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|  | **PUBLIC ASSISTANCE Kick-Off Meeting** Necessary Information for ProjectsForce 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 eligibleReassigned 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 milesContract 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 performedMaterials 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 estimateCategory F - Utilities- Includes water, electrical, gas, sewer systems*(maps, locations, descriptions)*- Detailed damage description- Copy of any cost/repair estimates- Copy of insuranceCategory 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 requiredForms- 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 = $66,400.00Time 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 declarationGrant 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 cost404 Hazard Mitigation- Managed by StateProcess- 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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