

# **COVID-19: FEMA Public Assistance**

FEMA PA grant program  
process and requirements

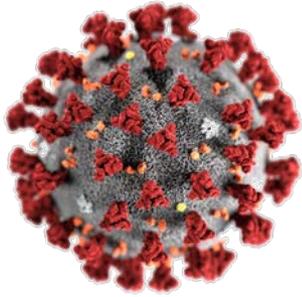
# Agenda

1. Introduction to FEMA PA and Your Support Teams
2. FEMA PA Eligible Costs for COVID-19
3. Application Process & Guidehouse Support
4. Application Required Documentation
5. Online Application Portal and Live Demo
6. Application Best Practices
7. Applicant FAQs
8. Additional Resources

# Introduction to FEMA PA and Your Support Teams



# Context



- COVID-19 is an unprecedented crisis. The scale and available funding to respond to this emergency has never been seen before
- FEMA funding for COVID-19 was announced through the CARES Act and activated by a Presidential disaster declaration
- At this time, FEMA is reimbursing **75%** of COVID-19 eligible costs through **FEMA Public Assistance (“FEMA PA”) Category B** funding
- In addition, FEMA is reimbursing up to **5% of total eligible costs** for administrative costs associated with managing the project through **Category Z** funding

## Meeting Purpose

- Review FEMA PA eligible costs and required documentation
- Review the FEMA PA application process and how the Guidehouse team will support you throughout the process
- Demo the online FEMA PA application portal
- Share application best practices, helpful resources, and applicant FAQs
- Share additional resources and timelines moving forward

# FEMA Public Assistance for COVID-19

## *What is FEMA PA?*

- Source of reimbursement for eligible **disaster-related incremental costs**
- Draws upon the FEMA Disaster Relief Fund, as part of the CARES Act, to provide public and individual assistance for major disasters or emergencies declared by the President
- The FEMA program focuses on **cost reimbursement**, not revenue loss or operating expenses
- State of Vermont's FEMA disaster declaration number is **DR-4532**, declared on **April 8, 2020**
- COVID-19 incidence period: **January 20, 2020 - ongoing**

## *Project Completion Deadline*

- Time limits for project completion **begin on the disaster declaration date, April 8, 2020**
- For emergency work, you have **6 months to complete the work**
- For extenuating circumstances or project delays beyond your control, **the State has authority to extend the emergency work deadline by an additional 6 months** on a project by project basis (applicants must submit a time extension request to the State before the period of performance runs out)
- **NOTE: The Vermont Agency of Administration has set a DEADLINE of SEPTEMBER 1, 2020 for all FEMA-eligible organizations to submit FEMA Public Assistance grant applications covering expenses incurred through June 30, 2020**

# FEMA Public Assistance for COVID-19

## *Frequently used acronyms*

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<b>FEMA</b>	Federal Emergency Management Agency
<b>PA</b>	Public Assistance Program
<b>PNP</b>	Private Non-profit
<b>RPA</b>	Request for Public Assistance
<b>PW</b>	Project Worksheet
<b>Cat B</b>	Category B Project Worksheet for “Emergency Protective Measures”
<b>PAPPG</b>	Public Assistance Program and Policy Guide
<b>Recipient</b>	State (sometimes tribal) government to which grant is awarded
<b>Subrecipient</b>	Applicant for funding, such as a county, state agency, or nonprofit

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# FEMA PA Support Teams

## State Contacts

- Vermont PA Recovery and Mitigation Chief - [Ben.Rose@vermont.gov](mailto:Ben.Rose@vermont.gov)
- Vermont PA Officer (all applications except hospitals and state agencies) - [Kim.Canarecci@vermont.gov](mailto:Kim.Canarecci@vermont.gov)
- Vermont PA Administrator (hospitals / medical applications and state agencies) - [Ron.Pentkowski@vermont.gov](mailto:Ron.Pentkowski@vermont.gov)
- Vermont Finance Specialist - [Melissa.Austin@vermont.gov](mailto:Melissa.Austin@vermont.gov)

## Federal Contacts

- FEMA Public Assistance Group Supervisor - [Richard.Johnstoniii@fema.dhs.gov](mailto:Richard.Johnstoniii@fema.dhs.gov)

## Guidehouse Contacts

- FEMA PA Specialist and Project Manager - [Rylie.Zhang@partner.vermont.gov](mailto:Rylie.Zhang@partner.vermont.gov)
- FEMA PA Subject Matter Expert - [Darryl.Marshall@partner.vermont.gov](mailto:Darryl.Marshall@partner.vermont.gov)
- FEMA PA Support Specialist – [Siddharth.Ramachandran@partner.vermont.gov](mailto:Siddharth.Ramachandran@partner.vermont.gov)

# Introduction to Guidehouse



7,000+ employees globally



Practice dedicated to disaster recovery



Practice dedicated to government



Strong New England based team



Deep experience in New England region

## Our Experience Includes Advising on Catastrophic Disaster Recovery in 30 States

### Federal



FEMA HQ



HUD HQ

### State

- Massachusetts
- New York
- New Jersey
- Puerto Rico
- Oklahoma
- Colorado
- Louisiana
- Vermont

### Local

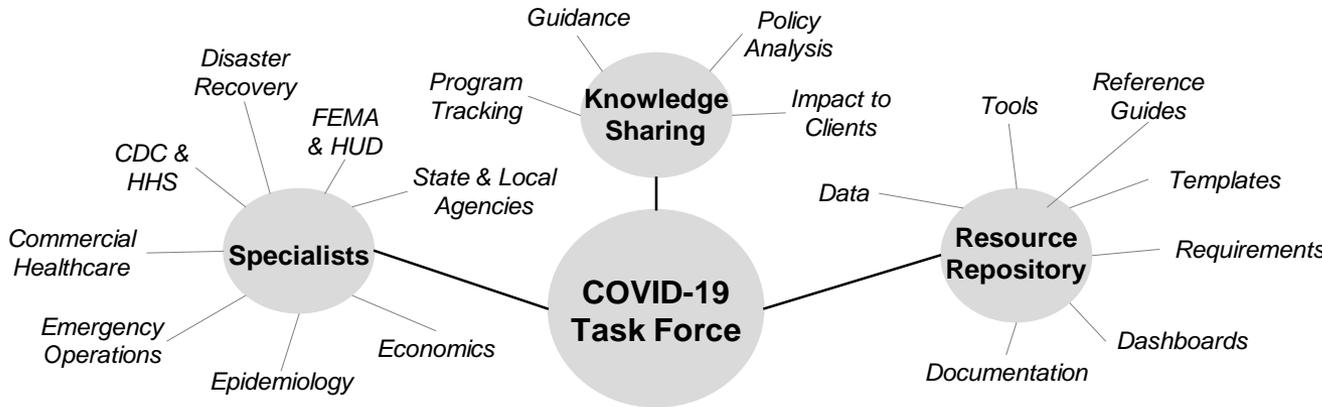
- New York City
- City of Detroit
- Harris County, TX
- Travis County, TX
- Cook County, IL
- Albuquerque, NM
- City of Joplin, MO

### Private Non-Profit

32 healthcare systems including 400 hospitals across the country

## COVID-19 CARES Act Task Force

We have a team devoted to sharing knowledge, innovating, and serving our clients dealing with economic recovery and the COVID-19 crisis.



## Maximizing Our Impact

As the crisis is dynamically unfolding and evolving across the nation, we are:



Watching & evaluating trends



Developing & sharing best practices



Enhancing our approaches with the latest learning

# FEMA PA Eligible Costs for COVID-19



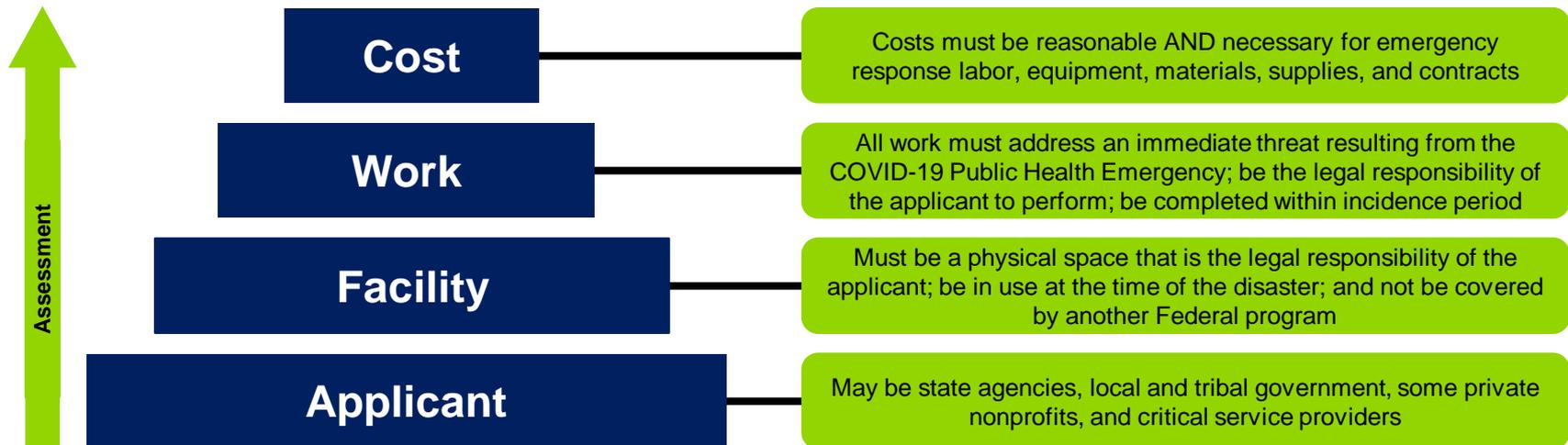
# FEMA PA Eligibility Information

## *Eligibility Pyramid*

Public Assistance grants are subject to specific eligibility requirements.

FEMA assesses eligibility at four “building block” levels (from bottom to top).

To create a FEMA eligible cost claim, each level must satisfy FEMA eligibility requirements.



Need a minimum of **\$3,300** in total costs to be eligible

# FEMA PA Eligibility Information

## *Eligible Applicants*



### Tribal Governments



### Local Governments and Taxing Authorities

- Public housing authorities
- Joint power authorities
- Special districts
- School districts



### State Governmental Agencies



### Private Non-Profits Providing Critical Governmental Services

- Medical (hospitals, clinics, rehab, etc.)
- Emergency (ambulance, fire, rescue)
- Utility (electric, water, sewer)
- Education (primary, secondary, higher-education)

Non-critical private non-profits may be eligible if they meet [FEMA's PNP Criteria Fact Sheet](#)

Also review the [FEMA Public Assistance Program and Policy Guide PNP Eligibility section \(pages 43-47\)](#) for eligibility information on all private non-profits

# FEMA PA Eligibility Information

## *Eligible Facility, Work, and Costs*

**An eligible facility is any PNP, state or town-owned building, or material that must be:**

- The legal responsibility of the applicant
- Cannot be covered by another federal program - no duplication of funding!
- In use at time of the disaster

**An eligible work is FEMA Category B work for COVID-19 that must be:**

- Actions taken to save lives, protect public health and safety, and protect improved property
- Required due to the event
- The applicant's legal responsibility to perform
- Completed within regulatory time requirements (within incident period)
  - For emergency work, you have 6 months to complete the work, with a 6 months extension for extenuating circumstances

**An eligible cost must be:**

- Reasonable AND necessary
- Compliant with federal, state, and local procurement requirements
- Net of applicable credits such as insurance (if any)

*Deepdive  
to follow*

# FEMA PA Eligibility Information

## *Eligible Categories of Work*

### **A** Debris Removal

Clearance, removal, disposal of items produced during the conduct of emergency work, other disaster wreckage

### **B** Emergency Protective Measures

Funding for measures conducted **before, during, and after** an incident are eligible if the measures: **eliminate or lessen immediate threats to lives, public health, or safety; OR eliminate or lessen immediate threats of significant additional damage to improved public or private property** in a cost-effective manner

### **C** Road and Bridges

Roads (paved, gravel, and dirt) are eligible for permanent repair or replacement

### **D** Water Control Facilities

Water control facilities, such as for channel alignment, recreation, navigation, land reclamation, etc.

### **E** Buildings and Equipment

Buildings, structural components, interior systems, vehicles, and equipment are eligible for repair or replacement

### **F** Utilities

The repair or restoration of utilities including water treatment, power generation, sewage treatment and comm.

### **G** Parks, Recreation, and Other

Publicly owned facilities such as playground/picnic equip., pools, golf courses, and tennis courts, mass transit, etc.

# FEMA PA Eligibility Information

## *Eligible Costs: Emergency Protective Measures*

Under the COVID-19 Emergency Declaration, emergency protective measures (response costs) including, but not limited to, the following, may be eligible for reimbursement through FEMA or other federal agencies.

### **1 Management, control and reduction of immediate threats to public health and safety**

- Emergency Operation Center costs
- COVID-19 specific training
- Disinfection of eligible public facilities

### **2 Emergency medical care**

- Urgent medical treatment of infected patients
- Medical services and supplies directly related to COVID-19
- Medical waste disposal
- Emergency medical transport

### **3 Medical sheltering (when current facilities are at capacity)**

- Sheltering that is considered reasonable, is necessary, and complies with social distancing measures

### **4 Household pet sheltering and containment actions**

# FEMA PA Eligibility Information

## *Eligible Costs: Emergency Protective Measures*

### **5 Purchase and distribution of supplies**

- Food, water, ice, medicine, and other consumables
- Personal Protective Equipment
- Hazmat Suits

### **6 Movement of supplies and persons**

### **7 Security and law enforcement**

### **8 Communications of general health and safety information to the public**

### **9 Search and Rescue Operations**

### **10 Reimbursement to state and local governments for overtime costs**

# FEMA PA Eligibility Information

## *Eligible Costs: Non-Congregate Sheltering*

Non-congregate sheltering that meet the following criteria may be eligible for reimbursement through FEMA PA. FEMA's prior authorization of NCS at the State level is also required.

- 1** An official order signed by a state, local, tribal, or territorial public health official is required
- 2** Non-congregate sheltering should not be used for longer than the duration of the Public Health Emergency
- 3** FEMA's Procurement Under Grants Conducted Under Exigent or Emergency Circumstances guidance document must be followed
  - Termination for convenience clause must be included in contract
- 4** Applicant needs to provide an analysis justifying why non-congregate sheltering is necessary before approval
- 5** Funding cannot be duplicated by a different federal agency
- 6** Applicable Environmental and Historic Preservation laws and regulations must be followed

# FEMA PA Eligibility Information

## *Eligible Costs: Labor for Emergency Work*

### Emergency Work:

Summary

- **For Permanent Employees: ONLY Overtime is eligible**
- **For Temporary employees: Regular and Overtime is eligible**

- **Reassigned Employees** - The Applicant may assign an employee to perform work that is not part of the employee's normal job. For example, a police officer may clear debris. FEMA provides PA funding based on the reassigned employee's normal pay rate, not the pay level appropriate to the work, because the Applicant's incurred cost is the employee's normal pay rate. Straight time of a permanent employee funded from an external source (such as a grant from a Federal agency or statutorily dedicated funds) is eligible if the employee is reassigned to perform eligible Emergency Work that the external source does not fund. FEMA must confirm that no duplication of funding exists prior to approval.
- **Backfill Employees** - The Applicant may need to temporarily replace an employee who is responding to the incident. Overtime costs for the backfill employee are eligible even if the backfill employee is not performing eligible work as long as the employee that he/she is replacing is performing eligible Emergency Work. 86 Stafford Act § 406(a)(2)(C), 42 U.S.C. § 5172, and 44 CFR § 206.228(a)(2)(i). 87 Stafford Act § 403(d)(1)(B), 42 U.S.C. § 5170b, and 44 CFR § 206.228(a)(2)(iii). V3.1 2018 Page 24

FEMA also provides PA funding for straight time if the backfill employee is:

- a contracted or temporary employee; or
  - Permanent employee called in on a normally scheduled day off (weekend or other off day); or
  - called in from scheduled leave; but only overtime is eligible.
- **Supervisors** - Second-level supervisors and above (e.g., commissioners, mayors, department directors, police and fire chiefs) are usually exempt employees<sup>88</sup> and are not directly involved in the performance of a specific project. Therefore, they are not eligible for overtime, unless the Applicant:
    - Demonstrates that the employee was directly involved with a specific project;
    - Normally charges that individual's time to specific projects regardless of Federal funding; and
    - Incurs overtime costs for the employee in accordance with a labor policy that meets the criteria in Chapter 2: V.A.1.
  - **Other - Extraordinary costs** (such as call-back pay, night-time and weekend differential pay, and hazardous duty pay) for essential employees who are called back to duty during administrative leave to perform eligible Emergency Work are eligible if costs are paid in accordance with a labor policy that meets the criteria above. Administrative leave or similar labor costs incurred for employees sent home or told not to report due to emergency conditions are ineligible.

Source: FEMA Public Assistance Program and Policy Guide ("PAPPG") - FP 104-009-2/April 2018 Version 3.1

# FEMA PA Eligibility Information

## *Eligible Cost Examples*

### 1 Labor

- Incremental (new temp or OT) staffing costs associated with COVID-19 (command centers, increased ED and urgent care staffing, EVS, plant maintenance, etc.).
- Incremental / un-budgeted traveler nurses or other Contract Labor
- Staff training and preparation, if it results in incremental costs (i.e., OT)
- Labor costs must be documented to the FTE level and for the specific assignment.
- Note: Currently FEMA will not reimburse for Exempt employee time

### 2 Supplies and Equipment

- All equipment, pharmaceutical and supply purchases associated with COVID-19 (PPE, gloves, gowns, tents, beds, lab equipment, ventilators, etc.).
- Computer purchases and network efforts due to work at home efforts.
- Purchase of generators to support shelter or other COVID19 related operations

### 3 Other

- Expense associated with adding capacity (getting new units ready).
- Direct cost of testing and treating potential and actual COVID-19 patients.
- Retrofitting a clinic to serve as a hospital

# FEMA PA Eligibility Information

## *Procurement of Contractual Services*

### Procurement of contractual services must follow these rules:

- **State, local, and federal procurement rules.** Federal rules for grant administration, including procurement are found at [2 CFR 215](#)
- If the work is **>\$250K, it MUST be competitively bid.** Procurement transactions must allow for full and open competition (with some minor exceptions allowed in emergency circumstances). This includes 2 C.F.R. requirements regarding small businesses, woman- and minority-owned businesses
- For projects **<\$250,000, price quotes must be obtained from a minimum of 3 qualified sources** and documentation is required

### What Rules Apply to State Entities?

States are required to follow their own procurement procedures as well as the Federal requirements for procurement of recovered materials and inclusion of required contract provisions per 2 C.F.R. §§ 200.317, 200.322, and 200.326.

For purposes of the Federal procurement requirements, states are defined as the 50 states, the District of Columbia, the Commonwealth of Puerto Rico, the U.S. Virgin Islands, Guam, American Samoa, the Commonwealth of Northern Mariana Islands, and any agency or instrumentality thereof except for local governments. Tribal governments are not considered to be states when applying Federal procurement standards required by 2 C.F.R. Part 200.

### What Rules Apply to Non-State Entities?

For all other types of entities, referred to as “non-state entities” in this Fact Sheet, Federal regulations (2 C.F.R. Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards) **establish requirements for the exigency or emergency exception that permits the use of noncompetitive procurements, frequently referred to as “sole-source contracting.”** This exception and associated procurement requirements are discussed further below. In general, it will be fact-specific and entity-specific as to when exigent or emergency circumstances necessitate the use of noncompetitive procurements. The answers to the frequently asked questions below provide additional guidance on the acceptable use of noncompetitive proposals under exigent or emergency circumstances, which is described in regulation at 2 C.F.R. § 200.320(f)(2).

# FEMA PA Eligibility Information

## *Procurement Under Exigent Circumstances*

When referring to procurement activity, FEMA defines **both exigency and emergency as situations that demand immediate aid or action**. The difference between the two is:

### Exigency

In the case of an exigency, there is a need to avoid, prevent or alleviate serious harm or injury, financial or otherwise, to the applicant, and use of competitive procurement proposals would prevent the urgent action required to address the situation. Thus, a noncompetitive procurement may be appropriate

### Emergency

In the case of an emergency, a threat to life, public health or safety, or improved property requires immediate action to alleviate the threat

### Documentation

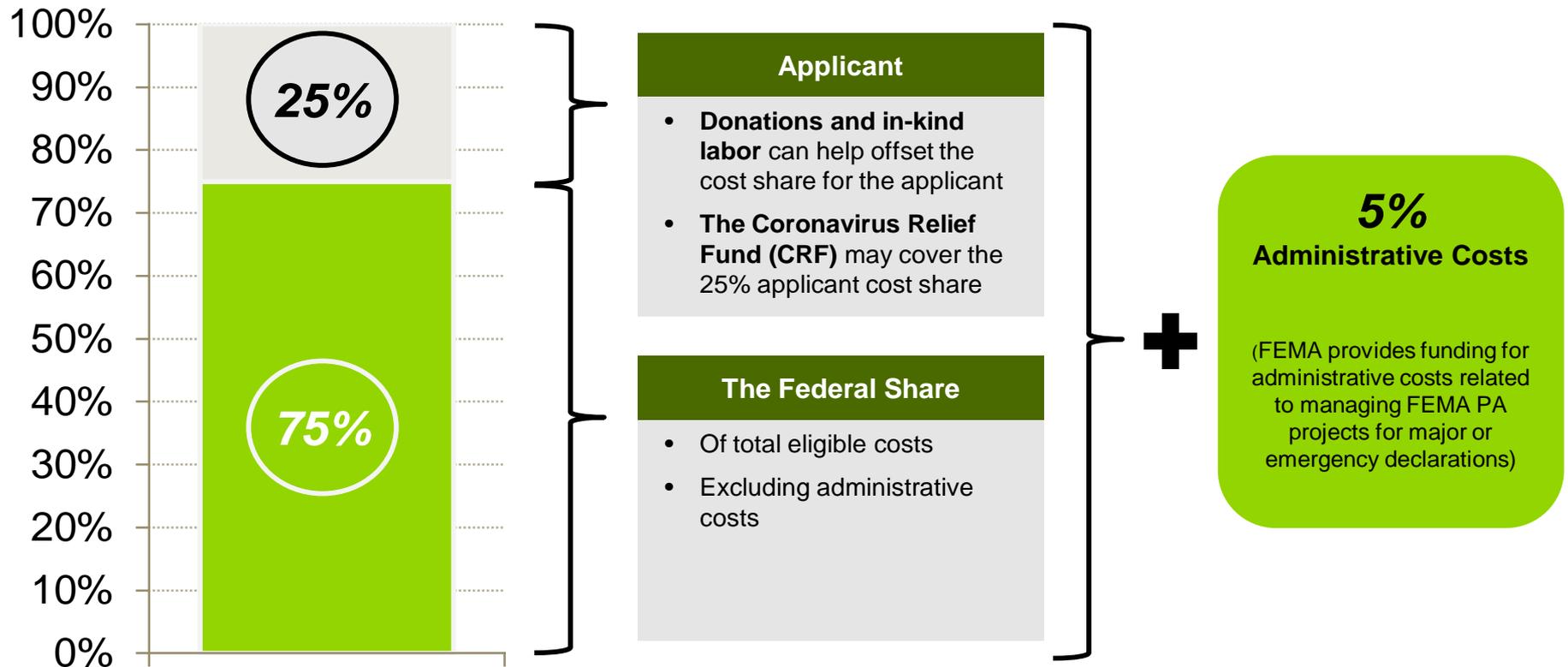
FEMA approval is not required for use of noncompetitive procurements under the emergency or exigency exception; however, the non-state entity must **document its justification** for using noncompetitive procurements and must still comply with other procurement requirements and ensure that costs are reasonable

### Procurement Policy

Non-state entities should consult as soon as possible with all appropriate parties, including their own legal counsel, **to review their procurement policies, actions, and contracts and compare them to the Federal procurement requirements**

# FEMA Cost Share

*Up To 75% of Approved Expenses*



# FEMA Administrative Costs

## *Up to 5% of Total Eligible Expenses*

### What are administrative costs and what costs are eligible?

- Costs related to **managing PA projects and documentation thereof**
- **Direct** and **indirect** administrative costs incurred
- **Actual costs only, fully documented with labor timecards / payroll reports, pay rates, and description of work performed**
  - Example: Savannah worked on 4/1/20 for 4 hours at hourly pay rate including fringe of \$24/hour, with the documentation submitted into the FEMA grants portal
- Administrative costs are **capped at 5% of total eligible Category B costs**
  - Admin projects are initially written as an estimate based on 5%, but eventually adjusted based on actual costs documented
- Administrative costs **do not include costs for actual COVID-19-related work performed, but does include costs for financial tracking and management**
- Eligible activities include:
  - Gathering cost documentation
  - Project scope development
  - Project closeout
  - Your time to attend this enjoyable applicant briefing!

*Deepdive  
to follow*

# FEMA Administrative Costs

## *Eligible Administrative Costs*

Activities eligible as administrative costs include those related to **developing eligible PA projects and receiving reimbursement**

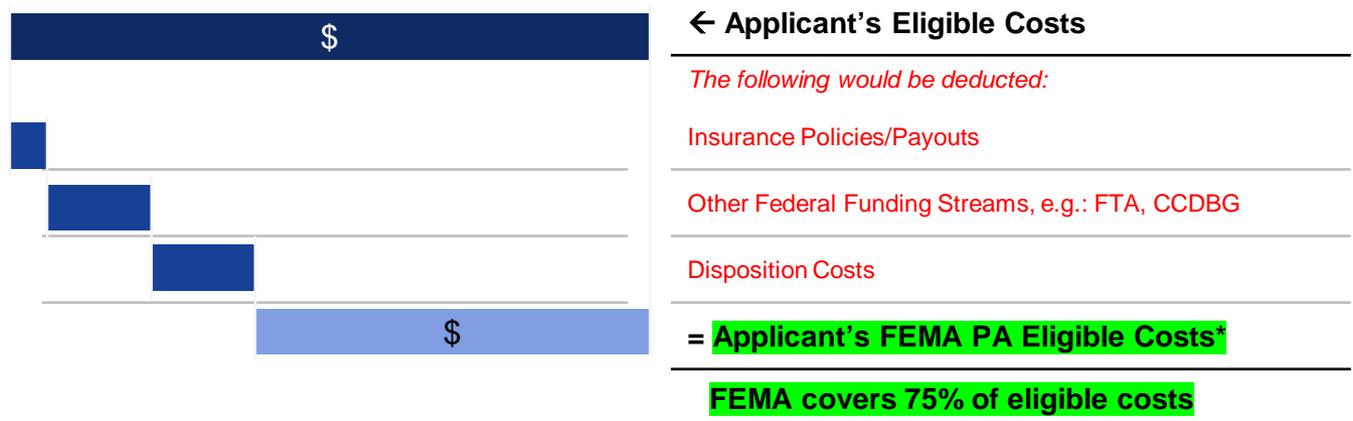
### Eligible Administrative Cost Activities

- Preliminary Damage Assessments
- Meetings regarding the PA Program or overall damage claim
- Organizing PA damage sites into logical groups
- Travel expenses
- Preparing correspondence
- Site inspections
- Evaluating Section 406 hazard mitigation measures
- Reviewing the Project Worksheet (PW)
- Developing the detailed site-specific damage description
- Preparing Small and Large Projects
- Reviewing PWs
- Collecting, copying, filing, or submitting to support a claim
- Requesting disbursement of PA funds
- Training

\*\*There is a possible reimbursement for exempt overtime

# No Duplication of Federal Benefits!

- 1 FEMA PA funds may not duplicate assistance provided by another Federal agency for the same expense
- 2 Funding from other federal agencies must be utilized first before seeking FEMA reimbursement (this includes insurance)
- 3 Donations for public assistance are generally considered a duplication of benefits but these funds may be applied towards the non-Federal cost share
- 4 To ensure multiple sources were not used to fund the same expense, Applicants must maintain detailed documentation that clearly describes which funding sources were used to cover specific expenses
  - Understand all funding sources available
  - Document all funding received
  - Don't overspend if overpaid



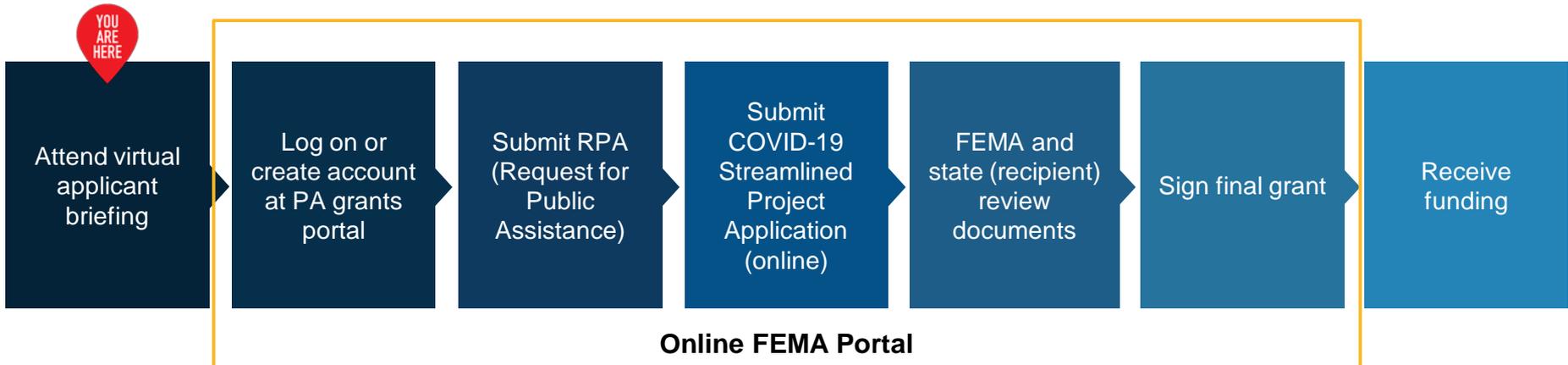
\*Applicant must notify FEMA if additional funding is received so that a reconciliation process can be initiated.

# Application Process & Guidehouse Support



# FEMA Public Assistance Process

## *New and Simplified Application Process*



### The Simplified Process:

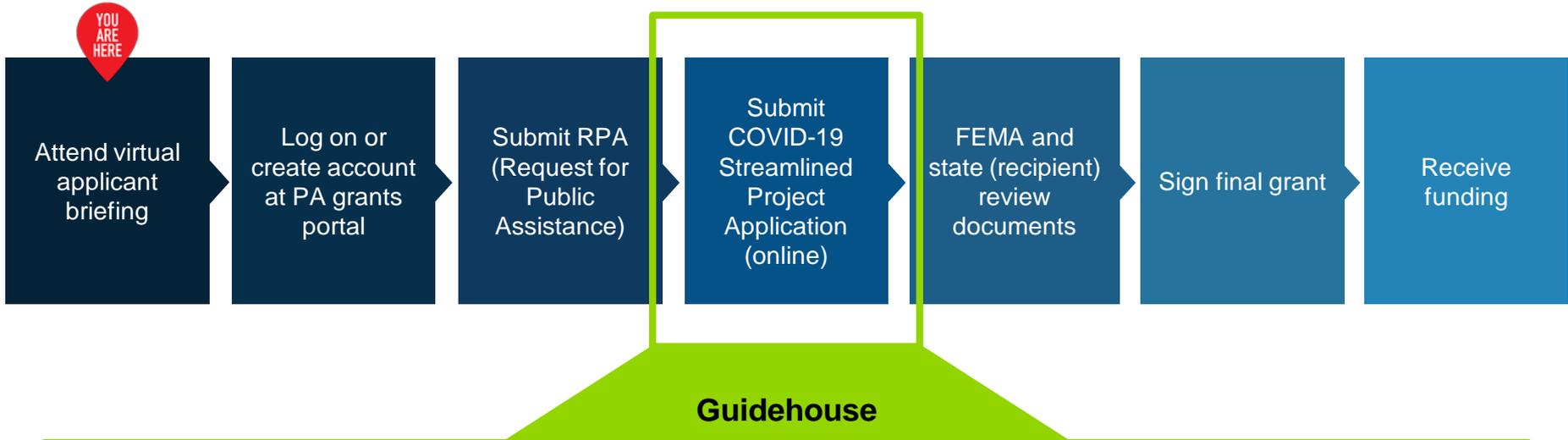
- Eliminates Exploratory Calls
- Eliminates Recovery Scoping Meetings
- Eliminates Most Site Inspections
- Reduces Documentation Requirements

### Online Applicants Can:

- Explain Work Activities
- Answer Basic Questions
- Provide Limited Supporting Documentation
- Provide a Cost Estimate

# Role of Guidehouse Consulting

## *Application and Process Advisors*



**Guidehouse's role is to serve as your trusted advisors within the State of Vermont to maximize your Federal Reimbursement for COVID-19. We aim to:**

- **Clearly explain FEMA PA** to applicants who are unfamiliar with the process
- Advise applicants on how to **build a case for FEMA PA cost reimbursement**
- **Provide best practices and a knowledge base** to help you navigate the cost documentation process
- **Address any application-related questions** to the best of our knowledge

# FEMA Public Assistance Process

## *First Step: Request for Public Assistance (RPA)*

**RPA is the formal acknowledgement of applicant's intent to request reimbursement from the FEMA PA program**

- 1. Those with Grants Portal accounts already**, your RPA's must be completed and submitted electronically in Grants Portal
- 2. Those without Grants Portal accounts**, please visit <https://grantee.fema.gov/> to register your organization with an account
  - Invitation e-mails will be sent after your Grants Portal account is created and your RPA is submitted into system
  - All e-mails come from support@pagrants.fema.gov; please check your junk/spam folder if you do not receive an invite in your inbox
  - Log in and change your password
  - Your username will be your email address

**For a Private Nonprofit to register as an Applicant, in addition to the Request for Public Assistance (RPA) it must submit:**

- DUNS Number
- Organizational Charter / By-laws
- Tax Exempt Letter, 501c (d) or (e) IRS designation
- Articles of Incorporation
- PNP Questionnaire
- Copy of deed or lease agreement
- See [VEM webpage for PNP guidance](#)

# FEMA Public Assistance Process

## First Step: Request for Public Assistance (RPA)

FEMA Grants Portal

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

 Sign in to Your Account

USERNAME [Forgot your username?](#)

PASSWORD [Forgot your password?](#)

SIGN IN

[+ Register Your Organization and Request Public Assistance](#)

DEPARTMENT OF HOMELAND SECURITY  
Federal Emergency Management Agency  
**REQUEST FOR PUBLIC ASSISTANCE**

OMB Control Number 1665-0017  
Expires December 31, 2019

Paperwork Burden Disclosure Notice  
Public reporting burden for this data collection is estimated to average 15 minutes per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing this form. This collection of information is required to obtain or retain benefits. You are not required to respond to this collection of information unless it displays a valid OMB control number. It appears in the upper right corner of this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collection Management, Department of Homeland Security, Federal Emergency Management Agency, 400 C Street, SW, Washington, DC 20472, Paperwork Reduction Project (1665-0017) NOTE: Do not send your completed form to this address.

Privacy Act Statement  
Authority: FEMA is authorized to collect the information requested pursuant to the Robert T. Stafford Disaster Relief and Emergency Assistance Act, §§ 402-403, 409-427, 417, 423, and 427; 42 U.S.C. § 5170a-9, § 5172-73, § 5164, § 5169a, § 5199a; The American Recovery and Reinvestment Act of 2009, Public Law No. 111-5, § 601; and "Public Assistance Project Administration," 44 C.F.R. §§ 206.202, and 206.205.

APPLICANT (Political subdivision or eligible applicant)		DATE SUBMITTED	
COUNTY (Location of Damages: if located in multiple counties, please indicate)			
APPLICANT PHYSICAL LOCATION			
STREET ADDRESS			
CITY	COUNTY	STATE	ZIP CODE
MAILING ADDRESS (if different from Physical Location)			
STREET ADDRESS			
POST OFFICE BOX	CITY	STATE	ZIP CODE
Primary Contact/Applicant's Authorized Agent		Alternate Contact	
NAME	NAME		
TITLE	TITLE		
BUSINESS PHONE	BUSINESS PHONE		
FAX NUMBER	FAX NUMBER		
HOME PHONE (Optional)	HOME PHONE (Optional)		
CELL PHONE	CELL PHONE		
E-MAIL ADDRESS	E-MAIL ADDRESS		
PAGER & PIN NUMBER	PAGER & PIN NUMBER		

Did you participate in the Federal/State Preliminary Damage Assessment (PDA)?  YES  NO  
Private Non-Profit Organization?  YES  NO  
If yes, which of the facilities identified below best describe your organization?  
This 44 CFR, part 206.22116 defines an eligible private non-profit facility as: "... any private non-profit educational, utility, emergency, medical or custodial care facility, including a facility for the aged or disabled, and other facility providing essential governmental type services to the general public, and such facilities on Indian reservations." Other essential governmental service facility means museums, zoo, community centers, libraries, homeless shelters, senior citizen centers, rehabilitation facilities, shelter workshops and facilities which provide health and safety services of a governmental nature. All such facilities must be open to the general public."  
Private Non-Profit Organizations must attach copies of their Tax Exemption Certificate and Organization Charter or By-Laws, if your organization is a school or educational facility, please attach information on accreditation or certification.

OFFICIAL USE ONLY: FEMA - \_\_\_\_\_ -OR- \_\_\_\_\_ - FIP# \_\_\_\_\_ DATE RECEIVED \_\_\_\_\_

FEMA Form 009-0-49 9/16 PREVIOUS EDITION OBSOLETE

# Application Required Documentation



# FEMA Required Documentation

## *Application Can Include Completed and Future Costs*

In an effort to streamline the application process, FEMA encourages applicants to **consolidate cost types** and apply for **completed costs as well as future costs in the same application**



**One Application**

# FEMA Required Documentation

## *Types of Required Documentation*

*Entities must identify the incremental costs in the following categories incurred due to COVID-19*



**Force Account Labor**



**Force Account Equipment**



**Materials Summary Record**



**Contract Work Summary Record**

**Include If Applicable**

*Entities must also describe the work performed and attach various organizational policies*



**Procurement Policy**



**Labor / Pay Policy**



**Insurance Policy**



**Detailed Descriptions of Work Performed Related to COVID-19**

**Required!**

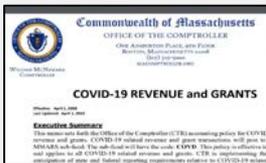
# FEMA Required Documentation

## Primary Cost Categories

Primary Cost Categories	Example Documentation for Subsequent PW Versions
1 Labor	<ul style="list-style-type: none"> <li><input type="checkbox"/> Name of employee, title, job function, type of employee (full-time, temp, etc.)</li> <li><input type="checkbox"/> Timesheets (days and hours worked), description of work performed or activity log</li> <li><input type="checkbox"/> Proof of payment and pay rate schedules</li> <li><input type="checkbox"/> Your organization's labor policies</li> </ul>
2 Equipment	<ul style="list-style-type: none"> <li><input type="checkbox"/> Type of equipment including year, make, and model</li> <li><input type="checkbox"/> Hours worked, including the location and day</li> <li><input type="checkbox"/> Operator's name</li> <li><input type="checkbox"/> Schedule of rates and total costs</li> <li><input type="checkbox"/> Rented equipment also needs vendor name, invoice, and check numbers</li> </ul>
3 Materials / Supplies	<ul style="list-style-type: none"> <li><input type="checkbox"/> Vendor name and material description</li> <li><input type="checkbox"/> Quantity used, unit price, total price, date purchased, and date used</li> <li><input type="checkbox"/> Inventory withdrawal records including the types of supplies and quantities used</li> <li><input type="checkbox"/> Purchased equipment proof of payment and invoices numbers</li> </ul>
4 Contracts	<ul style="list-style-type: none"> <li><input type="checkbox"/> Invoices and contracts including contract start and end dates</li> <li><input type="checkbox"/> Contractor name and EIN</li> <li><input type="checkbox"/> Proof of payment and total amount</li> <li><input type="checkbox"/> Bid documents</li> </ul>

Deepdive to follow

### Some other types of sample supporting documentation for FEMA PA include:



General Policies

Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00
2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
6.00	12.00	6.00										3.50
7.00	17.00	12.00	0.00	7.50	0.00	0.00	0.00	0.00				0.00

Workbooks



E-mails



Contracts



Photos

# Force Account Labor Documentation

## Optional Format

Fillable  
Template  
Provided

DEPARTMENT OF HOMELAND SECURITY												
Federal Emergency Management Agency												
FORCE ACCOUNT LABOR SUMMARY												
										PAGE ____ OF ____	O.M.B. Control Number: 1860-0017 Expires: June 30, 2020	
<b>PAPERWORK BURDEN DISCLOSURE NOTICE</b>												
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 (1560-0017). <b>NOTE: Do not send your completed questionnaire to this address.</b>												
APPLICANT				PA ID #		PROJECT #		DISASTER				
LOCATION/SITE						CATEGORY		PERIOD COVERING				
DESCRIPTION OF WORK PERFORMED												
NAME		DATES AND HOURS WORKED EACH WEEK					COSTS					
JOB TITLE		DATE						TOTAL HOURS	HOURLY RATE	BENEFIT RATE/HR	TOTAL HOURLY RATE	TOTAL COSTS
NAME		REG.										
JOB TITLE		O.T.										
NAME		REG.										
JOB TITLE		O.T.										
NAME		REG.										
JOB TITLE		O.T.										
NAME		REG.										
JOB TITLE		O.T.										
NAME		REG.										
JOB TITLE		O.T.										
TOTAL COSTS FOR FORCE ACCOUNT LABOR REGULAR TIME											\$	
TOTAL COST FOR FORCE ACCOUNT LABOR OVERTIME											\$	
I CERTIFY THAT THE INFORMATION ABOVE WAS OBTAINED FROM PAYROLL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.												
CERTIFIED				TITLE				DATE				

FEMA Form 009-0-123
PREVIOUS EDITION OBSOLETE

# Force Account Equipment Documentation

## Optional Format

Fillable  
Template  
Provided

DEPARTMENT OF HOMELAND SECURITY Federal Emergency Management Agency		PAGE ____ OF ____	O.M.B. Control Number: 1660-0017 Expires: June 30, 2020									
<b>FORCE ACCOUNT EQUIPMENT SUMMARY RECORD</b>												
<b>PAPERWORK BURDEN DISCLOSURE NOTICE</b> Public reporting burden for this data collection is estimated to average .5 hours per response. The burden estimates 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). <b>NOTE: Do not send your completed questionnaire to this address.</b>												
APPLICANT	PA ID #	PROJECT #	DISASTER									
LOCATION/SITE		CATEGORY	PERIOD COVERING									
DESCRIPTION OF WORK PERFORMED												
TYPE OF EQUIPMENT		OPERATOR'S NAME	DATES AND HOURS USED EACH DAY							COSTS		
INDICATE SIZE, CAPACITY, HORSEPOWER, MAKE AND MODEL AS APPROPRIATE	EQUIPMENT CODE NUMBER		DATE								TOTAL HOURS	EQUIPMENT RATE
		HOURS										
		HOURS										
		HOURS										
		HOURS										
		HOURS										
		HOURS										
		HOURS										
		HOURS										
GRAND TOTAL												
I CERTIFY THAT THE ABOVE INFORMATION WAS OBTAINED FROM PAYROL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.												
CERTIFIED						TITLE						DATE
FEMA Form 009-0-127						PREVIOUS EDITION OBSOLETE						



# Contract Work Documentation

## Required Format

Fillable  
Template  
Provided

### FEMA Public Assistance COVID-19 Contracts Report

Instructions: Applicants should complete one form for each PA COVID-19 project application.

#### Section I – Project Application Information

Declaration #:	Applicant Name:	FEMA PA Code:	Applicant-Assigned Project Application #:
----------------	-----------------	---------------	---

#### Section II – Contract Information

Instructions: Applicants must complete this section to provide contract information for contract costs reported on the project application indicated in Section I of this form.

##### 1. CONTRACT INFORMATION

Name of Contractor	Contractor EIN	Contract Award Date	Contract Start Date	Contract End Date	Was the contract awarded through a competitive bidding process?	If not competitively bid, please provide justification. Please select one of the following and write in the box below:	Type of Contract Please select one of the following options and write in the box below:	Scope of Contract For example, construction of temporary facility or emergency medical transport.	Total Contract Award Please indicate dollar amount.	Amount requested for funding on this project application Please indicate dollar amount.
					<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Only available from single source <input type="checkbox"/> Public exigency or emergency <input type="checkbox"/> FEMA authorized <input type="checkbox"/> Recipient authorized <input type="checkbox"/> Inadequate competition <input type="checkbox"/> Other:	<input type="checkbox"/> Fixed price <input type="checkbox"/> Cost-reimbursement <input type="checkbox"/> Time and materials <input type="checkbox"/> Cost-plus % of cost <input type="checkbox"/> Other:			
					<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Only available from single source <input type="checkbox"/> Public exigency or emergency <input type="checkbox"/> FEMA authorized <input type="checkbox"/> Recipient authorized <input type="checkbox"/> Inadequate competition <input type="checkbox"/> Other:	<input type="checkbox"/> Fixed price <input type="checkbox"/> Cost-reimbursement <input type="checkbox"/> Time and materials <input type="checkbox"/> Cost-plus % of cost <input type="checkbox"/> Other:			
					<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Only available from single source <input type="checkbox"/> Public exigency or emergency <input type="checkbox"/> FEMA authorized <input type="checkbox"/> Recipient authorized <input type="checkbox"/> Inadequate competition <input type="checkbox"/> Other:	<input type="checkbox"/> Fixed price <input type="checkbox"/> Cost-reimbursement <input type="checkbox"/> Time and materials <input type="checkbox"/> Cost-plus % of cost <input type="checkbox"/> Other:			
<b>TOTAL</b>										

##### 2. CERTIFICATION

I certify that the above information is accurate and was obtained from documents that are available for audit.

Applicant Authorized Representative	Title	Signature
-------------------------------------	-------	-----------

# FEMA Required Documentation

## *Example Requirements by Category*

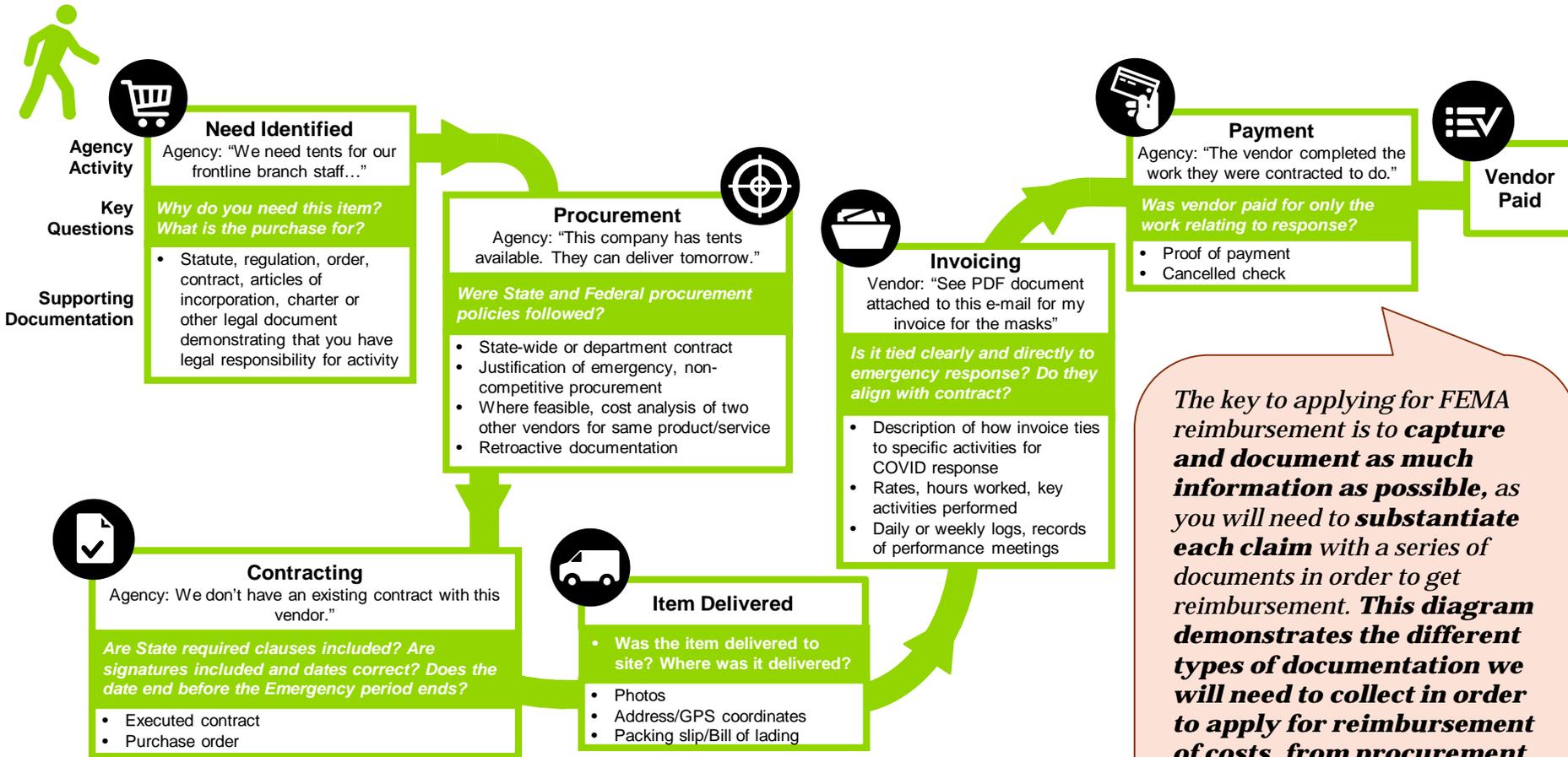
		
Rented or Purchased Equip.	Supplies from Stock	Purchased Supplies
<ul style="list-style-type: none"> <li>Rental or lease agreements, invoices, receipts</li> <li>Days used</li> </ul> <p><b>Note:</b> Days used must include the number of hours used per day and the labor documentation must correctly correspond</p>	<ul style="list-style-type: none"> <li>Historical cost records</li> <li>Inventory records</li> <li>Type of supplies and quantities used, with support documentation such as daily logs</li> </ul>	<ul style="list-style-type: none"> <li>Receipts or invoices</li> </ul>

	
Contracts	Mutual Aid
<ul style="list-style-type: none"> <li>Procurement policy</li> <li>Procurement bid documents</li> <li>For procurements in excess of the simplified acquisition threshold, a cost/price analysis</li> <li>Contracts, change orders, and invoices</li> <li>Dates worked</li> <li>For time &amp; materials (T&amp;M) contracts, monitoring documentation</li> </ul>	<ul style="list-style-type: none"> <li>Written agreement</li> <li>Services requested and received</li> <li>Same information listed for labor, equipment, and supplies (as applicable)</li> <li>Invoices</li> </ul>



# FEMA Required Documentation

## Example Documentation Collection Process

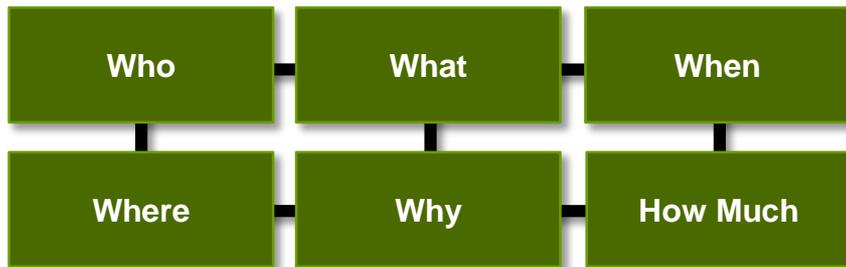


*The key to applying for FEMA reimbursement is to **capture and document as much information as possible**, as you will need to **substantiate each claim** with a series of documents in order to get reimbursement. **This diagram demonstrates the different types of documentation we will need to collect in order to apply for reimbursement of costs, from procurement paperwork to proof of payment.***

# Application Work Descriptions

## *Example Descriptions of Eligible Work*

Descriptions should include each of the following for disaster recovery work



- All of the descriptions of work and required documentation pertaining to a project should be filed together and maintained by you as the permanent record of the project
- **These records become the basis for verifying your final project costs**

### **General Declaration Language for Emergency Work**

*"In accordance with section 502 of the Stafford Act, eligible emergency protective measures taken to respond to the COVID-19 emergency at the direction or guidance of public health officials' may be reimbursed under Category B of the agency's Public Assistance program. 44 C.F.R. § 206.225(a) authorizes emergency protective measures necessary to eliminate or lessen immediate threats to life, public health, or safety."*

### **Implementing Social Distancing**

*"In order to effectively implement the governor ordered social distancing measures [organization] conducted [work performed] to maintain an operational government during unprecedented pandemic conditions."*

### **Disinfection of Public Facilities**

*"The applicant utilized [type of work/contract services/labor] to disinfect eligible public facilities that fall within their ownership to maintain and operate. The disinfection measures were taken to manage, control, and reduce immediate threats to public health and safety by eliminating/preventing further spread of COVID-19."*

# FEMA Required Documentation

## *Administrative Costs*

Applicants may receive **up to 5% of the total award amount** as administrative costs for requesting, obtaining, and administering FEMA public assistance funds. **The 5% cap is calculated based on final actual eligible project costs, including Federal and non-Federal cost shares, after insurance and any other reductions.** All administrative costs will be **funded at 100% Federal share**

### Administrative Cost Documentation Requirements

1. Specific description of administrative task performed by individual
2. Skill level and position description of individual performing task
3. An explanation of work performed with a representative sample of daily logs/activity reports. The activity must be related to eligible projects
4. Documentation to substantiate the necessity of any claimed office supplies, equipment, or space
5. For meetings or site inspections, the activity description needs to include the number and purpose of the meetings or site inspections
6. Travel costs need to include the purpose of travel and a copy of the travel policy
7. Training needs to include the location, date(s), and title of the course

- FEMA may process amendments up to once a quarter for 5% of the Total Award Amount obligated for the applicant at the time of its amendment request
- FEMA may require a plan describing how the applicant plans to use the funds

# FEMA Project Donations

## *Offset Your 25% Cost Share*

- Applicants may use the value of donated resources to **offset their 25% cost share**
- Resources donated by an organization that would **normally provide the same resources under its mission** are eligible provided the **organization is not federally funded**
- **Mutual aid agreements** that provide assistance at no cost to the applicant may be used to offset the non-Federal cost share of its emergency work
- **Pay rate by which you would pay a salaried employee for performing similar work**, including an explanation of that rate

### Eligible Donation Costs

- Third party donation
- Eligible emergency work
- Documentation
  - ✓ Track resources
  - ✓ Work performed & description
  - ✓ Special location
  - ✓ Hours

### Eligible Cost Categories



Labor



Equipment



Supplies & Materials



Logistical Support

# FEMA Required Documentation

## *Example Donation Documentation by Category*

 Equipment	 For Each Individual	 Supplies or Materials
<ul style="list-style-type: none"><li>• Who donated each piece of equipment</li><li>• The same information listed under applicant-owned equipment</li></ul>	<ul style="list-style-type: none"><li>• Name</li><li>• Days and hours worked</li><li>• Location of work and work performed</li><li>• Payrate of salaried employees for performing similar work</li></ul>	<ul style="list-style-type: none"><li>• Quantity donated</li><li>• Donor identification</li><li>• Location(s) used</li></ul>



### **Applicant-Owned (Force Account) Equipment**

- Type of equipment and attachments used (year, make, model)
- Size / capacity (e.g. horsepower, wattage)
- Location, days, and hours used with usage log
- Operator name
- Schedule of rates, including rate components

# Online Application Portal and Live Demo

# FEMA PA Online Portal

## COVID-19 Streamlined Project Application

FEMA now uses a **COVID-19 Streamlined Project Application** to expedite the reimbursement process for grant recipients. You can **fill out the Application in the online FEMA portal**. A step-by-step application guide can be found in the Additional Resources section of this presentation.

### FEMA Guide Includes:

- 1 Completing and Submitting the Project Application in Grants Portal
- 2 Reviewing and Signing a Project
- 3 Tracking a Project Submission
- 4 Summary of Project Process Steps

The screenshot displays the FEMA PA Online Portal interface. The left sidebar contains navigation options: Dashboard, Change Organization, My Organization, Organization Profile, Applicant Event Profiles, Expedient Calls, Recovery Imaging Inquiries, Projects, Inquiries, Work Order Requests, Work Orders, My Tasks, Calendar, USMap, Resources, and Intelligence. The main content area is titled 'Projects' and includes filters for STATUS (All), HAS MFI (Select...), and HAS POLICY REQUEST (Select...). Below the filters is a table of projects:

Project #	Category	Title	Type	Process Step	Est. Amount	Est. Start Date
119901	A - Debris Removal	Town of Townsend - Debris Removal from Storm Roads	Work Completed - Fully Documented	Completed	\$125,004.19	04/17/2024
121000	C - Roads and Bridges					
130170	D - Emergency Work Disabled Assistance					

Annotations on the screenshot include:

- 'Step 1: Select Projects' pointing to the project table.
- 'Step 2: View Process Step' pointing to the 'Process Step' column.
- 'Click To Sign' pointing to a button in the 'Mitigation' section of a project detail view.

The project detail view shows sections for Mitigation, Environmental Historical Preservation (EHP), and EHP Conditions. The EHP Conditions section includes a green checkmark and text: 'Is this project compliant with EHP laws and orders?'. Below this are sections for EHP Additional Information and Sign Document, with a 'Click To Sign' button highlighted.

# FEMA PA Online Portal

## Application Sections

Depending on the **total cost in your application**, you will need to fill out **different parts of the Streamlined Application in the grants portal**. A paper version of the application can be found [here](#).

The project application has four sections and six supplemental schedules. All Applicants must complete sections I, II, III, and IV and one or more of the following schedules:

- Schedule A, B, C, or EZ depending on the cost and activity status.
- Schedule D when claiming costs equal to or greater than \$131,100<sup>5</sup> for certain activities.
- Schedule F when claiming costs for activities that may have environmental and historic preservation concerns.

Table 1 illustrates the circumstances under which each schedule should be completed.

Cost	Funding Request Type	Work Status	Cost Basis	Schedules Required					
				A	B	C	D	EZ	F*
Less than \$131,100	Small	Any	Any					X	X
Equal to or greater than \$131,100	Large Expedited	Any	Applicant-Provided Information	X					X
	Large Regular	Complete	Actual Costs		X		X		X
		In-progress	Actual Costs & Applicant-Provided Information			X	X		X
		Not started	Applicant-Provided Information			X	X		X

\*Schedule F may be required based on specific activities.

# FEMA PA Online Portal Demo

## *Portal Overview & Starting a New Application*

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



 Sign in to Your Account

USERNAME

[Forgot your username?](#)

PASSWORD

[Forgot your password?](#)

SIGN IN

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

# Application Best Practices

# Documentation Best Practices



DOs

- **Document, document, document!**
  - If it isn't documented, it didn't happen
- **Remember to keep of the who, what, where, when, why, and how / how much**
  - We are always aiming to document the “story” of decisions made
- **Quality documentation will determine the speed of reimbursement**
  - Providing all the documentation in an organized manner to FEMA and the State will result in a reimbursement process that will take **weeks** VERSUS proving piecemeal and inadequate documentation will result in a reimbursement process that will take **months**
- **Keep track of grant funds received separately to ensure transparency and avoid duplication of benefits**



DON'Ts

- **Improper Processes:** Even under emergency conditions, do not assume that improper processes (procurement, timekeeping, etc.) will be eligible for reimbursement
- **Insufficient documentation:** A lack of adequate details or missing supporting documentation – can lead to a significant loss in eligible grant funding
- **Unclear Accounting:** With multiple funding sources potentially being made available, an eligible grant could be lost due to an inability to clearly articulate how different funding sources are utilized and that benefits are not duplicated
- **Lack of Transparency:** The lack of documentation and communication of operational decisions with relevant stakeholders at the State and Federal level could jeopardize the reputation of your organization and could also lead to the loss of eligible grant funding

# Documentation Best Practices

## *Example: In-House Labor & Materials*

### In-House

#### Labor



#### Leading Practices

- Verify that employee labor policies include a reference to the type of work that allows overtime. Differentiate overtime differences between exempt and non-exempt employees.
- Set up crisis specific timekeeping code.
- Track number of hours by date, employee ID, and standard vs. overtime hours, location of work performed.
- Document description of tasks completed to support labor time and justify activities are above and beyond standard operations.

#### Example Scenarios

- Healthcare professionals and support staff are working above standard hours to address the increase in patient volume.
- In-house janitorial staff are working above standard hours to maintain acceptable cleaning standards for the current environment.

#### Inventory

#### Leading Practices

- Quantify existing stock ("status quo") with material/equipment details and unit costs.
- Maintain logs of materials pulled from system inventory/stock.

#### Example Scenarios

- Disinfection of facilities.
- Departments preemptively order materials and medical devices to add to inventory to ensure supplies are readily available in the event intake increases.

# Documentation Best Practices

## *Example: Third Party Contracts & Equipment*

### Third Party

#### Contracts, Materials, Equipment



#### Leading Practices

- Document exigency/emergency procurement needs and retain in project files.
- Ensure formal procurement processes are on file for the organization to follow. Follow formal and proper procurement processes whenever possible and consider federal acquisition rules.
- Issue separate purchase orders using a specific code when leveraging pre-existing contracts.
- Require vendors provide details on invoices and change orders (quantities of services provided, unit costs, location of services performed, date of work performed, job reports/logs).
- If applicable, ensure intergovernmental agreements are executed, when coordinating donated resources (labor and materials).
- Avoid cost-plus contracts and include not to exceed values on T&M contracts.

#### Example Scenarios

- Large orders for additional masks and respirators are sourced.
- Cleaning companies are hired to conduct necessary additional disinfecting of facilities.
- Temporary medical facilities and/or enhanced medical/hospital capacity to provide services.
- Generators are rented to power temporary facilities/field operations/testing sites.

# Applicant FAQs

# Applicant FAQs

## *Eligibility Questions and Answers*

### Q: What labor costs are eligible for FEMA-PA?

The employee's labor eligibility depends on if the individual is a budgeted or unbudgeted employee:

- **Budgeted Employees:** exempt employee overtime is eligible if overtime pay is required by the applicant's pre-disaster labor policy. Straight time is not eligible.
- **Unbudgeted Employees:** exempt employee overtime is eligible if overtime pay is required by the applicant's pre-disaster labor policy. Straight time is eligible.

Emergency Work Labor Eligibility		
Budgeted Employees	Overtime	Straight-Time
Permanent employee*	X	
Seasonal employee working during normal season of employment	X	
Unbudgeted Employees	Overtime	Straight-Time
Essential employee called back from administrative leave	X	X
Permanent employee funded from external source	X	X
Temporary employee hired to perform eligible work	X	X
Seasonal employee working outside normal season of employment	X	X

\*Budgeted exempt permanent full-time employees are not eligible for overtime through the Fair Labor and Standards Act. The exception being if the local employer has paid them overtime for a period of time in the past/present and they can demonstrate such through supporting documentation. We want to avoid a difference in paying employees because there is federal reimbursement available.

# Applicant FAQs

## *Eligibility Questions and Answers*

### **Q: Are computers, laptops, WIFI, or IT equipment eligible?**

FEMA may provide financial assistance under Public Assistance Category B for an eligible applicant to purchase equipment and/or supplies that it justifiably needs to respond to COVID19. This may include computers or similar information technology equipment.

However, **the equipment and/or supplies must be necessary for and used to carry out eligible work, and not just purchased to facilitate social distancing for state and local employees.** For example, a local government purchased an extra computer for its EOC based on the magnitude of COVID-19 response operations, then this could be eligible. Conversely, the local government would not be eligible to purchase computers for its tax department employees so that they could telework from home.

The purchase of computers, laptops, internet service, and other related expenses is not eligible as an emergency protective measure. These purchases would be considered increased operating costs which are not eligible for public entities unless the additional cost is specifically related to eligible emergency actions to save lives or protect public health and safety or improved property.

### **Q: Does FEMA just determine eligibility by expense type or does the use of the product/service matter?**

To be eligible, an expense must at a minimum, meet three criteria: **be required as a result of the declared incident, be located within the designated area, with the exception of sheltering and evacuation activities, and be the legal responsibility of an eligible applicant.** Additional information on eligible expenses is provided in this webinar and in the additional resources section of this presentation.

# Applicant FAQs

## *Eligibility Questions and Answers*

**Q: Can I submit a project application for expenses incurred up to a certain date, e.g., June 30, and then submit a second project application for July 1 through the end of the disaster?**

Yes. Applicants can also submit a **combination of incurred actual costs and future costs (expected to be incurred)** as part of one application.

**Q: What is sufficient documentation for an expense? What are some examples?**

Documentation requirements vary by expense type. Examples are provided in this webinar, in the additional resources section of this presentation, and in FEMA's Streamlined Project Application.

**Previous Vermont Emergency Management Applicant Briefing FAQs: [#1](#), [#2](#), [#3](#)**

# Additional Resources

# Additional Resources

## *Fact Sheets, Guides, Worksheets, and Useful Links*

1. **FEMA PA COVID-19 Eligibility Fact Sheets**
  - [Private Nonprofit Organizations](#)
  - [Non-Congregate Sheltering](#)
  - [Eligible Emergency Protective Measures](#)
  - [Procurement Under Grants Conducted Under Exigent or Emergency Circumstances](#)
  - [All Fact Sheets](#)
2. **FEMA PA Applicant Quick Guide**
  - [COVID-19 Process Overview](#)
  - [Completing and Submitting a COVID-19 Streamlined Project Application](#)
3. **FEMA PA Project Worksheets (Required Content, Optional Documentation Format)**
  - [Force Account Labor Summary Record](#)
  - [Force Account Equipment Summary Record](#)
  - [Rented Equipment Summary Record](#)
  - [Materials Summary Record](#)
  - [Contract Work Summary Record](#)
  - [All Project Worksheets](#)
4. **[FEMA Public Assistance Program and Policy Guide \(PAPPG\)](#)**
5. **[Vermont Emergency Management Applicant Info Page](#) (Includes more Applicant FAQs)**
6. **[FEMA PA Grants Portal](#)**
7. **[Request for Public Assistance](#) (Paper Version. RPAs need to be filled out and submitted in the Grants Portal)**
8. **[FEMA PA COVID-19 Streamlined Application](#) (Paper Version. Applications need to be filled out and submitted in the Grants Portal)**
9. **[FEMA PA Grants Portal YouTube Channel](#)**
10. **FEMA Portal Help Desk 866-337-8448**

# Additional Resources

## FEMA Webinars and Guidehouse Office Hours

### Attend a FEMA Public Assistance Training Webinar!

- Grants Portal Applicant Basics
- COVID-19 Application Overview
- Schedules can be found in the FEMA online portal (Support → Resources → Training Materials and Tutorials)



FEMA

Public Assistance  
Training Webinars  
August 31 – September 4, 2020

Public Assistance  
Training Section

Grants Portal Applicant Basics [Applicant Basics]	Project Application Overview [COVID-19]	Emergency Protective Measures & Donated Resources [EPM & DR]
<ul style="list-style-type: none"> <li>• Register and set up a new Grants Portal account</li> <li>• Submit a Request for Public Assistance (RPA)</li> <li>• Upload documents, create tiles</li> </ul>	<ul style="list-style-type: none"> <li>• Streamlined Process Flow for COVID-19 Declarations</li> <li>• Streamlined Project Application in Grants Portal</li> <li>• COVID-19 Documentation/Forms</li> </ul>	<ul style="list-style-type: none"> <li>• Understand and document your protective measures and purchases</li> <li>• Learn how donated resources can reduce cost shares</li> </ul>

ALL OFFERINGS ARE LISTED IN EASTERN DAYLIGHT TIME (EDT)

Times EDT*	Mon 8/31	Tue 9/1	Wed 9/2	Thu 9/3	Fri 9/4	Link to Attend
10:00AM EDT			Applicant Basics	EPM & DR		<a href="https://fema.zoomgov.com/j/1618806487">https://fema.zoomgov.com/j/1618806487</a> Password: FEMA2020
2:00 PM EDT					COVID-19	
4:00 PM EDT	Applicant Basics	COVID-19	EPM & DR			
7:00 PM EDT		COVID-19		EPM & DR		

To join a webinar, click the corresponding link above at the designated time and enter the meeting password. Please sign in with your full name, organization, state, tribe, and/or territory for tracking purposes. Sessions may be recorded.

**Zoom Meeting:** If you have trouble logging in using the links provided, visit <https://fema.zoomgov.com/>. Choose "Join Meeting," enter the meeting ID and then the password when prompted. You may sign into Zoom as a guest. Your Zoom log-in information is not the same as your Grants Portal log-in information.

#### TIME ZONE CONVERSION CHART

EDT/AST*	9 AM	10 AM	11 AM	12 PM	1 PM	2 PM	3 PM	4 PM	5 PM	6 PM	7 PM
CDT*	8 AM	9 AM	10 AM	11 AM	12 PM	1 PM	2 PM	3 PM	4 PM	5 PM	6 PM
MDT*	7 AM	8 AM	9 AM	10 AM	11 AM	12 PM	1 PM	2 PM	3 PM	4 PM	5 PM
PDT/MST*	6 AM	7 AM	8 AM	9 AM	10 AM	11 AM	12 PM	1 PM	2 PM	3 PM	4 PM
HST*	3 AM	4 AM	5 AM	6 AM	7 AM	8 AM	9 AM	10 AM	11 AM	12 PM	1 PM

\*EDT: Eastern Daylight Time | AST: Atlantic Standard Time | CDT: Central Daylight Time | MDT: Mountain Daylight Time  
PDT: Pacific Daylight Time | MST: Mountain Standard Time | HST: Hawaii-Aleutian Standard Time

For a full listing of Independent Study Classes, visit the [Emergency Management Institute](#).

To watch on-demand videos anytime, visit FEMA's Grants Manager Grants Portal [YouTube Channel](#)

If you have questions, please email [FEMA-Recovery-PA-Grants@fema.dhs.gov](mailto:FEMA-Recovery-PA-Grants@fema.dhs.gov) or call the Grants Manager/Portal Hotline at (866) 337-8448.



Sample Info

# THANK YOU