



Virginia Department of Emergency Management

CORONAVIRUS RECOVERY FIRST STEPS



Greetings state, local, tribal governments, and private non-profit partners,

The Virginia Department of Emergency Management (VDEM) is reaching out to initiate the initial cost recovery assessment process for the impacts from the **COVID-19 disaster event**. On March 13, 2020, the President declared the ongoing Coronavirus Disease 2019 (COVID-19) pandemic of sufficient severity and magnitude to warrant an emergency declaration for all states, tribes, territories, and the District of Columbia pursuant to section 501 (b) of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. 5121-5207 (the "Stafford Act"). State, Territorial, Tribal, local government entities and certain private non-profit (PNP) organizations are eligible to apply for Public Assistance.

VDEM's Role

VDEM leads the Recovery Section of the Virginia Emergency Support Team (VEST) and is responsible for coordinating cost recovery activities associated with COVID-19. We understand that this is an ongoing and evolving situation, but submitting your initial cost estimates for COVID-19 over the next twelve months is the first step in the process. VDEM is coordinating with the Federal Emergency Management Agency (FEMA) on the process for any potential federal reimbursement.

VDEM is requesting that the following steps happen in order to determine if your locality, tribe, agency, or private non-profit meet the eligibility requirements to be included as an applicant for federal assistance.

VDEM will update our website to reflect the new deadline if/when available. Please visit <https://www.vaemergency.gov/coronavirus/> regularly.

Step 1: Notify the VDEM Recovery Team via email of your intent to submit a damage assessment

- Contact VDEM Recovery – Recovery@vdem.virginia.gov
- VDEM staff may have to create an applicant profile for your agency/organization

Step 2: Register for an account in VirginiaPA.org (VDEM's grants portal) – <https://virginiaPA.org>

- If you are already registered, you can log-in or request your account information be emailed

Step 3: Create a damage assessment in VirginiaPA.org

- Instructions and screen shots provided on website

Step 4: Create damage sites in VirginiaPA.org, and upload supporting documentation

- Instructions and screen shots provided on website

Step 5: When all of your damage sites are entered, submit your damage assessment for VDEM review

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COVID-19 Disaster-Specific Guidance:



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For the current COVID-19 disaster declaration, the only potentially reimbursable costs are Category B-Emergency Protective Measures that do not qualify under another state or federal grant program. In accordance with section 502 of the Stafford Act, eligible emergency protective measures taken to respond to the COVID-19 emergency at the direction or guidance of public health officials' may be reimbursed under Category B of the agency's Public Assistance program. FEMA will not duplicate assistance provided by the Department of Health and Human Services (HHS), including the Centers for Disease Control and Prevention, or other federal agencies. This includes necessary emergency protective measures for activities taken in response to the COVID-19 incident. For Fact Sheets, disaster-specific guidance and other FEMA resources please visit <https://www.fema.gov/coronavirus>

Documentation Recommendations:

There is no one-sized-fits-all approach to documenting damage, work, and costs, or to collecting supporting documentation. Cost recovery and/or damage assessment teams must weigh the benefit of increased accuracy against the timeline for delivering necessary assistance.

Labor (Force Account) Tips:

For the purpose of cost recovery assessments, potential applicants may choose to use average pay rates for groups of force account employees performing similar work, if calculating the actual cost for individual employees is time prohibitive. In either case, the rate claimed needs to be reasonable for the type of work performed.

The applicant should document:

- Number of employees performing a given task
- Type of employee (budgeted or unbudgeted)
- Type of work being performed
- Regular time and overtime hours worked
- Hourly rate claimed in the summary

Equipment (Force Account) Tips:

Potential applicants may estimate the cost of force account equipment using [FEMA equipment rates](#), or Tribal, State, or local equipment rates that meet the criteria defined by FEMA.

The applicant should document:



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- Type of equipment that was leased
- Type of work being performed
- Cost of the leased equipment in a summary
- Leased equipment would be similar to contracting requirements

Materials and Supplies Tips:

The cost of supplies and materials should be based on invoices, potential applicant's established methods for pricing supplies and materials, historic prices for materials, or prices from area vendors.

FEMA will consider the cost of supplies, including materials, if:

- The supplies or materials are or will be purchased and are justifiably needed to effectively respond to and/or recover from the incident; or
- The supplies are or will be taken from the potential applicant's stock and used for the incident

Contract Services Tips:

FEMA will consider the cost of contract services based on the terms of the contract.

The applicant should document:

- All contract work and costs in a summary
- Description of the work performed under the contract
- The estimate, bid, or executed contract itself

All contracts must be in compliance with the 2 CFR 200.317-326, contract provisions, to be eligible for federal reimbursement.

Mutual Aid Agreements Tips:

When a potential applicant requests resources from another jurisdiction through a mutual aid agreement, FEMA will consider costs incurred by the potential applicant.

The applicant should include:

- Labor costs (similar to Force Account Labor requirements listed above)
- Equipment costs (similar to equipment requirements listed above)
- Supply and/or materials costs (similar to the supply/material requirements listed above)