

ILLINOIS EMERGENCY MANAGEMENT AGENCY



**10 Dec 21 Severe Weather Event
FEMA-3577-EM-IL (EM-3577)
Applicant Briefing
Public Assistance Program**



Applicant Briefing Tips

Take Notes, Ask Questions

Write this down: EMA.PA.Grants@Illinois.gov

Look for the Resource Arrow:  **RESOURCE**

To review this Applicant Briefing Presentation, it will be available at:

 Illinois.Gov IEMA Public Assistance



Event Details

Severe Storms
Straight-Line Winds
Tornadoes



**3577EM
Fact
Sheet**



ILLINOIS EMERGENCY MANAGEMENT AGENCY

JB Pritzker
Governor

Alicia Tate-Nadeau
Director

**PUBLIC ASSISTANCE (PA) PROGRAM
FACT SHEET**

Declaration Number: FEMA-3577-EM-IL

State: Illinois

Incident: Severe Storms, Straight-line Winds, and Tornadoes

Incident Period: December 10, 2021

Date of Declaration: December 13, 2021

Designated Counties: Bond, Cass, Coles, Effingham, Fayette, Jersey, Macoupin, Madison, Montgomery, Morgan, Moultrie, Pike, & Shelby Counties.

Send Forms To: Illinois Emergency Management Agency
Public Assistance Program
1035 Outer Park Drive
Springfield, IL 62704-4462
Ph. (217) 782-8719
Fax (217) 782-8753
Email PA.Grants@illinois.gov

Key Staff:

State Coordinating Officer (SCO)	Renysya Brown
Governor's Authorized Representative (GAR)	Alicia Tate-Nadeau
Alternate GAR	Scott Swinford
Alternate GAR	Declan Binninger
State PA Group Supervisor (SPAGS)	Luke Denny

**PUBLIC ASSISTANCE PROGRAM
NOTICE OF FUNDING OPPORTUNITY**

Awarding Agency Name: Illinois Emergency Management Agency

Agency Contact: Luke Denny, PA.Grants@illinois.gov, (217) 782-8719

Announcement Type: Initial

Type of Assistance: Grant (federal)

Funding Opportunity Title: Severe Storms, Straight-line Winds, and Tornadoes

CSFA Number: 588-00-0448

CSFA Name: Disaster Grants - Public Assistance (Presidentially Declared Disasters)

CFDA Number: 97.036 – Public Assistance Grants

Anticipated No. of Awards: TBD

Estimated Total Funding: TBD (federal share)

Award Range: Minimum \$3,500
Maximum None

Source of Funding: Federal pass-through (DHS/FEMA)

Cost Sharing Requirement: Yes (75% federal share, 25% non-federal cost share)

Indirect Costs Allowed: No

Posted Date: December 13, 2021 (declaration date)

Closing Date for Applications: January 12, 2021 (30 days from declaration date)

Technical Assistance Session: Applicant's briefings will be held for affected areas. Attendance at the briefings is not required, but is recommended.



Gov. Pritzker Announces Federal Emergency Disaster Declaration for Illinois Counties Impacted by Severe Weather, Tornadoes on 13 Dec 21

(Counties validated by NWS and reviewed by IEMA)

FEMA Emergency Dec DR-35677EM there are 13 counties currently eligible:

Bond, Cass, Coles, Effingham, Fayette, Jersey, Macoupin, Madison, Montgomery, Morgan, Moultrie, Pike, and Shelby Counties

****Illinois is working with Menard County & FEMA for eligibility in the 3577EM Declaration****

FEMA Authorized:

Public Assistance eligible **Category B: Emergency Protective Measures** expenses including **Direct Federal Assistance.**



Office of the Governor
JB Pritzker

FOR IMMEDIATE RELEASE

Tuesday, Dec. 14, 2021

CONTACT
Gov.Press@illinois.gov

Gov. Pritzker Announces Federal Emergency Disaster Declaration for Illinois Counties Impacted by Severe Weather, Tornadoes

13 Counties Qualify to Apply for Federal Aid Following Severe Storms and Deadly Tornado

Menard County to be Added to State Disaster Proclamation, State Seeking to Add County to Federal Declaration

SPRINGFIELD – Governor JB Pritzker announced today that the federal government approved his request for an emergency disaster declaration, making federal assistance possible in response to Friday night's storms. The federal government's emergency disaster declaration will provide financial support to local jurisdictions for storm related losses or costs incurred in response to the storm. The following counties were approved under the emergency disaster declaration: Bond, Cass, Coles, Effingham, Fayette, Jersey, Macoupin, Madison, Montgomery, Morgan, Moultrie, Pike and Shelby. As the storm assessment continues by the National Weather Service and local jurisdictions, additional counties may be identified for federal assistance.

"Local, state, and federal officials are working in concert to make sure Illinois communities have everything they need to recover," said Governor JB Pritzker. "I appreciate President Biden's fast response in ensuring Illinois has all available resources on the road to rebuilding. As local entities work to secure federal reimbursements and recovery dollars, my administration will assist every step of the way."

"The Illinois Emergency Management Agency has been coordinating with county emergency managers throughout this disaster to offer assistance, resources and guidance at every turn," said IEMA Director Alicia Tate-Nadeau. "Proper documentation is critical in the federal disaster aid process, and our team will be



Declaration Applies to the Following Counties:

- Bond
- Cass
- Coles
- Effingham
- Fayette
- Jersey
- Macoupin
- Madison
- Montgomery
- Morgan
- Moultrie
- Pike
- Shelby

***Note:** Illinois is working with Menard County & FEMA for eligibility in the 3577EM Declaration*



Regions 6, 8 & 9

Affected County Stats:

Not Enough Eligible Costs	8
Awaiting FEMA Declaration Determination	1
Locals Still Determining Qualification	2
Intend to Submit FEMA Request for PA	3
Total Counties Eligible	14

County	IEMA Region	FEMA Emergency Declared County	NWS Tornado Confirmed	NWS Wind Confirmed	County Requests for Public Assistance Status
BOND	8	x		X	Not enough eligible costs
CASS	6	x	X	X	Not enough eligible costs
COLES	9	x	X	X	Still determining if they qualify, but intends to submit a request if they are within 30 days
EFFINGHAM	9	x		X	Not enough eligible costs
FAYETTE	9	x	X	X	Not enough eligible costs
JERSEY	8	x		X	Not enough eligible costs
MACOUPIN	8	x		X	Not enough eligible costs
MADISON	8	x	X	X	Intends to submit a request for public assistance
MENARD	6	x	X	X	Intends to submit a request for public assistance, if approved by FEMA.
MONTGOMERY	8	x	X	X	Not enough eligible costs
MORGAN	6	x		X	Not enough eligible costs
MOULTRIE	9	x	X	X	Intends to submit a request for public assistance
PIKE	6	x		X	Not enough eligible costs
SHELBY	9	x	X	X	Intends to submit a request for public assistance



Declaration Summary

Number: FEMA-3577-EM-IL

Declaration Date: December 13, 2021

Incident Period: December 10, 2021 – January 12, 2022

Type: Severe Storms, Straight-line Winds, and Tornadoes

Designated 13 Counties: Bond, Cass, Coles, Effingham, Fayette, Jersey, Macoupin, Madison, Montgomery, Morgan, Moultrie, Pike, & Shelby Counties.

Note: Illinois is working with Menard County & FEMA for eligibility in the 3577EM Declaration

Cost Share: 75% Federal, 25% Non-Fed (\$3,500 Minimum)



Cost Share:

Federal Share

- FEMA Provides Minimum 75% of Eligible Costs

Non-Federal Share

- Applicant Responsible for 25%
 - 25% Can Be Offset (MUST be Tracked to Offset)



Donated Resources include:

- Volunteer Labor
- Donated Equipment
- Donated Supplies and Materials
- Logistical Support



Donated Resources

Documentation Requirements

The Applicant needs to submit the following to support donated resources (not an all-inclusive list):

For each individual:

- Sign-in sheet (required);
- Name (required);
- Title and function (required for professional services);
- Days and hours worked (required); and
- Location of work and work performed (required). Equipment:
- Same information listed under [Chapter 6:III. Applicant-Owned Equipment and Purchased Equipment](#) (required); and
- Who donated each piece of equipment (required).

Supplies or materials:

- Quantity used (required);
- Who donated (required);
- Location(s) used (required); and
- Invoices or other documentation to validate claimed value (required).



Declaration Guidelines for 10 Dec 21 Severe Weather FEMA Emergency DR-3577-EM

- This Emergency Declaration does not require a Preliminary Damage Assessment (PDA).
- FEMA Grants Portal will be the method of filing a Request for Public Assistance as you have done with the COVID DR-4489 for PA eligible costs.
- ***Category A – Debris Removal expenses are not eligible under this declaration***
- **Only Category B (Emergency Protective Measures) expenses qualify**

Category B, examples:

- Emergency Operation Center (EOC)-related costs
- Evacuation and sheltering
- Search and rescue to locate survivors, pets, and service animals requiring assistance
- Firefighting
- Security, such as barricades, fencing, or law enforcement
- Only overtime hours are eligible for reimbursement, regular time is not eligible



Incident Timeline:

Deadlines:

30 Days from Event Declaration Date: January 12, 2022

- *Requests for Public Assistance Due*

60 Days from Declaration Date: Friday, February 11, 2022

- *Project Application(s) Due*
- *Entire Project to Be Submitted*

180 Days from Declaration Date: June 13, 2022

- *Emergency Protective Measures Should be Concluded*



Work Activity Eligibility

At a minimum, claimed Emergency Protective Measure work (also called “activities”) must meet each of the following criteria to be eligible:

- Required as a Result of the Declared Incident
- Located within the Designated Area
- Legal Responsibility of an Eligible Applicant



Emergency Work

Work that 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.

Work Eligibility Considerations: Utilities				
Water storage, treatment plants, and delivery systems; power generation, transmission, and distribution facilities, including, but not limited to, natural gas systems, wind turbines, generators, substations, and power lines; sewage collection systems and treatment plants; communication systems				
EHP laws, regulations, and EOs that frequently apply: NEPA, NHPA, ESA, CAA, CWA, and EOs 11988 and 11990				
PAPPG Reference	Category	Eligible Work (including, but not limited to):	Ineligible Work and Costs	Other Considerations
Chapter 6:XXI. A and D; 7:II.X	B	Emergency protective measures to address an immediate threat <ul style="list-style-type: none"> ○ Buttressing, bracing, or shoring. ○ Barricading and safety fencing. ○ Flood protection, such as sandbagging. ○ Emergency repairs to prevent further damage. ○ Residential electrical meter repair 	<ul style="list-style-type: none"> ○ Revenue lost due to shutdown of a utility. ○ Increased operating costs, such as increased costs for obtaining an alternative source of power because of the shutdown of a power generation plant. 	<ul style="list-style-type: none"> ○ Work performed under an exigent circumstance that restores the pre-disaster design and function of the facility in accordance with codes and standards is Permanent Work (Category F), not Emergency Work (Category B).
Chapter 6:XVII and 8:IX.D	F	Restoration <ul style="list-style-type: none"> ○ Permanent repair or replacement of any component of system, including buildings, structures, or systems, even if not contiguous. ○ Electrical conductor replacement subject to specific criteria. ○ Inspection or assessment of damaged components of a system. ○ Inspection or assessment of an inaccessible structure or component of a system may be eligible, but only when there is evidence of damage, such as when sunken ground appears above a water pipeline. 	<ul style="list-style-type: none"> ○ General post-disaster surveys, inspections, and assessments, such as video inspection of sewer lines. 	<ul style="list-style-type: none"> ○ Rural electric cooperatives, municipal utilities, and public power districts frequently use time and equipment contracts for power distribution system repairs. Costs under these contracts are subject to certain criteria. ○ Limited ROW clearance required to access a damaged facility may be eligible.

PAPPG V.4.0, Page 275



Private Non-Profit Critical Services

- Power
- Sewer and Wastewater
- Emergency Medical Care
- Water
- Communications
- Fire Protection/Emergency Services
- Emergency Search & Rescue

Only Category B Emergency Protective Measures / Emergency Work is Eligible.
Category A Debris Removal is NOT ELIGIBLE for this declaration.

*Eligible: Repair / Emergency Restoration of Services via Temporary Repair
i.e. Temporary repair to restore services or protect against further damage*

*Not Eligible: Repair / Emergency Restoration of Services via Permanent Work
i.e. Permanent repair to restore services*



Cost Eligibility for Public Assistance

- Minimum \$3,500 eligible costs are required in to apply for a Request for Public Assistance (RPA)
- No Duplication of Funds
- Category B: EPMs MUST be Reasonable & Necessary
- The Scope of Work MUST be Directly Tied to the Performance of Eligible Work

Costs Need to Be:

- Adequately Documented (*Use of FEMA Force Account documents is recommended*)
- Reduced by ALL Applicable Credits
 - Insurance Proceeds
 - Salvage Values
- Authorized and not prohibited under Federal or SLTT government laws or regulations
- Consistent with the Applicant's internal policies, regulations, and procedures that apply uniformly to both Federal awards and other activities of the Applicant



Public Assistance (PA) Program

Governing Laws, Regulations, and Policies



- Law - [Stafford Act of 1988](#)
- Program Regulations - [44 Code of Federal Regulations \(CFR\)](#)
- Procurement Requirements - [2 CFR 200](#)
- Policy - [Public Assistance Program & Policy Guide \(PAPPG\) V.4.0](#)



FEMA Public Assistance Application

Register FEMA Grants Portal
Submit Registration Documents to IEMA
Document Expenses



Step 1. Register FEMA Grants Portal

- Virtual Applicant Briefings
- Simplified Process:
 - **NEW** Direct Account Requests and RPA submission through Grants Portal



- [\(https://grantee.fema.gov/\)](https://grantee.fema.gov/)
 - Direct Application of Project Worksheets
1. Register in [FEMA Grants Portal](#)
 2. Complete and Submit IEMA required forms
 3. Submit a Streamlined Project Application
 4. FEMA and Recipient Review Documents
 5. Applicant Signs Project
 6. Receive Funding through Recipient



[FEMA - YouTube Grants Manager Channel](#)



Step 2: Submit IEMA Required Documents

All Applicants

Must Complete Three (3) IEMA documents:

- [IEMA Grant Agreement / PA101 Form](#)
- [IEMA Public Assistance Risk Assessment / PA108 Form](#)
- [IEMA FFATA Certification / PA 109 Form](#)



DOCUMENTS REQUIRED BY ALL APPLICANTS



Illinois Public Assistance (PA) Process:

All Three (3) Original, IEMA Documents Must Be:

1. Signed by the Chief Elected Official Only
2. Must be an ink Signature or *documents not processed*
3. *If documents not processed, no payments can be obligated*

Documents can be serviced electronically via DocuSign or mailed to:

**Illinois Emergency Management Agency
Public Assistance Program
1035 Outer Park Drive
Springfield, IL 62704-4462**



Chief Officials by Organization

<u>Organization</u>	<u>Authorized Chief Officials</u>
State Government	Department/Agency Director
County Government	County Board Chairman
Township Government	Supervisor
Township Road District	Road Commissioner
City Government	Mayor
Village Government	Village President/Mayor
School District	School Board President
Drainage District	Chairman of Commissioners
Special District	Board President
Private Non-Profit (PNP)	Board President/CEO



Force Account Labor Summary

Regular and Reassigned Employees



Overtime (plus fringe benefits) only; rate based on applicant's personnel policy

Temporary Employees Hired



Overtime and regular pay



Force Account Labor Summary

Reimbursement for Personnel Expenses

Category B: Regular and Reassigned Employees

- Paid at their Regular Pay Rate
- Overtime Based on Personnel Policy
- Fringe Benefits Eligible

Temporary Employees Hired for Disaster

- Overtime and Regular Time Eligible
- FEMA Guidance Evolving; Document ALL Force Account Costs

Submit Personnel Policy and Time Sheets Sample into Grants Portal



[Force Account Materials Summary](#)



Rented Equipment Summary

Reimbursement for Rental Equipment

- Examples: Fork lifts, End loaders, Fans, Tents, Generators, etc.
- Keep Your Rental Agreement
- Retain Receipts to Validate Rented Equipment Costs



[Rented Equipment Summary](#)



Contract Work Summary

Reimbursement for hiring outside contractors to perform eligible emergency protective measures work

- Temporary employees are not contractors – they are force account labor
- Check for Debarred Contractors (EPLS)
 - Excluded Parties List System www.sam.gov/SAM/ ← RESOURCE
- Document your procurement process for all contracts
- Upload Contract Agreement in Grants Portal
- Upload your local procurement policy in the Grants Portal



[FEMA Fact Sheet: Procurement Under Exigent or Emergency Circumstances](#)



[FEMA: Emergency Procurement Online Tutorial](#)



Documentation and Record Keeping

Stafford Act Section 705 - Imposes a three (3) year limit on FEMA's authority to recover payments made to State, Tribal, or local government Recipients and Subrecipients unless there is evidence of fraud

- The Applicant must maintain all original documentation supporting project costs claimed
- The Recipient and the Applicant must keep all financial and program documentation for 3 years after the date of the Recipient's final Financial Status Report (FSR)
- Records are subject to audit by State auditors, FEMA, the U.S. Department of Homeland Security Office of Inspector General, and the U.S. Government Accountability Office



Large vs. Small Projects

Project

- Documentation of Eligible Expenses to support the Scope of Work (SOW)
- Description of Work or Expenses to support the SOW
- Cost Estimate

Project Thresholds:

Small projects: Between **\$3500 & \$139,800**

Large projects: Greater than **\$139,800**



Public Assistance Workflow Overview

- Register or Sign in to FEMA Grants Portal
- Request Public Assistance /Submit RPA **ASAP!**
 - Ensure SAM date is not set to expire on the next 90 days (*If so, renew it now!*)
- Complete the IEMA PA 101, 108, 109 forms
 - [IEMA Form PA101, Public Assistance Grant Agreement](#)
 - [IEMA Form PA108, Public Assistance Risk Assessment](#)
 - [IEMA Form PA109, FFATA Certification](#)
- Complete the Recovery Scoping Video in FEMA Grants Portal
- Compile Supporting Documentation
- Submit Streamline Project Applications and Documents into FEMA Grants Portal
- FEMA Reviews to Determine Eligibility
- Applicant Completes a Project Review and Sign Off
- If Found Eligible by FEMA, Funds will be Obligated



Applicant Briefings Links for DR-3577EM

County EMAs, please outreach to eligible SLTTs/Non-profit entities within your counties to ensure they have the applicant briefing links and ask them to attend one of these scheduled briefings.

- [10am Monday, December 20, 2021 - IEMA Public Assistance Applicant Briefing FEMA-3577](#)
- [10am Tuesday, December 21, 2021 - IEMA Public Assistance Applicant Briefing FEMA-3577](#)
- [10am Wednesday, December 22, 2021 - IEMA Public Assistance Applicant Briefing FEMA-3577](#)
- [10am Thursday, December 23, 2021 - IEMA Public Assistance Applicant Briefing FEMA-3577](#)



We Are Here to Help

Illinois Emergency Management Agency
Public Assistance



Questions: Contact IEMA Public Assistance

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