# Thanks for joining

If you joined the meeting by using the **"Call in"** option,
please disconnect and select one of the following audio preferences.
BEST PRACTICE for joining the Webex Audio Conference

1. From the audio connection options menu, select **"Call me"** OR **"Use computer for audio"**
2. If using **"Call me"** input your call-back number
3. Click the **GREEN JOIN MEETING BUTTON**
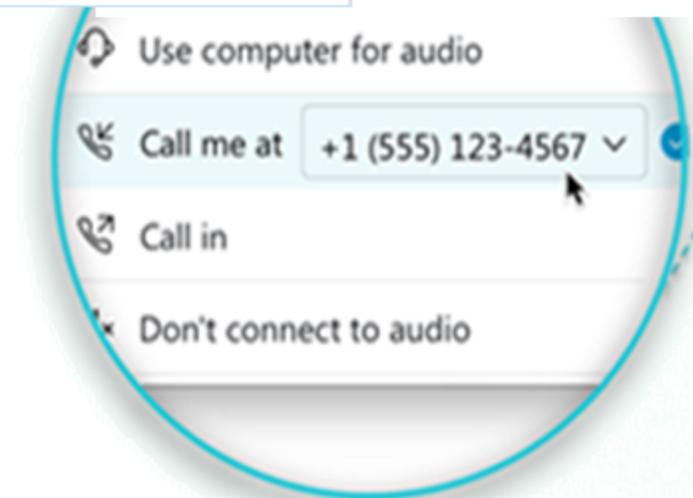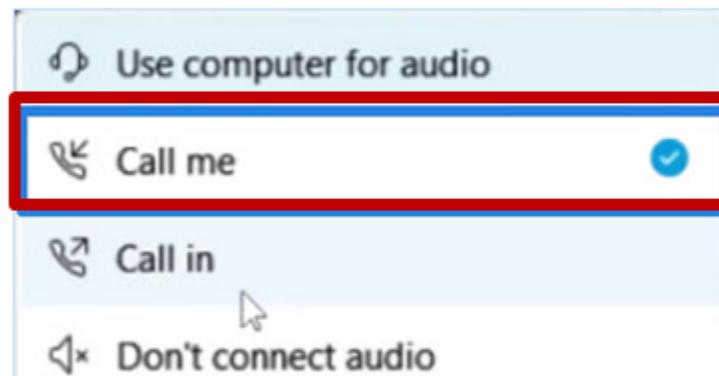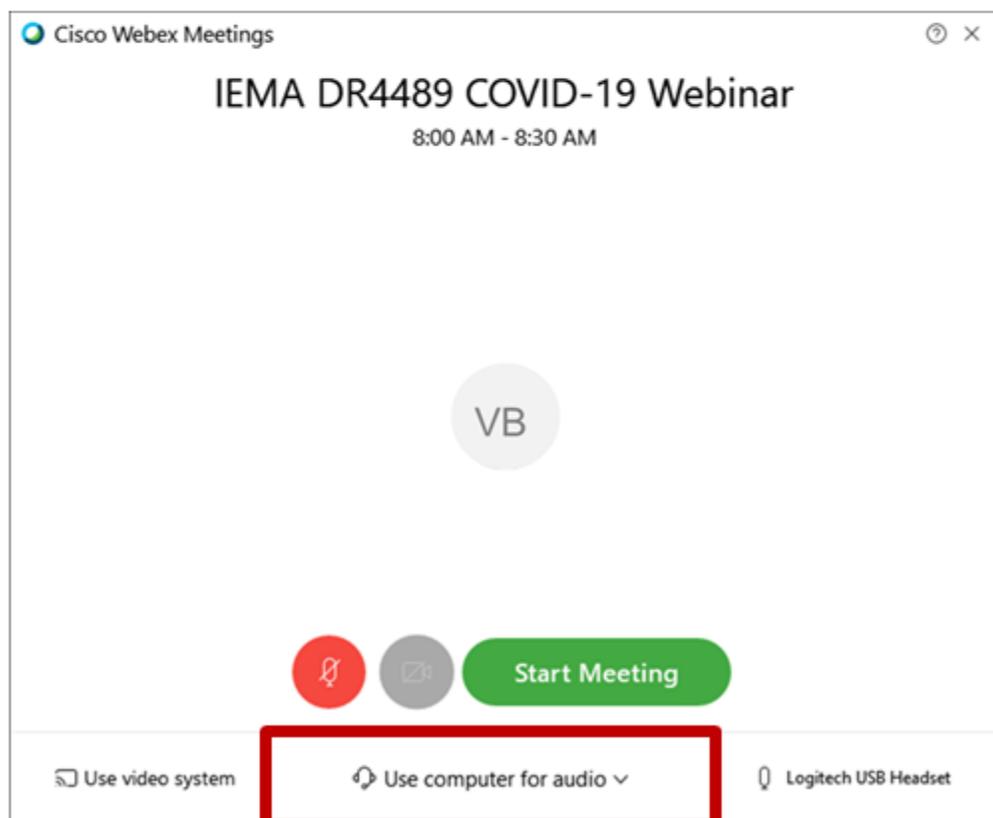
Q&A

Participants have been muted upon entrance to today's session.

You will have an opportunity to ask questions by typing them into a Q & A box that appears on the right hand side of the Cisco WebEx screen.

If you would like to ask your question verbally, please input **"I have a question"** in the Q&A box or **"raise your hand"** and the host will unmute your phone.

The host and panelists will verbally answer the questions as time allows.
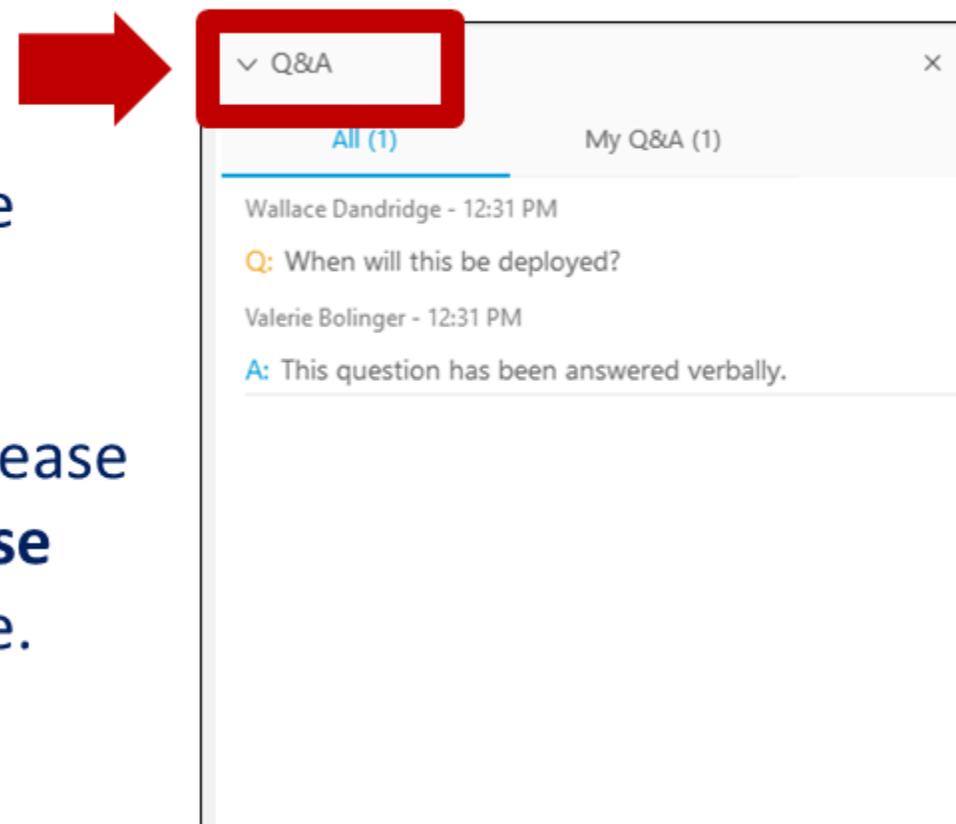
ILLINOIS EMERGENCY MANAGEMENT AGENCY

FEMA-4489-DR-IL (DR-4489)
COVID-19 Applicant Briefing
Public Assistance Program

Agenda

Objective: Provide overview of the delivery of the Public Assistance (PA) grant program for COVID-19

- Event Details
- Public Assistance Program Overview
- PA Eligibility
- PA Process for COVID-19

Agenda (Continued)

- Simplified Public Assistance Application Process
    1. REGISTER in FEMA Grants Portal
    2. SUBMIT Registration Documents
    3. DOCUMENT Expenses
- Streamlined Project Application Process
    - Summary Worksheets
- Questions

Agenda (Continued)

- NEW to this Applicant Briefing: September 22, 2020
  - Grants Portal Application Process
    - Self-Service for SLTTs & PNPs
  - Changes Taking Place September 15, 2020 Forward
    - "Re: Work performed on or after September 15, 2020. Prior to this date, policies in place when work was completed apply."

Applicant Briefing Tips

Take Notes

Ask Questions

Write this down: EMA.PA.Grants@Illinois.gov

Questions

Request for additional information

Request help with the Public Assistance Process

Applicant Briefing Tips

Look for the Resource Arrow:

RESOURCE →

This signifies useful information, hyperlinks, or other beneficial resources.

To review this Applicant Briefing Presentation, it will be available at:

RESOURCE → Illinois.Gov IEMA Public Assistance

Event Details

Basic Information: COVID-19 Event
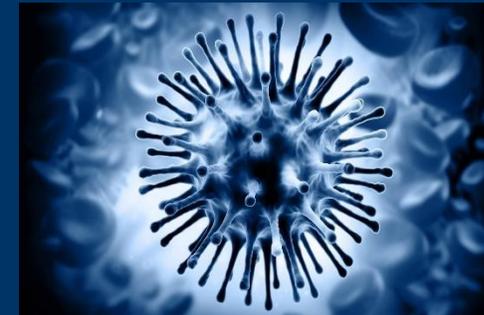
Declaration Summary

Number: FEMA-4489-DR-IL (DR-4489)

Declaration Date: March 26, 2020

Incident Period: January 20, 2020 – October 22, 2020

Type: COVID-19 Response

Designated Counties: All Counties in Illinois

Cost Share: 75% Federal, 25% Non-Federal ($3,300 Minimum)

Incident Timeline:

Deadlines:

30 Days from End of Event:
- *Requests for Public Assistance Due*

60 Days from End of Event:
- *Project Application(s) Due*
- *Entire Project MUST Be Submitted*

Be advised:
DO NOT WAIT UNTIL THE END OF EVENT TO SUBMIT!

Incident Timeline:

Eligibility Period:

- January 20, 2020 – Incident Initiated

- <u>October 22, 2020</u> – *<u>Projected</u>* Incident End Date

  COVID-19 Public Health Emergency
  - HHS Extends Event as Necessary, if so:
    - Incident End Date Extends
    - All Deadlines Extend

Declaration Applies Statewide

Throughout Illinois, DR-4489 applies to:

- ALL Public Entities
- Eligible Private Non-Profit Entities

Key Staff:

- State Coordinating Officer (SCO)   **Phil Anello**

- Governor's Authorized Representative (GAR)   **Alicia Tate-Nadeau**

- Alternate GAR   **Scott Swinford**

- Alternate GAR   **Declan Binninger**

- State PA Group Supervisor (SPAGS)   **Luke Denny**

FEMA Public Assistance Program

Public Assistance Program Overview

Public Assistance (PA) Program
Governing Laws, Regulations, and Policies

- Law - **Stafford Act of 1988**   RESOURCES

- Program Regulations - **44 Code of Federal Regulations (CFR)**

- Procurement Requirements - **2 CFR 200**

- Policy - **Public Assistance Program & Policy Guide (PAPPG) V.3.1**

  - *PAPPG Version 3.1 / Applicable to DR-4489/COVID-19 Event*

Public Assistance (PA) Program Objective

- The **mission** of the **Public Assistance** (PA) **Program** is to assist communities in recovering from the devastating effects of disasters by providing technical **assistance** and financial grants in an efficient, effective, consistent, and customer-friendly manner
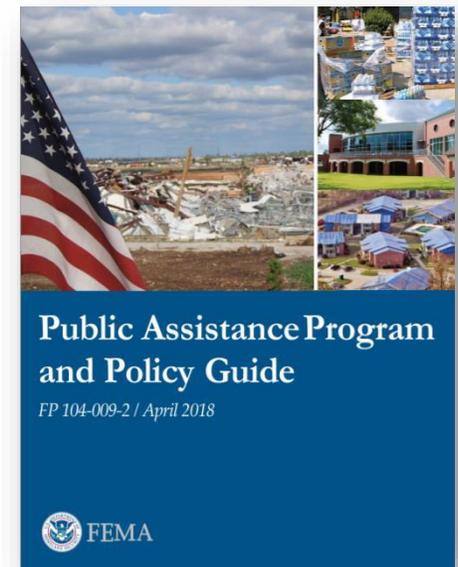
RESOURCE → *FEMA Public Assistance Program and Policy Guide*

Public Assistance Process for COVID-19

Direct Application

Streamlined Project Application

Reduced Documentation (Small Projects)
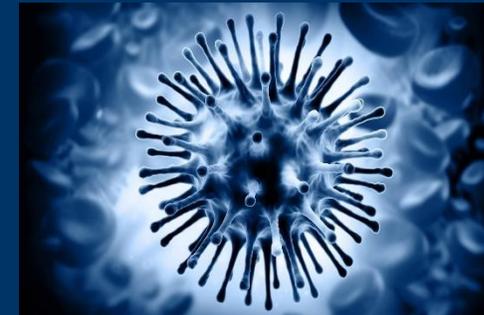
New Processes for COVID-19 Declaration

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

- Virtual Applicant Briefings

- Simplified Process:
  - NEW Direct Account Requests and RPA submission through Grants Portal (https://grantee.fema.gov/)
  - Direct Application of COVID-19 Project Worksheet

RESOURCE → *FEMA Public Assistance Disaster Specific Guidance - COVID-19 Declaration*

Public Assistance Simplified Process COVID-19

- Process Simplifies Reimbursement Approval and Payments
- Applicants Apply Directly through Grants Portal

| Virtual Applicant Briefing | → | Grants Portal Account Creation and RPA | → | APPLICANT MUST COMPLETE AND SUBMIT IEMA FORMS | → | COVID-19 Streamlined Project Application | → | FEMA and Recipient Review | → | Applicant Signs Project | → | Post-Award Activities |

RESOURCE → [FEMA Simplified Application Process Worksheet](#)

Terminology:
Recipients, Subrecipients, and Applicants

FEMA Quick Guides and Other Tools

Recipients-IEMA

Applicants-are state, local, tribal, or territorial governments or private non-profit entities

Submit requests for assistance under a Recipient's Federal award.

Grants Portal

Recipients- IEMA

Subrecipients-are state, local, tribal, or territorial governments or private non-profit entities

Submit requests for assistance under a Recipient's Federal award.

Process to Receive Public Assistance

1. Register in FEMA Grants Portal RESOURCE

   NEW Process; Changed (September 2020)

2. Complete and Submit IEMA required forms

3. Submit a COVID-19 Streamlined Project Application

4. FEMA and Recipient Review Documents

5. Applicant Signs Project

6. Receive Funding through Recipient

RESOURCE FEMA - YouTube Grants Manager Channel

Public Assistance Eligibility

Applicants

Facilities

Work

Costs

PUBLIC ASSISTANCE ELIGIBILITY

COST

WORK

FACILITY

APPLICANT

Applicant Eligibility

All Eligible Applicants Should Register

APPLICANT

Public Entities include:

- State Agencies
- Local Public Authorities
- Territorial Governments
- Tribal Governments and Organizations

Applicant Eligibility

Local Public Authorities

- Counties
- Municipalities
- Cities
- Townships
- Public Schools Districts
- Community Colleges
- Regional Councils of Government

- Airport Authorities
- Public Housing Authorities
- Public Transportation Authorities
- Agencies or Instrumentalities of Local Governments
- Special Districts Established Under State Law
- Water and Sewer Authorities
- Other Political Subdivisions of the State

APPLICANT

26

Applicant Eligibility
Private Non-Profits (PNP)s:

APPLICANT

- _ALL_ PNPs must be tax exempt under Sections 501(c), (d), or (e) of the Internal Revenue Code of 1954, or through the Illinois Secretary of State

- PNPs that are part of a corporate entity can apply individually if they have their own EIN number or through their corporate entity

- For the COVID-19 event, PNPs _do not_ have to apply to the Small Business Administration (SBA) to be eligible for Public Assistance for Emergency Work

Not Sure Your Organization is Eligible? Contact IEMA Public Assistance!

Applicant Eligibility

Private Non-Profits (PNP) include:

APPLICANT

- Animal Control Services
- Assisted Living
- Child Care
- Community Center
- Custodial Care Facility
- Day Care (for Individuals with Disabilities or Access and Functional Needs)
- Domestic Violence Services
- Emergency Care Facility
- Emergency Services
- Food Assistance Programs

- Health and Safety Services
- Homeless Shelter
- Houses of Worship
- Library
- Low Income Housing
- Medical Care Facility
- Private Colleges
- Rehabilitation Facility
- Residential Services
- Senior Citizen Center
- Shelter Workshop
- Utility
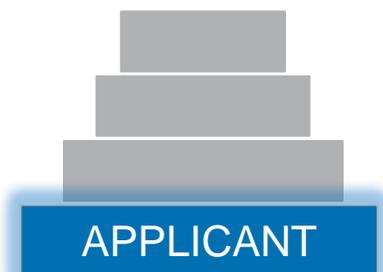
Applicant Eligibility
Local Governments:

Can apply to include all departments, or departments may apply.

APPLICANT

Local Governments -
- Register as Sole Applicant
- Collect eligible expenses from subordinate departments

Example: County Applies for PA:
County collects documentation from:
- Sheriff's Office
- County Health Department
- County Contracted PNPs

County Distributes Funds

Individual Departments May Register if:
- *Separate Eligible Work*
- *Meets $3300 Minimum Threshold*

Example: All Apply Separately
County Applies
Sheriff's Office Self Applies
County Health Department Applies
Each Documents & Submits Separately

Each Department Reimbursed Separately

Facility/Work Eligibility: PNP Applicants

WORK

FACILITY

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

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

For more information refer to the *FACT SHEET:*

RESOURCE → *Coronavirus (COVID-19) Pandemic: Private Nonprofit Organizations*

Work Activity Eligibility

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

- Required as a Result of the Declared Incident

- Located within the Designated Area

- Legal Responsibility of an Eligible Applicant
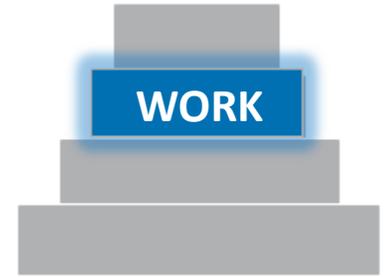
For more information refer to the *FACT SHEET:*

Coronavirus (COVID-19) Pandemic: Eligible Emergency Protective Measures

WORK

RESOURCE

EMAP Accredited

Work Eligibility: PNP Applicants

Feeding Mission / Food Banks:

*"To be eligible for PA, an item of work must be the legal responsibility of an eligible applicant. Measures to protect life, public health, and safety are generally the responsibility of state, local, tribal, and territorial (SLTT) governments. <u>Legally responsible SLTT governments may enter into formal agreements or contracts with private organizations, including private nonprofit (PNP) organizations such as food banks, to purchase and distribute food when necessary as an emergency protective measure in response to the COVID-19 Public Health Emergency</u>. In these cases, **PA funding is provided to the legally responsible government entity, which would then reimburse the private organization** for the cost of providing those services under the agreement or contract"* (FEMA)

Work Eligibility: PNP Applicants

Feeding Missions:

State, Local, Tribal, Territorial Governments (SLTT) Responsibility

- PNPs **Cannot**
  1. Be Direct Applicant for Feeding mission
  2. Receive Direct Reimbursement from FEMA

- PNPs **MUST** Have Formal Agreement to Provide Services

State, Local, Tribal, & Territorial Governments

- Reimburse PNP via Formal Agreement

RESOURCE ➡ COVID-19 Fact Sheet: Private Nonprofit Organizations

Work Eligibility: PNP Applicants

Feeding Missions:

FEMA

- May Provide Funding for Initial 30-Day Time Period

State, Local, Tribal, Territorial (SLTT)

- May Request a 30-Day Time Extension from FEMA Regional Administrator
  1. Demonstrate Continuing Need
  2. All applicant, work, and cost eligibility criteria in the current policy should continue based on persisting or worsening need.
  3. Allowing for additional extensions will address the timing constraint of other federal programs

COST
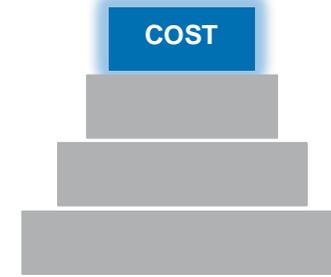
Cost Eligibility
Reasonable Costs

Applicant Responsibility

- Demonstrating Reasonability of Claimed Costs

- Providing documentation

FEMA Responsibility

- Evaluating Costs (Determining Reasonability)

- Determining Necessity for Work Type

For more information, refer to:

RESOURCE   *Public Assistance Reasonable Cost Evaluation Job Aid*

FEMA Public Assistance Application Process COVID-19

Register FEMA Grants Portal

Submit Registration Documents to IEMA

Document Expenses

Starting the Process

Three (3) Easy Steps

Step 1:

REGISTER in FEMA Grants Portal

Step 2:

SUBMIT Registration Documents

Step 3:

DOCUMENT Expenses

Step 1: REGISTER FEMA Grants Portal

FEMA Grants Portal Overview
Grants Portal Registration

FEMA Grants Portal Overview

Primary Access Point Between:

- **FEMA**

- **The Applicant**

- **The State (IEMA)**
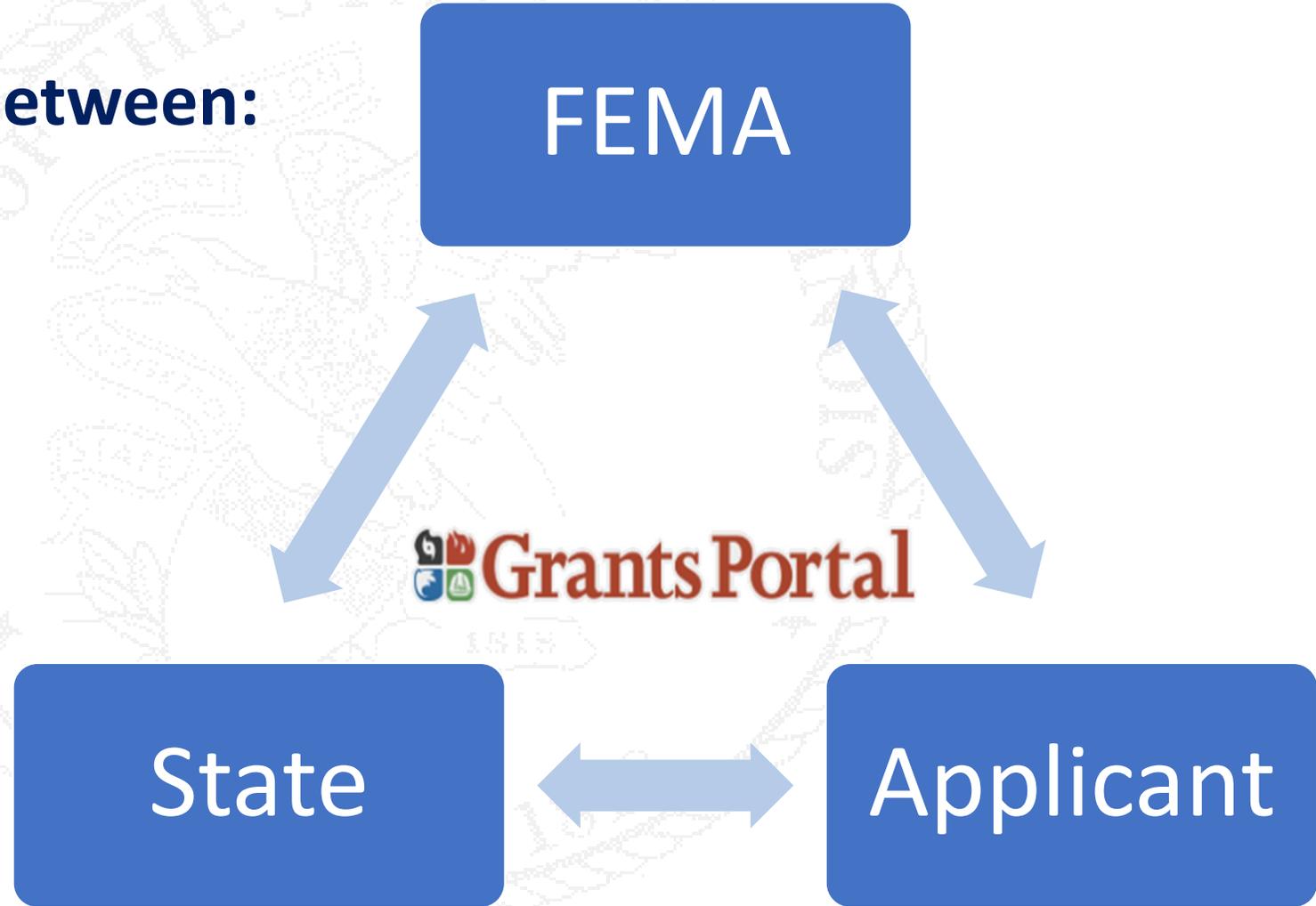
FEMA Grants Portal

IEMA

- Works with all Applicants
- Registers Private Non-Profit entity in FEMA Grants Portal
- Uploads Request for Public Assistance for Applicant

Applicants:

- May Self-Register & Submit Request for Public Assistance
- May Request IEMA Assistance at Any Time

Phone: (217) 782-8719

or

Email: EMA.PA.Grants@illinois.gov

RESOURCE

Illinois Public Assistance Process:
Applicant

- Create Grants Portal Account
- Submit Request for Public Assistance (RPA)

RPA Required Information:

- FEIN
- DUNS Number

- Organization Primary & Secondary Contacts
- Main Facility's Address

FEMA Grants Portal
COVID-19 Direct Application

- FEMA 's Grants Portal, https://grantee.fema.gov;

- Register, (click here)
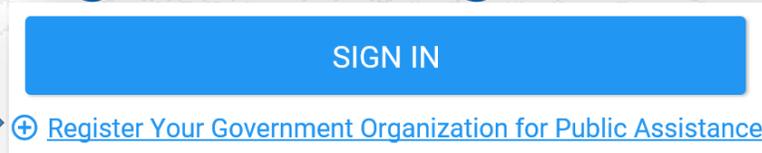
  - Access to:
    - Grants Portal Registration
    - Quick Guides
    - How-To Videos

- Grants Portal Technical Assistance/Grants Portal Hotline: (866) 337-8448.

SIGN IN

⊕ Register Your Government Organization for Public Assistance

Welcome to the FEMA Grants Portal Registration!

This registration process is for State and Local Government organizations to request a FEMA account and Public Assistance Funding, only. Individuals, businesses and non-profits should not attempt to register for Federal Assistance here.

If you are a local government organization, once you verify yourself below, you will be required to provide basic information about your organization to be used during the approval of your request. You will have **1 hour** to complete this process.

PLEASE NOTE:

❶ **Non-profit organizations** should first reach out to their local Emergency Management Department, or appropriate State Emergency Management representative to apply for Public Assistance Funding. For additional information, please see FEMA's Applicant Quick Guide to Grants Portal Account Creation and Request for Public Assistance for more information.

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

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

❶ **Tribal government organizations** applying as a Recipient should first reach out to their local FEMA Regional representative.

By proceeding, you are confirming that you are the legal agent of a local or state government organization, and you acknowledge that intentionally making false statements or concealing any information in an attempt to obtain Public Assistance is a violation of federal laws, which carries severe criminal and civil penalties.

Please verify you are a human by clicking below.

☐ I'm not a robot   reCAPTCHA
               Privacy - Terms
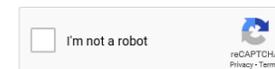
Step 2: SUBMIT

Registration Documents to IEMA

IEMA Grant Agreement

IEMA Public Assistance Risk Assessment

IEMA FFATA Certification

Submit IEMA Required Documents

All Applicants

<u>Must</u> Complete Three (3) IEMA documents:

- IEMA Grant Agreement / PA101 Form ⬅ **RESOURCE**

- IEMA Public Assistance Risk Assessment / PA108 Form ⬅ **RESOURCE**

- IEMA FFATA Certification / PA 109 Form ⬅ **RESOURCE**

<u>DOCUMENTS REQUIRED BY ALL APPLICANTS</u>

Registration Documents: IEMA Public Assistance

1. IEMA Grant Agreement*(PA101)*:Applicant Certifies

- Legal Authority to Apply on Behalf of Organization
- Will Comply with Written Guidance, Requirements, Laws, etc.

2. Risk Assessment*(PA108)*: Evaluates Risk of Organization

- High Risk Does NOT Preclude Applicant from Receiving Public Assistance
  If High Risk, IEMA will prepare and provide additional guidance.

3. Federal Funding Accountability and Transparency Act (FFATA) *(PA109):*

- Ensures Compliance with FFATA Rules and Regulations

Registration Documents:

Three (3) Documents:

1. IEMA Grant Agreement

2. Risk Assessment

3. FFATA Certification

=

Reimbursement

Illinois Public Assistance (PA) Process:

All Three (3) **Original,** IEMA Documents Must Be:

1. Signed by Chief Elected Official

2. Must be an ink Signature or *documents not processed*

3. If documents not processed, no payments can be obligated

- Mail to: **Illinois Emergency Management Agency**

    Public Assistance Program

    1035 Outer Park Drive

    Springfield, IL 62704-4462

Chief Officials by Organization

Organization	Authorized Chief Officials
State Government	Department/Agency Director
County Government	County Board Chairman
Township Government	Supervisor
Township Road District	Road Commissioner
City Government	Mayor
Village Government	Village President/Mayor
School District	School Board President
Drainage District	Chairman of Commissioners
Special District	Board President
Private Non-Profit (PNP)	Board President/CEO

Step 3: DOCUMENT Expenses

Category B: Emergency Protective Measures

Category Z: Management Costs

Project Summaries

DOCUMENT Expenses

Applicant Eligibility **IS NOT** Expense Eligibility

To be eligible for reimbursement, expenses <u>must be</u>:

- Incurred by an Eligible Applicant

- As a Direct Result of the Event

- Within the Area Covered Under the Declaration

- Legal Responsibility of the Applicant

- Reasonable and Necessary

- Emergency Work Addresses an Immediate Threat

Cost Eligibility
Reasonable Costs
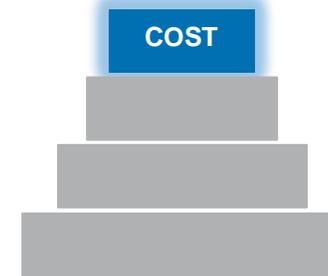
COST

Applicant Responsibility

- Demonstrating Reasonability of Claimed Costs

- Providing documentation

FEMA Responsibility

- Evaluating Costs (Determining Reasonability)

- Determining Necessity for Work Type

For more information, refer to:

RESOURCE ➡ *Public Assistance Reasonable Cost Evaluation Job Aid*

DOCUMENT Expenses
Example Summary Records

Grants Portal:

Click the Support Icon
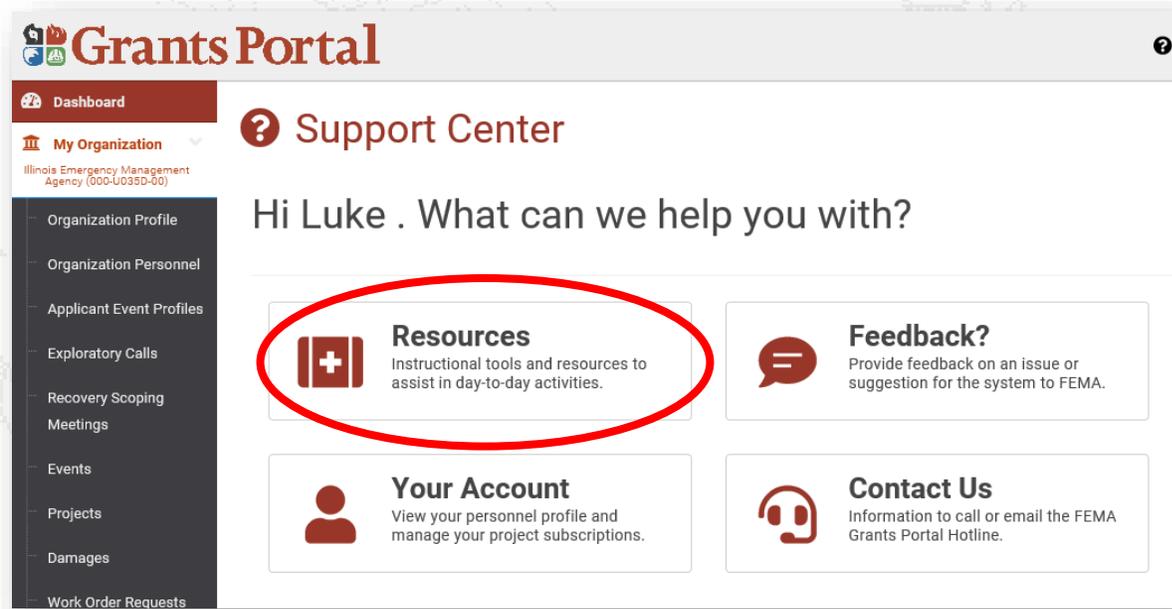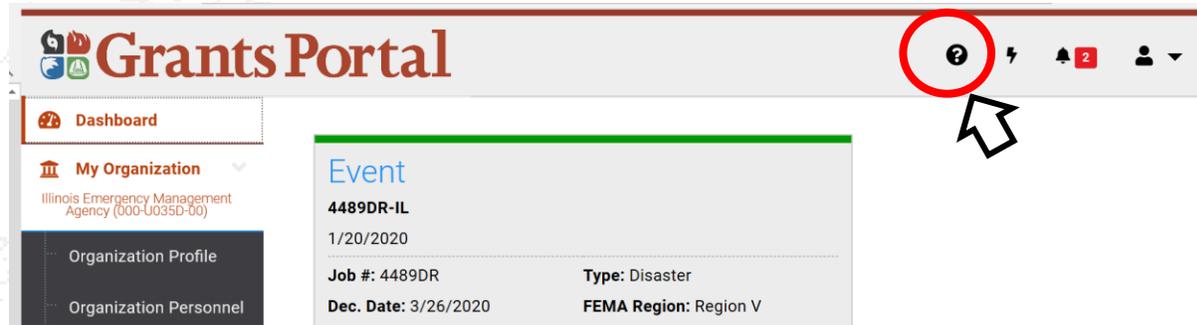
DOCUMENT Expenses

Example Summary Records

Provides Summary Record Examples

Grants Portal

Subrecipient Certification for Small Projects (Optional) ›
For use with approval by the IBD and Recipient. Guidance and forms for Subre
work for projects that FEMA classified as Category B-G work, a subrecipient w

Applicant Resources ›
Guidance for Applicants to apply for Public Assistance.

Legal Authorities ›
Laws and Regulations applicable to FEMA Public Assistance.

Public Assistance Policy ›
Current and previous Public Assistance Program Policies.

RESOURCE

Forms and Templates ›
FEMA resources for project formulation.

DOCUMENT Expenses
(Referenced for Streamlined Project Application Process)

What information is required?

Applicants will need the following information:

- A description of the activities including when, where, and by whom the activities were completed or will be completed

- An itemized summary of how much the activities cost, including costs associated with contract, labor, equipment, supply, material, and other cost types

- Documentation supporting the activities completed and costs claimed, as detailed below

RESOURCE → Coronavirus (COVID-19) Pandemic: Eligible Emergency Protective Measures

DOCUMENT Expenses

COVID-19 Disaster Expense Eligibility has Constantly Evolved

Maintain Record of ALL Expenses

Ineligible Expenses MAY Become Eligible Expenses

FEMA May Provide Funding

- To Eligible Applicants
- Conducted as a Result of the COVID-19 Pandemic
- For Costs Related to Emergency Protective Measures

ITEMIZE Costs for the Duration of Event & Be Specific in Descriptions

Category B: Emergency Protective Measures

Activities:

- Conducted to Address Immediate Threats to:
  - Life
  - Public Health
  - Safety

FEMA provides funding through Recipients to eligible Applicants.

Eligible Applicants may submit funding requests to the Recipient and FEMA through the Public Assistance Grants Portal

Category B: Emergency Protective Measures

Management, Control and Reduction of Immediate Threats to Public Health And Safety:

- Emergency Operation Center Costs

- Training Specific to the Declared Event

- Disinfection of Eligible Public Facilities

- Technical Assistance Re:
    - Emergency Management
    - Control of Immediate Threats to Public Health and Safety

- Personal Protective Equipment (PPE)
    - Specific Equipment and/or Clothing to Reduce Exposure

Category B: Emergency Protective Measures

Emergency Medical Care

- Medical Treatment of Infected Persons

- Related Medical Facility Services and Supplies

- Temporary Medical Facilities

- Use of specialized medical equipment

- Medical waste disposal

- Emergency medical transport

Category B: Emergency Protective Measures

Medical Sheltering (Alternate Care Facilities)

- When existing facilities are reasonably forecasted to become overloaded in the near future and cannot accommodate needs
  - In Accordance with Standards and/or Guidance Approved by HHS/CDC
  - Must Incorporate Social Distancing Measures

RESOURCE COVID-19 HHS Non-Congregate Shelter FAQ

Category B: Emergency Protective Measures

Non-Congregate Sheltering (Alternate Housing Facilities)

- Subject to Prior Approval by FEMA
- Must be Reasonable and Necessary to Address Public Health Needs
- Pursuant to Direction of Appropriate Public Health Officials
- Does Not Go Beyond Duration of Public Health Emergency

- NEW: Contracts/Agreements May Be BACKDATED

RESOURCE → COVID-19 HHS Non-Congregate Shelter FAQ

Category B: Emergency Protective Measures
Household Pet Sheltering and Containment Actions

- In accordance with CDC Guidelines

- Occurs when a citizen cannot return home due to COVID-19 exposure, or possible COVID-19 exposure

Category B: Emergency Protective Measures

Purchase and Distribution of:

- Food
- Water
- Ice
- Medicine
- Other Consumable Supplies
    - Personal Protective Equipment (PPE)
    - Hazardous Material Suits
    - Movement of Supplies and Persons

Category B: Emergency Protective Measures

Mass Testing Eligibility

SLTT Government Agencies

PNP Organizations

- Must Be Ordered By and Under Direction Of Local, County, or State Public Health Officer
- Wrap Around Services May Be Eligible Expenses
  - Site Set Up
  - Required Materials
  - Labor
  - Testing Equipment
- Eligibility Determined on a Case By Case Basis

Category B: Emergency Protective Measures

What is NOT Eligible Under Category B

Although FEMA guidance on expense eligibility has evolved, there are some categories of expenses that are _not_ eligible under Category B

- General operating expenses

- Expenses paid for with other federal funds (ex: CDC, HHS, CARES Act)

- Expenses not directly related to responding to COVID-19

- Lost revenues (ex: utility fees, local occupancy and prepared food and beverages tax revenues, sales tax revenues)

- Permanent work repairs (ex: fixing roads, repairing damaged facilities)

- Telework expenses (ex: laptops for your employees to work from home)

Category B: Emergency Protective Measures
Continue to Track ALL Expenses

- FEMA Guidance on Reimbursable Expenses Still Evolving

- Document ALL Expenses Now
  - Other Federal Disaster Relief Funds Might Cover Expense if FEMA Does Not (ex: HHS, CDC, Cares Act)

- Keep ALL Expense Related Records from Start of Event
  - January 20, 2020

NEW: FEMA

PA Eligibility – COVID-19 Events

▪ FEMA issued a new policy that became effective on September 15, 2020. For work completed between January 20, 2020 and September 15, 2020, FEMA will determine eligibility based on existing policy, *i.e.,* Public Assistance Program and Policy Guide (PAPPG) and the previously-issued guidance specifically for COVID-19.

▪ Not all costs associated with COVID-19 are eligible for FEMA PA funding.

RESOURCE ➔ FEMA_Policy_104-009-19_PA-eligibility-policy-covid_15SEP20

NEW:

Work Completed On or After Sept. 15th

- *FEMA Policy FP 104-009-19, Coronavirus (COVID-19) Pandemic: Work Eligible for Public Assistance (Interim)*

  - Applies to work completed on or after September 15

  - Note: the key is the date the work is to be completed, not when supplies purchased

- Only work associated with the performance of emergency protective measures specifically listed in this policy is eligible for PA in COVID-19 declared events.

NEW:

FEMA Policy FP 104-009-19, Cont.

- Examples of eligible costs from Sept. 15 going forward:
  - Medical care, in accordance with the COVID-19 Medical Care Policy FP 104-010-04
  - PPE for healthcare workers, patients and first responders, as well as PPE that is directly related to the performance of otherwise eligible emergency work
  - COVID-19 emergency operations centers
  - Non-congregate sheltering
  - Feeding limited to what is outlined in FEMA's Purchase and Distribution of Food Policy FP 104-010-03
  - Mass casualty management
  - Communications to disseminate public health and safety information
  - Disinfection of facilities conducting other eligible emergency protective measures

NEW:

Work Completed Before Sept. 15th

- Guiding Documents:
  - PAPPG
  - *Coronavirus (COVID-19) Pandemic: Eligible Emergency Measures Fact Sheet (March 19, 2020)*

- Emergency protective measures taken:
  - to address immediate threats to lives, public health and safety;
  - in response to COVID-19; and
  - at the direction or guidance of public health officials.

NEW:

Frequently Asked Questions:

- **PPE and Cloth Face Masks or Facial Coverings**
  - <u>PPE</u> – *Before and After Sept. 15th*: eligible for healthcare personnel, patients and first responders, and when necessary for the performance of otherwise eligible emergency work.

  - <u>Cloth Face Masks or Facial Coverings</u> – *Before Sept. 15th:* no eligibility; *After Sept. 15th:* eligible only when necessary to perform otherwise eligible emergency work.

- **Stockpiling PPE**
  - Stockpiling of *eligible* PPE is eligible under the new policy, but funding is limited to a supply that is projected for up to 60 days from the date of purchase.

NEW:

Frequently Asked Questions:

- **Disinfection Costs Under New Policy**
  - *After Sept. 15th* – measures such as disinfection, temperature scanning, temporary plexiglass barriers, cloth face masks, and security are <u>only</u> eligible when necessary to perform the otherwise eligible emergency work listed in the policy.

    - Costs must be above regular operating costs

    - Work should be carried out in accordance with CDC guidelines

  - Funding for disinfection of other facilities or for the resumption of regular operations is not eligible under the updated policy.

NEW:

Frequently Asked Questions:

- **Disinfection Costs Under Previous Guidance**
  - *Prior to Sept. 15th* – extraordinary disinfection costs for an open, public or pnp facility, necessary to protect public health and safety in response to COVID19, and done in accordance with public health guidance may be eligible.
    - Costs must be beyond regular cleaning or janitorial costs
    - All work should be consistent with CDC or public health guidance

  - *Ineligible Disinfection Costs:*
    - Disinfection of facilities that are closed or not in use
    - Disinfection of facilities that have been closed more than 7 days
    - Disinfection of outdoor facilities receiving direct sunlight
    - New technologies not included in CDC guidance
    - Stockpiling supplies

NEW:

Frequently Asked Questions:

- ### Reopening of Schools
  - The operation of schools and other public facilities, even with changes necessitated by the COVID-19 environment, are not emergency protective measures, and not considered immediate actions necessary to protect public health and safety. As such, FEMA PA does not provide funding for carrying out these activities.
  - Funding for PPE, cloth facial coverings, disinfecting and temperature scanning for the regular operation of schools and other public facilities is not eligible.

- ### Lost Revenue
  - FEMA cannot provide funding for revenue lost as a result of the disaster. See PAPPG at pg. 42

RESOURCE ➤ FEMA_Policy_104-009-19_PA-eligibility-policy-covid_15SEP20

Category Z: Public Assistance Management Costs

May be claimed for administering and managing PA awards:

- For Recipients, up to 7% of the total award amount (based on actual costs)
- For Subrecipients, up to 5% of the Subrecipient's total award amount (based on actual costs)

RESOURCE ⇨ Additional information is available in FEMA's interim policy,
FEMA Recovery Policy FP 104-11-2, Public Assistance Management Costs
and

RESOURCE ⇨ *FEMA's Public Assistance Management Costs Standard Operating Procedures*

Category B and Category Z Recap

Category B

Expenses for responding to the COVID-19 event

Category Z

Expenses for managing your FEMA reimbursement

Streamlined Project Application Process

Project Application
Summary Sheets

Cost Share

Federal Share

- FEMA Provides 75% of Eligible Costs
  - 75% May be Increased in Limited Circumstances

Non-Federal Share

- Applicant Responsible for 25%
  - 25% Can Be Offset

NEW: CARES Act Funds (Expires December 31, 2020) can be used to offset 25%
- Illinois Department of Commerce and Economic Opportunity, or U.S. Treasury

Donated Resources

- Can Offset Non-Federal Share of Eligible Costs
- Must be Tracked to Offset

Donated Resources include:

- Volunteer Labor
- Donated Equipment
- Donated Supplies and Materials
- Logistical Support

Duplication of Benefits

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

- FEMA will not fund any activities or services covered by another Federal agency such as the Department of Health and Human Services (HHS), CARES Act, Medicaid, Medicare, U.S. Department of Agriculture (USDA)

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

- FEMA assistance in response to an infectious disease incident is **coordinated with the CDC**

RESOURCE → **FEMA COVID-19_Coordinating-PA & Other-Federal Funding Sources.07-01-2020.pdf**

Completing and Submitting the Streamlined Project Application

Virtual Applicant Briefing → Grants Portal Account Creation and RPA → COVID-19 Streamlined Project Application → FEMA and Recipient Review → Applicant Signs Project → Post-Award Activities

- Plan to spend around 1-2 hours entering information
- Have all documents listed to reference during this process
- Collect descriptions and summaries of all associated activities and costs along with supporting documents before submitting

RESOURCE → **FEMA-COVID19 Applicant Quick Guide Streamlined Project Application**
(Step by step instructions)

Streamlined Project Application

Completion and Submission:

Applicants Can Report All Activities on One or Separate Project Application(s)

- Reduces Funding Delays
- Maximize the Applicant's Administrative Flexibilities

Separate Project Applications Acceptable ONLY When Immediate Reimbursement is Necessary:

The Applicant May Request Expedited Funding

1. If Approved, then approval is for 50% of Estimated Total
2. Applicant will Receive 75% of the 50%

or

1. Limit Initial Project Application Submission to Certain Activities

Summary Worksheets

Force Account Labor Summary

Materials Summary

Rented Equipment Summary

Contract Work Summary

Force Account Labor Summary

Regular and Reassigned Employees

Overtime (plus fringe benefits) only; rate based on applicant's personnel policy

Temporary Employees Hired for COVID-19 Event

Overtime and regular pay

Force Account Labor Summary

Reimbursement for Personnel Expenses

Category B: Regular and Reassigned Employees

- Paid at their Regular Pay Rate
- Overtime Based on Personnel Policy
- Fringe Benefits Eligible

Temporary Employees Hired for Disaster

- Overtime and Regular Time Eligible
- FEMA Guidance Evolving; Document ALL Force Account Costs

Submit Personnel Policy and Time Sheets Sample into Grants Portal

RESOURCE → Force Account Materials Summary

Materials Summary Records
Material and Supplies Reimbursement

- Newly Purchased (Event Related Emergency Protective Measures)

- Restock / Replenish Items Taken from Applicant's Inventory

  Examples:
  - Plastic Barrier Tarps
  - PPE for First Responders & Health Care Workers
  - Cleaning Supplies, etc.

Keep all invoices, receipts, purchase orders, inventory control registers, maintenance records, etc. for the duration of the time you work the event.

RESOURCE ➡ Materials Summary Record

Rented Equipment Summary

Reimbursement for Rental Equipment

• Examples: Fork Lifts, Fans, Tents, Generators, etc.

• Keep Your Rental Agreement

• Retain Receipts to Validate Rented Equipment Costs

RESOURCE ➡ Rented Equipment Summary

Contract Work Summary

Reimbursement for hiring outside contractors to perform eligible emergency protective measures work

- Temporary employees are <u>not contractors</u> – they are force account labor
- Check for Debarred Contractors (EPLS)
  - Excluded Parties List System www.sam.gov/SAM/ ⬅ RESOURCE
- Document your procurement process for all contracts
- Upload Contract Agreement in Grants Portal
- Upload your local procurement policy in the Grants Portal

RESOURCE ➡ FEMA Fact Sheet: Procurement Under Exigent or Emergency Circumstances

RESOURCE ➡ FEMA: Emergency Procurement Online Tutorial

Documentation and Record Keeping

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

- The Applicant must maintain all original documentation supporting project costs claimed

- The Recipient and the Applicant must keep all financial and program documentation for 3 years after the date of the Recipient's final Financial Status Report (FSR)

- Records are subject to audit by State auditors, FEMA, the U.S. Department of Homeland Security Office of Inspector General, and the U.S. Government Accountability Office

Large vs. Small Projects

Project

- Documentation of Eligible Expenses

- Description of Work or Expenses

- Cost Estimate

Project Thresholds:

- Minimum Project Worksheet Amount: **$3,300**

Small projects: Less than **$131,100**

Large projects: Greater than **$131,100**

After a Subgrant is Awarded

After an initial subgrant has been awarded and obligated, FEMA will work with the Applicant to:

- Ensure federal laws are followed with all documentation
- Process requirements
- Update project information as needed before the grants are closed
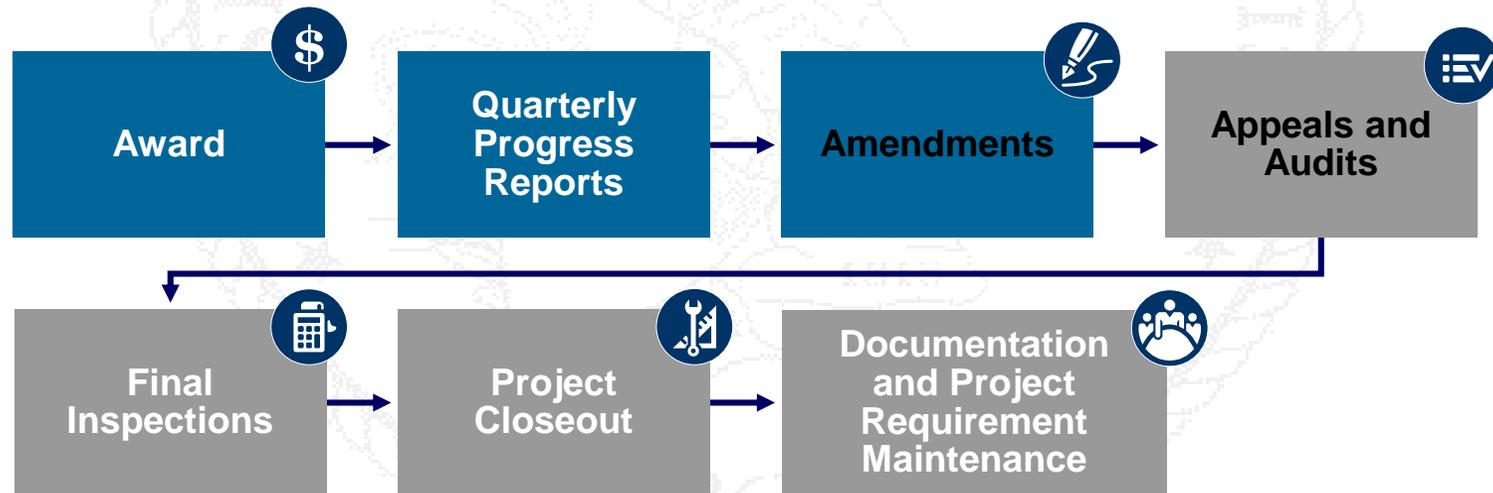
Local CURE – DCEO – Reimbursement period is open!

- **Local CURE is a local government reimbursement program** for those located outside of the 5 collar counties (statutory prohibition). Costs must be incurred between March 1, 2020 and December 30, 2020.

- **Certifications must be returned to participate**. Roughly 35% have been returned.

- **Reimbursement requests are made within the program portal:** https://dceocures.powerappsportals.com/

  - An invitation to the portal has been sent to the point of contact – we are seeing some confusion within local governments on this issue. In most cases confusion can be resolved by internal conversation with the certification's point of contact.

- **The DCEO Local CURE webpage** at https://www2.illinois.gov/dceo/Pages/CURE.aspx has great information, including **a program manual,** webinar recordings, Q & A responses, presentation decks and past webinar video recordings.

- **The help desk is active** for the program. Once registered in the portal, click "contact us" for assistance or reach out to the Local CURE team via email at LocalCURE@crowe.com. We have responded to more than 500 e-mails and 70 help desk requests since the portal opened on August 24th.

**Illinois Department of Commerce & Economic Opportunity's
Local CURE Support Program Overview**

$250 Million in CARES Act Funding is Available to Support Local Government Units Across the State of Illinois!

RESOURCE ➤ David.Parr@Illinois.gov

RESOURCE ➤ Local Cure Reporting Portal

RESOURCE ➤ LocalCURE@Crowe.com

Eligible local governmental units may participate in the Local CURE Program through the following steps:

1 **CERTIFY**: Complete the *certification process* for your local governmental unit with the DCEO Office of Grants Management Team. *For details on the certification process, please contact David Parr at david.parr@illinois.gov. A unique certification identification number (or program ID) is assigned to your unit during this process.*

2 **REGISTER**: Once a program ID is assigned, you will receive an email inviting you to register on the Local CURE Reporting Portal. Redeem the invitation by clicking on your local governmental unit's unique URL. Through this email and link, you will access the Portal and set up a username and password to *complete registration.*

3 **SUBMIT**: *Submit requests* for reimbursement through the Local CURE Reporting Portal using your username and password on the Portal.

For more information, visit the Local CURE Reporting Portal FAQs or contact the Local CURE Support Team either through the Portal Help Desk or via email at LocalCURE@crowe.com

The Local Coronavirus Urgent Remediation Emergency (or Local CURE) Program (Section 3-10 of Public Act 101-0636) is a support program for units of Illinois local government as defined by the Illinois Constitution. The Local CURE program is appropriated to the department under Section 5 of Article 30 of Public Act 101-0637 in State Fiscal Year 2021 for $250,000,000 and administrative rules for the program can be found under Title 14 Ill. Admin. Code Part 700.

Illinois **Department of Commerce & Economic Opportunity**
JB Pritzker, Governor

We Are Here to Help

Illinois Emergency Management Agency
Public Assistance

Questions: Contact IEMA Public Assistance

Adison.Cunningham@Illinois.Gov

(217) 524-1003

Travis.Panariello@Illinois.Gov

(217) 785-9988

Adan.Rodriguez@Illinois.Gov

(217) 558-9553

EMA.PA.Grants@Illinois.Gov

217-782-8719