

FEMA Public Assistance Program

DR-4520 (EM-3454)

COVID-19

Applicant Briefing





Public Assistance Terminology

FEMA Quick Guides and Other Tools

- Recipient - WEM
- Applicants - state, county, local, tribal, or territorial governments, or private non-profit entities

Grants Portal

- Recipient - WEM
- Subrecipients - state, county, local, tribal, or territorial governments or private non-profit entities

Project/Project Worksheet (PW) = Grant



FEMA-4520-WI-DR Information

Incident Period

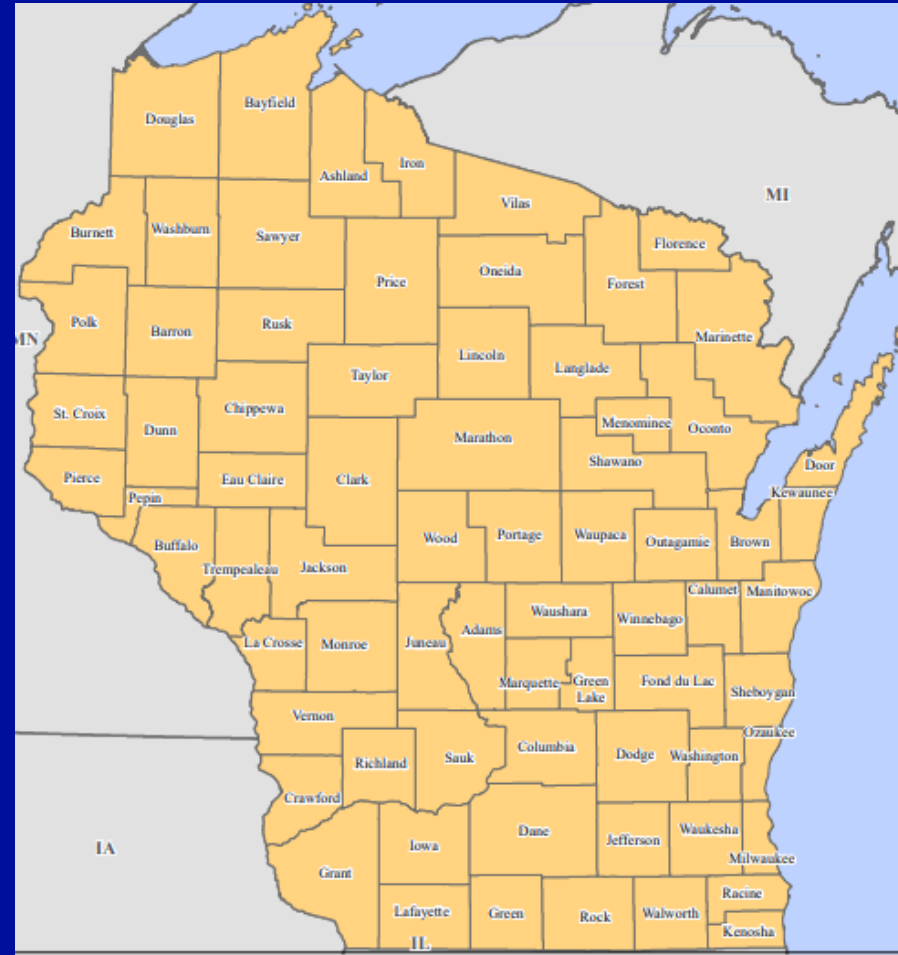
- **January 20, 2020 – TBD**
- **The time period during which eligible damages have to have occurred**

Declaration Date

- **April 4, 2020**

Impacted Area

- **Eligible damages must have occurred here**





Important Dates!

**Request for Public Assistance (RPA)
submission due in FEMA Grants Portal:**

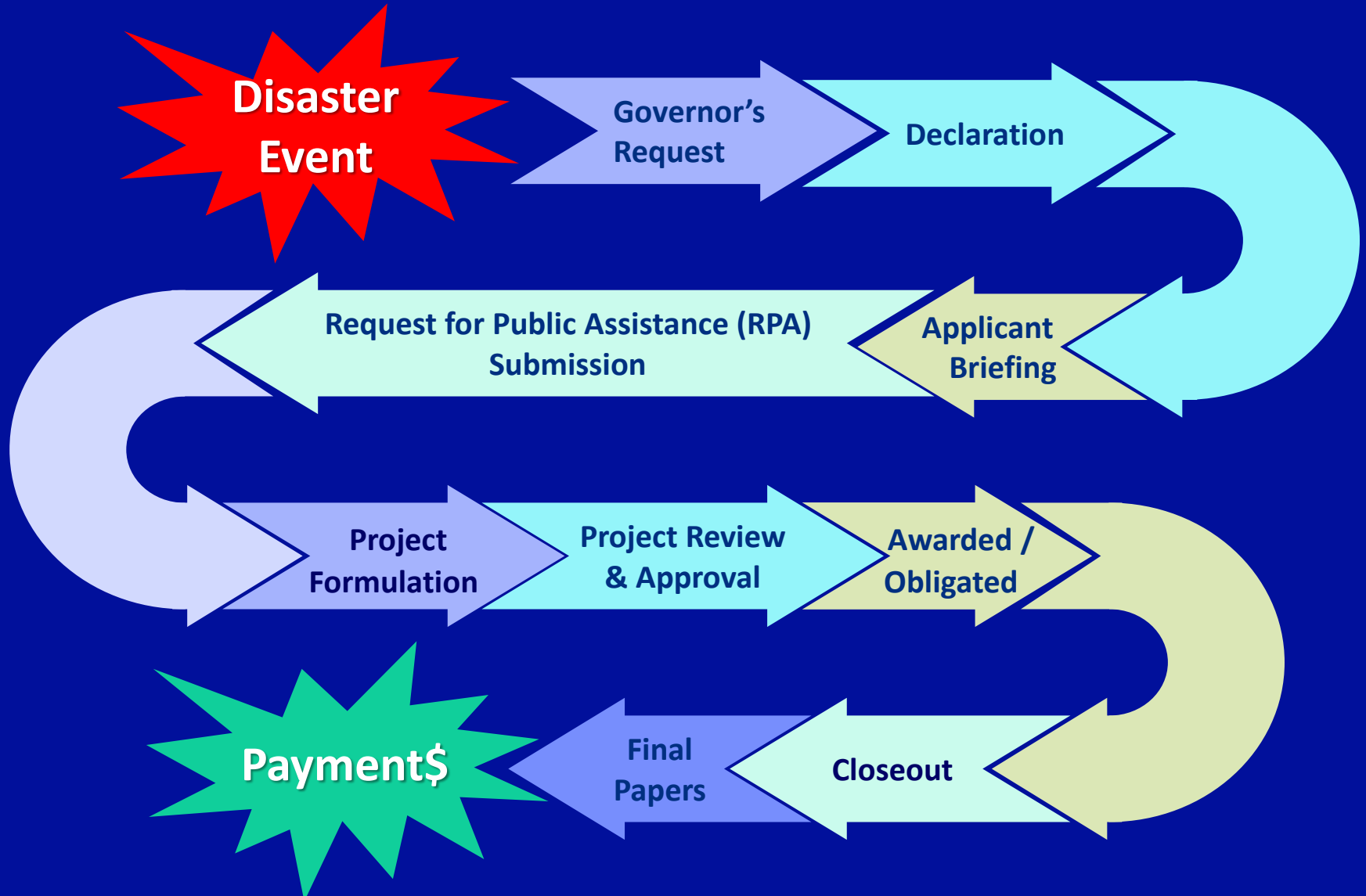
Date TBD

Last date to identify costs:

Date TBD



Public Assistance Process





Applicant Eligibility

- State Governments
- County Governments
- Cities, Towns, & Villages
- Tribal Governments and Organizations
- Certain PNPs
- Special Districts
- Institutions of Higher Education
- School Districts






FEMA Grants Portal

Grants Portal

⚠ This Portal Is for Governments and Non-Profits Use Only

Individuals looking for Individual Assistance, please visit disasterassistance.gov for assistance.

Businesses looking for assistance should visit the [Small Business Administration's disaster assistance website](#).

 Sign in to Your Account

USERNAME

[Forgot your username?](#)

PASSWORD

[Forgot your password?](#)

SIGN IN

[⊕ Register Your Government Organization for Public Assistance](#)

(<https://grantee.fema.gov/>)



Registering in FEMA Grants Portal System

Information needed to register in Grants Portal:

- **Jurisdiction/Organization Name**
- **Primary Contact – Name, Title, Phone #, and Email Address**
- **Alternate Point of Contact info – optional**
- **Primary Location address with Zip Code +4**
- **Mailing Address – if different than Primary Location address**
- **Applicant Federal Tax ID Number (EIN) (Ex: 39-#####)**
- **Dun & Bradstreet (DUNS) Number**



FEMA Grants Portal

From: support@pagrants.fema.gov [<mailto:support@pagrants.fema.gov>]

Sent: Tuesday, October 17, 2017 4:33 PM

To: LastName, FirstName MI <EmailAddress@emailaddress.com>

Subject: FEMA PA Notification - An account has been created for you in the FEMA Grants Portal.

Hello FirstName,

An account has been created for you as a member of Wisconsin. Below are your temporary account username and password.

Username: EmailAddress@emailaddress.com

Password: **XyZ?123*!aBc\$**

Please click [here](#) to sign in with your temporary password. You will be required to change your password upon login.

If you require assistance with the FEMA Grants Portal, contact the Grants Portal Hotline at (866) 337-8448.

-FEMA PA Support Team

FEMA-PA-Support@FEMA.DHS.Gov

<https://pagrants.fema.gov>



Submit RPA

My Organization Dashboard

Portal 🔔 👤 Sam, Yosemite ▾

⚠️ 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.

[Please click here to begin the RPA submission process.](#)

Document Help
To upload event-specific documents, go to the appropriate event PA request profile from the [Event PA Requests list](#), or [My Organization](#) for documents that **are not** specific to an event.
Alternatively, you can utilize the [Document Uploader Utility](#) to assist in uploading documents to the correct locator.

Organization
Troy, C
Level: 2
Type: City of Government
FEMA PA Code
Is PNP? No

Click hyperlink **“Please click here to begin RPA submission process”**



SAM.gov / CAGE Code

System for Award Management (SAM) Registration:

- Create individual user account
- Submit entity registration
- Send notarized letter to Federal Service Desk

Commercial And Government Entity (CAGE) Code:

- When the DLA activates your entity's registration, they will assign a CAGE Code
- Contact WEM with your CAGE information
- CAGE Codes expire yearly
- Federal requirement to receive grant funds



Assurances



Wisconsin Emergency Management
Department of Military Affairs
Public Assistance

DMA Form 1017A

ATTACHMENT H ASSURANCES – CONSTRUCTION

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-federal share of project costs) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review, and approval of construction plans and specifications.
4. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progress reports and such other information as may be required by the assistance awarding agency or State.
5. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
6. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
7. Will comply with the Intergovernmental Personnel Act of 1970 [42 U.S.C. (4728-4763)] relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A or OPM's Standards for a Merit System of Personnel Administration (5 CFR 900, Subpart F).
8. Will comply with the Lead-Based Paint Poisoning Prevention Act [42 U.S.C. (4801 et seq.)] which prohibits the use of lead based paint in construction or rehabilitation or residence structures.

«Federal_Disaster_Number»

«FEMA_APP_ID»

«TVG» of «Applicant_Name»





Facility, Work, and Cost Eligibility

- Required as a result of the **declared incident**
- Be located **in the designated area**
- Must be the **legal responsibility** of an eligible Applicant
- **Can't be funded** by another Federal Agency
- Costs **not covered by insurance**
- Comply with all Federal, State, and Local laws, rules, and regulations



Types of Eligible Work

Categories of Work

Category B - Emergency Protective Measures



Category Z - Administrative Costs





Emergency Protective Measures

Emergency Protective Measures are those that eliminate or lessen immediate threats to lives, public health, or safety.



Emergency Protective Measures

- Emergency Operation Center related costs
- Disinfection of eligible public facilities
- Evacuation and sheltering
- Supplies and commodities, including medical supplies, PPE, and other equipment
- Dissemination of information to the public
- Security, law enforcement, barricades and fencing
- Temporary facilities



Donated Resources

Donated Resources include:

- Volunteer Labor
- Donated Equipment
- Donated Supplies and Materials



PA Management Costs

Your administrative time spent on the PA Grant is also reimbursable - Category Z project








5% of total award amount (based on actuals)

Eligible Activities may include:

- Participating on Calls / Meetings
- Preparing correspondence
- Grants Portal activities
- Collecting & submitting documents
- Training

The only eligible costs are those that are

DOCUMENTED!

- Who did the work? 
- When did they do it? 
- Where did they do it? 
- What did they do? 
- What did they use?  
- How long did they do it? 





What Can/Should I be Tracking?

- Document all activities related to COVID-19 response going back to January 20, 2020. This would include:
- Labor
 - Person name
 - Date worked
 - Hourly wage
 - Fringe benefits
 - Regular time AND overtime
- Materials
- Equipment
- Contracts



Project Information

Minimum Project Cost	\$3,300.00
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Small Projects	\$3,300 to \$131,099
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- **Based actual costs of completed work and/or on cost estimates for work to be completed**
- **Easier closeout, faster payments**
- **Difficult cost-overrun recovery**

Large Projects	\$131,100 and above
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- **Reimbursed on actual costs**
- **Must document all costs incurred on project**
- **More detailed closeout audit**

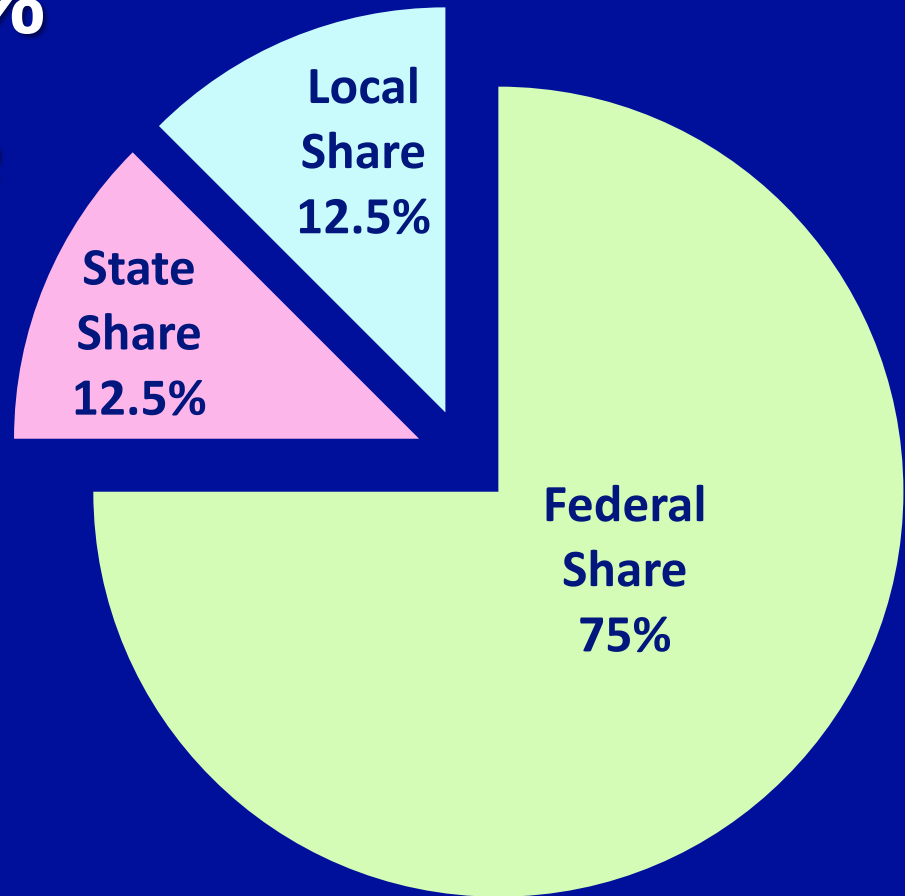


Cost Share

Federal Share = 75%

**Non-Federal Share
= 25%**

**State covers half
the Non-Federal
Share.**





Contracts and Procurement

- Must be of reasonable cost
- Must follow competitive bidding procedures
- Must comply with Federal, State, and local procurement standards

FOLLOW THE MOST



**RESTRICTIVE
GUIDELINES!**



- No Debarred Contractors





General Guidance

- **\$5,000 or less: Micro-Purchase Procedures**
 - Award contract if you think it's reasonable
- **\$5,000 to \$50,000: Small Purchase Procedures**
 - Obtain a minimum of **THREE** bids (phone, catalog, internet, fax, etc.)
 - Only need the awarded bid to be confirmed in writing
- **\$50,000 and up: Formal Procurement**
 - Professional Services: use Competitive Proposals
 - Construction: use Sealed Bidding

Work with your Legal Counsel to go through requirements in 2 CFR 200.217-326





Project Approvals

Do Not sign, click, authorize, or otherwise approve anything you don't agree with!!!



Document – Document – Document!



Next Steps

- **Register Organization in FEMA Grants Portal**
(<https://grantee.fema.gov/>)
- **Submit a Request for Public Assistance (RPA)**
- **Register on SAM.Gov (if not already)**



Other FEMA Resources

- **FEMA PA Grants Portal YouTube Channel:**
youtube.com/channel/UCIJp91Ds2IaVIR1t8uXcEKg
- **Technical and training support at FEMA's PA Grants Portal Hotline: (866) 337-8448**
- **Grants Portal inbox:**
FEMA-Recovery-PA-Grants@fema.dhs.gov



WEM Public Assistance Contact Info

Email:

DMAWEMPublicAssistance@wisconsin.gov

Website:

<https://dma.wi.gov/DMA/wem/grants/recovery-programs>

Fax: (608) 223-6526