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*Response, Recovery, Rebuilding*

# *Grant Management for Public Assistance*

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## I. Overview of Public Assistance (PA) Grant Management

### A: What is PA Grant Management?

- Monitoring grant activities and grant funds from the declaration date to closeout of the grant.



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## II. PA Grant Management Process

### A: State/Tribal Administration Plans

- 1) Outlines how a public assistance grant will be administered by the grantee
- 2) Submitted every year by the end of January
- 3) Must be approved by FEMA before Federal funds can be disbursed to the grantee
- 4) Updated, if needed, for newly declared events.

### B: FEMA/State/Tribe Agreements

- 1) Generated when a disaster is declared
- 2) Outlines disaster specific information such as declared counties, categories of work, and cost share percentages.



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## C: Disaster Declarations

### 1) Request for Public Assistance

- Applicants have 30 days to submit requests

### 2) Cost Share

- Federal share is 75%.
- Federal share can be adjusted depending on size of disaster and pilot programs.
- Will not be lower than 75% or higher than 100%.
- The grantee may provide additional funding to cover a percentage or all of the remaining 25%.

## D: Kickoff Meetings

- 1) 60-day deadline to identify damages and submit to FEMA after the Kickoff meeting is performed.



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## E: Obligation of Funds

1) Project Worksheet (Sub-grant application) It describes the damages, work completed, work to be completed (scope of work), and how much it is going to cost.

- Project worksheets are categorized:

A = Debris Removal

B = Emergency Protective Measures

C = Roads and Bridges

D = Water control facilities

E = Buildings and equipment

F = Utilities

G = Parks, recreational facilities, other items that don't fall under the other categories.



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## 2) Emergency Management Mission Integrated Environment

- AKA as EMMIE
- Project worksheets entered and tracked
- Review Queues (Initial, Mitigation, Environmental, Insurance, Debris, Grantee, Final)
- Award/obligate project worksheet costs (fed share)



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## F: Disbursement of Funds

- 1) Grantee draws funds from the Payment Management System and disburses them within 3 days to the sub-grantees
- 2) Small project disbursements
  - a) Usually disbursed to sub-grantee as soon as pw is obligated
- 3) Large project disbursements
  - a) Reimbursement basis
  - b) Sub-grantee must provide a breakdown of costs incurred and provide proof of incurred costs, such purchase orders and proofs of payments, before the grantee should disburse funds.



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## G: Large Project Monitoring

### 1) Quarterly progress reports

- Due to FEMA Jan 30, April 30, July 30, and Oct 30
- Grantee requests status updates from Sub-grantee.
- Should include the following information:
  - a) Status of project – scope of work percent complete
  - b) Applicant expenditures
  - c) Significant issues – scope of work change request needed, delays that require a time extension, etc.
  - d) See Large Project Quarterly Progress Report Analysis Tool for further guidance on completing the report.



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- 2) Large project closeout
  - a) Final inspections
  - b) Final reconciliation reports (FRR)
  - c) Final PW version
  - d) Overruns/Underruns
  - e) Close out Category A and B projects first
  - d) Close out 100% complete projects (Cat C –G) next
  - e) Close out older disaster grants first and/or consecutively with newer disaster grants, if applies.



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## H: Applicant (sub-grantee) closeout

- 1) All of applicant's large projects must be closed out first
- 2) No pending appeals
- 3) Complete the process throughout the disaster
- 4) Small project monitoring
  - Perform percentage checks
  - Visit sites to ensure scope of work is complete.



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## I: Programmatic/Disaster Closeout

### 1) Time frame

a) Depends on the magnitude of the disaster.

b) Usually complete in four to eight years

### 2) Close out Grantee Direct Admin Costs (if applies)

### 3) Close out Section 324 Management Costs (should be done within 180 days after the last approved period of performance of a project worksheet has expired).

### 4) Close out Section 324 Management Costs that have been passed through to sub-grantees.

### 5) Request programmatic closeout

### 6) Complete the final financial report (reconcile PMS account)

### 7) Request disaster closeout if other programs are closed as well.



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# Questions/Open Discussion