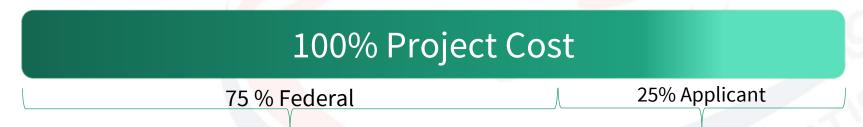# The Payment Process

The Payment Process

- The Public Assistance grant program is a reimbursement based, cost share, grant program.

- Work completed by eligible applicants on approved projects is reimbursed based on the cost share breakdown.

- Cost share breakdown: 75% Federal, 25% Applicant

100% Project Cost

75 % Federal

25% Applicant

75% Federal Share + 25% Applicant Share = 100% Project Cost

The Payment Process – First steps, paperwork

- All grant payments are processed through the State's accounting system.

- A W-9 must be filed with the State prior to payment.

- All applicants must sign a State Sub-applicant agreement for each disaster.

The Payment Process – Important numbers

- Each applicant must have a TIN (tax ID number) or EIN (employer identification number) issued by the IRS (Internal Revenue Service).
  - This number can be found on tax forms filed with the Federal Government and will be a unique 9 digit number.
  - Applicants can contact the IRS to request a letter with a copy of their TIN/EIN.
- Each applicant must have a UEI (Unique Entity Identifier) issued by SAM.gov (System for Award Management).
  - This UEI replaces the previous DUNS (Data Universal Numbering System) number issued by Dun & Bradstreet.
  - This number will be a unique 12 digit alpha numeric identifier generated by SAM.gov when an entity applies for funding from a Federal source.

The Payment Process – When do you get paid?

- After FEMA gives final approval for your project, the project funding is obligated, and the State is notified of the obligation.
  - Obligations typically occur once a week
- Small projects, and large projects that are written as 100% complete, are paid upon notice of obligation.
- Large projects that are not complete at obligation will not be paid until all work is complete and the project has undergone closeout.
- OEM staff will submit a payment request through our finance office, and this request is then sent to the Office of the State Auditor.

The Payment Process – continued

- The Office of the State Auditor reviews payment requests, and approves them for payment.

- Checks are mailed out by the Auditor's Office, and will include Federal share of your payment, and any applicable State share.

- You will be sent a packet of documentation from OEM that contains information about the project you are being paid for.

- Your check should arrive within 30 days of receiving this information.

Have Questions?

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oem.sd.gov

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www.facebook.com/
SDPublicSafety

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