Back to Basics – Nuances of Mitigation Project Management
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The Agencies

- FEMA
- KYEM
- Your Community
FEMA provides funding for Hazard Mitigation Grants Program (HMGP) activities through the following grants programs:

- HMGP Presidential Disaster
- Pre-Disaster Mitigation Program (PDM)
- Flood Mitigation Assistance (FMA)
KYEM

As the Governor’s Authorized Agent, KYEM administers the FEMA HMGP by performing the following project related functions:

- Manage the Kentucky State Hazard Mitigation Plan and oversee all Local/Regional Hazard Mitigation Plans
- Project Application Selection/Submittal
- Awarded Project Contracting
- Project Progress Reporting
- Project Invoice Audit/Reimbursement
- Project Close-out
Your Community

The local community sub-applicant performs the following functions:

- Participate in a Local/Regional Mitigation Plan (Mitigation Actions)
- Submit LOI responding to NOFA following a presidentially declared disaster or an application to a competitive grants program.
- Respond to application information requests from FEMA/KYEM
- Manage awarded project – prosecute contract issued from KYEM
- Submit Quarterly Progress Reports to KYEM
- Submit reimbursement invoice(s) to KYEM
- Close-out project
The Functions

Planning
Project Application
Project Award-Allocation
Project Award – Contract
Project Management/Progress Report
Project Invoicing/Reimbursement
Project Close - Out
When composing your project application, be sure to include specific and correct information related to the components of the application:

- Location of project using decimal lat/longs, addresses and maps
- Project budget (including pre-award costs where allowable)
- Local match sources
- Contact Information
- Reference to the Local Mitigation Plan for this project
The Budget

- All project budgets submitted to FEMA in the application must be specific to the project program.
- Documentation must be provided for reimbursement of all invoices.
- When building your project budget, be aware of the limitations of your community’s financial & procurement procedures.
- Be specific to the application program but vague enough to allow flexibility during project administration. Allow yourself to control the project!
Payment Reimbursement Process
(Example from Award Briefing)

- Official requests for reimbursement should be submitted by sub-applicant’s chief official to Project Grants Manager for review.
- Sub-applicant must use Master Agreement Invoice (signed in blue ink) to request payments.
- Backup documentation MUST include all relevant invoices and related materials, proof of payment such as cancelled checks, electronic transaction receipts, and/or credit card payments. Documents must be organized and clearly identified in relation to invoices and proof of payment. Reimbursement request must also include a completed budget tracking sheet.
- Project Manager will audit request & submit to SHMO for payment.
- EFT funding receipt emailed to verify payment.
Identify and include all local and KYEM officials involved with the project throughout the life of the project:

- Local Point of Contact – signs on behalf of community for all project related documents
- Local Project Manager – Various functions
- Local Financial Officer
- KYEM Project Manager
- Consultant/Engineer
Communication Issues

All stakeholders associated with any project should be aware of the following issues (not exhaustive):

- Progress of the project application – could take years
- Project budget – local match resources, inflation, etc.
- Progress of all phases of the project
- Utilizing CHAMPS
Compliance and Eligibility Review
(Example from Award Briefing)

- Period of Performance: (date provided at award)
- Quarterly Reports
- Amendments to Project Budget and Scope of Work
- Any change in budget or scope of work must receive prior approval from KyEM and FEMA
- 10% Rule: Line items in the budget may vary up to 10% of total projected cost without receiving prior approval from KyEM and FEMA
Project Closeout
(Example from Award Briefing)

- Scope of Work Review
- Final Site Visit
- Final Payment
- Audit Requirements
- File Retention for 3 years from completion of project
Resources

The following links and attachments relate to administration of FEMA HMGP in Kentucky:

- KYEM Invoice Checklist
- CHAMPS Site: [www.kyem.ky.gov](www.kyem.ky.gov)
Contact Us!

Kentucky Division of Emergency Management
State Hazard Mitigation Office

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