Applicant Briefing Presentation
Public Assistance (PA) Program

FEMA-DR-4628-VA
Buchanan County Flooding, Mudslides and Landslides

Presented by the
Recovery Section of the
Virginia Emergency Support Team (VEST)

Agenda

- General Public Assistance Overview

- Roles and Responsibilities

- Public Assistance Eligibility

- Public Assistance Delivery Model

- FEMA's Streamlined Application Process Grants Portal Walk-through https://grantee.fema.gov

- Submit Requests for Public Assistance (RPAs)

- Adjourn

Goals

- Important Dates & Deadlines

- Become Familiar with FEMA's Streamlined Application Process

- Log into Grants Portal

- Submit Request for Public Assistance (RPA)

- Questions/Answers

Public Assistance (PA)

Assistance to state and local governments, and certain private non-profit organizations, for use in the response and recovery phases following a Presidential disaster declaration.

PA is a reimbursement program based on eligible costs incurred.

Public Assistance Cost Share

➤ FEMA will reimburse no less than 75% of eligible costs for projects.

➤ The non-federal share, remaining 25%

- State agency share – 0%

- Local government share – based on Local Council of Governments Fiscal Stress Index

- Tribal government share – 25%

- Private non-profits share – 25%

➤ Third-party donations for eligible work performed, if documented, may offset the 25% non-federal share requirement. The volunteer rate is $29.14 per hour.*
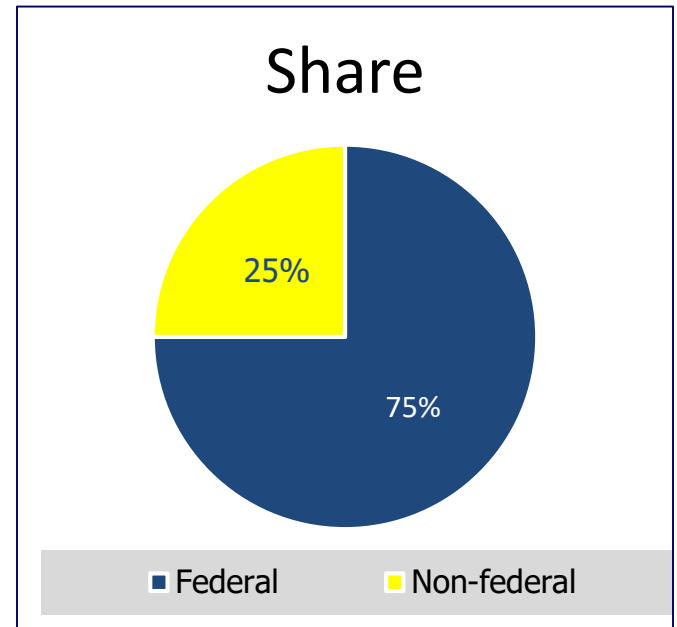
*Virginia will be seeking official FEMA approval for the volunteer rate featured above if there are any donated resource projects for Category B

Share

2021 Value of VOLUNTEER TIME

VIRGINIA	NATIONAL
$29.14	$28.54

https://independentsector.org/resource/vovt_details/

Common Terms

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

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

- **Recipients:** The State or Tribal government that receives funding under the disaster declaration and disburses funding to approved subrecipients.

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

A Tale of Two Portals

Pre-Award Grants Management

Post-Award Grants Management

FEMA Grants Portal

- Submission of RPA
- Submission of documentation
- Projects are written and signed
- All reviews and approvals take place
- Monitor & Manage projects
- Creates Transparency across all levels of government
- Recommend using Microsoft Edge as your browser while on the portal site for full functionality

Vdem.emgrants.com

- A web-based portal which manages the Public Assistance (PA) Program

- Was utilized for damage assessment process

- Automatic feed from FEMA's systems, so when funds are obligated you will see them in vdem.emgrants.com

- Vdem.emgrants.com will be utilized from federal obligation through closeout.

Vdem.emgrants.com

Allows you to:

- Access project information
- Submit requests for reimbursement
- Monitor the status of payments
- Submit Quarterly Reports
- Request extensions and scope of work changes
- Generate financial reports
- Request for closeout of project

Roles and Responsibilities

Applicant	Recipient (VDEM)	FEMA
• Creates/Maintains Organization Profile in Grants Portal (GP)	• Activate Organizational Profiles for Applicants in the fema grants portal	• Coordinate programmatic requirements and deadline with VDEM
• Attends Applicant Briefing	• Conducts Applicant Briefing(s)	• Approve RPAs
• Submits Request for Public Assistance (RPA)	• Review RPA and make eligibility recommendation	• Assign FEMA Program Delivery Managers (PDMGs) to assist Applicants in the PA Process
• Completes Streamlined Project Application	• Collect backup documentation not required during project formulation (i.e. proofs of payments, invoices etc...)	• Determine RPA and Project Eligibility
• Provides supporting documentation to FEMA for project formulation	• Administer Grant Awards	• Issue Requests for Information (RFIs)
• Requests Reimbusement for project and provides supporting documentation to VDEM for project reimbursements in emgrants	• Monitor Requests for Grant management including discussing reimbursement requests with Applicants, reviewing scope of work changes, issuing time extensions, and managing Applicant project closeouts	• Issue Determination Memos (DMs) for ineligible work
		• Send project award funding to the Recipient

Declaration Summary

- President approved Major Disaster Declaration on October 25, 2021 for Statewide Public Assistance
  - All categories of work: A-G

Emergency Work
Category A: Debris removal
Category B: Emergency protective measures

Permanent Work
Category C: Roads and bridges
Category D: Water control facilities
Category E: Public buildings and contents
Category F: Public utilities
Category G: Parks, recreational, and other facilities

- Hazard Mitigation Grant Program (HMGP)
  - All areas in the Commonwealth of Virginia are eligible
- Cost Share: 75% federal, 25% non-federal

Potential Applicants

- Potential Applicants for the PA grant program include localities, tribal governments, state agencies and certain private non-profits in Buchanan County, Virginia

- This is not a program for individuals (for example, renters and homeowners are NOT eligible for PA).

Incident Period and Period of Performance Dates

- Eligible costs/damages must have incurred between **August 30, 2021 – August 31, 2021,** and be directly related to the disaster.

- Period of Performance for Emergency Work is 6 months after the declaration date October 25, 2021.

- Period of Performance for Permanent Work is 18 months after the declaration date October 25, 2021.

PA Program and Policy Guidance

Public Assistance Program and Policy Guide

Version 4, Effective June 1, 2020

(FP 104-009-2)
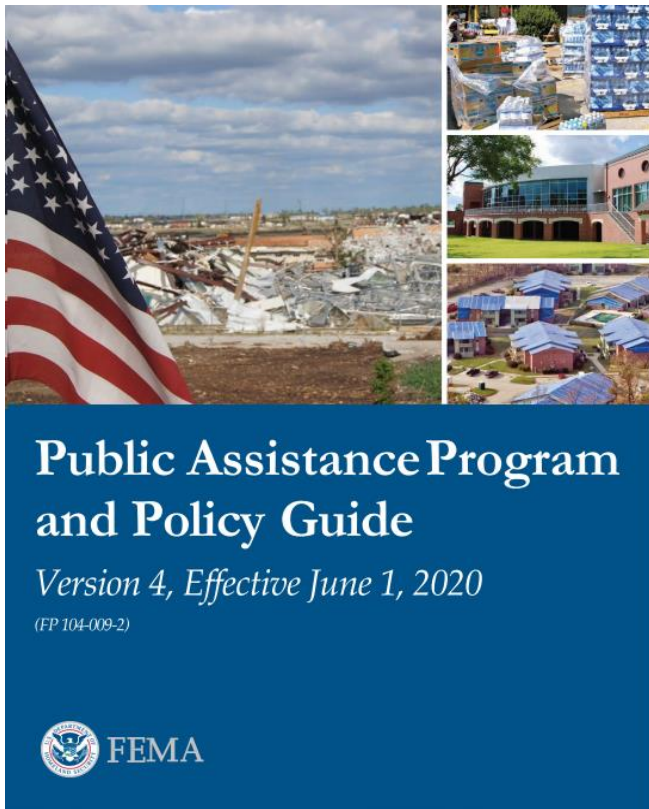
FEMA

- Establishes guidance and eligibility criteria for the Public Assistance Program

https://www.fema.gov/sites/default/files/documents/fema_pappg-v4-updated-links_policy_6-1-2020.pdf

Eligibility Pyramid

Potentially Eligible Applicants

➢ State agencies, colleges and universities, and community colleges

➢ Counties, cities, and incorporated towns

➢ Federally recognized tribal governments

➢ Special governmental districts, authorities, or boards

➢ Certain private non-profit organizations

Applicants

- **Only eligible applicants** can apply directly to FEMA for reimbursement of eligible costs (Categories A-G).

- Organizations that do not meet the definition of an eligible applicant, but are performing eligible work on behalf of an eligible applicant may see reimbursement of costs through an MOU with the applicant

Private Non-Profit Organizations

- Private Non-Profit organizations must have a ruling letter from the Internal Revenue Service (IRS) granting a tax exemption under Section 501(c), (d), or (e) of the IRS Code of 1954; or

- They must have documentation from the State substantiating that the non-revenue producing organization or entity is a non-profit entity organized or doing business under state law.

Eligibility

Eligible Facility

- Located in disaster area
- Not under the specific authority of another Federal Agency
- Be in "active use"
- Must be owned or operated by the applicant

PNP Facility Eligibility

- For PNPs, an eligible facility is one that provides an eligible service, which includes education, utilities, emergency, medical, custodial care, and other essential social services.

PNP Facility Required Documentation

- If the Applicant owns the facility, proof of ownership

- If the Applicant leases the facility, proof of legal responsibility to perform eligible work

- List of services provided in the facility and when and to whom

- Who is allowed membership

- What fees are charged

- Policy regarding waiving memberships

PNP Facility Considerations

- Education/School
  - Proof that the school is accredited or recognized by the State Department of Education.
- Child Care Facility
  - Proof that the State Department of Children and Family Services, Department of Human Services, or a similar agency, recognizes it as a licensed child care facility.
- Mixed-use facility
  - Proof of the established purpose of the facility with documentation such as:
    - Pre-disaster charter, bylaws, and amendments
    - Calendar of activities

Eligibility

4 Components

COST

→ WORK

FACILITY

APPLICANT

Eligible Work

- Must be Direct Result of Disaster
- Must be located within Designated Disaster Area
- Must be Legally Responsible
- Must be done to:
    - Save lives
    - Protect Public Health and Safety
    - Eliminate or lessen the immediate threat

Categories of Work

- **Emergency Work – must be completed within 6 months**
    - Category A – Debris Removal
    - Category B – Emergency Protective Measures

- **Permanent Work – must be completed within 18 months**
    - Category C – Roads and Bridges
    - Category D – Water Control Facilities
    - Category E – Public Buildings and Contents
    - Category F – Public Utilities
    - Category G – Parks, Recreational, and Other Facilities

Deadlines for Completion of Work	
Type of Work	Months
Emergency Work	6
Permanent Work	18

- **Administrative Costs**
    - Category Z – Management Costs (these are awarded for your time/effort spent participating in the PA program. For example, gathering costs and documentation etc…)

Duplication of Benefits

- FEMA PA Program cannot duplicate funding assistance received for the same purpose under other federal programs OR through insurance proceeds (i.e., **FEMA PA is the last program for federal assistance**)

- FEMA may cover eligible costs not covered by other funding sources

Duplication of Benefits

- While some activities may be listed as eligible for funding through multiple programs
  - Final reimbursement determinations will be made by FEMA

Eligible Costs

- Incurred by an **Eligible Applicant**

- Directly tied to the performance of **Eligible Work**

- *Necessary* and *reasonable* to accomplish the Eligible Work

- Properly documented

  - Consistent with Applicant's established policies (Insurance, personnel, etc.)

  - As detailed in a Mutual Aid Agreement or Memorandum of Understanding (MOU)

Eligible Costs

- Compliant with all Federal, State, Local Regulations

  - Procurement

  - Environmental & Historic Preservation

  - Permitting

- Reduced by all applicable credits (Insurance, Fair Market Value, etc.)

  - Cannot be duplicated by multiple funding sources

Cost Categories

- Direct Costs:
  - Force Account *(Inside Sources)*:
    - Labor
    - Equipment *(FEMA rates apply)*
    - Materials
  - Contract Costs – *(Outside Sources)*

Cost - Labor

- Labor rates must be based on the applicant's pre-disaster labor policy, that is uniformly applied

- Category B – Only overtime is eligible

Cost - Equipment

- Force Account Equipment
- State, Local, or FEMA 2019 Equipment Rates https://www.fema.gov/schedule-equipment-rates
- Other Leased/Rental Equipment

Cost - Supplies & Materials

- Used for Eligible Work
- Reasonable and Necessary

Cost - Contracts

- Eligible if:
  - Comply w/Federal, State, and Local procurement procedures 2 CFR 200.317-326
  - Procurement Disaster Assistance Team
  - https://www.fema.gov/procurement-disaster-assistance-team

Category Z- Management Costs

- FEMA provides contributions for managements costs based on **actual costs incurred up to**:
    - 7 percent of the total award amount for the Recipient, excluding Subrecipient management costs.
    - 5 percent of the total award amount for each Subrecipient.
- The total award amount, for the purposes of calculating cost contribution, is the actual eligible PA project cost (Federal and non-Federal Share) after insurance and any other reductions.

Requirement for Reimbursement

DOCUMENTATION !

DOCUMENTATION !

DOCUMENTATION !

Documentation for Project Formulation

- Applicants are responsible for detailing their activities and providing supporting documentation, to include:

  - Established policies: Insurance, personnel, procurement

  - Insurance Statement of Loss or received reimbursement (if applicable)

  - Invoices, estimates, or bids

Documentation

- Applicants have 60 days to report all damages from the Recovery Scoping meeting date.

- Applicants have 90 days to submit all documentation for completed work projects.

- Force Account labor, equipment, and material quantities and rates/costs.

- 2019 FEMA equipment rates: https://www.fema.gov/media-library/assets/documents/136901

Streamlined Project Application
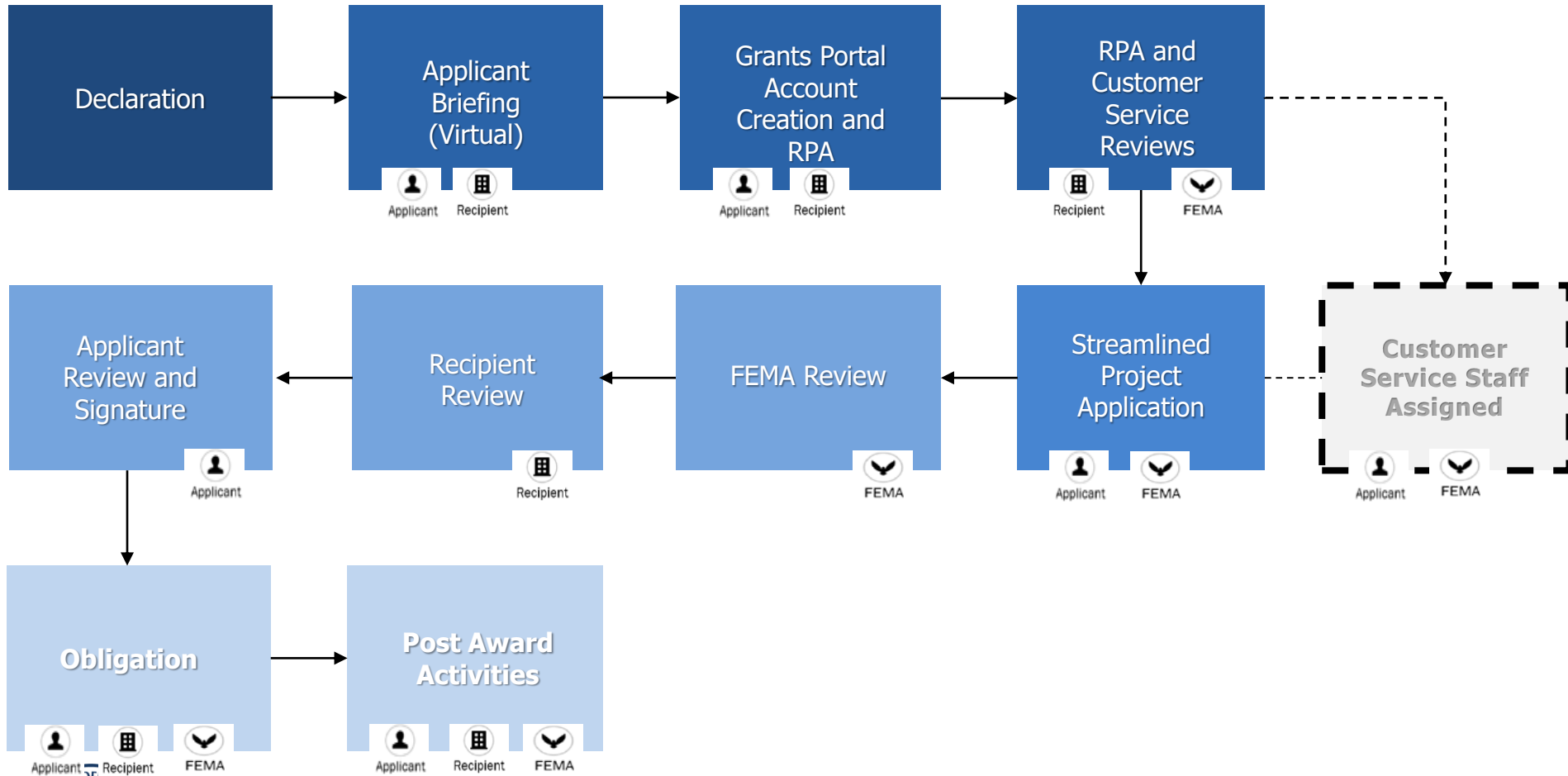
TYPES OF PROJECTS

- TWO TYPES
  - Small
  - Large

Determined by $ amount tied to completion of "Scope of Work"

Project Thresholds

- Large Project Threshold - $139,800
- Small Project Threshold - $3,500

Small Project Thresholds

- **$3,500 Minimum** amount of eligible costs required to meet the threshold for Small Project Grants

- Small projects costs is less than **$139,800.**
  - Small project funding is based on estimated costs, if actual costs are not yet available.

Large Project Thresholds

■ **Large project** threshold amount:

- **$139,800** or more based on documented actual costs.

RPA Submission

- RPAs must be submitted in the FEMA Grants Portal – https://grantee.fema.gov

- The RPA deadline is Thursday November 25, 2021

Methods for Account Setup and RPA Submission

For an Applicant without a Grants Portal Account

- An Applicant can create an account from the homepage

- After the account is active, the applicant can submit an RPA directly through Grants Portal by selecting the event (DR-4628) from the drop-down options

- An Applicant can request an invitation to create an account or can request the Recipient (VDEM) create their organizational account and submit the RPA on their behalf

For an Applicant with existing Grants Portal Accounts

- An Applicant can submit an RPA directly through Grants Portal

- An Applicant can request an RPA is submitted by the Recipient on their behalf

Submitting your RPA in the FEMA Grants Portal: Actions for an Applicants with existing Grants Portal Accounts

Download the Applicant RPA Quick Guide

Click on the support button in the top right hand corner, choose resources.

Select Applicant Quick Guide: Request for Public Assistance

Dashboard

⏏ **Change Organization**

🏛 **My Organization** ▾

City of Whitmond for GP-R00207
(GP-R00207)

Organization Profile

Organization Personnel

Applicant Event Profiles

Exploratory Calls

Recovery Scoping
Meetings

Projects

Damages

Work Order Requests

Work Orders

☑ **My Tasks** ▾

📅 **Calendar**

🔧 **Utilities** ▾

📋 **Resources**

⚠ 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.**

ℹ **Your dashboard has no tiles!**

The **Dashboard** is a great place to put the Grants Portal data that you care about the most.

The Dashboard is made up of tiles that display the most *important* info about a particular item or set of items in the system.

Any time you find data that you want to keep track of, click "☆" at the top of the page or section - a tile will be created for that particular data.

- 🏎 **Dashboard**
- ⛴ **Change Organization**
- 🏛 **My Organization** ▾

City of Whitmond for GP-R00207
(GP-R00207)

- Organization Profile
- Organization Personnel
- Applicant Event Profiles
- Exploratory Calls
- Recovery Scoping Meetings
- Projects
- Damages
- Work Order Requests
- Work Orders

- ☑ **My Tasks** ▾
- 🗓 **Calendar**
- 🔧 **Utilities** ▾
- 📋 **Resources**

✎ Request Public Assistance

| ① Start | ② General Info | ③ Contacts | ④ Addresses | ⑤ Other Info | ⑥ Submit |

Welcome to the FEMA Request for Public Assistance (RPA) process. Over the next few minutes we will ask you a series of questions regarding your organization, contacts, mailing addresses, and supporting information. Once complete, you will be provided with the opportunity to review your submission and, once you are satisfied, you will then be able to directly submit your RPA to FEMA.

Following submission you will receive automatic notifications and will be able to track the progress of your RPA review. If your organization is deemed eligible for Public Assistance by FEMA, you will be automatically notified and will be able to use this system to collaborate with your FEMA partners.

Prior to starting this process, you may wish to click here to review your Organization Profile to ensure that all your information is up-to-date.

To get started, press the **Next** button at the bottom of this form.

← PREV   NEXT →   ⊘ CANCEL

Dashboard

Change Organization

My Organization ▾

City of Whitmond for GP-R00207
(GP-R00207)

　Organization Profile

　Organization Personnel

　Applicant Event Profiles

　Exploratory Calls

　Recovery Scoping
　Meetings

　Projects

　Damages

　Work Order Requests

　Work Orders

My Tasks ▾

Calendar

Utilities ▾

Resources

Intelligence ▾

📝 Request Public Assistance

① Start	② General Info	③ Contacts	④ Addresses	⑤ Other Info	⑥ Submit

Your organization may be eligible to apply for Public Assistance. Below, please indicate the Event for which you are applying for assistance and confirm your DUNS# and FEMA PA Code (i.e., *FIPS Code*). Also, please indicate whether you have already prepared and submitted a Preliminary Damage Assessment (PDA). Pre-submission of a PDA is not required to be considered eligible for Public Assistance.

Organization　　City of Whitmond for GP-R00207 (GP-R00207)

FEMA PA Code　　GP-R00207

DUNS #　　--

Event　　[Select...　　　　　▾]　⇐ **Step 1**

Participated in PDA?　　[Select...　▾]

← PREV　　**NEXT →**　　⊘ CANCEL

Step 2

VIRGINIA DEPARTMENT OF EMERGENCY MANAGEMENT

Request Public Assistance

Dashboard
Change Organization
My Organization ▾
City of Whitmond for GP-R00207
(GP-R00207)

- Organization Profile
- Organization Personnel
- Applicant Event Profiles
- Exploratory Calls
- Recovery Scoping Meetings
- Projects
- Damages
- Work Order Requests
- Work Orders

My Tasks ▾
Calendar
Utilities ▾
Resources
Intelligence ▾

② General Info   ③ Contacts   ④ Addresses   ⑤ Other Info   ⑥ Submit

Please indicate your physical and mailing addresses. These may be the same, of course. These addresses will be used for meeting scheduling and for sending formal correspondence. Following submission, you will have the option of modifying these addresses. If you do not see appropriate addresses in the dropdown lists below, or if they are incorrect, please click here to manage the Locations currently assigned to your Organization Profile.

Primary Location CHANGE

Address	121 N Rouse Ave
City	Bozeman
State	Montana
Zip	59715
County	Gallatin County

Mailing Address CHANGE

Address	121 N Rouse Ave
City	Bozeman
State	Montana
Zip	59715
County	Gallatin County

Review information then click Next

← PREV   NEXT →   ⊘ CANCEL

Grants Portal

📝 Request Public Assistance

② General Info **③** Contacts **④** Addresses **⑤** Other Info **⑥** Submit

Please use the area below if you would like to provide any additional information; for instance, you may provide a brief narrative describing why your organization is requesting assistance. This is optional, and you may press next at the bottom of the form to skip this step.

Comments

Limit 500 characters

← PREV   NEXT →   ⊘ CANCEL

Sidebar navigation:

- 🏎 Dashboard
- ⏏ Change Organization
- 🏛 My Organization ▾
  - City of Whitmond for GP-R00207 (GP-R00207)
  - Organization Profile
  - Organization Personnel
  - Applicant Event Profiles
  - Exploratory Calls
  - Recovery Scoping Meetings
  - Projects
  - Damages
  - Work Order Requests
  - Work Orders
- ☑ My Tasks ▾
- 📅 Calendar
- 🔧 Utilities ▾
- 📦 Resources
- 👁 Intelligence ▾

After clicking next, review information on the screen to make sure everything is correct. Click Submit once complete.

Submitting your RPA in the FEMA Grants Portal: Actions for an Applicant without existing Grants Portal Accounts

The Applicant goes to the Grants Portal home page at https://grantee.fema.gov/ where they can click "Register your Organization and Request Public Assistance"

Grants Portal

Welcome to the FEMA Grants Portal Registration!

This registration process is designed to assist you in quickly setting up your State and Local Government FEMA account and requesting FEMA Public Assistance Funding. Once you verify yourself below, you will be required to provide basic information about your organization to be used during the approval of your request. You will have **1 hour** to complete this process.

Note: Non-profit organizations and tribal government organizations should first reach out to their local Emergency Management Department, or appropriate State Emergency Management representative to apply for Public Assistance Funding. If you are an **individual** looking for Individual Assistance, please go to disasterassistance.gov.

Please verify you are a human by clicking the link below.

I'm not a robot
reCAPTCHA
Privacy - Terms

Grants Portal
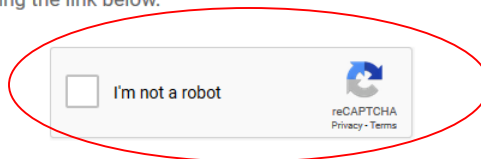
ⓘ Register Your Government or Private Non-Profit Organization for Public Assistance

Please provide the following basic information to request a Government or Private Non-Profit (PNP) organization account for **FEMA Public Assistance Funding**. Once completed, your account and request will be submitted to your state/territory Emergency Management representative and FEMA for review and approval.

| ① Organization Info | ② Contact Info | ③ Locations | ④ Submit | ← PREV | NEXT → |

ⓘ Businesses and individuals should not attempt to register for Federal Assistance here. Please see guidance on the **Grants Portal Registration Welcome Page**.

WITHIN WHICH STATE / TERRITORY / TRIBE IS YOUR ORGANIZATION? *
Select... ▾

ORGANIZATION NAME *

❓ ORGANIZATION TYPE *
Select... ▾

❓ EIN NUMBER *

❓ DUNS NUMBER *

Primary Contact Info

FIRST NAME *	
LAST NAME *	
TITLE *	
PHONE NUMBER *	
EMAIL *	

Alternate Contact Info

FIRST NAME	
LAST NAME	
TITLE	
PHONE NUMBER	
EMAIL	

Primary Location

ADDRESS 1 *	
ADDRESS 2	
CITY *	
STATE *	Select...
ZIP CODE *	
COUNTY *	Select...

Mailing Address *Only if different from the Primary Address

ADDRESS 1	
ADDRESS 2	
CITY	
STATE	Select...
ZIP CODE	
COUNTY	Select...
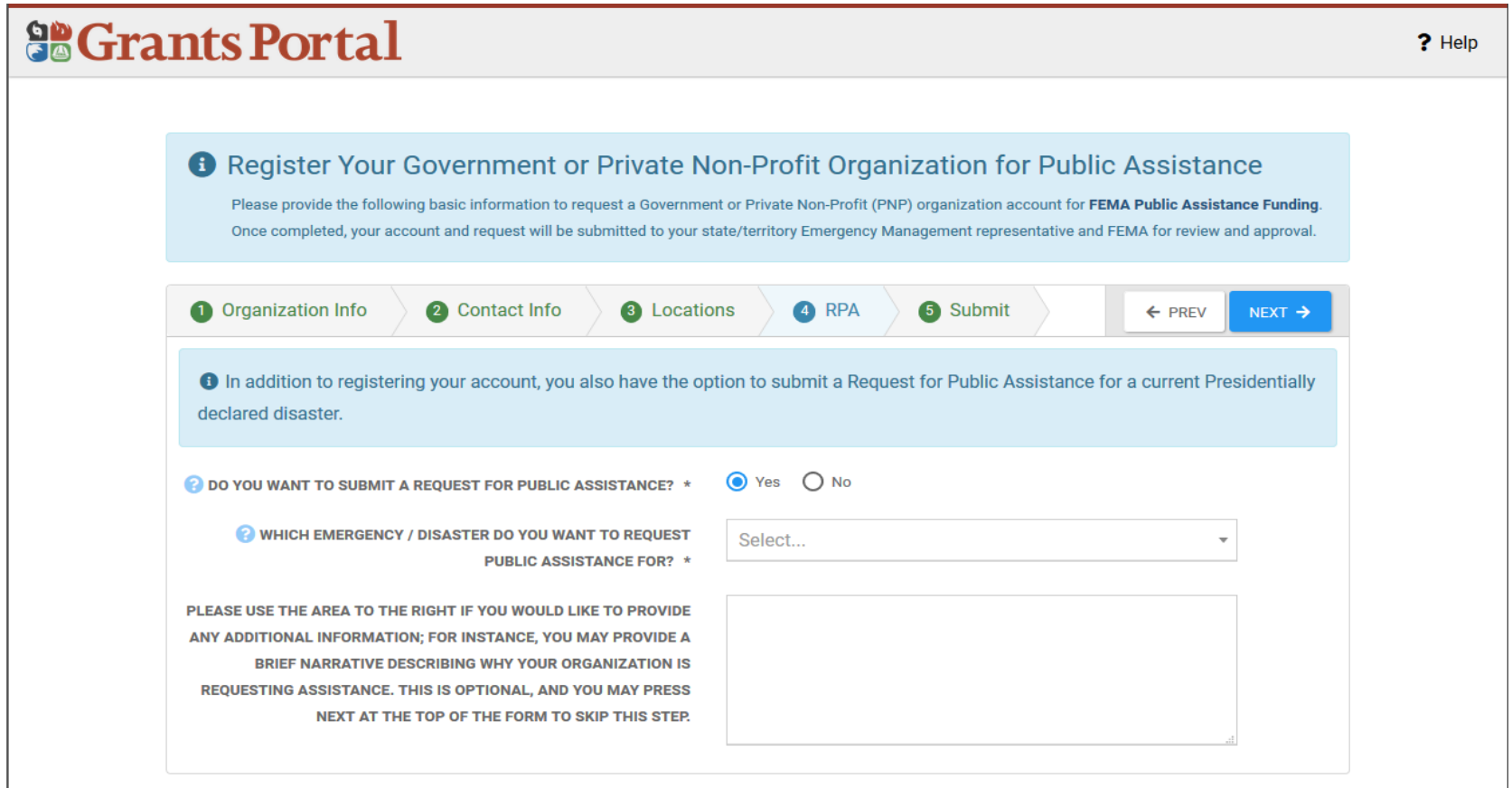
For government entities, if there are events with an open RPA enrollment period in the State/Territory, the Applicant may continue to submit an RPA with this account creation request. If the Applicant chooses to not submit an RPA at account creation, the Recipient will review only the account creation request and the Applicant may submit its RPA later.

- 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.

- PNP Applicants must wait for account creation approval from the Recipient before submitting an RPA.

- 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.

- The system will then prompt the Applicant to create a permanent password.

- Once the Applicant has access to Grants Portal, it can choose to follow the instructions above for Applicants with an existing Grants Portal Account to directly submit an RPA in the system.

Completing and Submitting a Project Application

Creating the Project Application

Filling Out the Project Application

- The online project application will require the Applicant to fill out four sections:
  - Section I - Project Application Information
    - Basic information identifying the activities for which funding is being requested
  - Section II - Scope of Work
    - Description of activities that the Applicant conducted or will conduct in response to this disaster
  - Section III - Cost and Work Status Information
    - Cost of activities described in the Scope of Work and whether the work is not started, in progress, or complete.
  - Section IV – Project Certifications
    - Certifications by the Applicant that activities and costs claimed comply with applicable laws and regulations.
- Based on responses in the first three sections of the online project application, at least one additional form or schedule will be required.

Streamlined Project Application

3458EM-TX (3458E   **Create Streamlined Project Application**

✓
Help   Section I - Project Application Information

Section I – Project Application Information

Declaration #   3458EM-TX

Organization

FEMA PA Code

Applicant-Assigned Project Application # *

Project Application Title *

This field is required.

Step 1: Provide required information

Step 2: Select box to confirm

...s important to know that upon submittal your project application becomes a legal document. The Recipient or FEMA may use external sources to ...lation of Federal law to intentionally ...akes false statements or hide information when applying for Public Assistance. This can carry severe criminal and civil penalties including a fine ... 7, 1001, 1040, and 3571).

☐ I have read the statements above and understand that I will be required to certify these statements upon completion of my project application.

Step 3: Click Done with Section I

< BACK   ✔ DONE WITH SECTION I

Streamlined Project Application

3458EM-TX (3458EM   reamlined Project Application

? HELP   ✕ CANCEL APPLICATION

ℹ

Section I - Project Application Information
(Modify)

Applicant-Assigned Project Application #	5	**Event**	3458EM-TX (3458EM)
Project Application Title	UAT Demo Test	**Applicant**	
Project Net Cost	$0.00	**FEMA PA Code**	
Status	In Progress		

> Select **Start** to begin Section II

📋 Sections & Schedules

In order for your Application to be completed, you must complete the following Sections and Schedules.

☰ Section II – Scope of Work	Not Started	⊙ START
$ Section III – Cost and Work Status Information	Not Started	⊙ START
📄 Document Repository	No Documents Required	🔍 VIEW/EDIT

✔ REVIEW AND SUBMIT

Streamlined Project Application Section II – Scope of Work

? HELP   🖫 SAVE

Description of Activities ----- Locations ----- Documents ----- Summary

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ℹ **Section II Instructions**

Applicants must complete this section and describe the activities that the Applicant conducted or will conduct in response to COVID-19. For certain activities, Applicants must provide additional information in Schedules D and F.

Description of Activities

Please provide a brief description of the activities the Applicant conducted or will conduct. *

[   ]

Please select all the activities the Applicant conducted or will conduct. *

Management, control, and reduction of immediate threats to public health and safety

☐ Emergency operations center activities

☐ Training

☐ Facility disinfection

☐ Technical assistance on emergency management

☐ Dissemination of information to the public to provide warnings and guidance

☐ Pre-positioning or movement of supplies, equipment, or other resources

☐ Purchase and distribution of food, water, or ice

☐ Purchase and distribution of other commodities

☐ High-risk population sheltering

☐ Healthcare worker and first responder temporary lodging

☐ Household pet or assistance animal or service animal sheltering

☐ Other

Other

☐ Other Activity

Please select the method(s) of work the Applicant used or will use to complete the activities reported above.

☐ Establishment of temporary facilities ›

☑ Staging resources at an undeveloped site

☑ Purchase of meals for emergency workers

☐ Purchase of supplies or equipment

☐ Purchase of land or buildings

⚠ **Based on your answers, you will be required to complete a Schedule F form for this Application upon completion of Section II.**

You are required to complete a Schedule F form because of the following being indicated:

- Decontamination systems
- Staging resources at an undeveloped site

Select **Proceed**

PROCEED ›

Streamlined Project Application

? HELP   ✕ CANCEL APPLICATION

ⓘ

Section I - Project Application Information
(Modify)

Applicant-Assigned Project Application #	5	**Event**	3458EM-TX (3458EM)
Project Application Title	UAT Demo Test	**Applicant**	
Project Net Cost	$0.00	**FEMA PA Code**	
Status	In Progress		

📋 Sections & Schedules
In order for your Application to be completed, you must complete the following Sections and Schedules.

Select **Start** to begin Section III

≡	Section II – Scope of Work	Not S...	⊙ START
$	Section III – Cost and Work Status Information	Not Started	⊙ START
📄	Document Repository	No Documents Required	🔍 VIEW/EDIT

✔ REVIEW AND SUBMIT

ℹ Section III Instructions

Applicants must complete this section and provide the costs of the activities reported in Section II. Applicants must also complete Schedule A, B, C, or EZ as instructed to estimate a project cost.

General Cost & Work Status Questions

An Applicant may request approval for expedited funding from the Recipient and FEMA if they have an immediate need for funding to continue life-saving emergency protective measures. If approved, the Applicant will be awarded 50% of the FEMA-confirmed project cost based on initial documentation. However, the Applicant will then be required to provide all information, including all documentation to support actual incurred costs, to support the initial 50% of funding before receiving any additional funding. Applicants will be required to return any funds that were not spent in compliance with the program's terms and conditions. In general, Applicants who have never received FEMA Public Assistance funding and do not have significant experience with federal grant requirements should avoid expedited funding or, at a minimum, discuss expedited funding with their Recipient emergency management office prior to requesting expedited funding. Expedited funding is only available for activities completed during specific time periods.

Does the Applicant want to request expedited funding? *

🔘 Yes

⭘ No

⚠ **Based on your answers, you will be required to complete a Schedule A form for this application upon completion of Section III.**

You are required to complete a Schedule A form because the Applicant is requesting expedited funding

What is the status of the activities reported in Section II? *

An Applicant may not request funding for activities conducted prior to 01/20/2020, the beginning of the COVID-19 incident period. This question should be answered once to describe all the activities reported in Section II (i.e. the earliest start date and the latest end date). If FEMA's eligibility criteria for certain activities are limited to specific time periods, FEMA will ask for the time period that a particular activity was or will be conducted.

🔘 Activities started and completed

Date Started *	04/30/2020	📅
Date Completed *	04/30/2020	📅

⭘ Activities started with projected end date
⭘ Activities started with no predictable end date
⭘ Activities have not started

⚠ **Based on your answers, you will be required to complete a Schedule EZ form for this application upon completion**

You are required to complete a Schedule EZ form because the Applicant's estimated cost for activities reported in Section II

Select **Proceed**

PROCEED ❯

Uploading Documentation

- In each section and schedule, the Applicant must upload supporting documentation. The project application may not be submitted if required documentation is not attached.

- The easiest way to upload required documents is to do so as the Applicant is filling out each section and schedule when prompted. The Applicant can also upload documents on the Document Repository tab of the summary page.

📋 Sections & Schedules

In order for your Application to be completed, you must complete the following Sections and Schedules.

☰	Section II – Scope of Work	*Completed*	✏ VIEW/EDIT
$	Section III – Cost and Work Status Information	*Completed*	✏ VIEW/EDIT
A	Schedule A – Expedited Funding Estimate	*Completed*	✏ VIEW/EDIT
F	Schedule F – Environmental and Historic Preservation Questions	*Completed*	✏ VIEW/EDIT
📄	Document Repository	*1 of 1 Provided*	🔍 VIEW/EDIT

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In order for your Application to be completed, you must complete the following Sections and Schedules.

☰	Section II – Scope of Work	*Completed*	✏️ VIEW/EDIT
$	Section III – Cost and Work Status Information	*Completed*	✏️ VIEW/EDIT
A	Schedule A – Expedited Funding Estimate	*Completed*	✏️ VIEW/EDIT
F	Schedule F – Environmental and Historic Preservation Questions	*Completed*	✏️ VIEW/EDIT
📄	Document Repository	*1 of 1 Provided*	🔍 VIEW/EDIT

Click **Review and Submit**

✔ REVIEW AND SUBMIT

- The Applicant complied with federal, Recipient, and Applicant procurement requirements.
- The Applicant complied with all FEMA policies regarding equipment rates in accordance with the PAPPG.
- The Applicant complied with all FEMA policies regarding labor in accordance with the PAPPG.

Environmental and Historic Preservation Compliance Certifications

In accordance with the PAPPG, the Applicant will comply with applicable federal, state, and local laws; will 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 will comply with any EHP compliance conditions placed on the grant.

Documentation Certifications

In accordance with 2 C.F.R. §200.333 as well as state and local record retention requirements, the Applicant will maintain all documentation that supports this project application in its own files. This documentation will be required if the Applicant submits an appeal for additional funding, as well as in the case of any audits.

Certifications, Assurances, and Signature

It is important to know that upon submittal your project applicati[...] use external sources to verify the accuracy of the information you enter. It is a violation of Federal law to intentionally makes false statement[...] This can carry severe cri[...] $250,000, imprisonment, or both. (18 U.S.C. §§ 287, 1001, 1040, [...] arding the project applic[...] knowledge. I understand that, if I intentionally make false statements or concea[...] mation in an attempt to obtain Public Assistance, it is a vi[...] and civil penalties.

Step 1: Click to sign

Step 2: Click **Submit Project Application**

Authorized Representative *   ✏ CLICK TO SIGN   Date Signed

‹ BACK   ✔ SUBMIT PROJECT APPLICATION

Consolidated Resource Center (CRC)

- Once Applicant submits project application the project status will update to "Pending CRC Development"

- The application has been routed to staff at a FEMA Consolidated Resource Center where FEMA specialists scope, cost, validate and review the information in the project application for compliance with all applicable laws and regulations.

Reviewing and Signing a Project

- Once FEMA and the Recipient have approved the project, the Grants Portal system will send a notification to the Applicant that the application is ready for review.

- Go to the Tasks tab in Grants Portal and click "Review" to begin reviewing the project application.

Click To Sign

Sign Document

Print Name * YosemiteSam

Signature Style * Arizonia

YosemiteSam

Enter Password * ••••••••••••••

→ SIGN   ↺ CANCEL

Step 1: Type Name

Step 2: Select Signature Font Style

Step 3: Enter Password

Step 4: Click **Sign**

Insurance

There are no additional insurance information on **Emergency Protective Measures**.

Resources and Forms

What happens once my project is awarded by FEMA? What happens in the post-award process

- Sub-recipient will be required to enter into a grant agreement which contains the federal terms and conditions of awards

- You may request reimbursement for your project costs

- You will be required to submit quarterly reports for large projects or projects that are not completed through closeout

Reimbursements

- For Small Projects
- You may request the full federal share (75%) of your total project costs **if the work is completed.**
  - Category Z Costs will be reimbursed as documentation is provided to support the costs.

Reimbursements

- For large projects
- You may request the full federal share **for completed work**
  - The remaining share (federal and state) will be reserved until closeout
- Due to the nature of this event, closeout timeline is unknown
- Smaller disasters have taken 2-4 years to close

State Agencies

- For State Agency Transfers, agencies will be required to use the following fund codes:

Federal Trust Fund: 10000

State Sum Sufficient: 02460

Resources

Public Assistance

- VDEM Guidance and Resources: [4628 Buchanan County Flooding | VDEM (vaemergency.gov)](#)
- VDEM EmGrants Page: https://vdem.emgrants.com/
- FEMA Guidance and Resources: [Policy, Guidance and Fact Sheets | FEMA.gov](#)
- FEMA Grants Portal Page: https://grantee.fema.gov
- FEMA PAPPG V.4: https://www.fema.gov/sites/default/files/documents/fema_pappg-v4-updated-links_policy_6-1-2020.pdf
- FEMA Consensus Based Codes and Standards: [Section 1235(b) | Consensus-Based Codes and Standards | FEMA.gov](#)

VDEM Technical Support

	For Technical Assistance please note the following contacts:	
Geographic Area	**PA/Recovery Coordinator**	**Contact**
ALL	Recovery	Recovery@vdem.virginia.gov

Stay Updated

[Register for Grant Updates](#)

Questions