



## Project Roomkey/Housing and Homelessness COVID Response- FEMA Reimbursement Guidance

### Seeking Reimbursement Funding Through the FEMA Public Assistance Program

FEMA is providing 100% federal cost share reimbursement funding for **eligible** Project Roomkey activities that meet FEMA documentation requirements. The first step in participating in the FEMA Public Assistance Program begins with submitting an online Request for Public Assistance application (RPA). If you have not yet submitted an RPA, please do so by requesting an invitation to FEMA Grants Portal. Simply email [disasterrecovery@caloes.ca.gov](mailto:disasterrecovery@caloes.ca.gov) expressing your desire to apply for the FEMA-4482-DR-CA event Project Roomkey. Upon receipt, you'll be contacted by a Cal OES representative who will assist you throughout the reimbursement process. Alternatively, you can submit a request directly into FEMA's Grants Portal (See Section 3 below).

#### FEMA Public Assistance Program Project Roomkey Frequently Asked Questions

##### 1. Who is eligible to apply?

Public agencies such as cities, counties, state agencies, special districts, and federally recognized Indian Tribal governments are eligible to apply for Public Assistance. Certain Private Nonprofit Organizations may be eligible for Public Assistance. Contact Cal OES at [disasterrecovery@caloes.ca.gov](mailto:disasterrecovery@caloes.ca.gov) for additional information regarding Private Nonprofit Organizations and eligibility criteria.

##### 2. What are eligible costs?

Project Roomkey is a Non-Congregate Sheltering (NCS) program currently reserved for those persons experiencing homelessness who meet the criteria in a-c below. FEMA will reimburse Emergency NCS costs incurred for:

- a.) Individuals who test positive for COVID-19 that do not require hospitalization but need isolation or quarantine (including those exiting from hospitals).
- b.) Individuals who have been exposed to COVID-19 (as documented by a state or local public health official, or medical health professional) that do not require hospitalization but need isolation or quarantine.
- c.) Individuals who are asymptomatic, but are at "high-risk," such as people over 65 or who have certain underlying health conditions (respiratory, compromised immunities, chronic disease), and who require Emergency NCS as a social distancing measure.

Eligible costs for Project Roomkey include the provisions for lodging and wraparound services that are deemed reasonable and necessary for conducting non-congregate sheltering operations e.g. shelter operations, security, housekeeping, meals, face coverings/PPE, etc.



### **3. What are ineligible costs?**

Costs to provide mental health counseling, case management, and assistance with rehousing in longer-term, permanent housing (e.g., landlord incentives) are generally not covered by FEMA.

### **4. How do I apply?**

Submit a Request for Public Assistance (RPA) by emailing: [disasterrecovery@caloes.ca.gov](mailto:disasterrecovery@caloes.ca.gov) or submitting directly into FEMA's Grants Portal by visiting <https://grantee.fema.gov>

### **5. What data needs to be collected and provided to FEMA?**

Items include, but are not limited to:

- Name and address of each Roomkey site.
- Reason for quarantine/shelter (see item 2 above).
- Daily count of number of rooms occupied (# of people per room)
- Age of each person using room.
- Number of days each person is sheltered.
- Agreements for room rental, security, housekeeping, deep cleaning, and meals, if applicable.
- Invoices for necessary personal protective equipment for staff and homeless individuals.

### **6. When is the deadline to apply?**

The incident period for the FEMA-DR-4482-CA COVID-19 Pandemic disaster currently remains "open." RPAs can be accepted for a period of 30 days after the incident period is "closed." Presently, FEMA has not yet announced a closure date for this event. However, it is recommended that claims be processed through December 30, 2020 and quarterly thereafter.

### **7. Who will be my Cal OES Point of Contact?**

Once the RPA has been submitted in FEMA's Grants Portal, Cal OES will assign a State Point of Contact that will reach out to introduce themselves, answer any questions, and begin working with the Applicant to submit the Streamlined Project Application.

### **8. What is a Project Worksheet? Do I need to wait until the program has ended to submit a Project Worksheet?**

Project Worksheets are for reimbursement grants prepared by FEMA in concert with the Applicants and Cal OES. Project Worksheets can be submitted while the Roomkey program is still in operation. Generally, Applicants expend their own funds up front and then are reimbursed by FEMA later. There are several ways to submit for reimbursement. Project Worksheets can be prepared in one of three ways:

- a.) Expedited Lane Project Worksheets: These are based on estimated costs and projections up to 90-days. An Applicant will receive 50% of the total project estimated, with the balance available when the project is completed and required documentation is submitted.

- b.) Completed Lane Project Worksheets: These are based on actual documented costs and do not have the 90-day limitation for capturing costs. Completed Lane Project Worksheets prepared at 100% complete are paid out without the need to request a drawdown of FEMA obligated/awarded funds.
- c.) Standard Lane Project Worksheets: For projects that have both Work Completed and Work to be Completed, a Standard Lane Project Worksheet allows for the funding of projects based on a combination of actual and estimated costs. Should the FEMA-approved project be prepared at less than 100% complete, and for a dollar amount equal or greater than the Large Project Threshold of \$131,101.00, a drawdown request for expenditures spent to date will be required to drawdown on these obligated/approved monies. The Cal OES *Large Project Reimbursement Request Form 132* is the vehicle to facilitate the drawing down of obligated/approved monies.

Standard Lane Project Worksheets prepared at less than 100% complete, and for a dollar amount below the Large Project threshold of \$131,101.00 are considered Small Projects and paid out in their entirety without the need for a drawdown request.

**9. I have received a Request for Information (RFI). What is an RFI?**

A Request for Information (RFI) is a time-sensitive request generated by the FEMA Consolidated Resource Center (CRC) where your Project Worksheet is being prepared. If you have received a RFI from FEMA, you must act swiftly to satisfy that RFI. Applicants have 15 days to respond to the issued RFI before FEMA issues a Determination Memo informing the applicant that reimbursement funding has been jeopardized. To avoid this, work with your State Point of Contact to meet the deadline.

**10. How will I be notified of a FEMA determination of eligibility for our Project?**

After your Project Worksheet has cleared the FEMA review queues, FEMA will notify Cal OES with a Notification of Obligation letter. Cal OES in-turn will transmit the Notification of Obligation to the Applicant's designated Authorized Agents. For projects that FEMA has deemed ineligible, the applicant may receive notification of disallowed costs via a Determination Memo (DM) sent to the Applicant's FEMA Grants Portal, and/or a formal transmittal from Cal OES. The Applicant has 60 days from their receipt of that DM to appeal the FEMA determination. Applicants are encouraged to immediately work with their assigned Cal OES point of contact to consult on the appeal.

**11. If I lose the appeal, is there a second opportunity to argue our case?**

Yes. You have a second opportunity, after the first, to appeal FEMA's determination. The first appeal is a consideration at the local FEMA Regional Office in Oakland, CA. The second appeal consideration take place in Washington DC. And, like the first appeal, Applicants have 60 days from receipt of FEMA Regional Office's determination of the first appeal to request a second appeal.

**12. My projects are now funded. I have no more projects forthcoming. What's next?**



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Applicants have 90 days from the completion of their project to request, complete, and submit a Project Completion & Certification Form (P.4 Form). This form initiates the Final Inspection Report/Closeout. Cal OES will need the P.4 form emailed to [disasterrecovery@caoes.ca.gov](mailto:disasterrecovery@caoes.ca.gov) accompanied by the cost-supporting documentation for those completed projects. Cal OES staff will provide technical assistance to the applicant to ensure FEMA program compliance and solicit project cost overruns if any.

Please find additional information on the FEMA reimbursement process and an annotated Project Application prepared for Project Roomkey by visiting the Population Change Institute website. Population Change Institute is a Project Roomkey technical assistance provider of the California Department of Social Services.

<https://www.populationchange.org/resources>