Time Extension Webinar

Hurricane Irma

FEMA Public Assistance - Grants Management

February 26, 2019
Speakers

Sarah Davies
Johnny Deem
Heather Woodard
Agenda

I. Background
II. Obligated Project Guidance
III. Unobligated Project Guidance
IV. Summary
Housekeeping Items

1. Mute Line

2. Email questions to Winston Maxwell (winstonmaxwell@kpmg.com)

3. A listing of frequently asked questions will be sent to participants by the end of this week.
Background
### Emergency Work – Category A & B

**Deadline: March 10, 2018**

- A - Debris Removal
- B - Emergency Protective Measures

### Permanent Work – Categories C – G

**Deadline: Before March 10, 2019**

- C - Roads and Bridges
- D - Water Control Facilities
- E - Buildings and Equipment
- F - Utilities
- G - Parks, Recreational, Other

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- Per 44 Code of Federal Regulations (CFR) §206.204, the State only has the authority to grant Time Extensions on permanent work projects for up to an additional 30 months beyond the initial program time frames. Requests extending beyond that period will require a separate request that will be submitted by the State to FEMA on the Applicant's behalf.
Yellow star identifies applicant action.
Obligated v. Unobligated Projects

• Hurricane Irma permanent work time extensions for obligated and unobligated projects will be handled differently.
  ➢ Obligated project – project listed as obligated in FEMA Grants Portal and FloridaPA.org.
  ➢ Unobligated project – project not listed as obligated in FEMA Grants Portal and FloridaPA.org.
Time Extension Overview

- Time Extension Request must demonstrate project delays were a result of extenuating circumstances beyond the Applicant’s control.
- **Examples from appropriate justifications from DEM:** awaiting materials, shortage of contractors, and awaiting FEMA determination on a scope of work change.
- **Examples of inappropriate justifications include:** staff turnover and waiting on the federal funding to be obligated.
- For more information, review [FEMA’s Public Assistance Program and Policy Guidelines](#) for more information on justifications, including support guidance.

- Results that do not show extenuating circumstances beyond the Applicant’s control will be denied.
Time Extensions

Obligated Projects
Obligated Projects

- Projects (small & large) that have been obligated by FEMA. Will appear as ‘Open’ or in the ‘Project Management’ phase in FLPA. Additionally, projects should be listed as ‘Obligated” in FLPA.
  - Applicants must input all Time Extension Requests for obligated projects into FloridaPA.org.
  - Steps:
    - Complete a Time Extension Request form on FloridaPA.org
      - Where on FLPA? – Project’s specific FLPA page (ex. PW9201 page)
        - PW Page → Progress Monitoring → Time Extensions → Create New Request
      - Contents of Form
        - Requested completion date
        - Who will perform the work (Force Account or Contract)
        - Justification for request
        - Current project completion percentage
        - Milestones (detailed timeline for remainder of work)
        - Provide a detailed description of work completed milestones
          *Applicant may attach supplemental documentation if additional space is needed
      - Deadline for Hurricane Irma permanent work requests – before Sunday, March 10th, 2019
    - Push the request to Step 2 in FloridaPA.org
FLPA Walkthrough - Step 2
<table>
<thead>
<tr>
<th><strong>Current Approved Completion Date:</strong></th>
<th>Mar 10, 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>The current deadline for this specific project.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>FEMA Deadline Date:</strong></th>
<th>Mar 10, 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>The FEMA allocated Work Deadline for 4337 Hurricane Irma.</td>
<td></td>
</tr>
</tbody>
</table>

| **Project Eligible Obligated:** |

<table>
<thead>
<tr>
<th><strong>Requested Completion Date:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Work Performed By:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Select One</td>
</tr>
</tbody>
</table>

| **Justification:** |

Provide a detailed timeline of delays in conjunction with documented justification describing the extenuating circumstances or unusual project requirements that are beyond the control of the applicant. This must be provided for approval consideration. Add attachments as necessary for a complete request description.

<table>
<thead>
<tr>
<th><strong>Current Percent Complete:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>0 %</td>
</tr>
</tbody>
</table>

No Quarterly Report Percent Complete available.
FLPA Walkthrough - Step 4 cont.

Milestones

Detailed timeline for completing the remainder of the work on this project.

<table>
<thead>
<tr>
<th>Projected Date</th>
<th>Actual Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Design finalized and approved</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Bid package or work order issued</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Contract accepted / notice to proceed</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Scope of work started</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Scope of work finished</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Certificate of completion / project approval</td>
</tr>
</tbody>
</table>
Create New Time Extension
Common Questions / Issues

1. Does an applicant need a letter when inputting a time extension request for an obligated project?
   — No. An additional letter from the Applicant is not needed if space in FloridaPA.org is sufficient.

2. Does an applicant need a time extension for work 100% complete?
   — No. If work is 100% complete, a time extension is not necessary.

3. Who will notify me of the outcome of the time extension request?
   — The grants manager will notify applicants of time extension outcomes.

4. Are time extensions needed for small and large projects?
   — Yes.

5. What can I expect after I submit a time extension?
   — The grants manager will review the request. If additional information is needed, the grants manager will follow up with the applicant in FloridaPA.
6. I input my time extension request but it is still in Step 1. What is the issue?
   — If the request is in step 1, the Applicant either did not click advance or additional information was requested by the Grants Manager.
Time Extensions

Unobligated Projects
Unobligated Projects

Projects (small & large) that have not been obligated.

- Time extension requests are not available in FloridaPA.org until projects are obligated.
- Therefore, Applicants may submit letters requesting extensions for unobligated permanent work projects where work will not be completed by March 10, 2019.
- Letters should include key elements required for obligated projects, such as justification for extension, project completion percentage, key milestones, etc. Justification should demonstrate project delays are a result of extenuating circumstances beyond the Applicant’s control.

Steps

- Upload Time Extension Request letter(s) to FLPA
  - Where on FloridaPA? – Applicant’s Hurricane Irma account page
    Applicant page → Accounts → Hurricane Irma → Add Document
  - How many letters? – Preference is one letter per permanent work project needing a time extension. However, may send one letter as long as each project is addressed separately with individual justification, work percentage complete, milestones, etc.
  - Deadline? – Before Sunday, March 10th, 2019
Unobligated Projects

- Once the project is **obligated**, the applicant will enter the Time Extension Request into FLPA.org under the ‘Progress Monitoring’ section (see Obligated Project section).

- The State will not evaluate time extension requests until projects are obligated.
  - However, it is critical applicants submit letters for unobligated projects to stay compliant with regulations.
FLPA Walkthrough - Step 1
## FLPA Walk Through - Step 2

### Accounts

<table>
<thead>
<tr>
<th>Program</th>
<th>Grant #</th>
<th>Grant Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>PA</td>
<td>1539</td>
<td>Hurricane Charley</td>
</tr>
<tr>
<td>PA</td>
<td>1545</td>
<td>Hurricane Frances</td>
</tr>
<tr>
<td>PA</td>
<td>4337</td>
<td>Hurricane Irma</td>
</tr>
<tr>
<td>PA</td>
<td>1551</td>
<td>Hurricane Jeanne</td>
</tr>
<tr>
<td>PA</td>
<td>4283</td>
<td>Hurricane Matthew</td>
</tr>
<tr>
<td>PA</td>
<td>1609</td>
<td>Hurricane Wilma</td>
</tr>
</tbody>
</table>
FLPA Walk Through - Step 3

Notes & Comments

Time Extension Request

Internal Only

Reply to Comment...

Uploaded Documents

No Issues

Add Document

Add Issues

Add Note
Common Questions / Issues

1. How will an Applicant know when a project is obligated?
   — Projects will come to Applicants to signature right before obligation. Additionally, the project will show as obligated in FEMA Grants Portal and FloridaPA.org.

2. I already submitted a letter for unobligated projects but would like to make edits. Is this ok?
   — Yes. Applicants can make edits to previous submitted letters but should upload these updated documents to FloridaPA.

3. Do I need a time extension letter for all unobligated permanent work projects?
   — No. Time extensions for work completed are not needed. Additionally, time extension requests must demonstrate extenuating circumstances beyond the Applicant’s control.

4. Who will enter the time extension request in FloridaPA when the project is obligated?
   — It is the Applicant’s responsibility to enter the request when the project is obligated.
5. **We have more questions on time extension requests. Who can we reach out to?**
   — Please reach out to your grants manager or the alternative contact on the time extension webinar notification email.

6. **Will slides be available after the webinar?**
   — Yes. Slides will be sent today and frequently asked questions will be distributed by the end of the week.
Summary
Reminders

Please keep the following in mind when completing a Time Extension Request

- **Reminders**
  - Deadline to submit a Time Extension Request for Hurricane Irma permanent work is **before Sunday, March 10th, 2019**
  - Time Requests can be submitted for both small and large projects
  - If you have already submitted a Time Extension Requests:
    - For unobligated project(s), submit the request on FLPA
    - For obligated projects, complete the Time Extension Request form on FLPA
      - Milestones **must** include detailed descriptions

- **Key Differences**
  - FLPA submission
    - Unobligated = Submit Time Extension Request (i.e. letter, memo) through applicant **home page**
    - Obligated = Complete Time Extension Request Form through **project specific page**

**If questions, email Winston Maxwell (winstonmaxwell@kpmg.com)**
Questions?