

## Guide For FEMA Reimbursable Expenses in Response to COVID-19

As federal and state responses to COVID-19 develop, it's prudent to track related University expenses for potential future reimbursement through FEMA Public Assistance. Emergency protective measures conducted before, during, and after an event are eligible under Public Assistance as Category B expenses if the measures eliminate or lessen immediate threats to lives, public health, or safety.

Examples of eligible expenses include but are not limited to:

- Transporting and pre-positioning equipment and other resources for response
  - Costs related to pre-positioning resources specifically for the declared incident are eligible if the resources are used in the performance of eligible Emergency Work.
- Emergency Operation Center (EOC) related costs
  - Increased utility costs
  - Costs to lease a facility
  - Meal costs
  - Supply costs
- Supplies and commodities that are COVID related
- Medical care and transport that are COVID related
- Evacuation and sheltering that are COVID related
- Childcare (FDEM is requesting disaster-specific guidance for child care eligibility and costs)
- Safety inspections
- Security, such as barricades, fencing, or law enforcement
- Dissemination of information to the public to provide warnings and guidance about health and safety hazards using various strategies, such as flyers, public service announcements, or newspaper campaigns

These costs are typically funded at 75% and awards can take 12-18 months for distribution. This is a fluid situation and **there is no guarantee they will be covered or duplicated by another potential source of funding.**

**To help centralize tracking of expenses, a new flex value "COVID" has been added to MyUFL and it is available for use including in MyMarket.** A Flex can be used as an optional field to track expenses in most funds (all appropriation and sponsored research, and most cash based funds like fund 171 – Transfer for Component Units) where flex is not already a required field.

For questions concerning FEMA requirements for reimbursement you may contact Brian Hunt or Dennis Fleetwood at 352-392-1591.

For questions concerning the use of the flex account COVID, contact the Controller's office at 352-392-1321.

## Examples of Eligible Activities and Document Requirements for Governmental Entities



# COVID-19 Category B Public Assistance for Governmental Entities

Emergency protective measures conducted before, during, and after an event are eligible under Public Assistance as **Category B** expenses if the measures eliminate or lessen immediate threats to lives, public health, or safety.

## Examples of Eligible Activities

- Transporting and pre-positioning equipment and other resources for response
  - Costs related to pre-positioning resources specifically for the declared incident are eligible if the resources are used in the performance of eligible Emergency Work.
- Emergency Operation Center (EOC)-related costs
  - Increased utility costs
  - Costs to lease a facility
  - Meal costs
  - Supply costs
  - Sanitization Costs
- Emergency access
- Supplies and commodities
- Medical care and transport
  - Medical care and transport
  - Evacuation and sheltering, including that provided by another State or Tribal government
  - Childcare\*\*
  - Safety inspections
  - Security, such as barricades, fencing, or law enforcement
  - Use or lease of temporary generators for facilities that provide essential community services
  - Dissemination of information to the public to provide warnings and guidance about health and safety hazards using various strategies, such as flyers, public service announcements, or newspaper campaigns

*\*\* FDEM is requesting disaster-specific guidance for child care eligibility and costs from FEMA.*

<u>Program</u>	<u>Eligible Costs for COVID-19</u>
CDC Coronavirus Preparedness Act	While we are not yet sure what the itemized listing of supplies and equipment will be eligible for this funding - this funding will most likely be limited to DOH costs.
EMPA	The only costs to bill to this grant will be straight-time/ the salaries charged.
Public Assistance	Overtime, Non-budgeted time staff time, EOC operations, i.e. meals, supplies and equipment. For more information - please see above.



# Documentation Requirements for Governmental Entities

## Common EOC Costs

### Meals:

- Sign-In Sheets
- If provided by a vendor:
  - o Contract Procuring the Equipment
  - o Relevant Solicitation Documentation
    - Solicitation
    - Proposals
    - Bid Tabulations

### Leasing a Building, i.e. for Overflow of EOC Operations:

- If provided by a vendor:
  - o Contract Procuring the Space
  - o Relevant Solicitation Documentation
    - Solicitation
    - Proposals
    - Bid Tabulations

- Invoices from Vendor
- Proof of Payment
  - o i.e. Cancelled check, both sides of check

### Purchased Supplies:

- If provided by a vendor:
  - o Contract Procuring the Space
  - o Relevant Solicitation Documentation
    - Solicitation
    - Proposals
    - Bid Tabulations
  - o Unless Procurement Exception, i.e. micro purchase or exigency applies
- Invoices or Purchase Orders
  - o Showing quantities of supplies
  - o With unit amount
- Proof of Payment
  - o i.e. Cancelled check, both sides of check

## Force Account Labor

### For each individual:

- Name of the Employee
- Job Title and Function
- Type of Employee (i.e., full-time exempt, full-time non-exempt, part-time, temporary, prisoner, etc.)
- Days and Hours worked pay rate(s)
  - o Days and Hours Worked preceding the event, starting the pay period;
  - o Days and Hours Worked during the event; and
  - o Days and Hours Worked after the event, ending the pay period.
- Fringe Rates for that Position
- Description of Work Performed
  - o Comments in Timesheet
  - o Accompanying Activity Log
  - o Daily Report

### For each individual:

- Entity's Pay Policy
- Fringe Benefit Calculations
- Proof of Payment
  - o Payroll Register

*Additional questions and documentation requests may be asked to clarify above documentation.*

## Supplies from Stock

- Historical cost records
  - o Receipts, Account Transactions, etc.
- Inventory records
- Listing of:
  - o Type of supplies
  - o Quantities used
  - o Support documentation
    - Daily Logs recording what item was used for, where it was moved to, etc.

## Force Account Equipment (Owned by Applicant)

### For each piece of equipment:

- Type of Equipment and Attachments used
  - o Include year, make, and model of equipment
- Size/capacity (e.g., horsepower, wattage)
- Locations Equipment Used
- Days and Hours Used
  - o Usage Logs
- Operator Name
- Schedule of rates, including rate components

## Rented or Purchased Equipment

### For each piece of equipment:

- Rental or lease agreements.
  - Invoices from vendor
  - Days and Hours Used
    - o Usage Logs
  - Proof of Payment to Vendor
    - o Cancelled Check, both sides of check
- ### For the project:
- Procurement Policy
  - Contract Procuring the Equipment
  - Relevant Solicitation Documentation
    - o Solicitation
    - o Proposals
    - o Bid Tabulations