



# City of Homer

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## Administration

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## Memorandum 20-060

TO: Mayor Castner and Homer City Council  
THROUGH: Marvin Yoder, Interim City Manager  
FROM: Jenny Carroll, Special Projects and Communications Coordinator  
DATE: May 21, 2020  
SUBJECT: FEMA DR-4533 Public Assistance Grant Training Information

The City of Homer registered and is eligible for a Public Assistance (PA) DR-4533 grant. Since March, the City has completed FEMA documentation in anticipation of this grant opportunity. For example, FEMA ICS 213 forms have been filled out to purchase needed resources while FEMA ICS 214 Activity Log forms have been filled out by staff documenting COVID-19 related hours. I attended a teleconference training on FEMA Public Assistance grants under the COVID-19 Presidential Disaster Declaration DR-4533 on May 15, 2020. The training was led by State Public Assistance Officer Duane Ruch and gave an overview of how to apply for funding.

Below is a brief summary of the PA program to help you as you develop a funding strategy to recoup COVID-19 costs. "Applicant" is synonymous with "City of Homer."

### **FEMA PA Grant:**

**Reimburses Emergency Protective Measures costs** incurred from January 20, 2020 to end of declared disaster. FEMA covers 75% of reimbursable costs; State covers 25% of reimbursable costs for eligible activities under Category B and Z; donated resources count toward 25% State cost share. This means municipalities will be reimbursed 100% for all FEMA **approved/eligible** expenses and do not have to provide a match.

**Activities Eligible Under Category B (Emergency Protective Measures (EMP))** eliminate or lessen immediate threats to lives, public health, or safety. Required as a result of COVID-19, located within the designated area and the legal responsibility of an eligible Applicant.

**Examples:** EOC-related costs, Medical care and transport, Supplies and commodities, including medical supplies, PPE, and other equipment, Dissemination of information to the public, Security, law enforcement, barricades and fencing, Temporary facilities and Evacuation and sheltering. FEMA can cover non-Congregate Sheltering costs (for first responders, health care workers, homeless families with 1 member who tested positive, and at risk homeless individuals who require isolation) under the Statewide approval from April 17-May 17. Jurisdictions must inform DHS&EM if sheltering needs will extend past May 17<sup>th</sup> for additional FEMA approval.

**Activities Eligible Under Category Z (PA Management):** Up to 5% of applicant's total award is available for reimbursing applicant's personnel costs resulting from administering the PA grant, including programmatic meetings, creating PA claims, preparing correspondence, reviewing PWs, collecting copying, filing, or submitting documents to support a claim, and training.

**Ineligible Costs:** Costs associated with setting up for remote telework, loss of revenue, increased operating costs of a facility or providing a service due to or after a disaster, regular staff time associated with COVID-19 unless that position was reassigned to a different position to address COVID-19, and surveys for damage.

FEMA will also evaluate how materials and services were procured and can deny or not fully cover an expense if proper procurement procedures were not followed.

**Application process:**

- Applicant identifies EMPs, develops project worksheets, manages projects and provides documentation to justify costs.
- State manages the program, provides technical assistance, approves application and audits project worksheets prior to payment receipt.
- FEMA determines eligibility for applicant, work, costs and ensures guidelines are met.

**Two levels of Projects:**

**Small Projects:** \$3,300 - \$131,000. Small project funding is based on estimated costs, if actual costs are not yet available. Payment is final, made on the basis of the initial approved amount, whether estimated or actual. No overrun adjustment. I believe Federal cost share is paid when the project worksheet is written and approved.

**Large Projects:** Over \$131,000. Final amount based on actual eligible costs. Can do over or under run adjustment.

Streamline method for large projects allows applicant to apply directly through FEMA grants portal. State reviews application to limit Federal requests for more information, which can cause time delays.

- Create project worksheets, base projected costs on costs incurred to date.
- Build out Category B projects that will be paid out over long period of time.

After an initial grant has been awarded and obligated, FEMA and the State will work with the Applicant to ensure state/federal laws are followed with all documentation and process requirements, and update project information as needed before the grant is closed. Applicants must retain records for three years after grant closeout in the event FEMA wants to audit the project. Below details close out process:

- Document the who, what, where, when, why and cost documentation (invoices, timesheets, billings, activity/equipment logs, etc.) State has developed Summary Forms to document costs. Applicant will have to get final costs and documentation in by 60 days after the end date of the emergency.
- Track progress of open projects on quarterly basis until Disaster is ended.
- Close out Category B projects.
- Audit of Category B projects, then close out Category Z.

FEMA rep does not know a lot about CARES Act, but gave the following comparison for helping develop a strategy for funding COVID-19 expenses:

CARES Act

Not sure of eligible activities or documentation requirements but likely simpler, more flexible than FEMA

Funding given up front

Funds not expended by Dec 30 deadline recouped by Feds

Covers Payroll costs associated with COVID-19

FEMA Public Assistance

In-depth documentation required  
Better the documentation=maximum reimbursement

FEMA PA funding reimburses costs from Jan 20, 2020  
Funding of Small grants is quickest method; Large grants more detailed and extend to end of COVID-19 disaster declaration

Reimbursables accrue over course of disaster event; payment takes a while

For regular employees, covers only Overtime with COVID-19 EPM, not regular time unless employee is reassigned (like PIOs who were reassigned to EOC from their regular positions).

I am available to answer questions, or find answers to questions you may have about whether to or how to move forward with FEMA PA funding as part of your strategy. I also have the various grant guidance forms and documentation forms in the event the City decides to move forward with the FEMA PA funding source.