

FEMA DR-4485-TX

Applicant Briefing for Public Assistance



Declared Disaster Summary

- Number: **DR-4485**
- Declared: **March 25, 2020**
- Type: **Major Disaster Declaration**
- Incident Period: **Start Jan 20 - Ongoing**



What is the Public Assistance Program Category B

Category B- Emergency Protective Measures

Emergency Protective Measures are actions taken by a community before, during, and following a disaster to save lives, protect public health and safety, or eliminate immediate threat of significant damage to improved public and private property through cost effective measures



Some Eligible Expenses Under Pandemic Emergency Protective Measures

- Emergency Operations Center Expenses
- Disinfection of Eligible Public Facilities
- Medical Waste Disposal
- Use of Specialized Medical Equipment
- Household Pet Sheltering

For a complete list of eligible expenses see:


www.fema.gov/media-library/assets/documents/111781



Some Eligible Expenses Under Pandemic Emergency Protective Measures

- The jurisdictional cost share for this FEMA grant is 25% of the grant total

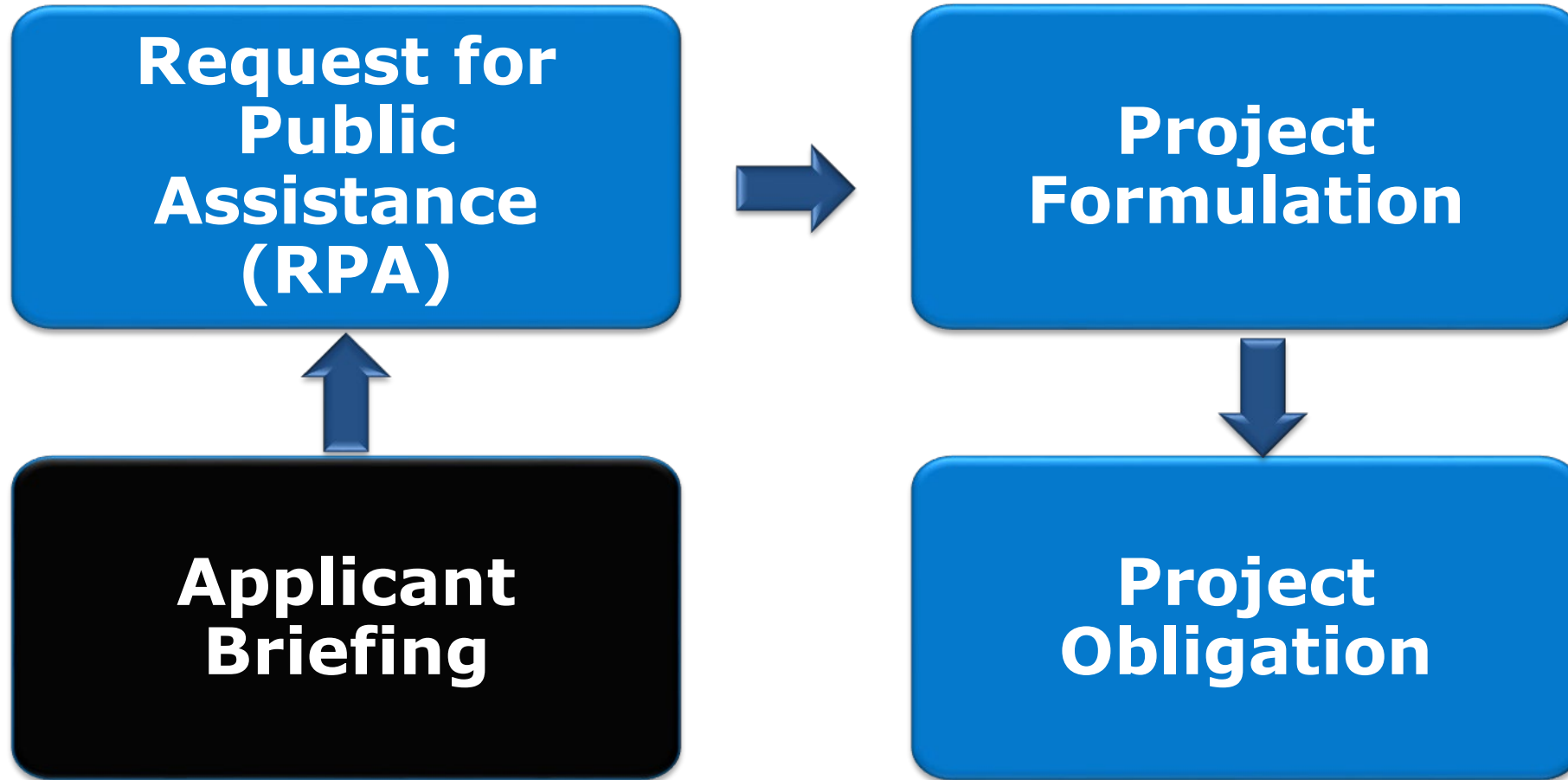
 75% Federal Cost Share

 25% Your Share

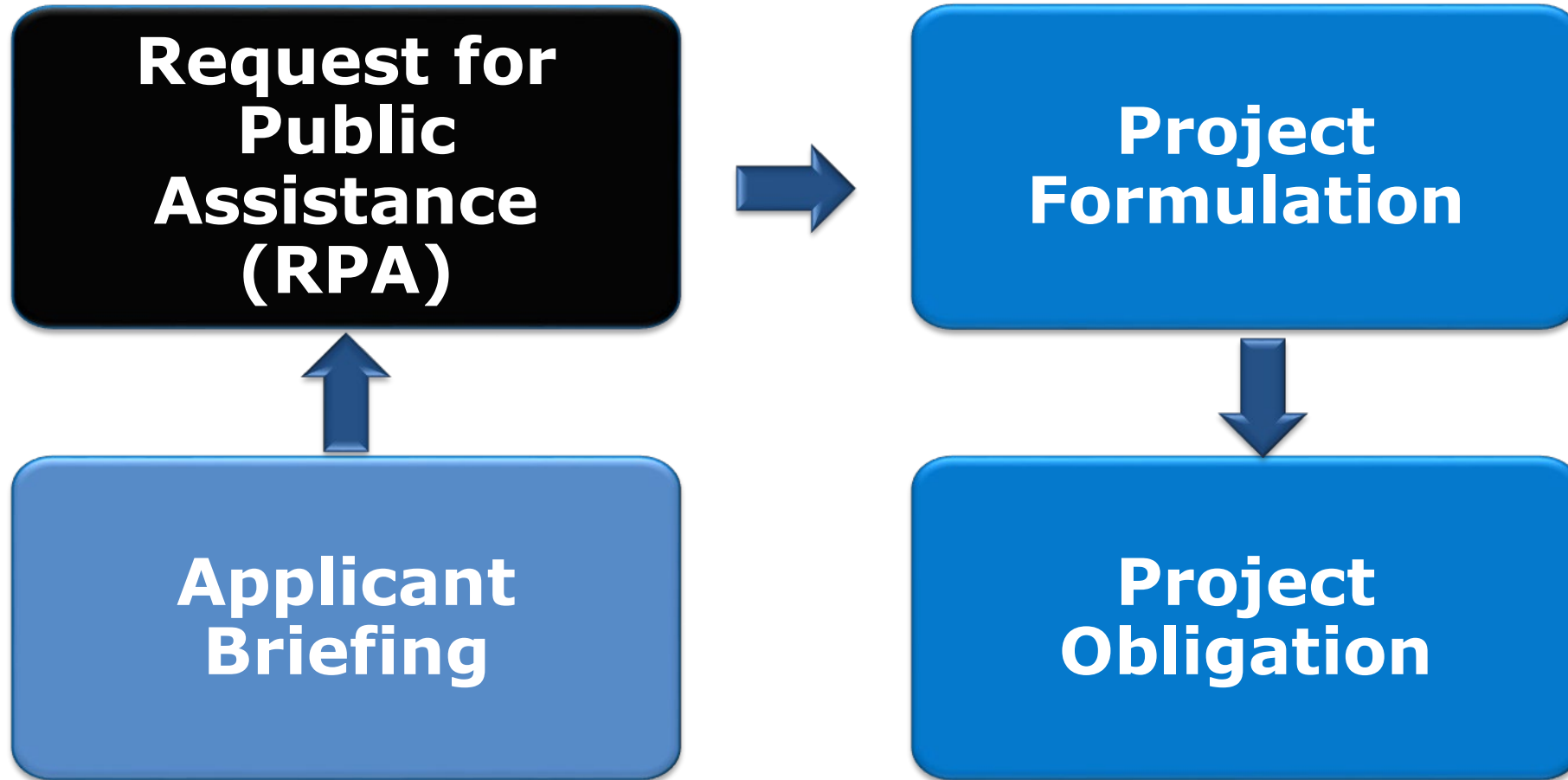
*** If not funded by HHS/CDC or other federal agency ***



Where Are You Now?



Where Are You Now?



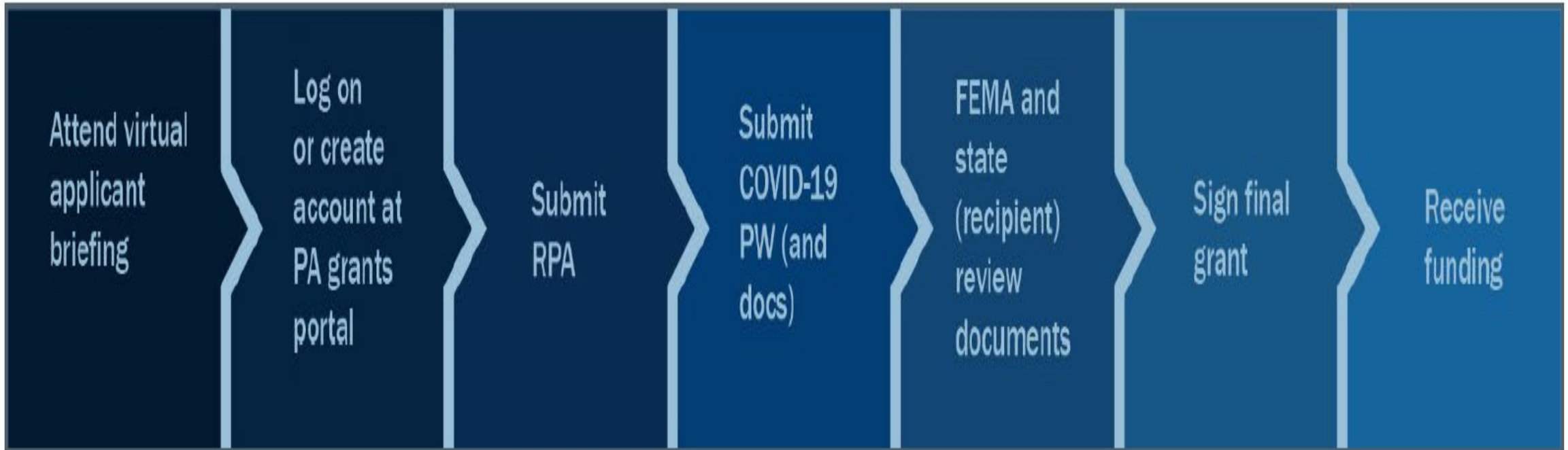
PA Simplification for COVID-19

- Limited Program Delivery Managers (PDMG)
- No Exploratory calls or Recovery Scoping Meetings
- No Damage Inventory



PA Simplification for COVID-19

FEMA is allowing applicants to directly apply for assistance in the PA Grants Portal



PA Simplification for COVID-19

- Applicants will have a worksheet within FEMA's Grants Portal where they will answer a series of questions regarding their scope of work
- The worksheet will then be submitted to FEMA's Consolidated Resource Center (CRC)
- FEMA, State and Applicant will review the scope of work
- Project will then be obligated



How Do I Request Public Assistance?

- **Step 1:** Request Access to Grants Portal
- **Step 2:** Create Grants Portal Account
- **Step 3:** Submit RPA in Grants Portal



FEMA Grants Portal Access

PA Applicants who are governmental entities and who do not already have Grants Portal accounts will follow this streamlined procedure to simultaneously:

- Request access to the FEMA Grants Portal
- Complete the Request for Public Assistance (RPA)

This streamlined process is not available to Private Non-Profit entities



FEMA Grants Portal Access

For an invitation to create a FEMA Grants Portal Account, PA Applicants should send the following information to:

TDEMRecovery.RPA@tdem.texas.gov

- Primary Contact Name
- Name or Jurisdiction/Potential Applicant
- Phone Number
- Email Address



FEMA Grants Portal Access

- TDEM will input the information into Grants Portal, triggering an invitation to be sent to applicants.
- This invitation will prompt applicants to:
 - Finish setting up their account, and
 - Submit their Request for Public Assistance (RPA)



FEMA Grants Portal Access

- Resources for guiding applicants to complete setting up their Grants Portal Account or submitting an RPA can be found on the TDEM COVID-19 Webpage:

<https://tdem.texas.gov/covid-19/>

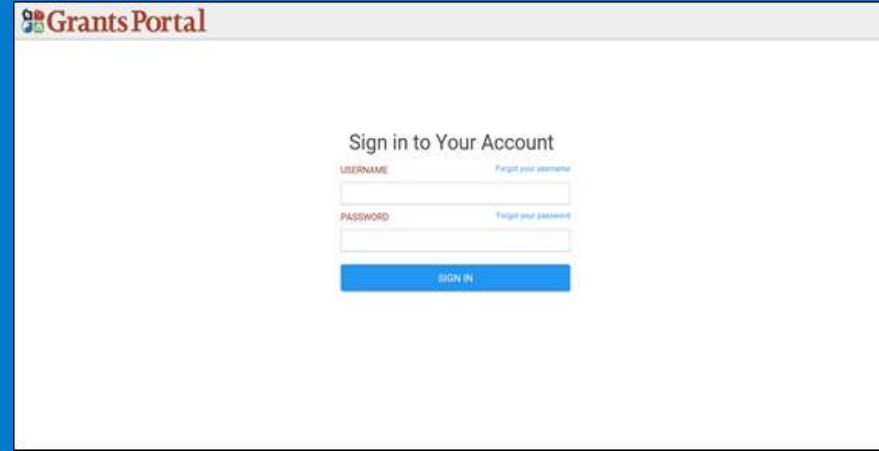
- Additionally, a FEMA Independent Study Course is available to Applicants on Grants Portal (GP) at:

<https://training.fema.gov/is/courseoverview.aspx?code=IS-1002>



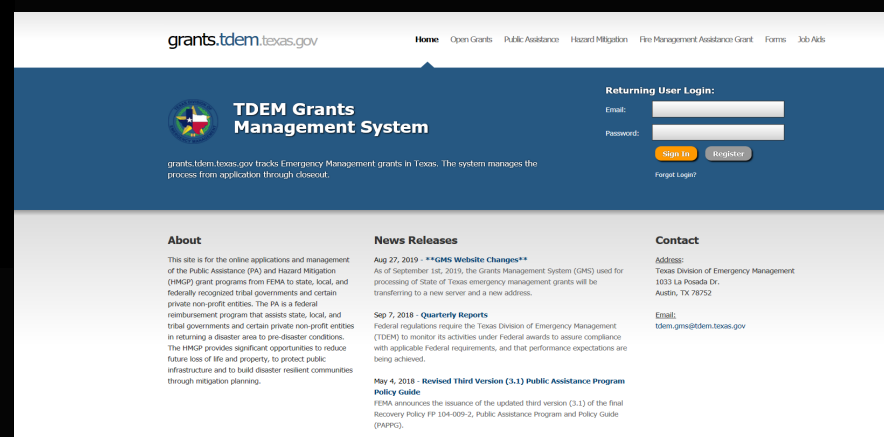
Information Technology Systems

FEMA:
Grants Portal
Request assistance,
identify damages &
costs and develop
projects



The screenshot shows the FEMA Grants Portal login interface. At the top left is the FEMA logo and the text "Grants Portal". The main heading is "Sign in to Your Account". Below this are two input fields: "USERNAME" and "PASSWORD". Each field has a "Forgot your [username/password]" link to its right. A blue "SIGN IN" button is positioned below the password field.

**TDEM: Grants
Management
System (GMS)**
Manage the execution
and closeout of
obligated projects



The screenshot displays the homepage of the TDEM Grants Management System (GMS). The URL "grants.tdem.texas.gov" is visible in the top left. A navigation menu includes "Home", "Open Grants", "Public Assistance", "Hazard Mitigation", "Fire Management Assistance Grant", "Forms", and "Job Aids". The main heading is "TDEM Grants Management System". Below the heading is a brief description: "grants.tdem.texas.gov tracks Emergency Management grants in Texas. The system manages the process from application through closeout." To the right is a "Returning User Login" section with "Email:" and "Password:" fields, "Sign In" and "Register" buttons, and a "Forgot Login?" link. The footer contains three columns: "About" (describing the system's purpose), "News Releases" (with dates from Aug 27, 2019, to May 4, 2018), and "Contact" (providing address and email information).



TDEM GMS Access

Access to TDEM's GMS (Grants Management System)

<https://grants.tdem.texas.gov>

The screenshot shows the website interface for grants.tdem.texas.gov. The navigation menu includes Home, Open Grants, Public Assistance, Hazard Mitigation, Fire Management Assistance Grant, Forms, and Job Aids. The Job Aids link is circled in red. Below the navigation is a dark blue banner with the TDEM logo and the text 'TDEM Grants Management System'. To the right of the banner is a 'Returning User Login' section with input fields for Email and Password, and buttons for Sign In and Register. The Register button is circled in red. A 'Forgot Login?' link is located below the Register button. On the right side of the page, there are two callout boxes: one pointing to the Job Aids link labeled 'GMS User Guides & Information', and another pointing to the Register button labeled 'New User Register for Access'.

grants.tdem.texas.gov

Home Open Grants Public Assistance Hazard Mitigation Fire Management Assistance Grant Forms **Job Aids**

TDEM Grants Management System

grants.tdem.texas.gov tracks Emergency Management grants in Texas. The system manages the process from application through closeout.

Returning User Login:

Email:

Password:

Sign In **Register**

Forgot Login?

GMS User Guides & Information

New User Register for Access



Request for Public Assistance Deadline

Request for Public Assistance (RPA) must be submitted by:

FEMA will accept RPAs for **30 days** after the end of the declaration of the Public Health Emergency



Grants Portal and GMS

Working through the federal system (Grants Portal) and the state system (GMS) is **mandatory**, not optional.

What can you do?

- Get and maintain your accounts **ahead** of a disaster
- Do regular training that includes these products



Who is an eligible sub-recipient?

- State Agencies and Authorities
- Local Governments
- Indian Tribes or Tribal Organizations
- School districts

Each entity must submit its own application



Who is an eligible sub-recipient?, cont'd

- Special district or regional authorities
- Private Non-Profit that provide services of a governmental nature
- Houses of Worship
- Eligible Systems with Multiple Campuses

Each entity must submit its own application



Work Eligibility

General eligibility requirements that apply:

- Direct result of the incident
- During the stated Incident Period
- Must be in the designated area
- Must be the legal responsibility of the applicant

Each entity must submit its own application



Project Formulation

Gather and retain copies of everything!

It is necessary to separate projects and maintain all documentation through multiple means as you are able.



Duplication of Benefits

An applicant **cannot** receive funding from two sources for Emergency Protective Measures

Examples of dual funding could be:

- ➔ Health and Human Services
 - ➔ Centers for Disease Control
 - ➔ Other federal funding



Exigent or Emergency Circumstances

The President's unprecedented Nationwide Emergency Declaration established that exigent and emergency circumstances exist.

What Does This Mean?

Federal regulations allow for noncompetitive procurement under certain circumstances, including when a non-state entity determines that immediate actions required to address the public exigency or emergency cannot be delayed by a competitive solicitation



Exigent or Emergency Circumstances

Costs must still be reasonable.

All efforts must be fully documented.

Once the documented exigency or emergency period ends, Applicants must transition to a procurement process that includes full and open competition



What Federal Procurement Requirements Still Apply During Exigent or Emergency Circumstances?

- Contracts must include the required contract clauses
- Must complete a cost or price analysis if contract exceeds the Federal simplified acquisition threshold
- Contracts must be awarded to a responsible contractor
- Use of cost-plus-percentage-of-cost contracting is prohibited
- Time & material contracts are only allowed if no other contract is suitable and if the contract includes a ceiling price



Other Contract Types

- Pre-existing contracts can be used for the duration of the exigency or emergency.
 - TDEM recommends taking actions to modify pre-awarded or pre-existing contracts to meet the federal requirements where applicable.
- Piggyback contracts are not allowed.
- FEMA prohibits non-competitive procurement of general consulting services after emergency/exigency conditions subside.



Procurement Records

- Applicants must maintain records sufficient to detail the history of a procurement.
- While FEMA approval is not required for noncompetitive procurement under the emergency or exigency exception, **you must document and provide justification** for the use of the exigent or emergency exception.



Procurement Justification

1

- Identify that “the public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation.”

2

- Provide a brief description of the product or service being procured.

3

- Explain why a noncompetitive procurement is necessary.

4

- State how long the noncompetitively procured contract will be used.



Procurement Justification, cont'd

5

- Describe the specific steps taken to determine that full and open competition could not have been used.

6

- Describe any known conflicts of interest.

7

- Include any other information justifying the use of noncompetitive procurement in the specific instance.

*** * * A separate justification is required for each instance of noncompetitive procurement * * ***



Procurement

Ensure your policies conform to applicable Federal laws and standards identified in 2 CFR 200.318 – 326

- Detailed procurement and contracting information is available on the FEMA website at:

www.fema.gov/procurement-disaster-assistance-team

- Additional fact sheets and procurement guidelines can be found at

www.fema.gov/coronavirus



Documentation Requirements

Document **EVERYTHING** you spend time and money on!

Emergency Protective Measure Activities to Track:

- Force Account Labor
- Force Account Equipment
- Force Account Materials
- Rentals
- Contracts
- Procurement Documentation



Documentation Requirements, cont'd

Force Account Labor/Equip

- Proof of hourly or pay period rate
- Fringe benefit rate calculations
- Timesheets
- Proof of payment
- Overtime and Comp time policies
- Equipment logs identifying operator
- Operator timesheets
- Proof of equipment ownership
- Equipment rate calculations
- Work performed



Documentation Requirements, cont'd

Force Account Materials

- Purchasing procedure policy
- Replenishment of inventory items
- List of materials used with pricing
- Invoices & Purchase Orders
- Proof of payment
- Where used
- Date used



Documentation Requirements, cont'd

Rentals

- Rental/Lease agreement
- Invoices
- Purchase Orders
- Proof of Payment
- Equipment use logs



Documentation Requirements, cont'd

Contracts

- Contract procurement policy
- Bid process
- Contracts
- Invoices/Purchase Orders
- Proof of payment
- Benefit Cost Analysis
- Change Orders
- Profit Negotiation
- 2 CFR §200.318 contract requirements
- Debarment verification



Emergency Work: Donated Resources

Document all donated resources such as:

- Volunteer hours
- Equipment
- Food
- Materials

Donated resources can be utilized to off-set the 25% funding match

All documentation should include a zero balance receipt for fair market value



Summary

What Do I Do Next?

- Complete the registration process for Grants Portal
- Complete the Request for Public Assistance (RPA)
- Complete the registration for Grants Management System (GMS)



Additional Training


Starting **Monday March 30, 2020** TDEM will be offering more in-depth trainings on the following topics:

- TDEM's Grants Management Training
- FEMA's Grants Portal Training
- Overview of the Public Assistance Program and the Simplification Process


Please refer to our TDEM Website for the schedule



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