Documenting Your Disaster Work
Nonprofits and Government maximizing FEMA cost recovery.
Free Webinar

Mike Martinet
The Martinet Group

June 19
10a - 11:30a PST

Detailed agenda + REGISTER here
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
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 (ASCIIP) Anaheim, CA
- Bay Area Rapid Transit District (BART) (2 Classes)
- Bay Area Urban Security Initiative (7 classes)
- Office of Disaster Management (LA County, CA) Area A (2 programs)
- Office of Disaster Management (LA County, CA) Area B (3 programs)
- Office of Disaster Management (LA County, CA) Area D (2 programs)
- Office of Disaster Management (LA 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 Larimer, 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
- 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**  
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*SVCN!*<br>NONPROFITS RESPONDING TOGETHER
Public Assistance for Private Nonprofits

- Emergency Work
- When to apply
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
Donations

• Materials

• Equipment

• Cash
  • Small donations
  • Legacy donations
# Donations

## Disaster Response and Relief Donations Form (DON-1)

<table>
<thead>
<tr>
<th>Date</th>
<th>Contact name other than donor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Donor Name</td>
<td></td>
</tr>
<tr>
<td>Donor Organization</td>
<td>Alternate contact phone #</td>
</tr>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td>Alternate contact email</td>
</tr>
<tr>
<td>State</td>
<td></td>
</tr>
<tr>
<td>Zip Code</td>
<td>Notes:</td>
</tr>
<tr>
<td>Phone #</td>
<td></td>
</tr>
<tr>
<td>Cell #</td>
<td></td>
</tr>
<tr>
<td>Email</td>
<td></td>
</tr>
<tr>
<td>Drop off location:</td>
<td></td>
</tr>
</tbody>
</table>

**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)

<table>
<thead>
<tr>
<th>Donated Item(s)</th>
<th># Unit(s)</th>
<th>$ Value</th>
<th>Total Cost / Value</th>
</tr>
</thead>
<tbody>
<tr>
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**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.

<table>
<thead>
<tr>
<th>Printed Name</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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)

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 (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) 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);

www.fema.gov/media-library/assets/documents/11178
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

<table>
<thead>
<tr>
<th>Name</th>
<th>Assignment</th>
<th>Signature</th>
<th>TIME IN</th>
<th>TIME OUT</th>
<th>INITIALS FOR OUT</th>
<th># OF HOURS</th>
<th>CELLPHONE #: EMAIL OR OTHER CONTACT INFO</th>
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<tbody>
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</table>

Supervisor/Manager Name: ___________________________ Signature: ___________________________

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NONPROFITS RESPONDING TOGETHER
Local Cost Match Recovery

![Activity Log Form]

<table>
<thead>
<tr>
<th>Incident Name: Camp Fire (DR-4407)</th>
<th>Operational Period: Date From: Time From: Date To: Time To:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td>4. ICS Position/Job Function: 5. Home Agency (and Unit):</td>
</tr>
<tr>
<td>Resources Assigned: (Team Members)</td>
<td>Name</td>
</tr>
<tr>
<td></td>
<td>Start-Stop Time</td>
</tr>
<tr>
<td></td>
<td>Vehicle or equipment used: Unit or I.D. #</td>
</tr>
<tr>
<td></td>
<td>Vehicle operator name:</td>
</tr>
<tr>
<td></td>
<td>Government vehicle:</td>
</tr>
<tr>
<td></td>
<td>Prepared by: Name:</td>
</tr>
</tbody>
</table>

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NONPROFITS RESPONDING TOGETHER
Staff Labor

Use Form 211b or existing time tracking system

• How to show what’s COVID

• How much description of activities

• Form 214
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

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disaster Name</td>
<td>Report for date</td>
<td>FEMA/DR Number</td>
<td>Operations Manager’s Name</td>
<td>Mass Feeding</td>
<td>Food/Water Distribution</td>
<td></td>
</tr>
<tr>
<td>Operation type</td>
<td>Collection Solution</td>
<td>Operations Manager’s Name</td>
<td>Manager’s phone #</td>
<td>Mass Feeding</td>
<td>Food/Water Distribution</td>
<td></td>
</tr>
<tr>
<td>Facility owner name</td>
<td>Collection Solution</td>
<td>Manager’s phone #</td>
<td>Manager’s email</td>
<td>Animal Care/Rescue</td>
<td>Assistance Center</td>
<td></td>
</tr>
<tr>
<td>Square feet (if applicable)</td>
<td>Collection Solution</td>
<td>Operator name</td>
<td>Capacity (if applicable)</td>
<td>Information Hotline</td>
<td>Crisis Counseling</td>
<td></td>
</tr>
<tr>
<td># of meals provided to survivors</td>
<td>Breakfast</td>
<td>Lunch</td>
<td>Dinner</td>
<td>Other 1</td>
<td>暂停</td>
<td></td>
</tr>
<tr>
<td># of meals provided to workers</td>
<td>Breakfast</td>
<td>Lunch</td>
<td>Dinner</td>
<td>Other 1</td>
<td>暂停</td>
<td></td>
</tr>
<tr>
<td>Facility owner support staff *</td>
<td>Agency support staff *</td>
<td></td>
<td></td>
<td></td>
<td>暂停</td>
<td></td>
</tr>
<tr>
<td>Agency DSW Volunteers *</td>
<td>Other volunteers *</td>
<td></td>
<td></td>
<td></td>
<td>暂停</td>
<td></td>
</tr>
<tr>
<td>Total persons served today</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>暂停</td>
<td></td>
</tr>
<tr>
<td>Utility bills (all, in incl fuel)</td>
<td>Security services</td>
<td></td>
<td></td>
<td></td>
<td>暂停</td>
<td></td>
</tr>
<tr>
<td>Temporary power</td>
<td>Security services</td>
<td></td>
<td></td>
<td></td>
<td>暂停</td>
<td></td>
</tr>
<tr>
<td>Toilets/sanitation services</td>
<td>Trash hauling</td>
<td></td>
<td></td>
<td></td>
<td>暂停</td>
<td></td>
</tr>
<tr>
<td>Food &amp; kitchen supplies</td>
<td>Facility repairs</td>
<td></td>
<td></td>
<td></td>
<td>暂停</td>
<td></td>
</tr>
<tr>
<td>Laundry services</td>
<td>Janitorial services</td>
<td></td>
<td></td>
<td></td>
<td>暂停</td>
<td></td>
</tr>
<tr>
<td>Other facility/site services</td>
<td>Equipment rentals</td>
<td></td>
<td></td>
<td></td>
<td>暂停</td>
<td></td>
</tr>
<tr>
<td>Equipment donations</td>
<td>Donations rec’d</td>
<td></td>
<td></td>
<td></td>
<td>暂停</td>
<td></td>
</tr>
<tr>
<td>List units of aid distributed **</td>
<td>Equipment rentals (List all on site)</td>
<td></td>
<td></td>
<td></td>
<td>暂停</td>
<td></td>
</tr>
</tbody>
</table>

## Notes
- Attach sign in - sign out time sheets for all personnel working at the location
- ** For example: 1500 each 1 gallon containers of water, 2500 cases of 12 count 1 liter water bottles, etc.

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NONPROFITS RESPONDING TOGETHER
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
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

Watch SVCN.org for registration information
THANK YOU