Public Assistance Program Applicant Briefing for DR-4491,COVID-19 Response

State of Maryland

Maryland
EMERGENCY MANAGEMENT AGENCY

Declaration Summary

- DR-4491 Incident Period: January 20, 2020 and continuing
- DR-4491 Declaration Date: March 26, 2020
- Statewide Public Assistance
  - Cat B- Emergency Protective Measures
  - Direct Federal Assistance
- Cost Share: 75% Federal, 25% applicant share
- RPA Deadline: TBD
- Operations virtual at this time

What is the Public Assistance Program?

- FEMA PA is a reimbursement program
  - Based on actual/ incurred costs documented by an Applicant for eligible, event-related work
- The FEMA PA program provides assistance to local, state and tribal governments, and certain types of private nonprofit (PNP) organizations:
  - **Provide emergency protective measures**
- Entities **not** eligible for the FEMA PA program, or with ineligible costs
  - For-Profits/ businesses, please go to the Small Business Administration (SBA) for assistance https://www.sba.gov/page/coronavirus-covid-19-small-business-guidance-loan-resources and
  - https://govstatus.egov.com/md-coronavirus-business
  - Citizens/individuals, please work through your local for assistance; additional resources may be available through the CARES Act

Public Assistance Delivery Model Process

- Customer Service focused
- Project Specific Complexity
- Customer Specific Needs
- Overall Recovery Priorities
- Consistency
- Specialization
- National Standards
- <u>A Platform for Continuous Improvement</u>

What has not changed?

Laws, regulations, policy; Applicant's Role; Recipient's Role.

Eligible Applicants

- State, Territorial, Tribal, and Local governments
  - State agencies/entities, colleges and universities, etc.
  - Counties, cities, towns, villages, townships
  - Districts and regional authorities
- Certain Private Non-Profit (PNP) entities
  - Open to the general public
  - Own/operate an eligible facility
  - Critical/ Essential Services- Education, Medical, Utilities, Emergency Services
  - Non-Critical- Community centers, libraries, houses of worship

Eligible Applicants- How to Apply

- Applicants can apply for a FEMA Grants Portal account by going to:
  - Google Form (if not already completed)
  - Request for Public Assistance (RPA) can be submitted two ways:
    - MEMA staff can submit on your behalf
    - You may submit using the instructions found here:
    - RPA for Government Agencies and Departments
    - RPA for Private Non-Profits
  - DUNS # Required before any steps can be completed
    - Available thru 1-866-705-5711 or http://fedgov.dnb.com/webform

Eligible Applicants- How to Apply

PNPs require additional supporting documentation can be uploaded into Grants Portal or sent to publicassistance.mema@maryland.gov:

- current ruling letter from the IRS granting tax exemption under Sections 501 (c), (d), or (e); **or** State-issued documentation substantiating non-revenue producing, nonprofit entity organized or doing business under State law.
- PNP Questionnaire (a section of their RPA)
- Proof of ownership/legal responsibility for an eligible facility
- Articles of Incorporation, Charter, Bylaws
- Accreditation (schools only)
- Insurance Coverage Documentation

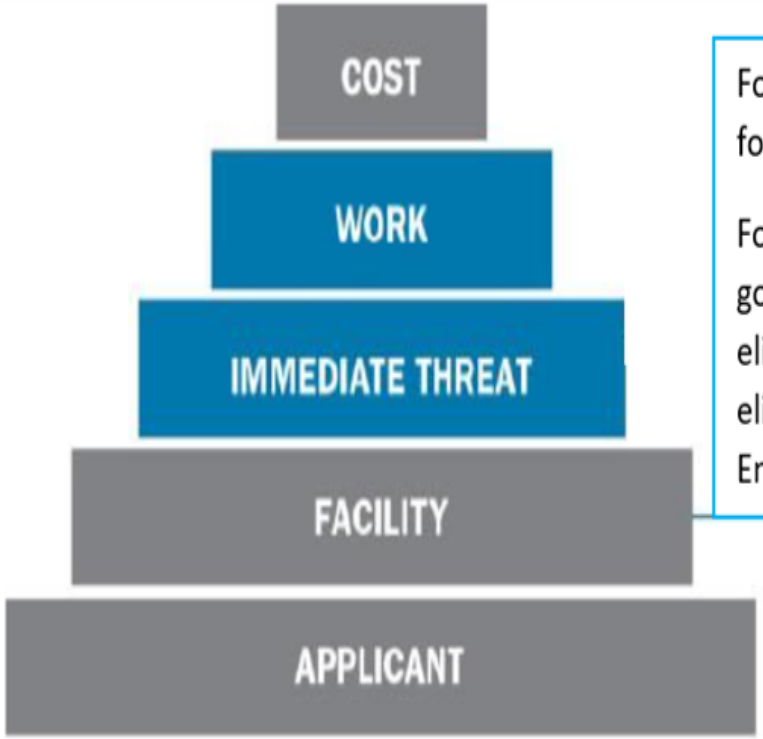
PA Grants Portal

- FEMA Grants Portal
  - Gateway for Public Assistance reimbursement
  - Individual user log-ins for each Applicant POC
  - Creates transparency across all levels of the process

- Applicants will use it to:
  - Submit project forms and supporting documentation
  - Monitor & Manage projects and reimbursement

  Note: Must use Mozilla Firefox, Google Chrome, or Microsoft Edge, as Internet Explorer will not work

Public Assistance Eligibility Pyramid

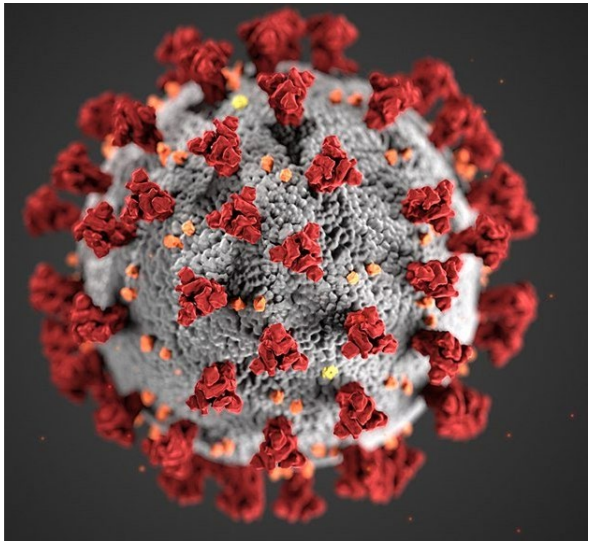


For PNPs, the facility must be eligible for the work to be eligible.

For State, Territorial, Tribal, and Local governments, facility eligibility must be eligible for temporary repairs. Facility eligible is not applicable to other Emergency Protective Measures.

Through the PA Program, applicants are reimbursed for *necessary* and *reasonable* costs incurred for *eligible* work directly related to an emergency situation.

Public Assistance COVID-19 Specifics



COVID-19 Eligible Costs

- Incurred by an eligible Applicant
  - Must meet project minimum cost of $3,300
- Directly tied to the performance of Eligible Work
- *Necessary* and *reasonable* to accomplish the Eligible Work
- Properly documented
  - Consistent with Applicant's established policies (Insurance, personnel, etc.)
  - As detailed in a Mutual Aid Agreement or Memorandum of Understanding (MOU)
- Compliant with all Federal, State, Local Regulations
  - Procurement
  - Environmental & Historic Preservation
  - Permitting
- Reduced by all applicable credits (Insurance, Fair Market Value, etc.)
  - Cannot be duplicated by multiple funding sources

COVID-19 Eligible Work Activities

- COVID-19 Declaration, FEMA PA includes Emergency Protective Measures only (Category B)
- Be required as a result of the COVID-19
- Be located within the designated area (State-wide, all jurisdictions)
- Be the legal responsibility of an eligible Applicant
- Emergency Work is that which must be done immediately to:
  - Save lives;
  - Protect public health and safety;
  - Protect improved property; or
  - Eliminate or lessen an immediate threat of additional damage

COVID-19 Eligible Emergency Protective Measures

(all current eligibility guidance is posted at: MEMA Public Assistance COVID-19 Guidance)

- 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 to state, tribal, territorial or local governments on emergency management and control of immediate threats to public health and safety
- 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 (for treatment when existing facilities are reasonably forecasted to become overloaded in the near term and cannot accommodate the patient load or to quarantine potentially infected persons)
  - Use of specialized medical equipment
  - Medical waste disposal
  - Emergency medical transport

COVID-19 Eligible Emergency Protective Measures

(all current eligibility guidance is posted at: MEMA Public Assistance COVID-19 Guidance)

- Medical sheltering (e.g. when existing facilities are reasonably forecasted to become overloaded in the near future and cannot accommodate needs)
  - All sheltering must be conducted in accordance with standards and/or guidance approved by HHS/CDC and must be implemented in a manner that incorporates social distancing measures
  - Non-congregate medical sheltering is subject to prior approval by FEMA and is limited to that which is reasonable and necessary to address the public health needs of the event, is pursuant to the direction of appropriate public health officials and does not extend beyond the duration of the Public Health Emergency
    - Non-congregate medical sheltering (NCS) requests should be sent from an Applicant through the State EM to FEMA R3
    - FEMA Regional Administrator has been delegated the authority to approve for the first 30 days of the sheltering operation

COVID-19 Eligible Emergency Protective Measures

(all current eligibility guidance is posted at: MEMA Public Assistance COVID-19 Guidance)

- Household pet sheltering and containment actions related to household pets in accordance with CDC guidelines
- Purchase and distribution of food, water, ice, medicine, and other consumable supplies, to include personal protective equipment and hazardous material suits
- 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

COVID-19 Ineligible Costs

Ineligible Costs

- Loss of Revenue
- Loss of Useful Service Life
- Tax Assessments
- Increased Operating Costs
- Any personnel costs that are not documented through clear applicant policies
- Costs associated with mandatory telework

*although these costs are ineligible through Public Assistance, we encourage applicants to track in the event that costs are eligible under other Federal Programs

COVID-19 Documentation Requirements

- Applicants are responsible for detailing their activities and providing supporting documentation, to include:
  - Established policies: Insurance, personnel, procurement
  - Insurance Statement of Loss or received reimbursement (if applicable)
  - Any COVID-19 proclamations or orders
  - Invoices, estimates, or bids
  - Force Account labor, equipment, and material quantities and rates/costs
    - 2019 FEMA equipment rates: https://www.fema.gov/media-library/assets/documents/136901

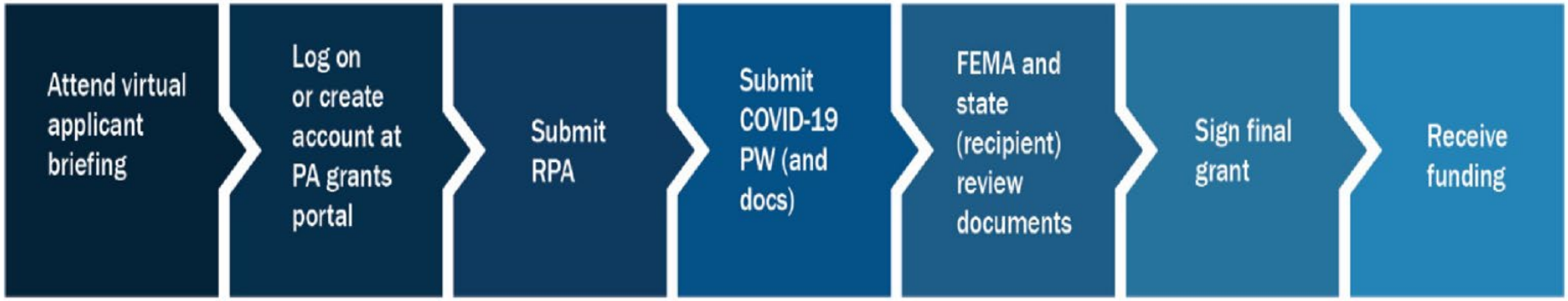
COVID-19 Emergent & Exigent Circumstances

- In certain circumstances, federal regulations allow for noncompetitive procurement
  - Including when a state or non-state entity determines that immediate actions required to address the public exigency or emergency cannot be delayed by a competitive solicitation.
- FEMA approval is not required for use of noncompetitive procurements under the emergency or exigency exception, however:
  - The state or non-state entity must document its justification for using noncompetitive procurements
  - Must still comply with other procurement requirements
  - Must ensure that costs are reasonable & necessary
- Emergency- threat to life, public health or safety, or improved property requiring immediate action to alleviate the threat.
  - Circumstances are generally short-lived
- Exigency- need to avoid, prevent, or alleviate serious harm or injury for which urgent action is required and may not be supported by the use of competitive procurement proposals
  - Circumstances can exist for a period of weeks or months

COVID-19 Funding & Duplication of Benefits

- FEMA PA is a reimbursement program based on actual, documented costs
- FEMA cannot duplicate funding from any other source
  - Including Insurance, other grant programs, or Other Federal Agencies
  - Must reduce projects by anticipate or received Insurance proceeds
  - For COVID-19: Other Federal Agencies include (but are not limited to)
    - HHS (Health & Human Services) which is funded at 100% federal cost share
    - CDC (Center for Disease Control) which is funded at 100% federal cost share
- While some activities may be listed as eligible for funding through multiple programs
  - Final reimbursement determinations will be coordinated by HHS, CDC, and FEMA
  - FEMA can not duplicate any assistance provided by HHS/CDC, or any other federal sources

COVID-19- PA Process Simplified Application



- Simplified Application facilitates Applicant-driven recovery
  - Applicant submits RPA then project request/documentation
    - Projects can be versioned or new Projects created as event-related activities & costs are incurred
  - Recipient & FEMA review for eligibility
  - Environmental & Historic Preservation review for compliance
  - Applicant signs finalized project
  - FEMA obligates (at 75% federal cost share) to Recipient
  - Recipient disburses funding to Applicant
- Grants Monitoring, quarterly reporting, and closeout processes remain unchanged and will by coordinated by the State

COVID-19 Applicant Next Steps

- Continue providing response activities to save & protect lives
  - Communicate unmet needs to your local, county, or Maryland Emergency Management Agency
- Continue documenting activities and incurred costs
  - Including established policies and COVID-19 proclamations or orders
- Go to MEMA Public Assistance webpage and submit your Request for Grants Portal Account
- Gather & submit documentation in Grants Portal relating to COVID-19 eligible work
- Begin Project development
  - Through coordination with State and FEMA PA staff
  - Through the Simplified Application process

Streamlined Project Application

Applicants will complete and submit forms and documentation in the FEMA Grants Portal

Projects should be reasonably consolidated to minimize delays in processing reimbursement:

- Costs can be split based on time period (30, 60 or 90 days)
- All supporting documentation must be provided (invoies, timesheets, contracts, receipts, policies, etc)

Streamlined Project Application Summary of Process

Summary of Project Process Steps	
Pending Formulation Completion	The project application is pending completion and upload by the Applicant.
Pending CRC Project Development, Peer Review, Insurance Completion, QA Review, or EHP Review	FEMA specialists are processing the project, including reviewing documentation, developing scopes of work and cost estimates, and ensuring compliance with applicable requirements.
Pending Final FEMA Review	A FEMA official is conducting a final project eligibility review.
Pending Recipient Final Review	A Recipient official is conducting a final project eligibility review.
Pending Applicant Project Review	The project is ready for the Applicant's final review and signature.
Applicant Signed Project	The project is ready for FEMA to make funding available through the Recipient for the Applicant.
Obligated	Federal funding has been approved for release through the Recipient to the Applicant.

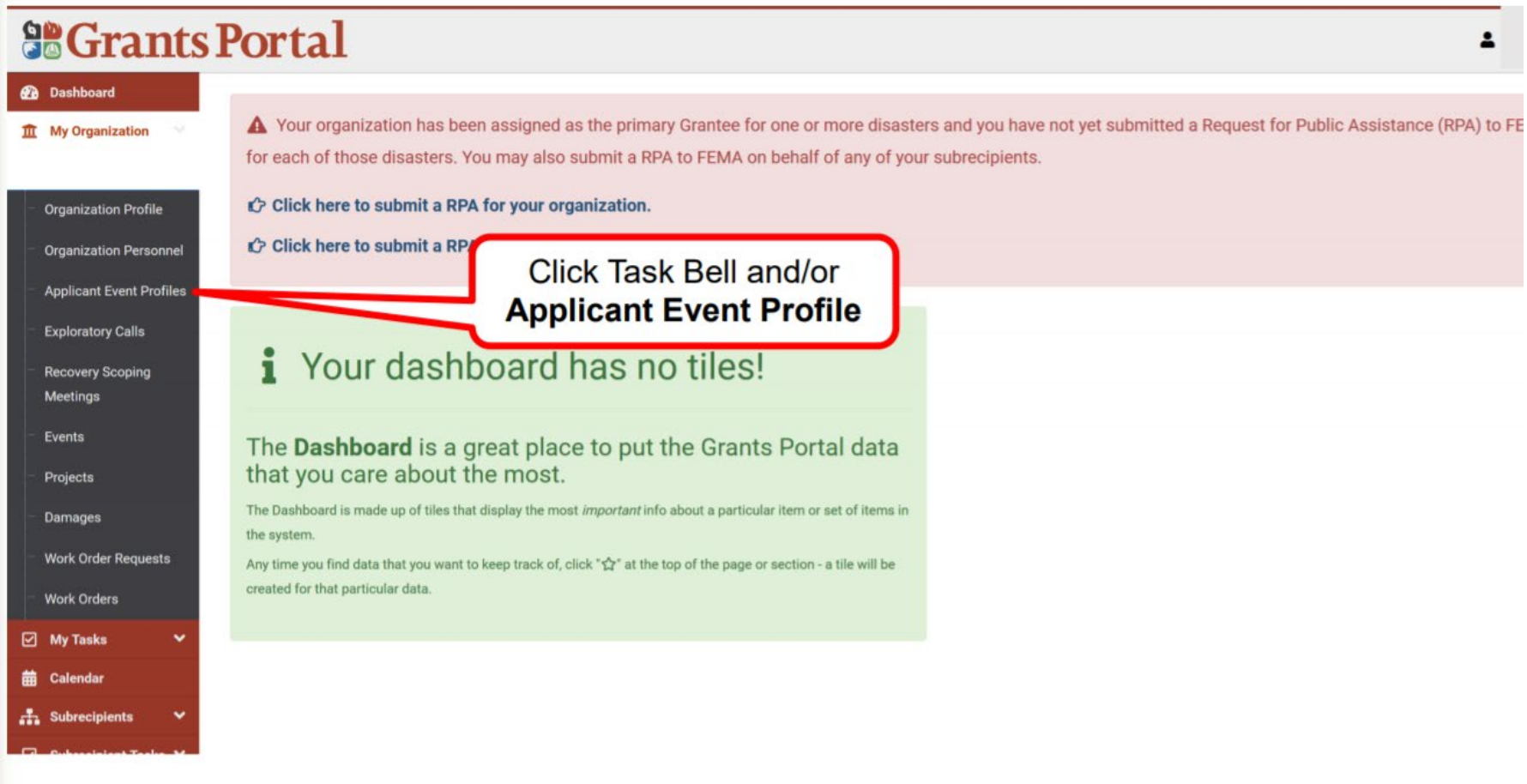
COVID-19 Streamlined Project Application

Cost	Funding Request Type	Work Status	Cost Basis	Schedules Required					
				A	B	C	D	EZ	F*
Less than $131,100	Small	Any	Any					X	X
Equal to or greater than $131,100	Large Expedited	Any	Applicant-Provided Information	X					X
	Large Regular	Complete	Actual Costs		X		X		X
		In-progress	Actual Costs & Applicant-Provided Information			X	X		X
		Not started	Applicant-Provided Information			X	X		X

*Schedule F may be required based on specific activities.

All required schedules attached to the Streamlined Project Application can be found in one document located in the Grants Portal

Streamlined Project Application Instructions



Grants Portal

Dashboard

My Organization

State of Oklahoma (OEM) (000-00641-00)

- Organization Profile
- Organization Personnel
- Applicant Event Profiles
- Exploratory Calls
- Recovery Scoping Meetings
- Events
- Projects
- Damages
- Work Order Requests
- Work Orders

My Tasks

Calendar

Subrecipients

Subrecipient Tasks

Utilities

Applicant Event Profile

4530DR-OK (4530DR) / State of O

SUBMIT PROJECT APPLICATION | OPTIONS | REPORTS

State of Oklahoma (OEM) is **pending grant completion**.

A completed online Project Application is required in order to submit your funding request to FEMA. FEMA will no longer accept Project Applicati

Submit a Project Application

View Pending Streamlined Project Applications

Click **Submit Project Application** or hyperlink on "yellow brick road"

General Information

FEMA PA CODE	000-00641-00
NAME	State of Oklahoma (OEM)
TYPE	[illegible]
SECTOR	--
STATUS	Eligible
RPA DECISION DATE	03/23/2020 04:54 PM CDT
PROCESS STEP	Pending Grant Completion *As of April 14th, 2020 11:13 AM CDT*

Event Information

JOB #	4530DR
EVENT NAME	4530DR-OK
EVENT TYPE	Disaster
INCIDENT TYPE	Biological
INCIDENT LEVEL	3
INCIDENT START DATE	January 20, 2020
INCIDENT END DATE	Ongoing
DECLARATION DATE	April 5, 2020

Grants Portal

Dashboard
My Organization
State of Oklahoma (OEM) (000-00641-00)
Organization Profile
Organization Personnel
Applicant Event Profiles
Exploratory Calls
Recovery Scoping Meetings
Events
Projects
Damages
Work Order Requests
Work Orders
My Tasks
Calendar
Subrecipients
Subrecipient Tasks
Utilities
Intelligence

Streamlined Project Application

CANCEL

4530DR-OK (4530DR) / State of Oklahoma (OEM) (000-00641-00) / Create Streamlined Project Application

What type of Project do you want to create?

EMERGENCY PROTECTIVE MEASURES

Projects to request reimbursement of emergency protective measures (Category B) conducted to address immediate threats to life, public health, or safety.

MANAGEMENT COSTS

Projects to request reimbursement of Management Costs (Category Z) incurred in the administration of the Public Assistance program.

Emergency Protective Measures (Category B)

Management Costs (Category Z)

***** Choose Emergency Protective Measures. Category Z will be created by FEMA for this event*****

Grants Portal

Dashboard
My Organization
My Tasks
Calendar
Subrecipients
Organization Profiles
Organization Personnel
Applicant Event Profiles
Exploratory Calls
Recovery Scoping Meetings
Projects
Damages
Work Order Requests
Work Orders
Subrecipient Tasks

Streamlined Project Application

CANCEL

4480DR-NY (4480DR) / Oyster Bay, / Create Streamlined Project Application

Help | Section I - Project Application Information

Submitting the Streamlined Project Application At a Glance

You must complete this application to receive reimbursement from FEMA's Public Assistance program.

Time to Complete

1-2 hours depending on the types of activities conducted and amount of funding requested. Please have your documents ready to upload.

Key Considerations

- Incorrect or incomplete information will delay funding. (More Info)
- FEMA funds 75% of activity cost. (More Info)
- FEMA cannot duplicate other grant funding. (More Info)
- FEMA cannot duplicate medical payments. (More Info)
- This application is only for financial assistance. (More Info)

About this Application

This application will autosave as you fill it out. You may fill out this application in one sitting or over time.

FEMA developed the streamlined project application to simplify the application process for Public Assistance funding under the COVID-19 pandemic declarations. After you, the Applicant, complete this application, it will be submitted to the Recipient and FEMA for review and development of an eligible Public Assistance subgrant.

What is an Applicant, Recipient, Project / Subgrant?

What Will FEMA Reimburse?

Scroll down to review Application Process

Grants Portal

Dashboard
My Organization
State of Oklahoma (OEM) (000-00641-00)
Organization Profile
Organization Personnel
Applicant Event Profiles
Exploratory Calls
Recovery Scoping Meetings
Events
Projects
Damages
Work Order Requests
Work Orders
My Tasks
Calendar
Subrecipients
Subrecipient Tasks
Utilities
Intelligence

Streamlined Project Application

4530DR-OK (4530DR) / State of Oklahoma (OEM) (000-00641-00) / Create Streamlined Project Application

Help — Create

Section I – Project Application Information

Declaration # 4530DR-OK

Organization State of Oklahoma (OEM)

FEMA PA Code 000-00641-00

Applicant-Assigned Project Application # *

Project Application Title *

Step 1: Enter Project Application Number

Step 2: Enter Project Application Title

Section II - Scope of Work

Section II Instructions

Applicants must complete this section and describe the activities that the Applicant conducted or will conduct in response to COVID-19. For certain activities, Applicants must provide additional information in Schedules D and F.

Description of Activities

Please provide a brief description of the activities the Applicant conducted or will conduct. *

Step 3: Enter Description of Activities

Grants Portal

Dashboard
My Organization
State of Oklahoma (OEM) (000-00641-00)
Organization Profile
Organization Personnel
Applicant Event Profiles
Exploratory Calls
Recovery Scoping Meetings
Events
Projects
Damages
Work Order Requests
Work Orders
My Tasks
Calendar
Subrecipients
Subrecipient Tasks
Utilities
Intelligence

Streamlined Project Application

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Please select all the activities the Applicant conducted or will conduct. *

Management, control, and reduction of immediate threats to public health and safety

- [x] Emergency operations center activities
- [ ] Training
- [ ] Facility disinfection
- [ ] Technical assistance on emergency management
- [ ] Dissemination of information to the public to provide warnings and guidance
- [ ] Pre-positioning or movement of supplies, equipment, or other resources
- [ ] Purchase and distribution of food, water, or ice
- [ ] Purchase and distribution of other commodities
- [ ] Security, law enforcement, barricading, and patrolling
- [ ] Storage of human remains or mass mortuary services
- [ ] Other

Emergency Medical Care

- [ ] Purchase and distribution/use of medical supplies & equipment >
- [ ] Provision of medical services >
- [ ] Enhanced medical facilities >

Sheltering

- [ ] Isolation-related temporary lodging (View External Resource)
- [ ] Quarantine-related temporary lodging (View External Resource)
- [ ] High-risk population sheltering
- [ ] Healthcare worker and first responder temporary lodging
- [ ] Household pet or assistance animal or service animal sheltering
- [ ] Other

Other

- [ ] Other Activity

Select activities conducted or to be conducted

Grants Portal

Dashboard
My Organization
State of Oklahoma (OEM) (000-00641-00)
Organization Profile
Organization Personnel
Applicant Event Profiles
Exploratory Calls
Recovery Scoping Meetings
Events
Projects
Damages
Work Order Requests
Work Orders
My Tasks
Calendar
Subrecipients
Subrecipient Tasks
Utilities

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Please select the method(s) of work the Applicant used or will use to complete the activities reported above.

- [ ] Establishment of temporary facilities
  - [ ] Repurposing, renovating, or reusing existing facilities
  - [ ] Placing prefabricated facilities on a site
  - [ ] Constructing new temporary medical or sheltering facilities
- [ ] Staging resources at an undeveloped site
- [ ] Purchase of meals for emergency workers
- [ ] Purchase of supplies or equipment
- [ ] Purchase of land or buildings

Locations

Please select the locations where the activities reported above were or will be conducted. *

- [ ] Jurisdiction-wide
- [ ] Geographic area(s)
- [ ] Specific sites

Select locations

Grants Portal

Dashboard
My Organization
NYS Division of Homeland Security & Emergency Services (000-U8QEH-00)
Organization Profile
Organization Personnel
Applicant Event Profiles
Exploratory Calls
Recovery Scoping Meetings
Events
Projects
Damages
Work Order Requests
Work Orders
My Tasks
Calendar
Subrecipients
Subrecipient Tasks
Utilities
Resources
Intelligence

Streamlined Project Application Section II – Scope of Work

? HELP | SAVE

4480DR-NY (4480DR) / NYS Division of Homeland Security & Emergency Services (000-U8QEH-00) / Streamlined Project Application

Description of Activities | Locations | Documents | Summary

Section II Instructions

Applicants must complete this section and describe the activities that the Applicant conducts ... Applicants must provide additional information in Schedules D and F.

Locations

Please select the locations where the activities ... above were or will be conducted. *

- [ ] Jurisdiction-wide
- [ ] Geographic area(s)
- [x] Specific sites

Is this an individual address or a list of latitudes and longitudes? *

- ( ) Address
- ( ) List of latitudes and longitudes

« BACK | PROCEED »

If specific site is chosen

Select if documentation will be address or GPS coordinates

Grants Portal

Dashboard
My Organization
NYS Division of Homeland Security & Emergency Services (000-U80EH-00)
Organization Profile
Organization Personnel
Applicant Event Profiles
Exploratory Calls
Recovery Scoping Meetings
Events
Projects
Damages
Work Order Requests
Work Orders
My Tasks
Calendar
Subrecipients
Subrecipient Tasks
Utilities
Resources
Intelligence

Streamlined Project Application Section II – Scope of Work

? HELP | SAVE

4480DR-NY (4480DR) / NYS Division of Homeland Security & Emergency Services (000-U80EH-00) / Streamlined Project Application

Description of Activities | Locations | Documents | Summary

Section II Instructions

Applicants must complete this section and describe the activities that the Applicant conducted or will conduct in response to COVID-19. For certain activities, Applicants must provide additional information in Schedules D and F.

Locations

Please select the locations where the activities reported above were or will be conducted. *

- [ ] Jurisdiction-wide
- [ ] Geographic area(s)
- [x] Specific sites

Is this an individual address or a list of latitudes and longitudes? *

- ( ) Address
- (•) List of latitudes and longitudes

Please list the latitudes and longitudes separated by a semicolon (;). *

List of latitude and longitudes

Enter GPS Coordinates

‹ BACK | PROCEED ›

Grants Portal

Dashboard
My Organization
NYS Division of Homeland Security & Emergency Services (000-U8QEH-00)
Organization Profile
Organization Personnel
Applicant Event Profiles
Exploratory Calls
Recovery Scoping Meetings
Events
Projects
Damages
Work Order Requests
Work Orders
My Tasks
Calendar
Subrecipients
Subrecipient Tasks
Utilities
Resources
Intelligence

Streamlined Project Application Section II – Scope of Work

? HELP | SAVE

4480DR-NY (4480DR) / NYS Division of Homeland Security & Emergency Services (000-U8QEH-00) / Streamlined Project Application

Description of Activities | Locations | Documents | Summary

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Locations

Please select the locations where the activities reported above were or will

- [ ] Jurisdiction-wide
- [ ] Geographic area(s)
- [x] Specific sites

Is this an individual address or a list of latitudes and longitudes? *

- (•) Address
- ( ) List of latitudes and longitudes

Address 1 *
Address 1

Address 2
Address 2

City *
City

State *
Choose State...

Zip *
Zip

Enter address of site

‹ BACK | PROCEED ›

amlined Project Application Section II – Scope of Work

480DR) / NYS Division of Homeland Security & Emergency Services (000-U8QEH-00) / Streamlined Project Application

Description of Activities | Locations | Documents

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- [x] Specific sites

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Please list the latitudes and longitudes separated by a semicolon (;). *

List of latitude and longitudes

Enter GPS Coordinates

BACK

Grants Portal

- Dashboard
- My Organization
  State of Oklahoma (OEM) (000-00641-00)
  - Organization Profile
  - Organization Personnel
  - Applicant Event Profiles
  - Exploratory Calls
  - Recovery Scoping Meetings
  - Events
  - Projects
  - Damages
  - Work Order Requests
  - Work Orders
- My Tasks
- Calendar
- Subrecipients
- Subrecipient Tasks

Streamlined Project Application Create Emergency Protective Measures Application

4530DR-OK (4530DR) / State of Oklahoma (OEM) (000-00641-00) / **Create Streamlined Project Application**

Section III - Cost and Work Status Information

Section III Instructions

Applicants must complete this section and provide the costs of the activities reported in Section II. Applicants must also complete Schedule A, B, C, or EZ as instructed to estimate a project cost.

General Cost & Work Status Questions

An Applicant may request approval for expedited funding from the Recipient and FEMA if they have an immediate need for funding to continue life-saving emergency protective measu
If approved, the Applicant will be awarded 50% of the FEMA-confirmed project cost based on initial documentation. However, the Applicant will then be required to provide all informati
including all documentation to support actual incurred costs, to support the initial 50% of funding before receiving any additional funding. Applicants will be required to return any fund
that were not spent in compliance with the program's terms and conditions. In general, Applicants who have never received FEMA Public Assistance funding and do not have significar
experience with federal grant requirements should avoid expedited funding or, at a minimum, discuss expedited funding with their Recipient emergency management office prior to
requesting expedited funding. Expedited funding is only available for activities completed during specific time periods.

Does the Applicant want to request expedited funding? *

- ◯ Yes
- ◯ No

Is applicant seeking expedited funding?

Grants Portal

Dashboard
My Organization
State of Oklahoma (OEM) (000-00641-00)
Organization Profile
Organization Personnel
Applicant Event Profiles
Exploratory Calls
Recovery Scoping Meetings
Events
Projects
Damages
Work Order Requests
Work Orders
My Tasks
Calendar
Subrecipients
Subrecipient Tasks
Utilities
Intelligence

Streamlined Project Application Create Emergency Protective Measures Application

CANC

Does the Applicant want to request expedited funding? *

- (●) Yes
- ( ) No

Step 1: Select Yes or No

Certification

It is important to know that upon submittal your project application becomes a legal document. FEMA may use external sources to verify the accuracy of the information you enter. It is a violation of Federal law to intentionally make false statements or hide information when applying for Public Assistance. This can carry severe criminal and civil penalties including a fine of up to $250,000, imprisonment, or both. (18 U.S.C. §§ 287, 1001, 1040, and 3571).

☐ I have read the statements above and understand that I will be required to certify these statements upon completion of my project application.

⚠ **Based upon your answers in Section III, you will be required to complete the following Schedules upon creation of this Streamlined Project Application.**

- You are required to complete a Schedule A form because the Applicant is requesting expedited funding.

‹ BACK

Step 2: Click **Create Streamlined Project Application**

✓ CREATE STREAMLINED PROJECT APPLICATION

Grants Portal

Dashboard
My Organization
State of Oklahoma (OEM) (000-00641-00)
Organization Profile
Organization Personnel
Applicant Event Profiles
Exploratory Calls
Recovery Scoping Meetings
Events
Projects
Damages
Work Order Requests
Work Orders
My Tasks
Calendar
Subrecipients
Subrecipient Tasks

Streamlined Project Application Create Emergency Protective Measures Application

4530DR-OK (4530DR) / State of Oklahoma (OEM) (000-00641-00) / Create Streamlined Project Application

requesting expedited funding. Expedited funding is only available for activities completed during specific time periods.

Does the Applicant want to request expedited funding? *

- ○ Yes
- ◉ No

If no expedited funding

Is the Applicant's estimated cost for activities reported in Section II greater than or equal to $131,100.00? *

- ◉ Yes
- ○ No

Costs greater than or equal to $131,100?

What is the status of the activities reported in Section II? *

An Applicant may not request funding for activities conducted prior to 01/20/2020, the beginning of the COVID-19 incident period. This question should be answered once to describe all the activities reported in Section II (i.e. the earliest start date and the latest end date). If FEMA's eligibility criteria for certain activities are limited to specific time periods, FEMA will ask for the time period that a particular activity was or will be conducted.

- ○ Activities started and completed
- ○ Activities started with projected end date
- ○ Activities started with no predictable end date
- ○ Activities have not started

Provide status of activities

Grants Portal

Dashboard
My Organization
State of Oklahoma (OEM) (000-00641-00)
Organization Profile
Organization Personnel
Applicant Event Profiles
Exploratory Calls
Recovery Scoping Meetings
Events
Projects
Damages
Work Order Requests
Work Orders
My Tasks
Calendar
Subrecipients
Subrecipient Tasks
Utilities
Intelligence

Streamlined Project Application Create Emergency Protective Measures Application

4530DR-OK (4530DR) / State of Oklahoma (OEM) (000-00641-00) / **Create Streamlined Project Application**

What is the status of the activities reported in Section II? *

An Applicant may not request funding for activities conducted prior to 01/20/2020, the beginning of the COVID-19 incident period. This question should be answered once to describe all the activities reported in Section II (i.e. the earliest start date and the latest end date). If FEMA's eligibility criteria for certain activities are limited to specific time periods, FEMA will ask for the time period that a particular activity was or will be conducted.

- (●) Activities started and completed
  - Date Started *
  - Date Completed *
- ( ) Activities started with projected end date
- ( ) Activities started with no predictable end date
- ( ) Activities have not started

Activities started and completed?

Based upon your answers in Section III, you will be required to complete the following Schedules upon creation of this Streamlined Project Application.

- You are required to complete a Schedule B form because activities are completed.
- You are required to complete a Schedule D form because the Applicant's estimated cost for activities reported in Section II is greater than $131,100.00.

Schedule B & D forms required

BACK

CREATE STREAMLINED PROJECT APPLICATION

Grants Portal

Dashboard

My Organization

State of Oklahoma (OEM) (000-00641-00)

- Organization Profile
- Organization Personnel
- Applicant Event Profiles
- Exploratory Calls
- Recovery Scoping Meetings
- Events
- Projects
- Damages
- Work Order Requests
- Work Orders

My Tasks

Calendar

Subrecipients

Subrecipient Tasks

Streamlined Project Application Create Emergency Protective Measures Application

4530DR-OK (4530DR) / State of Oklahoma (OEM) (000-00641-00) / **Create Streamlined Project Application**

the activities reported in Section II (i.e. the earliest start date and the latest end date). If FEMA's eligibility criteria for certain activities are limited to specific time periods, FEMA will ask fo the time period that a particular activity was or will be conducted.

- ○ Activities started and completed
- ◉ Activities started with projected end date

Date Started *

% Complete *

Projected Completion End Date *

Activities started with projected end date

- ○ Activities started with no predictable end date
- ○ Activities have not started

Based upon your answers in Section III, you will be required to complete the following Schedules upon creation of this Streamlined Project Application.

- You are required to complete a Schedule C form because activities are not completed.
- You are required to complete a Schedule D form because the Applicant's estimated cost for activities reported in Section II is greater than $131,100.00.

Schedule C & D forms required

BACK

CREATE STREAMLINED PROJECT APPLICATION

Grants Portal

Dashboard

My Organization

State of Oklahoma (OEM) (000-00641-00)

- Organization Profile
- Organization Personnel
- Applicant Event Profiles
- Exploratory Calls
- Recovery Scoping Meetings
- Events
- Projects
- Damages
- Work Order Requests
- Work Orders

My Tasks

Calendar

Subrecipients

Subrecipient Tasks

Streamlined Project Application Create Emergency Protective Measures Application

4530DR-OK (4530DR) / State of Oklahoma (OEM) (000-00641-00) / **Create Streamlined Project Application**

What is the status of the activities reported in Section II? *

An Applicant may not request funding for activities conducted prior to 01/20/2020, the beginning of the COVID-19 incident period. This question should be answered once to describe all the activities reported in Section II (i.e. the earliest start date and the latest end date). If FEMA's eligibility criteria for certain activities are limited to specific time periods, FEMA will ask fo the time period that a particular activity was or will be conducted.

- ○ Activities started and completed
- ○ Activities started with projected end date
- ◉ Activities started with no predictable end date

Date Started *

% Complete *

- ○ Activities have not started

Activities started with no predictable end date

Based upon your answers in Section III, you will be required to complete the following Schedules upon creation of this Streamlined Project Application.

- You are required to complete a Schedule C form because activities are not completed.
- You are required to complete a Schedule D form because the Applicant's estimated cost for activities reported in Section II is greater than $131,100.00.

BACK

CREATE STREAMLINED PROJECT APPLICATION

Schedule C & D forms required

Grants Portal

- Dashboard
- My Organization
  State of Oklahoma (OEM) (000-00641-00)
  - Organization Profile
  - Organization Personnel
  - Applicant Event Profiles
  - Exploratory Calls
  - Recovery Scoping Meetings
  - Events
  - Projects
  - Damages
  - Work Order Requests
  - Work Orders
- My Tasks
- Calendar
- Subrecipients
- Subrecipient Tasks

Streamlined Project Application Create Emergency Protective Measures Application

What is the status of the activities reported in Section II? *

An Applicant may not request funding for activities conducted prior to 01/20/2020, the beginning of the COVID-19 incident period. This question should be answered once to describe all the activities reported in Section II (i.e. the earliest start date and the latest end date). If FEMA's eligibility criteria for certain activities are limited to specific time periods, FEMA will ask for the time period that a particular activity was or will be conducted.

- ○ Activities started and completed
- ○ Activities started with projected end date
- ○ Activities started with no predictable end date
- ◉ Activities have not started

Step 1: Activities have not started?

Certification

It is important to know that upon submittal your project application becomes a legal document. FEMA may use external sources to verify the accuracy of the information you enter. It is a violation of Federal law to intentionally make false statements or hide information when applying for Public Assistance. This can carry severe criminal and civil penalties including a fine of up to $250,000, imprisonment, or both. (18 U.S.C. §§ 287, 1001, 1040, and 3571).

☑ I have read the statements above and understand that I will be required to certify these statements upon completion of my project application.

Step 2: Applicant will certify statements

Step 3: Click **Create Streamlined Project Application**

✔ CREATE STREAMLINED PROJECT APPLICATION

Grants Portal

Dashboard

My Organization

State of Oklahoma (OEM) (000-00641-00)

- Organization Profile
- Organization Personnel
- Applicant Event Profiles
- Exploratory Calls
- Recovery Scoping Meetings
- Events
- Projects
- Damages
- Work Order Requests
- Work Orders

My Tasks

Streamlined Project Application Create Emergency Protective Measures Application

4530DR-OK (4530DR) / State of Oklahoma (OEM) (000-00641-00) / **Create Streamlined Project Application**

Is the Applicant's estimated cost for activities reported in Section II greater than or equal to $131,100.00? *

- ○ Yes
- ◉ No

If project is less than $131,100, choose No.

What is the status of the activities reported in Section II? *

An Applicant may not request funding for activities conducted prior to 01/20/2020, the beginning of the COVID-19 incident period. This question should be answered once to describe all the activities reported in Section II (i.e. the earliest start date and the latest end date). If FEMA's eligibility criteria for certain activities are limited to specific time periods, FEMA will ask for the time period that a particular activity was or will be conducted.

- ◉ Activities started and completed

Date Started *

Date Completed *

- ○ Activities started with projected end date
- ○ Activities started with no predictable end date
- ○ Activities have not started

Regardless of the status of activities, Schedule EZ should be completed.

Based upon your answers in Section III, you will be required to complete the following Schedules upon creation of this Streamlined Project Application.

- You are required to complete a Schedule EZ form because the Applicant's estimated cost for activities reported in Section II is less than $131,100.00.

What's Next?

- FEMA Reviews Project and Develops Scope of Work based on your documentation (Timelines have **not** been established)
  - Additional information may be requested, FEMA will reach directly out to Project POC as required
  - Expedited funding needs will be handled on a case by case basis and request should be made in both the Grants Portal and by contacting the state at publicassistance.mema@maryland.gov
- The State will review and approve project
  - Again, additional information may be requested, MEMA PA will reach directly out to Project POC as required

What’s Next?

- The Applicant will review and approve project
  - If changes are necessary, Project POC should notify MEMA PA before approving, so that changes may be reviewed and considered
  - It is important NOT to sign a project that is found to not be accurate
  - Additional documentation may be required

Reimbursement

All reimbursement payments to program applicants will be paid through MEMA, as the pass through agency

- Regular Reimbursement
  - Small Project (cost between $3,300 and $131,100)
    - Can be paid when project is written and approved by FEMA
    - work does not have to by complete
  - Large Projects (over $131,100)
    - Closed out on actual costs and final payment is made after a final inspection of documentation

Reimbursement

- Expedited Payments
  - If the need exists, projects that are not fully complete may be funded at 50% of the allowable reimbursement
    - option should be selected on the “Streamlined Project Application Form”
    - Documentation of costs/estimates will be provided

COVID-19 Category Z, Management Costs (Additional Guidance at a later date)

Applicants may be eligible for costs for Managing the overall Public Assistance process for their organization.

- These costs are reimbursed at 100%
- Costs are limited to 5% of the organizations total COVID-19 reimbursed costs
- This is paid after all other projects are complete and documentation will **not** be collected on the "Streamlined Project Application"
- Costs include:
  - Visiting, surveying, and assessing the damage site
  - Salaries of staff managing overall PA process (**NOT** staff performing eligible Category B work)
  - Reviewing the Projects
  - Preparing Projects documentation
  - Preparing correspondence
  - Collecting, copying, filing, or submitting documents to support the claim
  - Requesting disbursement of PA funds
  - Equipment needed to manage PA process

COVID-19 Procurement

- FEMA approval is not required prior to procurement solicitation
- Complying with procurement standards and contract requirements are a conditions for receiving PA funding
  - Failure to adhere to these standards could jeopardize funding
- Local, county, and tribal governments, and PNPs are considered *non-state entities*
  - Must adhere to local, state, and federal procurement standards (whichever is most restrictive)
- State governments and agencies are considered *state entities*
  - Must adhere to state and federal procurement standards (whichever is most restrictive)
- Additional information on Federal procurement and contracting requirements: PAAPG Chapter 2, Section V (G); 2 CFR § 200; Web Search: “FEMA PDAT”

Record Retention

Documentation is to be maintained for 3 years after the date of the Recipient's final Financial Status Report (FSR) – Grant Closeout.

Audits

- Federal and non-Federal audits
- Compliance with generally accepted accounting principles
- Single or Program-specific Audit: Recipient or Subrecipient expends $750,000 or more in Federal funds during its fiscal year

Appeals

An Applicant may appeal any FEMA determination related to an application for, or the provision of, assistance under the PA Program.

Time limit : *60 days from notice of the action being appealed*

Requests for Appeals are to be sent to MEMA by contacting: publicassistance.mema@maryland.gov

COVID-19 Resources & References

MEMA

MEMA Public Assistance COVID-19

FDA

Testing questions **(1-888-INFO-FDA, 1-888-463-6332)**

SAMHSA-mental health services related to coronavirus **(1-800-985-5990)**

CDC

https://www.cdc.gov/coronavirus/2019-ncov/index.html

Contact Form: https://www.cdc.gov/cdc-info/index.html

Call: 1-800-CDC-INFO (1-800-232-4636)

TTY: 1-888-232-6348

FEMA

COVID-19 Response: https://www.fema.gov/coronavirus/

How to Help: https://www.fema.gov/coronavirus/how-to-help

FEMA Public Assistance Program and Policy Guide

Contact Information

Sara Bender State Public Assistance Officer	John Harding Public Assistance Grants Administrator
Mike Pappafotis Public Assistance Specialist	Nora Lagola Public Assistance Associate
Dave Nine Public Assistance Administrative Aide	
In an effort to improve customer services and expedite all requests for assistance, please use: publicassistance.mema@maryland.gov for all correspondence and we will respond within two business days	