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!
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

<table>
<thead>
<tr>
<th>Types of Eligible Costs:</th>
<th>Labor</th>
<th>Contracts</th>
<th>Equipment/Materials</th>
<th>Management Costs</th>
</tr>
</thead>
</table>

#### Initial Eligibility (Jan. 20, 2020 - Sept. 14, 2020)

- **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

#### Ongoing Eligibility (Sept. 15, 2020 - Jan. 20, 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

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

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>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: <a href="#">PNP RPA Package</a></td>
</tr>
<tr>
<td>2</td>
<td>Complete the packet. Email it to <a href="mailto:patricia.debboli@dhses.ny.gov">patricia.debboli@dhses.ny.gov</a> 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</td>
</tr>
<tr>
<td>3</td>
<td>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</td>
</tr>
<tr>
<td>4</td>
<td>Start formulating with DAR scope of project. Includes: ✓ Project size ✓ Project scope of work ✓ Project cost estimates</td>
</tr>
<tr>
<td>5</td>
<td>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.</td>
</tr>
</tbody>
</table>
NYS DHSES Contact Information

Recovery Section:
- 1220 Washington Ave, Bldg. 7A, 4th Floor Albany, NY 12242
- (518) 292-2293, Fax Number: (518) 322-4984
- www.dhsses.ny.gov

Request for Public Assistance:
- PNP RPA Package email of fax to: patricia.debboli@dhsses.ny.gov or (518) 322-4984