

# California Covid-19

## FEMA-4482-DR-CA

### FEMA Public Assistance Grant Program

- The Applicant's Briefing *will be conducted in a "Listen Only" mode*. Please submit questions via the chat which will be answered after the session via e-mail to all attendees.  
If you are viewing the webinar as a guest/anonymously, please complete the [online sign-in sheet form](#).
- [DR-4482 Virtual Applicant Briefing Packet](#)



***Cal* OES**

**GOVERNOR'S OFFICE  
OF EMERGENCY SERVICES**

**California Covid-19  
FEMA-4482-DR-CA  
FEMA Public Assistance Grant Program  
Applicant's Briefing**

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*Thank you for participating in the Public Assistance Briefing for the California Covid-19 event.*

*FEMA-4482-DR-CA*

*This presentation introduces FEMA's Public Assistance Grant Program, but does not encompass all aspects of the program. It will be conducted in a "Listen Only" mode. Please submit questions via the chat which will be answered after the session via e-mail to all attendees.*

*Cal OES recommends applicants reference the FEMA Public Assistance Program and Policy Guide to assist in eligibility determinations:*

*[FEMA's Public Assistance and Policy Guide \(001\)](#)*

*Cal OES recommends review of the FEMA Grants Portal Video Series:*

*[FEMA's Grants Portal Video How To Series \(002\)](#)*

*[FEMA's Grants Portal Login Page \(003\)](#)*



# Major Declaration

California Covid-19 (FEMA-4482-DR-CA)

Declaration: March 22, 2020

Incident Period: January 20, 2020 and continuing

ELIGIBLE COUNTIES		
PUBLIC ASSISTANCE CATEGORY B ONLY		
<i>Alameda, Alpine, Amador, Butte, Calaveras, Colusa, Contra Costa, Del Norte, El Dorado, Fresno, Glenn, Humboldt, Imperial, Inyo, Kern, Kings, Lake, Lassen, Los Angeles, Madera, Marin, Mariposa, Mendocino, Merced, Modoc, Mono, Monterey, Napa, Nevada, Orange, Placer, Plumas, Riverside, Sacramento, San Benito, San Bernardino, San Diego, San Francisco, San Joaquin, San Luis Obispo, San Mateo, Santa Barbara, Santa Clara, Santa Cruz, Shasta, Sierra, Siskiyou, Solano, Sonoma, Stanislaus, Sutter, Tehama, Trinity, Tulare, Tuolumne, Ventura, Yolo, and Yuba</i>		
COST SHARE		
FEDERAL	STATE	LOCAL/SUBRECIPIENT
<i>75% of eligible damages</i>	<i>Not yet approved</i>	<i>25% of eligible damages</i>



# Terminology: Recipients, Subrecipients, and Applicants

FEMA uses the terms Recipient and Applicant in Quick Guides and other tools. In Grants Portal, Recipients are identified as Grantees and Applicants are identified as Subrecipients.

## FEMA Quick Guides and Other Tools

**Recipients**-are states, tribes, or territories that receive and administer Public Assistance Federal awards

**Applicants**-are state, local, tribal, or territorial governments or private non-profit entities that submit requests for assistance under a Recipient's Federal award.

## Grants Portal

**Recipients**-are states, tribes, or territories that receive and administer Public Assistance Federal awards

**Subrecipients**-are state, local, tribal, or territorial governments or private non-profit entities that submit requests for assistance under a Recipient's Federal award.



# Request for Public Assistance

## RPA Deadline:

No later than 30 days after the end of the incident period

## For RPA Submissions:

For State Agencies, Counties, cities, Local public authorities, School districts, Special Districts established under State law: [Grants Portal Log In Page](#) (003)

## Email to request a Grants Portal account:

For Private Nonprofit and Tribal Governments: [DisasterRecovery@caloes.ca.gov](mailto:DisasterRecovery@caloes.ca.gov)

## All Other Correspondence:

Mr. David Gillings, State Public Assistance Officer  
Cal OES, Public Assistance Division  
3650 Schriever Avenue  
Mather, CA 95655  
ATTN: FEMA-4482-DR-CA

## Have Questions?

Call: (916) 845-8200

Email: [DisasterRecovery@caloes.ca.gov](mailto:DisasterRecovery@caloes.ca.gov)



# Do you have a DUNS number?

Be prepared to have your Federal Tax ID Number as well

The Data Universal Number System (DUNS) is a unique nine digit identification number required by the Federal Government for all federal grant applicants. It must be provided on your Request for Public Assistance and be registered with SAM.gov.

D-U-N-S # assignment is a FREE service.

Go to: [\*DUNS Number Request Page\*](#) (004 & 005)



# Key Highlights

- Non-Congregate Sheltering (NCS)
- Distribution of Food
- Eligible Medical Care Costs
- Streamlined Project Application





# Non-Congregate Sheltering (NCS)

FEMA has approved NCS for the following individuals

- Individuals who have tested positive for COVID-19 that do not require hospitalization, but need isolation or quarantine (including those exiting from hospitals)
- Individuals who have been exposed to COVID-19 (as documented by a state or local public health official, or medical health professional) that do not require hospitalization, by need isolation or quarantine
- Individuals who are asymptomatic, but are at “high risk”, such as people over 65 or who have certain underlying health conditions, respiratory, compromised immunities, chronic disease), and who require Emergency NCS as a social distancing measure.

FEMA will pay for wrap around services, but not case management, mental health counseling, and similar services.

Time extension is currently in place through May 31<sup>st</sup>.



# NCS links

- [Time Extension Approval of State NCS \(028\)](#)
- [Approval of NCS Sheltering by Local Government \(029\)](#)
- [Approval of NCS to May 31, 2020 \(030\)](#)
- [FEMA guidance NCS \(031\)](#)
- [State of CA Project Roomkey Fact Sheet \(032\)](#)
- [Template Request Letter NCS \(033\)](#)



# Purchase and Distribution of Food

- FEMA Policy (FP 104-010-03) defines that legally responsible State, local, and tribal (SLTT) governments may enter into formal agreements or contracts with private organizations, including private nonprofit (PNP) organizations such as food banks, to purchase and distribute food when necessary
- PA funding is provided to the legally responsible SLTT, which would then reimburse the private/PNP organization under the agreement or contract
- Eligible work related to COVID-19 includes purchasing, packaging, and delivering/distribution of food commodities, fresh foods, and shelf-stable food products; leasing distribution and storage space, vehicles, and necessary equipment



# Purchase and Distribution of Food

- Populations that may need provision of food may include those who test positive or have been exposed to COVID-19 and high-risk individuals, age 65+ or with certain underlying health conditions, and other populations based on the direction or guidance of the appropriate public health official
- Claimed costs must be necessary and reasonable
- FEMA is prohibited from providing financial assistance where such assistance would duplicate funding available from another program, insurance, or any other source of the same costs; therefore, individuals must not qualify for or receive other state and federal food assistance programs such as CalFresh/SNAP, EBT, or WIC.



# Purchase and Distribution of Food

Time extension is currently in place through June 10<sup>th</sup>

Time Extension Requests must include:

- A detailed justification for the continuing COVID-19-related need for Emergency FPD on a locality-by-locality basis, as well as for food banks directly administered/managed by the State.
- If a SLTT that is in Stage 3 of the State's "Pandemic/Resilience Roadmap," (049) extension requests must specifically describe how one (or more) of the three indicators in Section B.2.c of the FEMA FPD Policy (034) continues to affect that local jurisdiction.
- Documentation evidencing efforts to obtain other federal resources, either directly from the federal government or through the State, that are available to address COVID-related food insecurity, such as the multiple Congressional Supplemental Funding Bills known collectively as the "CARES Act," FEMA's Emergency Food and Shelter Program (EFSP), the USDA's Coronavirus Food Assistance Program (CFAP), and/or any other programs.



# Purchase and Distribution of Food

- Documentation demonstrating collaboration with government stakeholders to understand what they are doing to address COVID-related food insecurity.
- Documentation demonstrating collaboration with non-governmental organizations including volunteer organizations, senior centers and adult day care, and service/volunteer organizations to identify what resources might be applied or redirected to close gaps.
- Steps taken to identify and prioritize the most vulnerable populations.
- A winding-down or transition plan to meet the nutritional needs of impacted local populations when PA funding is no longer authorized for the emergency purchase and distribution of food.



# CA Resilience Roadmap (049)

## Resilience Roadmap Stages

### **STAGE 1: Safety and Preparedness**

Making essential workforce environment as safe as possible.

### **STAGE 2: Lower Risk Workplaces**

Creating opportunities for lower risk sectors to adapt and re-open.

Modified school programs and childcare re-open.

### **STAGE 3: Higher Risk Workplaces**

Creating opportunities for higher risk sectors to adapt and re-open.

### **STAGE 4: End of Stay-At-Home Order**

Return to expanded workforce in highest risk workplaces.

Requires Therapeutics.



# Great Plates Delivered

- The purpose of the Great Plates Delivered is two-fold:
  - To provide meals to adults 65 and older and adults 60-64 who are high-risk and unable to access meals while staying at home and are ineligible for other nutrition programs
  - To support local restaurants and food provider/agricultural workers
- The program is administered by local governments and Tribes, with a local administrator leading program management and implementation.
- Local administrators will be responsible for all fiscal data requirements and reporting.





# Great Plates Delivered

- Weekly reporting of the following data elements is required:
  - Number of phone calls requesting participation;
  - Number of individuals accepted and individuals declined participation, including reason for decline;
  - Number of individuals that are receiving meal support and number of meals that have been provided per individual;
  - Number of meals provided, and dates delivered;
  - Number of individuals that are 65 and over that are receiving meal support and number of days they have been receiving meal support;
  - Average length of time an individual has been receiving meal support;
  - Number of individuals at high-risk (under 65) that are receiving meal support and overall average length of time that they have been receiving meal support;
  - Number of individuals that are COVID-19 positive or have been exposed to COVID-19 and receiving meal support and overall average length of time that they have been receiving meal support;
  - Peak number of individuals that were receiving meal support weekly and at point-in-time for the program;
  - Average cost per eligible recipient of meal support (including service delivery) weekly and at point-in-time for the program; and
  - Overhead costs (weekly and cumulative).



# Great Plates Delivered

- PA funding for costs incurred by the SLTT includes services provided only to populations who are not in emergency non-congregate shelters to include:
  - Individuals age 65+
  - Individuals aged 60-64 and at “high-risk” as defined by the CDCD, including:
    - those who are COVID-19+ or COVID-19 exposed (as documented by a public or medical health professional)
    - those with an underlying health condition
- ✓ Individuals must live alone or with one other program eligible adult
- ✓ Must not be currently receiving assistance from other state or federal nutrition assistance programs
- ✓ Must earn no more \$74,940 (household of one)  
\$101,460 (household of two)
- ✓ Must affirm inability to prepare or obtain meals



# Great Plates Delivered

- Individuals enrolling in the program must undergo a short screening process. Individual participant eligibility verification can be completed over the phone and can be obtained through self-attestation, similar to other eligibility verification for programs such as school meals and Disaster CalFresh
- CDAA Cost Share for GPD Program only
- Program cost breakdown is 75% Federal share; 25% non-federal share is 75% State (18.75%), 25% local (6.25%)



# Distribution of Food links

- [FEMA Purchase and Distribution of Food Policy \(034\)](#)
- [Cal OES Purchase and Distribution of Food Policy Summary \(035\)](#)
- [FEMA approval of Emergency Food Program \(036\)](#)
- [Great Plates Delivered Program \(GPD\) Guidance \(037\)](#)
- [Emergency Feeding Program Framework \(038\)](#)
- [FEMA approval of GPD to June 10, 2020 \(039\)](#)
- [GPD FAQ, Local Administrators \(040\)](#)
- [GPD FAQ, Restaurants & Food Providers \(041\)](#)
- [GPD FAQ, Participants \(042\)](#)
- [GPD info to apply \(043\)](#)
- [FEMA approval of Emergency FPD through June 10, 2020 \(048\)](#)
- [California's Resilience Roadmap \(049\)](#)



# Eligible Medical Care Costs

[Coronavirus \(COVID-19\) Pandemic: Medical Care Costs Eligible for Public Assistance](#)  
[FP 104-010-04 \(044\)](#)

- SLTT government entities and certain private non-profit (PNP) organizations are eligible for associated costs to support the provision of medical care, including eligible facility, equipment, supplies, staffing, and wraparound services



# Eligible Medical Care Costs

Eligible work may include both emergency and inpatient treatment of confirmed and suspected cases:

- Temporary and Expanded Facilities
- Emergency medical transport related to COVID-19
- Triage and medically necessary tests and diagnosis related to COVID-19 patients
- Necessary medical treatment of COVID-19 patients
- Prescription costs related to COVID-19 treatment
- Medical waste disposal related to COVID-19



# Eligible Medical Care Costs

- Purchase, lease, and delivery of specialized medical equipment necessary (subject to disposition requirements)
- Purchase and delivery of PPE, durable medical equipment, and consumable medical supplies necessary (subject to disposition requirements)

**This includes the costs of eligible SLTT government Applicants providing PPE to any public or private medical care facility that treats COVID-19 patients.**



# Eligible Medical Care Costs

Duplication of Benefits: Pursuant to Section 312 of the Stafford Act, FEMA is prohibited from providing financial assistance where such assistance would duplicate funding available from another program, insurance, or any other source for the same purpose.

FEMA has provided a list of references in the policy, however applicants should consult with the appropriate federal agency.





# Alternate Care Site (ACS) “Warm Sites”

[FEMA ACS Warm Sites Fact Sheet \(05.12.20\) \(045\)](#)

FEMA may approve work and costs associated with maintaining minimal operational readiness at ACS facilities when necessary in response to the COVID-19 Public Health Emergency.

Public health experts have warned of the potential for a second wave of COVID-19 cases, the severity and timing of which are uncertain. ACS facilities that are unused but remain operationally ready and available for medical surge capacity for COVID-19 response are referred to as “warm sites”.



# ACS “Warm Sites”

To determine whether work related to ACS warm sites is necessary to eliminate or lessen an immediate threat, FEMA may consider SLTT assessments of need based on:

- Public health guidance, including the continued declaration of a Public Health Emergency by the US Department of Health and Human Services, and other information on the likelihood of a resurgence.
- Whether the ACS is strategically located for areas projected to be most impacted by a resurgence.
- SLTT hospital bed capacity relative to the projected need.



# ACS “Warm Sites” Costs

Costs that may be necessary to maintain the minimum operational level may include:

- Renting/leasing the space for an ACS facility and/or the necessary equipment to operate it and provide adequate medical care in the event of a resurgence.
- Other facility costs such as utilities, maintenance and/or security.
- Keeping equipment and supplies (including PPE) in stock.
- Demobilization of ACS facilities when it is more cost effective than maintaining a warm site, and remobilizing in the event of a COVID-19 resurgence.



# ACS “Warm Sites” Costs (cont.)

Costs that may be necessary to maintain the minimum operational level may include:

- Storage of equipment and supplies for ACS warm sites or demobilized facilities which can be re-deployed for future rapid activation.
- Wraparound services, as defined in the [ACS Toolkit \(047\)](#), necessary for minimal operational readiness.
- Minimal level of medical and/or non-medical staffing, if necessary.
- Site restoration to return an ACS facility to normal operations until there is a need for an active ACS again
- Other costs necessary to maintain a minimum level of operational readiness.



# ACS “Warm Sites” Time Limitations

Funding for ACS warm sites is limited to maintaining the site no longer than is necessary and reasonable based on projected needs and in accordance with public health guidance:

- The continued need for an ACS warm site should be assessed on a monthly basis by FEMA and SLTTs and based on the latest federal and/or SLTT COVID-19 projections of the likelihood of a COVID-19 resurgence in the area and the subsequent capacity and capability needs.
- FEMA will not reimburse costs related to maintaining ACS warm sites for more than 30 days after the end of the COVID-19 Public Health Emergency, as determined by HHS.



# 60 Day Deadline for Project Submission

[5.14.2020 FEMA PA COVID-19 60 Day Deadline to Identify Damage Memo \(046\)](#)

As stipulated in 44 CFR § 206.202(d)(1)(ii), an Applicant has 60 days from its first substantive meeting with FEMA to identify and report damage to FEMA. Due to the unprecedented nature of the national emergency declaration, the number of potential Public Assistance Applicants, and the fact that these Applicants are still actively engaged in life-saving operations, enforcing the 60 day deadline at this time is not appropriate.



# 60 Day Deadline for Project Submission

As such, FEMA has stated the following:

- The deadline to identify and report damage is extended for the major disaster declaration and will remain open for the duration of the Public Health Emergency, as declared by the Secretary of the U.S. Dept. of Health and Human Services, unless an earlier deadline is deemed appropriate by the FEMA Assistant Administrator of the Recovery Directorate.



# 60 Day Deadline for Project Submission

As such, FEMA has stated the following:

- Applicants must identify and report their damage/costs by whichever is later:
  - 60 days from the end of the Public Health Emergency or;
  - 60 days from the approval of their Request for Public Assistance

These damages must be submitted via a Streamlined Project Application in Grants Portal. Once the deadline has passed for an Applicant, FEMA will no longer accept new project applications.





# FEMA's Streamlined Public Assistance Project Application

How to submit your costs and estimates in Grants Portal to formulate a Project Worksheet

FEMA estimates this process will take approximately two hours.



# Submitting a Public Assistance Funding Request (PW) for COVID-19

*FEMA has developed this streamlined project application to simplify the application process for Public Assistance funding under COVID-19 pandemic declarations.*

- Prior to submitting this project application, Applicants must submit and receive approval of a Request for Public Assistance.
- The project application must be completed in FEMA's Grants Portal. FEMA will no longer accept an uploaded copy of the PDF form.



# Streamlined Project Application

*What information is required for this project application?*

- A description of the activities, including when, where, and by whom the activities were or will be completed.
- A summary of how much the activities cost, including costs associated with contract, labor, equipment, supply, materials, and other cost types.
- Documentation supporting the activities completed and costs claimed.
- Certification of compliance with federal, state, tribal, territorial, and local laws and regulations.



# How to Complete the Project Application

- Select “Submit a Project Application”
- Download a blank copy of the Project Application from your Grants Portal Event Profile, if you wish to review the fields and questions that you will be required to answer.

Portal

Applicant Event Profile

4482DR-CA (4482DR)

SUBMIT PROJECT APPLICATION

OPTIONS

REPORTS

Select here.

is pending grant completion.

A completed Project Application is required in order to submit your funding request to FEMA. FEMA will no longer accept Project Applications uploaded as a .pdf document. You may still upload a blank Project Application as a reference.

Submit a Project Application

View In Progress Project Applications

Download a blank Project Application

Or here.



# Small and Large Projects

Fiscal Year 2019/2020

Small project threshold is \$3,300 to \$131,100

Large project threshold is \$131,101 and greater

## Small Projects

- Any eligible work with aggregate costs below the threshold
- Funding is based on estimated costs, if actual costs are not available
- Paid automatically when obligated by FEMA
- Net Small Project Overrun (NSPO) appeal

## Large Projects

- Any eligible work with aggregate costs over the threshold
- Payment(s) must be requested unless 100% complete during PW preparation
- Funding initially based on actual or estimated costs
- Final funding based on documented eligible actual costs



# How to Complete the Project Application

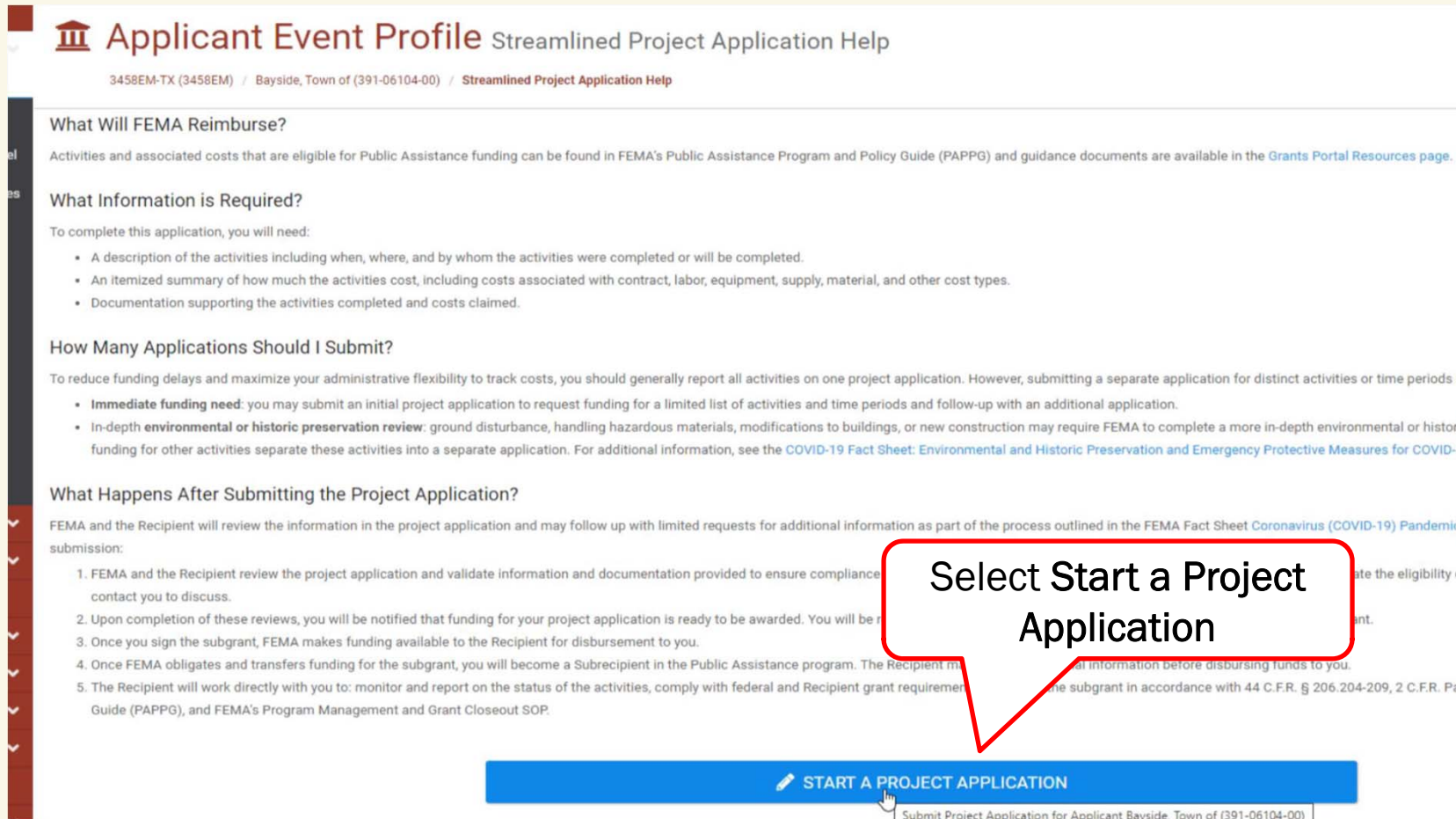
- All applicants must complete Sections I, II, III, and one or more of the Schedules (A, B, C, D, EZ, or F) (006)

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

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



# Filling out the Project Application



**Applicant Event Profile** Streamlined Project Application Help

3458EM-TX (3458EM) / Bayside, Town of (391-06104-00) / Streamlined Project Application Help

### What Will FEMA Reimburse?

Activities and associated costs that are eligible for Public Assistance funding can be found in FEMA's Public Assistance Program and Policy Guide (PAPPG) and guidance documents are available in the [Grants Portal Resources page](#).

### What Information is Required?

To complete this application, you will need:

- A description of the activities including when, where, and by whom the activities were completed or will be completed.
- An itemized summary of how much the activities cost, including costs associated with contract, labor, equipment, supply, material, and other cost types.
- Documentation supporting the activities completed and costs claimed.

### How Many Applications Should I Submit?

To reduce funding delays and maximize your administrative flexibility to track costs, you should generally report all activities on one project application. However, submitting a separate application for distinct activities or time periods is allowed.

- **Immediate funding need:** you may submit an initial project application to request funding for a limited list of activities and time periods and follow-up with an additional application.
- **In-depth environmental or historic preservation review:** ground disturbance, handling hazardous materials, modifications to buildings, or new construction may require FEMA to complete a more in-depth environmental or historic preservation review. If you are submitting a project application for a project that requires a more in-depth environmental or historic preservation review, you should submit a separate application for the review. For additional information, see the [COVID-19 Fact Sheet: Environmental and Historic Preservation and Emergency Protective Measures for COVID-19](#).

### What Happens After Submitting the Project Application?

FEMA and the Recipient will review the information in the project application and may follow up with limited requests for additional information as part of the process outlined in the FEMA Fact Sheet [Coronavirus \(COVID-19\) Pandemic Response](#).

1. FEMA and the Recipient review the project application and validate information and documentation provided to ensure compliance with the eligibility criteria. FEMA may contact you to discuss.
2. Upon completion of these reviews, you will be notified that funding for your project application is ready to be awarded. You will be notified by email and phone.
3. Once you sign the subgrant, FEMA makes funding available to the Recipient for disbursement to you.
4. Once FEMA obligates and transfers funding for the subgrant, you will become a Subrecipient in the Public Assistance program. The Recipient must provide additional information before disbursing funds to you.
5. The Recipient will work directly with you to: monitor and report on the status of the activities, comply with federal and Recipient grant requirements, and submit the subgrant in accordance with 44 C.F.R. § 206.204-209, 2 C.F.R. Part 201.10, and FEMA's Program Management and Grant Closeout SOP.

**START A PROJECT APPLICATION**

Submit Project Application for Applicant Bayside, Town of (391-06104-00)

**Select Start a Project Application**




# Project Application – Sections I, II, and III

All of these Sections must be  
completed in your streamlined  
project application





# Project Application: Section I

 Streamlined Project Application

3458EM-TX (3458EM) / Bayside, Town of (391-06104-00) / Create Streamlined Project Application

Help Section I - Project Application Information

Section I - Project Application Information

Declaration #	3458EM-TX
Organization	Bayside, Town of
FEMA PA Code	391-06104-00

Applicant-Assigned Project Application # \*

Project Application Title \*

This field is required.

It is important to know that upon submittal your project application becomes a legal document. The Recipient or FEMA may use external information to verify the information provided. The Recipient or FEMA may use external information to verify the information provided. This can carry severe criminal and civil penalties if you knowingly make false statements or hide information when applying for Public Assistance. This can carry severe criminal and civil penalties if you knowingly make false statements or hide information when applying for Public Assistance.

I have read the statements above and understand that I will be required to certify these statements upon completion of my project.

Step 1: Provide required information

Step 2: Select box to confirm

Step 3: Click Done with Section I




# Project Application: Multiple Projects

- FEMA will process each application submitted as a separate funding request.
- To reduce funding delays and to maximize the Applicant's administrative flexibilities to track costs, FEMA recommends that generally all activities be placed on one project application.
- However, submitting a separate project application for distinct activities (i.e. food distribution, NCS) or time periods is advisable in certain scenarios.



# Project Application: Section II




 Streamlined Project Application ? HELP X CANCEL APPLICATION

3458EM-TX (3458EM) / Bayside, Town of (391-06104-00) / Streamlined Project Application

**Section I - Project Application Information** i  
(Modify)

Applicant-Assigned Project Application #	5	Event	3458EM-TX (3458EM)
Project Application Title	UAT Demo Test	Applicant	Bayside, Town of
Project Net Cost	\$0.00	FEMA PA Code	391-06104-00
Status	In Progress		

**Sections & Schedules**  
*In order for your Application to be completed, you must complete the following Sections and Schedules.*

 Section II – Scope of Work	Not Started	<input data-bbox="1703 997 1797 1029" type="button" value="START"/>
 Section III – Cost and Work Status Information	Not Started	<input data-bbox="1703 1078 1797 1110" type="button" value="START"/>
 Document Repository	No Documents Required	<input data-bbox="1703 1159 1797 1192" type="button" value="VIEW/EDIT"/>

Select Start to begin Section II



# Project Application: Section II

- Scope of Work: Provide all required information to include descriptions and locations of activities.

The screenshot shows a web application interface for a project application. At the top, the title is "Streamlined Project Application Section II - Scope of Work". Below the title, there is a breadcrumb trail: "3458EM-TX (3458EM) / Bayside, Town of (391-06104-00) / Streamlined Project Application". On the right side, there are buttons for "? HELP", "SAVE", and a refresh icon. A progress bar at the top indicates the current step is "Description of Activities", with other steps being "Locations", "Documents", and "Summary".

**Section II Instructions**  
Applicants must complete this section and describe the activities that the Applicant conducted or will conduct in response to COVID-19. For certain activities, Applicants must provide additional information in Schedules D and F.

### Description of Activities

Please provide a brief description of the activities the Applicant conducted or will conduct. \*

Please select all the activities the Applicant conducted or will conduct. \*

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

- Emergency operations center activities
- Training
- Facility disinfection
- Technical assistance on emergency management
- Dissemination of information to the public to provide warnings and guidance
- Pre-positioning or movement of supplies, equipment, or other resources
- Purchase and distribution of food, water, or ice
- Purchase and distribution of other commodities



# Project Application: Section II

- Scope of Work: After all required questions have been answered, click “Proceed”.

**Streamlined Project Application** Section II – Scope of Work

3458EM-TX (3458EM) / Bayside, Town of (391-06104-00) / Streamlined Project Application

[? HELP](#) [SAVE](#) [GO TO S](#)

High-risk population sheltering

Healthcare worker and first responder temporary lodging

Household pet or assistance animal or service animal sheltering

Other

**Other**

Other Activity

Please select the method(s) of work the Applicant used or will use to complete the activities reported above.

Establishment of temporary facilities >

Staging resources at an undeveloped site

Purchase of meals for emergency workers

Purchase of supplies or equipment

Purchase of land or buildings

**⚠ Based on your answers, you will be required to complete a Schedule F form for this Application upon completion of Section II.**


You are required to complete a Schedule F form because of the following being indicated:

- Decontamination systems
- Staging resources at an undeveloped site

[PROCEED >](#)



# Project Application: Section III




 Streamlined Project Application ? HELP ✕ CANCEL APPLICATION

3458EM-TX (3458EM) / Bayside, Town of (391-06104-00) / Streamlined Project Application

**Section I - Project Application Information** i  
(Modify)

Applicant-Assigned Project Application #	5	Event	3458EM-TX (3458EM)
Project Application Title	UAT Demo Test	Applicant	Bayside, Town of
Project Net Cost	\$0.00	FEMA PA Code	391-06104-00
Status	In Progress		

**Sections & Schedules**  
*In order for your Application to be completed, you must complete the following Sections and Schedules.*

 Section II – Scope of Work	<input type="button" value="START"/>
 Section III – Cost and Work Status Information	Not Started <input type="button" value="START"/>
 Document Repository	No Documents Required <input type="button" value="VIEW/EDIT"/>

Select Start to begin Section III



# Project Application: Section III

- Cost and Work Status Info: Request **EXPEDITED FUNDING**, include activity status and provide total net cost.

The screenshot shows a web form titled "General Cost & Work Status Questions" with a "Summary" link. A blue banner at the top contains "Section III Instructions" and a note: "Applicants must complete this section and provide the costs of the activities reported in Section II. Applicants must also complete Schedule A, B, C, or EZ as instructed to estimate a project cost." Below this is the section title "General Cost & Work Status Questions" followed by a paragraph of text explaining expedited funding. A question "Does the Applicant want to request expedited funding? \*" has "Yes" selected. A yellow warning box at the bottom states: "Based on your answers, you will be required to complete a Schedule A form for this application upon completion of Section III. You are required to complete a Schedule A form because the Applicant is requesting expedited funding." A sidebar on the left contains a vertical menu with several dropdown arrows.

General Cost & Work Status Questions Summary

**Section III Instructions**  
Applicants must complete this section and provide the costs of the activities reported in Section II. Applicants must also complete Schedule A, B, C, or EZ as instructed to estimate a project cost.

### General Cost & Work Status Questions

An Applicant may request approval for expedited funding from the Recipient and FEMA if they have an immediate need for funding to continue life-saving emergency protective measures. If approved, the Applicant will be awarded 50% of the FEMA-confirmed project cost based on initial documentation. However, the Applicant will then be required to provide all information, including all documentation to support actual incurred costs, to support the initial 50% of funding before receiving any additional funding. Applicants will be required to return any funds that were not spent in compliance with the program's terms and conditions. In general, Applicants who have never received FEMA Public Assistance funding and do not have significant experience with federal grant requirements should avoid expedited funding or, at a minimum, discuss expedited funding with their Recipient emergency management office prior to requesting expedited funding. Expedited funding is only available for activities completed during specific time periods.

Does the Applicant want to request expedited funding? \*

Yes  
 No

**⚠ Based on your answers, you will be required to complete a Schedule A form for this application upon completion of Section III.**  
You are required to complete a Schedule A form because the Applicant is requesting expedited funding



# Project Application: Section III

- Cost and Work Status Info: After all required questions have been answered, click “Proceed”.

**What is the status of the activities reported in Section II? \***

An Applicant may not request funding for activities conducted prior to 01/20/2020, the beginning of the COVID-19 incident period. This question should be answered once to describe all the activities reported in Section II (i.e. the earliest start date and the latest end date). If FEMA's eligibility criteria for certain activities are limited to specific time periods, FEMA will ask for the time period that a particular activity was or will be conducted.

Activities started and completed

Date Started \* 04/30/2020

Date Completed \* 04/30/2020

Activities started with projected end date

Activities started with no predictable end date

Activities have not started

**⚠ Based on your answers, you will be required to complete a Schedule EZ form for this application up to \$50,000.**  
You are required to complete a Schedule EZ form because the Applicant's estimated cost for activities reported in Section II is greater than \$50,000.

**Select Proceed**

PROCEED >





# Project Application – Schedule A through F

One or more Schedules must be included in your streamlined project application

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

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



# Project Application: Schedule A

- Expedited Funding Estimate (Large Projects Only)
  - Items required for any Large Project requesting expedited funding:
    - An explanation of the need for expedited funding.
    - A time period for which this funding is being requested.
    - Description of how the activities address an immediate threat to life, public health, or safety, along with why they are the legal responsibility of the Applicant.
    - Costs, both actual and estimated.
    - Deductions for insurance or other benefits.



# Project Application: Schedule B

- Completed Work Estimate
  - Items required for any **Large Project** where all of the work is complete:
    - Costs, along with full documentation for each eligible work item.
    - Deductions for insurance or other benefits.



# Project Application: Schedule C

- In Progress Work Estimate
  - Items required for any **Large Project** where some or none of the work has been completed:
    - Budget estimate created using the standard procedure an applicant would use absent federal funding.
    - Costs, both estimated and completed, along with any available documentation for each eligible work item.
    - Deductions for insurance or other benefits.



# Project Application: Schedule D

- Large Project Eligibility Questions
  - Required for all Large Projects
    - General eligibility for the activities.
    - Purchase of any PPE or other supplies?
    - Purchase of any Real Property?
    - Purchase/distribution of food, water, ice, or other commodities?
    - Purchase of meals for emergency workers?
    - Pre-positioning of supplies/equipment?
    - General eligibility for Emergency Medical Care



# Project Application: Schedule D (cont.)

- Large Project Eligibility Questions
  - Required for all Large Projects
    - General eligibility for Emergency Medical Care
    - Emergency Medical Services provided?
    - Sheltering?
    - Establishing a Temporary Facility?



# Project Application: Schedule EZ

- **Small Project Estimate ONLY**
  - Required for all Small Projects (Total project cost less than \$131,100.)
    - Budget estimate created using the standard procedure an applicant would use absent federal funding.
    - Project Costs, both estimated and actual.
    - Deductions for insurance or other benefits.




# Project Application: Schedule F

- Environmental and Historic Preservation Questions ([007](#) and [008](#))
  - Required if any of the following activities are reported in Section II, but only for the pertinent activity:
    - Staging resources at an undeveloped site.
    - Storage of human remains or mass mortuary services
    - Medical Waste Disposal
    - Decontamination Systems
    - Establishment of temporary Facilities






# EHP and Floodplain Guidance



OFFICE OF ENVIRONMENTAL PLANNING AND HISTORIC PRESERVATION  
PARTNER IN SHAPING RESILIENT COMMUNITIES



## COVID-19 Fact Sheet Environmental and Historic Preservation (EHP) and Emergency Protective Measures for COVID-19

### Environmental and Historic Preservation (EHP) Compliance and Conditions

The Office of Environmental Planning and Historic Preservation (OEHPP) is committed to facilitating timely and prompt compliance reviews for COVID-19 activities. This includes identifying activity types where the Applicant will need to provide minimal information or documentation in order to conduct an environmental and historic preservation (EHP) review.

Although certain emergency protective measures are automatically exempt from review under the National Environmental Policy Act (NEPA), these actions may still require review for compliance with other EHP laws, regulations, and executive orders. For activities where there is potential to adversely affect natural, historic, and/or archaeological resources, OEHPP is working with our other federal agency partners to streamline EHP compliance through a programmatic approach.

Applicants are responsible for completing activities in a manner that complies with all state and local guidelines and for obtaining all necessary permits. Work in violation of local, state, or Federal laws, regulations, and executive orders may be ineligible for FEMA funding. Additionally, non-compliance with EHP conditions associated with individual projects may jeopardize receipt of federal funding.

### COVID-19 EHP Considerations


FEMA's Public Assistance Program will fund eligible emergency protective measures taken by a community to save lives, protect property and public health and safety, and lessen or avert the threat of a catastrophe. While the list of eligible activities includes actions that do not affect the environment (such as provision of personnel, supplies, and equipment), there are activities associated that do have the potential to adversely affect natural, historic, and/or archaeological resources. Examples are:

- Repurposing, renovating, or raising existing facilities as temporary medical or sheltering facilities
- Placement of prefabricated facilities on a site
- Construction of new temporary medical or sheltering facilities
- Storage of human remains and mass mortuary services
- Staging resources on an undeveloped site
- Proper disposal of medical waste


### EHP Information Requirements

For projects that do have the potential to adversely affect natural, historic, and/or archaeological resources, Applicants should be prepared to provide the following:

- Location of the work, including and latitude/longitude in decimal degrees (to the fifth decimal point) and site address. Maps or aerial imagery of the project area is also helpful.
- Description of any ground-disturbing activities, including site preparation, laying new or expanding existing utilities, and expansion of existing footprints.
- Date of construction for facilities that are being raised, repurposed, or renovated.
- Description of modifications made to existing facilities.
- Photographs of the project site or facility.



OFFICE OF ENVIRONMENTAL PLANNING AND HISTORIC PRESERVATION  
PARTNER IN SHAPING RESILIENT COMMUNITIES



## COVID-19 Fact Sheet Floodplain Considerations for Temporary Critical Facilities

### Floodplain Considerations for Temporary Critical Facilities

Given a slight chance of flooding can pose too great a threat to the delivery of services provided by a critical facility (such as those that provide temporary medical services, including, but not limited to hospitals, medical sheltering, and mortuary facilities). Further, these critical facilities are likely to have occupants who may not be sufficiently mobile to evacuate in order to avoid injury or death during a flood. Site considerations for such facilities must include an evaluation of flood risk.

All critical facilities—including those of a temporary nature—should be located outside all high-risk flood hazard areas, including Zones V and A and Shaded X. Specifically, these facilities or uses should not be located in the Coastal High Hazard Area (including Zone V), the entire Special Flood Hazard Area (SFHA), or 1-percent-annual-chance flood hazard area, or the 0.2-percent-annual-chance flood hazard area (including shaded X zones).

For assistance provided for emergency work, FEMA complies with the spirit of Executive Order 11988, Floodplain Management to the extent practicable. To minimize the impacts of floods on human health, safety, and welfare, if a critical facility must be located in a high-risk flood hazard area, it should be designed to higher protection standards (if possible, for a temporary facility) and have flood evacuation plans.

The following steps should be taken when considering the placement of a temporary facility providing medical services or other critical facility to determine if the function, building systems, and equipment can remain operational in the event of a flood:

- Determine if the site, as well as ingress and egress to the site, is in a Coastal High Hazard Area (Zone V), the Special Flood Hazard Area (SFHA), or 1-percent-annual-chance flood hazard area, or the 500-year floodplain (0.2-percent-annual-chance flood hazard area).
- If the site is located in any of these high-risk flood hazard areas, the facility should not be located at that site.
- If no practicable alternative sites exist, and the site must be used, an assessment of the type of flood hazards at the site should be conducted (e.g., flood velocity, flood depth, wave action, etc.), practicable opportunities for flood mitigation assessed, and a flood evacuation plan/emergency plan developed.
- The emergency plan should include a plan for site evacuation and contingency for loss of facility's function in the event the facility is damaged and can no longer serve its intended purpose.

### Additional Resources

For more information on the Office of Environmental Planning and Historic Preservation, visit <https://www.fema.gov/office-environmental-planning-and-historic-preservation>.

For more information on FEMA Public Assistance and the COVID-19 response, contact your State Emergency Management Agency or tribal office or visit <https://www.fema.gov/public-assistance-local-entities-tribal-and-non-profit> or <https://www.fema.gov/contact-us>.



# Project Application: Uploading Documents

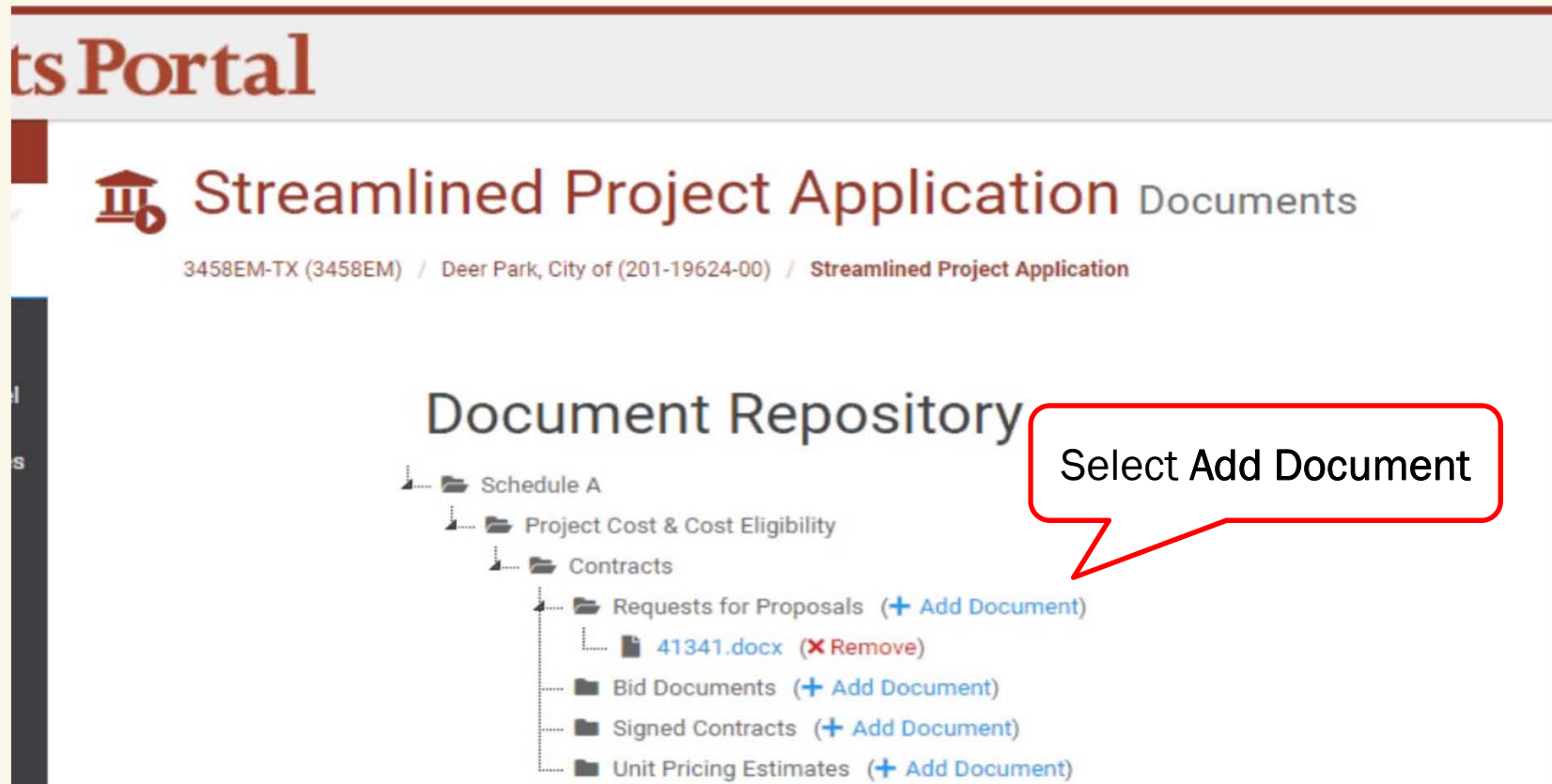
- The best time to upload documents, is while the Applicant is filling out the sections and schedules, when prompted. However, it can also be done on the Document Repository tab of the summary page.

The screenshot displays the 'Streamlined Project Application' web interface. The title bar shows 'Streamlined Project Application Schedule C - In Progress Work Estimate' with a 'HELP' button and a 'SAVE' button. Below the title bar, a progress bar indicates the current step is 'Documents', with other steps being 'Budget Estimate', 'Project Cost & Cost Eligibility', 'Deductions', and 'Summary'. A blue box contains 'Schedule C Instructions' with a note: 'Applicants must complete this schedule if the Applicant (1) has not started or is in the process of completing the activities reported in Section II and (2) the cost of the activities reported in Section II is over \$131,100.00.' Below this, the 'Documents' section is shown as a tree view. The tree includes 'Budget Estimates (+ Add Document) X Required', 'Project Cost & Cost Eligibility', and 'Contracts'. Under 'Contracts', there are several sub-items, each with a '+ Add Document' link: 'Contract Cost Summaries (+ Add Document)', 'Contract Documentation (+ Add Document)', 'Change Orders (+ Add Document)', 'Summary of Invoices (+ Add Document)', 'Costs or Price Analysis Documentation (+ Add Document)', 'Procurement Policies (+ Add Document)', 'Other Procurement Documentation (+ Add Document)', 'Contractor Oversight Documentation (+ Add Document)', and 'Award Estimate Documentation'. Under 'Award Estimate Documentation', there are two sub-items: 'PA COVID-19 Contract Reports (+ Add Document) X Required' and 'Cost or Price Analysis Documentation (+ Add Document)'.



# Project Application: Uploading Documents

- To submit a document, select “Add Document”.



The screenshot shows a web interface for document management. At the top, it says "ts Portal" and "Streamlined Project Application Documents". Below that, there is a breadcrumb trail: "3458EM-TX (3458EM) / Deer Park, City of (201-19624-00) / Streamlined Project Application". The main section is titled "Document Repository" and contains a tree view of folders: "Schedule A", "Project Cost & Cost Eligibility", and "Contracts". Under "Contracts", there are several sub-folders: "Requests for Proposals (+ Add Document)", "Bid Documents (+ Add Document)", "Signed Contracts (+ Add Document)", and "Unit Pricing Estimates (+ Add Document)". A red speech bubble points to the "+ Add Document" link next to "Requests for Proposals".

Select Add Document

# Project Application: Uploading Documents

- Upload the document(s), select the Category if necessary, and “Attach Selected”.
- Develop a descriptive naming convention for documents. (i.e. NCS Wraparound, PPE, EOC, Labor March-April)

The screenshot shows a web interface for uploading documents. At the top, there is a dashed box with an upload icon and the text "Drag and drop files here, or click here to select files." Below this is a section titled "Selected Documents to Attach" which contains a table with one document: "Force Account Labor Summary" (11.5 KB). A callout box points to the upload area with the text "Step 1: Upload Document". Below the table, there is a section titled "Available Documents to Attach" with a category filter set to "Force Account Labor Record" and "Force Account Labor Summary". A callout box points to the category filter with the text "Step 2: Select the category of document". At the bottom right, there is a green button labeled "ATTACH SELECTED" and a grey button labeled "CANCEL". A callout box points to the "ATTACH SELECTED" button with the text "Step 3: Click Attach Selected".

# Project Application: Submission

- Once all Sections and Schedules are complete and documentation uploaded, click “Review and Submit”.

**Sections & Schedules**  
*In order for your Application to be completed, you must complete the following Sections and Schedules.*

	Section II – Scope of Work	Completed	<a href="#">VIEW/EDIT</a>
	Section III – Cost and Work Status Information	Completed	<a href="#">VIEW/EDIT</a>
	Schedule A – Expedited Funding Estimate	Completed	<a href="#">VIEW/EDIT</a>
	Schedule F – Environmental and Historic Preservation Questions	Completed	<a href="#">VIEW/EDIT</a>
	Document Repository	1 of 1 Provided	<a href="#">VIEW/EDIT</a>

**Click Review and Submit**

[✓ REVIEW AND SUBMIT](#)





# Project Application: Submission

- Make certain to thoroughly review all of the grant certifications in Section IV.

- The Applicant complied with federal, Recipient, and Applicant procurement requirements.
- The Applicant complied with all FEMA policies regarding equipment rates in accordance with the PAPPG.
- The Applicant complied with all FEMA policies regarding labor in accordance with the PAPPG.

## Environmental and Historic Preservation Compliance Certifications

In accordance with the PAPPG, the Applicant will comply with applicable federal, state, and local laws; will provide all documentation requested to allow FEMA to ensure project applications comply with federal Environmental and Historic Preservation (EHP) laws, implementing regulations, and Executive Orders; and will comply with any EHP compliance conditions placed on the grant.

## Documentation Certifications

In accordance with 2 C.F.R. §200.333 as well as state and local record retention requirements, the Applicant will maintain all documentation that supports this project application in its own files. This documentation will be required if the Applicant submits an appeal for additional funding, as well as in the case of any audits.

## Certifications, Assurances, and Signatures

It is important to know that upon submittal you are certifying that the information you provide is true and accurate. FEMA may use external sources to verify the accuracy of the information you enter. It is a violation of Federal law to intentionally make false statements or hide information regarding the project or Public Assistance. This can carry a maximum penalty of \$250,000, imprisonment, or both. (18 U.S.C. §§ 287, 1001, 1040, and 3571). I certify that the information I have provided regarding the project is true and accurate to the best of my knowledge. I understand that, if I intentionally make false statements or conceal any information in an attempt to obtain Public Assistance, I may be subject to criminal, civil, and civil penalties.

Authorized Representative \*



Date Signed

[< BACK](#)

[✔ SUBMIT PROJECT APPLICATION](#)

Step 1: Click to sign

Step 2: Click Submit Project Application



# Project Application: Review and Sign a Project

- Once FEMA and Cal OES have approved the project, Grants Portal will send notification that the application is ready for Applicant Review.

The screenshot shows the 'Grants Portal' interface. On the left is a navigation sidebar with options like Dashboard, My Organization, My Tasks, Tasks, RFIs, Workflow Items, Determination Memos, Essential Elements of Information, Calendar, Utilities, Resources, and Intelligence. The main content area is titled 'My Tasks' and contains a notification: 'For any incomplete active tasks assigned to you, a REVIEW button or similar will be displayed. Clicking the button will direct you to the location in Grants Portal to complete the task.' Below this is a table of tasks. A red box highlights a 'REVIEW' button in the first row of the table, with a callout bubble containing the text 'Click Review'.

Personnel	Type	Description	Start Date	Age	Deadline	Last Action	Note
Diaz, Cameron	Submit EEI to FEMA for Review	Submit EEI - Standard Lane - Category C on [29148] All damages to roads on AABERGIN (00-154465657) on PDM Training (PACRM-PDM-TRAIN) for FEMA to Review	05/14/2019 07:54 PM AST	20d 21h	05/17/2019		

Showing 1 to 1 of 1 entries (filtered from 6 total entries)



# Project Application: Review and Sign a Project


## Project

4332DR-TX (4332DR) / Glenville - PDMG0125 - 4332DR (4332DR - 125)  
/ [8132] Damaged Roads

 SIGN SCOPE & COST

 SEND BACK

 DOWNLOAD PROJECT REPORT

 SUBSCRIBE

 This project is pending **Applicant Scope & Cost Approval**.

The scope and cost must be approved and signed by the Applicant.

Policy Issues: Mitigation (1)

### General Information v0

<b>PROJECT #</b>	8132	<b>APPLICANT</b>	Glenville - PDMG0125 - 4332DR (4332DR - 125)
<b>CATEGORY</b>	C - Roads and Bridges	<b>EVENT</b>	4332DR-TX (4332DR)
<b>TITLE</b>	Damaged Roads	<b>RECIPIENT REGION</b>	Region 7
<b>TYPE</b>	Standard		
<b>STATUS</b>	Active		
<b>PROCESS STEP</b>	Pending Applicant Scope & Cost Approval <i>As of April 20th, 2018 3:06 PM CDT</i>		

Scroll Down to Scope  
and Cost Summary Bar.





# Project Application: Review and Sign a Project

The screenshot displays the Grants Portal interface. On the left is a dark sidebar with navigation items: Dashboard, My Organization (AABERGIN (00-154465657)), Organization Profile, Organization Personnel, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Projects, Damages, Work Order Requests, Work Orders, My Tasks, and Calendar. The main content area has a header with the 'Grants Portal' logo and user icons. Below the header are three tabs: 'Essential Elements of Information', 'Damage Description and Dimensions', and '\$ Scope & Cost Summary'. The 'Scope & Cost Summary' tab is active and contains two sub-tabs: 'Scope' and 'Cost'. A red callout box points to the 'Scope' sub-tab with the text 'Review the Project Scope on this tab.' Another red callout box points to the 'Cost' sub-tab with the text 'Review the Project Costs on this tab.' At the bottom of the main content area, a light blue message box states: 'Sorry, no damages on Test To Change Cat have a scope.'

# Project Application: Review and Sign a Project

## Project

4332DR-TX (4332DR) / Glenville - PDMG0125 - 4332DR (4332DR - 125)  
/ [8132] Damaged Roads

 SIGN SCOPE & COST

 SEND BACK

 DOWNLOAD PROJECT REPORT

 SUBSCRIBE

 This project is pending **Applicant Scope & Cost Approval**.

The scope and cost n

If you concur with the Project Scope and Cost, press the **Green Button** to proceed to signature steps.

If you do not concur with the Project Scope and Cost, press the **Yellow Button** to send back and enter a comment

Policy Issues: [Mitigation \(1\)](#)  
General Informa

PROJECT

**CATEGORY** C - Roads and Bridges

**TITLE** Damaged Roads

**TYPE** Standard

**STATUS** Active

**PROCESS STEP** Pending Applicant Scope & Cost Approval  
*As of April 20th, 2018 3:06 PM CDT*

APPLICANT

[4332DR \(4332DR - 125\)](#)

**EVENT** 4332DR-TX (4332DR)

**RECIPIENT REGION** Region 7



# Streamlined Project Application

- FEMA will not provide a Program Delivery Manager for each applicant. However, one can be assigned if additional assistance is required.
- Cal OES/FEMA will have a Program Specialist assigned and available to provide technical assistance for each applicant.



# FEMA Public Assistance Program



# The State/Grantee's Role

*The State/Grantee has the responsibility to:*

- Serve as the official contact between subrecipients/applicants and FEMA
- Educate subrecipients/applicants on the Public Assistance Program and other available assistance
- Provide technical support and assistance to subrecipients/applicants
- Collect cost data and prepare cost estimates (with FEMA)



# The State/Grantee's Role (cont.)

*The State/Grantee has the responsibility to:*

- Disburse grant funds to subrecipients/applicants and initiate subrecipients collection actions when necessary
- Administer subrecipients/applicant subawards through project monitoring, inspection, review, and audits for compliance with federal regulations
- Conduct application closeouts
- Facilitate Quarterly Reporting to FEMA



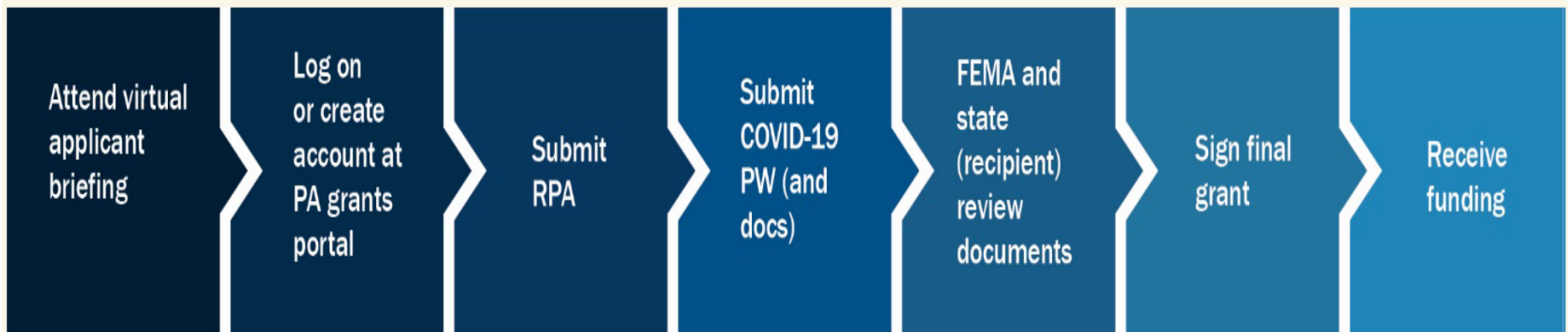
# The Subrecipient/Applicant's Role

*The Subrecipient/Applicant has the responsibility to:*

- Request assistance
- Thoroughly identify response activities or materials used
- Provide documentation to FEMA and Cal OES through Grants Portal for all projects
- Drive your own recovery (see Streamlined Project Application)
- Expend grant funds in accordance with grant requirements
- Be accountable to the State for federal funds
- Maintain clear and organized documentation
- Provide Information for Quarterly Reports



# The DR-4482 Public Assistance Process





# New Reimbursement Process Targeted to COVID-19 Declarations

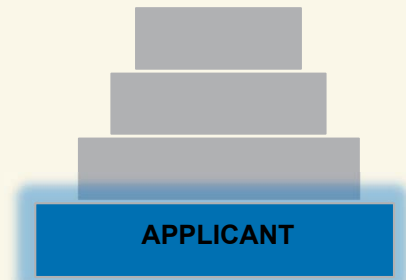
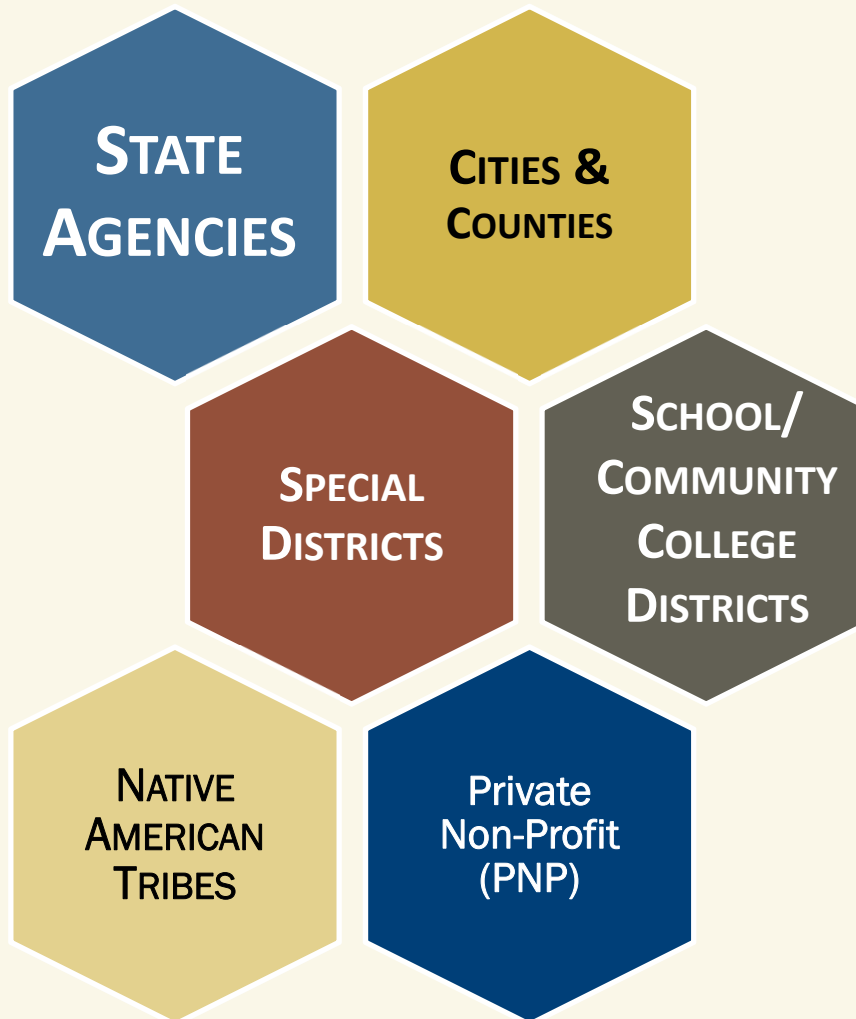
For COVID-19 Declarations, Applicants will have the ability to apply for assistance directly through FEMA's Grants Portal without requiring traditional Exploratory Calls or Recovery Scoping Meetings.

FEMA's Quick Guides and How-To Videos provide step-by-step instructions and can be found in the Grants Portal, [FEMA Grants Portal Log In Page \(003\)](#)

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



# Eligible Subrecipients/Applicants



# Private Non-Profit (PNP) Subrecipients/Applicants

- Critical service providers  
(i.e., power, water, educational, medical)
- Non-critical service providers  
(i.e., museums, community centers, performing arts centers, Houses of Worship, food banks)
- PNPs have specific application requirements  
(FEMA requires information in addition to the RPA when applying for Federal Assistance)



# 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\*](#) (009)



# PNP Application Requirements

## Emergency Work:

All PNPs eligible for FEMA assistance must apply directly to FEMA through the State for emergency work activities.

PNP's must provide the following documentation, in addition to the RPA:

- By-Laws or Organizational Charter
- PNP Facility Questionnaire (FEMA Form 90-121)
- Proof of Tax Exemption Status under the Internal Revenue Code of 1954, sections 501(c), (d), or (e); or documentation from the State indicating that they are a non-revenue generating entity doing business under state law
- Proof of Insurance
- If the PNP owns the facility, proof of ownership
- If the PNP leases the facility, proof of legal responsibility to repair the facility
- If the PNP is a school/educational facility, proof of accreditation or recognition from the CA Department of Education

[Checklist of PNP required documents \(010\)](#)



# Eligible Applicant Facilities

- Buildings, systems, and equipment
- Legal responsibility of an eligible subrecipient/applicant
- Located in a designated disaster area
- Not under the authority of another federal agency
- In active use at the time of disaster

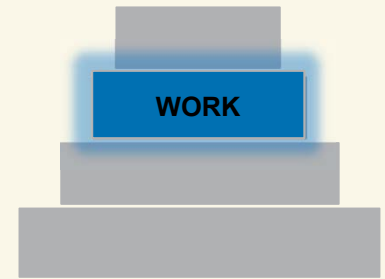


# Work Activity Eligibility

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 \(011\)\*](#)



# Category B

## B — Emergency Protective Measures

- Actions taken by a community before, during, and after a disaster to save lives, protect public health and safety, through cost effective measures.
- FEMA may provide assistance for emergency protective measures including, but not limited to the following:
- **Examples of possible Covid-19 eligible costs:**
  - Management, control and reduction of immediate threats to public health
    - Emergency Operation Center costs
    - **Disinfection of eligible public facilities**
  - Emergency medical care
    - Non-deferrable medical treatment of infected persons in a shelter or temporary medical facility
    - Related medical facility services and supplies
    - Temporary medical facilities and/or enhanced medical/hospital capacity
    - Medical waste disposal
    - Emergency medical transport
  - Medical sheltering (e.g. when existing facilities are reasonable forecasted to become overloaded in the near future and cannot accommodate needs)





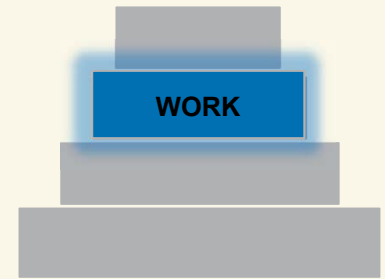
# Category B (cont.)

## B — Emergency Protective Measures

- **Examples of possible Covid-19 eligible costs:**
  - Household pet sheltering and containment actions in accordance with CDC Guidelines
  - Purchase and distribution of food, water, ice, medicine, and PPE
  - Movement of supplies and persons
  - Security and law enforcement
  - Communications of general health and safety information to the public
  - Search and rescue to locate and recover members of the population requiring assistance
  - Reimbursement for state, tribe, territory and/or local government force account overtime costs



# Work Activity Eligibility – Floodplain Considerations



Site considerations for facilities that deliver critical services must include an evaluation of flood risk to limit threats to the delivery of services:

- All critical actions - such as temporary hospitals - should be located outside high-risk flood hazard areas.
- For more information refer to the [FACT SHEET: COVID-19 Floodplain Considerations for Temporary Critical Facilities.](#)  
(008)



# Environmental & Historic Preservation (EHP)

All FEMA projects must comply with applicable Federal, state, and local environmental and historic preservation (EHP) laws

## Best Practices

- Avoid placement of critical actions, such as temporary hospitals, in high-risk flood hazard areas
- Avoid placement in wetlands, brownfields, and other use restricted sites.
- Place tents, temporary structures, and modular units on existing parking lots, other hard surfaces, or improved surfaces and connect to existing utilities
- Avoid new ground disturbance when possible. Should ground disturbance reveal archaeological resources, notify FEMA and State Historic Preservation Officer immediately



For detailed information please review [COVID-19 Fact Sheet Environmental and Historic Preservation \(EHP\) and Emergency Protective Measures for COVID-19 \(007\)](#)



**Cal OES**  
GOVERNOR'S OFFICE  
OF EMERGENCY SERVICES

# Other Emergency Work Eligibility

## Mutual Aid: Law Enforcement

- The Law Enforcement Master Mutual Aid Plan does not provide for reimbursement costs between the requesting agency and responding agency.

## Mutual Aid Agreement

Reimbursement for mutual aid may be provided if:

- A pre-event agreement exists between the requestor and responder specifying reimbursement
- A post event agreement is executed between the requestor and responder, within 30 days of the Applicants' Briefing, specifying reimbursement
- Agreements must not be contingent upon Federal or State disaster funding

[MOU Sample – Mutual Aid \(012\)](#)



# Donated Resources

## Donated Resources – Category B

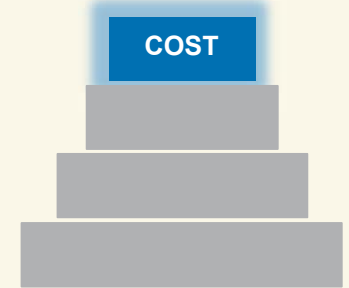
- Provided as a single credit towards all Cat B Project Worksheets' non-federal share

## Donated Resources of a Specific Project Worksheet

- Donated labor
  - Donated equipment
  - Donated materials
- Subrecipient/Applicant must document:
- Names, Dates, Hours worked
  - Equipment/materials utilized
  - Specific tasks completed and location of tasks



# Cost Eligibility



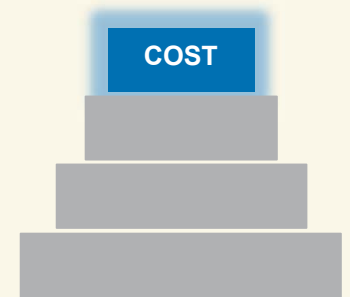
To be eligible for reimbursement, costs must be:

- Incurred from **eligible** work and adequately documented
- FEMA is **prohibited** from duplicating benefits
- Costs are reduced by insurance proceeds (private insurance, Medicare, Medicaid, etc.), salvage value. FEMA will not fund any activities or services covered by another Federal agency such as the Department of Health and Human Services (HHS)
- **Authorized and permitted** under Federal, State, Tribal, or local government laws or regulations;
- Consistent with the Applicant's **internal policies**, regulations, and procedures; and
- **Necessary and reasonable** to accomplish the work properly and efficiently.



# Cost Eligibility- Reasonable Costs

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. \(013\)](#)



# Eligible Costs

- Reasonable and necessary
- Comply with applicable procurement standards
- [Title 2, Code of Federal Regulations, Part 200 \(014\)](#)
- Cannot duplicate funding from other Federal agencies (HHS, CDC, etc.) or insurance coverage (private insurance, Medicare, Medicaid, etc.)
- Not contingent upon state and/or federal funding

Labor (Force Account) Overtime

Contracts and Procurement

Material

Equipment (Force Account & Rental)





# Labor

## Force Account

Work performed by employees of the Subrecipient/applicant:

- For emergency work (Category B)
  - typically only overtime is eligible

## Extended Periods of Overtime

For permanent or reassigned employees performing eligible activities.

## **Example:**

### **FEMA Public Assistance Program and Policy Guide**

Section V. (A), pages 23 - 26 - Emergency Work Labor Eligibility:

- *The Applicant may be required to pay firefighter costs from portal-to-portal, which may result in paying for 24-hour shifts with periods of rest. FEMA will reimburse costs based on such requirements. However, FEMA limits its reimbursement to that which is reasonable and necessary, not to exceed 14 calendar days from the start of the incident period.*



# Material

- Cost of supplies
- Purchased
- Taken from stock
- Used during the performance of eligible work



# Equipment

Force Account	Rental
<p>Costs of applicant owned equipment:</p> <ul style="list-style-type: none"><li><input type="checkbox"/> Both regular time and overtime</li><li><input type="checkbox"/> Rate types used (FEMA, state and local)</li><li><input type="checkbox"/> When local rate is developed, reimbursement based on local rate or FEMA's rate, whichever is lower</li><li><input type="checkbox"/> Standby time <u>not</u> eligible</li></ul> <p>Rates include:</p> <ul style="list-style-type: none"><li><input type="checkbox"/> Cost of operation (Operator costs covered under FA labor)</li><li><input type="checkbox"/> Insurance and depreciation</li><li><input type="checkbox"/> Maintenance and fuel</li></ul>	<p>Subrecipients/Applicants must identify:</p> <ul style="list-style-type: none"><li><input type="checkbox"/> What was done</li><li><input type="checkbox"/> When</li><li><input type="checkbox"/> Where</li><li><input type="checkbox"/> How long</li><li><input type="checkbox"/> What kind of equipment was used</li><li><input type="checkbox"/> Charges per project</li></ul>



# 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 Department 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.**



# Insurance



FEMA requires Applicants to pursue claims to recover insurance proceeds.

- Some insurance 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.
- There are no Obtain and Maintain (O&M) insurance requirements associated with emergency work.



# PA Management Costs

Management costs (under Category Z) may be claimed for administering and managing PA awards as follows:

- For Subrecipients, up to 5% of the Subrecipient's total award amount (based on actual documented costs)
- Management Costs are identified as indirect, direct, and other administrative labor costs

Eligible activities may include, but are not limited to Meetings regarding the PA program or PA claim, preparing correspondence, reviewing PWs, collecting copying, filing, or submitting documents to support a claim, and training

Additional information is available in FEMA's interim policy, [FEMA Recovery Policy FP 104-11-2, Public Assistance Management Costs \(015\)](#) and [FEMA's Public Assistance Management Costs Standard Operating Procedures \(016\)](#)



# PA Management Costs

- ❑ FEMA awards Management Costs up to five percent of actual eligible Public Assistance project costs, including the non-federal share, after insurance and any other deductions. Management Costs are funded at 100 percent federal share via Category Z PWs.
- ❑ Category B Donated Resources PWs are not included in the calculation, since they are not considered project awards.



# Project Accounting

- Segregate disaster related work from normal activities
- Actual costs and expenditures should be accumulated  
AS THEY OCCUR

## Record Retention Requirement

- Keep all documentation
- Keep records for 3 years beyond the date referenced on  
Cal OES “audit waiver” letter
- Beware of routine destruction cycles
- FEMA has provided a [Financial Management Guide \(020  
and 021\)](#)

**DETAILS, DETAILS, AND MORE DETAILS**







***Cal* OES**

**GOVERNOR'S OFFICE  
OF EMERGENCY SERVICES**

# **Public Assistance Requirements for Contracts and Procurement**

# Procurement under Exigency or Emergency Circumstances

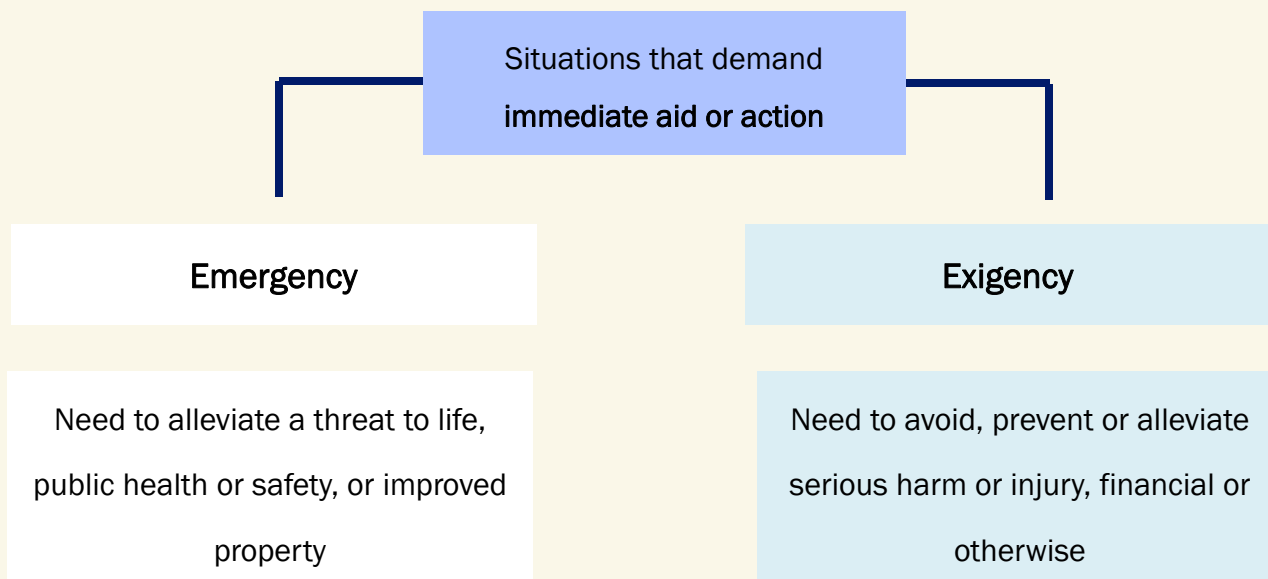
Many Applicants will need to procure supplies, labor, or equipment through contracts

For COVID-19 declarations, OMB has implemented administrative relief for Applicants under COVID-19 citing exigent and emergency circumstances

[FEMA Procurement under Emergency and Exigent Conditions Fact Sheet \(017\)](#)



# Sole-Source Procurement Under E&E



If using sole sourcing due to emergency or exigency, you must:

Justify with **documentation**

Use only during the **period of actual** exigent or emergency circumstances

Transition to a competitive method **as soon as period ends**



# Sole-Sourcing Under E&E for COVID-19

The exception is applicable to contracts entered into or used on or after January 27, 2020



Jan. 27,  
2020

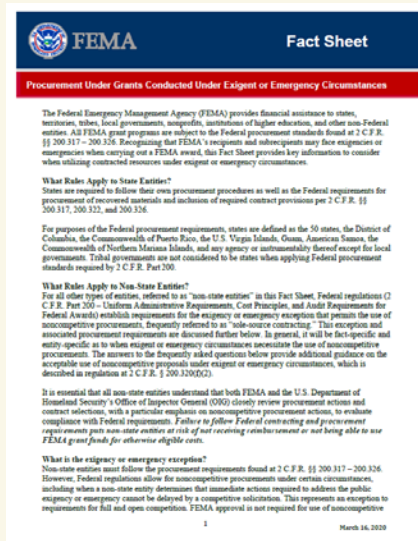
For the duration of the current federal Public Health Emergency, the ongoing COVID-19 pandemic qualifies as an E&E circumstance:

- Non-sate entities may sole-source under that exception
- State entities have to follow their own state procurement rules



# Procurement Under E&E for COVID-19

If sole-sourcing under the E&E exception, non-state entities MUST:



March 16, 2020

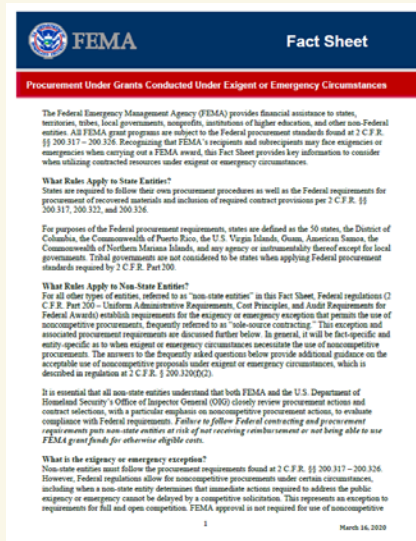
- Use only during the period of actual Public Health Emergency (HHS)
- Document and provide justification for the use of the exception (list of suggested elements for justification provided)
- Conduct a cost or price analysis if applicable
- Follow bonding requirements if applicable



# Procurement Under E&E for COVID-19

If sole-sourcing under the E&E exception, non-state entities MUST:

- Include required contract clauses
- Follow T&M contract requirements if applicable
- NOT enter into CPPC contracts. They are prohibited!
- Award contract to a responsible contractor
- Follow documentation, oversight, conflict of interest requirements



March 16, 2020



# Use of Pre-Awarded/Pre-Existing Contracts during E&E



If the pre-awarded/pre-existing contract is not in compliance with the federal procurement requirements, it may still be possible to use the contract for the duration of the E&E

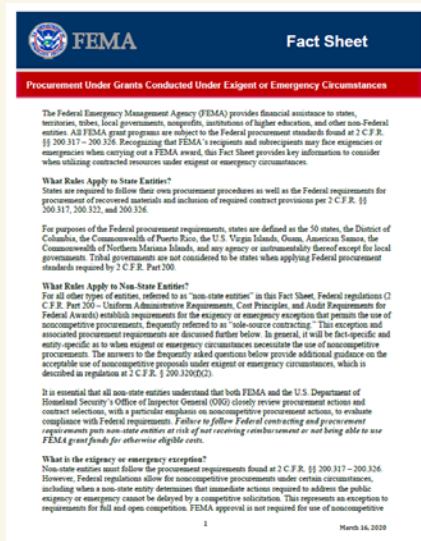
FEMA recommends that **non-state entities**:

- Review the requirements applicable during E&E and **take actions to modify pre-awarded or pre-existing** contracts where applicable
- **Justify the use of a sole-sourced contract** with suggested documentation



# Procurement Under E&E for COVID-19

Considerations for State Entities regardless of E&E circumstances:



March 16, 2020

- Follow State procurement policies and procedures
- Follow procurement of recovered materials requirements
- Include required contract clauses
- While the rules do not prohibit the use of T&M or CPPC contracts, FEMA discourages states from using them due to likelihood of unreasonable costs





# Contracts and Procurement

Non-State Subrecipients

Additional Resources

[FEMA PDAT Guidance and Tools \(018\)](#)

FEMA PDAT Procurement Guidance

FEMA Procurement Checklist

FEMA Cost/Price Analysis Guide

FEMA Required Contract Clauses and Provisions

FEMA Procurement Webinar Series

Please review the [Cal OES DR-4482 Procurement Training \(019\)](#)

Please send any questions to

[PAProcurement@caloes.ca.gov](mailto:PAProcurement@caloes.ca.gov)



# Statutory Timeline

TYPES OF WORK	TIME FROM DECLARATION
Emergency Work	6 months

As new guidance becomes available, this information will be posted on Cal OES website and supplied to all eligible Applicants



# Time Extensions for Extenuating Circumstances

Time Extension requests must contain:

- Project Worksheet Number
- Category of Work
- Status or progress on permitting for project
- Anticipated completion date
- Percentage of work completed
- Reason for the delay (beyond control of Subrecipient/applicant)
- Dates of previous time extension

Make certain to submit via formal request to Cal OES.



# Required Documents for Payment

*Cal OES' Grants Processing Section is required to have the following forms on file for each event in order to process payments:*

- [Project Assurances for Federal Assistance](#)  
(Cal OES 89) (023)
- [Designation of Applicant's Agent Resolution](#)  
(Cal OES 130) (024)

**Questions?** Please contact Cal OES' Grants Processing Section at (916) 845-8110



# Payment Notification

- ❑ Cal OES' Grants Processing Section sends payment notification letters prior to issuing a State Warrant
- ❑ All funding disbursements are issued on State Warrants
- ❑ State Warrants are prepared and mailed by State Controller's Office

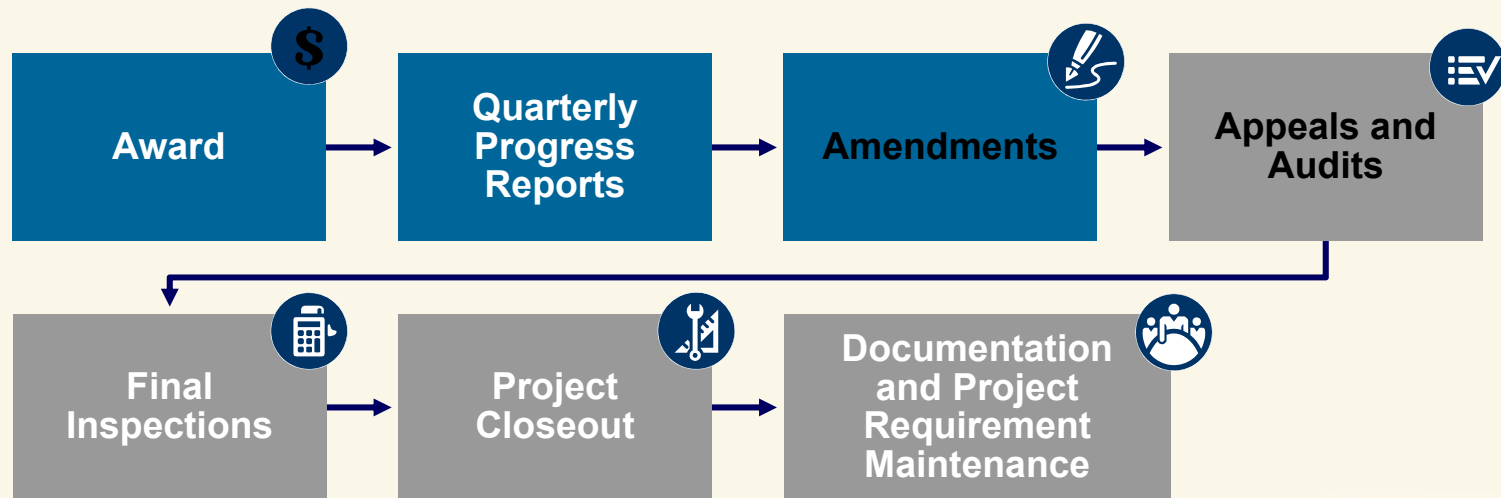
*Note: ACH (Automatic Clearing House) disbursements, and electronic fund transfers are not available*



# After a Subgrant is Awarded

After an initial subgrant has been awarded and obligated, Cal OES will work with the Applicant to:

- Ensure federal laws are followed with all documentation and process requirements, and
- Update project information as needed before the grants are closed.



# Large Project Reimbursement

- ❑ As funds are expended on the project, drawdowns on obligated funds can be requested via a [Cal OES 132 Large Project Reimbursement Form](#). (025)
- ❑ Drawdowns can be made multiple times over the course of the project up to the total obligation amount, less a 10% retention.
- ❑ If the Large Project costs exceed the obligation amount, but are deemed eligible and part of the original Scope of Work, those overruns may be captured in a Version or at Project Closeout/Final Inspection Report. Upon FEMA approval of the final funding amount, any additional funds will be obligated and disbursed.



# Quarterly Reports, Closeout, Appeals, and Audits

## Quarterly Progress Reports

A tool for FEMA and the Cal OES to track the progress of open Large Projects on a quarterly basis

## Project Reconciliation and Closeout

The purpose of closeout is for the Applicant and Cal OES to certify that all work has been completed

## Appeals

Applicants may appeal any FEMA determination related to an application for, or the provision of, assistance under the PA Program.

## Audits

Recipients and Subrecipients are subject to Federal and non-Federal audits.





# Documentation and Record Keeping

**Stafford Act Section 705 - Imposes a three (3) year limit on FEMA's authority to recover payments made to State, Tribal, or local government Recipients and Subrecipients unless there is evidence of fraud**

- The Applicant must maintain all original documentation supporting project costs claimed.
- The Recipient and the Applicant must keep all financial and program documentation for 3 years after the date identified in the Recipient's Audit Waiver Letter.
- Records are subject to audit by State auditors, FEMA, the U.S. Department of Homeland Security Office of Inspector General, and the U.S. Government Accountability Office.



# Appeal and Arbitration Process

Any determination related to Federal Assistance may be appealed.

There are two opportunities for appeal (or possibly arbitrate in lieu of appeal):

- 1<sup>st</sup> Appeal to the FEMA Regional Administrator, Region IX
- 2<sup>nd</sup> Appeal to the FEMA Assistant Administrator, Disaster Assistance Directorate

The appeal must be submitted in writing to the State within 60 days of the notice/action being appealed.

- The State has 60 days from receipt of the appeal to forward it to FEMA
- FEMA has 90 days to render a decision



# Appeal and Arbitration Process

As amended in Section 1219 of the DRRRA, to be eligible for Section 423 arbitration, a Public Assistance applicant's request must meet all three of the following conditions:

[FEMA Arbitration Fact Sheet \(026\)](#)

[CBCA Arbitration Fact Sheet \(027\)](#)

1. The dispute arises from a disaster declared after January 1, 2016;
2. The disputed amount exceeds \$500,000 (or \$100,000 if the applicant is in a "rural area," defined as having a population of less than 200,000 living outside an urbanized area; and
3. The applicant filed a first level appeal with FEMA pursuant to the time requirements in 44 CFR 206.206



# Appeal and Arbitration Process

Public Assistance Applicants who seek to challenge a FEMA first level appeal decision have two options, but also a deadline.

- Applicants must file an appeal or arbitration request within 60 days after receipt of the first appeal decision. If the applicant takes neither action, the first level appeal becomes the final agency determination.
- If the applicant does not receive a first level appeal decision within 180 days of submission, they may withdraw the first level appeal and request arbitration.
- The results of arbitration becomes the final determination.



# Final Claim Process

- ❑ Final inspection requirements
  - All Projects must be closed within 90 days of completion
  - Small Projects are closed in aggregate
    - Net Small Project Overrun (NSPO)
  - Must be submitted within 60 days of the last small project's completion
  - Adjustment(s) made for actual costs for large projects
  - Retention released
- ❑ Cal OES invoices Subrecipient/applicant for funds owed the State



# Next Steps

After attending a virtual Applicant Briefing (*conducted by the Recipient*):

- Register on SAM.GOV (*if not already registered*)
- Request or respond to an invitation to access Grants Portal and submit an Request for Public Assistance (RPA) using the *Applicant Quick Guide: Grants Portal Account and Request for Public Assistance*

## Other Helpful Resources

- FEMA PA Grants Portal - Grants Manager YouTube Channel: [FEMA's Grants Portal Video Series \(002\)](#)
- Technical and training support at FEMA's PA Grants Portal Hotline: (866) 337-8448
- Grants Portal inbox: [FEMA-Recovery-PA-Grants@fema.dhs.gov](mailto:FEMA-Recovery-PA-Grants@fema.dhs.gov)



# Helpful Information

*FEMA-4482-DR-CA*

*Incident Period: January 20, 2020 and continuing*

*RPA Deadline: No later than 30 days after the end of the incident period*

[Have Questions?](#)

Call: (916) 845-8200

Email: [DisasterRecovery@caloes.ca.gov](mailto:DisasterRecovery@caloes.ca.gov)

## Other Recommended Resources

- FEMA PA Grants Portal - Grants Manager YouTube Channel: [FEMA's Grants Portal Video Series \(002\)](#)
- Technical and training support at FEMA's PA Grants Portal Hotline: (866) 337-8448
- Grants Portal inbox: [FEMA-Recovery-PA-Grants@fema.dhs.gov](mailto:FEMA-Recovery-PA-Grants@fema.dhs.gov)
- [Cal OES DR-4482 Procurement Training \(019\)](#)



# FEMA's Grants Portal

With the tool, applicants now have the ability to account for all activities associated with their damage claims. Unlike in the past, both recipients and applicants can now register to monitor the project development process in parallel with the assigned FEMA Program Delivery Manager. Applicants will be able to perform actions to include, but not limited to:

- Complete and update profile information
- Submit the Request for Public Assistance
- Upload required project documentation
- Obtain daily oversight of project statuses
- Approve workflow items for concurrence/acknowledgement
- Update Essential Elements of Information for projects
- Notify the assigned Program Delivery Manager of an applicant's actions





# Organization Profile - Manage User Accounts

**Grants Portal**

**My Organization Profile** Glenville - PDMG0009 - 4332DR

DOWNLOAD EDIT

**General Information**

STATE/TRIBE/TERRITORY	Texas	IS ACTIVE?	Yes
LEVEL 2	Glenville - PDMG0009 - 4332DR	FEMA PA CODE	4332DR - 9
TYPE	City or Township Government	DUNS NUMBER	TX-TRN-0009

Personnel > MANAGE

Locations > MANAGE

Counties with Facility > MANAGE

Insurance Profile > UPLOAD INSURANCE DOCUMENT HELP

**Step 1: Click Organization Profile**

**Step 2: Click Manage on Personnel Bar**



# Organization Profile - Manage User Accounts

## Add Personnel

The screenshot shows the 'Manage Personnel' interface in the Grants Portal. A red callout box highlights a green '+ CREATE' button with the text 'Click Create'. The page includes a sidebar with navigation options like 'Organization Profile', 'Event PA Requests', 'Projects', 'Damages', 'Work Orders', 'My Tasks', and 'Utilities'. The main content area features a search bar and a table of personnel records.

	Last Name	First Name	Middle Initial	Roles	Emails	Phones
	Bash	Baby		Account Manager Primary PA Coordinator	baby.bash@houston.gov, Work	(713) 772-5553, Work (Desk)
	Doe	Jane		Alternate PA Coordinator Authorized Representative	58720Jane@PDMG0009.gov, Work	(555) 555-555 , Work (Cell)
	Doe	John		Authorized Representative Primary PA Coordinator	59313John@PDMG0009.gov, Work	(555) 555-555 , Work (Cell)
	Leghorn	Foghorn		Organization Admin Primary PA Coordinator	foghorn.leghorn@glenville.gov, Work	
	Wayne	Burce		Account Manager Alternate PA Coordinator Personnel Manager	mohsin.raza@houstontx.gov, Work	(832) 393-9079, Work (Desk)

Showing 1 to 5 of 5 entries



# Organization Profile - Manage User Accounts Complete Personnel Information

Grants Portal

Dashboard

My Organization  
Glenville - PDMG0009 - 4332DR (4332DR - 9)

Organization Profile

Event PA Requests

Projects

Damages

Work Orders

My Tasks

Utilities

MANAGE Bash

MANAGE Doe

MANAGE Doe

MANAGE Leghorn

MANAGE Wayne

Showing 10

Assign Personnel

Organization: Glenville - PDMG0009 - 4332DR

First Name \*: Wile

Last Name \*: Coyote

Middle Initial: E

Title \*: Vice Mayor

Email \*: ecoyote@glenville.gov

Confirm Email \*: ecoyote@glenville.gov

Phone: (512) 454-4804 x7777

Mobile Phone:

Username \*: ecoyote@glenville.gov

SAVE CANCEL

Leghorn, Fogho..

+ CREATE GO BACK

SHOW/HIDE COLUMNS

Phones

Step 1: Complete Information

Step 2: Click Save

# Organization Profile - Manage User Accounts

## Provide Roles to Personnel

**Grants Portal** Leghorn, Fogho...

**Dashboard** | **My Organization** (Glenville - PDMG0009 - 4332DR (4332DR - 9))

### Manage Personnel

[+ CREATE](#) [GO BACK](#) [SHOW/HIDE COLUMNS](#)

Search...

	Last Name	First Name	Middle Initial	Roles	Emails	Phones
<a href="#">MANAGE</a>	Bash	Baby		Account Manager Primary PA Coordinator	baby.bash@houston.gov, Work	(713) 772-5553, Work (Desk)
<a href="#">MANAGE</a>	Coyote	Wile	E		ecoyote@glenville.gov, Work	(512) 454-4804 x7777, Work (Desk)
<a href="#">MANAGE</a>	Doe			Alternate PA Coordinator Authorized Representative	58720Jane@PDMG0009.gov, Work	(555) 555-555, Work (Cell)
<a href="#">MANAGE</a>	Doe			Authorized Representative Primary PA Coordinator	59313John@PDMG0009.gov, Work	(555) 555-555, Work (Cell)
<a href="#">MANAGE</a>	Leghorn	Foghorn		Organization Admin Primary PA Coordinator	foghorn.leghorn@glenville.gov, Work	
<a href="#">MANAGE</a>	Wayne	Burce		Account Manager Alternate PA Coordinator Personnel Manager	mohsin.raza@houstontx.gov, Work	(832) 393-9079, Work (Desk)

10 Showing 1 to 6 of 6 entries [Previous](#) [1](#) [Next](#)

**Click Manage**



# Organization Profile - Manage User Accounts Organizational Roles

- Organization Profile
- Event PA Requests
- Projects
- Damages
- Work Orders
- My Tasks**
- Utilities

### General Information

**NAME** Coyote , Wile  
**TITLE** Vice Mayor  
**PRIMARY ORG** [Glenville - PDMG0009 - 4332DR \(4332DR - 9\)](#)  
**PERSONNEL STATUS** Available

### User Information

**USERNAME** [ecoyote@glenville.gov](#) **EDIT**  
**ACCOUNT STATUS** Active **DISABLE ACCOUNT**  
**ACCOUNT LOCKED?** No **LOCK ACCOUNT**  
**LAST LOGIN** --  
**PASSWORD LAST SET** 10/28/2017 8:33 am

Contact Info >

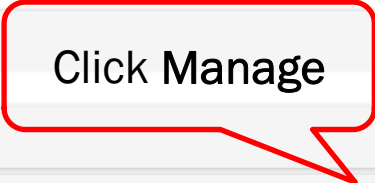
MANAGE

Roles v

System Roles >

Organization Roles [Glenville - PDMG0009 - 4332DR \(4332DR - 9\)](#) >

MANAGE



# Organization Profile - Manage User Accounts

## Grant/Edit Roles

Assigned Roles

**APPLICANT ROLES**

- Primary PA Coordinator ?
- Alternate PA Coordinator ?
- Authorized Representative ?
- Project POC ?

**ADMINISTRATIVE ROLES**

- Account Manager ?
- Personnel Manager ?
- Organization Admin ?
- Subordinate Organization Admin ?
- Subordinate Organization Manager ?
- Subordinate Organization Reviewer ?
- Subordinate Organization Read-Only ?
- Subordinate Organization Account Specialist ?
- Read-Only Access ?

**PERMISSIONS PREVIEW**

**ORGANIZATION**

- Create Requests for Public Assistance (RPAs)
- Edit Organization Details
- Manage Locations

**PERSONNEL**

- Send Password Reset
- View Login History
- Lock Account
- Disable Account
- Edit Personnel Record
- Manage Contact Info
- Manage Organization Roles
- Create New Staff

**APPLICANT**

- Create Comment
- Create Discussion
- Reply to Discussion
- Manage Damage Inventory
- Manage Documents

**DAMAGE INVENTORY**

- Edit
- Manage Documents

**PROJECT**

- Budget & Cost

Step 1: Click the Box

Place mouse over "?" for definition of role

Step 2: Click Save

# Organization Profile - Manage Locations

The screenshot shows the 'Grants Portal' interface. The left sidebar contains navigation options such as 'My Organization', 'My Tasks', 'Calendar', and 'Subrecipients'. The main content area is titled 'Organization Profile' and includes sections for 'PA Administrative Plan', 'Subrecipient Organization Profiles', 'Personnel', 'Locations', 'Counties with Facility', 'Insurance Profile', 'Applicant Event Profiles', and 'Census Population'. A red callout box with the text 'Step 1: Click Manage on Locations Bar' points to the 'MANAGE' button located to the right of the 'Locations' section header.

Address	Suite/Apt	City	State	Zip Code	County	Is Primary?
3650 Schriever Avenue		Mather	California	95655-4203	Sacramento County	Yes





# Organization Profile - Manage Locations

The screenshot shows the 'Grants Portal' interface. The main heading is 'My Organization Profile Manage Locations'. Below this, there are buttons for '+ ADD', 'SAVE', and 'CANCEL'. A table lists location entries with columns for Address, Suite/Apt, City, State, Zip Code, County, and IS Primary?. The first entry is '3650 Schriever Avenue' in 'Mather' with zip '91761' and 'Yes' for 'IS Primary?'. A red callout box with the text 'Step 2: Click Add' points to the '+ ADD' button.

Address	Suite/Apt	City	State	Zip Code	County	IS Primary?
3650 Schriever Avenue		Mather		91761		Yes

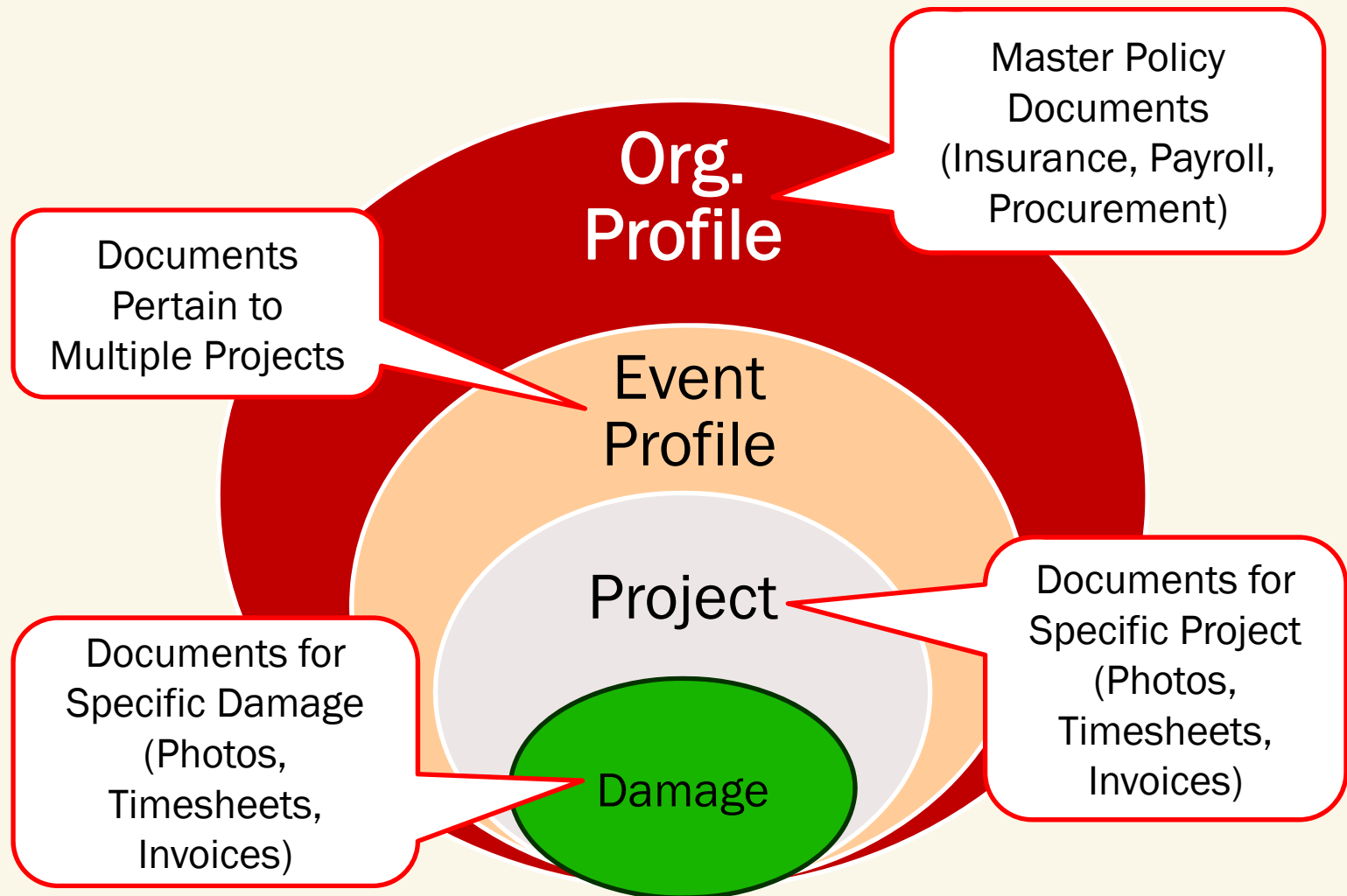




# Organization Profile - Manage Locations

The screenshot shows the 'Add Location' form in the Grants Portal. The form includes the following fields: 'Street Address', 'Building / Suite', 'City', 'Choose State...' (a dropdown menu), and 'Zipcode'. There is also a checkbox labeled 'Primary Location'. A green 'SAVE' button and a grey 'CANCEL' button are located at the bottom right of the form. A red callout box points to the address fields with the text: 'Step 3: Enter physical address(es) of your organizations' facility(ies)'. Another red callout box points to the 'SAVE' button with the text: 'Step 4: Click Save'.

# Uploading Documents



# Uploading Documents

Locations >

MANAGE

Counties with Facility >

MANAGE

Insurance Profile >

UPLOAD INSURANCE DOCUMENTS

HELP

Applicant Event Profiles >

Census Population >

Documents:  
Upload

Documents >

UPLOAD

DOWNLOAD

MANAGE

Events >




# Add Documents

The screenshot shows a web interface for uploading documents. At the top, the title is "Upload Organization Profile Documents" with a close button (X) in the top right corner. Below the title is a large dashed rectangular area containing an upload icon (a blue square with a white arrow pointing up) and the text "Drag and drop files here, or click here to select files." Below this area is a section titled "Documents Pending Upload". A light blue information box contains an information icon (i) and the text: "To begin uploading a document, either drag and drop a file or multiple files into the area above or click the area above to upload files manually." Below the information box is a "Note": "Note: You may not upload the document to the Organization profile that matches an existing document with same document area." At the bottom of the interface are two buttons: a green button labeled "UPLOAD PENDING DOCUMENTS" with an upload icon, and a white button labeled "CANCEL" with a close icon. Two red callout boxes are overlaid on the image. The first callout box points to the dashed upload area and contains the text: "Step 1: Drag and drop documents or click to select from a directory." The second callout box points to the green "UPLOAD PENDING DOCUMENTS" button and contains the text: "Step 2: Click Upload Pending Documents".

# Add Document Description and Category








Upload Organization Profile Documents ✕

 Drag and drop files here, or click here to select files.



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Documents Pending Upload

?

		Filename 	Description 	Size 	Category 
	 EDIT  REMOVE	033020 - PA Fact Sheet Emergency Medical Care for COVID-19.pdf		159.8 KB	<a href="#">Specify...</a>

10 Showing 1 to 1 of 1 entries Previous 1 Next

 **UPLOAD PENDING DOCUMENTS**  CANCEL

Select  
Edit

# Add Document Description and Category

Process Document

NOTICE: Document will be uploaded to the organization profile.

Name \*

2020 - PA Fact Sheet Emergency Medical Care for COVID-19.pdf

Description

Category Filter (Optional)

All

Category \*

Select...

SAVE CANCEL

Step 1: Write Description of Document

Step 2: Select Category

Step 3: Save

# Tasks and Alerts

**Grants Portal** 🔔 1 👤 Crocker, Betty

**My Organization Profile**  
Bananatown (8790)

**General Information**

STATE/TRIBE/TERRITORY	Florida	IS ACTIVE?	Yes
LEVEL 2	Bananatown	FEMA PA CODE	8790
TYPE	County Government	DUNS NUMBER	987654321
EIN NUMBER	--		

**Personnel** > ⚙️ MANAGE

**Locations** > ⚙️ MANAGE

**Counties with Facility** > ⚙️ MANAGE

**Insurance Profile** > 📄 UPLOAD INSURANCE DOCUMENTS ? HELP

**Applicant Event Profiles** >

Click on the Notification Bell.



# Review the Task to Complete

**Grants Portal** 🔔 Crocker, Betty ▾

**My Tasks**

For any incomplete active tasks assigned to you, a **REVIEW** button or similar will be displayed. Clicking the button will direct you to the location in Grants Portal to complete the task.

**Filters** ▾ My Active Incomplete Tasks

Search... ? SHOW/HIDE COLUMNS

	Personnel	Type	Description	Start Date	Age	Deadline	Last Action	Note
<b>REVIEW</b>	Crocker, Betty	Submit EEI to FEMA for Review	Submit EEI - Completed Lane - Category B on [37584] BANANA TOWN EMP on Bananatown (8790) on 4337DR-FL (4337DR) for FEMA to Review	06/04/2019 12:45 PM AST	0d 3h	06/07/2019		

Showing 1 of 1 entries (filtered from 5 total entries) Previous 1 Next

**Click Review**





# Sign a Project Scope and Cost

The screenshot shows the 'Grants Portal' interface. On the left is a navigation sidebar with options like Dashboard, My Organization, My Tasks, Tasks, RFIs, Workflow Items, Determination Memos, Essential Elements of Information, Calendar, Utilities, Resources, and Intelligence. The main content area is titled 'My Tasks' and contains an information banner, a filters section, a search bar, and a table of tasks. A red callout box with the text 'Click Review' points to a blue 'REVIEW' button in the first row of the table.

**Click Review**

Person	Type	Description	Start Date	Age	Deadline	Last Action	Note
Diaz, Cameron	Submit EEI to FEMA for Review	Submit EEI - Standard Lane - Category C on [29148] All damages to roads on AABERGIN (00-154465657) on PDM Training (PACRM-PDM-TRAIN) for FEMA to Review	05/14/2019 07:54 PM AST	20d 21h	05/17/2019		

Showing 1 to 1 of 1 entries (filtered from 6 total entries)

# Project Details


## Project

4332DR-TX (4332DR) / Glenville - PDMG0125 - 4332DR (4332DR - 125)  
/ [8132] Damaged Roads

 SIGN SCOPE & COST

 SEND BACK

 DOWNLOAD PROJECT REPORT

 SUBSCRIBE

 This project is pending **Applicant Scope & Cost Approval**.

The scope and cost must be approved and signed by the Applicant.

Policy Issues: Mitigation (1)

### General Information v0

<b>PROJECT #</b>	8132	<b>APPLICANT</b>	Glenville - PDMG0125 - 4332DR (4332DR - 125)
<b>CATEGORY</b>	C - Roads and Bridges	<b>EVENT</b>	4332DR-TX (4332DR)
<b>TITLE</b>	Damaged Roads	<b>RECIPIENT REGION</b>	Region 7
<b>TYPE</b>	Standard		
<b>STATUS</b>	Active		
<b>PROCESS STEP</b>	Pending Applicant Scope & Cost Approval <i>As of April 20th, 2018 3:06 PM CDT</i>		

Scroll Down to Scope  
and Cost Summary Bar.



# Review the Project Cost and Scope

The screenshot displays the Grants Portal interface. On the left is a navigation sidebar with sections: 'My Organization' (AABERGIN (00-154465657)), 'My Tasks', and 'Calendar'. The main content area shows 'Essential Elements of Information' and a 'Scope Summary' section. Two tabs are visible: 'Scope' (highlighted in blue) and 'Cost'. A red speech bubble points to the 'Scope' tab with the text 'Review the Project Scope on this tab.' Another red speech bubble points to the 'Cost' tab with the text 'Review the Project Costs on this tab.' Below the tabs, a light blue message box states: 'Sorry, no damages on Test To Change Cat have a scope.'

# Sign or Reject the Project Scope and Cost

## Project

4332DR-TX (4332DR) / Glenville - PDMG0125 - 4332DR (4332DR - 125)  
/ [8132] Damaged Roads

SIGN SCOPE & COST

SEND BACK

DOWNLOAD PROJECT REPORT

SUBSCRIBE

**⚠** This project is pending **Applicant Scope & Cost Approval**.

The scope and cost n

If you concur with the Project Scope and Cost, press the **Green Button** to proceed to signature steps.

If you do not concur with the Project Scope and Cost, press the **Yellow Button** to send back and add a comment.

Policy Issues: Mitigation (1)  
General Informa

PROJECT

CATEGORY C - Roads and Bridges

TITLE Damaged Roads

TYPE Standard

STATUS Active

PROCESS STEP Pending Applicant Scope & Cost Approval  
As of April 20th, 2018 3:06 PM CDT

APPLICANT

EVENT 4332DR-TX (4332DR)

RECIPIENT REGION Region 7



# Locate Help Information

**Grants Portal** | Sam, Yosemite | 2 notifications

**Dashboard** | **My Organization Profile** Glenville - PDMG0125 - 4332DR

My Organization (Glenville - PDMG0125 - 4332DR (4332DR - 125))

**General Information**

- STATE/TRIBE/TERRITORY: Texas
- LEVEL 2: Glenville - PDMG0125 - 4332DR
- TYPE: City or Township Government

Personnel > [MANAGE]

Locations > [MANAGE]

Counties with Facility > [MANAGE]

Insurance Profile > [UPLOAD INSURANCE DOCUMENT] [HELP]

Event PA Requests >

**User Menu:** Sign Out, My Profile, Feedback, Help, About

**Callout:** Click on Name and Select Help



# Locate Help Information

The screenshot shows a modal window titled "Help with Grants Portal" with a close button (X) in the top right corner. The window contains the following information:

- Call Support**: A red callout bubble points to the text "Live Phone Support". Below this is the phone number "(866) 337-8448".
- Hours of Operation**: "National Hotline Hours of Operation: 8:00 AM - 8:00 PM EST, Monday through Friday. 9:00 AM - 3:00 PM EST, Saturday." and "Puerto Rico Hotline Hours of Operation: 8:30 AM - 5:00 PM AST, Monday through Friday".
- Email Support**: A red callout bubble points to the text "Click Request Assistance for Current Page". Below this is the email address [FEMA-Recovery-PA-Grants@fema.dhs.gov](mailto:FEMA-Recovery-PA-Grants@fema.dhs.gov).
- Buttons**: At the bottom, there is a blue button labeled "REQUEST ASSISTANCE FOR CURRENT PAGE" and a white button labeled "CLOSE".



# Helpful Information

*FEMA-4482-DR-CA*

*Incident Period: January 20, 2020 and continuing*

*RPA Deadline: No later than 30 days after the end of the incident period*

## Have Questions?

Call: (916) 845-8200

Email: [DisasterRecovery@caloes.ca.gov](mailto:DisasterRecovery@caloes.ca.gov)

## Other Recommended Resources

- FEMA PA Grants Portal - Grants Manager YouTube Channel: [FEMA's Grants Portal Video Series \(002\)](#)
- Technical and training support at FEMA's PA Grants Portal Hotline: (866) 337-8448
- Grants Portal inbox: [FEMA-Recovery-PA-Grants@fema.dhs.gov](mailto:FEMA-Recovery-PA-Grants@fema.dhs.gov)
- [Cal OES DR-4482 Procurement Training \(019\)](#)



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