



Welcome to the Applicant Briefing for DR-4522 – the major disaster declaration issued for the State of Maine in response to COVID-19. My name is Naomi Petley, Public Assistance Officer with Maine Emergency Management Agency.

Normally, we like to conduct these sessions in person, but under the unique circumstances of this extraordinary event, we hope to provide you with the information in this virtual briefing in order to help you prepare and submit projects for reimbursement in this disaster.

It may not be possible to identify and reach all potential Applicants within Maine, so we are asking all of you to help if you can by spreading the word in your communities to as many organizations as you can, especially any not-for-profit entities that may not be aware of their potential eligibility.

Agenda

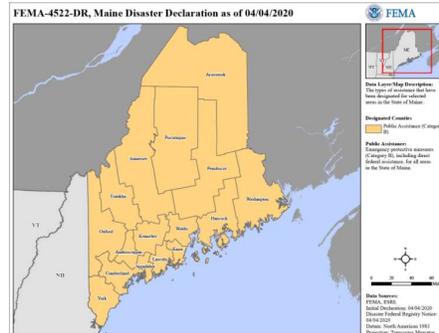
- Public Assistance (PA) Program
- New PA Delivery Process
- Grants Portal
- Project Reconciliation and Closeout
- Questions

Today I will be briefing you, along with Harley Morgan and Kara Walker, an overview of the Public Assistance Program otherwise referred to as the PA program, a description of the new streamlined PA delivery process with specifics regarding accessing the functionalities of the Grants Portal System and finish with an overview of project reconciliation and closeout. We will be going over a lot of information, some of it specific; therefore, we are providing a copy of this presentation with the slide notes for your reference at any time.

If it is a specific question regarding your organization or a reimbursement eligibility question please email Maine.Recovery@maine.gov.

FEMA-4522-DR-ME

- **Declaration Date:**
April 4, 2020
- **Incident Period:**
January 20, 2020-TBD
- This Declaration only covers Emergency Protective Measures



The President issued a major disaster declaration for Maine on April 4, 2020. FEMA assigns a number to every federally declared disaster, and the disaster number for this COVID-19 incident is 4522. The incident period for this declaration goes back to January 20, 2020. This means that eligible expenditures for activities conducted on or after January 20th can be submitted to FEMA for reimbursement.

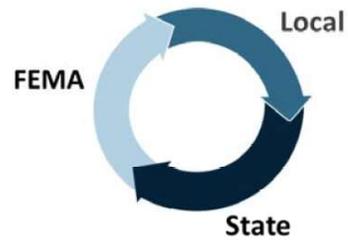
The incident period for DR 4522 is currently open-ended. We anticipate that FEMA will establish an end date for the Incident Period at some point in the future and we will make that information available when it is known.

This disaster declaration only covers Category “B” (Emergency Protective Measures) and we will discuss what this means later in the presentation.

All 16 counties in the State have been declared for DR 4522.

Public Assistance: Overview

- Public Assistance is a reimbursement program that provides financial assistance to eligible applicants for some cost incurred for response and recovery activities as a result of a declared Emergency



What is Public Assistance? The key to remember is that it is a reimbursement program. FEMA will provide financial assistance for eligible expenses that are a direct result of the declared event..... COVID-19.

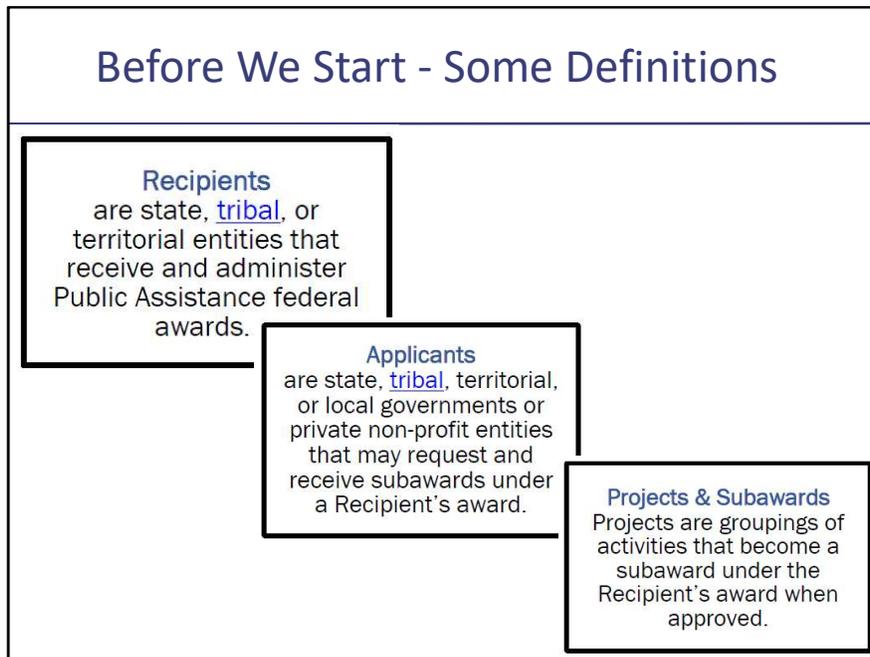
Public Assistance Program

- The FEMA Public Assistance (PA) Program provides grant funding to eligible subrecipients (applicants) for disaster recovery related activities such as:
 - Debris Removal
 - Emergency Protective Measures
 - Permanent Repairs or Replacement of applicant owned infrastructure
- Eligible applicants include municipalities, state agencies, certain private non-profits, and tribal organizations
- Provides up to 100% funding March 1, 2020 - December 30, 2020
 - 75% Federal Share
 - 25% provided by the State with the Corona Relief Fund
- Provides up to 90% Funding
 - 75% Federal Share
 - 15% State Share

Generally the PA program provides grant funding for many activities including debris removal and repair or replacement of infrastructure. As this is a public health emergency all eligible activities are Emergency Protective Measures.

Eligible applicants remain the same to include municipalities, state agencies, certain non-profits, and tribal organizations. Due to the nature of this emergency, MEMA is seeing a significant increase in requests for determinations of eligibility of private non-profits commonly referred to as PNPs. Additional information regarding requirements for PNPs will be discussed later.

At this time the program provides 100% reimbursement funding for expenses incurred on or after March 1, 2020 and through December 30, 2020 with up to 75% being provided by FEMA and the remaining 25% coming from the State with the use of the Corona Relief Fund. After December 30, 2020, the cost share may return to 75% being provided by FEMA, 15% provided by the State, and the remaining 10% being the responsibility of the Applicant.

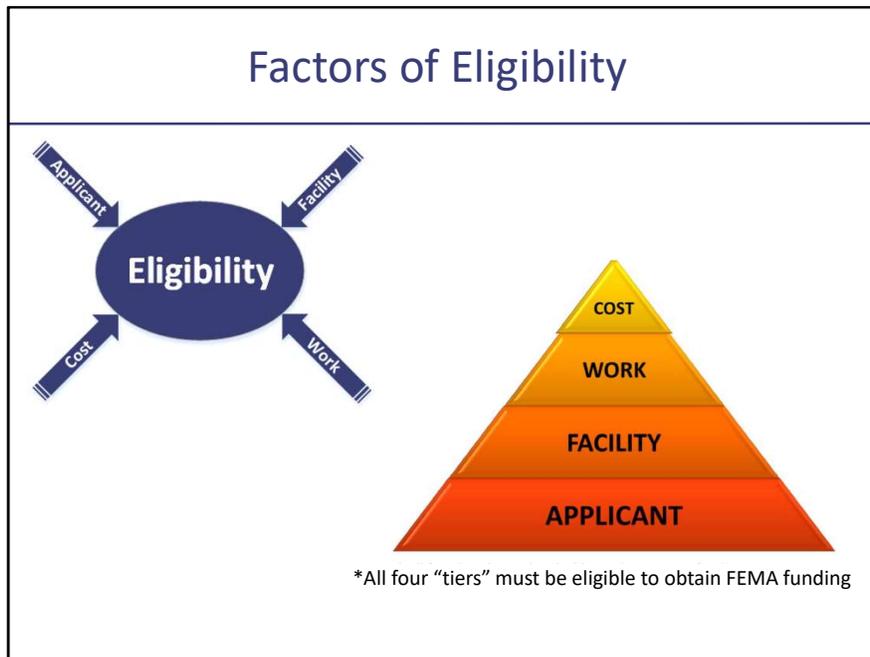


Before we get too deep into the weeds regarding the PA Program, let's go over some definitions as many of you may be new to the program.

A Recipient is a non-Federal entity that receives a Federal award directly from a Federal awarding agency, in this case FEMA, to carry out an activity under a Federal program – the PA program. In this case the Recipient is the State of Maine with MEMA managing the program.

An Applicant is a non-Federal entity submitting an application for assistance under the Recipient's Federal award. Many times in Maine we use the terms applicant and subrecipient interchangeably.

Projects are the activities that are grouped together to become a subaward under the State of Maine's award when approved.



Currently, FEMA is not providing definitive determinations on particular eligibility questions. They are encouraging state, local, and tribal officials to continue to take prudent actions to protect the public health and safety in coordination with appropriate health officials.

There are four factors that play into overall eligibility - the applicant, the facility, the work and the cost. This pyramid shows the tiers of eligibility. All four "tiers" must be eligible to obtain FEMA funding. We will cover all of these, with the first being the bottom tier – eligible Applicants.

Eligible Applicants

- State Government
- Local Government
- Indian Tribal Organizations
- Certain Private Non-Profits (PNP)
 - Critical
 - Essential/Non-Critical



On this slide, you can see the types of eligible Applicants and determine what group you fall into. In this event, we will have a large number of private non-profits, or PNPs.

For the purposes of this Category B declaration, the distinction between “Critical PNPs” and “Non-critical but Essential PNPs” is not material. Both types of PNPs may be eligible applicants for Emergency Protective Measures.

Let’s provide some examples of eligible PNPs and discuss some additional documentation that FEMA requires from this group of Applicants to determine eligibility.

Critical Private Non-Profits

- Critical PNPs Include:
 - Nursing Homes
 - Laboratories
 - Rehab Centers that Provide Medical Care
 - Hospitals and Emergency Care Facilities
 - Emergency Services (EMS, Fire, Rescue)
 - Educational Facilities (including institutions of higher education)

Critical PNPs can include.....

Essential/Non-Critical Private Non-Profits

- Essential/Non-Critical PNPs include:
 - Community Centers
 - Child Care Facilities
 - Food Assistance Programs
 - Low-income Housing
 - Senior Citizen Centers
 - Homeless Shelters
 - Houses of Worship
- If Determined an Essential/Non-Critical PNP:
 - Eligible for Emergency Protective Measures (Category B)

Here are examples of Non-Critical but Essential Not-for-Profit Applicants. This list is not exhaustive and there may be other types of PNPs that are potentially eligible under this category. If you know of one that is not listed and you need more information, please contact us and we will be happy to assist. These are not necessarily always eligible but **may be eligible** if they meet FEMA PNP criteria.

Again, we urge you to help us get the word out to any potential Applicants, particularly PNPs, who may not be aware that they may be eligible to participate in this disaster.

Eligible Applicants-PNPs

- All PNPs
 - Must submit the following to be eligible:
 - DUNS Number (www.dnb.com/webform)
 - IRS Ruling Letter granting exemption under Sections 501(c), (d), or (e) of the Internal Revenue Code of 1954
 - PNP Facility Questionnaire
 - PNP Certification Sheet
 - Mission Statement
- FEMA cannot determine if a PNP is an eligible applicant until all required forms and documentation are submitted. FEMA has made applicants ineligible for lack of documentation.

PNPs are required to submit additional documentation before FEMA will approve their Request for Public Assistance (RPA). The list shown on the slide is the minimum documentation usually required. In certain cases, FEMA will contact the PNP with a request for additional information. With the potential for a large number of Not for Profit Applicants in this event, it is essential that we receive the required documentation as quickly as possible so we can forward to FEMA for review and approval. As part of the PNP facility questionnaire PNPs should provide information and documentation for all facilities that are actively involved in COVID-related Emergency Protective Measures. Facilities housing support services such as accounting and information technology do not necessarily need to be recorded and documented.

If you have a potential PNP Applicant who is not familiar with the process or documentation required, please refer them to Maine.Recovery@maine.gov and the PA team will assist them through the process.

Facility Eligibility

- Facility:
 - Any publicly or PNP* owned building, works, system, or equipment.
- Located within a declared area
- Legal responsibility of an eligible Applicant/subrecipient
- In active use at the time of the Emergency
- Not under the authority of another agency e.g., HHS



*To be eligible, a PNP must own or operate a facility that provides an eligible service.

The next tier of eligibility is the facility. Keep in mind that the PA program and the online FEMA grants tool called the Grants Portal was developed by FEMA who specializes in natural disasters who didn't necessarily take into account a pandemic event. Therefore, for many municipalities, there may not be a physical facility involved in this event and their costs may be comprised of services they provided to the public in response to COVID-19.

For PNPs, however, they must show that they operate an eligible facility, for example, a hospital, clinic etc., in order to be considered an eligible Applicant. You can see the criteria for the Facility on this slide. Furthermore, the PNP Applicant should identify all facilities it owns and operates in response to COVID-19, and what type of eligible services are provided at each facility.

The last bullet is included to point out that many applicants may be receiving Federal aid from multiple Federal Agencies like Health and Human Services. We need to make sure we capture and document where that aid or Direct Federal Assistance is coming from and where it is being used.

Work Eligibility

- Direct result of the declared emergency
- Located in the designated disaster area
- Legal responsibility of eligible applicant for performance of eligible work at the time of the disaster
- Completed within regulatory time limits (within incident period)



The next tier is work. In this event, again, we are looking only at Emergency Protective Measures. Applicants must clearly identify the work and how it is directly related to the COVID-19 event.

Deadline for Completion of Work

- Emergency Protective Measure Deadline for DR 4522:
TBD
- Typically Six months from the date of declaration (April 4, 2020)
- Maine can grant a six-month extension upon request
- Further extensions require approval by FEMA

For costs to be eligible, they must be *incurred* within the approved period of performance. For Category B projects, the approved period of performance for this disaster begins on January 20, 2020 and typically ends 6 months after the declaration date. Due to the complexity and wide-spread nature of this emergency, the deadline is to be determined. Maine has authority to extend any deadline by six months with justification. Any further time extension would require approval from FEMA.

Types of Eligible Work

EMERGENCY WORK - work performed to reduce or eliminate an immediate threat to life, protect public health and safety, and to protect improved property that is threatened in a significant way as a result of the disaster.

Category A Debris Removal

Category B Emergency Protective Measures

PERMANENT WORK - work to restore a damaged facility, through repair or restoration to its pre-disaster design, function, and capacity in accordance with applicable codes and standards.

Category C Roads and Bridges

Category D Water Control Facilities

Category E Buildings and Equipment

Category F Utilities

Category G Parks, Recreation, Other

The PA program divides work into two broad categories, Emergency Work and Permanent work. Due to the nature of this public health emergency DR-4522 is limited to Category B Emergency Work.

Emergency Work

- **Category: B – Emergency Protective Measures:**
Actions taken before, during, and following a disaster to save lives, protect public health and safety, or eliminate immediate threat of significant damage to improved public and private property
- **First major disaster for a medical emergency**
- **First instance of applying FEMA Emergency Protective Measures in a major disaster declaration for a pandemic response**
- **Discussions regarding eligible work activities and costs are still very much underway with FEMA**

As mentioned before, DR-4522 was declared only for Category B – Emergency Protective Measures. No other Category of work is eligible. However, Category Z projects to reimburse applicants for Management Costs will be discussed later in this presentation.

This is the first time a major federal disaster declaration has been declared for a medical event and the first time that Emergency Protective Measures have been eligible for reimbursement through the FEMA Public Assistance Program for a major disaster declaration based on a medical/pandemic event.

Due to this unprecedented event, the State is working closely with FEMA to provide as many specifics as possible regarding what costs and activities are eligible. These discussions are ongoing and we will update you as things change through FEMA fact sheets on our website.

Emergency Work

Category: B – Emergency Protective Measures

- **Examples for COVID-19:**

- **Emergency Operations Center operations**
- **Emergency medical care for COVID-19 patients**
- **Medical sheltering**
- **Medical supplies and equipment**
- **Provision of food, water, ice, medicine, and other essential needs**
- **Security and law enforcement for temporary facilities**
- **Communications of general health and safety information to the public**

This slide provides some examples of Emergency Protective Measures that may be undertaken for the COVID-19 response.

This list is by no means all inclusive and in this event there may be some leeway for previously undefined measures that are feasible and necessary to address this unique situation.

These are the examples currently listed on FEMA's COVID-19 fact sheet.

If you have a question on a specific measure undertaken or expense you incurred or expect to incur, please raise that issue as you develop your project(s) in the Grants Portal so we can respond with appropriate guidance.

Emergency Protective Measures: Non-Congregate Sheltering

- Non-congregate Sheltering was approved by FEMA on March 31, 2020, and can be used under the following situations due to COVID 19:
 - First responders and healthcare workers who need to quarantine safely without exposing their families.
 - First responders and health care workers who are at reasonable risk of having been exposed to COVID-19 and cannot return to their usual residence because of the risk of infecting other household members.
 - Individuals in congregate shelters where remaining in said setting poses a risk to other residents.
 - Homeless families, with at least one member who tested positive for COVID-19, who live in congregate shelters and will require isolation.
 - Homeless individuals who require quarantine or isolation.

In order to minimize the spread of disease during a public health emergency such as COVID-19, Non-congregate Sheltering is necessary to facilitate appropriate social distancing amongst individuals who require isolation or quarantine due to COVID-19 exposure. Non-congregate sheltering does not include medical or alternate care sheltering as they are intended to address specific medical needs resulting directly from a public health emergency.

Local and county municipalities and government and some non-profit agencies are responsible for making the necessary reservations and payment arrangements for the facility being used and are therefore eligible for non-congregate sheltering reimbursement.

Typical Non-congregate Sheltering locations are hotels or motels, camps, conference centers, and college and university dormitories. The exception being that a State of Maine Community College or University can be utilized only when such a request to do so through WebEOC has been authorized by the State Emergency Operations Center at the Maine Emergency Management Agency.

While the State of Maine has distributed a list of hotels and motels available for Non-

congregate Sheltering, a local resource can be used due to prior arrangements or existing relationships.

Applicants must follow FEMA's guidance and provide supporting documentation to include: the need for non-congregate sheltering of each individual, length of stay, costs, and tracking of populations separately to include homeless, health care workers, and first responders. Lack of sufficient documentation may result in FEMA determining some or all of the costs ineligible.

Cost Eligibility

Eligible costs:

- Labor
- Equipment/Materials
- Contracts
- Management Costs



Costs Must Be:

- Reasonable and necessary to do eligible work
- Compliant with federal, state, and local laws
- Reduced by any applicable credits such as insurance payouts and purchase discounts
- Comply with all procurement policies

The key here is that all costs must be documented and comply with appropriate guidelines, and they must also be reasonable and necessary to protect the public from the COVID-19 event. An Applicant must also have a minimum of \$3,300 of eligible costs for a project to be submitted - a word of caution is that the \$3,300 minimum threshold must be met for each project, not collectively.

Next we will cover various cost categories, starting with labor.

Force Account Labor

- Employee Annual Salary or Hourly Rates Plus Fringe Benefits
- Under Emergency Protective Measures (Category B):
 - Permanent employees are only eligible for overtime while performing eligible work.
 - Temporary employees are eligible for both regular time and overtime pay while performing eligible work.

Force Account Labor costs are for the Applicant's employees, both full-time and those that may have been hired as temporary employees to address the COVID-19 situation. For permanent employees, only their overtime used on DR 4522 work is eligible. Their regular work time is not eligible. For temporary employees hired to work on DR 4522 activities, both regular and overtime costs are eligible.

In addition, fringe benefit costs for eligible hours are also eligible for reimbursement and you may be asked to calculate an average fringe benefit hourly rate for your employees and provide your pay policy.

For all Labor costs, you will be required to provide supporting documentation to include employee name, title, time sheets, work performed, location, date, and hours worked, separating overtime and regular time. Documentation is key to expediting your project through the process.

Force Account Equipment

Must be performing eligible work:

- Auto/Truck – mileage or hourly rate
- Other equipment – hourly rate
- Intermittent Use:
 - Half day or more = Full Day
 - Less than half day = Actual Hours



Force Account Equipment costs are for equipment you own, lease or purchase for necessary use for DR 4522. The equipment/vehicles you own are normally reimbursed based on an **hourly rate**. Leased/rented equipment is based on the rental/lease agreement, and purchased equipment may be reimbursed based on purchase cost minus salvage value.

When claiming reimbursement on an hourly rate, FEMA allows credit for a **full work day** when the equipment is used for half the work day or more. For example, you have a vehicle that transports medical equipment to a temporary medical facility. The equipment is then off loaded and used for 5 hours at the temporary facility and then is loaded back on the vehicle and returned to its origin. The vehicle use is only eligible for the actual hours in transit to and from the site, but the equipment used at the facility for 5 hours is eligible for the entire work day because it was used for more than half of the regular work day.

Once again we stress documentation. FEMA will want to know the type of equipment (including size and capacity), date, hours used, location, purpose, operator information and rate. Copies of log books may also be required. To find the most recent equipment rates, conduct a web search for “FEMA equipment rates” with your favorite search

engine or the link is provided at the end of this presentation.

Equipment Rates

- FEMA equipment rates are used for determining project costs (estimating and comparing)
- Local rates or rental costs can be used if different than FEMA and established prior to the disaster



FEMA has cost codes establishing equipment rates which are normally used to reimburse equipment usage, but Applicants can use local rates if they were established **prior to the event**. FEMA cost codes are normally more advantageous except perhaps in high cost areas where local rates may be higher. Applicants can select the FEMA rates or their local rates but **must use the same method for all of their projects**.

Force Account Materials

- Purchased or used from stock
- Used for eligible work
- Invoices, historical data, or quotes from your local vendors will be required to justify costs



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Force account materials are those that you either use from your stock or purchase for use in the event. If you have invoices for your stock items, they can be used to establish costs, or you can get 3 quotes from local vendors to establish costs.

You do not have to replace the items taken from stock in order to submit for reimbursement for that stock used in response to the COVID-19 event.

Keep in mind, that items you purchase should meet all contracting and purchasing requirements and be fully documented.

Also note, disposition of purchased supplies and equipment applies when the residual supplies (including materials) or equipment exceeds the current fair market value of \$5,000. FEMA may reduce eligible funding by the current fair market value of the supplies or equipment at the end of the incident.

Donated Resources

Volunteer Labor:

- Rate is the same as either similar paid employees within an applicant's organization or, if none, similar work done by a local paid organization. Can also use FEMA rate established for the Disaster
- Value of Volunteer Labor = (Determine Labor Rate) * (Number of Volunteer Hours)

Donated Resources:

- Credit towards the local total cost share of Emergency Work; rate is determined by local rates (if established) or FEMA equipment rates
- Value of Donated Resources = (Determined Equipment Rate) * (Number of Equipment Hours)
- Material costs based on local quotes



Donated resources, whether labor, equipment or materials, can be used to offset the local cost share of emergency work. At this time for DR 4522, the disaster is set at 75% Federal cost share with a State cost share of 25% - therefore, donated resources would not apply because there is no local cost share. After December 30, 2020, there is the potential for a local cost share of 10%, if that happens, donated resources can be used as an offset; therefore, you may want to continue to track donated resources in case they are needed.

It is essential that you document all donated resources in detail with who, what, when, where and why. Donated resources should be captured on a separate project application even if they do not total more than \$3,300.

Management Costs

- Direct and indirect administrative costs incurred to submit and process your FEMA project(s)
- Actual costs only, fully documented with labor time cards, pay rates, and description of work performed
 - Example: Sam worked on 4/18/20 for 4 hours at an hourly pay rate including fringe of \$24 per hour, with the documentation submitted into the Grants Portal
- Capped at a maximum of 5% of total obligated Category B costs
- Initially written as an estimate based on 5%, but eventually adjusted based on actual costs documented

FEMA will reimburse an applicant's direct and indirect administrative costs incurred for submitting and processing its FEMA projects. Reimbursement is based on actual, documented administrative costs and is capped at 5% of the total of your obligated Category B project(s). FEMA automatically creates a separate Category "Z" project for Management Costs for each Applicant. Applicants must submit full documentation of Management Costs. The federal share on Cat Z projects is 100% (subject to the 5% cap based on total obligated Cat B projects).

What Costs are Included as Administrative Costs?

- Administrative costs do not include costs for actual COVID-19-related work performed, but does include costs for financial tracking and management
- Eligible activities include:
 - Gathering cost documentation
 - Project scope development
 - Project Closeout
 - Your time to attend this applicant briefing!

Please begin capturing your administrative costs, including the costs incurred to attend today's Applicant's Briefing. You will need to document your administrative costs before requesting closeout and reimbursement for your Cat Z project.

Typical Contract Requirements

- Must comply with all State, Local and Federal procurement requirements
- All contracts incurred for eligible work will be reviewed by FEMA/State teams; including rental equipment
- Competitively bid under applicable procurement procedures are preferred, but not required as a result of exigent or emergency circumstances

Current Federal procurement standards (found at 2 C.F.R. § 200.320(f)(2)) allow non-state entities to noncompetitively procure contracts (i.e., sole-sourcing) under certain emergency or exigent circumstances. The President's unprecedented Nationwide Emergency Declaration, and the Secretary of Health and Human Services' (HHS) declaration of a Public Health Emergency for COVID-19 establish that exigent and emergency circumstances currently exist.

For the duration of the Public Health Emergency, which began January 27, 2020 **as determined by HHS**, local governments, tribal governments, non-profits, and other non-state entities may proceed with new and existing noncompetitively procured contracts in order to protect property and public health and safety, or to lessen or avert the threats created by emergency situations for Emergency protective measures under FEMA's Public Assistance Program.

It is essential that all non-state entities understand that both FEMA and the U.S. Department of Homeland Security's Office of Inspector General (OIG) closely review procurement actions and contract selections, with a particular emphasis on noncompetitive procurement actions, to evaluate compliance with Federal requirements. ***Failure to follow Federal contracting and procurement requirements***

puts non-state entities at risk of not receiving reimbursement or not being able to use FEMA grant funds for otherwise eligible costs.

While some requirements are suspended, it is prudent to make sure your contracting and purchasing folks are taking all reasonable steps to comply with whatever requirements apply and follow the appropriate guidelines.

Sole-Source Contract Requirements

- Contracts must include the required contract clauses (2 C.F.R. § 200.326 & Appendix II) (also applicable to states).
- Contracts exceeding the \$250,000 must include the Federal bonding requirements if the contract is for construction or facility improvement (2 C.F.R. § 200.325).
- Contracts must be awarded to a responsible contractor (2 C.F.R. § 200.318(h)).
- The non-state entity must complete a cost or price analysis to determine that the cost or price of the contract is fair and reasonable if the contract exceeds or is expected to exceed \$250,000(2 C.F.R. § 200.323(a) and (b)).
- The use of cost-plus-percentage-of-cost contracting is prohibited (2 C.F.R. § 200.323(c)).
- Use of time and materials contracts must comply with 2 C.F.R. § 200.318(j).
- The non-state entity must follow documentation, oversight, and conflict of interest requirements among other general procurement requirements in 2 C.F.R. § 200.318. If a conflict of interest is unavoidable due to the exigent/emergency circumstances, the non-state entity must explain that in the procurement documentation.

While the requirements for competitively bidding contracts is suspended during the actual exigent or emergency circumstances, non-state entities must still comply with the requirements detailed in this slide. Additional information can be found at <https://www.fema.gov/procurement-disaster-assistance-team>

Types of Contracts

Lump Sum:

- Easy to monitor when the scope of work is well defined
- Requires minimum labor for monitoring
- Quantities do not have to be documented

Time and Materials:

- Should only be used for Emergency “hot spots”
- MUST have a cap
- MUST be monitored

Lump sum contracts are acceptable and require minimum monitoring by the Applicant, as you don't have to document the quantities separately. Time and material contracts can be used but there are some restrictions.

FEMA may reimburse costs incurred under a T&M contract only if all of the following apply:

- No other contract was suitable;
- The contract has a ceiling price that the contractor exceeds at its own risk; and
- The non-state entity can demonstrate it provided a high degree of oversight to obtain reasonable assurance that the contractor used efficient methods and effective cost controls.

Ineligible Contracts

Examples include:

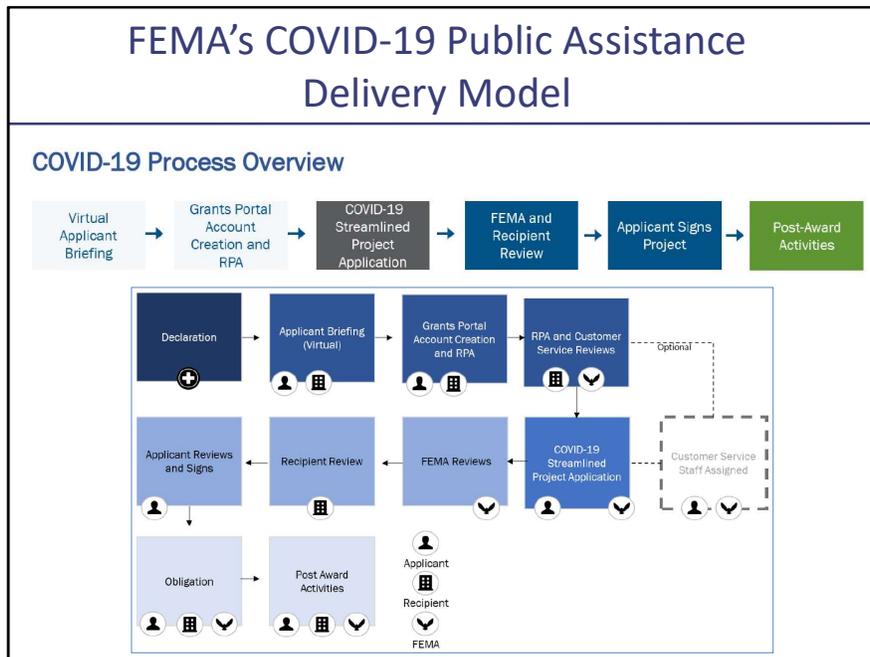
- Cost-plus-percentage-of-cost (CPPC)
- Contingent upon FEMA reimbursement
- Contract with a debarred contractor

Be aware of types of contracts that may jeopardize reimbursement.

A cost plus percentage of cost contract is where a contractor says they will do the work for whatever it costs them plus a percentage of that cost. For example, the contractor spends \$100,000 on the work and the percentage agreed on is 15%. The contractor receives \$115,000. In this type of contract there is no incentive for the contractor to work efficiently and swiftly. The more time he takes, the larger his profit. This is an ineligible contract and FEMA may make your project ineligible if you use it.

Contracts that state that they are contingent on the Applicant receiving reimbursement from FEMA are also ineligible. Examples include contracts that say the Applicant will pay the contractor “whatever FEMA pays” or will “pay if or when FEMA pays.” Such contracts are ineligible. You must act using your normal procurement procedures without any reference to reimbursement from FEMA.

The last point is – avoid contracting with a debarred contractor. Make sure your contracting folks are checking to make sure they are not dealing with one as that contract will be ineligible.



For this unprecedented event, FEMA is using a modified Delivery Model in order to expedite the process and get much-needed funds to the Applicants as quickly as possible.

Those of you who are familiar with normal FEMA delivery processes will see significant changes.

For COVID-19 declarations, FEMA is streamlining the PA application process, including:

- Enabling the Applicant to apply directly to FEMA without relying on FEMA or Recipient staff. In most cases, FEMA will not assign Program Deliver Managers to Applicants and will not conduct the traditional Exploratory Calls, Recovery Scoping Meetings, or Recovery Transition Meetings.
- Providing a COVID-19 Streamlined Project Application that the Applicant will complete in lieu of creating a damage inventory and answering Essential Elements of Information. The Applicant uses the same project application for all Category B work (i.e., small and large projects, completed and uncompleted work, and expedited funding).
- Reduced documentation for small projects. FEMA will process all projects under the Large Project Threshold with limited documentation and Applicant certifications.

- Streamlining the Environmental and Historic Preservation or EHP process. EHP will conduct a streamlined review using Applicant responses to simplified EHP questions in the streamlined project application to ensure the project's compliance with related laws, regulations, and executive orders.

Although the process is streamlined, some things remain the same:

The Applicant should not request funding for activities where the costs have been or will be claimed from another federal funding source. A key thing to remember here is that FEMA is the payer of last resort. This means that all other funding provided on a project is taken into account first and deducted from the costs eligible for reimbursement under the PA Program.

In DR 4522, there is a particular likelihood of other grant funding sources, such as grants available through the U.S. Department of Health and Human Services or the Coronavirus Aid, Relief, and Economic Security Act commonly referred to as the CARES Act. Also as this is a public health emergency and medical care may be required, private insurance may also apply. It is critical that applicants be able to report on all funding sources received *and how those funds were applied* so FEMA can ensure that no duplication of benefits has occurred under the Public Assistance Program.

Grants Portal Access

<https://grantee.fema.gov/>

 Sign in to Your Account

USERNAME [Forgot your username?](#)

PASSWORD [Forgot your password?](#)

SIGN IN

[Register Your Organization and Request Public Assistance](#)

Governments, etc. can register themselves using this hyperlink

Please register in this format:
Name, Town of
Name, City of

Non-state/local government

- Email: Maine.Recovery@maine.gov
- Information needed
 - Legal organization name
 - First name, last name, phone number, and email address of person to be responsible for Grants Portal account
 - If a Private Non-Profit (PNP) please indicate if you have 501(c)(3) designation

Grants Portal is a web-based application used for managing FEMA Public Assistance projects and works best with the Firefox web browser. Grants Portal is the Applicant’s side of this system; Grants Manager is the FEMA side of the same database.

If your organization already has a Grants Portal account due to participation in one of Maine’s recent federally declared disasters (such as DR 4367 or DR 4354), when you log in to your Grants Portal account you may see the banner on the screen prompting you to submit your RPA for the new declaration. Simply click as directed and follow the instructions as prompted.

Applicants are empowered to drive their own recovery! If you do not have a Grants Portal account established, this slide identifies the two ways to gain access.

As shown on the left, Applicants such as municipalities can create accounts directly in Grants Portal as shown here at <https://grantee.fema.gov/> - if you are representing a town or city please enter the name of your town or city first, followed by a comma and “Town of” or “City of.” Simply follow the instructions to complete your registration and Request for Public Assistance (RPA) as prompted.

Other applicants such as private non-profit organizations should work through the Maine.Recovery@maine.gov mailbox to have an invitation sent to your organization. The process will be streamlined if you provide the following information: the legal name of your organization and the first and last name, phone number, and email address of the person who will be responsible for the Grants Portal account. Additional users can be added by the primary administrator after approved by MEMA. If you are a non-profit organization also include if you have a 501(c)(3) designation or not.

Initial Applicant Account Creation



You will receive an e-mail from support@pagrants.fema.gov inviting you to join Grants Portal:

FEMA PA Notification - You have been invited to join the FEMA Grants Portal.



support@pagrants.fema.gov
Sun 1/14/2018, 3:55 PM
To: npetley@hotmail.com; ⌵



Hello Naomi,

You've been invited to join the Grants Portal as a child organization for Maine Emergency Management Agency. Please click <https://grantee.fema.gov/#organizationrequest/form/83325E52-686C-4258-948D-017258AFA82A> to fill in your organization's information and create an account.

-FEMA PA Support Team

FEMA-PA-Support@FEMA.DHS.Gov
<https://grantee.fema.gov>

Please make sure your spam filter is set to allow receipt of emails from support@pagrants.fema.gov



If you requested Grants Portal access through the Maine.Recovery@maine.gov mailbox the next step in the process is creating your account. You will receive an email from support@pagrants.fema.gov – please make sure to check your spam folder if you have not received the invitation in 48 hours. Click on the hyperlink and follow the instructions to complete your account information. Once you submit, MEMA will need to approve your account.

Grants Portal Password Invitation

Once approved, you will receive an email from support@pagrants.fema.gov with your Username (email) and a Temporary Password generated by the system:



If you were sent an invitation to the Grants Portal, once MEMA approves your account you will receive an email with a temporary password. Click on the hyperlink and you will be invited to create your own password.

Note: if you completed the direct application process and submitted your RPA at the same time that you signed up for a Grants Portal account, your account will not be activated, therefore you will not receive this email until after FEMA approves your RPA. If you are concerned about your application status, please contact Maine.Recovery@maine.gov for updates.

A note of caution, the password requirements are stringent with number of characters and composition of characters, so be sure to keep record of it in a secure place.

Also, always check your email junk or spam folder as these emails frequently are misfiled.

Request for Public Assistance (RPA)

The image shows two screenshots from the Grants Portal. The top screenshot is the 'My Organization Dashboard' with a yellow notification box that says 'Please click here to begin the RPA submission process.' A red callout box points to this link with the text 'Click hyperlink "Please click here to begin RPA submission process"'. The bottom screenshot shows the 'Request Public Assistance' page with a form for 'Primary Contact' and 'Alternate Contact'.

- Date of Declaration: April 4, 2020
- FEMA has set an open period for RPA submission for COVID-19. NO RPA deadline currently in effect for DR-4522

We will now discuss one of the most important topics for this Applicant's Briefing, which is the Request for Public Assistance or RPA. The RPA is formal acknowledgement of an Applicant's intent to request reimbursement from the FEMA PA program.

Normally, the RPA must be submitted within 30 days of the declaration. However, for DR 4522, that provision has been waived and we currently have an open enrollment period. We will advise everyone if FEMA does set a deadline for RPA submission. In any event, we highly recommend that Applicants submit their RPAs as soon as possible, so we can review them and forward to FEMA for their review and approval.

As mentioned earlier, FEMA has streamlined the process so if you follow the direct applicant set up you can request public assistance at the same time as requesting an account. If you went through Maine.Recovery@maine.gov for an invitation, once access to the portal is granted you will need to submit a request for public assistance by clicking on the hyperlink stating "Please click here to begin RPA submission process." Then follow the instructions for submittal.

Note if you are a private non-profit there are additional documentation requirements, examples include:

- A current ruling letter for the Internal Revenue Service granting tax exemption under

sections 501(c), (d), or (e) or documentation from the state substantiating you are a non-revenue producing, non-profit entity

- Proof of ownership of owned facility(ies)
- If you lease a facility, proof of legal responsibility to repair the incident-related damage
- A list of services provided in the facility and when and to whom

Once submitted the RPA is routed for eligibility determinations first by MEMA, then by FEMA.

Program Delivery Manager (PDMG)

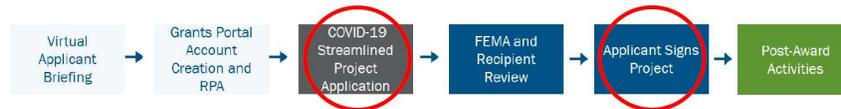
- Request for Customer Service
 - A choice when submitting you RPA
 - The PDMG is the primary FEMA point of contact for Applicant
 - Assigned after RPA is approved by FEMA
 - Key Responsibilities
 - Conduct Meetings
 - Assists with documentation upload into Grants Portal
 - Grants Portal troubleshooting
 - Coordinate between FEMA staff, State staff and Applicant
 - Request Site Inspections
 - Identify and troubleshoot all questions and concerns

In previous disasters each Applicant was automatically assigned a Program Delivery Manager or PDMG. The PDMG served as the primary FEMA point of contact for the Applicant helping to conduct meetings, assist with all aspects of the Grants Portal, and assist with coordination between FEMA, the State, and Applicants.

For this emergency, when submitting your RPA in Grants Portal, there is an option for Customer Service. If you select to have customer service you will be assigned a PDMG after the RPA is approved by FEMA. Applicants with FEMA-assigned PDMGs will participate in traditional process steps including Exploratory Calls and Recovery Scoping meetings.

Be warned that the default is set to No for this question in the RPA. MEMA has the ability to change the answer on your behalf when determining your RPA eligibility so if you change your mind or have already submitted and had your RPA determined eligible by FEMA and would like a PDMG assigned please email Maine.Recovery@maine.gov for assistance.

COVID-19 Streamlined Project Application



What information is required?

Applicants will need the following information about their activities and costs to complete this form:

- A description of the activities including when, where, and by whom the activities were completed or will be completed.
- A summary of how much the activities cost, including costs associated with contract, labor, equipment, supply, material, and other cost types.
- Documentation supporting the activities completed and costs claimed.
- Certification of compliance with federal, state, tribal, territorial, and local laws and regulations.

Once your organization's RPA is deemed eligible by FEMA the next step in the process is to submit the streamlined Project Application. We'll go over the actual steps you need to take in Grants Portal in the next slides.

But before you get started you will need access to the documentation that you should have been collecting since January 20th. This information includes:

- A detailed description of activities your organization has been conducting in response to COVID-19 including when, where, and by whom the activities were completed or will be completed
- An itemized summary of how much the activities cost, including costs associated with contract, labor, equipment, supply, material, and other cost types
- And documentation supporting the activities and costs claimed
- Additionally, your organization will need to provide certification with appropriate laws and regulations.

Applicants should generally report all activities on one project application to reduce funding delays and maximize the Applicant's administrative flexibilities to track costs.

However, submitting a separate project application for distinct activities or time periods

is advisable in certain scenarios:

- When an Applicant needs to be reimbursed immediately and cannot wait to gather all information to submit a full claim for all their activities and costs, the Applicant may:
 - Request expedited funding to receive an award of 50% of the total cost based on limited documentation;
 - Limit an initial project application to certain activities or an initial time period and follow up later with an additional project application for other activities or time periods – even potentially using 30-day increments.

- Certain activities may require FEMA to complete a more in-depth environmental or historic preservation review, for example: ground disturbance, hazardous materials, modifications to buildings, or new construction. For these activities, the Applicant should submit one project application for activities with environmental or historic preservation considerations and another project application with their remaining activities.

Completing and Submitting COVID-19 Streamlined Project Application

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

*Schedule F may be required based on specific activities.

FEMA PA Codes are individual to each Applicant and can be found in Grants Portal

Documents uploaded must include the project application number and title

FEMA COVID-19 Project Application Applicant-Assigned Project Application #

Section I – Project Application Information

Instructions: Applicants must complete this section and should refer to the Public Assistance Grants Portal for the declaration # and FEMA PA code. The Applicant must assign a unique title and number for each project application. This title and number can help the Applicant connect this project application to their accounting or other systems. Any documents attached to this project application should include the project application number and title.

Declaration #: 4522DR-ME	Name of Organization Applying:	FEMA PA Code: 4522DR-ME Applicant-Assigned Project Application #:
Project Application Title: Applicant Assigned Title and #		

Continue to Section II – Scope of Work.

Section II – Scope of Work

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.

1. DESCRIPTION OF ACTIVITIES

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

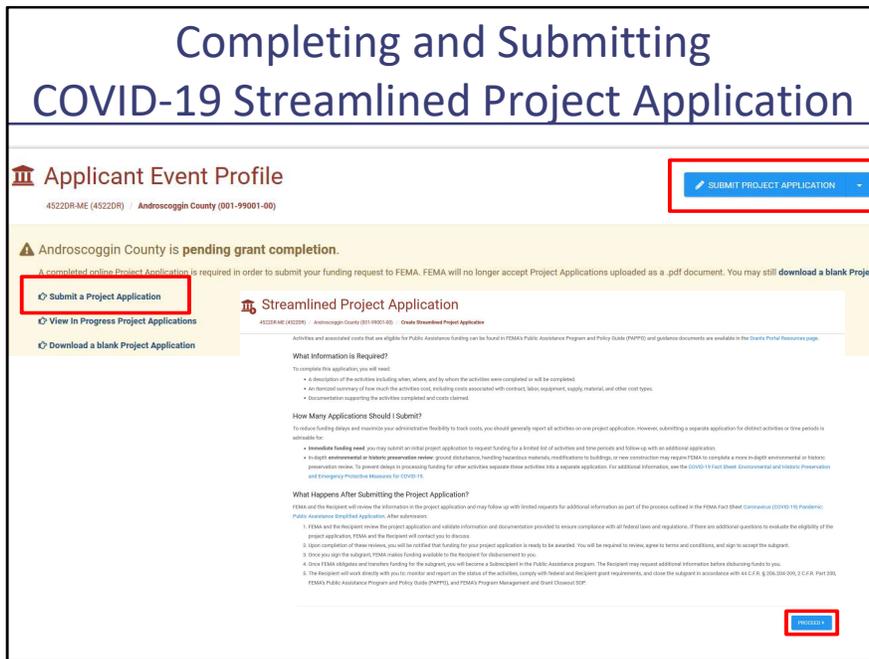
The project application has four sections and six supplemental schedules. All Applicants must complete sections I, II, III, and IV and one or more of the following schedules:

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

The declaration number for all Applicants is 4522DR-ME and the FEMA PA Code can be found on your Organization Profile page – this number is different for each Applicant. The Project Application Title and Number are chosen and assigned by each Applicant. The project application title and number should be included on all documents uploaded to the Grants Portal in order to associate the correct documents with the appropriate Project Application.

FEMA has recently updated the Grants Portal system enhancing how you submit a project application using cascading logic questions and no longer accepts project applications uploaded as a .pdf document. The project application .pdf document is still available if you would like to use it as a reference. If you would like to download copy -

navigate to the Applicant Event Profile page and either select the hyperlink by the hand stating “Download a blank Project Application” or pressing the down carrot by the Submit Project Application Button and selecting “Download Project Application.”



Once you feel equipped with the appropriate information, you can begin your project application submission. Begin the process by using the blue, Submit Project Application Button at the top of the page or the hyperlink next to the pointing hand that says Submit a Project Application.

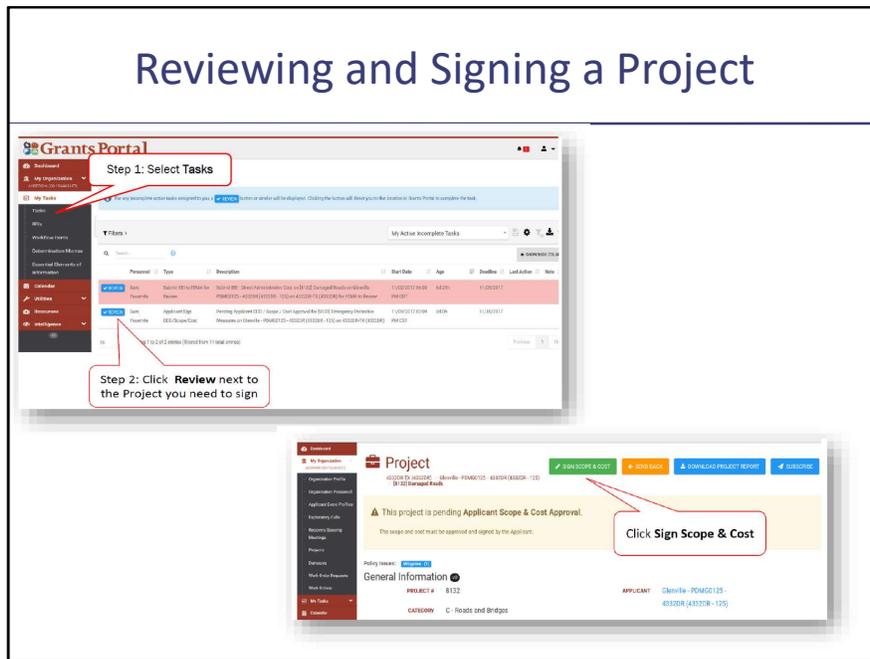
Both will take you to a help screen where you will find additional information and hyperlinks that you may find useful for your project application submission. At the bottom right of the screen you will find a blue, Proceed button; click this button to continue your project application by answering the cascading logic questions.

The application will autosave as you fill it out, so you may fill out this application in one sitting or over time. If you choose to fill it out over time, you can access your work by using the hyperlink next to the pointing hand that says View in Progress Project Applications.

Once submitted FEMA and the Recipient review the project application and validate information and documentation provided to ensure compliance with all federal laws and regulations. If there are additional questions to evaluate the eligibility of the project application, FEMA and the Recipient will contact you to discuss. Upon

completion of these reviews, you will be notified that funding for your project application is ready to be awarded. You will be required to review, agree to terms and conditions, and sign to accept the subgrant.

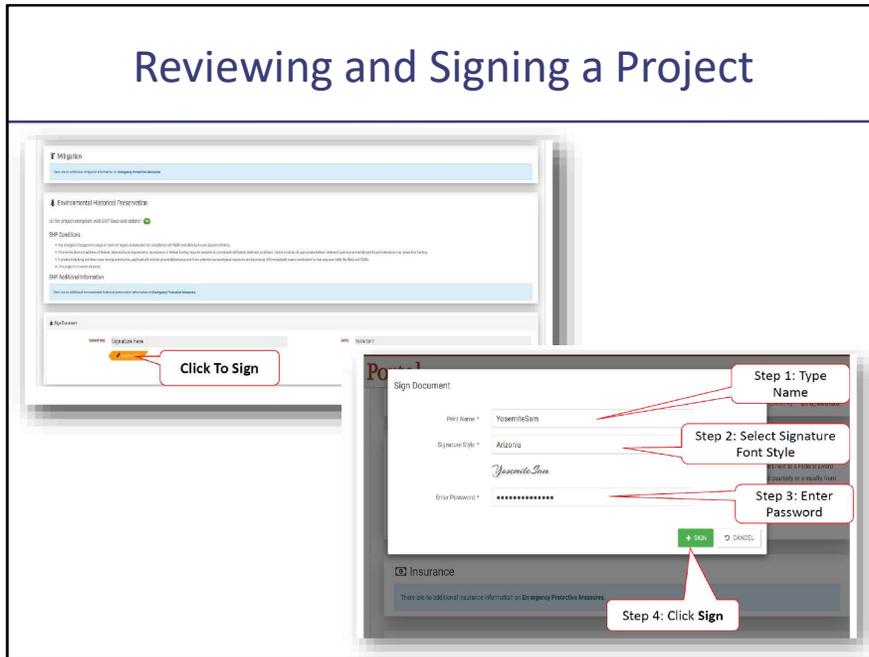
Reviewing and Signing a Project



Following FEMA and Recipient approval of the project application, the Applicant reviews and signs the project in Grants Portal.

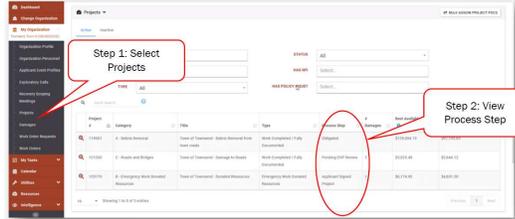
- The Applicant will be notified by email that the application is ready for review. At that point, the Applicant may go to the Tasks tab and click “Review” to begin reviewing the project application.
- The Applicant may sign by clicking “Sign Scope and Cost” at the top of the page and then “Click to Sign” at the bottom of the next page to authorize the project.

Reviewing and Signing a Project



- A prompt will appear to enter name, signature font style, and system password
- The Applicant can click “Sign” at the bottom to complete

Tracking a Project Submission



Process Step	Description
Pending Formulation Completion	The project application is pending completion and upload by the Applicant.
Pending CRC Project Development, Peer Review, Insurance Completion, QA Review, or EHP Review	FEMA specialists are processing the project, including reviewing documentation, developing scopes of work and cost estimates, and ensuring compliance with applicable requirements.
Pending Final FEMA Review	A FEMA official is conducting a final project eligibility review.
Pending Recipient Final Review	A Recipient official is conducting a final project eligibility review.
Pending Applicant Project Review	The project is ready for the Applicant's final review and signature.
Applicant Signed Project	The project is ready for FEMA to make funding available through the Recipient for the Applicant.
Obligated	Federal funding has been approved for release through the Recipient to the Applicant.

The Applicant may see the status of their projects in Grants Portal at any time:

- Navigate to the My Organization tab in Grants Portal
- Click “Projects” on the left side of the dashboard
- A page showing all of the Applicant’s projects will appear
- Identify the current status of the project in the Process Step column

After a project has been submitted, the “Process Step” column will reflect the FEMA or Recipient activities being conducted to review the project. Generally, the Applicant has no action during these steps unless a FEMA or Recipient representative specifically contacts the Applicant.

Project Reconciliation and Closeout

- FEMA closes Large Projects individually as each is completed
- FEMA closes Small Projects together when the last Small Project is completed
- Please notify Maine.Recovery@maine.gov as each Large Project is completed or when you have completed your last Small Project



The purpose of closeout is for the Applicant to certify that all work has been completed. The project reconciliation and closeout differs between Small and Large Projects and will be discussed in subsequent slides. We ask that you contact MEMA at Maine.Recovery@maine.gov as each Large Project is completed or when you have completed all of your small projects.

Large Projects Reconciliation and Closeout

- Final eligible amount for a Large Project (>\$131,100) is the actual documented cost of the completed, eligible Scope of Work
- Applicant is required to provide documentation for each site which may include the following:
 - Site map, description of emergency response activities, documentation to support costs claimed (see Tables 8 and 10 in the Public Assistance Program and Policy guide for further information)
- Explanation of cost differences from estimated amount
- Reports must be submitted quarterly that include:
 - Total expenditures to date for each project
 - Status of the project
 - Projected completion date
 - Any circumstances that could delay the project

A Large Projects is defined by eligible expenditures exceeding \$131,100. Upon completion of each Large Project that FEMA obligated based on an estimated amount; the Applicant should provide the documentation to support the actual costs. A summary of documentation requirements can be found on Table 8 and 10 in the Public Assistance Program and Policy Guide. This guide can be found in the Resources tab (which will be discussed later) in Grants Portal. Large projects are paid based on actual costs and require a full closeout with all documentation to close the grant. Required documents may include: photographs, Request for Proposals (RFPs), bid responses, newspaper clippings of contract postings, timecards/pay policy, equipment use logs, invoices and proof of payments.

If the actual costs significantly differ from the estimated amount, the Applicant should provide an explanation for the significant difference.

FEMA will review the documentation and, if necessary, obligate additional funds or reduce funding based on actual costs to complete the Scope of Work.

Once FEMA completes the necessary review and funding adjustments, FEMA closes the project.

Note: MEMA must report to FEMA quarterly regarding Large Projects for as long as the project remains open; therefore, Applicants must submit information regarding their projects every quarter for MEMA to aggregate information across all Applicants prior to submission to FEMA.

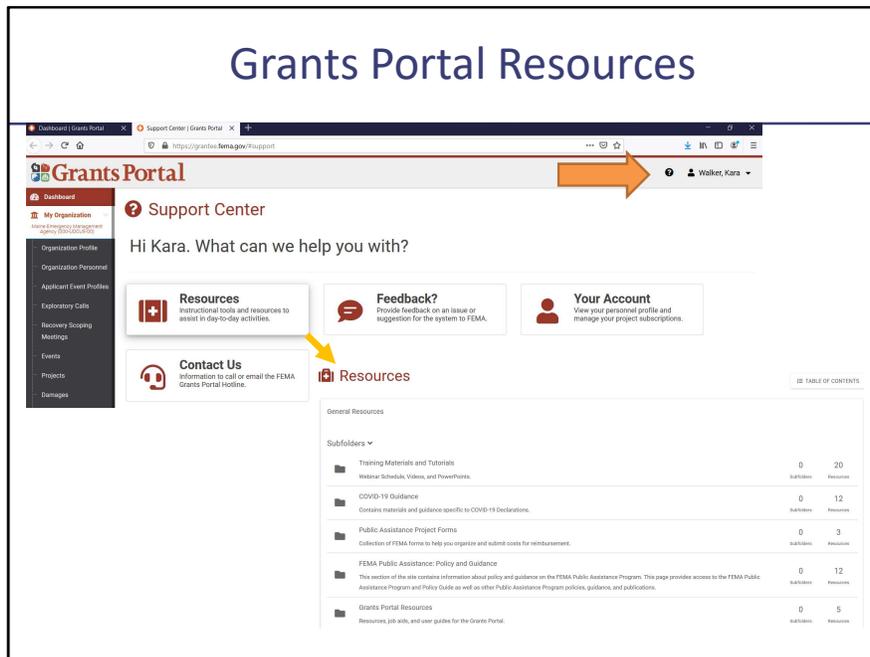
Small Projects Reconciliation and Closeout

- FEMA does not adjust the approved amount of an individual Small Project even when the estimated cost differs from the actual costs
- Adjustments are made on individual Small Projects if one of the following conditions applies:
 - The Applicant did not complete the approved Scope of Work
 - The Applicant requests additional funds related to an eligible change in Scope of Work
 - The Project Application contains inadvertent errors or omissions
 - Actual insurance proceeds differ from the amount deducted in the Project Application

Once FEMA obligates a Small Project, FEMA does not typically adjust the approved amount of an individual Small Project. This applies even when FEMA obligates the Project Application based on an estimate and actual costs for completing the eligible Scope of Work differ from the estimated amount. This slide does detail the occasions when a Small Project will be adjusted. In these cases, FEMA only adjusts the specific cost items affected.

If none of the adjustments apply the Applicant may request additional funding if the total actual cost of the all of its Small Projects combined exceed the total amount obligated for all of its Small Projects. The request for additional funding must take place through the appeals process. The appeals process is discussed in more detail in the Public Assistance Program and Policy Guide.

To close Small Projects, MEMA must certify that the Applicant completed the approved Scopes of Work for all of its Small Projects. Once FEMA receives MEMA's certification, FEMA will close all of the Applicant's Small Projects.



As soon as you are able to log into your account you have access to a wealth of information about Grants Portal and the Public Assistance Program. In Grants Portal you can access the support center by clicking on the question mark located at the top, right of the screen.

The support center gives you the ability to provide feedback, adjust your account information, and contact FEMA. If you click on the Resources block you will find a very useful collection of guides, policies and job aides. Click on the topic of interest to expand the documents available for viewing and downloading.

MEMA and FEMA personnel are available to help you navigate Grants Portal. In order to contact MEMA for support please email Maine.Recovery@maine.gov.

Additional Resources

Video Trainings for Applicants

FEMA has provided downloadable and emailable Video Trainings for Applicants. Please see below:

<https://www.youtube.com/channel/UCIjp91Ds2IaVIR1t8uXcEKg/videos> Grants Portal Access, et cetera Link to all the YouTube videos

<https://training.fema.gov/is/courseoverview.aspx?code=IS-1002> IS-1002: FEMA Grants Portal – Transparency at Every Step EMI website

<https://training.fema.gov/is/courseoverview.aspx?code=IS-1010> IS-1010: Emergency Protective Measures

<https://training.fema.gov/is/crslist.aspx?all=true> IS Course List Emergency Management Institute IS 1000 Series on Public Assistance

FEMA also has helpful resources such as independent study courses and a YouTube channel surrounding Grants Portal subjects.

Important Web Links

- FEMA Website:
 - <https://www.fema.gov/public-assistance-local-state-tribal-and-non-profit>
- Schedule of Equipment Rates:
 - <https://www.fema.gov/schedule-equipment-rates>
- FEMA Public Assistance Program and Policy Guide (PAPPG)
 - <https://www.fema.gov/media-library/assets/documents/111781>
- FEMA Grants Portal (Best Used with Firefox Browser)
 - <https://grantee.fema.gov/>

Lastly, here are some important weblinks that will assist you in managing your Project Applications.



Questions/Contacts

Contact Information

Grants Portal Hotline:

866-337-8448

PA Team:

Maine.Recovery@maine.gov

Naomi Petley

Public Assistance Officer

naomi.m.petley@maine.gov

207-215-2764

Thank you for your attention during this Applicant's Briefing. If you have specific questions or require additional assistance please email Maine.Recovery@maine.gov and someone from the PA team will assist you.