

## FEMA Eligibility Guidance

### Purpose

On January 21, 2021 the Biden administration issued a [memorandum to extend federal support](#) and to increase federal Category B funding under the Stafford Disaster Relief and Emergency Assistance Act of 1988. This presidential action, among other things, directs FEMA to provide Public Assistance reimbursement to public and non-profit schools.

### Update as of 2/21/2023

FEMA announced that the **COVID-19 incident period will end on May 11, 2023** for the Public Assistance reimbursement program and released the [End of the COVID-19 Incident Period and Resulting Program Guidance](#). Any eligible COVID-19 costs incurred after May 11, 2023, **will not be eligible** for FEMA reimbursement. We will share updated guidance related to project submission deadlines and closeout when FEMA releases new information.

### Next Steps – Project Submissions

We encourage you to pursue FEMA funding if your school incurred any eligible COVID-19 costs **on or after July 2, 2022**. We recognize that you may have questions related to FEMA cost eligibility and the submission process. The Agency of Education in partnership with the Guidehouse teams will host “FEMA Office Hours”, beginning **February 28, 2023**. The Office Hours will be staffed by Guidehouse FEMA Subject Matter Experts, who will work with you to determine the FEMA eligibility of your costs and the timeline to be included in your FEMA submission. For additional information on office hours, please see below and feel free to reach out to Darryl Marshall at [Darryl.Marshall@partner.vermont.gov](mailto:Darryl.Marshall@partner.vermont.gov).

### FEMA OFFICE HOURS DETAILS

**Time:** Every Tuesday at 1:30 AM-12:30 PM Eastern Time

#### [Meeting Link](#)

Next Steps – Project Closeout for past FEMA obligations

After receiving FEMA reimbursement for any projects you submitted for work performed through 7/1/2022, you must submit a Project Completion and Certification Report (PCCR) to FEMA that verifies that your scope of work has been completed and that all

### Contact Information:

If you have questions about this document or would like additional information, please contact Jill Briggs Campbell at <mailto:jill.briggscampbell@vermont.gov>.

reimbursed costs were eligible. **The State will generate this report and send it to you for electronic signature.** You must submit this closeout certification by a certain deadline based on the date of obligation and size of your project. See appendix for PCCR deadlines.

## **FEMA Project Submission Guidance**

- All costs incurred on or after **7/2/2022** are reimbursable at a **90% federal share**.
- To apply, you must have a **minimum of \$3,300 in eligible costs already incurred and fully documented**. Applications for estimated or anticipated costs will not be accepted.
- Purchased material are eligible for the 90% federal cost share only if the items were used or distributed for use on or after *7/2/2022*.
- You must prorate invoices for any leased or contracted costs to clearly distinguish between pre- and post- *7/2/2022* time periods. Costs incurred on or after *7/2/2022* are eligible for the 90% cost share.

## **FEMA Eligible Costs for COVID-19**

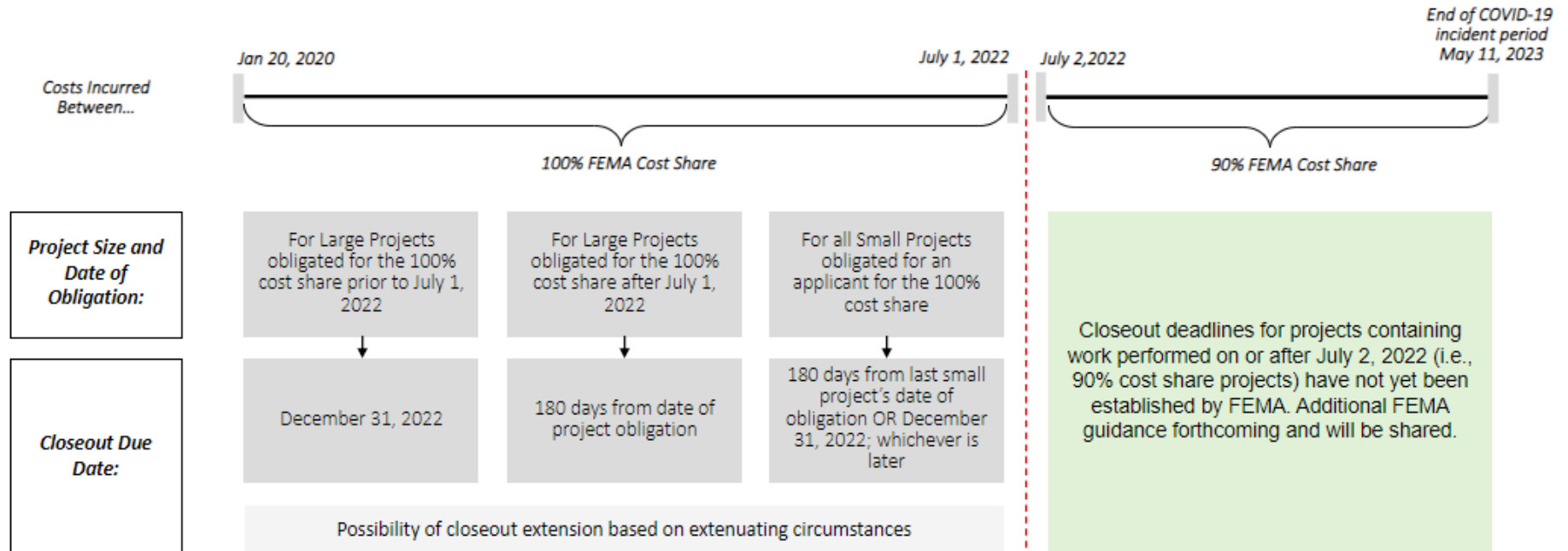
- **Personal Protective Equipment (PPE)**
  - Face masks, face shields, gloves, and gowns
  - Eligible for students, staff, volunteers, and non-contracted school affiliates (including volunteers who are present on school campuses)
- **Cleaning and disinfection**
  - Must be in accordance with CDC or public health guidance<sup>1</sup>
  - Only for costs in excess of regular/budgeted cleaning/disinfection costs for services or supplies (if there was no pandemic)
  - Hand sanitizers
- **COVID-19 diagnostic testing**
  - Eligible for students, staff, volunteers, and non-contracted school affiliates (including volunteers who are present on school campuses)
  - Costs for testing kits, any shipping labels or supplies, and bar code scanners that are used only for testing
  - Contracts with testing companies to perform analysis of test kits
  - Contracts with shipping or courier services to deliver test kits to meet delivery window requirements or other shipping costs
  - Costs associated with staffing to conduct COVID-19 testing, either in excess of budget if there were no pandemic or hiring temporary staff to perform only testing-related work

- **Screening and temperature scanning**
  - Hand-held devices
  - Eligible for students, staff, volunteers, and non-contracted school affiliates (including volunteers who are present on school campuses)
- **Temporary physical barriers**
  - Purchase and installation costs (labor)
  - Temporary barriers, including portable barriers or those bolted to the ground/wall that will be removed after the pandemic, are eligible (you must include in the item description/narrative in the FEMA application that these barriers are temporary and that they will be dismantled after the pandemic even though they may be bolted now)
- **Storage/stockpile of supplies listed in this section**
  - Storage/stockpile is eligible for the items listed above, but with the following conditions: only 60 days of stockpiled supplies (such as PPE, temperature scanning devices, COVID tests etc.) and their necessary storage costs are eligible.

<sup>1</sup>[CDC Guidelines on Cleaning and Disinfecting Your Facility](#); [CDC Interim Guidance for General Population Disaster Shelters During the COVID-19 Pandemic](#)

Additional information for interested applicants can be found on the [AOE's FEMA webpage](#). The Agency of Education and our partners in Vermont Emergency Management are able to provide support to schools, LEAs, and other eligible entities seeking FEMA reimbursement

## COVID-19 Project Closeout Deadlines



### Appendix

Please note, a project is considered large if costs were greater than \$131,100 prior to Aug. 3, 2022, and costs were greater than \$1,000,000 on or after Aug. 3, 2022.