

**MISSOURI
FISCAL YEAR (FY) 2024
MISSOURI DISASTER ASSISTANCE GRANT
PROGRAM MANUAL**

ISSUED BY

State Emergency Management Agency (SEMA)

Application Process

SEMA is making the Missouri Disaster Assistance Grant application opportunity available through WebGrants, an on-line internet portal for electronic grants management. First-time users will need to register their organizations and get approval from SEMA prior to beginning the application process. Registration approval within WebGrants is not automatic and is subject to review and must be approved by a SEMA authorized user. The WebGrants portal is open for registration at <https://dpsgrants.dps.mo.gov>.

Cost Share and Match

The State share of funds made available under the program shall not exceed 50 percent (50%) of the total budget up to \$400,000.00 (\$200,000 State and \$200,000 Local). To meet matching requirements, the subrecipient's contributions must be verifiable, reasonable, allowable, allocable, and necessary under the grant program and must comply with all state requirements and regulations. Only hard match will be accepted for this grant program.

Indirect Costs

Indirect costs are not allowable under this program.

Management and Administration

Management and Administration (M&A) is not allowed under this program.

Program Objectives

Missouri Department of Public Safety, State Emergency Management Agency (SEMA) provides financial assistance to political subdivisions as defined in RsMO Chapter 44 when authorized. When funding is authorized, political subdivisions may apply for funding as “Applicants.” Applicants must submit their request for grant funds to SEMA. This grant to political subdivisions will be a 50% state cost share of up to \$200,000 unless otherwise authorized by the Governor of Missouri, for emergency work to protect property, public health and safety, and reduce or avert the threat of a catastrophe. Applicants may receive assistance and reimbursement for the costs of removing debris and wreckage from public roadways and/or right of ways if there is a threat to public safety. Funding is specifically for non-federally declared Stafford Act events that do not meet state or county thresholds for federal assistance.

Debris removal activities, such as clearance, removal, and disposal includes vegetative debris, construction and demolition debris, sand, mud, silt, gravel, rocks, boulders, white good, and vehicle and vessel wreckage as it pertains to public roadways and/or right of ways if threat to public safety.

Application for Funding

The Applicant needs to provide in the application:

- Estimated debris quantities by type (required for all uncompleted work)
- Photographs of debris impacts, if available
- Location of temporary reduction sites and permanent disposal sites (required)
- Copies of permits for reduction and disposal sites (required)
- Quantities of debris removed, reduced, disposed, and recycled (by type) with load tickets to support quantities (required if contracted)
- Documentation to substantiate legal responsibility (required)
- The basis of the immediate threat determination (required)
- Location of debris (required)
- Documentation to substantiate the debris was deposited by the incident and was not pre-existing (required)

Removal of debris/materials related to construction, repair, or renovation of either residential or commercial structures is ineligible as it pertains to private or commercially owned property.

Applications must be submitted within 30 days of the date of the incident.

Hazardous Limbs, Trees, and Stumps

Eligible vegetative debris may include tree limbs, branches, stumps, or trees that are still in place, but damaged to the extent they pose an immediate threat. These items are ineligible if the hazard existed prior to the incident, or if the item does not extend over the public roadway posing an immediate threat. SEMA does not fund removal of broken limbs or branches located on trails, sidewalks, playgrounds, parks, or private property. Only the minimum cut necessary to remove the hazard is eligible.

Tree removal is allowable only if the tree has a diameter of 6 inches or greater measured 4.5 feet above ground level and the tree has:

- 1.) A split trunk
- 2.) A broken canopy or
- 3.) Is leaning at an angle greater than 30 degrees that will directly impact a public roadway should it break or fall. Grinding any residual stump after cutting tree or complete stump removal is ineligible.

Privately Owned Vehicles and Vessels on Public Roadways

Removal of privately-owned vehicles and vessels from public roadways is eligible if all the following conditions are met:

- The vehicle or vessel blocks access to the public roadway
- The vehicle or vessel is abandoned
- The Applicant follows applicable state and local government ordinances or laws for private vehicle or vessel removal
- The Applicant documents the handling of the vehicle or vessel.

The Applicant needs to retain documentation to support it met these criteria.

Disposal

SEMA provides funding for various costs related to disposing of debris. The Applicant should dispose of debris in an efficient and cost-effective manner. Vegetative debris is bulky and can consume a significant volume of landfill space. To minimize the use of landfill space, SEMA encourages the Applicant to reduce the volume of vegetative debris before burying. Costs to reduce vegetative debris using methods such as mulching, grinding, or burning are eligible.

Certain types of construction and demolition debris are reusable or recyclable. The Applicant should conserve landfill space by separating materials for reuse or recycling. Should an Applicant receive revenue for recycling debris, SEMA will reduce funding by the amount of revenue received.

Unallowable Costs

Unallowable costs include repair expenses as well as expenses that do not directly involve the removal of debris from public roadways and/or right of ways

Application Review Information and Selection Process

Application Review Information

Submitted applications will undergo a complete administrative review. SEMA will be responsible for reviewing the project and budget in order to assess eligibility. There is no guarantee of funding for this grant.

Application Selection Process

All projects and budgets will require final approval by DPS senior leadership. Applicants will be notified by their Grant Specialist should any component of the application require additional information. All applicants will have a risk assessment completed to determine financial stability, quality of management systems, ability to meet management standards, history of performance in managing grants, reports and finding from audits, and ability to effectively implement statutory, regulatory, or other requirements.

Post Award Guidelines

Notice of Award

Upon approval of an application, the award will be made in the form of a grant. Notification of award approval is made through the WebGrants system through an automatic e-mail to the recipient point of contact listed in the initial application. Once an award has been approved and recorded in the system, a notice is sent to the authorized grant official with directions for accepting award documents. The authorized grant official should carefully read the award package for instructions on administering the grant and to learn more about the terms and conditions associated with responsibilities under State awards.

Acceptance of Award

Subrecipients must accept their grant no later than 30 days from the date of notification of award. All successful applicants for the state grant and cooperative agreements are required to comply with the Administrative terms and conditions. The subrecipient shall notify the awarding agency of its intent to accept and proceed with work under the award, or provide a written notice of intent to decline. Funds will remain on hold until the subrecipient accepts the award through official correspondence (e.g., signed original award), and all other conditions of award have been satisfied, or the award is otherwise rescinded. Failure to accept the grant award within the 30 days from the date of notification will result in a loss of funds.

Administrative and State Financial Requirements

Subrecipients are obligated to submit various financial and programmatic reports as a condition of their award acceptance. Future awards and fund draw-downs may be withheld if these reports are delinquent.

The State Disaster Assistance Grant is a reimbursement grant. Any approved expenditures must be made within the contract period. Subrecipients must incur an allowable expense, make payment, and seek reimbursement within 90 days of the date of award. Reimbursement requests beyond 90 days will not be reimbursed unless granted an extension by a SEMA Authorized Representative. Extension requests must be submitted in the form of a subaward adjustment in WebGrants to the SEMA Grant Specialist 15 days prior to the deadline.

Subrecipients may submit partial payment requests for work completed and invoices paid.

Status Reports

A State Disaster Assistance Grant status report must be submitted with the final request for reimbursement through the WebGrants system. The Status Report must be based on the approved scope of work for the project. The Status Report will detail all accomplishments and a qualitative summary of the impact of those accomplishments throughout the period of performance. This report will gauge the effectiveness of the grant funds on each subrecipient in addition to the State as a whole.

Monitoring

Subrecipients will be monitored on an annual and/or as needed basis by SEMA staff, both programmatically and financially, to ensure that the activities and project goals, objectives, performance requirements, timelines, milestone completion, budgets, and other related program criteria have been met. Monitoring may be accomplished through either a desk-based review or on-site monitoring visits, or both. Monitoring will involve the review and analysis of financial, programmatic, performance, compliance and administrative processes, policies, activities, and other attributes of each state assistance award and will identify areas where technical assistance, corrective actions and other support may be needed. Monitoring is selected through a Risk-Assessment inclusive of past audits, performance, financial and programmatic aspects of subrecipients.

Grant Close-Out Process

Within 45 days after the end of the period of performance, or after an amendment has been issued to close out a grant, whichever comes first, SEMA will issue a close-out notice. This close-out notice will indicate the period of performance as closed, list any remaining funds that will be deobligated, and address the requirement of maintaining the grant records for five (5) years from date of close-out.

Other Critical Information

Procurement Standards

The subrecipient assures that all procurement transactions whether negotiated or competitively bid and without regard to dollar value shall be conducted in a manner to provide maximum open and free competition. Local procurement practices must adhere to the procurement standards set forth by the State of Missouri.

Excluded Parties List System (EPLS) and Missouri's Suspended/Debarred Vendors

Subrecipients are prohibited from using grant funds to conduct business with any party of the Federal Government's EPLS or any party on the State of Missouri's list of Suspended/Debarred Vendors.

Termination of Award

In the event SEMA determines that a subrecipient is operating in a manner inconsistent with the provisions of the approved project or is failing to comply with applicable regulations, SEMA may permanently or temporarily terminate the subaward. In the event an award is permanently terminated, SEMA may take action as deemed appropriate to recover any portion of the grant funds remaining or an amount equal to the portion of the grant funds wrongfully used.

Unique Entity Identifier (UEI)

The applicant must provide an UEI with their application. This identifier is a required field within <https://dpsgrants.dps.mo.gov>. Organizations should verify that they have an UEI, or take the steps necessary to obtain one, as soon as possible. If your entity is registered in SAM.gov, your UEI has already been assigned and is viewable in SAM.gov. Beginning April 4, 2022, the DUNS number is no longer accepted.