued

- **Budget –**
  - Plan for anticipated grants
  - How long should it last?
- **Can be used by both internal and external resources**
- **Can be amended every 3 months based on new grants. Make a plan.**



## ...continued

- **Actual cost documentation required, and cost alignment required at closeout, even for small projects**
  - payroll data, procurement, contracts, invoices, notes, etc.
- **Prepare to demonstrate cost reasonableness**
  - procurement, labor policies, etc.
- **Budget Again**



## ...continued

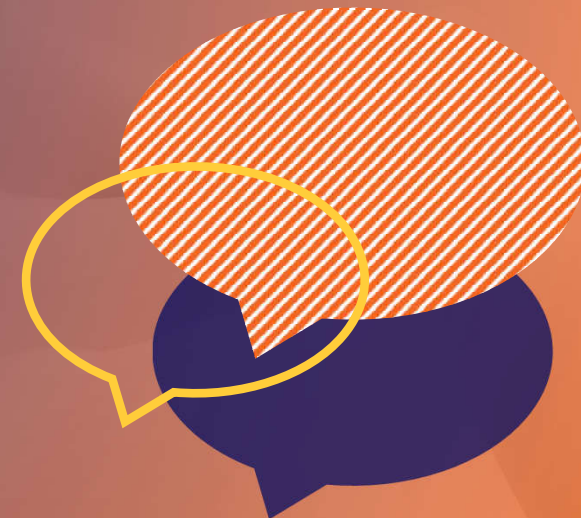
- **Cost to pursue insurance are offset from insurance reductions, leading to increased grant value**
- **Time extension request not required for Cat Z**



# Discussion on Management Costs

**Have you had issues with management costs?**

**Do you need any help from GOHSEP?**



**You got this.**  
**Thanks for joining us!**

 **GOHSEP**  
[gohsep.la.gov](http://gohsep.la.gov)



**ERS**   
[thinkemergent.com](http://thinkemergent.com)

