

Illinois Emergency Management Agency



Public Assistance Program

October 31, 2019





ILLINOIS EMERGENCY MANAGEMENT AGENCY

JB Pritzker
Governor

Alicia Tate-Nadeau
Acting Director

PUBLIC ASSISTANCE (PA) PROGRAM FACT SHEET

Declaration Number: FEMA-4461-DR-IL

State: Illinois

Incident: Severe Storms and Flooding

Incident Period: February 24 – July 3, 2019

Date of Declaration: September 19, 2019

Designated Counties: Adams, Alexander, Bureau, Calhoun, Carroll, Cass, Fulton, Greene, Hancock, Henderson, Henry, Jackson, Jersey, Knox, Lee (added 10/24/19), Madison, Mercer, Monroe, Morgan, Pike, Randolph, Rock Island, Schuyler, Scott, St. Clair, Stephenson, Union, and Whiteside counties

Send Application 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)	Phil Anello
Governor's Authorized Representative (GAR)	Alicia Tate-Nadeau
Alternate GAR	Scott Swinford
Alternate GAR	Declan Binninger
State PA Group Supervisor (SPAGS)	Bryan Clow

Documents to Download:

IEMA Public Assistance Program Application Checklist
https://www.2.illinois.gov/iema/LocalEMA/Documents/PAforms/PA_Application_Checklist.pdf

FEMA Request for Public Assistance (RPA) form
<https://www.fema.gov/media-library/assets/documents/10145?id=2658#>

IEMA Public Assistance Grant Agreement form
<https://www.2.illinois.gov/iema/LocalEMA/Documents/PAforms/GrantAgreement.pdf>

1035 OUTER PARK DRIVE | SPRINGFIELD, IL 62704 | 217.782.2700

illinois.gov/iema | ready.illinois.gov



IEMA Public Assistance Risk Assessment
https://www2.illinois.gov/iema/LocalEMA/Documents/PAforms/PA_Risk_Assessment.pdf

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

IEMA Public Assistance Program Applicant Handbook
<https://www2.illinois.gov/iema/LocalEMA/Documents/PAforms/PAApplciantHandbook.pdf>

**PUBLIC ASSISTANCE PROGRAM
NOTICE OF FUNDING OPPORTUNITY**

Awarding Agency Name: Illinois Emergency Management Agency
Agency Contact: Bryan Clow, PA.Grants@illinois.gov, (217) 782-8719
Announcement Type: Initial
Type of Assistance: Grant (federal)
Funding Opportunity Title: Severe Storms and Flooding
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: \$45,000,000 (federal share)
Award Range: Minimum \$3,200, 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: September 19, 2019 (declaration date)
Closing Date for Applications: October 19, 2019 (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.
Additional Information: Information on additional program information and requirements is available in the Public Assistance Program Applicant Handbook at <http://www.illinois.gov/iema/LocalEMA/Documents/PAforms/PAApplciantHandbook.pdf>

ILLINOIS EMERGENCY MANAGEMENT AGENCY
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illinois.gov/iema | ready.illinois.gov



Eligible Organizations

- State Government
 - Departments, agencies, boards, commissions, authorities, universities
- Local Government
 - Counties, townships, cities, villages and special districts
- Certain Private Non-Profit Organizations
 - Utility cooperatives, parochial schools, hospitals, universities, houses of worship, etc.
- Native American Tribes and Tribal Organizations



Private Non-Profit (PNP) Organizations

- Eligibility Criteria
 - Must have a letter from the IRS granting a tax exemption under Section 501(c), (d), or (e) of the IRS Code of 1954
 - State certification that the organization is a non-revenue producing non-profit entity organized or doing business under state law.



PNP Work Eligibility

- Emergency Work
 - All eligible PNP facilities may apply directly for emergency work assistance
- Permanent Work
 - Only PNP facilities that provide critical services may apply directly for permanent repair assistance
 - PNP facilities that don't provide critical services must apply to SBA for permanent repair assistance



PNP Critical Services

- Power
- Water
- Sewer and Wastewater
- Communications
- Education
- Emergency Medical Care
- Fire Protection/Emergency Services



PNP Houses of Worship

- Criteria
 - Houses of Workship (HOW) must be operated by an eligible PNP and open to the general public
 - HOW facilities are directly eligible for emergency work (Categories A & B) funding
 - Since HOW facilities don't provide critical services, they must apply to SBA for a loan to complete permanent work (Categories C-G)
 - FEMA will only approve funding for permanent work that is not covered by an SBA loan



Application Forms

- Request For Public Assistance (RPA)
 - FEMA form which starts case management file
 - Must be submitted in the FEMA PA Grants Portal within 30 days of declaration date or date county was added to declaration
- Public Assistance Grant Agreement
 - Must be signed by Applicant's Authorized Representative
 - County – County Board Chairman
 - Township – Supervisor
 - Road District – Road Commissioner
 - City – Mayor
 - Village – Village President
 - School/Special District – Board President



Application Forms

- PA Risk Assessment
 - Questions
 - Prior experience with the same or similar subawards
 - Results of prior audits
 - Changes in personnel or substantially changed systems
 - Results of federal agency monitoring
 - Used to determine programmatic risk and monitoring requirements
 - Complete and submit to IEMA



Application Forms

- Federal Funding Accountability and Transparency Act (FFATA) Certification
 - Prime recipients (like the state of Illinois) must report subawards of \$25,000 or more
 - Reports are made using Data Universal Numbering System (DUNS) number for each subrecipient
 - Complete and submit to IEMA



PNP Applications

- Private Non-Profit (PNP) Organizations
 - Must also submit the following documents:
 - PNP Facility Questionnaire
 - Proof of non-profit status (federal or state)
 - Must have a letter from the IRS granting a tax exemption under Section 501(c), (d), or (e) of the IRS Code of 1954
 - State certification that the organization is a non-revenue producing non-profit entity organized or doing business under state law
 - Proof of ownership/legal responsibility
 - Charter or By-Laws for organization



DUNS Number

- Data Universal Numbering System (DUNS)
 - Nine digit number that identifies an organization
 - May be obtained online or by phone
 - <http://fedgov.dnb.com/webform/>
 - (866) 705-5711
 - The PA Grant Agreement and FFATA Certification will not be accepted without a DUNS number



SAM

- System for Award Management (SAM)
 - Subrecipients must have active SAM registration or IEMA can't report funding provided under the subaward as required by FFATA
 - All PA subrecipients must have active SAM registration and provide their Periodic Update Requirement Date (PURD) on the PA Grant Agreement



FEIN

- Federal Employer Identification Number (FEIN)
 - Nine-digit tax identification number for the organization
 - PA Grant Agreement will not be accepted without FEIN
 - Organization name on PA Grant Agreement must match name on FEIN (tax) records or payment may be rejected by Comptroller
 - Office of the Comptroller may require an organization to complete a W-9 Form to certify their FEIN before a payment can be made



Applicant's Agent

- Designated by the Applicant's Authorized Representative
- Single point of contact
- Responsible for administering subgrant



PA Grants Portal

- FEMA Policy Memorandum – September 17, 2019
 - All federal, state, recipient (IEMA) and applicant staff must use the PA Grants Portal as the processing system for pre-award development and review of Public Assistance projects.
- What this means
 - All RPAs must be submitted to FEMA using the Portal
 - Applicants must register their organization in the Portal
 - Applicants must use the Portal to submit damage and cost documentation
 - Applicants can use the Portal to track the status of their Project Worksheets (PWs) as they are developed



PA Grants Portal

- Required Information
 - All information on the FEMA Request for Public Assistance (RPA) form, including physical location and mailing address
 - Federal Employer Identification Number (FEIN)
 - Data Universal Numbering Systems (DUNS) number
 - Unique email address for each organization
- Portal address: <https://grantee.fema.gov/>



PA Grants Portal

- Dashboard
- My Organization ▼
Illinois Emergency Management Agency (000-U0350-00)
- My Tasks ▼
- Calendar
- Subrecipients ▼

Subrecipient Organization Profiles

IMPORT NEW ORGANIZATION

Filters >

All Subrecipient Organization Profiles



Search

SHOW/HIDE COLUMNS

Name	Type	PNP?	PNP Type	Recipient Region	Primary County	State/Tribe/Territory	Last User Login
(POSSIBLE DUPLICATE)Hancock County ERSD	County Government	No			Hancock County	Illinois Emergency Management Agency	10/12/2019 03:38 PM CDT
Abington Township	City or Township Government	No			Mercer County	Illinois Emergency Management Agency	
Adams Electric Cooperative	Nonprofit with 501C3 IRS Status	Yes	Utility		Adams County	Illinois Emergency Management Agency	04/23/2018 02:08 PM CDT
Adams, County of	County Government	No			Adams County	Illinois Emergency Management Agency	
Alexander County Emergency Management Agency	County Government	No			Alexander County	Illinois Emergency Management Agency	10/09/2019 04:37 PM CDT
Alexander County Highway Department	County Government	No			Alexander County	Illinois Emergency Management Agency	
Alexander County Sheriff's Office	County Government	No			Alexander County	Illinois Emergency Management Agency	

- Organization Profiles
- Organization Personnel
- Applicant Event Profiles
- Exploratory Calls
- Recovery Scoping Meetings
- Projects
- Damages
- Work Order Requests
- Work Orders
- Subrecipient Tasks ▼
- Utilities ▼
- Resources

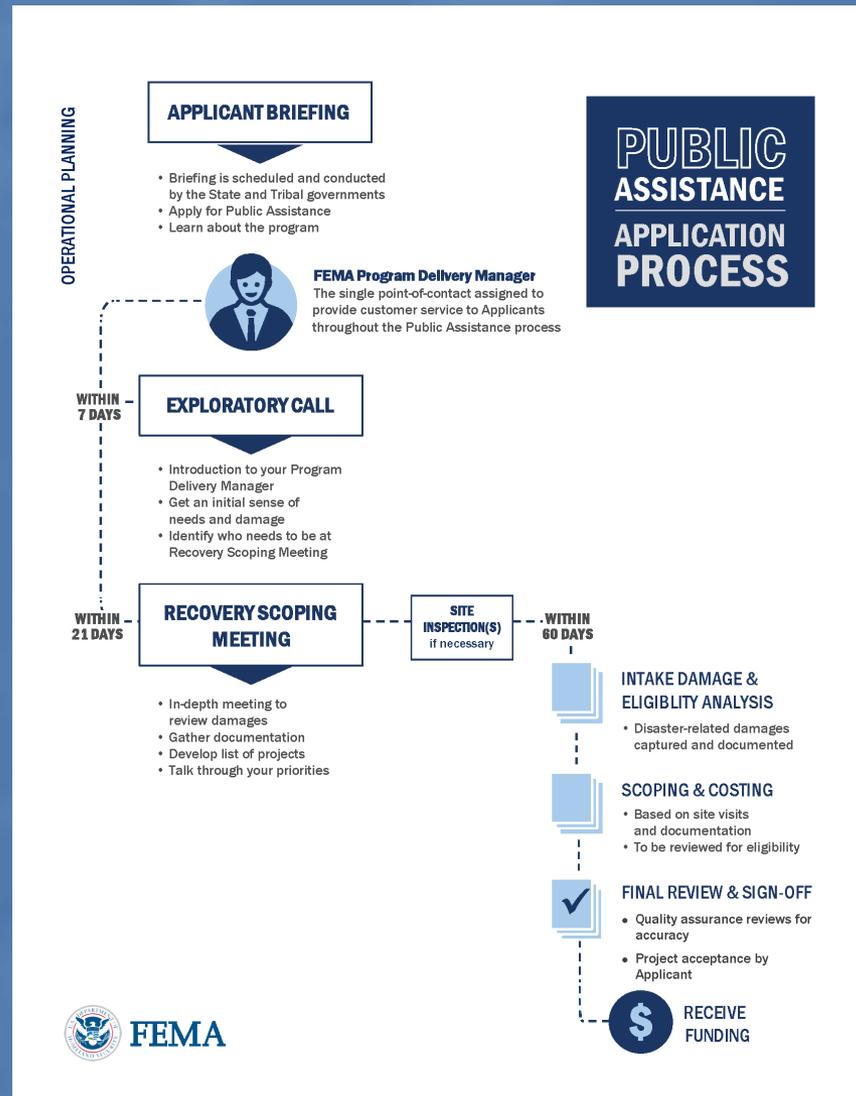


Application Summary

- Obtain or update DUNS number information
- Register or update registration at www.SAM.gov
- Submit Request for Public Assistance (RPA) to IEMA (today, if possible) – 30 day submission deadline
- Complete and submit PA Grant Agreement to IEMA
- Complete and submit PA Risk Assessment to IEMA
- Complete and submit FFATA Certification to IEMA



New PA Delivery Model



Project Worksheets (PWs)

- General
 - Must have at \$3,200 in eligible costs
 - Work must be completed in accordance with PW scope of work
- Small Projects
 - Less than \$128,900
 - Federal share payment made based on the estimate of total eligible costs approved on the PW
- Large Projects
 - \$128,900 or more
 - Federal share payment made based on actual documented eligible costs submitted to IEMA



Special Considerations (SC)

- Questions
 - Insurance
 - Floodplain
 - CBRA
 - Hazard Mitigation
 - Historic Preservation
 - Environmental
- SC issues must be resolved prior to starting restoration work



Funding Management

- Cost Sharing
 - 75% federal share (paid by IEMA)
 - 25% non-federal share (paid by applicant)
- Supplement to other programs and insurance
- May only reimburse eligible work/costs
 - FEMA determines what work/costs are eligible
 - Work/costs must be included in the PW scope of work



Facility

- An eligible facility must:
 - Be the legal responsibility of an eligible applicant (subrecipient)
 - Be located within the designated area
 - Not be under the authority of another federal agency
 - Be in active use at the time of the disaster



Work

- Eligible work must be:
 - Required as a direct result of the declared event
 - Located within the designated area
 - The legal responsibility of an eligible applicant at the time of the declared event



Project Costs

- Eligible project costs must:
 - Be reasonable and necessary to accomplish eligible work
 - Comply with federal, state and local laws and regulations
 - Not include insurance proceeds, salvage value or other credits (no duplication of benefits)



Direct Costs

- Salaries, wages and fringe benefits
 - Regular time costs for permanent employees are not eligible for emergency work (Categories A and B)
- Purchase of materials
- Use of applicant owned or rented equipment
- Contracting



Other Costs

- Professional Services
 - Architectural
 - Engineering
 - Environmental
 - Historic Preservation
 - Project Management
- Work completed under cooperative agreements
 - Agreements must be in writing



Disaster Recovery Reform Act (DRRA)

- General
 - Signed October 5, 2018
 - Amends Robert T. Stafford Disaster Relief and Emergency Act
 - Retroactive to declarations made on or after August 1, 2017
- Public Assistance Program
 - Provides up to 5% of total costs to applicants for managing their grant (must be supported with documentation)
 - Eliminates reduction of cost share for alternate projects



Sandy Recovery Improvement Act (SRIA)

- Permanent Work Alternative Procedures
 - Grants for public assistance permanent work projects on the basis of fixed estimates for the timely or cost-effective completion of work;
 - In-lieu contribution on the basis of estimates for repair, restoration, reconstruction, or replacement of a public facility and management expenses;
 - Consolidating the repair, restoration or replacement work on damaged facilities as a single project based upon estimates adopted under the procedures;
 - Use of all or part of the excess grant funds for cost-effective activities that reduce the risk of future damage, hardship, or suffering from a major disaster and other activities to improve future Public Assistance operations or planning



Sandy Recovery Improvement Act (SRIA)

- Debris Removal Alternative Procedures
 - Use of a sliding scale to determine the Federal share for removal of debris and wreckage, based on the time it takes to complete debris and wreckage removal;
 - Use of program income from recycled debris without offset to the grant amount;
 - Reimbursement of base and overtime wages for Public Assistance applicants performing Public Assistance performing or administering debris and wreckage removal; and
 - Cost-share incentive to a state, tribal or local government to have a debris management plan approved by FEMA and have pre-qualified one or more debris and wreckage removal contractors before the date of declaration of the major disaster.



Types of Work

- Emergency Work
 - Category A
 - Debris Removal
 - Category B
 - Emergency Protective Measures
- Permanent Work
 - Categories C-G
 - Permanent restoration of facilities



Category A – Debris Removal

- Eligibility Criteria
 - Eliminate an immediate threat to lives, public health and safety
 - Eliminate immediate threats of significant damage to improved public or private property
 - Ensure the economic recovery of the affected community



Category B – Emergency Protective Measures

- Eligibility Criteria
 - Eliminate or reduce an immediate threat to life, property, public health or safety
 - Eliminate or reduce an immediate hazard that threatens significant damage to improved public or private property



Permanent Work

- Categories
 - Category C - Road and Bridge Systems
 - Category D - Water Control Facilities
 - Category E - Buildings and Equipment
 - Category F - Utility Systems
 - Category G - Parks, Recreational and Other



Facility Restoration

- Criteria
 - Must be in active use
 - Will only restore to pre-disaster use, design, and capacity
 - Must not be scheduled for replacement using federal funds within 12 months



Restoration Cost Eligibility

- Cost Item
 - Codes and Standards
 - Hazard Mitigation (Section 406)
 - Facility Replacement
 - Facility Relocation
 - Wage and Equipment Rates
 - Other federal agencies
 - Insurance



Codes and Standards

- Criteria
 - Must apply to the repair work
 - Must be appropriate for the pre-declaration use
 - Must be reasonable, adopted in writing and implemented before declaration
 - Must be applied uniformly to all facilities
 - Must be enforced before declaration



Hazard Mitigation (Section 406)

- Definition
 - Any cost-effective action to prevent or reduce the threat of future damage to the facility
- Implementation
 - Mitigation action must be completed as part of the eligible repair to a facility
 - Costs included on approved PW



Facility Replacement

- 50 Percent Rule
 - A facility may be eligible for replacement if the cost to repair the facility to its pre-disaster condition is greater than 50% of its current replacement cost
 - Repair costs do not include upgrading to current codes and standards, demolition, site work or project management costs
 - Replacement cost is for facility of the same size, capacity and use



Facility Relocation

- Criteria
 - Must be required by federal, state or local standard
 - Floodplain regulations
- Cost Eligibility
 - Removal of old facility
 - Land acquisition
 - Facility construction
 - Ancillary facilities, such as roads and utilities



Wage/Equipment Rates

- Wage Rates
 - Davis-Bacon wage rates do not apply
 - Use Illinois prevailing wage rates
 - Contact Illinois Dept. of Labor
 - <http://www.illinois.gov/idol/Laws-Rules/CONMED/Pages/prevailing-wage-rates.aspx>
- Equipment Rates
 - Must use FEMA equipment rates unless organization is authorized to use state (IDOT) equipment rates
 - <https://www.fema.gov/schedule-equipment-rates>



Other Federal Agencies

- Criteria
 - If another federal agency has statutory authority, FEMA cannot provide assistance for the permanent repair of these facilities
- Other Agencies
 - USACE
 - Repair of locally owned flood control works
 - USDA-NRCS
 - Repair of locally owned flood control works and debris removal from streams
 - FHWA
 - Assistance with damage to Federal-Aid System (FAS) roads



Insurance Requirements

- Criteria
 - Insurance proceeds will be deducted from any eligible costs
 - For PWs with over \$5,000 in eligible damage costs, the applicant must obtain and maintain insurance in the amounts and types as are required to protect against future loss from the type of hazard which caused the damage to the facility



NFIP

- Nation Flood Insurance Program (NFIP)
 - Insurable facility located in a special flood hazard area
 - Eligible costs are reduced by the maximum amount of flood insurance proceeds the applicant would have received had the facility and its contents been fully covered by flood insurance
 - Does not matter whether facility has flood insurance



Completing Work

- Contracting
- Force Account (using your own)
 - Labor
 - Equipment
 - Materials
- Combination of Contracting and Force Account



Contracting

- Criteria
 - Cost must be reasonable
 - Use appropriate procurement method
 - Bonding requirements
- Not Eligible
 - Debarred contractors
 - Federal - Excluded Parties List System
 - State - Illinois Dept. of Labor
 - State – Stop Payment List
 - Contracts contingent on federal reimbursement
 - Cost plus a percentage of cost contracts



Procurement Requirements

- Requirements - Applicants
 - Must comply with federal and state procurement requirements
 - In general, work completed by contractors must be advertised and competitively procured
 - Competitive proposals must be used to procure professional services (e.g. architect, engineer)
 - Project funding will be jeopardized if an applicant fails to comply with procurement requirements



Procurement Requirements

- Federal (2 CFR, Part 200)
 - Micro-purchases
 - < \$10,000
 - Small purchase procedures
 - \$10,000 - \$250,000
 - Sealed bids
 - > \$250,000
 - Competitive proposals
 - Non-competitive proposals
- State of Illinois
 - Counties (55 ILCS 5/5-1022)
 - Townships (60 ILCS 1/85-30)
 - Municipalities (65 ILCS 5/8-9-2)
 - Local Government Professional Services Selection Act (50 ILCS 510/1)



Bonding Requirements

- Bid Guarantee
 - 5% of the bid price
 - Bid bond, certified check, etc.
- Performance Bond
 - 100% of contract price
- Payment Bond
 - 100% of contract price



Force Account Labor

- Criteria
 - Employee must be on your payroll
 - Payroll documentation must provide sufficient information to determine if eligible work was being completed



Force Account Equipment

- Criteria
 - Applicant owned equipment
 - Daily log must be kept for each piece of equipment showing work completed
 - Operator costs should be included under force account labor



Force Account Materials

- Criteria
 - Keep all bills, invoices, receipts, etc. to document purchases
 - Documentation must show supplier, material type and quantity, and location where the material was used
 - Obtain proposals from at least two suppliers



Project Funding Options

- Improved Project
 - Applicant desires to make an improvement
- Alternate Project
 - Applicant desires to use funding for alternate purposes



Improved Projects

- Criteria
 - Applicant desires to make an improvement and still restore the facility to its pre-disaster condition
 - Funding provided up to approved federal share
 - Must be approved by the IEMA prior to starting work



Alternate Projects

- Criteria
 - Applicant decides that damaged facility should not be restored, but desires to use the funds for other permanent work
 - Funding is limited to the federal share approved
 - Must be approved by FEMA prior to starting work



Project Reimbursement

- Small Projects (<\$128,900)
 - IEMA pays full federal share as soon as possible after approval by FEMA, based on the PW estimate of total eligible costs
- Large Projects (=>\$128,900)
 - IEMA makes payment based on eligible work completed and supported with documentation
 - Applicant must request payment for costs not documented at the time the PWs were approved



PW Scope of Work

- Remember
 - All project work must be completed in accordance with the PW scope of work
 - IEMA cannot provide payment for work/costs not included in the PW scope of work, or for costs in excess of the amounts shown in the PW scope of work line items
 - Any changes to the PW scope of work must be approved by FEMA prior to starting the work



EHP Compliance

- Environmental/Historic Preservation (EHP) Compliance
 - FEMA must ensure compliance with:
 - National Historic Preservation Act (NHPA)
 - National Environmental Policy Act (NEPA)
 - Executive Orders
 - If the design, footprint or location of a facility changes, the applicant must notify IEMA prior to starting the work to ensure FEMA is able to comply with EHP requirements
 - Project funding will be jeopardized if the applicant proceeds with the work without allowing FEMA to ensure compliance with EHP requirements



Period of Performance

- Debris Removal
 - Six (6) months from declaration date
- Emergency Protective Measures
 - Six (6) months from declaration date
- Permanent Work
 - 18 months from declaration date
- Extensions
 - Must have extenuating circumstances beyond the control of the applicant



Appeals

- Criteria
 - Applicant does not agree with FEMA determination
- Process
 - Appeal must contain documented justification supporting your organization's position
 - Appeal must specify the monetary figure in dispute
 - Appeal must cite provisions in federal law, regulation or policy with which your organization believes the determination was inconsistent
 - Appeal must be submitted to IEMA within 60 days
 - IEMA has 60 days to review appeal and make recommendation
 - FEMA has 90 days to respond to appeal
- Levels of Appeal (FEMA)
 - Regional Administrator (Chicago)
 - Assistant Administrator (Washington, D.C.)



Quarterly Progress Reports

- Reporting Requirement
 - Applicants that receive over \$25,000 (federal share) in grant funding must report quarterly on the progress of all their projects
 - To meet this requirement, applicants must complete and submit a Quarterly Progress Report form to IEMA by the 15th of January, April, July and October, until all projects are 100% complete
 - Failure to report on the progress of projects may jeopardize funding for current and future grants



Single Audit Requirements

- Single Audit Act of 1984 (as amended)
- 2 CFR, Part 200, Subpart F
 - Non-federal organizations that expend \$750,000 or more in federal awards during a fiscal year, must have a single audit performed
 - Must comply with reporting requirements
 - Single audit report must be submitted for review within nine (9) months after the end of the organization's fiscal year



Subgrant Closeout

- Process
 - Applicant submits Subgrant Closeout Certification form once work has been completed and federal share has been paid
 - Applicant submits Subgrantee Management Cost Request, along with supporting documentation, if desired
 - IEMA reviews the subgrant file and performs inspections, if necessary
 - IEMA sends closeout letter to applicant and processes any final payment necessary
 - FEMA closes subgrant



DEPARTMENT OF HOMELAND SECURITY
 Federal Emergency Management Agency
REQUEST FOR PUBLIC ASSISTANCE

OMB Control Number 1660-0017
 Expires December 31, 2019

Paperwork Burden Disclosure Notice			
Public reporting burden for this data collection is estimated to average 15 minutes per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and submitting this form. This collection of information is required to obtain or retain benefits. You are not required to respond to this collection of information unless a valid OMB control number is displayed in the upper right corner of this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW., Washington, DC 20472, Paperwork Reduction Project (1660-0017) NOTE: Do not send your completed form to this address.			
Privacy Act Statement			
Authority: FEMA is authorized to collect the information requested pursuant to the Robert T. Stafford Disaster Relief and Emergency Assistance Act, §§ 402-403, 406-407, 417, 423, and 427, 42 U.S.C. 5170a-b, 5172-73, 5184, 5189a, 5189e; The American Recovery and Reinvestment Act of 2009, Public Law No. 111-5, § 601; and "Public Assistance Project Administration," 44 C.F.R. §§ 206.202, and 206.209.			
APPLICANT (Political subdivision or eligible applicant)		DATE SUBMITTED	
COUNTY (Location of Damages. If located in multiple counties, please indicate)			
APPLICANT PHYSICAL LOCATION			
STREET ADDRESS			
CITY	COUNTY	STATE	ZIP CODE
MAILING ADDRESS (If different from Physical Location)			
STREET ADDRESS			
POST OFFICE BOX	CITY	STATE	ZIP CODE
Primary Contact/Applicant's Authorized Agent		Alternate Contact	
NAME		NAME	
TITLE		TITLE	
BUSINESS PHONE		BUSINESS PHONE	
FAX NUMBER		FAX NUMBER	
HOME PHONE (Optional)		HOME PHONE (Optional)	
CELL PHONE		CELL PHONE	
E-MAIL ADDRESS		E-MAIL ADDRESS	
PAGER & PIN NUMBER		PAGER & PIN NUMBER	
Did you participate in the Federal/State Preliminary Damage Assessment (PDA)? <input type="checkbox"/> YES <input type="checkbox"/> NO			
Private Non-Profit Organization? <input type="checkbox"/> YES <input type="checkbox"/> NO			
If yes, which of the facilities identified below best describe your organization?			
Title 44 CFR, part 206.221(e) defines an eligible private non-profit facility as: "... any private non-profit educational, utility, emergency, medical or custodial care facility, including a facility for the aged or disabled, and other facility providing essential governmental type services to the general public, and such facilities on Indian reservations." "Other essential governmental service facility means museums, zoos, community centers, libraries, homeless shelters, senior citizen centers, rehabilitation facilities, shelter workshops and facilities which provide health and safety services of a governmental nature. All such facilities must be open to the general public."			
Private Non-Profit Organizations must attach copies of their Tax Exemption Certificate and Organization Charter or By-Laws. If your organization is a school or educational facility, please attach information on accreditation or certification.			
OFFICIAL USE ONLY: FEMA - _____ -DR- _____ - _____ FIPS# _____ DATE RECEIVED _____			

FEMA Form 009-0-49 9/16

PREVIOUS EDITION OBSOLETE





PUBLIC ASSISTANCE GRANT AGREEMENT

Title: Public Assistance Grants		CFDA Number 97.036	CSFA Number 588-00-0448		
Federal Declaration Number		PA ID Number (Filled in by IEMA)			
APPLICANT ORGANIZATION INFORMATION					
Applicant Organization Name					
Street Address					
City	State	Zip Code (ZIP + 4)	County		
FEDIN	DUNS #	SAM Registration Expiration Date	Fiscal Year Start Date		
APPLICANT'S AGENT INFORMATION					
Name		Title			
Organization Name					
Street Address					
City	State	Zip Code (ZIP+4)	E-Mail Address		
Business Phone Number	Cell Phone Number		Fax Phone Number		
TYPE OF APPLICANT					
(Circle appropriate type of applicant organization)					
A	State Government	D	Municipal Government	G	Higher Education Institution
B	County Government	E	School District	H	Native American Tribe
C	Township Government	F	Special District	I	Private Non-Profit
GRANT CONDITIONS					
As the authorized representative of the Applicant, I agree and certify that the Applicant:					
<ol style="list-style-type: none"> Understands that any funding provided by this Grant is being provided under the Public Assistance Program, as authorized under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (P.L. 93-288, as amended). Grant funding may only be used for eligible work and costs approved by the Federal Emergency Management Agency (FEMA). Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability to ensure proper planning, management and completion of work for which funding is being provided under the Grant. Is not applying for disaster assistance for which it is receiving duplicate benefits for the same loss from another source. Will comply with all applicable Federal and State laws, regulations and policies. Will comply with the procurement and contracting provisions in 2 CFR §200.317 - 200.332. Will comply with all written guidance issued by the State of Illinois related to the Grant. This guidance includes, but is not limited to, the Public Assistance Program Applicant Handbook. The Illinois Emergency Management Agency (IEMA), as Grantee of the Public Assistance Program for the State of Illinois, shall serve as interpreter of all guidance under the Program and has the authority to take any action necessary to bring the Applicant into compliance with Program requirements. Will provide all necessary forms, documentation, and information as required or requested by IEMA to administer the Public Assistance Program. Understands that all payments under the Grant will be made in accordance with 44 CFR §206.205. Understands that the performance period for the Grant is defined by the project completion deadlines included in 44 CFR §206.204. Will submit a quarterly progress report to IEMA by the 15th day of January, April, July and October for all grants in excess of \$25,000. Will comply with the requirements of the Federal Funding Accountability and Transparency Act (FFATA) for reporting the names and compensation amounts for the top five executives of your organization, if during your organization's preceding completed fiscal year, your organization received 1) 80 percent or more of your organization's annual gross revenues are in US Federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; and 2) \$25,000,000 or more in annual gross revenues from US Federal contracts, subcontracts, loan, grants, subgrants, and/or cooperative agreements; and the public does not have access to the information about the compensation of executives in your organization through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 or section 6104 of the Internal Revenue Code of 1986. Will give FEMA, the Comptroller of the United States and the State of Illinois access and right to examine all records, books, papers, or other documents related to the Grant and will establish a proper accounting system in accordance with generally accepted accounting principals. 					

Continued on back of page

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17. Will not enter into a contract with a contractor who is on any federal or state debarred contractor list. Is not barred from being awarded a contract under 30 ILCS 500. Section 50-11 prohibits a person or organization from entering into a contract with a state agency if they know that they are delinquent in the payment of any debt to the state of Illinois, as defined by the Debt Collection Board. The applicant further acknowledges that the contracting state agency may declare the contract void if this certification is false or if the applicant is determined to be delinquent in the payment of any debt during the term of the contract.
18. Will comply with the Fair Labor Standards Act (29 U.S.C. 201), as they apply to employees of higher education, hospitals and other non-profit organizations.
19. Will comply with the provisions of the Drug-Free Workplace Act of 1988 (44 CFR, Part 17, Subpart F).
20. Will comply with all federal and state laws and regulations relating to non-discrimination.
21. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. 276a-276-1), the Copeland Act (40 U.S.C. 276c and 18 U.S.C. 874), the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333) and the Illinois Prevailing Wage Act (820 ILCS 130/1).
22. Will establish safeguards to prohibit employees, contractors and subcontractors from using their positions for a purpose that constitutes or presents an appearance of personal or organizational conflict of interest or personal gain.
23. Will hold harmless the United States and its agents and employees, the state of Illinois and its agents and employees, from and against all claims, damages, losses, and expenses arising out of or resulting from the approval of work, regardless whether or not such claim, damage, loss or expense is entirely or in part by the United States or state of Illinois.
24. Will pay no federal appropriated funds to any person for influencing or attempting to influence an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a federal contract, grant, loan or cooperative agreement. If any funds other than federal appropriated funds have been or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, subgrants and contracts under grants, loans, and cooperative agreements) and that all applicants shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$100,000 for each such failure.
25. Will operate and maintain the facility in accordance with the minimum standards as may be required or prescribed by any applicable federal, state and local agencies for the maintenance and operation of such facilities.
26. Will, for any repairs or construction funded herewith, comply with applicable standards of safety, decency and sanitation, and in conformity with applicable codes, specifications and standards, and will evaluate the hazards in areas in which the appropriate action to mitigate such hazards, including safe land use and construction practices.
27. Will submit documentation required to IEMA to close the Public Assistance Program grant within 180 days of the completion of the final open project under the grant.
28. Understands this grant is contingent upon and subject to the availability of sufficient funds. IEMA may terminate or suspend this grant, in whole or in part, without penalty or further payment being required, if (i) sufficient federal funds have not been made available to IEMA by the federal funding source, or (ii) the Governor or IEMA determines that federal funds may not be available for payment. IEMA shall provide notice, in writing, to the applicant of any such funding failure and its election to terminate or suspend this grant as soon as practicable. Any suspension or termination pursuant to this Section will be effective upon the applicant's receipt of notice.

CERTIFICATION

The applicant certifies they have read and will comply with the grant conditions, and the information provided in the grant agreement is accurate and true.

<i>Applicant's Authorized Representative (CEO signature)</i>	<i>Printed Name and Title</i>	<i>Date</i>
<i>Governor's Authorized Representative (signature)</i>	<i>Date</i>	<i>Completed by and Date</i>





IEMA Public Assistance Program Risk Assessment

Title: Public Assistance Grants

CFDA Number 97.036

CSFA Number 588-00-0448

APPLICANT ORGANIZATION INFORMATION

Applicant Organization Name

Federal Declaration Number

PA ID Number

AUTHORITY

The purpose of this assessment is to evaluate the risk of the applicant organization. Limited program experience, results of previous audits, changes in personnel/ systems and/or results of prior monitoring/site visits protocols may increase an applicant's degree of risk but will not preclude the applicant from becoming an applicant. The applicant's degree of risk may require additional monitoring during the grant period of performance, in accordance with 2 CFR, 200.331.

QUESTIONS

1. How many prior Public Assistance Program or similar federal grants has your organization managed during the past 10 years?

- Three (3) or more declaration grants
- Two (2) declaration grants
- One (1) declaration grant
- Zero (0) declaration grants

2. What types of findings has your organization received in single audits during the past 10 years?

- No significant findings
- Some minor findings
- Some moderate findings (corrective action must be made)
- Significant findings (funding must be returned)

3. Have the personnel or systems your organization uses to manage grants changed during the past 10 years?

- No significant changes
- Some minor changes
- Some moderate changes (personnel or systems)
- Significant changes (personnel and systems)

4. What types of findings has your organization received in monitoring or site visits during the past 10 years?

- No significant findings
- Some minor findings
- Some moderate findings (corrective action must be made)
- Significant findings (funding must be returned)

CERTIFICATION

I certify the information provided in this assessment is true and accurate, and that all occurrences of prior grant non-compliance have been disclosed.

Authorized Representative (signature)

Date

Authorized Representative (printed)

Title

B:MA Form PA108

Revised 10/18





**IEMA Public Assistance Program
FFATA Certification**

Title: Public Assistance Grants	CFDA Number 97.036	CSFA Number 588-00-0448
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APPLICANT ORGANIZATION INFORMATION

Applicant Organization Name

<i>Federal Declaration Number</i>	<i>PA ID Number</i>	<i>DUNS Number</i>
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AUTHORITY

The Federal Funding Accountability and Transparency Act (FFATA - P.L.109-282, as amended by section 6202(a) of P.L. 110-252) requires the Office of Management and Budget (OMB) to maintain a single, searchable website that contains information on all Federal spending awards. That site is at www.USASpending.gov.

All federal awards of \$25,000 or more as of October 1, 2010, are subject to FFATA reporting requirements. The FFATA's definition of "federal awards" includes not only prime awards for grants, cooperative agreements, loans, and contracts, but also includes subgrants and subcontracts. Prime recipients (also known as grantees), such as the state of Illinois, must report subgrants of Federal grants where the subgrants are \$25,000 or more.

FFATA requires specific data be reported for Federal awards, including the Data Universal Numbering System (DUNS) number for the organization.

QUESTIONS

1. In your organization's preceding completed fiscal year, did your organization receive 1) 80 percent or more of your annual gross revenues in U.S. Federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; and 2) \$25,000,000 or more in annual gross revenues from U.S. Federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements? Yes No
2. If you answered yes above, does the public have access to information about the compensation of the executives in your organization through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986? Yes No

If you answered "Yes to question #1 and "No" to the question #2, please provide the names and compensation amounts for the top five executives in your organization below.

EXECUTIVE COMPENSATION

Executive #1	Executive #4
Name: _____	Name: _____
Compensation Amount: _____	Compensation Amount: _____
Executive #2	Executive #5
Name: _____	Name: _____
Compensation Amount: _____	Compensation Amount: _____
Executive #3	
Name: _____	
Compensation Amount: _____	

CERTIFICATION

I certify the information provided in this FFATA Certification is true and accurate.

Authorized Representative (signature)	Date
_____	_____
Authorized Representative (printed)	Title
_____	_____



What should I do next?

- Next Steps
 - Submit application forms to IEMA
 - Request For Public Assistance (RPA)
 - Submit to IEMA before you leave today
 - Public Assistance Grant Agreement
 - Originally signed form must be submitted with chief elected official's signature
 - Be sure to include FEIN, DUNS #, SAM Registration Date, Fiscal Year Start Date, Zip+4
 - No faxes, photocopies or scanned images accepted
 - PA Risk Assessment
 - FFATA Certification
 - Organize damage and cost documentation for Exploratory Call and Recovery Scoping Meeting



PA Internet Resources

- Resources

- IEMA

- www.illinois.gov/iema/LocalEMA/Pages/PublicAssistance.aspx

- FEMA

- www.fema.gov/public-assistance-local-state-tribal-and-non-profit



Contact Information

Public Assistance Program

Mitigation & Infrastructure Section

Bureau of Preparedness and Grants Administration

Illinois Emergency Management Agency

(217) 782-8719

PA.Grants@illinois.gov

www.ready.illinois.gov

