



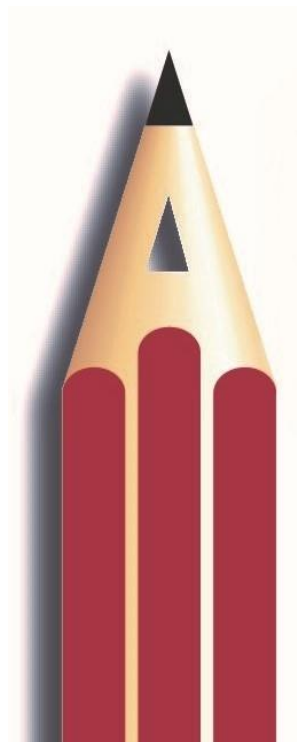
Cal OES
GOVERNOR'S OFFICE
OF EMERGENCY SERVICES



FEMA

FEMA PUBLIC ASSISTANCE GRANT APPLICATION PROCESS

Zoom Webinar – Tuesday, April 22nd 2020 1:00 PM to 2:00 PM PDT



ALLIANCE OF
SCHOOLS FOR
COOPERATIVE
INSURANCE
PROGRAMS





- Welcome & Zoom Housekeeping Ground Rules
- Presidential Emergency Declaration for COVID-19 Pandemic
- FEMA Public Assistance Program
- Eligible Assistance Emergency Protective Measures
- Submitting a Request for Public Assistance (FPA)
- Cal OES Forms 130 & 89
- Next Steps??
- Questions & Shared Experiences





PRESIDENTIAL EMERGENCY DECLARATION FOR COVID-19 PANDEMIC

- MARCH 13th, 2020 President declares National Emergency Declaration resulting from the Coronavirus (COVID-19) Pandemic.
- Opens up FEMA funds for Public Assistance Grants.
- KEY TERMS:
 - **FEMA** – Entity Awarding Funds
 - **Recipient** – Receives Funds (State of California)
 - **Applicant** – Eligible to Apply for Funds (School District, County, City)
 - **Subrecipient** – Awarded Funds from Recipient



A word cloud shaped like a heart, representing the COVID-19 pandemic. The most prominent words are 'corona', 'virus', 'covid-19', 'coronavirus', 'epidemic', 'infection', 'fever', 'cough', 'sneezing', 'flu', 'pneumonia', 'global', 'china', 'wuhan', 'novel coronavirus', 'pandemic', 'corona-virus', 'death', 'hope', 'infected', 'widespread', 'disease', 'danger', 'people', 'word', 'china', 'covid-19', 'coronavirus', 'epidemic', 'infection', 'fever', 'cough', 'sneezing', 'flu', 'pneumonia', 'global', 'china', 'wuhan', 'novel coronavirus', 'pandemic', 'corona-virus', 'death', 'hope', 'infected', 'widespread', 'disease', 'danger', 'people', 'word'. The words are in various colors and sizes, with 'corona' and 'virus' being the largest. The heart shape is outlined in red. There is a smaller heart shape at the bottom left, also containing words like 'people', 'danger', 'word', 'china', 'covid-19', 'coronavirus', 'epidemic', 'infection', 'fever', 'cough', 'sneezing', 'flu', 'pneumonia', 'global', 'china', 'wuhan', 'novel coronavirus', 'pandemic', 'corona-virus', 'death', 'hope', 'infected', 'widespread', 'disease', 'danger', 'people', 'word'.

- **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

- 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.
- Reimbursement for state, tribe, territory and/or local government force account overtime costs.

ELIGIBLE EMERGENCY PROTECTIVE MEASURES

Focused on this main premise:

- Increased operating costs are generally ineligible, unless it is an emergency action to save lives or protect public health & safety.



How to Process a Request for Public Assistance with FEMA

STEP 1: APPLICANT SENDS EMAIL



Send the first and last name, phone number, and email address for the person who will set up your organizations' account to...

DisasterRecovery@caloes.ca.gov

This person will be primary on the account but can add other personnel later.



STEP 2:



Cal OES
GOVERNOR'S OFFICE
OF EMERGENCY SERVICES

RESPONDS BACK



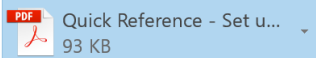
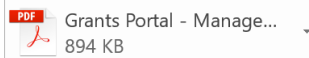
SharedMail_DisasterRecovery@CalOES <DisasterRecovery@CalOES.ca.gov>

Anthony Nahale

2

3/31/2020

RE: Request for Public Assistance



Good Afternoon,

An email has been generated from the Grants Portal inviting you to set up the District's Organization profile (check your Junk/Spam folder, as the email oftentimes ends up there; it's coming from this email address: support@pagrants.fema.dhs.gov).

- Once you've set up the Organization profile, a notification will be sent to Cal OES, letting us know you've set up the profile and requests we approve it.
- Once we approve, another email will be generated from the Grants Portal, inviting you to complete set up of your password and security questions.
- Once you've set up your password and security question/answer, you can submit the Request for Public Assistance. You will also be able to add other users from your organization ("Manage Users"). The attachments should assist you with this process.

If you don't find the email above, use this link:

<https://grantee.fema.gov/#organizationrequest/activate/cc058c92-7acf-4438-a373-40d7e1531930>

Thank you,

Amanda Cogburn on behalf of the Recovery Team
Recovery Team: 916-845-8200
Public Assistance Division
Recovery Infrastructure Branch
Governor's Office of Emergency Services (Cal OES)

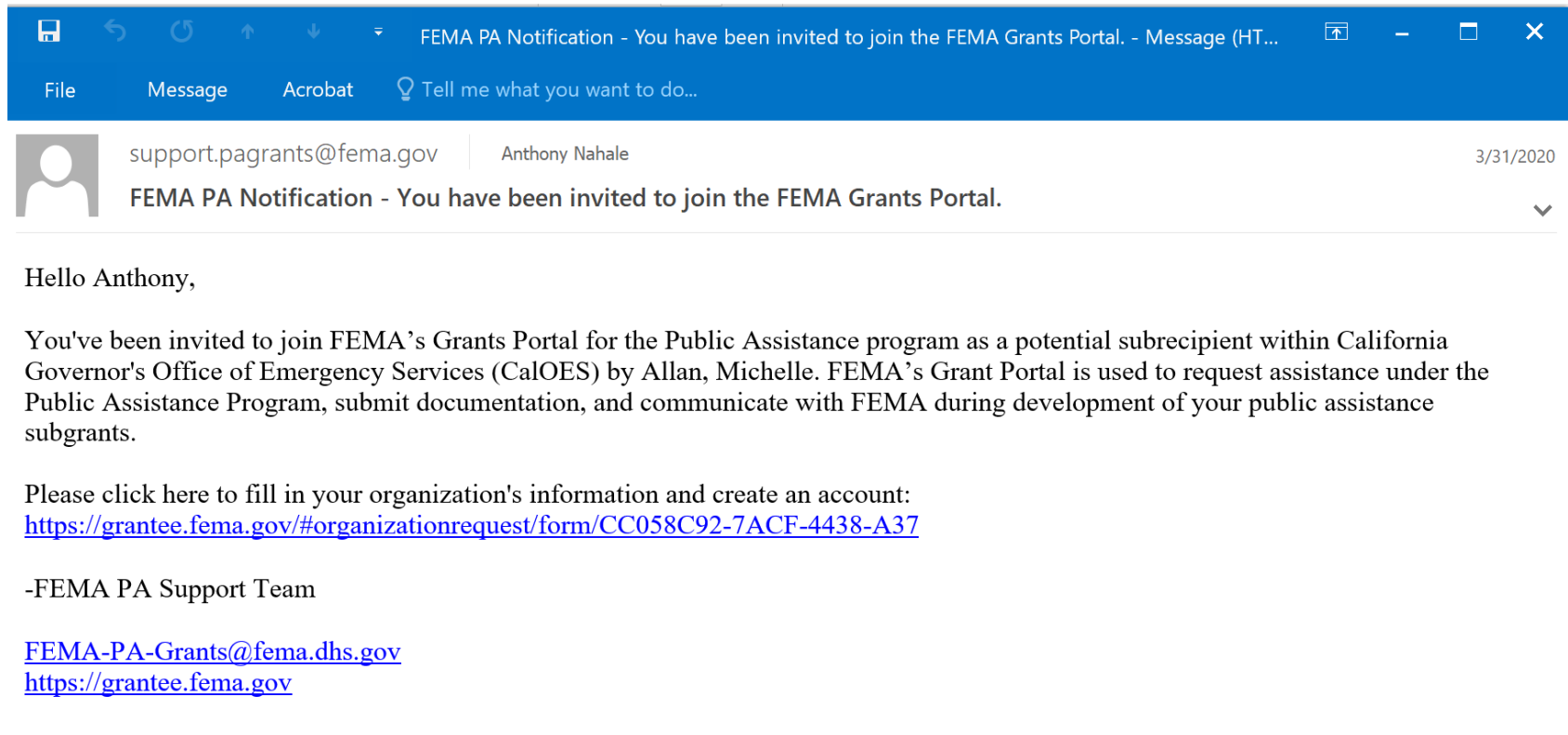


STEP 3: RECEIVE INVITE EMAIL FROM...

[SUPPORT.PAGRANTS@FEMA.GOV](mailto:support.pagrants@fema.gov)



FEMA




STEP 4: SETUP OF DISTRICT ACCOUNT

Clicking the [link](#) in the email sends you to FEMA's Grants Portal. Click on the bottom where it says...

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



 Sign in to Your Account

USERNAME

[Forgot your username?](#)

PASSWORD

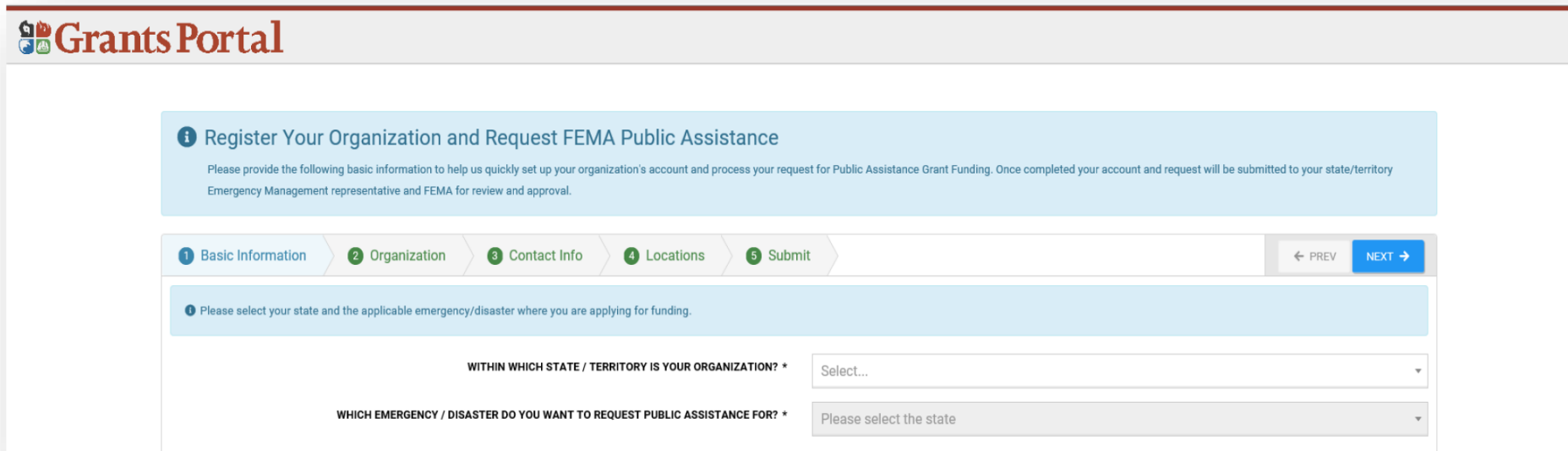
[Forgot your password?](#)

SIGN IN

[⊕ Register Your Government Organization for Public Assistance](#)



INPUT...NAME, COUNTY, EIN, DUNS NUMBER, ORGANIZATION TYPE, CONTACTS, ADDRESSES EVENT: FEMA-4482-DR-CA (DR-4482)



The screenshot shows the 'Grants Portal' header in brown text. Below it is a light blue banner with an information icon and the title 'Register Your Organization and Request FEMA Public Assistance'. The banner text reads: 'Please provide the following basic information to help us quickly set up your organization's account and process your request for Public Assistance Grant Funding. Once completed your account and request will be submitted to your state/territory Emergency Management representative and FEMA for review and approval.' Below the banner is a progress bar with five steps: 1 Basic Information (active), 2 Organization, 3 Contact Info, 4 Locations, and 5 Submit. To the right of the progress bar are 'PREV' and 'NEXT' buttons. Below the progress bar is a light blue box with the instruction: 'Please select your state and the applicable emergency/disaster where you are applying for funding.' The form contains two dropdown menus. The first is labeled 'WITHIN WHICH STATE / TERRITORY IS YOUR ORGANIZATION? *' and has a 'Select...' option. The second is labeled 'WHICH EMERGENCY / DISASTER DO YOU WANT TO REQUEST PUBLIC ASSISTANCE FOR? *' and has a 'Please select the state' option.

Grants Portal

Register Your Organization and Request FEMA Public Assistance

Please provide the following basic information to help us quickly set up your organization's account and process your request for Public Assistance Grant Funding. Once completed your account and request will be submitted to your state/territory Emergency Management representative and FEMA for review and approval.

1 Basic Information 2 Organization 3 Contact Info 4 Locations 5 Submit

← PREV NEXT →

1 Please select your state and the applicable emergency/disaster where you are applying for funding.

WITHIN WHICH STATE / TERRITORY IS YOUR ORGANIZATION? * Select...

WHICH EMERGENCY / DISASTER DO YOU WANT TO REQUEST PUBLIC ASSISTANCE FOR? * Please select the state

- After the Applicant completes the account request and the Recipient and FEMA have approved the request, the Applicant receives a system-generated email with a username and temporary password to gain access to Grants Portal.
- The system will then prompt the Applicant to create a permanent password.

STEP 5: APPLICANT RECEIVES ACCESS EMAIL

From: support@pagrants.fema.gov [<mailto:support@pagrants.fema.gov>]

Sent: Thursday, November 23, 2017 3:11 PM

Subject: FEMA PA Notification – Org Account Request Approved

Hello Sherry,

Your organization account request has received final approval. You may now log in to the Grants Portal with the temporary username and password:

Username: comanager@subrecipientcountyga.com

Password: LJE1kAvc!%

Please click <https://grantee.fema.gov/> to sign in with your temporary password. You will be required to change your password upon login.

-FEMA PA Support Team

FEMA-PA-Support@FEMA.DHS.Gov

<https://pagrants.fema.gov>

Click hyperlink to
go to Grants Portal

STEP 6: SUBMITTING THE RPA


Grants Portal - RPA Submission

Home | Grants Portal

https://grantee.fema.gov

LIVE Grants Manager DEMO Grants Manager UAT Grants Manager DEMO portal UAT Portal Deployer DTS Citi Cards Concur WebTA Adobe Connect Development

Grants Portal

 Sign in to Your Account

USERNAME [Forgot your username?](#)

PASSWORD [Forgot your password?](#)

SIGN IN

How-To:
RPA Submission

0:52 / 4:49

Scroll for details

CC Settings Full Screen

SUBMITTING THE RPA

Grants Portal - RPA Submission

Dashboard | Grants Portal

https://grantsportal-demo-site.azurewebsites.net/#dashboard

LIVE Grants Manager DEMO Grants Manager UAT Grants Manager DEMO portal UAT Portal Deployer DTS Citi Cards Concur WebTA Adobe Connect Development

Grants Portal

Dashboard

My Organization
My Tasks
Calendar
Utilities
Resources
Intelligence

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.](#)

Your dashboard has no tiles!

The **Dashboard** is a great place to put the Grants Portal data that you care about the most.

The Dashboard is made up of tiles that display the most *important* info about a particular item or set of items in the system.

Any time you find data that you want to keep track of, click "☆" at the top of the page or section - a tile will be created for that particular data.

How-To: RPA Submission

2:13 / 4:49

Scroll for details

SUBMITTING THE RPA

Grants Portal - RPA Submission

Request | Grants Portal

https://grantsportal-demo-site.azurewebsites.net/#pa/request/user

LIVE Grants Manager DEMO Grants Manager UAT Grants Manager DEMO portal UAT Portal Deployer DTS Citi Cards Concur WebTA Adobe Connect Development

Grants Portal

Dashboard

My Organization

My Tasks

Calendar

Utilities

Resources

Intelligence

Request Public Assistance

1 Start

2 General Info

3 Contacts

4 Addresses

5 Other Info

6 Submit

Welcome to the FEMA Request for Public Assistance (RPA) process. Over the next few minutes we will ask you a series of questions regarding your organization, contacts, mailing addresses, and supporting information. Once complete, you will be provided with the opportunity to review your submission and, once you are satisfied, you will then be able to directly submit your RPA to FEMA.

Following submission you will receive automatic notifications and will be able to track the progress of your RPA review. If your organization is deemed eligible for Public Assistance by FEMA, you will be automatically notified and will be able to use this system to collaborate with your FEMA partners.

Prior to starting this process, you may wish to [click here](#) to review your Organization Profile to ensure that all your information is up-to-date.

To get started, press the **Next** button at the bottom of this form.

PREV

NEXT

CANCEL

How-To:
RPA Submission

2:30 / 4:49

Scroll for details

CC

SUBMITTING THE RPA: EVENT FEMA-4482-DR-CA (DR-4482)

Grants Portal - RPA Submission

Request | Grants Portal

https://grantsportal-demo-site.azurewebsites.net/#pa/request/user

LIVE Grants Manager DEMO Grants Manager UAT Grants Manager DEMO portal UAT Portal Deployer DTS Citi Cards Concur WebTA Adobe Connect Development

Grants Portal

Dashboard

My Organization Havelock

My Tasks

Calendar

Utilities

Resources

Intelligence

Request Public Assistance

1 Start

2 General Info

3 Contacts

4 Addresses

5 Other Info

6 Submit

Your organization may be eligible to apply for Public Assistance. Below, please indicate the Event for which you are applying for assistance and confirm your DUNS# and FEMA PA Code (i.e., *FIPS Code*). Also, please indicate whether you have already prepared and submitted a Preliminary Disaster Assessment (PDA). Pre-submission of a PDA is not required to be considered eligible for Public Assistance.

Organization Havelock

FEMA PA Code --

DUNS # 008322700

Event

Select...

4412DR-NC (4412DR)

4393DR-NC (4393DR) Past RPA Deadline

Participated in PDA?

PREV

NEXT

CANCEL

How-To:
RPA Submission

2:54 / 4:49

Scroll for details

CC

Settings

Fullscreen

SUBMITTING THE RPA

Grants Portal - RPA Submission

Request | Grants Portal

https://grantsportal-demo-site.azurewebsites.net/#pa/request/user

LIVE Grants Manager DEMO Grants Manager UAT Grants Manager DEMO portal UAT Portal Deployer DTS Citi Cards Concur WebTA Adobe Connect Development

Grants Portal

Request Public Assistance

2 General Info 3 Contacts 4 Addresses 5 Other Info 6 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: Havelock

Event: 4412DR-NC (4412DR)

Participated in POA?: No

Primary Contact

Name: May, Maggie

Title: Mayor

Email: mayor@havelock.com

Phone: (208) 643-0863 x53


PREV **SUBMIT** CANCEL

How-To: RPA Submission

4:27 / 4:49 Scroll for details

SUBMITTING THE RPA

Grants Portal - RPA Submission

 Request Public Assistance

Congratulations! Your Request for Public Assistance has been successfully processed and has been submitted to your Recipient Organization for review. Once reviewed by your Recipient Organization it will then be submitted onward to be processed by FEMA.

Over the next several days you will receive additional information on the status of your Request for Public Assistance eligibility review. If your organization is deemed eligible for Public Assistance, you will be assigned a Program Delivery Manager (PDMG) who will serve as your single point of contact for FEMA's Public Assistance program. The PDMG will call you to briefly discuss your disaster damages and set up a face-to-face meeting called the Recovery Scoping Meeting. This meeting is designed to discuss in detail your damages and documentation needed to support your claim.

In preparation for the call with the PDMG, please develop a list of damages your organization has sustained from the event and enter them on the **Applicant Event Profile accessible here**. Your PDMG will discuss this list with you during the call and emphasize the development of your Damage Inventory using the PA Grants Portal.

Thank you for your submission, and we look forward to working with you and your organization.

How-To:
RPA Submission

4:45 / 4:49

Scroll for details

CC Settings Full Screen

CAL OES 130 FORM

STATE OF CALIFORNIA
GOVERNOR'S OFFICE OF EMERGENCY SERVICES
Cal OES 130

Cal OES ID No: _____

**DESIGNATION OF APPLICANT'S AGENT RESOLUTION
FOR NON-STATE AGENCIES**

BE IT RESOLVED BY THE _____ OF THE _____
(Governing Body) (Name of Applicant)

THAT _____ OR
(Title of Authorized Agent)

_____ OR
(Title of Authorized Agent)

_____ OR
(Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the _____, a public entity
(Name of Applicant)

established under the laws of the State of California, this application and to file it with the California Governor's Office of Emergency Services for the purpose of obtaining certain federal financial assistance under Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.

THAT the _____, a public entity established under the laws of the State of California,
(Name of Applicant)

hereby authorizes its agent(s) to provide to the Governor's Office of Emergency Services for all matters pertaining to such state disaster assistance the assurances and agreements required.

Please check the appropriate box below:

☐ This is a universal resolution and is effective for all open and future disasters up to three (3) years following the date of approval below.

☐ This is a disaster specific resolution and is effective for only disaster number(s) _____

Passed and approved this _____ day of _____, 20____

(Name and Title of Governing Body Representative)

(Name and Title of Governing Body Representative)

(Name and Title of Governing Body Representative)

CERTIFICATION

I, _____, duly appointed and _____ of
(Name) (Title)

_____, do hereby certify that the above is a true and correct copy of a
(Name of Applicant)

Resolution passed and approved by the _____ of the _____
(Governing Body) (Name of Applicant)

on the _____ day of _____, 20____.

(Signature)

(Title)

Cal OES 130 (Rev. 9/13) Page 1

- Requires a resolution from the applicant and designation of authorized agents in order to be eligible to receive funding.
- Requires new resolution if older than 3 years.
- Recommend using titles not names.
- Email completed form to;
DisasterRecovery@CalOES.ca.gov
- AND...upload form to Grants Portal under your Organization Profile Document tab.
- [Cal OES 130 Form](#)

CAL OES 89 FORM

PRINT RESET

STATE OF CALIFORNIA
GOVERNOR'S OFFICE OF EMERGENCY SERVICES
Cal OES 89

Disaster No: _____
Cal OES ID No: _____
DUNS No: _____

PROJECT ASSURANCES FOR FEDERAL ASSISTANCE

SUBRECIPIENT'S NAME: _____
(Name of Organization)

ADDRESS: _____
CITY: _____ STATE: _____ ZIP CODE: _____
TELEPHONE: _____ FAX NUMBER: _____
AUTHORIZED AGENT: _____ TITLE: _____
EMAIL ADDRESS: _____

ASSURANCES – CONSTRUCTION PROGRAMS

Note: Certain of these assurances may not be applicable to all of your projects. If you have questions, please contact the California Governor's Office of Emergency Services. Further, certain federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the subrecipient named above:

1. Has the legal authority to apply for federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-federal share of project costs) to ensure proper planning, management, and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States, Federal Office of Inspector General 2 CFR 200.336, and if appropriate, the state, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title, or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the federal interest in the title of real property in accordance with awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with federal assistance funds to assure nondiscrimination during the useful life of the project.
4. Will comply with the requirements of the assistance-awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progress reports and such other information as may be required by the assistance awarding agency or state.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gains.
8. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.), which prohibits the use of lead based paint in construction or rehabilitation of residence structures.

Cal OES 89 (Rev.02/17) (Page 1 of 3)

- An assurances document required for all Federal disaster assistance grants.
- 3 Page Document.
- Don't forget to sign and date at the bottom of the last page.
- Email completed form to; DisasterRecovery@CalOES.ca.gov
- AND...upload form to Grants Portal under your Organization Profile Document tab.
- [Cal OES 89 Form](#)

FEMA/CAL OES FORMS AND RESOURCES

- [FEMA Grants Portal](#) : Government Access for PA Portal
- [FEMA-4482-DR-CA California COVID-19 Pandemic](#) : Cal OES webpage for COVID-19 Pandemic information and document access for all FEMA related forms for public assistance grants.
- [Public Assistance Applicant Quick Guide](#) : A quick guide that explains the steps an Applicant must take in creating a Public Assistance (PA) Grants Portal user account and submitting Requests for Public Assistance (RPA).
- [FEMA PA Grants Portal – Grants Manager Channel](#) Various YouTube videos for FEMA Grant Portal Assistance.

ALLIANCE OF
SCHOOLS FOR
COOPERATIVE
INSURANCE
PROGRAMS



Questions or Shared Experiences



Thanks for your
participation today.

Stay Safe & Healthy!

- Contact [Chuck Clemente](#),
ASCIP Senior Risk Services
Consultant for further
questions.
- clemente@ascip.org