



Montana Disaster & Emergency Services Division

*Public Assistance Program
Applicant Briefing FEMA-4655-DR-MT*

Incident Period: June 10, 2022, and continuing

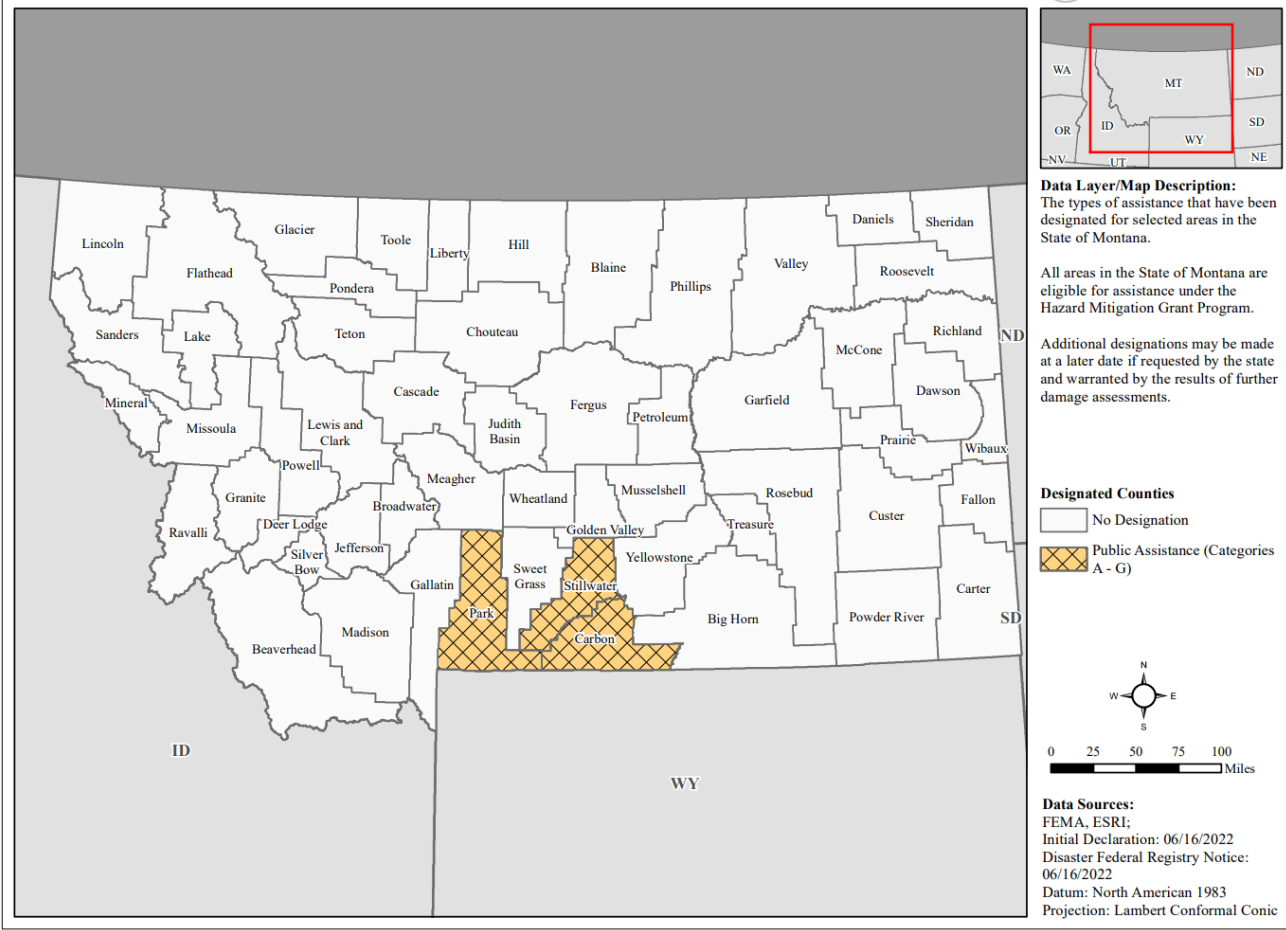
Declared: June 16, 2022

Declared Areas

Designated Counties for PA

- Carbon
- Park
- Stillwater

FEMA-4655-DR, Montana Disaster Declaration as of 06/16/2022





Applicant Briefing Purpose

- Explain How Public Assistance Works
- Identify Eligible Applicants
- Identify Eligible Work
- Discuss Areas of Special Concern
- Discuss Funding
- Answer Your Questions

Governing Documents

- Statue - Robert T. Stafford Act as Amended
- Regulations - Code of Federal Regulations: 44 CFR Part 206 and 2 CFR Part 200
- Public Assistance Program & Policy Guide Version 4 (PAPPG V4)

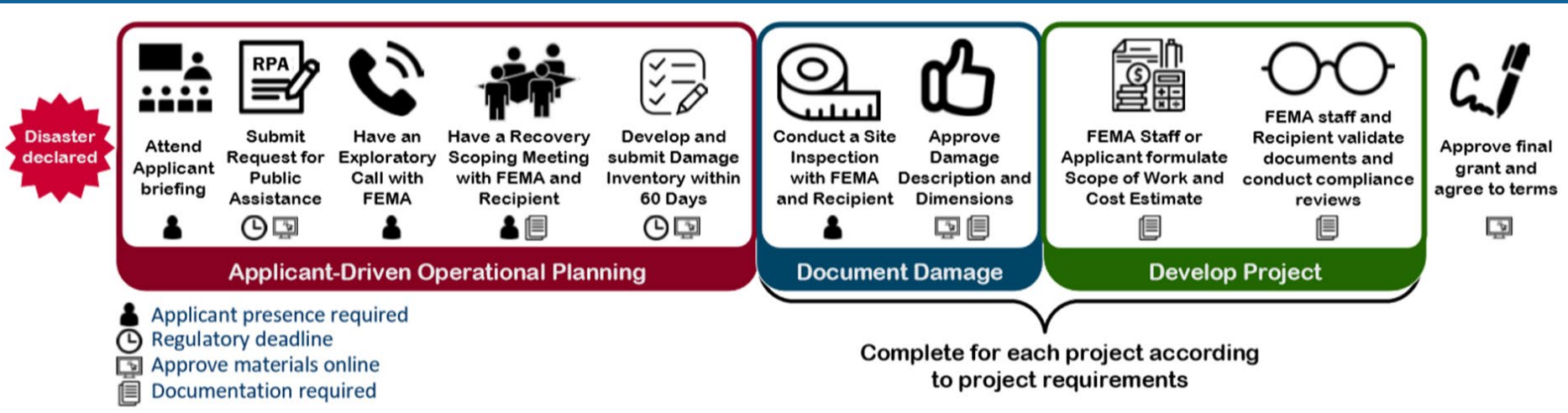




Acronyms

- Program Delivery Manager (PDMG)
- Site Inspector (SI)
- Consolidated Resource Center (CRC)
- Environmental Historic Preservation (EHP)
- Damage, Description and Dimensions (DDD)
- Scope of Work (SOW)
- Joint Field Office (JFO)

Overview of the PA Program Delivery Process



FEMA Eligibility Pyramid



Examples of Eligible Applicants

The background of the slide features a scenic landscape with a range of rugged, snow-dusted mountains under a clear blue sky. In the foreground, a calm body of water reflects the mountains and sky. The image is partially obscured by a dark blue rectangular area that serves as the background for the text.

- Counties, Incorporated Municipalities
- Other Legally Constituted Units of Local Government, Cities, Towns, Townships
- State Government Agencies and Departments
- Indian/Tribes or Authorized Tribal Organizations
- Private Non-Profit Organizations (PNP's)
- Houses of Worship



Critical Services

Private Non-Profit (PNP) facilities that provide the following critical services are eligible for PA:

- Fire/Emergency Rescue
- Medical Treatment
- Power, Water, and Sewer Utilities
- Communications Systems
- Educational Institutions





Essential Services

PNP facilities that provide essential services are eligible for PA:

- Community Centers
- Houses of Worship
- Homeless Shelters
- Custodial Care
- Museums, Libraries, Zoos

Other facilities that provide health and safety services of a government nature



Basic Work Eligibility Requirements

The background of the slide features a scenic landscape with a range of rugged, snow-capped mountains under a clear blue sky. In the foreground, a calm body of water reflects the mountains and sky. The image is partially obscured by a dark blue rectangular area that serves as the background for the text.

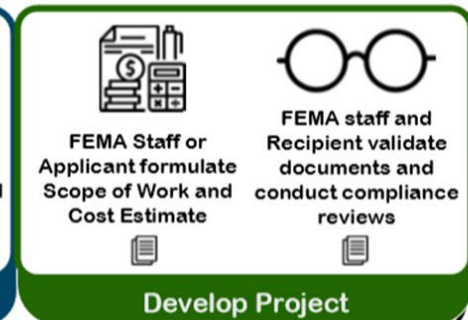
- Be required as a result of the declared incident;
- Be located within the designated area (declared counties), with the exception of sheltering and evacuation activities; and
- Be the legal responsibility of an eligible Applicant.

Basic Cost Eligibility Requirements

The background of the slide features a scenic landscape with a range of rugged, snow-capped mountains under a clear blue sky. In the foreground, a calm body of water reflects the mountains and sky. The image is partially obscured by a dark blue rectangular area that serves as the background for the text.

- Directly tied to eligible work.
- Properly Documented.
- No Duplication of Benefits – Including Insurance
- Not prohibited under Federal, State, Tribal, or local government laws or regulations.
- Consistent with the Applicant's policies and procedures.
- Necessary and reasonable to accomplish the work.

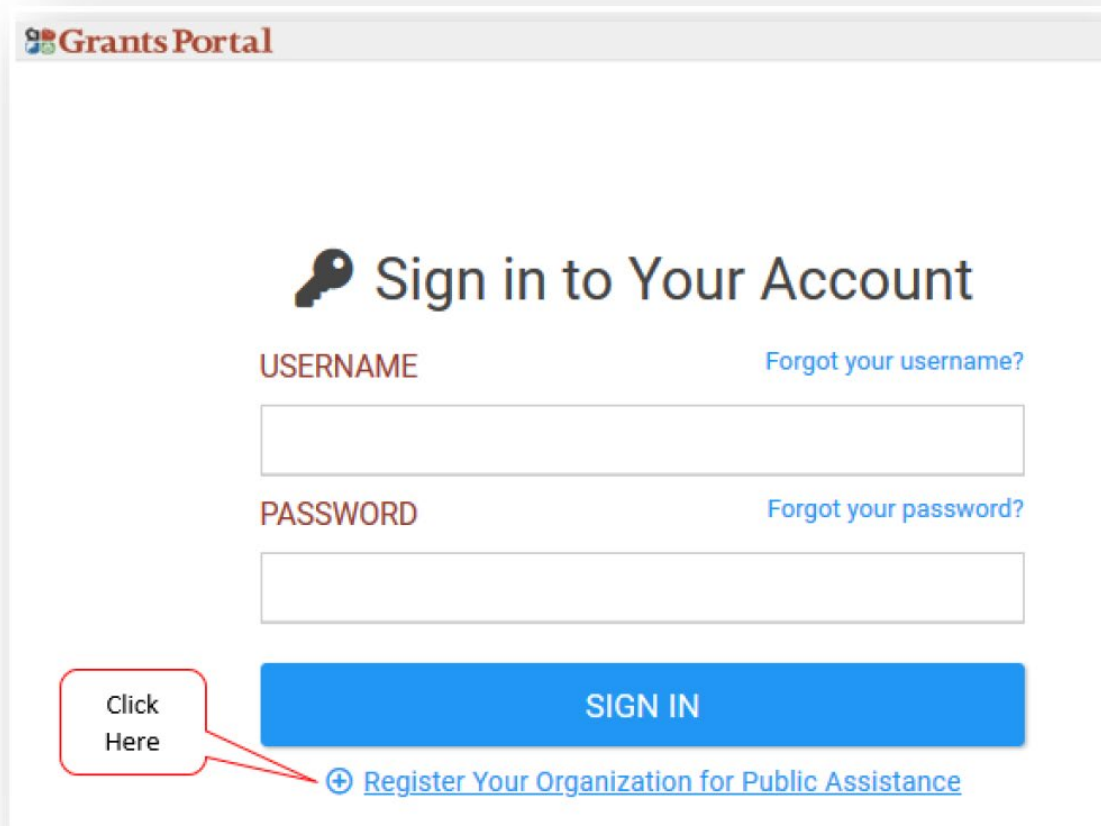
How To Submit a RPA



- Applicant presence required
- Regulatory deadline
- Approve materials online
- Documentation required


Complete for each project according to project requirements

Request for Public Assistance (RPA)



The image shows a screenshot of the Grants Portal sign-in page. The page has a white background with a blue header bar at the top. The header bar contains the text "Grants Portal" in a red serif font, preceded by a small logo. Below the header, the main content area is white. In the center, there is a large black key icon followed by the text "Sign in to Your Account" in a bold, black sans-serif font. Below this, there are two input fields. The first is labeled "USERNAME" in a red sans-serif font, and the second is labeled "PASSWORD" in a red sans-serif font. To the right of each input field is a blue link: "Forgot your username?" for the first field and "Forgot your password?" for the second. Below the password field is a blue button with the text "SIGN IN" in white, bold, sans-serif font. Below the button is a blue link with a plus icon: "+ Register Your Organization for Public Assistance". A red speech bubble with the text "Click Here" points to the plus icon.

Grants Portal

 **Sign in to Your Account**

USERNAME [Forgot your username?](#)

PASSWORD [Forgot your password?](#)

SIGN IN

[+ Register Your Organization for Public Assistance](#)

Click Here

Request for Public Assistance (RPA)



Grants Portal

? Help

i Register Your Government or Private Non-Profit Organization for Public Assistance

Please provide the following basic information to request a Government or Private Non-Profit (PNP) organization account for **FEMA Public Assistance Funding**. Once completed, your account and request will be submitted to your state/territory Emergency Management representative and FEMA for review and approval.

1 Organization Info

2 Contact Info

3 Locations

4 Submit

← PREV

NEXT →

i Businesses and individuals should not attempt to register for Federal Assistance here. Please see guidance on the **Grants Portal Registration Welcome Page**.

WITHIN WHICH STATE / TERRITORY / TRIBE IS
YOUR ORGANIZATION? *

Select...

ORGANIZATION NAME *

i ORGANIZATION TYPE *

Select...

i EIN NUMBER *

i DUNS NUMBER *



Applicant Organization Profile

- Identifies Single Point of Contact as the Primary POC
- Highly Recommend an Alternate POC
- Oversees Applicant's Program Participation
- Identifies Responsible Person for Record Keeping and Documentation
- Must be Actively Involved in the Project

Request for Public Assistance (RPA)



Grants Portal

? Help

Register Your Government or Private Non-Profit Organization for Public Assistance

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1 Organization Info

2 Contact Info


3 Locations

4 RPA

5 Submit

← PREV

NEXT →

 In addition to registering your account, you also have the option to submit a Request for Public Assistance for a current Presidentially declared disaster.

 DO YOU WANT TO SUBMIT A REQUEST FOR PUBLIC ASSISTANCE? * ☒ Yes ☐ No

 WHICH EMERGENCY / DISASTER DO YOU WANT TO REQUEST PUBLIC ASSISTANCE FOR? *

Select...

PLEASE USE THE AREA TO THE RIGHT IF YOU WOULD LIKE TO PROVIDE ANY ADDITIONAL INFORMATION; FOR INSTANCE, YOU MAY PROVIDE A BRIEF NARRATIVE DESCRIBING WHY YOUR ORGANIZATION IS REQUESTING ASSISTANCE. THIS IS OPTIONAL, AND YOU MAY PRESS NEXT AT THE TOP OF THE FORM TO SKIP THIS STEP.

Request for Public Assistance (RPA)

Grants Portal

Dashboard


My Organization

City of Gressler (Garrett)

Organization Profile

Organization Personnel

Applicant Event Profiles

 Your parent organization has been assigned as the primary Grantee for one or more disasters and you may submit a Request for Public Assistance (RPA) to FEMA's Public Assistance program.

 [Click here to submit a RPA for your organization.](#)

Request for Public Assistance (RPA)

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Required Documentation

ⓘ Please provide valid Articles of Association/Incorporation or Charter and/or By-Laws

📎 [Attach Articles of Association/Incorporation or Charter and/or By-Laws](#)

ⓘ Please provide valid Accreditation (Educational Facilities Only)

📎 [Attach Accreditation](#)

ⓘ Please provide valid PNP Status Documentation

📎 [Attach PNP Status Documentation](#)

← PREV

NEXT →

ⓧ CANCEL

Request for Public Assistance (RPA)

My Organization
Alabama

Request Public Assistance

Organization Profile
Organization Personnel
Applicant Event Profiles
Exploratory Data
Recovery Scoping Meetings
Events
Projects
Damages
Work Order Requests
Work Orders
My Tasks
Calendar
Subscriptants
Subscriptant Tasks
Utilities
Recessions
Intelligence

General Info | Contacts | Addresses | Other Info | Submit

Please ensure all information listed below is accurate before clicking the Submit button at the bottom of this form. By clicking the Submit button, a notification will be sent to FEMA of your organizations desire to receive Public Assistance. In addition, your designated primary and alternate contacts will receive a confirmation. Following submission, you will receive additional guidance describing the FEMA Public Assistance process.

General Info

Applicant
Event
Participated in PDA?

Primary Contact

Name
Title
Email
Phone

Primary Location

Address
City
State
Zip
County

Mailing Address

Address
City
State
Zip
County

Other Info

Comments

PREV SUBMIT ✓ CANCEL

Step 1: Review Information

Step 2: Click Submit

UEI # Requirement Reminder

- Unique Entity ID # (UEI)
 - Check for valid UEI @ <https://sam.gov>
 - Required information:
 - Legal Business Name
 - Address
 - Date of State Incorporation for Entity Validation

NEW [Learn More](#)

Register Your Entity or Get a Unique Entity ID

Register your entity or get a Unique Entity ID to get started doing business with the federal government.

Get Started

Renew Entity

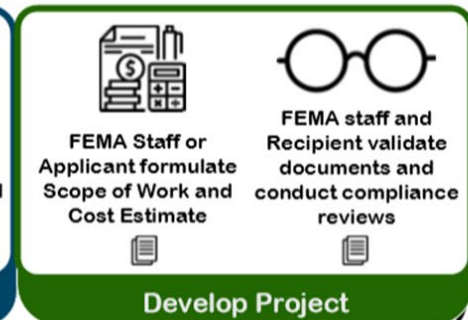


Check Registration Status

Exploratory Call



Disaster declared



Complete for each project according to project requirements

The background of the slide features a scenic landscape with a calm lake in the foreground, reflecting the sky. In the distance, a range of rugged, snow-dusted mountains rises against a clear blue sky. The title 'Exploratory Call' is overlaid on the upper portion of this image in a large, white, sans-serif font.

Exploratory Call

- Introduces Program Delivery Manager (PDMG)
- Damage Inventory Form Discussion
- Documentation Needed for Support
- Schedule Recovery Meeting
 - Allow Time to Draft Damage Inventory
 - Recovery Scoping Meeting Objectives Discussed

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Damage Inventory

- Summary of all damages incurred by the declared disaster
- Serves as the basis for developing FEMA projects
- Start filling this out before your recovery scoping meeting
- Montana Survey 123

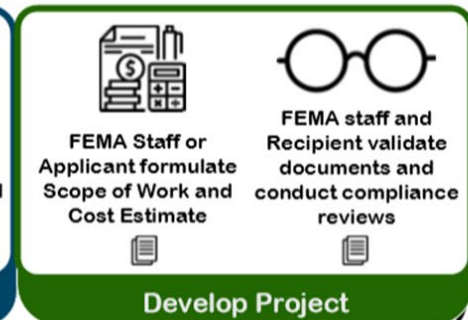
Damage Inventory - Alternate

Disaster Number:						Program Delivery Manager (PDMG) Name:									
Applicant Name:						Program Delivery Manager (PDMG) Phone:									
Applicant FIPS:						Program Delivery Manager (PDMG) Email:									
Applicant Point of Contact Name:															
Applicant Point of Contact Phone:															
Applicant Point of Contact Email:															
Category	Name of damage/facility	Address 1	Address 2	City	State	Zip	Latitude	Longitude	Describe Damage	Primary Cause of Damage	Approx. Cost	% Work Complete	Labor Type	Has received PA grant(s) on this facility in a past?	Applicant priority
▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼
C															
C															
A															

1. General Applicant Information
2. Name of Damage/Facility
3. Lat/Long
4. Damage Description
5. Cause
6. Approximate Cost

7. % Completed Work
8. Labor Type
9. PA Funding for Facility in Past?
10. Applicant Priority

Recovery Scoping Meeting



- Applicant presence required
- Regulatory deadline
- Approve materials online
- Documentation required

Complete for each project according to project requirements



Recovery Scoping Meeting

- Follows Applicant Briefing & Exploratory Call
- PDMG Schedules with the Applicant
- Establishes Partnership Between FEMA, State, and the Applicant
- Designed to Focus on the Needs of each Applicant
- In Depth Discussion of Damage Inventory

Starts 60-day deadline to submit
Damage Inventory



Completed Work

- Document Work Completed and application submitted within 90 days after project is created
- Applicant responds to EEI (Essential Elements of Information)
- Project information routed to CRC
- CRC Validates & Develops DDD, SOW/Costs
- CRC Reviews: QA, Insurance, Procurement
- Joint Field Office Reviews: Mitigation, EHP
- PDMG Reviews DDD, SOW/Costs
- Recipient Reviews
- Applicant Reviews & Signs Project

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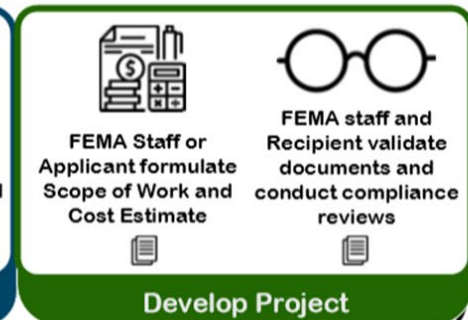
Standard, Non-Technical & Specialized, Technical Tracks

- Site Inspection Work Order for Work to be Completed
- Site Inspection (FEMA site visit)
- PDMG & Applicant Review & Sign Off

Site Inspection Report

Damage, Description and Dimension

Submit Damage Inventory



- Applicant presence required
- Regulatory deadline
- Approve materials online
- Documentation required

Complete for each project according to project requirements



PA Project Thresholds 2022

- Minimum Project Worksheet \geq \$ 3,500
- Small Projects \leq \$139,800
- Large Projects $>$ \$ 139,800

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Project Cost Shares

Cost Shares will be no lower than...

- Federal Share
75%
- State/Local/PNPs Cost Share
25%

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Project Worksheets (PW)

- Grant Document in Which Scope of Work and Eligible Costs are Identified
- FEMA'S Funding Document
- Includes information on Insurance and EHP reviews

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Permits (Prior to Start of Work)

- Check with Community Flood Plain Management for Requirements for Projects
- Ensure Montana DNRC Consulted for Stream Related Projects
- Ensure Montana Regulatory Office of USACE Consulted for Stream Related Projects
- Ensure Montana FW&P Office Consulted

Special Considerations

Consensus Based Codes and Standards

Disaster Recovery Reform Act of 2018 (DRRA) Section 1206, Code Administration and Enforcement amended the Stafford Act.

- **Section 402: General Federal Assistance - 42 U.S.C. §5170a**
 - “provide assistance to state and local governments for building code and floodplain administration and enforcement, including inspections for substantial damage compliance.”
- **Section 406: Repair, Restoration, and Replacement of Damaged Facilities - 42 U.S.C. §5172**
 - “base and overtime wages for extra hires to facilitate the implementation and enforcement of adopted building codes for a period of not more than 180 days after the major disaster is declared.”

DRRA 1206 Authorizes FEMA to Provide Resources to State, Local, Tribal and Territorial (SLTT) Partners



Building Code Administration (review and process building applications; collect fees; hire, train, supervise staff; etc.)



Code Enforcement (inspect structures; review elevation certificates; conduct and process condemnation determinations; etc.)



Floodplain Management Regulation, Administration, and Enforcement (hire, train, supervise staff; provide training; process permits; etc.)



Substantial Damage Operations (conduct field surveys; prepare cost information; perform inspections; etc.)



Categories of Work

Emergency Work

- Category A – Debris
- Category B – Emergency Protective Measures

Permanent Work

- Category C – Roads and Bridges
- Category D – Water Control Facilities
- Category E – Buildings and Equipment
- Category F – Utilities
- Category G – Parks, Recreation, and Other

Other

- Category Z – Management Costs
- Category B – Donated Resources



Timelines

- **Emergency Work** – 6 months from the Declaration Date, can be extended by Recipient for an additional 6 months
- **Permanent Work** – 18 months from the Declaration Date, can be extended by Recipient for an additional 18 months
- Any additional time needed past Recipient authority will need to be approved by FEMA



Category A – Debris Removal

Debris removal could be eligible if it,

- Eliminates immediate
 - threats to life, public health, and safety
 - threats of significant damage to public property
- Ensures economic recovery
- Removes substantially damaged structures



Category A – Debris Removal

Debris in a Natural Waterway/Stream (or Flood Control Works)

Eligible if the debris poses an immediate threat, such as when the debris:

- Obstructs, or could obstruct, intake structures;
- Could cause damage to structures, such as bridges and culverts; or
- Removal of the obstruction is eligible in streams where debris removal might also be eligible under the NRCS Emergency Watershed Protection Program (EWP) unless NRCS provides assistance for the debris removal.

Consult **FEMA-PDMG** to ensure work is not eligible under NRCS EWP Program!!!

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Private Property Debris Removal (PPDR)

For PPDR to be eligible, must request approval from FEMA by demonstrating,

- Legal Authority and Indemnification
- Removal is in the Public's Interest

Debris Removal From Private Roads



- If private roads have unrestricted access to the public, debris removal from the road could be eligible.
- Applicant would follow the same FEMA approval process as PPDR

Category B – Emergency Protective Measures

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These are activities taken before, during, and after a disaster:

- Activation and staffing of local and state EOCs.
- Overtime costs of staff used to board up windows, remove outside equipment, fill sandbags, etc.
- Mutual aid claims from outside assisting entities.
- Additional security hired for logistical staging areas, etc.
- Search and rescue operations.

Category B – Emergency Protective Measures

Category B – Emergency Protective Measures

Emergency Work Labor Eligibility		
Budgeted Employees	Overtime	Straight-Time
Permanent employee	✓	
Seasonal employee working during normal season of employment	✓	
Unbudgeted Employees	Overtime	Straight-Time
Essential employee called back from administrative leave	✓	✓
Permanent employee funded from external source	✓	✓
Temporary employee hired to perform eligible work	✓	✓
Season employee working outside normal season of employment	✓	✓

Category C-G Permanent Work

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Work Categories C-G

- Must repair, restore, or replace disaster-damaged facilities
- Must restore to pre-disaster design, capacity, and function in accordance with applicable codes and standards
- Must be required as a result of the disaster
- In conformity to current codes and standards
- May include cost-effective mitigation measures

Category Z– Management Costs

- **Costs related to the activities related to the receipt and administration of PA funding**
- **Capped at 5% of your total net A-G project cost, excluding donated resources projects**
- **Eligible costs can include:**
 - Preliminary Damage Assessments
 - Meetings regarding the PA Program or overall PA damage claim
 - Organizing PA damage sites into logical groups
 - Preparing correspondence
 - Site inspections
 - Travel expenses
 - Developing the detailed site-specific damage description
 - Evaluating Section 406 hazard mitigation measures
 - Preparing Small and Large Projects
 - Reviewing PWs
 - Collecting copying, filing, or submitting documents to support a claim
 - Requesting disbursement of PA funds
 - Training



Donated Resources

Applicant may use the value of donated resources to offset the non-Federal share of its eligible costs. The Applicant must track all donated resources in order to do so.

Donated Resources include:

- Volunteer Labor
- Donated Equipment
- Donated Supplies and Materials
- Logistical Support



Special Considerations

- Insurance
 - Floodplain
- PA Mitigation (406 Mitigation)
- Environmental and Historic Preservation (EHP)
- Additional Federal/State Compliance Requirements
- All Will be Outlined in the Grant Award Agreement –
Project Worksheet



Insurance

- FEMA funding is “last resort” funding
- Insurance proceeds must be accounted for to avoid duplication of benefits
- FEMA has additional requirements for communities participating in the National Flood Insurance Program, refer to PAPPG V4 along with the local and state NFIP Coordinators



406 Mitigation

- This is mitigation included on the project worksheet and is paid with PA funds
- FEMA Mitigation Specialists will work with the Applicant to explore potential mitigation options
- Mitigation measures are evaluated for cost-effectiveness, technical feasibility, and effectiveness

Environmental and Historic Preservation (EHP)

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- FEMA is required to review all PWs for compliance with applicable EHP laws and regulations
- Starting project work before FEMA EHP has finished their review could jeopardize funding
- Applicant is responsible for coordinating with regulatory agencies and acquiring necessary permits at the Local, State, and Federal level.



Procurement

- All procurement must be compliant with 2 CFR Part 200, 317-327
- FEMA reimburses costs incurred using three types of contract payment obligations:
 - fixed-price,
 - cost-reimbursement, and
 - to a limited extent, time and materials (T&M).
- All contracts must have the required contract clauses
- For more information visit,
<https://www.fema.gov/grants/procurement>

Procurement – PDAT Training/Resources

Procurement Under Grants Training | FEMA.gov

Procurement Under Grants Training

Upcoming Trainings

Recorded Training Sessions

Request PDAT Training

PDAT offers live virtual trainings and offers a webinar series available anytime to help you understand how to purchase in compliance with federal procurement rules.

Popular Links and Resources Shared in Training

PDAT's Webpage

PDAT Field Manual 

Public Assistance Policy, Guidance
and Fact Sheets

How To Avoid The Top 10
Procurement Mistakes 

PDAT Contract Provisions
Template 

State Entity FAQs 

Virtual PDAT Training Scheduled for
June 30, 2022, 12:00 – 2 p.m.



Appeals

- Any Determination Related to Federal Assistance May be Appealed
- Appeals are Time Limited
 - **60 Days** to Submit from Receipt of Notice of the Action Which is Being Appealed



Public Assistance Summary

- PA assists in the Restoration of Community Infrastructure
- It is a reimbursement program
- Federal Share of Eligible Costs Will be Awarded to the State for Disbursement to the Applicant

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Documentation

- FEMA has specific documentation requirements to validate costs
- The Applicant must maintain all original documentation supporting project costs claimed
- These requirements are outlined in the PAPPG V4



Closeout

- Small Projects ($\leq \$139,800$)
 - Paid on Estimate or Actual Costs
 - Applicant Certifies Completed Work
 - State Performs Random Project Inspections
- Large Projects ($> \$139,800$)
 - Payment Based on Actual Eligible Costs
 - Final Inspection Required
 - Project by Project Closeout Required



Audits

- Can Occur Any Time up to 3 Years After Closeout
- Can be Conducted by FEMA or State
- Can Result in Cost Adjustment or Disallowance
- Single Audits are Required on More Than \$750,000 in Federal Financial Assistance (REF: 2 CFR Part 200.501)



NEXT STEPS - APPLICANTS

- Submit Request for Public Assistance (RPA) in Grants Portal
 - **DEADLINE: JULY 16, 2022**
- FEMA Program Delivery Manager (PDMG) will conduct 1st Exploratory Call
- Recovery Scoping Meetings begin
- Site inspections (if necessary for projects to be completed)
- Final approvals on projects

FEMA PA Training/Resources

[FEMA PA Grants Portal - Grants Manager Channel -](#)

 <p>How-to: Submit a Request for Public Assistance for existing organizations</p> <p>Presented by Public Assistance Training Section</p> <p>Created 6:53</p> <p>Grants Portal - RPA Submission for Existing...</p> <p>797 views • 1 year ago</p>	 <p>Grants Portal Overview Webinar: "I'm logged in, now what?"</p> <p>Presented by Public Assistance Training Section</p> <p>50:25</p> <p>Grants Portal - "I'm logged in, now what?"</p> <p>5.5K views • Nov 3, 2020 YouTube › FEMA PA Grants Portal - Grants Manager Cha...</p>	 <p>Grants Portal Applicant Basics Webinar</p> <p>Presented by Public Assistance Training Section</p> <p>45:38</p> <p>Grants Portal - Applicant Basics</p> <p>4K views • 1 year ago</p>
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- Grants Portal inbox: **FEMA-Recovery-PA-Grants@fema.dhs.gov**
- Technical and training support at FEMA's PA Grants Portal Hotline: **(866) 337-8448**

CONTACT INFORMATION



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