

City of Irvine COVID-19 (DR-4482)

Eligible FEMA Activities and Tracking COVID-19 Activities

The City of Irvine **may be** reimbursed under Category B (Emergency Protective Measures) of FEMA's Public Assistance Program for all eligible expenditures related to the COVID-19 emergency. To aid in the tracking of these expenditures the Job Ledger (JL) Number, 9999870012, has been setup in the financial system. Use the JL number with your department's Org Key when making purchases of supplies and services. This JL number can also be used in the timekeeping system to track personnel costs related to COVID-19 emergency activities. See below for a list of eligible COVID-19 activities and allowable personnel costs (labor). For activities **not** reimbursable, but important for the department to track for future reporting, see the section below, *Tracking Expenditures Not Reimbursable Under FEMA*.

Eligible Category B FEMA Assistance JL 9999870012:

- Management, control and reduction of immediate threats to public health and safety:
 - Emergency Operation Center costs
 - Supply costs, increased utilities, meals
 - The guide is silent on labor reimbursement, usually only overtime is eligible
 - Training specific to the declared event (COVID-19)
 - Disinfection of eligible public facilities
 - Technical assistance to state, tribal, territorial or local governments on emergency management and control of immediate threats to public health and safety
- 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 person
- Security and law enforcement
 - Security can include barricades and fencing
- Communication of general health and safety information to the public
 - Can include various strategies, such as flyers, public service announcements, or newspaper campaigns
- Reimbursement for state, tribe, territory and/or local government force account overtime costs

This is a partial list of FEMA activities. The activities listed are the ones the City would most likely be reimbursed from FEMA.

Eligible Labor Costs JL 9999870012:

Outside of supplies and contract services, the City's labor force **may be** reimbursed for activities directly related to the emergency through the Public Assistance Program but there are strict guidelines that must be followed.

All costs must be reasonable and equitable for the type of work being performed.

For Emergency Work, only overtime labor is eligible for budgeted employees. For unbudgeted employees performing Emergency Work, both straight-time and overtime labor are eligible. See chart below.

Emergency Work Labor Eligibility		
Budgeted Employees	Overtime	Straight-Time
Permanent employee	☑	
Seasonal employee working during normal season of employment	☑	
Unbudgeted Employees	Overtime	Straight-Time
Essential employee called back from administrative leave	☑	☑
Permanent employee funded from external source	☑	☑
Temporary employee hired to perform eligible work	☑	☑
Seasonal employee working outside normal season of employment	☑	☑

Other types of labor that could be eligible:

- Reassigned Employees – this happens when the City assigns an employee to perform work that is not part of the employee’s normal job.
- Backfill Employees – the City temporarily replaces an employee who is responding to the incident. Overtime costs for the backfill employee are eligible.

Note: Administrative leave or similar labor cost incurred for employees sent home or told not to report due to emergency conditions are not eligible for reimbursement.

Tracking Expenditures Not Reimbursable Under FEMA JL 9999870099

Many activities we are performing during this unusual time are not our normal duties. Departments may want to track these costs for future reporting and possible additional reimbursements from other state and county granting agencies.

A new Job Ledger Number has been setup for these purposes. The new JL number to use is **9999870099**.

The JL number can be used in timekeeping system, VTI and in ONESolution.

COVID-19 Job Ledger Numbers for Tracking Expenditures

JL Number	Long Description	Short Description	Use
9999870012	COVID-19 Reimbursable Activities	COVID-19 Rem Act	For COVID-19 activities that may be reimbursable through FEMA.
9999870099	COVID-19 Department Activities	COVID-19 Dep Act	For COVID-19 activities department want to track for reporting and may be reimbursable through another state or county grant.

For additional information I have enclosed the following information from FEMA:

- California COVID-19 FEMA Eligibility Fact Sheet
- Labor Section of Public Assistance Program and Policy Guide

If you have any questions, please reach out to Teri Washle at twashle@cityofirvine.org