

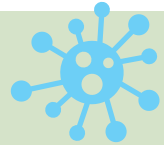


## FEMA Reimbursement: COVID-19 Public Assistance

### WHAT HAPPENED

On March 13, 2020, President Trump declared a national emergency for the Coronavirus (COVID-19) Pandemic response to include the State of Michigan.

- This allows all counties in Michigan to be eligible for **Category B, Emergency Protective Measures** of the Federal Emergency Management Agency (FEMA) Public Assistance Grant Program.

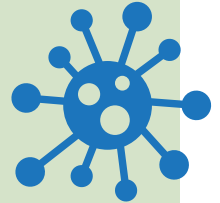


### INCIDENT PERIOD AND DEADLINE TO APPLY

The incident period began January 20, 2020 and is on going.

**What this means:** Your organization can go as far back as January 20, 2020 for reimbursement

The deadline to apply for this Public Assistance Grant Program is **April 30, 2020.**



### WHO IS ELIGIBLE

#### Local and Indian Tribal Governments

This includes:

- Counties and parishes
- Townships
- Township road districts
- Cities
- Villages
- Municipalities
- Federally recognized Indian Tribal Governments
- State recognized Tribes
- School Districts
- Levee/drainage districts
- Community college districts
- Special districts

#### Private Non Profit Organizations

This includes:

- Utility cooperatives
- Hospitals
- Schools
- Churches



### WHAT NEEDS TO GET DONE



#### Local and Tribal Governments

- Visit [grantee.fema.gov](https://grantee.fema.gov)
- Create an account
- Review [Grants Portal Account and Request for Public Assistance: Public Assistance Applicant Quick Guide](#)
- Submit Request for Public Assistance (RPA)

## WHAT NEEDS TO GET DONE

### Private Non Profit Organizations

- Complete the [Request for Public Assistance, FEMA Form 009-0-49](#)
- Complete the [FEMA PNP Facility Questionnaire](#)
- Submit a copy of your charter or by-laws
- Submit a copy of an effective ruling letter from the U.S. Internal Revenue Service granting tax exemption OR state certification that your organization is a non-revenue producing non-profit entity organized or doing business under state law
- Write your Federal Employer Identification Number (FEIN) at the top left margin of the RPA form
  - Find your FEIN number [here](#)
- Write your Data Universal Numbering System (DUNS) number at the top right margin on the RPA form
  - Find your DUNS number [here](#) or call 866-705-5711
- Forward your completed forms to the State Public Assistance Officer, Ms. Tiffany Vedder at [veddert@michigan.gov](mailto:veddert@michigan.gov)



**Add FEIN at the top left margin**

DEPARTMENT OF HOMELAND SECURITY Federal Emergency Management Agency <b>REQUEST FOR PUBLIC ASSISTANCE</b>		OMB Control Number 1660-0017 Expires December 31, 2019
<b>Paperwork Burden Disclosure Notice</b> Public reporting burden for this data collection is estimated to average 15 minutes per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and submitting this form. This collection of information is required to obtain or retain benefits. You are not required to respond to this collection of information unless a valid OMB control number is displayed in the upper right corner of this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW., Washington, DC 20472. Paperwork Reduction Project (1660-0017) NOTE: Do not send your completed form to this address.		
<b>Privacy Act Statement</b> Authority: FEMA is authorized to collect the information requested pursuant to the Robert T. Stafford Disaster Relief and Emergency Assistance Act, §§ 402-403, 406-407, 417, 423, and 427, 42 U.S.C. 5170a-b, 5172-73, 5184, 5189a, 5189e; The American Recovery and Reinvestment Act of 2009, Public Law No. 111-5, § 601; and "Public Assistance Project Administration," 44 C.F.R. §§ 206.202, and 206.209.		
APPLICANT (Political subdivision or eligible applicant)	DATE SUBMITTED	

**Add DUNS at the top right margin**

## COMPILE DOCUMENTATION

- Compile all work and costs that may be eligible under Category B, Emergency Protective Measures
  - Review the COVID-19 Eligible Emergency Protective Measures Fact Sheet that gives more information on the eligible work and costs under this disaster.
- The Grants Portal will be used later to upload and submit documentation to support your work and costs
  - **Remember all costs must be supported with documentation**
    - This includes: bills, invoices, receipts, labor records, equipment records, material records, procurement records
    - It's important to also keep a narrative of the community impact. The details of what was needed, for whom and why.
- It's encouraged to review FEMA's independent study course, IS-1002, **FEMA Grants Portal: Transparency at Every Step**



## CONTRACTING REQUIREMENTS

- Make sure to follow the Federal contracting and procurement requirements.  
**Failure puts your organization at risk for not receiving reimbursement or using FEMA grant funds for eligible costs.**
- Follow the FEMA policy on Procurement Under Grants Conducted Under Exigent or Emergency Circumstances
  - For more information, see FEMA's Procurement Data Assistance Team (PDAT) Resources



## APPLICANT BRIEFINGS



- Look out for a webinar from MPS/EMHSD in the coming weeks to review the remaining application and programmatic requirements.
  - **It is important to attend these.** This is your opportunity to ask questions
- This will give potential applicants a high-level overview of the Public Assistance Grant Program to include:
  - Application procedures
  - Project funding
  - Administrative requirements
  - Procurement (contracting) requirements
  - Environmental and historic preservation (EHP) compliance requirements
  - General eligibility criteria
  - Documentation requirements
  - Record keeping
- A potential applicant should ask its management, emergency response, public works, and accounting/finance/procurement operations listen to the briefings
- A potential applicant should also designate a primary point of contact to interact with the Recipient and FEMA

## QUESTIONS?

If you have any questions on this process, please contact Ms. Tiffany Vedder, State Public Assistance Officer at 517-599-5333 or [veddert@michigan.gov](mailto:veddert@michigan.gov)

## RESOURCES

Public Assistance Program and Policy Guide  
FEMA Guidance on Donated Resources  
EMHSD Donations Information  
Volunteer Tracking Spreadsheet

