

Department of Public Safety - Division of Emergency Management

Guidance for Public Assistance - COVID-19

March 19, 2020



On March 13, 2020, President Trump announced a Nationwide Emergency Declaration for COVID-19. Through the Stafford Act Section 502, eligible emergency protective measures taken to respond to the COVID-19 emergency at the direction or guidance of state, local, tribal public health officials may be reimbursed under Category B of FEMA's Public Assistance.

- **Who is eligible for Public Assistance under COVID-19**
 - All counties and tribes in Utah are eligible for Public Assistance under **FEMA-3478-EM**
 - All government agencies and certain Private Non-Profit's (PNP) are eligible for Public Assistance under FEMA-3478-EM
 - There is no threshold to meet
 - Tribes can come in under the State or apply directly through FEMA.

- **What you need to do**
 - Set up an account on Grants Portal (see below)
 - Fill out a Request for Public Assistance, located in Grants Portal
 - Track ALL costs associated with response to COVID-19
 - Keep all EOC activities separate from health activities
 - Document everything and then document again
 - Track all costs, be able to show where all funding went, how it got there and why.
 - Lack of documentation could result in not being eligible for funding
 - Review the FEMA *"Procurement Under Grants Conducted Under Exigent or Emergency Circumstances"*
<https://www.fema.gov/news-release/2020/03/20/procurement-under-grants-under-exigent-or-emergency-circumstances>
 - Consult your agency's procurement policies

- **What is eligible**
 - Eligible costs associated with response to COVID-19 after January 20, 2020
 - FEMA **WILL NOT** duplicate assistance provided by HHS or CDC
 - 75% of eligible costs
 - Project Worksheets (PW) must be over \$3,300
 - A detailed list of eligible activities is provided in FEMA fact sheets,
<https://www.fema.gov/news-release/2020/03/19/coronavirus-covid-19-pandemic-eligible-emergency-protective-measures>
 - The highlights:
 - Non-congregate sheltering

- Management, control and reduction of immediate threats to public health and safety
 - Emergency Operations Centers
- Emergency medical care
- Medical sheltering
- Household pet sheltering and containment actions related to household pets in accordance with CDC guidelines
- Purchase and distribution of food, water, ice, medicine, and other consumable supplies, to include personal protective equipment and hazardous material suits
- Movement of supplies and persons
- Security and law enforcement
- Communications of general health and safety information to the public
- Search and rescue to locate and recover members of the population requiring assistance
- Reimbursement for state, tribe and local government force account overtime costs

The state will be holding an Applicant Briefing in the near future. We are planning on holding this virtually and will record it so you can watch it at your convenience. We do not have a date for this briefing yet, but will inform you as soon as we do.

How to register on Grants Portal

The next step in the PA process is that each county, city, tribe, any other government entity, and private non-profit that has eligible costs from COVID-19 response activities, complete a Request for Public Assistance (RPA) to become an official applicant for **FEMA-3478-EM**. All RPAs need to be completed online in the FEMA Grants Portal website located at <https://grantee.fema.gov/>, and submitted to our offices As Soon As Possible.

The State DEM must register each new applicant in Grants Portal. Please email esf14recovery@utah.gov for access. As we successfully add you as an applicant, you should receive an email from support.pagrants@fema.gov with a temporary password that will get you into the website. If you do not receive an email with a temporary password or have other issues, please contact Eric Martineau by email at emartineau@utah.gov. Eric is our administrative expert on getting applicants into Grants Portal and can help you with access.

Once you have access into the Grants Portal, please use the attached guide to submit an RPA on behalf of your organization. In order to complete the RPA, you will need to know your Data Universal Numbering System (DUNS) number and Federal Employee Identification Number (FEIN). **If you can't find your DUNS number or need a DUNS number, here's the hyperlink to DUNS <https://www.dandb.com/advanced-search/> . There is no charge to create a DUNS number, and it is a requirement to obtain funds through the PA Program.**