

EMGRANTS GUIDANCE

NORTH CAROLINA EMERGENCY MANAGEMENT – RECOVERY – PUBLIC ASSISTANCE PROGRAM

Submitting a Funding Agreement

This process outlines the directions of how to complete the electronic Funding Agreement workflow as a requirement upon approval of the Request for Public Assistance.

A Funding Agreement is completed electronically in EMGrants. A notification email will be received once the Request for Public Assistance (RPA) has been approved. The Funding Agreement is comprised of the State-Applicant Disaster Assistance Agreement (SAA), Designation of Applicant's Agent and Applicant Assurances for Public Assistance (DAA), and the W-9 Verification Form.

To locate the Funding Agreement workflow, under **Accounts** on the left-hand side or in the top menu bar you can navigate to the **Funding Agreement**. The Account is defined as the individual disaster or grant.

The screenshot displays the EMGrants web application interface. The top navigation bar includes icons for Home, Accounts, Projects, and Finances, along with a search icon and a Logout button. The left sidebar menu shows the following options: Summary, Accounts, Projects, Payments, and Progress Reports. The 'Accounts' section is expanded, revealing a sub-menu with the following items: Accounts, Damage Sites, Requests for Assistance, Funding Agreements, Withdraw Requests, Appeals, and Account Closeouts. The 'Funding Agreements' item is circled in red. The main content area shows a search bar with the text 'Search Grants, Applicants and Accounts' and a search icon. Below the search bar, a table displays the search results. The table has four columns: Grant #, Type, Workflow Step, and Days. The table contains one row with the following data: Grant # 4487, Type Generate Funding Agreement Upon Assistance Request Approval, Workflow Step 1) Submission, and Days 29. The table also shows 1 result and a filter icon.

Grant #	Type	Workflow Step	Days
4487	Generate Funding Agreement Upon Assistance Request Approval	1) Submission	29



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The Funding Agreement will be completed by the Subrecipient for the Account that assistance was approved for. In order to do this, click on **Form** tab.

The screenshot shows the EMGrants interface for Funding Agreement #1195. The top navigation bar includes links for '4487 COVID-19 (PA)', 'Any Town', and 'Account for 4487 (PA) - Any Town'. The main header displays 'Funding Agreement #1195' and 'Routing in Progress: Submission (Step 1 of 4)'. A 'Submit' button is visible. The left sidebar contains a menu with 'Summary', 'Form' (highlighted with a red circle), 'Notes', 'Documents', 'Workflow', and 'History'. The main content area is divided into two sections: 'Funding Agreement Details' and 'Grant'. The 'Funding Agreement Details' section contains a paragraph explaining the agreement and a table with the following information:

Grant Agreement Type:	Generate Funding Agreement Upon Assistance Request Approval
Applicant Correspondence Preference: <td>Electronic</td>	Electronic

The 'Grant' section displays the following information:

Grant

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

Applicant

Any Town
County Jurisdiction: Pitt Alamance County
FIPS #: 11111111
FEIN #: 1111111111
Vendor #: 1111111111
DUNS #: 1111111111
Type: Local Government

Enter your **Designated Representatives**.

The screenshot shows the EMGrants interface for Funding Agreement #1195, specifically the 'Form' tab. The left sidebar contains a menu with 'Summary', 'Form' (highlighted with a red circle), 'Notes', 'Documents', 'Workflow', and 'History'. The main content area displays instructions for completing the Funding Agreement. A red box highlights the 'Designated Representatives' section, which contains the following information:

Designated Representatives

Primary Agent: Select One

Secondary Agent: Select One

Financial Manager or Officer: Select One

Certifying Official: Select One



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To add additional representatives click on **Other (Create New Contact)**.

Save Submit More

Summary

Form

Notes

Documents

Workflow

History

Designated Representatives

Primary Agent: ?

Secondary Agent: ?

Financial Manager or Officer:

Certifying Official: ?

Select One

Select One

Other (Create New Contact)

Mary Glasscock - Employee

John Smith - Manager

Populate the new contact with **Email, First Name, Last Name, Title, Phone-Business**.

Designated Representatives

Primary Agent: ? Other (Create New Contact)

Email:

First Name:

Last Name:

Title:

Phone - Business:

Phone - Fax:

Phone - Cell:



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Then complete the **Designation of Applicant's Agent and Applicant Assurances for Public Assistance** by entering your Cognizant Agency and Fiscal Year Starting Month. Next, check the box to certify the **State-Applicant Disaster Assistance Agreement**.

Save Submit More

Summary

* Form

Notes

Documents

Workflow

History

Designation of Applicant's Agent and Applicant Assurances for Public Assistance

If you receive federal funds in excess of \$750,000, or State funds in excess of \$500,000, you are required to provide a single audit report per 2 CFR Â§ 200.19. That single audit should go to your Cognizant Agency. The Cognizant Agency is the agency (i.e. Department of Agriculture, Homeland Security, NC DOT, NC DEQ, FEMA, etc.) that supplies the greatest percentage of your cumulative grant funds. Please note your cognizant agency here. If you have not received federal funds in excess of \$750,000, or State funds in excess of \$500,000, please indicate that here:

Fiscal Year Starting Month: Select One

State-Applicant Disaster Assistance Agreement

☐ I understand and agree by checking this box that our organization's certifying official agrees to comply with all responsibilities noted in this Funding Agreement.

Then click on **Save** and navigate back to the **Summary**.

Save Submit More

Summary

* Form

Notes

Documents

Workflow

History

Form

! This Funding Agreement module serves as the official financial agreement between your organization and the State of North Carolina (NCEM) for this disaster event. A Funding Agreement is required for each disaster event in which NCEM and/or FEMA Public Assistance funding is involved.

To complete the Funding Agreement, you may want to first ensure that all contact information is correct for the organization. If any contact information requires an update, please reach out to your assigned NCEM PA Grants Manager to make that change.

When completing the Funding Agreement please select one contact for each of the four drop-downs below, then click Save in the upper left corner of this page. The Funding Agreement certifications must be certified by the Subrecipient's designated Certifying Official in order to receive funding (also called a subaward). The Certifying Official is the person designated to sign off on financial documents for this disaster event and does not require board approval. No other person should certify this Funding Agreement.

You may also add another person by selecting "Other" in the drop-down. The contact information provided will automatically populate and create your Funding Agreement.

Please Save, then open and review the Funding Agreement in the Document tab at left or below to ensure the information is correct before you Advance the Funding Agreement (again top left) to the next step.

If your organization's address is missing from the Funding Agreement, reach out to your assigned NCEM PA Grants Manager to assist you in updating that information.

Designated Representatives

Primary Agent: John Smith - Manager Edit



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Review the completed Funding Agreement by clicking **Funding Agreement** in the **Funding Agreement Details** or **Document Templates**. Then click **Submit**.

The screenshot displays the EMGRANTS system interface. At the top left, a green circular icon with a right-pointing arrow is labeled "Submit" and is circled in red. The main content area is divided into three sections: "Funding Agreement Details", "Workflow Summary", and "Document Templates".

Funding Agreement Details: This section contains a paragraph explaining the Funding Agreement. Below this, there are several fields: "Grant Agreement Type" (with a dropdown menu showing "Generate Funding Agreement Upon Assistance Request Approval" and "Funding Agreement", where "Funding Agreement" is circled in red), "Applicant Correspondence Preference" (set to "Electronic"), "Authorized Agent(s)", "Mailing Address" (123 Main St, Any Town, NC 12345), and "Request for Assistance Status" (4) Complete).

Workflow Summary: This section shows the current step as "1) Submission" with a description of "Draft Agreement". It lists the last returned date as "Nov 12, 2020 at 2:19 PM by Meghan Hicks" (102 days ago) and the last modified date as "Feb 22, 2021 at 7:10 PM by John Smith" (0 days ago). The submission date is "Nov 12, 2020 at 1:42 PM by John Smith on behalf of Meghan Hicks" (102 days ago).

Document Templates: This section is located at the bottom right and contains two links: "Funding Agreement" and "Substitute W-9 Form", both of which are circled in red.

Notes & Comments: This section is located at the bottom left and shows a note titled "Funding Agreement – John Smith" dated "Today at 7:13 PM".

Note: If a W-9 is required then use the **Substitute W-9 Form** in the **Document Template** section.

