



## Public Assistance Program

Public Assistance Program and Policy Guide (PAPPG): <https://www.fema.gov/media-library/assets/documents/111781> This is a very valuable tool to help answer questions. The book is interactive. If you find your topic in the, Table of Contents, click on it and you will be taken to that page.

Costs must have supporting documentation .

- **Emergency Work Category B**

- **Category B Emergency Protective Measures**

- Eligible Work: Measures taken before, during, and after a disaster to **eliminate/reduce an immediate threat** to life, public health, or safety, or to eliminate/reduce an immediate threat of significant damage to improved public and private property through cost-effective measures.

- Documenting costs

- Force Account Labor: Overtime is only reimbursable
  - Still must provide straight time to show OT achieved and to calculate Equipment usage
  - Include fringe benefits in the calculations
- Force Account Equipment Usage:
  - Both regular and overtime usage are reimbursable
  - Use the 2019 FEMA Equipment Rates
    - Add parts to trucks such as; plows, spreaders.
- Force Account Materials
  - Stock or Purchased
    - Invoices to show cost to obtain and/or to replenish
- Contract:
  - Invoice and copy of the contract
  - Make sure to follow state guidelines in obtaining contracts
- Rental Equipment
  - Invoice
  - Hours used
  - Who actually operated the equipment that was rented

Additional information:

- You **MUST** be able to show the costs accrued are specifically related to the COVID-19 and that it was to eliminate/reduce an **immediate threat** to life, public health, or safety, or to eliminate/reduce an immediate threat of significant damage to improved public and private property through cost-effective measures

- Private-Non-Profit: Tax Exemption Certificate from IRS 501(c), by-laws/charter, Insurance policy
  - Educational Organization: additional to: Accreditation or Certification and Curriculum
- Shelters must be requested by the city or county governmental entities.
  - Cost of running shelter, labor, materials (water &/or food), beds, blankets (cleaning)
- Mutual Agreements Signed Policy
- Exempt Employees
  - Employees who generally do not receive Over Time or Comp Time
  - Show policy or past practice of exempt employees being allowed over time and/or Comp time during a disaster event.

## ELIGIBLE AND INELIGIBLE COSTS

The following is a list of emergency protective measures and costs that are eligible. These actions save lives or protect public health or safety. This list is not all-inclusive. Some of these actions are discussed in detail below.

- Transporting and pre-positioning equipment and other resources for response
- Emergency Operation Center (EOC)-related costs
- Emergency access
- Supplies and commodities
- Medical care and transport
- Evacuation and sheltering, including that provided by another State or Tribal government
- Child care
- Safety inspections
- Search and rescue to locate survivors, household pets, and service animals requiring assistance
- Fire fighting
- Security, such as barricades, fencing, or law enforcement
- Use or lease of temporary generators for facilities that provide essential community services
- Dissemination of information to the public to provide warnings and guidance about health and safety hazards using various strategies, such as flyers, public service announcements, or newspaper campaigns
- Searching to locate and recover human remains
- Storage and interment of unidentified human remains
- Mass mortuary services

The following are eligible under limited circumstances based on specific criteria described in each of the referenced sections:

- Expenses related to operating a facility or providing

## Emergency Operations Centers

The Applicant may use its EOC to direct and coordinate resources and response activities for a period of time. Response activities conducted at EOCs are eligible provided they are associated with eligible work. Costs associated with operating the EOC are also eligible, including, but not limited to:

- Increased utility costs
- Costs to lease a facility
- Supply costs
- Meal costs,

## Meals

Applicants often provide meals for emergency workers. Provision of meals, including beverages and meal supplies, for employees and volunteers engaged in eligible Emergency Work, including those at EOCs, is eligible provided the individuals are not receiving per diem and one of the following circumstances apply:

- Meals are required based on a labor policy or written agreement that meets the requirements of Chapter 2:V.A.1;
- Conditions constitute a level of severity that requires employees to work abnormal, extended work hours without a reasonable amount of time to provide for their own meals; or
- Food or water is not reasonably available for employees to purchase.

FEMA only reimburses the cost of meals that are brought to the work location and purchased in a cost-effective and reasonable manner, such as bulk meals. **FEMA does not reimburse costs related to group outings at restaurants or individual meals.**<sup>184</sup>

## Pre-positioning Resources

Costs related to pre-positioning resources specifically for the declared incident are eligible if the resources are used in the performance of eligible Emergency Work.

Pre-positioning resources for the purpose of evacuating, or providing emergency medical care during the evacuation period (**such as ambulances and busses**), is eligible even if those resources are not ultimately used, provided the staging of those resources was necessary and prudent based on the data at the time of staging.

## Expenses Related to Operating a Facility or Providing a Service

The Applicant may incur additional costs related to operating a facility as a result of the incident because of an increased demand for the services the facility provides.

These additional costs are only eligible if:

The services are specifically related to eligible emergency actions to save lives or protect public health and safety or improved property;

- The costs are for a limited period of time based on the exigency of the circumstances; and
- The Applicant tracks and documents the additional costs.

Potentially eligible increased operating costs include, but are not limited to, costs for:

- Generators at a hospital or police station
- Water testing and treatment supplies in the immediate aftermath of the incident to counter a specific threat
- Fuel for increased use of a pumping station
  - EOC facility costs (e.g., utilities)

Examples of **ineligible operating costs** include, but are not limited to, costs for:

- Patient care, except as noted in Chapter 2:VI.B.9
- Administrative activities
- Provision of food, except as noted in Chapter 2:VI.B.5, 7, and 8
- Obtaining electrical power from an alternate source
- Obtaining water from an alternate source