

Region 1 & 2 Applicant Briefing  
March 23, 2020

**Question:** Is it possible to download the slide presentation?

**Response:** Applicant Briefing Slide deck will be provided to all attendees who have provided their email and will be posted later this week on our website,  
[https://www.homelandsecurity.iowa.gov/disasters/public\\_assistance.html](https://www.homelandsecurity.iowa.gov/disasters/public_assistance.html)

**Question:** Would laptops for working from home eligible for reimbursement?

**Response:** The purchase of equipment and supplies allowing for the protection of public health and safety is eligible under the FEMA PA program. Equipment, as defined by FEMA, may be subject to an offset for salvage value. The Applicant needs to provide the details for the who/what/when/where/why.

**Question:** Is there more detail about which private nonprofits are actually eligible for this program?

**Response:** Please refer to pages 10-14 in the FEMA Public Assistance Program and Policy Guide,  
[https://www.fema.gov/media-library-data/1525468328389-4a038bbef9081cd7dfe7538e7751aa9c/PAPPG\\_3.1\\_508\\_FINAL\\_5-4-2018.pdf](https://www.fema.gov/media-library-data/1525468328389-4a038bbef9081cd7dfe7538e7751aa9c/PAPPG_3.1_508_FINAL_5-4-2018.pdf)

**Question:** The email on 3.13 stated we should submit an RPA and apply under PA COVID-19EM. There was not a drop down for that?

**Response:** The event shows up in EMGrants Pro as, 3480 (PA) COVID-19 EM.

**Question:** We are sequestering critical employees and will be paying for 24 hours/day. They are working 12 on/12 off. Will all time above the typical 40 hour week be eligible under this declaration?

**Response:** The answer is dependent on your personnel policies. Please review pages 23-26 of the FEMA Public Assistance Program and Policy Guide, [https://www.fema.gov/media-library-data/1525468328389-4a038bbef9081cd7dfe7538e7751aa9c/PAPPG\\_3.1\\_508\\_FINAL\\_5-4-2018.pdf](https://www.fema.gov/media-library-data/1525468328389-4a038bbef9081cd7dfe7538e7751aa9c/PAPPG_3.1_508_FINAL_5-4-2018.pdf).

**Question:** Lost Revenue Eligible? – please review again

**Response:** Lost Revenue is not an eligible expense under the FEMA Public Assistance program. The Assistant Administrator for the Disaster Assistance Directorate may make a Community Disaster Loan (CDL) to any local government which has suffered a substantial loss of tax and other revenues as a result of a major disaster and which demonstrates a need for Federal financial assistance in order to

perform its governmental functions. The state of Iowa has submitted a request to the President for a Major Disaster Declaration as a result of this incident, the request is currently pending. Until a Major Disaster Declaration is received, we are unable to request the CDL program be turned on.

Economic Injury Disaster Loans: If you have suffered substantial economic injury and are one of the following types of businesses located in a declared disaster area, you may be eligible for an SBA Economic Injury Disaster Loan (EIDL): Small Business Small agricultural cooperative Most private nonprofit organizations

<https://disasterloan.sba.gov/ela/Information/EIDLLoans>

**Question:** IF we completed a Preliminary Disaster Assessment for previous (flood) events, that doesn't apply to this event, correct? The PDA was a question in the RPA, if I remember correctly. I wasn't sure if I should say yes or no.

**Response:** Preliminary Damage Assessments are not required for EM3480. Answer No. The PDA is not required for this event.

**Question:** If we are paying staff who report while schools are closed a premium of 1.5 times their regular rate, but they aren't working more than 40 hours, would we be able to claim the additional .5 times the regular rate for hours worked?

**Response:** The answer is dependent on the circumstances and your personnel policies. Please review pages 23-26 of the FEMA Public Assistance Program and Policy Guide, [https://www.fema.gov/media-library-data/1525468328389-4a038bbef9081cd7dfe7538e7751aa9c/PAPPG\\_3.1\\_508\\_FINAL\\_5-4-2018.pdf](https://www.fema.gov/media-library-data/1525468328389-4a038bbef9081cd7dfe7538e7751aa9c/PAPPG_3.1_508_FINAL_5-4-2018.pdf).

**Question:** can you explain the post saying The event shows up in EMGrants Pro as, 3480 (PA) COVID-19 EM. - is that a web site?

**Response:** EMGrants Pro is Iowa Homeland Security and Emergency Management's grant management system. Applicants can register for access to the system and submit their Request for Public Assistance (RPA).

**Question:** I did not clearly understand eligibility of labor costs- is regular time labor eligible while performing eligible activities such as disinfection of public facilities?

**Response:** The answer is dependent on the type of employee. Please review pages 23-26 of the FEMA Public Assistance Program and Policy Guide, [https://www.fema.gov/media-library-data/1525468328389-4a038bbef9081cd7dfe7538e7751aa9c/PAPPG\\_3.1\\_508\\_FINAL\\_5-4-2018.pdf](https://www.fema.gov/media-library-data/1525468328389-4a038bbef9081cd7dfe7538e7751aa9c/PAPPG_3.1_508_FINAL_5-4-2018.pdf).

**Emergency Work Labor Eligibility**

<b>Budgeted Employees</b>	<b>Overtime</b>	<b>Straight-Time</b>
Permanent employee	<input checked="" type="checkbox"/>	
Seasonal employee working during normal season of employment	<input checked="" type="checkbox"/>	
<b>Unbudgeted Employees</b>	<b>Overtime</b>	<b>Straight-Time</b>
Essential employee called back from administrative leave	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Permanent employee funded from external source	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Temporary employee hired to perform eligible work	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Seasonal employee working outside normal season of employment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Region 3 & 4 Applicant Briefing  
March 24, 2020

**Question:** Many Businesses, County and City Governments are splitting staff and having staff work from home in an effort to create redundancy. Will salaries of employees forced to work from home be an eligible expense?

**Response:** The work activities of the employees will need to be directly related to the response to COVID-19 and protecting public health and safety to be eligible under the FEMA Public Assistance program.

**Question:** Also wondering if there are public sewer facilities that fail due to disposal of what is not allowed in the sewer if that cost could be considered?

**Response:** Only Emergency work is eligible for the COVID-19 event. Damage to sewer facilities and the need for repair is considered permanent work and is not an eligible activity under the emergency declaration.

**Question:** We have an ambulance service. Regarding Emergency medical transport, how will we substantiate that it's directly related to COVID19?

**Response:** To claim Emergency medical transport, the City will be required to track the use of the ambulance in direct relation to a call in response for COVID-19.

**Question:** What happens if we open a project but then do not make the minimum amount?

**Response:** You can either withdraw the project or FEMA will make the project ineligible.

Region 5 & 6 Applicant Briefing  
March 25, 2020

**Question:** Do public school districts need to be a part of this webinar?

**Response:** The Applicant Briefings that are being presented via GoToMeeting are not mandatory but are certainly informative and highly recommended for everyone who wants to submit a Request for Public Assistance.

**Question:** Is it preferred that a County take a single-entity approach rather than have each department or elected office apply separately? (i.e. County of Johnson or Johnson County Conservation, Johnson County Ambulance Services, Johnson County Sheriff's Office, etc.)

**Response:** Generally we see each department within a county submit separate requests for assistance. At times a county will submit one single request and have all departments under it. It's up to each county how they wish to approach this.

**Question:** We are possibly looking at moving our site based Day Habilitation Program to residence based Day Habilitation. Could you tell me if staff costs/lost revenue are reimbursable? Thank you.

**Response:** Regarding staff time, only over-time is eligible and the work activity must be directly related to COVID-19 and is to "eliminate or lessen immediate threats to lives, public health, or safety". Regarding lost revenue, here is what FEMA's Policy states-

***Loss of Revenue***

*FEMA cannot provide PA funding for revenue lost as a result of the incident. The following are examples of when loss of revenue may occur as a result of an incident:*

- Hospitals release non-critical patients to make room for survivors*
- Hospitals sustain damage that reduces pre-existing capacity*
- States open a toll road for evacuation and do not charge a toll*
- States waive the normal fee for ferry service to encourage alternate transportation after an incident*
- A utility system is shut down as a result of the incident*
- Events are cancelled as a result of an entity using a venue for incident-related activities, such as sheltering*

**Question:** Can municipal hospitals with separate operating board apply for assistance or do they have to file under a city?

**Response:** The municipal hospital, in this case, should submit its own request for assistance.

**Question:** Can you please go over cost shares again?

**Response:** Federal Cost Share = 75% / Non-Federal Share = 25% (Of the non-Federal share, the State will pay 10% and each applicant will pay 15%)

**Question:** If we are a national organization with long term care facilities in Iowa, should we apply for one grant or one grant per facility?

**Response:** If each individual facility in Iowa operates independently of one another (e.g. board, Federal tax ID #), then each facility should submit its own request for assistance. If not, the name of the national organization should be the applicant and then identify which counties in Iowa each of the facilities are located in.

**Question:** We have a police officer going to Academy to become a certified officer. The Law Enforcement Academy decided to change the class hours per day from 8 to approximately 11 to try and get the hands-on portion done faster. Would this employee's overtime be eligible for reimbursement then?

**Response:** Although this officer's OT seems to be a result of COVID-19, the work being performed (certification training) does not directly "eliminate or lessen immediate threats to lives, public health, or safety" for the COVID-19 event. I'm not confident that FEMA would reimburse for this.

**Question:** Are a mayor's hours spent regarding COVID-19 considered for reimbursement? Which category would mayor fall into? Management?

**Response:** Keep in mind this is a reimbursement program. And, only overtime wages are eligible IF an employee is entitled to and is paid for overtime per the City's written pay policy. Regarding management costs, the City can be reimbursed for its employee's labor costs for managing the grant. There is a difference between managing the grant and working to protect the public from COVID-19. Also, the employee who manages the grant must be a paid employee.

**Question:** 1) Can employees from a primary government be counted as volunteer hours to another agency? 2) Can employees volunteer for the Emergency Management Agency if that agency is a separate applicant from the County itself?

**Response:** 1) It is possible to count these as volunteer hours as long as the primary government, in this instance, is not also being reimbursed by FEMA for the same hours. 2) Yes, as long as the volunteer's employing agency is not also being reimbursed. I hope I understood your question correctly. NOTE: In both cases, volunteers must be performing eligible work specific to COVID-19.

**Question:** To establish social distancing and ensuring health of critical infrastructure employees City has gone to half of staff on duty for 2 weeks/ half stay at home with pay. Are costs of paying employee to stay home eligible?

**Response:** This is a reimbursement program for employees working OT while performing eligible work, directly related to COVID-19. I'm not confident that FEMA would pay for employees not working while at home.

**Question:** Is payroll for people working from home or the people who can't work due to reduced staff regulations reimbursable?

**Answer:** This is a reimbursement program for employees working OT while performing eligible work, directly related to COVID-19. I'm not confident that FEMA would pay for employees not working while at home.

**Question:** 1) Can you include the questions/answers that are gathered from the other secessions as well? Just more guidance of examples would be appreciated. Thanks!

2) Public safety expenses (i.e. fire and police). 3) Employees are doing their normal job, no increased staffing because of public safety concerns. However; in order to maintain staffing levels, costs for overtime are incurring because employees are covering positions for employees that are currently out due to COVID-19 policies being implemented (i.e. symptoms of COVID-19, travel outside of State). Are these increased costs eligible?

4) Is lost revenue ever considered to be reimbursable? For example refunds for activities that were canceled.

5) What about expenses incurred for an event that was subsequently canceled?

6) Purchases for the public (e-books) in order encourage public safety, are these eligible?

**Response:** 1) Yes. 2) If public safety employees are performing work to "eliminate or lessen immediate threats to lives, public health, or safety" directly related to COVID-19, their OT labor costs should be eligible. During the performance of eligible work the costs for equipment (e.g. vehicles) usage can be claimed. Regardless of the work being performed, supplies such as masks, gloves, etc. provided to protect the health of these employees should be eligible. 3) Generally, only the labor costs to "eliminate or lessen immediate threats to lives, public health, or safety" directly related to COVID-19 can be eligible. 4) According to FEMA's policy-

#### ***Loss of Revenue***

*FEMA cannot provide PA funding for revenue lost as a result of the incident. The following are examples of when loss of revenue may occur as a result of an incident:*

- Hospitals release non-critical patients to make room for survivors*
- Hospitals sustain damage that reduces pre-existing capacity*
- States open a toll road for evacuation and do not charge a toll*
- States waive the normal fee for ferry service to encourage alternate transportation after an incident*
- A utility system is shut down as a result of the incident*
- Events are cancelled as a result of an entity using a venue for incident-related activities, such as sheltering*

5) Even though these expenses incurred are lost as a result of COVID-19, they were not for accomplishing emergency protective measures related to COVID-19. I'm not confident that FEMA would reimburse these costs. 6) It is possible that FEMA could reimburse for these costs as long as the intent was to protect and keep the public safe from COVID-19.

**Question:** What if an employee gets sent home due to travel - is the company required to pay that employee and can that be used in this program. If they have sick time are they required to use that to be quarantined?

**Response:** I cannot provide guidance about paying sick leave or paying for an employee sent home. As far as being reimbursed for labor time, employees must be performing eligible work in order to be considered for being reimbursed.

**Question:** Are wages eligible that were paid to employees who have had to self-isolate as a result of travel before coming back to work based on an agency's policy adopting IDPH recommendations?

**Response:** Employees who are self-isolated while performing some form of eligible work meant to "eliminate or lessen immediate threats to lives, public health, or safety" directly related to COVID-19 may be eligible. But only OT wages.

Open Session – Applicant Briefing  
March 26, 2020

**No questions or answers available for this session.**

Open Applicant Briefing  
March 27, 2020

**Question:** Can you please clarify the structure for the site, I anticipate we will have more than one user needing to access and submit the reporting. Should there only be one (1) site administrator who then assigns additional users for each of our entities by EIN/DUNS?

**Response:** Please call Rick Biondi to discuss. 515-979-3519

**Question:** Will this recording be put on Youtube for future reference?

**Response:** Not on Youtube. A recording has been uploaded to the website of Iowa Homeland Security & Emergency Management. Here is the link  
[https://www.homelandsecurity.iowa.gov/disasters/public\\_assistance.html](https://www.homelandsecurity.iowa.gov/disasters/public_assistance.html)  
Click on "Video – Public Assistance Applicant Briefing Overview"

**Question:** Will the recording of this webinar be shared in order to allow upper management in my organization to view as well?

**Response:** See response above.

**Question:** website says 3/13 as declaration day

**Response:** Correction made. The declaration date for DR-4483 is March 23, 2019.

**Question:** What if we did not get a postcard with instructions on how to access Portal?

**Response:** No postcards are being sent. Each applicant will receive an email (the email address provided on their Request for Public Assistance entered into EMGrantsPro) in their inbox that was auto generated by FEMA's Grants Portal. Please check you spam folders as sometimes these emails end up there. The email you receive will ask you to log in using the provided temporary password. Once logged in you will be asked to enter a permanent password.

