

# Applicant Briefing

## Public Assistance (PA) Program

### FEMA-DR-4512-VA

### “COVID-19”

Presented by the  
Finance and Recovery Sections of the  
Virginia Emergency Support Team (VEST)



Virginia Department of  
**Emergency Management**

# Agenda

- General Public Assistance Overview
- Roles and Responsibilities
- Public Assistance Eligibility
- Public Assistance Delivery Model
- FEMA's Streamlined Application Process Grants Portal Walk-through <https://grantee.fema.gov>
- Submit Requests for Public Assistance (RPAs)
- Adjourn



# Goals

- Discuss important dates & deadlines
- Review Public Assistance (PA) Program Eligibility
- Log into Grants Portal (walk-through self-registration for account creation)
- Submit Request for Public Assistance (RPA) in FEMA Grants Portal at <https://grantee.fema.gov>
- Application Submission (walk-through with pictures and instructions) <https://grantee.fema.gov>



# Resources



Virginia Department of  
Emergency Management

[Home](#)

[Disasters & Emergencies](#)

[Recover](#)

[Resources](#)

[News](#)

[Contact Us](#)



## Disaster Grants

You are here: [Home](#) / [Coronavirus](#) / [Disaster Grants and Loans](#) / [Disaster Grants](#)

<https://www.vaemergency.gov/coronavirus/disaster-grants-and-loans/gov-ngo/>



Virginia Department of  
**Emergency Management**

# Public Assistance (PA)

Assistance to state and local governments, and certain private non-profit organizations, for use in the response and recovery phases following a Presidential disaster declaration.

**PA is a reimbursement program based on eligible costs incurred**



# FEMA Grant Programs Snapshot

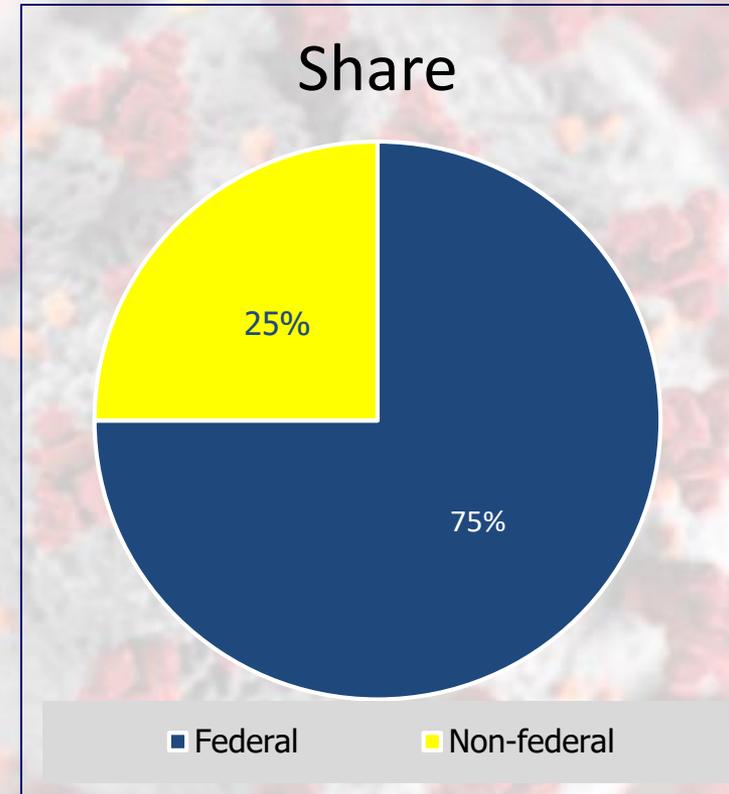
## OUR LARGEST GRANT PROGRAM

**\$4.7 BILLION/YEAR  
51% OF ALL GRANTS**



# Public Assistance Cost Share

- ❖ FEMA will reimburse no less than 75% of eligible costs for project within the Category B Guidance specific to COVID-19.
- ❖ CARES Act funding may be used to satisfy non-federal matching requirements under the Stafford Act. More information on this directive can be found here: <https://home.treasury.gov/system/files/136/Coronavirus-Relief-Fund-Frequently-Asked-Questions.pdf>
- ❖ The non-federal share, remaining 25%
  - ❖ State agency share – 0%
  - ❖ Local government share – based on Local Council of Governments Fiscal Stress Index
  - ❖ Tribal government share – 25%
  - ❖ Private non-profits share – 25%
- ❖ Third party donations for eligible emergency work performed, if documented, may off-set the 25% non-federal share. **Volunteer rate is \$27.50 per hour.**



# Common Terms

- **Applicants:** Entities submitting a request for assistance under the recipient's federal award.
- **Subrecipients:** Applicants who have received a subaward from the Recipient and is then bound by the conditions of the award and subaward.
- **Recipients:** The State or Tribal government that receives funding under the disaster declaration and disburses funding to approved subrecipients.
- **FEMA:** The federal awarding agency authorized to manage the program.



# A Tale of Two Portals

VirginiaPA.org

 Grants Portal



Virginia  
Public Assistance



FEMA

\*Beginning on August 31, 2020 VDEM's former Public Assistance website *VirginiaPA.org* will now be accessible at [vdem.emgrants.com](http://vdem.emgrants.com) due to a grants system merger that promotes continuity among all of VDEM's Grant Programs.



Virginia Department of  
Emergency Management

# VirginiaPA.org and vdem.emgrants.com\*

The logo for VirginiaPA.org, featuring the text "VirginiaPA.org" in a blue and black font.

**Virginia  
Public Assistance**

- A web-based portal which manages the Public Assistance (PA) Program
- Was utilized for damage assessment process
- Automatic feed from FEMA's systems, so when funds are obligated you will see them in VirginiaPA.org\*
- VirginiaPA.org\* will be utilized from federal obligation through closeout.

\*Beginning on August 31, 2020 VDEM's former Public Assistance website *VirginiaPA.org* will now be accessible at [vdem.emgrants.com](https://vdem.emgrants.com) due to a grants system merger that promotes continuity among all of VDEM Grants Programs.



Virginia Department of  
**Emergency Management**

# VirginiaPA.org and vdem.emgrants.com\*

The logo for VirginiaPA.org, featuring the text "VirginiaPA.org" in a blue and black sans-serif font.

**Virginia  
Public Assistance**

Allows you to:

- Access project information
- Submit requests for reimbursement
- Monitor the status of payments
- Submit Quarterly Reports
- Request extensions and scope of work changes
- Generate financial reports
- Request for closeout of project

\*Beginning on August 31, 2020 VDEM's former Public Assistance website *VirginiaPA.org* will now be accessible at [vdem.emgrants.com](https://vdem.emgrants.com) due to a grants system merger that promotes continuity among all of VDEM Grants Programs.



Virginia Department of  
**Emergency Management**

# FEMA Grants Portal

- <https://grantee.fema.gov/>
- Submission of RPA
- Submission of documentation
- Projects are written and signed
- All reviews and approvals take place
- Monitor & Manage projects
- Creates Transparency across all levels of government
- Must use **Mozilla Firefox** for full functionality



FEMA



Virginia Department of  
Emergency Management

# Roles and Responsibilities

Applicant	Recipient (VDEM)	FEMA
<ul style="list-style-type: none"><li>• Creates/Maintains Organization Profile in Grants Portal (GP)</li><li>• Attends Applicant Briefing</li><li>• Submits Request for Public Assistance (RPA) in GP</li><li>• Completes COVID-19 Streamlined Project Application and Uploads in GP</li><li>• Provides supporting documentation</li></ul>	<ul style="list-style-type: none"><li>• Activates Organization Profiles in GP</li><li>• Conducts Applicant Briefing(s)</li><li>• Reviews RPA and makes recommendation</li><li>• Administers Grant Awards</li><li>• Grant management including reimbursement requests, scope of work changes, time extensions, and closeout</li></ul>	<ul style="list-style-type: none"><li>• Approve RPAs</li><li>• Determine Eligibility</li><li>• Issue Determination Memos</li></ul>

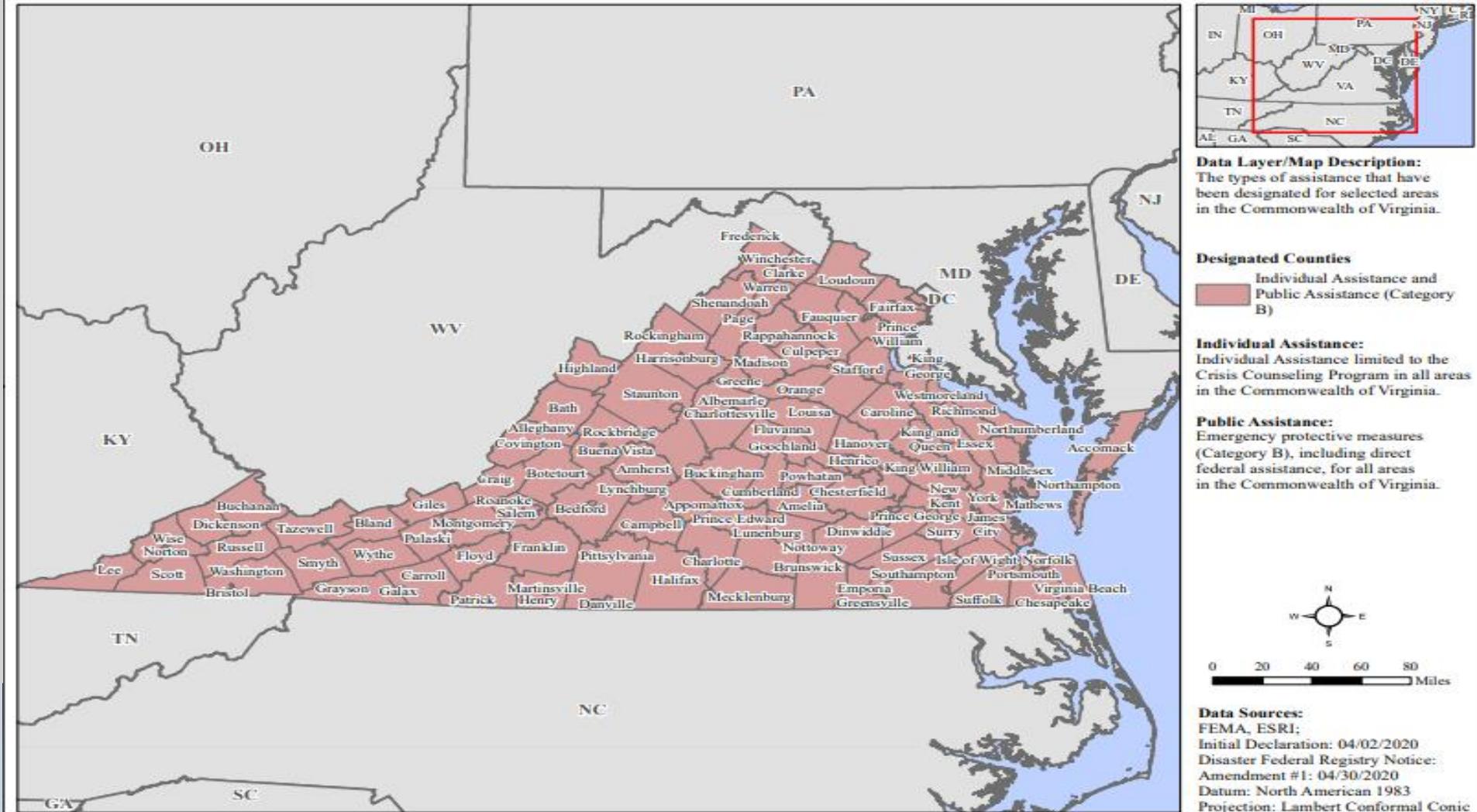


# Declaration Summary

- President declared National Emergency on March 13, 2020.
- Major Disaster Declaration for Virginia on April 2, 2020.
- Statewide Public Assistance
  - Category B- Emergency Protective Measures
- Cost Share: 75% Federal share, 25% non-federal share



# FEMA-DR-4512-VA



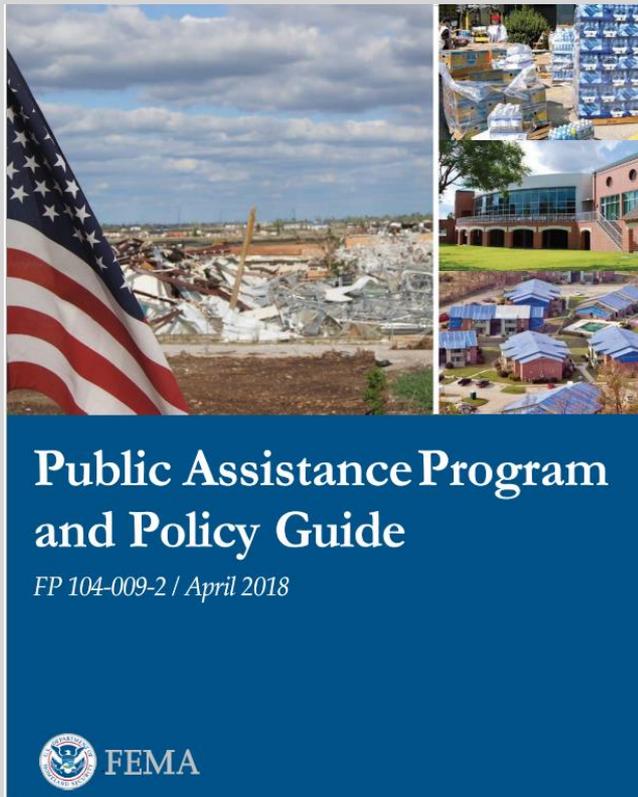
# Incident Period

- Reimbursement costs under Category B, Emergency protective Measures, must have incurred between **January 20, 2020 – and ongoing**, and be directly related to the disaster.
- Period of Performance of Emergency Work is October 2, 2020\* (this may be extended as the disaster is ongoing).

\*Extensions will be widely advertised and communicated, if applicable.



# PA Program and Policy Guidance



- Establishes guidance and eligibility criteria for the Public Assistance Program

<https://www.fema.gov/media-library/assets/documents/111781>



# Public Assistance COVID-19 Specifics

- COVID-19 Eligible Work Activities Must (Category B Only)
  - be required as a result of COVID-19
  - be located within the designated area
  - be the legal responsibility of an eligible Applicant
  - be at the direction or guidance of public health officials
- *Please see* FEMA Fact Sheet references on eligibility items under Category B <https://www.fema.gov/disasters/coronavirus/fact-sheets>



# Eligibility Pyramid

4 Components

**COST**

**WORK**

**FACILITY**

**APPLICANT**



# Applicants

- **Only eligible applicants** can apply directly to FEMA for reimbursement of eligible Category B Costs
- Organizations that do not meet the definition of an eligible applicant, but are performing eligible work on behalf of an eligible applicant may see reimbursement of costs through an MOU with the applicant



# Eligible Applicants

- State agencies, colleges and universities, and community colleges
- Counties, cities, and incorporated towns
- Federally recognized tribal governments
- Special governmental districts, authorities, or boards
- Certain private non-profit organizations



# Private Non-Profit Organizations

- Private Non-Profit organizations must have a ruling letter from the Internal Revenue Service (IRS) granting a tax exemption under Section 501(c), (d), or (e) of the IRS Code of 1954; or
- They must have documentation from the State substantiating that the non-revenue producing organization or entity is a non-profit entity organized or doing business under state law.



# Eligibility

4 Components

**COST**

**WORK**

**FACILITY**

**APPLICANT**



# Eligible Facility

- Located in disaster area
- Not under the specific authority of another Federal Agency
- Be in “active use”
- Must be owned or operated by the applicant



# PNP Facility Eligibility

- For PNPs, an eligible facility is one that provides an eligible service, which includes education, utilities, emergency, medical, custodial care, and other essential social services.



# PNP Facility

## Required Documentation

- If the Applicant owns the facility, proof of ownership
- If the Applicant leases the facility, proof of legal responsibility to perform eligible work
- List of services provided in the facility and when and to whom
- Who is allowed membership
- What fees are charged
- Policy regarding waiving memberships



# PNP Facility Considerations

- Education/School
  - Proof that the school is accredited or recognized by the state Department of Education.
- Child Care Facility
  - Proof that the State Department of Children and Family Services, Department of Human Services, or a similar agency, recognizes it as a licensed child care facility.
  - Child care has been deemed ineligible at this time by FEMA in relation to COVID-19.
- Mixed-use facility
  - Proof of the established purpose of the facility with documentation such as:
    - Pre-disaster charter, bylaws, and amendments
    - Calendar of activities



# Eligibility

4 Components

**COST**



**WORK**

**FACILITY**

**APPLICANT**



# Eligible Work

- Must be Direct Result of Disaster
- Must be located within Designated Disaster Area
- Must be Legally Responsible
- Must be done to:
  - Save lives
  - Protect Public Health and Safety
  - Eliminate or lessen the immediate threat



# FEMA COVID-19 Work Eligibility Guidance

Management and  
Control to Reduce the  
Immediate Threat

Medical Sheltering  
(when existing facilities  
cannot accommodate)

Emergency Medical  
Care

Other Resources



# Eligible Work – Category B

## Eligible Work

Emergency Operation Center costs

Training specific to the declared event

Disinfection of eligible public facilities

Technical assistance to state, tribal, or local governments on emergency management and control of immediate threats to public health and safety

Management and  
Control to Reduce the  
Immediate Threat



Virginia Department of  
**Emergency Management**

# Eligible Work – Category B

## Eligible Work

Non-deferrable medical treatment of infected persons in a shelter or temporary medical facility

Related medical facility services and supplies

Temporary medical facilities and/or enhanced medical/hospital capacity (for treatment when existing facilities are reasonably forecasted to become overloaded in the near term and cannot accommodate the patient load or to quarantine potentially infected persons)

Use of specialized medical equipment

Medical waste disposal

Emergency medical transport

Emergency Medical  
Care



# Medical Sheltering – Category B

## Eligible Work

All sheltering must be conducted in accordance with standards and/or guidance approved by HHS/CDC and must be implemented in a manner that incorporates social distancing measures

Non-congregate medical sheltering is subject to **prior approval by FEMA** and is limited to that which is reasonable and necessary to address the public health needs of the event, is pursuant to the direction of appropriate public health officials and does not extend beyond the duration of the Public Health Emergency

**Medical Sheltering is further defined by FEMA for COVID-19** (e.g. when existing facilities are reasonably forecasted to become overloaded in the near future and cannot accommodate needs)

Medical Sheltering  
(when existing facilities  
cannot accommodate)



Virginia Department of  
**Emergency Management**

# Non-Congregate Sheltering

- Eligible applicants may be potentially reimbursed for costs to shelter specific populations at the direction of a public health official, utilizing non-congregate sheltering due to COVID-19. All uses of NCS in Virginia are subject to review for eligibility and proper documentation to be included in each Applicant's project worksheet.
- ***Statewide approval for homeless populations*** is current as of August 20, 2020. Additional extensions may be sought beyond this date given the ongoing need for NCS.
- ***Statewide approval for first responders*** (fire, EMS, law enforcement, emergency management, and certain public health officials in the field) is current, as of August 20, 2020. Additional extensions may be sought beyond this date given the ongoing need for NCS.



# Other Resources – Category B

## Eligible Work

Purchase and distribution of food, water, ice, medicine, and other consumable supplies, to include personal protective equipment and hazardous material suits  
Movement of supplies and persons

Security and law enforcement

Communications of general health and safety information to the public

Search and rescue to locate and recover members of the population requiring assistance

Reimbursement for state, tribe, territory and/or local government force  
account overtime costs

Household pet sheltering and containment actions related to household pets  
in accordance with CDC guidelines

Other Resources



Virginia Department of  
**Emergency Management**

# Eligibility

4 Components



**COST**

**WORK**

**FACILITY**

**APPLICANT**



# Duplication of Benefits

- FEMA PA Program cannot duplicate funding assistance received for the same purpose under other federal programs such as the CARES Act, or through insurance proceeds
- FEMA may cover eligible costs not covered by other funding sources
- CARES Act funding may be used to meet the non-federal share of an Applicant's project



# Duplication of Benefits

- While some activities may be listed as eligible for funding through multiple programs, final reimbursement determinations will be coordinated by HHS, CDC, and FEMA to ensure no duplication of benefits.



# Eligible Costs

- Incurred by an **Eligible Applicant**
- Directly tied to the performance of **Eligible Work**
- *Necessary and reasonable* to accomplish the Eligible Work
- Properly documented
  - Consistent with Applicant's established policies (Insurance, personnel, etc.)
  - As detailed in a Mutual Aid Agreement or Memorandum of Understanding (MOU)



# Eligible Costs

- Compliant with all Federal, State, Local Regulations
  - Procurement
  - Environmental & Historic Preservation
  - Permitting
- Reduced by all applicable credits (Insurance, Fair Market Value, etc.)
  - Cannot be duplicated by multiple funding sources



# Cost Categories

- Direct Costs:
  - Force Account (*Inside Sources*):
    - Labor
    - Equipment (*FEMA rates apply*)
    - Materials
  - Contract Costs – (*Outside Sources*)



# Cost - Labor

- Labor rates must be based on the applicant's pre-disaster labor policy, that is uniformly applied
- Category B – Only overtime is eligible



# Cost - Equipment

- Force Account Equipment
- State, Local, or FEMA 2019 Equipment Rates  
<https://www.fema.gov/assistance/public/schedule-equipment-rates>
- Other Leased/Rental Equipment



# Cost - Supplies & Materials

- Used for Eligible Work
- Reasonable and Necessary



# Cost - Contracts

- Eligible if:
  - Comply w/Federal, State, and Local procurement procedures 2 CFR 200.317-326
  - Procurement Disaster Assistance Team
  - <https://www.fema.gov/procurement-disaster-assistance-team>



# COVID-19 Procurement

## ▼ Disaster Procurement for State Agencies

Procurement by state agencies, there are only three requirements as set forth in 2 CFR 200.317:

1. Follow your own state procurement rules.
2. Use recycled materials to the extent possible (probably not relevant to most pandemic purchasing)
3. Include the required federal contract clauses, as applicable

[Download: PDAT Contract Provisions Template](#)



# COVID-19 Procurement

▼ Disaster Procurement for local and tribal governments, and eligible non-profit organizations

Local governments and PNPs must meet the more detailed requirements set forth in 2 CFR 200.318-326. The “Top 10 Procurement Mistakes” highlights those rules.

To summarize the competition rules:

- For purchases under \$10,000 or the applicant’s own micro-purchase threshold (whichever is less), no competitive quotes are required as long as the price is reasonable. To the extent practical, purchases should be distributed among qualified suppliers.
- For purchases under \$250,000 or the applicant’s own small purchase threshold (whichever is less), price quotes should be sought from at least three qualified sources.
- For purchases above \$250,000 or the applicant’s own small purchase threshold (whichever is less), competition is generally required.



# Categories of Work

- **Emergency Work – must be completed within 6 months\***
  - Category B – Emergency Protective Measures directly related to COVID-19
- **Administrative Costs**
  - Category Z – Management Costs.
  - For applicants, this can be up to 5% of the federal-share of your combined projects at the end of the disaster and is used to cover administrative costs related to the project management for Category B projects. Documentation must be submitted to justify how these costs have been spent.

**\*Extensions for emergency work, if applicable, will be widely advertised and communicated if approved in the future.**



# Category Z- Management Costs

- FEMA provides contributions for managements costs based on **actual costs incurred up to:**
  - Up to 7% of the total award amount for the Recipient, excluding Subrecipient management costs.
  - Up to 5 % of the total award amount for each Subrecipient.
- The total award amount, for the purposes of calculating cost contribution, is the actual eligible and approved PA project cost (Federal and non-Federal Share) which is obligated after insurance and any other deductions are applied.



# Requirement for Reimbursement

**DOCUMENTATION !**

**DOCUMENTATION !**



**DOCUMENTATION !**

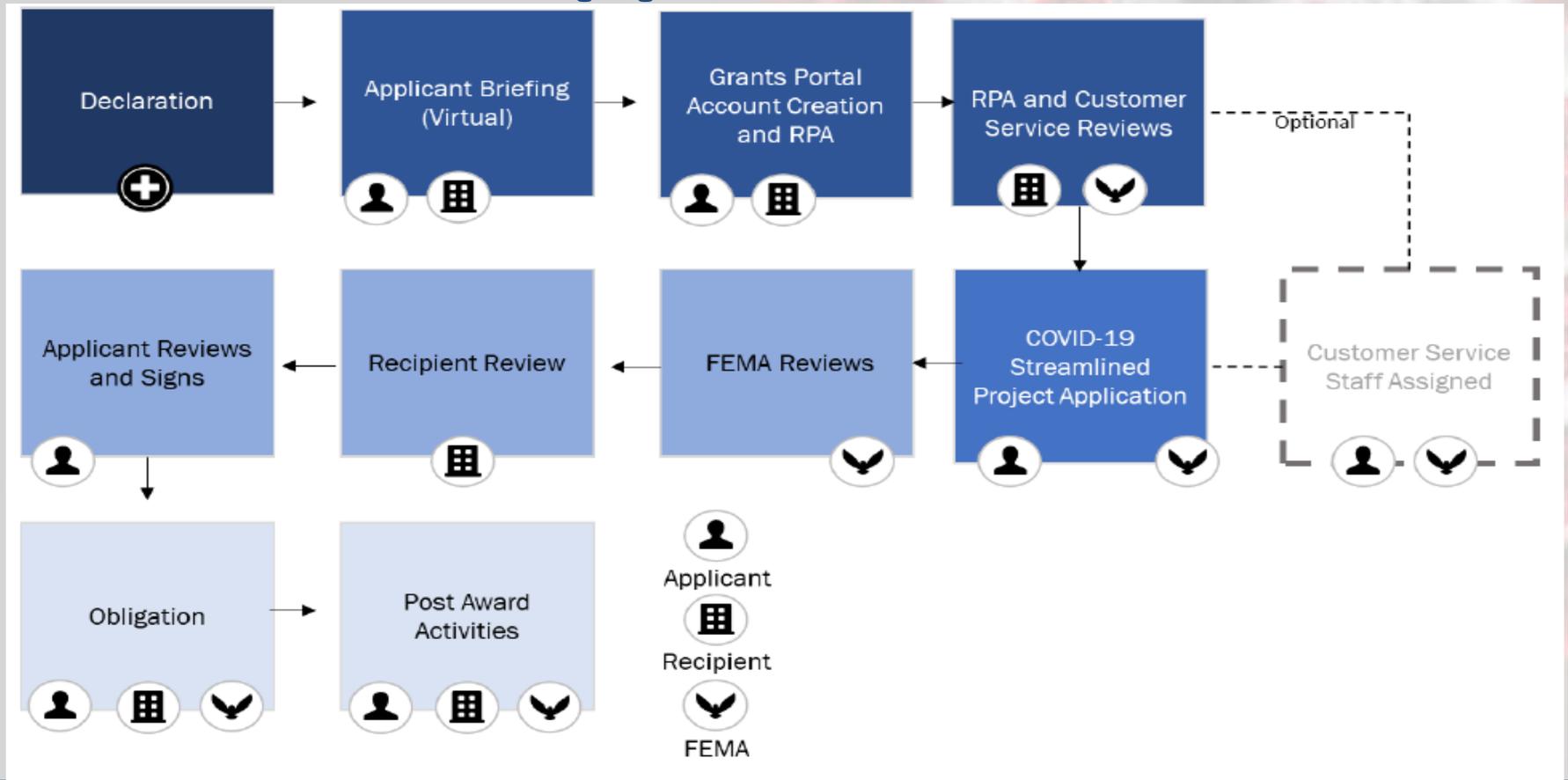


# Documentation

- Applicants are responsible for detailing their activities and providing supporting documentation, to include:
  - Established policies: Insurance, personnel, procurement
  - Insurance Statement of Loss or received reimbursement (if applicable)
  - Any COVID-19 proclamations or orders
  - Invoices, estimates, or bids
  - Force Account labor, equipment, and material quantities and rates/costs
  - FEMA equipment rates can be found here:  
<https://www.fema.gov/assistance/public/schedule-equipment-rates>

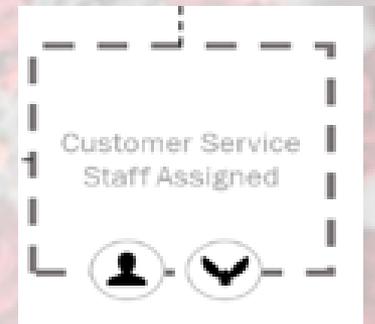


# COVID-19 Streamlined Project Application



# FEMA Customer Service Staff

- If you would like a FEMA Program Delivery Manager (PDMG) to assist you with your Application and throughout the PA Process please email [recovery@vdem.virginia.gov](mailto:recovery@vdem.virginia.gov)



# VDEM Customer Service



## IEM. DISASTER RECOVERY CENTER OF EXCELLENCE



### OUTREACH

Reach out to potentially eligible applicants to inform them of the program and how to apply. A widespread email campaign directs further questions to the customer service number.



### TECHNICAL ASSISTANCE/ TROUBLESHOOTING

Answer questions, provide customer service information, technical assistance, and troubleshooting to applicants in response to calls or emails.

### 2 TOUCH-POINTS

Prompt responses 24/7/365  
Backed by defined, timebound metrics



**1-800-609-9214**

Calls fielded by a cascading tree of staff. Voicemails are captured via coordinating software, checked and responded to twice daily.



**VDEMCommunications@iem.com**  
Same day responses to email queries

*More Eligible Applicants  
Aware of the Program*



*More Successful Navigation  
of the Application Process*



*More Eligible Claims Submitted*



*More Federal Funding Entering  
the Commonwealth of Virginia*



# TYPES OF PROJECTS

- TWO TYPES
  - Small
  - Large

Determined by \$ amount tied to completion of “Scope of Work”



# Small Project Thresholds

- **\$3,300 Minimum** amount of eligible costs required to meet the threshold for Small Project Grants
- Small projects costs is less than **\$131,100**.
  - Small project funding is based on estimated costs, if actual costs are not yet available.

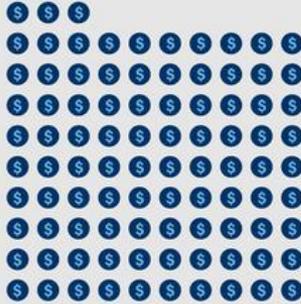


# Large Project Thresholds

- **Large project** threshold amount:
  - **\$131,100** or more based on documented actual costs.



# Historical Trends



**93%**  
OF PROJECTS ARE  
SMALL <\$120,000



**6%**  
OF PROJECTS ARE  
LARGE >\$120,000



**1%**  
OF PROJECTS ARE  
VERY LARGE >\$1M

**20%**  
OF GRANT DOLLARS

**26%**  
OF GRANT DOLLARS

**54%**  
OF GRANT DOLLARS

*Data from FY 2007-2013.*

\*The Above graphic indicates the small project threshold is <\$120,000; however, since this graphic was created the threshold for small projects has increased to <\$131,100



# Project Versions

- Since the incident period is open, there may be multiple versions of a project based on additional costs incurred.
- Applicants are encouraged to create and submit an initial project while they continue incurring costs.
- The first version of the project will be written on costs incurred and estimated received to date, with sufficient documentation.
- Remaining versions or project amendments will be applicant dependent.



# RPA Submission

- Requests for Public Assistance (RPAs) must be submitted in the FEMA Grants Portal to be considered as an Applicant for the COVID-19 disaster— <https://grantee.fema.gov>
- Currently the RPA deadline is to-be determined as it is dependent on the end of the National Public Health Emergency and finalization of the Incident Period.
- Applicants are encouraged to submit an RPA in the FEMA Grants Portal as soon as possible.



# Methods for Account Setup and RPA Submission

## For an Applicant without a Grants Portal Account

- An Applicant can create an account and submit an RPA directly through Grants Portal
- An Applicant can request an account from the Recipient
- An Applicant can request an invitation from the Recipient to create an account

## For an Applicant with existing Grants Portal Accounts

- An Applicant can submit an RPA directly through Grants Portal
- An Applicant can request an RPA is submitted by the Recipient on their behalf



# Submitting your RPA in the FEMA Grants Portal: Applicants with existing Grants Portal Account



-  Dashboard
-  Change Organization
-  My Organization  
City of Whitmond for GP-R00207  
(GP-R00207)
- Organization Profile
- Organization Personnel
- Applicant Event Profiles
- Exploratory Calls
- Recovery Scoping Meetings
- Projects
- Damages
- Work Order Requests
- Work Orders
-  My Tasks
-  Calendar
-  Utilities
-  Resources

 Your parent organization has been assigned as the primary Grantee for one or more disasters and you may submit a Request for Public Assistance (RPA) to FEMA's Public Assistance program. 

 [Click here to submit a RPA for your organization.](#)

 Your dashboard has no tiles!

The **Dashboard** is a great place to put the Grants Portal data that you care about the most.

The Dashboard is made up of tiles that display the most *important* info about a particular item or set of items in the system.

Any time you find data that you want to keep track of, click "☆" at the top of the page or section - a tile will be created for that particular data.

- Dashboard
- Change Organization
- My Organization ▼
  - City of Whitmond for GP-R00207 (GP-R00207)
  - Organization Profile
  - Organization Personnel
  - Applicant Event Profiles
  - Exploratory Calls
  - Recovery Scoping Meetings
  - Projects
  - Damages
  - Work Order Requests
  - Work Orders
- My Tasks ▼
- Calendar
- Utilities ▼
- Resources

## Request Public Assistance

- 1 Start
- 2 General Info
- 3 Contacts
- 4 Addresses
- 5 Other Info
- 6 Submit

Welcome to the FEMA Request for Public Assistance (RPA) process. Over the next few minutes we will ask you a series of questions regarding your organization, contacts, mailing addresses, and supporting information. Once complete, you will be provided with the opportunity to review your submission and, once you are satisfied, you will then be able to directly submit your RPA to FEMA.

Following submission you will receive automatic notifications and will be able to track the progress of your RPA review. If your organization is deemed eligible for Public Assistance by FEMA, you will be automatically notified and will be able to use this system to collaborate with your FEMA partners.

Prior to starting this process, you may wish to [click here](#) to review your Organization Profile to ensure that all your information is up-to-date.

To get started, press the **Next** button at the bottom of this form.

← PREV **NEXT** → CANCEL



- Dashboard
- Change Organization
- My Organization ▼
  - City of Whitmond for GP-R00207 (GP-R00207)
  - Organization Profile
  - Organization Personnel
  - Applicant Event Profiles
  - Exploratory Calls
  - Recovery Scoping Meetings
  - Projects
  - Damages
  - Work Order Requests
  - Work Orders
- My Tasks ▼
- Calendar
- Utilities ▼
- Resources
- Intelligence ▼

## Request Public Assistance

1 Start 2 General Info 3 Contacts 4 Addresses 5 Other Info 6 Submit

Your organization may be eligible to apply for Public Assistance. Below, please indicate the Event for which you are applying for assistance and confirm your DUNS# and FEMA PA Code (i.e., *FIPS Code*). Also, please indicate whether you have already prepared and submitted a Preliminary Damage Assessment (PDA). Pre-submission of a PDA is not required to be considered eligible for Public Assistance.

Organization	City of Whitmond for GP-R00207 (GP-R00207)
FEMA PA Code	GP-R00207
DUNS #	-
Event	Select... 
Participated in PDA?	Select... 

← PREV NEXT → ⊗ CANCEL

- Dashboard
- Change Organization
- My Organization**  
City of Whitmond for GP-R00207 (GP-R00207)
  - Organization Profile
  - Organization Personnel
  - Applicant Event Profiles
  - Exploratory Calls
  - Recovery Scoping Meetings
  - Projects
  - Damages
  - Work Order Requests
  - Work Orders
- My Tasks
- Calendar
- Utilities
- Resources
- Intelligence

## Request Public Assistance

1 Start 2 General Info 3 **Contacts** 4 Addresses 5 Other Info 6 Submit

Please indicate your primary and alternate contacts. These individuals will receive regular notifications and will be able to use this system to track the progress of your request as well as collaborate with your designated FEMA partners. Following submission, you will have the option of specifying additional team members. If you do not see appropriate personnel in the dropdown lists below, or if their email or phone contact information is incorrect, please [click here](#) to manage the Contacts currently assigned to your Organization Profile.

### Primary Contact

Name Choose Contact...  
Title --  
Email --  
Phone --



### Alternate Contact

Name Choose Contact...  
Title --  
Email --  
Phone --



← PREV **NEXT** → CANCEL

- Dashboard
- Change Organization
- My Organization City of Whitmond for GP-R00207 (GP-R00207)
  - Organization Profile
  - Organization Personnel
  - Applicant Event Profiles
  - Exploratory Calls
  - Recovery Scoping Meetings
  - Projects
  - Damages
  - Work Order Requests
  - Work Orders
- My Tasks
- Calendar
- Utilities
- Resources
- Intelligence

## Request Public Assistance

2 General Info 3 Contacts 4 Addresses 5 Other Info 6 Submit

Please indicate your physical and mailing addresses. These may be the same, of course. These addresses will be used for meeting scheduling and for sending formal correspondence. Following submission, you will have the option of modifying these addresses. If you do not see appropriate addresses in the dropdown lists below, or if they are incorrect, please [click here](#) to manage the Locations currently assigned to your Organization Profile.

**Primary Location** CHANGE

Address 121 N Rouse Ave

City Bozeman

State Montana

Zip 59715

County Gallatin County

**Mailing Address** CHANGE

Address 121 N Rouse Ave

City Bozeman

State Montana

Zip 59715

County Gallatin County

**Review information then click Next**

← PREV NEXT → CANCEL



- Dashboard
- Change Organization
- My Organization**
  - City of Whitmond for GP-R00207 (GP-R00207)
  - Organization Profile
  - Organization Personnel
  - Applicant Event Profiles
  - Exploratory Calls
  - Recovery Scoping Meetings
  - Projects
  - Damages
  - Work Order Requests
  - Work Orders
  - My Tasks**
  - Calendar
  - Utilities
  - Resources
  - Intelligence

## Request Public Assistance

2 General Info 3 Contacts 4 Addresses 5 Other Info 6 Submit

Please use the area below if you would like to provide any additional information; for instance, you may provide a brief narrative describing why your organization is requesting assistance. This is optional, and you may press next at the bottom of the form to skip this step.

Comments

Limit 500 characters

← PREV NEXT → CANCEL

**After clicking next, review information on the screen to make sure everything is correct. Click Submit once complete.**



# Submitting your RPA in the FEMA Grants Portal: Actions for an Applicant without Existing Grants Portal Accounts



The Applicant goes to the Grants Portal home page at <https://grantee.fema.gov/> where they can click “Register your Organization and Request Public Assistance”



 This site is intended for demonstration purposes only.  
Do not use this site to process or submit actual PA requests or to enter production data.

### Sign in to Your Account

USERNAME [Forgot your username?](#)

PASSWORD [Forgot your password?](#)

SIGN IN

[⊕ Register Your Organization to Request Public Assistance](#)

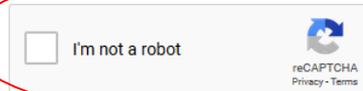


## Welcome to the FEMA Grants Portal Registration!

This registration process is designed to assist you in quickly setting up your State and Local Government FEMA account and requesting FEMA Public Assistance Funding. Once you verify yourself below, you will be required to provide basic information about your organization to be used during the approval of your request. You will have **1 hour** to complete this process.

**Note:** Non-profit organizations and tribal government organizations should first reach out to their local Emergency Management Department, or appropriate State Emergency Management representative to apply for Public Assistance Funding. If you are an **individual** looking for Individual Assistance, please go to [disasterassistance.gov](https://www.fema.gov/disasterassistance).

Please verify you are a human by clicking the link below.



## **i** Register Your Government or Private Non-Profit Organization for Public Assistance

Please provide the following basic information to request a Government or Private Non-Profit (PNP) organization account for **FEMA Public Assistance Funding**. Once completed, your account and request will be submitted to your state/territory Emergency Management representative and FEMA for review and approval.

**1** Organization Info   **2** Contact Info   **3** Locations   **4** Submit

← PREV

NEXT →

**i** Businesses and individuals should not attempt to register for Federal Assistance here. Please see guidance on the **Grants Portal Registration Welcome Page**.

WITHIN WHICH STATE / TERRITORY / TRIBE IS

Select...

YOUR ORGANIZATION? \*

ORGANIZATION NAME \*

**i** ORGANIZATION TYPE \*

Select...

**i** EIN NUMBER \*

**i** DUNS NUMBER \*



**Note:** To expedite your account and request approval process, only official government email addresses [.gov] and no personal email addresses should be used.

### Primary Contact Info

FIRST NAME \*

LAST NAME \*

TITLE \*

PHONE NUMBER \*

EMAIL \*

### Alternate Contact Info

FIRST NAME

LAST NAME

TITLE

PHONE NUMBER

EMAIL

### Primary Location

ADDRESS 1 \*

ADDRESS 2

CITY \*

STATE \*

ZIP CODE \*

COUNTY \*

### Mailing Address \*Only if different from the Primary Address

ADDRESS 1

ADDRESS 2

CITY

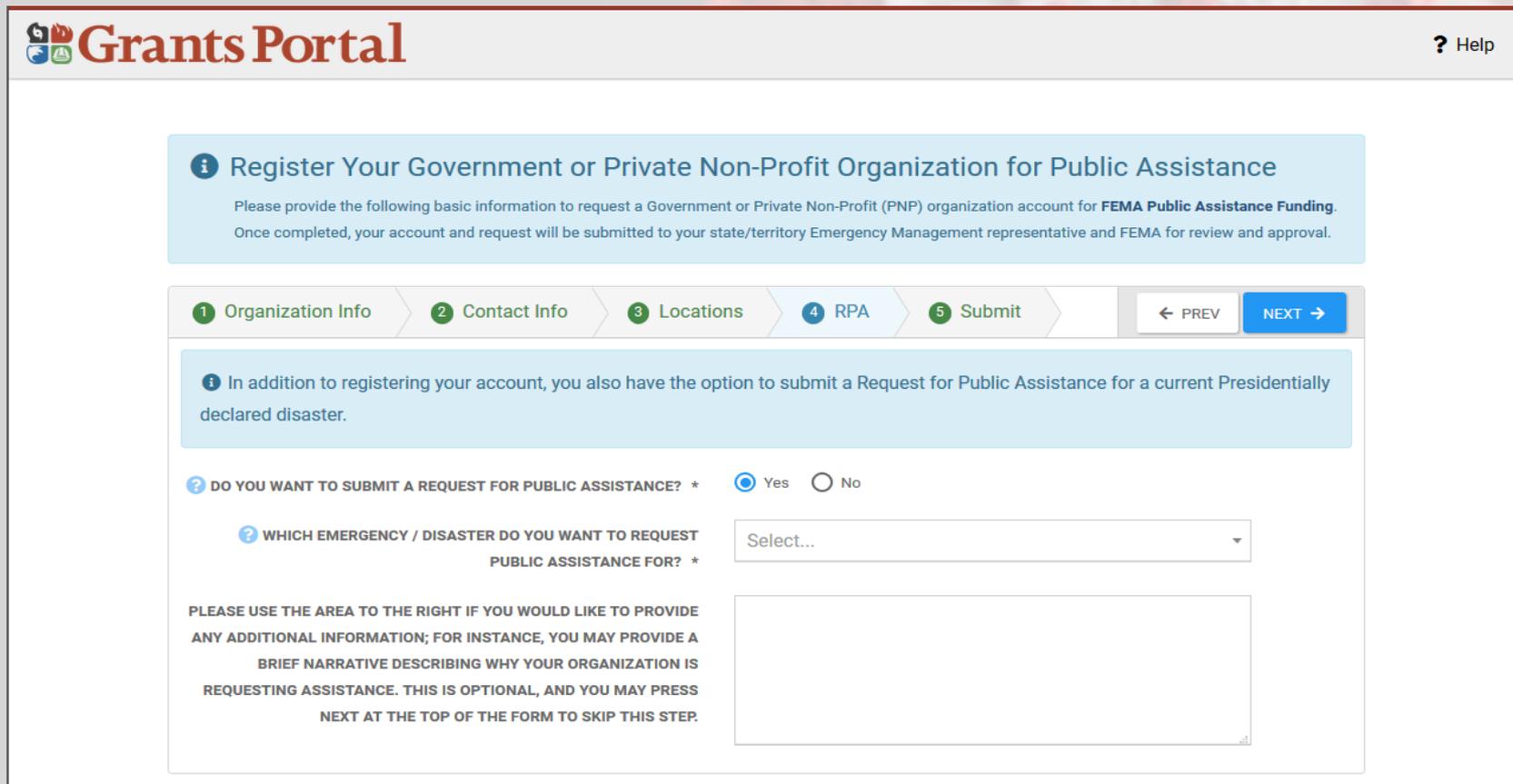
STATE

ZIP CODE

COUNTY



For government entities, if there are events with an open RPA enrollment period in the State/Territory, the Applicant may continue to submit an RPA with this account creation request. If the Applicant chooses to not submit an RPA at account creation, the Recipient will review only the account creation request and the Applicant may submit its RPA later.



The screenshot shows the 'Grants Portal' interface. At the top left is the logo with the text 'Grants Portal'. At the top right is a 'Help' link. The main content area features a light blue header box with the title 'Register Your Government or Private Non-Profit Organization for Public Assistance' and a sub-header 'Please provide the following basic information to request a Government or Private Non-Profit (PNP) organization account for FEMA Public Assistance Funding. Once completed, your account and request will be submitted to your state/territory Emergency Management representative and FEMA for review and approval.' Below this is a progress bar with five steps: 1 Organization Info, 2 Contact Info, 3 Locations, 4 RPA (current step), and 5 Submit. Navigation buttons for 'PREV' and 'NEXT' are on the right. A light blue box contains the text: 'In addition to registering your account, you also have the option to submit a Request for Public Assistance for a current Presidentially declared disaster.' The form includes a question: 'DO YOU WANT TO SUBMIT A REQUEST FOR PUBLIC ASSISTANCE?' with radio buttons for 'Yes' (selected) and 'No'. Below is another question: 'WHICH EMERGENCY / DISASTER DO YOU WANT TO REQUEST PUBLIC ASSISTANCE FOR?' with a dropdown menu showing 'Select...'. At the bottom, there is a text area for providing additional information, with instructions: 'PLEASE USE THE AREA TO THE RIGHT IF YOU WOULD LIKE TO PROVIDE ANY ADDITIONAL INFORMATION; FOR INSTANCE, YOU MAY PROVIDE A BRIEF NARRATIVE DESCRIBING WHY YOUR ORGANIZATION IS REQUESTING ASSISTANCE. THIS IS OPTIONAL, AND YOU MAY PRESS NEXT AT THE TOP OF THE FORM TO SKIP THIS STEP.'



## Account Creation Guidelines, continued:

- After the Applicant completes the account request and the Recipient and FEMA have approved the RPA request, the Applicant receives a system-generated email with a username and temporary password to gain access to Grants Portal.
- The system will then prompt the Applicant to create a permanent password.
- Once the Applicant has access to Grants Portal, it can choose to follow the instructions above for Applicants with an existing Grants Portal Account to directly submit an RPA in the system.



# Completing and Submitting a COVID-19 Project Application



Virginia Department of  
**Emergency Management**

# Creating the Project Application

The screenshot shows a web interface for 'Applicant Event Profile'. On the left is a dark sidebar with navigation items: Dashboard, My Organization, Organization Profile, Organization Personnel, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Projects, Damages, Work Order Requests, and Work Orders. The main content area has a header with a building icon and the title 'Applicant Event Profile', and a blue button labeled 'SUBMIT PROJECT APPLICATION'. Below the header, there are two yellow callout boxes. The first box, labeled 'Step 1: Select Applicant Event Profiles', points to the 'Applicant Event Profiles' menu item and a link 'Make an SBA Loan Determination'. The second box, labeled 'Step 2: Click Submit a Project Application', points to a link 'Submit a Project Application' in a list of options. The list also includes 'View In Progress Project Applications' and 'Download a blank Project Application'. A warning icon and text are visible above the list.

Dashboard

My Organization

Organization Profile

Organization Personnel

Applicant Event Profiles

Exploratory Calls

Recovery Scoping Meetings

Projects

Damages

Work Order Requests

Work Orders

Applicant Event Profile

SUBMIT PROJECT APPLICATION

Step 1: Select Applicant Event Profiles

Step 2: Click Submit a Project Application



# Filling Out the Project Application

- The online project application will require the Applicant to fill out four sections:
  - Section I - Project Application Information
    - Basic information identifying the activities for which funding is being requested
  - Section II - Scope of Work
    - Description of activities that the Applicant conducted or will conduct in response to COVID-19
  - Section III - Cost and Work Status Information
    - Cost of activities described in the Scope of Work and whether the work is not started, in progress, or complete.
  - Section IV – Project Certifications
    - Certifications by the Applicant that activities and costs claimed comply with applicable laws and regulations.
- Based on responses in the first three sections of the online project application, at least one additional form or schedule will be required.





# Streamlined Project Application

3458EM-TX (3458EM)

reamlined Project Application

? HELP

✕ CANCEL APPLICATION

## Section I - Project Application Information



(Modify)

Applicant-Assigned Project Application # 5

Event 3458EM-TX (3458EM)

Project Application Title UAT Demo Test

Applicant

Project Net Cost \$0.00

FEMA PA Code

Status In Progress

Select **Start** to begin Section II

### Sections & Schedules

*In order for your Application to be completed, you must complete the following Sections and Schedules.*



Section II – Scope of Work

Not Started

START



Section III – Cost and Work Status Information

Not Started

START



Document Repository

No Documents Required

VIEW/EDIT

✓ REVIEW AND SUBMIT



Virginia Department of  
Emergency Management

**Section II Instructions**

Applicants must complete this section and describe the activities that the Applicant conducted or will conduct in response to COVID-19. For certain activities, Applicants must provide additional information in Schedules D and F.

## Description of Activities

Please provide a brief description of the activities the Applicant conducted or will conduct. \*

Please select all the activities the Applicant conducted or will conduct. \*

**Management, control, and reduction of immediate threats to public health and safety**

- Emergency operations center activities
- Training
- Facility disinfection
- Technical assistance on emergency management
- Dissemination of information to the public to provide warnings and guidance
- Pre-positioning or movement of supplies, equipment, or other resources
- Purchase and distribution of food, water, or ice
- Purchase and distribution of other commodities



# Streamlined Project Application Section II – Scope of Work

3458EM-TX (3458EM)

Streamlined Project Application

HELP

SAVE

GO TO S

- High-risk population sheltering
- Healthcare worker and first responder temporary lodging
- Household pet or assistance animal or service animal sheltering
- Other

### Other

- Other Activity

Please select the method(s) of work the Applicant used or will use to complete the activities reported above.

- Establishment of temporary facilities >
- Staging resources at an undeveloped site
- Purchase of meals for emergency workers
- Purchase of supplies or equipment
- Purchase of land or buildings

**⚠ Based on your answers, you will be required to complete a Schedule F form for this Application upon completion of Section II.**

You are required to complete a Schedule F form because of the following being indicated:

- Decontamination systems
- Staging resources at an undeveloped site

Select Proceed

PROCEED >



# Streamlined Project Application

3458EM-TX (3458EM)

Streamlined Project Application

? HELP

✕ CANCEL APPLICATION

## Section I - Project Application Information

(Modify)

Applicant-Assigned Project Application # 5

Event 3458EM-TX (3458EM)

Project Application Title UAT Demo Test

Applicant

Project Net Cost \$0.00

FEMA PA Code

Status In Progress

### Sections & Schedules

In order for your Application to be completed, you must complete the following Sections and Schedules.



Section II – Scope of Work

Not Started

START



Section III – Cost and Work Status Information

Not Started

START



Document Repository

No Documents Required

VIEW/EDIT

✓ REVIEW AND SUBMIT

Select **Start** to begin Section III



Virginia Department of  
Emergency Management

### **i** Section III Instructions

Applicants must complete this section and provide the costs of the activities reported in Section II. Applicants must also complete Schedule A, B, C, or EZ as instructed to estimate a project cost.

## General Cost & Work Status Questions

An Applicant may request approval for expedited funding from the Recipient and FEMA if they have an immediate need for funding to continue life-saving emergency protective measures. If approved, the Applicant will be awarded 50% of the FEMA-confirmed project cost based on initial documentation. However, the Applicant will then be required to provide all information, including all documentation to support actual incurred costs, to support the initial 50% of funding before receiving any additional funding. Applicants will be required to return any funds that were not spent in compliance with the program's terms and conditions. In general, Applicants who have never received FEMA Public Assistance funding and do not have significant experience with federal grant requirements should avoid expedited funding or, at a minimum, discuss expedited funding with their Recipient emergency management office prior to requesting expedited funding. Expedited funding is only available for activities completed during specific time periods.

**Does the Applicant want to request expedited funding? \***

- Yes  
 No

**⚠** Based on your answers, you will be required to complete a Schedule A form for this application upon completion of Section III.

You are required to complete a Schedule A form because the Applicant is requesting expedited funding



**What is the status of the activities reported in Section II? \***

An Applicant may not request funding for activities conducted prior to 01/20/2020, the beginning of the COVID-19 incident period. This question should be answered once to describe all the activities reported in Section II (i.e. the earliest start date and the latest end date). If FEMA's eligibility criteria for certain activities are limited to specific time periods, FEMA will ask for the time period that a particular activity was or will be conducted.

Activities started and completed

Date Started \* 04/30/2020 

Date Completed \* 04/30/2020 

- Activities started with projected end date
- Activities started with no predictable end date
- Activities have not started

**⚠ Based on your answers, you will be required to complete a Schedule EZ form for this application upon completion**  
You are required to complete a Schedule EZ form because the Applicant's estimated cost for activities reported in Section II

Select Proceed

PROCEED >



- Schedule A, B, C, or EZ depending on the cost and activity status.
- Schedule D when claiming costs equal to or greater than \$131,100<sup>5</sup> for certain activities.
- Schedule F when claiming costs for activities that may have environmental and historic preservation concerns.

Cost	Funding Request Type	Work Status	Cost Basis	Schedules Required					
				A	B	C	D	EZ	F*
Between \$3,300 and \$131,100	Small	Any	Any					X	X
Equal to or greater than \$131,100	Large Expedited	Any	Applicant-Provided Information	X					X
	Large Regular	Complete	Actual Costs		X		X		X
		In-progress	Actual Costs & Applicant-Provided Information			X	X		X
		Not started	Applicant-Provided Information			X	X		X



## Sections & Schedules

*In order for your Application to be completed, you must complete the following Sections and Schedules.*

	Section II – Scope of Work	<i>Completed</i>	
	Section III – Cost and Work Status Information	<i>Completed</i>	
	Schedule A – Expedited Funding Estimate	<i>Completed</i>	
	Schedule F – Environmental and Historic Preservation Questions	<i>Completed</i>	



# Uploading Documentation

- In each section and schedule, the Applicant must upload supporting documentation. The project application may not be submitted if required documentation is not attached.
- The easiest way to upload required documents is to do so as the Applicant is filling out each section and schedule when prompted. The Applicant can also upload documents on the Document Repository tab of the summary page.



 Budget Estimate

 Project Cost & Cost Eligibility

 Deductions

 Documents

 Summary

### Schedule C Instructions

Applicants must complete this schedule if the Applicant (1) has not started or is in the process of completing the activities reported in Section II and (2) the cost of the activities reported in Section II is over \$131,100.00.

## Documents

-  Budget Estimates [\(+ Add Document\)](#) 
-  Project Cost & Cost Eligibility
  -  Contracts
    -  Contract Cost Summaries [\(+ Add Document\)](#)
    -  Contract Documentation [\(+ Add Document\)](#)
    -  Change Orders [\(+ Add Document\)](#)
    -  Summary of Invoices [\(+ Add Document\)](#)
    -  Costs or Price Analysis Documentation [\(+ Add Document\)](#)
    -  Procurement Policies [\(+ Add Document\)](#)
    -  Other Procurement Documentation [\(+ Add Document\)](#)
    -  Contractor Oversight Documentation [\(+ Add Document\)](#)
    -  Award Estimate Documentation
      -  PA COVID-19 Contract Reports [\(+ Add Document\)](#) 



## Sections & Schedules

*In order for your Application to be completed, you must complete the following Sections and Schedules.*

	Section II – Scope of Work	Completed	
	Section III – Cost and Work Status Information	Completed	
	Schedule A – Expedited Funding Estimate	Completed	
	Schedule F – Environmental and Historic Preservation Questions	Completed	
	Document Repository	1 of 1 Provided	





# Streamlined Project Application Documents

3458EM-TX (3458EM) /

/ Streamlined Project Application

## Document Repository

- └─ Schedule A
  - └─ Project Cost & Cost Eligibility
    - └─ Contracts
      - └─ Requests for Proposals (+ Add Document)
        - └─ 41341.docx (X Remove)
      - └─ Bid Documents (+ Add Document)
      - └─ Signed Contracts (+ Add Document)
      - └─ Unit Pricing Estimates (+ Add Document)

Select Add Document



## Sections & Schedules

*In order for your Application to be completed, you must complete the following Sections and Schedules.*

	Section II – Scope of Work	Completed	<a href="#">VIEW/EDIT</a>
	Section III – Cost and Work Status Information	Completed	<a href="#">VIEW/EDIT</a>
	Schedule A – Expedited Funding Estimate	Completed	<a href="#">VIEW/EDIT</a>
	Schedule F – Environmental and Historic Preservation Questions	Completed	<a href="#">VIEW/EDIT</a>
	Document Repository	1 of 1 Provided	<a href="#">VIEW/EDIT</a>

Click Review and Submit

✓ REVIEW AND SUBMIT



- The Applicant complied with federal, Recipient, and Applicant procurement requirements.
- The Applicant complied with all FEMA policies regarding equipment rates in accordance with the PAPPG.
- The Applicant complied with all FEMA policies regarding labor in accordance with the PAPPG.

### Environmental and Historic Preservation Compliance Certifications

In accordance with the PAPPG, the Applicant will comply with applicable federal, state, and local laws; will provide all documentation requested to allow FEMA to ensure project applications comply with federal Environmental and Historic Preservation (EHP) laws, implementing regulations, and Executive Orders; and will comply with any EHP compliance conditions placed on the grant.

### Documentation Certifications

In accordance with 2 C.F.R. §200.333 as well as state and local record retention requirements, the Applicant will maintain all documentation that supports this project application in its own files. This documentation will be required if the Applicant submits an appeal for additional funding, as well as in the case of any audits.

### Certifications, Assurances, and Signature

It is important to know that upon submittal your project application, you are certifying that you have used external sources to verify the accuracy of the information you enter. It is a violation of Federal law to intentionally make false statements or conceal information regarding the project application. This can carry severe criminal penalties, including a fine of up to \$250,000, imprisonment, or both. (18 U.S.C. §§ 287, 1001, 1040, 1041) I understand that, if I intentionally make false statements or conceal information in an attempt to obtain Public Assistance, it is a violation of Federal law and civil penalties.

Step 1: Click to sign

Step 2: Click Submit Project Application

Authorized Representative \*  

Date Signed

[< BACK](#) [✓ SUBMIT PROJECT APPLICATION](#)

# Consolidated Resource Center (CRC)

- Once Applicant submits project application the project status will update to “Pending CRC Development.”
- The application has been routed to staff at a FEMA Consolidated Resource Center (CRC) where FEMA specialists scope, cost, validate and review the information in the project application for compliance with all applicable laws and regulations.



# Reviewing and Signing a Project

- Once FEMA and the Recipient have approved the project, the Grants Portal system will send a notification to the Applicant that the application is ready for review.
- Go to the Tasks tab in Grants Portal and click “Review” to begin reviewing the project application.



- Dashboard
- My Organization
- My Tasks
- Tasks
- RFIs
- Workflow Items
- Determination Memos
- Essential Elements of Information
- Calendar
- Utilities
- Resources
- Intelligence

Step 1: Select Tasks

For any incomplete active tasks assigned to you, a **REVIEW** button or similar will be displayed. Clicking the button will direct you to the location in Grants Portal to complete the task.

Filters > My Active Incomplete Tasks

Search...

Personnel	Type	Description	Start Date	Age	Deadline	Last Action	Note
Sam, Yosemite	Submit EEI to FEMA for Review	Submit EEI - Direct Administrative Cost on [8132] Damaged Roads on Glenville - PDMG0125 - 4332DR (4332DR - 125) on 4332DR-TX (4332DR) for FEMA to Review	11/02/2017 06:03 PM CDT	6d 21h	11/05/2017		
Sam, Yosemite	Applicant Sign DDD/Scope/Cost	Pending Applicant DDD / Scope / Cost Approval for [9103] Emergency Protective Measures on Glenville - PDMG0125 - 4332DR (4332DR - 125) on 4332DR-TX (4332DR)	11/09/2017 02:09 PM CST	0d 0h	11/16/2017		

Showing 1 to 2 of 2 entries (filtered from 11 total entries)

Step 2: Click **Review** next to the Project you need to sign



- Dashboard
- My Organization (00-134465657)
  - Organization Profile
  - Organization Personnel
  - Applicant Event Profiles
  - Exploratory Calls
  - Recovery Scoping Meetings
  - Projects
  - Damages
  - Work Order Requests
  - Work Orders
- My Tasks
- Calendar

# Project

- SIGN SCOPE & COST
- SEND BACK
- DOWNLOAD PROJECT REPORT
- SUBSCRIBE

**⚠ This project is pending Applicant Scope & Cost Approval.**

The scope and cost must be approved and signed by the Applicant.

Click **Sign Scope & Cost**

Policy Issues: Mitigation (1)

## General Information v0

**PROJECT #** 8132

**APPLICANT** [Applicant Name]

**CATEGORY** C - Roads and Bridges



• This project is 40000 expense

FHD & Additional Information

There are no additional environmental/historical preservation information on Emergency Protective Measures.

Sign Document

SIGNATURE Signature here DATE 11/09/2017

Click To Sign

Sign Document

Print Name \* YosemiteSam

Signature Style \* Arizonia

YosemiteSam

Enter Password \* .....

SIGN CANCEL

Insurance

There are no additional insurance information on Emergency Protective Measures.

Step 1: Type Name

Step 2: Select Signature Font Style

Step 3: Enter Password

Step 4: Click Sign



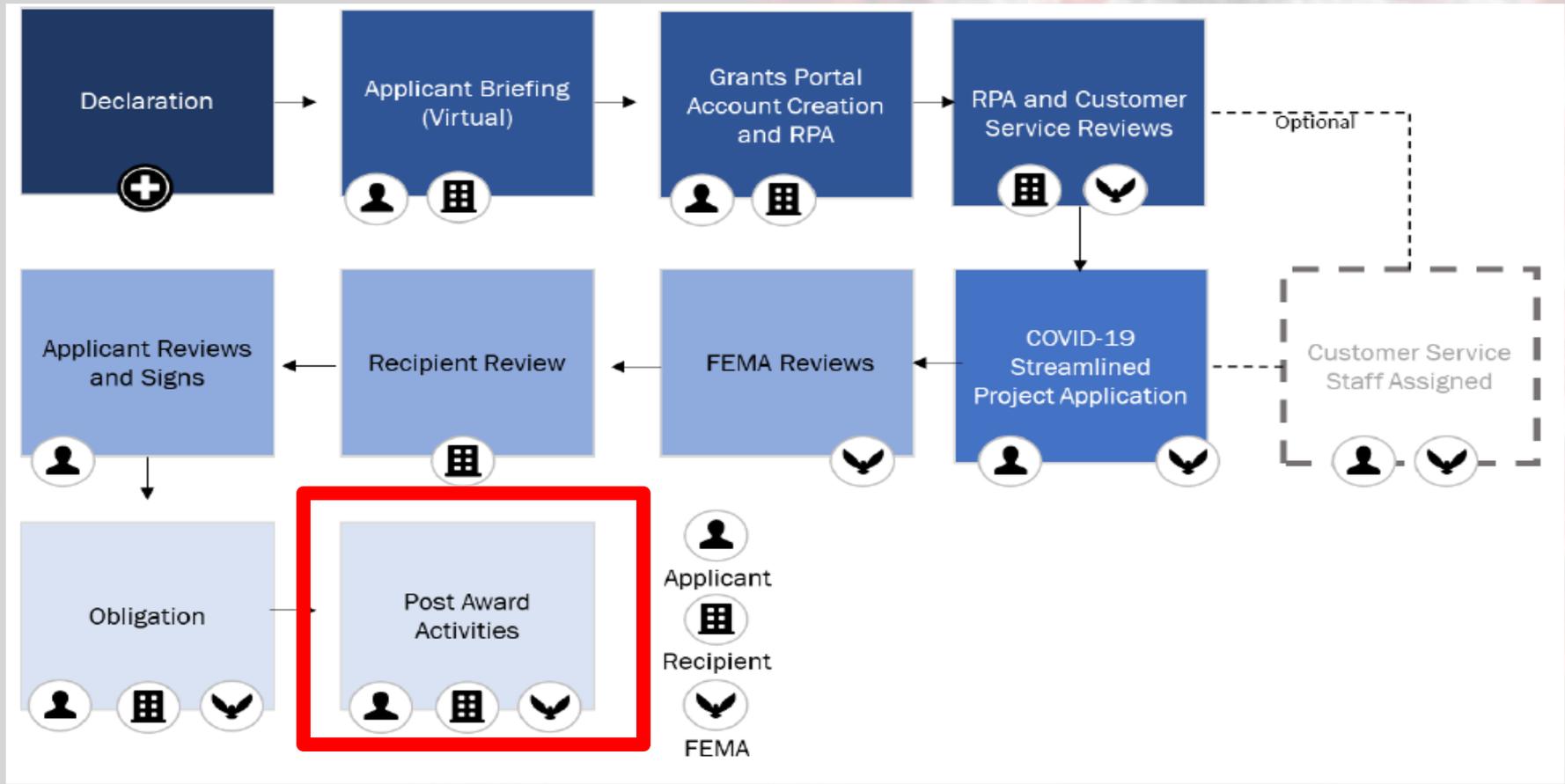
# Resources and Forms

Step 1: Select Resources

Step 2: Click the Public Assistance Project Forms section



# What Happens Post-Award?



# What happens next?

- Sub-recipient will be required to enter into a grant agreement which contains the federal terms and conditions of awards
- You may request reimbursement for your project costs
- You will be required to submit quarterly reports for large projects or projects that are not completed through closeout



# Reimbursements

- For Small Projects (under \$131,100)
  - You may request the full federal share (75%) of your total project costs for Category B **if the work is completed.**
  - Category Z Costs will be reimbursed after all other projects have been 100% completed and obligated and as documentation is provided to support the costs.



# Reimbursements

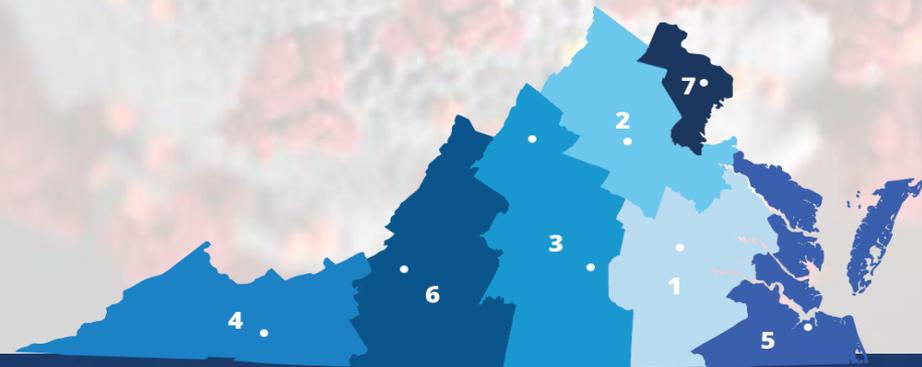
- For large projects (above \$131,100)
  - You may request up to 25% of your federal share **for completed work**
  - The remaining share (federal and state) will be reserved until closeout
- Due to the unprecedented nature of this event, closeout timeline is unknown
- Smaller disasters have taken 2-4 years to close



# VDEM Technical Support

**For Technical Assistance please note the following contacts:**

Geographic Area	PA/Recovery Coordinator	Contact
ALL	Recovery	<a href="mailto:Recovery@vdem.virginia.gov">Recovery@vdem.virginia.gov</a>



Virginia Department of  
**Emergency Management**

# Stay Updated

## Register for Grant Updates



Virginia Department of  
Emergency Management

# Questions

