



# STATE OF DELAWARE

Public Assistance Applicant Briefing

DR-4526 - COVID-19

May 28, 2020





# APPLICANT BRIEFING OUTLINE

## Introduction to Public Assistance

- Defining Public Assistance
- Cost-Share Considerations

## Eligibility Considerations

- Defining eligibility by
  - Applicant
  - Facility
  - Work
  - Cost



## Next Steps/Conclusion

- Creating Grants Portal Account
- Submitting Request for Assistance (RPA)
- Expense Documentation



# DISASTER INFORMATION

**DISASTER NAME:** COVID-19 (DR-4526-DE)

**DECLARED DISASTER AREA:** Statewide

**INCIDENT PERIOD:** January 20<sup>th</sup> – July 26<sup>th</sup>\*

**DR (Major) DECLARATION DATE:** April 3<sup>rd</sup>, 2020





# WHAT HAS HAPPENED SO FAR?

Delaware's first presumptive case of coronavirus was announced on March 11<sup>th</sup>, 2020

On March 13, 2020 the President of the United States signed into order an emergency declaration

The State has requested a major disaster declaration from the President

- A major disaster includes both Public Assistance, removing the \$5 million cap, and Individual Assistance

The President has granted a major disaster declaration for all counties for Public Assistance funding





# PUBLIC ASSISTANCE SNAPSHOT



The Public Assistance (PA) Grant Program, authorized under the Stafford Act, **provides disaster relief reimbursement funds** to eligible state and local governments and certain private non-profit (PNP) agencies, to assist with **their response to, and recovery from**, a federally declared disaster.



PA is only approved for **Emergency Protective Measures** (Category B) for COVID-19



The minimum federal cost-share is **75 percent**. The applicant is responsible for the additional **25 percent**. The State of Delaware does not contribute to this percentage.



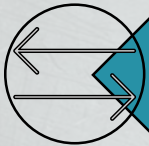
# COMMON TERMS



**APPLICANTS:** Entities submitting a request for assistance under the recipient's federal award.



**SUBRECIPIENTS:** Applicants who have received a sub-award from the Recipient and is then bound by the conditions of the award and sub-award.



**RECIPIENTS:** The State government that receives funding under the disaster declaration and disburses funding to approved subrecipients.



**FEMA:** The federal awarding agency authorized to manage the program.



**GRANTS PORTAL:** FEMA's online platform that is used to formulate and track award packages. Grants Manager is the internal platform used by FEMA specialists, while the [Grants Portal](#) is the external platform used by applicants, recipients, and sub-recipients to manage their projects.



**PNP:** Private Nonprofit organization.



# PA APPLICATION PROCESS

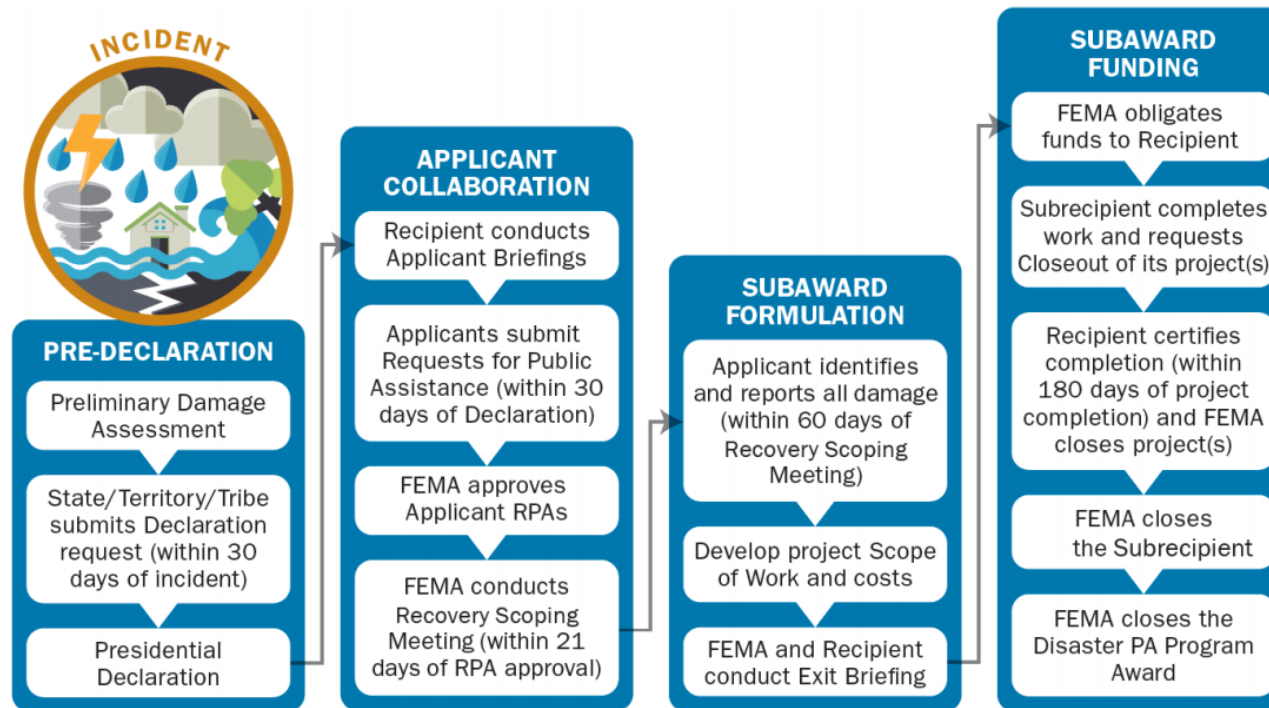
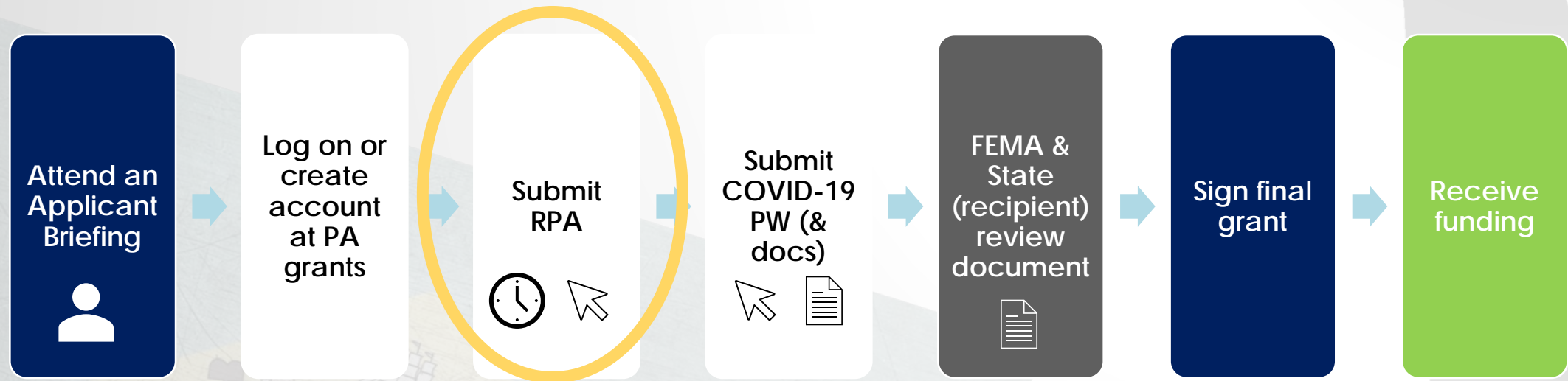


Figure 2. PA Program Implementation Process



# COVID-19 PA PROCESS FLOW



Applicant presence required



Regulatory deadline



Approve materials outline



Documentation Required

**Note:** FEMA's Grants Portal system is **best supported by the Mozilla Firefox web browser**



# DELAWARE MAJOR DISASTER DECLARATION

## *Public Assistance: Category B only, Statewide*

- COVID-19 Specific Programs:
  - FP 104-010-03 COVID-19 Pandemic Purchase and Distribution of Food Eligible for Public Assistance (PA)
  - Non-congregate sheltering at the direction of and documented through an official order signed by a state, local, tribal, or territorial public health official
  - Title 32 – National Guard
  - Coronavirus Facts Sheets and Guidance:
    - <https://www.fema.gov/coronavirus/fact-sheets>

## *Individual Assistance:*

- Crisis Counseling Program approved
- Other programs are under review



# ELIGIBILITY CONSIDERATIONS

Through the PA Program, applicants are reimbursed for ***necessary*** and ***reasonable*** costs incurred for ***eligible*** work directly related to an emergency situation.

There are **four levels** of eligibility under the Public Assistance Grant Program.

Immediate Threat – Emergency Protective Measures

An applicant **must meet all the eligibility criteria** to receive federal funding.





# APPLICANT ELIGIBILITY

State governmental agencies,  
including school districts

County governments and local  
municipalities

Certain private non-profits (PNPs) that  
provide critical or essential services

Tribal governments (Delaware has none that  
are federally recognized)





# INELIGIBLE APPLICANTS

For-Profits/ businesses, please go to the Small Business Administration (SBA) for assistance

<https://www.sba.gov/page/coronavirus-covid-19-small-business-guidance-loan-resources>

Citizens/individuals, please work through your local or state government for assistance; additional resources may be available through the CARES Act

COST

WORK

FACILITY

**APPLICANT**



# ELIGIBLE PNPs AS APPLICANTS

Letter from the IRS certifying the applicant is tax exempt under Section 501 (c) (d), or (e) of the Internal Revenue Code OR

State certification that the organization is a non-revenue producing non-profit entity doing business under state law

PNPs must provide a copy of their by-laws and charter

Must generally be open to the public

Must have a Dun & Bradstreet (DUNS) number

COST

WORK

FACILITY

**APPLICANT**



# ELIGIBLE FACILITIES

Must be the responsibility of an eligible applicant

Must be located in the declared disaster area

Not the responsibility of another federal agency

In active use at the time of the disaster

Must be the **owned and operated** (legal responsibility) by an eligible PNP applicant and must provide critical or essential services {per 44 CFR § 206.223 (b)}





# EXAMPLES OF ELIGIBLE PNPs: CRITICAL

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Power

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Water

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Sewer and Wastewater

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Communications

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Education

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Emergency Medical Care

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Fire Protection/Emergency Services

COST

WORK

**FACILITY**

APPLICANT



# EXAMPLES OF ELIGIBLE PNPS NON-CRITICAL

Educational Enrichment activities  
(not vocational or academic)

Assisted Living

Custodial Care (non-medical)

Services and Activities intended to serve a specific  
group of individuals, provided otherwise available to  
public on non-discriminatory basis

Social Activities to pursue items of  
mutual interested

Child Care

Museums

Performing Arts Centers

Zoos

Community Centers

Libraries

Homeless Shelters

Rehabilitation Centers

Senior Citizen Centers

Houses of Worship

Public Broadcasting (monitors, receives &  
distributes EAS)

Residential services for battered spouses, or  
individuals' w/ disabilities

Others

COST

WORK

**FACILITY**

APPLICANT



# ELIGIBLE WORK

Important  
Message

Must be **required** as a result of the COVID-19

Work must be **performed within Delaware, all jurisdictions**

Must be the **legal responsibility** of the eligible applicant. FEMA will not fund any projects if another entity or other federal agency has jurisdiction

COST

WORK

FACILITY

APPLICANT



# 3 TYPES OF ELIGIBLE WORK

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~~1. Debris Removal (Category A)~~

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**2. Emergency Protective Measures (Category B)**

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~~3. Permanent Restoration (Categories C-G)~~

COST

**WORK**

FACILITY

APPLICANT



# EMERGENCY WORK

Important  
Message

## Category B: Emergency Protective Measures

- Save lives
- Protect public health & safety
- **Eliminate or lessen immediate threats to lives, public health, or safety**

COST

**WORK**

FACILITY

APPLICANT



# COVID-19 EMERGENCY WORK (1 OF 4)



Management, control & reduction of immediate threats to public health & safety:

- Emergency Operation Center costs
- Training specific to the declared event
- Disinfection of eligible public facilities (beyond regular services)
- Technical assistance to state or local governments on emergency management and control of immediate threats to public health and safety



# COVID-19 EMERGENCY WORK (2 OF 4)

COST

**WORK**

FACILITY

APPLICANT

## Emergency medical care:

- Non-deferrable medical treatment of infected persons in a shelter or temporary medical facility
- Related medical facility services and supplies
- Temporary medical facilities and/or enhanced medical/hospital capacity (for treatment when existing facilities are reasonably forecasted to become overloaded in the near term and cannot accommodate the patient load or to quarantine potentially infected persons)
- Use of specialized medical equipment
- Medical waste disposal
- Emergency medical transport



# COVID-19 EMERGENCY WORK (3 OF 4)

COST

**WORK**

FACILITY

APPLICANT

## Medical sheltering (e.g. when existing facilities are reasonably forecasted to become overloaded in the near future and cannot accommodate needs)

- All sheltering must be conducted in accordance with standards and/or guidance approved by HHS/CDC and must be implemented in a manner that incorporates social distancing measures
- Non-congregate medical sheltering has been **approved** by FEMA and is limited to that which is reasonable and necessary to address the public health needs of the event, is pursuant to the direction of appropriate public health officials and does not extend beyond the duration of the Public Health Emergency
  - Non-congregate medical sheltering (NCS) requests should be sent from an Applicant through the State EM to FEMA R3
  - FEMA Regional Administrator has been delegated the authority to approve for the first 30 days of the sheltering operation



# NON-CONGREGATE SHELTERING

- ## Non-Congregate Sheltering in Delaware

Important Message

The Delaware Emergency Management Agency is recommending use of the Non-Congregate Sheltering Intake Form to report and track community members who are homeless, first responders, and community members living in congregate settings with individuals recognized as high-risk, that do not require hospitalization but are required to isolate or quarantine that are provided alternate housing.

Agency Information			
Requesting Agency:			
Address:			
Shelter Manager/Agency Point of Contact:		Phone Number:	
Email:		Date Received:	
Screening			
Population served:			
Individual Reference Number (no PII):			
Brief Description or Justification:			
Reason for Isolation/Quarantine			
Persons needing social distancing as a precautionary measure, as determined by Public Health officials, particularly for high-risk groups such as people over 65 or with certain underlying health conditions (respiratory, compromised immunities, chronic disease):	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	N/A: <input type="checkbox"/>
Persons exposed to COVID-19 who do not require hospitalization but whom warrant quarantine:	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	N/A: <input type="checkbox"/>
Persons that have tested positive for COVID-19 who do not require hospitalization but need isolation (including those exiting from hospitals):	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	N/A: <input type="checkbox"/>
Other:			
Public Health Review			
Date Tested:			N/A: <input type="checkbox"/>
Date Reported to Office of Epidemiology:			N/A: <input type="checkbox"/>

Approval is limited to emergency, non-congregate sheltering costs that are reasonable and necessary to address the public health needs resulting from FEMA-3449-EM-DE. Approval is limited to costs associated with sheltering individuals through April 30, 2020, unless the public health needs should sooner terminate. DEMA must obtain FEMA's approval for any time extensions, which should include a detailed justification for the continuing need for emergency non-congregate sheltering. FEMA will not reimburse for the sheltering of asymptomatic individuals that are not among the foregoing categories but whose living situation makes them unable to adhere to social distancing guidance.

DEMA must follow FEMA's Procurement Under Grants Conducted Under Exigent or Emergency Circumstances guidance and include a termination for convenience clause in its contracts for sheltering and related services, such as food, security services, and care for those with disabilities or access and functional needs. FEMA will not approve PA funding that duplicates funding by another federal agency, including the U.S. Department of Health and Human Services or Centers for Disease Control and Prevention. DEMA must comply with, and enable FEMA to comply with, applicable environmental and historic preservation laws, regulations, and executive orders or funding may be jeopardized.

DEMA will need to maintain tracking mechanisms to provide sufficient data and documentation to establish the eligibility of costs for which it is requesting PA funding (including the need for non-congregate sheltering of each individual, length of stay, and costs). DEMA should track populations of homeless, health care workers and first responders separately as future appropriations may duplicate funding by another federal agency. As with any activity, lack of sufficient supporting documentation may result in FEMA determining that some or all of the costs are ineligible.

Specific to homeless populations, FEMA approves non-congregate sheltering for individuals that meet one or more of the following criteria:

- Test positive for COVID-19 who do not require hospitalization but need isolation (including those exiting from hospitals).
- Have been exposed to COVID-19 who do not require hospitalization but whom warrant quarantine.
- Persons needing social distancing as a precautionary measure, as determined by public health officials, particularly for high-risk groups such as people over 65 or with certain underlying health conditions (respiratory, compromised immunities, chronic disease).

For first responders and health care workers, FEMA approves non-congregate sheltering for individuals who are at reasonable risk, as determined by public health officials, of exposure to COVID-19 and cannot return to their usual residence due to risk of infecting other household members.



# COVID-19 EMERGENCY WORK (4 OF 4)

COST

**WORK**

FACILITY

APPLICANT

Household pet sheltering and containment actions related to household pets in accordance with CDC guidelines

Purchase and distribution of food, water, ice, medicine, and other consumable supplies, to include personal protective equipment and hazardous material suits

Movement of supplies and persons

Security and law enforcement

Communications of general health and safety information to the public

Search and rescue to locate and recover members of the population requiring assistance

Reimbursement for state, tribe, territory and/or local government force account overtime costs

Important  
Message

Public Assistance Disaster Specific Guidance – COVID-19



# ELIGIBLE WORK: PNP APPLICANTS

COST

**WORK**

FACILITY

APPLICANT

Some PNPs may be eligible for FEMA assistance under COVID-19 declarations if they are **legally responsible for performing emergency protective services**

PNPs that own or operate an eligible facility and perform eligible work, such as providing emergency, medical or custodial care services for which they are legally responsible in response to the COVID-19 incident, may be eligible for reimbursement of costs as a Public Assistance applicant

For more information, review the [PNP COVID-19 Fact Sheet](#)

*"Measures to protect life, public health, and safety are generally the responsibility of state, local, tribal, and territorial governments. In some cases, a government entity may be legally responsible to provide services and enter into an agreement with a PNP to provide those services (e.g., sheltering or food distribution). In these cases, Public Assistance funding is provided to the legally responsible government entity, which then pays the PNP for the cost of providing those services under the agreement."*



# ELIGIBLE COSTS

Incurred by an eligible applicant

Directly tied to the **performance of eligible work**, Labor Costs and Fringe Benefits

**Necessary and reasonable** to accomplish eligible work

**Important Message**  
**Properly documented** consistent with applicant's policies (insurance, personnel, etc.) and as detailed in a Mutual Aid Agreement or Memorandum of Understanding (MOU)

**Compliant** with all Federal, State, Local Regulations

Consistent with the Applicant's **internal policies**, regulations, and procedures





**COST**

WORK

FACILITY

APPLICANT

# PROJECT MINIMUM THRESHOLD

## FY 20 Small Projects:

- Minimum threshold: **\$3,300**
- Maximum threshold: **\$131,100**
- Small projects are paid based on **estimates**

Important  
Message

## FY 20 Large Projects:

- Minimum threshold: **\$131,100 and greater**
- Large projects are paid based on **actual costs**

Can **not** combine work among several sites or projects onto one PW for the sole purpose of reaching the minimum threshold



# INELIGIBLE COSTS

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Private nonprofit recreational facilities

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Loss of Revenue/Loss of Donations

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Increased Operating Costs\*

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Cannot be duplicated by multiple funding sources

**COST**

WORK

FACILITY

APPLICANT



# INELIGIBLE COSTS: DUPLICATION OF BENEFITS

FEMA is prohibited from duplicating benefits from other sources and will reduce eligible costs accordingly.

Important  
Message

FEMA **will not fund any activities or services covered by another Federal agency** such as the Department of Health and Human Services (HHS).

HHS' Centers for Disease Control and Prevention (CDC) has **primary authority to support States** or Tribal Governments in response to an infectious disease incident.

FEMA assistance in response to an infectious disease incident is coordinated with the CDC.

**COST**

WORK

FACILITY

APPLICANT



# COVID-19 FUNDING & DUPLICATION OF BENEFITS

**COST**

WORK

FACILITY

APPLICANT

FEMA PA is a reimbursement program based on actual, documented costs

FEMA cannot duplicate funding from any other source

- Including Insurance, other grant programs, or Other Federal Agencies
- Must reduce projects by anticipated or received Insurance proceeds
- For COVID-19: Other Federal Agencies include-
  - HHS (Health & Human Services) which is funded at 100% federal cost share
  - CDC (Center for Disease Control) which is funded at 100% federal cost share

While some activities may be listed as eligible for funding through multiple programs

- Final reimbursement determinations will be coordinated by HHS, CDC, and FEMA
- FEMA can not duplicate any assistance provided by HHS/CDC



# INSURANCE COVERAGE

Some insurance policies and parametric policies may provide coverage under civil authority actions.

Generally the emergency procurement of supplies nor the establishment of temporary medical facilities is insured loss.

**If claiming clean-up or disinfecting of an insured location** then an applicant must submit a copy of their commercial property insurance policy.

There are no Obtain and Maintain (O&M) insurance requirements associated with emergency work.

**COST**

WORK

FACILITY

APPLICANT



Important  
Message

COST

WORK

FACILITY

APPLICANT

# DONATED RESOURCES

Applicants can use Donated Resources to **offset the non-Federal share of eligible work costs**. The Applicant is responsible for tracking all donated resources in order to offset their non-federal cost share.

For more information view [FEMA's Donated Resources Policy](#).

Donated  
Resources  
include:

Volunteer Labor (rate = \$25.38 per hour)

Donated Equipment

Donated Supplies and Materials

Logistical Support



# COST DOCUMENTATION

## DOCUMENT, DOCUMENT, DOCUMENT

COST

WORK

FACILITY

APPLICANT

Important  
Message

### Applicants are Responsible:

- Establishing policies: insurance, personnel, procurement
- Any COVID-19 proclamations or orders
- **Provide documentation** to demonstrate that claimed costs are reasonable. FEMA determines reasonable cost by evaluating whether the cost is recognized as necessary for type of work.
- Keep track of **ALL** invoices, estimates, or bids and **upload** to Grants Portal

Force Account labor, equipment, and material quantities and rates/costs:  
2019 FEMA equipment rates: <https://www.fema.gov/media-library/assets/documents/136901>



# MANAGEMENT COSTS

FEMA provides contributions for management costs based on actual costs incurred up to:

7 percent of the total award amount for the Recipient, excluding Subrecipient management costs.

5 percent of the total award amount for each Subrecipient as follows:

- 5% cap calculated based on final actual eligible project costs, including Federal and non-Federal cost shares, after insurance and any other reductions.
- Receive reimbursement for actual reasonable costs not-to-exceed (NTE) the 5% calculation. Cannot retain excess funds.
- Management costs related to small projects are funded based on actual costs.
- Management costs are funded at 100 percent Federal cost share.
- Includes both direct and indirect costs.
- Obligated on one Category Z PW.

Additional information is available via FEMA's interim policy, [FEMA Recovery Policy FP 104-11-2, Public Assistance Management Costs](#) and [FEMA's Public Assistance Management Costs Standard Operating Procedures](#)

Back-up documentation is necessary to receive the funds.



COST

WORK

FACILITY

APPLICANT

# COVID-19 PROCUREMENT

FEMA approval is not required prior to procurement solicitation

Complying with procurement standards and contract requirements are a conditions for receiving PA funding

- Failure to adhere to these standards could jeopardize funding

Local, county, and PNPs are considered *non-state entities*

- Must adhere to local, state, and federal procurement standards (whichever is most restrictive)

State governments and agencies are considered *state entities*

- Must adhere to state and federal procurement standards (whichever is most restrictive)

Additional Procurement Information: <https://www.fema.gov/procurement-disaster-assistance-team>

Important  
Message



# PROCUREMENT UNDER EXIGENCY OR EMERGENCY CIRCUMSTANCES

**COST**

WORK

FACILITY

APPLICANT

Many Applicants will need to procure supplies, labor, or equipment through contracts

For COVID-19 declarations, Federal OMB has implemented administrative relief for Applicants under COVID-19 citing exigent and emergency circumstances



# COVID-19 EMERGENT & EXIGENT CIRCUMSTANCES

COST

WORK

FACILITY

APPLICANT

In certain circumstances, federal regulations allow for noncompetitive procurement

- Including when a state or non-state entity determines that immediate actions required to address the public exigency or emergency cannot be delayed by a competitive solicitation.

FEMA approval is not required for use of noncompetitive procurements under the emergency or exigency exception, however:

- The state or non-state entity must document its justification for using noncompetitive procurements
- Must still comply with other procurement requirements
- Must ensure that costs are reasonable & necessary

Emergency- threat to life, public health or safety, or improved property requiring immediate action to alleviate the threat.

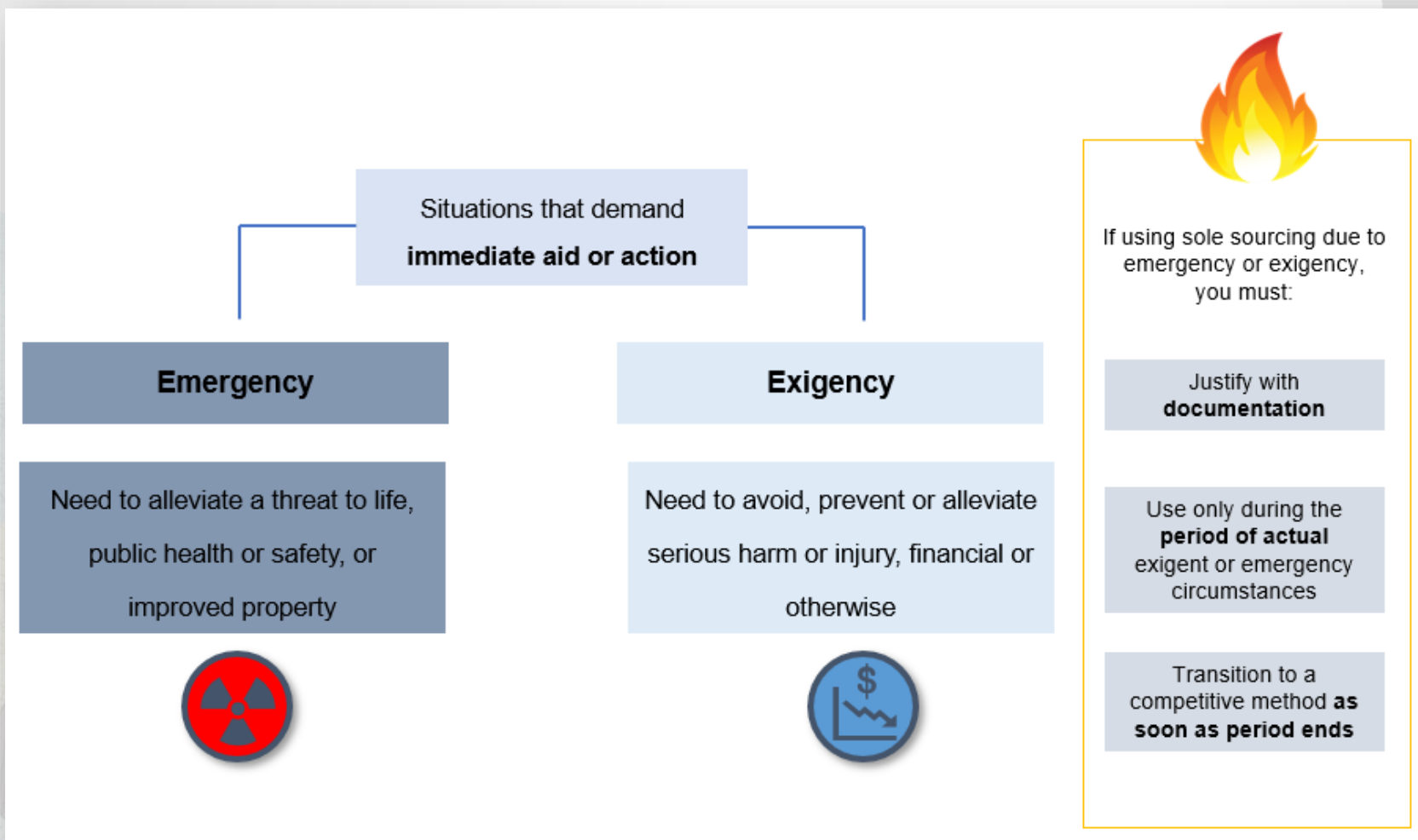
- Circumstances are generally short-lived

Exigency- need to avoid, prevent, or alleviate serious harm or injury for which urgent action is required and may not be supported by the use of competitive procurement proposals

- Circumstances can exist for a period of weeks or months



# SOLE-SOURCE PROCUREMENT UNDER E&E





# SOLE-SOURCING UNDER E&E FOR COVID-19

**The exception is applicable to contracts entered into or used on or after January 27, 2020**



Jan. 27,  
2020

March 13

March 17

For the duration of the current federal Public Health Emergency, the ongoing COVID-19 pandemic qualifies as an E&E circumstance:

- Non-state entities may sole-source under that exception
- State entities have to follow their own state procurement rules



FEMA Fact Sheet: Procurement Under Grants Conducted Under Exigent or Emergency Circumstances



# PROCUREMENT UNDER E&E FOR COVID-19: NON-STATE ENTITIES

If sole-sourcing under the E&E exception, **non-state entities** MUST:

- Use only during the period of actual Public Health Emergency (HHS)
- Document and provide justification for the use of the exception (list of suggested elements for justification provided)
- Conduct a cost or price analysis if applicable
- Follow bonding requirements if applicable

If sole-sourcing under the E&E exception, **non-state entities** MUST:

- Include required contract clauses
- Follow T&M contract requirements if applicable
- NOT enter into CPPC contracts. They are prohibited!
- Award contract to a responsible contractor
- Follow documentation, oversight, conflict of interest requirements



# PROCUREMENT UNDER E&E FOR COVID-19: STATE ENTITIES

Considerations for State Entities regardless of E&E circumstances:

- Follow State procurement policies and procedures
- Follow procurement of recovered materials requirements
- Include required contract clauses
- While the rules do not prohibit the use of T&M or CPPC contracts, FEMA discourages states from using them due to likelihood of unreasonable costs



# USE OF PRE-EXISTING CONTRACTS DURING E&E

FEMA recommends that non-state entities:

- Review the requirements applicable during E&E and take actions to modify pre-awarded or pre-existing contracts where applicable
- Justify the use of a sole-sourced contract with suggested documentation





# CONTRACT CONSIDERATIONS



Under emergency or exigency circumstances, non-State applicants (local or tribal governments or private non-profits), must comply with the following requirements:

1. Your contract must include the required contract clauses (2 CFR 200.326 & Appendix II);
2. Your contract must include the Federal bonding requirements, if the contract is for construction or facility improvement (2 CFR 200.325);
3. You must award to a responsible contractor (2CFR 200.318(h));
4. You must complete a cost or price analysis to determine that the cost or price of the contract is fair and reasonable; (2 CFR 200.323(a) and (b))
5. You may not use cost-plus-percentage-of-cost contracting (2 CFR 200.323(c)).

More information: [Contract Provisions Template](#)



# YOU'RE ELIGIBLE, NOW REQUEST FOR PUBLIC ASSISTANCE

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## Fill out and submit the RPA through Grants Portal

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Due to the evolving COVID-19 situation, there is not a deadline to apply\*. However we strongly encourage everyone to submit their RPA in anticipation for a deadline. Failure to abide by this timetable may preclude you from any federal funding under the PA program.



# REQUEST FOR PUBLIC ASSISTANCE



## 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



# GRANTS PORTAL

Grantee.fema.gov

- Applicant-specific accounts
- Individual user log-ins
- Creates transparency across all levels of government

Applicants will use it to:

- Submit RPA (and PNP documentation as applicable)
- Submit Damage Inventory (current deadline is 60 days from current end of Public Health emergency, therefore 9/24/20)
- Submit supporting documentation
- Monitor & Manage projects

Browsers:

- Only fully functional browser is Mozilla Firefox
- Do not use Internet Explorer to access site

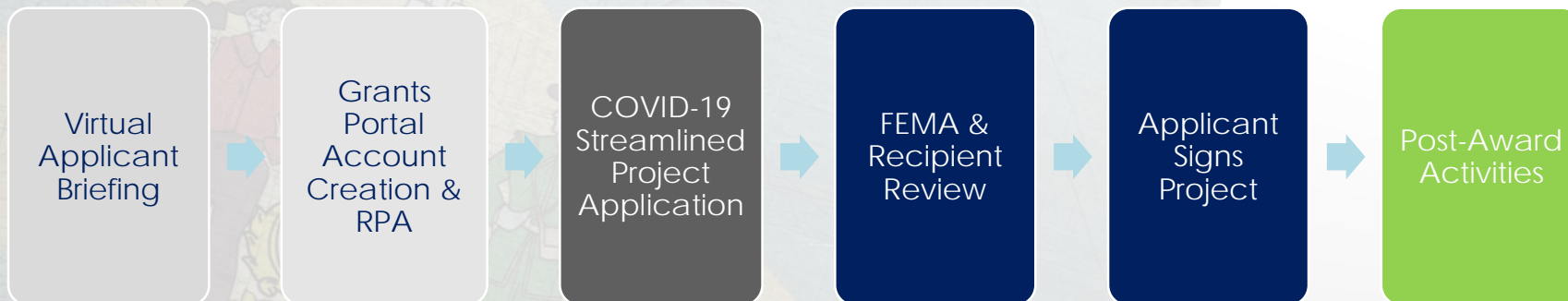


# COVID-19- PA PROCESS SIMPLIFIED APPLICATION

Important  
Message

For COVID-19 declarations, FEMA has streamlined the PA application process, including:

- Enabling the Applicant to apply directly to FEMA without relying on FEMA or Recipient staff.
- Providing a COVID-19 Streamlined Project Application.
- Reducing documentation requirements for projects under \$131,100.





# COVID-19- PA PROCESS SIMPLIFIED APPLICATION

## Grants Portal Account Creation and Requests for Public Assistance

- Applicants can create accounts directly in Grants Portal or work through their Recipient to gain access. FEMA and the Recipient review for Applicant eligibility.

## Project Application

- Applicants completes and submits its project application(s) in Grants Portal. The project application includes detailed information about activities for which an Applicant is requesting funding for, along with supporting documentation needed.
- Once the project application is submitted, FEMA and the Recipient will review and validate to ensure completeness, eligibility, and compliance.

## Applicant Signs Project

- Applicant reviews all terms and conditions that FEMA, or the Recipient include in the project application and signs in agreement to the funding terms, including requirements for reporting on project work progress and completion.

## Post-Award Activities

- Applicant provides additional documentation as its response efforts unfold and work is completed to document actual costs and expenditures of Public Assistance funds. Upon completion of work, the Applicant coordinates with the Recipient to formally close projects.



# COVID-19 DIRECT APPLICATION

For COVID-19 Declarations, Applicants will have the ability to apply for assistance directly through FEMA's Grants Portal without requiring traditional Exploratory Calls or Recovery Scoping Meetings.

FEMA's Quick Guides and How-To Videos provide step-by-step instructions and can be found in the Grants Portal  
<https://grantee.fema.gov> or [FEMA PA Grants Portal YouTube™ Channel](#)

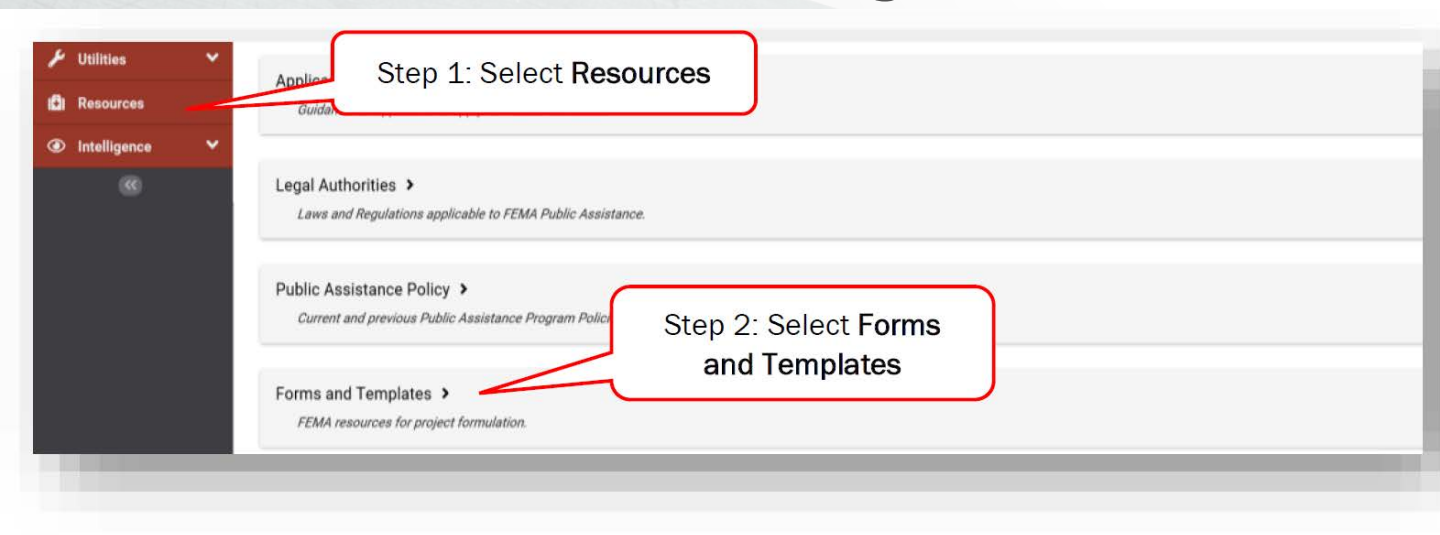
For technical assistance with Grants Portal, Applicants can call the **Grants Portal Hotline at 1-866-337-8448.**



# COMPLETING & SUBMITTING THE PROJECT APPLICATION IN GRANTS PORTAL (105)

The Applicant will complete the following steps to develop the application:

- Download the application from Grants Portal by navigating to “Resources” and selecting “Forms and Templates”:





# PROJECT APPLICATION, CONTINUED (2 OF 5)

- Use the instructions in the project application document to complete the appropriate sections.
- Once complete, submit the application by selecting “Submit Project Application” in the Applicant Event Profile.

**Grants Portal**

**Applicant Event Profile**

City of 23members (Zakary)

[Submit a project application](#)

**General Information**

FEMA PA CODE	
NAME	
TYPE	
SECTOR	
STATUS	Eligible
RPA DECISION DATE	04/09/2020 02:10 PM AST
PROCESS STEP	Pending Grant Completion

**Event Information**

JOB #	44800R
EVENT NAME	44800R-NY
EVENT TYPE	Disaster
INCIDENT TYPE	Biological
INCIDENT LEVEL	3
INCIDENT START DATE	January 20, 2020



# PROJECT APPLICATION, CONTINUED (3 OF 5)

- Before uploading, the Applicant responds to the following required questions:
  - Project Application Title
  - Applicant-Assigned Project Application Number
  - What is the total Net Cost Claimed for this Group of Activities?
  - Is the Work on this Project Completed?
- After responding to all questions, upload the completed application



# PROJECT APPLICATION, CONTINUED (4 OF 5)

Add all supporting documentation by selecting the “Upload Documentation” button

The screenshot shows a web application interface for project management. On the left is a dark sidebar with a menu containing 'Work Orders', 'My Tasks', 'Calendar', 'Utilities', 'Resources', and 'Intelligence'. The main content area has a header with a dropdown menu labeled 'IS THE WORK ON THIS PROJECT COMPLETED?' and a 'Select...' button. Below this is a section titled 'PLEASE UPLOAD YOUR COMPLETED PROJECT APPLICATION' with an 'Upload' button. The main section is titled 'Supporting Documentation' and contains a message: 'No supporting documentation has been added.' To the right of this message is a green button labeled 'UPLOAD DOCUMENT'. A red callout box with the text 'Select Upload Supporting Documentation' points to this button.



# PROJECT APPLICATION, CONTINUED (5 OF 5)

When all questions are answered and the project application along with supporting documentation has been uploaded, click "**Submit Application**".

- A system notification will confirm submission, and the project status in Grants Portal will be updated to "Pending CRC Development".

When the application enters "**Pending CRC Development**" status, the application has been routed to FEMA specialists who will:

- Scope, cost, validate and review the information in the project application for compliance with all state/local and Federal laws and regulations.



# COVID-19 PROJECT APPLICANT

The Project Application has four sections and six supplemental schedules. All Applicants must complete sections I through IV and one or more of the following schedules:

- Schedule A, B, C, or EZ depending on the cost and activity status.
- Schedule D when claiming costs equal to or greater than \$131,100 for certain activities.
- Schedule F when claiming costs for activities that may have environmental and historic preservation concerns.



# COVID-19 PROJECT APPLICANT

Table 1 illustrates the circumstances under which each schedule should be completed.

Cost	Funding Request Type	Work Status	Cost Basis	Schedules Required					
				A	B	C	D	EZ	F*
Less than \$131,100	Small	Any	Any					X	X
Equal to or greater than \$131,100	Large Expedited	Any	Applicant-Provided Information	X					X
	Large Regular	Complete	Actual Costs		X		X		X
		In-progress	Actual Costs & Applicant-Provided Information			X	X		X
		Not started	Applicant-Provided Information			X	X		X

\*Schedule F may be required based on specific activities.



# ENVIRONMENTAL & HISTORIC PRESERVATION (EHP) CONSIDERATIONS

All FEMA projects must comply with applicable Federal, state, and local environmental and historic preservation (EHP) laws

## EHP Fact Sheet for COVID-19

- EHP Considerations and Information Requirements for COVID-19
- EHP Best Practices for **Temporary Facilities**
- **Best Practices for Disposal of Medical Waste**
- **Best Practices for Decontamination Activities**



# QUARTERLY REPORTS, CLOSEOUT, APPEALS, AND AUDITS

## Quarterly Progress Reports

- A tool for FEMA and the Recipient to track the progress of open Large Projects on a quarterly basis

## Project Reconciliation and Closeout

- The purpose of closeout is for the Applicant to certify that all work has been completed

## Appeals

- Applicants may appeal any FEMA determination related to an application for, or the provision of, assistance under the PA Program.

## Audits

- Recipients and Subrecipients are subject to Federal and non-Federal audits.



# APPEALS

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Process for applicants to request reconsideration of decisions handed down by FEMA (60 days from receipt of initial decision)

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Applicant will submit initial request to DEMA, who will then forward the request along with a recommendation to the FEMA Regional Administrator

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Second level of appeal is available if needed by the Applicant.



# AUDIT REQUIREMENTS

Recipients of PA funds are required to comply with all provisions under 2 Code of Federal Regulations (CFR) 200. Non-federal entities that expend \$750,000 or more in a year in federal awards are required to have a single or program specific audit conducted for that year, to be completed within 9 months of the end of the Subrecipient's fiscal year.

The subrecipient will have 6 months upon completion of the audit to submit to the DEMA Public Assistance Officer any findings or corrective actions that must be undertaken. Failure to comply with this requirement may result in the loss of any future Public Assistance funding.

The subrecipient is responsible for all fees associated with the audit.

All documentation/records must be kept for three years beyond the date of the Recipient's Final Status Report (FSR).

- If an FSR is not required, records must be maintained for three years beyond the date of the final certification of completion of the Subrecipient's last project



# DOCUMENTATION

## If you are claiming force account labor:

- Maintain and turn in actual time sheets for each worker:
- What hours they worked
- Dates they worked
- Where they worked and on what specific project, including specific equipment utilized
- Specific equipment that was utilized on a specific site, and the hours it was used
- Hourly, overtime, and fringe benefit rate sheet

## Copies of the contracts utilized (if any)

## Copies of all purchase orders and invoices, with specific details indicating what project worksheet the orders are tied to

## Copies of all relevant insurance policies



# DOCUMENTATION AND RECORD KEEPING

**Stafford Act Section 705 - Imposes a three (3) year limit on FEMA's authority to recover payments made to State, Tribal, or local government Recipients and Subrecipients unless there is evidence of fraud.**

- The Applicant must maintain all original documentation supporting project costs claimed.
- The Recipient and the Applicant must keep all financial and program documentation for 3 years after the date of the Recipient's final Financial Status Report (FSR).
- Records are subject to audit by State auditors, FEMA, the U.S. Department of Homeland Security Office of Inspector General, and the U.S. Government Accountability Office.



# NEXT STEPS

Given all eligibility criteria has been met...



Continue providing response activities to save & protect lives

- Communicate unmet needs to your local, county, or State Emergency Management Agency



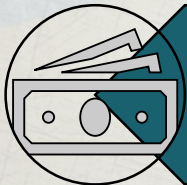
Continue documenting activities and incurred costs

- Including established policies and COVID-19 proclamations or orders
- Track work hours, equipment used, invoices, contracts, and any other records



Establish Your Grants Portal Account:

- Go to DEMA's website to
- If you have done this already, you should have received an email to log into Grants Portal



Submit your Request for Public Assistance (RPA)



Gather & submit documentation (including estimates) relating to COVID-19 eligible work



# REFERENCE LINKS



- FEMA Public Assistance Policy and Guides:
  - <https://www.fema.gov/public-assistance-policy-and-guidance>
- Coronavirus PA Fact Sheets and Guidance:
  - <https://www.fema.gov/coronavirus/fact-sheets>
- Other Helpful Resources:
  - [Connect to the DEMA Weekly Newsletter](#)
  - Technical and training support at FEMA's PA Grants Portal Hotline: (866) 337-8448
  - Grants Portal inbox: [FEMA-Recovery-PA-Grants@fema.dhs.gov](mailto:FEMA-Recovery-PA-Grants@fema.dhs.gov)
  - Resources within Grants Portal

VISIT US:

<https://dema.delaware.gov/recoveryAssistance/index.shtml>



# QUESTIONS?

If you have any questions after leaving, contact either:

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**Josh Kelly**

[Joshua.Kelly@Delaware.gov](mailto:Joshua.Kelly@Delaware.gov)

