Tribal COVID-19 Cost Recovery Webinar

Virginia Emergency Support Team

Finance and Admin Section
Recovery Section

Tribal COVID-19 Cost Recovery Webinar

- Agenda
  - FEMA Authorized Assistance and Eligibility
  - Tribal Options - Recipients v. Applicants
  - Submission of Eligible Cost Recovery Assessment – VirginiaPA.org
  - Overview of Resources Available
  - Tribal POCs

Tribal Recipients and Sub-recipients (Applicants)

Based on the President's National Emergency Declaration for the coronavirus (COVID-19) pandemic on March 13, 2020, tribal governments may be a Recipient or Sub-recipient for FEMA Public Assistance.

Tribal Options for Assistance

- Tribal governments **do not need to request separate emergency declarations** to receive FEMA assistance under this nationwide declaration.
- A tribal government may **choose** to be a **Subrecipient under a state** that has chosen to be a Recipient of FEMA assistance or choose to be a **direct Recipient** of FEMA.
- The Department of Health and Human Services (HHS) also has funding available, including $40 million dollars specifically identified for tribes, tribal organizations, and tribal health service providers.

FEMA Role in COVID-19 Pandemic Response

- Tribal governments can express intent to seek FEMA Public Assistance by notifying the FEMA Regional Administrator in the FEMA regional office in which the tribal government seat is located.
- **FEMA Regional Tribal Liaison** will coordinate with Tribes on FEMA-specific questions and navigating the Recipient versus Sub-recipient decision process
  - David Thomason, David.Thomasson@fema.dhs.gov
  - Tribal Liaisons can connect tribes with FEMA leadership and program subject matter experts, as needed, for information, technical assistance and resources.

Federal Assistance – Recipient v. Applicant

- FEMA assistance as a **Recipient** requires execution of a **FEMA-Tribe Agreement** (FTA) and execution of an applicable emergency plan.
  - An FTA is submitted to the FEMA Regional Administrator and contains the understandings, commitments, and conditions under which federal disaster assistance will be provided.
  - FEMA regional offices can provide a draft copy to tribal governments for review. Once all parties have reviewed and made edits, a final version will be distributed for signature.
- A tribal government **must confirm activation of its emergency plan** to receive assistance as a Recipient.
  - FEMA regulations do not specify legal requirements for emergency plan content; only that a tribal government has one and activates it before requesting a declaration.

Federal Assistance – Recipient v. Applicant

- Tribal governments that chose to be a **Sub-recipient, or Applicant**, through VDEM for FEMA Public Assistance should coordinate with the Commonwealth.
  - The *Public Assistance Program and Policy Guide (2018)* provides overview of the Public Assistance program. Resource available at the end of this Webinar.
- Recognizing some tribal governments have greater capacity than others, in order to streamline resource requests, it may be efficient to **maintain close coordination with county and state officials**.
- **VDEM Tribal Liaison** will coordinate with Tribes as Applicants, for those wishing to apply under VDEM as the recipient.
  - Michelle Daschner, Michelle.Daschner@vdem.virginia.gov

Federal Assistance – Additional Requirements

- Federal disaster assistance grant programs have additional requirements to complete before FEMA allocates and dispenses grant funds.
  - The FEMA *New Recipients of Disaster Grants Guide* describes requirements for Recipients In requesting and receiving FEMA disaster assistance grant funding.
- Eligible emergency protective measures taken at the direction or guidance of public health officials in response to this emergency, Category B costs, are reimbursable.
- FEMA Public Assistance will be provided at a **75 percent Federal/25 percent non-Federal** cost share for both Recipients and Sub-recipients, or Applicants.
  - Tribal governments will be responsible for the 25 percent cost share.

Federal Assistance - Declaration

- The President Declared a National Emergency on March 13, 2020
- January 20, 2020 - and ongoing (no end date, as of now)
  - 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)

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)*

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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

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

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Preparation for Potential FEMA Reimbursement

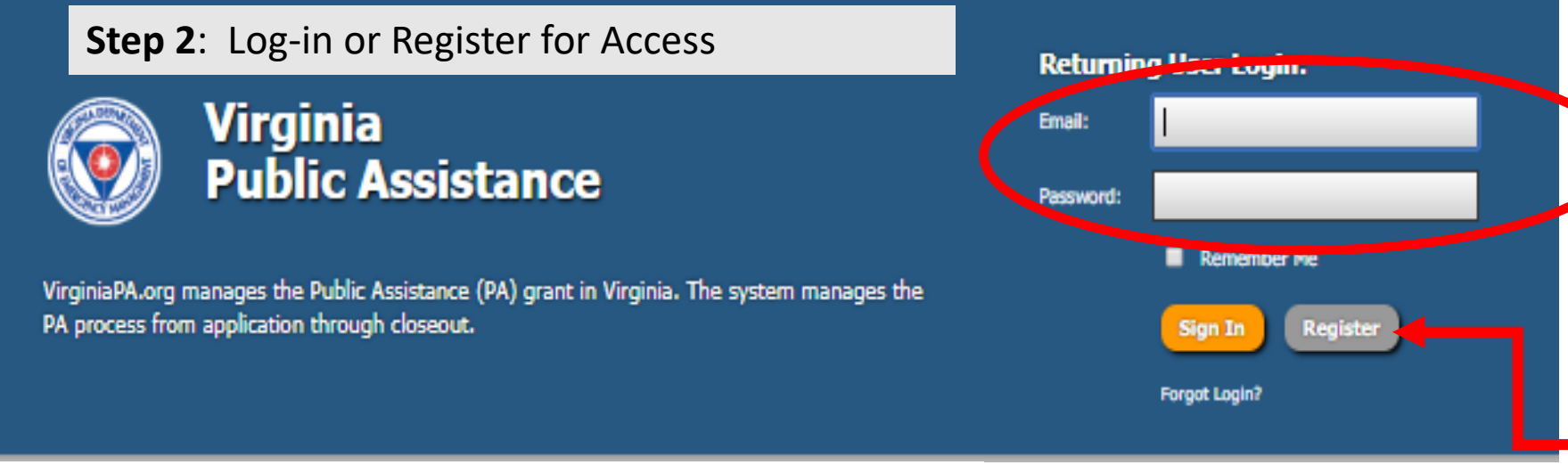
- Obtain cost estimates and determine eligibility
- Coordinate with FEMA on setting up account in the FEMA Grants Portal
- Grant writing process/eligibility review (new guidance for this event)
- FEMA obligates funding to VDEM at 75% of total costs
- Grant management processes for post-obligation are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

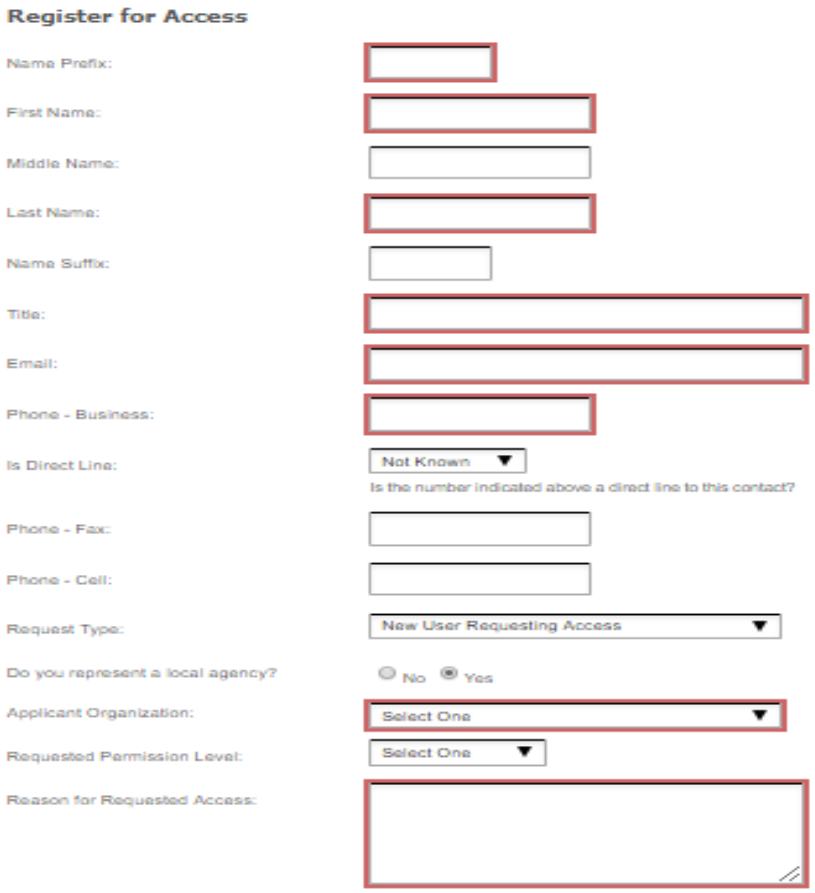
Step 2: Log-in or Register for Access



Login

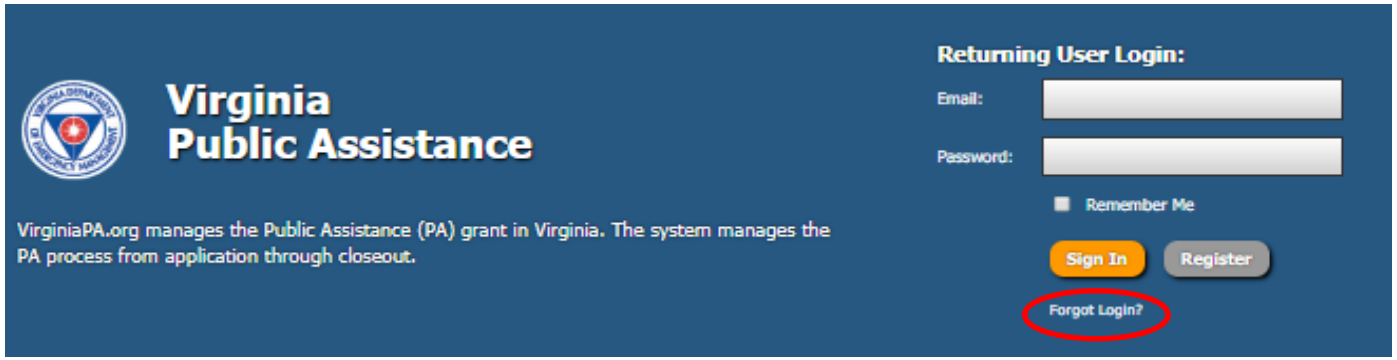
This is the login screen. Enter your email address and password here.

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



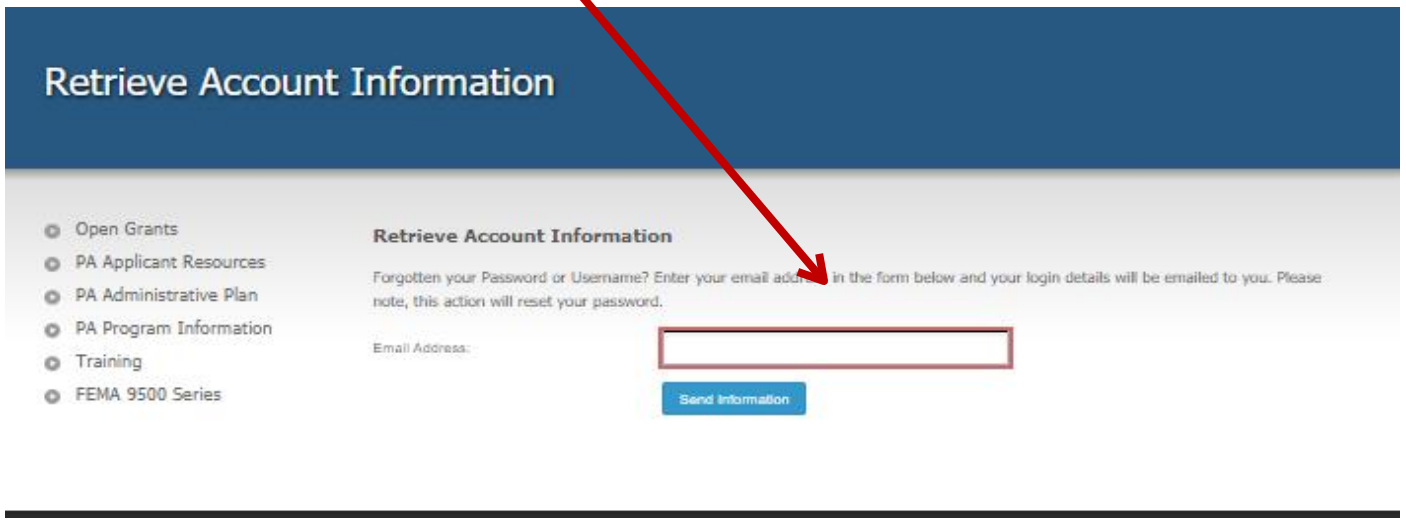
Register for Access

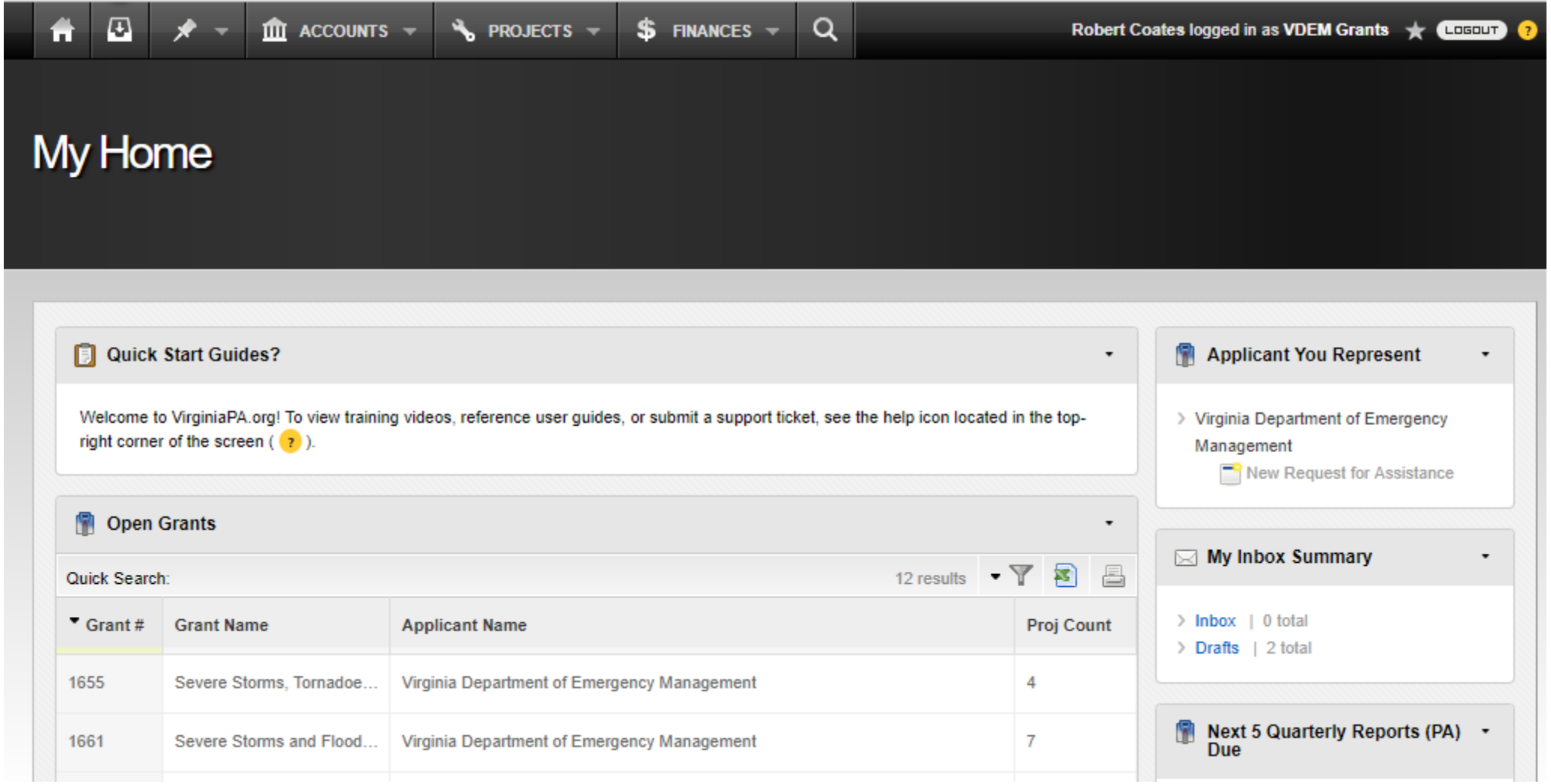
This is the registration screen. **All boxes highlighted in red must be completed before submitting the form.**



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.

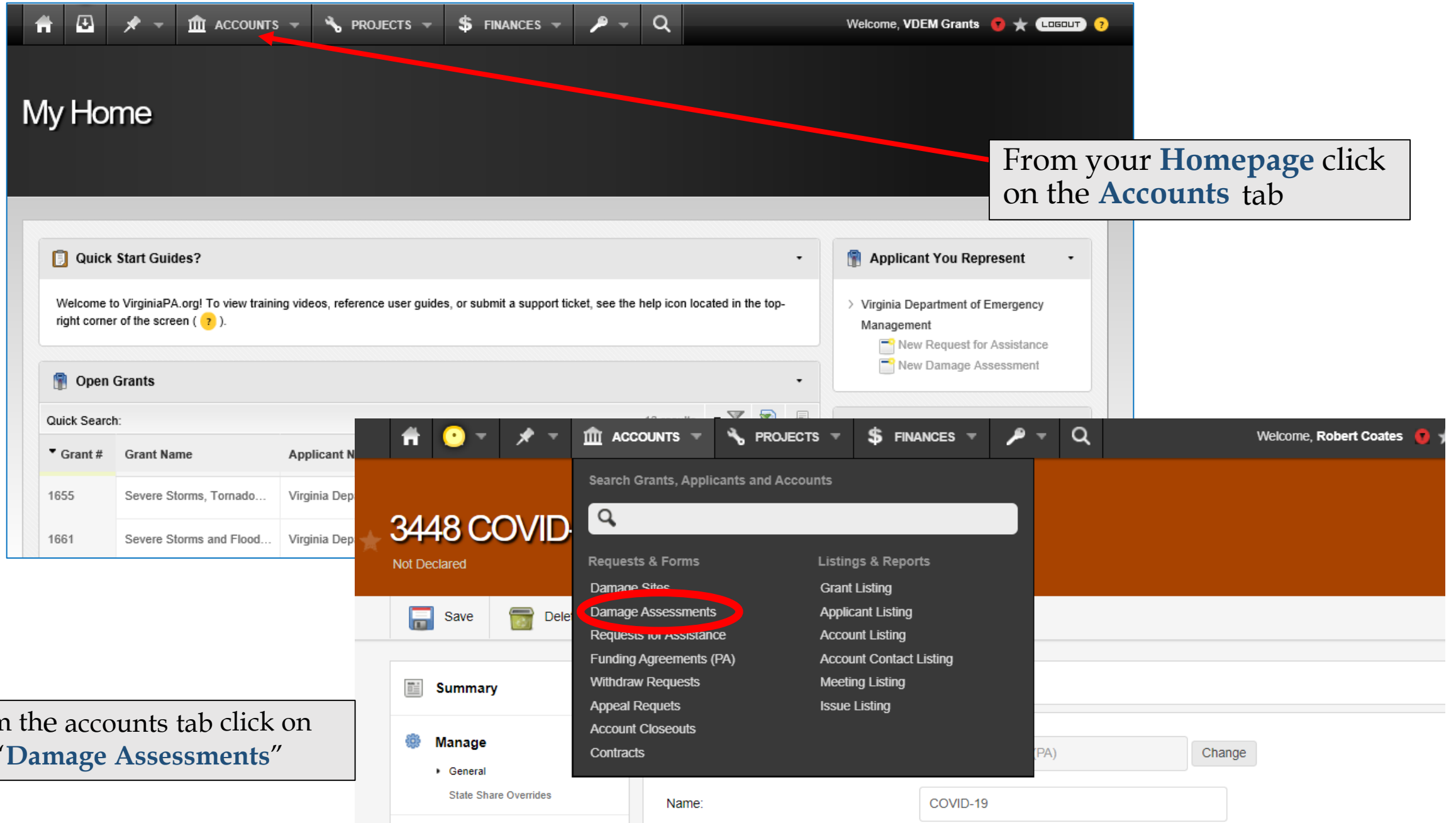




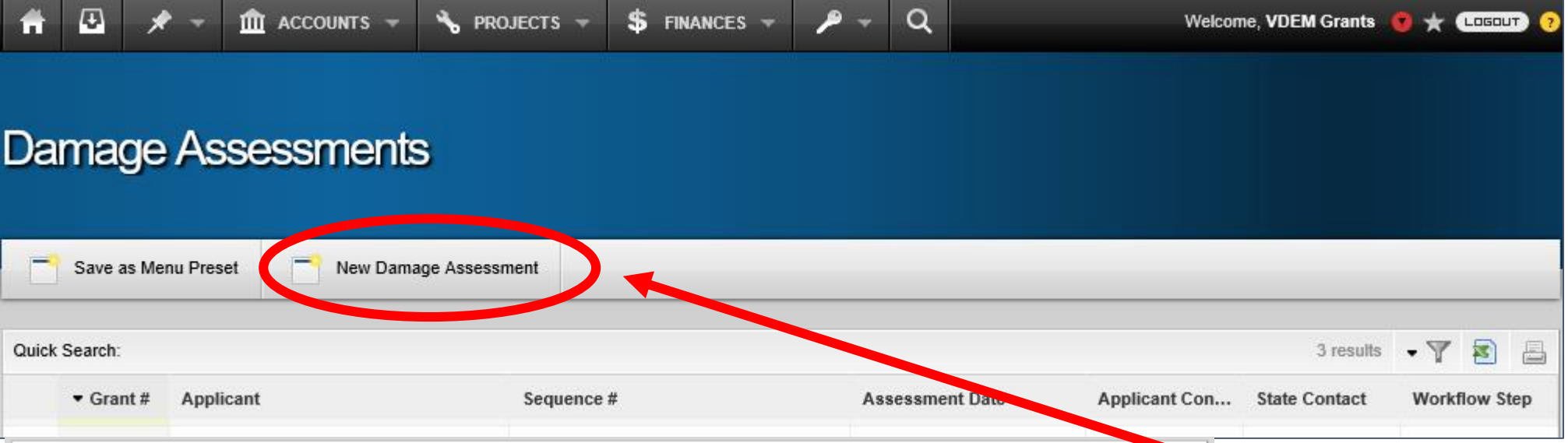
My Home

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



Click on the **New Damage Assessment** Tab

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

Assessment Date:

Disaster: Select One

Applicant: Select One

Applicant Primary Contact:

Full Name:

Email:

Phone:

PDA Team Lead: Type to Search

Total Annual Budget: $

Annual Maintenance Budget: $

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?

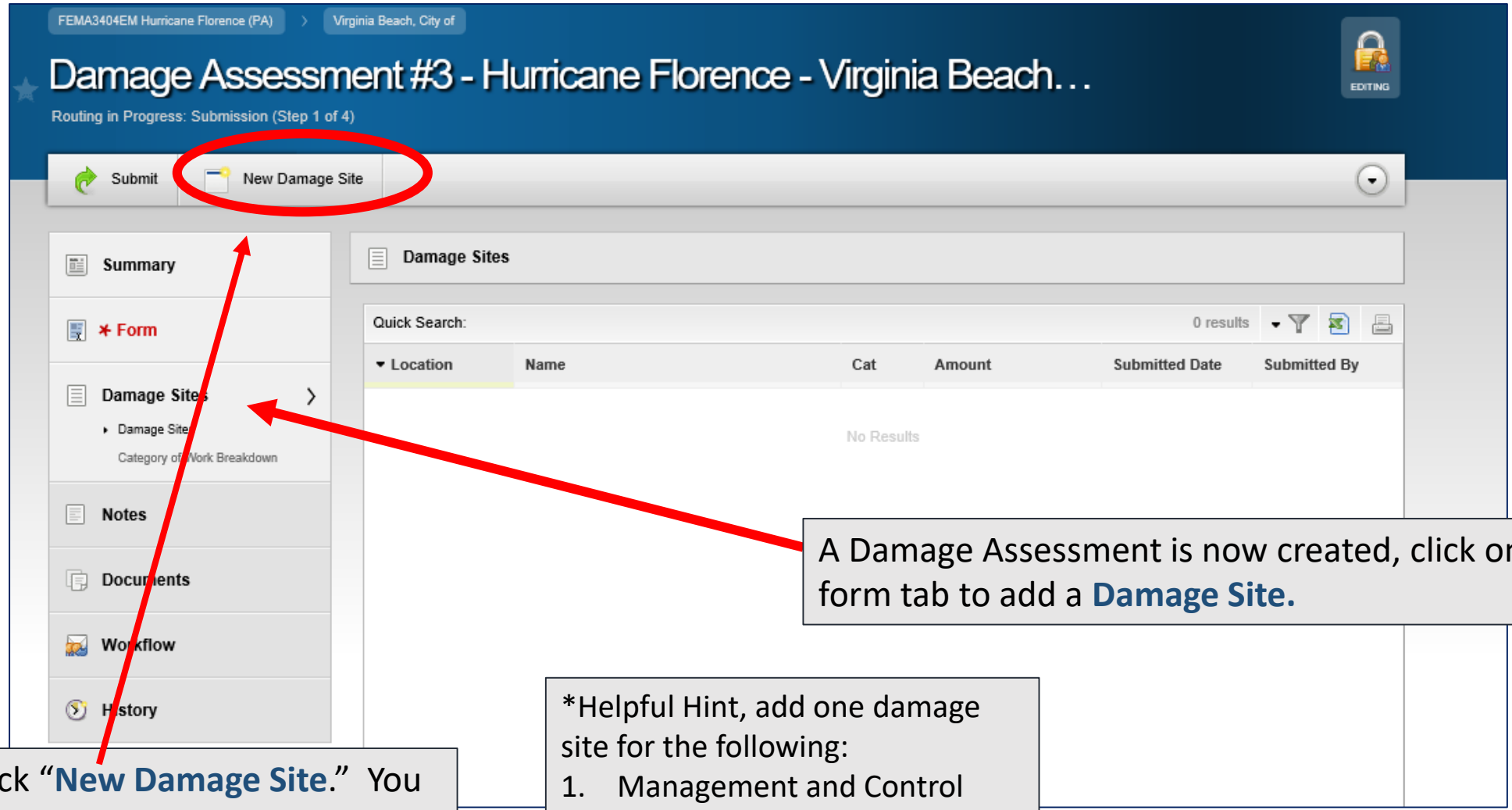
Can the potential sub-grantee respond and recover from the damages quickly and without a degradation of services?

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*



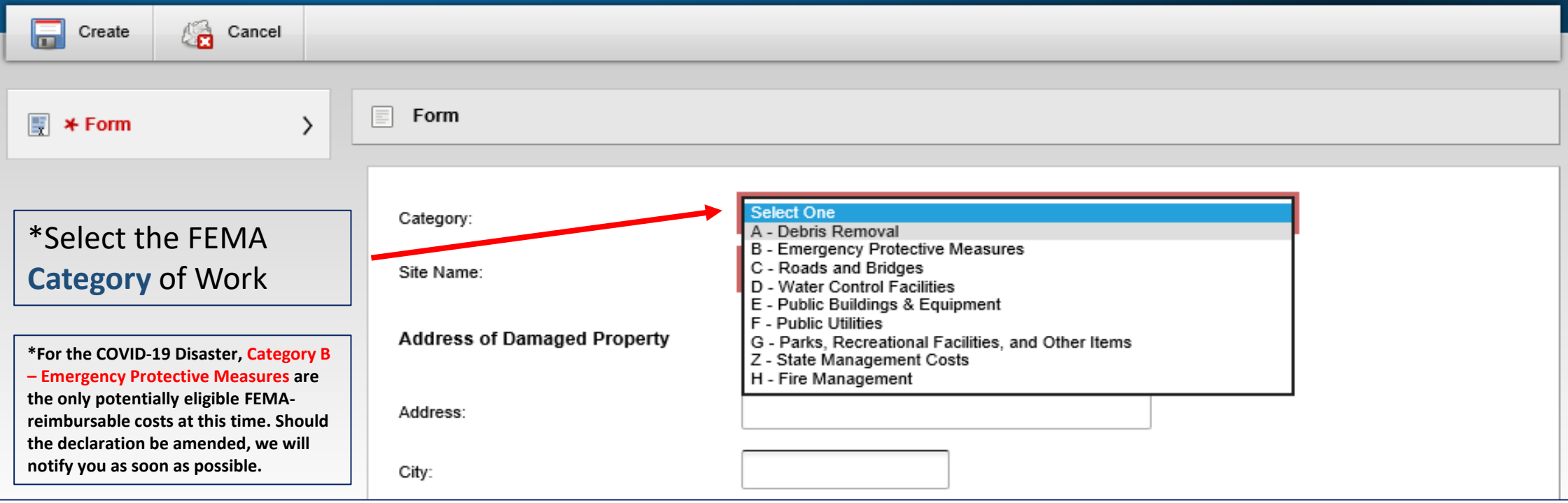
A Damage Assessment is now created, click on the form tab to add a **Damage Site.**

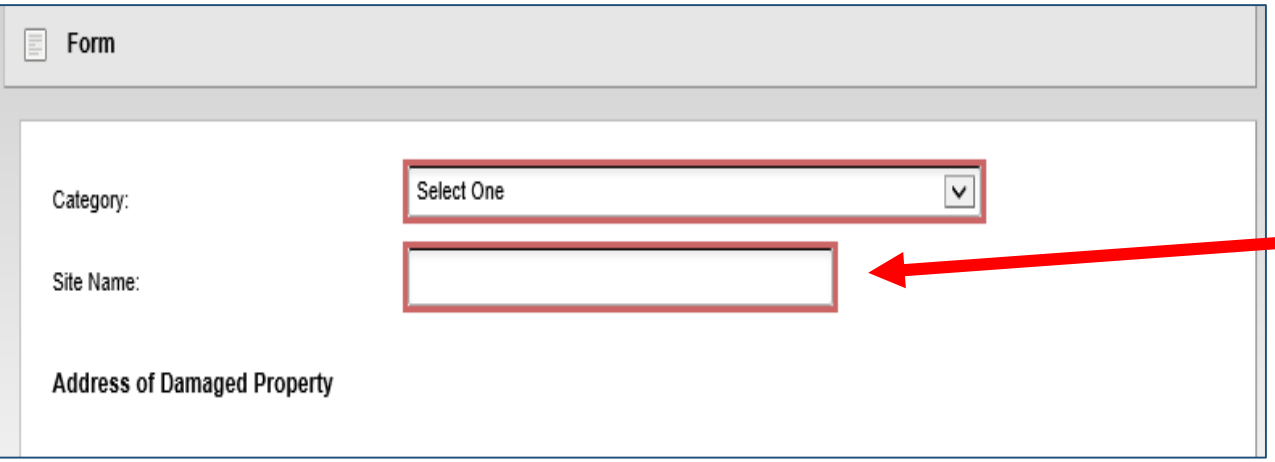
Click "**New Damage Site**." You may create as many damage sites as you like under each Damage Assessment.*

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

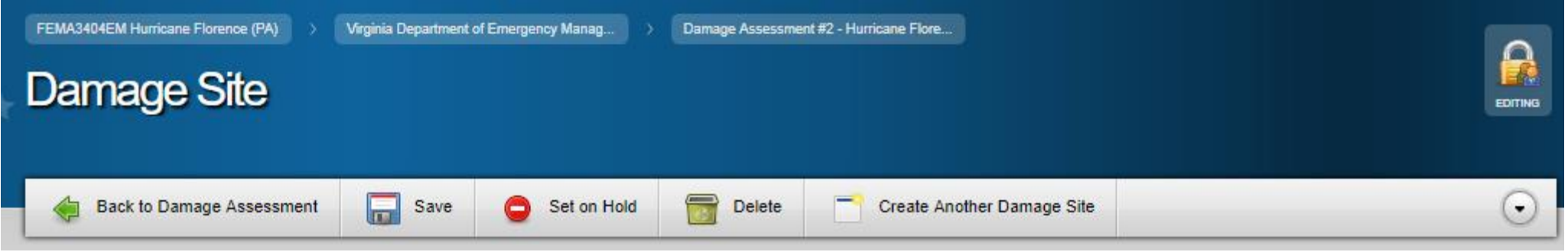
1. Management and Control
2. Emergency Medical Care
3. Medical Sheltering
4. Supplies and Resources

Create New Damage Site





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	



Cost Estimate: $

Has Insurance: No

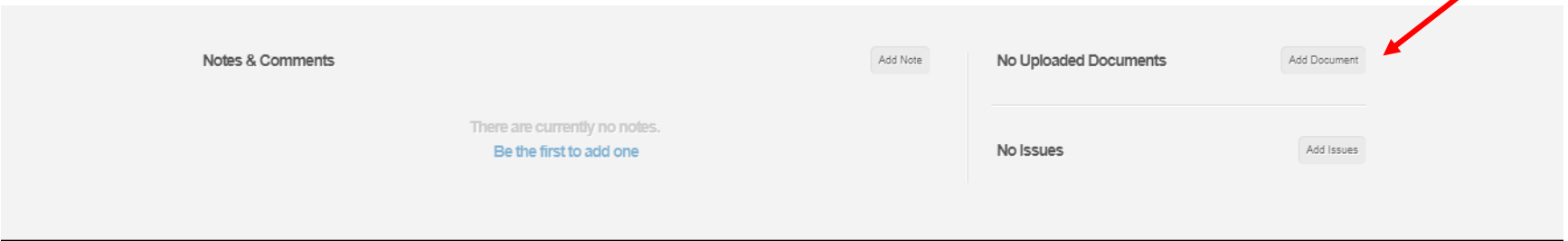
Estimated Eligible Damage Amount: $0.00

State Validated Amount: $

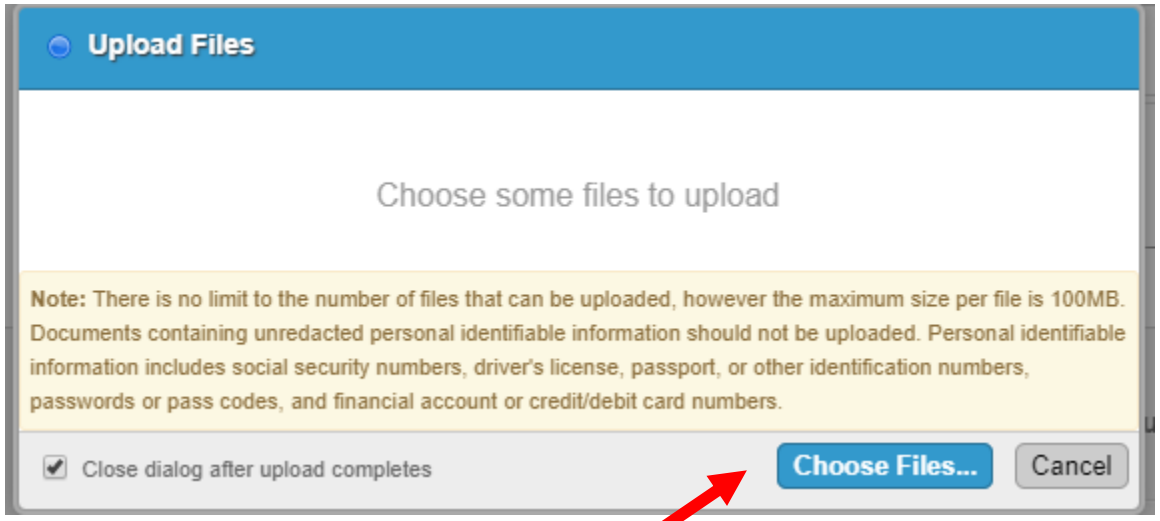
FEMA Validated Amount: $

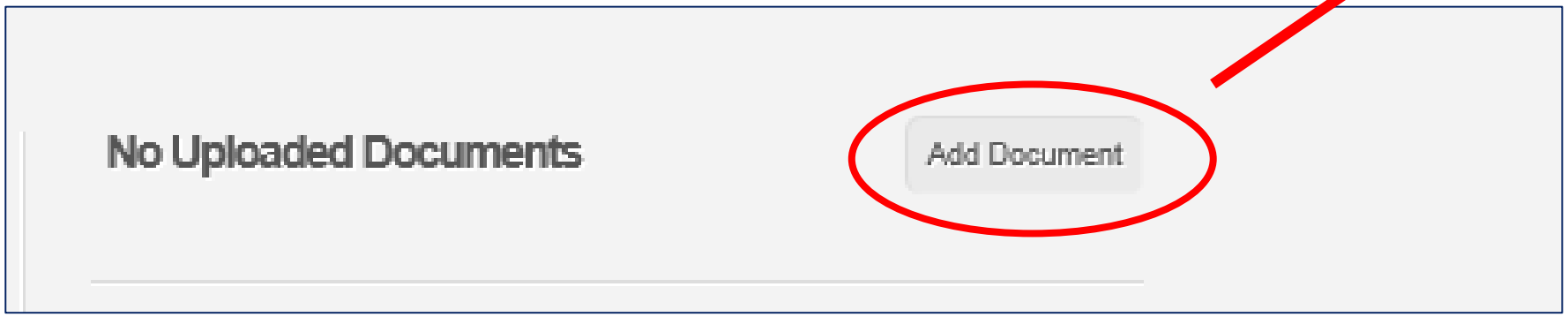
Validation Level: Unvalidated

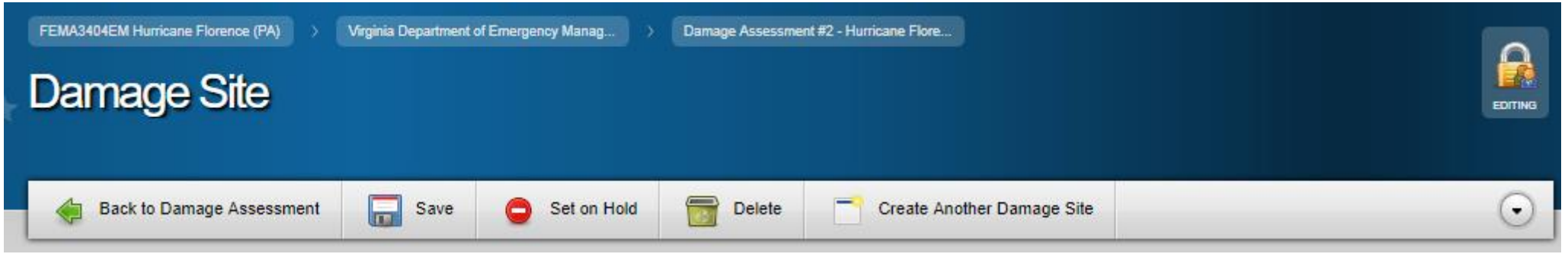
Estimates in these fields **must** be able to match up with the supporting documentation that is uploaded. ***Estimates without supporting documentation will not be accepted.***



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







Damage Description:

Scope of Work:

Description of Damages/Costs:

Examples:

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

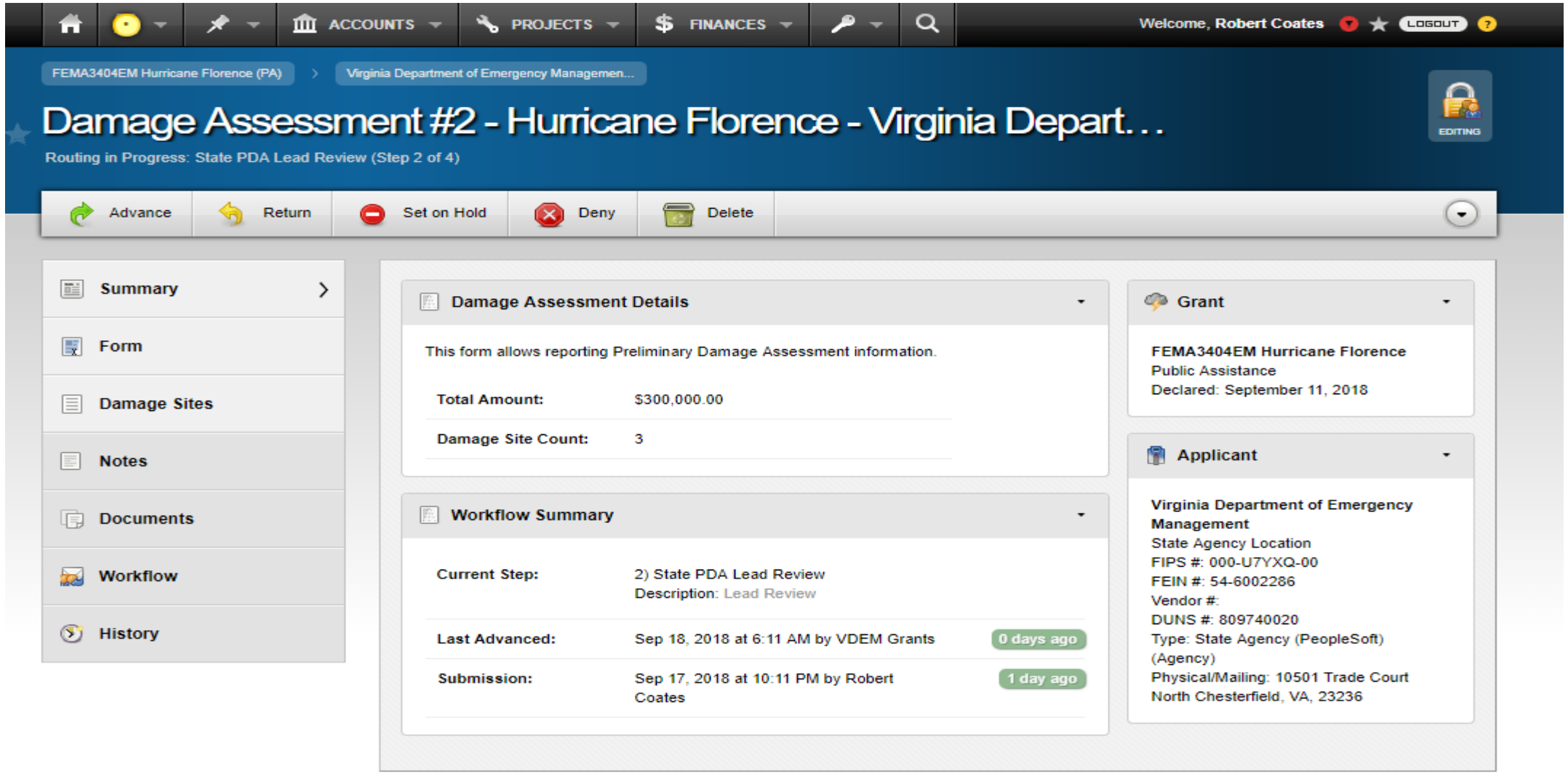
Virginia Public Assistance
PDA Summary of Damages for Potential Sub-Grantee

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 Cost Recovery Assessment Submittal

- Please submit your initial Cost Recovery Assessment in the VirginiaPA.org system by COB April 24, 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.
- Tribal 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 Tribes

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

Tribe	PA/Recovery Coordinator	Email
All Tribes	Michelle Daschner	Michelle.Daschner@vdem.virginia.gov
Recovery Team	Recovery Team	Recovery@vdem.virginia.gov