The Florida Department of Emergency Management has created an informational flyer to assist in answering questions regarding Category B eligible activities, ineligible activities, and common issues with reimbursement. It also created a how-to guide for submitting a Request for Public Assistance (RPA). Please see following pages.

Currently, the deadline to submit a Request for Public Assistance (RPA) to participate in the FEMA PA Program for COVID-19 is April 12, 2020. Details about how to submit an RPA are found in the attached documents and points of contacts are below in case of questions.

Requests for Public Assistance:

The first step in the process of participating in FEMA’s PA Program is to complete an RPA. RPAs are now being accepted through FDEM’s website: www.FloridaPA.org.

This process is directly accessible, regardless if the applicant has a www.FloridaPA.org account, through the home page by clicking “APPLY NOW” (see attached RPA Guidance).

Every eligible applicant will need to submit an RPA for this specific disaster in order to pursue funding under FEMA’s Public Assistance Grant. The deadline for submission to FEMA is currently April 12, 2020.

For anyone requiring technical assistance through this process, there is a designated email address at RPA.Help@em.myflorida.com. If you have issues with accessing your www.FloridaPA.org account, please contact FDEM Recovery Systems Administrator David Solomon at david.solomon@em.myflorida.com or (850) 815-4426.

For additional questions, please see Bureau contact information below.

Interim Bureau Chief
Allison McLeary
allison.mcleary@em.myflorida.com
(850) 815-4417

State Public Assistance Officer
Frederick "Buck" Dickinson
frederick.dickinson@em.myflorida.com
(850) 815-4447

SEOC Recovery Desk
Planner Desk Phone: 850-815-4909
Chief Desk Phone: 850-815-4910

Under Florida law, correspondence with the Florida Division of Emergency Management, which is neither confidential nor exempt pursuant to Florida Statutes Chapter 119, is a public record made available upon request.
## Common EOC Costs

### Meals:

- Sign-In Sheets
- If provided by a vendor:
  - Contract Procuring the Equipment
  - Relevant Solicitation Documentation
    - Solicitation
    - Proposals
    - Bid Tabulations

### Leasing a Building, i.e. for Overflow of EOC Operations:

- If provided by a vendor:
  - Contract Procuring the Space
  - Relevant Solicitation Documentation
    - Solicitation
    - Proposals
    - Bid Tabulations

### Invoices from Vendor

### Proof of Payment

- i.e. Cancelled check, both sides of check

### Purchased Supplies:

- If provided by a vendor:
  - Contract Procuring the Space
  - Relevant Solicitation Documentation
    - Solicitation
    - Proposals
    - Bid Tabulations
  - Unless Procurement Exception, i.e. micro purchase or exigency applies

### Invoices or Purchase Orders

- Showing quantities of supplies
- With unit amount

### Proof of Payment

- i.e. Cancelled check, both sides of check
**Force Account Labor**

**For each individual:**

- Name of the Employee
- Job Title and Function
- Type of Employee (i.e., full-time exempt, full-time non-exempt, part-time, temporary, prisoner, etc.)
- Days and Hours worked pay rate(s)
  - Days and Hours Worked preceding the event, starting the pay period;
  - Days and Hours Worked during the event; and
  - Days and Hours Worked after the event, ending the pay period.
- Fringe Rates for that Position
- Description of Work Performed
  - Comments in Timesheet
  - Accompanying Activity Log
  - Daily Report

**For each piece of equipment:**

- Type of Equipment and Attachments used
  - Include year, make, and model of equipment
- Size/capacity (e.g., horsepower, wattage)
- Locations Equipment Used
- Days and Hours Used
  - Usage Logs
- Operator Name
- Schedule of rates, including rate components

**Additional questions and documentation requests may be asked to clarify above documentation.**

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**Force Account Equipment**

(Owned by Applicant)

**For each piece of equipment:**

- Rented or purchased
  - Include year, make, and model of equipment
- Size/capacity (e.g., horsepower, wattage)
- Locations Equipment Used
- Days and Hours Used
  - Usage Logs
- Operator Name
- Schedule of rates, including rate components

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**Supplies from Stock**

- Historical cost records
  - Receipts, Account Transactions, etc.
- Inventory records
- Listing of:
  - Type of supplies
  - Quantities used
  - Support documentation
    - Daily Logs recording what item was used for, where it was moved to, etc.

**For the project:**

- Procurement Policy
- Contract Procuring the Equipment
- Relevant Solicitation Documentation
  - Solicitation
  - Proposals
  - Bid Tabulations

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**Rent Equipment**

**For each piece of equipment:**

- Rental or lease agreements.
- Invoices from vendor
- Days and Hours Used
  - Usage Logs
- Proof of Payment to Vendor
  - Cancelled Check, both sides of check

**For the project:**

- Procurement Policy
- Contract Procuring the Equipment
- Relevant Solicitation Documentation
  - Solicitation
  - Proposals
  - Bid Tabulations
COVID-19 Category B Public Assistance for Private Non-Profit Organizations

Focus on Hospitals, Clinics, Emergency Medical Providers

Emergency protective measures conducted before, during, and after an event are eligible under Public Assistance as Category B expenses if the measures eliminate or lessen immediate threats to lives, public health, or safety. Only the following entities are eligible for reimbursement under the Public Assistance program:

- State and Local Governments;
- Certain Private Nonprofit Organizations
  - Must have a current ruling letter from the U.S. Internal Revenue Service granting tax exemption under sections 501(c), (d), or (e) of the internal Revenue Code of 1954; or,
  - Documentation from the State substantiating it is a non-revenue producing, nonprofit entity organized or doing business under State law.

Examples of Eligible Activities

- Emergency medical care (diagnosis or treatment of and provided in a day or residential school, including parochial mental or physical injury or disease) provided in:
  - Clinics
  - Facilities that provide in-patient care for convalescent or chronic disease patients
  - Hospices and nursing homes
  - Hospitals and related facilities, including:
    - Central service facilities operated in connection with hospitals
    - Extended-care facilities
    - Facilities related to programs for home-health services
    - Laboratories
    - Self-care units
    - Storage, administration, and records areas
  - Long-term care facilities
  - Outpatient facilities
  - Rehabilitation centers that provide medical care
  - Ambulance services specific to the event
Ineligible Costs

**Costs that are Eligible Under Other Federal Awards:** FEMA is legally prohibited from duplicating benefits from other sources, such as from insurance or other federal awards. Public Assistance is funding of last resort. If the Applicant receives funding from another source for the same work that FEMA funded, FEMA reduces the eligible cost or de-obligates funding to prevent a duplication of benefits.

In addition to FEMA’s Public Assistance Program, there have been other federal programs authorized to provide assistance to states to address the COVID-19 outbreak. These non-FEMA sources include **$8.8 billion** to the CDC for preparedness and response activities. A Notice of Funding Availability is expected soon pursuant to this appropriation and the Florida Department of Health (DOH) will develop a spend plan to outline costs eligible for funding through the CDC. Typically when this type of funding is allocated, it is generally with the focus of Public Health for things like Epidemiology, surveillance, monitoring travelers, laboratory capacity, testing surge, case identification, lab equipment supplies and shipping, etc. FEMA’s duplication of benefits guidance requires that eligible activities funded through other federal sources should be claimed through those other programs, so long as funding is available.

**Increased Operating Costs** - Increased costs of operating a facility or providing a service are generally not eligible, even when directly related to the incident. Increased administrative and operating costs to a hospital due to increased or anticipated increased patient load, labor costs for medical staff, and increased costs for feeding residents and staff of critical facilities are ineligible for PA funding**. However, short-term increased costs that are directly related to accomplishing specific emergency health and safety tasks as part of emergency protective measures may be eligible. It is crucial that health facilities eligible for Public Assistance funding provide detailed activity logs for employees to ensure that time claimed is tied to an eligible activity.

**Please See Second Appeal for Memorial Hospital at Gulfport at [https://www.fema.gov/appeal/286218?appeal_page=analysis]**

**Examples of Ineligible Costs**

- Straight Time (Regular Time)
- For Non-essential employees i.e. administrative staff, the following is typically not eligible
  - Comp time
  - Standby Time
  - Overtime
  - Fringe Benefits
  - Provision of food

- Increased Operating Costs due to increased patient load, i.e. backfill physicians to staff ER
Common Issues with Category B Reimbursement

**Documentation** - In past events, applicants have had difficulties in creating, maintaining, and providing all required documentation for Category B reimbursement. Documentation requirements vary between activities. Please see the enclosed for specific documentation requirements for common activities. The below three conditions are typical requirements for Category B expenses.

- Tie the cost to an eligible activity
- Properly document the activity (who, what, when, where, how much)
- Legally responsible

**Policies** - The existence of certain policies is a requirement before an event. Such policies include

- Payment Policy and
- Procurement Policy

Applicants must abide by these policies. The payment policy cannot state that overtime is allowed only when there is a Federal declaration or overtime is at the discretion of management.

**Payroll Time Keeping** - For any Category B expense- applicants must tie all costs to an eligible activity. This applies to the time claimed for staff performing an eligible Category B activity. Applicants must provide an activity log, comments, etc. that illustrates what employees were doing during the time claimed by the applicant. Those activity logs or comments need to show that the employees were performing eligible Category B activities, i.e. working in EOC responding, operating a generator, etc.

**Procurement** - Non-compliance with federal procurement requirements remains a leading cause nationwide of deobligations and eligibility issues related to costs. Limited circumstances exist under which there are exceptions to noncompetitive procurement requirements. Relevant to this event is the exception that exists due to emergency or exigent circumstances. If circumstances are of such severity and magnitude that they prevent the undertaking of a procurement action, then strict adherence to these regulations is not required so long as the emergency or exigent circumstances exist. If the governmental entity is not going to use a competitive process to purchase goods and services, they need to document the reason and for emergency and exigency circumstances, the date those circumstances started and ended.
Please see the step-by-step guide for completing your entity’s Request for Public Assistance.

**GENERAL GUIDANCE:**

Enter the [www.FloridaPA.org](http://www.FloridaPA.org) website.

The main page will appear.

Click the “APPLY NOW” Banner
The RPA Process Page will appear

**INSTRUCTIONS FOR NEW USERS:**

If you are a new user to [www.FloridaPA.org](http://www.FloridaPA.org), Click the “Click Here” link under the New User Header.

**New User**

1. Click HERE to Register for Access on FloridaPA.org
2. Fill out the Access Request Form and click Register. Your request will be forwarded to the State Administrator for approval.
3. Once approved, you will receive an email with your login information.
4. Login to system as EXISTING USER (See section: Existing User).
The Registration Page will appear

When you reach “Select User Type,” leave the selection for “I am a representative for an Applicant Organization” checked. Select “Create New Applicant Organization” from the dropdown select. This will populate a number of new required fields that will need to be completed.

Enter your organization’s name, county, and classification. If your entity is a Private Non-Profit, please indicate using the drop down select.

If you know your FEIN (Federal Identification Number) and DUNS (Data Universal Numbering System) numbers, please enter them before proceeding. If you are uncertain of these numbers, enter a placeholder and continue with the application.
After you have entered the information from your organization, complete the fields under the “Mailing Address” header.

In the “Reason for Requested Access” field, enter that you are a new user in www.FloridaPA.org and that you are filing your RPA.

In the “Grant Number” field, use the dropdown to select the Grant Number for which you are applying for assistance. For COVID-19, click the Grant Number: EM-3432.

In the “Position” field, select which title is most relevant to your work in www.FloridaPA.org. If you are the main person working in www.FloridaPA.org, “Primary” is a good choice. If you have signing authority for your organization in executing agreements, select “Authorized User.” For other users, please select either “Alternate” or “Other.”

*Please note, there are no functional differences between these titles. These titles are used when FDEM contacts your entity for required documentation or other correspondence. Each account may have the following: 1 Authorized User, 1 Primary, 4 Alternates, and unlimited Other.

After this is complete, you have successfully registered as a user in www.FloridaPA.org. Once approved, you will receive an email with your login details. Login to www.FloridaPA.org and submit a RPA as an existing user.
All Applicants must obtain a DUNS and enter it in their RPA Applications.

If you are a previous applicant, you may already have this number entered in www.FloridaPA.org. A DUNS number identifies your organization; it is how the Federal Government tracks grant funds. DUNS numbers are issued by Dunn and Bradstreet INC. To get a DUNS Number or confirm the correct DUNS Number, call (866) 705-5711.

Once you have obtained a DUNS number, you must register with www.sam.gov; Registration with sam.gov is required. To register with SAM, go to www.sam.gov.

Create a user ID and password to begin. If you have any issues or questions with this process, email RPA.help@em.myflorida.com.

After your registration is complete, click “Register” at the bottom of the page. FDEM will review your information and set up an account for you and your organization. Within the next day, you will receive your login information in your email, your username will be the email you indicated on your registration. Once you receive this email, follow the prompts to login to your account.
If you are an Existing User who has forgotten your password, click “Forgot Login” under the “Returning User Login” at the top of the www.FloridaPA.org main page.

Enter your email address and click “Send Information.”

You will receive an email to reset your password.

INSTRUCTIONS FOR EXISTING USERS:

Sign into your account on the www.FloridaPA.org main page.
Click on the “Create New Request.”

Select “New Public Assistance Request.”

The Create New Request for Assistance page will appear.

Select 3432
For Private Non-Profit Organizations, you must submit supporting documentation with your application. Follow the prompts given to you on the application and answer the questions to the best of your ability. FDEM will reach out to you regarding any further documentation requirements before submitting your application to FEMA.