Public Assistance Program Overview for COVID-19

~Nora Lagola
Disaster Summary

- DR4491: COVID-19
- Incident Period: January 20, 2020-Ongoing (end of incident period will be when the Governor’s ordered State of Emergency ends).
- Assistance Authorized: Category B, Emergency Protective Measures
- Request for Public Assistance Deadline: TBD (30 days after the incident period ends).
What is the Public Assistance (PA) Program

- FEMA PA is a **reimbursement** program
  - Based on actual/ incurred costs documented by an Applicant for eligible, event-related work
- The FEMA PA program provides assistance to local, state and tribal governments, and certain types of private nonprofit (PNP) organizations.
- 75%/25% cost share
- Administered by FEMA through the State.
- Grants Portal: the platform to administer the PA Program.
  - Applicants use it to submit forms and documentation and monitor/manage their projects.
  - Note: Must use Mozilla Firefox, Google Chrome, or Microsoft Edge, as Internet Explorer will not work.
Eligibility: Facility

Certain Private Non-Profit (PNP) entities:

- Open to the general public
- Own/operate an eligible facility
- Critical/ Essential Services- Education, Medical, Emergency Services
- Non-Critical- Community centers, libraries, houses of worship

Needed documentation:

- current ruling letter from the IRS granting tax exemption under Sections 501 (c), (d), or (e); or State-issued documentation substantiating non-revenue producing, nonprofit entity organized or doing business under State law.
- PNP Questionnaire (a section of their RPA)
- Proof of ownership/legal responsibility for an eligible facility
- Articles of Incorporation, Charter, Bylaws
- Accreditation (schools only)
- Insurance Coverage Documentation
Eligibility: Work

Eligible Work

- Be required as a result of the COVID-19
- Be located within the designated area (State-wide, all jurisdictions)
- Be the legal responsibility of an eligible Applicant
- Emergency Work is that which must be done immediately to:
  - Save lives;
  - Protect public health and safety;
  - Protect improved property; or
  - Eliminate or lessen an immediate threat of additional damage

Category B: Emergency Protective Measures

- Sanitization of an eligible facility
- Signs and messaging related to informing facility users of the protective measures in place.
## Labor Eligibility

<table>
<thead>
<tr>
<th>Emergency Work Labor Eligibility</th>
<th>Overtime</th>
<th>Straight-Time</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Budgeted Employees</strong></td>
<td></td>
<td></td>
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<tr>
<td>Permanent employee</td>
<td>✓</td>
<td></td>
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<tr>
<td>Part-time or seasonal employee working during normal hours or season of employment</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td><strong>Unbudgeted Employees</strong></td>
<td></td>
<td></td>
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<tr>
<td>Essential employee called back from furlough</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Reassigned employee funded from external source</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Temporary employee hired to perform eligible work</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Part-time or seasonal employee working outside normal hours or season of employment</td>
<td>✓</td>
<td>✓</td>
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</tbody>
</table>
Ineligible Work

- Loss of Revenue
- Loss of Useful Service Life
- Tax Assessments
- Increased Operating Costs
  - Telework/distance learning equipment
- Entities not eligible for the FEMA PA program, or with ineligible costs
  - Citizens/individuals, please work through your local for assistance; additional resources may be available through the CARES Act
What to expect

- Step one: Fill out the Google Form to request a Grant Portal.
- Once the account is created for you, you will receive and email from MEMA PA with further documentation that is needed.
- Email from Grants Portal to activate your account.
- Documentation upload.
- Request for Public Assistance (RPA) submittal.
- MEMA and FEMA review and approval.
- Project Submittal.
Projects

- Small Project minimum: $3,300.
- Small Project: $3,300-$131,100.
- Large Project: >$131,100.

- Projects can be based on actual costs or estimates.
  - Small projects based on estimates will likely not be adjusted based on cost overruns. Also are not subject to a final inspection. Paid out once the work is reported complete by the applicant.
  - Large Projects can be based on actual costs or estimates. If based on actual reported costs to FEMA, it can be paid once the project is obligated (the money is given from FEMA to the State). If based on estimates, project total is paid out after a final inspection by FEMA.
Other key take-aways…

▪ DOCUMENT, DOCUMENT, DOCUMENT!
  ▪ If there is no documentation, it didn’t happen.

▪ If you aren’t sure if you will have eligible costs, its better to be safe than sorry. Submit an RPA! It can be withdrawn later. Applying for PA is not an obligation to accept funding.

▪ Some eligible activities require a Memorandum of Understanding (MOU) with local/State government.

▪ Contracting and purchases: follow Federal, State, and local procurement policies.

▪ Purchases/activities cannot be contingent on Federal funding.

▪ If you have questions throughout the process, don’t hesitate to ask. We’ll help however we can. FEMA can also assign a PDMG to assist your organization.
## Contact Information

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sara Bender</td>
<td>State Public Assistance Officer</td>
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<tr>
<td>John Harding</td>
<td>Public Assistance Grants Administrator</td>
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<tr>
<td>Mike Pappafotis</td>
<td>Public Assistance Specialist</td>
</tr>
<tr>
<td>Nora Lagola</td>
<td>Public Assistance Associate</td>
</tr>
<tr>
<td>Dave Nine</td>
<td>Public Assistance Administrative Aide</td>
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</tbody>
</table>

In an effort to improve customer services and expedite all requests for assistance, please use: publicassistance.mema@maryland.gov for all correspondence and we will respond within two business days.

MEMA PA Website: [https://mema.maryland.gov/community/Pages/Public-Assistance-Program.aspx](https://mema.maryland.gov/community/Pages/Public-Assistance-Program.aspx)

Click on the blue banner at the top for COVID specific information.