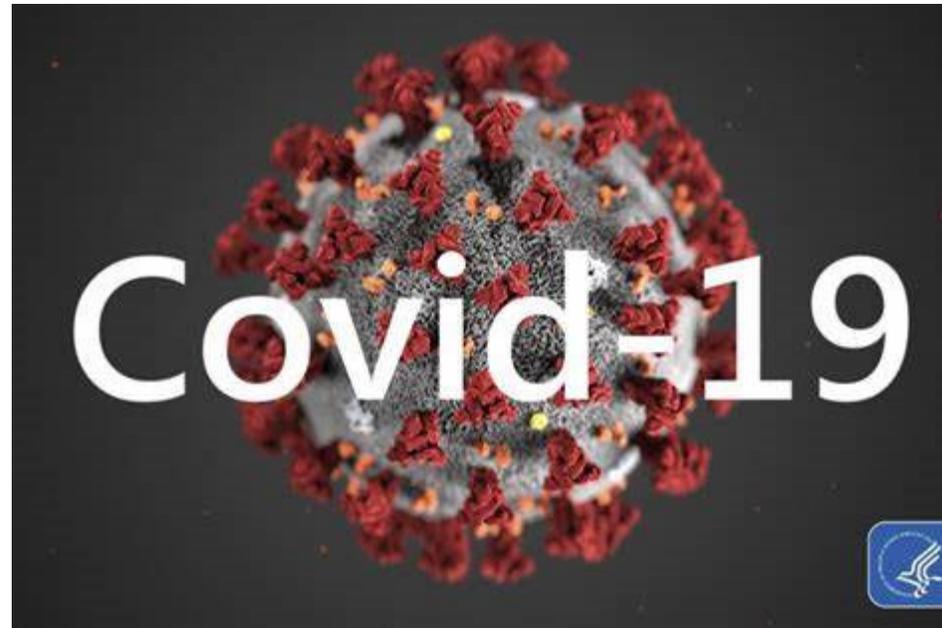


Federal Emergency Management Agency FEMA's Public Assistance Grant Program and Grants Portal

EM-3437 / DR-4532

Applicant Briefing #3 – 05-04-20



COVID-19 Disaster Fact Sheet

Disaster number: FEMA Emergency Declaration EM-3437-VT and Major Disaster Declaration DR-4532-VT

Designated counties: Statewide

Incident period: January 20, 2020 - ongoing

Declaration date: April 8, 2020

Type of disaster: Pandemic/ Biological

Disaster funding: Emergency Protective Measures – “Category B”



State and Federal Contacts

Vermont Public Assistance Recovery and Mitigation Chief

Ben.Rose@vermont.gov

Vermont Public Assistance Officer - handling all applications except hospitals and State agencies

Kim.Canarecci@vermont.gov

Vermont Finance Specialist

Melissa.Austin@vermont.gov

Vermont Public Assistance Administrator - handling hospital/medical applications and State agencies

Ron.Pentkowski@vermont.gov

FEMA Public Assistance Group Supervisor

Richard.Johnstoniii@fema.dhs.gov

For Immediate Release:

March 25, 2020

Contact:

Jay Tilton : (202) 224-2667

**S. 3548 The Coronavirus Aid, Relief, and
Economic Security Act**

*Title-By-Title Summary Prepared By The Office Of
Vice Chairman Leahy (D-Vt.)*

The appropriations division of the Senate’s bipartisan coronavirus aid and economic relief agreement contains \$330 billion in new funding to address the needs of the American people as we confront the coronavirus pandemic. The bill provides new resources to help strained state, local, and tribal governments as they combat this pandemic; support for hospitals and health care workers on the front lines of this public health crisis; funding to purchase personal protective equipment and much needed medical equipment; support for law enforcement, firefighters, and first responders; funding for scientists researching treatments and vaccines; support for small businesses; support for local schools and universities; and funding for affordable housing and homelessness assistance programs. This funding is in addition to the \$150 billion Coronavirus Relief Fund that will provide state, local, and tribal government with additional resources to address this pandemic. *The summary does not reflect the mandatory or authorizing provisions of the agreement.*



FEMA

Snapshot of Vermont Funding Under the Coronavirus Aid, Relief, and Economic Security Act (CARES Act)

Program Name	Timing of Payments	Amount Designated For Vermont
Payments to States for Child Care and Development Block Grants	\$3.5 billion to remain available through September 30, 2021	TBD
Children and Families Services Programs	Includes \$750 million for Head Start to meet emergency staffing needs and up to \$500 million for summer programs; through September 30, 2021	TBD
Education Stabilization Fund	Approve or deny applications no later than 30 days after receipt; payment through September 30, 2021	Unknown but considerable; \$30.750 billion total with distribution as follows: 9.8% Section 18002 (Governor's Fund); 43.9% Section 18002 (Elementary and Primary Fund); 46.3% Section 18004 (Higher Ed)
Governor's Emergency Relief Fund	Approve or deny applications no later than 30 days after receipt; funding must be returned 1 year after if unused	Proportional share of \$3.0135 billion from total designated in 18001
Relief Fund - Elementary and Secondary Schools	Must return unused funds after 1 year	Proportional share of \$13.5 billion from total designated in 18001
Relief Fund - Higher Education	Allocated directly	Proportional share of \$14.24 billion from total designated in 18001
Safe Schools and Citizenship Education and Project SERV	\$100 million allocated directly	TBD
Student Aid Administration	\$40 million allocated directly	TBD
Grants		421,000
Grants		405,300
Public Health Emergency Preparedness (PHEP) program		5,448,000
Election Grants		3,000,000
Byrne-JAG		2,125,000
Hollings Manufacturing Extension Partnership		175,000
Emergency Solutions Grants		4,669,214
CDBG		4,714,506
Urbanized Area Formula		7,416,272
Nonurbanized Area		12,315,486
Growing States		371,241
Airport Improvement Program (AIP)		9,651,343
LIHEAP		4,153,000
CSBG		5,000,000
CCDBG		4,377,556
EMPG		862,834

FEMA Public Assistance Program

- The FEMA Public Assistance (PA) Program is a reimbursement program that provides grant funding under EM-3437/DR-4532 to eligible sub-recipients (applicants) for eligible COVID-19 Emergency Protective Measures.
- Eligible applicants typically include municipalities, state agencies and critical private non-profits (“PNPs”). We will discuss PNPs soon.
- Minimum of **\$3,300** of costs to be eligible (FY 2020).



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Eligibility factors?



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An Eligible Applicant

Must be in a declared county.

All Vermont counties are covered for COVID-19.

- State government agencies
- Local governments (city, village, township, etc.)
- Critical Private Non-Profits (PNPs)
- Some essential Non-Critical Non-Profits



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What is a **critical** Private Non-Profit?

Included:

- Nursing Homes
- Laboratories
- Rehab Centers that provide Medical Care
- Hospitals and Emergency Care facilities
- Fire/Rescue Emergency Services
- Public education facilities



What are Essential **Non-Critical** Private Non Profits?

These are not necessarily always eligible, but **may be eligible** if they meet FEMA PNP criteria.

Examples:

- Community Centers
- Childcare Facilities
- Food Assistance programs
- Performing Arts facility
- Senior Citizen center
- Homeless shelter
- Houses of worship/Church



Private Non-Profit Required Documentation

FOR a PNP 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: <https://vem.vermont.gov/news/information-federal-public-assistance-eligibility-covid-19>

FEMA cannot determine if a PNP is an eligible applicant until all required forms and documentation are submitted. FEMA has made applicants ineligible for lack of documentation.



Non-Critical PNP's and Businesses

must apply for a Small Business Administration Loan (SBA) before requesting FEMA funding.

- **Businesses are not eligible for FEMA Public Assistance** but can apply for Small Business Administration (SBA) loans. Information about that SBA programs is provided on the Vermont Agency of Commerce and Communities website at <https://accd.vermont.gov>. Please refer to “COVID-19 Guidance for Vermont Businesses”. Here is a link directly to the SBA website: <https://disasterloan.sba.gov/ela/Information/EIDLLoans>.
- The U.S. Small Business Administration approved Economic Injury Disaster Declaration for the State of Vermont. Small businesses and private nonprofits can apply for the low-interest working capital disaster loan online at: <https://disasterloan.sba.gov/ela> or by contacting the Customer Service Center at 1-800-659-2955 to request a paper application. SBA QUESTIONS: commerce.covid19@vermont.gov.





What is an eligible facility?

Any PNP, State or Town owned building, material or piece of medical equipment.

- Must be the legal responsibility of the Applicant.
- Cannot be covered by another Federal program- no duplication of funding!
- The facility must be in use at time of the disaster.



What is eligible Emergency Work?

FEMA Category B work for COVID-19 must be:

- Required due to the event;
- The applicant's legal responsibility to perform;
- Completed within regulatory time requirements (within incident period).

Project Completion Deadlines

Time limits for project completion begin on the disaster declaration date.

- Emergency work – **6 months to complete work**

For extenuating circumstances or project delays beyond your control, the State has authority to extend the emergency work deadline 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.





What are Emergency Protective Measures?

Actions taken to save lives, protect public health and safety, and protect improved property.

Examples for COVID-19 include:

- ✓ Emergency Operations Center Operations (EOC, call centers)
- ✓ Emergency Medical Care for COVID-19 patients
- ✓ Medical Sheltering
- ✓ Medical Supplies (PPE)
- ✓ 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 public



FEMA

Emergency Protective Measures:

Non-Congregate Sheltering

- Non-congregate sheltering includes locations where individuals have a level of privacy (hotels, motels, dorms).
- 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.





FEMA pays 75% of eligible costs. An applicant must have a minimum of **\$3,300** of eligible costs (in FFY 2020) for a Project (grant) to be written.

Eligible project costs include: Labor, Equipment, Materials, Contracts and Administrative Management Costs.

Costs must be:

- reasonable AND necessary
- compliant with Federal, State and local procurement requirements
- net of applicable credits such as insurance (if any).

Labor

State employee (“force account”) labor costs plus Fringe Benefits- Documents include:

- List of personnel to include their job title, hourly wage, overtime wage, fringe rate, and employment status (full-time, part-time, temporary, seasonal, etc.).
- Timecards and/or Payroll Reports
- Daily Activity Logs (Description of Work - who, what, when, where, why)
- Pay Policy
- Demonstrate that claimed overtime hours are authorized at the overtime rate by summarizing all employee hours worked for that pay period

Emergency Work:

- **ONLY Overtime is eligible for Permanent employees.**
- **Temporary employees- Regular and Overtime is eligible.**

Volunteer/donated labor- credit towards your cost share of your Cat B project. A list must be provided with name, duties performed, date and hour started and ended and age of volunteer. Work must be emergency related. Labor will be valued at the same hourly labor rate as someone in the applicant’s organization performing similar work.



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FEMA Guidance for Reassigned employees, Back-filled employees, Supervisors and Extraordinary costs

- **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 employees⁸⁸ 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

Funding for Re-deployed Staff

Q: For employees that are budgeted staff with state funds (even if they are not doing what they are state budgeted to do and redeployed elsewhere) would they be covered under PA?

A: Not as temporary workers. For this pandemic, as an example, a worker who is “re-purposed” to a lower-paying task, can only be reimbursed at the going rate for the lower-paying task (assuming eligibility) i.e. a State worker is redeployed as a bus driver to transport patients.

Redeployed Federally Funded Positions

Q: Will PA cover regular time for federally funded positions when they are redeployed to a position that is not eligible for funding through their existing federal source?

A: According to FEMA, yes, straight-time of a permanent employee funded from a grant from a Federal agency can be eligible if the employee is reassigned to perform eligible emergency protective measures that the external source does not fund. FEMA must confirm that no duplication of funding exists prior to approval.



Administrative Costs

- 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.
- Admin 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.



What costs are included as Administrative Costs?

- 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!



Large Projects (>\$131,100)

- Large projects are paid based on documentation for **actual costs** submitted to DPS finance.
- Large projects are paid based on actual costs and require a full closeout with all documentation to close the grant. Required documents include: photos, RFPs, bid responses, newspaper clippings of contract postings, time cards/pay policy, equipment use logs, invoices and proof of payments.
- Only large projects can become **Expedited** projects. For **expedited** projects, 50% federal share is provided upon award, with balance of the 75% federal share balance upon project close-out.



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Equipment



- Must have been used to perform eligible work
- FEMA cost codes used for costs
- Documentation includes: list of applicant's equipment which includes make/model, size of vehicle, name of driver, location used, work performed and day utilized.

Materials

- May be purchased or come from stock
- Must be used for eligible work
- Documentation must include invoices or vendor quotes
- Donated materials are determined using the cost of purchased like materials. Items donated by another federal agency cannot be applied for volunteer credit.



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Procurement of Contractual Services

- State, local and federal procurement rules. Federal rules for grant administration, including procurement are found at 2 CFR 215.
<https://www.govinfo.gov/content/pkg/CFR-2012-title2-vol1/pdf/CFR-2012-title2-vol1-part215.pdf>
- If the work is over \$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 less than \$250,000, price quotes must be obtained from a minimum of 3 qualified sources. Documentation required.

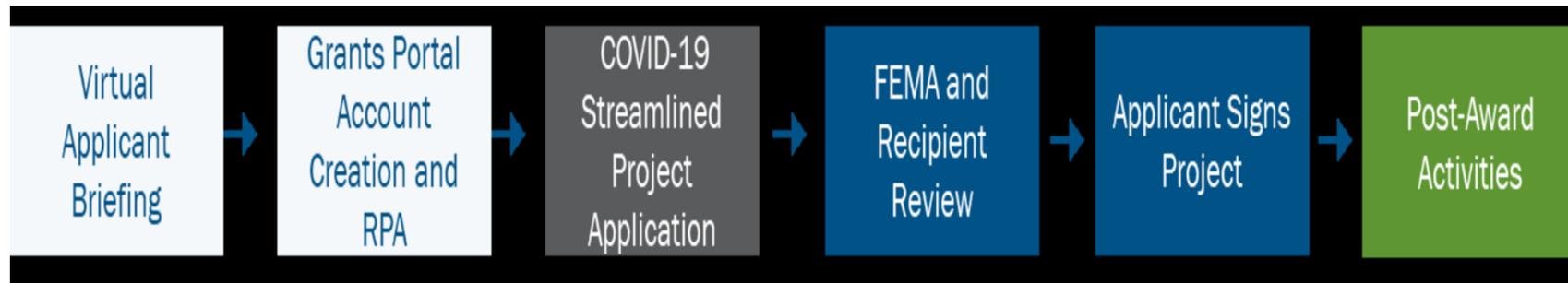


FEMA's Delivery Model COVID-19

- FEMA Grants Portal accounts will be created for applicants who do not currently have one.
- Requests for Public Assistance (RPA) PNP paperwork will be submitted in the Grants Portal.
- FEMA has created a standard template for Cat B projects for COVID-19.
- Starting May 1, Applicants will be able to answer template questions, upload documents and cost estimate and submit their project (s) in the Grants Portal.
- No Exploratory Calls or Recovery Scoping Meetings will occur.



FEMA COVID-19 Process Overview



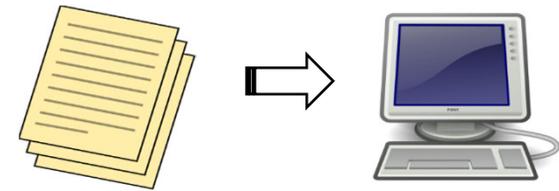
COVID-19 Delivery Model

- Applicants can request Expediated funding for large projects (projects over \$131,100). If approved by FEMA, applicants can receive 50% of the estimated cost up front. When you close out the large project for final funding, you get the remainder of the funds associated with the actual costs. These must have clear operational periods such as 30, 60 or 90-day periods.
- *Example:*
- *Emergency operation center activities for an Applicant for the first 90 days after a declaration is estimated to cost \$500,000 with a federal cost share of 75%. FEMA will fund at \$187,500*
- *(\$500,000 × 50% × 75%)*
- FEMA Environmental/Historic Preservation reviews will be expedited for most projects.

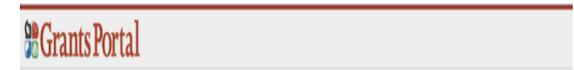


Grants Portal

<https://pagrants.fema.gov>



- Web-based
- Track all projects, documentation, and information through portal - live site, 24/7
- Will need to upload documentation such as:
 - Union pay policy, Insurance policy, Procurement policy, and Equipment inventory list
- Each applicant should have 2 or more registered users!
- If you do not have an account, fill out and return to Kim.Canarecci@vermont.gov the RPA form found at https://www.fema.gov/media-library-data/1505397829631-758807d2f22ea320a71a74ade429675d/FEMA_Form_009-0-49_RPA_508_FINAL.pdf



Sign in to Your Account

USERNAME [Forgot your username](#)

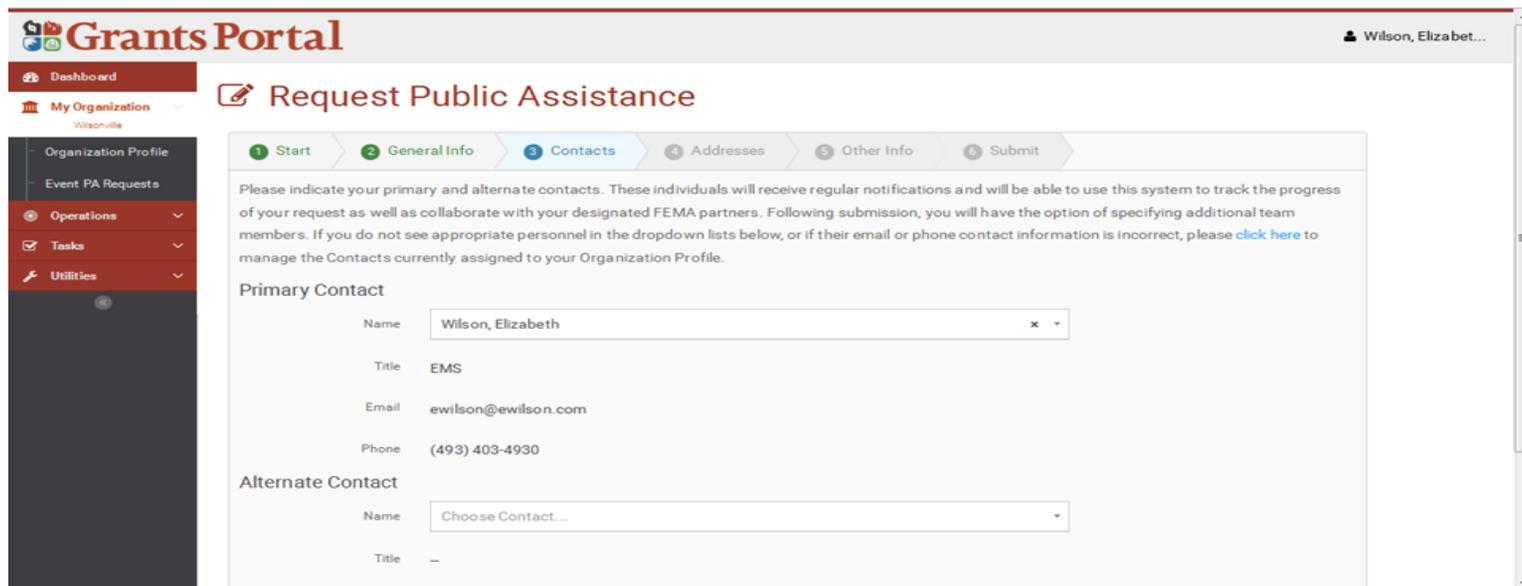
PASSWORD [Forgot your password](#)

SIGN IN



Grants Portal: Request for Public Assistance (RPA)

- RPA is the formal acknowledgement of applicant's intent to request reimbursement from the FEMA PA program
- Those with Grants Portal accounts already, your RPA's must be completed and submitted electronically in Grants Portal



The screenshot shows the 'Request Public Assistance' form in the Grants Portal. The page title is 'Request Public Assistance' and the user is identified as 'Wilson, Elizabeth...'. The form is divided into several sections: 'Start', 'General Info', 'Contacts', 'Addresses', 'Other Info', and 'Submit'. The 'Contacts' section is currently active, showing a progress indicator for 'Primary Contact' and 'Alternate Contact'. The 'Primary Contact' section includes fields for Name (Wilson, Elizabeth), Title (EMS), Email (ewilson@ewilson.com), and Phone ((493) 403-4930). The 'Alternate Contact' section includes a Name dropdown menu (Choose Contact...) and a Title field (—). A sidebar on the left contains navigation options: Dashboard, My Organization (Wilsonville), Organization Profile, Event PA Requests, Operations, Tasks, and Utilities.



For those new Grants Portal accounts



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



Grants Portal

<https://pagrants.fema.gov>

FEMA Help Desk
866-337-8448



Appeals

- Applicants may appeal any determination within 60 days of written notice from FEMA (Obligation).
- We try to avoid appeals by dealing with issues as they arise during the process. Please keep VEM updated.



Final information

- If you have a Grants Portal account, submit your RPA now.
- If you do not have a Grants Portal account, Send in your RPA and if applicable your PNP paperwork to Kim.Canarecci@vermont.gov
 - RPA is found here: [https://www.fema.gov/media-library-data/1505397829631-758807d2f22ea320a71a74ade429675d/FEMA Form 009-0-49 RPA 508 FINAL.pdf](https://www.fema.gov/media-library-data/1505397829631-758807d2f22ea320a71a74ade429675d/FEMA_Form_009-0-49_RPA_508_FINAL.pdf)
 - PNP paperwork requirement is LISTED in the slideshow.
 - Vermont Emergency Management website for COVID-19 info: <https://vem.vermont.gov/news/information-federal-public-assistance-eligibility-covid-19> and additional Public Assistance info: <https://vem.vermont.gov/funding/pa>
 - FEMA website: **FEMA.GOV**



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