FEMA Public Assistance Program: COVID-19 Specific Guidance
Training Agenda

1. Review of Category B Eligibility in COVID 19
2. Non-Congregate Sheltering
3. PNP Specifics
4. Grants Portal-Registration through DEMA Website
5. Request for Public Assistance (RPA) Submission
6. Uploading Documentation
7. Trainings with FEMA
8. Priority Next Steps
9. Resources
10. Question & Answers

Please enter any questions into the Adobe Connect discussion box
What is the Public Assistance Program?

• FEMA PA is a reimbursement program
  • Based on actual/ incurred costs documented by an Applicant for eligible, event-
    related work

• The FEMA PA program provides assistance to local, state and tribal
governments, and certain types of private nonprofit (PNP) organizations:
  • Remove debris
  • Provide emergency protective measures
  • Restore equipment, buildings, and other infrastructure damaged by the disaster

• Entities not eligible for the FEMA PA program
  • For-Profits/ businesses, please go to the Small Business Administration (SBA) for
    assistance [https://www.sba.gov/page/coronavirus-covid-19-small-business-
    guidance-loan-resources]
  • Citizens/individuals, please work through your local or state government for
    assistance; additional resources may be available through the CARES Act
COVID-19 Specifics

Nationwide Emergency (EM) Declaration – March 13, 2020

Incident Period – January 20th – ongoing

Delaware: FEMA-4526-DR

- Declaration for **Category B Emergency Work only**, under the Robert T. Stafford Disaster Relief and Emergency Assistance Act
- No Permanent Work (Categories C – G) Eligible for Reimbursement
- Cost Share: 75% Federal, 25% non-federal
- Request for Public Assistance Deadline (30- days from Declaration): Continuing
- Operations: Virtual at this time
Work Eligibility

For this disaster, only Emergency Protective Measures which the Applicant has a legal responsibility to undertake have the potential to be eligible.

This can include:
- Force Account Labor
  - (OT only for budgeted employees)
- Force Account Equipment
  - (reimbursed by hourly rate)
- Rental Equipment
- Material/Supply Costs
- Contract Costs

Potential Documentation:
- Force Account Labor and Overtime Policy, personnel contracts, timekeeping records
- Force Account Equipment Daily use records, history of maintenance
- Rental Equipment use records, invoices, purchase orders, proof of payment
- Material Supply invoices, purchase orders, proof of payment, record of where supplies used
- Copy of Contract, documentation of oversight of work, procurement information
Category B – Emergency Protective Measures

Emergency protective measures conducted before, during, and after an incident are eligible if the measures:

- Eliminate or lessen immediate threats to lives, public health, or safety; OR
- Eliminate or lessen immediate threats of significant additional damage to improved public or private property in a cost-effective manner.

FEMA may require certification by Federal, State, Territorial, Tribal, or local government officials that a threat exists, including:

- Identification and evaluation of the threat
- Recommendations of the work necessary to cope with the threat

**FEMA To-Do’s:**

Documentation: Policy or order from Public Health Official demonstrating legal responsibility for work outside normal scope
- Post event MOUs also acceptable
Cost Eligibility – General Requirements

- Costs must be directly tied to the performance of eligible work
- Adequately documented
- Reduced by all applicable credits (e.g. insurance)
- Authorized and not prohibited under Federal, State, Territorial, Tribal, or local government laws or regulations
- Consistent with the Applicant’s internal policies, regulations and procedures.
- Necessary and reasonable to accomplish the work properly and efficiently
  - A cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the Applicant makes the decision to incur the cost.

FEMA To-Do’s:
- DOCUMENT: Costs specific to COVID-19 work separate from routine operating costs
Cost Eligibility – Duplication of Funding

**FEMA cannot duplicate funding from other agencies.**

While some eligible activities may be eligible for funding through Health and Human Services (HHS) and Center for Disease Control (CDC), final reimbursement determinations will be coordinated by HHS and FEMA. FEMA will not duplicate any assistance provided by HHS/CDC or another federal agency.

**FEMA To-Do’s:**

- Applicants will be asked to verify that costs submitted to FEMA are not covered by other sources.

- Consider other funding sources: HHS, CDC, United States Department of Agriculture (USDA), Department of Justice (DOJ), Small Business Association (SBA)
Equipment Requirements

**Equipment** = Tangible personal property, including information technology systems, having a useful life of more than 1 year and a per-unit acquisition cost that equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or $5,000.

**Supplies** = Any tangible personal property other than that meeting the definition of equipment.

When purchased equipment, supplies, or materials are no longer needed for federally funded projects, FEMA reduces eligible funding by the fair market value of each piece of equipment valued at $5,000 or more and unused residual supplies and materials that total $5,000 or more.

### FEMA To-Do’s:

- Document COVID-19 specific use of any purchased equipment.
- Will need to provide documentation demonstrating FMV (Fair Market Value) at time of disposition:
  - FMV = selling or advertised price for a similar item in a competitive market.
- FEMA will require a cost comparison justifying purchase of equipment instead of rental or lease.
Food Requirements

While many Private Non-Profits provide valuable services, **rarely are they legally responsible to do so.** Legally responsible state, local, tribal, and territorial (SLTT) governments can enter into formal agreements/contracts with private organizations, including PNPs like foodbanks.

When necessary, eligible work related to purchase and distribution of food includes:

- Purchasing, packaging, and/or preparing food, including food commodities, fresh foods, shelf-stable food products, and prepared meals;
- Delivering food, including hot and cold meals if necessary, to distribution points and/or individuals, when conditions constitute a level of severity that food is not easily accessible for purchase; and
- Leasing distribution and storage space, vehicles, and necessary equipment.

All claimed costs must be necessary and reasonable in order to respond to the COVID-19 Public Health Emergency and are subject to standard program eligibility and other Federal requirements, including the prevailing cost-share for the respective declaration.
Food Requirements

Several indicators can demonstrate the need for purchase/distribution of food:

• Reduced mobility due to government-imposed restrictions
• Marked increase or atypical demand for feeding resources
• Disruption to the typical food supply chain

Populations which may need the provision of food as a lifesaving and life-sustain commodity may include:

• Those who test positive for COVID-10 or have been exposed but who do not require hospitalization
• High risk individuals, such as people over 65 or with certain underlying health conditions; and
• Other populations based on the direction or guidance of the appropriate public health official

FEMA To-Do’s:

• Establish Memorandums of Understanding (MOUs) where necessary to ensure eligibility of feeding efforts
• Track metrics and indicators that demonstrate the need for food purchasing and/or distribution
• Follow all regular applicable cost principles and procurement requirements
Disaster Procurement

FEMA must ensure compliance with all federal procurement regulations found at *Title 2 Code of Federal Resources §§ 200.317-326*

- These are not FEMA’s rules but Federal Law

FEMA is not party to the contract

Contracts being reimbursed by FEMA will be reviewed for:

- Compliance with federal procurement standards
- Eligibility for Public Assistance
- **Cost Reasonableness**

**FEMA To-Do’s:**

- Submit documentation including Applicant Procurement Policy and documentation showing compliance with procurement standards
- Visit the FEMA Procurement Team (PDAT) Website for contract clause templates and additional procurement resources:
  - https://www.fema.gov/procurement-disaster-assistance-team
References

FEMA Procurement Disaster Assistance Team (PDAT) Field Manual (2019)

FEMA Procurement Disaster Assistance Team (PDAT) website

FEMA Fact Sheet - State Entity Federal Procurement under Grant Requirements

FEMA Fact Sheet – PA Contracting Requirements Checklist (2018)

FEMA Fact Sheet – PA Procurement Conducted Under Exigent or Emergency Circumstances (2018)

FEMA - PDAT Procurement Compliance Checklist for Public Assistance Applicants (2018)

Non-Congregate Sheltering (NCS)
NCS – Process Flow

• Public Health Order directing Non-Congregate Sheltering for specific populations (Delaware Health and Social Services issued March 30, 2020)

• Request from DEMA to FEMA to pre-approve Non-Congregate Sheltering operations (Requested by DEMA March 30, 2020)

• FEMA issued conditional approval for NCS for certain subsets of homeless populations, first responders, and health care workers (Issued April 1, 2020)

• Approval limited to costs associated with sheltering individuals through April 30, 2020, unless the public health needs should sooner terminate

• Groups intending to establish a NCS must follow DEMA’s tracking steps to ensure appropriate compliance

• Any approval is limited to that which is reasonable and necessary to address the public health needs of the event and should not extend beyond the duration of the Public Health Emergency.
Non-Congregate Sheltering Tracking Form

The Delaware Emergency Management Agency is recommending use of the Non-Congregate Sheltering Intake Form to report and track community members who are homeless, first responders, and community members living in congregate settings with individuals recognized as high-risk, that do not require hospitalization but are required to isolate or quarantine that are provided alternate housing.

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<tr>
<td>Yes:</td>
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</table>

NCS – Homeless Populations

Delaware received pre-approval to shelter at-risk homeless populations:

Specific to homeless populations, FEMA approves non-congregate sheltering for individuals that meet one or more of the following criteria:

• Test positive for COVID-19 who do not require hospitalization but need isolation (including those exiting from hospitals).
• Have been exposed to COVID-19 who do not require hospitalization but whom warrant quarantine.
• Persons needing social distancing as a precautionary measure, as determined by public health officials, particularly for high-risk groups such as people over 65 or with certain underlying health conditions (respiratory, compromised immunities, chronic disease).

FEMA To-Do’s:
• DOCUMENT: Specifics details of all sheltered individuals in the above populations
NCS – Additional Guidelines

- For first responders and health care workers, FEMA **has approved** non-congregate sheltering for individuals who are at reasonable risk, as determined by public health officials, of exposure to COVID-19 and cannot return to their usual residence due to risk of infecting other household members.

- FEMA **will not** reimburse applicants for sheltering asymptomatic individuals that are not among the foregoing categories but whose living situations makes them unable to adhere to social distance guidance.

- The State’s elected officials, responding at the direction and guidance of public health officials and emergency management personnel, will establish and manage non-congregate sheltering for the minimum time necessary to meet the public health needs of the COVID-19 Public Health Emergency.

**FEMA To-Do’s:**
- **DOCUMENT:** Specific details of all sheltered individuals in the above populations.
PNP Considerations
Private Non-Profit (PNP) Organization

Any nongovernmental agency or entity that currently has an effective ruling letter from the U.S. Internal Revenue Service, granting tax exemption under Sections 501(c), (d), or (e) of the Internal Revenue Code of 1954, or satisfactory evidence from the State that the nonrevenue producing organization or entity is a nonprofit one organized or doing business under State law.

For PNPs, operating costs are generally not eligible even if the services are emergency services, unless the PNP performs an emergency service at the request of and certified by the legally responsible government entity. In such case, FEMA provides PA funding through that government entity as the eligible Applicant. (PAPPG V3.1, pg 61)
Eligibility Pyramid

For PNPs, the facility must be eligible for the work to be eligible.

For State, Territorial, Tribal, and Local governments, facility eligibility must be eligible for temporary repairs. Facility eligible is not applicable to other Emergency Protective Measures.
PNP Category B Eligibility

For PNP’s emergency work to be reimbursable through FEMA, the PNP must demonstrate:

• Legal responsibility to perform work and directed to perform an eligible protective measure to respond to COVID-19 at the direction or guidance of the public health official
• The PNP was directed to perform emergency service at the request of and certified by the legally responsible government entity;
• The PNP owns or operates an eligible facility

FEMA To-Do’s:

• Gather documentation supporting eligible facility performing eligible service, with details of work performed and justification of legal responsibility for performing the work.
PNP Considerations - Hospitals

- Costs must be directly related to COVID-19 cases
- Costs for personal protective equipment (PPE) for health care providers who are working in a hospital treating COVID-19 patients are eligible
  - It is anticipated that HHS will cover a large portion of PPE costs (FEMA is not able to duplicate costs covered by other federal agencies)
- If hospital systems cross state lines, you will need to participate in Applicant briefings and get in touch with leadership for the Disaster in all states you operate in
- Detailed tracking of costs specific to each location will be crucial
- PNPs should work with state and local government groups to ensure legal responsibility for actions – this also applies to PNP hospitals

**FEMA To-Do’s:**

- Keep documentation supporting eligible work
- Detail exactly what costs were incurred at different sites, especially if crossing state lines
- Establish necessary MOUs to ensure legal responsibility
PNP Required Documentation

When submitting their Request for Public Assistance (RPA), PNPs also need to provide FEMA:

• PNP Questionnaire (part of the RPA in Grants Portal)
• Proof of IRS/State tax exempt status
• Proof of facility ownership or responsibility
• Articles of Incorporation, Charter, or Bylaws
• Accreditation (schools only)

Can be provided later:

• Insurance Policy
• Project supporting documentation
Registering through DEMA’s Website

## General Questions

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Primary Location

- Street Address 1
- Street Address 2
- City
- Zip Code

Agency/Organization Primary Point of Contact

- Name (First & Last)
  First & Last
- Job Title
  Title
- Phone Number
  302-555-1212
- Email Address
  email@email.com
How to Submit a Request for Public Assistance (RPA)
Your parent organization has been assigned as the primary Grantee for one or more disasters and you may submit a Request for Public Assistance (RPA) to FEMA's Public Assistance program.

Click here to submit a RPA for your organization.

Your dashboard has no tiles!

The Dashboard is a great place to put the Grants Portal data that you care about the most.

The Dashboard is made up of tiles that display the most important info about a particular item or set of items in the system.

Any time you find data that you want to keep track of, click " occas " at the top of the page or section - a tile will be created for that particular data.
Welcome to the FEMA Request for Public Assistance (RPA) process. Over the next few minutes we will ask you a series of questions regarding your organization, contacts, mailing addresses, and supporting information. Once complete, you will be provided with the opportunity to review your submission and, once you are satisfied, you will then be able to directly submit your RPA to FEMA.

Following submission you will receive automatic notifications and will be able to track the progress of your RPA review. If your organization is deemed eligible for Public Assistance by FEMA, you will be automatically notified and will be able to use this system to collaborate with your FEMA partners.

Prior to starting this process, you may wish to click here to review your Organization Profile to ensure that all your information is up-to-date.

To get started, press the Next button at the bottom of this form.
For COVID-19 Declarations, select No

Step 1

Step 2
Request Public Assistance

Please indicate your primary and alternate contacts. These individuals will receive regular notifications and will be able to use this system to track the progress of your request as well as collaborate with your designated FEMA partners. Following submission, you will have the option of specifying additional team members. If you do not see appropriate personnel in the dropdown lists below, or if their email or phone contact information is incorrect, please click here to manage the Contacts currently assigned to your Organization Profile.

Primary Contact

- Name: Choose Contact...
- Title: --
- Email: --
- Phone: --

Alternate Contact

- Name: Choose Contact...
- Title: --
- Email: --
- Phone: --

Step 1

Step 2

Step 3
Review information then click Next.
After clicking next, review information on the screen to make sure everything is correct. Click Submit once complete.
Submitting a Request for Public Assistance (RPA)

As a Local or State Government Organization, use the following steps:

If you are creating a new profile, use the expedited process in Grants Portal

• This allows the organization to create a new profile AND submit a RPA at the same time!

If a profile is already created:

• Go to Organization Profile ➔ Scroll Down to Applicant Event Profiles ➔ Click Request Public Assistance OR
• Go to Dashboard ➔ Click Here to Submit a RPA for your Organization

For both approaches it will bring you to the RPA Process. Follow the steps and fill out all necessary information.

For a Step-by-Step training on How to Submit a RPA, please use the presentation: Requesting Public Assistance in Grants Portal
Submitting a Request for Public Assistance (RPA)

As a *Private Non-Profit*, the steps for submitting a RPA are different:

- If your organization needs to create a profile in Grants Portal, please reach out to your State Public Assistance points of contact.
- Once the State has created your organization profile, you will then need to request submission of a RPA on behalf of the State.
Uploading Documents to Grants Portal
Uploading Documents

Org. Profile

- Documents Pertaining to Multiple Projects (Public Health Order, MOU)
- Master Policy Documents (Insurance, Payroll, Procurement, Union Contracts)

Applicant Event Profile

- Documents for Specific Project (Photos, Timesheets, Invoices)

Project

- Damage

Damage
Step 1: Click **Utilities** to expand

Step 2: Click **Document Uploader**
Step 1: Use Drop Down Lists and select **Event** and either **Project** or **Damage** upload location or leave blank for **Organization**

Event: 4526DR-DE

Step 2: Click **Select Document**
Click on File to Select

Click Open
Step 1: Enter Document Description

Step 2: Click on Category and Select Document Type

Step 3: Click Upload Document To Damage
Click on **Click Here** to navigate to uploaded document location

Click on **Click Here** to upload another document.
COVID-19 Streamlined Project Application

- The COVID-19 Streamlined Project Application is the formal request for COVID-19 project funding
- The project application requests information about the activities for which the applicant is requesting funding and any supporting documentation to justify that request
- Applicants download and complete the PDF on Adobe Connect using the instructions in the form and then upload it in Grants Portal
- The applicant can track the status of the application, provide additional information, review and sign projects, and make necessary modifications along the way
- Below is a flow chart on the Streamlined Project Application:

FYI: COVID-19 Streamlined Project Application Training Coming Soon
Next Steps:

1. Continue response efforts
   • Make State aware of any expedited funding needs
2. Document all potentially eligible work thoroughly
3. Submit organization information to DEMA website to set up Grants Portal account
4. Access Grants Portal once notified
5. Submit Request for Public Assistance (RPA)
6. Review provided resources and reach out to DEMA with any questions
7. Upload documentation into Grants Portal
8. Begin project development
Trainings with FEMA

FEMA Grants Portal Trainings:

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FEMA Independent Study Courses on Public Assistance:
https://training.fema.gov/is

FEMA R3 Grants Portal Resources:
https://fema.connectsolutions.com/region3grantsportal/

FEMA HQ Grants Portal Training for Recipients:*
https://fema.connectsolutions.com/gprecipientbasic/

FEMA HQ Grants Portal Training for Applicants:*
https://fema.connectsolutions.com/gpapplicant/
Q&A #1

Are testing kits and testing site operations eligible for Public Assistance?

Yes, for Applicants with the legal responsibility, testing kits are an eligible Category B emergency protective measure to help protect life, public health, and safety.

Q&A #2

What is the CARES Act and how is the federal government working to deconflict potential funding conflicts?

Portions of the CARES Act provide additional funding to supplement costs related to eligible COVID-19 actions. FEMA is actively working with other federal agencies to provide guidance for Applicants. Continue to work with your POCs from all agencies.
Q&A #3

Our non-profit Hospital also has sites located in other states, do we need to file separate RPAs or just one for Delaware under DR-4526?

As per 44 C.F.R. § 206.202(c), your organization is required to file a RPA for each disaster declaration and work with each state (Recipient). Each primary site within those states must have a separate DUNS number, although you can designate the same primary and secondary POCs. Supporting documentation must be provided and split according to location.
Helpful Resources

FEMA Public Assistance Policy & Program Guide (PAPPG)
https://www.fema.gov/media-library/assets/documents/111781

FEMA Procurement Disaster Assistance Team (PDAT)
https://www.fema.gov/procurement-disaster-assistance-team

Grants Portal - Bulk Invite Organizations
https://www.youtube.com/watch?v=oWliM690THI

Grants Portal – Request for Public Assistance (RPA) Submission
https://www.youtube.com/watch?v=Uq9rc5h5gkU

Comprehensive coronavirus Fact Sheets:
https://www.fema.gov/coronavirus
Questions?