



DEPARTMENT OF HEALTH

Larry Hogan, Governor · Boyd K. Rutherford, Lt. Governor · Dennis R. Schrader, Secretary

FEMA Reimbursement FAQ for Maryland Schools

Below you will find several answers to questions regarding the FEMA reimbursement process. For additional information, please contact MDH.K12testing@maryland.gov.

Q: Who is eligible for FEMA reimbursement?

A: Eligible applicants include state agencies, local governments, and certain private non-profit (PNP) organizations. **PNPs must have “an effective ruling letter from the U.S. Internal Revenue Service, granting tax exemption under sections 501(c), (d), or (e) of the Internal Revenue Code of 1954, or satisfactory evidence from the State that the non revenue producing organization or entity is a nonprofit one organized or doing business under State law.”** For more PNG eligibility information, please see [here](#).

Q: What are the steps in the FEMA reimbursement process?

A:

1. Eligible schools will submit a request for an extension to submit a Request for Public Assistance (RPA). The Maryland Department of Emergency Management (MDEM) can assist you with this process. **This should be in the form of a letter/memo summarizing reasons outside the applicant’s control that they did not submit an RPA.** One example given by FEMA was that an applicant did not anticipate conducting work for COVID-19 until after the RPA deadline. This memo can be sent to nora.lagola@maryland.gov and publicassistance.mdem@maryland.gov.
2. Once received, MDEM will send this to FEMA’s Regional Administrator for review. If the extension is granted by FEMA, then you can submit your RPA via the Grants Portal. If you do not yet have a Grants Portal account for your organization, please send an email to the Public Assistance inbox (publicassistance.mdem@maryland.gov).
3. Once the RPA is approved, a FEMA Public Assistance Program Delivery Manager (PDMG) will be assigned to help the applicant build projects, which can take anywhere from a week to several depending on what is being submitted and if there are any costs on the border of eligible.
 - a. Alternatively, the applicant can submit the project themselves via the streamlined project application and then if anything comes back as potentially ineligible then a PDMG can be assigned to work through it
4. Once the project is submitted, after any eligibility questions, it takes about 2 weeks to get through the FEMA review. Though it may take longer depending on workload.
5. Once the funds are obligated to the project, it usually takes MDEM 1-2 weeks to request the money, as MDEM is the pass-through entity for FEMA.
6. Once the funds are requested, it takes approximately 4-10 weeks for the applicant to receive the money



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Q: When is the deadline to apply?

A: The deadline to submit a Request for Public Assistance (RPA) for the COVID-19 disaster was July 1, 2022. However, FEMA has the ability to extend the RPA deadline on a case by case basis for up to **90 days past this July 1 deadline, through September 29th** the latest to get an RPA in for any applicants for the COVID disaster.

Q: When should I submit the extension request to the State?

A: As soon as possible. The deadline for submitting an RPA is September 29th, and the extension must be in place before that. All letters/memos should be emailed to nora.lagola@maryland.gov and cc publicassistance.mdem@maryland.gov.

Q: I am not sure if my school will move forward with seeking reimbursement. Should my school still submit a RPA?

A: Yes! As the deadline is **Sep 29, 2022** to submit an RPA, it is highly recommended to submit the application so it is in place. If you choose not to submit a project at all, the RPA can be withdrawn by you at any time with no obligation to seek funding. But once this deadline is past there cannot be an additional extension.

Q: What documents are required to submit an RPA?

A: **Private non profit schools:** Proof of 501 ©, (d), or (e) status or Maryland tax exemption, proof of accreditation, proof of legal responsibility for the facility being claimed (lease, deed, tax documents), and proof of insurance (any type of insurance, no need for pandemic specific).

For school systems that are part of the county government: No documents needed for the RPA.

Q: What documents are required to submit reimbursement?

A: Some documents include: Vendor contracts and appropriate licenses, invoices for the reimbursement period, request for proposal(s), where applicable

Q: Am I only eligible to receive reimbursement for the 2022-2023 school year?

A: No! Once your Request for Assistance is approved, you may begin submitting reimbursement requests for eligible costs incurred due to the COVID-19 pandemic starting from January 20, 2020.



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Q: What costs are allowable for FEMA reimbursement?

A: FEMA may provide assistance to all eligible PA Applicants for the following measures implemented to facilitate the safe opening and operation of all eligible facilities in response to COVID-19 declared events:

- Purchase and distribution of face masks¹⁵, including cloth face coverings, and personal protective equipment (PPE)
- Cleaning and disinfection, including the purchase and provision of necessary supplies and equipment in excess of the Applicant's regularly budgeted costs
- COVID-19 diagnostic testing
- Screening and temperature scanning, including, but not limited to, the purchase and distribution of hand-held temperature measuring devices or temperature screening equipment.
- Acquisition and installation of temporary physical barriers, such as plexiglass barriers and screens/dividers, and signage to support social distancing, such as floor decals.
- Purchase and storage of PPE and other supplies listed in this section should be based on projected needs for the safe opening and operation of the facility.

Q: What percentage of my costs will be reimbursed?

A: Reimbursement is 100% of eligible costs incurred from January 20, 2020 - July 1, 2022. After which the reimbursement will be 90%.

Q: When do I need to submit reimbursement for costs incurred?

A: Any costs incurred from January 20, 2020-July 1, 2022 must be submitted as a project by December 31, 2022. Costs incurred after July 1, 2022 do not yet have a deadline.

Q: How often can I submit a reimbursement request for FEMA?

A: Schools may submit a reimbursement request, also known as a project, at a frequency of their choosing as long as each project has a minimum cost of \$3,300. The projects can be separated by type of cost (PPE, contract costs, labor, etc), time period (month to month, quarterly, etc) or however else you'd like to do it. It is important to keep in mind the deadlines listed above.

Q: Where can I find additional information?

A: The [Maryland Department of Emergency Management](#) has a wealth of information on FEMA reimbursement, as well as the [FEMA Request for Public Assistance site](#).

Q: Who do I contact if I have additional questions?

A: Please reach out to mdh.k12testing@maryland.gov.