Grants Portal to FloridaPA Transition

EMMIE

- Primarily used by FEMA to process and maintain PA grant applications.
- Once a project is ready to obligate, information is added into the Emergency Management Mission Integrated Environment (EMMIE).
- A web-based application that enabled PA recipients to *complete*, *submit*, *monitor*, and *manage* PA applications until the creation of GrantsManager and GrantsPortal.
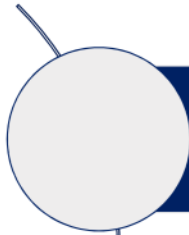
FloridaPA

- Syncs daily with EMMIE and uploads new project information such as:
  - Obligations
  - Deobligations
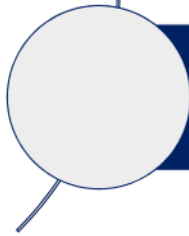 - FEMA Closeouts
  - Cost Share Adjustments

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Funding Agreement (FA)

Is a contract that establishes the Recipient (FDEM) and Subrecipient relationship.

Outlines the terms and conditions of accepting Federal funding.

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Subrecipient Registration Requirements prior to the FA

MyFloridaMarketPlace.com (MFMP)

- Subrecipient must be registered with MyFloridaMarketPlace.com (MFMP) https://vendor.myfloridamarketplace.com/
- The FEIN, entity name, and address provided to MFMP must match the information provided in FloridaPA.org

Florida Department of Financial Services (DFS)

- Subrecipient must register an electronic Substitute Form W9 with the Department of Financial Services (DFS) https://flvendor.myfloridacfo.com/
- The FEIN will be electronically verified by the IRS for tax reporting purposes

MyFlorida.com
my™

FLORIDA DEPARTMENT OF **FINANCIAL SERVICES**

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Funding Agreement Process

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Projects - Preparing for Payment

Prior to payment, the following must be in place for Large and Small Projects:

- The project must be obligated by FEMA
- The funding agreement must be fully executed
- Both vendor registrations must be complete
- Accuracy Review must be complete
  - FDEM assigned staff will verify that FloridaPA.org information is accurate to FEMA information

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Large Projects: Request for Reimbursement (RFR) Process Overview

Request for Reimbursement (RFR) Process
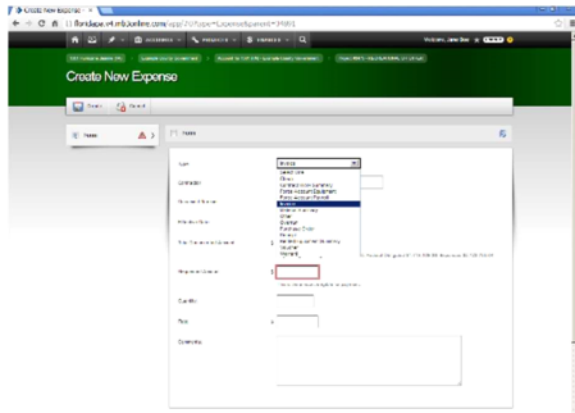

Workflow ▸▸ **Item Workflow**

1.	Applicant Submission
2.	Validation of Request
3.	Invoice Acknowledge…
4.	Grant Program Mana…
5.	Approved

Applicant Submission

External Step ⑦
Request has not yet been submitted by Subrecipient OR has been returned by FDEM for additional information.
This request has not been submitted or returned by FDEM for additional information. Unable to be processed until proper supporting information is received and RFR is advanced to the subsequent step.

Recipients

To: 👤 Grant Manager

FDEM can perform Step 3 in the workflow if it receives permission from the Subrecipient

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Create New Expense Form

- This will bring up the **Create New Expense** dialogue Box.

- Each expense will be entered individually.

- Start by choosing the T**ype** of supporting documentation you have for this expense.

- Remember, the documentation provided must have enough detail to show the work that was completed, when it was completed and can be tied to the scope of work for this project.

- Subrecipient created spreadsheets that help divide out expenses may accompany other documentation, but are not acceptable as sole justification for an expense.

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Amount Requested for Reimbursement

Fill in the Document Number, date, Total Documented Amount as listed on the check, invoice, etc. and Amount Requested on this reimbursement

> The portion of this document that applies to this project, and was completed within the Approved Period of Performance.

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Attachments
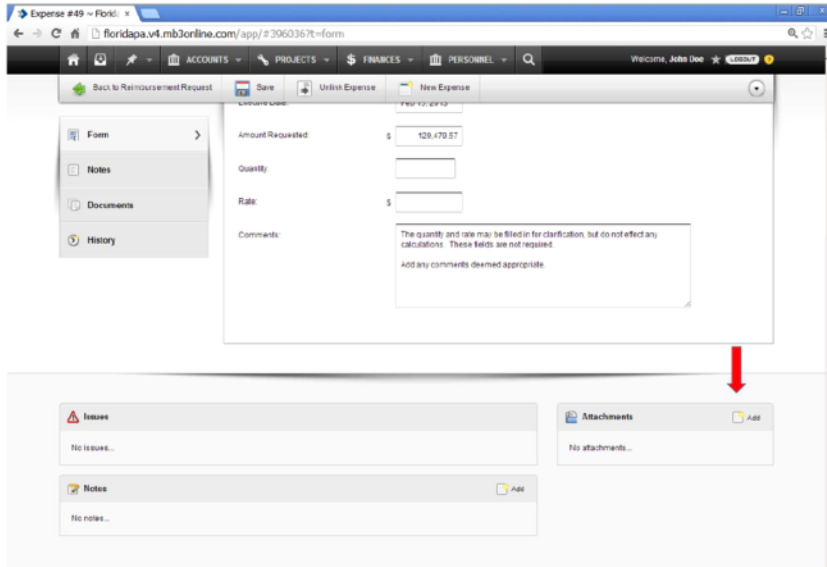
Click the **Add** to upload a scan of the supporting documentation.

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Choose Files

Choose files.

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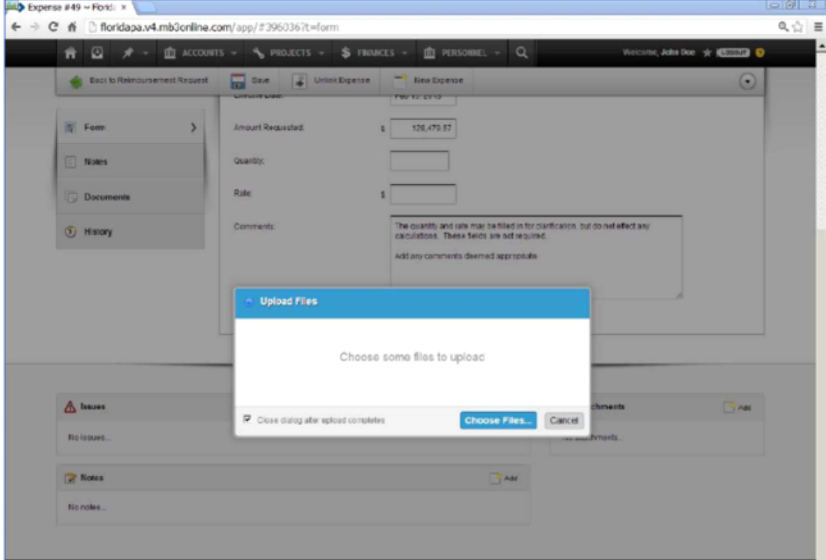
Locate File

Navigate to the location on your system where you saved the file, select it and click "**Open.**"
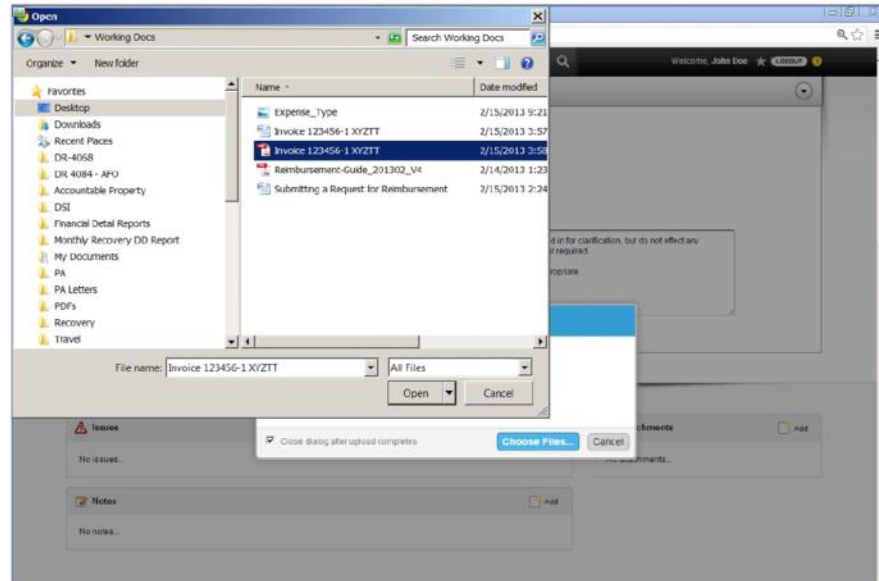
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Upload Files

Edit the document name if desired and click Upload. This will add the supporting documentation file to the new expense in your Request for Reimbursement (RFR). This file should only contain the document that pertains to this specific expense.

Add as many documents as necessary to substantiate your reimbursement request.
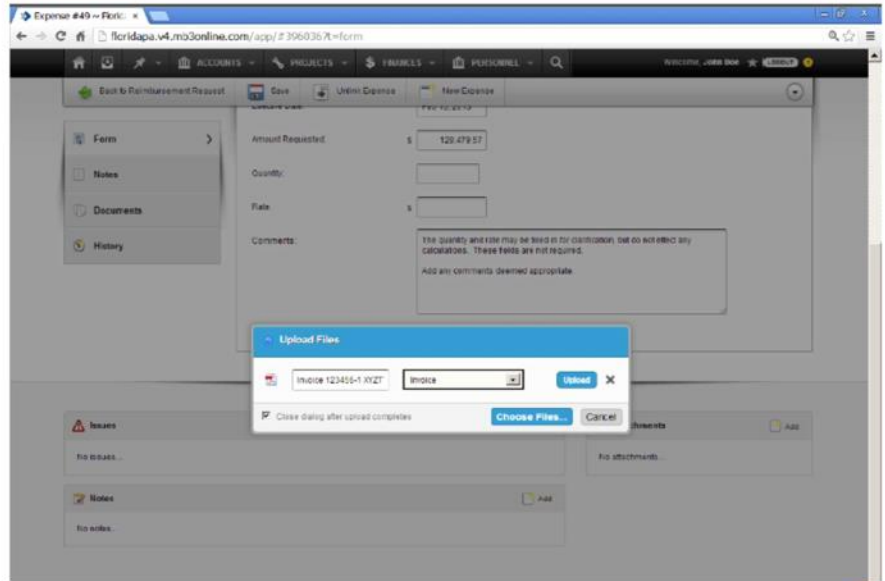
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Associate an Expense

When you are ready to submit a Request for Reimbursement, follow the procedures to open a draft request. The screen now allows you to **Create New Expenses.**

Payables
Process
Overview

Payables Process

- There are no actions needed by the Subrecipient during this workflow
- Step 8 of this workflow indicates that the payment has been created and sent to the Subrecipient.

Workflow ▸ **Item Workflow**

1.	Grant Manager Creation
2.	Program Review
3.	GAR Review
4.	Payment Package Del…
5.	Finance Review
6.	State Comptroller Pro…
7.	Approved by State Co…
8.	Payment Recon (*)
9.	Paid

Grant Manager Creation

External Step ⑦
Grant Manager creates Payment Package.

Recipients

To: 👥 Grant Manager

CC: 👥 Grant Program Manager

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Account Closeout

Account Closeout includes

- Reconciliation and closeout delivery process, and
- Documentation retention requirements.

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Account Closeout for Subrecipients

Subrecipients

FDEM needs to request that FEMA close each Subrecipient account once all of its respective projects have been completed and closed for the disaster.

- FDEM may either request this in the same submittal as the Subrecipient's last project closeout request or may submit a separate request.

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Delegation of Authority

A delegation of authority must be completed and included if anyone other than the highest authority is signing the agreement.

This could include:

- a letter on letterhead from the highest authority,
- a policy,
- a resolution,
- any official documentation that agreements can be signed by someone other than the highest authority.

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Supporting Expense Documentation Examples

Force Account

- Labor
  - Labor costs, proof of eligible work performed, and proof of payment
  - Fringe Benefits
  - Personnel policies
- Equipment and Supplies
  - Equipment Rates
- Materials
  - Invoices and proof of payment

Stock Material

- Historical Costs
- Inventory withdraw form
- Usage record

Contracts

- Procurement procedures
- Invoices, proof of payment
- Price analysis to determine reasonableness of cost when there is no price comparison
- Scope of work
- Type of contract
- Copy of contract

Documented Issues Identified in the Comments of the PW

- Documentation requirements
- Insurance requirements
- Special Consideration
- Environmental Concerns
- Insurance Issues
- Compliance with historic preservation

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Payables
Process
Overview

To Initiate a Payment
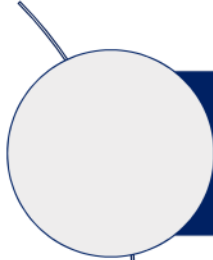
Assigned staff in the Bureau of Recovery will advance from Ready to Pay to the Payable Workflow in FloridaPA.org.
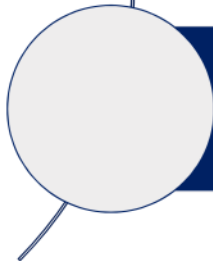
At this point, the Payable Workflow is the same for both small and large projects.

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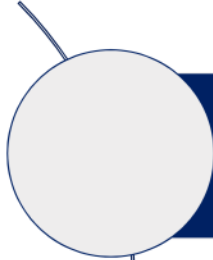
Account Closeout

Account Closeout is the final stage of PA Program delivery process.
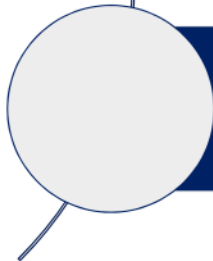
This section provides *PA policy* and *procedural requirements* for Account Closeouts.

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Deadlines for Submitting Quarterly Progress Reports

Quarter	Reporting Time Period	Subgrantee Report Submittal
Quarter 1 (Q1)	October 1 – December 31	January 15
Quarter 2 (Q2)	January 1 – March 31	April 15
Quarter 3 (Q3)	April 1 – June 30	July 15
Quarter 4 (Q4)	July 1 – September 30	October 15

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Time Extensions

Time Extensions (TEX) may be requested if the work will not be completed within the Period of Performance (POP) set by FEMA.

• The request for an extension should be made prior to the current approved deadline

For obligated projects the Subrecipient should request a TEX through FloridaPA.org, and upload a formal letter, on letterhead, signed by the authorized authority, giving justification for the extension.

For unobligated projects, the Subrecipient will need to submit a formal letter, on letterhead, signed by the authorized authority, giving justification for the extension, to FDEM Grants Management to submit to FEMA.

FDEM has authority to extend deadlines for individual projects: Emergency Work may be extended by 6 months. Permanent Work may be extended by up to 30 months. FEMA has authority to extend individual project deadlines beyond these time frames if justified.

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