

IEMA Guidance – PA Process

President Trump declared the FEMA-3435-EM-IL emergency declaration for Illinois on March 13, 2020, as a result of COVID-19 pandemic response that started January 20, 2020 and is continuing. FEMA has designated all counties in Illinois as eligible for funding under Public Assistance (PA) Program, Category B – Emergency Protective Measures.

If an eligible organization has or may have at least \$3,300 in eligible uninsured Category B – Emergency Protective Measure costs, the organization should submit a FEMA Request for Public Assistance (RPA) form to IEMA by April 12, 2020.

- Organizations that were applicants under the 2019 flood disaster declaration (FEMA-4461-DR-IL), should have access to the PA Grants Portal (<https://grantee.fema.gov>) and can log in to the Portal to submit an RPA.
- Organizations that were not applicants under the 2019 flood declaration, should follow the steps below to submit an RPA to IEMA:
 - The following types of organizations may be eligible for PA Category B funding include:
 - *State government* – departments, agencies, boards, commissions, authorities, universities
 - *Local government* – counties, townships, township road districts, cities, villages, school districts, levee/drainage districts, community college districts, special districts
 - *Private non-profit organizations* – utility cooperatives, hospitals, schools, churches
 - *Native American tribes and tribal organizations*
 - Obtain the fillable copy of the RPA by clicking on the following link https://www.fema.gov/media-library-data/1505397829631-758807d2f22ea320a71a74ade429675d/FEMA_Form_009-0-49_RPA_508_FINAL.pdf.
 - Complete the RPA form
 - Please include both primary and alternate contact information. Each contact must have a separate email address. FEMA and IEMA will use the email address to communicate with each organization, so the email address provided is very important.
 - There was no Federal./State Preliminary Damage Assessment, so please check “NO” to that question.
 - If an organization is a Private Non-Profit (PNP) entity, they must also provide:
 - FEMA PNP Facility Questionnaire – This form must only be completed by Private Non-Profit (PNP) Organizations as part of their application. https://www.fema.gov/media-library-data/1564167981892-d51db2f0e9cac461cf4f47b1c721fe25/FEMAFORM009-0-121_PNP.pdf
 - PNPs must also submit 1) a copy of their charter or by-laws, and 2) an effective ruling letter from the US Internal Revenue Service granting tax exemption under Section 501(c), (d), or (e) of the Internal Revenue Code of 1954 (as amended), or state certification that the organization is a non-revenue producing non-profit entity organized or doing business under state law.
 - Please write the Federal Employer Identification Number (FEIN) at the top left margin of the RPA form. The FEIN is your organization’s tax identification number and can be obtained from the IRS at <https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online>.
 - Please write the Data Universal Numbering System (DUNS) number at the top right margin on the RPA form. DUNS numbers can be obtained online at <http://fedgov.dnb.com/webform/> or by calling 866-705-5711.
 - Submit the completed RPA form to IEMA via email at PA.grants@illinois.gov or fax at (217) 782-8753.

- The deadline to submit an RPA to IEMA is April 12, 2020. It appears that FEMA may extend this deadline, but we've not received anything to confirm that extension.
- Once IEMA enters an organization's RPA information into the PA Grants Portal, a basic applicant profile will be established, their RPA will officially be submitted to FEMA and the organization will receive an email message from the PA Grants Portal about completing their profile.

Compiling documentation to support work and costs claimed

- Organizations should compile documentation for any work and costs that may be eligible under Category B – Emergency Protective Measures. FEMA has provided the attached COVID-19 Eligible Emergency Protective Measures Fact Sheet that provides information on the eligible work and costs under this emergency declaration.
- The PA Grants Portal (<https://grantee.fema.gov>) will be used later to submit documentation to support an organization's costs. Please remember that all costs must be supported with documentation (e.g. bills, invoices, receipts, labor records, equipment records, material records, procurement records). The IEMA PA Applicant Project Documentation Checklist is available online at https://www2.illinois.gov/iema/LocalEMA/Documents/PAforms/PA_Documentation_Checklist.pdf and provides additional information on the documentation required to support eligible work and costs.

FEMA has an independent study course available on using the PA Grants Portal (<https://grantee.fema.gov>). Organizations are strongly encouraged to review this course because they will be using the PA Grants Portal to communicate with FEMA and uploading documentation to support their costs. The FEMA independent study course for the PA Grants Portal is available online at <https://training.fema.gov/is/courseoverview.aspx?code=IS-1002>.

Procurement of services (contracting) is very important under PA, even under this type of emergency declaration. Non-compliance with federal and state procurement requirements can result in organizations losing their grant funding. The FEMA policy on Procurement Under Grants Conducted Under Exigent or Emergency Circumstances is available online at <https://www.fema.gov/media-library/assets/documents/186350>. The IEMA PA Procurement Fact Sheet is available online at https://www2.illinois.gov/iema/LocalEMA/Documents/PAforms/PA_ProcurementFactSheet.pdf. Please read and comply with these policies.

IEMA will conduct PA applicant's briefings via webinars in the coming weeks to review the remaining application and programmatic requirements. The other PA application forms that must be completed and submitted to IEMA are state forms. They do not have a specific submission deadline, but must be completed and accepted by IEMA before we can make a payment to an organization. We only accept originally signed copies of these state forms. No faxes, scanned images, or photocopies are permitted. These forms are as follows:

- IEMA PA Grant Agreement - <https://www2.illinois.gov/iema/LocalEMA/Documents/PAforms/GrantAgreement.pdf> – The following items are typically problem areas when completing the PA Grant Agreement:
 - Federal Employer Identification Number (FEIN). The FEIN is your organization's tax identification number and can be obtained from the IRS at <https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online>.
 - Data Universal Numbering System (DUNS) number. DUNS numbers can be obtained online at <http://fedgov.dnb.com/webform/> or by calling 866-705-5711.
 - System for Award Management (SAM) registration expiration date. The SAM registration expiration date can be obtained at www.SAM.gov. Please make sure the your organization's registration at www.SAM.gov is active. If your organization needs assistance with registering or updating your registration at www.SAM.gov, please contact the Federal Service Desk at www.FSD.gov or 866-606-8220.
 - Fiscal year start date. The month and day that the organization's fiscal year starts.
- IEMA PA Risk Assessment - https://www2.illinois.gov/iema/LocalEMA/Documents/PAforms/PA_Risk_Assessment.pdf

- IEMA PA FFATA Certification - https://www2.illinois.gov/iema/LocalEMA/Documents/PAforms/PA_FFATA_Certification.pdf

Organizations should also download the Public Assistance Program Applicant Handbook, which details the program requirements and process. The PA Applicant Handbook is available at <https://www2.illinois.gov/iema/LocalEMA/Documents/PAforms/PAApplclicantHandbook.pdf>.

A copy of the FEMA-3435-EM-IL PA Fact Sheet has been attached to provide information about this emergency declaration. Additional information on the Public Assistance Program is available on our website at <https://www2.illinois.gov/iema/LocalEMA/Pages/PublicAssistance.aspx>. If an organization has any questions regarding the Public Assistance Program, please contact the PA staff at (217) 782-8719 or PA.Grants@illinois.gov.