

# COVID-19 Expense Reimbursement

**FEMA Application  
for Nonprofit Organizations**

## QUICK GUIDE



# FEMA Public Assistance: What Is It?

- ❑ FEMA Public Assistance is a **reimbursement program** that provides financial assistance to eligible applicants for some eligible costs incurred for response and recovery activities as a result of the COVID-19 pandemic
- ❑ FEMA **provides 100% reimbursement** to applicants that incurred eligible expenditures starting January 20, 2020. Currently, **no end date** has been established by FEMA

**! Please note that FEMA may cease to accept applications for COVID-19 related expenses at anytime !**



# Who Should Consider Applying

Certain types of nonprofit organizations that directly responded to the COVID-19 disaster:

- Nursing Homes
- Laboratories
- Rehab Centers that Provide Medical Care
- Hospitals and Emergency Care Facilities
- Fire / Rescue Emergency Services
- Educational Facilities (including institutions of higher education)
- Community Centers
- Child Care Facilities
- Food Assistance Programs
- Performing Arts Facilities
- Senior Citizen Centers
- Homeless Shelters
- Houses of Worship



To apply for FEMA reimbursement, you must have incurred **no less than \$3,300 in costs** directly related to eligible COVID-19 work and services

# Eligible Work & Associated Expenditures by Time Period

		Initial Eligibility Jan. 20, 2020 - Sept. 14, 2020	Ongoing Eligibility Sept. 15, 2020 - Jan. 20, 2021	Eligibility Under Updated Policies Jan. 21, 2021 - Sep. 30, 2021
Medical Care	Clinical Care for COVID patients	✓	✓	✓
	Vaccination	⚠	✓	✓
	Alternate Care Sites & Community Testing Sites	✓	✓	✓
	Contact Tracing Disease & Research	✗	✗	✗
Opening & Operating	Personal Protective Equipment	✓	⚠	✓
	Cleaning & Disinfecting	📄	⚠	✓
	Screening incl. Testing & Temp. Checks	📄	⚠	✓
	Temp. Physical Barriers	📄	⚠	✓
	Virtual Operations	✗	✗	✗
Mass Care	Non. Cong. Sheltering	✓	✓	✓
	Emergency Feeding	✓	✓	✓

Legend   ✓ Eligible Work   📄 Limited Eligibility with Specific Documentation   ⚠ Very Limited Eligibility with Specific Criteria   ✗ Ineligible Work

## Types of Eligible Costs:

 Labor

 Contracts

 Equipment/Materials

 Management Costs

# 5 Steps to Take if You Want to Apply for FEMA Reimbursement

## 1

Download and complete the “Request for Public Assistance” (RPA) packet.

You may access it via link below on the Department of Homeland Security and Emergency Services (DHSES) site: [PNP RPA Package](#)

## 2

Complete the packet. Email it to [patricia.debboli@dhSES.ny.gov](mailto:patricia.debboli@dhSES.ny.gov) or fax to (518) 322-4984 at DHSES

Please Include:

- ✓ Applicant Name
- ✓ Type of Applicant\*
- ✓ *Federal Employer ID#*
- ✓ Primary office location
- ✓ Street Address
- ✓ City, State, Zip
- ✓ County
- ✓ Primary Contact
- ✓ First Name
- ✓ Last Name
- ✓ Title
- ✓ Phone Number
- ✓ Email

## 3

DHSES assigns a DAR (Disaster Assistant Rep) to you

Your DAR:

- ✓ Provides hands-on assistance to you throughout the RPA and the FEMA application processes
- ✓ Creates a FEMA Grants Portal account for applicants that don't have one already

## 4

Start formulating with DAR scope of project

Includes:

- ✓ Project size
- ✓ Project scope of work
- ✓ Project cost estimates

## 5

Log into the FEMA Grants Portal, Complete and Submit the Request for Public Assistance (RPA)

FEMA determines whether you are an eligible Applicant

With the assistance of the DHSES-assigned DAR start developing your application in the FEMA Grants Portal



# NYS DHSES Contact Information

## Recovery Section:

- ❑ 1220 Washington Ave, Bldg. 7A, 4<sup>th</sup> Floor Albany, NY 12242
- ❑ (518) 292-2293, Fax Number: (518) 322-4984
- ❑ [www.dhses.ny.gov](http://www.dhses.ny.gov)
- ❑ <http://www.dhses.ny.gov/recovery/public/active-declarations.cfm>

## Request for Public Assistance:

- ❑ [PNP RPA Package](#) email or fax to: [patricia.debboli@dhSES.ny.gov](mailto:patricia.debboli@dhSES.ny.gov) or (518) 322-4984