



**North Carolina Emergency Management**



Hurricane Ian  
October 1, 2022  
FEMA-EM3586-NC

# Public Assistance Applicant Brief

# AGENDA

- ✓ Event Details
- ✓ Public Assistance Program Overview
- ✓ 3 Steps To FEMA Reimbursement
  1. REGISTER in FEMA Grants Portal
  2. SUBMIT Registration
  3. DOCUMENT Expenses
- ✓ Procurement for Hurricane Ian Event
- ✓ Resources and Contacts



# Applicant Briefing Housekeeping Tips



**Type your name and the name of your unit of government / nonprofit in the chat box**

Briefing presentation slides available at [Hurricane Ian Public Assistance | NC DPS](#) –



## Ask Questions!

- We'll answer as many questions as we can during the briefing
- We cannot address specific expense eligibility questions during this briefing
- This briefing is to get your reimbursement process started so FEMA and NCEM PA can assist you directly

PLEASE MUTE  
YOUR PHONES!





# Event Details

Hurricane Ian Emergency Declaration

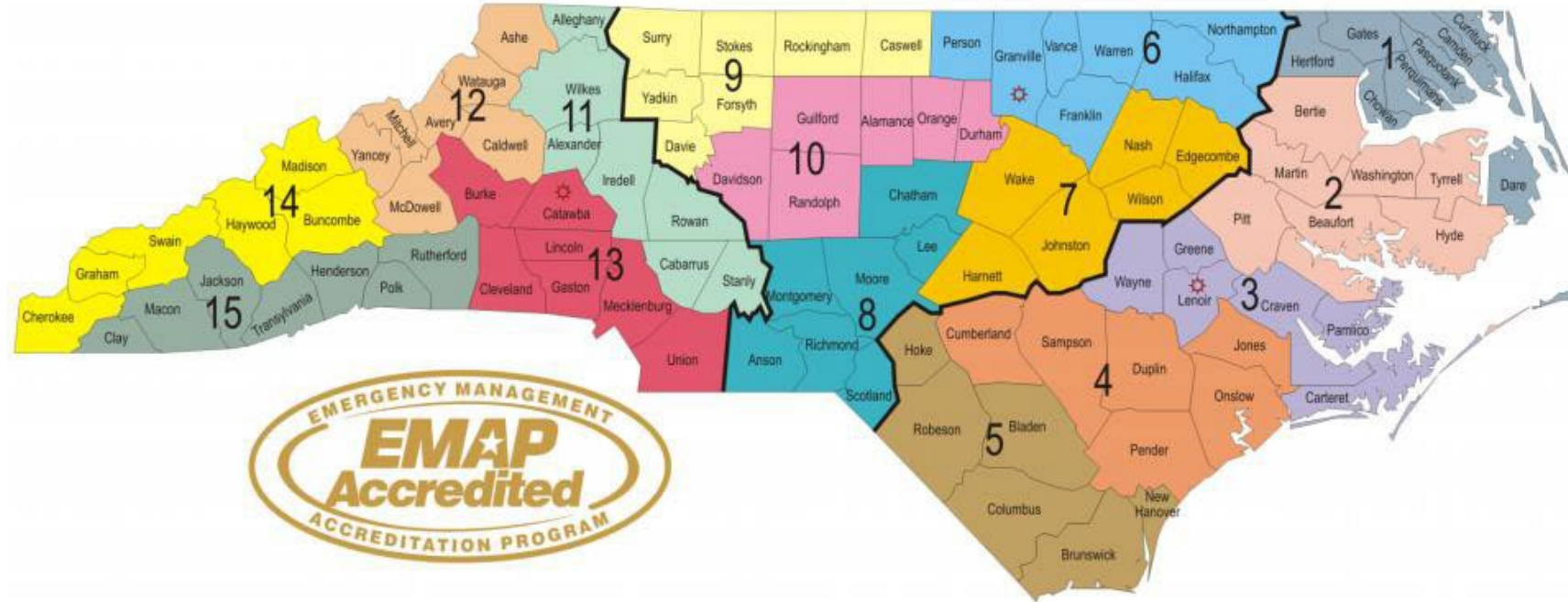


# Event Details



- Emergency Declaration: FEMA-EM3586-NC
- Declaration Date: October 1, 2022
- Incident Period: September 28, 2022 – October 4, 2022
- RPA Deadline: Monday October 31, 2022
- Declared Categories of Work, Currently Only:
  - Category B (*Emergency Protective Measures*)
  - Category Z (*Management Costs*) – Interim Policy is available in webinar

# National Declaration Applies Statewide



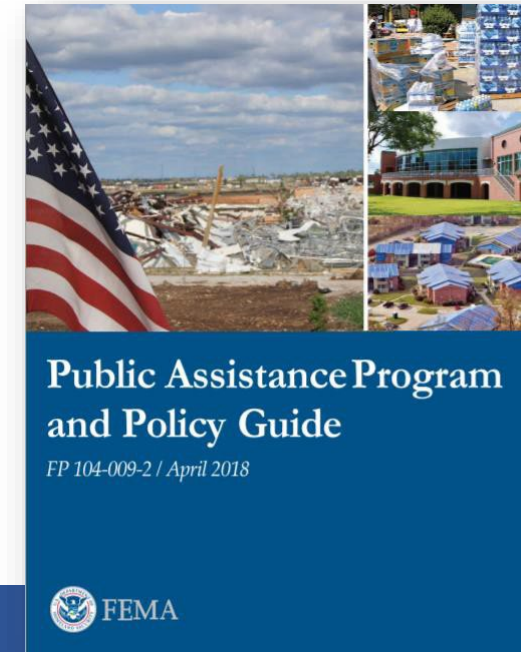
All 100 Counties public entities, including the Eastern Band of Cherokee Indians, eligible private non-profits throughout the State

No local State of Emergency declaration is required for FEMA reimbursement eligibility in this event

# FEMA Public Assistance Program

Public Assistance Program Overview

Public Assistance Application Process



# Public Assistance (PA) Program Objective

Provides grants to eligible state, local governments, EBCI and eligible private non-profits (“Applicants”) to assist with the cost of responding to and recovering from disasters

## Governing Laws, Regulations, and Policies

<b>Stafford Act</b>	<b>44 CFR</b>	<b>2 CFR</b>	<b>PA Program &amp; Policy Guide (PAPPG)</b>
Law	Program Regulations	Procurement Requirements	Policy

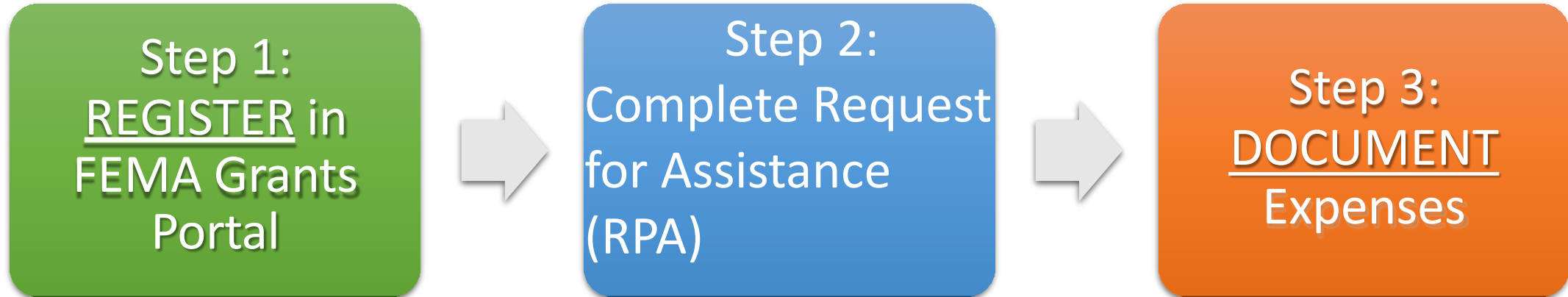


[FEMA PAPPG V4](#)



# Request for FEMA Public Assistance (RPA): 3 Easy Steps

Steps You Must Take To Start the FEMA Reimbursement Process:



As applicants, you are applying for a grant from FEMA to reimburse for emergency protective measures undertaken during Hurricane Ian, October 1, 2022

***LET'S GET STARTED . . .***

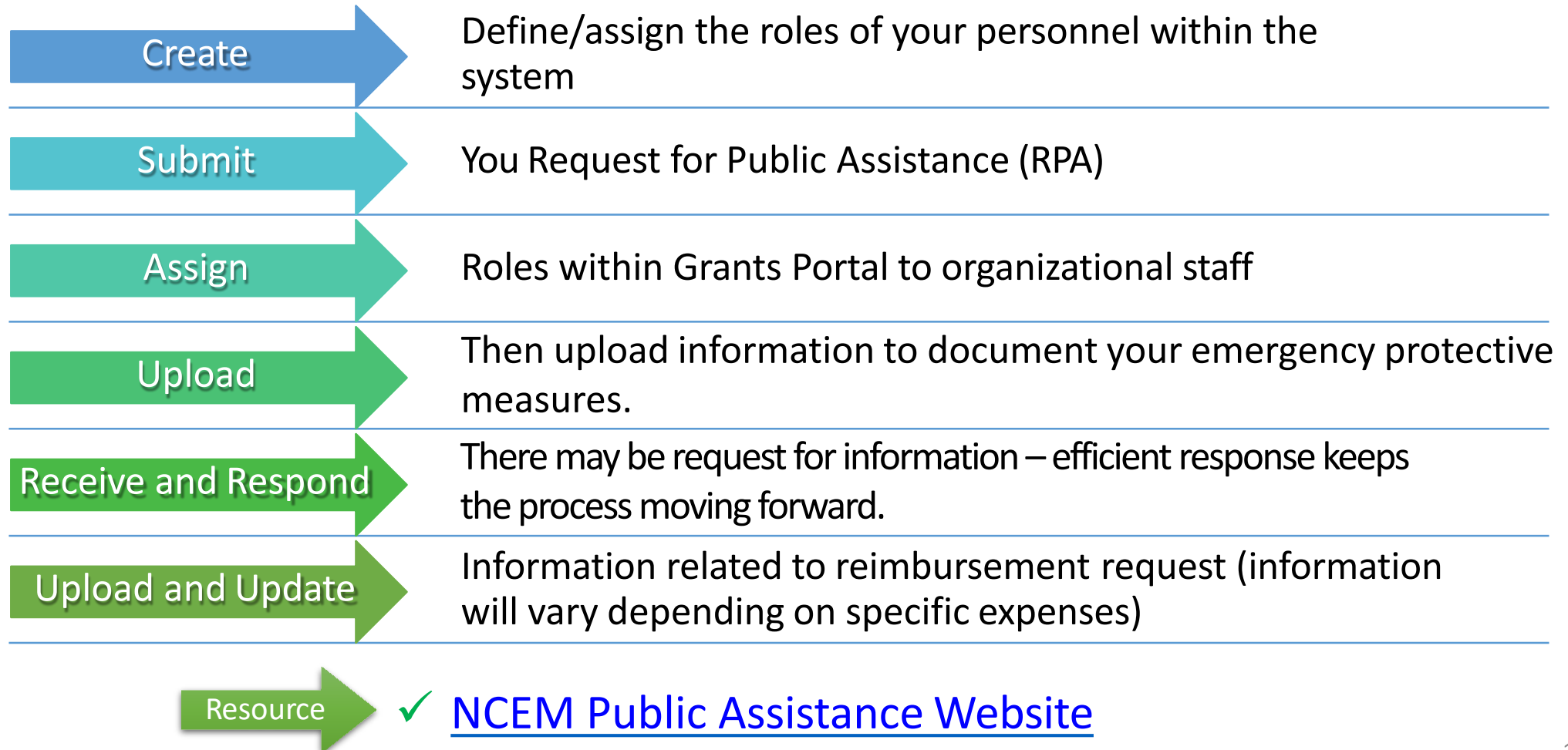
# Step 1: REGISTER FEMA Grants Portal



FEMA Grants Portal Overview  
Grants Portal Registration

# What is the FEMA PA Grants Portal?

The primary access point between FEMA, the Applicant, and the State



# All Interested Applicants Should Register

## **Public Entities include:**

- Counties
- Cities
- Federally recognized Tribal
- Public Schools
- Community 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
- Emergency Care Facility
- Homeless Shelter
- Library
- Medical Care Facility
- Rehabilitation Facility
- Senior Citizen Center
- Shelter Workshop
- Utility
- Houses of Worship
- Emergency Services
- Private Colleges
- 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

***Not Sure Your Organization Qualifies? Register Anyway!***

# Already Registered in Grants Portal?

- Confirm log in
  - *Any NCEM staff can reset your password if needed*
  - *If you already have a state PA grants manager, contact your grants manager*
  - *If you do not have a state PA grants manager, email [public.assistance@ncdps.gov](mailto:public.assistance@ncdps.gov)*
- Check personnel information
  - *All needed personnel are added*
  - *Contact information is up to date (email, etc.)*
- Ensure all policies are up to date
  - *Most recent Insurance Information*
  - *Most recent Personnel Policy*
- PNPs Only
  - *Ensure your PNP documentation is complete and accurate*
    - *Tax Exempt Certification*
    - *Articles of Incorporation, Charter, By-Laws, etc.*

# Not Registered for Grants Portal?

- Do not try to register yourself – email the NCEM PA Hotline and we will register you!
- Email information below to: [pahotline@ncem.org](mailto:pahotline@ncem.org)
  - ✓ Organization Name
  - ✓ Contact's Name
  - ✓ Contact's Phone Number
  - ✓ Contact's Email Address
  - ✓ *Non-Profits Only*: Indicate whether incorporated as a 501(c)(d)(e)3 or other incorporation category

*It's That Easy!*

# Who Is The Applicant?

## PNPs:

- 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

## Eastern Band of Cherokee Indians:

- Eligible to be their own recipient or as a sub-recipient

## Local Governments:

- Individual departments will not create their own Organization Profile
  - *Example:* Office of Sheriff is included under County
  - *Example:* City Public Works Department is included under City
- Individual departments will submit for reimbursement through their unit of government

# Step 2: SUBMIT Registration Documents



Three Registration Documents Required:

1. Request for Public Assistance (RPA)

Funding Agreements:

1. State-Applicant Disaster Assistance Agreement (SAA)
2. Designation of Applicant's Agent (DAA)





# Required Registration Documents



Registration Document	How to Submit
1. Request for Public Assistance (RPA)	Complete in Grants Portal (FEMA)
2. Funding Agreement: <ul data-bbox="216 706 1159 985" style="list-style-type: none"><li>• State-Applicant Disaster Assistance Agreement (SAA)</li><li>• Designation of Applicant's Agent (DAA)</li></ul>	Complete in EMGrants (State)



# Request for Public Assistance (RPA)



## What Is The RPA?

Applicant's stated interest to participate in the FEMA PA program  
Must be submitted to start PA process

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## Where Do I Get It?

Only available through the Grants Portal  
Include DUNS, EIN & FEMA FIPS number (*if available*)

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## How Do I Submit It?

Submit through the Grants Portal  
Deadline: 30-day (October 31, 2022)

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**Don't wait! FEMA PA process cannot start until RPA is approved**

Once RPA is approved, NCEM PA or FEMA will be in touch to guide you through the reimbursement process and answer specific expense eligibility questions



# Additional PNP RPA Documentation



Private Nonprofits must submit this information as part of the RPA process:

- Tax Exemption Certification (*IRS Letter showing 501 (c),(d) or (e) status, or NC Secretary of State Tax Exempt Letter*)
  - Proof of Ownership or Legal Responsibility
  - Proof of Insurance
  - Corporate Documents: Articles of Incorporation, Charter, & By-Laws
  - Accreditation (*for private educational organizations only*)
- 
- Submit in Grants Portal during the RPA process

**Does NOT Apply to Public Entities!**

Once you have received notification that your Request for Public Assistance has been approved you will need to complete the Funding Agreements in EMGrants (State Portal)

Without these forms completed, we as the State are unable to release any funding .





# Funding Agreements



What is the SAA?

Contract between State and Applicant that authorizes reimbursement payments

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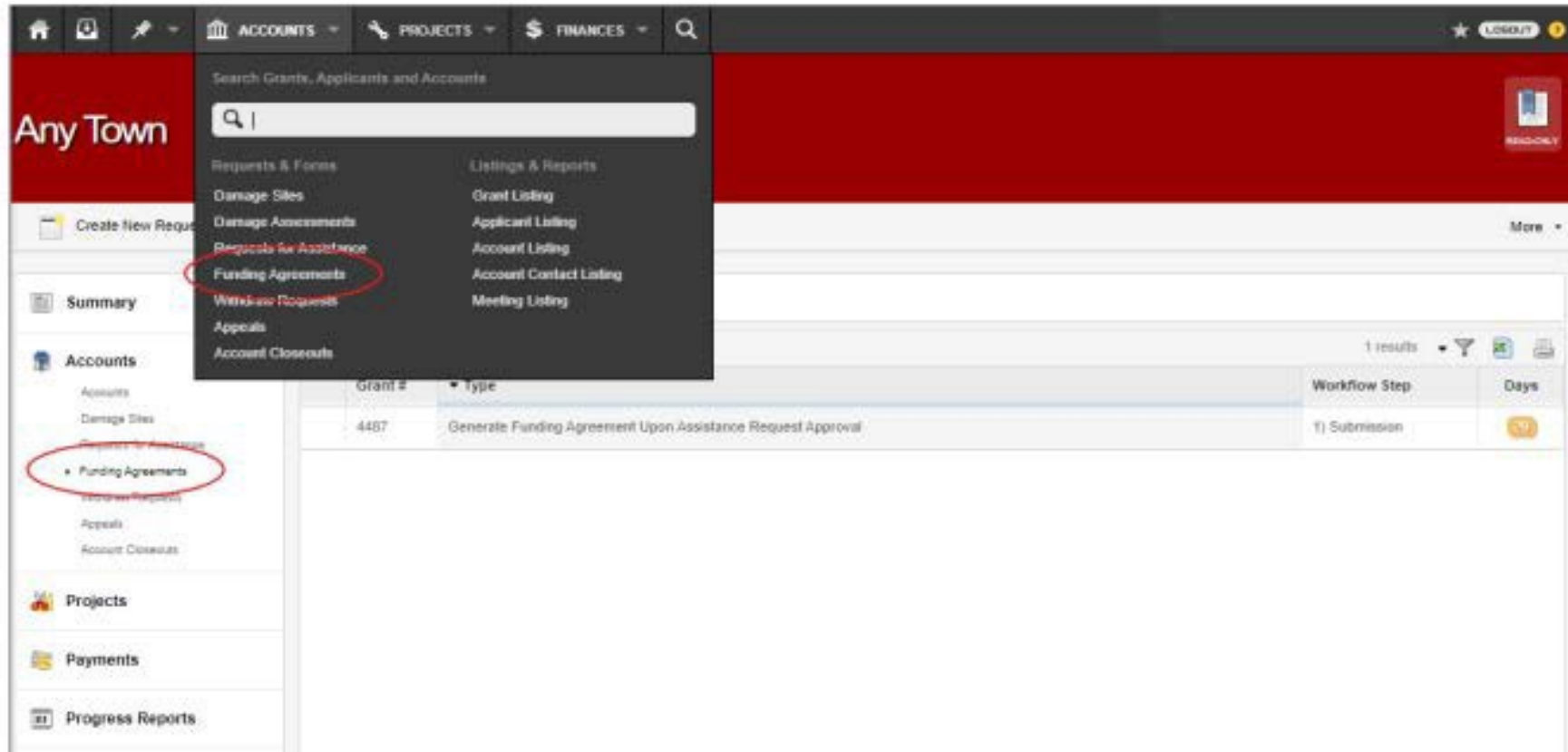
What is the DAA?

Designates organization's agents who will be the primary and secondary contacts for the Applicant

**Important - A new W-9 is required for every event.**

# How to Complete a Funding Agreement

To locate the Funding Agreement workflow, under **Accounts** on the left-hand side or in the top menu bar you can navigate to the **Funding Agreement**. The Account is defined as the individual disaster or grant.

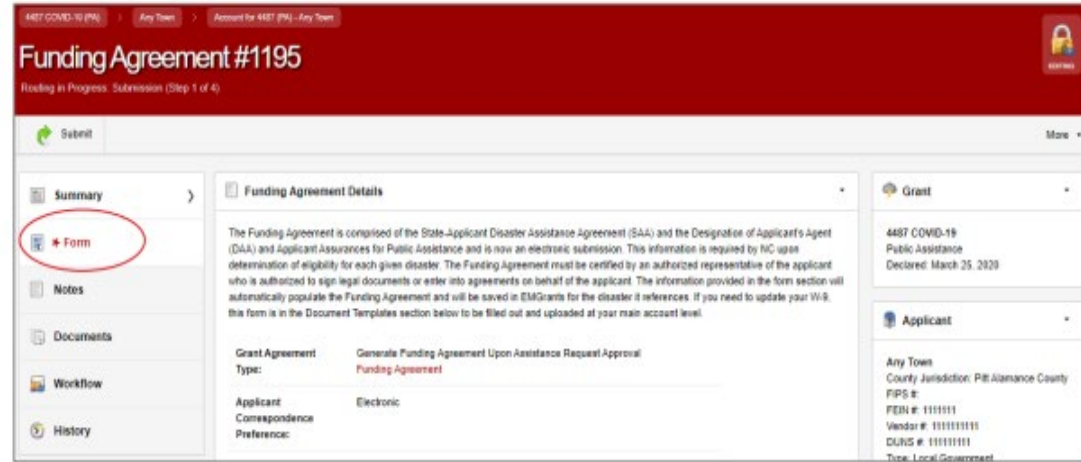


The screenshot displays a web application interface for managing grants and accounts. The top navigation bar includes tabs for ACCOUNTS, PROJECTS, and FINANCES. A search bar is located below the navigation bar. A dropdown menu is open under the ACCOUNTS tab, showing various options, with 'Funding Agreements' highlighted. The main content area shows a table with one row of data. The left sidebar also has 'Funding Agreements' highlighted.

Grant #	Type	Workflow Step	Days
4467	Generate Funding Agreement Upon Assistance Request Approval	1) Submission	1

The Funding Agreement will be completed by the Subrecipient for the Account that assistance was approved for. In order to do this, click on **Form** tab.

# How to Complete a Funding Agreement



**Funding Agreement #1195**  
Reading in Progress: Submission (Step 1 of 4)

Submit

- Summary
- Form**
- Notes
- Documents
- Workflow
- History

**Funding Agreement Details**

The Funding Agreement is comprised of the State-Applicant Disaster Assistance Agreement (SAA) and the Designation of Applicant's Agent (DAA) and Applicant Assurances for Public Assistance and is now an electronic submission. This information is required by NC upon determination of eligibility for each given disaster. The Funding Agreement must be certified by an authorized representative of the applicant who is authorized to sign legal documents or enter into agreements on behalf of the applicant. The information provided in the form section will automatically populate the Funding Agreement and will be saved in EMGrants for the disaster it references. If you need to update your W-9, this form is in the Document Templates section below to be filled out and uploaded at your main account level.

Grant Agreement Type: Generate Funding Agreement Upon Assistance Request Approval  
Funding Agreement

Applicant Correspondence Preference: Electronic

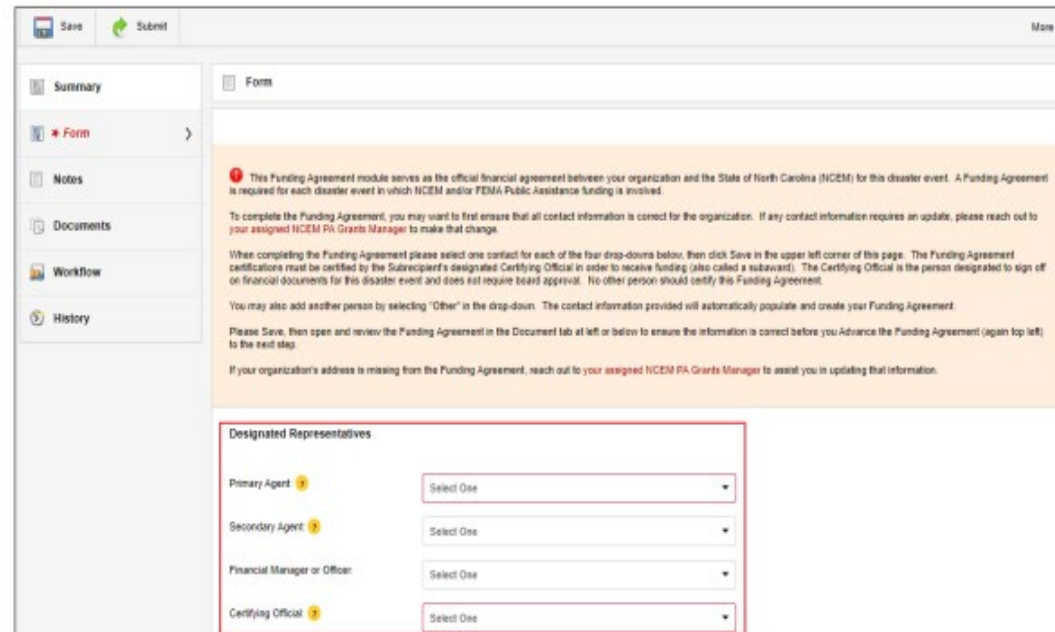
**Grant**

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

**Applicant**

Any Town  
County Jurisdiction: Pitt County  
FIPS #: 1111111  
Vendor #: 111111111  
CLUS #: 111111111  
Type: Local Government

Enter your **Designated Representatives**.



Save Submit

- Summary
- Form**
- Notes
- Documents
- Workflow
- History

**Form**

**1** This Funding Agreement module serves as the official financial agreement between your organization and the State of North Carolina (NCEM) for this disaster event. A Funding Agreement is required for each disaster event in which NCEM and/or FEMA Public Assistance funding is involved.

To complete the Funding Agreement, you may want to first ensure that all contact information is correct for the organization. If any contact information requires an update, please reach out to your assigned NCEM PA Grants Manager to make that change.

When completing the Funding Agreement please select one contact for each of the four drop-downs below, then click Save in the upper left corner of this page. The Funding Agreement certifications must be certified by the Subrecipient's designated Certifying Official in order to receive funding (also called a subaward). The Certifying Official is the person designated to sign off 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 **1**

Secondary Agent **2**

Financial Manager or Officer

Certifying Official **3**

# How to Complete a Funding Agreement

Save Submit More

Summary + Form Notes Documents Workflow History

**Form**

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**Designated Representatives**

Primary Agent:

Secondary Agent:

Financial Manager or Officer:

Certifying Official:

**Dropdown Menu:**

- Select One
- Select One
- Other (Create New Contact)**
- Mary Utascode - Employee
- John Smith - Manager

Populate the new contact with **Email, First Name, Last Name, Title, Phone-Business.**

**Designated Representatives**

Primary Agent:

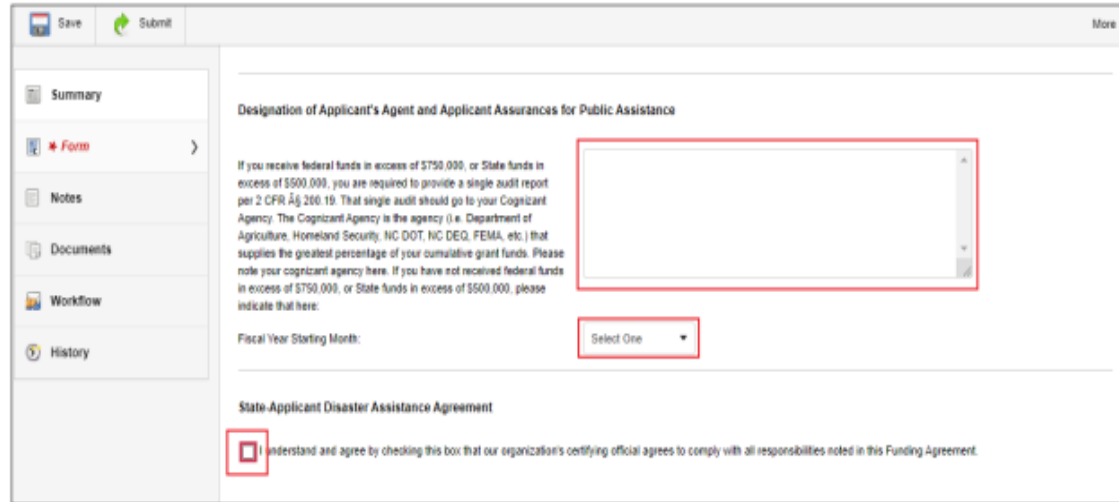
**Input Fields (highlighted in red):**

- Email:
- First Name:
- Last Name:
- Title:
- Phone - Business:
- Phone - Fax:
- Phone - Cell:



Then complete the **Designation of Applicant's Agent and Applicant Assurances for Public Assistance** by entering your Cognizant Agency and Fiscal Year Starting Month. Next, check the box to certify the **State-Applicant Disaster Assistance Agreement**.

# How to Complete a Funding Agreement



Save Submit More

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

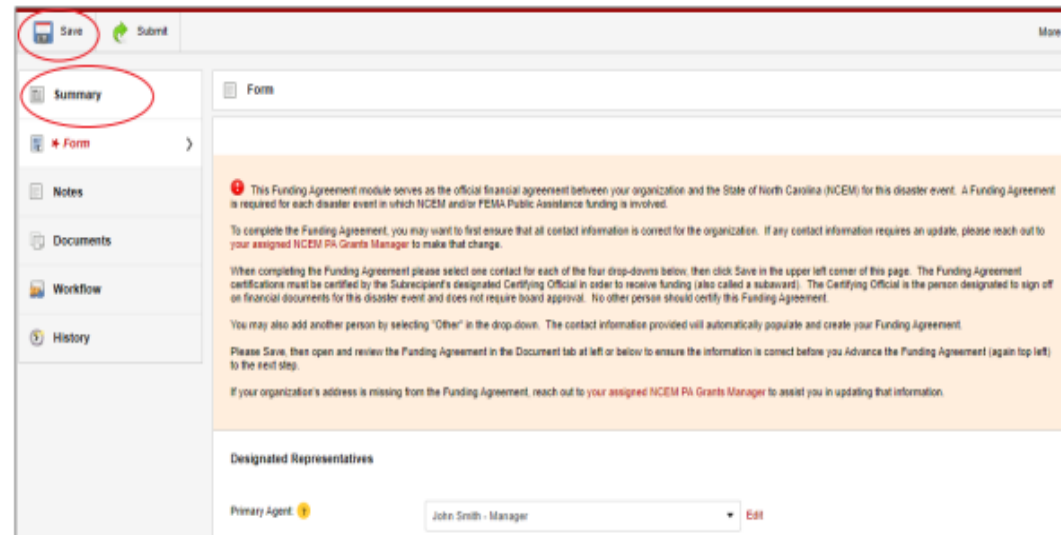
If you receive federal funds in excess of \$750,000, or State funds in excess of \$500,000, you are required to provide a single audit report per 2 CFR § 200.19. That single audit should go to your Cognizant Agency. The Cognizant Agency is the agency (i.e. Department of Agriculture, Homeland Security, NC DOT, NC DEQ, FEMA, etc.) that supplies the greatest percentage of your cumulative grant funds. Please note your cognizant agency here. If you have not received federal funds in excess of \$750,000, or State funds in excess of \$500,000, please indicate that here:

Fiscal Year Starting Month:

### State-Applicant Disaster Assistance Agreement

I understand and agree by checking this box that our organization's certifying official agrees to comply with all responsibilities noted in this Funding Agreement.

Then click on **Save** and navigate back to the **Summary**.



Save Submit More

### Summary

Form

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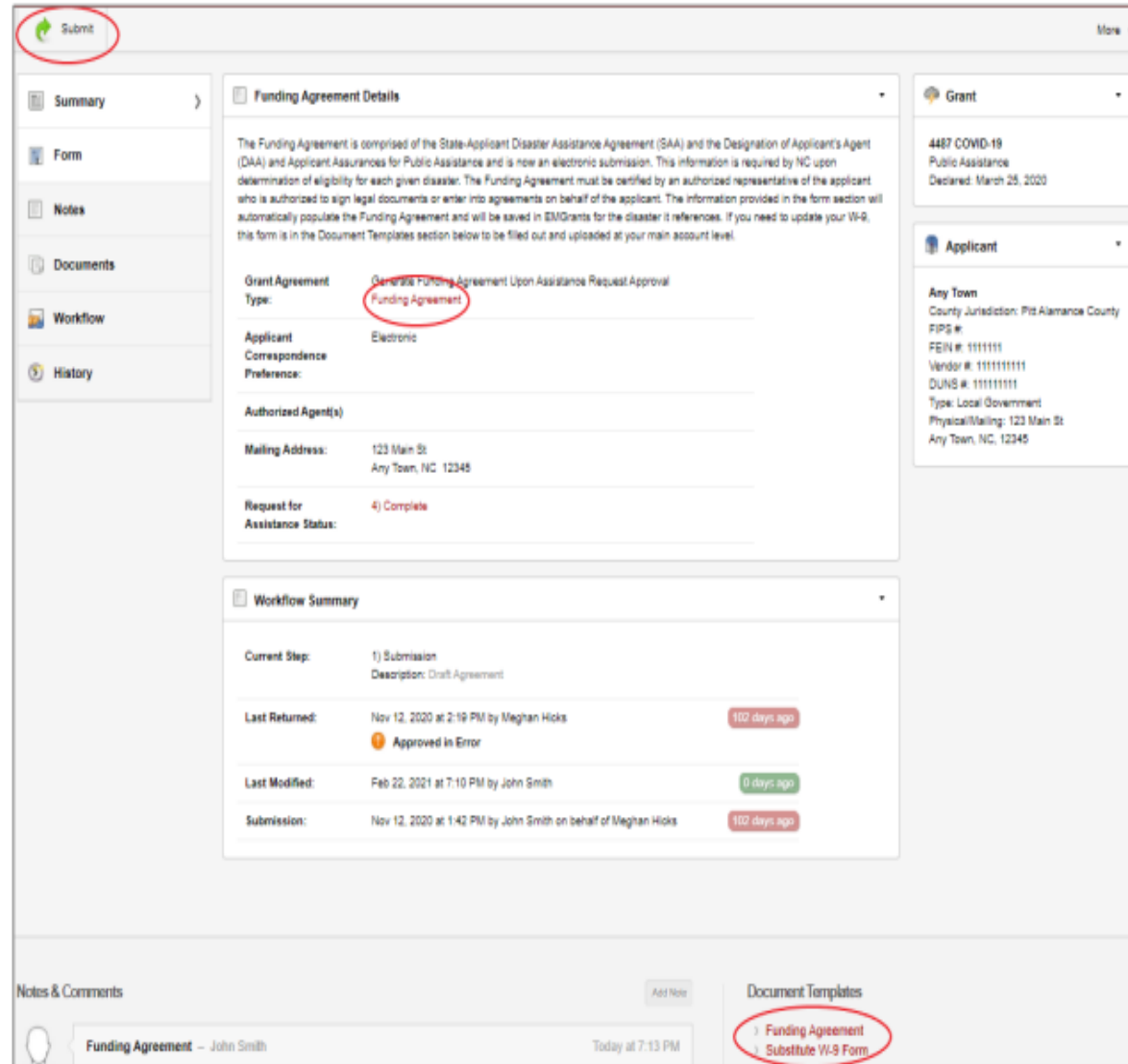
If your organization's address is missing from the Funding Agreement, reach out to your assigned NCEM PA Grants Manager to assist you in updating that information.

### Designated Representatives

Primary Agent:  Edit

Review the completed Funding Agreement by clicking **Funding Agreement** in the **Funding Agreement Details** or **Document Templates**. Then click **Submit**.

# How to Complete a Funding Agreement



**Submit**

**Summary**

**Form**

**Notes**

**Documents**

**Workflow**

**History**

**Funding Agreement Details**

The Funding Agreement is comprised of the State-Applicant Disaster Assistance Agreement (SAA) and the Designation of Applicant's Agent (DAA) and Applicant Assurances for Public Assistance and is now an electronic submission. This information is required by NC upon determination of eligibility for each given disaster. The Funding Agreement must be certified by an authorized representative of the applicant who is authorized to sign legal documents or enter into agreements on behalf of the applicant. The information provided in the form section will automatically populate the Funding Agreement and will be saved in EMGrants for the disaster it references. If you need to update your W-9, this form is in the Document Templates section below to be filled out and uploaded at your main account level.

**Grant Agreement Type:** **Generate Funding Agreement Upon Assistance Request Approval** **Funding Agreement**

**Applicant Correspondence Preference:** Electronic

**Authorized Agent(s)**

**Mailing Address:** 123 Main St  
Any Town, NC 12345

**Request for Assistance Status:** 4) Complete

**Grant**

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

**Applicant**

Any Town  
County Jurisdiction: Pitt-Alamance County  
FIPS #: 11111111  
FEIN #: 11111111  
Vendor #: 1111111111  
DUNS #: 1111111111  
Type: Local Government  
Physical/Mailing: 123 Main St  
Any Town, NC, 12345

**Workflow Summary**

**Current Step:** 1) Submission  
Description: Draft Agreement

**Last Returned:** Nov 12, 2020 at 2:19 PM by Meghan Hicks **100 days ago**  
**Approved in Error**

**Last Modified:** Feb 22, 2021 at 7:10 PM by John Smith **0 days ago**

**Submission:** Nov 12, 2020 at 1:42 PM by John Smith on behalf of Meghan Hicks **100 days ago**

**Notes & Comments** **Add Note**

**Document Templates**

**Funding Agreement**

**Substitute W-9 Form**

**Funding Agreement** - John Smith Today at 7:13 PM



# Audit Requirements



- Federal law requires a non-Federal entity that expends \$750,000 or more in Federal awards during the entity's fiscal year have a single audit conducted for that year (*2 CFR § 200.500(a)*)
- State law requires a local government or public authority that expends \$500,000 or more of State financial awards during a fiscal year have a State Single Audit (*G.S. 159-34*)
- For local governments, this means:
  - If you expend \$750,000 or more in Federal awards and/or expend \$500,000 or more in State awards
  - During a fiscal year
  - Your auditor must conduct a single audit, which includes the audit of Federal and/or State awards, if applicable, and your annual financial audit
- Discuss these requirements with your local auditor to determine the type of audit your local government will require
- When your audit is complete, forward copy to State NCEM Public Assistance at: [public.assistance@ncdps.gov](mailto:public.assistance@ncdps.gov)

# Registration Process Recap

Register for  
Grants  
Portal

- Submit organization information to:  
[pahotline@ncem.org](mailto:pahotline@ncem.org)

Submit RPA

- Submit through Grants Portal

Submit SAA  
and DAA

- Submit Through EmGrants

# Step 3: DOCUMENT Your Expenses

Category B: Emergency Protective Measures

Category Z: Management Costs



# Applicant Eligibility $\neq$ Expense Eligibility

To be eligible for reimbursement, expenses must be:

- Incurred by an eligible applicant
- As a direct result of the event
- Within the area covered under the declaration
- Legal responsibility of the applicant
- Reasonable and necessary



***For now - document, document, document everything!***

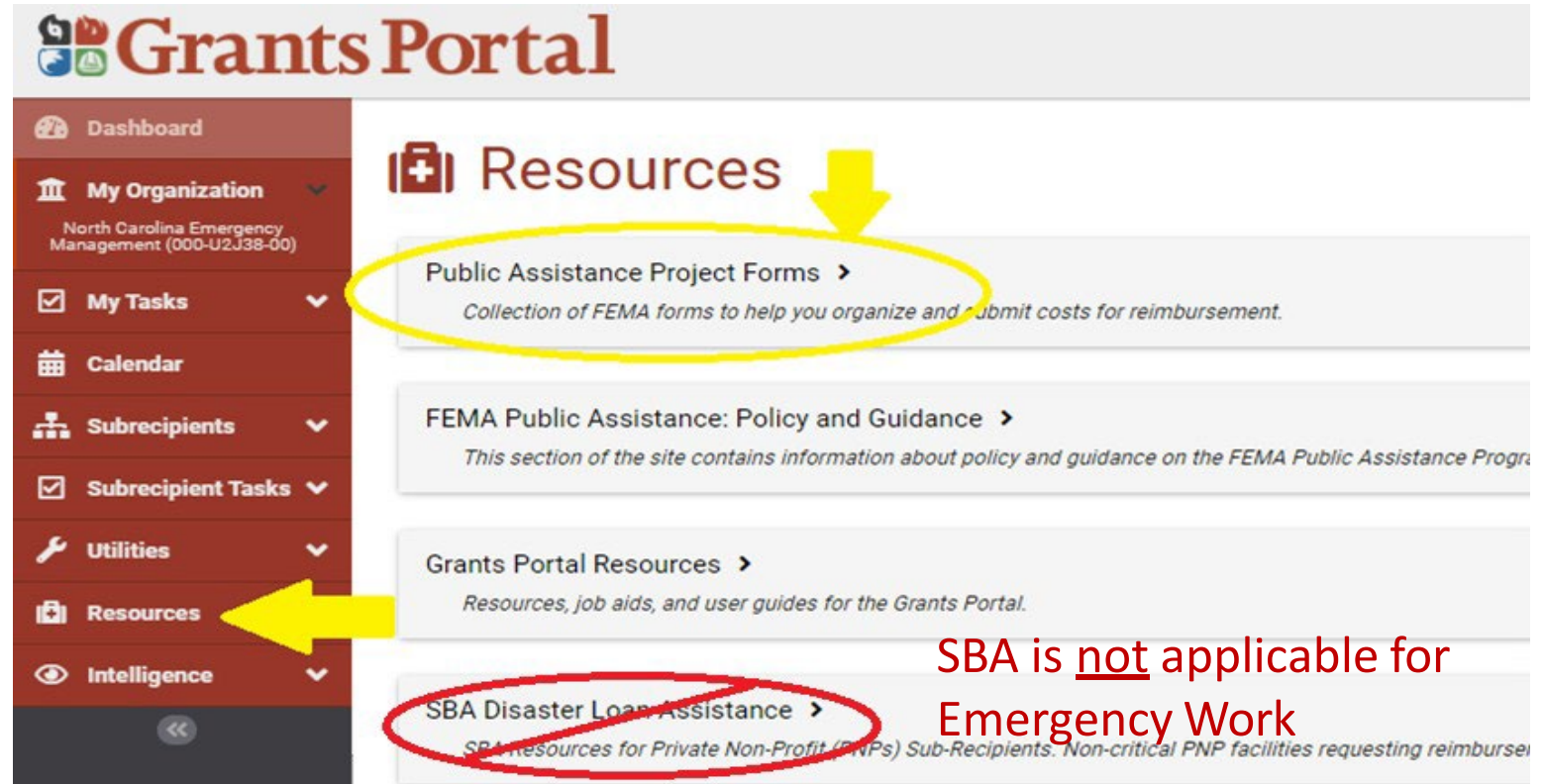
# Document Expenses NOW

- Recovery activities that are evolving
- Guidance will be updated on the [NCEM Public Assistance Website](#) as it is received
- After your RPA is approved, NCEM PA or FEMA will be in touch to guide you through the reimbursement process
- Basic information to track now for reimbursement requests later:
  - Date expenses was incurred
  - Description of expense/work performed
  - How expenses/work performed are related the emergency
  - For equipment, hours used and location
  - Overtime Labor Rates and Fringe Benefit Rate

***For now - document, document, document everything!***

# Document Expenses NOW Example Summary Records

Grants Portal:  
Resources Tab  
provides examples



**Grants Portal**

- Dashboard
- My Organization  
North Carolina Emergency Management (000-U2J38-00)
- My Tasks
- Calendar
- Subrecipients
- Subrecipient Tasks
- Utilities
- Resources**
- Intelligence

## Resources

- Public Assistance Project Forms** →  
*Collection of FEMA forms to help you organize and submit costs for reimbursement.*
- FEMA Public Assistance: Policy and Guidance →  
*This section of the site contains information about policy and guidance on the FEMA Public Assistance Program.*
- Grants Portal Resources →  
*Resources, job aids, and user guides for the Grants Portal.*
- ~~SBA Disaster Loan Assistance~~ →  
*SBA resources for Private Non-Profit (PNPs) Sub-Recipients. Non-critical PNP facilities requesting reimbursement.*

SBA is not applicable for Emergency Work

*Confused about FEMA forms? Create excel spreadsheet to track expenses – FEMA or NCEM PA staff will help you after you have completed registration!*





# Eligible Expenses – Emergency Protective Measures (Category B)



- Management, control and reduction of immediate threats to public health and safety:
  - Emergency Operation Center costs
  - Training specific to the declared event
  - Technical assistance to state, tribal, territorial or local governments on emergency management and control of immediate threats to public health and safety
- Emergency Medical Care/Medical Sheltering
- Household pet sheltering
- Purchase and distribution of food, water, ice, medicine, and other consumable supplies, such as PPE and hazardous material suits
- Movement of supplies and persons
- Security and law enforcement
- Communications of general health and safety information to the public
- Search and rescue to locate and recover members of the population requiring assistance
- Force account overtime costs (only overtime)

*If You're Not Sure the Expense Qualifies, Document Anyway!*

Resources

[FEMA PAPPV V4 Page 110 - CAT B](#)

# FEMA Project Codes

- Types of Costs (Cost Code)

- 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 estimate includes time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing 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	DATES AND HOURS WORKED EACH WEEK				COSTS						
JOB TITLE	DATE						TOTAL HOURS	HOURLY RATE	BENEFIT RATE/HR	TOTAL HOURLY RATE	TOTAL COSTS
NAME	REG.										
JOB TITLE	O.T.										
NAME	REG.										
JOB TITLE	O.T.										
NAME	REG.										
JOB TITLE	O.T.										
NAME	REG.										
JOB TITLE	O.T.										
NAME	REG.										
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

- Don't confuse cost codes in the Grants Portal with eligible expenses

*If you don't know what cost code applies to a specific expense, continue to document your expenses – FEMA or NCEM PA staff will assist you after you have completed registration*

# Small Project Certification

A Small Project Certification allows the sub-recipient the opportunity to complete the certification for their project and not having to upload all the backup documentation, while following the below requirements:

As required by Stafford Act § 312, 42 U.S.C. § 5155, and 2 CFR §200.406 and in accordance with the terms laid out in the Public Assistance Program and Policy Guide, the Subrecipient has either:

- Provided FEMA with insurance documentation; or
- Did not have insurance coverage cover in place for the facility at the time of the declared disaster.
- As required by Stafford Act § 311, 42 U.S.C. § 5154, 44 C.F.R. §§ 206.251-253, and in accordance with the terms laid out in the Public Assistance Program and Policy Guide and FEMA Policy 206-086-1 Public Assistance Policy on Insurance, the Subrecipient has or will obtain insurance coverage for all buildings, contents, equipment and vehicles in an amount equal to or greater than the total claimed cost, prior to any reductions.
- In order to demonstrate compliance with environmental and historic preservation (EHP) laws, regulations, and executive orders, the Subrecipient acknowledges that it may be required to submit documentation, such as a permit, a permit number, or proof of coordination with appropriate agencies.
- The Subrecipient acknowledges that final responsibility for ensuring compliance with EHP laws, regulations, and executive orders remains with FEMA. Failure to obtain and provide all requested federal, state and local documentation could make the project ineligible for funding.

Further, I certify the Subrecipient will maintain **all** documentation that supports this project in its own files in accordance with 2 C.F.R §200.333 as well as state and local record retention requirements.



# Eligible Expenses - Management Costs (Category Z)



Administrative costs incurred in the management of Public Assistance grants

- Applicant may receive up to 5% of project net cost, based on actual costs
- Documentation is required. Will need a Management Cost summary sheet, time sheets and payroll records.

Management Costs are any indirect costs and administrative expenses that are reasonably incurred. Eligible activities may include:

- Conducting PDA's
- Managing grants (e.g., quarterly reporting, closeout, meeting with FEMA/State)



# Management Costs (Category Z) – Documentation Example



MANAGEMENT COST  
DISASTER # \_\_\_\_\_

<b>Date</b>	<b>Employee Name</b>	<b>Title</b>	<b>Hours</b>	<b>Rate w/Benefits</b>	<b>Total</b>	<b>Description of Work Performed</b>
		<b>Total Hrs</b>	0.00	<b>Total Cost</b>	<b>\$0.00</b>	

\*Available in the webinar library

# Large vs. Small Projects

What is a “Project”? – Documentation of eligible expenses, description of work or expenses, and cost estimate

## Project Thresholds:

- Minimum Project Worksheet Amount: **\$3,800**
- Small projects: Less than **\$1,000,000.00**
  - Small project funding is fixed & paid as obligated, whether written on estimated or actual cost
  - Exception: verification of actual insurance proceeds if applicable
- Large projects: **\$1,000,000.00 and Greater**
  - Is offered as a 428 Fixed Cost offer/ need to decline to be reimbursed on actuals
  - Request for Reimbursement
  - Quarterly Progress Report
  - Final Inspection required, 180 days after project is complete.

# Force Account Labor

- Reimbursement for personnel expenses
  - Category B: overtime only
  - Fringe Benefits are eligible
  - Overtime is paid based on personnel policy
  - Reassigned employees paid at their regular rate of pay
  - Overtime and regular time is eligible for temporary employees hired for the disaster
- Provide a copy of current personnel policy and a sample of time sheets

# Force Account Equipment

- Reimbursement for use of applicant-owned equipment
- Examples: Law enforcement and first responder vehicles, mobile command trailers, generators
- Equipment rates:
  - State/Local rates
  - FEMA Schedule of Equipment Rates – 2021
  - Fuel and maintenance is included in equipment rates.

Resource

[2021 Schedule of Equipment Rates](#)



# Materials

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

*Keep all invoices, receipts, inventory control registers, maintenance records, etc. for the duration of the time you work the event.*

# Rented Equipment

- Reimbursement for rental equipment
- Examples: forklifts, fans, tents, generators, etc.
- Be certain to keep your rental agreement
- Retain receipts to validate rented equipment costs
- Fueling costs are eligible, as per the rental agreement.

# Contract Work

- Document your procurement process for all contracts
- Upload your local procurement policy in the Grants Portal
- Reimbursement for hiring outside contractors to perform eligible emergency protective measures work
- Temporary employees are not contractors – they are force account labor
- Check for debarred contractors (EPLS)
  1. [NC electronic Vendor Portal \(ncgov.com\)](https://www.nc.gov)
  2. [www.sam.gov](https://www.sam.gov) – Excluded Parties List System

# Duplication of Benefits

- FEMA will not reimburse for expenses paid for with any other funding sources
- Keep track of ALL expenses, and
- Keep track of which expenses have been paid for with other funds
- Be prepared to demonstrate no duplication of benefits if requested by FEMA

# Procurement Requirements



Federal Procurement Requirements

# Federal Procurement Requirements

- Federal Uniform Guidance (2 CFR Part 200) procurement requirements apply to FEMA Public Assistance grant funds
- Failure to comply with procurement requirements is one of the most common reason for reimbursement denial
- ***Important guidance from FEMA on two procurement requirements:***
  - Exigent or Emergency Circumstances Exception (E/E)
  - Cost Reasonableness Requirements

# Exigent or Emergency Circumstances (E/E)

- Exception to Uniform Guidance competitive procurement requirements
- Only permissible during the actual exigent or emergency circumstances

***Exigency*** - a need to avoid, prevent, or alleviate serious harm or injury, financial or otherwise, to the non-state entity, and use of competitive procurement proposals would prevent the urgent action required to address the situation. Thus, a noncompetitive procurement may be appropriate.

***Emergency*** - a threat to life, public health or safety, or improved property requires immediate action to alleviate the threat.

Resource

[Procurement under Exigent or Emergency Circumstances](#)

# E/E Exception– What Rules Still Apply?

1. Your own local purchasing policies (waiver of policy is determined locally)
2. Required federal contract clauses
  - ✓ [FEMA PDAT Contract Template](#)
3. Bonding requirements for construction contracts costing above Federal Simplified Acquisition Threshold (\$250,000 or more)
4. Contracts must be awarded to a responsible contractor
5. Costs must be reasonable
6. Independent cost or price analysis for contracting costing above Federal Simplified Acquisition Threshold (\$250,000 or more)
7. Cost-plus-percentage-of-cost contracting is prohibited
8. Time and materials contracts must include not-to-exceed cap
9. Documentation and oversight of contractors
10. Conflicts of interest prohibitions (if a conflict of interest is unavoidable due to the exigent or emergency circumstances, must justify in procurement documentation)

Resource →



# Time/Materials and Cost-Plus Contracts

## Time & Materials

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

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

# If You Bid . . . Follow *ALL* Federal Procurement Requirements

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



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

# We're Here to Help!



NCEM Public Assistance Contacts



# NCEM Public Assistance Management



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Charles Edwards, Deputy PAO/ State IBD  
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# Contact NCEM Public Assistance



[PAHotline@ncem.org](mailto:PAHotline@ncem.org)

or

919-825-2548



# Grants Portal Hotline for FEMA Public Assistance



# (866) 337-8448

or

[FEMA-Recovery-PA-Grants@fema.dhs.gov](mailto:FEMA-Recovery-PA-Grants@fema.dhs.gov)





# State Public Assistance Contacts



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## North Carolina Emergency Management



THANK YOU FOR WHAT YOU DO!