



# Georgia Emergency Management And Homeland Security Agency

## Public Assistance(PA) DR-4501-Subrecipient Briefing

---

*Category B only*

# COVID-19



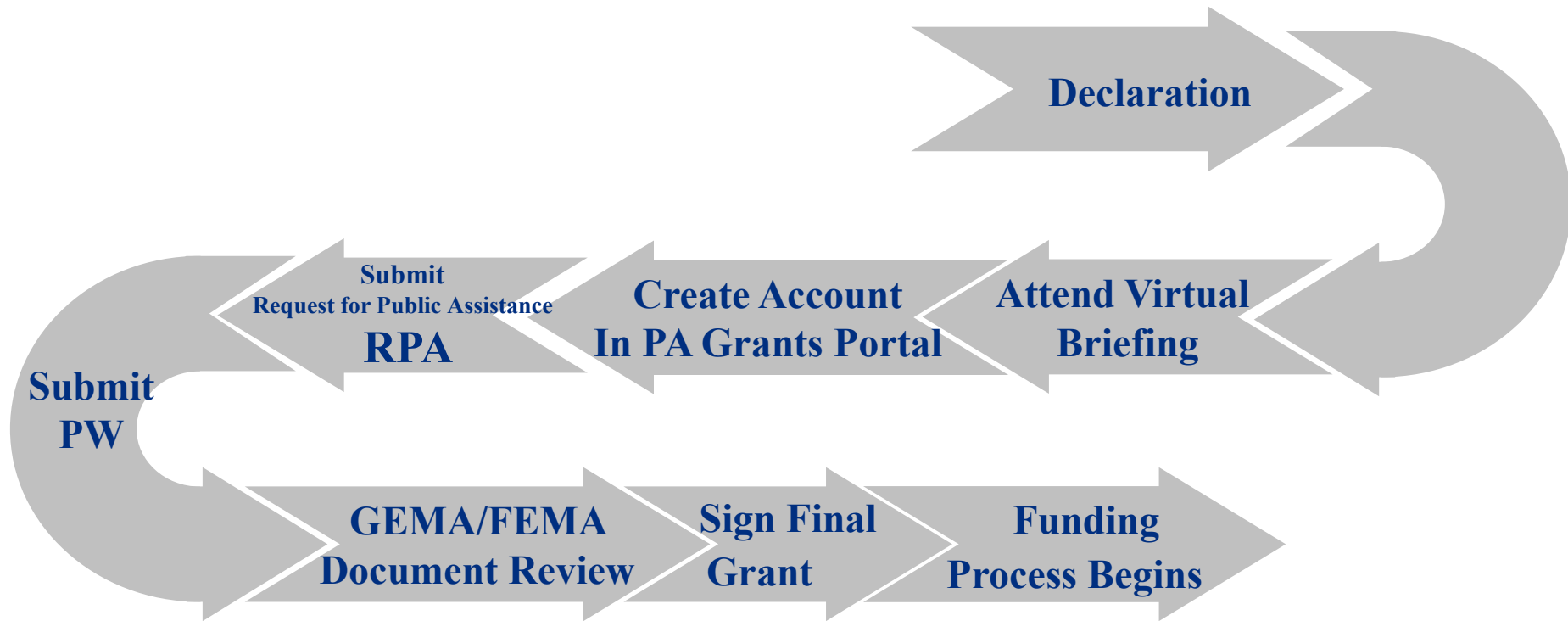
# Public Assistance Program

**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



# 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

**SUBRECIPIENTS**



# 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

O.M.B. No. 1660-0017  
Expires October 31, 2008

**PAPERWORK BURDEN DISCLOSURE NOTICE**

Public reporting burden for this form is estimated to average 10 minutes. Burden means the time, effort and financial resources expended by persons to generate, maintain, disclose, or to provide information to us. You may send comments regarding the burden estimate or any aspect of the collection, including suggestions for reducing the burden to: Information Collections Management, U.S. Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC 20472, Paperwork Reduction Project (OMB Control Number 1660-0017). You are not required to respond to this collection of information unless a valid OMB number appears in the upper right corner of this form. **NOTE: Do not send your completed questionnaire to this address.**

**State Tax ID #**

**FEIN #**

**DUNS #**

APPLICANT *(Political subdivision or eligible applicant.)*

DATE SUBMITTED

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

**APPLICANT PHYSICAL LOCATION**

STREET ADDRESS

CITY

COUNTY

STATE

ZIP CODE

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

STREET ADDRESS

POST OFFICE BOX

CITY

STATE

ZIP CODE

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

**Alternate Contact**

NAME

NAME

TITLE

TITLE

BUSINESS PHONE

BUSINESS PHONE

FAX NUMBER

FAX NUMBER

HOME PHONE *(Optional)*

HOME PHONE *(Optional)*

CELL PHONE

CELL PHONE

E-MAIL ADDRESS

E-MAIL ADDRESS



# Grants Portal Access


Send email to [PA-RPA@gema.ga.gov](mailto: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**



# YOU'RE INVITED



 **Public Assistance** ▾

Georgia Emergency Management  
Agency

My Organization

Organizations

Events

Event PA Requests

Subrecipient Requests

Projects

Damages

Workflow



## Let's register your organization!

Please follow along in the wizard below.

1 Basic Information

2 Contact Info

3 Location

← PREV

NEXT →

REQUESTING

Georgia Emergency Management Agency

# REQUEST PUBLIC ASSISTANCE - RPA

The screenshot shows the FEMA Grants Portal interface. At the top, the browser address bar displays the URL <https://grantee.fema.gov/#pa/request>. The page header features the FEMA logo and the text "Grants Portal". A red navigation bar on the left contains the "Public Assistance" menu, which is expanded to show a sidebar with options: "My Organization", "Organizations", "Events", "Event PA Requests", "Subrecipient Requests", "Projects", "Damages", and "Workflow". The main content area is titled "Request Public Assistance" and includes a progress bar with six steps: 1. Start (active), 2. General Info, 3. Contacts, 4. Addresses, 5. Other Info, and 6. Submit. The "Start" step is expanded, showing a welcome message and instructions for the RPA process.

Secure | <https://grantee.fema.gov/#pa/request>

## Grants Portal

### Public Assistance

Georgia Emergency Management Agency

#### 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 the portal 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.

# SUBMIT REQUEST FOR PUBLIC ASSISTANCE REQUEST

The screenshot shows a web browser window with the title "PA Request | Grants Portal". The address bar displays the URL "https://pacustomer-tdl-manager.azurewebsites.net/#pa/request". The search bar contains "Blackshear, GA COunty". The browser's toolbar includes icons for back, forward, and various extensions.

The website header features the "Grants Portal" logo on the left and a green notification box on the right that reads "Request submission succeeded." with a checkmark icon and a user profile icon.

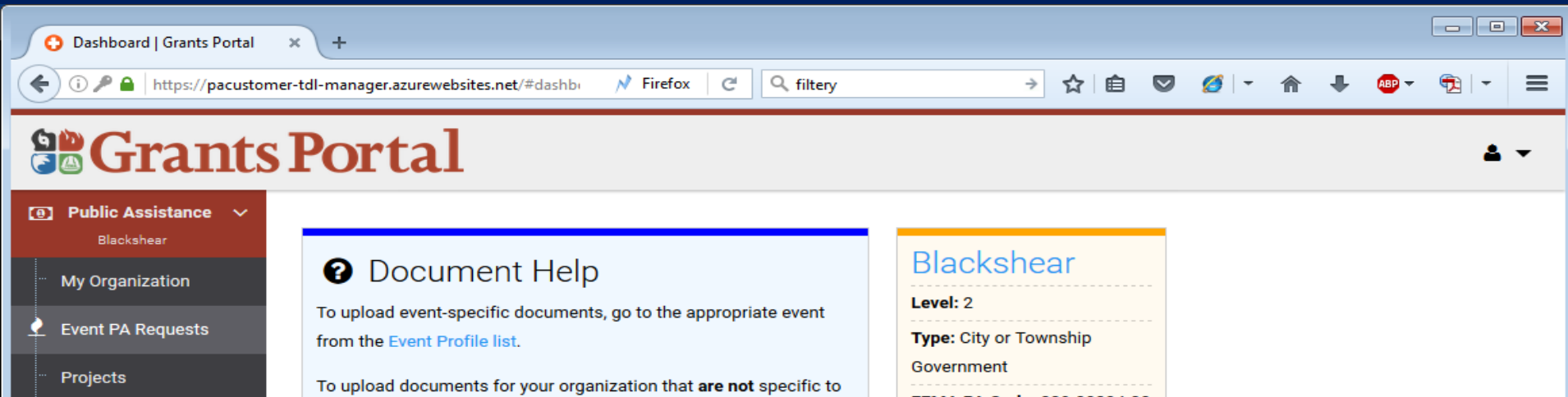
A left-hand navigation menu is visible, with "Public Assistance" selected and expanded, showing sub-items: "Blackshear", "My Organization", "Event PA Requests", "Projects", "Damages", and "Workflow".

The main content area is titled "Request Public Assistance" with a pencil icon. Below the title, a light blue box contains the following text:

**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



The screenshot shows the 'Dashboard | Grants Portal' in a Firefox browser. The URL is <https://pacustomer-tdl-manager.azurewebsites.net/#dashb>. The page features the 'Grants Portal' logo and a sidebar with 'Public Assistance' (Blackshear) and 'My Organization'. The main content area includes a 'Document Help' section with instructions on where to upload documents, and a 'Blackshear' profile card showing 'Level: 2' and 'Type: City or Township Government'.

## Grants Portal

**Public Assistance** (Blackshear)

- My Organization
- Event PA Requests
- Projects

### Document Help

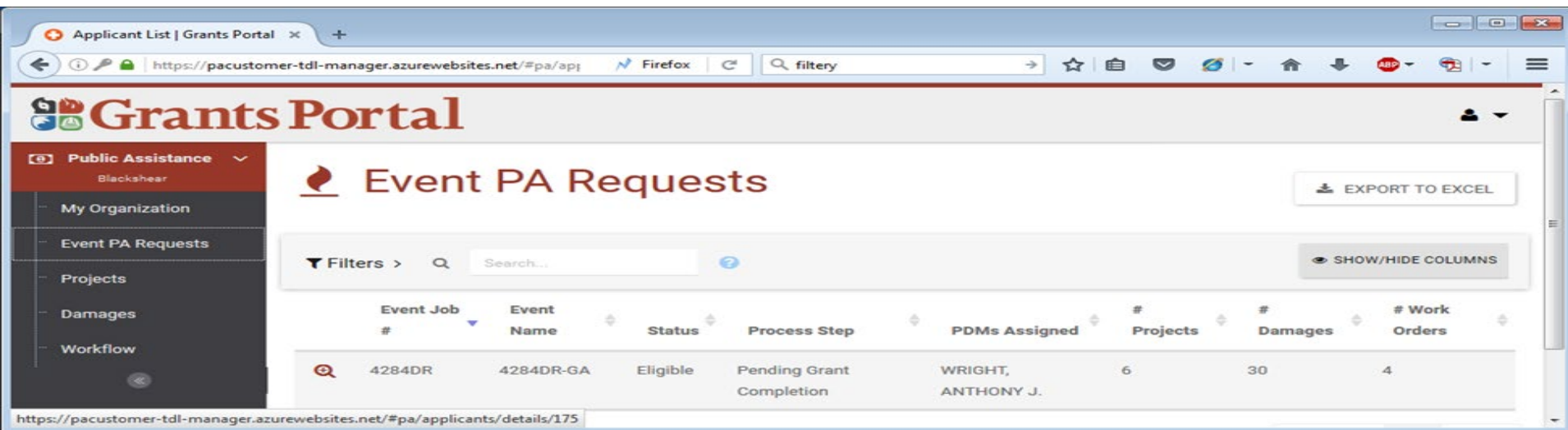
To upload event-specific documents, go to the appropriate event from the [Event Profile list](#).

To upload documents for your organization that **are not** specific to

### Blackshear

**Level:** 2

**Type:** City or Township Government



The screenshot shows the 'Applicant List | Grants Portal' in a Firefox browser. The URL is <https://pacustomer-tdl-manager.azurewebsites.net/#pa/apl>. The page features the 'Grants Portal' logo and a sidebar with 'Public Assistance' (Blackshear) and 'My Organization'. The main content area is titled 'Event PA Requests' and includes a table of applicants. The table has columns for Event Job #, Event Name, Status, Process Step, PDMs Assigned, Projects, Damages, and Work Orders. A search bar and filters are available at the top of the table.

## Grants Portal

**Public Assistance** (Blackshear)

- My Organization
- Event PA Requests
- Projects
- Damages
- Workflow

### Event PA Requests

[EXPORT TO EXCEL](#)

**Filters** >  [?](#) [SHOW/HIDE COLUMNS](#)

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

<https://pacustomer-tdl-manager.azurewebsites.net/#pa/applicants/details/175>

# Emergency Work - Category B



19

# Emergency Protective Measures Category B

**Activities undertaken by the approved subrecipient during the incident period to save lives, protect public health and safety.**





# GENERAL COST ELIGIBILITY

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

**COST**



# 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

**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



# PA SIMPLIFIED Project Formulation

- 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.



# PROJECT WORKSHEET FORMULATION



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 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 COST

**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.**



# FORCE ACCOUNT EQUIPMENT

- 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

- **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**



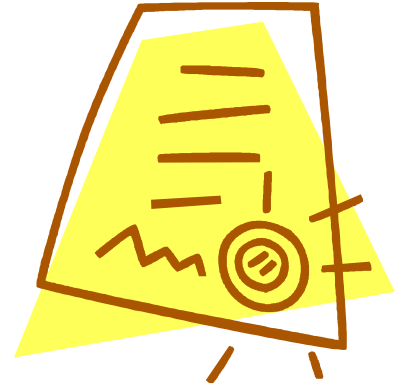
# MUTUAL AID

- **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**



# CONTRACTS AND PROCUREMENT

- 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



# 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**



# ENVIRONMENTAL

**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



# WHAT ARE TIMELINES?

**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**



# PROJECT FUNDING

- 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





# DOCUMENTATION

**Document! Document!! Document!!!**

**Existing systems may be sufficient**

**Maintain records at least three (3) years after  
closeout!**



# FEMA Public Assistance Program and Policy Guide



## Public Assistance Program and Policy Guide

FP 104-009-2 / January 2016



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](mailto:publicassistance@gema.ga.gov)**

