



OREGON OFFICE OF EMERGENCY MANAGEMENT



Public Assistance Program Applicant Briefing

FEMA-4599-DR-OR





Presentation Overview

- Major Disaster Declaration (3-5)
- Overview of the recovery process (5)
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FEMA-4599-DR-OR



Severe Winter Storms

*Thank you for participating in the Public Assistance Briefing for the
February Severe Winter Storms (Ice Storm).*

FEMA-4599-DR-OR

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

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





FEMA-4599-DR-OR

Declaration: May 4, 2021

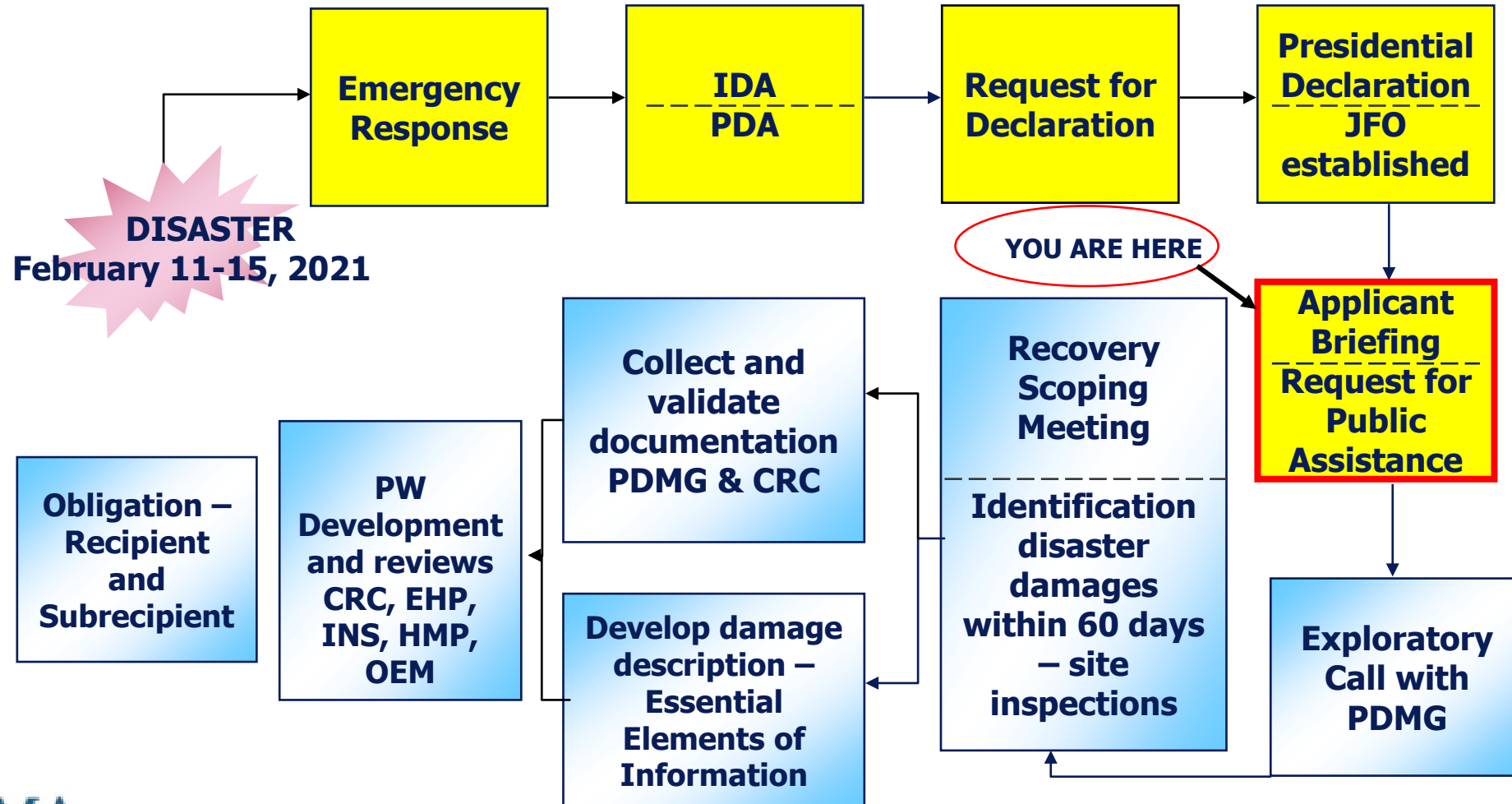
Incident: Severe Winter Storm

Incident Period: February 11-15, 2021

Eligible Counties			
Public Assistance			
<i>Benton Clackamas Linn</i>	<i>Marion Polk Yamhill</i>	<i>The Confederated Tribes of Grand Ronde</i>	
Cost Share			
Federal		Local/Sub-recipient	
75% of eligible damages		25% of eligible damages	



The Recovery Process





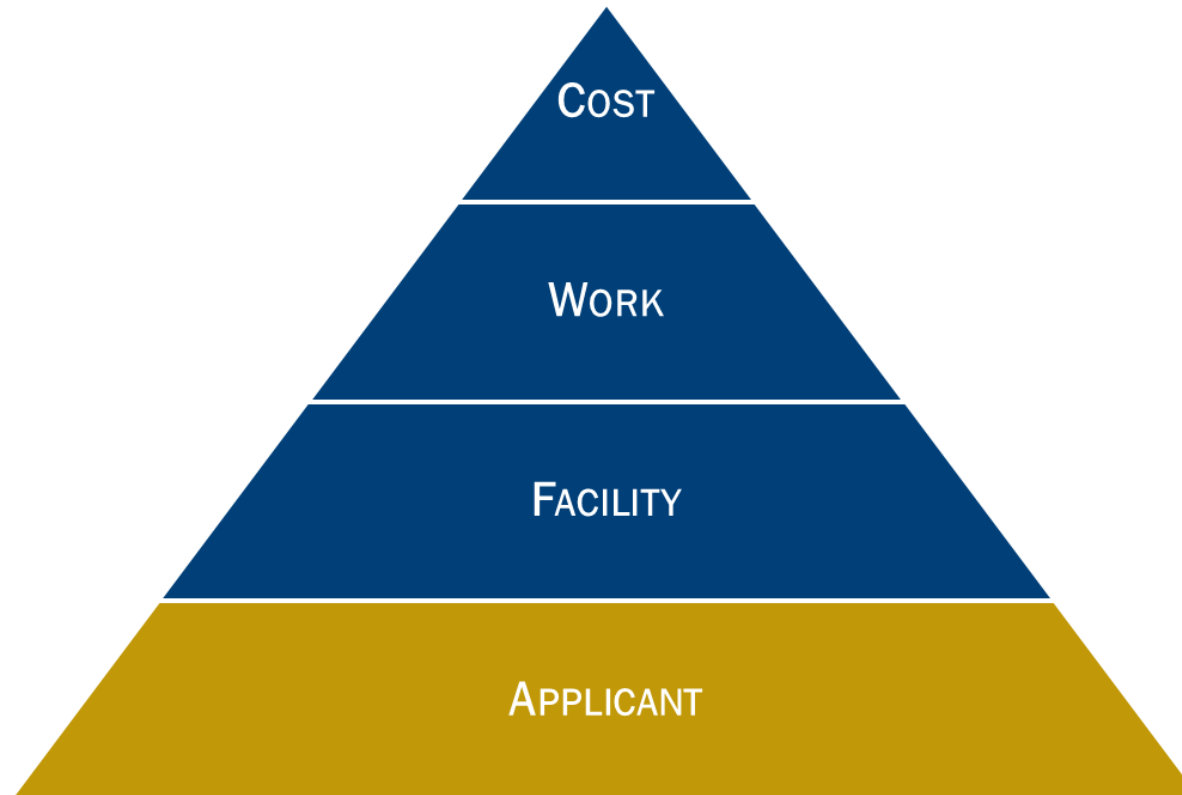
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FEMA Public Assistance Program



Program Eligibility





Program Eligibility (Applicant)

- State
- County
- City/Town
- *Federally recognized Native American Tribes and Tribal Organizations*
- *Qualifying private non-profits (PNPs) organizations*
- Other State Political sub-divisions



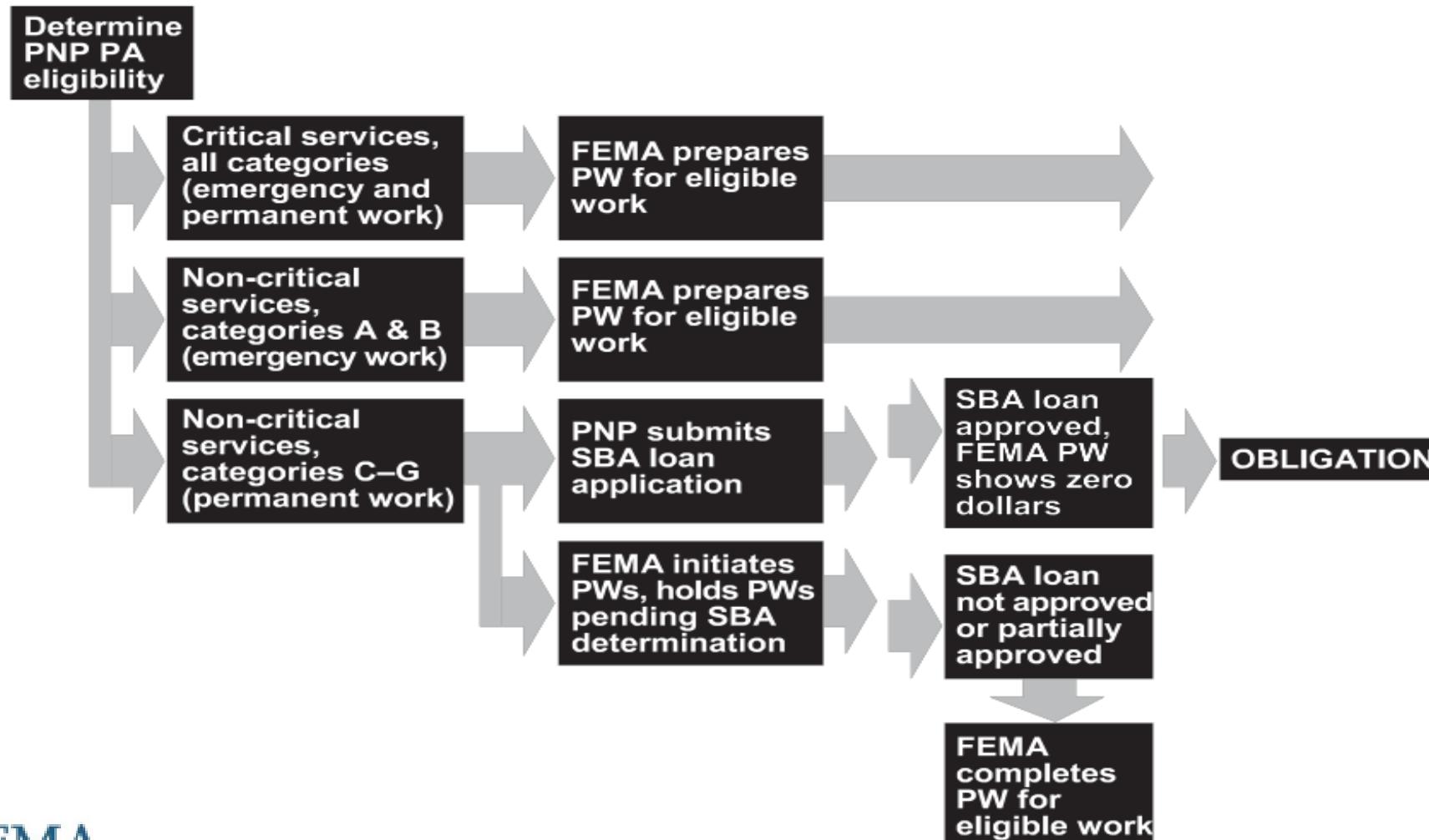


Private Non-Profit (PNP) Subrecipients/Applicants

- ☐ 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 information in addition to the RPA when
applying for Federal Assistance)



PNP Application Process





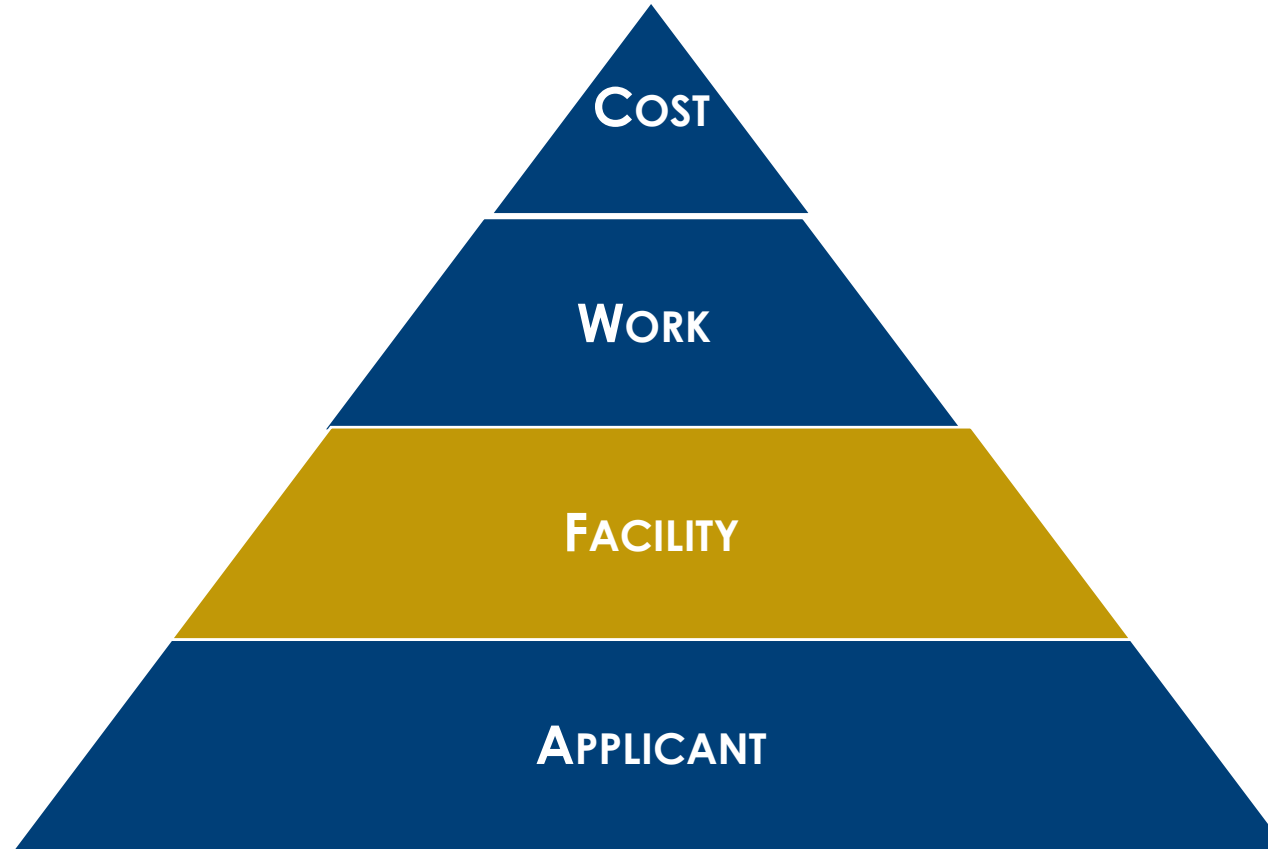
PNP Application Requirements

- **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 Facility

- ☐ Buildings, systems, equipment, or maintained natural features
- ☐ Legal responsibility of an eligible subrecipient/applicant
- ☐ Located in a designated disaster area
- ☐ Not under the authority of another federal agency
- ☐ In active use at the time of disaster



Eligibility (Facility/others)

ALTERNATE USE

- Facility is restored to pre-disaster function
- Office to storage facility

UNDER CONSTRUCTION

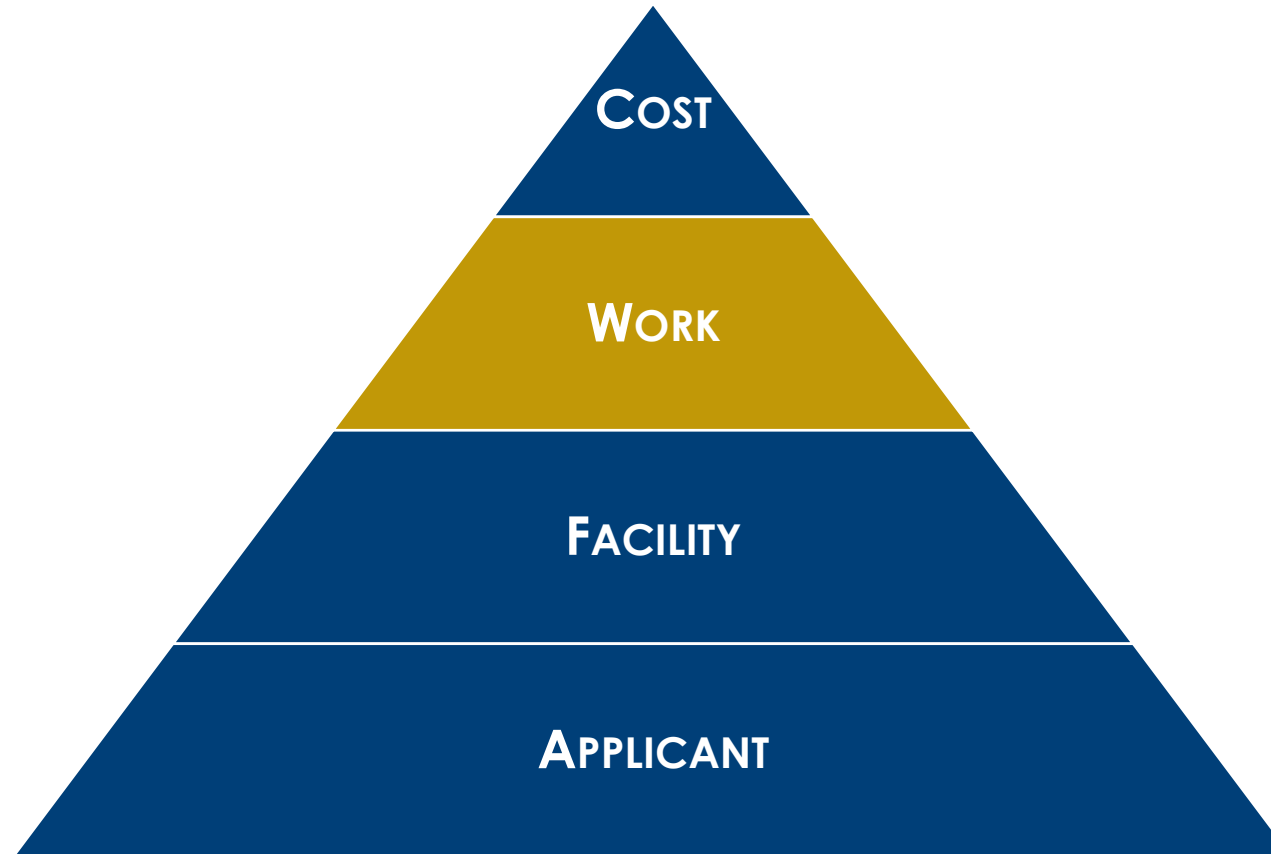
- Typically the responsibility of the contractor until the owner has accepted the work as complete

REPLACEMENT

- A facility or portion of that facility is under construction for replacement using non-federal funds, damage to the portion of the facility being replaced is not eligible (if contract is let)
- A facility that has been scheduled for replacement using federal funds and work is scheduled to begin in 12 months of the time of the disaster strikes, the facility is not eligible for funding
- Repair vs. Replacement threshold is repair costs over replacement



Eligibility Pyramid: Work





Program Eligibility Work

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

- ☐ Direct result of event
- ☐ Location: the work must be within the designated disaster area.
- ☐ Legal Responsibility: the work must be the legal responsibility of an eligible applicant.

- ☐ **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...)



Types of 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 – Approved for 6 Counties: Benton, Clackamas, Linn, Marion, Polk, Yamhill and The Confederated Tribes of Grand Ronde
- B. Emergency Protective Measures – Approved for all 6 Counties and The Confederated Tribes of Grand Ronde



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.



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
- ☐ Location 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 Policy and Guide Book 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 A – Other

Eligible vegetative debris may include tree limbs, branches, stumps, or trees that are still in place , but damaged to the extent they pose an immediate threat.

Hazardous limbs, Trees, and Stumps Documentation key requirements:

- ☐ Specifics of immediate threat with location and photograph or video documentation that established the item is on public property
- ☐ Quantity removed
- ☐ Note diameter of each tree removed (PAPPG page 103)
- ☐ Quantity, location, and source of material to fill root-holes;
- ☐ Equipment used to perform work

FEMA has specific requirements on Hazardous Limbs, Trees, and stumps please refer to PAPPG page 101-103 for details.



Category A - Continued

Monitoring Debris Operations:

FEMA requires that applicants monitor all contracted debris removal operations. If it does not monitor contracted debris removal operations, it jeopardizes FEMA funding.

Applicants may use employees (including temporary hires), contractors, or a combination for monitoring. FEMA will provide debris monitor training to an applicant's employees upon request.

It is not necessary, or cost-effective, to have Professional Engineers or other certified professionals perform debris monitoring. FEMA considers costs unreasonable when associated with the use of staff that are more qualified than necessary.



Category B – Emergency Protective Measures

Emergency Protective Measures 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:

- Fire suppression
- Temporary emergency repairs
- Search and Rescue
- Emergency Operations Center
- Non-Congregate Sheltering
- 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



Labor Eligibility

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

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	✓	✓

Figure 11. Emergency Work Labor Eligibility



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 Agreement

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, within 30 days of the Applicants' Briefing, specifying reimbursement
- ☐ Agreements must not be contingent upon Federal or State disaster funding



Non-Congregate Sheltering (NCS)

FEMA Emergency Non-Congregate Sheltering During the COVID-19 Public Health Emergency (Interim) FEMA Policy 104-009-18

- ☐ FEMA will fund costs associated with necessary NCS activities which were incurred up to six days before the incident period begins and for up to 30 days after the incident period ends.
- ☐ Time extension approval by the FEMA Region Ten Regional Administrator is required for NCS operations beyond initial 30 days
- ☐ FEMA will provide flexibility to applicants to take measures to safely conduct non-congregate sheltering activities through December 31, 2020 in the event of a Stafford Act declaration.
- ☐ Must have Legal Responsibility.
- ☐ Pre-approval of NCS is not required.
- ☐ The Recipient must provide sufficient data and documentation to establish eligibility of the NCS sheltering activities, including the need for NCS resulting from the declared event, reasonableness, and costs. For a list of documentation requirements, refer to the PAPPG.
- ☐ FEMA will fund costs associated with necessary NCS activities which were incurred up to six days before the incident period begins and for up to 30 days after the incident period ends.





Donated Resources

- All donated resources being claimed must be documented (who, what, when, where and why/how)
- Credit against non-fed share – specific 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)
- Materials value 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 of a Specific Project Worksheet

- Donated labor
- Donated equipment
- Donated materials





Program Ineligibility Permanent Work

Ineligible:

- 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



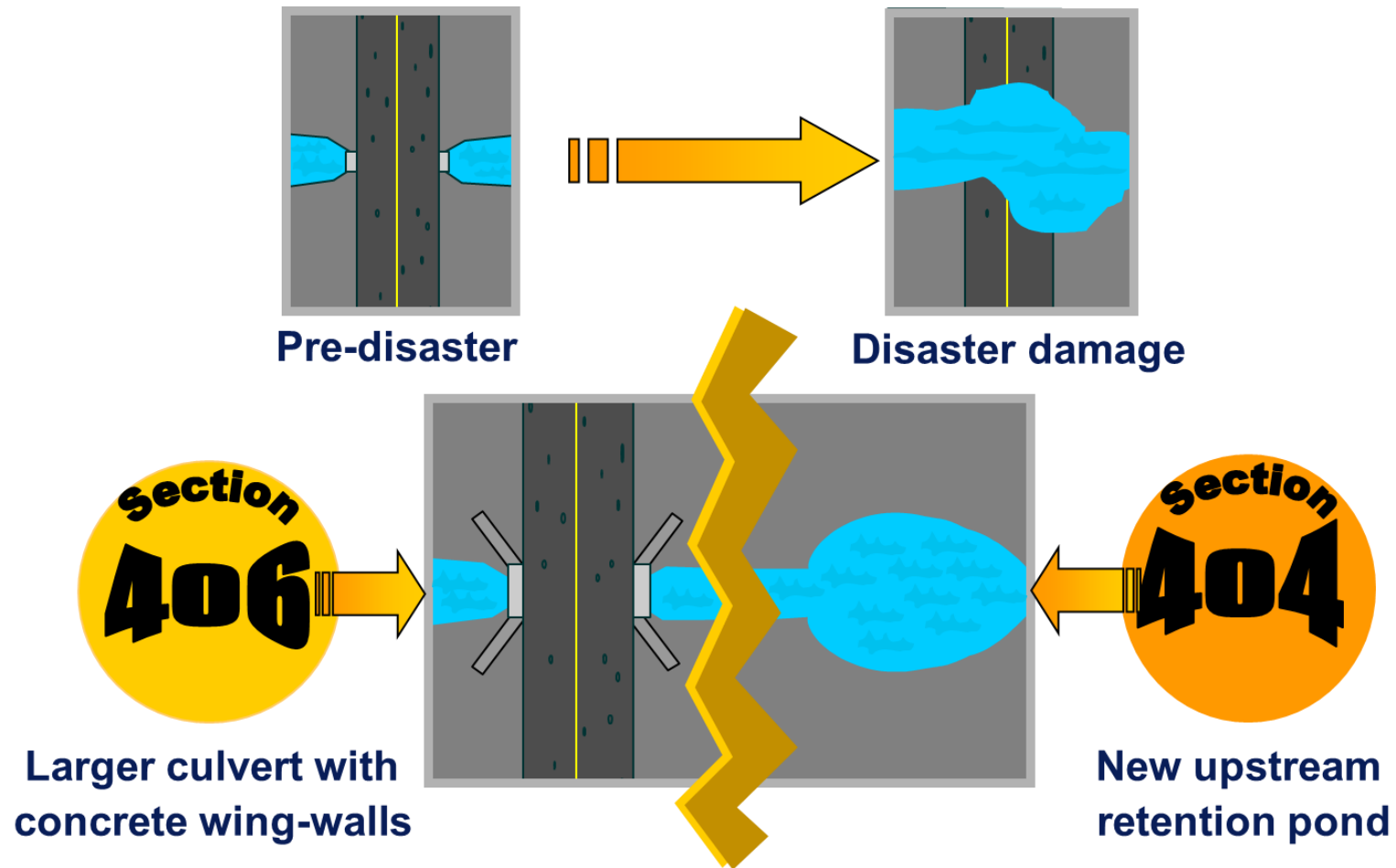


Important Points

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.
5. If work has begun or must begin immediately contact the appropriate regulatory agencies (keep all regulatory and SHPO correspondence)



Hazard Mitigation Scenario





406 Hazard Mitigation

- ☐ Measures to prevent repetitive damage
- ☐ Permanent work only
- ☐ FEMA may approve if cost is:
 - Up to 15% of eligible project cost
 - Can be up to 100% of eligible project 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)



Hazard Mitigation Grant Program

Hazard Mitigation Grant Program (HMGP (404) – DR 4599)

- Oregon enhanced status, total funded to HMGP is 20 percent of the federal share of Public Assistance estimate
- 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

Not having a FEMA-APPROVED NHMP delays any possibility of funding.

Questions contact: Amie Bashant
 503.378.4660, or
 amie.bashant@state.or.us





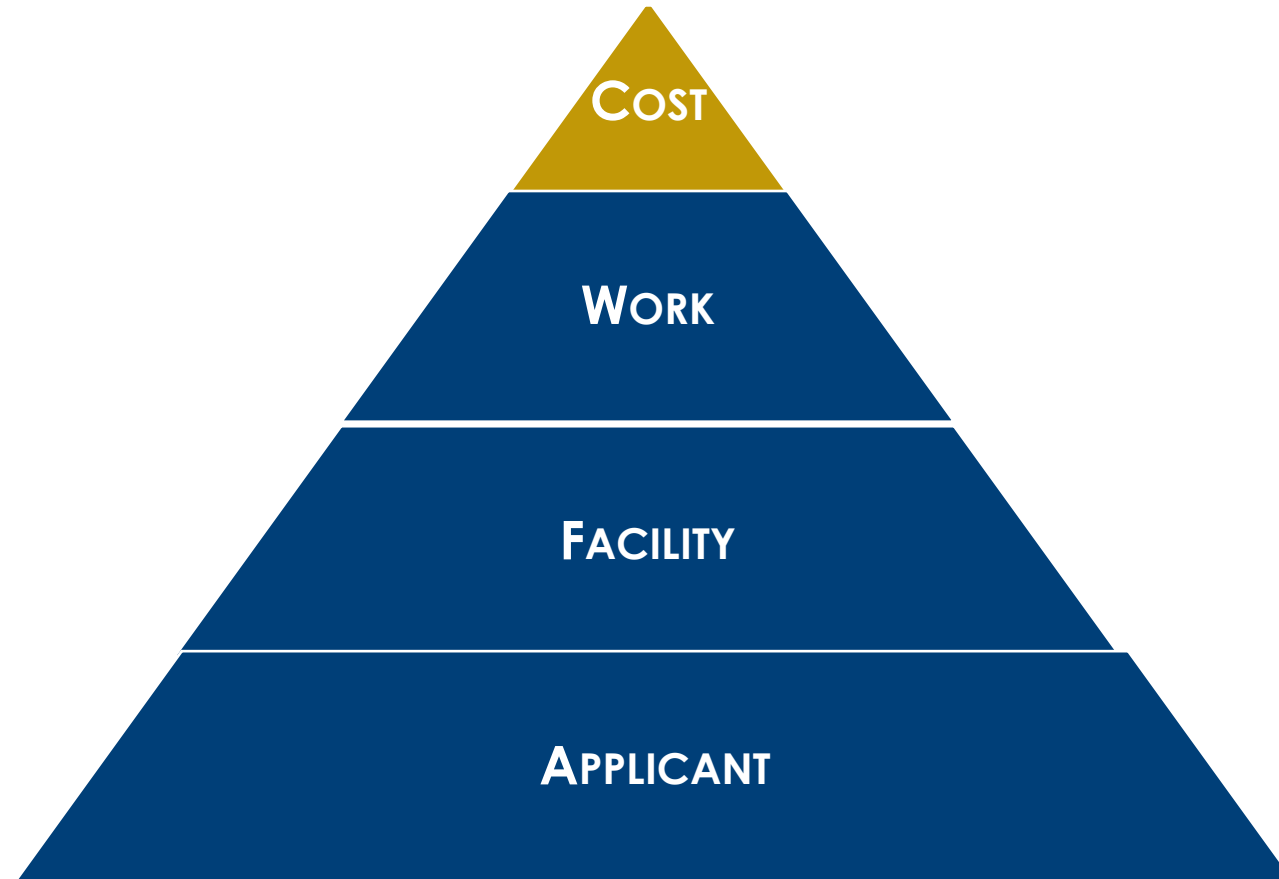
HOW YOU CAN HELP!

- Make the PDMG 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 \$3,300 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) Overtime

Contracts and Procurement

Material

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)
 - ✓ FEMA cost codes



Labor

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

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 (page 70)

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



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 be have labor agreement or policy available to support cost 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 local typical percentage of costs or work with your PDMG



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 200.318-200.326).

In addition include the applicable contract clauses found in 2 CFR 200.326 and 2 CFR Part 200, Appendix , 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>





Contracts and Procurement

Non-State Subrecipients

Following FEMA's Procurement Policy Is Important:

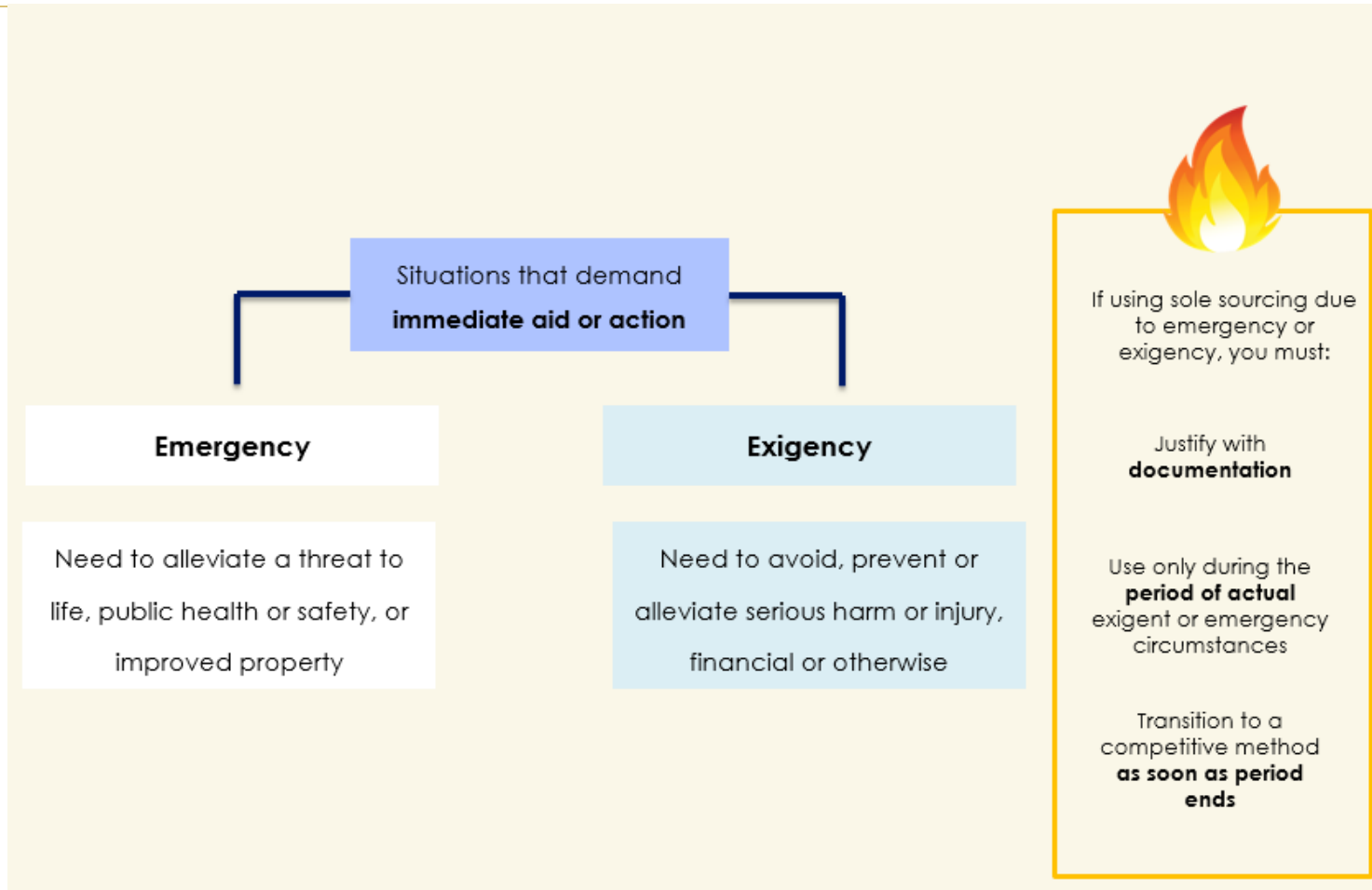
- ★ 2 CFR section 200.110 provides that procurement standards set forth in 2 CFR section 200.317 to 200.326 apply to all FEMA awards issued on or after December 26, 2014.
- ★ Office of the Inspector General (OIG) serves as an independent office within the Department of Homeland Security (DHS) to oversee audit and investigative functions.
- ★ OIG audit reports reveal significant issues representing millions of dollars of Federal funds.
- ★ In FY 2016, OIG audited disaster recovery projects totaling \$686 million and recommended FEMA disallow \$155.6 million as ineligible and unsupported.

The #1 reason for deobligated projects is that federal procurement rules were not followed





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.





Contracts and Procurement

Non-State Subrecipients

FEMA PDAT Guidance and Tools

FEMA PDAT Procurement Guidance

FEMA Procurement Checklist

FEMA Cost/Price Analysis Guide

FEMA Required Contract Clauses and Provisions

FEMA Procurement Webinar Series

<https://www.fema.gov/grants/procurement>





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 (\$132,800 FY21) 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 \$3,320 to have a "project".

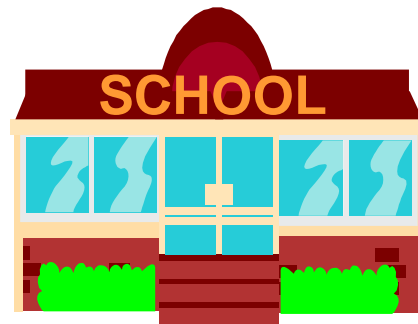
Small Projects	Large Projects
< \$132,800	>\$132,800
<ul style="list-style-type: none">Federal cost share is paid upon project approvalFunding is based on an initial cost estimate	<ul style="list-style-type: none">Federal cost share is paid as work is accomplishedFinal assistance is based upon actual costs incurred or approved estimateQuarterly Reports Required on all open large projects!



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



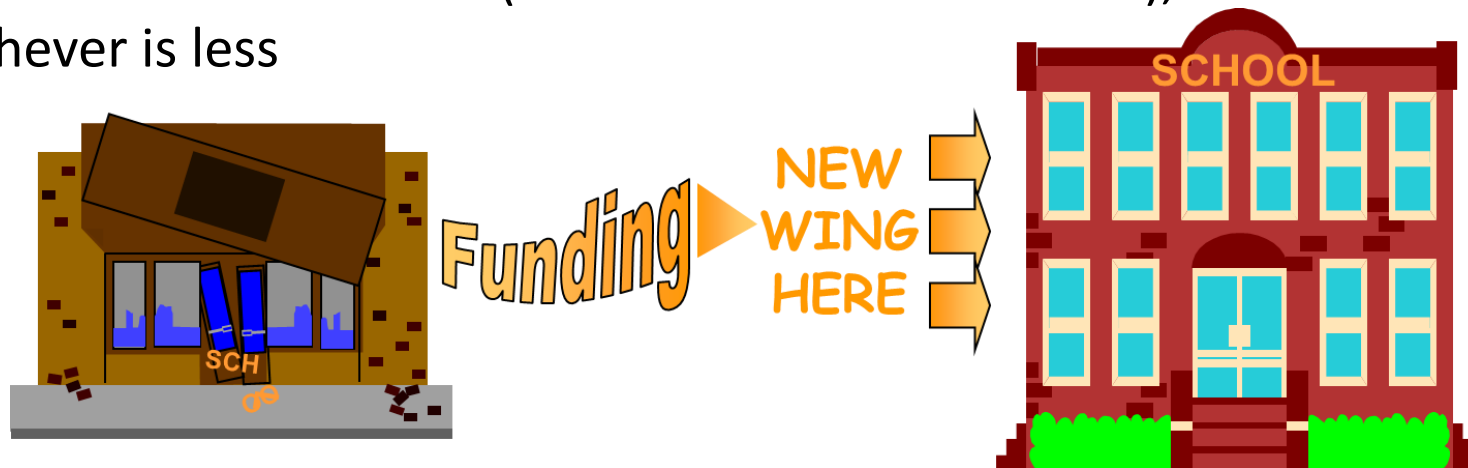
After



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 (*PNP 75% of federal share), or actual cost of alternate project, whichever is less



Participation in SRIA Permanent Procedure will eliminate the reduced rate



Project Completion Timelines

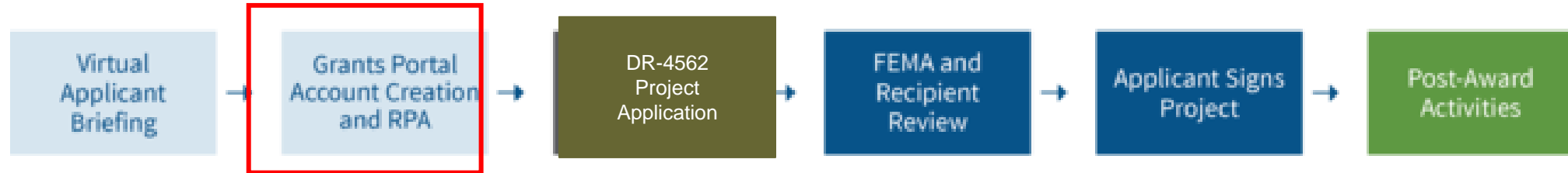
Start date (date of major disaster declaration): February 11, 2021

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 (PAAP) Pilot Program - 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.





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”

The screenshot shows the FEMA Grants Portal login interface. At the top is the 'Grants Portal' header. Below it is a section titled 'Sign in to Your Account' with a key icon. There 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 large blue 'SIGN IN' button. At the bottom, there is a link with a plus icon: '+ Register Your Organization for Public Assistance'. A red callout box with the text 'Click Here' points to this link.



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 Selicity Icefire: selicity.icefire@state.or.us with question or 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.





Request for Public Assistance

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

Section I - Declaration and Applicant Information

General Info

Organization Imaginary County XXXXXXXXXX

FEMA PA Code XXX-XXXX-XX

DUNS # XXXXXXXXXX

Event

Primary Address

Address

Here, Somewhere 54321

County Imaginary County

Mailing Address



Request for Public Assistance

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.

← BACK

PROCEED →



Request for Public Assistance

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

Section III - Impacts

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? * [\(More Info\)](#)

This field is required.

☐ Less than \$131,100

☐ Between \$131,100 and \$1,000,000

☐ \$1,000,000 or more

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



Request for Public Assistance

Request Public Assistance

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



Request for Public Assistance

Section III - Impacts

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 \$131,100
- ☐ Between \$131,100 and \$1,000,000
- ☐ \$1,000,000 or more

This field is required.

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

Request for Public Assistance

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

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
CLICK TO SIGN

Date Signed

Step 1: Review Information

Step 2: Initial and Certify

Step 3: Click Proceed



PA Delivery Model Project Phases

Four phases to the PA Delivery Model

- Phases I and II are conducted out of the Joint Field Office (JFO)
- Phases III and IV are completed in the FEMA Consolidated Resource Center (CRC)





Phase I – Operational Planning

- Major Disaster Declared
- ➔ • Applicant Briefing
- Applicant Submits Request for Public Assistance (RPA)
- FEMA Grant Portal is opened for Declared Disaster
- FEMA Reviews RPA – Determines Applicant Eligibility
- FEMA PDMGs are assigned to Applicants
- **Exploratory Calls** to Applicants
- Applicant Completes Initial Damage Inventory
- Contract between OEM and the Applicant (Applicant becomes Sub-recipient)





Phase I – Operational Planning

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





Phase II - Recovery Scoping Meeting

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



Phase III – Scoping and Costing

Completed Work – Routed to FEMA Consolidated Resource Center (CRC)

- Work is 100% Completed
 - No more costs to be incurred
- May include work identified to be 100% complete within 2 weeks of Recovery Scoping Meeting (RSM)
- Small Project Certification
 - Requires limited documentation
 - Limited to Cat B-G
- Project is only submitted to the FEMA CRC when all required documentation outlined in the Essential Elements of Information (EEI) is submitted
- Payroll runs, timesheets, equipment, materials, rentals /purchases/contracts used
- Insurance documents, CBA / HR documents, Mutual Aid





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
- Don't concur
 - Request resolution meeting with FEMA/State





Phase IV – Final Stage

Final reviews are completed at the FEMA CRC and funding is obligated for the project

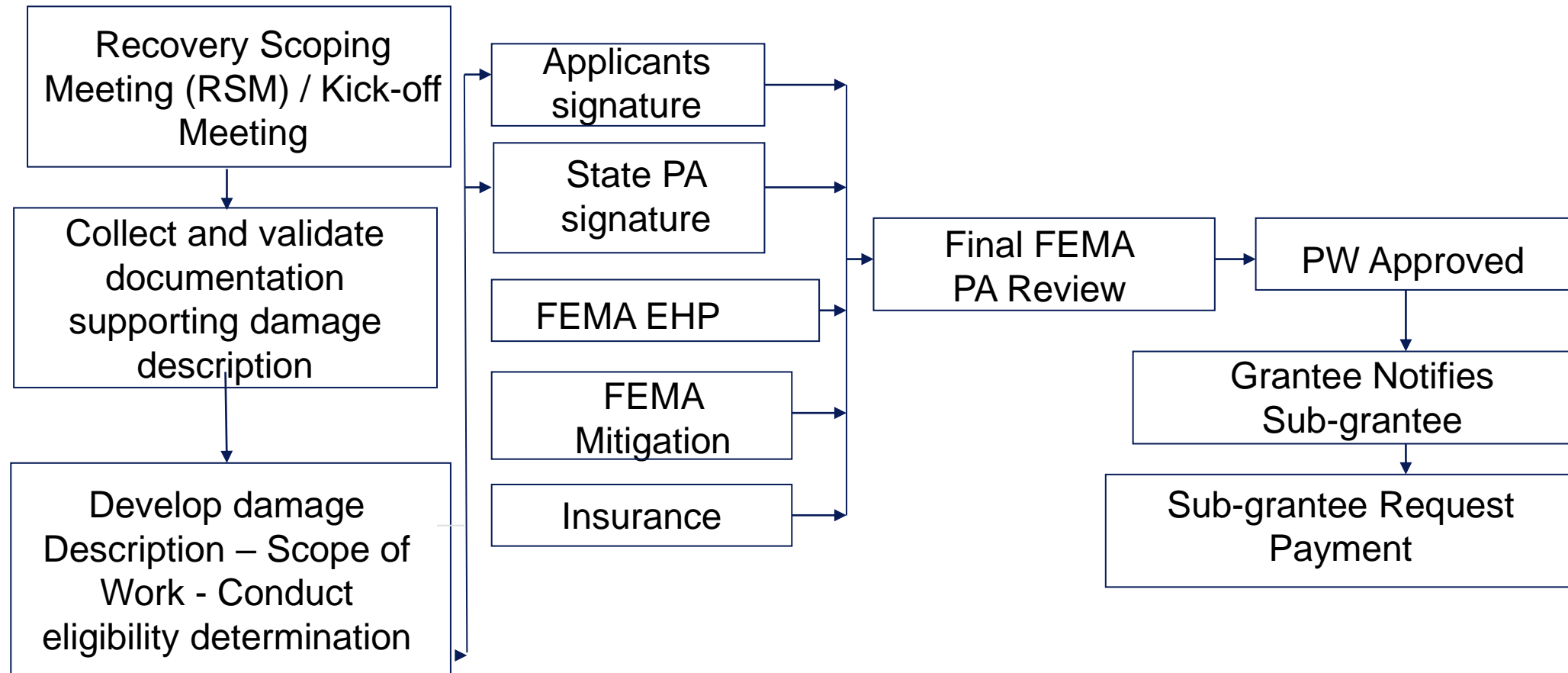
- FEMA PDMG continues to serve as the customer service representative for any communication between FEMA and the Applicant during this phase
- FEMA PDMG will also conduct a Recovery Transition Meeting with Applicant and Recipient points of contact
- Two-way Communication is Absolutely Vital!!!!
- Communicate early and often!!! FEMA PDMG and State PDMG need to know your problems and concerns
- Applicants –Seek out Programmatic / Process Guidance





Public Assistance Process

Project Worksheet (PW) Development and Approvals





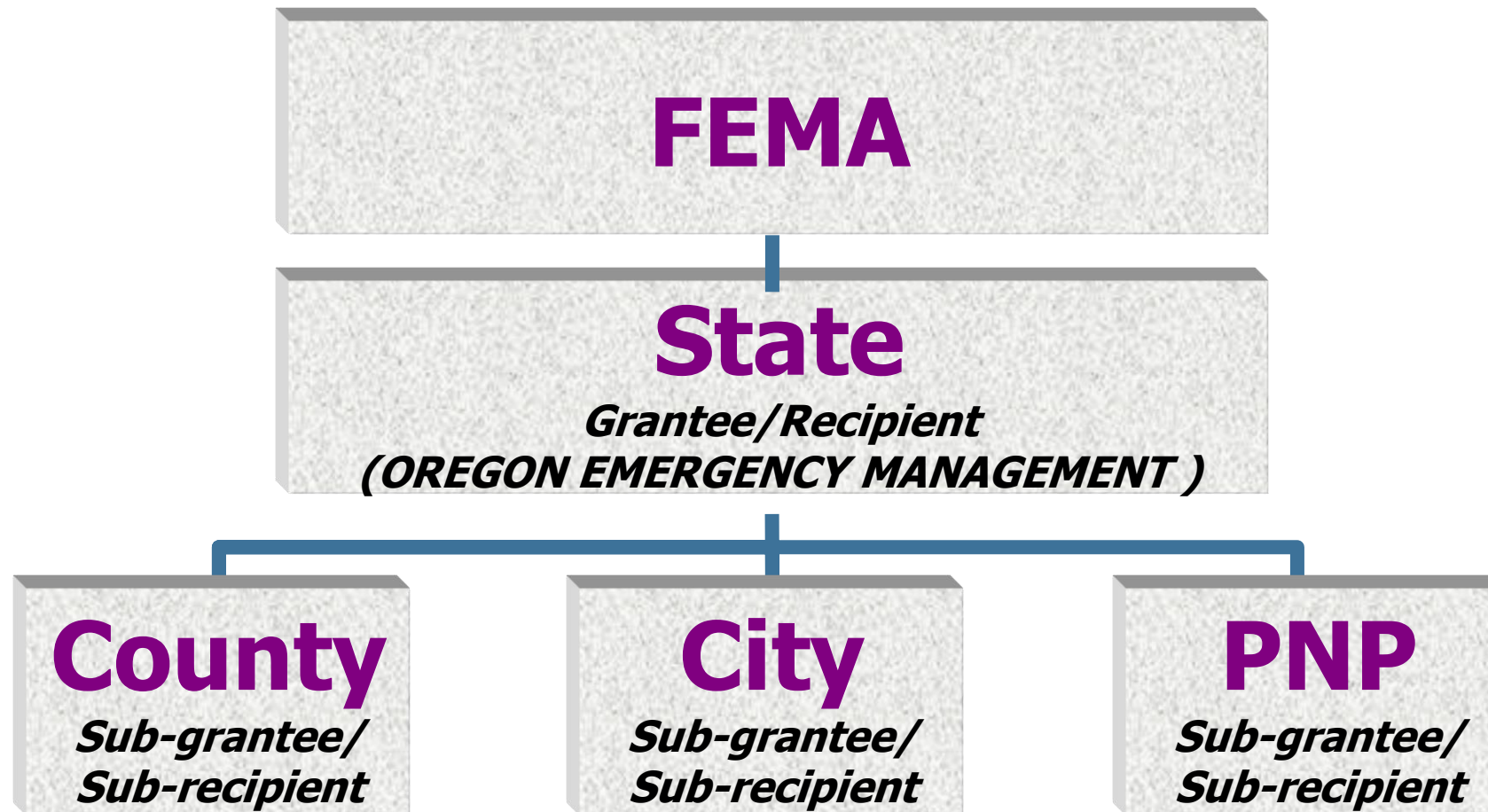
Time Limits

- Applying for a Public Assistance Grant - Applicant must submit a Request for Public Assistance by June 3, 2021.
- 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

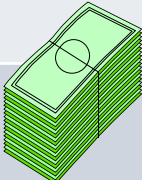
Important...

- Notify OEM immediately as soon as you identify a change to the SOW (**before work starts**) , and if 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><i>The applicant must certify completion (P.4) for each of its small project as soon as the project is completed.</i></p> <p><i>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.</i></p>	<p><i>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.</i></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 must be retained for 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, 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.



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 - Contact Julie Slevin, State Public Assistance Officer, 503-378-2235 email: Julie.Slevin@state.or.us or Dan Gwin, Deputy Public Assistance Officer, 503-378-3254 email: dan.gwin@state.or.us

