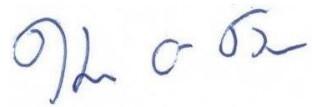




FEMA

December 16, 2020

MEMORANDUM FOR: Regional Administrators  
Regions I – X

FROM: Keith Turi  
Assistant Administrator  
Recovery Directorate 

SUBJECT: Update to Non-Congregate Sheltering Delegation of Authority  
Public Assistance Program and Policy Guide Waiver

On March 18, 2020, FEMA issued a memorandum delegating the authority for initial authorization and approval of subsequent time extensions for Public Assistance (PA) funded non-congregate sheltering associated with coronavirus (COVID-19) presidential declarations from the Assistant Administrator for the Recovery Directorate to the Regional Administrators (RA).

The purpose of this memorandum is to waive the *Public Assistance Program and Policy Guide, V3.1* (PAPPG) requirement that States, Tribes, and Territories (STT) seek time extensions for non-congregate sheltering operations every 30 days. Additionally, this memorandum intends to clarify FEMA's expectation of reporting by Recipients and Subrecipients and the eligibility of costs associated with closing shelters.

Traditionally, FEMA has required STTs to request time extensions every 30 days to ensure non-congregate sheltering operations are still necessary as an emergency protective measure and to assist applicants in managing their non-congregate sheltering populations. However, due to the ongoing nature of the public health emergency and nationwide increase in COVID-19 cases, FEMA is eliminating this requirement to continue to submit time extensions in 30 day increments.

Although the time extension request provision is waived for purposes of COVID-19 presidential declarations, FEMA still requires that STTs submit the following information to the appropriate regional office every 30 days:

- Number of opened locations
- Average length of stay
- Total number of individuals sheltered in previous 30 days
- Population type (e.g., homeless, first responders, health care workers)
- Estimated transition date to U.S. Department of Housing and Urban Development assistance

FEMA Recipients and applicants are further reminded that the following criteria still apply when conducting non-congregate sheltering operations:

- 1) 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.
- 2) Any approval of funding 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.
- 3) 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.
- 4) 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.
- 5) Applicable Environmental and Historic Preservation laws, regulations, and executive orders apply and must be adhered to as a condition of assistance.

FEMA will continue to assess the status of the incident and whether there is a continuing need for such assistance. Based on such an assessment, FEMA RAs may end or otherwise modify the authorization for non-congregate sheltering and in such circumstances will provide a minimum of 30-day advance notification of the end or modification of the authorized provision of non-congregate sheltering. Additionally, applicants may be eligible for additional funding up to 30 days after the end of the incident period or public health emergency for costs associated with closing non-congregate shelter operations.

If you have any questions, please contact David Grecco, Regulations and Policy Branch Chief at [David.Grecco@fema.dhs.gov](mailto:David.Grecco@fema.dhs.gov).