



FEMA

MEMA



PUBLIC ASSISTANCE OVERVIEW COVID-19

MASSACHUSETTS EMERGENCY MANAGEMENT AGENCY
DISASTER RECOVERY UNIT

AGENDA

- FEMA PUBLIC ASSISTANCE PROGRAM
- ELIGIBLE ACTIVITIES AND COSTS
- REQUIRED DOCUMENTATION

MAJOR DECLARATION

FEMA-4496-DR-MA

DECLARATION DATE: March 27, 2020

INCIDENT DATE: January 20, 2020 and continuing

DECLARED COUNTIES: All Massachusetts Counties

AUTHORIZED DISASTER ASSISTANCE: FEMA Public Assistance Program

Category B - FEMA Public Assistance Program

FEMA PUBLIC ASSISTANCE (PA) PROGRAM

FEMA provides supplemental financial assistance to state, local and tribal governments, and certain private non-profit organizations for emergency protective measures that may be eligible under FEMA's Public Assistance Program in accordance with the COVID-19 Emergency Declaration in order to ensure that resource constraints do not inhibit efforts to respond to this unprecedented disaster.

The assistance FEMA provides through its PA Program is subject to a cost share. The Federal share is **100%** of the eligible costs.

FEMA will not duplicate assistance provided by the Department of Health and Human Services (HHS), including the Centers for Disease Control and Prevention, or other federal agencies. Additionally, this emergency declaration does not make direct financial assistance available to private businesses or individuals.

CATEGORIES OF WORK

DEFINITION:

An emergency protective measure (Category B) is an activity undertaken to eliminate or lessen an immediate threat to lives, public health, or safety.

Emergency Work

Address an immediate threat:

- A** Debris removal
- B** Emergency protective measures

Permanent Work

Restoration of:

- C** Roads/bridges
- D** Water control facilities
- E** Buildings/equipment
- F** Utilities
- G** Parks, recreational, and other facilities

MINIMUM WORK ELIGIBILITY CRITERIA

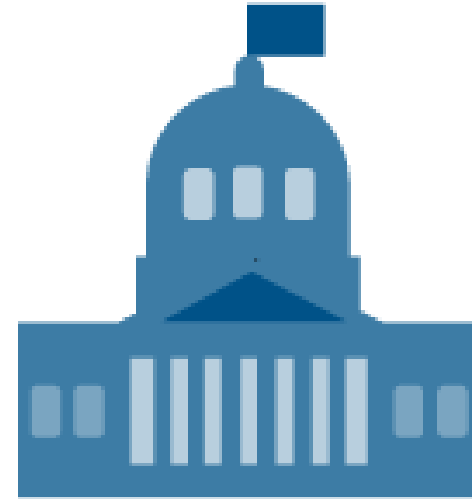
- Be required as a result of the declared incident
- Be located within the designated area
- Be the legal responsibility of an eligible applicant

Want to Learn More on FEMA Public Assistance?

Visit our website [here](#) to view our Applicant Briefing Video!

APPLICANT ELIGIBILITY

- State and Local Governments
- Tribal Governments
- Regional School Districts
- Special Districts/Agencies
- Private Nonprofit Organizations
 - Critical PNPs: Emergency medical services, educational facilities, power and water facilities, communication facilities, fire protection/emergency, etc.
 - Non-critical PNPs: Community centers, daycare centers, performing arts centers, libraries, homeless shelters, museums, zoos, assisted living facilities, senior citizens centers, rehabilitation centers, animal control facilities, custodial care, etc.



**Want more information about
applicant eligibility?**

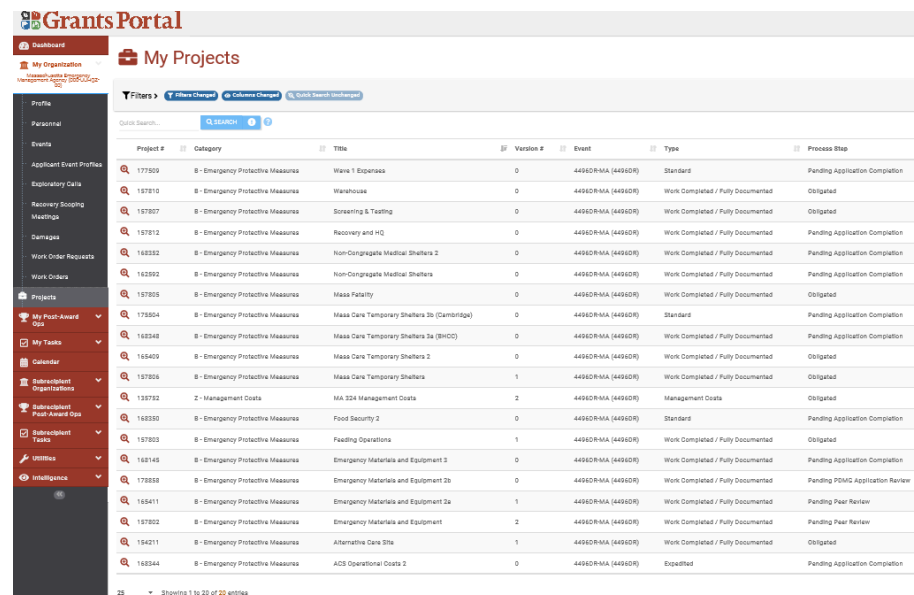
**See pg.42 of FEMA's Policy
Guide**

FEMA GRANTS PORTAL

- FEMA Grants Portal is the online platform to apply, submit, and track all projects for FEMA Public Assistance.
- Applicants **NEED** to use this platform in order to submit projects. Neither MEMA nor FEMA will accept paper applications via email.

**Want to Learn More on
How to Use Grants
Portal?**

[Grants Portal Tutorial](#)



The screenshot displays the FEMA Grants Portal interface. On the left is a navigation sidebar with sections like 'Profile', 'Personal', 'Events', 'Applicant Event Profiles', 'Exploratory Calls', 'Recovery Briefing Meetings', 'Damages', 'Work Order Requests', 'Work Orders', 'Projects', 'My Post-Award Ops', 'My Tasks', 'Calendar', 'Subrecipient Organizations', 'Subrecipient Post-Award Ops', 'Subrecipient Tasks', 'Intellus', and 'Intelligence'. The main content area is titled 'My Projects' and features a search bar and filter options. Below this is a table listing various projects.

Project #	Category	Title	Version #	Event	Type	Process Step
177909	B - Emergency Protective Measures	Ware 1 Expenses	0	4496DR-MA (4496DR)	Standard	Pending Application Completion
187910	B - Emergency Protective Measures	Warehouse	0	4496DR-MA (4496DR)	Work Completed / Fully Documented	Obligated
187907	B - Emergency Protective Measures	Screening & Testing	0	4496DR-MA (4496DR)	Work Completed / Fully Documented	Obligated
187912	B - Emergency Protective Measures	Recovery and HQ	0	4496DR-MA (4496DR)	Work Completed / Fully Documented	Pending Application Completion
182392	B - Emergency Protective Measures	Non-Congregate Medical Shelters 2	0	4496DR-MA (4496DR)	Work Completed / Fully Documented	Pending Application Completion
162992	B - Emergency Protective Measures	Non-Congregate Medical Shelters	0	4496DR-MA (4496DR)	Work Completed / Fully Documented	Pending Application Completion
187906	B - Emergency Protective Measures	Mass Fatality	0	4496DR-MA (4496DR)	Work Completed / Fully Documented	Obligated
179904	B - Emergency Protective Measures	Mass Care Temporary Shelters 3a (Cambridge)	0	4496DR-MA (4496DR)	Standard	Pending Application Completion
183348	B - Emergency Protective Measures	Mass Care Temporary Shelters 3a (RHOC)	0	4496DR-MA (4496DR)	Work Completed / Fully Documented	Pending Application Completion
164409	B - Emergency Protective Measures	Mass Care Temporary Shelters 2	0	4496DR-MA (4496DR)	Work Completed / Fully Documented	Obligated
187906	B - Emergency Protective Measures	Mass Care Temporary Shelters	1	4496DR-MA (4496DR)	Work Completed / Fully Documented	Obligated
138762	Z - Management Costs	MA 224 Management Costs	2	4496DR-MA (4496DR)	Management Costs	Obligated
183390	B - Emergency Protective Measures	Food Security 2	0	4496DR-MA (4496DR)	Standard	Pending Application Completion
187903	B - Emergency Protective Measures	Feeding Operations	1	4496DR-MA (4496DR)	Work Completed / Fully Documented	Obligated
187149	B - Emergency Protective Measures	Emergency Materials and Equipment 3	0	4496DR-MA (4496DR)	Work Completed / Fully Documented	Pending Application Completion
178939	B - Emergency Protective Measures	Emergency Materials and Equipment 2b	0	4496DR-MA (4496DR)	Work Completed / Fully Documented	Pending PDMG Application Review
164411	B - Emergency Protective Measures	Emergency Materials and Equipment 2a	1	4496DR-MA (4496DR)	Work Completed / Fully Documented	Pending Peer Review
187903	B - Emergency Protective Measures	Emergency Materials and Equipment	2	4496DR-MA (4496DR)	Work Completed / Fully Documented	Pending Peer Review
184211	B - Emergency Protective Measures	Alternative Care Site	1	4496DR-MA (4496DR)	Work Completed / Fully Documented	Obligated
183344	B - Emergency Protective Measures	ACS Operational Costs 2	0	4496DR-MA (4496DR)	Expended	Pending Application Completion

Showing 1 to 20 of 20 entries

SIMPLIFIED APPLICATION PROCESS

Virtual
Applicant
Briefing



Grants Portal
Account Creation
and RPA



COVID-19
Streamlined
Project
Application



FEMA and
Recipient
Review



Applicant Signs
Project

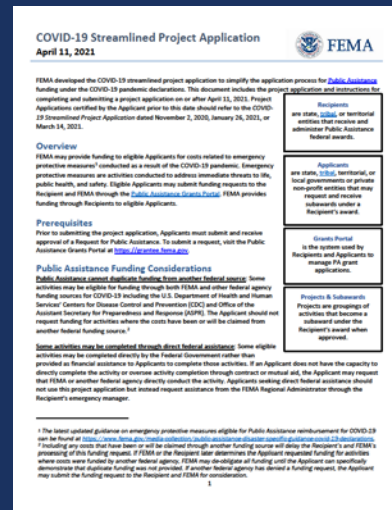


Post-Award
Activities

STREAMLINED PROJECT APPLICATION

- FEMA rolled out the streamlined project application for COVID-19 to simplify the process.
- The application is built into the FEMA Grants Portal.
- Applicants are encouraged to only submit project applications based on actual incurred expenses.

Application
Instructions



**Want to Learn More
About the Application?**

Visit MEMA's website [here](#)
to view guidance!

COST ELIGIBILITY

		Consolidated Period of Eligibility
		Eligible from January 20, 2020- December 31, 2021
<i>Medical Care</i>	Clinical Care for COVID patients	Eligible
	Vaccination	Eligible
	Alternate Care Sites & Community Testing Sites	Eligible
	Contact Tracing Disease & Research	NOT Eligible
<i>Opening & Operating</i>	Personal Protective Equipment	Eligible
	Cleaning & Disinfection	Eligible
	Screening incl. Testing & Temperature Checks	Eligible
	Physical Barriers	Eligible
	Virtual Operations	NOT Eligible
<i>Mass Care</i>	Non Congregate Sheltering	Eligible- State Authorization Ended 7/30/2021 (Government Only)
	Emergency Feeding	Eligible- State Authorization Ended 7/26/2021 (Government Only)

*** Please note,
the President
authorized
FEMA to extend
this eligibility
period to 4-1-22

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*

SUPPORTING COSTS - EXAMPLES

Policies

- Purchase Policy
- Payroll Policy
- Personnel Policy
- Insurance Policies

Procurement

- Solicitation for Bids
- Bid Documents
- Bid Tabulations
- Price Analysis
- & etc.

Proof of Payment

- Bank Statement
- Payroll Register
- Cancelled Checks
- Payment Voucher

UPLOADING SUPPORTING DOCUMENTATION

- Upload documentation to grants portal
- Ensure the source documents used to reach your claim amounts are included

**Want to Learn More
About Uploading
Documents to
Grants Portal?**

[Click here](#) to view
guidance!

Documents

The screenshot displays the 'Documents' section of the Grants Portal. It features a tree view under the heading 'Project Cost & Cost Eligibility'. The tree is organized into two main categories: 'Labor' and 'Materials and Supplies'. Each category contains several sub-items, each with a folder icon, a name, a '+ Add Document' link, and a green 'Requirement Met' badge. The 'Labor' category includes: Force Account Labor Documentation, Standby Time Justifications, Labor Pay Policies, National Guard Pay Policies, Mutual Aid Agreements, Timesheets, and Logs / Activity Reports. The 'Materials and Supplies' category includes: Material Summaries, Stock Cost Documentation, Stock Supporting Documentation, Purchase Invoices or Receipts, Not Used Justifications, and Acquisition Threshold Documentation.

- Project Cost & Cost Eligibility
 - Labor
 - Force Account Labor Documentation (+ Add Document) ✓ Requirement Met
 - Standby Time Justifications (+ Add Document)
 - Labor Pay Policies (+ Add Document) ✓ Requirement Met
 - National Guard Pay Policies (+ Add Document)
 - Mutual Aid Agreements (+ Add Document)
 - Timesheets (+ Add Document) ✓ Requirement Met
 - Logs / Activity Reports (+ Add Document) ✓ Requirement Met
 - Materials and Supplies
 - Material Summaries (+ Add Document) ✓ Requirement Met
 - Stock Cost Documentation (+ Add Document) ✓ Requirement Met
 - Stock Supporting Documentation (+ Add Document)
 - Purchase Invoices or Receipts (+ Add Document) ✓ Requirement Met
 - Not Used Justifications (+ Add Document) ✓ Requirement Met
 - Acquisition Threshold Documentation (+ Add Document) ✓ Requirement Met

WHAT DOES MEMA AND FEMA REVIEW?

Supporting documentation helps validate the expenses claimed for each project. Supporting documentation helps support the underlying cost principles of 2 CFR 200, which are:

Allowable

- Necessary for the performance of the federal award

Reasonable

- Does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost.

Allocable

- Goods or services involved are chargeable or assignable to that federal award or cost objective.

**Want to Learn
More About PA
Policy?**

View FEMA's Public
Assistance Program
and Policy Guide [here!](#)

PROCUREMENT REQUIREMENTS

- In the interests of fair and competitive procurements, it is a federal requirement that any procurement utilizing federal funding be in accordance with 2 CFR 200.
- For the COVID-19 declaration, it is acknowledged that undergoing a competitive procurement may put an undue delay in responding to threats to public safety and health. As such, under federal procurement standards, applicants may utilize the emergency or exigency exemption to competitive solicitations.
- If your entity has procurement goods or services that it intends to utilize federal funding for, it is strongly encouraged that you complete this [emergency justification form](#) to record the circumstances surrounding the procurement and include in your project submission.
- Applicants will still need to comply with its own procurement policies.

MANAGEMENT COSTS

- Management costs (under Category Z) may be claimed for administering and managing PA awards as follows:
 - Up to 5% of the applicant's award amount (based on actual/estimated costs). MEMA will reimburse actual costs.
 - Eligible activities may include but are not limited to: meetings regarding the PA program or claim, preparing correspondence, reviewing PWs, collecting, copying, or filing, or submitting documents to support a claim, and training.
 - Both regular and overtime pay
 - No cost share- 100% reimbursement of project cost
 - Must be documented in [Cat Z workbook](#)
 - Regardless of the total project amount, applicants must provide all relevant supporting documentation. Please see the previously referenced listing of documentation requirements for large projects.

HOW TO APPLY FOR PUBLIC ASSISTANCE

Request an Organization Profile

Only if you are a first time applicant in Grants Portal, if you have received PA from a disaster in 2018 or more recently in MA, go to next section.

Public/State Controlled Institution of Higher Education

Directly request portal account/request public assistance for DR 4496 at <https://grantee.fema.gov>

Nonprofit with 501(c)3 IRS Status

Must go through MEMA for portal registration

- 1) Fill out Portal Registration Form, located [here](#)
- 2) Email Portal Registration Form to disaster.recovery@mass.gov

Submit a Request for Public Assistance (RPA)

Once you have requested and created an organization profile in Grants Portal, you should receive an automatically generated email confirming an organization profile has been created. In order to request PA for DR 4496, you must complete the following:

- 1) Log into account on Grants Portal at <https://grantee.fema.gov>
- 2) Navigate to the “Request Public Assistance” button on the upper right side of your screen.
- 3) Complete and submit the RPA Form.

PRIVATE NON-PROFIT (PNP) ENTITIES APPLICATION PROCEDURES

- Prior to Request Public Assistance (RPA) Submission:
 - A ruling letter from the US IRS granting tax exemption under sections 501(c) ,(d) , or (e) of the Internal Revenue Code of 1954
 - PNP Certification Sheet (Available on the MEMA Website)
 - Mission Statement or Brochure of Organization
 - Employer Tax Identification Number (EIN)
 - Insurance Policy

STATE PUBLIC ASSISTANCE CONTACTS

- MA Public Assistance Officer

Erica.Heidelberg@mass.gov

- MA Public Assistance Program Coordinator – Complex Lane Projects

Lorraine.Eddy@mass.gov

MA Public Assistance Program Coordinator – Standard Lane Projects

Amanda.Campen@mass.gov

- Questions?

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

Disaster.Recovery@mass.gov