

# PUBLIC ASSISTANCE WORKBOOK



JUNE 2012

A Basic Reference Guide to the Public Assistance  
Program for City Departments

CITY OF PHILADELPHIA  
MANAGING DIRECTOR'S  
OFFICE OF EMERGENCY MANAGEMENT

# Public Assistance Workbook

A BASIC REFERENCE GUIDE TO THE PUBLIC ASSISTANCE PROGRAM  
FOR CITY DEPARTMENTS

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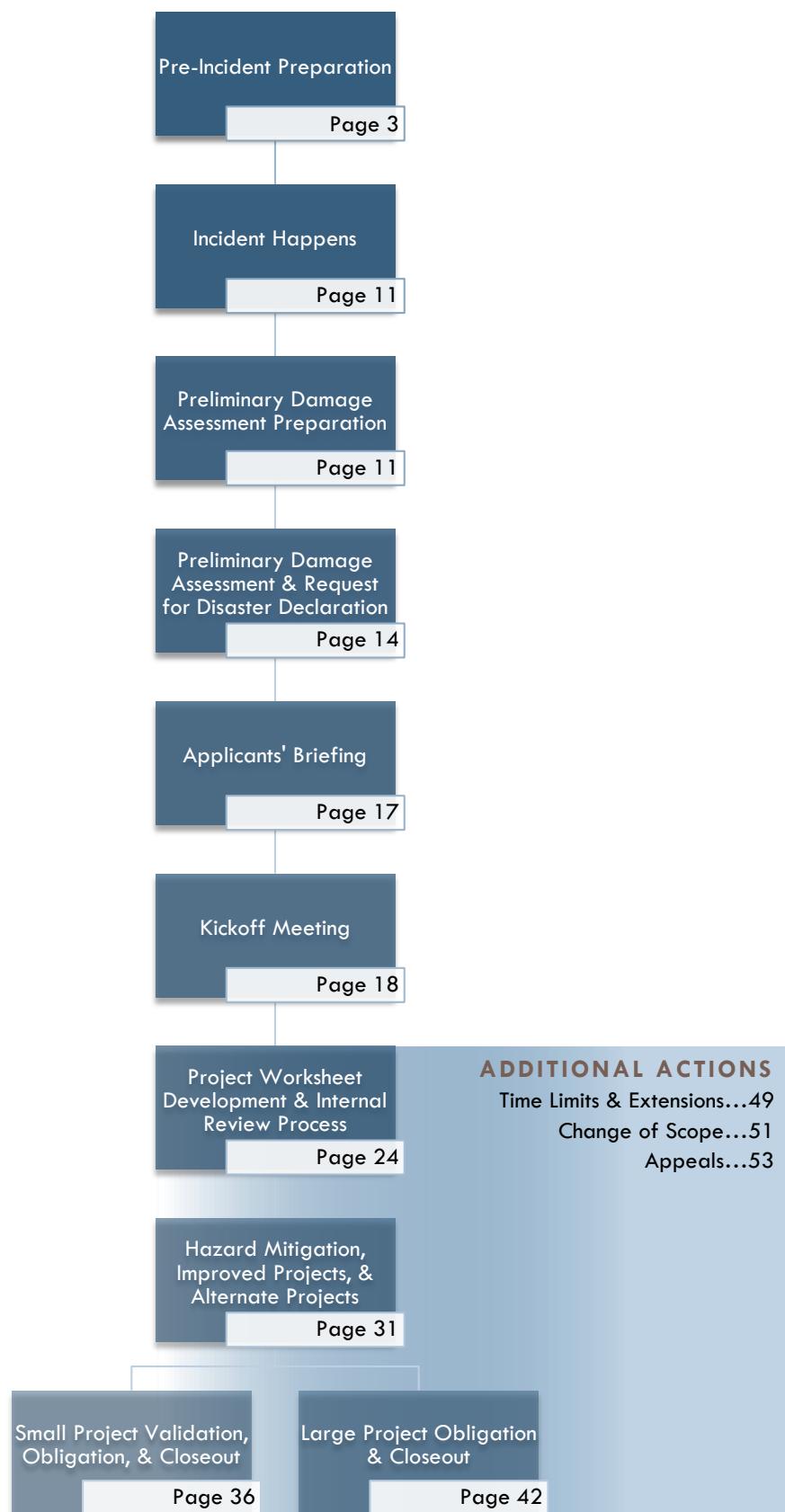
## WHAT IS PUBLIC ASSISTANCE?

The Public Assistance Program makes funding available to City departments for costs that they incurred preparing for, responding to, and recovering from a federally declared disaster. Specifically, the Public Assistance program provides assistance for debris removal, emergency protective measures, and the restoration of facilities and infrastructure.

Under the Public Assistance Program, the Federal Emergency Management Agency (FEMA) provides supplemental aid to the city to help it recover from disasters as quickly as possible. FEMA will work with the Pennsylvania Emergency Management Agency (PEMA) and the City of Philadelphia's Managing Director's Office of Emergency Management (MDO-OEM) to coordinate the operations of the Public Assistance Program.

In accordance with the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act), FEMA has developed Public Assistance eligibility requirements and application procedures, which can be very lengthy and complex, depending on the incident. There are a number of steps that the city and impacted departments must take to receive disaster reimbursement through the Public Assistance Program, from documenting costs incurred to requesting a disaster declaration to submitting damage claims. The Public Assistance Workbook is intended to serve as a basic reference guide for City departments to the Public Assistance Program. It provides recommendations for actions that departments can take before, during, and after a disaster to be better prepared to request and receive reimbursement. It also provides departments with checklists, correspondence, and forms that may be used if the Public Assistance Program is activated.

# THE PUBLIC ASSISTANCE PROCESS



## PRE-INCIDENT PREPARATION

Departments take many steps to prepare for a disaster, from cleaning inlets before heavy rains to bidding snow removal contract to preparing an essential personnel list. In addition to actions like these, departments can also take steps in advance of an incident to be better prepared to request a disaster declaration and receive reimbursement from the federal government after a declared disaster. It is important for all departments to keep track of the “who, what, where, when, why, and how much” for any item of disaster work. This preparation will help to ensure that the city is maximizing its reimbursement from the federal government, if Public Assistance is authorized.

### DEPARTMENTS SHOULD PREPARE TO DOCUMENT THE FOLLOWING:

**CLASS 100 (PERSONAL SERVICES)** Capture the total incremental labor costs that your organization incurred.

- Date and hours worked (both straight and overtime), for permanent, temporary, reassigned (including those assigned to backfill a position), essential employees called back from administrative leave, and grant-funded employees
- Work location
- Type of work performed

**CLASS 200 (CONTRACTS)** Capture the total contract costs that your organization incurred. This may include debris removal contractors, cleanup crews, etc.

- Contracts, vendor purchase orders, invoices, and payments
- Explanation of how the contract was executed and the procurement method used, if price was not competitively determined, an explanation of how the price was determined

**CLASS 300 AND 400 (EQUIPMENT AND MATERIALS)** Capture total equipment and material costs. This may include trucks, front-end loaders, salt, water or food for shelters, sandbags, etc.

- Equipment operator
- Date and hours in operation
- Location of work performed
- Type of work performed
- Equipment description
- Lists of damaged and destroyed equipment
- Date of materials purchase and usage
- Description of material
- Refer to the FEMA Schedule of Equipment Rates included on pages 5-10 for hourly equipment rates

**PHYSICAL DAMAGE (REPAIRS MADE TO INCIDENT-RELATED DAMAGE OF FACILITIES OR INFRASTRUCTURE)**

- Detailed description of the damage and what is required to restore the site or facility
- Location of facility
- Estimated repair cost
- Photographs of the damage
- Environmental and historic alternatives, and hazard mitigation opportunities considered for all projects, including improved or alternate projects

**RECORD KEEPING** Departments may already have a record-keeping system that they use to document these costs on a regular basis. Departments are encouraged to continue to use whatever system works for their processes, so long as they are able to keep track of which costs (labor hours, equipment usage, material usage, etc.) are directly tied to the potential disaster event.

**PRE-DISASTER SURVEY** Departments are also encouraged to survey and document the pre-disaster condition of any facilities, infrastructure, or equipment that they own or maintain, before an event. FEMA will not reimburse an applicant for pre-existing damage. Therefore if you can prove that the damaged facility was in good repair before the disaster, your department will be better prepared to receive funding for the costs of the damages. Examples of possible pre-disaster documentation may include annual bridge reports, photographs, annual car inspections, etc.

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### DID YOU REMEMBER TO PREPARE TO...

- Keep track of all labor costs that your department may have incurred?
- Document any contracts used?
- Keep track of all invoices from disaster-related contract work?
- Document what equipment your department used?
- Document what the equipment was doing? How was it related to the disaster?
- Record vehicle operator and mileage?
- Document what materials your department used? And how much?
- Have a copy of an invoice or purchase order for any materials used?
- Survey your department's facilities to see if there was any physical damage?
- Document any damage with a written description and pictures?

## FEMA's SCHEDULE OF EQUIPMENT RATES

**DEPARTMENT OF HOMELAND SECURITY  
FEDERAL EMERGENCY MANAGEMENT AGENCY**  
 RECOVERY DIRECTORATE  
 PUBLIC ASSISTANCE DIVISION  
 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 incidental to operation. Standby equipment costs are not eligible.

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

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

THESE RATES ARE APPLICABLE TO MAJOR DISASTERS AND EMERGENCIES DECLARED BY THE PRESIDENT ON OR AFTER SEPTEMBER 15, 2010.

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	\$8.25
8491	Aerial Lift, Self-Propelled	Max. Platform Height	60 ft	to 30	Articulated, Telescoping, Scissor.	hour	\$12.25
8492	Aerial Lift, Self-Propelled	Max. Platform Height	70 ft	to 50	Articulated, Telescoping, Scissor.	hour	\$21.00
8493	Aerial Lift, Self-Propelled	Max. Platform Height	125 ft	to 85	Articulated and Telescoping.	hour	\$55.00
8494	Aerial Lift, Self-Propelled	Max. Platform Height	150 ft	to 130	Articulated and Telescoping.	hour	\$67.00
8486	Aerial Lift, Truck Mntd	Max. Platform Height	40 ft		Articulated and Telescoping. Add to Truck rate for total rate.	hour	\$6.75
8487	Aerial Lift, Truck Mntd	Max. Platform Height	61 ft		Articulated and Telescoping. Add to Truck rate for total rate.	hour	\$12.25
8488	Aerial Lift, Truck Mntd	Max. Platform Height	80 ft		Articulated and Telescoping. Add to Truck rate for total rate.	hour	\$23.50
8489	Aerial Lift, Truck Mntd	Max. Platform Height	100 ft		Articulated and Telescoping. Add to Truck rate for total rate.	hour	\$34.00
8010	Air Compressor	Air Delivery	41 cfm	to 10	Hoses included.	hour	\$1.50
8011	Air Compressor	Air Delivery	103 cfm	to 30	Hoses included.	hour	\$7.00
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	\$20.00
8014	Air Compressor	Air Delivery	400 cfm	to 145	Hoses included.	hour	\$27.50
8015	Air Compressor	Air Delivery	575 cfm	to 230	Hoses included.	hour	\$45.50
8016	Air Compressor	Air Delivery	1100 cfm	to 355	Hoses included.	hour	\$51.00
8017	Air Compressor	Air Delivery	1600 cfm	to 500	Hoses included.	hour	\$80.00
8040	Ambulance			to 150		hour	\$25.50
8041	Ambulance			to 210		hour	\$32.50
8060	Auger, Portable	Hole Diameter	16 in	to 6		hour	\$1.30
8061	Auger, Portable	Hole Diameter	18 in	to 13		hour	\$3.50
8062	Auger, Tractor Mntd	Max. Auger Diameter	36 in	to 13	Includes digger, boom and mounting hardware. Add to Tractor rate for total rate.	hour	\$1.30
8063	Auger, Truck Mntd	Max. Auger Size	24 in	to 100	Includes digger, boom and mounting hardware. Add to Truck rate for total rate.	hour	\$29.00
8070	Automobile			to 130	Transporting people.	mile	\$0.50
8071	Automobile			to 130	Transporting cargo.	hour	\$13.00
8072	Automobile, Police			to 250	Patrolling.	mile	\$0.60
8073	Automobile, Police			to 250	Stationary with engine running.	hour	\$16.25
8110	Barge, Deck	Size	50'x35'x7.25'			hour	\$34.00
8111	Barge, Deck	Size	50'x35'x9'			hour	\$49.00
8112	Barge, Deck	Size	120'x45'x10'			hour	\$60.00
8113	Barge, Deck	Size	160'x45'x11'			hour	\$75.00
8050	Boat, Arrow			to 8	Trailer Mounted.	hour	\$3.15
8051	Boat, Message			to 5	Trailer Mounted.	hour	\$8.50
8133	Boat, Push	Size	45'x21'x6'	to 435	Flat hull.	hour	\$150.00
8134	Boat, Push	Size	54'x21'x6'	to 525	Flat hull.	hour	\$200.00
8135	Boat, Push	Size	58'x24'x7.5'	to 705	Flat hull.	hour	\$250.00
8136	Boat, Push	Size	64'x25'x8'	to 870	Flat hull.	hour	\$300.00

## FEMA's SCHEDULE OF EQUIPMENT RATES

Cost Code	Equipment	Specification	Capacity/Size	HP	Notes	Unit	Rate
8130	Boat, Row				Heavy duty.	hour	\$0.85
8131	Boat, Runabout	Size	13'x5'	to 50	Outboard.	hour	\$14.00
8132	Boat, Tender	Size	14'x7'	to 100	Inboard with 360 degree drive.	hour	\$26.00
8120	Boat, Tow	Size	55'x20'x5'	to 870	Steel.	hour	\$250.00
8121	Boat, Tow	Size	60'x21'x5'	to 1050	Steel.	hour	\$300.00
8122	Boat, Tow	Size	70'x30'x7.5'	to 1350	Steel.	hour	\$450.00
8123	Boat, Tow	Size	120'x34'x8'	to 2000	Steel.	hour	\$830.00
8140	Boat, Tug	Length	16 ft	to 100		hour	\$33.50
8141	Boat, Tug	Length	18 ft	to 175		hour	\$53.00
8142	Boat, Tug	Length	26 ft	to 250		hour	\$65.00
8143	Boat, Tug	Length	40 ft	to 380		hour	\$150.00
8144	Boat, Tug	Length	51 ft	to 700		hour	\$225.00
8419	Breaker, Pavement, Hand-Held	Weight	25-90 lb			hour	\$0.65
8420	Breaker, Pavement			to 70		hour	\$31.25
8150	Broom, Pavement	Broom Length	72 in	to 35		hour	\$12.30
8151	Broom, Pavement	Broom Length	96 in	to 100		hour	\$19.75
8153	Broom, Pavement, Mntd	Broom Length	72 in	to 18	Add to Prime Mover rate for total rate.	hour	\$6.00
8154	Broom, Pavement, Pull	Broom Length	84 in	to 20	Add to Prime Mover rate for total rate.	hour	\$10.25
8270	Bucket, Clamshell	Capacity	1.0 cy		Includes teeth. Does not include Clamshell & Dragline.	hour	\$3.60
8271	Bucket, Clamshell	Capacity	2.5 cy		Includes teeth. Does not include Clamshell & Dragline.	hour	\$6.75
8272	Bucket, Clamshell	Capacity	5.0 cy		Includes teeth. Does not include Clamshell & Dragline.	hour	\$11.25
8273	Bucket, Clamshell	Capacity	7.5 cy		Includes teeth. Does not include Clamshell & Dragline.	hour	\$14.50
8275	Bucket, Dragline	Capacity	2.0 cy		Does not include Clamshell & Dragline.	hour	\$2.90
8276	Bucket, Dragline	Capacity	5.0 cy		Does not include Clamshell & Dragline.	hour	\$6.50
8277	Bucket, Dragline	Capacity	10 cy		Does not include Clamshell & Dragline.	hour	\$10.50
8278	Bucket, Dragline	Capacity	14 cy		Does not include Clamshell & Dragline.	hour	\$13.50
8180	Bus			to 150		hour	\$20.00
8181	Bus			to 210		hour	\$23.00
8182	Bus			to 300		hour	\$27.00
8190	Chain Saw	Bar Length	16 in			hour	\$1.75
8191	Chain Saw	Bar Length	25 in			hour	\$3.20
8192	Chain Saw, Pole	Bar Size	18 in			hour	\$1.60
8200	Chipper, Brush	Chipping Capacity	6 in	to 35	Trailer Mounted.	hour	\$7.50
8201	Chipper, Brush	Chipping Capacity	9 in	to 65	Trailer Mounted.	hour	\$16.00
8202	Chipper, Brush	Chipping Capacity	12 in	to 100	Trailer Mounted.	hour	\$21.75
8203	Chipper, Brush	Chipping Capacity	15 in	to 125	Trailer Mounted.	hour	\$30.75
8204	Chipper, Brush	Chipping Capacity	18 in	to 200	Trailer Mounted.	hour	\$46.50
8210	Clamshell & Dragline, Crawler		149,999 lb	to 235	Bucket not included in rate.	hour	\$86.00
8211	Clamshell & Dragline, Crawler		250,000 lb	to 520	Bucket not included in rate.	hour	\$121.00
8212	Clamshell & Dragline, Truck			to 240	Bucket not included in rate.	hour	\$130.00
8712	Cleaner, Sewer/Catch Basin	Hopper Capacity	5 cy		Truck Mounted. Add to Truck rate for total rate.	hour	\$16.00
8713	Cleaner, Sewer/Catch Basin	Hopper Capacity	14 cy		Truck Mounted. Add to Truck rate for total rate.	hour	\$21.50
8220	Compactor			to 10		hour	\$11.00
8221	Compactor, Towed, Vibratory Drum			to 45		hour	\$17.50
8222	Compactor, Vibratory, Drum			to 75		hour	\$25.00
8223	Compactor, Pneumatic, Wheel			to 100		hour	\$29.00
8225	Compactor, Sanitation			to 300		hour	\$96.00
8226	Compactor, Sanitation			to 400		hour	\$163.00
8227	Compactor, Sanitation			to 535		hour	\$225.00
8228	Compactor, Towed, Pneumatic, Wheel		10000 lb		Add to Prime Mover rate for total rate.	hour	\$7.50

## FEMA's SCHEDULE OF EQUIPMENT RATES

Cost Code	Equipment	Specification	Capacity/Size	HP	Notes	Unit	Rate
8229	Compactor, Towed, Drum Static		20000 lb		Add to Prime Mover rate for total rate.	hour	\$12.25
8500	Crane	Max. Lift Capacity	8 MT	to 80		hour	\$27.00
8501	Crane	Max. Lift Capacity	15 MT	to 150		hour	\$55.00
8502	Crane	Max. Lift Capacity	50 MT	to 200		hour	\$95.00
8503	Crane	Max. Lift Capacity	70 MT	to 300		hour	\$155.00
8504	Crane	Max. Lift Capacity	110 MT	to 350		hour	\$220.00
8496	Crane, Truck Mtd	Max. Lift Capacity	24000 lb		Add to Truck rate for total rate.	hour	\$10.00
8497	Crane, Truck Mtd	Max. Lift Capacity	36000 lb		Add to Truck rate for total rate.	hour	\$16.00
8498	Crane, Truck Mtd	Max. Lift Capacity	60000 lb		Add to Truck rate for total rate.	hour	\$30.00
8195	Cutter, Brush	Cutter Size	8 ft	to 150		hour	\$90.00
8196	Cutter, Brush	Cutter Size	8 ft	to 190		hour	\$100.00
8197	Cutter, Brush	Cutter Size	10 ft	to 245		hour	\$120.00
8670	Derrick, Hydraulic Digger	Max. Boom Length	60 ft		Includes hydraulic pole alignment attachment. Add to Truck rate.	hour	\$21.00
8671	Derrick, Hydraulic Digger	Max. Boom Length	90 ft		Includes hydraulic pole alignment attachment. Add to Truck rate.	hour	\$39.00
8580	Distributor, Asphalt	Tank Capacity	500 gal		insulated tank, and circulating spray bar.	hour	\$12.00
8581	Distributor, Asphalt	Tank Capacity	1000 gal		Truck Mounted. Includes burners, insulated tank, and circulating spray bar. Add to Truck rate.	hour	\$13.00
8582	Distributor, Asphalt	Tank Capacity	4000 gal		Truck Mounted. Includes burners, insulated tank, and circulating spray bar. Add to Truck rate.	hour	\$25.00
8250	Dozer, Crawler			to 75		hour	\$31.00
8251	Dozer, Crawler			to 105		hour	\$40.00
8252	Dozer, Crawler			to 160		hour	\$65.00
8253	Dozer, Crawler			to 250		hour	\$80.00
8254	Dozer, Crawler			to 360		hour	\$135.00
8255	Dozer, Crawler			to 565		hour	\$250.00
8256	Dozer, Crawler			to 850		hour	\$340.00
8260	Dozer, Wheel			to 300		hour	\$55.00
8261	Dozer, Wheel			to 400		hour	\$110.00
8262	Dozer, Wheel			to 500		hour	\$150.00
8263	Dozer, Wheel			to 625		hour	\$200.00
8280	Excavator, Hydraulic	Bucket Capacity	0.5 cy	to 45	Crawler, Truck & Wheel. Includes bucket.	hour	\$18.00
8281	Excavator, Hydraulic	Bucket Capacity	1.0 cy	to 90	Crawler, Truck & Wheel. Includes bucket.	hour	\$39.00
8282	Excavator, Hydraulic	Bucket Capacity	1.5 cy	to 160	Crawler, Truck & Wheel. Includes bucket.	hour	\$65.00
8283	Excavator, Hydraulic	Bucket Capacity	2.5 cy	to 265	Crawler, Truck & Wheel. Includes bucket.	hour	\$120.00
8284	Excavator, Hydraulic	Bucket Capacity	4.5 cy	to 420	Crawler, Truck & Wheel. Includes bucket.	hour	\$200.00
8285	Excavator, Hydraulic	Bucket Capacity	7.5 cy	to 650	Crawler, Truck & Wheel. Includes bucket.	hour	\$240.00
8286	Excavator, Hydraulic	Bucket Capacity	12 cy	to 1000	Crawler, Truck & Wheel. Includes bucket.	hour	\$400.00
8240	Feeder, Grizzly			to 35		hour	\$17.00
8241	Feeder, Grizzly			to 55		hour	\$30.00
8242	Feeder, Grizzly			to 75		hour	\$44.00
8300	Fork Lift	Capacity	6000 lb	to 60		hour	11.75
8301	Fork Lift	Capacity	12000 lb	to 90		hour	\$17.00
8302	Fork Lift	Capacity	18000 lb	to 140		hour	\$23.00
8303	Fork Lift	Capacity	50000 lb	to 215		hour	\$50.00
8310	Generator	Prime Output	5.5 kW	to 10		hour	\$3.25
8311	Generator	Prime Output	16 kW	to 25		hour	\$8.00
8312	Generator	Prime Output	43 kW	to 65		hour	\$17.00
8313	Generator	Prime Output	100 kW	to 125		hour	\$34.00
8314	Generator	Prime Output	150 kW	to 240		hour	\$50.00
8315	Generator	Prime Output	210 kW	to 300		hour	\$60.00
8316	Generator	Prime Output	280 kW	to 400		hour	\$85.00

## FEMA's SCHEDULE OF EQUIPMENT RATES

Cost Code	Equipment	Specification	Capacity/Size	HP	Notes	Unit	Rate
8317	Generator	Prime Output	350 kW	to 500		hour	\$95.00
8318	Generator	Prime Output	530 kW	to 750		hour	\$150.00
8319	Generator	Prime Output	710 kW	to 1000		hour	\$200.00
8320	Generator	Prime Output	1100 kW	to 1500		hour	\$375.00
8321	Generator	Prime Output	2500 kW	to 3000		hour	\$500.00
8755	Golf Cart	Capacity	2 person			hour	\$3.20
8330	Graders	Moldboard Size	10 ft	to 110	Includes Rigid and Articulate	hour	\$34.50
8331	Graders	Moldboard Size	12 ft	to 150	Includes Rigid and Articulate	hour	\$58.00
8332	Graders	Moldboard Size	14 ft	to 225	Includes Rigid and Articulate	hour	\$70.00
8350	Hose, Discharge	Diameter	3 in		Per 25 foot length. Includes couplings.	hour	\$0.13
8351	Hose, Discharge	Diameter	4 in		Per 25 foot length. Includes couplings.	hour	\$0.19
8352	Hose, Discharge	Diameter	6 in		Per 25 foot length. Includes couplings.	hour	\$0.50
8353	Hose, Discharge	Diameter	8 in		Per 25 foot length. Includes couplings.	hour	\$0.75
8354	Hose, Discharge	Diameter	12 in		Per 25 foot length. Includes couplings.	hour	\$1.35
8355	Hose, Discharge	Diameter	16 in		Per 25 foot length. Includes couplings.	hour	\$2.20
8356	Hose, Suction	Diameter	3 in		Per 25 foot length. Includes couplings.	hour	\$0.23
8357	Hose, Suction	Diameter	4 in		Per 25 foot length. Includes couplings.	hour	\$0.43
8358	Hose, Suction	Diameter	6 in		Per 25 foot length. Includes couplings.	hour	\$0.90
8359	Hose, Suction	Diameter	8 in		Per 25 foot length. Includes couplings.	hour	\$1.35
8360	Hose, Suction	Diameter	12 in		Per 25 foot length. Includes couplings.	hour	\$2.45
8361	Hose, Suction	Diameter	16 in		Per 25 foot length. Includes couplings.	hour	\$3.90
8517	Jackhammer (Dry)	Weight Class	25-45 lb			hour	\$1.00
8518	Jackhammer (Wet)	Weight Class	30-55 lb			hour	\$1.15
8380	Loader, Crawler	Bucket Capacity	0.5 cy	to 32	Includes bucket.	hour	\$11.50
8381	Loader, Crawler	Bucket Capacity	1 cy	to 60	Includes bucket.	hour	\$19.00
8382	Loader, Crawler	Bucket Capacity	2 cy	to 118	Includes bucket.	hour	\$42.00
8383	Loader, Crawler	Bucket Capacity	3 cy	to 178	Includes bucket.	hour	\$76.00
8384	Loader, Crawler	Bucket Capacity	4 cy	to 238	Includes bucket.	hour	\$115.00
8540	Loader, Skid-Steer	Operating Capacity	1000 lb	to 35		hour	\$11.00
8541	Loader, Skid-Steer	Operating Capacity	2000 lb	to 65		hour	\$18.00
8542	Loader, Skid-Steer	Operating Capacity	3000 lb	to 85		hour	\$22.00
8401	Loader, Tractor, Wheel			to 81		hour	\$25.00
8390	Loader, Wheel	Bucket Capacity	0.5 cy	to 38		hour	\$15.50
8391	Loader, Wheel	Bucket Capacity	1 cy	to 60		hour	\$21.50
8392	Loader, Wheel	Bucket Capacity	2 cy	to 105		hour	\$28.75
8393	Loader, Wheel	Bucket Capacity	3 cy	to 152		hour	\$40.00
8394	Loader, Wheel	Bucket Capacity	4 cy	to 200		hour	\$52.00
8395	Loader, Wheel	Bucket Capacity	5 cy	to 250		hour	\$66.00
8396	Loader, Wheel	Bucket Capacity	6 cy	to 305		hour	\$82.00
8397	Loader, Wheel	Bucket Capacity	7 cy	to 360		hour	\$95.00
8398	Loader, Wheel	Bucket Capacity	8 cy	to 530		hour	\$140.00
8570	Loader-Backhoe, Wheel	Loader Bucket Capacity	0.5 cy	to 40	Loader and Backhoe Buckets included.	hour	\$14.75
8571	Loader-Backhoe, Wheel	Loader Bucket Capacity	1 cy	to 70	Loader and Backhoe Buckets included.	hour	\$23.50
8572	Loader-Backhoe, Wheel	Loader Bucket Capacity	1.5 cy	to 95	Loader and Backhoe Buckets included.	hour	\$33.00
8573	Loader-Backhoe, Wheel	Loader Bucket Capacity	1.75 cy	to 115	Loader and Backhoe Buckets included.	hour	\$38.00
8410	Mixer, Concrete Portable	Batching Capacity	10 cft			hour	\$3.25
8411	Mixer, Concrete Portable	Batching Capacity	12 cft			hour	\$4.25
	Mixer, Concrete, Trailer						
8412	Mtd	Batching Capacity	11 cft	to 10		hour	\$8.75
	Mixer, Concrete, Trailer						
8413	Mtd	Batching Capacity	16 cft	to 25		hour	\$15.25
8075	Motorcycle, Police					mile	\$0.35
8633	Mulcher, Trailer Mtd	Working Capacity	7 tph	to 35		hour	\$10.25
8634	Mulcher, Trailer Mtd	Working Capacity	10 tph	to 55		hour	\$15.75
8635	Mulcher, Trailer Mtd	Working Capacity	20 tph	to 120		hour	\$24.75
8430	Paver, Asphalt, Towed				Does not include Prime Mover.	hour	\$7.00
8431	Paver, Asphalt				Includes wheel and crawler equipment.	hour	\$65.00
8432	Paver, Asphalt				Includes wheel and crawler equipment.	hour	\$115.00
8433	Paver, Asphalt				Includes wheel and crawler equipment.	hour	\$125.00
8434	Paver, Asphalt				Includes wheel and crawler equipment.	hour	\$140.00
8436	Pick-up, Asphalt				to 110	hour	\$55.00
8437	Pick-up, Asphalt				to 150	hour	\$83.00
8438	Pick-up, Asphalt				to 200	hour	\$110.00
8439	Pick-up, Asphalt				to 275	hour	\$140.00
8660	Plow, Cable	Plow Depth	24 in	to 30		hour	\$10.25

## FEMA's SCHEDULE OF EQUIPMENT RATES

Cost Code	Equipment	Specification	Capacity/Size	HP	Notes	Unit	Rate
8661	Plow, Cable	Plow Depth	36 in	to 65		hour	\$27.75
8662	Plow, Cable	Plow Depth	48 in	to 110		hour	\$31.75
8450	Plow, Snow, Grader Mntd	Width	to 10 ft		Add to Grader for total rate.	hour	\$16.00
8451	Plow, Snow, Grader Mntd	Width	to 14 ft		Add to Grader for total rate.	hour	\$24.00
8452	Plow, Snow, Truck Mntd	Width	to 15 ft		Add to Truck rate for total rate.	hour	\$10.75
8453	Plow, Snow, Truck Mntd	Width	to 15 ft		With leveling wing. Add to Truck rate for total rate.	hour	\$18.50
8470	Pump			to 4	Does not include Hoses.	hour	\$2.15
8471	Pump			to 6	Does not include Hoses.	hour	\$3.20
8472	Pump			to 10	Does not include Hoses.	hour	\$4.10
8473	Pump			to 15	Does not include Hoses.	hour	\$7.75
8474	Pump			to 25	Does not include Hoses.	hour	\$9.25
8475	Pump			to 40	Does not include Hoses.	hour	\$16.00
8476	Pump			to 60	Does not include Hoses.	hour	\$18.75
8477	Pump			to 95	Does not include Hoses.	hour	\$26.50
8478	Pump			to 140	Does not include Hoses.	hour	\$31.00
8479	Pump			to 200	Does not include Hoses.	hour	\$36.00
8480	Pump			to 275	Does not include Hoses.	hour	\$80.00
8481	Pump			to 350	Does not include Hoses.	hour	\$95.00
8482	Pump			to 425	Does not include Hoses.	hour	\$120.00
8483	Pump			to 500	Does not include Hoses.	hour	\$135.00
8484	Pump			to 575	Does not include Hoses.	hour	\$155.00
8485	Pump			to 650	Does not include Hoses.	hour	\$180.00
8510	Saw, Concrete	Blade Diameter	14 in	to 14		hour	\$6.00
8511	Saw, Concrete	Blade Diameter	26 in	to 35		hour	\$13.50
8512	Saw, Concrete	Blade Diameter	48 in	to 65		hour	\$23.00
8513	Saw, Rock			to 100		hour	\$30.00
8514	Saw, Rock			to 200		hour	\$60.00
8521	Scraper	Scraper Capacity	16 cy	to 250		hour	\$90.00
8522	Scraper	Scraper Capacity	23 cy	to 365		hour	\$130.00
8523	Scraper	Scraper Capacity	34 cy	to 475		hour	\$200.00
8524	Scraper	Scraper Capacity	44 cy	to 600		hour	\$240.00
8560	Snow Blower	Capacity	2,000 tph	to 400		hour	\$140.00
8561	Snow Blower	Capacity	2,500 tph	to 500		hour	\$160.00
8562	Snow Blower	Capacity	3,500 tph	to 600		hour	\$180.00
8550	Snow Blower, Truck Mntd	Capacity	600 tph	to 75	Does not include Truck.	hour	\$37.50
8551	Snow Blower, Truck Mntd	Capacity	1400 tph	to 200	Does not include Truck.	hour	\$70.00
8552	Snow Blower, Truck Mntd	Capacity	2000 tph	to 340	Does not include Truck.	hour	\$110.00
8553	Snow Blower, Truck Mntd	Capacity	2500 tph	to 400	Does not include Truck.	hour	\$120.00
8558	Snow Thrower, Walk Behind	Cutting Width	25 in	to 5		hour	\$3.25
8559	Snow Thrower, Walk Behind	Cutting Width	60 in	to 15		hour	\$7.00
8630	Sprayer, Seed	Working Capacity	750 gal	to 30	Trailer & Truck mounted. Does not include Prime Mover.	hour	\$9.75
8631	Sprayer, Seed	Working Capacity	1250 gal	to 50	Trailer & Truck mounted. Does not include Prime Mover.	hour	\$15.00
8632	Sprayer, Seed	Working Capacity	3500 gal	to 115	Trailer & Truck mounted. Does not include Prime Mover.	hour	\$25.75
8458	Spreader, Chemical	Capacity	5 cy	to 4	Trailer & Truck mounted. Does not	hour	\$4.00
8423	Spreader, Chip	Spread Hopper Width	12.5 ft	to 152		hour	\$50.00
8424	Spreader, Chip	Spread Hopper Width	16.5 ft	to 215		hour	\$80.00
8425	Spreader, Chip, Mntd	Hopper Size	8 ft	to 8	Trailer & Truck mounted.	hour	\$3.30
8455	Spreader, Sand	Mounting	Tailgate, Chassis			hour	\$3.30
8456	Spreader, Sand	Mounting	Dump Body			hour	\$5.50
8457	Spreader, Sand	Mounting	Truck (10 yd)			hour	\$7.50
8440	Striper	Paint Capacity	40 gal	to 22		hour	\$8.75
8441	Striper	Paint Capacity	90 gal	to 60		hour	\$19.00
8442	Striper	Paint Capacity	120 gal	to 122		hour	\$37.00
8445	Striper, Truck Mntd	Paint Capacity	120 gal	to 460		hour	\$70.00
8446	Striper, Walk-behind	Paint Capacity	12 gal			hour	\$3.35
8157	Sweeper, Pavement			to 110		hour	\$59.00
8158	Sweeper, Pavement			to 230		hour	\$74.00
8590	Trailer, Dump	Capacity	20 cy		Does not include Prime Mover.	hour	\$8.00

## FEMA's SCHEDULE OF EQUIPMENT RATES

Cost Code	Equipment	Specification	Capacity/Size	HP	Notes	Unit	Rate
8591	Trailer, Dump	Capacity	30 cy		Does not include Prime Mover.	hour	\$14.00
8600	Trailer, Equipment	Capacity	30 ton			hour	\$10.25
8601	Trailer, Equipment	Capacity	40 ton			hour	\$12.50
8602	Trailer, Equipment	Capacity	60 ton			hour	\$15.00
8603	Trailer, Equipment	Capacity	120 ton			hour	\$25.00
8640	Trailer, Office	Trailer Size	8' x 24'			hour	\$1.70
8641	Trailer, Office	Trailer Size	8' x 32'			hour	\$1.75
8642	Trailer, Office	Trailer Size	10' x 32'			hour	\$2.60
8610	Trailer, Water	Tank Capacity	4000 gal		Includes a centrifugal pump with sump and a rear spraybar.	hour	\$11.00
8611	Trailer, Water	Tank Capacity	6000 gal		Includes a centrifugal pump with sump and a rear spraybar.	hour	\$14.00
8612	Trailer, Water	Tank Capacity	10000 gal		Includes a centrifugal pump with sump and a rear spraybar.	hour	\$16.50
8613	Trailer, Water	Tank Capacity	14000 gal		Includes a centrifugal pump with sump and a rear spraybar.	hour	\$20.50
8650	Trencher			to 40	Walk-behind, Crawler & Wheel Mounted. Chain and Wheel.	hour	\$11.75
8651	Trencher			to 85	Walk-behind, Crawler & Wheel Mounted. Chain and Wheel.	hour	\$25.00
8290	Trowel, Concrete	Diameter	48 in	to 12		hour	\$4.50
8680	Truck, Concrete Mixer	Mixer Capacity	13 cy	to 300		hour	\$75.00
8720	Truck, Dump	Struck Capacity	8 cy	to 220		hour	\$35.00
8721	Truck, Dump	Struck Capacity	10 cy	to 320		hour	\$45.00
8722	Truck, Dump	Struck Capacity	12 cy	to 400		hour	\$60.00
8723	Truck, Dump	Struck Capacity	18 cy	to 400		hour	\$65.00
8724	Truck, Dump, Off	Struck Capacity	28 cy	to 450		hour	\$105.00
8690	Truck, Fire	Pump Capacity	1000 gpm			hour	\$70.00
8691	Truck, Fire	Pump Capacity	1250 gpm			hour	\$80.00
8692	Truck, Fire	Pump Capacity	1500 gpm			hour	\$85.00
8693	Truck, Fire	Pump Capacity	2000 gpm			hour	\$90.00
8694	Truck, Fire Ladder	Ladder length	75 ft			hour	\$125.00
8695	Truck, Fire Ladder	Ladder length	150 ft			hour	\$150.00
8700	Truck, Flatbed	Maximum Gvw	15000 lb	to 200		hour	\$20.00
8701	Truck, Flatbed	Maximum Gvw	25000 lb	to 275		hour	\$22.00
8702	Truck, Flatbed	Maximum Gvw	30000 lb	to 300		hour	\$25.00
8703	Truck, Flatbed	Maximum Gvw	45000 lb	to 380		hour	\$43.00
8730	Truck, Garbage	Capacity	25 cy	to 255		hour	\$47.00
8731	Truck, Garbage	Capacity	32 cy	to 325		hour	\$55.00
8800	Truck, Pickup				Transporting people.	mile	\$0.50
8801	Truck, Pickup		½ ton			hour	\$14.00
8802	Truck, Pickup		1 ton			hour	\$20.00
8803	Truck, Pickup		1¼ ton			hour	\$22.00
8804	Truck, Pickup		1½ ton			hour	\$25.00
8805	Truck, Pickup		1¾ ton			hour	\$30.00
8790	Truck, Tractor	4 x 2	30000 lb	to 220		hour	\$32.00
8791	Truck, Tractor	4 x 2	45000 lb	to 310		hour	\$45.00
8792	Truck, Tractor	6 x 4	50000 lb	to 400		hour	\$55.00
8780	Truck, Water	Tank Capacity	2500 gal	to 175	Include pump and rear spray system.	hour	\$31.00
8781	Truck, Water	Tank Capacity	4000 gal	to 250	Include pump and rear spray system.	hour	\$42.00
8620	Tub Grinder			to 440		hour	\$85.00
8621	Tub Grinder			to 630		hour	\$120.00
8622	Tub Grinder			to 760		hour	\$150.00
8623	Tub Grinder			to 1000		hour	\$270.00
8753	Vehicle, Recreational			to 10		hour	\$3.00
8750	Vehicle, Small			to 30		hour	\$7.00
8761	Vibrator, Concrete			to 4		hour	\$1.15
8770	Welder, Portable			to 16	Includes ground cable and lead cable.	hour	\$5.00
8771	Welder, Portable			to 34	Includes ground cable and lead cable.	hour	\$11.50
8772	Welder, Portable			to 50	Includes ground cable and lead cable.	hour	\$16.00
8773	Welder, Portable			to 80	Includes ground cable and lead cable.	hour	\$22.00

## INCIDENT HAPPENS

**THIS IS WHERE YOU DO WHAT YOU DO BEST!**

AND REMEMBER...DOCUMENT, DOCUMENT, AND DOCUMENT!

## PRELIMINARY DAMAGE ASSESSMENT PREPARATION

**A DISASTER OCCURRED, NOW WHAT?** If the disaster had a significant impact on the city (\$\$\$\$), MDO-OEM may send an email to your department requesting that you collect estimates of any costs that your department may have incurred or damage that your department may have sustained and submit them to MDO-OEM within a limited time frame. MDO-OEM will need this information in order to request a federal disaster declaration from the President. To obtain the declaration, the City will need to meet a per capita threshold (the Public Assistance threshold for Philadelphia for FY2011 is \$4,990,040), so your department's help in providing cost and damage information is essential.

We know that the disaster does not end once the danger is gone and that your department may still be out in the field cleaning up debris, working in a shelter, assessing the damage to your facilities, etc. Because your department may still be working to recover, MDO-OEM will only ask you to provide us with very rough estimates for costs that your department incurred preparing for, responding to, and recovering from the disaster event. Additionally we will ask that you provide MDO-OEM with the location and description of any of your department's facilities or pieces of equipment that sustained damage as a result of the event.

If MDO-OEM believes that the city could qualify for a federal disaster declaration, MDO-OEM will email the Preliminary Damage Assessment (PDA) spreadsheet included on the following page to departments. The spreadsheet breaks out estimated costs by Labor, Equipment, Material/Supplies, Contracts, Lease, and Physical Damage. In estimating these costs you should take into account all of the incremental costs that your department incurred to prepare for, respond to, and recover from the specific event.

Costs need to be directly tied to the disaster event.

**DESIGNATE A REPRESENTATIVE** MDO-OEM will also request that your department designate at least one representative to spearhead the completion of the attached form. One of those representatives should be someone who is familiar with grant administration or financial oversight, such as a Fiscal Officer or related position. These representatives will be the individuals that FEMA will ultimately work with, should the City successfully obtain a disaster declaration.

**SCHEDULE A SITE VISIT** MDO-OEM may contact your department to schedule a time to visit the damaged facilities with FEMA and PEMA. Please be prepared to send a representative to meet the team in the field to provide them with an overview of the damage and estimated repair costs. The department representative should be knowledgeable about the costs that the department reported and be able to provide detailed information on the extent of damages and costs that the department experienced.

**LABOR** Capture all of the incremental labor costs that your organization incurred. This is typically in the form of overtime, but incremental costs to bring in temporary employees and part time employees may also be eligible. Regular time/straight time is typically not eligible and should not be included in your calculation. This calculation should also include fringe rates. For purposes of this PDA, please use a fringe rate of 30%.

**EQUIPMENT** If your organization used equipment (vehicles, generators, pumps, etc.) during the response, please calculate equipment costs by multiplying the total hours that piece of equipment was used (actually operating) by the equipment rate contained within the attached "FEMA Schedule of Equipment Rates" (see pages 5-10). If no equipment rate exists for a certain piece of equipment, provide one that is reasonable. At this point we are generating very rough estimates so there is no need to go overboard in documenting equipment use - feel free to provide an educated guess using the equipment rates provided.

**MATERIALS & SUPPLIES** Estimate the total costs of expendable materials and supplies (tarps, shovels, PPE, salt, etc.) that you used to perform emergency work. These materials/supplies could have been acquired for this specific event or pulled from existing inventory.

**CONTRACT** Please estimate the total contract costs that your organization incurred. This may include debris removal contractors, cleanup crews, etc.

**LEASE** If your organization leased equipment (generators, heavy equipment, etc.), please estimate the cost of the lease for the period of the emergency work.

**PHYSICAL DAMAGE** If a building, facility, equipment, vehicle, and/or infrastructure that your department owns or maintains were severely damaged as a direct result of the event, please estimate the total costs of those damages. Additionally, please provide us with a location and description of each one of

those damaged facilities. It is helpful if damages are well documented and photographed (if possible). This information will be needed should the city receive a federal disaster declaration.

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### **DID YOU REMEMBER TO...**

- Collect estimates of costs incurred and damage sustained from the disaster on the form provided?
- Submit the PDA form to MDO-OEM?
- Submit the location and description of any physical damage (ie. flooded basement, road washout, roof collapse, etc.)
- Designate a department representative to work with MDO-OEM throughout the entire Public Assistance process?
- Follow up with MDO-OEM about site visits, if requested?

## PRELIMINARY DAMAGE ASSESSMENT & REQUEST FOR DISASTER DECLARATION

Departments generally have a limited role in the PDA and Request for Disaster Declaration. As stated in the previous section, if your department had significant damage to its facilities, infrastructure, or equipment, MDO-OEM may request that you send a representative to meet the PDA team at that site. MDO-OEM will generally not need to visit every site, only those with the most significant damage. However, if requested, please send a representative to meet the team in the field to provide them with an overview of the damage and estimated repair costs. The department representative should be knowledgeable about the costs that the department reported and be able to provide detailed information on the extent of damages and costs that the department experienced.

The PDA is a survey performed by FEMA, State, and local government representatives to identify the scope of damage, estimate repair costs, identify unmet needs, and gather information for other disaster management purposes. This information is often used by the Governor to support requests for federal assistance.

**IMPACT STATEMENT** It is possible, although unlikely, for Philadelphia to receive Public Assistance funding even in the event that the city does not meet the required threshold. Working with PEMA, Philadelphia may request a disaster declaration based on the overall impact of the incident to the city. In this instance, MDO-OEM would prepare an impact statement describing the impact on labor, equipment, and material resources, damage to infrastructure and facilities, and any additional economic impact, such as decline in tax revenue or tourism, as a result of the disaster. MDO-OEM may request that your department submit information to MDO-OEM describing the impact that the disaster had on your department. Important information for an impact statement may include:

- What would happen if your department could not repair a facility or piece equipment? What would the impact be? Consider:
  - How many people use that facility each day? Each year?
  - What is the facility's cultural significance?
  - Does the facility provide an economic benefit to the city?
  - What specific or unique benefit does the facility provide the city?
- If the department did not get reimbursed by FEMA, would other programs or projects lose funding? How would the lack of PA funding impact your department?
- What are some possible downstream effects of not receiving Public Assistance funding? Consider:
  - Loss of tax revenue from diminished retail and/or tourism?
  - Impacts to the city workforce? Loss of jobs?

A sample Impact Letter that was submitted to PEMA for Tropical Storm Lee can be found on page 15.

### DID YOU REMEMBER TO...

- Participate in the PDA by meeting the PDA team at damaged sites, if requested?
- Submit information to MDO-OEM describing the impact the disaster had on your department, if requested?



## CITY OF PHILADELPHIA

OFFICE OF THE MANAGING DIRECTOR  
**RICHARD NEGRIN, ESQ.**

Managing Director & Deputy Mayor  
for Administration and Coordination

1401 John F. Kennedy Boulevard  
Suite 1430  
Philadelphia, Pa 19102-1683

December 13, 2011

Glenn Cannon, Esq.  
Director  
Pennsylvania Emergency Management Agency  
2605 Interstate Drive  
Harrisburg, Pennsylvania 17110

RE: Tropical Storm Lee – Public Assistance Declaration

Dear Director Cannon:

The City of Philadelphia has been working with members from your agency in pursuit of a Public Assistance Declaration for Tropical Storm Lee. As of December 13, 2011, we are approximately \$500,000 shy of the per capita threshold necessary to obtain the declaration. As advised, we have prepared this letter to be forwarded to the Federal Emergency Management Agency as final justification for the declaration.

The City of Philadelphia incurred substantial damages and burdensome costs resulting from Tropical Storm Lee. Philadelphia experienced widespread flooding in some areas of the city. Additionally, significant amounts of rain falling over a short amount of time overwhelmed much of the storm sewer system leading to extreme flash flooding in low lying areas. As true in other areas of the Commonwealth, the onset of Tropical Storm Lee immediately following Hurricane Irene dramatically worsened the impact on the city.

The combined damages from both Hurricane Irene and Tropical Storm Lee have been especially burdensome for several of the city's operating departments, such as the Department of Parks and Recreation, Streets Department, and Philadelphia Water Department; all tasked with responding to flooding emergencies and responsible for a majority of the infrastructure that sustained damages in these events.

For example, the Department of Parks and Recreation sustained significant damage during Tropical Storm Lee. As documented during the joint preliminary damage assessments with FEMA, PEMA, OEM, and PaDEP, the Department of Parks and Recreation incurred over \$1.5 million in costs. Much of these were due to significant road and trail washouts. Permanent repairs are necessary to ensure the continued use of the park and the safety of park patrons. Additionally, the Department of Parks and Recreation also sustained serious damage to a large section of the Schuylkill River retaining wall. A 100' section of stone masonry wall collapsed into the river. Due to the technical and environmentally sensitive nature of the work, repairing the collapsed portion of the wall will be a large financial burden on the Department of Parks and Recreation.

These are just two examples of the extent of damages we experienced in Philadelphia. While we have worked with these departments to identify storm-related costs, the opportunity to apply for Public Assistance funding through the Project Worksheet process would greatly benefit the city and we are confident that additional costs would be identified during the process. The financial support available through the Public Assistance program would provide the city with the means to make necessary repairs without negatively impacting other programs or projects.

Thank you for your time and consideration in this matter.

Sincerely,



Richard A. Negrin, Esq.  
Managing Director

cc: Liam O'Keefe, Deputy Managing Director  
Michael Resnick, Director of Public Safety  
Everett A. Gillison, Chief of Staff

## APPLICANTS' BRIEFING

MDO-OEM will send an email to all of the designated department representatives informing them of when and where the Applicants' Briefing will be held. Departments should RSVP to MDO-OEM within the stated timeframe. Departments will need to send at least one representative to the Applicants' Briefing.

An Applicants' Briefing is a meeting coordinated by MDO-OEM, and conducted by PEMA and FEMA for potential Public Assistance applicants. The briefing occurs after the President grants an emergency or major disaster declaration, and addresses application procedures, administrative requirements, funding, and program eligibility criteria.

### DID YOU REMEMBER TO...

- RSVP to MDO-OEM?
- Send at least one representative to the Applicants' Briefing?

## KICKOFF MEETING

MDO-OEM will send an email to all of the designated department representatives informing them of when and where the Kickoff Meeting will be held. Departments should RSVP to MDO-OEM to confirm their attendance within the stated timeframe. Departments will need to send at least one representative to the Kickoff Meeting.

Kickoff Meetings are the next step in the Public Assistance process. They are designed to provide a much more detailed review of the Public Assistance Program and address the applicant's specific needs. The meeting focuses on the eligibility and documentation requirements that are most pertinent to each applicant.

### TO PREPARE FOR THE KICKOFF MEETING, DEPARTMENTS SHOULD:

- Compile or update a list of all of your department's costs and damages.
- Identify circumstances that require special review, such as environmental and historic preservation issues. Examples of these circumstances could include the following:
  - Any work done in a waterway, such as repairing bridges or culverts, or clearing a blocked stream, will need to have the proper Pennsylvania Department of Environmental Protection (PADEP) approval.
  - Any work done to a registered historical site will need to have the approval of the State Historic Preservation Officer (SHPO).

These conditions must be addressed before funding can be approved, so the sooner they are mentioned, the better.

- Prepare questions for anything that you do not understand.
- Bring forward any issues or concerns you may have. Full discussion and regular interaction with FEMA and MDO-OEM will help to resolve differences as they arise and expedite approval of the projects.

Departments will discuss costs incurred and estimated damages sustained as a result of the declared disaster as well as review the supporting documentation required for the Project Worksheet (PW). A sample Kickoff Meeting Agenda can be found on page 19.

**FORMS** At the Kickoff Meeting, MDO-OEM will hand out a number of forms from PEMA that are intended to serve as a guide for what departments should be documenting. These forms can be found on pages 20-23 of the workbook. You do not have to use these forms. You may choose to document your costs in excel or your own record keeping system. Again, these forms are intended to show what kind of information you should be capturing.

### DID YOU REMEMBER TO...

- RSVP to MDO-OEM?
- Send at least one representative to the Kickoff Meeting?
- Compile or update a list of your department's costs and damages?
- Identify any circumstances that could require additional reviews, such as environmental or historical issues?
- Prepare questions for FEMA and/or MDO-OEM?

Public Assistance Kickoff Meeting		
Meeting Agenda		
Agenda Item	Time Allotted	Note/Actions
1. Introductions	1 minute	<input type="checkbox"/> Department Representative, MDO-OEM, Finance, PEMA, FEMA
2. Overview	1 minute	<input type="checkbox"/> Incident Dates <input type="checkbox"/> Eligibility <input type="checkbox"/> Documentation
3. Labor Costs <ul style="list-style-type: none"> <li>• Permanent Employees- Overtime</li> <li>• Temporary Employees</li> <li>• Fringe Benefits</li> </ul>	5 minutes	<input type="checkbox"/> Provide FEMA with payroll records, overtime policy, and a sampling of employee timesheets. <input type="checkbox"/> Capture the total eligible labor costs that your organization incurred (including Fringe). <input type="checkbox"/> Straight time costs not eligible for permanent employees.
4. Equipment <ul style="list-style-type: none"> <li>• FEMA Equipment Schedule</li> </ul>	5 minutes	<input type="checkbox"/> FEMA rates are inclusive of fuel, usage, insurance, etc. <input type="checkbox"/> Equipment needs to be tied to an operator
5. Materials <ul style="list-style-type: none"> <li>• Used Inventory</li> <li>• Food, Vouchers</li> </ul>	5 minutes	<input type="checkbox"/> Provide FEMA with receipts or invoices for materials used during the incident period.
6. Contracts	5 minutes	<input type="checkbox"/> Demonstrate that correct contract bidding procedures were followed <input type="checkbox"/> Provide FEMA with a copy of contracts
7. Administration	5 minutes	<input type="checkbox"/> Administrative time for work on Public Assistance application may be eligible.
8. Permanent Work	15 minutes	<input type="checkbox"/> Identify projects for permanent work. <input type="checkbox"/> Review cost estimating and documentation procedures for large projects. <input type="checkbox"/> Review special considerations.
9. Hazard Mitigation	5 minutes	<input type="checkbox"/> Identify potential measures to eliminate future damages.
10. Identify Action Items and Next Steps	3 minutes	<input type="checkbox"/> Contact FEMA to set up Project Worksheet development meeting. Also notify MDO-OEM. <input type="checkbox"/> Review Internal Review Process
<b>Additional Notes</b>		
<hr/>		

PAGE 1 OF 2 PAGES

PEMA-DAP-5

COMMONWEALTH OF PENNSYLVANIA  
PENNSYLVANIA EMERGENCY MANAGEMENT AGENCY

## **FORCE ACCOUNT ACTIVITY WORKSHEET**

### **LABOR, EQUIPMENT, AND MATERIALS**

PW NO:	APPLICANT:
CATEGORY:	WORK LOCATION AND DESCRIPTION:

## LABOR

\*Enter P for permanent employees or Enter T for temporary employees

LABOR TOTAL \$ \_\_\_\_\_

## EQUIPMENT

\*\* Refer to the FEMA " Schedule of Equipment Rates "

EQUIPMENT TOTAL \$ \_\_\_\_\_

**WORKSHEET NO:**      **DATE:**      **PREPARED AND CERTIFIED BY:**

TOTALS TRANSFERRED TO PW SUMMARY LOG (DAP-8): YES - NO (circle one)

**MATERIALS & TOTALS ON PAGE 2**

PEMA-DAP-5

**COMMONWEALTH OF PENNSYLVANIA**  
**PENNSYLVANIA EMERGENCY MANAGEMENT AGENCY**

## **FORCE ACCOUNT ACTIVITY WORKSHEET**

### **LABOR, EQUIPMENT, AND MATERIALS**

PW NO:	APPLICANT
CATEGORY:	WORK LOCATION AND DESCRIPTION

## MATERIALS

MATERIALS TOTAL \$ \_\_\_\_\_

LABOR TOTAL \$ \_\_\_\_\_

EQUIPMENT TOTAL                          \$ \_\_\_\_\_

MATERIALS TOTAL \$ \_\_\_\_\_

## LABOR COST CALCULATION OF TOTAL LABOR COST [g] =

\* for PERMANENT employees performing EMERGENCY WORK: [c] x [d] + [c] x [d] x [f] = [g]  
 overtime plus overtime fringe benefit cost = TOTAL LABOR COST [g]

- \* for PERMANENT employees performing PERMANENT WORK, and
- \* for TEMPORARY employees performing EMERGENCY and/or PERMANENT WORK

[a] x [b] + [a] x [b] x [e], + [c] x [d] +[c] x [d] x [f] = [g]  
Regular time plus regular time fringe benefit cost plus, overtime plus overtime fringe benefit cost  
equals TOTAL LABOR COST

EMERGENCY WORK is Debris Removal (Category A) and Emergency Protective Measures (Category B)

**PERMANENT WORK** is the remaining categories (C thru F) for permanent repair / restoration / relocation.

PEMA-DAP-6  
Rev. 1/00

**COMMONWEALTH OF PENNSYLVANIA**  
**PENNSYLVANIA EMERGENCY MANAGEMENT AGENCY**

## **ACTIVITY WORKSHEET for OUTSIDE CONTRACTOR/VENDOR INVOICES**

(Contract Services, Equipment Rentals, Materials, Supplies)

<b>PW No:</b>	<b>APPLICANT:</b>
<b>CATEGORY:</b>	<b>LOCATION AND DESCRIPTION:</b>

WORKSHEET No: \_\_\_\_\_ DATE \_\_\_\_\_

**TOTAL = \$** \_\_\_\_\_

PREPARED AND CERTIFIED BY:

TOTAL TRANSFERRED TO PW SUMMARY LOG (DAP-8): YES - NO (Circle One)

PEMA-DAP-8  
Rev. 1/00

**COMMONWEALTH OF PENNSYLVANIA**  
**PENNSYLVANIA EMERGENCY MANAGEMENT AGENCY**

**SUMMARY OF COSTS**

<b>PW No:</b>	<b>APPLICANT:</b>	
<b>CATEGORY:</b>	<b>LOCATION AND DESCRIPTION:</b>	

<b>DAP-5 WORKSHEET NUMBER</b>	<b>FORCE ACCOUNT</b>			<b>DAP-6 WORKSHEET NUMBER</b>	<b>CONTRACTOR/VENDOR</b>	
	<b>LABOR</b>	<b>EQUIPMENT</b>	<b>MATERIALS</b>		<b>CONTRACTOR'S NAME</b>	<b>AMOUNT</b>
	\$	\$	\$			\$
<b>TOTALS</b>	\$	\$	\$			\$

SHEET TOTAL: \$ \_\_\_\_\_

NOTE: The suggested purpose of this form is to provide an organized summary of the cost of one PW. Totals from the activity worksheets may be transferred as appropriate to this summary log. This form should be maintained by the subgrantee in the specific PW/Case Management File.

## PROJECT WORKSHEET DEVELOPMENT & INTERNAL REVIEW PROCESS

A Project Worksheet (PW) is the form used to document the scope of work and cost estimates for a project. This form supplies FEMA with the information necessary to approve the scope of work and itemized cost estimate prior to funding. Each project must be documented on a separate PW. The approved PW will then be the basis for funding under the Public Assistance program.

### AFTER THE KICKOFF MEETING, EACH DEPARTMENT SHOULD:

- Collect all of the documentation your department will need to support any damage or cost claims (your PWs).
- Once you've collected this information, contact the designated FEMA representative to schedule a PW development meeting. The FEMA representative, also known as the Public Assistance Coordinator (PAC) or Project Officer (PO), will come to your office to help you prepare all of your department's PWs.
- Email MDO-OEM to notify us of the date and time of the PW development meeting. MDO-OEM may attend PW meetings, if necessary.
- The PW development process will vary in length, depending on the number and complexity of the projects your department identified. If your department has a large number of complex projects, FEMA may choose to assign a staff member to your department for a sustained length of time in order to assist with PW development. In these instances, your department should be prepared to make accommodations for FEMA staff by providing access to a workspace, computer, internet, phone line, and fax.

**WORK CATEGORIES** Even though a FEMA representative will assist you with PW development, you should be familiar with FEMA's eligibility and programmatic requirements. FEMA has divided disaster-related work into two broad categories: *Emergency Work* and *Permanent Work*. Emergency Work and Permanent Work are further divided into the seven categories shown in the table below:

Category		Description
<b>Emergency Work</b>		
A	<i>Debris Removal</i>	The clearance, removal, and/or disposal of items such as trees, sand, gravel, building components, wreckage, vehicles, and personal property.
B	<i>Emergency Protective Measures</i>	Those activities that are undertaken by a community before, during, and following a disaster that are necessary to eliminate or reduce an immediate threat to life, public health and safety, or improved property.
<b>Permanent Work</b>		
C	<i>Roads and Bridges</i>	Repair of roads, bridges, and associated features, such as surfaces, bases, shoulders, ditches, culverts, guardrail, lighting, etc.
D	<i>Water Control Facilities</i>	Repair of those facilities built for channel alignment, recreation, navigation, land reclamation, fish and wildlife habitat, interior drainage, irrigation, erosion prevention, and flood control.
E	<i>Buildings and Equipment</i>	Repair or replacement of buildings, including their contents and systems; heavy equipment, and vehicles.

F	<i>Utilities</i>	Repair of water treatment and delivery systems; power generation facilities and distribution lines; and sewage collection and treatment facilities.
G	<i>Parks, Recreational Facilities, and Other Items</i>	Repair and restoration of parks, playgrounds, pools, cemeteries, and beaches.

**ORGANIZING YOUR PROJECTS** Your department will probably need to develop a number of PWs. You may choose to combine work items into a single PW or into multiple PW. A PW may consist of one item of work, such as repairing a single building, or similar work that occurs at multiple sites, such as repairing several washouts along a road. The FEMA representative will work with you to ensure that your department's PWs are logical and consistent with the criteria described below:

Method	Explanation
Specific Site	All work at a specific site may be a project, such as a single road washout site. This method is used often if the site has Special Considerations.
Specific Facility	All work on a bridge or restoration of a building and its contents may be a project. This method is used for large projects.
Type of Damage	All work under a specific category may be a project such as debris removal (Category A) or all work at certain types of facilities may be a project, such as all gravel roads on one project and all paved roads on another.
System	All work to a system may be a single project, for example, repairs to the water distribution system including multiple pipeline breaks may be one project.
Boundaries	All work within a specific area such as a park, may be a project. Or, all work within an administrative department of an applicant, such as the Sanitation Division of the Streets Departments, may be a project.
Method of Work	A project may be grouped by how the work will be completed. For example, all work completed under a single contract may be a project. Or, all work undertaken by a force account crew may be a project.
Complex	For extensive damage to several facilities at a complex (for example, a high school) all damage could be combined into one project, or separated into several projects, such as roof repair, or work done by a single contractor, or all repairs done by force account.
Special Considerations	A project may be grouped by special issues that might take longer to resolve, such as environmental or historic concerns.

**SMALL AND LARGE PROJECTS** To facilitate PW review, approval, and funding, FEMA divides projects into small and large projects by dollar amount. These two types of projects have different development and approval procedures as outlined below:

<b>SMALL PROJECTS</b>		<b>LARGE PROJECTS</b>
Cost Range	From \$1,000 - \$63,900 <sup>1</sup>	Over \$63,900
Developed	Small projects may be developed independently by the department or with FEMA assistance during the PW development meeting.	Large projects are developed with FEMA and the department representative (and MDO-OEM, as necessary). A FEMA representative will work with your department on each of your large projects, helping to identify and evaluate all the work activities associated with the project(s). It is FEMA's responsibility to prepare a comprehensive PW for each large project.
Funding	Based on estimated costs, if actual costs are not yet available.	Based on documented actual costs
Paid	Based on the approved amount on the PW, whether estimated or actual.	Paid on a progress payment basis as work is completed.

**WRITING YOUR PWS** PWs should contain as much documentation as FEMA deems necessary to support the damage and cost claims. The information should describe the "who, what, when, where, why, and how much" for each item of disaster recovery work. A blank Project Worksheet coversheet (FEMA Form 90-91) is included on page 30 and instructions for completing the PW are below. A FEMA representative will usually work with you to develop your PWs; however after a larger incident, departments may be required to complete PWs for their small projects independently. MDO-OEM recommends that you understand what information is required to ensure that the form accurately reflects the costs your department incurred. The PW requirements will vary depending on the work performed or damage facility, but will generally include the following:

#### ***IDENTIFYING INFORMATION***

- Damage Facility: Identify the facility and describe its basic function and pre-disaster condition
- Location: This item can range anywhere from an "address," "intersection of...," "1 mile south of...on..." to "county-wide." If damages are in different locations, please list all locations. Please include latitude and longitude, if known.
- Damage Description and Dimensions: Describe the disaster-related damages to the facility, including the cause of damage and the area or components affected. All damaged elements must be clearly defined in quantitative terms with physical dimensions (such as length, width, depth, and capacity). In some disasters, departments may perform emergency protective measures work to protect against a threat to improved property before, during, or immediately after the disaster. In these situations, the PW should contain a brief description of the threat and threatened improved property.
- Scope of Work: The scope of eligible work necessary to repair the damage must be completely described and correspond directly to the cause of damage. The work should be specified as an action with quantifiable (length, width, depth, capacity) and descriptive (brick, wood, asphalt, timber deck bridge) terms. The scope of work should not be described only as "restore to pre-disaster design". Any other information that is pertinent to the scope of work should be documented, such as:
  - Eligible codes and standards, providing copies of specific codes and standards, especially if proposed repairs or replacements exceed the pre-disaster design

<sup>1</sup> The threshold for small projects for federal fiscal year 2011, adjusted annually.

- Evidence of pre-disaster damage, such as cracks on a steel bridge covered by rust and corrosion
- Pre-disaster inspection reports noting deficiencies
- Ineligible work, maintenance, inactive facilities, responsibilities of Other Federal Agencies, etc.
- Reference to a Hazard Mitigation Proposal if one is included for the project
- Indication that the project is an Improved Project, if applicable. A description of the overall project must be included
- Any special equipment or construction approach, such as very heavy trucks, access roads, staging areas, coffer dams, etc.
- A description of the larger action, if the project is part of one, e.g., one building within a complex.
- Does the Scope of Work Change the Pre-Disaster Condition of the Site?: If the work described under the Scope of Work changes the site conditions (i.e. increases/decreases the size or function of the facility or does not replace damage components in kind with like materials), check yes. If the Scope of Work returns the site to its pre-disaster configuration, capacity and dimensions check no.
- Special Considerations: If the project is affected by environmental (National Environmental Policy Act) or historic concerns, check either the Yes or No box so that appropriate action can be initiated to avoid delays in funding.
- Hazard Mitigation: If the pre-disaster conditions at the site can be changed to prevent or reduce the disaster-related damage, check yes. If no opportunities for hazard mitigation exist check no. Appropriate action will be initiated and avoid delays in funding.

#### **PROJECT COST**

- Item: Indicate the item number on the column (i.e. 1, 2, 3, etc.). Use additional forms as necessary to include all items.
- Code: If using the FEMA cost codes, place the appropriate number here.
- Narrative: Indicate the work, material or service that best describes the work (i.e. "force account labor overtime", "42 in. RCP", "sheet rock replacement", etc.).
- Quantity/Unit: List the amount of units and the unit of measure ("48/cy", "32/lf", "6/ea", etc.).
- Unit Price: Indicate the price per unit.
- Cost: This item can be developed from cost to date, contracts, bids, applicant's experience in that particular repair work, books which lend themselves to work estimates, such as RS Means, or by using cost codes supplied by FEMA.
- Total Cost: Record total cost of the project.

#### **SUPPORTING DOCUMENTATION**

- Timesheets: Force account labor timesheets, identifying both straight and overtime for all of their employees that worked either responding to or recovering from the declared disaster event. Departments need to demonstrate that the employees worked the correct amount of straight time, in accordance with their departmental overtime policy, in order to claim overtime pay.
- Equipment: Force account equipment documentation sheets identifying specific equipment, operator, usage by hour/mile and cost used.
- Materials: Documentation identifying type of material, quantity used, and costs.
- Contracts: Copies of contracts for work and any lease/rental equipment costs.
- Photographs, Sketches, and/or Maps
- Copies of any contracts used, as well as proof that correct bidding procedures were followed
- Fringe benefit information (Finance will provide these numbers)
- Overtime policy
- Direct Administrative Costs: Departments may claim administrative costs that can be attributed to a specific project. Administrative costs include personnel costs such as staff time to complete a field inspection or prepare a PW. Departments may claim straight and overtime costs, as well as the

respective fringe benefit rates as administrative costs. Administrative costs must be tied to a specific project and should be documented as a specific line item in that project's PW. A department may claim administrative costs for every PW that they generate, if applicable.

- Special considerations (Environmental, Historical, etc.)
- Hazard Mitigation Proposals
- For all estimated work, keep calculations, quantity estimates, pricing information, etc. as part of the records to document the "cost-estimate" for which funding is being requested.

#### **EXAMPLES**

##### **Damage Description and Dimensions:**

Floodwaters from Fern Creek overtopped Fernwood Drive, a 26-ft. wide roadway with 3-in. asphalt pavement and 8-in. aggregate base, located in the Village of Bolingbrook. The floodwaters washed out a 150-linear foot (LF) by 26-LF section of the roadway pavement and aggregate base.

Additionally, the fill embankment-26-ft. wide (top) x 4-ft. high x 42-ft. wide (bottom)-was washed out for a length of 100 LF beneath the damaged section of roadway. Floodwaters damaged 300 LF of steel guardrail (150 LF on each side) along the entire stretch of the washed out road.

##### **Scope of Work:**

Replace fill embankment with unclassified fill for 100-LF x 4-ft. (high) x 26-ft. (top width) x 42-ft. (bottom width). Replace 150-LF x 26-ft. x 8-in. base course and 150 LF x 26-ft. x 3-in. asphalt pavement. Remove and replace 300 LF of steel guardrail. Place 100 LF of 1-ft. thick x 2-ft. high riprap along the stream side of the constructed embankment slope in accordance with Village of Bolingbrook Code provision #101A.

##### **Damage Description and Dimensions:**

Floodwaters and debris damaged several facilities within Riverside Park in the Town of Springville. Six toilets and four sinks in the public restroom became clogged and rendered unusable. Nine 4x8-foot, redwood picnic tables and four heavy metal barbecue grills with 1x2-foot cooking surfaces were washed away. Floodwaters and floating debris demolished 300 LF of 8-ft high chain link fence. 100 CY of sediment and other debris were scattered over the 125,000 SF area of the park.

##### **Scope of Work:**

Repair (unclog and clean) six public restroom toilets and four sinks using 40 hours of force account labor. Replace nine redwood picnic tables and four barbecue grills. Repair and reinstall 300 LF of existing chain link fence. Remove and dispose of 100 CY of debris.

#### **INTERNAL REVIEW PROCESS** You've completed your department's PWs, now what? Before we can send them to FEMA for review and approval, the PWs need to go through an internal (City) review process.

- Upon completion, the FEMA and department representatives will review and sign each PW, certifying that the PW accurately captures all costs and that your department agrees with all of the claims made in the PW.
- Next, the FEMA representative will send a copy of the completed PW to MDO-OEM for review. The Deputy Managing Director (DMD) for MDO-OEM or designee will review and sign off on the PW. MDO-OEM will then submit the PW to the Managing Director for review and approval.
- The Managing Director will review and sign each PW. MDO-OEM will collect the signed PWs from the Managing Director.
- MDO-OEM will submit the final version of the PW to FEMA and PEMA only after it has been reviewed and approved of by the all of the organizations listed above.
- MDO-OEM will also submit a copy of each PW cover sheet to Grants for their records.

## DID YOU REMEMBER TO...

- Collect all of your cost and damage documentation in one location (time sheets, equipment logs, contracts, etc.)?
- Contact the FEMA representative to set up a PW meeting?
- Email MDO-OEM to notify MDO-OEM of the time and date of your PW meeting?
- Provide office space and accommodations for a FEMA representative, if necessary?
- Prepare your department's small project PWs, if requested?
- If writing your department's small project PWs, did you remember to...
  - Organize your PWs by category, type of work, facility, etc., as outlined in the charts above?
  - Capture all of the eligible costs associated with each PW?
  - Provide supporting documentation (timesheets, equipment logs, contracts, photographs, etc.)?
  - Provide a detailed Damage Description and Scope of Work as outlined above?
  - Provide an explanation for any cost estimates for work to be completed?
  - Calculate direct administrative costs?
  - Use the Fringe Benefit rate specified by the Finance Department?
  - Double check your work?
- Review and sign off on all of your department's completed PWs?

U.S. DEPARTMENT OF HOMELAND SECURITY  
FEDERAL EMERGENCY MANAGEMENT AGENCY  
**PROJECT WORKSHEET**

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

**PAPERWORK BURDEN DISCLOSURE NOTICE**

Public reporting burden for this form is estimated to average 90 minutes per response. Burden means the time, effort and financial resources expended by persons to generate, maintain, disclose, or to provide information to us. You may send comments regarding the burden estimate or any aspect of the collection, including suggestions for reducing the burden to: Information Collections Management, U.S. Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC 20472, Paperwork Reduction Project (OMB Control Number 1660-0017). You are not required to respond to this collection of information unless a valid OMB number appears in the upper right corner of this form. **NOTE: Do not send your completed questionnaire to this address.**

DISASTER	PROJECT NO.	PA ID NO.	DATE	CATEGORY	
FEMA-_____ -DR-_____					
DAMAGED FACILITY		WORK COMPLETE AS OF : _____ %			
APPLICANT	COUNTY				
LOCATION		LATITUDE	LONGITUDE		
DAMAGE DESCRIPTION AND DIMENSIONS					
SCOPE OF WORK					
Does the Scope of Work change the pre-disaster conditions at the site? <input type="checkbox"/> Yes <input type="checkbox"/> No Special Considerations issues included? <input type="checkbox"/> Yes <input type="checkbox"/> No      Hazard Mitigation proposal included? <input type="checkbox"/> Yes <input type="checkbox"/> No Is there insurance coverage on this facility? <input type="checkbox"/> Yes <input type="checkbox"/> No					
<b>PROJECT COST</b>					
ITEM	CODE	NARRATIVE	QUANTITY/UNIT	UNIT PRICE	COST
TOTAL COST ►					
PREPARED BY	TITLE		SIGNATURE		
APPLICANT REP.	TITLE		SIGNATURE		

## HAZARD MITIGATION, IMPROVED PROJECTS, AND ALTERNATE PROJECTS

**HAZARD MITIGATION** If a facility is eligible for permanent repair or replacement, it may also be eligible for additional Section 406 Hazard Mitigation funding to make cost-effective improvements that would reduce or eliminate future damages from like events. Hazard mitigation opportunities usually present themselves at sites that sustain repetitive damages and whose impact can be lessened or prevented by simple measures. Mitigation measures apply only to eligible disaster-related damaged elements, rather than to other undamaged elements or the entire facility. The following are examples of possible hazard mitigation measures:

- Raising electrical outlets to above the base flood elevation in buildings that have sustained repetitive flooding.
- Elevating pad-mounted transformers above base flood elevation.
- Installing an appropriately-sized (100-year storm, 50-year storm, etc.) culvert in an area that has experienced repeated road washout.

Hazard Mitigation is any sustained action taken to reduce or eliminate long-term risk to people and property from natural hazards and their effects.

Departments, PEMA, or FEMA may propose hazard mitigation measures for eligible projects. A hazard mitigation proposal will be included with the corresponding PW and include a written description and cost estimate for the work to repair the damage in such a way as to prevent it from happening again. If approved (i.e., good engineering design, cost-effective, eligible, technically feasible, and compliant with environmental and historic preservation rules, etc.), the costs will be included in the overall funding of your project. Hazard mitigation measures must meet one of the following tests of cost-effectiveness:

- Cost no more than 15 percent of the total eligible cost of eligible repair work for the damaged facility
- Cost no more than 100 percent of the total eligible cost of eligible repair work and be on the list of FEMA-approved mitigation measures
- Have an acceptable benefit-cost ratio

### WHEN CONSIDERING HAZARD MITIGATION, DEPARTMENTS SHOULD:

- Identify sites that are subject to repetitive damage and recommend remedies to FEMA during site visits
- Look for ways to prevent damages from happening again
- Request that MDO-OEM request assistance from PEMA or FEMA in evaluating projects for hazard mitigation opportunities
- Refer to Section 406 of the Stafford Act or the FEMA Public Assistance Guide for additional information

Departments should also note that the Stafford Act provides for two types of funding for hazard mitigation measures: statewide mitigation programs (Section 404) and mitigation for disaster-damaged facilities (Section 406). The two programs are outlined below:

404 Hazard Mitigation		406 Hazard Mitigation
Managed By	Separate program run by PEMA	Implemented through the PA Program

Eligible Measures	Applies to both structural and non-structural measures (such as planning, property acquisition, drainage projects, etc.)	Applies only to structural measures and does not apply to buyouts
Eligible Locations	Applies throughout the state in most disasters	Must apply to the damaged element of the facility
Application Process	Coordinated with MDO-OEM	Proposal and request for additional hazard mitigation funds are included in the corresponding PW
Program Funding Limits	The federal government applies a standard formula to allocate a certain amount of Hazard Mitigation Grant Program funding to each eligible state. It is then the State's responsibility to disburse the funding	No program-wide limits on funds, but each project must be cost-effective and approved by FEMA

**IMPROVED PROJECTS** Departments may choose to make additional improvements to a disaster-related damaged facility while still restoring the facility to its pre-disaster capacity. Projects that incorporate such improvements are called Improved Projects. Funding for such projects is limited to the costs that would be associated with repairing or replacing the damaged facility to its pre-disaster design, or to the actual cost of completing the improved project, whichever is less. The following are examples of possible improved projects:

- Laying asphalt on a road that was originally gravel
- Replacing a damaged firehouse that originally had two bays with one that has three

If a department wishes to request an improved project, they must submit a DAP-14, Request for Improved Project Form, on page 34 to MDO-OEM. MDO-OEM will then submit the DAP-14 to PEMA. PEMA must provide written approval prior to the start of construction for an improved project. Any significant change from the pre-disaster location, footprint, function or size of the facility must also be approved by FEMA prior to construction to ensure completion of the appropriate environmental and/or historic preservation review.

**ALTERNATE PROJECTS** Departments may also choose to propose an Alternate Project for any permanent restoration project located within the declared disaster area (funds for debris removal and emergency protective measures cannot be used for alternate projects). Alternate projects may occur when a department determines that the public welfare would not be best served by restoring a damaged facility to its pre-disaster design. This usually occurs when the service provided by the facility is no longer needed, although the facility was in use at the time of the disaster. In general, alternate project funding may be used to:

- Repair or expand other selected public facilities
- Construct new facilities
- Demolish the original structure
- Purchase equipment
- Fund cost-effective hazard mitigation activities

The proposed alternate project must meet a need for governmental services and functions in the disaster area and serve the same general area as was being served by the originally funded project. The original facility must be rendered safe and secure, sold, or demolished. Funding for such projects is limited to 90 percent of the Federal share of the estimated eligible costs associated with repairing the damaged facility to its pre-disaster design, or to 90 percent of the actual costs of completing the alternate project, whichever is less.

If a department wants to pursue an alternate project, the department must submit a Request for Alternate Project Form (page 35) to MDO-OEM within 11 months of the kickoff meeting. MDO-OEM must then submit the alternate project requests to PEMA within 1 month. PEMA and FEMA must grant approval prior to the start of construction to ensure that the proposed project represents an appropriate use of funds and complies with applicable environmental and historic preservation laws.

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## DID YOU REMEMBER TO...

- Consider potential hazard mitigation measures for any disaster-related damaged facilities?
- If Section 406 Hazard Mitigation is ineligible, contact MDO-OEM regarding Section 404 Hazard Mitigation?
- Consider making improvements to any eligible, damaged facility?
- Submit a DAP-14 to MDO-OEM, if interested in pursuing an improved project?
- Consider an alternate project for damaged facilities that were in use but may not be needed?
- Submit a request for a Request for Alternate Project Form to MDO-OEM within 11 months of your kickoff meeting, if interested in pursuing an alternate project?

PEMA-DAP-14  
Rev. Jun 1999

**COMMONWEALTH OF PENNSYLVANIA**  
PENNSYLVANIA EMERGENCY MANAGEMENT AGENCY

<b>REQUEST FOR IMPROVED PROJECT</b>	
(PREPARE A SEPARATE REQUEST FOR EACH IMPROVED PROJECT)	
APPLICANT:	DISASTER No.:
CATEGORY OF DAMAGE	PROJECT WORKSHEET NO.: FEMA I. D. No.:
<p>1. DESCRIPTION OF THE HIGHER GRADE FACILITY TO BE CONSTRUCTED OR ADDITIONAL PERMANENT REPAIRS TO BE ACCOMPLISHED. INCLUDE DIMENSIONS, TYPE OF MATERIALS, AND ANY OTHER DETAILS THAT PROVIDE A COMPLETE DESCRIPTION OF PROJECT.</p>	
<p>2. ESTIMATED COST OF THE ABOVE FACILITY \$</p>	
<p>3. SOURCE OF FUNDING OVER PUBLIC ASSISTANCE GRANT</p>	
<p>4. WORK TO BE PERFORMED BY: (Check only one)  <input type="checkbox"/> a. CONTRACT    <input type="checkbox"/> b. OWN EMPLOYEES AND EQUIPMENT    <input type="checkbox"/> c. COMBINATION OF a. &amp; b.</p>	
<p>5. ESTIMATED DATE THE ABOVE PERMANENT WORK WILL BE COMPLETED</p>	
<p>6. ESTIMATE OF THE COST OF REPAIR/REPLACEMENT AS SHOWN IN THE PROJECT W.S.</p>	
<p>7. AMOUNT REQUESTED FOR IMPROVED PROJECT \$ _____</p>	
SIGNATURE OF APPLICANT'S AGENT	DATE OF REQUEST
<p><b>APPROVAL OF THIS REQUEST IS BASED ON THE ABOVE INFORMATION. ANY CHANGED CONDITIONS MUST BE IMMEDIATELY REPORTED TO THE GOVERNOR'S AUTHORIZED REPRESENTATIVE.</b></p>	
<p><b>AMOUNT APPROVED AS AN IMPROVED PROJECT \$</b></p>	
GOVERNOR'S AUTHORIZED REPRESENTATIVE	DATE OF APPROVAL

**City of Philadelphia**  
**Managing Director's Office of Emergency Management**

To request an Alternate Project please complete the form below and submit it to the MDO-OEM Recovery Planning Coordinator within 11 months of your initial Kickoff Meeting. MDO-OEM will forward this request to PEMA and FEMA. PEMA and FEMA must grant approval prior to construction.

Request for Alternate Project	
Department:	
PW Number:	
Category of Work:	<input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> F <input type="checkbox"/> G
Description of proposed alternate project:	
Proposed plan for original damaged facility:	
Estimated cost of the proposed alternate project:	
Estimated cost of the repair/replacement as shown in the PW:	
Source of funding above Public Assistance Grant:	
Work to be performed by: (check one)	
<input type="checkbox"/> Contract <input type="checkbox"/> Own Employees and Equipment <input type="checkbox"/> Both	
Estimated date that the above project will be completed:	
Signature of Department Representative:	Date of Request

## SMALL PROJECT VALIDATION, OBLIGATION, & CLOSEOUT

**SMALL PROJECT VALIDATION** FEMA will conduct small project validation for those applicants who prepare their own small project PWs (FEMA will typically assist departments with all PW development; however, depending on the incident, departments may prepare PWs for small projects without assistance from FEMA or PEMA). The validation procedures apply only to small projects. FEMA will begin the small project validation process either once all small projects have been submitted or once a large batch of projects has been submitted. FEMA will review a 20 percent sample of the city's small projects. If the sample meets the FEMA PA criteria, all of the small projects may be approved. However, if significant discrepancies are found in the sample, a second sample of 20 percent will be assessed.

The purpose of the small project validation process is to ensure that the applicant has developed complete, accurate scopes of work, the work and costs included in the PWs are eligible for Public Assistance, and the cost estimates are accurate and reasonable.

All small projects submitted over 60 days after the Kickoff Meeting will be validated on an individual basis and will be obligated as each validation is completed. For this reason, departments are encouraged to submit all small project PWs as early as possible.

Since all city departments apply for Public Assistance as one applicant – the City of Philadelphia – FEMA will validate a sample from a pool of small projects for all city departments combined. FEMA will schedule the small project validation with MDO-OEM. Not every department will be required to participate in the small project validation process. MDO-OEM will notify departments if they are needed. If FEMA has selected one of your department's PWs for the validation process, FEMA will want to review the PW file including all cost records, estimates, measurements, notes, pictures, blueprints, plans, and any other documentation related to the project. Your department is responsible for documenting all claimed costs; failure to provide documentation may result in the costs being considered a variance and potentially disqualify the entire sample. If your department is required to participate in a small project validation process, MDO-OEM recommends that you review the Validation Worksheet on page 38 so that you may have a better understanding of what items FEMA will be assessing.

**SMALL PROJECT OBLIGATION** Once FEMA has validated a group of small projects, FEMA can now obligate the funding specified on the PWs. Payments for small projects are made at the time of project approval on the basis of the amount on the PW, whether estimated or actual.

### THE FUNDING PROCESS FOR SMALL PROJECTS IS AS FOLLOWS:

- FEMA will obligate the federal share<sup>2</sup> of the funds specified in each PW. Funds that FEMA has obligated are available to PEMA via electronic transfer, but reside in a Federal account until PEMA is ready to award grants to the city. Small projects do not need to be completed for FEMA to release funding; rather they only need to receive PW approval.
- PEMA will notify MDO-OEM and the Managing Director (as Applicant Agent) by email that the funding is available.
- MDO-OEM will notify Grants Accounting that funding has been approved.
- MDO-OEM will notify PEMA to electronically transfer the funds to the City's General Fund.

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<sup>2</sup> The federal share of eligible Public Assistance costs typically cannot be less than 75 percent, but may be up to 100 percent. This determination is made by the President and can vary depending on the incident. FEMA will notify PEMA, who will in turn notify MDO-OEM at the beginning of the Public Assistance process of the amount of the federal share. The Commonwealth may also choose to cover a percentage of the eligible cost, however they are not required to. The Commonwealth share of the costs will only be disbursed once all of the projects have been completed.

- Grants Accounting will confirm that the city received the correct amount.

All PW funding will be deposited into the city's General Fund. Departments may petition the Finance Department to release funding to their specific budget/account; however that decision is generally made by city executive leadership.

**SMALL PROJECT CLOSEOUT** Departments will submit a Small Project Closeout Form (See page 40) to MDO-OEM after they have completed all of the small projects for which they developed PWs<sup>3</sup>. A completed project means that all work described in the PW Scope of Work has been performed and paid for. Departments must be able to demonstrate that all contractor invoices and purchase orders have been paid. Departments should submit their Small Project Closeout Form no later than 1 month after the completion deadline (This will vary for Emergency and Permanent Work – see page 49 for more information on time limits).

Projects are considered “closed out” once FEMA has determined that both PEMA and the city have completed all required grant work and that FEMA has completed all applicable administrative actions related to the Public Assistance Program.

If a department does not start a project or complete the scope of work for which a PW has been written, FEMA will de-obligate funding for that project (the city will have to give the money back to FEMA). If a department spends less than the amount approved by FEMA, the Federal share will not be reduced to match actual costs (the city gets to keep the extra money). However, if your department incurs costs significantly greater than the total amount approved for all small projects, your department may request that MDO-OEM appeal for additional funding on your behalf (See page 53 for more information on the appeals process).

Once all departments have completed their small projects and submitted their forms, MDO-OEM will submit a summary PEMA DAP-12 (See page 46) to PEMA that captures all of the small projects, citywide, to certify that the funds for all of the city's small projects were expended and all work described within each project scope of work is complete.

### DID YOU REMEMBER TO...

- Participate in the small project validation process, if requested?
- Review the Validation Worksheet and collect the necessary documentation, if requested by MDO-OEM?
- Complete the scope of work for all of your department's small projects?
- Pay all of the invoices associated with each small project?
- Submit a Small Project Closeout Form to MDO-OEM?

<sup>3</sup> Some projects will be completed at the time that the PW is developed. Others will have work remaining that must be completed within the allowed timeframe. Please see page 49 for more information on time limits and extensions.

<b>FEDERAL EMERGENCY MANAGEMENT AGENCY VALIDATION WORKSHEET</b>		<b>DISASTER:</b> <b>FEMA- _____ -DR- _____</b>
APPLICANT	PA ID NO.	PROJECT WORKSHEET NO.
SPECIALIST	AGENCY	TELEPHONE NO.
<b>I- GENERAL- ALL PROJECTS</b>		
VALIDATION ITEM	REMARKS	
<input type="checkbox"/> Review projects <input type="checkbox"/> Visit site <input type="checkbox"/> Statement of work <ul style="list-style-type: none"> <li><input type="checkbox"/> Accurate</li> <li><input type="checkbox"/> Complete</li> <li><input type="checkbox"/> Eligible</li> </ul> <input type="checkbox"/> Pictures <input type="checkbox"/> Sketches/drawings		
<b>II- COMPLETED WORK</b>		
<input type="checkbox"/> Forced Account Labor <ul style="list-style-type: none"> <li><input type="checkbox"/> Eligible employee</li> <li><input type="checkbox"/> Hours               <ul style="list-style-type: none"> <li><input type="checkbox"/> Regular</li> <li><input type="checkbox"/> Overtime</li> </ul> </li> </ul> <input type="checkbox"/> Fringe benefits <ul style="list-style-type: none"> <li><input type="checkbox"/> Regular</li> <li><input type="checkbox"/> Overtime</li> </ul> <input type="checkbox"/> Calculations		
<b>III- FORCE ACCOUNT EQUIPMENT</b>		
<input type="checkbox"/> Labor hours exceeds or match Equipment hours <input type="checkbox"/> FEMA rates used <input type="checkbox"/> PAC approved rates used <input type="checkbox"/> Mileage used for automobiles, busses, pickups, and ambulances <input type="checkbox"/> Calculations		
<b>IV- LEASED/RENTAL EQUIPMENT</b>		
<input type="checkbox"/> Invoice <input type="checkbox"/> Price reasonable <input type="checkbox"/> Operation/labor cost <input type="checkbox"/> Gasoline/oil/lubricants <input type="checkbox"/> Eligible repairs/parts <input type="checkbox"/> Calculations		
<b>V- MATERIALS</b>		
<input type="checkbox"/> Purchase orders/invoices <input type="checkbox"/> Inventory records/stock tickets <input type="checkbox"/> Calculations		

VI- CONTRACT	
VALIDATION ITEM	REMARKS
<input type="checkbox"/> Price reasonable <input type="checkbox"/> Competitive bids <input type="checkbox"/> Exception <input type="checkbox"/> Follow procurement procedures <input type="checkbox"/> Calculations	
VII- WORK TO BE COMPLETED	
<input type="checkbox"/> Cost estimating method approved by PAC <input type="checkbox"/> Calculations	
VIII- SPECIAL CONSIDERATIONS	
<input type="checkbox"/> Insurance <input type="checkbox"/> Mitigation <input type="checkbox"/> Environmental <input type="checkbox"/> Historic	
ADDITIONAL REMARKS	

FEMA Form 90-118, NOV 98, Back

<b>Small Project Closeout</b>					
Department:	Declaration No:				
Department Representative:					
I certify:					
That all expenditures listed below are correct and cover only services performed or materials used exclusively in the completion of work as authorized in the approved Project Worksheets.					
That all work authorized in the approved Project Worksheets was completed and all essential services resumed within the established time limits by the Governor's Authorized Representative.					
Those salaries, wages, and overtime payments claimed are in accordance with the applicant's policy as established prior to the disaster.					
That the actual cost incurred and claimed is the net cost after deduction for insurance proceeds, salvage value, donations, and other outside sources.					
That all obligations incurred by the applicant, as listed below, have been paid in full.					
Signature of Department Representative			Date		
Category	PW No.	Description of Work / Documentation	Breakout of Costs	PW Approved Amount	Net Actual Costs Incurred (Claim) PW Total

<b>Small Project Closeout</b>					
Department:		Declaration No:			
Department Representative:					
Category	PW No.	Description of Work / Documentation	Breakout of Costs	PW Approved Amount	Net Actual Costs Incurred (Claim) PW Total

<b>Final Summary by Category</b>		
Category	PW Approved Amount	Claimed Amount
A	\$	\$
B	\$	\$
C	\$	\$
D	\$	\$
E	\$	\$
F	\$	\$
G	\$	\$
<b>TOTAL</b>	<b>\$</b>	<b>\$</b>

*Department Representative – Please check the appropriate box below*

- Actual costs to complete the approved work exceeded the approved amount and additional funding is requested. An appeal letter and supporting documentation are attached.
- OR
- The approved amount is satisfactory and no additional funding is requested. Please closeout these subgrants.

## LARGE PROJECT OBLIGATION & CLOSEOUT

**LARGE PROJECT OBLIGATION** Large project funding is based on documented actual costs; however, because of the complexity and nature of most large projects, work is typically not complete when FEMA approves the PW. Most large projects are initially approved based on estimated costs. FEMA will make funds available to the applicant on a progress payment basis, as work is completed. When all work associated with the project is complete, PEMA will review the actual costs and funds already paid and submit the information to FEMA for final funding adjustments.

Large projects are developed directly with FEMA; therefore, unlike small projects, they will not require an additional sample validation process.

### THE STEPS FOR PROCESSING A LARGE PROJECT ARE AS FOLLOWS:

- Departments are required to submit regular updates (monthly or quarterly, as appropriate) for each large project to MDO-OEM and Grants Accounting. These updates should have up-to-date information on work progress and expenditures, as well as include any invoices or requests for funds to meet the expenses that have been incurred or that are expected to occur in the near future. Departments should use the PEMA DAP-11 to submit their large project status report and the PEMA DAP-9 to request reimbursement for large projects (See pages 44 and 45).
- Grants Accounting and MDO-OEM will review these requests to ensure that they are consistent with the scope of work and costs detailed on the initial PW.
- With Grant Administration's approval, MDO-OEM will submit quarterly requests to PEMA for additional funds for the specified large projects using the DAP-9 form. MDO-OEM will submit a separate DAP-9 for each large project that is requesting funds.
- Upon approval of the request for funding, PEMA will notify MDO-OEM and the Managing Director that the funding is available.
- MDO-OEM will notify Grants Accounting that funding request has been approved. Grants Accounting will confirm that the amount available matches with the amount on the DAP-9. If Grants Accounting approves, MDO-OEM will notify PEMA to transfer the funds to the city's General Fund.
- The minimum amount that a department can request for a large project at one time is \$10,000. Additionally, departments cannot request more than 75% of the approved PW amount over the course of the project.
- MDO-OEM will repeat this request process until the project is completed and the city has received the 75%, or applicable, federal cost share.

**LARGE PROJECT CLOSEOUT** Large projects will be closed out individually as each project is completed. Departments will notify MDO-OEM after each large project has been completed. They will provide MDO-OEM with a DAP-12 (See page 46) and supporting documentation that shows the actual costs to complete the approved work. There is a cost reconciliation process (difference between estimated and actual costs for eligible work) for each individual large project when the project is complete. The DAP-12 serves as the final request for payment for large projects. With this last request, the department should have received the entire federal share of the cost listed on the approved PW.

For large projects that were 100% complete at the time that the PW was written, MDO-OEM will submit a completed DAP-12 form to PEMA. Upon receipt of the DAP-12, PEMA will proceed with the final closeout inspection of the project. Once closed, PEMA will transfer the entire federal share of eligible funds.

As with Small Projects, all PW funding will be deposited into the City's General Fund. Departments may petition the Finance Department to release funding to their specific budget/account; however that decision is generally made by city executive leadership.

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## **DID YOU REMEMBER TO...**

- Submit a DAP-11 Large Project Status Report to MDO-OEM for each of your department's large projects by the required dates?
- Submit a DAP-9 Reimbursement Request to MDO-OEM once your department has completed a portion of a large project and wants to request reimbursement?
- Complete the scope of work for each of your department's large projects?
- Pay all invoices associated with a large project?
- Submit a DAP-12 Project Closeout Form to MDO-OEM after your department has completed a large project?
- Submit a DAP-12 to MDO-OEM for all of your department's large projects?

PEMA-DAP-9

**COMMONWEALTH OF PENNSYLVANIA**  
**PENNSYLVANIA EMERGENCY MANAGEMENT AGENCY**

**REQUEST FOR REIMBURSEMENT**  
**(LARGE PROJECTS ONLY)**

APPLICANT:	FEMA I. D. No.:
PROJECT WORKSHEET No.:	FEMA DISASTER No.:

<b>COSTS INCURRED TO DATE</b>	
LABOR	\$
EQUIPMENT	\$
MATERIAL	\$
CONTRACTOR VENDOR OTHER	\$
TOTAL COSTS INCURRED	\$

Report costs by Project Worksheet - Attach Invoices - Minimum \$10,000.00

<b>FOR PEMA USE ONLY</b>	
APPROVED AMOUNT OF PROJECT	\$
75% OF PROJECT APPROVED AMOUNT	\$
PREVIOUS REIMBURSEMENT	\$
AUTHORIZED REIMBURSEMENT	\$

**CERTIFICATION BY SUBGRANTEE (APPLICANT AGENT):**

I CERTIFY THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF THE INFORMATION ABOVE IS CORRECT AND ALL REPORTED COSTS WERE INCURRED IN ACCORDANCE WITH APPROVED PROJECT WORKSHEET AND OTHER GRANT CONDITIONS. I FURTHER CERTIFY THAT ALL REPORTED EXPENDITURES ARE SUPPORTED BY INVOICES (PAID OR IN HAND AND DUE), CANCELLED CHECKS, PAYROLLS, TIME RECORDS, CONTRACTS, ETC., IN ACCORDANCE WITH GENERALLY ACCEPTED ACCOUNTING PROCEDURES, AND ARE BEING MAINTAINED FOR REVIEW BY APPROPRIATE FEDERAL/STATE OFFICIALS.

SIGNATURE OF AGENT \_\_\_\_\_ DATE \_\_\_\_\_

RETURN FORM AND INVOICES TO: PEMA

Attn: BORM - Public Assistance  
 2605 Interstate Drive  
 Harrisburg, PA. 17110

PEMA-DAP-11  
Revised 1/00

**COMMONWEALTH OF PENNSYLVANIA**  
**PENNSYLVANIA EMERGENCY MANAGEMENT AGENCY**

**QUARTERLY LARGE PROJECT STATUS REPORT**

DATE: \_\_\_\_\_

TO: Pennsylvania Emergency Management Agency  
Bureau of Recovery and Mitigation  
ATTN: Public Assistance Officer  
2605 Interstate Drive  
Harrisburg, Pennsylvania 17110-2150

FROM: \_\_\_\_\_  
Applicant Name – Government or Private Nonprofit                      FEMA I. D. Number

Mail Address    Disaster Number

City, State, ZIP    County

This is the current status of Project Worksheet # as of \_\_\_\_ / \_\_\_\_ / \_\_\_\_.

Project Name \_\_\_\_\_

The FEMA approved amount of this Project Worksheet is \$ \_\_\_\_\_

The current estimate of the cost to perform the Approved Scope of Work is \$ \_\_\_\_\_

Stage / Phase	Date
Engineering / Design	
DEP permit applied for	
DEP permit approved	
Advertised for bids	
Bids received	
Contractor selected	

Stage /Phase	Date
Work starts / started on	
Work % complete	
Expected Completion Date	
Work Completed	

Remarks / Problems encountered or expected:

(Continue on reverse side if needed)

\_\_\_\_\_  
Applicant's Agent Signature

Prepare and submit quarterly (end of March, June, September, & December) for all incomplete large projects

PEMA-DAP-12

**COMMONWEALTH OF PENNSYLVANIA**  
**PENNSYLVANIA EMERGENCY MANAGEMENT AGENCY**

**COMPLETED PROJECT LISTING and CLAIM FOR REIMBURSEMENT**

APPLICANT:	FEMA I.D. No.:				
COUNTY:	DECLARATION No.:				
<p>I Certify:</p> <p>That all expenditures listed below are correct and cover only services performed or materials used exclusively in the completion of work as authorized in the approved Project Worksheets.</p> <p>That all work authorized in the approved Project Worksheets was completed and all essential services resumed within the time limits established by the Governor's Authorized Representative.</p> <p>Those salaries, wages and overtime payments claimed are in accordance with the applicant's policy as established prior to the disaster.</p> <p>That the actual cost incurred and claimed is the net cost after deduction for insurance proceeds, salvage value, donations, and other outside sources.</p> <p>That all obligations incurred by the applicant, as listed below, have been paid in full.</p>					
<span style="margin-right: 100px;">Signature of Applicant's Agent</span> <span>Date</span>					
CATEGORY	Project Worksheet (PW) No.	Description of Work/Documentation Show work location and completion date. Provide a detailed breakout of labor, equipment, materials, and outside contract/ vendor services, insurance proceeds etc.	Breakout of Costs	PW Approved Amount	Net Actual Cost Incurred (Claim) PW Total

Page 1 of \_\_\_\_ Pages



PEMA-DAP-12B

**COMMONWEALTH OF PENNSYLVANIA**  
**PENNSYLVANIA EMERGENCY MANAGEMENT AGENCY**

**COMPLETED PROJECT LISTING and CLAIM FOR REIMBURSEMENT  
 - CONTINUATION SHEET and FINAL SUMMARY-**

APPLICANT:	FEMA I. D. No.:
COUNTY:	DECLARATION No.:

**FINAL SUMMARY**  
*(By Category)*

CATEGORY	PW APPROVED AMOUNT	CLAIMED AMOUNT
A	\$	\$
B	\$	\$
C	\$	\$
D	\$	\$
E	\$	\$
F	\$	\$
G	\$	\$
<b>TOTAL</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>

**APPLICANT'S AGENT – Please check the appropriate blocks below.**

**Small Projects:**

- Actual costs to complete the approved work exceeded the approved amount and additional funding is requested. An appeal letter and supporting documentation are attached.

**OR**

- The approved amount is satisfactory and no additional funding is requested. Please close out this subgrant.

**Large Projects:**

- Actual costs to complete the approved work and supporting documentation are being submitted for desk audit and FEMA/PEMA Final Inspection and Program Review.

\_\_\_\_\_  
 Signature of Applicant's Agent

\_\_\_\_\_  
 Date

Page \_\_\_\_ of \_\_\_\_ Pages

## TIME LIMITS & EXTENSIONS

Departments have 6 months to complete emergency work and 18 months to complete permanent work, measured from the date of the disaster declaration. MDO-OEM may request extensions from PEMA based on extenuating circumstances or unusual project requirements beyond the City's control. As outlined below, emergency work can be extended an additional 6 months, and permanent work may be extended an additional 30 months.

Category	Regulatory Deadline	PEMA Time Extension Authority	Total Time Allowed (With PEMA Extension)
Emergency Work Categories A & B	6 Months	6 Months	12 Months
Permanent Work Categories C - G	18 Months	30 Months	48 Months

MDO-OEM may send reminder emails to participating departments at various intervals, when PW deadlines are approaching.

### TO REQUEST A TIME EXTENSION, DEPARTMENTS SHOULD:

- Departments should submit a PEMA DAP-15, Request for Time Extension Form (see the following page), to MDO-OEM before the designated deadline, if they anticipate needing to request an extension.
- Upon receiving an extension request from a department, MDO-OEM will forward the DAP-15 to PEMA. Requests for time extensions must be submitted to PEMA for approval prior to the designated deadline. PEMA may be able to grant the pre-approved time extension (6 months for emergency work, 30 months for permanent work) as long as there is no change in the cost or scope of work.
- If a department determines that they need more time than the pre-approved extensions allow for, PEMA will submit the DAP-15 request to the FEMA Regional Administrator for approval. The Regional Administrator will make a determination as to whether some or all of the requested extension should be granted and will inform PEMA of their decision in writing. The Regional Administrator may impose requirements to ensure that the project will be completed within the approved time limits.

### DID YOU REMEMBER TO...

- Complete all emergency work within 6 months?
- Complete all permanent work within 18 months?
- Submit a DAP-15 Request for Time Extension Form to MDO-OEM before the specified deadline if you need an extension?

**PEMA-DAP-15**  
Rev. Jun 1999

**COMMONWEALTH OF PENNSYLVANIA**  
**PENNSYLVANIA EMERGENCY MANAGEMENT AGENCY**

<b>REQUEST FOR TIME EXTENSION</b>							
APPLICANT:							
FEMA I. D. No.:	PROJECT WORKSHEET No.:						
CATEGORY OF WORK (Circle One):    A    B    C    D    E    F    G							
TYPE OF WORK (Check One):    EMERGENCY <input type="checkbox"/>				PERMANENT <input type="checkbox"/>			
ORIGINAL COMPLETION DATE:							
NEW COMPLETION DATE:							
EXTENSION REQUESTED:							
REASON(S) FOR THE DELAY:							
SIGNATURE OF APPLICANT'S AGENT				DATE OF REQUEST			
THE ABOVE REQUESTED TIME EXTENSION IS:							
<input type="checkbox"/> <b>APPROVED.</b> THE WORK MUST BE COMPLETED BY _____.							
<input type="checkbox"/> <b>DISAPPROVED AS REQUESTED.</b> HOWEVER AN ADDITIONAL _____ MONTHS HAVE BEEN GRANTED FOR COMPLETION OF THE WORK. THE WORK MUST BE COMPLETED BY _____.							
<input type="checkbox"/> <b>DISAPPROVED.</b> THE WORK MUST BE COMPLETED IN ACCORDANCE WITH THE ORIGINAL COMPLETION DATE OF _____.							
GOVERNOR'S AUTHORIZED REPRESENTATIVE				DATE			

## CHANGE OF SCOPE

While completing work on a project that has already been written as a PW, a department may discover hidden damages, additional work that is necessary to properly complete the project, or that certain costs are higher than those used to make the original estimate for the PW. Delays in the work schedule also may increase costs. Departments need to notify MDO-OEM of these changes in the scope of work or costs as soon as they are identified.<sup>4</sup> Change of scope request are handled differently for large and small projects. The processes are outlined below.

**LARGE PROJECTS** If a department finds that work or costs exceed the approved project scope of work and/or cost estimates, the department representative should submit a Change of Scope Form (see the following page) to MDO-OEM as soon as possible. The department will need to provide MDO-OEM with justification for the eligibility of the additional work or costs, and demonstrate that the costs or damages are disaster-related.

MDO-OEM will submit a written request for changes to the scope of work or cost estimate to PEMA. PEMA will forward the request to FEMA for consideration. FEMA and PEMA may conduct a site visit, if necessary to determine eligibility. MDO-OEM will notify departments in advance if FEMA and PEMA request a site visit.

FEMA will provide PEMA with either an amended PW for additional funding or a written denial of the request. PEMA will forward FEMA's determination to MDO-OEM, who will then forward the results to the appropriate department.

**SMALL PROJECTS** If there is a gross error or omission in the scope of work of a small project, departments should make a request for a change as described above. Generally, small projects do not require a request for change of scope unless the total cost for all small projects, **citywide**, significantly exceeds the total approved costs. FEMA assumes that small projects with cost underruns will typically offset small projects with cost overruns; therefore, the city will only submit an appeal for additional funding if the city as a whole has significantly underestimated their expenses. MDO-OEM must make this request in writing to PEMA within 60 days of completing the last small project. See page 48 for more information on Appeals.

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### DID YOU REMEMBER TO...

- Submit a Change of Scope Form to MDO-OEM for any changes in scope or cost to a large project?
- Provide MDO-OEM with your department's justification for requesting a change of scope?
- Submit a Change of Scope Form to MDO-OEM for small projects only when there has been a gross error or omission in the scope?

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<sup>4</sup> The notification of additional damage or costs must be for a project already identified and approved by FEMA. Changes in the scope of work may result in additional environmental/ historic preservation compliance reviews and/or new permits.

**City of Philadelphia  
Managing Director's Office of Emergency Management**

To request a change of scope for an approved PW, please complete the form below and submit it to the MDO-OEM Recovery Planning Coordinator. MDO-OEM will submit a Request for Change of Scope to PEMA and FEMA, based on the information you provide below.

<b>Request for Change of Scope</b>	
Department:	
PW Number:	
Type of Work: <input type="checkbox"/> Emergency <input type="checkbox"/> Permanent	
Category of Work: <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> F <input type="checkbox"/> G	
Original PW Amount:	New PW Amount:
Reason(s) for Change of Scope:	
Is the additional work or cost related to the disaster? If so, how?	
Supporting documents (photos and plans, as needed to justify request for additional work or costs) are attached? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Signature of Department Representative:	Date of Request:

## APPEALS

The appeals process allows departments to request that FEMA reconsider any decisions they've made regarding Public Assistance for this declaration. Examples of typical appeals include:

- A facility, item of work, item of cost, or a project is determined to be ineligible
- Approved costs are less than the applicant believes are necessary to complete the work
- A requested time extension was not granted
- A portion of the cost claimed for the work is not eligible
- The applicant disagrees with the approved Scope of Work on the PW
- The applicant incurs a significant net small project overrun

Departments may contact MDO-OEM for policy guidance and to discuss whether or not to appeal a decision by FEMA. There may be cases where FEMA may not deem all of the costs or work that your department will try to claim as eligible. While they may be correct in many cases, if there are some costs that you firmly believe should be eligible, please don't hesitate to contact MDO-OEM. We are here to provide any guidance to help your department navigate the Public Assistance process. We will gladly discuss the discrepancy with you and FEMA to see if there is any way to receive reimbursement for those costs.

### TO REQUEST AN APPEAL, DEPARTMENTS SHOULD:

- If a department wishes to appeal a decision made by FEMA, the department must submit an Appeal Request Form (See page 55) to MDO-OEM as soon as possible, but no later than 50 days from receipt of that decision.
- Departments must provide MDO-OEM with a written narrative that includes information on why they believe the original determination is wrong and the amount of adjustment being requested.
- Departments must also provide MDO-OEM with supporting documentation, to include correspondence, contracts, bid specifications and tabs, insurance policies, etc.

MDO-OEM will submit the request for appeal and supporting documentation to PEMA by email within 60 days upon receipt of the decision being appealed from FEMA. PEMA will review the appeal documentation and prepare a written recommendation. PEMA will forward the recommendation to the FEMA Regional Administrator within 60 days of its receipt of the appeal letter. PEMA does not need to endorse the appeal position but must forward all submitted appeals. The FEMA Regional Administrator will review the appeal within 90 days of receipt from PEMA and either render a decision on the appeal and notify PEMA, or request additional information. Upon notification from FEMA, PEMA will notify MDO-OEM of FEMA's decision or inquiry. If FEMA requests additional information, a department will have 60 days to provide it to FEMA through MDO-OEM and PEMA.

**IF THE APPEAL IS GRANTED**, the FEMA Regional Administrator takes the appropriate action, such as approving additional funding or sending a Project Specialist to meet with the department to determine additional eligible funding.

**IF THE APPEAL IS DENIED**, the department may submit a second appeal following the same procedures and timeframe listed above. In a second appeal, the FEMA Regional Administrator will forward the appeal with a recommendation for action to FEMA Headquarters. FEMA Headquarters will review the appeal and either render a decision or request additional information within 90 days of receipt from the

FEMA Regional Administrator. Any actions required as a result of the second appeal, such as obligation or de-obligation of funds, are executed by the FEMA Regional Administrator.

**SMALL PROJECTS** As mentioned in the Change of Scope section, the city may only submit an appeal for additional funding for small projects when the total costs for all small projects, citywide, significantly exceed the total cost approved for all small projects. MDO-OEM must make small project appeals in writing to PEMA within 60 days of completing the last small project and include documentation of all actual costs, including projects with underruns as well as those with overruns. MDO-OEM must also provide PEMA with reasons for the increased costs or scope of work for all of the small projects.

If your department had a small project whose costs exceeded those allocated on the approved PW and wishes to file an appeal with FEMA, please mark the appropriate box on the Small Project Closeout Form (See page 40). MDO-OEM will review all of the completed Small Project Closeout Forms to determine if the city had significant net overruns and determine whether or not the city should submit an appeal for additional funding. Even though your department may have incurred a cost overrun, there is no guarantee that you will receive additional funding.

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### DID YOU REMEMBER TO...

- Contact MDO-OEM if you have a question about the Public Assistance program or a decision FEMA made?
- Submit an Appeal Request Form to MDO-OEM as soon as possible, but no later than 50 days from receipt of the decision you wish to appeal?
- Provide MDO-OEM with a written narrative that includes information on why your department believes the original determination is wrong and the amount of adjustment being requested?
- Provide MDO-OEM with supporting documentation for the appeal?

**City of Philadelphia  
Managing Director's Office of Emergency Management**

To request an appeal for any decision made by FEMA, please complete the form below and submit it to the MDO-OEM Recovery Planning Coordinator within 50 days of receipt of the original decision. MDO-OEM will submit an appeal to PEMA and FEMA, based on the information you provide below. Departments have 60 days from the original date of the decision for MDO-OEM to make an appeal to PEMA and FEMA on their behalf.

<b>Appeal Request</b>	
Department:	
Decision to be Appealed:	
Date of Original Decision:  Provide a narrative below that addresses why your department believes the original determination is wrong:	
Amount of adjustment requested (if applicable):	
Supporting documentation (photos, plans, correspondence, contracts, insurance policies, etc., as needed to justify request for appeal) is attached? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Signature of Department Representative:	Date of Request:

## **PUBLIC ASSISTANCE WRAP-UP**

We hope that you will find this Public Assistance Workbook to be a useful tool to help you navigate the Public Assistance process. However, if you have any questions at any point during the Public Assistance process, please do not hesitate to contact MDO-OEM. MDO-OEM is here to provide support and policy guidance to all departments before, during, and after a disaster.

