

# COVID-19 Relief Funding - Additional Guidance from NDDDES

The ND Department of Emergency Services (NDDDES) has shared pertinent information regarding COVID-19 relief funding guidance for park districts:

On May 18, 2020, the ND Department of Emergency Services (NDDDES) was notified that President Trump approved the use of CARES act Coronavirus Relief Funds (CRF) for use as the non-federal cost share of the FEMA Public Assistance (PA) Program. Through the PA Program, applicants are normally able to receive a 75% federal, 10% state, and 15% local cost share for eligible costs approved by FEMA. In June, NDDDES and State Office of Management and Budget (OMB) will be requesting the North Dakota Emergency Commission approve a request to allow the State to fund the entire 25% non-federal share of FEMA funding using CRF funds. If approved, there would be no required local match for FEMA funding.

Based on this information, it has been determined by NDDDES and OMB that the best way to utilize available federal funding, and reimburse as many COVID-19 costs at 100% cost share as possible, is to have all costs related to COVID-19 Emergency Protective Measures submitted through the FEMA PA Program for reimbursement. Primary examples of COVID-19 Emergency Protective Measure are provided in the following [FEMA Eligible Emergency Protective Measures Fact Sheet](#).

In an attempt to maximize all available sources of federal funding, we will be requiring applicants to submit their COVID-19 expenses to **both** NDDDES and OMB simultaneously. The State will utilize FEMA funding first whenever possible and supplement it with CRF funding for the non-federal cost share and for expenses that are not reimbursed by FEMA.

The processes to submit COVID-19 costs to NDDDES/FEMA and OMB are explained below.

## **NDDDES/FEMA Public Assistance (PA) Program Reimbursement Process**

There are two basic steps to submit COVID-19 costs through the PA Program: 1.) Register into the FEMA Grants Portal Website (if you do not already have access) and 2.) Submit your COVID-19 expenses to FEMA by completing the new COVID-19 Streamlined Application.

FEMA has developed numerous Grants Portal instructional videos that are currently available on the [FEMA PA Grants Portal & Manager](#) YouTube Channel. The video that explains how to register into the Grants Portal website can be found [here](#), and the video that explains how to complete and submit a COVID-19 streamlined project application can be found [here](#). FEMA has also created the attached Applicant Quick Guide that explains how to submit a COVID-19 Project application within Grants Portal as well.

NDDDES is recommending that applicants submit all of their COVID-19 Emergency Protective Measure costs through the PA program, even if they are not sure a cost is considered eligible for FEMA reimbursement. Submitting all Emergency Protective Measure costs to FEMA ensures that the PA Program is fully utilized, and it requires FEMA to determine eligible costs instead of the State or Local applicant. Please keep in mind that Applicants are able to add additional costs to their COVID-19 applications; the only requirement is that their initial application must be \$3,300 or greater to begin the PA process.

After an application gets submitted in Grants Portal, all attached documentation will be reviewed by FEMA. Expenses that are considered eligible will move forward to the State for review, and then the application will get sent back to the Applicant for their final review and signature. This entire process has been known to take roughly 1-2 weeks as long as applicants are monitoring the Grants Portal website, answer any questions that

come from FEMA to determine eligibility, and sign projects as they get processed by FEMA and the State. If needed, costs can be expedited if those funds need to be reimbursed in order to help save lives or reduce risks to human life and safety. Applicants need to inform FEMA and NDDDES about any costs that need to be expedited as they are submitted.

Lastly, here is a listing of FEMA Guides that have been developed specifically for COVID-19. There is additional guidance available under the resources section of Grants Portal, but these documents provide the best information about eligible applicants and costs for the time being:

- FEMA's [Public Assistance Program and Policy Guide \(PAPPG\)](#)
- FEMA Fact Sheet: Coronavirus (COVID-19) Pandemic: [Eligible Emergency Protective Measures](#)
- FEMA Fact Sheet: Coronavirus (COVID-19) Pandemic: [Emergency Medical Care](#)
- FEMA Fact Sheet: Public Assistance: [Non-Congregate Sheltering Delegation of Authority](#)
- FEMA Fact Sheet: Coronavirus (COVID-19) Pandemic: [Non-Congregate Sheltering- FAQ](#)
- FEMA Fact Sheet: [Procurement Under Grants Using Exigent or Emergency Circumstances](#)
- FEMA Fact Sheet: Coronavirus (COVID-19) Pandemic: [FEMA Assistance for Tribal Governments](#)
- FEMA Fact Sheet: Coronavirus (COVID-19) Pandemic: [Private Nonprofit Organizations](#)

### **CRF Reimbursement Process**

In order for COVID-19 costs to be considered for reimbursement under the CRF, applicants must also submit their COVID-19 related costs to OMB (including any amounts that have also been submitted to FEMA). Costs **do not** need to be officially approved and processed by FEMA when they are submitted to OMB for consideration. OMB will review all CRF requests, and will work with NDDDES to identify what costs have been approved through the PA Program and what costs need to be considered under the CRF.

To submit your COVID-19 costs to OMB, applicants need to visit the OMB COVID-19/CARES Act Resources page located at <https://www.nd.gov/omb/state-employee/team-nd-and-covid-19/covid-19cares-act-funding-resources> and submit a [Request for Allocations from the Coronavirus Relief Fund](#) form online. If a County or City applicant does not have a digital signature, then they will also need to print out, sign, and send back a [CARES Act Coronavirus Relief Fund Eligibility Form](#). All of these forms/documents, as well as links to different FEMA guides and resources, can also be found on the OMB COVID-19/CARES Act Resources Page.

This process is going to take a lot of work for all applicants, including State Agencies, Counties, Cities, Park Districts, and other political subdivisions. At this time, this is simply the best way for the State of North Dakota to stretch the federal funding that is currently available and provide as much funding to applicants as we possibly can. NDDDES will provide additional guidance or information they receive from FEMA or the US Treasury Department.

If you have questions regarding the NDDDES/FEMA process please direct them to Justin Messner, NDDDES Disaster Recovery Chief, at 701-328-8107 or [jmessner@nd.gov](mailto:jmessner@nd.gov). If you have questions regarding the OMB/CRF process please direct them to Joe Morrissette, State OMB Director, at 701-328-4606 or [jmorrissette@nd.gov](mailto:jmorrissette@nd.gov).