

# Public Assistance (PA) Post-Award Process

## FEMA-DR-4602-VA “Severe Winter Storms Event”

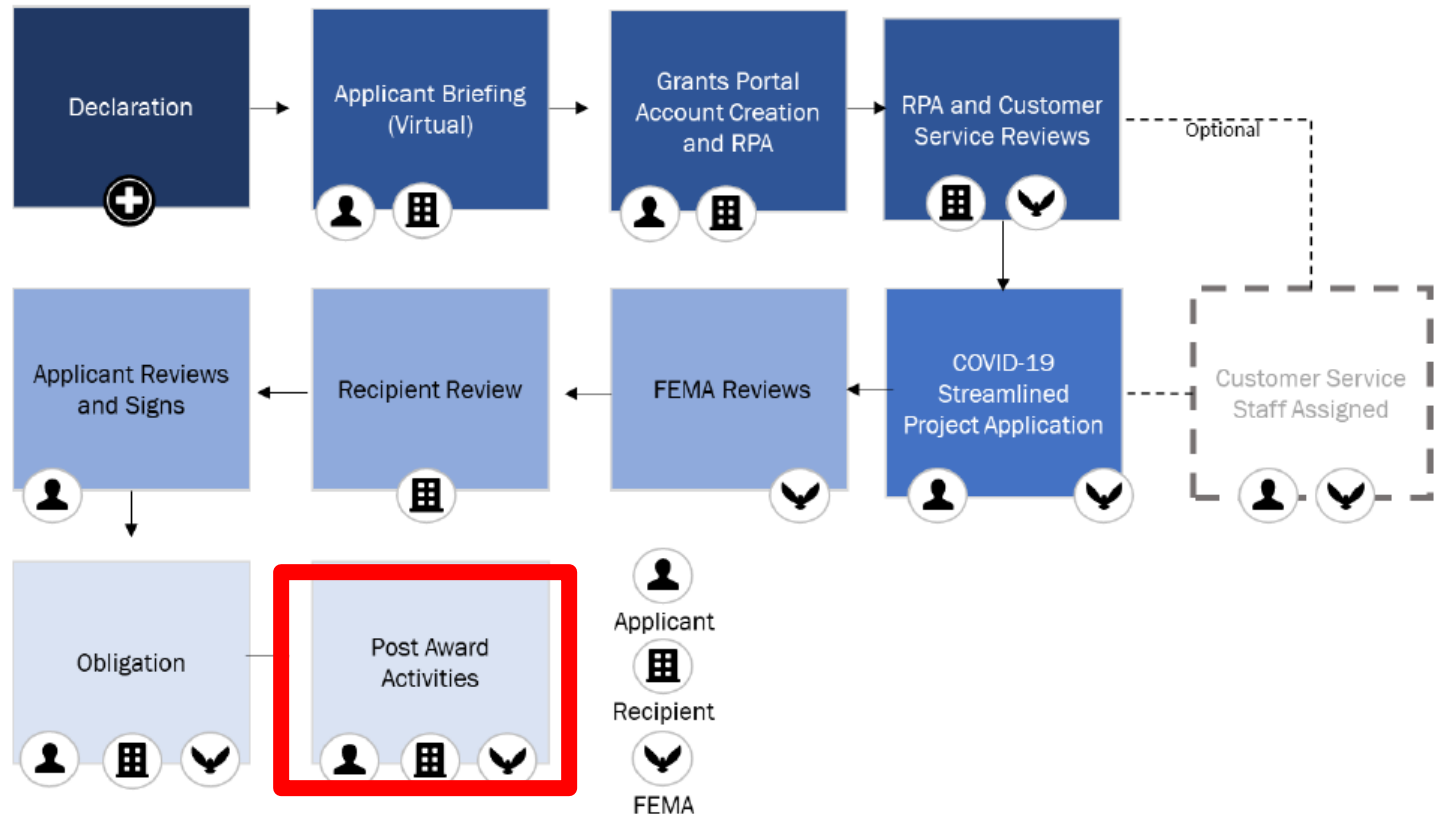
Presented on behalf of the VDEM Recovery Grants Team

Last updated: October 26, 2021



Virginia Department of  
**Emergency Management**

# Where are we in the grants process?



# What happens next?

- Sub-recipients (all PA Applicants) will be required to enter into a grant agreement which contains the federal terms and conditions of awards
- Sub-recipients may submit an official Request for Reimbursement (RFR) for DR-4602 Severe Winter Storms project costs once the grant agreement is submitted and approved
- Sub-recipients are required to submit quarterly reports for large projects or projects that have incomplete work through closeout/post-award process.



# Documentation, Documentation, Documentation

## Documentation of activities and costs is an essential part of disaster recovery.

The following are some items that may not have been required during project formulation and obligation, they are required, prior to funds being disbursed to a Sub-recipient by the Recipient

### Proof of Payments:

- Recipient (VDEM) Payments
  - Recipient to Sub-Recipient payment is required for each draw down and transaction amount.
    - Acceptable proof of payments can be any of the following, so long as the payment made can be tied back to the specific PW in which the transaction was made, Bank statement/summary, EFT or canceled check (both sides of check).
- FA Labor
  - Employee Payroll records/check records are required for each employee. This is necessary to validate payment made as well as the Employee's hourly rates as claimed.
- FA Material
  - Proof of Payment for all material purchases and/or historical data for in stock material used. This requirement can be satisfied by providing a bank statement/summary, EFT or canceled check (both sides of check) for purchases made.
- Contract/Mutual Aid Vendors
  - Procurement documentation and if applicable contract addendums and **change** orders/Mutual Aid Agreements
  - Invoices, Invoices backup documentation to include, if applicable, all load tickets, photos/measurements for leaners, hangers and stumps.
  - Proof of payments
    - Acceptable proof of payments can be any of the following, so long as the payment made can be tied back to the specific PW in which the transaction was made, Bank statement/summary, EFT or canceled check (both sides of check).
- FA Equipment
  - An equipment inventory listing with Employee information, equipment descriptions and cost codes/rates used.

**ALL projects, regardless of whether they were formulated by FEMA based on 100% work-completed or future work, require proof of payments and all supporting documentation in VDEM.EMGrants.com prior to payments being issued by VDEM to maintain compliance with 2CFR200 grant regulations.**

**FA = Force Account (or, internal)**



# Reimbursements: Small Projects (under \$132,800)

1. You may request the entire federal share (75% of the total project amount) for completed work, if the project was written with 100% work complete.
2. The remaining federal share (for future work, also known as work to-be completed) will be reimbursed at closeout.
3. If a project was written with a combination of completed work and work to-be completed, Applicants can request the completed work reimbursement (federal share) while the remaining work is being completed.
4. Supporting documentation must be submitted for ALL projects, even those written with 100% work completed, prior to reimbursement once the work is complete.
5. Documentation required by FEMA for project formulation and obligation is NOT the same required documentation for grant payment to be made by VDEM
6. Failure to submit a signed grant agreement and/or submit RFRs, containing all expense line items and backup documentation, may result in delayed grant payments.



# Reimbursements: Large Projects (above \$132,800)

- 1. You may request the entire federal share (75% of the total project amount) for Category B completed work, if the project was written with 100% work complete.**
- 2. The remaining federal share (for work to-be completed) will be reimbursed at closeout.**
- 3. Supporting documentation must be submitted for ALL projects, even those written with 100% work completed, prior to reimbursement once the work is complete.**
- 4. Documentation required by FEMA for project formulation and obligation is NOT the same required documentation for grant payment to be made by VDEM**
- 5. Failure to submit a signed grant agreement and/or submit RFRs, containing all expense line items and backup documentation, may result in delayed grant payments.**



# Reimbursements: Cat Z Management Costs Projects

1. Category Z Costs (management costs) will be reimbursed after all other projects have been 100% completed and obligated, and as your submitted documentation is reviewed to support the costs.
2. Cat Z projects will not be reimbursed until all supporting documentation is received by VDEM and when an Applicant certifies the final Cat Z costs, if less than the obligated Cat Z amount.
3. Cat Z backup documentation, including timesheets, proofs of payment, and an activity log, can be uploaded in the expense line items in the Request for Reimbursement (RFR) just like the other projects.



# Deadlines for Completion of Emergency & Permanent Work

- Emergency Work: Categories A & B
  - November 10, 2021
- Permanent Work: Categories C-G
  - November 10, 2022

Time Extensions (TE) must be submitted and approved PRIOR to the deadline for work completion. Please notify VDEM immediately if you anticipate needing to request a TE. You can submit a request for a TE with instruction from your assigned Recovery Grant Administrator.





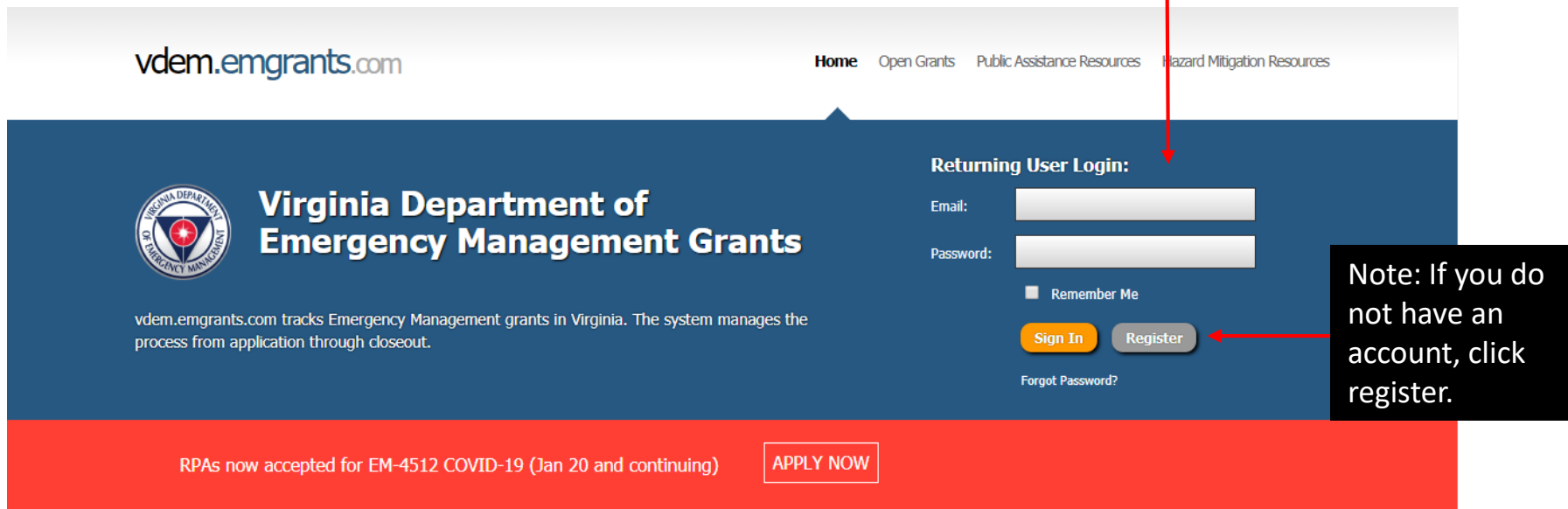
# What is the timeline for Closeout?

- Due to the unprecedented nature of this event, closeout timeline is unknown
- Smaller disasters have taken 2-4 years to close



# How to submit a Request for Reimbursement (RFR)

- Go to <https://vdem.emgrants.com/>
- Log in using your email and password:



The screenshot shows the homepage of the Virginia Department of Emergency Management Grants website. The URL [vdem.emgrants.com](https://vdem.emgrants.com/) is visible in the top left. The navigation menu includes [Home](#), [Open Grants](#), [Public Assistance Resources](#), and [Hazard Mitigation Resources](#). The main content area features the Virginia Department of Emergency Management logo and the text "Virginia Department of Emergency Management Grants". Below this, a paragraph states: "vdem.emgrants.com tracks Emergency Management grants in Virginia. The system manages the process from application through closeout." To the right, there is a "Returning User Login:" section with input fields for "Email:" and "Password:", a "Remember Me" checkbox, and "Sign In" and "Register" buttons. A red arrow points from the "Register" button to a black callout box on the right that says "Note: If you do not have an account, click register." At the bottom, a red banner contains the text "RPAs now accepted for EM-4512 COVID-19 (Jan 20 and continuing)" and an "APPLY NOW" button.



- Your homepage will look similar to this:

My Home

Quick Start Guides? Collapse

Welcome to vdem.emgrants.com! To view training videos, reference user guides, or submit a support ticket, see the help icon located in the top-right corner of the screen ( ? ).

Open Grants Collapse

Quick Search: 60 results

Pages: 1 2

Program	Grant #	Grant Name	Declared Date	FEMA POP Date
SPA	2020	August Buchanan Landslide 2020	Aug 31, 2020	
SPA	2020-08-...	August 15th Flooding	Aug 15, 2020	
SPA	2020-08-...	Earthquake	Aug 9, 2020	
SPA	2020-08-...	Flooding	Aug 8, 2020	
SPA	2020-08	2020-08 Hurricane Isaias	Jul 30, 2020	
BRIC	BRIC 2020	Building Resilient Infrastructure Communities 2020	Jul 1, 2020	
FMA	FMA 2020	Flood Mitigation Assistance 2020	Jul 1, 2020	
SPA	06-17-20...	06-17-2020 Landslide Event	Jun 17, 2020	
SPA	2020-06-...	First Amendment Events	May 31, 2020	

My Inbox Summary

- > Inbox | 600 total, 556 unread
- > Drafts | 17 total

Resources

- > PA Program Information
- > VDEM Staff Resources
- > PA Applicant Resources
- > PA Training
- > PA Administrative Plan
- > Assignments Map
- > HM Training
- > HM Applicant Resources
- > HM Plan-Strategy
- > Public Assistance Resources
- > Hazard Mitigation Resources
- > News Archive

- Click



- You will now see your account summary, click on Projects


The screenshot displays a web application interface with a red header bar. A white search bar is located in the top left of the header. In the top right, there is a red button with a padlock icon and the text "EDITING". Below the header is a navigation bar with "New Meeting" and "Create New Request" buttons, and a "More" dropdown menu on the right. A left sidebar contains a list of menu items: Summary, Manage, Accounts, Projects (highlighted with a red arrow), Payments, Quarterly Reports, Contacts, Notes, Documents, and History. The main content area is titled "Applicant Details" and contains the following information:

Grants Portal Organization ID:	105
Account Count:	75 Accounts 69 Open 6 Closed
Project Count:	536 Projects 2 Unobligated 82 Obligated - Large (53 Open) 452 Obligated - Small (70 Open) 12 overdue (view)
Quarterly Report Count:	No Active QRs (View All) 187 Overdue Quarterly Reports
Eligible Obligated:	\$68,968,089.78
Federal Obligated:	\$53,694,035.83 (77.82%) (Federal = \$53,667,970.87, Admin = \$26,064.96) View Graph
State Obligated:	\$13,078,268.06 (18.96%) View Graph
Local Share:	\$2,221,850.85 (3.22%)

On the right side of the interface, there are two panels. The top panel, "Apply for a Grant", contains the text: "There are currently 22 Grants open. If you wish to apply, please click the Apply Now button below." and a blue "Apply Now" button. The bottom panel, "Resources", contains a list of links: PA Program Information, VDEM Staff Resources, PA Applicant Resources, PA Training, PA Administrative Plan, Assignments Map, HM Training, HM Applicant Resources, HM Plan-Strategy, Public Assistance Resources, Hazard Mitigation Resources, and News Archive.



- Select the project in which you'd like to request for reimbursement

Virginia Department of Emergency Management


New Meeting Create New Request More ▾

- Summary >
- Manage
- Accounts
- Projects
- Payments
- Quarterly Reports
- Contacts
- Notes
- Documents
- History

Applicant Details

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Quarterly Report Count:	No Active QRs (View All) <span style="color: red;">167 Overdue Quarterly Reports</span>
Eligible Obligated:	\$68,968,089.78
Federal Obligated:	\$53,694,035.83 (77.82%) <small>(Federal = \$53,667,970.87, Admin = \$26,064.96)</small> <span style="color: red;">View Graph</span>
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Apply for a Grant

There are currently **22** Grants open. If you wish to apply, please click the Apply Now button below.

Apply Now

Resources

- PA Program Information
- VDEM Staff Resources
- PA Applicant Resources
- PA Training
- PA Administrative Plan
- Assignments Map
- HM Training
- HM Applicant Resources
- HM Plan-Strategy
- Public Assistance Resources
- Hazard Mitigation Resources
- News Archive



- Click Create New Request

Project #1 -  
Open

New Meeting    Create New Request ←

Summary >    Project Details

Manage

Funding

Locations

Expenses

Payments

Progress Monitoring

Contacts

Notes

Documents

History

**Number:** F# 1

**Title:** Management Costs

**Type:**

**Reference Number:** 76903

**Eligible Obligated:** \$840,107.52 (L) [Expand](#)

**Federal Obligated:** \$840,107.52 (100.00%) [Expand](#)

**State Obligated:** \$0.00 (0.00%)

**Local Share:** \$0.00 (0.00%)

**Advances Requested:** \$0.00

**Work Complete %:** 0.00%  
Quarterly Report is 0.00% complete.  
Project Version 0 is 7.00% complete.

**Anticipated Completion Date:**

**Work Deadline:** June 18, 2020  
**Overdue by 159 days**

**In Process Requests:** Quarterly Reports (6) [Expand](#)



- Select New Reimbursement Request

**Create a New Request**

Select the request you would like to create by clicking on the name of the request below.

**Note:** For a list of Applicant or Account-based requests, first navigate to the Applicant or Account screen.

<p><b>New Reimbursement Request</b> ←</p> <p>The Reimbursement Request is used by the Applicant to request grant funds from the Commonwealth on a project.</p>	<p><b>New Advance Request</b></p> <p>The Funding Advance Request is used in rare instances where the project needs an initial obligation of funding prior to any payments by the Applicant.</p>
<p><b>New Project Closeout Request</b></p> <p>The Project Closeout Request notifies VDEM and FEMA that all work on the project is complete and a final inspection is needed.</p>	<p><b>New Time Extension Request</b></p> <p>The Time Extension Request notifies VDEM that the work on a project will not be completed by the period of performance deadline. Typically this request for an extension should be made at least 60-90 days prior to an upcoming deadline.</p>
<p><b>New Scope-of-Work Change Request</b></p> <p>The Scope-of-Work (SoW) Change Request notifies VDEM that the Applicant has identified a change in the SoW or a budget</p>	<p><b>New Project Appeal Request</b></p> <p>The Appeal Request notifies VDEM that the Applicant would like to Appeal a determination by FEMA or VDEM.</p>

Cancel



Select either Create New Expense or Link an Existing Expense. Existing Expense is based on invoices.

### Create New Reimbursement Request

Cancel

Expenses > Expenses

To create a new RFR, you must associate an expense.

Create new Expense    Link an Existing Expense

### Create New Expense

Create    Cancel

Form > Form

State Use Only

Requested Amount: \$0.00

Amount Eligible: \$ 0.00  
After detailed review, the amount that is found to be within the approved Scope of Work.

Amount Eligible Later: \$ 0.00  
Note: Eligible Later amounts require an amendment for additional funding.

Ineligible Amount: \$ 0.00

Adjusted Amount: \$0.00

State Comments:

An applicant may request an advance of funds on an approved large project where no work has been completed. The applicant must have a basis for the requested funds, such as anticipated contractor bills, or force account payroll deadlines to meet. No more than 25% of the eligible project funds may be advanced with the necessary supporting justification. Advanced requests are evaluated on a case by case basis.

Type: Select One

Total Documented Amount: \$ 0.00  
Project Eligible Obligated \$940,107.62, Federal Obligated \$940,107.62, Expended \$247,281.48

Requested Amount: \$   
This is the amount eligible for payment.

### Link an Existing Expense

- 105. Invoice (\$3,428.94)
- 106. Invoice (\$158.21)
- 107. Invoice (\$685.58)
- 108. Invoice (\$706.60)
- 109. Invoice (\$3,047.08)
- 110. Invoice (\$3,613.96)



Link    Cancel




gement



# To Create a New Expense, fill out the form and click Create

 Create  Cancel

 **\* Form** >

**State Use Only**

Requested Amount: \$0.00

Amount Eligible: \$   
After detailed review, the amount that is found to be within the approved Scope of Work.

Amount Eligible Later: \$   
Note: Eligible Later amounts require an amendment for additional funding.

Ineligible Amount: \$

Adjusted Amount: \$0.00

State Comments:

An applicant may request an advance of funds on an approved large project where no work has been completed. The applicant must have a basis for the requested funds, such as anticipated contractor bills, or force account payroll deadlines to meet. No more than 25% of the eligible project funds may be advanced with the necessary supporting justification. Advanced requests are evaluated on a case by case basis.

Type:

Total Documented Amount: \$   
Project Eligible Obligated \$840,107.52, Federal Obligated \$840,107.52, Expended \$247,381.45

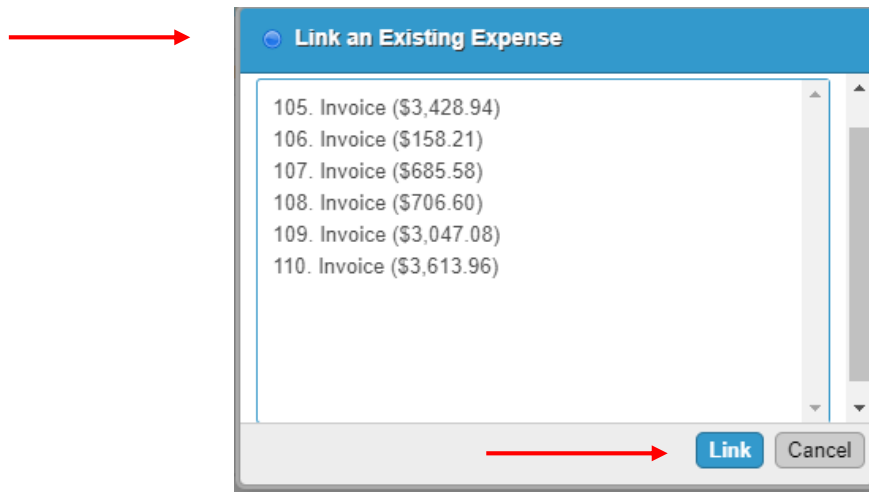
Requested Amount: \$

This is the amount eligible for payment.

Comments:



If you clicked Link an Existing Expense, to provide support for your reimbursement request, select your expense and press “Link”



Once complete, click Advance for VDEM Review. Now, your Request for Reimbursement (RFR) will be reviewed by the PA Grants team.

Project #1: Reimbursement Request  
Draft

Advance Set on Hold Delete Expense Options More

Summary Expenses Notes Documents Workflow History

Expenses

Quick Search: 1 results

#	Type	Contractor	Reference #	Amount	Amount El...
105	Invoice		V#9263	\$3,428.94	\$3,428.94

The Grant Administrator may need to reach out to you if there is missing expense line item information including missing proofs of payment etc.... Please allow some time for the documentation in the RFR to be completed prior to requesting a status update. It may take 2-3 weeks for the RFR to be processed.

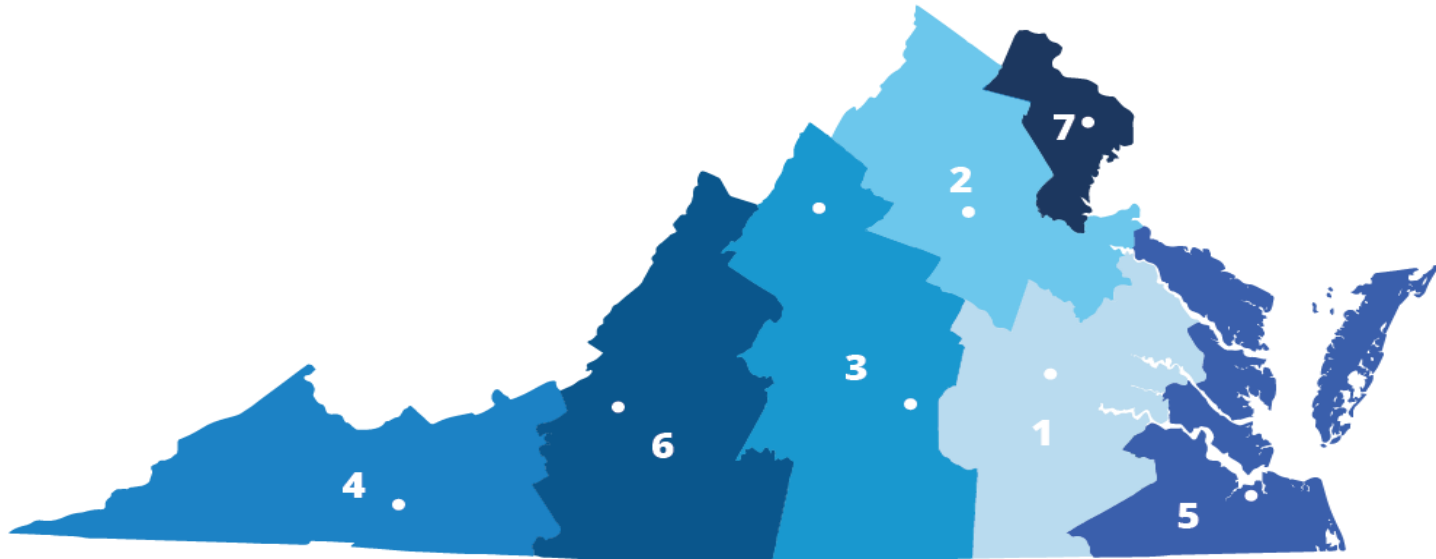


# VDEM Recovery Grants Support

For Technical Assistance during the post-award process, please reach out directly to your Regional Recovery Grant Administrator. Please allow 24-48 hours for a response due to multiple concurring disasters.

Your assigned Recovery Grant Contact can be found here: [Grants Contacts](#) | [VDEM \(vaemergency.gov\)](#)

If you are unable to make contact with your assigned Grant Administrator within 48 hours, please email [Recovery@vdem.Virginia.gov](mailto:Recovery@vdem.Virginia.gov)



Virginia Department of  
**Emergency Management**

Stay Updated!!

Select one or all of the VDEM Grant Programs  
you wish to remain informed about

[Register for Grant Updates](#)

