



STATE OF WASHINGTON

## OFFICE OF FINANCIAL MANAGEMENT

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The Office of Financial Management (OFM) is requesting that all state agencies submit a list of eligible COVID-19 response costs incurred from January 20, 2020, through June 30, 2020, to the Military Department (<https://mil.wa.gov/public-assistance>) by **July 31, 2020**. This submittal must include information about the funding source used for the expenditure. Please use the [Summary estimate of COVID-19](#) template for the submittal.

The most common eligible costs include:

- Emergency Operations Center (EOC) and related costs.
- Disinfection of public facilities.
- Medical facility services and supplies (PPE).
- Payroll costs, including benefits, for overtime and temporary staff supporting the Unified Command – State EOCs, incident management teams, or other work to manage, control, and reduce immediate threats to public health and safety as a direct result of the COVID-19 pandemic outbreak.
- Emergency medical care, including testing and temporary medical facilities.
- Training specific to COVID-19.
- Dissemination of information to the public to provide warnings and guidance about health and safety.
- Management Costs may be claimed for administering and managing the Public Assistance (PA) program awards. Subrecipients are eligible for up to 5% of the subrecipient's total award amount (based on actual costs).
- Other eligible activities may include, but are not limited to, meetings regarding the PA program or the PA claim; preparing correspondence; reviewing project worksheets; collecting, copying, filing, or submitting documents to support a claim; and PA training events.

### **Background**

The Military Department is the single recipient for the Federal Emergency Management Agency (FEMA) Public Assistance (PA) program. As part of the FEMA-WA Joint Field Office for Disaster 4481 Pandemic Outbreak, the PA program staff are knowledgeable about the PA eligibility criteria, reimbursement procedures, and the submittal process. PA staff provide direct customer service to all state agencies, local government, tribes, and eligible private non-profit entities. PA staff will assist agencies in completing a project worksheet to document all eligible costs for submittal to FEMA.

## **How will this information will be used?**

By August 21, 2020, the PA program staff will work with state agencies to review costs for eligibility, with the goal of estimating the total amount eligible for federal reimbursement. Once eligible costs have been identified, PA program staff will work on formulating project worksheets for submittal.

The information submitted by agencies will be used to estimate the amount of state fiscal year 2020 expenditures that are likely to receive reimbursement from the FEMA PA program under the Stafford Act. OFM will then provide agencies with detailed instructions on how to record the year-end accounting entries.

Due to the large volume of applicants, the PA program staff will not be able to review all applications within this timeframe and will prioritize large submittals paid with General Fund-State or Coronavirus Relief Fund (CRF) funding. Submittals for funding sources with a biennial appropriation and those with relatively small dollar values will be deferred until state fiscal year 2021.

It is important to note that FEMA will consider many factors about each item on an agency's project worksheet (such as medical necessity or the contracting entity) and that there is no one-size-fits-all answer or guarantee on whether your agency's costs will receive reimbursement.

## **Questions**

If you have questions about:

- Accounting, contact your [OFM statewide financial consultant](#).
- Budget, contact your [OFM budget assistant](#).
- Military Department Public Assistance program, contact [Jonathan Holmes](#), 253-512-7429.

## **Resources**

1. [OFM Accounting, COVID-19 account resources](#)
2. [OFM Budget, COVID-19 budget information for agencies](#)
3. [Fact Sheet – Coronavirus \(COVID-19\) Pandemic: Eligible Emergency Protective Measures, FEMA](#)
4. [Military Department, Public Assistance program](#)