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: <u>FEMA Public Assistance Program</u>

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.
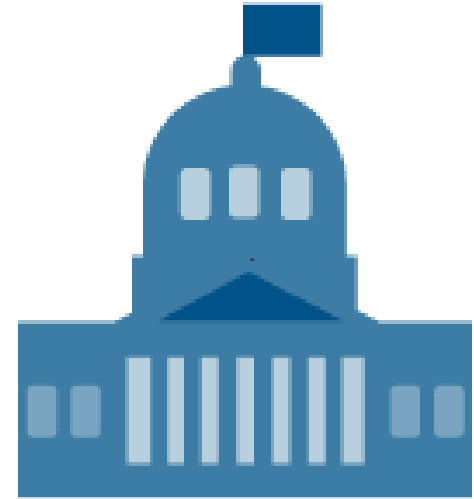
Want more information about applicant eligibility?
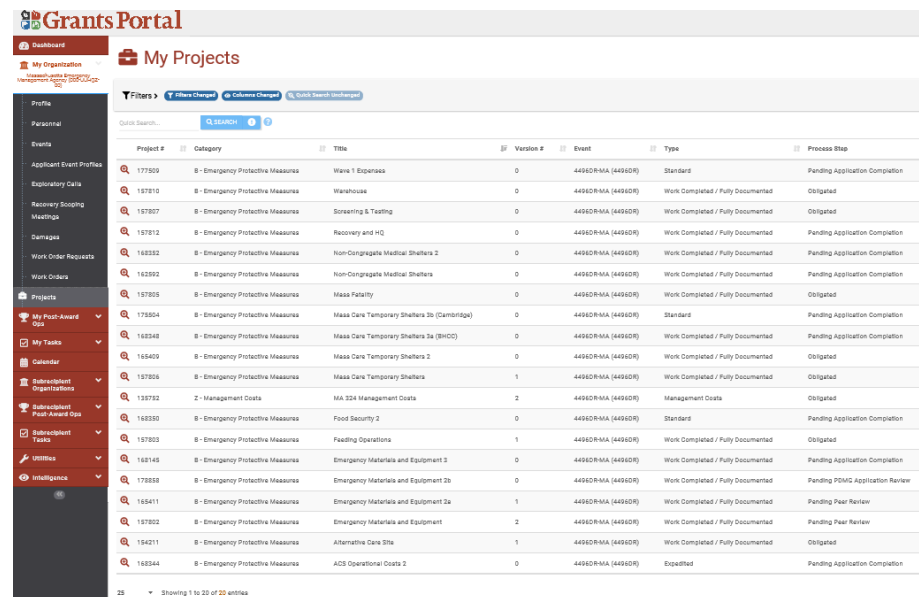
FEMA GRANTS PORTAL

- 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

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
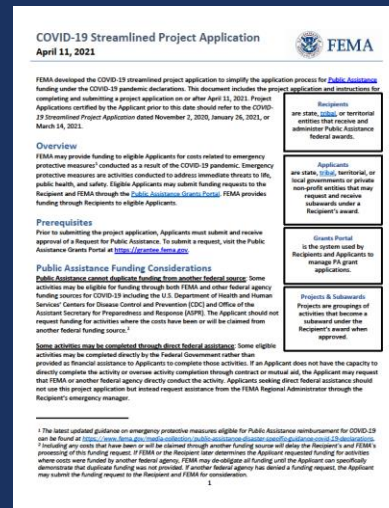
Want to Learn More About the Application?

Visit MEMA's website here to view guidance!

COST ELIGIBILITY

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

- 📁 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