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|  | **PUBLIC ASSISTANCE Kick-Off Meeting** Necessary Information for Projects  Force Account Labor  - Names of employees claimed  - Need regular and overtime hours for each employee *(time sheets)*  - Only overtime hours are eligible for claim for Category A and B *(regular hours are used to verify equipment time claimed)*  - Regular and overtime hours are eligible for Categories C through G  - Need employee benefit rates by type received and percentage and equivalent dollar amount per hour  *(can be actual or overall average)*  - Need copy of employee contractual agreement for overtime rate exceeding 1.5 times regular pay rate and any policy for compensatory time  - Mechanics performing normal mechanic duties are not eligible  - Standby or "on-call" time is not eligible  Reassigned Employees *(employees must be performing eligible work)*  Temporary Employees *(hired for short term, specific task as needed only) Names and all hours worked and rate of pay*  Backfill Employees *(in* some cases *employees (permanent or temporary} may be eligible for employees*  *who are performing eligible emergency work)*  Force Account Equipment  - Need type of equipment *(ex: pickup)*  - Need horsepower *(ex: 1 BOhp)*  - *Optional make (ex: F150)*  - Need operator name  - Need all hours each piece of equipment operated (regular and overtime)  - Equipment is only eligible for hours of operation/use; standby/idle time is not eligible  - Need equipment log *I* mileage records when claiming miles  Contract Summary  - Need copy of contract *I* invoice  - Copy of procurement policy and bids solicited or received  - Name of contractor *I* Vendor  - Billing invoice/statement  - Dates worked and type of work performed  - Location(s) of worked performed  - *(contracts must meet criteria in CFR 44, paragraph 13.36)*  Rental Summary  - Need copy of invoice/billing statement  - Summary of worked performed  Materials Summary  - Need invoice/billing statement for all materials purchased  - Date used  - Reason used  - Meals provided for EOC's and other personnel that are determined to be eligible are considered materials  *(not all* meals *are automatically considered eligible)* |  |
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*CATEGORIES OF WORK*

*EMERGENCY WORK*

Category A - Debris

- Need type of debris moved/removed (vegetative, C&D, or white goods)

*Vegetative:*

- Need total quantity moved in cubic yards or tons

- Need verification of amount moved (load ticket/dump ticket)

- Location where debris was moved/staged/dumped

- Disposition of debris (landfill/burned/chipped)

- Estimate of remaining debris in cubic yards and location

- Location(s) where debris was moved from

- Copy of any permits required (staging/burning if applicable)

*Stump Removal*

- Diameter 24 inches or above

- 50% or more of root-ball exposed

- Location documentation *I* photo

*Tree Removal*

- 50% of crown damaged or destroyed, limbs broken that expose heartwood, split trunk

- Location documentation *I* photo

*Construction and Demolition (C&DJ:*

- Same information as needed for vegetative

*White Goods:*

- Amount of white goods in cubic yards or pieces

- Number of items containing Freon

- Location of Freon removal area

- Disposition of Freon

Category B - Emergency Protective Measures

- Summary of type of work performed (rescue/notification/preventative)

- Summary of location(s) where worked performed

*PERMANENT WORK*

Category C -Roads and Bridges

- Location of road/ road area *I* bridge

- Specific area damaged *(measurements)*

- Specific type of damage *(ex: asphalt surface washed away I wing-walls of abutments undermined)*

- Description of work and materials needed to return damaged area/item back to pre-disaster condition

- Copies of any costs estimates obtained

- Culverts, roadside ditches, lighting, and signs are included in this category

- *(Roads that fall under the jurisdiction* of *the Federal Highway System are not eligible for claim, applicant must apply through the Federal Highway system for worked performed on Federal Aid roads*

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|  | *PERMANENT WORK- (cant}*  Category D- Water Control Facilities  - Location *I* type of damage *I* estimate to repair  - Includes: irrigation systems, drainage channels, pumping facilities, and flood control works  - *(Eligibility is restricted)*  Category E- Buildings and Equipment  - Location of building(s)  - Detailed damaged description  - Copies of any repair estimates  - Temporary repair may be eligible  - Copy of insurance *I* claim *I* statement of damages *I* any checks issued  - Any historical significance/ on national historic registry *I* qualifies for possible  - Inclusion on the national historic registry *(over 50 years old, possible restrictions apply to type of work that can be performed and disposition of any debris)*  - Damaged equipment may/may not be eligible .  - Copy of insurance *(complete copy)*  Summary of how damage occurred  - Detailed description of damage  - Copy of any cost/repair estimate  Category F - Utilities  - Includes water, electrical, gas, sewer systems  *(maps, locations, descriptions)*  - Detailed damage description  - Copy of any cost/repair estimates  - Copy of insurance  Category G - Other  - Parks, pools, beaches  - Detailed description of damages  - Copy of any cost/repair estimates  - *(Numerous restrictions on type of work that can be performed and eligibility apply in this category)*  *OTHER AREAS*  Donated Resources (Category A and B only)  - Labor: *Names, dates worked, time in and out, work performed, location where work was done*  - Equipment: *same information as force account equipment*  - Materials: *who donated, what was donated, quantity, cost if item(s) had to be purchased*  Mutual Aid:  - Receiving agency must file the claim for aid received  - Copy of pre- or post agreement is required  Forms  - Claim will be submitted on signed documentation  - Various forms are available to document cost  - Forms can be tailored to individual applicant needs *I* situation  - Applicant designed forms can be accepted provided they contain the required information  *(check with PAC I PO)* .  *NOTE: Please check with PAC I PO prior to spending a Jot of time preparing your own forms to ensure that they are being done correctly, this can eliminate a possibility of having to do them over.* |  |
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|  | *OTHER AREAS- (cont.)*  Small/ Large Project Threshold = $66,400.00  Time Periods  - RPA Submission= 30 days from date of declaration  - Damages Submitted (PWs written) = 60 days from Kick-Off  - Emergency Work (Cat A /8) =completed 6 months from date of declaration  - Permanent Work (Cat C through G) = completed 18 months from declaration  Grant Management Cost (formerly called Administrative Allowance)  -No longer a FEMA responsibility, this is a State function, applicant can elect to participate or not participate *(each state may have different guidelines or procedures for submitting claim)*  406 Hazard Mitigation, Improved and Alternate Projects  - Must be approved by FEMA and State prior to initiating work  - 406 HMP- funded at 75% of approved cost  - Improved Project- applicant is responsible for additional cost above original project cost  - Alternate Project- funded at 90% of the original 75% Federal Share of the project cost  404 Hazard Mitigation  - Managed by State  Process  - Kickoff Meeting  - Compiling cost data, information, estimates, support documentation  - Site Visits to verify damage(s) and or repairs  - Preparation of Cost documentation forms  - Preparation of Project Worksheet  - Review and Signature of Project Documentation  - Submission of Project and entry into NEMIS  - Initial, *(other additional reviews when required},* and Final Review  - Project Obligation *(funds turned over to State)*  - Exit Briefing *(conducted once all projects have been submitted)*  - Project Closeout |  |
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