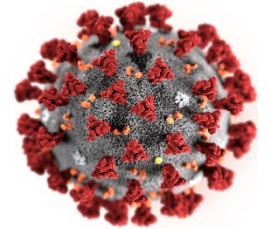


Date: 3/30/2020

Disclaimer: As new guidance is provided by FEMA, this Fact Sheet will be updated to reflect the most current procedures and eligibility parameters.

CORONAVIRUS (COVID-19) PANDEMIC: ELIGIBLE EMERGENCY PROTECTIVE MEASURES

On March 13, 2020, and in response to the COVID-19 pandemic, President Trump declared a nationwide emergency, increasing federal support to the Department of Health and Human Services (HHS). Under this declaration, FEMA will assist eligible entities with the actions taken to eliminate or lessen immediate threats to lives, public health, or safety. In addition, FEMA requires all grant programs meet the federal procurement standards found at [2 C.F.R. §§ 200.317 – 200.326](#).



The incident period for this declaration began on January 20, 2020 and is ongoing.

FEMA REIMBURSEMENT UNDER DISASTER DECLARATION

Under Category B of FEMA's Public Assistance program, and in accordance with section 502 of the Stafford Act, eligible emergency protective measures taken to respond to the COVID-19 emergency at the direction or guidance of public health officials may be reimbursed. FEMA will not duplicate assistance provided by the U.S. Department of Health and Human Services (HHS), including the Centers for Disease Control and Prevention (CDC) or other federal agencies and primary funding sources.

According to the [FEMA COVID19 Eligible Emergency Protective Measures Fact Sheet](#), some activities FEMA will reimburse, include but are not limited to:

- ✓ Management, control and reduction of immediate threats to public health and safety
- ✓ Training specific to the declared event
- ✓ Disinfection of eligible public facilities
- ✓ Emergency Medical Care
- ✓ Medical Sheltering
- ✓ Communications of general health and safety
- ✓ Household Pet Sheltering
- ✓ Purchase and distribution of consumable supplies
- ✓ Security and law enforcement
- ✓ Force Account Labor

FEMA assistance will be provided at a **75** percent federal cost share but can be adjusted by the president up to a ceiling of 100%.

WHO IS ELIGIBLE FOR FEMA ASSISTANCE?

State, local, tribal and territorial governments, or eligible private nonprofits may submit a request for public assistance under a recipient's federal award. FEMA is encouraging Applicants to get on the forefront of recovery and apply for reimbursement through their simplified process via the PA Grants Portal. For more information, refer to FEMA's [PA Simplified Fact Sheet](#).

EMERGENCY PROCUREMENT/CONTRACTING

States, U.S. territories, and non-state entities including local governments, private and public hospitals, institutions of higher learning, airports, and certain private nonprofit organizations may issue noncompetitive emergency contracts for exigent circumstances.

States are required to follow their own procurement procedures as well as the Federal requirements for procurement of recovered materials and inclusion of required contract provisions per 2 C.F.R. §§ 200.317, 200.322, and 200.326.

Integrated Solutions Consulting provides emergency management, mitigation and comprehensive planning, training, and recovery support services to a variety of governmental and industrial clients. Specifically, ISC is focused on developing and implementing comprehensive crisis and consequence management solutions for local and state governments. For more information, contact us at covid19@i-s-consulting.com

For **non-state entities**, federal regulations¹ establish requirements for the exigency or emergency exception that permits the use of noncompetitive procurements, frequently referred to as “sole-source contracting.” In general, it will be fact-specific and entity-specific as to when exigent or emergency circumstances necessitate the use of noncompetitive procurements. Additional details on exigent or emergency circumstances are described below and can be found in 2 C.F.R. § 200.320(f)(2).

EMERGENCY OR EXIGENT CIRCUMSTANCES

According to current federal procurement standards², non-state entities can noncompetitively procure contracts (i.e., sole sourcing) under certain emergency or exigent circumstances. FEMA defines an emergency or exigent circumstance as situations which demand immediate aid or action.

Emergency Circumstances	Exigent Circumstances
<ul style="list-style-type: none"> • Generally short lived • Create a threat to life, public health or safety, or improved property • Requires an immediate action to alleviate the threat 	<ul style="list-style-type: none"> • Can last for a period of weeks or months • Need to avoid, prevent, or alleviate serious harm or injury, financial or otherwise, to the non-state entity • Use of competitive procurement proposals would prevent the urgent action required to address the situation, therefore a noncompetitive procurement may be appropriate.

Non-state entities must ensure that work performed under the noncompetitively procured contracts is specifically related to the exigent or emergency circumstance in effect at the time of procurement. FEMA may review a non-state entity’s justification that exigent or emergency circumstances warrant an exception to competitive procurement. FEMA may disallow all or part of the non-state entity’s cost related to the contract or take other actions permitted by statute and regulation³, if the agency determines that exigent or emergency circumstances did not exist or did not preclude a non-state entity from adhering to competitive procurement requirements,

For additional information regarding procurement, refer to ISC’s Procurement Fact Sheet.

REQUIRED DOCUMENTATION AND BEST PRACTICES

To ensure reimbursement under these federal grant programs, there is a significant amount of documentation of costs and numerous tasks to complete. As eligible entities begin to manage their response to COVID-19, they should set up a finance & accounting cell to begin tracking and documenting disaster-related costs such as labor, supplies, and equipment. Due to the complexity of federal disaster reimbursement and the burden on entities dealing with the response to COVID19, eligible entities can contract with experienced vendors to assist with the PA reimbursement process. These costs are eligible for reimbursement.

The Applicant must maintain all source documentation supporting the project costs. To facilitate closeout and audits, the Applicant should file all documentation pertaining to each project with the corresponding PW as the permanent record of the project. The Recipient and the Applicant must keep all financial and program documentation for 3 years after the date of the Recipient’s final Financial Status Report

¹ 2 C.F.R. Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

² 2 C.F.R. § 200.320(f)(2)

³ 2 C.F.R. § 200.338

EOC OPERATIONS

Prepare and maintain 214s documenting actions in response to the Emergency Operations. These includes:

- Daily overtime hours incurred by force account labor involved in the operation
- Materials and Equipment used in support of the operation
- Training specific to the operation
- Force Account Labor incurred in support of disinfecting eligible public facilities
- Costs associated with operating EOC

PURCHASE AND DISTRIBUTION OF CONSUMABLE SUPPLIES:

Summary of Food, Water, Ice, medicine, PPE, HazMat Suits and other consumable supplies purchased:

- Name of Vendor, date purchased, item description, quantity and costs
- Where used
- Receipts and Invoices

If supplies from stock are used:

- Historical Cost Records, Inventory Records
- Types of Supplies and Quantities used with support documentation (daily logs)

EMERGENCY MEDICAL CARE

Emergency medical treatment of COVID-19 patients, including triage, necessary tests, diagnosis and prescription costs

Temporary Medical Facility

- HHS Documentation approving temporary medical facility
- Documentation of supplies and services at the approved temporary medical facility

Documentation of specialized medical equipment used

- Type of equipment used to include equipment specifications such as size, code, model, etc.
- Locations and days and hours used with usage logs
- Equipment rates

Documentation of medical waste disposal facility

- Location of approved medical waste disposal facility
- GPS
- Disposal facility Permit Number

Documentation of Emergency Medical Transport

- Medical transport log documenting type of transport equipment, days/hours/miles used to include operator hours

CONTRACTS

- Procurement Policy
- Procurement and Bid Documents
- Cost/price analysis for procurements in excess of threshold
- Contracts, change orders and invoices
- Dates worked
- For Time and Materials, monitoring documentation

MEDICAL SHELTERING

If medical sheltering is used:

- Documentation showing compliance with HHS/CDC guidelines
- If non-congregate medical sheltering is used, provide documentation of FEMA approval
- Address and capacity of shelter including content supplies such as number of beds

FORCE ACCOUNT OVERTIME COST RELATING TO DECLARED EVENT

Document the following:

- Names, job titles and functions
- Type of employee (full-time, part-time, exempt, temp)
- Dates and overtime hours incurred
- Pay Rates and Fringe Benefits
- Description of work performed with daily logs/activity reports
- Timesheets
- Fringe Benefits Calculations
- Pay Policy

FORCE ACCOUNT EQUIPMENT

- Types of equipment used to include year, make and model
- Capacity/Size
- Locations and days and hours used with usage logs
- Operator name
- Schedule of Rates

MUTUAL AID

- Written Agreement
- Services requested
- Invoices
- Labor, Equipment and Supply Information (See above)

OTHER

- Documentation regarding cash donations
- Cost Comparisons and source documentation, if applicable

DONATED RESOURCES

For Each Individual:

- Name, Days and Hours Worked
- Location of work and work performed

Equipment:

- Who donated each piece of equipment and equipment specifications (see above)

Supplies and Materials:

- Quantity donated, who donated, location used