

## Letterhead

March 13, 2020

XXXX

State Coordinating Officer / Governor's Authorized Representative

RE: FEMA Non-Congregate Sheltering Delegation of Authority

Dear Mr./Ms. XXXX:

The << jurisdiction >> requests approval for a << jurisdiction >> established and managed COVID-19 pandemic outbreak non-congregate sheltering and support services.

Per FEMA COVID-19 Fact Sheets: Non-Congregate Sheltering Delegation of Authority; Procurement During Emergency/Exigent Circumstances Fact Sheet; and Eligible Emergency Protective Measures Fact Sheet; the following information is provided.

The non-congregate sheltering must be at the direction of and documented through an official order signed by a state, local, tribal, or territorial public health official.

- The << jurisdiction >> Public Health Official working in conjunction with federal and state health authorities in responding to the Public Health and Presidentially declared National Emergency, as well as to Governor's Emergency Proclamation on COVID-19 related matters, directed the isolation and quarantine of those non-hospital, admitted, suspected or recovered COVID-19 patients in non-congregate sheltering per best available health authorities guidance.

Any approval is limited to that which is reasonable and necessary to address the public health needs of the event and should not extend beyond the duration of the Public Health Emergency.

- The << jurisdiction >> elected officials responding at the direction and guidance of public health officials and emergency management personnel, will establish and manage non-congregate sheltering for the minimum time necessary to meet the public health needs of the COVID-19 Public Health Emergency.

Applicants must follow FEMA's Procurement Under Grants Conducted Under Exigent or Emergency Circumstances guidance and include a termination for convenience clause in their contracts.

- The << jurisdiction >> will follow local and state contracting requirements as well as the criteria outlined in the FEMA Procurement Under Grants Conducted Under Exigent or Emergency Circumstances Fact Sheet guidance. In addition, a termination for convenience clause will be included in the contracts.

Prior to approval, the applicant must provide an analysis of the implementation options that were considered and a justification for the option selected.

- The << jurisdiction >> will provide a cost and feasibility analysis of the non-congregate sheltering options considered given the affected population affected, the criteria for meeting either quarantine or isolation, and any additional criteria required by cognizant public health authorities. In addition, a justification will be provided for the selected option.

- If requesting a waiver for approval after the fact the justification needs to be provided as to why it was not requested prior to implementation

The funding for non-congregate sheltering to meet the needs of the Public Health Emergency cannot be duplicated by another federal agency, including the U.S. Department of Health and Human Services or Centers for Disease Control and Prevention.

- The << jurisdiction >> understands that funding for non-congregate sheltering to meet the needs of the Public Health Emergency cannot be duplicated by another federal agency and has not received funding for this requested non-congregate sheltering from any other federal funding source.

Applicable Environmental and Historic Preservation laws, regulations, and executive orders apply and must be adhered to as a condition of assistance.

- The << jurisdiction >>, as part of the siting of non-congregate sheltering will comply with all local and state requirements. In addition, it is understood that given the nexus of federal funding, applicable federal environmental and historic preservation laws, regulations, and executive orders apply and must be adhered to as a condition of federal financial assistance

If there are any questions regarding this request for FEMA Non-Congregate Sheltering, please contact XXX, XXX at (xxx) xxx-xxxx or xxxx.xxxxt@xxxxx.gov.

Sincerely,

XXX

<< position >>

<< jurisdiction >>

Enclosures:

- Analysis of implementation options considered and justification for option selected
- Siting permits for non-congregate sheltering