

Question Asked	Answer Provided
We are a Fire District within the town. Can there be more than one application?	A fire district can be its own applicant in addition to the town, or go under the town's application.
When a reference is made to "it's on our website" could you state where on the website? It's very robust. Thanks.	https://www.mass.gov/info-details/covid-19-federal-disaster-declaration#applicant-briefings-for-fema-4496-dr-ma
Is a Sewer Enterprise fund in a Town a PNP? Do they need to file separately?	If the Sewer Enterprise Fund is legally a PNP organization then they would likely file as their own applicant.
What date do we use as the beginning date for reimbursement period? Incident date or declaration date? Sorry if this is a basic question, but this is my first experience with a declared event	No worries, Incident date 1/20/2020.
When does FEMA use of emergency protective measures end- when the federal disaster declaration ends or when the state declaration ends?	We still have an open incident period. FEMA will likely close the incident period when the "Public Health Emergency" ends. FEMA will notify us when this happens and of the performance period end date for all work. FEMA will communicate those dates to all applicants.
Does that mean local school districts are not eligible to apply?	Public school districts may be an eligible applicant. I recommend that you submit an RPA and we will review.
We would have furloughed some categories of staff completely, but we need them to help us with the COVID food distribution effort in our schools. Their salary would have been budgeted for the work they were hired for, but not for the food distribution work. Can we claim the cost of labor retained since otherwise they would have been furloughed and we would have had no cost?	FEMA reimburses for force account labor costs incurred performing emergency protective measures that address an immediate threat to public health and safety. FEMA's criteria for reimbursing "straight-time" (also known as "regular time") labor costs for emergency protective measures depends on the type of employee. Only overtime is eligible for budgeted employees and both overtime and straight-time are eligible for unbudgeted employees.
I remember seeing that donated funds can be used towards the 25% matching funds applicants are responsible for. Prior attendee had a question concerning donated funds for masks.	Yes, this is correct. Donated resources (labor, equipment, materials) that an organization receives from third party organizations can be used against the 25% cost share.
For category Z PA admin costs, does that apply to only administrative costs related to activities related to filing FEMA reimbursement or does it apply to costs such as town administrator time spent in COVID preparation meetings?	Eligible management costs are generally administrative, indirect or direct costs incurred by the applicant specifically administering their Public Assistance project. These activities must be related to developing eligible PA projects and receiving reimbursement, such as completing the streamlined project application form in the Grants Portal.
So in my example is spending time creating covid accounts to track covid expenses to report to FEMA considered eligible?	Yes, this type of activity is likely eligible as a management cost assuming it is necessary to complete your FEMA Public Assistance grant.

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How about time creating signs on trails to ensure social distancing?	Communications of general health and safety to the public may be eligible as an emergency protective measure.
How about time creating signs on trails to ensure social distancing?	This could possibly be an eligible expense, documentation for the need of the signs and placement of the signs would be helpful to determine eligibility
With the extreme shortage of PPE and disinfectant supplies, items will be purchased on emergency provisions, not Federal standards. What does that mean for reimbursement?	For Non-State Entities, Federal regulations (2 C.F.R Part 200) establish requirements for the exigency or emergency exception that permits the use of noncompetitive procurements, frequently referred to as "sole-source contracting." This exception and additional procurement requirements for this emergency are discussed in the "Fact Sheet: Procurement Under Grants Conducted Under Exigent or Emergency Circumstances" that MEMA employee can provide. It is important that applicants provide a narrative for any "sole-source" procurements and ensure costs are reasonable.
adult food reimbursements will go through this process as well?	Emergency meal costs must be directly related to the Covid-19 event, addressing a specific identified need and eligible population group in the community, and the legal responsibility of the applicant. Additional requirements and guidance can be found in the "Coronavirus (Covid-19) Pandemic: Purchase and Distribution of Food Eligible for Public Assistance" FEMA policy issued on 4/11/20. A MEMA employee can direct you to this document.
Can communities create a PW for a specific time frame? I.e Incurred costs for March and then create a subsequent PV for activity and incurred costs in the month of April?	Yes, you can submit multiple streamlined project application forms based upon operational periods (specific time frames). However, to reduce funding delays it is generally more advantageous to submit all costs on a single streamlined project application form. It is important to note that FEMA can you can estimate future costs you expect to incur as this emergency continues.
For MSBA Projects in progress, in the event of construction closures can expenses incurred be submitted	Additional information is required to follow-up on this question. MEMA will be reaching out to you directly to respond.
Would shielding between the public and staff qualify for FEMA reimbursement?	This would likely depend upon the type of service that the entity is performing. Increased costs of operating a facility or providing a service are generally not eligible, even when directly related to the incident. However, if these modifications were at the direction of local public health officials and necessary to address an immediate threat to public health and safety, then they may be eligible. It is recommended that the applicant provide a narrative explaining the necessity of taking these actions.

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<p>This would be at the Town's customer service windows to serve the public when we open. And can we do something permanent rather than something temporary since this will last into the fall / winter as projected.</p>	<p>This would likely depend upon the type of service that the entity is performing. Increased costs of operating a facility or providing a service are generally not eligible, even when directly related to the incident. However, if these modifications were at the direction of local public health officials and necessary to address an immediate threat to public health and safety, then they may be eligible. It is recommended that the applicant provide a narrative explaining the necessity of taking these actions.</p>
<p>It does not seem that you are recognizing my hand being raised. This is Ed Senteio - Finance Director, Town of Yarmouth.</p>	<p>It's not showing up , raise it again</p>
<p>Will we be getting these slides after this?</p>	<p>MEMA will post the slide deck on our website after the conclusion of applicant briefings this week.</p>
<p>Just want to clarify that school districts could submit a proposal for adult meal feeding since that is not supported by USDA</p>	<p>The applicant would need to demonstrate that they have legal responsibility to provide an emergency feeding program and that there is a need to provide this service in the community. Population groups that may be eligible for emergency feeding include high-risk individuals over 65 and those who test positive for Covid-19. Typically, a municipality (town/city) has legal responsibility to perform this type of work.</p>
<p>will other browsers work - Microsoft Edge, Chrome?</p>	<p>Other browsers will work (IE, Chrome) but some may not have all functionality of the system. Firefox works best.</p>
<p>What do you mean by cost plus contracting not allowed?</p>	<p>Under federal procurement guidelines (2 C.F.R. 200.323(c)) the use of cost-plus-percentage-of cost contracting is prohibited. A cost plus percentage of cost contract is where the contractor develops a cost estimate for the performance of work/service (usually on a time/materials basis) and then they apply an additional percentage on top of it (say 15%). This restriction and additional procurement requirements for this emergency are discussed in the "Fact Sheet: Procurement Under Grants Conducted Under Exigent or Emergency Circumstances" that MEMA employee can provide.</p>
<p>Are hazard pay bonuses for essential workers for regular time as well as overtime pay eligible?</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>for donations, can private donations of money to help open an emergency shelter from local universities be used toward the city's match?</p>	<p>Generally "donated resources" constitute equipment, supplies, materials, labor and logistical support donated to an organization from a third-party to assist with response activities.</p>
<p>Also, once the event is closed what is the deadline for submitting applications</p>	<p>We don't know that at this time because it is still on going. MEMA will notify you when this is set.</p>

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Is Technology purchases i.e laptops, software, and programs for remote learning eligible?	Remote Technology costs are not currently identified as an eligible emergency protective measure. Generally to be eligible as a CAT B Emergency Protective Measure, work needs to be protecting against or addressing an immediate threat to public health and safety. However, I would encourage you to track these costs that you are incurring as we are receiving new guidance routinely.
Are non-profits eligible for funding for adult meals if they have an MOA with the city to distribute meals?	Possibly, it would be important that the MOA delegates legal responsibility to the PNP to perform this work.
Are Covid medications for Covid patients an eligible cost for hospitals only if the patient has no type of health insurance?	Prescription costs related to Covid-19 treatment may be eligible. FEMA cannot duplicate benefits for work items, including those covered by insurance.
Is hospital food service an eligible cost for Covid patients.?	Maybe. Generally, costs associated with emergency medical care that is necessary to save lives and protect public health/safety are eligible. Long-term medical costs once a Covid-19 patient is admitted on an in-patient basis are generally not eligible. I would encourage you to track these costs.
What type of management costs are eligible and would it be considered a separate project?	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.
Would capital equipment purchase be an eligible cost if used for lab testing patients for Covid? The forced equipment worksheet looks complicated and is there any publication to explain it in more detail?	Equipment/supplies 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).
Is comfort care of Covid patients that are on the mend but can't go home yet an eligible cost? To include facility rental, medical staff, food service, and general medical supplies.	Generally, emergency medical care that is necessary to save lives and protect public health/safety is eligible. Long-term medical costs are generally not eligible. However, I would encourage you to track these costs.
Is hospital admin and finance office space disinfection costs eligible?	The disinfection of public facilities may be eligible.
Elder service programs have members that receive services that they are contracted to perform wouldn't Elder service would have legal responsibility.	I am not familiar with them, but it seems so.

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Are Category Z Projects on used for Admin Costs. Can you also use this category for OT ,	Yes, Management cost, not for overtime though
Are the eligible costs related to the transport of Corona Virus patients only>	Correct, emergency medical transport must be related to Covid-19.
is there a list of what kind of expenses are eligible for reimbursement through FEMA/MEMA?	Yes, there is a fact sheet that should be available on the MEMA website that lists the eligible emergency protective measures for this event. Additionally, Lorraine has a couple slides that will address this specifically.
are the purchase of technology devices for remote learning eligible for reimbursement?	Remote education costs are not currently identified as an eligible emergency protective measure. Generally to be eligible as a CAT B Emergency Protective Measure, work needs to be protecting against or addressing an immediate threat to public health and safety. However, I would encourage you to track these costs that you are incurring as we are receiving new guidance routinely.
Who do we contact at MEMA in regards to the food reimbursement sent in April? I'm on the site and unsure who to contact. Thanks	Send an email to disaster.recovery@mass.gov to discuss.
Are air purifiers a reimbursable expense? We have some classrooms that don't have windows. When kids are back in class, we would worry about droplets in a closed environment.	Emergency protective measures must address an immediate threat to public health and safety. I would recommend that you draft a narrative as to the necessity of the work to be performed and provide any guidance from health officials that encouraged this action.
Could you email that letter that FEMA sent out on April 11?	This is likely the "Coronavirus (Covid-19) Pandemic: Purchase and Distribution of Food Eligible for Public Assistance" FEMA policy issued on 4/11/20. A MEMA employee can direct you to this document.
Does this qualify for feeding senior centers	Emergency meal costs must be directly related to the Covid-19 event, addressing a specific identified need and eligible population group in the community, and the legal responsibility of the applicant. Additional requirements and guidance can be found in the "Coronavirus (Covid-19) Pandemic: Purchase and Distribution of Food Eligible for Public Assistance" FEMA policy issued on 4/11/20. A MEMA employee can direct you to this document.

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Does the emergency feeding through NSLP, will feeding the elderly be covered under this and if so how do we track that	Emergency meal costs must be directly related to the Covid-19 event, addressing a specific identified need and eligible population group in the community, and the legal responsibility of the applicant. Additional requirements and guidance can be found in the "Coronavirus (Covid-19) Pandemic: Purchase and Distribution of Food Eligible for Public Assistance" FEMA policy issued on 4/11/20. A MEMA employee can direct you to this document.
Do you have any updates on FEMA's decision to reimburse municipalities for food expenses for those in need?	FEMA issued a fact sheet addressing emergency feeding programs on 4/11. Additionally, MEMA received state-wide approval for this emergency protective measure, which includes local governments. Applicant must have legal responsibility to be reimbursed for an food distribution program. A MEMA representative should be able to direct you to these documents.
Is the deep cleaning of the building an allowable expense?	The disinfection of public facilities may be eligible.
Should the town submit reimbursements requests for all town departments or should each department submit individually?	Generally you can submit all departments under one application.
Will the slide deck be shared after this presentation?	Will post the slides from all briefings on the MEMA website following the conclusion of all briefings this week
How quickly will they respond to questions asked on line regarding the Portal	I'm not sure if you're referring to the MEMA questions portal or the FEMA Grants Portal helpline.
I put in a request for an RPA and was awaiting approval before completing the SOW and Public Assist Funding request. Am I waiting for the template for the next step or was I supposed to upload a completed PA funding request.	Yes, you should wait for RPA approval before filling out the template.
Once you register for the 4496DR do you then download and complete the Project Application on the portal for your application to be completed.	Yes, there is a streamlined project application form functionality in the Grants Portal that you can utilize. It is located in the "Applicant Event Profile." That functionality will be available to assist you with this as well as the 2020 MEMA workbook to track your expenses.
Do we only use estimates completing the Streamlined Project Application?	You can include both actual and estimated costs.
Is this webinar going up on the website?	After completion of all applicant briefings, we will make the slides available for download on the MEMA website.

Question Asked	Answer Provided
Is there a deadline to submit a request for public assistance?	Not at this time because it is ongoing. MEMA will advise when the deadline is determined.
Are the costs incurred delivering meals to senior citizens (meals on wheels) allowable costs? If so, Regular wages or just OT?	Emergency meal costs must be directly related to the Covid-19 event, addressing a specific identified need and eligible population group in the community, and the legal responsibility of the applicant. Additional requirements and guidance can be found in the "Coronavirus (Covid-19) Pandemic: Purchase and Distribution of Food Eligible for Public Assistance" FEMA policy issued on 4/11/20. A MEMA employee can direct you to this document. A MEMA employee can direct you to this document. For budgeted employees only OT costs are eligible, whereas for unbudgeted employees both OT and straight-time costs may be eligible.
Cleaners, wipes, disinfectants, etc purchased to keep town hall clean for employees - are these eligible for reimbursement?	Generally, FEMA reimburses for the supplies/equipment used in the performance of eligible emergency protective measures. However, you should track their costs and develop a narrative as to the necessity of purchasing supplies and document any delivery delays due to high demand.
Are the costs incurred delivering meals to senior citizens (meals on wheels) allowable costs? If so, Regular wages or just OT?	Emergency meal costs must be directly related to the Covid-19 event, addressing a specific identified need and eligible population group in the community, and the legal responsibility of the applicant. Additional requirements and guidance can be found in the "Coronavirus (Covid-19) Pandemic: Purchase and Distribution of Food Eligible for Public Assistance" FEMA policy issued on 4/11/20. A MEMA employee can direct you to this document. For budgeted employees only OT costs are eligible, whereas for unbudgeted employees both OT and straight-time costs may be eligible.
Regarding transportation to a non-congregate sheltering site for individuals who do not require hospitalization. Can you confirm that any form of transportation can be used as long as the cost is reasonable?	MEMA is seeking additional guidance from FEMA to respond to your question and we will contact you directly to follow up.
am i in the right place for the FEMA briefing?	yes. this is the FEMA PA Briefing for COVID-19
this is my first experience with this, do we submit a funding request just once at the end of this event? or do we submit periodic reimbursement requests? how much federal funding is available for these collective reimbursements across all states? is it better to get in early and often before available funding dries up?	You can submit claims periodically as needed or as often as you want to. However, in order to reduce funding delays it is recommended to submit all of your costs on a single streamlined project application. Your streamlined project application form can include estimated costs that you expect to incur in the future.

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<p>so if already have a grant portal registration we are to use that and nothing additional required?</p>	<p>You should submit a Request for Public Assistance (RPA) for DR-4496. You will find the functionality for this within the Grants Portal once logged in. If you already have a Grants portal account then you do not need a new one.</p>
<p>If a school district wants to claim sanitizing schools (overtime and materials) & Food Delivery (overtime only), are those two different projects?</p>	<p>You can submit all of these costs under one streamlined project application form.</p>
<p>: Are Collaboratives eligible to receive reimbursement?</p>	<p>Is the collaborative a derivative of a public school system or it's own entity?</p>
<p>Collaboratives are legally defined as public entities, seperate and distinct. They have their own FED ID #</p>	<p>Then they are very likley an eligible applicant for public assistance. Public entities are eligible.</p>
<p>will this power point be available? where?</p>	<p>After completion of all applicant briefings, we will make the slides available for download on the MEMA website.</p>
<p>Are laptops, scanners and other it equipment eligible for reimbursement in order for a governmental agency to work remotly</p>	<p>This would likely depend on what type of work the employees were performing. Equipment purchased to perform emergency protective measures may be eligible. I would track these costs and develop a narrative as to the neccessity for their purchase towards completing an emergency protective measure (reducing or addressing an immediate threat to public health and safety).</p>
<p>Would it be possible to get a copy of the presentation?</p>	<p>After completion of all applicant briefings, we will make the slides available for download on the MEMA website.</p>
<p>Will these slides be shared out?</p>	<p>After completion of all applicant briefings, we will make the slides available for download on the MEMA website.</p>
<p>With all of the businesses and schools closed and everyone staying at home due to Covid 19, the amount of trash being produced has far exceeded normal trash demands. In order to eliminate the public health and environmental impact of excess trash laying around peoples homes the town has provided an excess household trash disposal option to families in need. This allows a safe and compliant option for our residents to dispose of excess household trash due to Covid-19. Do the expenses related to this response effort meet the criteria for reimbursement?"</p>	<p>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 (neccessity).</p>

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Is this being recorded on a another date so I can at lest hear the speaker?	There was a municipal briefing held on April 23rd. The recording of that session will also be posted on MEMA's website at the conclusion of all applicant briefings.
Would school districts who are providing food to students be eligible for reimbursement for labor costs associated with this work?	Maybe, eligible emergency protective measures taken to respond to COVID-19 at the direction or guidance of public health officials may be reimbursed under Category B of the Public Assistance Program under either an emergency or major disaster declaration. This includes, among other things, the cost to purchase and distribute food and water as part of an emergency feeding operation required as a result of COVID-19. Labor costs used to perform emergency protective measures may be eligible, typically as overtime costs only for budgeted employees. This work must be directly attributed to the Covid-19 event (not a continuation of normal feeding operations) and the legal responsibility of the applicant.
Will Public school Educational collaboratives be eligible for any reimbursement	Derivatives of state and local governments, including special school districts are generally eligible applicants.
If our school donated food to the local food pantry. Would the cost of tese foods be reimbursable?	Generally donated supplies are applied as cost share credit to the receiving entity.
can we replenish the inventory of donated ppe and use that as the real costs and submit the invoice as proof?	FEMA PA generally reimburses for actual costs incurred.
so if we need to purchase ppe for students and staff when school reopens in september wil we get reimbused	Generally emergency protective measures must be addressing an immediate threat to public health and safety.
will this powerpoint be available after the end of presentation?	After completion of all applicant briefings, we will make the slides available for download on the MEMA website.
Will all the questions asked here be shared after the presentation ?	Yes, the written Q&A will be downloaded and posted on the MEMA website.
Can a housing authority and a municipality of the same city/town submit two seperate applications for FEMA funding?	If they are legally distinct entities, then yes.
Which workbook does we use for the reimbursement? The State Workbook or Category Z?	The two workbooks capture separate items. The State workbook captures Emergency and Permanent work costs (Category A-G), while the Cat Z workbook captures Category Z administrative costs to implement the PA program.

Question Asked	Answer Provided
Which workbook do we use for the reimbursement? The State Workbook or Category Z? Each one has different Cost Codes (2017 vs. 2019)	MEMA has a workbook for thie CAT B work on their website. The CAT Z is a different workbook. Both workbooks have been updated on the MEMA website to include 2019 FEMA Equipment Cost Codes
The one named, "State Workbook-2018 (or 2017)" right?	The Category A-G workbook is entitled "State Workbook 2020"
Cat Z is for admin. costs. Okay	Right
How long does it take for the RPA to be approved?	I am working on them all now and hope to be done by tomorrow late afternoon.
Can we generalize/total expenses or should each store receipt and item be listed separately?	You should supply all receipts or invoices as validation of your expenses. It will help the reviewer and reduce requests for more information.
Is there a guide on a list of all work categories?	For this Disaster only CAT B is eligible as well as CAT Z for Management Cost
Do all town entities need to file seperately? Or do all agencies such as Schools, DPW, Police, Fire, etc file in one large application as a municipality?	No, they do not need to file seperately if they are legally the same entity and share a DUNS number. Often school districts may file as their own applicant. I would encourage you to engage a MEMA representative and they can help guide you as to the best way for your organization to file.
Overtime as a result of changing our shift rotations to minimize exposure (or overtime in relation to COVID in general) is what Category?	CAT B- Emergency Protective Measures
I dont have a mic, but my question is: For a project such as having our stations cleaned and sanitized once a week, would that be considered its own project , or would that go into "all contracted services"? and would that minimum cost need to be above \$3,300	You can include all of your emergency protective measures costs on a single streamlined project application form. The total incurred costs for the applicant's emergency proetctive measures must exceed the small project threshold of \$3,300.
For a project such as having our stations cleaned and sanitized once a week, would that be considered its own project, or would that be combined into other services and submitted as a group of "all contracted services"? and would that minimum cost need to be above \$3,300	You can include all of your emergency protective measures costs on a single streamlined project application form. The total incurred costs for the applicant's emergency proetctive measures must exceed the small project threshold of \$3,300.

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<p>Our collective bargaining agreements require us to pay certain union employees a premium pay on regular hours if they have to come on-site during a declared emergency. Will those costs be eligible for reimbursement? Example - the payroll staff has to come on site to process payroll - for the hours they come on site to do that, they get a premium on their regular hours, is that a reimbursable cost?</p>	<p>Likely. 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 about technology needed to keep tax collection going, payroll and other non-COVID related government functions?</p>	<p>This is not currently identified as an emergency protective measure, however I would encourage you to track these costs.</p>
<p>Would all the additional overtime for our health department director and our city nurse be put on Catagory Z - Management Costs or Catorgory B?</p>	<p>This depends on what type of work the employees are performing. If they are costs in performance of an emergency protective measure then they should go with your CAT B project.</p>
<p>this is Tammy Jervas, Richmond Consolidated Shcool. We are a school and are currently serving student meals and want to know if this applies to the adults meals that we are serving within our community.</p>	<p>Emergency meal costs must be directly related to the Covid-19 event, addressing a specific identified need and eligible population group in the community, and the legal responsibility of the applicant. Additonal requirements and guidance can be found in the "Coronavirus (Covid-19) Pandemic: Purchase and Distribution of Food Eligible for Public Assistance" FEMA policy issued on 4/11/20. A MEMA employee can direct you to this document.</p>
<p>Where can a school district complete an RPA.</p>	<p>You can submit an RPA here: https://grantee.fema.gov/</p>
<p>So the only thing schools would be eligible for is the supplies cost to santize their buidlings and then only if they didn't have available funds in their budgets to cover the expense correct?</p>	<p>We need additional information from you to adequately answer this question. MEMA will be reaching out to you directly.</p>
<p>This link was on SNA email for possible funding for School Nutrition Programs. Is it true that School Nutrition Programs could apply for funding if current reimbursements through SSO(Seamless Summer Program) fail to cover all cost to the program?</p>	<p>Emergency meal costs must be directly related to the Covid-19 event, addressing a specific identified need and eligible population group in the community, and the legal responsibility of the applicant. Additonal requirements and guidance can be found in the "Coronavirus (Covid-19) Pandemic: Purchase and Distribution of Food Eligible for Public Assistance" FEMA policy issued on 4/11/20. A MEMA employee can direct you to this document.</p>
<p>I had read that CAT B expenses can be applied for starting now and continued till this event is over. Is there workbooks within Grants Portal available to communities now so that we can begin?</p>	<p>Expenses dating to the incident date of Jan. 20, 2020 going forward until the incident date ends which the State will make you aware of when it happens.</p>