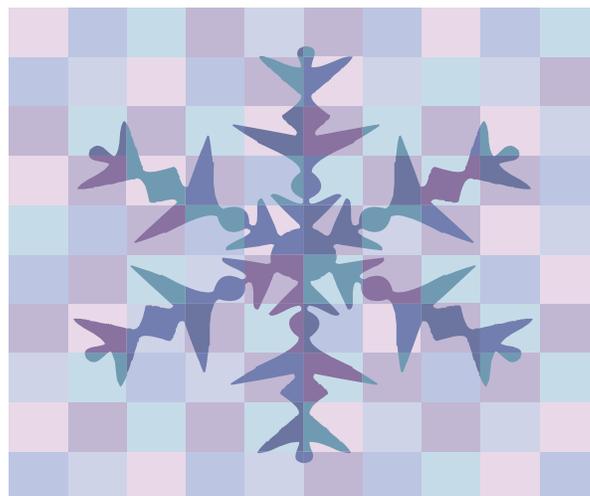


PUBLIC ASSISTANCE HANDBOOK



**OHIO DEPARTMENT
OF PUBLIC SAFETY**
EDUCATION • SERVICE • PROTECTION



The Ohio Emergency Management Agency
is a division of the Ohio Department of Public Safety

April 2008

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Notes for Overheads
Blank Request for Public Assistance
Blank W-9 Federal Tax Identification
Blank State/Local Agreement

PUBLIC ASSISTANCE PROGRAM

An Emergency Declaration under the Public Assistance (PA) Program provides reimbursement to state and local governments and eligible Private Non-Profit Organizations (PNP's) for a continuous 48-hour period of snow removal (protective measures).

The PA Program is administered by the Ohio Emergency Management Agency (Ohio EMA), Disaster Recovery Branch, as the grantee for all federal funds related to the Program. The Governor's Authorized Representative (GAR) is the authorized agent of this grant for the Ohio EMA. Eligible applicants to the Program are subgrantees.

The Federal Emergency Management Agency (FEMA) provides the majority of the funding for this Program and is the final authority for approving/disallowing costs as well as other relevant Program topics.

The federal share of the PA Program is no less than 75% of the total eligible cost. The applicant will be responsible for the remaining 25% of the non-federal share.

An Applicant's Briefing on all aspects of the PA Program is held as soon as possible after receipt of the declaration. Every local government and eligible PNP in the declared disaster area sends a representative to the briefing. The individual attending this meeting may become the subgrantee's Authorized Agent and should be qualified to speak officially for the local government or PNP they are representing. It is recommended that a fiscal and public works person also attend the briefing (if not being designated as the Authorized Agent).



The following sections address all information relative to the PA Program and outline responsibilities of the subgrantees. The chart on the next page illustrates the Program sequence of events.

Please remember that we are always available to assist you with any questions, tasks, or concerns that you may have regarding the Public Assistance Program and your grant. You may reach the Public Assistance Program at (614) 799-3665, fax (614) 791-0018 and address: Ohio EMA, 2855 West Dublin Granville Road, Columbus, Ohio 43235.

PUBLIC ASSISTANCE SEQUENCE OF EVENTS

SNOW EVENT



COUNTY MEETS OR EXCEEDS RECORD SNOWFALL AND/OR HAS HIGH ICE IMPACT



PRESIDENTIAL EMERGENCY DECLARATION



APPLICANT'S BRIEFING



KICKOFF MEETING



FORMULATION AND VALIDATION OF PROJECT WORKSHEETS



APPROVED PROJECT WORKSHEETS DISTRIBUTED



FEDERAL SHARE OF SMALL PROJECTS PAID IMMEDIATELY \Leftarrow **FUNDING** \Rightarrow REIMBURSEMENT FOR LARGE PROJECTS



AUDITS

DECLARATION PROCESS

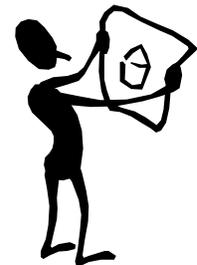
The Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, Public Law 93-288, as amended, authorizes the delivery of federal disaster assistance following a declaration of emergency by the President. An emergency declaration for this type of event is defined in 44 Code of Federal Regulations, as:

“Emergency or major disaster declarations based on snow or blizzard conditions will be made only for cases of record or near record snowstorms, as established by official government records. Federal assistance will be provided for all costs eligible under 44 CFR 206.225 for a specified period of time which will be determined by the circumstances of the event (206.227).” “When an incident occurs or threatens to occur in a State, which would not qualify under the definition of a major disaster, the Governor of a State...may request that the President declare an emergency...The basis of the Governor’s request must be the finding that the situation: Is of such severity and magnitude that effective response is beyond the capability of the State and the affected local government(s); and Require supplementary Federal emergency assistance to save lives and to protect property, public health and safety, or to lessen or avert the threat of a disaster (206.35).”

A key word within the definition is “supplement”. This means that state and local governments must apply all available resources to the disaster before federal disaster assistance is provided. Local officials shall contact their County Emergency Management Agency to assist in obtaining recourses and making requests for state and/or federal disaster assistance.

RECORD OR NEAR RECORD SNOWFALL - What does it do?

In consultation with the National Weather Service, the State of Ohio reviewed snow fall across the State to determine if any county was near, met or exceeded record snowfall levels. Under the Federal Emergency Management Agency’s Snow Policy, 9523.1, “the event must be determined to be a record or near record snowfall using NOAA data. Snowfall for a specific event will be measured against the historical snowfall data maintained and provided by NOAA.” In addition, FEMA will consider those counties that did not meet a record or near record snowfall but who were impacted by 1) Heavy snowfall over a very extended period of time; 2) Severe winds and extraordinary drifting; 3) Extraordinary ice formation; and 4) Cumulative effect of snow on ground.



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AUTHORIZED AGENT

What are my responsibilities?

The Authorized Agent is responsible for ensuring the PA Program is administered properly by the subgrantee. Local governments and PNP's shall designate/appoint a person to act as their Authorized Agent. This person is the point of contact for the State and FEMA, and is responsible for all administrative duties, Project Worksheet formulation, and ensuring appropriate documentation is maintained for tracking costs, appeals and audits. In addition, the Authorized Agent is the recipient of all correspondence and information relating to the subgrantee.

This individual is responsible for ensuring that all federal and state Program requirements are met. The Authorized Agent should have the full cooperation of other local officials who are assisting in disaster recovery. Assuring that this individual is aware of all facets of the recovery process will enable the subgrantee to receive all assistance available.

AUTHORIZED AGENT CHECKLIST



This checklist is the key to ensuring that the process of applying for, receiving and administering disaster assistance is as easy as possible. You play a vital role in this process. Use this checklist as your guide, but address any questions to the State Public Assistance Office.

Administration

- Ensure designation by local governing body (resolution or letter of appointment);
- Attend Applicant's Briefing;
- Ensure a copy of the appropriate Project Worksheet (PW) is provided to the person(s) responsible for the scope of work;
- Maintain supporting **documentation** for work completed;
- Ensure proper handling of federal and/or state funds;
- Ensure completion of **required** P.4., Project Listings, and;
- Ensure compliance with the State/Local Agreement and Audit Compliance/Standards.

Project Worksheets

- Provide documentation for Project Worksheet formulation;
- If snow removal was completed by force account (local forces) or contract;
- Have a copy of local codes and standards, and;

Work Monitoring

- Review each PW to become familiar with approved work;

Documentation

- Maintain a separate folder for each PW;
- Prepare Daily Activity Reports from supervisor's daily logs;

- ❑ Keep these documents for each PW by Force Account:
 - ❑ Daily Activity Reports for labor, equipment, and materials.
 - ❑ Invoices.
 - ❑ Payroll journals.
 - ❑ Cancelled checks.
 - ❑ Daily logs from supervisors.
- ❑ Keep these documents for each PW done by Contract:
 - ❑ Bid advertisement and list of bidders.
 - ❑ Contract awarded.
 - ❑ Invoices.
 - ❑ Cancelled checks.
 - ❑ Record of work inspections.
 - ❑ Engineering documentation, if applicable on a project listing form per PW.



DESIGNATING AUTHORIZED AGENT

There are two (2) forms that must be completed and forwarded to Ohio EMA in order to designate an Authorized Agent. These are referred to as your administrative requirements. **These forms must be received prior to release of any funds and are as follows:**

1. Resolution/Letter of Appointment
2. State/Local Agreement and Audit Compliance/Standards.

Each subgrantee must also submit a W-9 Request for Taxpayer Identification Number and Certification. The state needs your federal tax identification number in order to make payment requests.

In the event the Authorized Agent changes prior to closure of the subgrant, appointments and agreements must be renegotiated with Ohio EMA.

Attached is a sample letter of appointment, the State/Local Agreement signature page and a blank W-9. The backup to the Agreement which outlines the roles and responsibilities of the grantee (Ohio EMA) and subgrantee (you) are included in Tab “Authorized Agent”.

SAMPLE LETTER OF APPOINTMENT

Date

Nancy J. Dragani, Executive Director
Ohio Emergency Management Agency
2855 West Dublin Granville Road
Columbus, Ohio 43235

Dear Ms. Dragani:

As **Mayor/County Commissioners/Township Trustees/Director of (City, Village, County, or Organization)**, I authorize **(Name of person and title, i.e. Jane Doe, Township Clerk)**, to sign all documents and in all ways act as the Authorized Agent relative to the Public Assistance Grant Program for FEMA-EM- -OH.

Sincerely,

Signature

STATE-LOCAL DISASTER ASSISTANCE AGREEMENT

This agreement between the State of Ohio (GRANTEE) and _____

(SUBGRANTEE) shall be effective on the date signed by the GRANTEE and the SUBGRANTEE. It shall apply to all assistance funds provided by or through the GRANTEE to the SUBGRANTEE as a result of a Presidentially declared disaster occurring within the STATE.

The Authorized Representative of the SUBGRANTEE certifies that:

1. The SUBGRANTEE has reviewed and understands Executive Order 2007-01S and has reviewed and understands the Ohio ethics and conflict of interest laws and it will take no action inconsistent with those laws and this order. The SUBGRANTEE understands that failure to comply with Executive Order 2007-01S is, in itself, grounds for termination of this grant and may result in the loss of other contracts or grants with the State of Ohio.
2. The representative has the legal authority to apply for assistance on behalf of the SUBGRANTEE.
3. The SUBGRANTEE shall provide all necessary financial and managerial resources to meet the terms and conditions of receiving federal and state disaster assistance. The financial management system must be sufficient to comply with 44 Code of Federal Regulations (CFR) Part 13, Section 13.20.
4. The SUBGRANTEE shall use disaster assistance funds solely for the purposes for which these funds are provided and as approved by the Governor's Authorized Representative (GAR), or the Federal Emergency Management Agency (FEMA). All costs will be allowable as defined in 44 CFR 13.22 and OMB Circular A-87.
5. The SUBGRANTEE agrees to provide the necessary local share of funding under 13.24, and that funding as required by 44 CFR 13.24 and that funding will be available within the specified period of time for completion of the project (s).
6. The SUBGRANTEE shall return to the GRANTEE any advance funds that are not supported by audit or other federal or state review of documentation maintained by the GRANTEE. (44 CFR 13.26).
7. The SUBGRANTEE shall establish and maintain proper accounting system to record expenditures of disaster assistance funds in accordance with generally accepted accounting principles.
8. The SUBGRANTEE shall maintain records for the period set forth in 44 CFR 13.42. The SUBGRANTEE shall give state and federal agencies designated by the GAR access to, and, the right to examine all records and documents related to use of disaster assistance funds. (44 CFR 13.42).
9. The SUBGRANTEE shall comply with all applicable local ordinances, laws, regulations, building codes and standards as pertains to this project and agrees to provide maintenance as appropriate.
10. The SUBGRANTEE shall comply with 44 CFR 13.36 in all procurements.
11. The SUBGRANTEE shall comply with all time frames for completion of projects as they apply to the Public Assistance Program, unless a time extension is granted by the GAR or by FEMA.

12. The SUBGRANTEE shall comply with all federal and state statutes and regulations relating to non-discrimination. (E.O. 11246 [9-24-65] and 11375 [10-13-67].).
13. The SUBGRANTEE shall comply with provisions of the Hatch Act the political activities of public employees utilizing federal funds relative to 5 USC Sections 1501-1508 and 7324-7328).
14. The SUBGRANTEE shall comply, as applicable, with provisions of federal laws and regulations pertaining to labor standards, including the Copeland Act (40 USC 276c and 18 USC 874).
15. The SUBGRANTEE shall comply with the National Flood Insurance Program policies and requirements. (Flood Disaster Protection Act of 1973, P.L. 93-234, as amended).
16. The SUBGRANTEE shall not enter into cost-plus-percentage-of-cost contracts for completion of projects.
17. The SUBGRANTEE shall not enter into contracts for which payment is contingent upon receipt of state or federal funds.
18. The SUBGRANTEE shall not enter into any contract with any party which is debarred or suspended from participating in federal assistance programs, or is otherwise ineligible pursuant to E.O. 12549, Debarment and Suspension, as implemented at 44 CFR Part 67.
19. The SUBGRANTEE had read, understands, and shall comply with the State of Ohio Audit Requirements/Compliance Standards.
20. The SUBGRANTEE shall comply with any and all other federal or state requirements which apply in the implementation of these grant programs.

The Governor's Authorized Representative as GRANTEE certifies that:

1. The GRANTEE has reviewed and understands Executive Order 2007-01S and has reviewed and understands the Ohio ethics and conflict of interest laws and it will take no action inconsistent with those laws and this order. The SUBGRANTEE understands that failure to comply with Executive Order 2007-01S is, in itself, grounds for termination of this grant and may result in the loss of other contracts or grants with the State of Ohio.
2. The GRANTEE shall deliver assistance as expeditiously as possible, consistent with 44 CFR Part 13.
3. The GRANTEE shall inform all SUBGRANTEES of the status of their application, approvals, and provide copies of Project Worksheets.
4. The GRANTEE shall provide technical advice and assistance to SUBGRANTEES as required, and if requested.
5. The GRANTEE shall, on behalf of the SUBGRANTEE, submit appeals to FEMA.
6. The GRANTEE agrees to provide the necessary State share of funding which will be available within the specified period of time for completion of projects.
7. The GRANTEE shall establish and maintain its accounting system to record expenditures of disaster assistance funds in accordance with State accounting procedures.

8. The GRANTEE shall comply with #'s 11, 12, 13, 14 as described above.

Other Provisions of this Agreement

14. From the onset of application approval, the Office of the GAR will work closely with the subgrantees to ensure their compliance with all regulations pertaining to the Public Assistance Grant Program. This will include site mid-program reviews and inspections of completed, approved projects by the Office of the GAR.
15. The subgrantee will also provide to the GAR a written quarterly status report of all outstanding approved projects. The first report will be due three (3) months from the date of the presidential disaster declaration of a major disaster, continuing on a quarterly basis until final reimbursement is accomplished. Failure to submit the required QPR's will result in forfeiture of the State's portion of the non-federal share.
16. During the interim of quarterly reporting, the subgrantee is required to contact the GAR immediately regarding any change in approved project accomplishments, preferably prior to the action, to include:
 - a. Change in scope of approved work;
 - b. Project cost overruns/underruns;
 - c. Non-accomplishment of approved project or intentional cancellation of the project;
 - d. Need for time extension to allow for completion of project within specified deadlines;
 - e. Actions required to rectify findings of a Single Audit concerning the Public Assistance Program, and;
 - f. Any other change in subgrantee program management or accomplishment.
4. Failure to forward a completed P.4 Project Listing within sixty (60) days of deadline for completion of eligible work. The State's portion of the non-federal share will be forfeited.
5. The state share for costs of small projects (inclusive) will be based on the amount claimed by the subgrantee up to the original (FEMA) approved amount.
6. If a subgrantee does not provide Quarterly Progress Reports (State's option) during the duration of the Program and/or following approved time extensions the State's portion of the non-federal share for all applicable PW's, will be forfeited.
7. Subgrantees whose projects are complete at the time of the FEMA/State Inspection (All PW's 100% complete on P.4) will return a completed P.4 Project Listing within ninety (90) days of receipt of the approved PW packet. Failure to provide the completed P.4 in the established time frame will result in the forfeiture of the State's portion of the non-federal share of all PW's.

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HOW TO REQUEST PUBLIC ASSISTANCE

In order to apply for Public Assistance, a Request for Public Assistance (RPA) must be completed and submitted to the Federal Emergency Management Agency (FEMA), via the State Public Assistance Officer, within **30 days** of the disaster declaration. This application can be completed at the Applicant's Briefing or can be submitted by mail, fax, or electronically.

This application begins the PA process and opens your Case Management File. The next page carries a blank RPA.

APPLICANT'S BRIEFING

This briefing is conducted by the Ohio Emergency Management Agency (Ohio EMA) and will detail all aspects of the Public Assistance Program. This briefing is conducted within a few days after the disaster declaration and the RPA forms are usually distributed and collected here.



WHO IS ELIGIBLE FOR PUBLIC ASSISTANCE?

Any local government or eligible Private Non-Profit Organization within a federally declared county is eligible to apply to the Public Assistance Program.

Eligible PNP's consist of any non-profit educational, irrigation, utility, emergency, medical, or custodial care facility, including a facility for the aged or disabled, and other facilities providing essential governmental type services. In addition, other essential governmental services facilities (community centers, libraries, homeless shelters, senior citizen centers, shelter workshops and similar facilities) which provide health and safety services and are open to the general public are also eligible PNP's.

WHAT IS A KICKOFF MEETING?

This meeting, conducted by a FEMA Project Officer (PO), is when your damages are discussed, your needs assessed, and a plan of action put in place. The PO goes over what is expected of the subgrantee and provides detailed instructions on what to do and how to do it.

The PO contacts each subgrantee and goes over the list of damages with them in order to determine what technical assistance may be needed to develop their projects.

WHO SHOULD ATTEND THE KICKOFF MEETING AND WHAT TO DO

The individuals with working knowledge of the repairs needed and/or costs incurred should attend this Kickoff Meeting. It may be helpful to also have your record keeper, insurance adjuster, public works official, etc.

You should take a complete list of all of your damages/costs to the Kickoff Meeting.

WHO IS A PROJECT OFFICER (PO)?

This individual serves as a customer service representative assigned to work with subgrantees from declaration to funding approval. The PO is trained in public assistance policies and procedures and will guide the subgrantee through the necessary steps to receive funding. This individual is the manager of the Case Management File (CMF) that contains all information pertaining to the development of a subgrantee's Project Worksheets.

WHAT DOES THE PO DO?

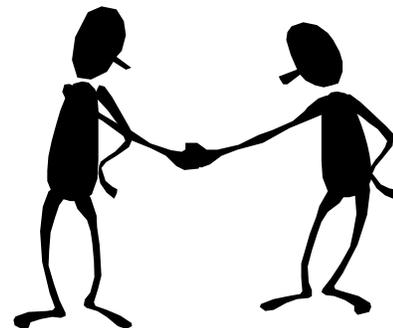
In partnership with the subgrantee, the PO provides technical assistance. While formulating Project Worksheets, this person can assist the subgrantee in documenting damage, determining eligible repair work, estimating costs, developing work projects, and identifying issues such as insurance coverage, environmental hazards, and historic buildings, which require special attention.

Should a subgrantee choose not to write their own Project Worksheets, the PO will complete this for the subgrantee.

WHAT DOES THE SUBGRANTEE DO?

The PO will show each subgrantee how to prepare detailed descriptions and summaries of proposed repair projects. By the end of this meeting, each subgrantee should have the information and technical assistance required to conduct project formulation.

Each subgrantee is responsible for maintaining records of completed work and work to be completed. The PO will provide detailed information regarding required records.



CATEGORIES OF ELIGIBLE WORK

Emergency work is done immediately to save lives and to protect and preserve property, public health, and safety, or to avert or lessen the threat of a major disaster. Emergency protective measures are considered emergency work. Only overtime force account labor is eligible under this category (B).

EMERGENCY WORK

Category “B” - Emergency Protective Measures

Assistance is provided under this category for measures needed to eliminate immediate threats to lives, public health and safety; eliminate immediate threats of significant damage to improved public or private property; or ensure economic recovery of the affected community to the benefit of the community at large.

Eligible costs include: overtime labor hours, including benefits for full time employees; regular and overtime labor hours for temporary employees; all working hours for force account equipment; materials (i.e. salt and cinders); reasonable contract costs; and rental equipment costs.

Eligible costs are limited to a continuous 48-hour period which is determined by each applicant.

The following are examples of activities that may be eligible:

1. Search and rescue.
2. Emergency medical care, to the extent that a State or local government is responsible.
3. Emergency mass care and shelter when such cannot be provided by volunteer agencies. If the applicant's facilities are used by the volunteer agency to provide this care, actual expenses incurred by the applicant, such as supplies, cleanup labor, etc., would be eligible. Expenses of PNP's for providing these services are not eligible because their services are generally charitable in nature.
4. Security in the disaster area to include warning the public of dangers by setting up barricades or other warning devices. Overtime labor, equipment, and materials used in these activities are eligible.
5. Provision of food, water, medicine, and other essential needs at central distribution points for use by local citizens.
6. Provision of temporary facilities for essential community services. Examples include construction of a temporary bridge or detour road to replace an essential crossing facility,

temporary hookup of utilities (power, water, sewer, etc.), and essential temporary buildings for schools or government offices.

7. Activation of an Emergency Operations Center (EOC) to coordinate and direct the response to a disaster event. This applies to both the grantee and the subgrantee. Applicants must be careful in estimating and claiming these costs. Often an EOC is used to direct response activities for a period of time, and then its primary activity shifts to managing the Federal assistance. Because the Stafford Act places limitations on reimbursement for the costs of administering the FEMA grant, the applicant should make every effort to keep track of what duties are being performed by the EOC personnel (see Administrative Expenses in Section F of this chapter).

8. Demolition and removal of damaged public and private buildings and structures that pose an immediate threat to the safety of the general public. The threat must be identified by local officials and verified by the State and Federal officials. Buildings that were condemned as a safety hazard before the disaster are not eligible.

9. Removal of health and safety hazards. Such activities may include the following: a) disposal of dead animals; b) pumping of trapped floodwaters; c) pumping of flooded basements only if there is a widespread need affecting numerous homes and businesses in the community; d) pumping of septic tanks or decontamination of wells only if there is widespread pollution problems; and, e) vector control of insects when there is a serious health hazard, not when they are merely a nuisance. Verification of the threat by the Federal Center for Disease Control (CDC) may be required.

10. Construction of emergency protective measures to protect lives or improved property to include the following: a) temporary levees or dikes and/or sandbagging by itself or on top of levee; b) buttressing, bracing, or shoring of a damaged structure to protect against further damage to the structure, or to protect the general public; c) emergency repairs may be made to protective facilities damaged by the disaster - eligible work is limited to that which would provide protection from a five-year event or the pre-disaster level, whichever is less; and d) placement of sand on a beach to serve as protection of improved property from waves and flooding may be eligible - the same criteria regarding the level of protection, as discussed above, apply to this work also.

11. Emergency measures to prevent further damage to the facility are eligible. Boarding windows or doors and covering the roof are examples of this work.

12. If a privately owned access (driveway, road, bridge) is damaged, and it is not the direct responsibility of an eligible applicant for repair or maintenance, it may still be eligible for some assistance. If the lack of access is one of the reasons that a home is uninhabitable, the access may be eligible for repair or replacement. The work must economically eliminate the need for temporary housing assistance for those households served by the facility and must be performed by an eligible applicant. The extent of eligible work is limited to that which would allow the facility to remain passable after a five-year storm. FEMA would not be obligated for any assistance beyond this one-time repair.

PROJECT WORKSHEETS

The heart of the Public Assistance Program is the Project Worksheet (PW). In the process of preparing the PW's, the PO's are dispatched to the area. The Authorized Agent ensures that a local representative (someone familiar with the costs) meets with the PAC for a Kickoff Meeting to begin the project formulation of costs. This evaluation is documented in the PW.

Project Worksheets can be formulated by the following methods:

- Specific Site: all work at a site;
- Specific Facility: all work, for example, on a specific road;
- Type of Damage: all work under a specific category;
- System: all work, for example, pertaining to a water distribution system;
- Jurisdiction: all work, for example, performed by the city police, fire, etc;
- Method of Work: for example, all contract work together;
- Complex: for example, all damage to a high school, and/or;
- Special Considerations: for example, all projects with insurance requirements.

The minimum amount of work at a single work site is \$1,000. Items of work in the same category may be combined on one PW to meet this minimum. This determination is at the discretion of the PO, recognizing that the principle of supplementary federal assistance applies.

Project Worksheets are divided into two categories: Small and Large projects. FEMA determines the maximum amount of small projects each October. For Fiscal Year 2008, the maximum amount is \$60,900. When a single PW is over \$20 million, FEMA must notify Congress prior to obligating funds.

WHO COMPLETES THE SMALL PROJECT WORKSHEETS?

Each subgrantee has two options for completion of Small Project Worksheets.

The first option is to write your own. With technical assistance from the PAC, a subgrantee can write their own PW's.

With this option, the PO will assign a FEMA Specialist to conduct a 20% validation of all submitted small project worksheets. This process allows FEMA to review each worksheet to ensure the scope of work is complete and that all special considerations have been identified.

The Specialist will review all actual cost records to ensure it is eligible, complete and accurate.

These tasks will require the Specialist to review the project files. The subgrantee is responsible for documenting all claimed costs; failure to provide documentation may result in the costs being disallowed.

If you choose to write your own PW's, they must be completed and submitted to your PO within 30 days of your kickoff meeting. Failure to meet this deadline will result in 100% validation by the Specialist.

The second option is to have FEMA write the PW's. In this case, the PO will write the subgrantees PW's. This formulation of Project Worksheets is the same only a FEMA inspector will write them.

WHO COMPLETES THE LARGE PROJECT WORKSHEETS?

In the case of large project worksheets, the PO will complete these worksheets. The PO will be assigned to work with the subgrantee to help identify and evaluate all work activities associated with the project. Subgrantees should identify potential large project worksheets and coordinate information regarding the site with the PO.

APPLICANT'S RESPONSIBILITIES IN ALL PW OPERATIONS

In preparation for the Kickoff Meeting, applicant's take the following actions in order to expedite the PW process.

1. Prepare a list of work performed as a direct result of the disaster. This list segregates work into applicable issues: specific facility site, system, complex method of work, etc.
2. Ensure that the person(s) designated to develop PW's has knowledge of completed work.
3. Be prepared with or to provide a detailed cost breakdown of personnel, equipment, and materials for all completed work. The completed work breakdown shows locations and types of work.
4. Use the FEMA furnished equipment rates for all Force Account work unless established local rates are lower.
5. Have information available on insurance coverage such as copies of insurance policies, proof of loss documentation and the amount of any insurance settlement received.
6. Maintain records to document costs for disaster recovery work. Documented costs are maintained for each approved PW, for expenses incurred before and after development of the PW.

APPROVAL OF PROJECT WORKSHEETS

Once completed, FEMA and the State PAO will review all PW's for accuracy and eligibility. After the PW's are approved by FEMA, PW's are forwarded to the State Public Assistance Program for distribution. Please make sure to carefully review approved PW's for any changes or amendments that may have occurred during the review process. You have 60 days following receipt of PW's to appeal FEMA's decision.

PROGRAM DEADLINES

Once you have received all project worksheets, you have 60 days to complete and file the P.4., Project Listing (see *Reporting* tab).

Federal Emergency Management Agency Project Worksheet						
Declaration No. FEMA- OH DR- 3250		Project No. SAMPLE	FIPS No. 000-00000-00		Date	Category B
Damaged Facility: EMERGENCY SHELTER OPERATIONS					Work Completed as of:	
					Date:	Per Cent:
Applicant: State/County/Local Government				County: As applicable		
Location: JURISDICTION WIDE				Latitude: N/A	Longitude: N/A	
Damage Description & Dimensions: DURING THE DECLARED INCIDENT PERIOD THE APPLICANT INCURRED ELIGIBLE COSTS FOR TRANSPORTING AND SHELTERING PERSONS EVACUATED OR RELOCATED DUE TO IMPACTS FROM HURRICANE KATRINA. IT HAS BEEN DETERMINED THAT IT WAS BEYOND BOTH LOCAL AND STATE CAPABILITIES TO ADEQUATELY RESPOND.						
A NARRATIVE DESCRIPTION OF ACTUAL SERVICES BEING PROVIDED MUST BE ATTACHED. DOCUMENTATION OF ACTUAL COSTS INCURRED WILL BE REQUIRED PRIOR TO THE FINAL DISTRIBUTION OF ELIGIBLE FUNDING.						
Scope of Work: EMERGENCY MEASURES TAKEN TO SAVE LIVES AND TO PROTECT PUBLIC HEALTH AND SAFETY ARE ELIGIBLE AS DETAILED IN "DISASTER SPECIFIC GUIDANCE #2" DATED SEPTEMBER 9, 2005.						
REIMBURSE THE APPLICANT FOR ELIGIBLE SUPPLEMENTAL COSTS OF ACTIONS AND ITEMS SUCH AS:						
<ul style="list-style-type: none"> • EVACUATION • ESSENTIAL FOOD, WATER AND PERSONAL ITEMS • SHORT-TERM SHELTERING • INTERIM SHELTERING • EMERGENCY MEDICAL CARE • TRANSPORTATION • EOC OPERATIONS • SHORT-TERM INCREASES IN THE PROVISION OF ESSENTIAL GOVERNMENTAL SERVICES 						
ELIGIBLE COSTS INCLUDE FORCE ACCOUNT OVERTIME LABOR HOURS WITH BENEFITS, ALL TEMPORARY OR EXTRA HIRE LABOR HOURS WITH BENEFITS, ALL FORCE ACCOUNT EQUIPMENT HOURS, RENTED EQUIPMENT CHARGES, MATERIALS, AND REASONABLE CONTRACTUAL SERVICES FOR:						
ESTIMATED NUMBER OF SHELTERS: 2						
ESTIMATED NUMBER OF INDIVIDUALS: 450						
ESTIMATED PERIOD OF TIME: 15 days						
ESTIMATED ELIGIBLE COSTS: \$178,000						
INELIGIBLE COSTS INCLUDE REGULAR-TIME FORCE ACCOUNT LABOR, LONG-TERM HOUSING, LONG-TERM MEDICAL CARE, PERMANENT REPAIRS, DEBRIS REMOVAL AND LONG-TERM OPERATING COSTS.						
Does the Scope of Work change the pre-disaster conditions at the site?					<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
Special Considerations issues included?					<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
Is there insurance coverage on this facility?					<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
Hazard Mitigation proposal included?					<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
Project Costs						
Item	Code	Narrative	Quant.	Unit	Unit Price	Cost
1	0	Work Completed	1.0	ls	\$ -	\$ -
2	9007	Force Account Labor	1.0	ls	\$ 1,677.82	\$ 1,678
3	9008	Equipment	1.0	ls	\$ 533.91	\$ 534
4	9009	Materials	1.0	ls	\$ 3,993.93	\$ 3,994
5	9025	Rented Equipment	1.0	ls	\$ 5,942.16	\$ 5,942
6	9026	Contractual Service	1.0	ls	\$ 10,100.00	\$ 10,100
					Total Cost	\$ 22,248
PREPARED BY: STATE PA				TITLE:		
APPLICANT: PW Formulation-5				DATE:		

PROJECT WORKSHEET REPORT

DECLARATION NO. FEMA-OH - DR1580

PREPARED DATE 03/12/2005

FIPS NO. 029-86912-00

REPORT DATE 04/12/2005 14:23

APPLICANT NAME YELLOW CREEK, TOWNSHIP OF

INF TYPE INF

SUBDIVISION

NON-INF

FEMA PW # 35 VSN 0 REF# JA-001

REC

CATEGORY C. Roads & Bridges COUNTY COLUMBIANA FUNDING OPTION COST SHARE 0.75

PROJECT NO. PROJECT TITLE SLIDE MATERIAL REMOVAL AND GUARDRAIL REPAIR

PROJECTED CMLPTN DT 08/15/2006 ACTUAL CMLPTN DT WORK COMPLETE AS OF 03/12/2005 : 39 %

ELIGIBILITY Yes AMOUNT ELIG \$7,016.65 FEDERAL SHARE \$5,262.49 PRIORITY Normal

BEGIN DESIGN DT BEGIN CONSTR DT

PW REVIEWER DATA

END DESIGN DT END CONSTR DT

	REVIEWER NAME	DATE
INITIAL REVIEW	CHASTAIN, JUDITH	04/01/2005
FINAL REVIEW	GEBRON, HARRY	04/09/2005

PREPARER JAMES ALLEN

ROLE PO

DATA SOURCE Paper

STATE

MT PROP Yes No

VALIDATED Yes No

DATE OBLGTD 04/11/2005 PACKAGE DATE 04/11/2005

PNP QUESTIONS Yes No

STATE RVWD Yes No

PACKAGE ID 0

ATTACH Yes No

Does the Scope of Work change the pre-disaster conditions at the site? Yes No Unsure

Special Considerations issues included? Yes No Unsure

Is there insurance coverage on this facility? Yes No Unsure

Hazard Mitigation proposal included? Yes No Unsure

PROJECT WORKSHEET REPORT

DECLARATION NO. FEMA-OH - DR1580

FIPS NO. 029-86912-00

PREPARED DATE 03/12/2005

APPLICANT NAME YELLOW CREEK, TOWNSHIP OF

REPORT DATE 04/12/2005 14:23

SUBDIVISION

INF TYPE INF

NON-INF

REC

FEMA PW # 35 VSN 0 REF# JA-001

SITE NUMBER 1 of 1

FACILITY NAME SLIDE MATERIAL REMOVAL GUARDRAIL REPAIR

Latitude 40.61934

ADDRESS WELLS HOLLOW ROAD

Longitude -80.6379

CITY YELLOW CREEK

STATE OH ZIP

Was this site previously damaged? Yes No Unsure

SITE NUMBER 1 - LOCATION

WELLS HOLLOW ROAD.

SITE NUMBER 1 - DAMAGE DIMENSIONS AND DESCRIPTION

SEVERE FLOODING ASSOCIATED WITH HEAVY RAIN FALL OVER AN EXTENDED PERIOD OF TIME DURING THE DISASTER EVENT PERIOD RESULTED IN THE SLOPE FAILURE OF THE UPHILL ROAD SIDE SLOPE. THE SLOPE FAILURE IS LOCATED ON T-916, WELLS HOLLOW ROAD APPROXIMATELY 0.2 MILE NORTH OF SR 7 & 39. AN ESTIMATED (BY THE APPLICANT) 500 CY OF SOIL, GRAVEL, AND ROCK SLID DOWN COVERING THE ROADBED. AN ESTIMATED 139 CY OF SOIL AND GRAVEL WAS ERODED ON THE DOWNHILL ROAD SIDE SLOPE, UNDERMINING THE GUARDRAIL. THE DOWNHILL SIDE SLOPE ERODED PRISM IS 100' LONG BY 15' WIDE BY 2.5' AVERAGE DEPTH, 139 CY. APPROXIMATELY 100 LF OF GUARDRAIL IS DAMAGED OR UNDERMINED BY EROSION. THERE IS A 12" DIAMETER X 60 LF CMP CULVERT UNDER THE ROAD NEAR THE MIDDLE OF THE SLIDE AREA. ANOTHER 12" DIAMETER X 10 LF CMP LOCATED ON THE DOWNSLOPE SIDE OF THE ROAD NEAR THE UPPER END OF THE SLIDE AREA. BOTH CULVERTS ARE STILL FUNCTIONING AND ARE NOT DAMAGED. A HIGH PRESSURE NATURAL GASOLINE CROSSES THE ROAD AT THE EXTREME LOWER END OF THE SLIDE AREA. THE GASOLINE IS UNDAMAGED.

SITE NUMBER 1 - SCOPE OF WORK

WORK COMPLETED: THE MATERIAL BLOCKING THE ROAD HAS BEEN REMOVED BY THE USE OF 2 BACKHOES. THE MATERIAL WAS DISPOSED OF ON SITE BY PLACING IT ON THE DOWNSLOPE SIDE OF THE ROAD. THE WORK WAS ACCOMPLISHED BY FORCE ACCOUNT LABOR, WITH A BACKHOE OWNED BY THE TOWNSHIP, AND A RENTED BACKHOE.

WORK TO BE COMPLETED: PLACE 139 CY (100' BY 15' BY 2.5') OF UNCLASSIFIED FILL MATERIAL ON THE DOWNSLOPE SIDE OF THE ROAD. REPAIR 100 LF OF GUARDRAIL BY REPLACING THE DAMAGED RAILS AND RESETTING THE UNDERMINED POSTS.

PROJECT WORKSHEET REPORT

DECLARATION NO. FEMA-OH - DR1580

PREPARED DATE 03/12/2005

FIPS NO. 029-86912-00

REPORT DATE 04/12/2005 14:23

APPLICANT NAME YELLOW CREEK, TOWNSHIP OF

INF TYPE INF

SUBDIVISION

NON-INF

FEMA PW #

35

VSN 0

REF# JA-001

REC

COST ESTIMATE

ITEM	VSN	CODE	MATERIAL AND/OR DESCRIPTION	UOM	QTY	UNIT PRICE	COST
1	0	0000	WORK COMPLETED	LS	1	\$0.00	\$0.00
2	0	9007	LABOR	LS	1	\$1,468.85	\$1,468.85
3	0	9008	EQUIPMENT	LS	44	\$23.00	\$1,012.00
4	0	9026	CONTRACTUAL SERVICE	LS	1	\$200.00	\$200.00
5	0	0000	WORK TO BE COMPLETED	LS	1	\$0.00	\$0.00
6	0	9999	REPAIR GUARDRAIL	LF	100	\$26.70	\$2,670.00
7	0	4020	FILL (UNCLASSIFIED)	CY	139	\$7.00	\$973.00
8	0	9999	LOADER-BACKHOE, 95 HP, 1.25 CY	HR	16	\$23.00	\$368.00
9	0	9012	EQUIPMENT OPERATOR REGULAR TIME	HR	16	\$20.30	\$324.80

	Total (this version)	\$7,016.65
	Total Oblig To Date	\$7,016.65
	Unobligated + Obligated	\$7,016.65
	Federal Share for Obligated and Unobligated	\$5,262.49

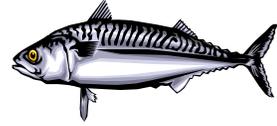
SPECIAL CONSIDERATIONS

- 1 Does the damaged facility or item of work have insurance coverage and/or is it an insurable risk (e.g., buildings, equipment, vehicles, etc.)? Yes No Unsure
 COMMENTS : 04/04/2005 14:14:28 04/04/2005 - THE COUNTY OF COLUMBIANA IS ENROLLED IN THE NATIONAL FLOOD INSURANCE PROGRAM (NFIP). PROJECT IS LOCATED WITHIN A ZONE "X", AREA OUTSIDE OF THE 100 YEAR FLOODPLAIN, AS PER FLOOD INSURANCE RATE MAP (FIRM) PANEL 390076 0180 B DATED 3/5/90. PROJECT IS ROADWAY REPAIR TO PRE-DISASTER FOOTPRINT, WHICH IS NOT LIKELY TO AFFECT ANY FLOODPLAIN. FORD, CFM.
- 2 Is the damaged facility located within a floodplain or coastal high hazard area and/or does it have an impact on a floodplain or wetland? Yes No Unsure
 COMMENTS : 03/30/2005 19:46:34 THE FACILITY IS LOCATED ON FIRM PANEL 39007060180B, ZONE X.
- 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
- 4 Will the proposed facility repairs/reconstruction change the pre-disaster conditions (e.g., footprint, material, location, capacity, use or function)? Yes No Unsure
- 5 Does the applicant have a hazard mitigation proposal or would the applicant like technical assistance for a hazard mitigation proposal? Yes No Unsure
- 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
- 7 Are there any pristine or undisturbed areas on, or near, the project site? Are there large tracts of forestland? Yes No Unsure
- 8 Are there any hazardous materials at or adjacent to the damaged facility and/or item of work? Yes No Unsure

SPECIAL CONSIDERATIONS



Special considerations include insurance, historic, environmental and hazard mitigation issues. FEMA and the State are required to ensure that all funding actions are in compliance with current State and Federal laws, regulations and agency policy. It should also be noted that environmental, insurance and other special consideration issues are typically site specific. Certain sites may require special



reviews by FEMA or the permitting agency. The subgrantee is responsible for obtaining all necessary permits.

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FUNDING OF PROJECT WORKSHEETS



Funding for Project Worksheets is disbursed by small and large projects. The breakdown of the cost share regardless of the type of PW is federal share (75%) and an administrative allowance (percentage of your grant).

How are Project Worksheets Funded?

The federal share for small and large projects are paid once the PW's are approved and released by FEMA. The state will not participate in the non-federal share of this grant.

How do I utilize the Administrative Allowance?

The administrative allowance is not to be utilized to pay project costs, i.e., force account labor, equipment, contract work to administer the grant unless that type of work cannot be tied directly to a specific PW. The administrative allowance is associated with grant wide costs for requesting, obtaining and administering your Public Assistance Grant. Such costs include, purchase of office supplies, office equipment, increased audit costs, etc. These costs will be reimbursed based on your actual costs and you will need to send support documentation along with your final P.4. in order to receive this reimbursement. The administrative allowance will be based on 1% of your total grant award, not to exceed \$10,000.

How do I handle my Public Assistance Funds?

Each subgrantee must create a FEMA fund within your books. This does not need to be a separate account, just a separate line item within your budget. Even if your funding is strictly reimbursement (all work 100% complete when PW's are written), you must "deposit" your federal monies into a FEMA fund. This requirement is such for the reason detailed below:

- Creating a FEMA fund makes it easier to account for expenditure of your federal funds for Single Audit Act Requirements. Audit requirements will be further discussed in the *Closeout/Audits* tab.

Additional questions or guidance regarding handling of the federal share of your Public Assistance Grant should be directed to the State Auditor's Office at (800) 345-2519 or to your District Auditor's.

ADMINISTRATIVE ALLOWANCE ELIGIBLE ITEMS

Costs include labor, equipment, materials and contract

If any of these costs can be tied directly to a specific PW, you should claim them under the line item allowed for that PW.

- 1 Identifying Damage
 - Phone calls made and received to gain information
 - Any on site trips
 - Discussions with response personnel

- 2 Conducting Applicant's Briefings
 - Attending the meeting itself
 - Preparing for the meeting
 - Phone calls relating to the meeting
 - Obtaining materials for the meeting
 - Office Supplies

- 3 Complete Forms Necessary to Request Assistance
 - All time involved in preparing forms
 - Any time needed to copy forms
 - Cost to copy forms - if any
 - Time spent to review forms
 - Preparing files and filing system required

- 4 Assessing Damage
 - Collecting cost data
 - Developing cost estimates
 - Office Supplies

- 5 Working with the State During Project Monitoring and Final Inspection
 - Site inspections
 - Project worksheet reviews
 - Office Equipment (Computers, Printers, etc)

- 6 Preparing for the Audits
 - Time preparing for audit
 - Materials required for audit
 - Time required for the audit itself
 - Returning documentation to filing system
 - Cost of audit

Section 324 of the Stafford Act, 44 CFR Part 13.22, 206.205(b) and (a), 206.207(b)(3), 206.228 and Part 207

References:

DOCUMENTING YOUR COSTS

This is one of the most important sections of your Public Assistance Applicant's Handbook. Without proper documenting of disaster related costs, all of your good efforts to assist your community in recovering from a disaster can be derailed.



Record keeping should begin as soon as possible. You should begin record keeping with the onset of a disaster. Only by keeping accurate records from the beginning of an event, will your community be able to obtain all funding for which it is eligible.

Establishing a good record keeping system provides an audit trail of expenditures and provides the bookkeeper with the needed tools to properly and quickly document costs.

What forms may I utilize to properly document costs?

Attached are daily activity reports for documenting force account and contract work and instructions for their use. Each form should be completed by site. Again, if you already have a system of reporting costs that encompasses all items on these forms, you may track using this method.

The summary records are:

- **Force Account Labor Summary Record** - used to record your personnel costs;
- **Force Account Equipment Summary Record** – used to record your equipment use costs;
- **Material Summary Record** – used to record the supplies and materials that you take from stock or purchase;
- **Rented Equipment Summary Record** – used to record the costs of rented or leased equipment; and,
- **Contract Work Summary Record** – used to record the costs or work that you have done by contract.

All of these forms must be signed by a certifying official of your entity.

Also attached is a copy of the FEMA Schedule of Equipment Rates. The Schedule of Equipment rates is utilized to assign hourly rates to your own equipment. This hourly rate includes maintenance of your vehicles and fuel usage, etc. Therefore, you do not need to claim these types of costs.

Force Account Labor Summary Record Instructions

Force account is the term to refer to your own personnel and equipment. Keep the following points in mind when compiling force account labor information:

- Record regular and overtime hours separately.
- Record the benefits separately for regular and overtime hours. Most overtime hours include fewer benefits than regular hours.
- Attach a Fringe Benefits Rate Sheet giving a breakdown of what is included in your benefits, by percentages, i.e., social security-15.2%, worker's compensation-4.3%, insurance-18.5%, etc. You can use an average rate if you have different benefit rates for different employees.

Complete the Record as follows:

- **Heading:**
 - **Applicant Name:** Enter your organization's name.
 - **FIPS #:** Enter the computer tracking number that FEMA assigns to your organization. This is also referred to as your PA-ID number. Your PAC can tell you what it is if you don't know it.
 - **Disaster Number:** Enter the declaration number for this disaster here. The PAC can tell you what it is if you don't know it.
- **Project Number:** Enter your project number (PW number).
- **Employee Name:** Enter the names of each employee who worked on the project (please remember to include trustees, if applicable, even though reimbursement of their hourly rate is not eligible).
- **Title/Occupation:** Enter the title or occupation of each employee who worked on the project.
- **REG:** Enter the regular hours that each employee worked on the project.
- **OT:** Enter the overtime hours that each employee worked on the project. **REMINDER: Only overtime is eligible for reimbursement for emergency work. Record both regular and overtime hours, so that personnel hours can be compared with equipment use hours, if necessary.**
- **Total HR:** Total the hours for each employee and enter the result in this block.
- **Rate/Hr:** Enter each employee's hourly rate.
- **Benefits/Hr:** Enter each employee's hourly benefit rate. There should be different percentages for benefits pertaining to regular and overtime wages.
- **Total Rate/Hr:** Add the employee's hourly rate in the Rate/Hr block and the hourly benefits rate in the Benefits/Hr block and enter the result here.
- **Total Cost:** Multiply the entries in the Total Hr and Total Rate/Hr blocks and enter the result here.
- **Total Cost for Force Account Labor Regular Time:** Add the entries in the Total Cost, REG block for each employee and enter the results here.
- **Total Cost for Force Account Labor Overtime:** Add the entries in the Total Cost, OT block for each employee and enter the results here.

FEDERAL EMERGENCY MANAGEMENT AGENCY FORCE ACCOUNT LABOR SUMMARY RECORD												Page	1	of	1
1. APPLICANT EVERYWHERE TOWNSHIP		2. PA ID N/A		3. PW # SITE 1		4. DISASTER NUMBER N/A		7. PERIOD COVERING 6/1/06 to 6/3/06							
5. LOCATION/SITE TOWNSHIP ROAD 10		6. CATEGORY C													
8. DESCRIPTION OF WORK PERFORMED DITCH CLEANING AND SHAPING, CHIP AND SEAL															
NAME	DATES AND HOURS WORKED EACH WEEK						COSTS				TOTAL COSTS				
	DATE	6/1/06	6/2/06	6/3/06	TOTAL HOURS	HOURLY RATE	BENEFIT RATE/HR	TOTAL HOURLY	TOTAL COSTS						
JOHN JOHNSON NAME JOHN JOHNSON JOB TITLE TRUSTEE	REG. 10.0	10.0	8.0		28.0	\$ 0.00	/	\$	\$ 0.00						
JULIE JONES NAME JULIE JONES JOB TITLE- ROAD SUPERVISOR	REG. 8.0	8.0			16.0	\$ 10.52	.724 / 1	\$ 18.14	\$ 290.24						
PHIL PHILLIPS NAME PHIL PHILLIPS JOB TITLE PART TIME - ROAD WORKER	REG. 8.0	2.0	8.0		12.0	\$ 15.78	.181 / 1	\$ 18.64	\$ 223.68						
ANDREA ANDREWS NAME ANDREA ANDREWS JOB TITLE EXTRA HIRE ROAD WORKER	REG. 8.0	2.0			10.0	\$ 7.00	/	\$ 7.00	\$ 70.00						
	O.T.	6.0	8.0		14.0	\$ 7.00	/	\$ 7.00	\$ 98.00						
	REG.				0.0	\$	/	\$	\$ 0.00						
	O.T.	8.0			8.0	\$ 5.00	/	\$ 5.00	\$ 40.00						
	REG.					\$	/	\$	\$						
	O.T.					\$	/	\$	\$						
<p style="text-align: right;">Total Cost for Force Account Labor Regular Time \$ 360.24</p> <p style="text-align: right;">Total Cost for Force Account Labor Overtime \$ 361.68</p>															
I CERTIFY THAT THE ABOVE INFORMATION WAS OBTAINED FROM PAYROLL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.															
CERTIFIED LISA RICHARDS						TITLE FISCAL OFFICER						DATE 8/15/06			

Fringe Benefit Rate Sheet Instructions

Fringe Benefit Calculations

Fringe benefits for force account labor is eligible. Except in extremely unusual cases, fringe benefits for overtime will be significantly less than regular time.

The following steps will assist you in calculating the percentage of fringe benefits paid on an employee's salary. Note items and percentages will vary from one entity to another.

1. The normal year consists of 2080 hours (52 weeks x 5 workdays/week x 8 hours/day). This does not include holidays and vacations.
2. Determine the employee's basic hourly pay rate (annual salary/2080 hours).
3. Fringe benefit percentage for vacation time: Divide the number of hours of annual vacation time provided to the employee by 2080 (80 hours (2 weeks)/2080 = 3.85%).
4. Fringe benefit percentage for paid holidays: Divide the number of paid holiday hours by 2080 (64 hours (8 holidays)/2080 = 3.07%).
5. Retirement pay: Because this measure varies widely, use only the percentage of salary matched by the employer.
6. Social Security and Unemployment Insurance: Both are standard percentages of salary.
7. Insurance: this benefit varies by employee. Divide the amount paid by the local government by the basic pay rate determined in Step 2.
8. Worker's Compensation: this benefit also varies by employee. Divide the amount paid by the local government by the basic pay rate determined in Step 2. Use the rate per \$100 to determine the correct percentage.

Note: Typically, you should not be charging the same rate for regular time and overtime. Generally, only FICA (Social Security) is eligible for overtime; however, some entities may charge retirement tax on all income.

Sample Rates

Although some rates may differ greatly between organizations due to their particular experiences, the table below provides some general guidelines that can be used as a reasonableness test to review submitted claims. These rates are based on experience in developing fringe rates for several state departments, the default rate is that used for the state of Florida, following Hurricane Andrew (August 1992) and the review of several FEMA claims. The rates presented are determined using the gross wage method applicable to the personnel hourly rate (PHR) method. The net available hours method would result in higher rates.

Paid Fringe Benefits

HCA Matching	7.65%	Same
Retirement – Regular	17.00%	+ / -
Retirement – Special Risk	25.00%	+ / -
Health Insurance	12.00%	+ / -
Life and Disability Insurance	1.00%	+ / -
Worker's Compensation	3.00%	+ / -
Unemployment Insurance	0.25%	+ / -

Leave Fringe Benefits

Accrued Annual Leave	7.00%	+ / -
Sick Leave	4.00%	+ / -
Administrative Leave	0.50%	+ / -
Holiday Leave	4.00%	+ / -
Compensatory Leave	2.00%	(or less)

Rates outside of these ranges are possible, but should be justified during the validation process.

FRINGE BENEFITS (by %)		REGULAR TIME	OVERTIME
HOLIDAYS		4.2	0.0
VACATION LEAVE		5.8	0.0
SICK LEAVE		5.8	0.0
SOCIAL SECURITY		0.0	0.0
MEDICARE		1.5	1.5
UNEMPLOYMENT		0.0	0.0
WORKER'S COMP.		3.0	3.0
RETIREMENT		13.6	13.6
HEALTH BENEFITS		38.5	0.0
LIFE INS. BENEFITS		0.0	0.0
OTHER		0.0	0.0
TOTAL in % of annual salary		72.4	18.1

COMMENTS
Retirement is Public Employee Retirement System (PERS)

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

CERTIFIED BY LISA RICHARDS	TITLE FISCAL OFFICER	DATE 8/15/06
-------------------------------	-------------------------	-----------------

FEMA Form 90-128, NOV 98

Force Account Equipment Summary Record Instructions

Complete the record as follows:

- **Heading**
 - **Applicant Name:** Enter your organization's name.
 - **FIPS #:** Enter the computer tracking number that FEMA assigns to your organization. This is also referred to as your PA-ID number. Your PAC can tell you what it is if you don't know it.
 - **Disaster Number:** Enter the declaration number for this disaster here. The PAC can tell you what it is if you don't know it.
- **Project Number:** Enter your project number.
- **Date:** Enter the dates for each day the project was worked on.
- **FEMA Code:** Enter the FEMA cost code for the equipment from the Schedule of Equipment Rates.
- **Equipment Description:** Enter a brief description of the equipment, including the rated horsepower or capacity of the equipment. Be sure to include this information if you also use a trade name or common name to describe the equipment, i.e. Ditch Witch.
- **Operator:** Enter the equipment operator's name.
- **Hours Used:** Enter the hours the equipment was used on the project.
- **Cost/Hour:** Enter the hourly cost to use the equipment.
- **Total Cost:** Multiply the number of Hours Used block by the number in the Cost/Hour block and enter the result here.
- **Total Cost for Force Account Equipment:** Add the numbers in the Total Cost blocks and enter the result here.

Material Record Summary Instructions

Complete the record as follows:

- **Heading:**
 - **Applicant Name:** Enter your organization's name.
 - **Applicant's Project Number:** Enter the number you have assigned to this project.
 - **FIPS#:** Enter the computer tracking number that FEMA assigns to your organization. Also referred to as your PA-ID number. Your PAC can tell you what it is if you don't know it.
 - **Disaster Number:** Enter the declaration number for this disaster here. Your PAC can tell you what it is if you don't know it.
- **Invoice Number:** Enter the invoice number.
- **Date:** Enter the date on the invoice.
- **Vendor:** Enter the name of the supplier if the material was bought specifically as a result of the disaster.
- **Description:** Enter a brief description of the supplies or materials used or purchased.
- **Invoice Total:** Enter the total cost listed on the invoice.
- **Total Cost for Material:** Add the numbers in the Invoice Total block and enter the result here.

Rented Equipment Summary Record Instructions

Complete the record as follows:

- Heading
 - **Applicant Name:** Enter your organization's name.
 - **FIPS#:** Enter the computer tracking number that FEMA assigns to your organization. Also referred to as your PA-ID number. Your PAC can tell you what it is if you don't know it.
 - **Disaster Number:** Enter the declaration number for this disaster here. Your PAC can tell you what it is if you don't know it.
- **Project Number:** Enter your project number.
- **Date:** Enter the dates for each day the project was worked on.
- **Company:** Enter the name of the company that rented or leased the equipment to you.
- **Equipment Description:** Enter a brief description of the equipment that you leased or rented.
- **Hours Used:** Enter the number of hours that the equipment was used on the project.
- **Cost/Hour:** Enter the hourly rental or lease cost of the equipment. Indicate if the equipment was rented on a daily, weekly, or monthly rate, instead of an hourly rate. Indicate if the hourly rate was with or without an operator. **NOTE: Determine that the rental rate is fair and reasonable and has not been raised to an unacceptable rate because of the disaster.**
- **Total Cost:** Enter the cost from the renter's invoice.
- **Total Cost for Rented Equipment:** Add the numbers in the Total Cost blocks and enter the result here.

FEDERAL EMERGENCY MANAGEMENT AGENCY RENTED EQUIPMENT SUMMARY RECORD										Page 1 of 1	
1. APPLICANT EVERYWHERE TOWNSHIP		2. PA ID N/A		3. PW # SITE 1		4. DISASTER NUMBER N/A		7. PERIOD COVERING 6/1/06 to 6/3/06			
5. LOCATION/SITE TOWNSHIP ROAD 10				6. CATEGORY C							
8. DESCRIPTION OF WORK PERFORMED DITCH CLEANING AND SHAPING, CHIP AND SEAL											
TYPE OF EQUIPMENT Indicate size, capacity, horsepower, make and model as appropriate	DATES AND HOURS USED	RATE PER HOUR		TOTAL COST	VENDOR	INVOICE NO.	DATE AND AMOUNT PAID	CHECK NO.			
		W/OPR	W/OUT OPR								
CHIP SPREADER	6/3/06 8.0	75.00		\$ 600.00	JAY'S CONSTRUCTION	8206	7/31/06 \$ 600.00	11152			
				\$			\$				
				\$			\$				
				\$			\$				
				\$			\$				
				\$			\$				
				\$			\$				
				\$			\$				
				\$			\$				
				\$			\$				
				\$			\$				
				\$			\$				
GRAND TOTAL								600.00			
I CERTIFY THAT THE ABOVE INFORMATION WAS OBTAINED FROM PAYROLL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.											
CERTIFIED LISA RICHARDS						TITLE FISCAL OFFICER			DATE 8/15/06		

Contract Work Summary Record Instructions

Complete the record as follows:

- Heading
 - **Applicant's Name:** Enter your organization's name.
 - **Applicant's Project Number:** Enter the number you have assigned to this project.
 - **FIPS#:** Enter the computer tracking number that FEMA assigns to your organization. Also referred to as your PA-ID number. Your PAC can tell you what it is if you don't know it.
 - **Disaster Number:** Enter the declaration number for this disaster here. Your PAC can tell you what it is if you don't know it.
- **Invoice Number:** Enter the invoice number.
- **Date:** Enter the date on the invoice.
- **Contractor:** Enter the name of the contractor receiving the contract.
- **Description of Work:** Enter a brief description of the work being performed.
- **Invoice Cost:** Enter the total dollar figure listed on the invoice.
- **Total Cost for Contract Service (includes contract labor):** Add the numbers in the Invoice Cost column and enter the result here.

**FEDERAL EMERGENCY MANAGEMENT AGENCY
CONTRACT WORK SUMMARY RECORD**

1. APPLICANT EVERYWHERE TOWNSHIP	2. PAID N/A	3. PW # SITE 1	4. DISASTER NUMBER N/A
5. LOCATION/SITE TOWNSHIP ROAD 10	6. CATEGORY C	7. PERIOD COVERING 6/1/06 to 6/3/06	

8. DESCRIPTION OF WORK PERFORMED
DITCH CLEANING AND SHAPING, CHIP AND SEAL

DATES WORKED	CONTRACTOR	BILLING/INVOICE NUMBER	AMOUNT	COMMENTS—SCOPE
6/1/06 to 6/1/06	STOVER HAULING	1101	\$ 150.00	HAULING MATERIALS FROM TWP. GARAGE TO SITE
to			\$	
GRAND TOTAL			\$ 150.00	

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

CERTIFIED LISA RICHARDS	TITLE FISCAL OFFICER	DATE 8/15/06
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DEPARTMENT OF HOMELAND SECURITY
EMERGENCY PREPAREDNESS AND RESPONSE DIRECTORATE
RECOVERY DIVISION
PUBLIC ASSISTANCE BRANCH
WASHINGTON, D.C. 20472

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 incident 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*.

THESE RATES ARE APPLICABLE TO MAJOR DISASTERS AND EMERGENCIES DECLARED BY THE PRESIDENT ON OR AFTER AUGUST 28, 2005.

Cost Code	Equipment	Specification	Capacity/Size	HP	Notes	Unit	Rate
8490	Aerial Lift, Self-Propelled	Max. Platform Height	37 Ft	to 15	Articulated, Telescoping, Scissor.	hour	\$5.70
8491	Aerial Lift, Self-Propelled	Max. Platform Height	60 Ft	to 30	Articulated, Telescoping, Scissor.	hour	\$11.80
8492	Aerial Lift, Self-Propelled	Max. Platform Height	70 Ft	to 50	Articulated, Telescoping, Scissor.	hour	\$21.40
8493	Aerial Lift, Self-Propelled	Max. Platform Height	125 Ft	to 85	Articulated and Telescoping.	hour	\$38.50
8494	Aerial Lift, Self-Propelled	Max. Platform Height	150 Ft	to 130	Articulated and Telescoping.	hour	\$60.00
8486	Aerial Lift, Truck Mntd	Max. Platform Height	25 Ft		Articulated and Telescoping.	hour	\$5.40
8487	Aerial Lift, Truck Mntd	Max. Platform Height	50 Ft		Articulated and Telescoping.	hour	\$9.00
8488	Aerial Lift, Truck Mntd	Max. Platform Height	75 Ft		Articulated and Telescoping.	hour	\$19.10
8489	Aerial Lift, Truck Mntd	Max. Platform Height	100 Ft		Articulated and Telescoping.	hour	\$36.00
8010	Air Compressor	Air Delivery	41 CFM	to 10	Hoses included.	hour	\$1.55
8011	Air Compressor	Air Delivery	103 CFM	to 30	Hoses included.	hour	\$4.75
8012	Air Compressor	Air Delivery	130 CFM	to 50	Hoses included.	Hour	\$9.25
8013	Air Compressor	Air Delivery	175 CFM	to 90	Hoses included.	Hour	\$17.20
8014	Air Compressor	Air Delivery	400 CFM	to 145	Hoses included.	Hour	\$24.80

8015	Air Compressor	Air Delivery	575 CFM	to 230	Hoses included.	Hour	\$40.50
8016	Air Compressor	Air Delivery	1100 CFM	to 355	Hoses included.	Hour	\$60.00
8017	Air Compressor	Air Delivery	1600 CFM	to 500	Hoses included.	Hour	\$82.00
8020	Air Curtain Burner			to 50	In ground burner.	Hour	\$6.60
8021	Air Curtain Burner			to 75	In ground burner.	hour	\$7.60
8022	Air Curtain Burner			to 100	In ground burner.	hour	\$8.75
8023	Air Curtain Burner			to 50	Above ground burner.	hour	\$9.05
8024	Air Curtain Burner			to 75	Above ground burner.	hour	\$11.60
8025	Air Curtain Burner			to 100	Above ground burner.	hour	\$15.30
8040	Ambulance			to 150		hour	\$21.50
8041	Ambulance			to 210		hour	\$32.00
8060	Auger, Portable	Hole Diameter	16 In	to 6		hour	\$1.40
8061	Auger, Portable	Hole Diameter	18 In	to 13		hour	\$3.30
8062	Auger, Tractor Mntd	Max. Auger Diameter	36 In	to 13	Includes digger, boom and mounting hardware.	hour	\$1.80
8063	Auger, Truck Mntd	Max. Auger Size	24 In	to 100	Guardrail post driver.	hour	\$30.00
8070	Automobile			to 130	Transporting people.	mile	\$0.45
8071	Automobile			to 130	Transporting cargo.	hour	\$9.75
8072	Automobile, Police			to 250	Patrolling.	mile	\$0.55
8073	Automobile, Police			to 250	Stationary with engine running.	hour	\$14.35
8110	Barge, Deck	Size	120'x30'x7.25'			hour	\$25.50
8111	Barge, Deck	Size	120'x45'x7'			hour	\$39.50
8112	Barge, Deck	Size	140'x45'x7'			hour	\$53.00
8113	Barge, Deck	Size	150'x45'x9'			hour	\$62.00
8115	Barge, Hopper	Size	200'x35'x12'		Open	hour	\$46.50
8116	Barge, Hopper	Size	200'x35'x12'		Closed	hour	\$54.00
8050	Board, Arrow			to 8	Trailer Mounted.	hour	\$3.10
8051	Board, Message			to 5	Trailer Mounted.	hour	\$8.55
8133	Boat, Push	Size	45'x21'x6'	to 435	Flat hull.	hour	\$160.00
8134	Boat, Push	Size	54'x21'x6'	to 525	Flat hull.	hour	\$182.00
8135	Boat, Push	Size	58'x24'x7.5'	to 705	Flat hull.	hour	\$226.00
8136	Boat, Push	Size	64'x25'x8'	to 870	Flat hull.	hour	\$270.00
8130	Boat, Row				Heavy duty.	hour	\$0.85
8131	Boat, Runabout	Size	13'x5'	to 50	Outboard.	hour	\$14.45
8132	Boat, Tender	Size	14'x7'	to 100	Inboard with 360 degree drive.	hour	\$27.00
8120	Boat, Tow	Size	55'x20'x5'	to 870	Steel.	hour	\$204.00
8121	Boat, Tow	Size	60'x21'x5'	to 1050	Steel.	hour	\$339.00

8122	Boat, Tow	Size	70'x30'x7.5'	to 1350	Steel.	hour	\$480.00
8123	Boat, Tow	Size	120'x34'x8'	to 2000	Steel.	hour	\$693.00
8140	Boat, Tug	Length	16 Ft	to 100		hour	\$31.00
8141	Boat, Tug	Length	18 Ft	to 175		hour	\$48.00
8142	Boat, Tug	Length	26 Ft	to 250		hour	\$63.00
8143	Boat, Tug	Length	40 Ft	to 380		hour	\$140.00
8144	Boat, Tug	Length	51 Ft	to 700		hour	\$207.00
8419	Breaker, Pavement Hand-Held	Weight	25-90 Lbs			hour	\$0.70
8420	Breaker, Pavement			to 70		hour	\$29.50
8421	Breaker, Pavement			to 105		hour	\$39.50
8422	Breaker, Pavement			to 137		hour	\$52.00
8150	Broom, Pavement	Broom Length	72 In	to 20		hour	\$9.35
8151	Broom, Pavement	Broom Length	84 In	to 45		hour	\$13.95
8152	Broom, Pavement	Broom Length	96 In	to 100		hour	\$18.80
8153	Broom, Pavement, Mntd	Broom Length	72 In	to 18		hour	\$6.10
8154	Broom, Pavement, Pull	Broom Length	84 In	to 20		hour	\$7.60
8270	Bucket, Clamshell	Capacity	1.0 CY		Includes teeth.	hour	\$4.10
8271	Bucket, Clamshell	Capacity	2.5 CY		Includes teeth.	hour	\$7.25
8272	Bucket, Clamshell	Capacity	5.0 CY		Includes teeth.	hour	\$12.00
8273	Bucket, Clamshell	Capacity	7.5 CY		Includes teeth.	hour	\$16.40
8275	Bucket, Dragline	Capacity	2.0 CY			hour	\$3.30
8276	Bucket, Dragline	Capacity	5.0 CY			hour	\$6.95
8277	Bucket, Dragline	Capacity	10 CY			hour	\$11.55
8278	Bucket, Dragline	Capacity	14 CY			hour	\$13.50
8180	Bus			to 150		hour	\$14.75
8181	Bus			to 210		hour	\$22.30
8182	Bus			to 300		hour	\$30.50
8190	Chain Saw	Bar Length	16 In			hour	\$1.55
8191	Chain Saw	Bar Length	25 In			hour	\$3.10
8192	Chain Saw, Pole	Bar Size	18 In			hour	\$1.65
8200	Chipper, Brush	Chipping Capacity	6 In	to 35	Trailer Mounted.	hour	\$12.80
8201	Chipper, Brush	Chipping Capacity	12 In	to 65	Trailer Mounted.	hour	\$17.70
8202	Chipper, Brush	Chipping Capacity	16 In	to 100	Trailer Mounted.	hour	\$23.00
8203	Chipper, Brush	Chipping Capacity	18 In	to 125	Trailer Mounted.	hour	\$29.00
8204	Chipper, Brush	Chipping Capacity	18 In	to 200	Trailer Mounted.	hour	\$42.50
8205	Chipper, Brush	Chipping Capacity	19 In	to 300	Trailer Mounted.	hour	\$59.00
8206	Chipper, Brush	Chipping Capacity	19 In	to 450	Trailer Mounted.	hour	\$86.00
8207	Chipper, Brush			to 650	Trailer Mounted.	hour	\$130.00

8210	Clamshell & Dragline			to 100	Bucket not included in rate.	hour	\$71.00
8211	Clamshell & Dragline			to 155	Bucket not included in rate.	hour	\$95.00
8212	Clamshell & Dragline			to 235	Bucket not included in rate.	hour	\$131.00
8213	Clamshell & Dragline			to 350	Bucket not included in rate.	hour	\$178.00
8214	Clamshell & Dragline			to 530	Bucket not included in rate.	hour	\$250.00
8215	Clamshell & Dragline			to 800	Bucket not included in rate.	hour	\$343.00
8712	Cleaner, Sewer/Catch Basin	Hopper Capacity	5 CY		Truck Mounted.	hour	\$18.80
8713	Cleaner, Sewer/Catch Basin	Hopper Capacity	14 CY		Truck Mounted.	hour	\$23.30
8220	Compactor			to 10		hour	\$8.70
8221	Compactor			to 45		hour	\$15.30
8222	Compactor			to 75		hour	\$22.70
8223	Compactor			to 95		hour	\$28.00
8224	Compactor			to 150		hour	\$43.50
8225	Compactor			to 235		hour	\$73.00
8226	Compactor			to 335		hour	\$119.00
8227	Compactor			to 535		hour	\$234.00
8228	Compactor, towed			to 15		hour	\$15.00
8229	Compactor, towed			to 50		hour	\$39.00
8230	Compactor, towed			to 100		hour	\$65.00
8500	Crane	Max. Lift Capacity	8 MT	to 80		hour	\$30.50
8501	Crane	Max. Lift Capacity	15 MT	to 150		hour	\$44.00
8502	Crane	Max. Lift Capacity	27 MT	to 200		hour	\$66.00
8503	Crane	Max. Lift Capacity	45 MT	to 300		hour	\$98.00
8504	Crane	Max. Lift Capacity	70 MT	to 350		hour	\$143.00
8505	Crane	Max. Lift Capacity	110 MT	to 450		hour	\$208.00
8496	Crane, Truck Mntd	Max. Lift Capacity	17600 Lbs			hour	\$22.50
8497	Crane, Truck Mntd	Max. Lift Capacity	33000 Lbs			hour	\$34.00
8498	Crane, Truck Mntd	Max. Lift Capacity	60000 Lbs			hour	\$55.00
8499	Crane, Truck Mntd	Max. Lift Capacity	120000 Lbs			hour	\$98.00
8195	Cutter, Brush	Cutter Size	8 ft	to 150			\$76.00
8196	Cutter, Brush	Cutter Size	8 ft	to 190			\$86.00
8197	Cutter, Brush	Cutter Size	10 ft	to 245			\$96.00
8670	Derrick, Hydraulic Digger	Max. Boom Length	55 Ft		Includes hydraulic pole alignment attachment.	hour	\$32.50

8671	Derrick, Hydraulic Digger	Max. Boom Length	75 Ft		Includes hydraulic pole alignment attachment.	hour	\$34.50
8672	Derrick, Hydraulic Digger	Max. Boom Length	95 Ft		Includes hydraulic pole alignment attachment.	hour	\$36.50
8580	Distributor, Asphalt	Tank Capacity	500 Gal		Truck Mounted. Includes burners, insulated tank, and circulating spray bar.	hour	\$10.50
8581	Distributor, Asphalt	Tank Capacity	1000 Gal		Truck Mounted. Includes burners, insulated tank, and circulating spray bar.	hour	\$15.60
8582	Distributor, Asphalt	Tank Capacity	4000 Gal		Truck Mounted. Includes burners, insulated tank, and circulating spray bar.	hour	\$19.10
8250	Dozer, Crawler			to 65		hour	\$31.00
8251	Dozer, Crawler			to 105		hour	\$40.00
8252	Dozer, Crawler			to 160		hour	\$55.00
8253	Dozer, Crawler			to 245		hour	\$79.00
8254	Dozer, Crawler			to 375		hour	\$124.00
8255	Dozer, Crawler			to 565		hour	\$200.00
8256	Dozer, Crawler			to 850		hour	\$344.00
8260	Dozer, Wheel			to 260		hour	\$55.00
8261	Dozer, Wheel			to 335		hour	\$68.00
8262	Dozer, Wheel			to 445		hour	\$86.00
8263	Dozer, Wheel			to 615		hour	\$126.00
8280	Excavator, Hydraulic	Bucket Capacity	0.5 CY	to 45	Crawler, Truck & Wheel. Includes bucket.	hour	\$21.90
8281	Excavator, Hydraulic	Bucket Capacity	1.0 CY	to 90	Crawler, Truck & Wheel. Includes bucket.	hour	\$37.50
8282	Excavator, Hydraulic	Bucket Capacity	1.5 CY	to 160	Crawler, Truck & Wheel. Includes bucket.	hour	\$64.00
8283	Excavator, Hydraulic	Bucket Capacity	2.5 CY	to 265	Crawler, Truck & Wheel. Includes bucket.	hour	\$104.00
8284	Excavator, Hydraulic	Bucket Capacity	4.5 CY	to 420	Crawler, Truck & Wheel. Includes bucket.	hour	\$163.00
8285	Excavator, Hydraulic	Bucket Capacity	7.5 CY	to 650	Crawler, Truck & Wheel. Includes bucket.	hour	\$255.00
8286	Excavator, Hydraulic	Bucket Capacity	12 CY	to 1000	Crawler, Truck & Wheel. Includes bucket.	hour	\$404.00
8240	Feeder, Grizzly			to 35		hour	\$19.20
8241	Feeder, Grizzly			to 55		hour	\$29.00
8242	Feeder, Grizzly			to 75		hour	\$45.50
8300	Fork Lift	Capacity	6000 Lbs	to 60		hour	\$9.90

8301	Fork Lift	Capacity	12000 Lbs	to 90		hour	\$14.45
8302	Fork Lift	Capacity	18000 Lbs	to 140		hour	\$23.90
8303	Fork Lift	Capacity	50000 Lbs	to 215		hour	\$42.50
8310	Generator	Prime Output	5.5 KW	to 10		hour	\$3.60
8311	Generator	Prime Output	16 KW	to 25		hour	\$8.45
8312	Generator	Prime Output	43 KW	to 65		hour	\$18.10
8313	Generator	Prime Output	85 KW	to 125		hour	\$28.50
8314	Generator	Prime Output	140 KW	to 200		hour	\$40.50
8315	Generator	Prime Output	210 KW	to 300		hour	\$59.00
8316	Generator	Prime Output	280 KW	to 400		hour	\$76.00
8317	Generator	Prime Output	350 KW	to 500		hour	\$94.00
8318	Generator	Prime Output	530 KW	to 750		hour	\$137.00
8319	Generator	Prime Output	710 KW	to 1000		hour	\$179.00
8320	Generator	Prime Output	1100 KW	to 1500		hour	\$274.00
8321	Generator	Prime Output	1500 KW	to 2000		hour	\$369.00
8322	Generator	Prime Output	1900 KW	to 2500		hour	\$457.00
8323	Generator	Prime Output	2400 KW	to 3000		hour	\$547.00
8755	Golf Cart	Capacity	2 person			hour	\$2.55
8330	Graders	Moldboard Size	8 Ft	to 50	Includes Rigid and Articulate equipment.	hour	\$23.90
8331	Graders	Moldboard Size	10 Ft	to 100	Includes Rigid and Articulate equipment.	hour	\$32.00
8332	Graders	Moldboard Size	12 Ft	to 150	Includes Rigid and Articulate equipment.	hour	\$43.00
8333	Graders	Moldboard Size	14 Ft	to 225	Includes Rigid and Articulate equipment.	hour	\$60.00
8350	Hose, Discharge	Diameter	3 In		Per 25 foot length. Includes couplings.	hour	\$0.15
8351	Hose, Discharge	Diameter	4 In		Per 25 foot length. Includes couplings.	hour	\$0.20
8352	Hose, Discharge	Diameter	6 In		Per 25 foot length. Includes couplings.	hour	\$0.35
8353	Hose, Discharge	Diameter	8 In		Per 25 foot length. Includes couplings.	hour	\$0.55
8354	Hose, Discharge	Diameter	12 In		Per 25 foot length. Includes couplings.	hour	\$1.15
8355	Hose, Discharge	Diameter	16 In		Per 25 foot length. Includes couplings.	hour	\$1.90
8356	Hose, Suction	Diameter	3 In		Per 25 foot length. Includes couplings.	hour	\$0.20

8357	Hose, Suction	Diameter	4 In		Per 25 foot length. Includes couplings.	hour	\$0.30
8358	Hose, Suction	Diameter	6 In		Per 25 foot length. Includes couplings.	hour	\$0.50
8359	Hose, Suction	Diameter	8 In		Per 25 foot length. Includes couplings.	hour	\$0.85
8360	Hose, Suction	Diameter	12 In		Per 25 foot length. Includes couplings.	hour	\$1.80
8361	Hose, Suction	Diameter	16 In		Per 25 foot length. Includes couplings.	hour	\$3.20
8517	Jackhammer (Dry)	Weight Class	25-45 Lbs			hour	\$1.10
8518	Jackhammer (Wet)	Weight Class	30-55 Lbs			hour	\$1.20
8380	Loader, Crawler	Bucket Capacity	0.5 CY	to 32	Includes bucket.	hour	\$13.90
8381	Loader, Crawler	Bucket Capacity	1 CY	to 60	Includes bucket.	hour	\$23.50
8382	Loader, Crawler	Bucket Capacity	2 CY	to 118	Includes bucket.	hour	\$46.50
8383	Loader, Crawler	Bucket Capacity	3 CY	to 178	Includes bucket.	hour	\$73.00
8384	Loader, Crawler	Bucket Capacity	4 CY	to 238	Includes bucket.	hour	\$101.00
8385	Loader, Crawler	Bucket Capacity	5 CY	to 300	Includes bucket.	hour	\$135.00
8540	Loader, Skid-Steer	Operating Capacity	1000 Lbs	to 35		hour	\$12.50
8541	Loader, Skid-Steer	Operating Capacity	2000 Lbs	to 65		hour	\$17.40
8542	Loader, Skid-Steer	Operating Capacity	3000 Lbs	to 85		hour	\$20.10
8543	Loader, Skid-Steer	Operating Capacity	4000 Lbs	to 94		hour	\$21.00
8401	Loader, Tractor, Wheel			to 81		hour	\$17.80
8390	Loader, Wheel	Bucket Capacity	0.5 CY	to 38		hour	\$13.25
8391	Loader, Wheel	Bucket Capacity	1 CY	to 60		hour	\$17.10
8392	Loader, Wheel	Bucket Capacity	2 CY	to 105		hour	\$25.50
8393	Loader, Wheel	Bucket Capacity	3 CY	to 152		hour	\$34.00
8394	Loader, Wheel	Bucket Capacity	4 CY	to 200		hour	\$43.50
8395	Loader, Wheel	Bucket Capacity	5 CY	to 250		hour	\$53.00
8396	Loader, Wheel	Bucket Capacity	6 CY	to 305		hour	\$65.00
8397	Loader, Wheel	Bucket Capacity	7 CY	to 360		hour	\$79.00
8398	Loader, Wheel	Bucket Capacity	8 CY	to 415		hour	\$92.00
8399	Loader, Wheel	Bucket Capacity	9 CY	to 470		hour	\$105.00
8400	Loader, Wheel	Bucket Capacity	10 CY	to 530		hour	\$122.00
8570	Loader-Backhoe, Wheel	Loader Bucket Capacity	0.5 CY	to 40	Loader and Backhoe Buckets included.	hour	\$12.25
8571	Loader-Backhoe, Wheel	Loader Bucket Capacity	1 CY	to 70	Loader and Backhoe Buckets included.	hour	\$19.70
8572	Loader-Backhoe, Wheel	Loader Bucket Capacity	1.5 CY	to 95	Loader and Backhoe Buckets included.	hour	\$28.50

8573	Loader-Backhoe, Wheel	Loader Bucket Capacity	1.75 CY	to 115	Loader and Backhoe Buckets included.	hour	\$36.50
8410	Mixer, Concrete Portable	Batching Capacity	10 Cft			hour	\$2.90
8411	Mixer, Concrete Portable	Batching Capacity	16 Cft			hour	\$4.25
8412	Mixer, Concrete, Trailer Mntd	Batching Capacity	11 Cft	to 10		hour	\$9.35
8413	Mixer, Concrete, Trailer Mntd	Batching Capacity	16 Cft	to 25		hour	\$14.70
8075	Motorcycle, Police					mile	\$0.40
8633	Mulcher, Trailer Mntd	Working Capacity	7 TPH	to 35		hour	\$10.10
8634	Mulcher, Trailer Mntd	Working Capacity	10 TPH	to 55		hour	\$15.00
8635	Mulcher, Trailer Mntd	Working Capacity	20 TPH	to 120		hour	\$22.60
8430	Paver, Asphalt			to 50	Includes wheel and crawler equipment.	hour	\$41.50
8431	Paver, Asphalt			to 75	Includes wheel and crawler equipment.	hour	\$63.00
8432	Paver, Asphalt			to 125	Includes wheel and crawler equipment.	hour	\$97.00
8433	Paver, Asphalt			to 175	Includes wheel and crawler equipment.	hour	\$125.00
8434	Paver, Asphalt			to 250	Includes wheel and crawler equipment.	hour	\$151.00
8436	Pick-up, Asphalt			to 110		hour	\$57.00
8437	Pick-up, Asphalt			to 150		hour	\$82.00
8438	Pick-up, Asphalt			to 200		hour	\$103.00
8439	Pick-up, Asphalt			to 275		hour	\$145.00
8660	Plow, Cable	Plow Depth	18 in	to 30		hour	\$9.50
8661	Plow, Cable	Plow Depth	36 in	to 65		hour	\$19.30
8662	Plow, Cable	Plow Depth	48 in	to 110		hour	\$30.50
8450	Plow, Grader Mntd	Width	to 10 Ft			hour	\$18.60
8451	Plow, Grader Mntd	Width	to 14 Ft			hour	\$25.00
8452	Plow, Truck Mntd	Width	to 15 Ft			hour	\$14.05
8453	Plow, Truck Mntd	Width	to 15 Ft		With leveling wing.	hour	\$20.40
8470	Pump			to 3	Hoses not included.	hour	\$2.70
8471	Pump			to 6	Hoses not included.	hour	\$3.70
8472	Pump			to 10	Hoses not included.	hour	\$5.05
8473	Pump			to 15	Hoses not included.	hour	\$6.00
8474	Pump			to 25	Hoses not included.	hour	\$8.60
8475	Pump			to 40	Hoses not included.	hour	\$11.25
8476	Pump			to 60	Hoses not included.	hour	\$16.70
8477	Pump			to 95	Hoses not included.	hour	\$24.60
8478	Pump			to 140	Hoses not included.	hour	\$26.50
8479	Pump			to 200	Hoses not included.	hour	\$31.50
8463	Pump Extender	Length	20 Ft			hour	\$1.25

8460	Pump, W/O Power	Pump Size	6 In			hour	\$2.30
8461	Pump, W/O Power	Pump Size	12 In			hour	\$3.00
8462	Pump, W/O Power	Pump Size	24 In			hour	\$7.15
8510	Saw, Concrete	Blade Diameter	14 In	to 14		hour	\$5.35
8511	Saw, Concrete	Blade Diameter	26 In	to 35		hour	\$12.60
8512	Saw, Concrete	Blade Diameter	48 In	to 65		hour	\$22.10
8513	Saw, Rock			to 65		hour	\$29.00
8514	Saw, Rock			to 90		hour	\$38.00
8515	Saw, Rock			to 120		hour	\$52.00
8520	Scraper	Scraper Capacity	11 CY	175		hour	\$83.00
8521	Scraper	Scraper Capacity	16 CY	250		hour	\$109.00
8522	Scraper	Scraper Capacity	23 CY	365		hour	\$143.00
8523	Scraper	Scraper Capacity	34 CY	475		hour	\$173.00
8524	Scraper	Scraper Capacity	44 CY	600		hour	\$208.00
8560	Snow Blower	Capacity	2,000 Tph	400		hour	\$140.00
8561	Snow Blower	Capacity	2,500 Tph	500		hour	\$157.00
8562	Snow Blower	Capacity	3,500 Tph	600		hour	\$180.00
8550	Snow Blower, Truck Mntd	Capacity	600 Tph	to 75		hour	\$38.50
8551	Snow Blower, Truck Mntd	Capacity	1100 Tph	150		hour	\$60.00
8552	Snow Blower, Truck Mntd	Capacity	1600 Tph	250		hour	\$90.00
8553	Snow Blower, Truck Mntd	Capacity	2500 Tph	400		hour	\$128.00
8558	Snow Thrower, Walk Behind	Cutting Width	25 in	to 5		hour	\$12.80
8559	Snow Thrower, Walk Behind	Cutting Width	60 in	to 15		hour	\$16.30
8630	Sprayer, Seed	Working Capacity	750 Gal	to 30	Trailer & truck mounted.	hour	\$10.70
8631	Sprayer, Seed	Working Capacity	1250 Gal	to 50	Trailer & truck mounted.	hour	\$13.45
8632	Sprayer, Seed	Working Capacity	3500 Gal	115	Trailer & truck mounted.	hour	\$22.40
8458	Spreader, Chemical	Capacity	5 CY	to 4	Trailer & truck mounted.	hour	\$4.10
8423	Spreader, Chip	Spread Hopper Width	12.5 Ft	152		hour	\$50.00
8424	Spreader, Chip	Spread Hopper Width	16.5 Ft	215		hour	\$66.00
8425	Spreader, Chip, Mntd	Hopper Size	8 Ft	to 8	Trailer & truck mounted.	hour	\$3.65
8455	Spreader, Sand	Mounting	Tailgate, Chassis			hour	\$4.05
8456	Spreader, Sand	Mounting	Dump Body			hour	\$5.65
8457	Spreader, Sand	Mounting	Truck (10yd)			hour	\$7.90
8440	Striper	Paint Capacity	40 Gal	to 22		hour	\$12.90
8441	Striper	Paint Capacity	90 Gal	to 60		hour	\$19.10
8442	Striper	Paint Capacity	120 Gal	122		hour	\$38.00
8445	Striper, Truck Mntd	Paint Capacity	120 Gal	460		hour	\$69.00
8446	Striper, Walk-behind	Paint Capacity	12 Gal			hour	\$3.25

8157	Sweeper, Pavement			to 110		hour	\$47.00
8158	Sweeper, Pavement			to 150		hour	\$56.00
8159	Sweeper, Pavement			to 200		hour	\$62.00
8590	Trailer, Dump	Capacity	20 CY		Does not include Prime Mover.	hour	\$17.40
8591	Trailer, Dump	Capacity	30 CY		Does not include Prime Mover.	hour	\$26.00
8592	Trailer, Dump	Capacity	40 CY		Does not include Prime Mover.	hour	\$35.00
8600	Trailer, Equipment	Capacity	30 Tons			hour	\$9.90
8601	Trailer, Equipment	Capacity	40 Tons			hour	\$11.45
8602	Trailer, Equipment	Capacity	60 Tons			hour	\$13.70
8603	Trailer, Equipment	Capacity	120 Tons				\$18.30
8640	Trailer, Office	Trailer Size	8' x 24'			hour	\$1.60
8641	Trailer, Office	Trailer Size	8' x 32'			hour	\$1.90
8642	Trailer, Office	Trailer Size	10' x 32'			hour	\$2.30
8610	Trailer, Water	Tank Capacity	4000 Gal		Includes a centrifugal pump with sump and a rear spraybar.	hour	\$10.65
8611	Trailer, Water	Tank Capacity	6000 Gal		Includes a centrifugal pump with sump and a rear spraybar.	hour	\$12.40
8612	Trailer, Water	Tank Capacity	10000 Gal		Includes a centrifugal pump with sump and a rear spraybar.	hour	\$15.40
8613	Trailer, Water	Tank Capacity	14000 Gal		Includes a centrifugal pump with sump and a rear spraybar.	hour	\$18.70
8650	Trencher			to 35	Walk-behind, Crawler & Wheel Mounted. Chain and Wheel.	hour	\$14.70
8651	Trencher			to 85	Walk-behind, Crawler & Wheel Mounted. Chain and Wheel.	hour	\$32.50
8652	Trencher			to 115	Walk-behind, Crawler & Wheel Mounted. Chain and Wheel.	hour	\$41.50
8653	Trencher			to 175	Walk-behind, Crawler & Wheel Mounted. Chain and Wheel.	hour	\$61.00
8290	Trowel, Concrete	Diameter	90 In	to 25		hour	\$11.70
8291	Trowel, Concrete	Diameter	100 In	to 38		hour	\$17.90
8810	Truck, Bucket				Add Flatbed Truck to Truck Mounted Aerial Lift.		
8811	Truck, Cleaning				Add Flatbed Truck to Sewer Cleaner.		

8680	Truck, Concrete Mixer	Mixer Capacity	10 CY	to 255		hour	\$70.00
8681	Truck, Concrete Mixer	Mixer Capacity	13 CY	to 300		hour	\$81.00
8720	Truck, Dump	Struck Capacity	8 CY	to 210		hour	\$25.50
8721	Truck, Dump	Struck Capacity	10 CY	to 235		hour	\$28.00
8722	Truck, Dump	Struck Capacity	12 CY	to 255		hour	\$31.00
8723	Truck, Dump	Struck Capacity	18 CY	to 330		hour	\$46.50
8724	Truck, Dump	Struck Capacity	28 CY	to 400		hour	\$77.00
8725	Truck, Dump	Struck Capacity	40 CY	to 460		hour	\$85.00
8726	Truck, Dump	Struck Capacity	50 CY	to 620		hour	\$108.00
8690	Truck, Fire	Pump Capacity	1000 GPM			hour	\$53.00
8691	Truck, Fire	Pump Capacity	1250 GPM			hour	\$56.00
8692	Truck, Fire	Pump Capacity	1500 GPM			hour	\$71.00
8693	Truck, Fire	Pump Capacity	2000 GPM			hour	\$77.00
8700	Truck, Flatbed	Maximum Gvw	15000 Lbs	to 150		hour	\$16.40
8701	Truck, Flatbed	Maximum Gvw	25000 Lbs	to 180		hour	\$20.20
8702	Truck, Flatbed	Maximum Gvw	30000 Lbs	to 215		hour	\$26.50
8703	Truck, Flatbed	Maximum Gvw	45000 Lbs	to 250		hour	\$29.50
8704	Truck, Flatbed	Maximum Gvw	50000 Lbs	to 300		hour	\$38.00
8705	Truck, Flatbed			to 375		hour	\$46.00
8706	Truck, Flatbed			to 450		hour	\$53.00
8730	Truck, Garbage	Capacity	25 CY	to 255		hour	\$41.50
8731	Truck, Garbage	Capacity	32 CY	to 325		hour	\$50.00
8812	Truck, Knuckle Boom				Add Flatbed Truck to Truck Mounted Crane.		
8813	Truck, Ladder				Add Flatbed Truck to Truck Mounted Aerial Lift.		
8814	Truck, Line				Add Flatbed Truck to Hydraulic Digger Derrick.		
8800	Truck, Pickup			to 130	When transporting people.	mile	\$0.45
8801	Truck, Pickup			to 130		hour	\$9.75
8802	Truck, Pickup			to 180		hour	\$13.35
8803	Truck, Pickup			to 230		hour	\$16.50
8804	Truck, Pickup			to 280		hour	\$19.90
8790	Truck, Tractor			to 210		hour	\$29.50
8791	Truck, Tractor			to 265		hour	\$36.50

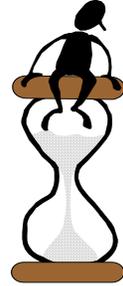
8792	Truck, Tractor			to 310		hour	\$42.00
8793	Truck, Tractor			to 350		hour	\$44.50
8780	Truck, Water	Tank Capacity	2500 Gal	to 175	Include pump and rear spray system.	hour	\$27.50
8781	Truck, Water	Tank Capacity	4000 Gal	to 250	Include pump and rear spray system.	hour	\$39.00
8620	Tub Grinder			to 400		hour	\$78.00
8621	Tub Grinder			to 500		hour	\$97.00
8622	Tub Grinder			to 600		hour	\$110.00
8623	Tub Grinder			to 700		hour	\$125.00
8624	Tub Grinder			to 800		hour	\$144.00
8625	Tub Grinder			to 900		hour	\$156.00
8626	Tub Grinder			to 1000		hour	\$170.00
8753	Vehicle, Recreational			to 10		hour	\$2.75
8750	Vehicle, Small			to 30		hour	\$5.25
8760	Vibrator, Concrete			to 4		hour	\$1.00
8761	Vibrator, Concrete			to 8		hour	\$2.75
8770	Welder, Portable			to 16	Includes ground cable and lead cable.	hour	\$4.90
8771	Welder, Portable			to 34	Includes ground cable and lead cable.	hour	\$10.25
8772	Welder, Portable			to 50	Includes ground cable and lead cable.	hour	\$14.75
8773	Welder, Portable			to 80	Includes ground cable and lead cable.	hour	\$21.60

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REPORTING

We have discussed the importance of properly and thoroughly documenting your disaster related costs (see Funding/Documenting Tab). This portion of the handbook is just as important and details the required reports of this program and the significance of submitting and completing them in a timely, efficient manner.

When you receive your approved PWs from the State PA Office, included reports are as follows:



Documentation of Administrative Allowance

Attached is a sample form that should be utilized to claim your administrative allowance. You must submit these costs with your final P.4. and must include all pertinent support documentation.

P.4., Project Listing

- This document lists each eligible PW, projected completion date (based on the time frames for eligible categories of work), a percent complete when the PW was written, actual completion date and amount spent by the subgrantee, a brief description of the approved scope of work and could include several pages.

The P.4. must be submitted within 60 days of completion of the last project.

Date: 04/12/2005

FEDERAL EMERGENCY MANAGEMENT AGENCY
 Project Completion and Certification Report (P.4)
 Disaster #: 1580

P.A. ID: 029-86912-00 Applicant: YELLOW CREEK, TOWNSHIP OF

PW#	VSN	PKG#	INF	Cat	Work Done By	Projected Compl. Date	Approved PW Amt.	% Compl. at Insp.	Actual Date Completed	Amt. Claimed by Applicant	Comments
35	0	0		N C		08/15/2006	\$7,016.65	39%		\$	

SITE NUMBER : 1 FACILITY NAME : SLIDE MATERIAL REMOVAL GUARDRAIL REPAIR

LOCATION WELLS HOLLOW ROAD.

SCOPE OF WORK WORK COMPLETED: THE MATERIAL BLOCKING THE ROAD HAS BEEN REMOVED BY THE USE OF 2 BACKHOES. THE MATERIAL WAS DISPOSED OF ON SITE BY PLACING IT ON THE DOWNSLOPE SIDE OF THE ROAD. THE WORK WAS ACCOMPLISHED BY FORCE ACCOUNT LABOR, WITH A BACKHOE OWNED BY THE TOWNSHIP, AND A RENTED BACKHOE.

WORK TO BE COMPLETED: PLACE 139 CY (100' BY 15' BY 2.5') OF UNCLASSIFIED FILL MATERIAL ON THE DOWNSLOPE SIDE OF THE ROAD. REPAIR 100 LF OF GUARDRAIL BY REPLACING THE DAMAGED RAILS AND RESETTING THE UNDERMINED POSTS.

Total for 1 PW	\$7,016.65	\$
Subgrantee Admin:	\$210.50	
Grand Total:	\$7,227.15	

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44 CFR, PART 206, SUBPARTS G AND H

SUBPART G-PUBLIC ASSISTANCE PROJECT ADMINISTRATION

I. Application Procedures

- a. **Grantee** - The State is the grantee responsible for processing subgrants to applicants. Responsibilities include:
 - 1. Providing technical advice and assistance to eligible subgrantees;
 - 2. Providing State support for project identification activities;
 - 3. Ensuring that all potential applicants are aware of available public assistance, and;
 - 4. Submitting documents necessary for the award of grants.

- b. **Request for Public Assistance (RPA)**
 - 1. A completed RPA is submitted to FEMA by the grantee for each applicant within thirty (30) days of designation of an area where the damage is located.

- c. **Project Worksheets (PW's)**
 - 1. PW's are prepared either by the applicant (with a 20% validation by FEMA of all PW's) and/or by an inspection team consisting of FEMA and a state representative. If applicable, an authorized local representative accompanies the team and is responsible for ensuring that all eligible work and costs are identified.
 - 2. Any damage that is not written into a PW during the initial PW formulation is reported within sixty (60) days following completion of the initial PW formulation.
 - 3. One or more PW's are prepared for each damage site to show the eligible scope of work and to provide a quantitative estimate of cost for the eligible work.
 - 4. When the estimate of work at a damage site is less than \$1,000, such work is not eligible and a PW is not written.

- d. **Grant Approval**
 - 1. PW's are reviewed by FEMA and action is taken within forty-five (45) days of the date when the initial PW formulation is completed to approve, change, deny, or suspend a PW. FEMA explains in writing to the state if this deadline cannot be met.
 - 2. The grantee approves subgrants to applicants based on FEMA's approved PW's.

II. Federal Grant Assistance

- a. **Cost Sharing**
 - 1. Cost sharing provisions are established in the FEMA-State Agreement. Normally, FEMA provides the 75% federal share while the State and local applicants are responsible for the 25% non-federal share.

b. Project Funding

1. Large Projects – When the approved estimate of eligible costs for an individual project (one or more PW’s for a site) is \$60,900 or more, FEMA funding equals the federal share of the actual eligible costs documented by the grantee.
2. Small Projects – When the approved estimate of costs for an individual project is less than \$60,900, FEMA funding equals the federal share of the approved estimate of eligible costs.
3. The above \$60,900 amount is current for FY 08 and it is adjusted annually on October 1 to reflect changes in the Consumer Price Index.
4. If a PW is estimated at more than \$20 million, FEMA must inform Congress prior to obligating funds.

c. Funding Options

1. Improved Projects – If a subgrantee desires to make improvements, but still restore the pre-disaster function of a damaged facility, the grantee’s approval is first obtained. FEMA funding is limited to the FEMA share of the approved estimate of eligible costs.
2. Alternate Projects – When a subgrantee determines that the public welfare is not best served by restoring a damaged facility, the grantee requests that FEMA approve an alternate project.
 - a. The alternate project option is taken only on permanent restorative work.
 - b. Federal funding for such alternate projects equals 75% of the federal share of the approved estimate of eligible costs (unless the alternate project is due to unstable soils at the site and then the contribution is 90% of the federal share).
 - c. Funds contributed for alternate projects are used to repair or expand other selected public facilities, to construct new facilities, or to fund hazard mitigation measures. These funds are not used to pay the non-federal share of any project, nor for any operating expenses.
 - d. The grantee requests FEMA approval of alternate projects by submitting a description of the project, a schedule of work, and project cost. The grantee also provides necessary assurances to document compliance with special requirements including floodplain management, environmental assessment, hazard mitigation, protection of wetlands, and insurance.

d. Project Performance

1. Advance of funds (Large Projects)
 - a. Advances are made by the grantee to subgrantees. Initial advances on a large project do not exceed the % of work completed to date as shown on the PW unless information is provided by the applicant to show that a larger advance is justified. Advances are made as work progresses on a project until the maximum percentage established by the grantee is reached.
 - b. Any interest earned on advances in excess of \$100 in a year is returned to FEMA.
2. Work Completion Deadlines
 - a. Emergency Work (Categories A and B) Six (6) Months
 - b. Permanent Work (Categories C thru G) Eighteen (18) Months

- c. The grantee extends these deadlines by six (6) months for emergency work and thirty (30) months for permanent work if circumstances beyond the subgrantee's control prevent timely completion.
 - d. Requests for time extensions beyond the authority of the grantee shall be submitted by the grantee to FEMA. The request must include dates and provisions of all previously approved time extensions and a detailed justification for the delay and a projected completion date.
 - 3. Cost Overruns
 - a. Small Projects – When a subgrantee discovers a significant overrun related to the total final cost for all small projects, an appeal for additional funding is submitted within sixty (60) days following completion of all small projects.
 - b. Large Projects – The subgrantee submits a request for additional funding to FEMA through the grantee. All requests contain sufficient documentation to support the eligibility of all claimed work and costs.
 - 4. Progress Reports – Progress reports will be submitted by the grantee to the FEMA Regional Director quarterly.
- e. **Payment of Claims**
 - 1. Small Projects – Final payment of the federal share of small projects is made to subgrantees by the grantee upon FEMA approval of funding for the project. The federal payment is not reduced if the small project is completed for less the approved amount. FEMA may require that the payment be refunded if the small project is not completed.
 - 2. Large Projects – The grantee provides an accounting to FEMA on actual eligible costs for each completed large project. FEMA reviews the accounting to determine the eligible amount of reimbursement for each large project and approves eligible costs. FEMA may make field reviews to gather additional information. If discrepancies in the claim cannot be resolved through a field review, a federal audit may be conducted.
- f. **Appeals**
 - 1. The subgrantee may appeal any determination related to federal assistance including, but not limited to, time extension denials, eligibility, and approved costs.
 - 2. The subgrantee's appeal is made in writing and submitted to the grantee within sixty (60) days after receipt of notice of the action being appealed. The appeal contains documented justification supporting the subgrantee's position.
 - 3. The grantee reviews the appeal, makes additional investigations as necessary and forwards the appeal with a recommendation to FEMA within sixty (60) days.
 - 4. FEMA reviews the appeal and notifies the grantee within ninety (90) days following receipt of an appeal as to the disposition of the appeal or if more information is needed.
 - 5. If the FEMA Region denies the appeal, the subgrantee may submit a second appeal within sixty (60) days through the grantee and the FEMA Region to the FEMA Associate Director.
 - 6. The Associate Director renders a determination on the appeal within ninety (90) days following receipt of the appeal or requests additional information if necessary.

g. Audits

1. Requirements for non-federal audit of grantees and subgrantees are contained in FEMA regulations 44 CFR Part 14 or OMB Circular A-110. The Single Audit Act requires the following that:
 - a. State or local governments, private non-profit organizations or educational institutions expending \$500,000 or more in a fiscal year in federal financial assistance must have a Single Audit performed.
 - b. State or local governments, private non-profit organizations or educational institutions expending less than \$500,000 in a fiscal year are exempt from compliance with the Act and other federal audit requirements.
 - c. FEMA may elect to conduct a federal audit of the disaster assistance grant or any of the subgrants.

h. Direct Federal Assistance

1. When the state and local governments lack the capability to perform or contract for eligible emergency work or debris clearance, the grantee requests that the work be accomplished by a federal agency. Such assistance is subject to cost sharing provisions by 206.203 in Subpart G and to eligibility requirements by Subpart H.
2. Requests for direct federal assistance is submitted by the grantee to FEMA, and includes: see part 206.208 in Subpart G for details on direct federal assistance requirements.

SUBPART H – PUBLIC ASSISTANCE ELIGIBILITY

I. Applicant Eligibility

a. State and Local Governments

b. Private Non-Profit Organizations with the following types of facilities:

1. Educational, irrigation, utility, emergency, medical and custodial care;
2. Other essential governmental service types of facilities including 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.
3. If a non-critical PNP has damages within categories C-G, they must first apply to the Small Business Administration. If they are denied a loan or the loan does not cover all damages, they may apply to FEMA.
4. The SBA requirement is waived for costs incurred under categories A-B and/or for critical PNP's.
5. A critical PNP is defined as providers of power, water, sewer and wastewater treatment, communications and emergency medical care.

c. Indian tribes and Alaskan native villages.

II. **General Work Eligibility**

- a. **To be eligible, an item of work must:**
 1. Be required as the result of the major disaster event.
 2. Be located within a designated disaster area.
 3. Be the legal responsibility of an eligible applicant.
- b. **Negligence** – No assistance is provided for damages caused by negligence of an applicant.

III. **Emergency Work Eligibility**

- a. **Debris Removal (Category A)**
 1. From public and private lands and waters and is in the public interest to:
 - a. Eliminate immediate threats to life, public health and safety; or,
 - b. Eliminate immediate threats of significant damage to improved public or private property; or,
 - c. Ensure economic recovery of the affected community to the benefit of the community at large.
 2. Debris removal from private property, when in the public interest, is eligible in urban and rural living, recreational and working areas except those areas used for crops and livestock of unused areas.
 3. No assistance is provided directly to an individual or private organization, or to an eligible applicant for reimbursement of an individual or private organization, for the cost of removing debris from their own property. Exceptions to this are private non-profit organizations operating eligible facilities.
- b. **Emergency Protective Measures (Category B)**
 1. Emergency measures to save lives, to protect public health and safety, and to protect improved property are eligible. Examples include search and rescue, traffic control, security, sandbagging, emergency pumping and temporary repairs.
 2. Emergency access is provided when emergency repair or replacement of a non-public access facility economically eliminates the need for temporary housing.

IV. **Permanent Work Eligibility (Categories C through G)**

- a. **General**
 1. Other federal agency programs – FEMA assistance is not provided to restore the facility when another federal agency has authority to do so.
 2. Standards – Facilities are restored on the basis of the design of such facilities as they existed immediately prior to the disaster and in conformity with applicable standards. For standards to justify changing the pre-disaster construction of a facility, the standards must:
 - a. Apply to the type of repair or restoration required;
 - b. Be in writing and formally adopted by the applicant prior to project approval; and.

- c. Apply uniformly to all similar facilities within the jurisdiction of the owner and must have been enforced if it was in effect before the disaster.
- 3. Hazard Mitigation – FEMA may require cost effective hazard mitigation measures. The cost of any requirements for hazard mitigation placed on restoration projects by FEMA is an eligible cost for FEMA assistance.
- 4. Repair vs. Replacement – A facility is considered repairable when disaster damage costs do not exceed 50% of the cost of replacing a facility to its pre-disaster condition, and it is feasible to repair the facility so that it can perform the function for which it was being used immediately prior to the disaster.
- 5. Relocation
 - a. FEMA may require and approve funding for relocation when:
 - i. The facility is subject to repetitive heavy damage;
 - ii. Approval is not barred by other provisions of Title 44 CFR;
 - iii. The overall project, including all costs, is cost effective.
 - b. When relocation is required by FEMA, eligible work includes land acquisition and ancillary facilities such as roads and utilities. Demolition and removal of the old facility is also an eligible cost.
- 6. Equipment and Furnishings – When destroyed or damaged beyond repair, comparable replacement items are eligible.
- 7. Inactive Facilities – Facilities that were not in active use at the time of the disaster are not eligible, unless the facilities were only temporarily inoperative for repairs or remodeling or where the facility was planned for use in the near future as indicated by a budget or other proof acceptable to FEMA.

b. Permanent Work Categories

- 1. Category C – Road systems including streets, bridges and traffic control facilities;
- 2. Category D – Water control facilities such as levees, dams, drainage channels and irrigation work;
- 3. Category E – Buildings and equipment including contents such as the equipment and furnishings.
- 4. Category F – Utility systems such as sewer lines, waste water and potable water treatment plants, and electric power distribution systems.
- 5. Category G – Park, recreational and other facility restorative work that does not fit other categories.

V. COST ELIGIBILITY

a. Force Account Costs

- 1. Personnel
 - a. Eligible personnel costs include salaries and wages (regular time, overtime, fringe benefits and compensatory time) of the applicant’s employees engaged in eligible disaster related permanent restorative work under Categories C thru G.
 - b. The straight or regular time salaries and benefits of an applicant’s permanently employed personnel are not eligible in calculating the cost of eligible work for debris clearance and other emergency work under Categories A and B.
- 2. Applicant Owned Equipment

- a. The FEMA Schedule of Equipment Rates is the basis for reimbursement in all cases where an applicant does not have established equipment rates.
 - b. When the applicant has established rates, the applicant's rates or the FEMA schedule is used, whichever is less. If the applicant's are unusually low, reimbursement is based on FEMA rates.
 - c. When an applicant uses reasonable rates which are established or approved under state guidelines in it's normal daily operations, reimbursement will be based on such rates for equipment with an hourly rate of \$75 or less.
3. **Materials** – Reimbursement is provided for purchase of materials needed to accomplish eligible disaster work including materials taken from the applicant's stock.
- b. **Contract Costs** – Reasonable contract costs are allowed to complete approved eligible work. Grantees and subgrantees use their own contract procedures which reflect applicable state and local law and regulations, provided the contracts conform to applicable federal standards identified in 44 CFR, Part 13.
- c. **Administrative Costs (THIS SECTION HAS BEEN REVISED BY THE FEDERAL GOVERNMENT AS OF MARCH 2008).**

- 1. Subgrantee – Allowance (100% FEMA funded) covers costs of requesting, obtaining, and administering federal disaster assistance based on the following percentages of net eligible costs:

First \$100,000	3%	up to	\$3,000
Next \$900,000	2%	up to	\$18,000 plus above
Next \$4,000,000	1%	up to	\$40,000 plus above
Over \$5,000,000	½%		

No other subgrantee administrative costs are eligible.

- 2. Grantee – Allowance covers extraordinary costs incurred by the state for preparation of PW's, final inspections, project applications, audits and field inspections by state employees, including overtime pay, per diem, and travel expenses, but not including regular time for such employees. The allowance (100% FEMA funded) is based on the percentages in the above table for the total amount of assistance provided (FEMA share) for all subgrantees.

In addition to the above allowance, the grantees receives (on a cost share basis) regular time pay and cost of equipment and supplies necessary to administer the Program.

9523.1 Snow Assistance Policy

1. **Date Signed:** December 28, 1999
2. **RR Policy Number:** 9523.1
3. **Subject:** Snow Assistance Policy
4. **Purpose:** This document describes the procedures for evaluating States' requests for emergency and major disaster declarations due to snowfall. This document also describes eligible work for snow or blizzard related emergencies and major disasters. It updates and replaces the 1998 document of the same name. This newer version of the policy clarifies certain aspects of snowstorm declaration criteria and provides additional guidance on eligible applicants and assistance.
5. **Scope and Audience:** This policy applies to all emergency or major disaster requests received after the date of this policy. It provides guidance to FEMA, State, and local personnel responsible for administering the snow assistance regulation published in Title 44, Code of Federal Regulations (CFR), Section 206.227.
6. **Background:**
 - A. History: Prior to the winter of 1976/1977, requests for winter storm assistance under earlier disaster were rare. Only seven winter storm incidents were declared between 1953 and 1977, and most of them the result of ice storms that caused enough damage to justify the declaration of major disasters.

Beginning in January 1977, and continuing through the winter of 1978/1979, the North Central and Northeast States experienced an extraordinary series of winter storms which resulted in below normal temperatures, heavy snowfall, and blizzards which threatened lives and public health and safety due to the disruption of emergency transportation facilities. During that period, 14 emergencies and one major disaster were declared. Although other types of emergency assistance were made available to save lives and protect public health and safety, snow removal assistance was provided from 1977 through 1979 in order to provide emergency access to essential facilities.

In 1993, 18 emergency declarations were authorized as a result of a severe winter storm, categorized by the National Weather Service (NWS) as a blizzard. The entire eastern seaboard experienced severe conditions caused by the storm system. The basis of these declarations was the actual and potential loss of life, the widespread nature of the event, and the need to supplement emergency assistance efforts. In 1994, 11 major disaster declarations were granted for winter storms that caused significant property damage. The conditions experienced during these events were freezing rain and icing that caused extensive power outages and health and safety hazards. In 1996, 12 major disaster declarations were granted for winter storms along the East Coast. Heavy snowfalls jeopardized access to emergency services and created health and safety hazards. Federal assistance consisted of reimbursement for costs incurred for snow removal from snow emergency routes. In 1997, 3 major disaster declarations were granted for States in the Upper Midwest. Federal assistance was provided for snow removal from snow emergency routes and other emergency actions.

During the winter of 1998, the President declared four snow emergencies in the Midwest and in New York state. Emergency protective measures, including snow removal operations, were provided to those counties which received record or near record snowfall as determined by the National Oceanic and Atmospheric Administration (NOAA). Counties that were not eligible based on their own snowfall amount, but were contiguous to counties that received record or near record snowfall, were determined to be eligible for emergency protective measures. Snow assistance was provided for 48-hours to aid the affected local governments in providing emergency access to critical facilities and to address the most critical needs of the community. The intent of providing 48-hours of assistance was to allow the community flexibility in determining which roads and facilities were the most critical for the provision of emergency services. In addition, it was intended to reduce the administrative burden to the local, State, and Federal government in determining which roads

served as snow emergency routes, and, in turn, determining eligible costs. Numerous counties requested time extensions to complete their snow removal operations. FEMA denied these requests and determined that additional time would only be provided in situations where the snowfall greatly exceeded the record amount. Following the emergency declarations, it was determined that additional guidance and revisions to the policy were required to further clarify FEMA's provision of snow assistance.

- B. Authority: The authority to provide Federal assistance for such disasters is provided in the Robert T. Stafford Disaster Relief and Emergency Assistance Act P.L. 93-288, as amended and 44 CFR 206.227. 44 CFR 206.227 reads as follows: "Emergency or major disaster declarations based on snow or blizzard conditions will be made only for cases of record or near record snowstorms, as established by official government records. Federal assistance will be provided for all costs eligible under 44 CFR 206.225 for a specified period of time which will be determined by the circumstances of the event."
- C. Official Government Records: The NWS, a division of the Department of Commerce, NOAA, is the cognizant Federal agency that collects, forecasts, and performs operational analyses of official information pertaining to snowfall. The National Climatic Data Center, a part of NOAA's National Environmental Satellite, Data, and Information Service, is mandated to perform historical climatological analyses of this data and serve as the official archive of snowfall data. To assist FEMA in implementing the Snow Assistance regulation, NOAA has provided historical snowfall data for approximately 7,000 reporting stations across the country. This information includes the maximum 1-, 2-, and 3-day snowfalls that have been recorded over the time period that records have been maintained.

7. Policy:

- A. It continues to be Federal policy that disaster response and recovery is the responsibility of State and local governments. Federal assistance is supplementary and is appropriate only when an event is of such severity and magnitude that response requirements exceed State and local capabilities.
- B. In addition to satisfying the requirements under 44 CFR 206.35 or 44 CFR 206.36 for emergency or major disaster declarations, the event must be determined to be a record or near record snowfall using NOAA data. Snowfall for a specific event will be measured against the historical snowfall data maintained and provided by NOAA.
- C. Federal assistance is intended for record snowfall situations. However, a very significant snowstorm that is not a record event may exceed State and local response capabilities. Therefore, FEMA will consider the impact of other occurrences, including the following, when evaluating requests for Federal assistance for near record snowstorms:
 - 1. Heavy snowfall over a very extended period of time;
 - 2. Severe winds and extraordinary drifting;
 - 3. Extraordinary ice formation; and
 - 4. Cumulative effect of snow on the ground.
- D. In the event of an emergency or major disaster declaration resulting from snow or blizzard conditions, Federal assistance will be provided for emergency protective measures (including, but not limited to, snow removal, de-icing, salting and sanding roads) as described in 44 CFR 206.225. Federal emergency assistance will be provided for only a specified period of time determined by the circumstances of the event. Under the provisions of this policy, Federal assistance is intended for emergency purposes only, not for the total costs of recovery from the snowstorm. The duration of emergency assistance will be recommended by FEMA and decided by the President. The provisions of 44 CFR 206.228(a)(4) apply.
- E. The Executive Associate Director has the authority to add counties and to adjust the eligible period for assistance after the President has declared the emergency or disaster.
 - 1. Counties subsequently added to the declaration must meet the basic criteria for a

declaration as specified in Paragraph 7. b. above. Requests for additional counties should be made by the Governor or the Governor's Authorized Representative and include supporting documentation. Requests for add-on counties should be made within 30 days of the declaration or the end of the incident period, whichever is later.

2. Generally, FEMA will provide assistance for a continuous 48-hour period, to allow time for eligible applicants to address the most critical emergency needs. The 48-hour period for snow removal assistance may begin at a time other than when the storm actually began. Each applicant will designate the beginning of the 48-hour period.
 3. If snowfall quantities greatly exceed record amounts, an additional 24-hours of snow assistance may be requested. The extension of the eligible time period will be made for all designated counties within a State. For the State to qualify for an extension of the eligible time period, a significant number of the designated counties must experience snowfall that greatly exceeds the record amount.
- F. The Hazard Mitigation Grant Program under Section 404 of the Stafford Act will not be activated following a "snow" declaration. It may be authorized only for a "severe winter storm" which is declared as a major disaster.
- G. A county that does not receive a record or near record snowfall, but is contiguous to a county that receives a record or near record snowfall, may be added to the declaration and be eligible for snow assistance. Contiguous counties are those with some portion of their border common to a designated county. Those counties that are not eligible based on their own snowfall amounts, must have snowfall equal to or greater than that of the designated contiguous county that was designated on the basis of a record or near record snowfall.

For example, county "A" is designated because it receives 1-day snowfall of 20 inches that exceeds its historical record snowfall. County "B" is contiguous to county "A" and also receives a 1-day snowfall of 20 inches. However, county "B's" 1-day record snowfall is 25 inches. Therefore county "B" is not eligible under the record or near-record snowfall criteria. However, because county "B" received snowfall equal to that of county "A" and is contiguous to county "A", county "B" is also eligible for snow assistance.

- H. All snow removal insurance proceeds must be reduced from the eligible snow assistance amounts.

8. Procedure:

- A. Requests for emergency or major disaster declarations for snow assistance on the basis of extraordinary snowfall shall cite "snow" or "snowfall" as the incident type in the request letter and Regional documentation. This type of declaration allows reimbursement for costs associated with snow removal and emergency protective measures for a specified period of time.
- B. Requests for emergency or major disaster declarations for winter storms that cause substantial infrastructure damage resulting from snow, ice, high winds, and other blizzard conditions shall cite "severe winter storm" as the incident type. Declarations based on these requests are to be justified on the basis of an estimate of actual damage. Eligible work will not include snow removal unless "record" or "near record" snowfall criteria are met. Rather, only a very limited level of snow removal, incidental to the recovery, will be eligible for assistance. (For example, snow removal that is necessary in order to access debris or for access to repair essential facilities may be eligible following a snowstorm that does not meet the "record" or "near record" criteria). This limitation is not intended to inhibit the Federal Coordinating Officer from authorizing measures to protect public health and safety.
- C. There may be events warranting an emergency or major disaster declaration with different types of assistance provided to different counties within the State. Some counties may warrant a designation for "snow" emergency protective measures and snow removal assistance due to record or near record snowfall. Others may warrant a designation for damages resulting from a "severe winter storm." In some cases a single county might warrant assistance for both "snow" and a "severe winter storm." The Governor's request for assistance must cite and justify the reason for the request as:

1. "Snow"
2. "Severe winter storm" or
3. "Severe winter storm/snow"

D. Measurement of Snowfall:

1. For the purposes of this policy, the maximum snowfall over a 1-, 2-, or 3-day period, as documented by historical records maintained by NOAA, is defined as a record snowfall.
2. If Federal assistance is requested for a snowstorm that occurs over a 1-, 2-, or 3-day period, then the snowfall data for the specific event shall be compared to the record snowfall data for the reporting stations in each of the affected counties. The snowfall values shall be compared for the same time period. That is, if the current snowstorm occurred over 2-days, then the current 2-day snowfall shall be compared to the 2-day historical record snowfall.

E. Use of official snowfall data:

1. With the Governor's request for an emergency or major disaster declaration, the State will provide official government snowfall data as provided by NWS.
2. The Regional Office will then measure the snowfall against the record values on a county by county basis. For a county to receive FEMA assistance, the snowfall must be a record or near record event.
3. For counties with multiple snowfall reporting stations, at least one reporting station must experience a record or near record snowfall as determined by NOAA data.
4. For counties that do not have NOAA reporting stations, a comparison of the snowfall values for reporting stations within adjacent counties or the nearest reporting station shall be used for declaration recommendation purposes.

F. Request processing:

1. The Governor requests an emergency or major disaster declaration, providing the following information:
 - a. identification of counties for which a declaration is sought;
 - b. amount of snowfall for each affected county;
 - c. date(s) of snowfall;
 - d. impact of snowfall; and
 - e. type of assistance requested.
2. Regional Director:
 - a. evaluates the request;
 - b. validates the actual snowfall and effects;
 - c. compares actual snowfall with historical record snowfall;
 - d. evaluates any extenuating problems, and makes a recommendation on the request for declaration;
 - e. on a case by case basis; recommends the incident period for the snowstorm;

- f. proposes time span for eligible Federal assistance; and
 - g. submits to Headquarters a Regional Summary and a Regional Analysis and Recommendation that includes the above information in addition to a narrative of the event, the impacts of the event to the private and public sector, health and safety impacts, emergency shelter information, type and extent of damage (in case of a request for a major disaster), the type of assistance needed, and State and local resources allocated.
 - 3. FEMA Headquarters evaluates the data and any extenuating problems and makes a recommendation on the declaration to the President.
- 9. **Supersession:** FEMA Snow Policy dated November 10, 1998; RR Policy Number 9523.1
- 10. **Authorities and References:** Robert T. Stafford Disaster Relief and Emergency Assistance Act, P.L. 93-288 as amended, and 44 CFR 206.227
- 11. **Originating Office:** RR-IS
- 12. **Review Date:** Two years from the date of publication
- 13. **Signature:**
 signed
Lacy E. Suiter
Executive Associate Director
Response and Recovery Directorate
- 14. **Distribution:** Regional Directors, Regional RR Division Directors, Regional IS Branch Chiefs

CLOSEOUT AND AUDITS

How do we know that our Grant is closed?

Once we receive your final P.4., Project Listing and once all eligible funding is disbursed, you will receive a closeout packet. This packet will contain your P.4., signed by the Governor's Authorized Representative, a fact sheet showing all funding disbursed, copies of administrative documents and copies of check letters. You must maintain all documents pertaining to this grant for a minimum of three (3) years following receipt of your close out packet. This essentially closes your Public Assistance Grant. The only outstanding requirements may be audits.

What are our audit requirements?

Expenditures of over \$500,000 in a fiscal year require that a Single Audit be performed during your regular audit cycle. In order to determine your expenditures, you need to consider all federal funds expended in that particular fiscal year, not just federal funds expended related to the Public Assistance Grant Program. You must inform your auditor of all expenditures, regardless of their amount. Expenditures of less than \$500,000 do not require a Single Audit.

Please keep in mind that expenditures do not have to equal receipts for that fiscal year. For example, if you have a large project PW approved under your Public Assistance Grant for which you expend your own funds in FY 05 but for which federal funds are not forwarded until FY 06, you must report your expenditures in FY 05.

PUBLIC ASSISTANCE AUDIT REQUIREMENTS UNDER P.L. 93-288

In accordance with the Single Audit Act of 1984, including Amendments, and guidance described in OMB Circulars A-102, A-110 (if applicable), A-128, and A-133 the following procedures will assure compliance with those standards in the administration of the Public Assistance Grant Program to eligible subgrantees, pursuant to a Presidential Declaration of major disaster in the State of Ohio.

1. At the end of each calendar year, the Department of Public Safety will provide the Auditor of State a listing of all State agencies, local governments and private-non-profit organizations which have received Federal funds under the Public Assistance Program for the specific disaster declared by the President. This will serve as notice to State field examiners to inquire about the funds at the time of the respective subgrantees' audit, ensuring at a minimum, the inclusion of those funds in the Audit Report's "Schedule of Federal Financial Assistance", if applicable.
2. The subgrantee will be contacted by the State of Ohio should the State wish to review a particular audit, with management letter, for a specific fiscal year. This requirement begins the local fiscal year of the presidential declaration of major disaster and ends the local fiscal year in which final expenditures are made.

- a. The Single Audit Act of 1984, Amendments of 1996 and 2003 requires local governments, State Agencies/ Departments, and private non-profit organizations expending a total of \$500,000 or more in federal financial assistance in any fiscal year to have a single audit performed.
 - b. Those local governments, State Agencies/Departments, or private non-profit organizations expending less than \$500,000 in federal financial assistance must supply Ohio EMA with a letter from a clerk/treasurer, for each fiscal year, certifying that status.
 - c. If during any single audit the subgrantee has been informed of non-compliance findings regarding this program, the subgrantee shall verbally notify the State immediately, prior to publication of the Audit Report.
3. The subgrantees will correct the finding(s) within thirty (30) days of written notification of non-compliance, if not sooner, and notify the State in writing of the actions taken.
 4. Findings against the subgrantee remaining uncorrected by the subgrantee will be deducted from the applicant's final reimbursement by the State in the amount of funds questioned in the Audit Report. If the State has already dispersed final settlement, and a subsequent audit report identifies non-compliance by the subgrantee, collection proceedings will be initiated by the State against the subgrantee in the amount of the questioned costs.
 5. Throughout the lifetime of the designated Public Assistance Grant Program, it is the responsibility of each subgrantee to inform the State (or private) examiner of their participation in this program at the time of their respective Single Audits.
 6. The State will review each audit report received to assure that:
 - a. If applicable, the grant(s) received that fiscal year are included in the "Schedule of Federal Financial Assistance" portion of the Audit Report, and that the report properly addresses the Public Assistance Grant Program, as required under the Single Audit Act and appropriate OMB guidance;
 - b. Any of the program activities which may have been tested by the State examiner are in compliance with all regulations pertaining to the Public Assistance Program and Single Audit requirements, and;
 - c. Audit findings against the subgrantee pertaining to this grant will be rectified within thirty (30) days of receipt of the Audit Report by the subgrantee, either with guidance from, or, established by the State.

If you have further questions regarding audit requirements, you may refer to 44 CFR, Part 13, Subpart G (under Regulation/Policy Tab); OMB Circulars A-102, A-110 (if applicable), A-128 and A-133 (A-133 included under Regulation/Policy Tab), or you may contact the State Auditor's Office.

DEFINITIONS

1. Applicant: A state agency, local government, eligible private non-profit organization, as identified in Subpart H of FEMA regulations, submitting an application to the Governor's Authorized Representative (GAR) for assistance under the Public Assistance Grant.
2. Applicant's Briefing: The briefing held for all potential applicants to the PA Grant Program. All aspects of the Program are explained.
3. Applicant Liaison: A state customer service representative responsible for providing applicants with state specific information and documentation requirements. The Liaison works closely with the Public Assistance Coordinator to provide any assistance the applicant may require.
4. Authorized Agent (AA): The person named by the local head of government to execute on their behalf all necessary documents related to the PA Program. This person assures the scope of work is accomplished and all documentation related to each work site is maintained for audit purposes.
5. Case Management File: A centralized data bank of all applicant activities. Data entered into this bank creates a chronological history of everything that has taken place with an applicant from the time they apply for assistance until they have received all monies and their file has been closed.
6. Critical Private Non-Profit Organization: Those PNP's providing critical services:
 - Power: Facilities for generation, transmission and distribution of electric power.
 - Water: (including water provided by an irrigation organization or facility) Facilities for the treatment, transmission, and distribution of potable water or water for fire protection or electricity generation.
 - Sewer and Wastewater Treatment: Facilities for collection, transmission and treatment of wastewater.
 - Communications: Facilities for transmission, switching and distribution of telephone traffic.
 - Emergency Medical Care: Emergency rooms (trauma centers), and facilities within them, and rescue vehicles used by emergency medical technicians are critical service facilities.
7. Emergency Work: That work done immediately to save lives and to protect improved property and public health and safety, or to avert or lessen the threat of a major disaster.
8. Force Account Work: An applicant's own labor forces, equipment and materials.
9. Governor's Authorized Representative (GAR): The person named by the Governor in the FEMA/State Agreement to execute on behalf of the State all necessary documents for disaster assistance and to evaluate and transmit local government, eligible private non-profit organizations, and state agency requests for assistance to the Regional Director following a major disaster or emergency declaration. Under normal circumstances, the Governor names the Executive Director of the Emergency Management Agency.
10. Grant: An award of financial assistance. The grant award is based on the total eligible federal share of all approved projects.
11. Grantee: The government to which a grant is awarded and which is accountable for the use of the funds provided. The grantee is the entire legal entity even if only a particular component of the entity is designated in the grant award document. For purpose of this regulation, except as noted in Section 206.202, the State (Ohio EMA) is the Grantee.

12. Immediate Needs Funding (INF): An advance of grant funds to assist with payment of emergency work within the first 60 days after a disaster strikes. The amount of funding is normally 50% of the federal share of emergency costs as identified during the preliminary damage assessment.
13. Improved Property: A structure, facility, or item of equipment that was built, constructed, and manufactured. Land used for agricultural purposes is not improved property.
14. Individual Project: All work performed at a single site whether or not described on a single Project Worksheet.
15. Kick-off Meeting: The initial meeting between an applicant, the Applicant Liaison, and the Public Assistance Coordinator. At this working session, the applicant provides a list of damages and receives comprehensive information about the Public Assistance Program and detailed guidance for their specific circumstances.
16. Numeric Cost Code Listing: An estimation of cost to complete a given type of work (debris removal, road repair, and so on). List is comprehensive and arranged by Category (A-G).
17. PA-ID Number: This is also referred to as your FIPS Code. This is the number that FEMA uses to identify your Public Assistance Grant.
18. Private Non-Profit Organization (PNP): Any private non-profit educational, utility, emergency, medical, or custodial care facility, including a facility for the aged or disabled, and other facility providing health and safety type services, and such facilities on Indian reservations. Further definitions are as follows:
 - Educational Facilities: means classrooms plus related supplies, equipment, machinery, and utilities of an educational institution necessary or appropriate for instructional, administrative, and support purposes, but does not include buildings, structures, and related items used primarily for religious purposes or instruction.
 - Irrigation: means water for essential services of a governmental nature to the general public, such as fire suppression, generating and supplying electricity and drinking water supply, but does not include water for agricultural purposes.
 - Utility: means buildings, structures, or systems of energy, communication, water supply, sewage collection and treatment, or other similar public service facilities.
 - Emergency Facility: means those buildings, structures, equipment or systems used to provide emergency services, such as fire protection, ambulance, or rescue, to the general public, including the administrative and support facilities essential to the operation of such emergency facilities even if not contiguous.
 - Medical Facility: means any hospital, outpatient facility, rehabilitation facility, or facility for long term care as such terms are defined in Section 645 of the Public Health Service Act (42 U.S.C. 2910) and any similar facility offering diagnosis or treatment of mental or physical injury or disease, including the administrative and support facilities essential to the operation of such medical facilities even if not contiguous.
 - Custodial Care Facility: means those buildings, structures, or systems including those for essential administration and support, which are used to provide institutional care for persons who require close supervision and some physical constraints on their daily activities for their self-protection, but do not require day-do-day medical care.
 - Other Essential Governmental Services Facility: means facilities such as community centers, libraries, homeless shelters, senior citizen centers, shelter workshops and similar facilities which are open to the general public.

In addition: Any governmental agency or entity that currently has:

- An effective ruling letter from the U.S. Internal Revenue Service, granting tax exemption under Section 501(c), (d), or (e) of the Internal Revenue Code of 1954.
 - Satisfactory evidence from the State that the non-revenue producing organization or entity is a non-profit one organized or doing business under state law.
21. Project Formulation: The process of documenting the eligible facility, the eligible work and the eligible cost for damages resulting from the declared event.
 22. Project Officer: An emergency management employee with demonstrated experience and training in management of large and complex repair projects.
 23. Project Worksheet (PW): Identifies the scope of work to be accomplished and the estimated amount of money for project costs.
 24. Public Assistance Coordinator (PAC): A FEMA customer service representative responsible for providing continuity of service to an applicant in the recovery process of the Public Assistance Program.
 25. Public Assistance Officer (PAO): The person assigned the management responsibility for the Public Assistance Program (state and federal levels).
 26. Public Entity: An organization formed for a public purpose whose direction and funding are provided by one or more political sub-divisions of the state.
 27. Request for Public Assistance (RPA): The official notification of intent to apply for public assistance monies following declaration of a disaster. It is a short form that asks for general identifying information about an applicant.
 28. Schedule of Equipment Rates: The cost listing for various pieces of equipment which identifies the cost for operating equipment.
 29. Special Considerations: Factors that must be addressed before federal grant money can be obligated to repair or restore damaged facilities. These factors include, but are not limited to, general and flood insurance, historic preservation, environmental protection, and hazard mitigation.
 30. Specialist: An emergency management employee with demonstrated technical or program expertise in a defined specialty.
 31. Subgrant: An award of financial assistance under a grant by a grantee to an eligible subgrantee.
 32. Subgrantee: The government or other legal entity to which a subgrant is awarded and which is accountable to the grantee for the use of funds provided.
 33. Validation: A pre-funding verification to confirm the eligibility, compliance, accuracy, and reasonableness of small projects formulated by an applicant.

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