The Payment Process

South Dakota

Emergency Management
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

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\text{100\% Project Cost} = 75\% \text{ Federal} + 25\% \text{ Applicant}
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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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By Phone: (605) 773-3231