

# 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  
**REQUEST FOR PUBLIC ASSISTANCE**

OMB Control Number 1660-0017  
Expires December 31, 2019

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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](#)

