

INDIANA DEPARTMENT OF HOMELAND SECURITY



County EMA Directors,

With Novel Coronavirus (COVID-19) having been declared as a federal emergency by the President, it has eliminated a few required steps from the standard disaster declarations. This emergency declaration will only cover Category B: Emergency Protective Measures accrued costs.

No Preliminary Damage Assessment (PDA) or Joint Preliminary Damage Assessment (JPDA) with FEMA will be necessary. States do not have to reach a monetary threshold for each county and the state as in disaster declarations. Though the rest of the steps for being considered/eligible to receive reimbursements must be followed:

- **Request for Public Assistance form (RPA)** must be submitted to the state no later than **April 12, 2020**. All counties should submit, even if costs have not yet been incurred.
 - Since this virus has a potential to spread quickly, counties without accrued costs may now find themselves needing assistance after the deadline. Your RPA form can always be withdrawn if needed.
 - Remember, the RPA does not guarantee you will receive any funding. It is a trigger for FEMA to reach out to you and discuss your accrued costs.
 - RPA form attached.
- **Applicant Briefings** will be scheduled as soon as the Indiana receives more clarification from FEMA. Generally, the applicant briefings are scheduled before requesting the submission of RPAs. Due to time constraints we have reversed this process.
- **Category B**, is an emergency protective measure category.
 - Work must relate to measures taken before, during, and after an emergency to eliminate/reduce an immediate threat to life, public health, or safety, or to eliminate/reduce an immediate threat of significant damage to improved public and private property through cost-effective measures.
 - IDHS is requesting counties begin collecting documentation related to this event. Labor documentation, equipment logs, materials invoices/requests, and/or contracts are all examples of documentation that counties should begin collecting. While this documentation does not need to be sent to the state at this time, it will be requested later, and having it on hand will help expedite the process later.
 - Accrued costs must be shown they are specifically related to the COVID-19.
 - Though these are not being collected at this time, it would be a good idea to start gathering pertinent information.
 - No duplicate funding: Only one federal source of funding can be used per cost accrued. If transactions are covered through the HHS it can not be claimed through the PA Federal Funding. (More information concerning this will be coming.)
 - See attachment for further breakdown of what costs need to be gathered.
- **FEMA Grants Portal**
 - If your county does not already have access to the FEMA Grants Portal system, the primary point of contact listed on your completed RPA will need to be set up with an account to access the system.
 - A member of your organizations administrative staff is recommended, as they may be best suited to access this system on a regular basis.
 - State Public Assistance Program staff with IDHS will be available to help with those who are having difficulties with the system. Please email all questions to PA@dhs.in.gov.

A brief explanation of the Federal Grants portal is included at the end of this message for those unfamiliar with the system.

The situation surrounding this event is still very fluid, and the state is awaiting further guidance from our federal partners. Even so, IDHS seeks to ensure all affected areas within the state are as prepared as possible for what's to come. If you have any questions, please contact IDHS PA staff at PA@dhs.in.gov.

Thank you,

Public Assistance Program
IDHS

FEMA Grants Portal

The FEMA Grants Portal serves as a one-stop shop for all disaster-related tracking and documentation needs following a presidential declaration. FEMA, along with all US states, uses this system to track all disaster recovery activity, allowing users to upload all relevant documentation, including but not limited to the following:

- Labor records, such as timesheets
 - Equipment usage logs
 - Materials invoices
 - Insurance records
 - Organizational pay policies/benefits information
 - Contract information, such as bids and final contract agreements
 - Before-and-after photo documentation of affected areas (if applicable)
 - The system allows for organizations to have multiple points-of-contact listed, and it is recommended that a member of the administrative staff be included.
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ATTACHMENTS

- [Category-B-Emergency-Protective-Measures.pdf](#)
- [FEMA-Request-for-Public-Assistance.PDF](#)