

On February 3, 2021, the Federal Emergency Management Agency (FEMA) released a Statement on 100% Cost Share.¹ Additional direction received on February 4, 2021 from the President will allow FEMA to increase this support to our State, local, tribal, and territorial partners through **additional federal funding**.²

The President's directive allows FEMA to pay 100% federal funding for the costs of activities that have previously been determined eligible, from the beginning of the pandemic in January 2020 to September 30, 2021.

Federal Cost Share Increased to 100%

Eligible work under FEMA's existing COVID-19 policies, including increasing medical capacity, non-congregate sheltering, and emergency feeding distribution will be reimbursed at 100% federal cost share. For projects that have already been approved, FEMA will amend the existing awards to adjust the federal funding amounts. No action will be required by the applicants.

Expansion of Eligible Activities at Certain Facilities

The President's directive allows FEMA to expand the activities eligible for reimbursement for work conducted after January 21, 2021 and until September 30, 2021 at 100% federal cost share. Eligible activities to promote safe opening and operation of certain facilities include:

- Provision of personal protective equipment (PPE)
- Disinfecting services and supplies

FEMA has defined these facilities as:

- Eligible schools
- Child-care facilities
- Healthcare facilities
- Non-congregate shelters
- Domestic violence shelters
- Transit systems

COVID-19 Vaccination

Costs related to vaccine distribution are covered under the 100% Cost Share. FEMA will also allow expedited

Project Worksheets (PW) to provide up-front funding for these activities. Such assistance may include:

- Leasing facilities or equipment to administer and store the vaccine
- Providing PPE and disinfection services and supplies
- Paying staff overtime for vaccine administration or logistics
- Contracting additional staff for COVID response and recovery
- Training personnel on vaccine distribution and administration
- Supplies for vaccine administration sites
- Using technology to register and track vaccine administration
- Providing public communication on vaccine efforts

Vaccine Civil Rights Considerations

To support FEMA's efforts during the COVID-19 vaccine distribution efforts, FEMA's Office of Equal Rights (OER) has provided a checklist for use by all partners to ensure access to programs and activities and the impartial and fair provision of services.

This checklist includes considerations in inclusive planning, effective communication access, language access, and physical accessibility to ensure fair and equal distribution of vaccines if federal reimbursement is being sought.³

It is expected that FEMA will issue **amended COVID-19 policies in the near future** to implement these directives.

For more in-depth information, please feel free to reach out to the Tetra Tech team.

¹ FEMA Statement on 100% Cost Share: <https://www.fema.gov/press-release/20210203/fema-statement-100-cost-share>

² Fact Sheet issued February 2, 2021: <https://www.whitehouse.gov/briefing-room/statements-releases/2021/02/02/fact-sheet-president-biden-announces-increased-vaccine-supply-initial-launch-of-the-federal-retail-pharmacy-program-and-expansion-of-fema-reimbursement-to-states/>

³ FEMA Advisory: Civil Rights Considerations During COVID-19 Vaccine Distribution Efforts (Attached)

Civil Rights Considerations During COVID-19 Vaccine Distribution Efforts

To support FEMA’s efforts during the COVID-19 vaccine distribution efforts, FEMA’s Office of Equal Rights (OER) provides this checklist for use by all partners to ensure access to programs and activities and the impartial and fair provision of services.

Background

On March 13, 2020, the ongoing novel coronavirus (COVID-19) was declared a national emergency pursuant to the Robert T. Stafford Disaster Relief and Emergency Act (Stafford Act). The COVID-19 pandemic, like all emergencies, has affected people of different races and ethnicities, geographic area and income levels. The Federal Emergency Management Agency (FEMA) is helping identify and fill resource gaps, using federal funding to accelerate state vaccination efforts and working to establish vaccine sites, in alignment with the President’s COVID-19 response plan.

FEMA remains committed to its mission of *helping people before, during and after disasters* by ensuring access to its programs and services and enforcing civil rights. FEMA’s Office of Equal Rights is responsible for ensuring compliance with and enforcement of FEMA’s external Civil Rights obligations under the Stafford Act, Civil Rights Act, Rehabilitation Act, and Age Discrimination Act. FEMA also has responsibilities under Executive Order 13166, *Improving Access to Services for Persons with Limited English Proficiency*, and Executive Order 12898, *Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations*.

Civil Rights Considerations

Inclusive Planning

Item	Complete	Incomplete
Review community demographics data to identify:		
1. Limited English proficient communities and languages for interpretation and translation of critical vaccination information;		
2. Communities unable to travel due to lack of public transportation or disabilities;		
3. Communities without available or affordable internet access; and		
4. Other underserved communities.		



FEMA

Develop plans to ensure equitable access to information and vaccination sites for all communities, including underserved communities and those protected by law (i.e., race, color, national origin, religion, sex, age, disability, English proficiency and economic status).		
Develop plans to conduct vaccinations for communities unable to travel, including the use of accessible mobile units.		
Develop messaging addressing concerns regarding site selection and accessibility, underlying conditions, religious exemptions and safety concerns.		
Develop process for citizens to file a complaint alleging a civil rights violation during vaccinations and messaging regarding process.		
Develop plans to increase public transportation, if necessary, for individuals to and from vaccination sites.		
Develop plans to support applicants in new virtual application processes, particularly communities without available or affordable internet access.		
Develop plans for the proper disposal of medical and other waste to ensure it does not disproportionately affect any community.		

Effective Communication Access

Item	Complete	Incomplete
Identify and conduct community engagement events with community-based and civil rights organizations.		
Conduct community engagement events with sign language interpreters and captioning.		
Conduct community engagement events in communities without reliable internet adoption and/or access.		
Include information on how to obtain accessible formats of documents on all communications.		
Ensure electronic information and information technology is accessible (i.e., Alt Text, high contrast).		

Ensure non-discrimination statement and contact for civil rights complaints on all communication materials.		
Increase communication access through social media platforms in ways that are accessible to individuals with disabilities (i.e., Alt Text, Closed Captioned Videos).		
Develop plans for individuals who are unable to wear masks due to medical or other conditions or who require the removal of masks to communicate.		

Language Access

Item	Complete	Incomplete
Translate vaccine and site information into commonly used languages in the community, based on your review of community demographics.		
Provide interpreters at community engagement events for commonly used languages.		
Provide interpreters at vaccination sites or by telephone for commonly used languages.		
Include information on how to obtain translated documents on all communications.		
Plan for the increased need for accessible and multilingual messaging and communications through available ethnic media outlets, wireless emergency communications, and use of virtual townhalls for coordinated communications.		

Physical Accessibility

Item	Complete	Incomplete
Ensure meeting and vaccination sites are accessible by public transportation.		
Ensure meeting and vaccination sites are compliant with ADA accessibility requirements.		
Document areas of noncompliance with ADA requirements and modifications made.		
Ensure mobile vaccination units are accessible.		
Ensure vaccination centers are equipped with assisted technology. (Ex: UbiDuos).		

Pre-identify locations to account for the care of individuals requiring additional assistance, including older adults, individuals with physical and cognitive disabilities and others with access and functional needs.		
Develop plans to provide reasonable accommodations, including persons who are unable to wear a facemask due to a disability.		
Ensure meeting and vaccination sites offer services to individuals with disabilities in the most integrated setting appropriate.		

Contact Us

If you have questions or would like assistance in completing any checklist item, please contact the External Civil Rights Division within FEMA's Office of Equal Rights. FEMA-CivilRightsOffice@fema.dhs.gov

For copies of FEMA documents in alternative formats, please call 800-621-3362 (TTY: 800-462-7585).

If you speak a language other than English and need help with this document, please call 800-621-3362 (TTY: 800-462-7585) and you will be connected to an interpreter who will assist you at no cost.

Si habla un idioma diferente al inglés y necesita ayuda con este documento, llame al 800-621-3362 (TTY: 800-462-7585) y lo contactaremos con un intérprete que lo ayudará sin costo alguno para usted.

Если вы не говорите на английском языке и нуждаетесь в помощи, позвоните по номеру 800-621-3362 (TTY: 800-462-7585). Вас соединят с переводчиком, который бесплатно поможет вам.

Se você fala um idioma além do inglês e precisa de ajuda em relação a este documento, ligue para 800-621-3362 (TTY: 800-462-7585) e você será conectado a um intérprete que irá ajudá-lo sem nenhum custo adicional.

Nếu quý vị nói một ngôn ngữ khác Tiếng Anh và cần giúp đỡ với tài liệu này, hãy gọi 800-621-3362 (TTY: 800-462-7585) và quý vị sẽ được kết nối với một thông dịch viên, là người sẽ trợ giúp miễn phí cho quý vị.

영어를 사용하지 못하는 사람으로써 본 문서에 대해 도움이 필요할 경우, 전화 800-621-3362 (텔레타이프라이터: 800-462-7585)로 연락주시면 여러분을 무료로 도와줄 통역사와 연결해 드립니다.

Si vous parlez une langue autre que l'anglais et que vous avez besoin d'aide en rapport avec le présent document, veuillez composer le 800-621-3362 (numéro TTY pour les malentendants : 800-462-7585) pour qu'un interprète soit gratuitement mis à votre disposition.

Si w pale yon lang ki pa lang Angle e ou bezwen èd avèk dokiman sa a, tanpri rele 800-621-3362 (TTY: 800-462-7585) epi yo pral konekte w ak yon entèprèt ki pral ede w, gratis.

英語以外の言語でこのページの詳細をお知りになりたい方は、お電話で800-621-3362 (TTY: 800-462-7585) までお問い合わせください。無料で通訳をご利用いただけます。

Kung nagsasalita ka ng wikang bukod sa Ingles at nangangailangan ng tulong sa dokumentong ito, mangyaring tumawag sa 800-621-3362 (TTY: 800-462-7585) at maikokonekta ka sa isang interpreter (tagasalin sa wika) na tutulong sa iyo nang walang bayad.

如果您使用除英语之外的其他语言并且就本文件需要帮助，请致电800-621-3362（听障及语障用户（TTY）：800-462-7585），您将 与翻译人员联系，该翻译人员将为您提供免费帮助。

إذا تنك ملكتتة تغل ريغ الإنكليزية واحتجت إلى مساعدة عمكالت الوثيقة، ى جريد الاتصال مقر لاد 3362-621-800 (الطباعة نء

دعب:) 7585-462-800 وسيتم وصلك عم مجر تم ي هفشد سيقدم لك المساعدة اناجم