Applicant’s Briefing
FEMA 4518-DR-AR
FEMA’s Public Assistance Program provides supplemental grants to state, tribal, territorial, and local governments, and certain types of private non-profits so that communities can quickly respond to and recover from major disasters or emergencies.
Declaration Summary

• Disaster Number: Previously EM-3461; now DR-4518

• Declaration Date: March 13, 2020 for EM-3461; April 3, 2020 for DR-4518

• Incident Period: January 20, 2020 and continuing

• Type: Coronavirus Disease 2019 (COVID-19 Pandemic)

Designated Areas: Statewide

• Cost Share: 75% Federal, 25% Non-Federal
PUBLIC ASSISTANCE GRANT PROGRAM

Reimbursement Program available to eligible applicants for response and recovery activities required as a result of a disaster.
Recipient or Subrecipient

**Recipient** – State or tribal government that is responsible for administering Public Assistance grants. (ADEM)

**Subrecipient** - Eligible applicant that receives a Public Assistance grant as reimbursement for performing eligible disaster work.
COVID-19 Direct Application

For COVID-19 Declarations, Applicants will have the ability to apply for assistance directly through FEMA’s Grants Portal with the assistance of a FEMA Program Delivery Manager (PDMG)

FEMA’s Quick Guides and How-To Videos provide step-by-step instructions and can be found in the Grants Portal, [https://grantee.fema.gov](https://grantee.fema.gov).

For technical assistance with Grants Portal, Applicants can call the Grants Portal Hotline at 1-866-337-8448.
Public Assistance Eligibility

APPLICANT

FACILITY

WORK

COST
Arkansas Division of Emergency Management

Arkansas’ Homeland Security & Preparedness Agency

COST

WORK

FACILITY

APPLICANT
ELIGIBLE APPLICANTS

- State Government
- County Government
- City Government
- Certain Private Nonprofit Organizations
- Native American Tribes or Tribal Organizations
Eligible Private Nonprofit Entities

- Educational
- Medical
- Custodial care
- Fire/emergency
- Utilities (power, water, sewer, etc)
Eligible Private Nonprofit Entities Must:

• Complete PNP questionnaire to determine eligibility
• Submit required documents
  – Tax status information
  – Insurance information
  – Bylaws/ Articles of Incorporation
Work Activity Eligibility

• At a minimum, claimed Emergency Protective Measure work (also called “activities”) must meet each of the following criteria to be eligible:
  • required as a result of the declared incident;  
  • located within the designated area; and  
  • the legal responsibility of an eligible Applicant

For more information refer to the FACT SHEET: Coronavirus (COVID-19) Pandemic: Eligible Emergency Protective Measures
Work Eligibility: PNP Applicants

- Some PNPs may be eligible for FEMA assistance under COVID-19 declarations if they are legally responsible for performing emergency protective services.

- PNPs that own or operate an eligible facility and perform eligible work, such as providing emergency, medical or custodial care services for which they are legally responsible in response to the COVID-19 incident, may be eligible for reimbursement of costs as a Public Assistance applicant.

For more information refer to the FACT SHEET: Coronavirus (COVID-19) Pandemic: Private Nonprofit Organizations.
Category B: Emergency Protective Measures

• Emergency Protective Measures Eliminate or lessen immediate threats to lives, public health, or safety. Examples of eligible measures are on the next slide and for more information please refer to the FACT SHEET: Eligible Emergency Protective Measures for COVID-19
Category B: Emergency Protective Measures Examples

- EOC-related costs
- Medical care and transport (contract or MOU/MOA with service providers)
- Evacuation and sheltering
- Supplies and commodities, including medical supplies, PPE, and other equipment
- Dissemination of information to the public
- Security, law enforcement, barricades and fencing
- Temporary additions/facilities, such as counter partitions, to aid in social distancing but that will be removed at a later date
Category B: Examples of Ineligible Costs for COVID-19

- Permanent additions/renovations to facilities to aid in social distancing
- Any costs covered by other funding sources (CARES Act, etc.)
- Medical care or transport not performed by an eligible applicant or covered under a contract or MOU/MOA
- Loss of revenue
- Any costs not directly related to the response to COVID-19
## EMERGENCY WORK LABOR

<table>
<thead>
<tr>
<th>Emergency Work Labor Eligibility</th>
<th>Overtime</th>
<th>Straight-Time</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Budgeted Employees</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Permanent employee</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Seasonal employee working during normal season of employment</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td><strong>Unbudgeted Employees</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Essential employee called back from administrative leave</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Permanent employee funded from external source</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Temporary employee hired to perform eligible work</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Seasonal employee working outside normal season of employment</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>
Costs

• Must be reasonable and necessary
• Must comply with standards for procurement
• No duplication of benefits
The Applicant is responsible for providing documentation to demonstrate that claimed costs are reasonable. FEMA determines reasonable cost by evaluating whether the cost is recognized as necessary for type of work. For more information, refer to the Public Assistance Reasonable Cost Evaluation Job Aid.
FEMA requires Applicants to pursue claims to recover insurance proceeds

- Some insurance policies and parametric policies may provide coverage under civil authority actions.
- Generally the emergency procurement of supplies nor the establishment of temporary medical facilities is insured loss.
- If claiming clean-up or disinfecting of an insured location then an applicant must submit a copy of their commercial property insurance policy.
Duplication of Benefits

• FEMA is **prohibited from duplicating benefits** from other sources and will reduce eligible costs accordingly.

• FEMA will not fund any activities or services covered by another Federal agency such as the Division of Health and Human Services (HHS).

• **HHS’ Centers for Disease Control and Prevention (CDC) has primary authority** to support States or Tribal Governments in response to an infectious disease incident.

• FEMA assistance in response to an infectious disease incident is coordinated with the CDC.

• **No duplication of benefits received from CARES Act**

For CARES Act Information:
Arkansas Department of Finance and Administration
Office of Administrative Services
OAS.CARES@dfa.arkansas.gov
501-324-9057
Project Worksheet (PW)

- Captures eligible damages and provides the scope of work
- Review before signing!
- Any changes to the approved PW must be submitted to ADEM for review and FEMA approval
- Minimum PW amount = $3,300
Change in Scope of Work or Amendment to Project

• Additional costs or damage is discovered
• Change orders

*Failure to submit request to the state, prior to making changes to project, could result in loss of funds
PUBLIC ASSISTANCE FUNDING PROCESS

Where is our money?
Documentation

- Establish and Maintain your records
- Create a file for each project
- Records **MUST** be retained for 3 years after the entire disaster is closed
FEMA 4518– DR – AR

• FUNDING
  – 75% Federal funds
  – 25% Applicant funds
SMALL OR LARGE PROJECT?

$131,100
SMALL PROJECT PAYMENTS

• Federal cost share is paid through ADEM upon PW approval/funds awarded from FEMA
• Written for actual costs or based on estimates
LARGE PROJECTS

• Federal cost share will be paid through ADEM based on work completed
  – Applicant will submit **PA Grant Reimbursement Workbook** along with all supporting docs; state reviews, inspects & pays 75% of costs submitted

• Quarterly Reports must be submitted for each project not complete (October 1 – January 1 – April 1 – July 1)
PROJECT MONITORING & INSPECTIONS

• Final inspections will be conducted on all large PWs once ADEM is notified that work is complete.
• 20% of all small PWs will be inspected once the applicant has submitted a request for state share payment.
• Monitoring visits will occur throughout the life of the project as deemed necessary by ADEM.
Grants Portal

- Web-based tool through which all FEMA project documentation and determinations will flow.
- Track all projects, documentation, and information through portal - live site, 24/7
- Upload documentation even before a disaster declaration such as:
  - Pay Policy
  - Insurance Policy
  - Procurement Policy
  - Equipment Inventory List
- Each applicant can have one or more registered users
  - Registered users may have different roles and rights
- Recovery Staff creates account when RPA received

Grants Portal Hotline for Assistance:
(866) 337-8448
REQUIRED AUDIT

Single Audit

- A non-Federal entity that expends $750,000 or more in Federal awards during that entity’s fiscal year must have a single audit or program-specific audit conducted for that year. You are required by law to submit a copy of your audit to ADEM within a year after receipt of federal funds.
APPEALS

Any determination related to Federal assistance may be appealed.

The time limit for appeal submission is 60 DAYS from receipt of notice of the determination that is being appealed.

Much easier to fix a problem while FEMA is here.
DECLARATION DATES

- Declared: April 3, 2020
- RPA submitted by: May 4, 2020 (Deadline has passed)

WORK COMPLETION DATES

- Category B: TBD
What to Expect Next

• Exploratory Call/ Recovery Scoping Meeting
• Ensure you have access to the FEMA Grants Portal
• Damage Inventory Sheet (next slide)
• Prepare to obtain provide any documents FEMA or ADEM may ask for
  • Very important to make copies of anything and everything you give FEMA.
  • Just because you gave them to FEMA doesn’t mean ADEM will ever see them. FEMA and ADEM are separate entities and each have own requirements.
Damage Inventory Sheet

- Required by FEMA to Identify Damages (CAT B LINE ITEM)
- Upload and sign off in Grants Portal

<table>
<thead>
<tr>
<th>Category</th>
<th>Name</th>
<th>Damage Description</th>
<th>Cause of Damage</th>
<th>GPS Coordinates</th>
<th>Address 1</th>
<th>Address 2</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
<th>Site Inspection Required?</th>
<th>% Work Complete</th>
<th>Estimated Costs</th>
<th>Labor Type</th>
<th>Foremost Mitigation</th>
<th>Applicant Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>B</td>
<td>Emergency Protective Measures</td>
<td>Security, Temporary Partitions in City Hall, Sanitizing City Hall</td>
<td>COVID-19</td>
<td>36.123456,-90.532908</td>
<td>1345 Veterans Blvd</td>
<td>City Hall</td>
<td>Little Rock</td>
<td>AR</td>
<td>72222</td>
<td>No</td>
<td>100%</td>
<td>$200,000.00</td>
<td>Force Account Labor and Contract</td>
<td>Urgent</td>
<td></td>
</tr>
</tbody>
</table>
FINAL REMINDERS

- Submit packets to ADEM (Deadline was May 4)
- Get documentation organized
- Participate in FEMA’s online trainings
- Proper procedures for contracting
- Work completion dates and extensions
- PA Grant Reimbursement Workbook (Website)
- Submit any questions you may have to RecoveryBranch@adem.arkansas.gov and a State Public Assistance representative will respond
Questions?
CALL or EMAIL
501-683-6700
RecoveryBranch@adem.arkansas.gov