

COVID-19 Cost Recovery Webinar for Towns

Virginia Emergency Support Team

Finance and Admin Section
Recovery Section

April 21, 2020 & April 23, 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



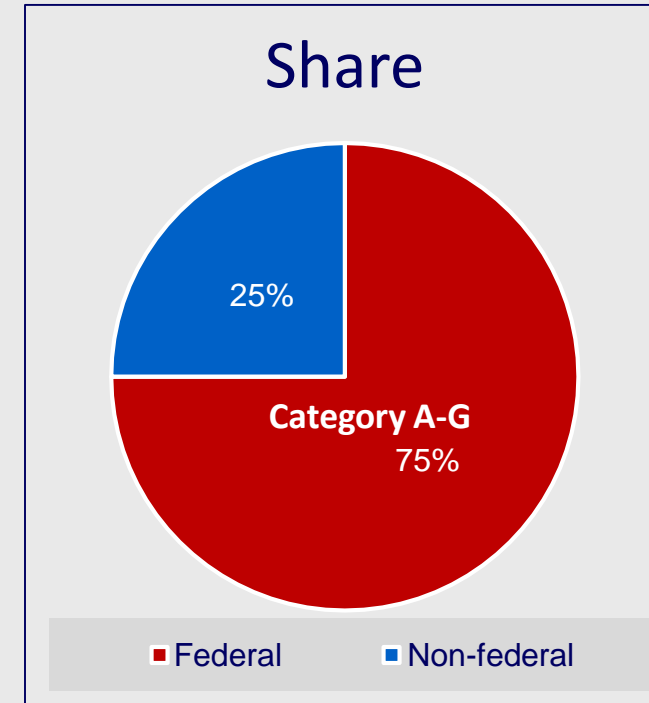
Federal Assistance Available

- 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



Towns as Applicants



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



Towns as Applicants

- If Towns are performing their own work, they must be their own Applicant.
- Towns must have a minimum of \$3,300 in costs to be an Applicant

- If Towns are performing work on behalf of the County, they must have an MOU with the County.
- In this instance, the Towns will submit their costs to the County. The County will be the Applicant.

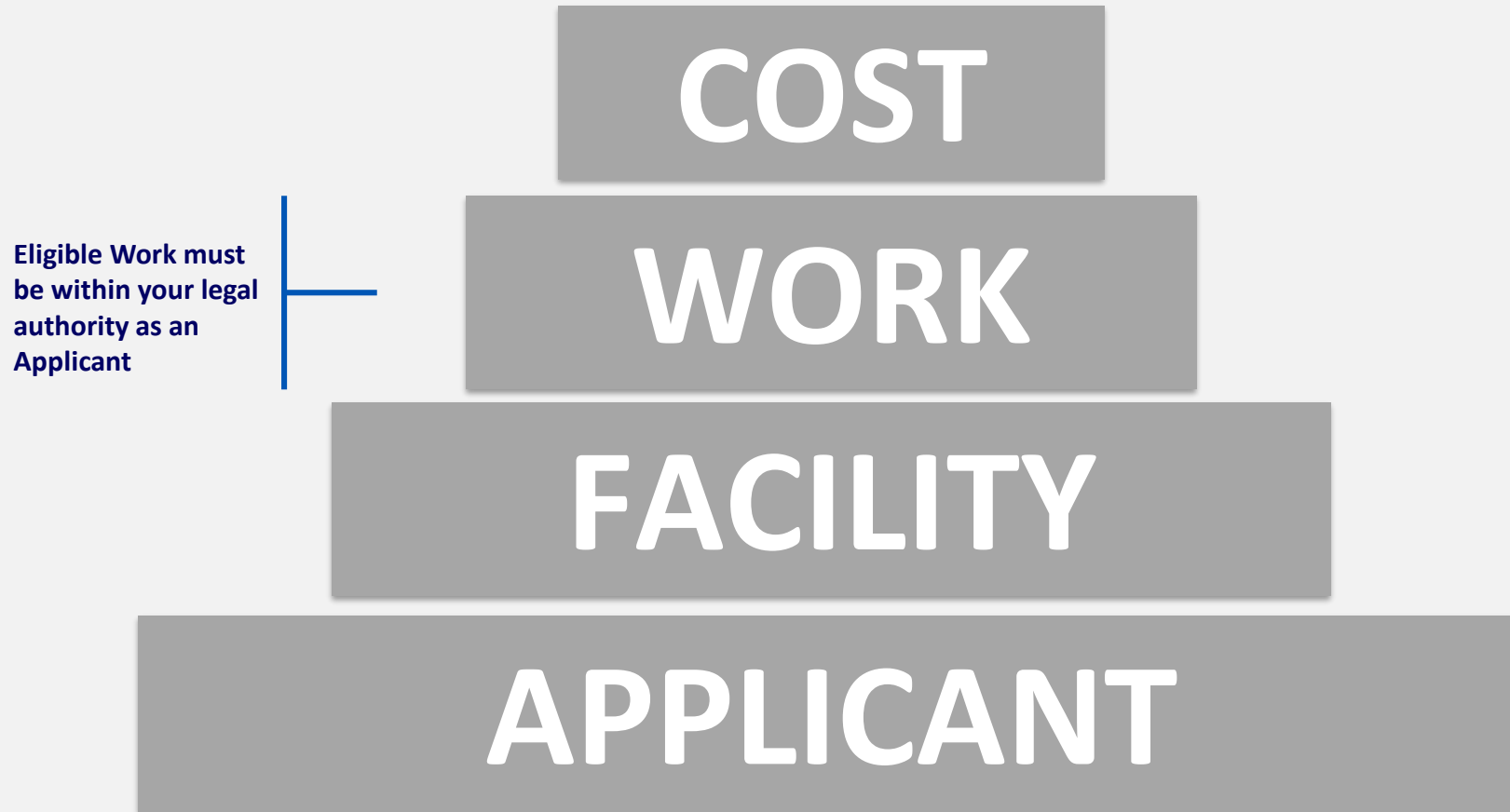


FEMA Released Guidance on Eligibility

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

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Resources and Supplies

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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



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

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:

Register for Access

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

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Remember Me

[Sign In](#) [Register](#)

[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 9500 Series


Retrieve Account Information


Forgotten 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 reset your password.




Email Address:

[Send Information](#)


 **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

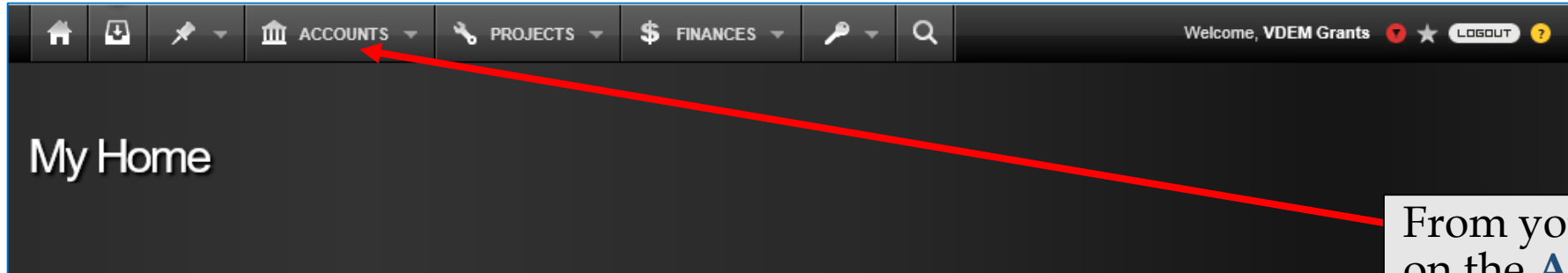
> [Drafts](#) | 2 total

 **Next 5 Quarterly Reports (PA) Due** ▾

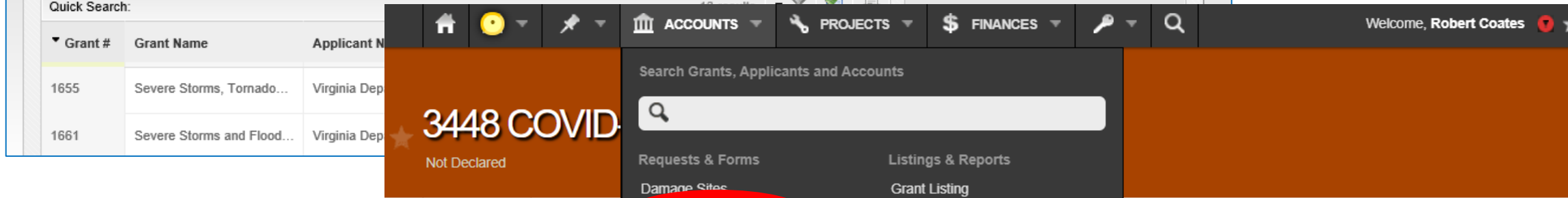
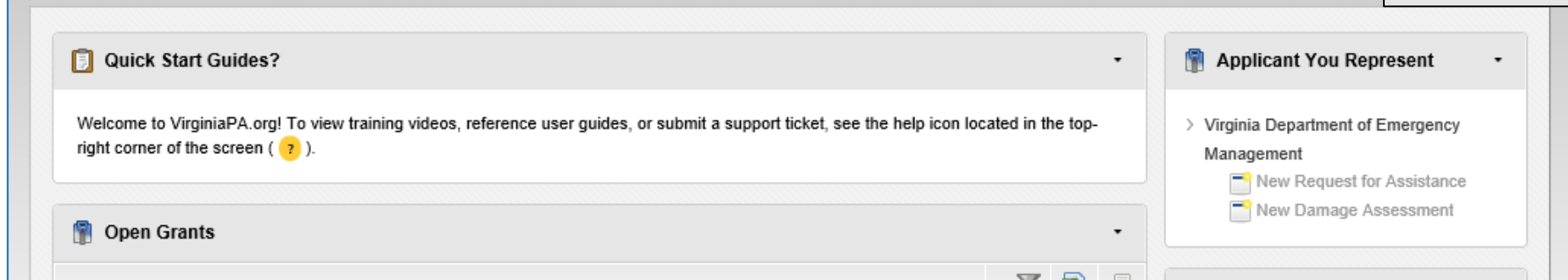
My Home

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

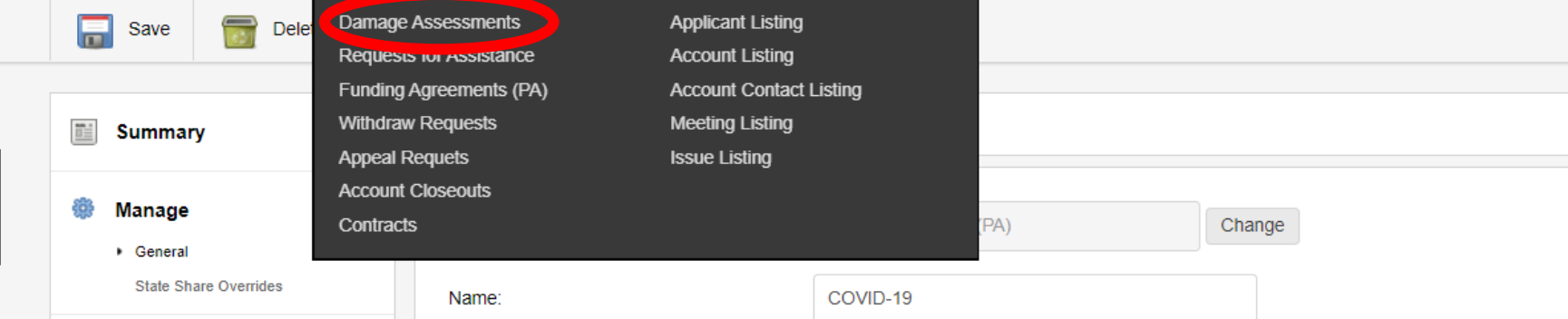
Step 3: Create a Damage Assessment



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



From the accounts tab click on the **“Damage Assessments”**



Damage Assessments

Save as Menu Preset **New Damage Assessment**

Quick Search: 3 results

Grant #	Applicant	Sequence #	Assessment Date	Applicant Con...	State Contact	Workflow Step
---------	-----------	------------	-----------------	------------------	---------------	---------------

Complete this Damage Assessment form, then click on the Save button in order to add individual Damage Sites prior to Advancing.

Assessment Date:

Disaster:

Applicant:

Applicant Primary Contact:

Full Name:

Email:

Phone:

PDA Team Lead:

Total Annual Budget: \$

Annual Maintenance Budget: \$

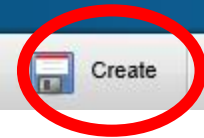
Click on the **New Damage Assessment** Tab

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.

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*

FEMA3404EM Hurricane Florence (PA) > Virginia Beach, City of

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

Routing in Progress: Submission (Step 1 of 4)

Submit **New Damage Site**

Summary

*** Form**

Damage Sites >

- Damage Site
- Category of Work Breakdown

Notes

Documents

Workflow

History

Damage Sites

Quick Search: 0 results

Location	Name	Cat	Amount	Submitted Date	Submitted By
No Results					

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

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


*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	





Damage Site

Back to Damage Assessment

Save

Set on Hold

Delete

Create Another Damage Site

Cost Estimate: \$

Has Insurance:

Estimated Eligible Damage Amount: \$3,500.00

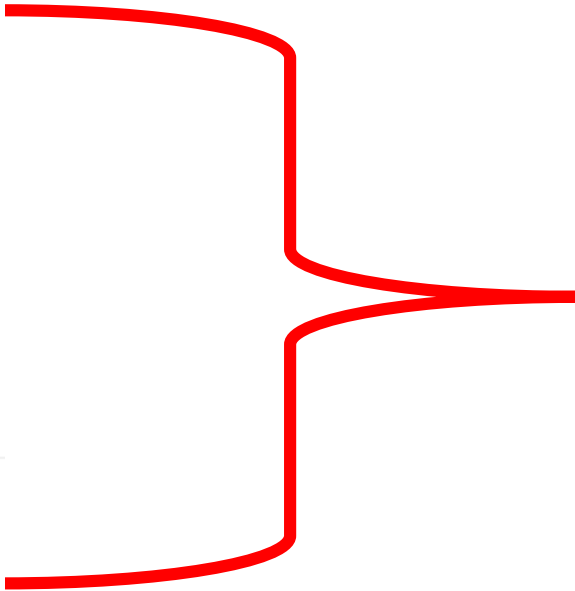
State Validated Amount: \$

FEMA Validated Amount: \$

Validation Level:

Damage Description:

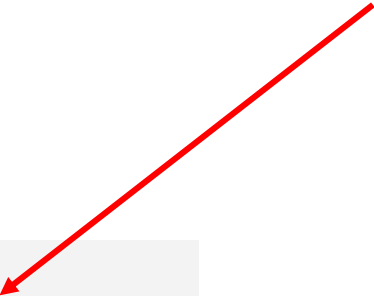
Scope of Work:



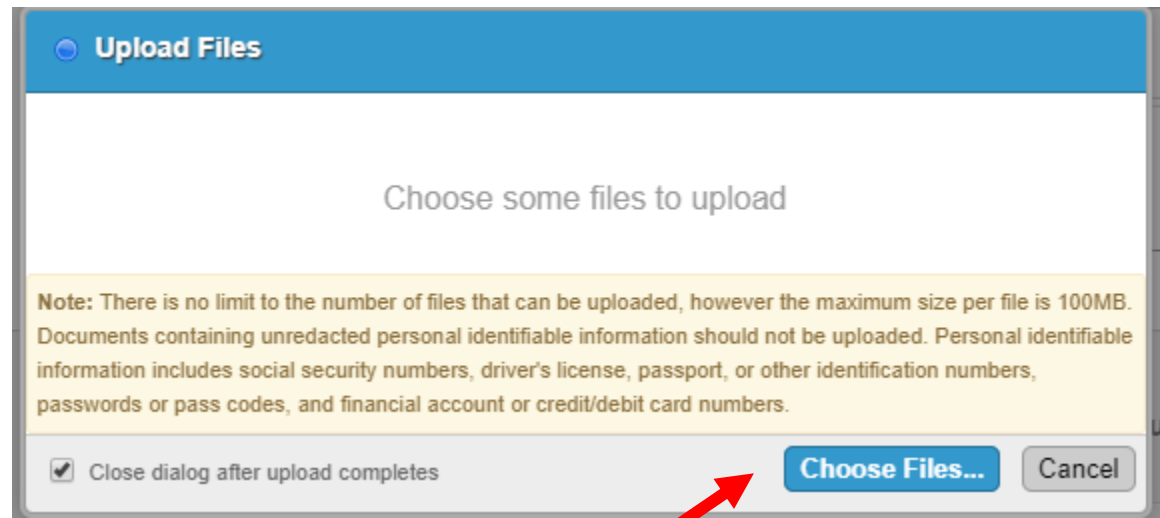
Estimates in these fields **must** be able to match up with your supporting documentation. Supporting documentation must show a minimum of \$3,300 in eligible expenditures.

No Uploaded Documents

No Issues



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

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.**

Home Accounts PROJECTS FINANCES

Welcome, Robert Coates LOGOUT

FEMA3404EM Hurricane Florence (PA) Virginia Department of Emergency Managemen...

Damage Assessment #2 - Hurricane Florence - Virginia Depart...

Routing in Progress: State PDA Lead Review (Step 2 of 4)

EDITING

Advance Return Set on Hold Deny Delete

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

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 for Towns

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



Resources and Next Steps

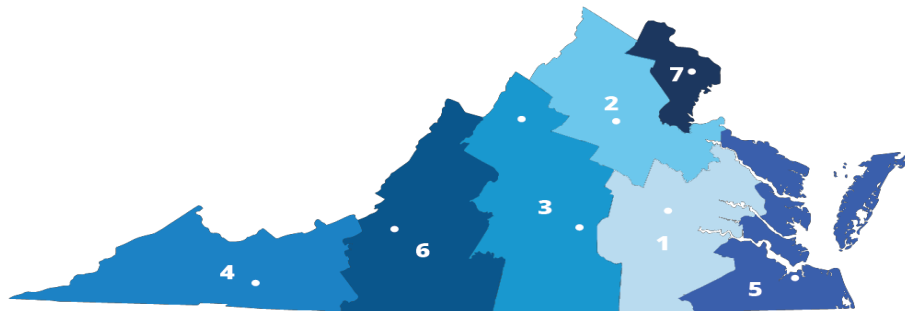
- Look for updates on the COVID-19 disaster as they become available <https://www.vaemergency.gov/coronavirus>
- Take advantage of our Public Assistance resource library, including Job Aids and Cost-Tracking templates <https://virginiapa.org/site/resources.cfm>
- Pay particular attention to the 2018 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



COVID-19 Cost Recovery Webinar for

Public Schools

Virginia Emergency Support Team

Finance and Admin Section
Recovery Section

April 22, 2020



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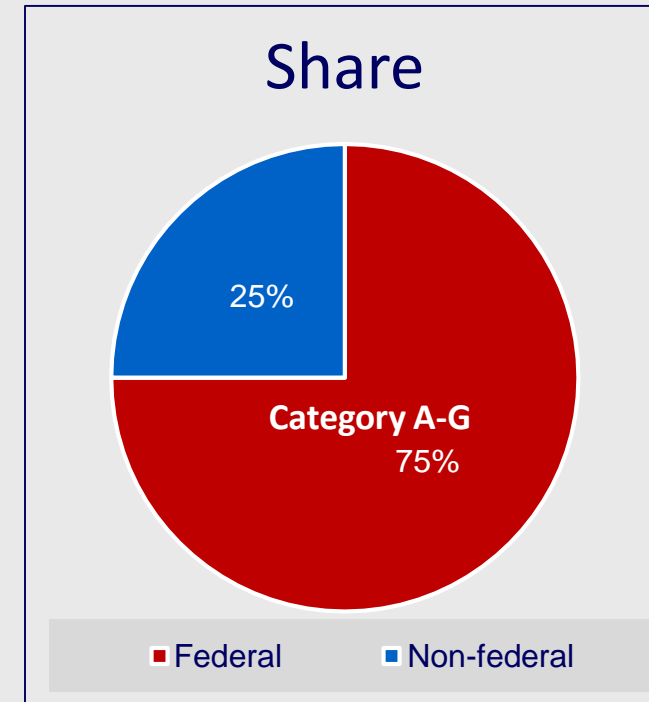
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Eligibility Pyramid



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Public School Systems as Applicants

- Each locality has the ability to choose 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

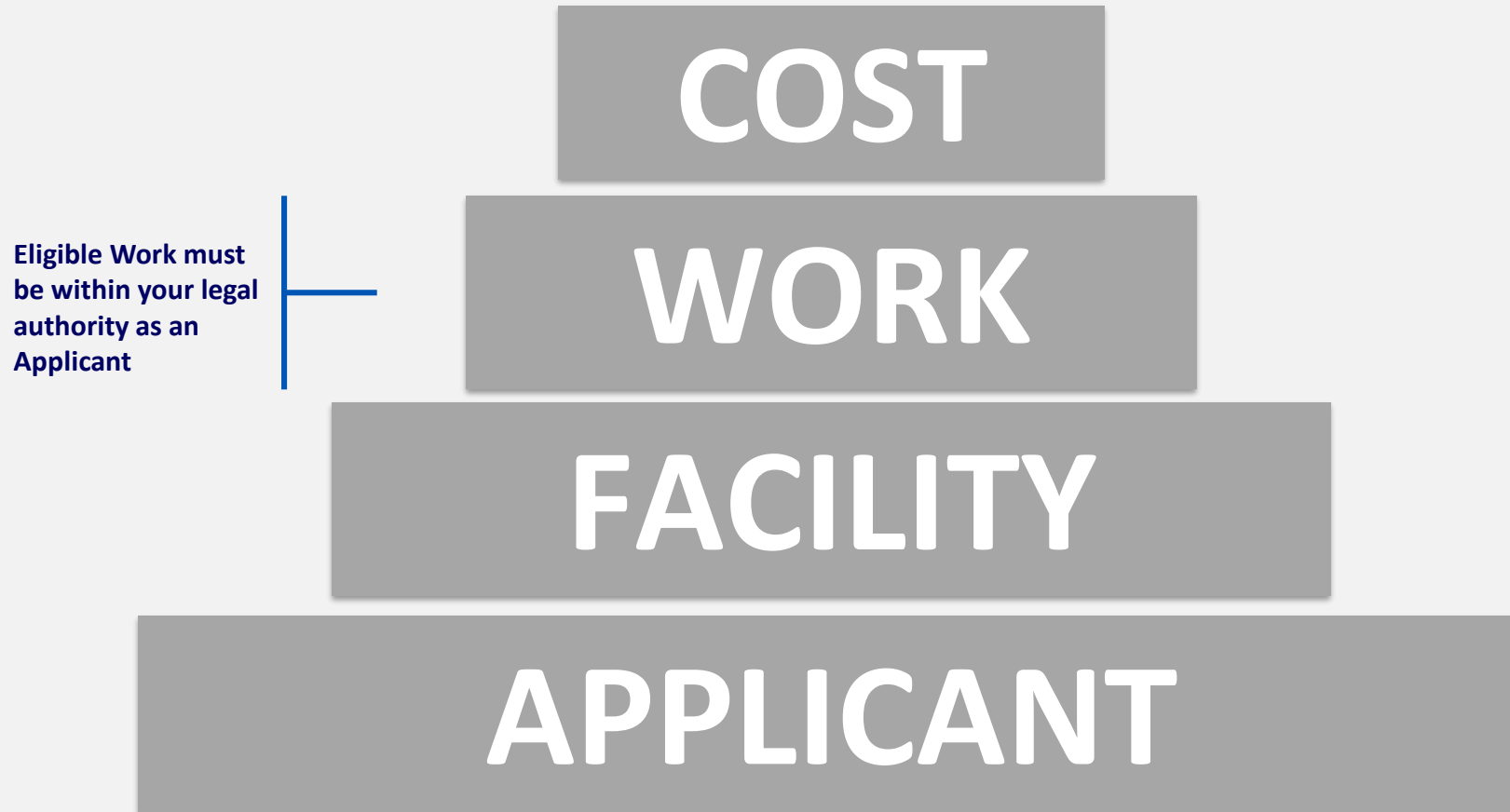


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Register for Access

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:

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- PA Applicant Resources
- PA Administrative Plan
- PA Program Information
- Training
- FEMA 9500 Series


Retrieve Account Information


Forgotten 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 reset your password.




Email Address:

[Send Information](#)


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Quick Search: 12 results ▾   

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 **Applicant You Represent** ▾


> Virginia Department of Emergency Management

 New Request for Assistance

 **My Inbox Summary** ▾

> [Inbox](#) | 0 total

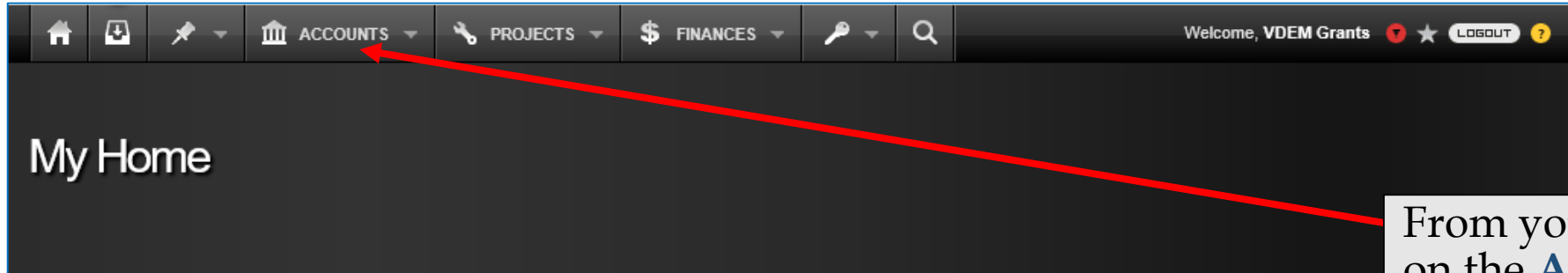
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Step 3: Create a Damage Assessment

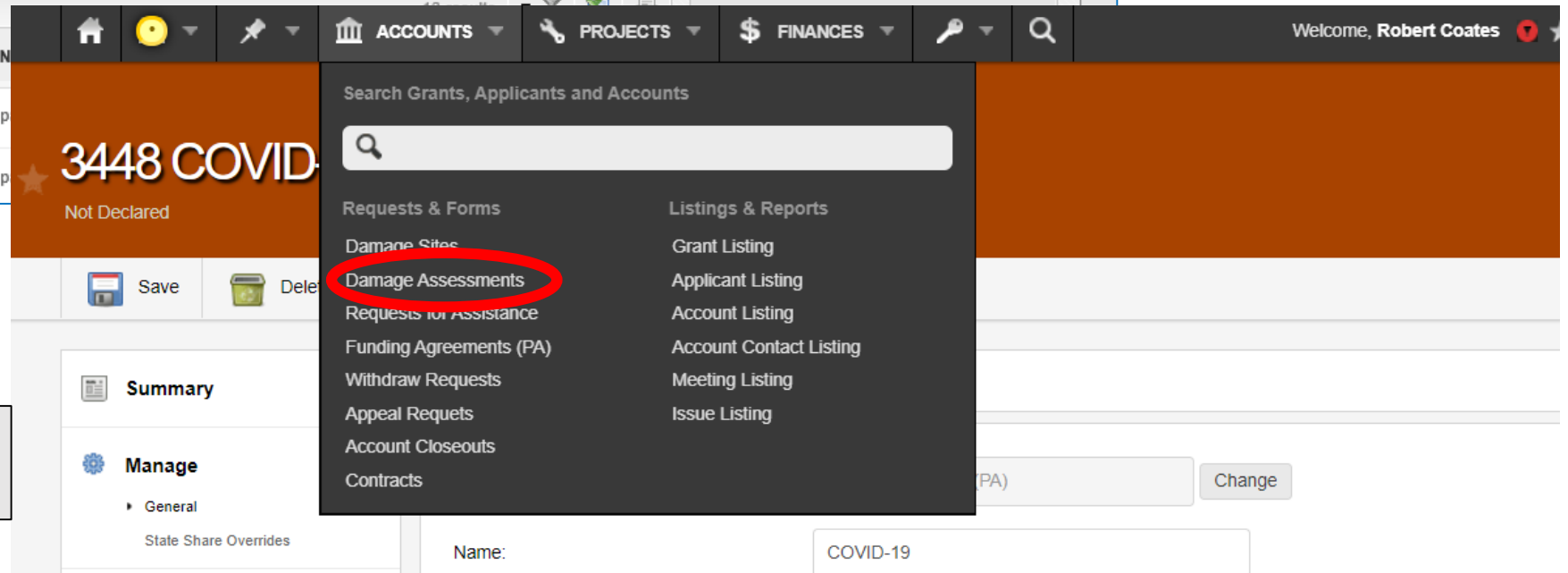


From your **Homepage** click on the **Accounts** tab



Quick Search:

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Damage Assessments

Save as Menu Preset **New Damage Assessment**

Quick Search: 3 results

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---------	-----------	------------	-----------------	------------------	---------------	---------------

Complete this Damage Assessment form, then click on the Save button in order to add individual Damage Sites prior to Advancing.

Assessment Date:

Disaster:

Applicant:

Applicant Primary Contact:

Full Name:

Email:

Phone:

PDA Team Lead:

Total Annual Budget: \$

Annual Maintenance Budget: \$

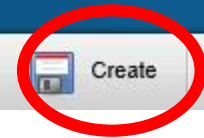
Click on the **New Damage Assessment** Tab

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.

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*

FEMA3404EM Hurricane Florence (PA) > Virginia Beach, City of

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

Routing in Progress: Submission (Step 1 of 4)

Submit **New Damage Site**

Summary

*** Form**

Damage Sites >

- Damage Site
- Category of Work Breakdown

Notes

Documents

Workflow

History

Damage Sites

Quick Search: 0 results

Location	Name	Cat	Amount	Submitted Date	Submitted By
No Results					

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

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

*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	





Damage Site

[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: \$

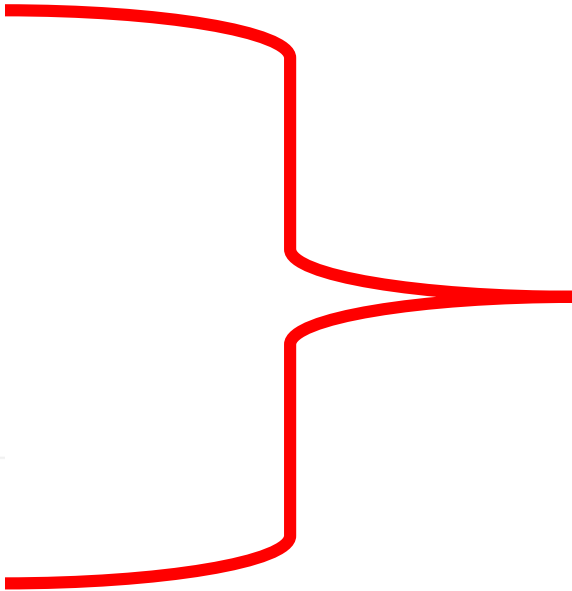
FEMA Validated Amount: \$

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.

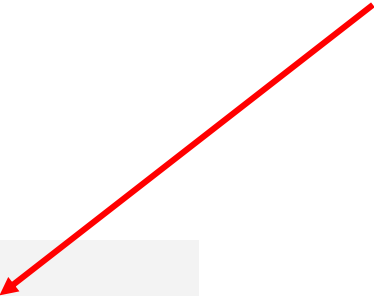
Scope of Work:

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.

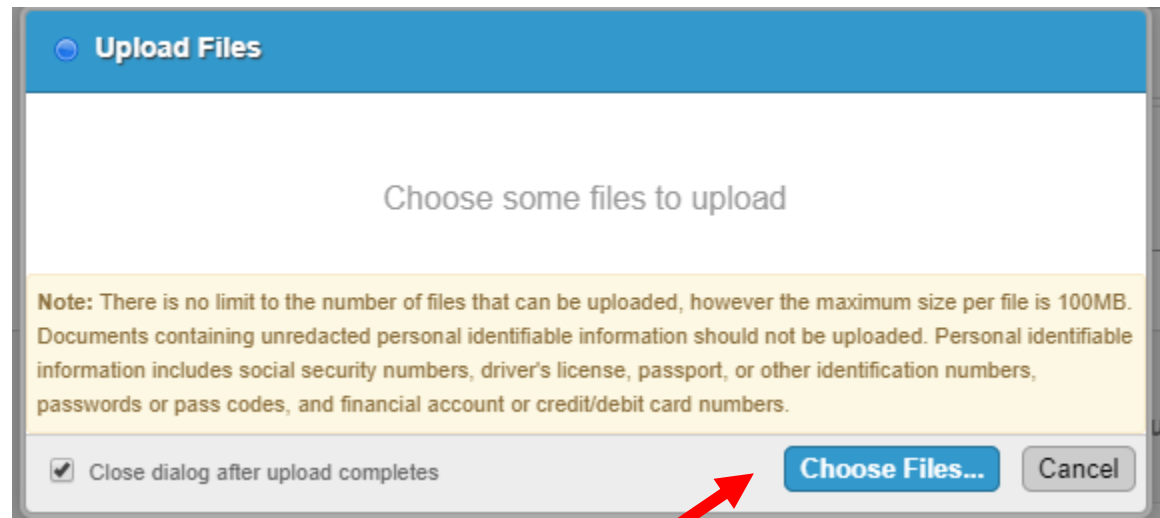


No Uploaded Documents [Add Document](#)

No Issues [Add Issues](#)



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

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.**

Home | [Yellow Circle] | [Pencil] | ACCOUNTS | PROJECTS | FINANCES | [Key] | [Magnifying Glass]

Welcome, Robert Coates | [Red Down Arrow] | [Star] | LOGOUT | [Question Mark]

FEMA3404EM Hurricane Florence (PA) > Virginia Department of Emergency Managemen...

Damage Assessment #2 - Hurricane Florence - Virginia Depart...

Routing in Progress: State PDA Lead Review (Step 2 of 4)

EDITING

Advance | Return | Set on Hold | Deny | Delete

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

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 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

