# COVID-19 Cost Recovery Webinar for Public Schools

## **Virginia Emergency Support Team**

Finance and Admin Section
Recovery  Section

April 22,2020

# COVID-19 Cost Recovery Webinar Agenda

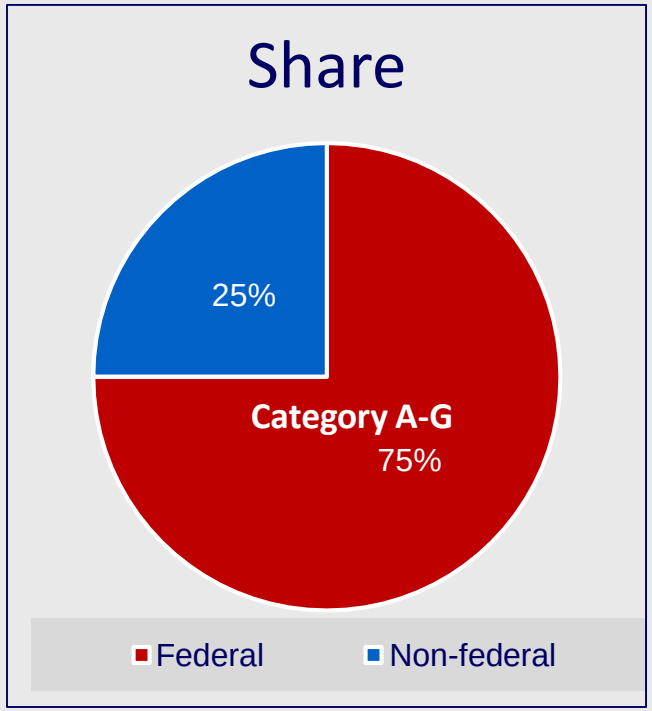
- Agenda
  - FEMA authorized assistance and eligibility
  - Eligibility Pyramid Overview – Applicant, Facility, Work, Cost
  - Category B Eligibility for COVID-19 Disaster
  - Submission of Cost Recovery Assessments – VirginiaPA.org
  - Overview of resources available

# Federal Assistance Available

- The President Declared a National Emergency on March 13, 2020
  - Authorized for the reimbursement of Category B (emergency protective measures) under the Public Assistance grant program at a 75% federal cost share
    - Minimum threshold of $3,300
  - Authorized the ability for the Commonwealth to request direct federal assistance to fulfill a specific gap or need at a 75% federal cost share (mission requests through the Virginia Emergency Operations Center)

# Public Assistance Program:

- FEMA will reimburse no less than 75% of eligible costs for project within the Category B Guidance specific to COVID-19.
- The non-federal share, remaining 25 percent, the state provides a share based on the Commission of Local Governments Fiscal Stress Index



# Eligibility Pyramid

**You must be an eligible Applicant to Apply for FEMA PA Assistance**

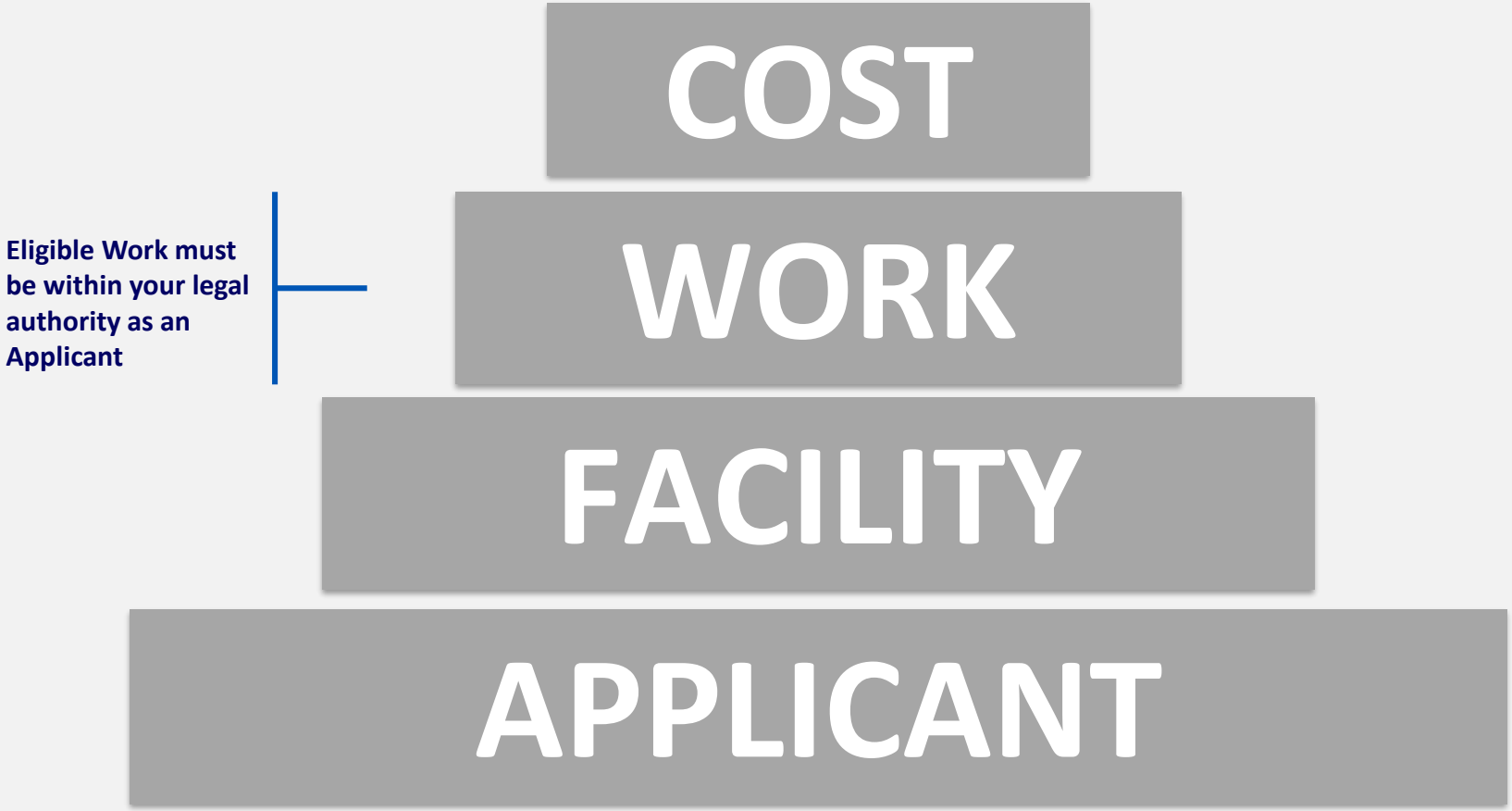
# Public School Systems as Applicants

- Each locality has the ability to chose whether the Public School system will submit their costs under the city/county OR submit independently as an applicant
- Public Schools must have a minimum of $3,300 in eligible costs to apply for assistance as an applicant
- If Public Schools do not have a minimum of $3,300 may seek to submit costs under their county, with the city/county as the applicant

# FEMA Released Guidance on Eligibility

**Facilities must be operated by the Applicant (this usually plays a bigger part in disasters with more physical damage)**

# FEMA Released Guidance on Eligibility



# FEMA COVID-19 Work Eligibility Guidance

- Management and Control to Reduce the Immediate Threat
- Medical Sheltering (when existing facilities cannot accommodate)
- Emergency Medical Care
- Resources and Supplies

# Management, control and reduction of immediate threats to public health and safety

| Eligible Work |
| --- |
| Emergency Operation Center costs |
| Training specific to the declared event |
| Disinfection of eligible public facilities |
| Technical assistance to state, tribal, or local governments on emergency management and control of immediate threats to public health and safety |

Management and Control to Reduce the Immediate Threat

# Emergency Medical Care

| Eligible Work |
| --- |
| Non-deferrable medical treatment of infected persons in a shelter or temporary medical facility |
| Related medical facility services and supplies |
| Temporary medical facilities and/or enhanced medical/hospital capacity (for treatment when existing facilities are reasonably forecasted to become overloaded in the near term and cannot accommodate the patient load or to quarantine potentially infected persons) |
| Use of specialized medical equipment |
| Medical waste disposal |
| Emergency medical transport |

Emergency Medical Care

# Medical sheltering (e.g. when existing facilities are reasonably forecasted to become overloaded in the near future and cannot accommodate needs)

| Eligible Work |
| --- |
| All sheltering must be conducted in accordance with standards and/or guidance approved by HHS/CDC and must be implemented in a manner that incorporates social distancing measures |
| Non-congregate medical sheltering is subject to **prior approval by FEMA** and is limited to that which is reasonable and necessary to address the public health needs of the event, is pursuant to the direction of appropriate public health officials and does not extend beyond the duration of the Public Health Emergency |

Medical Sheltering (when existing facilities cannot accommodate)

# Resources and Supplies

| Eligible Work |
| --- |
| Purchase and distribution of food, water, ice, medicine, and other consumable supplies, to include personal protective equipment and hazardous material suits Movement of supplies and persons |
| Security and law enforcement |
| Communications of general health and safety information to the public |
| Search and rescue to locate and recover members of the population requiring assistance Reimbursement for state, tribe, territory and/or local government force account overtime costs |
| Household pet sheltering and containment actions related to household pets in accordance with CDC guidelines |

Resources and Supplies

# FEMA Released Guidance on Eligibility

ALL Costs must be reasonable and necessary

COST

WORK

FACILITY

APPLICANT

# Costs Must Be

- Tied Directly to eligible work
- NECESSARY AND REASONABLE
- Reduced by all applicable credits
  - Ex: Insurance, other federal programs (CDC/HHS)
- Consistent with applicant's policies and procedures
- NOT ELIGIBLE – Loss of Revenue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# Cost Categories

- Force Account *(Inside Sources)*:
  - Labor
  - Equipment (FEMA Equip rates apply)
  - Materials/Supplies
- Contract Costs – *(Outside Sources)*


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# Cost: Labor

- Labor rates must be based on the applicant's pre-disaster labor policy, that is uniformly applied
- Category B – Only overtime is eligible


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# Cost: Equipment

- Force Account Equipment
- State, Local, or FEMA 2019 Equipment Rates https://www.fema.gov/schedule-equipment-rates
- Other Leased/Rental Equipment


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# Cost: Supplies and Materials

- Used for eligible work
- Reasonable and Necessary


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# Cost: Contracts

- Eligible if:
  - Comply w/Federal, State, and Local procurement procedures 2 CFR 200.317-326
  - Procurement Disaster Assistance Team
  - https://www.fema.gov/procurement-disaster-assistance-team


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# Preparation for Potential FEMA Reimbursement

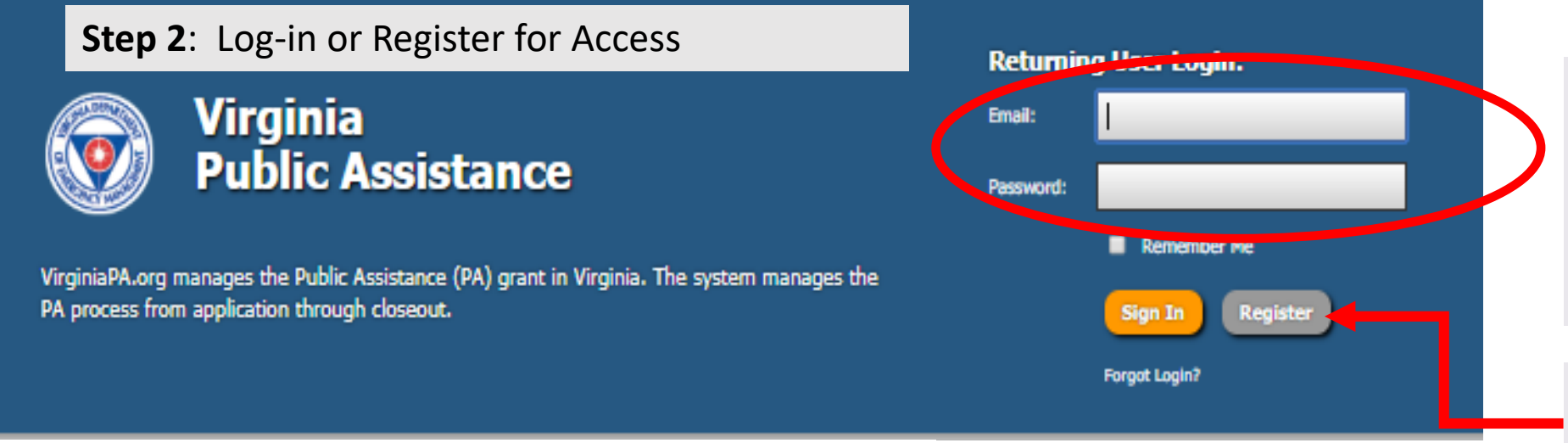
- Obtain cost estimates and determine eligibility
- Coordinate with FEMA on setting up account in the FEMA Grants Portal
- Grant writing process/eligibility review (new guidance for this event)
- FEMA obligates funding to VDEM at 75% of total costs
- Grant management processes for post-obligation are being developed for this disaster

*Due to the unprecedented nature of this event, it is unclear how quickly federal funding will be available

# How to submit your damage assessment:

- Step 1: Contact the Recovery team by sending an email to Recovery@vdem.Virginia.gov regarding your intent to submit a damage assessment on behalf of your organization.
- Step 2: Log-in or Register for an account in https://virginiaPA.org
- Step 3: Create your damage assessment
- Step 4: Create your damage sites and upload documentation
- Step 5: Submit your damage assessment for VDEM review

## **Step 2**: Log-in or Register for Access



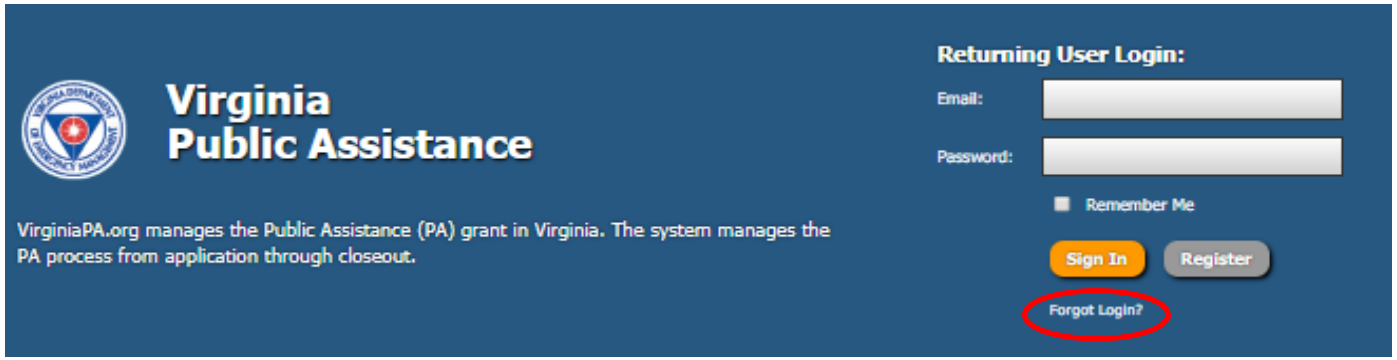

### Login

This is the login screen. Enter your email address and password here.

If you do not have an account, click the **Register for Access** link to register for the site.

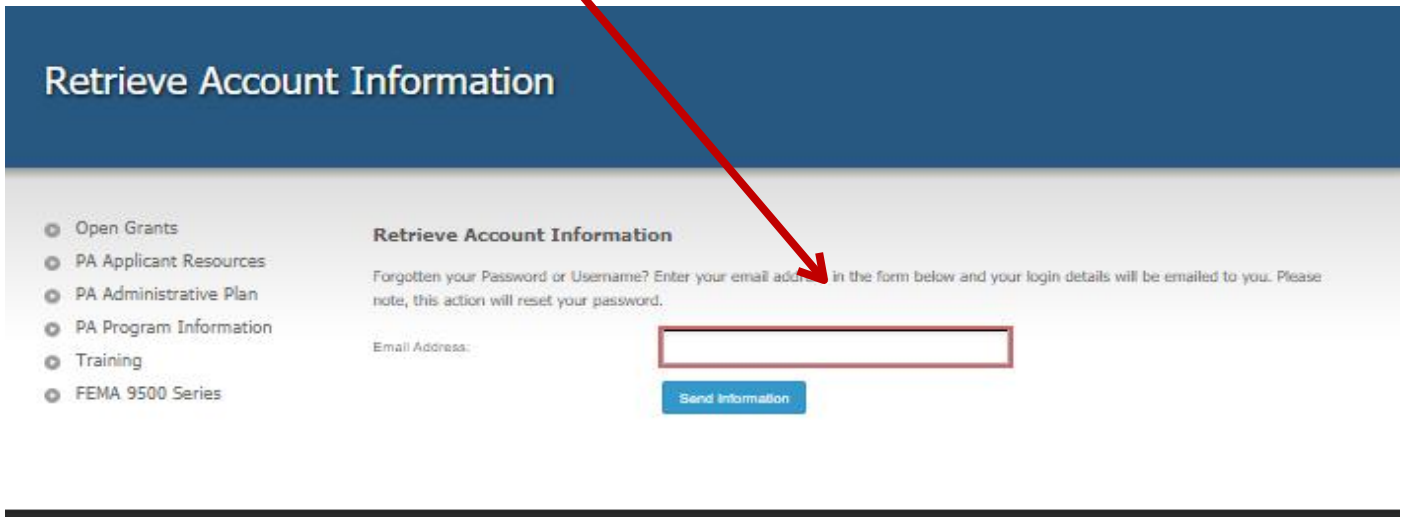
### Register for Access

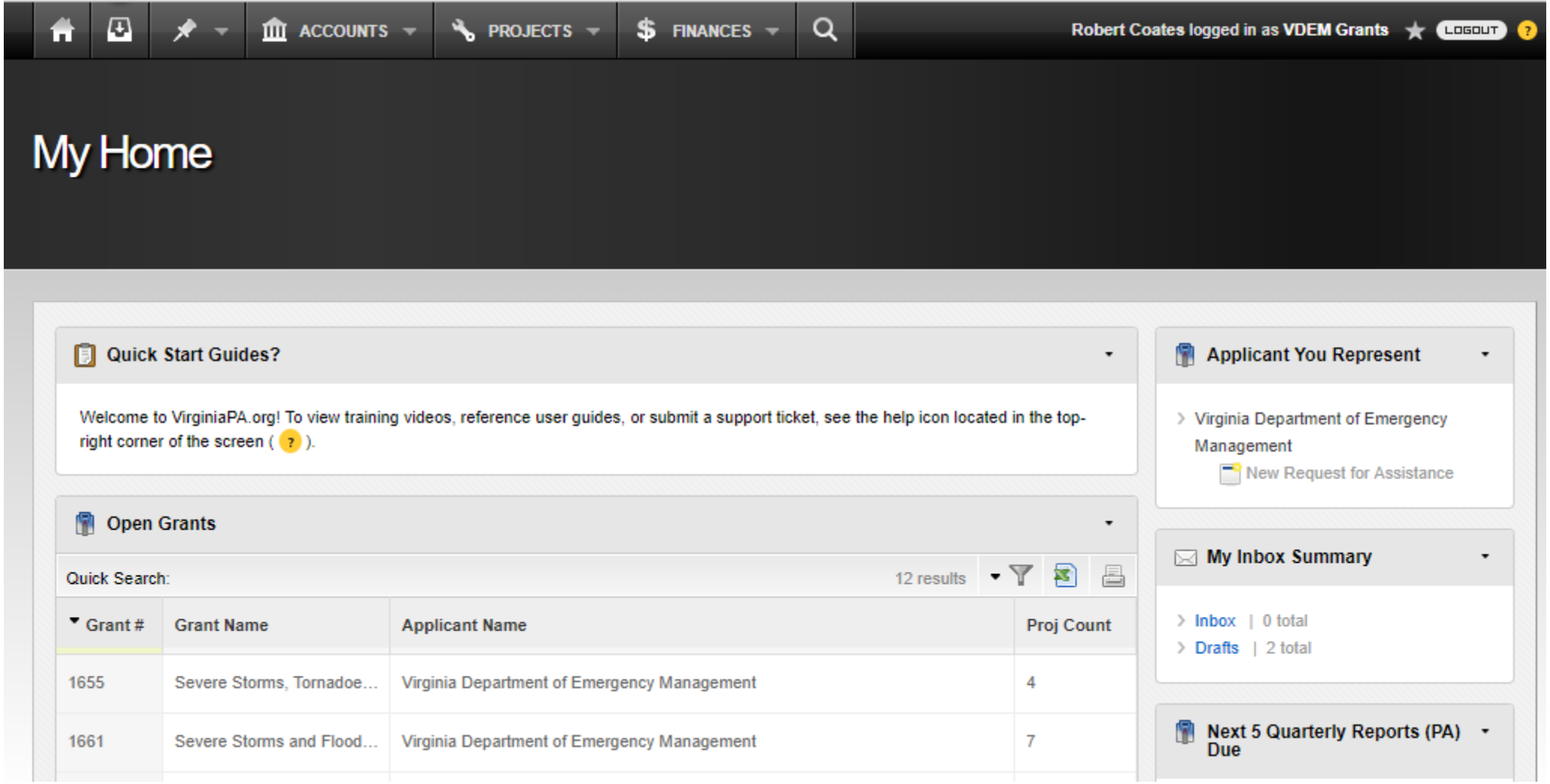
This is the registration screen. **All boxes highlighted in red must be completed before submitting the form**.




1. If you have an account, but cannot remember your password click **"Forgot Login?"**

2. That will take you to the **Retrieve Account Information** screen where you will input your email address and wait for the emailed instructions.

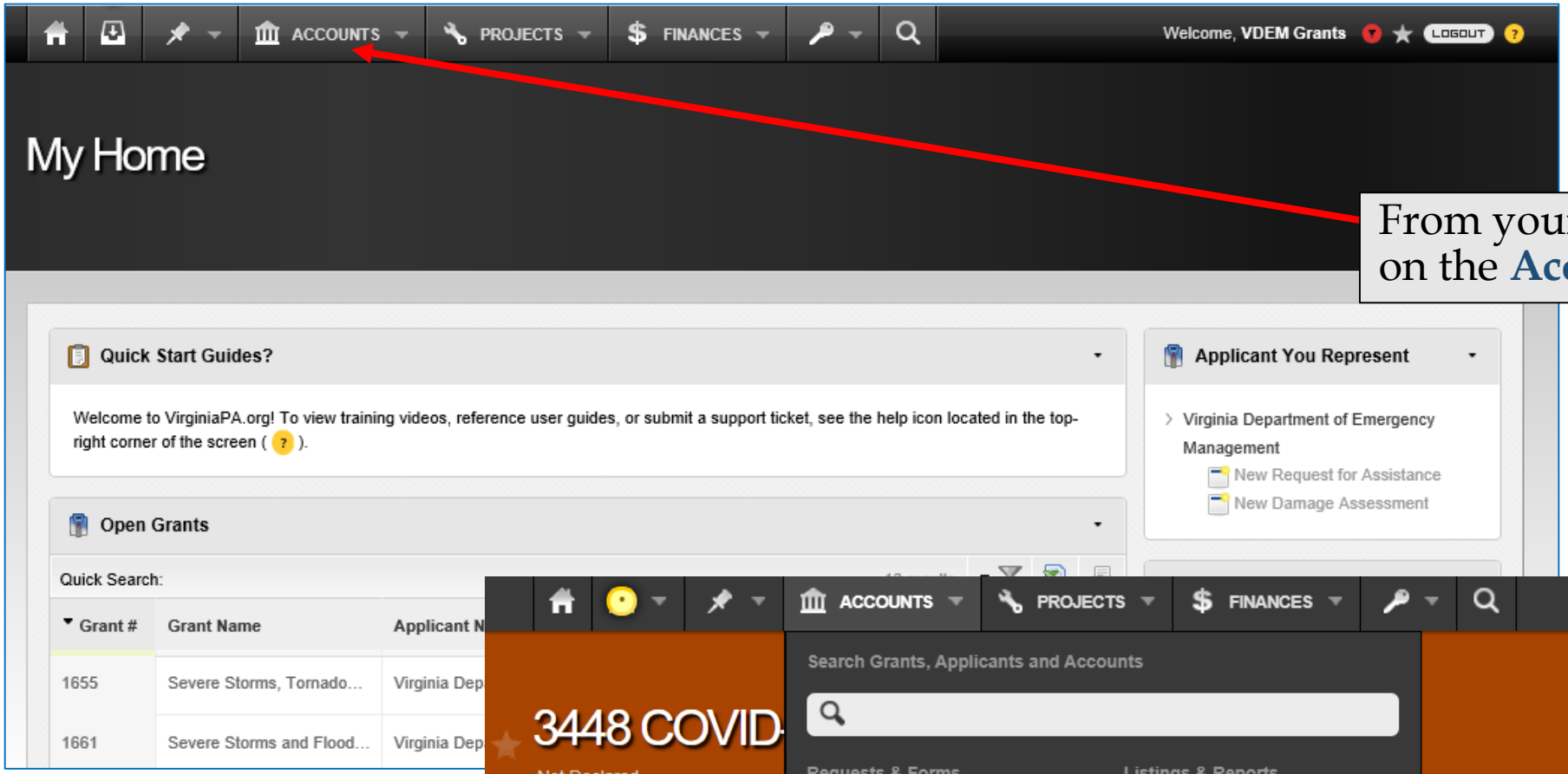




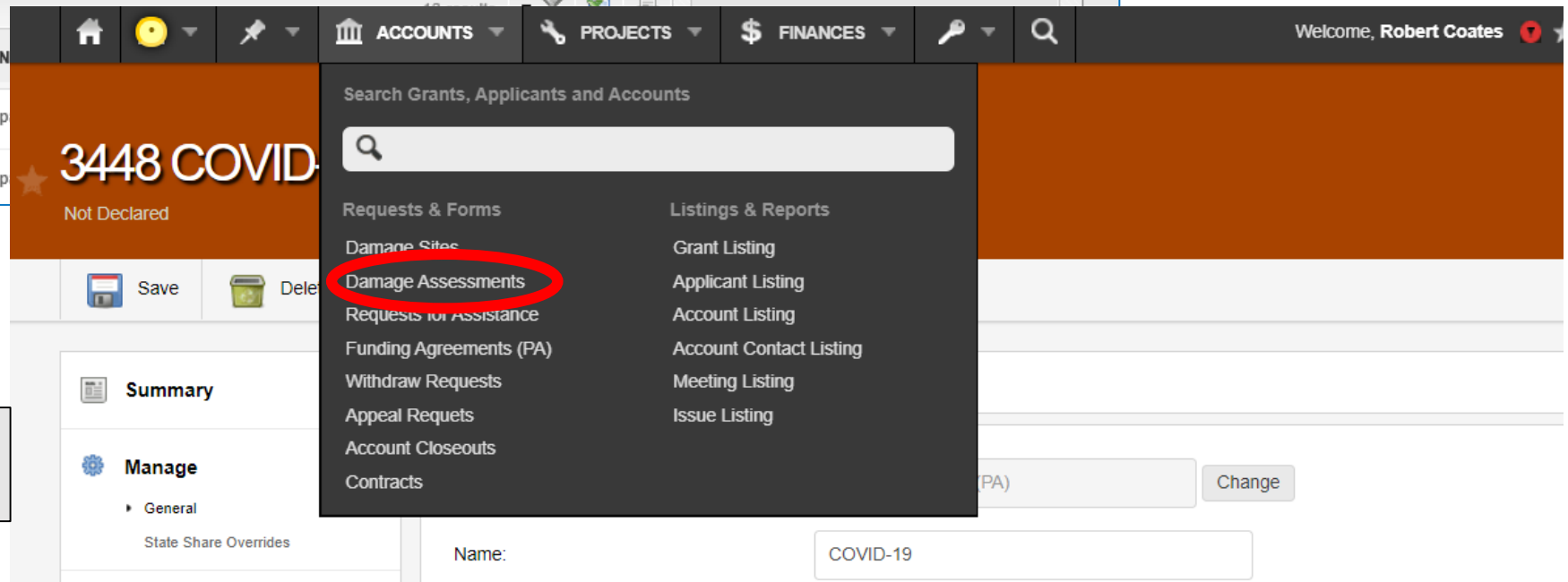

## My Home

After logging in you will come to your **Homepage.** Your **Homepage** will feature all of the grants attached to you as an Applicant user.

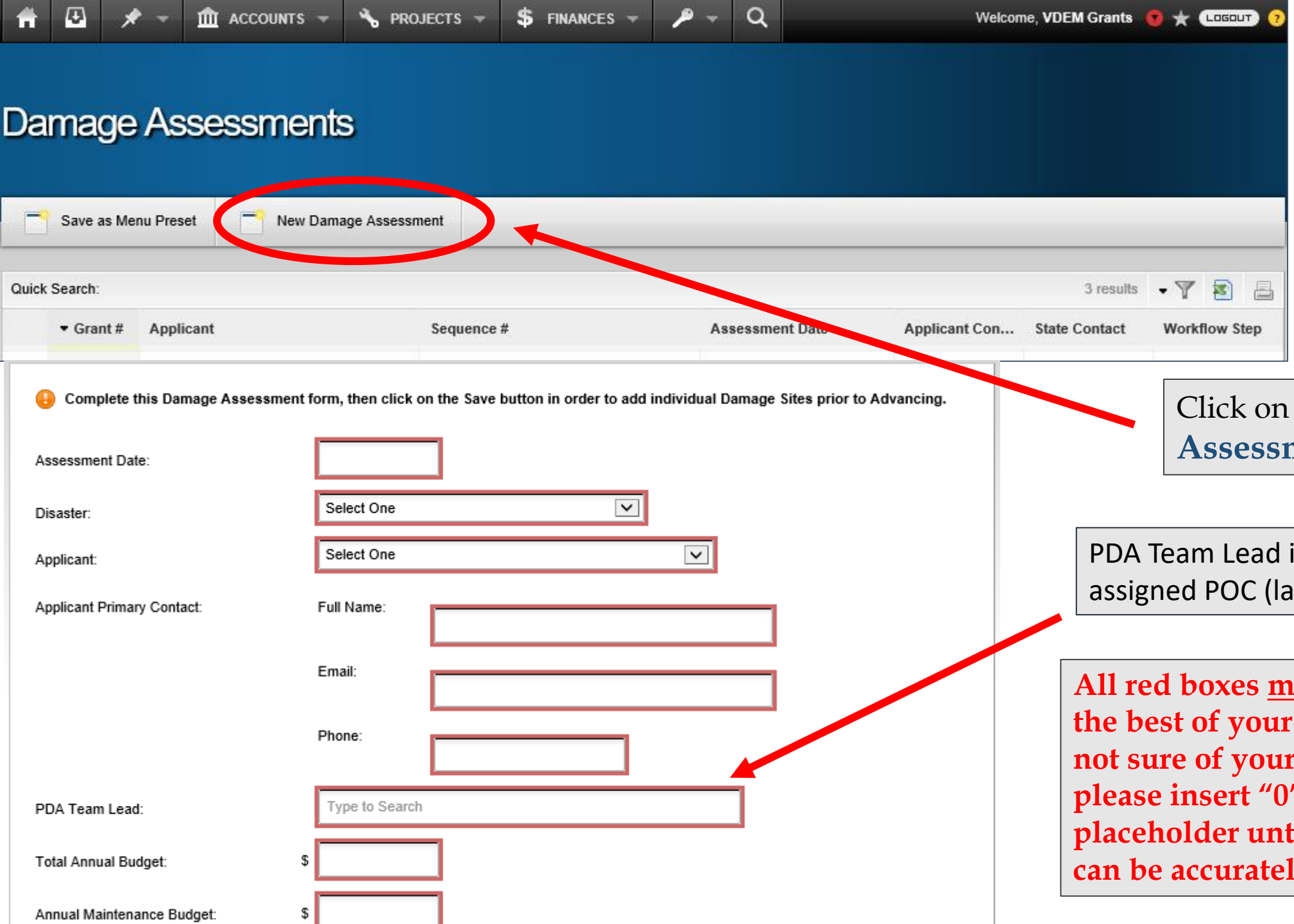
## **Step 3:** Create a Damage Assessment




From your **Homepage** click on the **Accounts** tab




From the accounts tab click on the "**Damage Assessments**"




Click on the **New Damage Assessment** Tab

PDA Team Lead is your assigned POC (last 3 slides)

**All red boxes <u>must be completed</u> to the best of your ability. If you are not sure of your budget numbers, please insert "0" as an initial placeholder until that information can be accurately updated.**

# Create New Damage Assessment

Create | Cancel

When the form is completed, click the **Create** tab.

Describe damages that constitute a health and safety hazard to the general public?

Describe the different populations adversely affected either directly or indirectly by the loss of public facilities or damages?

Describe the economic impact?

Did previous state or local hazard mitigation measures reduce otherwise eligible costs?

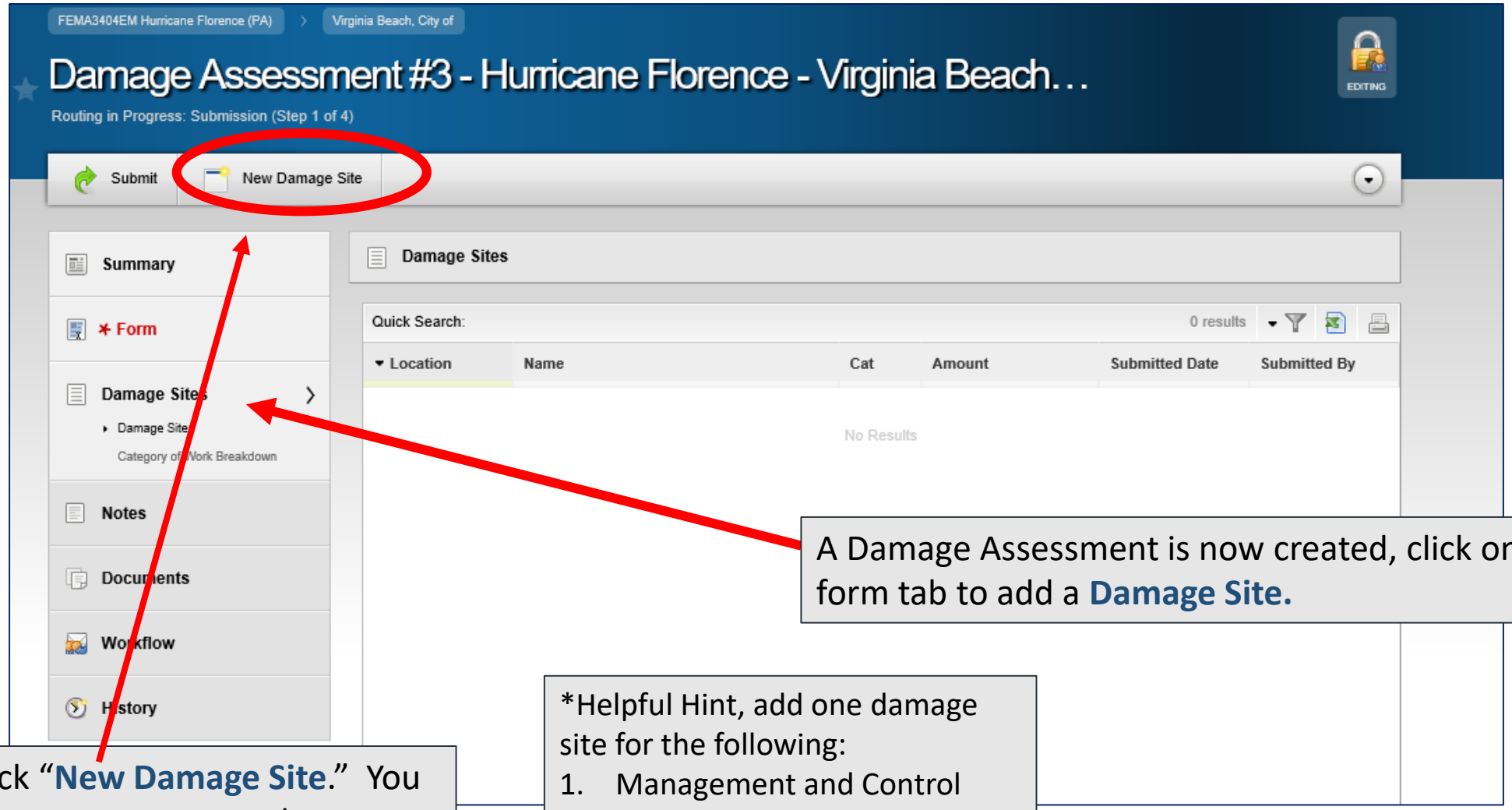
Can the potential sub-grantee respond and recover from the damages quickly and without a degradation of services?

What is the impact on Public Services if a declaration is not granted?

While all fields are not required to continue to the next step, we request that they are filled out as accurately and completely as possible.

These questions help provide context to your application by describing disaster-related impacts, which is needed when justifying the request for assistance to FEMA.

**Step 4:** Create Damage Sites*




A Damage Assessment is now created, click on the form tab to add a **Damage Site.**

Click "**New Damage Site**." You may create as many damage sites as you like under each Damage Assessment.*

*Helpful Hint, add one damage site for the following:

1. Management and Control
2. Emergency Medical Care
3. Medical Sheltering
4. Supplies and Resources

# Create New Damage Site

Create | Cancel

* Form

Form

Category:

Site Name:

**Address of Damaged Property**

Address:

City:

Select One
A - Debris Removal
B - Emergency Protective Measures
C - Roads and Bridges
D - Water Control Facilities
E - Public Buildings & Equipment
F - Public Utilities
G - Parks, Recreational Facilities, and Other Items
Z - State Management Costs
H - Fire Management

*Select the FEMA **Category** of Work

***For the COVID-19 Disaster, Category B – Emergency Protective Measures are the only potentially eligible FEMA-reimbursable costs at this time. Should the declaration be amended, we will notify you as soon as possible.**

Form

Category: Select One

Site Name:

Address of Damaged Property

| The Site Name should be a naming convention that makes it easy for you and VDEM to track. | |
|---|---|
| EOC Costs | Disinfection of Facilities |
| Emergency Medical Transport | Public Information on Health and Safety |
| Medical Sheltering | Distribution of Food and Water |
| Law Enforcement | |

FEMA3404EM Hurricane Florence (PA) > Virginia Department of Emergency Manag... > Damage Assessment #2 - Hurricane Flore...

# Damage Site

EDITING

Back to Damage Assessment | Save | Set on Hold | Delete | Create Another Damage Site

Cost Estimate: $ 3,500.00

Has Insurance: No

Estimated Eligible Damage Amount: $3,500.00

State Validated Amount: $

FEMA Validated Amount: $

Validation Level: Unvalidated

Damage Description: APD – Gym on lower level, water Leak appears coming from roof, will call roofer to do repairs. Ceiling and insulation opened up to help dry area.

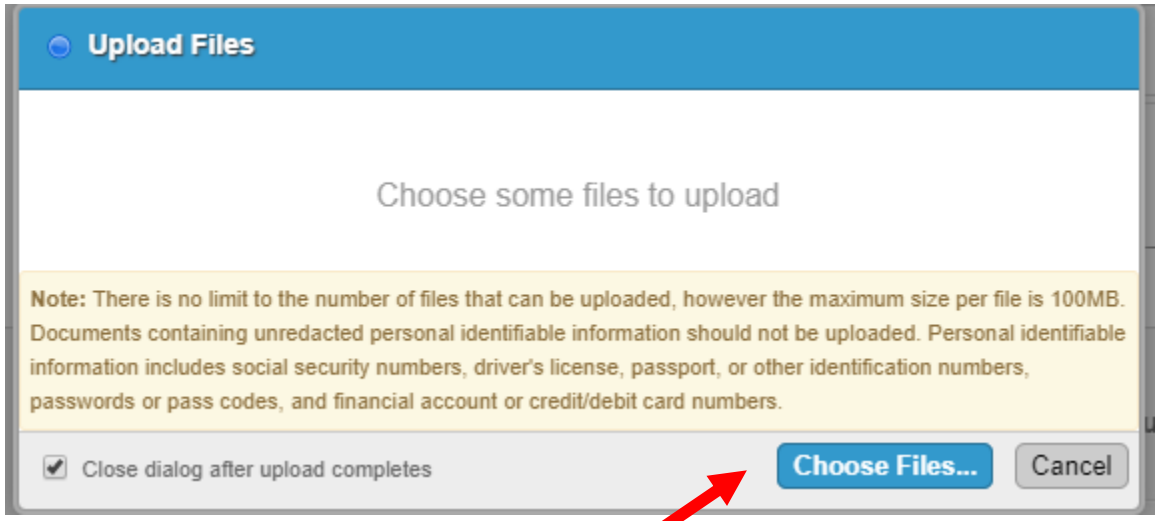
Scope of Work:

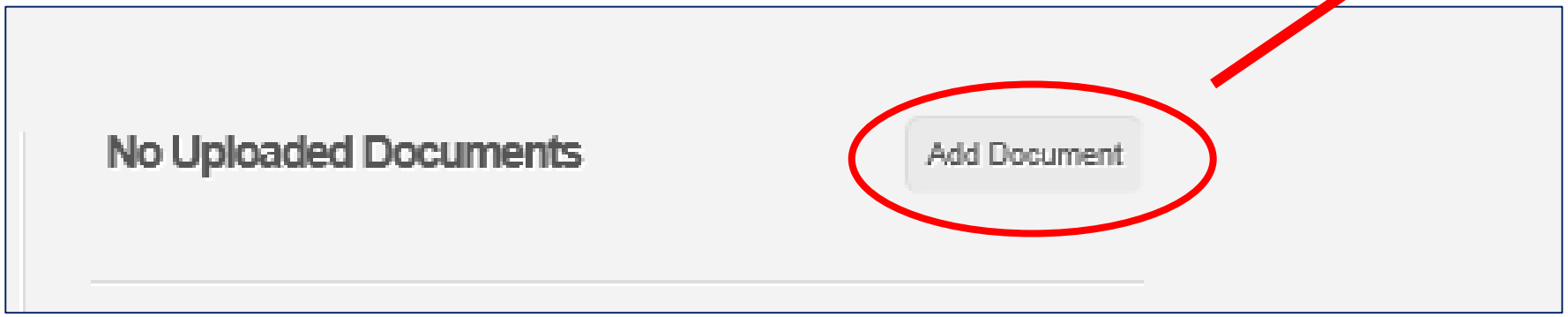
No Uploaded Documents — Add Document

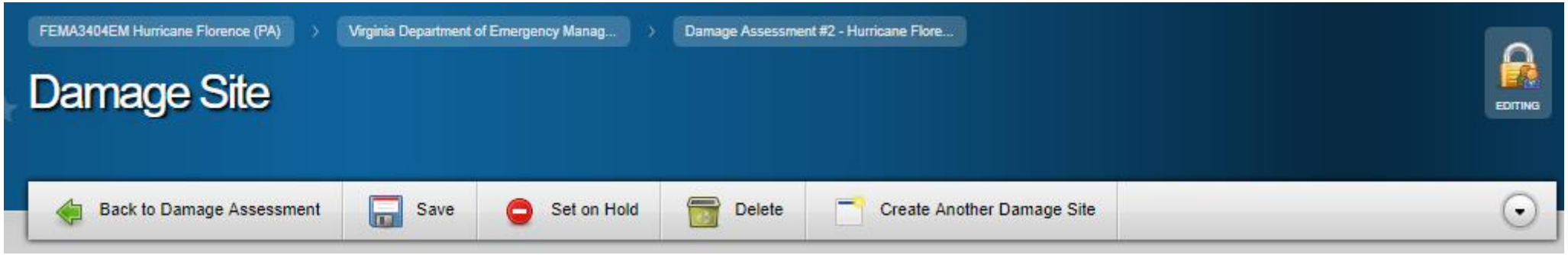
No Issues — Add Issues

Estimates in these fields **must** be able to match up with your supporting documentation. Supporting documentation must show a minimum of $3,300 in eligible expenditures.

An add document function is available at the bottom of each damage site to upload your supporting documentation






Damage Description:

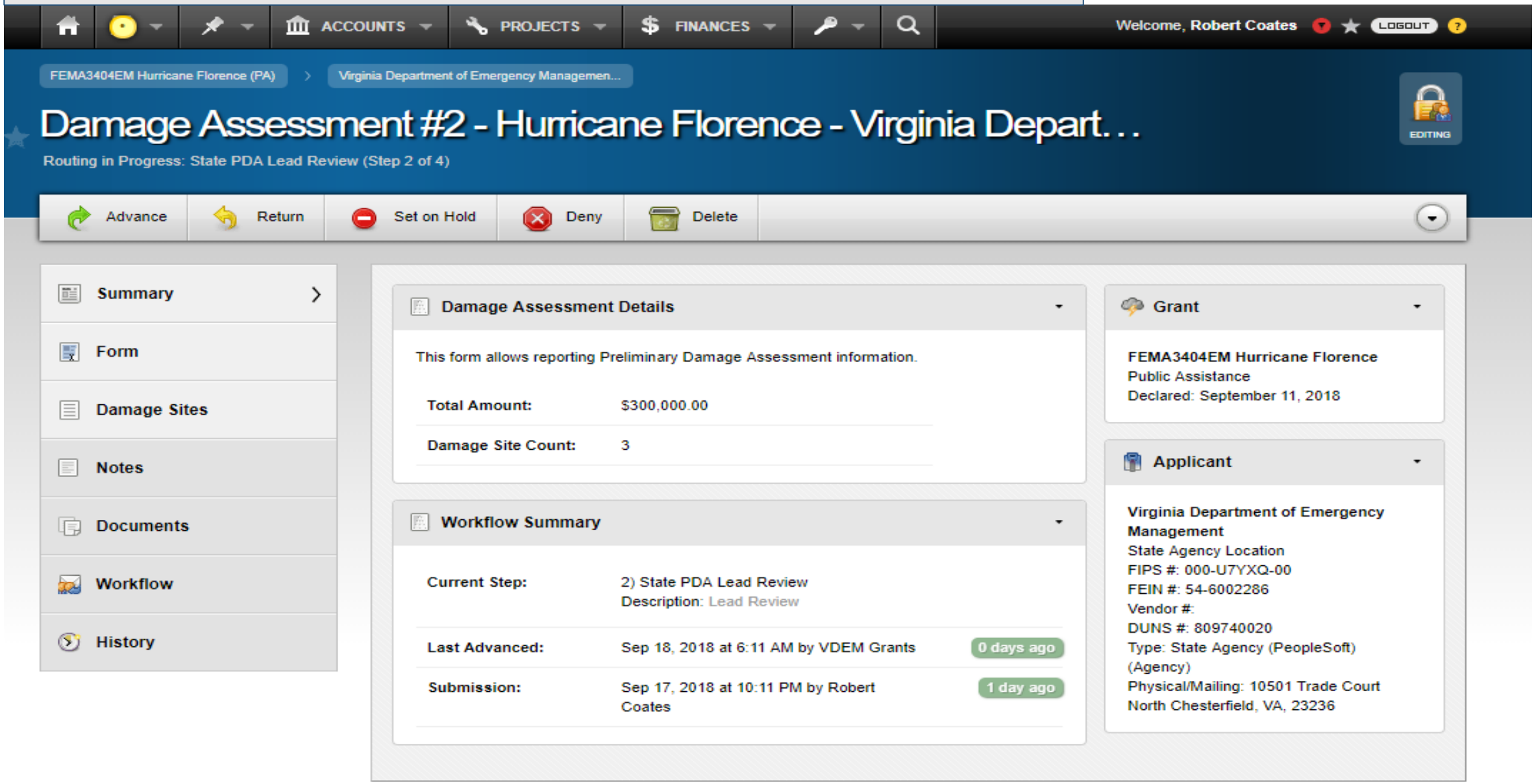
Scope of Work:

***Description of Damages/Costs:***

Examples:

- Disinfection of Facility
- Purchase of facemasks
- Labor costs for cleaning

**Step 5:** Once all sites are submitted, we recommend you leave your damage assessment in this step to continue making edits OR- when all cost estimates are finalized you can press the Advance Tab. **NOTE: Once you Advance it will be locked in the system.**



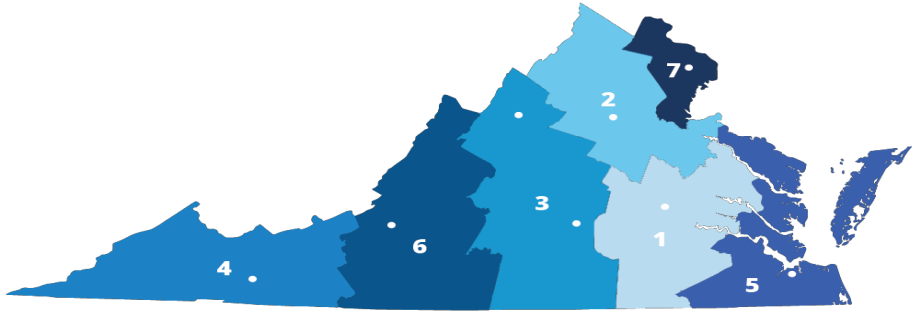
# Initial Assessment Submittal for Public Schools

- Please submit your cost estimates in VirginiaPA.org by Friday May 1, 2020

# Resources and Next Steps

- Look for updates on the COVID-19 disaster as they become available https://www.vaemergency.gov/coronavirus
- Take advantage of our Public Assistance resource library, including Job Aids and Cost-Tracking templates https://virginiapa.org/site/resources.cfm
- Pay particular attention to the 2018 version of the FEMA Public Assistance Program and Policy Guide (PAPPG) and the Commonwealth Public Assistance Administrative Plan (2020) for cost-tracking guidance and supporting documentation requirements.
- For more information and disaster-specific guidance from FEMA, please visit https://www.fema.gov/coronavirus

# Technical Support:

For assistance submitting your damage assessment, please utilize the following contacts:

| VDEM Regions | PA/Recovery Coordinator | Email |
|---|---|---|
| Regions 4 and 6 | Jennifer Dillon | Jennifer.Dillon@vdem.virginia.gov |
| Regions 2, 3 and 7 | Marcus Grant | Marcus.Grant@vdem.virginia.gov |
| Regions 1 and 5 | Michelle Daschner | Michelle.Daschner@vdem.virginia.gov |
| General Inquiries | | recovery@vdem.virginia.gov |