



Delaware Emergency Management Agency State of Delaware, Department of Safety and Homeland Security

Guidance for reimbursement of non-congregate sheltering for COVID-19

Subsequent to President Trump's March 13, 2020, Nationwide Emergency Declaration for Coronavirus 2019 (COVID-19), the U.S. Department of Homeland Security's Federal Emergency Management Agency (FEMA) recognizes that non-congregate sheltering may be necessary in this Public Health Emergency to protect public health and save lives. FEMA has approved a state-wide waiver for non-congregate sheltering. This approval extends for 30 days from the date of issuance (April 1, 2020) and will be re-assessed by FEMA every 30 days for as long as there is a public health need.

For reimbursement under Public Assistance Emergency Protective Measures, the State of Delaware will be the Applicant and the jurisdictions/agencies seeking reimbursement for the operations of non-congregate sheltering will be considered Sub-Applicants. Sub-Applicants that may be eligible for reimbursement are [Private Non Profits](#), COC (Continuum of Care), Homeless Shelters, and Local Governments.

Sub-Applicants **must** [register](#) in FEMA Grants Portal and submit a Request for Public Assistance (RPA) through the grants portal. If the sub-applicant does not submit an RPA, they will not be able to receive PA funds. Finally, the sub-applicant must also submit a completed [Non-Congregate Shelter Tracking Form](#) to DEMA for **each** individual that they place in non-congregate sheltering. The Non-Congregate Tracking Form is a mechanism to provide sufficient data and documentation to establish the eligibility of costs for which the sub-applicant is requesting PA funding (including the need for non-congregate sheltering of each individual, length of stay, and costs).

The approved date for reimbursement of non-congregate shelter operations begins April 1, 2020. However, non-congregate sites that opened before April 1, 2020 may still be eligible for the reimbursement. If there are any request for funding for non-congregate sheltering that happened prior to the April 1, 2020, submit a completed [Non-Congregate Shelter Tracking Form](#) to DEMA for **each** individual that they place in non-congregate sheltering.

FEMA approves non-congregate sheltering for individuals that meet the following criteria:

- Specific to homeless populations, FEMA has approved non-congregate sheltering for individuals that meeting one or more of the following criteria:
 - Test positive for COVID-19 who do not require hospitalization but need isolation (including those exiting from hospitals)
 - Have been exposed to COVID-19 who do not require hospitalization but whom warrant quarantine
 - Persons needing social distancing as a precautionary measure, as determined by public health officials, particularly for high-risk groups such as people over 65 or with certain underlying health conditions (respiratory, compromised immunities, chronic disease).



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- First responders and health care workers, FEMA approves non-congregate sheltering for individuals who are at reasonable risk, as determined by public health officials, of exposure to COVID-19 and cannot return to their usual residence due to risk of infecting other household members.

FEMA will not reimburse for the sheltering of asymptomatic individuals that are not among the foregoing categories but whose living situation makes them unable to adhere to social distancing guidance.

Wrap-around services will be reviewed for eligibility based on the type of shelter facility, the specific needs of those sheltered, and those services determined necessary to protect public health and safety and in accordance with guidance provided by appropriate health officials. Due to the current ambiguity of what is considered wrap-around services, please keep documentation and records of all services you believe are pertinent. Support services such as case management, mental health counseling, and transportation are not eligible at this time. However, it is important to still track these costs, in the event there is a change.

FEMA does not mandate that the applicant or sub-applicants pursue a specific option or options for temporary facilities to be used for non-congregate sheltering. Options for non-congregate settings include but are not limited to hotels, motels, trailers, dormitories or other locations that meet the State Health Director's directive and are cost effective and practical.

To be considered for reimbursement, Sub-Applicants must comply with the [Federal Procurement Under Grants Conducted Under Exigent or Emergency Circumstances guidance](#) (March 20, 2020) and include a termination for convenience clause in its contracts for sheltering and related wrap-around services, such as food, security services, and care for those with disabilities or access and functional needs.

FEMA will not approve Public Assistance reimbursement that duplicates funding by another federal agency, including but not limited to the U.S. Department of Health and Human Services or Centers for Disease Control and Prevention. Eligible Sub-Applicants will need to maintain records to provide sufficient data and documentation to establish the eligibility of costs for which it is requesting Public Assistance reimbursement (including the need for non-congregate sheltering of **each** individual, costs and length of stay). Appropriate lengths of stay should be based on guidance from public health officials or CDC (e.g., when it is appropriate for someone to no longer be considered infected and therefore do not require isolation). Lack of sufficient supporting documentation may result in FEMA determining that some or all of the costs are ineligible.

The following information for each operational non-congregate shelter site shall be reported to Muriel Gillespie at muriel.gillespie@delaware.gov every Friday by COB.

- Location Name



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- Location Address
- Building Type (Hotel/Motel, Dormitory, etc.)
- Maximum Capacity Current Number of Individuals Sheltered (as of midnight the previous day)

All potential eligible expenses, including wrap-around services needs to be submitted by April 30, 2020 or at the end of the disaster. Completed [Non-Congregate Shelter Tracking Forms](#) and questions regarding non-congregate sheltering should be sent to Jessica McIntire at DEMA (Jessica.McIntire@delaware.gov).