UPDATED GUIDANCE REGARDING COVID RESOURCE REQUESTS AND COST REPORTING

Partners in Finance:

Over the last few weeks we've received lots of questions regarding agency spend reporting, COVID-19 resource needs, how to get funding, etc. Now that we've moved further into this disaster, our needs have collectively evolved a bit. I am contacting you today to provide answers to your commonly asked questions and provide a bit of relief about the level of detail and frequency of reporting we need from you. I know it's a long email, but hopefully the answers to your burning questions are in here.

What is a resource request and why would I submit one?
A resource request is a request for help from the State Emergency Operations Center (SEOC) in getting access to a resource. If your agency needs something due to the COVID-19 outbreak and you can get it yourself, you <u>do not</u> need to submit a resource request. But, if you need resources and don't know how to track that resource down, you can get try to get the help you need using the resource request process.

Examples:

- Your agency needs personal protective equipment (PPE) and your normal supply chains are out of stock
- Your agency needs personnel to assist with establishing an emergency quarantine shelter
- Your agency needs a specific capability—such as a piece of equipment, or specific expertise—and doesn't know where to find it.

Requesting a resource doesn't guarantee you'll get it. The SEOC will evaluate and triage the requests, prioritizing life-safety requests, and respond as quickly as they are able.

Be aware that the agency requesting a resource is expected to pay for the resource. The SEOC will act as a "broker" for you, and can help provide access to federal funding for eligible requests, but does not generally fund the resources for you.

I need a resource. How do I submit a request?

Here are your options, in order of preference:
1. Enter the resource request into WebEOC and elevate it to the state (preferred method)
2. Complete the WA Resource Request Form (ICS 213 RR) and email it to rfa@mil.wa.gov
3. Call the State EOC at 253-912-4927, 253-912-4928 or 253-912- 4932(least-preferred, time-consuming method)

My agency needs something and cannot pay for it. What are my options?

There are a multitude of available federal grants available that can cover eligible costs and the SEOC can help identify federal funding. The Legislature also provided $175M of state funding to OFM for COVID-related costs in ESHB 2965, but a significant amount of this has already been allocated and the state will have to carefully stretch this funding to meet the state's needs. Please do what you can to address your own needs with your own funds if possible. OFM will ultimately make funding decisions about how to best allocate the available funding, with close coordination with the SEOC. If you need something and can't pay for it, explain that in Box 13 on the Resource Request Form. The SEOC will identify the highest priority resource requests and coordinate requesting funding from OFM.

I think my agency can help, and we might need more money to do so. Who should I contact?

We are receiving a lot of contacts from agencies anticipating an increase in demand for services they provide, or wondering how to get involved in the response. If your agency already has representation in one of the Emergency Support Functions (ESFs) in the SEOC, you can contact that ESF or your State Agency Liaison. Otherwise, these queries should be submitted to the SEOC Unified Area Command by emailing SEOC83@mil.wa.gov. These ideas will be shared with the SEOC staff associated with the ESF best aligned with the service. These SEOC will be made aware of the services your agency can provide, and if the need emerges (e.g. if the resource is formally requested), they will match up the "solution" with the "problem". This helps ensure the SEOC focuses its limited time and energy on the most pressing needs, and forces the documentation required to maximize the likelihood of getting federal funding for the request. If your agency does need additional state funding to provide the services agreed upon by the SEOC, the SEOC will coordinate requesting funding from OFM.

Can an agency request compensation for loss of funding or lost revenue that we experience?

No, we are coordinating the response efforts only. You may report those costs to the Finance and Admin Section in your Cost Report (discussed later in this email) if you'd like. This will help us know who to connect with if federal assistance is provided for lost revenue in the future.

Tell me more about the cost reporting you're looking for. What do you need from state agencies?

A normal part of the emergency management process is tracking the costs associated with the disaster; this responsibility falls to the Finance and Administration Section. Previously we had requested daily reports based on a requirement to document a lot of costs early during a disaster in order to qualify for a Presidential Disaster Declaration. We've met that threshold now, so we can relax the reporting frequency.

From here on out, please submit:
- Big purchases of goods and services (such as a bulk order of PPE or a major contract) daily
- Salary and benefit costs for employees directly supporting the disaster, semi-weekly basis after payroll runs
- Everything else weekly

We are looking for object-level detail, and have updated the reporting tool (attached) to align with this guidance. Please switch to using the attached version from here on out. There's no need to re-submit the data you've already submitted. Individual items don't need to be itemized, though the more detail there is, the more likely it is SEOC staff will be able to identify and flag items that might be eligible for federal funding.

Please submit these reports to the Finance and Administration Section Chief at SEOC53@mil.wa.gov.

What will the SEOC do with this information?

We will use these costs for:

- General awareness of expenditures for planning and budgeting purposes
- Trend analysis to inform planners regarding where our greatest needs are
- Providing financial information to OFM, to inform the thoughtful dissemination of any appropriations from Legislature or Congress
- Awareness of which agencies are spending on items that might qualify for federal funding

Do we need to use the COVID Project Code XX19 created by OFM Statewide Accounting?

It's not required, but OFM kindly asks you to if it isn't too much trouble. This will help with state-wide data queries, and will help OFM determine costs that are reimbursable with funding provided in the CARES Act and other federal funds.

If I'm using the COVID Project Code XX19, do I still need to report my data?

Admin Section in your Cost Report (discussed later in this email) if you'd like. This will help us know who to connect with if federal assistance is provided for lost revenue in the future.

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From here on out, please submit:
　　Eliminate or lessen immediate threats to lives, public health, or safety; or
　　Eliminate or lessen immediate threats of significant additional damage to improved public or private property in a cost-effective manner.

Need to be able to answer the question:
As a direct result of the COVID-19 Pandemic Outbreak event, and acting on the direction and guidance of local/state/federal health authorities, the << jurisdiction >> through its EOC-IMT extended operations, took actions to address the immediate threat to public health and safety by:

- Augmented EOC & MOC operations by deploying IMTs to coordinate response activities
- Purchased supplies and durable medical equipment for COVID-19 activities
- xxxxxxxxx

This would include items like:
- Emergency operations centers (extraordinary jurisdiction charges – Overtime, travel/per diem, communications charges, public messaging, etc)
- Supplies and commodities (purchased as a direct result of COVID-19 activities)
- Meals (per jurisdiction's policy, provided meals to EOC, IMT, in-field workers)
- Medical care (cannot duplicate other federal funding, must be directly related to COVID-19 activities)
- Evacuation and sheltering (Non-congregate Sheltering – Isolation/Quarantine, Congregate Sheltering, Alternate Care Facility (at the guidance/direction of public health authorities)
- Temporary relocation of essential services (repurposing buildings to accommodate the increase in COVID-19 activities)

The Grants Portal is your mechanism for applying for federal assistance from the FEMA Public Assistance (PA) program. Every agency must have their own Grants Portal Profile to apply for federal PA funding and logs their own costs there. So far, the following agencies are already signed up:
- Washington State Department of Transportation
- Washington State Parks and Recreation Commission
- Washington State Department of Corrections
- Washington Department of Veteran Affairs
- Washington State Patrol
- Washington Department of Agriculture
- Washington State Department of Fish and Wildlife
- Washington Department of Labor and Industries
- Washington Department of Social and Health Services (anticipate using expedited process)
- Washington State Department of Enterprise Services (anticipate using expedited process)
- Washington State Department of Commerce (anticipate using expedited process)
- Washington State Military Department (anticipate using expedited process)

That is a separate and distinct reporting requirement. To learn more about applying for PA funding, contact your State Agency Liaison.

If you have any questions about any of this, please contact SEOC53@mil.wa.gov.

Thank you,
Regan Hesse, Military Department CFO

Regan Hesse

(Pronouns: She/Her)
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Washington Military Department
on behalf of the Finance and Administration Section
253-912-4966
Seoc53@mil.wa.gov
State Emergency Operations Center