












PUBLIC ASSISTANCE

APPLICANT'S BRIEFING







Pennsylvania Tropical Depression Ida DR-4618



THE PA PROCESS

-  *Preliminary Damage Assessment*
-  *Presidential Declaration of Major Disaster*
-  **Applicant's Briefing**
-  FEMA Process and Portal Sign-up
-  Request for Public Assistance (RPA) - FEMA Portal
-  Recovery Scoping Meeting (Kickoff Meeting)
-  Administrative Forms
-  FEMA Project Formulation Process
-  Project Approval (FEMA & PEMA)
-  Project Funding (FEMA & PEMA)
-  Project Completion / Final Inspection / Closeout

BRIEFING OBJECTIVES

-  Applicant Eligibility
-  Request for Public Assistance
-  Facility & Work Eligibility
-  Cost Eligibility
-  Admin Forms (DAP Forms)
-  FEMA Process & Grants Portal

Severe Storms and Flooding



FEMA – 4618 - DR - PA



DECLARED for Public Assistance
October 8, 2021



INCIDENT PERIOD

When damages/costs were incurred

August 31 through September 5,
2021

PUBLIC ASSISTANCE

Designated Counties

Bucks

Chester

Montgomery

And State Agencies within the above Counties

PUBLIC ASSISTANCE

REQUEST FOR PUBLIC ASSISTANCE

This Begins the Application Process

FILL OUT ON FEMA PORTAL

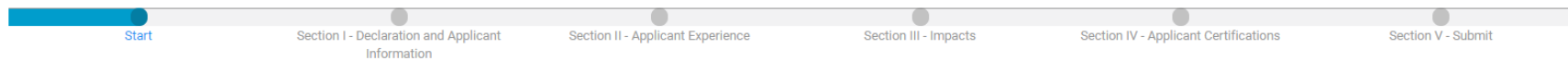
PORTAL DEADLINE TO FEMA **11/08/21**

NO EXTENSIONS !!!

Request for Public Assistance

- Dashboard
- My Organization
- Profile
- Personnel
- Events
- Applicant Event Profiles
- Exploratory Calls
- Recovery Scoping Meetings
- Damages
- Work Order Requests
- Work Orders
- Projects
- My Post-Award Ops
- My Tasks
- Calendar
- Subrecipient Organizations
- Subrecipient Post-Award Ops
- Subrecipient Tasks
- Utilities
- Intelligence

Request Public Assistance



Start

Paperwork Burden Disclosure Notice

Public reporting burden for this data collection is estimated to average 5 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 submitting this form. This collection of information is required to obtain or retain benefits. 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,
Paperwork Reduction Project (1660-0017)

NOTE: Do not send your completed form to this address.

Privacy Act Statement

The collection of this information is authorized by the Robert T. Stafford Disaster Relief and Emergency Assistance Act, §§ 402-403, 406-407, 417, 423, 427, 428, 502, and 705; 42 U.S.C. 5170a-b, 5172-73, 5184, 5189a, 5189e, 5189f, 5192, 5205; 44 C.F.R. § 206 Subpart G; and 2 C.F.R. § 200. This information is collected to provide assistance to eligible jurisdictions and organizations to facilitate the response to and recovery from a Presidentially-declared disaster or emergency, or to provide assistance for hazard mitigation measures during the recovery process. The disclosure of information on this form is voluntary; however, failure to provide the requested information may delay or prevent the agency from receiving funds from FEMA's Public Assistance Program.

Instructions

Government organizations complete this form to begin the application for Public Assistance following a Federal declaration. FEMA uses this information to determine whether the Applicant is an eligible government entity and to determine the level of resources required to assist the Applicant. FEMA does not use the information to determine the level of assistance it provides.

The estimated time to complete this form is 5 minutes. Information you will need:

- Estimated cost of all incident-related impacts
- If applicable, authorized contractor contact information

PROCEED >

PUBLIC ASSISTANCE

**Provides funding to eligible applicants for
Emergency Work**

and for

Permanent Restoration

**of damaged facilities related to this
Presidential Major Disaster, DR-4618**

Federal Share = 75%

“State Share” Of Final Eligible Amount = 25%

ELEMENTS OF ELIGIBILITY

 APPLICANT

 FACILITY

 WORK

 COST (Minimum \$3,320)



ELIGIBLE APPLICANTS

- PEMA State Government Agencies
- PEMA County and Local Governments
- PEMA Municipal and other Authorities
- PEMA School Districts
- PEMA Certain Private Non-Profit Organizations
Critical / Non-Critical
- PEMA PNP recreational facilities are not eligible



ELIGIBLE PNP APPLICANTS

Private-Non-Profit (PNP)

ALL PNP Applicants **must** meet these criteria

- Have required organizational status documents -
Per PNP checklist
- Open to the public (with certain exceptions)
- Own/operate a facility providing **critical services**
(e.g. education, utility, emergency, medical)
- **OR** -
- Own/operate a facility providing a
non-critical but essential service

ELIGIBLE PNP APPLICANTS




Non-Critical Essential Services

Private Non-Profit (PNP) facilities providing certain non-critical essential services are eligible for Public Assistance for emergency work (Debris Removal / Emergency Protective Measures).






A non-critical PNP must first apply to the Small Business Administration (SBA) for a disaster loan for permanent repair work before applying to FEMA.

- Museums
- Community centers
- Educational institutions
- Libraries
- Homeless Shelters
- Rehabilitation facilities
- Zoos
- Shelter workshops
- Food Banks
- House of Worships
- Senior/Daycare Centers

ELIGIBLE FACILITY

-  Must be owned by an eligible applicant and located in a designated county
-  Must be the responsibility of an eligible applicant and in a designated county
-  Must be damaged by this event

ELIGIBLE WORK

-  Required as a result of this disaster
-  Performed within a designated county
-  Legal responsibility of the eligible applicant
-  All required permits, procurement, codes and standards
-  Not the responsibility of another party

ELIGIBLE WORK



EMERGENCY - Necessary for public interest to eliminate or lessen a threat to life, safety or property

- **Category A** - Debris Removal
Alternative Procedures - straight time work eligible
- **Category B** - Emergency Protective Measures
Mostly Fire and Police
- Six (6) months to complete - **APRIL 08, 2022**



PERMANENT - Restore disaster damaged facility to pre-disaster design/capacity/function

- **Category C** - Roads and Bridges
- **Category D** - Water Control Facilities
- **Category E** - Buildings and Equipment
- **Category F** - Utilities
- **Category G** - Recreational and Other Facilities
- Eighteen (18) months to complete work - **APRIL 08, 2023**
- **CAT Z – Project for your administrative costs**

ELIGIBLE COSTS

Costs must be reasonable and compliant with Federal, State and Local procurement policies and permitting requirements

- AND -

Directly tied to the performance of the approved scope of work

You MUST provide a copy of your procurement policies and permits to FEMA !!!

ELIGIBLE COSTS

“FORCE ACCOUNT LABOR”

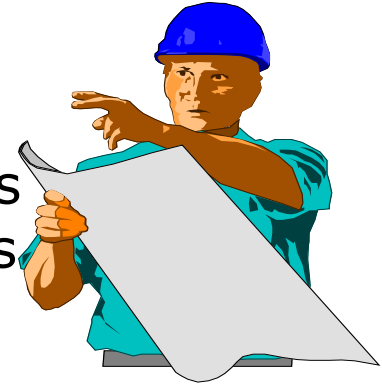
Emergency Work

Category A

- Permanent Employees - All time and benefits
- Temporary Employees - All time and benefits

Category B

- Permanent, Scheduled Employees – Overtime/extra time and benefits only
- Temporary, Unscheduled Employees – All time and benefits



Permanent Work

Categories C-G

- All time and benefits
- Fringe Benefits - percentage you pay on regular, overtime & extra time - must have documentation
- School Districts must adjust benefits percentage to eliminate what is reimbursed from the Commonwealth

ELIGIBLE COSTS

“FORCE ACCOUNT EQUIP & MATL”



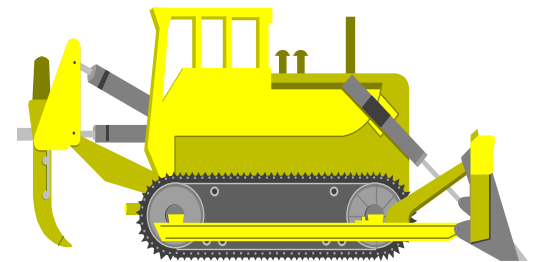
Equipment (applicant owned)

- use FEMA rates - FEMA rates include fuel, insurance, depreciation, etc.
- all inclusive cost



Materials

- at applicant's net cost



Required Administrative Forms

No Funding until Completed and Received by PEMA

RPA = Request for Public Assistance

- FEMA Grants Portal **DEADLINE 11/08/21**

DAP-1 = Appoints **ONE** Applicant Agent (Point of Contact)

- A "Resolution by Governing Body"
- **Get resolution action on next agenda**
- Some institutions can use their President or Director

DAP-2 = "Agreement for Financial Assistance"

- Legal Contract between the Applicant & PEMA
- Pages 1, 7 and Attach G need your information
- E-Signed by the Applicant's Agent and witnessed
- **EMAIL** as attachment to PEMA
(RA-EMBORM@pa.gov)
- Need "DUNS" Number

<https://www.dnb.com/duns-number/get-a-duns.html>

- You receive a complete copy when executed

Required Administrative Forms

No Funding until Completed and Received by PEMA




BAV = Bank Account Verification

- For electronic payment transfer
- Need SAP Vendor Number

<https://www.vendorregistration.state.pa.us/CVMU/paper/default.aspx>


- All documents neat, complete, accurate
- Include **VALID** email & phone numbers
- ALL documents to PEMA 45 days from TODAY
- All forms are on our web site
 - Most with examples
 - In "fillable" format
 - Keep copies

DEBRIS REMOVAL





-  Monitored and documented
-  Must have known quantities
-  Known locations (GPS Coordinates)
 - Where it came from - Eligibility
 - Where it was taken

 Permits

 Consult debris fact sheet

 <https://www.dep.pa.gov/Citizens/My-Water/PrivateWells/Pages/Stream-Maintenance.aspx>

STREAM DEBRIS

-  Emergency debris removal measures required to eliminate the immediate threat to life or improved property
-  Each site should be evaluated independently and decisions made based on surrounding conditions and impacting factors.
-  Gravel bars, stream bank restoration and re-channelization of channels in natural areas are generally not eligible - unless there is an immediate threat to improved public or private property
-  Permits may be required outside 50 foot ROW

WOODY DEBRIS








Trees, Limbs, and Stumps

FEMA will validate that the applicant actually performed the work for which they request reimbursement

- Clear documentation of the immediate threat posed to public right-of-way areas or improved property and the scope of work required to remove the immediate threat
- Before, during and after photographs of the hazard
- GPS coordinated of each tree or stump and nearest street address establishing the location
- Hazardous trees must be six inches or greater in diameter
- Hazardous limbs must be greater than two inches in diameter
- Hazardous stumps must be greater than 24 inches in diameter
- Hazardous stumps: document the quantity of material required to fill the resultant hole












This documentation is not required during the emergency debris clearance phase when crews are clearing roads and providing access to critical facilities

PUBLIC ASSISTANCE PROJECTS

-  The document that is the basis for your funding
-  Formerly called a “Project Worksheet” (PW)
-  Description of location, damages & repairs
-  Applicant Agent works with FEMA & PEMA to develop the project(s)
-  Projects will be written for **identified and eligible** damages and costs caused by the event
-  Project Scope of Work controls the project
-  Costs must be at least \$3,320 to be a project

PUBLIC ASSISTANCE PROJECTS

Scope of Work to Restore the Facility

-  Description of damages and dimensions
-  Description for method of repair or replacement
-  Assigns eligible costs to your eligible work
-  Special Considerations for permitting or codes and standards issues that may add cost
-  Hazard Mitigation for the project ("406" Mitigation)
-  Insurance considerations
-  You will see and sign-off on your project(s)
-  **Changes to project must be approved by FEMA**
-  Approved project available through Portal
-  60 days to appeal the approved project
-  FEMA Program Manager monitors process

APPROVED SCOPE OF WORK



Approved Scope of Work is “gospel”

Use it to guide your bid specification(s)



Any changes for any reason need to be submitted in writing through PEMA and approved in writing by FEMA – IF NOT, you may not receive full reimbursement



VERBAL agreements ARE NOT valid







Unapproved changes, made by your engineer, will not be eligible for funding

ELIGIBLE COSTS - Contract

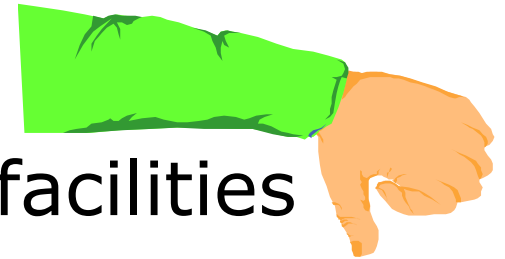
- Reasonable and necessary for your approved project(s) scope of work
- Follow all Federal, State and Local Contracting and Procurement Laws and Policies - provide copy of your policies to FEMA
- Contracting, Procurement & Permits are the applicant's responsibility - FEMA needs copy of your procurement policies and permits
- Consult PEMA before contracting for management consultant arrangements - cost may not be totally reimbursed if contract is not specific
- No cost plus or contingency contracts
- Davis-Bacon does NOT apply
- State prevailing wage does apply if applicable

ELIGIBLE COSTS - Engineering

-  Directly associated with the actual work
-  Based on a cost curve for cost of eligible work, special services and special inspections
-  Improvements from “My Professional Opinion” are not eligible unless backed by an eligible code or standard in effect prior to event and **approved by FEMA**
-  Document final engineering costs based on
 - Design and Specifications
 - Construction Supervision
 - Final Inspection

INELIGIBLE WORK THAT WILL NOT BE REIMBURSED

- Any additional, non-approved work
- The extra cost to replace a one lane bridge with a two lane bridge (probably not)
- Improvements not required by adopted codes and standards
- Private non-profit recreational facilities
- Damage caused by negligence
- Pre-existing damage & deferred maintenance







SMALL & LARGE PROJECTS

 A "Small Project" is $<$ **\$132,800**
for this disaster




 A "Large Project" is \geq **\$132,800**
for this disaster

PROJECT FUNDING

-  Approved funds are electronically transferred to your account
-  Advanced funding must be deposited into an interest-bearing account
-  If any annual interest over \$500 is received, it must be reported and returned
-  Return of funding if you receive funding but don't perform the work

SMALL PROJECTS


The small project amount is
\$3,320 - \$132,800

-  Document your work and actual costs for each project
-  Submit completion report (DAP-12) of ALL small projects at one time
-  All projects reviewed if net overrun is claimed - all documentation required

SMALL PROJECTS


Small Project Payment Plan


Projects under **\$70,000**

 Initial reimbursement of 75% of approved amount

 Remainder of approved amount upon submission of Project Completion Report (PEMA Form DAP-12)






Projects over **\$70,000**

 Initial reimbursement of 75% of approved amount

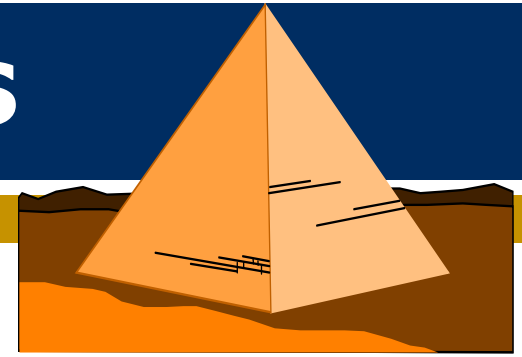
 Remainder of actual eligible costs upon submission of PEMA Form DAP-12 with complete documentation of the project net actual cost







SMALL PROJECTS

Use of Small Project Underrun Funds

-  **Actual cost must be reported on DAP-12**
-  Federal underrun funds may be kept.
-  Net actual costs for approved projects over \$70,000 must be documented and submitted at closeout
-  State share reimbursement is based on actual eligible cost to complete project work
-  If requesting additional funds - net overages will be offset by net underages by Small Project Overrun process

LARGE PROJECTS



-  $\geq \$132,800$
-  Funds may be released as costs are incurred & requested by applicant on a Request for Reimbursement (DAP-9) form with supporting invoices, for at least \$10,000
-  Maximum interim draw down is 75% of eligible project amount
-  Quarterly Progress Reports (DAP-11) Must be Submitted
-  PEMA review and FEMA Final Inspection Review of approved Scope of Work and associated net actual costs - complete documentation required
-  Final reimbursement on actual eligible cost

COST OVERRUNS

Contact PEMA when you find that your project costs are going to be more than 10% of the PW approved amount

Examples:

- Project is approved for \$100,000
Lowest bid received is \$110,000
- OR -
- Approved changes/additions to the project have changed costs









Management Costs

Up to 5% of Your Costs

Document-Document-Document

- 5% cap calculated based on final actual eligible project costs, including Federal and non-Federal cost shares, after insurance and any other reductions
- Receive reimbursement for actual reasonable costs not-to-exceed (NTE) the 5% calculation. Cannot retain excess funds
- Management costs related to projects are funded based on actual costs
- Includes direct and indirect costs and, other administrative expense related to a specific project
- Keep a running spreadsheet with all management costs
- Obligated on one Category Z project
- FEMA will discuss with you at Recovery Scoping Meeting

SPECIAL CONSIDERATIONS PERMITS

-  Environmental (NEPA)
-  Historic
-  Floodplain
-  Wetlands, Endangered Species
-  Hazardous Materials
-  Hazard Mitigation at damaged site
-  Insurance
-  Codes & Standards

ENVIRONMENTAL & HISTORICAL







 Endangered Species Act (ESA) of 1973

<https://www.fws.gov/endangered/>







HAZARD MITIGATION IN Public Assistance

- Particularly repetitively damaged sites
- Reduce or eliminate future damages at a disaster damaged facility
- Must be cost effective
- If FEMA approves, cost is eligible for PA funding (“Section 406” mitigation)
- Can be up to 15% of project cost - except for specified pre-approved 100% items
- Discuss your concerns/ideas at Scoping
- Here’s your chance to really fix it




POSSIBLE PA HAZARD MITIGATION PROJECTS

-  Upsizing a repetitively damaged pipe one size
-  One-way valves or drains stopper
-  Raising utilities
-  Constructing berms
-  Larger/more rip-rap
-  **NOT** the same as HMGP or PDM


INSURANCE


-  All Insurance or 3rd party payments must be deducted from eligible reimbursable costs
-  The deductible is an eligible cost
-  FEMA will pay for eligible work not covered by insurance or 3rd party
-  Provide PEMA/FEMA with a copy of the policy, the declaration page plus the claim and response from the insurance carrier
-  Must “Obtain and Maintain” insurance
-  Self-Insurance must have FEMA approval

INSURANCE

-  If caused by flood, an insurable structure in the floodplain will be treated as if fully insured under NFIP. Deduct maximum NFIP available from eligible amount
-  If eligible cost is over \$5,000, insurance for peril causing damage is required before payment
-  If you contest the floodplain, you must do it in writing as a map revision






OTHER TYPES OF PROJECTS

- 
- Improved** = restored original function and you want to make it bigger or better than pre-disaster condition
 - Funding is limited to original approved project amount
 - **FEMA pre-approval, in writing, is required**
 - Example: Small bridge to large bridge

- 
- Alternate** = function not restored - you use the funding for another project
 - **FEMA pre-approval, in writing, is required**
 - Funded at 100%.
 - Prior project Environmental & Historic reviews must be completed
 - Submit for approval ASAP
 - Examples: Abandon old destroyed bridge and buy a new tractor, police car or repair roof on a municipal building

CODES & STANDARDS

MUST MEET ALL 5

-  Apply to the type of repair or restoration
-  Be appropriate to the pre-disaster use of the facility
-  Be reasonable, written, and formally adopted before the declaration date
-  Apply uniformly to all similar types of facilities in the jurisdiction
-  Have been enforced since enactment

CONSENSUS-BASED CODES & STANDARDS

- **For each damage item, Applicants must identify the applicable codes, specifications and standards required under the Interim Policy.**
- Applicants must upload to the project or identify to the PDMG or Regional staff, as applicable, the specific citation for the codes, specifications and standards that is applicable to the damaged facility, element or component being restored.
- If a locally adopted code, specification or standard as defined in the Implementation section B.2. of the Interim Policy applies, the Applicant must provide information/documentation to substantiate that the locally adopted code, specification or standards

CONSENSUS-BASED CODES & STANDARDS

- Is equivalent to or more stringent than the consensus-based code, specification or standards.
- Meets FEMA's eligibility criteria as defined in Chapter 2, Section VII.B.1 of the PA Program and Policy Guide V3.1 (2018).
- Applicants must upload to the project in Grants Portal or submit to the PDMG or Regional staff, as applicable, a copy of the locally-adopted code, specification or standard and identify the section that contains the equivalent or more stringent requirement that is applicable to the damaged facility, element or component being restored.
- Applicants should identify codes, specifications and standards and provide supporting information prior to the project beginning scope of work and cost estimate development.

PROCUREMENT


- FEMA approval not required prior to procurement solicitation
- Complying with procurement standards and contract requirements are a conditions for receiving PA funding
 - **Failure to adhere to these standards could jeopardize funding**
- Local, county, and PNPs are considered *non-state entities*
 - **Must adhere to local, state, and federal procurement standards (whichever is most restrictive)**
- State governments and agencies are considered *state entities*
 - **Must adhere to state and federal procurement standards (whichever is most restrictive)**
- Federal procurement and contracting requirements
 - **Web Search: "FEMA PDAT"**

GRANT CLOSE-OUT

Send completed PEMA Form DAP-12 to PEMA NLT 60 days after completion of all work

 Agent certifies work is completed within Period of Performance & costs paid

 Report actual cost for eligible work




 Requests program review and final inspection for

- Each Large Project separately - with documentation
- Aggregate of Small Projects
- Aggregate Small Projects Cost Overrun with project by project documentation







 **Required for disbursement/reimbursement of Commonwealth share**

 Call your PEMA Specialist for assistance

OTHER THINGS

-  Dispute Resolutions - 60 Day timeline
 - Send reply to PEMA with details
 - FEMA Regional Director to FEMA, HQ
 - FEMA Associate Director, Appeal Unit
-  Codes and Standards - must be approved and in effect before disaster is declared
-  PEMA PA Specialist is your primary contact for questions or issues

REMEMBER

-  Reimbursement only for disaster caused damage - plus "406" mitigation and codes & standards
-  **Written approval of any changes**
-  Deductions for insurance and payments from any other sources
-  NFIP mandatory reductions
-  Projects done fast = money to you fast
-  Keep records of all work and costs for each project separately

FEMA GRANTS PORTAL

Applicant participation is **REQUIRED**



Submission of RPA



Submission of Damage Inventory



Submission of Documentation



Monitor and Manage Projects



Creates Transparency Across ALL Levels of Government



MUST USE Mozilla Firefox, Google Chrome, or Edge



CANNOT USE Internet Explorer

GRANTS PORTAL ACCOUNT/RPA

All potential applicants (sub-recipients) will need to be identified, have/establish an account in the FEMA Grants Portal and submit a RPA for this event DR-4618.

- **Applicant's that already have an Account from a prior event (DR-4618) will log-in with their existing User information**
- **<https://grantee.fema.gov>**
- **Click on the "Dashboard Box" at the top-left.**
- **At the Top of the page will be a yellow banner with a blue link "Click here to begin the RPA submission process"**
- **When you click the link you will see a pre-populated RPA**
- **Verify the information, make any changes and Submit.**

NO GRANTS PORTAL ACCOUNT/RPA

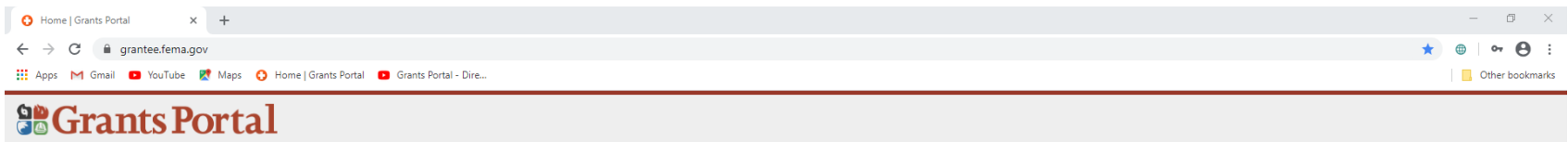
Potential Applicants (sub-recipients) of the following ORGANIZATION TYPES will need to establish an account in the FEMA Grants Portal and submit a RPA for this event DR-4618:

- **State, County or Municipal (City, Town, Borough, Township, Authority)**
- **Special District or Regional Government Organizations**
- **Public/State Controlled Institutions of Higher Education**
- **Independent School Districts**

These Organizations can request a Grants Portal Account by going to the website grantee.fema.gov as outlined on the following slides. PEMA will review the request and once it is approved you will receive an email with a temporary username, password and additional instructions.

GRANTS PORTAL ENTRY

FEMA Grants Portal training video: <https://www.youtube.com/watch?v=Uq9rc5h5gkU> *RPA



⚠ This Portal Is for Governments and Non-Profits Use Only
Individuals looking for Individual Assistance, please visit [disasterassistance.gov](https://www.disasterassistance.gov) for assistance.
Businesses looking for assistance should visit the [Small Business Administration's disaster assistance website](#).

🔑 Sign in to Your Account

USERNAME [Forgot your username?](#)

PASSWORD [Forgot your password?](#)

SIGN IN

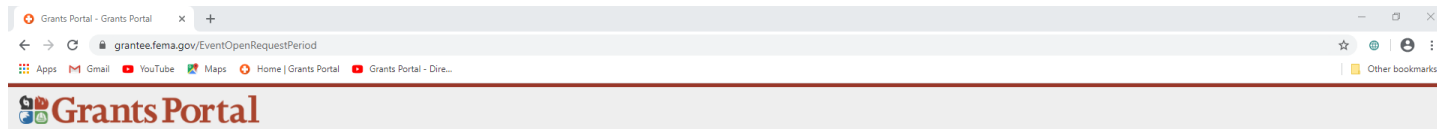
[Register Your Government Organization for Public Assistance](#)

1st time user
click the link
to register

FEMA HQ Grants Portal Training for Applicants:*

<https://fema.connectsolutions.com/gpapplicant/>

GRANTS PORTAL PROFILE



Welcome to the FEMA Grants Portal Registration!

This registration process is for State and Local Government organizations to request a FEMA account and Public Assistance Funding, only. Individuals, businesses and non-profits should not attempt to register for Federal Assistance here.

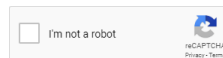
If you are a local government organization, once you verify yourself below, you will be required to provide basic information about your organization to be used during the approval of your request. You will have **1 hour** to complete this process.

PLEASE NOTE:

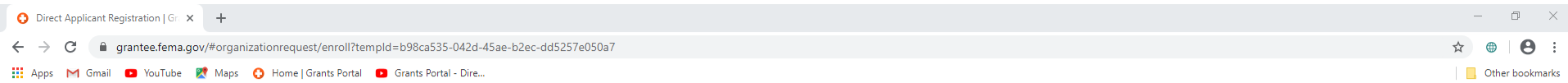
- ❶ **Non-profit organizations** should first reach out to their local Emergency Management Department, or appropriate State Emergency Management representative to apply for Public Assistance Funding. For additional information, please see FEMA's [Applicant Quick Guide to Grants Portal Account Creation and Request for Public Assistance](#) for more information.
- ❷ **Individuals** looking for Individual Assistance, please go to [disasterassistance.gov](#) for assistance.
- ❸ **Businesses** looking for assistance should visit the [Small Business Administration's disaster assistance website](#).
- ❹ **Tribal government organizations** applying as a Recipient should first reach out to their local [FEMA Regional representative](#).

By proceeding, you are confirming that you are the legal agent of a local or state government organization, and you acknowledge that intentionally making false statements or concealing any information in an attempt to obtain Public Assistance is a violation of federal laws, which carries severe criminal and civil penalties.

Please verify you are a human by clicking below.



GRANTS PORTAL PROFILE



Register Your Government Organization and Request FEMA Public Assistance

Please provide the following basic information to help us quickly set up your organization's account and process your request for **FEMA Public Assistance Funding**. Once completed your account and request will be submitted to your state/territory Emergency Management representative and FEMA for review and approval.

- 1 Basic Information
- 2 Organization
- 3 Contact Info
- 4 Locations
- 5 Submit

← PREV NEXT →

Please select your state and the applicable emergency/disaster where you are applying for funding.

WITHIN WHICH STATE / TERRITORY IS YOUR ORGANIZATION? *

WHICH EMERGENCY / DISASTER DO YOU WANT TO REQUEST PUBLIC ASSISTANCE FOR? *

Step 3

Step 1

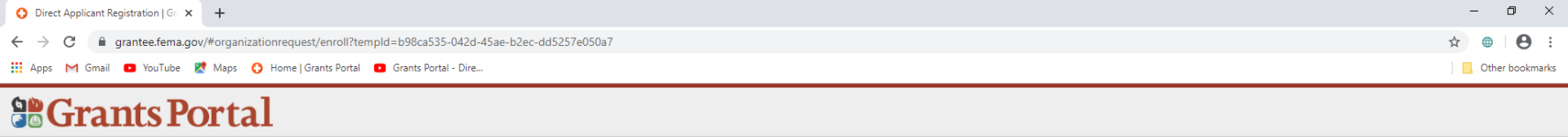
Step 2

GRANTS PORTAL PROFILE

The screenshot shows a web browser window with the URL `grantee.fema.gov/#organizationrequest/enroll?tempid=b98ca535-042d-45ae-b2ec-dd5257e050a7`. The page title is "Direct Applicant Registration | Grants Portal". The main heading is "Register Your Government Organization and Request FEMA Public Assistance". Below this is a navigation bar with five steps: 1. Basic Information, 2. Organization, 3. Contact Info, 4. Locations, and 5. Submit. The "Organization" step is currently active. A warning message states: "Businesses and non-profits should not attempt to register for Federal Assistance here. Please see guidance on the Grants Portal Registration Welcome Page." The form fields include: STATE/TERRITORY, DISASTER/EMERGENCY, ORGANIZATION NAME * (with a blue arrow pointing to it), ORGANIZATION TYPE * (dropdown menu), EIN NUMBER *, and DUNS NUMBER *. Annotations on the right side of the form include: "Step 1 – Use this format: Penn, Township of (LycomingCounty)" with an arrow pointing to the Organization Name field; "Step 2" with an arrow pointing to the Organization Type dropdown; "Step 3" with an arrow pointing to the EIN Number field; "Step 4" with an arrow pointing to the DUNS Number field; and "Step 5" with an arrow pointing to the "NEXT" button in the navigation bar.

Example of how the Organization name format: Penn, Township of (Lycoming County)

GRANTS PORTAL PROFILE



Register Your Government Organization and Request FEMA Public Assistance

Please provide the following basic information to help us quickly set up your organization's account and process your request for FEMA Public Assistance Funding. Once completed your account and request will be submitted to your state/territory Emergency Management representative and FEMA for review and approval.

- 1 Basic Information
- 2 Organization
- 3 Contact Info
- 4 Locations
- 5 Submit

PREV NEXT

Step 3

To expedite your account and request approval process, only official government email addresses [.gov] and no personal email addresses should be used.

Step 1

Primary Contact Info

FIRST NAME *

LAST NAME *

TITLE *

PHONE NUMBER *

EMAIL *

Step 2

Alternate Contact Info

FIRST NAME

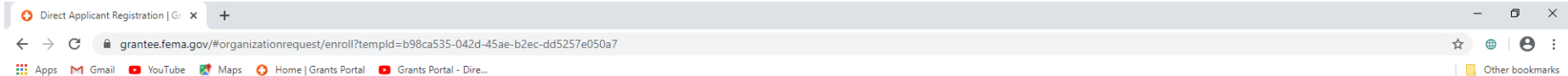
LAST NAME

TITLE

PHONE NUMBER

EMAIL

GRANTS PORTAL PROFILE



Grants Portal

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- 1 Basic Information
- 2 Organization
- 3 Contact Info
- 4 Locations
- 5 Submit

PREV NEXT

Step 1

Primary Location

ADDRESS 1 *

ADDRESS 2

CITY *

STATE *

ZIP CODE *

COUNTY *

Mailing Address *Only if different from the Primary Address

ADDRESS 1

ADDRESS 2

CITY

STATE

ZIP CODE

COUNTY

Step 2

Step 3

GRANTS PORTAL DASHBOARD

- Dashboard
- My Organization
Pennsylvania Emergency Management Agency (000-UPTV-00)
- Profile
- Personnel
- Events
- Applicant Event Profiles
- Exploratory Calls
- Recovery Scoping Meetings
- Damages
- Work Order Requests

⚠ Your organization has been assigned as the primary Grantee for one or more disasters and you have not yet submitted a Request for Public Assistance (RPA) to FEMA for each of those disasters. You may also submit a RPA to FEMA on behalf of any of your subrecipients. ✕

[Click here to submit a RPA for your organization.](#)

[Click here to submit a RPA on behalf of your subrecipients.](#)

Event
4408DR-PA
8/10/2018 - 8/15/2018

Job #: 4408DR **Type:** Disaster
Dec. Date: 11/27/2018 **FEMA Region:** Region III
Status: Open For PA **# of Applicants:** 186

Event
4506DR-PA
1/20/2020

Job #: 4506DR **Type:** Disaster
Dec. Date: 3/30/2020 **FEMA Region:** Region III
Status: Open For PA **# of Applicants:** 704



GRANTS PORTAL RESOURCES

When you have successfully established an account in the Grants Portal and signed-in with your new password:

- You should be at the **DASHBOARD Page**. If not, click on **Dashboard** in the upper left-hand at the top of the left navigation bar.
- Near the bottom of the left navigation bar is a tab named **Resources**
- Click on it and it will open the Resources Page
- Open the fourth tab down **Grants Portal Resources**
- Open the **Applicant: Grants Portal User Manual** and go to page 39
- Submit your RPA by following the instructions in the User Manual

FEMA ROLES



FEMA Program Delivery Manager (PDMG)

- Single FEMA Point of Contact from Eligibility to Obligation
- Facilitates Exploratory Call and Recovery Scoping Meeting
- Assists with Damage Inventory Development
- Facilitates Documentation Collection and Coordination
- Submits Projects



FEMA Site Inspectors

- Receives Site Inspection Work Orders
- Facilitates Site Inspections and Collects Dimensions
- Crafts Damage Description and Dimensions
- Assembles Site Inspection Report Packages with photos, maps and sketches



Applicants Must:

- Be present at all Site Inspections
- Be able to detail how damages were incurred and intended repairs
- Sign Site Inspection Report

FEMA Exploratory Call

Your **FEMA Program Delivery Manager (PDMG)** will contact you within seven (7) days of their being assigned to you and will provide their contact information

They will stay with you through the project cycle of eligibility, scoping, costing, obligation and transition to PEMA for monitoring of your projects to closeout

They will ask basic questions about your disaster related activities resulting in your **Essential Elements of Information (EEI)** - a checklist of documentation you **MUST** provide for your project(s) to move forward

They will explain the FEMA Portal and assure you can use it to input your information

FEMA Recovery Scoping Meeting

Previously called the “Kickoff Meeting”






Your FEMA Program Delivery Manager will contact you to arrange a date for your Recovery Scoping Meeting - within twenty-one (21) days of the Exploratory Call

FEMA Technical Specialists may attend (in person or by conference call) depending on the types of projects you describe - Environmental, Historical Preservation, Insurance, Mitigation

Discuss necessary FEMA Site Inspectors visits

A PEMA Specialist will attend

FEMA Scoping Meeting Requirements

-  Records of all work and costs to date
-  Estimates for incomplete work
-  Applicant Agent and others to attend – manager, financial, public works, etc.
-  Location, description, and dimensions of all damaged sites & emergency work
-  **30 days from meeting to report ALL incident related damages on Damage Inventory through the FEMA Portal - NO EXTENSIONS**

TERMINOLOGY



Essential Elements of Information (EEI)

- Process for requesting damage and project documentation
- Automated through Grants Portal
- APPLICANT uploads documentation directly



Work Orders and Site Inspections

- PDMG submits Work Orders for Site Inspections
- Automated requests and notifications through Grants Portal
- Site Inspections ONLY for Work To Be Completed
- Validations can be done for Completed Work
- APPLICANT provides photos and details for Completed Work

TERMINOLOGY



Damage Inventory

- Applicant identification damaged sites
 - Category
 - Location
 - Damage Description
 - Percent Work Complete
- Applicant establishes recovery priorities
- Potential 406 Mitigation and EHP
- Basis for Site Inspections and Projects
- Must be started for Recovery Scoping Meeting
- Deadline – 30 days from Recovery Scoping Meeting

APPLICANT RESPONSIBILITIES

PEMA EXPECTATIONS

- Appoint Appropriate Applicant Agent**
- Complete & Submit Required PEMA Admin Forms**
- Maintain Contact With PEMA**
- Problem Resolution through assigned PEMA Specialist**
- Submit Timely Required Reports**
- Submit Changes of Applicant Information**
- Complete Projects Ontime or Request Valid Time Extensions**
- Submit Project Completion Reports Within 60 Days Of Completion**

FEMA EXPECTATIONS

- Attend Recovery Scoping Meeting**
- Identify all disaster damages within 30 days of scoping meeting**
- Complete Damage Inventory in Grant Portal**
- Attend Site Inspections**
- Provide Essential Elements of Information through Portal**
- Answers Requests for Information (RFI)**
- Meet FEMA PA Process Timeline Deadlines**

PEMA/FEMA RESPONSIBILITIES

PEMA

Maintain Contact With Applicant
Resolve Problems
Complete Reviews of Projects
Attend Training and Conference Calls
Meet FEMA PA Process Timeline Deadlines

FEMA

Maintain Contact With Applicant and PEMA
Resolve Problems
Complete Reviews of Projects
Attend Training and Conference Calls
Meet FEMA PA Process Timeline Deadlines

PAST DISASTER DOCUMENTS

No funds for this disaster can be released until all previous delinquent disaster requirements are met, to include:

- Insurance Commitments - DAP-21
- Quarterly Progress Reports - DAP-11
- Project Completion Reports - DAP-12
- Required Reimbursement of Funds

Public Assistance Project Officers

Questions & Concerns
Call you PEMA Specialist first

Bucks, Chester, and Montgomery
Jonathan Skripka at 717-651-2157 or
jskripka@pa.gov

MORE INFORMATION

PEMA - Public Assistance Office


1310 Elmerton Avenue

Harrisburg PA 17110

1-800-635-9692

Website - <http://www.pema.pa.gov> - has

 "Latest Disaster Update Information"






 Form Library Link - Forms or Pamphlets

 Applicant Handbook

FEMA

Website - <https://www.fema.gov>







ABSOLUTELY REQUIRED FORMS

-  **RPA** = Request for Public Assistance
 - Submit thru FEMA Portal by **11/08/2021**
-  **DAP-1** = Designation of Agent Resolution
-  **DAP-2** = Agreement for Financial Assistance
 - Legal document between applicant & PEMA
 - Signed by the Applicant Agent
 - **Page 7 - No funding until properly executed**
 - Attachment G - DUNS number
-  **Bank Account Verification Form (BAV)**
(For Electronic Funds Transfer)
-  Email DAP 1, 2 and BAV to PEMA as attachments within **45 Days from today**
(RA-EMBORM@pa.gov)

DOCUMENTS REQUIRING THE AA SIGNATURE

- 📁 DAP-2 – “Application”
 - Page 7 requires e-signature
- 📁 DAP-9 - Request for Reimbursement
- 📁 DAP-11 - Quarterly Report
- 📁 DAP-12 - “Project Completion Report”
- 📁 Requests for any changes
 - DAP-14 - Improved project request
 - DAP-15 - Time Extensions for project
 - Scope of Work Change Request

TIME LINES

-  RPA thru FEMA Portal - **Nov 08, 2021**
-  DAP-1,2 and BAV forms to PEMA - **45 Days from Today**
-  30 days from Scoping Meeting to submit Damage Inventory through FEMA Portal - **NO EXTENSIONS**
-  6 months from declaration to complete Category A & B work - **APRIL 08, 2022**
-  18 months from declaration to complete Category C-G work - **APRIL 08, 2023**
-  One year from Scoping Meeting to submit Alternate Project(s) for approval

COMMUNICATION

If your organization currently DOES NOT have a unique email address:

To facilitate communications, please consider establishing specific email account for your municipality, county, agency or organization. In the past, changes in appointed Applicant Agents have caused Sub-Recipients to miss critical reporting dates and not have access to necessary information related to their projects from FEMA and PEMA. Free email accounts are available. PEMA does not advocate any specific internet provider but some of the available sources are Yahoo! Mail, Gmail, Outlook.com, Inbox.com, Mail.com, GMX, Fastmail, Hushmail and Zoho Mail. Be aware that various email services limit the amount of data storage and may not allow attachments to send or received emails.

RIGHT TO KNOW

All information and documents that you have and that are submitted to PEMA/FEMA are subject to the Right To Know Law and Freedom of Information Act

- Seven (7) year retention for Pennsylvania

Be careful in providing personal information:

- Home or unlisted phone and fax numbers
- Cell phone numbers
- Home addresses
- Email addresses
- Any other personal information

The End

Questions?