



PUBLIC ASSISTANCE PROGRAM APPLICANT BRIEFING

FEMA – 4768 – DR – OR



Severe Winter Storms

Thank you for participating in the Public Assistance Briefing for the

FEMA-4768-DR-OR

OEM recommends that applicants reference the FEMA Public Assistance Program and Policy Guide to assist in eligibility determinations:

<https://www.fema.gov/assistance/public/policy-guidance-fact-sheets>

OEM also recommends review of the FEMA Grants Portal Video Series available at:

<https://www.fema.gov/assistance/public/apply>



FEMA – 4768 – DR – OR

Declaration: April 13, 2024

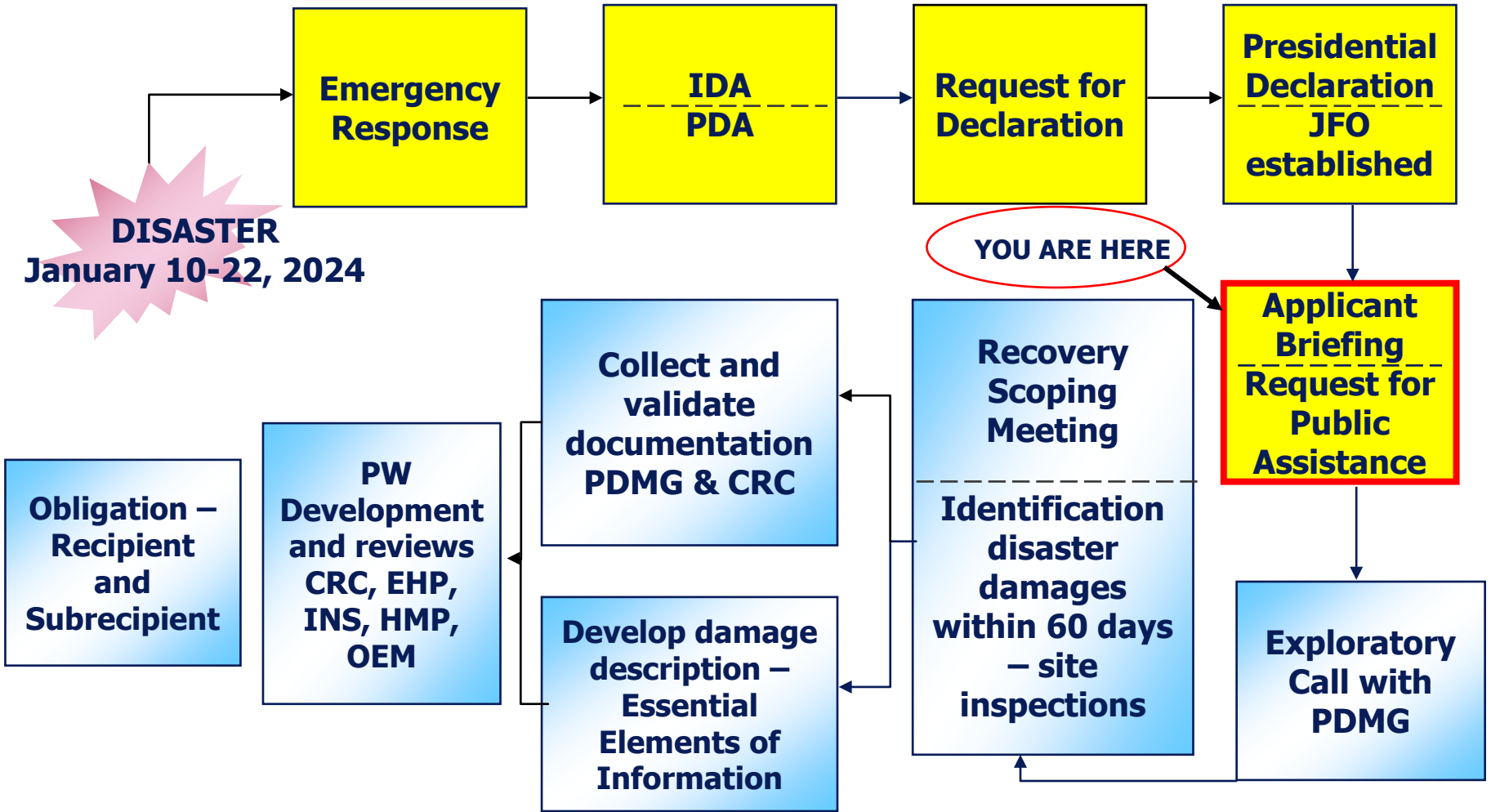
Incident: Severe Winter Storms, Straight-line Winds, Landslides, and Mudslides

Incident Period: January 10 – 22, 2024

Eligible Counties			
Public Assistance			
Benton Clackamas Coos Hood River	Lane Lincoln Linn Multnomah	Tillamook Sherman Wasco	Confederated Tribes of Siletz Indians
Cost Share			
Federal		Local/Sub-recipient	
75% of eligible damages		25% of eligible damages	



The Recovery Process





Roles and Responsibilities

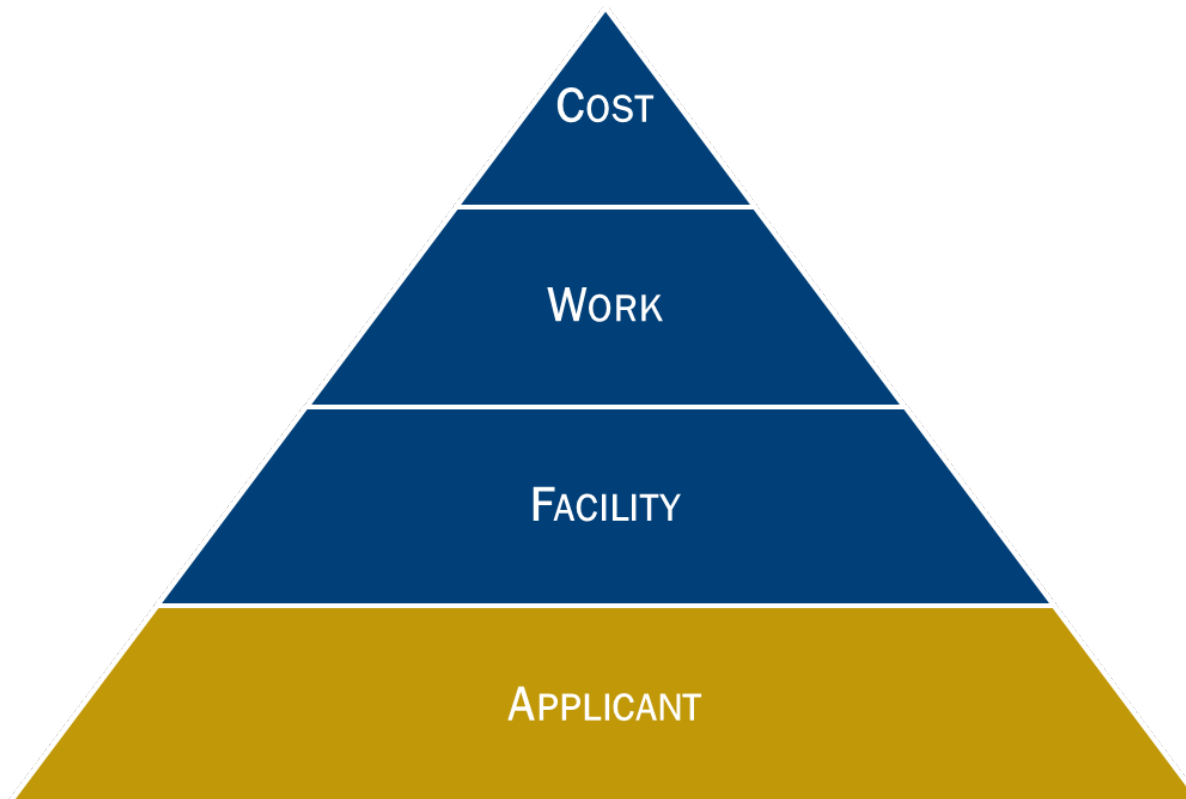
Applicant (subrecipient)	Recipient (ODEM)	FEMA
<ul style="list-style-type: none"> • Create/Maintains projects and documentation. • Creates/Maintains FEMA Grants Portal profile (GP) • Attends Applicant Briefing • Submits Request for Public Assistance (RPA) in GP. • Provides all supporting documentation to FEMA for project formulation. • Requests reimbursement for projects • Submit quarterlies (if applicable). • Notify ODEM of any scope changes. • Certify completion in accordance to scope and conditions of project. • Initiate Closeout. 	<ul style="list-style-type: none"> • Activate Organizational profiles in GP. • Conducts Applicant Briefing. • Review RPA and make eligibility recommendation. • Collect backup documentation not required during project formulation (i.e. proof of payments, invoices etc...). • Administers Grant Awards. • Monitors for grant management including reimbursements requests, reviewing scope of work changes, processing time extensions, and managing project closeout 	<ul style="list-style-type: none"> • Coordinate programmatic requirements and deadline with ODEM. • Approve RPAs • Assign FEMA Program Delivery Managers (PDMGs) to assist applicants in the PA process. • Perform project development in Grants Manager • Perform Site Inspections, Draft Site Inspection Reports (SIRs) • Determine RPA and Project eligibility. • Issue determination memos for ineligible work. • Send project award funding to the Recipient.



FEMA PUBLIC ASSISTANCE GRANT PROGRAM



Public Assistance Program Eligibility





Applicants Eligible for Public Assistance

- State government
- Counties
- Cities/Towns
- *Federally recognized Native American Tribes and Tribal Organizations*
- *Qualifying private non-profits (PNPs) organizations*
- Other State Political sub-divisions
- Special Districts





Private Non-Profit (PNP) Subrecipients/Applicants

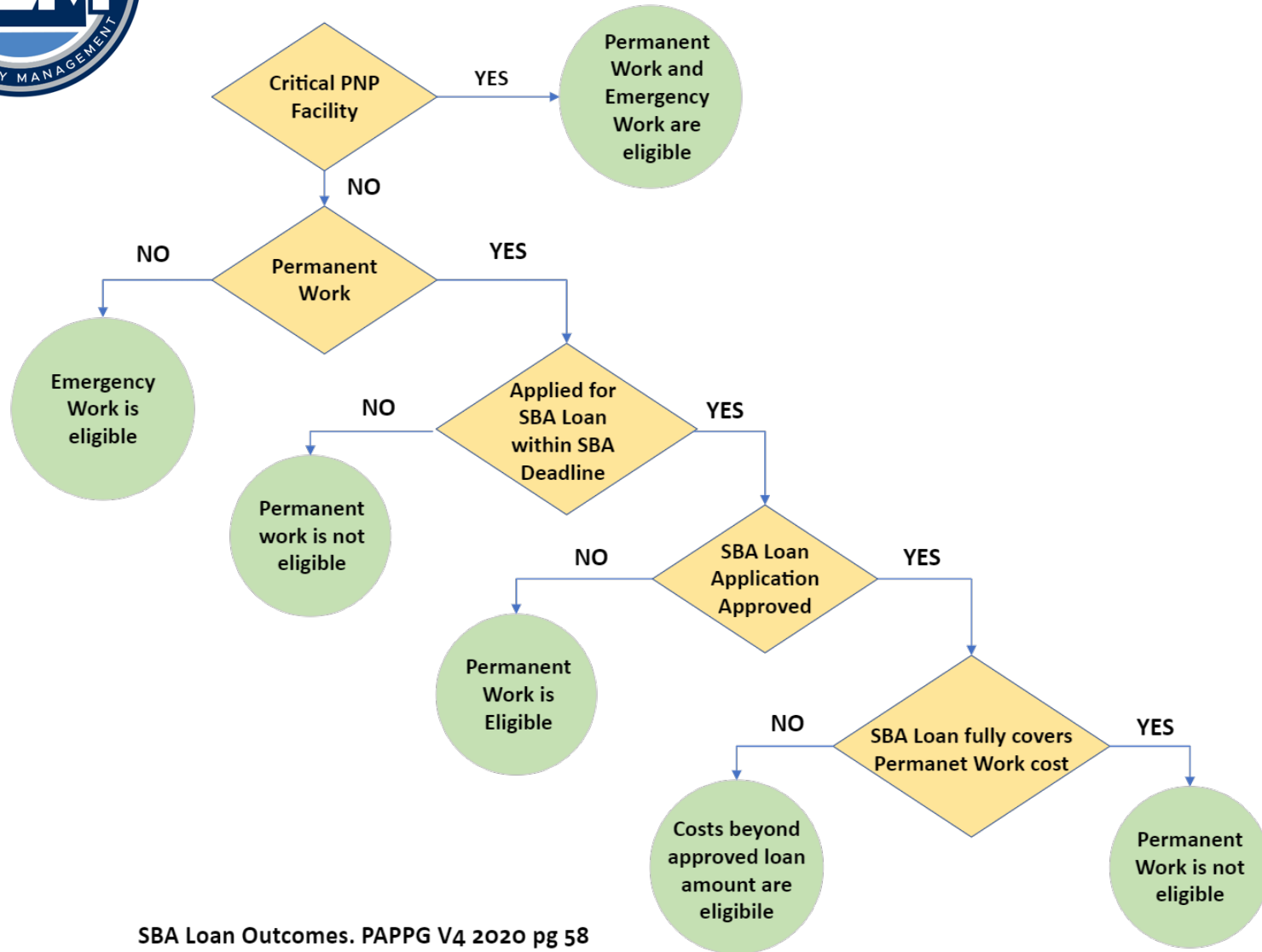
- Critical service providers
(i.e., power, water, educational, medical)

- Non-critical service providers
(i.e., museums, community centers, performing arts centers,
Houses of Worship, food banks)

- PNPs have specific application requirements (FEMA requires
additional information in addition to the RPA when applying
for Federal Assistance)



PNP Work Eligibility Chart: SBA Loan Outcomes





PNP Application Requirements

Emergency Work:

- All PNPs eligible for FEMA assistance must apply directly to FEMA through the State for emergency work activities.

Permanent Work:

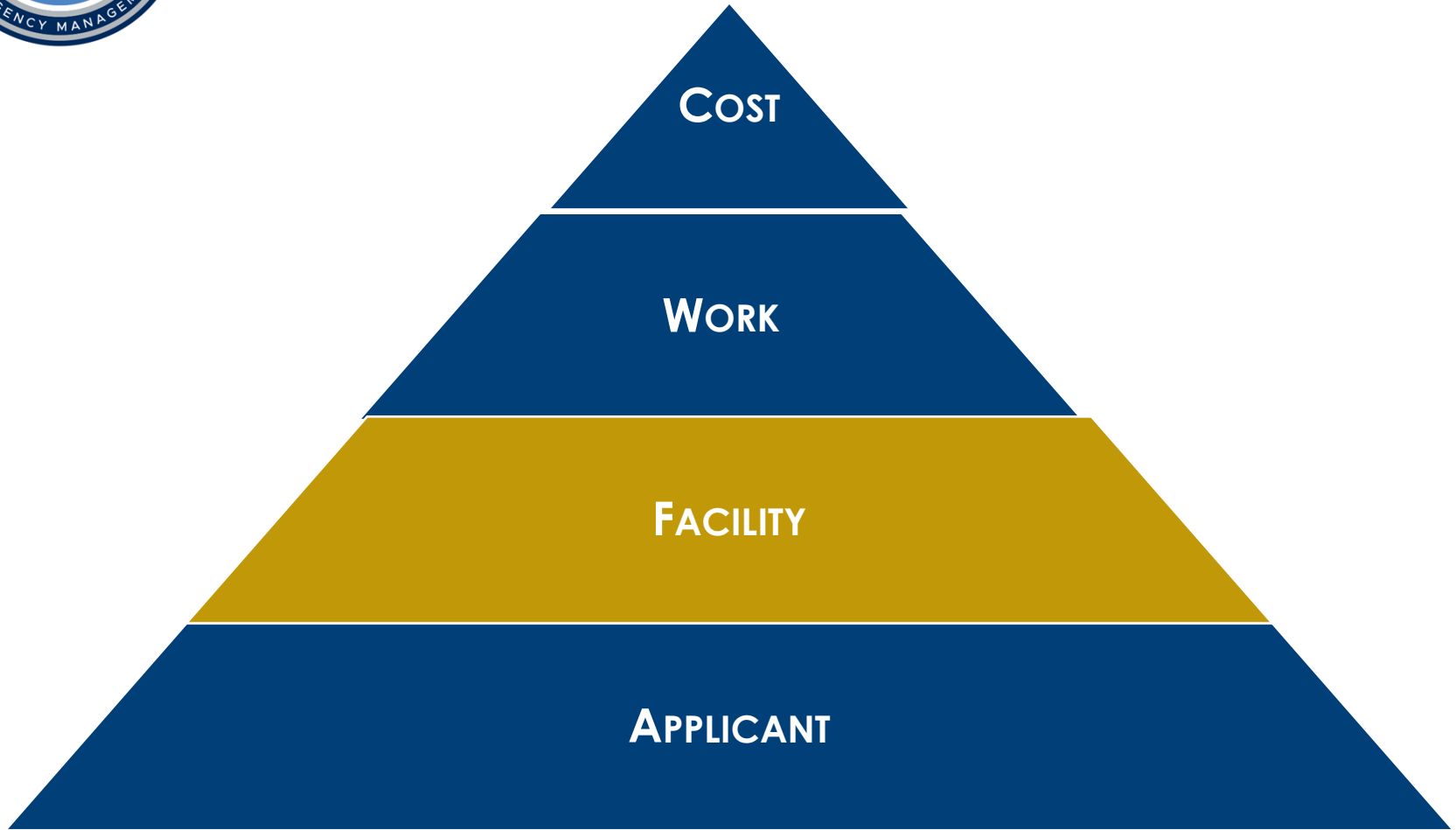
- Non-critical PNPs seeking FEMA assistance for permanent repairs must first apply to the U.S. Small Business Administration (SBA) for a loan for disaster repairs. Application for FEMA assistance should be made simultaneously.

Dependent on SBA Loan Application Outcomes:

- If a PNP is declined for an SBA loan, the PNP may be eligible for FEMA Public Assistance.
- If the maximum loan does not fully cover damage eligible under the Public Assistance program, the PNP may be eligible for FEMA Public Assistance.
 - If PNP is approved for an SBA loan that fully covers disaster damage, then assistance from FEMA is not available.



Eligibility Pyramid: Facility

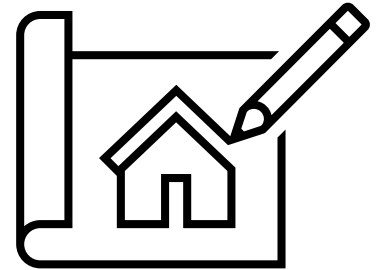




Eligibility of Facilities

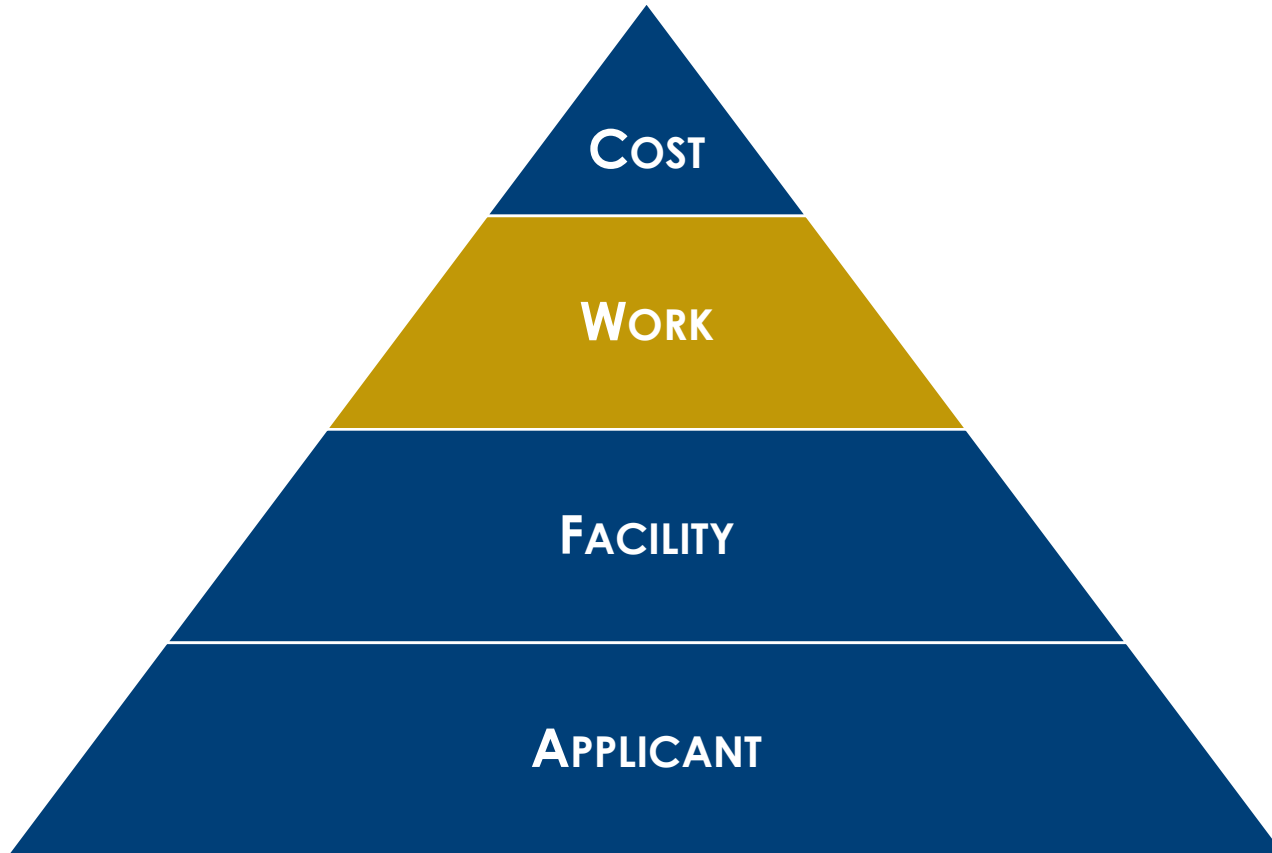
Can be buildings, systems, equipment, or maintained natural features that must be:

1. The legal responsibility of an eligible subrecipient/applicant,
2. Located in a designated disaster area,
3. Not under the authority of another federal agency, and
4. In active use at the time of disaster





Eligibility Pyramid: Work





Program Eligibility: Work

Work must meet ALL three eligibility criteria to be eligible for public assistance funding:

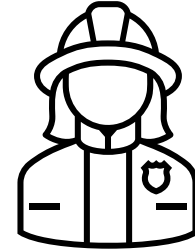
1. Direct result of event
2. Location: the work must be within the designated disaster area.
3. Legal Responsibility: the work must be the legal responsibility of an eligible applicant.
4. **AND** not the responsibility of another federal agency such as,
 - Corps of Engineers (Dams, waterways, Levees, etc.)
 - Federal Highway Admin
 - National Resource Conservation Services (Drainage basins, waterways...)



Public Assistance Work Categories

Emergency Work

- A. Debris Removal
- B. Emergency Protective Measures



Permanent Work

- C. Roads and Bridge Systems
- D. Water Control Facilities
- E. Public Buildings / Equipment
- F. Public Utilities
- G. Other (Parks, Recreation, etc.)





Types of Work (Emergency)

Emergency Work: Necessary to eliminate the immediate threat to lives, public health and safety and to protect improved property.

- A. Debris Removal – Include the clearance, removal, and disposal.
- B. Emergency Protective Measures – SAR, EOC, Temporary repairs and or protection of public property, temporary relocation of critical services





Category A – Debris Removal

For debris removal to be eligible, the work must be in the public interest, which is when removal is necessary to:

- Eliminate an immediate threat to lives, public health and safety.
- Eliminate immediate threats of significant damage to improved public or private property.
- Ensure the economic recovery of the affected community to the benefit of the community-at large.

Debris removal, includes the clearance, removal and disposal of debris. In all cases the costs associated with these activities must be reasonable.

On September 6, 2022, new FEMA debris guidance was released that eliminated the minimum size requirements for Hazardous Trees, Limbs and Stump removal.



Category A - Continued

Applicants need to document the following information to support debris removal claims:

- Estimated debris quantities by type
- Photographs of debris impacts if available;
- Disposal locations and permanent disposal sites
- Copies of permits for reduction and disposal sites
- Quantities of debris removed, reduced , disposed, and recycled (by type) with load tickets to support quantities (required if contracted)
- Documentation to substantiate legal responsibility
- The basis of the immediate threat determination
- Locations of debris
- Documentation to substantiate the debris was not pre-existing

Note: Private property debris removal has additional documentation requirements to determine program eligibility. Applicants are highly encouraged to review the FEMA Public Assistance Program and Policy Guide for details on program eligibility and documentation requirements – PAPPG page 99-109



Category A – Continued

Applicants need to document debris operations such as :

- ✓ Quantity and type of debris:
 - ✓ Hauled to a temporary staging site
 - ✓ Reduced, including reduction method (e.g., chipped, burned)
 - ✓ Hauled to a final disposal site
 - ✓ Recycled
- ✓ Pick-up locations
- ✓ Disposal locations (temporary staging, recycling, and final disposal)

- ✓ Owned (“Force Account”) equipment:
 - ✓ Type of equipment and attachments used
 - ✓ Year, make, model, size/capacity
 - ✓ Days and hours used
 - ✓ Operator name
- ✓ Contracted equipment
 - ✓ Certifications of truck size/capacity
- ✓ Labor:
 - ✓ Name
 - ✓ Days and hours worked
 - ✓ Work performed



Category B – Emergency Protective Measures

Emergency Protective Measures are conducted before, during, and after an incident if the measures:

- Eliminate or lessen immediate threats to lives, public health, or safety; or
- Eliminate or lessen immediate threat of significant additional damage to improved public or private property in a cost-effective manner
 - The threat of damage to improved private or public property or to lives, public health and safety as a result of an event that could reasonably occur within five years is called an **immediate threat**. For example, for a flood, the immediate threat would relate to the potential for damages resulting from a five-year flooding event; i.e. a flood that has a 20 percent chance of occurring in any given year.



Category B – Emergency Protective Measures

Examples of Emergency Protective Measures include:

- Temporary emergency repairs
- Search and Rescue
- Fire and flood fighting
- Emergency Operations Center activations
- Temporary measures taken to address hazards such as erosion control or stabilization measures and other activities to protect life, health, safety and protect improved property



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Labor Eligibility

Category A – Regular & Overtime (OT) for regular employees to include benefits (Applicant elects to participate in Alternative Procedures for Debris Removal by submitting eligible regular time costs)

Category B – OT only to include benefits

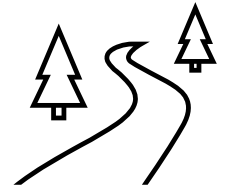
Emergency Work Labor Eligibility		
Budgeted Employees	Overtime	Straight-Time
Permanent employee	☑	
Seasonal employee working during normal season of employment	☑	
Unbudgeted Employees	Overtime	Straight-Time
Essential employee called back from administrative leave	☑	☑
Permanent employee funded from external source	☑	☑
Temporary employee hired to perform eligible work	☑	☑
Seasonal employee working outside normal season of employment	☑	☑



Other Emergency Work Eligibility

Federal Highway Administration (FHWA) Debris Removal

- Removal of debris from improved public property and public rights-of-way, including Federal-aid roads, is eligible.



Mutual Aid Agreements

Reimbursement for mutual aid may be provided if:

- A pre-event agreement exists between the requestor and responder specifying reimbursement
- A post event agreement is executed between the requestor and responder, preferably within 30 days of the Applicants' Briefing, specifying reimbursement
- Agreements must not be contingent upon Federal or State disaster funding



Donated Resources



- All donated resources being claimed must be documented (**who, what, when, where and why/how**)
- Credit against non-fed share – specific to project
- Eligible Donated Resources may be claimed only by the applicant that has received the donation
- Eligible donated services can only be actual working time for protective efforts and permanent (specific project) categories
- Value of labor at same rate as paid workers for similar work, or local documented volunteer rate
- Equipment record the same as force account equipment (use FEMA equipment rates)
- Value of materials at purchased, or current commercial rate



Types of Work (permanent)

Permanent Work (Categories C-G) is work required to restore a facility to its pre-disaster design (size and capacity) and function in accordance with applicable codes and standards.

- C. Roads and Bridge Systems** – repairs of roads, bridges and associated features (shoulders, ditches, culverts, lighting and signs)
- D. Water Control Facilities** – repair of irrigation systems, drainage channels and pumping facilities (levees, dams, and flood channels fall under Cat. D restrictions to eligibility)
- E. Public Buildings / Equipment** – repair or replacement of buildings, including their contents and systems; heavy equipment; and vehicles
- F. Public Utilities** – repair of water treatment and delivery systems; power generations facilities and distribution lines; and sewage collection and treatment facilities
- G. Other (Parks, Recreation, etc.)** – repair and restoration of parks, playgrounds, pools and public cemeteries



Program Eligibility: Permanent Work

Permanent Work (Categories C-G):

- Must repair, restore, or replace disaster-damaged facilities in accordance with regulations
- Must restore to pre-disaster design, capacity, and function in accordance with applicable codes and standards
- Must be required as a result of the disaster
- May include cost-effective hazard mitigation measures

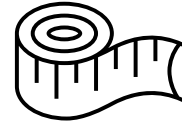




Program Eligibility: Permanent Work

Eligible work (cont.)

- ✓ Engineering and Design Services
- ✓ Adopted Codes & Standards
- ✓ ADA required upgrades path of travel – up to 20% project cost (PAPPG page 152)
- ✓ Regulatory requirements and Conditions



Making facilities and paths of travel more accessible allows individuals with disabilities to maintain their independence.



Compliance with accessibility laws applies to all State/FEMA funded projects.



Other Permanent Work

Codes and Standards Upgrades

- Apply to the type of repair work required
(damaged elements only)
- Be appropriate to pre-disaster use
- Be reasonable and formally adopted and implemented prior to the disaster declaration date
- Be applied uniformly to all similar facilities (public and private)
- Be enforced during the time it was in effect
- [FEMA Consensus-Based Codes FP 104-009-11 V2](#)

Donated Resources applied to a Specific Project Worksheet

- Donated labor
- Donated equipment
- Donated materials



Permanent Work Program Ineligibility

Examples of Ineligible Costs:

- Applicant/sub-recipient negligence
- Deferred maintenance
- Pre-existing damage





Special Considerations

Special considerations are issues other than program eligibility that could affect the scope of work and funding of a project.

These issues include:

- Insurance
- Floodplain Management
- Hazard Mitigation
- Environmental Protection
- Historic Preservation and Cultural Resources



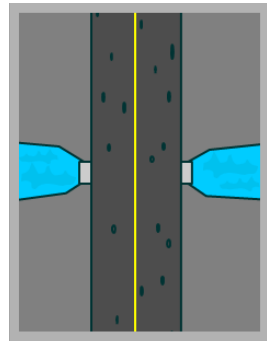


Important Points

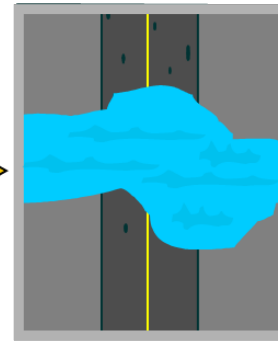
1. ***EHP review –prior to construction***, failure to comply with applicable federal, tribal, state and local environmental and historical preservation laws could jeopardize or delay funding;
2. ***Applicants are responsible*** for all EHP permits;
3. ***All applicable environmental laws must be addressed*** in the EHP process ***even if*** a Statutory or a Categorical NEPA Exclusion (CATEX), Exemption is obtained; and
4. ***A change in a project scope will require the EHP process to restart*** to address the modification which may delay project start. ***NOTIFY FEMA AND OEM IMMEDIATELY***
5. If work has begun or must begin immediately contact the appropriate regulatory agencies (keep all regulatory and SHPO correspondence)



Hazard Mitigation Scenario



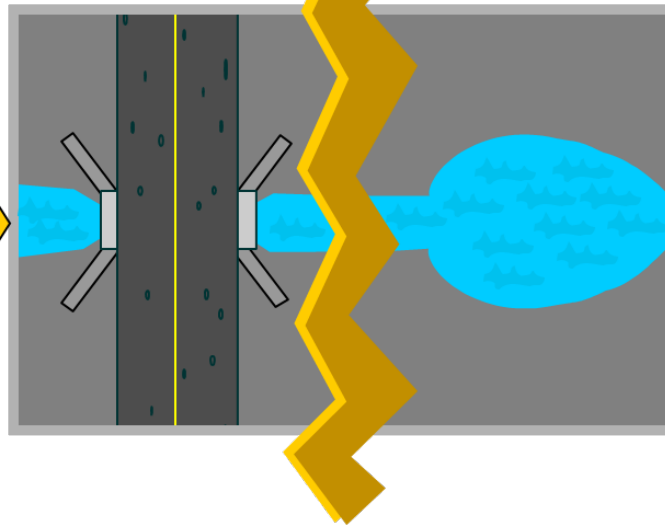
Pre-disaster



Disaster damage



Larger culvert with concrete wing-walls



New upstream retention pond



406 Hazard Mitigation

- ❑ Measures to prevent repetitive damage
- ❑ Permanent work only
- ❑ FEMA may approve if cost is:
 - Up to 15% of eligible repair cost
 - Can be up to 100% of eligible repair cost if on FEMA's pre-approved list
 - If not on FEMA's pre-approved list, Appendix J (PAPPG), must be cost effective based upon acceptable cost/benefit analysis (BCA)





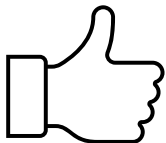
404 Hazard Mitigation Grant Program

Hazard Mitigation Grant Program (HMGP (404) – DR 4768)

- The State administers the HMGP program
- Different program than Public Assistance, requires different application process and timelines
- Competitive Grant
- Only for proposed work to-be-completed in order to prevent future damage
- Pre-approval required before starting eligible work

Not having a FEMA-APPROVED Natural Hazard Mitigation Plan (NHMP) delays any possibility of funding.

Questions? Contact: Stephen Richardson



971-332-0005

Stephen.j.Richardson@oem.Oregon.gov



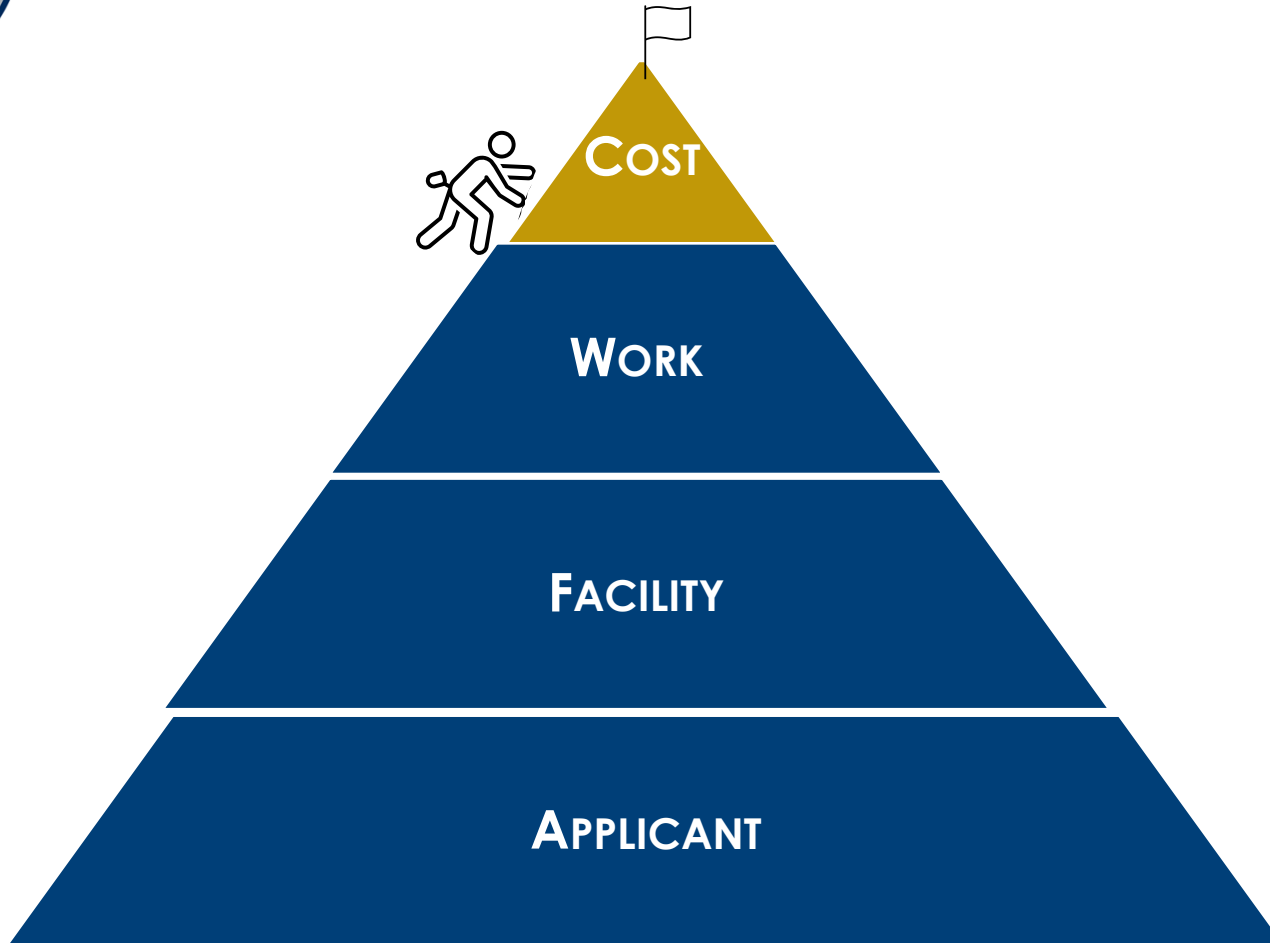
HOW YOU CAN HELP!

- Make the FEMA/State Team aware of any known sensitive environmental issues when a Project is being written
- Don't hesitate to call the responsible agency for clarification or information
- Consider mitigation (Part 406)
- Keep great records (maintain all correspondence with regulatory agencies) be prepared to submit a copy of all permit applications and/or approvals to FEMA





Eligibility Pyramid: Cost





Cost

Must have \$3,900 in eligible costs and be:

- Reasonable and necessary to accomplish the work
- Compliant with federal, state, and local laws, regulations requirements for procurement
- Title 2, Code of Federal Regulations, Part 200
- Cannot duplicate funding from other Federal agencies or insurance coverage
- Not contingent upon federal funding
- Reduced by all applicable credits and salvage values

Labor (Force Account) ST/OT

Contracts and Procurement

Materials

Equipment (Force Account & Rental)



Costs and Reasonable Reimbursement

- Reasonableness Criteria
 - ✓ Must be fair and equitable
 - ✓ Applicable to type of work
 - ✓ "Prudent" person decision
 - ✓ Is cost ordinary and necessary for facility and type of work?
 - ✓ Were actions taken in prudent manner?
- Reasonable costs can be established through
 - ✓ Historical documentation for similar work
 - ✓ Average costs for similar work in the area
 - ✓ Published unit costs (RS Means)
 - ✓ Equipment costs derived from FEMA Equipment Cost Codes



Emergency Work Labor Eligibility

Force Account

Work performed by employees of the subrecipient/applicant:

- For emergency work (Categories B)
 - typically only overtime is eligible
- For permanent work (Categories C through G)
 - regular and overtime are eligible

Emergency Work Labor Eligibility		
Budgeted Employees	Overtime	Straight-Time
Permanent employee	✓	
Seasonal employee working during normal season of employment	✓	
Unbudgeted Employees	Overtime	Straight-Time
Essential employee called back from administrative leave	✓	✓
Permanent employee funded from external source	✓	✓
Temporary employee hired to perform eligible work	✓	✓
Seasonal employee working outside normal season of employment	✓	✓

Figure 11. Emergency Work Labor Eligibility

Reassigned Employees Funded from an External Source

Emergency Work - Straight time of a permanent employee funded from an external source

FEMA Public Assistance Program and Policy Guide v. 4 (page 70)

➤ ***Straight-time of permanent employee funded from external sources (such as grant from Federal agency or statutorily dedicated funds) is eligible.***





Labor Eligibility Continued.

PAPPG V4: Figure 11, pg. 70

EMERGENCY WORK LABOR ELIGIBILITY		
Budgeted Employee Hours	Overtime	Straight-Time
Permanent Employee	☑	
Part-time or seasonal employee working during normal hours or season of employment	☑	
Unbudgeted Employee Hours	Overtime	Straight-Time
Reassigned employee funded from external source	☑	☑
Essential employee called back from furlough	☑	☑
Temporary employee hired to perform eligible	☑	☑
Part-time or seasonal employee working outside normal hours or season of employment	☑	☑



Labor - Regular & Overtime Reimbursable

- Jurisdictions need to track labor and equipment hours for each employee and any additional temporary staff
- Jurisdictions need to keep accurate hourly records for each employee and temporary staff assigned to debris activities or any eligible PA activity
- Jurisdictions should have pre-disaster labor agreements and/or policies available to support costs claimed

FEMA Summary forms are available to help organize costs: see "labor: regular and overtime reimbursable" on resource page



Equipment

Force Account

Costs of applicant owned equipment:

- Both regular time and overtime
- Rate types used (FEMA, state and local)
- When local rate is developed, reimbursement based on local rate or FEMA's rate, whichever is lower
- Standby time not eligible
 - Intermittent use half day or more

Rates include:

- Cost of operation
 - (Operator costs covered under FA labor)
- Insurance and depreciation
- Maintenance and fuel

Rental

Invoiced - Subrecipients/Applicants must identify:

- What was done
- When
- Where
- How long
- What kind of equipment was used
- Charges per project



Materials

The cost of supplies, including materials, is eligible if:

- Used for eligible work
- Purchased or from stock
- Invoices, historical data, or area vendor quotes

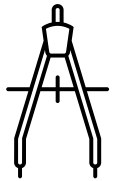
FEMA Summary forms are available to help organize costs.





Engineering/Design Services

- Necessary to complete eligible work
- Typically for large projects
- Use percentage of costs or cost estimate, work with your PDMG to formulate



Also known as: A&E (Architectural and Engineering)



Public Assistance Requirements for Contracts and Procurement

The non-Federal entity must use its own documented procurement procedures which reflect applicable State and local laws and regulations, provided that the procurement conform to applicable Federal law and the standards identified in this section (2 CFR 200.318-200.327).

In addition, include the applicable contract clauses found in 2 CFR 200.326 and 2 CFR Part 200, Appendix II, Required Contract Clauses.

For further information see the following link:

<https://www.fema.gov/public-assistance-policy-and-guidance>

Procurement Disaster Assistance Team (PDAT), see PDAT Resources:

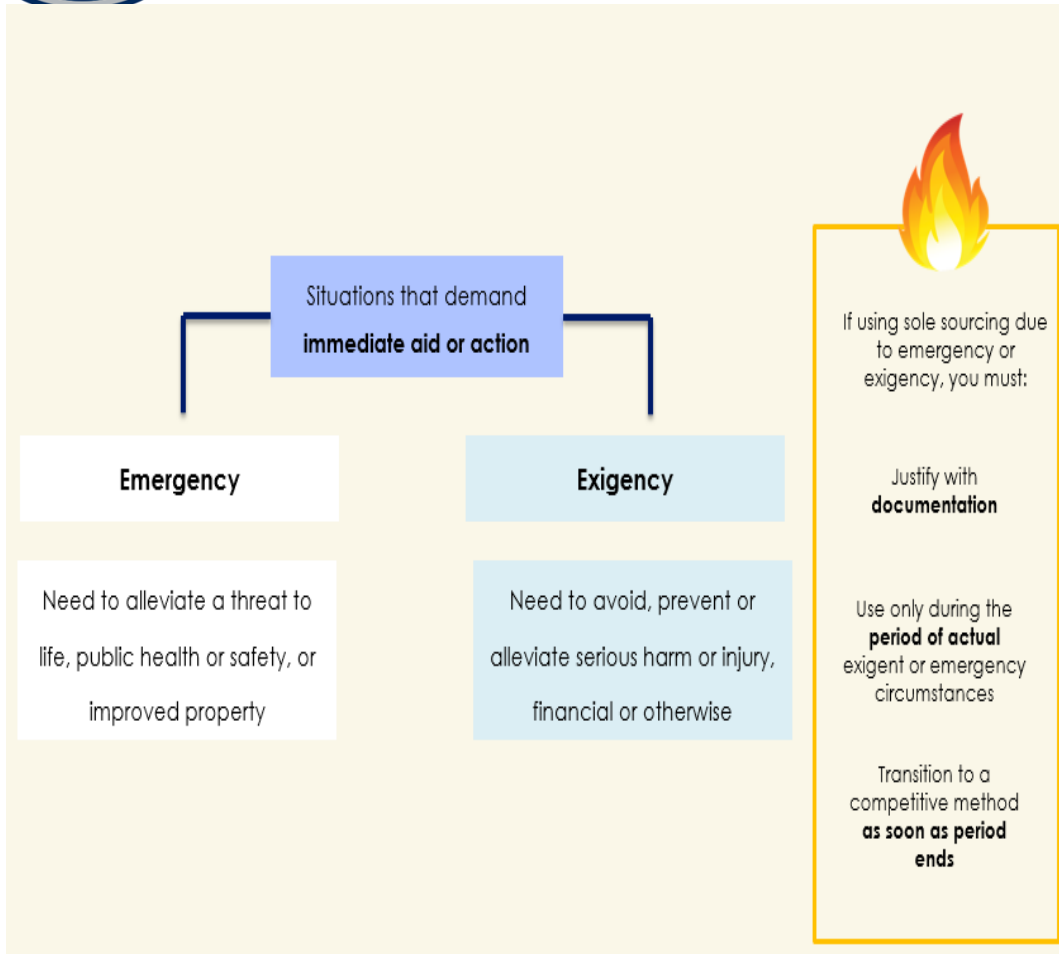
<https://www.fema.gov/procurement-disaster-assistance-team>



Sole-Source Procurement Under E&E

FEMA Procurement under Emergency and Exigent Conditions Fact Sheet

<https://www.fema.gov/grants/procurement/understand-exception>





Contracts and Procurement

Non-State Subrecipients

Mistakes that can result in the disallowance of project costs.

Do Not:

- ★ Enter into contracts conditional on federal funding.
- ★ Award contracts to disbarred or suspended contractors registered on SAM.gov.
- ★ Give preference to contractors based on geographic location.
- ★ Award contracts to contractors that assisted in design requirements or plans for the project, or the advertisement.
- ★ Award time and material contracts for work not related to an ongoing emergency or exigency situation, unless no other option exists.
(Cancel existing time and materials contracts awarded during emergency as soon as threat has been mitigated, and rebid remaining work using a fixed price, or unit price contract.)
- ★ Award cost plus percentage of cost contracts.
FEMA will not reimburse for these contracts regardless of the circumstance.



Contracts and Procurement

Non-State Subrecipients

General Requirements and Best Practices

- ★ Document everything.
- ★ Retain documents related to procurement.
- ★ Include FEMA's required clauses and provisions in contracts.
- ★ Take the required six affirmative steps to encourage small and woman/minority-owned business to participated in contracting process.
 - Local Small Business Administration (SBA) office can help with DBE outreach.
- ★ Avoid piggybacking projects off existing contracts.
- ★ Document a Cost/Price analysis justifying reasonability of contract's price for work to be performed, and selection of the contractor.



Types of Projects

SMALL PROJECTS

IMPROVED PROJECTS

LARGE PROJECTS

ALTERNATE PROJECTS



Small vs. Large Projects

Public Assistance projects are processed as either small or large projects. If the project cost is less than the annually updated cost threshold amount (\$1,037,000 FFY24) the project is processed as a small project. If the project cost equals, or exceeds the threshold the project it is processed as a large project.

Minimum threshold is \$3,900 to submit a "project".

Small Projects	Large Projects
<\$1,037,000	>\$1,037,000
<ul style="list-style-type: none">• Federal cost share is paid upon project approval• Funding is based on an initial cost estimate• Small project checklist• Small project monitoring	<ul style="list-style-type: none">• Federal cost share is paid as work is accomplished• Final assistance is based upon actual costs incurred or approved estimate• Quarterly Reports Required on all open large projects!

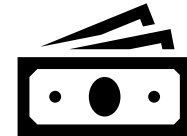


Small vs. Large Projects

- Public Assistance projects are processed as either small or large projects. If the project cost is less than the annually updated cost threshold amount (1,037,000FFY24) the project is processed as a small project. If the project cost equals or exceeds the threshold, the project is processed as a large project.

Small Project equal to or below \$1,037,000(FFY24)

- Federal cost share is paid upon project approval
- Funding is based on an initial cost estimate



Large Project is equal to or above \$1,037,000 (FFY24)

- Federal cost share is paid as work is accomplished
- Final assistance is based upon actual costs incurred or approved estimate
- Quarterly Reports Required on all open large projects!

For all projects over \$250K OEM that were not 100% complete when written may require quarterly reporting and may request additional supporting documents to substantiate eligibility of costs.



ODEM Small Project Procedures

Enhanced Monitoring

Overview: While the regulatory change is intended to expedite FEMA processing of PA grant funding, the less stringent validation process associated with Small Projects increases the risk of de-obligation to both the State and Subrecipients. ODEM decided to implement enhanced procedures to ensure that applicants are meeting compliance requirements in areas like Environmental and Historic Preservation (EHP) and insurance and duplication of benefits, along with providing additional technical guidance and assistance to Subrecipients.

Effective Date: ODEM decided that its new enhanced procedures will only apply to events that were declared on or after September 29, 2022.

Threshold: ODEM will require that the Enhanced Small Project Checklist be completed for all "work to be completed" small projects with obligated amounts between \$250,000.00 to less than \$1,037,000*FFY24 based upon CPI for FFY.

Documentation: ODEM Enhanced Project Checklist will be provided to the Subrecipient during the Accuracy Review process (an internal review process completed by ODEM Staff) once FEMA awards a project version.

ENHANCED SMALL PROJECTS

September 2023

Oregon Department of
Emergency Management
3930 Fairview Industrial Drive
SE
Salem, OR 97302





ODEM Small Project Procedures Thresholds



SMALL PROJECT

< \$250,000

- Enhanced Project Checklist required.
- Must retain supporting documentation.
- Uncompleted work - Quarterly Progress Report (QPR) may be required.
- Monitoring may be required (based upon Risk)

SMALL PROJECTS

\$250,000 - <\$1,037,000

WORK COMPLETED

- Enhanced Project Checklist is required; payments made upon obligation.
- Must retain supporting cost and compliance documentation.
- Insurance documentation must be provided if applicable
- Monitoring Checklist may be required based upon Risk
- Project is complete so no QPR required.
- Submit Closeout Certification (P.4)



WORK TO BE COMPLETED

- Must complete an Enhanced Project Checklist Prior to Payment.
- Must retain supporting cost documentation.
- EHP compliance documentation IS required and must be provided.
- Insurance documentation must be provided if applicable.
- Monitoring required
- ODEM requires QPR.

LARGE PROJECT

> \$1,037,000FFY24

- Enhanced Project Checklist Not Required, Large Project Standard Request for Reimbursement (RFR) process applies.
- Must maintain supporting documentation and submit to Grantee for Payment/Cost Reconciliation/Closeout.
- QPR Required.

Closeout - 180 days from the latest Small Project work completion date or the latest approved deadline of the Subrecipient's Small Projects, whichever is sooner.



Small Project Checklist

- ODEM staff will contact the Subrecipient to discuss the checklist and review any compliance related concerns or issues. The checklist must be completed by the Subrecipient and returned to ODEM prior to a payment being issued.
- Subrecipient must ensure they maintain supporting documentation that demonstrates costs were allowable, reasonable, and incurred during the authorized project period.

PUBLIC ASSISTANCE SUBRECIPIENT SMALL PROJECT CHECKLIST				
Subrecipient:	Date of Obligation:			
Subrecipient Type (City, PNP, etc.):	Total Eligible Obligated:			
FIPS#:	Total Federal Share Obligated:			
Event#:	Federal Share (%):			
PW#:	Non-Federal Share (%):			
	Yes	No	N/A	Initial
1. Has the Subrecipient submitted their Risk Assessment Questionnaire ?			X	
2. Does the Subrecipient acknowledge the project is within the period of performance of work?				
3. Does the Subrecipient acknowledge the following of the procurement and contract provision requirements of 2 CFR 200.317-326 or local, state, which ever is most restrictive.				
4. Does the Subrecipient acknowledge that FEMA only adjusts the approved amount on individual Small Projects if one of the following conditions applies? a) The Subrecipient did not complete the approved scope of work (SOW); b) The Subrecipient requests additional funds related to an eligible change in SOW c) The Project contains inadvertent errors or omissions; or d) A duplication of benefits (e.g., insurance proceeds or other duplicative funding) exists. In these cases, FEMA only adjusts the specific cost items affected.				
5. Does the Subrecipient acknowledge that if costs exceed the total amount obligated for all their small projects, the Subrecipient may request additional funding through a Net Small Project Overrun (NSPO) appeal? The appeal must be submitted within 60 days of the completion of the Subrecipient's last small project. Refer to FEMA Public Assistance Program and Policy Guide, page 199 for details.				
6. Does the Subrecipient acknowledge their responsibility for the non-federal share on this project?				
7. Does the Subrecipient anticipate that this project will be an improved or alternate project? If no, advance to Question 9.				
8. Has the Subrecipient requested a project amendment and if so, does the Subrecipient acknowledge payment(s) may not progress until an amendment is obligated by FEMA?				
Environmental and Historical Preservation Requirements (EHP)	Yes	No	N/A	Initial
9. Does the Subrecipient acknowledge that they have read the Record of Environmental Consideration (REC) and are aware of any "Extraordinary Circumstances"?				
10. Does the Subrecipient acknowledge they are aware of all applicable EHP and permitting requirements?				
11. Does the Subrecipient acknowledge that they must provide all supporting documentation regarding EHP compliance (including any permits) and upload into FEMA Grants Portal with notification to ODEM before closeout of this project?				
Insurance & Duplication of Benefits	Yes	No	N/A	Initial
12. Does the Subrecipient acknowledge that if they receive insurance proceeds, ODEM must be notified, and the proceeds may result in a change to the awarded amount?				
13. If FEMA has imposed Obtain and Maintain (O&M) requirements on the project (Category E only), does the Subrecipient acknowledge them and that failure to comply may jeopardize funding?				



ODEM Small Project Monitoring

PA Small Project Monitoring Documentation Checklist		
DR: _____ PW/Project#: _____ Project Title: _____		
PA Review by: _____ Monitoring Date: _____ Finance Review by: _____ Monitoring Date: _____		
NOTES: A complete file includes the following: <ul style="list-style-type: none"> Each Subrecipient Must Have a Risk Assessment on File to determine the level of monitoring and sampling of documentation size All documents must be legible and permanent. Off-site backup of records to a risk management Best Practice. This checklist will be utilized during monitoring visits/inquiries and/or part of quarterly report review. This Checklist may also be utilized in the SFR Process to satisfy program eligibility of Small projects. Reviewer to provide note Y/N in checklist if listed N provide comment in notes. If not applicable enter, "N/A" Providing the documentation requirements will satisfy monitoring and support eligibility review of Small projects. If anything results are inadequate another sampling shall occur and for additional monitoring This checklist will be stored in the Subrecipients file.		
FOR MORE INFORMATION, CHECK THESE SOURCES: 44 CFR 5206.205(a) and Public Assistance Program and Policy Guide - page 199		
GENERAL DOCUMENTATION REQUIREMENTS		
Y/N	ITEM	Regulation or Policy Reference
	Insurance policy in force at time of event	44 CFR 5206.250-253
	Insurance settlement documents (copy of settlement check and litigation documents, if any)	44 CFR 5206.191 Public Assistance Program and Policy Guide, page (PAPPG)V4, 93 and FP 206-086-1
	Insurance policy in force at time of Closeout (Category E only for obtain and maintain [D & H] requirements)	44 CFR 5206.252(d) and 5206.253(b)(1)
	Insurance Commissioner's Certification (ICC) (waiver, if applicable)	44 CFR 5206.252(d) and 5206.253(b)(1)
	Evidence of proper procurement (see Procurement section below)	Public Assistance Program and Policy Guide V4, page 78 and 2 CFR 200.317 - 200.326
	Applicant's Policies- Labor and Procurement Policy	Public Assistance Program and Policy Guide V4, page 69 (labor) and page 78 and 2 CFR 200.317 - 200.326 (procurement)
	Proof of payment (to vendor, general ledger may be acceptable if applicable) - may be applicable at closeout and/or part of monitoring plan	2 CFR 200.403 44 CFR 5205(a) Public Assistance Program and Policy Guide V4, page 199
	WORK PERFORMED BY FORCE ACCOUNT LABOR (FAL) - Sampling if applicable. FEMA Forms may be utilized documenting sampling or subrecipients format if required information is displayed	Public Assistance Program and Policy Guide V4 page 68-69 Forms - https://www.fema.gov/assistance/publictools-resources/templates-forms
	Force Account Labor Record FEMA form 104-FY-21-137 or equivalent (FEMA form preferred)	FEMA form 104-FY-21-137
	Fringe benefit breakdown (Applicant's Benefits Calculation Worksheet FF-104-FY-21-135) (FEMA form preferred)	Public Assistance Program and Policy Guide V4, page 68 and 2 CFR 200.351
	Pre-existing Overtime Policy	Public Assistance Program and Policy Guide V4 page 69
	Timekeeping documentation that supports the Force Account Labor Record form	Public Assistance Program and Policy Guide V4 page 69

Payroll records and/or check register	Public Assistance Program and Policy Guide V4 page 69
WORK PERFORMED USING FORCE ACCOUNT EQUIPMENT (FAE)	
Force Account Equipment Record FEMA form 104-FY-21-141 or equivalent (FEMA form preferred)	Public Assistance Program and Policy Guide V4, page 72 - 73, 44 CFR 5206.220(a)(1)
Proof of equipment usage	Public Assistance Program and Policy Guide V4, page 72
WORK PERFORMED USING FORCE ACCOUNT MATERIALS (Materials in inventory) OR PURCHASED FOR THE DISASTER	
Force Account Materials Summary Record FEMA form 104-FY-21-138 or equivalent (FEMA form preferred)	Public Assistance Program and Policy Guide V4, page 74 - 75
Invoices/receipts for restocking inventory & evidence of proper procurement	Public Assistance Program and Policy Guide V4, page 74 - 75 and 2 CFR 200.453
RENTED EQUIPMENT	
Rented Equipment Record FEMA form 104-FY-21-140 or equivalent (FEMA form preferred)	Public Assistance Program and Policy Guide (PAPPG) V4, page 74 and 2 CFR 200.453
Rental agreement, invoices/receipts and evidence of proper procurement and reasonable costs (e.g. cost of leasing vs purchasing) (See Procurement section below)	2 CFR 200.318(d) and Public Assistance Program and Policy Guide V4, page 65
WORK PERFORMED BY CONTRACTORS	
Contract Summary Record FEMA form 104-FY-21-140 or equivalent (FEMA form preferred)	Public Assistance Program and Policy Guide (PAPPG) V4, page 76-85 and 2 CFR 200.317-200.327
Invoices/certified pay applications/receipts	Documentation - Public Assistance Program and Policy Guide (PAPPG) V4, page 85 and page 199-202 (closeout)
Executed contract with all applicable amendments and change orders	Documentation - Public Assistance Program and Policy Guide (PAPPG) V4, page 199-202 (closeout)
Contractor and subcontractor timesheets and materials invoices for time and material contracts and Mutual Aid Agreements (MAAs)/Memorandum of Understandings (MOUs)	Documentation - Public Assistance Program and Policy Guide (PAPPG) V4, page 199-202 (closeout)
Contract Provisions	2 CFR 200.327, Appendix II Also see FEMA Contract Provision guide for applicability
Load tickets and truck certifications (required for debris contracts)	Documentation - Public Assistance Program and Policy Guide (PAPPG) V4, page 199-202 (closeout)



Large Project

- Final payment for large projects is based on actual eligible final costs submitted with payment request.
- Payment request forms can be submitted for progress payments, or a single payment request form can be submitted after the project is completed.
- All costs claimed and certification of completion (P.4) and Statement of Documentation (SOD) must be submitted with claim of final payment. OEM is required to close the Large project with FEMA within 180 days of the project completion date.



Improved Project

With State/FEMA approval, the applicant may restore pre-disaster function, and make improvements (for which the applicant is financially responsible.) *Will require FEMA environmental review.*



Before



After



Alternate Projects

Funds used for a project other than repair of the damaged structure:

- Must receive FEMA & State prior approval
- And will require environmental review
- Reduced to ***90% of federal share** or actual cost of alternate project, whichever is less



Participation in 428 Alternate Procedures will eliminate the reduced rate



Project Completion Timelines

Start date (date of major disaster declaration): April 13, 2024

Type of work	Time from start date
Debris removal	6 months
Emergency work	6 months
Permanent work	18 months

Notify the State immediately if a time extension may be required.



Obtaining a PA Program Grant



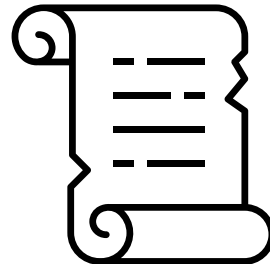
Applicant submits:

- Request for Public Assistance (Grants Portal)
- Contract between OEM and the Applicant (Applicant becomes Sub-recipient)
- FEMA Grant Portal is opened for Declared
- Disaster Assigned Program Delivery Managers (PDMG)
- Exploratory Call
- Complete Damage Inventory
- Recovery Scoping Meetings / Kick-off Meeting
- Site Inspections
- Participation in the PA Alternative Procedures - Debris Removal



Request for Public Assistance (RPA)

The RPA is an application for the Public Assistance Program (PA). If an applicant (SLTT) government entity or private non-profit (PNP) wishes to seek PA funding, it must first submit an RPA to FEMA. FEMA accepts RPAs through PA Grants Portal for most Applicants. PNPs must submit through the Recipient (OEM) to FEMA.





SAM.GOV Registration



<https://sam.gov/content/entity-registration>

- On April 4, 2022, the federal government stopped using the DUNS number to uniquely identify entities. Now, entities doing business with the federal government use the Unique Entity ID created in SAM.gov. They no longer have to go to a third-party website to obtain their identifier.
- Applicants are required to have an active UEI number and registration in SAM.gov
- Reimbursement for obligated project cannot be provided if an active registration is not maintained
- Registration is ALWAYS FREE, nor will anyone contact an entity out of the blue for information. Beware of scams and reach out to OEM if unsure of processes or requests.



FEMA Grants Portal

Applicants must have a Grants Portal account to submit an RPA. This section describes how an Applicant creates a Grants Portal account.

- Request an Account Directly from Grants Portal
- Go to the Grants Portal home page at <https://grantee.fema.gov/> and click “Register your Organization and Request Public Assistance”

A screenshot of the FEMA Grants Portal sign-in page. At the top left, there is a logo for "Grants Portal" with a small icon. The main heading is "Sign in to Your Account" with a key icon. Below this are two input fields: "USERNAME" and "PASSWORD". To the right of each field is a link: "Forgot your username?" and "Forgot your password?". Below the password field is a blue "SIGN IN" button. A red callout box with the text "Click Here" points to a link below the button: "Register Your Organization for Public Assistance".



FEMA Grants Portal

- Grants Portal prompts the Applicant to complete basic information about the organization, contact information, and location and then submits the form for Recipient review.
- Grants Portal prompts the Applicant to select its “Organization Type”. If the Applicant selects an incorrect “type”, it will delay processing of the RPA.
 - For government entities, the Applicant should continue to submit an RPA with this account creation request.
 - Public non-profit entities, such as those that are agencies or instrumentalities of SLTT governments, are generally considered SLTT government entities and do not need to submit additional documentation required by PNP Applicants. These entities should select the government organization type that best describes them. If an Applicant is unsure of its type, it should consult the Recipient.
- After the Applicant completes the account request and the Recipient and FEMA have approved the RPA request, the Applicant receives a system-generated email with a username and temporary password to gain access to Grants Portal.
- Grants Portal prompts the Applicant to create a permanent password.



FEMA Grants Portal

Ensure IT systems allow for incoming emails from
support@pagrants.fema.dhs.gov

Applicant may need to occasionally check their spam 'junk' folder due to IT email filter setting

Further information:

Contact OEM PA Recovery @ OEM.PA-RECOVERY@oem.Oregon.gov
with question or for further assistance

or

<https://www.fema.gov/how-apply-and-manage-grants>



Grants Portal Hotline: 1-866-337-8448



Request for Public Assistance

Applicants must complete the following steps to request Public Assistance:

The Applicant logs into Grants Portal and selects “Click here to submit a RPA for your organization” on the Dashboard.

 Your parent organization has been assigned as the primary Grantee for one or more disasters and you may submit a Request for Public Assistance (RPA) to FEMA's Public Assistance program. 

 [Click here to submit a RPA for your organization.](#)



Request for Public Assistance (RPA) Process - 1

Select the event for which you are applying for assistance and confirm the EIN#, UEI#, FEMA PA Code, and primary address.

Request Public Assistance

Start

Section I - Declaration and Applicant Information

Section II - Applicant Experience

Section III - Impacts

Section IV - Applicant Certifications

Section V - Submit

Request Public Assistance

Section I - Declaration and Applicant Information

General Info

Organization	Oregon Department of Human Services (000-U05WX-00)
FEMA PA Code	000-U05WX-00
Unique Entity ID (UEI)	S8GLC83TXL96
DUNS #	830459231
Event	4768DR-OR (4768DR)

Primary Address

Address	500 Summer Street NE Salem, Oregon 97301
County	Marion County

Mailing Address

Address	(Same as Primary Address)
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[PROCEED →](#)



Request for Public Assistance - 2

Request Public Assistance

Start

Section I - Declaration and Applicant Information

Section II - Applicant Experience

Section III - Impacts

Section IV - Applicant Certifications

Section V - Submit

Section II Instructions

Please provide information about the Applicant's level of experience with the Public Assistance program.

Section II - Applicant Experience

What is the Applicant's experience and level of support needed with the Public Assistance application process? *

- Unfamiliar, and likely to need dedicated, in-person support navigating the process.
- Unfamiliar, but likely to be comfortable with limited or remote support navigating the process.
- Familiar, but likely to need dedicated, in-person support navigating the process.
- Familiar, and likely to be comfortable with limited or remote support navigating the process.



Request for Public Assistance -3

Provide basic information about impacts (estimates are okay!)

Request Public Assistance

Start

Section I - Declaration and Applicant


Section II - Applicant Experience

Section III - Impacts

Section IV - Applicant Certifications


Section V - Submit

1. Does the Applicant have any of the following incident-related impacts? *

- Debris 
- Emergency Response/Protective Measures 
- Infrastructure Damage

2. What is the total approximate cost to address incident-related impacts? * ([More Info](#))

- Less than \$1,037,000
- \$1,037,000 or more


3. What is the approximate total number of facilities with incident-related impacts? * 

4. What is the status of all work to address incident-related impacts? *

- Work is completed and costs are documented.
- Work is completed and costs are not documented.
- Work has started.
- Work has not started.

5. Does the Applicant have any impacts that are of such severity that require immediate attention or federal support? *

- Yes
- No

6. Did an Applicant representative attend an Applicant Briefing? * 

- Yes
- No

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[PROCEED →](#)



Request for Public Assistance - 4

Provide contact information for the contract personnel authorized to make binding decisions on behalf of the entity. (CAN BE CHANGED UPON REQUEST)

Request Public Assistance

Start	Section I - Declaration and Applicant Information	Section II - Applicant Experience	Section III - Impacts	Section IV - Applicant Certifications	Section V - Submit
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Section IV - Applicant Certifications

Primary Contact *

Name

Title --

Email --

Phone --

Alternate Contact

Name

Title --

Email --

Phone --

General Certification

I certify that I have reviewed the following information regarding requirements to receive Public Assistance: *Please initial next to each statement*

- Applicants should document damages with photos and track all resources used at the site including dates and quantities.
- Applicants must comply with the applicable codes, specifications and standards requirements when restoring infrastructure.
- In accordance with the [Public Assistance Program and Policy Guide](#), the Applicant must comply with applicable federal, state, and local laws must provide all documentation requested to allow FEMA to ensure project applications comply with federal Environmental and Historic Preservation (EHP) laws, implementing regulations, and Executive Orders; and must comply with any EHP compliance conditions placed on all grants.
- Applicants that utilize contractors for work conducted with FEMA PA funding must follow the procurement and contracting rules detailed in [2 CFR § 200.318-326](#).

Authorized Representative



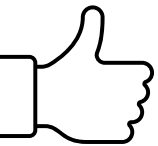
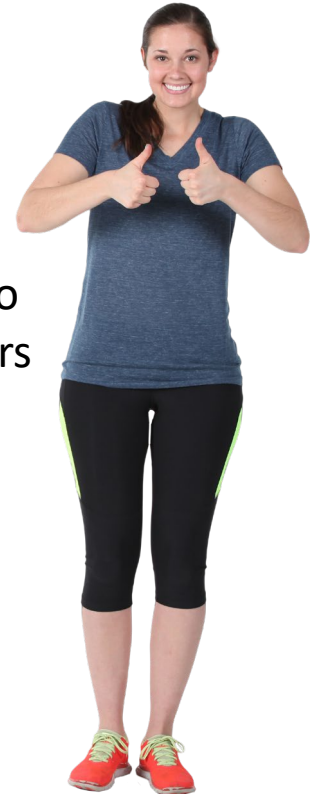
Date Signed



Request for Public Assistance - 5

Final Step: Submit RPA to FEMA/OEM.

- You will have a chance to review information before submission
- Points of Contact (POCs) can be adjusted through written request to OEM
- After RPA is submitted, OEM and FEMA will review, then contact the entity to schedule an Exploratory Call with FEMA and OEM Program Delivery Managers
- Private non-profits may have additional steps before their RPA is approved



Reach out to OEM if difficulties arise during the RPA process

oem.pa-recovery@oem.oregon.gov



Request for Public Assistance

Please provide information about the Applicant's incident-related impacts

Section IV - Applicant Certifications

Primary Contact *

Name

Title --

Email --

Phone --

Alternate Contact

Name

General Certification

I certify that I have reviewed the following information regarding requirements to receive Public Assistance: *Please initial next to each statement*

Applicants should document damages with photos and track all resources used at the site including dates and quantities.

Applicants must comply with the applicable codes, specifications and standards requirements when restoring infrastructure.

In accordance with the PAPPG, the Applicant must comply with applicable federal, state, and local laws must provide all documentation requested to allow FEMA to ensure project applications comply with federal Environmental and Historic Preservation (EHP) laws, implementing regulations, and Executive Orders; and must comply with any EHP compliance conditions placed on all grants.

Applicants that utilize contractors for work conducted with FEMA PA funding must follow the procurement and contracting rules detailed in 2 CFR § 200.318-326.

Authorized Representative

Date Signed

Step 1: Review Information

Step 2: Initial and Certify

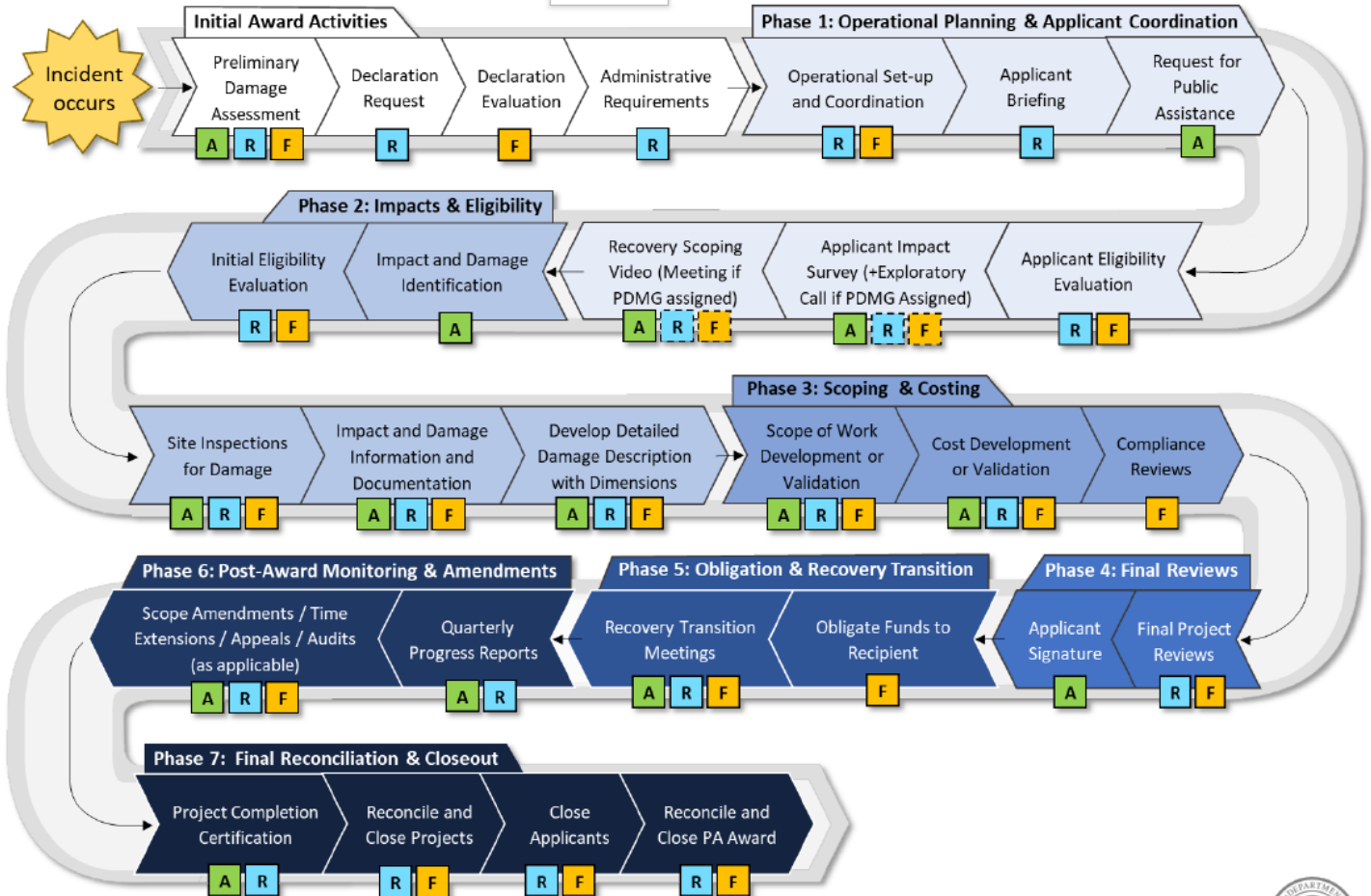
Step 3: Click Proceed



PA Delivery Project Phases

FEMA Public Assistance National Workflow PROGRAM DELIVERY PROCESS STEPS

Initial Award Activities Phase 1 Phase 2 Phase 3 Phase 4 Phase 5 Phase 6 Phase 7



Key:

Applicant	Recipient	FEMA
A	R	F





Phase 1 – Operational Planning & Applicant Coordination

Exploratory Call – FEMA to call RPA contact:

What to do?

- Prepare Project List
 - Damage Inventory Template (Grants Portal)
- Identify Special issues by project
 - environmental, historic, mitigation, insurance, site conditions, etc.
- Identify Priorities
- Damage Inventory
 - expanded PDA to identify all claimed damage
- Compile actual costs
 - labor, equip, material, contracts, rentals
- Catalog photos by project/location/date
- Prepare project files with documentation (separate files for separate projects)
- Track Management Costs by project
- Consider mitigation





Phase 1 - Continued

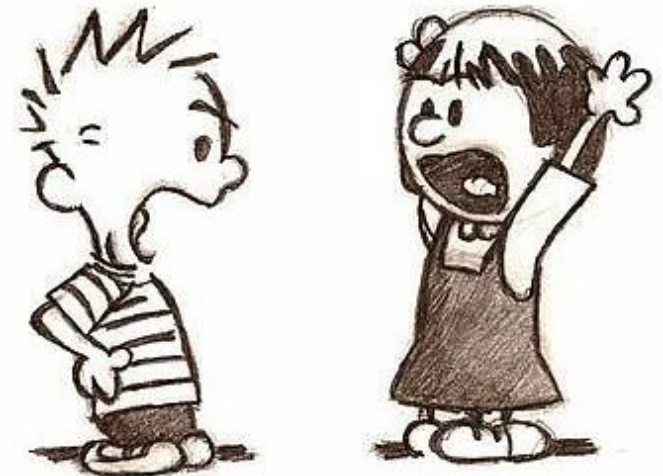
Recovery Scoping Meeting (RSM) focuses on: DAMAGE INTAKE AND ELIGIBILITY

- Project List
 - Damage Inventory Template
- Capture all Applicant's disaster related-
 - Damage within 60 days of the Recovery Scoping Meeting (RSM) / Kick-off Meeting
- Logically group damage sites / line items into projects
- Complete Site Inspections
 - Develop DDD and SOW (Project Worksheet)
- Applicants receive Essential Elements of Information (EEI) requests
- Applicants fulfill document disclosure through the *Essential Elements of Information (EEI)* process
- Applicant agreement on Damage Description and Dimensions for Standard and Specialized projects



Project Worksheet (PW) Disagreements

- Applicant agents will review damage description written by site inspectors
- Applicant agents will review all project worksheets prior to submitting to CRC for processing and prior to obligation
- Non-concurrence between FEMA and Local
 - Request resolution meeting with FEMA/State



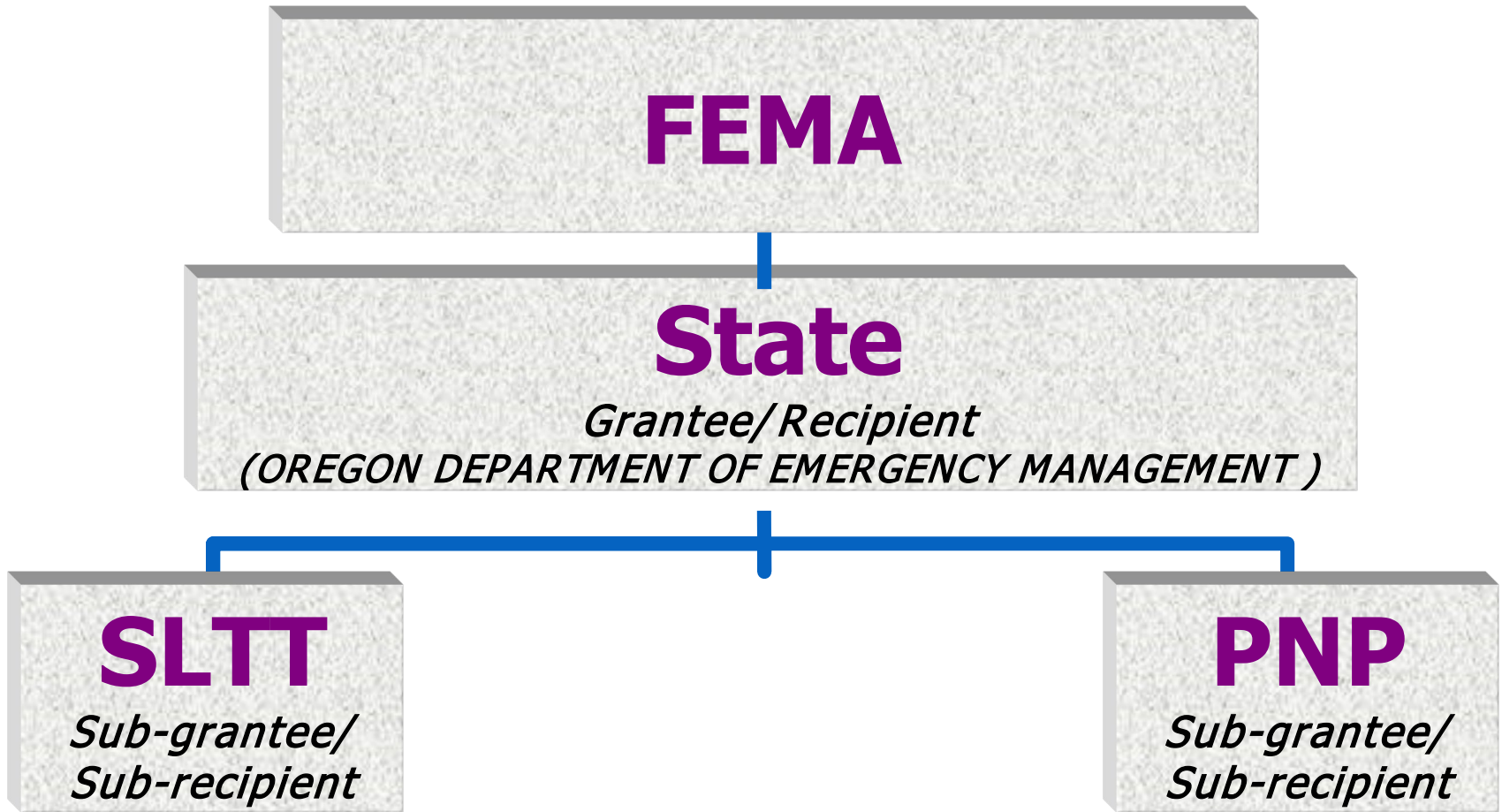


Time Limits

- Applying for a Public Assistance Grant - Applicant must submit a Request for Public Assistance by May 13, 2024.
- Identifying and Formulating projects- Applicant must identify damages within 60 days of the Recovery Scoping Meeting (RSM).
- Deadline for Emergency Work-The deadline to complete Emergency Work is 6 months from the declaration date (state can approve an additional 6 months with justification)
- Deadline for Permanent work – 18 months from the declaration date (state can approve up to an additional 30 months with justification)
- Project Completion- Projects to be closed with FEMA within 180 days of approved project completion date.



FEMA PA Grantee Funding Process





Grantee Funding Process

Oregon Emergency Management Infrastructure Contract (Public Assistance Contract):

In order to pass-through FEMA Public Assistance funds, Oregon Emergency Management (OEM) must have a signed agreement/contract with the applicant.

- Upon approvals/obligation of Project Worksheet (PW) OEM will send a package of approved PW(s) with instructions on how to initiate payment and close out the PW

Important...

- Notify OEM immediately as soon as you identify a change to the SOW (**before work starts**), and whether you need to request time extensions and cost increases that deviate from the FEMA approved Project Worksheet



Payments – check (warrant) or electronic deposit

Small Projects	Large Projects
<p>The final payment on small projects is based on estimates and is made shortly after project approval. Submit payment request forms for each approved Project Worksheet (PW).</p> <p>Payment will be processed upon review for compliance/conditions required on the approved PW.</p>	<p>Final payment for large projects is based on actual eligible final costs submitted with payment request.</p> <p>Payment request forms can be submitted for progress payments, or a single payment request form can be submitted after the project is completed.</p>
<p>The applicant must certify completion (P.4) for each of its small project as soon as the project is completed.</p> <p>OEM is required to certify completion and compliance of the applicant's small projects within 180 days of the applicant's last small project completed.</p>	<p>All costs claimed and certification of completion (P.4) and Statement of Documentation (SOD) must be submitted with claim of final payment. OEM is required to close the Large project with FEMA within 180 days of the project completion date.</p>
	<p>A final inspection may be conducted on the site and documentation is required.</p>



Quarterly Reports, Closeout, Appeals, and Audits

Quarterly Progress Reports

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

Project Reconciliation and Closeout

The purpose of closeout is for the Applicant and OEM 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.



FEMA PA Management Costs (Interim)

- ❑ FEMA awards Management Costs up to five percent of actual eligible Public Assistance project costs, including the non-federal share, after insurance and any other deductions. Management Costs are funded at 100 percent federal share via Category Z PWs.
- ❑ Actual Cost up to 5% of capped amount
- ❑ Category B Donated Resources PWs are not included in the calculation, since not considered project awards.



FEMA PA Management Costs (Interim)

Management Costs are identified as indirect, direct, and other administrative labor costs related to developing eligible Public Assistance projects and receiving reimbursement.

Activities may include, but are not limited to:

- Preliminary Damage Assessments
- Meetings regarding PA Program and overall PA damage claim
- Organizing PA damage sites into logical groups
- Preparing correspondence
- Site inspections
- Travel expenses
- Developing the detailed site-specific damage description
- Evaluating Section 406 hazard mitigation measures
- Preparing Small and Large Projects
- Collecting, copying, filing, or submitting documents to support a claim
- Reviewing Project Worksheets
- Requesting disbursement of PA funds
- Training



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.

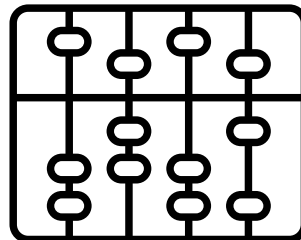
Oregon State requires Documentation to be retained for at least 6 years

- The Applicant must maintain all original documentation supporting project costs claimed.
- The Recipient and the Applicant must keep all financial and program documentation for 6 years after the date identified in by the State (Recipient).
- Records are subject to audit by State auditors, FEMA VAYGO, the U.S. Department of Homeland Security Office of Inspector General, and the U.S. Government Accountability Office.



Single Audit Act

If your organization receives \$750,000 or more of federal grant money in a fiscal year, must perform a single or program-specific audit as required by OMB Circular A-133 and 2 C.F.R. § 200.501.





OIG Audits

The Office of the Inspector General (OIG), at the Department of Homeland Security (DHS), determines whether subrecipients can account for expended FEMA grant funding, per federal regulations and guidelines.

The OIG typically audits:

- Costs related to the FEMA-approved scope of work**
- Procurement procedures: Federal, State, and local requirements**
- Contract costs**
- Force Account Labor, Materials, and Equipment costs**
- Insurance recovery costs/duplicative costs**
- Other**

****Procurement Training Available, Web Search:
"Procurement Disaster Assistance Team"***



Appeals

- Must be submitted within 60 days after notification of a decision regarding assistance.
- FEMA must render a decision within 90 days following receipt of all related information.
- Regional Administrator will notify the GAR in writing of the disposition.
- Sub-grantees will receive written notification from the GAR.
- Only two appeals are allowed!





Key to Public Assistance Program

Establish Grant Portal permissions within jurisdiction

- Submit RPA by registering in FEMA Grants Portal and begin Damage Inventory Template
- Establish project-specific files
- Keep project-specific files together with governing FEMA-State PA documentation, directives, job aids
- Establish priority projects
- Prepare for FEMA-State-Applicant Exploratory Call
- Assemble right staff for Recovery Scoping Meeting
- Ensure knowledgeable staff is available to work with FEMA-State PDMGs and Project Specialists
- Two-way Communication
 - Speak up, Ask questions!
- Patience
 - keep aware of project milestones!



Resources

- Public Assistance Program and Policy Guide (PAPPG): <https://www.fema.gov/public-assistance-policy-and-guidance>
- Procurement Disaster Assistance Team (PDAT)
<https://www.fema.gov/grants/procurement>

Other Recommended Resources

- FEMA PA Grants Portal - Grants Manager YouTube Channel:
[***FEMA's Grants Portal Video Series***](#)
- Technical and training support at FEMA's PA Grants Portal Hotline:
(866) 337-8448
- Grants Portal inbox: ***FEMA-Recovery-PA-Grants@fema.dhs.gov***

Questions? Email : [**oem.pa-recovery@oem.oregon.gov**](mailto:oem.pa-recovery@oem.oregon.gov)