Welcome to the NVFC’s Train Strong Webinar Series.

Today’s webinar is “COVID-19 Cost Recovery for Fire and EMS.”
The National Volunteer Fire Council (NVFC) is the leading nonprofit membership association representing the interests of the volunteer fire, EMS, and rescue services. The NVFC serves as the voice of the volunteer in the national arena and provides invaluable resources, programs, education, and advocacy for first responders across the nation.
MEMBERSHIP

Have a voice in advocating for volunteer fire and emergency services nationwide and locally.

Grow your fire family by connecting with fire service volunteers in your area and across the country.

Up your skills through free training, educational scholarships, and giveaways.

Look after your loved ones with a $10,000 AD&D insurance policy.

Know you’re backed by the top organization fighting for the volunteer fire and emergency services.

Become a member for only $18 a year. Join today at NVFC.org/Join
Today’s Speaker

Star Black
Deputy Section Chief
PA Division Field Operations & Support Branch Training Section
FEMA Public Assistance (PA)

FEMA’s Public Assistance Program provides supplemental grants to State, Tribal Nation, Territorial, and Local governments, and certain types of private non-profits so that the communities can quickly respond to and recover from major disasters or emergencies.
Declaration Summary

**Declaration Date**: Emergency - March 13, 2020  
**Incident Period**: January 20, 2020 and continuing

**Type**: Coronavirus Disease 2019 (COVID-19) pandemic  
**Designated Areas**: All States, Tribal Nations, Territories, and the District of Columbia

**Cost Share**: 75% Federal, 25% Non-Federal

*Pursuant to section 501 (b) of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. 5121-5207*
COVID-19 PA Process Flow

1. Attend virtual applicant briefing
2. Log on or create account at PA grants
3. Submit RPA
4. Submit COVID-19 PW (and docs)
5. FEMA and state (recipient) review documents
6. Sign final grant
7. Receive funding
New Reimbursement Process Targeted to COVID-19 Declarations

Different from other FEMA PA Declarations, the process for COVID-19 features the following:

- Virtual Applicant Briefings
- Direct Account Requests and RPA submission through Grants Portal (https://grantee.fema.gov/)
- Direct Application of COVID-19 Streamlined Project Application
COVID-19 Direct Application

For COVID-19 Declarations, applicants will have the ability to apply for assistance directly through FEMA’s Grants Portal without requiring traditional Exploratory Calls or Recovery Scoping Meetings.

FEMA’s Quick Guides and How-To Videos provide step-by-step instructions and can be found in the Grants Portal, https://grantee.fema.gov.

For technical assistance with Grants Portal, Applicants can call the Grants Portal Hotline at 1-866-337-8448.
Grants Portal

https://grantee.fema.gov
Grants Portal – Non-Profit Organization

• Non-profit organizations should first reach out to their local Emergency Management Department, or appropriate **State Emergency Management** representative to apply for Public Assistance Funding.

• For contact information, please visit **Emergency Management Agencies** – FEMA's directory for State and Local Emergency Management offices.

• For additional information, please see **FEMA's Applicant Quick Guide to Grants Portal Account Creation and Request for Public Assistance** for more information.
Grants Portal – Non-Profit Organization

• Individuals looking for Individual Assistance, please go to disasterassistance.gov for assistance.

• Businesses looking for assistance should visit the Small Business Administration's disaster assistance website.

• Tribal government organizations applying as a Recipient should first reach out to their local FEMA Regional representative.
COVID-19 Direct Application – Grants Portal

Welcome to the FEMA Grants Portal Registration!

This registration process is designed to assist you in quickly setting up your State and Local Government FEMA account and requesting FEMA Public Assistance Funding. Once you verify yourself below, you will be required to provide basic information about your organization to be used during the approval of your request. You will have 1 hour to complete this process.

PLEASE NOTE:
1. Non-profit organizations should first reach out to their local Emergency Management Department, or appropriate State Emergency Management representative to apply for Public Assistance Funding.
2. Individuals looking for Individual Assistance, please go to disasterassistance.gov for assistance.
3. Businesses looking for assistance should visit the Small Business Administration’s disaster assistance website.
4. Tribal government organizations applying as a Recipient should first reach out to their local FEMA Regional representative.

Please verify you are a human by clicking below.

Click here to confirm you are not a robot
COVID-19 Direct Application – Grants Portal

Register Your Organization and Request FEMA Public Assistance

Please provide the following basic information to help us quickly set up your organization’s account and process your request for FEMA Public Assistance Funding. Once completed, your account and request will be submitted to your state/territory Emergency Management representative for approval.

1. **Basic Information**
2. **Organization**
3. **Contact Info**
4. **Locations**
5. **Submit**

Please select your state and the applicable emergency/disaster where you are applying for funding.

**Within which state/territory is your organization?**
- District Of Columbia

**Which emergency/disaster do you want to request public assistance for?**
- District Of Columbia COVID-19 HH022SR-DC

Next →
PA Eligibility
Applicant Eligibility

**Recipients:**
- State Governments.
- Territorial Governments.
- Tribal Governments.

**Applicants/Subrecipients:**
- State Agencies.
- Territorial Governments.
- Tribal Governments and Organizations.
- Certain Private Non-Profit organizations (PNPs).
Work Activity Eligibility

At a minimum, claimed Emergency Protective Measure work (also called “activities”) must meet each of the following criteria to be eligible:

• Required as a result of the declared incident.
• Located within the designated area.
• The legal responsibility of an eligible Applicant.

For more information refer to the FACT SHEET: Coronavirus (COVID-19) Pandemic: Eligible Emergency Protective Measures
Work Eligibility: Private Nonprofit (PNP) Applicants

Some PNPs may be eligible for FEMA assistance under COVID-19 declarations if they are legally responsible for performing emergency protective services.

PNPs that own or operate an eligible facility and perform eligible work, such as providing emergency, medical or custodial care services for which they are legally responsible in response to the COVID-19 incident, may be eligible for reimbursement of costs as a Public Assistance Applicant.

For more information refer to the FACT SHEET: Coronavirus (COVID-19) Pandemic: Private Nonprofit Organizations
PA Eligible Work for COVID-19

Through the PA Program, FEMA provides grant funding for:

• Debris Removal (Category A).

• Emergency Protective Measures (Category B).

• Permanent Work (Category C to G).
Category B: Emergency Protective Measures

Definition

Emergency Protective Measures eliminate or lessen immediate threats to lives, public health or safety.
Category B: Emergency Protective Measures

Examples

• EOC-related costs.
• Medical care and transport.
• Evacuation and sheltering.
• Supplies and commodities, including medical supplies, PPE, and other equipment.
Category B: Emergency Protective Measures Examples (continued)

• Search and rescue to locate and recover members of the population requiring assistance.

• Decontaminating eligible public facilities, to include emergency responder vehicles.

• Purchase and distribution of food, water, ice, medicine and other consumable supplies to include PPE.
Cost Eligibility

To be eligible for reimbursement, costs must be:

• Incurred from **eligible** work and adequately **documented**.
• **Reduced** by insurance proceeds, salvage value, or other credits.
• **Authorized and permitted** under Federal, State, Tribal, or Local government laws or regulations.
• Consistent with the Applicant’s **internal policies**, regulations, and procedures.
• **Necessary** and **reasonable** to accomplish the work properly and efficiently.
Cost Eligibility- Reasonable Costs

The Applicant is responsible for providing documentation to demonstrate that claimed costs are reasonable. FEMA determines reasonable cost by evaluating whether the cost is recognized as necessary for type of work.

For more information, refer to the Public Assistance Reasonable Cost Evaluation Job Aid.
Duplication of Benefits

• FEMA is **prohibited from duplicating benefits** from other sources and will reduce eligible costs accordingly.

• FEMA will not fund any activities or services covered by another Federal agency such as the Department of Health and Human Services (HHS).

• **HHS Centers for Disease Control and Prevention (CDC) has primary authority** to support States or Tribal Governments in response to an infectious disease incident.

• FEMA assistance in response to an infectious disease incident is **coordinated with the CDC**.
Insurance

FEMA requires Applicants to pursue claims to recover insurance proceeds.

• Some insurance policies and parametric policies may provide coverage under civil authority actions.
• Generally the emergency procurement of supplies nor the establishment of temporary medical facilities is insured loss.
• If claiming clean-up or disinfecting of an insured location then an Applicant must submit a copy of their commercial property insurance policy.
• There are no Obtain and Maintain (O&M) insurance requirements associated with emergency work.
Insurance

- FEMA does not provide PA funding for medical costs if underwritten by private insurance, Medicare, Medicaid, or a pre-existing private payment agreement.

- The Applicant must take reasonable steps to provide documentation on a patient-by-patient basis verifying that insurance coverage or any other source funding including private insurance, Medicaid, or Medicare, has been pursued and does not exist for the costs associated with emergency medical care and emergency medical evacuations.
Insurance

Ineligible costs include:
• Medical care costs incurred once a survivor is admitted to a medical facility on an inpatient basis;
• Costs associated with follow-on treatment of survivors beyond 30 days of the declaration; and
• Administrative costs associated with the treatment of survivors.
Non-Federal Cost Share

The assistance FEMA provides through its PA Program is subject to a **cost share**.

The Federal share is 75% of the eligible costs and 25% Non-Federal cost share.
Donated Resources

Applicants can use donated resources to offset the non-Federal share of eligible work costs. The Applicant must track all donated resources in order to offset their non-federal cost share.

Donated Resources include:
• Volunteer Labor.
• Donated Equipment.
• Donated Supplies and Materials.
• Logistical Support.
PA Management Costs

Management costs may be claimed for administering and managing PA awards as follows:

- Up to 5% of Applicant’s total award amount (based on actual costs).

Eligible activities may include, but are not limited to Meetings regarding the PA program or PA claim, preparing correspondence, reviewing Projects, collecting copying, filing, or submitting documents to support a claim, and training.

Additional information is available in FEMA’s interim policy, FEMA Recovery Policy FP 104-11-2, Public Assistance Management Costs, and FEMA’s Public Assistance Management Costs Standard Operating Procedures.
Administrative Relief for Applicants of COVID-19 Declarations
Sole-Sourcing Under E&E for COVID-19

For the duration of the current federal Public Health Emergency, the ongoing COVID-19 pandemic qualifies as an E&E circumstance:

• Non-state entities may sole-source under that exception.
• State or Tribal Nation entities have to follow their own state procurement rules.

The exception is applicable to contracts entered into or used on or after January 27, 2020.

Jan. 27, 2020  March 13  March 17
Procurement Under E&E for COVID-19

If sole-sourcing under the E&E exception, non-state entities MUST:

- Include required contract clauses.
- Follow Time and Materials (T&M) contract requirements if applicable.
- NOT enter into Cost Plus Percentage Cost (CPPC) contracts. They are prohibited!
- Award contract to a responsible contractor.
- Follow documentation, oversight and conflict of interest requirements.
Procurement Under E&E for COVID-19

Considerations for State or Tribal Nation Entities regardless of E&E circumstances:

- Follow State or Tribal Nation procurement policies and procedures.
- Follow procurement of recovered materials requirements.
- Include required contract clauses.
- While the rules do not prohibit the use of T&M or CPPC contracts, FEMA discourages States or Tribal Nations from using them due to likelihood of unreasonable costs.
Documentation
Organizational Documents

Once Organization has been approved in Grants Portal:

• Personnel Pay Policy – Overtime.
• Labor/Union Contracts.
• Insurance Policy.
## Event Documents

<table>
<thead>
<tr>
<th>Type</th>
<th>ICS 202</th>
<th>ICS 204</th>
<th>Shift Record</th>
<th>Pay Policy</th>
<th>ICS 214 (call info)</th>
<th>Receipts</th>
<th>Tracking Excel Form</th>
<th>Streamlined Project Form</th>
<th>Agreement with Jurisdiction</th>
</tr>
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<tbody>
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<tr>
<td>Career Fire/EMS with <strong>Volunteers</strong></td>
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## Event Documents - PNP

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<th>Type</th>
<th>ICS 202</th>
<th>ICS 204</th>
<th>Shift Record</th>
<th>Pay Policy</th>
<th>ICS 214 (call info)</th>
<th>Receipts</th>
<th>Tracking Excel Form</th>
<th>Streamlined Project Form</th>
<th>Agreement with Jurisdiction</th>
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<td>✔️</td>
</tr>
<tr>
<td>Private <strong>For</strong> Profit EMS or Fire – Submit through Jurisdiction</td>
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</table>
Project (Grant) Documents

START NOW tracking all COVID-19 activities

- Regular and Overtime hours.
  ✓ Note which hours are COVID-19 activities.
- Call logs.
- Equipment used on COVID-19 calls (including apparatus).
- Supplies/Materials used (from stock or purchased).

Information may be on the FEMA forms or on the Disaster Response Cost Recovery Excel Workbook or any other means available.
Documentation and Record Keeping

Stafford Act Section 705 – “Imposes a three (3) year limit on FEMA’s authority to recover payments made to State, Tribal Nation, or local government Recipients and Subrecipients unless there is evidence of fraud.”

• The Applicant must maintain all original documentation supporting project costs claimed.
• The Recipient and the Applicant must keep all financial and program documentation for 3 years after the date of the Recipient’s final Financial Status Report (FSR).
• Records are subject to audit by State or Tribal Nation auditors, FEMA, the U.S. Department of Homeland Security Office of Inspector General, and the U.S. Government Accountability Office.
COVID-19 Resources and Streamline Project Application
Resources & Forms for COVID-19

Step 1: Click ?

Step 2: Click Resources
Resources & Forms for COVID-19

Step 1: Scroll Down to the bottom

Step 2: Click Streamline Application Overview (Portal)
For more guidance: The following FEMA guidance defines activities and associated costs that are eligible for Public Assistance funding:

- FEMA’s Public Assistance Program and Policy Guide (PAPPG)
- FEMA Fact Sheet: Coronavirus (COVID-19) Pandemic: Eligible Emergency Protective Measures
- FEMA Fact Sheet: Coronavirus (COVID-19) Pandemic: Emergency Medical Care
- FEMA Fact Sheet: Public Assistance: Non-Congregate Sheltering Delegation of Authority
- FEMA Fact Sheet: Coronavirus (COVID-19) Pandemic: Non-Congregate Sheltering- FAQ
- FEMA Fact Sheet: Procurement Under Grants: Under Exigent or Emergency Circumstances
- FEMA Fact Sheet: Coronavirus (COVID-19) Pandemic: FEMA Assistance for Tribal Governments
- FEMA Fact Sheet: Coronavirus (COVID-19) Pandemic: Private Nonprofit Organizations
Which Schedule is Required?

Minimum project cost is $3,300

<table>
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<tr>
<th>Cost</th>
<th>Funding Request Type</th>
<th>Work Status</th>
<th>Cost Basis</th>
<th>Schedules Required</th>
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<tr>
<td>Equal to or greater than $131,100</td>
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<td>Any</td>
<td>Applicant-Provided Information</td>
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<tr>
<td></td>
<td>Large Regular</td>
<td>Complete</td>
<td>Actual Costs</td>
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<td></td>
<td>In-progress</td>
<td>Actual Costs &amp; Applicant-Provided Information</td>
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</tr>
<tr>
<td></td>
<td></td>
<td>Not started</td>
<td>Applicant-Provided Information</td>
<td>X      X</td>
</tr>
</tbody>
</table>

*Schedule F may be required based on specific activities.*
Next Steps
Next Steps

Access Grants Portal and create account and submit a Request for Proposal (RPA) or contact State Emergency Management.

If you already have an account, login and submit a Request for Public Assistance (RPA).

Other Helpful Resources

- FEMA PA Grants Portal - Grants Manager YouTube Channel: youtube.com/channel/UCIJp91Ds2IaVlr1t8uXcEKg
- Technical and training support at FEMA’s PA Grants Portal Hotline: (866) 337-8448
- Grants Portal inbox: FEMA-Recovery-PA-Grants@fema.dhs.gov
Post-webinar thoughts or questions?

VOLUNTEEROICES.NVFC.ORG

Or contact Caroline Stachowiak at: caroline@nvfc.org