

**State of Missouri
Public Assistance Grant Certifications Form**

The individuals identified below are hereby authorized to execute and file Application for Public Assistance on behalf of the designated jurisdiction for the purpose of obtaining and administering available state and federal financial assistance under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, (Public Law 93-288 as amended) or otherwise available. These individuals are authorized to represent and act for this jurisdiction in all dealings with the State of Missouri for all matters pertaining to such disaster assistance required by the agreements and assurances listed on FEMA Form 20-16, the SEMA Public Assistance Program Checklist, and the SEMA Audit Compliance Requirements Checklist. By signing this certification we are verifying that we have read and understand the information and requirements listed on the three documents mentioned above. We further understand that we remain responsible for compliance with all other pertinent federal, state, and local policies and procedures in the administration of Public Assistance funds received as a result of this application. Failure to comply with these requirements will result in the de-obligation of federal/state funds associated with that non-compliance.

Applicant Organization

Mailing Address:

Senior Elected Official

Chief Financial Officer

Authorized Representative

Name & Title

Name & Title

Name & Title

Signature

Signature

Signature

Telephone Number

Telephone Number

Telephone Number

Email

Email

Email

Fax Number

Fax Number

Fax Number

**MISSOURI STATE EMERGENCY MANAGEMENT AGENCY (SEMA)
PUBLIC ASSISTANCE PROGRAM CHECKLIST**

1. The applicant (subrecipient) must identify and report all Disaster related damage within sixty days of their Recovery Scoping Meeting with FEMA. Damages identified after FEMA has conducted the applicant's Recovery Transition Meeting must be reported to SEMA.
2. (Project Worksheets/PWs/SA's) Sub-award's are written to restore disaster damaged eligible facilities to their pre-disaster condition and function.
3. Codes and Standards which change the pre-disaster construction of a facility are eligible for consideration only if they are in writing and they were formally adopted by the applicant **PRIOR** to the disaster declaration date or if they are a legal Federal or State requirement applicable to the type of restoration.
4. Applicants must follow the Scope of Work (SOW) in the approved (PW/SA) sub-award. Work not identified in the scope of work is ineligible. The applicant is responsible for informing SEMA of any condition(s) that create a need to change the Scope of Work **BEFORE** incurring costs or proceeding with the work.
5. All project work must be completed by the project completion deadline assigned to the applicable (PW/SA) sub-award. Only costs incurred up to the approved completion date will be considered for reimbursement. If additional time is needed due to circumstances beyond the control of the subrecipient, a written request must be sent to SEMA.
6. The applicant **MUST** submit a written request for an Improved or Alternate project to SEMA and receive a written approval prior to starting construction.
7. An applicant may submit an appeal for additional small project funding if the actual cost for ALL small projects exceeds the approved project amount for ALL small projects. The written appeal must be submitted to SEMA no later than 60 days after the last small project work was completed. The appeal must include cost documentation for ALL small projects.
8. The FEMA Project Completion and Certification Report P.4 must be completed, signed, and returned to SEMA once the project work of the (PWs/SAs) sub-awards on the P.4 is completed.
9. Suspended (PWs/SAs) sub-awards will not receive funding until ALL the requirements identified in the comments section of the (PW/SA) sub-award are met.
10. Applicants with large (PWs/SAs) sub-awards must submit a project cost summary and all associated invoices to SEMA following the completion of each large project. The project cost summary must list all labor, equipment, materials, and contract costs associated with the (PW's/SA's) sub-award's scope of work.
11. The applicant understands and accepts responsibility under the Code of Federal Regulations (CFR), 2 CFR Part 200.305 to minimize the time elapsing between the transfer of funds to us and the disbursement of those funds.
12. The applicant shall promptly, but at least quarterly, remit interest earned to SEMA for return to FEMA.
13. The Missouri State Prevailing Wage Laws are applicable for all public works construction that would have previously been covered. The Governor will determine the applicability of the Missouri State Prevailing Wage Laws for each disaster.

14. The applicant certifies that they are not identified on the General Services Administration **System for Award Management (SAM)**, <https://www.sam.gov/portal/SAM/>, Excluded Parties List (Debarred List) or the **Missouri State Attorney General's Know MO web link**, <https://ago.mo.gov/app/search>.
15. The applicant certifies that they will not contract with any entity identified on the General Services Administration **System for Award Management (SAM)**, <https://www.sam.gov/portal/SAM/>, Excluded Parties List (Debarred List) or the **Missouri State Attorney General's Know MO web link**, <https://ago.mo.gov/app/search>.
16. The applicant certifies they will adhere to Revised Statutes of Missouri (RSMo) Sections 285.525 through 285.555 regarding the hiring of Illegal Immigrants by the (applicant) subrecipient or any contractor or subcontractor. We understand that failure to comply with this requirement will subject us to the penalties described in the references mentioned above.
17. The applicant is required to submit quarterly reports to SEMA on all projects that have not received final payment.
18. The applicant may appeal any determination previously made by FEMA or SEMA. The applicant's appeal must be made in writing and submitted to SEMA within sixty (60) days after receipt of notice of the action which is being appealed.
19. If an applicant expends \$750,000.00 or more in total Federal financial assistance in one applicant's fiscal year (including **ALL** Federal funds, not just disaster assistance) a copy of the Single Audit or Program Audit (as required by the Single Audit Act of 1984) must be submitted to SEMA.
20. Applicants must maintain all source documentation for each project for 3 years after the date of transmission of the final expenditure report for project completion as certified by the Recipient. [2 CFR 200.334]
21. **Payments may be delayed until SEMA receives required documentation such as Corps of Engineers permit or Missouri Department of Natural Resources 401 permit.**
22. The applicant will immediately notify SEMA if/when they receive any other funds (insurance, CDBG, DNR, USACE, donations, etc.) that will be applied to the (PW/SA) sub-award Scope of Work or non-Federal share.
23. Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms. The applicant must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible. See 2 CFR §200.321 for additional details.

**Missouri State Emergency Management Agency (SEMA)
Audit Compliance Requirements Checklist**

As a result of recent decisions by the U.S. Department of Homeland Security Office of the Inspector General (OIG) it has become necessary to obtain additional certification of each Public Assistance applicants' understanding of federal requirements associated with the receipt and expending of federal grants.

(IMPORTANT: Approval of your procurement procedures, cost documentation, source documents, etc., by representatives of the Federal Emergency Management Agency (FEMA) does **NOT** provide any assurance that the U.S. Department of Homeland Security OIG auditors will not require that you return disaster grant funds should they (OIG) disagree with those procedures.)

These procedures have been implemented as a direct result of U.S. DHS OIG audit reports and to prevent the potentially devastating effects of having to return federal funds following a disaster.

The State Emergency Management Agency reserves the right, as the recipient for federal disaster funds, to conduct periodic records reviews of any subrecipient's records and to cease payments to any applicant found to be non-compliant with these requirements.

The following items **must be read and understood** by each subrecipient **BEFORE** signing the certification. **NO** payments will be made on any (project worksheet) sub-award until this and all other required documents/forms have been completed, signed, and provided to Missouri SEMA.

1. The applicant's accounting practices must identify the application of federal funds or account for costs by specific project as required by federal regulations and FEMA guidelines. The Code of Federal Regulations (CFR), 44 CFR Part 7.930 and 2 CFR Part 200.33-336 states that applicants must maintain records that adequately identify the source and application of funds for financially assisted activities.
2. Effective control and accountability must be maintained for all award and sub-award cash, real and personal property, and other assets.
3. The applicant must establish a project file (or site file for multiple-site projects) containing the corresponding (project worksheet/PW) sub-award and all documentation pertaining to the project (or site).
4. The applicant must follow the same or more stringent internal controls when accounting for and expending disaster grant funds as it does for its annual operating revenue.
5. The applicant must maintain documentation by project, reconcile source documentation to invoices, and determine the validity of all project invoices before filing claims.
6. The applicant must follow federal procurement standards as set forth in Code of Federal Regulations (CFR) 44 and 2 CFR Part 200, to include:
 - a. Performance of procurement transactions in a manner providing full and open competition except under certain circumstances.
 - b. Applicants must maintain records sufficient to detail the significant history of the procurement, including rationale for the method of procurement, the basis of contractor selection, and basis for the contract price.

- c. Applicants must document a cost or price analysis in connection with every procurement action including contract modifications.
 - d. Time and material type contracts are prohibited unless no other contract is suitable and the contract includes a ceiling price that the contractor exceeds at its own risk. FEMA also generally limits these contracts to seventy (70) hours.
 - e. The applicant must negotiate profits as a separate element for contracts lacking price competition and in all cases where cost analyses are performed.
 - f. The Applicant must take the affirmative steps, as established in 2 C.F.R. § 200.321(a).
7. The applicant understands that improperly contracted work will result in the total ineligibility for the project.
8. This checklist is NOT all inclusive and each subrecipient should be familiar with the requirements of Code of Federal Regulation (2 CFR Part 200 and 44 CFR). Particularly important is Part 206 (Federal Disaster Assistance for Disasters Declared On or After November 23, 1988).