

# **PUBLIC ASSISTANCE COVID-19 FREQUENTLY ASKED QUESTIONS**

## **BULLETIN #15 – 4/9/20**

- 1. Do subrecipients submit one claim when the emergency is over or at some other interval? We have concerns that there will be other costs that arise that we did not anticipate after the original submission.**

We anticipate everyone having up to three project worksheets (PW) written. One for emergency costs, one for donated resources, and one for management costs. There will be multiple versions of these as the current incident period is open. The first version will reflect costs up to the point the PW is written, and subsequent versions will capture additional costs.

- 2. When does the period of reimbursement start?**

January 20, 2020.

- 3. Are items ordered before the emergency declaration that were not received until after the declaration eligible?**

If previously purchased items are used for the emergency, such as N-95 masks, that stock must be replaced in order to be eligible for reimbursement. If you keep a supply on hand for emergencies, it is reasonable and necessary to replace your stock of those supplies for the next emergency.

- 4. If the type of supplies used is disposable and used in the course of regular operations is there any type of documentation that will be needed to classify these purchases as eligible?**

Items used for regular operations are not eligible. Only supplies that are specifically for the response to the emergency are eligible and must be identifiable and coded to the disaster.

- 5. Are only overtime hours eligible or are additional hours eligible if an employee is scheduled to work less than 40 hours works additional hours that total 40 or less?**

Regular staff time is not eligible. Overtime clearly documented on timesheets specifically for the emergency is eligible. It can't just be coded to the emergency, the work that is being done must be outlined in their timesheet/ICS-214.

If you have a budgeted half-time employee that is working additional hours due to the emergency, this needs to be carefully documented on their timesheets. This will be eligible; however the documentation must clearly explain what they were working on that is different from their regular work.

- 6. Does everyone need to fill out an ICS-214 and do the ICS-214s need to have an original signature or can they be scanned with an electronic signature?**

ICS-214s and timesheets are the best way to track time. They should be signed, but if you have an

electronic signature process, we can accept that as well.

**7. Should we use ICS-214s or the forms in the Response and Recovery Guide for Local Governments (RRGLG)?**

The forms from the RRGLG are tracking tools. You should be using these tools and the ICS-214s.

**8. How will the reimbursement process work? Will we need to apply through NDEM and are there instructions on this incident?**

Please reference Bulletin #14 – Public Assistance Process and Next Steps that was recently released. If you need this bulletin sent to you, please send a request to [disaster-recovery@dps.state.nv.us](mailto:disaster-recovery@dps.state.nv.us).

**9. Should we be collecting all ICS-214s for the EOC – we are representing multiple areas? Each agency will be reimbursed for their staff, but should we collect the documentation anyway?**

Please only collect for your staff as we need to ensure the documentation is not being submitted twice. It is important to be clear that EOC staff is being paid by their home agency.

**10. We are working on obtaining quotes for portable disinfection equipment for use at county facilities to help control the immediate threat of infection at a cost of under \$5,000 per fogger. Is this eligible?**

This is eligible. Please read the following bulletins/FEMA Fact Sheets for additional information on eligible costs and equipment policies:

- [Bulletin #1 – Disaster Declaration Information](#)
- [Bulletin #11 – Equipment Policies](#)
- [FEMA’s Eligible Emergency Protective Measures Fact Sheet for COVID-19](#)

Additionally, it is important to ensure that the facility doing the work is responsible for doing this work. For example, a Private Non-Profit (PNP) that decides they will be performing the work, but it is not something they are required to do, would not be eligible.

**11. Is straight-time salary for employees that have been reassigned to the EOC reimbursable?**

No. Please read the following bulletin for additional information on labor policies:

- [Bulletin #13 – Labor Policies and Guidance](#)

**12. Do we need to request pre-approval for backfill employees?**

No.

**13. Is standby pay eligible?**

Generally, no. However, for additional information on labor policies, please read the following bulletin:

- [Bulletin #13 – Labor Policies and Guidance](#)

**14. Can electronic signature be used on timecards?**

Yes.

**15. Is comp-time eligible?**

No as it is too difficult to track.

**16. Are ventilator purchases eligible or only the costs associate with the ventilator use?**

Durable medical equipment purchased by eligible applicants to perform eligible emergency protective measures may be eligible. The applicant must follow procurement policy and procedures. Please reference the following bulletins and FEMA Fact Sheets for additional information:

- [Bulletin #11 – Equipment Policies](#)
- [FEMA’s Eligible Emergency Protective Measures Fact Sheet for COVID-19](#)

**17. Is the purchase of a cold body storage unit eligible if we are unable to rent one?**

Purchasing body storage cooler(s) is potentially an eligible cost. However, if the refrigerated shipping container(s) are not ultimately used for the purpose for which they are being purchased, then the purchase of equipment will not be eligible. Additionally, the Fair Market Value (FMV) of the containers will need to be deducted from eligible funding per the standard disposition of purchased equipment requirements that apply per the Public Assistance Program and Policy Guide (PAPPG) and 2CFR.

You may also buy the equipment outright and bill out an hourly equipment overhead cost per FEMA Cost Codes. However, precise documentation is required.

**18. Are all state agencies eligible to apply for funds? Any non-profits? Is there an outline or restrictions for what the funds may be used for?**

Please read the bulletins and Fact Sheets that have been released by NDEM and FEMA. These resources can be found [here](#) under Bulletins and FEMA Fact Sheets.

**19. What are examples of EOC costs? Could this include management staff assigned ICS duties working from home?**

Please reference the following bulletin and FEMA Fact Sheet for examples of EOC costs. Yes, this

could include this staff if they are completing an ICS-214 and documenting their time.

- [Bulletin #1 – Disaster Declaration Information](#)
- [FEMA’s Eligible Emergency Protective Measures Fact Sheet for COVID-19](#)

**20. Are purchases of hand sanitizer and/or wipes eligible?**

Yes, if purchased by an eligible applicant.

**21. Are the costs associated with school resource officers (SRCs) or existing security guard salaries that are continuing to be paid eligible?**

SROs are not. However, for security guards that are at the schools specifically for COVID-19 emergency protective measures may be eligible.

**22. Are private for-profit hospitals eligible for FEMA Public Assistance?**

Private for-profit entities, including for profit hospitals, are not eligible for assistance from FEMA under PA. However, SLTT government entities may contract with for profit hospitals to carry out eligible emergency protective measures. FEMA will reimburse the eligible Applicant for the cost of eligible work, and the Applicant will then pay the private entity for the provision of services.

Additional Resources:

- [FEMA Public Assistance Program and Policy Guide](#)
- [NDEM Public Assistance Bulletins and FEMA Fact Sheets](#)

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