



FEMA

MEMA



PUBLIC ASSISTANCE COVID-19 VACCINATIONS

MASSACHUSETTS EMERGENCY MANAGEMENT AGENCY
DISASTER RECOVERY UNIT

AGENDA

- ELIGIBLE VACCINATION ACTIVITIES AND COSTS
- COST SHARE
- REQUIRED DOCUMENTATION
- PROJECT DEVELOPMENT TIPS

FEMA PA: VACCINATION ADMINISTRATION

- Local Governments may seek reimbursement for the following costs from FEMA PA related to its vaccination operation:
 - PPE;
 - Equipment (i.e. coolers, freezers);
 - Facility support costs;
 - Medical waste disposal;
 - Communications to disseminate public information regarding vaccinations;
 - Transportation & storage costs of vaccine;
 - Labor costs (overtime for in-house staff); and
 - Click [here](#) for other possible costs.

Reminder: Costs covered by another source of federal funding or insurance are not eligible for FEMA PA.

FEMA PA: VACCINATION ADMINISTRATION

PPE FOCUS

- Personal Protective Equipment (PPE) may be reimbursable, if no other funding source provided the PPE directly or is available.
 - PPE for the handling and administration of PPE, i.e. gloves, face shields, masks, etc.
 - PPE for the handling and transportation of vaccinations. Since dry ice may be utilized, it is important to have PPE available, i.e. goggles, loose fitting thermally-insulated gloves





FEMA PA: VACCINATION ADMINISTRATION EQUIPMENT & TRANSPORTATION FOCUS

- Certain equipment may be reimbursable, if no other funding source provided the equipment directly or is available.
 - Equipment required for the storage, handling, distribution/transportation of vaccinations.
 - Equipment includes coolers, freezers, temperature monitoring devices, and portable vaccine store units for transportation.
 - Transportation support includes refrigerated trucks and transport security
 - Direct transportation costs to get citizens who are lack transportation to sites



FEMA PA: VACCINATION ADMINISTRATION SUPPLIES/FACILITY COSTS FOCUS

- Certain supply & facilities costs may be reimbursable, if no other funding source provided the equipment directly or is available.
 - Emergency medical supplies (for needs that may arise), i.e. supplies to address allergic reactions to vaccine
 - Medical waste containers/disposal
 - Facility support costs, i.e. leasing space for storage or vaccination site; using a tent that your entity already owns; additional parking.
 - Communications to disseminate public information regarding vaccinations- social media campaigns, radio ads, etc. to provide information on how to register/where sites are, and variable message boards.

COST SHARE

1) Between January 21, 2021- September 30, 2021

FEMA will reimburse vaccination operation costs at 100%

2) Before January 21, 2021

FEMA will reimburse vaccination operation costs at 75%

If your entity has costs in both of these time periods, it must submit two separate projects.

SUPPORTING DOCUMENTATION

1) SUMMARY OF ALL COSTS - MEMA workbook or Applicant spreadsheet

MEMA workbook and workbook tutorial can be found on our website

www.mass.gov/mema

FEMA Public Assistance: Local, State, Tribal and Non-Profit

MEMA Forms for Public Assistance Projects

2) SUPPORTING DOCUMENTATION CHECKLIST

The checklist will assist you when preparing your project closeout request with identifying types of supporting documentation that will need to accompany the workbook/spreadsheet.

DOCUMENTATION REQUIREMENTS

SMALL PROJECTS VS LARGE PROJECTS

SMALL PROJECT DOCUMENTATION from \$3,300 - \$131,100

- Electronic Streamlined Project Application
- MEMA Workbook (Summary Log)
- Subrecipient Small Project Certification Form
- Procurement Policy
- Pay Policy & Applicable Union Contracts

LARGE PROJECT DOCUMENTATION equal to or exceed \$131,100

- Electronic Streamlined Project Application
- MEMA Workbook (Summary Log)
- Procurement Policy
- Pay Policy & Applicable Union Contracts
- Force Account Labor
 - *Time Sheets*
 - *Proof of Payment*
- Force Account Equipment
 - *Proof of Ownership*
 - *Operator Time Sheets & Logs*
- Materials & Supplies
 - *Invoices/Receipts*
 - *Proof of Payment*
 - *Procurement Documentation*
- Contracts
 - *Contract Agreements*
 - *Invoices/Receipts*
 - *Proof of Payment*
 - *Procurement Documentation*

FORMULATION OF A PROJECT WORKSHEET (PW) FOR VACCINATION COSTS

- 1) Project cost minimum – \$3,300
- 2) Project Title- Please title your projects for vaccinations as “Vaccination Costs-[entity name]”

[help](#)[Create](#)

Section I – Project Application Information

Declaration #	4496DR-MA (4496DR)
Organization	Westborough, Town of (027-75015-00)
FEMA PA Code	027-75015-00
Applicant-Assigned Project Application # *	<input type="text" value="0001"/>
Project Application Title *	<input type="text" value="Vaccination Costs- Westborough, Town of"/> ×

FORMULATION OF A PROJECT WORKSHEET (PW) FOR VACCINATION COSTS CON'T

3. Vaccination Costs may be submitted as an estimated project
4. Projects can only be for before 1/21/2021, or between 1/21/2021-9/30/2021
-Cannot have one project with multiple cost shares.

Has the Applicant started any of the work activities claimed on this project application? * [\(More Info \)](#)

An Applicant may not request funding for activities conducted prior to January 20, 2020, the beginning of the COVID-19 incident period. This question should be answered once to describe all the activities claimed on this project (i.e. the earliest start date and the latest end date). If FEMA's eligibility criteria for certain activities are limited to specific time periods, FEMA will ask for the time period that a particular activity was or will be conducted.

☐ Yes

☒ No

Projected Start Date *

2/5/2021



Projected Completion Date *

9/30/2021



☐ Unsure

Does the Applicant want to request expedited funding?

An Applicant may request approval for expedited funding from the Recipient and FEMA if they have an immediate need for funding to continue life-saving emergency protective measures. If approved, the Applicant will be awarded 50% of the FEMA-confirmed project cost based on initial documentation. However, the Applicant will then be required to provide all information, including all documentation to support actual incurred costs, to support the initial 50% of funding before receiving any additional funding. Applicants will be required to return any funds that were not spent in compliance with the program's terms and conditions. In general, Applicants who have never received FEMA Public Assistance funding and do not have significant experience with federal grant requirements should avoid expedited funding or, at a minimum, discuss expedited funding with their Recipient emergency management office prior to requesting expedited funding. Expedited funding is only available for activities completed during specific time periods.

☐ Yes

☒ No

For activities completed on or after 9/15/2020, please refer to [Coronavirus \(COVID-19\) Pandemic Work Eligible for Public Assistance Policy \(Interim\)](#)

FORMULATION OF A PROJECT WORKSHEET (PW)

HOW TO ESTIMATE COSTS

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- Cannot have one project with multiple cost shares.

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STATE PUBLIC ASSISTANCE CONTACTS

- MA Assistant Director for Mitigation and Recovery

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- MA Public Assistance Officer

Erica.Heidelberg@mass.gov

- MA Public Assistance Program Coordinator

Lorraine.Eddy@mass.gov

- Questions?

<https://www.mass.gov/info-details/covid-19-federal-disaster-declaration#questions->

Disaster.Recovery@mass.gov