



SUBMIT COMPLETED FORMS TO:  
 Alternate Site Sheltering Taskforce  
 Delaware Emergency Management Agency  
 PHONE: 302-233-8853 EMAIL: [Jessica.McIntire@DELAWARE.GOV](mailto:Jessica.McIntire@DELAWARE.GOV)

## Non-Congregate Sheltering Intake Form

The Delaware Emergency Management Agency is recommending use of the Non-Congregate Sheltering Intake Form to report and track community members who are homeless, first responders, and community members living in congregate settings with individuals recognized as high-risk, that do not require hospitalization but are required to isolate or quarantine that are provided alternate housing.

### Agency Information

Requesting Agency:	
Address:	
Shelter Manager/Agency Point of Contact:	Phone Number:
Email:	Date Received:

### Screening

Population served:	
Individual Reference Number (no PII):	
Brief Description or Justification:	

### Reason for Isolation/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):	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	N/A: <input type="checkbox"/>
Persons exposed to COVID-19 who do not require hospitalization but whom warrant quarantine:	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	N/A: <input type="checkbox"/>
Persons that have tested positive for COVID-19 who do not require hospitalization but need isolation (including those exiting from hospitals):	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	N/A: <input type="checkbox"/>
Other:			

### Public Health Review

Date Tested:		N/A: <input type="checkbox"/>
Date Reported to Office of Epidemiology: (888-295-5156)		N/A: <input type="checkbox"/>

### Recovery

Cleared as 'Recovered':	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	N/A: <input type="checkbox"/>
Date cleared as 'recovered' by DPH Office of Epidemiology:			



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Non-Congregate Sheltering		
Shelter-in-place site:	Address:	
Point of Contact:	Phone Number:	
Email:		
Initial Funding Source:		
Shelter Costs		
	Per Day:	Length of Stay Total:
Lodging:		
Feeding:		
Transportation:		
Laundry:		
Disinfection of isolation sites:		
Security Services:		
Care for individuals with Disabilities or Access and Functional Needs:		
Total Costs:		

**Authorized Agency Signature:**

**Date:**

**Reviewed by DEMA Signature:**

**Date:**



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## Eligibility Criteria

Approval is limited to emergency, non-congregate sheltering costs that are reasonable and necessary to address the public health needs resulting from FEMA-3449-EM-DE. Approval is limited to costs associated with sheltering individuals through April 30, 2020, unless the public health needs should sooner terminate. DEMA must obtain FEMA's approval for any time extensions, which should include a detailed justification for the continuing need for emergency non-congregate sheltering. 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.

DEMA must follow FEMA's Procurement Under Grants Conducted Under Exigent or Emergency Circumstances guidance and include a termination for convenience clause in its contracts for sheltering and related services, such as food, security services, and care for those with disabilities or access and functional needs. FEMA will not approve PA funding that duplicates funding by another federal agency, including the U.S. Department of Health and Human Services or Centers for Disease Control and Prevention. DEMA must comply with, and enable FEMA to comply with, applicable environmental and historic preservation laws, regulations, and executive orders or funding may be jeopardized.

DEMA will need to maintain tracking mechanisms to provide sufficient data and documentation to establish the eligibility of costs for which it is requesting PA funding (including the need for non-congregate sheltering of each individual, length of stay, and costs). DEMA should track populations of homeless, health care workers and first responders separately as future appropriations may duplicate funding by another federal agency. As with any activity, lack of sufficient supporting documentation may result in FEMA determining that some or all of the costs are ineligible.

Specific to homeless populations, FEMA approves non-congregate sheltering for individuals that meet 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).

For 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.