

Applicant – Post Award Process Public Assistance (PA) Program

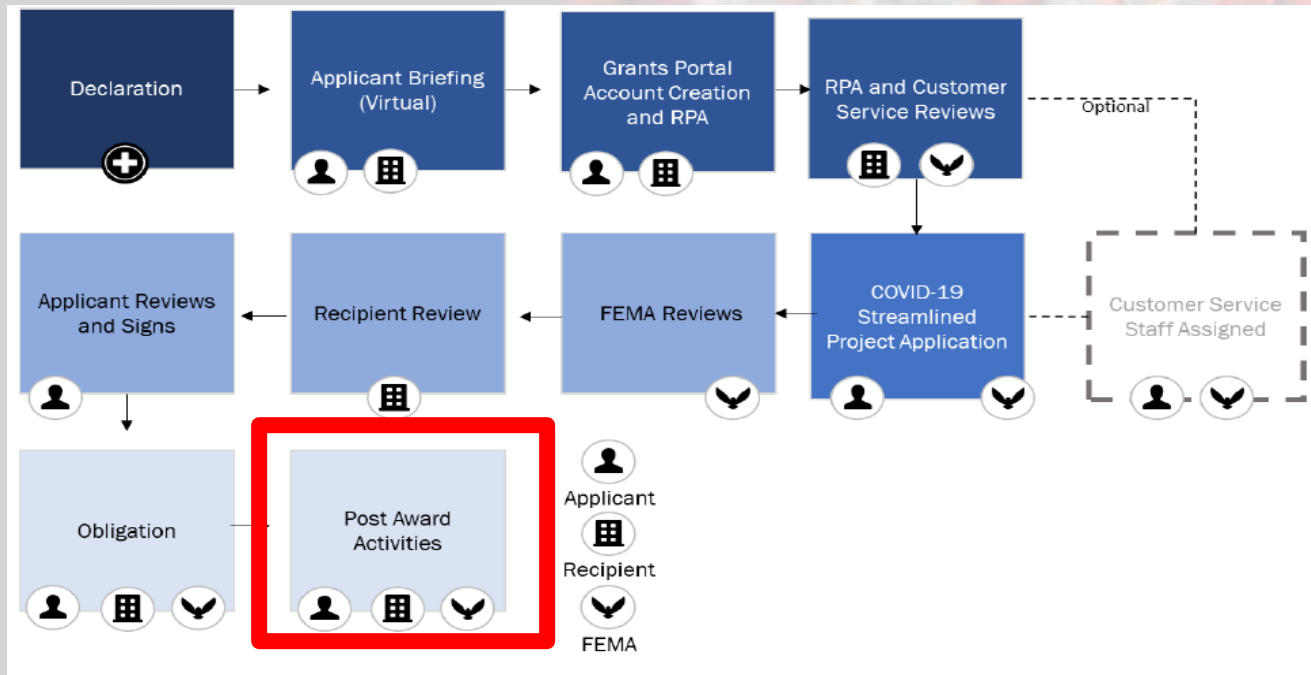
FEMA-DR-4512-VA “COVID-19”

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



Virginia Department of
Emergency Management

What Happens Post-Award?



What happens next?

- Sub-recipients (all PA Applicants) will be required to enter into a grant agreement which contains the federal terms and conditions of awards
- Sub-recipients may request reimbursement for COVID-19 grant project costs
- Sub-recipients are required to submit quarterly reports for large projects or projects that have incomplete work through closeout



Reimbursements: Small Projects

- For Small Projects (under \$131,100)
 - You may request the entire federal share (75% of the total project amount) **for completed work, if the project was written with 100% work complete.**
 - The remaining federal share (for work to-be completed) will be reimbursed at closeout.
 - If a project was written with a combination of completed work and work to-be completed, Applicants can request the completed work reimbursement (federal share) while the remaining work is being completed.
 - Supporting documentation must be submitted for projects that are written to include work to-be completed, prior to reimbursement once the work is complete.



Reimbursements: Large Projects

- For large projects (above \$131,100)
 - You may request the entire federal share (75% of the total project amount) for Category B **completed work, if the project was written with 100% work complete.**
 - The remaining federal share (for work to-be completed) will be reimbursed at closeout.
 - If a project was written with a combination of completed work, and work to-be completed, Applicants can request the completed work reimbursement (federal share) while the remaining work is being completed.
 - Supporting documentation must be submitted for projects that are written to include work to-be completed, prior to reimbursement, once the work is complete.



Reimbursements: Cat Z Projects

- Category Z Costs (management costs) will be reimbursed after all other projects have been 100% completed and obligated, and as your submitted documentation is reviewed to support the costs.
- Cat Z projects will not be reimbursed until all supporting documentation is received by VDEM and when an Applicant certifies their final Cat Z costs, if less than the obligated Cat Z amount.



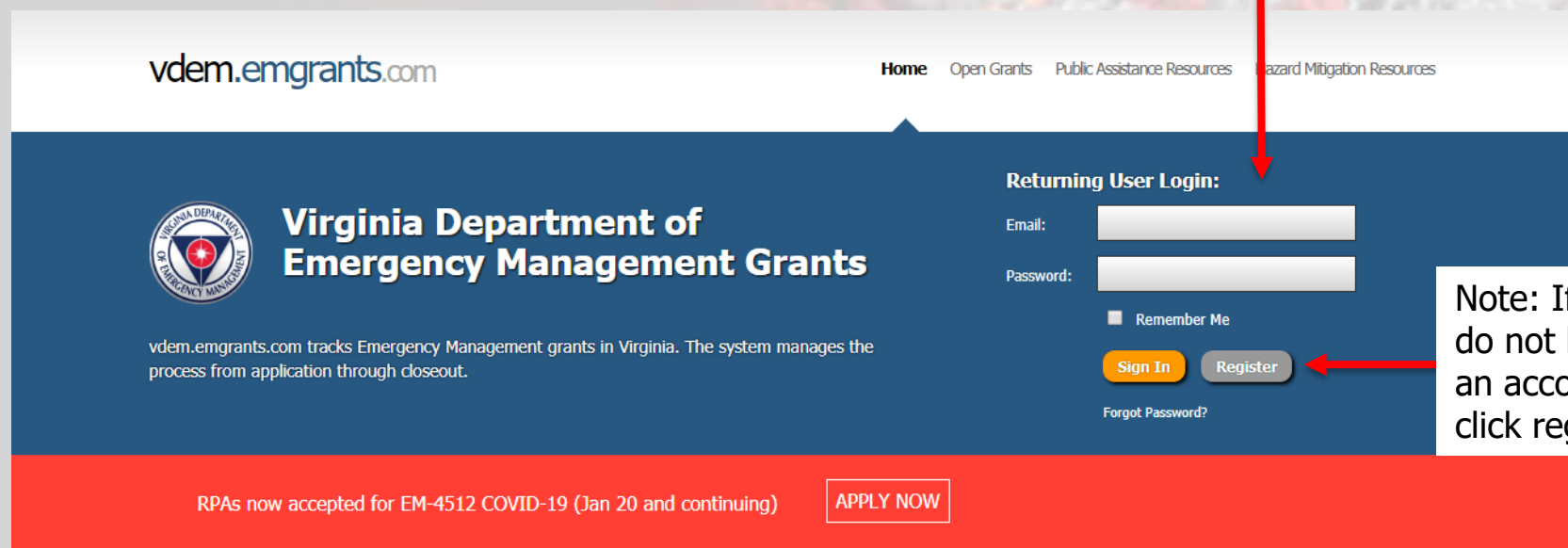
What is the timeline for Closeout?

- Due to the unprecedented nature of this event, closeout timeline is unknown
- Smaller disasters have taken 2-4 years to close



How to Request a Reimbursement


- Go to <https://vdem.emgrants.com/index.cfm>
- Log in using your email and password:



The screenshot shows the homepage of the Virginia Department of Emergency Management Grants website. The header includes the URL "vdem.emgrants.com" and navigation links: "Home", "Open Grants", "Public Assistance Resources", and "Hazard Mitigation Resources". The main content area features the Virginia Department of Emergency Management logo and the text "Virginia Department of Emergency Management Grants". Below this, a description states: "vdem.emgrants.com tracks Emergency Management grants in Virginia. The system manages the process from application through closeout." To the right, there is a "Returning User Login:" section with input fields for "Email:" and "Password:", a "Remember Me" checkbox, and "Sign In" and "Register" buttons. A red arrow points from the "Register" button to a note box. At the bottom, a red banner contains the text "RPAs now accepted for EM-4512 COVID-19 (Jan 20 and continuing)" and an "APPLY NOW" button.

vdem.emgrants.com

Home Open Grants Public Assistance Resources Hazard Mitigation Resources

 **Virginia Department of
Emergency Management Grants**

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Returning User Login:

Email:

Password:

☐ Remember Me

[Forgot Password?](#)

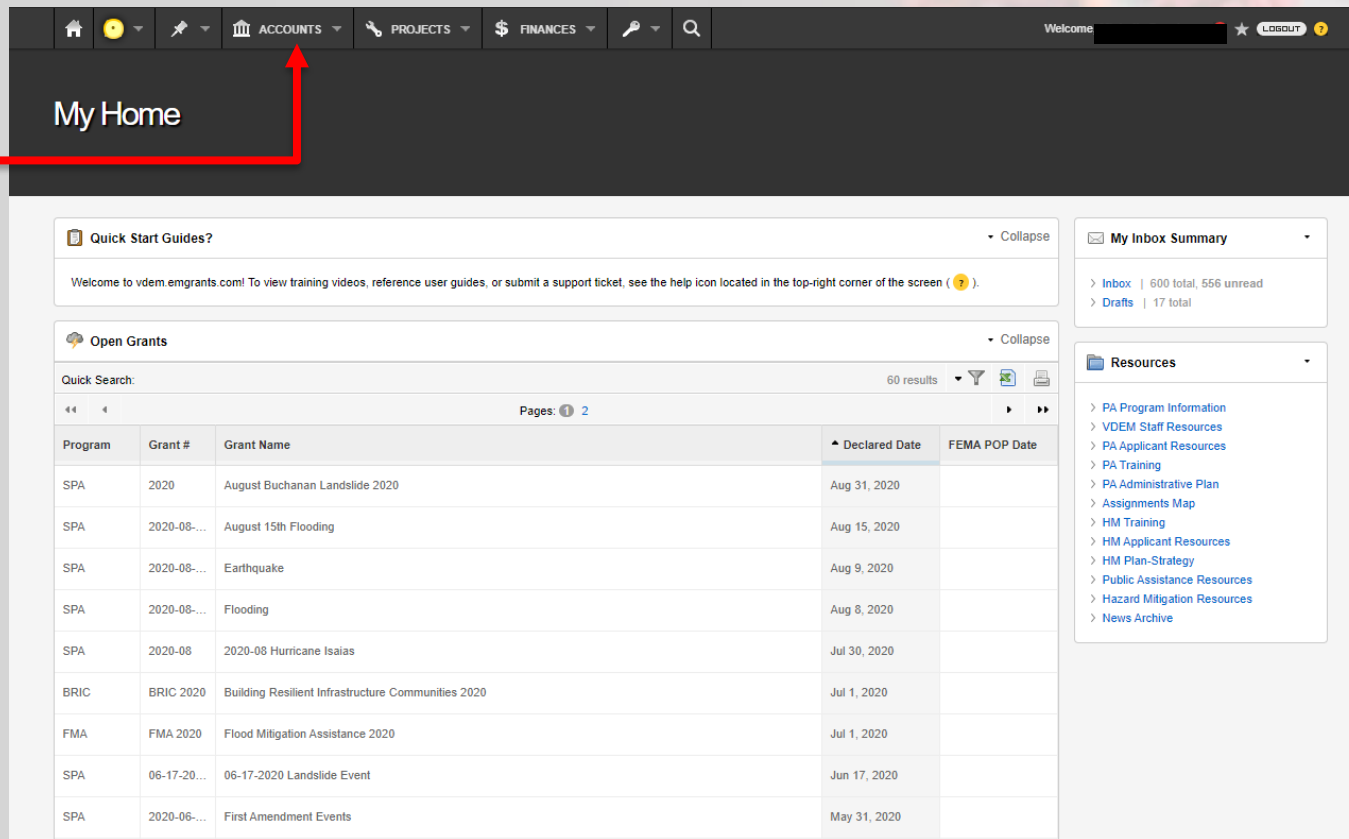
RPAs now accepted for EM-4512 COVID-19 (Jan 20 and continuing)

Note: If you do not have an account, click register.



Virginia Department of
Emergency Management

- Your homepage will look similar to this:



The screenshot shows the homepage of the VDEM EM Grants System. The top navigation bar includes links for Home, Accounts, Projects, and Finances. The 'ACCOUNTS' button is highlighted with a red arrow. Below the navigation bar is a 'My Home' header. The main content area features a 'Quick Start Guides?' section, an 'Open Grants' table, and a 'Resources' sidebar. The 'Open Grants' table lists various grant programs and their declared dates.

Program	Grant #	Grant Name	Declared Date	FEMA POP Date
SPA	2020	August Buchanan Landslide 2020	Aug 31, 2020	
SPA	2020-08-...	August 15th Flooding	Aug 15, 2020	
SPA	2020-08-...	Earthquake	Aug 9, 2020	
SPA	2020-08-...	Flooding	Aug 8, 2020	
SPA	2020-08	2020-08 Hurricane Isaias	Jul 30, 2020	
BRIC	BRIC 2020	Building Resilient Infrastructure Communities 2020	Jul 1, 2020	
FMA	FMA 2020	Flood Mitigation Assistance 2020	Jul 1, 2020	
SPA	06-17-20...	06-17-2020 Landslide Event	Jun 17, 2020	
SPA	2020-06-...	First Amendment Events	May 31, 2020	

- Click on the button for Accounts at the top of the page



- You will now see your account summary, click on Projects

Grants Portal Organization ID: 105

Account Count: 75 Accounts
69 Open
6 Closed

Project Count: 536 Projects
2 Unobligated
82 Obligated - Large (53 Open)
452 Obligated - Small (70 Open)
12 overdue (view)

Quarterly Report Count: No Active QRs (View All)
187 Overdue Quarterly Reports

Eligible Obligated: \$68,968,089.78

Federal Obligated: \$53,694,035.83 (77.82%)
(Federal = \$53,667,970.87, Admin = \$26,064.96)
View Graph

State Obligated: \$13,078,268.06 (18.96%)
View Graph

Local Share: \$2,221,850.85 (3.22%)

Apply for a Grant

There are currently 22 Grants open. If you wish to apply, please click the Apply Now button below.



Apply Now



Resources


- PA Program Information
- VDEM Staff Resources
- PA Applicant Resources
- PA Training
- PA Administrative Plan
- Assignments Map
- HM Training
- HM Applicant Resources
- HM Plan-Strategy
- Public Assistance Resources
- Hazard Mitigation Resources
- News Archive













- Select the project in which you'd like to request for reimbursement


Virginia Department of Emergency Management


 New Meeting
  Create New Request
 More ▾

 Summary >

 Manage
  Accounts
  Projects
  Payments
  Quarterly Reports
  Contacts
  Notes
  Documents
  History

 Applicant Details ▾

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- Hazard Mitigation Resources
- News Archive

Virginia Department of
Emergency Management

11

- Click Create New Request

Project #1 -

Open

New Meeting

Create New Request

Summary

Manage

Funding

Locations

Expenses

Payments

Progress Monitoring

Contacts

Notes

Documents

History

Project Details

Number:

F# 1

Title:

Type:

Reference Number:

76903

Eligible Obligated:

\$840,107.52 (L)

Expand

Federal Obligated:

\$840,107.52 (100.00%)

Expand

State Obligated:

\$0.00 (0.00%)

Local Share:

\$0.00 (0.00%)

Advances Requested:

\$0.00

Work Complete %:

0.00%

Quarterly Report is 0.00% complete.

Project Version 0 is 7.00% complete.

Anticipated Completion Date:

Work Deadline:

June 18, 2020

Overdue by 159 days

In Process Requests:

Quarterly Reports (6)

Expand



- Select New Reimbursement Request

Create a New Request

Select the request you would like to create by clicking on the name of the request below.

Note: For a list of Applicant or Account-based requests, first navigate to the Applicant or Account screen.

New Reimbursement Request ←

The Reimbursement Request is used by the Applicant to request grant funds from the Commonwealth on a project.

New Advance Request

The Funding Advance Request is used in rare instances where the project needs an initial obligation of funding prior to any payments by the Applicant.

New Project Closeout Request

The Project Closeout Request notifies VDEM and FEMA that all work on the project is complete and a final inspection is needed.

New Time Extension Request

The Time Extension Request notifies VDEM that the work on a project will not be completed by the period of performance deadline. Typically this request for an extension should be made at least 60-90 days prior to an upcoming deadline.

New Scope-of-Work Change Request

The Scope-of-Work (SoW) Change Request notifies VDEM that the Applicant has identified a change in the SoW or a budget

New Project Appeal Request

The Appeal Request notifies VDEM that the Applicant would like to Appeal a determination by FEMA or VDEM.

Cancel



Select either Create New Expense or Link an Existing Expense.
Existing Expense is based on invoices.

Create New Reimbursement Request

Cancel

Expenses > Expenses

To create a new RFR, you must associate an expense.

Create new Expense Link an Existing Expense

Create New Expense

Create Cancel

Form > Form

State Use Only

Requested Amount: \$0.00

Amount Eligible: \$ 0.00

Amount Eligible Later: \$ 0.00

Ineligible Amount: \$ 0.00

Adjusted Amount: \$0.00

State Comments:

An applicant may request an advance of funds on an approved large project where no work has been completed. The applicant must have a basis for the requested funds, such as anticipated contractor bills, or force account payroll deadlines to meet. No more than 25% of the eligible project funds may be advanced with the necessary supporting justification. Advanced requests are evaluated on a case by case basis.

Type: Select One

Total Documented Amount: \$ 0.00

Requested Amount: \$

This is the amount eligible for payment.

Link an Existing Expense

105. Invoice (\$3,428.94)

106. Invoice (\$158.21)

107. Invoice (\$685.58)

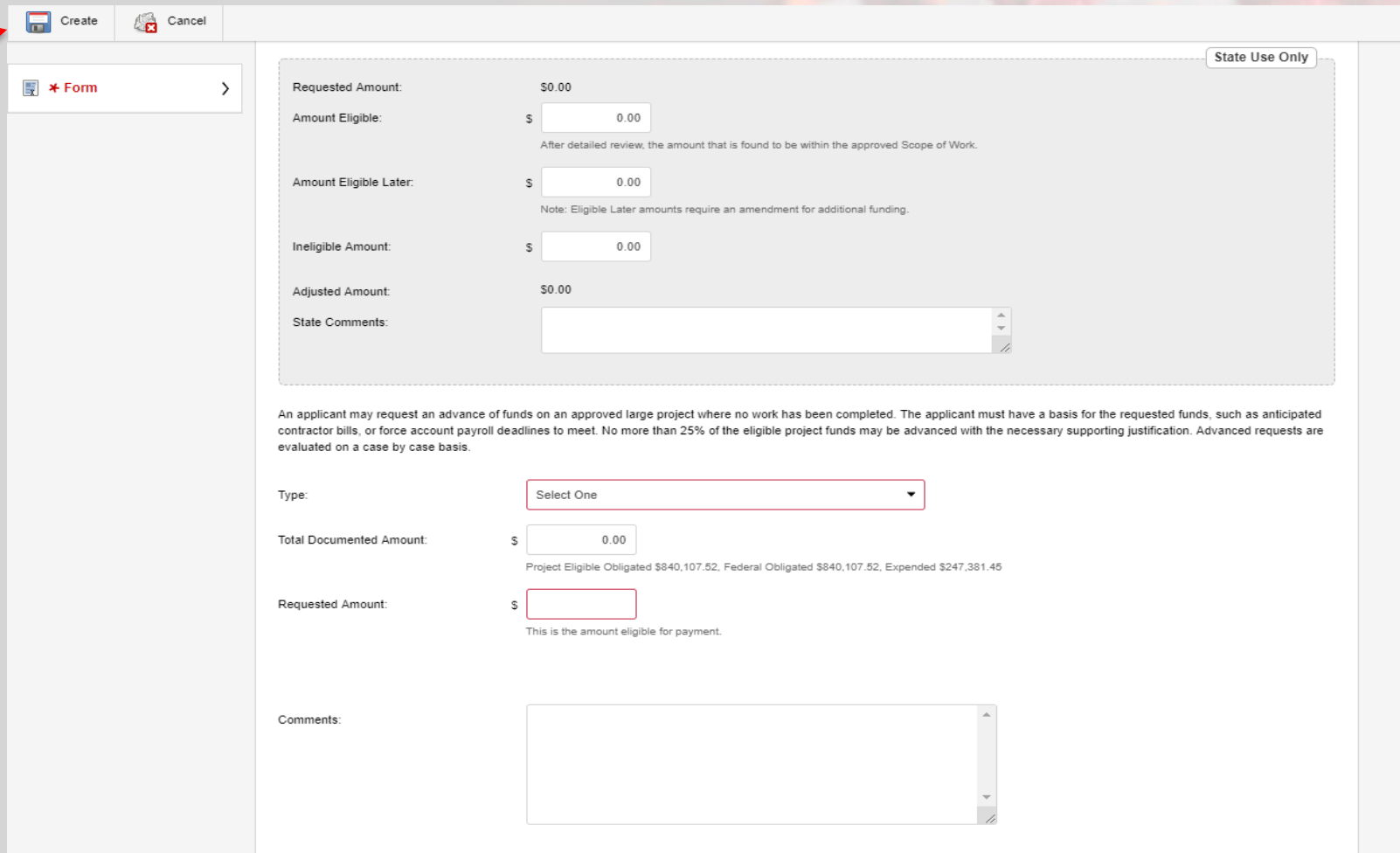
108. Invoice (\$706.60)

109. Invoice (\$3,047.08)

110. Invoice (\$3,613.96)

Link Cancel

To Create a New Expense, fill out the form and click Create



The screenshot shows a web form for creating a new expense. A red arrow points to the 'Create' button in the top left corner. The form is divided into two main sections: a left sidebar and a main content area. The sidebar contains a 'Create' button and a 'Form' link. The main content area contains a 'State Use Only' section with fields for 'Requested Amount', 'Amount Eligible', 'Amount Eligible Later', 'Ineligible Amount', 'Adjusted Amount', and 'State Comments'. Below this is a paragraph of text explaining the advance of funds process. Further down are fields for 'Type', 'Total Documented Amount', 'Requested Amount', and 'Comments'.

Create **Cancel**

*** Form**

State Use Only

Requested Amount: \$0.00

Amount Eligible: \$ 0.00

After detailed review, the amount that is found to be within the approved Scope of Work.

Amount Eligible Later: \$ 0.00

Note: Eligible Later amounts require an amendment for additional funding.

Ineligible Amount: \$ 0.00

Adjusted Amount: \$0.00

State Comments:

An applicant may request an advance of funds on an approved large project where no work has been completed. The applicant must have a basis for the requested funds, such as anticipated contractor bills, or force account payroll deadlines to meet. No more than 25% of the eligible project funds may be advanced with the necessary supporting justification. Advanced requests are evaluated on a case by case basis.

Type: Select One

Total Documented Amount: \$ 0.00

Project Eligible Obligated \$840,107.52, Federal Obligated \$840,107.52, Expended \$247,381.45

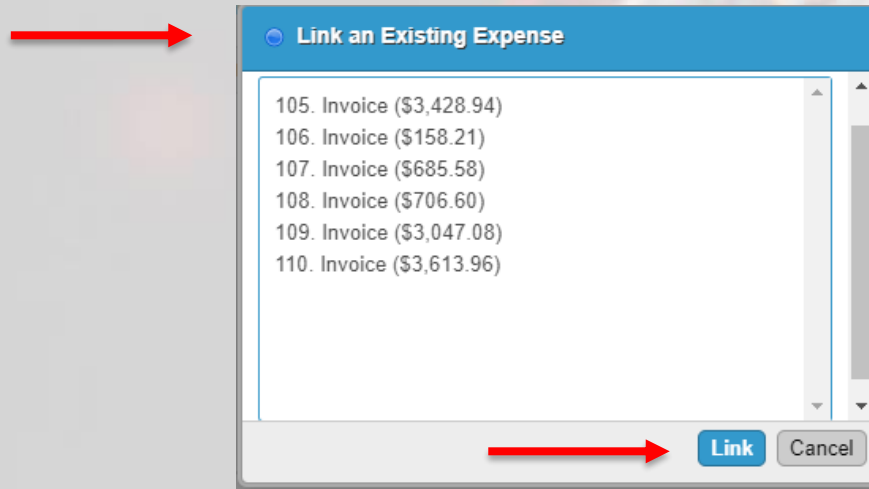
Requested Amount: \$

This is the amount eligible for payment.

Comments:







If you clicked Link an Existing Expense, to provide support for your reimbursement request, select your expense and press “Link”



Once complete, click Advance for VDEM Review. Now, your reimbursement request will be reviewed by the PA Grants team.

Project #1: Reimbursement Request

Draft

 Advance  Set on Hold  Delete  Expense Options More

Summary

Expenses




Notes

Documents

Workflow

History

Expenses

Quick Search: 1 results   

#	Type	Contractor	Reference #	Amount	Amount El...
105	Invoice		V#9263	\$3,428.94	\$3,428.94

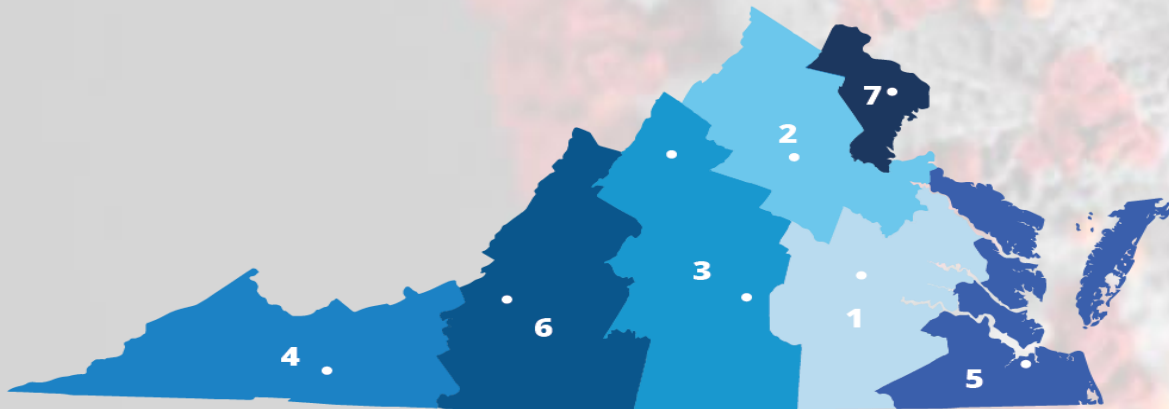
Reimbursement
Request Complete!



VDEM Technical Support

For Technical Assistance please contact Recovery or reach out directly to your Regional PA Grant Administrator:

Geographic Area	PA/Recovery Coordinator	Contact
ALL	Recovery	Recovery@vdem.virginia.gov



Virginia Department of
Emergency Management

Stay Updated

Register for
Grant
Updates



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