What is Non-congregate Sheltering?

In order to minimize the spread of disease during a public health emergency such as COVID-19, Non-congregate Sheltering is necessary to facilitate appropriate social distancing amongst individuals who require isolation or quarantine due to COVID-19 exposure.

Does Non-congregate Sheltering include medical or alternate care sheltering?

No, medical or alternate care sites are intended to address specific medical needs resulting directly from a public health emergency.

Who is eligible for Non-congregate Sheltering reimbursement?

Local and county municipalities and government and some non-profit agencies.

When can Non-congregate Sheltering be used?

Non-congregate Sheltering can be used under the following situations due to COVID 19:

- First responders and healthcare workers who need to quarantine safely without exposing their families.
- First responders and health care workers who are at reasonable risk of having been exposed to COVID-19 and cannot return to their usual residence because of the risk of infecting other household members.
- Individuals in congregate shelters where remaining in said setting poses a risk to other residents.
- Homeless families, with at least one member who tested positive for COVID-19, who live in congregate shelters and will require isolation.
- Homeless individuals who require quarantine or isolation.

Where can Non-congregate Sheltering be set up?

Typical Non-congregate Sheltering locations are hotels or motels, camps, conference centers, and college and university dormitories. The exception being that a State of Maine Community College or University can be utilized only when such a request to do so through WebEOC has been authorized by the State Emergency Operations Center at the Maine Emergency Maine Agency.

While the state of Maine has distributed a list of hotels and motels available for Non-congregate Sheltering, a local resource can be used due to prior arrangements or existing relationships.

Who determines when Non-congregate Sheltering should be used?

The location for Non-congregate Sheltering is to be determined at the sole discretion of the local or county municipal government. Municipalities and agencies are encouraged to partner and collaborate with their county Emergency Management Agency (county EMA) to coordinate resources efficiently.
Who is responsible for setting up the Non-congregate Sheltering?

The local or county municipal government (i.e., requesting entity) is responsible for making the necessary reservations and payment arrangements with the facility being used for Non-congregate Sheltering. If a request for Non-congregate Sheltering at a Community College or University Dormitory is approved, the State Emergency Operations Center and Maine Emergency Management Agency will reach out to the College or University point of contact to inform them of the task assignment. The College or University point of the contact will then coordinate with the requesting entity for fulfillment.

How long can First Responder, Health Care Worker or Homeless individuals be housed in Non-congregate Sheltering?

The maximum amount of days authorized for Non-congregate Sheltering is 14 days per person.

What is needed and how do we submit reimbursement?

Non-Congregate Sheltering Reimbursement Process

Funding for emergency non-congregate sheltering that is reasonable and necessary to address public health needs is an eligible expense under the FEMA Public (PA) Assistance Grant Program (per the waiver granted by FEMA Region 1 for EM-3444). This Grant is a reimbursement program whereby eligible applicants must first incur the expense before they can seek reimbursement. Eligible applicants include the State, Tribes, Local Governments and certain non-profit agencies. Applicants must follow FEMA’s guidance and provide supporting documentation to include: the need for non-congregate sheltering of each individual, length of stay, costs, and tracking of populations separately to include homeless, health care workers and first responders. Lack of sufficient documentation may result in FEMA determining some or all of the costs ineligible. FEMA will not approve Public Assistance funding that duplicates funding by another federal agency.

How to Register for Reimbursement through FEMA PA Program

FEMA uses an online tool called the FEMA Grants Portal which allows users to Register for Public Assistance and manage their reimbursement.

- **Local Governments Without Existing Accounts**
  - State and Local applicants can now create their own accounts and submit Requests for Public Assistance directly in the Grants Portal without working through MEMA by going directly to [https://grantee.fema.gov](https://grantee.fema.gov).

- **Local Government Users with Existing Grants Portal Access**
  - Entities that have already registered in the Grants Portal may submit RPA’s directly through the Grants Portal or through MEMA. **If a new user needs to be added to an existing Applicant Account, please contact MEMA at [maine.recovery@maine.gov](mailto:maine.recovery@maine.gov).** (e.g., a new fire chief can request to be added to the town’s established account. They would not register their town as a new applicant).
  - Applicants should see a link at the top of the Dashboard to submit their Request for Public Assistance.

- **Private Non-Profit Organization Access**
  - Private Non-Profits need to contact [maine.recovery@maine.gov](mailto:maine.recovery@maine.gov) with the name of their entity, contact person, email and phone number.
Contact Naomi Petley at MEMA if you have any questions on the reimbursement process at maine.recovery@maine.gov or 207-215-2764.