

(Updated May 1, 2020)

FEMA Public Assistance Funds

- **Description:**
 - Pursuant to the declaration of COVID-19 as a national emergency, public assistance (PA) funding is available from the Federal Emergency Management Agency (FEMA) to eligible state, territorial, tribal, local government entities and certain private, non-profit organizations—including hospitals, clinics, long-term care facilities and outpatient facilities.
 - Hospitals seeking a PA grant will be applying through the Illinois Emergency Management Agency (IEMA). See more information below.
 - Assistance is provided at a 75% federal cost share and 25% is covered by PA applicants. At this time it is unknown whether hospitals can use money from the Public Health and Social Services Emergency Fund to cover their share.
 - Only hospitals that are part of a government organization (hospital district) or are a federal or state private non-profit (PNP) organization are eligible for PA funding. For profit hospitals are not eligible at this time.
 - **At this time IEMA has no timeline for when funds will be made available to hospitals or even if funding will ever be made available since this program is considered a last resort by the federal government should expenses not be covered by the lead agency responding to the emergency. A best case scenario suggests that it will be at least 45-60 days before a hospital receives funds.**
 - **Hospitals or other entities that do receive funds from the PA program are subject to rigorous audits so it is imperative that appropriate tracking and documentation is completed and maintained.**
- **Eligible Costs:**
 - Eligible costs include emergency work (e.g. overtime labor for budgeted employees and straight-time and overtime labor for unbudgeted employees), necessary equipment, and necessary supplies and materials.
 - While some activities listed may be eligible for funding through the Department of Health and Human Services (HHS) or the Centers for Disease Control and Prevention (CDC), final reimbursement determinations will be coordinated by HHS and FEMA. FEMA will not duplicate any assistance provided by HHS or CDC.
 - Statute, guidance and regulations state that **organizations may not apply for funding for the same costs from multiple sources. Be sure to carefully consider which funding you are applying for and/or accessing and that you are not receiving funding for the same costs from multiple governmental sources, without an accounting mechanism to reimburse as necessary.**
 - Costs submitted under the PA program cannot be duplicated when seeking assistance under the \$100 billion appropriated to hospitals under the CARES Act.

- **Application Information:**

- IEMA's PA application process includes the following steps:
 - If an eligible organization has or may have at least \$3,300 in eligible uninsured Category B – [Emergency Protective Measure costs](#), the organization should submit a FEMA Request for Public Assistance (RPA) form to IEMA.
 - A copy of the RPA application is available [here](#).
 - Please include both primary and alternate contact information. Each contact must have a separate email address. FEMA and IEMA will use email to communicate with each organization, so the email address provided is very important.
 - There was no Federal/State Preliminary Damage Assessment, so please check "NO" to this question.
 - As a Private Non-Profit (PNP) entity, hospitals must also provide:
 - A completed FEMA PNP Facility Questionnaire – This [form](#) must only be completed by PNP Organizations as part of their application.
 - PNPs must also submit: (1) a copy of their charter or by-laws, and (2) an effective ruling letter from the US Internal Revenue Service granting tax exemption under Section 501(c), (d), or (e) of the Internal Revenue Code of 1954 (as amended), or state certification that the organization is a non-revenue producing non-profit entity organized or doing business under state law.
 - Please write your Federal Employer Identification Number (FEIN) at the top left margin of the RPA form.
 - Please write the Data Universal Numbering System (DUNS) number at the top right margin on the RPA form. DUNS numbers can be obtained [here](#) or by calling 866-705-5711.
 - Submit the completed RPA form to IEMA at PA.grants@illinois.gov or fax to (217) 782-8753.
 - The deadline to submit an RPA to IEMA has been extended to 30 days after the end of the emergency declaration, however, the sooner an application is filed the better.
 - Once IEMA enters an organization's RPA information into the PA Grants Portal, a basic applicant profile will be established, their RPA will officially be submitted to FEMA and the organization will receive an email message from the PA Grants Portal about completing their profile.
 - IEMA will conduct PA applicant's briefings via webinars in the coming weeks to review the remaining application and programmatic requirements. The other PA application forms that must be completed and submitted to IEMA are state forms. They do not have a specific submission deadline, however, they must be completed and accepted by IEMA before IEMA can make a payment. IEMA only accepts originally

signed copies of these state forms. No faxes, scanned images, or photocopies are permitted. These forms are as follows:

- [IEMA PA Grant Agreement](#) - The following items are typically problem areas when completing the PA Grant Agreement:
 - Federal Employer Identification Number (FEIN).
 - Data Universal Numbering System (DUNS) number.
 - System for Award Management (SAM) registration expiration date. The SAM registration expiration date may be obtained at www.SAM.gov. Please make sure your organization's SAM registration is active. If your organization needs assistance with registering or updating your SAM registration, please contact the Federal Service Desk at www.FSD.gov or 866-606-8220.
 - Fiscal year start date. This is the month and day that the organization's fiscal year starts.
- [IEMA PA Risk Assessment](#)
- [IEMA PA FFATA Certification](#)
- **Resources, Tools & Tips:**
 - Questions or issues with applications and the PA Program may be relayed to: PA.Grants@illinois.gov or 217-782-8719.
 - Hospitals should review the [Public Assistance Program Applicant Handbook](#), which details the program requirements and process.
 - Procurement of services (contracting) is very important under PA, even under this type of emergency declaration. **Non-compliance with federal and state procurement requirements can result in organizations losing their grant funding.** Hospitals should review the FEMA policy on [Procurement Under Grants Conducted Under Exigent or Emergency Circumstances](#) and the [IEMA PA Procurement Fact Sheet](#).
 - Organizations should compile documentation for any work and/or costs that may be eligible under Category B – Emergency Protective Measures.
 - The PA Grants Portal (<https://grantee.fema.gov>) will be used to submit documentation to support an organization's costs. Please remember that all costs must be supported with documentation (e.g. bills, invoices, receipts, labor records, equipment records, material records, procurement records).
 - The [IEMA PA Applicant Project Documentation Checklist](#) provides additional information on the documentation required to support eligible work and costs.
 - Best practices for documenting applicable expenses for the FEMA PA program include:
 - Establishing a separate cost center for accounting purposes to capture all COVID-19 related emergency preparedness expenses.
 - Establishing a formal practice for electronically capturing & cataloging; retain all COVID-19 related expense documentation.

- Taking photos of any temporary facilities established to test, treat and isolate COVID-19 patients.
- Having formal written & executed mutual aid agreements in place with the Red Cross and area shelters.

Sources:

<https://www.congress.gov/116/bills/hr748/BILLS-116hr748enr.pdf>
<https://www.fema.gov/news-release/2020/03/19/coronavirus-covid-19-pandemic-eligible-emergency-protective-measures>
https://www.fema.gov/media-library-data/1505397829631-758807d2f22ea320a71a74ade429675d/FEMA_Form_009-0-49_RPA_508_FINAL.pdf
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https://www2.illinois.gov/iema/LocalEMA/Documents/PAforms/PA_Risk_Assessment.pdf
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https://www2.illinois.gov/iema/LocalEMA/Documents/PAforms/PA_Documentation_Checklist.pdf