



Alabama EMA

Public Assistance Applicant Briefing

Alabama Emergency
Management Agency
Recovery Division

About AEMA



Vision

Building resiliency for tomorrow, strength for today,
applying lessons from yesterday for a better Alabama

Mission

To support our citizens, strengthen our communities,
and build a culture of preparedness through a
comprehensive Emergency Management Program

Disaster Information



4503-DR-AL

Alabama COVID-19 Pandemic

Declaration Date

March 29, 2020

Incident Period

January 20, 2020 – Ongoing

@AlabamaEMA – ema.alabama.gov

Public Assistance



Supplemental financial assistance to State and local governments and certain private non-profit organizations for response and recovery activities required as a result of a declared disaster

Funding is cost shared at a federal share of no less than 75% of eligible costs

The PA Program is a Partnership —————



- FEMA – manages the program, provides technical assistance, approves grants
- State – educates applicants, works with FEMA to manage the program, implements and monitors grants awarded
- Local – identifies damage, provides documentation, manages funded projects

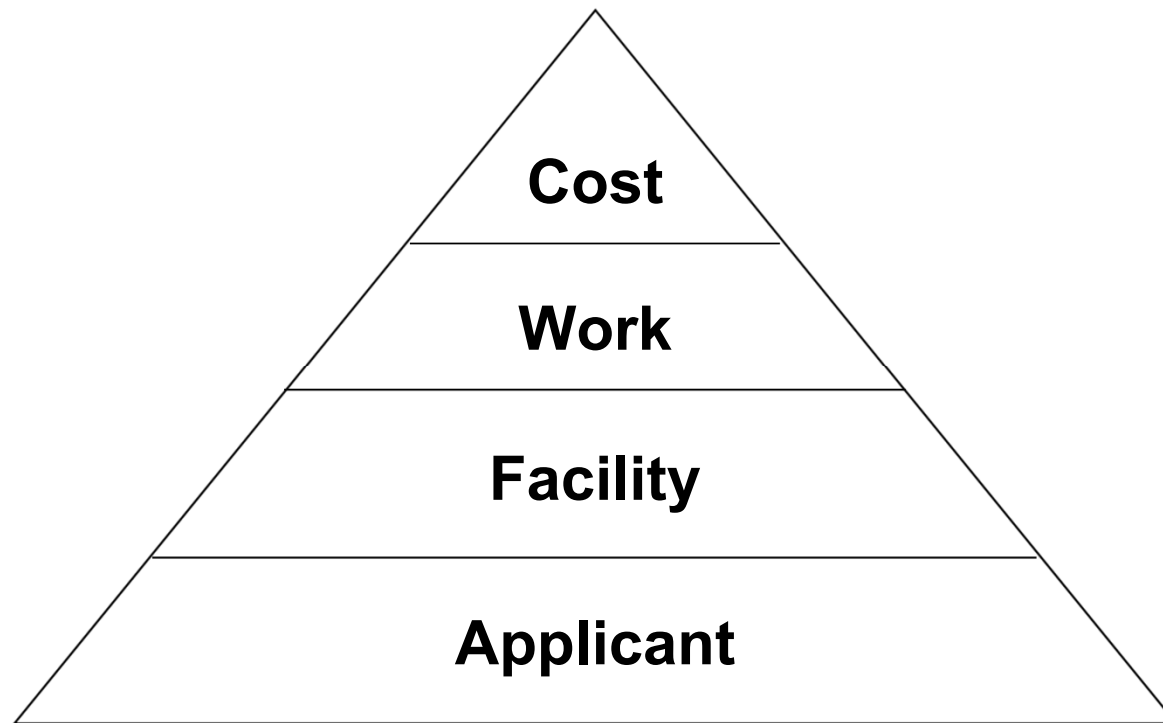


PA Program Staff



- **Public Assistance Officer (PAO)** – responsible for the entire PA Program
- **Program Delivery Manager (PDMG)**- A FEMA program expert who serves as the Subrecipient's representative on PA Program matters and manages the processing of the Subrecipient's projects in coordination with the State PDMG

Factors of Eligibility



Eligible Applicants



- State Agencies
- Counties
- Cities / Towns / Villages
- Other State Political Subdivisions, i.e. BOE
- Native American Tribes or Tribal Organizations
- Certain Private Non-Profit Organizations
 - Table 1 page 12 of the PAPPG April 2018
 - Page 10-17 of the PAPPG April 2018 version

Critical Private Non-Profits



Critical PNPs Include:

- Laboratories
- Hospitals and Emergency Care Facilities
- Fire/Rescue Emergency Services
- Educational Facilities (including institutions of higher education)
- Rehab Centers that Provide Medical Care
- Nursing Homes

Essential/Non-Critical Private Non-Profits



Essential/Non-Critical PNPs Include:

- Child Care Facilities
- Food Assistance Programs
- Performing Arts Facilities
- Homeless Shelters
- Houses of Worship
- Senior Citizen Centers
- Zoos



Private Non Profit Requirements —————

Required RPA Documentation

- DUNS Number
 - Organizational Charter/ By-laws
 - Tax Exempt Letter, 501(c), (d), or (e) IRS designation
 - State Documentation showing Nonprofit Entity or doing business under State Law
 - Articles of Incorporation
 - PNP Questionnaire
 - Copy of the Deed or Lease Agreement
 - List of Services Provided in the Facility and when and to whom
-
- **FEMA cannot determine if a PNP is an eligible applicant until all required forms and documentation are submitted.**

Facility and Work Eligibility Requirements



- Must be damaged as a result of a declared event
- Located within an area declared by the President
- The legal responsibility of an eligible Applicant and in active use at the time of the disaster
- Not under the authority of another federal agency

Emergency Work



Category B- Emergency Protective Measures:

Actions taken before, during, and following a disaster to save lives, protect public health and safety, or eliminate immediate threat of significant damages to improved public and private property

- **First major disaster for a medical emergency**
- **First instance of applying FEMA Emergency Protective Measures in a major disaster declaration for a pandemic response**

Category B – Emergency Protective Measures



Examples for COVID-19:

- EOC Operations
- Emergency Medical Care
- Medical Sheltering
- Medical supplies and equipment
- Provision of food, water, ice, medicine, and other essential needs
- Security and law enforcement for temporary facilities
- Communications of general health and safety information to the public



Non-Congregate Sheltering

- Non-congregate sheltering includes locations where individuals have a level of privacy (e.g., hotels, motels, and dormitories).
- Must be pursuant to the direction of appropriate public health officials and not extend beyond the duration of the Public Health Emergency.
- Limited to that which is reasonable and necessary to address the public health needs of the event.
- Subject to prior approval by FEMA.
- For further information follow the link:
- <https://www.fema.gov/news-release/2020/03/31/coronavirus-covid-19-pandemic-non-congregate-sheltering>

Eligible Costs



Must:

- Costs must be necessary and reasonable to accomplish the eligible work
- Comply with federal, state, and local laws and regulations
- Include deductions of insurance proceeds

Eligible Direct Costs



- Salaries, wages and fringe benefits - **for emergency work (CAT B), only overtime (including fringe benefits) is eligible for Force Account Labor**
 - Provide regular and overtime hours worked for the entire pay period to justify overtime and regular time equipment use
 - Temporary Employees to work this event may be eligible for regular and OT pay
 - Police and fire usually have different pay periods
 - 28 day pay period; Overtime earned after 171 hours are exceeded
 - Call in time authorized as overtime according to pay policy
 - Other pay periods as defined in pay policy



Eligible Direct Costs: Other

- Materials/Supplies
 - Purchased or used from stock
 - Used for eligible work
 - Invoices, historical data, or quotes from vendors will be required to justify cost
- Applicant owned equipment
- Contract costs
- Rental Costs

Management Costs



- Disaster Recovery Reform Act (DRRA) of 2018
- Direct and indirect administrative costs incurred to submit and process your FEMA project(s)
- Actual Costs must be fully documented
- Capped at a maximum of 5% of the Applicant total obligated project costs

Donated Resources



- Donated resources (volunteer labor, donated supplies, etc.) may be used to offset the local cost share for emergency work
- Donated resources is a separate project and it is essential for the applicant to document all donated resources with who, what, when, where, and why
- FEMA does not obligate the donated resource project until after it obligates all of the Applicants Emergency Work projects



Special Considerations ---

- Issues other than program eligibility that could affect the scope of work and funding of a project
- Duplication of benefits- Federal and State funds received to combat the virus will have to be deducted from any eligible project if used for any portion of that project.
- Normally Emergency work is not covered by insurance policies. However, FEMA will want documentation to show that any applicable coverage was pursued.

Procurement & Contracts



- Any contract secured during this event must comply with federal, state, and local procurement requirements
- Federal Requirements in the Procurement Process Regarding Minorities, Women, and Small Businesses
- **Go to website for further information:**
<https://www.fema.gov/media-library/assets/documents/186350>



Types of Projects

- Federal Share for this Disaster: 75%
- Minimum Threshold = \$3,300
- Small Projects < \$131,100
- Large Projects > \$131,100



Small Projects

- Cost is less than \$131,100
- Funding is based on work completed (if available) or initial cost estimate
- Federal cost share is paid upon project approval
- Cost of the work must be at least \$3,300 to be considered eligible work



Large Projects

- Cost is at or above \$131,100
- Usually approved based on estimated costs
- Funding is based on documented actual costs
- Federal cost share is paid as work is accomplished

Note: Any costs above what is approved on the PW must be authorized by FEMA



**All large projects are subject to a
final State/FEMA review**

Project Completion Deadlines —————



Time limits for all projects begin the date of the disaster declaration
March 29, 2020

- **Emergency work – 6 months**



Project Completion Extensions —

- Emergency work--Up to 6 months
- AEMA can grant a 6-month extension upon request
- Further extensions require FEMA approval

The FEMA Regional Administrator may increase these time extensions on a case-by-case basis

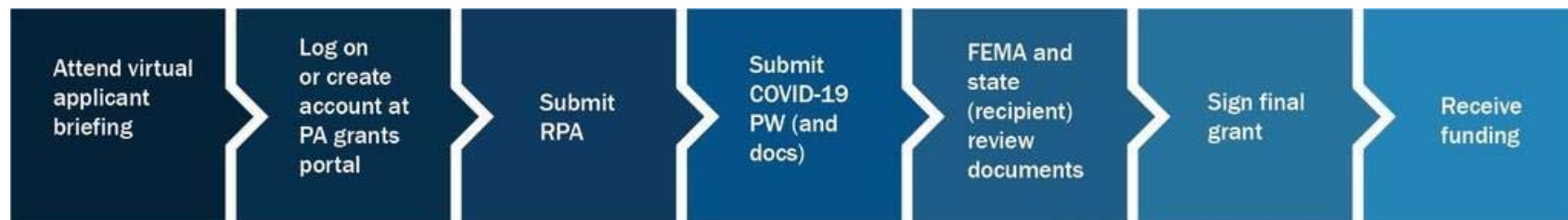
NOTE: If the deadline for any project is reached, no work past that date will be funded!



Obtaining A Public Assistance Program Grant

@AlabamaEMA – ema.alabama.gov

FEMA's COVID-19 PA Delivery Model —



@AlabamaEMA – ema.alabama.gov

Public Assistance Simplified Process —



- **FEMA is developing a simplified online form for applicants to complete**
 - Explain work activities
 - Answer basic questions
 - Provide limited supporting documentation
 - Provide cost estimate
- **FEMA and the State will review this information, follow up with limited requests for additional information if necessary, and award assistance**
- **This process eliminates exploratory calls, recovery scoping meetings, and most site inspections**

FEMA's DR4503 Delivery Model —————



- Applicants may request an Expedited Project which, if approved by FEMA, can be funded at up to 50% of estimated costs upon obligation
- FEMA Environmental/Historic Preservation reviews will be expedited for most projects as they are likely to have little to no potential impacts

How to Create Account



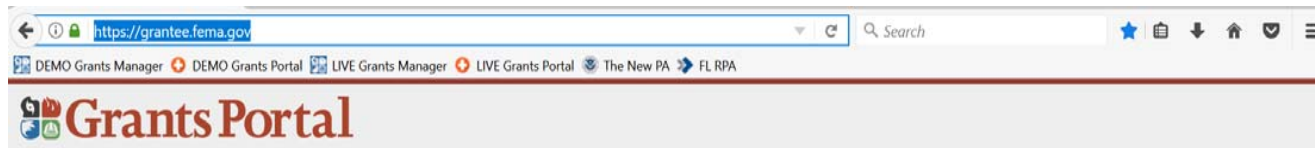
- Please use the following link to learn how to create account and submit RPA

<https://www.youtube.com/channel/UCIjp91Ds2IaVIR1t8uXcEKg/videos>

Grants Portal



- Website to sign up for assistance: <https://grantee.fema.gov>



Sign in to Your Account

USERNAME

[Forgot your username](#)

PASSWORD

[Forgot your password](#)

SIGN IN

@AlabamaEMA – ema.alabama.gov



Grants Portal Webinars: Account Set Up and Requesting Public Assistance

Session Topics

How to register and set up a new account

Submit a Request for Public Assistance

Upload documents & create tiles

Navigate the system throughout the grant process

- **Thursday 4/16 @10am or 2pm or 4pm**

<https://fema.connectsolutions.com/gpapplicant/>

- **Friday 4/17 @ 10am or 2pm or 4pm**

<https://fema.connectsolutions.com/gpapplicant/>

To join, click the link above at the designated time. We request that you log in with your FULL NAME, AGENCY, and STATE and/or FEMA Region for tracking purposes. Sessions may be recorded. Any questions please contact: FEMA-Recovery-PA-Grants@fema.dhs.gov or call the Grants Manager Hotline @ 1-866-337-8448

Request for Public Assistance (RPA) —



- Applicant must submit a Request for Public Assistance (RPA)
- FEMA has set an open period for RPA submission for COVID-19 (No RPA deadline is in effect at this time)
- Applicant's official notification to FEMA of intent to apply for PA
- Identifies the Applicant (including name and address), and the Primary and Secondary contacts for the Applicant

Life of a Project Worksheet



1. Attend virtual applicant briefing
2. Applicant creates account in Grants Portal
3. Submit RPA via Grants Portal
4. Submit COVID-19 PW and documents
5. FEMA and AEMA review documents
6. Final review and Sign Off
7. Receive funding for small projects

Life of a Project Worksheet (cont.) —

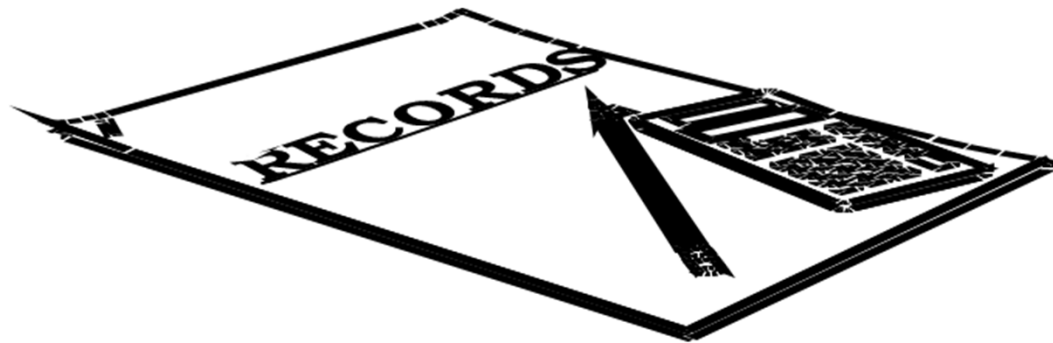


8. Funds are requested by the Applicant (Sub-recipient) and reimbursed based on approved cost for large projects
9. When the project is complete, a final inspection and review of a large project is conducted
10. The project is closed
11. The applicant is closed for the disaster
12. Documentation is maintained by Applicant

Record Keeping



- Applicants are required to maintain complete and accurate documentation, by project, for all disaster-related costs
- Documentation must be maintained a **minimum of three years** after disaster close-out



Appeals



Any determination related to Federal assistance may be appealed

The applicant must do a first level appeal but has the option to either file for second appeal or go thru 423 Arbitration

For more information in regards to 423 Arbitration talk to your AEMA Specialist

The appeal must be submitted in writing to the State (Recipient) within **60 days** of receipt of notice of the action being appealed

- State has **60 days** from receipt of appeal letter to forward it to FEMA
- FEMA has **90 days** to render a decision

Two levels of appeal are available: 1) to the **Regional Director** and 2) to the **Executive Associate Director**

Funds Are Lost if Applicants Don't ———



- **Obtain FEMA pre-approval to change scope of work**
- **Follow procurement procedures**
- **Follow the Scope of Work in the project**
- **Meet PA program deadlines**
- **Keep complete, clear and accurate records**

Public Assistance Summary



- The Public Assistance Program assists in the restoration of community infrastructure
- It is a supplemental cost reimbursement program with specific eligibility requirements
- The FEMA share of eligible costs will be awarded to the State for disbursement to the applicant

Information



- **Access to DR4503 Applicant Briefing can be found at:**
<https://grants.ema.alabama.gov>
- **Additional FEMA guidance related to COVID-19 can be found at:**
<https://www.fema.gov/coronavirus>

PA Program Points of Contact



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QUESTIONS

Please send all questions to

PA@ema.alabama.gov

@AlabamaEMA – ema.alabama.gov