



Emergency Management
NC DEPARTMENT OF PUBLIC SAFETY

Public Assistance

APPLICANT BRIEFING

Tropical Storm Debby 2024





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





Event Details

Declaration – FEMA-EM-3608-NC

Declaration Date – August 8, 2024

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

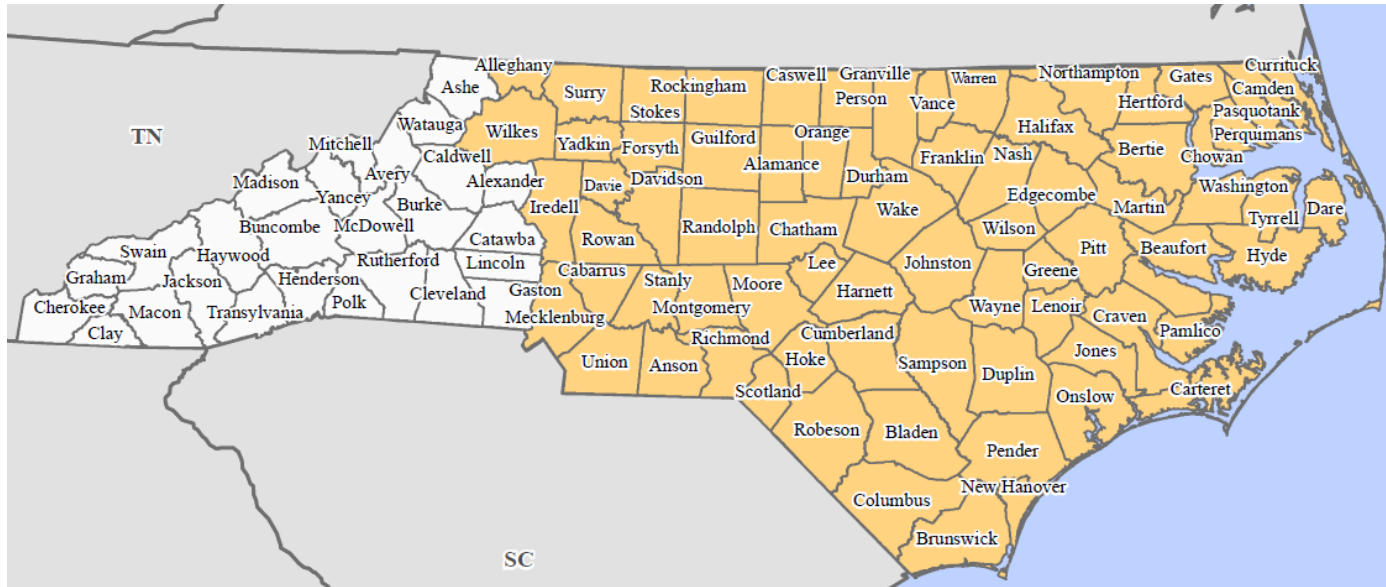
RPA Deadline – September 7, 2024

Declared Categories of Work – CAT B





Emergency Declaration Map





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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



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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)

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

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.



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To Register in EM Grants

emgrants.nc.gov

[Home](#) [State Individual Assistance Application](#) [Open Grants](#) [NC DPS: Public Assistance](#) [NC DPS: Hazard Mitigation](#) [Contact Us](#)



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:

Options: Executive, Mr., Mrs., Dr.

First Name:

Middle Name:

Last Name:

Name Suffix:

Title:

Email:

Phone - Business:

Is Direct Link: to the number indicated above is 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:

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. The top navigation bar includes 'ACCOUNTS', 'PROJECTS', and 'FINANCES'. A search bar is present with the text 'Search Grants, Applicants and Accounts'. The left sidebar shows a tree view with 'Accounts' expanded, and 'Funding Agreements' highlighted with a red circle. The main content area shows a dropdown menu for 'Funding Agreements' with options like 'Requests & Forms', 'Damage Sites', 'Damage Assessments', 'Requests for Assistance', 'Funding Agreements' (highlighted with a red circle), 'Workflow Requests', 'Appeals', and 'Account Closeouts'. Below the menu, a table lists a single result for a grant.

Grant #	Type	Workflow Step	Days
4487	Generate Funding Agreement Upon Assistance Request Approval	1) Submission	0/1



Generate DAA & SAA in EM Grants

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, NC DOT, NC DEQ, FEMA, etc.) that supplies the greatest percentage of your cumulative grant funds. Please note your cognizant agency here. If you have not received federal funds in excess of \$750,000, or State funds in excess of \$500,000, please indicate that here.

Fiscal Year Starting Month: 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

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 PIA Grants Manager to make that change.

After 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 PIA Grants Manager to assist you in updating that information.

Designated Representatives

Primary Agent: John Smith - Manager Edit



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



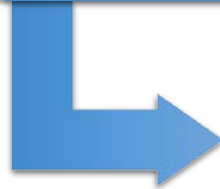
Registration Process Recap

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

Grants Portal

Dashboard

My Organization
North Carolina Emergency Management (DSD-02338-00)

My Post-Award Ops

My Tasks

Appeal Ops

Calendar

Subrecipient Organizations

Subrecipient Post-Award Ops

Subrecipient Tasks

Utilities

Intelligence

Resources

General Resources > Forms

Resources

[Collection of PA Project Worksheet Forms](#)
Online resource with copies of all of FEMA's Project Worksheet Forms.
[Link](#) Last Updated: May 18th, 2022 9:12 AM EDT

[Application for Federal Assistance SF-424](#)
Standard forms required by all PA Recipients (state, tribe, territory). Required to apply for Federal funding.
[Link](#) Last Updated: June 26th, 2020 2:57 PM EDT

[Federal Financial Report SF-425](#)
Standard form required by all PA Recipients (state, tribe, territory) when closing the disaster's PA Program.
[Link](#) Last Updated: June 26th, 2020 2:08 PM EDT

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



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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



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We're Here to Help!



NCEM Public Assistance Contacts





NCEM Public Assistance Management

Bob Barker, PA Branch Manager
919-714-2809 or bob.barker@ncdps.gov





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Contact NCEM Public Assistance



PAHotline@ncdps.gov





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Grants Portal Hotline for FEMA Public Assistance

(866) 337-8448

or

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

