



FEMA Reimbursement: Process for Obtaining Federal Aid for COVID Expenses for New York Counties and Local Governments

A professional portrait of Stephen J. Acquario, a middle-aged man with a balding head, smiling warmly. He is wearing a blue checkered suit jacket, a white dress shirt, and a red tie with a small dark pattern. The background is a soft-focus outdoor setting with green foliage and a stone pillar on the right. The text is overlaid on the left side of the image.

Stephen J. Acquario
Executive Director
NYSAC

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NYS Industries for the Disabled, Inc.

Katie Tucci, Regional Sales Manager

800-221-5994

www.nysid.org

ktucci@nysid.org



NYSID provides essential procurement options to county government purchasers, from high quality custodial, document imaging, mail fulfillment, and other services to a new e-commerce storefront.

Your purchases help to employ individuals with disabilities across NYS.



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Michele Jones
Project Manager



Agenda

- About IEM
- Public Assistance Overview
- Eligibility Considerations
- Duplication of Benefits
- COVID-19 Simplified Application Process
- Best Practices and Recommendations



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About IEM



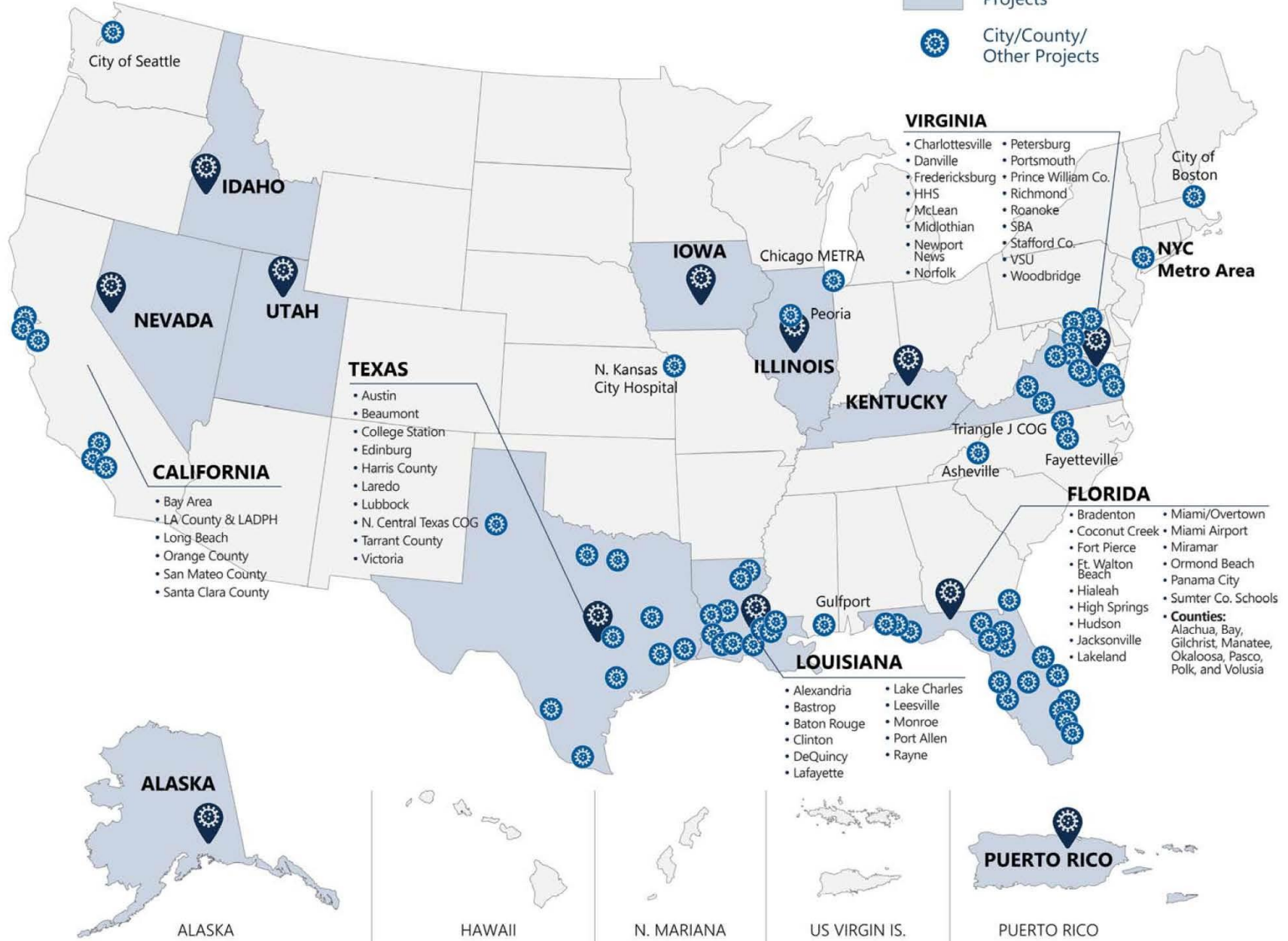
COVID-19 Project Experience



State Level Projects



City/County/Other Projects





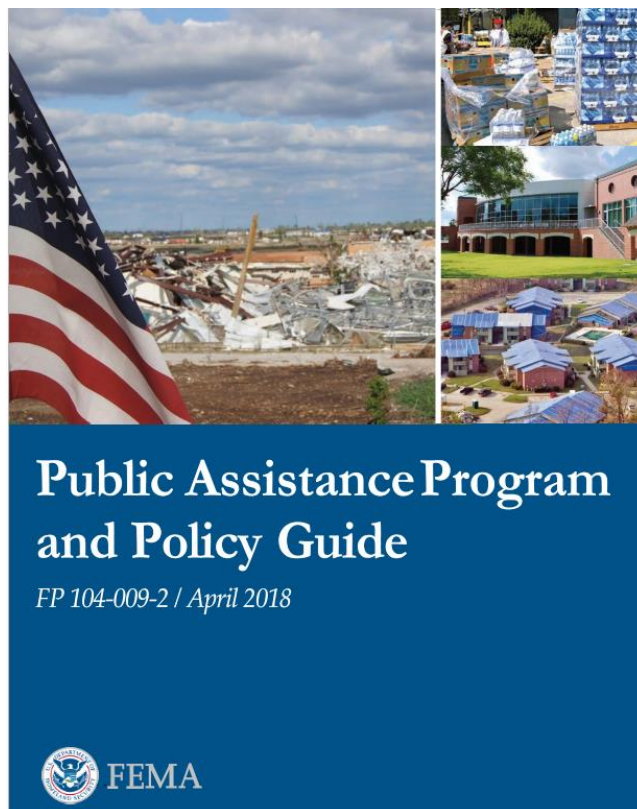
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Public Assistance Overview

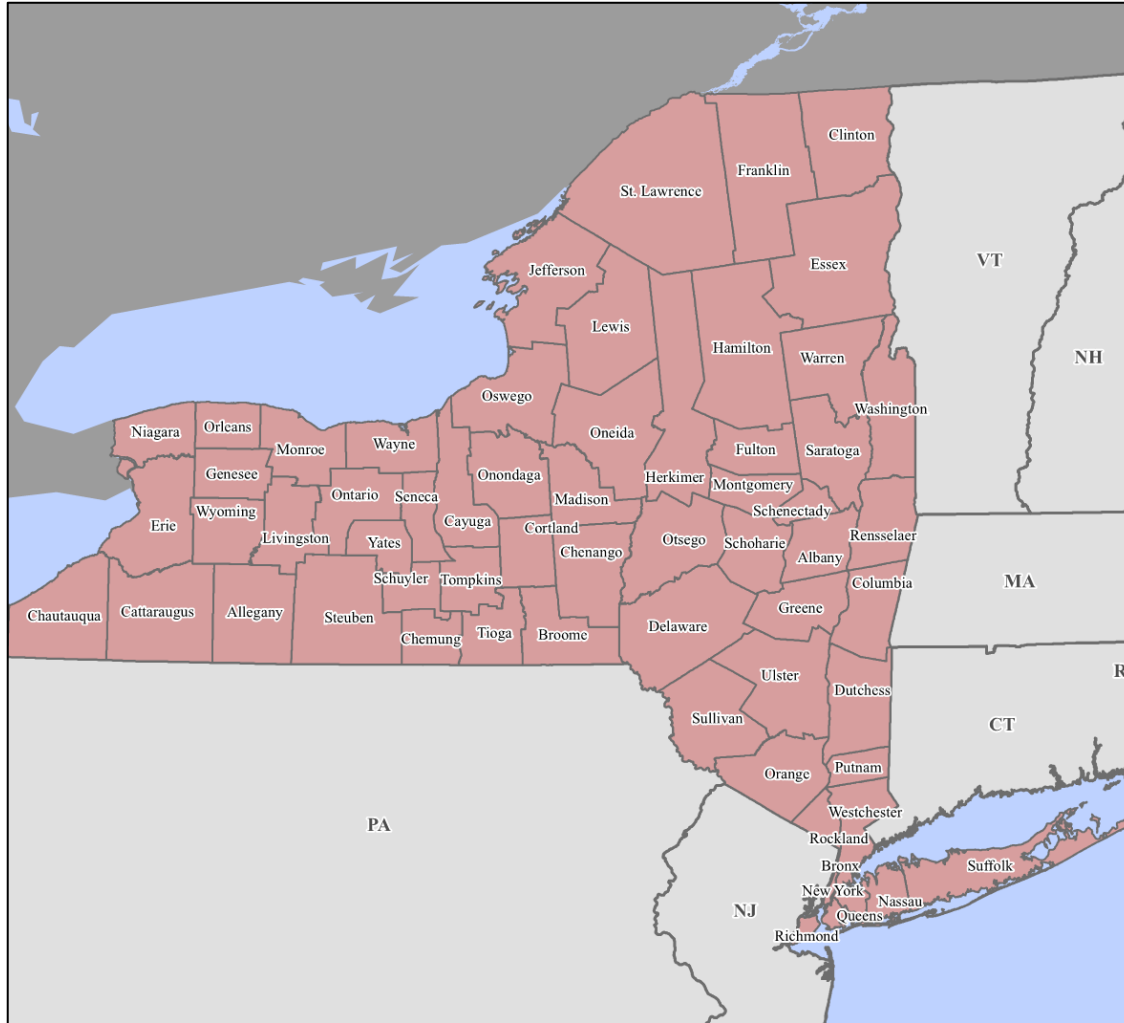
Public Assistance (PA) Program

- Provides supplemental Federal disaster grant assistance for the repair, replacement, or restoration of disaster-damaged, publicly owned facilities and the facilities of certain Private Non-Profit (PNP) organizations
- The PA program does not provide assistance to individual homeowners or businesses

FEMA Public Assistance Program and Policy Guide v3.1



New York COVID-19 | DR-4480



Incident Period:
January 20, 2020 and
continuing

Declaration Date:
April 2, 2020

Authorized:
Category B –
Emergency Protective
Measures

Federal Cost Share:
100% Federal Funding
anticipated through
April 1, 2022



Eligibility Considerations



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Eligibility

COST

WORK

FACILITY

APPLICANT

Categories of Eligible Work

Category B – Emergency Protective Measures

Costs directly related to the COVID-19 public health emergency

Category Z – Management Costs

Administrative costs related to project management for Category B projects; up to 5% of the federal share of combined projects, funded at 100% federal cost share; documentation must be provided to justify how these costs have been spent

IEM Contract Vehicles
GSA Ordering Procedures

Safe Opening and Operations Work Eligible for Public Assistance

- Establishes 100% cost share and policy in effect since beginning of incident period
- Focuses the use of FEMA funding on the highest risk communities and underserved populations
- Applicants must prioritize resources to ensure an equitable pandemic response, which applies to opening and operations work as well as medical care and vaccination sites

Eligible Costs – Safe Opening and Operations

- Purchase/distribution of cloth face coverings/PPE
- Cleaning and disinfection
- COVID-19 diagnostic testing
- Screening and temperature scanning
- Acquisition and installation of portable temporary physical barriers, such as plexiglass barriers, screens/dividers, and social distancing signage
- Purchase and storage of PPE and other supplies based on projected needs

Eligible Costs – Work Eligible for Public Assistance

- Medical care, purchase and distribution of food, non-congregate medical sheltering
- Operation of Emergency Operations Center to direct and coordinate resources and response activities for COVID-19 declarations
- Communications to disseminate public information
- Mass casualty management
- Purchase and distribution of PPE
- Law enforcement and security
- Training and technical assistance specific to the event
- Reimbursement for force account overtime costs, costs related to hiring temporary employees, and contract labor costs associated with performance of eligible emergency protective measures
- Movement of equipment and supplies, including transportation and storage
- Other work and costs delineated with COVID-19 policies

Medical Care Costs: Vaccinations

- Community vaccination centers, and facility support costs
- PPE, other equipment, and supplies required for storing, handling, distributing/transporting, and administering COVID-19 vaccinations
- Additional staff including medical and support staff consistent with FEMA PA labor policies
- Onsite infection control measures/emergency medical care for vaccination sites
- Resources to support mobile COVID-19 vaccination in remote areas and/or transportation support for individuals with limited mobility or lack of access to transportation
- Federally Qualified Health Centers
- Communications to disseminate public information as necessary
- IT equipment and systems for patient registration and tracking, vaccine-related inventory management, and/or analytics and reporting needs
- Training and technical assistance specific to the proper storage, handling, distribution, and administration of COVID-19 vaccinations

Duplication of Benefits

- Congress has authorized funding to multiple federal agencies to address the effects of the COVID-19 pandemic
- Applicants may have flexibility to determine which source of funding to use for their costs, subject to the purpose and eligibility requirements of each federal program and funding source
- PA funding should not be considered funding of last resort but should be considered concurrently with other federal agency programs and sources

Procurement Methods

Method of Purchase	Aggregate Dollar Amount	Federal Regulations
Micro-Purchase	Not to exceed \$10,000 (\$2,000 for construction/Davis-Bacon Act)	<ul style="list-style-type: none"> ▪ No quotations required if the price is reasonable. ▪ To the extent practical, distribute equally among qualified suppliers.
Small Purchase	Up to \$250,000 (Simplified Acquisition Threshold)	<ul style="list-style-type: none"> ▪ Quotations must be obtained from an adequate number of sources, dictated by state/county policy. ▪ It is recommended to obtain at least three quotations. ▪ No cost or price analysis required.

Applicants must follow local guidelines if more restrictive than outlined.

Procurement Methods

Method of Purchase	Aggregate Dollar Amount	Federal Regulations
Sealed Bids	Greater than \$250,000	<ul style="list-style-type: none"> Primarily construction projects, firm-fixed price contract. RFP should have evaluation methods for an adequate number of qualified sources.
Competitive Proposals	Greater than \$250,000	<ul style="list-style-type: none"> Requires formal solicitation, fixed-price or cost-reimbursement contracts, used when sealed bids are not appropriate. Contract should be awarded to responsible firm whose proposal is most advantageous.
Sole Source	Available for procurements of any dollar amount with proper justification	<ul style="list-style-type: none"> May be appropriate when specific criteria are met, ex: item is available from only one source, public emergency does not allow time for competitive proposal process, Federal awarding agency authorizes, or after repeated attempts, competition is deemed inadequate.

Applicants must follow local guidelines if more restrictive than outlined.

Cost Eligibility and Documentation

Type	Generally Eligible If	Documentation
Force Account Labor	<ul style="list-style-type: none"> Labor rates are based on pre-disaster labor policy that is uniformly applied; and Overtime costs for budgeted employees 	<ul style="list-style-type: none"> Employee name, job function, title, type of employee Timesheets, description of work performed and activity log Proof of payment; pay rate schedules Labor policies
Force Account Equipment	<ul style="list-style-type: none"> Purchased and justifiably needed to effectively respond to and/or recover from the incident; or Already owned and used for the incident 	<ul style="list-style-type: none"> Type of equipment Size or capacity of equipment Location, days, hours worked Usage and operator Schedule of rates
Leased Equipment	<ul style="list-style-type: none"> Applicant performed an analysis of the cost of leasing versus purchasing the equipment; and Total leasing costs do not exceed the cost of purchasing and maintaining equipment during the life of the eligible project 	<ul style="list-style-type: none"> Leased agreements Invoices/receipts; proof of payment Locations and days used Hours used (required if lease charges hourly rates) Amount of fuel used, if not included in rental cost

Cost Eligibility and Documentation

Type	Generally Eligible If	Documentation
Materials and Supplies (Purchased)	<ul style="list-style-type: none"> Purchased and justifiably needed to effectively respond to and/or recover from the incident 	<ul style="list-style-type: none"> Receipts or invoices; proof of payment Quantities used Justification
Materials and Supplies (From Stock)	<ul style="list-style-type: none"> Taken from stock and used for the incident; items need to be tracked with inventory withdrawal and usage records 	<ul style="list-style-type: none"> Cost documentation, such as original invoices or historical cost records Inventory records Types and supplies of quantities used Location used
Contracts	<ul style="list-style-type: none"> Complies with Federal, State, and local procurement procedures related to 2 CFR 200.317-326 	<ul style="list-style-type: none"> Bid documents Contracts Invoices; proof of payment



COVID-19 Simplified Application Process

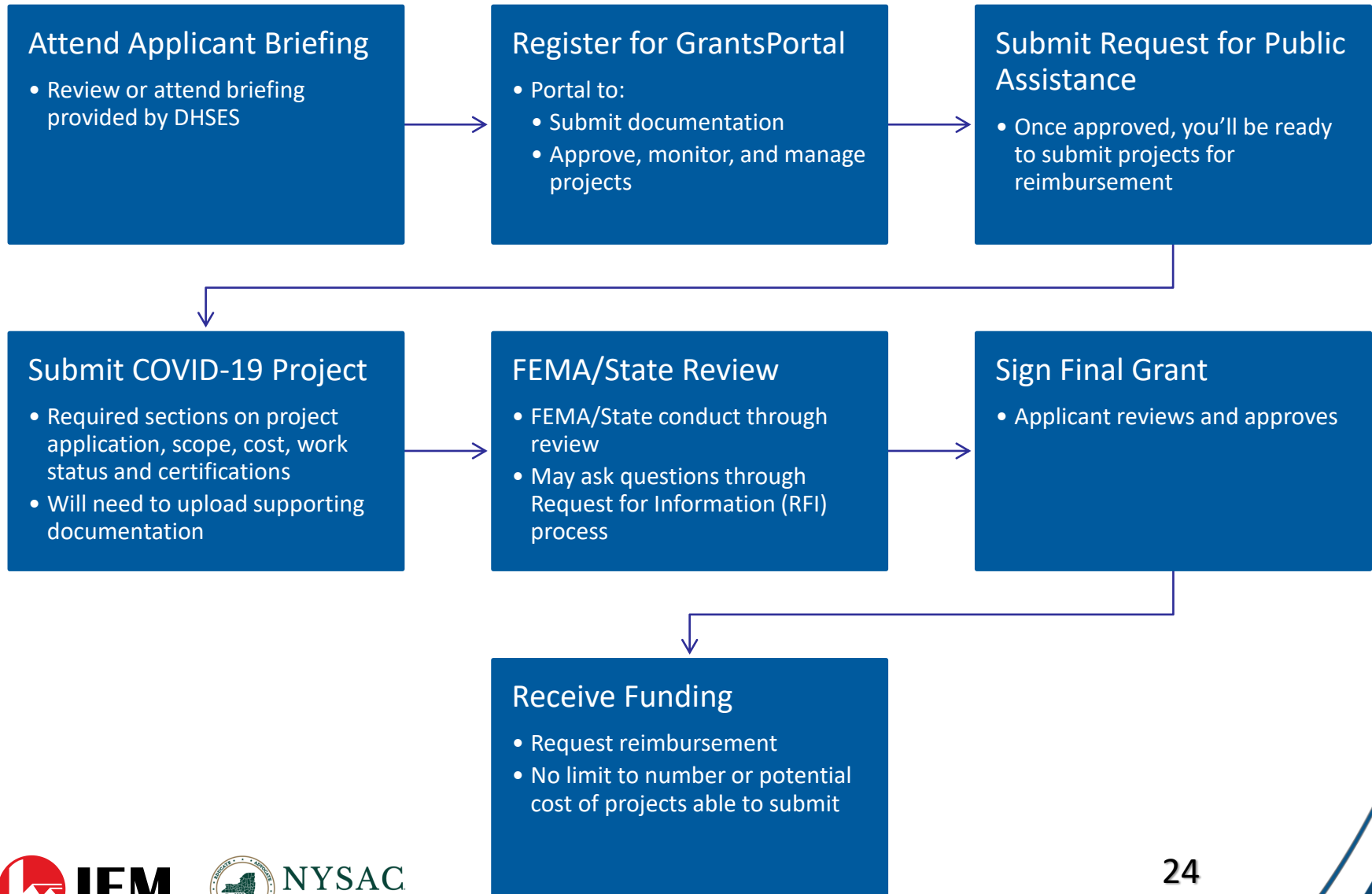


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Best Practices and Recommendations



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Best Practices

- Keep track of other sources of disaster funding to avoid duplication of benefits
- Set regular schedule for submitting reimbursement requests
- Watch GrantsPortal and Streamlined Project Application videos when submitting projects
- Reach out to your recovery contractor for support

Recommendations

- Write notes on receipts and invoices on what the purchase was for and how it is related to the disaster
- Collect proof of payment with invoice and receipts to assist in closeout
- Use Excel spreadsheet to track expenses and include columns to document notes on how each expense was related to the disaster and whether proof of payment collected; transfer to FEMA forms when ready to submit

Contact Information

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IEM State and Local Response and Recovery

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Appendix: Eligibility



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Eligibility

COST

WORK

FACILITY

APPLICANT

Eligible Applicants

- State governmental agencies
- County governments
- Municipalities, cities, towns, and townships
- Tribal governments
- Special service districts
- School districts
- Certain private non-profit (PNP) organizations

Eligibility

COST

WORK

FACILITY

APPLICANT

Eligibility

COST

WORK

FACILITY

APPLICANT

Eligible Work

- Must be required as a result of the declared incident (COVID-19)
- Must be located within Designated Disaster Area
- Must be legal responsibility of an eligible Applicant
- Must be done to eliminate or lessen an immediate threat resulting from the declared event

COVID-19 Categories of Eligible Work

Category B – Emergency Protective Measures

Costs directly related to the COVID-19 public health emergency

Category Z – Management Costs

Administrative costs related to project management for Category B projects; up to 5% of the federal share of combined projects, funded at 100% federal cost share; documentation must be provided to justify how these costs have been spent

IEM Contract Vehicles
GSA Ordering Procedures

Eligibility

COST

WORK

FACILITY

APPLICANT

Eligible Costs

- Must be tied directly to the performance of eligible work
- Must be adequately documented
- Must be reduced by applicable credits, such as insurance and salvage values
- Must not be covered by other Federal agency funding
- 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 that apply uniformly to both Federal awards and other activities of the Applicant
- Necessary and reasonable to accomplish the work properly and efficiently

Safe Opening and Operations Work Eligible for Public Assistance

- Establishes 100% cost share and policy in effect since beginning of incident period
- Focuses the use of FEMA funding on the highest risk communities and underserved populations
- Applicants must prioritize resources to ensure an equitable pandemic response, which applies to opening and operations work as well as medical care and vaccination sites

Eligible Costs – Safe Opening and Operations

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- Mass casualty management
- Purchase and distribution of PPE
- Law enforcement and security
- Training and technical assistance specific to the event
- Reimbursement for force account overtime costs, costs related to hiring temporary employees, and contract labor costs associated with performance of eligible emergency protective measures
- Movement of equipment and supplies, including transportation and storage
- Other work and costs delineated with COVID-19 policies

Medical Care Costs:

Primary Medical Care Facility

- Work must be directly related to the treatment of COVID-19 patients; may include both emergency and inpatient treatment of confirmed or suspected COVID-19 patients
- Purchase, lease, and delivery of specialized medical equipment necessary to respond to COVID-19
- Purchase and delivery of PPE, durable medical equipment, and consumable medical supplies necessary to respond to COVID-19
- Medical waste disposal related to COVID-19
- Certain labor costs associated with medical staff providing treatment to COVID-19 patients
- Increased operating costs for administrative activities (such as medical billing) are not eligible

Medical Care Costs: Temporary/ Expanded Medical Facilities

- Facilities may be used to treat COVID-19 patients, non-COVID-19 patients, or both, as necessary. Medical care activities and associated costs related to treating patients in a temporary or expanded facility may be eligible.
- Costs must be reasonable and necessary based on the actual or projected need.

Medical Care Costs: Vaccinations

- Community vaccination centers, and facility support costs
- PPE, other equipment, and supplies required for storing, handling, distributing/transporting, and administering COVID-19 vaccinations
- Additional staff including medical and support staff consistent with FEMA PA labor policies
- Onsite infection control measures/emergency medical care for vaccination sites
- Resources to support mobile COVID-19 vaccination in remote areas and/or transportation support for individuals with limited mobility or lack of access to transportation
- Federally Qualified Health Centers
- Communications to disseminate public information as necessary
- IT equipment and systems for patient registration and tracking, vaccine-related inventory management, and/or analytics and reporting needs
- Training and technical assistance specific to the proper storage, handling, distribution, and administration of COVID-19 vaccinations

Purchase/Distribution of Food

- Purchase and distribution of food is in accordance with COVID-19 specific policy or subsequent updates
 - Must be legal responsibility of eligible applicant
- Work may include:
 - 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, to distribution points and/or individuals when conditions constitute a level of severity that food is not easily accessible for purchase
 - Leasing distribution and storage space, vehicles, and necessary equipment
- FEMA may provide funding for initial 30-day time period, and may request subsequent extensions from Regional Administrator with documentation showing continued need

Emergency Non-Congregate Sheltering

- Eligible applicants may be potentially reimbursed for costs to shelter specific populations at the direction of a public health official, utilizing non-congregate sheltering due to COVID-19
- All uses of NCS are subject to review for eligibility and proper documentation to be included in each Applicant's project worksheet
- The legally responsible governmental entities for the NCS populations would be the Applicant for the reimbursement of eligible costs.



Appendix: PA Modified Delivery Model



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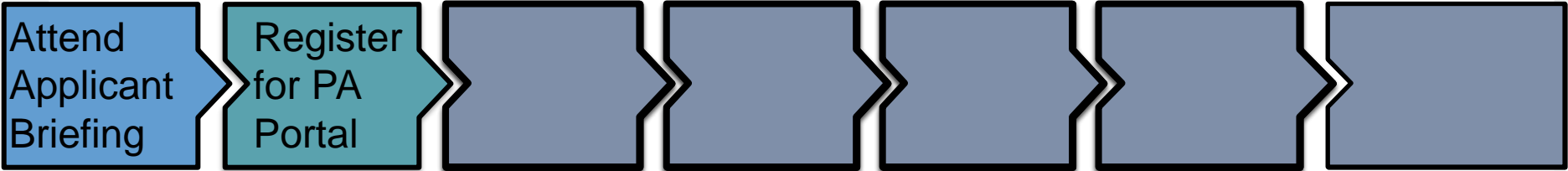
PA Modified Delivery Model



Attend
Applicant
Briefing

Review or attend Applicant Briefing
provided by NYS DHSES.

PA Modified Delivery Model



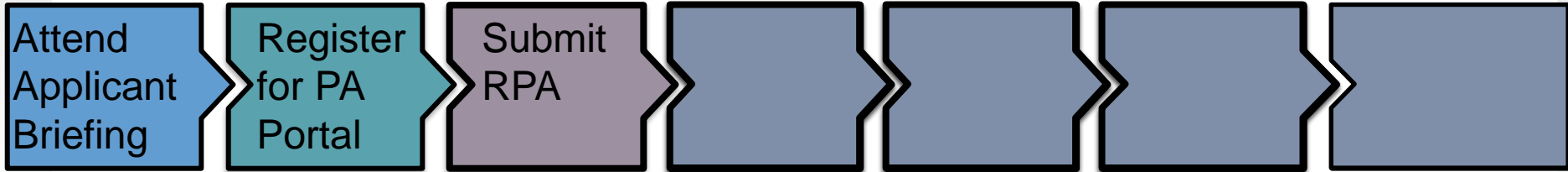
In GrantsPortal, you can:

- Submit Request for Public Assistance
- Submit documentation
- Review, sign, and approve projects
- Monitor and manage projects

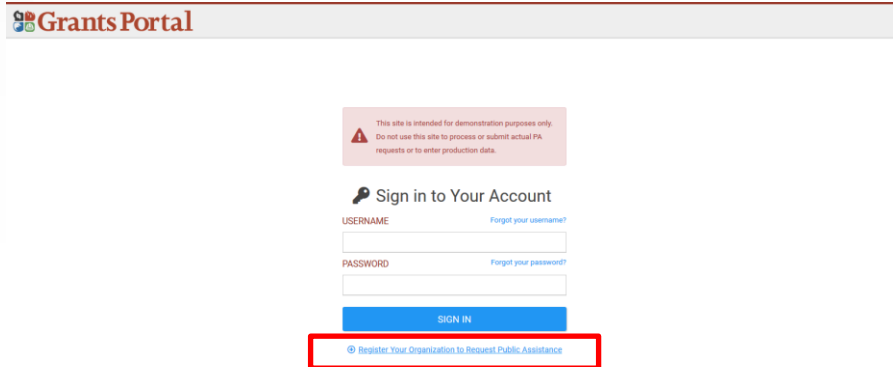
This system creates transparency across all levels of government.



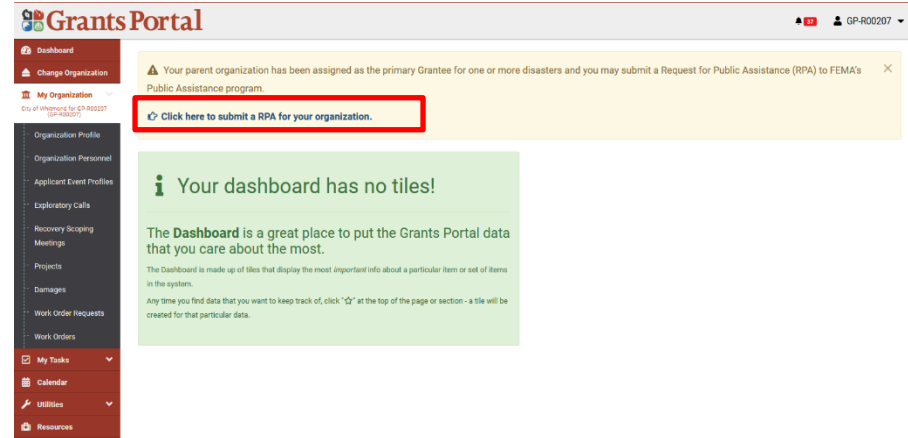
PA Modified Delivery Model



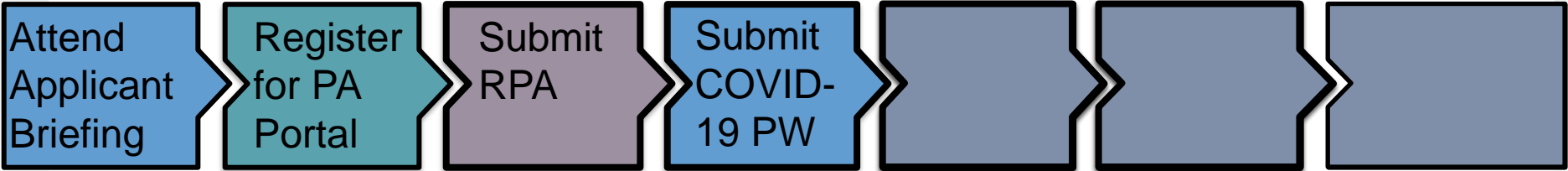
No GrantsPortal Access



Existing GrantsPortal Access



PA Modified Delivery Model



Dashboard

My Organization

Applicant Event Profile

SUBMIT PROJECT APPLICATION

Step 1: Select Applicant Event Profiles

An SBA Loan Determination is pending for City of [redacted]

[Make an SBA Loan Determination](#)

Step 2: Click Submit a Project Application

Warning: City of [redacted] is pending grant application.

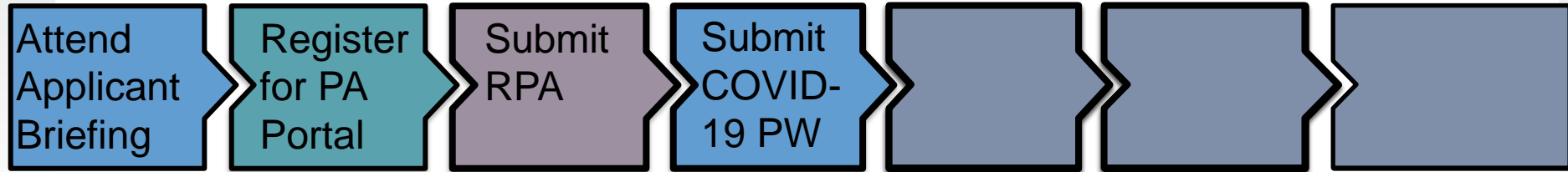
A completed Project Application is required to submit your application to FEMA. You may [download a blank Project Application](#) if one was not provided.

[Submit a Project Application](#)

[View In Progress Project Applications](#)

[Download a blank Project Application](#)

PA Modified Delivery Model



Sections

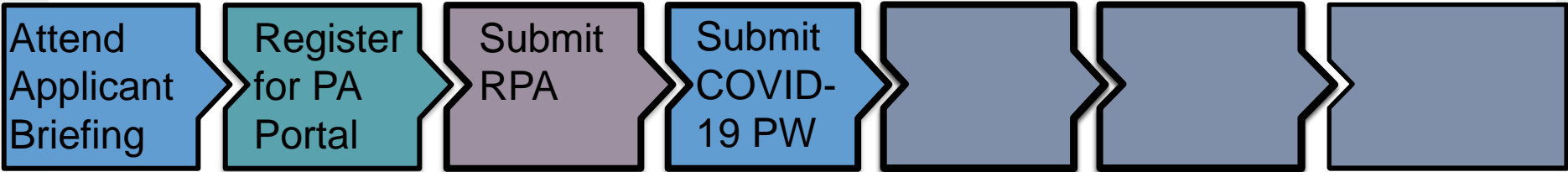
- I: Project Application Information
- II: Scope of Work
- III: Cost and Work Status Information
- IV: Project Certifications

Applicants are required to complete all sections, and some schedules, depending on answers provided in GrantsPortal.

Schedules

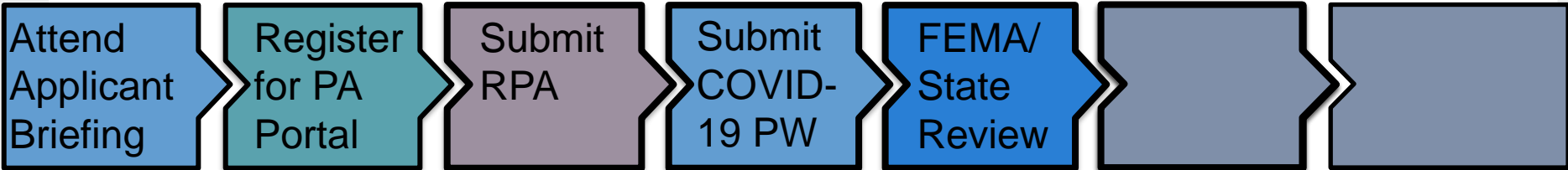
- A: Large projects (\$131,100+) wherein expedited funding is requested
- B: Large projects (\$131,100+) that are work completed, based on actuals
- C: Large projects (\$131,100+) that are work-to-be-completed, based on estimates
- D: Large projects with eligibility questions
- EZ: All small projects (\$3,300 - \$131,100), regardless of work status
- F: EHP form that gets completed based off certain answers and activities

PA Modified Delivery Model











Inventory sheets	Pre-disaster contracts and mutual aid	Performed work records	Maintenance records
Cost records	Contract/work procurement	Rental/lease agreements	Overtime policy
Established policies	Insurance information if applicable	COVID-19 proclamations/orders	Invoices, estimates, bids, etc.

PA Modified Delivery Model

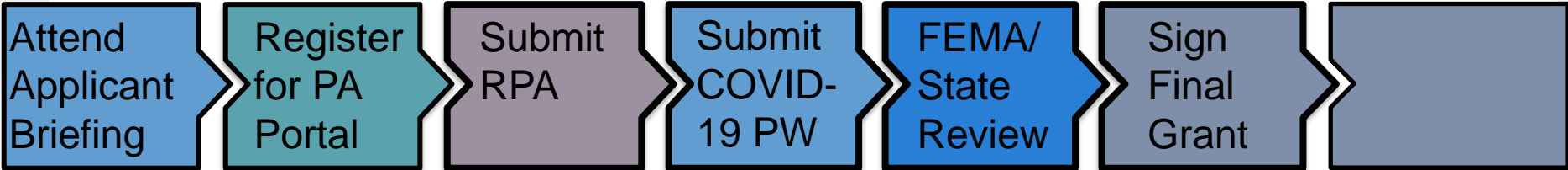


Sections & Schedules

In order for your Application to be completed, you must complete the following Sections and Schedules.

	Section II – Scope of Work	Completed	 VIEW/EDIT
	Section III – Cost and Work Status Information	Completed	 VIEW/EDIT
	Schedule A – Expedited Funding Estimate	Completed	 VIEW/EDIT
	Schedule F – Environmental and Historic Preservation Questions	Completed	 VIEW/EDIT

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Step 1: Select Tasks

For any incomplete active tasks assigned to you, a **REVIEW** button or similar will be displayed. Clicking the button will direct you to the location in Grants Portal to complete the task.

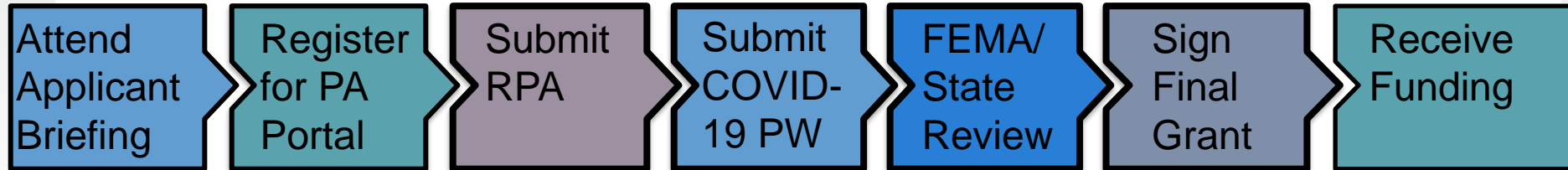
Filters > My Active Incomplete Tasks

Personnel	Type	Description	Start Date	Age	Deadline	Last Action	Note
Sam, Yosemite	Submit EEI to FEMA for Review	Submit EEI - Direct Administrative Cost on [8132] Damaged Roads on Glenville - PDMG0125 - 4332DR (4332DR - 125) on 4332DR-TX (4332DR) for FEMA to Review	11/02/2017 06:03 PM CDT	6d 21h	11/05/2017		
Sam, Yosemite	Applicant Sign	Pending Applicant DDD / Scope / Cost Approval for [9103] Emergency Protective Measures on Glenville - PDMG0125 - 4332DR (4332DR - 125) on 4332DR-TX (4332DR)	11/09/2017 02:09 PM CST	0d 0h	11/16/2017		

Showing 1 to 2 of 2 entries (filtered from 11 total entries)

Step 2: Click **Review next to the Project you need to sign**

PA Modified Delivery Model



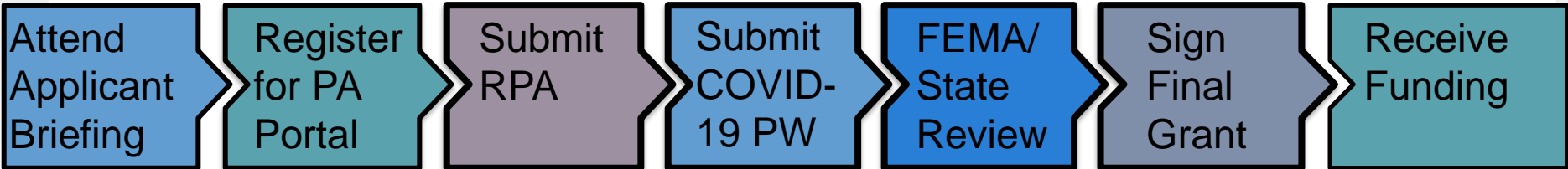
Small Projects (\$3,300 - \$131,100)

- Written on estimates/actuals if available
- Paid when project is obligated by FEMA
- Submit P4 to DAM as soon as completed

Large Projects (above \$131,100)

- Written on estimates/actuals if available
- Paid federal share at % validated completed when project obligated
- Progress payments can be requested
- Submit P4 to DAM as soon as project complete
- Final payment based on actual eligible costs

PA Modified Delivery Model



Retention of Records

All Applicants must maintain all records for five years post-grant closeout

Audits

All documents are subject to an audit by the State, FEMA, and the U.S. Department of Homeland Security Office of the Inspector General

Roles and Responsibilities

Applicant

- Creates/maintains Organization Profile in Grants Portal (GP)
- Attends Applicant Briefing
- Submits Request for Public Assistance (RPA) in GP
- Completes COVID-19 Streamlined Project Application
- Uploads Project Application in GP
- Provides supporting documentation

NYS DHSES

- Activates Organization Profiles in GP
- Conducts Applicant Briefing(s)
- Reviews RPA and makes recommendation
- Administers Grant Awards
- Conducts grant management including reimbursement requests, scope of work changes, time extensions, and closeout

FEMA

- Approves RPAs
- Determines Eligibility
- Issues Determination Memos
- Provides funding



Appendix: COVID-19 References



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COVID-19 Policies

- Safe Opening and Operation, V2 (FP #104-21-0003)
- Work Eligible for PA, Interim (FP #104-009-19)
- Medical Care Policy, V2 (FP #104-21-0004)
- Purchase and Distribution of Food (FP #104-010-03)
- Temporary Extension of FEMA Policy Emergency Non-Congregate Sheltering - Interim, V3 (FP #104-009-18)
- FEMA Public Assistance Program and Policy Guide v3.1

COVID-19 Guidance

- [Audit-Related Guidance for Entities Receiving FEMA Public Assistance Funds](#)
- [Procurement Under Grants: Under Exigent or Emergency Circumstances](#)
- [President Action: Memo to Extend Period of Eligible Work](#) (reminder: waiting for FEMA policy to support)

COVID-19 Fact Sheets

- Coordinating PA and Other Sources of Federal Funding
- Private Non-Profit Organizations
- Accessible Public Service Announcements
- Environmental and Historic Preservation Considerations
- Floodplain Considerations for Temporary Critical Facilities

FEMA Webinars

- GrantsPortal Applicant Basics Webinar
- COVID-19 Streamlined Project Application Process



Appendix: NY Recent Disaster Declarations



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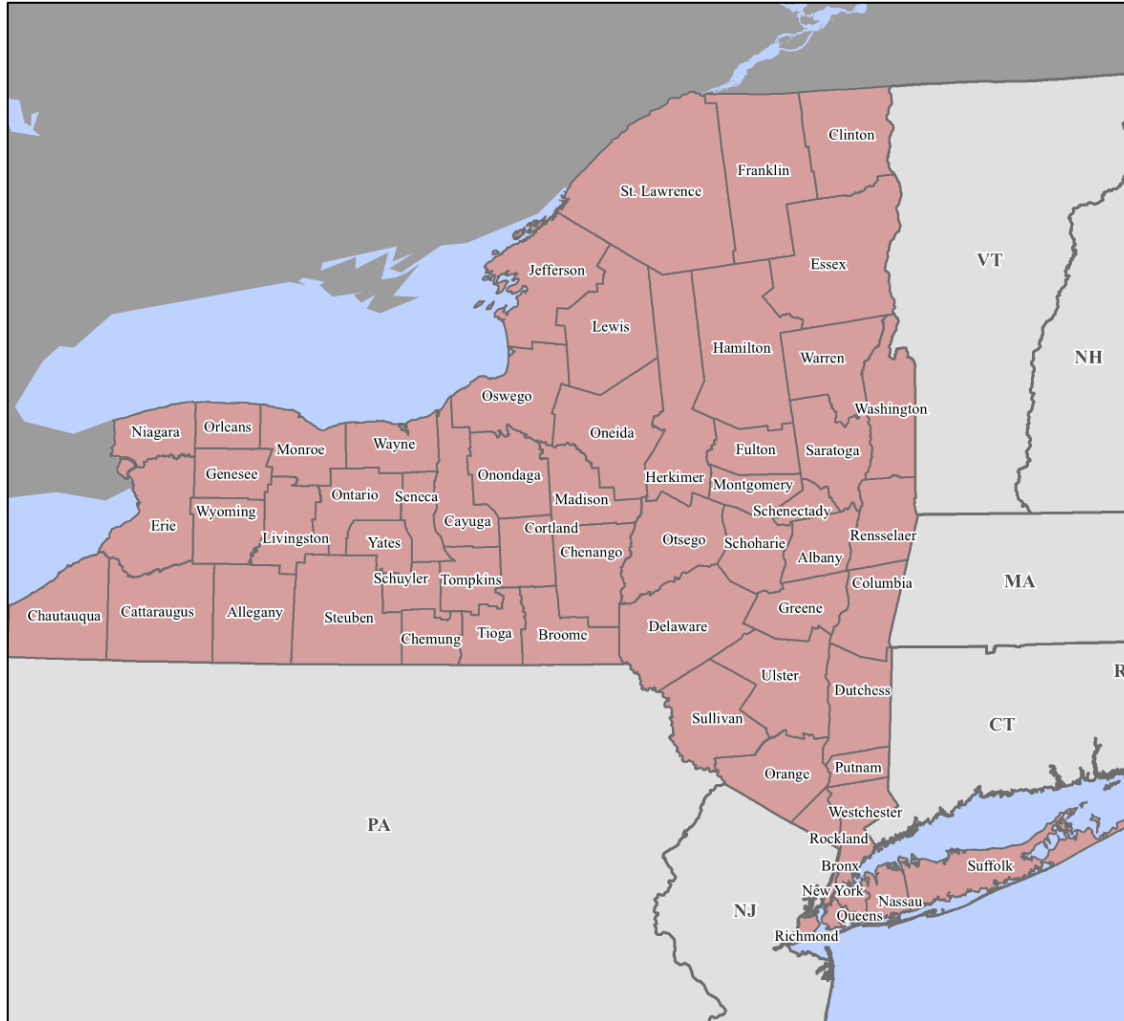


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All Potential Categories of Eligible Work

- Category A - Debris
- Category B – Emergency Protective Measures
- Category C – Roads and Bridges
- Category D – Water Control Facilities
- Category E – Public Buildings and Contents
- Category F – Public Utilities
- Category G – Parks, Recreational, and Other Facilities

COVID-19 | DR-4480



Incident Period:
January 20, 2020 and
continuing

Declaration Date:
April 2, 2020

Authorized:
Category B –
Emergency Protective
Measures

Federal Cost Share:
100% Federal Funding
anticipated through
April 1, 2022



TS Fred | DR-4625

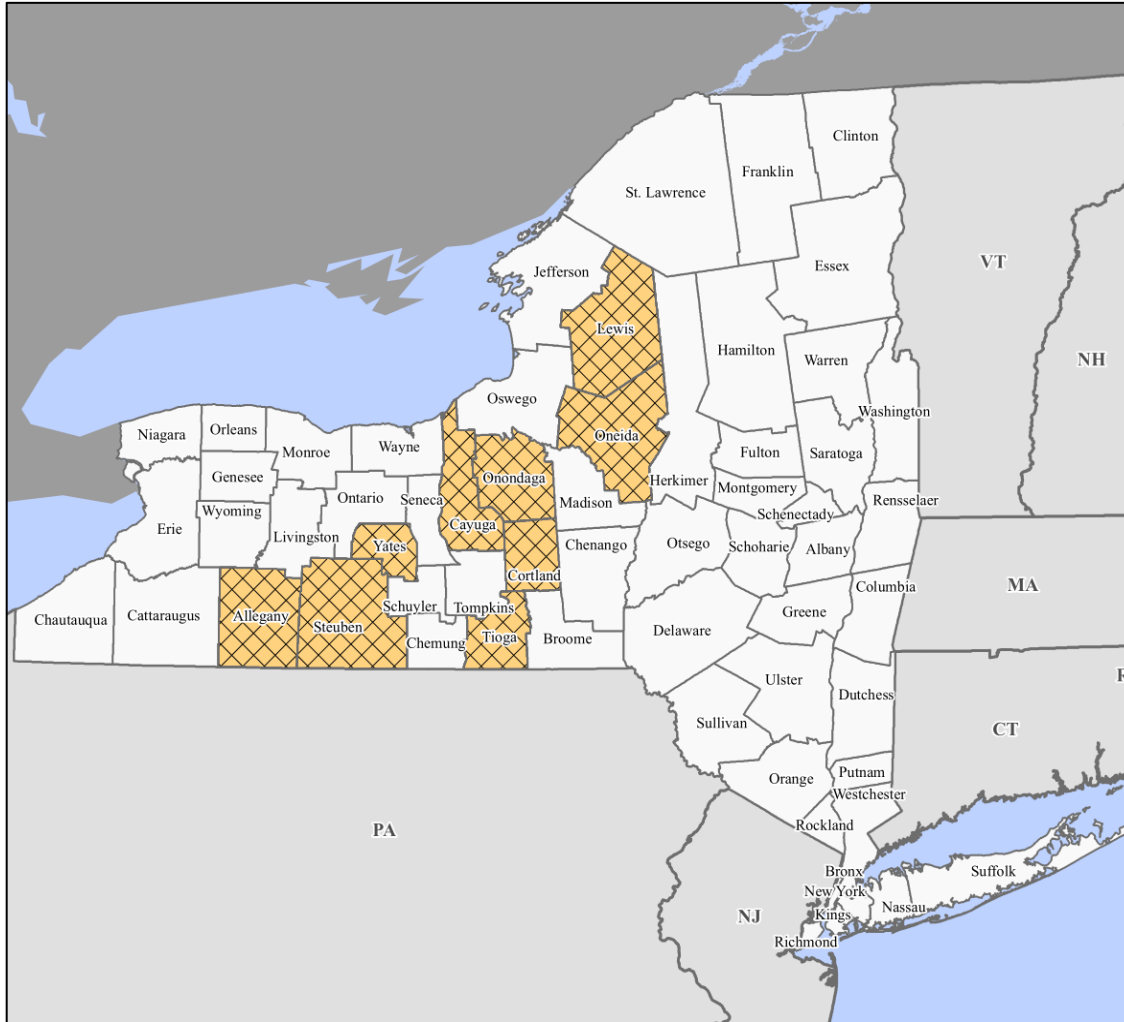
Incident Period:
August 18-19, 2021

Declaration Date:
October 8, 2021

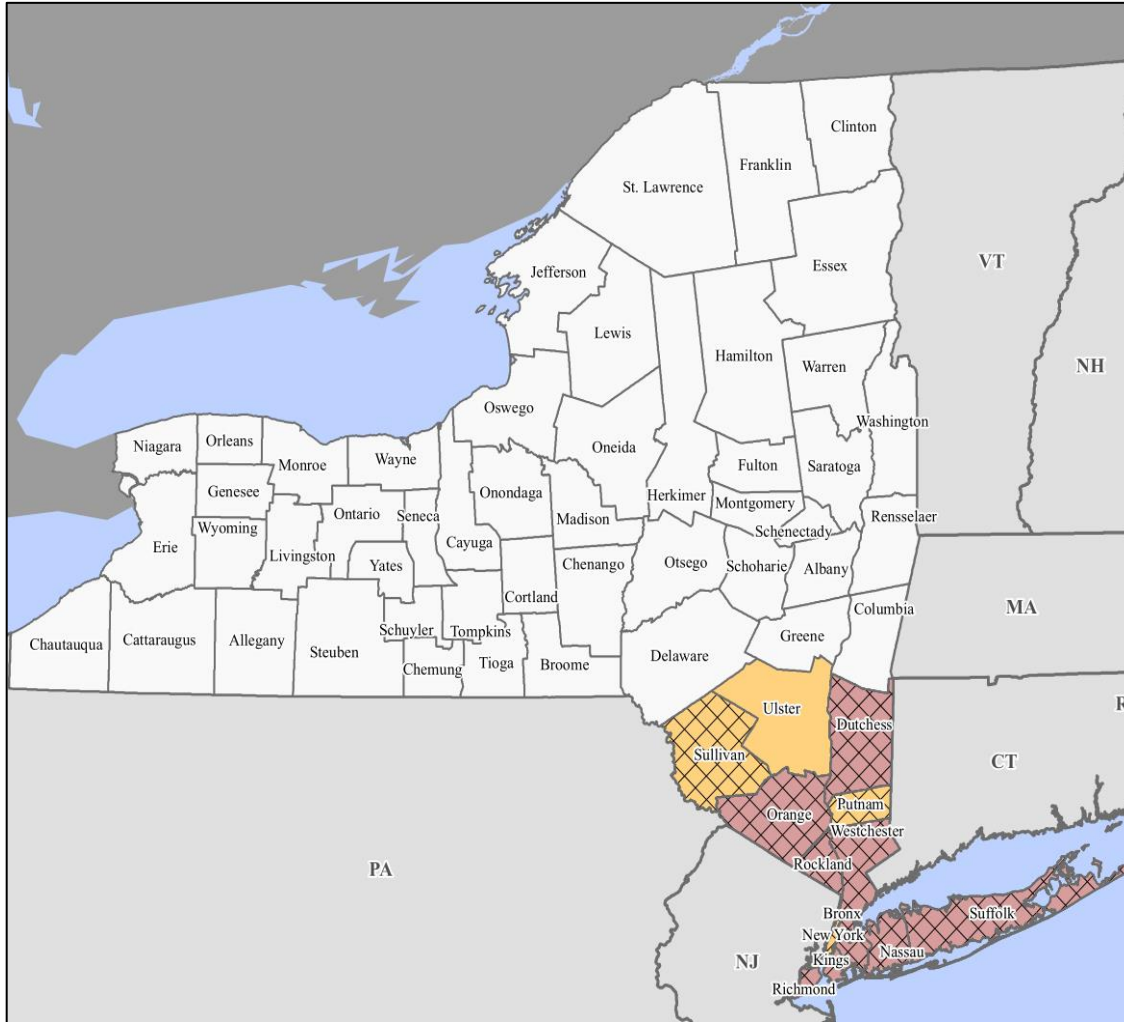
Authorized:

Designated Counties

-  No Designation
-  Public Assistance (Categories A - G)



Hurricane Ida | DR-4615







Incident Period:
September 1-3, 2021

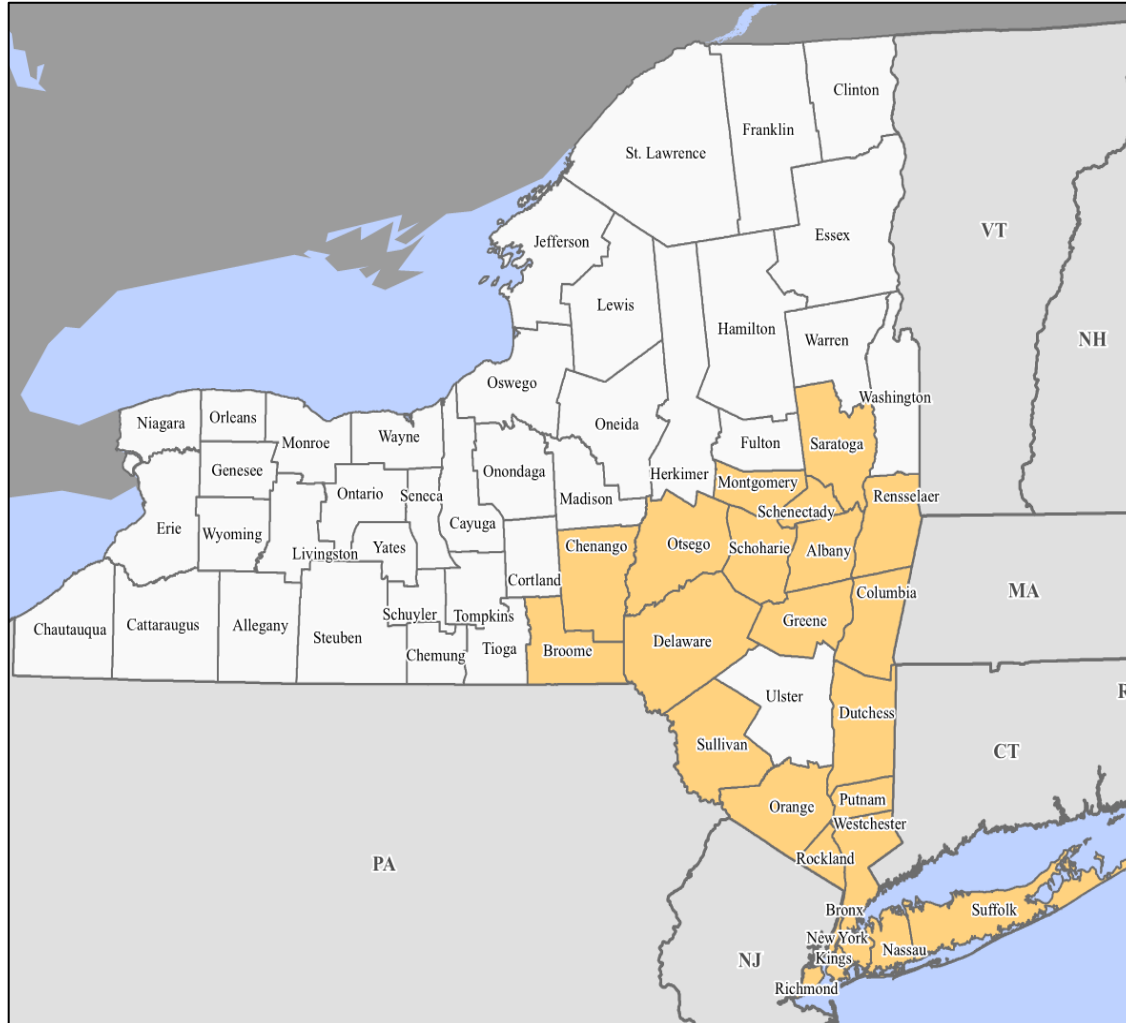
Declaration Date:
September 5, 2021

Authorized:

Designated Counties

-  No Designation
-  Public Assistance (Category B)
-  Individual Assistance and Public Assistance (Categories A - G)
-  Public Assistance (Categories A - G)

Hurricane Henri | EM-3565





Incident Period:
August 21-24, 2021

Declaration Date:
August 22, 2021

Authorized:

Designated Counties

-  No Designation
-  Public Assistance (Category B)

TS Isaias | DR-4567





Incident Period:
August 4, 2020

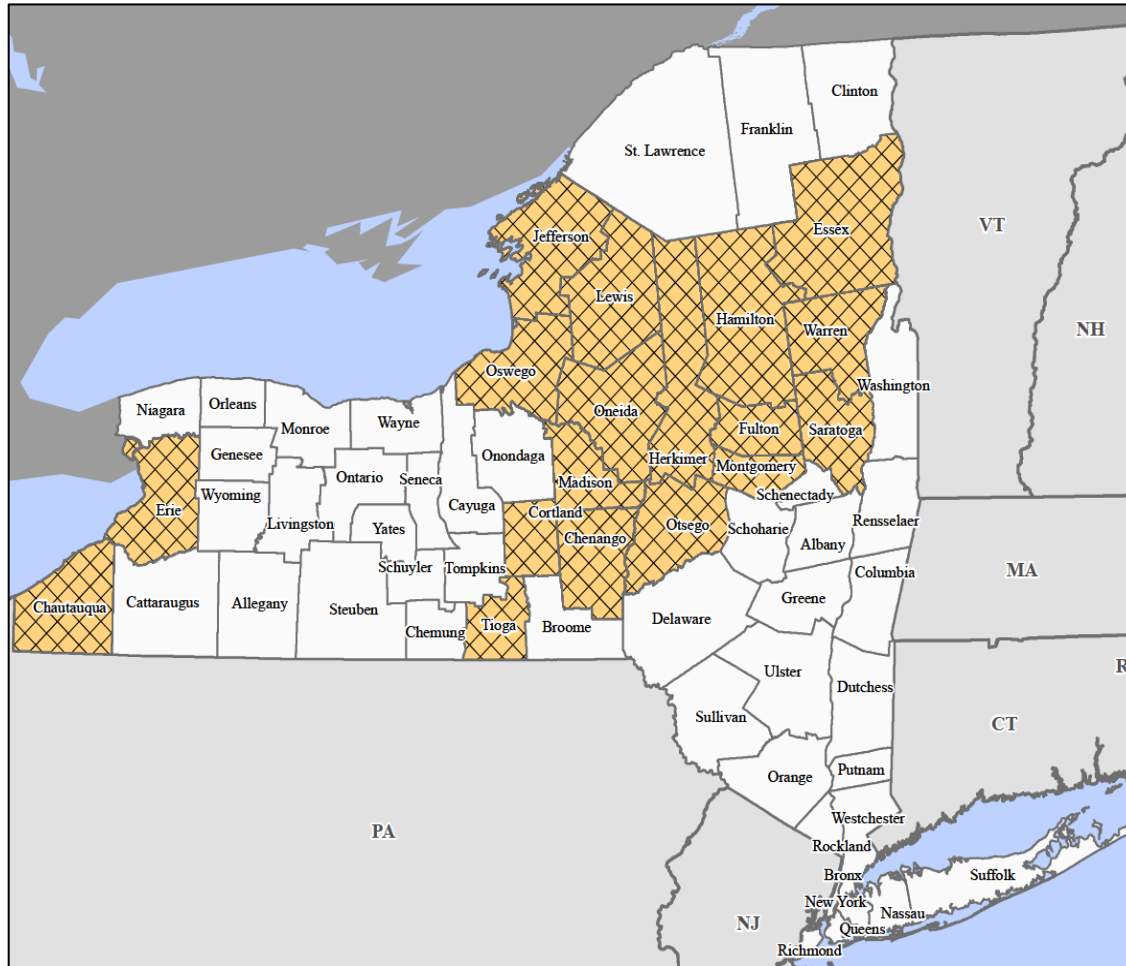
Declaration Date:
October 2, 2020

Authorized:

Designated Counties

-  No Designation
-  Public Assistance (Categories A - G)

Severe Storms, Straight-line Winds, Flooding | DR-4472





Incident Period:
October 31 -
November 1, 2019

Declaration Date:
December 19, 2019

Authorized:

Designated Counties

-  No Designation
-  Public Assistance (Categories A - G)