



Leveraging FEMA & Other Federal Grant Funding Opportunities for COVID-19

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Introductions



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Agenda



CARES ACT

- **\$500 billion** - loans and assistance to companies, state and local governments.
- **\$150 billion** - Coronavirus Relief Fund for states and local governments
- **\$45 billion - FEMA Disaster Relief Fund**
- **\$100 billion** - new program at the Department of Health and Human Services
- **\$25 billion** - Federal Transit Administration for grants to public transit agencies.
- **\$14.25 billion** - institutions of higher education
- **\$13.5 billion** - local elementary and secondary educational
- **\$10 billion** - publicly owned commercial airports
- **\$5 billion - Community Development Block Grants**
- **\$4 billion** - homeless assistance grants
- **\$3.5 billion** - Child Care Development Block Grant
- **\$3 billion** - Section 8 and other rental assistance programs
- **\$1.5 billion** - Centers for Disease Control and Prevention
- **\$1.5 billion** - Economic Development Administration for economic adjustment assistance for communities.
- **\$1 billion** -Community Services Block Grant Program
- **\$850 million** - Department of Justice for state and local law enforcement
- **\$685 million** - public housing operating funds
- **\$400 million** - help states prepare for the 2020 elections

What is FEMA

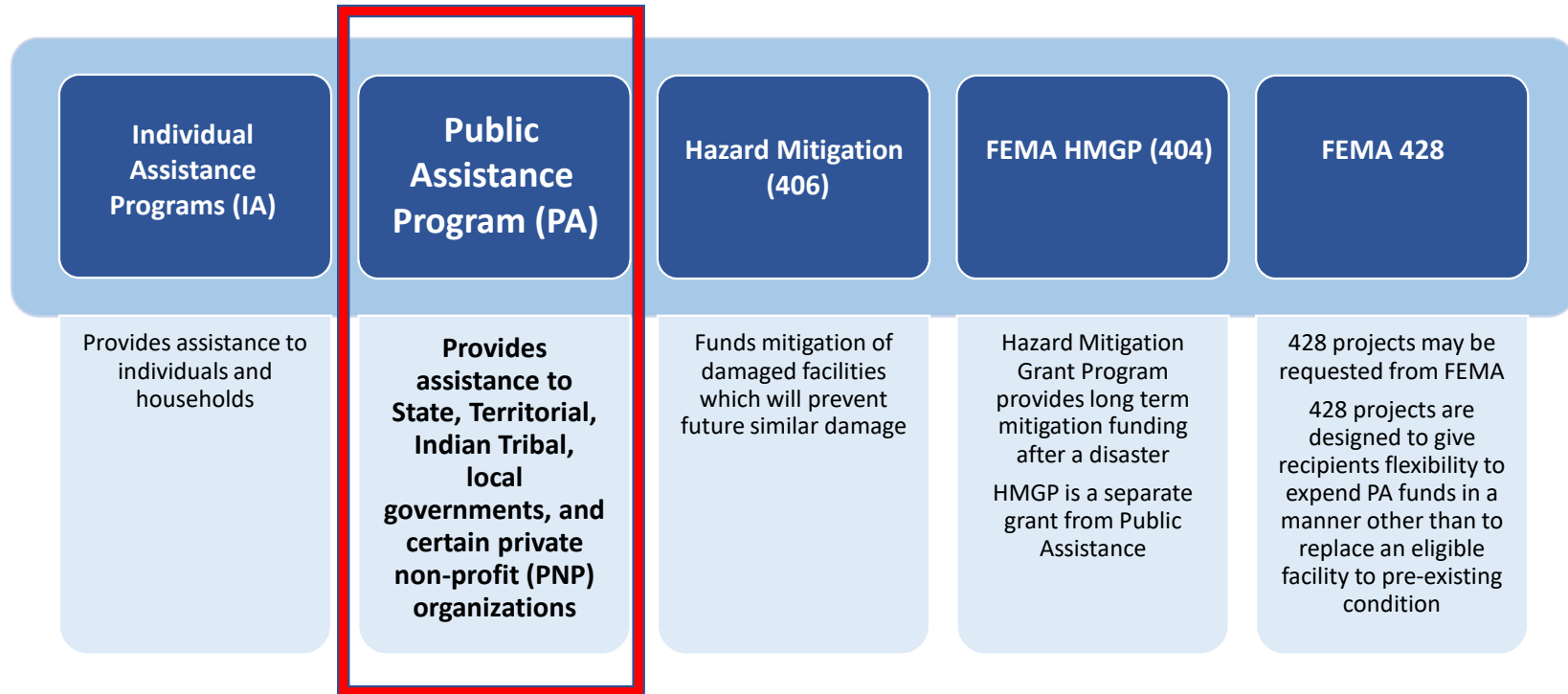
- Source for incremental eligible reimbursement costs
- Draws upon the FEMA Disaster Relief Fund to provide public and individual assistance for major disasters
- Provides supplemental Federal disaster grant assistance for debris removal, emergency protective measures, and the restoration of disaster-damaged, publicly owned facilities and the facilities of certain PNP organizations

- Assistance provided through FEMA PA is subject to a cost share.
- The Federal share is not less than 75 percent of the eligible costs.
- Although the Federal share is usually 75 percent, if actual Federal obligations, excluding administrative costs, meet or exceed a qualifying threshold, FEMA may recommend an increase up to 90 percent.
- Emergency Work may be increased in limited circumstances if warranted.

75%

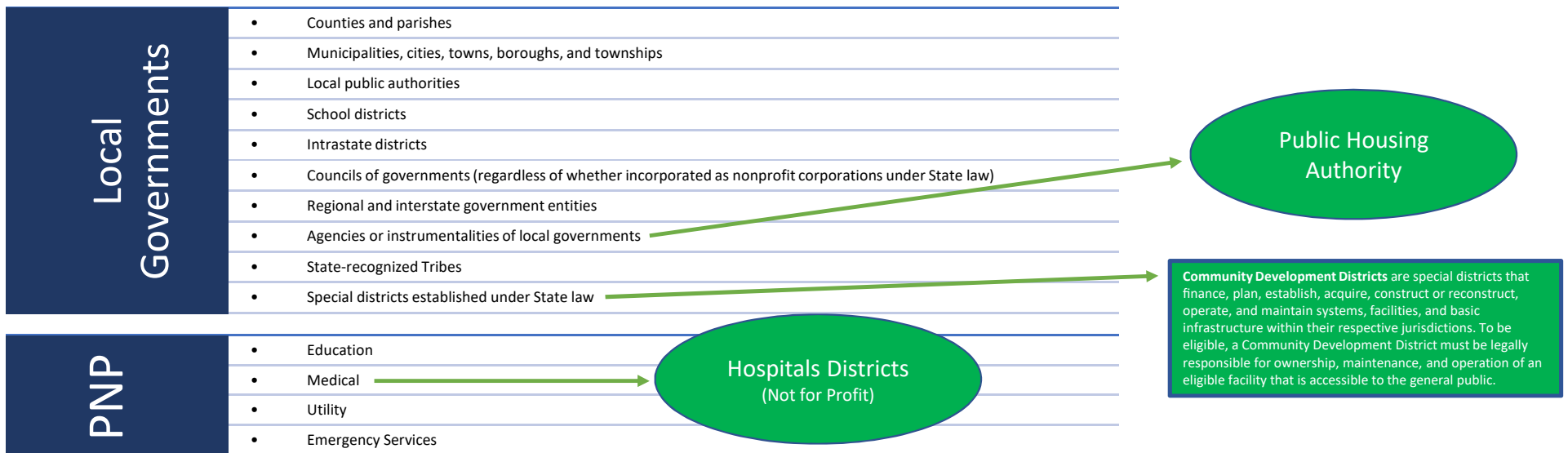
+ 5% Administration fee

FEMA Disaster Grants



FEMA Public Assistance

- Provide assistance to **State, Territorial, Indian Tribal, and local governments, and certain types of PNP organizations** so that communities can quickly respond to and recover from major disasters or emergencies declared by the President.



FEMA Acronyms

FEMA: Federal Emergency Management Agency

PA: Public Assistance program

PNP: Private Nonprofit

RPA: Request for Public Assistance

PW: Project Worksheet

Cat B: Category B Project Worksheet for “Emergency Protective Measures”

PAPPG: Public Assistance Program and Policy Guide

Grantee: State (sometimes tribal) government to which grant is awarded

Subrecipient: Applicant for funding, such as a county, state agency, community, or eligible nonprofit

FEMA Emergency Work Eligibility

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

A	Debris Removal
B	Emergency Protective Measures
C	Damage Caused During Performance of Emergency Work (Category A or B)

Simplified FEMA Process

FEMA is simplifying the Public Assistance application and funding process to address the magnitude of this event and allow local officials to receive eligible funding more quickly. [Coronavirus \(COVID-19\) Pandemic: Public Assistance Simplified Application](#)



Online applicants can:

- explain work activities
- answer basic questions
- provide limited supporting documentation
- provide a cost estimate

The simplified process:

- eliminates exploratory calls
- eliminates recovery scoping meetings
- eliminates most site inspections
- reducing documentation requirements

Applicant Briefing

The Grantee holds an applicant briefing and provides high-level information regarding the PA Program.

Topics Covered

Application procedures

Project funding

Hazard mitigation

Administrative requirements

Procurement requirements

Environmental & historic compliance

General eligibility criteria

Documentation requirements

Recordkeeping

To obtain **maximum benefit** from the briefing, a potential Applicant should:

- Send representatives from its management, emergency response, public works, and accounting/finance/procurement operations; and
- Designate a primary point of contact to interact with the Grantee and FEMA.

Request for Public Assistance (RPA)

If a State, Territorial, Tribal, or local government entity or PNP wishes to seek PA funding, it **must first submit a Request for Public Assistance (RPA)** to FEMA, through the Grantee, generally within 30 days of the respective area being designated in the declaration.

- The RPA (FEMA Form 90- 49) is the form to apply for the PA Program
- FEMA also refers to it as a pre-application

RPA Form


- It's Simple!
- Requests Basic Information
 - ✓ Agency Name
 - ✓ Address
 - ✓ Point of Contact

Submitting the RPA

FEMA Form 90- 49

FEMA Grants Portal

<https://grantee.fema.gov/>

 Sign in to Your Account

USERNAME [Forgot your username?](#)

PASSWORD [Forgot your password?](#)

SIGN IN

[+ Register Your Organization and Request Public Assistance](#)



Cal OES
GOVERNOR'S OFFICE
OF EMERGENCY SERVICES

- RPA's requested by April 17th but we believe the state will permit a later submission
- Cal OES Forms 130 & 89 also required for reimbursement

DEPARTMENT OF HOMELAND SECURITY
Federal Emergency Management Agency
REQUEST FOR PUBLIC ASSISTANCE

OMB Control Number 1800-0017
Expires December 31, 2019

Applicant/Event Information
Public reporting burden for this data collection is estimated to average 17 minutes per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing this form. This collection of information is required to obtain or retain benefits. You are not required to respond to this collection of information unless it displays a valid OMB control number. Send comments regarding this burden estimate or any aspect of this collection of information, including suggestions for reducing the burden, to: Information Collection Management, Department of Homeland Security, Federal Emergency Management Agency, 100 C Street, SW, Washington, DC 20472. Paperwork Reduction Project (1800-0017). **NOTE: Do not send your completed form to this address.**

Private A/E/S statement
Authority: FEMA is authorized to collect the information requested pursuant to 44 CFR Part 1, Stafford Disaster Relief and Emergency Assistance Act, 55 USC 401, 405, 407, 411, 412, and 417; 42 U.S.C. 5120a, 5120b, 5121, 5122, 5124, 5125, 5126, 5129, The American Recovery and Reinvestment Act of 2009, Public Law No. 111-5, § 201, and "Disaster Assistance Project Administration," 44 C.F.R. §§ 200.202, and 200.205.

APPLICANT (Physical location or engine applicant) DATE SUBMITTED

COUNTY (Location of Damages - If located in multiple counties, please indicate)

APPLICANT PHYSICAL LOCATION

STREET ADDRESS

CITY COUNTY STATE ZIP CODE

STREET ADDRESS (MAILING ADDRESS IS (if different from Physical Location))

POST OFFICE BOX CITY STATE ZIP CODE

Primary Contact/Applicant's Authorized Agent **Alternate Contact**

NAME	NAME
TITLE	TITLE
BUSINESS PHONE	BUSINESS PHONE
FAX NUMBER	FAX NUMBER
HOME PHONE (Optional)	HOME PHONE (Optional)
CELL PHONE	CELL PHONE
EMAIL ADDRESS	EMAIL ADDRESS
FAXID & PIN NUMBER	FAXID & PIN NUMBER

Do you participate in the Federal/State Preliminary Damage Assessment (PDA)? YES NO

Is your Non-Profit Organization? YES NO

If yes, which of the facilities identified below best describe your organization?
This is a fire, post-2012 facility or engine (private non-profit facility) or... private non-profit educational, utility, emergency, medical or disaster care facility, including a facility for the aged or disabled, and other facility providing essential governmental type services to the general public; health care facility or other institution; other essential governmental service facility (health institution, public community center, fire/Police, fire/Police station, senior citizen center, rehabilitation facility, similar workshops and facilities which provide health and safety services of a governmental nature. All such facilities must be open to the general public.

Private Non-Profit Organizations must attach copies of their Tax-Exemption Certificate and Organization Charter or By-Laws. If your organization is a health or educational facility, please attach information on accreditation or certification.

OFFICIAL USE ONLY - FEMA - OR - FPM - DATE RECEIVED

FEMA Form 028-0-01 8/18 PREVIOUS EDITION OBSOLETE



Eligible Costs Overview

- COVID-19 costs are **reimbursable through FEMA-Public Assistance (Category B)** funding:
 - Through each state, FEMA is reimbursing 75% of cost plus a 5% management cost fee
 - Organizations can request 50% of amount submitted in the initial project worksheet (PW) as expedited funding
- Entities must identify **incremental costs** incurred due to COVID in areas including, but not limited to:
 - Force Account Labor (Permanent, Part-time, Seasonal, Re-assigned, Disaster Hires, Backfill Employees)
 - Force Account Equipment and Leased Equipment
 - Material (Purchased supplies and/or taken from stock)
 - Contract Services
- The FEMA program focuses on cost reimbursement, but revenue loss (for PNPs) should also be tracked as additional federal and state programs become available
- Contract Services
- Mutual Aid: mutual aid agreement must reference compensation

Eligible Cost Details

- Under the COVID-19 Emergency Declaration, emergency protective measures (response costs) including, but not limited to, the following, may be eligible for reimbursement through FEMA or other federal agencies.
- Management, control and reduction of immediate threats to public health and safety:
 - Emergency Operation Center costs
 - Training specific to the declared event (PPE training, medical shelter operations, etc.)
 - Disinfection of eligible public facilities
 - Technical assistance to local governments or eligible PNPs on emergency management and control of immediate threats to public health and safety
- Emergency medical care:
 - Non-deferrable medical treatment of infected persons in a shelter or temporary medical facility
 - Related medical facility services and supplies
 - Temporary medical facilities and/or enhanced medical/hospital capacity (for treatment when existing facilities are reasonably forecasted to become overloaded in the near term and cannot accommodate the patient load or to quarantine potentially infected persons)
 - Use of specialized medical equipment
 - Medical waste disposal
 - Emergency medical transport

Source: FEMA FACT SHEET – March 19, 2020 [Coronavirus \(COVID-19\) Pandemic: Eligible Emergency Protective Measures](#)



Eligible Cost Details

- Medical sheltering (e.g. when existing facilities are reasonably forecasted to become overloaded in the near future and cannot accommodate needs)
 - All sheltering must be conducted in accordance with standards and/or guidance approved by HHS/CDC and must be implemented in a manner that incorporates social distancing measures
 - Non-congregate medical sheltering is subject to prior approval by FEMA and is limited to that which is reasonable and necessary to address the public health needs of the event, is pursuant to the direction of appropriate public health officials and does not extend beyond the duration of the Public Health Emergency
- Household pet sheltering and containment actions related to household pets in accordance with CDC guidelines
- Purchase and distribution of food, water, ice, medicine, and other consumable supplies, to include personal protective equipment and hazardous material suits
- Movement of supplies and persons
- Security and law enforcement
- Communications of general health and safety information to the public
- Search and rescue to locate and recover members of the population requiring assistance

Source: FEMA FACT SHEET – March 19, 2020 [Coronavirus \(COVID-19\) Pandemic: Eligible Emergency Protective Measures](#)



Examples of Eligible Costs

- Labor
 - Incremental (added staff or OT) staffing costs associated with COVID-19 (command centers, increased ED and urgent care staffing, EVS, plant maintenance, etc.).
 - Incremental / un-budgeted traveler nurses or other Contract Labor
 - Staff training and preparation, if it results in incremental costs (i.e., OT)
 - Labor costs must be documented to the FTE level and for the specific assignment.
 - Note: Currently FEMA will not reimburse for Exempt employee time
- Supplies and Equipment:
 - All equipment, pharmaceutical and supply purchases associated with COVID-19 (PPE, gloves, gowns, tents, beds, lab equipment, ventilators, etc.).
 - Computer purchases and network efforts due to work at home efforts.
 - Purchase of generators
- Other:
 - Expense associated with adding capacity (getting new units ready).
 - Direct cost of testing and treating potential and actual COVID-19 patients.
 - Retrofitting a clinic to serve as a hospital

Eligible Cost Criteria – Exigent or Emergency

When referring to procurement activity, FEMA defines both exigency and emergency as situations that demand immediate aid or action. The difference between the two is that:

Exigency	In the case of an exigency, there is a need to avoid, prevent or alleviate serious harm or injury, financial or otherwise, to the applicant, and use of competitive procurement proposals would prevent the urgent action required to address the situation. Thus, a noncompetitive procurement may be appropriate.
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Emergency	In the case of an emergency, a threat to life, public health or safety, or improved property requires immediate action to alleviate the threat.
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Eligible Cost Criteria – Exigent or Emergency

FEMA FACT SHEET – March 20, 2020 [Procurement Under Grants: Under Exigent or Emergency Circumstances](#)

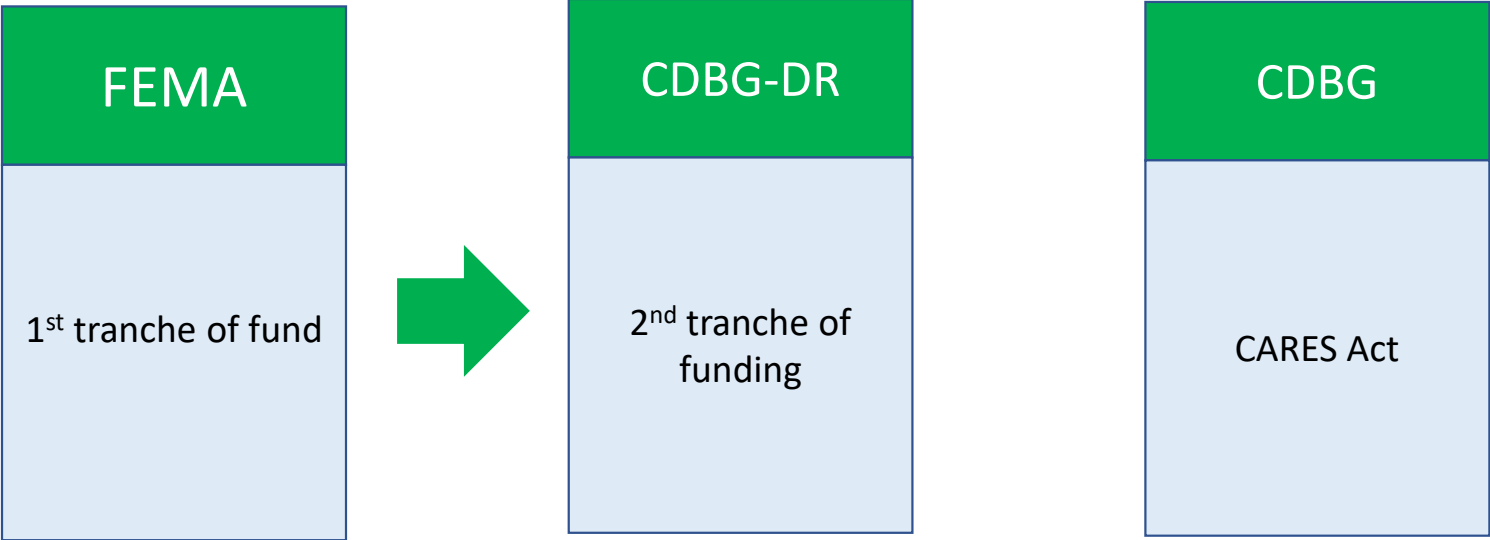
Documentation

FEMA approval is not required for use of noncompetitive procurements under the emergency or exigency exception; however, the non-state entity must **document its justification** for using noncompetitive procurements and must still comply with other procurement requirements and ensure that costs are reasonable.

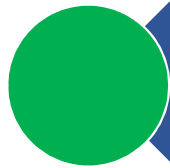
Procurement Policies

Non-state entities should consult as soon as possible with all appropriate parties, including their own legal counsel, to **review their procurement policies, actions, and contracts and compare them to the Federal procurement requirements.**

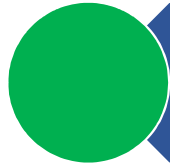
FEMA vs CDBG



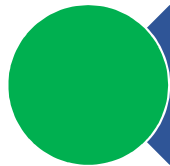
What is CDBG?



Housing and Community Development (HCD) Act of 1974 created the CDBG Program which is administered by HUD



Flexible community development funds distributed each year by a formula that considers population and measures of distress including poverty, age of housing, housing overcrowding, and growth lag



Grantees determine what activities they will fund as long as certain requirements are met, including that each activity is eligible and will meet one of the three broad national objectives of the program

CDBG Infectious Disease Response

Grantees may use Community Development Block Grant (CDBG) funds for a range of eligible activities that prevent and respond to the spread of infectious diseases such as the coronavirus disease 2019 (COVID-19).

\$5 Billion Available Funding	\$2 billion will be allocated to states and local governments who received an allocation under the fiscal year 2020 formula
	\$1 billion will go directly to states
	\$2 billion will be allocated to states, cities, counties and local governments based on the prevalence of risk of COVID-19 and related economic and housing disruption

CDBG Eligible Activities

Buildings and Improvements, Including Public Facilities

Assistance to Businesses, including Special Economic Development Assistance

Public Services (Capped at 15% of the Grant, with Some Exceptions)

Planning, Capacity Building and Technical Assistance

CDBG Planning Considerations

Infectious disease response conditions rapidly evolve and may require changes to the planned use of funds:


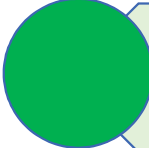
- CDBG grantees **must amend their Consolidated Annual Action Plan** when there is a change to the allocation priorities or method of distribution of funds; an addition of an activity not described in the plan; or a change to the purpose, scope, location, or beneficiaries of an activity (24 CFR 91.505).
- If the changes meet the criteria for a “substantial amendment” in the grantee’s citizen participation plan, the grantee **must follow its citizen participation process for amendments** (24 CFR 91.105 and 91.115).

Strategically Positioning Your Organization

LABOR	Verify that employee labor policies include a reference to the type of work that allows overtime. Document overtime for exempt and nonexempt employees separately.
	Set up crisis specific timekeeping code.
	Track number of hours by date, employee ID, and standard vs. overtime hours, location of work performed.
	Document description of tasks completed to support labor time and justify activities are above and beyond standard operations.

Strategically Positioning Your Organization

INVENTORY

-  Quantify existing stock (“status quo”) with material/equipment details and unit costs.
-  Maintain logs of materials pulled from system inventory/stock.

Strategically Positioning Your Organization

CONTRACTS MATERIAL EQUIPMENT	Document exigency/emergency procurement needs and retain in project files.
	Ensure formal procurement processes are on file for the organization to follow. Follow formal and proper procurement processes whenever possible and consider federal acquisition rules.
	Issue separate purchase orders using a specific code when leveraging preexisting contracts.
	Require vendors provide details on invoices and change orders (quantities of services provided, unit costs, location of services performed, date of work performed, job reports/logs).
	If applicable, ensure intergovernmental agreements are executed, when coordinating donated resources (labor and materials).
	Avoid cost-plus contracts and include not to exceed values on T&M contracts.

Strategically Positioning Your Organization

SUBMIT

Request 50% of the eligible federal share in an initial expedited Project Worksheet.

TIMELINESS

Time is of the essence. Federal and state capacity to review and reimburse will be stretched.

COMPLIANCE

Assistance is based on authority in statutes, executive orders (EOs), regulations, and policies. If an entity does not comply with all applicable statutes, EOs, regulations, and policies, FEMA may take one of several actions including disallowing all or part of the cost of the project not in compliance.



Key Risk Areas to Avoid

Improper Process:

Even under emergency conditions, do not assume that improper processes (procurement, timekeeping, etc.) will be eligible for reimbursement

Insufficient Documentation:

A lack of adequate details or missing supporting documentation – can lead to a significant loss in eligible grant funding.

Unclear Accounting:

With multiple funding sources potentially being made available, an eligible grant could be lost due to an inability to clearly articulate how different funding sources are utilized and that benefits are not duplicated.

Lack of Transparency:

The lack of documentation and communication of operational decisions with relevant stakeholders at the State and Federal level could jeopardize the reputation of your organization and could also lead to the loss of eligible grant funding.

Contact Information

Mark your calendars! Follow-up FEMA webinar is April 22 at 10 a.m.

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