Applicant Briefing

Public Assistance (PA) Program

FEMA-DR-4602-VA
"Severe Winter Storms"

Presented by the
Recovery Section of the
Virginia Emergency Support Team (VEST)

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

- Important Dates & Deadlines
- Become Familiar with FEMA's Streamlined Application Process
- Log into Grants Portal
- Submit Request for Public Assistance (RPA)
- Questions/Answers

Resources

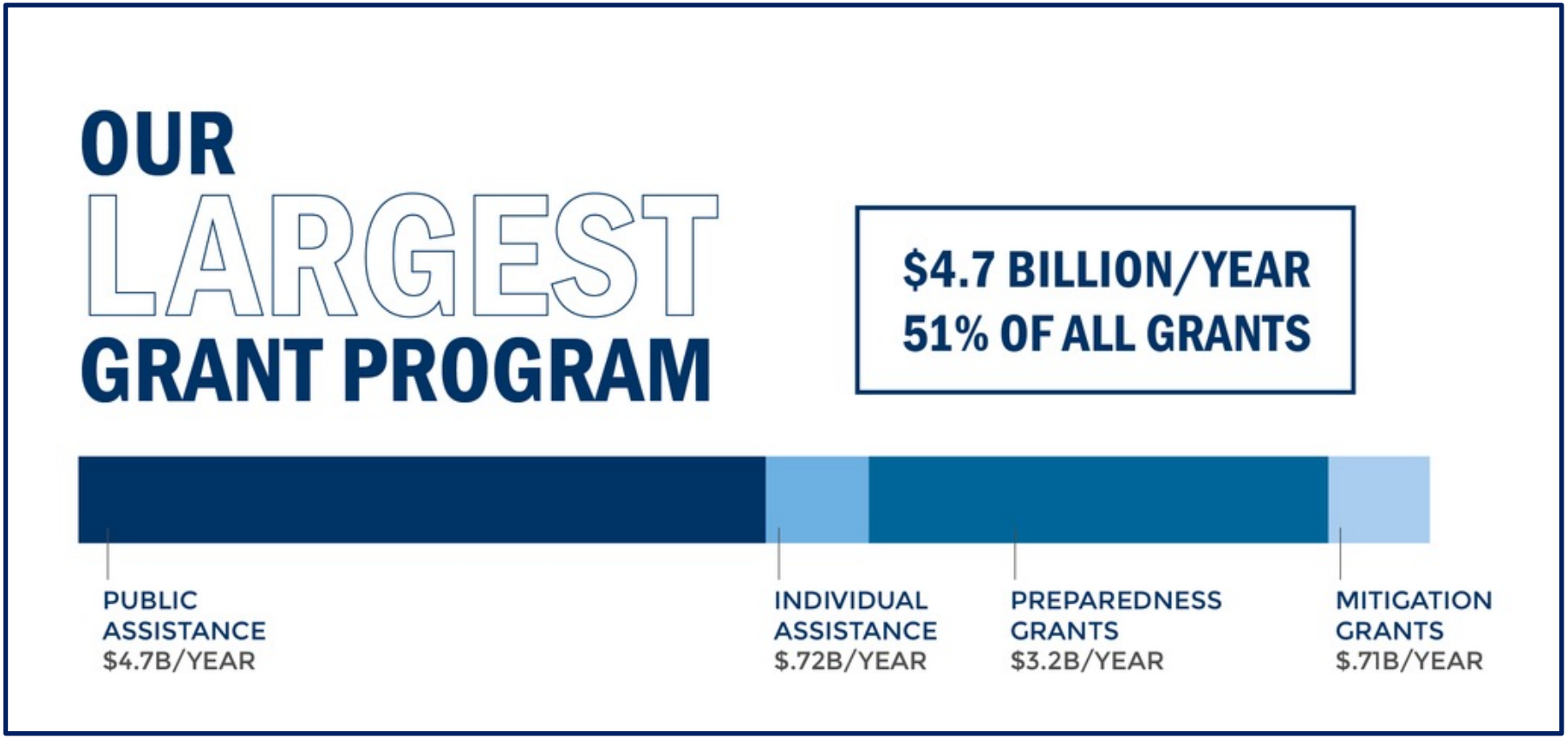
https://www.vaemergency.gov/job/2021-02-10-severe-winter-weather/

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.

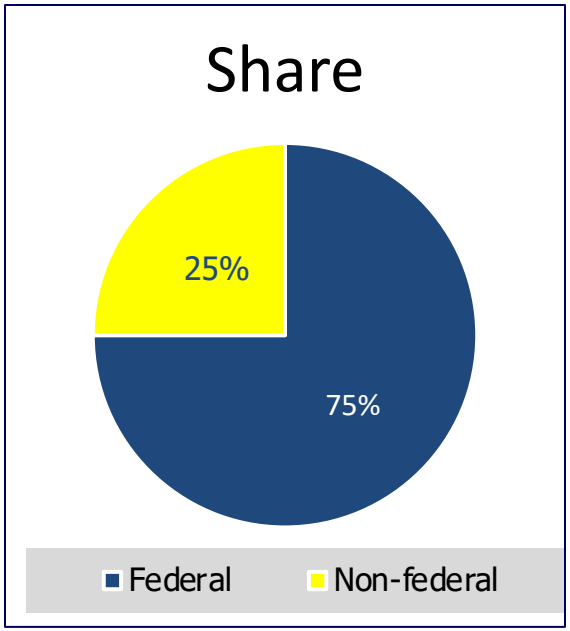
PA is a reimbursement program based on eligible costs incurred.

FEMA Grant Programs Snapshot



Public Assistance Cost Share

- FEMA will reimburse no less than 75% of eligible costs for projects.
- 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%



- Thirds party donations for eligible work performed, if documented, may off-set the 25% non-federal share. **The volunteer rate is $29.14 per hour.***

***Virginia is currently seeking official approval for the volunteer rate if there are any donated resource projects for Category B**

VIRGINIA DEPARTMENT OF EMERGENCY MANAGEMENT

A Tale of Two Portals

vdem.emgrants.com

Grants Portal

Virginia Department of Emergency Management Grants

FEMA

Vdem.emgrants.com

- 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 vdem.emgrants.com
- Vdem.emgrants.com will be utilized from federal obligation through closeout.

Vdem.emgrants.com

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

FEMA Grants Portal

- 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 **Microsoft Edge or Mozilla Firefox** for full functionality

Roles and Responsibilities

Applicant	Recipient (VDEM)	FEMA
• Creates/Maintains Organization Profile in Grants Portal (GP) • Attends Applicant Briefing • Submits Request for Public Assistance (RPA) in GP • Completes Streamlined Project Application and Uploads in GP • Provides supporting documentation	• Activates Organization Profiles in GP • Conducts Applicant Briefing(s) • Reviews RPA and makes recommendation • Administers Grant Awards • Grant management including reimbursement requests, scope of work changes, time extensions, and closeout	• Approve RPAs • Determine Eligibility • Issue Determination Memos

Declaration Summary

- President approved Major Disaster Declaration on May 10, 2021.
- Statewide Public Assistance
  - All categories of work: A-G

Emergency Work
Category A: Debris removal
Category B: Emergency protective measures

Permanent Work
Category C: Roads and bridges
Category D: Water control facilities
Category E: Public buildings and contents
Category F: Public utilities
Category G: Parks, recreational, and other facilities

- Hazard Mitigation Grant Program (HMGP)
  - All areas in the Commonwealth of Virginia are eligible
- Cost Share: 75% federal, 25% non-federal

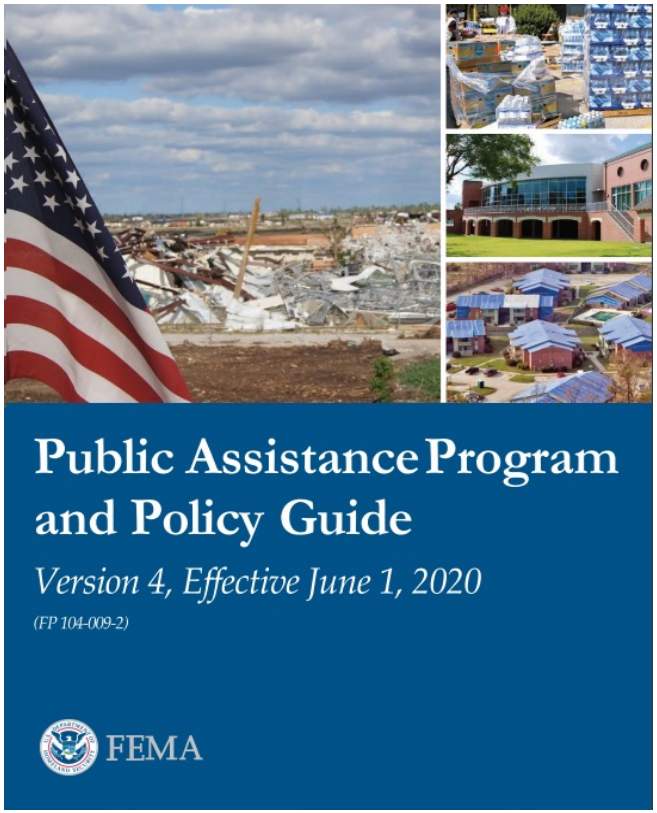
Potential Applicants

- Potential Applicants for the PA grant program include localities, tribal government, state agencies and certain private non-profits in the following designated jurisdictions:
  - Amelia, Appomattox, Bedford, Brunswick, Campbell, Caroline, Charlotte, Cumberland, Dinwiddie, Essex, Floyd, Franklin, Goochland, Greensville, Halifax, King and Queen, King William, Lancaster, Louisa, Lunenburg, Mecklenburg, Middlesex, New Kent, Northumberland, Nottoway, Patrick, Pittsylvania, Powhatan, Prince Edward, Prince George, and Richmond Counties.
- Additional designations may be made at a later date if requested and warranted by the results of further damage assessments that are ongoing in Virginia.

Incident Period

- Eligible damages must have occurred between **February 11, 2021 – February 13, 2021,** and be directly related to the disaster.
  - Reminder: Emergency work must be completed within 6 months of the declaration (November 10, 2021). Permanent work must be completed within 18 months of the declaration (November 10, 2022).

PA Program and Policy Guidance



- Establishes guidance and eligibility criteria for the Public Assistance Program

https://www.fema.gov/sites/default/files/documents/fema_pappg-v4-updated-links_policy_6-1-2020.pdf

Eligibility Pyramid

Applicants

- **Only eligible applicants** can apply directly to FEMA for reimbursement of eligible costs (Categories A-G).
- 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

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.
- 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

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

Categories of Work

- **Emergency Work – must be completed within 6 months (November 10, 2021)**
  - Category A – Debris Removal
  - Category B – Emergency Protective Measures
- **Permanent Work – must be completed within 18 months (November 10, 2022)**
  - Category C – Roads and Bridges
  - Category D – Water Control Facilities
  - Category E – Public Buildings and Contents
  - Category F – Public Utilities
  - Category G – Parks, Recreational, and Other Facilities
- **Administrative Costs**
  - Category Z – Management Costs

Deadlines for Completion of Work	
Type of Work	Months
Emergency Work	6
Permanent Work	18

Eligibility

4 Components

Duplication of Benefits

- FEMA PA Program cannot duplicate funding assistance received for the same purpose under other federal programs OR through insurance proceeds (i.e., **FEMA PA is the last program for federal assistance**)
- FEMA may cover eligible costs not covered by other funding sources

Duplication of Benefits

- While some activities may be listed as eligible for funding through multiple programs
  - Final reimbursement determinations will be made by FEMA

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.
  - Reference PAPPG V4 for information on force account labor, pages 68-71.

Table 5. Emergency Work Labor Eligibility

Emergency Work Labor Eligibility		
Budgeted Employee Hours	**Overtime**	**Straight-Time**
Permanent employee	☑	
Part-time or seasonal employee working during normal hours or season of employment	☑	
Unbudgeted Employee Hours	**Overtime**	**Straight-Time**
Reassigned employee funded from external source	☑	☑
Essential employee called back from furlough	☑	☑
Temporary employee hired to perform eligible work	☑	☑
Part-time or seasonal employee working outside normal hours or season of employment	☑	☑

Cost - Equipment

- Force Account Equipment
- State, Local, or FEMA 2019 Equipment Rates https://www.fema.gov/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

Category Z- Management Costs

- FEMA provides contributions for managements costs based on **actual costs incurred up to**:
  - 5 percent of the total award amount for each Subrecipient.
- The total award amount, for the purposes of calculating cost contribution, is the actual eligible PA project cost (Federal and non-Federal Share) after insurance and any other reductions.

Requirement for Reimbursement

DOCUMENTATION !

DOCUMENTATION !

DOCUMENTATION !

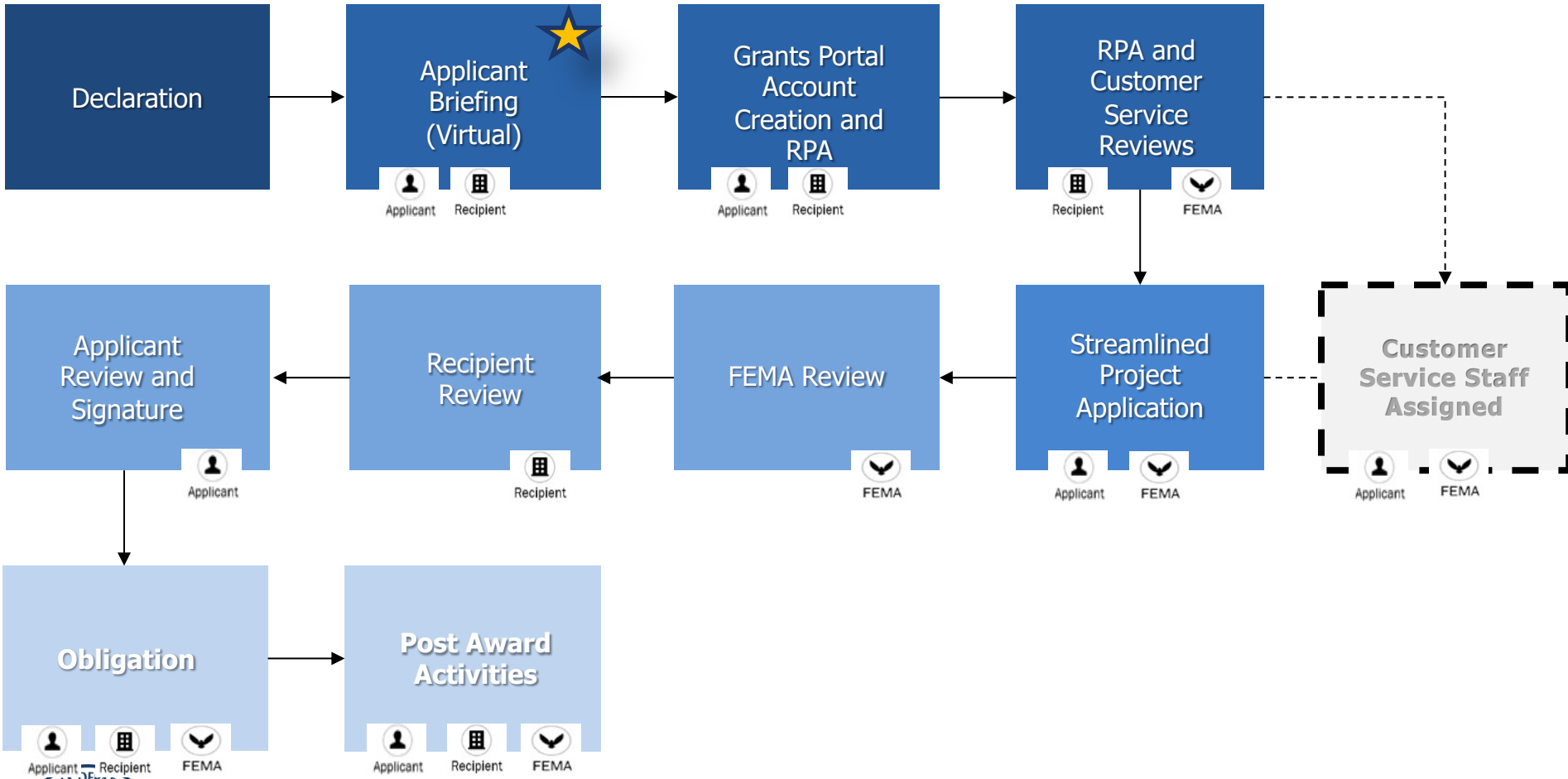
Documentation

- 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)
  - Invoices, estimates, or bids

Documentation

- Applicants have 60 days to report all damages from the Recovery Scoping meeting date.
- Applicants have 90 days to submit all documentation for completed work projects.
- Force Account labor, equipment, and material quantities and rates/costs.
- 2019 FEMA equipment rates: https://www.fema.gov/media-library/assets/documents/136901

Streamlined Project Application



TYPES OF PROJECTS

- TWO TYPES
  - Small
  - Large

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

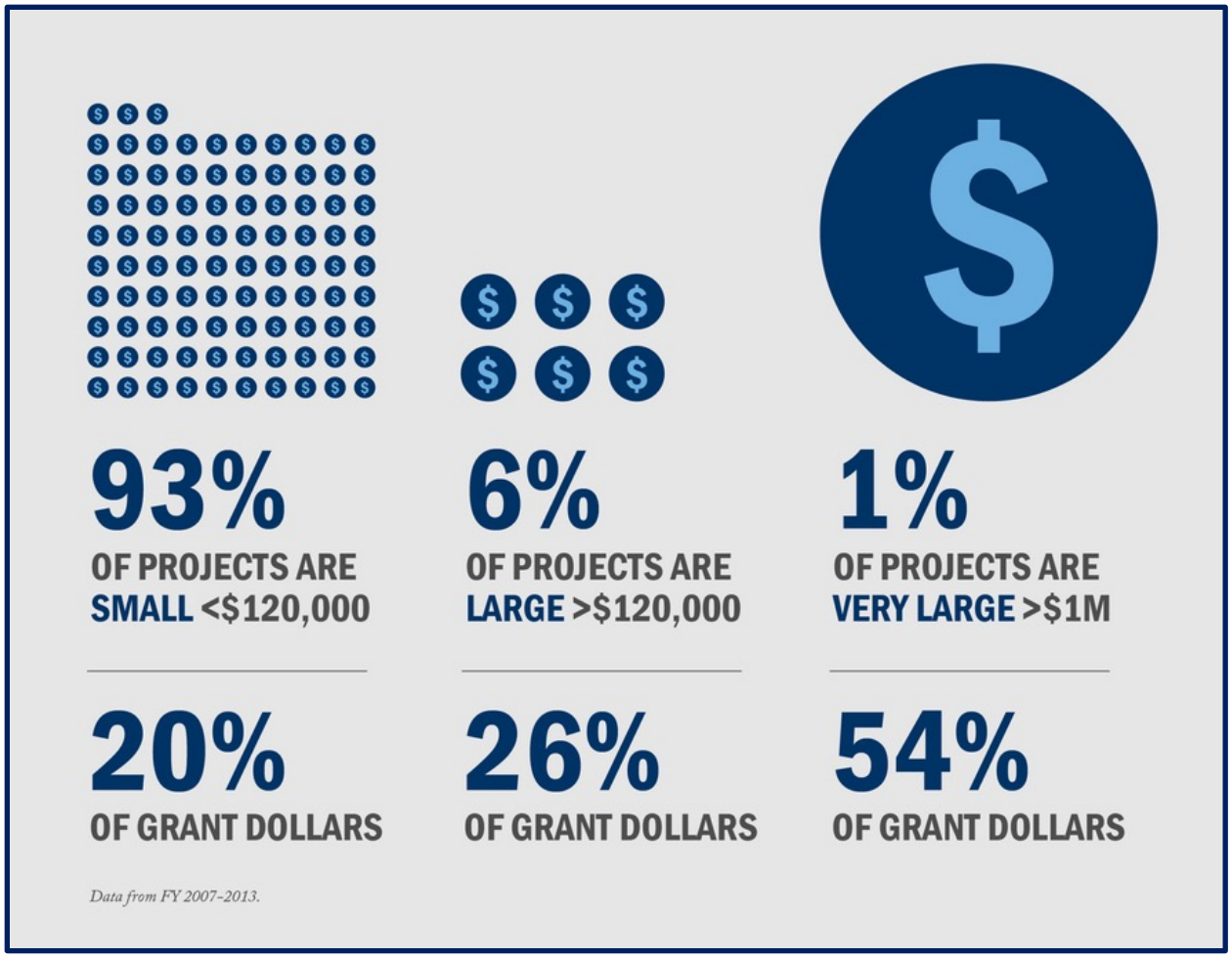
Small Project Thresholds

- **$3,320 Minimum** amount of eligible costs required to meet the threshold for Small Project Grants
- Small projects costs is less than **$132,800.**
  - Small project funding is based on estimated costs, if actual costs are not yet available.

Large Project Thresholds

- **Large project** threshold amount:
  - **$132,800** or more based on documented actual costs.

Historical Trends



RPA Submission

- RPAs must be submitted in the FEMA Grants Portal – https://grantee.fema.gov
- The RPA deadline is **June 9, 2021**.

Methods for Account Setup and RPA Submission

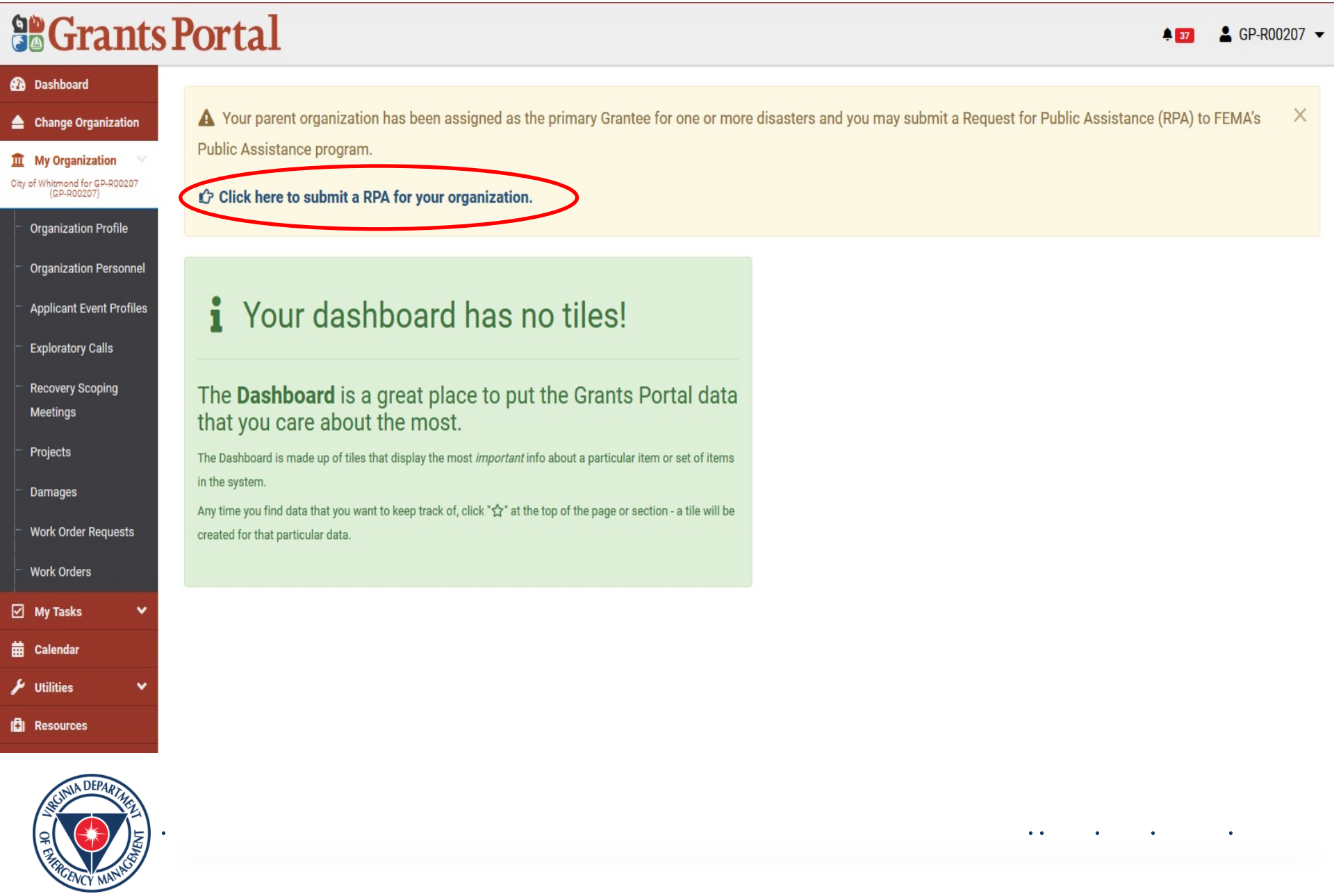
For an Applicant without a Grants Portal Account

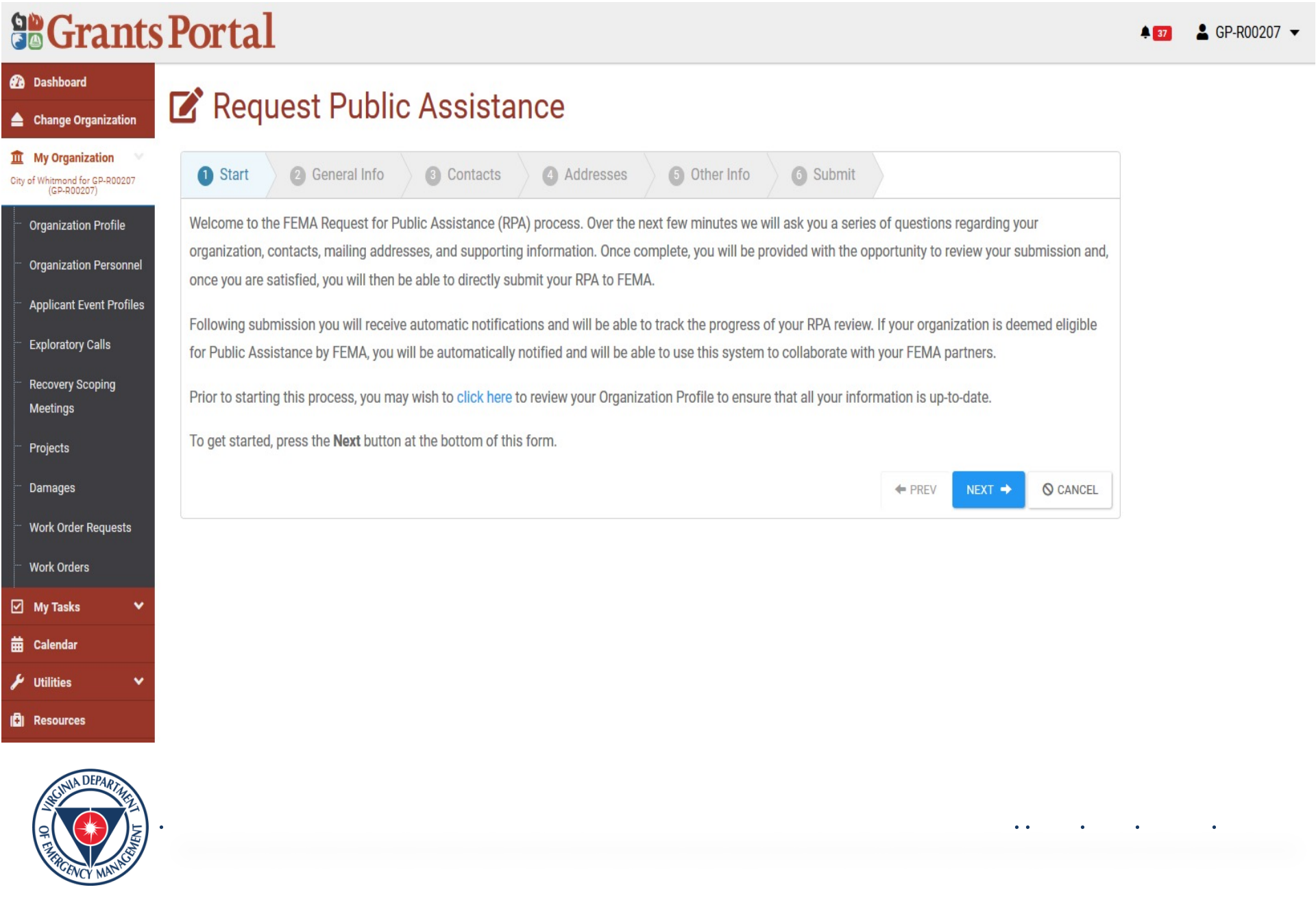
- An Applicant can create an account and submit an RPA directly through Grants Portal (DR-4602-VA Severe Winter Storms)
- An Applicant can request an account from the Recipient
- An Applicant can request an invitation from the Recipient to create an account

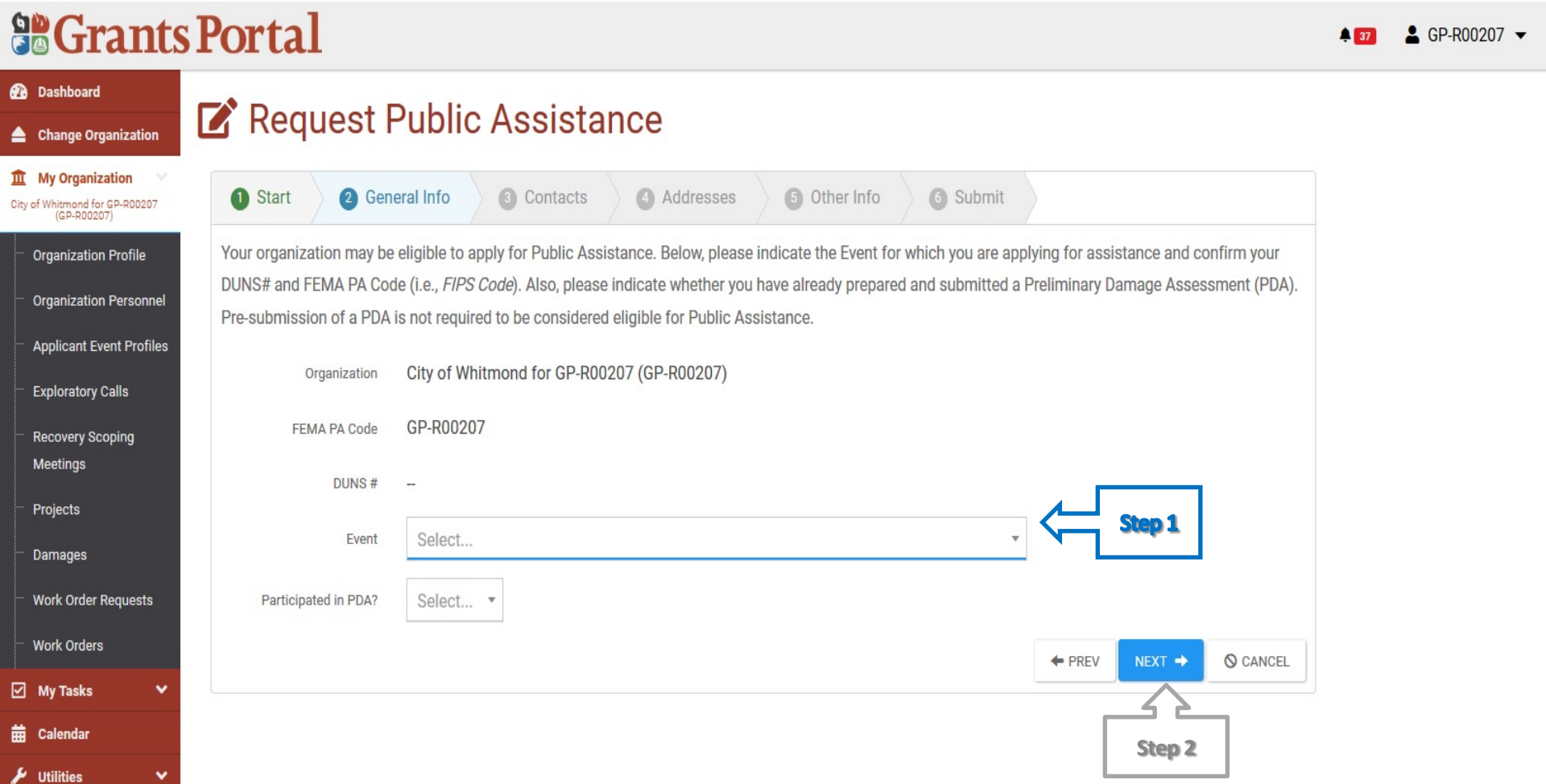
For an Applicant with existing Grants Portal Accounts

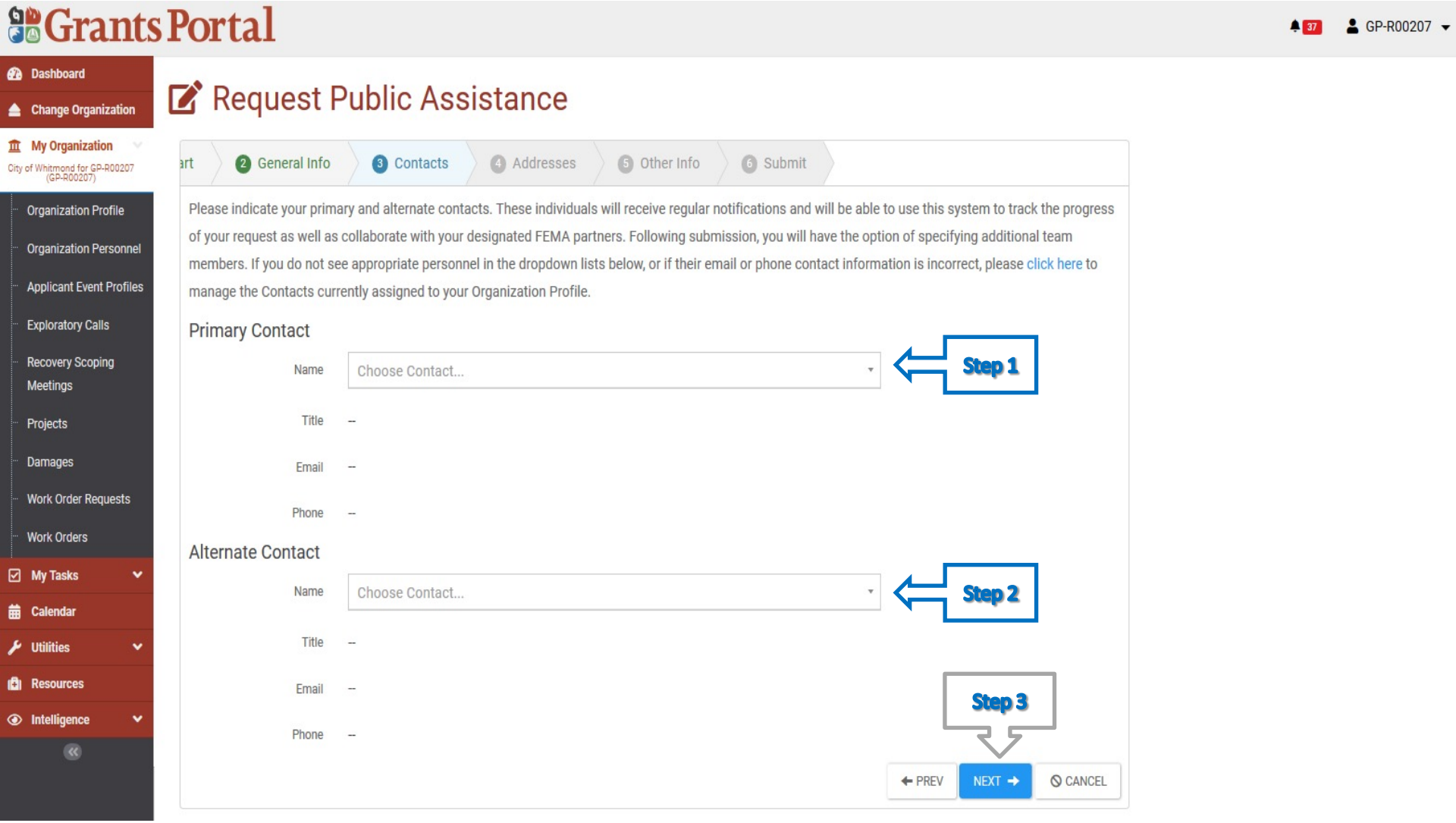
- An Applicant can submit an RPA directly through Grants Portal
- An Applicant can request an RPA is submitted by the Recipient on their behalf

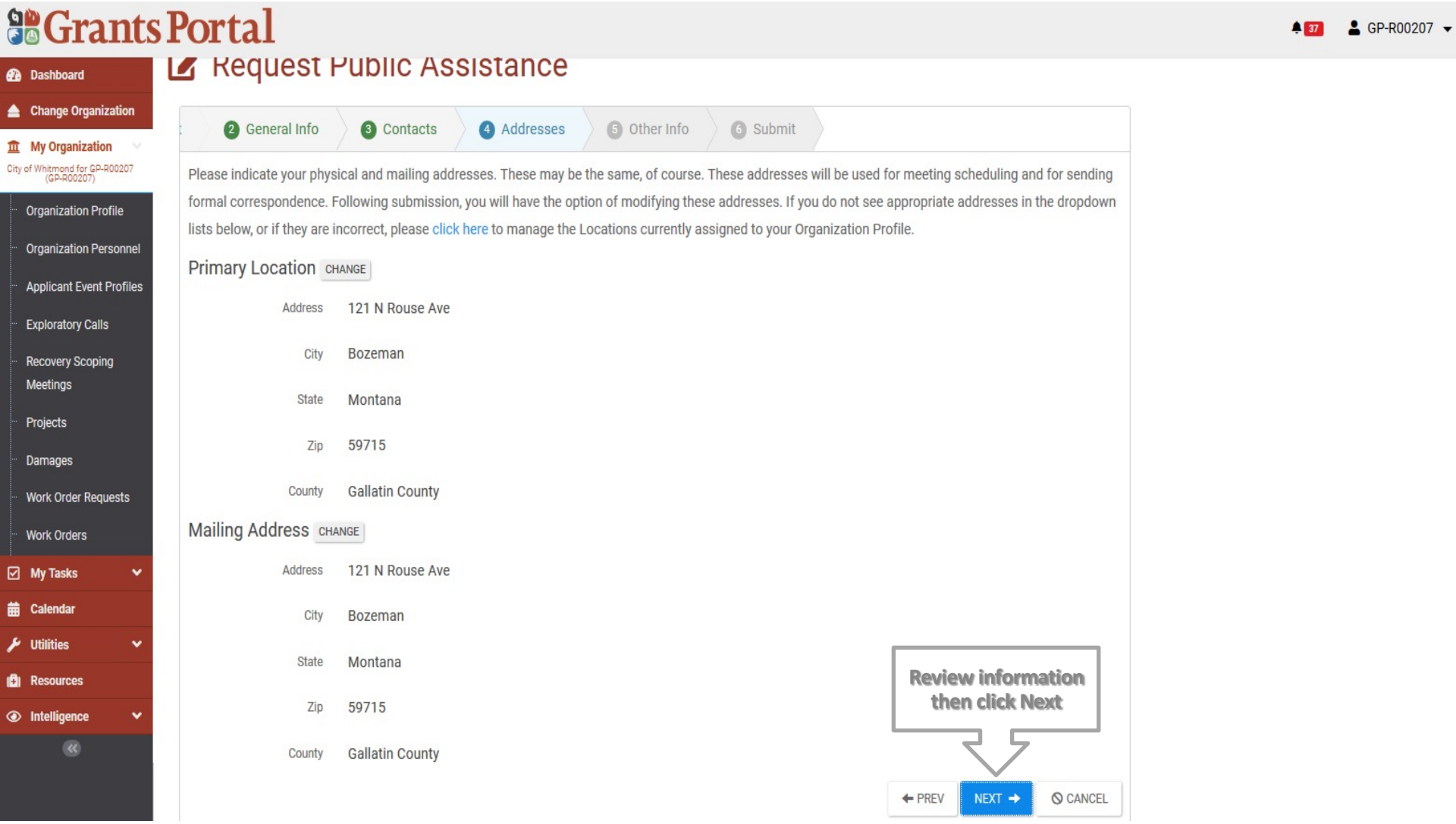
Submitting your RPA in the FEMA Grants Portal: Actions for an Applicants with existing Grants Portal Accounts

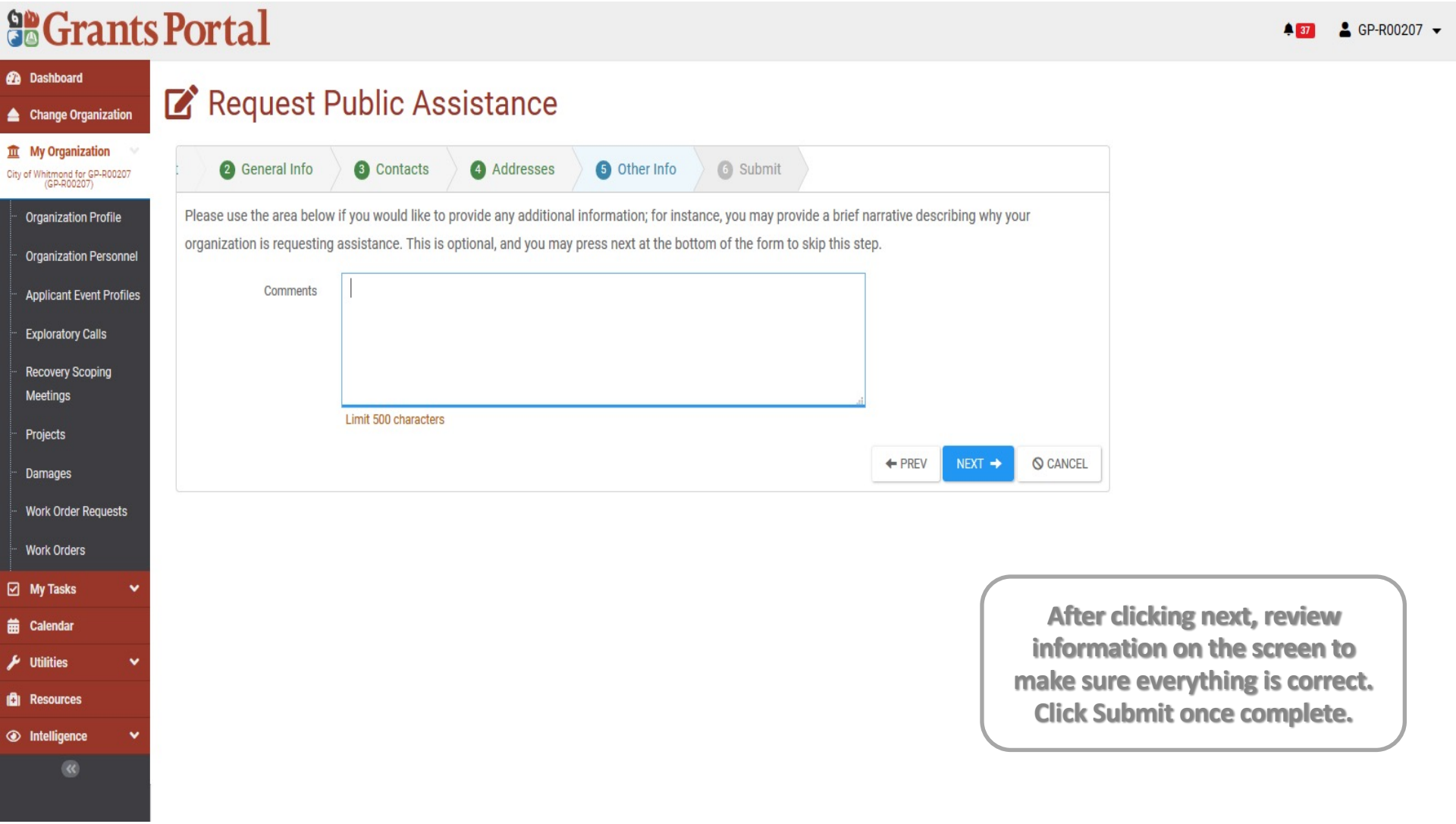

Grants Portal
37
GP-R00207
Dashboard
Change Organization
My Organization
City of Whitmond for GP-R00207 (GP-R00207)
Organization Profile
Organization Personnel
Applicant Event Profiles
Exploratory Calls
Recovery Scoping Meetings
Projects
Damages
Work Order Requests
Work Orders
My Tasks
Calendar
Utilities
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.


Grants Portal
37
GP-R00207
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
VIRGINIA DEPARTMENT OF EMERGENCY MANAGEMENT


Grants Portal
37
GP-R00207
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...
Step 1
Participated in PDA?
Select...
PREV
NEXT
CANCEL
Step 2


Grants Portal
37
GP-R00207
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 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...
Step 1
Title --
Email --
Phone --
Alternate Contact
Name
Choose Contact...
Step 2
Title --
Email --
Phone --
Step 3
PREV
NEXT
CANCEL

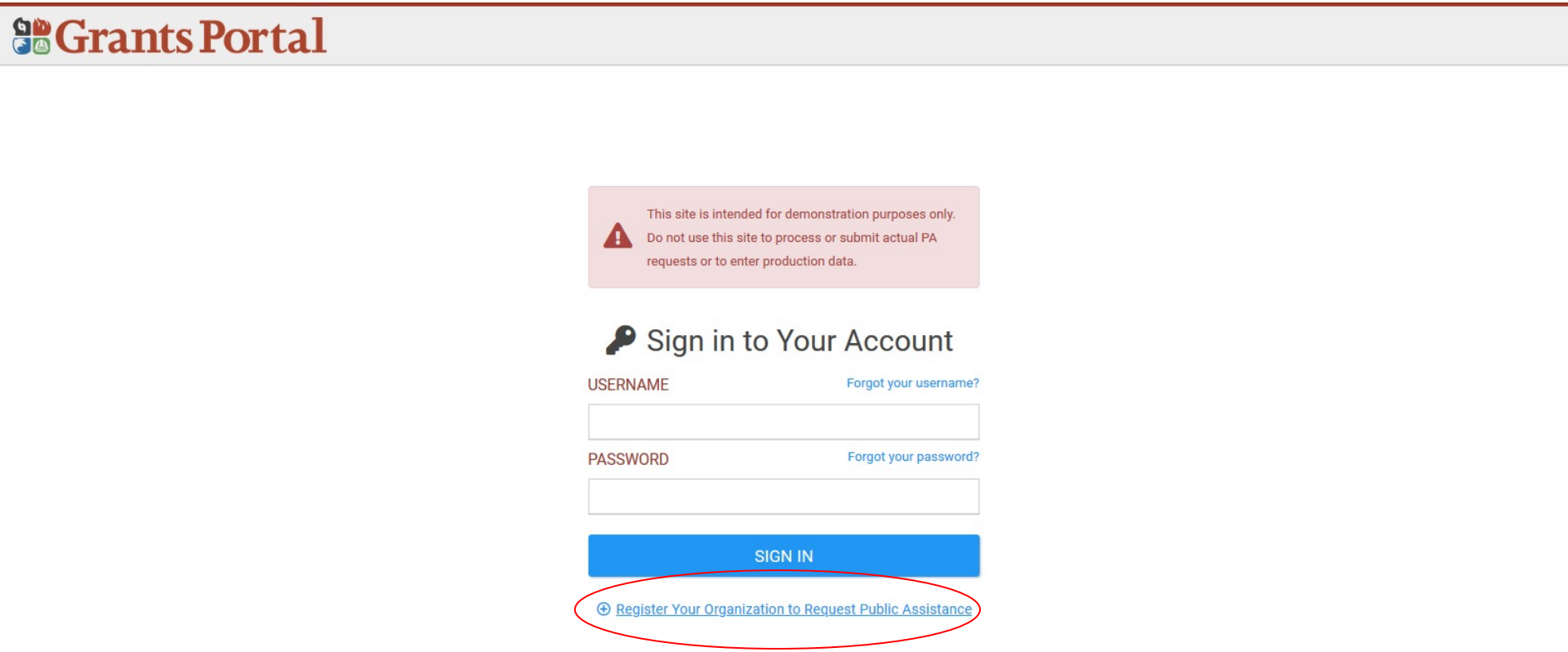

Grants Portal
37
GP-R00207
Dashboard
Change Organization
My Organization
City of Whitmond for GP-R00207 (GP-R00207)
Organization Profile
Organization Personnel
Applicant Event Profiles
Exploratory Calls
Recovery Scoping Meetings
Projects
Damages
Work Order Requests
Work Orders
My Tasks
Calendar
Utilities
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



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”



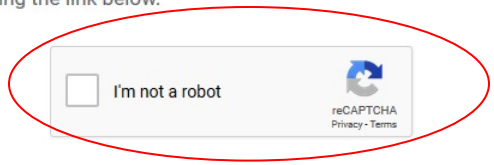
Grants Portal

Welcome to the FEMA Grants Portal Registration!

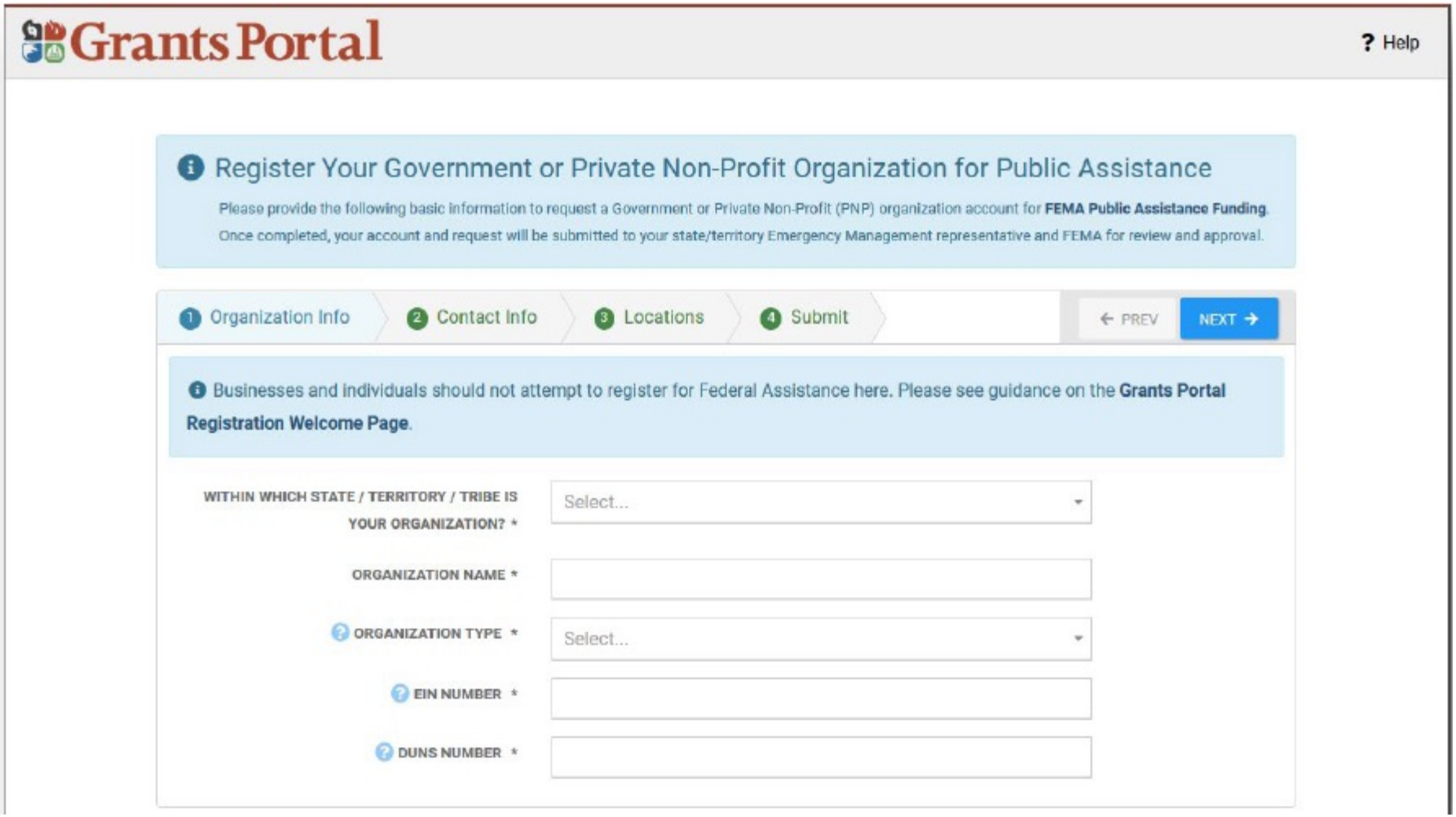
This registration process is designed to assist you in quickly setting up your State and Local Government FEMA account and requesting FEMA Public Assistance Funding. Once you verify yourself below, you will be required to provide basic information about your organization to be used during the approval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

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



VIRGINIA DEPARTMENT OF EMERGENCY MANAGEMENT


Grants Portal
? Help
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 →
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 YOUR ORGANIZATION? *
Select...
ORGANIZATION NAME *
ORGANIZATION TYPE *
Select...
EIN NUMBER *
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 * Select...

ZIP CODE *

COUNTY * Select...

Mailing Address

*Only if different from the Primary Address

ADDRESS 1

ADDRESS 2

CITY

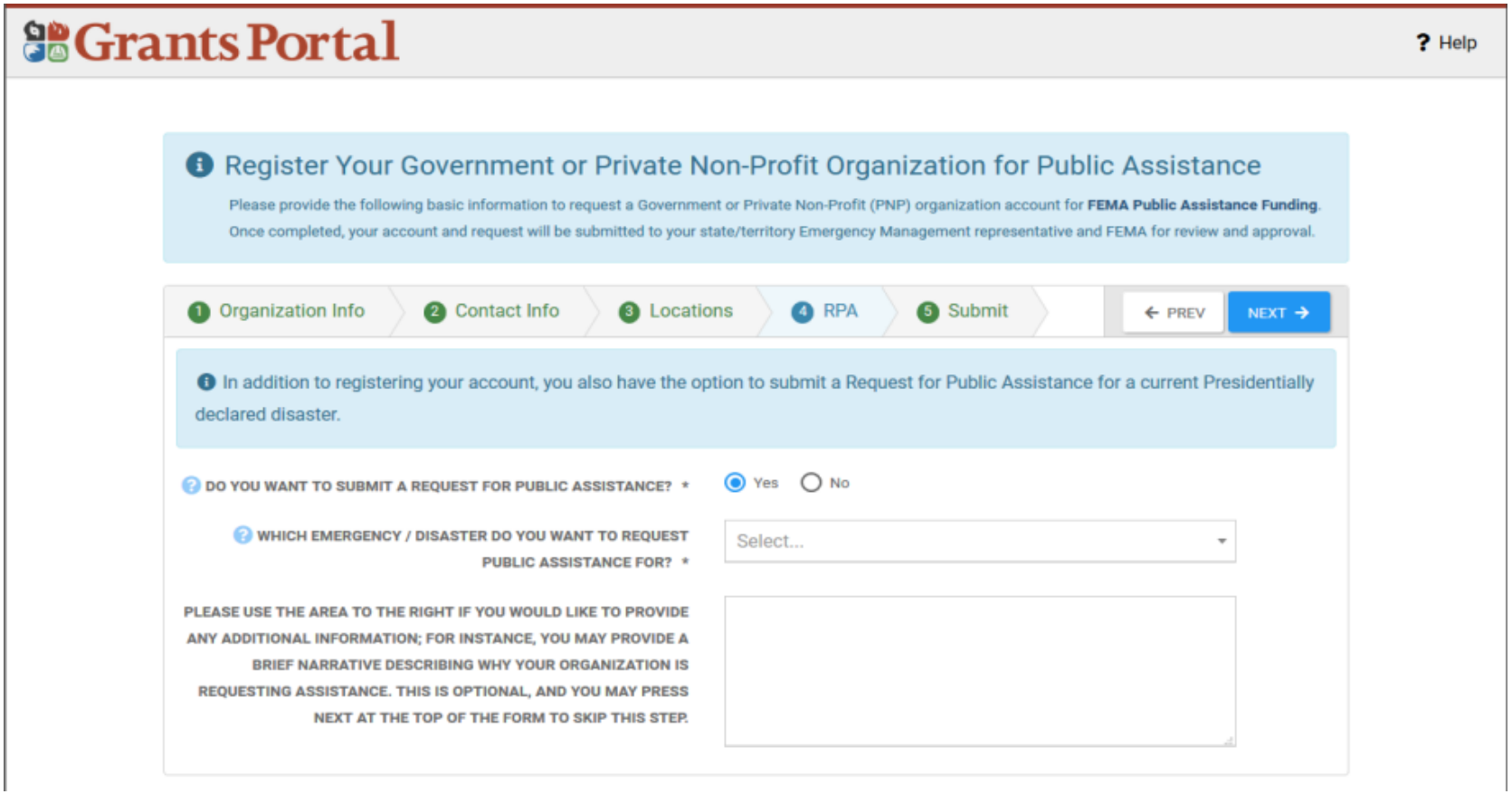
STATE Select...

ZIP CODE

COUNTY Select...

VIRGINIA DEPARTMENT OF EMERGENCY MANAGEMENT

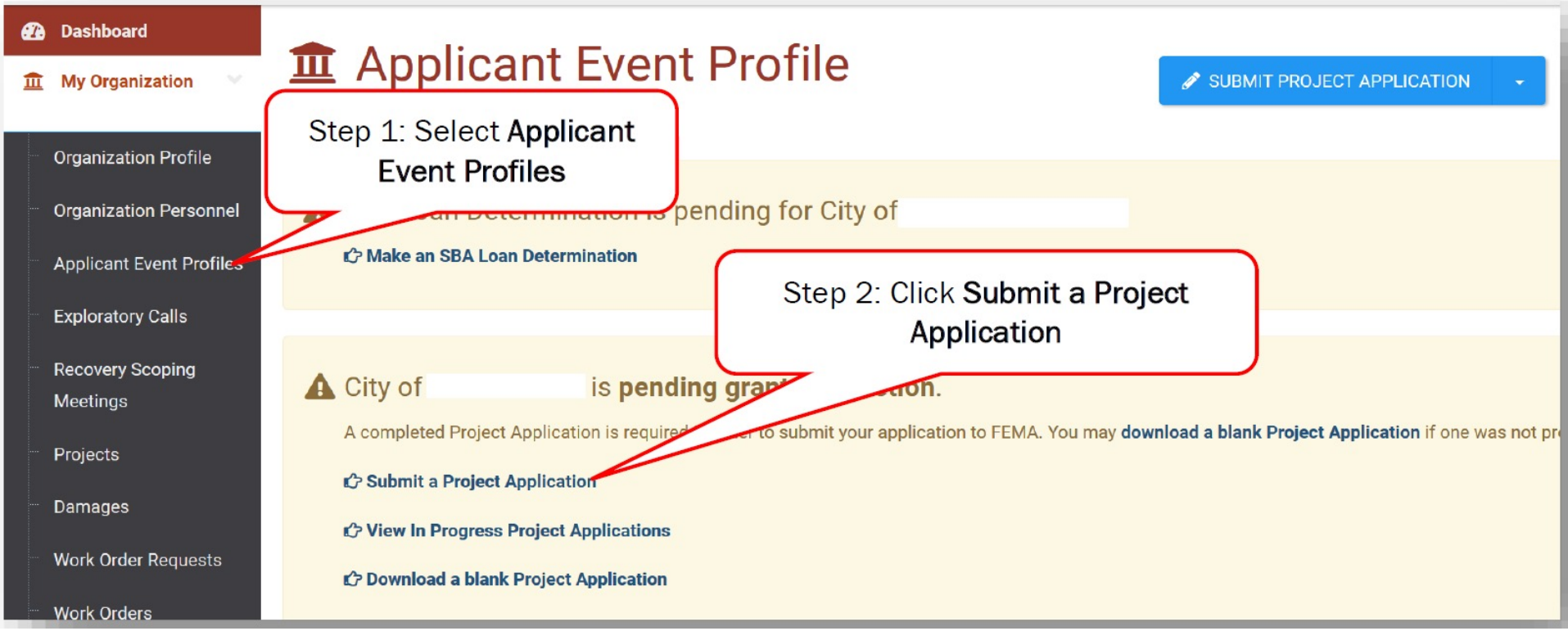
For government entities, if there are events with an open RPA enrollment period in the State/Territory, the Applicant may continue to submit an RPA with this account creation request. If the Applicant chooses to not submit an RPA at account creation, the Recipient will review only the account creation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



- Public non-profit entities, such as those that are agencies or instrumentalities of SLTT governments, are generally considered SLTT government entities and do not need to submit additional documentation required by PNP Applicants. These entities should select the government organization type that best describes them. If an Applicant is unsure of its type, it should consult the Recipient.
- PNP Applicants must wait for account creation approval from the Recipient before submitting an RPA.
- 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 Project Application

Creating the 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 Severe Winter Storms
  - 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.

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.

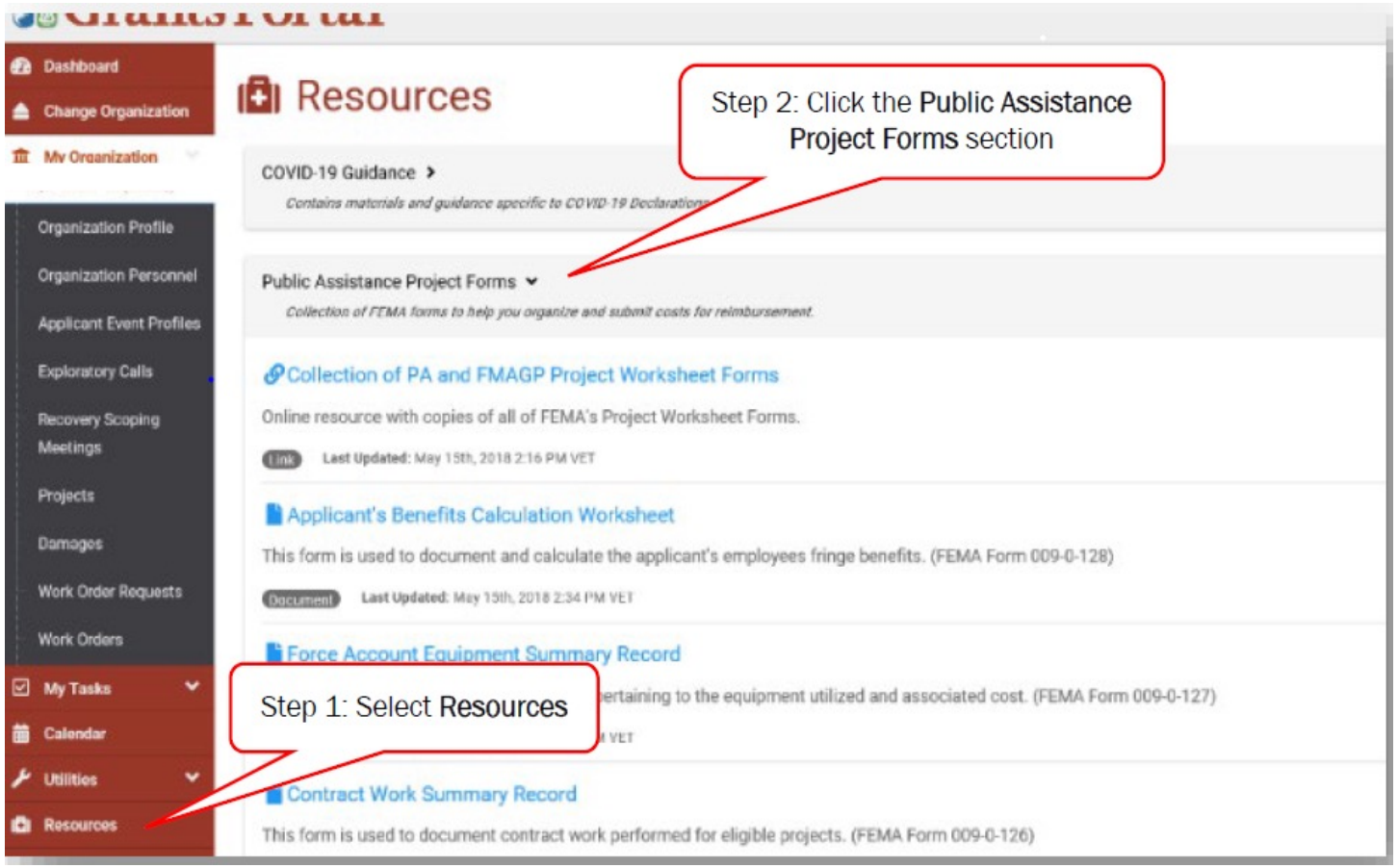
Consolidated Resource Center (CRC)

- 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 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.

Resources and Forms



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.

Resources

Public Assistance

- VDEM Website: https://www.vaemergency.gov/job/2021-02-10-severe-winter-weather/
- FEMA PAPPG V.4: https://www.fema.gov/sites/default/files/documents/fema_pappg-v4-updated-links_policy_6-1-2020.pdf

DRRA

- Disaster Recovery Reform Act: https://www.fema.gov/disasters/disaster-recovery-reform-act-2018
- Section 1206 Code Compliance: https://www.fema.gov/sites/default/files/2020-10/fema_building-dode-floodplain-management-ddministration-enforcement-policy_drra-1206_signed_10-15-2020.pdf
- Consensus Based Codes and Standards: https://www.fema.gov/assistance/public/policy-guidance-fact-sheets/section-1235b-consensus-based-codes-and-standards

VDEM Technical Support

For Technical Assistance please note the following contacts:		
Geographic Area	**PA/Recovery Coordinator**	**Contact**
ALL	Recovery	Recovery@vdem.virginia.gov
ALL	Mike Cheverie	Mike.cheverie@iem.com

Stay Updated

Register for Grant Updates

Questions