

Documenting Your Disaster Work

Nonprofits and Government
maximizing FEMA
cost recovery.

Free Webinar



Detailed agenda + REGISTER here



Mike Martinet
The Martinet Group

June 19
10a - 11:30a PST

Welcome and Introductions

- Welcome

Please type your name and organization in the chat box so everyone can see who's joined

- Housekeeping

Everyone is on mute. Please enter questions or comments in Q &A box.

Agenda Overview

1. Welcome and Introductions
2. Why Are We Here
3. Topics to Cover
 - A. Tracking Labor Costs, including volunteers
 - B. Tracking Donations
 - C. Maximizing FEMA reimbursement
 - D. Contracting Language
4. Questions
5. What's Next

Webinar Objectives

- **LEARN** what's needed to properly track donations, employee time and volunteer resources
- **MAXIMIZE** local recovery efforts and cost share requirements related to volunteers
- **DEVELOP** contract language that avoids common mistakes from FEMA audit findings
- **ASK** questions of a nationwide expert in the field of FEMA Disaster Cost Recovery
- **RECEIVE** resources and tips to strengthen our whole community's recovery

Martinet Group, LLC



Disaster Cost Recovery Training Solutions By The Martinet Group, LLC

Providing training for FEMA's
Public Assistance Program for
over 20 Years.

The response following a disaster may last only a few days or weeks, but the post disaster cost recovery process typically goes on for years. In some cases the cost recovery process will last for a decade or more. Ironically, training for getting through this long, drawn out recovery period is seldom available. Public agencies can and often do lose millions of dollars because they are not prepared to deal with the disaster cost recovery process.

This Disaster Cost Recovery training program provides a broad overview of disaster cost recovery processes, including requirements for obtaining and retaining federal disaster assistance grants, specifically, FEMA's "Public Assistance" program. The training includes detailed information on disaster response cost documentation and disaster assistance eligibility guidelines. The training includes actual FEMA case studies, group exercises, examples taken from actual disasters, and Department of Homeland Security audits.

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Our Clients For Disaster Cost Recovery Training

- Alliance of Schools for Cooperative Insurance Programs (ASCIP) Anaheim, CA
- Bay Area Rapid Transit District (BART) (2 Classes)
- Bay Area Urban Security Initiative (7 classes)
- Office of Disaster Management (L A County, CA) Area A (2 programs)
- Office of Disaster Management (L A County, CA) Area B, (3 programs)
- Office of Disaster Management (L A County, CA) Area D (2 programs)
- Office of Disaster Management (L A County, CA) Area E (3 programs)
- California Association of Public Procurement Officials (3 programs)
- California Emergency Services Association, San Diego & Indian Wells, & Lake Tahoe Conferences
- California Municipal Treasurers Association, San Francisco Conference
- Cities of Aurora & Naperville, IL
- City and County of Denver, CO (3 classes)
- City of Albuquerque, NM
- City of Anaheim, CA (3 Classes)
- City of Atlanta, GA
- City of Beverly Hills, CA
- City of Berkeley, CA
- City of Chino, CA
- City of Concord, CA
- City of Fremont, CA
- City of Fort Collins, CO (Poudre Fire Authority)
- City of Houston, TX
- City of Houston UASI, TX (2 classes)
- City of Huntington Beach, CA (2 Classes)
- City of Irvine, CA
- City of Las Vegas, NV
- City of Long Beach, CA
- City of Milpitas, CA
- City of Oakland, CA (2 classes)
- City of Omaha-Douglas County EMA, NE
- City of Ontario, CA (2 Classes)
- City of Seal Beach, CA
- City of San Francisco, CA (5 classes)
- City of San Ramon, CA
- City of Santa Cruz, CA
- City of Santa Rosa, CA
- City of Vallejo, CA
- City of Virginia Beach, VA
- County of Alameda, CA
- County of Anne Arundel, MD
- County of DuPage, IL
- County of Fort Bend, TX (3 classes & 2 workshops)
- County of Fresno, CA
- County of Galveston, TX
- County of Kern, CA (2 classes)
- County of Kings, CA
- County of Lake, CA
- County of Lane, OR
- County of Larimore, CO
- County of Marin, CA (3 classes)
- County of Monterey, CA
- County of Multnomah, OR (Portland)
- County of Orange, CA
- County of Sacramento, CA (2 classes & 5 workshops)
- County of San Benito
- County of San Bernardino, CA (3 classes, & 5 workshops)
- County of San Mateo, CA
- County of Santa Clara, CA (2 classes & 12 workshops)
- County of Santa Barbara, CA
- County of Stanislaus, CA
- County of Tulare, CA (4 classes)
- Ernst & Young
- Government Finance Officers Association, New Orleans, LA
- International Association of Emergency Managers - Conferences (2007, 2009, 2014 & 2015)
- Lewis and Clark College, Portland, OR
- Metropolitan Water District of Southern California
- Mineta Transportation Institute, San Jose, CA
- Municipal Water District of Orange County, CA
- North Central All Hazards Emergency Management, Denver, CO
- Orange County Department of Education
- Port of San Francisco;
- San Francisco International Airport
- San Francisco - Bay Area Urban Area Security Initiative, (3 classes)
- Santa Rosa Junior College District, Santa Rosa, CA
- Tetra Tech
- University of California, Davis, CA
- University of California, Riverside, CA



Disaster Documentation

Resources

**International Association of Emergency Managers
Disaster Cost Recovery and Finance Caucus
Covid-19 Pandemic Webinar Series
FEMA Public Assistance Program Information and Handouts
Index as of May 2020**

COVID-19 Pandemic Operational Guidance for the 2020 Hurricane Season.	3
Coronavirus (COVID-19) Pandemic: Medical Care Costs Eligible for Public Assistance FEMA Policy FP 104-010-.	9
Coronavirus (COVID-19) Pandemic: Alternate Care Site (ACS) "Warm Sites".	19
President Donald J. Trump Directs FEMA Support Under Emergency Declaration for COVID-19.	22
Coronavirus (COVID-19) Pandemic: Eligible Emergency Protective Measures.	23
Public Assistance: Non-Congregate Sheltering Delegation of Authority.	25
Coronavirus (COVID-19) Pandemic: Private Nonprofit Organizations.	26
FACT SHEET Coronavirus (COVID-19) Pandemic: Public Assistance Simplified Application.	28
TALKING POINTS PA Application Simplification for Nationwide Emergency Declaration for COVID-19.	30
FACT SHEET Public Assistance Appeals & Arbitration under the Disaster Recovery Reform Act.	33
Excerpt Pages from the Public Assistance Program and Policy Guide (PAPPG).	35
COVID-19 Requests for Public Assistance Deadline.	45
Coronavirus (COVID-19) Pandemic: Purchase and Distribution of Food Eligible for Public Assistance.	46
FACT SHEET Disaster Financial Management Guide and COVID-19 Response.	52
Disaster Financial Management Guide.	54
FACT SHEET Coronavirus (COVID-19) Pandemic: Addressing PPE Needs in Non- Healthcare Setting.	55
COVID-19 Process Overview Public Assistance Applicant Quick Guide.	58
Completing and Submitting the COVID-19 Streamlined Project Application.	60
Submitting a Public Assistance Funding Request for COVID-19 FEMA Public Assistance COVID-19 Streamlined Project.	66
MEMO Procurement Under Grants Conducted Under Emergency or Exigent Circumstances for COVID-19.	99
Public Assistance Applicant Procurement Compliance Checklist.	101
FACT SHEET Procurement Under Grants Conducted Under Exigent or Emergency Circumstances.	115
JOB AID Public Assistance: Reasonable Cost Evaluation.	121

Public Assistance for Private Nonprofits

- Emergency Work
- When to apply

2. Private Nonprofit Essential Social Services

Table 2. PNP Eligible Noncritical, Essential Social Services

PNP ELIGIBLE NONCRITICAL, ESSENTIAL SOCIAL SERVICES	
<p>Community centers established and primarily used for the following services (or similar) to the general public:</p> <ul style="list-style-type: none"> • Art services authorized by a SLTT government, including, but not limited to: <ul style="list-style-type: none"> • Arts administration • Art classes • Management of public arts festivals • Performing arts classes • Community center activities that serve the public • Educational enrichment activities that are not vocational, academic, or professional training. Examples include hobby or at-home pursuits, such as: <ul style="list-style-type: none"> • Car care • Ceramics • Gardening • Personal financial and tax planning • Sewing • Stamp and coin collecting • Multi-purpose arts programming • Senior citizen projects, rehabilitation programs, community clean-up projects, blood drives, local government meetings, and similar activities • Services and activities intended to serve a specific group of individuals (e.g., women, African Americans, or teenagers) provided the facility is otherwise available to the public on a non-discriminatory basis • Social activities to pursue items of mutual interest or concern, such as: <ul style="list-style-type: none"> • Community board meetings • Neighborhood barbecues • Various social functions of community groups • Youth and senior citizen group meetings • Performing arts centers with a primary purpose of producing, facilitating, or presenting live performances, including: <ul style="list-style-type: none"> • Construction of production materials • Creation of artistic works or productions • Design • Professional training • Public education • Rehearsals 	<p>Facilities that do not provide medical care, but provide:</p> <ul style="list-style-type: none"> • Alcohol and drug treatment and other rehabilitation services • Assisted living • Custodial care, even if the service is not provided to the general public (including essential administration and support facilities) • Childcare • Center-based childcare, even if not provided to the public • Day care for individuals with disabilities or access and functional needs (for example, those with Alzheimer's disease, autism, muscular dystrophy) • Food assistance programs, including Food Banks and storage of food for Food Banks • Health and safety services, including animal control services • Homeless shelters • Houses of worship • Libraries • Low-income housing (as defined by Federal or SLTT law or regulation) • Museums: <ul style="list-style-type: none"> • Constructed, manufactured, or converted with a primary purpose of preserving and exhibiting a documented collection of artistic, historic, scientific, or other objects • Buildings, associated facilities, fixed facilities, and equipment primarily used for the preservation or exhibition of the collection, including: <ul style="list-style-type: none"> ➢ Permanent infrastructure, such as walkways and driveways of outdoor museum-type exhibition areas ➢ Historic buildings, such as barns and other outbuildings, intended for the preservation and exhibition of historical artifacts within a defined area ➢ Permanent facilities and equipment that are part of arboretums and botanical gardens ➢ Infrastructure, such as utilities, and administrative facilities necessary for support • The grounds at museums and historic sites are ineligible. • Open natural areas/features or entities that promote the preservation/conservation of such areas are ineligible. • Residential and other services for families of domestic abuse • Residential services for individuals with disabilities • Senior citizen centers • Shelter workshops that create products using the skills of individuals with disabilities • Zoos
<p>With exception of custodial care facilities and museums, administrative and support facilities essential to the provision of PNP noncritical service are ineligible facilities.</p>	

The Agreements: Where It All Begins

- PNP - City/County MOU

- What NOT to say
- Why the MOU is needed
- why the City needs to give guidance to nonprofits on what to document

Memorandum of Understanding between
The CITY of _____ and
(Spell out Private Non-Profit's Legal Name)
For: (select one of the items in the text below)

1 Donations Management Services; or
2 Disaster Feeding; or
3 Provision of Facilities for use as shelters, or sites for other disaster related services; or
4 Disaster Related Transportation Services;
5 Pet Rescue and Care; or
6 Emergency Medical Services; or
7 Emergency Supply Distribution (PODs); or
8 Other (Specify)
(Delete this text from final version)

**See page 31-31 for
instructions on using
this sample template.**

Purpose and Parties to

The purpose of this Memorandum of Understanding is to establish a relationship between the _____ organization, hereinafter referred to as the "CITY", and _____, hereinafter referred to as the "PROVIDER", for the purpose of providing _____ of Services, below

Background

On (date) the CITY experienced a _____ (hurricane, tornado, earthquake, etc.) which affected the _____ area, resulting in _____ damage to the _____ damaged or destroyed; state proclamations for s

The CITY proclaimed a _____ state of disaster on (date) declaration, DR (enter n

As a result of this proclamation and inventories of disaster circumstances, the CITY

Instructions for using this MOU template:

This is a "universal" draft MOU for use with Private Non-Profit or VOA organizations. It is NOT intended for use with private-for-profit companies. Not all pages of this sample document will need to be used for every agreement. Add, change, and delete sentences, paragraphs, and sections as appropriate for your MOU.

1. Do a "search and replace" for "CITY" and substitute the appropriate word, i.e., COUNTY, or SCHOOL, or DISTRICT, etc.
2. Search for all italics, edit the italicized language to suit local requirements, and remove the brackets or parentheses.
3. Fill in the blanks as needed with appropriate information.
4. Use extreme caution in modifying any language in this document. The addition of certain terminology or other statements may create eligibility issues with FEMA, particularly when discussing reimbursement of expenses. Also do not use language such as:

Non-binding Document
This document is a Memorandum of Understanding only. It is not intended to be, and shall not constitute in any way a binding or legal agreement, or impose any legal obligation or duty on either the PROVIDER or the CITY.

Such language may result in the deobligation of expenses by FEMA.

5. Do not add any statements about conditional or discretionary reimbursements. Such statements will make FEMA reimbursement ineligible.
6. Do not add any statements regarding reimbursement "if and when" reimbursement is received from FEMA. Such statements will make FEMA reimbursement ineligible.
7. Delete text boxes 1, 2, and 3 from the final version.
8. Users of this document are cautioned to carefully read FEMA's Public Assistance Program and Policy Guide (PAPPG), and FEMA's latest Policy on Public Assistance Donated Resources, dated June 25, 2018
9. Even if there is a proper agreement between the "CITY" and a private non-profit organization, the work, goods, and/or services must also be eligible under FEMA

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Donations

- Materials
- Equipment
- Cash
 - Small donations
 - Legacy donations

Donations

Disaster Response and Relief Donations Form (DON-1)			
Date		Contact name other than donor	
Donor Name			
Donor Organization		Alternate contact phone #	
Address			
City		Alternate contact email	
State			
Zip Code		Notes:	
Phone #			
Cell #			
Email			
Drop off location:			
These items are received in good condition by:			
These items can be picked up at: (address)			
These items can be picked up on (date and time)			
Donated Item(s)	# Unit(s)	\$ Value	Total Cost / Value
Initial			
	I certify that all items listed herein are my personal or corporate property and all items are donated for disaster response or relief purposes.		
	I agree that all items listed herein may be used by the (name of government agency) for disaster response and relief purposes at it sees fit and I make no further claim upon these items.		
	I hereby certify that all items listed herein have no expiration dates, or if any items do have expiration dates, those items are currently not past their expiration dates.		
Printed Name		Date	
Signature		Phone #	

If items were purchased for donation, attach a copy of the receipt to this form.

The Policy: FEMA Rules on Donations

FEMA Donated Resources Policy June 25, 2018



Public Assistance Program and Policy Guide

Version 4, Effective June 1, 2020

(FP 104-009-2)



FEMA

RECOVERY POLICY

I. TITLE: Public Assistance Donated Resources

II. DATE: June 25, 2018 (Superseded on June 1, 2020)

III. PURPOSE:

Currently, Chapter 2:V.L. of the *Public Assistance Program and Policy Guide*¹ (PAPPG) Version 3.1 only provides for the application of the value of donated resources (third-party in-kind contributions) toward the non-Federal cost share of eligible Emergency Work projects and Direct Federal Assistance (DFA). The language in this policy document supersedes the language in Chapter 2:V.L. of the PAPPG Version 3.1. It authorizes Applicants to apply the value of donated resources used during the performance of eligible Permanent Work toward the non-Federal cost share of its eligible Permanent Work projects. This policy is retro-active to disasters declared on or after August 23, 2017.

IV. SCOPE AND AUDIENCE:

The policy is applicable to incidents declared on or after August 23, 2017. It is intended for all personnel involved in the administration of the Public Assistance (PA) Program.

V. AUTHORITY:

Donated resource offsets are authorized under Title 2 Code of Federal Regulations (CFR) §200.306.

VI. POLICY:

Individuals and organizations often donate resources to assist with response and recovery activities. FEMA does not provide PA funding for donated resources. However, FEMA allows Applicants to use the value of donated resources (non-cash contributions of property or services)² related to eligible Emergency Work to offset the non-Federal cost share of its eligible Emergency Work Project Worksheets (PW) and DFA; and to use the value of donated resources related to eligible work on a Permanent Work project to offset the non-Federal cost share of that specific Permanent Work PW. FEMA applies the offsets regardless of the cost share arrangements between the Recipient and the Subrecipients. In addition to overarching Federal PA Program requirements as defined in the PAPPG, the following policy language applies.

The Applicant may apply the offset if all of the following conditions are met:

- The donated resource is from a third-party (a private entity or individual that is not a paid employee of the Applicant or Federal, State, Territorial, or Tribal government);

¹ www.fema.gov/media-library/assets/documents/111781

² Title 2 Code of Federal Regulations (CFR) § 200.96.

Volunteer Labor

Disaster Services Workers

- Pre-registered Disaster Volunteers
- Spontaneous Volunteers
- Specialists (Building Inspectors, engineers, architects)


Volunteer Labor (2)

- Workers Compensation & Risk Management issues
- Human Resource management aspects
- Volunteer plan and pre-established tasking
- Transportation, feeding, tools and work supplies

Volunteer Labor (3)

- Logistical support for long distance volunteers
- Emergency medical treatment provisions

Local Cost Match Recovery

 DAILY LOG VOLUNTEER SIGN-IN / SIGN OUT		1. DATE		2. INCIDENT NUMBER/NAME			3. CHECK-IN LOCATION	
NAME & ASSIGNMENT (PLEASE PRINT CLEARLY)		SIGNATURE	TIME IN	TIME OUT	INITIALS FOR OUT	# OF HOURS	CELLPHONE #, EMAIL OR OTHER CONTACT INFO	
Name								
Assignment								
Name								
Assignment								
Name								
Assignment								
Name								
Assignment								
Name								
Assignment								
Name								
Assignment								

Supervisor/Manager Name: _____ Signature: _____

Downloaded from <http://ajph.org/> on November 10, 2015

[illegible]

Use Form 211b or existing time tracking system

- [illegible]

Existing Inventory

- How to track existing inventory
- Lost revenue

Mass Feeding

- Things to think about
- Specific documentation needs
- FEMA eligibility considerations

Special Disaster Ops Report

	A	B	C	D	E	F	G
1	Section A	Disaster Name		FEMA DR Number			Mass Feeding
2		Report for date		Operations Manager's Name			Food/Water Distribution
3		Operation type	Food/Water Distribution	Manager's phone #			Animal Care/Rescue
4		Operation address		Manager's cell #			Assistance Center
5		Phone #		Manager's email			Information Hotline
6		Facility owner name		Operator name			Crisis Counseling
7		Square feet (if applicable)		Capacity (if applicable)			Other 1
8							
9	Section B	# of meals provided to survivors	Breakfast	Lunch	Dinner		2
10							3
11		# of meals provided to workers	Breakfast	Lunch	Dinner		4
12							5
13							
14	Section C	Facility owner support staff *		Agency support staff *			6
15		Agency DSW Volunteers *		Other volunteers *			7
16		Total persons served today					8
17							
18	Section D	Utility bills (all, inc'l fuel)		Security services			
19		Temporary power		Trash hauling			
20		Toilets/sanitation services		Facility repairs			
21		Food & kitchen supplies		Janitorial services			
22		Laundry services		Other facility/site services			
23		Equipment donations		Donations rec'd			
24	List units of aid distributed **		Equipment rentals (List all on site)				
25							
26	Notes						
27							
28							
29							
30							
31	Photos	Pre-opening photos	Yes / No	Damage update photos	Yes / No		
32		Post-closing photos	Yes / No	Site/facility restoration costs			
33							
34	* Attach sign in - sign out time sheets for all personnel working at the location						
35	** For example: 1500 each 1 gallon containers of water, 2500 cases of 12 count 1 liter water bottles, etc.						
36							

Mass Care/Emergency Assistance



Mass Care/Emergency Assistance Pandemic Planning Considerations

For State, Local, Tribal, Territorial and Non-Government Organizational Planners, Providers and Support Agencies

June 2020



FEMA



Questions?



More Information www.iaem.org

The screenshot displays the IAEM website interface. At the top, the browser's address bar shows iaem.org, which is circled in blue. Below the address bar, the website header features the IAEM logo on the left and social media links for Facebook, Twitter, LinkedIn, YouTube, and Chat on the right. The main navigation menu is located below the header, with the 'RESOURCES' link circled in white. A dropdown menu is open under 'RESOURCES', listing various links. The 'COVID-19: Webinars' link in this dropdown is circled in blue. On the left side of the page, there is a large circular graphic for the '2020 Visioning' event, scheduled for Nov. 13 - 20, 2020 in Long Beach, CA.

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Discussion Board > COVID-19: Other Geographic Areas

IAEM International Association of Emergency Managers

2020 Visioning

Nov. 13 - 20, 2020 Long Beach, CA

Closing Comments

- Webinar Evaluation and Participant Feedback
- What other trainings or workshops would you like us to consider offering?
- Additional resources posted on www.cadresv.org or www.scvn.org

A Road to Re-Opening

June 9

**Re-Opening
in the
Context of
Public
Health
Orders**

June 23

**Deep Dive
into
Space
Planning**

July 7

**Staff Care:
Supporting
Your
Workforce
in Time of
Crisis**

July 21

**Saving on
Rent:
A Shared
Space
Strategy**

webinars start at 1 pm



**A Webinar
Series
for CBOs**



Watch [SVCN.org](https://www.svcn.org) for registration information





THANK YOU