



**THE COMMONWEALTH OF MASSACHUSETTS  
EXECUTIVE OFFICE OF PUBLIC SAFETY AND SECURITY**



**MASSACHUSETTS EMERGENCY MANAGEMENT AGENCY**

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Charles D. Baker  
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Samantha C. Phillips  
Director

Karyn E. Polito  
Lieutenant Governor

Thomas A. Turco, III  
Secretary

**Coronavirus (COVID-19) Pandemic**

**Guidance on Eligible Costs**

**FEMA-3438-EM-MA, Emergency Declaration**

Under the COVID-19 Emergency Declaration, emergency protective measures (response costs) including, but not limited to, the following, may be eligible for reimbursement through FEMA or other federal agencies. It is important that applicants track their costs for the duration of the response to be ready to submit for reimbursement once the crisis has passed. Costs will be evaluated at that time and routed to the appropriate federal agency for reimbursement.

- Management, control and reduction of immediate threats to public health and safety:
  - Emergency Operation Center costs
  - Training specific to the declared event. This may include PPE training, medical shelter operations, etc.
  - Disinfection of eligible public facilities
  - Technical assistance to local governments or eligible PNPs on emergency management and control of immediate threats to public health and safety
- Emergency medical care:
  - 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)
  - All sheltering must be conducted in accordance with standards and/or guidance approved by HHS/CDC and must be implemented in a manner that incorporates social distancing measures

Region I  
P.O. Box 116  
365 East Street  
Tewksbury, MA 01876  
Tel: 978-328-1500 Fax: 978-851-8218

Region II  
3<sup>rd</sup> Floor – Suite 9  
1213 Purchase Street  
New Bedford, MA 02740  
Tel: 774-762-4877 Fax: 508-820-2030

Region III / IV  
1002 Suffield Street  
Agawam, MA 01001  
Tel: 413-750-1400 Fax: 413-821-1599

- Non-congregate medical sheltering is subject to prior approval by FEMA and is limited to that which is reasonable and necessary to address the public health needs of the event, is pursuant to the direction of appropriate public health officials and does not extend beyond the duration of the Public Health Emergency
- Household pet sheltering and containment actions related to household pets in accordance with CDC guidelines
- Purchase and distribution of food, water, ice, medicine, and other consumable supplies, to include personal protective equipment and hazardous material suits
- Movement of supplies and persons
- Security and law enforcement
- Communications of general health and safety information to the public
- Search and rescue to locate and recover members of the population requiring assistance

## TYPES OF ELIGIBLE COSTS

- Force Account Labor (Permanent, Part-time, Seasonal, Re-assigned, Disaster Hires, Backfill Employees)
  - Overtime costs only for regularly budgeted staff
- Force Account Equipment and Leased Equipment
- Material (Purchased supplies and/or taken from stock)
- Contract Services
- Mutual Aid - mutual aid agreement must reference compensation

## PROCUREMENT

Current Federal procurement standards (found at 2 C.F.R. § 200.320(f)(2)) allow non-state entities to noncompetitively procure contracts (i.e., sole-sourcing) under certain emergency or exigent circumstances. FEMA defines an emergency or exigent circumstances as unexpected and unusually dangerous situations requiring immediate action or an urgent need for assistance or relief. For additional information regarding procurement requirements, please refer to the attached procurement guidance.

## QUESTIONS

All questions regarding cost tracking and eligibility may be submitted to MEMA by clicking the following link:

[Submit a Cost Tracking and Eligibility Question](https://massgov.formstack.com/forms/em3438_declaration_fema_pa_questions)

(questions url: [https://massgov.formstack.com/forms/em3438\\_declaration\\_fema\\_pa\\_questions](https://massgov.formstack.com/forms/em3438_declaration_fema_pa_questions))