Hi everyone, my name is Michelle Daschner, I’m with the public assistance team here at VDEM. Today, we're going to go over the First Amendment and Civil Unrest State Public Assistance Event. If you look at the timeline -it shows May 31st, 2020 to ongoing. That's because we don't have an end date for this event -there's no statutory time line.
So for our agenda today, we're going to go over the executive order and the sum sufficient – what is a sum sufficient, submission of damage assessments on VirginiaPA.org and an overview of services available.
The Governor's Executive Order is a kickoff for State Public Assistance. On May 31st, 2020, the Governor declared a State of Emergency and issued an Executive Order - Executive Order 64 - for the First Amendment Events due to a state of Civil Unrest across the Commonwealth. By activating the Executive Order VDEM, the VEOC, and the National Guard are provided assistance and funding.
In the Executive Orders there's something called a “sum sufficient”. The “sum sufficient” is a pre-authorized amount of funding made available for reimbursement to state agencies and localities. The sum of the “sum sufficient” for this event for the National Guard and the VEST is $350,000. You can see on the snippet where it says authorization of a maximum of $350,000 in state sum sufficient funds. This is Part E of the Executive Order.
What assistance is available for the First Amendment Event? The State Public Assistance (SPA) program may allow for reimbursement of eligible costs under the FEMA Public Assistance program, if federal cost thresholds are not met. Funding for the SPA program is administered by VDEM, however the final funding amounts are at the Governor’s discretion.

Commonwealth Assistance Available

- The State Public Assistance (SPA) program may allow for reimbursement of eligible costs under the FEMA Public Assistance program, if federal cost thresholds are not met.
- Funding for the SPA program is administered by VDEM, however the final funding amounts are at the Governor’s discretion.

Effective Date of this Executive Order

This Order shall be effective immediately and with the exception to the provisions instituting a curfew, shall remain in full force and effect until June 29, 2020, unless amended or rescinded by further executive order.

What assistance is available for the First Amendment Event? The State Public Assistance (SPA) program may allow for reimbursement of eligible costs under the FEMA Public Assistance program, if federal cost thresholds are not met. We treat every event as if it might become a federal event. This one doesn't look like it will be, but time will tell, so right now we're going to focus on State Public Assistance. Funding for the State Public Assistance program is administered by VDEM but the final funding amounts are at the Governor’s discretion. I have included a snippet of the Executive Order where it says the Executive Order remains in full force and effect until June 29th, 2020; however, this does not mean that the timeline is from May 31st to June 29th. June 29th is not an end date. This event is ongoing and there's no statutory time line.
Now we're going to talk about public assistance thresholds. For federal assistance you would multiply $3.84 multiplied by the 2010 Census Population. The state threshold would be $12.2 million. We must have both of those numbers to receive federal assistance. We have to meet both thresholds, the state threshold and the local threshold. The threshold for State Public Assistance is not $3.84, it's $4.00 multiplied by the 2010 Census Population and is at the Governor's discretion. Only local costs are eligible toward the state assistance threshold. For federal public assistance usually you can include non-profits in your threshold to get that local threshold. However State Public Assistance is only local costs, so it's specific to your agency.
Let's talk about some of the requirements. For State Public Assistance you'll be eligible if you can demonstrate that you're incapable of covering the full cost due to financial hardship. The cumulative effect of recent disasters such as COVID-19 during the preceding 12 months may also be considered for eligibility purposes (i.e. COVID-12). In order to demonstrate financial hardship, a letter must be submitted detailing the inability to cover the cost of the First Amendment/Civil Unrest Event.

- Participants for State PA may be eligible if they can demonstrate that they are incapable of covering the full cost due to financial hardship.
  - The cumulative effect of recent disasters during the preceding 12 months may also be considered for eligibility purposes (i.e. COVID-12).
  - In order to demonstrate financial hardship, a letter must be submitted detailing the inability to cover the cost of the First Amendment/Civil Unrest Event.

- Must meet the state assistance threshold
  - Only local costs are eligible

[https://law.lis.Virginia.gov/vacode/title44/chapter3.2/section44-146.28/](https://law.lis.Virginia.gov/vacode/title44/chapter3.2/section44-146.28/)
Damage Assessments. Damage assessments are a mechanism used to determine the impact and magnitude of damage and the resulting unmet needs of individuals, businesses, the public sector, and the community as a whole. Most of you have done a damage assessment for COVID-19 but there are some of you that have not. So this is going to be a little bit of a refresher. Also we ask you to include your personal services, travel, meals, and lodging, contractual services, supplies and materials, transportation, equipment, and then there’s an other Category for things that may not fit in one of those categories. For personal services we ask for both regular and overtime, not just overtime that we would normally ask for in the case of federal public assistance.
Categories of Work

- Emergency work: Addresses an immediate threat/damage caused by incident
  - Category A: Debris Removal
  - Category B: Emergency Protective Measures
- Permanent work: Restoration of to Pre-disaster condition
  - Category C: Roads/bridges
  - Category D: Water control facilities
  - Category E: Buildings/equipment
  - Category F: Utilities
  - Category G: Parks, recreational, and other facilities

Categories of work - what are they? In your damage assessment, you’re going to select a Category of work. For COVID-19 we really focused on Category B, Emergency Protective Measures. But for this event it could be any one of these categories depending on your needs and the events in your locality or within your agency.
So for Category A we’re going to talk about debris removal. Debris includes vegetative debris, construction and demolition debris, sand, mud, silt, gravel, rocks, boulders and vehicle and vessel wreckage. An example I gives here is the bus that was in Richmond that was set on fire and left in the street. That's considered vehicle and vessel wreckage and would fall under Category A, debris removal. It eliminates the threat to lives, public health and safety. It eliminates the threat of significant damage to improved property. And ensures economic recovery of the affected community. Removal of debris from private property is not eligible for reimbursement without approval.
Here's an example of how you would estimate debris piles. So you would do length times width times height divided by 27 to get the cubic yards of debris and the number of sites. If you're struggling to figure out the height of the debris pile, you can do a guesstimate. Here's an example of a picture of a guy standing next to the debris pile. If he was six feet, then you would determine the debris pile is six and a half feet to get that number.
Category B, Emergency Protective Measures: 

- Actions taken by a community before, during and following a disaster 
- Eliminate or lessen immediate threat of significant damage to improved property 
- Saving lives and protecting public health and safety 
  - EOC 
  - SAR, medical care/transport, fire fighting 
  - Security such as barricades 
  - Dissemination of information to the public 

Category B, Emergency Protective Measures. Emergency Protective Measures are actions taken by a community before, during, and following a disaster to eliminate or lessen immediate threat of significant damage to improved property. We have really focused on Emergency Protective Measures for COVID. Additionally, I'm sure many of you are going to be applying your damage sites as Category B. Category B includes your EOC costs, search and rescue, emergency medical services and fire, security such as barricades, and dissemination of information to the public. We use Emergency Protective Measures to save lives and protect public health and safety.
Category C- Roads and Bridges:

- Actions to Repair:
  - Maintained Culvert/Drainage Structures
  - Maintained Associated Facilities
  - Maintained Roads
  - Maintained Bridges

Category C, roads and bridges. In this Category, it includes the actions to repair culvert/drainage structures, associated facilities, roads, and bridges.
For Category D - I don’t expect many of you to have Category D - but it’s water control facilities. These are facilities built for the purpose of irrigation and interior drainage, storm water management and flood control, fish and wildlife habitat. It includes levees and aqueducts, dams and reservoirs, pumping facilities, as well as retention and detention basins.
Category E- Buildings & Equipment:

- Administrative Contors
- Buildings, including:
  - Structural & non-structural components, including mechanical, electrical and plumbing systems
  - Contents and equipment within the building
  - Furnishings
- Equipment includes:
  - Vehicles
  - Construction equipment
- Schools & Hospitals

Category E, buildings and equipment. I do expect some of you to have this as well. For Category E, it includes administrative centers, schools and hospitals, and buildings. It also includes structural and non-structural components, including mechanical, electrical and plumbing systems, the contents and equipment within the building, and the furnishings. By equipment we mean vehicles or construction equipment. An example I give here is with the protests, some of the businesses and buildings have been broken into and then set on fire. All of the components within such as the contents, equipment, and the furnishings that were destroyed would fall under Category E, buildings and equipment.
Category F- Utilities:

- Water treatment and delivery
- Power generation and distribution
  - Poles, guys, and cross-arms of damaged conductor(s)
- Sewage collection and treatment plants
- Communications
- Loss of revenue is not an eligible cost
- Costs need to be allocated to jurisdiction in which they incurred

Category F, utilities. This category includes water treatment and delivery, power generation and distribution, poles, guys, cross-arms of damaged conductors, sewage collection, treatment plants, and communications. An example I give here of what falls under utilities is that there are a lot of electrical lines and poles down. That would fall under utilities. Loss of revenue is not an eligible cost. This is the same across the board with COVID and our other events. Costs need to be allocated to the jurisdiction in which they occurred. If a power line were to go down in Henry County, then the costs need to be allocated to Henry County because that’s where the cost was incurred.
So lastly our Category G, parks, recreational and other. Parks and recreational facilities that do not fit in categories C-F include mass transit facilities such as railways, golf courses, swimming facilities, piers, docks, cemeteries etc. Improved and maintained beaches and other improved and maintained features. An example that I have for this Category is the Hollywood Cemetery located in Richmond.
Now we're going to talk about eligibility. Eligibility allows the reimbursement for those costs. The costs you submit must be directly tied to the performance of eligible work. This means that we need to be able to track that work back to the First Amendment event. It needs to be reduced by all applicable credits—insurance, salvage values. By this, this means that we're looking to make sure there's no duplication of benefits. If insurance paid for your furnishings within the building, you cannot go ahead and claim those costs for public assistance. That's considered duplication of benefits. It must be necessary and reasonable and it must be adequately documented. It needs to be compliant with federal, state, and local laws and regulations. You also really need to make sure you follow your procurement policy. The procurement policy is by far one of the most important things on this slide so please make sure you're following your policy strictly.
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

Now that we've talked about what a damage assessment is, I'm going to walk you through VirginiaPA and how to submit a damage assessment. We're asking that you do a damage assessment just like COVID for this event. Step one is very simple, you're going to contact us by sending us an e-mail to the recovery e-mail listed here and you're going to tell us your intent to submit. Do you intend to submit a damage assessment or do you not. Let us know either way whether you plan to submit or not. That helps us get a big picture of what's going on in terms of costs. Step two through five we're going to go over on the next slide but I'm going to run through them pretty quickly on this slide. Step two is log in and register for an account at Virginia PA.org. Step three is creating your damage assessment. Step four is creating your damage sites and uploading documentation. Lastly, step five is to submit your damage assessment.
The very first thing you're going to do is go to VirginiaPA.org and log in or register for access. This is what the log-in page looks like. You're going to enter your e-mail and password and sign in or you're going to click the gray register button below. A form with red boxes will appear. All of the red boxes need to be completed before submitting the form. If you haven't completed all of the red boxes, your registration won't go through so please make sure that all of those are filled out completely.
Now, if you forgot your password, you can click the forgot log-in button below the returning user log-in. This will prompt you to enter your e-mail address and then it will send you instructions on how to retrieve your password. If you forget your e-mail or both your e-mail and your password, go ahead and contact your VDEM public assistance point of contact and we'll help you with that. We have ways to go behind the scenes and figure that out for you. Sometimes we'll just have you re-register.
This is what your My Home screen will look like. It will feature all of the grants that apply to you as an Applicant. You may see grants such as Tropical Storm Michael and Hurricane Florence or you may not see any. It all depends on the grants applicable to your agency.
The first thing you're going to do once you get to the homepage is you're going to go to accounts at the top and it's going to prompt a dropdown menu. On this menu you're going to click damage assessment.
The damage assessment is going to pop up and you’re going to click new damage assessment at the top. The form is going to show many red boxes and we need all the red boxes completed to the best of your ability. For your PDA team lead, that’s going to be your regional contact. For the state, we’re going to do it a little bit differently and it’s going to be the recovery inbox. We’ll get to that towards the end. When it comes to a total annual budget, and annual maintenance budget, if you don’t know those numbers go ahead and place a zero as we can always go back to that later.
When you scroll down on the form you're going to see some questions. It's not a requirement that you fill out these questions but we ask that you still do. This gives us a better understanding of where you stand as an agency or locality. We can see where your costs are being incurred, who's being affected and really understand what's going on. Please fill this out to the best of your ability if you're able to and then you're going to click create on the top left.
That will then create your damage assessment, but we're not done just yet. If you remember, we have different line tracking items. Your labor, personal services, and contracts are different line items. For each of those things you're going to create a damage site. You're going to click on the left side on damage sites and click on the top -new damage site. We want a damage site for each of those categories I just talked about whether it's labor, your EOC, supplies and equipment or travel, lodging, and meals. You can break those all up into different damage sites.
Once you've created your new damage site, a form will pop up. The first thing it’s going to ask you to do is select the FEMA category of work. That’s the categories A through G that we talked about earlier. Depending on what you are doing a damage site for, you'll select a category. It’s then going to ask you for the site name. This is a very basic name and it should be a naming convention that's easy for you and for us to track. If you're doing a damage site for debris removal, the site name could be equipment if you have to get special equipment to move the debris, or whatever the case may be.
Further down on the form you're going to see an amounts section. There's going to be labor amount, equipment amount, and so forth. We're asking for estimates right now. We realize that this is ongoing and there's no statutory time line so these amounts are subject to change. An example I can give you for filling this out is if you're doing a labor amount, then you might only fill out the labor portion. But if you're doing, let's say, EOC costs, maybe you had to get a generator to run the EOC so now you have an equipment amount. Then you have paper and ink that you needed, there's a materials amount. Then you need to hire contractors to run the EOC, so now there's a contract amount. You can fill out one of these boxes, you can fill out all of these boxes or anything in between. There's no right or wrong way for doing your damage site.
Then you're going to select if you have insurance on what cost you're applying for. You're going to select yes or no. Then you're going to do validation level. I would keep it as unvalidated for right now and the reason being is that once the event is over, we will go back and validate the cost. But for right now just leave it as unvalidated. Just underneath of that, you'll see a document section and it will show no uploaded documents. You don't need to upload any documents at this time, however, if you have invoices or an Excel spreadsheet that has these costs in it and you'd like to go ahead and upload that, you can click add document and upload those files. This will just help you long-term in keeping track of the documents as you go along throughout the event.
Lastly at the very bottom you’re going to see damage, description, and scope of work. What we need you to do is fill out is the damage description. Scope of work can be more detailed to the damage description or you can just leave it for right now. For the damage description you’re honing in on the damage site. If your damage site was for labor, your damage description would be overtime labor for police working during protests. If your damage site is lodging and meals, you would put lodging and meals for police working during the protests and so forth. It doesn't need to be too detailed, but we need to get a better idea of your damage site.

Description of Damages/Costs:
Examples:
- Overtime labor for police working during the protests
- Lodging and meals for police working during the protests
- Contract support for additional security
- Labor costs for cleaning
- Purchase of additional face masks and other PPE to keep public safety personnel safe
Once you fill that out it will create your damage site. The reason why we ask you to do a damage assessment and damage sites is so we can get the summary of damages with your agency or locality. For this example it shows three sites of Emergency Protective Measures totaling the cost of $300,000. It shows us the emergency work subtotal but it also shows us the permanent work subtotal so we can see how your costs are distributed throughout each of the categories. It also shows us the cumulative emergency and permanent work total.

<table>
<thead>
<tr>
<th>Category</th>
<th>Inspected</th>
<th>Projected</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td># of Sites</td>
<td># of Sites</td>
<td>Cost</td>
</tr>
<tr>
<td>A - Debris Removal</td>
<td>0</td>
<td>0</td>
<td>$0.00</td>
</tr>
<tr>
<td>B - Emer. Prot. Meas.</td>
<td>0</td>
<td>3</td>
<td>$300,000.00</td>
</tr>
<tr>
<td>Emergency Work Sub-Total</td>
<td></td>
<td></td>
<td>$300,000.00</td>
</tr>
<tr>
<td>C - Roads &amp; Bridges</td>
<td>0</td>
<td>0</td>
<td>$0.00</td>
</tr>
<tr>
<td>D - Water Control Faciliies</td>
<td>0</td>
<td>0</td>
<td>$0.00</td>
</tr>
<tr>
<td>E - Buildings and Equipment</td>
<td>0</td>
<td>0</td>
<td>$0.00</td>
</tr>
<tr>
<td>F - Utilities</td>
<td>0</td>
<td>0</td>
<td>$0.00</td>
</tr>
<tr>
<td>G - Parks, Other</td>
<td>0</td>
<td>0</td>
<td>$0.00</td>
</tr>
<tr>
<td>Permanent Work Sub-Total</td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td><strong>Cumulative Emergency/Permanent Work Total:</strong></td>
<td></td>
<td></td>
<td><strong>$300,000.00</strong></td>
</tr>
</tbody>
</table>

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.
Once you've completed your damage assessment and damage sites, there's two ways to go about it. You can go ahead and advance your damage assessment to step two. That will lock your damage assessment. If you plan to go back, then you'll need to contact your point of contact so they can send it back to you. You won't lose any information, but they will have to send it back to you in order to remember you to edit. The other option is just for you to save your damage assessment. If you've gone ahead and saved you can always go back and edit it, we don't need to send it back to you, but we can still see the information.
Initial Assessment Submittal

- Please submit initial Cost Recovery/Damage Assessments in VirginiaPA.org by Friday June 12, 2020 at the latest.
  - The incident period is ongoing
    - No statutory timeline
    - Information will be provided from regional offices
- Should you require additional assistance please utilize our resources and reach out to the VDEM POC.

We’re asking that you complete this damage assessment by Friday, June 12th. I understand that the period is ongoing and no end date for this event as of yet but we can always go back and update these costs and update the actuals. Once we have an idea of the timeline information will be provided from the regional offices to each of you. Should you require additional assistance, please use our resources and reach out to your point of contact. We do have some resources that we're going to go over quickly.
Some resources that are available to you, on VirginiaPA.org before you log in if you look at the very top it shows applicant resource. You can go ahead and click on that and scroll down to preliminary damage assessment information and there you will find guidance, operation manuals, SOPs and guides that you can use to better understand the purpose of a damage assessment as well as the next steps following a damage assessment. It’s up to you if you want to utilize those resources or if you want to use this PowerPoint. We are going to send this PowerPoint out following the webinar.

Resources and Next Steps:

- Take advantage of our Public Assistance resource library, including Job Aids and Cost-Tracking templates https://virginiapa.org/site/resources.cfm
  - Preliminary Damage Assessment Information
    - Damage Assessment Guidance(PDF)
    - Damage Assessment Guidance VirginiaPA Slide Deck(PPT)
    - Damage Assessment Operations Manual(PDF)
    - Preliminary Damage Assessment Standard Operating Procedures (SOP)(PDF)
    - Virginia - Damage Assessment Recovery Support Function (RSF)(PDF)
    - Virginia - Damage Assessment Information Guide(PDF)
Support for State Public Assistance (SPA) Events:

For assistance, please utilize the following contacts:

<table>
<thead>
<tr>
<th>Agency</th>
<th>PA/Recovery Coordinator</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regions 1, 5</td>
<td>Michelle Daschner</td>
<td><a href="mailto:Michelle.Daschner@vdem.virginia.gov">Michelle.Daschner@vdem.virginia.gov</a></td>
</tr>
<tr>
<td>Regions 4 &amp; 6</td>
<td>Jennifer Dillon</td>
<td><a href="mailto:Jennifer.Dillon@vdem.Virginia.gov">Jennifer.Dillon@vdem.Virginia.gov</a></td>
</tr>
<tr>
<td>Regions 2, 3, &amp; 7</td>
<td>Marcus Grant</td>
<td><a href="mailto:Marcus.Grant@vdem.virginia.gov">Marcus.Grant@vdem.virginia.gov</a></td>
</tr>
<tr>
<td>State Agencies</td>
<td>Recovery Section</td>
<td><a href="mailto:recovery@vdem.virginia.gov">recovery@vdem.virginia.gov</a></td>
</tr>
</tbody>
</table>

If you have any questions, please contact your Public Assistance Recovery Coordinator. For Regions 1 and 5, that’s myself, Michelle Daschner. For Regions 4 and 6 it’s Jennifer Dillon. For Regions 2, 3 and 7 it’s Marcus Grant. For state agencies, we ask that you reach out to our recovery email listed within the chart.