



FEMA

RECOVERY

FACT SHEET

9580.7

HOST-STATE EVACUATION AND SHELTERING FREQUENTLY ASKED QUESTIONS (FAQ)

Overview

FEMA Recovery Policy DAP9523.18, *Host-State Evacuation and Sheltering Reimbursement*, establishes the procedures for reimbursing host-States for the cost of evacuation and/or sheltering support provided to impact-States when the impact-State or FEMA request such support. A State, or Indian Tribal Government, that, by agreement with an impact-State or FEMA provides evacuation and/or sheltering support to evacuees from another State (“impact-State”) that has received a Presidential emergency or major disaster declaration may seek reimbursement for eligible sheltering and evacuation costs through:

- Existing mutual aid agreements (including Emergency Management Assistance Compact [EMAC] agreements) with the impact-State; and/or
- Direct reimbursement from FEMA when an impact-State has requested assistance from FEMA in accordance with 44 CFR §206.208, **Direct Federal assistance**, to address evacuation and sheltering needs of disaster survivors that are beyond its ability to address in-state, and a host-State agrees to a request to provide such assistance.

These Frequently Asked Questions (FAQs) clarify eligible host-State evacuation and sheltering costs.

Host-State Evacuation and Sheltering FAQ

Questions & Answers (Q&A)

Sheltering Eligibility Questions

1. **Are the regular- or straight-time salaries and benefits of a host-State's permanent employees who perform eligible host-State sheltering activities under a mutual aid agreement eligible for reimbursement?**

Yes. These costs are eligible when the host-State performs eligible sheltering activities in accordance with a mutual aid agreement between the host- and impact-States. See Disaster Assistance Policy DAP9523.6, *Mutual Aid Agreements for Public Assistance and Fire Management Assistance*, dated August 13, 2007.

2. **Are the regular- or straight-time salaries and benefits of a host-State's permanent employees who perform eligible host-State sheltering activities eligible when the host-State seeks direct reimbursement from FEMA?**

Yes. FEMA will reimburse directly the host-State for straight-time salaries and benefits for permanent employees who perform eligible sheltering activities. See 44 CFR §206.202(f)(1)(ii).

3. **Are the regular- or straight-time salaries and benefits of non-State entities' employees (i.e., local governments or private nonprofits organization [PNPs]) that provide eligible assistance under a mutual aid agreement or a contract with the host-State eligible?**

Yes.

4. **Are National Guard costs eligible?**

The costs of National Guard personnel who are in State Active Duty (SAD) status and perform eligible disaster work are eligible. Fuel and oil not covered by other Federal sources are also eligible.

The costs of National Guard personnel who are activated under Title 10 or Title 32 are not eligible for reimbursement because these costs are funded by the Department of Defense.

5. **Are costs that the host-States pay to the American Red Cross (ARC) or other Non-Governmental Organizations (NGOs) to operate shelters eligible?**

Yes, provided the host-State has an agreement with ARC and/or the NGO to operate the shelters, and the operation of the shelters is not part of these organizations' regular missions, which may

Host-State Evacuation and Sheltering FAQ

support agreements with State emergency management to assist citizens in the event of a disaster. Reimbursable costs may include food, snacks, water, and similar items; blankets, pillows, cots, hygiene kits, towels, and other hygiene products; fuel and other expenses related to the provision of services; damaged or destroyed equipment; costs to rent facilities, equipment, or other contracted services. Costs that ARC or other NGOs incur under their own authorities (i.e., independent of any Federal, State, or local request) are not eligible for reimbursement.

6. Are the costs to staff the congregate shelters with medical practitioners to provide assistance to evacuees eligible?

Yes. Costs to provide emergency medical care are eligible in accordance with Disaster Assistance Policy DAP9523.15, *Eligible Costs Related to Evacuations and Sheltering*, dated April 6, 2007.

7. Are the costs for nursing home or assisted living-related services for special needs evacuees eligible?

Yes. These costs are eligible when required by medical personnel.

8. Will FEMA reduce a host-State's claims for medical services provided to an evacuee that are covered by private insurance, Medicare, Medicaid, or a pre-existing private payment agreement?

Yes. FEMA will reduce a host-State's claims for medical services provided to an evacuee that are already covered by private insurance, Medicare, Medicaid, or a pre-existing private payment agreement.

9. Are hospitalization costs for evacuees eligible?

Yes. Only emergency medical treatment in accordance with Disaster Assistance Policy DAP9523.15, *Eligible Costs Related to Evacuations and Sheltering*, dated April 6, 2007, and Disaster Assistance Policy DAP9525.4, *Emergency Medical Care and Medical Evacuations*, dated July 16, 2008, is eligible. Long-term treatments and medical care costs incurred once a disaster evacuee is admitted to a medical care facility on an inpatient basis are not eligible. Definitive care may be covered by the Department of Health and Human Services (HHS), through private insurance, or through a combination of Medicare, Medicaid, private insurance and private pay methods.

10. Can a host-State claim costs for providing shelter to self-evacuees?

Host-State Evacuation and Sheltering FAQ

Yes. Congregate sheltering costs incurred to support self-evacuees are eligible for reimbursement through a direct reimbursement grant agreement with FEMA or through a mutual aid agreement with the impact-State.

- 11. Are costs the host-State incurs to purchase and distribute gas cards, cash vouchers, debit cards, food vouchers, and similar items of value to evacuees eligible?**

No. FEMA will not reimburse host-States under the Public Assistance program for gas cards, bus passes, cash vouchers, debit cards, food vouchers, or direct payments of any kind provided to individual evacuees for general purposes.

- 12. Are fees that the host-State waives for the use of State parks by self-evacuees with recreational vehicles (RVs) eligible?**

No.

- 13. Are the reasonable costs that the host-State incurs to provide the requested shelter capacity eligible, even if the shelter was underused or not used at all?**

Yes. Reasonable costs to set up underused or unused congregate shelters, as defined in DAP9523.15, *Eligible Costs Related to Evacuations and Sheltering*, dated April 6, 2007, may include facility costs, supplies and commodities, pay for regular employees, emergency medical services, transportation, shelter safety and security, and costs to clean and restore the facility to pre-congregate shelter condition.

- 14. Are the costs that host-States incur for hotel rooms for evacuees who are unable to return to the impact-State via the organized mass re-entry effort due to the evacuees' hospitalization eligible while they await air/rail/bus transport home?**

Yes. FEMA will reimburse the host-State for up to five nights of hotel lodging for evacuees who are discharged from a hospital after all congregate shelters have been closed and transportation cannot be arranged for departure on the same day as discharged. Otherwise, hotel costs are not eligible under DAP9523.15, *Eligible Costs Related to Evacuations and Sheltering*, dated April 6, 2007.

- 15. Are the costs that the host-State claims for paying a hotel/motel for damage that evacuees caused to the rooms eligible for reimbursement?**

Yes, if the host-State was legally responsible for the damage via a lease agreement and/or a contract with the hotel/motel.

Host-State Evacuation and Sheltering FAQ

- 16. What costs incurred by the host-State for the arrest and incarceration of evacuees who commit unlawful acts in a host-State congregate shelter are eligible for reimbursement?**

The reasonable costs incurred by on-duty law enforcement officers to detain, take into custody, or make an arrest of a person or persons for unlawful acts committed in a host-State congregate shelter are eligible. These costs may include the law enforcement officer's response costs and transport of the person or persons to a police station, jail or other booking facility. The costs of chemical tests, processing, charging, booking, and holding such a person or persons are not eligible.

For evacuees that are not charged subsequent to being taken into custody, the reasonable costs incurred for the return transport of the evacuee to a congregate shelter or to the evacuee's home-of-record in the impact-State are eligible.

- 17. What costs are eligible for reimbursement when patients in hospitals in the impact-State are evacuated, transported and admitted into hospitals in the host-State, through mission assignment with HHS? (Some patients are treated and discharged but cannot be transported back to the impact-State because evacuation orders are still in place or due to logistical delays. Some of these patients require follow-on care and shelters are not available.)**

The reasonable costs incurred by a host-State's hospital for a hotel room(s) during a patient's follow-on care, if necessary, until the patient can be transported back to the impact-State are eligible, provided Medicare, Medicaid, or private insurance does not cover these costs.

- 18. Is lost revenue related to using a facility as a shelter eligible for reimbursement?**

No.

Transportation Eligibility Costs

- 19. Are the transportation costs that a host-State incurs to return evacuees to the impact-State eligible?**

Yes. FEMA will reimburse host-States for reasonable costs of return transportation by commercial or mass transportation (i.e., air, rail, or bus) from the host-State congregate shelter to the impact-State. Also, necessary associated costs, such as security and food for the trip, are eligible. However, FEMA will not reimburse host-States under the Public Assistance program for gas cards, bus passes, cash vouchers, debit cards, food vouchers, or direct payments of any kind provided to individual evacuees.

Host-State Evacuation and Sheltering FAQ

20. What types of organized transportation costs may be eligible?

The cost to evacuate disaster survivors by air, rail, or bus may be eligible.

21. Are self-evacuee transportation costs eligible?

No. Reimbursement of self-evacuees transportation costs, whether directly or indirectly, is ineligible.

22. Who determines the return mode of transportation for evacuees?

When the impact-State determines that it is safe for re-entry, FEMA will return those Federally-assisted evacuees from host-States via the same mode of transportation used to evacuate or another mode of organized transportation agreed upon by the impact-State, host-State, and FEMA.

23. Will FEMA reimburse a host-State for the return of evacuees if the impact-State does not provide adequate means to return evacuees to the impact-State?

This should be decided on a case-by-case basis. The host-State may make reasonable arrangements for the return of affected evacuees, and be reimbursed for those incurred costs if FEMA or the impact-State cannot affect the timely return of evacuees. However, when the host-State proposes such action, the host-State should coordinate the proposed activity with FEMA and the impact-State.

24. Are costs that the host-State incurs for bus/shuttle transport to pick up evacuees at the airport/train station/bus terminal eligible when the expected plane/train/bus is re-routed, cancelled, or rescheduled?

Yes.

25. Are the transportation and related costs of transporting deceased evacuees back to the impact-State eligible?

Yes. FEMA may reimburse a host-State for reasonable costs to transport deceased evacuees and, if necessary, accompanying family members to the impact-State. The costs of State-mandated embalming and/or cremation of the body prior to return transport are also eligible. FEMA may not reimburse individuals directly. FEMA may reimburse a State agency from the impact-State for the reasonable transportation costs incurred by family members to bring their deceased back to the impact-State.

Host-State Evacuation and Sheltering FAQ

26. Are the costs associated with returning household pets to host-State evacuees eligible for reimbursement?

Yes. Reasonable transportation costs to return evacuee household pets are eligible costs. See Section 403(a)(3)(J) of the Stafford Act.

27. Are costs the host-State incurs to transport evacuees from a congregate shelter to an assisted living facility eligible for reimbursement?

Yes.

28. Are the ambulance costs to transport an evacuee from a host-State shelter to a hospital eligible?

Yes. The costs of transporting an evacuee to a hospital or other medical facility may be eligible. See DAP9523.15, *Eligible Costs Related to Evacuations and Sheltering*, dated April 6, 2007.

29. Are the ambulance costs for a hospital-to-hospital transfer eligible?

Yes. Reasonable costs to transfer an evacuee from one hospital to another hospital may be eligible provided it is a within host-State transfer.

30. Are the return transportation costs for family members of an impact-State evacuee admitted to a hospital after the congregate shelter closes eligible?

Yes.

31. Are costs of ambulances used in support of shelter operations or on-site at shelter locations eligible?

Yes.

32. Does FEMA deduct ambulance services used in support of sheltering operations charged to patients from the host-State's eligible amounts?

Yes. An eligible applicant may not seek reimbursement from FEMA for any ambulance service costs that are covered by a patient's private insurance, Medicare, Medicaid, or a pre-existing private payment agreement. FEMA requires the host-State to determine whether duplications of

Host-State Evacuation and Sheltering FAQ

benefits occurred and to offset such duplications at final reconciliation of the Project Worksheet (PW).

Procedural Questions

- 33. Can a host-State seek to recover all eligible costs through a mutual aid agreement with the impact-State and/or through direct reimbursement from FEMA?**

Yes. A host-State may request direct FEMA reimbursement for eligible sheltering costs and seek reimbursement for sheltering activities performed in accordance with a mutual aid agreement. However, a host-State may not receive funding from direct FEMA reimbursement and through a mutual aid agreement for the same item of work. See Disaster Assistance Policy DAP9525.3, *Duplication of Benefits – Non-Government Funds*, dated July 24, 2007.

- 34. Can FEMA prepare more than one PW for the host-State to document eligible host-State sheltering costs?**

Yes. The FEMA Region for the host-State and the host-State may prepare a single PW to capture all of the eligible sheltering and evacuation costs or may prepare multiple PWs to document eligible costs.

- 35. Who will prepare the PWs for host-State evacuation and sheltering costs?**

FEMA and host-State staff will prepare the PWs.

- 36. Will FEMA amend the scope of work and cost estimate of a PW to reflect updated information?**

Yes.

- 37. Will FEMA process PWs for host-States evacuation and sheltering support in the National Emergency Management Information System (NEMIS) or Emergency Management Mission Integrated Environment (EMMIE)?**

No. FEMA will not process PWs for host-State evacuation and sheltering costs in NEMIS or EMMIE. Until these procedures are automated in EMMIE, FEMA has developed a separate procedure to process these PWs.

- 38. Who will process direct payment PWs?**

Host-State Evacuation and Sheltering FAQ

The FEMA Region for the host-State will send the PWs to the FEMA Region for the impact-State for processing.

39. Are impact-States required to approve PWs before FEMA will authorize payment for direct reimbursement?

The FEMA Region for the impact-State will review the PWs with the impact-State to ensure that claimed costs are directly related to sheltering evacuees from the impact-State before FEMA processes the grant award.

40. What is the payment process?

The payment procedures set forth under 44 CFR §206.205, **Payment of Claims**, and 44 CFR §13.21, **Payment**, that States normally follow for a Public Assistance grant.

41. How will host-States receive their reimbursements?

FEMA will deposit funds directly into host-States' SMARTLINK accounts. Upon processing, FEMA will send the host-States an Award Letter indicating the funds' availability.

42. Will PWs over \$1 million require congressional notification?

Yes.

43. Who will coordinate the \$1 million PW congressional notification?

The FEMA Region for the host-State will prepare a narrative summary of the project and send it with the PW to the FEMA Region for the impact-State, which will coordinate the notification with FEMA Headquarters.

44. What level of supporting cost documentation is required for a complete/final PW?

It is sufficient for the host-State to document the actual costs, such as a summary of documentation, for the expenses incurred in the performance of eligible work, and for Public Assistance staff to review a sampling of the source documentation. The PW should, at a minimum, contain the summary and the sample.

45. How should the host-State document costs for prescription drugs that are eligible under Disaster Assistance Policy DAP9523.15?

Host-State Evacuation and Sheltering FAQ

The host-States should submit to FEMA a certification from the State's public health agency of the number of prescriptions filled and the costs. The host-State should not provide any personal identifiable medical information, Privacy Act data, or Health Insurance Portability and Accountability Act (HIPAA) information.

46. Are host-States eligible for Section 324 State Management Costs?

Yes. If FEMA provides direct Federal reimbursement to the host-State for evacuation and sheltering support, the host-State may apply for Section 324 costs of 3.90 percent of the Federal share for financial assistance received (emergency declaration) and 3.34 percent for major disasters. Reference Disaster Assistance Policy DAP9525.9, *Section 324 Management Costs and Direct Administrative Costs*, dated March 12, 2008.

47. Can host-States claim Direct Administrative Costs?

Yes. If FEMA provides direct Federal reimbursement to the host-State for evacuation and sheltering support, the host-State may claim Direct Administrative Costs in accordance with Disaster Assistance Policy DAP9525.9.

48. Are host-States required to complete a FEMA/Host-State Agreement as a condition of receiving direct reimbursement from FEMA for evacuation and sheltering costs?

Yes. The FEMA Region for the host-State(s) will draft the FEMA/Host-State Agreement and forward it to each host-State for signature by the respective Governor to establish the host-State as a grantee.

49. Are host-States required to amend their State Administrative Plans for the Public Assistance Program as an administrative requirement of receiving assistance?

Yes. 44 CFR §206.207 requires that a host-State update its State Administrative Plan to include any amendments required to meet current policy guidance. The FEMA Region for the host-State may provide technical assistance upon request in preparation of such amendment. If FEMA provides direct reimbursement and the host-State requests Section 324 State management costs, the host-State must also comply with 44 CFR §207.4(b)(3).

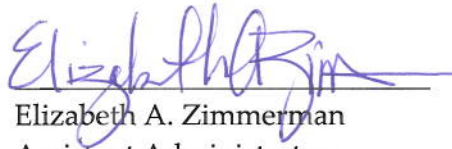
50. Under a mutual aid agreement between a host-State and the impact-State, will the host-State receive the entire 100 percent reimbursement at one time?

It depends on the terms of the mutual aid agreement negotiated between the host-State and the impact-State.

Host-State Evacuation and Sheltering FAQ

51. Can a host-State allow volunteer labor to pass to the impact-State to offset the impact-State's non-Federal share?

No. One State cannot transfer its volunteer labor to another State for use to offset the non-Federal cost share.



Elizabeth A. Zimmerman
Assistant Administrator
Recovery Directorate

7.23.10

Date