

## **Information on how to apply for FEMA Public Assistance Grant related to COVID-19:**

The regulations to the Stafford Act, which creates FEMA (Federal Emergency Management Association) and governs how it allocates aid, allow FEMA to reimburse state and local governments for the following expenditures related to the COVID-19 emergency:

- 1) the labor costs of the local government's employees;
- 2) the costs the local government incurs through the use of its own equipment and facilities;
- 3) the materials that the local government uses to combat the emergency, whether those materials are owned by the government or are purchased to respond to the emergency;
- 4) rented equipment or materials;
- 5) any contracts into which the local government enters to combat the emergency. *See 2 CFR Part 200, Subpart E.*

The Stafford Act broadly defines local governments, so both local libraries and library districts are eligible to receive this reimbursement.

**First Step: Libraries must submit a request for a public assistance to IEMA (Illinois Emergency Management Agency).** The form to do that is [here](#). **Currently the application deadline is April 12, 2020.** Once completed, the request for public assistance should be emailed to IEMA at [PA.grants@illinois.gov](mailto:PA.grants@illinois.gov).

Below are examples of some of the costs for which a library may be reimbursed in each of these five categories. In each category below there is a fillable form that libraries must fill out to document these expenses. These forms should be emailed to IEMA at [PA.grants@illinois.gov](mailto:PA.grants@illinois.gov).

### **1) Labor Costs of Library Employees ([Fillable Form](#))**

All of the time that the library's employees spend responding to the COVID-19 pandemic is reimbursable. Examples of the labor costs for which a library may be reimbursed include:

- Labor costs to have library employees disinfect library facilities.
- Labor costs of putting information about COVID-19 on the library's website
- Extra staffing costs that libraries who have remained open might incur due to increased demand due to children being out of school and adults being out of work.
- Many libraries have created rapid-response information sources and have employees who are serving on community task forces providing messaging, information, and other preparedness measures. Overtime and travel costs for the employees doing this are reimbursable.
- The costs of creating and launching e-book loan programs.

### **2) The Costs that the Library Incurs Through the Use of Its Own Equipment and Facilities. ([Fillable Form](#))**

These might include:

- Purchasing and operating technology that allows the library to make its content available online. Digital cameras and videoconferencing technologies that are used to make presentations about good social distancing would fall into this category.
- Allowing health care workers to use library space to treat COVID-19 patients.
- Providing wi-fi hotspots for the community.

**3) Materials the Library Uses to Combat the Pandemic. ([Fillable Form](#))**

Any items the library uses to combat the pandemic, whether those items are in the library's inventory or are purchased by the library, are reimbursable by FEMA. These might include:

- Hand sanitizer, disinfectant, gloves, and facemasks.
- Breakfast and lunch programs for those harmed by the epidemic
- Items the library donates to the community to fight the pandemic.
- Costs for using library vehicles to provide food to those in need.

**4) Rented Equipment or Materials ([Fillable Form](#))**

These might include:

- Renting videoconferencing software or equipment that allows the library to broadcast presentations about proper social distancing.

**5) Contracts Into Which a Library Enters to Combat the COVID-19 Pandemic ([Fillable Form](#))**

These might include:

- Contracts to disinfect library facilities
- Contracts for educational content for the public