

EMGRANTS GUIDANCE

NORTH CAROLINA EMERGENCY MANAGEMENT – RECOVERY – PUBLIC ASSISTANCE PROGRAM

Submitting an Appeal

This process outlines the directions of how to submit an Appeal in EMGrants. The Applicant may appeal any FEMA determination related to the Public Assistance Program. This includes determinations such as eligibility denials, nonconcurrences on eligible damages or scopes of work, denial of time extensions, closeout determinations, and deobligations resulting from audit.

An appeal must meet the requirements of 44 CFR §206.206 and be submitted within 60 days of the receipt of notice of the action that is being appealed. The appeal shall contain documented justification supporting the appellant's position, specifying the monetary figure in dispute and the provisions in Federal law, regulation, or policy with which the appellant believes the initial action was inconsistent.

An Appeal may be initiated for a **Project** or an **Account**, or a specific disaster.

To initiate an Appeal workflow on the **Account**, navigate to **Create New Request** then click **New Appeal**.

The screenshot displays the EMGrants web application interface. At the top, a navigation bar includes icons for Home, Accounts, Projects, and Finances, along with a search icon and a Logout button. Below this, a breadcrumb trail shows '4487 COVID-19 (PA)' and 'Any Town'. The main header reads 'Account for 4487 (PA) - Any Town' with a 'Opening' status indicator. A secondary navigation bar contains 'Create New Request' (circled in red) and 'Create New Project'. A left sidebar lists various menu items: Summary, Projects, Payments, Progress Reports, Contacts, Notes, Documents, and History. The central area features a 'Create a New Request' modal with a blue header and a list of request types. The 'New Appeal' option is circled in red. To the right of the modal, a 'Grant' section displays '4487 COVID-19 Public Assistance' with a declaration date of March 25, 2020. Below that, an 'Applicant' section lists details for 'Any Town', including County Jurisdiction (Pitt Alamance County), FIPS #, Vendor #, Type (Local Government), and Physical/Mailing address (123 Main St, Any Town, NC, 12345).

4487 COVID-19 (PA) > Any Town

Account for 4487 (PA) - Any Town

Opening

Create New Request Create New Project

Summary Projects Payments Progress Reports Contacts Notes Documents History

Create a New Request

Select the request you would like to create by clicking on the name of the request below.
Note: For a list of Applicant or Project-based requests, first navigate to the Applicant or Project screen.

New Request for Assistance This form notifies the State of the intent to participate in a given newly declared Grant. The Applicant details as well as key contacts are specified.	New Account Closeout This form notifies the State that all work for this disaster is complete and all requested funding has been received.
New Withdraw Assistance Request This form requests the immediate closure of an account typically due to an Applicant not having eligible damage from a given Grant.	New Appeal This form notifies the State of a desire to Appeal a Federal Determination regarding account or project eligibility.
New Small Project Netting This form notifies the State that eligible expenses exceed the total eligible amount of all Small Projects.	New Project Closeout This form notifies the State that work on a given project is complete and a final inspection is needed. The approval of this request will close the project and remove the need for status reports on future Quarterly Reports.

Cancel

Grant
4487 COVID-19
Public Assistance
Declared: March 25, 2020

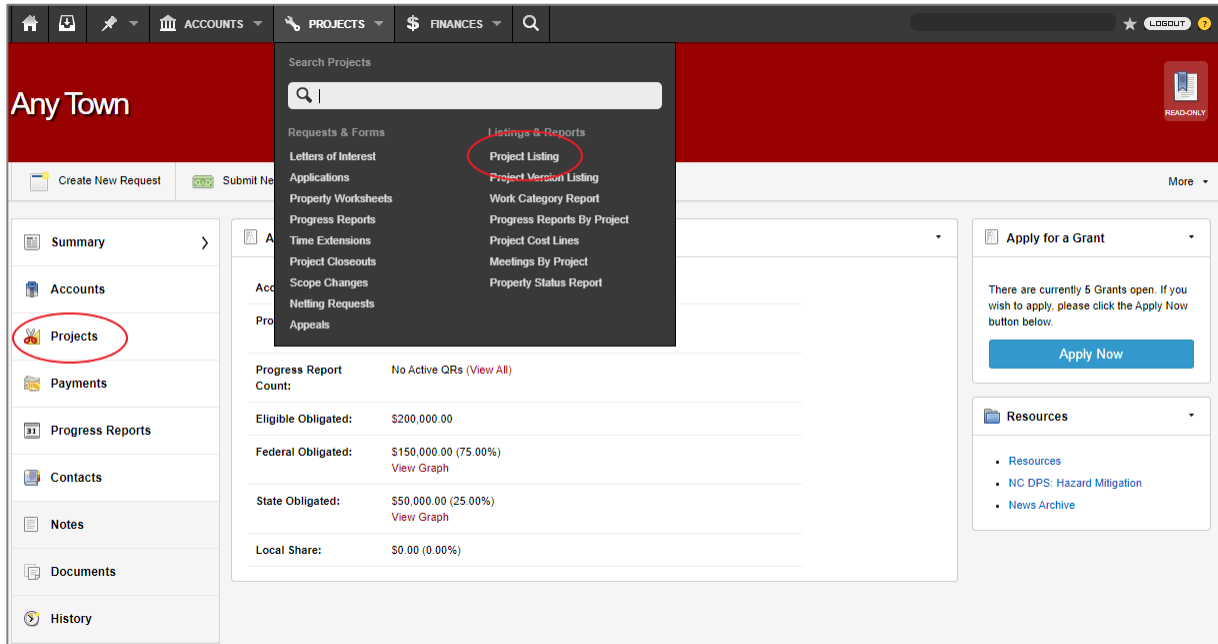
Applicant
Any Town
County Jurisdiction: Pitt Alamance County
FIPS #:
Vendor #:
Type: Local Government
Physical/Mailing: 123 Main St
Any Town, NC, 12345



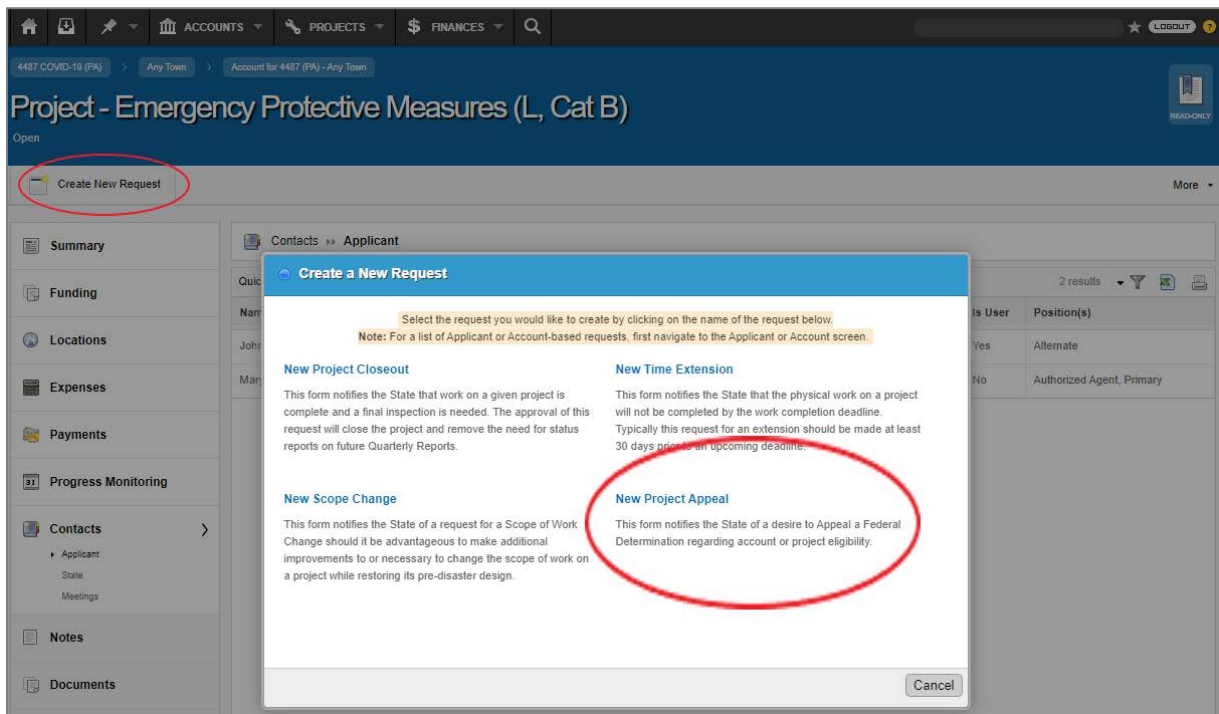
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To initiate an Appeal workflow for a specific project, locate the project on the left-hand side or in the top menu bar by navigating to Projects or Project Listing and select your project.



Then click on **Create New Request** and **New Project Appeal**.



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Enter the **Justification** supporting the appellant's position, specifying the monetary figure in dispute and the provisions in Federal law, regulation, or policy with which the appellant believes the initial action was inconsistent.

The screenshot shows the 'Create New Appeal' form in a web application. The top navigation bar includes icons for Home, Accounts, Projects, and Finances, along with a search icon and a 'Logout' button. The breadcrumb trail reads: '4487 COVID-19 (PA) > Any Town > Account for 4487 (PA) - Any Town > Project - Emergency Protective Mea...'. The form title is 'Create New Appeal'. Below the title are buttons for 'Save', 'Submit', and 'Cancel'. The form is divided into two main sections: a left sidebar with a 'Form' tab and a main content area. The 'Justification' field is a large text area. Below it are dropdown menus for 'Type' (set to 'Applicant'), 'Initial Appeal' (set to 'Select One'), and 'Appeal Request' (set to 'Choose One'). There is a note: 'If this appeal is a second appeal, select the first/initial appeal.' At the bottom is a field for 'Appealed Dollar Value' with a '\$' symbol.

Select the **Type** of appeal. If a project appeal is selected then you may select the project(s) associated with the appeal.

This screenshot shows the same 'Create New Appeal' form, but with the 'Type' dropdown menu open. The menu options are 'Applicant', 'Select One', 'Applicant', and 'Project'. The 'Initial Appeal' dropdown is also visible, showing 'Select One'. The 'Appeal Request' dropdown shows 'Choose One'. The 'Appealed Dollar Value' field is at the bottom. The 'Justification' field is still empty.



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Select an **Initial Appeal** using the dropdown menu if this is the second appeal. Select the **Appeal Request**, either First, Second, or Arbitration. Enter the **Appealed Dollar Value**.

The screenshot shows the 'Create New Appeal' form in the EMGRANTS system. The top navigation bar includes links for ACCOUNTS, PROJECTS, and FINANCES. The breadcrumb trail indicates the user is in the '4487 COVID-19 (PA)' project. The form title is 'Create New Appeal'. Below the title, there are buttons for 'Save', 'Submit', and 'Cancel'. The form is divided into two main sections: 'Form' and 'Form'. The 'Form' section contains a 'Justification' text area, a 'Type' dropdown menu (currently set to 'Applicant'), and a 'Select One' dropdown menu. Below the 'Select One' dropdown, there is a note: 'If this appeal is a second appeal, select the first/initial appeal.' There are also buttons for 'Initial Appeal', 'Appeal Request', and 'Appealed Dollar Value'. The 'Appealed Dollar Value' field is a text input with a dollar sign prefix.

Add any attachments necessary to support this request by navigating to **Add Document**.

The screenshot shows a message box with the text 'No Uploaded Documents' and a button labeled 'Add Document'.



All relevant supporting documentation must be submitted with the first appeal. Generally, no new documentation will be allowed with the submission of a second appeal.



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Select the appropriate document type and **Upload**.

The screenshot shows the 'Appeal' form interface. The 'Upload Files' dialog box is open, displaying a file selection interface. The file name 'DR-4487_Any Town_PW 1' is visible. The 'Type' dropdown menu is open, showing options: 'Select a Type...', 'Supporting Documentation', and 'All'. A note in the dialog states: 'Note: There is no limit to the number of documents you can upload, but the maximum size per file is 100MB. Documents containing unredacted personal information should not be uploaded. Personal identifiable information includes social security numbers, driver's license, passport, or other identification numbers, passwords or pass codes, and financial account or credit/debit card numbers.' The 'Upload' button is circled in red.

Next click on **Save**. Then click on **Submit** on the left-hand side and then click **Submit** in the note box. A note is not required but may be left if pertinent information needs to be transmitted.

The screenshot shows the 'Appeal' form interface. The 'Save' and 'Submit' buttons in the top left are circled in red. A green message bar at the top indicates 'item has been saved.' The 'Submit this Appeal' dialog box is open, displaying a text area for 'Leave a note:'. The 'Submit' button in the dialog is circled in red.

