



## ILLINOIS EMERGENCY MANAGEMENT AGENCY

**JB Pritzker**  
Governor

**Alicia Tate-Nadeau**  
Director

### Public Assistance (PA) Program Applicant Post-Declaration Checklist

- Attend applicant's briefing and submit application documents
  - Attend an applicant's briefing. Take your organization's [Federal Employer Identification Number \(FEIN\)](#) and [Data Universal Numbering System \(DUNS\)](#) numbers with you to the briefing.
  - Go to [www.SAM.gov](http://www.SAM.gov) to register or update your organization's existing registration. Each organization must have an active registration on the System for Award Management (SAM) to be eligible for a Federal grant or award.
  - In accordance with the FEMA policy memorandum dated September 17, 2019, each applicant must complete and submit a [FEMA Form 009-0-49, Request for Public Assistance \(RPA\)](#), using the PA Grants Portal (<https://grantee.fema.gov>). RPAs must be submitted within 30 days from the declaration date or date a county is designated for Public Assistance. To request an invitation to register on the PA Grants Portal, an applicant must contact the IEMA Public Assistance staff at (217) 782-8719 or [PA.grants@illinois.gov](mailto:PA.grants@illinois.gov).
  - Complete and submit [IEMA Form PA101, Public Assistance Grant Agreement](#) to IEMA.
  - Complete and submit the [IEMA Form PA108, Public Assistance Risk Assessment](#) to IEMA.
  - Complete and submit the [IEMA Form PA109, FFATA Certification](#) to IEMA.
  - Maintain copies of [Public Assistance Program Applicant Handbook](#) and Fact Sheet for future reference.
  
- Participate in Exploratory Call, Recovery Scoping Meeting and Prepare PWs
  - Be prepared to discuss damages, costs and impacts on Exploratory Call.
  - Provide documentation on damages, costs, insurance, procurement, etc. during Recovery Scoping Meeting.
  - Work with FEMA Program Delivery Manager (PDMG) to compile Project Worksheet (PW) information and schedule site inspections.
  - Participate in any site inspections necessary.
  - Thoroughly review draft PWs provided by PDMG.

- An applicant must have a minimum of \$3,300 (FFY20) of eligible costs for a PW to be prepared by FEMA.
- **Sandy Recovery Improvement Act**
  - On January 29, 2013, President Barack Obama signed into law the Sandy Recovery Improvement Act (SRIA) of 2013. The law authorizes several significant changes to the way FEMA may deliver federal disaster assistance.
  - Additional information on SRIA and the alternative procedures available at <http://www.fema.gov/sandy-recovery-improvement-act-2013>.
- **Disaster Recovery Reform Act of 2018**
  - On October 5, 2018, President Trump signed the Disaster Recovery Reform Act (DRRA) of 2018 into law. The law contains more than 50 provisions that amend the Robert T. Stafford Disaster Relief and Emergency Assistance Act and require FEMA policy or regulation changes for full implementation.
  - For the Public Assistance Program, the Act:
    - Removes the reduction of assistance for alternate projects.
    - Limits a flood insurance reduction to one building within a multi-structure campus for disasters declared Jan. 1, 2016 and Dec. 31, 2018.
    - Prohibits required participation in the Public Assistance Alternative Procedures Pilot Program.
    - Creates presumption within the Public Assistance Alternative Procedures for Permanent Work that a cost estimate certified by an engineer and accepted by the Administrator is reasonable and eligible without evidence of fraud.
    - Expands the definition of management costs to include direct and indirect administrative expenses by the state, local, tribal or territorial government. It also establishes a management cost rate of up to 5% for subrecipients.
  - Additional information on DRRA and the alternative procedures available at <https://www.fema.gov/disaster-recovery-reform-act-2018>.
- **FEMA Approves PWs and IEMA Processes Payments**
  - General
    - IEMA will provide a copy of approved PWs to the applicant. Copies may be paper or electronic.
    - Thoroughly review PWs approved by FEMA. Notify IEMA of any errors or omissions in PWs within 60 days.
    - Create a file for each PW to store original copy of PW and supporting documentation.
  - Small Projects
    - The Federal share of all small project PWs (less than \$131,000 for FFY20) will be paid by IEMA at the time of approval.
    - Keep documentation to support small project costs as work is completed.

- Large Projects
  - The Federal share of all large project PWs (\$131,000 or more for FFY20) will be paid as eligible work is completed and supported with documentation.
  - If work was completed and documented at the time the PW is approved by FEMA, IEMA will process an initial Federal share payment for these costs. The remaining funding will be provided as requested and supported by the applicant. To request funding, the applicant must:
    - Complete and submit an [IEMA Form PAI02, Request for Payment](#) form to IEMA.
    - Provide copies of documentation (e.g. bills, invoices, payroll records, equipment records, contracting documents) to support the costs being claimed.
- FEIN Certification
  - If an organization has not received a payment from the State of Illinois within the past year, the [Office of the Comptroller](#) may require the organization to complete and submit a current [W-9 Form](#) to certify their FEIN.
- Complete PW work
  - All work must be completed according to the PW scope of work. Any changes in the PW scope of work must be approved by FEMA prior to starting the work. Notify IEMA before making any PW scope changes.
  - Applicants must properly procure professional and contract services according to [2 CFR, Part 200.317 - 200.326](#) and State requirements. Provide copies of procurement documentation (e.g. advertisement for bids, bid documents, bids received, bid tabulation, notice of award) to IEMA before starting work. Refer to the [IEMA PA Procurement Fact Sheet](#) for more information.
  - Each PW has a performance period, depending on the type of work.
    - The performance period for emergency work (Categories A-B) PWs is six (6) months from the declaration date. This period may be extended by IEMA for up to an additional six (6) months, for a total of 12 months to complete the work.
    - The performance period for permanent work (Categories C-G) PWs is 18 months from the declaration date. This period may be extended by IEMA for up to an additional 30 months, for a total of 48 months to complete the work.
    - Complete and submit an [IEMA Form PAI04, Time Extension Request](#) form to IEMA to request an extension of a PW's performance period.
- Report on the Progress of PWs
  - For subgrants, where the total Federal share approved under PWs is more than \$25,000, the applicant must report quarterly on the progress of all PWs under the subgrant.
    - Complete and submit an [IEMA Form PAI03, Quarterly Progress Report](#) form to IEMA by the 15<sup>th</sup> of January, April, July and October.
    - Quarterly Progress Reports must be submitted until all PWs under the subgrant are 100% complete and the full Federal share has been paid.

- **Close Large Project PWs**
  - Large project PWs must be closed by FEMA
    - Applicant must complete and submit an [IEMA Form PA106, Large Project Closeout Request](#) form to IEMA asking for the large project PW to be closed.
    - Please explain and provide cost documentation to support any additional funding being requested.
    - Final cost documentation must be provided for the costs being claimed to close the PW.
    - If the applicant is required to obtain insurance on the facility, a copy of the insurance policy must be provided as proof of insurance.
  
- **Close Subgrant**
  - All work under PWs has been completed and the applicant has received the appropriate federal share payment.
  - Complete and submit an [IEMA Form PA107, Subgrant Closeout Certification](#) form to IEMA.
  - Request subrecipient management cost funding, if desired, by completing and submitting an [IEMA Form PA110, Subgrantee Management Cost Request](#) to IEMA, along with documentation to support the costs being claimed.
  - IEMA will perform a final review of the subgrant file, any site inspections necessary, and issue a letter closing the subgrant.
  - IEMA will process a final payment for any remaining costs requested.
  - The applicant must maintain all subgrant records for three (3) years from the date the subgrant is closed.

IEMA's Public Assistance Program Applicant Handbook provides information on how IEMA administers the Public Assistance Program in Illinois. You can review or download a copy of this handbook at <http://www.illinois.gov/iema/LocalEMA/Documents/PAforms/PAApplicantHandbook.pdf>.

FEMA's Public Assistance Program and Policy Guide replaces many of the former PA guidance documents and is effective for declarations on or after January 1, 2016. You can review or download a copy of this guide at <https://www.fema.gov/media-library/assets/documents/111781>.

Additional information on the Public Assistance Program is available at <http://www.illinois.gov/iema/LocalEMA/Pages/PublicAssistance.aspx>.

If you have questions regarding the Public Assistance Program, please contact the IEMA Public Assistance staff at (217) 782-8719 or [PA.Grants@illinois.gov](mailto:PA.Grants@illinois.gov)