

State Agency COVID-19 Cost Recovery Webinar

Virginia Emergency Support Team

Finance and Admin Section
Recovery Section



Virginia Department of
Emergency Management

State Agency COVID-19 Cost Recovery Webinar

- Agenda

- Re-cap on cost recovery tracking sheet
- FEMA authorized assistance and eligibility
- Submission of eligible costs for FEMA – 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)



COVID-19 Financial Data Call

- Last week the Virginia Emergency Support Team (VEST) Finance and Admin Section requested initial estimates for COVID-19

Type of Director (where: State department (S), Local government (L))	SSN	Public Health Director (202001-05)		
Number of Operating Budget (years combined number)				
State of Director				
Director of the State Department (where: State or Public Health)				
Since Staff/State Estimate				
Management of State (where: State department (S), Local government (L))	State	Public Health Agency Director		
Management of State - computer and software		\$ 1,000,000		
Travel, Office, Printing		\$ 200,000		
Construction Services		\$ 100,000		
Supplies and Materials		\$ 500,000		
Transportation		\$ 100,000		
Repairs		\$ 100,000		
Other - (see description, include)		\$ 100,000		
Total 2020 Estimate	\$ -	\$ 2,000,000		



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

Other Resources



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)



Other Resources

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

Other Resources



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



Cost Categories

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



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



Cost: Equipment

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



Cost: Supplies and Materials

- Used for eligible work
- Reasonable and Necessary



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>



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



Virginia Public Assistance

VirginiaPA.org manages the Public Assistance (PA) grant in Virginia. The system manages the PA process from application through closeout.

Returning User Login:

Email:

Password:

Remember me

Sign In

Register

[Forgot Login?](#)

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.**

Register for Access

Name Prefix:

First Name:

Middle Name:

Last Name:

Name Suffix:

Title:

Email:

Phone - Business:

Is Direct Line: Is the number indicated above a direct line to this contact?

Phone - Fax:

Phone - Cell:

Request Type:

Do you represent a local agency? No Yes

Applicant Organization:

Requested Permission Level:

Reason for Requested Access:

Virginia Public Assistance

VirginiaPA.org manages the Public Assistance (PA) grant in Virginia. The system manages the PA process from application through closure.

Returning User Login:

Email:

Password:

Remember Me

[Forgot Login?](#)

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.

Retrieve Account Information

- Open Grants
- PA Applicant Resources
- PA Administrative Plan
- PA Program Information
- Training
- FEMA 5500 Series

Retrieve Account Information

Forgot your Password or Username? Enter your email address in the form below and your login details will be emailed to you. Please note, this action will lock your password.

EMAIL ADDRESS:

Home Accounts PROJECTS FINANCES Robert Coates logged in as VDEM Grants [Logout](#)

My Home

Quick Start Guides?

Welcome to VirginiaPA.org! To view training videos, reference user guides, or submit a support ticket, see the help icon located in the top-right corner of the screen.

Open Grants

Quick Search: 12 results

Grant #	Grant Name	Applicant Name	Proj Count
1655	Severe Storms, Tornadoe...	Virginia Department of Emergency Management	4
1661	Severe Storms and Flood...	Virginia Department of Emergency Management	7

Applicant You Represent

Virginia Department of Emergency Management

New Request for Assistance

My Inbox Summary

Inbox: 0 total

Drafts: 2 total

Next 5 Quarterly Reports (PA) Due

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

The screenshot shows the VirginiaPA.org user interface. At the top, a navigation bar contains icons for Home, Accounts, Projects, and Finances. The 'Accounts' tab is selected and highlighted with a red arrow. Below the navigation bar, the main content area is titled 'My Home' and contains several sections: 'Quick Start Guides?', 'Open Grants', and 'Applicant You Represent'. The 'Applicant You Represent' section shows 'Virginia Department of Emergency Management' with options for 'New Request for Assistance' and 'New Damage Assessment'. A search bar is visible, and a dropdown menu is open, listing various options. The 'Damage Assessments' option is circled in red. Below the dropdown menu, a table of accounts is visible, with the first entry highlighted: '3448 COVID-19' with the status 'Not Declared'.

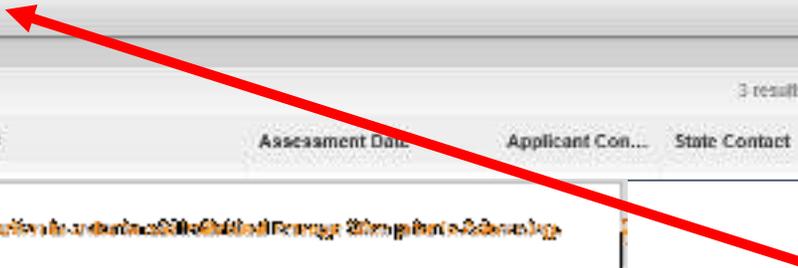
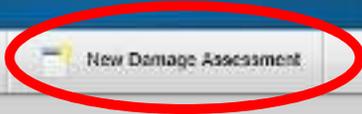
From your **Homepage** click on the **Accounts** tab

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

Grant #	Grant Name	Applicant Name
1025	Severe Storms, Tornado...	Virginia Dep...
166	Severe Storms and Flood...	Virginia Dep...

Name	COVID-19
3448 COVID-19	Not Declared

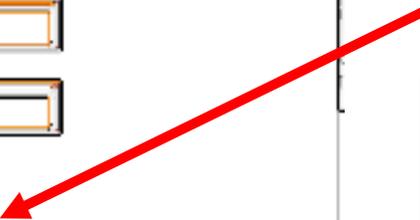
Damage Assessments



Click on the **New Damage Assessment** Tab

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

All red boxes must be completed 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.



Quick Search: 3 results

Grant #	Applicant	Sequence #	Assessment Date	Applicant Con...	State Contact	Workflow Step
Assessment Information						
Assessment ID	<input type="text"/>					
Order	<input type="text" value="REVISION"/>					
Applicant	<input type="text" value="REVISION"/>					
Applicant History Contact						
Full Name	<input type="text"/>					
Phone	<input type="text"/>					
Work	<input type="text"/>					
Work Email	<input type="text" value="REVISION"/>					
Work Home Office	<input type="text"/>					
Statewide Assessment Budget	<input type="text"/>					

Create New Damage Assessment



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*

Damage Assessment #3 - Hurricane Florence - Virginia Beach...

Routing In Progress: Submission (Step 1 of 4)

Submit New Damage Site

Summary

Form

Damage Sites

Notes

Documents

Workflow

History

Damage Sites

Quick Search

Location	Name	Cost	Amount	Submitted Date	Submitted By
No Results					

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

>

***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.**

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

Category:

Site Name:

Address of Damaged Property

The Site Name should be a naming convention that makes it easy for you and VDEM to track.

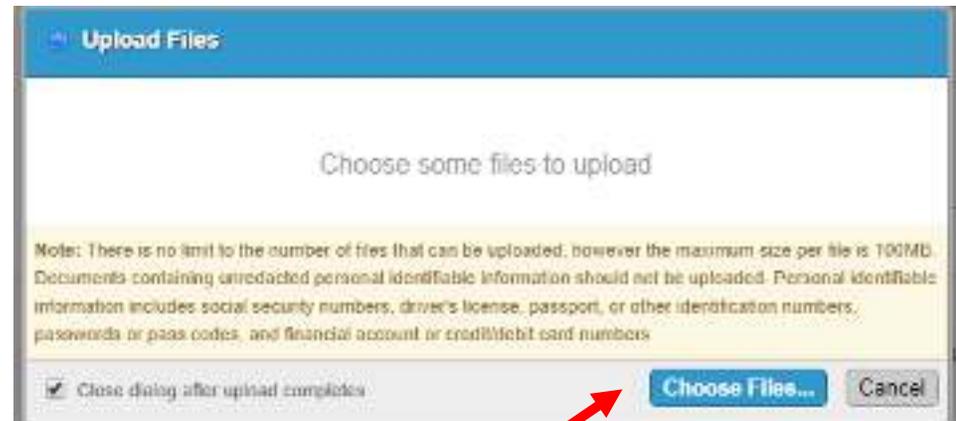
EOC Costs	Disinfection of Facilities
Emergency Medical Transport	Public Information on Health and Safety
Medical Sheltering	Distribution of Food and Water
Law Enforcement	

Estimated	\$	<input type="text"/>
Estimated	\$	<input type="text"/>
Estimated	\$	<input type="text"/>
Estimated	\$	<input type="text" value="1000000"/>
Estimated	\$	<input type="text"/>
Estimated	\$	<input type="text"/>
Estimated	\$	<input type="text" value="100"/>
Estimated	\$	<input type="text" value="1000000"/>
Estimated	\$	<input type="text" value="1000000"/>

Estimates in these fields **must** be able to match up with the supporting documentation that is uploaded.
Estimates without supporting documentation will not be accepted.

Estimated	Estimated	Estimated
Estimated	Estimated	Estimated

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



No Uploaded Documents

Add Document

Damage Site



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

Damage Description

Scope of Work

Description of Damages/Costs:

Examples:

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

Michigan Public Assistance
PDA Summary of Damages for Potential Sub-Grantees

Category	Inspected		Projected		Total	
	# of Sites	Cost	# of Sites	Cost	# of Sites	Cost
A - Debris Removal	0	\$0.00	0	\$0.00	0	\$0.00
B - Emer. Prot. Meas.	0	\$0.00	3	\$300,000.00	3	\$300,000.00
Emergency Work Sub-Total						\$300,000.00
C - Roads & Bridges	0	\$0.00	0	\$0.00	0	\$0.00
D - Water Control Facilities	0	\$0.00	0	\$0.00	0	\$0.00
E - Buildings and Equipment	0	\$0.00	0	\$0.00	0	\$0.00
F - Utilities	0	\$0.00	0	\$0.00	0	\$0.00
G - Parks; Other	0	\$0.00	0	\$0.00	0	\$0.00
Permanent Work Sub-Total						\$0.00
Cumulative Emergency/Permanent Work Total:						\$300,000.00

Damage Sites are rolled up into PDA report. As this example suggests, there will only be Category B costs reflected.*

*Should the disaster declaration evolve to include other categories, we will notify applicants accordingly.

Step 5: Submit your Damage Assessment once all of your damage sites are submitted by clicking the “**Advance**” tab.

The screenshot displays a web application interface for a Damage Assessment #2 - Hurricane Florence - Virginia Department of Emergency Management. The interface includes a navigation menu on the left, a top toolbar with buttons for 'Advance', 'Return', 'Set on Hold', 'Deny', and 'Delete', and a main content area with sections for 'Damage Assessment Details', 'Workflow Summary', 'Grant', and 'Applicant'.

Navigation Menu:

- Summary
- Form
- Damage Sites
- Notes
- Documents
- Workflow
- History

Top Toolbar:

- Advance
- Return
- Set on Hold
- Deny
- Delete

Damage Assessment Details:

This form allows reporting Preliminary Damage Assessment information.

Total Amount: \$300,000.00

Damage Site Count: 3

Workflow Summary:

Current Step:	2) State PDA Lead Review
Description:	Lead Review
Last Advanced:	Sep 18, 2018 at 6:11 AM by VDEM Grants 0 days ago
Submission:	Sep 17, 2018 at 10:11 PM by Robert Coates 1 day ago

Grant:

FEMA3404EM Hurricane Florence
Public Assistance
Declared: September 11, 2018

Applicant:

Virginia Department of Emergency Management
State Agency Location
FIPS #: 000-U7YXQ-00
FEIN #: 54-6002286
Vendor #:
DUNS #: 809740020
Type: State Agency (PeopleSoft) (Agency)
Physical/Mailing: 10501 Trade Court
North Chesterfield, VA, 23236

Initial Assessment Submittal

- Please submit by Friday, March 27, 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.
- State Agency expenses not reimbursable by HHS, FEMA, nor any Other Federal Agency should be tracked as they may be reimbursable by other means.
- For more information and disaster-specific guidance from FEMA, please visit <https://www.fema.gov/coronavirus>

Technical Support for State Agencies (including IHEs):

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

Agency	PA/Recovery Coordinator	Email
DBHDS, DCR, DOF, DSS, VDACS	Jennifer Dillon	Jennifer.Dillon@vdem.virginia.gov
DMA, VDOT	Marcus Grant	Marcus.Grant@vdem.virginia.gov
DEQ, DGIF, VDH, VDOC, VSP	Michelle Daschner	Michelle.Daschner@vdem.virginia.gov
All other State Agencies	Debbie Messmer	Debbie.Messmer@vdem.virginia.gov