

The [Governor's Office of Homeland Security and Emergency Preparedness \(GOHSEP\)](#) has opened the application process for public assistance funding. See information below.

### **HOW TO APPLY**

The State of Louisiana received an Emergency Declaration for response efforts to the COVID-19 outbreak. The FEMA declaration number is EM-3459 on March 13th, 2020. The incident period began January 20th, 2020 and is ongoing.

Requests for Public Assistance (RPA) can be submitted by going to [www.LouisianaPA.com](http://www.LouisianaPA.com) and clicking the large red banner. Then simply follow the online instructions as it pertains to your entity. The current deadline for submitting RPAs is April 13th, 2020.

As this is an Emergency Declaration, currently only activities that qualify as Emergency Protective Measures (FEMA Category B) are eligible. These may include efforts for the rescue, evacuation, and movement of persons; movement of supplies; actions taken to prevent or remediate facilities potentially impacted by the event; and care, shelter, and other essential needs of affected human populations.

This is a unique event. Please track all costs that you incur in your response and recovery efforts. All Federal regulations must still be followed including procurement regulations. GOHSEP Legal has put together a Procurement presentation and “toolbox” that is available under the Resources tab located on [www.LouisianaPA.com](http://www.LouisianaPA.com).

GOHSEP will be conducting Applicant Briefings for this event. Due to the social distancing being recommended by health and government officials, GOHSEP is putting together efforts to conduct these briefings electronically via webinar. Please remain on the lookout for further information on these events.

Should you have any questions, please email [rpa.help@la.gov](mailto:rpa.help@la.gov); or contact your State Applicant Liaison (SAL).

### **ELIGIBILITY GUIDANCE**

The Public Assistance (PA) Grant Program provides supplemental Federal assistance to States and local communities to return an area impacted by a disaster or event to its pre-disaster conditions and function. The program is managed by FEMA, administered by GOHSEP and has been made available after the presidential declaration for response efforts to the COVID-19 outbreak (EM 3459).

#### **Disaster facts for EM 3459:**

Federal Cost Share: 75%

Incident Period: January 20th, 2020 and on going

Declared Categories: Category B which includes Emergency Protective Measures necessary to protect against immediate threats to life, public health and safety

Declared Parishes: All

Small Project Threshold: \$131,100

Minimum Project Amount: \$3,300

**Eligibility:**

Please note that FEMA may **NOT** deem all activities undertaken as a result of your response to COVID-19 eligible for reimbursement. Below we have provided guidance on activities which will be considered eligible and reimbursed by FEMA per their most recent guidance.

Also, be aware that there will be multiple federal funding sources for this event. Although we state not all activities may be determined eligible for FEMA funding, we recommend maintaining all of the proper documentation because other federal funding programs for which your activities may be eligible will have similar documentation requirements. FEMA will not duplicate assistance provided by any other source.

The Emergency declaration (EM-3459) has authorized Category B (Emergency Protective Measures) for reimbursement under FEMA's Public Assistance (PA) program. Below are eligible activities:

- Management, control and reduction of immediate threats to public health and safety:
  - Emergency Operation Center costs
  - Training specific to the declared event
  - Disinfection of eligible public facilities
  - Technical assistance to state, tribal, territorial or local governments on emergency management and control of immediate threats to public health and safety
- Emergency medical care:
  - Non-deferrable medical treatment of infected persons in a shelter or temporary medical facility
  - Related medical facility services and supplies
  - Temporary medical facilities and/or enhanced medical/hospital capacity (for treatment when existing facilities are reasonably forecasted to become overloaded in the near term and cannot accommodate the patient load or to quarantine potentially infected persons)
  - Use of specialized medical equipment
  - Medical waste disposal
  - Emergency medical transport

- Medical sheltering (e.g. when existing facilities are reasonably forecasted to become overloaded in the near future and cannot accommodate needs)
  - All sheltering must be conducted in accordance with standards and/or guidance approved by HHS/CDC and must be implemented in a manner that incorporates social distancing measures
  - Non-congregate medical sheltering is subject to prior approval by FEMA and is limited to that which is reasonable and necessary to address the public health needs of the event, is pursuant to the direction of appropriate public health officials and does not extend beyond the duration of the Public Health Emergency
- 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, territory and/or local government force account overtime costs

**Documentation Requirements:**

Supporting documentation collected by Applicants to document cost incurred may include the following:

- General Documentation Requirements (as applicable)
  - Applicable certifications and permits (ex. Environmental and Historical Preservation, Load Tickets, etc.)
  - Procurement Documentation or Cost Reasonableness Comparison
  - Proof of payment for all work types (ex. cancelled checks, bank statements)
  - Insurance – Statement of Loss; Schedule of Payment and proceeds reported and deducted, denial letter, if applicable
- Force Account Labor / Equipment – Documentation Requirements (as applicable)
  - Force Account Labor Summaries
  - Timesheets, payroll checks and registries
  - Fringe Benefits Breakdown
  - Pre-Existing Overtime Policy
  - Overtime Certification
  - Applicable ordinances, policies, or past payroll and overtime history
  - Force Account Equipment Summaries
  - Proof of Ownership of equipment

- Salvage value for equipment purchased over \$5,000
- Materials – Documentation Requirements (as applicable)
  - Invoices / Receipts
  - Evidence of Proper Procurement
- Rented Equipment – Documentation Requirements (as applicable)
  - Invoices / Receipts
  - Evidence of Proper Procurement
  - Copy of signed Rental Agreements
- Contract Work – Documentation Requirements (as applicable)
  - Pay Applications/Invoices / Receipts
  - Evidence of Proper Procurement
  - Copy of signed Contracts

FEMA and GOHSEP will work with each individual applicant to formulate incident-related work and cost into eligible projects (i.e., sub-awards). This process is a collaborative effort beginning at the Recovery Scoping Meeting. Project formulation is the process of identifying the eligible Scope of Work (SOW) and costs associated for each of the applicant's projects. FEMA requires documentation to support that the work is eligible in accordance with laws, regulations, Executive Orders (EOs), and policies.

Additional information, State forms, and frequently asked questions can be found by visiting LAPA Resources: [www.LouisianaPA.com/site/resources.cfm](http://www.LouisianaPA.com/site/resources.cfm). If you have questions or need help with Grants Management, please contact [lpa.grantsmanagement@la.gov](mailto:lpa.grantsmanagement@la.gov); or contact your State Applicant Liaison (SAL).