State Agency COVID-19 Cost Recovery Webinar

Virginia Emergency Support Team

Finance and Admin Section
Recovery Section

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

FEMA Released Guidance on Eligibility

COST

WORK

FACILITY

APPLICANT

Eligible Work must be within your legal authority

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

- <u>NECESSARY</u> AND <u>REASONABLE</u>

- Reduced by all applicable credits
  - Ex: Insurance, other federal programs (CDC/HHS)

- Consistent with applicant's policies and procedures

- <u>NOT ELIGIBLE</u> – 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

- <u>Reasonable</u> and <u>Necessary</u>

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: <u>Submit</u> your damage assessment for VDEM review

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.

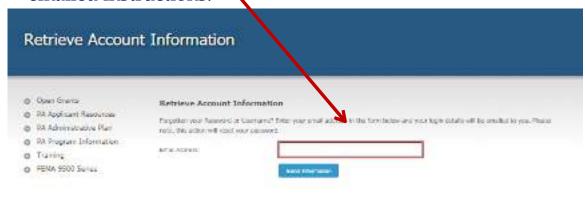If you do not have an account, click the **Register for Access** link to register for the site.

Register for Access

Name Prefix:

First Name:

Middle Name:

Last Name:

Name Suffix:

Title:

Email:

Phone – Business:

Is Direct Line: Not Known ▼
Is the number indicated above a direct line to this contact?

Phone – Fax:

Phone – Cell:

Request Type: New User Requesting Access ▼

Do you represent a local agency?   ○ No ● Yes

Applicant Organization: Select One ▼

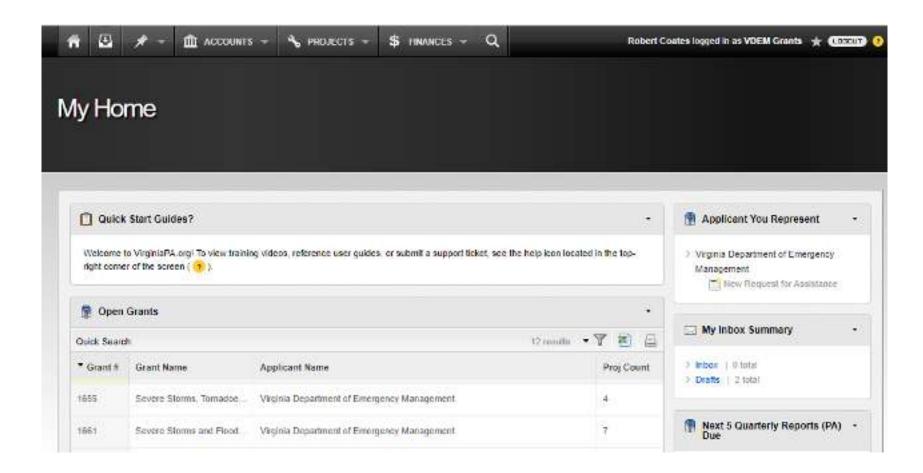Requested Permission Level: Select One ▼

Reason for Requested Access:

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.
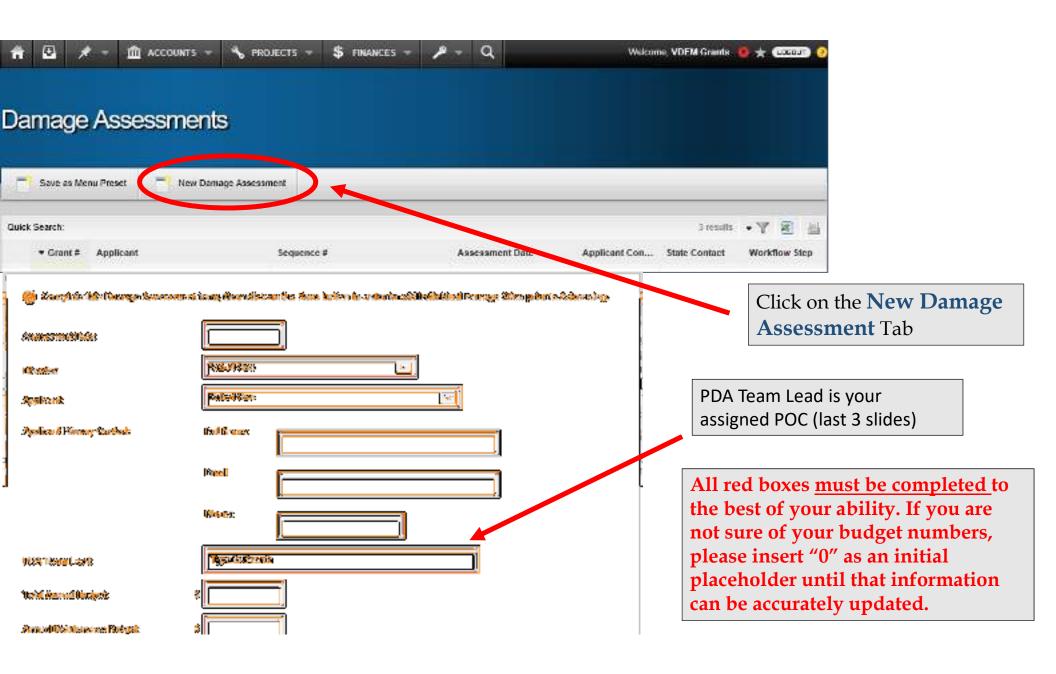
My Home

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:

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

Site Name:

Address of Damaged Property

Address:

City:

*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	

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.*

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

Upload Files

Choose some files to upload

Note: There is no limit to the number of files that can be uploaded, however the maximum size per file is 100MB. Documents containing unredacted p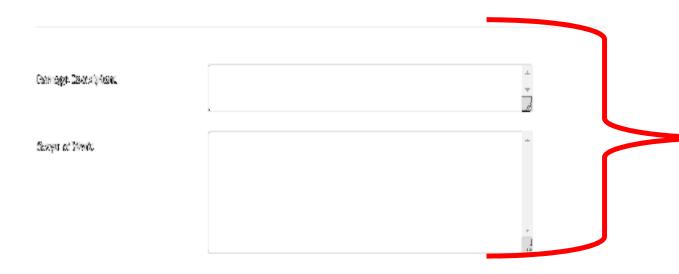ersonal identifiable information should not be uploaded. Personal identifiable information includes social security numbers, driver's license, passport, or other identification numbers, passwords or pass codes, and financial account or credit/debit card numbers.

☑ Close dialog after upload completes   **Choose Files...**   Cancel

No Uploaded Documents   Add Document

Damage Site

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

Damage Description/Notes

Scope of Work

> ***Description of Damages/Costs:***
> Examples:
> - Disinfection of Facility
> - Purchase of facemasks
> - Labor costs for cleaning

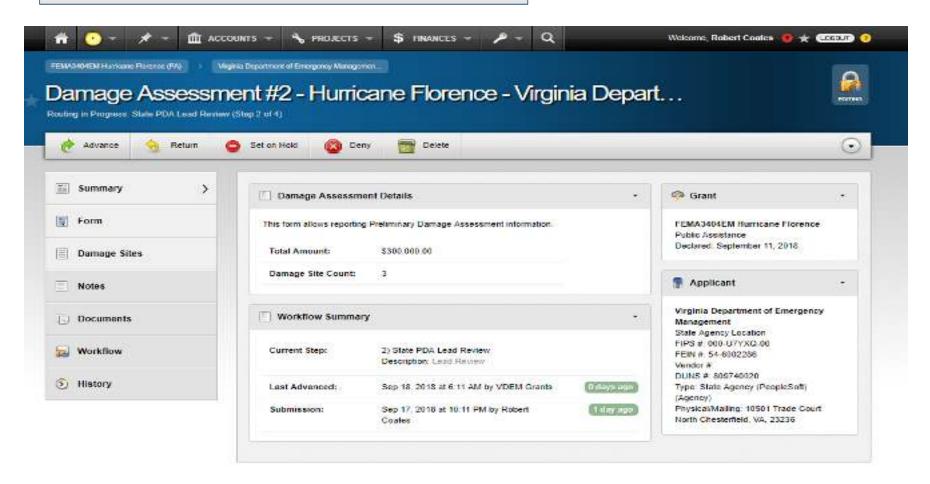Virginia Public Assistance
PDA Summary of Damages for Potential Sub-Counties

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.

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):

Agency	PA/Recovery Coordinator	Email
For assistance submitting your damage assessment, please utilize the following contacts:		
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