



**North Carolina Emergency Management**



# Tropical Storm Eta FEMA-4588-DR

**Declaration Date: March 3, 2021**

**PUBLIC ASSISTANCE APPLICANT BRIEFING**

# Welcome to the NCEM Public Assistance Tropical Storm Eta Applicant Briefing



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# AGENDA

- ✓ Event Details
- ✓ Public Assistance Program Overview
- ✓ 4 Steps To FEMA Reimbursement
  1. REGISTER in FEMA Grants Portal & EMGrants
  2. SUBMIT Registration Documents
  3. DOCUMENT Expenses
  4. BUILD and SUBMIT Projects with Costs
- ✓ Public Assistance Alternative Procedures and 406 Mitigation for PA projects
- ✓ Debris Operations & Monitoring
- ✓ Procurement Using Federal Guidelines
- ✓ NCEM Contacts and NCEM/FEMA Resources



AGENDA



Resource

✓ Look For helpful resources linked within these slides

# Attendance and Questions



## In the chat box, please enter:

1. Your Name
2. Your Unit of Government or Private Non-Profit (PNP)
3. Your Email

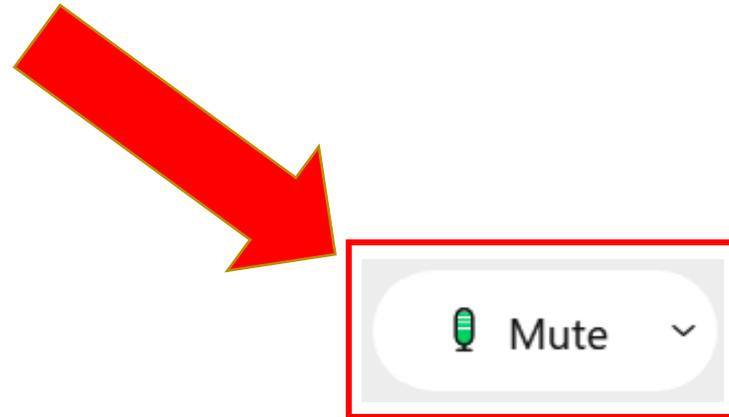


## Ask Questions!

- Type questions in the chat box and include your organization name so we know who you are (*for example: Marcia Jones - Shelby County*)
- You can type your question in the chat box, or ask them at the noted pauses for questions provided throughout the presentation
- This briefing is to inform you well enough so you can understand FEMA PA Basics + for successful project submissions and eligible, timely cost reimbursements

# Housekeeping Tips

Please keep your microphone muted until we've come to a break for questions.  
Mute is located in the WebEx controls area.





# Event Details

Tropical Storm Eta Specifics

## Event Details

- Major Disaster Declaration: FEMA-4588-DR
- Declaration Date: March 3, 2021
- Incident Period: November 12 through November 15, 2020
- RPA Deadline: April 2, 2021 (Friday)
- Categories of Work: All – Emergency (A, B) and Permanent Work (C-G), including Category Z (management costs)



[FEMA Tropical Storm Eta \(FEMA-4588-DR\) Event Website](#)

## NEW THRESHOLDS FOR FEDERAL DISASTER EVENTS STARTING OCTOBER 1, 2020

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For all eligible subrecipients of FEMA Public Assistance funding, the damage cost indicators are as follows for disasters declared on or after October 1, 2020:

### Countywide Damage Cost Indicators

The FEMA Countywide Per Capita indicator has increased to **\$3.89** (up from \$3.84)

### Statewide Damage Cost Indicators

The FEMA Statewide indicator has increased to **\$1.55**, which takes the State of North Carolina's PA threshold to **\$14.78M** in disaster-specific damages to qualify for FEMA Public Assistance (up from \$14.3M)

### Small Project and Large Project Thresholds

The Small Project/Large Project Threshold is now **\$132,800** (up from \$131,100)

Small: Any project that has costs that total 132,800 or less is considered a small project

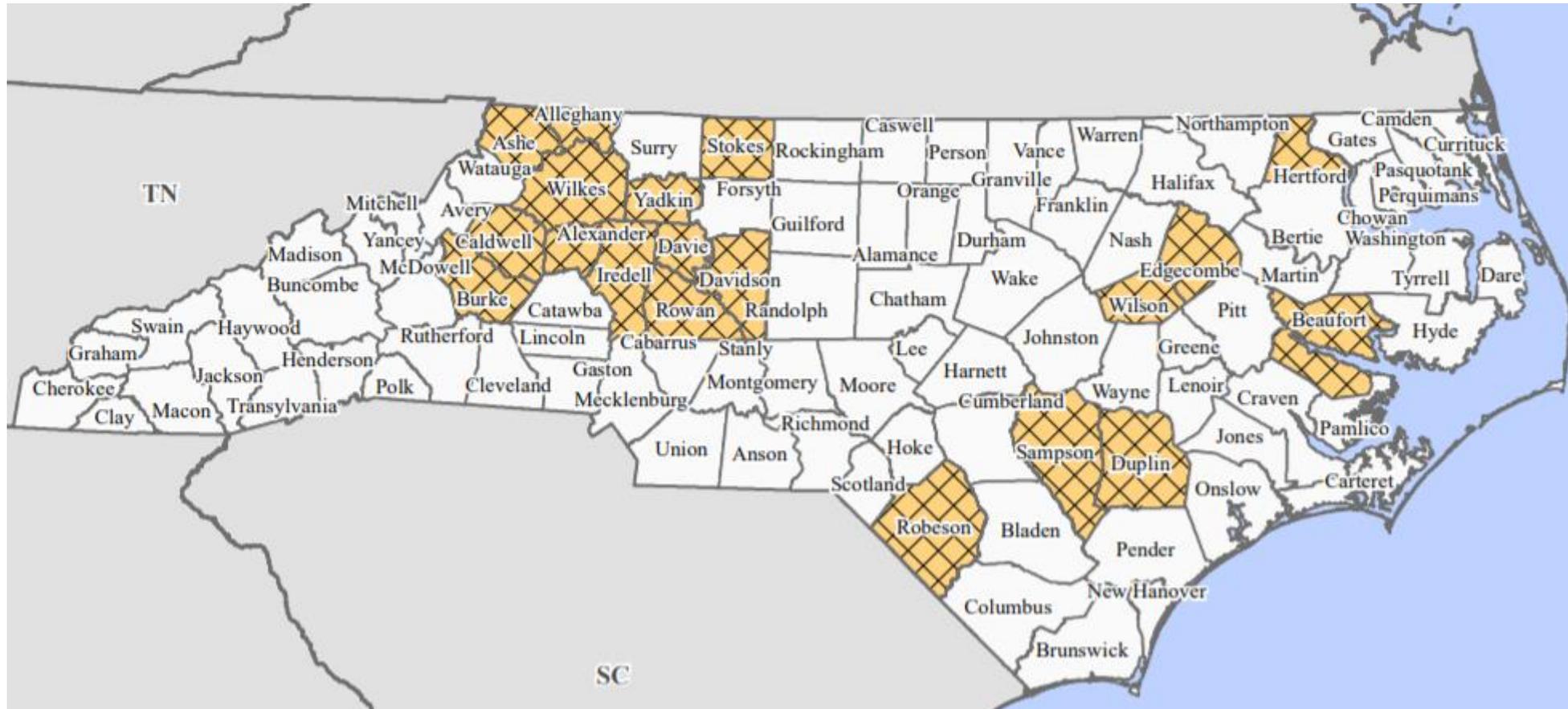
Large: Any project that has costs that total 132,800.01 or greater is considered a large project

### Costs to Write a FEMA PA Project

FEMA PA requires at least **\$3,320** in damages to write a PA project (up from \$3,300)

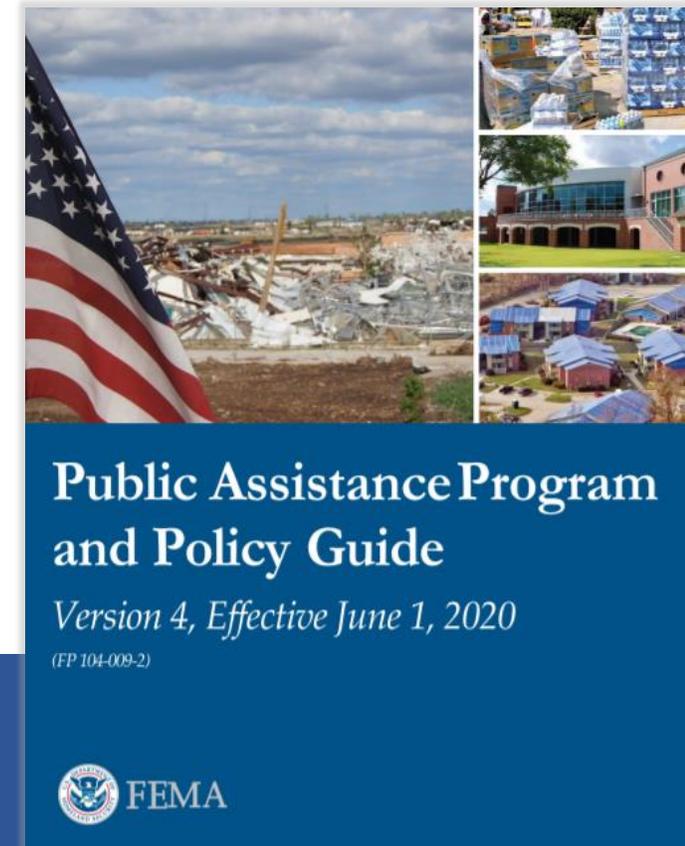
# Tropical Storm Eta - Declared Counties

**19 Counties Declared:** Alexander, Alleghany, Ashe, Beaufort, Burke, Caldwell, Davidson, Davie, Duplin, Edgecombe, Hertford, Iredell, Robeson, Rowan, Sampson, Stokes, Wilkes, Wilson, and Yadkin



# FEMA Public Assistance Program – Getting Started

Public Assistance Program Overview



**New! June 1, 2020 PAPPG**

# FEMA PA Quick Facts

- Public Assistance is a reimbursement program that provides federal funding to help communities respond to and recover from disasters
- Applicants must submit Requests for Public Assistance (RPAs) within 30 days of the FEMA disaster declaration date
- FEMA and NCEM PA work with applicants to compile their damages and costs in FEMA Grants Portal. “Work” could include emergency work performed and permanent work completed or still remaining to be done to restore a facility to pre-disaster condition.
- Government entities and nonprofits need to submit documentation so FEMA can make eligibility determinations to continue moving the eligible costs toward obligation.

FEMA **obligates** funds and drops those funds to NCEM once a project **meets all eligibility requirements and is approved by FEMA**. Then NCEM, as Recipient, will pay NC’s Subrecipients.

# Public Assistance (PA) Program

Provides grants to eligible State and local governments, and certain private non-profits (“Subrecipients”) to assist with the cost of responding to and recovering from disasters

The term **Applicant and Subrecipient** are used interchangeably, though technically you are an Applicant until your RPA is approved by FEMA. Then you become a **Subrecipient of FEMA PA funds**.

## Governing Laws, Regulations, and Policies

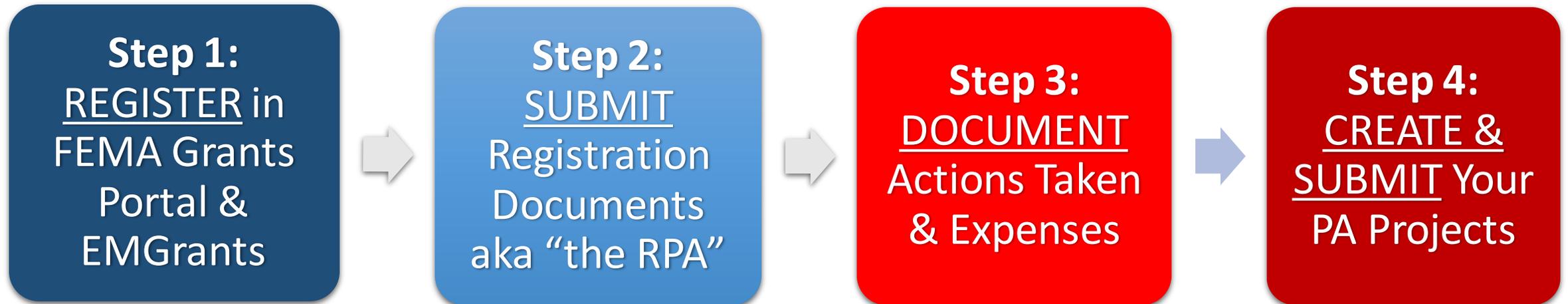


Resource → [New for TS Eta! Updated PA Program & Policy Guide](#)

Resource → [The Stafford Act](#)

# Starting the Process: 4 Easy Steps

Steps You Must Take Advance the FEMA Public Assistance Process:

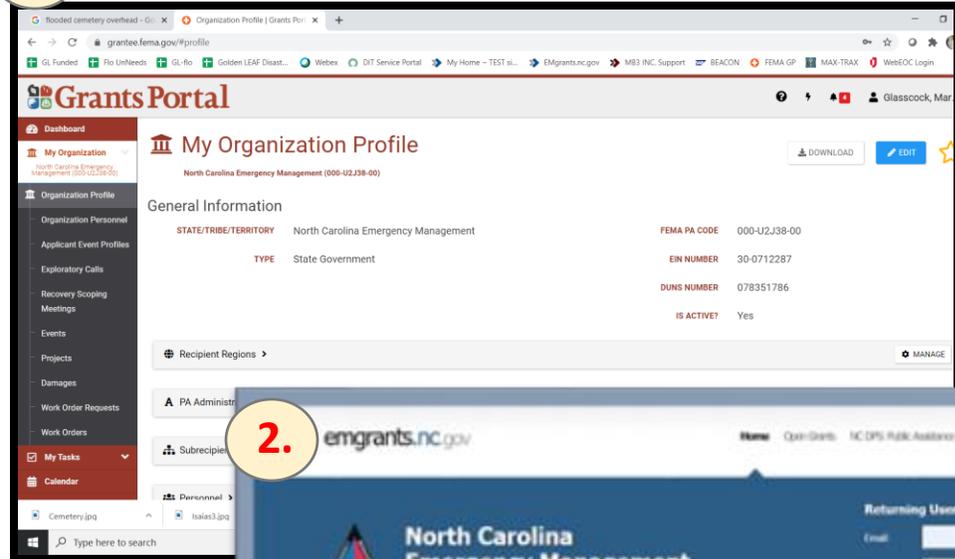


***LET'S GET STARTED . . .***

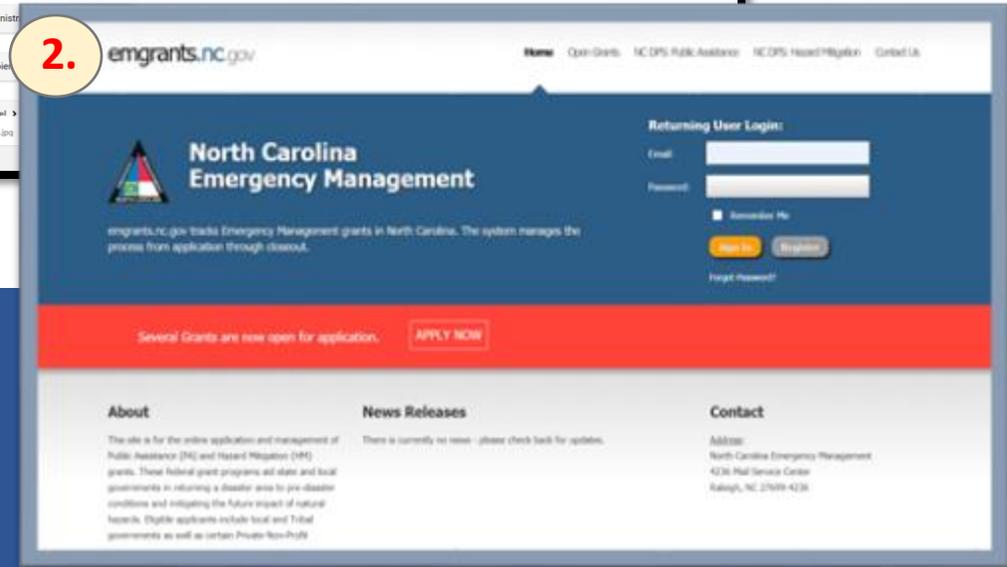
# Step 1: REGISTER in FEMA Grants Portal & EMGrants

- 1) FEMA Grants Portal Registration for FEMA
- 2) EMGrants Registration for NCEM

1.



2.



# What is the FEMA PA Grants Portal?

FEMA Grants Portal is where you work directly with FEMA to build, review and track your PA projects.

<b>Create</b>	Organizational profile to include primary and secondary PA contacts and any relevant staff that need to be in the loop
<b>Submit</b>	Your Request for Public Assistance (RPA)
<b>Assign</b>	Roles within Grants Portal to organizational staff
<b>Upload</b>	Expenses (AKA damage inventory) and all related documentation
<b>Receive &amp; Respond</b>	To FEMA and NCEM PA's requests for information
<b>Upload and Update</b>	Information related to reimbursement request (information will vary depending on specific expenses)

# All Interested Applicants Should Register

## Public Entities include:

- Counties
- Cities
- Public Schools
- Community Colleges
- K – 12 Schools & Public Universities
- Private Colleges
- Water and Sewer Authorities
- Airport Authorities
- Public Transportation Authorities
- Public Housing Authorities
- Regional Councils of Government
- Other Political Subdivisions of the State

## Private Non-Profits (PNP) include:

- Community Center
- Custodial Care Facility
- Educational or Arts Center
- Emergency Care Facility
- Homeless Shelter
- Library
- Medical Care Facility
- Rehabilitation Facility
- Senior Citizen Center
- Shelter Workshop
- Utilities
- Houses of Worship
- Emergency Services
- Private PNP Colleges
- Low Income Housing
- Assisted Living
- Child Care
- Day Care (for individuals with disabilities or access and functional needs)
- Food Assistance Programs
- Health and Safety Services
- Animal Control Services
- Domestic Violence Services
- Residential Services for Individuals with Disabilities

*Not Sure Your Non-Profit Qualifies? Register Anyway!*

# Who Is The Applicant?

## Private Non-Profits (PNPs):

- ALL PNPs must be tax exempt under Sections 501(c), (d), or (e) of the Internal Revenue Code of 1954, or through the North Carolina Secretary of State
- For Permanent work repairs, **Non-Critical Non Profits must** apply to the Small Business Administration (SBA) to be eligible for Public Assistance

## Units of Government:

- Individual departments will not create their own Organization Profile
  - *Example:* Office of Sheriff is included under County
  - *Example:* City Public Works Department is included under City
  - *Example:* Individual public school will roll up under Board of Education/other LEA
- Individual departments will submit for reimbursement through their unit of government

Resource

Questions? Contact your [NCEM PA Grants Manager](#)



# **Not Registered With FEMA in Grants Portal Yet? Here's How To Do It**

## Not Registered With FEMA Yet? Here's How To Do It

1. **If you aren't already registered** with FEMA, go to the [FEMA Grants Portal](#) to apply.
2. Submit a New Registration request. Prepare to **provide all of your organization's ownership information in one sitting** including DUNS and EIN, if applicable. More needed if you are a PNP.
3. **FEMA will send you an email** letting you know whether or not your organization was **deemed eligible** for Public Assistance funding.
4. Once you are registered in the FEMA Grants Portal for your approved organization, you will be able to **log in and invite** necessary staff and stakeholders to also register.



Register with FEMA at [grantee.fema.gov](https://grantee.fema.gov)

# What FEMA Grants Portal Registration Looks Like

The screenshot shows the FEMA Grants Portal interface. At the top left is the 'Grants Portal' header with navigation icons. On the right, there is a user profile for 'Glasscock, Mar...'. A left-hand navigation menu includes 'Dashboard', 'My Organizations', 'My Post-Award Ops', 'My Tasks', 'Calendar', and 'Subrecipient Organizations'. A yellow arrow points from the 'My Organizations' menu item to the main content area.

## Subrecipient Organization Profiles

North Carolina Emergency Management (000-U2J38-00) / Add Subrecipient Organization

**Let's add your organization!**  
Please follow along in the wizard below.

The wizard consists of five steps: 1. Basic Information, 2. Contact Info, 3. Locations, 4. Facilities, and 5. Complete Access Request. The 'NEXT' button is highlighted in blue.

**REQUESTING ORGANIZATION** North Carolina Emergency Management

**NAME \***

**TYPE \***

**EIN NUMBER \***

**DUNS NUMBER**

Windows taskbar at the bottom shows the search bar and system tray with the date 2/13/2021 and time 2:42 PM.

# FEMA Grants Portal - What Happens Next?

- You will receive an email from [support.pagrants@fema.gov](mailto:support.pagrants@fema.gov) prompting you to **complete your registration** with a new password that you choose
- **Answer the basic questions** about your organization and submit them to FEMA
- Once your organization is approved you will receive another email that will **prompt you** to log back in and **set a security question and password** and **add any personnel** with roles and responsibilities you choose

## Invitation Email to the Applicant - #1 Task



Step 1: Open this email from "support"

**From:**  
**Date:** July 10, 2018 at 8:32:39 AM EDT  
**To:** [michelleb@cityofwfs.org](mailto:michelleb@cityofwfs.org)  
**Subject:** FEMA PA Notification - You have been invited to join the FEMA Grants Portal.

Hello Michelle,

You've been invited to join FEMA's Grants Portal for the Public Assistance program as a potential subrecipient within North Carolina Emergency Management by Ward, Tinishia . FEMA's Grant Portal is used to request assistance under the Public Assistance Program, submit documentation, and communicate with FEMA during development of your public assistance subgrants.

Please click here to fill in your organization's information and create an account:  
<https://grantee.fema.gov/#organizationrequest/form/71B811B7-D39B-45B3-9D18-83B59ACF4FA7>

-FEMA PA Support Team

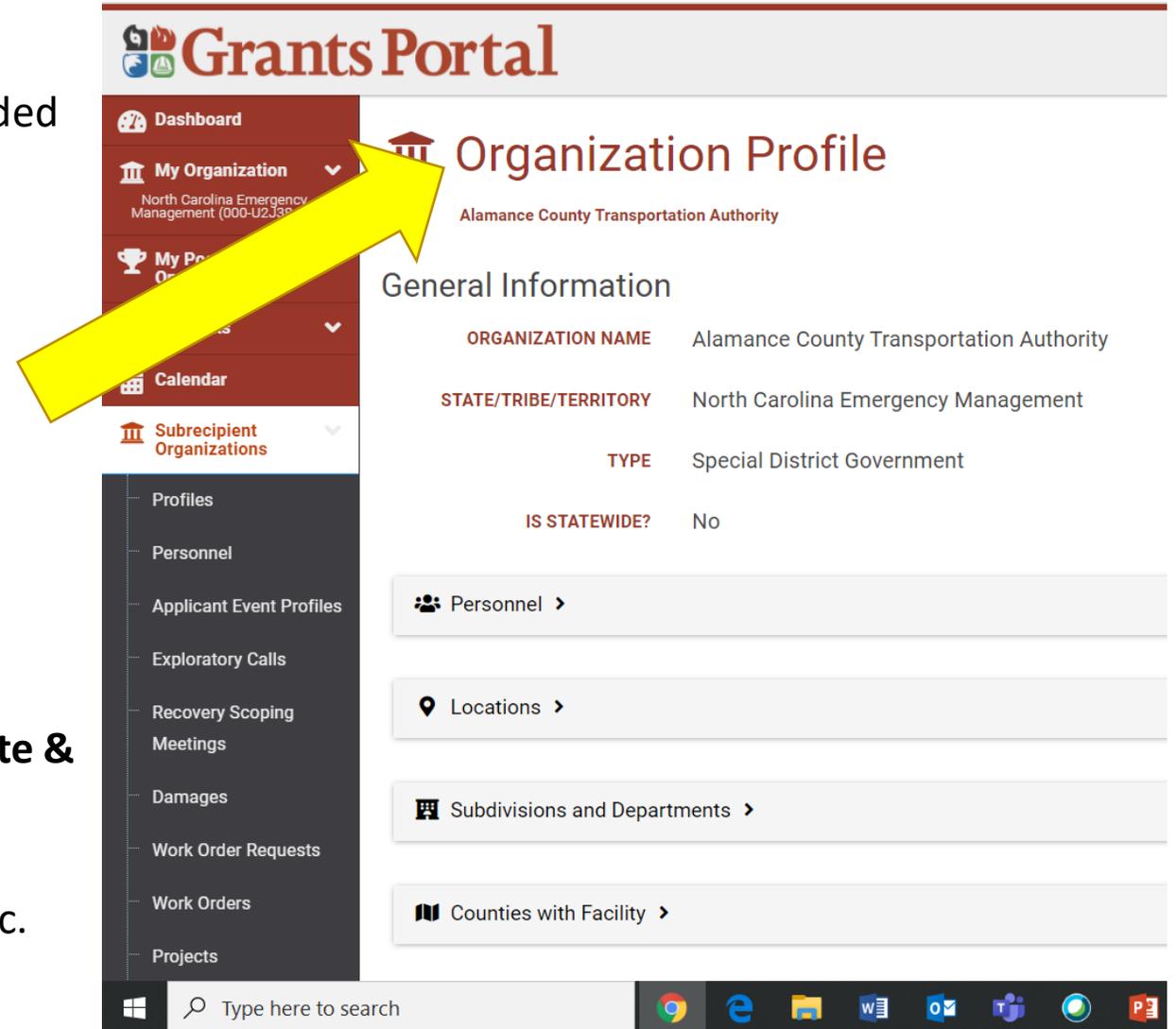
[FEMA-PA-Support@FEMA.DHS.Gov](mailto:FEMA-PA-Support@FEMA.DHS.Gov)  
<https://grantee.fema.gov>

Step 2: Click on this link to start your registration

*Registration in FEMA Grants Portal is One and Done!*

# Already Registered with FEMA? *Review Your FEMA Grants Portal Profile*

- **Confirm log in**
  - Any NCEM PA staff can reset your password if needed
  - If you already have an NCEM PA Grants Manager, contact your grants manager
- **Update personnel & facility or location information**
  - All needed personnel are added
  - Contact information is up to date (email, etc.)
- **Ensure all necessary policies are up to date**
  - Most recent Insurance Information
  - Most recent Personnel Policy
- **PNPs Only: Ensure your PNP documentation is complete & accurate**
  - Tax Exempt Certification
  - Articles of Incorporation, Charter, By-Laws, etc.



**Grants Portal**

**Organization Profile**  
Alamance County Transportation Authority

**General Information**

<b>ORGANIZATION NAME</b>	Alamance County Transportation Authority
<b>STATE/TRIBE/TERRITORY</b>	North Carolina Emergency Management
<b>TYPE</b>	Special District Government
<b>IS STATEWIDE?</b>	No

**Personnel** >

**Locations** >

**Subdivisions and Departments** >

**Counties with Facility** >

**Navigation Menu:** Dashboard, My Organization (North Carolina Emergency Management (000-U2J38)), My Profile, Calendar, Subrecipient Organizations, Profiles, Personnel, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Damages, Work Order Requests, Work Orders, Projects.



## EMGrants

Requesting Payments from NCEM &  
Tracking All Steps in the Payment Process

# EMGrants – Getting Paid & Tracking Project Statuses after FEMA Approves Your Projects

EMGrants is NCEM PA's official online system used to manage subrecipient's payments and time-specific requests, providing subrecipients full visibility on every project for each individual disaster you take part in.

Subrecipients can now log into EMGrants to initiate and track:

- Requests for Cost Reimbursement (or “RFR’s”)
- Time Extension Requests for Work Completion
- Scope of Work Change Requests
- Closeout Requests/Final Inspections
- Quarterly Reports
- Appeal Requests



Resource

Questions? Contact your [NCEM PA Grants Manager or Team Lead](#)

# EMGrants – Registration #1

## *First the Organization, then the Staff*

The screenshot shows the emgrants.nc.gov website. The browser address bar displays the URL: emgrants.nc.gov/app/#home?o=startdate+desc&p=1&pp=50&s=. The website header includes the emgrants.nc.gov logo and navigation links: Home, Open Grants, NC DPS: Public Assistance, NC DPS: Hazard Mitigation, and Contact Us. The main content area features the North Carolina Emergency Management logo and the text: "emgrants.nc.gov tracks Emergency Management grants in North Carolina. The system manages the process from application through closeout." To the right, under "Returning User Login:", there are input fields for Email and Password, a "Remember Me" checkbox, and buttons for "Sign In" and "Register". The "Register" button is circled in yellow, and a yellow arrow points to it from the right. Below this, a red banner states "Several Grants are now open for application." with an "APPLY NOW" button. The footer contains three columns: "About" (describing the site's purpose for PA and HM grants), "News Releases" (stating no news are currently available), and "Contact" (providing the address: North Carolina Emergency Management, 4236 Mail Service Center, Raleigh, NC 27699-4236). The Windows taskbar at the bottom shows the search bar and various application icons, with the system clock indicating 1:04 PM on 10/9/2020.

# EMGrants – Registration #2

Title:

Email:

Phone - Business:

Is Direct Line:

Phone - Fax:

Phone - Cell:

Request Type:

Please select your user type:

**Applicant Organization:**

Requested Permission Level:

Select One

- Create New Applicant Organization
- 28777 (Statewide County)
- A Helping Hand (Durham County)
- Aberdeen, Town Of (Moore County)
- Acme-Delco-Riegelwood Fire-Rescue, Inc. (Columbus County)
- Adkin High School Alumni And Friends, Inc. (Lenoir County)
- Adult Center for Enrichment, The (DBA Well-Spring's Solutions) (Guilford County)
- Adult Life Programs, Inc. (Catawba County)
- ADVANCED HOME CARE (Wake County)
- AdventHealth Hendersonville (Henderson County)
- Adventist Health System Sunbelt Healthcare Corporation (Henderson County)
- Ahoskie, Town Of (Hertford County)
- Alamance Community College (Alamance County)
- Alamance County (Alamance County)
- Alamance, Village of (Alamance County)
- Albemarle Downtown Development Corporation (Stanly County)
- Albemarle, The City of (Stanly County)
- Albermarle EMC (Perquimans County)
- Aldersgate United Methodist Retirement Community, Inc. (Mecklenburg County)

You'll set up your organization first, then add yourself and necessary staff to that organization



Questions? Contact your [NCEM PA Grants Manager or Team Lead](#)

4487 COVID-19 (PA) > Any Town

# Account for 4487 (PA) - Any Town

Opening

Your organization will look like this example



- New Meeting
- Compose Email
- Create New Request
- Create New Project
- More

- Summary
- Manage
- Projects
- Payments
- Progress Reports
- Contacts
- Notes
- Documents
- History

### Account Details

**Project Count:** 2 Projects  
2 Obligated - Large (All Open)

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**Eligible Obligated:** \$700,000.00  
\$700,000.00 Not Expended

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**Federal Obligated:** \$525,000.00 (75.00%)  
\$525,000.00 Un-Paid  
[View Graph](#)

100%

- Paid (\$0.00)
- In Process (\$0.00)
- Un-Paid (\$525,000.00)

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**State Obligated:** \$175,000.00 (25.00%)  
\$175,000.00 Un-Paid  
[View Graph](#)

100%

- Paid (\$0.00)

### Grant

**4487 COVID-19**  
Public Assistance  
Declared: March 25, 2020

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### Applicant

**Any Town**  
County Jurisdiction: Pitt Alamance County  
FIPS #:  
Vendor #:  
Type: Local Government  
Physical/Mailing: 123 Main St  
Any Town, NC, 12345

Access to both the **FEMA Grants Portal** and **EMGrants** is essential for successful project management and cost reimbursement.

**FEMA Grants Portal**: Use this online portal to build your PA projects, submit projects & costs, stay on top of FEMA's activities and track your events and project statuses.

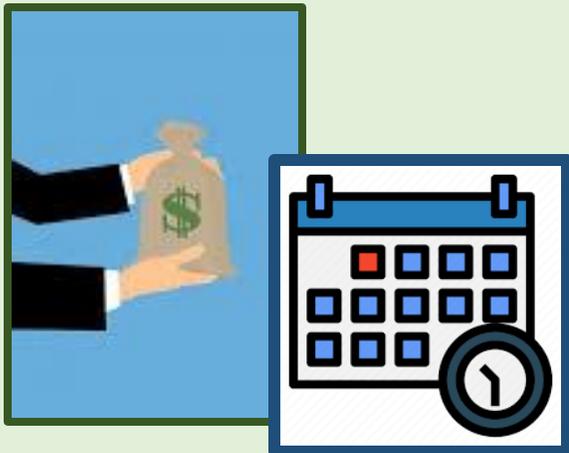
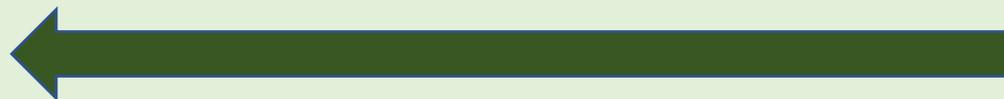
- Must be registered
- Submit your projects
- Submit your costs
- Review project activities



**EMGrants**: Payment Management and Deadline-Specific Task Requests

Use this online portal to request payments and various actions that operate using strict FEMA-defined timelines and include:

- Get Paid
- Time Extension Requests
- Scope Change Requests
- Project Closeout Requests





# Questions?



# Step 2: SUBMIT Disaster Documents

Required by the State and FEMA

# Required Registration Documents FEMA and NCEM

Disaster Event Documents - Required	How to Submit
1. <b>Request for Public Assistance (RPA)</b>	Complete in FEMA Grants Portal
2. <b>Funding Agreement - State-Applicant Disaster Assistance Agreement (SAA) and Designation of Applicant’s Agent (DAA)</b>	Complete in EMGrants for NCEM
<p style="text-align: center;">            The Funding Agreement in EMGrants contains everything needed to begin receiving reimbursement from NCEM, as long as <u>your W-9</u> is also up to date with NCEM PA.            </p>	

**The FEMA RPA & the NCEM Funding Agreement are both required for each disaster event.**

# FEMA Grants Portal

**Grants Portal**

Dashboard

My Organization  
North Carolina Emergency Management (000-U2J38-0)

My Tasks

Request Public Assistance

Request Public Assistance

Subrecipient Tasks

Utilities

Intelligence

## 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

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

An RPA is required for each and every disaster.

The RPA must be submitted on time after your county is declared for any event.

# EMGrants – Submit Your Funding Agreement

The screenshot shows the EMGrants web application interface. At the top, there is a navigation bar with icons for Home, Accounts, Projects, and Finances, along with a search icon and a user profile for Mary Glasscock. Below the navigation bar is a toolbar with 'Save', 'Return', and 'Delete' buttons. The main content area is divided into a left sidebar and a main panel. The sidebar has tabs for 'Summary', 'Form', 'Notes', and 'Documents'. The 'Form' tab is selected, and a green arrow points to it from a text box on the left. The main panel contains an orange informational box with instructions on how to save and review the funding agreement. Below this is a section titled 'Designated Representatives' with four rows of dropdown menus for 'Primary Agent', 'Secondary Agent', 'Financial Manager or Officer', and 'Certifying Official'. Each dropdown menu has an 'Edit' link next to it. At the bottom, there is a section titled 'Designation of Applicant's Agent and Applicant Assurances for Public Assistance' with a text input field containing 'March of 2020'.

**EMGrants**  
Register organization's primary staff and info for each disaster event.

<https://emgrants.nc.gov>

# Recap: FEMA Grants Portal: Request for Public Assistance (RPA)

## What Is The RPA?

Subrecipients must submit their stated interest to participate in the FEMA PA program. You'll do this via FEMA Grants Portal for each federal disaster event.

## Where Do I Get It?

Only available through the FEMA Grants Portal – need to Include DUNS, EIN & FEMA FIPS number (*if FIPS is available*)

(To get a DUNS number: <https://www.dnb.com/duns-number.html>)

## How Do I Submit This RPA?

Submit through the FEMA Grants Portal  **Don't wait!**  
**Deadline:** 30 days from your county's declaration date

Resource 

Questions? Contact your [NCEM PA Grants Manager](#)

# Additional RPA Documentation

## \*Required for Private Nonprofits\*

Private Nonprofits must submit additional info for their RPA:

1. Tax Exemption Certification documentation:
  - IRS Letter showing 501 (c),(d) or (e) status, **or**
  - NC Secretary of State Tax Exempt Letter
2. Proof of Ownership (*deed*) or Legal Responsibility (*lease*)
3. Corporate Documents: Articles of Incorporation, Charter, By-Laws, etc.
4. Accreditation (*for private educational organizations only*)

**FEMA PA is not available to private companies or for-profit corporations or other for-profit entities**



Update:

In order to receive funding, your organization or entity must have a **funding agreement** on file with NCEM PA

# Funding Agreement Requirement #1: The State/Applicant Disaster Assistance Agreement

## What Is This?

Contract between State and Applicant that authorizes reimbursement payments, located as part of your Funding Agreement.

## Where Do I Get It?

In EMGrants, the Funding Agreement section, after you log in. You **must have submitted your RPA in the FEMA Grants Portal and have been approved for each disaster** to access the Funding Agreement form in EMGrants. *Include your Federal Tax I.D.*

## How Do I Submit It?

Within EMGrants, now serving as a storage location for documents related to your payments and time-sensitive activities related to your organization.

Resource 

Questions? Contact your [NCEM PA Grants Manager](#)

# Funding Agreement Requirement #2: The Official Designation of Applicant's Agents

## What Is This?

Designates the organizational personnel who will be the primary and secondary contacts for the Subrecipient

## Where Do I Get It?

The DAA is also waiting for you in the Funding Agreement portion of EMGrants. You'll be prompted throughout the process.

## How Do I Submit It?

Within EMGrants, which will serve as a storage location for documents related to funding from NCEM.

Resource

Questions? Contact your [NCEM PA Grants Manager](#)

## What Happens Next?

- After your RPA is approved, you will be assigned an [NCEM PA Grants Manager](#)
- Your FEMA Program Delivery Manager will be assigned to start the FEMA PA process
- FEMA and NCEM contacts will reach out to you soon after your RPA is approved by FEMA
- Have a system to document your expenses so you will be ready to start applying for reimbursements

You don't have to submit expenses to complete the registration process – **go ahead and register now!**

Resource 

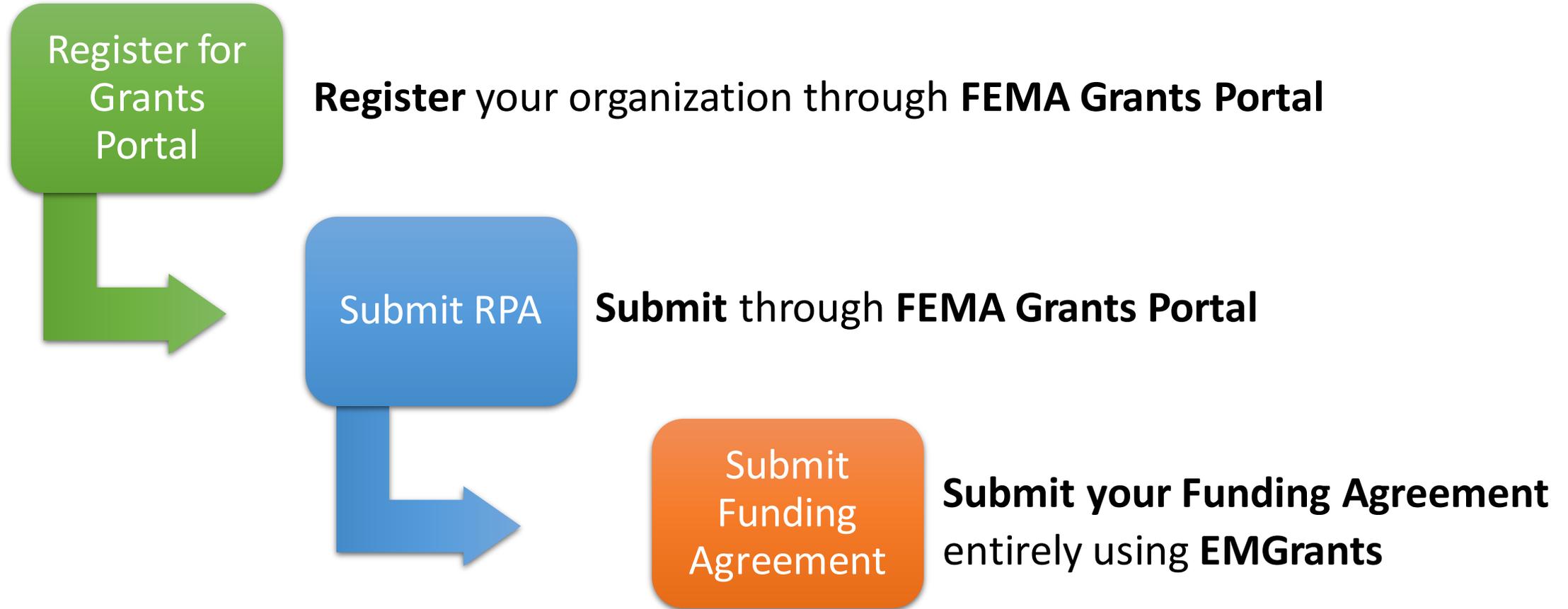
*Questions?* Contact your [NCEM PA Grants Manager](#)

# Audit Requirements

	<b>Federal Single Audit Requirement</b> <i>(2 CFR § 200.500(a))</i>	<b>State Single Audit Requirement</b>
Expenditures in a fiscal year	\$750,000 or more in federal awards	\$500,000 or more in state awards
Applies to	All non-Federal entities (state, local government, PNP)	Local governments and public authorities
Timing of single audit	When annual financial audit is conducted	When annual financial audit is conducted

- Discuss these requirements with your local auditor to determine the type of audit your organization must have.
- When your audit is complete, upload a copy to your home page in EMGrants and notify your NCEM PA Grants Manager.

# Registration/Disaster Documents Process Recap





# Questions?



EXPENSES



# DOCUMENT the Work

Document Your Activities and Expenses Thoroughly for FEMA Reimbursement

# Types of Costs

- Force Account Labor
- Force Account Equipment
- Materials
- Contract Work
- Rented Equipment

DEPARTMENT OF HOMELAND SECURITY  
Federal Emergency Management Agency  
**FORCE ACCOUNT LABOR SUMMARY**

PAGE  OF   
O.M.B. Control Number: 1660-0017  
Expires: December 31, 2019

**PAPERWORK BURDEN DISCLOSURE NOTICE**  
Public reporting burden for this data collection is estimated to average .5 hours per response. The burden estimates includes time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and submitting this form. You are not required to respond to this collection of information unless a valid OMB control number is displayed on this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC 20472-3100, Paperwork Reduction Project (1660-0017). **NOTE: Do not send your completed questionnaire to this address.**

APPLICANT		PA ID #	PROJECT #	DISASTER							
LOCATION/SITE			CATEGORY	PERIOD COVERING							
DESCRIPTION OF WORK PERFORMED											
NAME		DATES AND HOURS WORKED EACH WEEK				COSTS					
JOB TITLE	DATE						TOTAL HOURS	HOURLY RATE	BENEFIT RATE/HR	TOTAL HOURLY RATE	TOTAL COSTS
NAME	REG.										
JOB TITLE	O.T.										
NAME	REG.										
JOB TITLE	O.T.										
NAME	REG.										
JOB TITLE	O.T.										
NAME	REG.										
JOB TITLE	O.T.										
<b>TOTAL COSTS FOR FORCE ACCOUNT LABOR REGULAR TIME</b>											\$
<b>TOTAL COST FOR FORCE ACCOUNT LABOR OVERTIME</b>											\$
I CERTIFY THAT THE INFORMATION ABOVE WAS OBTAINED FROM PAYROLL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.											
CERTIFIED		TITLE					DATE				

FEMA Form 009-0-123 PREVIOUS EDITION OBSOLETE

# Document Expenses Now → Summary Records Templates

## FEMA Grants Portal:

Support Center-Resources Tab provides examples

Or find them at:

✓ [FEMA Library](#)



*Confused about FEMA forms? Create an excel spreadsheet to track expenses – FEMA or NCEM PA staff will help you after you have completed registration!*

## Force Account Labor

- Reimbursement for personnel expenses
  - Category B (Emergency Measures): only overtime will be paid
  - Category A (Debris Operations): both straight and OT is paid
  - Any fringe benefits should be included in all wage calculations
  - Overtime is paid based on your personnel policy
  - Reassigned employees will be paid their typical rate
  - Temporary employees are also eligible for overtime and regular time

\*Tip: Provide FEMA a copy of your current personnel policy and a sample of your time sheets. Upload these into FEMA Grants Portal.

## Force Account Labor – Personnel Policies

For overtime/hazard duty pay to be eligible for FEMA reimbursement, personnel policies:

1. Must be adopted in writing **prior** to the date of the event
2. Cannot make award of overtime **discretionary**  
Ex: *“The Board may, in its discretion, award overtime pay”* will not be reimbursable
3. Cannot make overtime rate **higher** in a federally declared disaster than in a non-federally declared disaster (Ex. *“The Town will pay double-time during federal disasters.”*)
4. Cannot make award of overtime **contingent** on receipt of federal funds
  - No - *“In the event of a federally declared disaster, overtime will be paid.”*
  - No - *“Overtime will be awarded subject to FEMA reimbursement.”*

# Force Account Equipment

- Reimbursement is eligible for use of subrecipient-owned equipment
  - Examples: Law enforcement and first responder vehicles, pickup trucks, mobile command trailers, generators, chain saws, school bus, wood chippers.
- Equipment rates:
  1. Use State/Local rates, or
  2. FEMA Schedule of Equipment Rates



Resource →

✓ [Schedule of FEMA Hourly Equipment Rates](#)

# Materials

- Reimbursement for materials and supplies
  - Newly purchased for disaster
  - Taken from applicant's inventory

Keep all invoices, receipts, inventory control registers, maintenance records, etc.



Resource

[FEMA Public Assistance Summary Record for Materials](#)

# Rented Equipment

- Reimbursement for rental equipment
- Examples: Forklifts, Pumps, Generators, Lifts, etc.

*Keep your rental agreement and retain receipts to validate rented equipment costs*



[FEMA Public Assistance Summary Record for Rented Equipment](#)

## Contract Work

- Reimbursement for hiring outside contractors to perform eligible emergency protective measures work
- Temporary employees on your payroll are not contractors – they are force account labor
- Check for debarred contractors (EPLS)



Resource

✓ [www.sam.gov](http://www.sam.gov) – Excluded Parties List System

- Document your procurement process for all contracts
- Upload your local procurement policy in the Grants Portal

## Duplication of Benefits

- FEMA will not reimburse for expenses paid for with any other funding sources, including insurance payments, other federal grants or state grants
- Keep track of **all** expenses
- Keep track of which expenses have been paid for with other funds
- Document insurance payments for property damages
- Be prepared to demonstrate no duplication of benefits if requested by FEMA





# Questions?





# BUILD Your Projects

Submit your expenses in FEMA Grants Portal

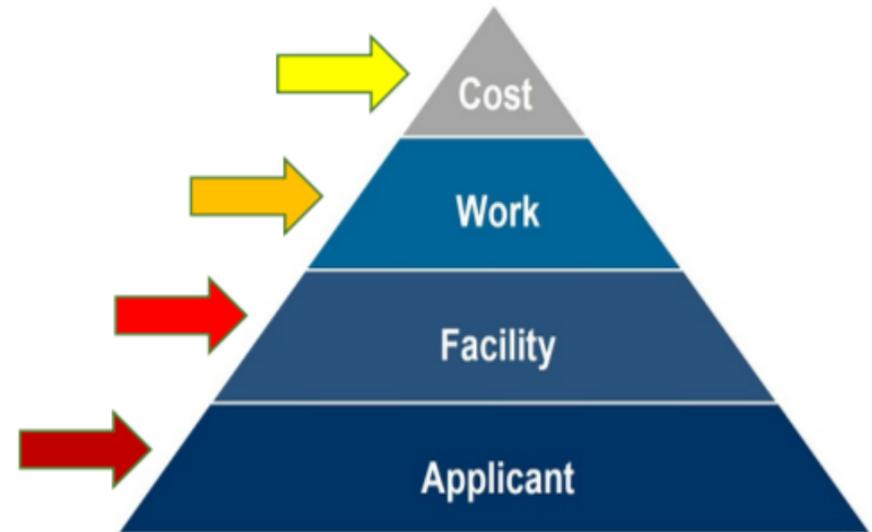
# Basic Elements of Eligibility and Overall Responsibilities

## Understanding the Public Assistance Responsibilities

FEMA	Recipient (State)	Subrecipient (Applicant)
<ul style="list-style-type: none"> <li>Coordinates with all Federal, State, Local agencies</li> <li>Establishes Joint Field Office</li> <li>Collects project and cost data</li> <li>Approves grants and obligates funds</li> <li>Provides Technical Assistance</li> </ul>	<ul style="list-style-type: none"> <li>Educates subrecipients</li> <li>Works with FEMA to manage Public Assistance Program</li> <li>Collects project and cost data</li> <li>Disburses grants to applicants (Ex: Community, county, local public entity)</li> <li>Monitors and manages use of grants by subrecipients</li> </ul>	<ul style="list-style-type: none"> <li>Requests assistance</li> <li>Identifies damaged facilities</li> <li>Provides information to support request</li> <li>Maintains accurate documentation</li> <li>Performs necessary work (repairs, debris, etc.)</li> </ul>

FEMA, the State/Recipient, and Subrecipients have specifically denoted responsibilities throughout the lifetime of any one federal disaster declaration involving FEMA funding.

FEMA must determine that each building block is legally eligible, starting at the foundation with the Applicant working up toward cost to ensure full eligibility.



# The Four Basic Elements of Eligibility

**Applicant:** State, Local, Tribal, Territorial governments, and certain types of private nonprofit organizations (PNPs) are eligible Applicants for Public Assistance.

- The Applicant (or Subrecipient) is responsible for demonstrating that each component of the pyramid is eligible by providing supporting documentation.

---

**Facility:** Facilities must be owned and maintained by the entity or organization that has legal responsibility to make repairs. Damaged facilities must have been active and operational at the start of the incident period.

- A facility (culvert, roof, playground, road, laboratory) that has not been maintained may be deemed **ineligible** by FEMA due to deferred maintenance issues. FEMA will review maintenance records to qualify damage costs on damaged facilities.

# The Four Basic Elements of Eligibility

- Work:** Must be required to repair and restore a facility to its pre-disaster condition as a direct result of a declared incident and performed within the designated disaster area.
- Must restore the damaged facility to its pre-disaster design and function, including applicable & required codes and standards, and any identified eligible mitigation measures.
  - Example PA 406 mitigation measures may be reviewed in the [PAPPG at Appendix J](#) (pg. 242 – 246).
- 

**Cost:** To be eligible for reimbursement under the Public Assistance Program, costs must be directly tied to the performance of eligible work. Work must also be deemed “necessary and reasonable” to accomplish the work properly and efficiently.

- Must be compliant with Federal, State and local requirements for procurement.
- Reduced by all applicable credits, such as insurance proceeds and salvage values.

# FEMA PA Cost Thresholds & Reimbursement Basics

**Project Minimum: \$3,320**

**Small Project Threshold: \$132,800**

**Small Projects** – can be paid on estimated costs and do not need supporting documentation submitted to FEMA or NCEM (however, insurance proceeds must be provided to FEMA for all projects)

**Large Projects** – paid on actual costs/invoices or a fixed-cost offer from FEMA plus all supporting documentation, including insurance or other grants

**Expedited Large Projects** – paid at 50% up front, then remainder paid with all supporting documentation



Resources

[FEMA Per Capita Project Thresholds and Impact Indicators](#)

# FEMA Public Assistance Categories of Work

## Emergency Work (Categories A & B)

A: Debris Removal

B: Emergency  
Protective Measures

- Subrecipients have six (6) months from declaration date to complete all emergency protective measures
- Category A – Debris Removal: Both Regular & Overtime are eligible for Full-Time Staff
- Category B – Emergency Protective Measures: Only Overtime is Eligible for Full-Time Staff
  - FEMA may pay both Regular and OT for temporary staff
  - FEMA has very specific rules about non-budgeted and reassigned full-time staff.

If you need more than six months to complete emergency work, you **must ask** NCEM to get you the additional time. **Beyond eighteen months**, FEMA must approve time extensions.

# FEMA Public Assistance Categories of Work

C: Roads & Bridges

D: Water Control  
Facilities

E: Buildings &  
Equipment

F: Utilities

G: Parks, Recreation  
& Other

## Permanent Work (Categories C, D, E, F & G)

- Subrecipients have 18 months from Declaration Date to complete Permanent Work fixes
- Overtime and Regular Time Labor Costs are eligible
- Time extensions up to an additional 30 months may be granted by NCEM for permanent work. All extension requests must be submitted to the NCEM Public Assistance team using EMGrants.

Resources

[UNC SOG/NCEM Personnel Policy Guidance](#)

# Work or Activity Timelines

Debris clearance (A)	6
Emergency work (B)	6
Permanent work (C – G & Z)	18

} Months

## Time Extension Requests

Based on “extenuating circumstances or unusual project requirements beyond the control of the subrecipient, **the Recipient (NCEM) may extend the deadlines** for an additional 6 months for debris clearance and emergency work, and an additional 30 months **on a project by project basis for permanent work.**”



Requests for time extensions “**beyond the recipient's authority** shall be submitted by the recipient to the **(FEMA) Regional Administrator and shall include the following**”:

- (1) The dates and provisions of all previous time extensions on the project; and
- (2) A detailed justification for the delay and a projected completion date.

# Category Z Projects for Your Management Costs

**Management Costs (Category Z)** – subrecipients and recipients of FEMA PA funds may be reimbursed up to 5%\* of their total eligible work costs to assist with disaster recovery.

Category Z projects require Quarterly Reporting for both small and large projects.

**Examples of indirect and direct costs include, but are not limited to:**

- Attending a FEMA or NCEM webinar or training related to the disaster
  - Evaluation of hazard mitigation measures for a specific PA project
- Collection, copying, filing, or submittal of documents to support the project
  - Developing eligible PA projects and receiving reimbursement
- Staff or temp employee salaries for performing activities above, and project-specific activities like quarterly reporting, closeout process, writing time extension letters)

*\*5% cap calculation based on final actual eligible project costs, including Federal and non-Federal cost shares, after insurance and any other reductions.*



[FEMA Management Costs Interim Policy](#)

# FEMA PA - Small and Large Projects

Project Minimum: \$3,320

Small Project Threshold: \$132,800

\*FEMA requires at least \$3,320 in direct damage costs to write a PA project

A **small project** is eligible work, either emergency or permanent, that for FY 2021 falls between \$3,320 to \$132,800.

- The federal cost share is paid upon approval
- Funding is based on a reasonable estimate  
Certification of project completion is required
- You are not required to upload documentation;  
but you do need to keep it!
- Your small project may be chosen for random validation by FEMA or NCEM in the future

**Large projects** are based on actual costs to complete the eligible scope of work (or a FEMA “fixed cost offer”) above \$132,800.

- Federal cost share is paid as work is accomplished or completed or upon agreement of a “fixed-cost offer”
- Final assistance for permanent work is based upon actual costs or an estimate using approved cost estimating tools
- All documentation must be uploaded to EMGrants and formal EMGrants Closeout requests are required

# FEMA's Small Project Certification Guidance

- Simply by submitting a project to FEMA in Grants Portal, the Recipient (NCEM) is certifying that all costs were incurred for work that was performed in compliance with FEMA laws, regulations, policy and guidance.
  - Intention is to reduce the documentation burden on the Applicant
  - Only for small category B - G completed work projects
  - Not applicable to Cat A/Debris projects



Resources

[More About Certifying Small Projects: 44 CFR §204.53](#)

## Recap: Subrecipient Responsibilities

There are activities are **required** for your projects and payments to move forward, specifically:

- 1) The **Funding Agreement** (formerly SAA and DAA) is now submitted electronically in [EMGrants](#)
- 2) **Proper documentation** must be uploaded in both EMGrants and [FEMA Grants Portal](#); please organize your files for drag-and-drop
- 3) **Quarterly Reports** must be submitted for all large and Category Z projects in EMGrants
- 4) Large **Project Requests for Reimbursement (RFRs)**, **Time Extension Requests** and **Appeals** must be initiated by you in EMGrants



# Questions?





# ALTERNATIVE PROJECTS & MITIGATION FOR PA PROJECTS

Building Back Smarter

# Alternative Procedures *aka* 428

## For Permanent Work (Large Projects Only)

- Allows grants based on fixed estimates (also called fixed-cost or capped projects.)
- Subrecipient accepts responsibility for actual cost over-runs above estimate; applicant can use excess funds for FEMA-approved purpose.
- Consolidation of multiple permanent work PW's across categories.
- 406 Hazard Mitigation funding can be included in fixed amount.



# Alternative Procedures (428 project)

## All large projects now receive a fixed-cost offer from FEMA

- You have 30 days to accept or reject this fixed-cost offer.
- If you do not accept, your project will revert to a standard project.
- You have 18 months to identify a project that FEMA will accept.

---

## About the 50% Rule (aka Repair vs. Replacement)

If you have eligible **facility or facilities** that have been **substantially damaged**, especially those facilities that have been **repetitively damaged** by the same type of disaster event, please talk with FEMA during the **project development process** to see if your organization will qualify for **additional mitigation** measures. - *44 CFR Section 206.226 (d)(1)*

# 406 Hazard Mitigation for PA Projects

FEMA considers PA project mitigation measures to be cost effective **if any of the following** criteria are met:

- 1) Cost for the mitigation does not exceed 15% of the total eligible repair cost of the facility or facilities for which the mitigation measure applies;
  - 2) Mitigation measure is specifically listed in Appendix J: Cost-Effective Hazard Mitigation Measures, AND the cost of the mitigation measure does not exceed 100 percent of the eligible repair cost;
  - 3) The subrecipient can demonstrate through an acceptable benefit-cost analysis (BCA) method that the measure is cost-effective.
- \*Many mitigation measures that do not meet the first two measures above sometimes prove to be cost effective based only on a BCA.*



Resource

[Types of PA Mitigation Appendix J – from the FEMA PAPPG, page 242](#)

# Is this FEMA 404 Mitigation or 406 Mitigation?

## 404/HMGP - an NCEM-run program

- Separate HMGP program managed by NCEM's Hazard Mitigation Team
- Structural measures & non-structural measures (such as planning, property acquisition, drainage projects)
- Not necessarily disaster-specific
- Often about residential mitigation measures, but may also fund infrastructure through the FEMA BRIC program
- Applies throughout the state in most disasters
- Key purpose of HMGP is to ensure that the opportunity to take critical mitigation measures to reduce the risk to life & property



## 406/PA – a FEMA-run program

- Implemented through the FEMA PA Program during the disaster's PA project development process
- Structural Measures directly related to the project, and must apply to damaged elements of the facility for the current federally-declared disaster
- Always about infrastructure projects for units of government and certain eligible private non-profits
- Funding is based on a project-by-project evaluation for cost effectiveness and other requirements per the FEMA PAPPG
- Codes and standards are not considered mitigation

# FEMA PA/406 Mitigation Buildings



**Elevate**

The Imperial Center – City of Rocky Mount

# FEMA PA/406 Mitigation Buildings

Kinston's Peachtree wastewater treatment plant was completely flooded in Floyd; the plant was completely relocated and combined with Kinston's existing Northside plant - now there is one large regional facility.



**Relocate**

# FEMA PA/406 Mitigation Sanitary and Sewer Systems

For example: Access covers, Sewer lines,  
and Pump stations.



**After a PA project written with 406/HM:**  
The well site was relocated. Reconstruction of well head and controls above 100-year flood elevation. Area cleared to prevent any trees from falling on well head controls.

# FEMA PA/406 Mitigation Bridges

For example: Low span bridges & Restraining cables on bridges



Bridge with repetitive flooding in Boone, NC with FEMA PA 406 Mitigation



# Questions?





# DEBRIS

Debris Operations & Debris Monitoring

# Phases of Debris Operations

## **Phase I (Response)**

Clearing debris that hinders immediate life-saving actions and poses an immediate threat to public health and safety  
("Cut & Shove")

\*Any roads or road system

## **Phase II (Recovery)**

Removal & disposal of debris that hinders the orderly recovery of the community and poses less immediate threats to health and safety

\*Must demonstrate legal responsibility for road or right-of-way

## Road Systems: State/Federal

- Federal: US & NC routes (e.g., US64, NC12)
- State: SR routes (e.g., SR1234)
- Generally the responsibility of NCDOT
- Local government may be eligible if MOA w/ NCDOT is activated
- Important to coordinate with NCDOT if local government intends to remove debris (Phase II)

## Road Systems: Local/Municipal

- Debris removal is **responsibility of local government** that owns or maintains road system

# Debris Site & Documentation Considerations

## Debris Management Sites

- Pre-Disaster Needs
  - Identify Debris Management Site (DMS) locations with NCDEQ, Solid Waste
  - Get Conditional Approval in advance for potential use
- Be certain to Permit and Activate
- Be certain to request formal activation of site **before using the site**

## Reimbursement Documentation

- Provide a copy of permit (“DS-Number”) to FEMA to put in projects
- DMS’s are **temporary** & must be cleared/closed within six months of receiving first load of disaster debris
  - Do you need to request a time extension through EMGrants?
- FEMA PA now allows applicants to be reimbursed for straight time labor

Resource



[NC DEQ Solid Waste – Disaster Debris](#)

# Debris Monitoring

- **Applicants must monitor** for eligible debris locations & quantities removed
  - ✓ Use Force Account labor/staff, temporary hires, or contractors
  - ✓ Monitor at all pick-up, reduction and disposal locations
  - ✓ Document eligible pick-up locations, permit info and who managed what
  - ✓ Document quantities with normal units of measurement (cubic yards or tonnage)
- Use a recommended load ticket system to quantify each load & track from point of pickup to Debris Management Site (DMS) or landfill, quantities reduced at DMS, and loads hauled from DMS to final disposal
- Monitor in tower at DMS to **quantify loads** coming in & **verify trucks** are empty upon departure from DMS
- Be sure to **monitor your monitors** (if using contract monitors)

Resource

[FEMA Debris Monitoring Guide – \\*New\\* – March 2021](#)



# NEW - Statewide Debris Contract for Local Governments and State Agencies



NCEM has procured debris operations and debris monitoring firms to manage local government and state agency disaster debris.

**This is a voluntary program in place to benefit certain units of NC government.**

Please contact your [NCEM PA Grants Manager or Team Lead](#) for more information.

You can also email [debris@ncem.org](mailto:debris@ncem.org) and one of the NCEM PA Debris Team will get with you.

- Contracts are prepositioned by geographic regions ([see Map](#)).
- Primary, secondary and tertiary contracts for debris removal and monitoring have been awarded in each region.
- Contractors are required to provide bonds to secure their performance.

Resource

**All units of local government and state agencies are eligible to activate the contracts in any type of disaster.**

Resource

[More About NCEM Debris Contract for Local Govt's and State Agencies](#)



# Eligible Debris Examples



- Downed trees, hanging limbs, stumps, upturned root balls
- Sand, mud, rocks, soil
- Building components - glass, metal, roofing material, tile, gypsum board
- Dead animals, lab and medical instruments
- Household appliances and electronic equipment

Debris removal from private but ungated and accessible communities that has received approval by FEMA for reimbursement must still be the applicant's legal responsibility

## FEMA PA - Ineligible Debris Examples

- ✓ Debris on vacant lots, forests, heavily wooded areas, unimproved property, unused areas and farmland
- ✓ Debris on commercial properties and industrial parks
- ✓ Reconstruction or new construction debris
- ✓ Normal household garbage
- ✓ Any debris that lands on an improperly permitted or unpermitted site
- ✓ Demolition of commercial structures

- ✓ Removal of underground structures, wells, tanks, septic systems, basements, pipe, storm shelters, swimming pools
- ✓ Removal of driveways, concrete pads, slabs, foundations

**Vehicle and vessel removal** is almost always ineligible, but **may** be eligible if ingress and egress to public use areas is blocked.

**Vehicle** and vessel removal reimbursement is very rare and must be approved by the disaster's Field Coordinating Officer.

# Top Disaster Debris Issues

- Improper procurement of debris contractors
  - Improper contracts and unit costs for debris ops
  - Insufficient or no monitoring
  - No documented debris estimates
  - Ineligible sole source (ex: extending beyond emergency circumstances)
- Failure to comply with environmental or historical requirements
  - Failure to ensure proper permitting is in place for debris sites
  - Incorrect contacts for necessary staff at other agencies
  - Poorly organized debris response



# Questions?



# Procurement Requirements



Federal Procurement Requirements for FEMA Reimbursement

# Electric Membership Cooperatives and State Agencies

## EMC's

- Electric and other utility cooperatives must conform with all contracting and procurement requirements, just like a local government or private non-profit;
- Cooperative purchasing agreements are not recommended for disaster event costs per 2 C.F.R. § 200.319

## State Agencies

- State Agencies should follow the state's contracting and procurement rules without regard to the federal Uniform Purchasing Guidance (2 CFR Part 200). \*[State Procurement Rules](#).
- Universities and colleges that fall under the state's jurisdiction also do not have to conform with 2 CFR Part 200.

# Federal Procurement Requirements

- Federal Uniform Guidance procurement requirements apply to FEMA Public Assistance grant funds (2 CFR Part 200; §§200.317-326)
- Requirements apply to all local governments and nonprofits that use federal funds to pay for contract costs
- Failure to comply with procurement requirements most common reason for reimbursement denial of eligible expenses

Funding

Obligated Funds

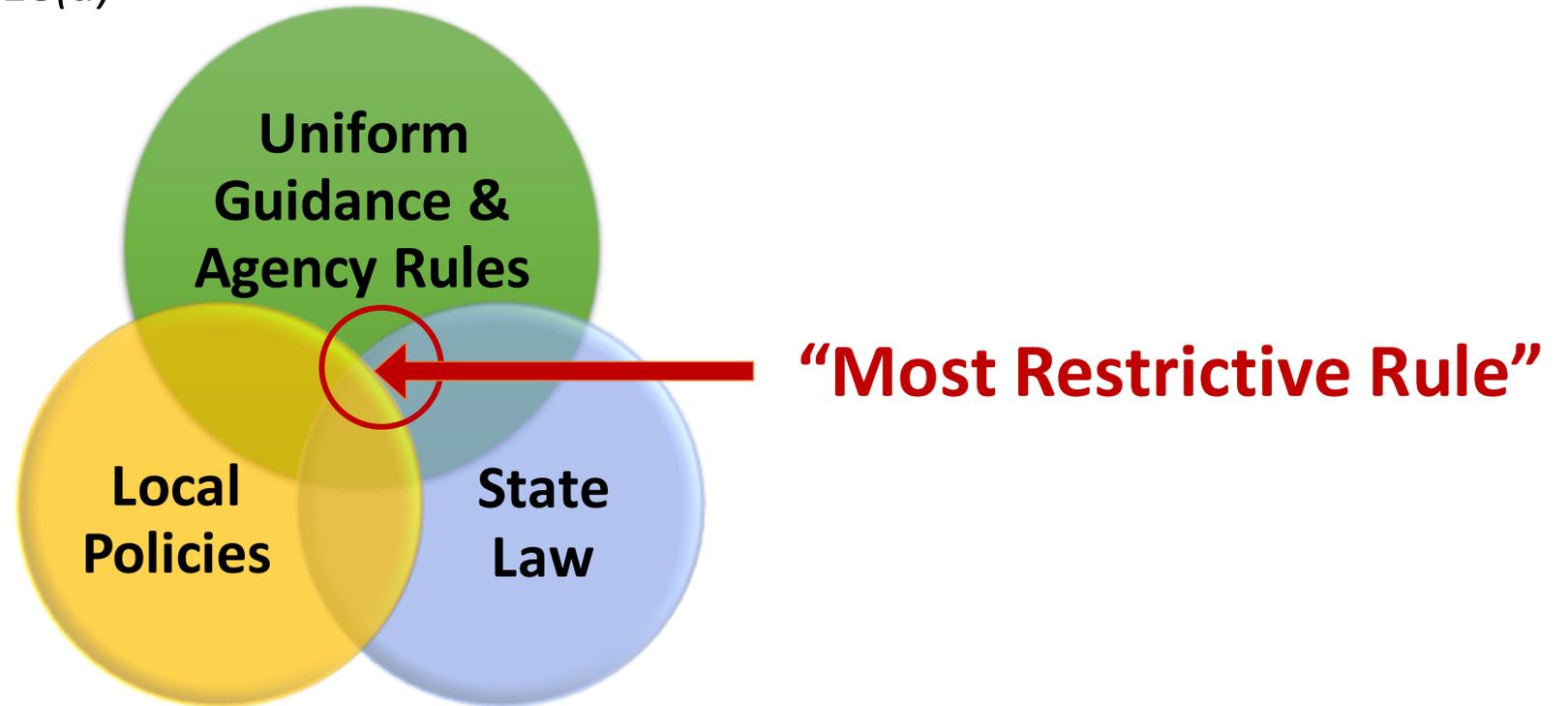
Deobligate Funds

No Change to Funding



# Which Set of Rules Do You Follow?

“The non-Federal entity must use its own documented procurement procedures which reflect applicable state, local, and tribal laws and regulations, provided that the procurements conform to applicable Federal law and the standards identified in this part.” 2 CFR § 200.318(a)



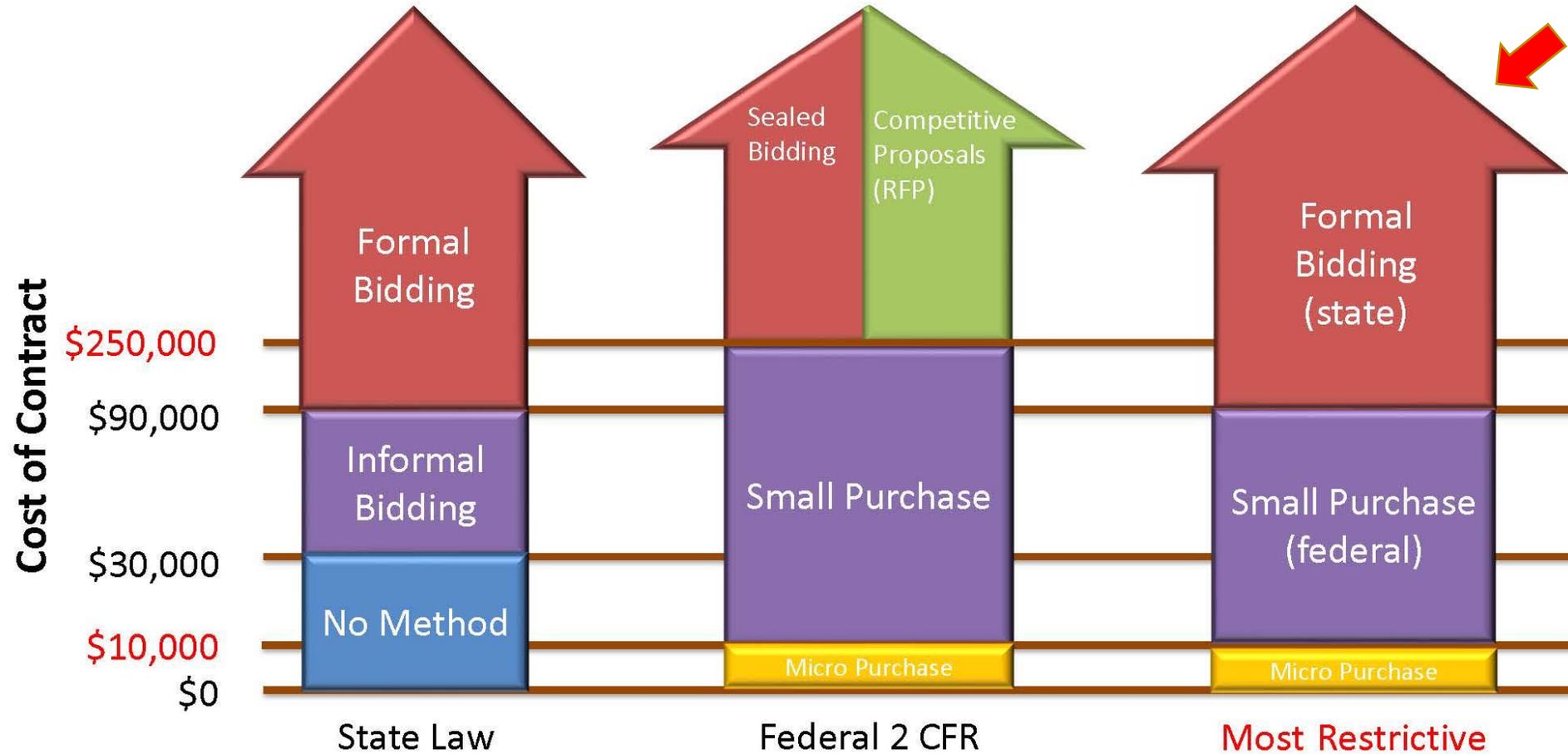
# Basic Federal Procurement Requirements

1. Ensure full & open competition
2. Document procurement process
  - Written procurement policies required
3. Award contract to lowest responsive responsible bidder
  - Must justify why low bidder not awarded contract (deemed not responsive or not responsible)
4. Exceptions very limited
5. Cost-plus contracts prohibited; Time & Materials contracts limited
  - Bonds required for construction contracts costing \$250,000 or more
6. Include all federal contract provisions
7. Solicit MWBE/HUB participation
8. Avoid conflicts of interest and accepting gifts from contractors
  - Written conflicts of interest policies required
9. Geographic preferences prohibited
10. Costs must be reasonable
  - Independent cost-price analysis required for contracts costing \$250,000 or more

Resource

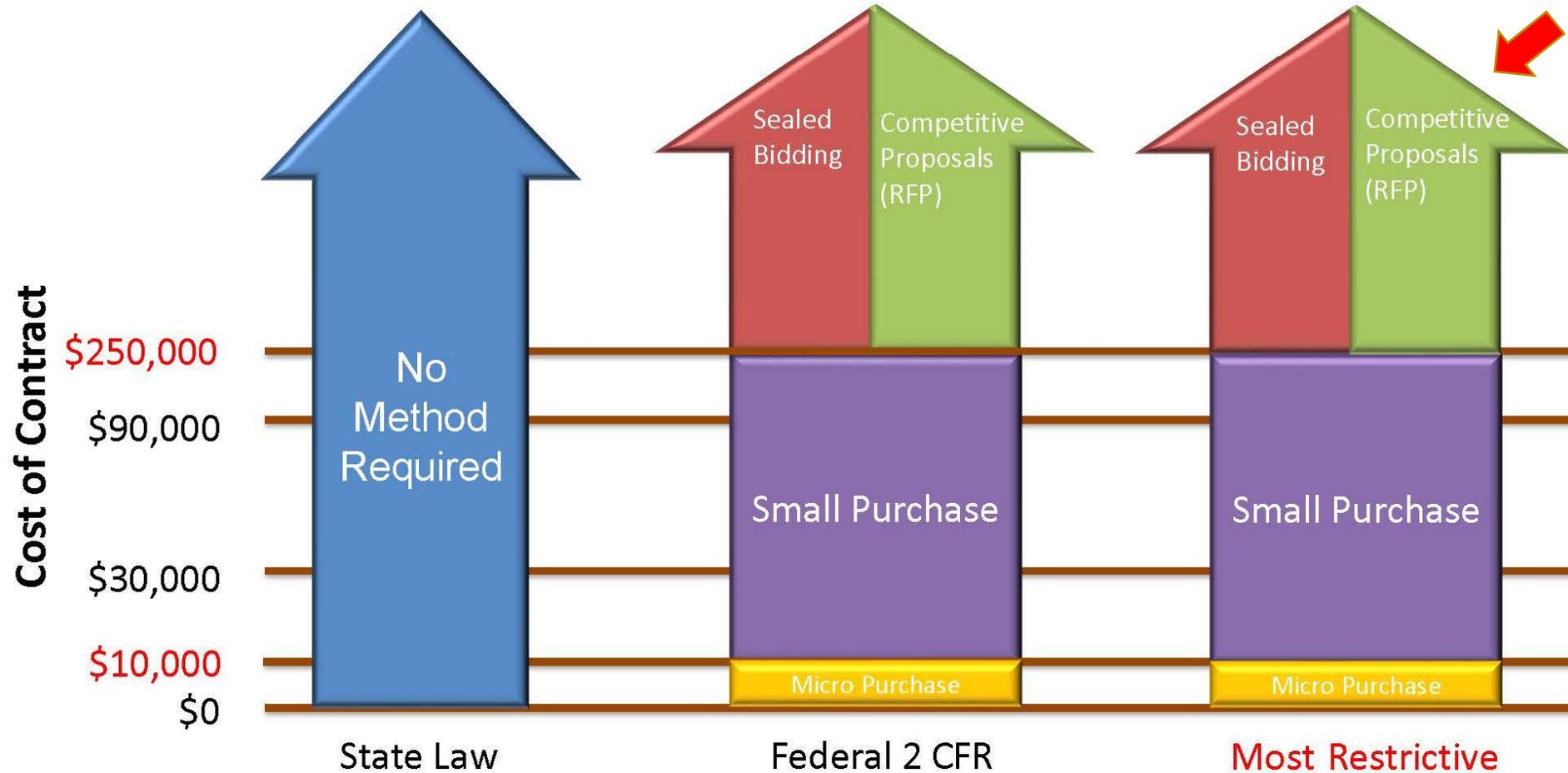
[FEMA PA Procurement Guidance](#)

# Purchase Contracts



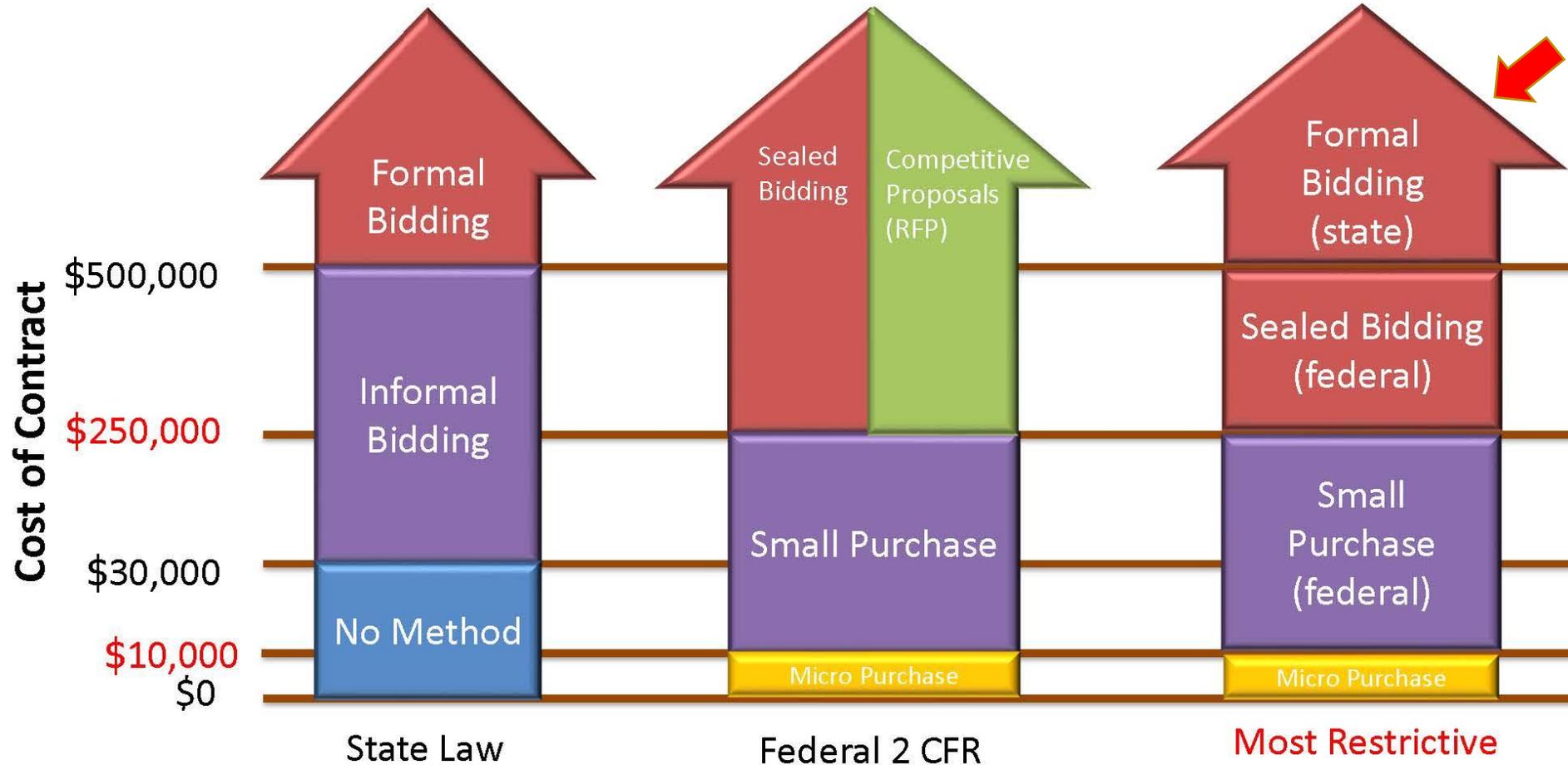
*Even when generally following federal rules, some specific state requirements may still apply and vice versa.*

# Service Contracts



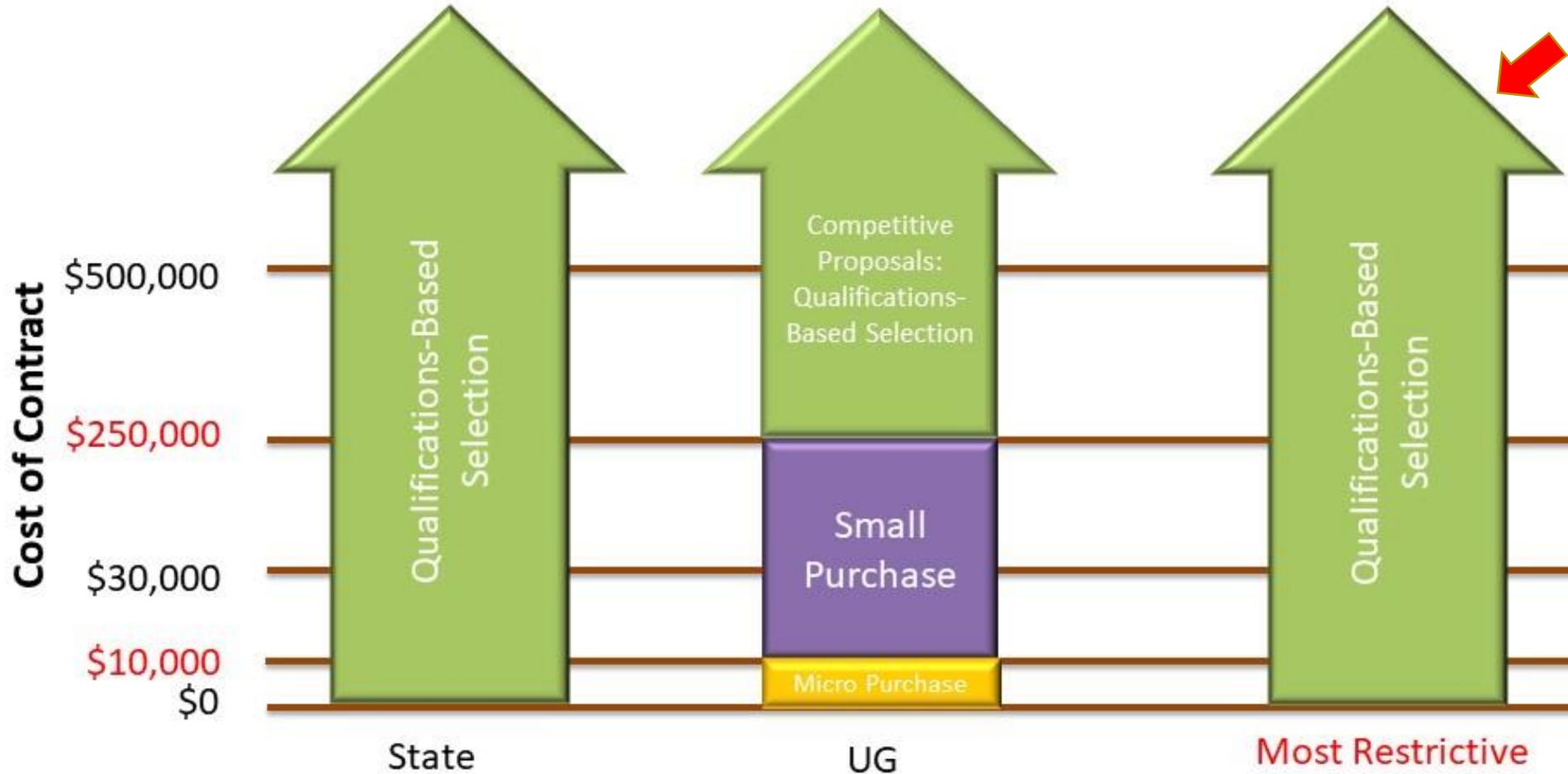
*Even when generally following federal rules, some specific state requirements may still apply and vice versa.*

# Construction and Repair Contracts



*Even when generally following federal rules, some specific state requirements may still apply and vice versa.*

# A/E/S Contracts



*Even when generally following federal rules, some specific state requirements may still apply and vice versa.*

# MWBE Participation

- Applies to all Contracts regardless of type above micro-purchase threshold (\$10,000)
- Requires 6 specific solicitation steps (Federal Uniform Guidance steps similar to state HUB good faith efforts for construction contracts)
- Local government must document their compliance with MWBE solicitation requirements
- State HUB requirements also apply to construction contracts involving a building

**To assist with this requirement, post your RFP's on:**



[NC Dept. of Administration's HUB Bid Posting Site](#)

# Time/Materials and Cost-Plus Contracts

## Time & Materials

Only allowed under very specific conditions:

1. For a reasonable time during circumstances where clear scope of work (SOW) cannot be defined
2. When no other possible alternative exists
3. Must set a ceiling price that the contractor exceeds at its own risk (“not-to-exceed” contract price)
4. Work must be bid when SOW can be defined

## Cost Plus

- Also called “Cost Plus Percentage of Cost” contracts
- Never allowed under any circumstances under Federal law



# FEMA Top 10 Procurement Mistakes

1. Violating bidding requirements
2. Sole source beyond emergency or exigent circumstances
3. Piggybacking
4. Time and materials contract w/o justification and not-to-exceed cap
5. Cost-plus contract – never allowed
6. No federal contract clauses
7. Geographic preference
8. No MWBE solicitation
9. No cost/price analysis
10. Inadequate or lack of documentation



Source: [https://www.fema.gov/media-library-data/1506978167717-61cdf0784cbba7f976f8a66700f04f3e/Top\\_10\\_FEMA\\_Grant\\_Procurement\\_Mistakes\\_20170928.pdf](https://www.fema.gov/media-library-data/1506978167717-61cdf0784cbba7f976f8a66700f04f3e/Top_10_FEMA_Grant_Procurement_Mistakes_20170928.pdf)

More information about Uniform Guidance and FEMA Procurement Requirements is available at:



✓ [FEMA Procurement Disaster Assistance Team \(PDAT\) Website](#)



## FEMA

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- Navigation
- Search
- Languages

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About the Agency

- > Leadership

### PDAT Resources when Procuring with Federal Grant Funds

Some communities may not always have the resources on hand to properly prepare for, respond to, or recover from a disaster.

When using [FEMA Public Assistance](#) funds to procure goods and services before, during and after a disaster, you must follow the [federal procurement under grant regulations](#).

*Failure to follow the applicable rules may place your FEMA grant funding at risk.*



# Questions?





# We're Here to Help

Timelines, Resources and Contacts

# Important Dates to Remember

Required Action	Deadline
Request for Public Assistance (RPA)	<b>Friday, April 2, 2021</b> (30 days from declaration date)
Emergency Work Completed	<b>Friday, September 3, 2021</b> (6 months from declaration date)
Permanent Work Completed	<b>*Saturday, September 3, 2022</b> (18 months from declaration date)
428 Alternative Procedures signed off (aka FEMA's Fixed Cost Offer)	<b>*Saturday, September 3, 2022</b> (Must be identified within 18 months from declaration date)

**\*If the work completion date falls on a weekend day, the work should be completed the Friday before that weekend.**

## NCEM Public Assistance Website

The screenshot shows the top navigation bar with links for Home, Our Organization, DPS Services, Careers That Matter, About DPS, News, and Contact. Below the navigation is a breadcrumb trail: NC\_DPS » Our\_Organization » Emergency\_Management » Disaster\_Recovery » Public Assistance. The main heading is "Public Assistance" with a sub-heading "Disaster Recovery". A sidebar menu lists "Individual Assistance", "Public Assistance" (highlighted), and "Hazard Mitigation". The main content area begins with the text: "In federally-declared disasters, Federal Emergency Management Agency (FEMA) can provide funding and technical help to state and local governments and certain private, non-profit groups. This funding will help to fix or replace damaged public properties such as roads, bridges, buildings and parks that have been damaged or de..."

## NCEM PA Tutorial Series

The screenshot shows a navigation bar with Home, Our Organization, DPS Services, and Careers That Matter. Below the navigation is a heading "Video Tutorials" and a sub-heading "FEMA Reimbursement Tutorials". A list of tutorial topics is provided:

- Registering Your Organization in the FEMA Grants Portal - 4 min.
- Submitting a Request for Public Assistance - 3 min.
- Checking the Status of Your Request for Public Assistance - 2 min.
- Submitting the Designation of Applicant's Agent - 2 min.
- Submitting the State-Applicant Disaster Assistance Agreement - 3 min.
- Adding Personnel and Adjusting Roles in the FEMA Grants Portal - 3 min.
- Adding Documents in the FEMA Grants Portal - 5 min.
- Creating Quick-Access Dashboard Tiles in the FEMA Grants Portal -1.5 min.

## NCEM EMGrants Resources

The screenshot shows the emgrants.nc.gov website. The main heading is "NC DPS: Public Assistance". A sidebar menu lists "Open Grants", "NC DPS: Public Assistance" (highlighted), "NC DPS: Hazard Mitigation", and "Contact Us". The main content area is titled "Public Assistance Resources" and is divided into three sections:

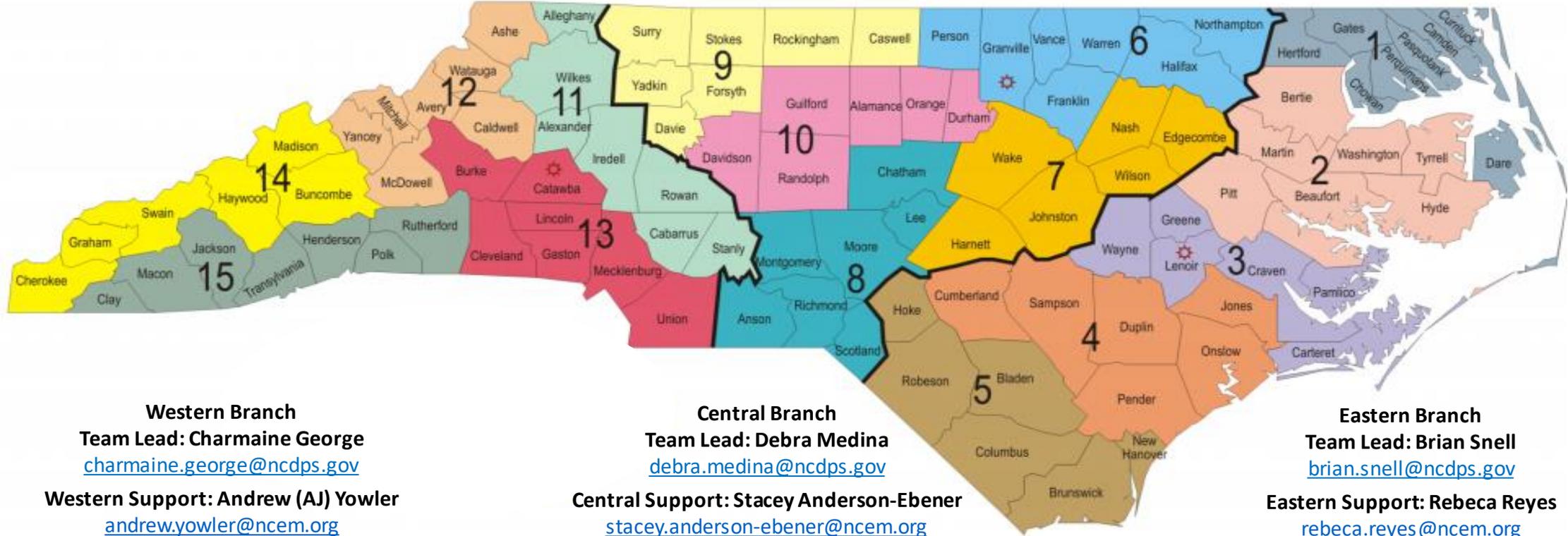
- General Documents:**
  - Thresholds for Large Projects
  - Cost Indicator Thresholds for Federal Disasters
  - Public Assistance Team Map
  - Time Extension Deadlines
- FEMA Public Assistance Grant Program Documents:**
  - Public Assistance Program and Policy Guide Policy Guide - April 2018
  - Public Assistance Program and Policy Guide Policy Guide - June 2020
  - Public Assistance Policy on Insurance
  - Fact Sheet: Contracting Requirements Checklist
  - Fact Sheet: Cooperative Purchasing Programs
  - Fact Sheet: Disaster Recovery Reform Act
  - Fact Sheet: Management Goals Policy
- Common Forms:**
  - Summary Of Documents
  - Payment Certification Form
- EMGrants User Guidance:**
  - Appeal Submission
  - Funding Agreement Submission
  - Scope Change Submission
  - Time Extension Submission
  - Quarterly Progress Report Submission
  - Quarterly Progress Report Video Tutorial
  - Request for Reimbursement Submission



# Contact NCEM Public Assistance

Statewide Map and Contacts  
as of March 7, 2021

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# FEMA & NC Resources



[NCEM Public Assistance – About Us and Resources](#)

[FEMA Policies and Guidance – General Guidance and Eligibility](#)

Procurement Rules

[UNC Local Government Purchasing & Contracting Web Site](#)

[FEMA Procurement Disaster Assistance Team \(PDAT\)](#)

[FEMA Web Site on Management Costs and Cost Reasonableness](#)

Cost Validation

[FEMA Public Assistance Self-Paced Trainings for the Public](#)

[About FEMA Alternative Procedures \(aka 428 Projects\) for PA](#)

Permitting Rules

[NC DEQ Disaster Management Information and Real-Time Site Map](#)

[FEMA Appeals Database – Searchable by Type of Issue](#)



# FEMA Grants Portal Help

(866) 337-8448

or

[FEMA-Recovery-PA-Grants@fema.dhs.gov](mailto:FEMA-Recovery-PA-Grants@fema.dhs.gov)



## North Carolina Emergency Management



Thank you, and we welcome your comments.