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DR-4724-HI

Direct Lease/Multi-Family Lease and Repair

Industry Day

September 13, 2023



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Agenda

- Obtaining a Unique Entity Identifier (UEI) Number
- System of Award Management Registration (SAM)
- Direct Lease
- Multi-Family Lease and Repair (MLR)



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Contracting Process

Demetria Carter, Contracting Officer

Felicia Castillo, Contracting Officer

Michael Sutton, Contracting Officer

Direct Lease / Multi-Family Lease and Repair



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Obtaining A Unique Entity Identifier (UEI) Number



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- Anyone doing business with the Federal Government (FEMA) must have a Unique Entity Identifier Number (UEI)
- UEI Numbers must be requested through and obtained from the System for Award Management (<https://www.sam.gov>)
- Vendors can contact the Federal Service Desk for support at <https://www.fsd.gov> via live chat or by phone at: 1-866-606-8220.



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System for Award Management (SAM) Registration



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- Once you have obtained a UEI, go to <https://sam.gov/content/entity-registration> and follow the steps to create a login.gov account. (This can be done in a short time.)
- Once you complete the login.gov authentication, return to SAM.gov to begin the registration process. Allow up to **10-15 business days** after you submit your registration for it to become active in SAM.
- The best practice is to register immediately.



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- ****You must have the following documents when registering: Banking Information, Tax Identification Number (ID), Full Company Name and Ownership Details.***
- ***If you notice your SAM registration has had a status of submitted for longer than 15 business days, and you have not otherwise been contacted to correct or update the information, please contact the Federal Service Desk at 1-866-606-8220 or via live chat at <https://www.fsd.gov>.***



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Additional Assistance

System for Award Management (SAM.gov) Registration

**HAWAI'I PTAC/APEX
ACCELERATOR
GO TO HIPTAC.ORG**



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Phone: 808-784-3711

E-mail: info@hiptac.org



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Direct Lease Program





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- **SCOPE:** FEMA is principally seeking property management companies who do business in the State of Hawaii.
- Properties must adhere to all local, territory, and federal codes/standards.
- Property management companies must be willing to act on behalf of the government with property owners or their agents in all aspects of the lease, including but not limited to, inspecting properties, managing tenant concerns, ensuring regular building/unit maintenance occurs, and executing lease terminations and evictions.



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- FEMA will enter into a lease agreement with the property management company and pay rent for FEMA eligible applicants based on the Fair Market Rent (FMR) rates identified by the U.S. Department of Housing and Urban Development (HUD) for that area. Property Management companies will provide payment to the property owner.
- The vacant units on the property must be available to be leased to FEMA allowing FEMA's exclusive use as temporary housing for eligible applicants for no less than **18 months** with the possibility of a contract extension.
- All property management companies must be registered in the System for Award Management (SAM) before award.



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- **Responsibility:** Interested property management companies are advised of the following terms and conditions that will apply to any agreement between FEMA and owners of property selected for Direct Lease.
 - A provision granting FEMA exclusive use of the units and sole discretion to identify and select occupants during the term of lease agreement;
 - A provision granting FEMA the option to extend the lease if FEMA extends the period of assistance beyond 18 months;
 - A provision granting FEMA the option of releasing the unit to the owner and ceasing all monthly payments for the unit at any time by providing 30 days-notice.
 - A provision allowing FEMA to make, at FEMA's expense, reasonable modifications or improvements to the property to provide a **reasonable accommodation** for an eligible applicant with a disability or other access and functional needs without requiring FEMA to remove the improvements at the end of lease agreement;



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- A provision incorporating a lease addendum containing FEMA's conditions of eligibility and termination of tenancy and eviction into any lease between the property owner and the occupant;
- Property owners and property management companies will waive credit check screening for eligible applicants; *however if a background check is required it is at the expense of the property management company.*
- Property owners and property management companies must ensure building and unit maintenance is performed and documented at regular intervals;
- Property owners must be current and in good standing with property mortgage payments and have a current rental license.



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Multi-Family Lease and Repair





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- **SCOPE:** FEMA is seeking multi-family rental properties (two or more units) in Maui, Hawaii.
 - The property must have been previously used as multi-family housing;
 - The property must contain two or more units;
 - Each unit must provide complete and independent living facilities for one or more persons and contain permanent provisions for living, sleeping, cooking, and sanitation;
 - The property must be located within reasonable commuting distance to community and wrap-around services, such as accessible public transportation, schools, fire and emergency services, grocery stores, etc.
 - The vacant units on the property must be available to be leased to FEMA allowing FEMA's exclusive use as temporary housing for eligible applicants for no less than **18 months** with the possibility of contract extension;
 - The property owner must provide all property management services, including building maintenance; and
 - All contractors must be registered in the System for Award Management (SAM) and have a Unique Entity Identifier (UEI) Number.



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- **Responsibility**: Interested property owners are advised the following terms and conditions will apply to any agreement between FEMA and owners of property selected for MLR.
 - A provision granting FEMA exclusive use of the units and sole discretion to identify and select occupants during the term of lease agreement;
 - A provision granting FEMA the option to extend the lease if FEMA extends the period of assistance beyond 18 months;
 - A provision granting FEMA the option of releasing the unit to the owner and ceasing all monthly payments for the unit at any time by providing 30 days notice.
 - A provision allowing FEMA to make reasonable accommodation and/or modification repairs or improvements during the term of the lease agreement without requiring FEMA to remove the improvements at the end of lease agreement;
 - A provision incorporating a lease addendum containing FEMA's conditions of eligibility and termination of tenancy and eviction into any lease between the property owner and the occupant;
 - A provision agreeing to waive credit screening for eligible applicants; and
 - Property owners must be current and in good standing with property mortgage payments and ensure mortgage standing verification is provided as well as proof of ownership.



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Key Points

- All contractors doing business with the Government must have a UEI number and be registered in SAM.
- Lease terms under the Direct Lease program are generally for a period of **no less than 18 months** (base period of 12 months with optional periods to be exercised based on need, at the discretion of FEMA).
- Property Management Companies are responsible for establishing a lease agreement with the property owner or apartment manager on behalf of FEMA in accordance with FEMA terms and conditions.
- Property Management Companies are responsible for ALL eviction proceedings.
- Property Management Companies are responsible for regular documented maintenance and oversight of leased units.



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Key Points

- Property Managers are responsible for all utilities and furnishing of apartments or single-family homes that they provide.
- Property managers shall provide monthly status reports of all properties leased on behalf of FEMA (inform FEMA of damages, move-outs, vacant units and evictions within 72 hours).
- MLR properties should be complexes able to accommodate a considerable number of people in a single location.
- MLR sites/properties must be repairable within a 4-month period.



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Important Contact Information

Please submit your questions to the corresponding mailbox:

FEMA-R9-Contracting@fema.dhs.gov



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Questions?