Public Assistance (PA)
DR-4501-Subrecipient Briefing

Category B only

COVID-19
Public Assistance Program

Supplemental assistance to state and local governments and certain private non-profit organizations for response and recovery in a Presidentially declared disaster or emergency.
The Public Assistance Process

- Declaration
- Attend Virtual Briefing
- Create Account In PA Grants Portal
- Submit Request for Public Assistance RPA
- Submit PW
- GEMA/FEMA Document Review
- Sign Final Grant
- Funding Process Begins
BUILDING BLOCKS OF ELIGIBILITY

COST

SUBRECIPIENT
ELIGIBLE SUBRECIPIENTS

- State and local governments/agencies
  - Counties
  - Cities, towns, villages, townships
  - Districts and regional authorities
  - State departments (e.g., transportation)
- Certain Private Nonprofit Entities (PNP)
- Houses of Worship (HOW)
- Food Banks
ELIGIBLE PRIVATE NON-PROFITS (Cont’d)

Educational
Medical
Custodial care
Daycare Centers
Food Banks
Fire/emergency
Utilities
Certain irrigation facilities
Other essential government services
**PNP Application Process**

- **Critical Facilities:**
  - Eligible for emergency work

- **Non-Critical Facilities (museums, libraries, zoos):**
  - Eligible for emergency work

**PNPs must upload the following documentation into the Grants Portal when submitting an Request for Public Assistance form:**

- PNP Facility Questionnaire (FEMA Form 90-121)
- Proof of Non-Profit Status
  - Letter from the IRS granting a Tax exemption under Section 501 (c), (d) or (e)
- Proof of ownership/legal responsibility
- Charter or By-Laws for organization
# REQUEST FOR PUBLIC ASSISTANCE

**DEPARTMENT OF HOMELAND SECURITY**  
**FEDERAL EMERGENCY MANAGEMENT AGENCY**  
**REQUEST FOR PUBLIC ASSISTANCE**

**PAPERWORK BURDEN DISCLOSURE NOTICE**

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<th>State Tax ID #</th>
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<th>DUNS #</th>
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**APPLICANT** (Political subdivision or eligible applicant.)

- **DATE SUBMITTED**

**COUNTY** (Location of Damages. If located in multiple counties, please indicate.)

**APPLICANT PHYSICAL LOCATION**

- **CITY**
- **COUNTY**
- **STATE**
- **ZIP CODE**

**MAILING ADDRESS (If different from Physical Location)**

- **POST OFFICE BOX**
- **CITY**
- **STATE**
- **ZIP CODE**

**Primary Contact/Applicant’s Authorized Agent**

- **NAME**
- **TITLE**
- **BUSINESS PHONE**
- **FAX NUMBER**
- **HOME PHONE (Optional)**
- **CELL PHONE**
- **E-MAIL ADDRESS**

**Alternate Contact**

- **NAME**
- **TITLE**
- **BUSINESS PHONE**
- **FAX NUMBER**
- **HOME PHONE (Optional)**
- **CELL PHONE**
- **E-MAIL ADDRESS**
Grants Portal Access

Send email to PA-RPA@gema.ga.gov

• Provide First and Last name
• Email Address
• Phone Number
• EIN Number and DUNS Number
• Organization name and type
• Within 24-48 hours look for an email invitation from PA SUPPORT@PAGRANTS.FEMA.gov (check Spam)
• An Applicant with existing Grants Portal Accounts can submit an RPA directly through the Grants Portal
Let's register your organization!

Please follow along in the wizard below.
REQUEST PUBLIC ASSISTANCE - RPA

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 the collaboration tools 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.
Congratulations! Your Request for Public Assistance has been successfully processed and submitted to FEMA. Over the next several days you will receive additional information informing you of the status of your eligibility review. If your organization is deemed eligible you will be automatically notified. You may continue to use this system to track the status of your RPA and, if eligible, to collaborate with your assigned FEMA team members.

Thank you for your submission, and we look forward to working with you and your organization.
UPLOAD DOCUMENTS

Grants Portal

Document Help
To upload event-specific documents, go to the appropriate event from the Event Profile list.
To upload documents for your organization that are not specific to

Event PA Requests

Event Job
#  Event Name  Status  Process Step  PDMs Assigned  Projects  Damages  Work Orders
4284DR  4284DR-GA  Eligible  Pending Grant Completion  WRIGHT, ANTHONY J.  6  30  .4
Emergency Work - Category B
Emergency Protective Measures
Category B

Activities undertaken by the approved subrecipient during the incident period to save lives, protect public health and safety.
Generally, costs that can be directly tied to the performance of eligible work are eligible. Such costs must be:

– Reasonable and necessary to accomplish the work

– Compliant with Federal requirements for competitive procurement: For periods of exigent or emergency circumstances see standards found at 2 C.F.R § 200.320(f)(2)

– Reduced by all applicable credits, such as anticipated insurance proceeds
ELIGIBILITY ASSISTANCE

Assistance may include but is not limited to the following:

– Management, control and reduction of immediate threats to public health and safety
– Emergency Medical Care
– Non-congregate sheltering for the specific purpose of containment (FEMA approval needed; template available)
– Purchase and distribution of food and other consumable supplies including personal protective equipment (PPE) and hazardous material (HAZMAT) suits
– Security
– Communicating health and safety information to the public
– Mutual Aid
– Overtime Cost
– Administrative Cost
– Donated Resources
Ineligible Assistance includes but is not limited to the following:

- FEMA will not duplicate assistance provided by the U.S. Department of Health and Human Services (HHS) to include the Centers for Disease Control and Prevention (CDC) or other federal agencies.
- Increased administrative and Operating cost is ineligible.
- Cost of loss of revenue is ineligible.
PROJECT FORMULATION
and
MANAGEMENT
• FEMA is developing a simplified online form that applicants can complete where you may explain work activities, answer basic questions, provide limited supporting documentation and provide a cost estimate.

• GEMA/FEMA will review the information and follow up with limited request for additional information if necessary.

• Recipients will have access to all projects in the PA Grants Portal.

• Recipients will have the ability to directly apply for reimbursement without waiting to be assigned a GEMA/FEMA POC through the Grants Portal.
Keep good records of:

- (a) purchases and other costs incurred for medical supplies and equipment
- (b) daily summaries of the emergency work performed by employees, and
- (c) for each major procurement, maintain a procurement file demonstrating steps taken in selecting the contractor, and also specifying the efforts taken by the applicant to control costs.

**Note: Special Consideration**
DOCUMENTATION

Remember . . .
Undocumented eligible expenses WILL NOT be reimbursed!
FORCE ACCOUNT
FORCE ACCOUNT LABOR

- Overtime costs are only eligible (if it is an established policy to pay overtime)
- If compensatory time is usually given to replace overtime, then that policy stands and OT is not eligible.
- Fringe benefit rates are eligible for reimbursement (normally regular rates and OT rates are different)
- Temporary hires are eligible for regular and overtime costs (must be used for disaster assistance only)
Direct Administrative Costs (DAC) are costs incurred by the Recipient or subrecipient that can be identified separately (See 44 CFR §207.6(c)).

Such costs can include staff time and expenses required to conduct site visits/inspections, prepare and submit PWs.

Can receive up to 5% of total Project Worksheets, 100% Federally funded.
Equipment is eligible for regular time and overtime
Standby time is ineligible
Hourly costs for trucks, buses etc.
Mileage costs for automobiles, crew cabs, etc.
Must use FEMA cost codes or your own costs codes, whichever is less
• Material costs are eligible
• Keep invoices and/or purchase orders
• Keep all canceled checks
• Keep record of any inventory used from stock
• Maintenance or up-keep items (i.e., Oil, gasoline) are not eligible
MUTUAL AID

• Must have contractual agreement between both parties IN WRITING!
• Must be reasonable costs
• Agency providing the assistance must submit bill to the Subrecipient
• Regular and overtime costs are eligible
Reasonable Cost

Competitively Bid

Must Comply With Standards
- Federal procurement standards (found at 2 C.F.R. § 200.320(f)(2))
- Federal / State (as applicable)
- Local (own adopted code/policy)
ACCEPTABLE TYPES OF CONTRACTS

- Lump Sum
- Unit Price

AVOID Time and Materials contracts after first 70 hours of work

NO Suspended, Debarred Contractors

Cost Plus Percentage of Costs Contracts
PROCUREMENT METHODS

FEMA Finds these methods acceptable:

- Small Purchases Informal, several price quotes
- Sealed Bids
  - Formal, advertised, lowest responsive bidder
- Competitive Proposals
  - Formal, similar to bid, award based on contractor qualifications
- Non-Competitive Proposals
  - Single source, limited circumstances, legal under applicable code
SPECIAL CONSIDERATIONS

Environmental Requirements

Historic Preservation & Cultural Resources

Insurance Requirements
Does project affect (but not limited to):

- Endangered Species
- Wetlands
- Floodplains
CONSEQUENCES OF NON-COMPLIANCE

- Loss of funding
- Delays
- Legal issues
- Negative publicity
PROJECT FUNDING
TYPES OF GRANTS

- Large Projects
- Small Project
SMALL PROJECTS

- **Threshold Amount under** $131,100
- Usually based on estimates
- Funds obligated will be paid at 100% of the Federal and State share if applicable.
- **Quarterly Reports must be submitted for each project not 100% complete.**
  - (October 15 – January 15 – April 15 – July 15)
LARGE PROJECTS

- Threshold amounts are $131,100 and above
- Initial payment made based on documented cost and percent project is complete
- Additional funding requires a request for progress payments along with adequate back up documentation
- 10% of GEMA/FEMA share held until Final Inspection report is complete.
- Quarterly Reports must be submitted for each project not 100% complete
  - Project status
  - Completion date, must submit an extension if not complete by deadline. Does not apply to CAT A Alternate procedures projects.
  - Potential problems
Emergency work: 6 months from the end of the incident period.
REPORTS

Quarterly Progress Reports

Final Inspection Reports
INITIAL SUBRECIPIENT PACKAGE

- Sent electronically from EM Grants
- Recipient/Subrecipient Agreement
- Exhibits
- Project Worksheets
• Expedited payments are available upon request and will require supporting documentation.
• FEMA cost share 75%
• Non Federal cost share 25%
• Small Project paid 100%
• Large Project paid based on documented cost and % complete.
FINAL PAYMENT

- Prepare Final Payment
- Review / Approval
- Funds Submitted to Subrecipient
  - 10% held until final obligation/de-obligation of funds
- Once all projects are “Finalized” prepare for Closeout
What Is Closeout?

A final accounting of all the pws

A process for grant evaluation of:

– Work completed
– Funds disbursed
Document! Document!! Document!!!

Existing systems may be sufficient

Maintain records at least three (3) years after closeout!
The Public Assistance and Policy Guide (PAPPG) combines all public assistance (PA) policy into a single volume and provides an overview of the PA Program implementation process with links to other publications and documents that provide additional process details.
NEXT STEPS

• Obtain Access to FEMA Grants Portal
• Complete the Request for Public Assistance (RPA)
• Contact other potential applicants to make sure they submit an RPA
• Get Access to GEMAs EM Grants
• You will be assigned to a GEMA Grants Specialist
• Get documentation organized for each project
• Provide a narrative and summary for each project
• Log into the PA Grants Portal and start uploading documentation
• Project Formulation will take place
• Get Access to GEMAs EM Grants System
• Receive and sign Initial Subrecipient Package
• Funding Process starts
This concludes the overview of the Public Assistance Subrecipient Briefing

Additional information can be obtained by emailing:

publicassistance@gema.ga.gov