



North Carolina Emergency Management



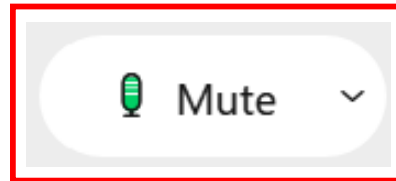
NORTH CAROLINA EMERGENCY MANAGEMENT

Recovery – Public Assistance Program

Overview: FEMA Public Assistance &
State of NC Public Assistance (PA) Programs

Please Stay Muted

Please keep your microphone muted until we've come to a break for questions.
Mute is located in the WebEx controls area.



If You Have 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

- You can type your question in the chat box, or ask them at the noted pauses for questions provided throughout the presentation
- If you have the question, the odds are that *others have that same question*
- If we can't get you the answer during the webinar, we'll get it to you as soon as we can



AGENDA



- Public Assistance program introduction – *Mary Glasscock*
- Public Assistance applicant eligibility types – *Mary Glasscock*
 - FEMA Public Assistance work, facility, cost eligibility
 - State Public Assistance work, facility, cost eligibility
- FEMA Grants Portal to submit and follow projects – *Debra Medina*
- Submitting disaster documentation and details – *Debra Medina*
- Work Categories, Eligibility and Documentation – *Mary Glasscock*
 - Insurance - FEMA’s “obtain and maintain” rule for facilities
 - Other special considerations for FEMA funding
- Documenting the work – *Brian Snell*
- Alternative procedures/PA project mitigation funding – *Brian Snell*
- Debris Operations & Debris Monitoring – *Brian Snell*
- Procurement & contracting under federal guidelines – *Kate Van Tol*
- NCEM Contacts and NCEM/FEMA Resources – *Mary Glasscock*



ANNOUNCEMENT

FEMA PA Procurement & Contracting Webinars



NCEM Recovery/Public Assistance has scheduled two webinars on proper procurement and contracting procedures during a federal disaster declaration.

This training is open to all eligible applicants, state agencies, private nonprofits and others interested in the FEMA Public Assistance program. **Each session will cover the same topics; feel free to attend one or both.*

Session 1 : NCEM – FEMA Procurement/Contracting Webinar

Tuesday, August 3 from 1:00 – 2:00 pm EST

Session 2 : NCEM – FEMA Procurement/Contracting Webinar

Wednesday, August 11 from 1:00 – 2:00 pm EST

NCEM Recovery – Public Assistance Presenters



Kathryn Van Tol
Legal Counsel
NCEM



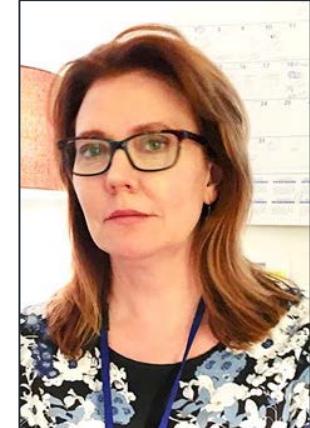
Shonda Corbett
Team Lead
Western NC



Debra Medina
Team Lead
Central NC



Brian Snell
Team Lead
Eastern NC



Mary Glasscock
State Lead
NCEM



Introduction to Public Assistance

FEMA and State of North Carolina Public Assistance Programs

FEMA PA Quick Facts

- Public Assistance is a *reimbursement* program that provides federal or state funding to help communities respond to and recover from disasters;
- To obtain FEMA public assistance in counties that have been approved for federal assistance, applicants must submit an official *Request for Public Assistance* (RPAs) within 30 days of the FEMA disaster declaration date;
- For State public assistance that meet the \$10,000 or > 1% of their operating budget, the local government or county *must notify* a NCEM PA Team Lead or PA leadership of their damages;
- Nonprofits that are non-critical according to FEMA will need to submit additional documentation and *apply first to the SBA* for a low-interest disaster loan before applying to FEMA via the FEMA Grants Portal.

FEMA **obligates** funds and drops those funds to NCEM once a project **meets all eligibility requirements and is approved by FEMA**. Then NCEM, as Recipient, will **pay** NC's Subrecipients.

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 agenciesEstablishes Joint Field OfficeCollects project and cost dataApproves grants and obligates fundsProvides Technical Assistance	<ul style="list-style-type: none">Educates subrecipientsWorks with FEMA to manage Public Assistance ProgramCollects project and cost dataDisburses grants to applicants (Ex: Community, county, local public entity)Monitors and manages use of grants by subrecipients	<ul style="list-style-type: none">Requests assistanceIdentifies damaged facilitiesProvides information to support requestMaintains accurate documentationPerforms 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.



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)

Alamance	Central	\$587,899.59	List
Alexander	Western	\$144,688.55	List
Alleghany	Western	\$43,392.95	List
Anson	Central	\$104,827.72	List
Ashe	Western	\$106,123.09	List
Avery	Western	\$69,230.33	List
Beaufort	Eastern	\$185,782.51	List
Bertie	Eastern	\$82,786.98	List
Bladen	Eastern	\$136,889.10	List
Brunswick	Eastern	\$417,906.59	List
Buncombe	Western	\$927,057.02	List
Burke	Western	\$353,647.68	List
Cabarrus	Western	\$692,462.79	List
Caldwell	Western	\$322,982.81	List
Camden	Eastern	\$38,822.20	List
Carteret	Eastern	\$258,564.41	List
Caswell	Central	\$92,266.91	List
Catawba	Western	\$600,452.62	List
Chatham	Central	\$247,034.45	List
Cherokee	Western	\$106,757.16	List
Chowan	Eastern	\$57,544.77	List
Clay	Western	\$41,183.43	List
Cleveland	Western	\$381,523.42	List
Columbus	Eastern	\$226,001.22	List
Craven	Eastern	\$402,634.45	List
Cumberland	Eastern	\$1,242,586.59	List
Currituck	Eastern	\$91,597.83	List



County PA Cost Thresholds
as of 7/19/2021 using 2010 census

Dare	Eastern	\$131,948.80	List
Davidson	Central	\$633,595.42	List
Davie	Central	\$160,423.60	List
Duplin	Eastern	\$227,584.45	List
Durham	Central	\$1,040,913.43	List
Edgecombe	Central	\$219,987.28	List
Forsyth	Central	\$1,364,106.30	List
Franklin	Central	\$235,807.91	List
Gaston	Western	\$801,674.54	List
Gates	Eastern	\$47,446.33	List
Graham	Western	\$34,469.29	List



County PA Cost Thresholds
as of 7/19/2021 using 2010 census

Granville	Central	\$233,073.24	List
Greene	Eastern	\$83,098.18	List
Guilford	Central	\$1,899,899.34	List
Halifax	Central	\$212,747.99	List
Harnett	Central	\$446,097.42	List
Haywood	Western	\$229,650.04	List
Henderson	Western	\$415,218.60	List
Hertford	Eastern	\$95,962.41	List
Hoke	Eastern	\$182,643.28	List
Hyde	Eastern	\$22,600.90	List
Iredell	Western	\$620,209.93	List
Jackson	Western	\$156,654.19	List
Johnston	Central	\$656,935.42	List
Jones	Eastern	\$39,495.17	List
Lee	Central	\$225,098.74	List
Lenoir	Eastern	\$231,435.55	List

Lincoln	Western	\$304,450.85	List
Macon	Western	\$131,956.58	List
Madison	Western	\$80,771.96	List
Martin	Eastern	\$95,324.45	List
McDowell	Western	\$175,034.44	List
Mecklenburg	Western	\$3,577,352.92	List
Mitchell	Western	\$60,602.31	List
Montgomery	Central	\$108,134.22	List
Moore	Central	\$343,280.83	List
Nash	Central	\$372,817.60	List
New Hanover	Eastern	\$788,374.63	List
Northampton	Central	\$85,965.11	List
Onslow	Eastern	\$691,533.08	List
Orange	Central	\$520,485.89	List
Pamlico	Eastern	\$51,130.16	List
Pasquotank	Eastern	\$158,171.29	List
Pender	Eastern	\$203,124.13	List
Perquimans	Eastern	\$52,332.17	List
Person	Central	\$153,514.96	List
Pitt	Eastern	\$654,095.72	List
Polk	Western	\$79,783.90	List
Randolph	Central	\$551,415.28	List
Richmond	Central	\$181,425.71	List
Robeson	Eastern	\$521,913.52	List
Rockingham	Central	\$364,271.27	List
Rowan	Western	\$538,484.92	List



County PA Cost Thresholds
as of 7/19/2021 using 2010 census

Rutherford	Western	\$263,780.90	List
Sampson	Eastern	\$246,746.59	List
Scotland	Central	\$140,650.73	List
Stanly	Western	\$235,675.65	List
Stokes	Central	\$184,389.89	List



County PA Cost Thresholds
as of 7/19/2021 using 2010 census

Surry	Central	\$286,587.97	List
Swain	Western	\$54,386.09	List
Transylvania	Western	\$128,720.10	List
Tyrrell	Eastern	\$17,143.23	List
Union	Western	\$783,025.88	List
Vance	Central	\$176,691.58	List
Wake	Central	\$3,504,862.77	List
Warren	Central	\$81,581.08	List
Washington	Eastern	\$51,456.92	List
Watauga	Western	\$198,697.31	List
Wayne	Eastern	\$477,003.47	List
Wilkes	Western	\$269,732.60	List
Wilson	Central	\$316,000.26	List
Yadkin	Central	\$149,399.34	List
Yancey	Western	\$69,312.02	List

Central Total:

Eastern Total:

Western Total:

State Total: \$14,779,998.65

FEMA's Public Assistance (PA) Program



Provides grants to eligible State and local governments, and certain private non-profits (“Subrecipients”) to assist with the cost of responding to and recovering from many kinds of potential disasters.

The term Applicant and Subrecipient are used interchangeably, though technically you are an Applicant until your RPA is approved by FEMA. Then you become a Subrecipient of FEMA PA funds.

Governing Laws, Regulations, and Policies

Stafford Act
Law

44 CFR
Program Regulations

2 CFR
Procurement Requirements

PA Program & Policy Guide (PAPPG)
Policy



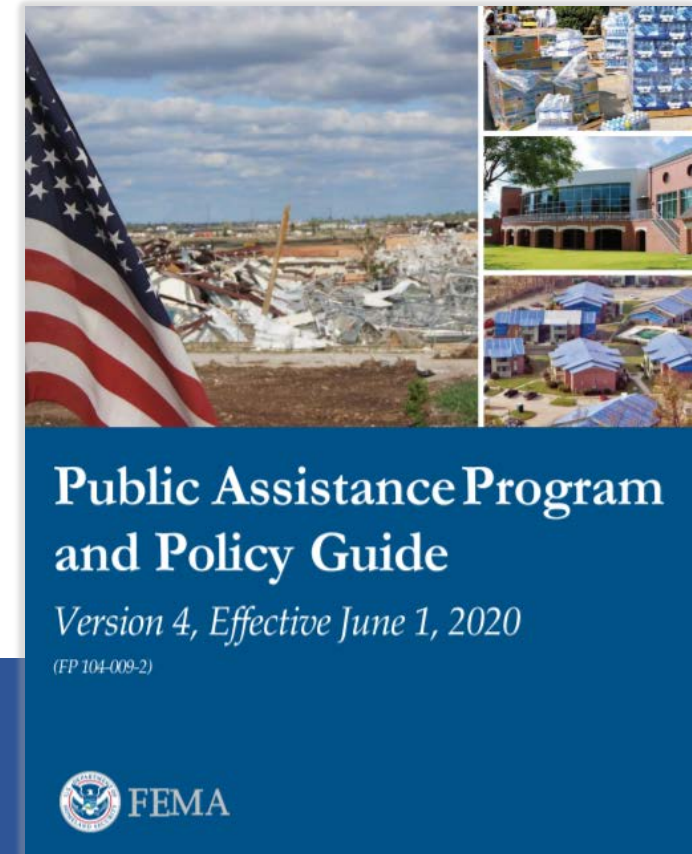
[44 CFR Subpart H - Eligibility](#)



[The Stafford Act](#)

FEMA Public Assistance Program – Eligibility

Applicant | Facility | Work | Costs



[Link to the latest June 1, 2020 PAPPG](#)

The Four Basic Elements of Eligibility

Applicant: State, Local, Tribal, Territorial governments, and certain private nonprofit organizations (PNPs) are eligible Applicants for Public Assistance.

- The [Public Assistance applicant](#) (then subrecipient) is responsible for demonstrating that each component of the pyramid is eligible by providing supporting documentation at each step.

Facility: Facilities must be owned and maintained by the entity or organization that has legal responsibility to make repairs. Damaged facilities must have been active and operational at the start of the incident period.

- A facility (culvert, roof, playground, road, laboratory) that has not been maintained may be deemed **ineligible** by FEMA due to deferred maintenance issues. FEMA will review maintenance records to qualify damage costs on damaged facilities.

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 a 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.
 - Example PA 406 mitigation measures may be reviewed in the [PAPPG at Appendix J](#).
-

Cost: To be eligible for reimbursement under the Public Assistance Program, costs must be directly tied to the performance of 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.

Who Is The Applicant?

Private Non-Profits (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
- PNP's must provide a list of services they provide, and when and to whom (have a calendar of activities ready to upload)
- For Permanent work repairs, **Non-Critical PNP's must** apply to the Small Business Administration (SBA) to be eligible for Public Assistance

Units of Government:

- Individual departments should not create their own independent organizational profile
 - *Example:* Office of Sheriff should be included under County
 - *Example:* City Public Works Department should be included under City
 - *Example:* Individual public school will roll up under Board of Education/other LEA
- Individual departments will always submit for reimbursement through their unit of government

Resource

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

All Eligible Applicants Should Register



Public Entities include:

- Counties
- Cities
- Public Schools
- Community Colleges
- Public K – 12 Schools & Universities
- 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
- Private K – 12 schools
- Emergency Services
- Private PNP Colleges & universities
- 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 Non-Profit Qualifies? Register Anyway!



Non-Critical Private Nonprofits



Private Nonprofits that have facilities that provide services such as electricity or natural gas; water, sewer, wastewater services; emergency response; medical care; K – 12 education; and institutions of higher education are considered critical PNP's.

Nonprofits that provide non-critical services must meet the requirement of being **open to the general public**:

- Access to the facility is not prohibited with gates or other barrier systems
- Any membership fees are reasonable, nominal, can be sliding-scale/waived, inclusive
- Additionally, they must own or operate an eligible facility that provides an eligible service

As a **non-critical** private nonprofit, **application must first be made to the SBA** for a low-interest disaster loan before applying to FEMA for Public Assistance. The PNP does not have to take the loan from the SBA, but FEMA will deduct the loan amount from the damage costs that they determine are eligible for Public Assistance.

Non-Critical Private Nonprofits include: senior citizen and community centers, food programs, educational enrichment activities, custodial and day care services, disability residential services, libraries, museums, houses of worship, assisted living and low-income housing, homeless shelters and rehabilitation services, and performing and community arts centers.



About Private Nonprofits and Donated Goods and Volunteer Services



Individuals and organizations often donate resources to assist with response and recovery activities. For example, providing water, meals, transportation, shelter and other services.

FEMA does not provide PA funding for donated goods, volunteer services, or volunteer transport and sheltering after a disaster.

Circumstances that *may* allow an eligible private nonprofit, critical and non-critical, to be reimbursed for costs associated with emergency sheltering or feeding operations for disaster survivors **if that sheltering or feeding center was accomplished at the request of the State, County or Local Government and an MOA is in place.**

FEMA recognizes that sheltering occurs in facilities with large open spaces, such as schools, houses of worship, community centers, or other similar facilities.

NC law §166A-19.41(b)(2) **State Emergency Assistance Funds** (Type I) for Public Assistance

State Public Assistance follows the general policies and guidance of FEMA's PA program. For a state declaration, three categories of work are available: **debris operations, emergency protective measures, and roads/bridges.** Assistance is also available for case management and transportation.

State emergency assistance in the form of public assistance grants may be made available to eligible entities located *within the emergency area* on the following terms and conditions:

- The eligible entity suffers a minimum of ten thousand dollars (\$10,000) in uninsurable losses.
- The eligible entity suffers uninsurable losses in an amount equal to or exceeding one percent (1%) of their annual operating budget.

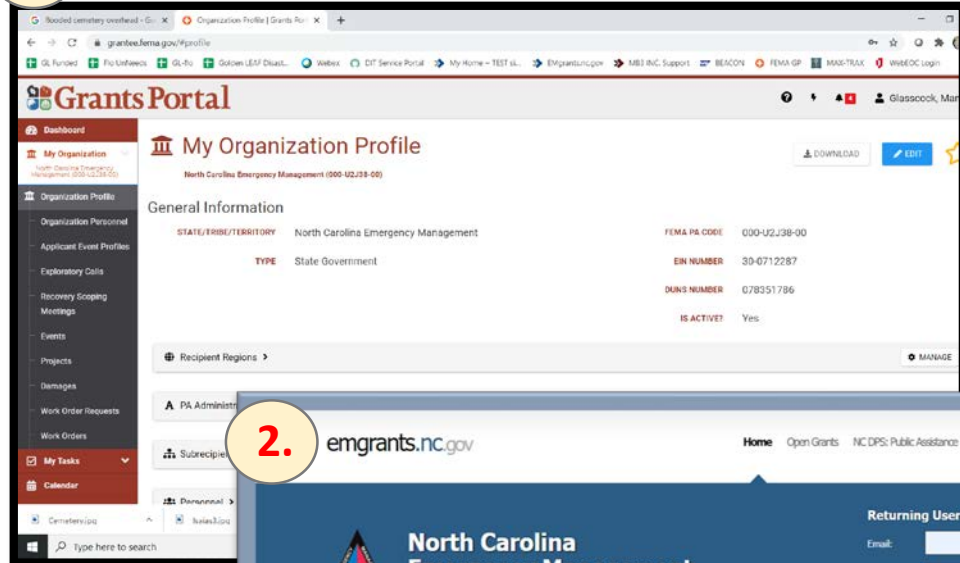
NC law §166A-19.41(b)(2) State Emergency Assistance Funds (Type I) for Public Assistance

- The eligible entity needs to have an **approved** hazard mitigation plan.
- The eligible entity needs to be participating in the National Flood Insurance Program in order to receive public assistance for **flooding** damage.
- The eligible entity has **declared** a State of Emergency for the event.
- Eligible entities shall be required to provide non-State matching funds **equal to twenty-five percent (25%)** of the eligible costs of the public assistance grant.
- An eligible entity that receives a public assistance grant pursuant to this subsection may use the grant for the following purposes only:
 1. Debris clearance
 2. Emergency protective measures
 3. Roads and bridges

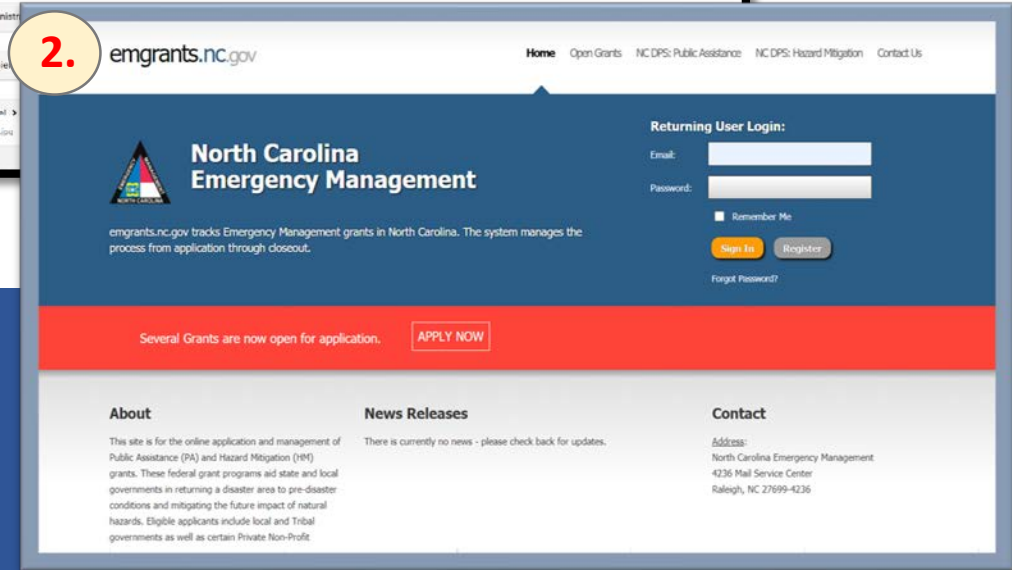
Step 1: REGISTER in FEMA Grants Portal & NCEM's EMGrants

Online Project Management

1.



2.



Not Registered With FEMA 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 in advance to provide all of your organization's information in one sitting** including both your DUNS and EIN. More is required if you are a private Nonprofit (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 navigation icons. On the right, there is a user profile for 'Glasscock, Mar...'. A left-hand navigation menu includes 'Dashboard', 'My Organizations', 'My Post-Award Ops', 'My Tasks', 'Calendar', and 'Subrecipient Organizations'. A yellow arrow points from the 'My Organizations' menu item to the main content area. The main content area is titled 'Subrecipient Organization Profiles' and includes a 'CANCEL' button. Below the title is a breadcrumb: 'North Carolina Emergency Management (000-U2J38-00) / Add Subrecipient Organization'. A blue banner with an information icon says 'Let's add your organization!' and 'Please follow along in the wizard below.' Below this is a progress bar with five steps: 1. Basic Information (active), 2. Contact Info, 3. Locations, 4. Facilities, and 5. Complete Access Request. Navigation buttons for 'PREV' and 'NEXT' are on the right. The main form area shows 'REQUESTING ORGANIZATION' as 'North Carolina Emergency Management' and contains four input fields: '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@cityofws.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>

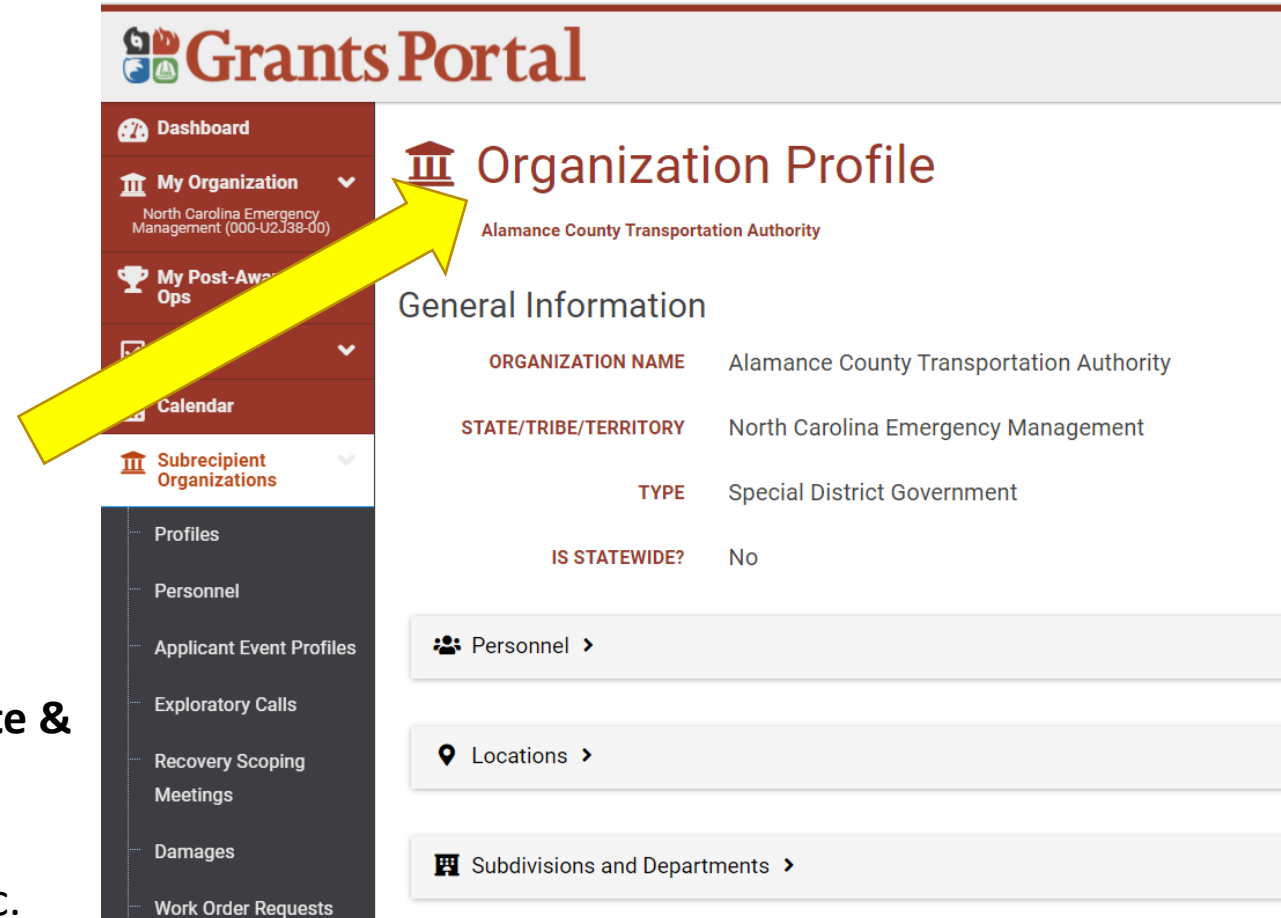
Step 2: Click on this link to start your registration

Registration in FEMA Grants Portal is One and Done!

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



- Confirm that you can log in
- Update personnel & facility or location information
 - Update all necessary/involved personnel
 - Ensure contact information is up to date
- Ensure all necessary policies are up to date
 - Most recent Insurance Information
 - Procurement Policy
 - Maintenance Records
 - Most recent Personnel Policy
- PNPs Only: Ensure your PNP documentation is complete & accurate
 - Tax Exempt Certification
 - Articles of Incorporation, Charter, By-Laws, etc.



Grants Portal

Organization Profile
Alamance County Transportation Authority

General Information

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

Personnel >

Locations >

Subdivisions and Departments >

Subrecipient Organizations

- Profiles
- Personnel
- Applicant Event Profiles
- Exploratory Calls
- Recovery Scoping Meetings
- Damages
- Work Order Requests

All NCEM PA staff can reset your password and answer registration questions, so reach out to your NCEM PA Grants Manager for help if you need any help.



EMGrants.nc.org

Request Payment from NCEM &
Submit Time Sensitive Requests and Documents

EMGrants – Getting Paid & Tracking Project Statuses after FEMA Approves Your Projects



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.

Subrecipients can now log into EMGrants to initiate and track:

- Requests for Cost Reimbursement (or "RFR's")
- Time Extension requests to complete work (reason)
- Scope of Work change Requests (reason)
- Closeout Requests/Final Inspections
- FEMA-required quarterly reports
- Appeal Requests (call your Grants Manager too)

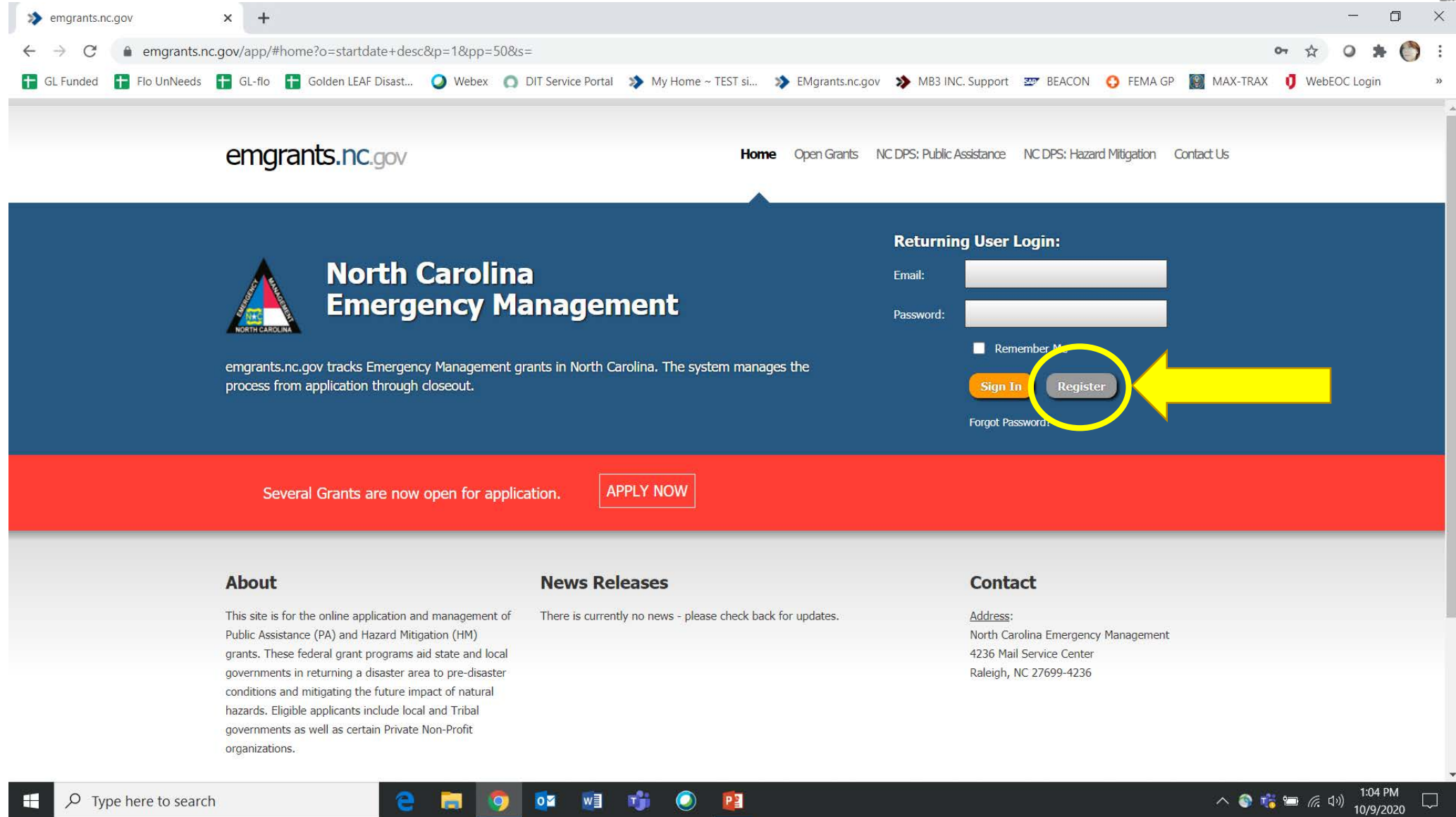


Resource

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

EMGrants – Registration #1

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 shows several open tabs, including "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 includes the logo for `emgrants.nc.gov` 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 features the North Carolina Emergency Management logo and the text: "emgrants.nc.gov tracks Emergency Management grants in North Carolina. The system manages the process from application through closeout."

On the right side, there is a "Returning User Login:" section with input fields for "Email:" and "Password:". Below these fields is a "Remember Me" checkbox and two buttons: "Sign In" and "Register". A yellow circle highlights the "Register" button, and a yellow arrow points to it from the right.

Below the main content area, a red banner contains the text "Several Grants are now open for application." and a 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" and several application icons. The system tray on the right shows the time as 1:04 PM on 10/9/2020.

EMGrants – Registration #2

Title:

Email:

Phone - Business:

Is Direct Line:

Phone - Fax:

Phone - Cell:

Request Type:

Please select your user type:

Applicant Organization:

- 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)

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:

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](#)

4487 COVID-19 (PA) > Any Town

Account for 4487 (PA) - Any Town

Opening

Your organization will look like this example



New Meeting Compose Email Create New Request Create New Project More

- 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

Access to both the **FEMA Grants Portal** and **EMGrants** is required 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.

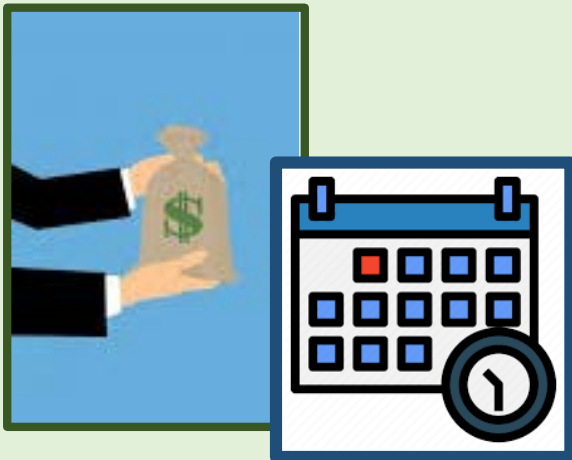
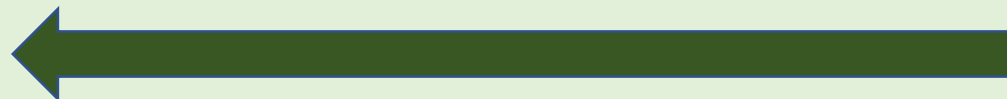
- Must be registered
- Submit your projects
- Submit your costs
- Review project activities



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 Paid
- Time Extension Requests
- Scope Change Requests
- Project Closeout Requests







Questions?



Step 2: SUBMIT Disaster Documents

Required by the State and FEMA

Required Actions for FEMA and NCEM: Kicking Off the Public Assistance Declaration

Disaster Event Required Actions	Where to Submit
1. Request for Public Assistance (RPA)	Complete in FEMA Grants Portal
2. Funding Agreement - State-Applicant Disaster Assistance Agreement (SAA) and Designation of Applicant’s Agent (DAA)	Complete NCEM’s funding agreement <u>online</u> in EMGrants
<p style="text-align: center;">  Is your W-9 up to date? If not, contact your Grants Manager.  </p>	

The **FEMA RPA** & the **NCEM Funding Agreement** are **both** required for each disaster event.

NCEM's Funding Agreement: The State/Applicant Disaster Assistance Agreement (SAA)

What Is This?

This agreement serves as a contract between the State and the Applicant that authorizes reimbursement payments. *You'll need your Tax ID number.*

Where Do I Get It?

In EMGrants, at the Funding Agreement section, after you log in. You must have first submitted your RPA in the FEMA Grants Portal and have been approved for the disaster before you can access this agreement in EMGrants.

How Do I Submit It?

Submission of the Funding Agreement is part of the EMGrants process. It's step by step and easy to follow until you hit submit.

NCEM's Funding Agreement: Designate Official Applicant Agents (DAA)

What Is This?

Designates the organizational personnel who will be the two primary contacts and signatories for the Applicant

Where Do I Get It?

This is located within the Funding Agreement in EMGrants. You'll be prompted throughout the process.

How Do I Submit It?

Within EMGrants, which serves as the system of record for all documents required to receive payments from NCEM.

Resource

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

Additional Documentation Required by FEMA for all Private Nonprofits (PNP)

Private Nonprofits must upload PNP specific documents during the RPA submission:

- ✓ Tax Exemption Certification with either:
 - IRS Letter showing 501 (c),(d) or (e) status, *or*
 - NC Secretary of State Tax Exempt Letter
 - Proof of Ownership (*deed*) or Legal Responsibility (*lease*) for facilities
- ✓ PNP Documents: Articles of Incorporation, Charter, By-Laws
- ✓ Private *educational* PNP's must be properly accredited and provide that accreditation in FEMA Grants Portal during the RPA process

FEMA PA is not available to private for-profit small businesses, for-profit corporations, or other for-profit entities.

What Happens Next?

FEMA Next Steps

- A FEMA Program Delivery Manager (PDMG) will be **assigned**, and will kick off the FEMA PA process along with NCEM PA Grants Managers.
- Your PDMG will **reach out** to do an exploration call to discuss the damages.
- Next, you will have a recovery scoping meeting, where more **details** on damages and related expenses will be reviewed.

NCEM Next Steps

- **Confirm** you are registered with NCEM's EMGrants and staff contact info is accurate.
- Your already-assigned [NCEM PA Grants Manager](#) will **reach out** to you about the disaster event.
- If you have **questions** about anything you are advised about or asked regarding the PA program and you have questions, feel free to reach out to your NCEM PA Grants Manager.

FEMA and NCEM will each work with you to keep you on pace; timelines are critical. *If you have not heard from FEMA or NCEM within 10 days of getting an approved RPA, please get with someone [on this map](#).*

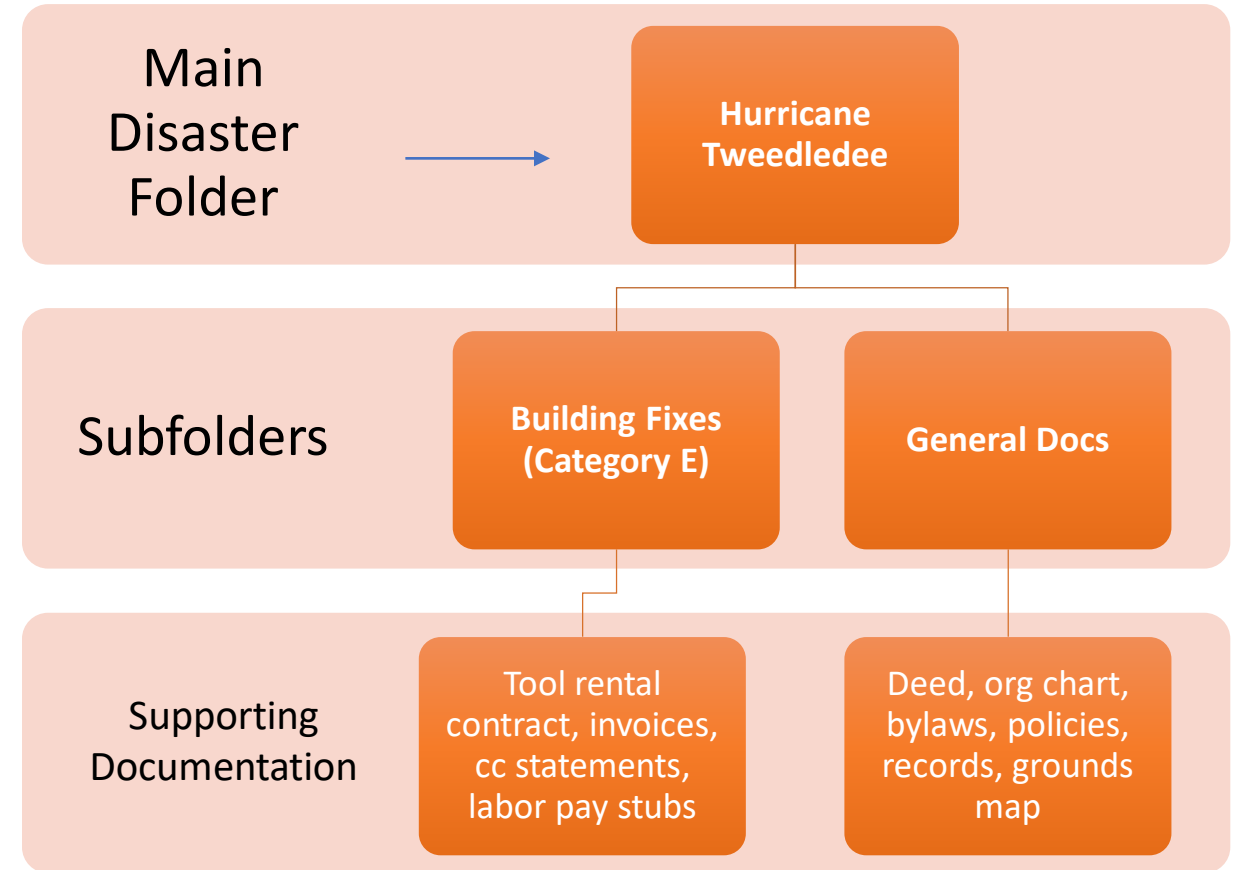
Helpful: in advance of the next disaster

Put a system in place for disaster events that helps you track your costs and proof of expenses.

1. Create a **place on your computer** that is easily accessible and read to upload expenses into FEMA Grants Portal.
2. In that place, **create a general folder and folders for the relevant FEMA categories of work***. Upload your receipts, rental contracts, procurements, invoices, and proof of payment to the category of work folders.
3. In the **general folder**, store a copy of your latest personnel policy, insurance records, maintenance records, a map of your facility locations, and other items.

**Thank you, MN DPS.*

Example system

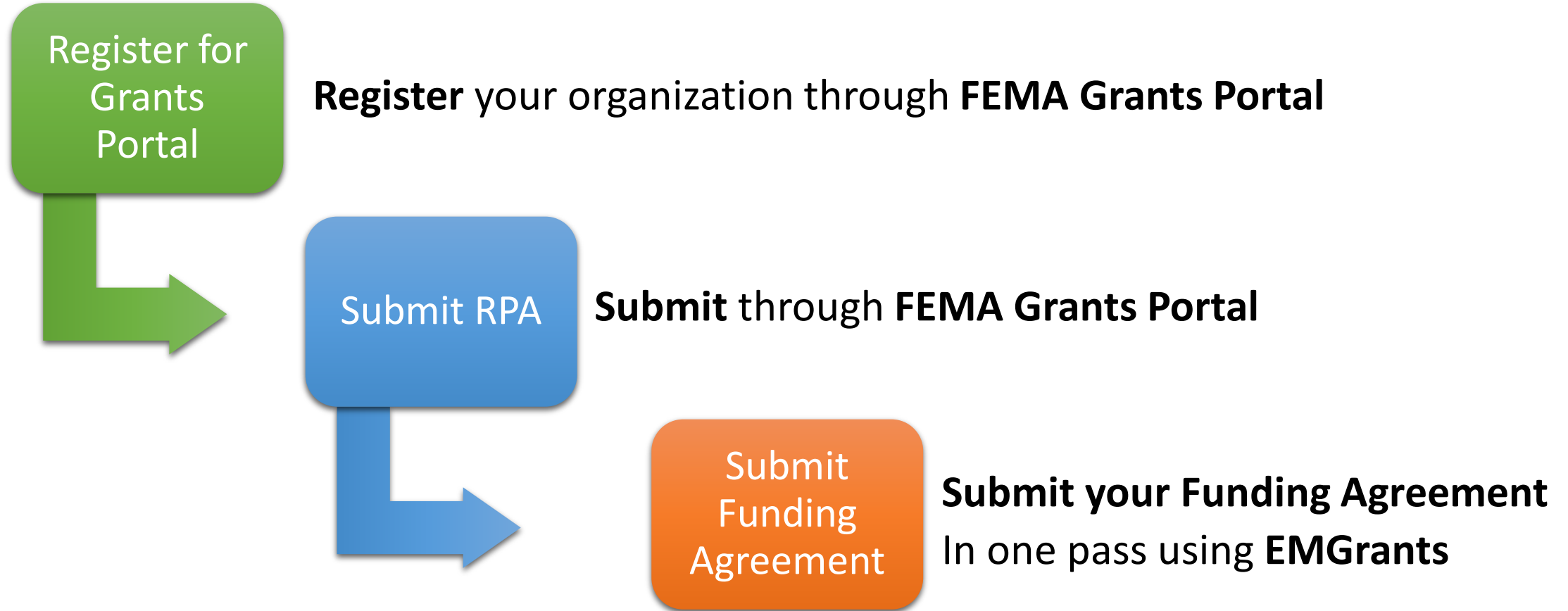


Audit Requirements

	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 must have.
- When your audit is complete, upload a copy to your home page in EMGrants and notify your NCEM PA Grants Manager.

PA Registration Process Recap





Questions?



WORK ELIGIBILITY

What FEMA funds for Public Assistance

FEMA PA Cost Thresholds & Reimbursement Basics

As of October 1, 2020

Project Minimum: \$3,320

Large Project Threshold: \$132,800

Small Projects – can be paid on estimated costs and do not need supporting documentation submitted to FEMA or NCEM (**Exception:** insurance proceed documentation **must** be provided to FEMA for small projects that require or have insurance)

Large Projects – paid on a fixed-cost offer from FEMA and requires all relevant documentation, including personnel policies, insurance coverage, 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 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
 - FEMA may pay both Regular and OT for temporary staff
 - FEMA has very specific rules about non-budgeted and reassigned full-time staff.

If you need more than six months to complete emergency work, you **must ask** NCEM to get you the additional time. **Beyond eighteen months**, FEMA must approve time extensions.

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 (OT) 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 and OT Policy Guidance](#)

Work or Activity Timelines

Debris clearance (A)	6
Emergency work (B)	6
Permanent work (C – G & Z)	18

} Months

Time Extension Requests

Based on “extenuating circumstances or unusual project requirements beyond the control of the subrecipient, **the Recipient (NCEM) may extend the deadlines** for an additional 6 months for debris clearance and emergency work, and an additional 30 months **on a project by project basis for permanent work.**”



Requests for time extensions “**beyond the recipient's authority** shall be submitted by the recipient to the **(FEMA) Regional Administrator and shall include the following**”:

- (1) The dates and provisions of all previous time extensions on the project; and
- (2) A detailed justification for the delay and a projected completion date.

Category Z Projects for Your Management Costs

Management Costs (Category Z) – subrecipients and recipients of FEMA PA funds may be reimbursed up to 5%* of their total eligible work costs to assist with disaster recovery.

All Category Z projects require Quarterly Reporting

Examples of indirect and direct costs include, but are not limited to:

- Attending a FEMA or NCEM webinar or training related to the disaster
 - 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)

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



[FEMA PA Management Costs Policies](#)



Questions?



EXPENSES



DOCUMENT the Work

Document Your Activities and Expenses Thoroughly

Types of Costs

FEMA Costs

- Labor
- Equipment Used
- Materials Used
- 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 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 along with a sample of your actual time sheets.
Upload these into FEMA Grants Portal.

Force Account Labor – Personnel Policies Overtime Pay and Hazard Duty Pay

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”* will not be reimbursable
3. Cannot make overtime rate **higher** in a federally declared disaster than in a non-federally declared disaster (Ex. *“The Town will pay double-time during federal disasters.”*)
4. Cannot make award of overtime **contingent** on receipt of federal funds
 - No - *“In the event of a federally declared disaster, overtime will be paid.”*
 - No - *“Overtime will be awarded subject to FEMA reimbursement.”*

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.



Resource

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

Rented Equipment

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

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



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

Contract Work

- Reimbursement available to hire 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)



Resource

✓ www.sam.gov – Excluded Parties List System

- Document your procurement process for all contracts
- Upload your local procurement policy in the Grants Portal

Insurance – Actual vs. Anticipated

FEMA cannot provide Public Assistance funding that duplicates insurance proceeds.

Consequently, FEMA reduces eligible 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 is unknown. FEMA will adjust the eligible costs in the project based on the actual amount of insurance proceeds the Applicant receives.

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 take reasonable efforts to pursue claims to recover insurance proceeds that it is entitled to receive from its insurer(s).*

If the applicant is told by their agent that no more insurance is coming, the applicant must provide a letter from the insurer’s head office/senior manager that no more insurance will be paid. A letter from your local agent rarely works. Also notify your NCEM Grants Manager.

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 requirement as a condition of FEMA assistance.
- FEMA applies this requirement to buildings, contents, equipment, and vehicles.
- FEMA does not require applicants to obtain and maintain insurance for temporary facilities.

The Stafford Act requires that applicants insure facilities and their contents with the “types and extent” of insurance that is reasonably available, adequate, and necessary to protect against future loss to the property. Types refers to the hazard(s) that caused the disaster-related damage and extent refers to the amount of insurance required.

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.

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



Environmental & Historic Preservation

Several statutes, Executive Orders, and regulations establish requirements to protect the environment and preserve the Nation's historic and prehistoric resources.

- FEMA must review each Public Assistance project to ensure the work complies with applicable Federal environmental and historic preservation laws and their implementing regulations, and applicable Executive Orders.
- FEMA will consult with your local and state environmental and historical preservation officials during this process.
- The Applicant 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.



Questions?



ALTERNATIVE PROJECTS & MITIGATION FOR PA PROJECTS

Building Back Smarter

Alternative Procedures *aka* 428 Projects

For Permanent Work (Large Projects Only)

- Allows grants based on fixed estimates (also called fixed-cost or capped projects.)
- Subrecipient accepts responsibility for actual cost over-runs above estimate; applicant can use excess funds for FEMA-approved purpose.
- Consolidation of multiple permanent work PW's across categories.
- 406 Hazard Mitigation funding can be included in fixed amount.



Alternative Procedures (428 project)

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

- Fixed costs offers from FEMA are the default in FEMA Grants Portal
 - You have 30 days to *accept or reject* this fixed-cost offer
 - You have 18 months to identify an alternate project to FEMA

About the 50% Rule (*aka* Repair vs. Replacement)

If you have eligible **facility or facilities** that have been **substantially damaged**, especially those facilities that have been **repetitively damaged** by the same type of disaster event, please talk with FEMA during the **project development process** to see if your organization will qualify for **additional mitigation** measures. - [44 CFR Section 206.226 \(d\)\(1\)](#)

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.*



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

FEMA PA/406 Mitigation Buildings



The Imperial Center – City of Rocky Mount



Questions?





DEBRIS

Debris Operations & Debris Monitoring

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

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 beforehand if local government is interested in removing debris (Phase II)

Road Systems: Local/Municipal

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

Debris Site & Documentation Considerations

Debris Management Sites

- Pre-Disaster Needs
 - Identify Debris Management Site (DMS) locations with NCDEQ, 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
 - Do you need to request a time extension through EMGrants?
- FEMA PA now allows applicants to be reimbursed for straight time labor

Resource



[NC DEQ Solid Waste – Disaster 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 managed what
 - ✓ Document quantities with normal units of measurement (cubic yards or tonnage)
- 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) – [FEMA tracking log here](#).



[FEMA Debris Monitoring Guide – *New* – March 2021](#)



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 in 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 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



Debris removal from private but ungated and accessible communities that has received approval by FEMA for reimbursement must still be the applicant'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 by FEMA is very rare and must be approved by the disaster's Field Coordinating Officer.

Top Disaster Debris Issues



- Improper procurement of debris contractors
 - Failure to ensure proper permitting is in place for debris sites
 - No documented debris estimates or images
 - Ineligible sole source contract (extending sole source beyond emergency circumstances)
- Improper contracts and unit costs for debris ops
 - Insufficient or no monitoring
 - Failure to comply with environmental or historical requirements
 - Not having contact info for necessary staff at assisting agencies
 - Poorly organized debris response



Questions?



Procurement Requirements

Federal Procurement Requirements for FEMA 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

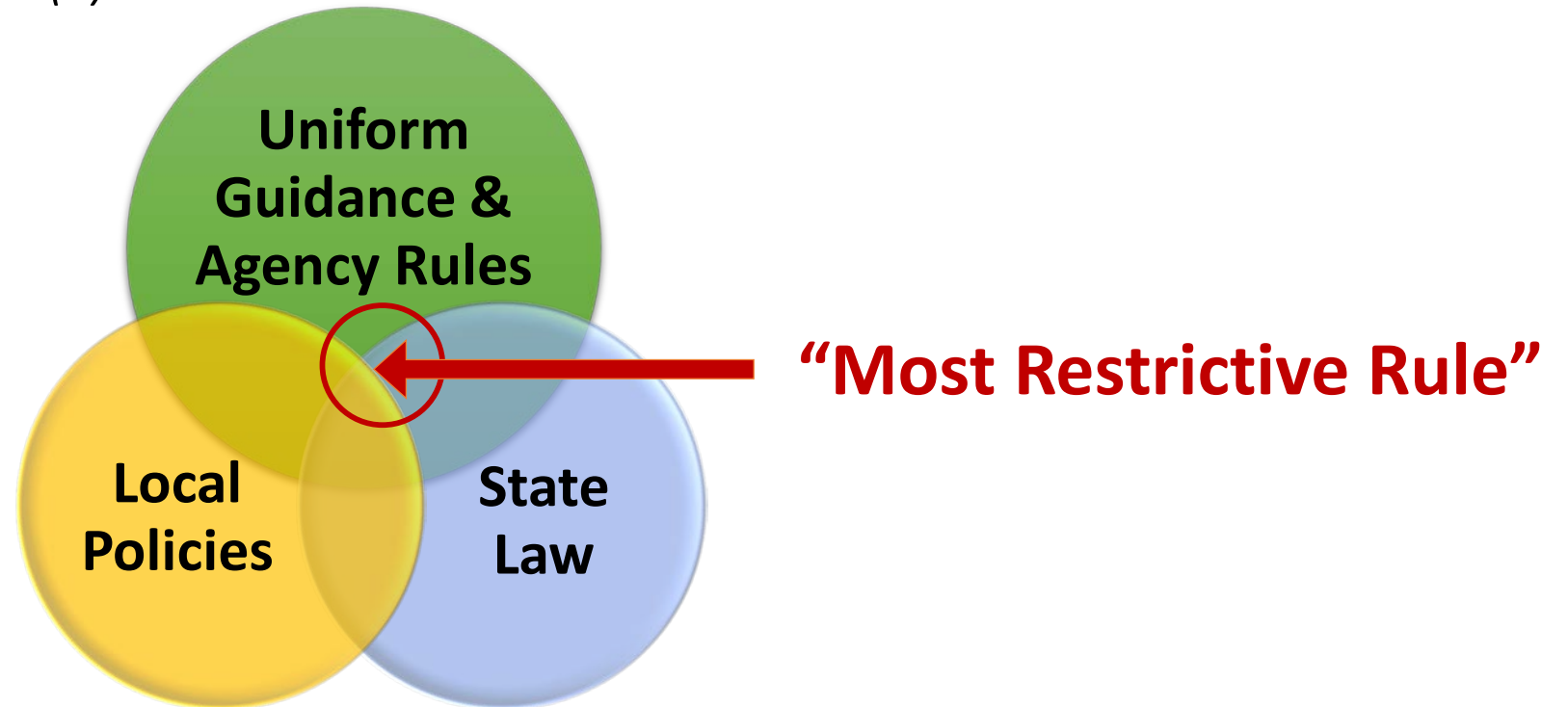
Deobligate Funds

No Change to Funding



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](#)

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



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 2nd Appeal)

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.

If FEMA denies your first appeal, *subrecipients of FEMA Public Assistance funds now 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**

PDAT Resources when Procuring with Federal Grant Funds

 Navigation

 Search

 Languages

About the Agency

> Leadership

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.



Questions?



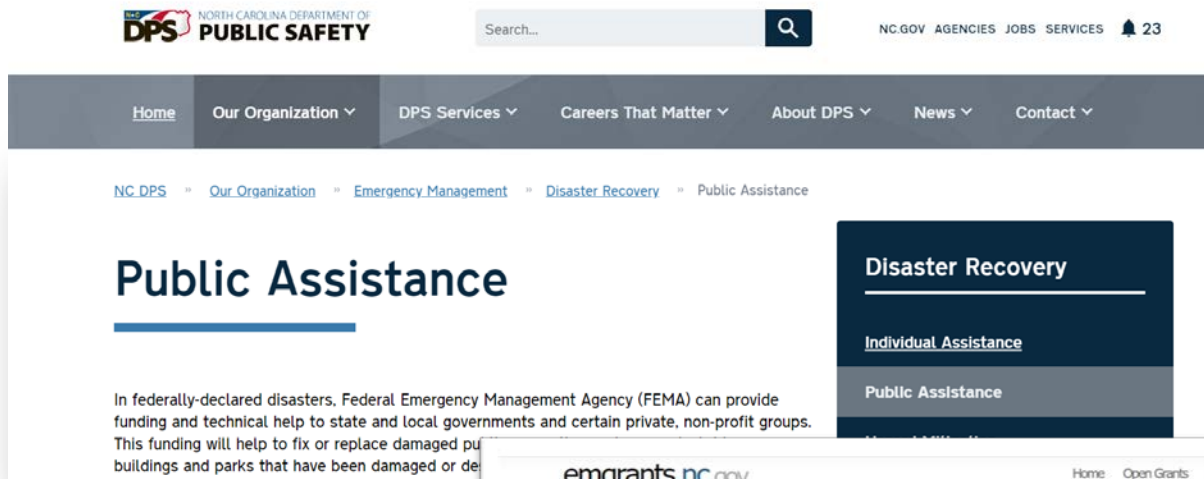


We're Here to Help

Timelines, Resources and Contacts



NCEM Public Assistance Website



Search... NC.GOV AGENCIES JOBS SERVICES 23

Home Our Organization ▾ DPS Services ▾ Careers That Matter ▾ About DPS ▾ News ▾ Contact ▾

NC DPS » Our Organization » Emergency Management » Disaster Recovery » Public Assistance

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:

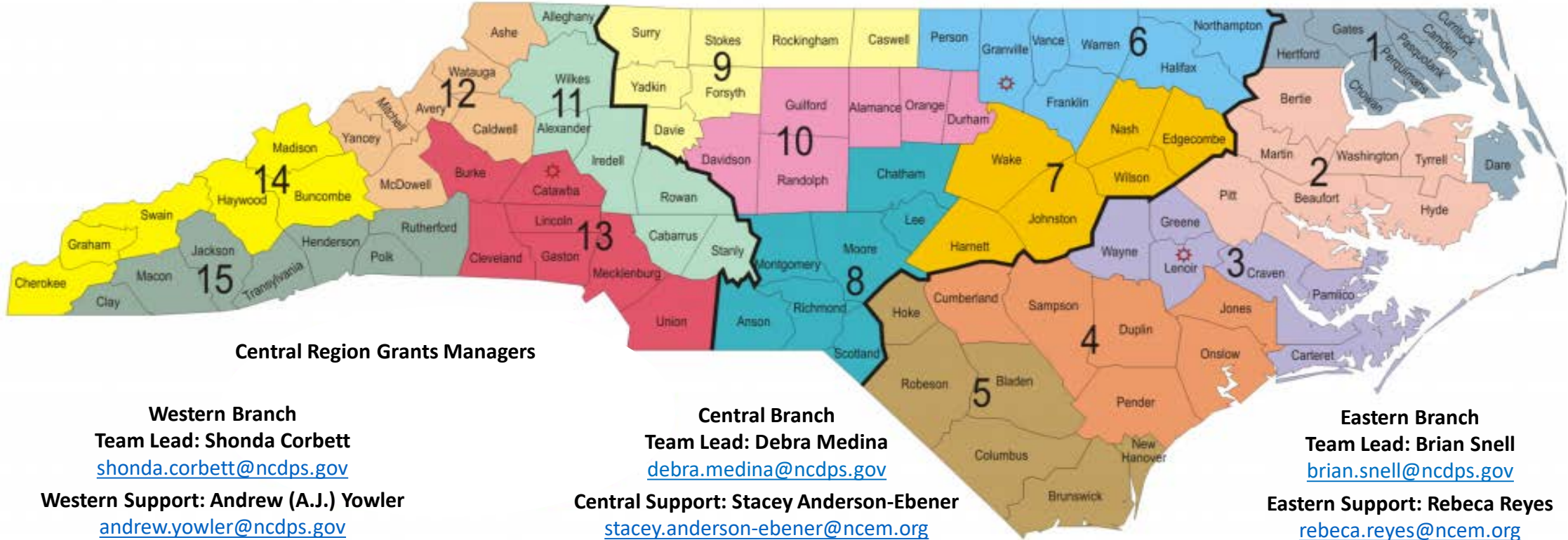
- Appeal Submission
- Funding Agreement Submission
- Scope Change Submission
- Time Extension Submission
- Quarterly Progress Report Submission
- Quarterly Progress Report Video Tutorial
- Request for Reimbursement Submission



Contact NCEM Public Assistance

Statewide Assignments and Contact Info
as of July 20, 2021

NC Division of Emergency Management Public Assistance Field Operations Contact Info



Central Region Grants Managers

Western Branch

Team Lead: Shonda Corbett
shonda.corbett@ncdps.gov

Western Support: Andrew (A.J.) Yowler
andrew.yowler@ncdps.gov

Central Branch

Team Lead: Debra Medina
debra.medina@ncdps.gov

Central Support: Stacey Anderson-Ebener
stacey.anderson-ebener@ncem.org

Eastern Branch

Team Lead: Brian Snell
brian.snell@ncdps.gov

Eastern Support: Rebeca Reyes
rebeca.reyes@ncem.org

Western Grants Managers

- 11: Andrew (A.J.) Yowler andrew.yowler@ncdps.gov
- 12: Michele Faison michele.faison@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: Charmaine George charmaine.george@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 Recovery's PA Team

Management, Administrative & Grants Management Contacts



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 Program Support Meghan Hicks 512-808-6349 meghan.hicks@ncdps.gov	Recovery Legal Counsel Kate Van Tol 984-218-3559 kathryn.vantol@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 - Debra Medina 984-218-2084 debra.medina@ncdps.gov		Eastern Team Lead - Brian Snell 984-297-5659 brian.snell@ncdps.gov	
Willie Mae Cox State Agencies 984-297-5645 williemae.cox@ncdps.gov	Western Support: Andrew (A.J.) Yowler 512-822-7929 andrew.yowler@ncdps.gov		Central Support: Stacey Anderson-Ebener 512-822-7946 stacey.anderson-ebener@ncdps.gov		Eastern Support: Rebeca Reyes 512-822-7912 rebeca.reyes@ncdps.gov	
Ann Beck Admin Support 984-365-0998 ann.beck@ncdps.gov	11: Andrew (A.J.) Yowler 512-822-7929 andrew.yowler@ncdps.gov	Alleghany, Alexander, Cabarrus, Iredell, Rowan, Stanly, Wilkes	6: Lance Sanders 984-302-0934 lance.sanders@ncdps.gov	Franklin, Granville, Halifax, Northampton, Person, Vance, Warren	1: Rebeca Reyes 512-822-7912 rebeca.reyes@ncdps.gov	Camden, Chowan, Currituck, Dare, Gates, Hertford, Pasquotank, Perquimans
Brett Boykin-Roach Non-Congregate Sheltering 984-302-0650 brett.boykin-roach@ncdps.gov	12: Michele Faison 984-218-2498 michele.faison@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: Charmaine George 984-232-1460 charmaine.george@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
	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

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 Recovery – Public Assistance Program



Thank you.

Please reach out with additional questions or comments about this topic, the presentation, or related FEMA or State recovery questions.