

## **Eligible Costs for FEMA Reimbursement**

Eligible costs related to sheltering include, but are not limited to, the items listed below, as necessary based on the type of shelter and the specific needs of the shelterees. If any of the items listed are donated, including labor, the Applicant may offset the non-Federal share of its eligible Emergency Work projects in accordance with Donated Resources of the Public Assistance Program and Policy Guide (PAPPG). Sheltering and caring for household pets is only eligible while the pet owner is in an emergency shelter.

### **(a) Shelter Facility Costs**

- Facility lease or rent, including space for food preparation
- Utilities such as power, water, and telephone
- Minor facility modifications if necessary, to make the facility habitable, compliant with the Americans with Disabilities Act (ADA), functional as a childcare facility, or functional as an animal shelter
- Restoration to return the facility to its condition prior to use
- Generator costs
- Secure storage space for medical supplies

If an eligible State, Tribal, or local government Applicant owns or leases the shelter facility, and a volunteer agency operates the shelter, the facility costs described above are eligible. However, the labor costs for the volunteer agency's workers are ineligible (except as a donated resource in accordance with the criteria in Chapter 6 XIV, Donated Resources - PAPPG).

### **(b) Shelter Staff Costs**

- Medical staff
- Personal assistance service staff
- Veterinary and animal care staff
- Public Information Officer
- Social workers
- Food service workers
- Custodial and facilities staff
- National Guard personnel (National Guard - PAPPG)

### **(c) Shelter Supplies and Commodities**

- Hot and cold meals, snacks, beverages, and related supplies for survivors

- Cooking and serving supplies
- Food, water, and bowls for household pets and service and assistance animals
- Durable medical equipment
- Consumable medical supplies
- Medication for animal decontamination and parasite control
- Infant formula, baby food, and diapers
- Refrigerators, microwaves, and crock pots
- Cots, cribs, linens, blankets, pillows, tables, and chairs
- Crates, cages, leashes, and animal transport carriers
- Personal hygiene kits with items such as shampoo, soap, toothpaste, a toothbrush, towels, and washcloths
- Animal cleaning tables and supplies
- Televisions or radios – one per 50 shelterees
- Basic cable service
- Computers – one per 25 shelterees
- Internet service, including WiFi
- Washers and dryers – one of each per 50 shelterees
- Toys and books

#### (d) Shelter Services

Shelter services are eligible for the time the facility is actively used to shelter survivors.

- Shelter management
- Supervision of paid and volunteer staff
- Cleaning the shelter, linens, and animal crates
- Shelter safety and security
- Use of equipment, such as ambulances, buses, trucks, or other vehicles, to provide sheltering support
- Phone banks for survivors
- Care for survivors with disabilities or access and functional needs, including the provision of the following personal assistance services:

- o Grooming, eating, walking, bathing, toileting, dressing, and undressing
- o Transferring (e.g., movement between a cot and wheelchair or wheelchair to restroom facilities)
- o Maintaining health and safety
- o Assistance with self-administering medications
- o Communicating or accessing programs and services
- Emergency medical and veterinary services for sheltered survivors, household pets, and service and assistance animals, including:
  - o Emergency and immediate life stabilizing care, including necessary prescriptions (not to exceed 30-day supply)
  - o Triage, medically necessary tests, diagnosis, treatment, stabilization, and monitoring
  - o First-aid assessment
  - o Provision of first aid and health information
  - o Care for evacuees with chronic conditions
  - o Administering vaccinations to shelterees and workers for transmissible or contagious diseases, including, but not limited to, tetanus and hepatitis
  - o Administering vaccinations to household pets, and service and assistance animals, for transmissible or contagious diseases, including, but not limited to, Bordetella (kennel cough). The vaccinations need to be effective while the animal is in the shelter.
  - o Medical waste disposal
  - o Mental-health care
  - o Outpatient costs for sheltered survivors requiring emergency life-sustaining treatment not available at the shelter for the period of time that a survivor is housed in the shelter. Eligible outpatient services are limited to:
    - Physician services in a hospital outpatient department, urgent care center, or physician's office
    - Related outpatient hospital services and supplies, including X-rays, laboratory and pathology services, and machine diagnostic tests
    - Local professional transport services to and from the nearest hospital equipped to adequately treat the emergency
- Sheltering self-evacuees (self-evacuee transportation costs are ineligible)

- Costs paid to the American Red Cross (ARC) or other Non-governmental Organizations (NGO) to operate shelters under a written agreement [costs that ARC or other NGOs incur under their own organizational mission (i.e., independent of any Federal, State, Tribal, or local request) are ineligible for reimbursement.

## **Donated Resources - PAPPG**

Individuals and organizations often donate resources to assist with response activities. FEMA does not provide Public Assistance (PA) funding for donated resources. However, FEMA allows the Applicant to use the value of donated resources (non-cash contributions of property or services) related to eligible Emergency Work to offset the non-Federal cost share of its eligible Emergency Work projects; and to use the value of donated resources related to eligible work on a Permanent Work project to offset the non-Federal cost share of that specific Permanent Work project. FEMA applies the offsets regardless of the cost share arrangements between the Recipient and its Subrecipients.

If the Applicant uses resources from its stock that were donated during a previous incident or timeframe, it may use the value of those donated resources to offset its non-Federal cost share if the Applicant has not claimed the resources as an offset in a previous incident.

The Applicant may apply the offset if all the following conditions are met:

- The donated resource is from a third party. A third party includes private entities or individuals, including individuals that are normally paid employees of the Applicant or Federal, State, or Tribal Government, but are volunteering as unpaid individuals and not on behalf of the employer.
- The donated resource is necessary and reasonable.
- The Applicant uses the resource in the performance of eligible work and within the respective project's period of performance.
- The Applicant or volunteer organization tracks the resources and work performed, including description, specific locations, and hours. The Applicant must track the donated resources for Permanent Work to the specific project for which it is associated.

Applicants may not use the value of standby time as a donated resource as no work is being performed. For Emergency Work, the end of the period of performance is equal to the latest Emergency Work Project Worksheet's (PW's) period of performance.

FEMA considers unpaid individuals who volunteer their labor to the Applicant to be third-party even if they are officially members or employees of the Applicant organization (e.g. volunteer fire fighters at a PNP volunteer fire department performing eligible Emergency Work).

Resources donated to the Applicant by an organization that would normally provide the same resources under its mission, such as the American Red Cross, are eligible as an offset provided the organization is not federally funded. Additionally, if a mutual aid agreement provides for assistance at no cost to the Applicant, the Applicant may use the value of that assistance to offset its non-Federal cost share.

The value of a donated resource is ineligible as an offset toward the non-Federal cost share if the resource is:

- Donated by a Federal agency.
- Donated by another federally funded source.
- Funded through a Federal award.
- Used as an offset to any other Federal award.
- Used for ineligible work.

Requesting donated resources from contractors during the solicitation phase of a procurement may violate Federal procurement rules as it may be considered overly burdensome or restrictive of competition. To remain compliant, the Applicant can do the following:

- Accept unsolicited donated resources from contractors.
- Maintain a list of donors.
- Ask contractors that are donating resources to work with other organizations.

If the Applicant accepts donated resources from contractors, it must not do any of the following:

- Solicit donations in its requests for proposals or solicitations for bids.
- Directly solicit donations or requests for proposals from contractors who are actively bidding on its contracts.
- Grant an award to a contractor which has donated resources for the specific work covered by the contract.
- Show favoritism or give the appearance of showing favoritism to a contractor who has donated resources.
- Limit competition among contractors based on donated resources, especially for smaller contractors (including women or minority owned businesses) that might not be able to afford to donate resources.

Offset Amounts - FEMA applies values to donated resources as follows:

- **Volunteer Labor:** The offset is based on the same straight-time hourly labor rate, and fringe benefits, as a similarly qualified person in the Applicant's organization who normally performs similar work. FEMA does not offset volunteer labor based on overtime or premium rates. If the Applicant does not have employees performing similar work, FEMA credits the non-Federal share based on a rate consistent with those ordinarily performing the work in the same labor market that the Applicant would otherwise compete for that type of work.
- **Equipment:** The offset is based on equipment rates and must not exceed the fair rental value (if loaned) or the fair market value of equipment that is in similar age and condition at the time of donation (if donated with a transfer of title).
- **Supplies or Materials:** The offset is based on current commercial rates, which FEMA validates based on invoices from previous purchases or information available from vendors in the area. The amount must not exceed the fair market value at the time of donation.
- **Buildings or Land:** For buildings or land donated permanently (i.e., with a transfer of ownership), the offset is based on the fair market value at the time of donation as established by an independent appraisal and certified by the Applicant.
- **Space:** For building or land space donated for temporary use, the offset is based on the fair rental value of comparable privately-owned space in the same locality as established by an independent appraisal.
- **Logistical Support:** Reasonable logistical support for volunteers doing eligible work, such as donations warehousing and management related to eligible work, may be eligible either for funding (if the Applicant provides the logistical support) or as a donated resource offset (if a third party provides the logistical support), subject to approval by FEMA.

For Emergency Work, the donated resource offset is applied against the combined non-Federal cost share for all the Applicant's Emergency Work PWs (Category A and B) under the declared incident. The offset may not exceed the total out-of-pocket costs and is capped at the total non-Federal cost share of these PWs. FEMA prepares the Emergency Work donated resource project as a Category B PW separate from Emergency Work PWs for the Applicant's incurred costs.

FEMA does not obligate the donated resource PW until after it obligates all Emergency Work PWs for the Applicant.

For Permanent Work, the donated resource offset is applied against the non-Federal cost share of the specific Permanent Work project for which the resources were donated. The offset may not exceed the total out-of-pocket costs. The offset is capped at the non-Federal cost share of that specific Permanent Work PW. The type and

amount of resources donated must directly correlate to, and may not exceed, the type and amount approved in the scope of work of the Permanent Work project (e.g., if the approved scope of work includes replacement of 10 chairs and 15 chairs are donated, the donated resource offset is limited to 10 chairs). FEMA adjusts the Permanent Work project to capture any donated resource offsets related to the PW upon receipt of the donated resource information and no later than closeout.

Documentation Requirements - The Applicant needs to submit the following to support donated resources (not an all-inclusive list):

For each individual:

- Sign-in sheet (required)
- Name (required)
- Title and function (required for professional services)
- Days and hours worked (required)
- Location of work and work performed (required)

Equipment:

- Who donated each piece of equipment (required)

Supplies or materials:

- Quantity used (required)
- Who donated (required)
- Location(s) used (required)
- Invoices or other documentation to validate claimed value

### **National Guard – PAPPG**

The Governor may activate National Guard personnel to State Active Duty in response to an incident. Labor costs and per diem, if applicable, are eligible for State Active-Duty personnel performing eligible work. Both straight-time and overtime are eligible, including fringe benefits. The U.S. Department of Defense funds National Guard personnel activated under Full-Time National Guard Duty (Title 32) or Active Duty (Title 10). Therefore, Title 32 and Title 10 personnel costs, and any other costs funded by the U.S. Department of Defense, such as training, are ineligible.