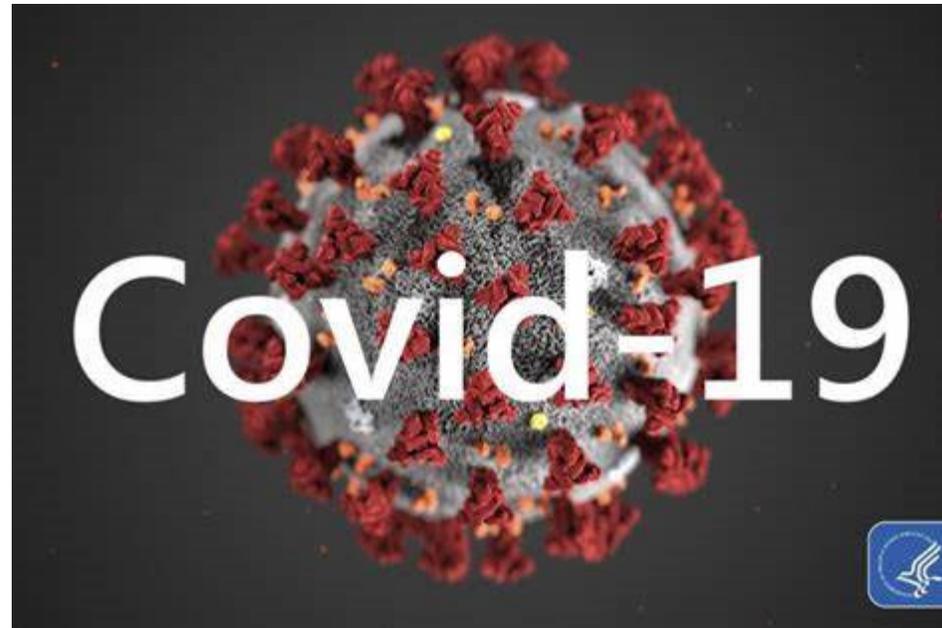


Federal Emergency Management Agency FEMA's Public Assistance Grant Program and Grants Portal

EM-3437 / DR-4532



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

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For Immediate Release:

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Contact:

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**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

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).



FEMA

Eligibility factors?



FEMA



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



FEMA

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.



FEMA

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

Force Account Labor costs plus Fringe Benefits- Documents include; list of personnel to include their job title and hourly wage. Also to include:

- time cards
- daily logs
- pay policy
- and fringe benefits.

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.



Administrative Costs

- Costs related to managing PA projects and documentation thereof.
- Direct and indirect administrative costs incurred.
- Actual costs only, fully documented with labor time cards, 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.



FEMA

Materials

- May be purchased or come from stock
- Must be used for eligible work
- Documentation includes: invoices or area 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.



FEMA



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.

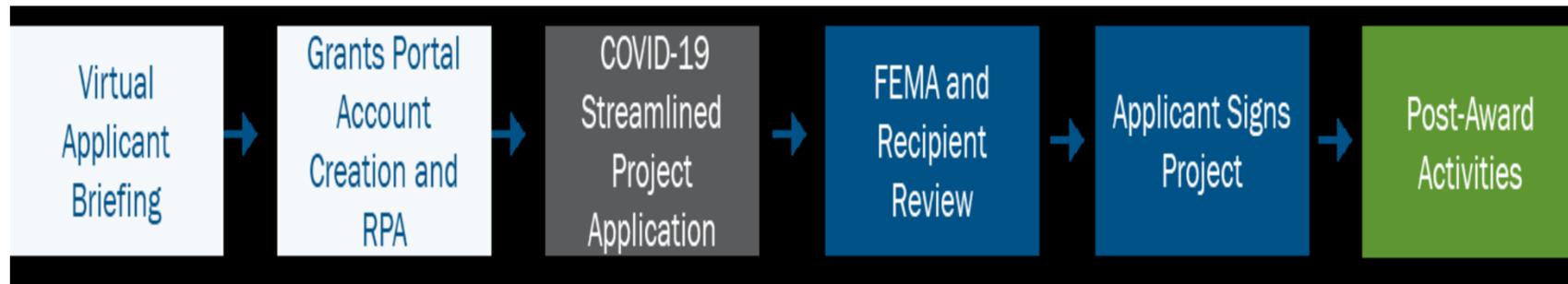


FEMA's Delivery Model COVID-19

- 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



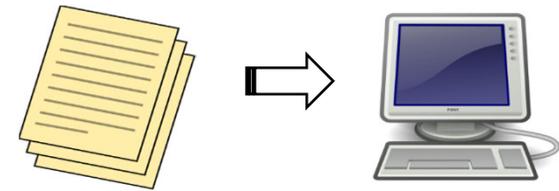
COVID-19 Delivery Model

- 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.

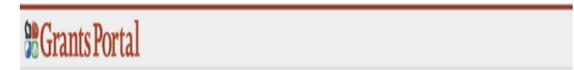


Grants Portal

<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](#)

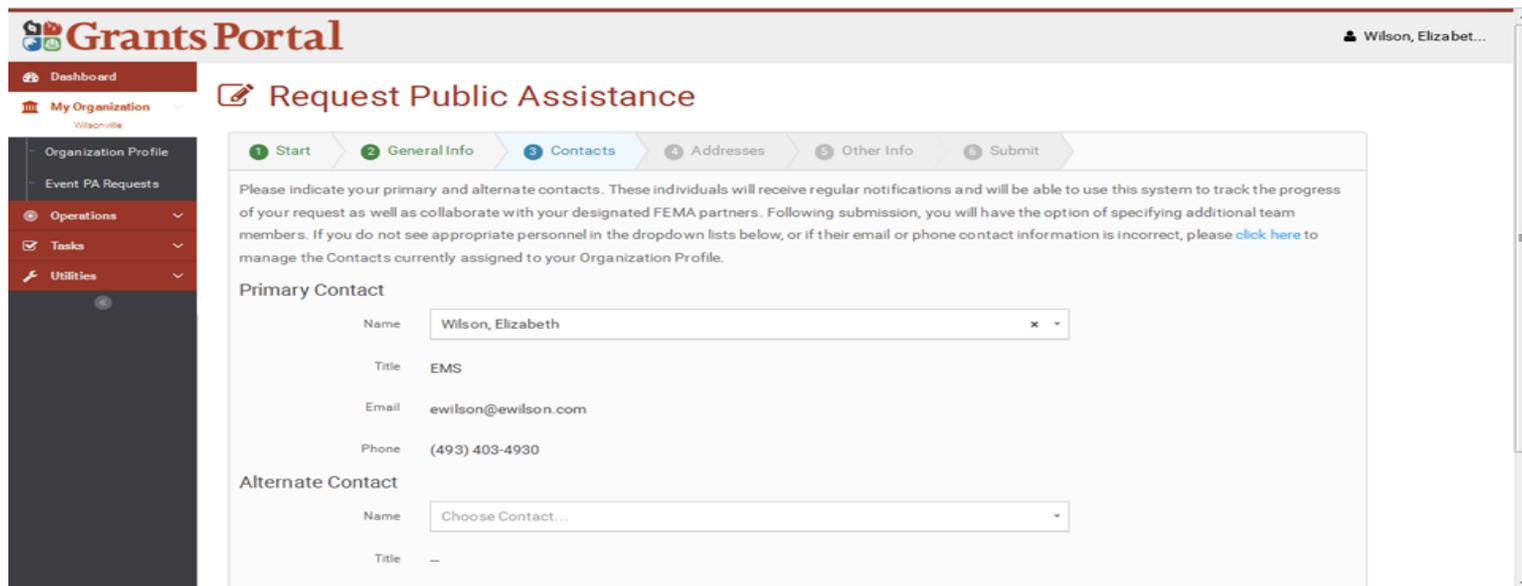
PASSWORD [Forgot your password](#)

[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 header includes the 'Grants Portal' logo and the user name 'Wilson, Elizabet...'. The left sidebar contains navigation options: Dashboard, My Organization (Wilsonville), Organization Profile, Event PA Requests, Operations, Tasks, and Utilities. The main content area is titled 'Request Public Assistance' and features a progress bar with six steps: 1 Start, 2 General Info, 3 Contacts (current step), 4 Addresses, 5 Other Info, and 6 Submit. Below the progress bar, a text block explains the purpose of the form: 'Please indicate your primary and alternate contacts. These individuals will receive regular notifications and will be able to use this system to track the progress of your request as well as collaborate with your designated FEMA partners. Following submission, you will have the option of specifying additional team members. If you do not see appropriate personnel in the dropdown lists below, or if their email or phone contact information is incorrect, please [click here](#) to manage the Contacts currently assigned to your Organization Profile.'

Primary Contact

Name:

Title:

Email:

Phone:

Alternate Contact

Name:

Title:



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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