

QUESTION ASKED	ANSWER PROVIDED
Can a copy of the handout be provided?	There are 3 handouts attached to this webinar (see the handout panel on your browser). All handouts are files that are available on the MEMA COVID webpage. https://www.mass.gov/info-details/covid-19-federal-disaster-declaration
If we decide that a expedited request is necessary, how long will it take to receive funding? days? weeks? etc. Thank you	FEMA estimates 1 to 2 weeks to process on their end, depending on the information provided. In addition, the MEMA contract process takes approximately 2-3 weeks. We estimate payment of an expedited project to be approximately 30-45 days from receipt of request.
FT personnel that were already budgeted in the fiscal year were redeployed to the EOC to supplement the team there. While they are working in the EOC is their regular time a reimbursable expense?	For budgeted employees, generally only overtime costs for the performance of emergency protective measures, such as working in the EOC, are eligible for reimbursement.
We are tracking Volunteer costs. Are these eligible toward the 25% match?	Yes, these are potentially eligible as donated resources to be applied towards the 25% cost share.
Can we segregate Emerg. Prot. Measures by department? Or must we roll them into one application? And can we begin to apply on a "monthly" or bimonthly basis, since this can go on for quite a while?	You can apply which way is easier for you to submit the cost, remembering the small project threshold of a project being \$3,300. You can submit 30/60/90 days, as you incur expenses.
Hourly rates for ambulances - will that have to be based on actual "response" hours, or can we claim them as long as they are staffed? We might do 20 runs in 24 hours, but we have to keep them staffed and ready to go the entire time.	Generally emergency response equipment (ambulance) usage must be directly tied to the emergency (Covid-19 related calls). It would be a good idea to track the nature of various calls, such as which were Covid-19 related. Additionally, please track your "stand-by" time when your vehicles were staffed waiting for a call.
Residential Trash costs are increasing substantially everywhere because of the stay-at-home order. I would consider this necessary to maintain public health.. Your best guess as to eligibility?	This has not yet been identified as an eligible activity, however, I would encourage you to track these costs and explain the impact on public health (necessity).
Just to confirm, that only one RPA per town? Does each department within that town then submit a Category B project?	Typically just one RPA is required for each town as they are viewed as one entity. You can submit all of your various departments' costs on a single streamlined application project form. You can follow-up with MEMA personnel to discuss this further.
You indicated VOVID related over-time hours were covered. Can we assume this includes back-fill hours for employee who is out due to being quarantined?	Maybe, costs for backfill employees replacing employees performing emergency protective measures may be eligible. I would encourage you to track these costs. I have noted this question for formal follow-up after the webinar.
where can I get the documents to upload. I assume there are workbooks or templates I need to use and not just any document	The new State Project Workbook will be available on the MEMA website as a tool to use to summarize your costs. It should be posted by the end of the day today along with a tutorial video for how to use the workbook. Post Note: The State Workbook is now available on the COVID webpage: https://www.mass.gov/info-details/covid-19-federal-disaster-declaration#public-assistance-grant-process-
The FEMA portal is not GO FEMA, but the older portal.fema.gov, correct?	FEMA's Public Assistance grants have not been migrated to FEMA GO yet. The PA Grants Portal is accessed through https://grantee.fema.gov
What was that question about SAM. Its new to me and I need to look into it.	The US Government uses the System for Award Management (SAM) to verify applicants for grant payments. You must have an active registration in SAM to do business with the Federal Government. Visit www.SAM.gov to register.
Just to verify, does this new process eliminate the need to fill out the complete MEMA worksheet in addition to using the Portal?	Applicants will still need to submit/ upload documentation of costs into the Grants Portal. The MEMA workbook is a tool that can be used to collect and summarize your cost information in a concise manner.
Lorraine made some statement about the Portal submission going live in a couple of weeks. Can we begin to upload information we already have now, or do we need to wait and dump everything in at once?	Once your RPA has been approved, you can begin to upload documentation into your event profile. Prior to the RPA being approved, you can upload documentation only into the Applicant Organization Profile (such as pay policies, insurance policies, etc.).
Will OT costs be covered if I had to hire individuals to cover staff that had to be quarantined?	Maybe, in some cases FEMA will reimburse for backfill employees replacing employees performing emergency protective measures. I will note this question and we will follow-up with a formal response after the webinar.
We have daily zoom meetings with all department heads, executive director and selectmen. A daily summary is sent out to the public by our communications director. Is any of these activities covered under the Management costs?	Eligible management costs are generally administrative, indirect or direct costs incurred by the applicant administering their Public Assistance project. These costs must be related to developing eligible PA projects and receiving reimbursement. Examples of eligible activities include preparing correspondence to FEMA, meetings regarding the PA program, and collecting/copying/filing documents to support your reimbursement claim.

<p>You stated that applicants can request PA funds for costs that are NOT covered by any other federal program, but the details of those programs are trickling out. How do we differentiate between what we should include in our PA application versus what we request from other programs?</p>	<p>FEMA is aware of this issue and is currently trying to develop formal guidance for applicants. As part of the process now FEMA will ask applicants to verify that they are not receiving funds from another source.</p>
<p>We have more questions about the food reimbursement policy, and have seen the Template and Fact Sheet posted on Mass.gov. Is there more instruction forthcoming about this activity, and/or who can we contact with these questions?</p>	<p>I am not sure what Fact sheet you saw on the Mass.gov site but MEMA can provide you with more information. You can contact disaster.recovery@mass.gov for additional details specific to your situation.</p>
<p>For Category Z, to follow up on the previous question, is the time of budgeted, exempt employees spent on the administration/development of a PA application eligible? This would be for an employee that is not eligible for OT. Thank you.</p>	<p>Straight-time costs may be eligible for your CAT Z (management cost) project, so it would be a good idea to track.</p>
<p>Can this presentation be emailed to us.</p>	<p>After completion of all applicant briefings, we will make the slides available for download on the MEMA website.</p>
<p>Would Hazard Pay qualify for reimbursement? Does it have to be part of a collective bargaining agreement?</p>	<p>Typically the reimbursement for labor items like hazard pay are dependent upon the applicant's pre-disaster pay policy/collective bargaining agreement (FEMA will often reimburse based upon the applicant's standard policies).</p>
<p>What if a municipality is self insured ?</p>	<p>In the event that an applicant for FEMA Public Assistance is claiming Self-Insurance we will need documentation from the applicant to support the method of Self-Insurance utilized to address their property losses.</p>
<p>when do expect the workbook be available for municipalities to start filling them out?</p>	<p>It should be posted on the MEMA website by the end of the day today. Post Note: The State Workbook is now available on the COVID webpage: https://www.mass.gov/info-details/covid-19-federal-disaster-declaration#public-assistance-grant-process-</p>
<p>We are a vocational school and our teachers are part of a project to use our 3-D printers to manufacture the headbands for faceshields that are being donated to our local hospital and police/fire departments. We are paying our teachers salary and therefore are not submitting for labor costs. Can I develop a depreciation rate and record the cost on the equipment summary that represents "wear & tear" on our machines that are running six hours per day (7 days per week)?</p>	<p>This is a good question. FEMA will take a note of this question and respond formally after the webinar.</p>
<p>We are currently approved in the FEMA website and are currently completing the Forms for supplies and materials (Form90). The references to the MEMA worksheet lead me to believe we should be completing that "in addition to" the other forms and submitting in the grants portal. Are these two separate sites or the same. Sorry, but I'm a little confused.</p>	<p>Yes, the MEMA site and Grant Portal are 2 different sites. You will be able to enter the information directly into Grant Portal. It doesn't hurt to be filling out forms to keep track of your expenses. The MEMA workbook is a tool that can be used to help track and summarize your expenses. It can be uploaded into the Grant Portal along with your documentation.</p>
<p>Is this sidebar Q+A being saved for our future reference?</p>	<p>Yes. We will post the Q&A with the slides on the MEMA website. We will also compile a Frequently Asked Questions document to assist applicants.</p>
<p>If a school district bought chromebooks or wireless access so students can participate in remote learning, is that an eligible expense?</p>	<p>Equipment purchased to perform emergency protective measures may be eligible. I would track these costs and develop a narrative as to the necessity for their purchase towards completing an emergency protective measure (reducing or addressing an immediate threat to public health and safety).</p>
<p>Is overtime only reimbursable for hourly employees, or can extra hours performed by salaried employees on this event (nights, weekends) also be reimbursed (by pro-rating their annual salary to an hourly rate)?</p>	<p>This is dependent upon the applicant's standard pay/labor policy. FEMA is a reimbursement grant program, so if the applicant normally pays their salaried employees OT then it may be reimbursable.</p>
<p>Is an active SAM account required for reimbursement?</p>	<p>Yes, an active SAM account is required for any federal reimbursement</p>
<p>to receive funding you must estimate you will incur at least \$3,300 is that correct?</p>	<p>Yes, your costs must exceed the small project threshold (\$3,300).</p>
<p>we are experiencing a large increased in cost for people deposing of trash as they are required to stay home and we have a large second home population who are sheltering from new york. this is increasing the hauler costs is that an eligible expense?</p>	<p>In order to be eligible as an emergency protective measure, work must address an immediate public health/safety need. This has not yet been identified as an eligible activity, however, I would encourage you to track these costs and explain the impact on public health (necessity).</p>

should we be estimating our costs thru sept 25, 2020 for determining project size?	I would suggest submitting a project for actual cost you have incurred at this time, then you could submit an estimated one going forward, but I would hesitate on the time frame, not knowing how long this will last.
Will IT expenses such as Remote software like "Zoom" that the Town purchased to keep operations and communications as well as Public meetings to be held via electronically! Thank you!	Equipment/supply purchases required to complete emergency protective measures (alleviate an immediate threat to life and safety) may be eligible.
Will a Project Manager be assigned to each of Municipal Applicants?	Not if they are not requested. If you feel more comfortable with one to assist you, we can do that. We have staff standing by to assist. Please reach out to MEMA to request a Program Delivery Manager.
Can we include the reassignment of a fulltime staff member to working with COVID related issues for reimbursement ?	Generally yes, if a full-time budgeted employee is reassigned to perform emergency protective measures then those overtime costs may be eligible.
Can a hospital apply for reimbursement if they are operating an Mobile intergrated Healcare program to assist COVID patients in their homes?	To evaluate this question, FEMA requires additional information concerning the type of entity the hospital is (non-profit vs public) and details concerning the type of care provided and to what populations. Please follow-up with MEMA staff members to discuss.
Regarding non-congregate housing... If we reserve rooms at a hotel for future use due to anticipated quarantine will these costs be reimbursable?	Generally to be eligible, costs incurred must be directly attributed to the actual performance of emergency protective measures, non-congregate sheltering in this case. In limited circumstances, FEMA may reimburse for prudent actions taken by an applicant in preparing for a potential threat to public health/safety that does not come to pass. The applicant should track their costs and explain why the actions they took were prudent and necessary.
Whereas this event will continue into the summer, should we wait for the event to be over before we submit our Cat B costs? Thank you	No, you can submit a CAT B now for expenses you have already incurred, then submit a second one when needed. Right now the incident date is ongoing.
we are not supposed to be supplanting regular costs and remember it's all subject to audit	
to avoid congregation, DPW field crews were ordered to remain active and on call at home, and rotated through the limited necessary field work . There was a loss of productivity that is a real loss in terms of work that needs to be accomplished on municipal infrastructure during this time. Is this lost productivity time eligible for reimbursement?	Generally to be eligible as a CAT B Emergency Protective Measure, work needs to be protecting or addressing an immediate threat to public health and safety.
Can legal expenses that were expended to help a municipality respond to this disaster be claimed?	It depends. Generally to be eligible as a CAT B Emergency Protective Measure, work needs to be protecting or addressing an immediate threat to public health and safety. The applicant should explain why the legal expenses were required to conduct emergency protective measures.
ES ACT Relief Payment HHS.Gov for US HHS Stimulus - This was received to offset response deficits or a reduction in medicare reimbursements. Will this affect our supply and emergency response request through this disaster declaration?	This will need to be evaluated on a case by case basis. I would encourage you to reach out to MEMA for further discussion.
We operate a public cemetery, can costs associated with increased burials be included?	It depends, eligible emergency protective measures must be directly related to the covid-19 incident, address an immediate threat to health/safety and be the legal responsibility of the applicant.
Audio cut out during the response regarding the answer regarding plexi-glass installation, could someone repeat the answer? Thank you.	Materials purchased and installed for emergency protective measures to protect the general public, may be eligible.
Should the entire submittal be included as "COVID 19" project, or should each operation be a separate projects such as cost to, foodbank, EOC, Emergency Response and protective measure, such as building and vehicle sanitation.	The streamlined project form that applicants will submit allows for listing out of all their activities (you only have to fill out one form for all of your activities).

For clarification purposes, we are operating quarantine and isolation sites for homeless individuals at area hotels and a leased facility. Needless to say, we need to feed these temporarily sheltered individuals. Do we need to get prior authorization for the purchase and distribution of food for these low-income population?

From the question, it sounds like you already have an approved sheltering operation underway, if this is the case, feeding services may be considered a wrap around service to the previously approved mission and would not require prior approval specifically for feeding. In cases where a stand-alone feeding mission has not already been approved, FEMA has provided a template pre-approval letter that can be utilized for requesting approval of feeding operations (available on MEMA's website). If you have not already started feeding operations, I would encourage you to submit a request to FEMA (through MEMA) for pre-approval. If feeding operations have already commenced, please contact MEMA to discuss.