

**Group A: The CRCs will continue to process:**

1. Vaccine-related projects are the number one priority and will be processed with a 100% cost share. Vaccine-related work will not need to be separated from otherwise eligible medical care. Reporting on these projects will continue through the NRCC's Situational Awareness reporting processes.
2. Non-COVID projects.

**Group B: The CRCs will continue to process and remove phase 3 and 4 holds and adjust cost share to 100%:**

1. For the following COVID projects, identified under Section C.4 of the September 1<sup>st</sup> interim policy, previously processed with a 75% cost share:
  - a. Medical care
  - b. Purchase and distribution of food
  - c. Non-congregate medical sheltering
  - d. Operation of Emergency Operations Centers
  - e. Communications to disseminate public information regarding health and safety measures and provide warnings about risks and hazards.
  - f. Mass casualty management, including storage of human remains and mass mortuary services, as necessary to manage fatalities caused by COVID19.
  - g. Purchase and distribution of Personal Protective Equipment (PPE) that is directly related to the performance of otherwise eligible emergency work, or is provided to healthcare workers, patients with confirmed or suspected COVID-19 infection, and first responders.
2. All projects in Phases 2-5 that have not yet been obligated will be adjusted automatically in the system today. I will send a confirmation notice when this is complete.
3. CRC staff will process projects forward, including all projects previously on hold, once the adjustment has been made.
4. No action will be required by Regional, Field, Recipient, or Applicant staff to make these cost share adjustments.

**Group C: The CRCs will evaluate COVID projects specifically related to activities identified in the President's Memorandum. If there are no likely impacts from the President's Memorandum, the projects will be processed as detailed in Group B. If there are likely impacts from the President's Memorandum, the projects will be held in their current step to avoid unnecessary RFIs or determinations.**

1. Actions related to the safe openings and operation of schools, child-care facilities, healthcare facilities, non-congregate shelters, domestic violence shelters, transit systems, and other eligible applicants.
2. Any of the following activities that are not in conjunction with other eligibility emergency protective measures as defined in Section C.4 of the September 1<sup>st</sup> interim policy:
  - a. Purchase and distribution of PPE
  - b. Temperature scanning
  - c. Disinfection
  - d. Acquisition and installation of temporary physical barriers

**Group D: Regions and the CRCs will obligate additional funding via bulk cost share adjustments for previously obligated projects referenced in the attached spreadsheet.**

1. Each region will coordinate with its recipients to confirm alignment on cost share adjustments.

2. Each Region will notify the CRC when it is ready to complete a bulk cost share adjustment for each disaster. The CRC will coordinate with OCFO to initiate the Large Project Notification (LPN) process.
3. Prior to making the bulk cost share adjustment, there will be a single, abbreviated LPN process for projects previously obligated.
  - a. HQ OCFO and ORR will handle the notification and embargo process for retroactive cost share adjustments.
  - b. No action will be required by Regional or Field staff.
4. Following the abbreviated LPN process, the CRC will work with the Regional PA Branch Chief to complete the bulk adjustment in Grants Manager and EMMIE, which will automatically adjust the cost share for projects in process and that have already been obligated.
  - a. In each case, this will be done at the disaster level; i.e. a bulk cost share adjustment will be made for each COVID declaration in each system.
  - b. The bulk cost share adjustment will be made in both GM and EMMIE.
    - i. No reviews by PA, Recipient, or Applicant staff will be needed.
    - ii. DIU staff at the CRCs will confirm that cost share adjustments are reflected in both GM and EMMIE.
    - iii. For obligated projects, EMMIE will auto-generate an amendment to the project and bypass all review and approval steps, placing the project directly into the awards queue for the additional federal share.
    - iv. Each Region should have an individual with DRM authority award cost share changes once they appear in the awards queue.
5. Once the cost share has been adjusted, all donated resources projects will need to be deobligated. Regional or field staff will need to initiate these actions.