



North Carolina Emergency Management



Tropical Storm Fred

DR-4617-NC

Declaration Date: September 8, 2021

Amendment Date: October 1, 2021

PUBLIC ASSISTANCE APPLICANT BRIEFING

AGENDA

- ✓ Tropical Storm Fred - Event Details
- ✓ Public Assistance Program Overview
- ✓ Required: FEMA PA RPA and NCEM Funding Agreement
- ✓ FEMA PA Work & Costs
- ✓ Document expenses and submit projects
- ✓ Debris Operations & Monitoring
- ✓ Procurement Using Federal Guidelines
- ✓ NCEM Contacts and NCEM/FEMA Resources
- ✓ For New Applicants - FEMA Grants Portal and EMGrants registration



✓ Look For helpful resources linked within these slides

Access and Questions



Online Access to Webinar

This webinar will be posted on [NCEM's Public Assistance](#) Web page in the next few days.

***If you would like a link directly to the webinar after it's posted, along with these slides, please put your email in the chat box.**

Asking Questions During the Webinar

- This webinar is intended to advise eligible applicants on FEMA PA
- **If you have a question, the odds are that others have that same question.** Please type your question in the chat, or ask it during one of the pauses for questions after a section has completed.
- If we can't get you the answer during the webinar, we'll get it to you as soon as we can

Event Details

DR-4617-NC

Tropical Storm Fred





Tropical Storm Fred Event Details



- Major Disaster Declaration: **DR-4617-NC**
- Declaration Date: **September 8, 2021**
- Amendment Date: **October 1, 2021**
- Incident Period: **August 16, 2021 - August 18, 2021**
- RPA Deadline: **Friday, October 8, 2021**
- RPA Deadline Amendment: **Monday, November 1, 2021**
- Categories of Work: **All Categories A – G plus Z**

A: Debris removal
B: Emergency protective measures
C: Roads and bridges
D: Water control facilities
E: Buildings and contents
F: Utilities (electric, gas, etc.)
G: Parks, recreational, and other facilities
Z: Administrative (management) costs

Important Dates to Remember

| Required Action | Deadline |
|--|---|
| Request for Public Assistance (RPA) | Friday, October 8, 2021 (30 days from declaration date) |
| Emergency Work Completed | Tuesday, March 8, 2022 (6 months from declaration date) |
| Permanent Work Completed | Wednesday, March 8, 2023 (18 months from declaration date) |
| 428 Alternative Procedures signed off (<i>aka</i> FEMA's Fixed Cost Offer) | Wednesday, March 8, 2023 (18 months from declaration date) |



[The Stafford Act](#)

Important Dates to Remember Amendment Date for October 1, 2021

| Required Action | Deadline |
|--|--|
| Request for Public Assistance (RPA) | Monday, November 1, 2021 (30 days from declaration date) |
| Emergency Work Completed | Friday, April 1, 2022 (6 months from declaration date) |
| Permanent Work Completed | Saturday, April 1, 2023 (18 months from declaration date) |
| 428 Alternative Procedures signed off (<i>aka</i> FEMA's Fixed Cost Offer) | Saturday, April 1, 2023 (18 months from declaration date) |



[The Stafford Act](#)

NEW THRESHOLDS FOR FEDERAL DISASTER EVENTS STARTING OCTOBER 1, 2020

For all eligible subrecipients of FEMA Public Assistance funding, the damage cost indicators are as follows for disasters declared on or after October 1, 2020:

Countywide Damage Cost Indicators

The FEMA Countywide Per Capita indicator has increased to **\$3.89** (up from \$3.84)

Statewide Damage Cost Indicators

The FEMA Statewide indicator has increased to **\$1.55**, which takes the State of North Carolina's PA threshold to **\$14.78M** in disaster-specific damages to qualify for FEMA Public Assistance (up from \$14.3M)

Small Project and Large Project Thresholds

The Small Project/Large Project Threshold is now **\$132,800** (up from \$131,100)

Small: Any project that has costs that total 132,800 or less is considered a small project

Large: Any project that has costs that total 132,800.01 or greater is considered a large project

Costs to Write a FEMA PA Project

FEMA PA requires at least **\$3,320** in damages to write a PA project (up from \$3,300)

Tropical Storm Fred - Declared Counties

As of 9/16/2021: in North Carolina, seven (7) counties have been declared: **Avery, Buncombe, Haywood, Madison, Transylvania, Watauga and Yancey.**





Tropical Storm Fred Event Details

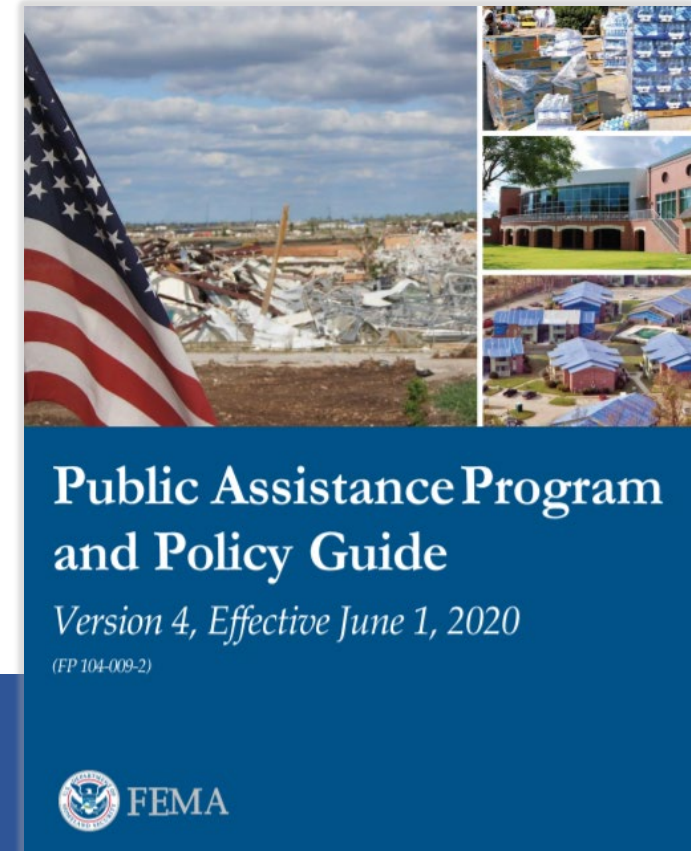


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Z: Administrative (management) costs

FEMA and the Public Assistance Program

The basics



Most recent PAPPG - June 1, 2020

FEMA PA Quick Facts

- Public Assistance is a **reimbursement program** that provides federal funding to help communities respond to and recover from disasters
- **Applicants must submit Requests for Public Assistance (RPAs) within 30 days** of the FEMA disaster declaration date
- **FEMA and NCEM PA work with applicants to compile and upload their costs** into FEMA Grants Portal. “Work” includes emergency work performed locally and permanent work fixes completed or still remaining to be done to restore a facility to pre-disaster condition.
- Eligible government entities and private nonprofits **need to submit damage and cost supporting documentation** so FEMA can make eligibility determinations on projects.

FEMA **obligates funds** and then sends those funds to NCEM once a project meets all **eligibility requirements and is approved by FEMA**. Then NCEM, as Recipient, pays NC’s subrecipients.

FEMA PA: Applicant or Subrecipient?

The term Applicant and Subrecipient are often used interchangeably, but have different meanings:

- **An eligible local government or private nonprofit (PNP) is an applicant** until their Request for Public Assistance (RPA) is approved by FEMA.
- After an RPA is approved, **an applicant becomes a subrecipient** of FEMA PA grant funds.
- The State of North Carolina is the recipient of FEMA PA funds; **NCEM serves as the lead agency.**

Governing Laws, Regulations, and Policies



[The Stafford Act](#)

Basic Elements of Eligibility and Overall Responsibilities

Understanding the Public Assistance Responsibilities

| FEMA | Recipient (State) | Subrecipient (Applicant) |
|---|---|--|
| <ul style="list-style-type: none"> Coordinates with all Federal, State, Local agencies Establishes Joint Field Office Collects project and cost data Approves grants and obligates funds Provides Technical Assistance | <ul style="list-style-type: none"> Educates subrecipients Works with FEMA to manage Public Assistance Program Collects project and cost data Disburses grants to applicants (Ex: Community, county, local public entity) Monitors and manages use of grants by subrecipients | <ul style="list-style-type: none"> Requests assistance Identifies damaged facilities Provides information to support request Maintains accurate documentation Performs necessary work (repairs, debris, etc.) |

FEMA, the State/Recipient, and Subrecipients have specifically denoted responsibilities throughout the lifetime of any one federal disaster declaration involving FEMA funding.

FEMA must determine that each building block is legally eligible, starting at the foundation with the Applicant working up toward cost to ensure full eligibility.



The Four Basic Elements of Eligibility

Applicant: state, local, tribal, territorial governments and certain private nonprofit organizations (PNPs) are eligible applicants for FEMA Public Assistance.

- The applicant (or subrecipient) is **responsible for demonstrating** that each component of the pyramid is eligible by providing supporting documentation.
-

Facility: Facilities **must be owned and maintained** by the local government or PNP and must prove it has the **legal responsibility** to make repairs.

- Damaged facilities must have been **active and operational** at the start of the incident period per FEMA PA regulations and policies.
- A facility (culvert, roof, playground, road, laboratory) **that has not been sufficiently maintained** may be deemed **ineligible** by FEMA due to deferred maintenance issues.

The Four Basic Elements of Eligibility

Work: Must be required to **repair and restore** a facility to its pre-disaster condition as a **direct result of the declared incident** and performed within the designated disaster area.

- Must restore the damaged facility to its **pre-disaster design and function**, including applicable & required codes and standards, and any identified eligible mitigation measures.
 - **Eligible mitigation measures** (and additional funds) may be added to FEMA PA projects.
-

Cost: To be eligible for reimbursement under the Public Assistance Program, **costs must be directly tied** to the need for eligible work. Work must also be deemed “**necessary and reasonable**” to accomplish the work properly and efficiently.

- Must be compliant with Federal, State and local requirements for procurement.
- Reduced by all applicable credits, such as insurance proceeds and salvage values.

Eligible Applicants

Public Entities:

- Counties
- Cities
- Public Schools
- Community Colleges
- K – 12 Schools & Public Universities
- Private Colleges
- Water and Sewer Authorities
- Airport Authorities
- Public Transportation Authorities
- Public Housing Authorities
- Regional Councils of Government
- Other Political Subdivisions of the State

Private Non-Profits (PNP):

- Community Center
- Custodial Care Facility
- Educational or Arts Center
- Emergency Care Facility
- Homeless Shelter
- Library
- Medical Care Facility
- Rehabilitation Facility
- Senior Citizen Center
- Shelter Workshop
- Utilities
- Houses of Worship
- Emergency Services
- Low Income Housing
- Assisted Living
- Child Care
- Day Care (for individuals with disabilities or access and functional needs)
- Food Assistance Programs
- Health and Safety Services
- Animal Control Services
- Domestic Violence Services
- Residential Services for Individuals with Disabilities

Resource

[More about FEMA PA eligibility types](#)



Questions?








Submit Required Event Participation Forms

Using FEMA Grants Portal & EMGrants

Required Registration Documents for both FEMA and NCEM

| Disaster Event Documents - Required | How to Submit |
|--|---------------------------------------|
| 1. Request for Public Assistance (RPA)  | Complete in FEMA Grants Portal |
| 2. Funding Agreement (DAA, SAA)  | Complete in NCEM's EMGrants |
| <p> <u>Both</u> the FEMA RPA & the NCEM Funding Agreement are required for <u>each disaster event</u>.</p> | |

 *Do you need to update your W-9?*

Request for Public Assistance (RPA) in FEMA Grants Portal

What Is The RPA?

Subrecipients must submit their stated interest to participate in the FEMA PA program. You'll do this via FEMA Grants Portal for each federal disaster event.

Where Do I Get It?

Only available through the FEMA Grants Portal – need to include DUNS, EIN & FEMA FIPS number (*if FIPS is available*)

(To get a DUNS number: <https://www.dnb.com/duns-number.html>)

How Do I Submit This RPA?

Submit your RPA using the FEMA Grants Portal

Deadline: 30 days from your county's declaration date

Resource 

Questions? Contact your [NCEM PA Grants Manager](#)

1) Submit your RPA in FEMA Grants Portal

Grants Portal

Dashboard

My Organization
North Carolina Emergency Management (000-U2J38-0)

My Tasks

Request Public Assistance

Subrecipient Tasks

Utilities

Intelligence

Request Public Assistance

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

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

The **FEMA RPA** is required for each and every disaster

The **FEMA RPA** must be submitted **within 30 days** of the **declaration date**.

Additional RPA Documentation *Required for **all** private nonprofits*

All private nonprofits must submit additional info with their RPA to be considered by FEMA for Public Assistance grant funds:

1. Tax Exemption Certification documentation

IRS Letter showing 501 (c),(d) or (e) status, *or*
NC Secretary of State Tax Exempt Letter

2. Proof of Ownership (*deed*) or Legal Responsibility (*lease*)

3. Articles of Incorporation, Charter, By-Laws, etc.

Accreditation is required for private educational organizations

FEMA PA is not available to private companies – small or large - or any for-profit businesses, corporations and certain foundations.

What happens after I submit the RPA?

1. After your RPA is approved by FEMA, you should contact your NCEM Grants Manager, if they haven't contacted you first.
2. Your FEMA Program Delivery Manager (PDMG) will be assigned in FEMA Grants Portal.
3. FEMA's PDMG will reach out to you soon after your RPA is approved by FEMA to start the FEMA PA process.
4. And now it's time to make sure you are registered in EMGrants
 - Are your contacts updated?
 - Is your physical location accurate?
5. It's time to fill out and submit your NCEM Funding Agreement.





NCEM Funding Agreements

In order to receive funding, your organization or entity must have a **funding agreement** on file with NCEM PA

Funding Agreement Requirement #1: The State & Applicant Disaster Assistance Agreement

What Is This?

Contract between State and Applicant that authorizes reimbursement payments, located as part of your Funding Agreement.

Where Do I Get It?

In EMGrants, the Funding Agreement section, after you log in. You **must have submitted your RPA in the FEMA Grants Portal and have been approved for each disaster** to access the Funding Agreement form in EMGrants. *Include your Federal Tax I.D.*

How Do I Submit It?

Within EMGrants, now serving as a storage location for documents related to your payments and time-sensitive activities related to your organization.

Resource

Questions? Contact your [NCEM PA Grants Manager](#)

Funding Agreement Requirement #2: The Official Designation of Applicant's Agents

What Is This?

Designates the organizational personnel who will be the primary and secondary contacts for the Subrecipient

Where Do I Get It?

The DAA is also waiting for you in the Funding Agreement portion of EMGrants. You'll be prompted throughout the process.

How Do I Submit It?

Within EMGrants, which will serve as a storage location for documents related to funding from NCEM.

Resource

Questions? Contact your [NCEM PA Grants Manager](#)

2) Submit Your Funding Agreement in EMGrants

on financial documents for this disaster event and does not require board approval. No other person should certify this Funding Agreement.

You may also add another person by selecting "Other" in the drop-down. The contact information provided will automatically populate and create your Funding Agreement.

Please Save, then open and review the Funding Agreement in the Document tab at left or below to ensure the information is correct before you Advance the Funding Agreement (again top left) to the next step.

If your organization's address is missing from the Funding Agreement, reach out to [your assigned NCEM PA Grants Manager](#) to assist you in updating that information.

Designated Representatives

| | | |
|-------------------------------|---|-------------------------------------|
| Primary Agent: ? | <input type="text" value="Kevin Brickhouse - Public Works Direct"/> | <input type="button" value="Edit"/> |
| Secondary Agent: ? | <input type="text" value="Joy Mcroy - Town Clerk"/> | <input type="button" value="Edit"/> |
| Financial Manager or Officer: | <input type="text" value="Joy Mcroy - Town Clerk"/> | <input type="button" value="Edit"/> |
| Certifying Official: ? | <input type="text" value="Kevin Brickhouse - Public Works Direct"/> | <input type="button" value="Edit"/> |

Designation of Applicant's Agent and Applicant Assurances for Public Assistance

If you receive federal funds in excess of \$750,000, or State funds in excess of \$500,000, you are required to provide a single audit report

March of 2020.

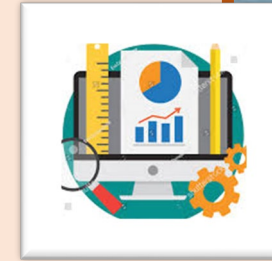
<https://emgrants.nc.gov>

EMGrants-
Register the
subrecipient's
primary staff
and contact
information.

Access to both the **FEMA Grants Portal** and **EMGrants** is essential for successful project management and cost reimbursement.

FEMA Grants Portal: Use this online portal to build your PA projects, submit projects & costs, stay on top of FEMA's activities and track your events and project statuses.

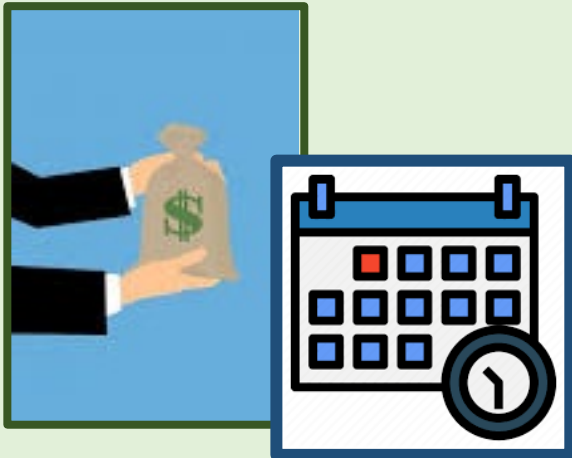
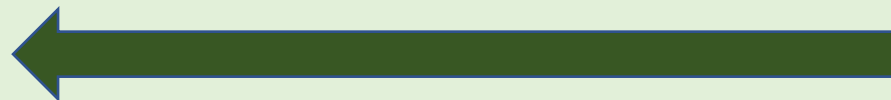
- Request FEMA Public Assistance
- Submit your damages
- Review project activities
- Stay updated on all project statuses



EMGrants: Payment Management and Deadline-Specific Task Requests

Use this online portal to request payments and various actions that operate using strict FEMA-defined timelines and include:

- Get reimbursed
- Time Extension Requests
- Scope Change Requests
- Project Closeout Requests





Questions?



EXPENSES



DOCUMENT the Work

Document Your Activities and Expenses Thoroughly for FEMA Reimbursement

FEMA CATEGORIES AND EXAMPLES OF COMMON ELIGIBLE WORK

| A | B | C | D | E | F | G |
|---|--|---|---|--|--|---|
| Debris Removal | Emergency Protective Measures | Roads & Bridges | Water Control Facilities | Buildings & Equipment | Utilities | Parks, Recreation, & Other |
| <p>Debris removal must be in the public interest and necessary to:</p> <ul style="list-style-type: none"> • Eliminate immediate threats to lives, public health & safety; • Eliminate immediate threats of significant damage to improved public or private property <p>Trees and Woody Debris Building Components Sand, Mud, Silt, & Gravel Removal of Temporary Levees</p> | <p>Search & Rescue Security Emergency Pumping Sandbagging Detour & Warning Signs EOC Activation Emergency & Temporary Repairs Overhead Power Lines Emergency Medical Facilities Emergency Evacuations Activities undertaken before, during and following a disaster to save lives, protect improved property</p> | <p>Roads</p> <ul style="list-style-type: none"> • Surfaces • Bases • Shoulders • Ditches • Drainage Structures • Low Water Crossings <p>Bridges</p> <ul style="list-style-type: none"> • Decking & Pavement • Piers • Girders • Abutments • Slope Protection • Approaches <p>Slope Failures</p> | <p>Dams and Reservoirs Levees Engineered drainage Channels Canals Aqueducts Sediment Basins Shore Protective Devices Irrigation Facilities Pumping Facilities</p> | <p>Buildings Structural Components Interior Systems</p> <ul style="list-style-type: none"> • Electrical • Mechanical • Contents | <p>Water Treatment Plants Power Generation & Distribution Facilities</p> <ul style="list-style-type: none"> • Natural Gas Systems • Wind Turbines • Generators • Substations • Power Lines | <p>Playground Equipment Swimming Pools Bath Houses Tennis courts Boat Docks Piers Picnic Tables Golf Courses Fish Hatcheries Mass Transit Facilities</p> |

Types of Costs

- Force Account Labor
- Force Account Equipment
- Materials
- Contract Work
- Rented Equipment

DEPARTMENT OF HOMELAND SECURITY
Federal Emergency Management Agency
FORCE ACCOUNT LABOR SUMMARY

PAGE OF
O.M.B. Control Number: 1660-0017
Expires: December 31, 2019

PAPERWORK BURDEN DISCLOSURE NOTICE
Public reporting burden for this data collection is estimated to average .5 hours per response. The burden estimates includes time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and submitting this form. You are not required to respond to this collection of information unless a valid OMB control number is displayed on this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC 20472-3100, Paperwork Reduction Project (1660-0017). **NOTE: Do not send your completed questionnaire to this address.**

| | | | | | |
|-------------------------------|--|---------|-----------|-----------------|--|
| APPLICANT | | PA ID # | PROJECT # | DISASTER | |
| LOCATION/SITE | | | CATEGORY | PERIOD COVERING | |
| DESCRIPTION OF WORK PERFORMED | | | | | |

| NAME | JOB TITLE | DATES AND HOURS WORKED EACH WEEK | | | | | | | COSTS | | | | | |
|---|-----------|----------------------------------|--|--|--|--|--|--|-------------|-------------|-----------------|-------------------|-------------|--|
| | | DATE | | | | | | | TOTAL HOURS | HOURLY RATE | BENEFIT RATE/HR | TOTAL HOURLY RATE | TOTAL COSTS | |
| NAME | JOB TITLE | REG. | | | | | | | | | | | | |
| NAME | JOB TITLE | O.T. | | | | | | | | | | | | |
| NAME | JOB TITLE | REG. | | | | | | | | | | | | |
| NAME | JOB TITLE | O.T. | | | | | | | | | | | | |
| NAME | JOB TITLE | REG. | | | | | | | | | | | | |
| NAME | JOB TITLE | O.T. | | | | | | | | | | | | |
| NAME | JOB TITLE | REG. | | | | | | | | | | | | |
| NAME | JOB TITLE | O.T. | | | | | | | | | | | | |
| TOTAL COSTS FOR FORCE ACCOUNT LABOR REGULAR TIME | | | | | | | | | | | | \$ | | |
| TOTAL COST FOR FORCE ACCOUNT LABOR OVERTIME | | | | | | | | | | | | \$ | | |

I CERTIFY THAT THE INFORMATION ABOVE WAS OBTAINED FROM PAYROLL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.

| | | |
|-----------|-------|------|
| CERTIFIED | TITLE | DATE |
|-----------|-------|------|

FEMA Form 009-0-123 PREVIOUS EDITION OBSOLETE

Force Account Labor

Reimbursement for personnel expenses

- Category B (Emergency Measures): only overtime will be paid
- Category A (Debris Operations): both straight and OT is paid
- Any fringe benefits should be included in all wage calculations
- Overtime is paid based on your personnel policy
- Reassigned employees will be paid their typical rate
- Temporary employees are also eligible for overtime and regular time

*Tip: Provide FEMA a copy of your current personnel policy and a sample of your time sheets. Upload these into FEMA Grants Portal.

Force Account Labor – Personnel Policies

For overtime/hazard duty pay to be eligible for FEMA reimbursement, personnel policies:

1. Must be adopted in writing **prior** to the date of the event
2. Cannot make award of overtime **discretionary**
Ex: *“The Board may, in its discretion, award overtime pay.” Not eligible.*
3. Cannot make overtime rate **higher** in a federally declared disaster than in a non-federally declared disaster (Ex. *“The Town will pay employees time-and-a-half unless FEMA will fund work, then and double-time will be paid to staff and temporary employees.”*)
4. Cannot make award of overtime **contingent** on receipt of federal funds
 - *“In the event of a federally declared disaster, overtime will be paid.” Not eligible.*
 - *Overtime will be awarded subject to FEMA reimbursement.” Not eligible.*

Force Account Equipment

- Reimbursement is eligible for use of subrecipient-owned equipment
 - Examples: Law enforcement and first responder vehicles, pickup trucks, mobile command trailers, generators, chain saws, school bus, wood chippers.
- Equipment rates:
 1. Use State/Local rates, or
 2. FEMA Schedule of Equipment Rates



Resource →

✓ [Schedule of FEMA Hourly Equipment Rates](#)

Materials

- Reimbursement for materials and supplies
 - Newly purchased for disaster
 - Taken from applicant's inventory

Keep all invoices, receipts, inventory control registers, maintenance records, etc.



[FEMA Public Assistance Summary Record for Materials](#)

Rented Equipment


- Reimbursement for rental equipment
- Examples: Forklifts, Pumps, Generators, Lifts, etc.

Keep your rental agreement and retain receipts to validate rented equipment costs



[FEMA Public Assistance Summary Record for Rented Equipment](#)

Contract Work

- Reimbursement may be paid if a subrecipient needed to hire outside contractors to perform eligible emergency protective measures work
- Temporary employees on your payroll are not contractors – they are force account labor
- Check for debarred contractors (EPLS)
-  ✓ www.sam.gov – Excluded Parties List System
- Document your procurement processes for all contracts put out to bid
- Upload your local procurement policy in the Grants Portal



Duplication of Benefits

- FEMA will not reimburse for expenses paid for with any other funding sources, including insurance payments, other federal grants or state grants
- Keep track of **all** expenses
- Keep track of which expenses have been paid for with other funds
- Document insurance payments for property damages
- Be prepared to demonstrate no duplication of benefits if requested by FEMA





Questions?





BUILD Your Projects

Submit your expenses in FEMA Grants Portal

FEMA PA Cost Thresholds & Reimbursement Basics

Project Minimum: \$3,320

Small Project Threshold: \$132,800

Small Projects – can be paid on estimated costs and do not need supporting documentation submitted to FEMA or NCEM (however, insurance proceeds must be provided to FEMA for all projects)

Large Projects – paid on actual costs/invoices or a fixed-cost offer from FEMA plus all supporting documentation, including insurance or other grants

Expedited Large Projects – paid at 50% up front, then remainder paid with all supporting documentation

Resources

[FEMA Per Capita Project Thresholds and Impact Indicators](#)

FEMA PA - Small and Large Projects

A **small project** is eligible work, either emergency or permanent, that falls between \$3,320 to \$132,800.

- The federal cost share is **paid upon approval**
- Funding is based on a **reasonable estimate**
- You are not required to upload documentation; but you do **need to keep it**
- Your small project **may be chosen for additional validation** by FEMA or NCEM in the future

Large projects are based on actual costs to complete the eligible scope of work (or a FEMA “fixed cost offer”) above \$132,800.

- Federal cost share is **paid as work is accomplished or completed or upon agreement of a “fixed-cost offer”**
- Final assistance for permanent work is based upon **actual costs or a reasonable estimate** using approved cost estimating tools
- All documentation must be uploaded to EMGrants and **formal closeout requests are required**

FEMA Public Assistance Categories of Work

Emergency Work (Categories A & B)

A: Debris Removal

B: Emergency
Protective Measures

- Subrecipients have six (6) months from declaration date to complete all emergency protective measures
- Category A – Debris Removal: Both regular & overtime are eligible for full-time staff
- Category B – Emergency Protective Measures: Only overtime is eligible for full-time staff
 - Temporary staff brought on to do disaster work may receive both regular and overtime as force account labor
 - FEMA has very specific rules about non-budgeted and reassigned full-time staff

FEMA Public Assistance Categories of Work

C: Roads & Bridges

D: Water Control
Facilities

E: Buildings &
Equipment

F: Utilities

G: Parks, Recreation
& Other

Permanent Work (Categories C, D, E, F & G)

- Subrecipients have 18 months from Declaration Date to complete Permanent Work fixes
- Overtime and Regular Time Labor Costs are eligible
- Time extensions up to an additional 30 months may be granted by NCEM for permanent work. All extension requests must be submitted to the NCEM Public Assistance team using EMGrants.

Resources

[UNC SOG/NCEM Personnel Policy Guidance](#)

Debris Operations Time Extension Requests

Subrecipients have six months to have all debris removed, but can get another six months after requesting a time extension from NCEM PA.

1. Request extra time through EMGrants – there is an online form for this request
2. Upload a letter with an explanation why extra time is necessary
3. NCEM is allowed to directly provide debris ops time extensions without FEMA approval
4. If approved, the confirmation will be provided by your NCEM PA GM or in Grants Portal

Temporary Facility Time Extension Requests

FEMA provides funding for temporary facilities for schools and other essential community services, when it is related to saving lives and protecting and preserving property or public health and safety. FEMA, not NCEM, must review and approve all temporary facility time extension requests.

1. Request extra time through EMGrants for temporary facilities
2. Upload a letter with an explanation why extra time is necessary
3. NCEM will then write a supporting letter, and submit the request to FEMA Region 4.
4. If approved, the confirmation will be provided by your NCEM PA GM or in Grants Portal

FEMA's Regulations on Time Extensions for Temporary Facilities

NCEM can recommend (to the FEMA Region IV Administrator) that a time extension be granted based on information provided by the applicant in their request, which must include the following:

- 1) the circumstances beyond the control of the applicant that prevented the completion of the reconstruction of the damaged facility within the initial time limit
- 2) the status of permanent restorative work (work completed and work to be completed)
- 3) the revised timeline for project completion.

FEMA may not grant extensions without the above justification. Generally, in order for FEMA to consider an extension, construction must have begun on the damaged facility within 12 months of the date of the major disaster declaration.

FEMA may grant extensions in situations where, because of circumstances beyond the control of the applicant, construction did not begin within 12 months of the date of declaration.

Category Z Projects *aka Management Costs*

Management Costs (Category Z) – Subrecipients of FEMA PA funds may be reimbursed up to 5%* of their total eligible work costs to assist with the required administrative work

- *Attending a FEMA or NCEM webinar or training related to the disaster*
- *Gathering costs, photos and dimensions for damages*
- *Evaluation of hazard mitigation measures for a specific PA project*
- *Collection, copying, filing, or submittal of documents to support the project*
- *Developing eligible PA projects and receiving reimbursement*
- *Staff or temp employee salaries for performing activities above, and project-specific activities like quarterly reporting, closeout process, writing time extension letters)*

Category Z projects require quarterly reporting for both small and large projects.

**5% cap calculation based on final actual eligible project costs, including Federal and non-Federal cost shares, after insurance and any other reductions.*



[FEMA Management Costs Interim Policy](#)

Insurance – Actual vs. Anticipated

FEMA cannot provide Public Assistance funding that duplicates insurance proceeds. Consequently, **FEMA reduces eligible project costs** allocated to a project by the amount of:

- **Actual** insurance **proceeds** if known; or
- **Anticipated** insurance proceeds based on the Applicant's insurance policy, if the amount of actual insurance proceeds remains unknown to FEMA

*Until the insurance proceeds are noted as “**Actual**” on the project, FEMA considers your “anticipated” insurance proceeds as **real funds** that your insurance should pay. FEMA requires the applicant to make all reasonable efforts to pursue claims to recover insurance proceeds that the applicant is entitled to receive from its insurer.*

Insurance – Obtain and Maintain

When FEMA provides an applicant assistance for permanent work to replace, restore, repair, reconstruct, or construct a facility, **the applicant must insure that facility against future loss.** FEMA refers to this as the requirement to “obtain and maintain” insurance or the “insurance requirement.”

- By law, applicants must comply with this O & M requirement as a condition of FEMA assistance.
- FEMA applies this requirement to buildings, contents, equipment, vehicles and other physical property.
- FEMA does not require applicants to obtain and maintain insurance for temporary facilities.

FEMA will calculate the amount of insurance the applicant is required to obtain and maintain using estimated or actual eligible costs prior to any reductions. If the applicant fails to maintain the required insurance from the previous disaster, then the facility will not be eligible for assistance in any subsequent disaster.

Environmental & Historic Preservation

Many federal and state laws have established requirements to protect the environment and preserve historic and prehistoric resources.

- FEMA must review every public assistance project to ensure the work that is written in the scope of that project complies with applicable federal environmental and historic preservation laws and their implementing regulations, along with applicable Executive Orders.
- FEMA will consult with local and state environmental and historical preservation (NC SHPO) officials during this process.
- The subrecipient is responsible for complying with all applicable Federal, State, Territorial, or Tribal Environmental and historic preservation laws even if FEMA is not providing public assistance funding for all of the work.

Audit Requirements

| | Federal Single Audit Requirement <i>(2 CFR § 200.500(a))</i> | State Single Audit Requirement |
|-------------------------------|--|--|
| Expenditures in a fiscal year | \$750,000 or more in federal awards | \$500,000 or more in state awards |
| Applies to | All non-Federal entities (state, local government, PNP) | Local governments and public authorities |
| Timing of single audit | When annual financial audit is conducted | When annual financial audit is conducted |

- Discuss these requirements with your local auditor to determine the type of audit your organization needs to perform
- When your audit is complete, upload a copy to your profile page in EMGrants and notify your [NCEM PA Grants Manager](#)

Dollar Thresholds and Where to Submit Grant Reports

- Pursuant to [2 C.F.R 200.501](#), if the applicant expands \$750,000 or more in funds, the applicant shall have a single audit and shall submit the audit to:
 - <http://harvester.census.gov/facweb/>
- The applicant shall send reports on state grant funds:
 - Level 1 (Less than \$25,000) reporting to DPS_GrantComplianceReports@ncdps.gov
 - Level 2 (\$25,000-\$499,999) reporting to DPS_GrantComplianceReports@ncdps.gov
 - level 3 (\$500,000 or more) reporting to AuditGrantReports@ncdps.gov
- Non-compliance may include suspending or withholding the disbursement of State funds and recovering State funds previously disbursed.
- Forms and reporting requirements for each level are provided here: <https://www.ncdps.gov/our-organization/emergency-management/emergency-management-grants/grants-management-compliance>



Questions?





ALTERNATIVE PROJECTS & MITIGATION FUNDS FOR PUBLIC ASSISTANCE PROJECTS

Building Back Smarter with FEMA PA Grant Funding

Alternative Procedures (aka the 428 program)

Allows FEMA PA grant funding based on **fixed cost estimates for projects**, also referred to as fixed-cost, 428 or capped projects.)

- If fixed cost accepted, Subrecipient accepts responsibility for actual cost over-runs
- Subrecipient can use any remaining or excess funds for FEMA pre-approved purpose
- Multiple permanent work projects across categories can be combined into one grant fund
- 406 Hazard Mitigation funding may be included in final, combined-cost fixed amount



Fixed-cost grants

All large projects now receive a fixed-cost offer from FEMA

- You have 30 days to accept or reject this [fixed-cost offer](#)
- Projects are automatically opted into 428 fixed cost offers. Applicants must opt out of the program, and should be mindful that accepting a fixed cost amount. You have 18 months to identify a project that FEMA much review and approve.

The 50% rule (aka Repair vs. Replacement)

If you believe the repair costs of a facility will exceed 50% of the replacement costs, notify NCEM and FEMA that you would like to have FEMA conduct a “repair vs. replacement” or 50% Rule determination.

- Repair costs must be provided to FEMA before FEMA can review
- Repair costs should not be lump sum; need to be itemized repair costs
- Repair costs should not include extra mitigation measures

406 Hazard Mitigation for PA Projects

FEMA considers PA project mitigation measures to be cost effective **if any of the following** criteria are met:

- 1) Cost for the mitigation does not exceed 15% of the total eligible repair cost of the facility or facilities for which the mitigation measure applies;
- 2) Mitigation measure is specifically listed in Appendix J: Cost-Effective Hazard Mitigation Measures, AND the cost of the mitigation measure does not exceed 100 percent of the eligible repair cost;
- 3) The subrecipient can demonstrate through an acceptable benefit-cost analysis (BCA) method that the measure is cost-effective.

**Many mitigation measures that do not meet the first two measures above sometimes prove to be cost effective based only on a BCA.*



Resource

Types of [PA Mitigation Appendix J](#) – from the FEMA PAPPG, page 242

FEMA Mitigation Funds – 406/PA vs. 404/HM

406/PA: FEMA Adds Funds During Disasters

- Implemented through the FEMA PA program during the project development process directly after a disaster
- Structural mitigation measures are eligible only if they are related to and caused by the federally-declared disaster event
- Funding is only available for approved subrecipients within certain disaster declared counties in North Carolina
- Always about infrastructure projects for units of government and certain eligible private non-profits
- 406/PA funding considered for each permanent work project on a case-by-case basis and must address existing damages



404/HMGP: Competitive Funds Post- Disasters

- Separate HMGP program managed by NCEM’s Hazard Mitigation team **after** each federal disaster
- Structural measures & non-structural measures (such as planning, property acquisition, drainage projects)
- Funding is for future mitigation activities, and funding may be available throughout North Carolina
- Often about residential mitigation measures, with funding available specifically for infrastructure projects through the FEMA BRIC program
- 404 funding is competitive, or may be administered with counties on behalf of subrecipients of funds

FEMA PA/406 Mitigation

Building elevation



The Imperial Center – City of Rocky Mount

FEMA PA/406 Mitigation

Facility relocation

Kinston's Peachtree wastewater treatment plant was completely flooded in Floyd; the plant was completely relocated and combined with Kinston's existing Northside plant - now there is one larger regional facility.



FEMA PA/406 Mitigation

Sanitary and sewer system mitigation

For example: Access covers, Sewer lines, and Pump stations.



Before: This well site flooded during Hurricane Floyd (1999).



PA project written with 406 mitigation funds:

The well site was relocated. Reconstruction of well head and controls above 100-year flood elevation. Area cleared to prevent any trees from falling on well head controls.

FEMA PA/406

Bridge flood mitigation

FEMA allowed additional mitigation funds for a repetitively-flooded walkway in Boone, NC





Questions?



DEBRIS

Debris Operations &
Debris Monitoring





Darla Hall, NCEM Western Branch Multi-Hazard Field Planner, providing visual perspective for FEMA to validate damage costs.

Phases of Debris Operations

Phase I (Response)

Clearing debris that hinders immediate life-saving actions and poses an immediate threat to public health and safety
("Cut & Shove")

*Any roads or road system

Phase II (Recovery)

Removal & disposal of debris that hinders the orderly recovery of the community and poses less immediate threats to health and safety

*Must demonstrate legal responsibility for road or right-of-way

Resource

[44 CFR 206 Subparts G, H and I](#)

Road Systems: State/Federal

- Federal: US & NC routes (e.g., US64, NC12)
- State: SR routes (e.g., SR1234)
- Generally the responsibility of NC DOT
- Local government may be eligible if MOA w/ NC DOT is activated
- Important to coordinate with NC DOT if local government intends to remove debris (Phase II)

Road Systems: Local/Municipal

- Debris removal is **responsibility of local government** that owns or maintains road system

Debris Management Sites

- Pre-Disaster Needs
 - Identify Debris Management Site (DMS) locations with NC DEQ, Solid Waste
 - Get *Conditional Approval* in advance for potential use
- Be certain to **Permit and Activate**
- Be certain to request *formal activation* of site **before using the site**

Reimbursement Documentation

- Provide a copy of permit (“DS number”) to FEMA to put in projects
- DMS’s are **temporary** & must be cleared/closed within six months of receiving first load of disaster debris
 - You can request a **time extension through EMGrants**

Resource



[NC DEQ Solid Waste – Disaster Debris](#)



Debris, Landfills and Tipping Fees



Oftentimes, local or county landfills will waive tipping fees after devastating storm events to help out their communities.

Landfill or other disposal site tipping fees **that are waived will not be reimbursed by FEMA**, as there is no expense to be covered. It may not be beneficial to the landfill's operations to waive those fees.

Also, when providing Public Assistance funding for tipping fees, FEMA removes any ineligible components and does not provide grant funds for any valuation loss of landfill capacity created by incident-related debris.

Debris Monitoring

- **Applicants must monitor** for eligible debris locations & quantities removed
 - Use Force Account labor/staff, temporary hires, or contractors
 - Monitor at all pick-up, reduction and disposal locations
 - Document eligible pick-up locations, permit info and who staffed where
 - Document quantities with normal units of measurement (cubic yards or tonnage)
 - Note any damages to private/public property (hold contractor responsible – they have insurance for this!)
- Use a recommended load ticket system to **quantify each load & track from point of pickup to Debris Management Site (DMS) or landfill**, quantities reduced at DMS, and loads hauled from DMS to final disposal
- Monitor in tower at DMS to **quantify loads** coming in & **verify trucks** are empty upon departure from DMS
- Be sure to **monitor your monitors** (if using contract monitors)



NEW - Statewide Debris Contract for Local Governments and State Agencies



NCEM has procured debris operations and debris monitoring firms to manage local government and state agency disaster debris.

This is a voluntary program in place to benefit certain units of NC government.

Please contact your [NCEM PA Grants Manager or Team Lead](#) for more information.

You can also email debris@ncdps.gov and one of the NCEM PA Debris Team will get with you.

- Contracts are prepositioned by geographic regions ([see Map](#)).
- Primary, secondary and tertiary contracts for debris removal and monitoring have been awarded for each region.
- Contractors are required to provide bonds to secure their performance.

Resource

All units of local government and state agencies are eligible to activate the contracts in any type of disaster.

Resource

[More About NCEM's Debris Contract for Local Govt's and State Agencies](#)

Eligible Debris Examples

- Downed trees, hanging limbs, stumps, upturned root balls
- Sand, mud, rocks, soil
- Building components - glass, metal, roofing material, tile, gypsum board
- Lab equipment and medical instruments
- Household appliances and electronic equipment (properly disposed of and documented)



Pittsburg Post-Gazette

Debris removal from private but ungated and accessible, unrestricted communities that have received advance approval by FEMA for reimbursement must still be the subrecipient's legal responsibility.

FEMA PA - Ineligible Debris Examples

- ✓ Debris on vacant lots, forests, heavily wooded areas, unimproved property, unused areas and farmland
- ✓ Debris on commercial properties and industrial parks
- ✓ Reconstruction or new construction debris
- ✓ Normal household garbage
- ✓ Any debris that lands on an improperly permitted or unpermitted site

- ✓ Demolition of commercial structures
- ✓ Removal of underground structures, wells, tanks, septic systems, basements, pipe, storm shelters, swimming pools
- ✓ Removal of driveways, concrete pads, slabs, foundations

Vehicle and vessel removal is almost always ineligible, but **may be eligible if ingress and egress** to public use areas is blocked.

Vehicle and vessel removal reimbursement is very rare and **must be approved** by the disaster's Field Coordinating Officer (FCO).

Top Disaster Debris Issues

- Improper procurement of debris contractors
 - Improper contracts and unit costs for debris ops
 - Insufficient or no monitoring
 - No documented debris estimates
 - Ineligible sole source (ex: extending beyond emergency circumstances)
- Failure to comply with environmental or historical requirements
 - Failure to ensure proper permitting is in place for debris sites
 - Incorrect contacts for necessary staff at other agencies
 - Poorly organized debris response



Questions?



Procurement & Contracting Requirements



Procurement Requirements for FEMA PA Reimbursement

Federal Procurement Requirements

- Federal Uniform Guidance procurement requirements apply to FEMA Public Assistance grant funds (2 CFR Part 200; §§200.317-326)
- Requirements apply to all **local governments and nonprofits** that **use federal funds** to pay for contract costs
- Failure to comply with procurement requirements most common reason for reimbursement denial of eligible expenses

Funding

Obligated Funds

Deobligate Funds

No Change to Funding



Time/Materials and Cost-Plus Contracts

Time & Materials - **Rarely**

Only allowed under very specific conditions:

1. For a reasonable time during circumstances where clear scope of work (SOW) cannot be defined
2. When no other possible alternative exists
3. Must set a ceiling price that the contractor exceeds at its own risk (“not-to-exceed” contract price)
4. Work must be bid when SOW can be defined

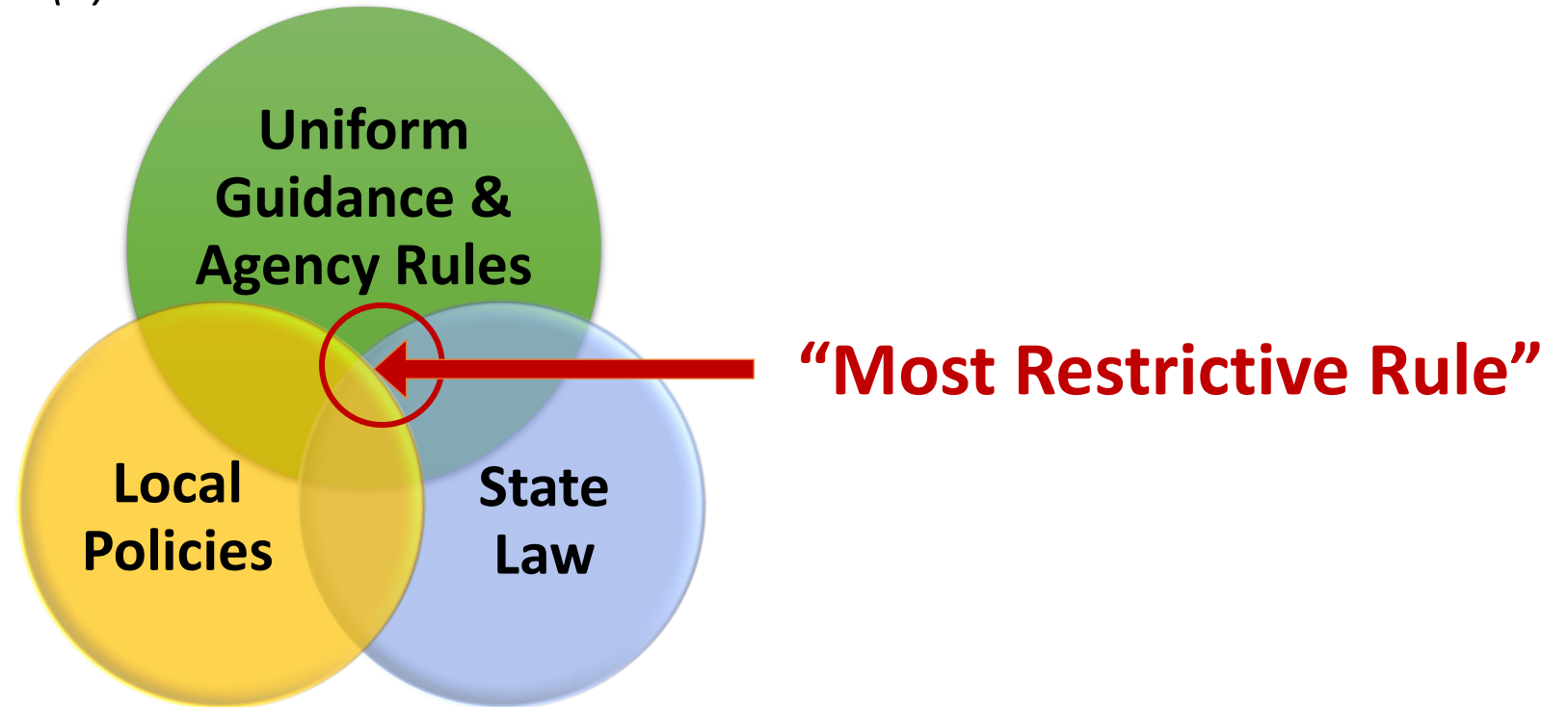
Cost Plus - **Never**

- Also called “Cost Plus Percentage of Cost” contracts
- Never allowed under any circumstances under Federal law



Which Set of Rules Do You Follow?

“The non-Federal entity must use its own documented procurement procedures which reflect applicable state, local, and tribal laws and regulations, provided that the procurements conform to applicable Federal law and the standards identified in this part.” 2 CFR § 200.318(a)



Electric Membership Cooperatives and State Agencies

EMC's

- Electric and other utility cooperatives must conform with all FEMA-required contracting and procurement requirements, just like local governments or private nonprofits;
- Existing cooperative purchasing agreements are not recommended for disaster event costs per 2 C.F.R. § 200.319

State Agencies

- State Agencies may follow the state's contracting and procurement rules without regard to the federal Uniform Purchasing Guidance (2 CFR Part 200). *[State Procurement Rules](#).
- Universities and colleges that fall under the state's jurisdiction also do not have to conform with 2 CFR Part 200.

Basic Federal Procurement Requirements

1. Ensure full & open competition
2. Document procurement process
 - Written procurement policies required
 - Provide bid tabulation, evaluation and selection criteria
3. Award contract to lowest responsive responsible bidder
 - If low bidder not selected, must *justify* why (i.e. deemed not responsive to questions after trying to clarify)
4. Cost-plus contracts prohibited; Time & Materials contracts limited
 - Bonds required for construction contracts costing \$250,000 or more
6. Include all federal contract provisions
7. Solicit MWBE/HUB participation
8. Avoid conflicts of interest and accepting gifts from contractors
 - Written conflicts of interest policies required
9. Geographic preferences prohibited
10. Costs must be reasonable
 - Independent cost-price analysis required for contracts costing \$250,000 or more



[FEMA PA Procurement Guidance](#)

MWBE Participation

- Applies to all Contracts regardless of type above micro-purchase threshold (\$10,000)
- Requires 6 specific solicitation steps (Federal Uniform Guidance steps similar to state HUB good faith efforts for construction contracts)
- Local government must document their compliance with MWBE solicitation requirements
- State HUB requirements also apply to construction contracts involving a building

To assist with this requirement, always post your RFP's on:



[NC Dept. of Administration's HUB Bid Posting Site](#)

FEMA Top 10 Procurement Mistakes

1. Violating bidding requirements
2. Sole source beyond emergency or exigent circumstances
3. Piggybacking
4. Time and materials contract w/o justification and not-to-exceed cap
5. Cost-plus contract – never allowed
6. No federal contract clauses
7. Geographic preference
8. No MWBE solicitation
9. No cost/price analysis
10. Inadequate or lack of documentation



Source: https://www.fema.gov/media-library-data/1506978167717-61cdf0784cbba7f976f8a66700f04f3e/Top_10_FEMA_Grant_Procurement_Mistakes_20170928.pdf

Arbitration Option (instead of a 2nd Appeal)

1. If a subrecipient of FEMA Public Assistance funding has **received a determination memo about eligibility** within the eligibility pyramid, that subrecipient has the right to appeal.
2. If FEMA denies your first appeal, subrecipients of FEMA Public Assistance funds have **the right to request arbitration** instead of a second appeal. [Under certain circumstances](#), arbitration may be a better option than a second appeal.

The Disaster Recovery Reform Act of 2018 (DRRA) amended Section 423 of the Stafford Act and provided arbitration as an option to the second appeal.

Questions? Please call or email your [NCEM PA Grants Manager, their Team Lead, or PA leadership](#) to arrange a review of the project in question, and for guidance.

FEMA PA Procurement Resource



More information about Uniform Guidance and FEMA Procurement Requirements is available at:



✓ [FEMA Procurement Disaster Assistance Team \(PDAT\) Website](#)



FEMA

-  Navigation
-  Search
-  Languages

About the Agency

- > Leadership

PDAT Resources when Procuring with Federal Grant Funds

Some communities may not always have the resources on hand to properly prepare for, respond to, or recover from a disaster.

When using [FEMA Public Assistance](#) funds to procure goods and services before, during and after a disaster, you must follow the [federal procurement under grant regulations](#).

Failure to follow the applicable rules may place your FEMA grant funding at risk.

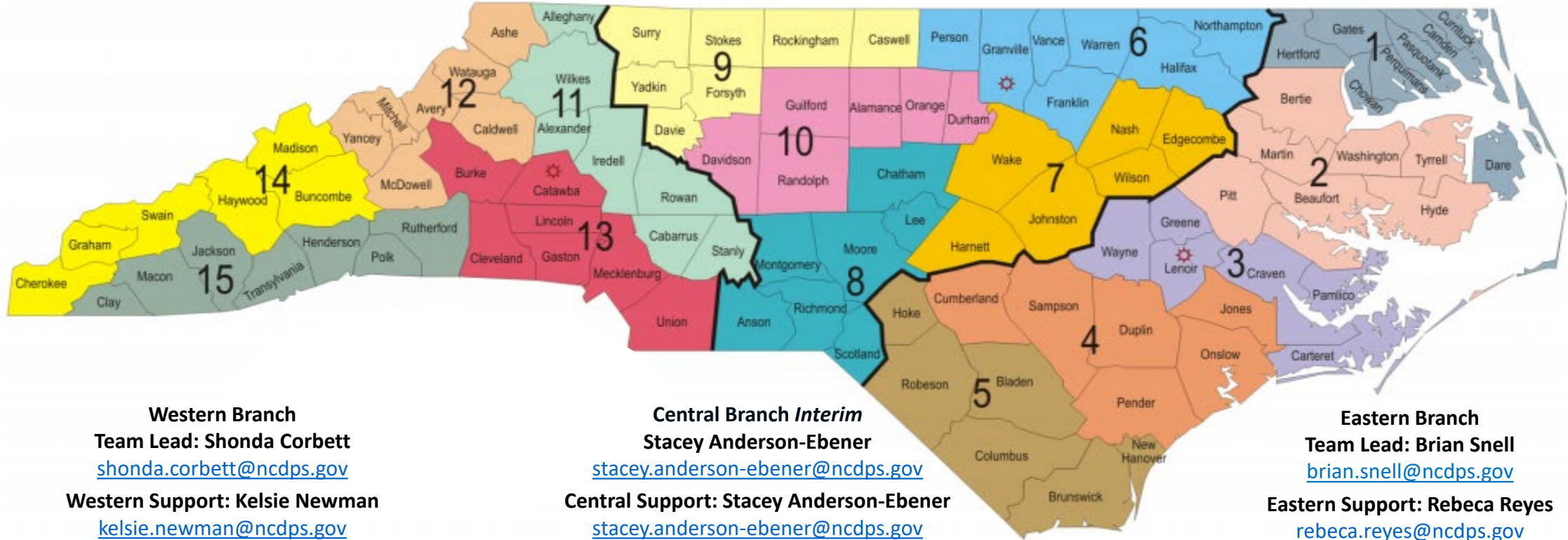


We're Here to Help

Timelines, Resources and Contacts

NC Division of Emergency Management Public Assistance Team Contact Info

Grants Managers, Team Leads & SME/Program Support



Western Grants Managers

- 11: Kelsie Newman kelsie.newman@ncdps.gov
- 12: Kelsie Newman kelsie.newman@ncdps.gov
- 13: Andy Andrews andy.andrews@ncdps.gov
- 14: Tracey Williams-Johnson tracey.williams-johnson@ncdps.gov
- 15: Iris Oliver iris.s.oliver@ncdps.gov

Central Grants Managers

- 6: Lance Sanders lance.sanders@ncdps.gov
- 7: Stacey Anderson-Ebener stacey.anderson-ebener@ncdps.gov
- 8: Sarah Cushnie sarah.cushnie@ncdps.gov
- 9: Lourdes Banegas lourdes.banegas@ncdps.gov
- 10: Sarah Cushnie sarah.cushnie@ncdps.gov

Eastern Grants Managers

- 1: Rebeca Reyes rebeca.reyes@ncdps.gov
- 2: Helen Bunch helen.bunch@ncdps.gov
- 3: Jeff Welker jeffrey.welker@ncdps.gov
- 4: Chaka Kamran chaka.kamran@ncdps.gov
- 5: Thomas Bennett thomas.bennett@ncdps.gov



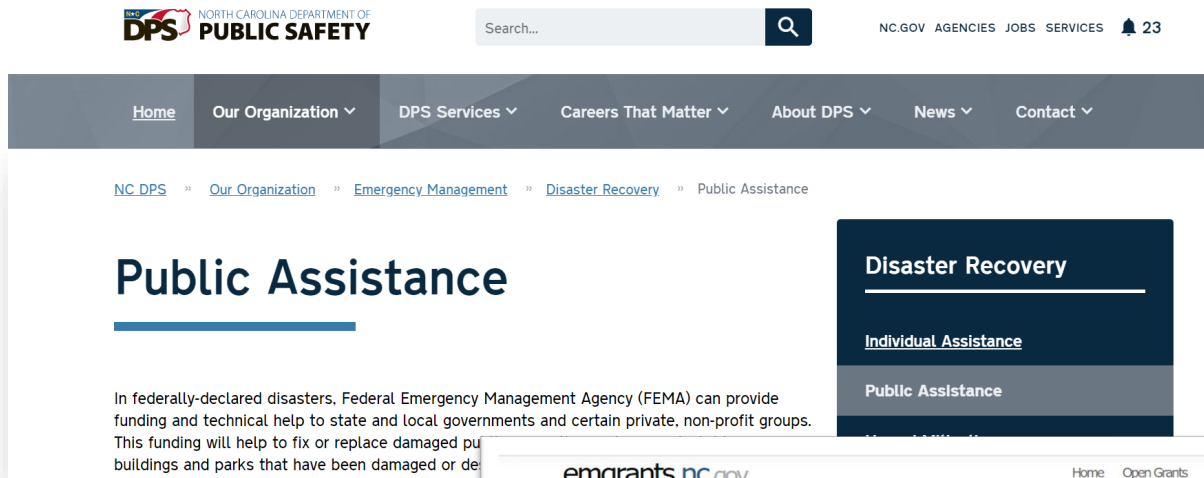
NCEM Public Assistance Team Contact Info

Leadership, Administrative & Grants Management Teams



| | | | | | | | | | |
|---|---|---|---|--|---|---|--|--|--|
| Recovery Chief Todd Wright 919-215-1672 todd.wright@ncdps.gov | | Deputy Recovery Chief Dot Henderson-Bell 919-218-6642 dot.henderson-bell@ncdps.gov | | State Operations Lead Mary Glasscock 919-306-8188 mary.glasscock@ncdps.gov | | State Operations SME/Support Lead Meghan Hicks 512-808-6349 meghan.hicks@ncdps.gov | | Non-Congregate Sheltering C-19 Michele Faison 984-218-2498 michele.faison@ncdps.gov | |
| Charles Edwards QA/QC 919-605-8105 charles.edwards@ncdps.gov | Western Team Lead - Shonda Corbett 984-218-3385 shonda.corbett@ncdps.gov | | | Central Team Lead <i>Interim</i> - Stacey Anderson-Ebener 512-822-7946 stacey.anderson-ebener@ncdps.gov | | | Eastern Team Lead - Brian Snell 984-297-5659 brian.snell@ncdps.gov | | |
| | Western Support/SME: Kelsie Newman 512-822-7922 kelsie.newman@ncdps.gov | | | Central Support/SME: Stacey Anderson-Ebener 512-822-7946 stacey.anderson-ebener@ncdps.gov | | | Eastern Support/SME: Rebeca Reyes 512-822-7912 rebeca.reyes@ncdps.gov | | |
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| Ann Beck Administrative Support 984-365-0998 ann.beck@ncdps.gov | 12: Kelsie Newman 512-822-7922 kelsie.newman@ncdps.gov | Ashe, Avery, Caldwell, McDowell, Mitchell, Watauga, Yancy | 7: Stacey Anderson-Ebener 512-822-7946 Stacey.Anderson-ebener@ncdps.gov | Edgecombe, Harnett, Johnston, Nash, Wilson, Wake | 2: Helen Bunch 984-500-7131 helen.bunch@ncdps.gov | Beaufort, Bertie, Hyde, Martin, Pitt, Tyrell, Washington | | | |
| Angel C. Durham Program Support 919-817-0557 angel.durham@ncdps.gov | 13: Andy Andrews 984-297-5642 andy.andrews@ncdps.gov | Burke, Catawba, Cleveland, Gaston, Lincoln, Mecklenburg, Union | 8: Sarah Cushnie 984-233-3151 sarah.cushnie@ncdps.gov | Anson, Chatham, Lee, Montgomery, Moore, Richmond, Scotland | 3: Jeff Welker 984-222-4159 jeffrey.welker@ncdps.gov | Carteret, Craven, Greene, Lenoir, Pamlico, Wayne | | | |
| Lourdes Banegas Latinx Nonprofit Liaison 984-297-5644 lourdes.banegas@ncdps.gov | 14: Tracey Williams-Johnson 919-830-3378 tracey.williams-johnson@ncdps.gov | Buncombe, Cherokee, Graham, Haywood, Madison, Swain | 9: Lourdes Banegas 984-297-5644 lourdes.banegas@ncdps.gov | Caswell, Davie, Forsyth, Rockingham, Stokes, Surry, Yadkin | 4: Chaka Kamran 301-273-9688 chaka.kamran@ncdps.gov | Duplin, Cumberland, Jones, Onslow, Pender, Sampson | | | |
| | 15: Iris Oliver 984-220-2226 iris.s.oliver@ncdps.gov | Clay, Henderson, Jackson, Macon, Polk, Rutherford, Transylvania | 10: Sarah Cushnie 984-233-3151 sarah.cushnie@ncdps.gov | Alamance, Davidson, Durham, Guilford, Orange, Randolph | 5: Thomas Bennett 984-233-9581 thomas.bennett@ncdps.gov | Bladen, Brunswick, Columbus, Hoke, New Hanover, Robeson | | | |

NCEM Public Assistance Website



NC DPS NORTH CAROLINA DEPARTMENT OF PUBLIC SAFETY

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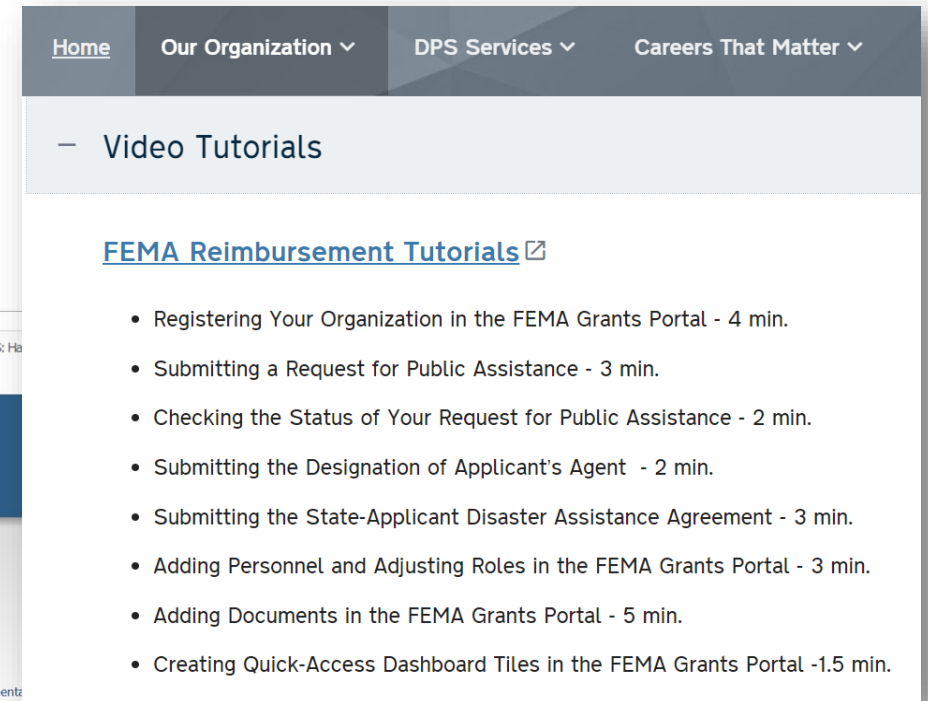
Public Assistance

In federally-declared disasters, Federal Emergency Management Agency (FEMA) can provide funding and technical help to state and local governments and certain private, non-profit groups. This funding will help to fix or replace damaged public buildings and parks that have been damaged or destroyed.

Disaster Recovery

- Individual Assistance
- Public Assistance

NCEM PA Tutorial Series



Home Our Organization ▾ DPS Services ▾ Careers That Matter ▾

– Video Tutorials

FEMA Reimbursement Tutorials [↗](#)

- Registering Your Organization in the FEMA Grants Portal - 4 min.
- Submitting a Request for Public Assistance - 3 min.
- Checking the Status of Your Request for Public Assistance - 2 min.
- Submitting the Designation of Applicant's Agent - 2 min.
- Submitting the State-Applicant Disaster Assistance Agreement - 3 min.
- Adding Personnel and Adjusting Roles in the FEMA Grants Portal - 3 min.
- Adding Documents in the FEMA Grants Portal - 5 min.
- Creating Quick-Access Dashboard Tiles in the FEMA Grants Portal -1.5 min.

NCEM EMGrants Resources



emgrants.nc.gov Home Open Grants NC DPS: Public Assistance NC DPS: Hazard Mitigation

NC DPS: Public Assistance

- Open Grants
- NC DPS: Public Assistance
- NC DPS: Hazard Mitigation
- Contact Us

Public Assistance Resources

General Documents:

- Thresholds for Large Projects
- Cost Indicator Thresholds for Federal Disasters
- Public Assistance Team Map
- Time Extension Deadlines

FEMA Public Assistance Grant Program Documents:

- Public Assistance Program and Policy Guide Policy Guide - April 2018
- Public Assistance Program and Policy Guide Policy Guide - June 2020
- Public Assistance Policy on Insurance
- Fact Sheet: Contracting Requirements Checklist
- Fact Sheet: Cooperative Purchasing Programs
- Fact Sheet: Disaster Recovery Reform Act
- Fact Sheet: Management Costs Policy

Common Forms:

- Summary Of Documents
- Payment Certification Form

EMGrants User Guidance:

- Appeal Submission
- Funding Agreement Submission
- Scope Change Submission
- Time Extension Submission
- Quarterly Progress Report Submission
- Quarterly Progress Report Video Tutorial
- Request for Reimbursement Submission

FEMA & NC Resources

[NCEM Public Assistance – About Us and Resources](#)

[FEMA Policies and Guidance – General Guidance and Eligibility](#)

Procurement Rules

[UNC Local Government Purchasing & Contracting Web Site](#)

[FEMA Procurement Disaster Assistance Team \(PDAT\)](#)

[FEMA Web Site on Management Costs and Cost Reasonableness](#)

Cost Validation

[FEMA Public Assistance Self-Paced Trainings for the Public](#)

[About FEMA Alternative Procedures \(aka 428 Projects\) for PA](#)

Debris Permitting

[NC DEQ Disaster Management Information and Real-Time Site Map](#)

[FEMA Appeals Database – Searchable by Type of Issue](#)



FEMA Grants Portal Help

(866) 337-8448

or

FEMA-Recovery-PA-Grants@fema.dhs.gov



NORTH CAROLINA EMERGENCY MANAGEMENT

NCEM Recovery - Public Assistance



Thank you. Again, we are here to help.

Please reach out with questions or comments about FEMA PA, work timelines, EMGrants, FEMA Grants Portal, documentation or this presentation.



| Required Action | Deadline |
|--|--|
| Request for Public Assistance (RPA) | Monday, November 1, 2021 (30 days from declaration date) |
| Emergency Work Completed | Friday, April 1, 2022 (6 months from declaration date) |
| Permanent Work Completed | Saturday, April 1, 2023 (18 months from declaration date) |
| 428 Alternative Procedures signed off (aka FEMA's Fixed Cost Offer) | Saturday, April 1, 2023 (18 months from declaration date) |

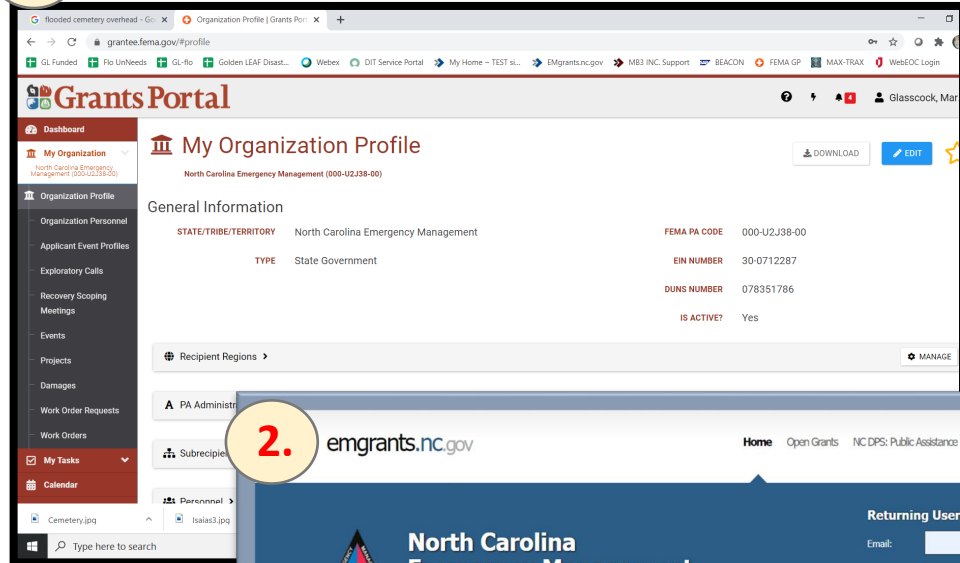


Registration with FEMA Grants Portal and NCEM's EMGrants

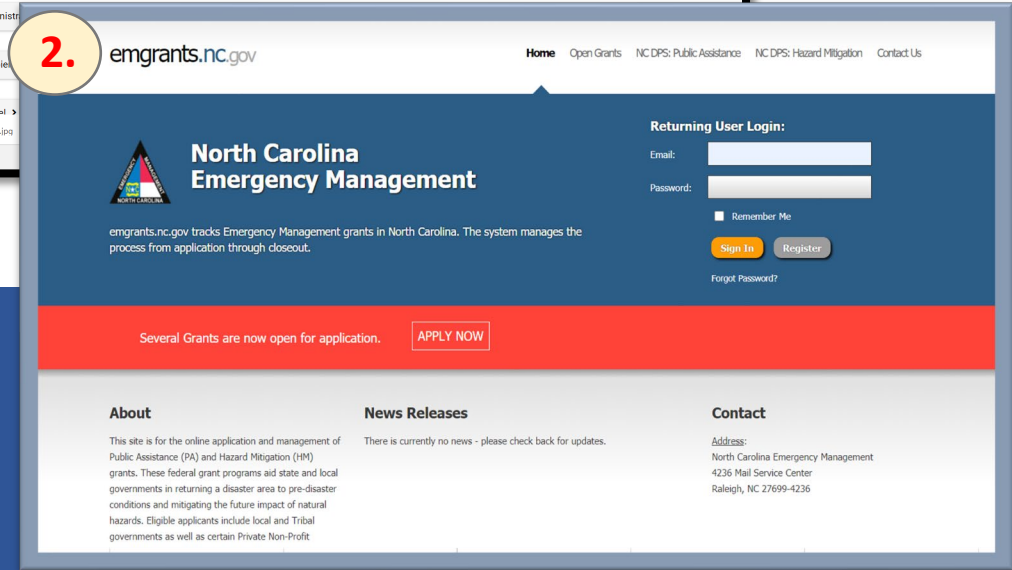
Step 1: REGISTER in FEMA Grants Portal & EMGrants

Required registration for both.

1.



2.



All Interested Applicants Should Register

Public Entities include:

- Counties
- Cities
- Public Schools
- Community Colleges
- K – 12 Schools & Public Universities
- Private Colleges
- Water and Sewer Authorities
- Airport Authorities
- Public Transportation Authorities
- Public Housing Authorities
- Regional Councils of Government
- Other Political Subdivisions of the State

Private Non-Profits (PNP) include:

- Community Center
- Custodial Care Facility
- Educational or Arts Center
- Emergency Care Facility
- Homeless Shelter
- Library
- Medical Care Facility
- Rehabilitation Facility
- Senior Citizen Center
- Shelter Workshop
- Utilities
- Houses of Worship
- Emergency Services
- Low Income Housing
- Assisted Living
- Child Care
- Day Care (for individuals with disabilities or access and functional needs)
- Food Assistance Programs
- Health and Safety Services
- Animal Control Services
- Domestic Violence Services
- Residential Services for Individuals with Disabilities

Resource

[Specifics on FEMA PA applicant eligibility](#)

Private Nonprofits

- **ALL PNPs** must be tax exempt under Sections 501(c), (d), or (e) of the Internal Revenue Code of 1954, or through the North Carolina Secretary of State
- PNP's should be ready to provide a list of services they provide, and when and to whom they provide those services. (for example: have a calendar of events ready to upload into FEMA Grants Portal)
- For Permanent work repairs, **Non-Critical PNP's must** apply to the Small Business Administration (SBA) to be eligible for Public Assistance.
 - Non-critical PNP's *don't have to take the loan*, but the cost reimbursement total that FEMA allocates will be reduced by the amount the SBA would have provided you

New to FEMA Grants Portal?

Here's the rundown...

| | |
|------------------------------|--|
| Create Profile | Organizational profile to include primary and/or secondary contacts and any relevant staff that need to be in the loop |
| Submit RPA | Your official request for Public Assistance (RPA) |
| Assign Roles | Roles and rights in Grants Portal for organizational staff |
| Submit Projects | Expenses (AKA damage inventory) and all related documentation |
| Receive & Respond | To FEMA and NCEM PA's requests for information (RFI, DM's) |
| Upload and Update | Documentation related to reimbursement request (information will vary depending on specific expenses) |

Local Governments & FEMA Grants Portal

Individual departments within a local government should submit their damages and costs through that local government - not independently.

- *Example:* Office of the Sheriff expenses are included under the County
- *Example:* City Public Works Department expenses are included under City
- *Example:* Individual public schools expenses will roll up under Board of Education/other LEA

Contacts should be established for each disaster:

- 1) Who is your primary point-of-contact at your local government?
- 2) How should individual departments submit their projects to that contact?



FEMA Grants Portal Registration

Not Registered in FEMA Grants Portal Yet? Here's How To Do It...

1. **If you aren't already registered** with FEMA, go to the [FEMA Grants Portal](#) to apply.
2. Submit a New Registration request. Prepare to **provide all of your organization's ownership information in one sitting** including DUNS and EIN, if applicable. More needed if you are a PNP.
3. **FEMA will send you an email** letting you know whether or not your organization was **deemed eligible** for Public Assistance funding.
4. Once you are registered in the FEMA Grants Portal for your approved organization, you will be able to **log in and invite** necessary staff and stakeholders to also register.

What FEMA Grants Portal Registration Looks Like

The screenshot shows the FEMA Grants Portal interface. At the top left is the 'Grants Portal' header with a search icon, a lightning bolt icon, and a user profile for 'Glasscock, Mar...'. A left-hand navigation menu includes 'Dashboard', 'My Organizations' (highlighted with a yellow arrow), 'My Post-Award Ops', 'My Tasks', 'Calendar', and 'Subrecipient Organizations'. The main content area is titled 'Subrecipient Organization Profiles' with a sub-header 'Add Subrecipient Organization' and a 'CANCEL' button. Below this is a blue banner with the message 'Let's add your organization!' and the instruction 'Please follow along in the wizard below.' A series of five yellow arrows points down to a progress bar with five steps: 1. Basic Information, 2. Contact Info, 3. Locations, 4. Facilities, and 5. Complete Access Request. The 'NEXT' button is highlighted in blue. The form content shows the 'REQUESTING ORGANIZATION' as 'North Carolina Emergency Management' and includes input fields for 'NAME *', 'TYPE *' (a dropdown menu), 'EIN NUMBER *', and 'DUNS NUMBER'.

FEMA Grants Portal - What Happens Next?

- You will receive an email from support.pagrants@fema.gov prompting you to **complete your registration** with a new password that you choose
- **Answer the basic questions** about your organization and submit them to FEMA
- Once your organization is approved you will receive another email that will **prompt you to log back in and set a security question and password and add any personnel** with roles and responsibilities you choose

Invitation Email to the Applicant - #1 Task



Step 1: Open this email from "support"

From:
Date: July 10, 2018 at 8:32:39 AM EDT
To: michelleb@cityofwfs.org
Subject: FEMA PA Notification - You have been invited to join the FEMA Grants Portal.

Hello Michelle,

You've been invited to join FEMA's Grants Portal for the Public Assistance program as a potential subrecipient within North Carolina Emergency Management by Ward, Tinishia . FEMA's Grant Portal is used to request assistance under the Public Assistance Program, submit documentation, and communicate with FEMA during development of your public assistance subgrants.

Please click here to fill in your organization's information and create an account:
<https://grantee.fema.gov/#organizationrequest/form/71B811B7-D39B-45B3-9D18-83B59ACF4FA7>

-FEMA PA Support Team

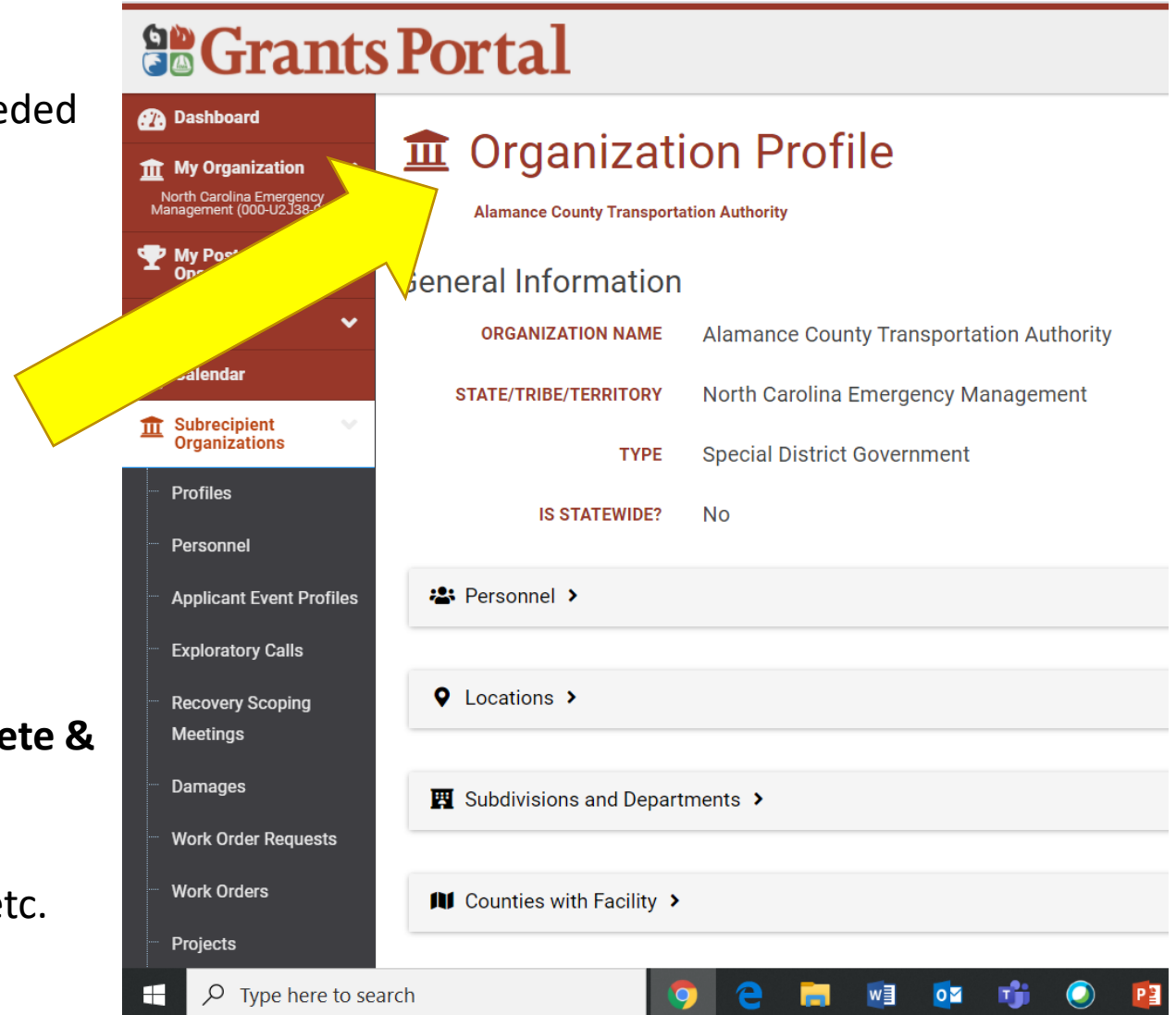
FEMA-PA-Support@FEMA.DHS.Gov
<https://grantee.fema.gov>

Step 2: Click on this link to start your registration

Registration in FEMA Grants Portal is One and Done!

Already Registered with FEMA? *Review Your FEMA Grants Portal Profile*

- **Confirm log in**
 - Any [NCEM PA staff](#) can reset your password if needed
 - If you already have an NCEM PA Grants Manager, contact your grants manager
- **Update personnel & facility or location information**
 - All needed personnel are added
 - Contact information is up to date (email, etc.)
- **Ensure all necessary policies are up to date**
 - Most recent Insurance Information
 - Most recent Personnel Policy
- **PNPs Only: Ensure your PNP documentation is complete & accurate**
 - Tax Exempt Certification
 - Articles of Incorporation, Charter, By-Laws, etc.



The screenshot shows the FEMA Grants Portal interface. The main heading is "Grants Portal" and the page title is "Organization Profile" for "Alamance County Transportation Authority". The left sidebar contains a navigation menu with items: Dashboard, My Organization (highlighted with a yellow arrow), My Post, Subrecipient Organizations, Profiles, Personnel, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Damages, Work Order Requests, Work Orders, and Projects. The main content area displays "General Information" with the following details:

| | |
|-----------------------|--|
| ORGANIZATION NAME | Alamance County Transportation Authority |
| STATE/TRIBE/TERRITORY | North Carolina Emergency Management |
| TYPE | Special District Government |
| IS STATEWIDE? | No |

Below the information are expandable sections: Personnel, Locations, Subdivisions and Departments, and Counties with Facility.



EMGrants Registration for NCEM

EMGrants

Getting Paid and Critical Communications

EMGrants is NCEM PA's official online system used to manage subrecipient's payments and time-specific requests, providing subrecipients full visibility on every project for each individual disaster you take part in.

Subrecipients can now log into EMGrants to kick off and track:

- Requests for Cost Reimbursement (or "RFR's")
- Time Extension Requests for Work Completion
- Scope of Work Change Requests
- Closeout Requests/Final Inspections
- Quarterly Reports
- Appeal & Arbitration Requests

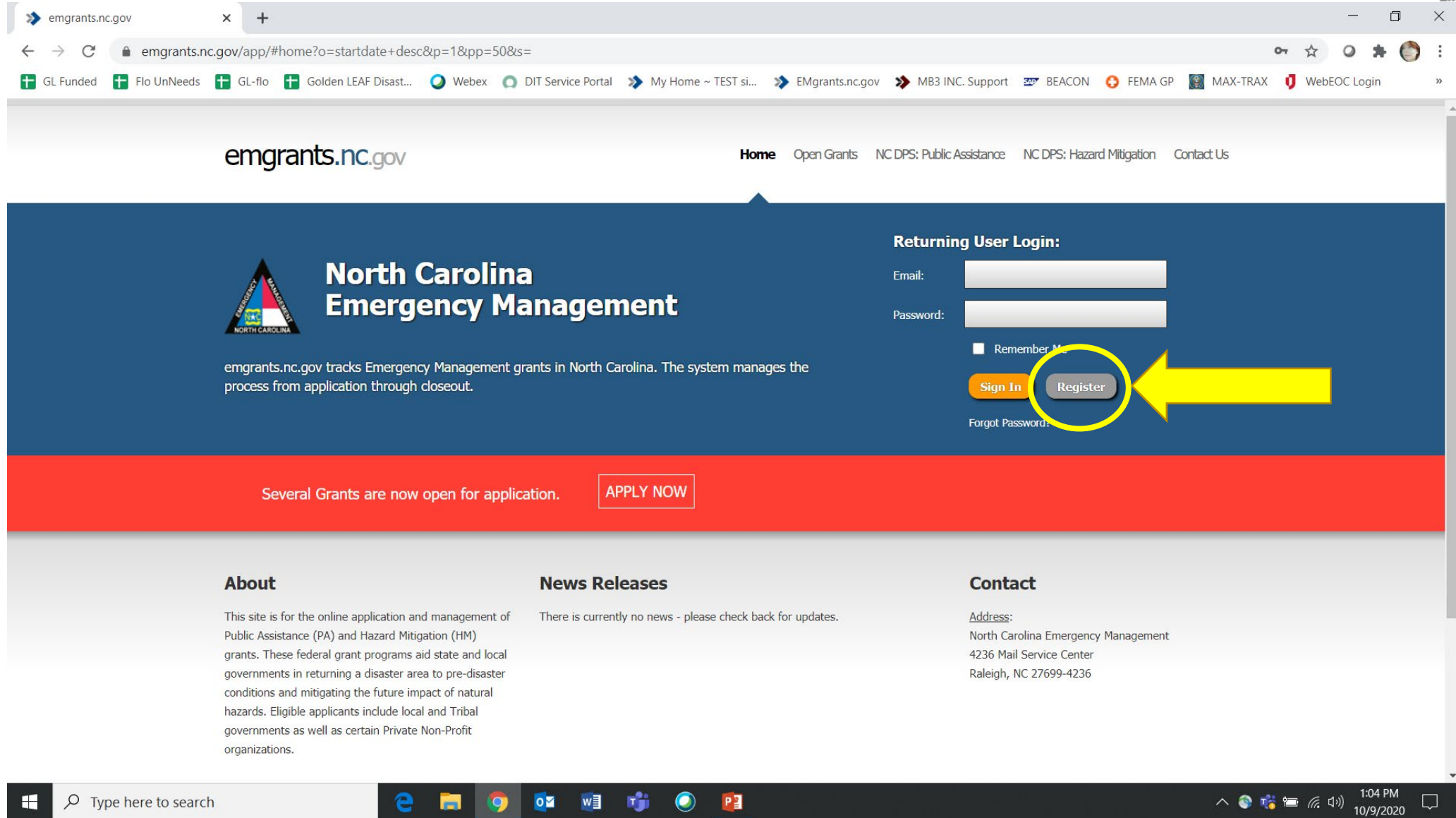


Resource

Contact your [NCEM PA Grants Manager or Team Lead](#)

EMGrants – Registration

First the Organization, then the Staff



The screenshot shows a web browser window with the URL `emgrants.nc.gov`. The browser's address bar shows the full URL: `emgrants.nc.gov/app/#home?o=startdate+desc&p=1&pp=50&s=`. The browser's taskbar includes several icons: GL Funded, Flo UnNeeds, GL-flo, Golden LEAF Disast..., Webex, DIT Service Portal, My Home ~ TEST si..., EMgrants.nc.gov, MB3 INC. Support, BEACON, FEMA GP, MAX-TRAX, and WebEOC Login.

The website header features the `emgrants.nc.gov` logo and a navigation menu with links for Home, Open Grants, NC DPS: Public Assistance, NC DPS: Hazard Mitigation, and Contact Us.

The main content area has a dark blue background. On the left is the North Carolina Emergency Management logo. To its right is the text: "North Carolina Emergency Management" and "emgrants.nc.gov tracks Emergency Management grants in North Carolina. The system manages the process from application through closeout."

On the right side of the main content area is a "Returning User Login:" section. It contains two input fields for "Email:" and "Password:". Below these fields is a "Remember Me" checkbox. At the bottom of this section are two buttons: "Sign In" (orange) and "Register" (grey). A yellow circle highlights the "Register" button, and a yellow arrow points to it from the right.

Below the main content area is a red banner with the text "Several Grants are now open for application." and a white button labeled "APPLY NOW".

The footer is divided into three columns: "About", "News Releases", and "Contact".

- About:** This site is for the online application and management of Public Assistance (PA) and Hazard Mitigation (HM) grants. These federal grant programs aid state and local governments in returning a disaster area to pre-disaster conditions and mitigating the future impact of natural hazards. Eligible applicants include local and Tribal governments as well as certain Private Non-Profit organizations.
- News Releases:** There is currently no news - please check back for updates.
- Contact:** Address: North Carolina Emergency Management, 4236 Mail Service Center, Raleigh, NC 27699-4236.

The Windows taskbar at the bottom shows the search bar with the text "Type here to search", several application icons (Edge, File Explorer, Chrome, Outlook, Word, Teams, OneDrive, PowerPoint), and the system tray with the date and time: 1:04 PM, 10/9/2020.

EMGrants Registration Looks Like This:

Title:

Email:

Phone - Business:

Is Direct Line:

Phone - Fax:

Phone - Cell:

Request Type:

Please select your user type:

Applicant Organization:

Requested Permission Level:

Select One

- Create New Applicant Organization
- 28777 (Statewide County)
- A Helping Hand (Durham County)
- Aberdeen, Town Of (Moore County)
- Acme-Delco-Riegelwood Fire-Rescue, Inc. (Columbus County)
- Adkin High School Alumni And Friends, Inc. (Lenoir County)
- Adult Center for Enrichment, The (DBA Well-Spring's Solutions) (Guilford County)
- Adult Life Programs, Inc. (Catawba County)
- ADVANCED HOME CARE (Wake County)
- AdventHealth Hendersonville (Henderson County)
- Adventist Health System Sunbelt Healthcare Corporation (Henderson County)
- Ahoskie, Town Of (Hertford County)
- Alamance Community College (Alamance County)
- Alamance County (Alamance County)
- Alamance, Village of (Alamance County)
- Albemarle Downtown Development Corporation (Stanly County)
- Albemarle, The City of (Stanly County)
- Albermarle EMC (Perquimans County)
- Aldersgate United Methodist Retirement Community, Inc. (Mecklenburg County)

You'll set up your organization first, then add yourself and necessary staff to that organization



Questions? Contact your [NCEM PA Grants Manager or Team Lead](#)

Account for 4487 (PA) - Any Town

Opening



Your organization will look a lot like this example

- New Meeting
- Compose Email
- Create New Request
- Create New Project

- Summary
- Manage
- Projects
- Payments
- Progress Reports
- Contacts
- Notes
- Documents
- History

Account Details

Project Count: 2 Projects
2 Obligated - Large (All Open)

Eligible Obligated: \$700,000.00
\$700,000.00 Not Expended

Federal Obligated: \$525,000.00 (75.00%)
\$525,000.00 Un-Paid
[View Graph](#)

100%

- Paid (\$0.00)
- In Process (\$0.00)
- Un-Paid (\$525,000.00)

State Obligated: \$175,000.00 (25.00%)
\$175,000.00 Un-Paid
[View Graph](#)

100%

- Paid (\$0.00)

Grant

4487 COVID-19
Public Assistance
Declared: March 25, 2020

Applicant

Any Town
County Jurisdiction: Pitt Alamance County
FIPS #:
Vendor #:
Type: Local Government
Physical/Mailing: 123 Main St
Any Town, NC, 12345



Tropical Storm Fred Event Details



- Major Disaster Declaration: **DR-4617-NC**
- Declaration Date: **September 8, 2021**
- Amendment Date: **October 1, 2021**
- Incident Period: **August 16, 2021 - August 18, 2021**
- **Formal Public Assistance Deadline: Friday, October 8, 2021**
- **Amendment Deadline: Monday, November 1, 2021**
- Categories of Work: **All Categories A – G plus Z**

- A: Debris removal
- B: Emergency protective measures
- C: Roads and bridges
- D: Water control facilities
- E: Buildings and contents
- F: Utilities (electric, gas, etc.)
- G: Parks, recreational, and other facilities
- Z: Administrative (management) costs