

## FAQ: COVID-19

### **Q: What are eligible emergency protective measures as related to Category B-Emergency Protective Measures?**

**A:** *Under the COVID-19 Emergency Declaration, FEMA may provide assistance for emergency protective measures including, but not limited to, the following:*

- *Management, control and reduction of immediate threats to public health and safety*
- *Emergency medical care*
- *Medical Sheltering*
- *Household pet sheltering and containment actions related to household pets in accordance with CDC guidelines*
- *Purchase and distribution of food, water, ice, medicine, and other consumable supplies, to include personal protective equipment and hazardous material suits*
- *Movement of supplies and persons*
- *Security and law enforcement*
- *Communications of general health and safety information to the public*
- *Search and rescue to locate and recover members of the population requiring assistance*
- *Reimbursement for state, tribe, territory and/or local government force account overtime costs*

### **Q: What is considered Personal Protective Equipment (PPE) as related to Category B-Emergency Protective Measures?**

**A:** *Category B-Emergency Protective Measures includes PPE, defined as equipment worn or utilized to minimize exposure to hazards. PPE is used by healthcare personnel, first responders, and others in order to protect themselves, patients, and the public. Examples are respirators, facemasks, gloves, eye protection and gowns.*

### **Q: Who is eligible for PPE?**

**A:** *First responders and private nonprofit Health Care Providers are eligible for reimbursement and as of the release date of this FAQ, FEMA is reviewing and considering expansion to other entities but no final determination has been made.*

### **Q: Who is considered a first responder?**

**A:** *First responders are Police officer, Nurses (Hospitals), Fire Departments, and Emergency Medical Services (EMS).*

### **Q: Is procurement of PPE for organizational safety and return to work measures considered under this grant?**

**A:** *This would fall under the Opening Up America Again initiative and those guidelines have not yet been fully decided. Ensure proper documentation to account for all COVID-19 related expenditures. As of the release date of this FAQ, PPE for organizational safety would not be reimbursable.*

**Q: What safety measures are not eligible?**

*A: The safety measures (i.e., sneeze guards, hand sanitizer, extra bins) would not be considered PPE. The eligibility language is being drafted by FEMA regarding the Opening Up America Again and the measures listed, while not eligible for Public Assistance, may become eligible for Opening Up America Again.*

**Q: Will there be any exploratory calls and recovery scoping meetings?**

*A: No, this is a streamlined process due to in person restrictions and you can contact the IEMA Public Assistance Grant Specialists at [EMA.PA.Grants@illinois.Gov](mailto:EMA.PA.Grants@illinois.Gov)*

**Q: What is the minimum dollar amount regarding eligible expenses and should an Applicant still apply if they do not meet that threshold?**

*A: The minimum amount of eligible expenses required to receive Public Assistance is \$3,300 and yes, you should apply even if you do not have that much in eligible expenses and continue documenting all eligible expenses for the extent of the event. Expenses may accumulate to meet the minimum or, if your organization is legally responsible to perform necessary work or contracted to perform necessary work, you may be able to submit under the responsible or contracting applicant. If deemed unqualified, you can withdraw from requesting public assistance.*

**Q: Should I apply even if some things don't qualify?**

*A: Yes, due to the nature of COVID-19, eligibility of cost are continually evolving, so you should apply. Document all costs to account for expenditures and to be prepared for any changes in policy.*

**Q: Force account labor or contract employees, what's the difference?**

*A: Force account labor refers to budgeted employees. Budgeted employees with respect to the COVID-19 response, only overtime work is eligible, and only if that overtime is COVID-19 related. However, if the worker is a temporary employee performing only COVID-19 related work, or emergency COVID-19 work both regular time and overtime may be eligible.*

*For contract employees the same guidelines apply for the temporary employee however, Applicants must track and document contract hours and duties separate from force account labor.*

**Q: What would qualify as eligible overtime?**

*A: Overtime is only eligible if the work being performed during overtime hours is COVID-19 related. For example: emergency work that addresses and immediate threat to life, public health and safety and performed due to the COVID-19 event.*

**Q: Is backfilling for an employee who is not able to work due to COVID-19 related issues eligible for overtime?**

*A: No, because the employee who was on administrative leave due to testing positive, being exposed, or at high risk of contracting COVID-19 is not performing eligible work.*

**Q: Are part time, salaried employees eligible for overtime?**

*A: This depends on the organization's personnel policy. When submitting the Force Account Labor Summary sheet for an employee, applicants must submit their personnel policy to provide support for the overtime claimed. FEMA will use the policy to determine the overtime eligibility.*

**Q: How do we verify that IEMA received the PA101, PA108, and PA109?**

*A: Due to the high response of COVID-19, IEMA is assisting over 1200 applicants. The PA101, 108 and 109 must be on file with IEMA in order to process payments to the Applicant. The Applicant will mail the forms to the provided address, then IEMA will reviews and either approve or notify Applicant of any issues. The three approved forms will be signed by the Governor's Authorized Representative and a copy will be mailed to the Applicant. If those documents are not successfully reviewed, signed, and filed by the time the Applicant's first payment is approved, the Applicant will be contacted.*

**Q: Are legal expenses covered?**

*A: This could potentially be reimbursable under Category Z. For information, applicants should contact the IEMA Public Assistance Grant Specialists by emailing [EMA.PA.Grants@Illinois.gov](mailto:EMA.PA.Grants@Illinois.gov)*

**Q: What forms must be submitted for the Category Z public assistance management cost reimbursement?**

*A: The forms needed in order to request management cost reimbursement are the PA110: Subgrantee Management Cost Request and PA107: Subgrantee Closeout Certification. For further information, applicants should contact the IEMA Public Assistance Grant Specialists.*

**Q: Can Category Z documents be submitted before we submit the public worksheets?**

*A: No, applicants will submit the required PA110 Subgrantee Management Cost Request and PA107 Subgrantee Closeout Certification along with supporting documentation at the close out date of all projects.*

**Q: What percentage do you use for Fringe benefits of employees' wages as a result of overtime?**

*A: This would be calculated based off employee payroll policy. The Fringe benefits summary sheet can be found on the IEMA website or you can contact the IEMA Public Assistance Grant Specialists.*

**Q: Is any extra technology that was purchased to allow employees to work from home eligible?**

*A: No, eligible costs must address immediate threats to life, public health, and safety. Any technology related items purchased to follow social distancing guidelines would not be reimbursable but are considered increased operating costs.*

**Q: Would costs related to conducting work via webinars, E-learning, and Zoom meetings be reimbursable.**

*A: No, these would not be eligible for reimbursement; this falls under increased operation cost. Additionally, eligible cost must address immediate threats to life, public health, and safety.*

**Q: Should the Applicants directly contact FEMA?**

*A: For the sake of continuity and to ensure that your Illinois Public Assistance team is engaged and working for you, IEMA should be your direct contact. If you have any questions or concerns contact the IEMA Public Assistance Grant Specialists. They will address your concerns and/or seek out the technical expertise from the FEMA Public Assistance representatives.*

**Q: Where can I find the PA ID number that is required for the following forms; The Public Assistance Grant Agreement (PA101), Public Assistance Risk Assessment (PA108), and FFATA Certification (PA109)?**

*A: The PA ID number can be found in the Grants Portal under the FEMA PA ID code. If there is no number there then one has not been assigned to you. You can leave that space blank and when one does get assigned we will then fill it in for you.*

**Q: Can a school district be reimbursed for providing meals if we don't have a formal contract with an outside provider to create grab and go meals to their students?**

*A: No, that is not reimbursable and is covered by a different Federal Program. Because school meals are covered under other federal programs, an Applicant cannot receive more than one award for the same expense.*

**Q: What is the timeframe to submit the application and expenses?**

*A: As of the release date of this FAQ, there are no deadlines to the COVID-19 Disaster Declaration. Once the event ends, the deadline to submit the FEMA Request for Public Assistance will be 30 days from the event end date. Subsequently, the deadline for entering in all necessary documentation to request reimbursement for COVID related expenses will be 60 days from the event end date.*

**Q: What if expenses are ongoing? Can multiple requests be submitted or should the organization wait until it is ready to submit a grand total?**

*A: If expenses are ongoing then the Applicant have multiple options: Submit as they go; Submit estimated future costs; Submit everything at the end of the declared disaster: or Submit multiple requests.*

**Q: Does the declaration cover loss of revenue?**

*A: Under this disaster declaration loss of revenue is not an eligible expense.*

**Q: Are cost related to permanent work eligible i.e. hand sanitizer dispensers and building upgrades to help with prevention of spreading COVID-19?**

*A: As of the release date of this FAQ, these type of modifications are seen as permanent work, which is currently not eligible.*

**Q: Do PNP's have to obtain contracts for all eligible work in response to the COVID-19 pandemic?**

*A: The only work that requires a contract would be non-congregated sheltering and the purchasing/distribution of food, medical supplies and other COVID-19 related materials.*

**Q: Is a municipality reimbursed for its contribution to unemployment benefits paid to furloughed employees?**

*A: No, because that is based on regular time.*

**Q: Will FEMA run out of funds?**

*A: As of the release date of this FAQ, there is no indication that FEMA would run out of funds.*