

SUMMARY FEMA Webinar 04/08/2020

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FEMA is available for government-owned and not-for-profit hospitals. It is NOT available for for-profit hospitals.

The slides outline very clearly everything that a hospital needs to do in order to receive FEMA funding. The main takeaways that I got from the webinar are as follows:

1. DOCUMENT DOCUMENT DOCUMENT
 - a. There are six steps from beginning to end to receive FEMA. Steps 1-3 are what the hospital is responsible for, and steps 4-6 are the reviewing by FEMA and the state.
 - b. Steps 4-6 could take much longer because FEMA and/or the state will be sending back questions to the hospital if their application is not clear and does not include proper documentation. If this happens, the process starts over.
 - c. OVER DOCUMENT
2. It is highly recommended that the hospital has someone with prior experience of the FEMA PA Program fill out all of the paperwork
 - a. This will significantly shorten the timeframe by ensuring that the submitted items are in correct format
 - b. Someone with prior experience will be familiar with and use the correct terminology for the application
 - c. Someone with prior experience can fill out the paperwork based on their knowledge of only eligible reimbursable items
 - d. Someone with prior experience will be able to provide clear descriptions of all crucial parts of steps 1-3, along with proper documentation
 - i. Legal consultants and contractors are a FEMA eligible expense
 - ii. Don't be shy about asking a legal consultant for help with the application
3. With the numerous other programs available for providing financial relief to hospitals, keep in mind that FEMA is the last resort
 - a. FEMA cannot duplicate benefits
 - b. DON'T WAIT TO APPLY
 - c. FEMA may be considered the last resort, but you will NOT be penalized if another program would cover those expenses that you document in the application
4. The slides from the presentation provide very detailed information on DOCUMENTATION
 - a. Any hospital considering applying for FEMA should pay close attention to the information on these slides and be sure to document everything outlined there
 - b. I cannot express enough how important it is to include DOCUMENTATION with the application

5. The following are examples of things that FEMA will NOT be reimbursed for
 - a. Cancelled services resulting in loss of income/revenue
 - b. Emergency financial assistance
 - c. Managing liquidity issues
 - d. Debt services
 - e. Business interruption costs
 - i. These types of expenses are funded by other programs such as the CARES Act
 - ii. HOWEVER, FEMA STILL WANTS TO KNOW ABOUT THESE COSTS
 - iii. FEMA WILL ask about these types of expenses, so DO include documentation of these things because FEMA needs to take them into consideration
 - iv. If you do not include documentation for these types of expenses, FEMA will ask for it, thus slowing down the whole process
6. Staff time spent on COVID-19
 - a. Hourly employees – only overtime is an eligible expense for reimbursement
 - b. Salary employees' time spent on COVID-19 is NOT eligible for reimbursement
 - c. Emergency administrative work is eligible
 - d. Contract support directly related to COVID19 is eligible
 - i. Strict documentation guidelines are outlined on the slides
7. Part of the documentation includes existing employee/hospital policies already in place
 - a. Stick to existing OVERTIME POLICIES, do not include NEW overtime policies specifically for COVID-19
 - b. TIMEKEEPING POLICIES should have a specific code that is dedicated to COVID-19 only
 - i. These codes can be used to track salary employees' time spent on COVID-19
 - ii. FEMA will want to see this, even though salary employees' time spent on COVID-19 is not eligible for reimbursement
 - c. Assign EMERGENCY-SPECIFIC COST CODES immediately for the following:
 - i. Capital expenditures
 - ii. Equipment and supplies
 - iii. Contract services
 - iv. Overtime
8. In summary, the slides (attached) outline in detail what documentation needs to be included with the application.
 - a. DO NOT BE TOO CONSERVATIVE IN APPLYING FOR FEMA. Over documenting and asking for "too much" is better than not enough
 - b. Whatever you ask for, you MUST PROVIDE DOCUMENTATION. This will greatly expedite the process, getting approval for FEMA done much more quickly and efficiently
 - c. It is highly recommended that someone with prior experience with the FEMA application process fill out the forms for the hospital