



California Community Colleges

MEMORANDUM

April 2, 2020

FS 20-03 | via email

TO: Chief Executive Officers
Chief Business Officers
Facilities Directors

FROM: Lizette Navarette, Vice Chancellor, College Finance and Facilities Planning
Division

CC: Eloy Ortiz Oakley, Chancellor
Paul Feist, Vice Chancellor, Communications and Marketing Division
All-CCCCO Staff

RE: Information About Federal Emergency Management Agency Public Assistance

In the wake of the COVID-19 pandemic, institutions of higher education responded quickly to mitigate the immediate impacts to students, faculty, and staff, while also supporting continuity of education. While critical, these efforts have resulted in unanticipated expenditures of limited resources. To ensure districts leverage all available resources, this memo provides information about available federal reimbursements.

FEDERAL EMERGENCY MANAGEMENT AGENCY PUBLIC ASSISTANCE PROCESS

On March 22, 2020, the President approved the Major Disaster Declaration FEMA-4482-DR, California Disaster Declaration (DR-4482) for the California COVID-19 pandemic. The approval of the DR-4482 authorizes the Federal Emergency Management Agency's (FEMA) Public Assistance to process reimbursement for emergency protective measures related to COVID-19. FEMA and the State will review to determine applicant eligibility.

Institutions of higher education are authorized for financial assistance through FEMA. To be eligible for reimbursement, colleges or districts must submit a Request for Public

Chancellor's Office, College Finance and Facilities Planning Division

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www.CaliforniaCommunityColleges.cccco.edu

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Assistance (RPA) through the California Office of Emergency Services (Cal OES) Grants Portal account. **Applications are due no later than April 17, 2020.** The Chancellor's Office has sent contact information for each district's chief business official to Cal OES so that districts can receive information about setting-up a Grants Portal account through Cal OES. If you do not receive information in the next few days, please send a request to DisasterRecovery@CALOES.ca.gov. The reference guide for creating and setting up an account through the Grants Portal, as well as submitting the RPA, can be accessed by clicking [here](#). California Community College districts have the option of applying either as a district or at the campus level. Districts should select how they apply based on their local structure and costs.

Cal OES is providing procurement training twice a day through April 14 at 10:00 am to 12:00pm and 3:00 pm to 5:00 pm. The purpose of this training is to describe how local governments can apply for FEMA Public Assistance, and how to apply the federal procurement under grant standards, a requirement of receiving FEMA Public Assistance to help pay for the cost of responding to the COVID19 pandemic. To join the presentation, use the following hyperlink. Chrome works best:

<https://bluejeans.com/904327884?src=calendarLink>

You can also download the iPhone or Android BlueJeans app and use meeting ID: 904 327 884 or dial in using the available phone numbers below:

+1.888.240.2560 (US Toll Free)

+1.866.226.4650 (US Toll Free)

+1.888.970.4404 (US (Toll Free))

+1.855.203.2730 (US (Toll Free))

+1.888.748.9073 (United States(Primary))

+1.844.540.8065 (United States(Primary))

+1.404.458.0105 (United States)

Global Numbers: <https://www.bluejeans.com/premium-numbers>

Procurements and contracting questions should be directed to:
PAProcurement@CalOES.ca.gov.

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FEMA will also be hosting 1-hour trainings to help participants understand how to properly contract during emergency or exigent circumstances when using federal funds.

FEMA Region 9 Training Schedule	Time	Telephone Conference Code
4/3/2020	10:30 am (PDT)	Phone Number: 1-888-270-9936 Access Code: 101-7496 Link: https://fema.connectsolutions.com/ruan464yr8y2/
4/8/2020	1:30 pm (PDT)	Phone Number: 1-888-270-9936 Access Code: 101-7496 Link: https://fema.connectsolutions.com/r6ul1rmsykp/
4/10/2020	1:30 pm (PDT)	Phone Number: 1-888-270-9936 Access Code: 101-7496 Link: https://fema.connectsolutions.com/r26rvgfjxv8k/

Each application is reviewed independently by FEMA and Cal OES to determine if, when, and how much may be eligible for reimbursement. The institution will be notified by FEMA or Cal OES of its eligibility. While not all costs are reimbursable, FEMA may provide assistance for emergency protective measures including, but not limited to, the following:

- Actions taken before, during and after a disaster to save lives, protect public health and safety or eliminate immediate threat of significant damage to improved public and private property through cost effective measures, such as:
 - Centers for Disease Control and Prevention (CDC) Emergency Operation Center costs
 - Training specific to the declared event

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- Disinfection of eligible public facilities
- Technical assistance to state or local governments on emergency management and control of immediate threats to public health and safety
- Emergency medical care, such as:
 - Non-deferrable medical treatment of infected persons in a shelter or temporary medical facility
 - Related medical facility services and supplies
 - Temporary medical facilities and/or enhanced medical/hospital capacity (for treatment when existing facilities are reasonably forecasted to become overloaded in the near term and cannot accommodate the patient load, or to quarantine potentially infected persons)
 - Use of specialized medical equipment
 - Medical waste disposal
 - Emergency medical transport
- Medical sheltering (e.g., when existing facilities are reasonably forecasted to become overloaded in the near future and cannot accommodate needs), such as:
 - All sheltering must be conducted in accordance with standards and/or guidance approved by the U.S. Department of Health and Human Services (HHS) or the CDC and must be implemented in a manner that incorporates social distancing measures
 - Non-congregate medical sheltering subject to prior approval by FEMA and limited to that which is reasonable and necessary to address the public health needs of the event, pursuant to the direction of appropriate public health officials, and does not extend beyond the duration of the public health emergency
- Broad reimbursement categories applicable to higher education institutions include:
 - Purchase and distribution of food, water, ice, medicine, and other consumable supplies, to include personal protective equipment and hazardous material suits

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- Movement of supplies and persons
- Security and law enforcement
- Communications to the public of general health and safety information
- Operational costs such as reimbursement for state and/or local government force account overtime costs
- Reimbursement for materials pulled from inventory, vehicle usage for control of immediate threats to public health and safety, laptops if used to help facilitate the emergency response
- Direct administrative costs in the FEMA process

Costs that are not reimbursable through the FEMA Public Assistance process include lost revenue such as bookstore, cafeteria, and community education anticipated revenue.

Information about eligible emergency protective expenditures can be found in the [Public Assistance Program and Policy Guide \(FP 104-009-2 / April 2018\)](#). FEMA will not duplicate funds provided by the HHS or the CDC.

CONTACTS

For more information and updates regarding the Novel Coronavirus, visit the [Cal OES website](#) or the [Chancellor's Office website](#). For questions about this memo, you can contact me at (916) 324-9508 or lnavarette@cccco.edu or Hoang Nguyen, Director of Facilities Planning Unit at (916)327-5363 or hnguyen@cccco.edu.