



REVEREND DANIEL B. CARSON

VICAR GENERAL AND MODERATOR OF THE CURIA

Dear Brother Priest,

I write today to provide you with updates. I will continue to keep you informed as we navigate this challenging time.

FEMA Reimbursement Form and Process for Archdiocese of Washington Parishes/Schools

The Federal Emergency Management Agency (FEMA) has approved the archdiocese's application on behalf of ADW parishes and schools to request reimbursement for up to 75% of parish and school's sanitization expenses that were incurred as a result of the COVID-19 pandemic from January 20, 2020 to September 14, 2020. As the next step for FEMA to reimburse for the eligible sanitization costs, ADW must submit documentation of such expenses on behalf of each parish and school.

Eligible expenses for reimbursement include:

- Third party vendor/contractor COVID-19 facility cleaning fees
- Building cleaning fees may include one-time COVID-19 sanitization by vendor, and/or recurring sanitization by vendor that is in addition to normal (non-COVID-19) cleaning
- Cleaning and disinfection supplies and equipment purchased to address COVID-19
- Please also include any specialized equipment purchased for COVID-19 disinfection purposes, including air purifiers, dehumidifiers, electrostatic sprayers, UV lights and barriers/plastic dividers.*
- Personal protective equipment: Masks, gloves, face shields *

*Please note that FEMA has not clarified whether specialized cleaning equipment and PPE are reimbursable expenses, and FEMA may not reimburse for these categories.

Employee wages, donations, volunteer time, and general operating costs or other COVID-19-related expenses are **NOT** eligible expenses for reimbursement. Expenses without supporting documentation are also not eligible for reimbursement.

This FEMA reimbursement program should not be confused with any other grant or funding source related to COVID-19 expenses. You should continue to pursue other sources of supplementary funding. If you have received any federal or state funding for the above expense categories, you may not apply for duplicate funding from FEMA.

If you are interested in submitting for reimbursement from FEMA for the above eligible expenses, please follow the instructions linked [here](#) and complete the form linked [here](#).

November 17, 2020 5:52 pm

Because all of the parish/school submissions need to be organized into one form after we receive them, handwritten forms are not acceptable. Please return the completed form by December 3, 2020 by emailing the form to fema@adw.org.

If you have any questions about the form, submission process, or eligible expenses, or if your total documentation is too large for a single email, please email fema@adw.org

Remind the Faithful of Information on the Website

The archdiocesan website in response to the coronavirus is updated regularly with information, in English and Spanish, for you and the Faithful available at adw.org/coronavirus, which includes a link to find a listing of live stream Masses and prayers available at adw.org/live-streamed-masses-and-prayers/. The *Catholic Standard* and the Spanish-language *El Pregonero* newspapers are currently available on-line at cathstan.org and elpreg.org.

As always, should you have questions or need assistance from my office and the Pastoral Center, please let us know. Please be assured of my prayers for you.

With gratitude for your priestly ministry, I am
Sincerely in Christ,
Reverend Daniel B. Carson
Vicar General and Moderator of the Curia