



Emergency Management  
NC DEPARTMENT OF PUBLIC SAFETY

# Public Assistance

APPLICANT BRIEFING

Tropical Storm Debby 2024





# Event Details

Declaration – FEMA-EM-3608-NC

Declaration Date – August 8, 2024

Incident Period - August 5, 2024, through August 19, 2024

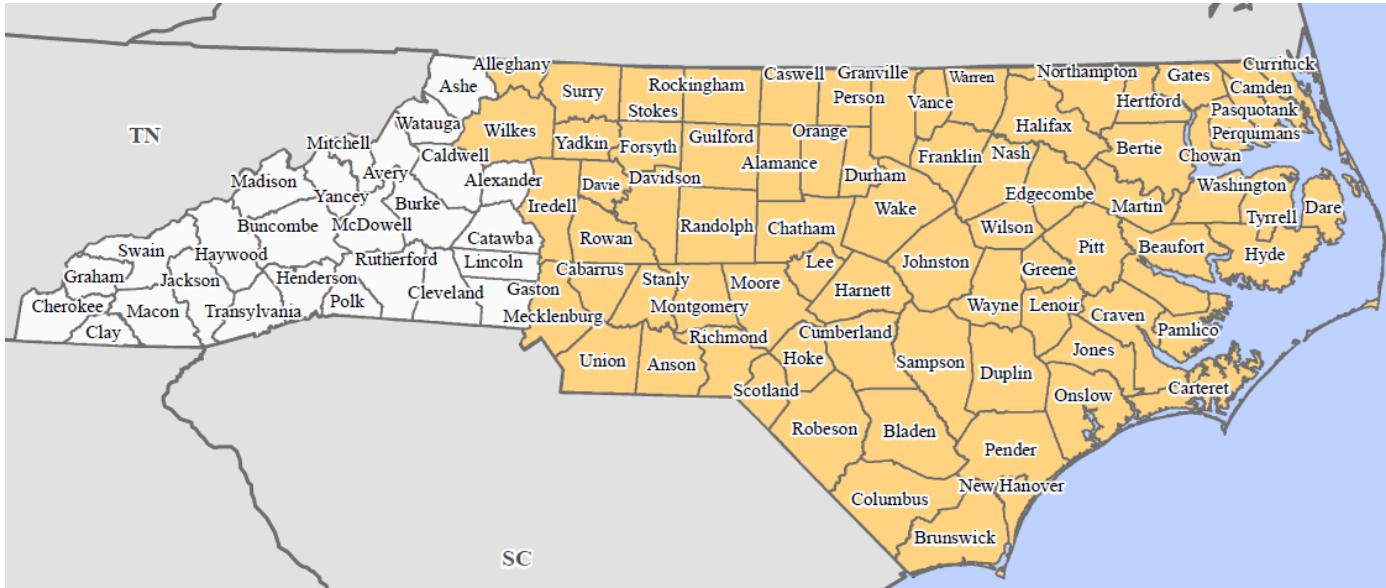
RPA Deadline –September 18, 2024

Declared Categories of Work – CAT B





# Emergency Declaration Map





# AGENDA

- Public Assistance Program Overview
- 3 Steps to Request FEMA Reimbursement
  - Submit a Request for Public Assistance in FEMA's Grants Portal
  - Once Approved, Register in EM Grants (State Portal)
  - Document Expenses
- Procurement
- Contracts and Resources





# FEMA Public Assistance Program

Public Assistance Program Overview  
Public Assistance Application Process





# Public Assistance (PA)

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

**Stafford Act**

Law

**44 CFR**

Program Regulations

**2 CFR**

Procurement  
Requirements

**PA Program & Policy  
Guide (PAPPG)**

Policy





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

-Steps you **MUST** take to start the FEMA Reimbursement Process-

STEP 1  
Request for Public  
Assistance (RPA) in  
Grants Portal

STEP 2  
Register in EM Grants  
(State Portal)

STEP 3  
Document Your  
Expenses

As applicants, you are applying for a grant from FEMA to reimburse for eligible expenditures



# STEP 1: REQUEST for Public Assistance in Grants Portal

FEMA Grants Portal Overview & Registration



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







## FEMA GRANTS PORTAL

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

CREATE	Define/Assign Roles of your personnel within the system
SUBMIT	Request for Public Assistance
ASSIGN	Roles within Grants Portal to organizational staff
UPLOAD	Upload information to document your projects
RECEIVE & RESPOND	Correspondence from FEMA – platform to efficiently submit responses to maintain continuity
UPLOAD & UPDATE	Information related to reimbursement requests (may vary depending on specific expenses)





## Eligible Applicants for Public Assistance

### Public Entities include:

- Electrical Co-Ops
- Counties
- Towns/Cities
- Federally Recognized Tribes
- Public Schools
- Community Colleges
- Water & Sewer Authorities
- Public Transportation Authorities
- Public Housing Authorities
- Regional Councils of Government
- Other Subdivision of State

### Private Non-Profits (PNP) include:

- Community Centers
- Custodial Care Facility
- Emergency Care Facility
- Houses of Worship
- Library
- Medical Care Facility
- Private Colleges
- Assisted Living
- Child Care
- Food Assistance Programs
- Health and Safety Services
- Senior Citizen Center
- Low Income Housing

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





# Request for Public Assistance (RPA)

## What Is The RPA??

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

## Where Do I Get It??

Only available through Grants Portal  
Include UEI number ([www.sam.gov](http://www.sam.gov))

## How Do I Submit It?

Submit through Grants Portal  
Deadline: 30 days after the Declaration Date

***Don't wait!***

The ***reimbursement*** process ***cannot start*** until the RPA is approved!



## Already Registered in Grants Portal?

### Confirm Log In

- NCEM Recovery Staff can reset your password
- If you are not familiar with your PA Grants Manager, email [pahotline@ncdps.gov](mailto:pahotline@ncdps.gov)

### Check Personnel Information

- Make sure all needed personnel are added, and that their information is up to date.

### Ensure All Policies are Up to Date

- Upload recent insurance information, personnel policies, procurement procedures, etc.

### PNP Documentation is Complete and Accurate

- Tax Exempt Certification, Articles of Incorporation, Charter, By-Laws, etc.





# Not Registered for Grants Portal?

## Sign in to Your Account

USERNAME

[Forgot your username?](#)

PASSWORD

[Forgot your password?](#)

**SIGN IN**

[+ Register Your Organization for Public Assistance](#)





## Additional 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, Charters, & By-Laws
- Accreditation (*for private educational organizations only*)

**This Does NOT Apply to Public Entities!**





# Step 2: REGISTER in EM Grants

Once you have received notification that your Request for Public Assistance has been approved, you will need to complete the Funding Agreement in EM Grants (State Portal).





# EM Grants

## Funding Agreement

Generated in EM Grants once RPA is Approved

## SAA

Contract between State and Applicant that authorizes reimbursement payments

## DAA

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

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





To Register  
in EM Grants



## North Carolina Emergency Management

emgrants.nc.gov tracks Emergency Management grants in North Carolina. The system manages the process from application through closeout.

### Returning User Login:

Your session timed out. Please login again.

Email:

Password:

Remember Me

[Sign In](#)

[Register](#)

[Forgot Password?](#)

Several Grants are now open for application.

[APPLY NOW](#)

### 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

[Contact Us](#)





# EM Grants Registration

## Register

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

### Register for Access

Name Prefix:

Male, Executive, Mr., Ms., Dr.

First Name:

Middle Name:

Last Name:

Name Suffix:

Title:

Email:

Phone - Business:

Is Direct Line:

to the number indicated above a direct line to this contact?

Phone - Fax:

Phone - Cell:

Request Type:

Please select your user type:

I am representing North Carolina Emergency Management or FEMA.

I am a representative for an Applicant Organization.

Applicant Organization:

If your specific Applicant Organization does not appear on the list, please select "Create New Applicant Organization" and fill in the required fields.

Requested Permission Level:

Reason for Requested Access:

Program:

- IA State
- PA
- PSMG
- PA
- SPM

Position:

Assignment Description:

If you don't want this user assigned to all Grants & Projects for the given organization, specify the ones which they should be restricted 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 the 'Any Town' software interface. At the top, there are navigation tabs for 'ACCOUNTS', 'PROJECTS', and 'FINANCES'. A search bar is present with the text 'Search Grants, Applicants and Accounts'. On the left-hand side, there is a sidebar menu with categories: 'Create New Request', 'Summary', 'Accounts', 'Projects', 'Payments', and 'Progress Reports'. Under the 'Accounts' category, 'Funding Agreements' is highlighted with a red circle. A dropdown menu is open from the 'Accounts' section, listing various options: 'Requests & Forms', 'Damage Sites', 'Damage Assessments', 'Requests for Assistance', 'Funding Agreements', 'Workflow Requests', 'Appeals', 'Account Closures', 'Listings & Reports', 'Grant Listing', 'Applicant Listing', 'Account Listing', 'Account Contact Listing', and 'Meeting Listing'. 'Funding Agreements' is also highlighted with a red circle in this menu. The main content area shows a table with one row of data:

Grant #	Type	Workflow Step	Days
4407	Generate Funding Agreement Upon Assistance Request Approval	1) Submission	0



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**.

Save Submit More

Summary

Form

Notes

Documents

Workflow

History

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, HIC, DOT, HIC, DEQ, FESA, etc.) that regulates the greatest percentage of your summative 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: Select One

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

Notes

Documents

Workflow

History

**Warning:** 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 P/A 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 P/A Grants Manager to assist you in updating that information.

Designated Representatives

Primary Agent: John Smith - Manager Edit

Generate  
DAA & SAA  
in EM  
Grants





# 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 § 200.501(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
  - Your auditor must conduct a single audit during the fiscal year, 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 a copy to State NCEM Public Assistance at: [pahotline@ncdps.gov](mailto:pahotline@ncdps.gov)

## Registration Process Recap

Submit RPA  
in Grants  
Portal

- Register and Submit a Request for Public Assistance in Grants Portal (<https://grantee.fema.gov/>)

Register in  
EM Grants

- Complete Funding Agreement, DAA, SAA and upload updated W-9 in EM Grants (<https://emgrants.nc.gov/>)



# Step 3: DOCUMENT Your Expenses



Eligible Activities



## Eligibility for Tropical Storm Debby

- For this event, eligible Cat B expenses include:
  - Mass care, including evacuation & shelter support
  - EOC Operation Costs
- To be eligible, costs must satisfy all steps of the eligibility pyramid
- Guidance will be updated on the [NCEM Public Assistance Website](#) as it is received.



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





## Document Expenses NOW

- Basic information to track now for reimbursement requests later:
  - Date expenses were 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

The screenshot shows the Grants Portal interface. On the left is a dark red sidebar with navigation options: Dashboard, My Organization (North Carolina Emergency Management), My Post-Award Ops, My Tasks, Appeal Ops, Calendar, Subrecipient Organizations, Subrecipient Post-Award Ops, Subrecipient Tasks, Utilities, and Intelligence. The main content area is titled 'Resources' and contains a list of links under the heading 'General Resources > Forms'. The links are: 'Collection of PA Project Worksheet Forms' (last updated May 18th, 2022), 'Application for Federal Assistance SF-424' (last updated June 26th, 2020), and 'Federal Financial Report SF-425' (last updated June 26th, 2020). A blue arrow points to the top right corner of the portal header, which contains icons for help, search, notifications (15), and user profile.

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



# Public Assistance Cost Types

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





## 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 and Final Inspection will be required. Will need a Management Cost summary sheet, time sheets and payroll records.
- Eligible costs included, but are not limited, to conducting PDAs, FEMA/State correspondence, and grant management activities.



## Large vs. Small Projects

### Project Thresholds:

- Minimum Project Worksheet Amount: **\$3,900**
- Small projects: Less than **\$1,037,000.00**
  - 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: **\$1,037,000.01 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, 90 days after project is complete.





## Duplication of Benefits

- FEMA will not reimburse for expenses paid for with any other funding sources
- 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
- More information about Uniform Guidance and FEMA Procurement Requirements is available at:

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





## 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)



# 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



# We're Here to Help!



NCEM Public Assistance Contacts





## NCEM Public Assistance Management

Brenda Morris, Deputy Recovery Chief  
919-594-7168 or [Brenda.morris@ncdps.gov](mailto:Brenda.morris@ncdps.gov)

Bob Barker, PA Branch Manager  
919-714-2809 or [bob.barker@ncdps.gov](mailto:bob.barker@ncdps.gov)





## Contact NCEM Public Assistance



[PAHotline@ncdps.gov](mailto:PAHotline@ncdps.gov)



Emergency Management  
NC DEPARTMENT OF PUBLIC SAFETY

# 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)**

