



# Iowa Homeland Security and Emergency Management Division (HSEMD)

Mark Schouten, Administrator

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## Public Assistance Applicant Briefing

# DR-4114-IA

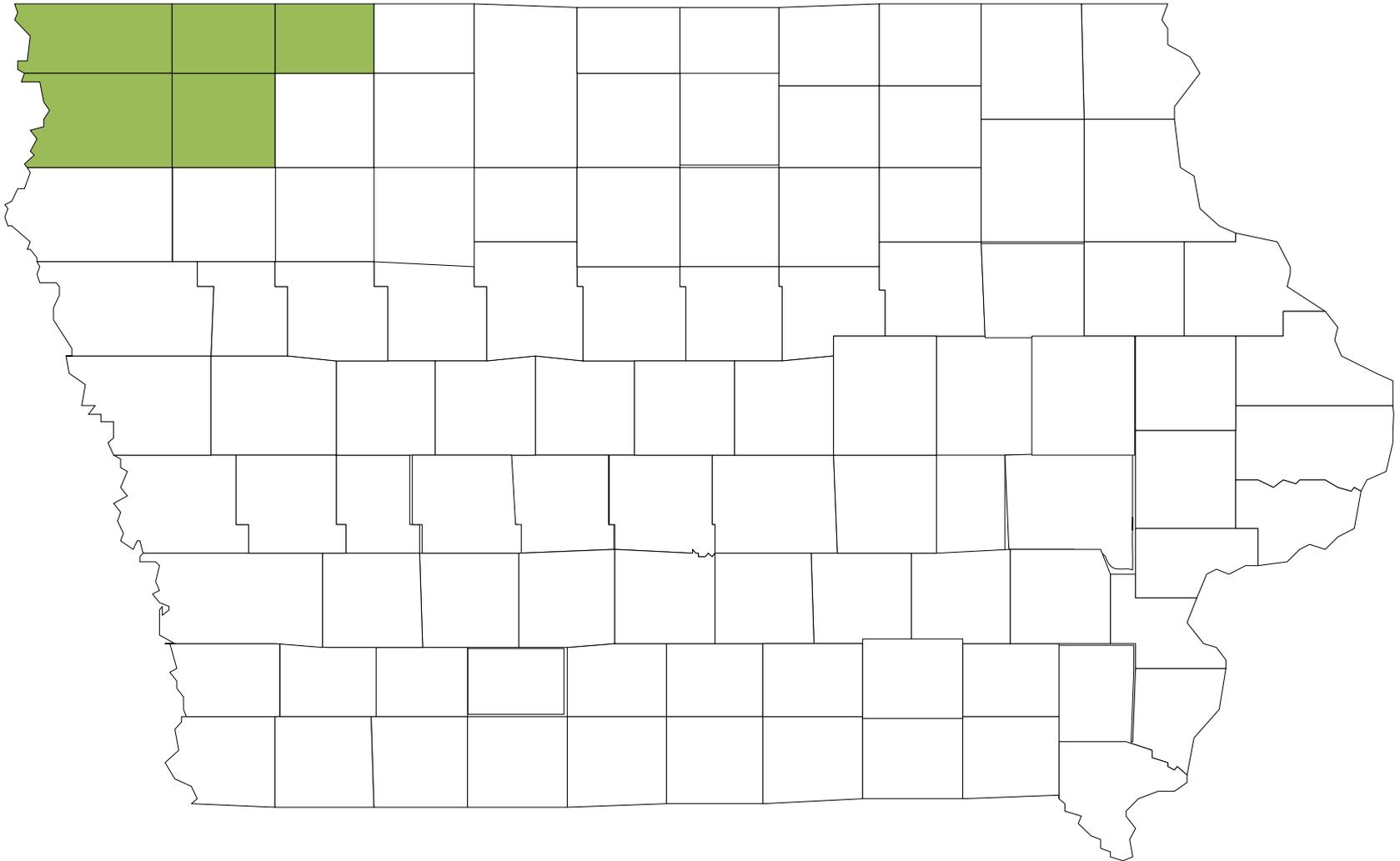
# Public Assistance DR-4114-IA

**Event Type: Severe Winter Storm**

**Incident Period: April 9-11, 2013**

**Declaration Date: May 6, 2013**

**Declared Counties: Dickinson, Lyon, O'Brien, Osceola and Sioux**



# People of Interest

## State:

HSEMD Administrator/Governor's  
Authorized Representative:  
Mark Schouten

State Coordinating Officer:  
Patrick Hall

State Public Assistance Officer:  
Patrick Hall

Deputy State Public Assistance Officer:  
Katie Ewing

State Public Assistance Coordinator(s):  
Jim Wiese (Non-REC), Jim Berg (REC)

## FEMA:

Regional Administrator:  
Beth Freeman

Federal Coordinating Officer:  
Joe Girot

Federal Public Assistance Officer:  
Greg Bosko

Deputy Federal Public Assistance Officer:  
Dave Moore

Federal Public Assistance Coordinator(s):  
TBD



**Disaster Strikes**



**Preliminary Damage Assessment (PDA)**



**Declaration**



**Applicant Briefing**



**Request for Public Assistance (RPA)**



**Kickoff Meeting**



**Project Worksheet Formulation**



**Project Worksheet Review by Local, State and FEMA**



**Project Obligated – Federal Share Available**



**Project(s) Complete**



**Closeout**



**State Share**

# Public Assistance Program

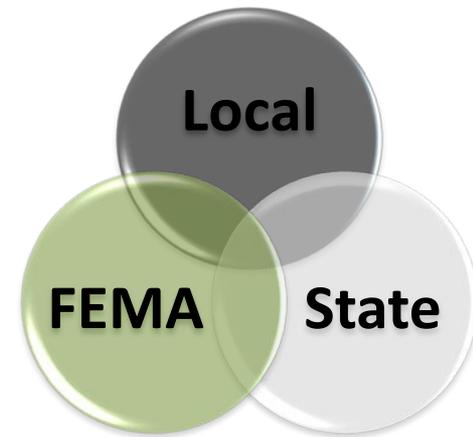
Provides supplemental assistance to state and local governments and certain private non-profit organizations for response and recovery in a Presidentially declared disaster or emergency.

- **Assistance Provided:**

- **Debris Removal**
- **Emergency Protective Measures**
- **Permanent restoration of infrastructure**
- **Hazard Mitigation Measures to protect against future damage**

**\*Cost of disaster recovery planning is not an eligible expense**

# Roles and Responsibilities



- **FEMA**
  - **Managing the program**
  - **Approving project worksheets**
  - **Providing technical assistance to State and applicants**
- **State**
  - **Educate potential applicants**
  - **Work with FEMA to manage the program**
  - **Administer project funds**
  - **Monitor the projects awarded under the program**
- **Applicant**
  - **Identify damage**
  - **Provide data for FEMA to develop an accurate scope and cost estimate**
  - **Manage their projects funded under the program**

# Applicant Briefing



**Provide information on the Public Assistance (PA) Program**

- **Review required documentation (found within folder provided)**
  - **Request for Public Assistance (RPA)**
  - **Data Universal Number System (DUNS) Number Form**
  - **State Application for Federal/State Assistance**
    - **Designates applicant's authorized representative (signature authority)**
  - **Applicant's Assurances and Certifications**
  - **Audit Certification**
  - **Substitute W9/ Vendor Update Form**
  - **Revenue and Expenditure Account Form**
  - **PNPs Only – IRS Ruling Letter (501C) or, Iowa Secretary of State Ruling**

**(Funding cannot be released until all of the above "critical documents" are completed and returned to the State)**

- **Review rules and procedures necessary to obligate funding and make claims for eligible expenses**

# Request for Public Assistance

- Notifies FEMA and the State of intent to apply for Public Assistance
- Names the Applicant's Point of Contact (POC)
  - Includes full mailing address
- Identifies damage type(s)
- Utilized by FEMA to:
  - Begin applicant eligibility determinations
  - Initiate scheduling of Kickoff Meetings
- Complete and Return, **to the State** the Request for Public Assistance (RPA) form at the conclusion of this briefing
- Deadline for submitting RPAs is **30 Days** from the date of county declaration

DEPARTMENT OF HOMELAND SECURITY FEDERAL EMERGENCY MANAGEMENT AGENCY REQUEST FOR PUBLIC ASSISTANCE				O.M.B. No. 1660-0017 Expires October 31, 2008	
<p align="center"><b>PAPERWORK BURDEN DISCLOSURE NOTICE</b></p> <p>Public reporting burden for this form is estimated to average 10 minutes. Burden means the time, effort and financial resources expended by persons to generate, maintain, disclose, or to provide information to us. You may send comments regarding the burden estimate or any aspect of the collection, including suggestions for reducing the burden to: Information Collections Management, U.S. Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC 20472, Paperwork Reduction Project (OMB Control Number 1660-0017). You are not required to respond to this collection of information unless a valid OMB number appears in the upper right corner of this form. <b>NOTE: Do not send your completed questionnaire to this address.</b></p>					
APPLICANT (Political subdivision or eligible applicant.)				DATE SUBMITTED	
COUNTY (Location of Damages. If located in multiple counties, please indicate.)					
<b>APPLICANT PHYSICAL LOCATION</b>					
STREET ADDRESS					
CITY		COUNTY		STATE	ZIP CODE
<b>MAILING ADDRESS (If different from Physical Location)</b>					
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)? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Private Non-Profit Organization? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, which of the facilities identified below best describe your organization? _____					
<p><small>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.</small></p> <p><b>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.</b></p>					
Official Use Only: FEMA _____ DR _____ FIPS# _____				Date Received:	



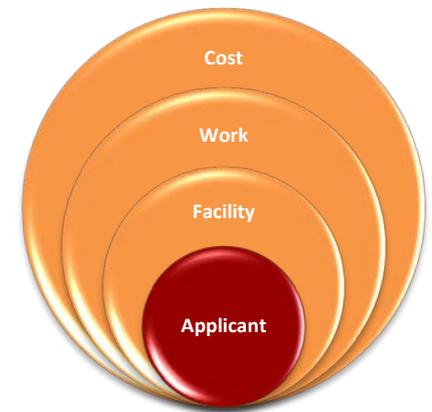
# Kickoff Meeting

- **Introduce Applicant and FEMA/State Public Assistance Coordinators (PACs)**
- **Explain PA process, forms, timelines, and project management requirements**
- **Discuss Damages**
  - **All damages must be identified within 60 days from the date of an Applicant's Kickoff Meeting**
- **Assess Applicant Needs**
- **Answer Applicant Questions**

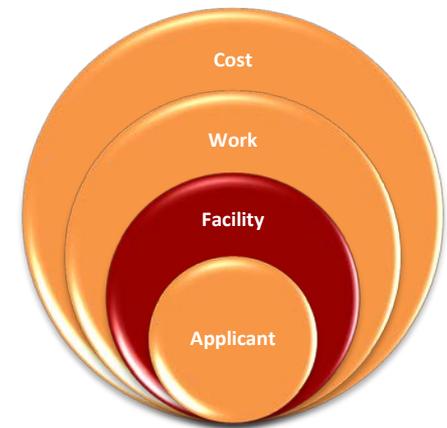


# Applicants

- **State Government Agencies**
- **County Governments**
- **Municipal Governments**
- **Municipal Authorities**
- **School Districts**
- **Taxing Districts**
- **Indian Tribes**
- **PNP organizations that own or operate facilities that provide certain services of a governmental nature are eligible for assistance**

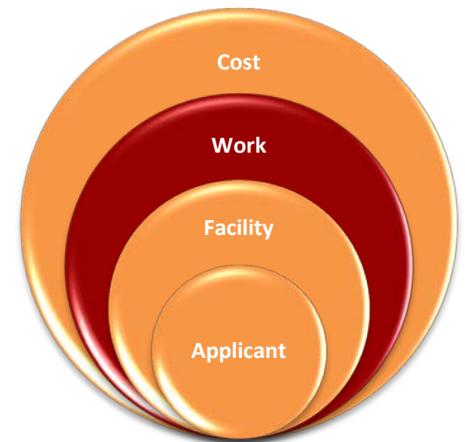


# Facility



- **Damaged as a result of a declared event**
- **Located within a declared area**
- **The legal responsibility of an eligible applicant**
- **In active use at the time of the disaster**
- **Not under the authority of another federal agency (i.e. NRCS, USACE, FHWA)**

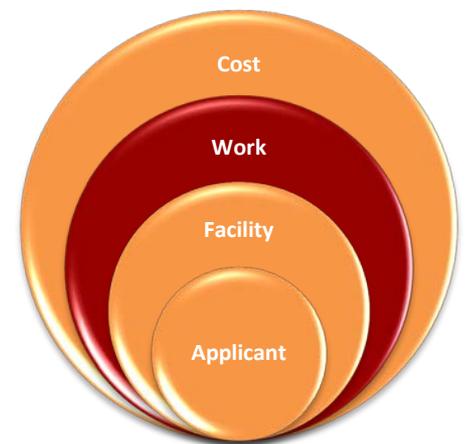
# Work



- **Emergency Work (Category A-B)**
    - 6 months from the date of county declaration to complete the scope of work
  - **Permanent Work (Category C-G)**
    - 18 months from the date of county declaration to complete the scope of work
    - Repair/Replacement is eligible to pre-disaster conditions
    - Codes and Standards Upgrades may be eligible
    - Relocation Assistance may be eligible (Temporary/Permanent)
- \*Normal Maintenance is not eligible**
- \*Surveys for damage are not eligible**
- \*Replacement of trees and groundcover is not eligible**
- Seeding is only eligible for erosion control during permanent restoration

# Category A

## Debris Removal



- Eliminate immediate threat to life, health and safety
- Eliminate immediate threat to improved property
- Ensure economic recovery of the community and provide a benefit for the community at large

\* Debris Removal on Private Property is generally not eligible

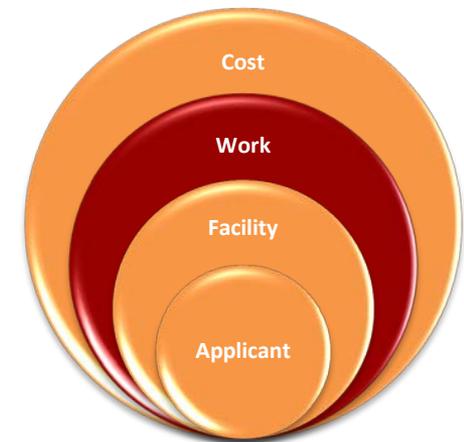
\* Debris Removal on Federal-aid highways in jurisdictions designated for FEMA PA are eligible for FEMA PA Program Funding (subject to work and applicant eligibility requirements as well as specific debris removal criteria)

\* Under the Alternative Procedures FEMA will allow the use of program income for recycled debris without offset to the grant amount

\* Possible Cost Incentives

# Category B

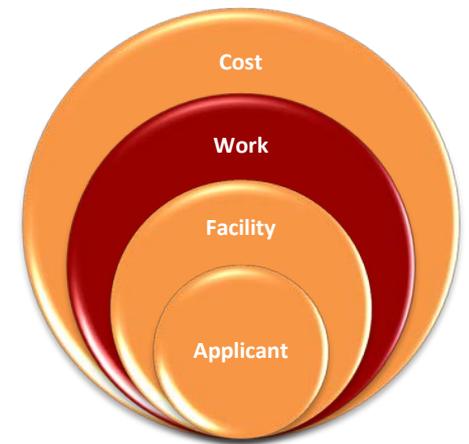
## Emergency Protective Measures



- **Activities undertaken by a community before, during, and following a disaster to save lives, protect public health and safety, and protect improved public and private property**
- **Generally, those prudent actions taken by a community to warn residents, reduce the disaster damage, ensure the continuation of essential public services, and protect lives and public health and safety are eligible for assistance**
- **Examples include:**
  - **Sandbagging**
  - **Search and rescue**
  - **Demolition of Public and Private Structures**
    - **damaged by event and declared an immediate threat by State or Local government**
  - **Donated Resources**

# Category C

## Roads and Bridges



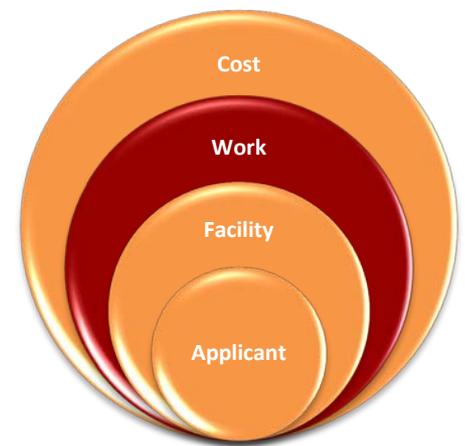
### Repair/Replacement of:

- Roads
- Bridges
- Culverts

**\* Federal-Aid roads, streets, and highways are not eligible for permanent work Public Assistance funding**

# Category D

## Water Control Facilities



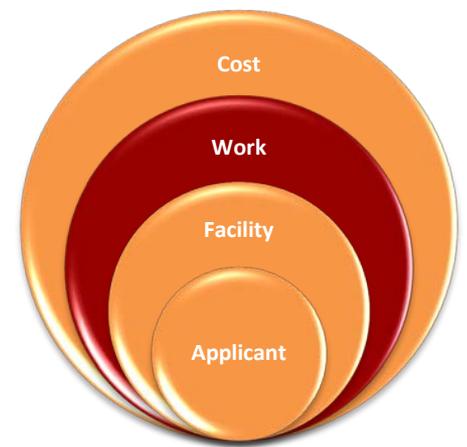
### Repair/replacement of:

- Dams
- Levees, Berms, Dikes
- Drainage Channels
- Shore Protective Devices
- Pumping Facilities

\* **Federal Levees are not eligible for permanent or emergency repair work**

# Category E

## Buildings and Equipment



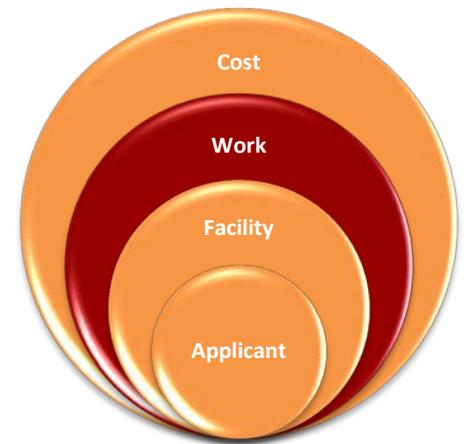
Repair/Replacement of:

- Buildings/Contents
- Equipment (all types including vehicles)

**\*Less any insurance**

# Category F

## Utilities

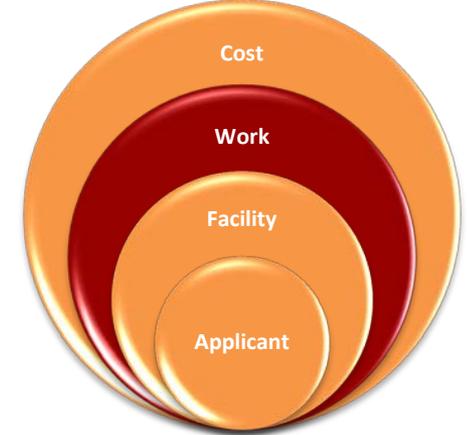


### Repair/Replacement of:

- **Waste Water Treatment Plants and delivery systems**
- **Power generation and distribution facilities**
- **Sewage Collection Systems and treatment plants**
- **Communications**

# Category G

## Public Parks, Recreational, and Other

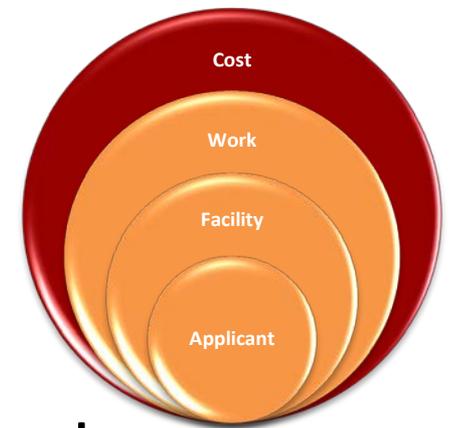


### Repair/Replacement of:

- Buildings, roads, utilities, etc. located in parks or in similar areas
- Playground equipment, swimming pools, tennis courts, etc. are also eligible
- Structured beaches that meet a certain criteria are eligible

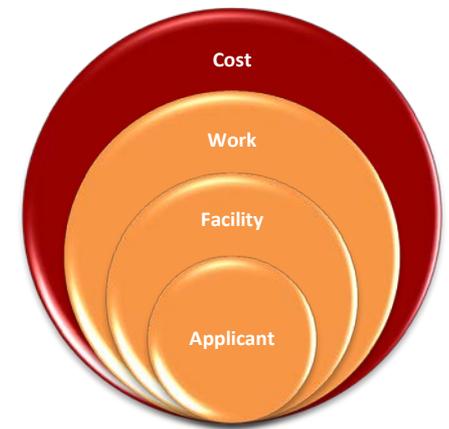
**\*Recreational facilities for PNPs are not eligible**

# Cost



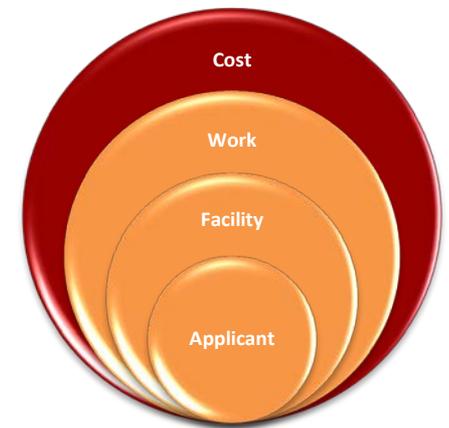
- Reasonable and necessary cost to accomplish eligible work
  - Procurement and Contracting must be in compliance with Federal, State and Local laws
  - Insurance proceeds, salvage value, and purchase discounts must be deducted
- \* Increased Operating Expenses are typically not eligible**
- Cost of operating a facility or providing a service that increases due to or after a disaster

# Force Account (FA) Labor



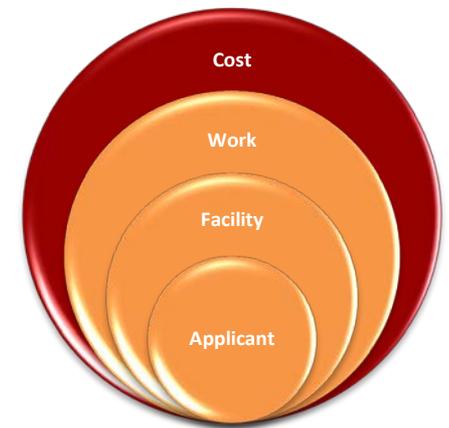
- **Regular and overtime FA Labor is eligible for Permanent Work Categories**
- **Regular and overtime FA Labor is eligible for Debris Removal**
- **Regular and overtime FA Labor is eligible for Emergency Work if:**
  - **The work is not typically performed by the employees; and**
  - **The type of work may otherwise be carried out by contract or agreement with private organizations, firms or individuals**
- **Overtime costs are only eligible if it is an established policy to pay overtime**
- **Fringe Benefit Rates are eligible for reimbursement**

# Force Account (FA) Labor



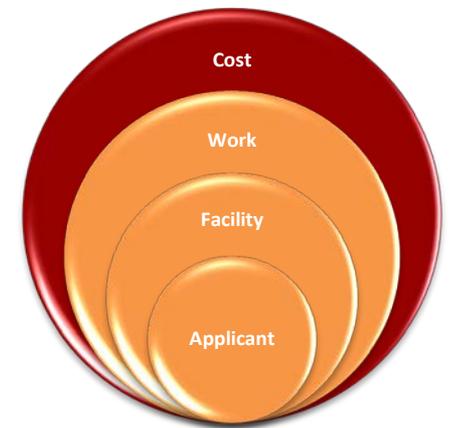
- **Time must be documented by:**
  - **Personnel Activity Report (PAR)**
    - Done by each employee
    - Must account for 100% of all hours worked during the period of time being claimed
    - Must delineate each federal activity (project) and all non-federal activities (normal job)
    - Must coincide with the employee payroll period
- **Cost must be documented by:**
  - **Payroll Documentation**
    - Must account for the total payroll amount actually paid by the applicant, including fringe benefits, to the employee by payroll period

# Materials



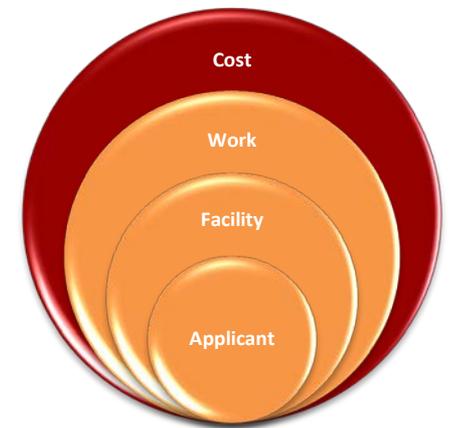
- **Cost of materials purchased or from stock and used during the performance of eligible work is eligible.**
  - **Invoices, purchase orders, proof of payment (cancelled checks, accounting records) and records of material taken from stock must be kept for these cost to be claimed**

# Equipment



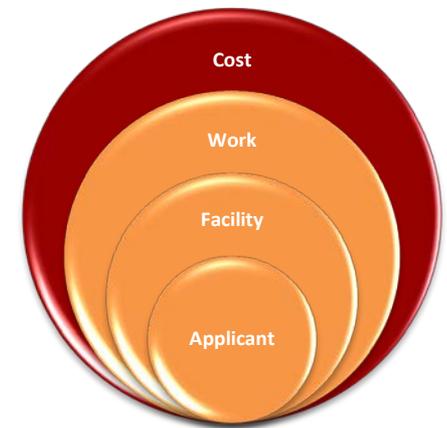
- **FA Equipment time is eligible for regular time and overtime**
- **Standby time is ineligible**
- **Must use FEMA cost codes or your own cost codes, whichever is less**
  - **FEMA cost codes typically include operation (including fuel), insurance, depreciation, and normal maintenance. Does not include labor to operate**
- **Cost of purchasing equipment and supplies in order to respond to the disaster is eligible if necessary and reasonable**
  - **Equipment and supplies with a value of \$5,000 will be subject to a reduction for salvage value**
- **Rental equipment is also eligible**

# Procurement



- Reasonable Cost
- Competitive Procurement **Required**
- Procurement must comply with Federal, State and Local laws and regulations
  - Follow local laws as long as it is at least as stringent as Federal laws

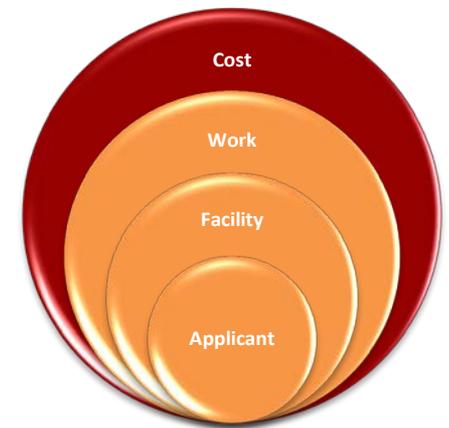
# Procurement Continued



- **Small Purchase (<\$100,000)**
  - Informal, several price quotes (min. 3)
- **Sealed Bids**
  - Formal, advertised, lowest responsive bidder
- **Competitive Proposals**
  - Formal, similar to sealed bid, awarded based on contractor qualifications
  - Primarily for professional services
- **Non-Competitive Proposals**
  - Single Source, under limited circumstances
    - Competition not reasonable
  - Limited primarily to emergency work

<http://www.iowaleague.org/Downloads/Workshops/Materials/2006/BidWorkshopProgramMaterials.pdf>

# Contracts



- **Acceptable types:**
  - Lump Sum
  - Unit Price
  - Cost Plus Fixed Fee
- **Avoid**
  - Time and Materials after the first 70 hours
- **Not Acceptable**
  - Cost Plus Percentage of Cost Contracts
  - Contingency Contracts
  - Suspended, Debarred Contractors
    - <https://www.epls.gov/>
- **Federal Contract Provisions are required within the body of the contract or as an attachment to the contract**

# Direct Administrative Costs (DAC)



**DAC are costs that can be tracked, charged and accounted for directly to a specific project, such as staff time to complete field inspection and preparation of a PW. Eligible DAC activities typically occur after an applicant's kick-off meeting.**

- **All claimed costs must be documented to the approved project**
    - **Salary and Benefits = Personnel Activity Reports (PARs) and Payroll Records**
    - **Supplies and other costs = receipts, invoices etc.**
    - **Must be necessary and reasonable**
- \* During the project grant writing process the sub-grantee can decline to include/claim DAC on a project**

# Special Considerations

Issues other than basic program eligibility that affect the scope of work and funding of a project worksheet

- Insurance
- Hazard Mitigation
- Environmental/Historic preservation compliance
- Joint Application for floodplain development

<http://www.iowadnr.gov/InsideDNR/RegulatoryLand/FloodPlainManagement/FloodPlainDevPermits.aspx>

- MUST have a response from both Iowa DNR and the US Corps of Engineers to determine if a flood plain permit is required. No project closeout until proof is provided by the applicant
- Self-Certification

**\* Failure to identify and address these issues may result in:**

- Loss of funding
- Delays
- Legal Action
- Loss of Opportunity
- Negative Publicity

# Insurance

- **FEMA will reduce eligible project costs for facilities that are insured by the actual or anticipated insurance proceeds**
- **FEMA will reduce eligible project costs for facilities that are uninsured but are, within the Special Flood Hazard Area and damaged by flood waters, by the maximum amount of insurance proceeds that could have been obtained from the standard NFIP flood insurance policy; or the value of the facility at the time of the disaster, whichever is less**
- **Insurance must be obtained and maintained**
  - **On insurable facilities for which PA funding has been provided**
  - **Projects less than \$5,000 are exempt**
  - **Proof of obtaining must be submitted to the State prior to final payment**
- **Self-insurance**
  - **Applies only to the State for PA purpose**
- **Insurance Requirements Waiver**
  - **State Insurance Commissioner certification required if insurance is not reasonably available**

# Iowa Code 455B.262A

National Flood Insurance Program (NFIP)– participation required

- State participation in funding financial assistance (10% State cost share) for a flood related disaster require participation in the NFIP for a city or county with an effective FEMA published flood insurance map that identifies the SFHA.

**\* Applies to Disasters declared after July 1, 2011**

- For NFIP participation information contact the Iowa Department of Natural Resources

Ken Bouma

Local Floodplains Program

515.281.6907

[Ken.bouma@dnr.iowa.gov](mailto:Ken.bouma@dnr.iowa.gov)

Jason Conn

Local Floodplains Program

515.281.4333

[Jason.conn@dnr.iowa.gov](mailto:Jason.conn@dnr.iowa.gov)

# Hazard Mitigation

## Section 406

**Cost-effective action taken to prevent or reduce the threat of future damage to a facility**

- Applies only to permanent work projects (**Cat. C-G**)
- Must prevent future similar damage and must apply to the damaged element
- Must be determined cost-effective by FEMA
  - 15% of the total cost of the eligible repair work
  - Certain mitigation measures have been pre-determined as cost-effective if the cost does not exceed the total eligible repair work (placement of rip rap, soil retention blankets)
- Examples:
  - Flood Relocation
  - Increase Culvert Size
  - Line Drainage Ditches

# Environmental Preservation

- National Environmental Policy Act requires that FEMA perform a review of a project to evaluate the impact of that project and any possible alternatives
  - Review must be completed before work is started since the review may identify steps to be taken or conditions to be met before the project can be implemented



# Historic Preservation

- **National Historic Preservation Act requires FEMA to consider, prior to funding, the effects of projects on historic properties listed in or eligible for listing in the National Register of Historic Places**
- **Is the structure older than 50 years? Historical significance?**



# Methods of Payment

- **Cost Share**
  - 75% Federal
  - 15% Applicant
  - 10% State (paid upon final closeout)
- **Size of Project**
  - Small Project
  - Large Project
- **Funding Options**
  - Improved Project
  - Alternate Project

# Small Project

- **Estimated project cost under \$64,100 (FY12 threshold)**
- **Paid on the estimate**
- **Small Projects are closed when all of an applicant's small projects are 100% complete**

# Small Project Overrun

- Applicants may appeal for a “net” small project cost overrun within **60 days** of completing all small projects and the “net” is 20% or greater
- Must document all work for all small projects to receive consideration for a “net” small project cost adjustment

# Large Project

- **Greater than \$64,100 (FY12 threshold); funding is based on documented actual final costs**
- **Large Projects are generally written and approved based on estimated costs but are closed on actual costs**
- **Funds must be requested by the Applicant**
  - **Reimbursement; proof of payment is required prior to reimbursement**
  - **Advances; only in special circumstances, approved by alternate GAR; documentation required within 60 days to show funds were expended**
  - **Can receive up to 75% of the Federal share for reimbursement and advances prior to project closeout**
- **Subject to Federal Cash Management requirements**
  - **Federal funds received must be expended by the Applicant within 60 days of receipt**

# **Cost Overruns: Large Projects**

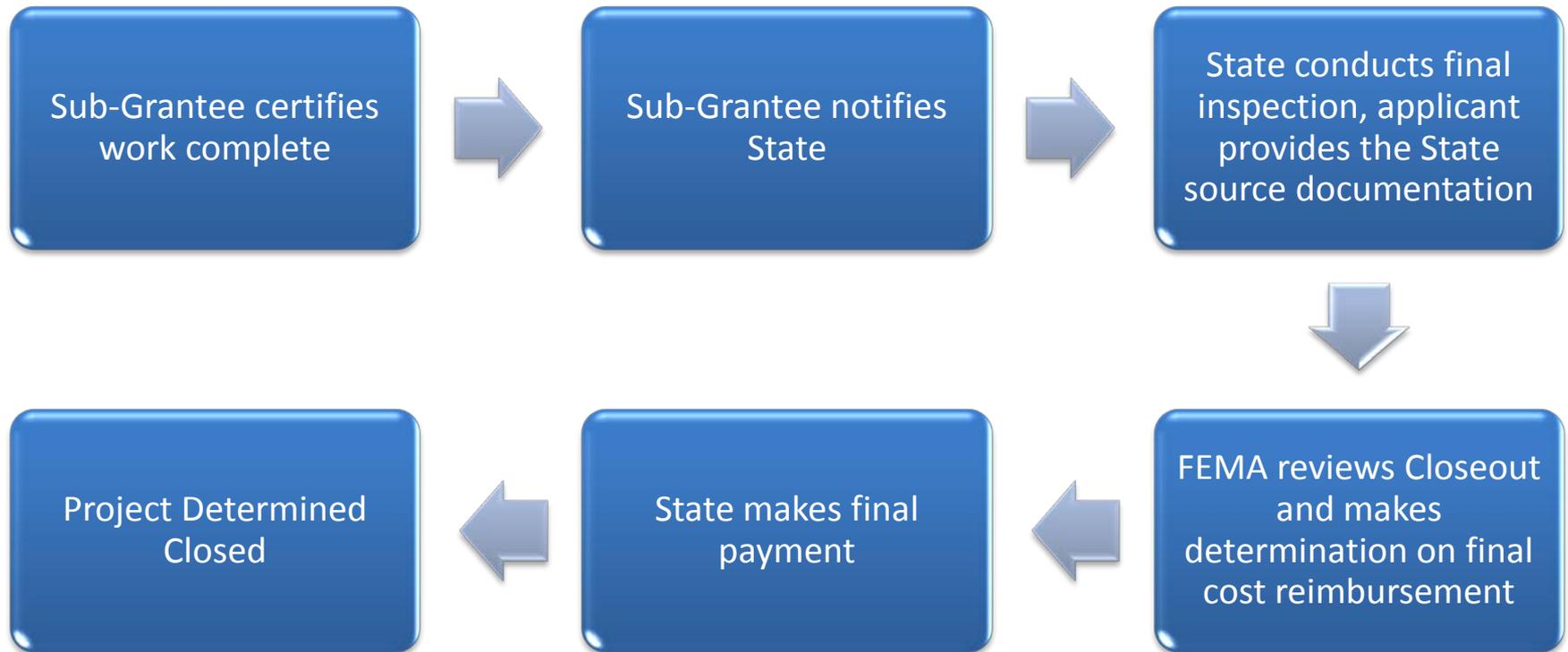
**Immediately advise Iowa HSEMD of anticipated cost overruns for each large project. Failure may result in the overrun not being reimbursed**

- **Cost overruns are normally a result of one or more of the following:**
  - **Variations in unit prices**
  - **Changes in the scope of eligible work**
  - **Delays in timely starts or completion of work**
- **Submit sufficient information to support the eligibility of all claimed work and costs for each large project**

# Closeout of Large Project Worksheets

- **A final accounting**
  - **The applicant must provide a summary sheet of costs showing the amount being claimed;**
    - **Once the project is complete, HSEMD will establish a deadline after consulting with the applicant. An outline of the needed documentation will be provided and the applicant will be required to provide the documentation by the established deadline.**
    - **Applicants will be required to identify fringe benefits for force account labor costs.**
- **A process for grant evaluation of:**
  - **Work Completed**
  - **Funds disbursed**

# Process of a Large Project Closeout



# Improved Project

- **Permanent Work Only**
- **Funding is limited to the Federal share of the costs that would be associated with repairing or replacing the damaged facility to pre-disaster design**
- **Improved project must be approved prior to beginning of work**



# Alternate Project

- Permanent Work Only
- Federal Funding will be 90 percent of the Federal estimate of the cost to repair, restore, reconstruct or replace the facility and of management expenses
  - Private nonprofit facilities will be 75 percent of the Federal Share
- Deadline to request Alternate Project is within **12 Months** of the Kickoff Meeting
- Alternate Project must be approved prior to beginning of work

**\* Under the alternative procedures, an option is provided to elect to receive an in-lieu contribution, without reduction on the basis of estimates of the cost to repair, restoration, reconstruction, or replacement of a public facility**



# Project Management

- **Record Keeping**
- **Time Limits**
- **Progress Reports**
- **Audits**

# Record Keeping



- Applicants must establish a PA Disaster Specific File. The file will contain the specific information for each project containing all documentation pertaining to each specific project by Project Worksheet #.
- Retain documents for all approved work, including costs incurred and claimed, for three years.
  - This retention period starts on the day the Applicant submits their final project completion and certification report (P.4).

# What should be in each Project File?

- **Obligated Project Printout**
- **Completed Special Considerations Questions Form**
- **Estimated and Actual Costs**
- **Force Account Labor Documentation**
- **Force Account Equipment Documentation**
- **Rented Equipment Invoices**
- **Materials and Purchases Invoices and Receipts**
- **Insurance Information**
- **Photographs of damage, work underway, work completed**
- **Environmental and/or historic alternatives and hazard mitigation opportunities considered for large, improved or alternate projects**
- **Environmental Review Documents**
- **Records of donated goods and services**
- **Permits**
- **Correspondence**
  - **Extensions, approvals (improved, alternate), emails**





# Time Limits

- RPA deadline date is **30 days** from the date of declaration
- Damage must be identified within **60 days** of the first substantive meeting (kickoff meeting)
- Work Completion Deadlines are from the date of declaration:
  - Emergency and Debris Removal – **6 Months**
  - Permanent Work – **18 Months**
  - The State has the authority to extend emergency work (**Cat. A and B**) by six months and permanent work (**Cat. C-G**) by 30 months
- Alternate Projects must be requested within **12 months** from the kickoff meeting
- Appeals must be submitted within **60 days** of the determination being appealed
- **2<sup>nd</sup>** Appeals for Arbitration must be submitted within
- \* **Extension requests past the State's authority will be forwarded by the State to FEMA for a determination**



# Audits

- **Single Audit Act:** This act requires grant recipients expending \$500,000 or more in Federal funds in a fiscal year to perform a single audit
- **DHS/FEMA Office of Inspector General Audits:**
  - Items not covered by the single audit
  - Project scope of work and related expenditures
  - Source Documentation
    - Records should be retained for a minimum of 3 years



# Representative Audit Findings

- **Unsupported contractor costs**
- **Unsupported Force Account costs**
- **Ineligible Costs**
- **Unreasonable Costs**
- **Failed to establish a project file containing all documentation pertaining to the project**
- **Failed to keep specific source documentation, including cancelled checks, paid bills, payroll, time and attendance records, contracts, etc.**
- **Failed to maintain records that adequately identify the source and application of funds provided for financially assisted activities**
- **Failed to follow Federal procurement regulations**

# Appeals

- Applicants can appeal decisions regarding their grant
- Two Levels of Appeal:
  - 1<sup>st</sup> Appeal goes to the Regional Director
  - 2<sup>nd</sup> Appeal goes to the FEMA Headquarters
- Applicants must file an appeal with the State within 60 days of receipt of a notice of the action that is being appealed
- The State will provide a recommendation with the Applicant's appeal and forward to Region within 60 days of its receipt from the Applicant
- FEMA Region and Headquarters have 90 days from the date of receipt to take action

# Arbitration

- **Independent Review Panel**
- **Opportunity for arbitration in place of a 2<sup>nd</sup> appeal**
  - **Amount in dispute must not be less than \$1,000,000**
  - **Applicant must have received a decision on a first appeal**
- **If arbitration is chosen an applicant is forgoing rights to any further appeal**
- **If the Independent Review Panel determines that the basis for review is frivolous, the applicant may have to pay a reasonable cost to FEMA for the cost of the review by the Independent Review Panel.**
- **Sunset – December 31, 2015**

# References

- **Public Assistance Digest (FEMA 321)**  
<http://www.fema.gov/pdf/government/grant/pa/pdigest.pdf>
- **Public Assistance Guide (FEMA 322)**  
[http://www.fema.gov/government/grant/pa/pag07\\_t.shtm](http://www.fema.gov/government/grant/pa/pag07_t.shtm)
- **Applicant Handbook**  
[http://www.fema.gov/pdf/government/grant/pa/fema323\\_app\\_handbk.pdf](http://www.fema.gov/pdf/government/grant/pa/fema323_app_handbk.pdf)
- **44 Code of Federal Regulations (CFR)**  
[http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?&c=ecfr&tpl=/ecfrbrowse/Title44/44tab\\_02.tpl](http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?&c=ecfr&tpl=/ecfrbrowse/Title44/44tab_02.tpl)
- **Robert T. Stafford Act, as amended**  
<http://www.fema.gov/robert-t-stafford-disaster-relief-and-emergency-assistance-act-public-law-93-288-amended>
- **9500 Policy Series** <http://www.fema.gov/government/grant/pa/9500toc.shtm>
- [www.fema.gov](http://www.fema.gov)
- [www.iowahomelandsecurity.org](http://www.iowahomelandsecurity.org)

# Points of Contact

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  - **Phone (515) 725-3231**
  - **Fax (515) 725-3260**
- **Public Assistance**
  - **Fax (515) 725-9408**