

DATE: April 10, 2020

TO: Wendy Wintersteen, President
Jonathan Wickert, Senior Vice President and Provost
Martino Harmon, Senior Vice President for Student Affairs
Emergency Operations Center Team Leaders

FROM: Bonnie Whalen, Associate Vice President for Financial Strategy

RE: COVID-19 Effort Tracking

The COVID-19 pandemic is impacting university operations in numerous ways, and many of those impacts have financial implications. Grants from the Federal Emergency Management Agency (FEMA) may represent one of the critical sources to help the university address the fiscal challenges posed by the pandemic. To ensure optimal access to FEMA aid and other funding opportunities, the university must track various activities. A memo sent on April 1 provided directions on tracking operational expenses related to COVID response. These types of direct expenses (PPE purchases, airline change fees, IT equipment for going to on-line instruction, etc.) should use the DD11790 for tracking purposes. Staff effort and hours, however, should **not** be tracked with the DD11790 worktag. Information on staff effort and hours tracking will be provided in this document. It is important to note that **not all costs incurred or reported as a result of the COVID-19 incident are eligible for reimbursement and will be reviewed closely.**

The university will need to collect data going back to the beginning of the COVID-19 crisis, which has been defined by FEMA as January 20, 2020. FEMA has declared Emergency Protective Measures (EPM) that eliminate or lessen immediate threats to lives, public health or safety as eligible for reimbursement. Accordingly, the university has prepared an online Smartsheet form to track EPM efforts. Employees who took part in eligible activity must fill out this form. Eligible work activity examples for this category include:

1. Emergency Operation Centers – attending EOC meetings, working on EOC projects, scheduling EOC meetings
2. Emergency Medical Care – non-deferrable medical treatment of infected persons in shelter or temp facility, related medical facility services and supplies, emergency transport

3. Training specific to the COVID-19 event – proper cleaning methods, response efforts, etc.
4. Disinfection of eligible public facilities
5. Movement of supplies and persons – time to move offices to alternative locations
6. Security and law enforcement
7. Communications-Public Health and Safety information
8. Containment efforts – Study Abroad Student Extraction
9. Time to convert courses to on-line instructions (does not include instruction time).

Not all costs incurred as a result of the incident are eligible and will be reviewed closely. To be eligible, costs must be:

1. Directly tied to the performance of eligible work (as listed above)
2. Adequately documented
3. Reduced by all applicable credits, refunds, insurance, etc.
4. Authorized and not prohibited under Federal, State or local government laws or regulations
5. Consistent with the Applicant's internal policies, regulations and procedures that apply uniformly to both Federal awards and other activities of the applicant (ISU)
6. Necessary and reasonable to accomplish the work properly and efficiently.

LABOR TRACKING

Labor specifically related to the definitions provided above will be tracked for salaried and hourly staff. Instructions for completing the new online Smartsheet form follows below. Employees who completed work listed above in previous months may need to fill out forms for January, February and March, to document all reportable time. Completing the form requires only a few minutes.

Smartsheet form instructions

- **All salaried and hourly employees who have participated in activities related to emergency response operations** should complete the tracking form and keep detailed records of the information being reported, for audit purposes.
 - Please read the directions carefully.
 - The form must be filled out for each month during which the employee spent time on emergency operations activities. The form contains fields for an employee's name, email and department. It then asks to select the appointment type (i.e. faculty, P&S salaried, P&S hourly, merit), the category or categories (may select multiple) of FEMA eligible work, the reporting month, the percentage of effort or the time spent working on EPM activities during the month and describe specifically what work was performed.
 - Salaried staff members are not allowed to report more than 100% effort or less than 1% effort. Please use whole percentages.

- Regular time hours and overtime/compensatory time hours, should be reported for hourly paid employees, but nothing less than one tenth of an hour.
- Supervisors may complete this sheet on behalf of their merit employees. Please work with WorkDay timekeepers to run the “ISU Time Block Audit – for Timekeepers” report to identify employees with weekly related overtime that may need to be reported. Indicate on Timekeepers report by highlighting the hours being reported and upload a copy of this report in the Smartsheet report as documentation.

Click here to access the Smartsheet form:

<https://app.smartsheet.com/b/form/29c37ac2e9c34f2080ad2b6c84af97e5>).

A PDF of this memo and the link to the form will also be posted on the Division of Operations and Finance’s COVID-19 response website.

Guidance for future months

These forms must be filled out on an ongoing basis throughout the crisis. Accordingly, we recommend that employees who performed duties related to COVID-19 continue to submit records of how much time is devoted to pandemic response. This will allow for more accurate data when filling out the form for future months. Reminders will be sent automatically to those who submit a response, and the report link will be posted for future reference.

We understand that this process may be unfamiliar to many ISU employees. If you need help or have questions about this process, please contact Bonnie Whalen at whalen@iastate.edu.

FAQ

Why is this effort necessary?

This effort positions the university to mitigate the financial impacts of the pandemic. Tracking labor associated with Emergency Protective Measures that resulted directly from COVID-19 response may help the university access FEMA funding. Not all costs incurred as a result of the incident are eligible and will be reviewed and audited closely.

Who should fill out the effort and overtime Smartsheet forms?

Anyone completing eligible work activity as defined below. Examples for this category include:

1. Emergency Operation Centers – attending EOC meetings, working on EOC projects, scheduling EOC meetings
2. Emergency Medical Care – non-deferrable medical treatment of infected persons in shelter or temp facility, related medical facility services and supplies, emergency transport
3. Training specific to the COVID-19 event – proper cleaning methods, response efforts, etc.
4. Disinfection of eligible public facilities
5. Movement of supplies and persons – time to move offices to alternative locations
6. Security and law enforcement
7. Communications-Public Health and Safety information
8. Containment efforts – Study Abroad Student Extraction
9. Time to convert courses to on-line instructions (does not include instruction time).

How do I access the smartsheet report?

<https://app.smartsheet.com/b/form/29c37ac2e9c34f2080ad2b6c84af97e5>

How often must the forms be filled out?

The forms must be filled out for each month an employee has carried out eligible work activity as defined by FEMA for the COVID-19 response. This may require you to fill out forms going back to January 2020.