



April 15, 2022

Frequently Asked Questions (FAQ)

Community-Based Organization FEMA Wraparound Services Grant Agreement

The Oregon Health Authority (OHA), Public Health Division provides funding to continue wraparound services for community members who are in isolation or quarantine due to COVID-19. These funds can be used for housing, utility and nutrition supports, caregiving or other supportive costs based on the individual’s need.

Funding is available through the Federal Emergency Management Agency (FEMA) and managed by the Oregon Health Authority. Please visit healthoregon.org/communityengagement for more information.

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Applying for Funding

1. Who can apply?

Community-Based Organization (CBO) grantees under the COVID-19 Community Engagement Team that have fully expended or are close to fully expending (75% or higher) **their contact tracing, wraparound supports, and isolation and quarantine direct client costs Program Elements** can request to participate in the FEMA Wraparound Services grant program.

Since FEMA is the payer of last resort, OHA needs to ensure that existing OHA grant funds awarded in 2021 for Wraparound support and Isolation and Quarantine Direct Client Costs are fully expended before CBOs begin to utilize the funding under this new grant program. OHA is initiating the contract process when CBOs have spent down more than 75% of their combined (Direct Costs, Wraparound Services, and Contact Tracing) award to try and prevent a lapse in funding/services.

CBOs who would like to participate in the 2022 FEMA Wraparound contract must be up to date on all contract requirements for both their 2021 Community Engagement Team (CET) grant, as well as their VOTE (Vaccine Operations Team Equity) grant if they are also a VOTE recipient.

2. How do I apply?

Once an organization has spent more than 75% of eligible CET grant funds, OHA will reach out to gauge interest and schedule a kick-off call. Organizations can also email ohacetwrap.covidfema@dhsoha.state.or.us to learn more prior to meeting their eligibility.

3. Who can I talk to about this opportunity?

You can reach out to your Community Engagement Coordinator (CEC) or the grant support team at ohacetwrap.covidfema@dhsoha.state.or.us.

4. How does this grant differ from my current Community Engagement Team grant?

This new opportunity, funded by FEMA, is different in a few very important ways.

CBOs will need to collect detailed invoices and receipts for all wraparound services they provide and submit this documentation each month to FEMA. Participating CBOs will receive a single, up-front prepayment upon execution of their FEMA grant agreement and submission of an advanced payment invoice package to assist with covering costs while invoices are prepared and submitted.

Any funds not accounted for by the end of the grant period in the monthly documentation packages to FEMA must be returned to OHA.

Additionally, FEMA project extensions occur quarterly, so CBOs will not have as much advance planning notice to manage their funds into the future. Currently, OHA can utilize FEMA funding through July 1, 2022.

Finally, there are some wraparound costs that FEMA will not cover. Organizations are not allowed to make direct payments to individual clients in the form of a check or a gift card, beyond the use of a gift card for grocery or food delivery. Any funds that go directly to individuals in isolation or quarantine will not be reimbursable by OHA.

For example, an organization can pay pro-rated support to a utility company, however, an organization cannot pay a pro-rated portion of the utility bill directly to the person in Isolation or quarantine.

5. What are the similarities between the FEMA Wrap grant and the Community Engagement Team grant?

- **Wraparound services** include personnel and supplies needed to support community members who need to isolate in compliance with the current public health guidelines. CBOs can connect community members to long-term safety net programs, such as emergency rental assistance, health insurance, Supplemental Nutrition Assistance Program (SNAP) and Temporary Assistance to Needy Families (TANF).
- **Isolation direct client costs are for people who test positive for COVID-19** and refer to housing assistance, meals, transportation, caregiving, and other expenses an individual in isolation may need to support them during their **isolation period only**. Individuals who need to isolate for a longer period of time or are in quarantine and then test positive for COVID-19 and need to isolate, should provide the CBO with a note from their doctor or a self-attestation form to confirm the amount of time they were in isolation. Since OHA and local public health authorities are no longer conducting routine case investigation and contact tracing, there may be fewer referrals coming directly from your local public health authorities and more self-referrals from community members looking for support.

- **Quarantine** is defined as staying away from people after being exposed to someone who has tested positive for COVID-19.

As of March 12, 2022, quarantine services will ONLY be provided to individuals who meet the following criteria:

- Healthcare workers who are not up to date on their COVID-19 vaccines will need to quarantine from providing patient care or working in a healthcare setting for 10 days (or 7 days if they can get a negative test on days 5-7).
 - » They will not, however, have to avoid going into the community. They can still get groceries, go to school, etc.
- Residents or inpatients of healthcare settings (regardless of vaccine status) will need to quarantine within the facility for 10 days to avoid exposing their high-risk neighbors.
 - » If the resident has school or employment outside the healthcare setting (e.g., people who may leave an adult foster home to go to work), they may do so if they remain asymptomatic.
- Residents and staff of other congregate settings who are not up to date on their COVID-19 vaccines (e.g., shelters, transitional housing, employer-provided labor housing) will need to quarantine from/within the congregate setting to the extent possible for 10 days (or 7 days if they can get a negative test on days 5-7):
 - » Staff should avoid work, if possible, for 10 days; however, they may go about their business otherwise.
 - » If feasible, residents should also be quarantined within the facility when they are present; however, they may go about their business outside the facility.

Note: CBOs should refer to current public health guidelines found here:

https://www.oregon.gov/oha/PH/DISEASES/CONDITIONS/COMMUNICABLE_DISEASE/REPORTING_COMMUNICABLE_DISEASE/REPORTING_GUIDELINES/Documents/Novel-Coronavirus-2019.pdf

6. What happens after I contact OHA or am contacted by OHA to participate in this program?

After your organization enters into a new CBO FEMA Wraparound Grant Agreement, required items must be completed to access funding. These required items include an updated FFATA, Risk Assessment, and Certificate of Insurance. In addition to VOTE and CET reporting requirements, these additional documents must be completed before a grant agreement is issued. Grant agreements can be issued back to January 1, 2022.

Community organizations that enter into this agreement must adhere to the following:

- Be aware that expenses cannot be reimbursed without documentation.
- Submit initial and monthly invoices in addition to the monthly activity report.
- Submit all reporting documentation to back up invoices, including receipts, timesheets, etc.
- Pay back any unused funds at the end of the project period.

7. How do I determine how much my organization needs to request for a one-time up-front payment?

OHA's team can help you look through your quarterly Community Engagement Team expenditure reports and current client caseload to determine how much estimated funding will be needed to cover expenses until you submit an invoice and receipts. At that point, a CBO will complete an initial advanced payment invoice package. Please remember that any expenditures that have not been documented with an invoice and receipts will need to be returned to OHA at the end of this project, which is why it is important to balance cash flow with actual planned and documented expenditures.

Note: The advance payment limit is the lessor of 50% of the NTE of the Wraparound Grant amount (\$125,000) and the average of the CBO's expenditure for Wraparound services over the past four quarters under the 2021 CET grant.

8. What are the requirements to be contracting with OHA?

Since this funding opportunity is open to current OHA grantees that have expended or will soon expend their resources, most CBO paperwork should already be in order. Some other requirements that will need to be current are:

- Current business registration with the Oregon Secretary of State.

- Current proof of general commercial liability insurance for a minimum of \$1,000,000.
- 501(c)3 registration with the Internal Revenue Service or a 501(c)3 fiscal sponsor.
- In addition, all grant requirements for both the CET funds and VOTE fund (if applicable) must be completed in order for the FEMA Wrap grant process to be initiated.

Contracting Process

1. If I still have a balance in my Community Engagement or Oregon Emergency Rental Assistance Program (OERAP) program element budgets, can I still participate in this grant program?

Yes. Since the Community Engagement and OERAP program areas cannot be used for isolation and quarantine wraparound services-related costs, OHA expects that some CBOs may participate in this FEMA grant program and still retain their Community Engagement Team grant agreement until those funds are expended.

To prevent duplication, CBOs should no longer provide wraparound support or Direct Client Costs under the 2021 CET contract after starting their 2022 FEMA Wrap contract.

2. When do I need to request to participate in this program?

There is no deadline to apply for this funding, which is currently available until July 1, 2022.

However, due to the length of OHA's contracting process, it is recommended that eligible CBOs request to participate sooner rather than later.

Invoice and Expenditure Reports

1. What are the financial and programmatic reporting requirements associated with this grant?

All CBOs who secure FEMA Wraparound Services funding are required to provide invoices and receipts for all expenditures that your CBO will seek reimbursement for, as well as a monthly activity report.

Required report	Due date
<p>Invoice and Expense Report: There are two types of Invoice and Expense Report Packages that can be utilized for funding.</p> <p>1. Advanced funding request</p> <p>CBOs will submit an Advanced Funding Request first to receive funding to retroactively cover expenses from the start of the contract up to the contract execution that are not covered by another grant source.</p> <p>After receiving funding, CBOs will then begin documenting how the funds were spent and will provide all receipts and invoices for the programs, activities, and supports related to the Advanced payment.</p> <p>Any unspent funds or undocumented funds will be required to be returned to OHA at the end of the contract.</p>	<p>Advanced Payment will be due at the start of your contract to receive funding.</p> <p>Please refer to the instruction included the Invoice and Expense report package for further details.</p>
<p>2. Ongoing expense reimbursement</p> <p>After fully spending and documenting an organizations advanced payment, CBOs are allowed to request monthly reimbursement for expenditures incurred for the prior month.</p>	<p>2. Ongoing expense</p> <p>Reimbursement is due the 15th of the following month that reimbursement is being requested for. (i.e., March Ongoing Expense Reimbursement is due April 15th. This will be completed</p>

Required report	Due date
	<p>after the advanced payment has been fully spent and documented.</p> <p>Please refer to the instruction included the Invoice and Expense report package for further details.</p>
<p>Activity Report:</p> <p>This is an online form that allows your organization to report on the activities performed and is to be submitted online monthly.</p>	<p>15th of every month, report on the prior month.</p> <p>For example: If your organization is reporting for the month of February, you would include all clients served during the month and complete the Activity Survey focusing on February 1-28. You would have until March 15 to send this information to OHA.</p>

Submitting Receipts

1. How does my organization submit receipts for staff and personnel? Are time sheets enough?

- If you have a payroll/timekeeping system export, you will need to attach all supporting documentation when submitting your completed package. This documentation would include your payroll output file name from your time keeping system and should show time spent on wraparound activity for people in isolation or quarantine separately from other staff time.
- If you do not have a payroll/timekeeping system export, please complete Tab 3b (Labor Input) of the CBO FEMA Wraparound Services Invoice and Expense Report Package. This should only include time spent on wraparound activity for people in isolation or quarantine.

Note: Time worked over holidays and weekends should be accompanied with an explanation of why off hour work was necessary.

2. What do I need to remember before submitting receipts for reimbursement?

- There should be one receipt/invoice for each line item in the Invoice and Expense Report package. If there was a prorated amount provided for Rent/Utilities, please include a breakdown of how the prorated amount was determined. (I.e., 5 days out of 30 for April * Monthly Utility Bill cost).
- Identify which receipts are being submitted for what charge and distinguish them by noting at the top which receipt is for which program.
 - Itemize each receipt.
 - » Each expense incurred may be broken out to show what was purchased and for what amount. I.e. for grocery receipts we should see the individual items and quantities bought, not just the total amount spent for groceries.
 - Submit a PDF file for every receipt.

How to use FEMA Wraparound Services Funds

Please note that direct client costs can only be provided within the current public health guidelines for isolation and quarantine. Long-term housing, utility and nutrition supports cannot be covered with this funding; however, staff time to connect clients to these safety net programs is permitted. The guidance below is subject to change pending FEMA guidance.

FEMA wraparound services funds guidance	
Gift cards for grocery or food delivery?	Yes. Note: OHA has recommended \$100 per person per 5 days of isolation or quarantine as general guidance under the CET grant agreement.
Cash-valued gift cards or raffles as an incentive? <i>For example, food/gas cards, raffle prizes etc. for community engagement.</i>	No.
Checks, cash, or cash-valued gift cards as payment to an individual for their rent and/or utility costs? <i>For example, cash, check, or a gift card valued at five days' worth of an individual's rent and utilities.</i>	No. Note: Direct payments to clients are not reimbursable by FEMA.

FEMA wraparound services funds guidance

<p>Staff time for the following activities:</p> <ul style="list-style-type: none"> • Answering phone calls • Arranging isolation and quarantine-related services for clients • Delivering food to clients • Providing case management to support long-term wraparound support needs • Connecting clients to isolation or quarantine housing services • Enrolling clients in health care and finding a health care provider 	<p>Yes.</p> <p>Note: Employee timesheets and subcontractor contract invoices or proof of total cost, and invoices (if available) should be included in reporting.</p>
<p>Subcontractor or contract work related to isolation and quarantine wraparound supports?</p>	<p>Yes.</p> <p>Note: A formal subcontract agreement would be required by FEMA with written OHA approval.</p>
<p>Outreach materials that share information about wraparound services provided? <i>For example, Facebook ads, fliers, handouts, signs, or other items needed to communicate.</i></p>	<p>Yes.</p> <p>Note: These costs must be specific to the provision of wraparound services rather than general outreach.</p>
<p>Translation and interpretation services and/or capabilities?</p>	<p>Yes.</p>
<p>Storage space rental for isolation and quarantine-related supplies?</p>	<p>Yes.</p>
<p>Supplies and equipment? <i>For example, personal protective equipment, boxes, hand sanitizer, thermometers.</i></p>	<p>Yes.</p>

FEMA wraparound services funds guidance

Home test kits?	Yes , if not otherwise covered by insurance.
COVID-19 testing events?	No. Note: This funding can only go toward wraparound services. COVID-19 testing and home test kits for an individual or household must be requested from OHA and not purchased with funds from this grant.
Child or elder care expenses for clients?	Yes.
Legal and compliance services? <i>For example, hiring people or a company to assist in ensuring your organization conforms to contract standards, regulations, and laws of the industry.</i>	No.
Transportation and Parking for clients and/or workforce? <i>For example, mileage to and from homes, grocery store, etc.</i>	Yes. Note: Reporting must include a map of the route (e.g., Google Maps), and total mileage. Note: For employees, this only includes reimbursement for travel further than their normal commute. Note: Must be calculated using the federal rate. See https://www.gsa.gov/travel/plan-book/per-diem-rates .

FEMA wraparound services funds guidance	
Administrative overhead costs? <i>For example, insurance.</i>	Yes. Note: For additional information please refer to question 4 below.
Cost of insurance required to partner with OHA?	Yes. Note: Your organization can request reimbursement for these costs after being contracted with OHA. Note: Your organization must be able to afford the upfront cost of the insurance as this is a requirement to get an executed contract which is required for reimbursement.
Isolation or quarantine housing? <i>For example, hotel/motel required for quarantine</i>	Yes, for the time an individual is in isolation or quarantine per current public health guidelines only.
COVID-19 related health care that is not reimbursed by insurance (examples: testing services, co-payments for health care visits)?	Yes. Services must be related to COVID-19. Note: Please refer to FEMA's COVID-19 Medical Care Eligible for Public Assistance in the link below: https://www.fema.gov/sites/default/files/documents/fema_public-assistance-covid-19-medical-care-v2-with-equity-job-aid_policy_3-15-2021.pdf
Directly Paying Individuals in Isolation and Quarantine?	No.

FEMA wraparound services funds guidance

Staff lodging costs:

For example:

- *Travel for staff/volunteers to and from food delivery, etc.*
- *Overnight lodging for client services-related travel more than 70 miles from the organization's office (which includes their work from home location)*

Yes.

Note: OHA requests that grantees remain within GSA (General Services Administration) rate for this cost, and if they are unable to find lodging at or under this rate, they will be asked to submit documentation supporting their selected lodging decision.

Documentation would be a printout of hotel room costs for the area on the relevant dates.

Receipt(s) and invoices must show that expense(s) relate to vaccination work.

Per diem, should show breakdown based on government rate (GSA rate), found here:

<https://www.gsa.gov/travel/plan-book/per-diem-rates>

Capital equipment? (Single item that is \$5,000 or more)

For example, vehicles

Yes. Capital equipment purchases must receive prior approval by OHA.

Note: The purchased capital equipment's value would have to be returned to OHA at the end of contract term or the agency will have to pay back the value left on the capital improvement or vehicle. Please consider leasing alternatives prior to capital equipment purchase.

FEMA wraparound services funds guidance

Information technology purchases? <i>For example, keyboards, monitor</i>	Yes.
Software purchases?	Yes.
Software licensing fees?	Yes.

How to use FEMA Wraparound Services Funds (Frequently Asked Questions)

1. What timeframes are permitted for isolation and quarantine direct client costs?

Clients can be served for the period they are in isolation per current public health guidelines at that time. Typically, this will be five days for someone who is asymptomatic or has symptoms resolve quickly. For those who test positive and then need to isolate, or who have symptoms for a longer period of time, CBOs can ask for the following information to confirm the length of time that services can be covered: a note from their health care provider or a self-attestation form.

Isolation support for a household should be calculated using the first household member's first day of isolation and the last household member's last day of isolation.

2. Can I receive a FEMA grant agreement to use for wraparound services costs (e.g., payroll and supplies) and use my Community Engagement Team grant agreement to pay for isolation and quarantine direct client costs?

No. FEMA is the payer of last resort, so at this time it is not possible to keep both a FEMA grant agreement and spend on the existing Wrap Around Support and Isolation and Quarantine Direct Client Costs for the Community Engagement Team contract. OHA will work to ensure CBOs receive sufficient up-front payment to cover costs until reimbursement is submitted and payments are made on invoices.

3. What documentation do I need for providing services?

Any of the following documents can be used for housing assistance:

- Mortgage/Rental/Hotel receipt or invoice from the leasing agency
 - Including a proration breakdown for days supported
- Utility bill or payment receipt
- Utility bill or payment receipt for another household member with a letter that indicates the person being supported does live at that location and has a sublease or informal agreement with the person(s) listed on the utility bill.

Any of the following documents can be used for transportation:

- Map of the route, total mileage, and applied at the GSA Rate.

Any of the following documents can be used for caregiving:

- Receipt of the Caregiving Expense
- Self-Attestation or doctor note to confirm the amount of time they were in isolation if services are >5 days

Any of the following documents can be used for non-care/non-transportation:

- Receipt of grocery or gift card expense
- Receipt of payment for medical expenses for COVID-19 related visits

4. Is administrative time spent on gathering payroll and expense details reimbursable?

Yes. Administrative expenses like this (and other overhead) reimbursements should stay within the limit of 10% of requested overall funding.

- **Indirect costs will still need to be itemized and provided in the Invoice and Expense Report package under “Administrative Overhead.”**
- Items in the Administrative Overhead category will still require documentation to be submitted, justifying the expense.
- **Items that are shared expenses with other programs at your agency can be reimbursed based on % of FTE dedicated to Wraparound Services.**

Example: A cell phone which is used by an employee who dedicates 0.5 FTE toward Wraparound Services work could be reimbursed for 50% of the monthly cell phone bill.

Glossary

Spend down: The deliberate depletion of funds to meet the criteria for a limited time frame.

Wraparound services: Wraparound service delivery is a team-based, collaborative case management approach. In a wraparound approach, a team of professionals (e.g., educators, mental health workers) and key figures in a person's life (e.g., family, community members, etc.) create, implement, and monitor a plan of support.

Capital improvement: A permanent structural alteration or repair to a property that improves the property. As a result, increasing its overall value. That may come with updating the property to suit new needs or extending its life. This also includes vehicles.

Administrative overhead: Costs not involved in the development or production of goods or services. Examples of administrative overhead costs are the costs of front office and sales salaries, wages, and office supplies.

Indirect cost: is any cost not directly identified with a single, final cost. Often indirect costs are set at a fixed rate by an organization to cover operating expenses, like the organization's rent, utilities, bookkeeping staff, etc.

Document accessibility: For individuals with disabilities or individuals who speak a language other than English, OHA can provide information in alternate formats such as translations, large print, or braille. Contact the COVID-19 Communications Unit at 1- 971-673-2411, 711 TTY or COVID19.LanguageAccess@dhsosha.state.or.us