

Vaccination Webinar 02.04.2021

Participant	Question	Response
Christine Sullivan	Our Elder Affairs office has increased staffing for van drivers to shuttle folks to vaccination centers. Is the payroll expense associated with the van drivers eligible for reimbursement?	Staffing costs for drivers to shuttle individuals to the vaccination site are eligible for FEMA Public Assistance. Please note, only overtime hours are eligible for full-time or budgeted employees. Additionally, the pre-disaster pay policy must stipulate that personnel can incur overtime hours. For example, if a salaried employee typically works 40 hours each week and they transport individuals during their standard 40 hour schedule, this time is not eligible for Public Assistance. If the driver works an additional hour, on top of the 40 hour schedule, transporting individuals to the vaccination site, that one extra hour is eligible for Public Assistance. Additionally, applicants can also claim costs associated with owning, leasing, or renting a vehicle to perform these transports.
Allen Alpert	In Melrose, we have a building known as Memorial Hall but it is governed by its own board. We are part of a 6 municipality health consortium that is hosting vaccinations, which are open to (based on guidelines) any resident or employee in the 6 communities. Can Memorial Hall invoice the health department for the use of the hall? Thank you, EMD Alpert	If the health department leases a facility to house the vaccination site, these building costs are eligible for FEMA Public Assistance. Applicants are required to provide the lease agreement, invoice, and proof of payment documentation.
Susan Herman	For question one - will that apply if you didn;t increase costs but incur costs already budgeted?	Please contact your assigned MEMA Project Coordinator to provide additional details. Temporary staff or contractors hired specifically to operate a vaccine site, are eligible for FEMA Public Assistance. Applicants are required to provide labor documentation associated with these expenses. Otherwise, only overtime hours for full-time or budgeted employees performing eligible COVID-19 emergency response activities are eligible for FEMA Public Assistance. Please note, the pre-disaster pay policy must stipulate that personnel can incur overtime hours.
Susan Herman	Same - cost of building where we will vaccinate?	If an applicant rents/leases a facility to house the vaccination site, these building costs are eligible for FEMA Public Assistance. Applicants are required to provide the lease agreement, invoice, and proof of payment documentation.
Sarah Dupont	Will the slides be sent out after the webinar?	A recording of the presentation will be posted on MEMA's website and distributed to all participants via email.

Participant	Question	Response
Robert Fortuna	Revere has established a Call Center in a city owned building specific to the identification, notification and communications relating to our vaccine program. The program is designed to targeting the groups as per the States Phase guidelines. The Center is staffed by outside part-time and city employees on OT. Are these labor costs covered?	Overtime hours for full-time or budgeted employees performing eligible COVID-19 emergency response activities are eligible for FEMA Public Assistance. Please note, the pre-disaster pay policy must stipulate that personnel can incur overtime hours. Cost associated with call centers that are established in response to the pandemic and are only disseminating information related to COVID-19, are likely eligible for FEMA Public Assistance. Please contact your assigned MEMA Project Coordinator to discuss this further and provide a detailed description of the activities performed in the call centers.
Andrew Golas	Will the cost to provide food to vaccination clinic staff be considered a reimbursable expense?	Unfortunately, these are likely ineligible expenses for FEMA Public Assistance, but MEMA will request additional input from FEMA.
Kimberly Kouvo	If we have employees administering the vaccines, will the cost to backfill them be considered a reimbursable expense?	Overtime costs for the backfill employee are eligible as long as the employee that he/she is replacing is performing eligible emergency work, such as administering vaccines. Applicants are required to provide the timekeeping/payroll documentation and narratives for both employees.
Kathy Butters	We have a firefighter who was called up to the National Guard to work on the vaccines, is the OT covered by the firefighter to take his place?	MEMA plans to review this question with FEMA and provide a response.
Bethiny Moseley	In regards to collecting insurance information, in the state's premod portal, is it safe to assume the funds will got to the state and not the Town?	The Massachusetts Department of Public Health will need to provide a response to this question.
Kate Harke	Will site costs such as rent be eligible if the site is used for COVID testing also? Guidelines around testing-related eligible costs are a bit hazy thus far.	If an applicant rents/leases a facility to house the vaccination site, these building costs are eligible for FEMA Public Assistance. Applicants are required to provide the lease agreement, invoice, and proof of payment documentation.
Debopom Mitra	As a University, we are encouraging our healthcare workers to be vaccinated at a local hospital (not affiliated with the University). If these costs are eligible for FEMA reimbursement, should the hospital be billing the worker's personal insurance, or can the hospital bill the University? Which method is easier for FEMA to review for reimbursement?	Only necessary operation and administration expenses associated with vaccination sites are eligible for FEMA Public Assistance. The actual cost of the vaccine is ineligible, since Operation Warp Speed covers this expense. For profit hospital are not eligible to submit costs for Public Assistance.
Robert Fortuna	Additionally, (Revere)are the Outreach and PR communications costs associated with Vaccine communications to the public eligible?	FEMA guidance lists expenses related to "communications to disseminate public information regarding vaccinations" as eligible for Public Assistance.
Bethiny Moseley	Is this a different FEMA program than the existing COVID program? I.e. should we maintain seperate accounts?	Public Assistance is the primary FEMA program for COVID-19 related expenses.
James Malary	When may municipalities expect to submit reimbursement requests for those expenses that weren't covered by CARES Act but would be covered by the FEMA covid funds?	Applicants are able to submit claims whenever they are prepared to initiate the streamlined application FEMA's Grants Portal.
Apolansky	Will you be able to send a copy of this webinar out to participants at the conclusion of the program?	A recording of the presentation will be posted on MEMA's website and distributed to all participants via email.

Participant	Question	Response
Foster	Is the insurance \$ received regarded as Program Income (2 CFR?)	Applicants can't claim expenses covered by an alternate source of funding, as FEMA is legally prohibited from duplicating benefits. MEMA is working with FEMA to obtain additional information regarding personal insurance proceeds.
Bethiny Moseley	Where can we locate the document detailing the eligible costs as they appeared in this presentation?	A recording of the presentation will be posted on MEMA's website and distributed to all participants via email.
Carolyn Olsen	Is a refrigerator reimbursable if it was purchased for this purpose prior to Jan?	Equipment that is necessary and purchased specifically for the COVID-19 vaccination site is eligible for FEMA Public Assistance. Please note that FEMA can't provide assistance for any expenses covered by other funding sources.
Foster	PPE is the vaccination claim a different claim from the original disaster claim?	All expenses related to the COVID-19 pandemic are submitted under the one 4496 FEMA disaster. MEMA and FEMA recommend submitting all costs for COVID-19 vaccinations in a separate project(s).
Paul Osborne	only overtime costs? what about hiring contractors to staff the vaccine sites. or paying exempt staff extra to work on weekends?	Temporary staff or contractors hired specifically to operate a vaccine site, are eligible for FEMA Public Assistance. Applicants are required to provide labor documentation associated with these expenses. Otherwise, only overtime hours for full-time or budgeted employees performing eligible COVID-19 emergency response activities are eligible for FEMA Public Assistance. Please note, the pre-disaster pay policy must stipulate that personnel can incur overtime hours.
Gia M	What if we are using per diem staff and the hours are above budgeted but not overtime	Please contact your assigned MEMA Project Coordinator to provide additional details. Temporary staff or contractors hired specifically to operate a vaccine site, are eligible for FEMA Public Assistance. Applicants are required to provide labor documentation associated with these expenses. Otherwise, only overtime hours for full-time or budgeted employees performing eligible COVID-19 emergency response activities are eligible for FEMA Public Assistance. Please note, the pre-disaster pay policy must stipulate that personnel can incur overtime hours.
Anne Spillane	Will police details be covered at the vaccination sites?	FEMA guidance lists necessary "additional staff, including medical and support staff not paid for by another funding source" as eligible for Public Assistance. Please note, only overtime hours are eligible for full-time or budgeted employees. Additionally, the pre-disaster pay policy must stipulate that personnel can incur overtime hours.

Participant	Question	Response
Robert Bentinck-Smith	Are agency staff hired for the expressed purpose of vaccinations reimburable?	This is dependent on the activities these individuals perform. Temporary staff or contractors hired specifically to operate a vaccine site, are eligible for FEMA Public Assistance. Applicants are required to provide labor documentation associated with these expenses.
Daniel filiault	I connected late is this video going to be available online so I can share with the town accountant and other people who work on the grant?	A recording of the presentation will be posted on MEMA's website and distributed to all participants via email.
Carol mcmahon	Are contractors specifically hired to do vaccine work an allowable expense?	This is dependent on the activities these individuals perform. Temporary staff or contractors hired specifically to operate a vaccine site, are eligible for FEMA Public Assistance. Applicants are required to provide labor documentation associated with these expenses.
nancy holt	What about per diem nurses that are paid hourly for vaccination clinics?	The hours for temporary staff or contractors hired specifically to operate a vaccine site, are eligible for FEMA Public Assistance. Applicants are required to provide labor documentation associated with these expenses. Otherwise, only overtime hours for full-time or budgeted employees performing eligible COVID-19 emergency response activities are eligible for FEMA Public Assistance. Please note, the pre-disaster pay policy must stipulate that personnel can incur overtime hours.
Russell bethoney	Will you be sharing the slides presented today?	A recording of the presentation will be posted on MEMA's website and distributed to all participants via email.
Michael McCall	Instead of paying OT, we hired parttime time employees to cover evening hours at vaccination site - can we get reimbursement for these employees?	The hours for temporary staff or contractors hired specifically to operate a vaccine site, are eligible for FEMA Public Assistance. Applicants are required to provide labor documentation associated with these expenses.
Kathy Butters	We are self insured. When employees received the vaccine and we are billed by Blue Cross, are those expenses reimbursable?	These expenses are not eligible for FEMA PA reimbursement. These expenses may be eligible for another source of funding.
Jon Ruda	People hired by Board of Health for admin and clinical support	This is dependent on the activities these individuals perform. Temporary staff or contractors hired specifically to operate a vaccine site, are eligible for FEMA Public Assistance. Applicants are required to provide labor documentation associated with these expenses.

Participant	Question	Response
Christine McCarthy	If we have a paramedic 100% of time assigned to the vaccination site can that salary be reimbursed?	Only overtime hours are eligible for full-time or budgeted employees. Additionally, the pre-disaster pay policy must stipulate that personnel can incur overtime hours. For example, if a salaried employee typically works 40 hours each week and they are assigned to the vaccination site during their standard 40 hour schedule, this time is not eligible for Public Assistance. If the paramedic works an additional hour, on top of the 40 hour schedule, performing a necessary activity at the vaccination site, that one extra hour is eligible for Public Assistance.
Foster	Curently our vaccinators are volunteers. can we used paid RN's if we can not get volulteers?	Temporary staff or contractors hired specifically to operate a vaccine site, are eligible for FEMA Public Assistance. Applicants are required to provide labor documentation associated with these expenses.
Steve Ellis	Our munipality has a separate Fire Districts whose paramedics will likely support our vaccination clinics. Should they file a separate FEMA project or do they need to bill the Town, leaving us to seek reimbursement for those charges?	MEMA recommends that the municipality submit all associated expenses in a single streamlined application.
Michael Hurley	If our town is supporting a regional vaccination site, are we eligible for this program.	Yes, the Town can submit an estimated project based on your jurisdiction's population and then provide the actual cost documentation once your entity incurs the claimed expenses.
Geoffery Bartlett	Will costs for regular employees on straight time who are redeployed from their day-to-day duties to work at the vaccination site be eligible for reimbursement?	Only overtime hours are eligible for full-time or budgeted employees. Additionally, the pre-disaster pay policy must stipulate that personnel can incur overtime hours. For example, if a salaried employee typically works 40 hours each week and they are assigned to the vaccination site during their standard 40 hour schedule, this time is not eligible for Public Assistance. If the employee works an additional hour, on top of the 40 hour schedule, performing a necessary activity at the vaccination site, that one extra hour is eligible for Public Assistance.

Participant	Question	Response
Gia.m	transportation or bus vouchers	Staffing costs for drivers to shuttle individuals to the vaccination site are eligible for FEMA Public Assistance. Please note, only overtime hours are eligible for full-time or budgeted employees. Additionally, the pre-disaster pay policy must stipulate that personnel can incur overtime hours. For example, if a salaried employee typically works 40 hours each week and they transport individuals during their standard 40 hour schedule, this time is not eligible for Public Assistance. If the driver works an additional hour, on top of the 40 hour schedule, transporting individuals to the vaccination site, that one extra hour is eligible for Public Assistance. Additionally, applicants can also claim costs associated with owning, leasing, or renting a vehicle to perform these transports.
Tsullivan	What if you use extend the hours of part-time or per diem employees to cover the site. Also, if you hire new employees for the new site	The hours for temporary staff or contractors hired specifically to operate a vaccine site, are eligible for FEMA Public Assistance. Applicants are required to provide labor documentation associated with these expenses. Otherwise, only overtime hours for full-time or budgeted employees performing eligible COVID-19 emergency response activities are eligible for FEMA Public Assistance. Please note, the pre-disaster pay policy must stipulate that personnel can incur overtime hours.
Krishan Gupta	Hi Erica - Can you send me the link for this webinar when it gets saved. Thanks! Krishan Gupta email KGupta@townofsharon.org. Thanks!	A recording of the presentation will be posted on MEMA's website and distributed to all participants via email.
David White	What about non-medical workers for the clinics, is their pay eligible	FEMA guidance lists expenses related to necessary "additional staff, including medical and support staff not paid for by another funding source" as eligible for Public Assistance. Please note, only overtime hours are eligible for full-time or budgeted employees. Additionally, the pre-disaster pay policy must stipulate that personnel can incur overtime hours.
Jamison Barros	Can funds be used to fund a contracted position to conduct COVID related contact tracing?	Unfortunately, expenses related to contact tracing are ineligible for FEMA Public Assistance.
Dot Pearl	If we are working with a provider to run our clinic, are any of these costs reimbursable?	Please contact your assigned MEMA Project Coordinator to provide additional details regarding these expenses.

Participant	Question	Response
Foster	If we use school department busses and personnel to transport individuals to vaccination sites are the personnel and equipment costs allowable?	Staffing costs for drivers to shuttle individuals to the vaccination site are eligible for FEMA Public Assistance. Please note, only overtime hours are eligible for full-time or budgeted employees. Additionally, the pre-disaster pay policy must stipulate that personnel can incur overtime hours. For example, if a salaried employee typically works 40 hours each week and they transport individuals during their standard 40 hour schedule, this time is not eligible for Public Assistance. If the driver works an additional hour, on top of the 40 hour schedule, transporting individuals to the vaccination site, that one extra hour is eligible for Public Assistance. Additionally, applicants can also claim costs associated with owning, leasing, or renting a vehicle to perform these transports.
Susan Herman	Facility costs - can you define for an existing facility	If the applicant owns the facility and is not incurring any building expenses for the vaccination site, this is ineligible for FEMA Public Assistance funding.
tsullivan	What about the need to hire City police officers for traffic control	FEMA guidance lists necessary “additional staff, including medical and support staff not paid for by another funding source” as eligible for Public Assistance. Please note, only overtime hours are eligible for full-time or budgeted employees. Additionally, the pre-disaster pay policy must stipulate that personnel can incur overtime hours.
allen phillips	Can the slides be made available? or can you send me the slides? Thanks Erica	A recording of the presentation will be posted on MEMA’s website and distributed to all participants via email.
steve ellis	Must we first exhaust any remaining CARES money before we can purchase PPE or supplies and expect them to be reimbursable? This would create late-year issues if we must deplete CARES resources.	MEMA is currently working with the Massachusetts Executive Office for Administration and Finance (A&F) to determine how CARES Act & FEMA Public Assistance funding intersect for vaccination expenses. The preliminary discussion indicate that applicants are not required to exhaust CARES Act funding first, but additional information will be provided.
Neil aspesi	Would OT costs for staff helping special populations register for vaccine (i.e. online data entry help)	This likely an eligible labor expense. FEMA guidance lists necessary “additional staff, including medical and support staff not paid for by another funding source” as eligible for Public Assistance.
tsullivan	What about ramping up cost prior to December 2020	Please contact your MEMA Project Coordinator to provide additional details about these expenses. Items that are pulled from stock and are necessary to the operation of the COVID-19 vaccination site are eligible for FEMA Public Assistance reimbursement.

Participant	Question	Response
Gia.m	Is the 100% cost share only related to vaccines or other COVID expenses	The President's directive allows FEMA to pay 100% federal funding for the costs of activities that have previously been determined eligible, from the beginning of the pandemic in January 2020 to Sept. 30, 2021.
Sigalle Reiss	We have been purchasing supplies such as syringes since the spring in anticipation of the vaccine effort. Would those expenses be eligible? thank	Please contact your MEMA Project Coordinator to provide additional details about these expenses. Items that are pulled from stock and are necessary to the operation of the COVID-19 vaccination site are eligible for FEMA Public Assistance reimbursement. The actual cost of the vaccine is ineligible, since Operation Warp Speed covers this expense.
Jon Ruda	What will the turnaround time be on reimbursement? Will this help in anyway with cashflow issues?	Although MEMA is unable to provide a definitive reimbursement timeline, COVID-19 vaccination projects are a priority for both MEMA/FEMA and we are working diligently to expedite the review process.
Jeannette Angles	Has there been any further consideration given to reimbursement for the cost of COVID testing?	Please provide additional details for the specific testing costs you are questioning? Necessary expenses related to COVID-19 community-based testing sites are eligible for FEMA Public Assistance.
Anne Spillane	Do we need to do another request for public assistance or is the one completed previously for COVID expenses still usable for this purpose?	No, all expenses related to the COVID-19 pandemic are submitted under the one 4496 FEMA disaster.
Ethan Manning	What is the status of the requests that were due to be submitted by October 15, 2020? Should towns expect reimbursement on that in the near future or once the emergency declaration is over?	Please contact your assigned MEMA Project Coordinator to request a status update on your specific project(s).
Stephanie Fronteira	Can the project application be submitted by clinic for reimbursement or only once?	Applicants are eligible to submit multiple COVID-19 vaccination projects.
Melissa Sullivan	Transportation drivers for shuttling elderly for vaccines are budgeted to be very part time. Their time spent to shuttle to/from vaccination clinics may not be paid at an overtime rate, but it's additional hours not previously budgeted. Would these expenses be reimbursable, or would it require "overtime" (i.e. time and one half) pay rate?	Staffing costs for drivers to shuttle individuals to the vaccination site are eligible for FEMA Public Assistance. Please note, only overtime hours are eligible for full-time or budgeted employees. Additionally, the pre-disaster pay policy must stipulate that personnel can incur overtime hours. For example, if a budgeted employee typically works 20 hours each week and they transport individuals during their standard 20 hour schedule, this time is not eligible for Public Assistance. If the driver works an additional hour, on top of the 20 hour schedule, transporting individuals to the vaccination site, that one extra hour is eligible for Public Assistance. Additionally, applicants can also claim costs associated with owning, leasing, or renting a vehicle to perform these transports.

Participant	Question	Response
Gia.m	we are a hospital supporting the local boards of health. is the hospital an eligible entity for the vaccination? Do we need any documentation from the towns that we are coordinating it with them	Please contact the local municipality to discuss this with their assigned MEMA Project Coordinator. For profit entities are not eligible to submit FEMA Public Assistance applications. Municipalities can contract with hospitals for necessary personnel to operate their vaccination sites. The municipality would submit all of the costs they incur related to the site in a FEMA application.
Liz Gillman	Can you submit more than one vaccination project? For example, maybe January 2021 would be one and February 2021 another? Reimbursement turnaround is really becoming an issue.	More than one project may be submitted for vaccination costs and may be submitted on a monthly basis.
Foster	If we are using our EOC to coordinate vaccinations and transportation assets can we bill personnel and associated cost to the Project?	If these functions are essential to the COVID-19 vaccination site operation, then yes. Please note, only overtime hours are eligible for full-time or budgeted employees. Additionally, the pre-disaster pay policy must stipulate that personnel can incur overtime hours.
Stacie Ward	How does the cash flow process work? Can we request funding as we spend it or do we have to wait to report the costs all at once? How soon will we get reimbursed?	Once FEMA obligates a project based on estimated expenses, applicants can submit multiple requests for reimbursement as you incur the actual costs.
Gia.m	will you get the money that is estimated and then we have to reconcile?	No, MEMA is unable to process any payments for estimated projects until the applicant provides the actual cost documentation for the incurred expenses.
christine mccarthy	For estimates...what if the vaccination site is serving an entire county?	Each municipality can submit an estimated project based on their jurisdiction's population and then provide the actual cost documentation once that entity incurs their portion of the vaccination site costs.
Foster	Can we get a 75% advance	No, please contact your assigned MEMA Project Coordinator to discuss expedited projects, if cash flow is an issue.
Robert bentinck-smith	if the final costs are larger than the original estimate, will FEMA still reimburse?	MEMA will not provide funding for costs that are not supported by Justification. MEMA will reimburse costs that can be justified.
wes russell	Will costs be eligible for transportation of residents to a regional clinic in neighboring community? What about setting up phone lines to assist senior citizens registering online for their vaccines? Thank you	Staffing costs for drivers to shuttle individuals to the vaccination site are eligible for FEMA Public Assistance. Please note, only overtime hours are eligible for full-time or budgeted employees. Additionally, the pre-disaster pay policy must stipulate that personnel can incur overtime hours. Additionally, applicants can also claim costs associated with owning, leasing, or renting a vehicle to perform these transports.
jen collins-brown	Would malpractice insurance for a physician overseeing the site be covered	These costs will most likely not be eligible.

Participant	Question	Response
liz gillman	what if drivers are hourly and also not full-time	Staffing costs for drivers to shuttle individuals to the vaccination site are eligible for FEMA Public Assistance. Please note, only overtime hours are eligible for full-time or budgeted employees. Additionally, the pre-disaster pay policy must stipulate that personnel can incur overtime hours. For example, if a budgeted employee typically works 20 hours each week and they transport individuals during their standard 20 hour schedule, this time is not eligible for Public Assistance. If the driver works an additional hour, on top of the 20 hour schedule, transporting individuals to the vaccination site, that one extra hour is eligible for Public Assistance. Additionally, applicants can also claim costs associated with owning, leasing, or renting a vehicle to perform these transports.
kaitlin rooks	Would transportation to a local vaccination clinic be reimbursable, if our town does not host the clinic?	If the Town is incurring eligible costs related to transportation to the vaccination site. Please note, only overtime hours are eligible for full-time or budgeted employees. Additionally, the pre-disaster pay policy must stipulate that personnel can incur overtime hours. For example, if a budgeted employee typically works 20 hours each week and they transport individuals during their standard 20 hour schedule, this time is not eligible for Public Assistance. If the driver works an additional hour, on top of the 20 hour schedule, transporting individuals to the vaccination site, that one extra hour is eligible for Public Assistance. Additionally, applicants can also claim costs associated with owning, leasing, or renting a vehicle to perform these transports.
susan herman	Is the formula that is used for an estimated project also used by FEMA to discern how much a project should or should not be?	FEMA will accept projects that calculate the estimated total based on this formula: 36% of the jurisdiction's population multiplied by \$60. Applicants will receive payments for the actual incurred expenses related to COVID-19 vaccination sites.
chief todd correia	f we shut down a publicly funded rec center to be able to distube vaccines, can the community replenish lost revenue by using this site for vaccines? If so, is there a formula?	FEMA cannot provide PA funding for revenue lost as a result of the incident.

Participant	Question	Response
steve ellis	If salaried staff work extra hours and accrue earned time rather than paid OT, can the town get reimbursement for the cost of that additional time off earned?	Please contact your MEMA Project Coordinator to provide additional information detailing the "earned time." Only overtime hours are eligible for full-time or budgeted employees performing eligible COVID-19 emergency response activities. Additionally, the pre-disaster pay policy must stipulate that personnel can incur overtime hours. For example, if a budgeted employee typically works 20 hours each week and they transport individuals to the vaccine site during their standard 20 hour schedule, this time is not eligible for Public Assistance. If the driver works an additional hour, on top of the 20 hour schedule, transporting individuals to the vaccination site, that one extra hour is eligible for Public Assistance.
david depasquale	We staffed an ambulance on stand by at vaccination sites. Is that overtime reimbursable?	FEMA guidance lists expenses related to necessary "additional staff, including medical and support staff not paid for by another funding source" as eligible for Public Assistance. Please work with your MEMA Project Coordinator to craft a narrative detailing how this ambulance is essential to the operation of the vaccination site.
Bethiny Moseley	Do we have to do an estimate if we don't have cash flow issues?	No, applicants can wait till costs are incurred to submit a completed work project based on actual expenses.
heidi porter	Are stipends for vaccinators and overseeing physician (signer of standing orders), who are not town employees, reimbursable?	Would recommend that the town contract with the vaccinators and overseeing physician to make the stipend part of payment for these services.
tim gula	If we use a mobile outreach vaccination program for seniors who cannot get to a vaccination clinic due to health and transportation issues, will that be reimbursable?	Yes, these costs will most likely be eligible for reimbursement.
erin hightower	Our vaccine location does not have internet access. Our IT department can set this up for us at a cost. Would this be an eligible expense for reimbursement?	This depends on whether internet access is crucial to the operation your vaccination site.
kerrie lasi	Can you hire admin staff to support full time staff? Part time nurse? Part time staff?	Please email amanda.campen@mass.gov to provide more information on this question.
krishan gupta	Hi Erica - Is the total reimbursement capped at \$60/person?	Reimbursement is not capped at \$60/person. This is just a suggestion on how to estimate costs for the estimated project.
karl stinehart	are pop up or portable tents needed for an outside clinic eligible for purchase or lease? for fema reimbursement	FEMA will review which option- purchase or lease- was more cost effective in ensuring the costs are reasonable.
neil aspesi	Are FEMA hourly rates for standby ambulance at vaccines sites, communications vehicles, town owned generators and traffic control equipment (used of safety and coordination entering and within) a vaccine site allowed	These costs will most likely be eligible for reimbursement.
claire mcginnis	What is the estimated time from complete reimbursement and drawdown request to payment?	There is no estimated time frames, as there are many factors that may impact time frames for both scenarios.

Participant	Question	Response
susan herman	Is the cost of the employee that is actually giving the vaccination eligible if it is NOT overtime?	This cost will most likely not be eligible for reimbursement, since this is regular, budgeted time.
anita arnum	if bill insurance for vaccine, can we still submit for additional costs associated with vaccinations??	Yes-- if you have remaining costs after receiving insurance, you may submit these costs for reimbursement.
anne spillane	Will the cost of backfill for a police officer working at a vaccination site be covered to replace the officer for patrol line regular duties?	Yes, this may be eligible for reimbursement as long as the police officer is working at a vaccination site.
colleen fermon	Can the extra hours put in by part time staff be covered over the scheduled hours when they are planning or working at clinics	Costs to administer and operate the vaccination site includes entering immunization data into State and local systems. Any costs related to unbudgeted costs are eligible for reimbursement including the unbudgeted hours for part time employees.
teresa riley-singh	if you needed to hire agency nurses to administer vaccine- is that eligible for reimbursement?	Yes- these contracting costs will most likely be eligible for reimbursement.
kimberly kouvo	Will the cost of IT support (lap tops, ipads, etc) be considered a reimburseable expense?	This depends on what the IT support is for. If it is used for the administration/implementation of vaccination sites, then it may be eligible. Please remember that all costs must be reasonable.
geoffery bartlett	If FEMA will only cover uninsured expenses, are we required to bill health insurance of the vaccine recipient if the recipient has health insurance?	We are working with FEMA to see what they will require regarding due diligence of seeking insurance for vaccines.
helen chan	if temp help is hired to be working in vaccination clinic, is it consider eligible cost	Yes, temporary staff hired specifically for vaccine sites may be eligible for reimbursement.
rebecca mowry	will details (firefigher or police assigned to vaccination sites) be reimbursable or just backfilling?	If the first responder details are performing something specifically related to COVID-19, providing security at sites, transporting covid-19 patients, etc. then that time is eligible for reimbursement, if it was incurred as overtime.
adam durkee	If the city or town hires an outside company to do the vaccinations is that cost eligible reimbursment?	Yes- these contracting costs will most likely be eligible for reimbursement.
mark fine	Is there some guidance on reimbursement for vaccination site related expenses available? Is there a link you can share?	Yes, please refer to https://www.fema.gov/sites/default/files/documents/fema_covid-19-vaccination-planning_faq_11-19-2020.pdf
Robert Bentinck-Smith	Are costs reimbursed net against any billed administration revenue received?	Any duplicate forms of funding received, i.e. insurance will be deducted from the costs reimbursed.
Foster	Our current accounting staff is overloaded with COVID costs. Can we hire additional people to work on COVID cost exclusively?	Depends on what your accounting staff are doing. If they are performing grant management activities for FEMA PA (uploading documents to Grants Portal, meeting with FEMA and MEMA, etc.), then these costs can be reimbursable under management costs. Please see, https://www.fema.gov/sites/default/files/2020-05/PA_Management_Costs_Interim_Policy_11-15-201830.pdf
christine mccarthy	Should expenses be submitted as they come in or should we submit weekly/monthly as group?	The choice of how often to submit is totally up to the applicant to accommodate what best fits into their cash flow needs/accounting systems.

Participant	Question	Response
kathleen barrette	Do we consider the amount of insurance billed or insurance collected? My town is billing insurance companies.	Please email amanda.campen@mass.gov to provide more information on this question.
jlovett	How do we submit the costs if it is a multi town vaccination site? Does only the host community submit the application?	We recommend that each town submit an estimated project. Then as each town incurs their portion of the costs to run the site, they will each submit for reimbursement for the separate costs incurred.
david white	What about costs for paramedics to oversee the observation area after the vaccine	If the time they are incurring time while working in the vaccination site is overtime or non-budgeted expenses/outside their normal working hours, then this time may be eligible.
lisa riley	If some is working outside their regular shift and filling a detail for the vaccine, would their detail rate be covered?	If the time they are incurring time while working in the vaccination site is overtime or non-budgeted expenses/outside their normal working hours, then this time may be eligible.
Gia.m	do you have to have a job description for the positions hired specifically for the vaccination site	We do not have job descriptions available.
matthew wyke	We have a regional vaccine clinic run by the local hospital. As the local towns provide resources to the clinic, are these funds reimbursed via the clinic, or individual towns? Thank you.	If the hospital is for-profit entity, meaning it does not have a current IRS ruling letter stating it is a 501(c)(3), then it will be need to invoice the town for these costs to be reimbursable. However, if the hospital is a 501(c)(3), then it may seek reimbursement for these costs directly.
Gia.m	if it is a collaborative between a hospital and town. If the town submits for the FEMA project reimbursement should the hospital then bill the town for the costs	If the hospital is for-profit entity, meaning it does not have a current IRS ruling letter stating it is a 501(c)(3), then it will be need to invoice the town for these costs to be reimbursable. However, if the hospital is a 501(c)(3), then it may seek reimbursement for these costs directly.
john danizio	Can your initial estimated project be less than the 36% of population x \$60?	This formula is just one possible way to estimate your costs. You may submit your estimate for less than that dollar amount per capita, as long as you can provide some sort of methodology for your estimate.
karen hart	If the hospital runs a clinic just for their patients (by invitation only), is this a covered vaccine clinic for FEMA reimbursement?	Vaccination facilities that are not open to the general public will not be eligible for reimbursement. FEMA will only reimburse costs for Community Vaccination Sites.
miguel orellana	After we submit a reimbursement request, how long will it take to receive a notification if the reimbursement is approved and payment of the reimbursement will be sent?	Please email amanda.campen@mass.gov to provide more information on this question.
colleen fermon	Is time spent entering immunization data into MIIS or PrepmoD eligible if done by parttime employee after the parttime hours?	Costs to administer and operate the vaccination site includes entering immunization data into State and local systems. Any costs related to unbudgeted costs are eligible for reimbursement including the unbudgeted hours for part time employees.

Participant	Question	Response
Joshua Rosales	Are eligible local public utility applicants able to submit costs to administer vaccines onsite for staff?	Applicants must be a local or state government or an applicant with eligible medical facilities to get reimbursed for the cost of administering vaccinations.
jlovett	How do we submit the costs if it is a multi town vaccination site? Does only the host community submit the application?	We recommend that all communities submit an application for estimated costs and then draw down on these costs with costs they incurred.
tim collins	Is apparatus use reimburseable such as police, fire, ems and dpw vehicles?	If vehicles are used to transport COVID-19 patients or are used for another eligible activity, then the use of these vehicles are eligible for reimbursement.
tim gula	Is the rental of temporary heaters for vaccinators at drive-thru clinics eligible?	The cost to rent heaters for clinics will most likely be eligible. We recommend providing narratives on why the heaters were necessary.
Gia.m	if the site is regional for multiple small surrounding communities do you estimate the cost based upon the region population	Please estimate your own town's project using the population of your town.
Lisa Wojick	We have per diem nursing staff, if they administer vaccine at the site are those costs covered?	Most likely. If the staff is part of a contract to provide staff augmentation, then the cost will be eligible for reimbursement. If the nurse was on staff before the pandemic and is an employee, the only his/her unbudgeted costs will be eligible for reimbursement.
Gia.m	how about cleaning and disinfecting supplies at the site	Disinfection supplies and activities are eligible for reimbursement for eligible facilities. Vaccination sites are eligible facilities, as eligible category B activities are being performed. The cost the supplies will be eligible for reimbursement if used to disinfect testing sites and is within CDC guidance.