

Disaster Cost Recovery Training

Two Day Program

Presented by
Mike Martinet, MS, CEM
4th Edition

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While every attempt is made to keep all the reference materials in this workbook up-to-date, Public Assistance applicants must check the FEMA.gov website for the most current version of all files before beginning the Public Assistance claims process in the event of an actual disaster declaration.

Disaster Cost Recovery Training - Course Evaluation

Name: (Optional) _____ Agency _____

Date: _____ Location: _____

As a result of attending this training:

I have a better understanding of how FEMA's Public Assistance program works.

No - 1	2	3	4	5	6 - Yes
--------	---	---	---	---	---------

I better understand that disaster cost recovery is a complex and lengthy process

No - 1	2	3	4	5	6 - Yes
--------	---	---	---	---	---------

I better understand the importance of proper documentation for cost recovery.

No - 1	2	3	4	5	6 - Yes
--------	---	---	---	---	---------

I have a better understanding of the administrative aspects of cost recovery.

No - 1	2	3	4	5	6 - Yes
--------	---	---	---	---	---------

I better understand how cost recovery planning can increase Federal assistance.

No - 1	2	3	4	5	6 - Yes
--------	---	---	---	---	---------

I have a better understanding of the rules of disaster damage eligibility.

No - 1	2	3	4	5	6 - Yes
--------	---	---	---	---	---------

I better understand the value of pre-disaster cost recovery policies and contracts.

No - 1	2	3	4	5	6 - Yes
--------	---	---	---	---	---------

For the entire training:

What part was most helpful? _____

What part was least helpful? _____

What if anything was left out? _____

What if anything, didn't need to be in the training? _____

How could the instructor improve the training? _____

There are others in my agency that could benefit from this kind of training: Yes No

Other comments: _____

Thank you for your comments and suggestions.

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While every attempt is made to keep all the reference materials in this workbook up-to-date, Public Assistance applicants must check the FEMA.gov website for the most current version of all files before beginning the Public Assistance claims process in the event of an actual disaster declaration.

Disaster Cost Recovery - Workbook Index

Disaster Cost Recovery Training - Course Evaluation	3
Index	5
Partial List of Changes in FEMA's PA Program Since Hurricane Sandy	10
Sandy Recovery Improvement Act Fact Sheet	11
Letter from Gary (J.R.) Hatfield, Imperial Irrigation District	12
Audit of the City of Gulfport, MS	13
Public Assistance Claims Process (Chart)	22
Public Assistance Claims Process (Chart - Proclaim Local Emergency)	23
Cost Recovery Process - Start Up Phase (Chart)	24
Preliminary Damage Assessment Summary (FEMA Form 90-80)	25
EOC Check-In Instructions	27
EOC Individual Job Log	28
EOC Daily - Section Time Log	29
Assisting Agency / Mutual Aid Status	30
Emergency Operations Basics for Finance and Cost Recovery	31
Disaster What To Do List	32
Actual Case History - Winter Floods 2005	36
Public Assistance Claims Process (Chart - Make Damage Assessment)	37
Damage Assessment After the Paso Robles Earthquake	38
Damage Assessment Overview For Disaster Cost Recovery	39
Damage Information Collection Process - Buildings	40
Damage Assessment Financial Information Flow	41
Damage Assessment Challenges	42
Building Inspector Mutual Aid Log For Expense Tracking (MA-1)	43
Building Inspector Mutual Aid Daily Expense Report Envelope (MA-2)	45
Facility Initial Damage Report Form (DA-I-1)	46
City Owned Property Checklist For Damage Assessment (DA-I-2)	48
Disaster Loss Estimation Form (Internal) (DA-I-3)	49
Post Disaster Vehicle Damage Report (DA-I-4)	50
Office Furnishings and Equipment Damage Report (DA-I-5)	52
Office Relocation Expense Report (DA-I-6)	54
Disaster Damage Documentation Checklist (DA-I-7)	56
Initial Damage Estimate (DA-X-1)	57
Damage And Needs Assessment Summary (DA-X-2)	59
Disaster Impact Financial Summary (DA-X-3)	62
Disaster Loss Estimation Guide (DA-X-4)	64

Disaster Cost Recovery - Workbook Index

Property Damage Report (DA-X-5 a through d)	65
Public Assistance Claims Process (Chart - County Emergency Proclamation)	66
Public Assistance Claims Process (Chart - Governor’s Proclamation)	67
Public Assistance Claims Process (Chart - Presidential Disaster Declaration)	68
FEMA-STATE AGREEMENT (Sample)	69
Immediate Needs Funding - The Process	70
Immediate Needs Funding Process Flow Chart	72
Immediate Needs Funding Reconciliation Sheet	73
Community Disaster Loan Program	74
FAQ’s for Special Community Disaster Loan Program (FEMA RP9580.101)	75
Public Assistance Claims Process (Chart - Applicant Briefing)	76
Request For Public Assistance (FEMA Form 90-49)	77
Project Assurances for Federal Assistance (Cal-OES Form 89)	78
Project Application CDAA (Cal-OES Form 126)	80
Designation of Applicant’s Agent Resolution (Cal-OES Form 130)	82
Public Assistance Claims Process (Chart - Kickoff Meeting - Reference Mat’ls)	83
2016 FEMA 9500 Series Policies	84
FEMA Public Assistance Appeals Database	86
Sample Case from the Appeals Database	88
Public Assistance Claims Process Time Lines (Chart)	92
Public Assistance Claims Process (Table)	93
Public Assistance Process Flowchart	94
PNP Application Process Flowchart	95
Public Assistance Claims Process (Chart - Prepare List of Projects)	96
List of Projects (Cal-OES Form 95)	97
List of Projects (Excel Spreadsheet based on Cal-OES Form 95 - Tab 1)	98
List of Projects (Excel Spreadsheet based on Cal-OES Form 95 - Tab 2)	99
FEMA Site Sheet Summary	100
FEMA Site Sheet	101
FEMA Site Sheet - Additional Site Costs	102
Public Assistance Claims Process (Chart - PA Grant Basics)	103
Hancock Co. Struggling with Finances after Katrina	104
Public Assistance Claims Process (Chart - Operations Strategy)	105
Disaster Cost Recovery Team Structure Chart	106
Disaster Cost Recovery Planning Visualization	107
Improving Disaster Cost Recovery Now, Then, and Later On (Exercise)	108

Disaster Cost Recovery - Workbook Index

Disaster Policy & Procedures Self Assessment (Exercise)	110
Public Assistance Claims Process (Chart - Prepare List of Projects - Operations Process)	111
Use a Systematic Documentation Process (Chart)	112
Disaster Cost Documentation Detail	113
Paper Flow From the Field for Cost Recovery	114
Disaster Cost Recovery Documentation Filing Assignments (DOC-4)	115
Incident or Activity Tracking Worksheet (DOC-1)	117
Facilities Damage Reporting Status (DOC-2)	118
Public Assistance Document Tracking Log (DOC-3)	119
Time Card Mapping Exercise (Disaster Field Unit - Incident Work Rpt (LEM-1)	120
Disaster Overtime Pay Policy Information	126
Labor, Equipment & Materials Tracking (Exercise)	131
Disaster Field Unit - Incident Work Report	135
Force Account Labor Summary Record (FEMA Form 90-123)	138
Applicant's Benefits Calculation Worksheet (FEMA Form 90-128)	140
Force Account Equipment Summary Record (FEMA Form 90-127)	141
Rented Equipment Summary Record (FEMA Form 90-125)	143
Materials Summary Record (FEMA Form 90-124)	144
Contract Work Summary Record (FEMA Form 90-126)	145
L, E & M Cost Tracking (LEM-5) Spreadsheet	146
Activity Log (ICS 214 – Modified) (LEM-2)	157
Disaster Field Unit - Incident Work Report (LEM-3)	159
Disaster Overtime "Burn Rate" Estimator (LEM-4)	160
Benefits Worksheet - Regular Time (LEM-6)	161
Benefits Worksheet - Over Time (LEM-6)	162
Special Disaster Operations Daily Time Log (LEM-7)	163
Project Worksheet Direct Administrative Costs (LEM-8)	164
FEMA Form 9901-direct Administrative Costs (Subgrantee)	165
Actual Mutual Aid Invoice (Redacted)	166
Special Disaster Operations Report (SP-1)	167
Daily Shelter Report For Cost Recovery (SP-2)	168
Disaster Operations Meal Sign-In Sheet (SP-3)	169
Disaster Operations Daily Lodging Report (SP-4)	170
Disaster Shelter Site Cost Recovery Worksheet (SP-5)	171
Disaster Volunteers and Donated Resources Case Study	173

Disaster Cost Recovery - Workbook Index

Disaster Response and Relief Donations Form (DON-1)	175
Hours or Mileage Chart	176
Public Assistance Claims Process (Chart -Eligibility)	177
Public Assistance Eligibility	178
Eligibility Job Aid - Appendix B	184
Calculating Repair vs. Replacement Costs (PW-7)	191
Guide to the Federal-aid Highway Emergency Relief Program	192
Public Assistance Claims Process (Chart - Prepare Project Worksheets)	196
Public Assistance Project Formulation Flowchart	197
FEMA Fact Sheet 9580.5 Element of a Project Worksheet	198
Project Worksheet (FEMA Form 90-91)	203
Project Worksheet - Damage Description and Scope of Work Continuation Sheet (FEMA Form 90-91A)	205
Project Worksheet - Cost Estimate Continuation Sheet (FEMA Form 90-91B)	206
Project Worksheet - Maps and Sketches Sheet (FEMA Form 90-91C)	207
Project Worksheet - Photo Sheet (FEMA Form 90-91D)	208
Special Considerations Questions (FEMA Form 90-120)	209
Historic Review Assessment for Determination of Effect (FEMA Form 90-122)	210
PNP Facility Questionnaire (FEMA Form 90-121)	211
Small Project Validation Process (Flowchart)	212
Project Validation Form (FEMA Form 90-119)	213
Validation Worksheet (FEMA Form 90-118)	214
Project Worksheet Applicant Concurrence Form (Cal-OES Form)	216
Pre-Disaster Photo Documentation	217
Project Worksheet File Documentation (Chart)	218
Disaster Cost Recovery File Checklist (PW-1)	219
Disaster Damage Cost Worksheet (Sample) (PW-2)	220
Equipment Cost Recovery Memorandum (PW-3a)	221
Equipment Cost Recovery Inventory (PW-3b)	222
Equipment Cost Recovery Checklist (PW-3c)	224
Equipment Cost Recovery Replacement Justification (PW-3d)	225
Missing Documentation Request (PW-4 a through e)	228
Project Worksheet Deadline and Progress Tracking (PW-5)	237
Project Worksheet Change Request (State of Vermont)	239
Actual Project Worksheet Request for Information #1	241
Actual Project Worksheet Request for Information #2	242

Disaster Cost Recovery - Workbook Index

Public Assistance Claims Process (Chart - Address Special Considerations)	243
Audit - Holy Cross School, New Orleans, LA (Partial)	244
Public Assistance Policy on Insurance (Partial Document)	246
Disaster Claim Log (INS-1)	247
FEMA Environmental Review Process	249
Public Assistance Claims Process (Chart - Do Work, Follow all Regs, etc.)	251
The Price Is Right Exercise	252
Where Are We Spending Public Assistance? (Chart)	254
Disaster Related Purchasing (Chart)	255
The Dirty Dozen (Purchasing Related Audit Findings)	256
Price Analysis Worksheet (PUR-2)	257
Cost Analysis (PUR-3)	260
Sole Source Purchase Justification (PUR-4)	261
Materials Average Costing Worksheet (PUR-5)	265
Document Review for Contract Work (PUR-6)	266
Emergency Contracting Work (FEMA Fact Sheet 9580.4)	268
Purchasing Department Bid Worksheet	270
List of Added Clauses for Procurement Under 2 CFR Part 200	271
Sample Purchasing Ordinance (Partial document)	273
Public Assistance Claims Process (Chart - Deadlines, Appeals, etc.)	275
Public Assistance Program Appeal Procedures (Partial document)	276
Appendix A: Administrative Record Checklist	278
Sample Project Worksheet Letters (from Cal-OES)	280
Public Assistance Claims Process (Chart - Maintain Required Documentation)	286
Audit Waiver Letter (Sample)	287
Public Assistance Claims Process (Chart - Final Inspection & Closeout)	288
Project Worksheet Grant Close-out Checklist (PW-6)	289
Frequent Audit Problems	292
Lessons Learned from Florida League of Cities (Re-Deobligations)	295

Partial List of Changes in FEMA's PA Program Since Hurricane Sandy

- January 2013: Sandy Recovery Improvement Act (SRIA) announced.
<https://www.fema.gov/sandy-recovery-improvement-act-2013>
- May 2013: SRIA Alternate Procedures Pilot Program
<http://www.fema.gov/alternative-procedures>
- June 2013: SRIA Alternate Debris Management Procedures
<http://fema.gov/alternative-procedures>
- January 2014: Public Assistance Simplified Procedures Thresholds
<https://www.fema.gov/media-library/assets/documents/90458>
- April 2104: Field Operations Pocket Guide
<http://www.fema.gov/media-library-data/1401828490941-5affbe7761193f29dbd24df694e2ad98/FEMA%20PA%20Pocket%20Guide.pdf>
- April 2014: Public Assistance Program Appeals
http://www.fema.gov/media-library-data/1397834445770-cc9d428495f78f81b0fcb7b0d79b63a/RecoveryDirectorateManual_PublicAssistanceProgramAppealProcedures+Version3.pdf
- December 2014: Title 2 of the Code of Federal Regulations Part 200 (aka the "Super Circular")
<http://www.gpo.gov/fdsys/pkg/FR-2013-12-26/pdf/2013-30465.pdf>
- August 2015: Updated FEMA Schedule of Equipment Rates
<http://www.fema.gov/schedule-equipment-rates>
- January 2016: Public Assistance Program and Policy Guide
<http://www.fema.gov/public-assistance-policy-and-guidance>



Sandy Recovery Improvement Act

On January 29, 2013, President Barack Obama signed into law the Sandy Recovery Improvement Act (SRIA) of 2013 and the accompanying Disaster Relief Appropriations Act, 2013. In many ways, the passage of SRIA represents the most significant legislative change to the Federal Emergency Management Agency's (FEMA) substantive authorities since the enactment of the [Robert T. Stafford Disaster Relief and Emergency Assistance Act](#).

The law authorizes several significant changes to the way FEMA may deliver federal disaster assistance to survivors.

Public Assistance Permanent Work Alternative Procedures

This provides substantially greater flexibility in use of federal funds for Public Assistance applicants and far less administrative burden and costs for all parties, if applicants accept grants based on fixed, capped estimates, which may be provided by applicants' licensed engineer and validated by independent expert panel.

FEMA is currently piloting the following alternative procedures:

- Grants for public assistance permanent work projects on the basis of fixed estimates for the timely or cost-effective completion of work;
- In-lieu contribution on the basis of estimates for repair, restoration, reconstruction, or replacement of a public facility and management expenses;
- Consolidating the repair, restoration or replacement work on damaged facilities as a single project based upon estimates adopted under the procedures;
- Use of all or part of the excess grant funds for cost-effective activities that reduce the risk of future damage, hardship, or suffering from a major disaster and other activities to improve future Public Assistance operations or planning; and
- Independent expert panel to validate estimated eligible project costs if requested by a Subgrantee for a project of at least \$5 million; and consideration for properly conducted and certified cost estimates prepared by professional licensed engineers (mutually agreed upon by the Administrator and the applicant).

STATUS: Pilot guidance was issued in May 2013 and is available at: www.fema.gov/alternative-procedures.

Debris Removal Program Alternative Procedures

This offers a package of cost share adjustments, reimbursement for force account, and retention of program from recycling to speed debris removal and encourage pre-disaster debris planning.

FEMA is currently piloting the following alternative procedures:

- Use of a sliding scale to determine the Federal share for removal of debris and wreckage, based on the time it takes to complete debris and wreckage removal;

From: gdhatfield@IID.com
Subject: Mike Martinet - Recovery Class and Spreadsheets
Date: September 16, 2010 2:13:41 PM PDT
To: areag@earthlink.net
Cc: pramparano@IID.com

Mike Martinet
M.S., CEM
Executive Director
Office of Disaster Management Area G

Sir, we attended your Disaster Recovery Course in Cerritos, California on January 2010. After the course we (the five people who attended) discussed several things we needed to do before an event happened. One of the tasks was to adjust the excel spreadsheet that you provided in your course to fit our agency (Just a side note, I had NO excel experience before I started adjusting this spreadsheet so if I can do it anyone can).

As you are well aware of we were the recipient of the 7.2m Easter Sunday Earthquake April 4, 2010 with a lot of shake, rattle, and rolling. We experienced a lot of damage to our Water infrastructure and minor damage to our Energy infrastructure.

We opened our EOC on that Easter Sunday April 4, 2010 and officially closed it on August 19, 2010 for the Finance Section. We implemented the Excel Spreadsheet and captured all required information into the form. As for FEMA and CalEMA they were extremely happy with the form because all info they needed was right in front of them to write their Project Worksheet's (PW's).

I really want to thank you for the information and worksheet that you provided and I recommend this class and excel spreadsheet to anyone that will ever be involved with the recovery efforts from an event. Attached is the Excel Spreadsheet Form that we adjusted for our agency. For Privacy reasons I took out the salaries and benefit amounts but left everything else in. With the form they are protected but just hit the unprotect and it can be manipulated anyway possible.

Again, Thank You

Gary (J.R.) Hatfield
Emergency Services Coordinator III
Imperial Irrigation District
gdhatfield@iid.com

#

Department of Homeland Security Office of Inspector General

FEMA Should Recover \$8.5 Million of Public Assistance Grant Funds Awarded to the City of Gulfport, Mississippi, for Debris Removal and Emergency Protective Measures – Hurricane Katrina





OFFICE OF INSPECTOR GENERAL

Department of Homeland Security

Washington, DC 20528 / www.oig.dhs.gov

FEB 22 2013

MEMORANDUM FOR: Major P. (Phil) May
Regional Administrator, Region IV
Federal Emergency Management Agency

FROM: D. Michael Beard
Assistant Inspector General
Office of Emergency Management Oversight

SUBJECT: *FEMA Should Recover \$8.5 Million of Public Assistance Grant Funds Awarded to the City of Gulfport, Mississippi, for Debris Removal and Emergency Protective Measures – Hurricane Katrina*
FEMA Disaster Number 1604-DR-MS
Audit Report Number DA-13-10

We audited Public Assistance grant funds awarded to the City of Gulfport, Mississippi (City) (FIPS Code 047-29700-00) for debris removal and emergency protective measures. Our audit objective was to determine whether the City accounted for and expended Federal Emergency Management Agency (FEMA) grant funds according to Federal regulations and FEMA guidelines.

The City received an award of \$233.9 million from the Mississippi Emergency Management Agency (State), a FEMA grantee, for damages resulting from Hurricane Katrina, which occurred in August 2005. The award provided 100 percent FEMA funding for debris removal, emergency protective measures, and permanent repairs to buildings and facilities. However, we limited the scope of our audit to debris removal and emergency protective measures (Categories A and B), for which the City was awarded \$86.6 million. Under Categories A and B, the award included 78 large and 73 small projects.¹

We audited six large projects with awards totaling \$54.7 million. The audit covered the period of August 29, 2005, to May 22, 2012, during which the City claimed \$54.7 million of FEMA funds under the six projects (see Exhibit, Schedule of Projects Audited). At the time of our audit, the City had completed work on the six projects and submitted a final claim to the State for project expenditures.

¹ Federal regulations in effect at the time of Hurricane Katrina set the large project threshold at \$55,500.



We conducted this performance audit between May and November 2012 pursuant to the *Inspector General Act of 1978*, as amended, and according to generally accepted government auditing standards. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based upon our audit objective. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based upon our audit objective. To conduct this audit, we applied the statutes, regulations, and FEMA policies and guidelines in effect at the time of the disaster.

We judgmentally selected project costs (generally based on dollar value); interviewed City, State, and FEMA personnel; reviewed the City's procurement policies and procedures; reviewed applicable Federal regulations and FEMA guidelines; and performed other procedures considered necessary under the circumstances to accomplish our audit objective. We did not assess the adequacy of the City's internal controls applicable to its grant activities because it was not necessary to accomplish our audit objective. However, we gained an understanding of the City's method of accounting for disaster-related costs and its policies and procedures for administering activities provided for under the FEMA award.

RESULTS OF AUDIT

FEMA should recover \$8.5 million of grant funds awarded to the City. Although the City accounted for FEMA projects on a project-by-project basis as required, we determined that the City should remit to FEMA \$296,792 of interest earned on advanced funds. In addition, the City's claim included the following \$8,186,346 of questionable costs:

- \$949,378 of contract costs in which duplicate funding may exist;
- \$5,473,821 of unsupported debris removal costs;
- \$1,688,567 for contract work that was not procured according to Federal procurement requirements, of which \$989,148 is unreasonable and \$231,941 is not adequately supported; and
- \$74,580 of unauthorized project costs.

Finding A: Interest on Advanced Funds

The City should remit to FEMA \$296,792 of interest earned on advanced funds. According to 44 CFR 13.21(i), grantees and subgrantees shall promptly, but at least quarterly, remit interest earned (less amounts up to \$100 per year for administrative purposes) on FEMA advances. The City did not remit the interest because City officials did not believe they were in a financial position to earn interest, although the State



provided the City with advances of \$33.6 million for a Category A project because of the City's financial situation following Hurricane Katrina. We question \$296,792 (\$296,992 minus (\$100 times 2 calendar years)) of interest the City earned on FEMA advanced funds.

Finding B: Duplicate Funding

The City's claim under Project 8852 (debris removal from private property) included \$949,378 of costs that may be covered by insurance. According to Section 312(a) of the *Robert T. Stafford Disaster Relief and Emergency Assistance Act*, as amended, FEMA funds may not be used for expenditures recoverable from another Federal program, insurance, or any other source. Also, FEMA Policy 9523.13, *Debris Removal from Private Property*, Section VII(C), requires that State and local governments take reasonable steps to verify that insurance coverage or any other source of funding does not exist for the debris removal work accomplished on each piece of private property.

Our review of source documentation, including Right of Entry (ROE) agreements, that supported 4 (\$4,490,209) of the 13 summary invoices billed by the City, identified \$949,378 of costs that may have been covered by insurance proceeds received by the homeowners. The City provided homeowners with an ROE agreement, which documented whether homeowners had received insurance or other compensation or would receive compensation in the future. However, the City did not take required steps to determine whether the homeowners actually received insurance proceeds or other funding to cover the debris removal work and, if so, obtain such proceeds to reduce project costs claimed to FEMA. As a result, the City received FEMA funds for debris removal that may have been covered by homeowners' insurance or other funding. Therefore, we question the \$949,378.

We could not review the remaining nine invoices totaling \$5,308,963 because the City could not provide documentation supporting the contractor's summary invoices. Therefore, we are questioning those costs as unsupported under finding C. However, the costs may also be covered by insurance, and therefore, the State and/or FEMA should carefully review the costs for eligibility should the City provide source documentation for the invoices in question.

Finding C: Unsupported Costs

The City did not have adequate source documentation to support \$5,705,762 of debris removal contract charges claimed under several projects. Cost principles at OMB Circular A-87, Attachment A, Section C.1.j, state that a cost must be adequately documented to be allowed under Federal awards. We question the \$5,705,762 of unsupported costs, as follows:



- \$77,135 of contract costs under Project 18, where the City paid the contractor for the contract amount, net of adjustments per monitoring firm’s review, which exceeded actual supporting documentation.
- \$231,941 of contract costs under biohazard debris Project 8490, which was the result of an overbilling of \$212,840 and \$19,101 for labor costs. The contractor submitted bills totaling \$638,521 for 39 days of biohazard debris removal at a contract price of \$16,372.33 per 12-hour day, or \$1,364.36 per hour. We questioned \$212,840 of the billed amount because the bill contained charges for biohazard debris crews on 13 days when no dumping of biohazard debris occurred (\$16,372.33/day times 13 days). If the contractor did not dispose of biohazardous debris, the use of biohazard debris removal crews would not be warranted. The \$19,101 overbill occurred because the contractor billed for two crews working a full 12-hour day (\$32,744.66); however, supporting documentation showed that the two crews worked only 5 hours for a total of 10 hours at a cost of \$13,643.60 (\$1,364.36/hour times 10 hours). Therefore, the City was overbilled \$19,101 (\$32,744.66 minus \$13,643.60).
- \$5,396,686 of contract costs under Project 8852 (Debris Removal, North of I-10, (ROE)), which included \$5,308,963 for nine contractor invoices for which the City was unable to provide supporting documentation, as explained under finding B; and \$87,723 where the City paid the contractor for the contract amount, net of adjustments per the monitoring firm’s review, which exceeded actual supporting documentation.

Finding D: Contracting Procedures

The City did not comply with Federal procurement requirements when awarding a unit price contract under Project 8490 for biohazard debris removal for which it claimed \$1,688,567. Federal procurement guidance at 44 CFR, Part 13, requires the City, among other things, to—

- Conduct all procurement transactions in a manner providing full and open competition (44 CFR 13.36(c)), though noncompetitive proposals may be used when the public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation. (44 CFR 13.36(d)(4)(i)(B))
- Perform a cost or price analysis in connection with every procurement action. A cost analysis will be necessary when adequate price competition is lacking, and for sole source procurement. (44 CFR 13.36(f)(1))



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Department of Homeland Security

- Negotiate profit as a separate element of the price for each contract in which there is no price competition. (44 CFR 13.36(f)(2))
- Along with the grantee (the State), maintain a contract administration system which ensures that contractors perform in accordance with terms, conditions, and specifications of contracts. (44 CFR 13.36(b)(2))

In addition, FEMA 322, *Public Assistance Guide*, October 1999, p. 39, specifies that—

- Contracts must be of reasonable cost, generally must be competed, and must comply with Federal, State, and local procurement standards.
- Noncompetitive proposals should be used only when the award of a contract is not feasible under small purchase procedures, sealed bids, or competitive proposals, and one of the following circumstances applies: (1) the item is available only from a single source, (2) there is an emergency requirement that will not permit a delay, (3) FEMA authorizes noncompetitive proposals, or (4) solicitation from a number of sources has been attempted and competition is determined to be inadequate.

FEMA may grant exceptions to Federal procurement requirements to subgrantees on a case-by-case basis (44 CFR 13.6(c)).

Project 8490 authorized the collection, hauling, and disposal of pork bellies and frozen chickens that washed ashore from the Mississippi State Port during the storm. The City awarded a noncompetitive contract for removal of the biohazard debris, which was justified because of the threat to public health and safety posed by the debris. To perform the contract work, the City issued change orders to an existing contract with its primary debris removal contractor. However, the City did not conduct a cost or price analysis to determine the reasonableness of the contractor's price or negotiate profit as a separate element of the price. A cost or price analysis decreases the likelihood of unreasonably high or low prices, contractor misinterpretations, and errors in pricing relative to the scope of work.

The City did not conduct a cost or price analysis because it believed that the emergency circumstances negated the need to follow Federal procurement regulations. Also, the State did not ensure that the City was aware of Federal regulations and monitor City activities under the project. Federal regulations require the State, as the grantee, to ensure that subgrantees are aware of requirements imposed on them by Federal regulations and to monitor subgrant activity to ensure compliance with applicable Federal requirements (44 CFR 13.37(a)(2) and 44 CFR 13.40(a)). Finally, the City should determine who is legally responsible for the biohazard debris removal of the pork bellies



and frozen chickens and seek reimbursement of cleanup costs from the responsible party.

Because the City did not follow Federal procurement requirements, FEMA has no assurance that the \$1,688,567 the City paid and claimed for the contract work was fair and reasonable. In the case of the haul/disposal fees under the contract, we determined that the \$1,050,046 of costs claimed for such activity were unreasonably high and have questioned \$989,148 under finding E. Additionally, we questioned \$231,941 of the contract costs as unsupported under finding C. Therefore, we question a net of \$467,478 under this finding.

Finding E: Unreasonable Costs

The City claimed \$989,148 in unreasonable costs for the haul/disposal portion of its contract under Project 8490 (Biohazard Debris Removal). This occurred because the City did not follow Federal procurement procedures and perform a cost or price analysis when costs data were available from another City project (Project 10565), under which identical work was performed for a significantly lower cost.

The FEMA *Public Assistance Guide* (FEMA 322, October 1999, pp. 33-34) states that a cost must be reasonable and necessary to accomplish the work. It further states that a cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost. In other words, a reasonable cost is a cost that is both fair and equitable for the type of work performed. The guide states that the use of historical documentation for similar work, and average costs for similar work in the area, are among the methods through which reasonable costs can be established.

The City claimed \$1,050,046 of contract costs under Project 8490 for the hauling and disposal of pork bellies and frozen chickens that washed ashore from the Mississippi State Port during the storm. By comparing work under a separate City project (Project 10565, Biohazard Removal/Disposal), which was performed 6 weeks earlier and which FEMA deemed to be reasonable, we determined that the City paid an unreasonable amount (17 times greater) of \$989,148 for the work. The haul/disposal fees portion of Project 8490, which can logically be compared with Project 10565, is for identical work during the same period. Therefore, we question the \$989,148 of unreasonable costs, as calculated and shown in table 1.



Table 1. Recalculation of Haul/Disposal Fees in Project 8490 Based on Cost Factors in Project 10565

Scenario	Loads	Pounds	Tons	Rate	Unit of Pricing	Total Haul/Disposal
As Billed (Project 8490)						
Haul/Disposal	71	2,019,320	1,009.66	\$.52	pound	\$1,050,046
Comparison Analysis (Project 10565)						
Haul	71	2,019,320	1,009.66	\$360.00	load	\$25,560
Disposal	71	2,019,320	1,009.66	\$35.00	ton	\$35,338
Total						\$60,898
Difference (factor of 17+)						\$989,148

Finding F: Unauthorized Project Costs

The City’s claim under Project 18 included \$74,580 of unauthorized project costs. The FEMA *Public Assistance Guide* (FEMA Public Assistance Guide 321, October 2001, p. 24) states, that if a change in the scope of work is identified, “[t]he applicant should contact the State to ensure that proper guidelines for documenting any additional costs are followed.” Project 18 authorized the removal and disposal of debris. However, the City’s final claim under the project included \$74,580 of costs for personal protective equipment, water and sewer line capping, and air monitoring. Neither FEMA nor the State included these items in the authorized scope of work on the final version of the project worksheet. Rather, the project worksheet authorized debris removal costs based on a cubic yards per unit price. In addition, the City did not have documentation to indicate that it contacted the State to include these items in the project’s scope of work. Therefore, we question \$74,580 of unauthorized project costs.

RECOMMENDATIONS

We recommend that the Regional Administrator, FEMA Region IV:

Recommendation #1: Require the City to remit \$296,792 of interest earned on FEMA advanced funds, which could be put to better use (finding A).

Recommendation #2: Deobligate \$949,378 of funding under Project 8852 for costs that may have been covered by homeowners’ insurance or other funding, and, in



conjunction with the State and the City, conduct a review of insurance proceeds received by the homeowners (finding B).

Recommendation #3: Disallow \$5,705,762 of unsupported contract costs under Projects 18 (\$77,135), 8490 (\$231,941), and 8852 (\$5,396,686) (finding C).

Recommendation #4: Disallow \$467,478 of ineligible contract costs under Project 8490 unless FEMA grants the City an exception for all or part of the costs as provided for in 44 CFR 13.6(c) and Section 705(c) of the *Robert T. Stafford Disaster Relief and Emergency Assistance Act*, as amended (finding D).

Recommendation #5: Instruct the State to reemphasize to the subgrantees their requirement to comply with Federal procurement regulations and FEMA guidelines when acquiring goods and services under the FEMA award (finding D).

Recommendation #6: Reemphasize to the State the requirement to ensure that subgrantees are aware of requirements imposed on them by Federal statutes and regulations (44 CFR 13.37(a)(2)) and to monitor subgrantee activity for compliance with applicable Federal requirements (44 CFR 13.40(a)) (finding D).

Recommendation #7: Require the City to determine who is legally liable for the removal of the biohazard debris under Project 8490 and seek reimbursement of cleanup costs from such party (finding D).

Recommendation #8: Disallow \$989,148 of unreasonable contract costs under Project 8490 (finding E).

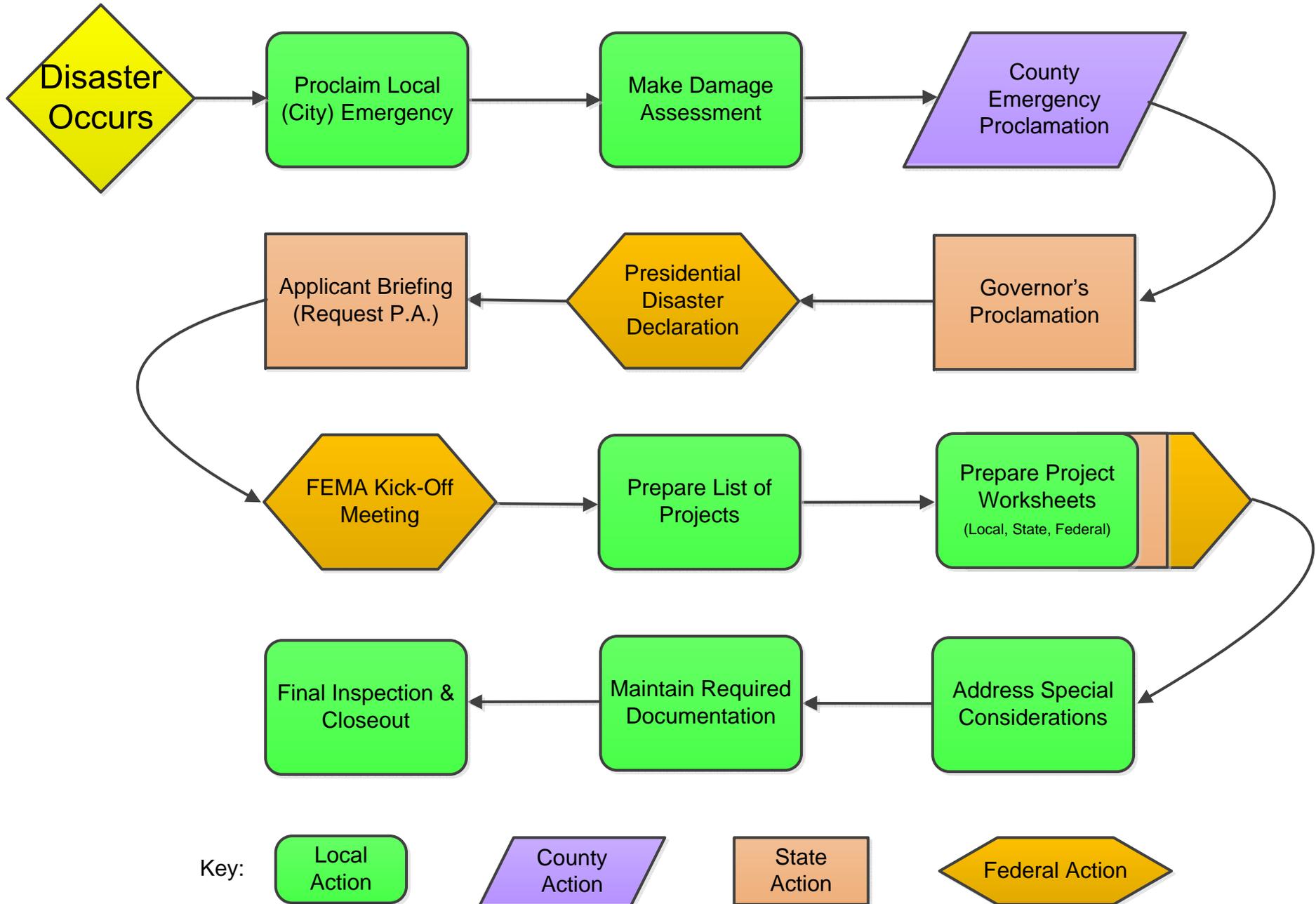
Recommendation #9: Disallow \$74,580 of unauthorized contract costs under Project 18 (finding F).

DISCUSSION WITH MANAGEMENT AND AUDIT FOLLOWUP

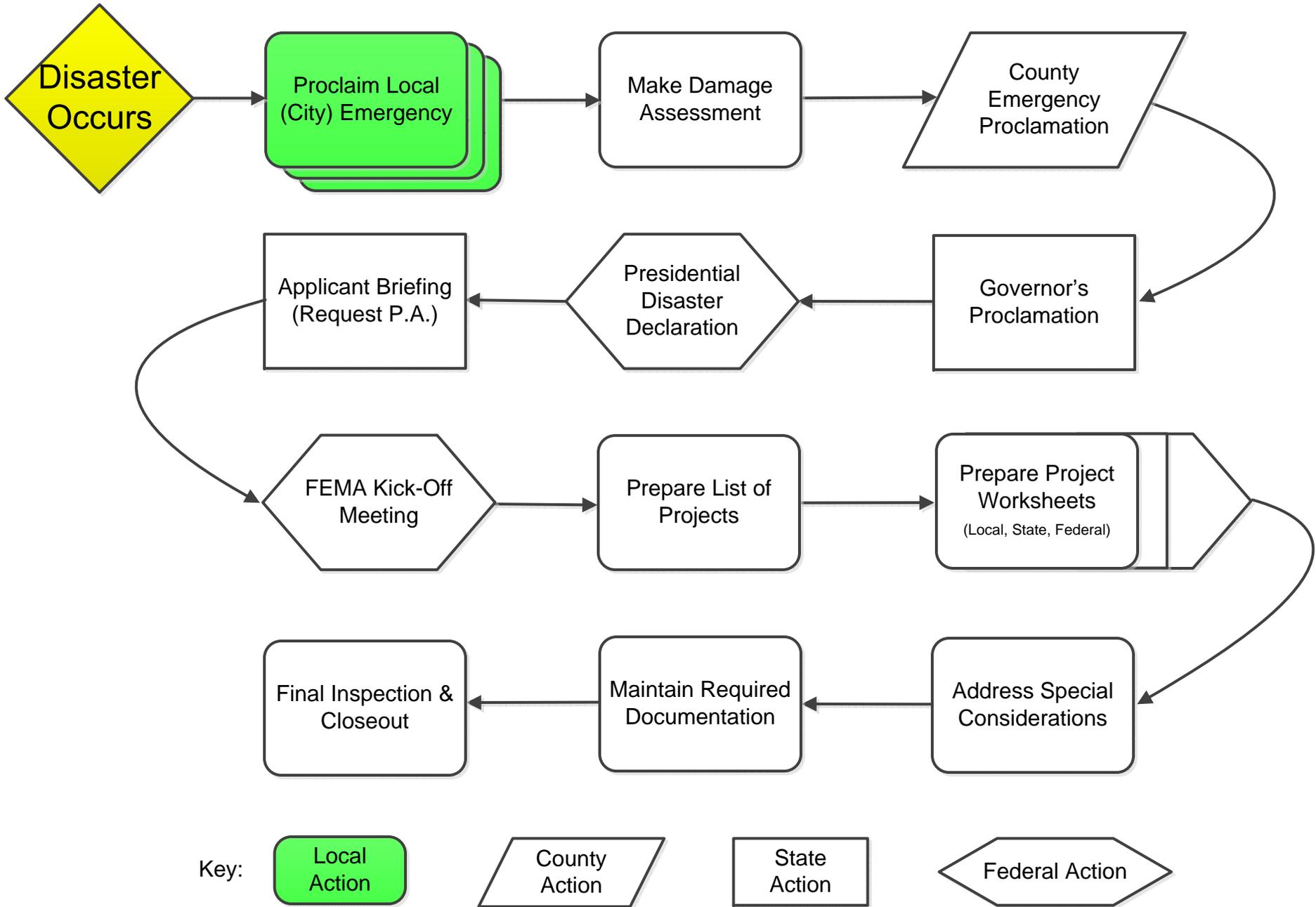
We discussed the results of our audit with City, State, and FEMA officials during our audit. We also provided a draft report in advance to these officials and discussed it at the exit conference held on November 29, 2012. City officials agreed with our findings and recommendations.

Within 90 days of the date of this memorandum, please provide our office with a written response that includes your (1) agreement or disagreement, (2) corrective action plan, and (3) target completion date for each recommendation. Also, please include responsible parties and any other supporting documentation necessary to

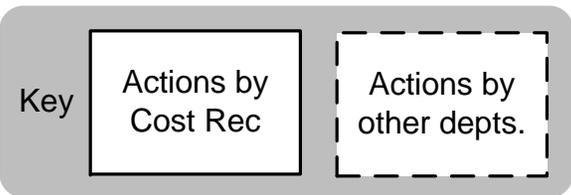
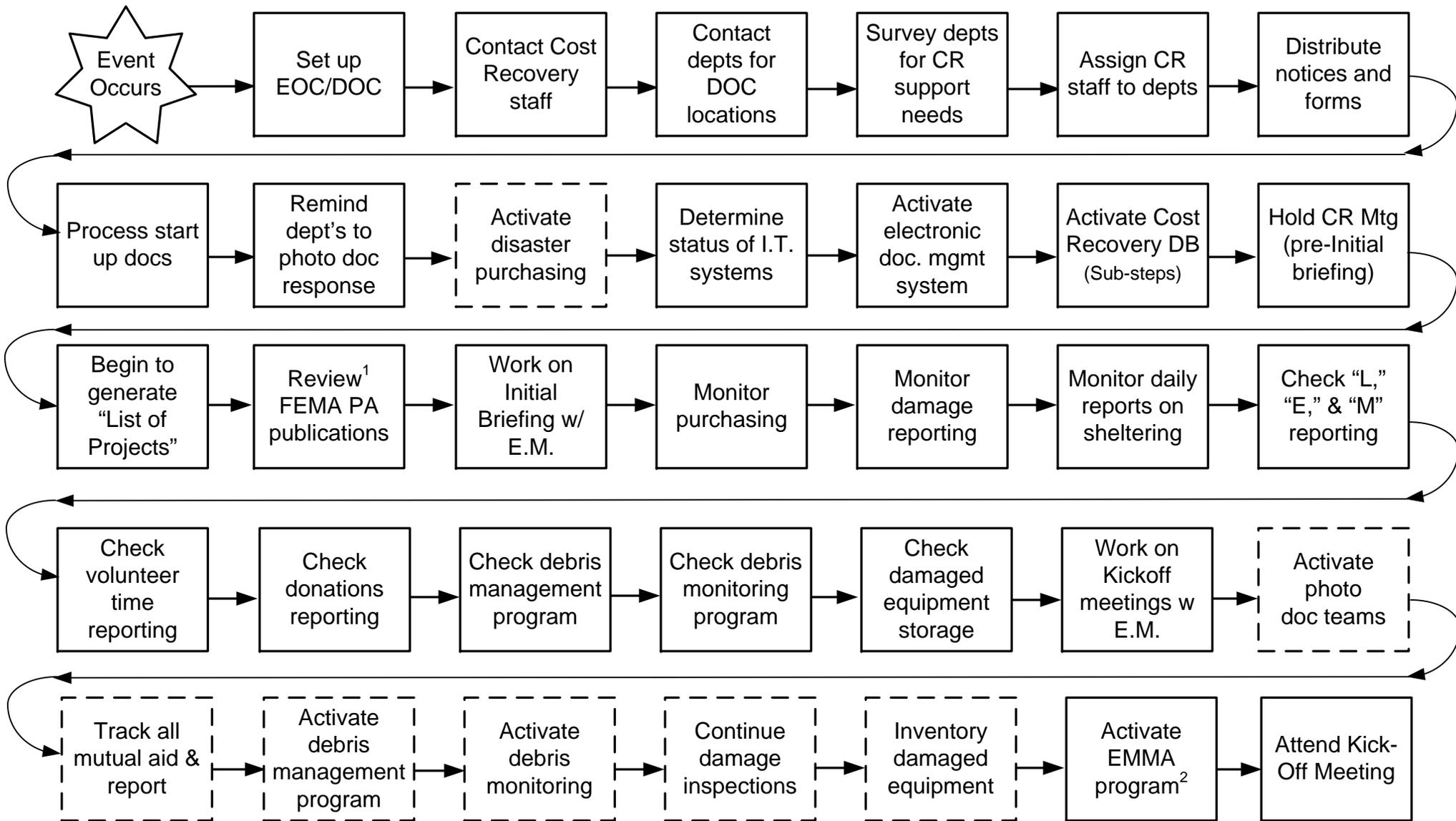
Public Assistance Claims Process Outline (Sample*)



Public Assistance Claims Process Outline (Sample)



Cost Recovery Process – Start Up Phase



¹ Update all FEMA PA forms, CFR 44, Equipment List, Cost Codes, Cal-EMA, 2 CFR Part 200, forms, etc.

² Request Cost Recovery Mutual Aid if needed

DEPARTMENT OF HOMELAND SECURITY
 FEDERAL EMERGENCY MANAGEMENT AGENCY
PRELIMINARY DAMAGE ASSESSMENT SUMMARY

DATE

PART I - APPLICANT INFORMATION

COUNTY	NAME OF APPLICANT	NAME OF LOCAL CONTACT	PHONE NO.
POPULATION	TOTAL BUDGET Approved \$ _____ Balance \$ _____	MAINTENANCE BUDGET Approved \$ _____ Balance \$ _____	DATE FY BEGINS

PART II - COST ESTIMATE - SUMMARY (COMPLETE SITE ESTIMATE BEFORE SUMMARIZING BELOW)

CATE-GORY	NO. OF SITES	TYPES OF DAMAGE	COST ESTIMATE	POTENTIAL LOCAL FUNDS FOR RECOVERY	
				FUND/ACCOUNT	AVAILABLE ACCOUNT
			TOTAL		TOTAL

PART III - DISASTER IMPACTS (USE SEPARATE SHEETS IF NECESSARY)

A. GENERAL IMPACT

1. Identify and describe damages which constitute a health and/or safety hazard to the general public.

2. Population adversely affected directly or indirectly by the loss of public facilities or damages.

3. What economic activities are adversely affected by the loss of public facilities or damages?

B. RESPONSE CAPABILITY: Can the applicant respond and recover from the damages quickly and without degradation of public services? Describe.

C. IMPACT ON PUBLIC SERVICES IF DECLARATION IS NOT MADE: e. g., Deferral of permanent repairs, impact on ongoing services and capital improvements, etc. Describe.

NAME OF INSPECTOR	AGENCY	PHONE NO.
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INSTRUCTION

1. Meet with the individual who is coordinating the County preliminary damage assessment (PDA) and obtain a list of the communities to be inspected, local contacts and local damage estimates. FEMA and State will provide the initial contact information.
2. Obtain the annual budget and current status as is usually reflected in a monthly budget report. Secure maps illustrating damage sites. Complete Part I, Applicant Information, on the Preliminary Damage Assessment Summary, hereafter called the Summary Sheet.
3. Visually inspect all major damage sites and a representative sample of other damage locations to the extent necessary to develop an accurate preliminary damage estimate. If time permits, visually inspect all damage sites. Realistically, it will be necessary to develop a sample to project the damages. A random sample must be taken to make this projection.
4. Local officials are responsible for showing the inspection team the damage sites and providing local estimates as available. At each damage site, record on the Preliminary Damage Assessment Site Estimate the damage category, location, description of damage and your estimate. Your damage estimate should be developed on the Site Estimate Sheet utilizing unit price or lump sum estimates. Take photographs of all major damage sites and other sites inspected.
5. While traveling between sites, obtain information from the local officials as to the status of recovery and the impact of damages on health and safety threats (*dangerous roads and bridges, hazardous materials, etc.*) population affected and economic activities. Record impact information and status of repair work for each site inspected on the Site Estimate Sheet.
6. Upon completion of the visual inspection, total the damages inspected and develop a method for projecting total damages. Total damages equal the sum of the major damage sites plus the representative sample damage estimates divided by the percentage of damage sites visited. Describe the sampling method used to project total damages by category (*show computations*). Complete Part II of the Summary Sheet.
7. Record a summary of the site impact information in Part III A. of the Summary Sheet. Part III A. 1 refers to identifying health and safety threats. Part III A. 2 refers to the population affected by the disaster. Itemize the population affected by category or by specific large loss of public service. Part III A. 3 refers to impact on business and commerce, for example, access affected to industrial sites, excessive detours or loss of utilities.
8. Assess local government capability to effectively recover from the disaster. Inquire as to how local officials intend to repair the damage, the schedule for accomplishing the work and the source and availability of funds. Record this information in Part III B. of the Summary Sheet. Describe the effect that the disaster cost will have on other projects in progress and scheduled maintenance projects if the funds reserved for these projects will be used for disaster related repair work and record in Part III C.
9. Call the FEMA/State office at the end of each inspection day and report your findings. After completing your assigned inspections, report to the FEMA/State office and submit all completed forms and supporting documentation, including maps, budgets, photographs and other pertinent material that may be available.
10. Preliminary damage assessments should be conducted with extreme care and professional judgement. Appeals demand more detailed information, and you may be required to prepare damage survey reports.

(SIGN TO BE POSTED AT CHECK IN LOCATION)

EOC Check-In Instructions

- 1. Print your name on the sign-in sheet**
- 2. Check in with EOC Director**
(Someone in a yellow vest)
- 3. Get assignment and briefing**
- 4. Put on appropriate vest w/ title**
- 5. Put your name on the EOC org chart**
- 6. Report to work area**
- 7. Start a log of your activities**

Emergency Operations Basics for Finance and Cost Recovery

1. Activate the Finance Department Continuity of Operations Plan.
 - a. Are the Finance Department offices useable and fully functional?
 - b. If not, where do we work?
 - c. Do Finance department staff know when to report for work?
 - d. Who is assigned to the Disaster Cost Recovery team?
2. Open the Finance Department Operations Center.
3. Distribute forms to all responding departments for tracking labor, equipment use, and materials used for the response.
4. Conduct “on-the-spot” training on how to use the forms.
5. Begin to develop damage assessment numbers for both public and private sectors.
6. Begin to make revenue projections based on disaster impacts.
 - a. Property tax reductions
 - b. Sales tax changes
 - c. Hotel occupancy tax changes
 - d. Enterprise department (water, and others) revenue impacts
7. Begin estimating the overtime “burn rate.”
8. Coordinate with the EOC Logistics Section on emergency purchasing.
9. Begin reading up on FEMA’s Public Assistance publications.
10. Keep payroll on schedule.
11. Keep Accounts Payable on schedule.
12. Activate the Disaster Filing System.
13. Determine which department, if not Finance, will be compiling the “List of Projects” for Cal-OES.
14. If “Immediate Needs Funding” will be available, coordinate with all emergency response departments for the amount of funding needed.
15. Coordinate with Risk Management to begin compiling insurance information for all damaged agency facilities.
16. Ensure that all departments are tracking each damage site separately until further notice.
17. Keep all other “normal” finance functions current.

A Disaster What To Do List for the EOC Finance & Administration Section

Pick yourself up and assess the immediate situation where you are at the moment.
Check your surroundings:

1a) At home:

- Are your family members OK? If not attend to their immediate medical or emotional needs, including the pets.
- Is your home ok? If not attend to the problems at hand. Only if necessary, shut off the water, gas and/or electricity.
- Check your immediate neighbors, especially if they are home bound or have no one else to look after them.
- Meet with your family to go over the family emergency plan. Explain that you must report to work to be part of the disaster response effort. Make sure that they are provided for.
- If you have small children and no one to care for them, bring them with you to work. Both you and they will be more comfortable knowing that you are near to each other.
- Once the home situation is stabilized go to #2

1b) At the office:

- Are your co-workers ok? If not attend to their immediate medical or emotional needs.
- Is your office ok? If not attend to the problems at hand. Only if necessary, notify someone that the water, gas and/or electricity should be shut off.
- Evacuate if there is visible damage to the building. Do not use the elevators.
- Attempt to call family members directly or via the third party out-of-area family contact person and let them know your status. Remember, texting or tweeting may still work even if the phones are not working.
- If your family/home situation is very serious, request permission to leave work to attend to the needs of injured family members or damage at your home. Make every effort to maintain at least once a day contact with work while you are taking care of family and home.
- Meet with staff to activate the emergency plans.
- Once the office situation begins to stabilize go to #2.

Disclaimer: There are always “weasel words” attached. The policies and procedures in your jurisdiction may vary. The items on this list are intended as a basic guide for finance personnel in a general disaster situation. Your agency may have other defined procedures which should be followed. This is not intended to be an all inclusive list for all situations, and some items on this list may be assigned to another function within the emergency operations center. This list is designed for “sudden onset” events like an earthquake or tornado. Gradual onset events may required different procedures in a different order.

A Disaster What To Do List for the EOC Finance & Administration Section

- 1c) During your commute or if traveling:
 - Attempt to contact your family or the third party out-of-area family contact person and let them know your status.
 - Return to either your home or office depending on circumstances:
 - ▶ If you are close to home return to home and follow the steps above.
 - ▶ If you are close to the office, return to the office and attempt to contact your family from there.
 - ▶ For earthquakes only: If you live or work in the area where the earthquake struck, you may be unable to return to your home or office because of road damage or traffic conditions.
 - Contact the office and let them know your status and attempt to determine the status of events at the office.
 - If you are traveling, contact a local government agency for assistance in making plans to return. The local agency (through its emergency services organizations) may be able to provide some assistance, especially with communications.
- 2) Develop useful information:
 - Contact work or listen to the radio or TV to determine what the situation may be where you work and begin considering what things will need to be done when you arrive.
 - Listen to the radio or TV to determine road conditions/closures that may affect your regular commuting route. As you commute make mental notes of road conditions that may have an effect on emergency response actions.
 - Based upon what you are hearing on the media, go over a mental list of high priority actions that you may be involved in when you arrive at work. However, don't formulate specific plans until you know the actual situation in the city.
- 3) Begin to notify personnel:
 - If you are a supervisor and have a cell phone, you may want to activate the departmental phone tree to alert personnel. Depending on the situation, people may be needed immediately, or perhaps, people should stay and home and get prepared to report for duty depending on what you find out upon arrival.
- 4a) You arrive at the EOC and there is no acting EOC Director:
 - Sign in at the EOC
 - Put on the EOC Director vest.
 - If the EOC is not already set up, begin activating the EOC.
 - Begin to make calls to determine the conditions in the city. If the city has their own police and fire departments, the police watch commander and duty fire chief are the best sources of information.
 - Begin to make an estimate of how many personnel will be needed to staff the EOC, depending on the level of problems in the city.

A Disaster What To Do List for the EOC Finance & Administration Section

- As other EOC personnel arrive assign them to begin to activate the sections to which they are assigned.
 - If someone arrives who may have more emergency management experience, confer with that person to decide which of you should be the acting EOC Director. If they decline to become the EOC Director, wait until another experienced manager arrives and confer with them.
 - In any case, as people begin to arrive, begin gathering intelligence about incidents in the city and begin to keep a list or spreadsheet of the events for a report to the designated EOC Director when he or she arrives.
 - Once a designated EOC director arrives and relieves you of command, put on a Finance & Administration Section vest and begin activating the section.
- 4b) You arrive at the EOC and the EOC Director is already there:
- Sign in at the EOC
 - Get a briefing from the EOC Director
 - Put on a Finance & Administration Section vest and begin activating the section.
 - Make an estimate of how many personnel will be needed to staff the Finance & Administration Section, depending on the level of problems in the city.
 - If a lot of Finance & Administration Section personnel have arrived, and other Sections are short handed, the EOC director may need to reassign some Section personnel on a temporary basis.
- 5) Activating the Finance & Administration Section:
- If the Finance & Administration section is not set up, do that first.
 - Plug in the phones
 - Plug in / turn on the computer(s)
 - Unpack the check lists, forms and office supplies in the Finance & Administration box.
 - Determine the immediate staffing needs for the Finance & Administration section and contact Finance & Administration personnel who are not yet in the EOC.
 - Activate the disaster purchasing program.
 - Activate the procedures for reporting time, equipment and material use.
 - Staff, particularly field personnel, may need to be reminded how to implement the reporting procedures for time, equipment and material use.
 - Begin gathering information about damage to public facilities in the city for the Initial Damage Estimate report (IDE).
 - Also begin to gather damage information about private structures, both residential and businesses for the Initial Damage Estimate.
 - Communicate constantly with the other sections in the EOC. You need to gather and share a constant stream of information to do the work of the Finance & Administration section.
 - Activate the disaster payroll system to be sure that employees will get paid on time.

A Disaster What To Do List for the EOC Finance & Administration Section

- If you don't have the most current FEMA documentation on the "Public Assistance" program, download those documents from the web and put them into binders for reference in the coming months and years. (URL: FEMA.gov)
 - Activate the city's disaster cost recovery consultant. Preemptive measures put in place by a good cost recovery consultant will help the city get the largest reimbursements possible without wasting unnecessary effort.
 - Designate a "Cost Recovery" leader immediately. The "cost recovery" leader should be involved from the very first day of the disaster.
 - Begin the use of the various Finance & Administration spreadsheets to collect and track information.
 - Work closely with the Planning and Intelligence and Logistics sections. They will have information and documentation that will be essential during the cost recovery process.
- 6) The Reports: There are numerous reports that Finance & Administration will be involved in preparing. Some of them are:
- ◆ Initial City Status report and subsequent updates,
 - ◆ Initial Damage Estimate
 - ◆ Damage Assessment Summary (Spreadsheet)
 - ◆ Disaster Declaration
 - ◆ Individual Job Log (Form - EOC)
 - ◆ Daily Section Time Log (Form - EOC-003)
 - ◆ Change of Shift Briefing Worksheet (Form - EOC)
 - ◆ List of Projects (FORM - OES)
 - ◆ List of Projects (Spreadsheet)
 - ◆ PDA Site Information Worksheet (Spreadsheet)
 - ◆ Project Worksheet Initial Tracking Form (Spreadsheet)
 - ◆ Project Worksheet Deadline and Progress Tracking (Spreadsheet)
 - ◆ FEMA Form - Benefits Rate Work Sheet
 - ◆ Cost Tracking Forms - Benefits (Spreadsheet)
 - ◆ Justification Form For Emergency Sole Source or No-Bid Purchase
 - ◆ Public Assistance Project Worksheet Checklist

Remember that in the initial hours of any disaster the most important activities deal with rescue of and caring for victims. Never let unnecessary administrative procedures interfere with life safety, property protection, and environmental protection activities.

At the same time, recognize that to the extent possible, accurate and detailed records will be worth their weight in gold when applying for Federal disaster assistance once the immediate crisis has passed.

Actual Case History - Winter Floods 2005

Disaster Documentation

City management decided not to activate the EOC, which may explain in part why the City public works department and city management arriving on the scene did not document their actions nor take photographs of the disaster damages. Staff gave Council members a tour of hard hit areas and the photographs taken by the Council members are being used as evidence of the disaster damage for FEMA public assistance.

Despite that most Public Works staff had received EOC intro, basic SEMS and ER documentation training, no one executed the ER documentation procedures...why?... staff was trying to quickly respond to the several, urgent emergency incidents...so they intentionally or unintentionally disregarded documentation. Unfortunately, the city management staff (who also had received the same if not more training) did not establish any protocol for staff to document their activity.

Without a clear record of past events (by hour or by day), trying to decipher emergency work invoices that consisted of total hours by date and dollar amount, but with no support documentation as to specific work performed, specific locations, amount of time at each task or location, etc. proved to be a horrendous challenge. On some invoices, the general work description was stated as “emergency storm work”. Various crews performed many tasks during 16-hour days, but without support documentation staff was reduced to allocating invoice amounts by percentages toward projects based upon guesswork. Invoices did not indicate the type or size of rental equipment used, just listed “skip loader”, “dumptruck”, etc. Memories fade quickly and recollections vary from each staff person asked.

The Finance staff received prior training in ER documentation and invoicing however they were not asked to help the public works department to submit purchase orders or document emergency services requested or performed.

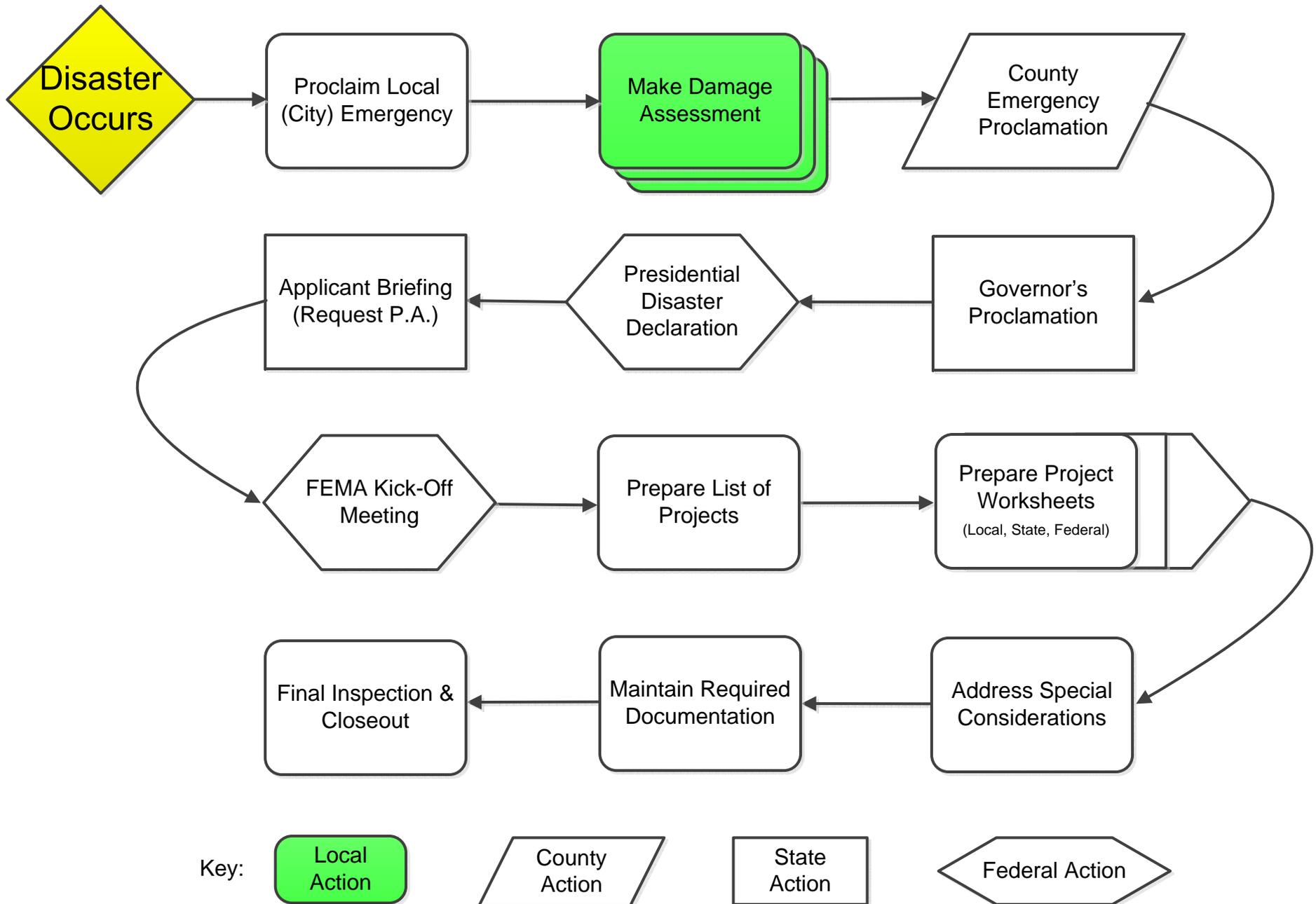
Attempting to recreate documentation or piece together past activities is a nightmare, because staff recollections, invoices, timesheets, etc. begin to contradict with each other. End result: guess work in developing FEMA project worksheets. Some invoices became mystery invoices; already paid by the City but not submitted for a FEMA claim, because staff wasn't sure what specific project it was for and did not have time to investigate further.

Another negative result due to the lack of emergency activity documentation was the difficulty in preparing the FEMA list of projects of damages. It was difficult to compile and categorize and estimate the damages into a FEMA list of projects from someone's memory. Staff unnecessarily spent considerable time and energy in attempt to determine whether all the major damages were included, what repair work was completed or left to be completed, what invoices may be outstanding, and if damages were “major” since no documentation existed.

It was disappointing and frustrating to discover months after the incident that copies of disaster incident reporting forms had been in City vehicles during the disaster effort.

Staff's primary concern is that FEMA will demand the City to refund part or all of the funds obligated for disaster response because of the lack of documentation available to justify the invoices paid by the City.

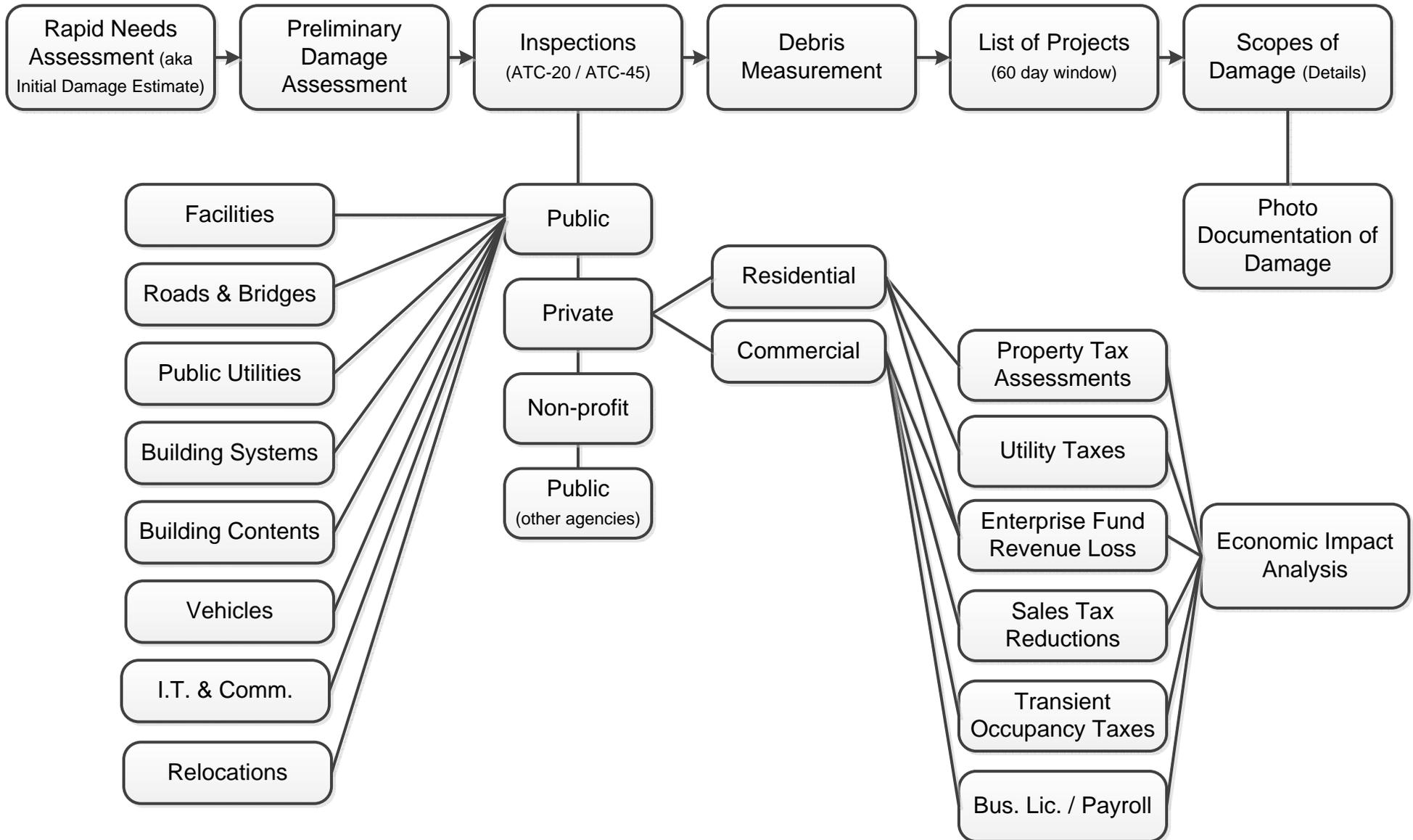
Public Assistance Claims Process Outline (Sample)



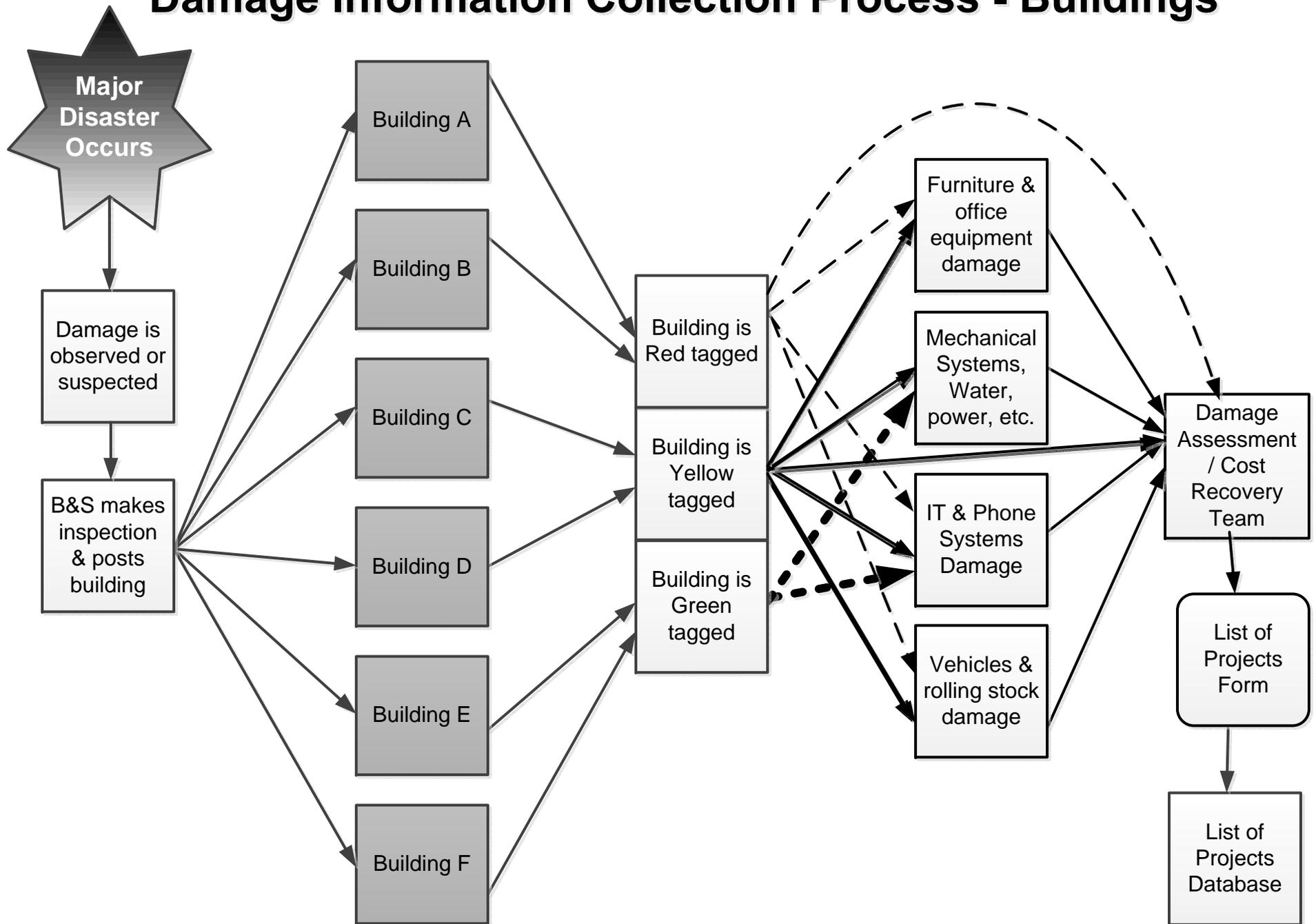
Damage Assessment After the Paso Robles Earthquake: Lessons for Emergency Management

1. Damage assessment plays a vital role during the initial minutes and hours of disaster response operations.
(Particularly Concerns F & A)
2. Damage assessment is crucial to the recovery phase of emergency management and is required before resources can be acquired and utilized for disaster assistance and rebuilding.
(Particularly Concerns F & A)
3. Although damage assessment is a dangerous activity, it does promote a safer environment for the public and those involved with repairs, demolition and reconstruction.
4. There is an incredible convergence of personnel at the scene of a disaster for the purpose of evaluating the disaster's impacts.
(Particularly Concerns F & A)
5. There are different types of damage assessments and diverse methods to conduct them.
6. Damage assessment is not a one-time occurrence, but a repetitive process.
(Particularly Concerns F & A)
7. Accuracy of initial and even latter damage assessments may be questionable.
(Particularly Concerns F & A)
8. Damage assessment is a politically salient activity after a disaster occurs.
(Concerns F & A)
9. There are several challenges confronting damage assessment personnel
10. Many steps can be taken before and after a disaster to ensure an efficient and effective assessment of damages.
(Particularly Concerns F & A)

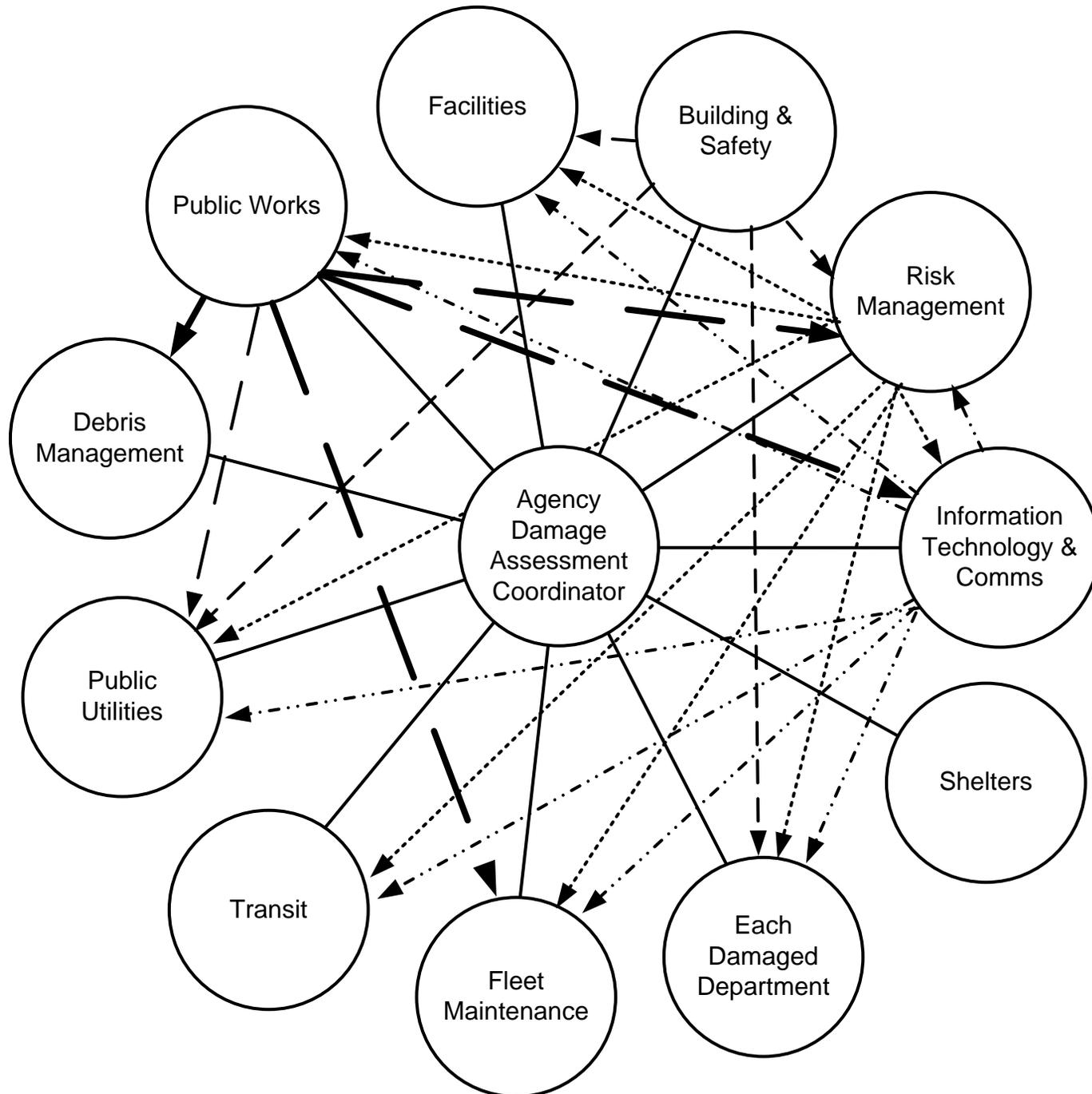
Damage Assessment Overview For Disaster Cost Recovery



Damage Information Collection Process - Buildings



Damage Assessment Financial Information Flow



8/24	929	Antigonia	Chimney, structure, beam
8/26	929	Antigonia	Structural
8/26	929	Antigonia	Support beam movement
8/26	929	Antigonia	A occupancy, structural
8/26	929	Antigonia	Structural
8/24	2003	Gemmina	Structural
8/26	2003	Gemmina	Structural
8/27	2003	Gemmina	Structural
8/25	905	Indiana	Chimney - structural damage
8/26	905	Indiana	Structural
8/26	905	Indiana	Unstable chimney
8/24	1445	Indiana	Chimney - structural
8/24	1445	Indiana	Chimney - structural damage
8/25	1445	Indiana	Chimney damage
8/26	1445	Indiana	Structural
8/26	1445	Indiana	Chimney-structural
8/27	1445	Indiana	

City of :	
Building Inspector Mutual Aid Daily Expense Report Envelope	
Insp. First Name	Insp. Last Name
Home Agency	Home Agency Dept.
Work Phone	Work Email
Date(s) Worked	
Regular Hours Worked	Overtime Hours worked
SAP Certificate #	# of Inspections
Per diem Expenses (Y or N)	Excess of Per Diem
Lodging Expenses	Mileage Claimed
Other Expenses Claimed	Total Expenses

Receipts must be provided for all expenses in excess of per diem.
Attach a list of all properties inspected.

City of :	
Mutual Aid Daily Expense Report Envelope	
First Name	Last Name
Home Agency	Home Agency Dept.
Work Phone	Work Email
Date(s) Worked	Dept assigned to
Regular Hours Worked	Overtime Hours worked
Certificate or License #	Location(s) worked
Per diem Expenses (Y or N)	Excess of Per Diem
Lodging Expenses	Mileage Claimed
Other Expenses Claimed	Total Expenses

Receipts must be provided for all expenses in excess of per diem.
Attach a list of all properties inspected.

Facility Initial Damage Report Form (DA-I-1)

Department	
Department Number (if any)	
Facility Name	
Facility Description or Type	
Damage address / location	
Damage address ZIP code	
Latitude / Longitude	
Damage Reporting District	
Supervisor/Council District	
Disaster Date	
Disaster Name	
Disaster Description	
Damage from a Prior Disaster	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
ATC-20 Status	<input type="checkbox"/> Red <input type="checkbox"/> Yellow <input type="checkbox"/> Green
Damage cause(s) (Earthquake, fire, flood, etc.)	
Damage Description	
Hazardous Materials	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
Historic Significance	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
Structural Damage	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
Infrastructure Damage	<input type="checkbox"/> Yes <input type="checkbox"/> No
Mechanical Systems Damage	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
Exterior Damage	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
Interior Damage	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
Contents Damage	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
Equipment Damage (Rolling Stock)	<input type="checkbox"/> Yes <input type="checkbox"/> No
IT/Phone Damage	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
Commercial Tennant	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
Debris Clearance	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
Person Filing Report	Phone #
Date of Report	Email

Facility Initial Damage Report Form (DA-I-1)

Instructions:

Department: Enter the department name.

Department Number: Enter the department number.

Facility Name: Enter if the building has a name other than the department name.

Facility Description or Type: Briefly describe use, i.e., office, assembly, etc.

Damage address / location: Use street number.

Damage address ZIP code: Enter the ZIP code

Latitude / Longitude: Enter the GPS coordinates if available

Reporting District: Enter if known. Specify the department's numbering system.

Supervisor/Council District: Enter if known

Disaster Date: Enter if known

Disaster Name: Enter if known

Disaster Description: Enter a very brief description

Damage from a Prior Disaster: Was the facility damaged in another disaster? Yes / No / Unknown

ATC-20 Status: Enter if known

Damage cause(s) (Earthquake, fire, flood, etc.): Use primary cause of damage

Damage Description: Enter a very brief description

Hazardous Materials: Are hazardous materials present? Yes / No / Unknown

Historic Significance: Is this a historic structure? Yes / No / Unknown

Structural Damage: Is there structural damage? Yes / No / Unknown

Infrastructure Damage: Is this infrastructure damage? Yes / No

Mechanical Systems Damage: Is there mechanical damage to building? Yes / No / Unknown

Exterior Damage: Is there exterior damage? Yes / No / Unknown

Interior Damage: Is there interior damage? Yes / No / Unknown

Contents Damage: Is there contents damage? Yes / No / Unknown

Equipment Damage (Rolling Stock): Is this a vehicle? Yes / No

IT/Phone Damage: Is there damage to computers, phones or radios? Yes / No / Unknown

Commercial Tennant: Are there any businesses in this City building? Yes / No / Unknown

Debris Clearance: Will this facility need debris clearance? Yes / No / Unknown

Disaster Name - Year

City Owned Property Checklist For Damage Assessment (DA-I-2)

	Building Name	Use/Function	Number	Street	City	Year Built	Date Inspected	Tag	Damage Estimate	Historic Building	Environmental (Per FEMA)	Earthquake or Haz Mat	Leased or Rented	Fully Occupied by City
1	City Hall	Offices	555	Santa Clara	Placid Lake	1977			No					
2	Police Station	Offices	111	Appleton	Placid Lake	1961			Yes					
3	Corporation Yard	Offices	111	Appleton	Placid Lake	1961			Yes					
4	Corporation Yard	Repair Shop	111	Appleton	Placid Lake	1998			No					
5	Police Facility	Classroom	111	Appleton	Placid Lake	1961			Yes					
6	Corporation Yard	Storage Bldg.	111	Appleton	Placid Lake	1961			Yes					
7	PL PD Modular Office	Offices	111	Appleton	Placid Lake	1998			No					
8	Prof. Stds Div.	Offices	111	Appleton	Placid Lake	1998			No					
9	Main Library	Offices	505	Santa Clara	Placid Lake	1971			No					
10	Fire Station 21	Fire Station	1220	Marin	Placid Lake	1965			No					
11	Fire Station 22	Fire Station	700	Fifth	Placid Lake	1985			No					
12	Fire Station 23	Fire Station	900	Redwood	Placid Lake	1965			No					
13	Fire Station 24	Fire Station	1005	Oakwood	Placid Lake	1965			No					
14	Fire Station 25	Fire Station	595	Mini	Placid Lake	1965			No					
15	Fire Station 6	Offices	452	Gilcrest	Placid Lake	1958			Yes					
16	Fire Prevention	Offices	703	Cartage	Placid Lake	1938			Yes					
17	n/a	Offices	1153	Capital	Placid Lake	1942			Yes					
18	Corporation Yard Storage	Storage Bldg.	1047	Virginia	Placid Lake	1942			Yes					
19	Douglas Center	Community Center	333	Appleton	Placid Lake	1977			No					
20	North Placid Lake Community Ctr.	Community Center	1121	Fairgrounds	Placid Lake	1976			No					
21	Placid Lake Naval Museum	Museum	734	Marin	Placid Lake	1927			Yes					
22	College Crew Storage	Storage Bldg.	7	Harbor Way	Placid Lake	1980			No					
23	Boat Repair	Tenant	7	Harbor Way	Placid Lake	1965			No					
24	Marine Store	Tenant	7	Harbor Way	Placid Lake	1965			No					
25	Restroom	Restrooms	7	Harbor Way	Placid Lake	1994			No					
26	Harbor Master Office	Offices	7	Harbor Way	Placid Lake	1994			No					
27	Central Community Sub-station	Utility	415	Alabama	Placid Lake	1967			No					
28	Community Center	Tenant	401	Appleton	Placid Lake	1943			Yes					
29	Lake Frey-Madigan	Caretaker Home	6540	Wild Horse Valley Rd	Nogales	1920			Yes					
30	Lake Frey-Madigan	Garage	6540	Wild Horse Valley Rd	Nogales	1920			Yes					
31	Lake Frey-Madigan	Storage Bldg.	6540	Wild Horse Valley Rd	Nogales	1920			Yes					
32	Green Valley Water Treatment	Caretaker Home	4675	Green Valley Road	Sierra Vista	1920			Yes					
33	Green Valley Water Treatment	Garage	4675	Green Valley Road	Sierra Vista	1999			No					
34	Green Valley Water Treatment	Chlorine Bldg.	4675	Green Valley Road	Sierra Vista	1920			Yes					
35	Green Valley Water Treatment	Water Treatment Facility	4675	Green Valley Road	Sierra Vista	1999			No					
36	Green Valley Water Treatment	Water Tank	4675	Green Valley Road	Sierra Vista	1999			No					
37	Green Valley Water Treatment	Control Bldg.	4675	Green Valley Road	Sierra Vista	1920			Yes					
38	Green Valley Water Treatment	Clear Well	4675	Garden Valley Road	Sierra Vista				No					
39	Green Valley Water Treatment	Back Wash Basin	6955	Garden Valley Road	Placid Lake				No					
40	Lake Curry/Garden Valley	Caretaker Home	6955	Garden Valley Road	Sierra Vista	1975			No					
41	Lake Curry/Garden Valley	Garage	6955	Garden Valley Road	Sierra Vista	1975			No					
42	Lake Curry/Garden Valley	Storage	6955	Garden Valley Road	Sierra Vista	1920			Yes					
43	Lake Curry/Garden Valley	Filtration Bldg.	6955	Garden Valley Road	Sierra Vista	1975			No					
44	Lake Curry/Garden Valley	Storage Bldg.	6955	Garden Valley Road	Sierra Vista	1920			Yes					
45	Lake Curry/Garden Valley	Storage Bldg.	6955	Garden Valley Road	Sierra Vista	1920			Yes					
46	Lake Curry/Garden Valley	Storage Bldg.	6955	Garden Valley Road	Sierra Vista	1920			Yes					

Disaster Loss Estimation Form (Internal) DA-I-3
(Derived from FEMA Publication 386)

City of:							December 27, 2014					
Prepared by:												
Name or Description of Structure	Structure Replacement Value	Percent Damage	Total Loss to Structure	Replacement Value of Contents	Percent Damage	Total Loss to Contents	Average Daily Operating Budget	Functional Downtime in days	Displacement Cost Per Day	Displacement Time in Days	Total Structure Use & Function Loss	Total Structure + Content + Function Losses
Structure Loss			Contents Loss			Structure Use and Function Loss						
City Hall	\$100,000	100%	\$100,000	\$50,000	100%	\$50,000	\$345	9	\$500	30	\$18,105	\$168,105
	\$200,000	75%	\$150,000	\$50,000	75%	\$37,500	\$345	9	\$500	30	\$18,105	\$205,605
	\$500,000	100%	\$500,000	\$250,000	100%	\$250,000					\$0	\$750,000
			\$0			\$0					\$0	\$0
			\$0			\$0					\$0	\$0
			\$0			\$0					\$0	\$0
			\$0			\$0					\$0	\$0
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			\$0			\$0					\$0	\$0
			\$0			\$0					\$0	\$0
			\$0			\$0					\$0	\$0
			\$0			\$0					\$0	\$0
			\$0			\$0					\$0	\$0
			\$0			\$0					\$0	\$0
	\$800,000		\$750,000	\$350,000		\$337,500					\$36,210	\$1,123,710

Disaster Name			
Disaster date		Time of damage	
Vehicle location when damaged			
Vehicle operator (if any) at time of damage			
Vehicle location where stored for FEMA inspection			
Department owning or leasing the vehicle			
Fleet manager's name			
Fleet manager's phone #			
Fleet manager's email address			
	Yes	No	Unknown or N/A
This vehicle was directly damaged by the disaster			
This vehicle is inoperable because of disaster damage			
There are photographs of the vehicle damage			
A repair estimate for this vehicle is attached			
Vehicle is insured			
Is this a leased vehicle?			
Vehicle cost when new	\$		
If so, who is the owner of record for the vehicle?			
Year vehicle was acquired			
Total vehicle miles or engine hours			
Current "Blue Book" value	\$		
Vehicle DMV Registration Number			

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Office Furnishings and Equipment Damage Report (DA-I-5)

		Dept				Room #	
		Address				Floor	
Qty.	Cost	Ext.	Miscellaneous	Qty.	Cost	Ext.	Contact info
		\$ -	Carts			\$ -	Computers
		\$ -	Clocks			\$ -	computers, inc'l keyboards and mice
		\$ -	Electric paper punches			\$ -	keyboard trays
		\$ -	Electric staplers			\$ -	monitors (specify Qty. per screen size)
		\$ -	Floor mats			\$ -	printers/copiers (model # and serial # for each)
		\$ -	Mail distribution centers			\$ -	laptop computers (specify size and specs)
		\$ -	Microwave ovens			\$ -	iPads (specify per each model)
		\$ -	Paper cutters			\$ -	Video projectors
		\$ -	Paper shredder			\$ -	Televisions
		\$ -	Refrigerators			\$ -	Servers
		\$ -	Time date stampedes			\$ -	Server racks
		\$ -	White boards			\$ -	Routers
Qty.	Cost	Ext.	Chairs & Tables			\$ -	Hubs
		\$ -	office desk chairs (adjustable)			\$ -	Cables
		\$ -	meeting chairs (adjustable)			\$ -	Fax machines
		\$ -	meeting chairs (non-adjustable)			\$ -	Other computer equipment (describe)
		\$ -	small conference tables (up to 48")	Qty.	Cost	Ext.	Cubicles
		\$ -	large conference tables (specify each size)			\$ -	6' x 6' cubicles
Qty.	Cost	Ext.	Filing Cabinets & Bookshelves			\$ -	6' x 9' cubicles
		\$ -	18" x 36" x 30" high cabinets			\$ -	larger cubicles (provide dimensions for each)
		\$ -	18" x 35" utility cabinets			\$ -	lateral cubicle cabinets w/ lights
		\$ -	2 drawer lateral file cabinets			\$ -	lateral cubicle cabinets w/o lights
		\$ -	3 drawer lateral file cabinets			\$ -	2 drawer under desk file cabinets
		\$ -	4 drawer lateral file cabinets			\$ -	3 drawer under desk file cabinets
		\$ -	48" bookshelves			\$ -	cubicle paper trays, vertical
		\$ -	60" bookshelves			\$ -	cubicle paper trays, horizontal
		\$ -	72" bookshelves			\$ -	Air diffusers
Qty.	Cost	Ext.	Phones	Qty.	Cost	Ext.	Other (describe)
		\$ -	standard phones			\$ -	
		\$ -	extended phones			\$ -	
		\$ -	phone headsets			\$ -	
		\$ -	Tele-conference units			\$ -	
Total Loss		\$ -		Total Loss		\$ -	

Office Relocation Expense Report (DA-I-6)

Needs Estimate						
Department						
Division						
Job function (office, shop, etc.)						
Original workspace address						
Original square feet at location						
Dept/Div representative						
Dept/Div rep phone #						
Dept/Div rep email						
# of employees at this location						
	Quantity	Unit Cost	Total		Needed by	ETA
Minimum square feet needed			\$0			
# of desks required			\$0			
# of computers required (intranet only)			\$0			
Network/Server Requirements			\$0			
Internet connections required			\$0			
Television needed for news monitoring?			\$0			
Audio visual package needed?			\$0			
# of multifunction devices required			\$0			
# of additional printers required			\$0			
# of fax machines required			\$0			
# of phones required			\$0			
# of small meeting rooms req'd (12' x 12') ⁽¹⁾			\$0			
# of medium meeting rooms req'd (12' x 18') ⁽¹⁾			\$0			
# of large meeting rooms req'd (16' x 32') ⁽¹⁾			\$0			
# of lateral files required (2 drawer)			\$0			
# of lateral files required (4 drawer)			\$0			
# of vertical files (2 drawer)			\$0			
# of vertical files (4 drawer)			\$0			
Office supply replacement needed?			\$0			
# desk chairs required			\$0			
Task lighting (desk lamps)			\$0			
Other needs (specify make & model)			\$0			
Other needs (specify make & model)			\$0			
Other needs (specify make & model)			\$0			
Other needs (specify make & model)			\$0			
Other needs (specify make & model)			\$0			
Other needs (specify make & model)			\$0			
Other needs (specify make & model)			\$0			
Other needs (specify make & model)			\$0			
(1) Includes meeting tables and chairs			\$0			

Office Relocation Expense Report (DA-I-6)

Relocation Expense Cost Estimate

Expenses associated with a temporary disaster location must be billed with monthly lease and service charges billed separately from delivery / set-up and tear-down / removal costs.

	Set-Up/ Delivery \$	Monthly Lease \$	Est. # of months use	Purchase Cost \$	Haul Away Cost \$	Total Cost \$
Computer equipment purchase or lease						\$0
Computer network / server						\$0
Computer network cabling						\$0
Domestic water monthly costs						\$0
Electric power (generator)						\$0
Electrical emergency generator fuel costs						\$0
Electrical wiring (temporary)						\$0
Electricity monthly charges, if not on generator						\$0
Facility lease						\$0
Furniture lease						\$0
HVAC services						\$0
Internet connection						\$0
Lighting (overhead)						\$0
Lighting (task lighting)						\$0
Moving services						\$0
Natural gas or propane						\$0
Permits & fees, if any						\$0
Physical security services, if needed						\$0
Sanitation service						\$0
Site clean up & restoration costs						\$0
Site lease costs, if any						\$0
Site preparation & set up costs						\$0
Telephone service						\$0
Temporary structure monthly lease, Inc'l floor						\$0
Trash hauling services						\$0
Other (specify)						\$0
Other (specify)						\$0
Other (specify)						\$0
Other (specify)						\$0
Other (specify)						\$0
Other (specify)						\$0
Totals	\$0	\$0		\$0	\$0	\$0

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Disaster Damage Documentation Checklist (DA-I-7)

A copy of this worksheet should be placed in each Project Worksheet file and used as a reference to create a complete documentation of a disaster loss and recovery costs.

Site Address		DR #		
Date	Document(s)			Dept Responsible
	ATC-20 Preliminary & Detailed Safety Assessments			
	Pre-disaster photographs of structure and contents			
	Dated damage photos. Take more photos if more damage is found.			
	Floor plan of building marked with photograph references			
	Silent video of damage. Take more video when more damage is found.			
	Incident report(s)			
	Copy of insurance policy			
	Insurance adjuster's reports			
	Inventory of building contents furnishings and equipment			
	Inventory of supplies and materials in building			
	Original architectural / engineering drawings (if available)			
	Press clippings / news video footage			
	Information for special considerations (Hazmat, historic, flood plain, etc)			
	Other 1 (specify)			
	Other 2 (specify)			
Documentation of emergency work done at the site				
	Worker time sheets			
	Materials bills			
	Equipment time sheets			
	Contracts for emergency work (FEMA Category A & B)			
	Invoices for emergency work (FEMA Category A & B)			
	Other 3 (Specify)			
Construction documents for repair and reconstruction				
	Bid documents			
	Contract documents			
	Contract change-orders			
	Other 4 (Specify)			

Initial Damage Estimate for the City of _____ (DA-X-1)

Event _____

Date: _____

Declarations		
City	Date Proclaimed	
	Date Requested	Date Granted
County Concurrence		
Directors Concurrence		
Gubernatorial		
Small Business Administration		
Presidential		
Individual Assistance		
Public Assistance		

Individual Assistance (IA) Damages						
	Homes Destroyed	Major Damage	Minor Damage	Affected* (no physical damage)	Estimated Loss \$	Estimated % covered by insurance
Primary residence (include mobile homes)						
Other (i.e. Out bldgs, etc.)						

Small Business Administration Loan Damages						
	Businesses destroyed	Major Damage	Minor Damage	Affected* (no physical damage)	Estimated Loss \$	Estimated % covered by insurance
Business (SBA)						
Private Nonprofit						

Agricultural Damage			
	Acres Impacted	Number Impacted	Estimated Loss \$
Crops/Grazing Lands			
Farm Buildings & Machinery			
Livestock			

* Homes and businesses unuseable or closed because of utility outages or road closures.

Public Assistance (PA) Damage		
Category	Number of Sites	Estimated Loss\$
Category A: Debris Removal & Disposal		
Category B: Emergency Protective Measures		
Category C: Road & Bridge Systems (non-Federal)		
Category D: Water Control Facilities (levees, dams, & channels)		
Category E: Public Buildings & Equipment		
Category F: Public Utilities (water & power, etc.)		
Category G: Park/Recreational/Other		
Comments		

Federal Program Damages		Estimated Costs \$
Federal Highways (Emergency Relief Program)		
U.S. Army Corps of Engineers (PL 84-99)		
Natural Resources Conservation Service		
Other 1 (Specify)		
Other 2 (Specify)		
Other 3 (Specify)		

Reporting Agency Point of Contact	
Name	
Phone	
Fax	
Alt. Phone	
E-Mail	
When known, enter estimated date to begin Preliminary Damage Assessments (PDA)	

Damage And Needs Assessment Summary (DA-X-2)				
Name of Jurisdiction:	Population:	County:	Population:	Report Date:
				12/27/2014
Type of Disaster:	Disaster Date:	Area Primarily Affected:		
Contact:		Title:		
Address:		Phone:		
Email Address:		Fax:		
PUBLIC DAMAGES				
A. Debris Clearance		E. Public Buildings, Facilities, Equipment		
Public Roads and Streets	\$1	Public Buildings Destroyed	1	\$1
Public Property	\$2	Public Buildings Damaged	3	\$3
Other	\$3	Building Contents		\$5
		Vehicles / Equipment		\$5
		Insurance Coverage	0.00%	
Total	\$6	Total		\$14
B. Protective Measures		F. Public Utilities (Publicly Owned)		
Emergency Temporary Repairs	\$4	Water Distribution Systems		\$1
Flood Protection / Sandbagging	\$5	Water Treatment Plants		\$2
Barricades, Signs	\$6	Sewage Treatment Plants		\$3
Security / Search and Rescue	\$7	Sewers - Length in Feet	4	\$5
Emergency Shoring	\$8	Other		\$6
Other	\$9	Insurance Coverage	0.00%	
Total	\$39	Total		\$17
C. Road Systems		Miles	Dollars	G. Parks and Recreational
Roads (miles 2-4 lanes)	0.375	\$150	Parks	\$1
Roads (miles 6+ lanes)	0.6	\$500	Recreational	\$2
Roads (other)	0.4	\$300	Other	\$3
Bridges Destroyed	3	\$3		
Bridges Damaged	5	\$5		
Culverts Destroyed	7	\$7		
Culverts Damaged	9	\$9	Insurance Coverage	0.00%
Total		\$974	Total	\$6
D. Water Control Facilities		H. Schools and Private Non-Profit Facilities		
Dikes	\$1	Public Schools Destroyed	1	\$2
Levees	\$2	Public Schools Damaged	3	\$3
Dams	\$3	Other Schools Destroyed	5	\$6
Storm Drains	\$4	Other Schools Damaged	7	\$8
Flood Control Channels	\$5	Private Utility		\$9
Catch Basins	\$6	Other		\$9
Other	\$7			
		Insurance Coverage	0.00%	

Total		\$28	Total		\$37
GRAND TOTAL					\$1,121
I. Current Jurisdiction Budget Information					
Annual Budget		Road Budget			
Public Works Budget		Date Fiscal Year Begins			
PRIVATE DAMAGES					
J. Individual			K. Business / Industry		
Residences Destroyed - Single Family	1	Businesses Destroyed			1
Residences Destroyed - Multi-Family	2	Businesses - Major Damage			2
Residences Destroyed - Mobile Home	3	Businesses - Minor Damage			3
Residences Damaged - Single Family	4	Businesses - Affected			4
Residences Damaged - Multi-Family	5	Number of Employees			75
Residences Damaged - Mobile Home	6	Days of Unemployment			9
Residences - Minor Damage	7	Insurance Coverage	0.00%		
Residences - Affected	8				
Insurance	0.00%				
Total		36	Total		94
L. Agriculture					
Farm Buildings Destroyed	1	Crops - Acres Destroyed			0
Farm Buildings Damaged	2	Crops - Acres Damaged			6
Machinery / Equipment Destroyed	3	Livestock Destroyed			0
Machinery / Equipment Damaged	0	Livestock Injured			0
M. Other Information (Unofficial Numbers*)			N. Additional Disaster Information		
Deaths		If a FLOOD or WINTER STORM:	Quantity - Inches		
Injured			Hours Duration?		
Hospitalized		If FLOOD, Type:			
Evacuated		Stream Overflow?			
Sheltered		Sheet Flow?			
Missing		Sewer Backup?			
* These numbers are unofficial only and should never be released to the media. They are for internal response planning purposes only.		Other?			
		How long under water?			
		Chemical Contamination?			
		What Chemicals?			
O. Additional Comments:					

Roads and Bridges (DA-X-2)

#	Address / Location	Roads		Bridges Destroyed		Bridges Damaged		Culverts Destroyed		Culverts Damaged	
		Type	Miles Damaged	\$ Damaged	Bridge Type	#	\$	#	\$	#	\$
1	Location 1	1 Lane each way	0.125	\$ 50							
2	Location 2	2 Lanes each way	0.25	\$ 100							
3	Location 3	3+ Lanes each way	0.6	\$ 500							
4	Location 4	Alley	0.3	\$ 200							
5	Location 5	Unimproved road	0.1	\$ 100							
6	Location 6				2 Lane Bridge	1	\$ 1				
7	Location 7				4 Lane Bridge	1	\$ 1				
8	Location 7				6+ Lane Bridge	1	\$ 1				
9	Location 9				Pedestrian Bridge			1	\$ 1		
10	Location 10				Railroad Bridge			1	\$1		
11	Location 11							1	\$1		
12	Location 12				2 Lane Bridge			1	\$1		
13	Location 13				Pedestrian Bridge			1	\$1		
14	Location 14							1	\$1		
15	Location 15							1	\$1		
16	Location 16							1	\$1		
17	Location 17							1	\$1		
18	Location 18							1	\$1		
19	Location 19							1	\$1		
20	Location 20							1	\$1		
21	Location 21									1	\$1
22	Location 22									1	\$1
23	Location 23									1	\$1
24	Location 24									1	\$1
25	Location 25									1	\$1
26	Location 26									1	\$1
27	Location 27									1	\$1
28	Location 28									1	\$1
29	Location 29									1	\$1
30											
31											
32											
33											
34											
35											
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47											
48											
49											
50											
51											

City or County of _____
Disaster Impact Financial Summary (DA-X-3)

Date:	Time: _____ A.M./P.M.
Total Population of Jurisdiction	
Total Population Affected*	
Fatalities (Estimate only)	
Missing or Unaccounted for (Estimate only)	
Displaced (Disaster homeless)	
# Active fires / Sq. Mi. flooded (specify which)	
Homes damaged	
Homes destroyed	
Homes unusable (Utilities)	
Homes inaccessible (Roads)	
Businesses damaged	
Businesses destroyed	
Businesses closed (Utilities)	
# of jobs permanently lost	
# of jobs temporarily lost	
Estimated impact to sales taxes	
Estimated impact to property taxes	
Estimated impact to T.O.T. taxes	
Estimated impact for utility taxes	
Estimated impact on payroll taxes	
Estimated impact on enterprise revenues	

City or County of _____
Disaster Impact Financial Summary (DA-X-3)

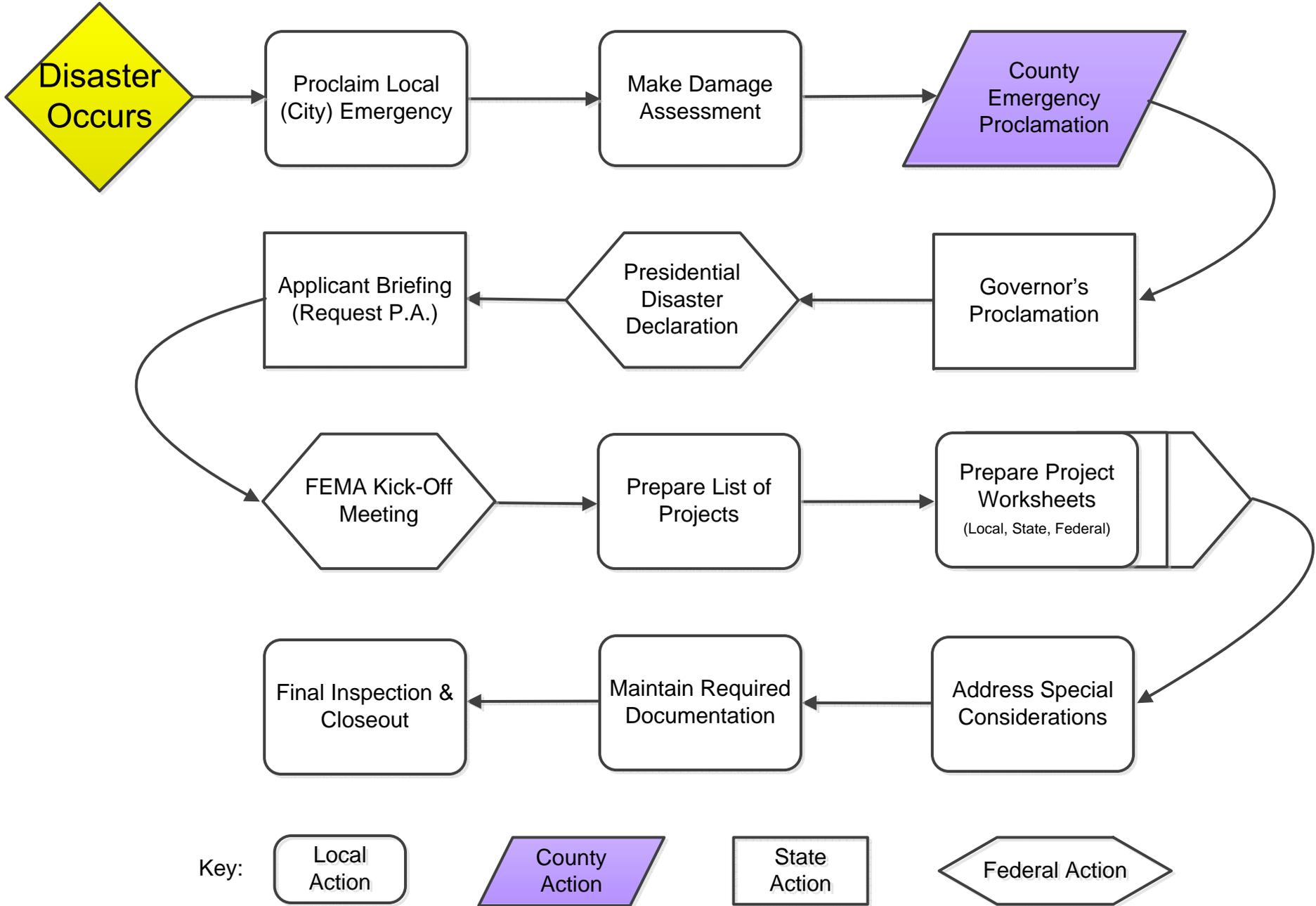
Month Fiscal Year Began	
Annual General Fund Budget \$	
Current General Fund Balance	
Current funding for capital improvements	
Current funding for maintenance work	
Hospitals damaged or destroyed	
Specific Immediate Health Threats	
Public facilities damaged	
Public facilities destroyed	
Public facilities closed (Utilities)	
Other significant disaster impacts	

Sample

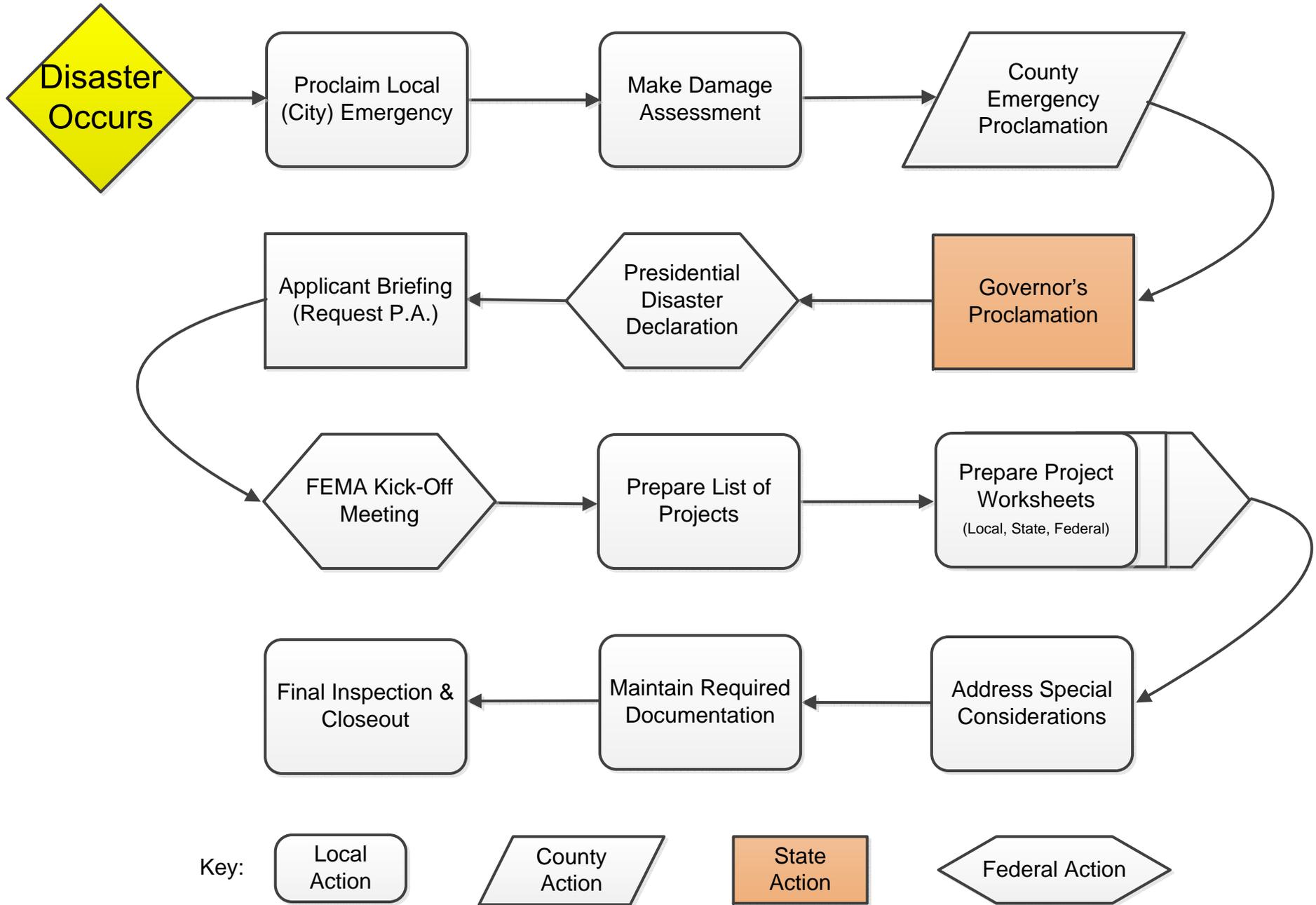
* Total population affected to any degree by this disaster., inc'l injuries or fatalities, loss of or damage to home, loss of work, loss of utilities, inability to commute, etc. Do Not double count those affected by two or more situations to the extent possible.

† Hazardous materials incidents, areas flooded (in square miles), vectors, etc.

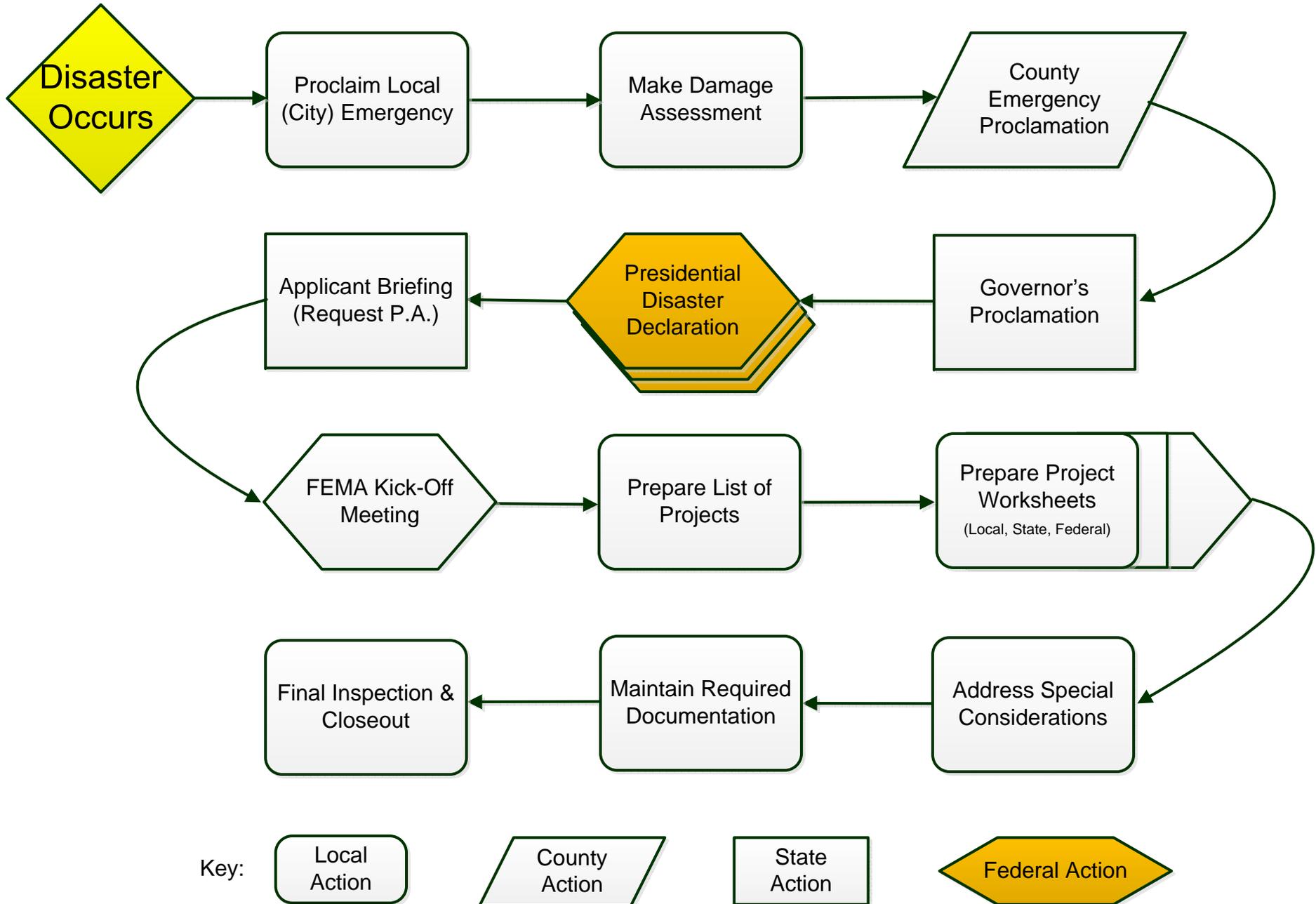
Public Assistance Claims Process Outline (Sample)



Public Assistance Claims Process Outline (Sample)



Public Assistance Claims Process Outline (Sample)



ANNEX GG

FEMA-STATE AGREEMENT

A. PURPOSE

The FEMA-State Agreement states the understandings, commitments, and conditions for assistance under which FEMA disaster assistance shall be provided. This agreement imposes binding obligations on FEMA, States and their Political Subdivisions in the form of conditions for assistance which are legally enforceable. However, such conditions may be modified by a properly executed amendment to the FEMA-State Agreement. No FEMA funding may be authorized or provided to any grantees or other recipients, and authorized by mission assignment until such time as this Agreement for the Presidential declaration has been signed and is fully in effect.

B. CONCEPT OF OPERATIONS

1. Upon the declaration of a major disaster or emergency, the Governor, acting for the State, and the FEMA Regional Director, or his/her designee, acting for the Federal Government, shall execute a FEMA-State Agreement. This Agreement specifies the beginning and the end of the incident period, identifies the type and extent of Federal assistance, and includes any details unique to a current emergency. It also describes the incident period for which assistance will be made available, the type and extent of the Federal assistance to be made available and contains the commitment of the State and Political Subdivisions with respect to the amount of funds to be expended in alleviating damage and suffering caused by a major disaster. This Agreement contains the necessary terms and conditions consistent with the declaration and the provisions of applicable laws, executive orders and regulations. The Governor's authorized representative and the Regional Director or his/her designee may execute subsequent amendments to the Agreement for the same major disaster or emergency. The Federal assistance specified in the Agreement or an amendment is the only assistance eligible for Federal funding or reimbursement under Public Law 93-288, as amended.

2. In the event that funds are to be transferred to the State for disaster relief purposes, the FEMA-State Agreement shall contain, and the State and its political subdivisions shall agree to, the following conditions for assistance:

a. In the event that a State or Political Subdivision violates any of the conditions imposed upon disaster relief assistance under law, this Agreement, or applicable Federal regulations, the Associate Director may notify the State that additional financial assistance for the purpose of the project in connection with which the violation occurred will be withheld until such violation has been corrected.

9570.7 SOP Immediate Needs Funding (INF) - The Process

Background

- INF is designed to assist applicants in dealing with their urgent needs that require payment within the first 60 days after the disaster declaration.
- INF is typically a partial advance of funding for emergency work items identified during the PDA. If a PDA is not conducted, the State may identify eligible applicants and emergency work.
- The purpose of INF is to provide emergency aid to the applicant within days of the declaration.
- To be eligible for Federal assistance, emergency work must eliminate or reduce an immediate threat to life, public health or safety; or eliminate or reduce an immediate hazard that threatens significant damage to improved public or private property.
- Emergency protective measures to protect property can be funded only when the benefits achieved by the measure are greater than the costs.
- Some emergency work, while eligible for funding under emergency work, can not be approved for INF due to the need to ensure compliance with applicable Federal laws and regulations.

Identification of Eligible Work for INF

- INF funds are designated for emergency work only, for those expenses the applicant must pay within the first 60 days after a declared disaster.
- Examples of work items eligible for INF include:
 - Clearing debris from the road to the right-of-way
 - Sandbagging operations
 - Shoring a listing building
 - Disposal of dead animals
 - Provision of food, water, medicine and other essential needs
 - Actions taken to ensure the continuation of essential public services
- INF funds are designated for costs such as overtime payroll, equipment expenses, temporary employee payroll, cost for the use of applicant owned equipment or equipment rental, materials purchased or used from inventory, and payments to contractors for work performed.

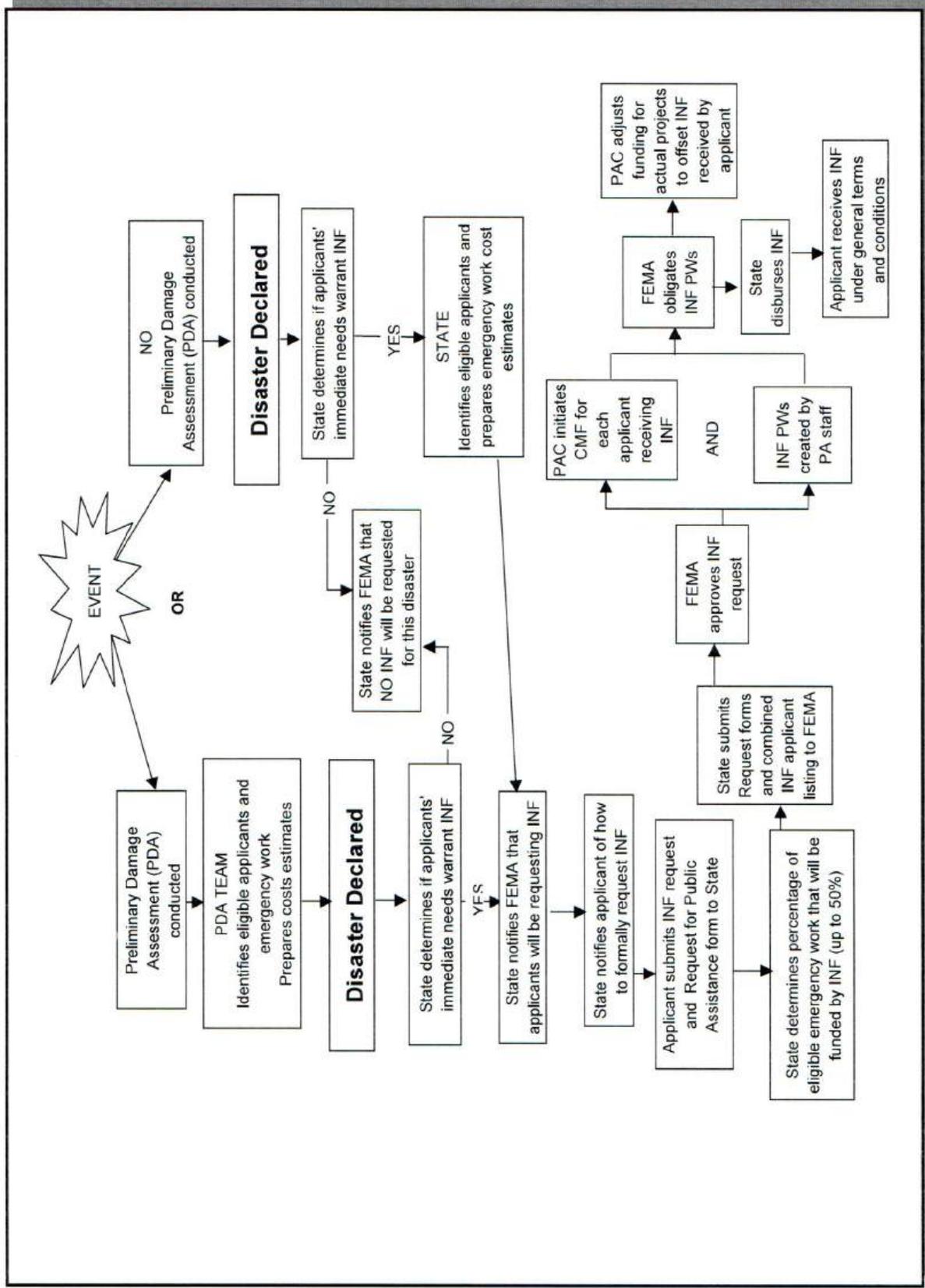
Immediate Needs Funding - The Process

- INF is not intended for those emergency work items that involve environmental or historic concerns, hazard mitigation projects, work covered by insurance or items of work that will require longer than 60 days to complete.
- The following is a list of examples that are **NOT** eligible for INF due to Special Considerations issues:
 - Demolition of historic structures or parts of historic structures
 - Removal of debris with known hazardous materials
 - Emergency work efforts covered by an existing insurance policy (building demolition or the removal of building debris.
 - Debris removal and disposal in Coastal Barrier Resources Act areas
- Any emergency work project that will extend beyond 60 days is also not eligible for INF, such as:
 - Large debris removal/disposal projects
 - Major demolition of destroyed building projects

Applying for INF

- Upon a Presidential declaration, the State will determine whether the applicants(immediate needs warrant INF. If the State decides INF is necessary, the State will notify the eligible applicants of how to request INF and any associated deadlines. This is typically a letter of request to a designated official.
- If a PDA was conducted an applicant is eligible for INF only if they were identified in the PDA.
- If a PDA was not conducted the State will determine eligible applicants and cost estimates for eligible emergency work.
- INF may total up to 50% of PDA estimates (or State estimates, if no PDA occurred) for eligible emergency work. The State will determine this percentage during the application process.
- The State will prepare a combined INF applicant listing and submit this and the associated Request forms to FEMA.
- FEMA will review the INF request and will approve funding as appropriate.

Immediate Needs Funding Process Flow Chart



<i>FEDERAL EMERGENCY MANAGEMENT AGENCY</i>		
IMMEDIATE NEEDS FUNDING (INF)		
RECONCILIATION SHEET		
1. APPLICANT	2. PA ID	3. DISASTER NUMBER FEMA- DR-
4. COUNTY		5. PAC
INF PW #	Date Obligated	Amount Advanced: \$

Cost Reconciliation

Offset PW #	Date	Cat.	PW \$	Offset \$:
				Balance: \$
Offset PW #	Date	Cat.	PW \$	Offset \$:
				Balance: \$
Offset PW #	Date	Cat.	PW \$	Offset \$:
				Balance: \$
Offset PW #	Date	Cat.	PW \$	Offset \$:
				Balance: \$
Offset PW #	Date	Cat.	PW \$	Offset \$:
				Balance: \$
Offset PW #	Date	Cat.	PW \$	Offset \$:
				Balance: \$
Offset PW #	Date	Cat.	PW \$	Offset \$:
				Balance: \$
Offset PW #	Date	Cat.	PW \$	Offset \$:
				Balance: \$
Offset PW #	Date	Cat.	PW \$	Offset \$:
				Balance: \$
Offset PW #	Date	Cat.	PW \$	Offset \$:
				Balance: \$
Offset PW #	Date	Cat.	PW \$	Offset \$:
				Balance: \$

Emergency work *PWs* should be offset before any permanent work *PWs* are obligated. If there are not enough emergency work *PWs* to completely offset the INF balance, offset with permanent work *PWs* until the balance is reduced to \$0. Never go below a \$0 balance. The *PW* offset amount for INF funds may be all or a portion of any *PW* estimate. Once the balance is reduced to \$0, forward a copy of this form to the applicant for their records.

Community Disaster Loan Program

Purpose:

To provide funds to any eligible jurisdiction in a designated disaster area that has suffered a substantial loss of tax and other revenue. The jurisdiction must demonstrate a need for financial assistance to perform its governmental functions.

Assistance Provided:

Loans not to exceed 25 percent of the local government's annual operating budget for the fiscal year in which the major disaster occurs, up to a maximum of \$5 million.

Cost-Sharing Requirements:

None.

Eligibility:

Any local government or other eligible jurisdiction in a designated disaster area that has demonstrated a substantial tax loss and a need for financial assistance to perform its governmental functions.

Application:

The State's Governor requests a Presidential declaration of an emergency or disaster through the FEMA Regional Director. An applicant should consult the office or official designated as the single point of contact in the State for more information on the process the State requires to be followed in applying for assistance. Upon declaration of a major disaster, one may apply for assistance through the Governor's authorized representative.

Authorized Under P.L. 113-2, FY 2013 Disaster Assistance Supplemental. FEMA is providing the following information for our stakeholders.

The FY 2013 Disaster Assistance Supplemental (P.L. 113-2) in response to Hurricane Sandy provided additional funds to the 'Disaster Assistance Direct Loan Program Account' in the amount of \$300 million for the cost of direct loans (less the Sequestration reduction of \$15 million or 5%).

Contact: Public Assistance Branch, Recovery Division
FEMA, DHS
500 C Street SW.
Washington, DC 20472

Last Updated: 07/24/2014 - 16:00

<https://www.fema.gov/community-disaster-loan-program>



FEMA

RECOVERY DIVISION

FACT SHEET

RP9580.101

FREQUENTLY ASKED QUESTIONS (FAQs) 2006 SPECIAL COMMUNITY DISASTER LOAN PROGRAM

Background

The Community Disaster Loan Act of 2005 authorized \$1 billion in loans for communities in Louisiana and Mississippi that were devastated by Hurricanes Katrina and Rita. The Supplemental Appropriations Act of 2006 provided additional loan authority for the Community Disaster Loan Program. The eligibility criteria for the 2006 program are different from those of the 2005 Program. Specifically, the law states, "...the amount of any such loan issued pursuant to this section may exceed \$5,000,000, and may be equal to not more than 50 percent of the annual operating budget of the local government in any case in which that local government has suffered a loss of 25 percent or more in tax revenues due to Hurricane Katrina or Hurricane Rita." These Frequently Asked Questions explain the eligibility under the 2006 Community Disaster Loan Program.

Questions & Answers (Q&A)

1. How much additional money has Congress appropriated for the SCDL Program?

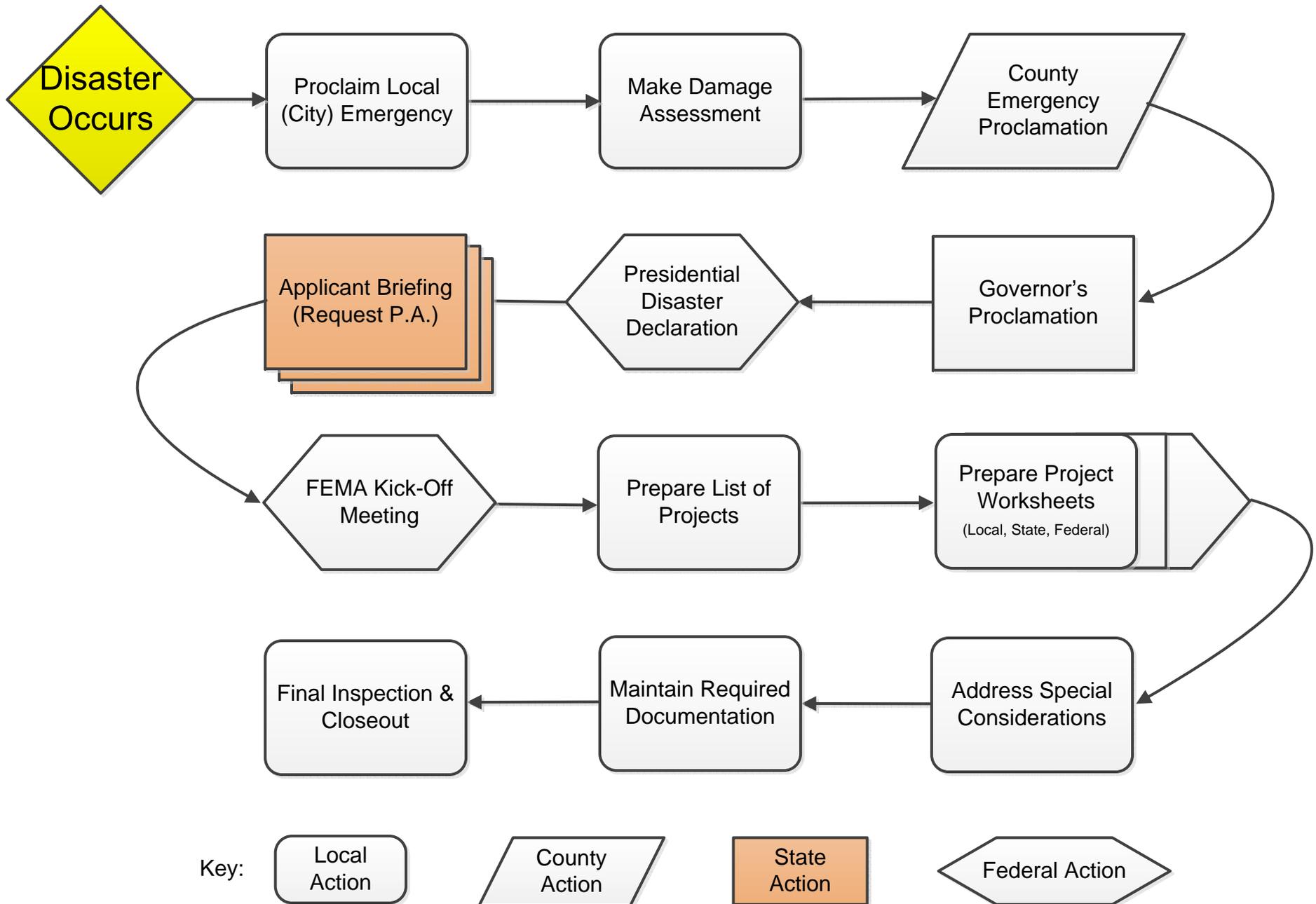
Congress appropriated \$372M for the SCDL in the Supplemental Appropriation Act of 2006.

2. What changes to the 2005 SCDL Program are included in the Supplemental Appropriation Act of 2006?

The Supplemental Appropriation Act of 2006 includes three changes:

- A. The maximum loan amount is increased from 25% to 50% of the applicant's operating budget the fiscal year of the disaster.
- B. The loan analysis may only consider "tax revenue" loss and not "other revenues" as allowed for in the October 2005 SCDL regulations.
- C. The applicant must demonstrate an actual loss in tax revenues of 25% or greater.

Public Assistance Claims Process Outline (Sample)



**DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY
REQUEST FOR PUBLIC ASSISTANCE**

O.M.B. No. 1660-0017
Expires October 31, 2008

PAPERWORK BURDEN DISCLOSURE NOTICE

Public reporting burden for this form is estimated to average 10 minutes. Burden means the time, effort and financial resources expended by persons to generate, maintain, disclose, or to provide information to us. You may send comments regarding the burden estimate or any aspect of the collection, including suggestions for reducing the burden to: Information Collections Management, U.S. Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC 20472, Paperwork Reduction Project (OMB Control Number 1660-0017). You are not required to respond to this collection of information unless a valid OMB number appears in the upper right corner of this form. **NOTE: Do not send your completed questionnaire to this address.**

APPLICANT <i>(Political subdivision or eligible applicant.)</i>	DATE SUBMITTED
---	----------------

COUNTY *(Location of Damages. If located in multiple counties, please indicate.)*

APPLICANT PHYSICAL LOCATION

STREET ADDRESS

CITY	COUNTY	STATE	ZIP CODE
------	--------	-------	----------

MAILING ADDRESS *(If different from Physical Location)*

STREET ADDRESS

POST OFFICE BOX	CITY	STATE	ZIP CODE
-----------------	------	-------	----------

Primary Contact/Applicant's Authorized Agent		Alternate Contact	
NAME		NAME	
TITLE		TITLE	
BUSINESS PHONE		BUSINESS PHONE	
FAX NUMBER		FAX NUMBER	
HOME PHONE <i>(Optional)</i>		HOME PHONE <i>(Optional)</i>	
CELL PHONE		CELL PHONE	
E-MAIL ADDRESS		E-MAIL ADDRESS	
PAGER & PIN NUMBER		PAGER & PIN NUMBER	

Did you participate in the Federal/State Preliminary Damage Assessment (PDA)? Yes No

Private Non-Profit Organization? Yes No
If yes, which of the facilities identified below best describe your organization? _____

Title 44 CFR, part 206.221(e) defines an eligible private non-profit facility as: "... any private non-profit educational, utility, emergency, medical or custodial care facility, including a facility for the aged or disabled, and other facility providing essential governmental type services to the general public, and such facilities on Indian reservations." "Other essential governmental service facility means museums, zoos, community centers, libraries homeless shelters, senior citizen centers, rehabilitation facilities, shelter workshops and facilities which provide health and safety services of a governmental nature. All such facilities must be open to the general public."

Private Non-Profit Organizations must attach copies of their Tax Exemption Certificate and Organization Charter or By-Laws. If your organization is a school or educational facility, please attach information on accreditation or certification.

Official Use Only: FEMA-_____-DR-_____-_____- FIPS# _____	Date Received:
---	----------------

PROJECT ASSURANCES FOR FEDERAL ASSISTANCE

SUBGRANTEE'S NAME: _____
(Name of Organization)

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

TELEPHONE: _____ FAX NUMBER: _____

AUTHORIZED AGENT: _____ TITLE: _____

EMAIL ADDRESS: _____

ASSURANCES – CONSTRUCTION PROGRAMS

Note: Certain of these assurances may not be applicable to all of your projects. If you have questions, please contact the California Emergency Management Agency. Further, certain federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the subgrantee named above:

1. Has the legal authority to apply for federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-federal share of project costs) to ensure proper planning, management, and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the state, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title, or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the federal interest in the title of real property in accordance with awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with federal assistance funds to assure nondiscrimination during the useful life of the project.
4. Will comply with the requirements of the assistance-awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progress reports and such other information as may be required by the assistance awarding agency or state.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gains.
8. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.), which prohibits the use of lead based paint in construction or rehabilitation of residence structures.
9. Will comply with all federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color, or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C §§ 1681-1683 and 1685-1686) which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794) which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101-6107) which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 93-

- 255) as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616) as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3) as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. § 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental, or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) which may apply to the application.
10. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced or whose property is acquired as a result of federal and federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of federal participation in purchases.
 11. Will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$5,000 or more.
 12. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.O 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved state management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§ 1451 et seq.); (f) conformity of federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. § 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.O. 93-205).
 13. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§ 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
 14. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and preservation of historic properties), and the Archeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.).
 15. Will comply with Standardized Emergency Management (SEMS) requirements as stated in the California Emergency Services Act, Government Code, Chapter 7 of Division 1 of Title 2, Section 8607.1(e) and CCR Title 19, Sections 2445, 2446, 2447, and 2448.
 16. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984 and the Single Audit Act Amendments of 1996.
 17. Will comply with all applicable requirements of all other federal laws, Executive Orders, regulations and policies governing this program.
 18. Has requested through the State of California, federal financial assistance to be used to perform eligible work approved in the subgrantee application for federal assistance. Will, after the receipt of federal financial assistance, through the State of California, agree to the following:
 - a. The state warrant covering federal financial assistance will be deposited in a special and separate account, and will be used to pay only eligible costs for projects described above;
 - b. To return to the State of California such part of the funds so reimbursed pursuant to the above numbered application, which are excess to the approved actual expenditures as accepted by final audit of the federal or state government.
 - c. In the event the approved amount of the above numbered project application is reduced, the reimbursement applicable to the amount of the reduction will be promptly refunded to the State of California.
 19. Will not make any award or permit any award (subgrant or contract) to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549 and 12689, "Debarment and Suspension."

"I, the official named below, CERTIFY UNDER PENALTY OF PERJURY that I am duly authorized by the above named subgrantee to enter into this agreement for and on behalf of the said subgrantee, and by my signature do bind the subgrantee to the terms thereof."

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL

TITLE

DATE



State of California
Office of
Emergency Services

For Internal Use Only
OES APPLICATION NO.:
DISASTER NO.:

PROJECT APPLICATION
CALIFORNIA DISASTER ASSISTANCE ACT PROGRAM

1. APPLICANT'S NAME AND ADDRESS

APPLICANT
ADDRESS
CITY & ZIP
PHONE ()

2. APPLICANT'S AGENT

(Attach Resolution of Designation unless an accurate "universal" resolution is on file.)

NAME
TITLE
ADDRESS
CITY & ZIP
PHONE ()
FACSIMILE ()
E-MAIL

3. PROJECT SUMMARY - Attach a List of Projects as defined in Title 19 of the California Code of Regulations, Section 2970(a)(4).

ASSURANCES AND AGREEMENTS

- A. The applicant certifies (to the best of his knowledge and belief) the disaster relief work herein described for which state financial assistance is requested, is eligible in accordance with the criteria contained in the Disaster Assistance Act (Government Code, Section 8680 et seq.)
B. The applicant is the legal entity responsible under law for the performance of the work detailed and accepts such responsibility.
C. The applicant certifies that the disaster relief work herein described for which state assistance is requested hereunder does not, or will not duplicate benefits received for the same loss from another source.
D. The applicant certifies that they have undertaken to recover maximum federal participation in funding street and highway project and public facility projects.
E. The applicant certifies that all information given herein is to the best of its knowledge and belief, true and correct.
F. The applicant agrees to (1) provide without cost to the state all lands, easements, and rights-of-way necessary for accomplishment of the approved work; (2) hold and save the State of California, its officers, agents and employees free from damages due to the approved work.
G. (1) The applicant agrees to comply with Section 3700 of the Labor Code which requires every employee to be insured against liability for Workmen's Compensation, or to undertake self insurance in accordance with provisions of the code; and will comply with such provisions before commencing the performance of the work.
(2) The applicant agrees to comply with the Fair Practices Act in connection with the performance of work under this agreement wherein it agrees it will not willfully discriminate against any employee or applicant for employment because of race, color, religion, ancestry, sex, age or national origin; and it agrees to take affirmative action to insure that applicants for employment are employed, and that employees are treated during employment, without regard to their race, color, religion, ancestry, sex, age or national origin, and hereby gives assurance that it will immediately take any measures necessary to effectuate this agreement.
(3) If any real property or structure thereon is provided or improved with the aid of the state financial assistance extended to the applicant, this assurance shall obligate the applicant, or in the case of such property, any transferee for the period during which the provision of similar services or benefits. If any personal property is so provided, this assurance shall obligate the applicant for the period during which it retains ownership or possession of the property. In all other case, this assurance shall obligate the applicant for the period during which the state financial assistance is extended to it by the agency.

(4) This assurance is given in consideration of, and for the purpose of obtaining any and all state grants, loans, reimbursement, advances, contracts, property, discount, or other state financial assistance extended after the date hereon to the applicant. The applicant recognizes and agrees that such state financial assistance will be extended in reliance on the representations and agreements made in this assurance and that the state shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the applicant, its successors, transferees and assignees, and a person or person whose signatures appear on the reverse, or authorized to sign this assurance on behalf of the applicant.

- H. The applicant certifies that all financial assistance received under this application will be, or has been expended in accordance with applicable laws and regulations. The applicant certifies that any work performed by a state agency at their request shall be agreed upon in writing and be subject to the State Contract Act. The applicant certifies that the work performed, or to be performed is in accordance with the state and local laws governing the performance of such work.
- I. The applicant certifies compliance with Standardized Emergency Management (SEMS) requirements as stated in the California Emergency Services Act, Government Code, Chapter 7 of Division 1 of Title 2, Section 8607.1(e) and CCR Title 19, Section 2445, 2446, 2447 and 2448.
- J. The applicant certifies that on contracts involving expenditures in excess of \$25,000, it obtained from the contractor a payment bond in accordance with Sections 3247 through 3252 of the Civil Code.
- K. **BY ACCEPTING THESE FUNDS, THE APPLICANT IS NOT FORFEITING ANY RIGHTS WHATSOEVER, INCLUDING THE RIGHT TO A FAIR HEARING.**

4. SIGNATURE OF APPLICANT'S AGENT

(Indicates concurrence with assurances and agreements)

SIGNATURE _____

DATE _____

TITLE _____

5. OES APPROVAL

SIGNATURE _____

DATE APPROVED _____

TITLE: _____

**DESIGNATION OF APPLICANT'S AGENT RESOLUTION
FOR NON-STATE AGENCIES**

BE IT RESOLVED BY THE _____ OF THE _____
(Governing Body) (Name of Applicant)

THAT _____, OR
(Title of Authorized Agent)

_____, OR
(Title of Authorized Agent)

(Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the _____, a public entity
(Name of Applicant)

established under the laws of the State of California, this application and to file it with the California Emergency Management Agency for the purpose of obtaining certain federal financial assistance under Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.

THAT the _____, a public entity established under the laws of the State of California,
(Name of Applicant)

hereby authorizes its agent(s) to provide to the California Emergency Management Agency for all matters pertaining to such state disaster assistance the assurances and agreements required.

Please check the appropriate box below:

This is a universal resolution and is effective for all open and futures disasters up to three (3) years following the date of approval below.

This is a disaster specific resolution and is effective for only disaster number(s) _____

Passed and approved this _____ day of _____, 20 _____

(Name and Title of Governing Body Representative)

(Name and Title of Governing Body Representative)

(Name and Title of Governing Body Representative)

CERTIFICATION

I, _____, duly appointed and _____ of
(Name) (Title)

_____, do hereby certify that the above is a true and correct copy of a
(Name of Applicant)

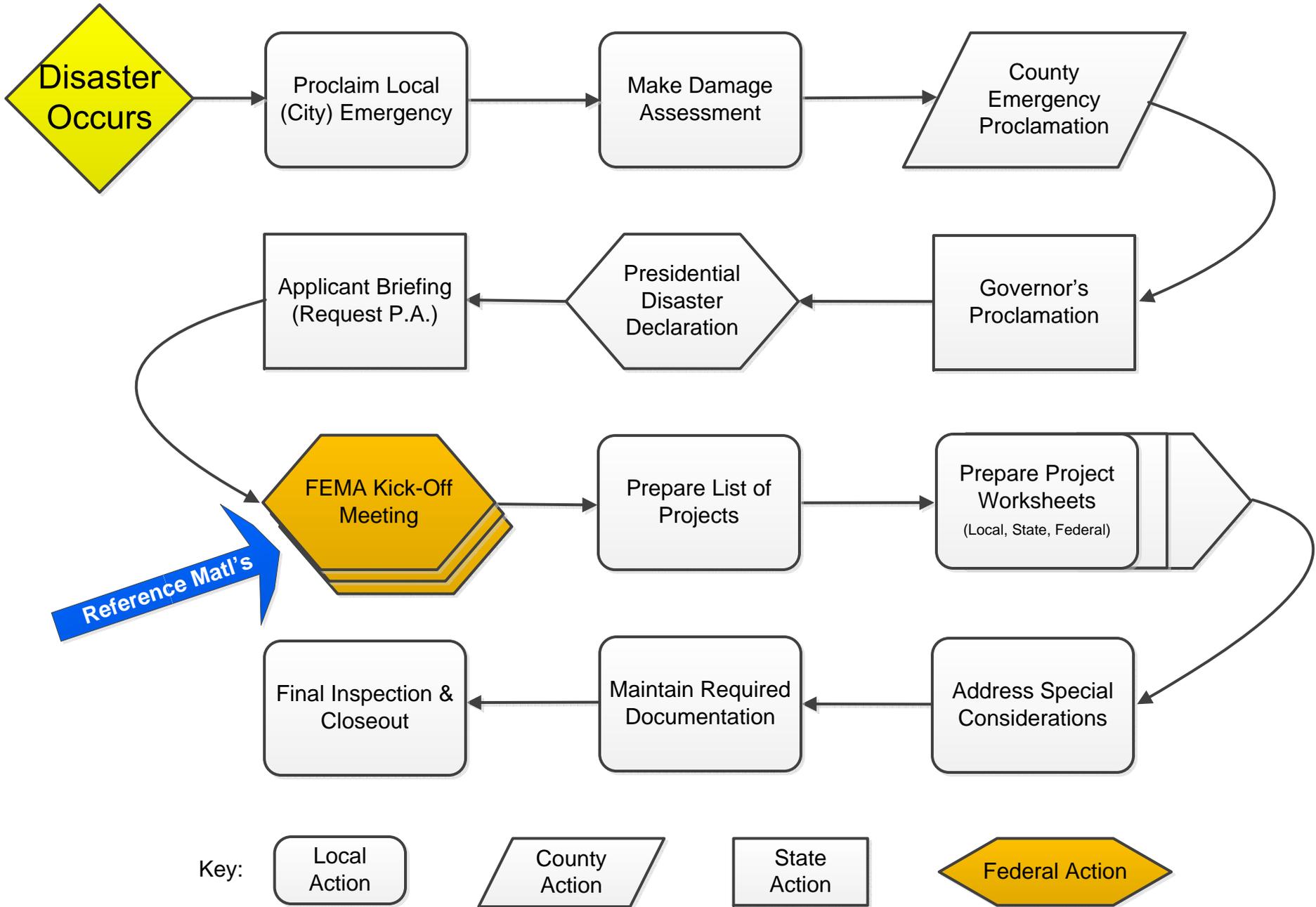
Resolution passed and approved by the _____ of the _____
(Governing Body) (Name of Applicant)

on the _____ day of _____, 20 _____.

(Signature)

(Title)

Public Assistance Claims Process Outline (Sample)



2016 FEMA 9500 Series Policies

The FEMA Public Assistance Division published a new policy and program guide which is effective for all emergencies and major disasters declared on or after January 01, 2016. The PA Policy and Program Guide (PAPPG) can be found at the following link: <http://www.fema.gov/media-library/assets/documents/111781>. The PAPPG supersedes the vast majority of 9500 series policies which are now located on the PA Archived Policy Page at <http://www.fema.gov/public-assistance-archived-policies> and are still applicable to disasters declared prior to January 01, 2016. PA Standard Operating Procedures (9570 series) and a few fact sheets (9580 series) have not been superseded by the PAPPG and are included in the list below.

FEMA 9570 Standard Operating Procedures

- 9570.1 Direct Reimbursement for Host-State Evacuation and Sheltering Costs (PDF 7MB, TXT 44KB)
- 9570.6 Validation of Small Projects
- 9570.8 Cost Estimating Format for Large Projects
- 9570.14 Program Management and Grant Closeout
- 9570.15 Project Specialist Transition at Joint Field Offices (JFO)
- 9570.16 Public Assistance Recovery of Improper Payments
- 9570.24 Strategic Funds Management - Implementation Procedures for the Public Assistance Program

FEMA 9580 Job Aids and Fact Sheets

- 9580.2 Fact Sheet: Insurance Responsibilities For Field Personnel (6/4/2007)
- 9580.5 Fact Sheet: Elements of a Project Worksheet (12/17/2008)
- 9580.101 2006 Special Community Disaster Loan Program (8/21/2006)
- 9580.105 H1N1 Influenza Frequently Asked Questions (FAQs) (11/25/2009)
- 9580.106 Fact Sheet: Pandemic Influenza Fact Sheet (11/25/2009)
- 9580.215 Fact Sheet: Hurricane Sandy: Debris Removal Force Account Labor Costs (11/5/12)

Last Updated 01/04/2016 - 08:34

FEMA Publications (not superseded by the PAPPG)

1. FP 206-086-1 Public Assistance Policy on Insurance, June 2015
2. FP 1011 Public Assistance Program Field Operations Pocket Guide, April 2014
3. FEMA 329 Debris Estimating Field Guide, September 2010
4. Memorandum of Understanding for Contaminated Debris Management, September 2010
5. Simplified Procedures New Threshold Report to Congress, January 2014
6. Project Worksheet Development Guide, January 2008
7. 2005 Hurricane Public Assistance Information
8. Process to Request Arbitration
9. NEPA Alternative Arrangements for New Orleans
10. Community Disaster Loan Program Fact Sheet
11. Emergency Declarations For Sheltering Evacuees Fact Sheet
12. 2012 Hurricane Sandy Recovery Program Guidance Information
13. Sheltering and Temporary Essential Power (STEP) Pilot Program (11/16/12)
14. Right of Entry (ROE) Permit

Last Updated: 01/04/2016 - 08:31

Public Assistance Appeals Database

The Appeals Database is an online, searchable database containing FEMA responses to applicant appeals for assistance. <https://www.fema.gov/appeals/>

Account Labor Costs	Emergency Work
ADA Eligibility Repairs	Endangered Species Act
Additional Costs	Engineering and Design Services
Administrative Cost	Environmental Compliance
Administrative Costs	Equipment
Alternate Project	Equipment Replacement
Appeals	Equipment – Excessive Costs
Audit Findings	Equipment – Replacement
Beaches	Evacuation and Sheltering
Bridges	Evacuee Service Center
Building Contents	Facility Eligibility
Buildings	Federal Highway Administration
Codes & Standards	Federal-aid Roads
Contract Services	Flood Control Works
Contracts – Cost-Plus-Percentage-of-Costs	Floodplain Management
Contracts – Re-scope	Food Distribution Centers
Contracts – Time-and-Materials	Force Account Labor
Cost Overruns	Force Account Labor – Emergency Labor
Damage Assessments	Force Account Labor – Overtime Labor Costs
Damage Surveys	Force Account Labor – Regular Time Labor
Debris Removal	Fringe Benefits
Debris Removal – Construction and Demolition	General Eligibility
Debris Removal – Monitoring	General Work Eligibility
Debris Removal – Soil, Silt, Rock	Geographic Information System
Debris Removal – Unimproved Property	Grant Acceleration Program
Debris Removal – Vegetative	Grant Acceleration Program – Northridge
Debris Removal –Private Property	Hangers
Debris Removal –Waterways	Hazard Mitigation
Deferred Maintenance	Hazardous Stumps
Direct Administrative Costs	Immediate Threat
Direct Result of Disaster	Improved Beaches
Documentation	Improved Project
Donated Resources	Improved Projects
Duplication of Benefits	Inactive Facility
Eligibility	Increased Operations Cost
Eligible Facility	Increased Security Measures
Emergency Communications	Ineligible Damage
Emergency Labor	Insurance
Emergency Protective Measures	Insurance Waiver
Emergency Public Transportation	Interim Sheltering

Labor Costs
Landslides
Large Project
Leaners
Legal Responsibility
Legal Responsibility – FHWA Roads
Legal Responsibility – Other Federal Agency
Legal Responsibility – Private Entity
Leirness Drain #34 Repair
Levees
Loss of Revenue
Medical Cost/Care
Mold Remediation
Mutual Aid Agreements
Negligence
Net Small Project Overrun
Non-Flood Water Control Facilities
OIG Audit Report
Other Federal Agencies
Overcapacity
Overtime
Overtime Costs
Overtime Costs Reimbursement
Overtime Labor Costs
Permanent Work
Pre-Disaster Conditions
Pre-Existing Damage
Private Non-Profit
Procurement
Project Management Costs
Property Reassessment
Reasonable Cost
Regular Time Costs
Regulatory Timeline
Religious Items
Rental Costs
Repair to pre-disaster conditions
Replacement Costs
Replacement of Trees
Request Extension
Request for Public Assistance
Request for Public Assistance – Private
Nonprofit
Road Repair
Roads (Cat "C")

Sales Tax
Sand Replacement
Scope of Work
Slope Failure
Slope Failures
Slope Stabilization
Snow Removal
Snow Removal Costs
Sod Replacement
Stump Removal
Support Documentation
Temporary Facilities
Temporary Relocation
The 50% Rule
Time and Material Contracting
Time Extension
Time Extension – Appeal
Time Extension – Damage Notification
Time Extension – Net Small Project Overrun
Time Extension – Request for Public
Assistance
Time Extension – Work
Time Extension/Limitations
Tree and Grass Replacement
Tree/Leaners/Hangers
Unimproved Property
Unsupported Project Costs
Work Eligibility

Sample Case from the Appeals Database

Ineligible Contract - Debris Removal

Second Appeal Letter

1602-DR-FL; PA ID# 086-36300-00; Village of Key Biscayne; PW ID# 385

August 27, 2012

Bryan Koon, Director

Florida Division of Emergency Management

2555 Shumard Oak Boulevard

Tallahassee, Florida 32399

Dear Mr. Koon:

This letter is in response to a letter from your office dated September 20, 2011, which transmitted the referenced second appeal on behalf of the Village of Key Biscayne (Applicant). The Applicant is appealing the Department of Homeland Security's Federal Emergency Management Agency's (FEMA) decision to deobligate \$208,522 for debris removal performed under a Time and Materials (T&M) contract.

Background

On August 25, 2005, high velocity winds generated from Hurricane Katrina produced large amounts of vegetative debris throughout the Village of Key Biscayne. FEMA approved two Project Worksheets (PWs), in the amount of \$739,214 for village-wide debris removal operations.

The Applicant entered into a T&M contract with All Florida Tree and Landscape, Inc. (contractor) from August 26 through September 27, 2005, to remove hazardous trees, tree limbs, and stumps within its jurisdiction. FEMA prepared PW 385 in the amount of \$208,522 to document the contract costs for this work.

During project closeout, FEMA determined that the work performed under the T&M contract extended beyond the initial 70-hour period that FEMA allows for emergency debris clearance. It was also determined that the contractor's equipment rates were unreasonably high when compared to established FEMA equipment rates for applicant owned equipment. FEMA allowed the contractor's equipment rates for the first 70-hours of emergency debris clearance but adjusted the rates – for five (5) different pieces of equipment – to match FEMA equipment costs for the remainder of the contract. This resulted in a reduction of \$37,817 with adjusted total funding of \$170,705.

First Appeal

The Applicant submitted a first appeal on March 26, 2010, which was forwarded by the Florida Division of Emergency Management (State) to FEMA on May 14, 2010, requesting that FEMA reinstate debris removal costs in the amount of \$37,817. The State, in support of the first appeal, cited FEMA 325 - Debris Management Guide dated July 2007, stating that T&M contracts are allowable beyond the initial 70-hour time frame so long as the costs are reasonable for the type of work required. The State questioned FEMA's assessment that the contractor's equipment rates for the five pieces of equipment were unreasonably high. The State argued that although the Applicant's average debris management cost of \$39.38 per cubic yard (CY) is higher than that of the neighboring jurisdiction, City of Miami Beach (\$32.76 per CY), it is a reasonable cost when accounting for economies of scale. The State argues that the City of Miami Beach collected almost ten times the amount of debris than the Applicant, which results in a lower unit cost for the City of Miami Beach. Because the Applicant's average unit cost is within 20 percent of the City of Miami Beach's cost, it should be considered reasonable.

In a letter dated September 22, 2010, the Regional Administrator denied the first appeal for \$37,817 and advised that the remaining funding of \$170,705 on PW 385 would be deobligated. The Regional Administrator stated that the Applicant did not fully comply with Federal procurement regulations at 44 CFR §13.36, Procurement when it entered into the T&M contract. The Regional Administrator explained that the Applicant did not demonstrate that other contract types were not suitable; that the terms of the T&M contract did not include a ceiling price; and that a cost/price analysis was not conducted in connection with the contract. The Regional Administrator also stated that the Applicant did not provide documentation to establish that the removal of hanging limbs, leaning trees, and stumps eliminated an immediate threat to life, public health, and safety, or of significant damage to improved public or private property.

Second Appeal

The State transmitted the Applicant's second appeal to FEMA on September 20, 2011. The Applicant is requesting reconsideration of FEMA's decision to withdraw funding in the amount of \$208,522. The Applicant reiterates its first appeal arguments that the T&M costs are both eligible and reasonable in accordance with 44 CFR §206.224(a), Debris removal, Public interest, OMB Circular A-87, and by direct comparison to contracts let by surrounding local governments.

Second appeal documentation includes a DVD showing disaster-generated vegetative debris throughout the Applicant's jurisdiction, a copy of a September 1, 2005, Revised Tree Debris Removal Contract, copies of daily worksheets and work orders listing contract personnel hourly rates and equipment hourly rates, and cancelled checks. Load tickets with debris quantities were not provided with the second appeal.

Discussion

On April 10, 2012, FEMA Headquarters requested additional documentation from the Applicant regarding its second appeal documentation. The Applicant was asked to provide a copy of its hourly rate contract for hazardous tree limbs, hangers and stump removal. Also requested was a copy of the original Tree Debris Removal Contract so that FEMA could compare it with the Revised Tree Debris Removal Contract that was provided with the second appeal. The Applicant did not submit the requested documentation for FEMA to consider during the second appeal review.

FEMA may provide assistance for emergency debris removal work completed under T&M contracts for work that is necessary immediately after the disaster has occurred and when a clear scope of work cannot be developed. In accordance with FEMA Publication 325 – Debris Management Guide dated April 1999, which was in effect for Hurricane Katrina, FEMA typically limits funding for T&M contracts to a maximum of 70 hours of actual emergency debris clearance work. The scope of work for PW 385 entailed the removal of hazardous trees, limbs, and stump removal operations from August 24 through September 27, 2005.

Applicants who seek reimbursement under the Public Assistance Program must comply with the Federal procurement requirements contained in 44 CFR §13.36, Procurement. In accordance with 44 CFR §13.36(b)(2), Procurement, Procurement Standards, "... subgrantees will maintain a contract administration system which ensures that contractors perform in accordance with the terms, conditions, and specifications of their contracts..." The Revised Tree Debris Removal Contract identifies the existence of a separate hourly-rate contract between the Applicant and the contractor for hazardous tree limbs and hangers removal. The Applicant, however, did not provide the hourly-rate contract for FEMA to review.

The Debris Management Guide stipulates that supervision of T&M contracts is extremely important. The reports should clearly state the amount of work accomplished daily in quantitative terms, such as the number of cubic yards of debris hauled, the number of hazardous trees, limbs, hangers, and stumps removed, etc. The Applicant did not provide sufficient documentation, such as load tickets or photographs of the debris removal operation, to validate the number of trees, hangers, and stumps cut or removed, nor did the Applicant identify the exact locations of where the work was performed.

In the absence of a contract with a defined scope of work and documentation to quantify the amount of debris the Applicant's contractor removed, FEMA cannot calculate eligible costs for debris removal services nor compare the contract with other contracts from surrounding jurisdictions.

Furthermore, as determined by the Regional Administrator, the Applicant did not provide documentation demonstrating that other non-T&M contract types were not suitable, that the terms of the contract included a ceiling price, or that a cost/price analysis was conducted. The Applicant did not meet Federal procurement requirements prior to executing the contract.

Finally, the State submitted the second appeal approximately one year after the Regional Administrator decided the first appeal. In accordance with 44 CFR §206.206© Appeals, Time Limits, applicants must file its second appeal within 60 days after being notified of the first appeal decision. The State must review and forward appeals from an applicant, with a written recommendation, to the Regional Administrator within 60 days of receipt of the appeal. The Applicant's second appeal is undated, but the State's transmittal occurred nearly eight months after the regulatory deadline elapsed.

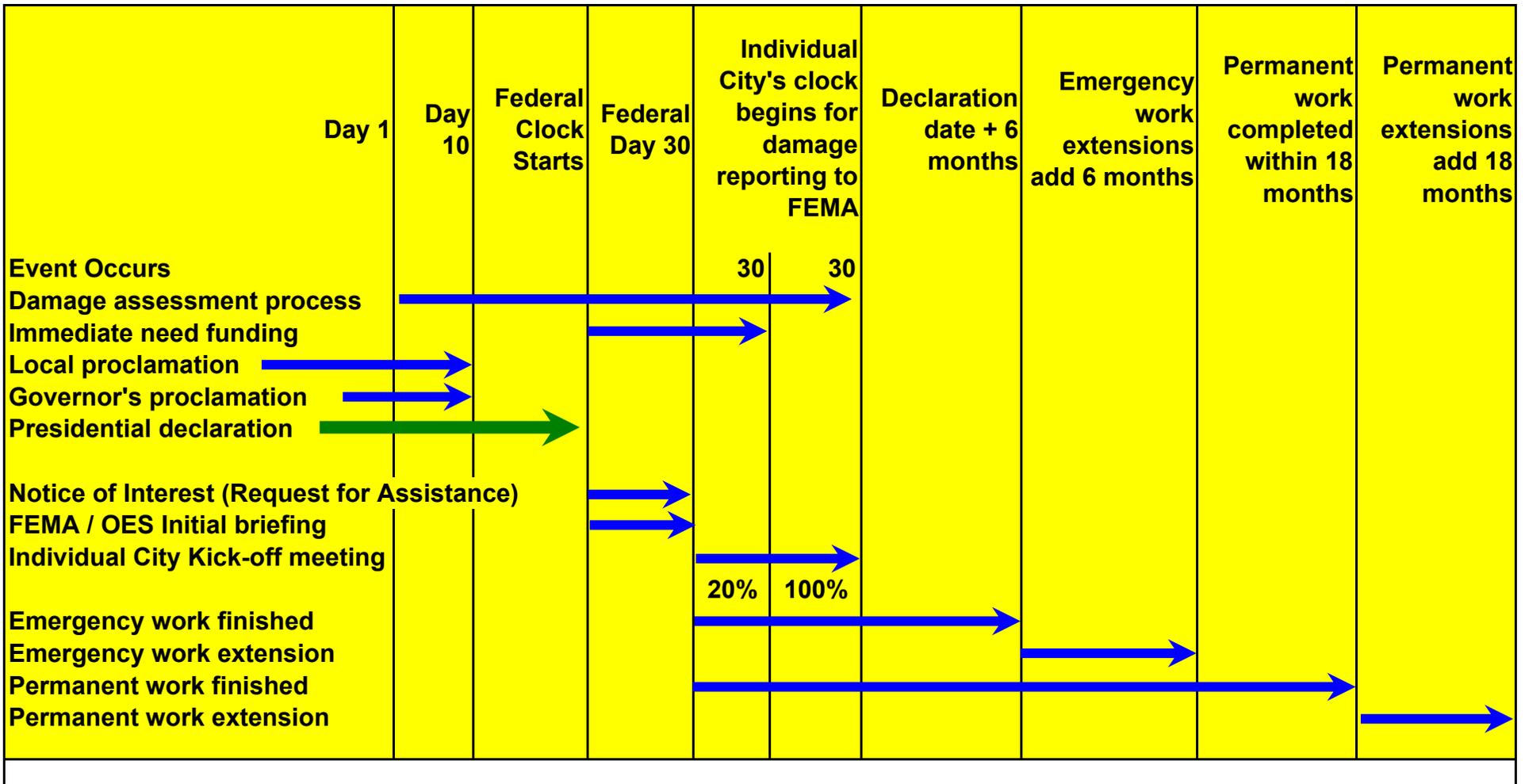
Conclusion

I have reviewed the information submitted with the appeal and have determined that the Regional Administrator's decision in the first appeal is consistent with Public Assistance regulations and policy. The Applicant did not meet the Federal requirements for procurement of its T&M contract or provide documentation of the quantity of work performed by the contractor. Finally, the appeal was submitted well after the regulatory deadline. Accordingly, I am denying the second appeal.

Please inform the Applicant of my decision. This determination is the final decision on this matter pursuant to 44 CFR §206.206, Appeals.

Sincerely,
Elizabeth A. Zimmerman
Deputy Associate Administrator
Office of Response and Recovery

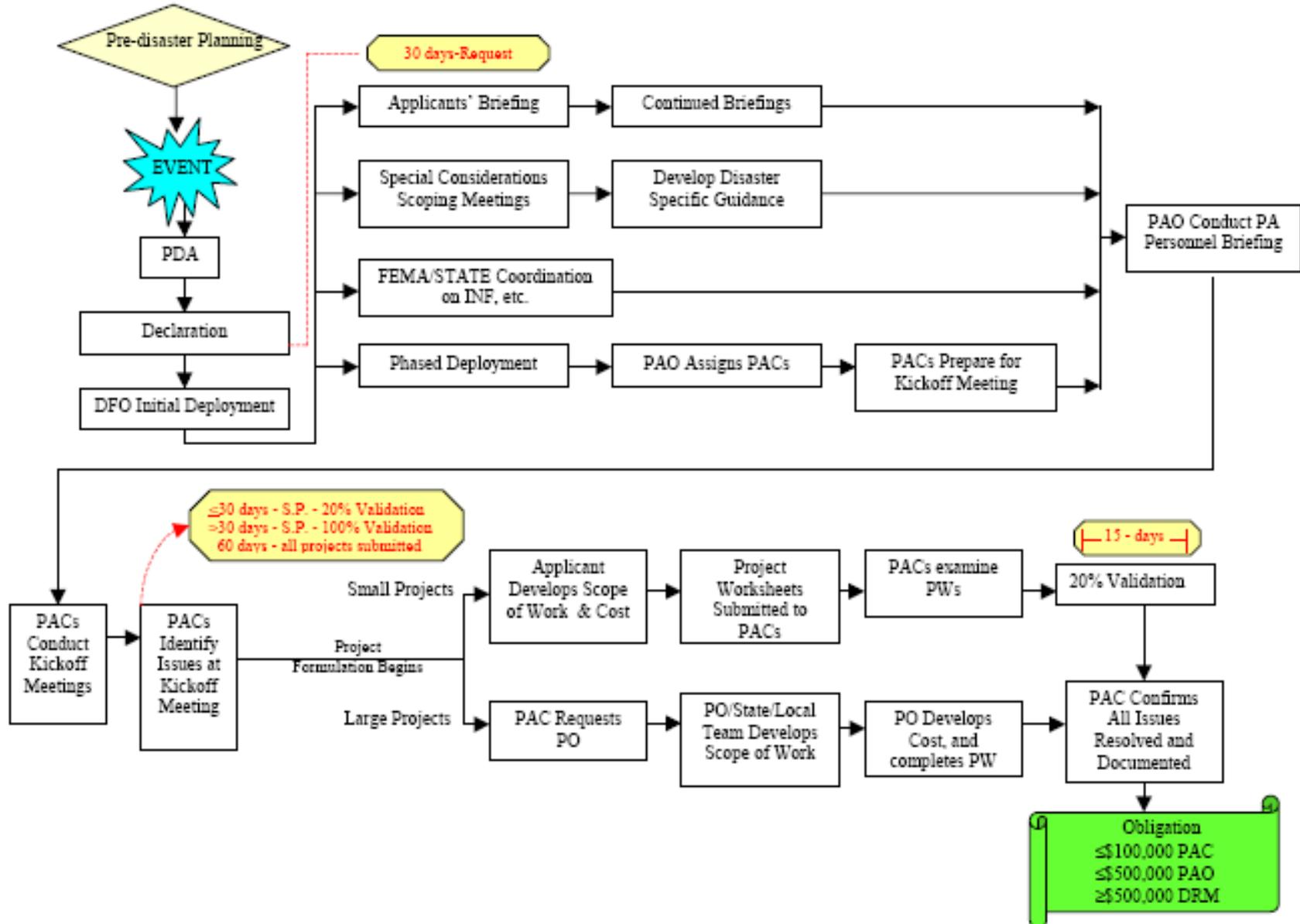
cc: Major P. May
Regional Administrator
FEMA Region IV



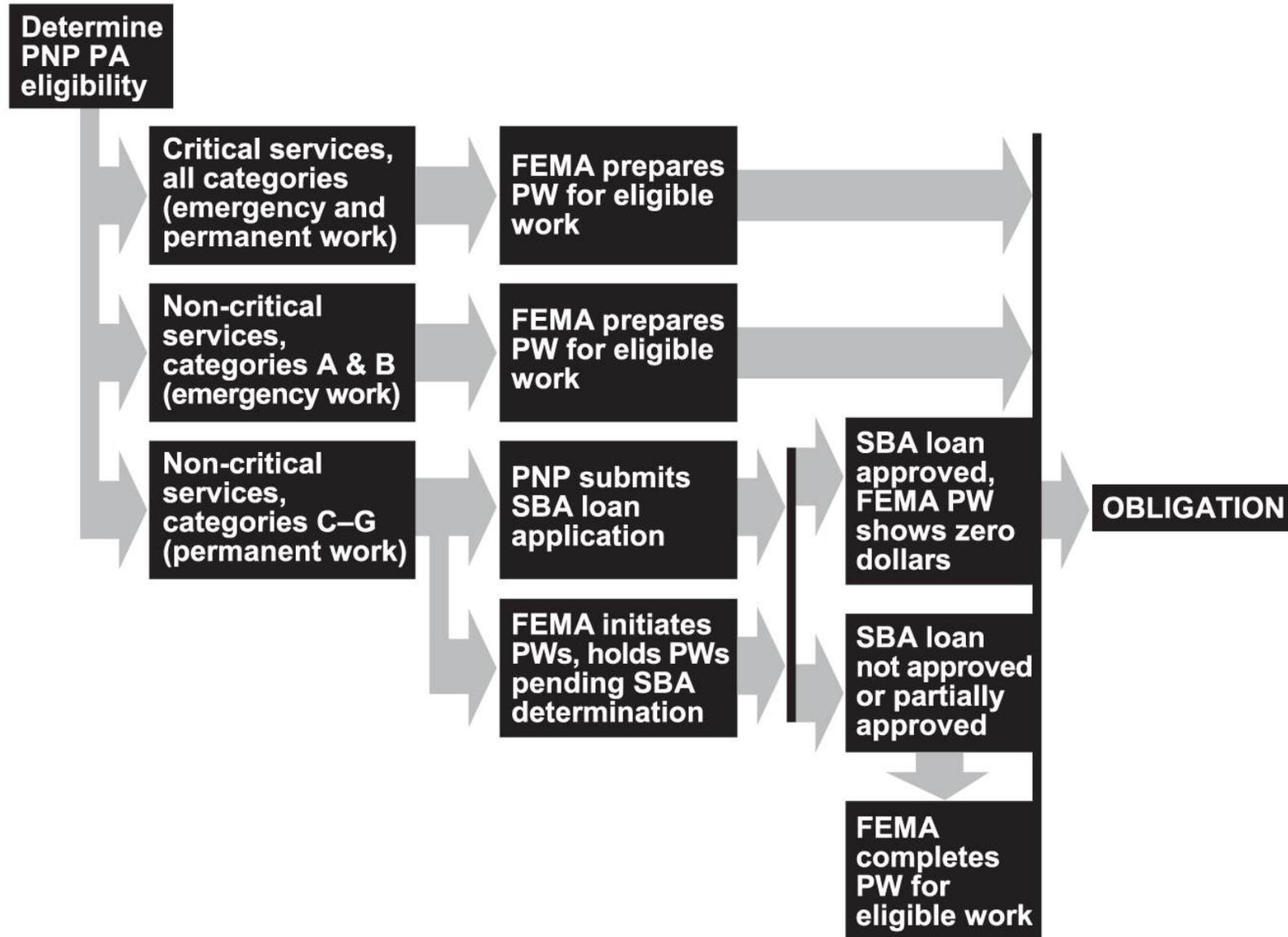
**Governor's Office of Emergency Services
PUBLIC ASSISTANCE DEADLINES**

SUBJECT	DEADLINE	COMMENTS
<p>Notice of Interest (NOI) This is the application for the Public Assistance Program. Private nonprofit (PNP) organizations must submit additional documentation identified on the back of the NOI. [Title 44 CFR. §206.202(c)]</p>	<p>30 days (from Presidential declaration date)</p>	<p>OES may submit a written request to extend the deadline under extenuating circumstances.</p>
<p>Exhibit B This form lists information related to the damaged sites and is separate from any preliminary damage assessment (PDA) information previously provided. [Title 44 CFR. §206.202(d)]</p>	<p>60 days (recommended, from Presidential declaration date)</p>	<p>The inspection team will not prepare Project Worksheets (PWs) until the Exhibit B is submitted.</p>
<p>New Damage Identification [Title 44 CFR. §206.202(d)]</p>	<p>60 days (after initial site visit)</p>	<p>To report new damage, the subgrantee submits an amended Exhibit B or a request for a supplemental PW if an initial PW at the site was approved.</p>
<p>Completion of Emergency Work Project Worksheets (PWs) [Title 44 CFR. §206.204(c),(d)]</p>	<p>Six months (following Presidential declaration date)</p>	<p>Additional time may be granted based on extenuating circumstances or unusual project requirements beyond the subgrantee's control.</p>
<p>Completion of Permanent Work PWs [Title 44 CFR, §206.204(c),(d)]</p>	<p>18 months (following Presidential declaration date)</p>	<p>Additional time may be granted based on extenuating circumstances or unusual project requirements beyond the subgrantee's control.</p>
<p>Appeals Subgrantees have the right to appeal any action taken by FEMA. [Title 44 CFR. §206.206]</p>	<p>60 days (from notification of determination)</p>	<p>The Subgrantees have three opportunities to file an appeal with FEMA, via OES.</p>
<p>Small Project Overruns For each disaster, FEMA will not normally review small project cost overruns. [Title 44 CFR. §206.204(e)(3)]</p>	<p>60 days (after last small project is complete)</p>	<p>The subgrantee must appeal for additional small project funding, through the appeal process, once all small projects are complete. A supplemental PW may be prepared based on the net overrun of all small project costs.</p>
<p>Final Inspection OES must complete a Final Inspection Report (FIR) after a subgrantee has completed all of their projects under one disaster event.</p>	<p>60 days (after completing last project)</p>	<p>The subgrantee must submit a written request to initiate the FIR.</p>

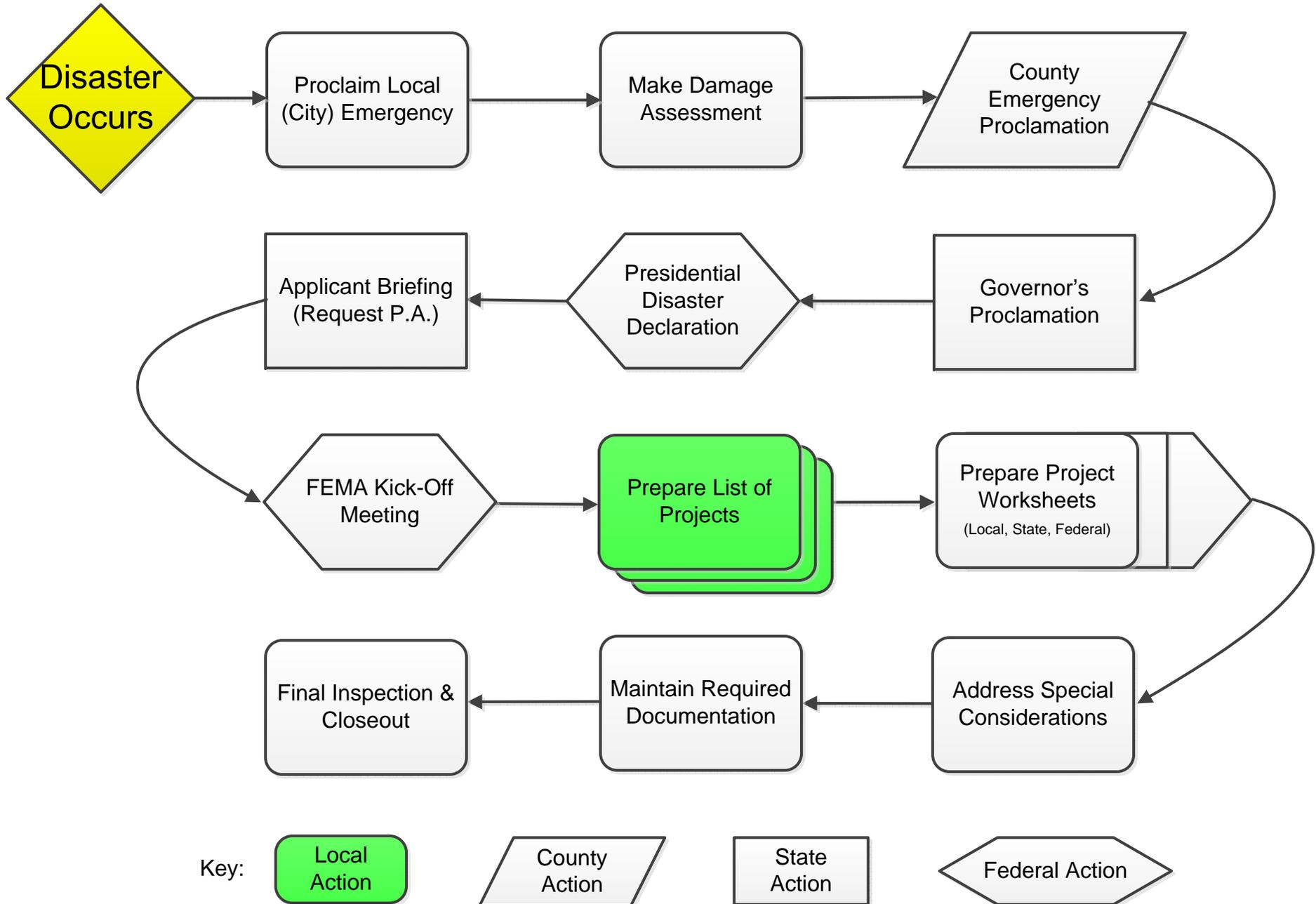
Public Assistance Process Flowchart (DFO)



PNP Application Process



Public Assistance Claims Process Outline (Sample)



List of Projects

APPLICANT: _____

DATE COMPLETED: _____

CONTACT NAME AND PHONE NUMBER: _____

IS THIS AN AMENDED LIST OF PROJECTS? _____

ITEM #	LOCATION	DESCRIPTION OF DAMAGE AND SCOPE OF WORK	COST ESTIMATE	CATEGORY*	WAS WORK COMPLETED BY FORCE ACCT. (FA), CONTRACT (C) OR BOTH (F/C)?	ENTER "ENV" IF THERE ARE ENVIRONMENTAL ISSUES OR "HIST" FOR HISTORIC ISSUES, OR BOTH	WAS THERE INSURANCE COVERAGE? IF YES, ENTER DEDUCTIBLE AMOUNT	WAS THE FACILITY DAMAGED IN A PRIOR DISASTER(S)? IF YES, ENTER DISASTER NAME(S) OR NUMBER(S)	ARE THERE COST EFFECTIVE HAZARD MITIGATION MEASURES THAT MAY PREVENT FUTURE DAMAGE?
			\$				\$		
			\$				\$		
			\$				\$		
			\$				\$		
			\$				\$		
			\$				\$		
			\$				\$		
			\$				\$		
			\$				\$		

*CATEGORY: A) Debris Clearance; B) Protective Measures; C) Road System; D) Water Control Facility; E) Buildings and Equipment; F) Public Utility System; G) Other. (Note: if a single site has more than one category, indicate the category that represents the majority of damage.)

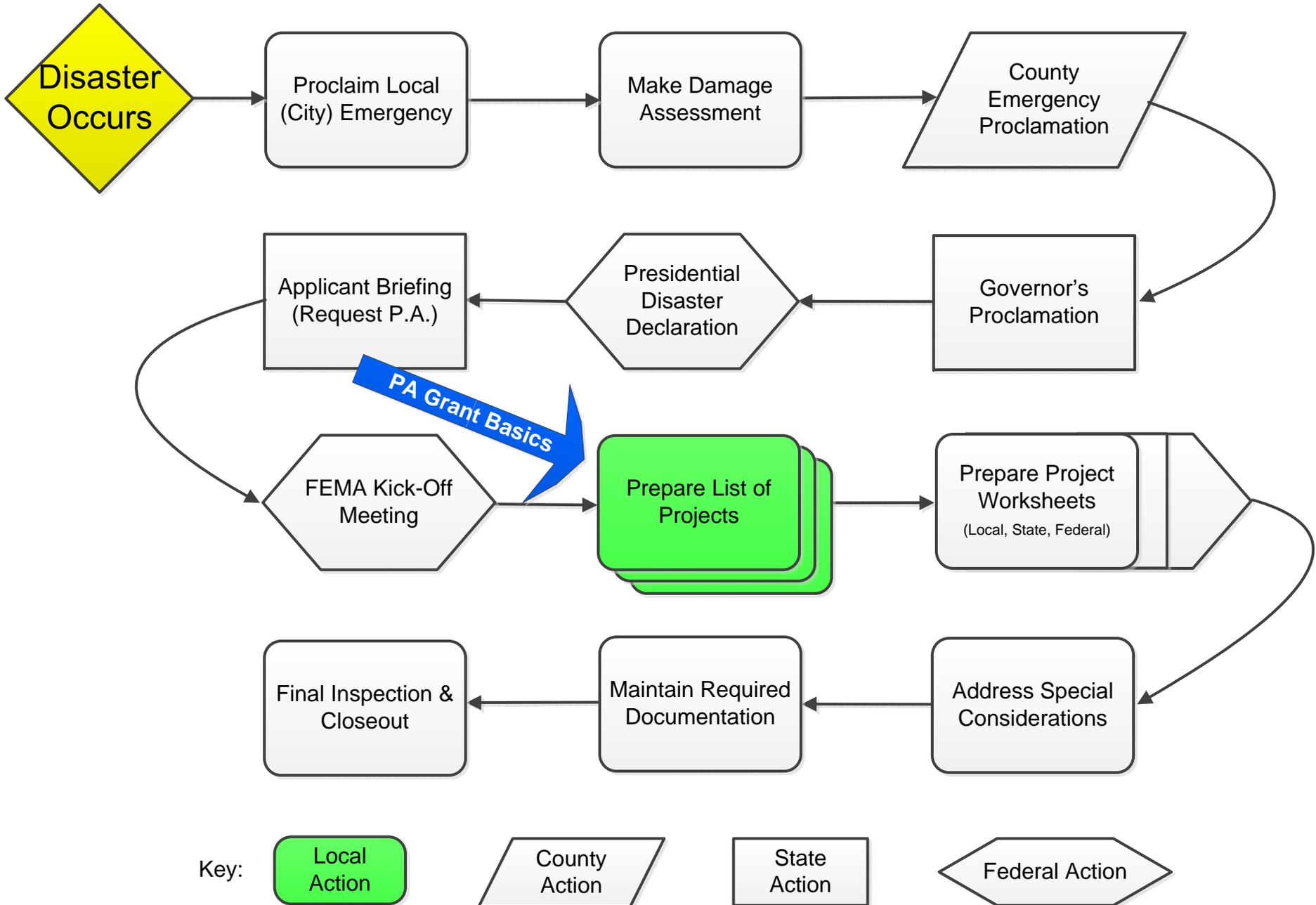
List of Projects (Based on Cal-OES Form 95)

List of Projects (LOP-1 Tab 1)						Page	of	Pages	
Applicant:					Disaster Number	Date Completed			
Contact Name					Contact Phone #	Is this an amended list of projects?			
Preparers Title									
Item #	Location	Description of Damage and Scope of Work	Cost Estimate	Category (A-G)	Was work completed by Force Acct. "FA", Contract "C", or both "F/C"?	Enter "ENV" if there are environmental issues or "HIST" for historical issues, or BOTH	Was there insurance coverage, if yes, enter deductible amount	Was the facility damaged in a prior disaster(s)? If yes, enter disaster name(s) or number(s)	Are there cost effective hazard mitigation measures that may prevent future damage?
1	123 Main St	Earthquake structural damage to City Hall	\$1,000,000	F	FA	Hist	\$50,000	N	Yes
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
21									

PDA Site Information Worksheet (LOP-1 Tab 2)

City of 0					
Disaster #	Preparers Name		Preparer's Title		Report Date
0	0		0		January 0, 1900
Site #	Category (A-G)	Address/Location	Damage Description	% Complete	Cost Estimate
1	E	123 Main St	Earthquake structural damage to City Hall	0%	1,000,000
2	0	0	0	0	0
3	0	0	0	0	0
4	0	0	0	0	0
5	0	0	0	0	0
6	0	0	0	0	0
7	0	0	0	0	0
8	0	0	0	0	0
9	0	0	0	0	0
10	0	0	0	0	0
11	0	0	0	0	0
12	0	0	0	0	0
13	0	0	0	0	0
14	0	0	0	0	0
15	0	0	0	0	0
16	0	0	0	0	0
17	0	0	0	0	0
18	0	0	0	0	0
19	0	0	0	0	0
20	0	0	0	0	0
21	0	0	0	0	0
22	0	0	0	0	0
23	0	0	0	0	0
24	0	0	0	0	0
25	0	0	0	0	0
26	0	0	0	0	0
27	0	0	0	0	0
28	0	0	0	0	0
29	0	0	0	0	0
30	0	0	0	0	0
31	0	0	0	0	0

Public Assistance Claims Process Outline (Sample)



Posted on Thu, Dec. 22, 2005

Hancock Co. Struggling with Finances after Katrina

Associated Press

BAY ST. LOUIS, Miss. - Hancock County officials are hoping federal funds and some other belt-tightening moves will save them money in a budget almost wiped out in the aftermath of Hurricane Katrina.

Katrina destroyed about 64 percent of the homes here, and Tax Assessor Jimmy Ladner said early indications are at least 40 percent of the tax base was washed away.

The county has accountants and troubleshooters from Gov. Haley Barbour's Commission on Recovery, Rebuilding and Renewal searching for government grants and loans to help relieve the financial stress.

Hancock County has a population of about 46,000.

Officials said the county could have an \$8 million shortfall in next year's budget. But that's only if county leaders can overcome a \$4 million shortfall this year.

"Without any assistance, we will not be able to meet our payroll through the end of the fiscal year," County Administrator Tim Kellar said. "We are certainly facing a shortage to fund the budget, but there are some other sources that we're looking into."

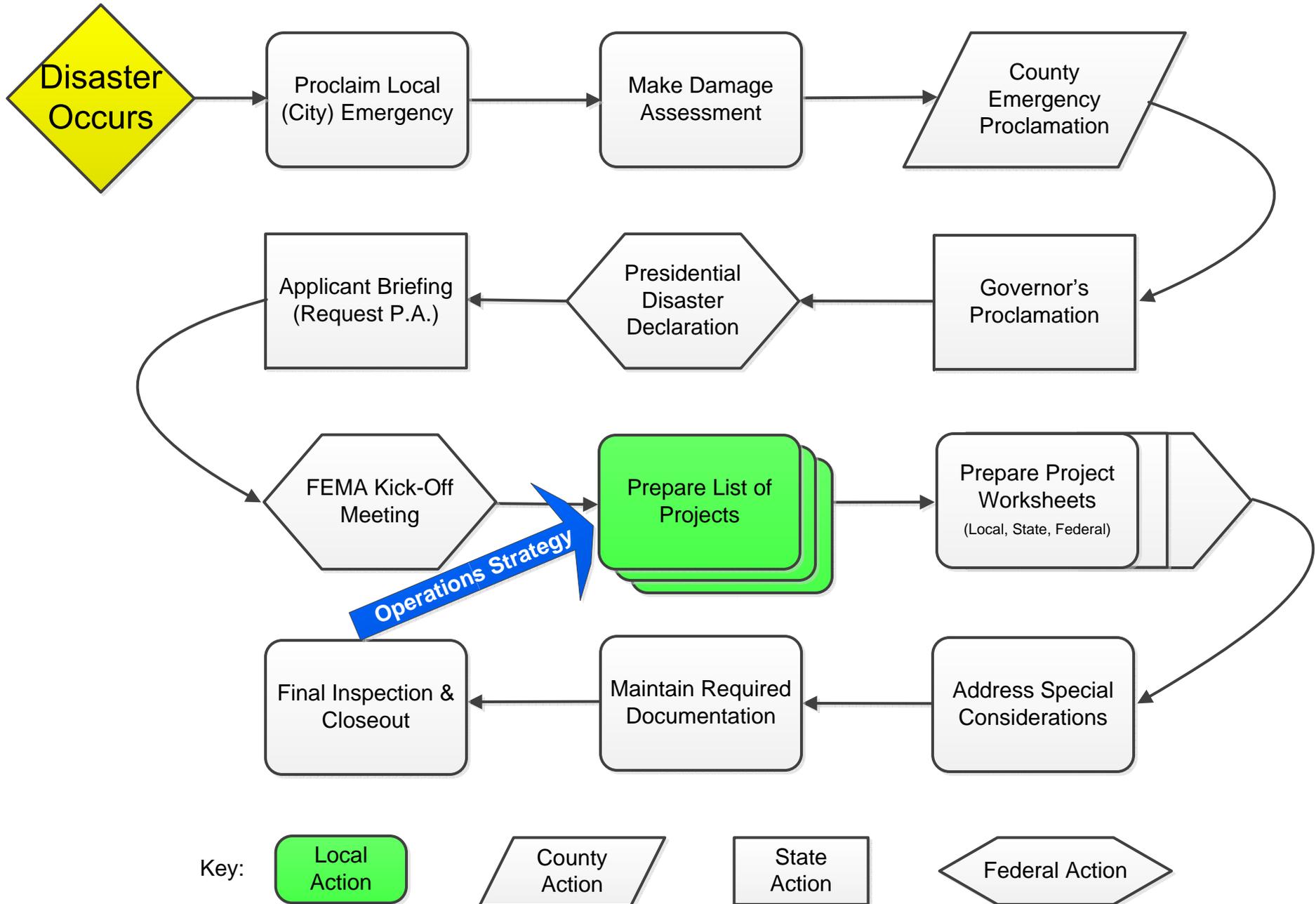
The county has a \$35 million budget and 270 full-time employees. The county has received about \$5.4 million from the Community Disaster Program, which will have to be paid back over the next five years, with a possible five-year extension.

Officials are hoping to use some of the \$50 million given the state from the U.S. Department of Labor to avoid employee layoffs.

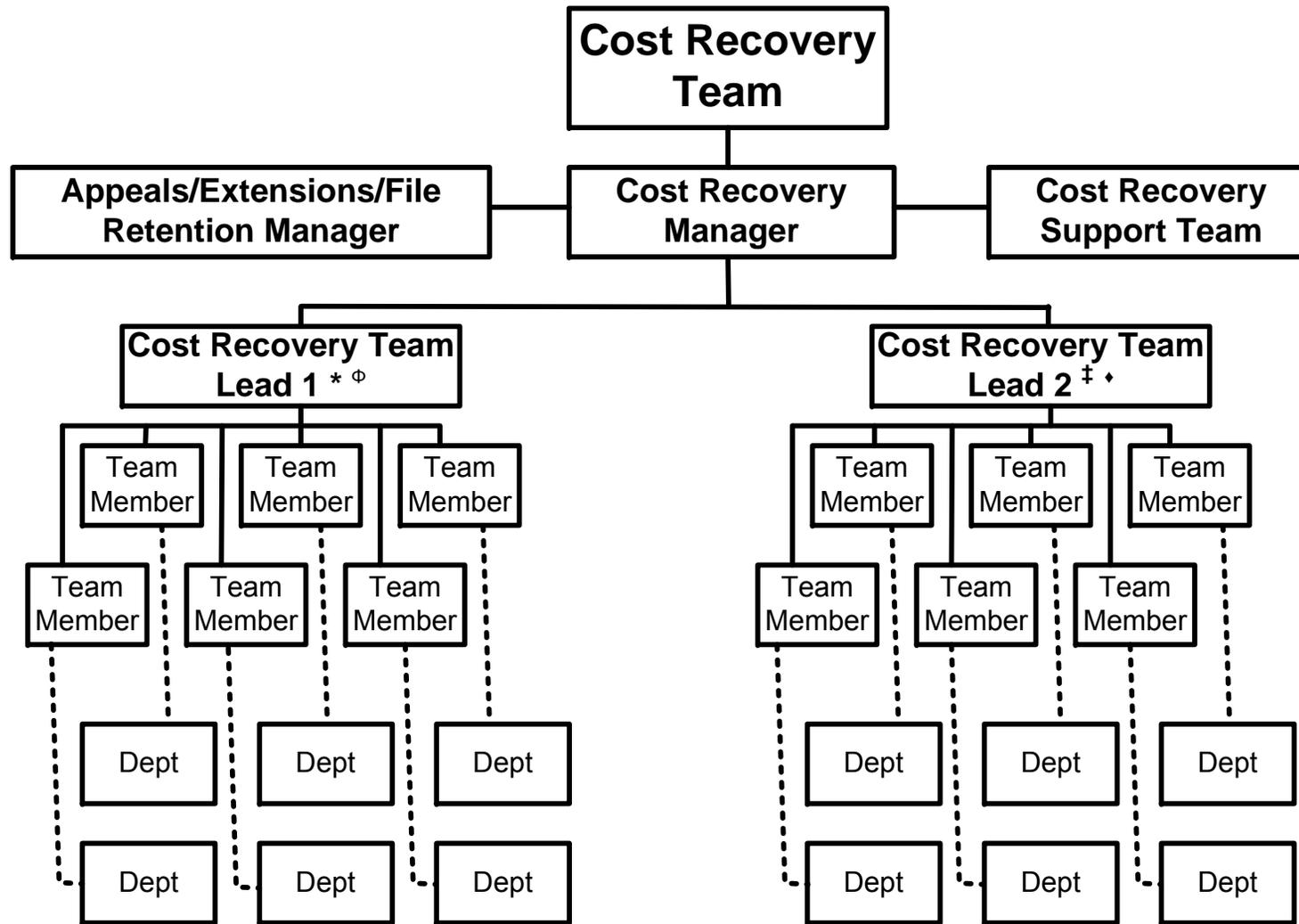
The emergency funds would allow the county to pay its employees up to \$12,000 for the next six months and \$24,000 over the next two years. Workers would have to look elsewhere for insurance benefits.

Information from: The Sun Herald, <http://www.sunherald.com>

Public Assistance Claims Process Outline (Sample)



Disaster Cost Recovery Team Structure



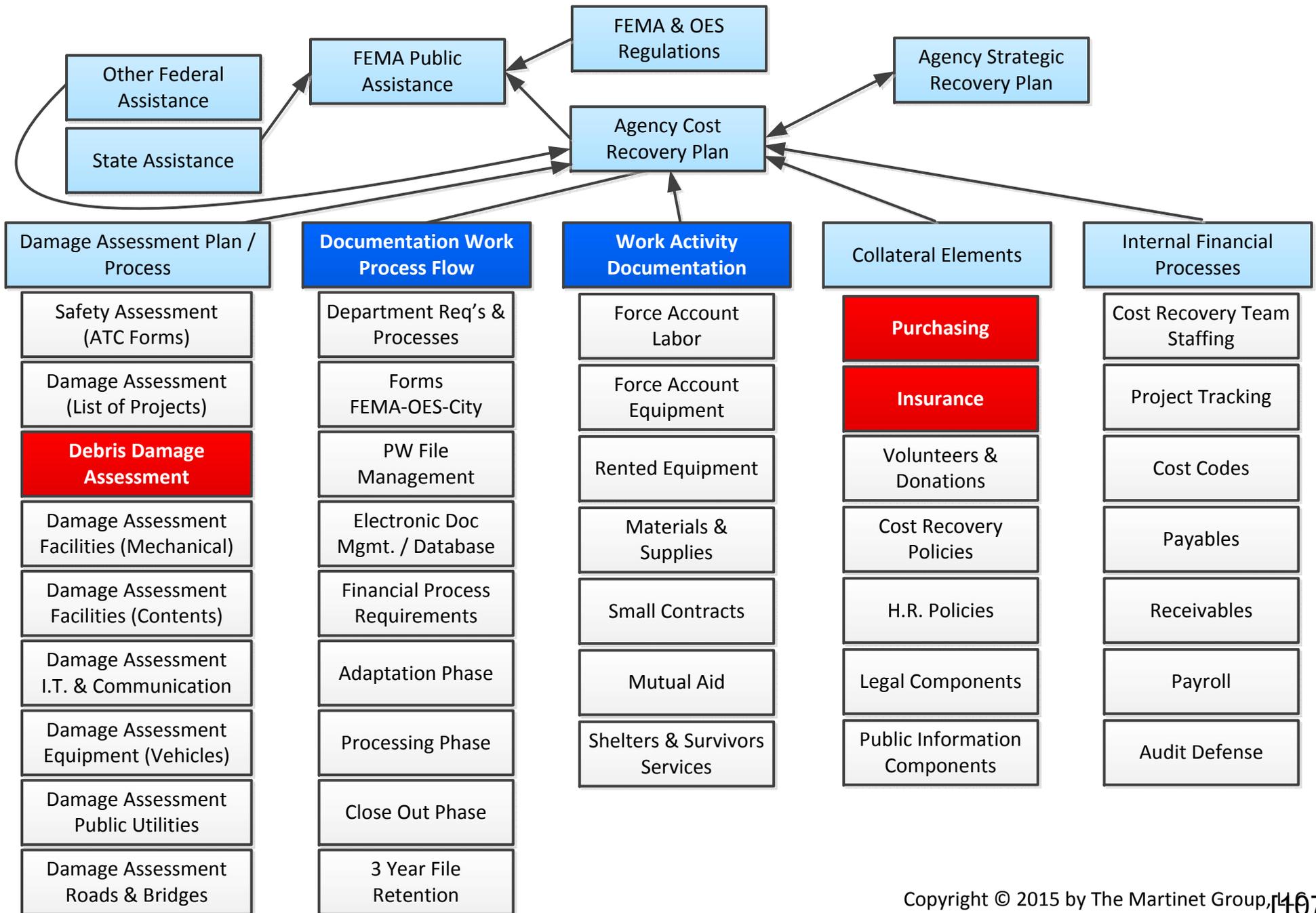
Key

- Φ = Liaison for historic preservation issues
- * = Liaison for environmental issues
- ‡ = Liaison for hazardous materials issues
- † = Liaison for insurance

These liaison functions are shared for all Team Members

Potential team groups for Public safety & first responders; another potential group for health and human services and possibly an infrastructure group. This will be disaster dependant.

Disaster Cost Recovery Planning Visualization



Improving Disaster Cost Recovery Now, Then, and Later On

Things we can do now for better Cost Recovery

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

Things we should do when it happens

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Things others do during the event that affect Cost Recovery

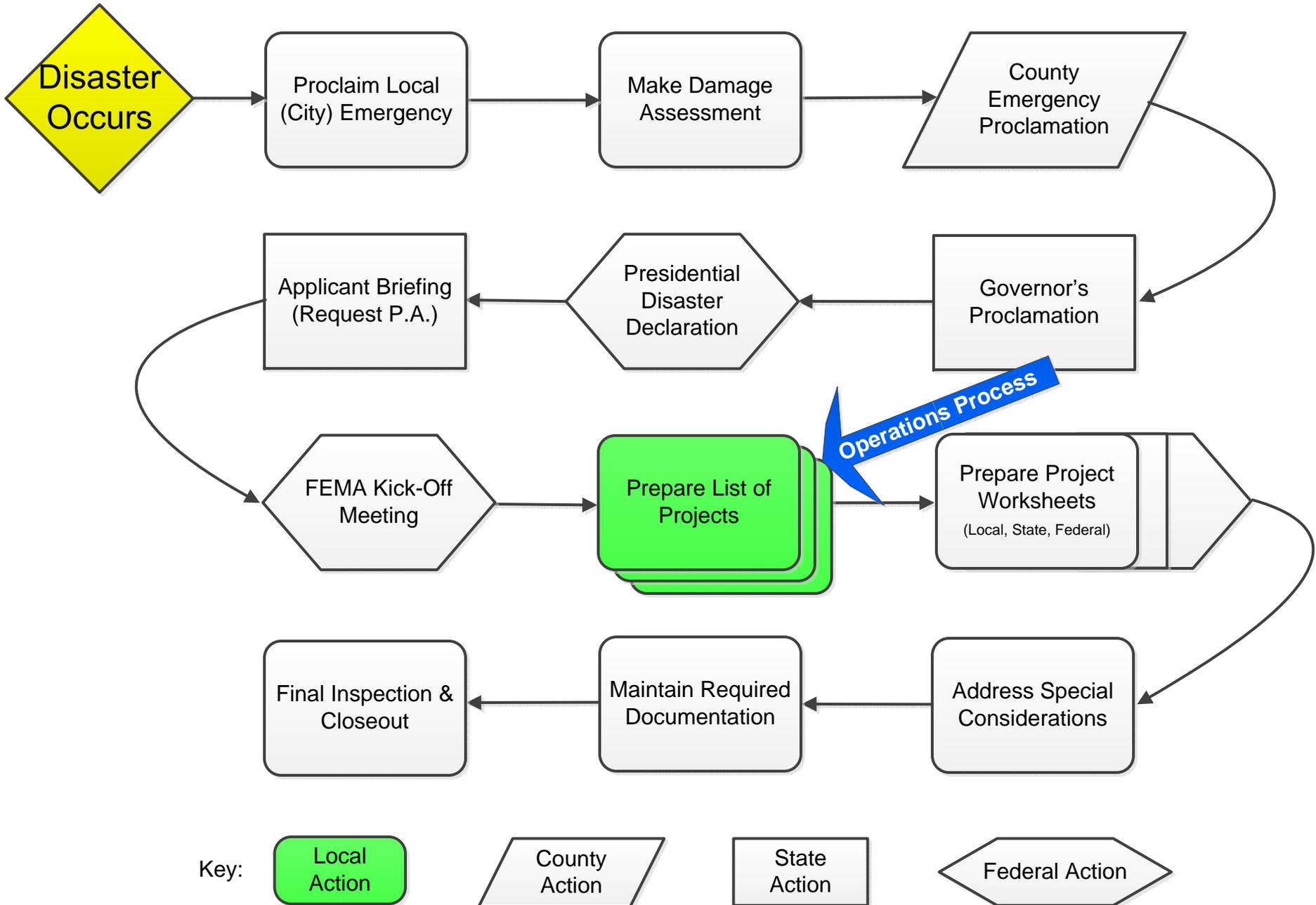
- 1.
- 2.
- 3.
- 4.
- 5.

Things to really watch out for when the response is over

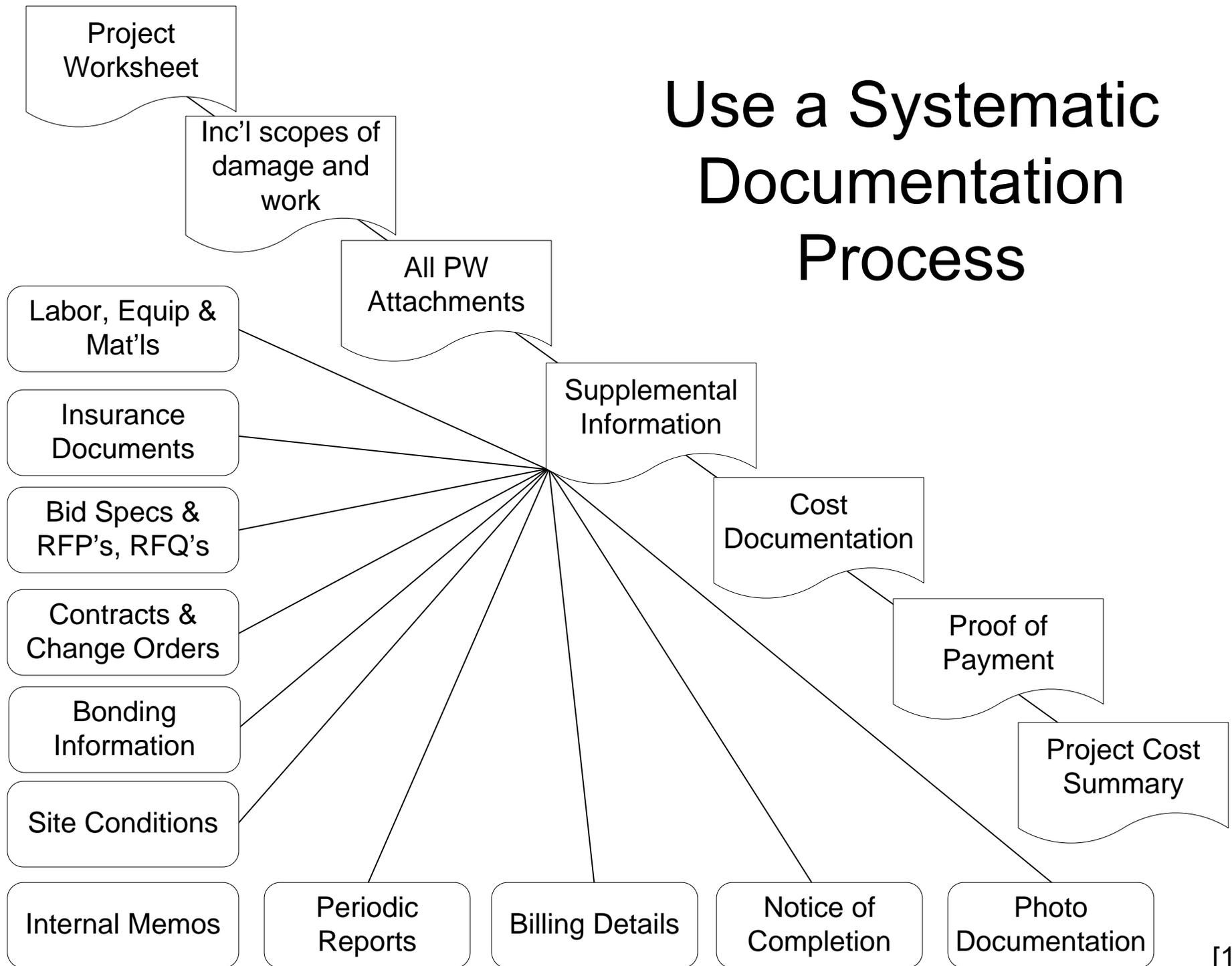
- 1.
- 2.
- 3.
- 4.
- 5.

Disaster Policy & Procedures Self Assessment				
Yes	No	Unknown	Policy or Procedure	Last Reviewed
			Continuity of Operations	
			Damage Assessment & Documentation	
			Debris Clearance Plan / Contract	
			Debris Monitoring Plan / Contract	
			Disaster Access I.D. Badges	
			Disaster Cost Recovery Plan	
			Disaster Insurance Policy Review	
			Disaster Overtime Pay	
			Disaster Pay for Exempt Employees	
			Disaster Photo Documentation	
			Disaster Purchasing Compliance	
			Donations Acceptance & Tracking	
			Employee Dependant Care	
			Employee Emergency Feeding	
			Employee Emergency Lodging	
			Facilities Leasing Contract Review	
			Finance Staff Cost Recovery Training	
			Finance Staff Reporting to Work	
			Private Non-profit integration	
			Private Property Debris Insurance Recovery	
			Right of Entry Waivers Procedure	
			Volunteer Registration (Workers Comp)	
			Volunteers Labor Tracking (Cost Recovery)	

Public Assistance Claims Process Outline (Sample)

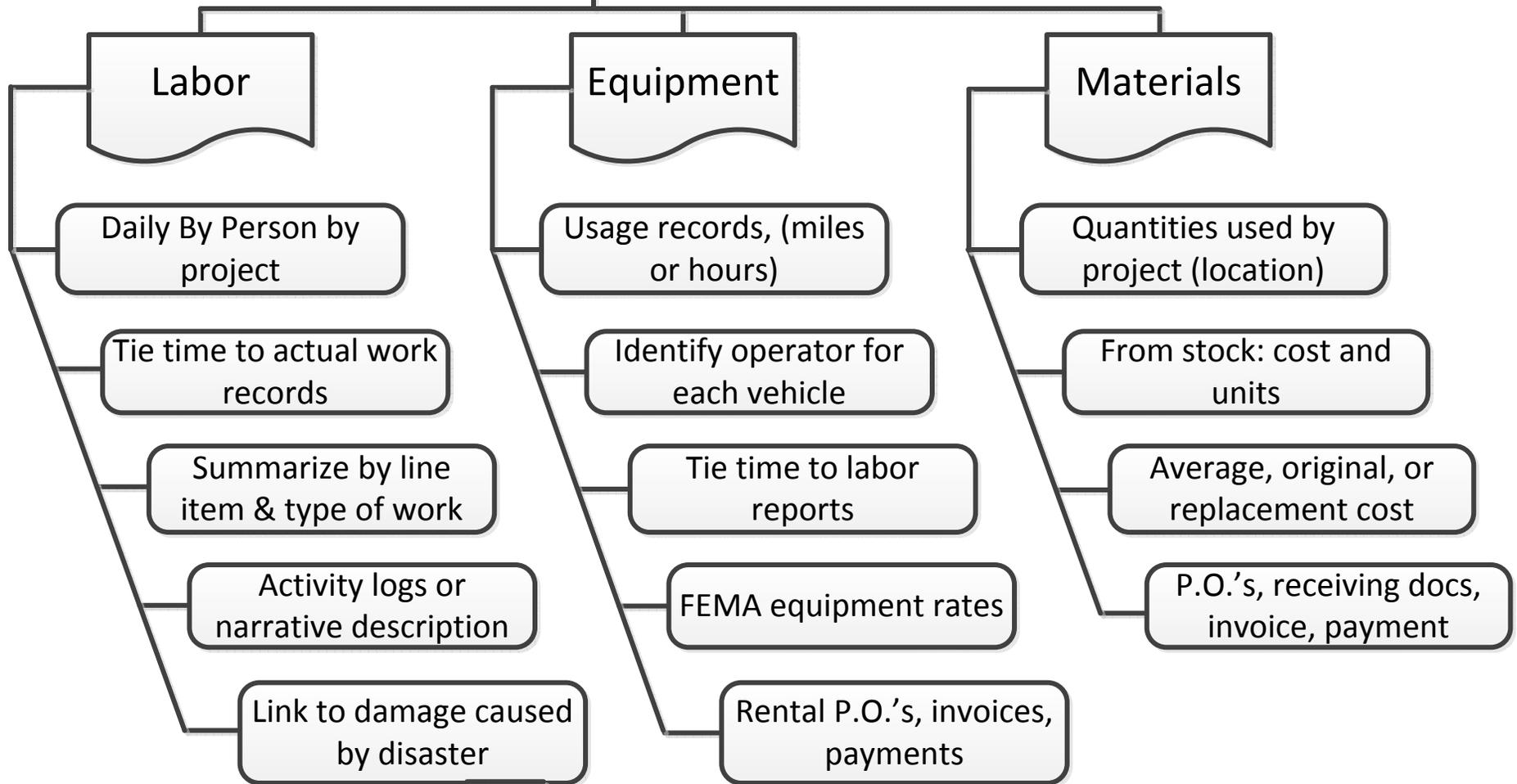


Use a Systematic Documentation Process

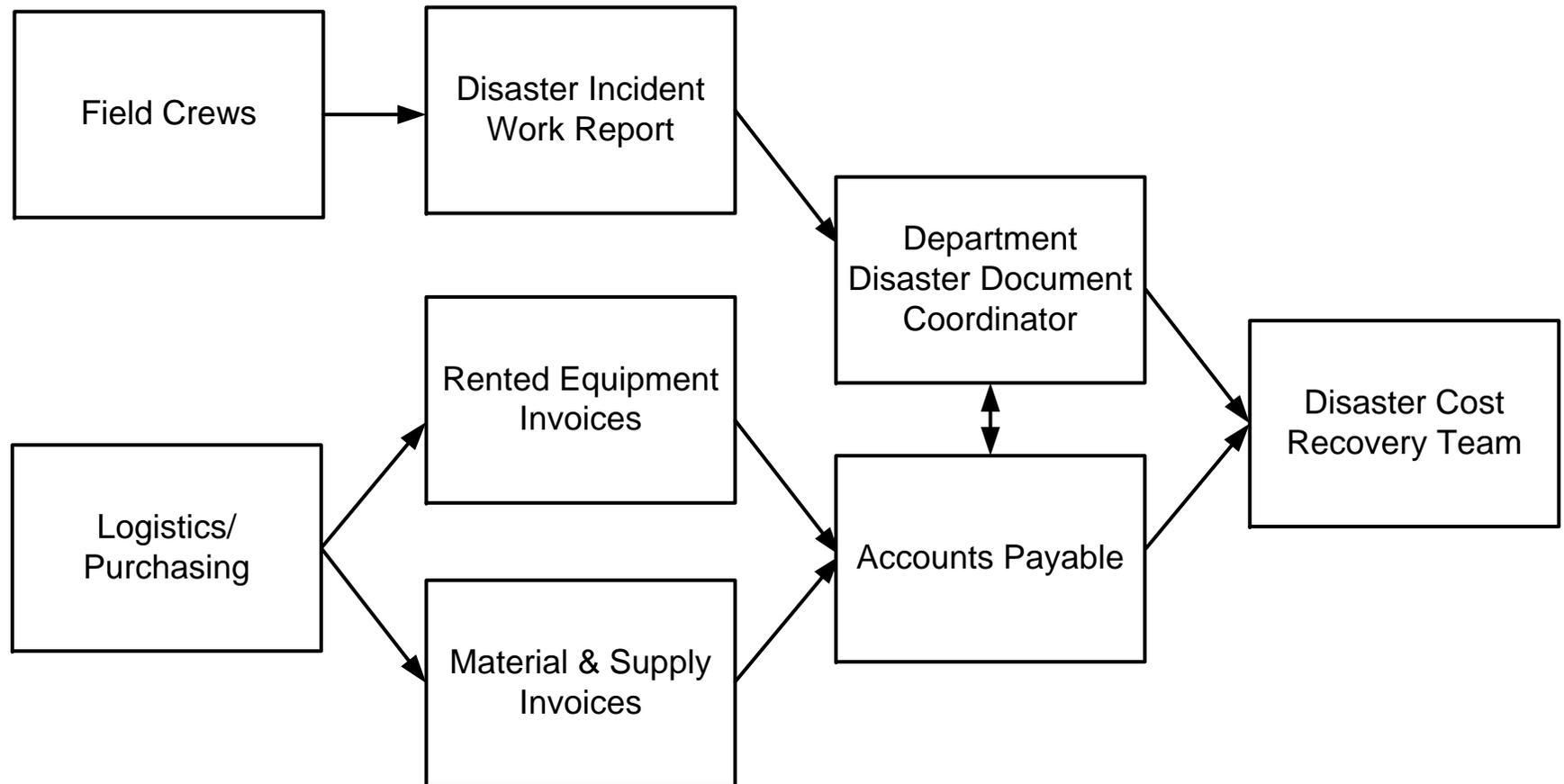


Disaster Cost Documentation
Detail, Detail, Detail

Tie to each different location, each day worked



Paper Flow From the Field for Cost Recovery



Disaster Cost Recovery Documentation Filing Assignment Checklist (DOC-4)

File all documents by site address and then chronologically by date

Site Address

Date

Project Worksheet #

File Manager

Documentation Folder

Sub-Folder

Damaged Facilities or Infrastructure

- Photos Pre-Disaster
- Pre-disaster inspection plans & reports
- Photos of damage
- Photos of clean up or repair Ops
- Photos of clean up or repairs finished
- Facility Safety Assessment Reports
- Building Inspector / Engineer Reports
- Damage Reports (Scope of Damage)
- Mechanical Systems Damage Reports
- Contents Damage Reports
- I.T. - Telecom Damage Reports

Debris Field Documentation

- Photos Pre-Disaster
- Photos of debris
- Photos of clean up Ops
- Photos of cleaned up site
- Written Estimates & Reports
- Haz Mat & Environmental Issues

Debris Mgmt Ops Files

- Truck Certifications
- Trip Tickets
- Time Cards
- Site Plans
- Daily Ops Reports

Debris Monitoring Files

- Time Cards
- Daily Ops Reports
- Daily Monitor Reports

Incident Response

- Incident Reports
- Field Work Reports
- ICS-214.5's
- Mutual Aid Documents
- Time Cards

Survivors Services

- Payroll Data
- Human Shelters
- Pet Shelters
- Mass Feeding
- Points of Distribution/Dispensing
- Local Assistance Centers / DAC's
- Telephone Call Centers

Volunteers & Donations

- Donated Labor Time Cards
- Donated Labor Reports
- Donated Goods Receipts
- Donated Equipment Receipts
- Donated (Loaned) Facilities Receipts

Private Non-Profit Ops

- Daily Activity Reports
- Time Cards or Labor Reports
- Equipment Reports
- Goods or Services Sign-up Sheets

FEMA Summary Reports

- Force Account Labor
- Force Account Equipment
- Rented Equipment
- Materials
- Contracts
- Benefits Worksheet

Disaster Cost Recovery Documentation Filing Assignment Checklist (DOC-4)

File all documents by site address and then chronologically by date

Site Address

Date

Project Worksheet #

File Manager

- | | | | |
|---|--|---|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> Insurance <input type="checkbox"/> Project Worksheet Forms <input type="checkbox"/> Project Worksheet Mgmt <input type="checkbox"/> Architectural and Engineering | <ul style="list-style-type: none"> <input type="checkbox"/> Policies <input type="checkbox"/> Flood Maps & NFIP information <input type="checkbox"/> Adjusters Reports <input type="checkbox"/> Insurance General Correspondence <input type="checkbox"/> Litigation and Settlement Documents <input type="checkbox"/> Project Worksheet Documents (90-91 series) <input type="checkbox"/> Project Maps and Sketches <input type="checkbox"/> Environmental Issues <input type="checkbox"/> Hazardous Material Issues <input type="checkbox"/> Historic Issues <input type="checkbox"/> Flood Plain Issues <input type="checkbox"/> Coastal Barrier Issues <input type="checkbox"/> Mitigation <input type="checkbox"/> Other Issues <input type="checkbox"/> Private Non-Profit <input type="checkbox"/> Project Cost Escalation Docs <input type="checkbox"/> Project Worksheet Appeals <input type="checkbox"/> Project Worksheet Extensions <input type="checkbox"/> Project Worksheet Supplements <input type="checkbox"/> Project Worksheet Correspondence <input type="checkbox"/> Project Worksheet Closeout Docs <input type="checkbox"/> Plans <input type="checkbox"/> Specifications <input type="checkbox"/> Structural <input type="checkbox"/> Soils <input type="checkbox"/> Mechanical <input type="checkbox"/> Electrical <input type="checkbox"/> Other 1 <input type="checkbox"/> Other 2 | <ul style="list-style-type: none"> <input type="checkbox"/> Purchasing <input type="checkbox"/> Contract Documents <input type="checkbox"/> General Correspondence <input type="checkbox"/> Miscellaneous | <ul style="list-style-type: none"> <input type="checkbox"/> Ordinances, Policies & Procedures <input type="checkbox"/> Plans and Bid Specifications <input type="checkbox"/> RFPs / RFQs <input type="checkbox"/> All Bids submitted <input type="checkbox"/> Advertisements <input type="checkbox"/> Bid Protests <input type="checkbox"/> Prime Contractor <input type="checkbox"/> Sub Contractors <input type="checkbox"/> Invoices & Statements <input type="checkbox"/> Contractors Work Records <input type="checkbox"/> Cancelled Checks <input type="checkbox"/> Contractor Correspondence <input type="checkbox"/> Change Orders <input type="checkbox"/> Field & Shop Drawings <input type="checkbox"/> Contractor Debarment Checks <input type="checkbox"/> Dispute & Litigation Files <input type="checkbox"/> Construction Management Documents <input type="checkbox"/> Building Permits & Inspection Records <input type="checkbox"/> FEMA Correspondence <input type="checkbox"/> State OES/OEM Correspondence <input type="checkbox"/> Intra-agency Correspondence <input type="checkbox"/> Other Correspondance <input type="checkbox"/> Disaster Proclamations / Declarations <input type="checkbox"/> Agency Charter <input type="checkbox"/> Labor Agreements & MOU's <input type="checkbox"/> Budget Documents <input type="checkbox"/> News Media Articles <input type="checkbox"/> Payroll Schedule for all employees <input type="checkbox"/> Disaster policies (pay, feeding, etc.) |
|---|--|---|---|

Facilities Damage Reporting Status - City of _____ (DOC-2)

Building Name	Number	Use Function	Street	Structural (ATC-20)	Mechanical Systems	Facility Utilities	Building Furnishings	Computer Systems	Phones	On List of Projects	List of Projects #	Project Worksheet Developer
City Hall	555	Offices	Santa Clara	No Report	All working	No Report	No Report	No Report	No Report			
Police Station	111	Offices	Appleton	Green-Minor	All Working	All Working	All Working	All Working	All Working	Yes		
Corporation Yard	111	Offices	Appleton	Yellow-Moderate	Limited	No Report	No Report	No Report	No Report			
Corporation Yard	111	Repair Shop	Appleton	Red-Major	Out of Service	Out of Service	No Report	No Report	No Report	Yes	1	FEMA
Police Facility	111	Classroom	Appleton	No Report	No Report	No Report	No Report	No Report	No Report			
Corporation Yard	111	Storage Bldg.	Appleton	Green-Minor	All Working	All Working	All Working	All Working	All Working			
PD Modular Office	111	Offices	Appleton	Yellow-Moderate	All Working	All Working	Out of Service	Out of Service	Out of Service			
Prof. Stds Div.	111	Offices	Appleton	Red-Major	All Working	All Working	Limited	No Report	No Report	Yes	2	Public Works
Main Library	505	Offices	Santa Clara	No Report	No Report	No Report	No Report	No Report	No Report	Yes	3	Comm. Svcs.
Fire Station 21	1220	Fire Station	Marin	Green-Minor	All Working	All Working	All Working	All Working	All Working			
Fire Station 22	700	Fire Station	Fifth	Yellow-Moderate	All Working	All Working	Limited	Out of Service	Limited			
Fire Station 23	900	Fire Station	Redwood	No Report	No Report	No Report	No Report	No Report	No Report			
Fire Station 24	1005	Fire Station	Oakwood	No Report								
Fire Station 25	595	Fire Station	Mini	Red-Major								
Fire Station 6	452	Offices	Gilcrest									
Fire Prevention	703	Offices	Cartage									
n/a	1153	Offices	Capital									
Corporation Yard Storage	1047	Storage Bldg.	Virginia									
Douglas Center	333	Community Center	Appleton									
North Placid Lake Comm. Ctr.	1121	Community Center	Fairgrounds									
Placid Lake Naval Museum	734	Museum	Marin									
College Crew Storage	7	Storage Bldg.	Harbor Way									
Boat Repair	7	Tenant	Harbor Way									
Marine Store	7	Tenant	Harbor Way									
Restroom	7	Restrooms	Harbor Way									
Harbor Master Office	7	Offices	Harbor Way									
Central Community Sub-station	415	Utility	Alabama									
Community Center	401	Tenant	Appleton									
Lake Frey-Madigan	6540	Caretaker Home	Wild Horse Valley Rd									
Lake Frey-Madigan	6540	Garage	Wild Horse Valley Rd									
Lake Frey-Madigan	6540	Storage Bldg.	Wild Horse Valley Rd									
Green Valley Water Treatment	4675	Caretaker Home	Green Valley Road									
Green Valley Water Treatment	4675	Garage	Green Valley Road									
Green Valley Water Treatment	4675	Chlorine Bldg.	Green Valley Road									
Green Valley Water Treatment	4675	Water Treatment Facility	Green Valley Road									
Green Valley Water Treatment	4675	Water Tank	Green Valley Road									
Green Valley Water Treatment	4675	Control Bldg.	Green Valley Road									
Green Valley Water Treatment	4675	Clear Well	Garden Valley Road									
Green Valley Water Treatment	6955	Back Wash Basin	Garden Valley Road									
Lake Curry/Garden Valley	6955	Caretaker Home	Garden Valley Road									
Lake Curry/Garden Valley	6955	Garage	Garden Valley Road									
Lake Curry/Garden Valley	6955	Storage	Garden Valley Road									
Lake Curry/Garden Valley	6955	Filtration Bldg.	Garden Valley Road									
Lake Curry/Garden Valley	6955	Storage Bldg.	Garden Valley Road									
Lake Curry/Garden Valley	6955	Storage Bldg.	Garden Valley Road									
Lake Curry/Garden Valley	6955	Storage Bldg.	Garden Valley Road									
Lake Curry/Garden Valley	6955	Bluestone Shed	Garden Valley Road									
Lake Curry/Garden Valley	6955	Water Tank	Garden Valley Road									
Swansee	1	Valve House	Swansee Dam Road									
Swansee	1	Pump Station	Swansee Dam Road									

Disaster Field Unit - Incident Work Report (LEM-1) - City of _____

Use one form per crew, per incident location, minimum one per day.

Incident Address							Incident #					
Description of Problem							Damage Category A B C D E F G H					
Description of Work Done												
Date Work Started		Time Started			Mutual Aid	Mutual Aid Crew Y N Mixed						
Date Work Stopped		Time Finished				Mutual Aid Agency		Mission #				
My Supervisor		Damage Photos Attached Y N	Y <input type="checkbox"/>	N <input type="checkbox"/>		Department		Radio / Phone #				
Personnel	Unit Opr.	Name		Employee I.D. #		Agency / Department			Hours	Reg.	O.T.	C.O.
Equipment	Unit #	License#	Description			City Eq.	Rented	Donated	Vendor	P.O. #	Hours	Miles
Materials	Description		Units	Stock	Unit Cost	Total Cost	Vendor		P.O. #	Fees	Purpose	
											Receipt #	
											Cost	
Name of employee completing form, please print							Phone #					
3DC Use Only Dept			3DC Use Only Log Number				Preparers Signature					
3DC Name			3DC Phone#				3DC Signature					
Originator	All Field Personnel or Supervisors			Routing Send forms to the Finance Section of the EOC daily, attach any receipts or invoices.								

A separate form should be filled out for each different work location. All personnel, equipment, supplies, materials, and fees should be accounted for.

**WORK AND COST SHEET
STREETSCAPE - LANDSCAPING**

DATE: _____

JOB NUMBER: 830331

RAKE <input type="checkbox"/>	TRIM <input type="checkbox"/>	STAKE <input type="checkbox"/>	DEBRIS CLEANUP <input type="checkbox"/>
MOW <input type="checkbox"/>	PLANT <input type="checkbox"/>	SPRAY <input type="checkbox"/>	OTHER _____ <input type="checkbox"/>
WEED <input type="checkbox"/>	REMOVE <input type="checkbox"/>	IRRIGATION REPAIR <input type="checkbox"/>	

EMPLOYEE	HOURS	AMOUNT	EQUIP. USED	ODOMETER/HOUR READING	MILES/HOURS	RATE	AMOUNT

TOTAL LABOR: \$ _____ TOTAL OVERHEAD: \$ _____

TOTAL COST OF EQUIPMENT USED: \$ _____

NO	LOCATION	TASK	TIME	NO. TREES
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

NO	MATERIALS	COST	TOTAL
		\$	FINAL COST RECAP LABOR \$ _____ OVERHEAD \$ _____ EQUIPMENT \$ _____ MATERIAL \$ _____ DUMP FEES \$ _____ TOTAL \$ _____
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
	TOTAL	\$	

APPROVED: _____
STREETSCAPE SUPERVISOR

Sanitation Division - Wastewater Section
Work & Cost Sheet

Date _____ Job No. _____ CREW NUMBER 1 2 3 4 5 6

VEHICLE #1 MILEAGE	VEHICLE #2 MILEAGE	VEHICLE #3 MILEAGE	VEHICLE #4 MILEAGE
Starting:	Starting:	Starting:	Starting:
Ending:	Ending:	Ending:	Ending:
Total:	Total:	Total:	Total:

EMPLOYEE	JOB TITLE	HOURS	RATE	AMOUNT	EQUIPMENT	HRS/MILES	RATE	AMOUNT
								\$
								\$
								\$
								\$
								\$

Total Cost of Labor \$ _____ OH: 55% \$ _____ 4% \$ _____ Total Cost of Equipment \$ _____

CLEANING JET	BALL	DRAINS	OTHER	AREA OR JOB DONE	HOURS

Sacks of Cement _____ @ \$ _____ per bag = \$ _____
 Lengths of VCP _____ @ \$ _____ per length = \$ _____
 Number of Bricks _____ @ \$ _____ per brick = \$ _____
 Miscellaneous _____ @ \$ _____ = \$ _____

Total Cost of Materials Used \$ _____ 15% OH \$ _____

Sewer Jet	
Balling	
M.H. Sprayed	
M.H. Repaired	
Drains Cleaned	
Drain Pipe Cleaned	
Stoppages	
Other	

FINAL COST RECAP	
Sub Totals	\$
Labor	\$
Labor Overhead	\$
Equipment	\$
Materials	\$
Overhead	\$
GRAND TOTAL	\$

Notes: _____

Disaster Overtime Pay Policy Information

Second Appeal Brief FEMA-1490-DR-NC PA ID # 131-99131-00; Northampton County, North Carolina PW # 1357; Overtime Labor Policy 02/28/2005

Summary:

On September 18, 2003, Hurricane Isabel caused widespread flooding throughout Northampton County. FEMA determined that \$25,915.59 in costs that the Applicant incurred for the overtime labor of its exempt employees responding to the emergency was ineligible. The Applicant appealed the decision, claiming that it had changed its personnel policy in November 2002, and the new policy authorized overtime pay for employees that are generally exempt in the case of a declared state of emergency or disaster. The State agreed that the costs should be eligible in accordance with FEMA(s) Policy 9525.7 (D), which states that, (straight time and overtime will be determined according to the applicant's written policies and labor union contracts in effect prior to the disaster.) FEMA denied the appeal, stating that the policy (does not specify that the costs would be paid if no declaration is forthcoming, nor does it provide documentation that the Applicant has paid these costs during non-declared incidents.) The Applicant has submitted a second appeal, stating that FEMA policy allows reimbursement for costs in accordance with an Applicant(s) pre-disaster policies. The Applicant also asserts that there is no indication that the policy is inconsistent when applied to a Federal award or other activities, and that until the event of Hurricane Isabel, no situation had occurred that required the Applicant to implement the new personnel policy.

Issues:

- (1) Was the policy in place before the disaster?
- (2) Had the policy been applied in situations when Federal funding was not available?
- (3) Would the policy be applied uniformly in any declared event?

Findings:

- (1) Yes. The policy change was implemented in November 2002.
- (3) No. The Applicant claims that no emergency or disaster event has been declared since the policy change was made.
- (4) No. The documentation provided states that exempt employees (will be considered(for overtime in the case of a declared emergency.

Rationale:

OMB Circular 8-87 Section C (1)(e) requires that the policy be applied regardless of the availability of Federal funding. The policy in question was discretionary, and therefore the costs are ineligible.

Disaster Overtime Pay Policy Information

Second Appeal Brief 3216 PA ID # 303-45000-00; City of Lubbock PW # 299;

Exempt or Salaried Non-Exempt Employee Overtime 10/24/2007

Summary: As a result of Hurricane Katrina, residents of several Gulf Coast communities were evacuated to the City of Lubbock (Applicant), Texas, and were provided temporary shelter at the Reese Technology Center Complex and the Lubbock Coliseum.

FEMA prepared PW 299 for labor, equipment and materials costs associated with the sheltering operations for the period September 2, 2005, to October 16, 2005.

FEMA denied the Applicant's request for \$87,945 in overtime pay and fringe benefits for exempt employees, and \$5,075 for deposit refund on the facility.

The Applicant's first appeal contained a copy of an interoffice memorandum issued by the Applicant's City Manager, dated September 8, 2005, titled "Overtime Pay Related to Emergency Declaration - Salaried Non-Exempt and Exempt Employees."

The memo describes the authorization of overtime to these employees as "temporary change in policy."

FEMA denied the appeal because the Applicant failed to demonstrate that the overtime policy for exempt employees was in effect prior to the event.

The Applicant stated in its second appeal that it was "during the ongoing needs of Katrina the Applicant evaluated the need for a policy."

The Applicant states that the September 8, 2005, memorandum was meant to explain the policy but that a formal policy was adopted "around this period of time."

Issues:

- (1) Was there a policy in place before the disaster?
- (2) Is the reimbursement for the rental deposit eligible?

Findings:

- (1) No. The Applicant has not provided documentation of a written, established policy which was in place before the disaster, or any payroll history of overtime being paid in any prior event.
- (2) No.

Rationale: Recovery Division Policy 9525.7, Labor Costs (Emergency Work, §7.D.)

Disaster Overtime Pay Policy Information

The following issues need to be considered by your City Attorney, in close consultation with someone familiar with FEMA regulations:

Some cities are prohibited from paying overtime to exempt employees or certain personnel by a specific legal ordinance. If your city does not have an ordinance prohibiting such, you may be OK. If there is a specific legal authority prohibiting such salary payments, FEMA might cite the ordinance as a reason not to reimburse the city for exempt employee disaster overtime.

If your city does have such a prohibiting policy, it may be necessary to address an override of that policy during a proclaimed/declared¹ disaster.

Payment of "exempt employee disaster overtime" cannot be made contingent upon reimbursement by FEMA or OES. Any policy must be equally in force whether reimbursement is received or not. A policy should NEVER make any reference to FEMA or FEMA reimbursement.

The hours shown in the methods for calculation are for example only. Other methods or a combination of methods may be used.

Any enacted policy must be applied consistently. If one application is used for only state and/or locally proclaimed disasters, and another application is used for Federal declarations, FEMA will not reimburse the agency.

Any policy must be in writing, approved by the governing board (City Council) and in place before a disaster occurs. FEMA will not recognize verbal policies or policies adopted after an event has occurred.

There is no guarantee that in future disasters FEMA will reimburse for "exempt employees" overtime. But without a written policy in place, they do not consider any reimbursement.

If an exempt employee is sent on a Mutual Aid assignment, language should be included that would cover this circumstance. The employee could be working overtime on a disaster, even though no disaster would be proclaimed in their home jurisdiction. Both the sending and receiving jurisdictions should have clear agreement of how many hours an exempt employee would be paid for when working on a mutual aid assignment in excess of 40 hours per week.

Any standing limits (as defined in municipal employee rules, regulations or collective bargaining agreements) on accruals of comp time off (CTO), vacation hours, holiday hours and sick hours should be waived during the period of the proclaimed/declared emergency. CTO accrued during a disaster is not subject to the ordinary limits defined in other personnel policies or regulations.

¹ Only the President can declare a disaster. Local and state authorities proclaim a disaster.

Disaster Overtime Pay Policy Information

Sample: Declared Disaster Pay Policy for Exempt Employees²

Whereas in a locally proclaimed disaster, it is a primary responsibility of the city to do all that it can reasonably do to provide for the public safety and welfare of the citizens of the city of _____, and

Whereas disaster response efforts not only include police, fire and emergency medical services, they may also include disaster response efforts from all city departments and all city employees, and

Whereas many supervisory and management level employees in the city are considered exempt employees and do not normally receive overtime compensation for their hours worked in excess of 40 hours per week, and

Whereas many of these same employees are critical to the effective operation of the city(s) disaster response and recovery efforts, and

Whereas in a proclaimed local disaster, such critical exempt employees may be called upon to work twelve or more hours in a single day and seven days a week without time off, for indefinite periods during a disaster, and

Whereas all hourly employees working during a disaster will be paid overtime in accordance with their respective bargaining unit agreements, and

Whereas it is in the best interest of the city and its employees to fairly compensate otherwise exempt employees during a proclaimed disaster for their long hours of dedicated service to providing for the public safety and welfare of the citizens,

Be it now hereby resolved that the City Council of the City of _____ does hereby adopt a Disaster Overtime Pay Policy for Exempt Employees, attached hereto as Exhibit (A.)

This policy shall take effect on the _____ day of _____, 20__.

Signed: _____, Mayor

Attest: _____, City Clerk

² See FEMA Recovery Policy RP6525.7(F)5

Disaster Overtime Pay Policy Information

Declared Disaster Pay Policy for Exempt Employees³ Exhibit (A)

SECTION 1. In the event that a disaster or a state of emergency is declared in accordance with Chapter xx, section xx of the Municipal Code and/or a disaster or a state of emergency that affects the City of _____ is proclaimed by either the County of Los Angeles, the State of California, or declared by the President, exempt employees shall be compensated for the overtime hours that they work as official emergency workers.

SECTION 2. The exempt employees working as official emergency workers shall be paid only for those hours actually worked in excess of forty (40) hours during their normal work week and the hourly rate of pay shall be calculated by dividing the exempt employers current monthly salary by 173.33 (straight time). (See optional alternate rates below)

SECTION 3. Any previously promulgated policies for a Declared Disaster Pay Policy for Exempt Employees are hereby repealed and rescinded. This resolution shall take effect immediately.

SECTION 4. The City Clerk shall certify to the adoption of this Resolution.

(See the following notes for alternative language to determine overtime pay and pay rates.)

An alternate method for calculation

"Exempt Employee Disaster Overtime Pay" shall not be paid for the first ten hours of overtime worked by an exempt employee in a given proclaimed/declared disaster. After fifty (50) hours of work (40 hours regular plus 10 hours overtime), employees shall be paid "Emergency Overtime" for all hours worked over fifty hours per week. In each successive week under the same disaster proclamation/declaration, overtime shall be paid for all hours worked in excess of the first forty hours. This method of accounting for "Exempt Employee Disaster Overtime Pay" shall be followed in all disasters, proclaimed or declared at any level.

Alternate overtime pay rate:

The hourly rate of pay shall be calculated by dividing the exempt employers current monthly salary by 115.55 (time and one-half pay).

*Refer to your city or labor attorney for appropriate language

In all cases, legal counsel must review the (exempt employee disaster overtime pay) plan for applicability and conformance to local, state and federal requirements.

³ See FEMA Recovery Policy RP6525.7(F)5

Disaster Field Unit Incident Work Report Scenario 1

An earthquake rolled through the City of Placid at 3:00 P.M. on May 31st, causing significant damage. Work crews have been sent out to make emergency repairs, and each Crew Supervisor has been instructed to complete the Disaster Field Unit - Incident Work Report so the city can get FEMA reimbursement.

Your name is Walt Greene. You are a Crew Supervisor for the Street Services Department. You have been instructed by your supervisor, Jack Smith, to visit several sites where the pavement has buckled. Your job is to scrape the buckled pavement level with the street, fill in any voids, and cover the damage with a temporary asphalt patch. Your crew has already worked a full day, and there's no end in sight

Three persons have been assigned to your crew, including Phil White, Gary Gadt and Orville Patterson, who is driving a 10-wheel dump truck, Unit #26 and a 32-foot flat bed trailer, Unit #26T. Phil White is operating the backhoe, Unit #124.

The first site you visit is the 1500 block of Gramercy Place, between El Prado and Cabrillo. You leave the Public Works Yard at 3:30 P.M. The crew takes a 15-minute break at 5:30 P.M. and you finish at 7:30 P.M. You would have finished the work a lot sooner. However, the back hoe broke down two hours into the job, and you had to get a replacement back hoe, Unit #128.

You also remembered it would be a good idea to take "before" pictures of the job, so you called your office at (310) 555-5555, asked if someone there could deliver a camera. You left your cell phone number, (310) 777-7777, in case there were questions or problems.

On this job you used ¼ cubic yard of cold patch asphalt cement.

Disaster Field Unit Incident Work Report Scenario 2

An earthquake rolled through the City of Placid at 3:00 P.M. on May 31st, causing significant damage. Work crews have been sent out to make emergency repairs, and each Crew Supervisor has been instructed to complete the Disaster Field Unit - Incident Work Report.

Your name is John Smithers and you are a Crew Supervisor for the Street Services Department. You have been instructed by your supervisor, Philip Walman, to go to the Senior Citizens Center, where windows have shattered and glass has scattered inside and outside the building. Your job is to board up the doors and windows and sweep up and remove the broken glass.

Three persons have been assigned to your crew, including Phil Black, Andre Good and Wilbur Patterson. Today Wilbur is driving Unit #27. Phil black is driving truck #29, and you are driving a rented truck, license #2V42457. Your crew has already worked a full day, and there's no end in sight

You drive to the Senior Citizens Center located in the 1500 block of Gramercy Place at El Prado. You leave the Public Works Yard at 3:30 P.M., take a 15-minute break at 6:30 P.M. and conclude at 9:30 P.M. You would have finished the work a lot sooner, but you ran out of plywood and nails and had to call for additional supplies, which are maintained in inventory at the Street Services Department yard.

You also remembered it would be a good idea to take "before" pictures of the job, so you called your office at (310) 555-5555, asked if someone there could deliver a camera. You left your cell phone number, (310) 777-7777, in case there were questions or problems.

On this job you used 38 sheets of ½" x 4' x 8' plywood, 18 ea. 2" x 4" x 8' wood studs and 4 lbs. of 1 1/4" drywall screws and 2 lbs of 2 ½" drywall screws.

Disaster Field Unit Incident Work Report Scenario 3

An earthquake rolled through the City of Placid at 3:00 P.M. on May 31st, causing significant damage. Work crews have been sent out to make emergency repairs, and each Crew Supervisor has been instructed to complete the Disaster Field Unit - Incident Work Report.

Your name is Marietta Jones and you are a Crew Supervisor for the Street Services Department. You have been instructed by your supervisor, Jack Smith, to deliver and set up portable stop signs to several major intersections where the signals have failed.

Three persons have been assigned to your crew, including Phil Brown, Reggie Roqueford and Jonah Patterson. Today he is driving unit #78. Reggie is driving the other truck, unit #31. Your crew has already worked a full day, and there's no end in sight

You leave the Public Works yard at 3:30 P.M. The first stop is at Acme Rentals to pick up 40 stop signs and 40 barricades with flashing lights.

At 5:00 P.M. you arrive at the intersection of Gramercy Place and El Prado. You finish at 5:30 P.M. Then you drive to the intersection of James Place and Green Street, arriving there at about 6:00 P.M. It took extra time to drive a short distance because of heavy traffic and debris in the roadways. You finish placing the barricades and stop signs at 6:30 P.M.

Then you drive to Riverside Drive and Brook Street arriving at about 7:00 P.M. and are done there at 7:30 P.M.

You placed 8 barricades and 8 stop signs at each intersection.

You call your office at 310-555-5555 to see if there are any additional sites to visit, and leave your cell phone number, (310) 777-7777, in case there were questions or problem.

Disaster Field Unit Incident Work Report Scenario 4

An earthquake rolled through the City of Placid at 3:00 P.M. on May 31st, causing significant damage. Work crews have been sent out to make emergency repairs, and each Crew Supervisor has been instructed to complete the Disaster Field Unit - Incident Work Report.

Your name is Tom Jones and you are a Crew Supervisor for the Street Services Department. You have been instructed by your supervisor, Jack Smith, to visit two sites where there are reported water main breaks. Your job is to dig up and replace the mains, re-level the street, and put in a temporary patch.

Three persons have been assigned to your crew, including Sam Green, Wilson Packet and Zeke Patterson. Today Zeke is driving a 10-wheel dump truck, Unit #39 and #39T, a 26 ft. trailer. Sam Greene is driving a pick-up truck, Unit #32 and operating a backhoe, Unit #118, Wilson operates a soil compactor Unit #543. You are driving Unit #63, a ½ ton pick-up truck. Your crew has already worked a full day, and there's no end in sight

The first site you visit is the 1500 block Van Ness, between El Prado and Cabrillo. You leave the Public Works Yard at 3:30 P.M., take a 15-minute break at 6:30 P.M. and conclude at 10:30 P.M.

You would have finished the work sooner, but some idiot, probably Zeke Patterson, loaded the wrong size pipe into the pick-up, and you had to call your office at 310-555-5555 to get the right materials delivered.

You left your cell phone number, (310) 777-7777, in case there were questions or problems. You also remembered it would be a good idea to take "before" pictures of the job, which you did as the crew worked.

On this job you used a six foot segment of 8" cast iron pipe and two 8" collars. You also used 1/4 cubic yard of cold patch asphalt cement.

Disaster Field Unit - Incident Work Report (LEM-1) - City of _____

Use one form per crew, per incident location, minimum one per day.

Incident Address							Incident #					
Description of Problem							Damage Category A B C D E F G H					
Description of Work Done												
Date Work Started		Time Started			Mutual Aid	Mutual Aid Crew Y N Mixed						
Date Work Stopped		Time Finished				Mutual Aid Agency		Mission #				
My Supervisor		Damage Photos Attached Y N	Y <input type="checkbox"/>	N <input type="checkbox"/>		Department		Radio / Phone #				
Personnel	Unit Opr.	Name		Employee I.D. #		Agency / Department			Hours	Reg.	O.T.	C.O.
Equipment	Unit #	License#	Description			City Eq.	Rented	Donated	Vendor	P.O. #	Hours	Miles
Materials	Description		Units	Stock	Unit Cost	Total Cost	Vendor		P.O. #	Fees	Purpose	
											Receipt #	
											Cost	
Name of employee completing form, please print							Phone #					
3DC Use Only Dept			3DC Use Only Log Number				Preparers Signature					
3DC Name			3DC Phone#			3DC Signature						
Originator All Field Personnel or Supervisors		Routing Send forms to the Finance Section of the EOC daily, attach any receipts or invoices.										

A separate form should be filled out for each different work location. All personnel, equipment, supplies, materials, and fees should be accounted for.

Additional Personnel

Unit Opr.	Name	Employee I.D. #	Agency / Department	Hours	Reg.	O.T.	C.O.	

Additional Equipment

Unit #	License#	Description	City	Rente	Donate	Vendor	P.O. #	Hour	Miles

Additional Materials

Description	Units	Stock	Unit Cost	Total Cost	Vendor	P.O. #

Notes:

**Disaster Field Unit - Incident Work Report Scenarios
Crew Data**

Crew	Last Name	First Name	Employee #	Title	Department	Supervisor
1	Greene	Walt	12345	Crew Supervisor	Street Services	Jack Smith
1	Gadt	Gary	90971	Maintainance Worker 1	Street Services	Jack Smith
1	Patterson	Orville	70685	Maintainance Worker 2	Street Services	Jack Smith
1	White	Phil	90923	Maintainance Worker 3	Street Services	Jack Smith
2	Smithers	John	23456	Crew Supervisor	Street Services	Philip Walman
2	Black	Phil	90924	Maintenance Worker 1	Street Services	Philip Walman
2	Good	Andre	90972	Maintenance Worker 2	Street Services	Philip Walman
2	Patterson	Wilbur	56843	Maintenance Worker 3	Street Services	Philip Walman
3	Jones	Marietta	34567	Crew Supervisor	Street Services	Jack Smith
3	Brown	Phil	90925	Maintenance Worker 1	Street Services	Jack Smith
3	Patterson	Jonah	79865	Maintenance Worker 2	Street Services	Jack Smith
3	Roqueford	Reggie	90973	Maintenance Worker 3	Street Services	Jack Smith
4	Jones	Tom	45678	Crew Supervisor	Street Services	Jack Smith
4	Green	Sam	90928	Maintenance Worker 1	Street Services	Jack Smith
4	Packet	Wilson	90976	Maintenance Worker 2	Street Services	Jack Smith
4	Patterson	Zeke	87433	Maintenance Worker 3	Street Services	Jack Smith

DEPARTMENT OF HOMELAND SECURITY
 FEDERAL EMERGENCY MANAGEMENT AGENCY
FORCE ACCOUNT LABOR SUMMARY RECORD

PAGE _____ OF _____

*O.M.B. No. 1660-0017
 Expires December 31, 2011*

APPLICANT	PA ID NO.	PROJECT NO.	DISASTER
-----------	-----------	-------------	----------

LOCATION/SITE	CATEGORY	PERIOD COVERING
---------------	----------	-----------------

DESCRIPTION OF WORK PERFORMED

NAME	JOB TITLE	DATES AND HOURS WORKED EACH WEEK							COSTS				
		DATE							TOTAL HOURS	HOURLY RATE	BENEFIT RATE/HR	TOTAL HOURLY RATE	TOTAL COSTS
NAME		REG.											
JOB TITLE		O.T.											
NAME		REG.											
JOB TITLE		O.T.											
NAME		REG.											
JOB TITLE		O.T.											
NAME		REG.											
JOB TITLE		O.T.											

TOTAL COSTS FOR FORCE ACCOUNT LABOR REGULAR TIME		\$
---	--	----

TOTAL COST FOR FORCE ACCOUNT LABOR OVERTIME		\$
--	--	----

I CERTIFY THAT THE INFORMATION ABOVE WAS OBTAINED FROM PAYROLL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.

CERTIFIED	TITLE	DATE
-----------	-------	------

Salary & Benefits Information

Last Name	First Name	Employee Number	Hourly Rate	Annual Leave Days			Benefits Paid Monthly					Total Benefit Rate %	Overtime Benefit Rate
				Holiday	Vacation	Sick	Medical \$	Dental \$	Disability Insurance \$	Uniform Allowance \$	Retirement %		
Greene	Walt	12345	\$25.50	13	19	8	\$200.00	\$40.00	\$19.00	\$35.00	14%	44.79%	8.75%
Gadt	Gary	90971	\$23.46	13	14	8	\$200.00	\$40.00	\$19.00	\$35.00	14%	43.44%	8.75%
Patterson	Orville	70685	\$21.58	13	14	8	\$200.00	\$40.00	\$19.00	\$35.00	14%	44.07%	8.75%
White	Phil	90923	\$19.85	13	14	8	\$200.00	\$40.00	\$19.00	\$35.00	14%	44.76%	8.75%
Smithers	John	23456	\$26.00	13	19	8	\$200.00	\$40.00	\$19.00	\$35.00	14%	44.66%	8.75%
Black	Phil	90924	\$24.63	13	14	8	\$200.00	\$40.00	\$19.00	\$35.00	14%	43.10%	8.75%
Good	Andre	90972	\$22.66	13	14	8	\$200.00	\$40.00	\$19.00	\$35.00	14%	43.70%	8.75%
Patterson	Wilbur	56843	\$20.84	13	14	8	\$200.00	\$40.00	\$19.00	\$35.00	14%	44.35%	8.75%
Jones	Marietta	34567	\$26.75	13	19	8	\$200.00	\$40.00	\$19.00	\$35.00	14%	44.48%	8.75%
Brown	Phil	90925	\$23.46	13	14	8	\$200.00	\$40.00	\$19.00	\$35.00	14%	43.44%	8.75%
Patterson	Jonah	79865	\$21.58	13	14	8	\$200.00	\$40.00	\$19.00	\$35.00	14%	44.07%	8.75%
Roqueford	Reggie	90973	\$19.85	13	14	8	\$200.00	\$40.00	\$19.00	\$35.00	14%	44.76%	8.75%
Jones	Tom	45678	\$25.75	13	19	8	\$200.00	\$40.00	\$19.00	\$35.00	14%	44.72%	8.75%
Green	Sam	90928	\$24.63	13	14	8	\$200.00	\$40.00	\$19.00	\$35.00	14%	43.10%	8.75%
Packet	Wilson	90976	\$22.66	13	14	8	\$200.00	\$40.00	\$19.00	\$35.00	14%	43.40%	8.75%
Patterson	Zeke	87433	\$20.84	13	14	8	\$200.00	\$40.00	\$19.00	\$35.00	14%	44.35%	8.75%

DEPARTMENT OF HOMELAND SECURITY
 FEDERAL EMERGENCY MANAGEMENT AGENCY
APPLICANT'S BENEFITS CALCULATION WORKSHEET

PAGE _____ OF _____

O.M.B. No. 1660-0017
Expires December 31, 2011

APPLICANT

PA ID NO.

DISASTER

PROJECT NO.

FRINGE BENEFITS (by %)	REGULAR TIME	OVERTIME
HOLIDAYS		
VACATION LEAVE		
SICK LEAVE		
SOCIAL SECURITY		
MEDICARE		
UNEMPLOYMENT		
WORKER'S COMP.		
RETIREMENT		
HEALTH BENEFITS		
LIFE INS. BENEFITS		
OTHER		
TOTAL in % annual salary		

COMMENTS

I CERTIFY THAT THE INFORMATION ABOVE WAS TRANSCRIBED FROM PAYROLL RECORDS OR OTHER DOCUMENTS WHICH ARE AVAILABLE

Name	TITLE	DATE
------	-------	------

DEPARTMENT OF HOMELAND SECURITY
 FEDERAL EMERGENCY MANAGEMENT AGENCY
FORCE ACCOUNT EQUIPMENT SUMMARY RECORD

Page ____ OF ____

O.M.B. No. 1660-0017
 Expires October 31, 2008

APPLICANT	PA ID NO.	PROJECT NO.	DISASTER
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									
			HOURS									
			HOURS									
			HOURS									
			HOURS									
			HOURS									
			HOURS									
GRAND TOTAL →												

I CERTIFY THAT THE ABOVE INFORMATION WAS OBTAINED FROM PAYROLL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.

CERTIFIED	TITLE	DATE
-----------	-------	------

Disaster Field Unit - Incident Work Report Scenarios
Equipment Data

Crew	Unit #	License #	Desc.	Cost Code	Description	Specs	Size	H.P.	Unit	Rate
1	26	3X58745	10-wheel dump truck	8720	Truck, Dump	Struck Capacity	8 cy	to 220	hour	\$43.00
1	26T	3X58746	32 ft flat bed trailer	8601	Trailer, Equipment	Capacity	40 ton		hour	\$12.50
1	124	SE54875	backhoe	8280	Excavator, Hydraulic	Bucket Capacity	0.5 cy	to 45	hour	\$21.00
1	128	3X54356	back hoe	8281	Excavator, Hydraulic	Bucket Capacity	1.0 cy	to 90	hour	\$44.00
2	Rental	2V42457	5 ton flat bed							
2	27	3X58746	½ ton pick-up	8801	Truck, Pickup		½ ton		hour	\$19.00
2	29	3X58747	1 ½ ton pick-up truck	8804	Truck, Pickup		1½ ton		hour	\$30.00
3	31	3X45416	1 ton stake bed	8700	Truck, Flatbed	Maximum Gvw	15000 lb	to 200	hour	\$25.00
3	78	3X43210	½ ton pick-up truck	8801	Truck, Pickup		½ ton		hour	\$19.00
4	32	3X58749	1 ton pick-up truck	8802	Truck, Pickup		1 ton		hour	\$25.00
4	39	3X58748	10-wheel dump truck	8721	Truck, Dump	Struck Capacity	10 cy	to 320	hour	\$60.00
4	39T	3X64876	26 ft. flat bed trailer	8600	Trailer, Equipment	Capacity	30 ton		hour	\$10.25
4	63	3X43222	½ ton pick-up truck	8801	Truck, Pickup		½ ton		hour	\$19.00
4	118	SE54875	backhoe	8282	Excavator, Hydraulic	Bucket Capacity	1.5 cy	to 160	hour	\$75.00
4	543	n/a	soil compactor	8220	Compactor			to 10	hour	\$11.75

LEM-5 L, E & M Cost Tracking - 0 Main

Jurisdiction	Labor, Equipment, Materials & Contract Summary Record			Page	of
City of South Bay				1	10
Applicant	PA ID	PW #	Disaster Number	Date report prepared	
County of Los Angeles	4545			6-Jun-2009	
Location/Site	Category			Period covering to	
City Hall, 500 Main St	B-Emergency Protective Measures			6-Jun-09	
Repair	Preparer's Name			Preparer's Title	
Board up facility due to earthquake damage	John Smith			Clerk III	

	Reg.	O.T.	Total
Full Time Labor Total	\$746.17	\$422.43	\$1,168.60
Donated Labor Total	\$396.00	\$297.00	\$693.00
Force Equipment Total			\$1,584.00
Rental Equipment Total			\$0.00
Donated Equipment Total			\$1,560.00
Materials Total			\$0.00
Donated Material Total			\$768.65
Contract Total			\$0.00
Project total this worksheet			\$5,774.24

I certify that the above information was obtained from payroll records, invoices, or other documents that are available for audit.			
Certified	Preparer's Name	Title	Date
	John Smith	Clerk III	6-Jun-2009

Jurisdiction		Force Account Full Time Labor Summary							Page		of		
City of South Bay									2		10		
Applicant			PA ID	PW #	Disaster Number			Date report prepared					
County of Los Angeles			4545	0	0			6-Jun-2009					
Location/Site			Category					Period covering to					
City Hall, 500 Main St			B-Emergency Protective Measures					6-Jun-2009					
Description of Work Performed			Preparer's Name					Preparer's Title					
Board up facility due to earthquake damage			John Smith					Clerk III					
	Dates and Hours worked each week								Costs				
	Date	00/00	00/00	00/00	00/00	00/00	00/00	00/00	00/00	Total Hours	Hourly Rate	Benefit Rate \$/Hr.	Total Hourly Wage
Name	Reg	8.00	8.00	8.00					24.00	\$21.58	\$9.51	\$31.09	\$746.17
Orville Patterson													
Title	OT	4.00	4.00	4.00					12.00	\$32.37	\$2.83	\$35.20	\$422.43
Maintenance Worker 2													
Name	Reg								0.00	\$0.00	\$0.00	\$0.00	\$0.00
n/a													
Title	OT								0.00	\$0.00	\$0.00	\$0.00	\$0.00
n/a													
Name	Reg								0.00	\$0.00	\$0.00	\$0.00	\$0.00
n/a													
Job Title	OT								0.00	\$0.00	\$0.00	\$0.00	\$0.00
n/a													
Name	Reg								0.00	\$0.00	\$0.00	\$0.00	\$0.00
n/a													
Job Title	OT								0.00	\$0.00	\$0.00	\$0.00	\$0.00
n/a													
Name	Reg								0.00	\$0.00	\$0.00	\$0.00	\$0.00
n/a													
Job Title	OT								0.00	\$0.00	\$0.00	\$0.00	\$0.00
n/a													
Total Force Account Labor - Regular Time												\$746.17	
Total Force Account Labor - Overtime												\$422.43	
Total Force Account Labor												\$1,168.60	
I certify that the above information was obtained from payroll records, invoices, or other documents that are available for audit.													
Certified									Title			Date	
									Clerk III			1-Jan-1900	

Jurisdiction		Donated Labor Summary Record							Page	of			
City of South Bay									3	10			
Applicant					PA ID	PW #	Disaster Number		Date report prepared				
County of Los Angeles					4545	0	0		6-Jun-2009				
Location/Site					Category			Period covering to					
City Hall, 500 Main St					B-Emergency Protective Measures			6-Jun-2009					
Description of Work Performed					Preparer's Name			Preparer's Title					
Board up facility due to earthquake damage					John Smith			Clerk III					
		Dates and Hours worked each week							Costs				
		Date	12/12/14						Total Hours	Hourly Rate	Benefit Rate \$/Hr.	Total Hourly Wage	Total Costs
Name	Reg	8.00	8.00	8.00				24.00	\$15.00	\$1.50	\$16.50	\$396.00	
Sammy Cert													
Job Title	OT	4.00	4.00	4.00				12.00	\$22.50	\$2.25	\$24.75	\$297.00	
Volunteer													
Name	Reg							0.00	\$0.00	\$0.00	\$0.00	\$0.00	
n/a													
Job Title	OT							0.00	\$0.00	\$0.00	\$0.00	\$0.00	
n/a													
Name	Reg							0.00	\$0.00	\$0.00	\$0.00	\$0.00	
n/a													
Job Title	OT							0.00	\$0.00	\$0.00	\$0.00	\$0.00	
n/a													
Name	Reg							0.00	\$0.00	\$0.00	\$0.00	\$0.00	
n/a													
Job Title	OT							0.00	\$0.00	\$0.00	\$0.00	\$0.00	
n/a													
Name	Reg							0.00	\$0.00	\$0.00	\$0.00	\$0.00	
n/a													
Job Title	OT							0.00	\$0.00	\$0.00	\$0.00	\$0.00	
n/a													
								Donated Labor - Regular Time			\$396.00		
								Donated Labor - OvertimeTime			\$297.00		
								Total Donated Labor			\$693.00		
I certify that the above information was obtained from payroll records, invoices, or other documents that are available for audit.													
Certified					Title			Date					
					Clerk III			6-Jun-2009					

Jurisdiction		Force Account Equipment Summary Record									Page	of	
City of South Bay											4	10	
Applicant		PA ID	PW #	Disaster Number		Date report prepared							
County of Los Angeles		4545	0	0		6-Jun-2009							
Location/Site		Category				Period covering to							
City Hall, 500 Main St		B-Emergency Protective Measures				6-Jun-2009							
Description of Work Performed		Preparer's Name				Preparer's Title							
Board up facility due to earthquake damage		John Smith				Clerk III							
Unit #	Indicate size, capacity, make / model	Equip Code	Horse Pwr.	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total Hours	Equip Rate	Total Cost
39	Truck, Dump	8722	to 400	8.00	8.00						16.00	\$60.00	\$960.00
	Opr Name	Adrian Van Hoorne											
124	Excavator, Hydraulic	8281	to 90	8.00	8.00						16.00	\$39.00	\$624.00
	Opr Name												
	n/a	0	n/a								0.00	\$0.00	\$0.00
	Opr Name										0.00	\$0.00	\$0.00
	n/a	0	n/a								0.00	\$0.00	\$0.00
	Opr Name										0.00	\$0.00	\$0.00
	n/a	0	n/a								0.00	\$0.00	\$0.00
	Opr Name										0.00	\$0.00	\$0.00
	n/a	0	n/a								0.00	\$0.00	\$0.00
	Opr Name										0.00	\$0.00	\$0.00
	n/a	0	n/a								0.00	\$0.00	\$0.00
	Opr Name										0.00	\$0.00	\$0.00
	n/a	0	n/a								0.00	\$0.00	\$0.00
	Opr Name										0.00	\$0.00	\$0.00
Grand Totals											32.00		\$1,584.00
I certify that the above information was obtained from payroll records, invoices, or other documents that are available for audit.													
Certified								Title				Date	
								Clerk III				6-Jun-2009	

Jurisdiction		Rented Equipment Summary Record							Page	of	Equipment rented w fuel	Equipmewnt rented w/o fuel
City of South Bay									5	10		
Applicant				PA ID	PW #	Disaster Number		Date report prepared				
County of Los Angeles				4545	0	0		6-Jun-2009				
Location/Site				Category			Period covering to					
City Hall, 500 Main St				B-Emergency Protective Measures			6-Jun-2009					
Description of Work Performed				Preparer's Name			Preparer's Title					
Board up facility due to earthquake damage				John Smith			Clerk III					
Type of Equipment		Equip Code	Dates and Hours Used	Rate Per Hour		Total Cost	Vendor	Invoice No	Date and Amount Pd	Check No		
Indicate size, capacity, horsepower, make and model		H.P.		With Opr	W/O Opr							
Dozer, Crawler		8251				\$0.00			1/0/1900			
Opr Name	Adrian Van Hoorne	to 105							\$0.00			
Boat, Push		8136				\$0.00			1/1/1900			
Opr Name	Bobby Brown	to 870							\$0.00			
Air Compressor		8012				\$0.00			1/1/1900			
Opr Name	Delicia Jones	to 50							\$0.00			
Air Compressor		8013				\$0.00			1/1/1900			
Opr Name		to 90							\$0.00			
n/a						\$0.00			1/1/1900			
Opr Name		n/a							\$0.00			
n/a						\$0.00			1/1/1900			
Opr Name		n/a							\$0.00			
n/a						\$0.00			1/1/1900			
Opr Name		n/a							\$0.00			
n/a						\$0.00			1/1/1900			
Opr Name		n/a							\$0.00			
n/a						\$0.00			1/1/1900			
Opr Name		n/a							\$0.00			
						\$0.00	Grand Total		\$0.00			
I certify that the above information was obtained from payroll records, invoices, or other documents that are available for audit.												
Certified				Title			Date					
				John Smith			6-Jun-2009					

Jurisdiction		Donated Equipment Summary Record								Page	of	
City of South Bay										6	10	
Applicant			PA ID	PW #	Disaster Number			Date report prepared				
County of Los Angeles			4545	0	0			6-Jun-2009				
Location/Site			Category					Period covering to				
City Hall, 500 Main St			B-Emergency Protective Measures					6-Jun-2009				
Description of Work Performed			Preparer's Name					Preparer's Title				
Board up facility due to earthquake damage			John Smith					Clerk III				
Type of Equipment	Equip Code #	Dates and Hours Used each Day								Costs		
Indicate size, capacity, horsepower, make and model	H.P.	Date	00/00	00/00	00/00	00/00	00/00	00/00	00/00	Total Hours	Equip Rate/hour	Total Cost
Ambulance	8041	Hours/										
Opr Name Bobby Brown	to 210	Miles	48.00							48.00	\$32.50	\$1,560.00
Air Compressor	8011	Hours/								0.00	\$7.00	\$0.00
Opr Name Bambi Good	to 30	Miles										
Air Compressor	8012	Hours/								0.00	\$9.25	\$0.00
Opr Name Henry Hamm	to 50	Miles										
Air Compressor	8013	Hours/								0.00	\$20.00	\$0.00
Opr Name Marietta Jones	to 90	Miles										
Air Compressor	8014	Hours/								0.00	\$27.50	\$0.00
Opr Name	to 145	Miles										
n/a		Hours/								0.00	\$0.00	\$0.00
Opr Name	n/a	Miles										
n/a		Hours/								0.00	\$0.00	\$0.00
Opr Name	n/a	Miles										
n/a		Hours/								0.00	\$0.00	\$0.00
Opr Name	n/a	Miles										
n/a		Hours/								0.00	\$0.00	\$0.00
Opr Name	n/a	Miles										
n/a		Hours/								0.00	\$0.00	\$0.00
Opr Name	n/a	Miles										
Grand Totals										48.00		\$1,560.00
I certify that the above information was obtained from payroll records, invoices, or other documents that are available for audit.												
Certified								Title		Date		
								John Smith		6-Jun-2009		

Jurisdiction		Donated Materials Summary Record					Page	of
City of South Bay							8	10
Applicant		PA ID	PW #		Disaster Number		Date report prepared	
County of Los Angeles		4545	0		0		6-Jun-2009	
Location/Site		Category					Period covering to	
City Hall, 500 Main St		B-Emergency Protective Measures					6-Jun-2009	
Description of Work Performed		Preparer's Name					Preparer's Title	
Board up facility due to earthquake damage		John Smith					Clerk III	
Donor Name/Address/Phone	Description	Quantity	Unit Cost	Cost Extension	Shipping	Taxes, if any	Total Value	Date Donated
Wood Bros Lumber, 123 Main St, 888-555-1212	5/8 cdx plywood	\$52.00	\$12.15	\$631.80	\$75.00	\$61.85	\$768.65	11/23/02
				\$0.00		\$0.00	\$0.00	
				\$0.00		\$0.00	\$0.00	
				\$0.00		\$0.00	\$0.00	
				\$0.00		\$0.00	\$0.00	
				\$0.00		\$0.00	\$0.00	
				\$0.00		\$0.00	\$0.00	
				\$0.00		\$0.00	\$0.00	
				\$0.00		\$0.00	\$0.00	
Tax rate, if applicable		8.75%		Grand Total			\$768.65	
I certify that the above information was obtained from payroll records, invoices, or other documents that are available for audit.								
Certified			Title			Date		
			John Smith			6-Jun-2009		

Jurisdiction		Materials Summary Record						Page	of	Tax Rate if Applicable	
City of South Bay								7	10		
Applicant		PA ID	PW #	Disaster Number			Date report prepared		Tax Rate if Applicable		
County of Los Angeles		4545	0	0			6-Jun-2009		0.0875		
Location/Site		Category						Period covering to			
City Hall, 500 Main St		B-Emergency Protective Measures						6-Jun-2009			
Description of Work Performed		Preparer's Name						Preparer's Title			
Board up facility due to earthquake damage		John Smith						Clerk III			
Vendors	Description	Quantity	Unit Price	Extension	Taxes if Applicable	Delivery, if any	Total Price	Date Purchased	Date Used	Info From (Check one)	
				0.00	0.00		\$0.00			<input checked="" type="checkbox"/>	<input type="checkbox"/>
				0.00	0.00		\$0.00			<input type="checkbox"/>	<input type="checkbox"/>
				0.00	0.00		\$0.00			<input type="checkbox"/>	<input type="checkbox"/>
				0.00	0.00		\$0.00			<input type="checkbox"/>	<input type="checkbox"/>
				0.00	0.00		\$0.00			<input type="checkbox"/>	<input type="checkbox"/>
				0.00	0.00		\$0.00			<input type="checkbox"/>	<input type="checkbox"/>
				0.00	0.00		\$0.00			<input type="checkbox"/>	<input type="checkbox"/>
				0.00	0.00		\$0.00			<input type="checkbox"/>	<input type="checkbox"/>
				0.00	0.00		\$0.00			<input type="checkbox"/>	<input type="checkbox"/>
				0.00	0.00		\$0.00			<input type="checkbox"/>	<input type="checkbox"/>
Grand Total							\$0.00				
I certify that the above information was obtained from payroll records, invoices, or other documents that are available for audit.											
Certified		Title						Date			
		John Smith						6-Jun-2009			

Jurisdiction		Contract Work Summary Record				Page	of		
City of South Bay						9	10		
Applicant			PA ID	PW #	Disaster Number	Date report prepared			
County of Los Angeles			4545	0	0	6-Jun-2009			
Location/Site			Category			Period covering to			
City Hall, 500 Main St			B-Emergency Protective Measures			6-Jun-2009			
Description of Work Performed			Preparer's Name			Preparer's Title			
Board up facility due to earthquake damage			John Smith			Clerk III			
Dates Worked		Contractor	Billing Invoice Number	Amount	Scope of Work - Comments		Date Paid		Check #
From	To	building demolition at 2234 main st	00-232	\$0.00					
Grand Total				\$0.00					
I certify that the above information was obtained from payroll records, invoices, or other documents that are available for audit.									
Certified				Title		Date			
				Clerk III		6-Jun-2009			

Pay and Benefit Rate Sheet

Jurisdiction							Page	of
City of South Bay							10	10
Applicant		PA ID	PW #	Disaster Number		Date report prepared		
County of Los Angeles		4545	0	0		6-Jun-2009		
Location/Site		Category				Period covering to		
City Hall, 500 Main St		B-Emergency Protective Measures				6-Jun-2009		
Description of Work Performed		Preparer's Name				Preparer's Title		
Board up facility due to earthquake damage		John Smith				Clerk III		
Employee Name	Job Title	Regular Hourly Rate w/o benefits	I.D. Number	Over Time Ratio	R.T. Benefit Rate	O.T. Benefit Rate	For individual calculation details see individual "Benefits Calculation Worksheets" on file.	
Adrian Van Hoorne	Accounts Payable Clerk	\$ 9.00	118	1.5	38.00%	9.50%		
Andre Good	Maintenance Worker 2	\$22.66	90972	1.5	43.70%	8.75%		
Bambi Good	Clerk 3	\$ 11.00	158	1.5	38.00%	9.50%		
Bobby Brown	Rec Leader 1	\$ 14.00	265	1.5	41.00%	1.25%		
Contractor	Contractor Employee	\$ -	999999	1	0.00%	0.00%		
Delicia Jones	Public Works Foreman	\$ 22.00	308	1.5	42.00%	10.50%		
Earl Marchand	Finance Asst Director	\$ 22.00	371	1.5	43.00%	10.75%		
Gary Gadt	Maintenance Worker 1	\$23.46	90971	1.5	43.44%	8.75%		
Henry Hamm	Volunteer - Ham Radio	\$ 21.00	V1012	1.5	10.00%	10.00%		
Ignacio Morales	Librarian	\$ 26.75	378	1.5	44.00%	11.00%		
Jack Green Jr.	Code Enforcement II	\$ 27.00	412	1.5	45.00%	11.25%		
Jack Green Sr.	Police Officer	\$ 29.00	446	1.5	45.00%	11.25%		
Joe Smith	Firefighter	\$ 29.00	458	1.5	47.00%	11.75%		
John Smithers	Crew Supervisor	\$26.00	23456	1.5	44.66%	8.75%		
Jonah Patterson	Maintenance Worker 2	\$21.58	79865	1.5	44.07%	8.75%		
Marietta Jones	Crew Supervisor	\$26.75	34567	1.5	44.48%	8.75%		
n/a	n/a	\$ -	999	1.5	40.00%	10.00%		
Orville Patterson	Maintenance Worker 2	\$21.58	70685	1.5	44.07%	8.75%		
Pat Black	Admin Assistant 1	\$ 33.00	534	1.5	50.00%	12.50%		
Patty Katsitter	Volunteer - Veterinarian	\$ 45.00	V1013	1.5	10.00%	10.00%		
Phil Black	Maintenance Worker 1	\$24.63	90924	1.5	43.10%	8.75%		
Phil Brown	Maintenance Worker 1	\$23.46	90925	1.5	43.44%	8.75%		
Phil White	Maintenance Worker 3	\$19.85	90923	1.5	44.76%	8.75%		
Red Carson	Maintenance Worker 3	\$ 34.00	645	1.5	51.00%	8.75%		
Reggie Roqueford	Maintenance Worker 3	\$19.85	90973	1.5	44.76%	8.75%		
Ron Blue	Engineer 2	\$ 35.00	657	1.5	55.00%	13.75%		
Sally Cert	Volunteer	\$ 15.00	V1010	1.5	10.00%	10.00%		

Schedule of Equipment Rates

The rates on this Schedule of Equipment Rates are for applicant-owned equipment in good mechanical condition, complete with all required attachments. Each rate covers all costs eligible under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. § 5121, et seq., for ownership and operation of equipment, including depreciation, overhead, all maintenance, field repairs, fuel, lubricants, tires, OSHA equipment and other costs incidental to operation. Standby equipment costs are not eligible.

Equipment must be in actual operation performing eligible work in order for reimbursement to be eligible. LABOR COSTS OF OPERATOR ARE NOT INCLUDED in the rates and should be approved separately from equipment costs.

Information regarding the use of the Schedule is contained in 44 CFR § 206.228 *Allowable Costs*. Rates for equipment not listed will be furnished by FEMA upon request. Any appeals shall be in accordance with 44 CFR § 206.206 *Appeals*.

FEMA Cost Code	Equipment Description	Specifications	Capacity or Size	HP	Notes	Unit	2015 Rates
8010	Air Compressor	Air Delivery	41 CFM	to 10	Hoses included.	hour	\$1.25
8011	Air Compressor	Air Delivery	103 CFM	to 30	Hoses included.	hour	\$9.00
8012	Air Compressor	Air Delivery	130 CFM	to 50	Hoses included.	hour	\$11.25
8013	Air Compressor	Air Delivery	175 CFM	to 90	Hoses included.	hour	\$24.00
8014	Air Compressor	Air Delivery	400 CFM	to 145	Hoses included.	hour	\$34.00
8015	Air Compressor	Air Delivery	575 CFM	to 230	Hoses included.	hour	\$57.00
8016	Air Compressor	Air Delivery	1,100 CFM	to 355	Hoses included.	hour	\$58.50
8017	Air Compressor	Air Delivery	1,600 CFM	to 500	Hoses included.	hour	\$98.00
8040	Ambulance			to 150		hour	\$32.75
8041	Ambulance			to 210		hour	\$41.50
8050	Board, Arrow			to 8	Trailer Mounted.	hour	\$3.50
8051	Board, Message			to 5	Trailer Mounted.	hour	\$8.75
8060	Auger, Portable	Hole Diameter	16 In	to 6		hour	\$1.50
8061	Auger, Portable	Hole Diameter	18 In	to 13		hour	\$3.75
8062	Auger, Tractor Mntd	Max. Auger Diameter	36 In	to 13	Includes digger, boom and	hour	\$1.45
8063	Auger, Truck Mntd	Max. Auger Size	24 In	to 100	Includes digger, boom and	hour	\$34.25
8064	Hydraulic Post Driver					hour	\$29.90
8065	Auger	Horizontal Directional Boring	250 X 100			hour	\$136.50
8066	Auger	Horizontal Directional Boring	50 X 100			hour	\$108.75
8067	Auger, Directional Boring Machine					hour	\$31.00
8070	Automobile			to 130	Transporting people.	mile	\$0.56
8071	Automobile			to 130	Transporting cargo.	hour	\$14.00
8072	Automobile, Police			to 250	Patrolling.	mile	\$0.65
8073	Automobile, Police			to 250	Stationary with engine running.	hour	\$19.75
8075	Motorcycle, Police					mile	\$0.60
8077	Automobile - Ford Expedition	Fire Command Center				hour	\$25.50
8076	Automobile - Chevy Trailblazer	6 or 8 cl		285 to 300		hour	\$21.50
8080	All Terrain Vehicle (ATV)	Engine 110cc, 4-Wheel; 20" tyre		6.5-7.5		hour	\$8.50
8081	All Terrain Vehicle (ATV)	Engine 125cc, 4-Wheel; 21" tyre		7.6-8.6		hour	\$8.80

General Guidelines for Form ICS-214 - Modified

1. Form should only include disaster related events - make sure to specify that activities listed are related to the disaster and not to other routine job assignments.
2. Document if a vehicle was used for this activity, be sure to include vehicle number, hours vehicle was used, the mileage driven, and who operated the vehicle.
3. Make sure to use the current form ICS-214 (modified) – do not use a standard ICS-214 form. The standard ICS-214 form does not capture enough information for disaster cost recovery purposes.
4. Make sure to sign and date the form.
5. Make sure all fields are filled out including the date from, date to, and time in, time out. Also make sure time information is accurate and matches time listed with activities on the form. Hours charged must conform to each individual's time card.
6. We must specify how much time was spent on each separate activity.
7. We need to specify how much time was regular time and how much was overtime.
8. Be clear when blocks of time are for routine work activities are not related to the disaster response.
9. For instance, if performing EMS services, building inspection, pipe repair, or other services that “sound” like routine job activities, we need to specify what exactly was performed (attended to broken leg, laceration, etc.) and that it was disaster related, not for a routine work assignment
10. If performing assessments or supervisory duties clarify that it's a damage safety inspection, supervising disaster related response activities and related to the disaster. DO NOT use the term “assessment.”
11. DO NOT use acronyms. When auditors and others review the forms, information must be precisely clear that the problems and response activities are disaster related and not routine work activities.
12. DO NOT use this form if you are part of a filed crew and are using equipment, (other than a car or truck for transportation only) and materials. Use the **Disaster Filed Crew – Incident Work Report.**

Disaster Field Unit - Incident Work Report (LEM-3) - City of Placid

Use one form per crew, per incident or location, minimum one form per day

Incident Address						Latitude	35° 49' 27"	Longitude	116° 19' 50"	
Description of Problem		Broken water pipe, causing erosion to street or improved property								
Description of Work Done		Shut off pipe, isolate break excavate broken pipe, repair pipe and restore system								
Date Work Started	July 25, 2014	Time Started	10:45 AM	City of Placid Incident Name or Number			PW #			
Date Work Stopped	July 25, 2014	Time Finished	5:00 PM	Damage Category			C - Roads & Bridges			
My Supervisor	Earl Marchand	Total Hrs This Site	6:15	Damage Photos Attached			Yes	Continuation Sheet?	No	
Personnel	Unit Operator	Name	Employee I.D. #	Job Title	Regular Time	Overtime		Mutual Aid	Mutual Aid Crew	
	26	Adrian Van Hoorne	118	Accounts Payable Clerk					Yes	
	29	Andre Good	90972	Maintenance Worker 2	4					Mutual Aid Agency Name
		Sandy White	701	Fire Captain		5				Resource Request or Mission #
		n/a	999	n/a						Radio Channel or Phone #
		n/a	999	n/a						Department
		n/a	999	n/a						Facilities
		n/a	999	n/a						
Equipment	Unit #	Description	FEMA Equip Code	Rented	Donated	Vendor or Donor Name	P.O. #	Hours	Miles	
	26	Truck, Dump	8721	Yes						
	29	Truck, Pickup	8805					6		
	32	Truck, Pickup	8803						18	
		n/a	0							
		n/a	0							
		n/a	0							
Materials	Description	Number of Units	Unit Cost	Total Cost	From Stock	Vendor	P.O. #	Fees	Purpose	Toll
	medium widgets	4	\$1.00	\$4.00	Yes	Acme	4564		Receipt #	
	large widgets	3	\$1.00	\$3.00	Yes	Acme			Cost	
	mini widgets			\$0.00	Yes		4556		Purpose	Parking
	macro widgets	1		\$0.00	Yes				Receipt #	
		5		\$0.00					Cost	
				\$0.00					Purpose	Dump Fee
				\$0.00					Receipt #	
				\$0.00					Cost	
	See supplemental sheet	1	\$678.00	\$678.00					Purpose	Toll
			\$685.00				Receipt #			
							Cost			
Name of employee completing form. (Please print)					Phone #:	(415) 555-1212	Email:			
3DC Use Only	3DC Use Only Log Number		3DC Name				Preparers Signature:			
	3DC Phone #	(310) 555-1212	3DC Email				3DC Signature			
Originator: All Field Personnel, Crew Leaders or Supervisors			Routing: Send forms to the Finance Section of the EOC daily, attach any receipts, invoices, and photographs.							
A separate form should be filled out for each different work location. All personnel, equipment, supplies, materials, and fees should be accounted for.										
Drop Down Lists	Look Up / Calculated Field	Missing Data	Personnel vs. Equipment mis-match							

Disaster Overtime "Burn Rate" Estimator (LEM-4)

Current Approved Staffing Levels, Pay and Benefits, by Department						Average Straight Time Costs For EE's				Average Overtime Costs For EE's				Disaster Shift Hours & Days			Staff Distribution for Current Disaster ⁷			Estimated Disaster Daily Payroll Costs ⁶				Estimated Current Burn Rate			
Dept. ⁸	Current Staffing (FTE)	Total Dept Salary & Benefits Budget	Avg. Regular Time Benefit %	Avg. O.T. Benefit Rate	Avg. Daily Cost For Temp Disaster Hires - Wage & Benefits (12 Hour Shifts)	Avg Annual Salary Cost, plus benefits / EE	Avg. Straight Time ¹ Hourly Rate / EE	Avg. Benefit Cost / Hour / EE	Avg. Total Wages & Benefits / Hour / EE	Avg. Overtime Hourly Pay Rate ²	Avg. O.T. Hourly Benefit Cost	Avg. Total O.T. Hourly Pay & Benefits	O.T. / Straight Time Hourly Differential	Hours Per Day	Days Per Week	# working days left in Fiscal Year	# Staff working Regular Shift ³ (40 Hours)	# Staff working Disaster Shifts	# Temp Hires ⁴ working disaster shifts	Daily cost of staff on regular shift status ⁵	Daily cost of staff on disaster shifts	Daily cost for temp hire disaster staff	Total Daily Wages & Benefits / Day / Dept.	% of budget left in fiscal year	Total remaining budget for payroll & benefits	Days of budget left at current "burn rate"	Budget consumption rate, expressed as budget days divided by days remaining at current burn rate
Fire (56 hr only) ⁹	60	\$7,200,000	60.00%	9.00%	\$700.00	\$120,000	\$25.61	\$15.37	\$40.98	\$38.42	\$3.46	\$41.88	\$0.90	12.0	7	100	0	60	0	\$0	\$29,723	\$0	\$29,723	0.3846	\$2,769,231	67	150.27%
Fire (40hr only)	6	\$720,000	63.50%	9.00%	\$450.00	\$120,000	\$35.29	\$22.41	\$57.69	\$52.93	\$4.76	\$57.69	\$0.00	12.0	7	100	2	4	0	\$923	\$2,769	\$0	\$3,692	0.3846	\$276,923	75	133.33%
Public Works	50	\$5,200,000	40.00%	9.00%	\$440.00	\$104,000	\$35.71	\$14.29	\$50.00	\$53.57	\$4.82	\$58.39	\$8.39	12.0	7	100	4	45	5	\$1,600	\$28,511	\$2,200	\$32,311	0.3846	\$2,000,000	62	161.55%
Parks & Rec	40	\$4,200,000	50.00%	9.00%	\$350.00	\$105,000	\$33.65	\$16.83	\$50.48	\$50.48	\$4.54	\$55.02	\$4.54	12.0	7	100	4	36	0	\$1,615	\$22,462	\$0	\$24,077	0.3846	\$1,615,385	67	149.05%
Water Dept	40	\$5,000,000	55.00%	9.00%	\$420.00	\$125,000	\$38.77	\$21.32	\$60.10	\$58.16	\$5.23	\$63.39	\$3.30	12.0	7	100	5	36	5	\$2,404	\$26,436	\$2,100	\$30,940	0.3846	\$1,923,077	62	160.89%
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	1	\$1																									

Benefits Worksheet - Regular Time (LEM-6)

	Name	John Smith	Overtime %	1.5	Straight Time Benefit Rate		55.68%	If cells C3, C4 and H1 are red, check hourly and monthly pay rates.				
	SSN	123-45-6789		Over Time Benefit Rate		14.56%						
Pay	Hourly Pay Rate	\$35.00	Monthly Hourly Rate									
	Monthly Pay Rate		\$0.00									
Misc.		Per Hour	Per Month	Per Year	% / Hour	\$ / Hour	Misc. \$1.53	Hourly	Monthly	Annual	Hourly	
	Shift Differential	\$1.00			2.86%	\$1.00		\$1.00	\$0.00	\$0.00	\$1.00	\$1.00
	Deferred Compensation		\$50.00		0.82%	\$0.29		\$0.00	\$0.29	\$0.00	\$0.29	\$0.29
	Vehicle Allowance			\$500.00	0.69%	\$0.24		\$0.00	\$0.00	\$0.00	\$0.24	\$0.24
	Boot / Shoe Pay				0.00%	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Certifications Pay				0.00%	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Driver				0.00%	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Education Incentive				0.00%	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Hazard Pay				0.00%	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Language Pay				0.00%	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Longevity				0.00%	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Physical Fitness				0.00%	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Professional Qualifications				0.00%	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Shoot Pay				0.00%	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Tool/Equipment Pay				0.00%	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Uniform Pay				0.00%	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Retirement					% / Hour	\$/Hour	Retirement \$5.43					
Agency Portion			8.50%		8.50%	2.98						
Employee Portion			7.00%		7.00%	2.45						
Leave					% / Hour	\$/Hour	Leave \$4.38					
Holiday Pay				96.00	4.62%	1.62						
Sick Leave				84.00	4.04%	1.41						
Vacation				80.00	3.85%	1.35						
Insurance					% / Hour	\$/Hour	Insurance \$3.35					
	Medical		\$400.00		6.59%	2.31						
	Dental		\$100.00		1.65%	0.58						
	Disability, Long Term		\$20.00		0.33%	0.12						
	Disability, Short Term		\$20.00		0.33%	0.12						
	Life		\$20.00		0.33%	0.12						
	Vision		\$20.00		0.33%	0.12						
	Supplemental 1				0.00%	0.00						
Supplemental 2				0.00%	0.00							
Supplemental 3				0.00%	0.00							
Taxes					% / Hour	\$/Hour	Taxes \$4.81					
	Medicare		1.45%		1.45%	\$0.51						
	Social Security		6.20%		6.20%	\$2.17						
	Unemployment				0.00%	\$0.00						
	Worker's Compensation		5.00%		5.00%	\$1.75						
State Disability Insurance		1.10%		1.10%	\$0.39							
52 weeks per year times 40 hours per week equal 2080 hours					2080							
2080 hours per year divided by 12 months equal 173.33 hours per month					173.33							
173.33 hours per month divided by 40 hours per week equal 4.33 weeks per month					4.33							
								Regular time benefit rate as a % of hourly wage		55.68%		
								Regular time benefits Cost / Hour		\$19.49		
								Overtime benefits cost / hour		\$7.64		
								Overtime Benefit Rate as a % of hourly wage (See Tab 2 for details)		14.56%		

Benefits Worksheet - Over Time (LEM-6)

	Name	John Smith		Overtime %	1.5		Over Time Benefit Rate/ Hour	14.56%				
	SSN	123-45-6789										
Pay	Hourly Pay Rate	\$35.00		Monthly Hourly Rate			Over Time Benefit Rate/ Hour	14.56%				
	Monthly Pay Rate	\$0.00		\$0.00								
Misc.		Per Hour	Per Month	Per Year	% / Hour	\$ / Hour	Misc.	Hourly	Monthly	Annual	Hourly	
	Shift Differential	\$1.00			1.90%	\$1.00		\$1.00	\$0.00	\$0.00	\$1.00	
	Deferred Compensation											
	Vehicle Allowance											
	Boot / Shoe Pay											
	Certifications Pay											
	Driver											
	Education Incentive											
	Hazard Pay	\$1.00			1.90%	\$1.00		\$1.00	\$0.00	\$0.00	\$1.00	
	Language Pay				0.00%	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	
	Longevity				0.00%	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	
	Physical Fitness											
	Professional Qualifications											
	Shoot Pay											
	Tool/Equipment Pay											
Uniform Pay							\$2.00					
Retirement							% / Hour	\$/Hour	Retirement		Overtime hourly pay rate / hour	\$52.50
	Agency Portion											
	Employee Portion										\$0.00	
Leave									Leave		Overtime benefits Cost / Hour	\$7.64
	Holiday Pay											
	Sick Leave											
	Vacation										\$0.00	
Insurance									Insurance		Overtime total pay and benefits / hour	\$60.14
	Medical											
	Dental											
	Disability, Long Term											
	Disability, Short Term											
	Life											
	Vision											
	Supplemental 1											
	Supplemental 2											
	Supplemental 3										\$0.00	
Taxes									Taxes		Overtime Benefit Rate as a % of hourly pay rate	14.56%
	Medicare	1.45%			0.03%	\$0.76						
	Social Security	6.20%			0.12%	\$3.26						
	Unemployment	1.00%			0.02%	\$0.53						
	Worker's Compensation	1.00%			0.02%	\$0.53						
	State Disability Insurance	1.10%			0.02%	\$0.58					\$5.64	
52 weeks per year times 40 hours per week equal 2080 hours									2080			
2080 hours per year divided by 12 months equal 173.33 hours per month									173.33			
173.33 hours per month divided by 40 hours per week equal 4.33 weeks per month									4.33			

Special Disaster Operations Daily Time Log (LEM-7)
 (All City Staff and Volunteers - Not for ARC Personnel)

Date:		Shelter, feeding or other activity location:			Day Shift / Night Shift				
	Employee's Name (Print)	Signature	Job Assignment	Employee's Department	Time In	Time Out	Lunch Break (Initial)	Am Break (Initial)	PM Break (Initial)
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									

██████████ District
Mutual Aid to City of ██████████

Employee	Overtime Hours Worked	Loaded Labor	Total Labor Cost	Equipment Totals
Johnson*	2	103.66	207.32	
Cooper	12.3	57.52	1061.244	
Garoulous	12.42	54.93	1023.346	
Mack	8.75	72.47	951.1688	
Black	8	69.79	837.48	
Frazier	2.5	75.21	282.0375	
Singer	12.5	84.28	1580.25	
Canter	10.5	65.43	1030.523	
Verdure	8.5	61.63	785.7825	
Roston	9	61.63	832.005	
Maxter	7.25	66.91	727.6463	
Irish	9.5	61.63	878.2275	
Reese	8.75	61.63	808.8938	
Equipment Type				
10 yard dump truck				367.5
5 yard dump truck				467.6
Truck				656.25
VacJet Combo				2000
			11005.92	3491.35 14497.27

*Exempt rate is straight time all other are time and a half

Language from the actual Mutual Aid Agreement

Article 111 - Payment:

The purpose of this Agreement is to ensure that the sending party is reimbursed for all costs of providing the equipment, services, personnel and facilities during a local emergency, and that the sending party shall assume no additional liabilities as a result of this Agreement. The sending party shall maintain the records for equipment, services, personnel and facilities supplied to the requesting jurisdiction for submittal for payment to the requesting jurisdiction . **Payment shall be due to the sending party within sixty (60) days from receipt of funds from FEMA by the requesting party.**

Special Disaster Operations Report (SP-1)

Section A	Disaster Name		FEMA DR Number	
	Report for date		Operations Manager's Name	
	Operation type	Food/Water Distribution	Manager's phone #	
	Operation address		Manager's cell #	
	Phone #		Manager's email	
	Facility owner name		Operator name	
	Square feet (if applicable)		Capacity (if applicable)	
Section B	# of meals provided to survivors	Breakfast	Lunch	Dinner
	# of meals provided to workers	Breakfast	Lunch	Dinner
C	Facility owner support staff *		Agency support staff *	
	Agency DSW Volunteers *		Other volunteers *	
	Total persons served today			
Section D	Utility bills (all, inc'l fuel)		Security services	
	Temporary power		Trash hauling	
	Toilets/sanitation services		Facility repairs	
	Food & kitchen supplies		Janitorial services	
	Laundry services		Other facility/site services	
	Equipment donations		Donations rec'd	
	List units of aid distributed **		Equipment rentals (List all on site)	
Notes				
Photos	Pre-opening photos	Yes / No	Damage update photos	Yes / No
	Post-closing photos	Yes / No	Site/facility restoration costs	
	* Attach sign in - sign out time sheets for all personnel working at the location			
	** For example: 1500 each 1 gallon containers of water, 2500 cases of 12 count 1 liter water bottles, etc.			

Daily Shelter Report For Cost Recovery (SP-2)

Disaster Name		FEMA DR Number	
Report for date of		Shelter Manager Name	
Shelter name		Manager phone #	
Shelter address		Manager cell #	
Shelter phone #		Manager email	
Shelter facility owner name		Shelter operator organization name	
Square feet		Bed capacity	
Congregate shelter	Yes / No		
Pre-opening photos	Yes / No	Damage update photos	Yes / No
Overnight census count		Red Cross Report #	
# of meals provided	Breakfast	Lunch	Dinner
Facility owner support staff	Yes / No / Attach ¹	Agency support staff	Yes / No / Attach ¹
Agency DSW Volunteers	Yes / No / Attach ¹	Other volunteers	Yes / No / Attach ¹
Utility bills (all)	Yes / No / Attach ²	Security services	Yes / No / Attach ²
Temporary power	Yes / No / Attach ²	Trash hauling	Yes / No / Attach ²
Toilets/sanitation services.	Yes / No / Attach ²	Facility repairs	Yes / No / Attach ²
Medical/bio waste disposal	Yes / No / Attach ²	Janitorial services	Yes / No / Attach ²
Food & kitchen supplies	Yes / No / Attach ²	Other facility services	Yes / No / Attach ²
Laundry: kitchen and shelter	Yes / No / Attach ²	Shelter supplies	Yes / No / Attach ²
Hyper cleaning services	Yes / No / Attach ²	Other ^(Specify)	
Donations of equipment	Yes / No / Attach ²	Donations of supplies	Yes / No / Attach ²
Daily counts for services			
Services	Provider(s)	Count	Notes
First Aid - Medical			
Mental Health			
Child/Elder Care			
Victims Assistance			
Animal Care			
Transportation			
Special Services			
Other Services			
Notes:			
Post-closing photos			

¹ Attach time sheets with job duties performed for each employee assigned to shelter.

² Attach invoices, job orders, or shipping tickets for all supplies or services received at the shelter each day.

Disaster Operations Meal Sign-In Sheet (SP-3)
 (All City Staff and Registered DSW Volunteers)

Date:		Breakfast	Lunch	Dinner	Midnight Meal	Location	
	Print Employee's Name	Signature			I.D. Number	Employee's Department	
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							

Disaster Operations Daily Lodging Report (SP-4)
 (All city staff that are provided emergency lodging)

Date:					
	Print Employee's Name	Signature	I.D. Number	Employee's Dept.	Hotel or Motel & Room #
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					

Disaster Shelter Site Cost Recovery Worksheet (SP-5)

Shelter Address: _____ Date: _____

Report By: _____ Email: _____

Phone: _____ Department: _____

Shelter Operator: _____

Set up a shelter photo-documentation database with folders for each individual shelter location.

- Before opening the shelter, take photos to document re-existing building conditions (Interior and exterior)
- Who operated the shelter? Red Cross[] Other non-profit[] City/County[]
- Were guard services required at the shelter? If so, attach all invoices and time sheets.
- Was City staff assigned to the facility? If so, attach all charges for wages and benefits, including time sheets.
- Did the building need temporary electrical generator power? Attach invoices for generator rental, fuel, and initial hookup and disconnect service.
- Did the shelter need additional porta-potties? If so, include all invoices for delivery and pick-up and regular service. Were there other ancillary services needed?
- Was a pet shelter attached to the human shelter? If so, attach all records for operation of the pet shelter. (see the Pet Shelter Cost Recovery Worksheet)
- Were other special services provided at the shelter? (Example, child care, medical screenings, etc.) If so, provide documentation for all services, including invoices, time sheets, and sign-up sheets.
- Attach invoices for janitorial and cleaning services, cleaning supplies and trash hauling service, laundry services.
- Attach invoices, work orders or other records for any maintenance or repair services performed as a result of damage caused by sheltering operations.
- Were meals provided for shelterees? If so, submit documentation for the number of meals served and associated costs for food, labor (if any) and supplies.
- Were meals provided for "shelter-in-place" victims or residents of spontaneous camps?
- Attach all invoices for shelter set-up costs, including, cots, blankets, pillows, sheets, towels, wash cloths, personal comfort kits, laundry supplies.
- If televisions, radios, or laundry equipment was provided, consult FEMA DAP 9523.15 for eligibility based on shelter population.
- First aid and limited medical services may be eligible, consult FEMA DAP 9523.15 for eligibility.

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Disaster Shelter Site Cost Recovery Worksheet (SP-5)

Shelter Address: _____ Date: _____

Report By: _____ Email: _____

Phone: _____ Department: _____

Shelter Operator: _____

Post closing items:

*Document all damages with photographs, identify time, date, location, etc.

Take photos when shelter is closed to document building conditions following shelter operations:

- | | |
|--|---|
| <input type="checkbox"/> Interior/exterior wall conditions | <input type="checkbox"/> Ceiling conditions |
| <input type="checkbox"/> Interior/exterior wall paint and wall coverings | <input type="checkbox"/> HVAC system |
| <input type="checkbox"/> Electrical system | <input type="checkbox"/> Floor Coverings |
| <input type="checkbox"/> Windows and window coverings | <input type="checkbox"/> Doors |
| <input type="checkbox"/> Security and alarm systems | <input type="checkbox"/> Signage |
| <input type="checkbox"/> Cabinets and furniture | <input type="checkbox"/> Kitchen equipment |
| <input type="checkbox"/> Janitorial supply levels | <input type="checkbox"/> Other |
| <input type="checkbox"/> Telephone and other communications | |
| <input type="checkbox"/> Plumbing (include all fixtures in bathrooms and kitchens) | |
| <input type="checkbox"/> Get utility bills for the entire period of shelter operations | |
| <input type="checkbox"/> Note opening and closing dates Open: _____ Close: _____ | |
| <input type="checkbox"/> What was the average daily census of the shelter? _____ | |
| <input type="checkbox"/> What was the total shelter census for all days of operation? _____ | |
| <input type="checkbox"/> Attach the time sheets and other documentation for all "City" DSW volunteers who worked at the shelter. Attach records of any donated supplies, equipment, or food used at the shelter. | |
| <input type="checkbox"/> Scan the daily census records into the Electronic Document Management system. | |
| <input type="checkbox"/> Attach all estimates, work orders, bid documents and contract documents for restoration work done on the facility to return it to its condition prior to shelter use. | |
| <input type="checkbox"/> Attach bids, RFP's and contracts or MOU's for site use, shelter operator and ancillary services provided. | |

See the Daily Shelter Report For Cost Recovery reports for all daily activities and invoices for the operations period for each shelter.

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Disaster Volunteers and Donated Resources Case Study

McCreary County¹, Kentucky experienced a record snowfall event receiving up to 30 inches of snow. The heavy snow caused damage to overhead utility lines and left large amounts of debris on the roadways

The severity of the snow storm combined with the remote mountainous terrain effectively stranded the county's emergency personnel and snow removal equipment.

In response to this, the County Board of Supervisors requested that citizens assist with the removal of downed trees and snow to facilitate bringing the county emergency resources back on line. The citizens of McCreary County responded to the request and voluntarily assisted in the debris removal.

A Project Worksheet was written, in the amount of \$380,000 to cover costs associated with the debris removal effort.

However, the Project Worksheet was determined ineligible because the work performed was by volunteer labor and sufficient documentation to support those costs was lacking.

The State requested clarification of the denial.

FEMA said that "While the work performed by the volunteers in McCreary County was disaster related and eligible, at the time of the inspection, the County could not document any of the associated costs, and the value of volunteer labor is not FEMA reimbursable.

FEMA said that the value of volunteer labor could only be used as part of an offset to a non-Federal share fund match

First Appeal

The first appeal included cost documentation, and requested that the denial be reconsidered.

FEMA denied the appeal because the documentation submitted did not show specific County funds used for the eligible work.

Second Appeal

McCreary County submitted a second appeal, and to support its appeal, the county submitted further clarification of the details about the work done by the volunteers and the costs of equipment and materials donated for the storm response efforts. The County requested credit for the donated resources.

¹ McCreary county was formed in 1912. It is located in the Eastern Coal Field region of the state. The elevation in the county ranges from 723 to 2165 feet above sea level. In 2000 the county population was 17,080 in a land area of 427.70 square miles.

ANALYSIS

McCreary County requested credit of \$320,000 for donated resources, labor, equipment and materials.

As stated in the first denial, the value of volunteer labor is not reimbursable by FEMA under the Stafford Act.

FEMA may give credit to applicants for donated resources provided that the donated resources are used for eligible emergency work. Donated resources may include labor, equipment, or materials.

In the case of McCreary County, the citizens engaged in assisting county personnel in the removal of trees and debris and some ancillary emergency response measures during the snowstorm.

Specifically, activities performed that are found to be eligible include:

- Removal of trees from county roadways to allow emergency vehicle access;
- Incidental snow removal during the tree removal;
- The delivery of temporary supplies such as medicine, food, and heating fuel to stranded citizens
- The operation of an emergency shelter in an elementary school; and
- Assisting with EOC operations;

As part of the second appeal review, FEMA reviewed documentation regarding the 877 people who volunteered time, equipment and materials

The documentation showed that the donated resources were related to one or more of the categories listed above and in the quantities reported by the County

After adjustments for standby equipment time, the eligible value of the donated resources is \$318,000.

Therefore, because the work is associated with eligible emergency activities as discussed above, McCreary County is eligible for credit on the full amount of \$318,000.

Discussion Questions:

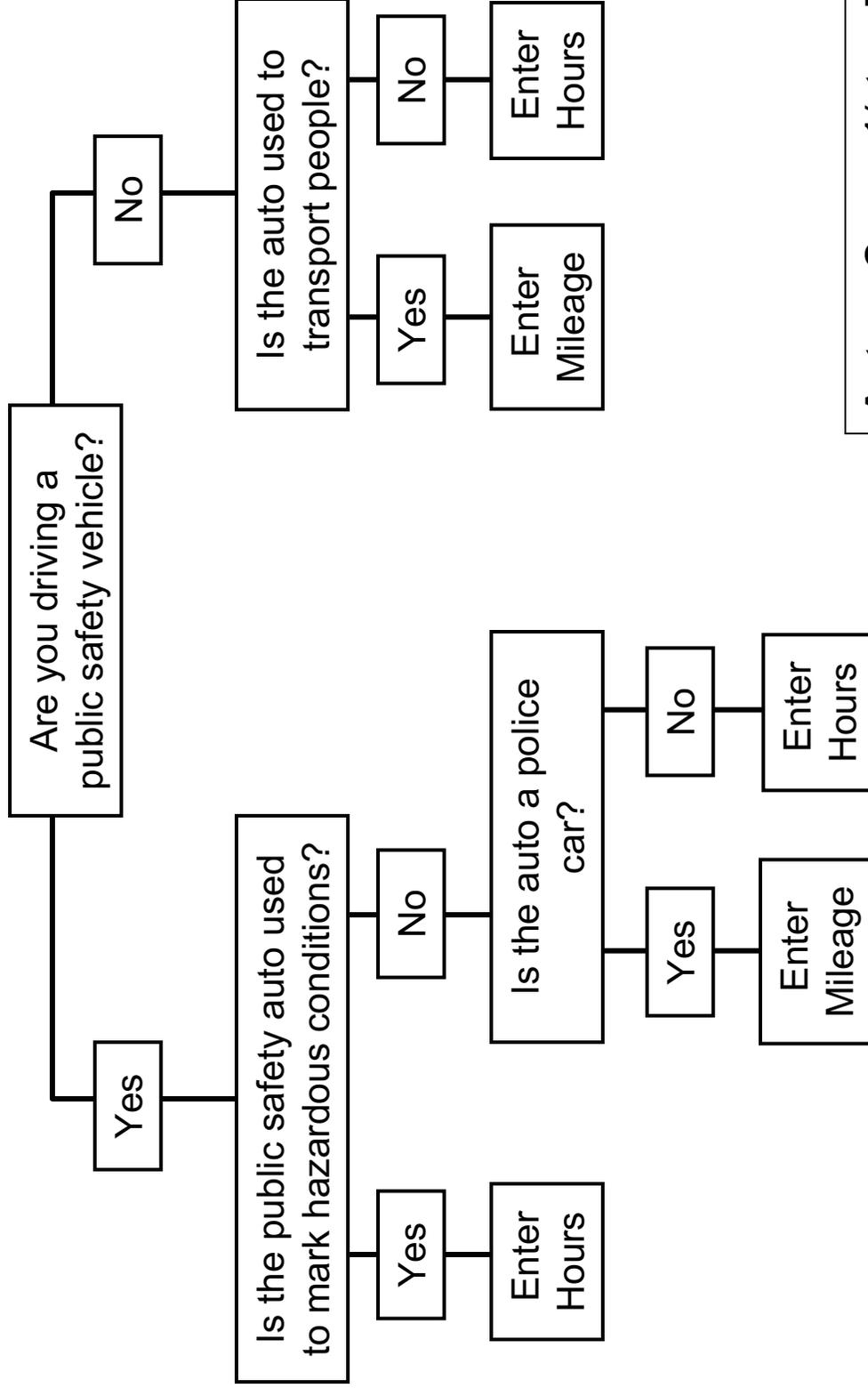
- What could have been done to avoid the first and second denial by FEMA?
- What departments should be involved in the process?
- What did the county do correctly to get this appeal resolved in their favor?
- In hindsight, what could have been done to have the proper documentation?
- Would the regular time cards provided sufficient detail for this?
- If this situation arose again, what should be different?

FEMA-1207-DR-KY, PA ID # 147-00000; McCreary County, Project Worksheet# 53499; Volunteer Labor, 06/02/1999

Disaster Response and Relief Donations Form (DON-1)			
Date		Contact name other than donor	
Donor Name			
Donor Organization		Alternate contact phone #	
Address			
City		Alternate contact email	
State			
Zip Code		Notes:	
Phone #			
Cell #			
Email			
Drop off location:			
These items are received in good condition by:			
These items can be picked up at: (address)			
These items can be picked up on (date and time)			
Donated Item(s)	# Unit(s)	\$ Value	Total Cost / Value
Initial			
	I certify that all items listed herein are my personal or corporate property and all items are donated for disaster response or relief purposes.		
	I agree that all items listed herein may be used by the (name of government agency) for disaster response and relief purposes at it sees fit and I make no further claim upon these items.		
	I hereby certify that all items listed herein have no expiration dates, or if any items do have expiration dates, those items are currently not past their expiration dates.		
Printed Name		Date	
Signature			

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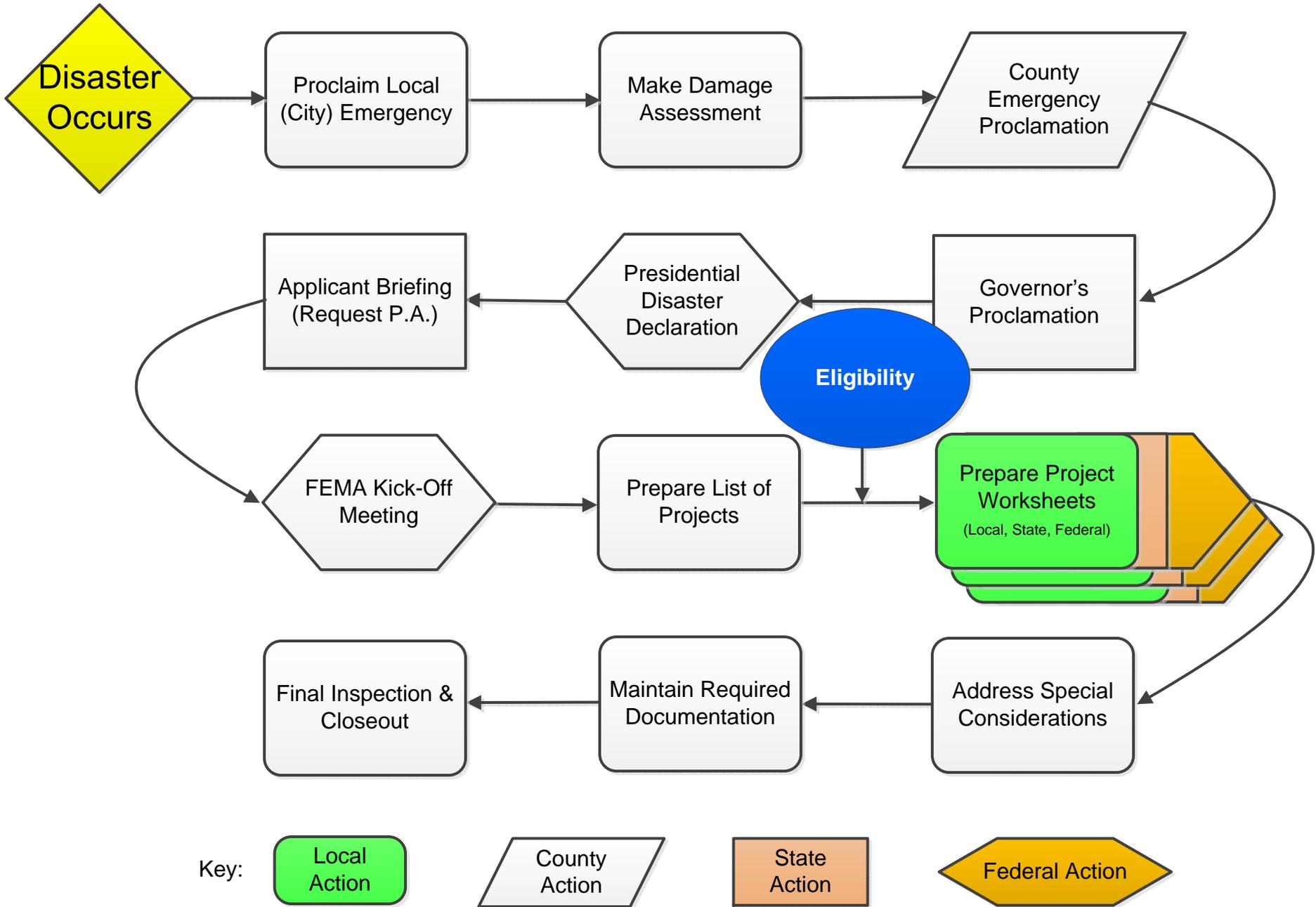
Hours or Mileage



From York County, VA

Auto = Car or 1/2 ton Pick up
Equipment = everything else

Public Assistance Claims Process Outline (Sample)



Public Assistance Eligibility

Eligibility

The Public Assistance (PA) Program is based on statutes, regulations and policies. The Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act) is the underlying document that authorizes the program. Regulations published in Title 44 of the Code of Federal Regulations (44 CFR) Part 206 implement the statute. Policies are written to apply the statute and regulations to specific situations and provide clarification on a range of issues. These authorities govern the eligibility criteria through which FEMA provides funds for public assistance. These criteria have the following four components:

Diagram of the four building blocks of Eligibility. Applicant, Facility, Work, Cost

The diagram above refers to the four building blocks of eligibility. Using guidelines, FEMA determines if the various components are eligible for disaster assistance. The applicant is the basis for eligibility. The applicant must be eligible for the facility to be eligible. The facility must be eligible for the work to be eligible. The work must be eligible for the cost to be eligible.

Public Assistance: Eligible Applicants

There are four types of eligible applicants for public assistance. If an entity meets the requirements of one of the types, the Applicant may be eligible to receive Federal disaster assistance.

1. State Government Agencies
2. Local Governments and Special Districts
Any county, city, village, town, district, or other political subdivision of any State and includes any rural community, unincorporated town or village, or other public entity for which an application for assistance is made by a State or political subdivision thereof.

Other State and local political subdivisions may be eligible if they are formed in accordance with State law as a separate entity and have taxing authority. These include, but are not limited to, school districts, irrigation districts, fire districts, and utility districts.

3. Private Non-Profit Organizations
Private Nonprofit organizations or institutions that own or operate facilities that are open to the general public and that provide certain services otherwise performed by a government agency. These services include:

- Education
Colleges and universities
Parochial and other private schools
 - Utility
Systems of energy, communication, water supply, sewage collection and treatment, or other similar public service facilities.
 - Emergency
Fire protection, ambulance, rescue, and similar emergency services.
 - Medical
Hospital, outpatient facility, rehabilitation facility, or facility for long-term care for mental or physical injury or disease.
 - Custodial Care
Homes for the elderly and similar facilities that provide institutional care for persons who require close supervision, but do not require day-to-day medical care.
 - Other Essential Governmental Services
Museums, zoos, community centers, libraries, homeless shelters, senior citizen centers, rehabilitation facilities, shelter workshops and facilities that provide health and safety services of a governmental nature. Health and safety services are essential services that are commonly provided by all local governments and directly affect the health and safety of individuals. Low-income housing, alcohol and drug rehabilitation, programs for battered spouses, transportation to medical facilities, and food programs are examples of health services.
4. Federally recognized Native American Indian Tribes, Alaskan Native Tribal Governments, Alaskan Native village organizations or authorized tribal organizations and Alaskan Native village organizations. This does not include Alaska Native Corporations, which are owned by private individuals.

Public Assistance: Eligible Facilities

An eligible facility is any building, works, system, or equipment that is built or manufactured, or any improved and maintained natural feature that is owned by an eligible public or private nonprofit (PNP) applicant with certain exceptions.

To be eligible a facility must:

- Be the responsibility of an eligible applicant.
- Be located in a designated disaster area.
- Not be under the specific authority of another Federal agency.
- Be in active use at the time of the disaster.

Examples of eligible public facilities include:

- Roads (non-Federal aid)
- Sewage Treatment Plants
- Airports
- Irrigation Channels
- Schools
- Buildings
- Bridges and Culverts
- Utilities

Eligible private non-profit facilities include:

- Educational facilities (classrooms, supplies, and equipment)
- Gas, Water, and Power systems
- Emergency facilities (fire stations and rescue squads)
- Medical facilities (hospitals and outpatient centers)
- Custodial care facilities
- Other Essential government services (to be eligible these PNP facilities must be open to the general public)

Restrictions

1. Alternative use facilities
If a facility was being used for purposes other than those for which it was designed, restoration will only be eligible to the extent necessary to restore the immediate pre-disaster alternative purpose.
2. Inactive facilities
Facilities that were not in active use at the time of the disaster are not eligible except in those instances where the facilities were only temporarily inoperative for repairs or remodeling, or where active use by the applicant was firmly established in an approved budget, or where the owner can demonstrate to FEMA's satisfaction an intent to begin use within a reasonable time.

Public Assistance: Eligible Work

To be eligible for funding, disaster recovery work performed on an eligible facility must:

- Be required as the result of a major disaster event,
- Be located within a designated disaster area, and
- Be the legal responsibility of an eligible applicant.

Other federal agency (OFA) programs

FEMA will not provide assistance when another Federal agency has specific authority to restore or repair facilities damaged by a major disaster.

Negligence

No assistance will be provided to an applicant for damages caused by its own negligence through failure to take reasonable protective measures. If negligence by another party results in damages, assistance may be provided on the condition that the applicant agrees to cooperate with FEMA in all efforts to recover the cost of such assistance from the negligent party.

Special considerations requirements

Necessary assurances shall be provided to document compliance with special requirements including, but not limited to, floodplain management, environmental assessments, hazard mitigation, protection of wetlands, and insurance.

Categories of Work

Emergency Work

Category A: Debris Removal

Clearance of trees and woody debris; certain building wreckage; damaged/destroyed building contents; sand, mud, silt, and gravel; vehicles; and other disaster-related material deposited on public and, in very limited cases, private property.

Category B: Emergency Protective Measures

Measures taken before, during, and after a disaster to eliminate/reduce an immediate threat to life, public health, or safety, or to eliminate/reduce an immediate threat of significant damage to improved public and private property through cost-effective measures.

Permanent Work

Category C: Roads and Bridges

Repair of roads, bridges, and associated features, such as shoulders, ditches, culverts, lighting, and signs.

Category D: Water Control Facilities

Repair of drainage channels, pumping facilities, and some irrigation facilities. Repair of levees, dams, and flood control channels fall under Category D, but the eligibility of these facilities is restricted.

Category E: Buildings and Equipment

Repair or replacement of buildings, including their contents and systems; heavy equipment; and vehicles.

Category F: Utilities

Repair of water treatment and delivery systems; power generation facilities and distribution facilities; sewage collection and treatment facilities; and communications.

Category G: Parks, Recreational Facilities, and Other Facilities

Repair and restoration of parks, playgrounds, pools, cemeteries, mass transit facilities, and beaches. This category also is used for any work or facility that cannot be characterized adequately by Categories A-F.

FAQ (Hyperlink)

Does the time period in which work is performed affect the reimbursement of that work?

Public Assistance: Eligible Costs

Generally, costs that can be directly tied to the performance of eligible work are eligible. Such costs must be:

- Reasonable and necessary to accomplish the work;
- Compliant with Federal, State, and local requirements for procurement; and
- Reduced by all applicable credits, such as insurance proceeds and salvage values.

A cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost. In other words, a reasonable cost is a cost that is both fair and equitable for the type of work being performed. For example: If the going rental rate for a backhoe is \$25/hour, it would not be reasonable to charge \$75/hour for a backhoe.

Determining reasonableness is particularly important when Federal funds are involved. Considerations should be given to whether the cost is of a type generally recognized as ordinary and necessary for the subject facility and type of work and whether the individuals concerned acted with prudence in conducting work. In addition, normal procedures must not be altered because of the potential for reimbursement from Federal funds.

Reasonable costs can be established through:

- The use of historical documentation for similar work;

- Average costs for similar work in the area;
- Published unit costs from national cost estimating databases; and
- FEMA cost codes.

In performing work, applicants must adhere to all Federal, State, and local procurement requirements. An applicant may not receive funding from two Federal sources to repair disaster damage this is considered a duplication of benefits. Such a duplication of benefits is prohibited by the Stafford Act. A State disaster assistance program is not considered a duplication of Federal funding. Insurance proceeds, donated grants from banks, private organizations, trust funds, and contingency funds must be evaluated individually to determine whether they constitute a duplication of benefits.

The eligible cost criteria referenced above apply to all direct costs, including labor, materials, equipment, and contracts awarded for the performance of eligible work.

Last Updated:
07/24/2014 - 16:00

<https://www.fema.gov/public-assistance-eligibility>

APPENDIX B

Eligibility Job Aid

What Work Is Eligible?

✓	Status	Eligibility Requirements
<input type="checkbox"/>	Debris Removal	<ul style="list-style-type: none"> • Work must be a direct result of the declared event. • Work must have been performed within designated area. • Work must be the legal responsibility of the applicant. • Work must eliminate immediate threat to public lives, health and safety. • Work must eliminate immediate threat of significant damage to improved public or private property. • Work must ensure economic recovery of the affected community to the benefit of the community at large. • Work must not fall under the responsibility of any Other Federal Agency (OFA). • Salvage value or insurance proceeds must be deducted.
<input type="checkbox"/>	Emergency Protective Measures	<ul style="list-style-type: none"> • Measure must be a direct result of the declared event. • Measure must have been performed within designated area. • Measure must be the legal responsibility of the applicant. • Measure must eliminate immediate threat to public lives, health and safety. • Measure must eliminate immediate threat of significant damage to improved public or private property. • Measure must ensure economic recovery of the affected community to the benefit of the community at large. • Salvage value or insurance proceeds must be deducted.
<input type="checkbox"/>	Permanent Restoration	<ul style="list-style-type: none"> • Restoration must be a direct result of the declared event. • Restoration must have been performed within designated area. • Restoration must be the legal responsibility of the applicant. • Restored facility must be in active use. • Restoration must not fall under the responsibility of any Other Federal Agencies (OFA). • Salvage value or insurance proceeds must be deducted.

What Cost Is Eligible?

✓	Cost Type ¹	Nature of Cost	Details
<input type="checkbox"/>	Labor ²	Permanent labor	<ul style="list-style-type: none"> • Regular time and overtime labor costs are eligible for permanent restoration work. • Only overtime labor costs are eligible for emergency work. • An organization's pre-disaster policy on overtime will determine whether or not the organization is reimbursed for overtime work by salaried employees. • For emergency work, only overtime costs are eligible; regular time labor costs are not eligible for reimbursement. • Fringe benefits associated with disaster-related labor costs are eligible.
		Temporary labor	<ul style="list-style-type: none"> • Regular and overtime labor costs for temporary staff hired specifically to perform disaster-related work is eligible for reimbursement. • Fringe benefits for temporary labor may vary from permanent labor and will be dependent upon an organization's pre-disaster labor policy.
		Part-time labor	<ul style="list-style-type: none"> • Excess regular and overtime costs for part-time employees (only for hours worked over their normal work schedule), are eligible for reimbursement. • Fringe benefits associated with disaster-related costs are eligible. • Benefits for part-time labor may vary from permanent labor and will be dependent upon an organization's pre-disaster labor policy.
		Volunteer labor	<ul style="list-style-type: none"> • Organizations that use volunteer labor may receive credit for that labor to reduce or eliminate the non-Federal cost share. • Volunteer labor will be valued at the prevailing rate for the work being performed.

¹ Disaster work will not be funded if payment is contingent on receiving funding from FEMA.

² Supporting documentation should include a summary report of hours worked by employee for both regular and overtime and the respective fringe benefit costs or rate. Furthermore, this summary should be supported by individual time and attendance records, which differentiate the number of hours worked on disaster-related work and non-disaster related work and detailed description of the work performed.

What Cost Is Eligible?

✓	Cost Type ¹	Nature of Cost	Details
		<ul style="list-style-type: none"> Contract labor 	<ul style="list-style-type: none"> Contract labor to perform disaster-related work is eligible for reimbursement. Generally, contracts must be competitively bid; an applicant must follow the same policies and procedures it uses for procurements from its non-Federal funds. Exceptions (with written justification) include instances where emergency work must be completed immediately to reduce the threat to life, public health or safety, or where there exists only a single source to complete the work. Additionally, for a contract with both emergency and non-emergency work, only the part that relates to the emergency work may be the exception.
<input type="checkbox"/>	Equipment ³	<ul style="list-style-type: none"> Rented/leased 	<ul style="list-style-type: none"> The cost of the rented/leased equipment is eligible, along with normal equipment operating expenses, such as fuel and supplies. Maintenance costs are the responsibility of the lessor, unless otherwise Stated in the lease agreement. The organization should follow its established business practices when renting equipment.
		<ul style="list-style-type: none"> Applicant-owned 	<ul style="list-style-type: none"> Organizations using their own equipment in the response and recovery effort will be reimbursed based on either the FEMA equipment rates or the organization's (pre-disaster) internally-developed equipment usage rates, whichever is lower. Only the time the equipment is actually in use is eligible. Therefore, the equipment usage must correspond to labor hours claimed for performing eligible work.
		<ul style="list-style-type: none"> Purchased 	<ul style="list-style-type: none"> Equipment purchased to perform disaster-related work will be reimbursed using FEMA equipment rates based on usage. Depending on the cost of the equipment, the usage may be reimbursed based on salvage value.
<input type="checkbox"/>	Materials and Supplies ⁴	<ul style="list-style-type: none"> Inventory 	<ul style="list-style-type: none"> Organizations using an existing inventory of materials and supplies to assist in the response and recovery effort will be reimbursed for the reasonable cost of replenishing the inventory to the pre-disaster level.
		<ul style="list-style-type: none"> Purchased 	<ul style="list-style-type: none"> Purchased materials and supplies will be reimbursed for the purchase prices if the organization complies with its pre-disaster procurement regulations and practices.

³ Supporting documentation should include a summary noting whether the equipment is owned or rented and the daily usage

⁴ Supporting documentation should include an inventory listing or invoices and receipts for purchased items.

How Much Is Eligible?

✓	Item	Eligibility for Reimbursement
<input type="checkbox"/>	Emergency Public Transportation	<ul style="list-style-type: none"> Emergency public transportation costs are eligible, provided that public transportation is not the responsibility of another Federal agency (e.g., Federal Highway Administration) and is in accordance with Section 419 of the Stafford Act. Due to the large outlay this could represent, all emergency transportation projects must be pre-approved by the FEMA Public Assistance Officer. When FEMA does reimburse for emergency public transportation, the cost of capital construction projects to meet emergency needs will be reimbursed only for the emergency period to be defined by FEMA on a project-by-project basis. The amount reimbursed will be determined based on a depreciation recovery rate.
<input type="checkbox"/>	Employee Hourly Rate	<ul style="list-style-type: none"> FEMA will reimburse a reasonable hourly rate based on the type of work performed. For instance, if a subgrantee's employee is a janitor and the employee performed disaster-related clean-up work, then that employee's full hourly rate as a janitor will be reimbursable. However, if a doctor performs the same disaster-related clean-up work, then their hourly rate will be adjusted downward to reflect the typical cost to perform the clean-up function (i.e., that paid to the janitor).
<input type="checkbox"/>	Building Habitability Safety Inspections	<ul style="list-style-type: none"> The cost of an initial safety inspection performed to determine the habitability of a structure may be eligible for reimbursement. This will be a disaster-specific determination.
<input type="checkbox"/>	Building Inspection and Permit Processing Costs Directly Related to Waived Building Permit Fees	<ul style="list-style-type: none"> When a local government authority waives building permit fees, they may incur a loss of revenue. FEMA does not reimburse for loss of revenue. The existing fee schedule should provide the necessary revenue to support the building permit process.
<input type="checkbox"/>	Mutual Aid Agreements	<ul style="list-style-type: none"> Mutual aid agreements usually contain reimbursement provisions for labor, fringe benefits, lodging, meals, travel expenses, equipment, and materials. FEMA will reimburse costs associated with mutual aid policies that were established before the disaster. If a subgrantee enters into a mutual aid agreement after the disaster occurs, it may affect the amount of funding eligible from FEMA.
<input type="checkbox"/>	Post-Disaster Overtime Costs	<ul style="list-style-type: none"> FEMA will reimburse eligible costs that are in accordance with the 44 CFR and OMB Circulars and the subgrantee's pre-disaster policies. If the subgrantee's pre-disaster policy does not pay employees for overtime, FEMA will not reimburse the cost of overtime. If a pre-disaster local or State provision exists to pay overtime during emergency situations, FEMA will reimburse the cost of overtime.

How Much Is Eligible?

✓	Item	Eligibility for Reimbursement
<input type="checkbox"/>	Contract Labor for Emergency Work (as opposed to using permanent employees)	<ul style="list-style-type: none"> Contract labor for emergency work is eligible. However, if the work performed is essentially identical to the organization's normal work functions, then permanent employee labor should be used and any temporary labor needed can be hired with full reimbursement for regular and overtime costs.
<input type="checkbox"/>	Project Management ⁵	<ul style="list-style-type: none"> Actual costs associated with the management of a FEMA project are reimbursable.
<input type="checkbox"/>	Indirect Costs ⁶	<ul style="list-style-type: none"> No indirect costs are eligible for reimbursement.
<input type="checkbox"/>	Computer System/Software for Tracking Disaster-Related Costs	<ul style="list-style-type: none"> A computer system or new software is considered an administrative cost incurred to administer Federal disaster assistance. Therefore, such costs are reimbursed by the Statutory Administrative Allowance and are not eligible for reimbursement.

⁵ The term project management may be used to indicate construction project management or management of a FEMA-reimbursed project. Construction project management costs are those direct costs incurred to manage a construction project. Generally, to evidence direct costs, a project manager must keep a log of the tasks and time spent performing those tasks. Some specific project management tasks include review of bids, work site inspections, checking and approving material samples, review of shop drawings and change orders, review of contractor's request for payment, and acting as an owner's representative.

⁶ Indirect costs are expenses that are not fully and directly attributable to a project. Indirect costs can include labor items such as human resources, finance, systems support and development, legal, payroll, administration and management, and supervisory personnel. Other indirect costs that are often pooled and allocated on a percentage basis include, but are not limited to, phone, copier, rent, facsimile, debt service, facility management, and utility expenses, among others.

How Much Is Eligible?

✓	Item	Eligibility for Reimbursement
☐	Temporary Relocation	<ul style="list-style-type: none"> • Only those applicants who provide essential community services or schedules are eligible for relocation costs. Essential community services protect threats to life, public health and safety, and include: • Medical facilities including hospitals, outpatient facility, rehabilitation facility or facility for long-term care as defined by Section 645 of the Public Health Service Act • Custodial care facility providing institutional care for persons requiring close supervision and some physical constraints on their daily activities • Emergency facilities including fire departments, police departments, search and rescue teams, and ambulances • Utility facilities for generation, transmission, distribution and maintenance of electric power, telephone, sewer and water, and gas • Homeless shelters. • Facilities that provide essential health and safety services of a governmental nature, such as: <ul style="list-style-type: none"> • Low-income housing • Alcohol and drug rehabilitation • Programs for battered persons • Food programs • It is important to note that there are some facilities that provide essential services of a governmental nature and are open to the general public but are not an essential community service. These include: <ul style="list-style-type: none"> • Museums • Zoos • Community centers • Libraries • Senior citizen centers • Shelter workshops <p>FEMA pays for temporary relocation of an essential community service until the applicant's facility is habitable again. Due to the essential service provided by the applicant, it is expected that the repair or reconstruction of the permanent facility will be expedited. Should this not be the case, FEMA will re-examine the temporary relocation period.</p>

How Much Is Eligible?

✓	Item	Eligibility for Reimbursement
<input type="checkbox"/>	Examples of activities not eligible for reimbursement	<ul style="list-style-type: none">• Property tax re-assessments• Disaster application centers (DACs)• Housing programs• Consumer task forces

Calculating Repair vs. Replacement Costs* (PW-7)		
Type of Cost	FEMA Included Costs	Allowable 50 Percent Rule Costs
Repair Costs		
Surface Flooding	\$829,661	\$829,661
Other Damage	\$1,395,854	\$1,395,854
Seismic Steel Frame	\$4,800,000	\$0
A/E Fees	\$1,100,000	\$0
Total Estimated Repair	\$8,125,515	\$2,225,515
Replacement Costs		
Demolition	\$1,269,514	\$0
Site Work	\$325,000	\$0
New Construction	\$6,379,780	\$6,379,780
Fixed Equipment	\$530,650	\$530,650
Information Technology	\$125,000	\$75,000
General Conditions	\$1,294,492	\$0
Overhead and Profit	\$862,994	\$0
Contingency	\$1,078,743	\$0
Professional Fees	\$1,000,294	\$0
Total Estimated Replacement	\$12,866,467	\$6,985,430
Total Estimated Repair	\$8,125,515	\$2,225,515
Total Estimated Replacement	\$12,866,467	\$6,985,430
	Incorrect Percent	Correct Percent
	63%	32%
* DHS OIG Audit DD-13-04, Martinsville High School, IL		
Copyright 2015 © The Martinet Group, LLC		
For further detailed information, see DHS-OIG audit "FEMA's Progress in Clarifying its "50 Percent Rule" for the Public Assistance Grant Program" OIG-14-123-D, August 2014		

A Guide to the Federal-aid Highway Emergency Relief Program

This currently does not reflect MAP-21 changes. Please see <http://www.fhwa.dot.gov/map21/qandas/qaer.cfm>

What Is the Emergency Relief Program?

The Emergency Relief (ER) program - administered by the Federal Highway Administration (FHWA) - is intended to supplement the commitment of resources by States, counties, and cities (or other Federal agencies when appropriate) to help pay for unusually heavy expenses resulting from extraordinary conditions.

The Congress has authorized ER funding as part of the FHWA's Federal-aid highway program. ER funds are available for the repair of Federal-aid highways or roads on Federal lands that have been seriously damaged by natural disasters over a wide area or by catastrophic failures from an external cause. Examples of natural disasters include floods, hurricanes, earthquakes, tornadoes, tidal waves, severe storms, or landslides. A bridge suddenly collapsing after being struck by a barge is an example of a catastrophic failure.

What Are Federal-aid Highways?

The State highway agencies, working with local officials, have established the functional classification of all public roads, ranging from high service level arterials to lower service local streets. **Federal-aid highways are all the public roads not functionally classified as either local or rural minor collectors.** As a result, Federal-aid highways include the more important State, county, and city roads. Based on the functional classifications, about one-quarter of the overall public road mileage has been designated as Federal-aid highways.

What Is Serious Damage?

Serious damage is major or unusual damage to a highway which severely impairs the safety or usefulness of the highway or results in road closures. Serious damage must be beyond the scope of work usually done by highway agencies in repairing damage normally expected from seasonal or occasionally different natural conditions.

As a general rule, the estimated cost for repairs from a disaster or catastrophic failure in a State must require at least \$700,000 in ER funding before the FHWA will consider approving the disaster or catastrophic failure as eligible for funding under the ER program.

How Much Emergency Relief Funding Is Available?

By law, the FHWA can provide up to \$100 million in ER funding to a State for each natural disaster or catastrophic failure that is found eligible for funding under the ER program.

If a disaster, such as a large flood, covers several States, up to \$100 million in ER funding can be provided to each State involved in the disaster.

For a large, costly disaster that exceeds the \$100 million cap set forth in the law, Congress can pass special legislation lifting the cap for that disaster.

What is the Federal Share of Costs?

The ER program is a cost-sharing program between the Federal Government and the State and/or local highway authorities. The Federal share for the repair of Federal-aid highways is established by law and somewhat complex. In addition, it varies depending on the nature of repairs, when the work is accomplished, and the Federal-aid route being repaired, as follows:

- For the costs associated with restoring essential highway traffic, minimizing the extent of damage, or protecting the remaining facility, which are incurred in the first 180 days after the occurrence of the disaster, the Federal share is 100 percent.
- For the costs of permanent restoration work, and the cost of all repairs incurred after the first 180 days, the Federal share is based on the type of Federal-aid highway that is being repaired. For Interstate highways, the Federal share is 90 percent. For all other Federal-aid highways the Federal share is 80 percent. The Federal share can be increased in States with high percentages of federally owned public lands.

What Types of Repairs Are Eligible for Funding?

ER funds can be used for "emergency repairs" and "permanent repairs."

Emergency repairs are those repairs during and immediately following a disaster to restore essential traffic, to minimize the extent of damage, or to protect the remaining facilities. Typical examples are:

- establishing emergency detours
- removing slides and debris
- providing temporary bridges or ferry service
- regrading of roadway embankments and surfaces
- placing rip-rap to prevent further scour.

Permanent repairs are those repairs undertaken, normally after emergency repairs have been completed, to restore the highway to its predisaster condition. Typical examples are:

- restoring pavement surfaces
- reconstructing damaged bridges and culverts
- replacing signs, guardrail, fences, and other highway appurtenances.

What About Funding for Repairs on non-Federal-aid Highways?

The FHWA's ER program is limited to the repair of Federal-aid highways (as previously defined) or roads on Federal lands. However, Federal assistance for the repair of public roads not covered by the FHWA's ER program is available through the disaster relief program administered by the Federal Emergency Management Agency under the Stafford Act.

How Does the Emergency Relief Program Work?

The decision to seek financial assistance under the FHWA's ER program rests with the State highway agencies. Local highway authorities do not deal with the FHWA directly. Instead, they must make their application for possible funding through their State highway agency. It is the State highway agency's option to determine whether it will seek ER funding for the repair of Federal-aid highways, regardless of which jurisdiction - State or local - they are under.

The following outlines the ER process.

Restore Essential Service: State and local highway authorities are empowered to immediately begin emergency repairs to restore essential traffic service and to prevent further damage to Federal-aid highway facilities. Properly documented costs will later be reimbursed once the FHWA Division Administrator makes a formal finding that the disaster or catastrophic failure qualifies for funding under the ER program. On the other hand, permanent repairs require prior FHWA approval, which is only given after the FHWA Division Administrator makes a formal finding that ER funding will be provided for a disaster or catastrophic failure.

Governor's Proclamation: A formal proclamation of the existence of an emergency is made by the State Governor. A Presidential declaration, if issued, can also serve this same purpose.

Preliminary Notification: The State highway agency notifies the FHWA division office (the FHWA's field office in each State) by letter that it may be seeking ER funding. This is known as a "letter of intent" and is usually done as soon as it is evident that there is eligible damage.

Acknowledgement: The FHWA division office acknowledges receipt - in writing - of the State highway agency's letter of intent.

Damage Assessments: The State highway agency, in cooperation with FHWA division office engineers, undertakes damage surveys. This may include local authorities where appropriate. Typically, this involves on-the-ground visits of the damage sites to verify the extent of damage and to determine the cost of repairs eligible for ER funding. In some cases, where there is a need to expedite the delivery of ER funding for high-cost disasters, an initial damage survey may be based on aerial fly-overs, news telecasts, and other means of quickly estimating the extent of damage. This initial damage survey is then followed up later with more detailed site inspections.

Formal State Request: The State highway agency submits to the FHWA division office - in writing - its request for ER funding based on the damage assessments and cost estimates.

Division Administrator's Finding: The FHWA Division Administrator makes a decision on the eligibility of repairs for ER funding. If a positive finding is made, the division office submits a request for an allocation of ER funds to the FHWA headquarters office in Washington, DC to cover estimated needs for the current Federal fiscal year. Additional ER funding will be made available to the State as needs arise.

Implementation of Projects: ER projects are advanced generally in similar fashion as regular Federal-aid highway projects (although FHWA procedures allow many actions to be taken to expedite repair activities). Generally, the State highway agency has the lead in seeing that projects are advanced in accordance with appropriate Federal and State requirements. The total amount of ER funding provided is based on the Federal share of actual costs incurred by the State and local highway authorities to complete eligible repair activities.

What is the FHWA Division Office Role

The Federal-aid highway program is a federally assisted State-administered partnership between the FHWA and the States. The [FHWA's division offices](#), located in every State, have been delegated the authority to function as FHWA's focal point in advancing Federal-aid highway projects.

For the ER program, the division office is available to:

- Brief State and local officials on the ER program
- Offer advice on the eligibility of repairs for funding
- Assist in performing on-site damage surveys and preparing estimates of the costs of repairs
- Expedite the flow of ER funding and the advancement of projects
- Provide technical assistance on the design of repair projects
- Coordinate damage surveys with other Federal agencies

Key Items for Local Authorities:

State highway agency contact: Know the contact person within the State highway agency who is responsible for the administration of the ER program. This will serve as a conduit for receiving information from, and providing input to, the State.

Identify your Federal-aid highway routes: Maintain a listing of the Federal-aid routes in your county or community. Damage to these routes is potentially eligible for funding under FHWA's ER program.

Document emergency repair costs: If a disaster has occurred and you are undertaking emergency repairs to restore essential traffic, minimize damage, or protect remaining facilities, keep good records of the costs incurred. These could be critical at a later date if you opt to seek reimbursement under the ER program.

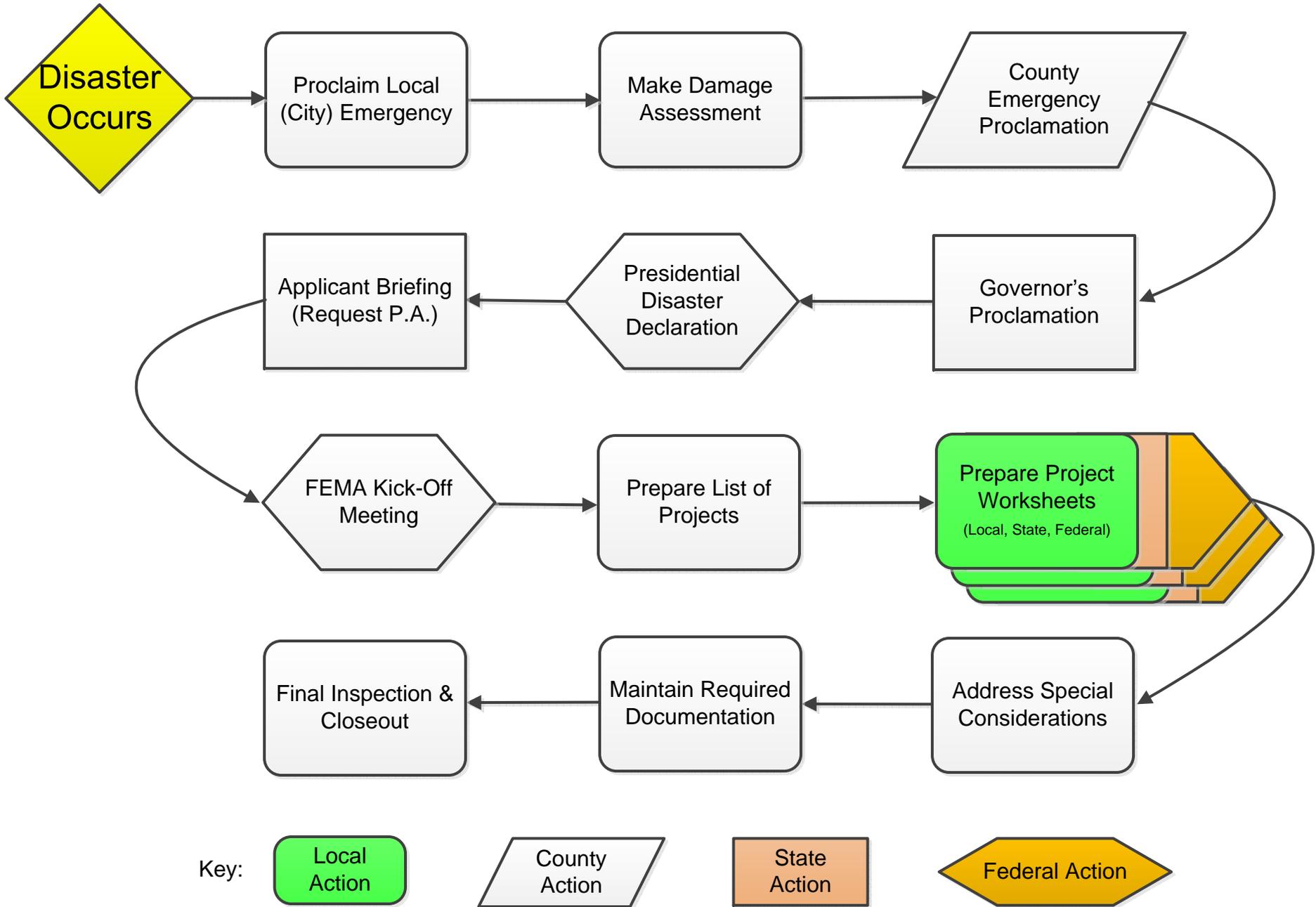
Permanent repair work: Remember, permanent repair work requires prior approval by the FHWA division office.

Additional Information:

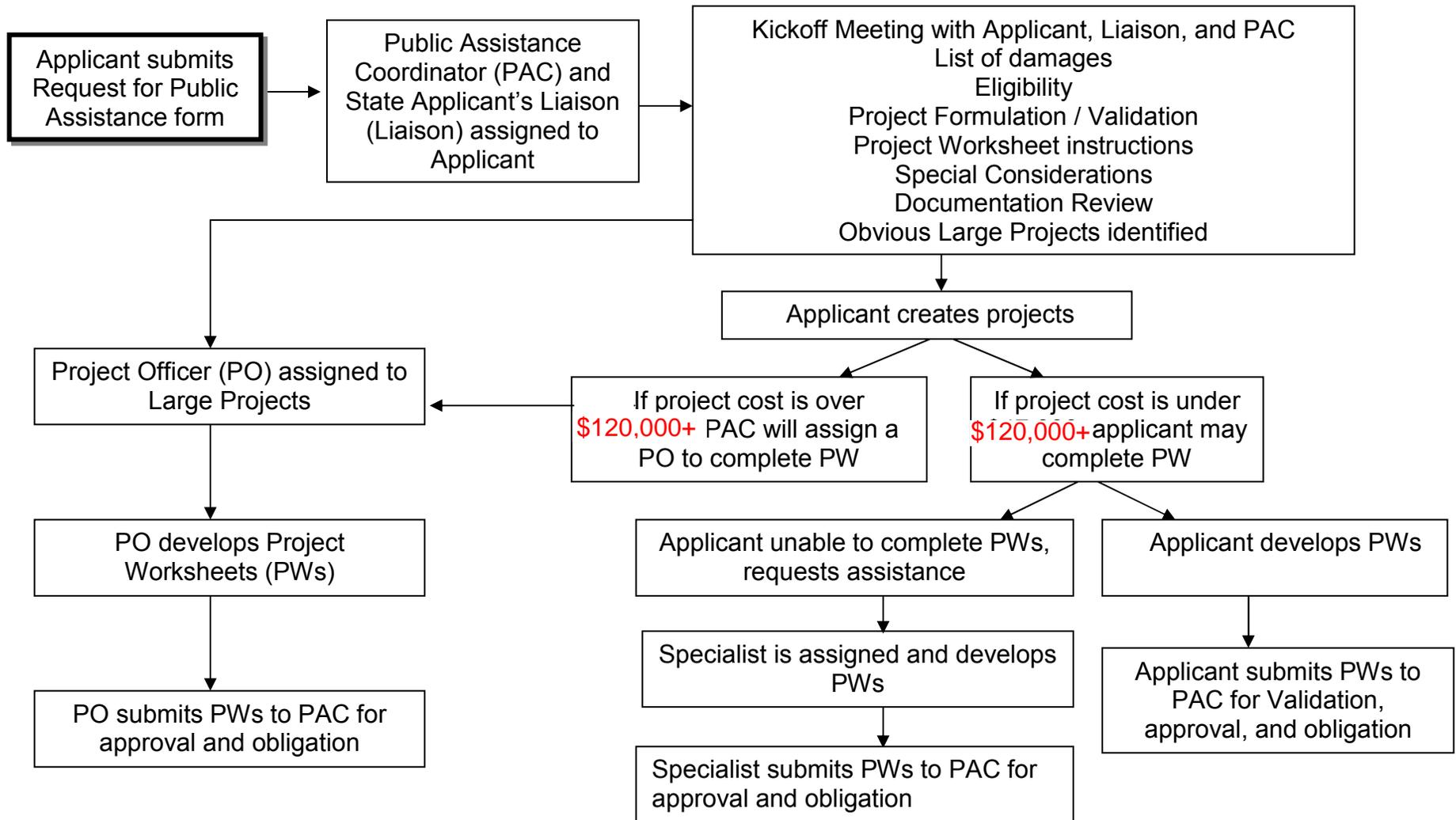
Feel free to contact the FHWA division office in your State (see <http://www.fhwa.dot.gov/field.html>) if you have questions on FHWA's ER program.

Emergency Relief Manual: This manual, published by the FHWA, provides more detailed guidance on the ER process, including the eligibility of work for funding. The ER manual is available online at <http://www.fhwa.dot.gov/reports/erm/index.cfm>.

Public Assistance Claims Process Outline (Sample)



Public Assistance Project Formulation





ELEMENTS OF A PROJECT WORKSHEET

Overview

This Fact Sheet outlines the types of and order in which necessary documentation should be compiled to support a Project Worksheet (PW). It will be used to promote consistency in PW preparation by Public Assistance staff nationwide. The provision of timely, thorough, and accurate documentation will facilitate PW uniformity and expedite data entry, Quality Assurance/Quality Control (QA/QC), the obligation of funds, and eventual project closeout. States may require additional documentation applicable to sub-grantees.

PW Documentation

To facilitate efficient review and processing of PWs by Joint Field Office (JFO) staff, PW writers should compile all PW documentation (refer to Figure 1 and subsequent explanations) in the same order. Every PW must contain the required support documentation to substantiate the scope of work being funded. The scope of work documents "*work completed*" and/or "*work to be completed*."

Records for eligible "*work completed*" costs incurred should be included in summary format, and may include: labor, materials from inventory, materials purchased, equipment owned, equipment rented, services purchased (e.g., engineering), labor benefits, labor policies, etc. The format should follow (and must include all of the information indicated on) FEMA Forms 90-123 through 90-128, even if the Applicant elects not to use the FEMA forms. Source documentation, such as copies of time sheets, payroll records, and invoices should not be attached to a PW; instead, the PW writer should sample and note in the general comments section the percentage of source documents verified and percentage of errors. However, source documentation must be available for final closeout, audits, or other required follow-up actions. An Applicant is responsible for maintaining support documentation per 44 CFR Part 13.

Records for "*work to be completed*" should include detailed information that supports the estimated costs.

ELEMENTS OF A PROJECT WORKSHEET

Documentation for the PW should be compiled in the following order:

1. **Project Worksheet Cover** – FEMA Form 90-91. The PW is the primary form used to document the project and includes the location, damage description and dimensions, scope of work, and cost estimate for each project.
 - a. **Location**
 - i. Identifies location of all damages using addresses and/or proximity to landmarks.
 - ii. Includes latitude and longitude of the project, if known.
 - b. **Damage Description**
 - i. Describes the damage, including the cause of the damage.
 - ii. Quantifies specific disaster-related damages or emergency services provided.
 - iii. Quantifies specific non-disaster-related damages, if applicable.
 - c. **Scope of Work**
 - i. Describes the work necessary to remove and dispose of disaster-related debris, conduct emergency response measures, or repair or replace a disaster-damaged facility to pre-disaster condition.
 - ii. Documents the percentage of “work completed” and/or “work to be completed.”
 - iii. Describes the basis for the cost estimate.
 - iv. Quantifies eligible costs.
 - v. Describes any Special Considerations that affect the scope of work.
 - vi. Documents ineligible work and associated costs.
 - d. **Cost Estimate**
 - i. Summarizes actual costs incurred or expected for the project.
 - ii. Identifies unit prices.
 - iii. Documents total project cost.
2. **Damage Description and Scope of Work Continuation Sheet** – FEMA Form 90-91A. Used, if necessary, to expand the PW blocks for damage quantities and description, scope of work, and cost extensions.
3. **Project Worksheet – Cost Estimating Continuation Sheet** – FEMA Form 90-91B. Includes Cost Estimating Format (CEF) worksheets for large permanent work projects. If the CEF is not applicable, the basis for the cost estimate should be clearly denoted in the scope of work.

ELEMENTS OF A PROJECT WORKSHEET

4. **Special Considerations Questions** – FEMA Form 90-120.
5. **Hazard Mitigation Proposal (HMP)** – FEMA Form 90-61. Hazard mitigation applies to Categories C through G. In addition to the HMP itself, the proposal should include any documentation supporting the recommendation.
6. **Force Account Labor Summary Record** – FEMA Form 90-123.
7. **Applicant's Benefits Calculation Worksheet** – FEMA Form 90-128.
8. **Force Account Equipment Summary Record** – FEMA Form 90-127.
9. **Rented Equipment Summary Record** – FEMA Form 90-125.
10. **Materials Summary Record** – FEMA Form 90-124.
11. **Contract Work Summary Record** – FEMA Form 90-126.
12. **Contract Documentation** – Minimum documentation for contracted work should include: contract cover sheet or sheets, those portions of the contract defining principal parties, units of work bid, unit costs, and any other contract stipulations affecting scope of work or costs. Any addendums or extra work orders should be included, as well as procurement documentation indicating scope of work of the contract, number of bidders, and unit cost or lump sum bid by each bidder. If a bidder is disqualified, include an explanation. Frequently, a large portion of the contract defines general conditions. This portion of the contract is not required as an attachment, but should be maintained by the Applicant as source documentation.
13. **Insurance Information** – Attach only the information specific to the PW. This may include the Detailed Adjuster's Report, Statement of Loss, binders, settlement offers, insurance estimates, technical/engineering reports prepared by insurance company or adjuster, etc. In cases where several projects are covered by the same insurance policy, the information should be cross-referenced in the PW and the policy maintained in the Applicant's central file.
14. **Project Worksheet Maps and Sketches Sheet** – FEMA Form 90-91C. Used, as needed, to illustrate disaster-related damages, completed work, and proposed repairs. Limit attachments to 8.5 x 11-inch pages. If pages larger than 8.5 x 11 inches are required, they should be identified in the PW (title, date, preparer, number of sheets, etc.). Include a copy of the Flood Insurance Rate Map (FIRM) location and other site location maps.
15. **Project Worksheet Photo Sheet** – FEMA Form 90-91D. Used, as necessary, to illustrate and describe general project site conditions, disaster related damages, site irregularities, conditions relating to

DISASTER ASSISTANCE FACT SHEET DAP9580.5

ELEMENTS OF A PROJECT WORKSHEET

damaged elements, facility identification (e.g., front gate or building signs), and completed work, or to demonstrate the presence of an immediate threat.

16. **Other Documentation** – Other information as required (e-mails, communications, etc.).
17. **Do Not Copy/Scan Sheet** – Back up documentation behind this sheet is not scanned into the database.
18. **Materials Back up Documentation** – If applicable, may include:
 - a. Engineering/technical reports that were considered in eligibility determinations. Reference such reports in the PW's scope of work by title, subject, date, preparer, pages, etc.
 - b. Source documentation sampled by the PW writer, such as copies of time sheets, payroll records, and invoices.
 - c. Applicable codes and standards, if a code upgrade is triggered. A copy of the code/standard, a copy of the legal action (resolution, ordinance, etc.) formally adopting the code/standard, and/or amendments or annexes to the code/standard should be submitted and referenced in the PW scope of work.
 - d. Lease or rental agreements for facilities rented *by* an eligible Applicant or rented *to* an eligible Applicant. If insurance is required as part of the agreement, refer to the insured item.
 - e. Facility maintenance records are required for: roads (if condition or usage is questionable), engineered channels (other than flood control works), debris basins and reservoirs where debris removal is contemplated, beaches where repair to an engineered beach is contemplated, and other facilities requiring maintenance to ensure proper function or that capacity has been maintained.
 - f. Facility inspection/safety reports for bridges.
 - g. Mutual aid agreements (referenced in the body of the PW).

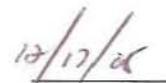
For more information on writing and compiling documentation for a PW, please refer to FEMA's *Public Assistance Program Project Worksheet Development Guide*.



Carlos J. Castillo

Assistant Administrator

Disaster Assistance Directorate



Date

Attachment

DISASTER ASSISTANCE FACT SHEET DAP9580.5

ELEMENTS OF A PROJECT WORKSHEET

Attachment

ELEMENTS OF A PROJECT WORKSHEET	Attached	
	Yes	No
1. Project Worksheet Cover – FEMA Form 90-91		
2. Damage Description and Scope of Work Continuation Sheet – FEMA Form 90-91A		
3. Project Worksheet – Cost Estimating Continuation Sheet – FEMA Form – 90-91B		
4. Special Considerations Questions – FEMA Form 90-120 (as applicable)		
5. Hazard Mitigation Proposal – FEMA Form 90-61 (as applicable)		
6. Force Account Labor Summary Record – FEMA Form 90-123		
7. Applicant’s Benefits Calculation Worksheet – FEMA Form 90-128		
8. Force Account Equipment Summary Record – FEMA Form 90-127		
9. Rented Equipment Summary Record – FEMA Form 90-125		
10. Materials Summary Record – FEMA Form 90-124		
11. Contract Work Summary Record – FEMA Form 90-126		
12. Contract Documentation		
13. Insurance Information		
14. Project Worksheet Maps and Sketches Sheet – FEMA Form 90-91C		
15. Project Worksheet Photo Sheet – FEMA Form 90-91D		
16. Other Documentation		
17. Do Not Copy/Scan Sheet		
18. Materials Back up Documentation		

PROJECT WORKSHEET

PAPERWORK BURDEN DISCLOSURE NOTICE

Public reporting burden for this form is estimated to average 30 minutes. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the needed data, and completing and submitting the forms. You are not required to respond to this collection of information unless a valid OMB control number is displayed in the upper right corner of the forms. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC 20472, Paperwork Reduction Project (3067-0151). **NOTE:** Do not send your completed form to this address.

DECLARATION NO. FEMA- _____ -DR- _____	PROJECT NO.	FIPS NO.	DATE	CATEGORY
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DAMAGED FACILITY	WORK COMPLETE AS OF: _____ : _____ %
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APPLICANT	COUNTY
-----------	--------

LOCATION	LATITUDE	LONGITUDE
----------	----------	-----------

DAMAGE DESCRIPTION AND DIMENSIONS

SCOPE OF WORK

Does the Scope of Work change the pre-disaster conditions at the site? Yes No
 Special Considerations issues included? Yes No Hazard Mitigation proposal included? Yes No
 Is there insurance coverage on this facility? Yes No

PROJECT COST					
ITEM	CODE	NARRATIVE	QUANTITY/UNIT	UNIT PRICE	COST
			/		\$0.00
			/		\$0.00
			/		\$0.00
			/		\$0.00
			/		\$0.00
			/		\$0.00
			/		\$0.00
			/		\$0.00
			/		\$0.00
			/		\$0.00
			/		\$0.00
				TOTAL COST	\$0.00

PREPARED BY:	TITLE:
--------------	--------

**FEDERAL EMERGENCY MANAGEMENT AGENCY
PROJECT WORKSHEET
INSTRUCTIONS**

The Project Worksheet must be completed for each identified damaged project.

**Projects with estimated or actual cost of damage greater than \$47,800 (FY 99) are large projects.
Projects with estimated or actual cost of damage less than \$47,800 (FY 99) are small projects.**

After completing Project Worksheets, submit the worksheets to your Public Assistance Coordinator.

Identifying Information

Declaration No: Indicate the disaster declaration number as established by FEMA (i.e. "FEMA 1136-DR-TN", etc.).

Project No: Indicate the project designation number you established to track the project in your system (i.e. 1, 2, 3, etc.).

FIPS No: Indicate your FIPS number within this space. This is optional.

Date: Indicate the date the worksheet was prepared in MM/DD/YY format.

Category: Indicate the category of the project according to FEMA specified work categories. This is optional.

Applicant: Name of the governmental or other legal entity to which the funds will be awarded.

County: Name of the county where the damage is located. If located in multiple counties, indicate "Multi-County."

Damage facility: Identify the facility and describe its basic function.

Work Complete as of: Indicate the date that the work was examined in the format of MM/DD/YY and the percentage of work completed to that date.

Location: This item can range anywhere from an "address," "intersection of..." "1 mile south of ...on..." to "county wide." If damages are in different locations or different counties please list each location. Include latitude and longitude of the project if known.

Damage Description and Dimensions: Describe the disaster-related damage to the facility, including the cause of the damage and the area or components affected.

Scope of Work: List work that has been completed, and work to be completed, which, is necessary to repair disaster-related damage. Include items recorded on the preliminary damage assessment.

Does the Scope of Work change the pre-disaster conditions of the site: If the work described under the Scope of Work changes the facilities conditions (i.e. increases / decreases the size or function of the facility or does not replace damaged components in kind with like materials), check (✓) yes. If the Scope of Work returns the site to its pre-disaster configuration, capacity and dimensions check (✓) no.

Special Considerations: If the project includes insurable work, and/or is affected by environmental (NEPA) or historic concerns, check (✓) either the Yes or No box so that appropriate action can be initiated to avoid delays in funding. Refer to *Applicant Guidelines* for further information.

Hazard Mitigation: If the pre-disaster conditions at the site can be changed to prevent the disaster-related damage, check (✓) Yes. If no opportunities for hazard mitigation exist check (✓) no. Appropriate action will be initiated and avoid delays in funding. Refer to *Applicant Handbook* for further information.

Is there insurance coverage on this facility: Federal law requires that FEMA be notified of any entitlement for proceeds to repair disaster-related damages, from insurance or any other source. Check (✓) yes if any funding or proceeds can be received for the work within the Scope of Work from any source besides FEMA.

Project Cost

Item: Indicate the item number on the column (i.e. 1, 2, 3, etc.). Use additional forms as necessary to include all items.

Code: If using the FEMA cost codes, place the appropriate number here.

Narrative: Indicate the work, material or service that best describes the work (i.e. "force account labor overtime", "42 in. Dia. RCP", "sheet rock replacement", etc.).

Quantity/Unit: List the amount of units and the unit of measure ("48/cy", "32/lf", "6/ea", etc.).

Unit Price: Indicate the price per unit.

Cost: This item can be developed from cost to date, contracts, bids, applicant's experience in that particular repair work, books which lend themselves to work estimates, such as RS Means, or by using cost codes supplied by FEMA.

Total Cost: Record total cost of the project.

Prepared By: Record the name and title of the person completing the Project Worksheet.

Record Requirements

Please review the *Applicant Handbook* for detailed instructions and examples.

For all completed work, the applicant must keep the following records:

- Force account labor documentation sheets identifying the employee, hours worked, date and location;
- Force account equipment documentation sheets identifying specific equipment, operator, usage by hour/mile and cost used;
- Material documentation sheets identifying the type of material, quantity used and cost;
- Copies of all contracts for work and any lease/rental equipment costs.

For all estimated work, keep calculations, quantity estimates, pricing information, etc. as part of the records to document the "cost/estimate" for which funding is being requested.

PROJECT WORKSHEET – Damage Description and Scope of Work Continuation Sheet

DECLARATION NO. FEMA- ____-DR- ____	PROJECT NO.	FIPS NO.	DATE	CATEGORY
APPLICANT		COUNTY		

PREPARED BY:

FEDERAL EMERGENCY MANAGEMENT AGENCY
PROJECT WORKSHEET – Maps and Sketches Sheet

O.M.B. No. 3067-0151
Expires April 30, 2001

DECLARATION NO. FEMA- ____-DR- ____	PROJECT NO.	FIPS NO.	DATE	CATEGORY
APPLICANT		COUNTY		



FEDERAL EMERGENCY MANAGEMENT AGENCY
PROJECT WORKSHEET – Photo Sheet

O.M.B. No. 3067-0151
Expires April 30, 2001

DECLARATION NO.

PROJECT NO.

FIPS NO.

DATE

CATEGORY

FEMA- ____-DR- ____

APPLICANT

COUNTY

PHOTO

PHOTO

**FEDERAL EMERGENCY MANAGEMENT AGENCY
SPECIAL CONSIDERATIONS QUESTIONS**

1. APPLICANT'S NAME	2. FIPS NUMBER	3. DATE
---------------------	----------------	---------

4. PROJECT NAME	5. LOCATION
-----------------	-------------

Form must be filled out—for each project.

1. Does the damaged facility or item of work have insurance and/or is it an insurable risk? (e.g., buildings, equipment, vehicles, etc.)

Yes No Unsure Comments _____

2. Is the damaged facility located within a floodplain or coastal high hazard area, or does it have an impact on a floodplain or wetland?

Yes No Unsure Comments _____

3. Is the damaged facility or item of work located within or adjacent to a Coastal Barrier Resource System Unit or an Otherwise Protected Area?

Yes No Unsure Comments _____

4. Will the proposed facility repairs/reconstruction change the pre-disaster condition? (e.g., footprint, material, location, capacity, use or function)

Yes No Unsure Comments _____

5. Does the applicant have a hazard mitigation proposal or would the applicant like technical assistance for a hazard mitigation proposal?

Yes No Unsure Comments _____

6. Is the damaged facility on the National Register of Historic Places or the state historic listing? Is it older than 50 years? Are there more, similar buildings near the site?

Yes No Unsure Comments _____

7. Are there any pristine or undisturbed areas on, or near, the project site? Are there large tracts of forestland?

Yes No Unsure Comments _____

8. Are there any hazardous materials at or adjacent to the damaged facility and/or item of work?

Yes No Unsure Comments _____

9. Are there any other environmentally or controversial issues associated with the damaged facility and/or item of work?

Yes No Unsure Comments _____

**FEDERAL EMERGENCY MANAGEMENT AGENCY
HISTORIC REVIEW ASSESSMENT FOR DETERMINATION OF EFFECT**

FIPS Number	Project Number	LATITUDE/LONGITUDE /
-------------	----------------	-------------------------

Address/location of facility/site	Historic Name and ID #
-----------------------------------	------------------------

Historic Status: NHL NR/NR eligible State Register or other Contributing to Historic District

1. Describe disaster damage, particularly as it relates to character-defining features:

2. The proposed scope of work will (*check all that apply*):

Repair or replace non character-defining features. Repair and/or replace historic features/elements in-kind to return facility to pre-disaster condition.

Alter or remove historic features/elements. Add non-historic features/elements to a historic facility, setting or landscape.

Disturb, destroy or make archeological resources inaccessible. Include mitigation, an alternate project or an improved project.

Other (explain): _____

3. Describe measures to prevent or minimize loss or impairment of character-defining features:

4. Attachments:

Maps Drawings Specifications Photographs Project Worksheet Scope of Work Site Plan National Register

List of Materials Samples Archeological Survey Field Notes Summary Views of Interested Parties Nomination Form

Research Material Other

5. Conclusions:

5a. No Character-defining features were affected.

5b. The above action(s) meets the conditions for a Programmatic Exclusion # _____ of the Programmatic Agreement governing historic review.

5c. The above action(s) substantially conforms with the applicable parts of the Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation.

5d. Further consultation with the SHPO in accordance with the Programmatic Agreement is required.

5e. Development of STMA or Memorandum of Agreement is required.

5f. Recommendations for conditions or stipulations to ensure that the assessment of effect is consistent with 36 CFR Part 800 criteria of effect and substantially conforms to the Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation include:

6. Assessment of Effect (check one): No Effect No Adverse Effect Adverse Effect

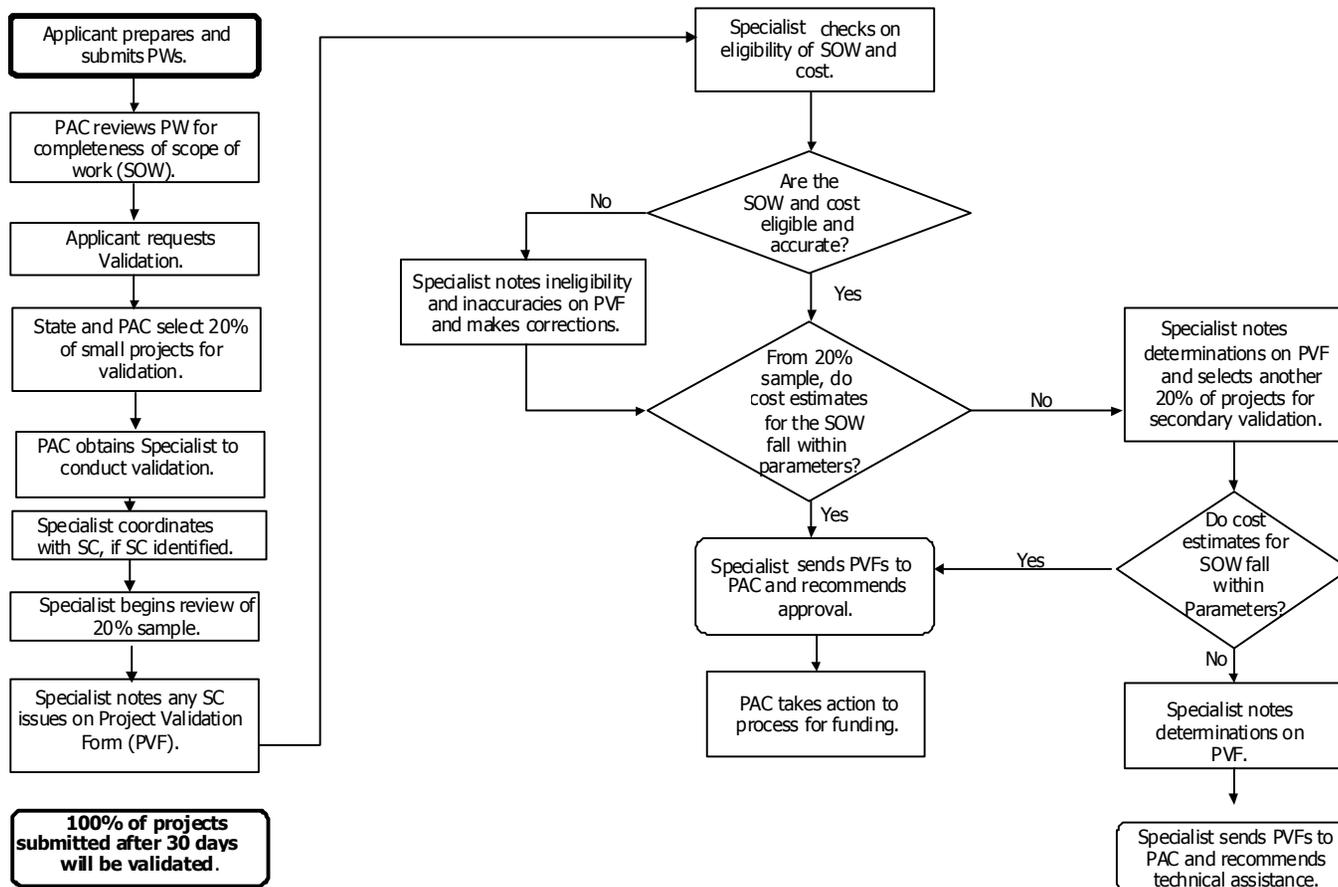
7. Specialist: Your signature shows that you have reviewed this form and related material for conformity with requirements in FEMA's Programmatic Agreement governing compliance with the National Historic Preservation Act; applicable parts of the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings 1992 (Standards), the Secretary of the Interior's Guidelines for Archeological Documentation (Guidelines), or any other applicable Secretary of the Interior's Standards, 44 CFR Part 206, and FEMA Management Policies, and have provided your best professional opinion.

Comments:

Name	Field of Expertise	Date
------	--------------------	------

8. Action Taken and Date:

Small Project Validation Process



FEDERAL EMERGENCY MANAGEMENT AGENCY PROJECT VALIDATION FORM		DISASTER: FEMA — _____ — DR — _____		
1. APPLICANT'S NAME		2. DATE	3. FIPS NUMBER	
4. VALIDATOR'S NAME		5. AGENCY		
6. CONTACT PERSON		7. TELEPHONE NUMBER		
The projects listed below were validated from: <input type="checkbox"/> Sample 1 <input type="checkbox"/> Samples 1 and 2				
VALIDATION				
A	B	C	D	E
Project #	Applicant Estimate	Eligibility Variance	Cost Estimate Variance	Comments
	\$	\$	\$	
	\$	\$	\$	
	\$	\$	\$	
	\$	\$	\$	
	\$	\$	\$	
	\$	\$	\$	
	\$	\$	\$	
	\$	\$	\$	
	\$	\$	\$	
	\$	\$	\$	
	\$	\$	\$	
	\$	\$	\$	
	\$	\$	\$	
	\$	\$	\$	
	\$	\$	\$	
SUBTOTAL	B \$	C \$	D \$	PERCENT OF VARIANCE % <i>(F divided by B)</i>
TOTAL VARIANCE (COL. C+ D) = F			F \$	
II. VALIDATION RESULTS				
<input type="checkbox"/> VARIANCE WITHIN 20% 1ST VALIDATION <input type="checkbox"/> VARIANCE WITHIN 20% 2ND VALIDATION <input type="checkbox"/> VARIANCE WITHIN 20% 1ST & 2ND VALIDATION				
III. RECOMMENDATION				
<input type="checkbox"/> Approve funding, variance within 20% <input type="checkbox"/> Provide technical assistance, variance exceeds 20%				

FEDERAL EMERGENCY MANAGEMENT AGENCY VALIDATION WORKSHEET		DISASTER: FEMA — _____ — DR — _____	
1. APPLICANT'S NAME		2. PA ID NUMBER	3. PROJECT NUMBER
4. VALIDATOR'S NAME		5. AGENCY	6. TELEPHONE NUMBER
I. GENERAL—ALL PROJECTS			
VALIDATION ITEM		REMARKS	
<input type="checkbox"/> Review projects <input type="checkbox"/> Visit site <input type="checkbox"/> Statement of work <ul style="list-style-type: none"> <input type="checkbox"/> Accurate <input type="checkbox"/> Complete <input type="checkbox"/> Eligible <input type="checkbox"/> Pictures <input type="checkbox"/> Sketches/drawings			
II. COMPLETED WORK			
<input type="checkbox"/> Force Account Labor <ul style="list-style-type: none"> <input type="checkbox"/> Eligible employee <input type="checkbox"/> Hours <ul style="list-style-type: none"> <input type="checkbox"/> Regular <input type="checkbox"/> Overtime <input type="checkbox"/> Fringe benefits <ul style="list-style-type: none"> <input type="checkbox"/> Regular <input type="checkbox"/> Overtime <input type="checkbox"/> Calculations			
III. FORCE ACCOUNT EQUIPMENT			
<input type="checkbox"/> Labor hours exceeds or match equipment hours <input type="checkbox"/> FEMA rates used <input type="checkbox"/> PAC approved rates used <input type="checkbox"/> Mileage used for automobiles, buses, pickups, and ambulances <input type="checkbox"/> Calculations			
IV. LEASED/RENTAL EQUIPMENT			
<input type="checkbox"/> Invoice <input type="checkbox"/> Price reasonable <input type="checkbox"/> Operation/labor cost <input type="checkbox"/> Gasoline/oil/lubricants <input type="checkbox"/> Eligible repairs/parts <input type="checkbox"/> Calculations			
V. MATERIALS			
<input type="checkbox"/> Purchase orders/invoices <input type="checkbox"/> Inventory records/stock tickets <input type="checkbox"/> Calculations			

Pre-Disaster Photo Documentation

In the post-disaster environment, one of the most important tasks is the proper documentation of disaster damage, to both public and private property. FEMA is very strict on proper documentation of disaster caused damage before they will agree to cover the cost of repair or replacement of the damaged facilities or infrastructure.

Sufficient documentation to meet FEMA's strict standards has a number of components. One of the parts that is easiest to complete, is photo documentation of public buildings and infrastructure. This can be done by using digital cameras, either still or video, to record the current condition of both city owned facilities and private property.

This is also one of those disaster preparations that can easily be done by volunteers. Working in teams of two persons, the workers can document a facility in very little time. One worker has a map, blueprint, or sketch of the facility and records the photo number and location as the other individual takes the photos.

When the field work is done, the photos are then downloaded to a computer, and the photos are transferred to CD-ROMs for permanent storage. Another volunteer can be in charge of indexing and filing the CD-ROMs and tracking the progress of the entire process. At least two CD-ROMs should be made of each set of photos, and stored in two physically different locations. One set of disks should be kept at city hall, and the other set should be stored in a safe facility off-site, preferably outside of the city, where it can be easily accessed in the event that city hall would be heavily damaged, and the CD-ROMs damaged or lost completely.

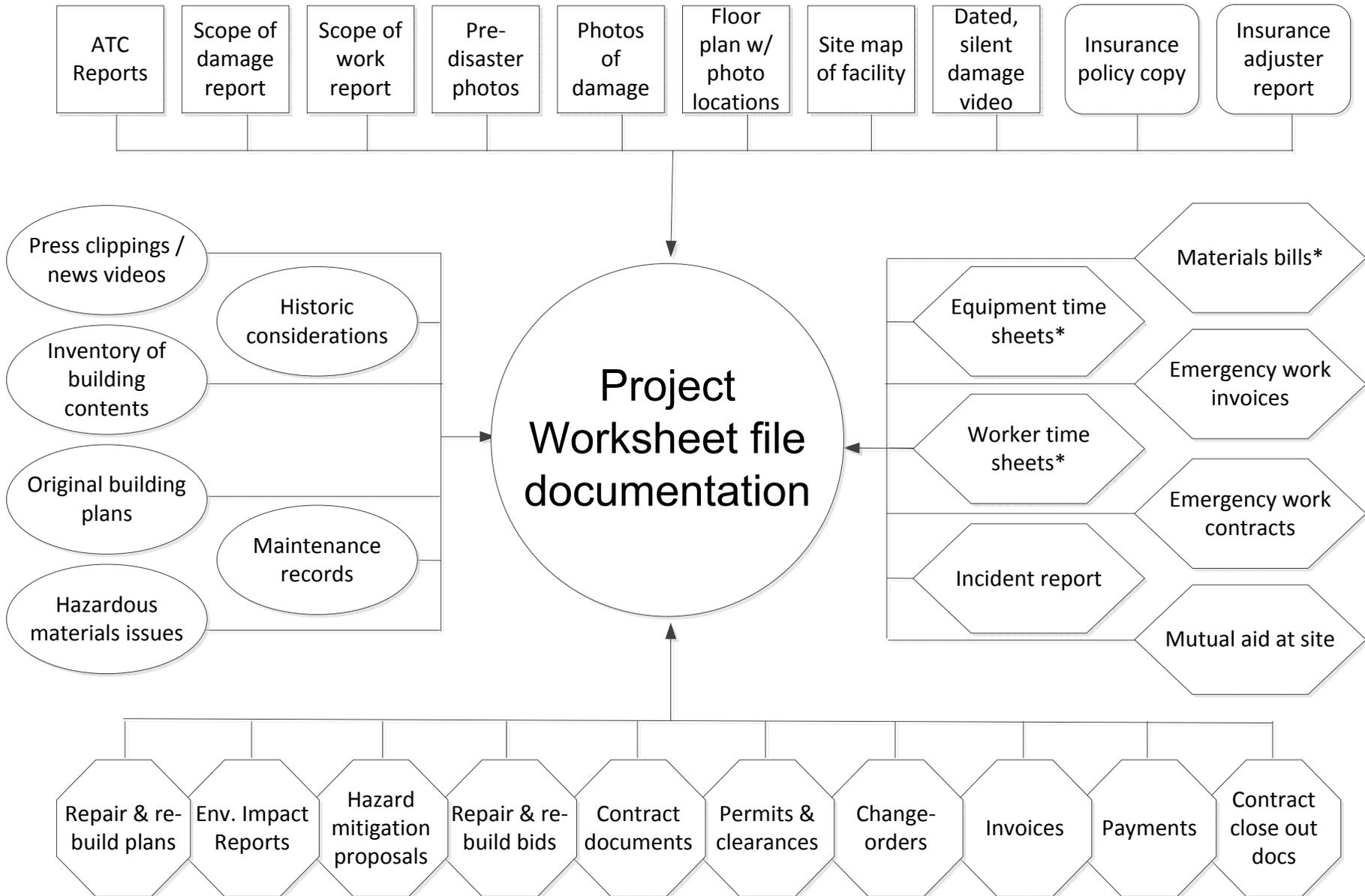
The written records that identify photos should have sufficient details about the precise locations, the directions of the photos and date the photos were taken to enable easy recall of the data in the event that the persons who take the photos are not around at the time the records are needed for post-disaster documentation. The written records identifying the numbered photos should be compiled into a database or spreadsheet and be burned on the the same CD-ROM with the photos that they identify.

Roads, parks, bridges and other infrastructure should be part of the photo documentation of public facilities.

City buildings should be photographed from both the outside and inside for a comprehensive record of pre-disaster conditions.

Private property should also be documented. This documentation will provide FEMA with a sense of the community that will be important in determining the total community losses. Although not perfect, documentation of private property from the street will be an important tool for determining post disaster losses.

Project Worksheet File Documentation



Disaster Cost Recovery File Checklist (PW-1)

Location or site : _____ DR# _____

One site per folder

Use a Pendaflex hanging folder or expanding file folder, with a tab color coded by type of damage (A-H.) Use a separate color coding for private sector damage. Use the Disaster Damage Documentation Checklist (DA-I-7) as a reference. This list may not be all inclusive.

Documentation of Damage

- ATC-20 Preliminary Damage Assessment
- ATC-20 Detailed Damage Assessment
- Pre-disaster photographs of structure and contents
- Dated photographs of damage (Take additional photos when new damage is uncovered)
- Floor plan of building marked with photograph references
- Site map of facility
- Dated (silent) video tape of damage. (Take additional video tape anytime new damage is discovered.
- Incident report(s)
- Copy of insurance policy
- Insurance adjuster's reports
- Inventory of building contents furnishings and equipment
- Inventory of supplies and materials in building
- Original architectural / engineering drawings (if available)
- Press clippings / news video footage
- Information of special considerations i.e., asbestos contamination, soil contamination
- Facility and site maintenance records

Documentation of emergency work done at the site

- Worker time sheets*
- Materials bills*
- Equipment time sheets*
- Contracts for emergency work (FEMA Category A & B - Debris clearance and protective measures)
- Invoices for emergency work (FEMA Category A & B)

* Include both paid and donated labor, equipment and materials for Category A & B work

Construction documents for repair and reconstruction

- Bid documents
- Contract documents
- Contract change-orders and Cost-Price Analysis worksheets
- Architectural and engineering documents
- Permits and clearances
- Photographic - video record of repairs / re-construction

Other

- Environmental and historic clearance letters
- Environmental Impact Reports
- Records of donated goods and services
- Hazard mitigation proposals
- Mutual aid agreement and records of mutual aid provided at the site

Disaster Damage Cost Worksheet (Sample) (PW-2)

Facility Name		Disaster #		
Address		P.W. #		
Date Prepared		Photos Attached		
Prepared by		Email Address		
Phone Number		Cell Phone		
Interior Visible Damage	Estimated Sq. Ft. or Sq. Yds.	Estimated Lineal Feet	Estimated Cost / Unit	Cost Extension
Notes				
Wall (note type)				\$0.00
Wall finishes				\$0.00
Ceilings				\$0.00
Roof structure				\$0.00
Roof covering				\$0.00
Floor structure				\$0.00
Floor Coverings				\$0.00
Windows				\$0.00
Doors				\$0.00
Lighting				\$0.00
Furniture				\$0.00
Cabinets				\$0.00
Equipment				\$0.00
Folding Walls				\$0.00
Other (Specify)				\$0.00
Other (Specify)				\$0.00
Other (Specify)				\$0.00
Exterior Visible Damage				
Retaining Walls				\$0.00
Decorative walls				\$0.00
Curbs & gutters				\$0.00
Sidewalks				\$0.00
Driveways				\$0.00
Debris				\$0.00
Antennas				\$0.00
Other (Specify)				\$0.00
Other (Specify)				\$0.00
Other (Specify)				\$0.00
Potential Hidden Damage	System Works - Yes / No	Estimate \$		
Electrical power				\$0.00
Plumbing				\$0.00
Heating and A/C				\$0.00
Structural components				\$0.00
Computer Network				\$0.00
Phone System				\$0.00
911 System				\$0.00
Alarm/Warning Systems				\$0.00
Other (Specify)				\$0.00
Other (Specify)				\$0.00
Other (Specify)				\$0.00
Total Rough Estimate (Does not include taxes and overhead costs.)				\$0.00

Equipment Cost Recovery Memorandum (PW-3a)

DATE:

TO: All Departments

FROM: Disaster Cost Recovery Manager

RE: Damaged Equipment Assessment

Your offices and workspaces may or may not have been surveyed yet for the official assessment of damaged equipment. To ensure the best information possible, we need your careful cooperation to help us verify the extent of the damage, if any, to all equipment under your responsibility.

Please thoroughly document all damaged assets, including vehicles, office furniture, office equipment, and all other equipment assets by using the attached form and additional sheets as necessary. Send your completed responses immediately to your Department Cost Recovery Team Leader. Make a copy of the damage report for your department file.

Department Cost Recovery Team Leader will send the original copy to the Cost Recovery Team. We need to complete this documentation very accurately to maximize our cost recovery from FEMA and Cal-EMA.

Do not file claims for equipment that was not damaged by this disaster. All employees must be aware that there are significant civil and criminal penalties for any fraudulent claim for disaster reimbursements.

Attached on the next page is a list of important steps to help ensure sound documentation for cost recovery from FEMA and Cal-OES.

Equipment Cost Recovery Inventory (PW-3b)

Instructions: Please complete one block of this form for each piece of equipment discovered damaged as a result of the disaster. The damage description must be detailed in terms of *how* the disaster caused the damage. If additional space is required, use the description space in a subsequent block, or an attached memo. If a damaged piece of equipment was not visible or available to the film crew that recorded the initial damage to the equipment, or if additional photographic evidence would support the damage claim, please schedule a photographer from the facilities department. If there is any possibility that the item can be repaired, attach a memo evaluating the costs/benefits of repair versus purchase. For replacement, complete and attach a property survey form.

Name of Item	Bldg & Room #	Property Tag #	Serial #	Dept #

Detailed Description of Damage:

Name of Item	Bldg & Room #	Property Tag #	Serial #	Dept #

Detailed Description of Damage:

Name of Item	Bldg & Room #	Property Tag #	Serial #	Dept #

Detailed Description of Damage:

Name of Item	Bldg & Room #	Property Tag #	Serial #	Dept #

Detailed Description of Damage:

Name of Item	Bldg & Room #	Property Tag #	Serial #	Dept #

Detailed Description of Damage:

Name of person completing this form: _____

Email address: _____ Page _____ of _____

Work phone number: _____ Date: _____

Name of Item	Bldg & Room #	Property Tag #	Serial #	Dept #
Detailed Description of Damage:				
Name of Item	Bldg & Room #	Property Tag #	Serial #	Dept #
Detailed Description of Damage:				
Name of Item	Bldg & Room #	Property Tag #	Serial #	Dept #
Detailed Description of Damage:				
Name of Item	Bldg & Room #	Property Tag #	Serial #	Dept #
Detailed Description of Damage:				
Name of Item	Bldg & Room #	Property Tag #	Serial #	Dept #
Detailed Description of Damage:				
Name of Item	Bldg & Room #	Property Tag #	Serial #	Dept #
Detailed Description of Damage:				
Name of Item	Bldg & Room #	Property Tag #	Serial #	Dept #
Detailed Description of Damage:				
Name of Item	Bldg & Room #	Property Tag #	Serial #	Dept #
Detailed Description of Damage:				

Equipment Cost Recovery Checklist (PW-3c)

Once a major disaster or emergency occurs, following are some of the steps you should follow:

_____ If you have a print out of the tagged assets for your area of responsibility use that list to compare against the equipment on hand.

_____ Also list all damaged equipment that is not on the tagged asset inventory.

_____ Take photographs of all damaged equipment.

_____ Identify the disaster damages and locations in coordination with facility and maintenance operations.

_____ Coordinate with facility and maintenance operations to document the state of damages for each location/room **before** cleanup begins.

_____ If your location has been assigned a unique disaster work order number, provide the numbering to department supervisors where any recovery work occurs.

_____ Ensure that all department staff are using the appropriate emergency forms such as disaster time sheets for employees, equipment usage logs, and equipment rental logs to ensure (1) complete reporting on Daily Activity Reports and (2) coordination with any work order numbering scheme.

_____ Record the work order number, hours worked, purpose, and site on the time cards.

_____ Attach emergency invoices and related documentation to your daily activity reports for each location.

_____ Forward your original documentation to the Department Cost Recovery Team Leader for further compilation and retention.

_____ **DO NOT** dispose of damaged equipment, all damaged equipment will have to be inspected by FEMA before we can make a final disposition. Damaged equipment with salvage value will have to go through the disposition process to recover any salvage value.

_____ **DO NOT** move damaged equipment out of its location until authorized to do so by your Department Cost Recovery Team Leader. Damaged equipment will have to be tagged and tracked before removal.

Equipment Cost Recovery Replacement Justification (PW-3d)

Replacement for Earthquake and Fire Damaged Equipment

Asset Tag Numbers: 85417 and 86303.

The damaged items are an Apple Macintosh computer system, composed of the following: an Apple Macintosh Quadra 800 computer (mini-tower configuration) with 16 MByte RAM and a 230 MByte hard disk, an Apple 16" color display and an Apple Extended Keyboard 11.

This request is to replace the Apple Macintosh computer system located in Room 331 that was very severely damaged during the January 17, 1994, earthquake and the subsequent fire in the adjoining office, Room 332.

The LaserWriter II unit sat on top of one of two adjacent five-drawer metal file cabinets in Room 331. During the earthquake, the LaserWriter fell and was wedged between the two metal file cabinets. The computer, monitor, keyboard and the external drive sat on top of a table in Room 332. During the earthquake, this table fell over and ended up positioned at a 45 degree angle to the floor, held up by a very large pile of books that already had fallen to the floor from a nearby bookcase. The computer, monitor, keyboard and external drive, secured to the table by a cable security device, dangled from the tilted table.

The subsequent fire in Room 332 deposited a thick layer of toxic, corrosive soot over the entire computer system. This toxic, corrosive soot remained on the computer system for more than a month before external contractors cleaned the unit. Corrosion of the units is certain. The casing of the external drive is particularly corroded. Visual inspection of internal components has revealed that corrosion has occurred throughout the entire system, both on the outside and the inside. Every component of the system, including internal boards and disk drives, is coated with the toxic, corrosive soot.

Linda Looper, the manager of the Placid City Information Technology Repair Department, examined the entire computer system. Her evaluation is that the system has been ruined beyond repair. See the attached report from Linda Looper's office as documentation of this fact.

The Apple Macintosh computer system is used to run the fleet maintenance system for Placid City. The system also is used for asset management for the Public Works Department. It is also used as a general office computer for word processing, spreadsheets and databases and preparation of the department's monthly newsletter. The absence of the Apple Macintosh computer system seriously affects office productivity and our ability to maintain city vehicles and the asset inventory.

The damaged computer system contains several thousand dollars worth of Macintosh software. This software and the associated data files (9 years of work) were saved

and are available from a back-up disk made prior to the January 17, 1994, earthquake. In order to access this software and data, it is necessary to purchase an Apple Macintosh system.

Furthermore, the staff has many years of extensive experience with Apple Macintosh computer systems. As a consequence of the above mentioned reasons, it is critical that the Apple Macintosh computer system be replaced with another Apple Macintosh system.

The Macintosh Quadra 800 computer has been discontinued by Apple in 2003. The nearest equivalent replacement unit in the mini-tower configuration is a PowerMacintosh 8100. The Apple 16" RGB color display also has been discontinued by Apple. The nearest equivalent replacement unit is an Apple 17" Multi-Scan color display.

Attached are the details comparing the original Quadra 800 system with the PowerMacintosh 8100 system. Note that the replacement system is less expensive than the original Quadra 800 system.

This form was originally prepared by Cal State University System following the 1994 Northridge Earthquake.

Price Comparison of Original and Replacement Systems (Sample)

Original System

Item	Price
Apple Macintosh Quadra 800	3,650.00
8MByte RAM	
230 MByte hard disk	
Appte 8 MByte additional RAM	\$360.00
Apple 16"RGB color display	\$1,150.00
Apple Extended Keyboard II	\$175.00
Subtotal:	\$5,335.00
Tax:	\$440.14
Total:	\$5,775.14

Replacement System

Item	Price
Apple PowerMacintosh 8100	\$3,749.00
8MByte RAM	
250 MByte hard disk	
Apple 8 MByte additional RAM	\$350.00
Apple 17"Multi-Scan color display	\$949.00
Apple Extended Keyboard II	\$159.00
Subtotal:	\$5,207.00
Tax:	\$429.00
Total:	\$5,636.58

Requisition Number _____

**Missing Documentation Request (PW-4a)
For Disaster Cost Recovery Project Worksheet
For Equipment, Supplies or Furnishings**

To:	
Department or Agency	
From:	Disaster Cost Recovery Team
Date:	
Project Number:	
Project Address:	
Project Worksheet #	
Response Required by:	
For further information call:	

The documentation necessary to complete this Project Worksheet is incomplete. Please supply the following checked items. This Project Worksheet cannot be further processed until the following documents are provided.

- Dated photographs of damaged equipment or furnishings with map showing locations of photos
- Pre-disaster photographs of equipment and furnishings
- Post Disaster Vehicle Disaster Damage Report form for each unit.
- Damage reports for contents and furnishings of each individual office, if available
- Report showing that the facility housing the equipment and furnishings was a total loss and documentation of individual components or offices was not possible.
- Area maps, site plan, and floor plans showing where equipment and furnishings were used, if applicable
- Inventory reports showing current location of damaged equipment and furnishings
- Disaster incident reports, if any
- Complete inventory of damaged equipment used at location
- Pre-event inventory of supplies and materials on-hand before event.
- Records of all maintenance and repairs associated with damaged equipment

- Copy of insurance policy
- Insurance adjuster's reports
- Information regarding any hazardous materials issues related to the damaged equipment or furnishings
- Equipment maintenance records

Documentation of emergency work done at the site

- Worker time sheets
- Materials bills
- Equipment time sheets
- Bid documents and contracts for emergency work (FEMA Category A & B - Debris clearance and protective measures)
- Contract change-orders
- Permits and clearances
- Invoices for emergency work (FEMA Category A & B)

Documents for repair and replacement

- Bid documents, including specifications
- Documentation showing that used items of similar age and condition are not readily available
- Contract documents
- Contract change-orders
- Permits and clearances
- Appendix 10-3 Equipment Cost Recovery Inventory form(s)
- Appendix 10-5 Equipment Cost Recovery Replacement Clarification form(s)
- _____
- _____
- _____
- _____

**Missing Documentation Request (PW-4b)
For Disaster Cost Recovery Project Worksheet
for Facilities or Infrastructure**

To:	
Department or Agency	
From:	Disaster Cost Recovery Team
Date:	
Project Number:	
Project Address:	
Project Worksheet #	
Response Required by:	
For further information call:	

The documentation necessary to complete this Project Worksheet is incomplete. Please supply the following checked items. This Project Worksheet cannot be further processed until the following documents are provided.

- Dated photographs of disaster caused damage, with photos organized with a map or other schematic
- Pre-disaster photographs of the facility, and its contents for comparison
- Area map, site plan, floor plans and building plans, original architectural / engineering drawings, if available
- ATC-20 Preliminary Damage Assessment
- ATC-20 Detailed Damage Assessment
- ATC-20 Fixed Equipment Checklist
- Infrastructure system damage reports
- Incident report(s)
- Copy of insurance policy
- Copy of the insurance adjuster's report
- Inventory of building contents, furnishings and equipment
- Facility and site maintenance records
- Documentation of emergency work done at the site
- Worker time sheets
- Materials bills
- Equipment time sheets
- Contracts for emergency work (FEMA Category A & B - Debris clearance and protective measures)
- Invoices for emergency work (FEMA Category A & B) Include both paid and donated labor, equipment and materials for Category A & B work

- Worker time cards
- Bid documents for all supplies and services used at location
- Purchase orders for all supplies and services provide for location
- Contract documents for all services provided for location
- Contract change-orders
- Permits and clearances
- Invoices from the following vendors must be re-issued by the vendor, with separate itemized costs for (1) delivery and set-up, (2) monthly or periodic charges (3) pick-up charges and (4) any special service charges. All-inclusive billings are not accepted by FEMA and will not be reimbursed.
- _____, _____
- _____, _____
- Construction documents for permanent repair and reconstruction
- Comprehensive scope of damage
- Comprehensive scope of work
- All bid documents
- All contract documents
- All contract change-orders
- All architectural and engineering documents
- All permits and clearances
- Timesheets showing Direct Administrative Costs (DAC) for project specific administrative labor costs.
- We must have a cost-price analysis for the following items purchased as disaster related items pursuant to 2 CFR Part 200:
 - Item _____, Vendor _____
 - Item _____, Vendor _____
 - Other _____
- Environmental Impact Reports
- Information concerning any hazardous materials or soil contamination at the site
- Records of donations made for this site
- Mutual aid agreement and records of mutual aid provided at the site
- Hazard mitigation proposals, FEMA form 90-61
- Special Considerations Questions, FEMA form 90-120
- Private Non-Profit Facility Questionnaire, FEMA form 90-121
- Historic Review Assessment, FEMA form 90-122
- _____
- _____
- _____
- _____

**Missing Documentation Request (PW-4c)
For Disaster Cost Recovery Project Worksheet
For Field Response Activities**

To:	
Department or Agency	
From:	Disaster Cost Recovery Team
Date:	
Project Number:	
Project Address:	
Project Worksheet #	
Response Required by:	
For further information call:	

The documentation necessary to complete this Project Worksheet is incomplete. Please supply the following checked items. This Project Worksheet cannot be further processed until the following documents are provided.

- Dated photographs of response activities, if available
- Daily activity reports, by crew or unit
- Area maps, site plan, or floor plan of activity location, if available
- Incident reports
- Complete inventory of equipment (rolling stock) used at location
- Inventory of supplies and materials used at location
- Daily worker time sheets (paid staff)
- Daily worker time sheets (volunteer staff)
- Worker time cards (all)
- Materials invoices
- Equipment time sheets
- Bid documents for all supplies and services used at location
- Purchase orders for all supplies and services used at location
- Contract documents for all services provided for at location
- Contract change-orders

- Permits and clearances, if any
- Mutual aid agreement and records of mutual aid provided at the site

- Invoices from the following vendors must be re-issued by the vendor, with separate itemized costs for (1) delivery and set-up, (2) monthly or periodic charges (3) pick-up charges and (4) any special service charges. All-inclusive billings are not accepted by FEMA and will not be reimbursed.

_____, _____
 _____, _____

- We must have a cost-price analysis for the following items purchased as disaster related items pursuant to 2 CFR Part 200:

- Item _____, Vendor _____

- Item _____, Vendor _____

- ICS-201 - Incident Briefing form:

- ICS-214 - Unit Log Form

- Other _____

- Other _____

- Other _____

- Other _____

**Missing Documentation Request (PW-4d)
For Disaster Cost Recovery Project Worksheet
For Survivor's Services**

To:	
Department or Agency	
From:	Disaster Cost Recovery Team
Date:	
Project Number:	
Project Address:	
Project Worksheet #	
Response Required by:	
For further information call:	

The documentation necessary to complete this Project Worksheet is incomplete. Please supply the following checked items. This Project Worksheet cannot be further processed until the following documents are provided.

- Dated photographs of activity location
- Daily activity reports
- Area maps, site plan, or floor plan of activity location
- Incident reports (if any)
- Complete inventory of equipment used at location
- Inventory of supplies and materials used at location
- Pre-event inventory of supplies and materials on-hand before event.
- Sign-in sheets for survivors receiving goods or services
- Records of all maintenance and repairs associated with activity
- Invoices for all supplies consumed
- Invoices for all utilities
- Invoices for previous 12 months utilities (to establish baseline costs)
- Invoices for all maintenance services provided at location
- Invoices for all equipment rented to support service provision
- Invoices for fuel

- Daily worker time sheets (paid staff)
- Daily worker time sheets (volunteer staff)
- Worker time cards (all)
- Materials bills
- Equipment time sheets
- Contracts for emergency work
- Bid documents for all supplies and services used at location
- Purchase orders for all supplies and services provide for location
- Contract documents for all services provided for location
- Contract change-orders
- Permits and clearances
- Records for all donated goods and services used for activity
- Mutual aid agreement and records of mutual aid provided at the site
- All documents for cleaning and restoration of premises following closure
- Post-closing photographs showing cleaned and restored facility
- Sign-in logs for all meals served and or services provided
- Copies of site or facility use agreements
- Invoices from the following vendors must be re-issued by the vendor, with separate itemized costs for (1) delivery and set-up, (2) monthly or periodic charges (3) pick-up charges and (4) any special service charges. All inclusive billings are not accepted by FEMA and will not be reimbursed.
- _____, _____
- _____, _____
- We must have a cost-price analysis for the following items purchased as disaster related items pursuant to 2 CFR Part 200:
- Item _____, Vendor _____
- Item _____, Vendor _____
- Other _____
- Notes:

Missing Documentation Request For Disaster Cost Recovery Project Worksheet (PW-4e)

Sample Site Map

(Provide a sketch or use a Google map. Identify photos taken by number)

Legend:

Photo 1: _____

Direction: _____

View: _____

Photo 2: _____

Direction: _____

View: _____

Photo 3: _____

Direction: _____

View: _____

Photo 4: _____

Direction: _____

View: _____

Photo 5: _____

Direction: _____

View: _____

Photo 6: _____

Direction: _____

View: _____

Street Address or GPS: _____

Date of photos: _____

Project Worksheet #: _____

Map and photos done by: _____



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EHP COMPLIANCE for CHANGE REQUESTS

When an applicant proposes an alternate or improved project or requests scope changes to a Project Worksheet (PW), FEMA is required to review the revised project for Environmental/Historic Preservation (EHP) compliance. Hazard mitigation, improved projects and alternate projects require a more detailed level of review because, by definition, they may involve a change in the function or capacity of a facility and/or work outside the footprint of the existing structure. The applicant is responsible for obtaining all required permits and complying with all conditions placed on the project.

If a proposed project:

- involves any action on beaches
- is in or adjacent to floodplains, wetlands or water-ways
- changes the location or capacity of the damaged facility
- has the potential to affect any environmentally sensitive areas
- will involve excavation or digging in undisturbed ground
- is around any potentially historical sites or structures, or
- involves the repair or replacement of any structure more than 45 years old

The applicant must provide (as appropriate):

- site plans, drawings or sketches
- design/construction plans or drawings
- hydraulic/hydrological study or analysis
- location, site and floodplain (FIRM) maps
- a record of any contact with regulatory agencies
- copies of any existing permits and permit applications
- photographs of the damaged facility and the surrounding area

Projects submitted to FEMA without the necessary back-up documentation cannot be processed through environmental review and are likely to be delayed.

Also, in order to avoid unnecessary delays:

- provide clear damage description and scope of work
- do not combine multiple PW's in a single request letter
- note the date of construction of buildings and historic background
- provide overall photographic views of buildings and surroundings
- note and photograph any dedication or historical information plaques
- completely describe and locate the proposed site of replacement facilities

If this information is not included, processing will be delayed because FEMA will ask that the scope be clarified, dates established and locations determined.

It is especially important that the applicants provide the plans, maps, studies, photos, etc. and obtain the required permits/approval from the appropriate agencies **PRIOR** to the start of construction. Verification that all necessary permits have been obtained and all conditions have been met is required at project close-out. Failure to do so may jeopardize FEMA funding.

Please contact the State Public Assistance Officer if you have any questions. Thank you.

Emergency Management & Homeland Security – Dept. of Public Safety
Public Assistance Office
103 South Main Street
Waterbury, VT 05671

Hi Folks:

The four Project Worksheet's that you signed on Wednesday are in final review and I have been asked to provide a bit more information to attach to the Project Worksheet.

1. Who is Urban Drainage District? This reference does not appear on any of the attachments.
2. We need copy of City Payroll Policy, we can use it for all City Project Worksheet's.
3. Force Account Labor, Equipment, Contracts, Material
 - a. Include copy of City Payroll Policy.
 - b. The Force Account Labor backup material in the attachment is incomplete so hours and relation to equipment could not be verified.
 - c. Attach invoices, purchase orders or checks showing cost of material used from stock.
 - d. Attach invoice for concrete and rip rap materials.
 - e. Force Account Equipment: FEMA cost codes do not match for the last 6 pieces of equipment description. What are costs based on? Could not verify in FEMA cost codes. If local cost codes, attach verification document.
 - f. Force Account Equipment: It appears Josh Corona is entered for 2 each, 8 hour shifts on two different pieces of equipment on the same date. Is one of these an error? No overtime is shown for Force Account Labor to account for the time.
 - g. On 11/22/13 Andrew Meadow shows 1.5 hours of labor but Force Account equipment shows 2 hours of equipment for him.

I have attached a FEMA cost Code along with your final cost tracking document for your reference.

Actual Email Correspondence Following a Forest Fire Loss at a Facility

From: John Doe @ FEMA

Sent: One Fine Day

To: City Guy 1

Cc: Jane Doe@stateOES

Subject: RE: Site visit - Thurs - 10am - at the location

City Guy 1,

After reviewing the arborist report, we would need a plotting of the trees* with the tree number.

This would have to be a larger layout or multiple pages for identifying purposes.

It would have to be overlaid onto to the site plan.

Do these trees have a GPS location or some way to locate in the field?

FEMA will need this for documentation.

The tree number should have location coordinates, since they were plotted on their drawings.

Were photos taken of these trees?

Jane Doe and myself are planning on going up to the site on Thursday or Friday to look at the trees.

Let us know if you would like to be present.

Plotted drawings with tree numbers would help us identify the trees in the field.

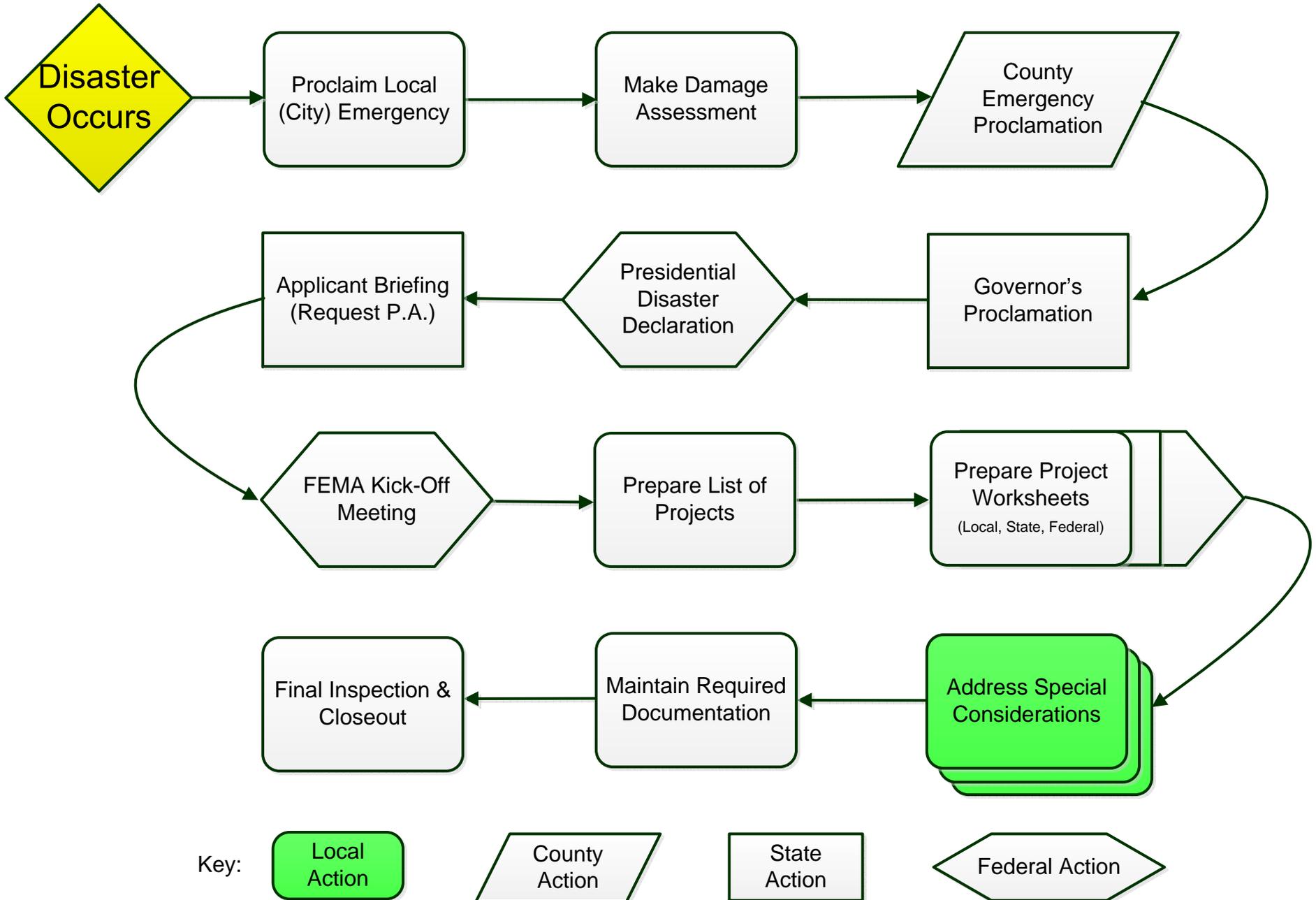
Would this be possible to obtain in the next 2 days?

Thank You,

John Doe

* In question were 800 trees.

Public Assistance Claims Process Outline (Sample)



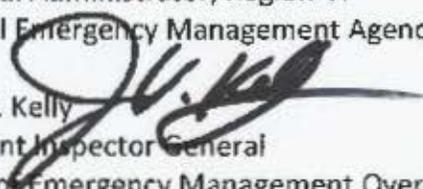


OFFICE OF INSPECTOR GENERAL
Department of Homeland Security

Washington, DC 20528 / www.oig.dhs.gov

NOV 22 2013

MEMORANDUM FOR: George A. Robinson
Regional Administrator, Region VI
Federal Emergency Management Agency

FROM: John V. Kelly 
Assistant Inspector General
Office of Emergency Management Oversight

SUBJECT: *FEMA Should Recover \$48.9 Million for Inadequate Insurance Coverage for Holy Cross School, New Orleans, Louisiana*
FEMA Disaster Number 1603-DR-LA
Audit Report OIG-14-10-D

We are currently auditing Federal Emergency Management Agency (FEMA) Public Assistance grant funds awarded to the Holy Cross School (Holy Cross), (Public Assistance Identification Number 071-U1Z17-00).¹ The Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP), a FEMA grantee, awarded Holy Cross the gross amount of \$89.3 million for damages resulting from Hurricane Katrina, which occurred on August 29, 2005. As table 1 shows, Holy Cross's insurance proceeds as of September 2012 reduced the gross amount to a net award of \$86.6 million. The award provided 100 percent funding for 16 projects—13 large and 3 small projects.

Table 1. Gross and Net Award Amounts

	Gross Award Amount	Insurance Reductions	Net Award Amount
All Projects	\$89,346,449	(\$2,791,984)	\$86,554,465

¹ We are auditing the gross amount of \$89.3 million awarded before reductions of \$2.8 million for insurance settlements.



OFFICE OF INSPECTOR GENERAL
Department of Homeland Security

This memorandum advises you of an issue that requires your immediate attention. FEMA should disallow \$48.9 million of Holy Cross' \$86.6 million award because Holy Cross has not obtained and maintained the required amounts of flood insurance, or obtained certification of insurance from the State insurance commissioner to obtain an exemption from all or part of the obtain-and-maintain insurance requirements (see Exhibit, Schedule of Holy Cross Projects Questioned for Inadequate Flood Insurance Coverage).

We are conducting this performance audit pursuant to the *Inspector General Act of 1978*, as amended, and in accordance with generally accepted government auditing standards. Our overall objective is to determine whether Holy Cross accounted for and expended FEMA Public Assistance funds according to Federal regulations and FEMA guidelines. Because of the size of the award, we have divided this audit into phases. At the conclusion of our audit, we will issue a final audit report that may include additional findings and recommendations.

BACKGROUND

Holy Cross operates as a private, non-profit school with a curriculum that covers grades 5–12. Hurricane Katrina devastated the Holy Cross school buildings located in the Ninth Ward neighborhood of New Orleans. In January 2006, Holy Cross opened a temporary campus; and, in 2007, the Brothers of the Congregation of Holy Cross and their board of directors elected to relocate the campus to the Gentilly neighborhood of New Orleans. Holy Cross constructed four new buildings—an administration building, a middle school, a high school, and a central services/student center building—using FEMA funding.

Holy Cross Did Not Obtain Required Flood Insurance Coverage

Holy Cross did not obtain \$48.9 million of required flood insurance coverage for its replaced disaster-damaged facilities, which is a condition for receiving Federal disaster assistance. As a result, Holy Cross does not have adequate flood insurance coverage to meet Federal regulation insurance requirements to protect it and taxpayers in future disasters.

Section 311 of the *Robert T. Stafford Disaster Relief and Emergency Assistance Act*, Public Law 93-288 as amended, requires applicants of disaster assistance to obtain and maintain such types and extent of insurance as may be reasonably available, adequate, and necessary, to protect against future loss to any property to be replaced, restored, repaired, or constructed with such assistance. Federal regulations at 44 CFR 206.252(d) also require grant recipients to obtain and maintain insurance in the amount of eligible disaster assistance as a condition of receiving Federal funds. Grant recipients may also seek an exemption from insurance requirements from their State insurance commissioner. FEMA also provides additional guidance on the obtain-and-maintain requirement in its *Public Assistance Guide* (FEMA 322, October 1999, p. 97). The guide states that (1) as a condition for receiving public assistance for a facility,



FEMA

- I. **TITLE: Public Assistance Policy on Insurance**
- II. **DATE OF ISSUANCE:** June 29, 2015
- III. **PURPOSE:** This policy guides decision making and interprets statutes and regulations related to insurance requirements under FEMA's Public Assistance program.
- IV. **SCOPE AND EXTERNAL AUDIENCE:** This policy applies to major disasters declared on or after the date of publication of this policy. The policy is intended for personnel administering the Public Assistance program, as well as Public Assistance applicants.
- V. **AUTHORITY:** Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act), Section 102, **Definitions**, Section 311, **Insurance**, Section 312, **Duplication of Benefits**, Section 406, **Repair, Restoration, and Replacement of Damaged Facilities**, Section 422, **Simplified Procedure**, and Section 428, **Public Assistance Program Alternative Procedures**; 42 U.S.C. §§ 5154, 5155, 5172, 5189, and 5189f, respectively; Flood Disaster Protection Act of 1973, Section 102, **Flood Insurance Purchase and Compliance Requirements and Escrow Accounts**, and Section 202, **Nonparticipation in Flood Insurance Program**, 42 U.S.C. §§ 4012a and 4106, respectively, and 44 C.F.R. § 206.250, **General**, § 206.251, **Definitions**, § 206.252, **Insurance Requirements for Facilities Damaged by Flood**, § 206.253, **Insurance Requirements for Facilities Damaged by Disasters Other Than Flood**.
- VI. **DEFINITIONS:**
 - A. **Applicant:** A State agency, local government, tribal government, or eligible private nonprofit organization that submits an application for assistance. In this guidance, FEMA also applies the term "applicant" to "recipient" or "subrecipient," which is the entity receiving assistance. (See 44 C.F.R. §§ 206.201(a) and (o) and 2 C.F.R. §200.93.)
 - B. **Blanket Policy:** A single insurance policy that provides multiple types of coverage and/or covers multiple properties.
 - C. **Building:** A walled and roofed structure, other than a gas or liquid storage tank, that is principally above ground and affixed to a permanent site, as well as a manufactured home on a permanent foundation. (See 44 C.F.R. § 206.251(b).)
 - D. **Contents:** Generally, portable property located within a building. Contents may include items that are otherwise defined as "equipment and furnishings" or "library books and publications." (See 44 C.F.R. §§ 206.226(h) and (i); and 2 C.F.R. §§ 200.313 and 314. See also definition of "contents coverage" in 44 C.F.R. § 59.1 related to National Flood Insurance Program.)
 - E. **Coverage:** The amount of risk or liability covered by insurance.
 - F. **Deductible:** A type of retained risk whereby the policyholder assumes the risk for a specified amount and the insurer deducts this amount from the loss before it pays up to the policy limit. Generally, either a specified dollar amount or a percentage of the insured amount.

Disaster Claim Log (INS-1)

Claimant Name:	John Smith	Date of Loss:	February 9, 2014
Loss Location: Address or GPS	Date of Loss/Damage	Event Name	Log #
123 Main St	February 9, 2014	Big Earthquake of 2009	1
Claim Manager	Claim Mgr's Phone	Claim Mgr's Email	Claim Type
Becky Anderson	(310) 555-1111	banderson@city.gov	Real Property Damage
Claimant's Name	Claimant's Agent or Supervisor*	Included Documents	
John Smith		Accident Report	
Claimant's Agency	Agent or Supervisor's Agency	Investigation Report	
		Photographs	
Claimant's Address	Agent or Supervisor's Address	Police Report	
		Security Report	
Claimant's City State Zip	Agent or Supervisor's City State Zip	Supervisor's Statement	
		Video	
Claimant's Phone	Agent or Supervisor's Phone	Witness Statement 1	
		Witness Statement 2	
Claimant's Email	Agent or Supervisor's Email	Witness Statement 3	
		Witness Statement 4	
Claims Unit Leader	F & A Section Leader	Witness Statement 5	
		Witness Statement 6	
Is case still open?		Other Document(s)	
Date case closed		Other Evidence	
Claim Amount	\$5,000	Settlement Amount	\$2,500
Notes			
<p>*If Claimant is from a mutual aid agency, list claimant's supervisor. If claimant is a private individual, list next of kin, attorney or other authorized agent</p>			

City of Placid

Event Name Goes Here

Total all Claims: \$5,000		Total number of claims 1			Paid To Date: \$2,500	
Claimant Name	Date of Loss	Log #	Loss Location	Claim Type	Claim Amount	Amount Paid
John Smith	February 9, 2014	1	123 Main St	Real Property Damage	\$5,000	\$2,500
0	January 0, 1900	2	0	0	\$0	\$0
0	January 0, 1900	3	0	0	\$0	\$0
0	January 0, 1900	4	0	0	\$0	\$0
0	January 0, 1900	5	0	0	\$0	\$0
0	January 0, 1900	6	0	0	\$0	\$0
0	January 0, 1900	7	0	0	\$0	\$0
0	January 0, 1900	8	0	0	\$0	\$0
0	January 0, 1900	9	0	0	\$0	\$0
0	January 0, 1900	10	0	0	\$0	\$0
0	January 0, 1900	11	0	0	\$0	\$0
0	January 0, 1900	12	0	0	\$0	\$0
0	January 0, 1900	13	0	0	\$0	\$0
0	January 0, 1900	14	0	0	\$0	\$0
0	January 0, 1900	15	0	0	\$0	\$0
0	January 0, 1900	16	0	0	\$0	\$0
0	January 0, 1900	17	0	0	\$0	\$0
0	January 0, 1900	18	0	0	\$0	\$0
0	January 0, 1900	19	0	0	\$0	\$0
0	January 0, 1900	20	0	0	\$0	\$0
0	January 0, 1900	21	0	0	\$0	\$0
0	January 0, 1900	22	0	0	\$0	\$0
0	January 0, 1900	23	0	0	\$0	\$0
0	January 0, 1900	24	0	0	\$0	\$0
0	January 0, 1900	25	0	0	\$0	\$0
0	January 0, 1900	26	0	0	\$0	\$0
0	January 0, 1900	27	0	0	\$0	\$0
0	January 0, 1900	28	0	0	\$0	\$0
0	January 0, 1900	29	0	0	\$0	\$0
0	January 0, 1900	30	0	0	\$0	\$0
0	January 0, 1900	31	0	0	\$0	\$0
0	January 0, 1900	32	0	0	\$0	\$0

FEMA ENVIRONMENTAL REVIEW PROCESS

Any project submitted and determined likely to be eligible for federal funding must undergo a National Environmental Policy Act (NEPA) review prior to the initiation of the project. In accordance with federal environmental policy, FEMA must take into account environmental considerations, including review of the project for compliance with other federal environmental laws and related executive orders, and apply the NEPA guidelines for environmental review when authorizing or approving projects. The FEMA review process entails numerous steps; this information sheet highlights only the environmental review step in accordance with NEPA.

What is the National Environmental Policy Act (NEPA)?

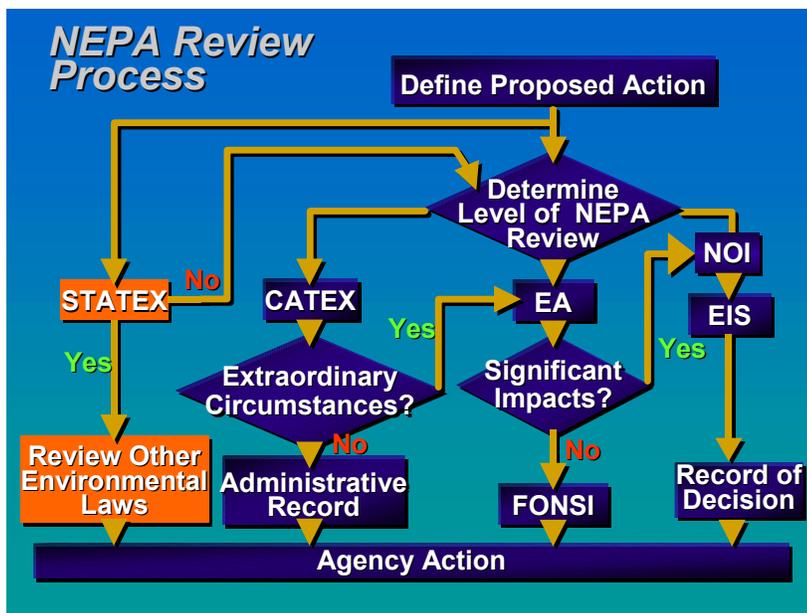
NEPA is a federal law which established a national policy for the protection and maintenance of the environment by providing for a process which all federal agencies must follow to ensure that:

- The federal agency has considered the effects of their actions on the environment before deciding to fund and implement a proposed action, and
- Environmental information is made available to other public officials and citizens before agency decisions are made and before actions are taken

NOTE: Accordingly, the applicant may not initiate any action with respect to a project or a portion of a project proposed for FEMA funding until FEMA has completed NEPA review; doing so jeopardizes federal funding for the project.

What is the environmental review process?

- See flow chart on the right that summarizes the review process
- All projects that are considered for federal funding will be reviewed in a local, tribal, state, and federal partnership scoping meeting. When the partnership decided on a course of action, FEMA will determine if it
 - Qualifies to be categorically excluded from the environmental review process
 - Requires an environmental assessment
 - Requires an Environmental Impact Statement
 - Environmental documentation responsibilities will be determined



What is the difference between a categorical exclusion, and an environmental assessment, and an environmental impact statement?

- A categorical exclusion is typically determined for projects which fit one of the categories of actions that FEMA has previously identified and listed as normally having minimal or no effect on the environment, propose no significant change to existing environmental conditions, and will not contribute to a significant cumulative impact

In addition, when the FEMA regional director determines that a project qualifies to be categorically excluded, the director must assure and document that there are no “extraordinary circumstances”, such

as considerable impact on upstream or downstream resources, the presence of wetlands, protected species, historic resources or hazardous materials in the project area, or public controversy associated with the project. Certain types of mitigation projects such as the preparation of regulations, directives, manuals, or other guidance are often categorically excluded.

- An environmental assessment is conducted when a proposal does not qualify for a categorical exclusion. An assessment evaluates and concisely documents an action's potential for impacting the human and natural environment and is the basis for either a Finding of No Significant Impact (FONSI), in which the project may proceed, or a determination that further study is required and an EIS must be prepared.
- An environmental impact statement is a detailed document prepared for projects that will have a significant adverse effect on the human or natural environment and where that effect cannot be fully mitigated or is the subject of significant public controversy

NOTE: A major difference between NEPA and many similar state environmental laws is that these laws only assess and document impacts on the proposed alternative, whereas NEPA requires that feasible alternatives be assessed and documented. To comply with NEPA, an EA or EIS must have identified and assessed at least one feasible alternative in addition to the proposed alternative and the "No Action" Alternative.

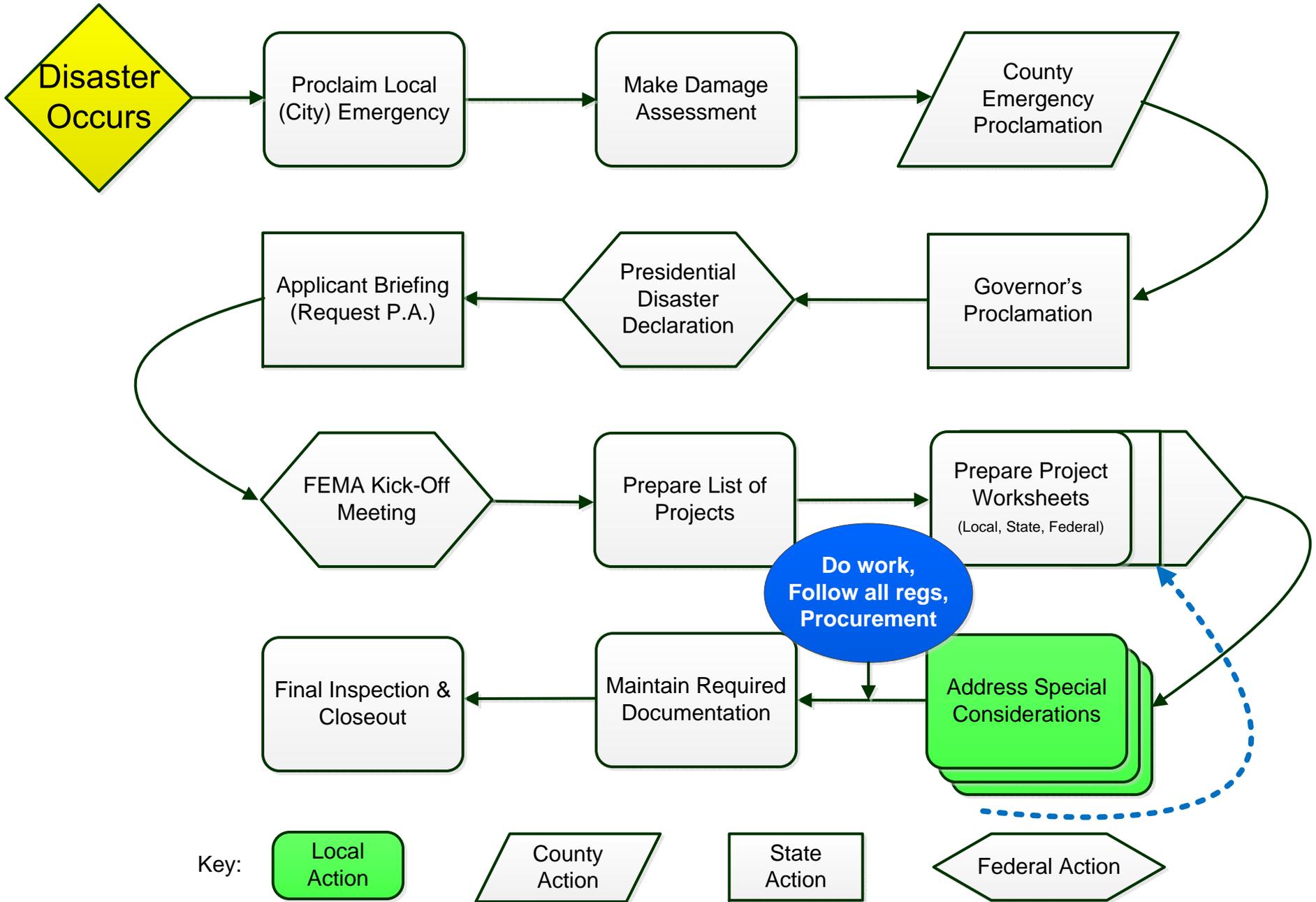
What type of information does an Environmental Assessment or an Environmental Impact Statement Include?

- Purpose and need for the action
- Description of alternative solutions including the proposed action
- Description of social, natural and economic resources that could be impacted by the project, with special attention to specific resources and issues relevant to the proposed action and alternatives, such as:
 - Water resources (hydrology, wetlands, floodplain management, water quality)
 - Natural resources (plant and animal species and their habitat)
 - Physical environment (slope stability, soil and sedimentation)
 - Historic and archeological resources;
 - Air quality, and
 - Social and economic impacts (noise, traffic and circulation, affected population, minority and income populations, public facilities, and services.)
- An analysis of the consequences of the proposed action and each alternative on those resources

How can an applicant assist in expediting the environmental review process?

- The applicant should make the state and FEMA aware of its intention to submit a project as early as possible.
- FEMA and the state will coordinate with the applicant to develop work tasks to expedite the preparation and completion of NEPA documentation, and where appropriate, coordinate it with the review and documentation required by state environmental assessment laws.
- The applicant should share with FEMA and the state all information concerning the alternative actions considered during the early planning process, as well as all environmental information available to the applicant to expedite the process.
- The applicant may be asked to assist in identifying or documenting site conditions, such as the following:
 - Native American lands or treaty rights,
 - Socio-economic impacts and minority and low income populations
 - Hydrologic regime, including wetland and floodplain conditions
 - Topography and land form, including unique physical features, unstable soil or steep slopes,
 - Habitat types, including any threatened or endangered species habitat
 - Historic properties or districts
 - Archeological resources, relics, or human remains, and
 - Toxic or hazardous waste sites.

Public Assistance Claims Process Outline (Sample)



??? The Price is Right ???

Hurricane Katrina Edition

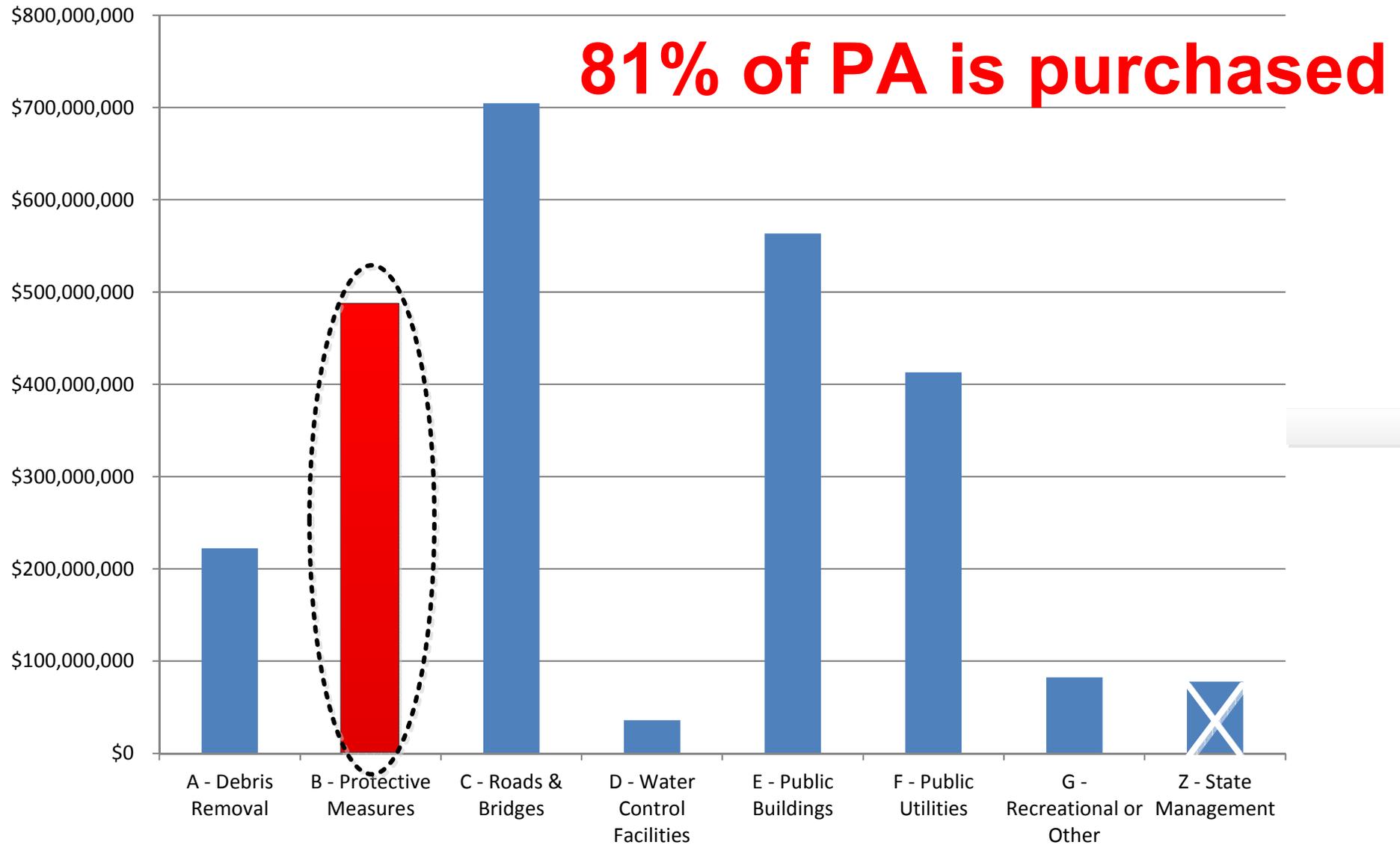
Cost	Item	Rationale???
???	Television set and a sofa	
???	Four packs of playing cards	
\$5.28	Flyswatters	
\$89.37	Toothache treatment	
\$250	Louis Vuitton folios	
\$300	Bose headset	
\$400	Coach briefcases	
\$547	Horse trough	
\$630	Escort services	
\$1,000	beer brewing kit and ingredients	
\$1,500/mo. rent	Three golf carts	
\$2,024	CamelBak backpack-style water containers	
\$2,395	Conference & hotel rooms	
\$2,500	37 black Helly Hansen designer rain jackets	
\$3,125	Laptop computers	
\$7,000	12 iPod Nanos & 42 iPod Shuffles	
\$10,000 / day	Portable shower unit	
\$17,039	Guitar Center	
\$40,000	Office equipment	
\$40,000 each	50 Ford F-350 pickup trucks	
\$60,639	3,000 sleeping bags	
\$66,632	Misc goods at a single store in La Place, LA.	
\$68,442	2,000 sets of dog booties	
\$68,442	Backcountry Gear, Eugene, Oregon	

??? The Price is Right ???

Hurricane Katrina Edition

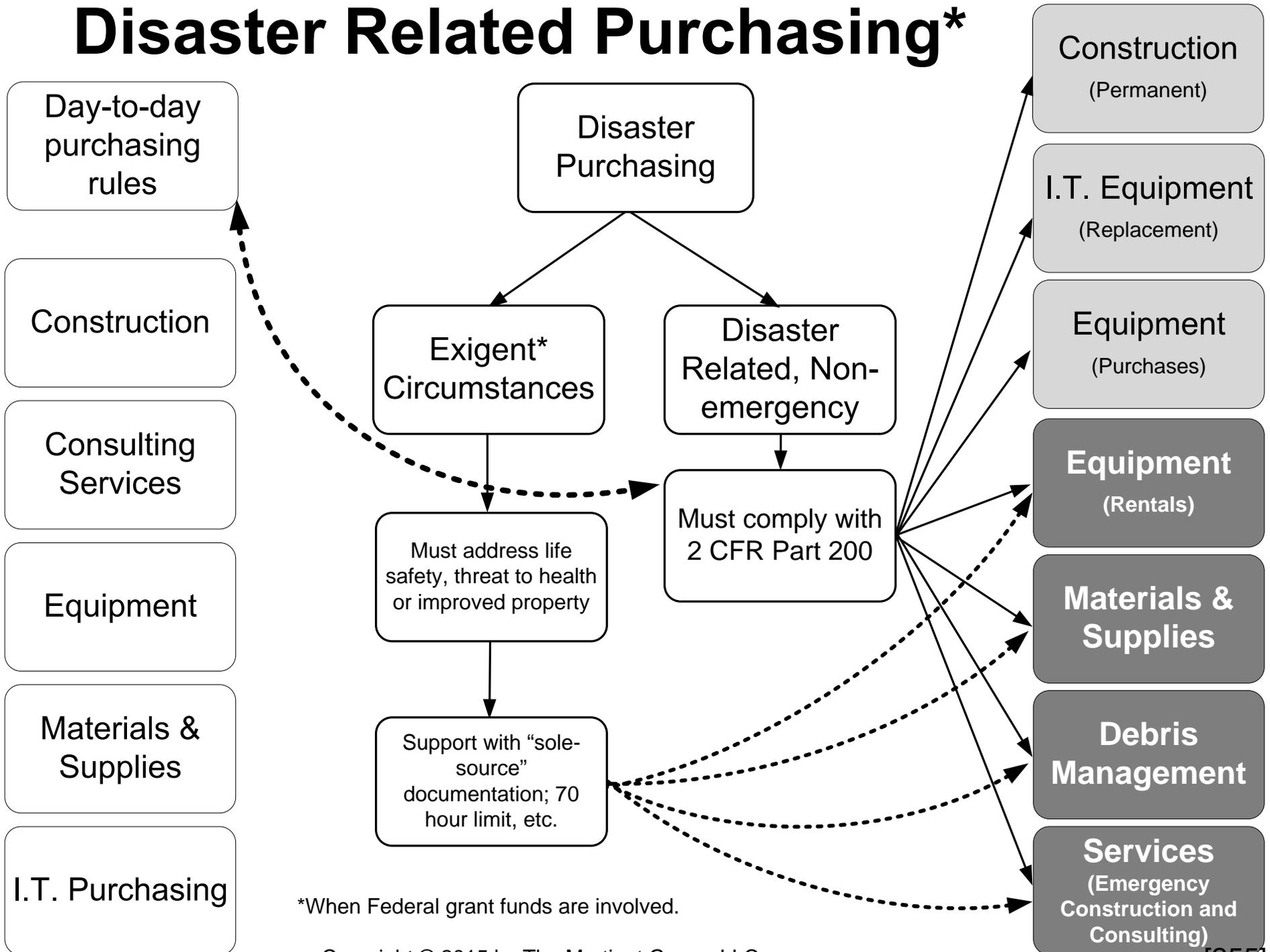
Cost	Item	Rationale???
\$71,170	3 portable shower units	
\$129,568	Building materials and equipment	
\$153,000	EMO Energy Solutions, Falls Church, Virginia	
\$153,600	Underwear	
\$170,000	107 laptops, 22 printers & 2 GPS units	
\$177,025	18 flat-bottom motorboats	
\$208,000	12 boats	
\$223,000	Flip-flops	
\$250,049	Pennvet Supply, Lancaster, Pennsylvania	
\$271,838	Medical supplies	
\$382,162	Office supplies	
\$464,586	MRE's	
\$1,500,000	automatic heart defibrilators	
\$2,000,000	Steve's Christmas Trees	

Where Are We Spending Public Assistance?



Source: <http://www.fema.gov/public-assistance-resources-and-tools/average-total-obligations-fiscal-year-and-declaration>

Disaster Related Purchasing*



*When Federal grant funds are involved.

The Dirty Dozen

The Most Common Audit Findings For Purchasing¹

Rank	Quantity	Code Section	%	Failure
1	58	200.323	23%	Cost/price analysis
2	50	200.318(i)	20%	Contract administration system/records
3	42	200.319(a)(1)	17%	Unreasonable req's
4	32	200.321	13%	Minority/women's/labor surplus firms.
5	31	200.318(j)(1)	12%	Time and material contracts
6	26	200.320(f)	10%	Sole Source purchases
7	25	200.323(d)	10%	Cost plus contracts
8	22	200.323(f)(2)	9%	Lack of true emergency
9	18	200.323(b)	7%	Profit as a separate element
10	18	200.326	7%	11 contract provisions
11	11	200.319	4%	Open competition required
12	10	200.320(f)	4%	Non-competitive proposals

¹ From an analysis of 250 DHS-OIG audits (Data converted from 44 CFR §13.36)

Price / Cost Analysis Worksheet (PUR-2)

Name of Contractor: _____

Project Worksheet Number: _____ Project Location: _____

The following worksheet is provided to ensure that appropriate documentation is obtained to support the proposed budget or quotation. This support documentation is required in accordance with Federal regulations, 2 CFR § 200.

Failure to Provide this Information Will Delay Issuance of the Contract.

Simply re-stating a budget in detail is not sufficient. Please call ______{name} at ______{phone}
number_____ if you have questions about this worksheet.

Price Analysis was conducted based on one or more of the following (check those that apply and attach documentation).

- Written quotations from 3 or more vendors; fax acceptable.
- Documented phone quotations; indicate the name of the contact person, phone number and other pertinent information.
- Published price lists from 3 or more vendors; fax acceptable.
- Previous purchases by (______{name of agency}) of same or similar item(s) from this or another vendor (attach copies of applicable quotations, bids, or purchase orders).
- Previous purchases by others of same or similar item(s) from this vendor (attach copies of applicable quotations, bids, or purchase orders). Do Not use pricing from other agencies for price comparisons.
- Comparison to in-house estimate (attach estimate).
- The apparent low bidder was not selected for this contract because:**
 - They were unable to begin work as specified in the bid requirements.
 - They were unable to meet bonding requirements as specified in the bid.
 - They are a debarred or suspended contractor per SAM.GOV
 - The contractor was non-responsive once awarded the contract.
 - The agency determined the contractor grossly underbid the contract based on the architect/engineer's pre-bid estimate
 - Other: Specify in great detail all reasons for the non-award. Attach documentation. _____

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Price / Cost Analysis Worksheet (PUR-2)

Cost Analysis was conducted based on one or more of the following (check those that apply and attach documentation). Attach a copy of Contract Cost Analysis Template (PUR-3) For Federal Disaster Assistance Grants.

- Salaries/Wages:** Attach supporting documentation of the individual's actual base rate. If the proposed rate includes an escalation factor, identify that factor and attach the contractor's justification for its inclusion. Attach the contractor's justification for direct charging of administrative or clerical personnel. Support documentation for salaries and wages may include copies of payroll forms or reports. If such documentation is not available, the following certification signed by an authorized representative of the contractor will be required: "The salary and wage information provided is true and correct and represents the current and actual base rate of each individual proposed."
- Fringe Benefits:** Attach supporting documentation for fringe benefits. Support documentation for fringe benefits may include a copy of the federally-negotiated fringe benefit rate agreement or a copy of the published rates. If such documentation is not available, the following certification signed by an authorized representative of the contractor will be required: "The fringe benefit information provided is true and correct and represents the current and actual fringe benefits of each individual proposed."
- Consultants:** Identify the name, rate and number of hours/days for each consultant. Determine that the purpose and cost are appropriate. Attach supporting documentation for the rates used. Attach written justification for rates exceeding the federally authorized rate (currently \$537.00/day). Support documentation for consultant rates may include a copy of the consultant's published rates or statement signed by the consultant indicating the rate normally charged for the services provided.
- Travel:** For each trip, provide the cost elements proposed for air fare, hotel, per diem, etc., as well as the purpose of the trip. Attach supporting documentation. Support documentation for travel costs may include a copy of the contractor's current travel policy and procedures or a statement signed by an authorized representative that states that the costs or rates proposed for travel do not exceed current state travel regulations.
- Materials and Supplies:** Attach supporting documentation for items with unit costs of \$500 or more. Attach justification for direct charging items such as office supplies, postage, local telephone costs, and memberships, that are normally treated as indirect costs. Support documentation for materials and supplies with unit costs exceeding \$500 may include copies of published catalog prices or copies of previous expense vouchers.
- Other Direct Costs:** Examples are computing services or time, communications, student fees, etc. Attach supporting documentation for rates and costs used. Verify the need, and attach a justification for direct charging an item, if necessary.

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Price / Cost Analysis Worksheet (PUR-2)

- Equipment:** Equipment means an article of nonexpendable, tangible personal property having a useful life of more than two years and an acquisition cost that equals or exceeds \$1,000. Attach supporting documentation for each item. Support documentation for equipment may include copies of published catalog prices or copies of previous expense vouchers.
- Other Costs, Profit, or Fees:** Please explain/justify. Attach supporting documentation. Support documentation for other direct costs may include copies of published rates or copies of previous expense vouchers. Support documentation for other costs or fees may include copies of published catalog prices or copies of previous expense vouchers.
- Indirect Costs or Overhead:** Attach a copy of the contractor's federally-negotiated indirect cost rate agreement. Support documentation for indirect costs is the federally-negotiated indirect cost rate agreement. If the contractor does not have a rate agreement, (1) sufficient information should be attached indicating how the rate used was determined and (2) if the rate was accepted and paid previously by either a federal agency or agency of the State of _____, documentation to that affect should be provided.

(NAME OF AGENCY) PURCHASING MANAGER'S RECOMMENDATIONS REGARDING COST:

Sample

COST/PRICE REASONABLENESS CERTIFICATION

"I have reviewed the price and cost data provided by the contractor and have determined that the costs proposed are necessary and reasonable for the work to be performed by the Contractor."

(Name of agency) Signature of Purchasing Manager: _____

Name of (name of agency) Purchasing Manager: _____

Date: _____

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Cost Analysis (PUR-3)

Required for compliance with 2 CFR, Section 200.317-326

Vendor or Contractor Name:	
Project Name / BID #:	
Date:	
Contact Name:	
Contact Phone #:	
Contact Email:	

<i>LABOR</i>	# Hours	X	Rate/Hour	=	Labor	Notes
Manual Labor	1.00		\$10.00		\$10.00	
Skilled Trades Labor	2.00		\$15.00		\$30.00	
On-Site Supervision	3.00		\$20.00		\$60.00	
On-Site Engineering	4.00		\$25.00		\$100.00	
Architectural	5.00		\$30.00		\$150.00	
Technology	6.00		\$35.00		\$210.00	
Other (Specify)	7.00		\$40.00		\$280.00	
Labor Total	28.00				\$840.00	

<i>MATERIALS</i>	# Units	X	Price/Unit	=	Materials	Notes
Materials (Specify)	1.00		\$10.00		\$10.00	
Materials (Specify)	2.00		\$2.00		\$4.00	
Materials (Specify)	3.00		\$3.00		\$9.00	
Materials (Specify)	4.00		\$4.00		\$16.00	
Contract Service	5.00		\$5.00		\$25.00	
Contract Service	6.00		\$6.00		\$36.00	
Other (Specify)	7.00		\$7.00		\$49.00	
Other (Specify)	8.00		\$8.00		\$64.00	
Materials Total					\$213.00	

<i>EQUIPMENT</i>	# Units	X	Price/Hour	=	Equipment	Notes
Equipment (Specify)	1.00		\$11.00		\$11.00	
Equipment (Specify)	2.00		\$22.00		\$44.00	
Equipment (Specify)	3.00		\$33.00		\$99.00	
Equipment (Specify)	4.00		\$44.00		\$176.00	
Contract Equipment	5.00		\$55.00		\$275.00	
Contract Equipment	6.00		\$66.00		\$396.00	
Other (Specify)	7.00		\$77.00		\$539.00	
Other (Specify)	8.00		\$88.00		\$704.00	
Equipment Total					\$2,244.00	

<i>OVERHEAD</i>	DESCRIPTION	Overhead	Notes
Workers Comp Insurance		\$1.00	
Project Liability Insurance		\$2.00	
Other Insurance		\$3.00	
Project Management		\$4.00	
Estimating & Sales		\$5.00	
Equipment & Facilities		\$6.00	
Transportation Costs		\$7.00	
Project Travel Expense		\$8.00	
Misc.		\$9.00	
Overhead Total		\$45.00	

<i>PROFIT</i>	Describe any special factors that may affect profit margins.	Profit	Notes
Profit		\$100.00	

Profit Total **Total Cost:**
\$100.00
\$3,442.00

COMMENTS:

COST/PRICE REASONABLENESS CERTIFICATION

"I have reviewed the price and cost data provided by the contractor and have determined that the costs proposed are necessary and reasonable for the work to be performed by the Contractor."

Name of (name of agency) Purchasing Manager: Joe Smith
 Signature of (name of agency) Purchasing Manager: _____
 Date: February 8, 2014

City of South Bay - Disaster Purchasing System
Sole Source Purchase Justification (PUR-4)

When a proclamation of a local disaster is made ¹, the disaster purchasing process is activated for purchases of equipment, supplies and services that are directly related to imminent threats to life safety, public health or improved property. Individual disaster purchases or equipment rentals under \$xx,000 ² do not have to be bid nor do they require the completion of this form. They do need to specify the location and type of work done and have all other necessary documentation required to meet FEMA regulations, including damage documentation before work is begun.

Individual disaster purchases over \$xx,000 and less than \$xxx,000 require the completion of this form to demonstrate the immediate and emergency nature of the purchase or rental of disaster response resources and to demonstrate the reasonableness of the cost of the good or services rendered. Any individual purchases over \$xxx,000 requires the use of this form AND the signature of the EOC Director, City Manager, Mayor or their designee. All "routine" ³ disaster purchases must be made following the city's normal purchasing process and full compliance with 2 CFR Part 200 (§ 200.317 through 200.326)

Item: _____ Amount: \$ _____

Vendor: _____ Estimated Delivery: _____

Rationale: For disaster purchase orders over \$XX,000 check the appropriate box.

- A. Emergency Protective Measures:** This classification is for extraordinary measures that may be needed when life, public health or improved property are in imminent danger. For instance, during the winter season, the purchase of sand and sand bags would not constitute an extraordinary measure. Purchases of sand and sandbags should be a normal purchase and anticipated before the winter season arrives. An extraordinary protective measure could be the rental of temporary fencing to cordon off structures in imminent danger of collapse.
- B. Scarce Commodity:** To procure a commodity that is in critical short supply, such as fuel, potable water, MRE's porta-potties, etc. and the vendor will be out of inventory if the bid process is followed. (This option is not permitted once inventories begin to normalize.)
- C. Emergency Consulting Services:** The procurement is for a technical consulting

¹ A disaster proclamation or declaration by either the city, county, state or Federal government will satisfy this requirement when the city is within the defined disaster area.

² \$xx,000 and \$xxx,000 indicate amounts established by local ordinance and in compliance with 2 CFR, Part 200

³ "Routine" disaster purchases are those made during a disaster when there is not an immediate threat to life safety, public health or improved property.

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**City of South Bay - Disaster Purchasing System
Sole Source Purchase Justification (PUR-4)**

service of an immediate nature, such as inspection of a heavily damaged structure to determine if a collapse is imminent or inspection of a slope to determine the nature and extent of landslide potential.

- D. Emergency Road Clearance:** Services needed to clear roads to provide access for emergency services vehicles. This is not to be used for general debris removal.
- E. Other Emergency Requirement:** Purchase necessary for the preservation of life, public health or improved property due to imminent danger. Provide a brief explanation of the immediate problem and include the potential consequences if left unaddressed.
- F. Non-Responsive Bids:** Bids were solicited, but no responsive bid has been received from requested bidders. A copy of all bids and a list of other solicited vendors must be attached.
- G. Pre-Existing Contract:** The purchase was made under terms of a pre-existing competitively bid disaster services, materials, or supplies contract.
- H. Patent or Copyright:** The item is patented or copyrighted and vendor has exclusive sales rights.
- Legal Monopoly:** The item is a product or service of a legal monopoly.
- Captive Replacement Part:** The item is a captive replacement part. Use of a generic part will void a warranty, or use of a generic part will require extensive modifications to existing equipment which would be cost prohibitive.
- Sole Distributor:** The vendor is the only authorized distributor of this item.

Narrative Justification – Explain the following. Be very precise when filling in this section.

- Describe what is being purchased or rented.
- Describe where the equipment, material or services will be used.
- Specify the immediate hazard or threat that poses imminent danger. (The phrase “earthquake damage” is insufficient. Provide detail: “A three story unreinforced masonry building is severely damaged and appears to be in imminent danger of collapse onto the public right of way.”)
- Describe the minimum acceptable actions that can be taken to reduce or eliminate the hazard i.e., “Install temporary chain link fencing around the structure at a distance of 20 feet from building.”
- State that there are no acceptable substitutes. “Closing the street to avoid the hazard is not practical because the street is a disaster route.”
- Describe consequences if left unaddressed. “The building may collapse injuring bystanders.”

Product or service to be purchased: _____

Location of product or service use: _____

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**City of South Bay - Disaster Purchasing System
Sole Source Purchase Justification (PUR-4)**

Specific hazard or threat: _____

Minimum action to reduce threat: _____

Alternate action possible: _____

Consequences if unaddressed: _____

Cost Reasonableness: The cost of the equipment, supplies or services procured are deemed to be reasonable by virtue of the following circumstances. Check the appropriate box(es) below.

- A. The prices charged are in line with the prices paid for similar goods or services within the last 12 months by the City of _____.
- B. Because of the scarcity of the goods or services, the prices are within reason because of demand and the prices do not exceed 15% of the prices paid for similar goods or services within the last 12 months by the City of _____.
- C. Using readily available catalogs or price lists, a determination is made that the costs are reasonable within the exigent circumstances at hand. (Attach copies)
- D. The prices paid for the goods or services exceed normative pricing, but the exigent circumstances required their purchase, and only enough of the goods or services were purchased to deal with the specific emergency at hand. All additional purchases of the same goods or services will be made through normal procedures.

Cost Reasonableness Documentation:

Attach any documentation such as copies of catalog pages or other cost data that supports the reasons provided above when a sole source purchase is made under emergency or disaster conditions.

Authorizations:

Requesting Section or Department: _____

Print Requestor's Name: _____

Requestor's Signature: _____

Date: _____ Time: _____

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**City of South Bay - Disaster Purchasing System
Sole Source Purchase Justification (PUR-4)**

EOC Finance Section Coordinators Name: _____

EOC Finance Section Coordinators Signature: _____

Date: _____ Time: _____

Signature of EOC Director, City Manager, Mayor or designee for individual purchases over \$xx,000

Print Name: _____

Title: _____

Signature: _____

Date: _____ Time: _____

Buyer Name: _____

Purchase Order #: _____

Date & Time Order Placed: _____

Vendor Company Name: _____

Vendor Contact Name: _____

Vendor Phone #: _____

Vendor Email Address: _____

Note: This form has not been reviewed or approved by FEMA. It's exclusive purpose is to provide in-house documentation when the circumstances of a disaster require an immediate purchase of goods or services that because of exigent conditions cannot follow an agency's regular purchasing procedures and 2 CFR Part 200. This form should be reviewed by the agency's legal counsel before use to determine applicability. This form should be part of a comprehensive disaster purchasing program, including pre-disaster contracts for goods and services whose need can be reasonably foreseen.

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Document Review for Contract Work (PUR-6)

For Project Worksheets

Procurement Documents for Contracts:

We must provide complete copies all original documents that show free and open competition (in compliance with 2 CFR Part 200), including but not limited to:

- All bid solicitations we made to prospective contractors through any means of communications (mailed or faxed notice, published notice, internet or other electronic notice).
- All bid packets, including bid specifications, draft contracts, bid instructions, and bid forms provided by us to prospective contractors.
- All contractor responses to our bid solicitations (whether or not responsive to request), including attached materials.
- All unsolicited contractor proposals, resumes, and similar promotional materials received by us at any time during the previous 12 months.
- List of all bidders submitting sealed bids for this project.
- Minutes and notes of all meetings where we opened, reviewed, considered, or awarded bids.
- Names of all persons including consultants and attorneys, if any, who participated in any capacity in the review of bids and the contractor selection process.
- All documents relating to any cost or price analysis of the proposed work, conducted by or on behalf the agency.

Contract Documents for Projects:

We must provide complete copies of all contract related documents, including without limitation the following:

- The final original contract, signed by both parties prior to commencement of work, and all amendments, change orders or other modifications to the original signed contract.
- All documents, including those relating to bonds, insurance, and certifications provided to us by the contractor.
- Any documents, letters, or orders authorizing the contractor to commence work.

- All amendments, change orders or other documents intending to modify the original contract.
- All minutes of meetings, notes, or other documents showing discussions, negotiations and our approval of any modification(s) to the original contract.

Monitoring Documents for Contracts:

We must provide all documentation relating to the administration and monitoring of performance of the contract, including without limitation the following:

- If we (the agency) contract with a company, firm, or other person for monitoring services relating to the performance of a contract, we must provide all of the documentation listed below.
- A list of all the monitor firm's employees, who were present at our work locations at any time, by name, title, and dates of work.
- All of the daily reports prepared by monitor firm and contractor showing completed work.
- All load tickets or other documentation documenting specific performance of work items.
- Names of persons authorized to issue load tickets or other specific documentation to monitors; and the records of such issuers that shows which numbered tickets were issued to named individuals.
- All time and pay records prepared by monitor firm (and subcontractors) relating to all employees working at any time under monitor's contract with us.
- All documents of any kind prepared by the monitor relating to its work for us.
- All of our time and pay records relating to all eligible related work.
- All of our records relating to equipment and vehicle expenses, and other costs relating to the removal and disposal of eligible debris or other eligible work which is being monitored.



EMERGENCY WORK CONTRACTING

Overview

Debris removal and emergency protective measures, Category A and B, respectively, are considered “emergency work” in the Federal Emergency Management Agency’s (FEMA) Public Assistance Program. In general, contracting for emergency work requires competitive bidding. Applicants must comply with applicable Federal, State, and local laws and regulations; provided that the procurement conforms to the Federal law and standards set forth in 44 CFR Part 13 that non-competitive contracting may be acceptable ONLY in rare circumstances where specific criteria are met. See 44 CFR §13.36(c) and (d).

Emergency Work vs. Emergency Contracting

♦ Performing emergency work (Categories A and B) does not relieve the applicant from the requirements of competitive bidding. Not all emergency work is time sensitive to the point where competitive bidding is infeasible. In some situations, awarding a short-term non-competitive contract for site-specific work may be warranted; however, if the contract is for a long-term operation lasting weeks or months, the contract should be competitively bid as soon as possible. Contracts that are based on cost plus a percentage of the cost shall not be used for either competitive or non-competitive procurement. See 44 CFR §13.36 (f)(4).

- In order to be reimbursed for work performed under a contract that was not competitively bid, the procurement of that work must not have been feasible under small purchase procedures, sealed bids, or competitive proposals, and one of the following circumstances may apply:
 - The item is available only from a single source;
 - There is a public exigency or emergency for the requirement that will not permit delay from competitive solicitation;
 - The awarding agency authorizes noncompetitive proposals; or

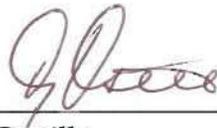
EMERGENCY WORK CONTRACTING

- Solicitation from a number of sources has been attempted, and competition is determined to be inadequate. See 44 CFR §13.36(d)(4)(i)

- When using competitive solicitations, applicants can use an expedited process for obtaining competitive bids. However, applicants must also comply with applicable State and local procurement requirements, which may be more stringent than Federal requirements. See 44 CFR §13.36(b).

- Whether utilizing competitive or non-competitive procurement procedures, all costs must be determined reasonable by FEMA to be eligible for reimbursement. See 44 CFR §13.36(d)(4)(ii). In cases where non-competitive procurement procedures are used, the applicant may be required to submit the proposed procurement to the awarding agency (FEMA) for review. See 44 CFR §13.36(d)(4)(iii).

- Applicants should be advised that no contractor has the authority to make eligibility determinations, determinations of acceptable emergency contracting procedures, or definitions of emergency work. Eligibility determinations are made solely by FEMA.



Carlos J. Castillo
Assistant Administrator
Disaster Assistance Directorate

10/23/08
Date

City of Placid

Purchasing Department Bid Worksheet

Caution: This project may be partially funded with Federal funds and therefore requires full compliance with Title 2 of the Code of Federal Regulations, §200.218 through 200.326* AND the City of Placid Purchasing Ordinance.

Date:

FEMA Project Worksheet #:

Work site Location:

Buyer Name:

RFP/RFQ Date of Issue:

RFP/RFQ Closing Date:

2 CFR, Part 200 Compliance Worksheet attached? Yes No

Plans and Specifications attached? Yes No

Bid Bond \$:

Performance Bond \$:

Bidder #	Contact Name	Phone	Email	Price/Bid Amount

* See the attached 2 CFR, Part 200 Checklist.

List of Added Clauses¹ for Procurements under 2 CFR Part 200

1. Include a requirement for the contractor to perform cost analysis on all change orders. The cost analysis for all change orders will include a separate determination of profit for each change order requested.
2. All invoices must conform to the billing methodology specified in the contract. Failure to properly invoice will result in non-payment of invoices.
 - a. Disaster related purchases (those made with a special “disaster purchase order form” shall never be co-mingled with regular invoices.
 - b. All disaster invoices shall include the location where delivered or where used, if appropriate.
3. All contractor’s project invoices will be audited prior to payment to ensure compliance with Federal documentation requirements:
 - a. Time cards.
 - b. Daily work reports for every employee, by each separate FEMA category of work
 - c. Daily equipment use, by each separate FEMA category of work.
 - d. List of all supplies and materials used, by each separate FEMA category of work.
 - e. Includes both prime and sub-contractors
4. The contractor must retain all project records for a minimum of three years after all agency projects (not just this one) are completed. In lieu of this indefinite storage requirement, the contractor may elect to provide an electronic copy of all records in a bon fide electronic documents management format which provides unalterable copies. This requirement applies to the prime contractor and all sub-contractor’s project records. However it is the responsibility of the prime contractor to provide all of the records, both the prime contractor and subcontractor’s records.
5. All work must be properly grouped according to FEMA damage categories as specified in the contract.
6. All time and materials contracts are subject to ongoing monitoring by either agency personnel and/or an independent third party monitoring firm.
7. All time and materials contracts must have a not-to-exceed cost cap which the contractor exceeds at their risk.

¹ This list is not exhaustive and cannot guarantee full compliance with Federal procurement regulations under 2CFR Part 200.

8. Unless otherwise specified, in writing, no time and materials contract shall exceed 70 hours of work. Any work done beyond 70 hours is at the contractor's risk.
9. All prime contractors shall follow all of the requirements of 2 CFR §200.321 and shall require and enforce similar compliance with all sub-contractors.
10. Include a liquidated damages clause for failure to adhere to any and all of these added contract clauses.
11. All debris clearance invoices will be audited for compliance with Federal record keeping and documentation requirements prior to payment.
12. All Time and Materials contracts listing equipment shall include FEMA Equipment Rate Sheet 4 digit codes as reference.

Sample

Sample Purchasing Ordinance for Use During a Proclaimed Emergency or Disaster

(This paper outlines issues that should be addressed in a governmental agency’s purchasing ordinance to maximize the response capability of the agency and give it the necessary flexibility to make disaster related purchases while maximizing its ability to be reimbursed by FEMA for those disaster related purchases.) The quantity “x,” as found below is to be determined and set by each local agency in accordance with its policies.
(Delete this entire paragraph in final version)

Disaster purchasing has a number of facets. First there are the limits of emergency spending authorized by the city council without the need to obtain their prior approval. This is an internal control exercised by the city council as part of its fiduciary responsibility to the taxpayers. There can be individual limits and aggregate limits which give emergency managers the necessary authority to act quickly under exigent circumstances.

The second facet deals with the process of soliciting bids for emergency work. “Emergency” work is a broad term that actually covers two separate concepts. The first concept regards purchases made under “crisis” conditions, where there is an immediate threat to health, safety or improved property. When this condition (an immediate threat to health, safety or improved property) exists, the city has wider latitude to do what is necessary to save lives and prevent further damage to improved property. Once the “immediate threat” phase has passed, this wide latitude is greatly narrowed in regard to using “sole source” or “no-bid” procurement. When the “immediate threat” phase has

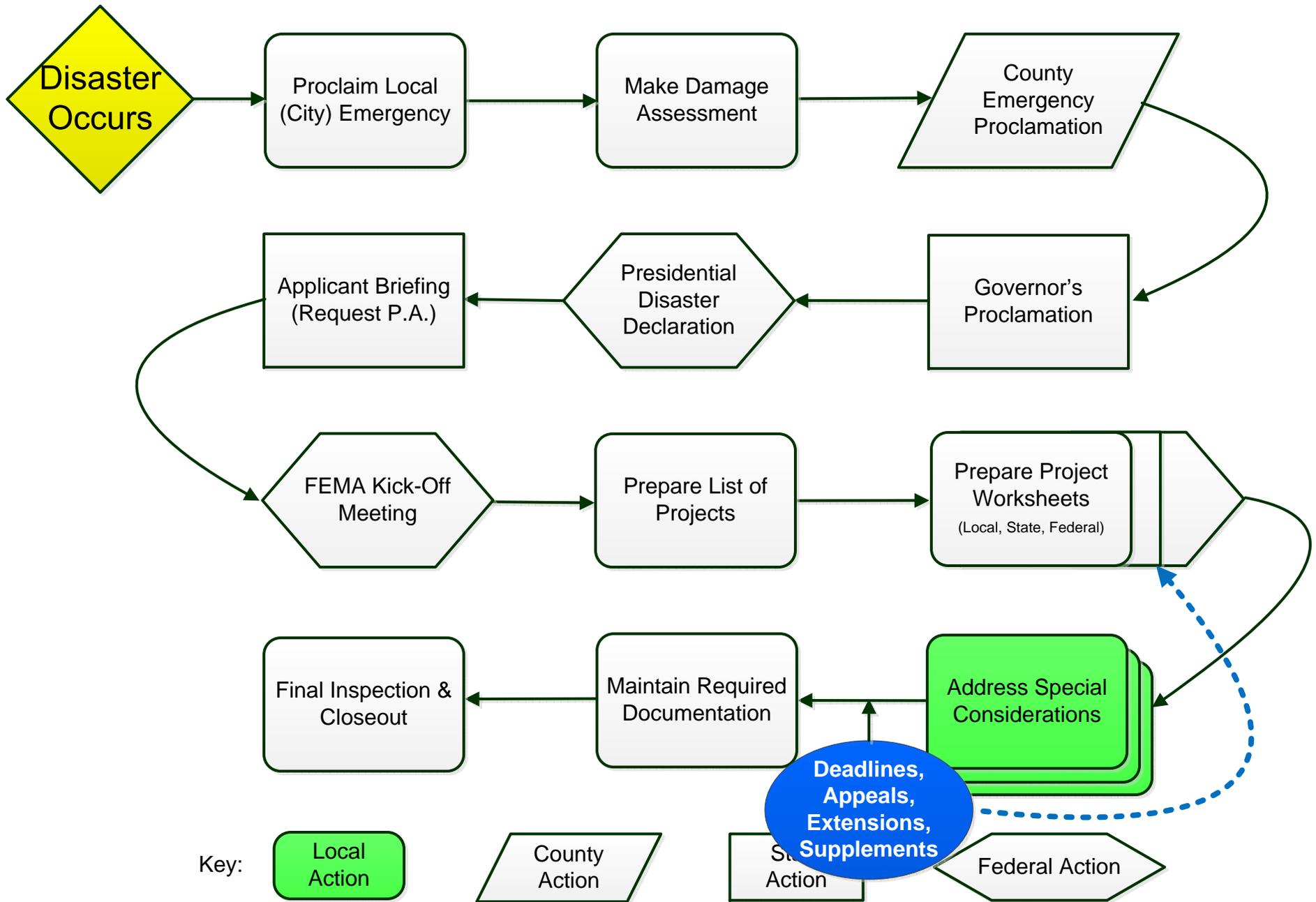
passed, then the “sole source” or “no-bid” option is essentially no longer available. However, serious emergency conditions may still exist for which there is a need for “expedited” purchasing procedures. This is the purpose for alternative advertising methods, alternative locations for posting requests for proposals, the minimum number of bids required and shortened periods of time for submission of bids. The “normal” procurement process essentially continues, but with slightly lesser requirements than for the “normal” procurement process. Under both the “crisis” and “expedited” procurement provisions, the delegation of purchasing authority may still be applied to expedite the process.

A third facet of disaster purchasing is the identification and separation of “disaster purchases” from routine day-to-day purchases for the purpose of tracking disaster costs. This process will normally involve some sort of special purchase order forms used only for “disaster purchases.” Special accounting codes for these purchases is also important as part of the identification process.

It is extremely important to have a “Disaster Purchasing Policy.” It is not sufficient to merely waive the existing policy. FEMA requires agencies to follow their own policies. Having “no policy,” as when requirements have been waived, is to have no policy in place which can be followed. The purpose of a “Disaster Purchasing Policy” is to reduce the normal policy requirements, while giving the organization the flexibility to respond effectively to exigent circumstances.

The complete policy is on the CD-ROM.

Public Assistance Claims Process Outline (Sample)



RECOVERY DIRECTORATE MANUAL PUBLIC ASSISTANCE PROGRAM APPEAL PROCEDURES

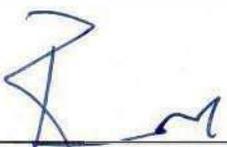
(Version 3)

APPROVAL DATE: 4/ 7 /2014



DEPARTMENT OF HOMELAND SECURITY

FEDERAL EMERGENCY MANAGEMENT AGENCY
OFFICE OF RESPONSE AND RECOVERY
RECOVERY DIRECTORATE



Brad J. Kieserman
Assistant Administrator
Recovery Directorate
Federal Emergency Management Agency

Date: 4/7/14

TABLE OF CONTENTS

FOREWORD	2
CHAPTER 1: GENERAL INFORMATION	4
1-1. Purpose	4
1-2. Applicability and Scope	4
1-3. Supersession	4
1-4. Authorities/References	4
1-5. Definitions	4
1-6. Responsibilities	5
1-7. Revisions and Supplemental Information	7
1-8. Questions	7
CHAPTER 2: PRE-APPEAL PROCEDURES	8
2-1. Disseminating Information About the Appeals and Dispute Resolution Pilot Program Processes	8
2-2. Developing PWs	9
2-3. Discussing Unresolved Issues	9
2-4. Making Eligibility Determinations	10
2-5. Issuing Eligibility Determinations	10
CHAPTER 3: FIRST APPEAL PROCEDURES	13
3-1. Sharing Information About First Appeals Filings and Decisions	13
3-2. Compiling the Administrative Record	13
3-3. Reviewing, Analyzing, Drafting, and Finalizing First Appeal Decisions	14
3-4. Issuing First Appeals Decisions	16
3-5. Processing Second Appeals Filings	17
3-6. Obtaining Assistance from the Public Assistance Appeals Branch	17
CHAPTER 4: SECOND APPEAL PROCEDURES, AND PUBLIC ASSISTANCE APPEALS BRANCH OPERATIONS	18
4-1. Monitoring First Appeals Filings and Decisions	18
4-2. Reviewing, Analyzing, Drafting, and Finalizing Second Appeal Decisions	18
4-3. Issuing Second Appeals Decisions	18
4-4. Updating and Assisting Regional Public Assistance Staff	18
APPENDICES	19
A. Administrative Record Checklist	19
B. Appeal Analysis Checklist	21
C. Appeal Response Templates	23
D. Second Appeal Transmittal Memorandum Template	28
E. Final Request for Information Template	29
F. Administrative Record Index Template	30

APPENDIX A: ADMINISTRATIVE RECORD CHECKLIST

The specific materials required to be included in each *administrative record* will be dictated by the issues involved in each individual first appeal. Appendix D (Categorical Checklist) of the Project Worksheet Development Guide (July 2008) should serve as a guide for what materials to include.

Every *administrative record* should contain:

- Disaster Declarations and any additions
- FEMA / State Agreement and amendments
- All versions of all relevant Project Worksheets (PWs), including backup documentation (For example, if the PW has seven versions, please include all seven versions)
- PW Backup Documentation
- Any draft documents (include draft PWs) that help substantiate the Agency's decision-making process **if** the draft included something that was used in the decision making process
- Documents FEMA found on the internet that were relevant to the decision-making process (include screen captures, webpage printouts, and cites to web addresses)
- Public Assistance Determination Memoranda.
- Applicable Act, Regulations, Policies, and Guidance used in eligibility / ineligibility decisions in the PW and the first appeal (include citations to or copies of the authorities used and disaster specific guidance memoranda)
- Any internal communications upon which FEMA's eligibility determination relied.
- The applicant's *first appeal* correspondence and any supporting documentation.
- The grantee's correspondence to FEMA regarding the *first appeal*.
- Any other correspondence between FEMA and either the applicant or the grantee related to the PW and the *first appeal*.
- All information stored in the Emergency Management Mission Integrated Environment ("EMMIE") related to the eligibility determinations for the project at issue. Such written materials should include, but is not limited to:
 - Letters
 - Memos
 - Call logs
 - Transcripts
 - Reports
 - Meeting notes, including lists of meeting attendees, for the Kickoff Meeting and any other meetings held with the applicant and grantee throughout the PW process
 - Site visit notes.
 - Damage assessments.

APPENDIX A: ADMINISTRATIVE RECORD CHECKLIST

- Photographs or drawings of damaged sites.
- Case Management File notes and materials.
- All substantive emails containing information leading to the agency's decision. Inconsequential email exchanges or emails reflecting personal opinions of employees should not be included.
- A written statement indicating whether a facilitated discussion occurred.
- Depending on the issues involved, additional materials addressed in Appendix D (Categorical Checklist) of the Project Worksheet Development Guide (July 2008).

Items that should never be included in an *administrative record* include:

- Documents containing personally identifiable information (PII)
- Documents that are attorney-client privileged

Always consult with OCC when determining what to include in the *administrative record*.

These pages are taken from the "Public Assistance Program Appeal Procedures" issued in April of 2014

Improved Project Request Letter Sample

[Date]

State Public Assistance
Officer Governor's Office of Emergency Services
Public Assistance Section

SUBJECT: IMPROVED PROJECT REQUEST, PW [PW XXXXX]
Disaster Number: FEMA-[DR #XXXX]-DR,
Application Number: P.A. [PA # XXX-XXXX]

Dear Mr./Ms. [Last Name]:

I would like to request improved project status for Project Worksheet (PW). This PW was written in the amount of [Enter \$ Amount] to repair the two lane bridge on County Road 121 over Always Dry Creek, one mile west of Wheresit which was damaged in the [Enter Disaster # and Type (i.e., floods, fires)]. Since the new Wheresit Walmart is being located near the bridge site, the County has decided to improve the bridge and road to four lanes.

I have enclosed schematic drawings and a description of the proposed scope of work. The enclosed construction schedule anticipates that the project can be completed by [Enter Date] ~. after receiving approval. We estimate that the additional expense for the improved project will be \$[Enter \$ Amount.]. This improvement is not required by codes or standards and is not a hazard mitigation measure or a relocation of the damaged facility.

[Enter detailed description of proposed change in scope of work and construction schedule]

I have enclosed supporting documentation (state type of documentation) and (drawings or sketch of changes in scope of work, engineering/geo-tech reports, etc.).

If you need additional information, you may contact me at [Enter telephone number], or you may call my assistant, [Enter name of person], at [Enter telephone number]. (If you have an e-mail address, please include those also.)

Sincerely,

Pat Pending
Director
County Public Works Department

Alternate Project Request Letter Sample

[Date]

State Public Assistance
Officer Governor's Office of Emergency Services
Public Assistance Section

SUBJECT: ALTERNATE PROJECT REQUEST, PW [PW XXXXX]
Disaster Number: FEMA-[DR #XXXX]-DR,
Application Number: P.A. [PA # XXX-XXXX]

Dear Mr./Ms. [Last Name]:

I would like to request an Alternate Project status for Project Worksheet (PW) [Enter PW #]. This PW was written in the amount of [Enter \$ Amount] to repair the two lane bridge on county road 121 over Always Dry Creek, one mile west of Wheresit which was damaged in the [Enter Disaster # and Type (i.e., floods, fires)]. Since the single farmstead that was served by this road has been abandoned, the County has decided to abandon this segment of the road and would like to apply these funds to an Alternate Project. The Alternate Project the County has selected is the replacement of the roof at the County Public Safety Building that houses our Emergency Operations Center.

I have enclosed schematic drawings and a description of the proposed scope of work. The enclosed construction schedule anticipates that the project can be completed in 12 months after receiving approval. We estimate that the additional expense for the alternate project will be \$[Enter \$ Amount].

If you need additional information, you may contact me at [Enter telephone number], or you may call my assistant, [Enter name of person], at [Enter telephone number]. (If you have an e-mail address, please include those also.)

Sincerely,

Pat Pending
Director
County Public Works Department

Time Extension Request Letter Sample

[Date]

State Public Assistance Officer
Governor's Office of Emergency Services
Public Assistance Section

SUBJECT: TIME EXTENSION REQUEST, PW [PW XXXXX]
Disaster Number: FEMA-[DR #XXXX]-DR,
Application Number: P.A. [PA # XXX-XXXX]

Dear Mr./Ms. [Last Name]:

I would like to request a time extension for Project Worksheet (PW) [Enter PW #] until [Enter Month/Day/Year]. This PW was written in the amount of [Enter \$ Amount] to repair the two lane bridge on County Road 121 over Always Dry Creek, one mile west of Wheresit which was damaged in the [Enter Disaster # and Type (i.e., floods, fires)].

PW	Category	Last Approved Extension	Project Completion Date
[Enter PW #]	[Enter Letter A-G.]	[Date]	[Date]

We are unable to complete the work within the authorized time because [Enter detailed explanation of extenuating reason(s)].

If you need additional information, you may contact me at [Enter telephone number], or you may call my assistant, [Enter name of person], at [Enter telephone number]. (If you have an e-mail address, please include those also.)

Sincerely,

Pat Pending
Director
County Public Works Department

Note: The following are examples of common delays to complete the project:

- The project has been in review for special considerations and has been only recently approved;
- Environmental permitting delays do not allow time for construction during the construction season; short construction season.
- Inclement weather has not allowed construction at the site;
- Contractors have not been available for the work; or
- Other special project requirements/extenuating circumstances beyond the subgrantee's control.
- Difficult site conditions
- Project suspended for "site stabilization"

Appeal Request Letter Sample

[Date]

State Public Assistance
Officer Governor's Office of Emergency Services
Public Assistance Section

SUBJECT: FIRST or SECOND APPEALS REQUEST, PW [PW XXXXX]
Disaster Number: FEMA-[DR #XXXX]-DR,
Application Number: P.A. [PA # XXX-XXXX]

Dear Mr./Ms. [Last Name]:

I would like to appeal the Federal Emergency Management Agency's (FEMA's) determination regarding Project Worksheet (PW) [Enter PW #]. This PW was written in the amount of [Enter \$ Amount] to repair the two lane bridge on county road 121 over Always Dry Creek, one mile west of Wheresit which was damaged in the [Enter Disaster # and Type (i.e., floods, fires)]. FEMA's determination was the denial of (eligibility; a denial of a supplement; an alternate project status; a time extension; or some other adverse determination.) The denial was in the amount of \$[Enter \$ Amount].

We do not concur with FEMA's determination because we believe it to be an eligible project (Give a brief chronology of the project from the event to FEMA's determination and explain how and why your position is correct and is supported by FEMA regulation or policy and appropriate documentation).

I have enclosed supporting documentation (list type of documents).

If you need additional information, you may contact me at [Enter telephone number], or you may call my assistant, [Enter name of person], at [Enter telephone number]. (If you have an e-mail address, please include those also.)

Sincerely,

Pat Pending
Director
County Public Works Department

Supplement Funding Request Letter Sample

[Date]

State Public Assistance
Officer Governor's Office of Emergency Services
Public Assistance Section

SUBJECT: SUPPLEMENT FUNDING REQUEST, PW [PW XXXXX]
Disaster Number: FEMA-[DR #XXXX]-DR,
Application Number: P.A. [PA # XXX-XXXX]

Dear Mr./Ms. [Last Name]:

I would like to request supplemental funding for Project Worksheet (PW). This PW was written in the amount of [Enter \$ Amount] to repair the two lane bridge on County Road 121 over Always Dry Creek, one mile west of Wheresit which was damaged in the [Enter Disaster # and Type (i.e., floods, fires)].

A supplemental cost adjustment is necessary for large project [Enter PW #], Category [Enter Letter C-G.] in the amount of \$[Enter \$ Amount.].

[Enter detailed description of proposed change in scope of work and construction schedule]
I have enclosed supporting documentation (state type of documentation) and (drawings, or sketch of proposed repair, cost estimate, engineering/geo-tech reports, etc.).

If you need additional information, you may contact me at [Enter telephone number], or you may call my assistant, [Enter name of person], at [Enter telephone number]. (If you have an e-mail address, please include those also.)

Sincerely,

Pat Pending
Director
County Public Works Department

Note: The following are examples of common reasons to request supplemental funding:

- The low bid for contract repairs exceeded the original anticipated cost;
- A more cost-effective repair has been determined;
- Additional damage has been discovered (what type of damage and where);
- Codes and Standards require additional work;
- Environmental permitting or clearance require additional or altered work; or
- Necessary work was omitted when the PW was written.

Net Small Project Overrun Request Letter Sample

[Date]

State Public Assistance Officer
Governor's Office of Emergency Services
Public Assistance Section

SUBJECT: FIRST APPEAL FOR NET SMALL PROJECT OVERRUNS
Disaster Number: FEMA-[DR #XXXX]-DR,
Application Number: P.A. [PA # XXX-XXXX]

Dear Mr./Ms. [Last Name]:

I would like to like to appeal a Net Small Project Overrun in the in the amount of \$[Enter \$ Amount]. The last project for this application was completed on [Enter Month/Day/Year].

[Enter detailed explanation for each overrun/underrun.

I have attached supporting documentation (i.e., invoices, contracts, etc.) and a spreadsheet listing all projects underruns and overruns.

Sample Spreadsheet:

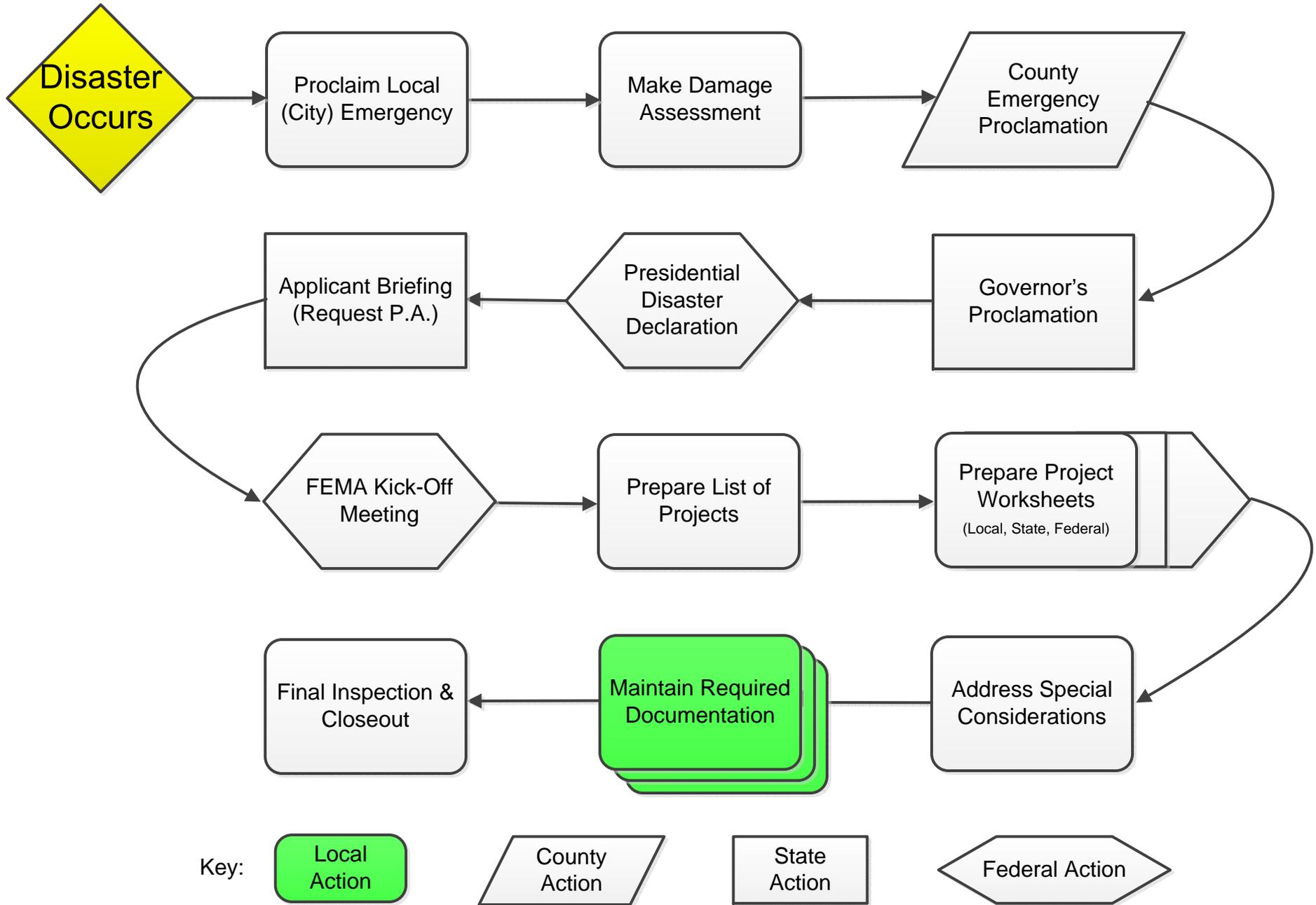
Project Worksheet #	Approved Amount	Claimed Cost	Date Project Completed	Difference (Overrun or	Comments
23456	7,235.00	7,235.00	5/7/00	0.00	No change
54321	9,682.00	10,578.00	9/9/99	896.00	Cost of fill
56789	26,890.00	32,269.0	7/7/00	5,379.00	Increase in material cost
32679	11,289.00	11,047.00	7/7/99	(242.00)	Less labor than
Totals	55,096.00	61,129.00		6,275.00	Amount Requested

If you need additional information, you may contact me at [Enter telephone number], or you may call my assistant, [Enter name of person], at [Enter telephone number]. (If you have an e-mail address, please include those also.)

Sincerely,

Pat Pending
Director
County Public Works Department

Public Assistance Claims Process Outline (Sample)





**GOVERNOR'S OFFICE OF EMERGENCY SERVICES
DISASTER ASSISTANCE RESOURCES BRANCH
GRANT PAYMENTS UNIT
POST OFFICE BOX 419023
RANCHO CORDOVA, CALIFORNIA 95741-9023
PHONE: (916) 464-1010 FAX: (916) 464-0718**



September 13, 2000

[REDACTED]

Dear Ms. [REDACTED]

SUBJECT: AUDIT WAIVER FEMA-[REDACTED]
P.A. [REDACTED] NDAA [REDACTED]

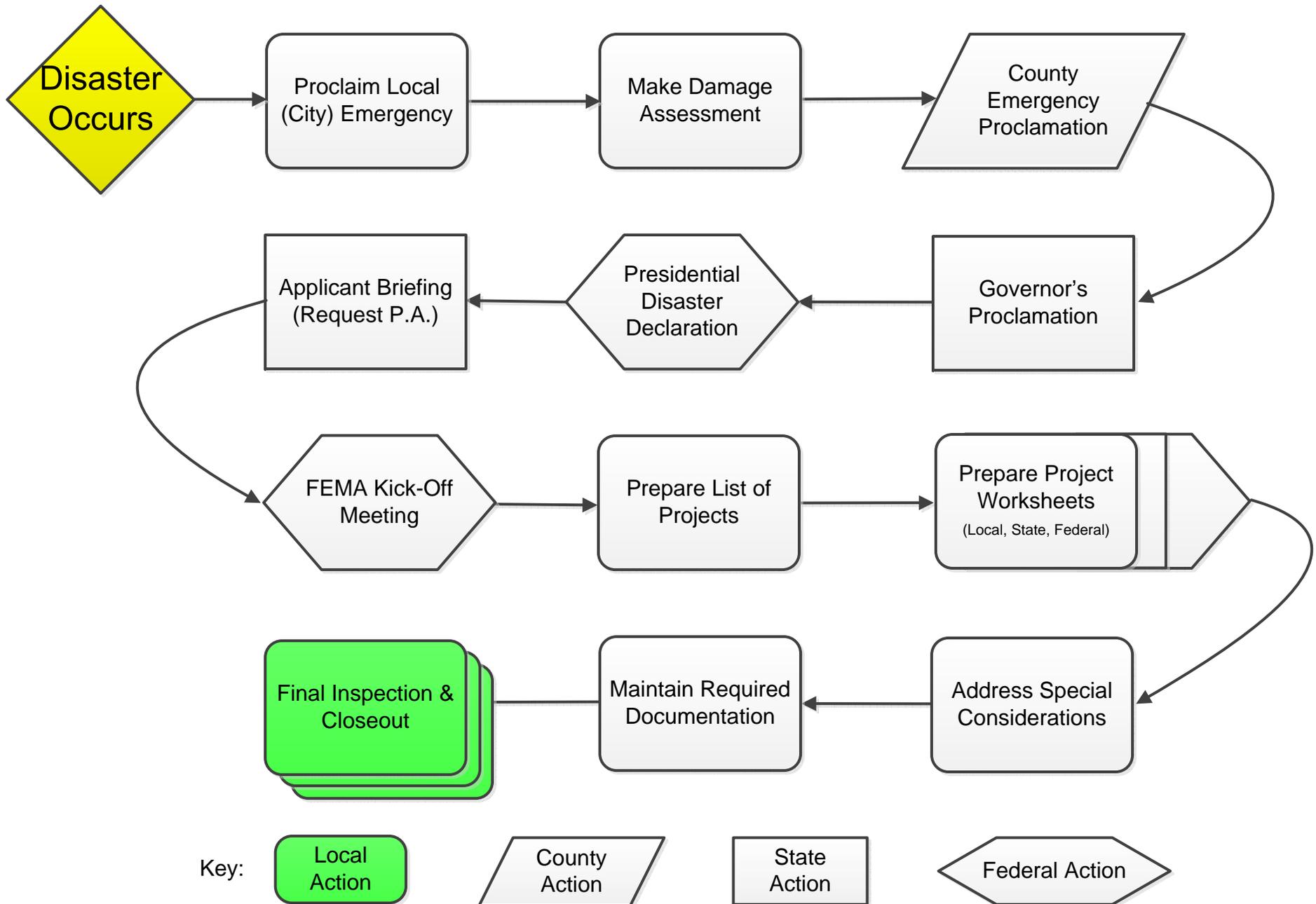
The Governor's Office of Emergency Services has reviewed the final federal and state claims submitted and has determined an audit of your claimed expenditures is not warranted at this time. However, this does not release your organization from the federal audit requirements detailed in the Single Audit Act of 1984 and the Single Audit Act Amendments of 1996. Please consult with your own financial staff to ensure compliance with the federal audit requirements. Additionally, the Federal Emergency Management Agency reserves the right to audit your claimed expenditures. All records must be retained for at least three years after receipt of this letter.

If you have any questions regarding this audit waiver, please contact [REDACTED], Audit Coordinator at [REDACTED].

GRANT PAYMENTS UNIT

cc: FEMA OIG
Federal Applicant File
NDAA Applicant File

Public Assistance Claims Process Outline (Sample)



Project Worksheet Grant Close-out Checklist (PW-6)

- Project name: _____
- Initial Federal share: _____
- Initial State share: _____
- Initial Local share: _____
- Initial Project total: _____
- Administrative funds: _____
- Grantee (state): _____
- Applicant (Local Jurisdiction): _____
- Applicant's Point of Contact: _____
- Point of Contact's address: _____
- Point of Contact's phone: _____
- Point of Contact's fax: _____
- Point of Contact's e-mail: _____
- Disaster number: _____
- FEMA project number: _____
- Total federal share: _____
- Final federal share: _____
- Final administration fee: _____
- Final local share: _____
- Final grantee share: _____
- Amount to be deobligated: _____

- If this was a property acquisition project, is there documentation on file at the local level that:
 - 1) the property was dedicated to and will it be maintained in perpetuity for uses compatible with open spaces, recreational or wetlands management practices?
 - 2) there were no new structures built on the property except for public facilities that are open on all sides and functionally related to a designed open space that is approved by the FEMA regional director before construction began?
- Have we provided a copy of the deed restriction that applies to (c) above.
- If this was an acquisition project, are we aware that no application for additional disaster assistance will be made for any purpose in the future on this particular project?
- If this was an acquisition project, did we remove any structure(s) within 90 days of the property close date?
- Do we have records retention procedures in place that will allow retention of the project records for at least three years after the project completion date and final site inspection by the state, unless further record retention is requested by the state or FEMA?
- Have we taken photos of the completed project (does not include the plans).
- If this was a flood related project, what is the base flood elevation?
- If this was an elevation project, did we present the grantee with an elevation certificate assuring the structure is above the base flood elevation?
- Do the records include the structure address?
- Have we provided a drainage map of the overall site?
- If this was a school project, was a safe room included?
- If this project was in the floodplain or floodway, did we complete a Letter of Map Revision (LOMR)?
- If this was a mitigation project affecting a repetitive loss structure, did we complete an AW-501 (NFIP Repetitive Loss (RL) Update Worksheet)?

- Have we made provisions for record retention of all project related files for three years after the close of all projects related to this disaster?*
- Area all contractors on this project aware that they must also retain all project files for three years after the close of all projects related to this disaster?*

Audit Reports:

- If we received \$750,000 or more in federal funds in any one fiscal year (for all purposes), a single audit must be conducted. Did we complete such an audit?
- If we received between \$25,000 and \$300,000 in federal funds in any one fiscal year, has an audit been conducted at the local level to those funds?
- In accordance with the local audit, were there any discrepancies relative to the funds, and were those discrepancies corrected?
- If we received between \$25,000 and \$300,000 in federal funds in any one fiscal year, and chose not to have a city wide or county wide audit, there must be an individual grant audit conducted. Do we have a copy of the audit?
- If we received less than \$25,000 in federal funds in any one fiscal year, are we still subject to state and local auditing requirements. Were such audits conducted?

Sample

- * **The three year record retention requirement begins when all projects from this disaster are closed, not just from the close of this specific project, unless we have received notice from FEMA or the Office of the Inspector General to continue to retain the documents.**

Frequent Audit Problems

The following circumstances tend to commonly occur and may lead to disallowed costs at the time Project Worksheets (PW) are written or audits are performed:

1. Cost summaries do not clearly tie to supporting records.
2. Time records do not reconcile with equipment logs.
3. Fringe benefit rates are not properly supported.
4. No Indirect Cost Rate Proposal exists to support a rate in excess of 10 percent.
5. Commingling eligible and ineligible costs, disaster-related and normal/routine work.
6. Administrative costs are charged as direct costs without justification.
7. Noncompetitive procurement is not justified or supported by a cost analysis.
8. Payment and performance bonds are not secured for contract work.
9. Labor and equipment records do not adequately describe where, when, and what work was performed.

Common Audit Tests and Questions

The following tests and questions are usually included in an audit of federal and state disaster funds:

General Application and Claim

1. Were applicable federal, state, and local requirements met?
2. Were costs accurately claimed or reported?
3. Were claimed or reported costs adequately supported and accounted for?
4. Were costs allowable and/or eligible?
5. Was there compliance with general or special project agreement conditions?
6. Were controls present to prevent double-claiming?
7. Were controls adequate according to the independent audit report?
8. Was there compliance with program guidelines, policies, and procedures?
9. Were costs necessary and reasonable?
10. Were time limitations or cut-off dates met?
11. Were time extensions properly approved?
12. Were expenditure summaries prepared for each PW?

Labor

1. Were labor costs derived from or reconciled to the existing payroll system?
2. Were labor costs based upon actual rates and time worked?
3. Were labor rate components clearly identified (pay rates, fringe benefits, nonproductive rates)?
4. Were payroll registers available to verify pay period, position, and salary?
5. Were time sheets maintained?
 - a. Were they prepared by the employee?

Frequent Audit Problems

- b. Were they approved by the supervisor?
- c. Did they clearly distinguish between regular and overtime hours?
- d. Did they clearly identify the type and location of work performed?

Equipment

- 1. Was a list of owned equipment maintained?
- 2. Was an established equipment rate schedule used?
- 3. Were the rates reviewed and adjusted on a regular basis?
- 4. Were equipment usage records maintained?
 - a. Were they prepared and signed by the operator?
 - b. Were they approved by the operator's supervisor?
- 5. Did the equipment records indicate the following:
 - a. Actual hours of operation?
 - b. Type of work performed?
 - c. Location of work performed?
- 6. Did the crew leader/foreman account for crew assigned equipment?
- 7. Were rate quotes obtained for rented equipment?
- 8. Was standby time excluded from equipment costs claimed?

Materials and Supplies

- 1. Was an annual inventory of materials in stock performed?
- 2. Was the basis for computing unit prices of materials clearly documented and supported?
- 3. Were inventory records maintained by someone other than the inventory custodian?
- 4. Were stock requisitions used for withdrawals?
 - a. Were they numerically controlled?
 - b. Were they signed by the employee receiving the stock?
 - c. Were they signed by the requesting department supervisor/foreman?
 - d. Were they signed by the stores clerk?
- 5. Did stock requisitions show the following:
 - a. Purpose of withdrawal?
 - b. Location where material was to be used?

Purchases

- 1. Were normal purchasing practices followed in acquiring disaster-related materials, services, and supplies?
- 2. Were there written purchasing policies?
 - a. Did they cover emergency purchases?
 - b. Were they consistent with federal requirements?

Frequent Audit Problems

3. Were purchases made by the purchasing department?
4. Was competitive procurement used when required?
5. Were written justifications prepared for all large noncompetitive procurements?
6. Were purchase requisitions used?
7. Were purchase orders prepared?
 - a. Were they approved by the purchasing agent or other appropriate employee?
 - b. Did they identify the project/PW for which the purchase was made?
8. Were normal receiving and payment procedures followed for disaster-related purchases?
 - a. Were the invoices/payments approved by the requesting department?
 - b. Were the available discounts taken?

Contracts

1. Was there compliance with the terms of the contracts?
2. Were change order costs and time extensions properly approved?
3. Were performance and payment bonds obtained by the construction contractor on a timely basis?
4. Were liquidated damages or actual damages properly applied?
5. Were complete contract documentation files maintained, including the following:
 - a. Copies of original contract and approved change orders?
 - b. Bidding information?
 - c. Bonding information?
 - d. Invoices and payments?
6. Were normal contract practices followed?
7. Were there written contract policies? Did they conform with program regulations?
8. Was competitive bidding/procurement used to select contractors when required or appropriate for the following:
 - a. Emergency work?
 - b. Permanent work?
9. Were there written justifications for noncompetitively procured contracts?
10. Was the debarred contractor listing reviewed prior to selection?
11. Were formal contract agreements issued?
12. Were payment and performance bonds routinely required?
13. Were progress payments reviewed and approved by a person in charge? Were they supported by invoices?



LESSONS LEARNED FEMA PUBLIC ASSISTANCE PROGRAM

LESSONS-LEARNED TO AVOID POTENTIAL DEOBLIGATIONS & COMPLY WITH FEMA GRANTS

1. Designate a key person or persons to coordinate the consistent accumulation of records.
2. Establish a separate and distinct account for recording revenue and expenditures, and a separate account for each distinct FEMA project. DOCUMENT. DOCUMENT. DOCUMENT!
3. Ensure that the final claim made for each project is supported by amounts recorded in the accounting system. DOCUMENT!
4. Ensure that each expenditure is recorded in the accounting books and is referenced to supporting source documentation (checks, invoices, etc.) that can be readily retrieved.
5. Research insurance coverage and seek reimbursement for the maximum amount. Credit the appropriate FEMA project with that amount. Understanding the Insurance Policy and additional Endorsements is critical to avoid duplication of benefits and deobligations.
6. Check with your Federal Grant Program Coordinator about the availability of funding under other federal programs (i.e., Federal Highway, Housing and Urban Development, etc.) and ensure that the final project claim does not include costs that were funded or should be funded by another federal agency.
7. Ensure that materials taken from existing inventories for use under FEMA projects are documented by inventory withdrawal and usage records.
8. Do not charge the regular time salary of permanent employees or seasonal employees (whose salaries are contained in annual appropriations) to FEMA debris removal and emergency protective services projects.
9. Do not claim costs for items or activities for which you did not have a cash outlay.
10. Ensure that claims for overtime fringe benefits are based on cost items (i.e., F.I.C.A., worker's compensation, etc.) that accrue as a result of overtime. Items such as health benefits and leave are not eligible as overtime fringe benefits.
11. Ensure that expenditures claimed under the FEMA project are reasonable and necessary, are authorized under the scope of work, and directly benefit the project.
12. Ensure that you document pertinent actions for contracts awarded under FEMA projects, including the rationale for the method of procurement, the basis for contractor selection, and the basis for the contract price. Remember that federal regulations prohibit cost-plus-percentage-of cost contracts.

For an easy-to-read summary of FEMA's Public Assistance Program, go to:

<http://www.fema.gov/public-assistance-policy-and-guidance>

Improving Disaster Cost Recovery Now, Then, and Later On

Things we can do now for better Cost Recovery

1. Develop a cost recovery plan
2. Organize the Cost Recovery Team
3. Adopt standard forms for every aspect of Cost Recovery
4. Develop necessary Cost Recovery policies & procedures
5. Work with Public Works to create debris management plans
6. Work with B&S to organize the damage assessment process
7. Work with Purchasing to be in compliance with 2 CFR § 200
8. Get Risk Management on board
9. Get Electronic Document Management
10. Train everyone

Things we should do when it happens

1. Activate the Cost Recovery Team
2. Distribute forms to responders
3. Help with damage assessment (the financial aspects)
4. Monitor spending
5. Calculate the overtime burn rate
6. Estimate the revenue impacts and total damages to agency property

Things others do during the event that affect Cost Recovery

1. Track employee and mutual aid time, equipment & materials
2. Track volunteer time and donations
3. Track shelter and other survivor services costs
4. Make damage assessments
5. Organize damage documentation

Things to really watch out for when the response is over

1. Regular contracting and procurement processes
2. File organization for the long haul
3. Risk management issues
4. Environmental issues
5. Proper development of scopes of damage and scopes of work