Agenda

Objective: Provide overview of the delivery of the Public Assistance (PA) grant program for COVID-19

• Event Details
• Public Assistance Program Overview
• PA Eligibility
• PA Process for COVID-19
Agenda (Continued)

• Simplified Public Assistance Application Process
  1. REGISTER in FEMA Grants Portal
  2. SUBMIT Registration Documents
  3. DOCUMENT Expenses

• Streamlined Project Application Process
  • Summary Worksheets

• Questions
Applicant Briefing Tips

Take Notes: We know you’ll have questions
We may not specifically address each question during this briefing.

Email your questions to EMA.PA.Grants@Illinois.gov

Look for RESOURCE This signifies helpful information, hyperlink, etc.
To review this Applicant Briefing Presentation, it will be available at:

Illinois.Gov IEMA Public Assistance
Event Details

Basic Information: COVID-19 Event
Declaration Summary

Number: FEMA-4489-DR-IL (DR-4489)

Declaration Date: March 26, 2020

Incident Period: January 20, 2020 - ongoing

Type: COVID-19 Response

Designated Counties: All Counties in Illinois

Cost Share: 75% Federal, 25% Non-Federal ($3,300 Minimum)
Declaration Applies Statewide

Throughout Illinois, DR-4489 applies to:

- ALL Public Entities
- Eligible Private Non-Profit Entities
Key Staff:

- State Coordinating Officer (SCO)  Phil Anello
- Governor’s Authorized Representative (GAR)  Alicia Tate-Nadeau
- Alternate GAR  Scott Swinford
- Alternate GAR  Declan Binninger
- State PA Group Supervisor (SPAGS)  Luke Denny
FEMA Public Assistance Program

Public Assistance Program Overview
Public Assistance (PA) Program
Governing Laws, Regulations, and Policies

• Stafford Act - Law
• 44 CFR - Program Regulations
• 2 CFR - Procurement Requirements
• PA Program & Policy Guide (PAPPG) Policy
Public Assistance (PA) Program Objective

- The **mission** of the Public Assistance (PA) Program is to assist communities in recovering from the devastating effects of disasters by providing technical **assistance** and financial grants in an efficient, effective, consistent, and customer-friendly manner.

**RESOURCES**

Public Assistance Process for COVID-19

Direct Application
Streamlined Project Application
Reduced Documentation (Small Projects)
New Processes for COVID-19 Declaration

Different from other FEMA PA Declarations, the process for COVID-19 features the following:

- Virtual Applicant Briefings
- Simplified Process:
  - Direct Account Requests and RPA submission through Grants Portal (https://grantee.fema.gov/)
  - Direct Application of COVID-19 Project Worksheet

Process to Receive Public Assistance

1. Register in FEMA Grants Portal
2. Submit the FEMA Request for Public Assistance form
3. Complete and Submit IEMA required forms
4. Submit a COVID-19 Streamlined Project Application
5. FEMA and Recipient review documents
6. Applicant Signs Project
7. Receive funding through Recipient

VIDEO: How to Submit FEMA Request for Public Assistance (RPA)
Public Assistance Simplified Process COVID-19

- Process Expedites Reimbursement Approval and Payments
- Applicants Apply Directly through Grants Portal

**RESOURCE**
FEMA Simplified Application Process Worksheet
Terminology: Recipients, Subrecipients, and Applicants

**FEMA Quick Guides and Other Tools**

Recipients - IEMA

**Applicants** - are state, local, tribal, or territorial governments or private non-profit entities

Submit requests for assistance under a Recipient’s Federal award.

**Grants Portal**

Recipients - IEMA

Subrecipients - are state, local, tribal, or territorial governments or private non-profit entities

Submit requests for assistance under a Recipient’s Federal award.
Public Assistance Eligibility

Applicants
Facilities
Work
Costs
PUBLIC ASSISTANCE ELIGIBILITY

- COST
- WORK
- FACILITY
- APPLICANT
Applicant Eligibility

All Eligible Applicants Should Register

Public Entities include:

- State Agencies
- Local Public Authorities
- Territorial Governments
- Tribal Governments and Organizations
Applicant Eligibility

Local Public Authorities

- Counties
- Municipalities
- Cities
- Townships
- Public Schools Districts
- Community Colleges
- Regional Councils of Government

- Airport Authorities
- Public Housing Authorities
- Public Transportation Authorities
- Agencies or Instrumentalities of Local Governments
- Special Districts Established Under State Law
- Water and Sewer Authorities
- Other Political Subdivisions of the State
Applicant Eligibility
Private Non-Profits (PNPs):

- **ALL** PNPs must be tax exempt under Sections 501(c), (d), or (e) of the Internal Revenue Code of 1954, or through the Illinois Secretary of State.

- PNPs that are part of a corporate entity can apply individually if they have their own EIN number or through their corporate entity.

- For the COVID-19 event, PNPs *do not* have to apply to the Small Business Administration (SBA) to be eligible for Public Assistance for Emergency Work.

*Not Sure Your Organization is Eligible? Contact IEMA Public Assistance!*
Applicant Eligibility

Private Non-Profits (PNP) include:

- Animal Control Services
- Assisted Living
- Child Care
- Community Center
- Custodial Care Facility
- Day Care (for Individuals with Disabilities or Access and Functional Needs)
- Domestic Violence Services
- Emergency Care Facility
- Emergency Services
- Food Assistance Programs

- Health and Safety Services
- Homeless Shelter
- Houses of Worship
- Library
- Low Income Housing
- Medical Care Facility
- Private Colleges
- Rehabilitation Facility
- Residential Services
- Senior Citizen Center
- Shelter Workshop
- Utility
**Applicant Eligibility**

**Local Governments:**
Can apply to include all departments, or departments may apply.

<table>
<thead>
<tr>
<th>Local Governments -</th>
<th>Individual Departments May Register if:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Register as Sole Applicant</td>
<td>• <em>Separate Eligible Work</em></td>
</tr>
<tr>
<td>• Collect eligible expenses from subordinate departments</td>
<td>• <em>Meets $3300 Minimum Threshold</em></td>
</tr>
</tbody>
</table>

Example: County Applies for PA:
- County collects documentation from:
  - Sheriff’s Office
  - County Health Department
  - County Contracted PNPs

**County Distributes Funds**

Example: All Apply Separately
- County Applies
- Sheriff’s Office Self Applies
- County Health Department Applies
- Each Documents & Submits Separately

**Each Department Reimbursed Separately**
Facility/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.
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
• Legal Responsibility of an Eligible Applicant

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

Feeding Mission / Food Banks:

“To be eligible for PA, an item of work must be the legal responsibility of an eligible applicant. Measures to protect life, public health, and safety are generally the responsibility of state, local, tribal, and territorial (SLTT) governments. Legally responsible 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 as an emergency protective measure in response to the COVID-19 Public Health Emergency. In these cases, PA funding is provided to the legally responsible government entity, which would then reimburse the private organization for the cost of providing those services under the agreement or contract” (FEMA)
Work Eligibility: PNP Applicants

Feeding Missions:

State, Local, Tribal, Territorial Governments (SLTT) Responsibility

- **PNPs Cannot**
  1. Be Direct Applicant for Feeding mission
  2. Receive Direct Reimbursement from FEMA
  3. MUST Have Formal Agreement to Provide Services

SLTT

- Reimburse PNP via Formal Agreement
Work Eligibility: PNP Applicants

Feeding Missions:

FEMA
• May Provide Funding for Initial 30-Day Time Period

SLTT
• May Request a 30-Day Time Extension from FEMA Regional Administrator
  1. Demonstrate Continuing Need
  2. All applicant, work, and cost eligibility criteria in the current policy should continue based on persisting or worsening need.
  3. Allowing for additional extensions will address the timing constraint of other federal programs
FEMA Public Assistance Application Process
COVID-19

Register FEMA Grants Portal
Submit Registration Documents to IEMA
Document Expenses
ILLINOIS EMERGENCY MANAGEMENT AGENCY – PUBLIC ASSISTANCE

Starting the Process

Three (3) Easy Steps

Step 1: REGISTER in FEMA Grants Portal

Step 2: SUBMIT Registration Documents

Step 3: DOCUMENT Expenses
Step 1: REGISTER FEMA Grants Portal

FEMA Grants Portal Overview
Grants Portal Registration
FEMA Grants Portal Overview

Primary Access Point Between:

- FEMA
- The Applicant
- The State (IEMA)
FEMA Grants Portal

IEMA

• Works with all Applicants
• Registers Private Non-Profit entity in FEMA Grants Portal
• Uploads Request for Public Assistance for Applicant

Applicants:

• May Self-Register & Submit Request for Public Assistance
• May Request IEMA Assistance at Any Time

Phone: (217) 782-8719

or

Email: PA.Grants@illinois.gov
Illinois Public Assistance Process: Applicant

- Create Grants Portal Account
- Submit Request for Public Assistance (RPA)
FEMA Grants Portal COVID-19 Direct Application


- Register, (click here)

- Access to:
  - Grants Portal Registration
  - Quick Guides
  - How-To Videos

Step 1: (PNP Specific) Registration Documents to IEMA

Request for Public Assistance
PNP Facility Questionnaire
Illinois Public Assistance Process:
Private Non Profit (PNP) Applicant

IEMA needs the following:

- **Request for Public Assistance, FEMA Form 009-0-49**
  (Include copy of by-laws and IRS Tax Exemption Letter for 501(c) (3))
- **PNP Facility Questionnaire, FEMA Form 009-0-121**
- Email Completed Forms or Questions to: [EMA.PA.Grants@Illinois.Gov](mailto:EMA.PA.Grants@Illinois.Gov)

Can Also Request All Forms @ [EMA.PA.GRANTS@illinois.gov](mailto:EMA.PA.GRANTS@illinois.gov)
Illinois Public Assistance Process:
Private Non Profit (PNP) Applicant-Grants Portal Registration

IEMA Creates Grants Portal Account
IEMA Enters Request for Public Assistance

FEMA Grants Portal Technical Support 1-866-337-8448
FEMA Grants Portal
Private Non-Profit Applicants:
• Should **NOT** Self-Register
• Submit Required Documents to IEMA
  • Request for Public Assistance
  • PNP Questionnaire

IEMA
• Registers each Private Non-Profit in Grants Portal
• Upload RPA for Applicant

**RESOURCE**
COVID-19 Fact Sheet: Private Nonprofit Organizations
Step 2: SUBMIT Registration Documents to IEMA

IEMA Grant Agreement
IEMA Public Assistance Risk Assessment
IEMA FFATA Certification
Submit Registration Documents to IEMA

All Applicants
Must Complete Three (3) IEMA documents:

- (Click Here:) [IEMA Grant Agreement](#) (PA101)
- (Click Here:) [IEMA Public Assistance Risk Assessment](#) (PA108)
- (Click Here:) [IEMA FFATA Certification](#) (PA109)
Illinois Public Assistance (PA) Process:

All Three (3) **Original**, IEMA Documents Must Be:
1. Signed by Chief Elected Official
2. Must be an ink Signature or *(documents not processed)*

- Mail to:

  Illinois Emergency Management Agency
  Public Assistance Program
  1035 Outer Park Drive
  Springfield, IL 62704-4462
# Chief Officials by Organization

<table>
<thead>
<tr>
<th>Organization</th>
<th>Authorized Chief Officials</th>
</tr>
</thead>
<tbody>
<tr>
<td>State Government</td>
<td>Department/Agency Director</td>
</tr>
<tr>
<td>County Government</td>
<td>County Board Chairman</td>
</tr>
<tr>
<td>Township Government</td>
<td>Supervisor</td>
</tr>
<tr>
<td>Township Road District</td>
<td>Road Commissioner</td>
</tr>
<tr>
<td>City Government</td>
<td>Mayor</td>
</tr>
<tr>
<td>Village Government</td>
<td>Village President/Mayor</td>
</tr>
<tr>
<td>School District</td>
<td>School Board President</td>
</tr>
<tr>
<td>Drainage District</td>
<td>Chairman of Commissioners</td>
</tr>
<tr>
<td>Special District</td>
<td>Board President</td>
</tr>
<tr>
<td>Private Non-Profit (PNP)</td>
<td>Board President/CEO</td>
</tr>
</tbody>
</table>
Step 3: DOCUMENT Expenses

Category B: Emergency Protective Measures
Category Z: Management Costs
Project Summaries
DOCUMENT EXPENSES

Applicant Eligibility **IS NOT** Expense Eligibility

To be eligible for reimbursement, expenses **must be:**

- Incurred by an eligible applicant
- As a direct result of the event
- Within the area covered under the declaration
- Legal responsibility of the applicant
- Reasonable and necessary
- *Emergency work addresses an immediate threat*
Cost Eligibility

Reasonable Costs

Applicant Responsibility
- Demonstrating Reasonability of Claimed Costs
- Providing documentation

FEMA Responsibility
- Evaluating Costs (Determining Reasonability)
- Determining Necessity for Work Type

For more information, refer to:

Public Assistance Reasonable Cost Evaluation Job Aid
DOCUMENT EXPENSES

Example Summary Records

Grants Portal: Resources Tab provides examples
Document Expenses
(Referenced for Streamlined Project Application Process)

What information is required?
Applicants will need the following information:

- 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, as detailed below
Document Expenses

FEMA May Provide Funding

- To Eligible Applicants
- Conducted as a Result of the COVID-19 Pandemic
- For Costs Related to Emergency Protective Measures

Category B: Emergency Protective Measures

RESOURCE
Coronavirus (COVID-19) Pandemic: Eligible Emergency Protective Measures
Category B: Emergency Protective Measures

Activities:

• Conducted to Address Immediate Threats to:
  • Life
  • Public Health
  • Safety

FEMA provides funding through Recipients to eligible Applicants. Eligible Applicants may submit funding requests to the Recipient and FEMA through the Public Assistance Grants Portal.
Category B: Emergency Protective Measures
Management, Control and Reduction of Immediate Threats to Public Health And Safety:

- Emergency Operation Center Costs
- Training Specific to the Declared Event
- Disinfection of Eligible Public Facilities
- Technical Assistance Re:
  - Emergency Management
  - Control of Immediate Threats to Public Health and Safety
Category B: Emergency Protective Measures

Emergency Medical Care

• Medical Treatment of Infected Persons
• Related Medical Facility Services and Supplies
• Temporary Medical Facilities
• Use of specialized medical equipment
• Medical waste disposal
• Emergency medical transport
Category B: Emergency Protective Measures

Medical Sheltering

- When existing facilities are reasonably forecasted to become overloaded in the near future and cannot accommodate needs
  - In accordance with Standards and/or Guidance Approved by HHS/CDC
  - Must Incorporate Social Distancing Measures

Non-Congregate Sheltering

- Subject to Prior Approval by FEMA
- Must be Reasonable and Necessary to Address Public Health Needs
- Pursuant to Direction of Appropriate Public Health Officials
- Does Not Go Beyond Duration of Public Health Emergency

RESOURCE

COVID-19 HHS Non-Congregate Shelter FAQ
Category B: Emergency Protective Measures

Household Pet Sheltering and Containment Actions

• In accordance with CDC Guideline

Purchase and Distribution of:

• Food
• Water
• Ice
• Medicine
• Other Consumable Supplies
  - PPE
  - HazMat Suits
  - Movement of Supplies and Persons
Category B: Emergency Protective Measures

What is NOT Eligible Under Category B

Although FEMA guidance on expense eligibility continues to evolve, there are some categories of expenses that are *not* eligible under Category B

- General operating expenses
- Expenses paid for with other federal funds (ex: CDC, HHS, CARES Act)
- Expenses not directly related to responding to COVID-19
- Lost revenues (ex: utility fees, local occupancy and prepared food and beverages tax revenues, sales tax revenues)
- Permanent work repairs (ex: fixing roads, repairing damaged facilities)
- Telework expenses (ex: laptops for your employees to work from home)
Category B: Emergency Protective Measures
Continue to Track ALL Expenses

• FEMA Guidance on Reimbursable Expenses Still Evolving

• Document ALL Expenses Now
  - Other Federal Disaster Relief Funds Might Cover Expense if FEMA Does Not (ex: HHS, CDC, Cares Act)

• Keep ALL Expense Related Records from Start of Event
  - January 20, 2020
Category Z: Public Assistance
Management Costs

May be claimed for administering and managing PA awards:
• For Recipients, up to 7% of the total award amount (based on actual costs)
• For Subrecipients, up to 5% of the Subrecipient’s total award amount (based on actual costs)

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*
Category B and Category Z Recap

**Category B**
Expenses for responding to the COVID-19 event

**Category Z**
Expenses for managing your FEMA reimbursement
Streamlined Project Application Process

Project Application
Summary Sheets
Cost Share

Federal Share

• FEMA Provides 75% of Eligible Costs
  - 75% May be Increased in Limited Circumstances

Non-Federal Share

• Applicant Responsible for 25%
  - 25% Can Be Offset
Donated Resources

• Can Offset Non-Federal Share of Eligible Costs
• Must be Tracked to Offset

Donated Resources include:

• Volunteer Labor
• Donated Equipment
• Donated Supplies and Materials
• Logistical Support
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), CARES Act.
- 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**.
Completing and Submitting the Streamlined Project Application

- Plan to spend around 1-2 hours entering information
- Have all documents listed to reference during this process
- Collect descriptions and summaries of all associated activities and costs along with supporting documents before submitting

RESOURCE: FEMA-COVID19 ApplicantQuickGuideStreamlined Project Application (Step by step instructions)
Streamlined Project Application Completion and Submission:

Applicants Should Report All Activities on One Project Application
• Reduces Funding Delays
• Maximize the Applicant’s Administrative Flexibilities

Separate Project Applications Acceptable ONLY When Immediate Reimbursement is Necessary:

The Applicant May
1. Request Expedited Funding, if Approved, then
2. Receive 50% of the Estimated Total
or
1. Limit Initial Project Application Submission to Certain Activities
Summary Worksheets

Force Account Labor Summary
Materials Summary
Rented Equipment Summary
Contract Work Summary
Force Account Labor Summary

Regular and Reassigned Employees

- Overtime (plus fringe benefits) only; rate based on applicant’s personnel policy

Temporary Employees Hired for COVID-19 Event

- Overtime and regular pay
Force Account Labor Summary

Reimbursement for Personnel Expenses

Category B: Regular and Reassigned Employees
- Paid at their Regular Pay Rate
- Overtime Based on Personnel Policy
- Fringe Benefits Eligible

Temporary Employees Hired for Disaster
- Overtime and Regular Time Eligible
- FEMA Guidance Evolving; Document ALL Force Account Costs

Submit Personnel Policy and Time Sheets Sample into Grants Portal
Materials Summary Records

Reimbursement for Materials and Supplies

- Examples: Plastic Barrier Tarps, PPE (only 1st responders), Cleaning Supplies
- Newly Purchased (if for Emergency Protective Measures)
- Taken from Applicant’s Inventory – Restock

*Keep all invoices, receipts, inventory control registers, maintenance records, etc. for the duration of the time you work the event.*
Rented Equipment Summary

Reimbursement for Rental Equipment

• Examples: Fork Lifts, Fans, Tents, Generators, etc.
• Keep Your Rental Agreement
• Retain Receipts to Validate Rented Equipment Costs
Contract Work Summary

Reimbursement for hiring outside contractors to perform eligible emergency protective measures work

- Temporary employees are not contractors – they are force account labor
- Check for Debarred Contractors (EPLS)
- Document your procurement process for all contracts
- Upload your local procurement policy in the Grants Portal

**Resources**

- FEMA Fact Sheet: Procurement Under Exigent or Emergency Circumstances
- FEMA: Emergency Procurement Online Tutorial
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
Large vs. Small Projects

Project

• Documentation of Eligible Expenses
• Description of Work or Expenses
• Cost Estimate

Project Thresholds:

• Minimum Project Worksheet Amount: $3,300

Small projects: Less than $131,100
Large projects: Greater than $131,100
After a Subgrant is Awarded

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

- Ensure federal laws are followed with all documentation
- Process requirements
- Update project information as needed before the grants are closed
We Are Here to Help

Illinois Emergency Management Agency
Public Assistance
Questions: Contact IEMA Public Assistance

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(217) 785-9988

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(217) 558-9553