

FAQ #1

Question:

Do I need to submit an ICS 214 Activity Log form?

Answer:

If you worked two hours or more in one day on COVID-19 response activities, yes, you need to complete an ICS 214 Activity Log form online. Be sure to sign-in at the link below, so you can use the copy feature to complete future day's ICS 214 submissions in less than 5 minutes. The online form is at <https://www.flexforms.com/f/sanfranciscoForm214>

CON DOC – Frequently Asked Questions: Mark de la Rosa & Snehi Basnet

FAQ #2

Question:

Is straight-time (regular work) spent on COVID-19 response eligible for FEMA reimbursement?

Answer:

For Budgeted Employees, for Emergency Work, FEMA-PAG only reimburses extra costs, i.e. overtime and the cost of compensatory time earned. However, you need to report all hours (regular time and overtime/comp time) spent responding to COVID-19 because FEMA asks us to report all activities, we undertake in responding to the emergency. Also, we want to be able to meaningfully report the City's total level of effort, not just reimbursable costs.

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	☑	☑

FAQ #3

Question:

Do I need to include details of all activities when completing an ICS 214 Activity Log form?

Answer:

Yes, but we don't need to be too lengthy or overly detailed. For example, the FEMA Public Assistance Guide specifies that, in order to support costs claimed, the applicant must submit, for each individual, a description of work performed with a daily log and activity reports. That said, consider using the summary descriptions that are included in the City's EOC Event Action Plan and/or your DOC's Incident Action Plan, copying and pasting those into your online ICS 214 form. The ICS 214 form is an activity log that is meant to capture all activities an individual performed in responding to an incident, so activity details are important.

FAQ #4

Question:

What can I do if I did not code my time to COVID-19 in PeopleSoft for a pay period that has closed?

Answer:

For now, submit your ICS 214 Activity Log with the accurate, updated information. Stay tuned for further guidance from the Controller's Office next week to clarify the specific next steps, for adjusting prior pay period coding.

FAQ #5

Question:

For FEMA eligible costs, what Project Activity Code should I use to charge time spent on COVID-19 in PeopleSoft?

Answer:

For FEMA eligible costs, COVID-19 emergency response costs should be coded to Project Activity Code 0001 Emergency Protective Measures. For non-eligible costs, use Project Activity Code 0010.

Reminder that the COVID-19 Incident Code 201920000B and the appropriate Incident Activity Code should also be used to code time spent on COVID-19 work activities.

FAQ #6

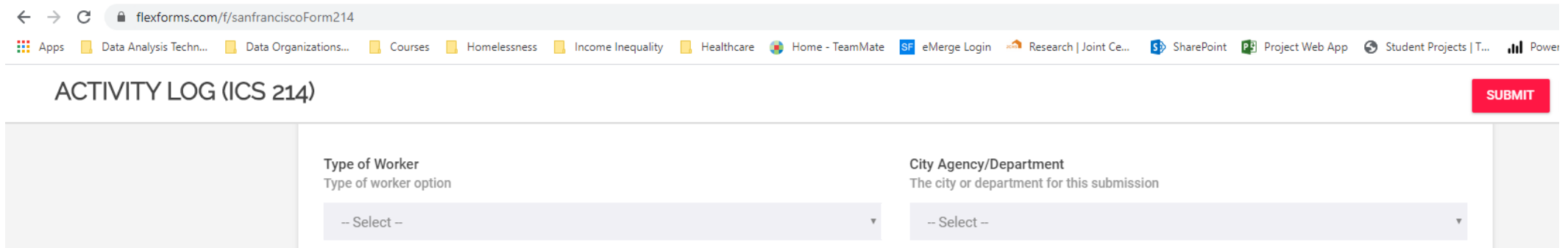
Question:

If an employee from one department is assigned to another department's DOC, which incident activity code should they use?

Answer:

In your PeopleSoft timesheet, please use the incident activity code corresponding to the other department's DOC. However, in your ICS 214, you should choose your own department in the "City Agency Department" field.

So for example, if you are an DHR employee staffing the HSA DOC, you would use the incident activity code for HSA DOC on your PeopleSoft timesheet, but list DHR as your City Agency/Department on the ICS 214.



The screenshot shows a web browser window with the URL flexforms.com/f/sanfranciscoForm214. The browser's address bar and navigation icons are visible at the top. Below the browser, a navigation bar contains several icons and labels: Apps, Data Analysis Techn..., Data Organizations..., Courses, Homelessness, Income Inequality, Healthcare, Home - TeamMate, SF eMerge Login, Research | Joint Ce..., SharePoint, Project Web App, Student Projects | T..., and Power. The main content area is titled "ACTIVITY LOG (ICS 214)" and features a red "SUBMIT" button in the top right corner. The form contains two dropdown menus: "Type of Worker" with the label "Type of worker option" and "City Agency/Department" with the label "The city or department for this submission". Both dropdown menus currently display "-- Select --".

FAQ #7

Question:

Is there an order in which the CARES Act funding must be expended? Before FEMA PAG or after?

Answer:

No. The CARES Act may be used for any eligible expenses and does not have to be the source of funding of last resort. However, recipients may not use payments to cover expenditures for which they will receive reimbursement from another source (no duplication of benefits).

FAQ #8

Question:

Will ICS 214 hours always tie in perfectly with PeopleSoft time reporting?

Answer:

The online ICS 214 forms accept time in 30-minute increments, whereas your timesheets allow 15-minute increments. Please code your time in your ICS 214 form to the nearest half hour. Also for MEA employees that have reached their 80-hour allotment and cannot claim any more Comp time, please enter actual hours spent on responding to the emergency in the ICS-214 form (although it may differ from your timesheet).

FAQ #9

Question:

If my department has 214s from a prior pay period that have not been submitted, what should I do?

Answer:

Please upload these to the appropriate pay period folder created for your department on ShareFile. Also, notify your cost recovery coordinator that new 214s for previously submitted periods have been uploaded.

FAQ #10

Question:

Are purchases related to computer peripherals (e.g., monitors, keyboards, mice) for staff to work from home due to COVID-19 FEMA PAG reimbursable?

Answer:

These purchases are not eligible under FEMA Public Assistance as emergency protective measures.

FAQ #11

Question:

Are modifications to our City workspaces (e.g., reconfiguring workspaces to allow for social distancing, installing plexiglass between open space workstations, and raising the height of lower cubicles to reduce airborne transmission) as protective measures against spread of COVID after we return to work eligible for FEMA Public Assistance reimbursement?

Answer:

Per current guidelines from FEMA, these costs will not be eligible for FEMA reimbursement, as they represent increased operating expenses and are temporary modifications. For now, the only FEMA eligible costs are related to emergency protective measures.

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FAQ #12

Question:

How can we request FEMA reimbursement for the cost of operating City-owned equipment?

Answer:

If a City-owned equipment is used in responding to the emergency, FEMA will reimburse for use of the equipment based on FEMA schedule of equipment rates:

[https://www.fema.gov/media-library-data/1566918062583-b079c79b86366aa3819da87b011dbe73/FEMA Schedule of Equipment Rates 2019 508clean 081319.pdf](https://www.fema.gov/media-library-data/1566918062583-b079c79b86366aa3819da87b011dbe73/FEMA_Schedule_of_Equipment_Rates_2019_508clean_081319.pdf)

LOCATION/SITE			CATEGORY		PERIOD COVERING						
DESCRIPTION OF WORK PERFORMED											
TYPE OF EQUIPMENT		OPERATOR'S NAME	DATES AND HOURS USED EACH DAY						COSTS		
INDICATE SIZE, CAPACITY, HORSEPOWER, MAKE AND MODEL AS APPROPRIATE	EQUIPMENT CODE NUMBER		DATE						TOTAL HOURS	EQUIPMENT RATE	TOTAL COST
			HOURS								

FAQ #13

Question:

What level of detail does FEMA need in my ICS-214 activity log?

Answer:

FEMA needs adequate documentation to substantiate that the applicant's Force Account labor performed eligible emergency protective measures. The ICS 214 demonstrates to FEMA what work was performed and how the work ties in to our response to the emergency. A statement saying – "*Cleaned Facilities*", "*Completed DOC work*", or "*Installed XX*" is not adequate.

Frequently Asked Questions: Mark de la Rosa & Snehi Basnet

FAQ #14

Question:

My cost recovery coordinator sent me a spreadsheet to complete for unbudgeted (grant-funded, temporary, seasonal, etc) employees. Why do I have to complete this?

Answer:

Both regular time and overtime/comptime labor hours associated with eligible work performed by unbudgeted employees are eligible for FEMA reimbursement. Without this information from you, we cannot identify which employees we need to claim regular hours reimbursement for.

Emergency Work Labor Eligibility		
Budgeted Employee Hours	Overtime	Straight-Time
Permanent employee	<input checked="" type="checkbox"/>	
Part-time or seasonal employee working during normal hours or season of employment	<input checked="" type="checkbox"/>	
Unbudgeted Employee Hours	Overtime	Straight-Time
Reassigned employee funded from external source	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Essential employee called back from furlough	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Temporary employee hired to perform eligible work	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Part-time or seasonal employee working outside normal hours or season of employment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

FAQ #15

Question:

When reporting time in PeopleSoft, why do I need to pay attention to the incident activity codes when I have coded to the COVID project activity code **(10033788)**?

Answer:

The BI dashboards sorts the data you input into your timesheets to create meaningful summaries to submit to FEMA. The summaries are only as good as your coding, so we rely on you to accurately code data to the system.

For example, if you code something to the *0000: Do Not Report to Work* code, we will exclude it from our submission because FEMA will not reimburse us for those costs.

FAQ #16

Question:

Do I have to use the reconciliation template provided by my cost recovery coordinator?

Answer:

No, if you have a process in place that captures all the information requested in the template, and can provide that to us, you do not need to use the template provided by your cost recovery coordinator.

FAQ #17

Question:

What do some of the FEMA numbers and submittals mean?

Answer:

- Expedited funding request based on estimates – FEMA has obligated \$15.1 million
- Any additional funding from FEMA will be based on actuals:
 - Summary reports for personnel and non-personnel costs
 - Supporting documentation in the form of ICS 214s, Invoices, payments, etc.
- Quarterly progress report submission, based on actuals, no supporting documentation.

FAQ #18

Question:

My department's staff who worked at the EOC in March, turned in paper copies of their 214s to the EOC. How can I get copies of these 214s?

Answer:

The EOC timekeeping unit sent scanned copies of all 214s received at the EOC to the departmental payroll contacts. If you cannot determine who, at your department, received these 214s, please contact us at EOC214@sfgov.org and we can provide you with that information.

FAQ #19

Question:

From a Cost Recovery perspective, should my department purchase or rent equipment necessary for COVID-19 response?

Answer:

If you own equipment, FEMA will reimburse for Force Account Equipment based on FEMA equipment rates. You will need to provide detailed information on the number of hours used per day, location where equipment was operated, and other details.

If you do not own an equipment needed for COVID-19 response, you will either have to purchase it or rent it. Please do a cost comparison to ensure the least costly option between rental versus purchase and document this comparison to submit to FEMA.

FAQ #20

Question:

If an employee is on leave because they have contracted COVID, is their paid leave FEMA reimbursement eligible?

Answer:

No, FEMA will not provide Public Assistance funding to reimburse costs associated with the salary and benefits of an employee on leave, regardless of the nature of the leave. Labor costs associated with employees sent home or told not to report to work due to the emergency are not eligible for FEMA reimbursement.