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

<table>
<thead>
<tr>
<th>Public Assistance</th>
<th>Category B Only</th>
</tr>
</thead>
</table>

### Cost Share

<table>
<thead>
<tr>
<th>Federal</th>
<th>State</th>
<th>Local/Subrecipient</th>
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</thead>
<tbody>
<tr>
<td>75% of eligible damages</td>
<td>Not yet approved</td>
<td>25% of eligible damages</td>
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</table>
**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.

<table>
<thead>
<tr>
<th>FEMA Quick Guides and Other Tools</th>
<th>Grants Portal</th>
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<td><strong>Recipients</strong> - are states, tribes, or territories that receive and administer Public Assistance Federal awards.</td>
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<td><strong>Applicants</strong> - are state, local, tribal, or territorial governments or private non-profit entities that submit requests for assistance under a Recipient’s Federal award.</td>
<td><strong>Subrecipients</strong> - are state, local, tribal, or territorial governments or private non-profit entities that submit requests for assistance under a Recipient’s Federal award.</td>
</tr>
</tbody>
</table>
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

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
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 31st.
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 $10^{th}$

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.
**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 CDC, 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 warms 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.

Select here.

Or here.
Small and Large Projects

Fiscal Year 2019/2020

<table>
<thead>
<tr>
<th>Small project threshold is $3,300 to $131,100</th>
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<tbody>
<tr>
<td>Large project threshold is $131,101 and greater</td>
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</tbody>
</table>

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)

<table>
<thead>
<tr>
<th>Cost</th>
<th>Funding Request Type</th>
<th>Work Status</th>
<th>Cost Basis</th>
<th>Schedules Required</th>
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<tbody>
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<td>Less than $131,100</td>
<td>Small</td>
<td>Any</td>
<td>Any</td>
<td>X</td>
</tr>
<tr>
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<td>Large Expedited</td>
<td>Any</td>
<td>Applicant-Provided Information</td>
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<tr>
<td></td>
<td>Large Regular</td>
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<tr>
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<td>Actual Costs &amp; Applicant-Provided Information</td>
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<td></td>
<td>Not started</td>
<td>Applicant-Provided Information</td>
<td>X</td>
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*Schedule F may be required based on specific activities.
Filling out the Project Application

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

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

Select Start to begin Section II
Project Application: Section II

➢ Scope of Work: Provide all required information to include descriptions and locations of activities.
Scope of Work: After all required questions have been answered, click “Proceed”.

Select Proceed
Project Application: Section III

Select Start to begin Section III
Cost and Work Status Info: Request EXPEDITED FUNDING, include activity status and provide total net cost.
Project Application: Section III

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

Select Proceed
# Project Application – Schedule A through F

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

<table>
<thead>
<tr>
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*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
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.
Project Application: Uploading Documents

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

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)

Step 1: Upload Document
Step 2: Select the category of document
Step 3: Click Attach Selected
Once all Sections and Schedules are complete and documentation uploaded, click “Review and Submit”.

Click Review and Submit
Project Application: Submission

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

Step 1: Click to sign

Step 2: Click Submit Project Application
Once FEMA and Cal OES have approved the project, Grants Portal will send notification that the application is ready for Applicant Review.

Click Review
Project Application: Review and Sign a Project

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

- PROJECT #: 8132
- 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: Glenville - PDMG0125 - 4332DR (4332DR - 125)

EVENT: 4332DR-TX (4332DR)

RECIPIENT REGION: Region 7

Scroll Down to Scope and Cost Summary Bar.
Project Application: Review and Sign a Project

Review the Project Scope on this tab.

Review the Project Costs on this tab.
Project Application: Review and Sign a Project

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.
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

1. Attend virtual applicant briefing
2. Log on or create account at PA grants portal
3. Submit RPA
4. Submit COVID-19 PW (and docs)
5. FEMA and state (recipient) review documents
6. Sign final grant
7. Receive funding
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

- **State Agencies**
- **Cities & Counties**
- **Special Districts**
- **School/Community College Districts**
- **Native American Tribes**
- **Private Non-Profit (PNP)**

**APPLICANT**
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 PNP applicants 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.

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)
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)](https://www.fema.gov)
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
  - Subrecipient/Applicant must document:
    - Names, Dates, Hours worked

- Donated equipment
  - Equipment/materials utilized
  - Specific tasks completed and location of tasks

- Donated materials
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

<table>
<thead>
<tr>
<th>Force Account</th>
<th>Rental</th>
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<tbody>
<tr>
<td><strong>Costs of applicant owned equipment:</strong></td>
<td><strong>Subrecipients/Applicants must identify:</strong></td>
</tr>
<tr>
<td>- Both regular time and overtime</td>
<td>- What was done</td>
</tr>
<tr>
<td>- Rate types used (FEMA, state and local)</td>
<td>- When</td>
</tr>
<tr>
<td>- When local rate is developed, reimbursement based on local rate or FEMA’s rate, whichever is lower</td>
<td>- Where</td>
</tr>
<tr>
<td>- Standby time <strong>not</strong> eligible</td>
<td>- How long</td>
</tr>
<tr>
<td><strong>Rates include:</strong></td>
<td>- What kind of equipment was used</td>
</tr>
<tr>
<td>- Cost of operation</td>
<td>- Charges per project</td>
</tr>
<tr>
<td>(Operator costs covered under FA labor)</td>
<td></td>
</tr>
<tr>
<td>- Insurance and depreciation</td>
<td></td>
</tr>
<tr>
<td>- Maintenance and fuel</td>
<td></td>
</tr>
</tbody>
</table>
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)
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
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:

Situations that demand immediate aid or action

Emergency
Need to alleviate a threat to life, public health or safety, or improved property

Exigency
Need to avoid, prevent or alleviate serious harm or injury, financial or otherwise

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

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

The exception is applicable to contracts entered into or used on or after January 27, 2020
Procurement Under E&E for COVID-19

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

March 16, 2020
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:

- 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

March 16, 2020
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 PAPprocurement@caloes.ca.gov
# Statutory Timeline

<table>
<thead>
<tr>
<th>Types of Work</th>
<th>Time From Declaration</th>
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</thead>
<tbody>
<tr>
<td>Emergency Work</td>
<td>6 months</td>
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</tbody>
</table>

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)](https://www.caloes.ca.gov/)
- 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.
Any determination related to Federal Assistance may be appealed.

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

- **1st Appeal** to the FEMA Regional Administrator, Region IX
- **2nd 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 DRRA, to be eligible for Section 423 arbitration, a Public Assistance applicant’s request must meet all three of the following conditions:

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
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

Other Recommended Resources

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- Grants Portal inbox: 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

Step 1: Click Organization Profile

Step 2: Click Manage on Personnel Bar
Organization Profile - Manage User Accounts
Add Personnel

Click Create
Organization Profile - Manage User Accounts
Complete Personnel Information

Step 1: Complete Information
Step 2: Click Save
Organization Profile - Manage User Accounts
Provide Roles to Personnel

Click Manage
Organization Profile - Manage User Accounts

Organizational Roles

Click Manage
**Organization Profile - Manage User Accounts**

**Grant/Edit Roles**

**Step 1:** Click the Box

**Step 2:** Click Save

Place mouse over “?” for definition of role
Organization Profile - Manage Locations

Step 1: Click Manage on Locations Bar
Organization Profile - Manage Locations

Step 2: Click Add
Organization Profile - Manage Locations

Step 3: Enter physical address(es) of your organizations' facility(ies)

Step 4: Click Save
Uploading Documents

- **Org. Profile**
  - Master Policy Documents (Insurance, Payroll, Procurement)

- **Event Profile**
  - Documents Pertain to Multiple Projects

- **Project**
  - Documents for Specific Project (Photos, Timesheets, Invoices)

- **Damage**
  - Documents for Specific Damage (Photos, Timesheets, Invoices)
# Uploading Documents

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<thead>
<tr>
<th>Locations</th>
<th>MANAGE</th>
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<th>Counties with Facility</th>
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<tr>
<th>Insurance Profile</th>
<th>UPLOAD INSURANCE DOCUMENTS</th>
<th>HELP</th>
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<th>Applicant Event Profiles</th>
<th>MANAGE</th>
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<th>Census Population</th>
<th>UPLOAD</th>
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<th>Documents</th>
<th>UPLOAD</th>
<th>DOWNLOAD</th>
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<table>
<thead>
<tr>
<th>Events</th>
<th>MANAGE</th>
</tr>
</thead>
</table>
Add Documents

Step 1: Drag and drop documents or click to select files from a directory.

Step 2: Click Upload Pending Documents
Step 1: Write Description of Document

Step 2: Select Category

Step 3: Save
Tasks and Alerts

Click on the Notification Bell.
Review the Task to Complete

Click Review
Sign a Project Scope and Cost

Click Review
Project Details

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

- PROJECT #: 8132
- 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: Glenville - PDMG0125 - 4332DR (4332DR - 125)
EFFECTIVE DATE: 4332DR-TX (4332DR)
RECIPIENT REGION: Region 7

Scroll Down to Scope and Cost Summary Bar.
Review the Project Cost and Scope

Review the Project Scope on this tab.

Review the Project Costs on this tab.
Sign or Reject the Project Scope and Cost

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.
Locate Help Information

Click on Name and Select Help
Locate Help Information

Live Phone Support

Call Support
(866) 337-8448

National Hotline Hours of Operation: 8:00 AM - 8:00 PM EST, Monday through Friday. 9:00 AM - 3:00 PM EST, Saturday.
Puerto Rico Hotline Hours of Operation: 8:30 AM - 5:00 PM AST, Monday through Friday.

Email Support
FEMA-Recovery-PA-Grants@fema.dhs.gov

Click Request Assistance for Current Page
Helpful Information

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