

From: Langevin, Duetta <dlangevin@mtsac.edu>

Sent: Friday, April 17, 2020 11:19 AM

To: Audrey Yamagata-Noji, Abe Ali, Richard Mahon, Morris Rodrigue, Bill Scroggins,

Subject: FEMA Forms and Training Information

Good Morning,

Please find the information that we spoke about at Tuesday's cabinet meeting. We adjusted the format of the power point into a fact sheet, I am also attaching a document that outlines potential cost that the Chancellor's office indicated may be reimbursable. The information provided on the reimbursable costs are just some of the items that we can seek reimbursement for, however if there is an item that is not listed but you feel it might be, please reach out to Duetta. As additional information develops we will be sending updates.

Vivian and I will be working with Finance to obtain information that will assist with the retro documentation and will be reaching out to the individuals you have assigned for assistance.

Due to the declaration provided by the President, we are now eligible to apply for FEMA Public Assistance related to the COVID-19 Emergency Declaration.

The attached information provides a fact sheet summarizing the instructions related to the required FEMA forms. necessary to file with FEMA.

The fact sheet provides you with the links associated for the fillable forms.

Please have the person assigned to complete these forms and have them email Vivian and Duetta with their contact information.

Please follow these guidelines:

- a. Assign the responsible staff in your perspective areas and provide that staff members name, title, email address and phone number
- b. Documentation process will start Monday April 20th
- c. Provide the attached information to the responsible staff
- d. Documentation is recommended daily
- e. Questions and individual training is optional please contact Duetta Langevin

Vivian Ruiz - vruiz6@mtsac.edu - cell 626-833-3728




Duetta Langevin – dlangevin@mtsac.edu – cell 951-870-1279.


Thank you and have a great weekend!


Duetta Langevin


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 M-Th, Off Fridays

 8:00 am - 5:00 pm

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