STATE OF MICHIGAN
DEPARTMENT OF STATE POLICE
LANSING

GRETCHEN WHITMER
GOVERNOR

COL. JOSEPH M. GASPER
DIRECTOR

April 2, 2020

To All Potential Public Assistance Applicants:

On March 13, 2020, President Trump declared a national emergency for the Coronavirus (COVID-19) Pandemic response to include the State of Michigan. This emergency declaration designated all counties in Michigan as eligible for Category B, Emergency Protective Measures, of the Federal Emergency Management Agency's (FEMA) Public Assistance Grant Program. Additionally, the President approved a major disaster declaration, 4494-DR-MI, for all counties on March 27, 2020. The incident period began January 20, 2020 and continuing.

If an eligible organization has or may have at least $3,300 in eligible, uninsured Category B, Emergency Protective Measures costs, the organization should submit a FEMA Request for Public Assistance to the Michigan State Police, Emergency Management and Homeland Security Division (MSP/EMHSD) by April 30, 2020.

The following types of organizations that 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 (PNP)* – utility cooperatives, hospitals, schools, churches
- *Indian Tribal government*

State, Tribal, and Local Governments
State, tribal, and local governments should create an account and submit their Request for Public Assistance (RPA) in FEMA's Public Assistance (PA) Grants Portal (www.grantee.fema.gov). Attached is the ***Grants Portal Account and Request for Public Assistance: Public Assistance Applicant Quick guide*** which explains the steps state and local governments must take in creating a Grants Portal user account and submitting an RPA. Organizations that were applicants or subrecipients under the 2018 Western Upper Peninsula disaster declaration, FEMA-4381-DR-MI, should have access to the Grants Portal and can log in to submit an RPA.

Private non-profit organization accounts must be created, and RPAs submitted by the grant recipient, Michigan State Police, Emergency Management and Homeland Security Division (MSP/EMHSD). Please follow the steps below:

Private Non-Profit Organizations
Private Non-Profit organizations should complete the following steps:

1) Complete the attached ***Request for Public Assistance, FEMA Form 009-0-49***
2) Complete the attached ***FEMA PNP Facility Questionnaire***
3) Submit a copy of the PNP's charter or by-laws
4) Submit a copy of an effective ruling letter from the U.S. 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.
5) Write the Federal Employer Identification Number (FEIN) at the top left margin of the RPA form. The FEIN is the organization's tax identification number and can be obtained from the IRS online

     (https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online).

6) Write the Data Universal Numbering System (DUNS) number at the top right margin on the RPA form. DUNS numbers can be obtained Dun & Bradstreet online (https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online) or by calling 866-705-5711.

7) Forward completed forms to the State Public Assistance Officer, Ms. Tiffany Vedder via email veddert@michigan.gov.

Once these forms have been received, MSP/EMHSD will create a Grants Portal account for PNP organizations and submit RPAs on their behalf.

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 disaster declaration.

The Grants Portal will be used later to upload and submit documentation to support an organization's work and 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 attached ***Documentation to Support Costs Claimed*** provides examples of this documentation.

FEMA's independent study course, IS-1002, FEMA Grants Portal – Transparency at Every Step is available on using the PA Grants Portal. Organizations are strongly encouraged to review this course because they will be using the Grants Portal to communicate with FEMA and uploading documentation to support costs. This FEMA independent study course for the PA Grants Portal is available online (https://training.fema.gov/is/courseoverview.aspx?code=IS-1002).

Procurement and Contracting
Procurement of services (contracting) is very important under PA, even under this type of emergency declaration. ***Failure to follow Federal contracting and procurement requirements puts non-state entities at risk of not receiving reimbursement or not being able to use FEMA grant funds for otherwise eligible costs.*** The FEMA policy on Procurement Under Grants Conducted Under Exigent or Emergency Circumstances is available online and is also attached. For additional information regarding procurement and contracting, please see FEMA's Procurement Data Assistance Team (PDAT) Resources online (https://www.fema.gov/procurement-disaster-assistance-team) when Procuring with Federal Grant Funds.

Applicant Briefings
MPS/EMHSD will conduct PA applicant briefings via webinar in the coming weeks to review the remaining application and programmatic requirements. The Applicant Briefing will give potential applicants a high-level overview of the Public Assistance Grant Program to include:

- Application procedures
- Project funding
- Administrative requirements
- Procurement requirements
- Environmental and historic preservation (EHP) compliance requirements
- General eligibility criteria
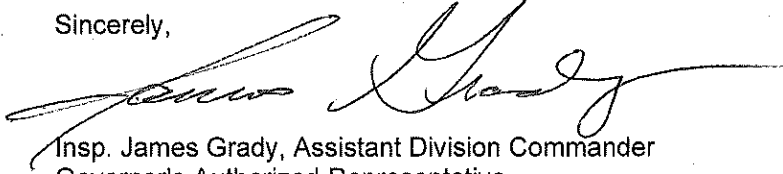- Documentation requirements
- Recordkeeping

To obtain maximum benefit from the information presented at the briefing, a potential applicant should have representatives from its management, emergency response, public works, and accounting/finance/procurement operations, and designate a primary point of contact to interact with the Recipient and FEMA.

Additional information on the Public Assistance Grant Program can be found in the Public Assistance Program and Policy Guide (PAPPG).

If you have any questions about this process, please contact Ms. Tiffany Vedder, State Public Assistance Officer, at 517-599-5333 or veddert@michigan.gov.

Sincerely,

Insp. James Grady, Assistant Division Commander
Governor's Authorized Representative
Emergency Management and Homeland Security Division

Attachments:
1. Grants Portal Account and Request for Public Assistance: Public Assistance Applicant Quick guide
2. Request for Public Assistance, FEMA Form 009-0-49
3. FEMA PNP Facility Questionnaire
4. COVID-19 Eligible Emergency Protective Measures Fact Sheet
5. Documentation to Support Costs Claimed
6. Procurement During Exigent or Emergency Circumstances Fact Sheet