

# Public Assistance For COVID-19 Declarations

Applicant Briefing: Alaska Division of Homeland Security  
and Emergency Management



**FEMA**



# Agenda

Objective: Provide overview of the delivery of the Public Assistance (PA) grant program for COVID-19 Pandemic: Safe Opening and Operation Work

FEMA Policy FP-104-21-003

1. PA Process for COVID-19
2. PA Eligibility
3. Additional Considerations
4. Long Term Grants Management
5. Next Steps
6. Questions



# Public Assistance Process for COVID-19



# Roles and Responsibilities

**FEMA** is responsible for:

- Determining eligibility for applicant, facility, work, and cost
- Program delivery through Grants Portal
- Ensuring program guidelines/goals are met and adhered to

**The State** is responsible for:

- Managing the program
- Approving grants
- Providing technical assistance to applicants.

The **Applicant** is responsible for:

- Identifying damages
- Providing required documentation in a timely manner
- Managing their projects funded under the Public Assistance Program



# FEMA/State Public Assistance

FEMA and the State's Public Assistance Program provides supplemental grants to state, tribal, territorial, and local governments, and certain types of private non-profits so that communities can quickly respond to and recover from major disasters or emergencies.

More detailed information can also be found in the *FEMA Public Assistance Program and Policy Guide (PAPPG), Version 3.1 dated 26 April 2018* and the *State's 2020 Administrative Plan for Federal Disasters*.



# Declaration Summary

**Disaster Number:** DR-4533-AK

**Declaration Date:** April 9, 2021

**Incident Period:** January 20, 2020 and ongoing

**Opening Activities Eligible Work Period:** January 21, 2020 through September 30, 2021

**Type:** Coronavirus Disease 2019 (COVID-19) pandemic

**Designated Areas\*:** All states, tribes, territories, and the District of Columbia

**Cost Share:** 100% Federal

\*Pursuant to section 501 (b) of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. 5121-5207



# 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.

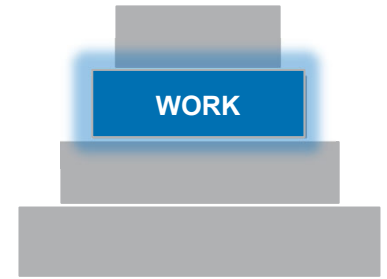


# PA Eligibility





# Work Activity Eligibility



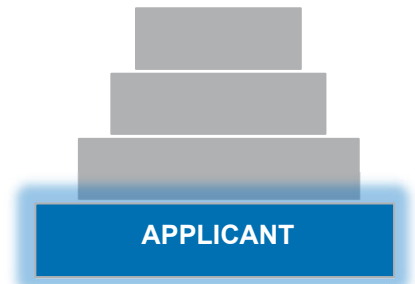
**At a minimum, claimed Emergency Protective Measure work (also called “activities”) must meet each of the following criteria to be eligible:**

- Required as a result of the declared incident
- Located within the designated area
- The legal responsibility of an eligible Applicant

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



# Applicant Eligibility



## Applicants or Subrecipients can be:

- State Agencies
- Territorial Governments
- Tribal Governments and Organizations
- Counties and parishes
- Municipalities, cities, towns, boroughs, and townships
- Local public authorities
- School districts
- Agencies or instrumentalities of local governments
- Special districts established under State law
- Certain Private Non-Profit organizations (PNPs)



# Applicant Eligibility - PNP

- Must have a current ruling letter from US Internal Revenue Service OR documentation from State substantiating it is a non-revenue producing, nonprofit entity organized or doing business under State law
- Primary purpose must be to provide a public service that is not restricted by a specific definition or by prohibitive fees
  - FEMA is waiving the primary use and primary ownership policies normally applicable to PNP entities that own or operate mixed-use facilities
- Must own or operate an eligible facility



# Facility Eligibility – PNP Critical Services

Table 1. PNP Eligible Critical Services

PNP ELIGIBLE CRITICAL SERVICES	
<p style="text-align: center;"><b>EDUCATION</b></p> <ul style="list-style-type: none"> <li>• Primary or secondary education as determined under State law and provided in a day or residential school, including parochial schools; OR</li> <li>• Higher-education institutions that meet all of the following criteria:               <ul style="list-style-type: none"> <li>○ Admit students or persons having a high school diploma or equivalent;</li> <li>○ Are legally authorized to provide education beyond a secondary level;</li> <li>○ Award a bachelor’s degree or 2-year degree that is acceptable as full credit toward a bachelor’s degree or provides at least a 1-year training program to prepare students for gainful employment in a recognized occupation; and</li> <li>○ Are accredited by a nationally recognized agency or association (as determined by the Secretary of Education).</li> </ul> </li> <li>• Educational facilities that meet the above criteria are eligible without regard to religious character or use for religious instruction.</li> </ul>	<p style="text-align: center;"><b>EMERGENCY MEDICAL</b></p> <ul style="list-style-type: none"> <li>• Emergency medical care (diagnosis or treatment of mental or physical injury or disease) provided in:               <ul style="list-style-type: none"> <li>○ Clinics</li> <li>○ Dialysis facilities</li> <li>○ Facilities that provide in-patient care for convalescent or chronic disease patients</li> <li>○ Hospices and nursing homes</li> <li>○ Hospitals and related facilities, including:                   <ul style="list-style-type: none"> <li>➢ Central service facilities operated in connection with hospitals</li> <li>➢ Extended-care facilities</li> <li>➢ Facilities related to programs for home-health services</li> <li>➢ Laboratories</li> <li>➢ Self-care units</li> <li>➢ Storage, administration, and record areas</li> </ul> </li> <li>○ Long-term care facilities</li> <li>○ Outpatient facilities</li> <li>○ Rehabilitation centers</li> </ul> </li> </ul>
<p style="text-align: center;"><b>UTILITY</b></p> <ul style="list-style-type: none"> <li>• Communications transmission and switching, and distribution of telecommunications traffic</li> <li>• Electric power generation, transmission, and distribution.</li> <li>• Irrigation to provide water for drinking water supply, fire suppression, or electricity generation</li> <li>• Sewer and wastewater collection, transmission, and treatment</li> <li>• Water treatment, transmission, and distribution by a water company supplying municipal water</li> </ul>	<p style="text-align: center;"><b>EMERGENCY SERVICES</b></p> <ul style="list-style-type: none"> <li>• Ambulance</li> <li>• Fire protection</li> <li>• Rescue</li> <li>• Public broadcasting that monitor, receive, and distribute communication from the Emergency Alert System to the public</li> </ul>
<p>Administrative and support facilities essential to the provision of the PNP critical service are eligible facilities.</p>	



# Facility Eligibility – PNP Non-Critical Services

**Table 2. PNP Eligible Noncritical, Essential Social Services**

PNP ELIGIBLE NONCRITICAL, ESSENTIAL SOCIAL SERVICES	
<p>Community centers established and primarily used for the following services (or similar) to the general public:</p> <ul style="list-style-type: none"> <li>• Art services authorized by a SLTT government, including, but not limited to:               <ul style="list-style-type: none"> <li>• Arts administration</li> <li>• Art classes</li> <li>• Management of public arts festivals</li> <li>• Performing arts classes</li> </ul> </li> <li>• Community center activities that serve the public</li> <li>• Educational enrichment activities that are not vocational, academic, or professional training. Examples include hobby or at-home pursuits, such as:               <ul style="list-style-type: none"> <li>○ Car care</li> <li>○ Ceramics</li> <li>○ Gardening</li> <li>○ Personal financial and tax planning</li> <li>○ Sewing</li> <li>○ Stamp and coin collecting</li> </ul> </li> <li>• Multi-purpose arts programming</li> <li>• Senior citizen projects, rehabilitation programs, community clean-up projects, blood drives, local government meetings, and similar activities</li> <li>• Services and activities intended to serve a specific group of individuals (e.g., women, African Americans, or teenagers) provided the facility is otherwise available to the public on a non-discriminatory basis</li> <li>• Social activities to pursue items of mutual interest or concern, such as:               <ul style="list-style-type: none"> <li>○ Community board meetings</li> <li>○ Neighborhood barbecues</li> <li>○ Various social functions of community groups</li> <li>○ Youth and senior citizen group meetings</li> </ul> </li> <li>• Performing arts centers with a primary purpose of producing, facilitating, or presenting live performances, including:               <ul style="list-style-type: none"> <li>○ Construction of production materials</li> <li>○ Creation of artistic works or productions</li> <li>○ Design</li> <li>○ Professional training</li> <li>○ Public education</li> <li>○ Rehearsals</li> </ul> </li> </ul>	<p>Facilities that do not provide medical care, but provide:</p> <ul style="list-style-type: none"> <li>• Alcohol and drug treatment and other rehabilitation services</li> <li>• Assisted living</li> <li>• Custodial care, even if the service is not provided to the general public (including essential administration and support facilities)</li> <li>• Childcare</li> <li>• Center-based childcare, even if not provided to the public</li> <li>• Day care for individuals with disabilities or access and functional needs (for example, those with Alzheimer’s disease, autism, muscular dystrophy)</li> <li>• Food assistance programs, including Food Banks and storage of food for Food Banks</li> <li>• Health and safety services, including animal control services</li> <li>• Homeless shelters</li> <li>• Houses of worship</li> <li>• Libraries</li> <li>• Low-income housing (as defined by Federal or SLTT law or regulation)</li> <li>• Museums:               <ul style="list-style-type: none"> <li>○ Constructed, manufactured, or converted with a primary purpose of preserving and exhibiting a documented collection of artistic, historic, scientific, or other objects</li> <li>○ Buildings, associated facilities, fixed facilities, and equipment primarily used for the preservation or exhibition of the collection, including:                   <ul style="list-style-type: none"> <li>➢ Permanent infrastructure, such as walkways and driveways of outdoor museum-type exhibition areas</li> <li>➢ Historic buildings, such as barns and other outbuildings, intended for the preservation and exhibition of historical artifacts within a defined area</li> <li>➢ Permanent facilities and equipment that are part of arboretums and botanical gardens</li> <li>➢ Infrastructure, such as utilities, and administrative facilities necessary for support</li> </ul> </li> <li>○ The grounds at museums and historic sites are ineligible.</li> <li>○ Open natural areas/features or entities that promote the preservation/conservation of such areas are ineligible.</li> </ul> </li> <li>• Residential and other services for families of domestic abuse</li> <li>• Residential services for individuals with disabilities</li> <li>• Senior citizen centers</li> <li>• Shelter workshops that create products using the skills of individuals with disabilities</li> <li>• Zoos</li> </ul>
<p>With exception of custodial care facilities and museums, administrative and support facilities essential to the provision of PNP noncritical service are ineligible facilities.</p>	



**FEMA**



# PA Eligible Work for COVID-19

Through the PA Program, FEMA provides grant funding for:

- Debris Removal (Category A)
- **Emergency Protective Measures (Category B)**
- Permanent Work (Category C to G)



# Category B: Emergency Protective Measures

Emergency Protective Measures eliminate or lessen immediate threats to lives, public health, or safety. Examples of eligible measures under FEMA's Safe Opening and Operation Policy are on the next slide.

Costs associated with eligible activities may be reimbursed for both staff members and general public using eligible facilities, as it is the Organization's legal responsibility to provide a safe environment to their staff and those using the facilities.



# **Category B: Emergency Protective Measures Eligible Under**

## **FEMA Safe Opening and Operation Work Policy FP-104-21-0003:**

- Purchase/Distribution of face masks, cloth face coverings, PPE to include N-95, filtering respirators, surgical masks, gloves, protective eyewear, face shields and protective clothing (gowns)
- Cleaning/Disinfection IAW CDC guidance or that of the State of Alaska Department of Health and Social Services (DHHS)
- COVID-19 Diagnostic Testing
- Screening/Temperature Scanning
- Purchase/Distribution of hand-held temperature measuring devices or screening equipment
- Acquisition/Installation of temporary physical barriers, plexiglass barriers, and screen dividers, signage and floor decals
- Purchase and Storage of PPE and other supplies





# Cost Eligibility



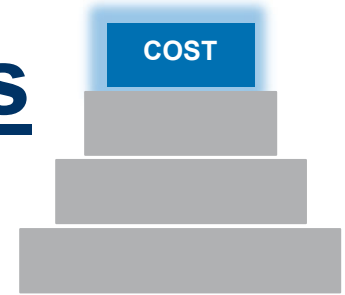
COST

To be eligible for reimbursement, costs must be:

- Incurred from **eligible** work and adequately **documented**
- **Reduced** by insurance proceeds, salvage value, or other credits;
- **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 in response to COVID-19 pandemic safe open and operation work



# 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 the type of work. For more information, refer to the *Public Assistance Reasonable Cost Evaluation Job Aid.*



# Duplication of Benefits

- FEMA and the State is **prohibited from duplicating benefits** from other sources and will reduce eligible costs accordingly
- FEMA and the State 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 and the State require Applicants to pursue claims to recover insurance proceeds**

- Some insurance policies and parametric policies may provide coverage under civil authority actions
- Generally, the emergency procurement of supplies nor the establishment of temporary medical facilities is insured loss
- If claiming clean-up or disinfecting of an insured location, then an applicant must submit a copy of their commercial property insurance policy
- 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 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* and *FEMA's Public Assistance Management Costs Standard Operating Procedures*



# Administrative Relief for Applicants of COVID-19 Declarations



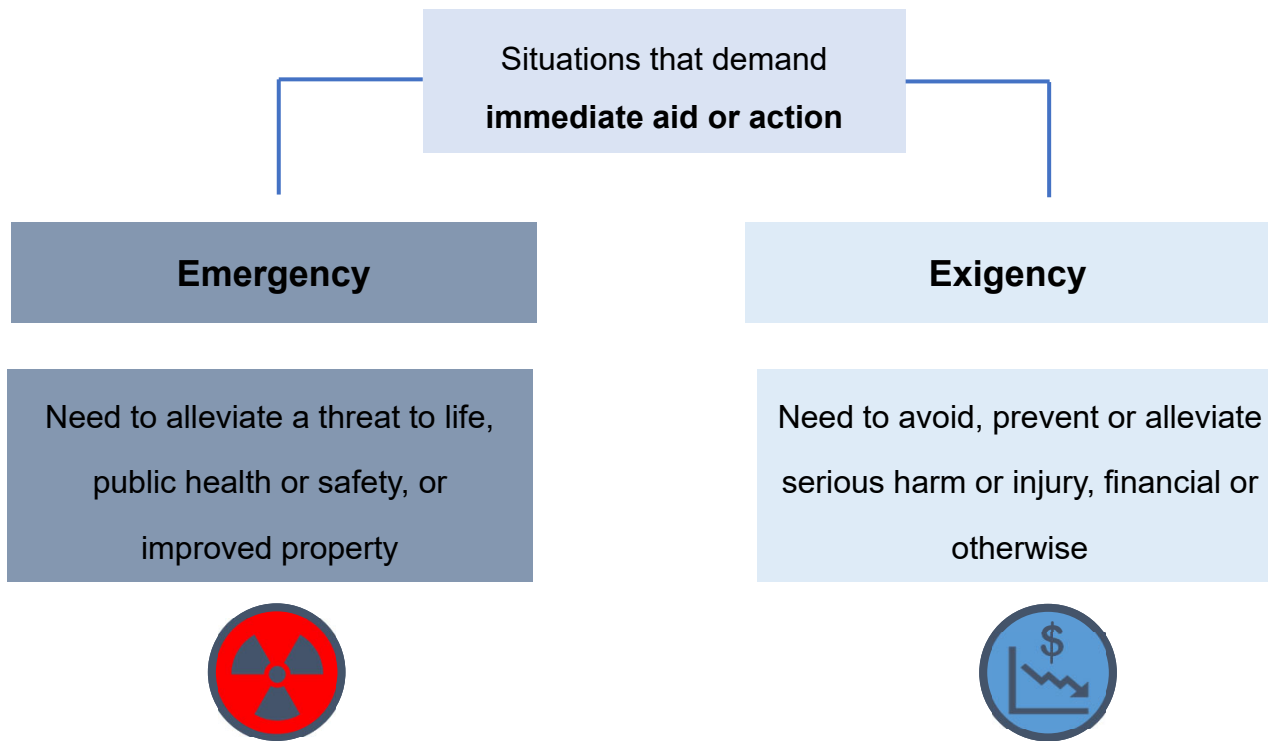
# Procurement under Exigency or Emergency Circumstances

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



# 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

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

- Entities may sole-source under that exception

Jan. 27, 2020 –  
Initial Federal  
Public Health  
Emergency  
(PHE)  
Determination

Mar 13, 2020 –  
National  
Emergency  
Declaration

Apr 21, 2021 –  
Effective Date  
of Current PHE  
Determination  
Extension




FEMA



# Procurement Under E&E for COVID-19

## If sole-sourcing under the E&E exception, Entities MUST:

- 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



**Fact Sheet**

**Procurement Under Grants Conducted Under Exigent or Emergency Circumstances**

The Federal Emergency Management Agency (FEMA) provides financial assistance to states, territories, tribes, local governments, nonprofits, institutions of higher education, and other non-Federal entities. All FEMA grant programs are subject to the Federal procurement standards found at 2 C.F.R. §§ 200.317 – 200.326. Recognizing that FEMA's recipients and subrecipients may face exigencies or emergencies when carrying out a FEMA award, this Fact Sheet provides key information to consider when utilizing controlled resources under exigent or emergency circumstances.

**What Rules Apply to State Entities?**  
States are required to follow their own procurement procedures as well as the Federal requirements for procurement of recovered materials and inclusion of required contract provisions per 2 C.F.R. §§ 200.317, 200.322, and 200.326.

For purposes of the Federal procurement requirements, states are defined as the 50 states, the District of Columbia, the Commonwealth of Puerto Rico, the U.S. Virgin Islands, Guam, American Samoa, the Commonwealth of Northern Mariana Islands, and any agency or instrumentality thereof except for local governments. Tribal governments are not considered to be states when applying Federal procurement standards required by 2 C.F.R. Part 200.

**What Rules Apply to Non-State Entities?**  
For all other types of entities, referred to as "non-state entities" in this Fact Sheet, Federal regulations (2 C.F.R. Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards) establish requirements for the exigency or emergency exception that permit the use of noncompetitive procurements, frequently referred to as "sole-source contracting." This exception and associated procurement requirements are discussed further below. In general, it will be fact-specific and entity-specific as to when exigent or emergency circumstances necessitate the use of noncompetitive procurement. The answers to the frequently asked questions below provide additional guidance on the acceptable use of noncompetitive proposals under exigent or emergency circumstances, which is described in regulation at 2 C.F.R. 1.200.320(f)(2).

It is essential that all non-state entities understand that both FEMA and the U.S. Department of Homeland Security's Office of Inspector General (OIG) closely review procurement actions and contract selections, with a particular emphasis on noncompetitive procurement actions, to evaluate compliance with Federal requirements. *Failure to follow Federal contracting and procurement requirements puts non-state entities at risk of not receiving reimbursement or not being able to use FEMA grant funds for otherwise eligible costs.*

**What is the exigency or emergency exception?**  
Non-state entities must follow the procurement requirements found at 2 C.F.R. §§ 200.317 – 200.326. However, Federal regulations allow for noncompetitive procurements under certain circumstances, including when a non-state entity determines that immediate actions required to address the public exigency or emergency cannot be delayed by a competitive solicitation. This represents an exception to requirements for full and open competition. FEMA approval is not required for use of noncompetitive

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March 16, 2020

March 16, 2020



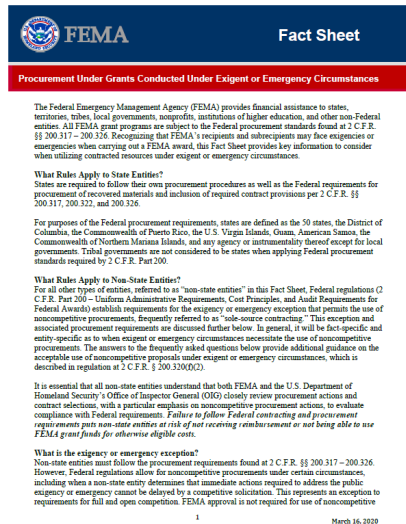
FEMA



# Procurement Under E&E for COVID-19

## If sole-sourcing under the E&E exception, 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 **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

# Additional Considerations

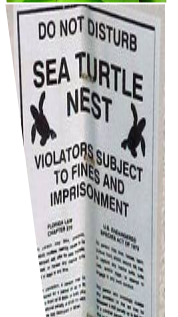


# Environmental & Historic Preservation (EHP)

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*



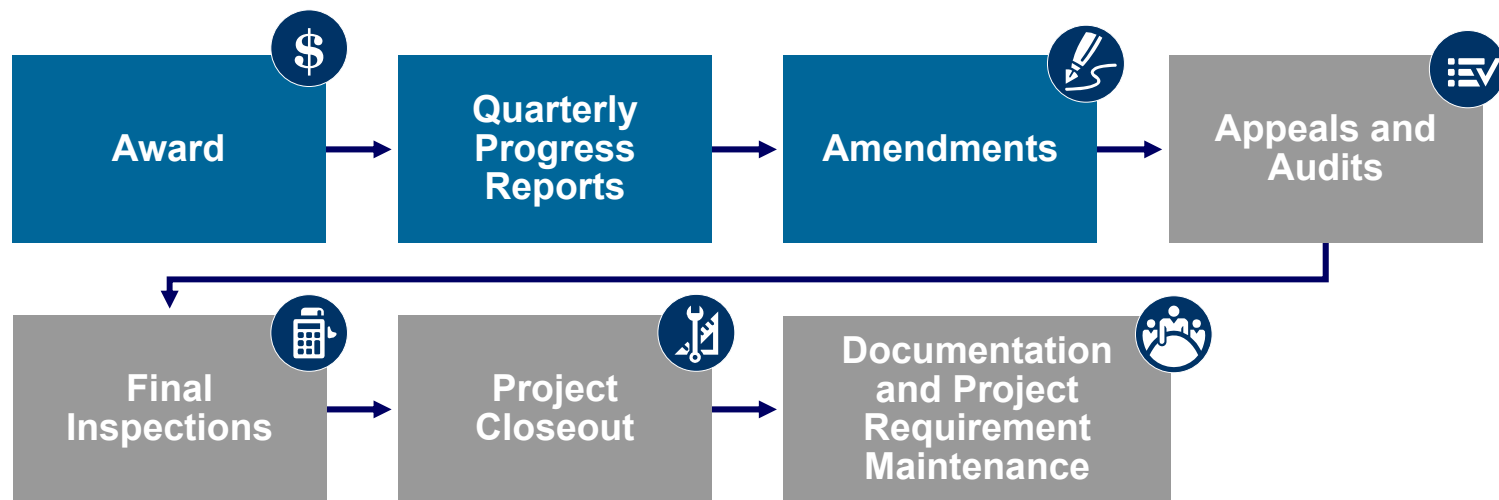
# Post-Award Grants Management



# After a Subgrant/Project is Awarded

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

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





# Cost Tracking

**Various Summary Form Templates**

**Timesheets or Payroll Documentation**



# Cost Tracking – Labor Summary Form

LABOR SUMMARY FORM											PAGE <u>1</u> OF <u>      </u>				
APPLICANT				PA ID NO.			PROJECT NO.			DISASTER					
LOCATION / SITE									PERIOD COVERING						
									TO						
DESCRIPTION OF WORK PERFORMED															
	Type of Employee (Permanent, Temporary, Seasonal)	Type of Work (Regular or Administrative)	Dates and Hours Worked Each Week							Costs				DHS&EM Use Only (Final costs after audit)	
			Date							Hours	Hourly Rate	Benefit Rate per Hour	Total Hourly Rate		Cost
NAME 1		<input type="checkbox"/> Project	REG.							0.00			\$ -	\$ -	
JOB TITLE		<input type="checkbox"/> Administrative	O.T.							0.00			\$ -	\$ -	
NAME 2		<input type="checkbox"/> Project	REG.							0.00			\$ -	\$ -	
JOB TITLE		<input type="checkbox"/> Administrative	O.T.							0.00			\$ -	\$ -	
NAME 3		<input type="checkbox"/> Project	REG.							0.00			\$ -	\$ -	
JOB TITLE		<input type="checkbox"/> Administrative	O.T.							0.00			\$ -	\$ -	
NAME 4		<input type="checkbox"/> Project	REG.							0.00			\$ -	\$ -	
JOB TITLE		<input type="checkbox"/> Administrative	O.T.							0.00			\$ -	\$ -	
NAME 5		<input type="checkbox"/> Project	REG.							0.00			\$ -	\$ -	
JOB TITLE		<input type="checkbox"/> Administrative	O.T.							0.00			\$ -	\$ -	
NAME 6		<input type="checkbox"/> Project	REG.							0.00			\$ -	\$ -	
JOB TITLE		<input type="checkbox"/> Administrative	O.T.							0.00			\$ -	\$ -	
NAME 7		<input type="checkbox"/> Project	REG.							0.00			\$ -	\$ -	
JOB TITLE		<input type="checkbox"/> Administrative	O.T.							0.00			\$ -	\$ -	
ADMINISTRATIVE LABOR REGULAR TIME											=====		\$ -		
ADMINISTRATIVE LABOR OVERTIME											=====		\$ -		
PROJECT LABOR REGULAR TIME											=====		\$ -		
PROJECT LABOR OVERTIME											=====		\$ -		
TOTAL COSTS FOR LABOR											=====		\$ -		
I CERTIFY THAT THE ABOVE INFORMATION WAS OBTAINED FROM PAYROLL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.															
Certifier's Printed Name and Title						Certifier's Signature				Date					



# Cost Tracking – Material Summary Form

MATERIAL SUMMARY FORM						PAGE <u>1</u> OF <u>      </u>				
APPLICANT		PA ID NO.		PROJECT NO.		DISASTER				
LOCATION/SITE				CATEGORY		PERIOD COVERING TO				
DESCRIPTION OF WORK PERFORMED										
Vendor	Description	Materials Used For	Date Purchased	Date Used	Info From (Check One)		Qty	Unit Price	Cost	DHS&EM use only (Final costs after audit)
					Invoice	Stock				
		<input type="checkbox"/> Project							-	
		<input type="checkbox"/> Administrative							-	
		<input type="checkbox"/> Project							-	
		<input type="checkbox"/> Administrative							-	
		<input type="checkbox"/> Project							-	
		<input type="checkbox"/> Administrative							-	
		<input type="checkbox"/> Project							-	
		<input type="checkbox"/> Administrative							-	
		<input type="checkbox"/> Project							-	
		<input type="checkbox"/> Administrative							-	
MATERIAL FOR ADMINISTRATIVE USE									\$	-
MATERIAL FOR PROJECT USE									\$	-
MATERIAL TOTAL									\$	-
I CERTIFY THAT THE ABOVE INFORMATION WAS OBTAINED FROM PAYROLL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.										
Certifier's Printed Name and Title						Certifier's Signature			Date	



# Cost Tracking – Contract Summary Form

CONTRACT WORK SUMMARY FORM							PAGE	OF
APPLICANT			PA ID NO.		PROJECT NO.		DISASTER	
LOCATION/SITE					CATEGORY		PERIOD COVERING TO	
DESCRIPTION OF WORK PERFORMED								
Dates Worked	Contractor	Contract Used For	Procurement Method (Ex - Sealed Bids, Competitive, Non-Competitive Proposals etc.)	Type of Contract (Ex - Lump Sum, Unit Price, Purchase Order, etc.)	Billing or Invoice Number	Cost	DHS&EM USE Only (Final costs after audit)	Comments-Scope
		<input type="checkbox"/> Project				\$ -		
		<input type="checkbox"/> Administrative				\$ -		
		<input type="checkbox"/> Project				\$ -		
		<input type="checkbox"/> Administrative				\$ -		
		<input type="checkbox"/> Project				\$ -		
		<input type="checkbox"/> Administrative				\$ -		
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		<input type="checkbox"/> Administrative				\$ -		
		<input type="checkbox"/> Project				\$ -		
		<input type="checkbox"/> Administrative				\$ -		
CONTRACT FOR ADMINISTRATIVE USE						\$ -		
CONTRACT FOR PROJECT USE						\$ -		
CONTRACT TOTAL						\$ -		
I CERTIFY THAT THE ABOVE INFORMATION WAS OBTAINED FROM PAYROLL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.								
Certifier's Printed Name and Title				Certifier's Signature				Date



FEMA



# Cost Tracking – Equipment Summary Form

FORCE ACCOUNT EQUIPMENT SUMMARY FORM										PAGE <span style="border: 1px solid black; display: inline-block; width: 30px; height: 15px;"></span> OF <span style="border: 1px solid black; display: inline-block; width: 30px; height: 15px;"></span>			
APPLICANT					PROJECT WORKSHEET NO.			DISASTER					
LOCATION/SITE					CATEGORY			PERIOD COVERING (Enter Dates) TO					
DESCRIPTION OF WORK PERFORMED													
Type of Equipment		Operator's Name	Equipment Used For	Dates Used and Number of Miles or Hours Used Each Day						Costs			DHS&EM use only (Final costs after audit)
Indicate Size, Capacity, Horsepower, Make And Model As Appropriate	Equipment Code Number			Date						Miles or Hours	Rate per Mile or Hour	Cost	
			<input type="checkbox"/> Project <input type="checkbox"/> Administrative	Miles or Hours						0.00	\$ -	\$ -	
			<input type="checkbox"/> Project <input type="checkbox"/> Administrative	Miles or Hours						0.00	\$ -	\$ -	
			<input type="checkbox"/> Project <input type="checkbox"/> Administrative	Miles or Hours						0.00	\$ -	\$ -	
			<input type="checkbox"/> Project <input type="checkbox"/> Administrative	Miles or Hours						0.00	\$ -	\$ -	
			<input type="checkbox"/> Project <input type="checkbox"/> Administrative	Miles or Hours						0.00	\$ -	\$ -	
			<input type="checkbox"/> Project <input type="checkbox"/> Administrative	Miles or Hours						0.00	\$ -	\$ -	
			<input type="checkbox"/> Project <input type="checkbox"/> Administrative	Miles or Hours						0.00	\$ -	\$ -	
			<input type="checkbox"/> Project <input type="checkbox"/> Administrative	Miles or Hours						0.00	\$ -	\$ -	
			<input type="checkbox"/> Project <input type="checkbox"/> Administrative	Miles or Hours						0.00	\$ -	\$ -	
FORCE ACCOUNT EQUIPMENT FOR ADMINISTRATIVE USE											→	\$ -	
FORCE ACCOUNT EQUIPMENT FOR PROJECT USE											→	\$ -	
FORCE ACCOUNT EQUIPMENT TOTAL											→	\$ -	
I CERTIFY THAT THE ABOVE INFORMATION WAS OBTAINED FROM PAYROLL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.													
Certifier's Printed Name and Title					Certifier's Signature					Date			



# Cost Tracking – Word of Caution

- All costs need to be directly related to this COVID-19 Disaster and directly related to the Emergency Protective Measures (EPM) you claim for reimbursement
- If you order supplies related to your EPM, and mix them with non-disaster related costs or you incur freight costs with disaster and non-disaster related goods, you must be able to separate those costs
- If separate billing is not available, those items must be appropriately categorized based on defensible criteria



# Quarterly Reports, Closeout, Appeals, and Audits

## **Quarterly Progress Reports**

A tool for and FEMA and the Recipient (DHS&EM) to track the progress of open Small and Large Projects on a quarterly basis.

## **Closeout Liquidation Period**

The applicant has 90 days after completion of work or project obligation (whichever is later) to request payment and submit all closeout documentation

## **Project Reconciliation and Closeout**

The purpose of closeout is for the Applicant to certify that all work has been completed. DHS&EM submits closeout to FEMA

## **Appeals**

Applicants may appeal any FEMA determination related to an application (within 60 days) 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 of the Recipient's final Financial Status Report (FSR).
- 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.





# Next Steps



# Next Steps

- Register on SAM.GOV (*if not already registered*)
- Navigate to <https://grantee.fema.gov> to register and submit a Request for Public Assistance

OR

- Call the State PA Hotline Number at 1-855-445-7131 for direct assistance

## Other Helpful Resources

- FEMA PA Grants Portal - Grants Manager YouTube Channel:  
***[youtube.com/channel/UCIJP91Ds2laVIR1t8uXcEKg](https://www.youtube.com/channel/UCIJP91Ds2laVIR1t8uXcEKg)***
- 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)***

