



PUBLIC ASSISTANCE (PA) GRANT PROGRAM

- **The PA Program provides reimbursement to state and local governments and certain private non-profit organizations (PNP's) for emergency protective measures that are the legal responsibility of an eligible applicant.**
- **Administered by the Ohio Emergency Management Agency, Disaster Recovery Branch**
- **The Federal Emergency Management Agency (FEMA) provides the majority of funding, determines eligibility and is responsible for environmental and historic preservation reviews.**



OHIO EMERGENCY MANAGEMENT AGENCY

614-799-3665

emarecovery@dps.ohio.gov

Public Assistance Handbook

Disaster Recovery Branch

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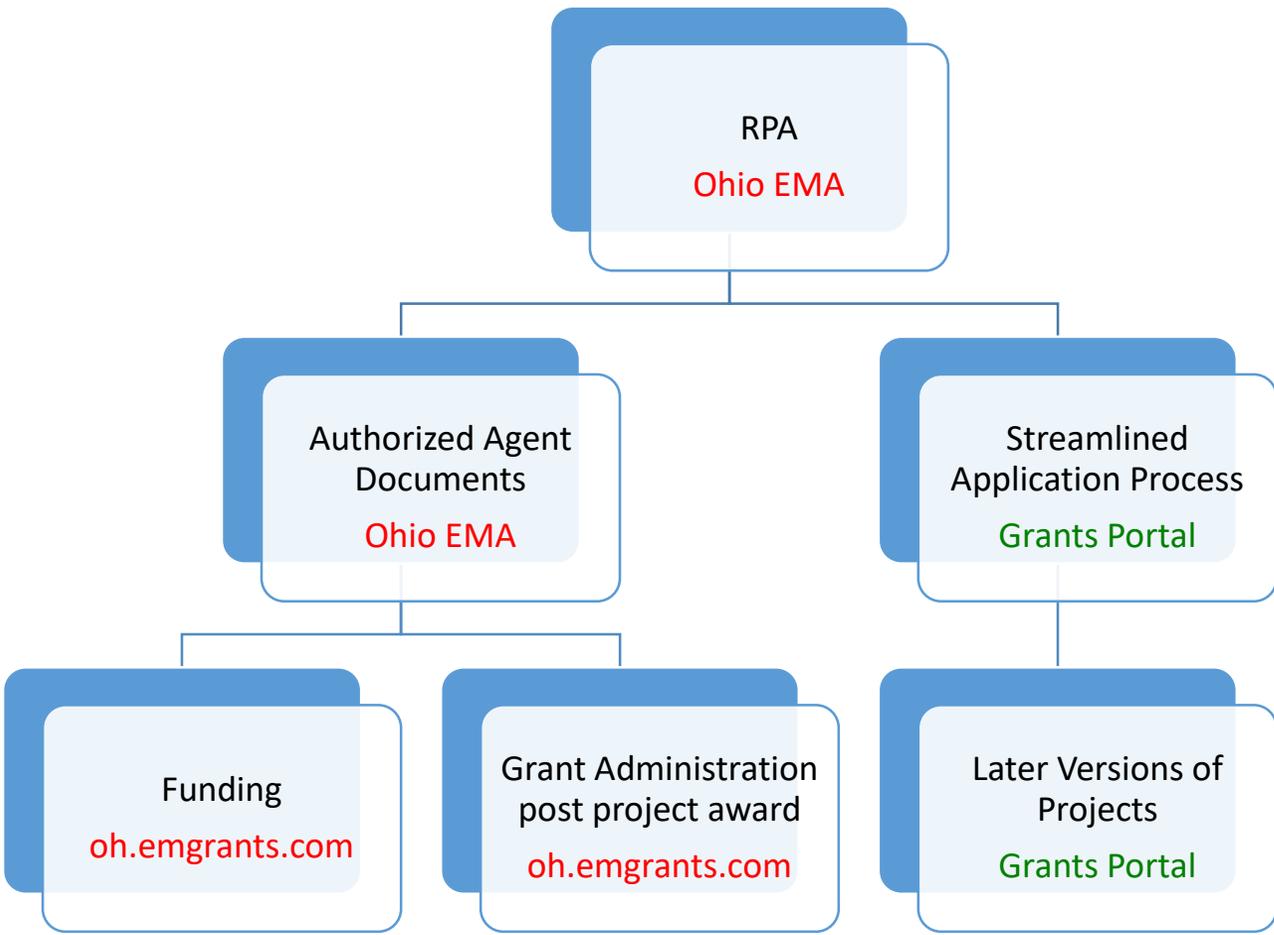


COVID-19 INCIDENT OVERVIEW

- **Major Presidential Disaster Declaration**
 - Declaration Date: March 31, 2020 (DR-4507)
 - Incident Period: January 20, 2020 and continuing
 - Designated program: FEMA Public Assistance (PA) Program (Category B – Emergency Protective Measures only)
 - Designated area: All 88 Ohio counties
 - Federal share is 75%; non-federal share 25%



GRANT PROCESS





APPLYING FOR PUBLIC ASSISTANCE

- FEMA has currently waived the 30 day RPA deadline until further notice. A notice will be sent out to all County EMAs once this deadline is set by FEMA.
- RPA Submission Options:
 - Email (EMARecovery@dps.ohio.gov)
 - Fax (614-791-0018)
 - Mail
 - Ohio Emergency Management Agency
Attn. Disaster Recovery
2855 W. Dublin-Granville Road
Columbus, Ohio 43235
 - FEMA's Grants Portal (grantee.fema.gov)
 - Private Non-Profits are not able to directly apply to Grants Portal



AUTHORIZED AGENT

- All applicants must designate an Authorized Agent
- This individual is the point of contact for Ohio EMA and is responsible for all grant administration including ensuring work completion, maintaining documentation and ensuring all reporting requirements are met
- This person may also be the person who submits project information to FEMA. If they are not, they should provide a support role



DESIGNATION OF AUTHORIZED AGENT

Requires:

- **A letter of appointment**
- **Full execution of the State/Local Agreement**
- **W-9, Federal Tax ID Form**

- **Funds cannot be released until these forms are received by Ohio EMA**

The originals of these documents should be mailed to Ohio EMA.



DUNS NUMBER

DUNS Number

- Go to <http://fedgov.dnb.com/webform> or call 1-866-705-5711 to apply
- Go to www.sam.gov to for annual renewal
- Call 1-866-606-8220 for assistance



FOUR BUILDING BLOCKS OF ELIGIBILITY





ELIGIBLE APPLICANTS

- **State and local governments**
- **Schools and Universities (Public and Private)**
- **Certain private non-profit organizations (PNPs)**
 - **Although there are several PNPs eligible to apply direct to FEMA under the Public Assistance Program, under the COVID-19 declaration, there is a limited number of PNPs that can apply direct to FEMA**
 - **Those PNPs that can apply direct to FEMA are limited to universities/schools, medical providers (hospitals and nursing homes)**
 - **The reason for this will be explained shortly**



ELIGIBLE FACILITIES

Eligible Facilities

- Owned and operated by an eligible applicant
- Damaged as a result of a declared disaster

Under this disaster declaration – Eligible facilities do not apply for the COVID-19 declaration because there is no physical damage to facilities

- **However, a Private Non-Profit Facilities Questionnaire is still required because we cannot submit your RPA to FEMA without it**



ELIGIBLE WORK

Eligible Work

- Be required as a result of the declared incident
- Be located in a designated area
- Be the legal responsibility of an eligible applicant



CATEGORIES OF WORK

Category A – Debris Removal

Category B – Emergency Measures

Category C – Roads and Bridges

Category D – Water Control Facilities

Category E – Buildings and Equipment

Category F – Utilities

Category G – Parks and Recreation



CATEGORY B – FEMA ELIGIBILITY CRITERIA

- **Actions taken by an applicant legally responsible to reduce or eliminate an immediate threat to public health and safety**
- **Generally, legal responsibility for public health and safety falls to the local or state government responding to an incident**
- **When a PNP is providing critical medical care, they can submit their RPA to FEMA**
- **Any other PNP's responding to the incident cannot submit their costs directly to FEMA, rather they need to partner with the local government they are assisting (in writing) and submit costs through that local government.**
 - **This would include organizations that provide shelter, mass feeding, fire, etc.**



CATEGORY B - NOT ELIGIBLE

- **Increased operating expenses**
 - Payment of sick leave (FMLA)
 - Payment of wages for employees not working
- **Loss of revenue**
- **Regular time of applicant's employees engaged in response (note some work being performed by backfilled and reassigned employees may be eligible for regular time reimbursement)**



PENDING WITH FEMA

- Continued sanitizing of facilities
- Permanent measures to protect public health and safety
 - Barriers
 - Separate work areas
 - Thermal cameras
 - UV sterilizers



CATEGORY B – FEMA ELIGIBILITY CRITERIA

- Private Non-Profit eligibility <https://www.fema.gov/news-release/2020/04/02/coronavirus-covid19-pandemic-private-nonprofit-organizations>
- Emergency Protective Measures <https://www.fema.gov/news-release/2020/03/19/coronavirus-covid-19-pandemic-eligible-emergency-protective-measures>
- Emergency Medical Care <https://www.fema.gov/news-release/2020/03/31/coronavirus-covid-19-pandemic-emergency-medical-care>
- Non-congregate sheltering <https://www.fema.gov/news-release/2020/03/31/coronavirus-covid-19-pandemic-non-congregate-sheltering>



PROJECT FORMULATION

- **Project Formulation is the process of identifying work and cost associated with response to the COVID-19 pandemic.**
- **It results in a Project Worksheet(s) (PW)**
- **Applicants will formulate Project Worksheets through FEMA's Grants Portal**
- **<https://grantee.fema.gov/>**

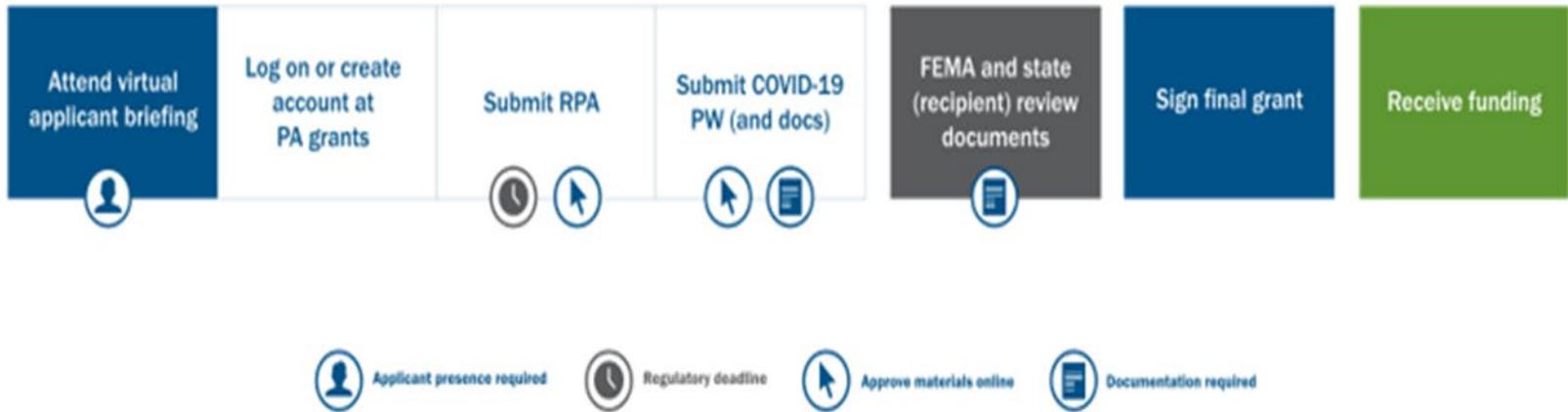


PROJECT FORMULATION

- There is a \$3,300 minimum per PW
- PW's are broken down into either small or large projects. Project type is based on the approved dollar amount. For Federal Fiscal Year 2020, a large project is anything over \$131,100
- In general, FEMA wants only one Category B project per applicant
- In limited circumstances, multiple Category B projects may be allowed
- There are provisions for amending projects at a later date
- Forecasting future costs



COVID19 PROJECT PROCESS FLOW





SPECIAL CONSIDERATIONS

Special Considerations are any issues other than eligibility. These include:

- **Duplication of benefits**
- **Insurance**
 - **If claiming clean-up or disinfecting of an insured location then an applicant must submit a copy of their commercial property insurance policy.**
- **Historical/Environmental**



PROJECT DOCUMENTATION

- **You should utilize FEMA's Summary Forms to document grant related costs or your own forms as long as they provide the same information**
 - **Force account labor**
 - **Force account equipment**
 - **Materials**
 - **Rented Equipment**
 - **Contracts**
- **Use FEMA's Schedule of Equipment Rates to document costs for your own equipment. These rates include fuel and maintenance**



PROJECT DOCUMENTATION

- **Documentation should be kept for all actions related to the PWs**
- **Documentation for all large projects not 100% complete at inspection must be submitted to Ohio EMA for review/ approval by FEMA**
- **You will be contacted by our office if you are required to submit documentation for small projects**



PROJECT DOCUMENTATION

- **Management costs**
- **Donated resources**
- **Mutual aid**



PROGRAM ADMINISTRATION

- **Program Deadlines are as follows:**
 - **Category B six (6) months from declaration date**
- **Ohio EMA may approve time extensions for category B for an additional six (6) months**
- **Time extensions should be requested by PW and within 15 days of the deadline. Time extensions beyond the State's authority must be approved by FEMA**



PROGRAM ADMINISTRATION

Quarterly Progress Reports

- These must be submitted by each applicant who has work to be completed following the initial PW formulation. The report can be filed at <https://oh.emgrants.com> or the state will provide paper copies
- The QPR must be filed with Ohio EMA for each quarter until all work is complete. Failure to submit QPR's may result in loss of funding



PROGRAM ADMINISTRATION

P.4. Project Completion and Certification Report

- **This document lists all eligible PW's and must be submitted by all applicants**
- **You must show your actual completion date and actual expenses for each PW on this form**
- **It is submitted once all PW's are complete**



MANAGEMENT COSTS

- Management costs are initially funded as a percent of your grant (5%)
- Category Z Project Worksheet (PW)
- You must track actual costs and submit them to Ohio EMA for reimbursement
- At closeout of your grant, remaining balances will be deducted from the PW
- FEMA will reimburse Cat Z work performed by an applicants own employees at both regular and OT/CT rates
- You can hire outside consultants to perform this work but you need to follow proper procurement to hire them. Please see 2 CFR 200.320 (d) or follow local procurement if it is more restrictive



LARGE PROJECT CLOSEOUTS

Large Project Closeout

- **Unless 100% complete at inspection, all large project require closeout by the State and FEMA**

- **Requires submission of all support documentation**



APPEALS

Appeals

- Appeals regarding eligibility and small project overruns must be submitted within 60 days completion of the final project
- Submitted first to Ohio EMA and then to FEMA.
Two available appeals



GRANT CLOSEOUT

Closeout

- **When all work is complete and your P.4. has been submitted, your grant is essentially closed**
- **You will receive a close out packet and you must maintain your documentation related to the grant for three (3) years following receipt of this packet**



AUDITS

Single Audits

- You must comply with 2 CFR 200 - Single Audits
- Expenditures over \$750,000 in federal funds in a fiscal year requires a Single Audit.

Program Reviews

- The State will select one applicant from each county and perform a programmatic audit/ review. This review will require submission of all backup documentation and site inspections

Office of Inspector General Audits



FUNDING

- **The Ohio EMA disburses all grant related funds to applicants.**

- **Small projects are funded differently than large projects.**



FUNDING

Small Projects

- **The federal share is paid once PWs are approved**

Large Projects

- **Prior to project closeout, the federal share is paid based on advance requests made by the applicant**

- **The balance of the federal share is paid once a final amount is approved by FEMA**



FEMA FUND

Handling the PA Funds

- A FEMA fund, within your local budget, must be created and all federal funds must be placed in this fund
- Even if PW's were 100% complete at inspection, you must create a FEMA fund. This allows you to track your federal expenditures related to the Single Audit Act



FUNDING

Unspent Funds and Earned Interest

- **Remaining federal funds do not have to be returned but can be used for the community good (small projects only)**
- **Interest earned over \$500 annually must be returned to the federal government**



PROCUREMENT/CONTRACTING

- **You must follow local, state and federal procurement requirements**
 - **A list of some of the state/local requirements is included in this Handbook, pages 3-4. The list is not intended to be all inclusive**
- **Federal procurement rules can be found at 2 CFR 200.317-326**
 - **Types of allowable contracts: Lump sum, unit price, cost-plus-fixed fee and time and material**



PROCUREMENT/CONTRACTING

- **Time and material contracts should be used only if no other type of contract is suitable and must include a do-not-exceed clause. There is a heavy administrative burden with these contracts**
- **Types of unallowable contracts: Cost-plus-percentage-of-cost and percentage of construction cost (including markups)**

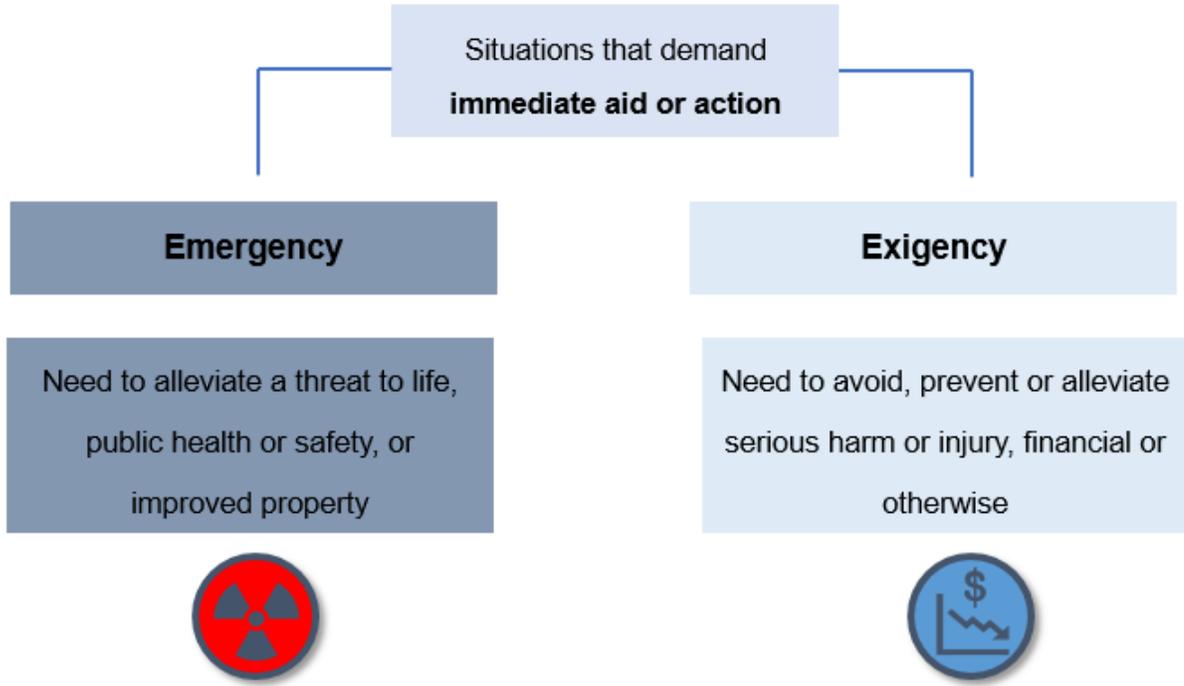


PROCUREMENT/CONTRACTING

- **Ensure that all contracts and supporting documentation include:**
 - **A cost or price analysis**
 - **A history of procurement**
 - **Full and open competition**
 - **Source documentation, particularly with time and material type contracts**
- **Davis Bacon is NOT required**



PROCUREMENT/CONTRACTING



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**



OTHER RESOURCES

- Web Addresses

- https://ema.ohio.gov/Recovery_PAGrantProgram.aspx
(includes “underscore” between Recovery and PAGrantProgram)
- https://ema.ohio.gov/Recovery_covid19.aspx
(includes “underscore” between Recovery and covid19)
- <https://www.fema.gov/public-assistance-local-state-tribal-and-non-profit>

- Email Addresses

- ladcock@dps.ohio.gov
- brmetzger@dps.ohio.gov



QUESTIONS