

Project Worksheet Development Guide

July 2008



FEMA

Project Worksheet Development Guide

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Section I - Collecting Project Information**Section II - Completing the Project Information****Section III - Special Considerations**

DEPARTMENT OF HOMELAND SECURITY FEDERAL EMERGENCY MANAGEMENT AGENCY SPECIAL CONSIDERATIONS QUESTIONS		O.M.B. No. 1660-0017 Expires October 31, 2008
APPLICANT	PA ID NO.	DATE
PROJECT NAME	PROJECT NO.	LOCATION
Form must be filled out - for each project.		
1. Does the damaged facility or item of work have insurance and/or is it an insurable risk? (e.g., buildings, equipment, vehicles, etc.) <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure Comments Page 19 Pages 57-58 Pages 65-67		
2. Is the damaged facility located within a floodplain or coastal high hazard area/or does it have an impact on a floodplain or wetland? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure Comments Page 19 Pages 57-58 Pages 67-69		
3. Is the damaged facility or item of work located within or adjacent to a Coastal Barrier Resource System Unit or an Otherwise Protected Area? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure Comments Page 19 Pages 57-58 Pages 69-71		
4. Will the proposed facility repairs/reconstruction change the pre-disaster condition? (e.g., footprint, material, location, capacity, use or function) <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure Comments Page 19 Pages 57-58 Pages 71-72		
5. Does the applicant have a hazard mitigation proposal or would the applicant like technical assistance for a hazard mitigation proposal? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure Comments Page 19 Pages 57-58 Pages 73-74		
6. Is the damaged facility on the National Register of Historic Places or the state historic listing? Is it older than 50 years? Are there other, similar buildings near the site? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure Comments Page 19 Pages 57-58 Pages 75-77		
7. Are there any pristine or undisturbed areas on, or near, the project site? Are there large tracts of forestland? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure Comments Page 19 Pages 57-58 Pages 77-78		
8. Are there any hazardous materials at or adjacent to the damaged facility and/or item of work? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure Comments Page 19 Pages 57-58 Pages 78-79		
9. Are there any other environmental or controversial issues associated with the damaged facility and/or item of work? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure Comments Page 19 Pages 57-58 Pages 80-81		

FEMA Form 90-120, FEB 06

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ACRONYMS

CBRA	Coastal Barrier Resources Act
CEF	Cost Estimating Format
CFR	Code of Federal Regulations
DOT	Department of Transportation
DPW	Department of Public Works
EHP	Environmental and Historic Preservation
EHPA	Environmental and Historic Preservation Advisor
EO	Executive Order
EOC	Emergency Operations Center
FEMA	Federal Emergency Management Agency
FHWA	Federal Highway Administration
FIPS	Federal Information Processing Standards
FIRM	Flood Insurance Rate Map
GPS	Global Positioning System
HMP	Hazard Mitigation Proposal
ICS	Incident Command System
JFO	Joint Field Office
EMMIE	Emergency Management Mission Integrated Environment
NEMIS	National Emergency Management Information System
NEPA	National Environmental Policy Act
NFIP	National Flood Insurance Program
NHPA	National Historic Preservation Act
NRCS	Natural Resources Conservation Service
OCC	Office of Chief Council
PA	Public Assistance
PAC	Public Assistance Coordination
PW	Project Worksheet
SHPO	State Historic Preservation Officer
SOP	Standard Operating Procedure
USACE	U.S. Army Corps of Engineers
VPN	Virtual Private Network

Project Worksheet Development Guide

Each Joint Field Office (JFO) that is set up incorporates the Incident Command (ICS) System principals regarding span of control and organizational structure. The title of each of the Operational Positions has changed to fit within the ICS.

INCIDENT COMMAND SYSTEM (ICS) TITLES FOR PUBLIC ASSISTANCE POSITIONS (PA)*	
Former Title	New Title
Infrastructure Branch Chief	PA Infrastructure Branch Director/Deputy
Public Assistance Officer (PAO)	PA Group Supervisor
Deputy Public Assistance Officer (DPAO)**	PA Task Force Leader
Public Assistance Coordinator (PAC)	PAC Crew Leader
Project Officer (PO)	PA Project Specialist
Specialist***	PA Technical Specialist****
Debris Monitor	PA Debris Monitoring Specialist
Administrative Assistant	PA Administrative Specialist
Data Processing Coordinator	PA Data Processing Manager
Data Processing Technician	PA Data Processing Specialist
Resource Coordinator	PA Ordering Specialist
Instructor	PA Training Specialist
New Position*****	PA Planning Specialist

* PA Crew/Squad Leaders may be assigned as needed to optimize span of control.

** With or without Debris Specialty.

*** The Liaison positions no longer reside within PA. Those individuals who are liaisons will be labeled "unassigned" in the crosswalk unless determined otherwise.

**** Technical Specialties include: Debris, Hazard Mitigation, Insurance, Preliminary Damage Assessment, Estimating, Environmental/Historical, Private Non Profit, and Quality Assurance).

***** Position added to ensure the planning function is addressed until further ICS implementation has been achieved.

INTRODUCTION

This Project Worksheet (PW) Development Guide (*PW Guide*) explains the preparation of PWs for the Federal Emergency Management Agency's (FEMA) Public Assistance (PA) Program. If you have not worked at a Joint Field Office (JFO) before, this *PW Guide* will introduce you to the preparation of PWs. If you have been previously deployed to a disaster, the document will be invaluable for keeping your PW preparation skills current.

FEMA's PA Program is responsible for providing Federal disaster recovery funding to State and local governments, as well as certain Private Nonprofit organizations. The grant mechanism to provide Federal disaster recovery assistance to eligible applicants is the PW. The PW, therefore, is considered by many to be the most important work product of the FEMA PA Program.

Timely disaster recovery funding is critical for applicants and their communities to return to normalcy after a disaster strikes. To ensure the funding process moves forward in a timely manner, it is important that each project comply with applicable Federal laws, regulations, and policies, as well as be complete, accurate, concise, and clearly written.

It is the goal of this *PW Guide* to assist you in preparing PWs of this caliber. To attain this goal, the *PW Guide* addresses three major components of PW preparation:

- **Collecting project information** – addresses site inspections and collection of pertinent project information and documentation.
- **Completing the Project Worksheet** – addresses each component of the PW, explains what information is required and why, describes how to obtain and document the pertinent information, and provides examples of correctly and incorrectly completed PWs.
- **Addressing Special Considerations** – Reviews the nine Special Considerations questions and identifies issues that the Project Specialist should be aware of. It should be noted that the role of the Project Specialist is to identify and document Special Considerations issues, not resolve them.

This document is not intended to provide guidance for making eligibility determinations. Numerous FEMA documents are available to assist with eligibility determinations, including the *Public Assistance Guide* (FEMA 322), the *Public Assistance Policy Digest* (FEMA 321), and FEMA Policy documents (refer to <http://www.fema.gov/government/grant/pa/9500toc.shtm>). FEMA also provides various Standard Operating Procedures, which include additional guidance on the process components of the PA Program (refer to <http://www.fema.gov/government/grant/pa/sop.shtm>).

This document provides a collection of Sample PWs that may be used as a reference when preparing PWs. These can be found in Appendix H. The PWs address a variety of damages, facility types, scopes of repair, and methods of estimating costs, various programmatic and eligibility issues, and examples of supporting documentation.

INTRODUCTION

The collection of project information and preparation of the PW are the primary responsibility of the Project Specialist. To best accomplish these tasks, the following skills are critical.

1. The ability to work well with others.

The collection of project information and preparation of PWs is a team effort. Typically, the Project Specialist will work with a FEMA PAC Crew Leader, possibly Technical Specialists, a State representative, and the applicant in the development of the PW. While FEMA and the State will be primarily focused on ensuring the timely completion of the PWs, it is important to remember that the applicants sometimes have conflicting priorities during the response and recovery phase. Applicants are often challenged not only with providing information to support the PW, but also in managing emergency resp

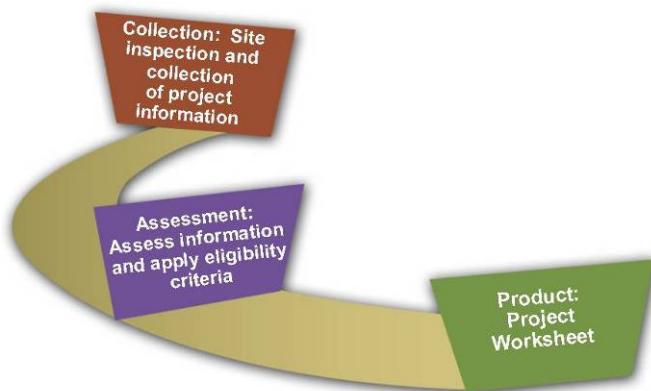
INTRODUCTION

which facilities, work, and costs are eligible or ineligible and why. It is not the purpose of this *PW Guide* to fully instruct on program eligibility, although some guidance is provided. Further information regarding program eligibility can be found in other FEMA publications. Refer to Appendix A for a list of information resources.

5. The ability to elevate issues to the appropriate priority level for possible resolution.

This skill includes the ability to say "I don't know the answer to that question but I will find out and get back with you." If, while on a site visit or preparing your PWs, issues are becoming contentious or resolution is beginning to stall, it is important to notify the FEMA PAC Crew Leader as soon as possible. Remember not to take action on issues that are clearly out of your particular expertise or assigned responsibility. If there are no resources at the JFO to assist you, communicate your needs to the PAC Crew Leader, who can work with the FEMA PA Ordering Specialist to obtain additional assistance.

The overall role of the Project Specialist is separated into three primary areas:



- The Project Specialist's primary job is to conduct site visits and collect project information and documentation. If an accurate, detailed, and complete assessment is made, the remaining work should be relatively simple. The first section of this guide addresses site inspection and information collection.
- Once the project information has been collected, eligibility must be assessed and determined. Eligibility is not discussed in this guide. The Public Assistance Operations I course offers detailed information on eligibility determinations.
- The product that the Project Specialist produces is based entirely from data that was collected during the site visit and meeting with the applicant. If accurate, detailed, and complete data was collected, preparing the PW should be relatively simple and merely an exercise of filling in the blanks. The second section of this guide addresses preparation of the PW.

INTRODUCTION

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I. COLLECTING PROJECT INFORMATION

General

The development of a PW involves two critical steps. First, the Project Specialist must collect the necessary information to prepare the PW. Second, the Project Specialist must accurately transfer the pertinent information to the PW document. This section addresses the steps in collecting the pertinent project information. Section II of this document describes the information to be included in each block of the PW.

The collection of project information through a series of meetings with the PAC Crew Leader, State representatives, and the applicant is the most important part of the PW development process. The Project Specialist requests pertinent documentation from the applicant and by documents observations made during the site visit. If information is collected in an organized, methodical, and detailed manner, the Project Specialist will have the information necessary to prepare a complete and accurate PW in a timely fashion.

Initiating Your Assignment

Upon arrival at the JFO, Project Specialists will attend a Field Personnel Briefing. This briefing will provide disaster declaration information, guidance regarding pertinent eligibility and Special Considerations issues, operational procedures and expectations, and documentation requirements. Often, the PA Group Supervisor or other FEMA management staff will define certain information they want included on a PW. If you arrive to the assignment after this briefing, be sure to notify your PAC Crew Leader and request he or she provide you with the guidance.

Keep in mind that each disaster is unique. The PA Program is designed to be flexible in establishing processes to meet the program needs of each State and FEMA partnership, as well as the recovery needs of the community. Therefore, each disaster assignment must be approached with an open mind and without a rigid attitude about how PWs should be prepared. For instance, cost code or general comment documents from prior disasters should not be used unless instructed otherwise and do not assume that disaster-specific forms used on one assignment are appropriate on another. Ask the PAC Crew Leader for guidance and attend all FEMA Field Personnel Briefings to fully understand what the expectations are for individual PW preparation.

Before you begin your specific project development assignments, be sure to obtain the following information.

- Disaster Fact Sheet
- Public Assistance Organization Chart and contact information
- Disaster-Specific Guidance relative to any procedural, eligibility, or Special Considerations issues

COLLECTING PROJECT INFORMATION

- Specific PW development guidance, if provided by the JFO
- Applicant-specific information:
 - Applicant Identification Number,
 - Names and addresses of primary applicant contact and State representative,
 - Preliminary Damage Assessment information, and
 - A preliminary list of damage sites.

Note: some of this information can be provided by the PAC Crew Leader. Further, ensure you have the necessary equipment, tools, and references for performing your responsibilities.

Equipment

- FEMA laptop
 - Software for developing maps (such as Microsoft Streets and Trips)
 - Instructions on using *IPass* or other methods for internet/Virtual Private Network (VPN) connections
- Printer (provided on most disasters if work is to be done remotely)
- Digital camera
- Global Positioning System (GPS) unit, including instructions on unit calibration
- Cell phone
- Measuring tape, calculator, other office type supplies
- Safety equipment, including hard hat, safety vest, and safety glasses, as appropriate

Tools and References

- State and local area maps
- PA Guide*, FEMA 322, June 2007
- Policy Digest*, FEMA 321, January 2008
- Public Assistance 9500 Series Publications (Policies and Fact Sheets)
(<http://www.fema.gov/government/grant/pa/9500toc.shtm>)
- Project Worksheet and Supplemental Forms (electronic copies, see Appendix B for listing)

Getting Organized

Meeting with the PAC Crew Leader

After arriving on an assignment, each Project Specialist is assigned to a PAC Crew Leader. The PAC Crew Leader is responsible for conducting the Kickoff Meeting and managing Project Specialists and applicants. The PAC Crew Leader has been briefed regarding disaster-specific information. Each PAC Crew Leader will set up their own system for managing their tasks. As a Project Specialist, it is your responsibility to meet with your assigned PAC Crew Leader to learn which applicants and/or projects are assigned to you, any specific requirements for the disaster, and any PAC Crew Leader-specific instructions. The PAC Crew Leader is your supervisor and any issues or questions that arise in the field should be addressed to the PAC Crew Leader. The PAC Crew Leader needs to be continuously updated on meetings, project timelines, and issues that arise.

If the Kickoff Meeting has not yet been held by the time you are assigned to a PAC Crew Leader, you should attempt to attend. The Kickoff Meeting clarifies what types of damage applicants have sustained so you can be prepared for your first meeting with them.

Set up a “System”

Each disaster-type generally has typical damages: earthquakes cause primarily structural damages; snow emergencies cause mostly emergency protective measures; flooding disasters cause road washouts, debris, and landslides; and hurricanes cause a wide-range of damages from flooding to structural damages to debris to emergency protective measures.

The type of disaster is a factor in how you collect your project information and later formulate the PWs. Examples:

- For a flooding disaster with significant road damages, you may spend one to two days visiting the various road washouts and documenting site conditions in a methodical manner to keep the site information separate and complete. You may then spend one to two days producing the PWs for those sites, from your notes and the data you collected, to be submitted to a PAC Crew Leader for review.
- For a snow emergency, you might work in the applicant's office on a daily basis collecting cost data from the applicant's financial person.
- After a hurricane causes widespread and varied damages for a large applicant, you might spend several weeks visiting sites and consecutively preparing project worksheets for their open spaces, utilities, and buildings.

Each disaster, applicant, and PAC Crew Leader is different. The deadlines will be aggressive and the demands high. You need to develop a system each time that works

COLLECTING PROJECT INFORMATION

for all parties involved. Getting yourself organized from the beginning will get you off to a good start.

Applicant Relations

Project Specialists work directly with applicants to collect project information and develop PWs. The State is often present in these meetings and conversations. It is imperative that the Project Specialist maintain a strong and professional relationship with the applicant.

First impressions are very important in applicant relations. You, as the Project Specialist, are the applicant's FEMA representative for individual projects and will be working directly with them for the next month, several months, or year. Since you are the person making eligibility recommendations for an applicant's project, your attitude will affect the applicant's perspective of whether they are receiving sufficient assistance. You are the one who will be touring the applicant's facilities; documenting their damages; making eligibility recommendations based on the FEMA laws, regulations, and policies; and producing their Project Worksheets. The lines of communication need to remain open, trust needs to be established, and a level of understanding and respect needs to be developed in order to maintain an effective relationship.

Remember that the applicant has just been through a disaster. They have likely suffered losses or damages. Stress levels are often high.

When beginning to work with an applicant, it is important to establish his or her knowledge of the program and preferred means of communication. This individual may not have attended the Kickoff Meeting, may not be familiar with the FEMA process or may have experience with FEMA from recent events, may be unfamiliar with the applicant's procedures, may not regularly check their email, or may not have great computer skills. These are all items that you should assess in the early stages of working with the applicant. This information will affect your workload, scheduling, and effectiveness in communicating and collecting site information.

Defining the Project

Meeting with the Applicant

If the PAC Crew Leader has completed a Kickoff Meeting with the applicant, the applicant should be prepared for your first visit. At a minimum, the applicant should have a list of damage sites, some basic cost information, and a lot of questions concerning eligibility and the process for obtaining funding. Funding questions should be referred to the PAC Crew Leader and specific eligibility responses should be deferred until you have obtained all the facts and, in the case of negative eligibility responses, discussed with the PAC Crew Leader first. Remember, as a Project Specialist, you only provide eligibility recommendations. The PA Group Supervisor is responsible for making final eligibility determinations.

COLLECTING PROJECT INFORMATION

A tentative schedule should be set up with the applicant for visiting the sites that the applicant has identified as damaged. You should be prepared to start right away, but some applicants may need a couple of days to get prepared themselves.

Most applicants have a combination of completed and uncompleted work. For the completed work, it will usually take the applicant some time to collect the documentation and present it for your review. While the applicant is collecting this information, your time can be devoted to inspecting uncompleted projects. Therefore, your first priority is to discuss the applicant's completed work and conduct a cursory review of the applicant's documentation (the applicant is not required to use FEMA's documentation forms if the applicant's system provides the same information). If the applicant has any project information or documentation available, it should be collected at their office before visiting the site.

Project titles should be established (i.e., Debris Removal), and the applicant should be advised to accumulate all completed documentation associated with that specific project, including force account records and contracts.

Project Definition

The following list identifies items to assess while discussing the project with the applicant and documentation to request, if applicable to the project. Not all questions need to be asked, but you should go through the thought process to ensure you know the answer.

- Confirm the actual damage site location and specific facility.
- Confirm that the actual damage site is within a **declared county**. Sometimes (though not often) an applicant may own a facility outside the declared area.
 - Locate the damage site on a map.
- Confirm that the damages were **caused by the disaster**, and identify which specific hazard caused them (flooding, wind, etc.).
 - Separate damages by hazard type if multiple hazards affected the facility.
 - Request maintenance records for facilities that require routine maintenance of their designed function, such as roads, culverts, detention basins, bridges, and dams.
 - Request Inspection/Safety Reports for facilities that undergo routine inspections, such as bridges and dams.
- For emergency work, determine the conditions of the **immediate threat** that required the work to be performed.
- Confirm that the applicant is **legally responsible** for performing the work.
 - Is the applicant responsible for performing the emergency services being provided?
 - Does the applicant own the property?

COLLECTING PROJECT INFORMATION

- Is the applicant a lessee or lessor of the property? If so, request a copy of the lease agreement.
 - Obtain a copy of the lease agreement to determine who is responsible for the repairs. Request legal review in the JFO.
 - For roads and bridges, determine if the facility is under the authority of the Federal Highway Administration (FHWA).
 - Most State Departments of Transportation (DOTs) have maps indicating whether a road is on the Federal-Aid System.
 - For Levees and Flood Control Channels, determine if the U.S. Army Corps of Engineers (USACE) or Natural Resources Conservation Service (NRCS) is responsible for the repairs.
 - The Federal agency may prepare a letter indicating their responsibility, or lack of responsibility.
 - Is the facility under construction?
 - Obtain a copy of the construction contract to determine who is responsible for the repairs. Request legal review in the JFO.
- For **Private Nonprofit facilities**, determine the primary use of the facility. For facilities of mixed use, determine the percentage of the various uses.
- Determine **when the damages occurred**. Damages must occur within the incident period. If damages occurred outside the defined period, discuss the circumstances with the PAC Crew Leader.
- Determine whether the facility was in **active use** at the time of the disaster. If not,
 - Was the facility only temporarily inoperative for repairs or remodeling?
 - Was the facility temporarily unoccupied between tenants?
 - Was future use by the applicant firmly established in an approved budget?
 - Can the applicant clearly demonstrate that there was intent to begin use within a reasonable period of time?
- Request drawings, plans, or other documentation to illustrate the pre-disaster condition of the facility.
 - Drawings and plans will support the pre-disaster **design** of the facility for assessing the eligible scope of repair work.
 - Determine the pre-disaster **function** of the facility—what was the facility being used as at the time of the disaster (school, warehouse, office)?
 - Determine the pre-disaster **capacity** of the facility.

Project Formulation

- Determine whether the applicant wants to combine more than one damage site on one PW.

COLLECTING PROJECT INFORMATION

- If the applicant is requesting an illogical grouping of sites, discuss this with the PAC Crew Leader before proceeding.
 - Discuss a numbering system to be entered on the PWs as the Project Numbers (PW Reference Number).
- Determining how you will formulate the projects is important to know before you begin your site visits. Coordinate with the PAC Crew Leader to determine whether to combine projects to meet the applicant's needs. Planning ahead of time, based on discussions with the applicant about their damages, will help you organize (formulate) the projects and collect information accordingly. There are different methods for combining projects:
- **Type of damage:** all work under a specific category of damage or all work on certain types of facilities may be combined into one project (e.g., all debris removal work or all work on gravel roads). See discussion on incidental work under Method of Work.
 - **System:** all work on a single system may be a single project (e.g., all work on a water distribution system with multiple line breaks).
 - **Jurisdiction:** all work within a specific area or all work within an applicant's administrative department may be combined into one project (e.g., all work in a park, all work for a police department, or all road work in the NW quadrant of the applicant's jurisdiction).
 - **Method of work:** note that different project categories, such as C and G, may be combined, but for Emergency Work and Permanent Work to be combined, the Emergency Work should be incidental to the Permanent Work.
 - ⇒ Example: Assume that in order to begin repairs to a bridge, some debris removal around the pilings must be completed first. In this case, the debris removal could be included as a line item in the Category C PW because it is integral to the bridge repairs.
 - ⇒ However, if there is a need for major debris removal from the river upstream and/or downstream from the bridge, separate PWs should be completed for the debris removal project (Category A) and the bridge repair project (Category C).
 - **Special Considerations or complex projects:** insurance is often a driving factor for buildings. If there is a site that has an environmental, historical, insurance, or mitigation issue, it may be best to separate that project so that it is not delayed in the review queue.
 - ⇒ Examples: It may be appropriate to separate each building on a high school campus into a separate project due to insurance issues. Similarly, you might separate one road washout of seven due to mitigation issues.

Multiple Sites

Multiple sites may be combined on one PW. Review the list above for guidance on how projects may be combined. There are three types of combinations that need further discussion:

Projects less than \$1,000.00 are not eligible for PA: Projects may be combined to achieve the \$1,000 threshold. If the grouping makes sense and is organized well, these projects may be combined.

Projects without Special Considerations/complex issues: These projects generally fall under Categories C, D, and F. These categories do not often include insured facilities, so multiple sites may be combined in one project (e.g., road washouts, multiple water distribution line breaks, damaged utility poles, etc.). The locations of each site must be documented. See Sample PW # 4 for an example of how to combine multiple sites.

Projects with Special Considerations/complex issues: These projects generally fall under Category E with insurance as the driving factor. Each insurable, damaged facility should have its own Project Worksheet. Consult with the PAC Crew Leader if the applicant is requesting a different formulation method. (Note: A facility may not have insurance, but still be insurable.) Multiple projects for different types of damages (flooring, roofing, structural, etc.) should not be combined on the same Project Worksheet. Parks and recreation facilities (Category G) are often insurable and should follow the same guidance.

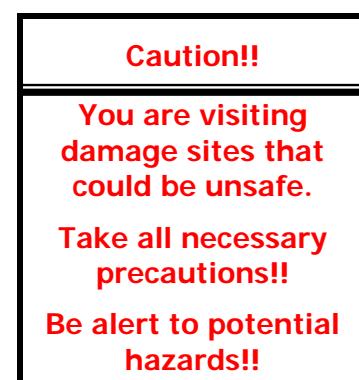
Insurance is not the only factor to be considered. Other factors include hazard mitigation, environmental and historic issues, facilities in floodplain, or types of issues.

Conducting the Site Visit

Site visits should be performed to document damages for all damaged facilities. At a minimum, the site visit should be attended by the FEMA Project Specialist, the State representative, and an applicant's representative who is familiar with the overall facility and the disaster damages.

Safety!

- Caution!!** Before visiting the site or entering a facility, determine if the facility is safe to visit and inspect.
 - Ask the applicant if there are any safety inspection reports for the site.
 - Ask the applicant if there are any known physical, biological, or chemical hazards that may require special precautions and/or equipment during the inspection.
 - Look for cracks in roads or movements in slopes to



indicate potential ground instability.

- Caution!!** Be alert for potential hazards. Ensure that someone knows your whereabouts prior to inspection. The applicant's representative should accompany the FEMA representative on all site visits; they should know the risks better than anyone. If possible, travel in teams of at least three people.

Documenting the Damage Site Conditions

Identifying Basic Project Conditions:

- Upon arrival at the site, conduct a walkthrough visual inspection of the site and the surrounding area.
- Differentiate between the physical damages you observe and those that the applicant is requesting to be fixed.
 - Look for damage not identified by the applicant and determine whether these damages are disaster-related. If the applicant indicates that other apparent damages are not the result of the disaster, photograph the area and document the observation.
- Look for indicators of pre-disaster damage.
 - Lack of maintenance (alligator cracking on pavement, moss growth on damaged facility, weeds in culverts, etc.)
 - Age related deterioration (cracks in paint, termite infestation, corrosion, etc.)
- Look at the condition of the facility outside of the damaged location to assess the pre-disaster design and condition of the overall facility. For example, note any undamaged sections of roads, culverts, or slopes, etc.
 - Confirm the design is consistent with facility information (plans, drawings) provided by the applicant.

Recording Project Details:

- Take **measurements** of the damaged area and specific facility components (pavement thickness, culvert size, generator capacity, etc.).
- Prepare detailed **sketches** of observations, including dimensions (length, width, height, depth, and capacity) and description (brick, wood, asphalt).
 - Sketches do not need to be perfect. Simple sketches often demonstrate what is seen in the field.
- Determine the **latitude and longitude** at one or more locations at the facility.
 - Obtain the GPS reading and document the location where the reading was taken on a map.
 - If the project consists of **multiple sites** with distinct addresses or locations (e.g., multiple road wash outs throughout the northwest quadrant of the county), the latitude/longitude for each site should be recorded.

COLLECTING PROJECT INFORMATION

- For **debris removal**, provide the latitude/longitude for the debris disposal location(s).
- For emergency protective measures where the location has been identified as **“County-Wide” or “City-Wide,”** identify a primary location. Most commonly, the County Administration Building, City Hall, or Emergency Operations Center (EOC) are used as the data point location.
- For **lengths of roadway**, select a location at the beginning or end of the roadway, or some other milestone.
- The following guidance is general. Confirm formats at each assignment.
 - Use the Decimal Degree format.
 - Negative coordinates are allowable: easting values are negative in the Americas; the minus sign must be in front of the longitude coordinate.
 - Leading zeros (0) before the decimal are acceptable, but not required.
 - The GPS receiver must be set properly.
 - The GPS receiver will display the coordinates as: N 62.88547 / W159.09554. The west coordinate needs to be converted to a negative (-) value. Latitude = 53.88547 Longitude = -149.09554
- **Using the GPS.** You can obtain correct coordinate readings from a properly configured GPS unit. If you are given a GPS unit at your assignment, make sure the unit is calibrated before using it. In most JFOs, training classes are provided on use of GPS units. Additionally, written guidance is generally provided. If you are having difficulty operating or calibrating your GPS unit, coordinate with the PAC Crew Leader to have someone from the Information and Planning Branch calibrate it.

Take **photographs** of the site:

- Overall site view
- Specific damages from various views and angles
- Work completed, if any
- Adjacent undamaged areas of similar structures (e.g., adjacent undamaged section of road or engineered channels)
- Document number, location, and date of photographs on a site plan and indicate angle taken from

Look at a Flood Insurance Rate Map (FIRM) and create a **FIRMette**:

- FIRMettes are created to determine if a site is in a Special Flood Hazard Area.
- If the Project Specialist knows where the sites are located, it is best to create a FIRMette prior to the site visit in order to:
 - Know what types of questions to ask based on whether the facility is in a floodplain or not
 - Request that a Technical Specialist attend the site visit

COLLECTING PROJECT INFORMATION

- Locate the project site on the appropriate FIRM Map.
 - FIRMs can be found on the FEMA website at the FEMA Map Service Center. www.msfc.fema.gov. Instructions for creating a FIRMette are included in Appendix G.
 - Record the FIRM's Community Panel Number and date (located on the front of the map) in the Special Considerations Questions, Question #2.
 - FIRMs can also be obtained from local building, zoning, or planning departments. FIRMs are available at the JFO and digitized maps may be available through the FEMA Information and Planning area.
- Collect documentation:
- Should be provided as an attachment to the PW to illustrate and support the Damage Description and Dimensions.
 - Should describe the damage concurrent with the data presented on the attachments (sketches, photographs, etc.).
 - Should be referenced within the text of the section.
 - For example: Refer to attached Figure 1 for a roadway cross-section and dimensions.
 - Documentation to collect:
 - Site Location Map
 - FIRM
 - Photographs of site, overall facility, specific damages, and conditions that demonstrate the presence of an immediate threat (if applicable)
 - Photographs of work completed, if any
 - Drawing, sketches, and plans of pre-disaster facility design (to scale)
 - Drawings and sketches of disaster-related damages (to scale)
 - Drawings and sketches of the completed or proposed repair (to scale)
 - Calculation sheet detailing specific dimensions and quantities of damage, and specific dimensions and quantities of work items
 - Engineering/Technical Reports
 - Engineering Specifications for repair, such as Department of Public Works (DPW) standard design drawings
 - Applicable codes and standards
 - Lease agreements for leased properties
 - Facility maintenance records, such as for roads, engineered channels, debris basins, and other facilities requiring maintenance to ensure proper function
 - Facility inspection/safety reports, such as may be available for bridges and dams

COLLECTING PROJECT INFORMATION

- Relevant correspondence or information received from the applicant or State
- Justification for request of a relocation project, improved, or alternate project, including details of the proposed project
- Insurance policies
- Hazard mitigation proposals
- Documents supporting compliance with environmental or historic preservation issues
- Contracts or contractor bids
- Mutual aid agreements
- Rental agreements
- Receipts
- Time/equipment records (if applicable)
- Cost Estimating Format Spreadsheets

Documenting Damages:

- Document the cause(s) of the damages.
 - When did the damages occur?
 - On August 13 ...
 - During the declared event, ...
 - Heavy flooding on January 8, ...
 - A tornado on May 29, 2005 ...
 - What type of disaster conditions resulted in an immediate threat?
 - downed trees and power lines blocked roads ...
 - flooding inundated ...
 - hurricane winds destroyed ...
 - What disaster effect caused the damage?
 - Hurricane-force winds ...
 - wide-spread flooding ...
 - earthquake forces ...
 - fire and explosion ...
- Document the action.
 - What did the disaster do?
 - washed out ...

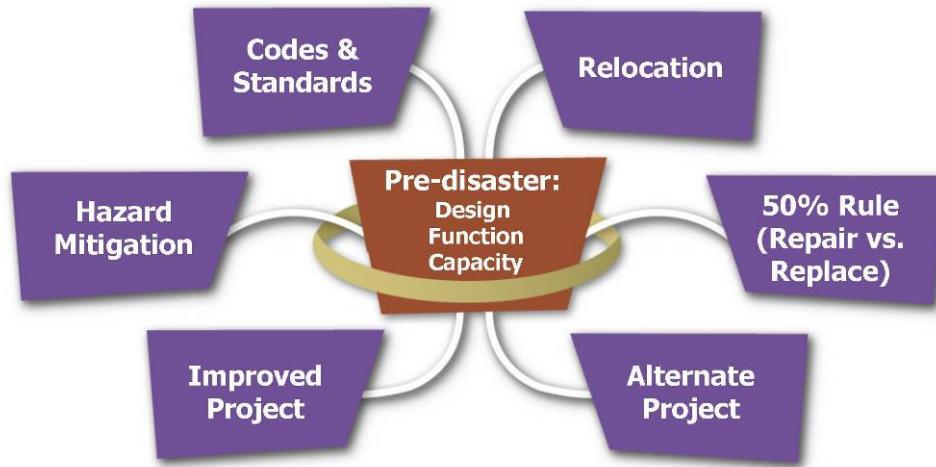
COLLECTING PROJECT INFORMATION

- shattered ...
 - destroyed ...
- What happened to the facility/ component?
 - The building collapsed ...
 - The windshield was crushed by fallen debris ...
 - Debris was scattered ...
- What was the result of the immediate threat conditions?
 - ... vegetative debris blocked emergency access ...
 - ... downed power lines, creating an immediate threat ...
 - ... levee was breached ...
- Document the **dimensions/quantities** of the damage.
- What are dimensions?
 - 60-ft x 22-ft x 12-ft high steel-truss bridge
 - 160-ft x 40-ft, 2 story, masonry school building
 - 150-ft long x 12-ft wide x 8-inch thick aggregate surface roadway
 - 40-ft long x 24-ft wide asphalt (4-inch thick) roadway
 - How are Emergency Services quantified?
 - 400 CY vegetative debris
 - 350 regular time and 140 overtime hours
 - 7,500 sandbags placed along the James River to prevent flooding
- Identify the damaged **facility and/or components**.
- What is a facility?
 - Per 44 CFR 206.201(c) "A publicly or privately owned *building, works, system, or equipment*, built or manufactured; or an improved and maintained natural feature."
 - What are some examples of facilities/components?
 - Debris along rights-of-way
 - County Courthouse Building
 - Search and Rescue Operations
 - County Road 47
 - Windows
 - 275-KW generator
- Document the **impact**.
- What is the impact?

- Facility is partially open
- Vehicle was damaged beyond repair
- Debris scattered jurisdiction-wide
- Who does it affect?
 - 100% of customers were without power.
 - Public health and safety...
 - Applicant's jurisdiction...

Defining the Scope of Work

- Discuss the applicant's **methodology for repairing** the facility.
 - Does the applicant have specific design standards?
 - Is there an engineering consultant assisting with the design?
 - Are there any engineering or technical reports describing the damages and/or methods of repair?
- Discuss how the **work is to be performed**.
 - Is the applicant going to use their own staff, equipment, and materials (force account)?
 - Are they going to contract the work to an outside source?
 - See further discussion regarding cost estimates in the following sections.
- Determine whether the applicant intends to **restore the facility to its pre-disaster condition**. If not:
 - Is the applicant considering **relocating** the facility? If so, determine why the facility is to be relocated. Collect available project and cost information to determine cost effectiveness, including demolition of the old facility and construction of the new facility.
 - Is the facility damaged to the extent that the applicant is requesting **replacement** rather than repair? If so, collect project and cost information to complete a Repair versus Replacement analysis.
 - Is the applicant considering an **Alternate Project**? If so, collect available project information (description, plans, engineering study, etc.).



- Is the applicant considering an **Improved Project**? If so, collect available project information (description, plans, engineering study, etc.).
- Does the applicant have a **Hazard Mitigation Proposal** for this project? If so, document the proposal and submit for review. The Project Specialist should be prepared to discuss mitigation opportunities with the applicant.
- Does the applicant have a **code or standard** requiring a certain upgrade? If so, request a copy of the code or standard for review. Request legal review in the JFO, if needed.

Special Considerations

Special Considerations is a program term used by FEMA to capture all program issues other than eligibility. On disasters, these are usually hazard mitigation, environmental, historic preservation, floodplain management, and insurance issues. The Project Specialist, the State, and the applicant should work together to identify and document Special Considerations issues.

Refer to Section III of this document for further discussion regarding Special Considerations and the Special Considerations Questions.

- Are there any **Special Considerations** issues associated with the Project? Use the Special Considerations Questions and Review Tool (Appendix F) for guidance on asking appropriate questions and collecting pertinent information.

Collecting Cost Information

Determine from the applicant how they intend to perform the work and if they have cost information to be reviewed for preparing the estimate.

Small Projects versus Large Projects

Projects are divided into two groups to facilitate project review, approval, and funding. The division is based on a monetary threshold that changes annually. Confirm with the PAC Crew Leader the threshold amount for the current fiscal year.

Small projects fall below the threshold dollar amount and are paid based on estimates. Large projects are greater than the threshold dollar amount and are funded based on documented actual costs for eligible work.

Large projects estimates must be developed using the Cost Estimating Format (CEF), if the CEF criteria are met. Criteria for use of the CEF are discussed later in this section

Work Completed versus Work to Be Completed

For **work completed**, actual costs should be provided and documented on labor records, invoices, or other receipts. The following are examples of cost documents that should be collected from the applicant.

- Contracts or contractor bids
- Mutual aid agreements and contracts
- Rental agreements and contracts
- Receipts/Invoices
- Force account records (if applicable)

If the **work is not complete**, determine from the applicant how they intend to perform the work and if they have cost information to be reviewed for preparing the estimate. The following are examples of documentation that should be collected from the applicant or developed by the Project Specialist (and/or Technical Specialist):

- Force account records (if applicable)
- Historical costs
- Average costs for similar work in the area
- Unit prices

Cost Estimates

The three primary methods for determining costs are force account, unit cost, and contracts. If work is complete at the time of the site visit, actual costs should be used.

Force Account

COLLECTING PROJECT INFORMATION

- Request receipts for purchases (or documentation that shows the item was removed from stock).

Force Account or Rented Equipment

- Ensure information for equipment includes type of equipment, size, and date (and/or hours) used.
- For vehicles, such as applicant-owned pickups and fire trucks, FEMA provides Cost Code rates, which include ownership, operation, and maintenance costs.
- Damage incurred to vehicles during search activities should first be submitted to the applicant's insurance carrier in order to prevent a duplication of benefits. If the vehicle affected is insured, request a copy of the declaration page of the policy.
- Reimbursement for cell phone use may only be considered for calls made relating to the disaster.

Mutual Aid Agreements

- Ask whether any mutual aid agreements were in effect and utilized during the disaster event.
- Are any new mutual aid agreements required?
- Request a copy of the mutual aid agreement for FEMA review. The mutual aid agreement may be included as part of a larger contract.
- If the applicant is the requesting entity (asking for the mutual aid), obtain an invoice for the work.
- Under a mutual aid agreement, regular time is eligible for FEMA funding, unless the workers are volunteers.

Unit Prices

The unit cost method is usually used to estimate work to be completed. Unit costs typically represent complete and in-place costs, incorporating site preparation, materials, labor, equipment, insurance, overhead, and profit (if by contract) for all activities needed to complete that item of work. Several sources may be used in the preparation of estimates based on unit costs. These sources, provided in their order of preference, include:

- State or local data from previously completed projects:
 - Average weighted unit costs derived from an applicant's annual contracting history.
 - May be available from the applicant or from a relevant state agency (such as the state DOT).
 - Determine if the applicant has historical documentation for similar work.
 - Ensure, however, that the historic costs include the same type of work and work conditions as those encountered in the current damage repairs.
- Commercial estimating sources (such as R.S. Means):
 - Unit costs typically represent complete and in-place costs that include all labor, equipment, materials, small tools, incidentals, and hauling costs necessary to complete the work for the installing trade contractor (aka subcontractor).
 - R.S. Means or other commercial estimating sources. R.S. Means is a series of publications accepted by FEMA based on industry-wide use and the availability of nationwide contract cost data across a wide range of work activities—from a simple repair to highly specialized and complex work.
- FEMA cost codes:
 - Updated for the specific disaster location and time, because the costs are averaged for nationwide rather than local geographic application, which may affect the project estimate.
 - Issued by the FEMA Regional office at the beginning of JFO operations.
 - Represent complete and in-place costs (i.e., the labor, equipment, and material necessary to complete installation) at the General Contractor level (different from R.S. Means).
 - Complete and in-place costs can often be found in state DOT highway and bridge work. Because the unit cost data are representative of a complete or installed cost, the estimate will be more reliable for road work than other categories of permanent restorative work.
 - Includes overhead and profit.

Contracts

Contract pricing is used to determine the cost of work for which the applicant has used labor, equipment, and material from an outside source. In general, contract costs are used for work already completed, but in some cases contract costs may be used for work that is just beginning or still underway. If work has not yet begun on a project, but a contract has been bid or let, the contract price can be used.

- Determine if the applicant has bid the work.
 - Review unit prices provided in contractor bids, if available.
 - Bids must provide an itemization of unit prices in order to verify that the bid is for an eligible scope of work and to allow validation of the bid.
 - Request a copy of the executed contract agreement.
 - Request a copy of the Invoice for paid work completed.
 - If work has not begun, but a contract has been bid or let, the contract price may be used.

Using the Cost Estimating Format (CEF) to Estimate Project Costs

The CEF is a:

- Uniform method for preparing estimates that incorporates industry standard approaches to better estimate the total cost of large projects.
- Customized Excel spreadsheet developed to organize items of work and apply (as necessary) industry standard factors to account for eligible project costs not included in the base estimate.

FEMA has developed this forward pricing to better estimate the cost of large projects. As of March 15, 2007, per the memorandum issued by David Garrett, *Implementation of the Cost Estimating Format (CEF) in the Public Assistance Program Module of NEMIS*, the CEF is now required to estimate large projects, in accordance with established criteria. The project must be:

- Permanent Work
- A Large Project (hard construction costs are greater than the small project threshold)
- 90% or less complete

Specific guidance on using the CEF can be found at the FEMA website (<http://www.fema.gov/government/grant/pa/ceftoc.shtm>) or will be provided at the JFO. The Project Specialist should determine if his or her project(s) meet the criteria for using the CEF and follow the process defined by the JFO. The Project Specialist may request a Technical Specialist to assist in the application of the CEF.

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Part A is an estimate of the base construction cost (known as work-in-trades). This cost reflects the labor, equipment, and material required to perform the work. Part A is developed in much the same manner as estimates are developed under the existing program. Any of the sources previously discussed can be used to develop Part A costs. Part A can also be used to quantify/document known costs (construction and soft costs) associated with a project

Parts B through H are component factors of the estimate formula that are applied to Part A. These factors are general contractor or equivalent costs and owner's project costs (or the costs not included in the base cost estimate). When included, they determine the total cost of completing the work. The default value for Parts B through H is zero. The person estimating costs is responsible for including any factors necessary for project costs not captured in Part A of the estimate.

Benefits of using the CEF:

- Provides a consistent means of estimating total project cost
 - Provides the applicant with a greater degree of confidence in FEMA's estimates, as the applicant knows how much FEMA money to include in a project's budget up-front
 - Encourages the applicant to manage large projects more effectively
 - Potentially reduces FEMA's administrative costs by eliminating multiple versions of cost estimates/PWs
-

Before You Leave the Site

- Document all your observations before you leave the site. Don't wait until you return to the JFO or your hotel. Details will certainly be forgotten.
- Walk the site one more time to ensure you did not miss any damages and that you have sufficiently documented the site conditions.
- Be sure to ask the applicant any lingering questions you may have.
- Summarize for the applicant any outstanding questions you have and confirm they are aware of any documentation or information that you still need. Providing these requests in writing is best.
- Appendix C provides the Collecting Project Information Checklist intended for use by the Project Specialist to assist in collecting project information while meeting with the applicant or on a site visit. Additional information may need to be collected for complex projects.
- Appendix D provides a Categorical Checklist intended for use by the Project Specialist to assist in collecting project information while meeting with the applicant or on a site visit relative to a specific category of work. Additional information may need to be collected for complex projects.

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II.COMPLETING THE PROJECT WORKSHEET

General

The primary function of the PW is to document the Damage Description and Dimension, Scope of Work, cost estimate and Special Considerations issues for a project. Each PW must comply with applicable Federal laws, regulations, and policies, as well as be complete, accurate, concise, and clearly written.

This section addresses each component of the PW, explains what information is required and why, describes how to obtain and document the pertinent information, and provides examples of correctly and incorrectly completed PWs. Appendix A provides references for additional guidance on PA eligibility and processes.

Level of Detail and Discussion

The level of detail and discussion provided in the PW should reflect the complexity of the project's technical details and programmatic or regulatory issues. The following section describes the various items that may require specific discussion in the PW. Not all items need to be addressed in each PW. The Project Specialist should consider the applicability of various items based on the circumstances of the project. If the facility is owned by the applicant, for example the City Hall, there is no need to address legal responsibility. However, if the facility is leased by the applicant, it will be necessary to demonstrate that the applicant is responsible for repair of certain damages.

Style versus Content

FEMA's PA Program has made significant efforts to ensure consistency in both process and eligibility determinations. This *PW Guide* supports the effort to provide consistent guidance for developing PWs. However, as individuals, PA Group Supervisors, PAC Crew Leaders, and Project Specialists may be accustomed to a certain style for presenting and reviewing information.

As a Project Specialist, you should be prepared to accommodate the requested style of the PA Group Supervisor or PAC Crew Leader, assuming the style does not conflict with providing necessary content. Prior to initiating your first PW for a PAC Crew Leader, you should take the following steps:

- Determine if the PA Group Supervisor has defined a certain format and content guidelines for the disaster.
- Request the PAC Crew Leader provide a sample of a PW that he or she thinks is well done.
- Submit to the PAC Crew Leader a sample of a PW that you have prepared and discuss any variations on style that may be preferred.

COMPLETING THE PROJECT WORKSHEET

Submit your first couple PWs to the PAC Crew Leader early in your assignment to reach some level of concurrence on your presentation of the information.

Tips on Reviewing your own PW

- ✓ Are all blocks of the PW completed?
- ✓ Are the damaged elements consistent with the repair items and cost items?
- ✓ Is reference made to supporting documents?
- ✓ Do the details of the damages and repair items match the information on the sketches?
- ✓ Do the dates of damages coincide with the dates of work completed or documented site visits?
- ✓ Are sufficient photos provided to illustrate the key damages?
- ✓ Could someone read the PW in a couple of years and understand the project?

NEMIS vs. EMMIE Processing of Project Worksheets

National Emergency Management Information System (NEMIS)

NEMIS is the current computerized database system used by the Public Assistance Program. This system (or various other similar versions) has been utilized for over 30 years and is largely based on the preparation and submittal of grant related documents in paper form (or on CD). The information is then entered into NEMIS by Data Entry Staff, at a centralized location, typically the Field Office.

Emergency Management Mission Integrated Environment (EMMIE)

EMMIE has been developed to allow applicants and State and FEMA representatives direct input to EMMIE over the Internet. Web-based forms for the PW and other FEMA forms can be completed by the applicant, the progress of their grant application can be monitored, and required quarterly reports and closeout actions can be completed on-line.

FEMA Public Assistance staff also use EMMIE in the same manner as NEMIS. Field staff can go on-line to enter PWs into the system. Alternatively, PWs can be prepared in electronic format (usually an Excel spreadsheet), then be reviewed by the PAC Crew Leader and submitted to a centralized processing location.

For any given disaster, multiple methods may be employed to complete PWs. Some applicants may have the capability and desire to fully use EMMIE to enter their own PWs. Other applicants may determine that they want FEMA staff to complete the PWs. FEMA Public Assistance staff will then determine the most effective way to complete the EMMIE data entry.

As procedures for using EMMIE are further developed, additional guidance will be provided.

Using the PW and the Supplemental Forms

A copy of the PW and the supplemental forms referred to in this section are provided in Appendix B. These forms are available through FEMA's DocNet form library (<http://www.fema.gov/government/grant/pa/forms.shtm>), and are usually provided in an electronic version at the JFO.

The primary forms include the following:

- Project Worksheet (PW)
- Project Worksheet – Damage Description and Scope of Work Continuation Sheet
- Project Worksheet – Cost Estimate Continuation Sheet
- Project Worksheet – Maps and Sketches Sheet
- Project Worksheet – Photo Sheet
- Hazard Mitigation Proposal
- Special Considerations Questions
- Force Account Labor Summary Record
- Force Account Materials Summary Record
- Force Account Equipment Summary Record
- Rented Equipment Summary Record
- Contract Work Summary Record
- Applicant's Benefits Calculation Worksheet
- Hazard Mitigation Proposal (HMP)

For simple projects, the **Project Worksheet form** itself provides sufficient room for documenting the project information. For more complex projects, **continuation sheets** are provided for additional details regarding the **damage description, scope of work, and cost items**. When using continuation sheets, enter a comment in the corresponding PW block to indicate additional information is provided on the continuation sheet. For example, "See Continuation Sheet." This will ensure that JFO staff reading the PW, or data entry staff entering the data into NEMIS/EMMIE, are aware that additional information is provided.

The **Maps and Sketches** and **Photo Sheets** provide formats for supporting data, as indicated.

The **Hazard Mitigation Proposal** form in Appendix B may be used by the Project Specialist for documenting an applicant's Hazard Mitigation Proposal. Again, other formats are acceptable.

COMPLETING THE PROJECT WORKSHEET

Further discussion regarding the **Special Considerations Questions** is provided in Sections III of this document.

Using a Narrative

For more complex projects, the Project Specialist may choose to use a Narrative to describe special circumstances associated with a project or to clarify items identified on the PW. The Narrative should be an extension of the information provided in the PW. It should not be used to describe elements of the damage description or scope of work that do not otherwise appear in the PW.

If a Narrative is being included with the PW, include a comment in the corresponding PW block to indicate additional information is provided in a Narrative. For example, "See Narrative for additional discussion."

Completing the PW Blocks

BASIC PROJECT INFORMATION

Disaster

DISASTER FEMA-_____	PROJECT NO.	PA ID NO.	DATE	CATEGORY
------------------------	-------------	-----------	------	----------

Indicate the disaster declaration number as established by FEMA and the state in which the disaster is located.

- Record the FEMA four-digit disaster declaration number, disaster type, and the two-letter state abbreviation.
 - The declaration number is established by FEMA and can be obtained from the Disaster Fact Sheet or from the PAC Crew Leader.
 - Indicate the type of disaster.
 - EM – Emergency (Example: Debris disasters only, snow emergencies, etc.)
 - DR – Major Disasters (Example: Major flooding, hurricanes, earthquakes, etc.)
 - Indicate the state of the disaster, two-letter abbreviation.
 - **Example:** FEMA-1234-DR-AL. FEMA-4321-EM-SC

COMPLETING THE PROJECT WORKSHEET

Project Number

DISASTER FEMA-__-DR-__	PROJECT NO.	PA ID NO.	DATE	CATEGORY
---------------------------	--------------------	-----------	------	----------

Indicate the project designation number established to track the project (Applicant's number).

- For each PW, two Project Numbers will be assigned: one defined by the Project Specialist during the development of the PW (entered in the block above), and one automatically assigned by EMMIE when entered into the system (to be printed on the EMMIE PW version).
- When assigning a Project Number during the development of the PW, the project number can reflect a FEMA-prescribed format and/or the applicant's own tracking system.
 - Check with the PAC Crew Leader to determine if a specific format is preferred.
 - If not, determine whether the applicant has a numbering system to use for referencing the project.
 - Otherwise, develop a numbering system that will assist you in tracking projects for the applicant.
- The Project Number should be **no more than seven characters long** and can include alpha, numeric, and special characters.
 - A unique numbering system should be provided for each applicant to avoid confusion when tracking PWs.
- Once the PW is entered into EMMIE, a new PW number will be automatically generated and assigned by EMMIE.
 - The Project Number assigned by the Project Specialist will be printed on the EMMIE PW as a Reference Number to allow easy cross-reference of the projects.
 - **Example:** GHS-E14 (Gettysburg High School, Category E, Project 14).

PA ID NO.

DISASTER FEMA-__-DR-__	PROJECT NO.	PA ID NO.	DATE	CATEGORY
---------------------------	-------------	------------------	------	----------

Indicate the applicant's Public Assistance Identification Number as assigned by FEMA. This is often referred to as the Federal Information Processing Standards (FIPS) number or the Applicant's ID.

- Each applicant has a unique identification number designated by FEMA.
- To obtain the Applicant ID Number:
 - Ask the PAC Crew Leader assigned to the applicant

COMPLETING THE PROJECT WORKSHEET

- If you have access to NEMIS/EMMIE, Applicant PA ID numbers can be obtained from the database.
- The PA ID number must be entered correctly on the PW. An incorrect FIPS number can result in the PW being rejected by EMMIE or the funding being obligated to the wrong applicant.
- The number should be entered in the following format: XXX-XXXXX-XX.
 - The first three digits (always numeric) identify the county where the applicant is located. Note: If the first three digits are "000," this indicates the applicant is a State agency.
 - The following five characters (can include alpha and numeric characters) identify the particular applicant.
 - The last two digits (numeric only) are used to identify departments or subdivisions within the applicant's agency or organization. Confer with your PAC Crew Leader or applicant to identify these departmental needs.
- All applicants are assigned the basic identification number (xxx-xxxxx-00). Applicants may chose to have all their PWs processed under the basic identification number, e.g., 027-96500-00.
- If an applicant wishes to have subdivisions within its identification number, discuss this possibility with the applicant's PAC Crew Leader. Some applicants may choose to organize their PWs by department—Parks, Roads, Water and Sewer, etc. These departments are referenced as subdivisions within EMMIE. For instance:
 - 027-96500-00 Town of Alfalfa - Public Works Department
 - 027-96500-01 Town of Alfalfa - Fire Department
 - 027-96500-02 Town of Alfalfa - Police Department

Date

DISASTER FEMA-__-DR-	PROJECT NO.	PA ID NO.	DATE	CATEGORY
-------------------------	-------------	-----------	------	----------

Indicate the date the worksheet was prepared.

- Use the format MM/DD/YY.
- Record a single date only.
 - If several inspection dates are important for the development of the Scope of Work, document the dates and inspections in the Scope of Work block or in a narrative.
- If the PW was prepared after the date(s) of inspection, enter the date the PW was prepared and reference the date of inspection under the "% Work Complete" block.

COMPLETING THE PROJECT WORKSHEET

Category

DISASTER FEMA-__-DR-__	PROJECT NO.	PA ID NO.	DATE	CATEGORY
---------------------------	-------------	-----------	------	----------

Indicate the category of the project according to FEMA specified work categories (A, B, C, D, E, F, or G).

- Record the letter associated with the primary category of work that best represents the project:

Category	Type	Description
A	Emergency	Debris Removal
B	Emergency	Emergency Protective Measures
C	Permanent	Roads and Bridges
D	Permanent	Water Control Facilities
E	Permanent	Buildings and Equipment
F	Permanent	Utilities
G	Permanent	Parks, Recreational Facilities, Other

- If a project includes work from **more than one category**, the primary work category should be recorded.
- **Example:** If a park area sustained equal damages to roadways, parking lots, pavilions, and playground equipment and the applicant wishes to combine these sites on one PW, it would be reasonable to consider this a Category G PW. However, if the majority of park damage was related to roadways, culverts, and small bridges, as well as some picnic benches, then it would be more reasonable to consider this a Category C PW. Confer with the PAC Crew Leader if guidance is needed.
- Do not combine **emergency and permanent work categories** on one PW unless one category is only incidental to the majority of the work being completed.
- **Example:** Assume that in order to begin repairs to a bridge, some debris removal around the pilings must be completed first. In this case, the debris removal could be included as a line item in the Category C PW because it is integral to the bridge repairs.
 - However, if there was a need for major debris removal from the river upstream and/or downstream from the bridge, then separate PWs would be completed for the debris removal project (Category A) and the bridge repair project (Category C).
- If categories of work are combined on a single PW, the different categories should be represented in the PW Damage Description and Dimensions and the Scope of Work blocks.

COMPLETING THE PROJECT WORKSHEET

- Remember to evaluate specific emergency work versus permanent work eligibility issues separately if combining emergency and permanent work on one PW. For example:
 - Separate force account labor to only allow regular time for permanent work
 - Evaluate the cost effectiveness of Hazard Mitigation only against the permanent work eligible costs
- If there are unusual circumstances that require combining different site categories into a single project, provide a brief statement in the Scope of Work block, explaining the circumstances.

Damaged Facility

DAMAGED FACILITY	WORK COMPLETE AS OF: _____ : _____ %
------------------	---

Identify the facility and describe its primary function.

- If the project is limited to a **single site**, record the name of the facility and its basic function (if necessary) in this block. For instance:
 - County Road 66
 - City Memorial Hospital
 - Town Building C – Community Center
- If the project consists of **multiple sites and categories**, a general facility name can be provided in the Damaged Facility block with a reference to "See Below." Detailed facility information can then be provided in the Damage Description and Dimensions block.
- If the project involves **Emergency Work (Category A or B)** such as debris removal or police or fire response efforts, identify both the location and type of response. For example:
 - Debris Removal – City of Charles Sector A
 - Police, Fire, and Rescue – Charles County Courthouse
- If services are provided over time and **multiple PWs** are to be prepared for **distinct durations**, identify the duration in this block to readily distinguish the project. For example:
 - Police Response - June 12-15, 2005
 - Police Response - June 16-20, 2005.

COMPLETING THE PROJECT WORKSHEET

Work Complete As Of

DAMAGED FACILITY	WORK COMPLETE AS OF: _____ : _____ %
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Indicate the date the work was assessed and the percentage of the work completed on that date.

- This block is of particular importance to the State for Grant Management activities.
- Include the date you visited the site or reviewed the work documentation. This may or may not be the same date provided in the Date block.
- In general, the percentage of work complete represents the physical completion status of the work for the date indicated and should accurately represent the project scope and cost estimate data at that time.
- Record the date in the following format: MM/DD/YY.
- Determine the percentage (%) of work complete by:
 - Visiting the site.
 - Reviewing any relevant work and cost documents such as contracts, partial payment information, invoices.
 - Determining where the ongoing project work is within the timeframe for completing the entire project.
 - Discussing project status with the applicant.
- Multiple Sites.** If there are several sites, an average "% of work complete" can be estimated and recorded and the actual percent of work complete can be noted for each site in the Scope of Work block.
- If any percentage of work is complete:
 - Actual costs should be provided for the work complete.
 - Cost documentation for the actual costs should be provided.
 - The Scope of Work and Project Cost blocks should separate the details for "Work Completed" and "Work to Be Completed."

Tips for Assessing Percent Complete:

- What if the work is only half-completed (50%) but the majority of costs (80%) have already been incurred?** If a project was scheduled to be completed in six months and is on schedule at month three, it would be reasonable to state that the work is 50% complete. However, upon reviewing the cost documentation you find that that the first three months of work was labor intensive and 80% of the costs were incurred during that period. Keep the percent of work completed at 50%, but explain in the Scope of Work block why the eligible costs are 80% incurred

COMPLETING THE PROJECT WORKSHEET

(labor intensive work was completed in the first three months; the project is not labor intensive for the remainder of the project).

- Use Common Sense.** Assume a temporary ferry landing was constructed as an eligible emergency transportation measure. The PW includes the construction and dismantling of the landing. The construction of the landing is complete and is expected to be operational for 18 months. The cost to construct the landing was \$3,000,000 and the estimated cost to dismantle it is \$303,000. It would be reasonable to assume the construction is 90% of the work completed since the remaining work represents 10% of the cost for the entire project. It is also logical that the construction of the ferry landing under emergency conditions would be the bulk of the entire project.

Applicant

APPLICANT	COUNTY
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Indicate the name of the government or legal entity to which the funds will be awarded.

- Record the name of the applicant in the same manner that the Applicant is listed in NEMIS/EMMIE.
- You can obtain this information from the PAC Crew Leader assigned to the applicant or through NEMIS/EMMIE.
- Do not abbreviate applicant names.
- **Example:** LA County could refer to Los Alamos County or Los Angeles County.

County

APPLICANT	COUNTY
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Indicate the name of the county where the damage facility is located.

- One of the general work eligibility requirements is that an item of work must be located within a **designated disaster area**. Designated disaster areas are established at the county level; therefore, it is important to correctly identify and list the county where the work will be performed.
- If the damage is located in **multiple counties** and the applicant wishes to combine the work in accordance with Project Formulation guidelines, either confer with the State, or record "Multi-County" in this block and identify the specific counties in the Damage Description and Scope of Work blocks.
- **Example:** An electrical utility has power distribution lines in 20 counties of the State. Ten of those counties are declared or designated as major disaster

COMPLETING THE PROJECT WORKSHEET

areas. List “Multi-County” in the County block and identify the 10 counties affected in the Damage Description block. If the utility had damaged lines in a county that was not declared, then that portion of work is not eligible. The work in the ineligible county should be mentioned in the Scope of Work block and the reason for ineligibility documented.

- Do not abbreviate county names

Location

LOCATION	LATITUDE	LONGITUDE
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Indicate the location of the project.

- The location should be specific enough to enable field personnel to easily locate the facility on a map or in the field.
- Location information can be:
 - A **street address** including street number, street name, city, state, and zip code (typically buildings). Providing the zip code along with the street address would allow mapping via geo-coding in case the latitude and longitude coordinates could not be collected or were inaccurately recorded.
 - **Example:** 21 Main Street, Charleston, NM, 87654
 - A reference to a nearby **intersection** (typically used for road damage, bridge, pumping station, etc.).
 - **Example:** 0.5 mile west of the intersection of Bird Blvd. and Stout Dr.
 - A reference to a **sector**
 - **Example:** northwest sector bounded by Canal St., Main St., and NW 34 Blvd.
 - A reference to activities taking place on a **“county-wide,” “city-wide,” or “jurisdiction-wide”** basis, or for State agencies, a reference to **“Statewide”** activities. These are the least preferred location descriptions and should be used with discretion; for instance, for certain widespread emergency protective measures.
 - For example, a city may have completed emergency evacuation measures prior to a hurricane. “City-wide” may be entered into the Location box if a more specific location is not reasonable; however, the Damage Description should include more information about where the evacuations took place, such as coastal areas or retirement communities in the floodplain.
- If the project consists of a **single site** or several sites at a **single location** (for example, building repairs and associated parking lot work), then record the single location in the Location block.
- If the project consists of **several sites** with distinct addresses or locations (for example, several school buildings throughout the county belonging to the County

COMPLETING THE PROJECT WORKSHEET

School Board), then record the location (as well as latitude/longitude) for each site individually in the Damage Description and Dimensions block. Note in the Location Block, “Multiple building sites (8) – see below” or “see attached site summary spreadsheet.”

- Do not use facility names that could change with time as the only source of identification. For example:
 - Business names.
 - Names of parks, schools, or other facilities.

Tip for Identifying Location:

- Ask yourself: If someone who is unfamiliar with the disaster had to locate the project in the field two years from now, could he/she do it based on my PW location description?

Latitude and Longitude

LOCATION	LATITUDE	LONGITUDE
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Record the latitude and longitude coordinates for the project.

- If the project consists of a **single site** or several sites at a **single location** (for example, building repairs and associated parking lot work), record the GPS coordinate readings in the appropriate block.
- If the project consists of **multiple sites** with distinct addresses or locations (for example, multiple road washouts throughout the northwest quadrant of the county), or for emergency services the latitude/longitude for each site may be recorded in the Damage Description and Dimensions block. Record one of the primary location points in the Latitude and Longitude blocks and reference this specific location in the Damage Description and Dimensions and on a location map.
- For emergency protective measures where the Location has been identified as **“County-Wide” or “City-Wide,”** provide a single latitude/longitude for a primary location and define the location in the Damage Description and Dimensions block. Most commonly, the County Administration Building, City Hall, or EOC are used as the data point location.
- For **lengths of roadway**, select a location at the beginning or end of the roadway, or some other milestone, and describe the location in the Damage Description and Dimensions section.
- The following guidance is general. Confirm formats at each assignment.
 - Use the following format: Latitude 62.88547 Longitude -149.09554.
 - Negative coordinates are allowable: easting values are negative in the Americas; the minus sign must be in front of the longitude coordinate.

COMPLETING THE PROJECT WORKSHEET

- Leading zeros (0) before the decimal are acceptable, but not required.
- The numeric value must be a single, five-digit decimal degree value (NOT degrees, minutes and seconds - 30° 15' 45").
- Three numbers before and up to five numbers after the decimal point are allowable (XXX.XXXXX).

Examples:

Single Site

LATITUDE 10.48398	LONGITUDE -154.53920
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Multiple Sites

LATITUDE 84.22147	LONGITUDE -80.12123
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Comment: Multiple Sites example: Lat/Long recorded at the County Courthouse.

Record one of the primary location points, note in the Damage Description what the primary location is and record the other sites in the Damage Description block.

Do not record multiple location coordinates in these blocks.

Prepared By / Title / Signature

PREPARED BY:	TITLE:	SIGNATURE:
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Record the name, title, and signature of the person completing the PW.

- Record your name and your FEMA assignment title in this block.
- Record your signature on the hard copy of the completed PW.
- If a team of Project Specialists and Technical Specialists develops the PW, put the lead preparers name on the PW and reference the other team members in a Narrative.

Applicant Rep. / Title / Signature

APPLICANT REP:	TITLE:	SIGNATURE:
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Record the name, title, and signature of the applicant's representative.

- Record the name and title of the applicant's representative.

COMPLETING THE PROJECT WORKSHEET

- The signature will generally indicate the applicant's concurrence with the PW as prepared. If the applicant does not concur with the PW, the items of non-concurrence should be described in the Scope of Work, a Narrative, or in an attached memorandum.
- An applicant's signature is not required in order to process the PW; however, it is good practice to have the applicant's concurrence with what is being submitted. Always check with your PA Group Supervisor for disaster-specific guidance regarding signatures on PWs.

DAMAGE DESCRIPTION AND DIMENSIONS

DAMAGE DESCRIPTION AND DIMENSIONS

Describe the disaster-related damage to the facility, including the cause of damage and the area affected. The primary components of the Damage Description and Dimensions block, which are discussed separately in this section, are as follows:

- ⇒ **Describe the cause of the damage**
- ⇒ **Demonstrate that the applicant is responsible for performing the work**
- ⇒ **Describe the pre-disaster condition of the facility**
- ⇒ **Quantify specific disaster-related damages or emergency services provided**
- ⇒ **Identify latitude and longitude**

Overview

Providing accurate and complete information for the Damage Description and Dimensions block is the most important purpose of the PW. This block documents observations and information, such as specific disaster-related damages, that cannot be otherwise verified after repairs to the facility are initiated. This information supports the basic eligibility determination and defines the expectations for the scope of work and associated costs.

Organizing and Documenting the Information on the PW

- Make sure the Damage Description and Dimensions block is consistent with the supporting information (e.g., sketches, photographs, etc.) that you attach to your PW.
- Organize your Damage Description and Dimensions (and Scope of Work) in short and concise paragraphs, or using a bulleted format. A bulleted format is often a good, clear approach. The Scope of Work should then follow the same order of work

COMPLETING THE PROJECT WORKSHEET

so a clear correlation between the damaged elements and the repair work can be made.

- If you need more space in the Damage Description and Dimensions block than is provided in the PW form, use the Continuation Sheet to continue your description. Make a statement at the end of the PW Damage Description and Dimensions block, such as "SEE CONTINUATION SHEET." On the continuation sheet, be sure to include a Damage Description and Dimensions heading.

Describe the Cause of the Damage

To be eligible for assistance, the work must be required as a direct result of the declared disaster. Therefore, it is important to provide the specific cause of the reported damages.

Do not provide irrelevant information about the disaster that does not specifically pertain to the extent and type of damage.

- Damages must occur within the incident period for the disaster. In some instances, protective measures and other preparation activities performed within a reasonable and justified time in advance of the event may also be eligible.
 - If a flood crest on a major river is forecast a few weeks in advance, sandbagging and construction of temporary levees to protect the community may be eligible.
- If the disaster involved multiple hazards (i.e., a hurricane with high winds, storm surge, and wind-driven rain), it is important to describe the specific condition that caused the damages. Such information may be pertinent when assessing available insurance coverage. These types of damages should be described separately.
 - If an uninsured public building located in the 100-year floodplain is damaged by **wind**, the total cost of repairs is eligible. However, if the same building is damaged by a **flood**, the amount of assistance would be reduced by the maximum amount of flood insurance available under the National Flood Insurance Program (NFIP). Both scenarios could occur in the same disaster.
- Damage that results from a cause other than the designated event, such as a pre-disaster damaging event or work to correct inadequacies that existed prior to the disaster, is not eligible.
 - Widespread "alligator cracking" of roads is generally not eligible for repair because it indicates damage that was present before the disaster. However, cracking in specific areas due to uplift from soils saturated by floodwaters is eligible for repair.
- For emergency work to be eligible, to the PW must demonstrate that the disaster conditions caused an "**immediate threat**." Therefore, this block should briefly describe the threat and the threatened improved property.
- Provide a brief description of how the damage to the facility occurred, or what conditions of the disaster required the emergency services be provided.

COMPLETING THE PROJECT WORKSHEET

- **Examples:**
 - On August 13, hurricane force winds caused ...
 - The earthquake forces and aftershocks resulted in ...
 - Floodwaters saturated the parking lot at the Miller Elementary School for a period of 16 hours, resulting in buckling and cracking of pavement ...
 - In preparation for the forecasted river flooding, the County placed sandbags along ...

Do not provide irrelevant information about the disaster that does not specifically pertain to the extent and type of damages.

- **Examples:**
 - The hurricane struck at 3:10 pm. The hurricane was reclassified as a Category 4 storm immediately prior to striking the coast ...

Demonstrate that the applicant is responsible for performing the work

- To be eligible for assistance, work must be performed by an eligible applicant.
- In most cases, a county performing work on county-owned property does not require discussion to demonstrate legal responsibility, and as such, need not be addressed.
- However, the following questions should be asked and addressed accordingly:
 - Is the applicant responsible for performing the emergency services provided?
 - Does the applicant own the facility?
 - Is the facility leased by the applicant? If so, request a copy of the lease to determine the responsible party for repairs. The PAC Crew Leader or Project Specialist may request legal review from the Office of Chief Council (OCC) in the JFO to determine the responsible party.
 - Is the repair of the facility the responsibility of another Federal agency (such as FHWA for roads and bridges or USACE for levees and flood control facilities)?
 - Is the facility under construction?

Describe the pre-disaster condition of the facility

- Eligible work includes restoring a facility to its pre-disaster condition, including any codes and standards applicable to the approved work. Therefore, it is first necessary to describe the pre-disaster condition (including design, function, and capacity) of the facility. This information will support the general eligibility of the facility itself.
- Describe the **pre-disaster design** of the facility, including footprint, configuration, size, materials, etc. The level of detail provided in this section should reflect the complexity of the facility and resulting damages. At a minimum, provide specific pre-disaster design information for each damaged element.

COMPLETING THE PROJECT WORKSHEET

- For simple road damages, indicate the general road design.
 - **Example:** Miller Road is 14 feet wide with varying shoulder widths and has a compacted gravel surface approximately 2 inches thick over a compacted base.
 - For more complex buildings or structures, provide a general description of the facility, and then a more detailed discussion of the specific damaged components, such as framing structure, column size and design, and roofing design. It is not necessary to provide detailed design information for non-damaged components. The year that the facility was constructed should also be included.
- Describe the **pre-disaster function** of the facility. If a facility was used as a warehouse prior to the disaster, only repairs required for this use may be made. Costs to modify the use of the facility (e.g., to convert the structure to offices) would not be eligible.
- If the facility requires routine **maintenance** to perform its designed function, such as culverts, roads, bridges, and dams, it may be necessary to review pre-disaster maintenance or inspection reports to verify the pre-disaster condition and to assess eligible disaster damages.
 - Note that addressing the "function" may only be necessary if the applicant intends to change the function during repairs. These circumstances would most likely result in an Alternate or Improved Project.
- Describe the **pre-disaster capacity** of the facility. If a facility was designed for a certain capacity (e.g., schoolhouse designed for 500 students, pipeline designed for specific flow requirements), and the applicant intends to repair or replace the structure for increased capacity (e.g., 750 students due to increased population), the costs for the capacity increase would not be eligible.
- Note that addressing the "capacity" may only be necessary if the applicant intends to increase the capacity during repairs. These circumstances would most likely result in an Alternate or Improved Project.
- Confirm that the facility was in **active use** at the time of the disaster. If not, assess and address the following questions in this section:
- Was the facility only temporarily inoperative for repairs or remodeling?
 - Was the facility temporarily unoccupied between tenants?
 - Was future use by the applicant firmly established in an approved budget?
 - Can the applicant clearly demonstrate that there was intent to begin use within a reasonable period of time?
 - If the answers to all of these questions is no, note that the facility was not in active use at the time of the disaster.
- Confirm that the facility did not have an **alternate use** at the time of the disaster.
- Describe other features of the facility or its location that may impact the eligible scope of work.

COMPLETING THE PROJECT WORKSHEET

- **Examples:**

- Is the facility a known historic structure?
- Is the facility located in a known floodplain or Coastal Barrier Resource System Unit?
- Is the facility in a location known to be prone to repetitive damage? Landslide prone area?
- Is the facility under construction?

Quantify specific disaster-related damages or emergency services needed

Remember that as the FEMA Project Specialist, you may be the only FEMA representative to visit the site. Once the repairs are initiated, it will not be possible to recreate or verify the actual extent of damages. Therefore, it is critical that you thoroughly document the observed damages through description, sketches, and photographs.

- Provide a general assessment of the extent of damages (e.g., partially damaged, destroyed, eroded, washed out, etc.).
- The damage must be described in terms of the facility, features, or items requiring repair.
 - For example, for roof damage, indicate the type of roof covering. If the substructure, including the truss system was damaged, describe the size and location of each damaged portion of the roof, etc.
- All damaged elements must be clearly defined in quantitative terms with physical dimensions (e.g., length, width, depth, and capacity), not just total quantities.
- If damages were caused by multiple hazards (i.e., roof by wind, first floor by flooding, etc.), separate the damages and quantities by hazard.
- For emergency protective measures and debris removal, describe and quantify the damage in terms of the immediate threat to public health and safety or to improved property.
 - Describe the response needed (e.g., requires a shelter be provided to accommodate up to 100 persons, requires emergency shoring of 100 linear feet of retaining wall, requires removal of 5,700 CY of vegetative debris, etc.).
- If all or a portion of the damages have been repaired, describe the basis upon which you have confirmed that the damages were, in fact, disaster-related. Include any supporting documentation the applicant may have provided to substantiate this claim (e.g., photographs, etc.).
- Observed or reported ineligible damages should be documented to minimize later disputes relative to the extent of eligible repairs.

COMPLETING THE PROJECT WORKSHEET

Identify latitude and longitude

Describe the location where latitude and longitude were recorded.

- If the project has a jurisdiction-wide location or if the latitude and longitude were recorded at a location other than the facility, define the location where the latitude and longitude were recorded.
 - Latitude and Longitude recorded at the County Administration Building
 - GPS taken at City Hall
 - Lat/Long recorded at the EOC
- If the project was written for multiple sites, and a primary data point was recorded in the Latitude and Longitude blocks, identify the primary site and describe the other sites.
 - Multiple road washouts throughout the northwest quadrant of the county.
 - Primary location recorded at the Department of Public Works.
 - Site 1 was used for the primary location. Seventeen sites damaged; see attachment for list of sites and locations.

Documentation Supporting Damage Description and Dimensions

Any documentation necessary to illustrate and support the information provided in the Damage Description and Dimensions block should be provided as attachments to the PW and referenced within this block. Pertinent documents may include the following:

Required for each PW

- Site Location Map
- FIRM
- Photographs of site, overall facility, specific damages, and conditions that demonstrate the presence of an immediate threat (if applicable)

If Applicable

- Drawings, sketches, and plans of pre-disaster facility design (to scale)
- Drawings and sketches of disaster-related damages (to scale)
- Calculation sheet detailing specific dimensions and quantities of damage
- Lease agreements for leased properties
- Facility maintenance records (e.g., for roads, engineered channels, debris basins, and other facilities requiring maintenance to ensure proper function)
- Facility inspection/safety reports (as may be available for bridges and dams)

COMPLETING THE PROJECT WORKSHEET

Tips for Reviewing the Damage Description and Dimensions:

- ✓ Make sure your Damage Description is legible, accurate, complete, and presents information in a logical and concise manner for a new reader.
- ✓ Upon completion of your damage description, put yourself in the position of someone who has not seen the damaged site. Could they recreate the situation upon reading your description?

Examples:

YES (Single Site – Multi-Hazards)

DAMAGE DESCRIPTION AND DIMENSIONS

Hurricane storm surge, wind-driven rain, and wind damaged City Hall (concrete block construction, two-story building).

Two areas of asphalt shingle roofing (shingles only) were blown away (2 each – 20-ft x 15-ft areas located on the east side of roof), and two double-hung/double-glazed windows (30 in x 48 in each) on the 2nd floor of the east side of the building were broken by wind projectiles. Wind-driven rain entered the 2nd floor Council room through the broken windows and soaked the carpet and mat (25 ft x 20 ft). No apparent water damage to walls in the Council room was observed (no standing water marks).

Storm surge resulted in 1.0 ft of water on the first floor; there was no standing water damage since the surge receded quickly. First floor – linoleum floor in room measuring 50 ft x 65 ft is encrusted with salt.

No furniture or equipment was damaged since it had been temporarily removed for recent installation of linoleum floor. No standing water line on first floor observed. No damage evident to the 1st floor ceiling tiles as a result of the wet carpet on the 2nd floor. Power is on at building.

YES (Pre-Event Protective Measures)

DAMAGE DESCRIPTION AND DIMENSIONS

On Friday, April 4, 2003, the City of Woodbury received a flood weather alert from the U.S. Army Corps of Engineers predicting the Indian River would reach a flood crest of 3.5 ft above the 100-year flood elevation in the vicinity of the City of Woodbury by April 7th, due to the heavy rain conditions. During past similar events, the downtown and nearby areas of the City of Woodbury have been inundated by 2 to 3 ft of floodwater from the Indian River. By April 7th, the flood crest occurred as predicted and receded by April 9th. Kinner County was declared a disaster area on April 11th. The disaster incident period was designated from April 4th, when the alert was issued, through April 10th.

COMPLETING THE PROJECT WORKSHEET

YES (Demonstrates Eligible Facility)

DAMAGE DESCRIPTION AND DIMENSIONS

Heavy rains generated by Tropical Storm Jamie resulted in extensive flooding in Santana Creek and its tributaries. The flooding and associated high water velocities caused side-slope washouts at numerous locations along the improved channel for Santana Creek, between Benson Road and Burntwoods Road. The alignment and slopes of Santana Creek had been improved as part of the stormwater management improvements in the 1990s. The original serpentine, and badly eroded, natural water course was straightened, profiled, and vegetated to improve its hydraulic capacity while remaining compatible with a naturalized landscape appearance (details vary along length). The channel is regularly maintained. Accordingly, the channel is considered an improved and maintained natural feature and is an eligible facility in accordance with 44 CFR 206.221(d). The improvements performed on this channel do not meet the USACE definition of a flood control work and, therefore, the channel is not eligible for USACE funding.

Refer to continuation sheets for further location information and description of the damage at each site.

YES (Multiple Sites)

DAMAGE DESCRIPTION AND DIMENSIONS

Site 1: Fork River County Bridge

CR 66 @ Fork River; 10 miles west of the City of Tolco

LAT 10.339405 LONG -149.229993

Floodwaters overtopped a steel truss bridge (two-lane, 24-ft wide driving surface, 150-ft long, with 4-ft wide sidewalk on both sides) and washed away the bridge's 2-inch asphalt driving surface (24 ft x 150 ft), guardrails on both sides (2 x 150 ft) and concrete sidewalk on both sides (2 x 4 ft x 150 ft). Unpaved bridge approaches (two each – 20-ft long x 24-ft wide x 1.0 ft deep) and shoulders (four each – 20-ft long x 2-ft wide x 1.0-ft deep) eroded at both ends of bridge.

No visible structural damage to remaining bridge structure, although piers are partially submerged. No evidence of asphalt, sidewalk, or guardrail debris in the river in the immediate vicinity of the bridge.

Intermittent debris (tree limbs and branches) – 4 areas, approximately 4 ft x 16 ft each, remaining on bridge.

For public safety purposes, traffic had to be detoured to next bridge south.

Site 2: CR 66 Road Surface Damage

0.25 mile west of Fork River Bridge

LAT 10.338443 LONG -149.29982

COMPLETING THE PROJECT WORKSHEET

Floodwaters washed away the asphalt roadway surface (2 in x 24 ft x 150 ft) and limestone base material (3 in x 26 ft x 150 ft). Shoulders have minimal erosion (2 inches or less) over a 150-ft x 4-ft area on both sides of the road. Floodwaters were minimal in this area (6 inches or less above road surface) because this area is at a higher elevation than the bridge.

Discussion: Remember there are several sites associated with this project; therefore, the damaged facility name, location, and latitude/longitude should be recorded in this block for each site. This is a Category C PW, but it also includes emergency protective measures and debris removal. The emergency work is being included in this single PW because it is incidental to the overall work associated with the project. If the applicant wishes the work to be covered under separate PWs, that request can be considered in the Project Formulation process. Note that the limestone base material is wider than the asphalt paving; it is accepted design practice for the road base to be 1 to 2 feet wider than the paved surface.

NO (Single Site)

DAMAGE DESCRIPTION AND DIMENSIONS

On September 9, 2001 at 3:30 p.m., Hurricane Magnum, a Category 3 storm, hit the coastal town of Seaside on the Gulf Coast of Florida and damaged the City Public Pool Building located at 1313 NW 13th St. Roof (22 ft x 50 ft) was damaged, first floor carpet and pad (600 sf) were saturated.

Why is this incorrect? It includes too much irrelevant information about the hurricane. What is important to know is what hazard caused the damage (i.e., was there wind damage, wind-driven rain damage, or flood (riverine or coastal surge) damage). We do not know the type of roof that was damaged or the extent to which it was damaged—was it the roof covering only, or sub-structure also? The first floor carpet and pad were saturated but was this due to flooding or wind-driven rain? No information is given to indicate whether there should be a concern about hidden damage behind the walls, such as a water mark or lost power. The address is redundant because it should have been provided in the Location block already.

SCOPE OF WORK

SCOPE OF WORK

List the work that has been completed and work to be completed that is necessary to repair disaster-related damages. The primary components of the Scope of Work, which are discussed separately within this section, are as follows:

COMPLETING THE PROJECT WORKSHEET

- ⇒ **Describe the work necessary to remove and dispose of disaster-related debris, conduct emergency response measures, or repair or replace the disaster-damaged facility to the pre-disaster condition**
- ⇒ **Document "Work Completed" and "Work to Be Completed"**
- ⇒ **Describe any work that will restore a facility beyond its pre-disaster condition**
- ⇒ **Describe any Special Considerations that affect the Scope of Work**
- ⇒ **Document ineligible work and associated costs**
- ⇒ **Describe the basis for the cost estimate**

Overview

- Present the information in short paragraphs or bulleted lists.
- Use a Scope of Work Continuation Sheet, or separate Narrative, if the information is complex.

Describe the work necessary to remove and dispose of disaster-related debris, conduct emergency response measures, or repair or replace the disaster-damaged facility to the pre-disaster condition

- For emergency work projects, discuss how the proposed work will reduce or eliminate the immediate threat.
 - Describe the specific services to be provided to reduce or eliminate the threat (i.e., labor, materials, equipment, and contract).
 - Indicate whether any work was or will be performed by volunteer labor, mutual aid agreements, etc.
- The Scope of Work to restore a facility to its pre-disaster condition must be determined for all permanent work, regardless of the applicant's intent.
 - This scope provides the basis for evaluating a request for any work that changes the pre-disaster condition and for other programmatic and regulatory evaluations.
 - Although a facility may be covered by insurance, the scope of work must be detailed to determine eligible costs prior to applying insurance proceeds.
- The Scope of Work must correspond directly to the cause of damage and the disaster-damaged elements identified in the Damage Description and Dimensions section above. If items were not identified as being damaged by the disaster, they are not eligible for repair.
- Organize the Scope of Work items to follow the presentation of the damaged items in the Damage Description and Dimensions block.

COMPLETING THE PROJECT WORKSHEET

- All design assumptions, methods of repair, and calculations to support the work must be provided.
- The work should be specified in quantifiable (length, width, height, depth, capacity) and descriptive (brick, wood, asphalt) terms.

Document “Work Completed” and “Work to Be Completed”

- If work has been initiated at a damaged site, it is necessary to separate work completed (Work Completed) from the work remaining (Work to Be Completed).
- For the portion of “Work Completed”:
 - Begin the Scope of Work block with the phrase “Work Completed.”
 - Describe in detail the work completed, as described above. To the extent possible, follow the organization of information provided in the Damage Description.
 - Since the completed work was most likely completed before your site inspection, identify how you determined the work was necessary.
 - Actual costs should be available from the applicant for work that is completed. If the costs are not available, state why.
 - Include the dates that the work was completed.
- For projects that have “Work to Be Completed”:
 - Begin the section of the Scope of Work with the phrase “Work to Be Completed.”
 - Describe in detail the work to be completed, as described above. To the extent possible, follow the organization of information provided in the Damage Description.

Describe any work that will restore a facility beyond its pre-disaster condition

- If the applicant proposes upgrades or changes to the pre-disaster condition, an explanation and justification for the proposed changes must be provided.
 - **Relocation Projects:** If the applicant requests, or if FEMA requires, a facility be relocated rather than reconstructed at the damaged site, the Scope of Work must include both a description and cost comparison of what is required to restore the facility at its original location, the basis for considering relocation, and the scope and associated costs for the relocation.
 - **Replacement Projects:** Eligibility for facility replacement is based on the Repair-to-Replacement Cost Ratio (referred to as the 50% rule). This analysis requires one detailed cost estimate to restore the facility to its pre-disaster condition, and another to replace the entire structure. Refer to FEMA Policy 9524.4 for details on completing this analysis. The Scope of Work should briefly describe the results of this analysis, and detailed calculations should be included as attachments.

COMPLETING THE PROJECT WORKSHEET

- **Alternate and Improved Projects:** If the applicant intends to request an Alternate or Improved Project, the Scope of Work should carefully detail the repairs to pre-disaster condition. A description of the applicant's alternate or improved project, if known, may be included on a Narrative. Refer to FEMA Policy 9525.13 and the *PA Guide*, page 110-112 regarding the process for requesting Public Assistance for Alternate or Improved Projects.
- **Hazard Mitigation Proposal (HMP):** If the applicant requests a hazard mitigation measure to be included in the repair, complete the Hazard Mitigation Proposal form and submit the project to the PAC Crew Leader for review. During initial development of the PW, state in the Scope of Work only that the HMP is requested. Once an eligibility determination is made for the HMP, the scope for the HMP will be further integrated into the PW. Refer to FEMA Policy 9526.1.
- **Codes and Standards:** Indicate whether upgrades are required by Codes and Standards. Request a copy of the applicable code or standard from the applicant, complete an eligibility review based on FEMA regulations, and confirm the work is eligible in the Scope of Work section. If the work is not eligible, explain why.

Describe any Special Considerations that affect the Scope of Work

- If a project has one or more Special Considerations issues (i.e., insurance, hazard mitigation, historic preservation, or environmental compliance issues), the issues should be appropriately identified and addressed in the Scope of Work block.
- Because most of these issues require review and resolution by a Technical Specialist, the Project Specialist is only responsible for identifying the issue and describing the impact on the scope of work or cost. Further information will be collected, reviewed, and addressed by the Technical Specialist.
- Section III provides additional information on addressing Special Considerations.

Document ineligible work and associated costs

- If the applicant is requesting funding for work that does not meet FEMA's eligibility criteria, the item(s) should be identified in the Scope of Work as requested, but should be noted as ineligible. This will assist FEMA in further evaluation of these items, should the applicant appeal the determination.
- Be sure to discuss your recommendations for eligible work with the PAC Crew Leader.
- The primary basis for the ineligibility determination should be stated and, if available, the associated cost reported. If the discussion becomes lengthy, it may be appropriate to identify the issue in the Scope of Work section and provide the more detailed discussion in the Narrative. The discussion should include:
 - A brief description (scope) of the requested work and the basis for the request, as presented by the applicant.

COMPLETING THE PROJECT WORKSHEET

- A summary of the costs supporting the applicant's request. Note that it is not necessary to review costs associated with ineligible work in detail, only to include them in the supporting documentation. Note that the cost information is included but was not reviewed in detail.
- An explanation of eligibility determination, supported by references to applicable sections of the Stafford Act, Title 44 of the Code of Federal Regulations (CFR), the *PA Guide*, the *Policy Digest*, and other pertinent regulations or documents.

Describe the basis for the cost estimate

- The Project Cost section of the PW is limited to providing the cost data. Therefore, a description of how the costs were determined should be included in the Scope of Work section.
- A statement should be provided to identify:
 - How the work will be (or was) performed (e.g., force account labor and equipment or by contract)
 - The methodology used to develop costs (e.g., force account rates, applicant-provided unit prices, contract or bid rates, R.S. Means, FEMA cost codes, etc.)
 - Why the costs are reasonable
- For work that is complete, a line item should be included in the Project Cost section stating "Work Completed" (see example below). Actual costs should be available from the applicant and used for the cost estimate. If actual costs are not available, document why and describe how the costs were estimated for this work.
- For work that is not yet completed, a line item should be included in the Project Cost section stating "Work to Be Completed" (see example below). The costs should be based on estimates.
- If applicant-provided unit prices or other cost formats are used, assess and describe the reasonableness of the costs. For example, are the costs based on historic costs for similar work or bid prices for similar current disaster work? Are they consistent with R.S. Means or other estimating tools?
- If a contract is in place for the work, describe the contract procurement method (i.e., normal or emergency methods).
- State whether the CEF was used. If the CEF was not used and the project was a large project, permanent work, and less than 90% complete, explain why it was not used.
- Refer to the Project Cost section for more information on presenting cost estimates.

Documentation Supporting Scope of Work

Any documentation necessary to demonstrate and support the Scope of Work should be provided as an attachment to the PW and referenced within this block. Pertinent documents may include the following:

COMPLETING THE PROJECT WORKSHEET

- Photographs of work completed, if any
- Engineering/Technical Reports
- Engineering Specifications for repair (such as DPW standard design drawings)
- Drawings and sketches of the completed or proposed repair (to scale)
- Calculation sheets detailing specific dimensions and quantities of work items
- Applicable codes and standards
- Relevant correspondence or information received from the applicant or State
- Justification for request of a relocation project, improved, or alternate project, including details of the proposed project
- Insurance policies
- Hazard mitigation proposals
- Documents supporting compliance with environmental or historic preservation issues
- Contracts or contractor bids
- Mutual aid agreements
- Rental agreements
- Receipts
- Time/equipment records (if applicable)
- CEF Spreadsheets

Tip for Reviewing the Scope of Work:

- ✓ Make sure your Scope of Work is legible, accurate, complete, and presents information in a logical and concise manner for a new reader.
- ✓ Make sure the items of repair were identified as damaged in the Damage Description and Dimensions blocks and costs are provided for each component.
- ✓ Upon the completion of your Scope of Work, put yourself in the position of someone who has not seen the damaged site. Could they recreate the situation upon reading your description?

Examples:

Yes (Multiple Sites)

SCOPE OF WORK

The proposed scope of work for each of the affected sites is to restore the channel to its pre-disaster condition by placing structural fill in the eroded areas. Repaired slopes will be hydoseeded to restore vegetative slope design in order to stabilize the slope and minimize erosion. The quantities shown include effort for minor trimming of eroded areas to ensure ability to properly place and compact the new fill. The sites are readily

COMPLETING THE PROJECT WORKSHEET

accessible from the top of the associated channel right-of-way and municipal streets so that temporary access roads for equipment are not required.

All work is yet to be started and will be performed by force account. Costs are estimated using FEMA cost codes.

Site 1-

- Place structural fill in the eroded areas = 80' L x 29' W x 2' D= 4640 CF/ 27 = 172 CY.
- Place 4" of topsoil over the fill = 80' L x 29' W = 2320 SF/ 9 = 258 SY.

Site 2-

- Place structural fill in the eroded areas = 395' L x 8' W x 1' D = 3160 CF/ 27 = 117 CY.
- Place 4" of topsoil over the fill = 395' L x 8' W = 3160 SF/ 9 = 351 SY.

Site 3-

- Place structural fill in the eroded areas = 360' L x 8' W x 1' D= 2880 CF/ 27 = 107 CY.
- Place 4" of topsoil over the fill = 360' L x 8' W = 2880 SF/ 9 = 320 SY.

Discussion: A general description is provided of the work to be performed, followed by specific details at each site. Dimensions are provided to support quantities.

Yes (Change of Pre-disaster Design due to constructability issues)

SCOPE OF WORK

To restore Smith Road and its embankment to its pre-disaster condition, it is necessary to replace the eroded gravel surface (Task 1, work complete), repair the eroded embankment (Task 2), reconstruct the two failed slopes (Task 3), and clean and reshape the roadway drainage ditches (Task 4). For work complete, actual costs of force account labor presented. For work to be completed, estimate based on Highway Department Basic Expense Standard List (HWF 119, see attached), FEMA Cost Code, or R.S. Means unit prices, as indicated.

Work Completed:

Task 1 (MP 0.7 to MP 2.7) - Replace and compact eroded surface aggregate on the roadway (86 tons) from MP 0.7 to MP 2.7. Applicant labor records (including fringe benefit rates), materials (aggregate) invoices, and equipment records reviewed with applicant and summarized on attached summary sheets. Work was completed from 3/13 to 3/19.

Work to be Completed:

Task 2 (Smith Run at MP 1.381) - Place select borrow fill in the eroded embankment area to fill and stabilize the slope (127 CY): Trim the irregular, eroded surface prior to placing fill material (approximate volume = 380 LF X 1 FT x 1 FT = 190 CF / 27 = 14 CY). Total volume of fill = 127 + 14 = 141 CY. Unit prices used in estimate based on R.S. Means.

Task 3 (MP 1.634 and MP 2.105) - The natural slope supporting the roadway and the

COMPLETING THE PROJECT WORKSHEET

shoulder suffered localized failures due to saturated conditions caused by the high water levels in Smith Run and significant roadway runoff. The natural slopes exist on a 1 horizontal to 1 vertical slope, and cannot be restored to that configuration with man placed soils. Sufficient space is not available between Smith Run and the edge of the roadway to flatten the existing slide. Accordingly, the embankment is to be repaired using soldier piles and lagging. Unit price used in estimate based on FEMA cost code, and confirmed with applicant to be consistent with Highway Department costs. Cost includes minor repairs and regrading of roadway surface after soldier pile wall is installed.

Task 4 (MP 0.7 to MP 2.7) - Remove the accumulated stone aggregate and mixed debris from within the sections of debris, for a total of 1,000 LF. Unit price used in estimate based on HWF 119, Act. 287.

Additional Scope Effort - Flagging is necessary during the conduct of all roadway work. Total duration of work estimated at 96 hours. Unit price used in estimate based on HWF 119, Act. 813.

Yes (Ineligible work)

SCOPE OF WORK

In anticipation of the expected flood crest, the City constructed a temporary emergency sandbag berm along the Indian River at the City's Nature Park area as a pre-flood emergency protection measure. This section of Nature Park is currently undeveloped but construction of several park facilities (tennis courts, basketball court, picnic area) was planned to begin on April 15th. Only minor clearing of vegetation had begun at this site prior to the floods. The City constructed the berm to prevent erosion and saturation of the site, for fear the resulting damage would delay the scheduled construction of the proposed park facilities.

The constructed berm was 50-ft long and 4-ft high. Approximately 200 sandbags (24 in x 18 in x 6 in - each) were used as well as 11 CY of sand. Seven shovels and three rakes were broken while completing the work and had to be replaced. The applicant claimed costs associated with the construction of the berm at this location to be \$896.18 (force account labor to deliver materials and construct berm, 18 hours, \$235.48; temporary labor, \$400; equipment dump trucks and pickup trucks, 14 hours \$111.20; sandbags, sand, replace broken equipment, \$149.50). Detailed cost information is not provided in this PW as the work is ineligible, but cost information is available (ppli)-6(c)(3)(an.)

Work to construct this berm

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Discussion: The description documents the request of the applicant for funding of the project and an explanation of why the work is not eligible. The PAC Crew Leader, PA Group Supervisor, and others will be able to understand the basis of the recommendation of ineligibility. Recording the request on the PW then allows the applicant to appeal the determination, if so desired.

Maybe (Emergency and Permanent Work; Work partially completed)

SCOPE OF WORK

Site 1:

Work completed:

Immediately after the bridge was damaged, City force account personnel were assigned to each end of the bridge for 24 hours (four patrol persons total, 12-hour shift each for one day) to safely detour traffic. Six flashing barricades rented from Joe's Barricades were put in place the following day (September 21st) to detour traffic and will remain in place until work is complete.

The bridge span has been cleared of vegetative debris (four areas – 4 ft x 16 ft each) by force account labor (one 3-person crew) and equipment (dump truck and loader) in preparation for repairs by contractor.

The City has an annual contract with Joe's Barricades that was in place prior to the disaster, in accordance with the City's established procurement procedures; since the rental costs were established prior to the disaster, they are considered reasonable.

Work to be completed:

Fill and regrade unpaved approach ramps to bridge (two each – 25-ft long to match existing grade x 24-ft wide x 1-ft deep) and roadway shoulders (four each – 25-ft long x 2-ft wide x 1-ft deep).

Replace bridge driving surface (2 in x 24-ft wide, 200 ft including approach ramps); stripe (200 ft); install Class I guard rail (150 ft each side – bridge only); replace sidewalk (4 in x 4 ft x 200 ft, including approach ramps).

Bridge was in compliance with current codes prior to disaster and will be replaced in-kind. The City is preparing to competitively bid the work. The City Engineering Department will prepare the plans and contract documents, obtain permits, and provide construction management and inspection services.

Discussion: This example provides sufficient description of work completed and to be completed. However, the Project Specialist should consider preparing a separate PW for the emergency work. Although the cost may be incidental to the permanent work, funding for the completed emergency work could be delayed during the more detailed review of the scope of repair.

COMPLETING THE PROJECT WORKSHEET

NO (Inadequate scope of work)

SCOPE OF WORK

Return the bridge to pre-disaster condition.

Why is this incorrect? What is the required action? Repair or replace the bridge? Is this a wood or steel bridge? Is the driving surface timber, asphalt, steel grating? What is being repaired or replaced? How much repair or replacement will occur and what materials are involved? Are codes and standards relevant in this project?

NO (Facility covered by insurance)

SCOPE OF WORK

All work is covered by insurance. The applicant is requesting reimbursement for only the deductible.

Why is this incorrect? The Scope of Work should be completed even though there may be insurance coverage on the facility. A complete Scope of Work is critical in the event that the insurance settlement does not cover an item as expected, or if the applicant wishes to make additional claims. Also, a complete Scope of Work is necessary to support the feasibility and cost-effectiveness of a Hazard Mitigation Proposal and to ensure that project complies with all Federal environmental and historic preservation laws, regulations, and Executive Orders.

SPECIAL CONSIDERATIONS – FOUR QUESTIONS

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

Special Considerations is a program term used by Public Assistance to capture all program issues other than eligibility. On disasters, these are usually hazard mitigation, environmental compliance, historic preservation, floodplain management, and insurance issues. These four questions on the face of the PW summarize certain key issues regarding Special Considerations. If the answer to any of the following questions is "YES" or "UNSURE," an adequate explanation should be provided on the Special Considerations form.

Each of the four Special Considerations questions is described below. Section III of this document provides further discussion regarding Special Considerations and the Special Considerations Questions.

COMPLETING THE PROJECT WORKSHEET

Does the Scope of Work change the pre-disaster conditions on the site?

- This question should be answered "YES" if Question Number 4 of the Special Considerations Questions form has been checked YES. If Question Number 4 was marked UNSURE, then write "UNSURE" after "NO" and circle it.
- Remember that a change in the pre-disaster condition can include capacity, materials, location, function, use, or footprint. If any of these items have changed or could potentially change, then the response to this question should be recorded as "YES" or "UNSURE."
- This question would be answered "YES" or "UNSURE" if there are any off-site staging areas or temporary access roads proposed as part of the project.

Special Considerations issues included?

- Check this question as "YES" if there are "YES" or "UNSURE" responses to ANY question on the Special Considerations Questions form.
- Do NOT check "YES" just because the Special Considerations Questions form is attached. If all the responses to the Special Considerations Questions were "NO," then the response to this question would be "NO."

Hazard Mitigation Proposal included?

- Check "YES" if a Hazard Mitigation Proposal is included with the PW.
- Write "UNSURE" if the applicant requests technical assistance for the development of a Hazard Mitigation Proposal.

Is there insurance coverage on this facility?

- If the response to Question No. 1 of the Special Considerations Questions is "YES" or "UNSURE," then check "YES" or note "UNSURE."
- If this question has been answered as "YES" or "UNSURE," an adequate explanation should be provided on the Special Considerations Questions form.

PROJECT COST

PROJECT COST					
ITEM	CODE	NARRATIVE	QUANTITY/UNIT	UNIT PRICE	COST
			/		
			/		
			/		
			/		
			/		
				TOTAL COST	

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Use these blocks to describe, quantify, and estimate the cost for each item of work.

General

- All costs should be supported by the Damage Description and Scope of Work. If an item was not identified as damaged and necessary for the specific repair, the associated costs will be found ineligible.
- Costs should be separated for Work Completed and Work to Be Completed, consistent with the items identified in the Scope of Work.
- Costs for damages should be separated by hazard (i.e., wind, flooding, etc.).
- A Cost Estimate Continuation Sheet is available if the number of items exceeds the number of rows available on the PW.
- If the CEF is being used to estimate large projects, check with the PAC Crew Leader or the PA Group Supervisor for the appropriate format for reporting estimates on the PW. Separate guidance documents and training materials are available regarding the CEF.

Item

- Use this block to sequentially number (i.e., 1, 2, 3, etc.) each cost item recorded in the Project Cost block.

Code

- Use this block to record the appropriate FEMA Cost Code number for FEMA and non-FEMA cost and equipment rates.
- Use FEMA Cost Codes or FEMA Equipment Rates; otherwise use "9999" for non-FEMA cost codes such as R.S. Means or applicant costs. Use "0000" for all general text entries such as "Site 1" or "Work to Be Completed."
- Obtain the FEMA Cost Codes for the declared disaster by:
 - Requesting them from your assigned PAC Crew Leader.
 - Picking up a printout at the JFO or Field Personnel Briefing.
 - Printing a copy from EMMIE by accessing the PW toolbar (Browse) or clicking on the Cost Code icon.
- Obtain the FEMA Equipment Rates by:
 - Requesting them from your assigned PAC Crew Leader.
 - Picking up a printout at the JFO.
 - Printing a copy from the FEMA website,
www.fema.gov/government/grant/pa/eqrates.shtm.

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Narrative

- Use this block to note the work, material, or service that best describes the work associated with the item cost.
- If using FEMA Cost or Equipment Rates, use the description provided in the listing (e.g. "FEMA Cost Code 9011 = Laborer Overtime;" do not write "Force Account Labor – Overtime Only").
- If using non-FEMA Cost or Equipment Codes, briefly describe the work, material, or service (e.g., "42-IN-DIA. RCP" or "Prepare Site and Plant Seedlings").
- If using Contract, include a distinguishing reference to the contractor or type of work (e.g., "Contract – Myer Drive Repair").

Quantity/Unit

- Use this block to record the number of units and the units of measure.
- If using non-FEMA Cost or Equipment Codes, use the units (i.e., lf, ea, cy, mile, etc.) provided in the listing. Your Scope of Work calculations will determine the quantity associated with the unit of work.
- If using non-FEMA Cost or Equipment Codes, your estimation or actual cost determination will designate the quantity and units to be noted.

Unit Price

- Use this block to record the Unit Price.
- If using FEMA Cost or Equipment Rates, use the unit price provided in the listing. If the FEMA unit price must be changed, justify the change in the Scope of Work for the particular site affected.
- If using non-FEMA Cost or Equipment Rates, use the unit price provided. If using the applicant's unit costs, describe the source and provide cost justification in the attached documentation.
- This information can be developed from cost-to-date information, contracts, bids, applicant's experience in that particular type of work, or cost estimating reference documents, such as R.S. Means.
- There are restrictions regarding the use of non-FEMA equipment rates. Consult with the PAC Crew Leader as necessary.

Cost

- Use this block to record the total cost for each line item.
- Multiply the Quantity/Unit value by the Unit Price value to obtain the Cost for each line item.
- If using a Continuation Sheet for additional costs, include a line item on the PW indicating "Costs from Continuation Sheet" and report the total from that sheet.

COMPLETING THE PROJECT WORKSHEET

- Sum the individual costs to obtain the total project cost, including those costs reported on the Continuation Sheet.

- Example:**

PROJECT COST						
ITEM	CODE	NARRATIVE	QUANTITY/UNIT	UNIT PRICE	COST	
		Work Completed				
1	9007	Labor	1.00 / LS	\$964.03	\$964.03	
2	9008	Equipment	1.00 / LS	\$427.77	\$427.77	
3	9009	Materials	1.00 / LS	\$2,211.60	\$2,211.60	
		Work to Be Completed				
4	9999	Prepare Site and Plant seedlings	232 / AC	\$60.00	\$13,920.00	
5	9999	Contract – Miller Co.	1.00 / LS	\$9,800.00	\$9,800.00	
6	9999	Less salvage for copper pipe	1.00 / LS	<\$1,500.00>	<\$1,500.00>	
					Total Cost \$25,823.40	

VERSIONS / AMENDMENTS / CHANGE ORDERS

- In NEMIS, updates to PWs are called Versions. EMMIE calls them Amendments or Change Orders.
- Original PWs are written when damages are identified.
- Subsequent versions of the Project Worksheet cannot be completed until the previous version of the Project Worksheet has been obligated.
 - If changes need to be made prior the Project Worksheet being obligated, revisions may be made to the current version and a new version is not necessary.
 - Different JFOs may have different procedures for version control. Verify the process with the PAC Crew Leader.
- Subsequent versions are written to modify a PW for four reasons.
 - To modify the Scope of Work
 - To add damaged elements
 - To change the Period of Performance (time extensions)
 - To modify the cost
- Subsequent versions of PWs are not normally permitted for small projects, unless there is a considerable change in the Scope of Work.
- Subsequent versions are :
 - Created in the same manner as the original PW.

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- Written to address additional damages and/or changes to the Scope of Work not identified in original PW.
 - For example, a subsequent version can be written to add a Hazard Mitigation Proposal to the PW.
 - Written to allow for time extensions.
 - Written to reconcile previously estimated costs with actual, reasonable, and eligible costs at closeout.
- Details regarding versions:
- Basic Project Information remains the same. This information will not be changed when submitted to the NEMIS/EMMIE system.
 - The Damage Description and Dimensions does not and cannot change. NEMIS/EMMIE does not permit a change. All pertinent information must be placed in the Scope of Work.
 - The first line of the Scope of Work and Cost section must indicate the Version Number and the opening statement should be "This Version is written to...."
 - ...modify the Scope of Work
 - ...extend the Period of Performance
 - ...increase the cost estimate
 - ...etc.
 - Only include costs relative to the current version. Do not include previously obligated funds.

Checking the PW Data

Review your work before submitting your PW to the PAC Crew Leader or JFO. Use the following guidelines as a basis for review.

- ✓ Are all blocks of the PW completed?
- ✓ Are the damaged elements consistent with the repair items and cost items?
- ✓ Is reference made to supporting documents?
- ✓ Do the details of the damages and repair items match the information on the sketches?
- ✓ Do the dates of damages coincide with the dates of work completed or documented site visits?
- ✓ Are sufficient photos provided to illustrate the key damages?
- ✓ Could someone read this in a couple of years and understand the project?

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Appendix E provides a Project Worksheet Quality Review Checklist to be used for reviewing the content of your PW before submitting it to the PAC Crew Leader. This checklist may also be used by PAC Crew Leaders and others responsible for reviewing the PW to ensure all pertinent data has been provided.

COMPLETING THE PROJECT WORKSHEET

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III. ADDRESSING SPECIAL CONSIDERATIONS

FEMA has developed the Special Considerations Questions form to aid in the identification of Special Considerations issues for each project. This form must be completed for every PW.

The Project Specialist and the PAC Crew Leader are responsible for completing this form in a manner that informs the Technical Specialists of the potential issues. The form is intended for issue identification only and is not a compliance document. Compliance is documented by the appropriate Technical Specialist on the PW in the appropriate EMMIE section.

The Special Considerations Questions form has nine questions that address the four basic Special Considerations issues. The FEMA Environmental and Historic Preservation Advisor (EHPA) can add additional questions to this form if the disaster presents important issues that must be captured. For instance, if the disaster has generated a large volume of debris, the Environmental Officer may add a question that asks if a debris staging area is proposed. Therefore, on every disaster assignment, ask whether additional questions have been added to this form.

When completing the form, provide comments wherever possible to explain a response of "Yes" or "Unsure." In some cases, a "No" response may warrant an explanation. Note that if the Project Specialist does not know the answer, an "Unsure" response is appropriate, a "No" is not appropriate. Make sure that the responses correlate to the information provided in the PW Damage Description and the Scope of Work. For instance, if a response indicates that a site is not located in a floodplain, and the PW Damage Description states that the facility was inundated with 6 feet of water from Bayou Creek, you may wish to confirm the response by locating the site on the applicable FIRM.

Special Consideration Questions

Question 1

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

This question is intended to capture any potential insurance issues.

A "Yes" or "Unsure" response triggers an initial review by an EHP Specialist to determine the necessary level of environmental or historic preservation review.

- The response to this question should consider and provide commentary on the following:
 - Is the facility insurable?

ADDRESSING SPECIAL CONSIDERATIONS

- Is the facility insured? Was the facility damaged in past declared disasters and required to obtain and maintain insurance?
 - Is the facility in a floodplain (Special Flood Hazard Area)?
 - Does the facility have general hazard insurance or flood insurance or both?
- If the disaster was multi-hazard, i.e. flood and wind, then the PW Scope of Work should clearly identify which hazard caused which damage because the insurance coverage will be different.
- Guidance should be provided at the JFO regarding the existence of any unusual insurance situations. For example, some states have insurance on bridge facilities.
- Important information resources for responding to this question include:
- Locating the project on the appropriate FIRM.
 - Obtaining a copy of the insurance policy, including declaration pages and exclusion components.
 - Obtaining a copy of the insurance Statement of Loss and the settlement.
 - Obtaining past FEMA Public Assistance grant information to determine if previous insurance purchase requirements had been imposed for the receipt of Federal disaster recovery funds from a previous disaster. See the PAC Crew Leader assigned to the applicant to obtain this information.

Examples:

YES

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

X Yes No Unsure Comments: The applicant has a blanket insurance policy for its losses through Lloyds of London Policy No. 223-UT2234556.23. A copy of the policy and the statement of loss have been obtained and forwarded to the Insurance Specialist. This applicant has not been previously involved in a declared disaster.

YES

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

X Yes No Unsure Comments: The applicant has an insurance policy for the damages associated with Sites 1 and 3 (Park restrooms) through NFIP Policy No. 223-UT2234556.23. A copy of the policy and the statement of loss has been obtained and forwarded to the Insurance Specialist. Sites 2 and 4 (parking lots) have no insurance coverage. This applicant has not been previously involved in a declared disaster.
Comment: Confirm with the PAC Crew Leader assigned to the applicant if multiple sites will be recorded on a single form or on multiple forms.

ADDRESSING SPECIAL CONSIDERATIONS

NO

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

Yes No X Unsure Comments:

Why is this response inadequate? There is no indication as to why the response is "Unsure." An explanation will assist the Insurance Specialist in assessing the situation and developing the appropriate questions to ask the applicant's risk manager.

Question 2

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

This question is intended to capture any potential issues associated with Executive Orders (EOs) 11988, Floodplain Management and 11990, Protection of Wetlands.

Issues regarding flood insurance through the NFIP may be triggered by the response to this question. If the response to this question is "Yes" or "Unsure," then the Reconnaissance/Review Report for Floodplain Management form may need to be completed.

- The response to this question should consider and provide commentary on the following:
 - Is the damaged facility or item of work located within a 100-year or 500-year floodplain?
 - Is the damaged facility in a Coastal High Hazard Area/V Zone?
 - Are there any wetlands on or near the site?
 - Is the site subject to tides?
 - Will the project have potential upstream or downstream impacts?
 - Are there any surface water bodies on or near the site (ponds, lakes, rivers, estuaries, etc.)?
 - Will access to repair the facility cross a wetland or floodplain area?
 - Is the damaged facility classified as a critical facility as defined by 44 CFR §9.4?
 - If the project involves debris removal and disposal, are there debris staging areas that will be established in floodplain or coastal high hazard areas?
- Important information resources for responding to this question include:

ADDRESSING SPECIAL CONSIDERATIONS

- Locating the project on the appropriate FIRM. Recording the FIRM's Community Panel Number and date (located on the front of the map) on the Special Considerations Questions form.
 - FIRMs can be found on the FEMA website at the FEMA Map Service Center (www.msfc.fema.gov). Instructions for creating a FIRMette are included in Appendix G. FIRMettes should be attached to each project.
 - FIRMs can be obtained from the local building, zoning, or planning departments. FIRMs are also available at the JFO and digitized maps may be available through the FEMA Information and Planning area.
 - Wetlands can be identified from wetland maps published by the Department of Interior. The Environmental Officer should be able to provide guidance regarding the applicability of these maps to the disaster.
- A "Yes" or "Unsure" response triggers the need for an environmental or historic preservation compliance review. In particular, compliance may be necessary for the following Federal laws and regulations:
- Clean Water Act
 - Coastal Barrier Resources Act
 - Endangered Species Act
 - EO 11988: Floodplain Management
 - EO 11990: Protection of Wetlands
 - Coastal Zone Management Act

Examples:

YES

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

X Yes No Unsure Comments: The disaster debris was removed from a coastal high hazard area (Newmans Beach - FIRM Panel No. 23480 dated January 9, 1997- Elev. 12.6). Debris was from the damaged homes along the beach. Debris was disposed at the licensed landfill (Permit No. 23945 – copy attached) in Clearwater City.

NO

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

X Yes No Unsure Comments: The damaged facility is located in the floodplain.

Why is this response inadequate? The comment provides no additional information. There is no statement of whether this is a 100- or 500-year floodplain or a coastal high hazard area. Is the facility considered a critical facility? There is no FIRM Panel Number or date.

Question 3

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

This question is intended to identify whether there are potential Coastal Barrier Resources Act (CBRA) issues with a particular item of work or damaged facility. Federal funding is very limited in these areas.

These areas have been designated by Congress and are found along the Great Lakes and the Atlantic and Gulf coastal areas. Often, if a disaster has impacted many of these areas, a Technical Specialist will be assigned to assist the Project Specialist or PAC Crew Leader in resolving eligibility and compliance issues.

- The response to this question should consider and provide commentary on the following:
 - Is the project located in a Coastal Barrier Resource System Unit or an Otherwise Protected Area?
 - Do NOT assume that because a project is along a coastline that it is in one of these areas. The System Units are distinctly identified areas designated by Congress.
 - This information may be found on a FIRM.
 - When was the facility constructed?
 - The date that construction was initiated is important because some projects could be "grandfathered" or exempted from the Act's requirements if they existed prior to the CBRA designation by Congress. This information can be provided by the local building permit official.
 - Is the facility a critical link as defined by 44 CFR Subpart J – Coastal Barrier Resources Act?
 - Critical links, such as some power lines and roads, may be exempt from these requirements. If applicable, be sure to describe how the damaged facility is part of a larger system.
- Important information resources for responding to this question include:
 - Locating the project site or item of work on the appropriate FIRM.
 - Coastal Barrier Resource System Units and Otherwise Protected Areas are designated on the FIRMs. Review the map key to identify the areas properly.

ADDRESSING SPECIAL CONSIDERATIONS

- If a site location is in question, confer with the local U.S. Fish and Wildlife Service office, as they maintain the official maps.
- A "Yes" or "Unsure" response triggers the need for environmental or historic preservation compliance review. In particular, compliance may be necessary for the following Federal laws and regulations:
- Coastal Barrier Resources Act
 - Compliance will require notification or consultation with the U.S. Fish and Wildlife Service. There should be disaster-specific guidance from the PA Group Supervisor or the Environmental Officer on the forms and procedures to complete the compliance requirements.

Examples:

YES

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

Yes No X Unsure Comments: Appears to be within a Coastal Barrier Resource System Unit, but close to the edge of map. Copy of FIRM Panel No. 32239442 dated April 13, 1999 has been attached. The facility was constructed in 1966.

Comments – This information alerts the Technical Specialist to contact the U.S. Fish and Wildlife Service to establish whether the project is located within the System Unit. A complete address and another detailed location map (a street map rather than the FIRM) should be provided with the PW to assist the Technical Specialist and U.S. Fish and Wildlife Service in making a recommendation. The date will help determine if the project has been "grandfathered" or exempted from the requirements of CBRA.

YES

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

Yes X No Unsure Comments: Project is not located in either of these areas per FIRM No. 2394000 dated May 5, 2002.

NO

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

X Yes No Unsure Comments: The project is located on the shore of Lake Ester in Kansas City, KS.

ADDRESSING SPECIAL CONSIDERATIONS

Why is this response incorrect? It is obvious that the Project Specialist did not look at the FIRM. Kansas City is not located along the Great Lakes or Coastal Atlantic/Gulf areas where the CBRA System Units are designated. If the FIRM for this area was reviewed, there would have been no System Units or Otherwise Protected Areas noted. The response should have been "No."

Question 4

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

This question is intended to capture any potential National Environmental Policy Act (NEPA) or National Historic Preservation Act (NHPA) issues in the event that the project will not be returned to its pre-disaster condition.

- The response to this question should consider and provide commentary on the following:
 - If the response to question 4 is "Yes" or "Unsure," describe what is changing about the project's pre-disaster design and why it is being changed (i.e., codes and standards, aesthetics, hazard mitigation, etc.).
 - If the response to question 4 is "Yes" or "Unsure," is the work completed? The PW Scope of Work should provide information on the work completed and the work to be completed.
- Will repair or construction involve ground disturbance outside the project footprint?
 - If the proposed project involves relocation, complete a Special Considerations Questions form for the proposed location.
 - If the pre-disaster design or condition will be changed by the applicant, it is extremely important for the Project Specialist to document, in the PW Scope of Work, the necessary work and cost to return the damaged facility to its pre-disaster condition.
- Important information resources for responding to this question include:
 - Applicant's representative in charge of the repair or relocation of the project.
 - Original and new design information; plans and specifications.
- A "Yes" or "Unsure" response triggers the need for environmental or historic preservation compliance review. In particular, compliance may be necessary for the following Federal laws and regulations:
 - NEPA
 - NHPA

ADDRESSING SPECIAL CONSIDERATIONS

Examples:

YES

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

X Yes No Unsure Comments: The city will replace the 6-inch terra cotta water pipe with 6-inch PVC per City Code 160.38 dated May 1, 1987. Copy attached to PW.

Comment: The Project Specialist should also establish that FEMA's criteria for eligible codes and standards have been satisfied. This can be documented in the PW Scope of Work.

YES

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

Yes X No Unsure Comments: This PW covers emergency protective measures only.

YES

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

Yes No X Unsure Comments: The damaged facility will be returned to its pre-disaster design; however, due to access limitations, a temporary access road approximately 1-mile long will be constructed through the adjacent woodlands. See attached map.

NO

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

X Yes No Unsure Comments: The County will change the shutters on the building.

Why is this response inadequate? The Project Specialist must be more specific as to how the shutters will be changed.

ADDRESSING SPECIAL CONSIDERATIONS

Question 5

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

This question is intended to capture any hazard mitigation opportunities.

- The response to this question should consider and provide commentary on the following:
 - Is there any opportunity to repair the facility in such a manner that future similar damages can be minimized or avoided?
- Remember that Emergency Work Projects (debris removal and emergency protective measures) are not eligible for Hazard Mitigation.
- Important information resources for responding to this question include:
 - The FEMA Response and Recovery Directorate Policy No. 9526.1, which gives examples of hazard mitigation projects and cost-effectiveness guidance.
- Documentation must support that the hazard mitigation proposal is:
 - Eligible
 - Technically feasible
 - Cost-effective
 - In compliance with Federal laws, regulations, and Executive Orders
- A "Yes" or "Unsure" response triggers the need for environmental or historic preservation compliance review. In particular, compliance may be necessary for the following Federal laws and regulations.
 - NEPA
 - NHPA
- If mitigation is not described in the Scope of Work, then a brief description should be included in the comment field.

Examples:

YES

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

Yes X No Unsure Comments: The applicant has indicated that no hazard mitigation assistance is requested for this culvert because a hydrologic study is being undertaken to assess the entire watershed. Repair to the pre-disaster design. Any changes needed will be part of capital improvement plan.

ADDRESSING SPECIAL CONSIDERATIONS

Comments: Hazard mitigation is a priority for FEMA, and sometimes an explanation of why it is not being implemented for a project is useful for program effectiveness assessment.

YES

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

X Yes No Unsure Comments: The applicant proposes to install hurricane shutters to decrease damage from future hurricane-force winds.

YES

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

X Yes No Unsure Comments: The applicant requested hazard mitigation funds for radios to improve communication while performing emergency protective measures like those covered under this PW. Emergency work is not eligible for hazard mitigation. This was discussed with J. Alvcorex, Public Works Director, and the City may pursue a project under the Hazard Mitigation Grant Program.

YES

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

X Yes No Unsure Comments: Sites 1, 2, and 3 have HMPs to increase size from single 24" CMP to single 36" CMP at each site. Sites 4 and 5 have HMPs for new headwalls for single 42" CMP at each location. Watershed calculations and Water Management District permits are attached.

NO

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

X Yes No Unsure Comments:

Why is this response inadequate? Does the applicant have a proposal or need assistance? If they have a proposal, what is it?

Question 6

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

This question is intended to capture any potential preservation issues.

- The response to this question should consider and provide commentary on the following:
 - Does the proposed action directly or indirectly affect a structure 50 years in age or older?
 - Are there nearby structures that are 50 years in age or older?
 - Is the property recognized locally or nationally as a place where something significant occurred?
 - Does the property have cultural significance?
 - Are there existing or potential archaeological artifacts on the property?
 - Will the repair involve construction or debris staging on or accessing through previously undisturbed property?
 - Will the repair involve ground disturbance outside of the project footprint?
- When in doubt about the historical significance of a facility, take digital pictures of the damaged component, the overall facility, and surrounding properties, and forward them to the appropriate Historic Preservation Specialist. A location marked on a U.S. Geological Survey Quadrangle map, as well as an address would also help the Technical Specialist.
- Important information resources for responding to this question include:
 - Historic Property listings provided by the EHPA and Historic Preservation Specialist, the State Historic Preservation Officer (SHPO), or the applicant.
 - Disaster-specific guidance provided by the PA Group Supervisor or the EHPA.
- A "Yes" or "Unsure" response triggers the need for environmental or historic preservation compliance review. In particular, compliance may be necessary for the following Federal laws and regulations:
 - NHPA

ADDRESSING SPECIAL CONSIDERATIONS

Examples:

YES

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

Yes X No Unsure Comments: Facility built in 1856; however, May 14, 1988 letters from SHPO and the Advisory Council indicate no historic significance. There have been substantial alterations to the facility over the past 10 years. Copies of letters are attached. Photos taken over the past 25 years are attached.

YES

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

X Yes No Unsure Comments: Heavy equipment will be used to remove large uprooted trees from the State-owned Hermitage site, which is on the National Register of Historic Places.

Comment: This comment alerts the Historic Preservation Specialist that there could be ground disturbance activities on a historic site. The Technical Specialist will need to review the removal methodology and may place conditions on the PW as to where and how the heavy equipment activity can take place.

NO

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

X Yes No Unsure Comments:

Why is this response inadequate? Information is needed about what is triggering the "Yes" response to this question and why.

ADDRESSING SPECIAL CONSIDERATIONS

NO

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

Yes X No Unsure Comments: The sanitary sewer lift station was built in 1988.

The Technical Specialist sees that the location block says the project is in the Carol Stream Park.

Why is this response incorrect? The Carol Stream Park is a historic National Landmark. The response should have been given as "Yes" and a comment provided about where in the park the lift station was located. If this fact was not obvious to the Project Specialist when the PW was prepared, then the Technical Specialist should confer with the Project Specialist and have the comment amended.

Question 7

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

This question is intended to capture any potential environmental issues.

- The response to this question should consider and provide commentary on the following:
 - Does the site include streams, lakes, estuaries, or wetlands?
 - Have there been endangered species issues associated with the site?
 - Are there National, State, or local parks or open areas next to the site? If so, provide the names.
- Important information resources for responding to this question include:
 - A site visit or delineation of the site on an aerial map is helpful. Local government environmental or public works staff can be resources for this information.
- A "Yes" or "Unsure" response triggers the need for environmental or historic preservation compliance review. In particular, compliance may be necessary for the following Federal laws and regulations:
 - Endangered Species Act
 - Wild and Scenic Rivers Act
 - National Historic Preservation Act
 - EO 11990 Protection of Wetlands

ADDRESSING SPECIAL CONSIDERATIONS

Examples:

YES

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

X Yes No Unsure Comments: The project is approximately ½ mile from the Wild Lands National Forest where the applicant states bald eagles have been sighted. There are no indications of pristine or undisturbed areas at the project per site visit on 2/3/99. The site has no trees.

NO

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

Yes No X Unsure Comments:

Why is this response inadequate? There is no indication given as to why the Project Specialist is unsure about his/her response.

Question 8

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

This question is intended to capture any potential hazardous materials issues.

The response to this question should consider and provide commentary on the following:

- Is there evidence of drums or other containers?
- Are there any aboveground storage tanks?
- Are there any underground storage tanks that will be impacted?
- Has household or industrial debris been dumped on the site?
- Has the site been used for commercial purposes, and if so, what type?
- Is there evidence of soil staining on the site or oil slicks in water?
- Are there a large number of animal carcasses that need to be disposed?
- Could the cleanup operations possibly impact air quality?
- Are there any noxious or foul odors at the site?
- Is there evidence of dead or "burned" vegetation?
- Was the facility constructed prior to 1975 (lead, asbestos)?

ADDRESSING SPECIAL CONSIDERATIONS

- Is demolition proposed?
 - Will any previously undisturbed areas be impacted?
- Important information resources for responding to this question include:
- Visual observations at the site.
 - The local fire marshal may have hazardous materials storage information for the site.
 - The age of the building facility would be an indicator for asbestos and lead.
- A "Yes" or "Unsure" response triggers the need for review by an environmental specialist to determine the necessary level of environmental review. In particular, compliance may be necessary for the following Federal laws and regulations:
- Resource Conservation and Recovery Act
 - Clean Air Act
 - Clean Water Act
- Examples:**

YES

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

X Yes No Unsure Comments: The flood inundated the radiation department of the hospital. Staff stated that all containers remained in the department and did not float off. Disposal will follow established hospital protocol for hazardous materials (see attached).

NO

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

Yes X No Unsure Comments: The Technical Specialist notes that the Project Specialist described the damaged facility as a landfill area eroded by floodwaters from an adjacent creek.

Why is this response inadequate? Common sense would indicate that there could be some potential hazardous waste issues present at this site. The Project Specialist should have justified his/her "No" response or noted "Unsure" and explained the scenario.

ADDRESSING SPECIAL CONSIDERATIONS

Question 9

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

This question is intended to capture any other possible issues that could be associated with the project.

- The response to this question should consider and provide commentary on the following:
 - Will the project impact air quality? If so, are there schools, daycare centers, nursing homes, or hospitals near the site?
 - If there has been public controversy or interest associated with the proposed work or on or near the location of the facility, explain.
 - Is any portion of the project site active farmland?
 - Will the project impact a low-income or minority population?
- A "Yes" or "Unsure" response triggers the need for environmental or historic preservation compliance review. In particular, compliance may be necessary for the following Federal laws and regulations:
 - EO 12898: Environmental Justice
 - Farmland Protection Act
 - Public Involvement Requirements in NEPA, NHPA, EO 11988, and EO 11990

Examples:

YES

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

Yes X No Unsure Comments: The project is being returned to its pre-disaster condition. The Public Works Director, J. Alvorex, indicates that there is no controversy.

YES

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

X Yes No Unsure Comments: There have been recent news articles about the deteriorated condition that existed prior to the disaster, and public demonstrations have occurred as a result. See attached news articles.

ADDRESSING SPECIAL CONSIDERATIONS

YES

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

Yes No Unsure Comments: During site visit, saw several damaged signs along beach stating "Caution – sea turtle nests – do not disturb"

NO

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

X Yes No Unsure Comments:

Why is this response inadequate? It does not explain what the issues are.

Appendix A – Public Assistance Program Information Resources

Appendix A – Public Assistance Program Information Resources

Key Links within the FEMA Website

FEMA Home page

www.fema.gov

FEMA Public Assistance

www.fema.gov/government/grant/pa/

FEMA Public Assistance 9500 Series Publications (Policies)

www.fema.gov/government/grant/pa/9500toc.shtm

FEMA Public Assistance Standard Operating Procedures

www.fema.gov/government/grant/pa/sop.shtm

FEMA Independent Study Courses

<http://training.fema.gov/IS/crslist.asp>

FEMA Flood Map Service Center

www.msc.fema.gov

FEMA Cost Estimating Format

www.fema.gov/government/grant/pa/ceftoc.shtm

Reference Documents

Robert T. Stafford Disaster Relief and Emergency Assistance Act, P.L. 93-288 as amended

Title 44 of Code of Federal Regulations

Public Assistance Policy Digest (FEMA 321), January 2008

Public Assistance Guide (FEMA 322), June 2007

Appendix B – Project Worksheet and Supplemental Forms

The forms provided in this Appendix are the primary forms used in the development of the Project Worksheet. These forms, and other forms used in the PA Program, are also accessible through FEMA's DocNet form library (www.fema.gov/government/grant/pa/forms.shtm).

Document Number	Form Name
FF90-91	Project Worksheet
FF90-91A	PW – Damage Description and Scope of Work Continuation Sheet
FF90-91B	PW – Cost Estimate Continuation Sheet
FF90-91C	PW – Maps and Sketches Sheet
FF90-91D	PW – Photo Sheet
FF90-61	Hazard Mitigation Proposal
FF90-120	Special Considerations Questions
FF90-123	Force Account Labor Summary Record
FF90-124	Force Account Materials Summary Record
FF90-127	Force Account Equipment Summary Record
FF90-125	Rented Equipment Summary Record
FF90-126	Contract Work Summary Record
FF90-128	Applicant's Benefits Calculation Worksheet

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? Yes No
 Special Considerations issues included? Yes No Hazard Mitigation proposal included? Yes No
 Is there insurance coverage on this facility? Yes No

PROJECT COST

ITEM	CODE	NARRATIVE	QUANTITY/UNIT	UNIT PRICE	COST
TOTAL COST ►					

PREPARED BY	TITLE	SIGNATURE
APPLICANT REP.	TITLE	SIGNATURE

PROJECT WORKSHEET INSTRUCTIONS

The Project Worksheet must be completed for each identified damaged project. A project may include damages more than one site.

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

Identifying Information

Disaster: Indicate the disaster declaration number as established by FEMA (i.e. "FEMA 1136-DR-TN", etc.).

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

PA ID No.: Indicate your Public Assistance identification number on this space. This is optional.

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

Category: Indicate the category of the project according to FEMA specified work categories (i.e., A,B,C,D,E,F,G). This is optional.

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

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

Damage facility: Identify the facility and describe its basic function and pre-disaster condition.

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

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

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

Scope of Work: List work that has been completed, and work to be completed, which, is necessary to repair disaster-related damage.

Does the Scope of Work change the pre-disaster conditions 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 (x) yes. If the Scope of Work returns the site to its pre-disaster configuration, capacity and dimensions check (x) no.

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

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

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

Project Cost

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

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

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

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

Unit Price: Indicate the price per unit.

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

Total Cost: Record total cost of the project.

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

Applicant Rep.: Record the name, title, and signature of Applicant's representative.

Records Requirements

Please review the *Applicant Handbook, FEMA 323* for detailed instructions and examples.

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

*Force account labor documentation sheets identifying the employee, hours worked, date and location;

*Force account equipment documentation sheets identifying specific equipment, operator, usage by hour/mile and cost used;

*Material documentation sheets identifying the type of material, quantity used and cost;

*Copies of all contracts for work and any lease/rental equipment costs.

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

U.S. DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY

PROJECT WORKSHEET - Damage Description and Scope of Work Continuation Sheet

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

DISASTER FEMA-_____ -DR- _____	PROJECT NO.	PA ID NO.	DATE	CATEGORY
APPLICANT	COUNTY			

PREPARED BY:

TITLE:

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

PROJECT WORKSHEET - Cost Estimate Continuation Sheet

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

U.S. DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY
PROJECT WORKSHEET - Maps and Sketches Sheet

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

DISASTER FEMA: _____ -DR- _____	PROJECT NO.	PA ID NO.	DATE	CATEGORY
APPLICANT	COUNTY			

U.S. DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY
PROJECT WORKSHEET - Photo Sheet

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

DISASTER FEMA: _____ -DR- _____	PROJECT NO.	PA ID NO.	DATE	CATEGORY
APPLICANT	COUNTY			

PHOTO

PHOTO

DESCRIPTION

DESCRIPTION

DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY

HAZARD MITIGATION PROPOSAL (HMP)

NAME OF APPLICANT

CATEGORY

Sheet _____ of _____ Sheets

SCOPE OF WORK:

ESTIMATE OF WORK

TOTAL

(Not to be included in PW)

**DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY
SPECIAL CONSIDERATIONS QUESTIONS**

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

APPLICANT	PA ID NO.	DATE
PROJECT NAME	PROJECT NO.	LOCATION

Form must be filled out - for each project.

1. Does the damaged facility or item of work have insurance and/or is it an insurable risk? (e.g., buildings, equipment, vehicles, etc.)
 Yes No Unsure Comments

2. Is the damaged facility located within a floodplain or coastal high hazard area/or does it have an impact on a floodplain or wetland?
 Yes No Unsure Comments

3. Is the damaged facility or item of work located within or adjacent to a Coastal Barrier Resource System Unit or an Otherwise Protected Area?
 Yes No Unsure Comments

4. Will the proposed facility repairs/reconstruction change the pre-disaster condition? (e.g., footprint, material, location, capacity, use or function)
 Yes No Unsure Comments

5. Does the applicant have a hazard mitigation proposal or would the applicant like technical assistance for a hazard mitigation proposal?
 Yes No Unsure Comments

6. Is the damaged facility on the National Register of Historic Places or the state historic listing? Is it older than 50 years? Are there other, similar buildings near the site?
 Yes No Unsure Comments

7. Are there any pristine or undisturbed areas on, or near, the project site? Are there large tracts of forestland?
 Yes No Unsure Comments

8. Are there any hazardous materials at or adjacent to the damaged facility and/or item of work?
 Yes No Unsure Comments

9. Are there any other environmental or controversial issues associated with the damaged facility and/or item of work?
 Yes No Unsure Comments

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

PAGE _____ OF _____

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

APPLICANT	PA ID NO.	PROJECT NO.	DISASTER
LOCATION/SITE		CATEGORY	PERIOD COVERING

DESCRIPTION OF WORK PERFORMED

NAME	DATES AND HOURS WORKED EACH WEEK							COSTS			
	DATE							TOTAL HOURS	HOURLY RATE	BENEFIT RATE/HR	TOTAL HOURLY RATE
NAME	REG.										
JOB TITLE	O. T.										
NAME	REG.										
JOB TITLE	O. T.										
NAME	REG.										
JOB TITLE	O. T.										
NAME	REG.										
JOB TITLE	O. T.										
NAME	REG.										
JOB TITLE	O. T.										
NAME	REG.										
JOB TITLE	O. T.										
NAME	REG.										
JOB TITLE	O. T.										
TOTAL COST FOR FORCE ACCOUNT LABOR REGULAR TIME											\$
TOTAL COST FOR FORCE ACCOUNT LABOR OVERTIME											\$

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

CERTIFIED	TITLE	DATE
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DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY
MATERIALS SUMMARY RECORD

PAGE _____ OF _____

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

APPLICANT	PA ID NO.	PROJECT NO.		DISASTER				
LOCATION/SITE		CATEGORY		PERIOD COVERING				
DESCRIPTION OF WORK PERFORMED								
VENDOR	DESCRIPTION	QUAN.	UNIT PRICE	TOTAL PRICE	DATE PURCHASED	DATE USED	INFO FROM (CHECK ONE)	
							INVOICE	STOCK
GRAND TOTAL 								

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

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

PAGE _____ OF _____

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

APPLICANT	PA ID NO.	PROJECT NO.	DISASTER
LOCATION/SITE		CATEGORY	PERIOD COVERING

DESCRIPTION OF WORK PERFORMED

TYPE OF EQUIPMENT INDICATE SIZE, CAPACITY, HORSEPOWER, MAKE AND MODEL AS APPROPRIATE		OPERATOR'S NAME	DATES AND HOURS USED EACH DAY							COSTS		
EQUIPMENT CODE NUMBER	DATE		HOURS	HOURS	HOURS	HOURS	HOURS	HOURS	HOURS	TOTAL HOURS	EQUIPMENT RATE	TOTAL COST
GRAND TOTALS →												

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

CERTIFIED	TITLE	DATE
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DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY
RENTED EQUIPMENT SUMMARY RECORD

PAGE ____ OF ____

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

APPLICANT	PA ID NO.	PROJECT NO.		DISASTER				
LOCATION/SITE			CATEGORY		PERIOD COVERING			
DESCRIPTION OF WORK PERFORMED								
TYPE OF EQUIPMENT Indicate size, Capacity, Horsepower, Make and Model as Appropriate	DATES AND HOURS USED	RATE PER HOUR		TOTAL COST	VENDOR	INVOICE NO.	DATE AND AMOUNT PAID	CHECK NO.
		W/OPR	W/OUT OPR					
GRAND TOTAL 								
I CERTIFY THAT THE ABOVE INFORMATION WAS OBTAINED FROM PAYROLL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.								
CERTIFIED	TITLE		DATE					

DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY
CONTRACT WORK SUMMARY RECORD

PAGE _____ OF _____

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

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

CERTIFIED _____ TITLE _____ DATE _____

DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY
CONTRACT WORK SUMMARY RECORD

PAGE _____ OF _____

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

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

CERTIFIED _____ TITLE _____ DATE _____

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

PAGE ____ OF ____

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

APPLICANT		PA ID NO.
DISASTER		PROJECT NO.
FRINGE BENEFITS (by %)	REGULAR TIME	OVERTIME
HOLIDAYS		
VACATION LEAVE		
SICK LEAVE		
SOCIAL SECURITY		
MEDICARE		
UNEMPLOYMENT		
WORKER'S COMP.		
RETIREMENT		
HEALTH BENEFITS		
LIFE INS. BENEFITS		
OTHER		
TOTAL in % of annual salary		
COMMENTS		
I CERTIFY THAT THE INFORMATION ABOVE WAS TRANSCRIBED FROM PAYROLL RECORDS OR OTHER DOCUMENTS WHICH ARE AVAILABLE		
CERTIFIED BY	TITLE	DATE

Appendix C – Collecting Project Information Checklist

Appendix C – Collecting Project Information Checklist

The Collecting Project Information Checklist is intended for use by the Project Specialist to assist in collecting project information while meeting with the applicant or on a site visit. Additional information may need to be collected for complex projects.

COLLECTING PROJECT INFORMATION CHECKLIST In Support of Project Worksheet Preparation				
Name of Reviewer:		Applicant:		
Name of Preparer:		PW No.	Date:	
Section	Block	PW Guide Page(s)	Content	Comments
SAFETY	Safety	12	<ul style="list-style-type: none"> <input type="checkbox"/> Caution!! Before visiting the site or entering a facility, determine if the facility is safe to visit and inspect. <ul style="list-style-type: none"> ▪ Ask the applicant if there are any safety inspection reports for the site. ▪ Ask the applicant if there are any known physical, biological, or chemical hazards that may require special precautions and/or equipment during the inspection. ▪ Look for cracks in roads or movements in slopes to indicate potential ground instability. <input type="checkbox"/> Caution!! While inspecting the site, travel in teams, if possible, of at least three people. Be alert for potential hazards. Ensure that someone knows your whereabouts prior to inspections. 	<input type="checkbox"/>
DEFINING THE PROJECT	Meeting with the Applicant	8-9	<ul style="list-style-type: none"> <input type="checkbox"/> Ask questions and request specific documentation to define: <ul style="list-style-type: none"> ▪ Project Description ▪ Scope of Intended Work ▪ Pertinent Cost Information <input type="checkbox"/> Always notify the State of applicant meetings. <input type="checkbox"/> Discuss timeline for visiting site. <input type="checkbox"/> If meeting first at the applicant's office, collect project information that may be available at the office before heading to the site. 	<input type="checkbox"/>
	Project Definition	9-10	<ul style="list-style-type: none"> <input type="checkbox"/> Confirm the actual damage site location and specific facility. <input type="checkbox"/> Confirm that the actual damage 	<input type="checkbox"/>

Appendix C – Collecting Project Information Checklist

COLLECTING PROJECT INFORMATION CHECKLIST In Support of Project Worksheet Preparation				
Name of Reviewer:		Applicant:		
Name of Preparer:		PW No.	Date:	
Section	Block	PW Guide Page(s)	Content	Comments
			<p>site is within a declared county. Sometimes (but not often) an applicant may own a facility outside the declared area.</p> <ul style="list-style-type: none"> ▪ Locate the damage site on a map. <p><input type="checkbox"/> Confirm that the damages were caused by the disaster and identify the specific hazard that caused them (flooding, wind, etc.).</p> <ul style="list-style-type: none"> ▪ Separate damages by hazard type if multiple hazards affected the facility. ▪ Request maintenance records for facilities that require routine maintenance of their designed function, such as roads, culverts, detention basins, bridges, and dams. ▪ Request Inspection/Safety Reports for facilities that undergo routine inspections, such as bridges and dams. <p><input type="checkbox"/> For emergency work, determine the conditions of the immediate threat that required the work to be performed.</p> <p><input type="checkbox"/> Confirm that the applicant is legally responsible for performing the work.</p> <ul style="list-style-type: none"> ▪ Is the applicant responsible for performing the emergency services provided? ▪ Does the applicant own the property? ▪ Is the applicant a lessee or lessor of the property? <ul style="list-style-type: none"> - Obtain a copy of the lease agreement to determine who is responsible for the repairs. Request legal review in the JFO. ▪ For roads and bridges, 	

COLLECTING PROJECT INFORMATION CHECKLIST In Support of Project Worksheet Preparation				
Name of Reviewer:		Applicant:		
Name of Preparer:		PW No.		Date:
Section	Block	PW Guide Page(s)	Content	Comments
			<p>determine whether the facility is under the authority of the Federal Highway Administration (FHWA).</p> <ul style="list-style-type: none"> - Most State Departments of Transportation (DOT) have maps indicating whether a road is part of the Federal-Aid System. ▪ For levees and flood control channels, determine if the U.S. Army Corps of Engineers (USACE) or Natural Resources Conservation Service (NRCS) is responsible for the repairs. <ul style="list-style-type: none"> - The Federal agency may prepare a letter indicating their responsibility, or lack of responsibility. ▪ Is the facility under construction? <ul style="list-style-type: none"> - Obtain a copy of the construction contract to determine who is responsible for the repairs. Request legal review in the JFO. <p><input type="checkbox"/> For PNP facilities, determine the primary use of the facility. For facilities of mixed use, determine the percentage of the various uses.</p> <p><input type="checkbox"/> Determine when the damages occurred. Damages must occur within the incident period. If damages occurred outside the defined period, discuss the circumstances with the PAC Crew Leader.</p> <p><input type="checkbox"/> Determine whether the facility was in active use at the time of the disaster. If not, <ul style="list-style-type: none"> ▪ Was the facility only temporarily inoperative for repairs or remodeling? </p>	

COLLECTING PROJECT INFORMATION CHECKLIST In Support of Project Worksheet Preparation				
Name of Reviewer:		Applicant:		
Name of Preparer:		PW No.		Date:
Section	Block	PW Guide Page(s)	Content	Comments
			<ul style="list-style-type: none"> ▪ Was the facility temporarily unoccupied between tenants? ▪ Was future use by the applicant firmly established in an approved budget? ▪ Can the applicant clearly demonstrate that there was intent to begin use within a reasonable amount of time? <p><input type="checkbox"/> Request drawings, plans, or other documentation to illustrate the pre-disaster condition of the facility.</p> <ul style="list-style-type: none"> ▪ Drawings and plans will support the pre-disaster design of the facility for assessing the eligible scope of repair work. ▪ Determine the pre-disaster function of the facility—what was the facility being used as at the time of the disaster (school, warehouse, office)? ▪ Determine the pre-disaster capacity of the facility. 	
	Project Formulation	10-12	<p><input type="checkbox"/> Determine if the applicant wants to combine more than one damage site on one PW.</p> <ul style="list-style-type: none"> ▪ If the applicant is requesting an illogical grouping of sites, discuss this with the PAC Crew Leader before proceeding. ▪ Discuss a numbering system to be entered on the PW as the Project Number (PW Reference Number). <p><input type="checkbox"/> Methods for formulating projects:</p> <ul style="list-style-type: none"> ▪ Type of damage ▪ System ▪ Jurisdiction ▪ Method of work ▪ Special Considerations/Complex 	<input type="checkbox"/>

COLLECTING PROJECT INFORMATION CHECKLIST In Support of Project Worksheet Preparation				
Name of Reviewer:		Applicant:		
Name of Preparer:		PW No.		Date:
Section	Block	PW Guide Page(s)	Content	Comments
			<input type="checkbox"/> Multiple Sites: <ul style="list-style-type: none"> ▪ Projects less than \$1,000.00 are not eligible ▪ Buildings (Category E) projects ▪ Other projects: (Categories C, D, F) 	
CONDUCTING THE SITE VISIT	Documenting the Damage Site Conditions: Identifying Basic Project Conditions	13	<input type="checkbox"/> Upon arrival at the site, conduct an overall walkthrough visual inspection of the site and the surrounding area. <input type="checkbox"/> Differentiate between the physical damages you observe and those the applicant is requesting to be fixed. <input type="checkbox"/> Look for indicators of pre-disaster damage. <input type="checkbox"/> Look at the condition of the facility outside of the damaged location to assess the pre-disaster design and condition of the facility overall. For example, note any undamaged sections of roads, culverts, or slopes, etc.	<input type="checkbox"/>
RECORDING PROJECT DETAILS	Documenting the Damage Site Conditions:	13-16	<input type="checkbox"/> Take measurements of damaged area and specific facility components. <input type="checkbox"/> Prepare detailed sketches . <input type="checkbox"/> Determine the latitude and longitude at one or more locations at the facility. <ul style="list-style-type: none"> ▪ Obtain the GPS reading and document the location where the reading was taken on a map. ▪ If the project consists of multiple sites with distinct addresses or locations, the latitude/longitude for each site should be recorded. ▪ For debris removal, provide the latitude/longitude for the debris disposal location(s). 	<input type="checkbox"/> <input type="checkbox"/>

Appendix C – Collecting Project Information Checklist

COLLECTING PROJECT INFORMATION CHECKLIST In Support of Project Worksheet Preparation				
Name of Reviewer:		Applicant:		
Name of Preparer:		PW No.	Date:	
Section	Block	PW Guide Page(s)	Content	Comments
			<ul style="list-style-type: none"> ▪ For emergency protective measures where the location has been identified as "County-Wide" or "City-Wide," identify a primary location. ▪ For lengths of roadway, select a location at the beginning or end of the roadway, or some other milestone. <p><input type="checkbox"/> Photograph the site:</p> <ul style="list-style-type: none"> ▪ Overall site view ▪ Specific damages from various views and angles ▪ Work completed, if any ▪ Adjacent undamaged areas of similar structures ▪ Document number, location, and date of photographs on a site plan, and indicate angle taken from <p><input type="checkbox"/> Create and review FIRMette:</p> <ul style="list-style-type: none"> ▪ Determine if the site is in a Special Flood Hazard Area. <p><input type="checkbox"/> Documentation:</p> <ul style="list-style-type: none"> ▪ Provide as an attachment. <p><input type="checkbox"/> Reference in the text of the Damage Description and Dimensions.</p>	
	Documenting the Damage Site Conditions: Identifying Damages	16-18	<p><input type="checkbox"/> Document the cause(s) of the damages.</p> <ul style="list-style-type: none"> ▪ When did the damages occur? ▪ What disaster effect caused the damage? ▪ What type of disaster conditions resulted in an immediate threat? <p><input type="checkbox"/> Document the action.</p> <ul style="list-style-type: none"> ▪ What did the disaster do? ▪ What happened to the facility/component? 	<input type="checkbox"/>

COLLECTING PROJECT INFORMATION CHECKLIST In Support of Project Worksheet Preparation				
Name of Reviewer:		Applicant:		
Name of Preparer:		PW No.		Date:
Section	Block	PW Guide Page(s)	Content	Comments
			<ul style="list-style-type: none"> ▪ What was the result of the immediate threat? <p><input type="checkbox"/> Document the dimensions/quantities of the damage.</p> <ul style="list-style-type: none"> ▪ What are the dimensions? ▪ How are Emergency Services quantified? <p><input type="checkbox"/> Identify the damaged facility and/or components.</p> <ul style="list-style-type: none"> ▪ What is the facility? ▪ What are some examples of facilities/components? <p><input type="checkbox"/> Document the impact.</p> <ul style="list-style-type: none"> ▪ What is the impact? ▪ Who does it affect? 	
DEFINING THE SCOPE OF WORK	Defining the Scope of Work	18-19	<p><input type="checkbox"/> Determine the applicant's methodology for repairing the facility.</p> <ul style="list-style-type: none"> ▪ Specific design standards? ▪ Engineering consultant? ▪ Engineering or technical reports? <p><input type="checkbox"/> Discuss how the work is to be performed.</p> <ul style="list-style-type: none"> ▪ Force account or by contract? <p><input type="checkbox"/> Determine whether the applicant intends to restore the facility to its pre-disaster condition. If not,</p> <ul style="list-style-type: none"> ▪ Does the applicant have a code or standard requiring a certain upgrade? ▪ Is the applicant considering relocating the facility? ▪ Does the applicant have a Hazard Mitigation Proposal for this project? 	<input type="checkbox"/>

Appendix C – Collecting Project Information Checklist

COLLECTING PROJECT INFORMATION CHECKLIST In Support of Project Worksheet Preparation				
Name of Reviewer:		Applicant:		
Name of Preparer:		PW No.	Date:	
Section	Block	PW Guide Page(s)	Content	Comments
			<ul style="list-style-type: none"> ▪ Is the facility damaged to the extent that the applicant is requesting replacement rather than repair? ▪ Is the applicant considering an Alternate or Improved Project? 	<input type="checkbox"/>
SC	Special Considerations	20	<input type="checkbox"/> Are there any Special Considerations issues associated with the project? Use the Special Considerations Questions and collect pertinent information.	<input type="checkbox"/>
COLLECTING COST INFORMATION	Work Completed vs. Work to be Completed	20-21	For <u>Completed Work</u> , collect: <input type="checkbox"/> Contracts or contractor bids <input type="checkbox"/> Mutual aid agreements <input type="checkbox"/> Rental agreements <input type="checkbox"/> Receipts/Invoices <input type="checkbox"/> Time/equipment records (if applicable) For <u>Work to be Completed</u> , collect: <input type="checkbox"/> The applicant's cost information <input type="checkbox"/> Time/equipment records (if applicable) <input type="checkbox"/> Historical costs <input type="checkbox"/> Average costs for similar work in the area <input type="checkbox"/> Unit prices Force Account Labor <input type="checkbox"/> Request a list of all employees involved in the disaster work.	
			<ul style="list-style-type: none"> ▪ Request name, job title, job function, the day the work was performed, work dates, hours worked, and rate of Regular Time and Overtime pay. 	

COLLECTING PROJECT INFORMATION CHECKLIST In Support of Project Worksheet Preparation				
Name of Reviewer:		Applicant:		
Name of Preparer:		PW No.		Date:
Section	Block	PW Guide Page(s)	Content	Comments
			<input type="checkbox"/> Request a copy of the applicant's Overtime policy. <u>Fringe Benefits</u> <input type="checkbox"/> Verify an applicant's fringe benefit rates.	
			<u>Force Account Material</u> <input type="checkbox"/> Materials generally include items taken from stock or purchased. <input type="checkbox"/> Materials claimed should include date and hours used, description of item, quantity, and unit cost. <input type="checkbox"/> Request receipts for purchases. <u>Force Account or Rented Equipment</u> <input type="checkbox"/> Ensure information for equipment includes type of equipment, size, and date (and/or hours) used. <input type="checkbox"/> Damage incurred to vehicles during search activities should first be submitted to the applicant's insurance carrier in order to prevent a duplication of benefits. If the vehicle affected is insured, a copy of the declaration page of the policy should be requested. <input type="checkbox"/> Receipts for cell phone use may be considered only for calls made relating to the disaster.	
	Force Account	21-22		
	Unit Prices	23	<input type="checkbox"/> Identify the sources of unit prices: <ul style="list-style-type: none"> ▪ State or local data from previously completed projects ▪ Commercial estimating sources (such as R.S. Means) ▪ FEMA cost codes 	<input type="checkbox"/>
	Contracts	24	<input type="checkbox"/> Determine if the applicant has bid the work. <ul style="list-style-type: none"> ▪ Review unit prices provided in contractor bids, if available. 	<input type="checkbox"/>

Appendix C – Collecting Project Information Checklist

COLLECTING PROJECT INFORMATION CHECKLIST In Support of Project Worksheet Preparation				
Name of Reviewer:		Applicant:		
Name of Preparer:		PW No.	Date:	
Section	Block	PW Guide Page(s)	Content	Comments
BEFORE LEAVING THE SITE			<ul style="list-style-type: none"> ▪ Bids must provide an itemization of unit prices in order to verify that the bid is for an eligible scope of work and to allow validation of the bid. ▪ Request a copy of the executed contract agreement. ▪ Request a copy of the invoice for work completed. 	
	Cost Estimating Format (CEF)	24-25	<input type="checkbox"/> Required if project is: <ul style="list-style-type: none"> ▪ Permanent work ▪ A large project ▪ 90% or less complete 	<input type="checkbox"/>
	Before Leaving the Site	25	<input type="checkbox"/> Document all your observations before you leave the site. Don't wait until you return to the JFO or your hotel. Details will certainly be forgotten. <input type="checkbox"/> Walk the site one more time to ensure you did not miss any damages and that you have sufficiently documented the site conditions. <input type="checkbox"/> Be sure to ask the applicant any lingering questions you may have. <input type="checkbox"/> Summarize for the applicant any outstanding questions you have and confirm they are aware of any documentation or information that you still need.	<input type="checkbox"/>

Appendix D – Categorical Checklist

Appendix D – Categorical Checklist

CATEGORICAL CHECKLIST			
Name of Preparer:		PW No:	
Applicant Name:		Date:	
Cat	Questions	PA Guide	Documentation
EMERGENCY WORK CATEGORIES			
General (A&B)	General <ul style="list-style-type: none"> <input type="checkbox"/> Was the damage a direct result of the disaster? <input type="checkbox"/> Was the work located within the designated disaster area? <input type="checkbox"/> Was the work the legal responsibility of the applicant? <input type="checkbox"/> Is the applicant a Private Nonprofit organization? <ul style="list-style-type: none"> <input type="radio"/> Is the facility an eligible PNP facility? 	<input type="checkbox"/> 29-31 <input type="checkbox"/> 12	<input type="checkbox"/> Records demonstrating presence of immediate threat
	Legal Responsibility <ul style="list-style-type: none"> <input type="checkbox"/> Is another Federal agency responsible for the work? 	<input type="checkbox"/> 23-26	<input type="checkbox"/>
	What type of work and costs are being claimed? <ul style="list-style-type: none"> <input type="checkbox"/> Overtime Labor? (Only overtime is eligible for Categories A and B) <input type="checkbox"/> Equipment? (Generators, vehicles, etc.) <input type="checkbox"/> Materials? (Flashlights, plywood, etc.) <input type="checkbox"/> Rental Equipment? (Generators, vehicles, chainsaws, air-conditioning units, pumps, etc.) <input type="checkbox"/> Contracts? (Emergency debris removal, immediate mold remediation, contract temporary labor, etc.) <input type="checkbox"/> Were any mutual aid agreements used? <input type="checkbox"/> Was Direct Federal Assistance used? <input type="checkbox"/> Were there any donated resources? (Volunteer labor, supplies, equipment, etc.) <input type="checkbox"/> Other? 	<input type="checkbox"/> 44-53 <input type="checkbox"/> 50-51 <input type="checkbox"/> 76-78 <input type="checkbox"/> 56	<input type="checkbox"/> Timesheets/documentation of overtime and regular time if requesting equipment reimbursement <input type="checkbox"/> Applicant overtime/exempt employee pay policy <input type="checkbox"/> Fringe benefit calculations <input type="checkbox"/> Force account equipment records for work completed <input type="checkbox"/> Receipts for materials/supplies <input type="checkbox"/> Rental equipment agreements, receipts, contracts, leases <input type="checkbox"/> Contracts <input type="checkbox"/> Procurement policy <input type="checkbox"/> Mutual aid agreements, contracts, and invoices <input type="checkbox"/> Donated resources documentation
	Costs <ul style="list-style-type: none"> <input type="checkbox"/> Reasonable and necessary? <ul style="list-style-type: none"> <input type="radio"/> Are there historical costs? <input type="radio"/> Are there average costs for similar work in the area? <input type="radio"/> Are the costs comparable to national cost estimating databases? <input type="radio"/> Are FEMA cost codes used? <input type="checkbox"/> Applicant complied with Federal, State, and local procurement procedures? 	<input type="checkbox"/> 40-65	<input type="checkbox"/>

Appendix D – Categorical Checklist

CATEGORICAL CHECKLIST			
Name of Preparer: Applicant Name:		PW No: Date:	
Cat	Questions	PA Guide	Documentation
	<input type="checkbox"/> Reduced for actual or anticipated insurance, salvage value, other grants, or cash donations?		
A	General <ul style="list-style-type: none"> <input type="checkbox"/> Was/Is the debris removal the legal responsibility of the applicant (i.e., public or private property)? <ul style="list-style-type: none"> <input type="radio"/> Debris removal from private property must be approved by FEMA before the work begins. <input type="radio"/> If removed from private property, did the removal benefit the general public? <input type="checkbox"/> Was the debris removal necessary to: <ul style="list-style-type: none"> <input type="radio"/> Eliminate an immediate threat to life, public health, or safety? (Consider ingress/egress) <input type="radio"/> Eliminate an immediate threat of significant damage to improved public or private property? <input type="radio"/> Ensure economic recovery of the affected area to the benefit of the community-at-large? <input type="radio"/> Mitigate the risk to life and property? <input type="checkbox"/> Was a debris management plan in place? <input type="checkbox"/> Did the Federal Highway Administration (FHWA) enact its Emergency Relief program? 	<input type="checkbox"/> 67-68	<input type="checkbox"/> Private property: obtain Right-of Entry agreement, release from liability, and signed agreement from property owner that any available insurance proceeds will be pursued and credited back to FEMA <input type="checkbox"/> Maintenance records if debris removal from improved property (e.g., sewers, culverts, drainage channels, basins, etc.) <input type="checkbox"/> Documentation of environmental/historic review for disposal site or temporary staging areas
	Debris Collection/Reduction: <ul style="list-style-type: none"> <input type="checkbox"/> How was the debris measured? (cubic yards or tons) <input type="checkbox"/> Did the applicant monitor the debris operations? <ul style="list-style-type: none"> <input type="radio"/> Collection? <input type="radio"/> Disposal? <input type="checkbox"/> How did the applicant reduce the debris? (Incineration, chipping and grinding, recycling) <input type="checkbox"/> Where is/are the debris site(s)? <ul style="list-style-type: none"> <input type="radio"/> Temporary? <input type="radio"/> Permanent? <input type="checkbox"/> Where did the applicant dispose of the debris? 		<input type="checkbox"/>
	Specific Types of Debris: <ul style="list-style-type: none"> <input type="checkbox"/> Vegetative debris? (Trees and woody debris) <input type="checkbox"/> Construction and demolition debris? (Damaged components of buildings and structures) <input type="checkbox"/> Hazardous waste? (Must exhibit ignitability, corrosivity, reactivity, or toxicity) <input type="checkbox"/> Any forms of Household Hazardous Waste or Electronic Waste? <input type="checkbox"/> White goods? (Refrigerators, freezers, air conditioners, heat pumps, etc.) 		<input type="checkbox"/> 67-71 <ul style="list-style-type: none"> <input type="checkbox"/> Note: Tree straightening and bracing are eligible if less costly than removal and disposal. If the applicant straightens/braces, the tree is not eligible for removal if it dies. <input type="checkbox"/> Diameter of stump <input type="checkbox"/> Quantity of material needed to fill resultant hole

Appendix D – Categorical Checklist

CATEGORICAL CHECKLIST			
Name of Preparer:		PW No:	
Applicant Name:		Date:	
Cat	Questions	PA Guide	Documentation
	<ul style="list-style-type: none"> <input type="checkbox"/> Debris in wilderness areas? (Generally not eligible) Wetlands? <input type="checkbox"/> Soil, mud, and sand deposited on improved property and public rights-of-way? <ul style="list-style-type: none"> ○ Streets, sidewalks, sewers, water treatment facilities, drainage canals and basins, parks, and swimming pools. ○ Was it a natural stream/unimproved property? ○ How much was deposited due to the disaster? ○ Are maintenance records available? ○ Were any inspections completed to identify damages? <input type="checkbox"/> Vehicles and Vessels <ul style="list-style-type: none"> ○ Was the vehicle/vessel abandoned? ○ Was the vehicle/vessel publicly owned? (Generally not eligible) ○ Did the applicant verify chain of custody, transport, and disposal? ○ Did the applicant take ownership? ○ Did the applicant move the vehicle/vessel but request the owner pickup and claim? <input type="checkbox"/> Putrescent debris? <input type="checkbox"/> Infectious waste? <input type="checkbox"/> Chemical-, biological-, or radiological-contaminated debris? <input type="checkbox"/> Normal garbage collection? (Not eligible) <input type="checkbox"/> Hazardous Trees (Leaners) <ul style="list-style-type: none"> ○ Was more than 50% of the crown damaged or destroyed? ○ Was the trunk split or did broken branches expose the heartwood? ○ Did it fall or was it uprooted within a public-use area? ○ Was it leaning at an angle greater than 30°? <input type="checkbox"/> Hangers (Hazardous Limbs) <ul style="list-style-type: none"> ○ Were they located on improved public property? ○ Were they greater than 2 inches in diameter at the point of breakage? ○ Were they still hanging in a tree and threatening a public-use area? <input type="checkbox"/> Hazardous Tree Stumps <ul style="list-style-type: none"> ○ Was more than 50% or more of the root-ball exposed? ○ Was it greater than 24 inches in diameter? 		<ul style="list-style-type: none"> <input type="checkbox"/> Hazardous stump worksheet <input type="checkbox"/> Photos <input type="checkbox"/> GPS/location of nearest building address

Appendix D – Categorical Checklist

CATEGORICAL CHECKLIST			
Name of Preparer:		PW No:	
Applicant Name:		Date:	
Cat	Questions	PA Guide	Documentation
	<p>(Measured 24 inches above the ground)</p> <ul style="list-style-type: none"> <input type="radio"/> Was it on improved public property or a public right-of-way? 		
B	<p>General</p> <ul style="list-style-type: none"> <input type="checkbox"/> Was the work necessary to: <ul style="list-style-type: none"> <input type="radio"/> Eliminate or reduce an immediate threat to life, public health, or safety? <input type="radio"/> Eliminate or reduce an immediate threat of significant damage to improved public or private property through cost-effective measures? <input type="checkbox"/> Is the applicant a hospital or medical facility? <ul style="list-style-type: none"> <input type="radio"/> Medical/patient care, increased operating costs, loss of revenue, or supplies are not eligible. <p>What types of activities did the eligible applicant perform?</p> <ul style="list-style-type: none"> <input type="checkbox"/> Warn public of risks and hazards? <input type="checkbox"/> Search and rescue efforts? <input type="checkbox"/> Emergency evacuations of medical and custodial care facilities? <input type="checkbox"/> Utilization of emergency mass care and shelter operations? <input type="checkbox"/> Emergency measures to prevent further damage to or secure an eligible facility? (Boarding windows or doors, covering the roof, sandbagging, mold remediation, etc.) <input type="checkbox"/> Emergency repairs? <input type="checkbox"/> Utilized security or additional security? <input type="checkbox"/> Provided food, water, ice, and other essential needs at distribution points for use by the local population? <input type="checkbox"/> Used generators? <input type="checkbox"/> Rescued, cared for, or sheltered household pets? <input type="checkbox"/> Disposed of dead animals? <input type="checkbox"/> Protection against an influenza pandemic? <input type="checkbox"/> Provided temporary facilities for schools and essential community services? <ul style="list-style-type: none"> <input type="radio"/> Was it more cost effective to purchase or rent the temporary facility? <input type="checkbox"/> Opened and activated local or State Emergency Operations Center? <input type="checkbox"/> Demolished buildings that posed an immediate threat? (Public or private) <input type="checkbox"/> Emergency road clearance to establish emergency 	<input type="checkbox"/> 71	<input type="checkbox"/>
		<input type="checkbox"/> 71-78 <input type="checkbox"/> 54-55	<input type="checkbox"/> For demolition, structural assessment and notice of demolition <input type="checkbox"/> Cost comparison of lease and purchase options for temporary facilities <input type="checkbox"/> Cost comparison of restoring emergency access and providing temporary housing for restoring emergency access <input type="checkbox"/> Generator logs, locations, capacity

Appendix D – Categorical Checklist

CATEGORICAL CHECKLIST			
Name of Preparer:		PW No:	
Applicant Name:		Date:	
Cat	Questions	PA Guide	Documentation
	<p>access? (Applicant must have legal authority)</p> <p><input type="checkbox"/> Provided security patrols/barricaded flooded or hazardous streets and roads/used police vehicles with flashing lights?</p> <p><input type="checkbox"/> Conducted safety inspections to establish whether a damaged structure poses an immediate threat?</p> <p><input type="checkbox"/> Stabilized landslides? (See "Other" section below)</p> <p><input type="checkbox"/> Emergency power generation for essential services?</p> <p><input type="checkbox"/> Pumping? <ul style="list-style-type: none"> <input type="radio"/> Of trapped floodwaters that threatened improved property? <input type="radio"/> Flooded basements? (Widespread flooding) <input type="radio"/> Septic tanks or decontamination of wells if a widespread pollution threat? </p> <p><input type="checkbox"/> Used vector control?</p> <p><input type="checkbox"/> Removed snow?</p> <p><input type="checkbox"/> Protected beach erosion?</p> <p><input type="checkbox"/> Constructed temporary levees, berms, dikes, and sandbagging (alone or on top of a levee)?</p> <p><input type="checkbox"/> Completed buttressing, bracing, or shoring of a damaged structure to protect against further damage to the structure?</p> <p><input type="checkbox"/> Placed sand on a beach to serve as protection of improved property from waves and flooding?</p> <p><input type="checkbox"/> Other?</p>		
	<p>Landslide</p> <p><input type="checkbox"/> Did the disaster-caused landslide pose an immediate threat to life, public health, and safety, or to improved public or private property?</p> <p><input type="checkbox"/> Is the site stable now?</p> <p><input type="checkbox"/> Was the instability caused by the disaster?</p> <p><input type="checkbox"/> Was the site unstable prior to the disaster?</p> <p><input type="checkbox"/> Does the site need to be stabilized or restored?</p> <p><input type="checkbox"/> Was it a natural slope?</p> <p><input type="checkbox"/> Is a Geotechnical Specialist necessary?</p> <p><input type="checkbox"/> Is earthwork required?</p>	<input type="checkbox"/> 81-82	<p><input type="checkbox"/> Geotechnical report</p> <p><input type="checkbox"/> Documentation that the site was stable prior to the disaster</p>

Appendix D – Categorical Checklist

CATEGORICAL CHECKLIST			
Name of Preparer:	PW No:		
Applicant Name:	Date:		
Cat	Questions	PA Guide	Documentation
PERMANENT WORK CATEGORIES			
General (C-G)	General <ul style="list-style-type: none"> <input type="checkbox"/> Is the damage a direct result of the disaster? <input type="checkbox"/> Is the work located within the designated disaster area? <input type="checkbox"/> Is the work the legal responsibility of the applicant? <input type="checkbox"/> Is the applicant a Private Nonprofit organization? <ul style="list-style-type: none"> <input type="radio"/> Is the applicant an eligible PNP? <input type="checkbox"/> Was damage caused by lack of maintenance or negligence? <input type="checkbox"/> Was the facility in active use? (Or...) <ul style="list-style-type: none"> <input type="radio"/> Temporarily inoperative? <input type="radio"/> Unoccupied for a short time between tenants/owners? <input type="radio"/> Was active use established in approved budget? <input type="radio"/> Was there intent to begin use of the facility soon? <input type="checkbox"/> Was the facility being used for purposes other than those for which it was designed? 	<input type="checkbox"/> 29-33 <input type="checkbox"/> 10-12 <input type="checkbox"/> 26-27	<input type="checkbox"/> Site Location Map <input type="checkbox"/> Flood Insurance Rate Map (FIRM) <input type="checkbox"/> Photographs of site, overall facility, specific damages, and conditions that demonstrate the presence of an immediate threat (if applicable) or work completed, if any <input type="checkbox"/> Drawings, sketches, and plans (to scale) <ul style="list-style-type: none"> <input type="radio"/> pre-disaster facility design <input type="radio"/> disaster-related damages <input type="radio"/> completed or proposed repair <input type="checkbox"/> Calculation sheet detailing specific dimensions and quantities of damage, and specific dimensions and quantities of work items <input type="checkbox"/> Facility maintenance records (e.g., for roads, engineered channels, debris basins, and other facilities requiring maintenance to ensure proper function) <input type="checkbox"/> Facility inspection/safety reports (e.g., for bridges and dams)
		Legal Responsibility <ul style="list-style-type: none"> <input type="checkbox"/> Does the applicant own the facility? <input type="checkbox"/> Is the applicant responsible for major repair? <input type="checkbox"/> Was the facility under construction at the time of the event? <ul style="list-style-type: none"> <input type="radio"/> Had the applicant accepted any work (or partially completed work)? <input type="radio"/> Were Federal or non-Federal funds being 	<input type="checkbox"/> 23 <input type="checkbox"/> 28

Appendix D – Categorical Checklist

CATEGORICAL CHECKLIST			
Name of Preparer:		PW No:	
Applicant Name:		Date:	
Cat	Questions	PA Guide	Documentation
	<p>used?</p> <p><input type="checkbox"/> Was the facility scheduled for replacement?</p> <p><input type="checkbox"/> Is another Federal agency responsible for the repairs?</p>		<p>leased properties</p> <p><input type="checkbox"/> Documentation to show responsibility for the facility under construction</p> <p><input type="checkbox"/> Documentation to show that any work had been accepted by the applicant</p>
	<p>How will the work be completed?</p> <p><input type="checkbox"/> Force Account? <ul style="list-style-type: none"> <input type="radio"/> Labor? <input type="radio"/> Equipment? (Generators, vehicles, etc.) <ul style="list-style-type: none"> – Is equipment applicant-owned? – FEMA, State, or applicant rates? <input type="radio"/> Material? (Flashlights, plywood, concrete, etc.) <input type="radio"/> Rental? (Generators, vehicles, air-conditioning units, pumps, etc.) </p> <p><input type="checkbox"/> Contracts? <ul style="list-style-type: none"> <input type="radio"/> Type of contract? </p> <p><input type="checkbox"/> Are engineering and design services necessary?</p> <p><input type="checkbox"/> Is oversight provided for the design phase to the completion of work?</p>	<p><input type="checkbox"/> 51-53</p> <p><input type="checkbox"/> 56-61</p> <p><input type="checkbox"/> 61-62</p>	<p><input type="checkbox"/> Force account labor/equipment records, if work is complete (including fringe benefit calculation, pay policy, etc.)</p> <p><input type="checkbox"/> Receipts for materials/supplies</p> <p><input type="checkbox"/> Rental equipment agreements, receipts, contracts, leases</p> <p><input type="checkbox"/> Contracts</p> <p><input type="checkbox"/> Engineering/ technical Reports</p> <p><input type="checkbox"/> Engineering specifications for repair (e.g., Department of Public Works standard design drawings)</p>
	<p>Potential Scope Applications</p> <p><input type="checkbox"/> Codes and Standards <ul style="list-style-type: none"> <input type="radio"/> Is there a pre-disaster code in place which, if considered, would change the pre-disaster construction of the facility? <ul style="list-style-type: none"> – Does it apply to the repair work or restoration required? – Is it appropriate to the pre-disaster use of the facility? – Is it reasonable and in writing, and was it formally adopted prior to the disaster or a Federal requirement? – Does it apply uniformly to all facilities of the same type being repaired within the jurisdiction? – Was it enforced during the time it was in effect? <input type="checkbox"/> Is there a repair/replacement issue? (50% Rule) </p>	<input type="checkbox"/>	<p><input type="checkbox"/> Applicable repair/reconstruction codes and standards</p> <p><input type="checkbox"/> 50% Rule calculations</p> <p><input type="checkbox"/> Hazard mitigation proposals</p> <p><input type="checkbox"/> Justification for relocation project, improved or alternate project, including details of the proposed project</p> <p><input type="checkbox"/> Alternate/improved project requests and documentation</p> <p><input type="checkbox"/> Hazard Mitigation Proposal</p>

Appendix D – Categorical Checklist

CATEGORICAL CHECKLIST			
Name of Preparer:		PW No:	
Applicant Name:		Date:	
Cat	Questions	PA Guide	Documentation
	<input type="checkbox"/> What are the repair costs? (Less design, demo, site work, and project management) <input type="checkbox"/> What is the replacement cost? (Less demo, site work, project management) <input type="checkbox"/> Does the applicant want to do an alternate/improved project? <input type="checkbox"/> Are there any hazard mitigation opportunities? <ul style="list-style-type: none"> ○ Does the measure apply to the damaged element? ○ Is it cost effective? <input type="checkbox"/> Relocation? (Temporary/Permanent) <ul style="list-style-type: none"> ○ Is it cost effective? 		
	Special Considerations <ul style="list-style-type: none"> <input type="checkbox"/> Have Special Considerations been addressed? <ul style="list-style-type: none"> ○ Is the facility insured? ○ Are there any mitigation opportunities? ○ Is the facility in a Special Flood Hazard Area? ○ Are there any environmental issues? ○ Is the facility a historic facility? 	<input type="checkbox"/>	Special Considerations <ul style="list-style-type: none"> <input type="checkbox"/> Insurance policies <input type="checkbox"/> Relevant correspondence or information received from insurance carriers <input type="checkbox"/> Documents (i.e., permits) supporting compliance with environmental or historic preservation laws/regulations/executive orders <input type="checkbox"/> Hazard Mitigation Proposals <input type="checkbox"/> FIRMs or FIRMettes
	Costs <ul style="list-style-type: none"> <input type="checkbox"/> Reasonable and necessary? <ul style="list-style-type: none"> ○ Are there historical costs? ○ Are there average costs for similar work in the area? ○ Are the costs comparable to national cost estimating databases? ○ Are FEMA cost codes used? <input type="checkbox"/> Applicant complied with Federal, State, and local procurement procedures? <input type="checkbox"/> Reduced for actual or anticipated insurance, salvage value, other grants, or cash donations? 	<input type="checkbox"/>	<ul style="list-style-type: none"> <input type="checkbox"/> Timesheets/documentation of regular and overtime <input type="checkbox"/> Applicant employee pay policy <input type="checkbox"/> Fringe benefit calculations <input type="checkbox"/> Force account equipment usage records for work completed <input type="checkbox"/> Receipts for materials/supplies <input type="checkbox"/> Rental equipment agreements, receipts, contracts, leases <input type="checkbox"/> Contracts <input type="checkbox"/> Procurement policy

Appendix D – Categorical Checklist

CATEGORICAL CHECKLIST			
Name of Preparer:		PW No:	
Applicant Name:		Date:	
Cat	Questions	PA Guide	Documentation
C	<p>Legal Responsibility</p> <p><input type="checkbox"/> Is facility part of a Federal-Aid route (under the authority of FHWA)?</p> <p><input type="checkbox"/> Does the road service USACE or NRCS levees or dams? (Not eligible)</p> <p><input type="checkbox"/> Is it a private road? (Generally not eligible)</p> <p>What type of facility is it?</p> <p><input type="checkbox"/> Road/Bridge? <ul style="list-style-type: none"> ○ What is the impact of the damage? <ul style="list-style-type: none"> - Road closed? - Detour? - Only one lane open? ○ What are the details? <ul style="list-style-type: none"> - Road - surfaces, bases, shoulders, ditches, drainage structures, low-water crossings - Bridge - decking and pavement, piers, girders, abutments, slope protection, approaches ○ What are the dimensions? <ul style="list-style-type: none"> - Length, width, depth of materials, number of lanes, approaches, embankment ○ What was the pre-disaster condition of the road/bridge? ○ Was any lighting damaged? ○ Were the guard rails damaged? ○ Were signs blown down? </p> <p><input type="checkbox"/> Drainage Structure? <ul style="list-style-type: none"> ○ Type of structure? (CMP, RCP, box culvert, etc.) ○ Dimensions of structure? (Diameter, length, width, height, etc.) ○ Was the structure adequate? ○ Should the size be increased? ○ Is a hydrology study necessary? ○ Is the structure on the list of approved hazard mitigation measures? </p> <p><input type="checkbox"/> Landslide? <ul style="list-style-type: none"> ○ Did the landslide damage or threaten an eligible facility? ○ Is there an immediate threat? ○ Is the site stable? ○ Was the instability caused by the disaster? </p>	<input type="checkbox"/> 23-26 <input type="checkbox"/> 79-82	<input type="checkbox"/> Federal Highway maps

Appendix D – Categorical Checklist

CATEGORICAL CHECKLIST			
Name of Preparer:		PW No:	
Applicant Name:		Date:	
Cat	Questions	PA Guide	Documentation
	<ul style="list-style-type: none"> <input type="checkbox"/> Was the site unstable prior to the disaster? <input type="checkbox"/> Does the site need to be stabilized or restored? <input type="checkbox"/> Was it a natural slope? <input type="checkbox"/> Is a geotechnical specialist necessary? <input type="checkbox"/> Is earthwork required? 		
D	<p>Legal Responsibility</p> <ul style="list-style-type: none"> <input type="checkbox"/> Flood Control Works <input type="checkbox"/> Is the facility the responsibility of the USACE OR NRCS? <p>What type of facility was damaged?</p> <ul style="list-style-type: none"> <input type="checkbox"/> Dam/reservoir <input type="checkbox"/> Levee <input type="checkbox"/> Engineered drainage channel <input type="checkbox"/> Canal <input type="checkbox"/> Aqueduct <input type="checkbox"/> Sediment basin <input type="checkbox"/> Shore protective device <input type="checkbox"/> Irrigation facility <input type="checkbox"/> Pumping facility 	<input type="checkbox"/> 23-26	<input type="checkbox"/>
	<p>For cleaning out channels, basins, etc.</p> <ul style="list-style-type: none"> <input type="checkbox"/> What was the level of existing debris? <input type="checkbox"/> Is a regular cleaning schedule documented or are there maintenance records? <input type="checkbox"/> Is there an immediate threat of flooding due to level of debris/sediment or of clogging or damaging intake structures? <input type="checkbox"/> How much debris/sediment was/will be removed? <ul style="list-style-type: none"> <input type="checkbox"/> Note: Debris/sediment removal may be considered Category A work. <input type="checkbox"/> If all debris/sediment was removed and the removal was not eligible under Category A (i.e., necessary to eliminate immediate threat) and/or applicant cannot establish that facility was clean immediately prior to event, treat project as an improved project. 	<input type="checkbox"/> 82-83	<input type="checkbox"/> Facility maintenance records (engineered channels, debris basins, and other facilities requiring maintenance to ensure proper function) <input type="checkbox"/> Facility inspection/safety reports
E	<p>Legal Responsibility</p> <ul style="list-style-type: none"> <input type="checkbox"/> Was the facility being leased? <p>What type of facility was damaged?</p> <ul style="list-style-type: none"> <input type="checkbox"/> Buildings/Contents? <ul style="list-style-type: none"> <input type="checkbox"/> What is the impact of the damage? <ul style="list-style-type: none"> – Building closed? 	<input type="checkbox"/> 83-85	<input type="checkbox"/> Lease Agreements
	<p>What type of facility was damaged?</p> <ul style="list-style-type: none"> <input type="checkbox"/> Buildings/Contents? <ul style="list-style-type: none"> <input type="checkbox"/> What is the impact of the damage? <ul style="list-style-type: none"> – Building closed? 	<input type="checkbox"/> 83-85	<input type="checkbox"/> Inventory of contents <input type="checkbox"/> Insurance Policies <ul style="list-style-type: none"> <input type="checkbox"/> General <input type="checkbox"/> Flood

Appendix D – Categorical Checklist

CATEGORICAL CHECKLIST			
Name of Preparer:		PW No:	
Applicant Name:		Date:	
Cat	Questions	PA Guide	Documentation
	<ul style="list-style-type: none"> – Temporary facilities necessary for essential facilities? <input type="radio"/> What are the details? <ul style="list-style-type: none"> – Roofs, walls, doors, windows, floors, lights, HVAC systems, types of contents, etc. <input type="radio"/> What are the dimensions? <ul style="list-style-type: none"> – Length, width, height, quantities <input type="radio"/> Did the facility have any contents? <ul style="list-style-type: none"> – Is stabilization required for any damaged contents? <input type="radio"/> What was the pre-disaster condition of the building/contents? <input type="radio"/> What was the function of the building? <input type="radio"/> Was the facility being used for a function other than the one it was originally designed for? <p><input type="checkbox"/> Equipment/Vehicles?</p> <ul style="list-style-type: none"> <input type="radio"/> Has the insurance policy been provided? <input type="radio"/> Was the equipment properly maintained? <input type="radio"/> Was the equipment purchased/leased for the disaster recovery? <input type="radio"/> Is the equipment being repaired or replaced? <input type="radio"/> How was it damaged? <input type="radio"/> Is a damage report available? <p><input type="checkbox"/> Is the facility insured?</p> <ul style="list-style-type: none"> <input type="radio"/> Has the applicant contacted the insurance carrier and filed a claim? <input type="radio"/> Was the facility damaged in a previous Federally-declared disaster? <input type="radio"/> Has the insurance policy been provided? <input type="radio"/> Is the jurisdiction/facility insured? <input type="radio"/> Is the facility insured under a flood insurance policy? 		<input type="radio"/> Vehicle <input type="radio"/> Other <input type="checkbox"/> Damage/accident reports
F	<p>What type of facility was damaged?</p> <p><input type="checkbox"/> Water treatment plants and delivery systems</p> <p><input type="checkbox"/> Power generation and distribution facilities (Natural gas systems, wind turbines, generators, substations, power lines)</p> <p><input type="checkbox"/> Sewage collection systems and treatment plants</p> <p><input type="checkbox"/> Communications</p>	<input type="checkbox"/> 85	<input type="checkbox"/>

Appendix D – Categorical Checklist

CATEGORICAL CHECKLIST			
Name of Preparer:		PW No:	
Applicant Name:		Date:	
Cat	Questions	PA Guide	Documentation
	<p>What should be addressed?</p> <ul style="list-style-type: none"> <input type="checkbox"/> Is the applicant claiming costs for increased operating expenses? <input type="checkbox"/> Have surveys been done to look for known or unknown damages? (e.g., video survey) <ul style="list-style-type: none"> ○ Were the damages known? ○ Was it a general survey? <input type="checkbox"/> Was the facility shut down? <ul style="list-style-type: none"> ○ Were temporary emergency services established? 	<input type="checkbox"/> 85 <input type="checkbox"/> 54-55	<input type="checkbox"/> Damage survey <input type="checkbox"/> Video inspections
G	<p>Legal Responsibility</p> <ul style="list-style-type: none"> <input type="checkbox"/> Is the applicant a Private Nonprofit? <ul style="list-style-type: none"> ○ PNP-owned park and recreational facilities are not eligible, nor are the supporting facilities, such as roads, buildings, and utilities. <p>What type of facility was damaged?</p> <ul style="list-style-type: none"> <input type="checkbox"/> Mass transit facilities (railways) <input type="checkbox"/> Playground equipment <input type="checkbox"/> Swimming pools <input type="checkbox"/> Beaches <input type="checkbox"/> Bath houses <input type="checkbox"/> Tennis courts <input type="checkbox"/> Boat docks <input type="checkbox"/> Piers <input type="checkbox"/> Picnic tables <input type="checkbox"/> Golf courses <input type="checkbox"/> Fish hatcheries <input type="checkbox"/> Other facilities that do not fit in Categories C-F 	<input type="checkbox"/> 86-87 <input type="checkbox"/> 20	<input type="checkbox"/> Insurance Policies <input type="checkbox"/>
	<p>What should be addressed?</p> <ul style="list-style-type: none"> <input type="checkbox"/> Is the facility being leased? <input type="checkbox"/> Are there other types of facilities in the park and recreation area? (e.g., roads, buildings, utilities) <input type="checkbox"/> Beaches <ul style="list-style-type: none"> ○ Is there an immediate threat to improved property? ○ Was the beach routinely maintained prior to the disaster, including re-nourishment of sand? ○ Is this an improved beach? <input type="checkbox"/> Ground Covering <ul style="list-style-type: none"> ○ Is grass or sod required for slope stabilization or to minimize erosion? 	<input type="checkbox"/> 86-87	<input type="checkbox"/> Lease Agreements <input type="checkbox"/> Drawings, sketches, and plans (to scale) <ul style="list-style-type: none"> ○ Pre-disaster facility design ○ Elevation, width, grain size, and slope <input type="checkbox"/> Facility maintenance records

Appendix D – Categorical Checklist

NOTES SECTION

Appendix E – Project Worksheet Quality Review Checklist

Appendix E – Project Worksheet Quality Review Checklist

PROJECT WORKSHEET QUALITY REVIEW CHECKLIST In Support of Project Worksheet Preparation				
Name of Reviewer:		Applicant:		
Name of Preparer:		PW No.	Date:	
Section	Block	PW Guide Page(s)	Content	Comments
BASIC PROJECT INFORMATION	Disaster	30	<input type="checkbox"/> Example: FEMA-1234-DR-AL	
	Project Number	31	<input type="checkbox"/> Provide unique number meeting applicant and/or PAC Crew Leader format	
	PA ID No. (FIPS #)	31-32	<input type="checkbox"/> Match Applicant Identification Number in NEMIS/EMMIE	
	Date	32	<input type="checkbox"/> Indicate Date of PW Preparation in MM/DD/YY format	
	Category	33-34	<input type="checkbox"/> Identify primary category of work	
	Damaged Facility	34	<input type="checkbox"/> Indicate name of facility, type of work, and/or duration; indicate if multiple sites	
	Work Complete As Of	35-36	<input type="checkbox"/> Indicate, in the MM/DD/YY format, the date the work was assessed <input type="checkbox"/> Identify percent of work complete as of this date (physical completion of work reflective of scope and cost)	
	Applicant	36	<input type="checkbox"/> Indicate name as included in NEMIS/EMMIE, do not abbreviate	
	County	36-37	<input type="checkbox"/> Indicate county where work is to be performed, do not abbreviate	
	Location	37-38	<input type="checkbox"/> Indicate street address, sector, city-wide; indicate if multiple sites	
	Latitude and Longitude	38-39	<input type="checkbox"/> Reference primary location (Format: xx.xxxxx, -xxx.xxxxx) <input type="checkbox"/> Include additional locations in Damage Description and Dimensions	
	Prepared By	39	<input type="checkbox"/> Provide name, title, and signature	
	Applicant Rep.	39-40	<input type="checkbox"/> Provide name, title, and signature	
DAMAGE DESCRIPTION	Damage Description and Dimensions	40-48	<input type="checkbox"/> Describe the cause of the damage—hazard type(s), when occurred	
			<input type="checkbox"/> Demonstrate the applicant is responsible for the work	
			<input type="checkbox"/> Describe the pre-disaster condition of the facility (design, function, capacity, active use, under construction)	
			<input type="checkbox"/> Quantify specific disaster-related damages or emergency services needed	

Appendix E – Project Worksheet Quality Review Checklist

PROJECT WORKSHEET QUALITY REVIEW CHECKLIST In Support of Project Worksheet Preparation				
Name of Reviewer:		Applicant:		
Name of Preparer:		PW No.	Date:	
Section	Block	PW Guide Page(s)	Content	Comments
			<input type="checkbox"/> Reference lat/long location, if pertinent <input type="checkbox"/> Describe ineligible damages, if observed; ensure eligibility has been addressed <input type="checkbox"/> Refer to Narrative or Continuation Sheet, if provided <input type="checkbox"/> Reference location plans, sketches, photographs, other supporting documentation	
SCOPE OF WORK	Scope of Work	48-57	<input type="checkbox"/> Organize scope items consistent with Damage Description <input type="checkbox"/> Ensure work items, dimensions, and quantities match those provided in the Damage Description, the Project Costs, and all sketches and calculations; any discrepancies require explanation <input type="checkbox"/> Describe the work necessary to remove and dispose of disaster-related debris, conduct emergency response measures, or repair/replace the disaster-damaged facility to pre-disaster condition <input type="checkbox"/> Describe the work in quantifiable (length, width, height, depth, capacity) and descriptive (brick, wood, asphalt) terms <input type="checkbox"/> Provide all design assumptions, methods of repair, and calculations to support the work <input type="checkbox"/> Separate Work Completed from Work to be Completed <input type="checkbox"/> For Work Complete, document: costs based on actual rates, dates work performed, who performed work (i.e., force account or contractor)	

Appendix E – Project Worksheet Quality Review Checklist

PROJECT WORKSHEET QUALITY REVIEW CHECKLIST In Support of Project Worksheet Preparation				
Name of Reviewer:		Applicant:		
Name of Preparer:		PW No.		Date:
Section	Block	PW Guide Page(s)	Content	Comments
			<input type="checkbox"/> For Work to be Completed, document: source of estimated costs (R.S. Means, cost codes, proposal, etc.), if emergency work, estimated date of completion, who will perform work (i.e., force account, contract, etc.)	
			<input type="checkbox"/> Describe any work that will restore a facility beyond its pre-disaster condition (Relocation Projects, Replacement Projects, Alternate Projects, Improved Projects, Hazard Mitigation Proposals, upgrades required by codes and standards)	
			<input type="checkbox"/> Describe any Special Considerations that affect the Scope of Work or Cost Estimate	
			<input type="checkbox"/> Document ineligible work and associated costs; if portions of the applicant's claim are not eligible, reference FEMA policy	
			<input type="checkbox"/> Describe the basis for the Cost Estimate (how the work was or will be performed, methodology used to develop costs, reasonableness of costs, procurement method for work by contract)	
			<input type="checkbox"/> If other PWs have been prepared for the same facility, reference those PWs	
			<input type="checkbox"/> Refer to Narrative or Continuation Sheet, if provided	
			<input type="checkbox"/> Reference location plans, GPS, narratives, sketches, photographs, other supporting documentation	
PROJECT COST	Project Cost	58-61	<input type="checkbox"/> Separate Work Completed from Work to be Completed	
			<input type="checkbox"/> Provide line item for all work items in Scope of Work	
			<input type="checkbox"/> Use appropriate cost code and unit price reference	
			<input type="checkbox"/> Refer to CEF documentation, if used	

Appendix E – Project Worksheet Quality Review Checklist

PROJECT WORKSHEET QUALITY REVIEW CHECKLIST In Support of Project Worksheet Preparation				
Name of Reviewer:		Applicant:		
Name of Preparer:		PW No.	Date:	
Section	Block	PW Guide Page(s)	Content	Comments
Project Cost – Force Account		21-22	<input type="checkbox"/> Refer to the Cost Estimate Continuation Sheet, if provided	
			<input type="checkbox"/> Document type of labor (overtime, regular time, temporary hires, volunteer, prison labor, etc.)	
			<input type="checkbox"/> Describe pay policy	
			<input type="checkbox"/> Perform a 20% sampling of documentation for verification of costs claimed and note findings in PW	
	Project Cost – Contracted Costs	24	<input type="checkbox"/> Identify contract type (Lump Sum, Unit Price, Time and Materials, Cost Plus Percentage of Cost, Master Services Agreement)	
			<input type="checkbox"/> Review procurement policy	
			<input type="checkbox"/> Describe bid process or sole source	
			<input type="checkbox"/> Comment on contract issues and state that the PW is subject to further review	
			<input type="checkbox"/> Perform a reasonable cost analysis	
	Special Considerations - Four Questions	57-58	<input type="checkbox"/> Indicate responses consistent with information provided on the Special Considerations Questions form	
SPECIAL CONSIDERATIONS	Special Considerations - Nine Questions	65-81	<input type="checkbox"/> Identify any known or potential Special Considerations issues identified during discussion with the applicant or observation at the site	
			<input type="checkbox"/> Explain any responses of "Yes" or "Unsure" or "No" (if needed)	
			<input type="checkbox"/> Notify the PAC Crew Leader or JFO if a Technical Specialist is needed for resolution	

Appendix E – Project Worksheet Quality Review Checklist

PROJECT WORKSHEET QUALITY REVIEW CHECKLIST In Support of Project Worksheet Preparation				
Name of Reviewer:	Applicant:			
Name of Preparer:	PW No.		Date:	
Section	Block	PW Guide Page(s)	Content	
DOCUMENTATION	Supporting Documentation (as applicable to project)	15-16 45 52-53	<input type="checkbox"/> Site Location Map <input type="checkbox"/> Flood Insurance Rate Map (FIRM) <input type="checkbox"/> Photographs of site, overall facility, specific damages, and conditions that demonstrate the presence of an immediate threat (if applicable) <input type="checkbox"/> Photographs of work completed, if any <input type="checkbox"/> Drawing, sketches, and plans of pre-disaster facility design (to scale) <input type="checkbox"/> Drawings and sketches of disaster-related damages (to scale) <input type="checkbox"/> Drawings and sketches of the completed or proposed repair (to scale) <input type="checkbox"/> Engineering/Technical Reports	<input type="checkbox"/> Facility maintenance records (roads, engineered channels, debris basins, and other facilities requiring maintenance to ensure proper function) <input type="checkbox"/> Relevant correspondence or information received from the applicant or State <input type="checkbox"/> Relevant correspondence or information received from alternate funding agencies <input type="checkbox"/> 50% rule calculations <input type="checkbox"/> Insurance policies <input type="checkbox"/> Hazard mitigation proposals <input type="checkbox"/> Applicable codes and standards

Appendix E – Project Worksheet Quality Review Checklist

PROJECT WORKSHEET QUALITY REVIEW CHECKLIST In Support of Project Worksheet Preparation				
Name of Reviewer:	Applicant:			
Name of Preparer:	PW No.		Date:	
Section	Block	PW Guide Page(s)	Content	
DOCUMENTATION (cont'd)	Supporting Documentation (as applicable to project)	15-16 45 52-53	<input type="checkbox"/> Calculation sheet detailing specific dimensions and quantities of damage, and specific dimensions and quantities of work items <input type="checkbox"/> Engineering specifications for repair (such as Department of Public Works [DPW] standard design drawings) <input type="checkbox"/> Lease agreements for leased properties <input type="checkbox"/> Facility inspection/safety reports (e.g., for bridges and dams)	<input type="checkbox"/> Justification for relocation project, improved project, or alternate project, including details of the proposed project <input type="checkbox"/> Documents supporting compliance with environmental or historic preservation issues <input type="checkbox"/> Contracts or contractor bids <input type="checkbox"/> Mutual aid agreements <input type="checkbox"/> Rental agreements <input type="checkbox"/> Invoices/receipts <input type="checkbox"/> Time/equipment records (if applicable) <input type="checkbox"/> Fringe Benefit Calculation Sheet <input type="checkbox"/> Cost Estimating Format Spreadsheets

Appendix E – Project Worksheet Quality Review Checklist

Appendix F – Public Assistance Special Considerations
Questions and Review**Tool**

Appendix F.1 – Special Considerations Questions

DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY
SPECIAL CONSIDERATIONS QUESTIONS

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

APPLICANT N/A	PA ID NO. N/A	DATE 1/29/00
PROJECT NAME SAMPLE	PROJECT NO. N/A	LOCATION N/A

Form must be filled out - for each project.

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

Yes No Unsure

Comments

Includes INSURANCE (Stafford Act Sections 311, 312, 406;

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

Yes No Unsure

Includes FLOODPLAIN MANAGEMENT (44 CFR Parts 9, 59-77,

206; EO 11988, 11990) and OTHER FEDERAL LAWS/REGS (Clean Water Act, CBRA, Coastal Zone Management Act, ESA)

Includes FLOODPLAIN MANAGEMENT (44 CFR Part 71) and

OTHER FEDERAL LAWS/REGS (CBRA – Coastal Barrier Resources Act; 44 CFR Part 206, Subpart J)

Includes OTHER FEDERAL LAWS/REGS (NEPA; NHPA;

Stafford Act Section 316, 44 CFR Part 10, RR Policy 9560.1; EO 12898; Farmland Protection Policy Act et al.)

Includes HAZARD MITIGATION (Stafford Act Sections 404, 406;

44 CFR 206.226(c); RR Policy 9526.1) and OTHER FEDERAL LAWS/REGS (NEPA – National Environmental Policy Act et al.)

Includes OTHER FEDERAL LAWS/REGS (NHPA – National

Historic Preservation Act; 36 CFR Part 800; RR Policy 9560.3)

Includes OTHER FEDERAL LAWS/REGS (ESA – Endangered

Species Act, Wild and Scenic Rivers Act; NHPA)

Includes OTHER FEDERAL LAWS/REGS (Resource

Conservation and Recovery Act; Clean Air Act)

Includes OTHER FEDERAL LAWS/REGS (EO 12898; Farmland

Protection Policy Act et al.)

Special Considerations Review Tool

Special Considerations Questions	The response to the Special Considerations Question should also consider these points	A "YES" to this question can trigger the following Federal Laws and Regulations	Information Resources/ Documentation
1. Does the damaged facility or item of work have insurance and/or is it an insurable risk? (e.g. buildings, equipment, vehicles, etc.)	<ul style="list-style-type: none"> * Is the facility insurable? * Is the facility insured? * Has the facility been damaged in past disasters? * Is the facility in the floodplain? * Is the facility in a SFHA? * Does the facility have flood insurance? 	Insurance: Stafford Act Section 311, 312, 406 44 CFR Subpart I 44 CFR Parts 59-77	Locate the project on the appropriate Flood Insurance Rate Map (FIRMs). Refer to the Insurance Review Standard Operating Procedure for guidance on insurance review requirements and procedures. Possible Supporting Documentation: <ul style="list-style-type: none"> * Copy of policy, including declarations pages and exclusion components * Insurance settlement
2. Is the damaged facility located within a floodplain or coastal high hazard area or does it have an impact on a floodplain or wetland?	<ul style="list-style-type: none"> * Are there any wetlands on the site? * Is the site subject to tides? * Will the project have potential upstream or downstream impacts? * Are there any surface water bodies on or near the site (ponds, lakes, rivers, estuaries, etc.)? * Will access to repair the facility cross a wetland or floodplain area? 	Clean Water Act Coastal Barrier Resources Act Endangered Species Act EO 11988: Floodplain Management EO 11990: Protection of Wetlands Coastal Zone Management Act	Complete the Reconnaissance/Review Report for Floodplain Management form (Review Form). Locate the project on the appropriate FIRM. Record the FIRM's Community Panel Number (located on the front of the FIRM) on the Review Form. FIRMs can be obtained from the local building, zoning, or planning departments. FIRMs are also available during disaster response at the Joint Field Office.

Appendix F.2 – Special Considerations Review Tool

Special Considerations Questions	The response to the Special Considerations Question should also consider these points	A "YES" to this question can trigger the following Federal Laws and Regulations	Information Resources/ Documentation
3. Is the damaged facility or item of work within or adjacent to a Coastal Barrier Resource System Unit or otherwise protected area?	<ul style="list-style-type: none"> * Is the project located in a CBRS unit? * When was the facility constructed? * Is the facility a critical link? 	Coastal Barrier Resources Act	Locate the project on the appropriate FIRMs.
4. Will the proposed facility repairs/reconstruction change the pre-disaster condition? (e.g. footprint, material, location, capacity, use, or function)	<ul style="list-style-type: none"> * If the response to question 4 is yes, obtain information about what is changing, about the project's pre-disaster design, and why it is being changed (i.e. codes and standards, aesthetics, etc.) * If the response to question 4 is yes, is the work completed? * If the change involves relocation, will the new location affect neighborhoods or communities with minority or low-income populations? * If the change involves relocation, will the new location affect active farmland? 	National Environmental Policy Act National Historic Preservation Act Endangered Species Act Clean Air Act Clean Water Act All other Federal Laws and Regulations including: <ul style="list-style-type: none"> * EO 12898 – Environmental Justice * EO 11988 – Floodplain Management * EO11990 – Protection of Wetlands 	Applicant's representative in charge of the repair or relocation of the project. Proposed design information; plans and specifications. <ul style="list-style-type: none"> * Note: if relocation is involved, the Special Considerations Questions must be completed for the new location.

Appendix F.2 – Special Considerations Review Tool

Special Considerations Questions	The response to the Special Considerations Question should also consider these points	A "YES" to this question can trigger the following Federal Laws and Regulations	Information Resources/ Documentation
5. Does the applicant have a hazard mitigation proposal or would the applicant like technical assistance for a hazard mitigation proposal?	* Is there any opportunity to repair the facility in such a manner that future similar damages can be minimized or avoided?	National Environmental Policy Act National Historic Preservation Act All other Federal Laws and Regulations	Refer to the Hazard Mitigation Policy (FEMA 9526.1, dated July 30, 2007) for examples of hazard mitigation projects. Documentation must support that project is: Technically feasible Cost-effective Environmentally sound
6. Is the damaged facility on the National Register of Historic Places or the state historic listing? Is it older than 50 years? Are there more, similar buildings near the site?	* Does the proposed action directly or indirectly affect a structure 50 years or older? * Are there nearby structures that are 50 years or older? * Is the property recognized locally or nationally as a place where something significant occurred? * Does the property have cultural significance? * Are there existing or potential archaeological artifacts on the property?	National Historic Preservation Act	Historic Review Standard Operating Procedure State Historic Preservation Officer
7. Are there any pristine or undisturbed areas on or near the project site? Are there large tracts of forestland?	* Does the site include streams, lakes, estuaries or wetlands? * Have there been endangered species issues associated	Endangered Species Act Wild and Scenic Rivers Act National Historic Preservation Act Farmland Protection Policy	Site visit or delineating the site on an aerial map is helpful. Local government environmental or public works staff can be resources for this information.

Appendix F.2 – Special Considerations Review Tool

Special Considerations Questions	The response to the Special Considerations Question should also consider these points	A "YES" to this question can trigger the following Federal Laws and Regulations	Information Resources/ Documentation
	<ul style="list-style-type: none"> * with the site? * Are there National, State or local parks or open areas next to the site? 	Act	
8. Are there any hazardous materials on or adjacent to the damaged facility and/or item of work?	<ul style="list-style-type: none"> * Is there evidence of drums or other containers? * Are there any above ground storage tanks? * Will the proposed repairs affect any underground storage tanks? * Has household or industrial debris been dumped on the site? * Has the site been used for commercial purposes and if so, what type? * Is there evidence of soil staining on the site or oil slicks in water? * Could the "clean up" operations possibly impact air quality? * Are there any noxious or foul odors at the site? * Is there evidence of dead or "burned" vegetation? * Is the facility 50 years or older? 	Resource Conservation and Recovery Act Clean Air Act Clean Water Act	Visual observations of the site would be informative. The local fire marshal may have hazardous materials storage information for the site. The age of the building facility would be an indicator for asbestos and lead.

Appendix F.2 – Special Considerations Review Tool

Special Considerations Questions	The response to the Special Considerations Question should also consider these points	A "YES" to this question can trigger the following Federal Laws and Regulations	Information Resources/ Documentation
9. Are there any other environmental or controversial issues associated with the damaged facility and/or item of work?	<ul style="list-style-type: none">* Will the project impact air quality? If so, are there schools, daycare, nursing homes, or hospitals near the site?* If there has been controversy associated with the facility, explain.* Is any portion of the project site active farmland?	<p>National Environmental Policy Act National Historic Preservation Act Farmland Protection Policy Act All other Federal Laws and Regulations including:</p> <ul style="list-style-type: none">* EO 12898 – Environmental Justice* EO 11988 – Floodplain Management* EO11990 – Protection of Wetlands	

Appendix G – Instructions for Creating a FIRMette

Appendix G – Instructions for Creating a FIRMette

FIRMette Tutorial (www.msc.fema.gov)

A FIRMette is a full-scale section of a FEMA Flood Insurance Rate Map (FIRM) that you create yourself online by selecting the desired area from an image of a Flood Insurance Rate Map. The FIRMette also includes the map title block, north arrow, and scale bar. There is no charge for making a FIRMette. And because a FIRMette is a full-scale section of an official FEMA Flood Insurance Rate Map, it can be used in all aspects of the NFIP, including floodplain management, flood insurance, and enforcement of mandatory flood insurance purchase requirements.

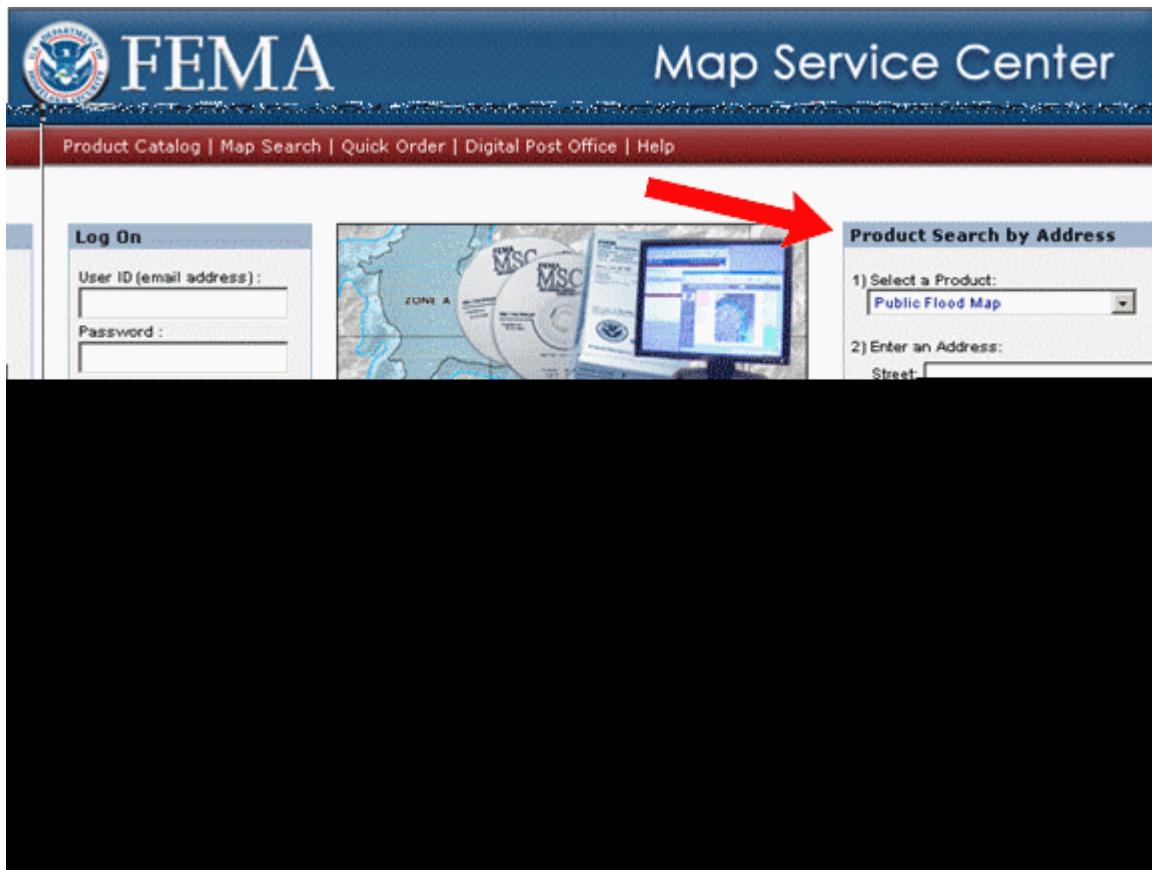
Instructions for making a FIRMette:

- [Step 1: Find your flood map](#)
- [Step 2: Make the FIRMette](#)

STEP 1 - Option A: Find Your Flood Map Using Product Search by Address

Use Product Search by Address to find the flood map for your street address:

1. Product Search by Address is located on right side the MSC home page.



Appendix G – Instructions for Creating a FIRMette

2. Select "Public Flood Map" from the drop-down product menu, enter your street address, then press the "Product Search" button:

Product Search by Address

1) Select a Product:
Public Flood Map

2) Enter an Address:
Street: _____
City: _____
State: _____ Zip: _____

Product Search



3. The Search Results page will show an entry for your map panel.

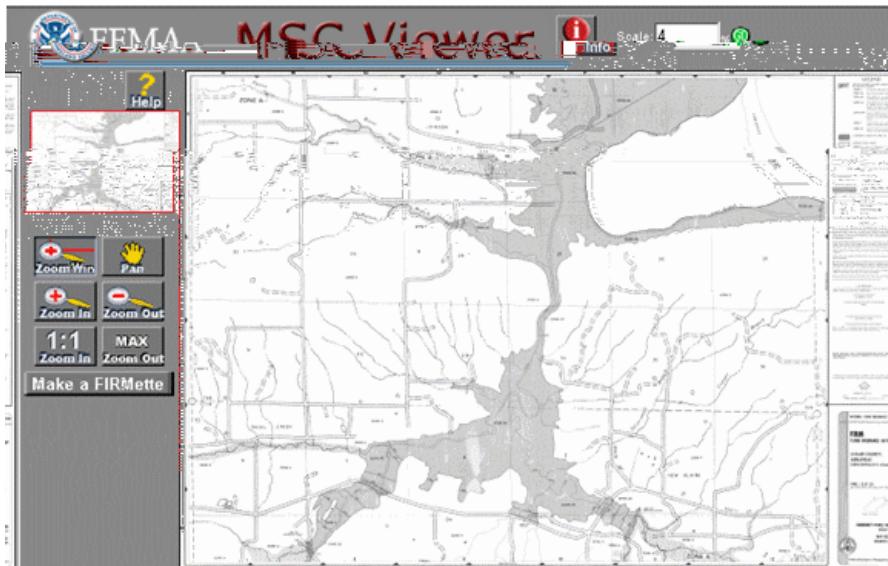
Map Search Results

Check the products that you would like to view or buy.

Map Panel Search Results

Map Item ID	Description	Effective Date	Show LOMC	View	Buy
1251440137D	SARASOTA CO*	05/01/1984			

4. Click the "View" button to display your map in the Map Viewer. The Map Viewer will open in a new window:



You are now ready to proceed to [Step 2: Make the FIRMette](#).

Appendix G – Instructions for Creating a FIRMette

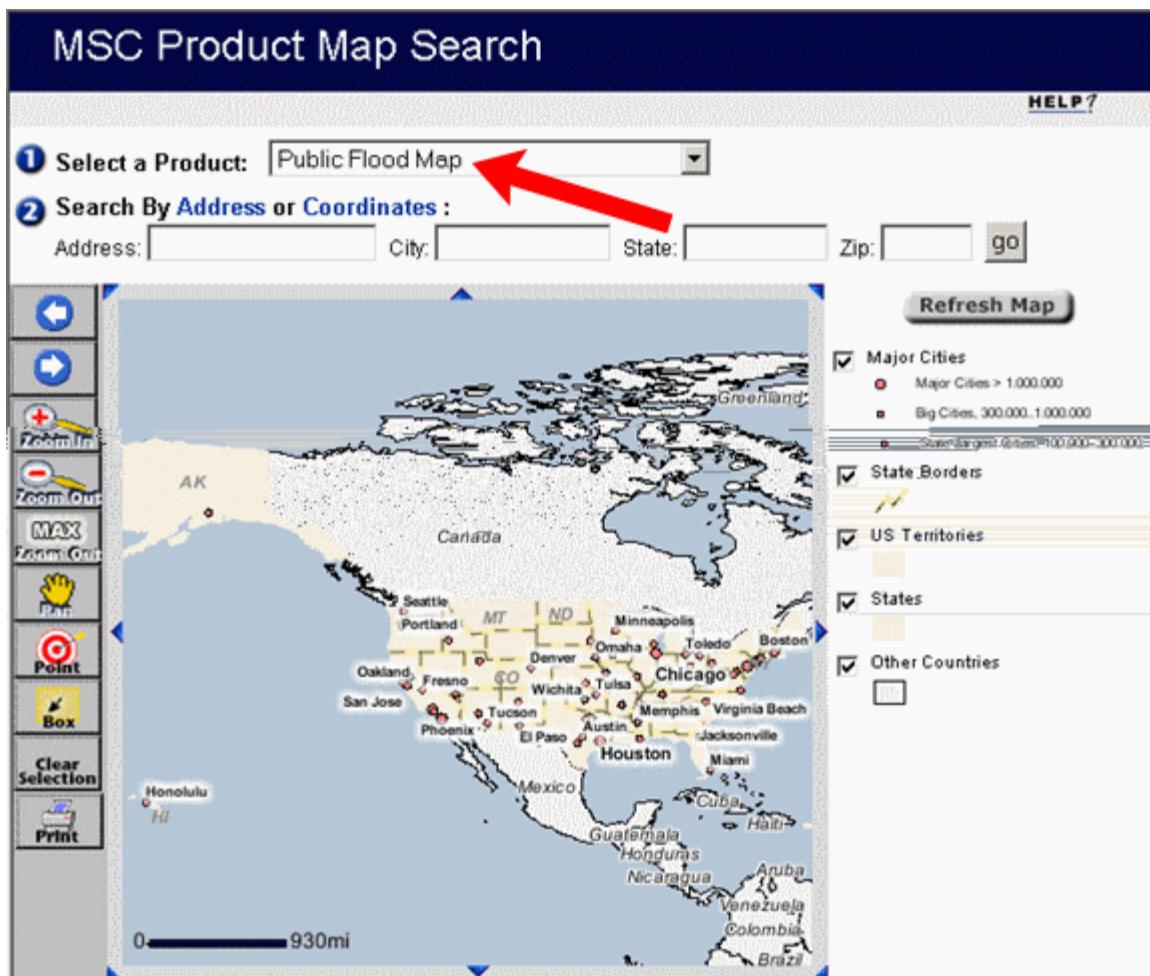
STEP 1 - Option C: Find Your Flood Map Using Map Search

Using Map Search you can locate your flood map geographically by zooming in on a map of the U.S.

1. Click on "Map Search" on the menu bar

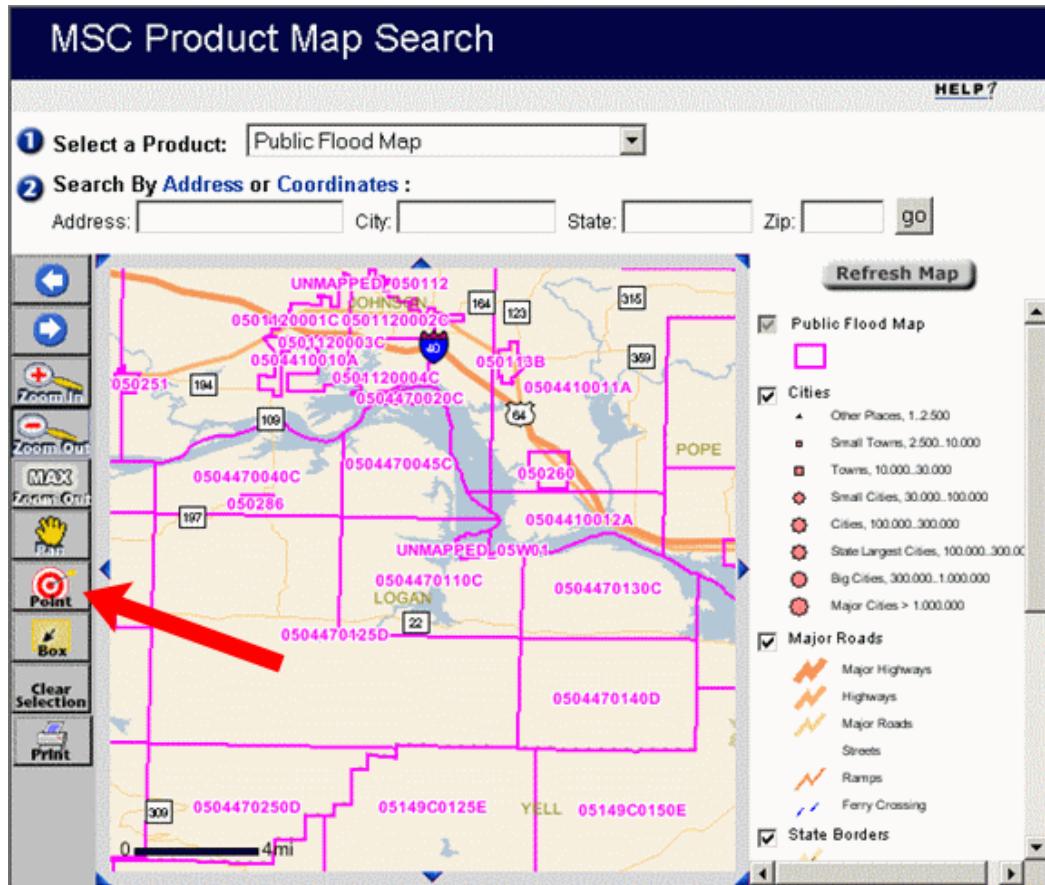


2. The Map Search window will be displayed. In the "Select a Product" drop-down list, select "Public Flood Map".



Click on the map to zoom in on your area. When you have zoomed in to the level at which the flood map layer becomes visible (the pink map panel borders), click on the "Point" tool on the toolbar, then click on your flood map.

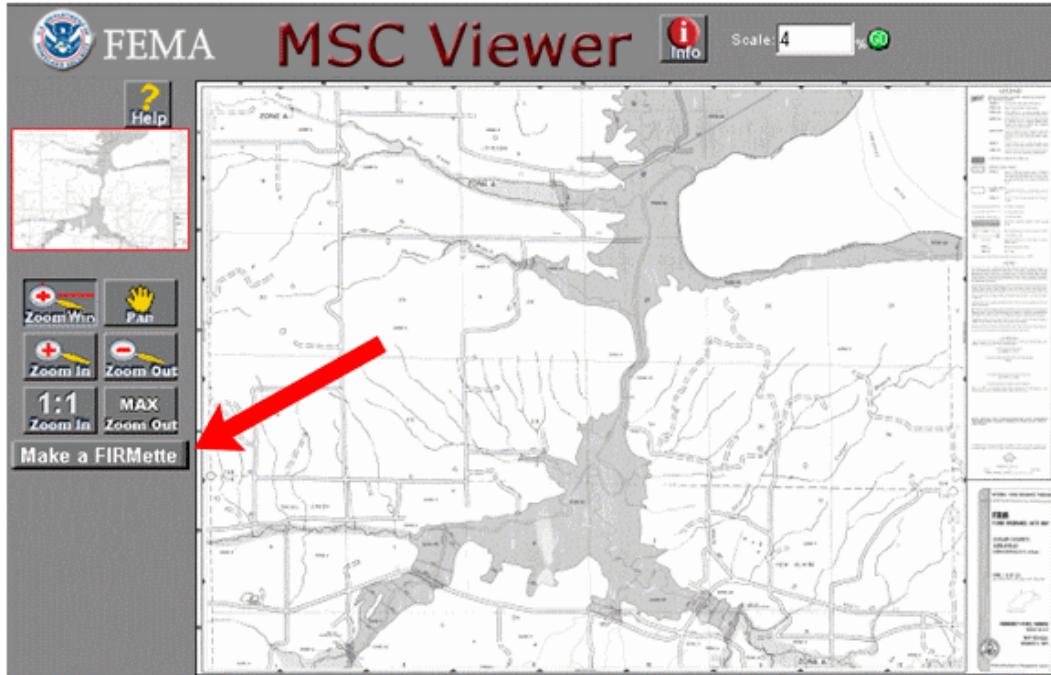
Appendix G – Instructions for Creating a FIRMette



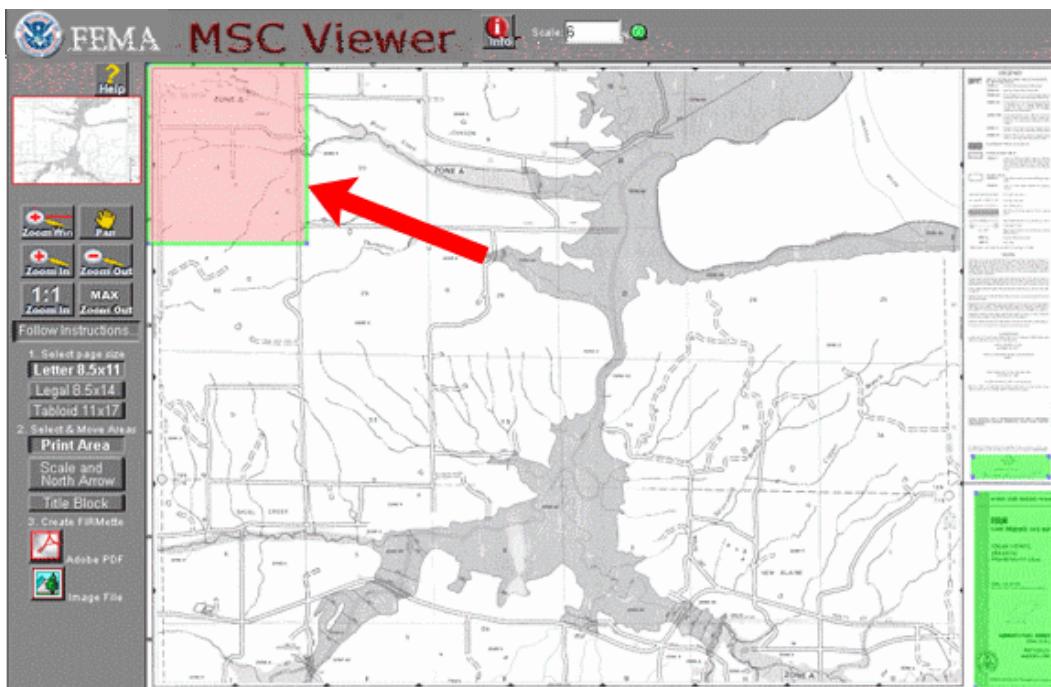
Appendix G – Instructions for Creating a FIRMette

STEP 2: Make the FIRMette

1. Click on the "Make a FIRMette" button:

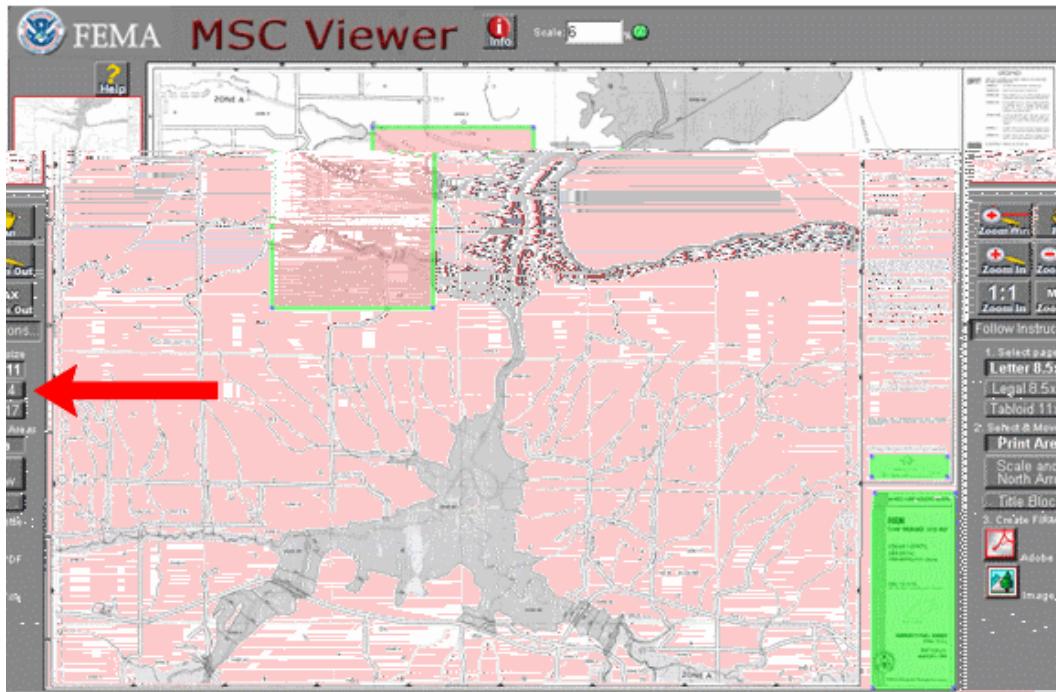


2. Click and drag the pink box to cover the area of the map that you want to be included in your FIRMette:

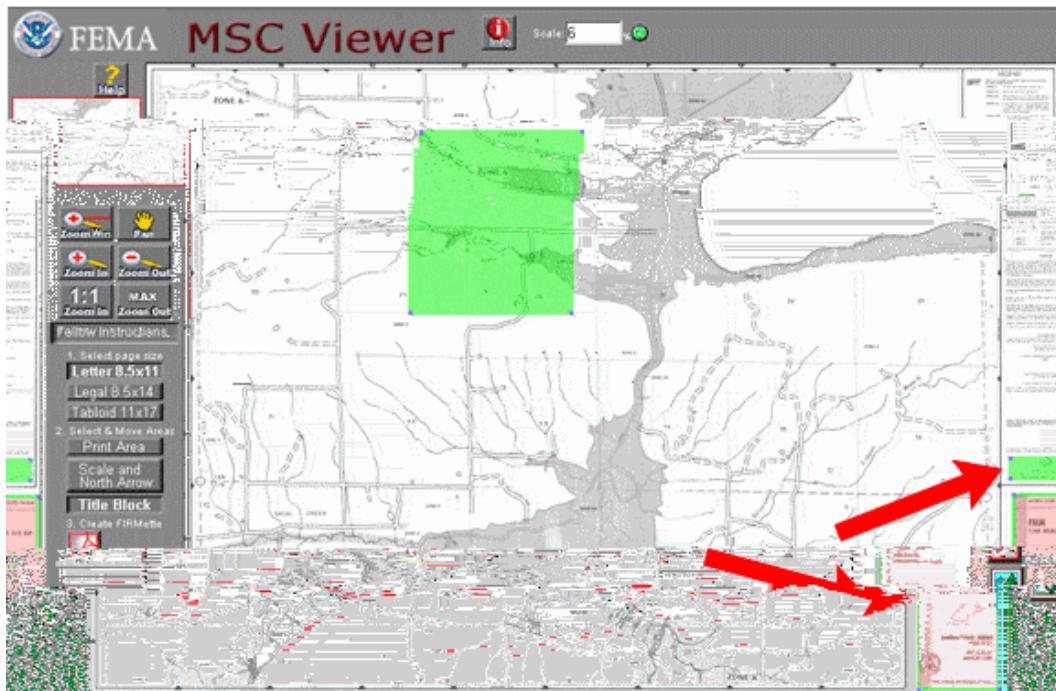


Appendix G – Instructions for Creating a FIRMette

3. Select your paper size. (The default size is 8.5 X 11.)

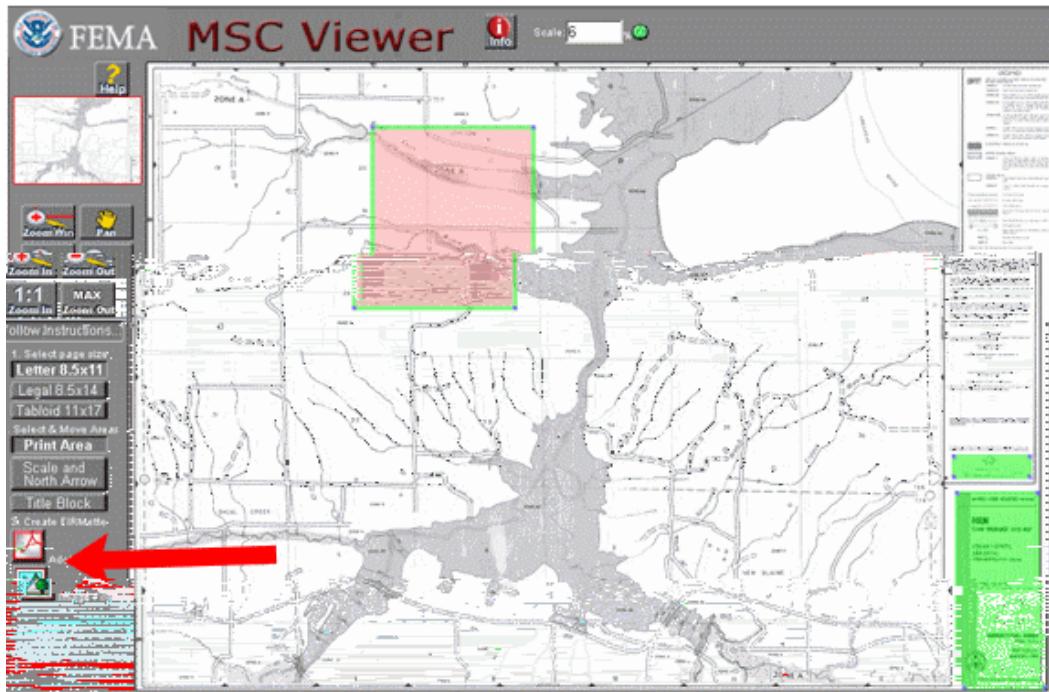


4. If you wish to reposition the title block or north arrow, click the appropriate button to the left and then drag the pink box to cover the area you want included. This is usually not necessary.

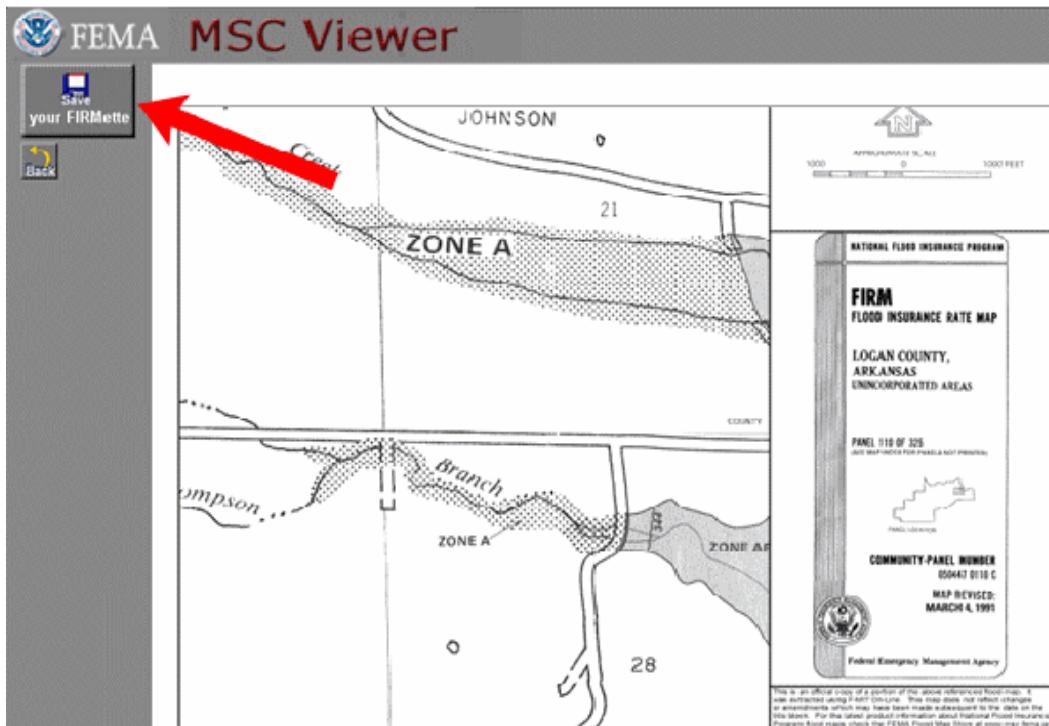


Appendix G – Instructions for Creating a FIRMette

5. Select the format that the FIRMette will be saved as, either Adobe PDF or Tiff Image File.

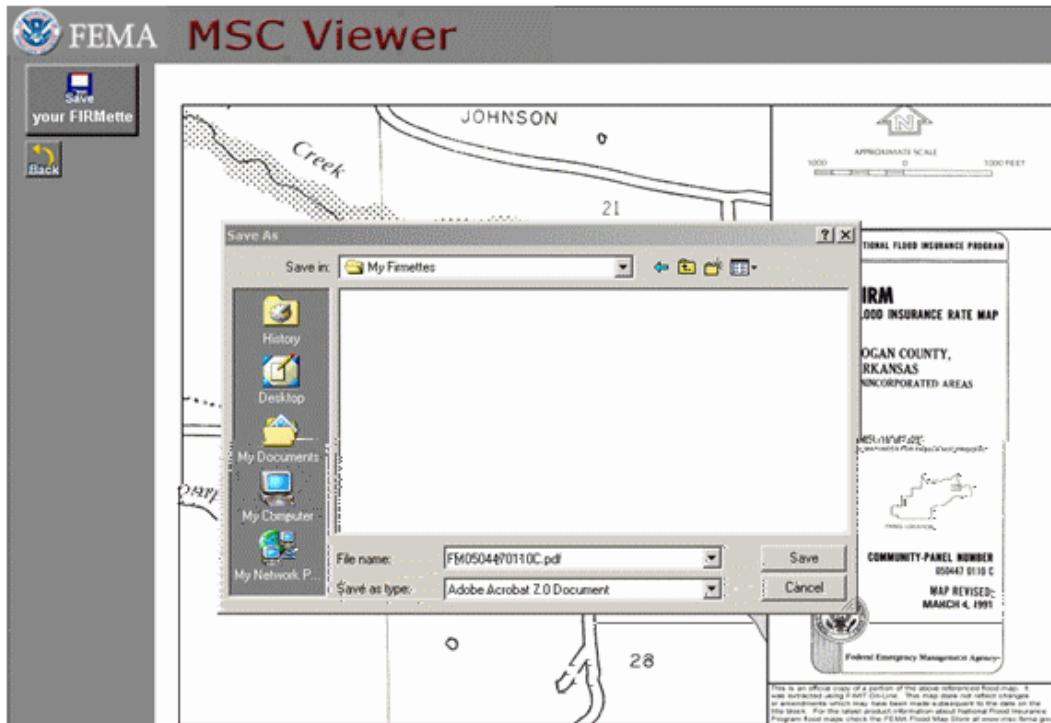


6. Your FIRMette will be displayed. Click the "Save Your FIRMette" button to save the FIRMette to your computer. (Saving allows you to go back any time and print more copies without going through all of the steps again.)



Appendix G – Instructions for Creating a FIRMette

7. In the "Save As" window, select the directory where your FIRMette will be saved, then click the Save button.



Appendix H – Sample Project Worksheets

- Overview
- Category A – Debris Removal
- Category B – Temporary Emergency Berm
- Category C – Gravel Roadway Damages
- Category D – Channel (Improved and Maintained Natural Feature)
- Category E – School Building
- Category E – Vehicles and Mobile Equipment
- Category F1 – Electrical Distribution System
- Category F2 – Elevated Water Tank

OVERVIEW

This document provides a collection of Sample Project Worksheets (PWs) that may be used as a reference when preparing PWs. The PWs address a variety of damages, facility types, scopes of repair, and methods of estimating costs, various programmatic and eligibility issues, and examples of supporting documentation.

These examples provide simple to moderate technical issues, and simple to more complex programmatic issues. While many actual PWs may be less complex, these PWs are intended to address multiple issues per example. The Project Worksheet Development Course provides additional examples of less detailed project scenarios.

The actual project scenarios used in the preparation of these PWs were developed from a blending of numerous projects. As a result, the supporting documentation has been developed to best support the scenarios; selecting maps, sketches, photographs and other documentation that best resemble the project description but may not be exact illustrations of the damages.

PW Scenarios

Category A – Debris Removal

Hurricane force winds severely damaged and destroyed trees. The Applicant is requesting funding to remove and dispose of the debris at the County landfill. Work was performed by contract and monitored by FEMA Debris Monitors.

Category B – Temporary Emergency Berm

In anticipation of flooding predicted by the USACE, the Applicant constructed two sandbag berms. Work was performed by contract and force account labor. One berm was constructed to protect unimproved property. The Applicant also requests a Hazard Mitigation Proposal to construct floodwall panels to protect the area from further flooding. The PW addresses use of temporary employees, the ineligibility of the second berm, and the fact that Hazard Mitigation is not eligible for emergency work.

Category C – Gravel Roadway Damages

Heavy rains and snow melt caused river flooding, resulting in erosion of the adjacent roadway at various locations. The PW indicates that the road is not a Federal-Aid Road, addresses Work Completed and Work to be Completed, force account labor, and various methods of determining unit prices for estimating costs.

Category D – Channel (Improved and Maintained Natural Feature)

Tropical storm rains resulted in flooding of an improved natural channel, causing erosion and washouts are numerous locations. The PW provides discussion to support that the natural channel has been improved and maintained in order to be considered an eligible facility.

Category E – School Building

A historic school building is damaged from disaster winds, rains, and flooding. The school is owned by the Catholic Church but used primarily for non-religious purposes. Damages and repairs related to differing hazards (wind and rain versus flooding) are discussed separately. A Hazard Mitigation Proposal is included and discussed. Discussion is provided relative to the facility eligibility, and references insurance and historic preservation information.

Category E – Vehicles and Mobile Equipment

Flooding inundated the grounds of a transportation and maintenance facility, flooding and damaging numerous vehicles and mobile equipment. Some vehicles have been repaired or replaced, and other will be repaired. The Insurance specialist worked with the Project Officer to assess damages and determine eligible costs.

Category F – Electrical Distribution System

An electric utility system is damaged by accumulated ice on trees, tree limbs, and on the electrical distribution system components. Work to restore the system components is performed by force account labor and contract.

Category F – Elevated Water Tank

A 100,000 gallon elevated water tank is destroyed by high winds from a hurricane. Work to replace the facility will be completed by contract. The Project Specialist worked with the Estimating Specialist to prepare a Cost Estimating Format (CEF) estimate for the replacement.

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~~,¹ to provide information to us.² 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 1600-0177).³ 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 FEM <u>4001</u> - <u>ST</u>	PROJECT NO. PWS-A01	PA ID NO. 00-AAAAA-00	DATE 10/1/2007	CATEGORY A
DAMAGED FACILITY Debris Removal: 9/18/07 – 9/24/07		WORK COMPLETE AS OF <u>9/24/07</u> : <u>100</u> %		
APPLICANT City of Morrisville	COUNTY Union			
LOCATION City Wide (See Location Map)			LATITUDE 39.06391	LONGITUDE -77.17819

DAMAGE DESCRIPTION AND DIMENSIONS

On August 13, hurricane force winds severely damaged and destroyed trees throughout the City of Morrisville. The damage occurred on city streets and at the city's Falls Road Park and Cemetery. Additionally, woody debris has been placed at the curb within city owned rights-of-way by private property owners. Based on observations made by the FEMA Debris Monitoring team assigned to the city, the debris on the roads was considered to pose a threat to public health and safety, necessitating its removal. *Refer to the Continuation Sheet for further discussion.*

SCOPE OF WORK

The City of Morrisville is conducting an on-going debris operation. This PW includes the portion of the work completed during the period 19 September to 24 September. Previous costs are provided on PWs 12, 22 and 47; continuing operations will be provided on subsequent PWs. Separate PWs will be prepared for applicant monitoring efforts.

Work Completed:

Contract costs for the removal, transportation, storage, reduction, and disposal of 12,146 CY of citywide, woody debris.

Refer to the Continuation Sheet for further discussion.

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

Special Considerations issues included? Yes No Hazard Mitigation proposal included? Yes No

Is there insurance coverage on this facility? Yes No

PROJECT COST

U.S. DEPARTMENT OF HOMELAND SECURITY FEDERAL EMERGENCY MANAGEMENT AGENCY PROJECT WORKSHEET - Damage Description and Scope of Work Continuation Sheet					O.M.B. No. 1660-0017 Expires October 31, 2008
DISASTER FEMA 4001 -DR ST	PROJECT NO. PWS-A01	PA ID NO. 00-AAAAA-00	DATE 10/1/2007	CATEGORY A	
APPLICANT City of Morrisville	COUNTY Union				

DAMAGE DESCRIPTION AND DIMENSIONS (Continued)

At the park, the debris was also found eligible for removal except in wooded or other areas not routinely used by the public. Quantities of debris were measured through documentation on load tickets. See further discussion in the Scope of Work below regarding use of load tickets.

The Lat/Long data was recorded at the entrance to the Falls Road Park. See location map for relationship of the Park to other work areas.

SCOPE OF WORK (Continued)

All work was performed under contract by Trade Construction Co. (copy provided in file). Contract costs are \$15.00 per cubic yard for storm related debris removal and \$4.00 a cubic yard for waste reduction and disposal (see contract).

The contract was competitively bid. Rates were reviewed by the FEMA Debris Specialist and found to be reasonable, and generally consistent with rates for similar work in surrounding communities.

The Applicant's monitors initiated all load tickets at the loading site and then finalized the tickets at the disposal site. The finalization included the entry on the load ticket of the percent of the truck that contained eligible debris.

The FEMA Debris Monitor performed periodic inspections during the collection and transport of the debris. The applicant provided a spreadsheet from the period 9/18/07 to 9/24/07 detailing the load ticket information, including date, ticket number, truck number, truck capacity in cubic yards, the percent of the truck that contained debris, and the actual cubic yards being dumped at the disposal site. The FEMA Debris Specialist reviewed the applicant's spreadsheet against a sampling of load tickets and found it to be consistent with the requested quantities. A copy of the spreadsheet and a sampling of load tickets are provided in the file. A summary of daily totals for this reporting period is provided with this PW.

All debris was taken to the Ludlow Waste Processing Facility for reduction (burning). A Department of Environmental Protection permit (Permit No. 17765-004-TA) allowing the Ludlow Waste Processing Facility to burn the debris is on file. Resulting ash was disposed of at the permitted County Landfill.

PREPARED BY: Jeff Stone

TITLE: Project Officer

DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY
SPECIAL CONSIDERATIONS QUESTIONS

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

APPLICANT City of Morrisville	PA ID NO. 00-AAAAA-00	DATE 10/1/2007
PROJECT NAME Debris Removal: 9/19/07 – 9/24/07	PROJECT NO. PWS-A01	LOCATION Citywide (see location map)

Form must be filled out - for each project.

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

Yes No Unsure

Comments

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

Yes No Unsure

See attached Flood Map: 240049 0125 C

X

X

X

X

X

X

X

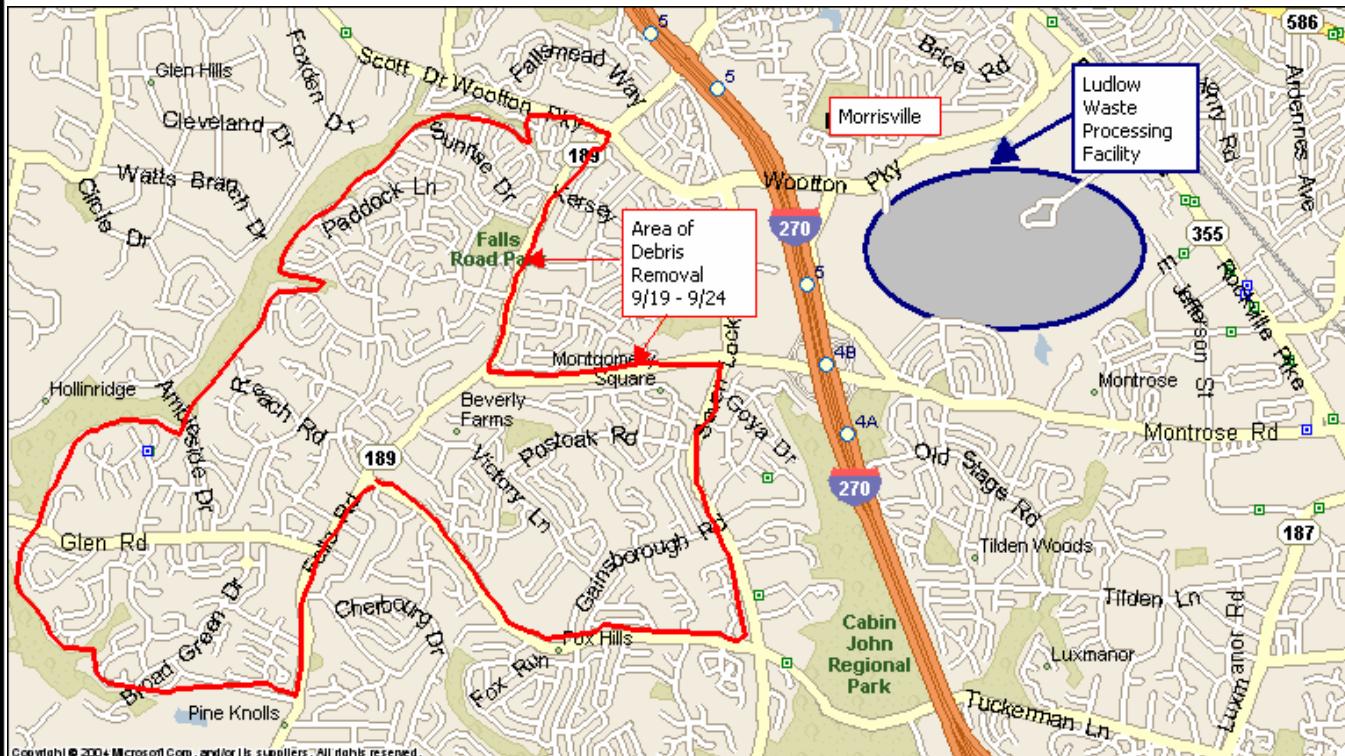
Debris reduction performed by burning.

A Department of Environmental Protection permit (permit no. 17765-004-TA) is on file allowing burning at the site.

U.S. DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY
PROJECT WORKSHEET - Maps and Sketches Sheet

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

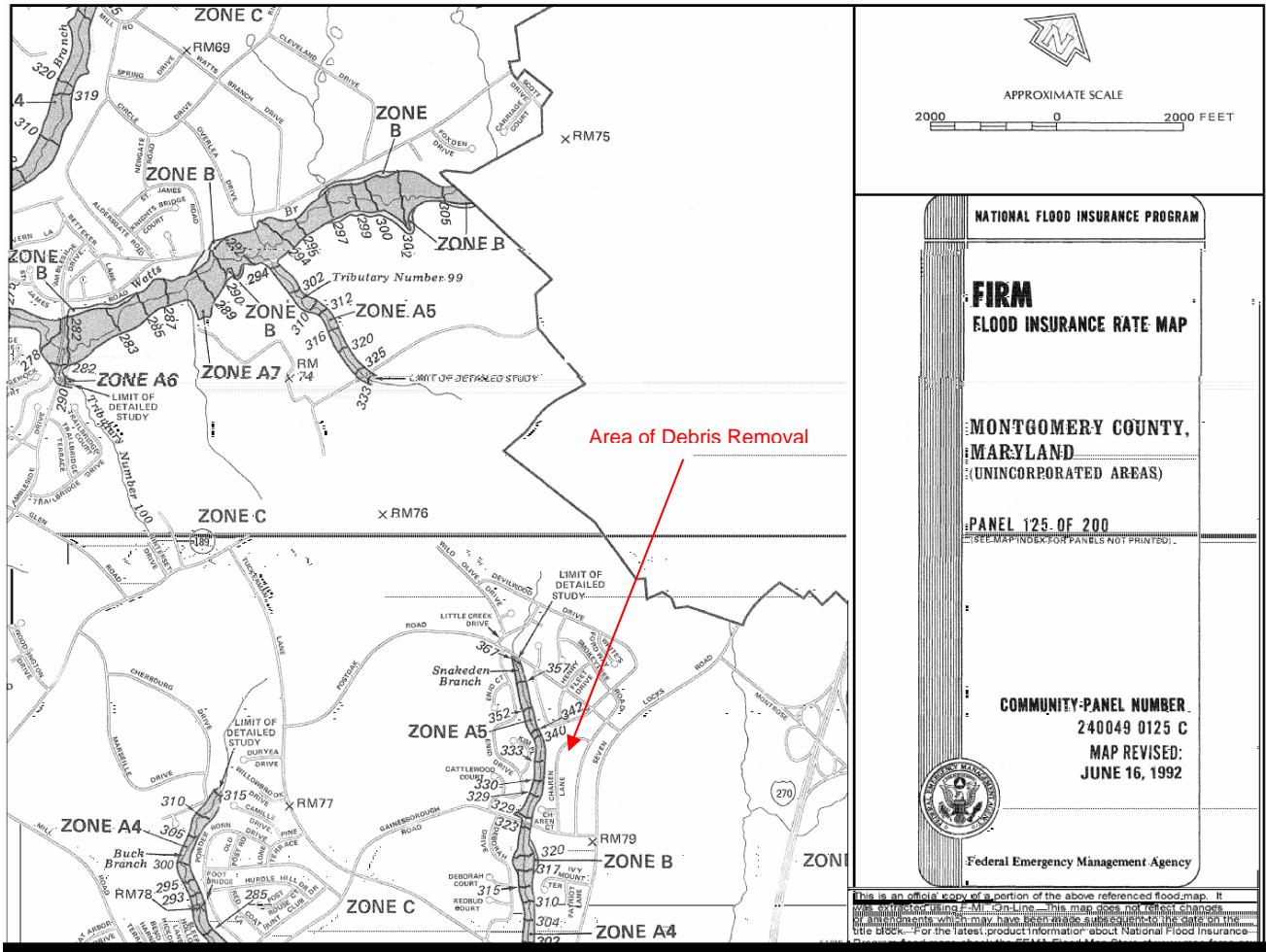
DISASTER	PROJECT NO.	PAID NO.	DATE	CATEGORY
FEMA 4001 -DR-ST	PWS-A01	00-AAAAA-00	10/1/2007	A
APPLICANT	City of Morrisville	COUNTY	Union	



U.S. DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY
PROJECT WORKSHEET - Maps and Sketches Sheet

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

DISASTER FEMA- 4001 -DR- ST	PROJECT NO. PWS-A01	PA ID NO. 00-AAAA-00	DATE 10/1/2007	CATEGORY A
APPLICANT City of Morrisville	COUNTY Union			



U.S. DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY
PROJECT WORKSHEET - Photo Sheet

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

DISASTER	PROJECT NO.	PA ID NO.	DATE	CATEGORY
FEMA- 4001 -DR- <u>ST</u>	PWS-A01	00-AAAAA-00	10/1/2007	A
APPLICANT	COUNTY			
City of Morrisville	Union			
				
DESCRIPTION		DESCRIPTION		
Typical truck loaded debris		Cemetery Debris - Sample		

FEMA Form 90-91D, FEB 06

U.S. DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY
PROJECT WORKSHEET - Photo Sheet

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

DISASTER FEMA- 4001 -DR- <u>ST</u>	PROJECT NO. PWS-A01	PA ID NO. 00-AAAAA-00	DATE 10/1/2007	CATEGORY A
APPLICANT City of Morrisville	COUNTY Union			
				
DESCRIPTION Truck Loading Operation	DESCRIPTION Falls Road Debris - Sample			

FEMA Form 90-91D, FEB 06

DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY
CONTRACT WORK SUMMARY RECORD

PAGE 1 OF 1

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

APPLICANT City of Morrisville	PA ID NO. 00-AAAA-00	PROJECT NO. PWS-A01	DISASTER 4001
LOCATION/SITE Citywide (see location map)		CATEGORY A	PERIOD COVERING 9/19/2007 to 9/24/2007
DESCRIPTION OF WORK PERFORMED Debris Removal, Reduction, and Disposal			

DATES WORKED	CONTRACTOR	BILLING/INVOICE NUMBER	AMOUNT	COMMENTS - SCOPE
9/19/2007	Trade Construction Company	Load Tickets on File	35,868.01	1,887.79 CY as measured on load ticket summary (\$19/CY)
9/20/2007	Trade Construction Company	Load Tickets on File	41,386.18	2,178.22 CY as measured on load ticket summary (\$19/CY)
9/21/2007	Trade Construction Company	Load Tickets on File	39,043.48	2,054.92 CY as measured on load ticket summary (\$19/CY)
9/22/2007	Trade Construction Company	Load Tickets on File	41,659.21	2,192.59 CY as measured on load ticket summary (\$19/CY)
9/23/2007	Trade Construction Company	Load Tickets on File	38,387.60	2,020.40 CY as measured on load ticket summary (\$19/CY)
9/24/2007	Trade Construction Company	Load Tickets on File	34,430.28	1,812.12 CY as measured on load ticket summary (\$19/CY)
				<u>Total 12,146 CY</u>
GRAND TOTAL 			230,774.76	

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

CERTIFIED Kevin Harris	TITLE Supervisor	DATE 9/25/2007
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DISASTER FEM/4002 -DiST	PROJECT NO. PWS-B02	PA ID NO. 000-BBBBB-00	DATE 5/15/2007	CATEGORY B
DAMAGED FACILITY Temporary Emergency Berm		WORK COMPLETE AS OF 5/1/07 : 100 %		
APPLICANT City of Woodbury Department of Public Works		COUNTY Kinner		
LOCATION Downtown area (Mission Street) and Nature Park			LATITUDE 47.97126	LONGITUDE 122.3033

DAMAGE DESCRIPTION AND DIMENSIONS

On Friday, April 4, 2007, the City of Woodbury received a flood weather alert from the US Army Corps of Engineers predicting the Indian River would reach a flood crest of 3.5 ft above the 100-year flood elevation in the vicinity of the City of Woodbury by April 7th due to the heavy rain conditions.

Refer to the Continuation Sheet for further discussion.

SCOPE OF WORK

In anticipation of the predicted flooding, the City constructed two sandbag berms to protect adjacent properties from flooding; 200-ft. long near Mission Street in the downtown area (Site 1) and 50-ft. long in the vicinity of Nature Park (Site 2). Details of each site are provided below and on the continuation sheets. All work at both sites is complete at this time.

Site 1: Downtown Area, near Mission Street

A 200-FT long x 4-FT high sandbag berm was constructed by city forces to prevent flooding of the improved property within the downtown area near Mission Street. Approximately 850 sandbags (24 in x 18 in x 6 in each) were used as well as 45 CY of sand to construct the temporary emergency berm on Saturday, April 5, 2003.

Refer to the Continuation Sheet for further discussion.

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

Special Considerations issues included? Yes No Hazard Mitigation proposal included? Yes No

Is there insurance coverage on this facility? Yes No

PROJECT COST

PREPARED BY
Jim Smith

TITLE Project Officer

SIGNATURE

APPLICANT REP.

TITLE

SIGNATURE

U.S. DEPARTMENT OF HOMELAND SECURITY FEDERAL EMERGENCY MANAGEMENT AGENCY PROJECT WORKSHEET - Damage Description and Scope of Work Continuation Sheet				O.M.B. No. 1660-0017 Expires October 31, 2008
DISASTER FEMA 4002 -DR ST	PROJECT NO. PWS-B02	PA ID NO. 000-BBBBBB-00	DATE 6/1/2007	CATEGORY B
APPLICANT City of Woodbury Department of Public Works	COUNTY Kinner			

DAMAGE DESCRIPTION AND DIMENSIONS (Continued)

During past similar events, the downtown area of the City of Woodbury and nearby areas have been inundated by 2 to 3 ft. of floodwater from the Indian River. By April 7th, the flood crest occurred as predicted and receded by April 9th. Kinner County was declared a disaster area on April 11th. The disaster incident period was designated from April 4th, when the alert was issued, through April 10th.

Lat/Long taken at near Site 1 at the intersection of Mission Street and Lincoln Avenue.

SCOPE OF WORK (Continued)

Site 1: Downtown Area, near Mission Street (cont.)

The berm was built to a height to allow at least 1-FT of freeboard at the maximum predicted flood level.

The temporary emergency sandbag berm was constructed as an emergency protective measure to protect improved property and is, therefore, eligible per 44 CFR Part 206.225(a).

Refer to the attached Force Account Summary Sheets for labor, equipment and materials used, and applicant Fringe Benefit Calculation. Force account labor was used to deliver all materials and to construct the berm (hand work and equipment operation). Also see discussion below regarding temporary employees. City dump truck and pickup trucks were used to construct the berm and to transport workers. Materials were provided from in-stock supplies.

The applicant stated that they hired temporary laborers to assist force account workers in constructing the berm because there was not enough time to organize and mobilize volunteers. The straight time and overtime paid to the temporary laborers are eligible because they were hired specifically for disaster-related work and their costs were not previously budgeted by the applicant (FEMA R&R Policy No. 9525.7 Section 7. C & F). The temporary laborers were hired through "The Temporary Worker Agency" in accordance with the applicant's hiring policies. The hourly rates charged were determined to be reasonable for the type of work accomplished based on documentation of past hiring of temporary laborers by the applicant. See attached invoice.

A 50% sampling of the applicants force account records (time cards, equipment cards, inventory lists) was completed. The records were found to be accurate, complete and appropriately documented for the work claimed, including the location of and the type of work completed. The City's Fringe Benefit Rates and Overtime Policy were reviewed and found to be applied appropriately to the costs claimed for the City's force account labor. Work was performed on a Saturday such that the employees had already worked their 40-hour weeks.

The sandbag berm is still in place. The removal of the berm is addressed under the PW 6 (Applicant Project Number 13) for debris removal.

Continued on next sheet

PREPARED BY: Jim Smith	TITLE: Project Officer
------------------------	------------------------

PROJECT WORKSHEET - Damage Description and Scope of Work Continuation Sheet					O.M.B. No. 1660-0017 Expires October 31, 2008
DISASTER FEMA- 4002 -DR- ST	PROJECT NO. PWS-B02	PA ID NO. 000-BBBBB-00	DATE 6/1/2007	CATEGORY B	
APPLICANT City of Woodbury Department of Public Works	COUNTY Kinner				

SCOPE OF WORK (Continued)

Hazard Mitigation Proposal

The applicant proposed installing a "C-Channel" along the Downtown riverside sidewalk where the temporary emergency sandbag berm was constructed. Floodwall panels would be secured within the "C-channel" whenever there was a threat of a flood. The applicant states that this would be less expensive than placing and removing temporary emergency sandbag berms in future events. Under the Public Assistance Program, hazard mitigation measures can only be approved for eligible damaged facilities (permanent work), not emergency work (44CFR Part 206.226(d)). Because the temporary emergency sandbag berm is considered emergency protective measures, hazard mitigation funding cannot be approved. It is suggested that the applicant present this project to the State Hazard Mitigation Officer for consideration under the Hazard Mitigation Grant Program authorized by Section 404 of the Stafford Act.

Site 2: City Nature Park Area

In anticipation of the expected flood crest, the City also constructed a temporary emergency sandbag berm along the Indian River at the City's Nature Park area as a pre-flood emergency protection measure. A 50-FT long x 4-FT high sandbag berm was constructed. Approximately 200 sandbags (24-in x 18-in x 6-in - each) were used as well as 11 CY of sand. Seven shovels and three rakes were broken while completing the work and had to be replaced.

The applicant claimed costs associated with the construction of the berm at this location to be \$896.18 (force account labor to deliver materials and construct berm, 18 hours, \$235.48; temporary labor, \$400; equipment dump trucks and pickup trucks, 14 hours \$111.20; sandbags, sand, replace broken equipment, \$149.50). Detailed cost information is not provided in this PW as the work is found to be ineligible, see below, but the information was reviewed, found to be reasonable, and is available from the applicant.

This section of Nature Park is currently undeveloped but construction of several park facilities (tennis courts, basketball court, picnic area) was planned to begin on April 15th. Only minor clearing of vegetation had begun at this site prior to the floods. The City constructed the berm to prevent erosion and saturation of the site, for fear the resulting damage would delay the scheduled construction of the proposed park facilities.

The work to construct this berm is found to be ineligible for Public Assistance funding. Emergency protective measures are only eligible when constructed to protect improved property as per 44 CFR Part 206.225(a). At the time of the flood, there was no public use of the area and there were no constructed improvements on the property. This was confirmed by a site visit and a meeting with the State Applicant Liaison and the City Public Works Director.

PREPARED BY: Jim Smith	TITLE: Project Officer
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DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY
SPECIAL CONSIDERATIONS QUESTIONS

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

APPLICANT City of Woodbury Department of Public Works	PA ID NO. 000-BBBBBB-00	DATE 6/1/2007
PROJECT NAME Temporary Emergency Berm	PROJECT NO. PWS-B02	LOCATION Mission St. and Nature Park

Form must be filled out - for each project.

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

Yes No Unsure

Comments

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

Yes No Unsure

X

X

X

City proposed installing a "C Channel" and purchasing panels to function as flood walls. Cat B work not eligible for Hazard Mitigation - see discussion in Scope of Work.

X

X

Sandbagging conducted adjacent to Indian River.

However, the River was undisturbed during this effort. All work performed within maintained City right-of-way.

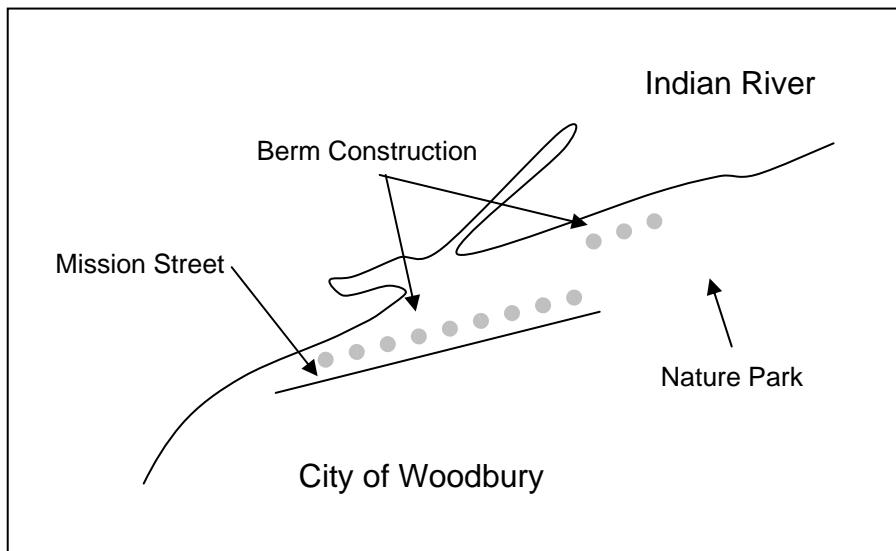
X

X

U.S. DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY
PROJECT WORKSHEET - Maps and Sketches Sheet

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

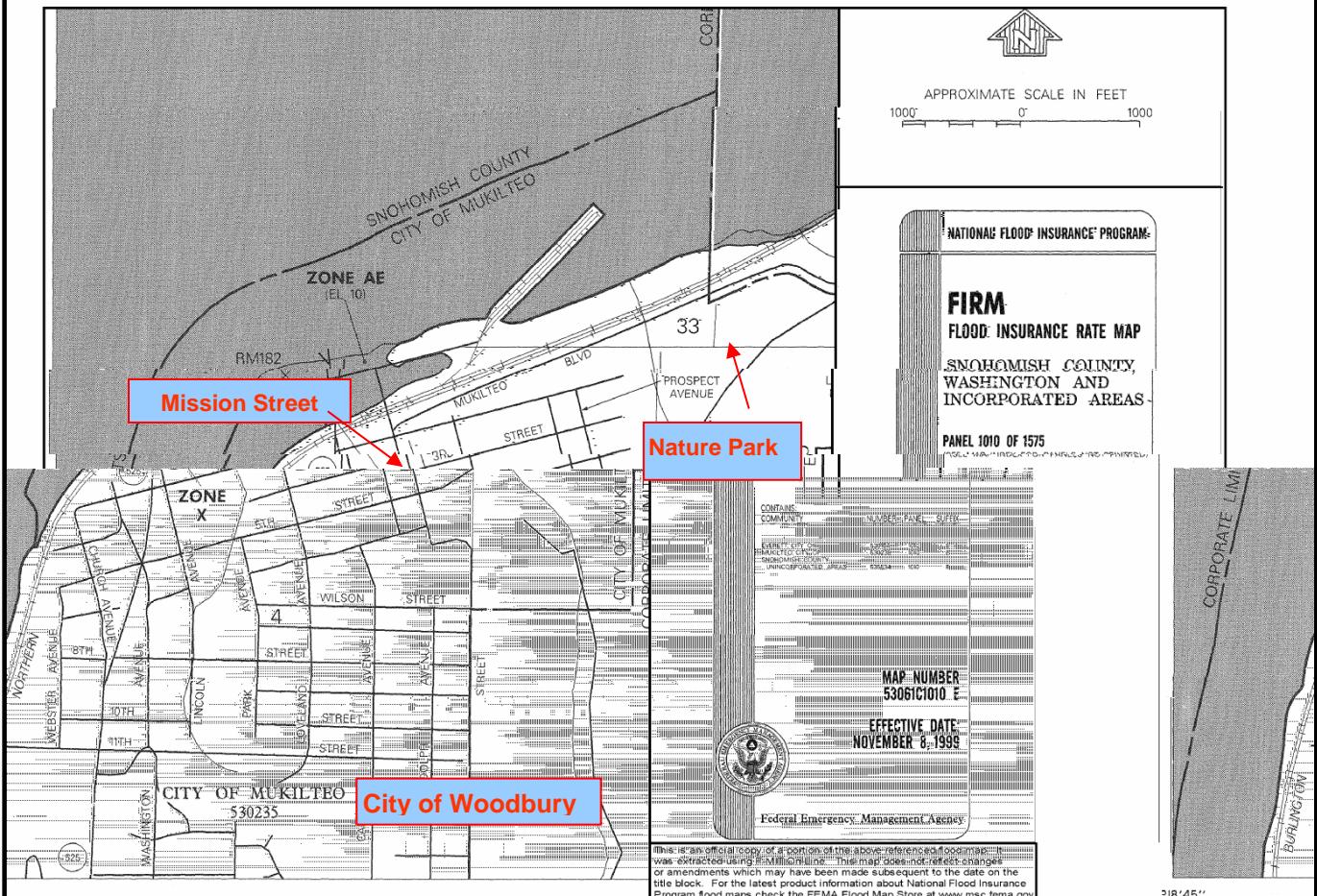
DISASTER FEMA- 4002 -DR- ST	PROJECT NO. PWS-B02	PA ID NO. 000-BBBBBB-00	DATE 5/15/2007	CATEGORY B
APPLICANT City of Woodbury Department of Public Works	COUNTY Kinner			



U.S. DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY
PROJECT WORKSHEET - Maps and Sketches Sheet

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

DISASTER FEMA- 4002 -DR- ST	PROJECT NO. PWS-B02	PA ID NO. 000-BBBBBB-00	DATE 5/15/2007	CATEGORY B
APPLICANT City of Woodbury Department of Public Works	COUNTY Kinner			



U.S. DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY
PROJECT WORKSHEET - Photo Sheet

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

DISASTER FEMA- 4002 -DR- <u>ST</u>	PROJECT NO. PWS-B02	PA ID NO. 000-BBBBBB-00	DATE 6/1/2007	CATEGORY B
APPLICANT City of Woodbury Department of Public Works	COUNTY Kinner			
				
DESCRIPTION Photo 1 - Mission Street		DESCRIPTION Photo 2 - Mission Street		

FEMA Form 90-91D, FEB 06

U.S. DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY
PROJECT WORKSHEET - Photo Sheet

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

DISASTER FEMA- 4002 -DR- <u>ST</u>	PROJECT NO. PWS-B02	PA ID NO. 000-BBBBBB-00	DATE 6/1/2007	CATEGORY B
APPLICANT City of Woodbury Department of Public Works	COUNTY Kinner			



PHOTO

DESCRIPTION Photo 3 - Nature Park	DESCRIPTION
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The Temporary Worker Agency

1021 NE 4th St
Woodbury, ST 08096
1-888-000-000 fax 1-888-001-0000

Invoice No.

100896

INVOICE

Customer

Name City of Woodbury - Public Works Department
Address PO Box 233
City Woodbury State ST ZIP 08096
Phone 1-888-002-0000

Form Design Date 11/13/2006
Invoice Date April 12, 2007
Rep _____
FOB _____

Qty	Description	Unit Price	TOTAL
1	Laborers - Downtown Flood Protection Berm: 20 laborer @ \$10/hr for 8 hrs on 4/5/07	\$1,600.00	\$1,600.00
1	Laborers - City Nature Park Flood Protection Berm: 5 laborers @ \$10/hr for 8 hrs on 4/5/07	\$400.00	\$400.00
See attached individual time sheets completed as per the direction of the City.			
PAID: CITY CHECK 298 dated 4/15/07			

Payment Details

- Cash
 Check
 Credit Card

Name _____
CC # _____
Expires _____

Subtotal	\$2,000.00
Shipping & Handling	\$0.00
Taxes	State
TOTAL	\$2,000.00

Office Use Only

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

PAGE 1 OF 1

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

APPLICANT City of Woodbury Department of Public Works	PA ID NO. 000-BBBBB-00	PROJECT NO. PWS-B02	DISASTER FEMA 4002-DR-ST
LOCATION/SITE Downtown area (Mission Street) and Nature Park	CATEGORY B		PERIOD COVERING 4/5/2007 to 4/5/2007

DESCRIPTION OF WORK PERFORMED

Temporary Emergency Sandbagging along Indian River near Mission Street in Downtown Area.

NAME JOB TITLE	DATES AND HOURS WORKED EACH WEEK						COSTS				
	DATE				4/5		TOTAL HOURS	HOURLY RATE	BENEFIT RATE/HR	TOTAL HOURLY RATE	TOTAL COSTS
NAME Davey Crocker JOB TITLE Equipment Operator I	REG.						0				
	O. T.				8		8	\$ 12.50	\$ 1.08	\$ 13.58	\$ 108.64
NAME Nancy Nunn JOB TITLE Supervisor	REG.						0				
	O. T.				8		8	\$ 14.00	\$ 1.20	\$ 15.20	\$ 121.60
NAME Ozzie Opal JOB TITLE Laborer – fill sandbags	REG.						0				
	O. T.				8		8	\$ 10.00	\$ 0.86	\$ 10.86	\$ 86.88
NAME Debra Sykes JOB TITLE Laborer – fill sandbags	REG.						0				
	O. T.				8		8	\$ 10.00	\$ 0.86	\$ 10.86	\$ 86.88
NAME Johnny Oman JOB TITLE Laborer – fill sandbags	REG.						0				
	O. T.				8		8	\$ 10.00	\$ 0.86	\$ 10.86	\$ 86.88
NAME JOB TITLE	REG.										
	O. T.										
TOTAL COST FOR FORCE ACCOUNT LABOR REGULAR TIME →										\$	
TOTAL COST FOR FORCE ACCOUNT LABOR OVERTIME →										\$ 490.88	

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

CERTIFIED John Adams	TITLE Supervisor, DPW	DATE 5/15/2007
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DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY
APPLICANT'S BENEFITS CALCULATION WORKSHEET

PAGE 1 OF 1

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

APPLICANT City of Woodbury Department of Public Works		PA ID NO. 000-BBBBBB-00
DISASTER FEMA 4002-DR-ST		PROJECT NO. PWS-B02
FRINGE BENEFITS (by %)	REGULAR TIME	OVERTIME
HOLIDAYS	2.00%	0.00%
VACATION LEAVE	4.00%	0.00%
SICK LEAVE	4.00%	0.00\$
SOCIAL SECURITY	6.20%	6.20%
MEDICARE	1.45%	1.45%
UNEMPLOYMENT	0.50%	0.50%
WORKER'S COMP.	0.50%	0.50%
RETIREMENT	4.00%	0.00%
HEALTH BENEFITS	3.00%	0.00%
LIFE INS. BENEFITS	1.00%	0.00%
OTHER		
TOTAL in % of annual salary	26.65%	8.65%

COMMENTS

As per State law, the City is required to pay the noted rates for unemployment and worker's compensation for overtime. See the City's Human Resources Policy Manual, Section 98.1234.

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

CERTIFIED BY Debbie Dare	TITLE Assistant City Financial Officer	DATE 5/15/2007
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**DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY
FORCE ACCOUNT EQUIPMENT SUMMARY RECORD**

PAGE 1 OF 1

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

APPLICANT City of Woodbury Department of Public Works	PA ID NO. 000-BBBBBB-00	PROJECT NO. PWS-B02	DISASTER FEMA 4002-DR-ST
LOCATION/SITE Downtown area (Mission Street) and Nature Park		CATEGORY B	PERIOD COVERING 4/5/2007 to 4/5/2007

DESCRIPTION OF WORK PERFORMED

Temporary Emergency Sandbagging along Indian River near Mission Street in Downtown Area.

TYPE OF EQUIPMENT INDICATE SIZE, CAPACITY, HORSEPOWER, MAKE AND MODEL AS APPROPRIATE	EQUIPMENT CODE NUMBER	OPERATOR'S NAME	DATES AND HOURS USED EACH DAY						COSTS		
			DATE				4/5		TOTAL HOURS	EQUIPMENT RATE	TOTAL COST
10 CY Dump Truck, City # 1237 Delivered sand, sandbags from DPW yard	8721	Crocker	HOURS				8		8	\$ 24.00	\$192.00
0.5 TN pickup truck, City #1532 Transport laborers*	8800	Nunn	HOURS				20		20	\$ 0.33	\$ 6.60
0.5 TN pickup truck, City #1543 Transport laborers*	8800	Opal	HOURS				20		20	\$ 0.33	\$ 6.60
			HOURS								
*Since trucks were used to transport staff, used FEMA Cost Code 8806 rather than full applicant rate, intended for heavier use.			HOURS								
			HOURS								
GRAND TOTALS 									48		205.20

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

CERTIFIED John Adams	TITLE Supervisor, DPW	DATE 5/15/2007
-------------------------	--------------------------	-------------------

DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY
MATERIALS SUMMARY RECORD

PAGE 1 OF 1

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

APPLICANT City of Woodbury Department of Public Works	PA ID NO. 000-BBBBB-00	PROJECT NO. PWS-B02	DISASTER FEMA 4002-DR-ST					
LOCATION/SITE Downtown area (Mission Street) and Nature Park	CATEGORY B	PERIOD COVERING 4/5/2007 to 4/5/2007						
DESCRIPTION OF WORK PERFORMED Temporary Emergency Sandbagging along Indian River near Mission Street in Downtown Area.								
VENDOR	DESCRIPTION	QUAN.	UNIT PRICE	TOTAL PRICE	DATE PURCHASED	DATE USED	INFO FROM (CHECK ONE)	
DPW Compound	Sand to fill sandbags, CY	45	\$ 5.00	\$ 225.00	1/17/2007	4/5/2007	<input type="checkbox"/>	X
DPW Compound	Sandbags, each	850	\$ 0.16	\$ 136.00	1/17/2007	4/5/2007	<input type="checkbox"/>	X
							<input type="checkbox"/>	
							<input type="checkbox"/>	
							<input type="checkbox"/>	
							<input type="checkbox"/>	
							<input type="checkbox"/>	
							<input type="checkbox"/>	
							<input type="checkbox"/>	
							<input type="checkbox"/>	
							<input type="checkbox"/>	
GRAND TOTAL 				\$361.00				

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

CERTIFIED
John Adams

TITLE
Supervisor, DPW

DATE
5/15/2007

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

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

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DISASTER	PROJECT NO.	PA ID NO.	DATE
FEMA4003 -D <small>ST</small>	PWS-C03	000-CCC-00	4/16/2007
DAMAGED FACILITY		WORK COMPLETE AS OF	
CR 32, Smith Road and Smith Run Embankments		4/16/07	: 6 %
APPLICANT	COUNTY		
Rochester Co. Highway Department	Rochester		
LOCATION	LATITUDE	LONGITUDE	
Smith Road, MP 0.70 to MP 2.70	39.62367	-81.32946	

DAMAGE DESCRIPTION AND DIMENSIONS

Heavy rains and snow melt resulting from the late winter storms caused Smith Run and its tributaries to overflow their banks causing damage to 14 sections of the adjacent Smith Road. Smith Road is a rural, gravel-surfaced roadway serving several communities in Rochester County.

Refer to the Continuation Sheet for further discussion.

SCOPE OF WORK

To restore Smith Road and its embankment to its pre-disaster condition, it is necessary to replace the eroded gravel surface (Task 1, work complete), repair the eroded embankment (Task 2), reconstruct the two failed slopes (Task 3), and clean and reshape the roadway drainage ditches (Task 4), as described further below. For completed work, actual costs presented. All work to be performed by force account labor and equipment. For work to be completed, estimate based on Highway Department Basic Expense Standard List (HWF 119, see attached), FEMA Cost Code, or R.S. Means unit prices, as indicated.

Refer to the Continuation Sheet for further discussion.

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

Special Considerations issues included? Yes No Hazard Mitigation proposal included? Yes No

Is there insurance coverage on this facility? Yes No

PROJECT COST

ITEM	CODE	NARRATIVE	QUANTITY/UNIT	UNIT PRICE	COST
1	9007	Work Completed (Task 1): Labor (see attached summary)	1 / LS	\$1,774.50	\$1,774.50
2	9008	Equipment (see attached summary)	1 / LS	\$1,681.00	\$1,681.00
3	9009	Materials (see attached summary)	1 / LS	\$1,118.00	\$1,118.00
Work to be Completed					
4	9999	Excavate/trim eroded embankment areas - T2	14 / CY	\$2.51	\$35.14
5	9999	Place select borrow fill - T2	141 / CY	\$28.90	\$4,074.90
6	3328	Install piling and lagging to retain slope - T3	100 / LF	\$400.00	\$40,000.00
7	9999	Remove stone and debris from ditches - T4	1000 / LF	\$1.81	\$1,810.00
8	9999	Flagging for Maintenance of Traffic T2,3,4	96 / HR	\$22.55	\$2,164.80
TOTAL COST ►					\$52,658.34
PREPARED BY Henry Jones		TITLE Project Officer	SIGNATURE		
APPLICANT REP.		TITLE	SIGNATURE		

U.S. DEPARTMENT OF HOMELAND SECURITY FEDERAL EMERGENCY MANAGEMENT AGENCY PROJECT WORKSHEET - Damage Description and Scope of Work Continuation Sheet					O.M.B. No. 1660-0017 Expires October 31, 2008
DISASTER FEMA- 4003 -DR- ST	PROJECT NO. PWS-C03	PA ID NO. 000-CCCCC-00	DATE 4/16/2007	CATEGORY C	
APPLICANT Rochester Co. Highway Department	COUNTY Rochester				

DAMAGE DESCRIPTION AND DIMENSIONS (Continued)

The roadway is 14-FT wide with varying shoulder widths and has a compacted gravel surface approximately 2-in thick over a compacted base (Refer to Figure 1). Smith Road is not a Federal-Aid road.

Latitude and Longitude readings above refer to MP 0.0

Damage to Smith Road occurred at numerous locations between Milepost (MP) 0.7 and 2.7. Damages included erosion of the gravel surface (Task 1), localized embankment erosion (Task 2), and embankment slope failures at two locations (Task 3). Much of the eroded aggregate was deposited within the roadway drainage ditch (Task 4).

Task 1 (MP 0.7 to MP 2.7) - Loss of roadway aggregate surface - The storm flow eroded the aggregate surface of the roadway. The loss of roadway surface aggregate extended over the full length cited and occurred in both large and small, scattered areas. The estimated quantity of aggregate is 9700 SF (See attached summary "Task 1") x 2" thick (0.17 ft) (Quantity = 9700 SF x 0.17 FT = 1649 CF / 27 = 61 CY). Estimated weight = 61 CY x 1.4 Ton/CY = 86 Tons.

Task 2 (MP 1.381) - Embankment erosion - Beginning at the MP 1.381, the roadway embankment was eroded for a distance of 380 LF over an average section area of 3-FT wide x 3-FT deep (Quantity = 380 LF x 3-FT x 3-FT = 3420 CF / 27 = 127 CY). The eroded embankment surface is irregular and will require trimming prior to replacement of material. See Scope of Work for additional quantity estimate.

Task 3 (MP 1.634 and MP 2.105) - Embankment failure - Embankment failure within the natural slopes supporting the roadway and its shoulder occurred at two locations (as indicated) along the length of the roadway. Beginning at the mileposts indicated, the slope failure lengths were 40-FT and 60-FT respectively. The estimated embankment height is 15 FT and depth of failure surface is, on average, 3 FT. Volume of eroded material = (40-FT + 60-FT) x 15 x 3-FT = 4500 CF = 167 CY.

Task 4 (MP 0.7 to MP 2.7) - Blockage of ditches - Aggregate mixed with other disaster debris was deposited within approximately 1000 LF of the drainage ditch along the damaged roadway section, as well as in the adjacent unmaintained areas. Based on a review of the applicant's maintenance records, it was determined that the ditches had been cleaned within the last two months, such that the present condition is determined to be a result of the disaster. The resulting condition did not pose an immediate threat to the adjacent property, but its removal from within the ditches is determined necessary to restore their drainage function. Removal of aggregate deposited in the adjacent unmaintained areas is not eligible as it does not impact the drainage function of the ditches. Due to the resulting mixed-nature of the aggregate, it is determined that the aggregate cannot be reused for road surface restoration.

No Hazard Mitigation opportunities have been identified.

PREPARED BY: Henry Jones	TITLE: Project Officer
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U.S. DEPARTMENT OF HOMELAND SECURITY FEDERAL EMERGENCY MANAGEMENT AGENCY PROJECT WORKSHEET - Damage Description and Scope of Work Continuation Sheet					O.M.B. No. 1660-0017 Expires October 31, 2008
DISASTER FEMA- 4003 -DR- ST	PROJECT NO. PWS-C03	PA ID NO. 000-CCCCC-00	DATE 4/16/2007	CATEGORY C	
APPLICANT Rochester Co. Highway Department	COUNTY Rochester				

SCOPE OF WORK (Continued)

Refer to damage descriptions and dimensions for calculations of quantities.

Work Complete

Task 1 (MP 0.7 to MP 2.7) - Replace and compact eroded surface aggregate on the roadway (86 tons) from MP 0.7 to MP 2.7, see attachment "TAST 1" for specific locations and dimensions. Applicant labor records (including fringe benefit rates), materials (aggregate) invoices and equipment records reviewed with applicant and summarized on attached summary sheets. Work was completed from 3/13 to 3/19.

Work to be Completed

Task 2 (Smith Run at MP 1.381) - Place select borrow fill in the eroded embankment area to fill and stabilize the slope (127 CY): Trim the irregular, eroded surface prior to placing fill material (approximate volume = 380 LF X 1-FT x 1-FT = 190 CF / 27 = 14 CY). Total volume of fill = 127 + 14 = 141 CY. Unit prices used in estimate based on R.S. Means.

Task 3 (MP 1.634 and MP 2.105) - The natural slope supporting the roadway and the shoulder suffered localized failures due to saturated conditions caused by the high water levels in Smith Run and significant roadway runoff. The natural slopes exist on a 1 horizontal to 1 vertical slope, and cannot be restored to that configuration with man placed soils. Sufficient space is not available between Smith Run and the edge of the roadway to flatten the existing slide. Accordingly, the embankment is to be repaired using soldier piles and lagging. Unit price used in estimate based on FEMA cost code, and confirmed with applicant to be consistent with Highway Department costs. Cost includes minor repairs and regrading to roadway surface after soldier pile wall is installed.

Task 4 (MP 0.7 to MP 2.7) - Remove the accumulated stone aggregate and mixed debris from within the sections of debris, for a total of 1,000 LF. Unit price used in estimate based on HWF 119, Act. 287.

Additional Scope Effort - Flagging is necessary during the conduct of all roadway work. Total duration of work estimated at 96 hours. Unit price used in estimate based on HWF 119, Act. 813.

PREPARED BY: Henry Jones	TITLE: Project Officer
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**DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY
SPECIAL CONSIDERATIONS QUESTIONS**

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

APPLICANT Rochester Co. Highway Department	PA ID NO. 000-CCCCC-00	DATE 4/16/2007
PROJECT NAME CR 32, Smith Road and Smith Run Embankments	PROJECT NO. PWS-C03	LOCATION Smith Road, MP 0.70 to MP 2.70

Form must be filled out - for each project.

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

Yes No Unsure

Comments

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

Yes No Unknown

Comments Local stream flooding area not identified on FIRM map no. 4753:

see attached. Flooding caused by unusual storm and obstructed storm water ditches and culverts.

X

X

Install soldier piles and lagging to stabilize slope failures

X

X

X

X

X

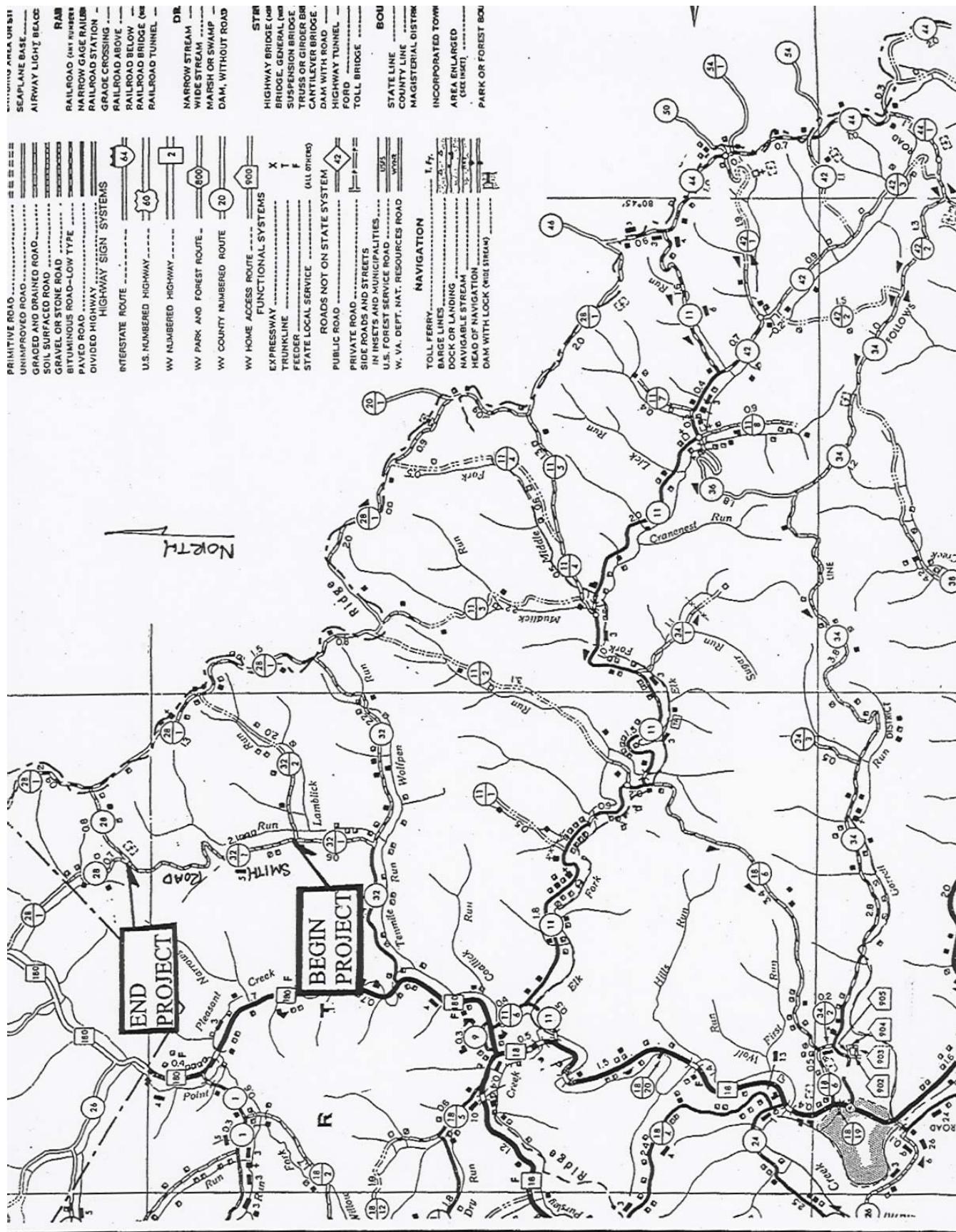


Figure 1

Henry Jones

Project Officer

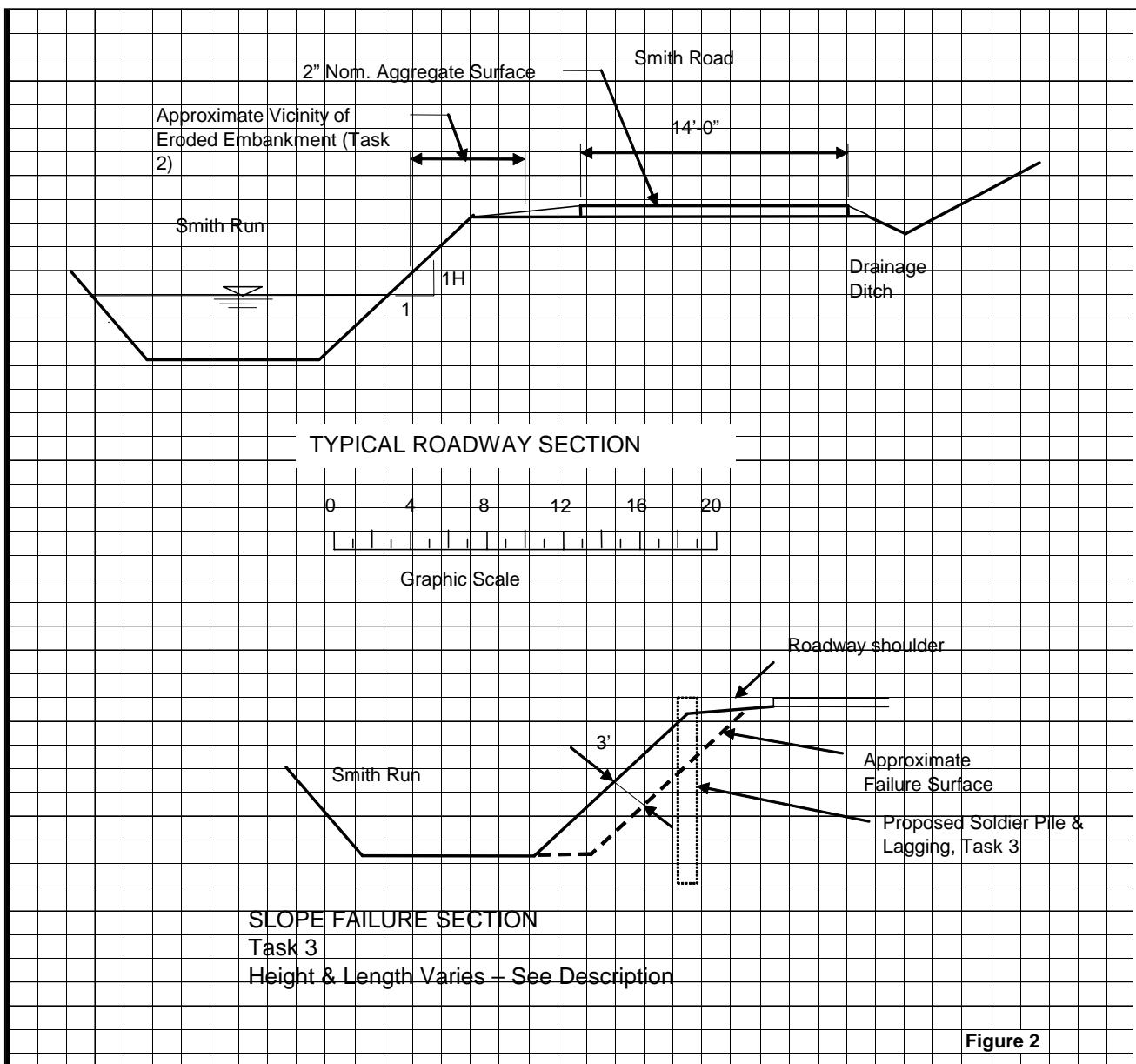
**Rochester Co. Highway Department
CR 32, Smith Road and Smith Run Embankments**

PWS-C03
FEMA 4003-DR-ST

U.S. DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY
PROJECT WORKSHEET - Maps and Sketches Sheet

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

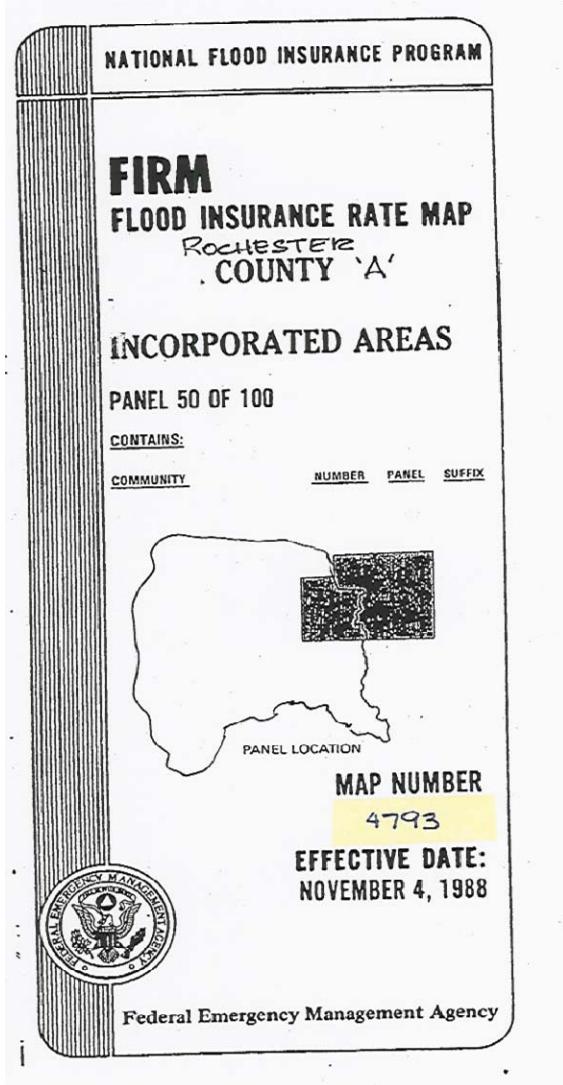
DISASTER FEMA-4003 -DR-ST	PROJECT NO. PWS-C03	PA ID NO. 000-CCCCC-00	DATE 4/16/2007	CATEGORY C
APPLICANT Rochester Co. Highway Department	COUNTY Rochester			



U.S. DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY
PROJECT WORKSHEET - Maps and Sketches Sheet

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

DISASTER FEMA 4003 -DR- ST	PROJECT NO. PWS-C03	PA ID NO. 000-CCCCC-00	DATE 4/16/2007	CATEGORY C
APPLICANT Rochester Co. Highway Department	COUNTY Rochester			

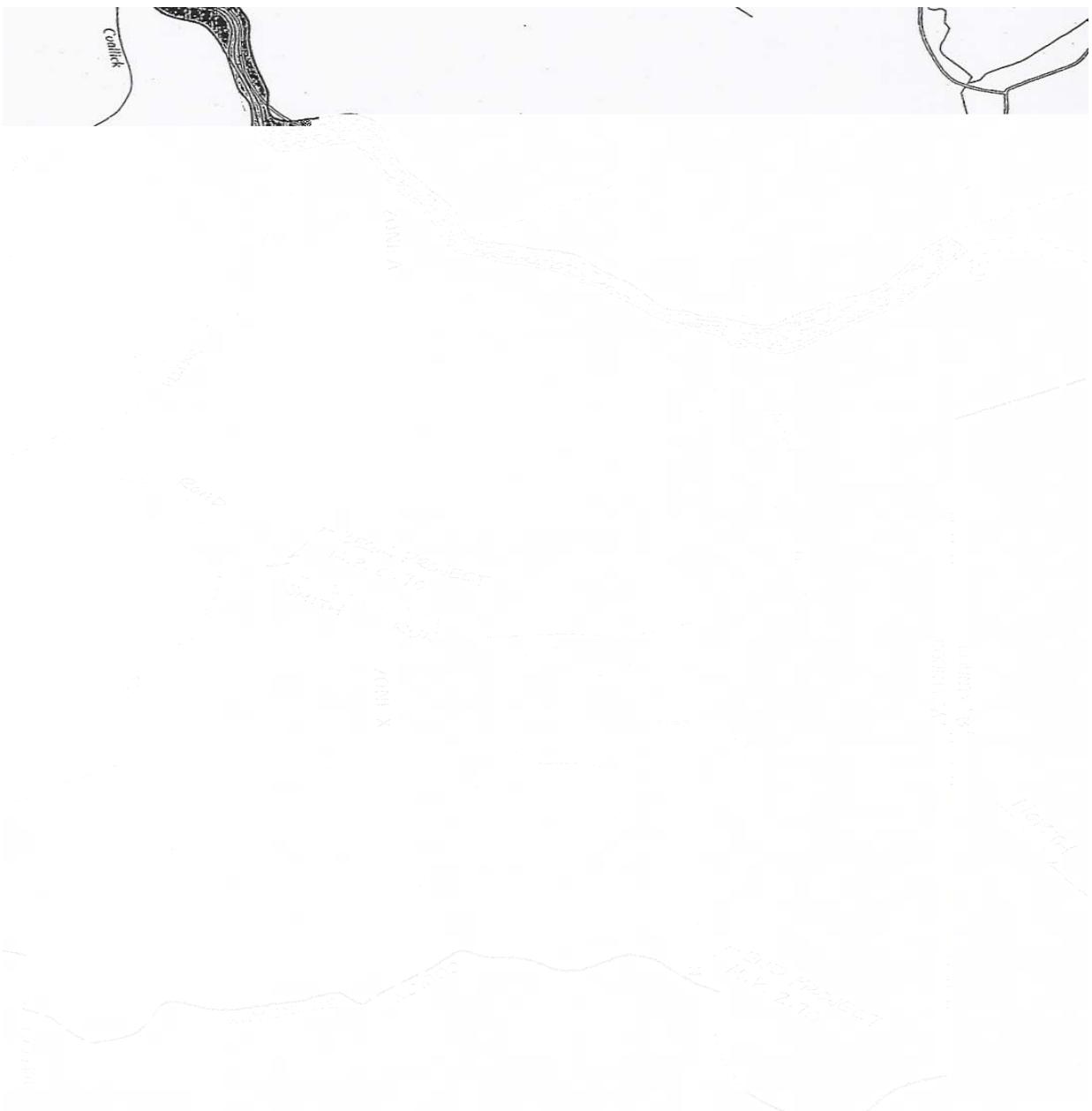


FIRM Map 4793

U.S. DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY
PROJECT WORKSHEET - Maps and Sketches Sheet

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

DISASTER FEMA- 4003 -DR- ST	PROJECT NO. PWS-C03	PA ID NO. 000-CCCCC-00	DATE 4/16/2007	CATEGORY C
APPLICANT Rochester Co. Highway Department	COUNTY Rochester			



FIRM Map 4793

U.S. DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY
PROJECT WORKSHEET - Photo Sheet

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

DISASTER FEMA- 4003 -DR- <u>ST</u>	PROJECT NO. PWS-C03	PA ID NO. 000-CCCCC-00	DATE 4/16/2007	CATEGORY C
APPLICANT Rochester Co. Highway Department	COUNTY Rochester			



DESCRIPTION Photo 1 - Loss of Gravel Covering	DESCRIPTION Photo 2 - Embankment Erosion
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U.S. DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY
PROJECT WORKSHEET - Photo Sheet

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

DISASTER FEMA-4003 -DR- <u>ST</u>	PROJECT NO. PWS-C03	PA ID NO. 000-CCCCC-00	DATE 4/16/2007	CATEGORY C
APPLICANT Rochester Co. Highway Department	COUNTY Rochester			



PHOTO

DESCRIPTION Photo 3 - Embankment Failure	DESCRIPTION
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**DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY
FORCE ACCOUNT LABOR SUMMARY RECORD**

PAGE 1 OF 1

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

APPLICANT Rochester Co. Highway Department		PA ID NO. 000-CCCCC-00	PROJECT NO. PWS-C03	DISASTER FEMA 4003-DR-ST
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LOCATION/SITE Smith Road, MP 0.70 to MP 2.7		CATEGORY C	PERIOD COVERING 3/13/2007 to 3/19/2007
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DESCRIPTION OF WORK PERFORMED

Task 1 – Repair roadway aggregate surface

NAME	DATES AND HOURS WORKED EACH WEEK							COSTS				
	DATE	3/13	3/17	3/18	3/19			TOTAL HOURS	HOURLY RATE	BENEFIT RATE/HR	TOTAL HOURLY RATE	TOTAL COSTS
NAME John Smith JOB TITLE Equipment Operator		REG.	16	8	8	8			40	\$ 20.00	\$ 1.00	\$ 21.00
	O. T.			1	1			2	\$ 30.00	\$ 1.50	\$ 31.50	\$ 63.00
NAME Jim Jones JOB TITLE Highway Laborer	REG.	16	8	8	8			40	\$ 20.00	\$ 1.00	\$ 21.00	\$ 840.00
	O. T.				1			1	\$ 30.00	\$ 1.50	\$ 31.50	\$ 31.50
NAME	REG.											
JOB TITLE	O. T.											
NAME	REG.											
JOB TITLE	O. T.											
NAME	REG.											
JOB TITLE	O. T.											
NAME	REG.											
JOB TITLE	O. T.											
TOTAL COST FOR FORCE ACCOUNT LABOR REGULAR TIME →											\$ 1,680.00	
TOTAL COST FOR FORCE ACCOUNT LABOR OVERTIME →											\$ 94.50	
I CERTIFY THAT THE ABOVE INFORMATION WAS OBTAINED FROM PAYROLL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.												
CERTIFIED John Adams			TITLE Supervisor			DATE 3/20/2007						

DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY
MATERIALS SUMMARY RECORD

PAGE 1 OF 1

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

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

CERTIFIED John Adams	TITLE Supervisor	DATE 3/20/2007
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**DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY
FORCE ACCOUNT EQUIPMENT SUMMARY RECORD**

PAGE 1 OF 1

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

APPLICANT Rochester Co. Highway Department	PA ID NO. 000-CCCCC-00	PROJECT NO. PWS-C03	DISASTER FEMA 4003-DR-ST
LOCATION/SITE Smith Road, MP 0.70 to MP 2.7		CATEGORY C	PERIOD COVERING 3/13/2007 to 3/19/2007

DESCRIPTION OF WORK PERFORMED

Task 1 – Repair roadway aggregate surface

TYPE OF EQUIPMENT		OPERATOR'S NAME	DATE	DATES AND HOURS USED EACH DAY					COSTS				
INDICATE SIZE, CAPACITY, HORSEPOWER, MAKE AND MODEL AS APPROPRIATE	EQUIPMENT CODE NUMBER			3/13	3/17	3/18	3/19				TOTAL HOURS	EQUIPMENT RATE	TOTAL COST
Grader, 200 HP, Caterpillar 100	G100	J. Smith	HOURS	16	8	9	9				42	\$ 20.50	\$861.00
Loader, wheel, 130 HP, Caterpillar	L300	J. Jones	HOURS	16	8	8	0				41	\$ 20.00	\$820.00
			HOURS										
			HOURS										
			HOURS										
			HOURS										
			HOURS										
GRAND TOTALS →										83			\$1,681.00

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

CERTIFIED John Adams	TITLE Supervisor	DATE 3/20/2007
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DEPARTMENT - HIGHWAYS
DIVISION - MAINTENANCE

MAINTENANCE MANAGEMENT
BASIC EXPENSE STANDARDS LIST

REPORT NO. 1 PAGE 965
JOB NUMBER - HWF119
REPORT DATE - 07/02/02

ORG 0648

ACT	TITLE	UNIT MEAS	L A B O R			E Q U I P M E N T			M A T E R I A L S					
			HOURS PER ACCOMP	RATE PER HOUR	COST PER ACCOMP	HOURS PER ACCOMP	RATE PER HOUR	COST PER ACCOMP	MMS MATL CODE	UNIT	UNITS PER ACCOMP	COST PER UNIT	COST PER ACCOMP	
282	INSTALL PIPE CULVERT LF \$43.3000 COST/ACCOMP	LF	0.8200	21.0000	17.2200	1.0000	5.0800	5.0800	999	DL	1.0000 0.0000 0.0000 0.0000 0.0000	21.0000 0.0000 0.0000 0.0000 0.0000	21.0000 0.0000 0.0000 0.0000 0.0000	
283	SUBSURFACE DRAINS LF \$17.1000 COST/ACCOMP	LF	0.5300	21.0000	11.1300	1.0000	1.9700	1.9700	999	DL	1.0000 0.0000 0.0000 0.0000 0.0000	4.0000 0.0000 0.0000 0.0000 0.0000	4.0000 0.0000 0.0000 0.0000 0.0000	
284	DUMPED ROCK DITCHES TN \$33.5214 COST/ACCOMP	TN	0.9600	21.0000	20.1600	1.0000	3.3614	3.3614	999	DL	1.0000 0.0000 0.0000 0.0000 0.0000	10.0000 0.0000 0.0000 0.0000 0.0000	10.0000 0.0000 0.0000 0.0000 0.0000	
285	RIPRAPPLING EMBANK TN \$36.2383 COST/ACCOMP	TN	0.9100	21.0000	19.1100	1.0000	4.1283	4.1283	999	DL	1.0000 0.0000 0.0000 0.0000 0.0000	13.0000 0.0000 0.0000 0.0000 0.0000	13.0000 0.0000 0.0000 0.0000 0.0000	
286	INSTAL NON-BR STRUCT EH \$31.0000 COST/ACCOMP	EH	1.0000	21.0000	21.0000	1.0000	5.0000	5.0000	999	DL	1.0000 0.0000 0.0000 0.0000 0.0000	5.0000 0.0000 0.0000 0.0000 0.0000	5.0000 0.0000 0.0000 0.0000 0.0000	
287	REM DITCH OBSTACLES LF \$1.8080 COST/ACCOMP	LF	0.0480	21.0000	1.0080	1.0000	0.3000	0.3000	999	DL	1.0000 0.0000 0.0000 0.0000 0.0000	0.5000 0.0000 0.0000 0.0000 0.0000	0.5000 0.0000 0.0000 0.0000 0.0000	
														MATERIAL COST

Highway Department Basic Expense List (HWF 119) Sheet 1 of 2

Rochester Co. Highway Department
CR 32, Smith Road and Smith Run Embankments

PWS-C03
FEMA 4003-DR-ST

Henry Jones
Project Officer

DEPARTMENT - HIGHWAYS
DIVISION - MAINTENANCE
ORG 0648

MAINTENANCE MANAGEMENT
BASIC EXPENSE STANDARDS LIST

REPORT NO. 1 PAGE 974
JOB NUMBER - HWF119
REPORT DATE - 07/02/02

ACT	TITLE	UNIT MEAS	LABOR			EQUIPMENT			MATERIALS					
			HOURS PER ACCOMP	RATE PER HOUR	COST PER ACCOMP	HOURS PER ACCOMP	RATE PER HOUR	COST PER ACCOMP	MHS CODE	MATL UNIT	UNITS PER ACCOMP	COST PER UNIT	COST PER ACCOMP	
807	GRIEVANCE (MAINT) \$21.7430 COST/ACCOMP	EH	1.0000	21.0000	21.0000	1.0000	0.6930	0.6930	999	DL	1.0000	0.0500	0.0500	
											0.0000	0.0000	0.0000	
											0.0000	0.0000	0.0000	
											0.0000	0.0000	0.0000	
											0.0000	0.0000	0.0000	
											MATERIAL COST		0.0500	
809	TRAINING \$23.0000 COST/ACCOMP	EH	1.0000	21.0000	21.0000	1.0000	1.5000	1.5000	999	DL	1.0000	0.5000	0.5000	
											0.0000	0.0000	0.0000	
											0.0000	0.0000	0.0000	
											0.0000	0.0000	0.0000	
											0.0000	0.0000	0.0000	
											MATERIAL COST		0.5000	
811	UHPRGDUCT EQUIPMENT \$1.0000 COST/ACCOMP	DL	0.0000	0.0000	0.0000	1.0000	1.0000	1.0000	999	DL	1.0000	0.0000	0.0000	
											0.0000	0.0000	0.0000	
											0.0000	0.0000	0.0000	
											0.0000	0.0000	0.0000	
											0.0000	0.0000	0.0000	
											MATERIAL COST		0.0000	
812	RENT/MISC EXPENSES \$1.0000 COST/ACCOMP	DL	0.0000	0.0000	0.0000	1.0000	0.0000	0.0000	999	DL	1.0000	1.0000	1.0000	
											0.0000	0.0000	0.0000	
											0.0000	0.0000	0.0000	
											0.0000	0.0000	0.0000	
											0.0000	0.0000	0.0000	
											MATERIAL COST		1.0000	
813	FLAGGING \$22.5500 COST/ACCOMP	EH	1.0000	21.0000	21.0000	1.0000	1.5000	1.5000	999	DL	1.0000	0.0500	0.0500	
											0.0000	0.0000	0.0000	
											0.0000	0.0000	0.0000	
											0.0000	0.0000	0.0000	
											0.0000	0.0000	0.0000	
											MATERIAL COST		0.0500	
814	HANDL MAT NON-SRIC \$28.5000 COST/ACCOMP	EH	1.0000	21.0000	21.0000	1.0000	7.5000	7.5000	999	DL	1.0000	0.0000	0.0000	
											0.0000	0.0000	0.0000	
											0.0000	0.0000	0.0000	
											0.0000	0.0000	0.0000	
											0.0000	0.0000	0.0000	
											MATERIAL COST		0.0000	

Highway Department Basic Expense List (HWF 119) Sheet 2 of 2

Rochester Co. Highway Department
CR 32, Smith Road and Smith Run Embankments

PWS-C03
FEMA 4003-DR-ST

Henry Jones
Project Officer

**TASK 1 - LOCATION AND SIZE OF DAMAGED
ROADWAY SURFACE**

SITE	MILE POST	LENGTH	WIDTH	AREA
	**	FT	FT	SF
1	0.80	30	14	420
2	1.10	20	10	200
3	1.40	55	12	660
4	1.65	75	14	1050
5	1.80	90	10	900
6	1.95	120	10	1200
7	2.00	85	14	1190
8	2.15	45	12	540
9	2.20	95	10	950
10	2.25	25	14	350
11	2.35	80	12	960
12	2.40	19	10	190
13	2.45	40	8	320
14	2.50	55	14	770
TOTAL		9700		

** Mile posts are listed for the beginning of the damaged surface

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 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 FEMA4004 -D <small>ST</small>	PROJECT NO. PWS-D04	PA ID NO. 000-DDDDDD-00	DATE 9/9/2006	CATEGORY D
DAMAGED FACILITY Santana Creek Improved Drainage Channel			WORK COMPLETE AS OF 9/9/2006 : 0 %	
APPLICANT City of Marquis	COUNTY Sioux			
LOCATION Santana Creek Drainage Channel			LATITUDE 29.47341	LONGITUDE 98.59641

DAMAGE DESCRIPTION AND DIMENSIONS

Heavy rains generated by Tropical Storm Jamie resulted in extensive flooding in Santana Creek and its tributaries. The flooding and associated high water velocities caused side slope washouts at nine (9) locations along the improved channel for Santana Creek between Benson Road and Burntwoods Road. The alignment and slopes of Santana Creek had been improved as part of storm water management improvements in the 1990s.

Refer to the Continuation Sheet for further discussion.

SCOPE OF WORK

The proposed scope of work for each of the affected sites is to restore the channel to its pre-disaster condition by placing structural fill in the eroded areas. Repaired slopes will be hydroseeded to restore vegetative slope design in order to stabilize the slope and minimize erosion. The quantities shown include effort for minor trimming of eroded areas to assure ability to properly place and compact the new fill. Sites requiring only topsoil and hydroseeding are identified in the individual descriptions. The sites are readily accessible from the top of the associated channel right-of-way and municipal streets so that temporary access roads for equipment are not required.

No work is completed. Costs are estimated using FEMA cost codes.

Refer to the Continuation Sheet for further discussion.

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

Special Considerations issues included? Yes No Hazard Mitigation proposal included? Yes No

Is there insurance coverage on this facility? Yes No

PROJECT COST

ITEM	CODE	NARRATIVE	QUANTITY/UNIT	UNIT PRICE	COST
Work to be Completed					
1	4930	Place and compact structural fill	7020 / CY	\$ 14.00	\$ 98,280
2	8390	Place topsoil, seed grass (hydroseed)	7506 / SY	\$ 1.00	\$ 7,506
Refer to Summary Chart for Individual Quantities					
TOTAL COST					\$ 105,786

PREPARED BY
Joe Jones

TITLE
Project Officer

SIGNATURE

APPLICANT REP.

TITLE

SIGNATURE

PROJECT WORKSHEET - Damage Description and Scope of Work Continuation Sheet					O.M.B. No. 1660-0017 Expires October 31, 2008
DISASTER FEMA- 4004 -DR- ST	PROJECT NO. PWS-D04	PA ID NO. 000-DDDDDD-00	DATE 9/9/2006	CATEGORY D	
APPLICANT City of Marquis	COUNTY Sioux				

DAMAGE DESCRIPTION AND DIMENSIONS (Continued)

The original serpentine and badly eroded natural water course was straightened, profiled and vegetated to improve its hydraulic capacity while remaining compatible with a naturalized landscape appearance (details vary along length). The channel is regularly maintained.

The main GPS is recorded at Site 1 of 9. Proceed east from I-600 on Marshall Ave. to Miller Road. Specific directions to individual nine sites follow.

Accordingly, the channel is considered an improved and maintained natural feature and is an eligible facility in accordance with 44 CFR 206.221(d). The improvements performed on this channel do not meet the USACE definition of a flood control work; therefore, the channel is not eligible for USACE funding.

Refer to Figures 1 and 2 for the general location and configuration and Summary attachment for an Excel table of site-specific damages.

Site 1 - 29.47341, -98.59641. Proceed east from I-600 on Marshall Ave. to Miller Road. Go south to Benson Road. Go east 0.20 miles and walk south to GPS location.

Damage:

- Slope erosion and washout: 80-FT length x 29-FT wide x 2-FT depth = 4640 CF / 27 = 172 CY.
- Topsoil erosion (4-in depth): 80-FT length x 29-FT wide = 2320 SF / 9 = 258 SY

Site 2 - 29.47271, -98.59874. Proceed east from I-600 on Marshall Ave. to Miller Road. Go south to Danmark Rd. Go 0.10 miles east and then walk north to GPS location.

Damage:

- Slope erosion and washout: 395-FT length x 8-FT wide x 1-FT depth = 3160 CF / 27 = 117 CY.
- Topsoil erosion (4-in depth): 395-FT length x 8-FT wide = 3160 SF / 9 = 351 SY

Site 3 - 29.47216, -98.59641. Proceed east from I-600 on Marshall Ave. to Miller Road. Go south to Danmark Rd. Go 0.25 miles east and then walk north to the GPS location.

Damage:

- Slope erosion and washout: 360-FT length x 8-FT wide x 1-FT depth = 2880 CF / 27 = 107 CY.
- Topsoil erosion (4-in depth): 360-FT length x 8-FT wide = 2880 SF / 9 = 320 SY

Site 4 - 29.47127, -98.59862. Proceed east from I-600 on Marshall Ave. to Miller Road. Go south to Danmark Rd. Go 0.30 miles east and then walk north to GPS location.

Damage:

- Slope erosion and washout: 161-FT length x 34-FT wide x 1-FT depth = 5474 CF / 27 = 203 CY.
- Topsoil erosion (4-in depth): 161-FT length x 34-FT wide = 5474 SF / 9 = 608 SY

Site 5 - 29.47059, -98.59800. Proceed east from I-600 on Marshall Ave. to Miller Road. Go south to Horseshoe Bend Rd. Go 0.15 miles east and then walk south to GPS location.

Damage:

- Only topsoil erosion at this location. Topsoil erosion (4-in depth): 65-FT length x 35-FT wide = 2275 SF / 9 = 253 SY

Site 6 - 29.47078, -98.59799. Proceed east from I-600 on Marshall Ave. to Miller Road. Go south to Horseshoe Bend Rd. Go 0.15 miles east and then walk south to the GPS location.

Damage:

- There is only topsoil erosion at this location. Topsoil erosion (4-in depth) 50-FT length x 22-FT wide = 1100 SF / 9 = 122 SY

See continuation sheet for Sites 7 through Site 9 Damage Description and Dimensions

PREPARED BY: Joe Jones	TITLE: Project Officer
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U.S. DEPARTMENT OF HOMELAND SECURITY FEDERAL EMERGENCY MANAGEMENT AGENCY					O.M.B. No. 1660-0017 Expires October 31, 2008
PROJECT WORKSHEET - Damage Description and Scope of Work Continuation Sheet					
DISASTER	PROJECT NO.	PA ID NO.	DATE	CATEGORY	
FEMA- 4004 -DR- ST	PWS-D04	000-DDDDDD-00	9/9/2006	D	
APPLICANT City of Marquis	COUNTY Sioux				
DAMAGE DESCRIPTION AND DIMENSIONS (Continued)					
<p>Site 7 - 29.46577, -98.59612. Proceed 0.90 miles east on Navajo Rd. from I-600. Walk north to GPS location. Damage: • Slope erosion and washout: 300-FT length x 9.5-FT wide x 1-FT depth = 2850 CF / 27 = 106 CY. • Topsoil erosion (4-in depth): 300-FT length x 9.5-FT wide = 2850 SF / 9 = 317 SY</p>					
<p>Site 8 - 29.45891, -98.59849. Proceed east on Navajo Rd from I-600 to Burntwoods Rd. Go 0.40 miles south and then walk east to GPS location. Damage: • Slope erosion and washout: 1000-FT length x 30-FT wide x 3-FT depth = 90,000 CF / 27 = 3333 CY. • Topsoil erosion (4-in depth): 1000-FT length x 30-FT wide = 30,000 SF / 9 = 3333 SY</p>					
<p>Site 9 - 29.46083, -98.59841. Proceed east on Navajo Rd from I-600 to Burntwoods Rd. Go 0.30 miles south and then walk east to GPS location. Damage: • Slope erosion and washout: 700-FT length x 25-FT wide x 4-FT depth = 70,000 CF / 27 = 2593 CY. • Channel bottom erosion and washout: 700-FT length x 15-FT wide x 1-FT depth = 10,500 CF / 27 = 389 CY. • Total erosion and washout = 2593 + 389 = 2982 CY. • Topsoil erosion (4-in depth) 700-FT length x 25-FT wide = 17,500 SF / 9 = 1944 SY</p>					
<p>SCOPE OF WORK (Continued) - Refer to the Damage Description and Dimensions for detailed dimensions and quantity calculations.</p>					
<p>Site 1 - Place structural fill in the eroded areas = 172 CY. Place 4" of topsoil over the fill and protect the new slope cover using seeded grass and mulch = 258 SY.</p>					
<p>Site 2 - Place structural fill in the eroded areas = 117 CY. Place 4" of topsoil over the fill and protect the new slope cover using seeded grass and mulch = 351 SY.</p>					
<p>Site 3 -Place structural fill in the eroded areas = 107 CY. Place 4" of topsoil over the fill and protect the new slope cover using seeded grass and mulch = 320 SY).</p>					
<p>Site 4 - Place structural fill in the eroded areas = 203 CY. Place 4" of topsoil over the fill and protect the new slope cover using seeded grass and mulch = 608 SY.</p>					
<p>Site 5 - Place 4" of topsoil over the eroded area and protect the new slope cover using seeded grass and mulch = 253 SY.</p>					
<p>Site 6 - Place 4" of topsoil over the eroded area and protect the new slope cover using seeded grass and mulch = 122 SY.</p>					
<p>Site 7 - Place structural fill in the eroded areas = 106 CY. Place 4" of topsoil over the fill and protect the new slope cover using seeded grass and mulch = 317 SY.</p>					
<p>Site 8 - Place structural fill in the eroded areas = 3333 CY. Place 4" of topsoil over the fill and protect the new slope cover using seeded grass and mulch = 3333 SY.</p>					
<p>Site 9 - Place structural fill in the eroded slope areas = 2593 CY. Place structural fill in the eroded channel bottom areas = 389 CY. Total structural fill = 2593 + 389 = 2982 CY. Place 4" of topsoil over the fill and protect the new slope cover using seeded grass and mulch = 1944 SY.</p>					
PREPARED BY: Joe Jones			TITLE: Project Officer		

DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY
SPECIAL CONSIDERATIONS QUESTIONS

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

APPLICANT City of Marquis	PA ID NO. 000-DDDDD-00	DATE 9/9/2006
PROJECT NAME Santana Creek Improved Drainage Channel	PROJECT NO. PWS-D04	LOCATION Santana Creek Drainage Channel

Form must be filled out - for each project.

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

Yes No Unsure

Comments

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

Yes No Unknown

Sites are located in an "AE" zone of the 100 year floodplain. See FIRM Map No. 48029C0428 F.

X

X

X

X

X

X

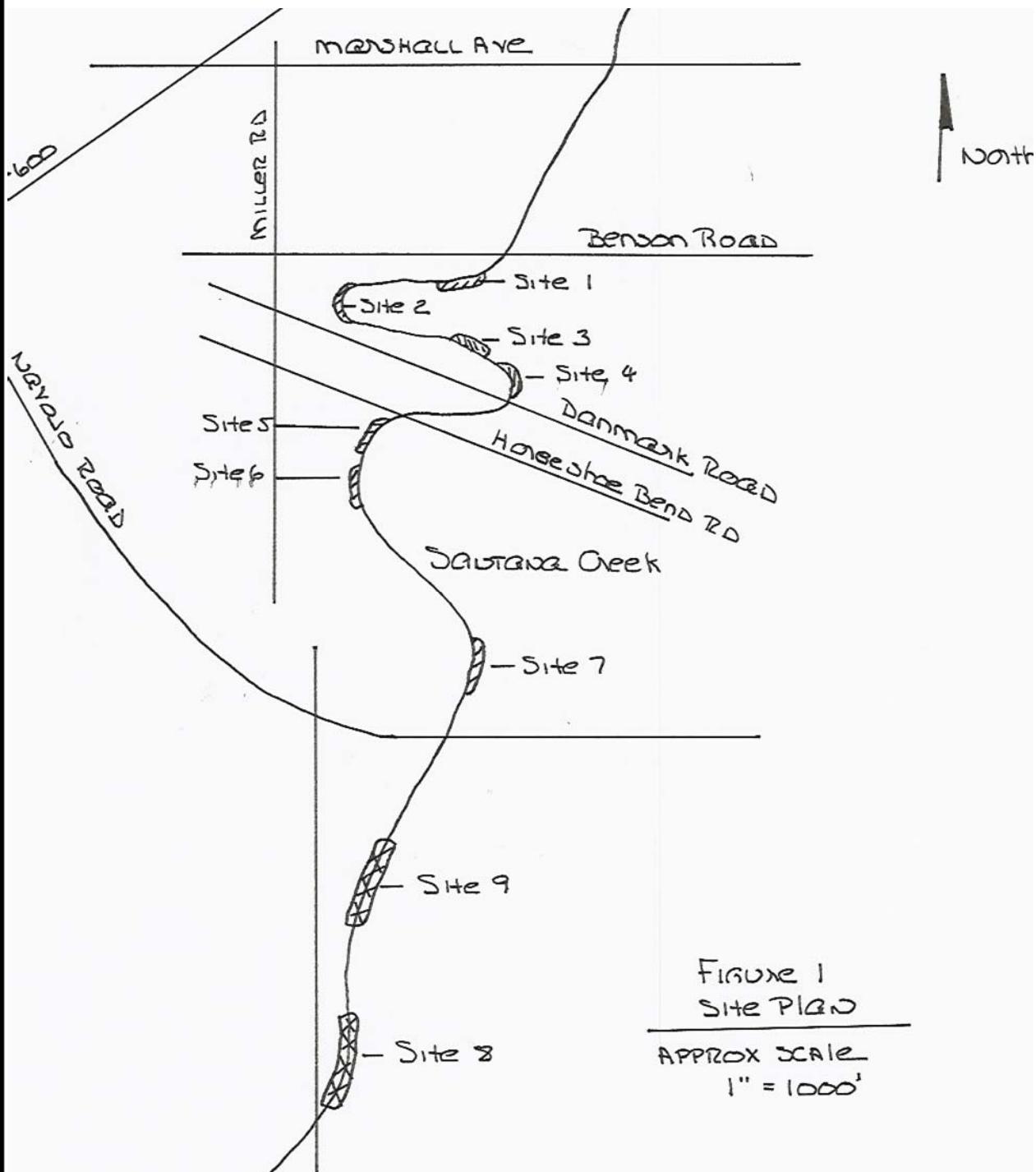
X

The applicant initially indicated that there were landfills adjacent to the channel alignment. Subsequently, it has been determined that they are not in danger.

U.S. DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY
PROJECT WORKSHEET - Maps and Sketches Sheet

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

DISASTER FEMA- 4004 -DR- ST	PROJECT NO. PWS-D04	PA ID NO. 000-DDDD-00	DATE 9/9/2006	CATEGORY D
APPLICANT City of Marquis	COUNTY Sioux			



SUMMARY CHART ALL QUANTITIES

LOCATION	STRUCTURAL FILL - CY	TOPSOIL & SEEDING - SY
Site 1	172	258
Site 2	117	351
Site 3	107	320
Site 4	203	608
Site 5	0	253
Site 6	0	122
Site 7	106	317
Site 8	3333	3333
Site 9	2982	1944
Total	7020	7506
\$/UNIT	\$14.00	\$1.00
Total Cost	\$98,280.00	\$7,506.00

U.S. DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY
PROJECT WORKSHEET - Maps and Sketches Sheet

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

DISASTER FEMA- 4004 -DR- ST	PROJECT NO. PWS-D04	PA ID NO. 000-DDDD-00	DATE 9/9/2006
APPLICANT City of Marquis	COUNTY Sioux		

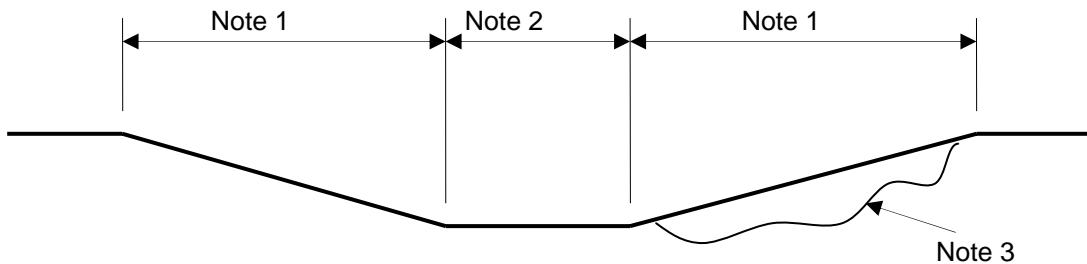


FIGURE 2
TYPICAL CROSS SECTION

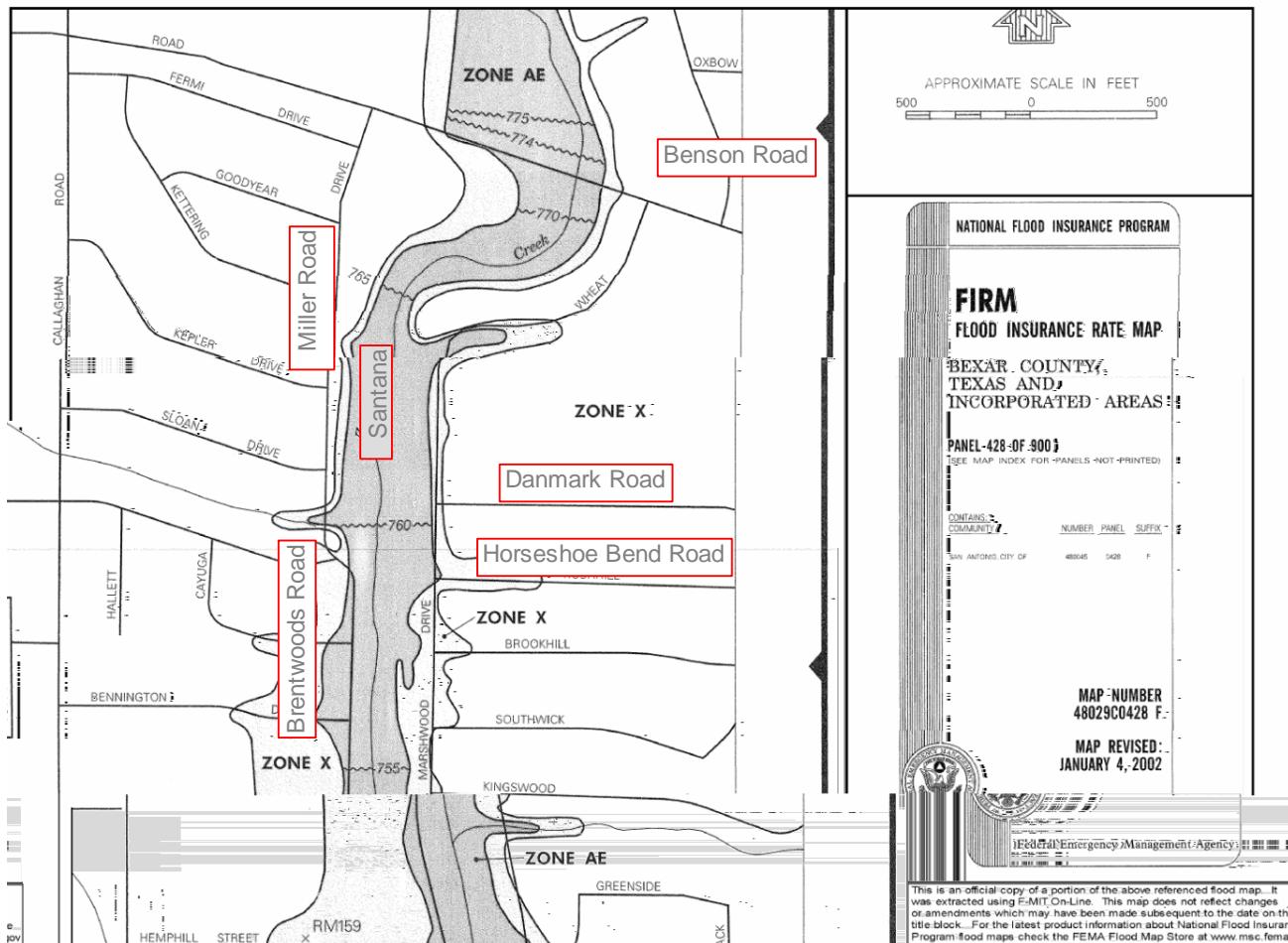
Notes

1. Width of embankments vary. Refer to descriptions of sites for detail.
2. Width and depth of channel varies.
3. Refer to descriptions for amount of eroded surface at each site.

U.S. DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY
PROJECT WORKSHEET - Maps and Sketches Sheet

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

DISASTER FEMA- 4004 -DR- ST	PROJECT NO. PWS-D04	PA ID NO. 000-DDDD-00	DATE 9/9/2006	CATEGORY D
APPLICANT City of Marquis	COUNTY Sioux			



U.S. DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY
PROJECT WORKSHEET - Photo Sheet

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

DISASTER FEMA-4004 -DR- <u>ST</u>	PROJECT NO. PWS-D04	PA ID NO. 000-DDDDD-00	DATE 9/9/2006	CATEGORY D
APPLICANT City of Marquis	COUNTY Sioux			



DESCRIPTION Photo 1 - Sample scour	DESCRIPTION Photo 2 - Sample scour
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U.S. DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY
PROJECT WORKSHEET - Photo Sheet

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

DISASTER	PROJECT NO.	PA ID NO.	DATE	CATEGORY
FEMA- 4004 -DR- <u>ST</u>	PWS-D04	000-DDDDDD-00	9/9/2006	D
APPLICANT	COUNTY			
City of Marquis	Sioux			
				
DESCRIPTION	DESCRIPTION			
Photo 3 - Sample scour	Photo 4 - Sample scour			

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

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

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DISASTER	PROJECT NO.	PA ID NO.	DATE	CATEGORY
FEMA 4005 -DIST	PWS-E05	000-EEEEEE-00	10/1/2007	E
DAMAGED FACILITY			WORK COMPLETE AS OF	
Old School Classroom Building			10/1/07	1 %
APPLICANT	COUNTY			
St. Bede's Elementary School	Clarke			
LOCATION			LATITUDE	LONGITUDE
125 River Road, Clarkesville			35.15434	-110.45638

DAMAGE DESCRIPTION AND DIMENSIONS

During the declared event, the Old School Classroom Building, part of St. Bede's Elementary School campus, was affected by high winds, heavy rains, and flooding from nearby Pinnacle Creek. St. Bede's Elementary School provides primarily non-religious education for students from kindergarten to fifth grade. The school is an eligible Private Non-Profit educational facility, in accordance with 44 CFR 206.221(e) and R&R Policy 9521.3, Private Non-Profit Facility Eligibility. *The damage is described on the continuation sheet.*

SCOPE OF WORK

The scope of work includes all elements necessary to restore the facility to pre-disaster condition. See the continuation sheet for the project's scope of work and basis for cost estimates. Additionally, the applicant has proposed hazard mitigation for utilities (see attached Hazard Mitigation Proposal).

Work Completed:

Volunteers removed carpet from the basement, removed excess mud from the basement, and cleaned tables and chairs. The applicant is not requesting assistance with this work. The applicant also hired a contractor to remove tree limbs from the damaged windows and place plywood barriers over the exterior of the windows. The total cost of this work was \$2,250. See continuation sheet

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

Special Considerations issues included? Yes No Hazard Mitigation proposal included? Yes No

Is there insurance coverage on this facility? Yes No

PROJECT COST

ITEM	CODE	NARRATIVE	QUANTITY/UNIT	UNIT PRICE	COST
		Work Completed			
1	9999	Contract - Remove tree limbs and cover windows	1 / LS	\$ 2,250.00	\$ 2,250.00
		Work to Be Completed -- Main Floor Library			
2	9999	Unload, move, clean, re-load library shelves	1 / LS	\$ 1,500.00	\$ 1,500.00
3	9999	Remove and dispose of library carpet/pad	500 / SF	\$ 0.20	\$ 100.00
4	9999	Remove and dispose of library books	1 / LS	\$ 200.00	\$ 200.00
5	9999	Remove plaster	50 / SF	\$ 0.91	\$ 45.50
6	9999	Replace plaster	6 / SY	\$ 21.66	\$ 129.96
7	9999	Paint wall	250 / SF	\$ 0.38	\$ 95.00
		TOTAL FROM COST ESTIMATION CONTINUATION SHEET			\$ 32,039.00

TOTAL COST ► \$ 36,359.46

PREPARED BY Lynn Smith	TITLE Project Officer	SIGNATURE
APPLICANT REP.	TITLE	SIGNATURE

**U.S. DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY**
PROJECT WORKSHEET - Damage Description and Scope of Work Continuation Sheet

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

DISASTER FEMA 4005 -DR- <u>ST</u>	PROJECT NO. PWS-E05	PA ID NO. 000-EEEEEE-00	DATE 10/1/2007	CATEGORY E
APPLICANT St. Bede's Elementary School	COUNTY Clarke			

DAMAGE DESCRIPTION AND DIMENSIONS (Continued)

Of the five buildings in the school campus, only the Old School Classroom Building was damaged. The Old School Classroom Building (Insurance Record # F42) is used for classroom space, library functions, and special events. The building is a one-story, brick structure that contains two classrooms, a library, restrooms, and a kitchen; with a basement containing utilities, a meeting room, and storage.

Wind and Rain Damage - Main Floor Library

The Library is located on the main floor of the building and is 30-FT wide x 30-FT long. The west and south walls of the library each include five sets of steel casement windows; each set of windows consists of two windows 2-FT wide x 4-FT high. The window sills are 2-FT above the floor. The floor is wooden with a 25-FT long x 20-FT wide carpet. The room contains five book stacks (each 20-FT long and 8-FT high) containing books; 15-FT of metal shelving, also containing books; four small wooden tables; and eight wooden chairs.

High winds caused a large tree to fall against the western side of the Library, resulting in significant damage to two sets of casement windows. The brick exterior of the building was not damaged. With the windows broken, wind-driven rain entered the Library. Specific damage is described below.

Books and shelving:

Metal shelving (15 LF) beneath the windows in the Library is dirty but not damaged; 225 books on these shelves sustained water damage. Wooden stacks are dirty but did not sustain damage; approximately 550 books on the stacks sustained water damage.

Carpeting and pads:

Water stains are visible on approximately 300 SF of carpet in the library; the applicant and FEMA Project Officer agree that carpet (500 SF) must be replaced rather than cleaned.

Plaster walls around and beneath the windows:

Water-damaged plaster area = 50 SF. The applicant and FEMA Project Officer agree that the lath and plaster sub-layers have not been damaged.

Steel casement windows:

Two sets of windows (each consisting of two, 2-FT wide x 4-FT high steel and glass windows) were damaged beyond repair. The steel frame for one set of windows was also damaged beyond repair.

Venetian blinds:

Four Venetian blind units (15 SF each) were damaged beyond repair.

Flood Damage - Basement Level

The basement is 60-FT wide x 70-FT long with unpainted concrete block walls and a concrete floor. The floor of the meeting room is partially covered by a 20-FT wide x 30-FT long carpet. Interior rooms have been created using walls constructed of wood studs and finished gypsum wall board (total wall length = 10-FT). The floor is approximately 1-FT below grade. A walk-up entrance is located on the southern wall.

Floodwaters inundated the basement to a maximum depth of 2-FT; the water remained at that depth for over 12 hours. The flooding caused the following damage:

Concrete block walls and flooring:

Concrete block around the entire perimeter of the basement is stained to a height of 2-FT. Total area affected is approximately 520 SF. Flooring in all rooms (total area = 4,200 SF) is muddy and stained.

Continued on next sheet

PREPARED BY: Lynn Smith	TITLE: Project Officer
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PROJECT WORKSHEET - Damage Description and Scope of Work Continuation Sheet

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

DISASTER FEMA-_____ -DR- _____	PROJECT NO.	PA ID NO.	DATE	CATEGORY
APPLICANT	COUNTY			

DAMAGE DESCRIPTION AND DIMENSIONS (Continued)

Interior walls:

The basement is partitioned using wood frame walls covered with gypsum wall board (total wall length = 100-FT). Wall board is damaged to varying heights due to wicking (maximum height = 6-FT). Note that electrical outlets and wiring drop from the ceiling along exterior walls and were not affected by floodwaters.

Utilities:

The furnace and electric water heaters were inundated to 2-FT. Two water heaters (50 gallon capacity each) and furnace were damaged beyond repair.

Carpeting: that electr(ineu0n6 641426001 0.66 refBT/TT0 1 Tf0 Tc 0 Tw 9 0 0 9 212.ctr(7.9.7999 Tm()Tj-0.0014 Tc 0.0036 Tw-53.1.66

recWorat electr04.96599710.02 0.66 refBT/TT0 1 Tf0 Tc 0 Tw 9 0 0 9 5-1.1tr06. 57979 Tm()Tj-0.0015 Tc 0.00369 Tw 8.33996 -1.1532

PREPARED BY:

TITLE:

U.S. DEPARTMENT OF HOMELAND SECURITY FEDERAL EMERGENCY MANAGEMENT AGENCY PROJECT WORKSHEET - Damage Description and Scope of Work Continuation Sheet					O.M.B. No. 1660-0017 Expires October 31, 2008
DISASTER FEMA 4005 -DR- <u>ST</u>	PROJECT NO. PWS-E05	PA ID NO. 000-EEEEEE-00	DATE 10/1/2007	CATEGORY E	
APPLICANT St. Bede's Elementary School		COUNTY Clarke			
SCOPE OF WORK (Continued)					
<p><u>Venetian blinds:</u> Replace four Venetian blind units (15 SF each).</p> <p>Basement Level</p> <p><u>Concrete block walls and flooring:</u> Power wash basement walls (approximately 780 SF) and floor (4,200 SF). Rent four fans for a 10-day period to accelerate drying and prevent mold.</p> <p><u>Interior walls:</u> Remove all gypsum wall board; clean studs and interior; replace wall board; tape and finish; and paint. Total area of wall board to be replaced and repainted = 800 SF.</p> <p><u>Utilities:</u> Replace furnace. Furnish and install two 50-gallon electric water heaters.</p> <p><u>Carpeting:</u> Dispose of carpet and pads (approximately 200 CF). Furnish and install meeting room carpet and pad (600 SF).</p> <p><u>Boxes of records:</u> Dispose of boxes of records (approximately 75 CF).</p> <p><u>Folding metal chairs and tables:</u> Replace five pressboard folding tables (18 in wide x 60 in long).</p> <p><u>Oil tank:</u> Repair oil tank; re-set oil tank on concrete bed and repair outflow pipe.</p> <p><u>Costs</u> The sources used to prepare cost estimates are shown on the attached sheet, "Itemized Estimate." Costs are based on RS Means, contractor's estimates, historical cost data, invoices and force account records.</p> <p><u>Mitigation</u> The applicant proposes to elevate the hot water heaters and oil tank to prevent damage in future floods. See attached hazard mitigation proposal.</p> <p><u>Insurance</u> The applicant has general hazard insurance covering the facility and has provided a copy of the policy, declarations page, and schedule of covered locations. A copy of the applicants insurance information (Policy #CJC024) was sent in with Project Number SBES-E1. The insurance adjustment and settlement information are not available.</p> <p><u>Floodplain / Insurance</u> The facility is located in an identified Special Flood Hazard Area (see attached map) but does not have flood insurance.</p> <p><u>Historic Preservation</u> The Old School Building is more than 50 years old. The Scope of Work has been developed through coordination with the FEMA historic preservation specialist (see the attached memorandum, dated 9/15/03). The cost estimate reflects costs necessary to ensure compliance with the National Historic Preservation Act.</p>					
PREPARED BY: Lynn Smith			TITLE: Project Officer		

DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY
SPECIAL CONSIDERATIONS QUESTIONS

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

APPLICANT St. Bede's Elementary School	PA ID NO. 000--EEEEEE -00	DATE 10/1/2007
PROJECT NAME Old School Classroom Building	PROJECT NO. PWS-E05	LOCATION 125 River Road, Clarkesville

Form must be filled out - for each project.

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

Yes No Unsure

Comments

Please see insurance policy #CJC024 attached to

Project Number SBES-E1

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

Yes No Unsure

Comments

Located in Zone A (100-year floodplain) as

shown on Clarke Co Flood Insurance Rate Map 905500, panel 0075 C, dated May 15, 1996.

x

x Hazard Mitigation Proposal includes work to elevate utilities in place. The footprint of the building will not change.

x

Hazard Mitigation Proposal attached

x

Building dates from 1932. The Scope of Work was developed in coordination the historic preservation specialist during preparation of the PW - see attached memo.

x

x Oil tank must be re-set on its foundation.

x

U.S. DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY
PROJECT WORKSHEET - Cost Estimate Continuation Sheet

Form No. 1650-0017
Expires October 31, 2008

DISASTER 4005	ST	PROJECT NO. PWS-E05	PA ID NO. 000-EEEEEE-00	DATE 10/1/2007	CATEGORY E
APPLICANT St. Bede's Elementary School		COUNTY Clarke			
PROJECT COST					
ITEM	CODE	NARRATIVE	QUANTITY/UNIT	UNIT PRICE	COST

Work to Be Completed - Main Library (Cont'd)

8	9999	Clean library floor	1 / LS	\$ 200.00	\$ 200.00
9	9999	Replace library carpet/pad	500 / SF	\$ 2.00	\$ 1,000.00
10	9999	Replace library books	775 / EA	\$ 25.00	\$ 19,375.00
11	9999	Remove/recycle windows	4 / EA	\$ 28.00	\$ 112.00
12	9999	Remove/recycle window frame	1 / EA	\$ 100.00	\$ 100.00
13	9999	Furnish and install window frame	1 / EA	\$ 200.00	\$ 200.00
14	9999	Furnish and install steel casement windows	4 / EA	\$ 500.00	\$ 2,000.00
15	9999	Furnish and install Venetian blinds	60 / SF	\$ 5.34	\$ 320.40

Work to Be Completed - Basement Level

16	9999	Power wash basement walls/floor	1 / LS	\$ 350.00	\$ 350.00
17	9999	Dry basement with fans	1 / LS	\$ 600.00	\$ 600.00
18	9999	Remove damaged wall board	5 / EA	\$ 16.52	\$ 82.60
19	9999	Clean studs/wall interior	1 / LS	\$ 320.00	\$ 320.00
20	9999	Replace wall board	800 / SF	\$ 0.67	\$ 536.00
21	9999	Tape/finish wall board	800 / SF	\$ 0.52	\$ 416.00
22	9999	Paint wall board	800 / SF	\$ 0.38	\$ 304.00
23	9999	Replace furnace	1 / LS	\$ 1,800.00	\$ 1,800.00
24	9999	Furnish and install 50-gallon elec water heaters	2 / EA	\$ 629.00	\$ 1,258.00
25	9999	Furnish/install carpet/pad in meeting room	600 / SF	\$ 2.00	\$ 1,200.00
26	9999	Dispose of carpets, boxes of paper	1 / LS	\$ 200.00	\$ 200.00
27	9999	Furnish pressboard folding tables	5 / EA	\$ 163.00	\$ 815.00
28	9999	Repair oil tank outflow pipe	1 / LS	\$ 350.00	\$ 350.00
29	9999	Reset oil tank	1 / LS	\$ 500.00	\$ 500.00

TOTAL COST ► \$ 32,039.00

PREPARED BY:
Lynn Smith

TITLE:
Project Officer

Old School Building - Itemized Estimate

Work Completed

Item		Units	Unit Cost	Total Cost	Source of Estimate
Remove tree limbs/cover windows	LS	1	\$2,250.00	\$2,250.00	Invoice

Wind/Rain Damage -- Main Floor Library

Item		Units	Unit Cost	Total Cost	Source of Estimate
Unload, move, clean, re-load shelves	LS	1	\$1,500.00	\$1,500.00	Applicant - force acct
Remove/dispose of library carpet/pad	SF	500	\$0.20	\$100.00	Carpet vendor
Remove/dispose of library books	LS	1	\$200.00	\$200.00	Applicant - force acct
Remove plaster	SF	50	\$0.91	\$45.50	RS Means (020-702-1000)
Replace plaster (2 coats/no lath)	SY	6	\$21.66	\$129.96	RS Means (092-108-0300)
Paint wall (2 coats)	SF	250	\$0.38	\$95.00	RS Means (099-224-0840)
Clean library floor	LS	1	\$200.00	\$200.00	Applicant - force acct
Replace library carpet and pad	SF	500	\$2.00	\$1,000.00	Carpet vendor
Replace library books with equiv	EA	775	\$25.00	\$19,375.00	Applicant cost history
Remove/recycle windows	EA	4	\$28.00	\$112.00	Contractor's est.
Remove window frame	EA	1	\$100.00	\$100.00	Contractor's est.
Furnish/install steel frame*	EA	1	\$200.00	\$200.00	Contractor's est.
Furnish/install steel casement windows*	EA	4	\$500.00	\$2,000.00	Contractor's est.
Furnish/install Venetian blinds (2-in slats)	SF	60	\$5.34	\$320.40	RS Means (125-103-0250)
Subtotal - estimated eligible costs					\$25,377.86

* Steel windows must be custom-fabricated to maintain building's historic fabric.

Flood Damage -- Basement Level

Item		Units	Unit Cost	Total Cost	Source of Estimate
Power wash basement walls/floor	LS	1	\$350.00	\$350.00	Contractor's est
Dry basement with fans	LS	1	\$600.00	\$600.00	Rental equip vendor
Remove damaged wall board	EA	5	\$16.52	\$82.60	RS Means (020-704-6100)
Clean studs/wall interior	LS	1	\$320.00	\$320.00	RS Means crew costs
Replace wall board (5/8-in thick, no finish)	SF	800	\$0.67	\$536.00	RS Means (092-608-2000)
Tape/finish wall board	SF	800	\$0.52	\$416.00	RS Means (092-608-2050)
Paint walls (2 coats)	SF	800	\$0.38	\$304.00	RS Means (099-224-0840)
Replace furnace	LS	1	\$1,800.00	\$1,800.00	Applicant cost history
Furnish/install 50 gallon water heaters	EA	2	\$629.00	\$1,258.00	RS Means (153-110-1100)
Furnish/install carpet/pad	SF	600	\$2.00	\$1,200.00	Carpet vendor
Dispose of carpet, boxes	LS	1	\$200.00	\$200.00	Applicant - force acct
Furnish pressboard folding tables	EA	5	\$163.00	\$815.00	RS Means (126-262-1020)
Repair oil outflow pipe	LS	1	\$350.00	\$350.00	Contractor's est
Re-set oil tank	LS	1	\$500.00	\$500.00	Contractor's est
Subtotal - estimated eligible costs					\$8,731.60

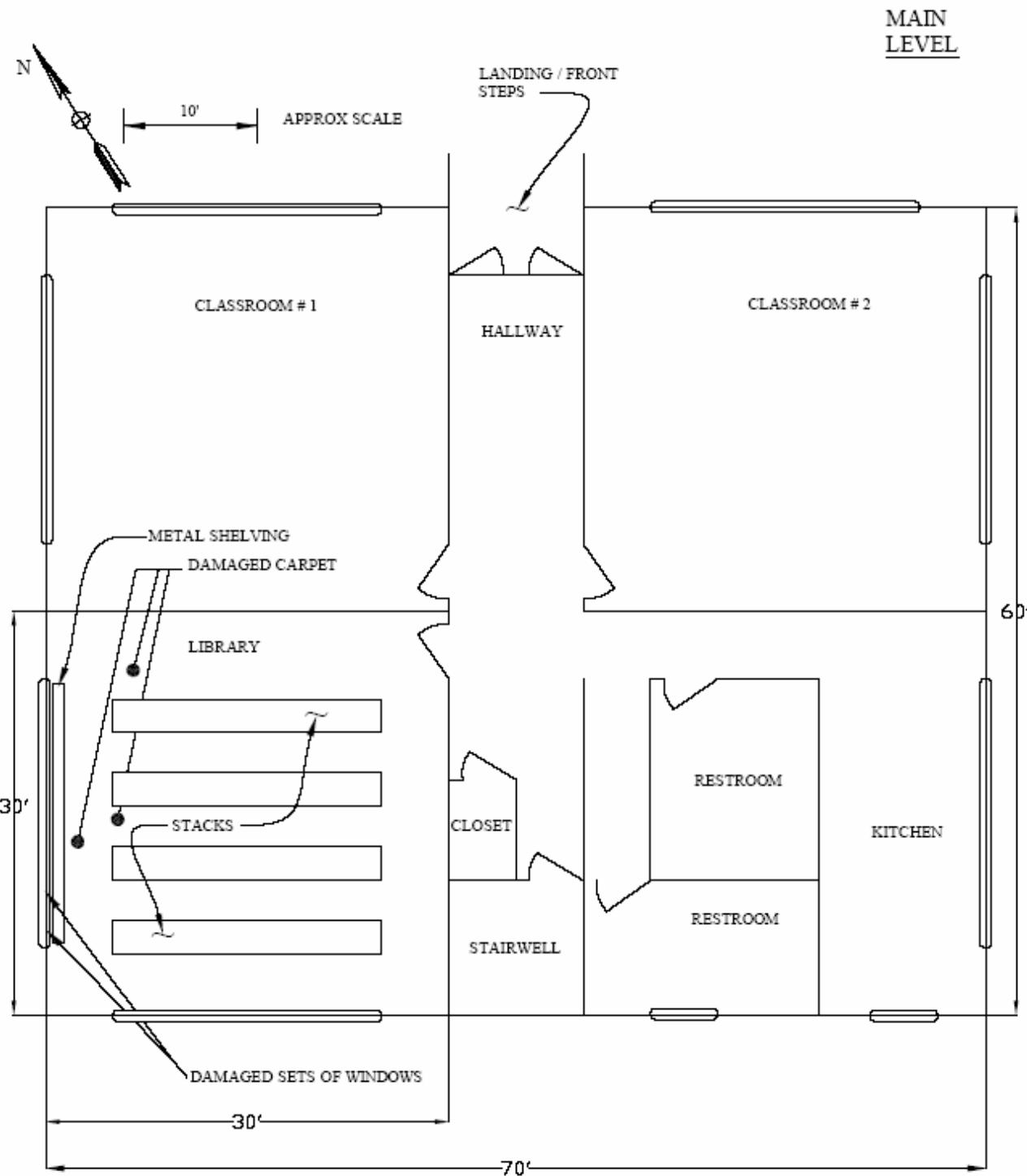
Notes:

Applicant does not have flood insurance, but structure is located in an identified Special Flood Hazard Area (SFHA). NFIP standard policy defines "basement" as an area that is below grade on all sides. For a building in an SFHA with a basement, coverage is limited to replacement of unfinished wall board (i.e. no tape, float, or paint), furnaces, and water heaters. Damage to external oil tank is not covered.

U.S. DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY
PROJECT WORKSHEET - Maps and Sketches Sheet

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

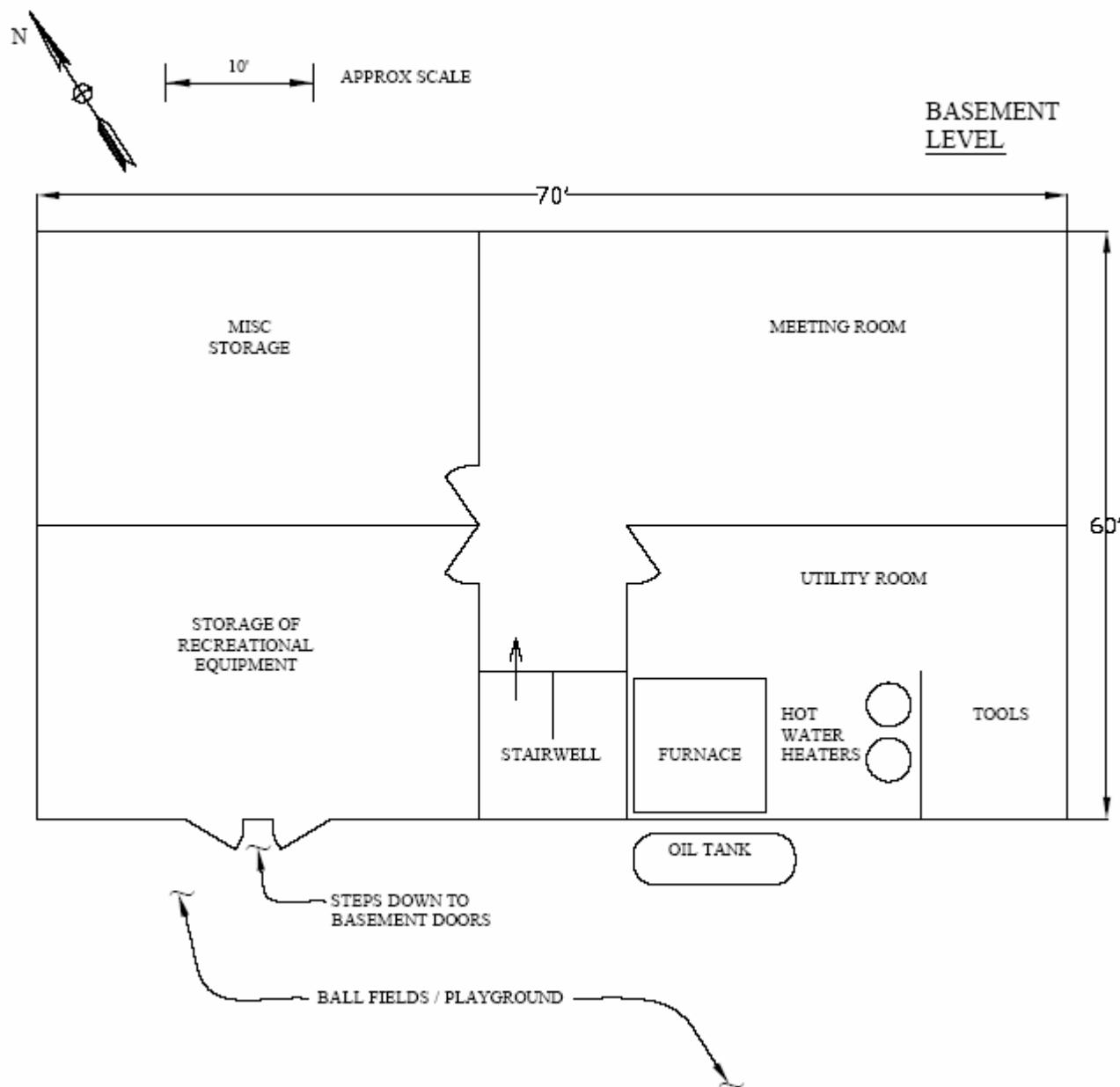
DISASTER FEMA: 4005 -DR- ST	PROJECT NO. PWS-E05	PA ID NO. 000-EEEEEE-00	DATE 10/1/2007
APPLICANT St. Bede's Elementary School	COUNTY Clarke		



U.S. DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY
PROJECT WORKSHEET - Maps and Sketches Sheet

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

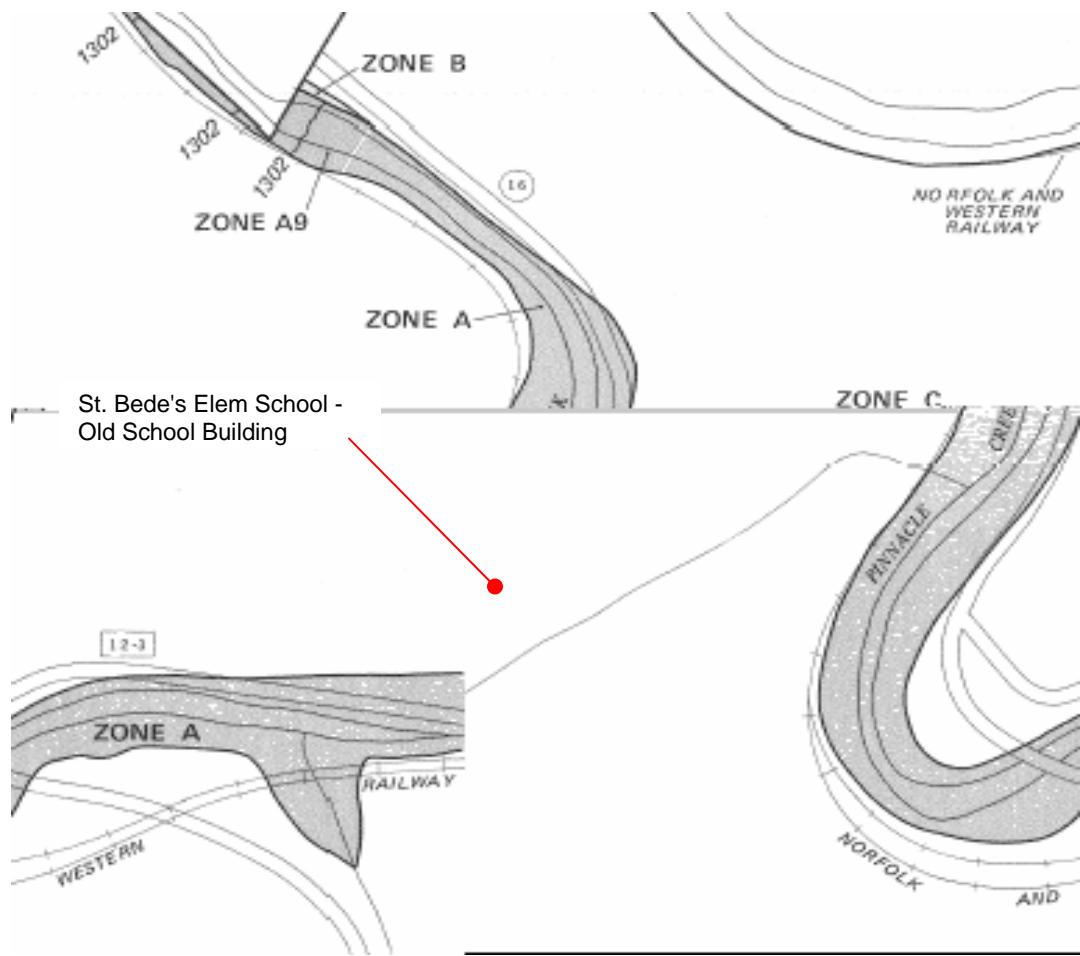
DISASTER FEMA: 4005 -DR- ST	PROJECT NO. PWS-E05	PA ID NO. 000-EEEEEE-00	DATE 10/1/2007	CATEGORY E
APPLICANT St. Bede's Elementary School	COUNTY Clarke			



U.S. DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY
PROJECT WORKSHEET - Maps and Sketches Sheet

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

DISASTER FEMA: 4005 -DR- ST	PROJECT NO. PWS-E05	PA ID NO. 000-EEEEEE-00	DATE 10/1/2007	CATEGORY E
APPLICANT St. Bede's Elementary School	COUNTY Clarke			



Clarke Co Flood Insurance Rate Map 905500, panel 0075 C, dated May 15, 1996

U.S. DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY
PROJECT WORKSHEET - Photo Sheet

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

DISASTER FEMA: <u>4005</u> -DR- <u>ST</u>	PROJECT NO. PWS-E05	PA ID NO. 000-EEEEEE-00	DATE 10/1/2007	CATEGORY E
APPLICANT St. Bede's Elementary School	COUNTY Clarke			
				
DESCRIPTION Photo 1 – Damaged Books	DESCRIPTION Photo 2 – Flooded Utility Room			

FEMA Form 90-91D, FEB 06

NOTE: Signature by the Federal Inspector is not an approval of this work, and signature by the state and Local Representative is not a commitment to perform the work.

**FEDERAL EMERGENCY MANAGEMENT AGENCY
PNP FACILITY QUESTIONNAIRE**

This questionnaire is to be used by FEMA and state personnel to help determine the eligibility of specific facilities of an approved Private Non-Profit (PNP) organization. Obtain answers to the following questions for each PNP organization. If the organization has more than one facility that incurred damage, complete a separate sheet for each facility.

Name of PNP Organization: St Bede's Elementary School

Name of the damaged facility and location: Old School Building, 125 River Road, Clarkesville

What is the primary purpose of the damaged facility? K-5 educational facility

Who may use this facility? Enrolled students - generally, members of the Catholic Church, but the school will accept non-parishioners

What fee, if any, is charged for the use of the facility? Tuition; varies by grade and changes annually

Was the facility in use at the time of the disaster? Yes No

Did the facility sustain damage as a direct result of the disaster? Yes No

What type of assistance is being requested? Public Assistance for restoration

Does the PNP organization own the facility? Yes No

If "Yes," obtain proof of ownership; check here if attached.

If "No," do they lease / rent the facility? Yes No

If "Yes," obtain a copy of the lease or rental agreement for the damaged facility; check here if attached.

Are the repairs of this facility the legal responsibility of the organization? Yes No

Is the facility insured? Yes No

If "Yes," obtain a copy of the insurance policy; check here if attached.

Additional information or comments: Applicant has general hazard insurance but not flood insurance

Name of contact person	Phone number
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FEMA Form 90-121, NOV 98

U.S. DEPARTMENT OF HOMELAND SECURITY FEDERAL EMERGENCY MANAGEMENT AGENCY PROJECT WORKSHEET - Maps and Sketches Sheet					O.M.B. No. 1660-0017 Expires October 31, 2008
DISASTER FEMA- <u>4005</u> -DR- <u>ST</u>	PROJECT NO. PWS-E05	PA ID NO. 000-EEEEEE-00	DATE 10/1/2007	CATEGORY E	
APPLICANT St. Bede's Elementary School	COUNTY Clarke				

INTEROFFICE MEMORANDUM

TO: LYNN SMITH, PROJECT OFFICER
FROM: WILLIAM MILLER, HISTORIC PRESERVATION SPECIALIST
SUBJECT: CULTURAL RESOURCES REVIEW, PW SAMPLE 5
DATE: 15 SEPT 2007
CC:

At your request, I have reviewed the scope of work associated with PWS-E05 for compliance with Section 106 of the National Historic Preservation Act. As noted on the PW Special Considerations Form, the Old School was built in 1932. The Old School is not listed on the National Register of Historic Places; the building is also not listed on any local or state inventories of historic properties. Although the Old School has been subject to various minor alterations over the years, my preliminary determination is that it retains sufficient architectural integrity to potentially be eligible to the National Register of Historic Places under Criterion C. Additional research into the history of the Old School and its architect would be necessary to make this determination; however, this should not be necessary to satisfy FEMA's responsibilities under Section 106.

FEMA has executed a Programmatic Agreement (PA) with the State Historic Preservation Officer and the Advisory Council on Historic Preservation for FEMA-4005-DR-ST. Therefore, as long as the restoration of certain building elements can be conducted in compliance with the Programmatic Allowances described in the PA, no additional cultural resources review is necessary. Specifically,

1. library windows must be replaced in-kind to exactly match existing materials and form, and historic window hardware must be repaired, instead of replaced, when possible;
2. interior walls must be replaced with in-kind materials and features, consistent with the Secretary of the Interior's Standards for the Treatment of Historic Properties;
3. electric water heaters must be replaced in kind; and
4. the oil tank must not be mounted to the building or require the installation of new piping that is mounted to the building.

All other components of the scope of work are related to building contents and would not affect the character-defining features of the Old School.

Compliance with these conditions should be made a condition of grant funding. In addition, I would recommend that, as a condition of grant funding, the 90-percent design plans be transmitted to the Regional Environmental Officer for review to ensure that these measures are included in the building design.

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

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

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DISASTER	PROJECT NO.	PA ID NO.	DATE	CATEGORY
FEMA4006 -DIST	PWS-E06	000-EEEEEE-00	11/11/2006	E
DAMAGED FACILITY			WORK COMPLETE AS OF	
Vehicles and Mobile Equipment			11/11/06	: 76 %
APPLICANT	COUNTY			
Williams County School District	Williams			
LOCATION			LATITUDE	LONGITUDE
1500 State Route 16 (west side)			37.34211	-81.31973

DAMAGE DESCRIPTION AND DIMENSIONS

On August 8, 2006, heavy rainfall caused Pinnacle Creek to overflow its banks and inundate vehicles and equipment parked on the grounds of the Williams County School District's Transportation and Maintenance Facility. The facility is located on the west side of State Route #16, adjacent to Pinnacle Creek.

See the continuation page for damage description.

SCOPE OF WORK

Repair and replacement of damaged vehicles and equipment are eligible. For vehicles and equipment damaged beyond repair, comparable items are eligible, in accordance with 44 CFR 206.226(f). Refer to the attached vehicle description list for vehicle listings.

WORK COMPLETED: Replace 23 destroyed vehicles and 1 forklift at a total cost of \$265,692.80 (items 1-24). Repair 12 damaged vehicles at a cost of \$50,370.97 (items 25-36).

See the continuation page for a discussion of insurance and a breakdown of eligible costs.

Does the Scope of Work change the pre-disaster conditions at the site?

Yes No

Special Considerations issues included? Yes No

Hazard Mitigation proposal included? Yes No

Is there insurance coverage on this facility? Yes No

PROJECT COST

ITEM	CODE	NARRATIVE	QUANTITY/UNIT	UNIT PRICE	COST
Work Completed					
1	9999	Replace 23 vehicles and 1 forklift	1 / LS	\$ 265,693.00	\$ 265,693.00
2	9999	Repair 12 damaged vehicles	1 / LS	\$ 50,370.97	\$ 50,370.97
Work to Be Completed					
3	9999	Repair 22 damaged vehicles	1 / LS	\$ 33,000.00	\$ 33,000.00
TOTAL COST ➔ \$ 349,063.97					

PREPARED BY
Jane Smith

TITLE
Project Officer

SIGNATURE

APPLICANT REP.

TITLE

SIGNATURE

U.S. DEPARTMENT OF HOMELAND SECURITY FEDERAL EMERGENCY MANAGEMENT AGENCY PROJECT WORKSHEET - Damage Description and Scope of Work Continuation Sheet				O.M.B. No. 1660-0017 Expires October 31, 2008
DISASTER FEMA_4006_DR_ST	PROJECT NO. PWS-E06	PA ID NO. 000-EEEEEE-00	DATE 11/11/2006	CATEGORY E
APPLICANT Williams County School District	COUNTY Williams			

DAMAGE DESCRIPTION AND DIMENSIONS (Continued)

Flood waters reached depths of up to 6 feet on the facility's parking lot, causing vehicles to be inundated with water, mud, and debris. Fifty-eight (58) vehicles were damaged during the flood.

* 57 vehicles (23 destroyed, 34 repairable - see attached Vehicle List for a breakdown)

* 1 forklift

The latitude and longitude were recorded at the Transportation and Maintenance Facility.

This Project Worksheet covers damage to vehicles and mobile equipment only. The facility building and grounds also sustained damage during the flood. Damage to the facility and grounds is covered under a separate Project Worksheet. A site visit was conducted on September 25, 2006 to assess damages to the vehicles.

SCOPE OF WORK (Continued)

WORK TO BE COMPLETED: Repair 22 damaged vehicles at an estimated cost of \$33,000. (items 37-58)

Insurance

The Applicant supplied a copy of their insurance policy, which is attached to this project. The insurance company was scheduled to come out to assess their losses.

Eligible Costs

Eligible costs for repair and replacement are based on the estimates prepared by the applicant's insurance claims representative. The FEMA Project Officer reviewed salvage value records and vehicle damage reports for reasonableness.

Replacement: New vehicles have been purchased for the replacement of 23 vehicles and forklift with comparable items (see items 1-24 on the attached vehicle list). Eligible costs are based on the Kelly Blue Book value for the year, make, model and condition of the vehicles prior to the disaster. Total eligible cost for replacement = \$265,693. Insurance proceeds will be reduced from this project.

Repair - The repair costs are based on three verbal estimates from local repair shops.

PREPARED BY: Jane Smith

TITLE: Project Officer

DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY
SPECIAL CONSIDERATIONS QUESTIONS

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

APPLICANT Williams County School District	PA ID NO. 000-EEEEEE-00	DATE 11/11/2006
PROJECT NAME Damaged Vehicles and Mobile Equipment	PROJECT NO. PWS-E06	LOCATION 1500 State Rout 16 (west side)

Form must be filled out - for each project.

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

Yes No Unsure

Comments

Commercial Auto Policy covers flood - see attached policy

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

Yes No Unsure

Comments

The facility is located in the floodplain of Pinnacle Creek.

See attached Flood Insurance Rate Map number 550550, panel 0001B, dated May 5, 1985.

x

x

x

x

x

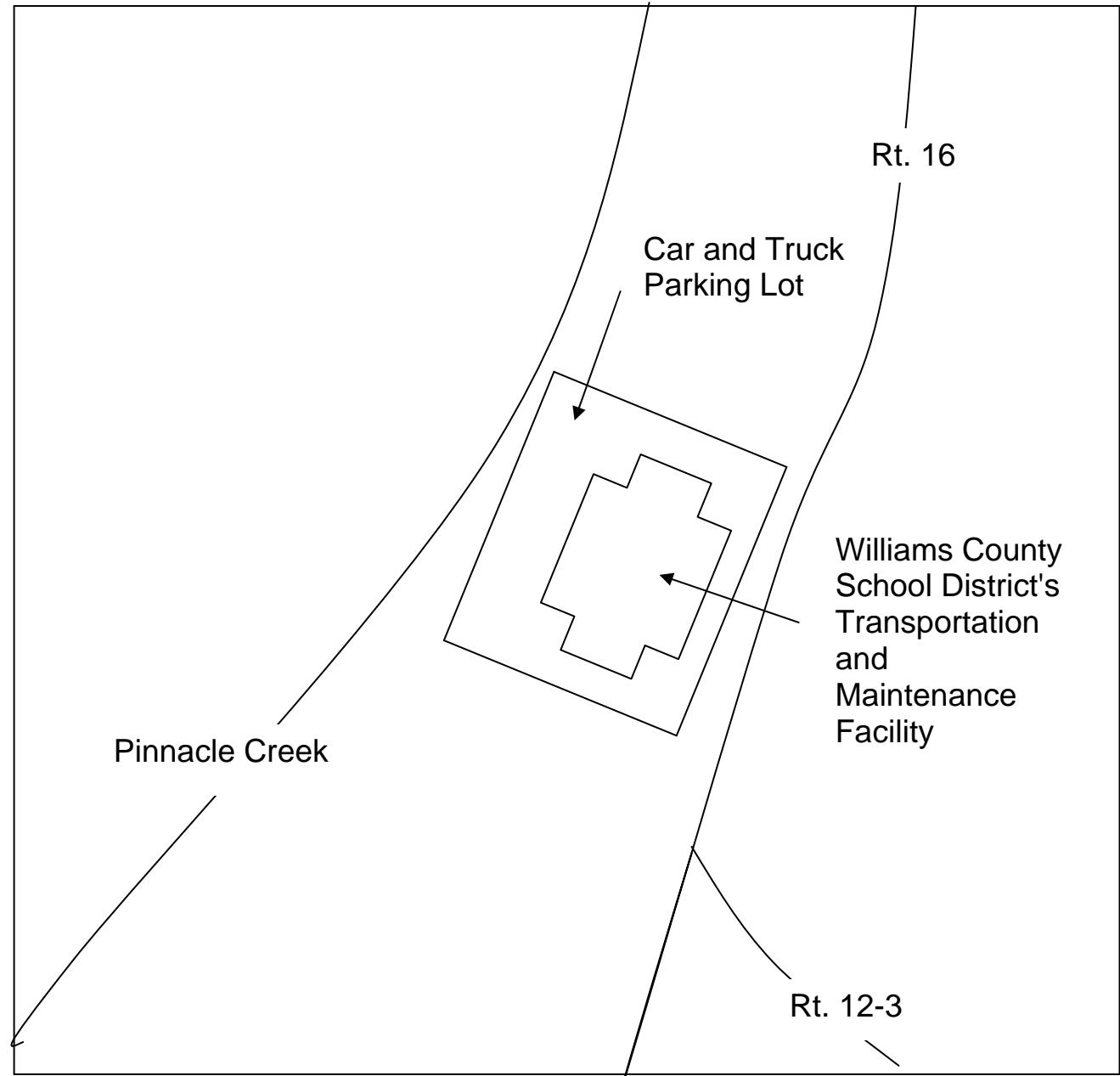
x

x

U.S. DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY
PROJECT WORKSHEET - Maps and Sketches Sheet

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

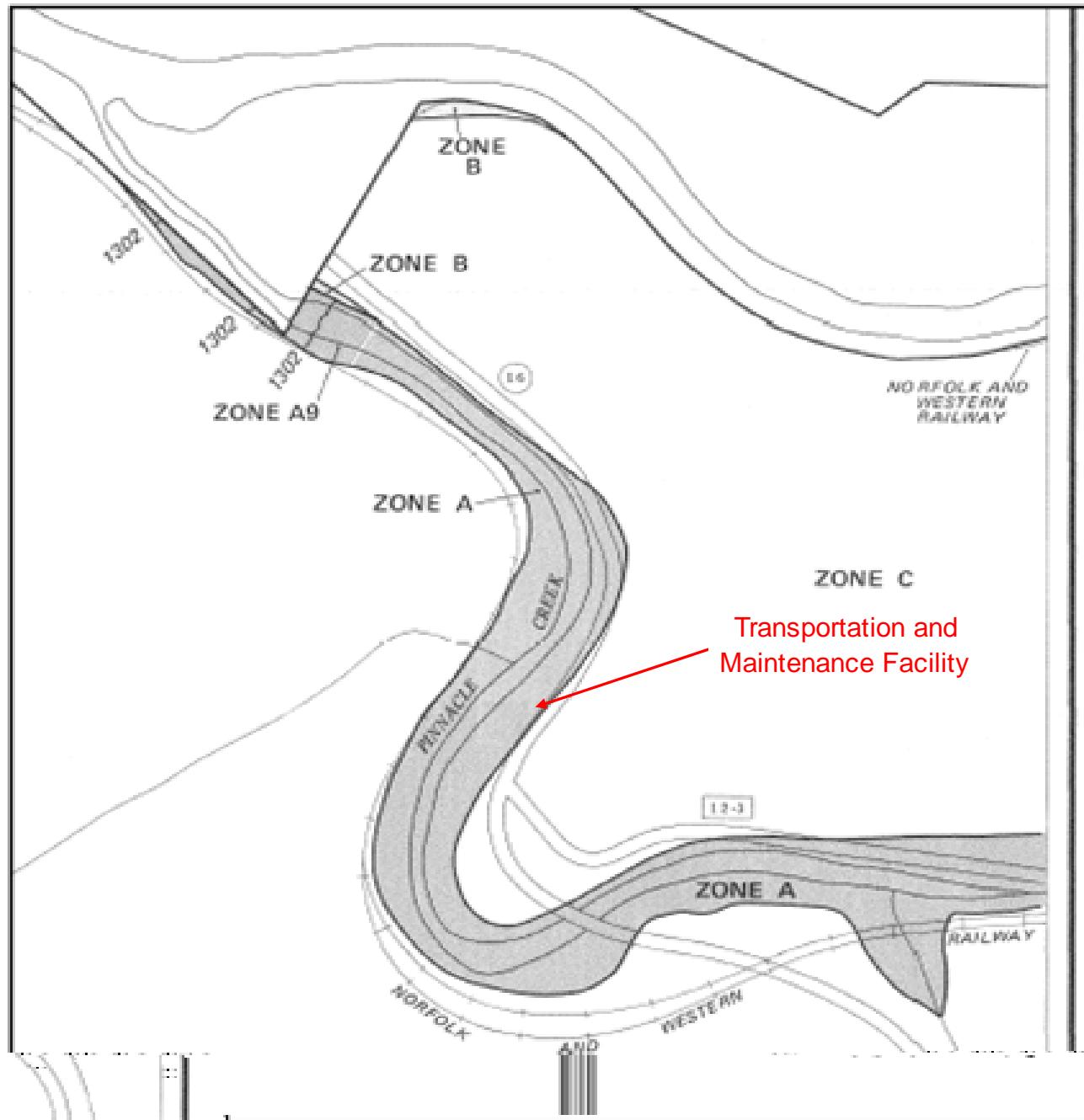
DISASTER FEMA- 4006 -DR- <u>ST</u>	PROJECT NO. PWS-E06	PA ID NO. 000-EEEEEE-00	DATE 11/11/2006
APPLICANT Williams County School District	COUNTY Williams		



U.S. DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY
PROJECT WORKSHEET - Maps and Sketches Sheet

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

DISASTER FEMA- 4006 -DR- ST	PROJECT NO. PWS-E06	PA ID NO. 000-EEEEEE-00	DATE 11/11/2006	CATEGORY E
APPLICANT Williams County School District	COUNTY Williams			



Flood Insurance Rate Map number 550550, panel 0001B, dated May 5, 1985

U.S. DEPARTMENT OF HOMELAND SECURITY FEDERAL EMERGENCY MANAGEMENT AGENCY PROJECT WORKSHEET - Photo Sheet				O.M.B. No. 1660-0017 Expires October 31, 2008
DISASTER FEMA 4006 -DR- ST	PROJECT NO. PWS-E06	PA ID NO. 000-EEEEEE-00	DATE 11/11/2006	CATEGORY E
APPLICANT Williams County School District	COUNTY Williams			
				
DESCRIPTION Photo 1 – Typical interior vehicle damage.	DESCRIPTION Photo 2 – Area where vehicles were located during flooding event.			

U.S. DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY
PROJECT WORKSHEET - Cost Estimate Continuation Sheet

M.R. No. 1640.00071
Expires October 31, 2008

DISASTER 4006 ST	PROJECT NO. PWS-E06	PA ID NO. 000-EEEEEE-00	DATE 11/11/2006		
APPLICANT Williams County School District	COUNTY Williams				
PROJECT COST					
ITEM	CODE	NARRATIVE	QUANTITY/UNIT	UNIT PRICE	COST

DAMAGED VEHICLE DESCRIPTION LIST

Total Loss Vehicles

Item	VIN		KBB/REPAIR COST
Completed -Repaired/Replaced			
1	123	1983 Ford PU 150	\$ 1,949.20
2	345	1991 Plymouth Acclaim	\$ 2,677.50
3	376	1991 Plymouth Acclaim	\$ 2,550.00
4	678	1994 Ford Van E250	\$ 8,275.00
5	879	1997 Ford Van A 350	\$ 14,470.00
6	N/A	Hyster Forklift	\$ 2,250.00
7	344	1989 Ford Van A250	\$ 2,691.10
8	562	1992 Ford PU A250	\$ 5,900.00
9	119	1978 Intl. 24-passenger School Bus	\$ 1,685.00
10	623	1994 Chevrolet Bus	\$ 15,000.00
11	444	1983 Chevrolet 24-passenger School Bus	\$ 2,085.00
12	611	1989 GM 30-passenger School Bus	\$ 7,580.00
13	988	1992 Intl. 77-passenger Bus	\$ 6,000.00
14	712	1994 Intl. 77-passenger Bus	\$ 7,500.00
15	823	1996 Intl. 77-passenger Bus	\$ 18,830.00
16	945	1999 Intl. 77-passenger Bus	\$ 23,330.00
17	667	1999 Intl. 77-passenger Bus	\$ 39,000.00
18	876	1992 Bluebird Bus	\$ 39,000.00
19	888	1992 Bluebird Bus	\$ 13,670.00
20	221	1992 Bluebird Bus	\$ 13,670.00
21	449	1987 Bluebird Bus	\$ 13,670.00
22	899	1987 Bluebird Bus	\$ 3,670.00
23	990	1992 Ford F450	\$ 9,670.00
24	303	1994 GMA Bus	\$ 10,570.00
Subtotal			\$ 265,692.80

Continued

PREPARED BY Jane Smith	TOTAL COST ►
TITLE: Project Officer	

U.S. DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY
PROJECT WORKSHEET - Cost Estimate Continuation Sheet

M.R. No. 1640.00071
Expires October 31, 2008

DISASTER <u>4006</u>	PROJECT NO. <u>ST</u>	PA ID NO. <u>PWS-E06</u>	DATE <u>000-EEEEEE-00</u>	CATEGORY <u>11/11/2006</u>	
APPLICANT <u>Williams County School District</u>		COUNTY <u>Williams</u>			
PROJECT COST					
ITEM	CODE	NARRATIVE	QUANTITY/UNIT	UNIT PRICE	COST

DAMAGED VEHICLE DESCRIPTION LIST

Total Loss Vehicles

Item	VIN	Repair Vehicles	KBB/REPAIR COST
25	111	1998 Chev. Van	\$ 8,866.10
26	699	1990 Ford B600	\$ 2,985.47
27	928	1992 Intl. Bus	\$ 2,521.34
28	818	1992 Intl. Bus	\$ 1,327.01
29	655	1992 Intl. Bus	\$ 5,835.92
30	223	1994 Intl. Bus	\$ 5,523.92
31	331	1995 Intl. Bus	\$ 9,974.82
32	467	1996 Intl. Bus	\$ 5,055.36
33	323	1996 Intl. Bus	\$ 1,570.00
34	545	2000 Intl. Bus	\$ 5,008.00
35	897	2000 Intl. Bus	\$ 820.01
36	222	2001 Ford Van	\$ 883.02
Subtotal			\$ 50,370.97

Continued

	TOTAL COST ►
PREPARED BY <u>Jane Smith</u>	TITLE: <u>Project Officer</u>

U.S. DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY
PROJECT WORKSHEET - Cost Estimate Continuation Sheet

M.R. No. 1640.00071
Expires October 31, 2008

DISASTER 4006 ST	PROJECT NO. PWS-E06	PA ID NO. 000-EEEEEE-00	DATE 11/11/2006	CATEGORY E	
APPLICANT Williams County School District		COUNTY Williams			
PROJECT COST					
ITEM	CODE	NARRATIVE	QUANTITY/UNIT	UNIT PRICE	COST

DAMAGED VEHICLE DESCRIPTION LIST

Total Loss Vehicles

Item	VIN				KBB/REPAIR COST
To be Completed - Repaired					
37	771	2001 Ford Van			\$ 1,500.00
38	664	1996 Ford Van			\$ 1,500.00
39	559	1997 Ford Van			\$ 1,500.00
40	815	1997 Ford Van			\$ 1,500.00
41	914	1994 Ford Van E250			\$ 1,500.00
42	919	1994 Intl. Bus			\$ 1,500.00
43	206	1995 Intl. Bus			\$ 1,500.00
44	203	1996 Intl. Bus			\$ 1,500.00
45	415	1996 Intl. Bus			\$ 1,500.00
46	510	1997 GMC Bus			\$ 1,500.00
47	202	1997 GMC Bus			\$ 1,500.00
48	917	1990 Ford B600			\$ 1,500.00
49	951	1992 Intl. Bus			\$ 1,500.00
50	405	1996 Ford Van			\$ 1,500.00
51	114	1997 Ford Van			\$ 1,500.00
52	937	1997 Ford Van			\$ 1,500.00
53	877	1994 Ford Van E250			\$ 1,500.00
54	133	1994 Intl. Bus			\$ 1,500.00
55	451	1996 Intl. Bus			\$ 1,500.00
56	556	2002 Intl. Bus			\$ 1,500.00
57	908	1996 Intl. Bus			\$ 1,500.00
58	779	1992 Intl. Bus			\$ 1,500.00
Subtotal					\$ 33,000.00

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PREPARED BY Jane Smith	TOTAL COST \$ 349,063.77
TITLE: Project Officer	

U.S. DEPARTMENT OF HOMELAND SECURITY FEDERAL EMERGENCY MANAGEMENT AGENCY PROJECT WORKSHEET - Maps and Sketches Sheet				O.M.B. No. 1660-0017 Expires October 31, 2008
DISASTER FEMA- 4006 -DR- ST	PROJECT NO. PWS-E06	PA ID NO. 000-EEEEEE-00	DATE 11/11/2006	CATEGORY E
APPLICANT Williams County School District	COUNTY Williams			

Certificate of Liability Insurance (L3)

Page 1 of 2

National Union Fire Insurance Company
10000 Pine Street
New York, New York 10021

Additional Insured:
Williams County Board of Education
P.O. Box 1000

Certificate No: L 1234 - July 1, 1980

This certifies that the insured named above is an Additional Insured for the coverage indicated below under General Liability Policy GL 6124594 and Automobile Policy CA 12345 issued to the State by NATIONAL UNION FIRE INSURANCE CO.

This certificate presents a summary of coverage. The policies may be inspected at the office of the Board of Risk and Insurance Management, 1000 Grant Avenue, New York, NY 10021 during its regular business hours. Reproduction of the policies shall be at cost.

COVERAGE PERIOD

From: July 1, 2003 To: Jul 1, 2004 12:01 Eastern Standard Time

COVERAGE AFFORDED

The Additional Insured is insured for the following Coverage's:
 Comprehensive General Liability Insurance
 Person Injury Liability Insurance
 Professional Liability Insurance
 Stop Gap Liability Insurance
 Wrongful Act Liability Insurance
 Comprehensive Auto Liability Insurance
 Auto Physical Damage Insurance, including comprehensive and collision
 Garage keepers Insurance

LIMITS OF LIABILITY - EACH OCCURRENCE.

\$1,000,000 each occurrence for all coverage combined. This limit is not increased if a claim is insured under more than one coverage or if claim is made against more than one insured.

U.S. DEPARTMENT OF HOMELAND SECURITY FEDERAL EMERGENCY MANAGEMENT AGENCY PROJECT WORKSHEET - Maps and Sketches Sheet					O.M.B. No. 1660-0017 Expires October 31, 2008
DISASTER FEMA- 4006 -DR- ST	PROJECT NO. PWS-E06	PA ID NO. 000-EEEEEE-00	DATE 11/11/2006	CATEGORY E	
APPLICANT Williams County School District	COUNTY Williams				

Certificate No: L 1234 - July 1, 1980
 Williams County Board of Education

Page 2 of 2

SPECIAL LIMITS.

The auto physical damage limit is the actual cash value of each vehicle subject to a deductible of \$500 for private passenger vehicles or \$1,000 for other vehicle types including mobile equipment.

DEFENSE COSTS.

Defense costs are in addition to the each occurrence limit of liability.

SUBJECT TO POLICY TERMS.

The insurance evidenced by this certificate is subject to all of the terms, conditions, exclusions and definitions in the policies.

OTHER INSURED.

The members of the governing body of the Additional Insured named above, its elected or appointed officials, executive officers, directors, commissioners, board members, volunteer workers, student teachers, and employees are also insured under the policies while acting within the scope of their duties as such.

STATUTORY IMMUNITIES.

It is a condition precedent of coverage under the policies that the Additional Insured does not waive any statutory or common law immunity conferred upon it.

EXCESS COVERAGE.

If the Additional Insured has other primary insurance for the hazards covered by the above policies, the coverage afforded by this certificate does not apply to losses occurring before the expiration or termination date of the other insurance except to the extent that the amount of loss exceeds the limit of liability of the other insurance, but then only for an amount not exceeding the difference between \$1,000,0000 and the limit of liability of the other insurance.

PRIOR CLAIMS MADE COVERAGE.

As the insurance under this Certificate renews certain liability coverage's previously insured on a claims-made policy form, the insurance under this Certificate shall apply to a claim or loss reported during the Certificate Coverage Period that occurred prior to the effective date of the Certificate if the claim or loss would have been covered by the prior claims-made policy provided that the claim or loss is also within the scope of coverage afforded by the policy issued to the State and not excluded therein. However, in no event shall coverage apply to a claim or loss occurring prior to the RETRO DATE, if any, stated below.

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

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

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DISASTER	PROJECT NO.	PA ID NO.	DATE
FEMA4007 -DST	PWS-F07	000-FFFFF-00	2/28/2007
DAMAGED FACILITY		WORK COMPLETE AS OF	
Electric Distribution System		2/16/07	: 91 %
APPLICANT	COUNTY		
Charleston Electric Cooperative	Charles		
LOCATION	LATITUDE	LONGITUDE	
NE Sector – City of Charleston	35.91256	-97-92581	

DAMAGE DESCRIPTION AND DIMENSIONS

Charleston Electric Cooperative owns, operates and maintains a regional electric utility system that distributes electrical power to city and rural residents, commercial businesses, and industrial customers in the City of Charleston and the central portion of Charles County. The severe winter storm beginning on January 30, 2007, caused ice to accumulate on trees, tree limbs and on the electrical distribution system components.

Refer to the continuation sheet for further description of the damage.

SCOPE OF WORK

The Charleston Electric Cooperative utilized a combination of force account labor, equipment and materials and contractor services to restore much of the system to date. Equipment rates are based on FEMA Equipment Rates, or applicant rates when lower.

Work completed includes: Installation of 16 wood poles, 99 steel poles, 179 wood cross arms, 42 anchor guys, 8,436 feet of conductors, 392 insulators, 39 distribution transformers, 295 service drops, 14 street lights, 26 revenue meters, 53 cut out fuses, 55 arrestors, 190 splices, and the required miscellaneous connection and mounting hardware. Associated force account labor was utilized for traffic control and safety monitoring.

Refer to continuation sheet for further description of scope of work items.

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

Special Considerations issues included? Yes No Hazard Mitigation proposal included? Yes No

Is there insurance coverage on this facility? Yes No

PROJECT COST

ITEM	CODE	NARRATIVE	QUANTITY/UNIT	UNIT PRICE	COST
		Work Completed:			
1	9007	Labor	1 / LS	\$ 32,669.17	\$ 32,669.17
2	9008	Equipment	1 / LS	\$ 25,705.85	\$ 25,705.85
3	9009	Material	1 / LS	\$ 84,651.42	\$ 84,651.42
4	9025	Contract	1 / LS	\$ 221,218.29	\$ 221,218.29
		Work to be Completed:			
5	9999	Labor Estimate	1 / LS	\$ 13,112.36	\$ 13,112.36
6	9999	Equipment Estimate	1 / LS	\$ 19,556.80	\$ 19,556.80
7	9999	Material - See List B	1 / LS	\$ 8,967.04	\$ 8,967.04
8	9999	Transformer Oil Testing	16 / EA	\$ 20.00	\$ 320.00
9	9999	KVA Transformer Salvage	880 EA	\$ (1.00)	\$ (880.00)

TOTAL COST ► \$ \$405,320.93

PREPARED BY James Coach	TITLE Project Officer	SIGNATURE
APPLICANT REP.	TITLE	SIGNATURE

PROJECT WORKSHEET - Damage Description and Scope of Work Continuation Sheet

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

DISASTER <u>FEMA- 4007 -DR- ST</u>	PROJECT NO. <u>PWS-F07</u>	PA ID NO. <u>000-FFFFF-00</u>	DATE <u>2/28/2007</u>	CATEGORY <u>F</u>
APPLICANT <u>Charleston Electric Cooperative</u>	COUNTY <u>Charles</u>			

DAMAGE DESCRIPTION AND DIMENSIONS (Continued)

The excessive weight of the ice caused trees and tree limbs to lie on, or break the system conductors and resulted in broken poles and damage to system components. As a result of these damages, 27,300 customers within the City of Charleston were without power for approximately 72 hours.

Lat-Long measured at intersection of N2860 Rd and E0760 Rd.

Throughout the northeast section of the City of Charleston (see attached map for general area of damage) the resulting conditions broke 16 wood poles, 99 steel poles, 222 wood cross arms, 52 anchor guys, 14,332 feet of conductors, 512 insulators, 41 distribution transformers 10-75Kva, 299 service drops, 26 street lights, 26 revenue meters, 56 cut out fuses, 62 arresters and miscellaneous electrical distribution equipment and hardware. Sixteen of the 41 transformers tanks were punctured and were leaking insulating oil.

Note that two additional PWs were prepared for related work. Category A PW 19 was prepared for removal and disposal of debris that was posing a threat to the distribution system lines, including disaster-related fallen or dangerous trees and hanging or broken limbs that were leaning over or near the energized system. Category B PW 23 was prepared for overtime labor associated with the emergency phase of activating office staff to assist with dispatching, receiving trouble calls, and directing crews to trouble spots to restore service, as well as emergency efforts to secure downed systems.

SCOPE OF WORK (Continued)

Work Completed (Continued)

Refer to the attached materials listing for material specifications. All damaged components were replaced in-kind. No mitigating opportunities were noted.

For work completed, from 1/31 to 2/16 timesheets and equipment usage records were randomly sampled. No discrepancies were noted. Contractors were selectively bid based on sealed bids. Monitoring of contractor activities was performed by Applicant staff. All invoices were reviewed and corrections were made as needed. Copies of contracts and invoices are on file.

Work to Be Completed:

The remaining work will be performed utilizing force account labor, equipment and materials, and consists of the following remaining items:

Install 43 wood cross arms, 10 anchor guys, 5896 feet of conductors, 120 insulators, 2 37.5 kVA distribution transformers, 4 service drops, 12 street lights, 3 cut out fuses, 7 arrestors, 15 splices, and the required miscellaneous connection and mounting hardware.

Resag repaired conductors to maintain required ground clearance.

Test the 16 leaking/open damaged distribution transformers for PCB presence.

For remaining work which is currently on-going, the applicant has estimated labor, equipment and materials costs based on company historical records. Cost for transformer testing for the presence of PCBs is based on a telephone quote obtained from Southeast Transformer Co. (16 transformers, \$20/test). Should PCBs be present, a separate PW will be prepared for associated scope and costs for clean-up and removal.

PREPARED BY: James Coach

TITLE: Project Officer

DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY
SPECIAL CONSIDERATIONS QUESTIONS

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

APPLICANT Charleston Electric Cooperative	PA ID NO. 000-FFFFF-00	DATE 2/28/2007
PROJECT NAME Electric Distribution System	PROJECT NO. PWS-F07	LOCATION NE Sector, City of Charleston

Form must be filled out - for each project.

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

Yes No Unsure

Comments

No insurable risk

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

X

See FEMA Floodplain map Number 400471, Panel 0320 Suffix C.

Some Firmettes have been attached showing sections of area, see larger map for entire area.

X

X

X

X

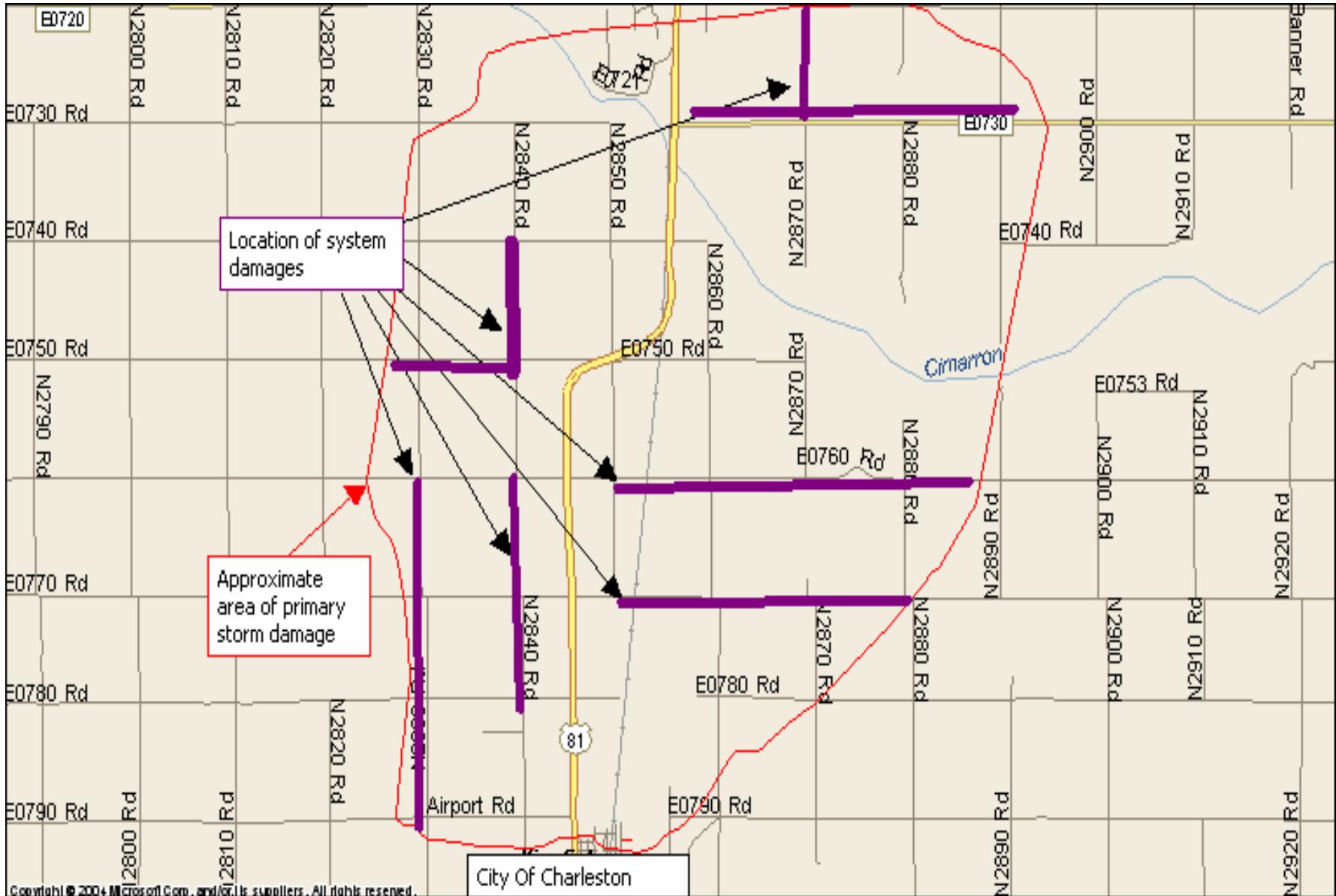
X

X

Oil from broken transformers will be tested for

PCB and appropriate cleanup, handling and disposal determined based on results of testing.

X



Charleston Electric Cooperative
Electric Distribution System

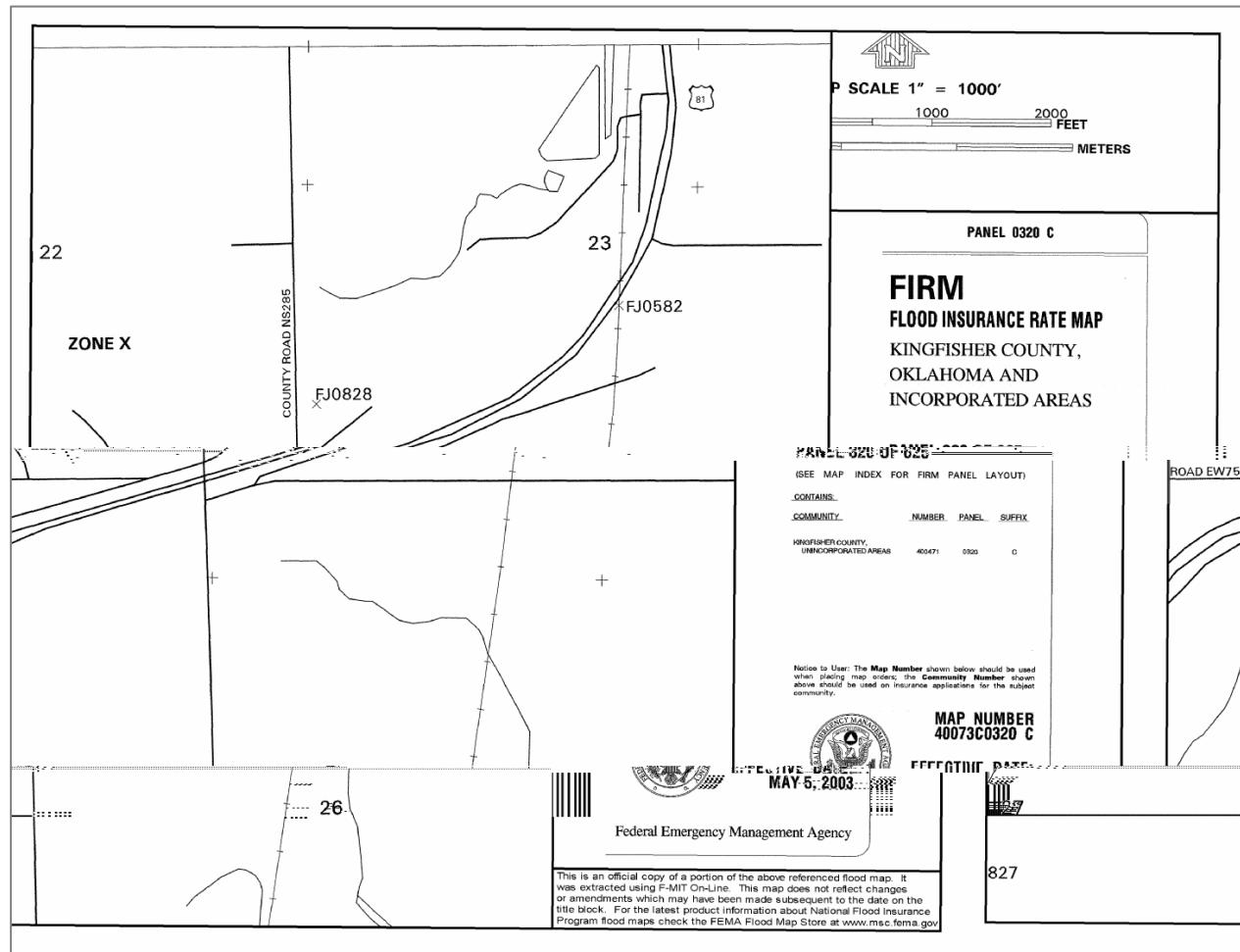
PWS-F07
FEMA 4007-DR-ST

Figure 1
James Coach
FEMA Project Officer

U.S. DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY
PROJECT WORKSHEET - Maps and Sketches Sheet

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

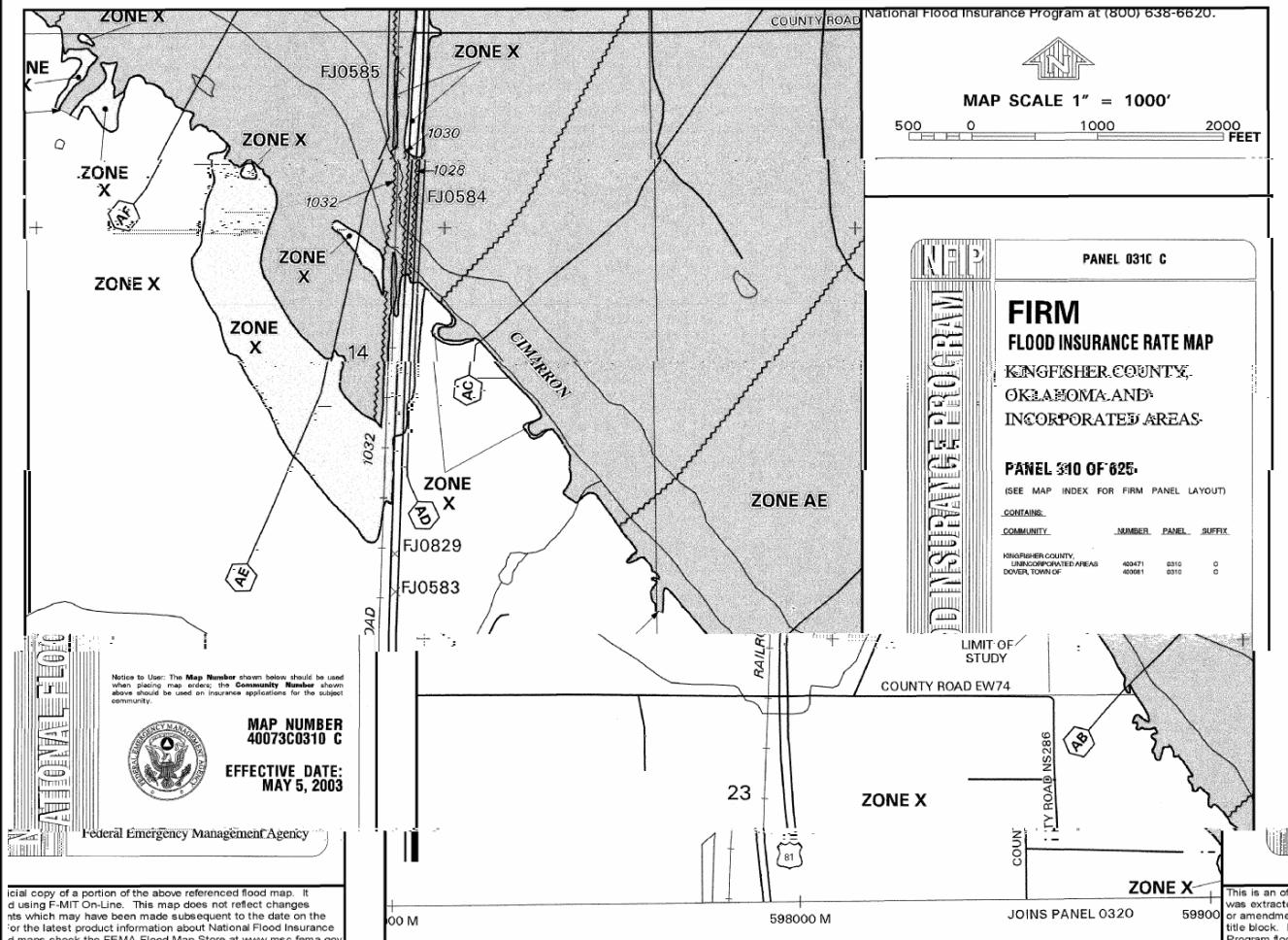
DISASTER FEMA- 4007 -DR-ST	PROJECT NO. PWS-F07	PA ID NO. 000-FFFFF-00	DATE 2/28/2007	CATEGORY F
APPLICANT Charleston Electric Cooperative	COUNTY Charles			



U.S. DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY
PROJECT WORKSHEET - Maps and Sketches Sheet

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

PROJECT WORKSHEET - Maps and Sketches Sheet				
DISASTER FEMA-4007-DR-ST	PROJECT NO. PWS-F07	PA ID NO. 000-FFFFF-00	DATE 2/28/2007	CATEGORY F
APPLICANT Charleston Electric Cooperative	COUNTY Charles			



U.S. DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY
PROJECT WORKSHEET - Photo Sheet

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

DISASTER FEMA- 4007 -DR- ST	PROJECT NO. PWS-F07	PA ID NO. 000-FFFFF-00	DATE 2/28/2007	CATEGORY F
APPLICANT Charleston Electric Cooperative	COUNTY Charles			



PHOTO

DESCRIPTION Photo 1 –	DESCRIPTION Photo 2 –
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DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY
FORCE ACCOUNT LABOR SUMMARY RECORD

PAGE 1 OF 2

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

APPLICANT Charleston Electric Cooperative	PA ID NO. 000-FFFFF-00	PROJECT NO. PWS-F07	DISASTER FEMA 4007-DR-ST
LOCATION/SITE NE Sector, City of Charleston		CATEGORY F	PERIOD COVERING 1/30/2007 to 2/16/2007

DESCRIPTION OF WORK PERFORMED

Restore Electric Distribution System

NAME JOB TITLE	DATES AND HOURS WORKED EACH WEEK						COSTS				
	DATE 2/2 Refer to applicant summary records for daily totals	Total hours provided for week ending: 2/9	2/16				TOTAL HOURS	HOURLY RATE	BENEFIT RATE/HR	TOTAL HOURLY RATE	TOTAL COSTS
NAME Jim Phillips JOB TITLE Forman	REG. O. T.	24 37.5	20 48.5	20 12			64 98	\$ 17.75 \$ 28.40	160% 109%	\$ 28.33 \$ 30.86	\$1,813.40 \$3,023.95
NAME Tim Jacobs JOB TITLE Foreman	REG. O. T.	24 40	40 51	24 12			88 103	\$ 16.00 \$ 24.00	160% 109%	\$ 17.60 \$ 25.09	\$1,548.47 \$2,583.91
NAME Keith Miller JOB TITLE Lineman	REG. O. T.	24 42.5	40 42	32 12			96 96.5	\$ 15.25 \$ 22.88	160% 109%	\$ 16.85 \$ 23.97	\$1,617.24 \$2,312.77
NAME Jason Freeman JOB TITLE Lineman	REG. O. T.	24 40	40 51	32 11			96 102	\$ 14.25 \$ 21.38	160% 109%	\$ 15.85 \$ 22.47	\$1,521.24 \$2,291.58
NAME Donald Thompson JOB TITLE Lineman	REG. O. T.	24 40	40 41	30 10			94 91	\$ 9.50 \$ 14.25	160% 109%	\$ 11.10 \$ 15.34	\$1,043.05 \$1,395.62
NAME JOB TITLE	REG. O. T.							Total Force Account Labor – Sheet 1		\$19,151.24	
TOTAL COST FOR FORCE ACCOUNT LABOR REGULAR TIME →										\$	
TOTAL COST FOR FORCE ACCOUNT LABOR OVERTIME →										\$	

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

CERTIFIED John Adams	TITLE Supervisor	DATE 2/28/2007
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DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY
FORCE ACCOUNT LABOR SUMMARY RECORD

PAGE 2 OF 2

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

APPLICANT Charleston Electric Cooperative	PA ID NO. 000-FFFFF-00	PROJECT NO. PWS-F07	DISASTER FEMA 4007-DR-ST
LOCATION/SITE NE Sector, City of Charleston		CATEGORY F	PERIOD COVERING 1/30/2007 to 2/16/2007

DESCRIPTION OF WORK PERFORMED

Restore Electric Distribution System

NAME JOB TITLE	DATES AND HOURS WORKED EACH WEEK						COSTS				
	DATE	Total hours provided for week ending: Refer to applicant summary records for daily totals					TOTAL HOURS	HOURLY RATE	BENEFIT RATE/HR	TOTAL HOURLY RATE	TOTAL COSTS
NAME Mike Jennings JOB TITLE Warehouseman		REG.	24	40	40						
	O. T.	33	33	30			96	\$ 28.40	109%	\$ 30.86	\$2,962.23
NAME Trisha Fielding JOB TITLE Meter Reader	REG.	8	40	28			76	\$ 9.00	160%	\$ 10.60	\$ 805.32
	O. T.	10.5	44.5	0			55	\$ 13.50	109%	\$ 14.59	\$ 802.26
NAME Martha Harbinson JOB TITLE Contract Monitor	REG.	10	24	24			58	\$ 13.50	160%	\$ 15.10	\$ 875.59
	O. T.	20	24	24			68	\$ 20.25	109%	\$ 21.34	\$1,450.88
NAME Susan Johnson JOB TITLE Equipment Operator – Digger	REG.	24	40	10			74	\$ 17.52	160%	\$ 9.10	\$ 236.50
	O. T.	32	41.5	0			73.5	\$ 26.28	109%	\$ 27.37	\$2,011.44
NAME Tony Oakes JOB TITLE Laborer	REG.	8	0	18			26	\$ 7.50	160%	\$ 9.10	\$ 236.50
	O. T.	1	0	0			1	\$ 11.25	109%	\$ 12.34	\$ 12.34
NAME JOB TITLE	REG.							Total Force Account Labor – Sheet 2		\$13,517.93	
	O. T.							Total Labor, Sheets 1 and 2		\$32,669.17	
TOTAL COST FOR FORCE ACCOUNT LABOR REGULAR TIME										→ \$	
TOTAL COST FOR FORCE ACCOUNT LABOR OVERTIME										→ \$	
I CERTIFY THAT THE ABOVE INFORMATION WAS OBTAINED FROM PAYROLL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.											
CERTIFIED John Adams			TITLE Supervisor							DATE 2/28/2007	

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

PAGE 1 OF 1

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

APPLICANT Charleston Electric Cooperative	PA ID NO. 000-FFFFF-00	PROJECT NO. PWS-F07	DISASTER FEMA 4007-DR-ST
LOCATION/SITE NE Sector, City of Charleston		CATEGORY F	PERIOD COVERING 1/30/2007 to 2/16/2007

DESCRIPTION OF WORK PERFORMED

Restore Electric Distribution System

NAME JOB TITLE	DATES AND HOURS WORKED EACH WEEK							COSTS				
	DATE	Total hours estimated to complete work						TOTAL HOURS	HOURLY RATE	BENEFIT RATE/HR	TOTAL HOURLY RATE	TOTAL COSTS
NAME Jim Phillips JOB TITLE Forman	REG.	108						108	\$ 17.75	160%	\$ 28.33	\$3,060.11
	O. T.							0	\$ 28.40	109%	\$ 30.86	\$ -
NAME Tim Jacobs JOB TITLE Foreman	REG.	136						136	\$ 16.00	160%	\$ 17.60	\$2,393.10
	O. T.							0	\$ 24.00	109%	\$ 25.09	\$ -
NAME Keith Miller JOB TITLE Lineman	REG.	160						160	\$ 15.25	160%	\$ 16.85	\$2,695.41
	O. T.							0	\$ 22.88	109%	\$ 23.97	\$ -
NAME Jason Freeman JOB TITLE Lineman	REG.	190						190	\$ 14.25	160%	\$ 15.85	\$3,010.80
	O. T.							0	\$ 21.38	109%	\$ 22.47	\$ -
NAME Donald Thompson JOB TITLE Lineman	REG.	176						176	\$ 9.50	160%	\$ 11.10	\$1,952.95
	O. T.							0	\$ 14.25	109%	\$ 15.34	\$ -
NAME JOB TITLE	REG.								Total Force Account Labor – Sheet 1		\$13,112.36	
	O. T.											
TOTAL COST FOR FORCE ACCOUNT LABOR REGULAR TIME											\$	
TOTAL COST FOR FORCE ACCOUNT LABOR OVERTIME											\$	

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

CERTIFIED John Adams	TITLE Supervisor	DATE 2/28/2007
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DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY
APPLICANT'S BENEFITS CALCULATION WORKSHEET

PAGE 1 OF 1

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

APPLICANT

Charleston Electric Cooperative

PA ID NO.

000-FFFFF-00

DISASTER

FEMA 4007-DR-ST

PROJECT NO.

PWS-F07

FRINGE BENEFITS (by %)	REGULAR TIME	OVERTIME
HOLIDAYS	4.23%	0.00%
VACATION LEAVE	4.43%	0.00%
SICK LEAVE	5.77%	0.00\$
SOCIAL SECURITY	6.20%	6.20%
MEDICARE	1.45%	1.45%
UNEMPLOYMENT	0.50%	0.50%
WORKER'S COMP.	0.50%	0.50%
RETIREMENT	10.00%	0.00%
HEALTH BENEFITS	24.17%	0.00%
LIFE INS. BENEFITS	1.34%	0.00%
OTHER	1.04%	0.00%
TOTAL in % of annual salary	59.63%	8.65%

COMMENTS

OTHER is for administrative leave and uniforms.

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

CERTIFIED BY
John Adams

TITLE
Supervisor

DATE
2/28/2007

DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY
MATERIALS SUMMARY RECORD

PAGE 1 OF 1

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

APPLICANT Charleston Electric Cooperative	PA ID NO. 000-FFFFF-00	PROJECT NO. PWS-F07	DISASTER FEMA 4007-DR-ST
LOCATION/SITE NE Sector, City of Charleston	CATEGORY F		PERIOD COVERING 1/30/2007 to 2/16/2007

DESCRIPTION OF WORK PERFORMED

Restore Electric Distribution System

VENDOR	DESCRIPTION	QUAN.	UNIT PRICE	TOTAL PRICE	DATE PURCHASED	DATE USED	INFO FROM (CHECK ONE)	
							INVOICE	STOCK
3885 KC ELECTRIC	ELECTRICAL PARTS	1	\$2,115.85	\$2,115.85			X	
3803 STUART WILSON	WIRE - ACSR - 5700 FT	1	\$2,471.81	\$2,471.81			X	
3822 SKAGGS	RAINCOATS, GLOVES, PROTECTIVE CLOTHING, BATTERIES	1	\$2,788.16	\$2,788.16			X	
3823 ACE HARDWARE	SHOVELS	1	\$ 32.97	\$ 32.97			X	
3823 ACE HARDWARE	BOLTS	1	\$ 36.81	\$ 36.81			X	
3848 FARMERS COOP	FENCING REPAIR MATERIALS	1	\$ 142.30	\$ 142.30			X	
3850 OKARCHE LAWN/GARDEN	ROPES AND GRIPS	1	\$ 15.99	\$ 15.99			X	
3823 ACE HARDWARE	SHIELD LOCKS - 2	1	\$ 26.98	\$ 26.98			X	
3883 LANGSTON	GLOVES - CASE	1	\$ 545.22	\$ 545.22			X	
4026 WOLF'S	GRAVEL	1	\$ 285.00	\$ 285.00			X	
3883 LANGSTON	PROTECTIVE CLOTHING	1	\$ 224.95	\$ 224.95			X	
FROM INVENTORY	SEE ATTACHED APPLICANT LIST A	1	\$75,965.38	\$75,965.38				X
GRAND TOTAL				\$84,651.42				

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

CERTIFIED
John Adams

TITLE
Supervisor

DATE
2/28/2007

**U.S. DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY**
PROJECT WORKSHEET - Damage Description and Scope of Work Continuation Sheet

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

DISASTER FEMA_4007- -DR- ST	PROJECT NO. PWS-F07	PA ID NO. 000-FFFFF-00	DATE 2/28/2007	CATEGORY F
APPLICANT Charleston Electric Cooperative	COUNTY Charles			

Summary of Materials Used to Date - Per Applicant Records

List A
Sheet 1 of 3

Material	Quantity Used	Cost	Total
"C" neck insulator	278	\$ 2.95	\$ 820.10
#2 d.e. wraplock	9	\$ 1.00	\$ 9.00
#2 neutral splice	6	\$ 0.86	\$ 5.16
#2 str cu auto splice	15	\$ 4.50	\$ 67.50
#2 thhn cu wire	25	\$ 0.75	\$ 18.75
#2 triplex service wire	1008	\$ 0.45	\$ 453.60
#2-#2 str. Insulink	126	\$ 0.18	\$ 22.68
#2-#4 auto splice	87	\$ 5.66	\$ 492.42
#2-#4 insulink	61	\$ 0.20	\$ 12.20
#4 acsr wire	787	\$ 0.08	\$ 62.96
#4 al tie wire	340	\$ 0.06	\$ 20.40
#4 auto splice	1	\$ 2.10	\$ 2.10
#4 d.e. shoe	14	\$ 4.50	\$ 63.00
#4 d.e. wraplock	2	\$ 0.60	\$ 1.20
#4 neutral splice	6	\$ 0.75	\$ 4.50
#4 sol cu auto splice	10	\$ 2.80	\$ 28.00
#4 triplex	612	\$ 0.35	\$ 214.20
#4-#4 insulink	78	\$ 0.20	\$ 15.60
#6 duplex	35	\$ 0.13	\$ 4.55
#6 neutral tension splice	4	\$ 0.75	\$ 3.00
#6 sd cu	1661	\$ 0.26	\$ 431.86
#6 sol cu auto splice	2	\$ 2.40	\$ 4.80
#8 sd cu wire	75	\$ 0.06	\$ 4.50
1" anchor rod	14	\$ 9.30	\$ 130.20
1/0 acsr wire	1712	\$ 0.39	\$ 667.68
1/0 auto splice	44	\$ 7.25	\$ 319.00
1/0 d.e. shoe	61	\$ 12.10	\$ 738.10
1/0 d.e. wraplock	9	\$ 3.45	\$ 31.05
1/0 fargo	6	\$ 3.30	\$ 19.80
1/0 preformed top tie	9	\$ 4.25	\$ 38.25
1/0 spool tie	4	\$ 2.38	\$ 9.52
1/0 thhn cu wire	88	\$ 0.45	\$ 39.60
1/2" X 6" bolt	76	\$ 1.26	\$ 95.76
1/2" X 10" bolt	1	\$ 0.62	\$ 0.62
10 kV lightning arrestor	55	\$ 26.95	\$ 1,482.25
10 kVa trans 120/240v	4	\$ 421.00	\$ 1,684.00
10" helix	14	\$ 27.75	\$ 388.50
100 W HPS light	6	\$ 58.50	\$ 351.00
100A cutout w/ door	59	\$ 48.20	\$ 2,843.80
100A fuse barrel	1	\$ 27.00	\$ 27.00
101A fuse	3	\$ 13.00	\$ 39.00
10A fuse	12	\$ 2.85	\$ 34.20
15 kV polymer d.e. ins	114	\$ 10.33	\$ 1,177.62
15 kVa trans 120/240v	3	\$ 395.00	\$ 1,185.00
15 kVa trans 240/480v	3	\$ 425.00	\$ 1,275.00
15A fuse	3	\$ 2.79	\$ 8.37
2" pvc (10') joint	25	\$ 0.46	\$ 11.50
2" pvc straps	6	\$ 0.12	\$ 0.72

* A salvage value of \$1.00/KVA was received for all transformers.

*

*

*

Subtotal - This Sheet
\$ 15,359.62
See Sheet 3 for Total

PREPARED BY: James Coach

TITLE: Project Officer

**U.S. DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY**
PROJECT WORKSHEET - Damage Description and Scope of Work Continuation Sheet

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

DISASTER FEMA_ 4007- DR- ST	PROJECT NO. PWS-F07	PA ID NO. 000-FFFFF-00	DATE 2/28/2007	CATEGORY F
APPLICANT Charleston Electric Cooperative	COUNTY Charles			

Summary of Materials Used to Date - Per Applicant Records

List A
Sheet 2 of 3

Material	Quantity Used	Cost	Total
2/0 str cu auto splice	9	\$ 9.47	\$ 85.23
2/0 str. Cu rigid d.e.	3	\$ 7.95	\$ 23.85
200 W HPS multi-tap light	8	\$ 205.00	\$ 1,640.00
24" guy link	1	\$ 11.50	\$ 11.50
25 kVVA trans 120/240v	6	\$ 375.00	\$ 2,250.00
25 kVVA trans 240/480v	5	\$ 480.00	\$ 2,400.00
26" xarm braces	223	\$ 5.95	\$ 1,326.85
3 pt. Cluster mount	7	\$ 158.50	\$ 1,109.50
3" pvc (10') joint	20	\$ 0.90	\$ 18.00
3" pvc straps	6	\$ 0.55	\$ 3.30
30A fuse	3	\$ 2.90	\$ 8.70
3/8" guy wire	867	\$ 0.16	\$ 138.72
3/8" guy wraplock	28	\$ 1.90	\$ 53.20
3/8" strandvise	17	\$ 8.95	\$ 152.15
3/8" X 4 1/2" carriage bolt	217	\$ 0.40	\$ 86.80
33+ black tape	14	\$ 2.51	\$ 35.14
336 auto splice	3	\$ 13.80	\$ 41.40
336 d.e. shoe	9	\$ 8.95	\$ 80.55
36" guy link	2	\$ 4.80	\$ 9.60
36" xarm brace-composite	20	\$ 9.95	\$ 199.00
36" xarm brace-wood	79	\$ 7.95	\$ 628.05
37.5 kVVA trans 120/240v	2	\$ 484.00	\$ 968.00
3A fuse	10	\$ 2.10	\$ 21.00
4/0 acsr	8	\$ 0.26	\$ 2.08
4/0 d.e. shoe	3	\$ 14.50	\$ 43.50
4/0 str. Auto splice	1	\$ 11.00	\$ 11.00
4/0 thhn cu wire	141	\$ 0.95	\$ 133.95
4/0-4/0 insulink	3	\$ 1.95	\$ 5.85
400:5 current transformer	3	\$ 56.00	\$ 168.00
40A fuse	6	\$ 3.50	\$ 21.00
477 auto splice	6	\$ 21.50	\$ 129.00
477 d.e. shoe	15	\$ 10.25	\$ 153.75
477 preformed top tie	12	\$ 9.75	\$ 117.00
48" xarm brace	4	\$ 13.90	\$ 55.60
4T 120/240V meter	26	\$ 29.00	\$ 754.00
5/8" eye nut	91	\$ 1.05	\$ 95.55
5/8" X 10" eye bolt	1	\$ 1.12	\$ 1.12
5/8" X 12" bolt	233	\$ 0.62	\$ 144.46
5/8" X 12" dbl upset bolt	11	\$ 5.50	\$ 60.50
5/8" X 12" oval eye bolt	1	\$ 2.25	\$ 2.25
5/8" X 14" bolt	64	\$ 1.30	\$ 83.20
5/8" X 18" d.a. bolt	9	\$ 2.25	\$ 20.25
5/8" X 22" d.a. bolt	62	\$ 2.90	\$ 179.80
5/8" X 6" bolt	2	\$ 0.52	\$ 1.04
5/8" X 10" eye bolt	39	\$ 0.62	\$ 24.18
5/8" X 14" oval eye bolt	12	\$ 2.05	\$ 24.60
50 kVVA trans 120/240v	9	\$ 642.00	\$ 5,778.00
50 kVVA trans 240/480v	3	\$ 738.00	\$ 2,214.00

* A salvage value of \$1.00/KVA was received for all transformers.

Subtotal - This sheet
\$ 21,514.22
See Sheet 3 for Total

PREPARED BY: James Coach

TITLE: Project Officer

**U.S. DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY**
PROJECT WORKSHEET - Damage Description and Scope of Work Continuation Sheet

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

DISASTER FEMA 4007- DR- ST	PROJECT NO. PWS-F07	PA ID NO. 000-FFFFF-00	DATE 2/28/2007	CATEGORY F
APPLICANT Charleston Electric Cooperative	COUNTY Charles			

Summary of Materials Used to Date - Per Applicant Records

List A
Sheet 3 of 3

Material	Quantity Used	Cost	Total
53" guy link	4	\$ 17.50	\$ 70.00
6A fuse	11	\$ 2.65	\$ 29.15
75 kVa trans 120/240v	1	\$ 940.00	\$ 940.00
8' composite xarm	21	\$ 37.00	\$ 777.00
8' ground rod	25	\$ 5.25	\$ 131.25
8' wood xram	152	\$ 28.44	\$ 4,322.88
8" helix	1	\$ 18.00	\$ 18.00
8A fuse	5	\$ 2.45	\$ 12.25
CI 4 30' pole	6	\$ 130.00	\$ 780.00
CI 4 35' pole	4	\$ 163.00	\$ 652.00
CI 4 40' pole	3	\$ 299.00	\$ 897.00
CI 4 40' steel	99	\$ 263.00	\$ 26,037.00
CI 4 45' pole	3	\$ 257.00	\$ 771.00
crimpit	4	\$ 0.33	\$ 1.32
curved washer	258	\$ 0.41	\$ 105.78
D clevis w/ spool	84	\$ 4.00	\$ 336.00
Dbl upset bolt 5/8" X 12"	20	\$ 3.95	\$ 79.00
fiberglass standoff bracket	4	\$ 24.00	\$ 96.00
flat washer	420	\$ 0.15	\$ 63.00
ground rod clamp	25	\$ 0.73	\$ 18.25
guy gard	3	\$ 3.10	\$ 9.30
hard head	111	\$ 0.56	\$ 62.16
hot line clamp	1	\$ 6.25	\$ 6.25
house knob	8	\$ 1.98	\$ 15.84
Hughes xarm (sets)	6	\$ 195.00	\$ 1,170.00
insulator pin	215	\$ 2.37	\$ 509.55
kvs-28 connector	4	\$ 11.85	\$ 47.40
mast clamp	20	\$ 4.50	\$ 90.00
Pac 345	2	\$ 1.15	\$ 2.30
pole guy attachment	28	\$ 1.85	\$ 51.80
pole top pin	90	\$ 4.10	\$ 369.00
PTF 6-350 6 hole lug	3	\$ 5.60	\$ 16.80
spring lock washer	407	\$ 0.17	\$ 69.19
staples	1168	\$ 0.04	\$ 46.72
transformer screw pin	1	\$ 3.50	\$ 3.50
w-20-1 service wedge d.e.	132	\$ 0.90	\$ 118.80
w-40-1 service wedge d.e.	111	\$ 1.25	\$ 138.75
wr 159	162	\$ 0.24	\$ 38.88
wr 189	158	\$ 0.45	\$ 71.10
wr 289	10	\$ 0.35	\$ 3.50
wr 379	4	\$ 0.55	\$ 2.20
wr 399	18	\$ 0.44	\$ 7.92
wr 419	20	\$ 0.44	\$ 8.80
wr 815	5	\$ 4.10	\$ 20.50
wr 885	12	\$ 6.20	\$ 74.40
		\$ -	\$ -

* A salvage value of \$1.00/KVA was received for all transformers.

Total all Sheets

\$ 75,965.38

PREPARED BY: James Coach

TITLE: Project Officer

**U.S. DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY**
PROJECT WORKSHEET - Damage Description and Scope of Work Continuation Sheet

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

DISASTER FEMA_ 4007- DR- ST	PROJECT NO. PWS-F07	PA ID NO. 000-FFFFF-00	DATE 2/28/2007	CATEGORY F
APPLICANT Charleston Electric Cooperative	COUNTY Charles			

Summary of Materials for Work to be Completed - Per Applicant Records

List B
Sheet 1 of 2

Material	Quantity Used	Cost	Total
#6 sd cu	852	\$ 0.26	\$ 221.52
#2 auto splice	5	\$ 5.66	\$ 28.30
#2 d.e. wraplock	4	\$ 1.00	\$ 4.00
#2 neutral service splice	1	\$ 0.86	\$ 0.86
#4 sd al wire	463	\$ 0.06	\$ 27.78
#6 duplex	158	\$ 0.13	\$ 20.54
1/0 ACSR	5893	\$ 0.39	\$ 2,298.27
1/0 auto splice	3	\$ 7.25	\$ 21.75
1/0 d.e. shoe	7	\$ 12.10	\$ 84.70
1/0 d.e. wraplock	1	\$ 3.45	\$ 3.45
1/2" x 6"	4	\$ 1.26	\$ 5.04
10 kV lightning arrestor	7	\$ 26.95	\$ 188.65
10" helix	7	\$ 27.75	\$ 194.25
100 W HPS light	12	\$ 58.50	\$ 702.00
15 kV poly d.e. insulator	30	\$ 10.33	\$ 309.90
26" xarm braces	39	\$ 5.95	\$ 232.05
3/8" strandvise	5	\$ 8.95	\$ 44.75
3/8" X 4 1/2" carriage bolt	42	\$ 0.40	\$ 16.80
3/8" guy wraplock	6	\$ 1.90	\$ 11.40
36" xarm braces	4	\$ 7.95	\$ 31.80
36" guy lonk	1	\$ 4.80	\$ 4.80
37.5 kVA transformer	2	\$ 484.00	\$ 968.00
477 auto splice	6	\$ 21.50	\$ 129.00
4/0 d.e. shoe	6	\$ 14.50	\$ 87.00
4/0 spool tie	12	\$ 1.95	\$ 23.40
4/0 thhn	12	\$ 0.95	\$ 11.40
5/8" x 6"	4	\$ 0.52	\$ 2.08
5/8" eye bolt X 12"	9	\$ 2.25	\$ 20.25
5/8" eye nut	11	\$ 1.05	\$ 11.55
5/8" x 10" bolt-split out	57	\$ 0.62	\$ 35.34
5/8" X 12"	59	\$ 0.62	\$ 36.58
5/8" X 14"	31	\$ 1.30	\$ 40.30
5/8" X 18"	1	\$ 2.10	\$ 2.10
5/8" X 22" bolt	15	\$ 2.90	\$ 43.50
65A fuse	3	\$ 5.75	\$ 17.25
8' ground rod	10	\$ 5.25	\$ 52.50
8' xarm	39	\$ 28.44	\$ 1,109.16
alley arm	1	\$ 9.95	\$ 9.95
anchor rod	7	\$ 9.30	\$ 65.10
C neck insulator	90	\$ 2.95	\$ 265.50
crimpit	19	\$ 0.33	\$ 6.27
curved washer	136	\$ 0.41	\$ 55.76
D clevis	38	\$ 4.00	\$ 152.00
fiberglass standoff bracket	1	\$ 24.00	\$ 24.00
flat washer	129	\$ 0.15	\$ 19.35
ground rod clamp	10	\$ 0.73	\$ 7.30
guy gard	12	\$ 3.10	\$ 37.20
3/8" guard wire	176	\$ 0.16	\$ 28.16

* A salvage value of \$1.00/KVA
is anticipated for all transformers.

Subtotal - This Sheet
\$ 7,712.61
See Sheet 2 for Total

PREPARED BY: James Coach

TITLE: Project Officer

U.S. DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY

PROJECT WORKSHEET - Damage Description and Scope of Work Continuation Sheet

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

PROJECT WORKSHEET - Damage Description and Scope of Work Continuation Sheet				
DISASTER FEMA- <u>4007-</u> -DR- <u>ST</u>	PROJECT NO. PWS-F07	PA ID NO. 000-FFFFF-00	DATE 2/28/2007	CATEGORY F
APPLICANT Charleston Electric Cooperative	COUNTY Charles			

List B
Sheet 2 of 2

Summary of Materials for Work to be Completed - Per Applicant Records

Total all Sheets

PREPARED BY: James Coach

TITLE: Project Officer

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

PAGE OF

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

APPLICANT				PA ID NO.	PROJECT NO.			1	DISASTER					
LOCATION/SITE				Charleston Electric Cooperative	000-FFFFF-00	CATEGORY			PERIOD COVERING					
DESCRIPTION OF WORK PERFORMED				NE Sector, City of Charleston			F	1/30/2007 to 2/16/2007						
Restore Electric Distribution System														
TYPE OF EQUIPMENT INDICATE SIZE, CAPACITY, HORSEPOWER, MAKE AND MODEL AS APPROPRIATE	EQUIPMENT CODE NUMBER	OPERATOR'S NAME	DATES AND HOURS USED EACH DAY							COSTS				
			DATE								TOTAL HOURS	EQUIPMENT RATE	TOTAL COST	
			HOURS	2/2	2/9	2/16	Total hours provided for week ending: Refer to applicant summary records for daily totals							
C-3500 SINGLE BUCKET TRUCK	8810	Freeman	HOURS	64	91	43						198	\$ 36.90	\$7,306.20
C-2500 3/4 TON 4 X 4 PICKUP	8802	Phillips	HOURS	21	49	24						94	\$ 9.30	\$874.20
C-2500 3/4 TON 4 X 4 PICKUP	8802	Jacobs	HOURS	64	68	36						168	\$ 9.30	\$1,562.40
F-150 1/2 TON PICKUP	8801	Thompson	HOURS	64	81	40						185	\$ 7.40	\$1,369.00
026 STIHL CHAINSAW	8191	Freeman	HOURS	34	19	0						53	\$ 2.45	\$129.85
026 STIHL CHAINSAW	8101	Miller	HOURS	34	19	0						53	\$ 2.45	\$129.85
F-800 LINE TRUCK	8814	Johnson	GRAND TOTALS →							103	\$6,180.00			
I CERTIFY THAT THE ABOVE INFORMATION WAS OBTAINED FROM PAYROLL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.														
854 \$17,551.50														
CERTIFIED			TITLE							DATE				

FEMA Form 90-127, FEB 06
John Adams

PREVIOUS EDITION OBSOLETE
Supersedes 12-04

2/28/2007

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

PAGE _____ OF _____

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

APPLICANT				PA ID NO.	PROJECT NO.			2	DISASTER					
LOCATION/SITE Charleston Electric Cooperative				000-FFFFF-00	CATEGORY PWS-F07			PERIOD COVERING FEMA 4007-DR-ST						
DESCRIPTION OF WORK PERFORMED NE Sector, City of Charleston				F			1/30/2007 to 2/16/2007							
Restore Electric Distribution System														
TYPE OF EQUIPMENT INDICATE SIZE, CAPACITY, HORSEPOWER, MAKE AND MODEL AS APPROPRIATE		EQUIPMENT CODE NUMBER	OPERATOR'S NAME	DATES AND HOURS USED EACH DAY							COSTS			
				DATE								TOTAL HOURS	EQUIPMENT RATE	TOTAL COST
				HOURS	Total hours provided for week ending: 2/2 2/9 2/16 Refer to applicant summary records for daily totals									
FORKLIFT 100 HP	8302	Jennings		HOURS	16	62	17				95	\$ 18.25	\$1,733.75	
F-800 DOUBLE BUCKET TRUCK	8810	Miller		HOURS	63	75	36				174	\$ 36.90	\$6,420.60	
				HOURS										
				HOURS										
				HOURS										
				HOURS										
GRAND TOTALS 														
I CERTIFY THAT THE ABOVE INFORMATION WAS OBTAINED FROM PAYROLL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.												269	\$8,154.35	
CERTIFIED John Adams				TITLE Supervisor							DATE 2/28/2007			

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

PAGE 1 OF 1

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

APPLICANT Charleston Electric Cooperative	PA ID NO. 000-FFFFF-00	PROJECT NO. PWS-F07	DISASTER FEMA 4007-DR-ST
LOCATION/SITE NE Sector, City of Charleston		CATEGORY F	PERIOD COVERING 1/30/2007 to 2/16/2007

DESCRIPTION OF WORK PERFORMED

Restore Electric Distribution System

TYPE OF EQUIPMENT INDICATE SIZE, CAPACITY, HORSEPOWER, MAKE AND MODEL AS APPROPRIATE	EQUIPMENT CODE NUMBER	OPERATOR'S NAME	DATES AND HOURS USED EACH DAY						COSTS		
			DATE						TOTAL HOURS	EQUIPMENT RATE	TOTAL COST
F-800 DOUBLE BUCKET TRUCK	8810	Not Assigned	HOURS	190					190	\$ 36.90	\$7,011.00
C-3500 SINGLE BUCKET TRUCK	8810	Not Assigned	HOURS	176					176	\$ 36.90	\$6,494.40
C-2500 ¾ TON 4 X 4 PICKUP	8802	Not Assigned	HOURS	116					116	\$ 9.30	\$1,078.80
C-2500 ¾ TON 4 X 4 PICKUP	8802	Not Assigned	HOURS	92					92	\$ 9.30	\$855.60
FORKLIFT 100 HP	8301	Not Assigned	HOURS	20					20	\$ 8.25	\$165.00
F-800 LINE TRUCK	8814	Not Assigned	HOURS	56					56	\$ 60.00	\$3,360.00
F-150 ½ TON PICKUP	8801	Not Assigned	HOURS	80					80	\$ 7.40	\$592.00
GRAND TOTALS →									730		19,556.80

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

CERTIFIED John Adams	TITLE Supervisor	DATE 2/28/2007
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DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY
CONTRACT WORK SUMMARY RECORD

PAGE _____ OF _____

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

APPLICANT

PA ID NO.

PROJECT NO.

1

DISASTER

LOCATION/SITE

Charleston Electric Cooperative

000-FFFFF-00

CATEGORY

PWS-F07

PERIOD COVERING

FEMA 4007-DR-ST

DESCRIPTION OF WORK PERFORMED

NE Sector, City of Charleston

F

1/30/2007 to 2/16/2007

Restore Electric Distribution System

DATES WORKED

CONTRACTOR

BILLING/INVOICE
NUMBER

AMOUNT

COMMENTS - SCOPE

1/31/2002 to 2/10/2002	2883 KP ELECTRIC CO	PO 5566	\$65,358.82	Pole and wire replacement - Area 1 (West of Rt. 81)
2/2/2002 to 2/16/2002	2233 POWER SUPPLY CORP	PO 5572	\$28,322.24	Pole and wire replacement - Area 1 (West of Rt. 81)
2/2/2002 to 2/16/2002	2667 ON-LINE ELECTRIC CO	PO 5599	\$127,537.23	Pole and wire replacement - Area 2 (East of Rt. 81)

GRAND TOTAL

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

CERTIFIED

TITLE

DATE

FEMA Form 90-126, FEB 06
John Adams

PREVIOUS EDITION OBSOLETE
Supervisor

2/28/2007

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

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 1100-0017). 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 <u>FEM</u> <u>4008</u> - <u>ST</u>	PROJECT NO. SPW-F08	PA ID NO. 000-FFFFF-00	DATE 8/25/2006	CATEGORY F
DAMAGED FACILITY 100,000 Gallon Elevated Water Tank	WORK COMPLETE AS OF 8/25/2006 . 0 %			

APPLICANT	COUNTY
Morgan City	Marks

LOCATION	LATITUDE	LONGITUDE
Unit Block, Buel Avenue. Morgan City, ST	35.91256	-97.92581

DAMAGE DESCRIPTION AND DIMENSIONS

High winds from Hurricane Steve impacted Morgan City on June 1, 2006 causing a 100,000 gallon elevated water tank serving the municipal water system to collapse. Wind loads on the tank appear to have caused structural failure of the anchor bolts connecting tower legs to the foundation. The tank was supported by four steel lattice type legs, each anchored by a single anchor bolt to a concrete foundation.

Refer to the Continuation Sheet for further description of the damage.

SCOPE OF WORK

Work to Be Completed:

Replace and install the following:

1. Foundations to restore anchor bolts elements - 4 Each
 2. Lattice work legs to support elevated water tank - 4 Each
 3. 100,000 gallon, steel plate, 28-ft tall x 26-ft diameter, elevated water tank - 1 Each
 4. 150 HP to 4000 GPM pump and associated electrical power to supply water to the elevated tank - 1 Each
 5. Cast iron piping and associated valves connected to water tank - 200 LF
 6. 100 kW diesel fueled emergency generator - 1 Each

Refer to continuation sheet for further description of scope of work items.

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

Special Considerations issues included? Yes No Hazard Mitigation proposal included? Yes No

Is there insurance coverage on this facility? Yes No

PROJECT COST

PREPARED BY
James Coach

TITLE Project Officer

SIGNATURE

APPLICANT REP.

TITLE

SIGNATURE

PROJECT WORKSHEET - Damage Description and Scope of Work Continuation Sheet					O.M.B. No. 1660-0017 Expires October 31, 2008
DISASTER <u>FEMA 4008 -DR ST</u>	PROJECT NO. <u>SPW-F08</u>	PA ID NO. <u>000-FFFFF-00</u>	DATE <u>8/25/2006</u>	CATEGORY <u>F</u>	
APPLICANT <u>Morgan City</u>	COUNTY <u>Marks</u>				

DAMAGE DESCRIPTION AND DIMENSIONS (Continued)

The foundation configuration has not been identified. Debris from the falling tank impacted and damaged a pump used to supply water to the tank; 200-FT of above ground cast iron piping and associated valves; an emergency generator and 300-FT of perimeter fencing; including a double-wide swing gate. Specific damages consist of:

1. Anchor bolts failed on four (4) foundations.
2. Lattice work legs supporting elevated water tank collapsed - 4 Each.
3. 100,000 gallon, steel plate, 28-ft tall x 26-ft diameter, elevated water tank collapsed - 1 Each.
4. 50 HP to 4000 GPM pump and associated electrical power to supply water to the elevated tank damaged by falling debris - 1 Each.
5. Cast iron piping and associated valves connected to water tank damaged by falling debris - 200 LF
6. 100kW diesel fueled emergency generator damaged by falling debris - 1 Each
7. 8-FT high, 6 gauge chain link fencing damaged by falling debris - 30 LF
8. 5-FT high x 20-FT wide opening, double-wide swing gate damaged by falling debris - 1 Each

Latitude/Longitude measured at water tank located on Unit Block of Buel Avenue.

Morgan City is sole owner of the water tank and performs annual maintenance. Maintenance records are on file at the Applicant's office.

This site was not previously damaged.

A site inspection was performed on 8/1/07 to verify hurricane damages claimed by the applicant. Present at the site were Joe Bob and Bob Joe, a FEMA Building Assessment Team and Ms. Jennie Pat of Porter Engineering, Inc., the technical consultant for Morgan City.

SCOPE OF WORK (Continued)

Work to be Completed:

7. 8-FT high, 6 gauge chain link fencing - 30 LF
8. 5-FT high x 20-FT wide opening, double-wide swing gate - 1 Each

This facility is insured. A copy of the insurance policy, declarations page and schedule of values is on file with the JFO.

RS Means Building Cost Data 2007 was used to develop the project using the Cost Estimating Format (CEF) included in the Project Worksheet.. A cost estimating specialist assisted with developing the unit costs.

Narrative, photographs, location map, FIRMette, and CEF are attached to this Project Worksheet.

PREPARED BY: James Coach	TITLE: Project Officer
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DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY
SPECIAL CONSIDERATIONS QUESTIONS

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

APPLICANT Morgan City	PA ID NO. 000-FFFFF-00	DATE 8/25/2006
PROJECT NAME 100,000 Gallon Elevated Water Tank	PROJECT NO. SPW-F08	LOCATION Unit Block, Buel Avenue. Morgan City, ST

Form must be filled out - for each project.

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

Yes No Unsure

Comments

State Agency Insurance. The Applicant insures this water tower. A copy of their policy, declaration page and schedule of values is on file at the JFO.

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

Yes No Unsure

FIRM 12027C00203B site appears to be on the boundary of

Zone X. Work is repair of existing structure to pre-disaster dimensions. Project should not affect base flood levels or flood values or characteristics.

X

X

X

Applicant may request mitigation to replace elevated water tank with a ground tank to reduce susceptibility to wind damage.

X

X

X

X

U.S. DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY
PROJECT WORKSHEET - Photo Sheet

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

DISASTER FEMA-4008 -DR- <u>ST</u>	PROJECT NO. SPW-F08	PA ID NO. 000-FFFFF-00	DATE 8/25/2006	CATEGORY F
APPLICANT Morgan City	COUNTY Marks			



DESCRIPTION Photo 1 - Collapsed 100,000 gallon elevated water tank	DESCRIPTION Photo 2 - Failed Anchor Bolt
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U.S. DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY
PROJECT WORKSHEET - Photo Sheet

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

DISASTER FEMA-4008-DR-ST	PROJECT NO. SPW-F08	PA ID NO. 000-FFFFF-00	DATE 8/25/2006	CATEGORY F
APPLICANT Morgan City	COUNTY Marks			
				
DESCRIPTION Photo 3 - Fence Damaged by Tank Collapse		DESCRIPTION Photo 4 - Collapsed Tanks and Lattice Leg		

FEMA Form 90-91D, FEB 06

U.S. DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY
PROJECT WORKSHEET - Maps and Sketches Sheet

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

DISASTER FEMA-4008 -DR-ST	PROJECT NO. SPW-F08	PA ID NO. 000-FFFFF-00	DATE 8/25/2006
APPLICANT Morgan City	COUNTY Marks		

Morgan City

Buel
Avenue

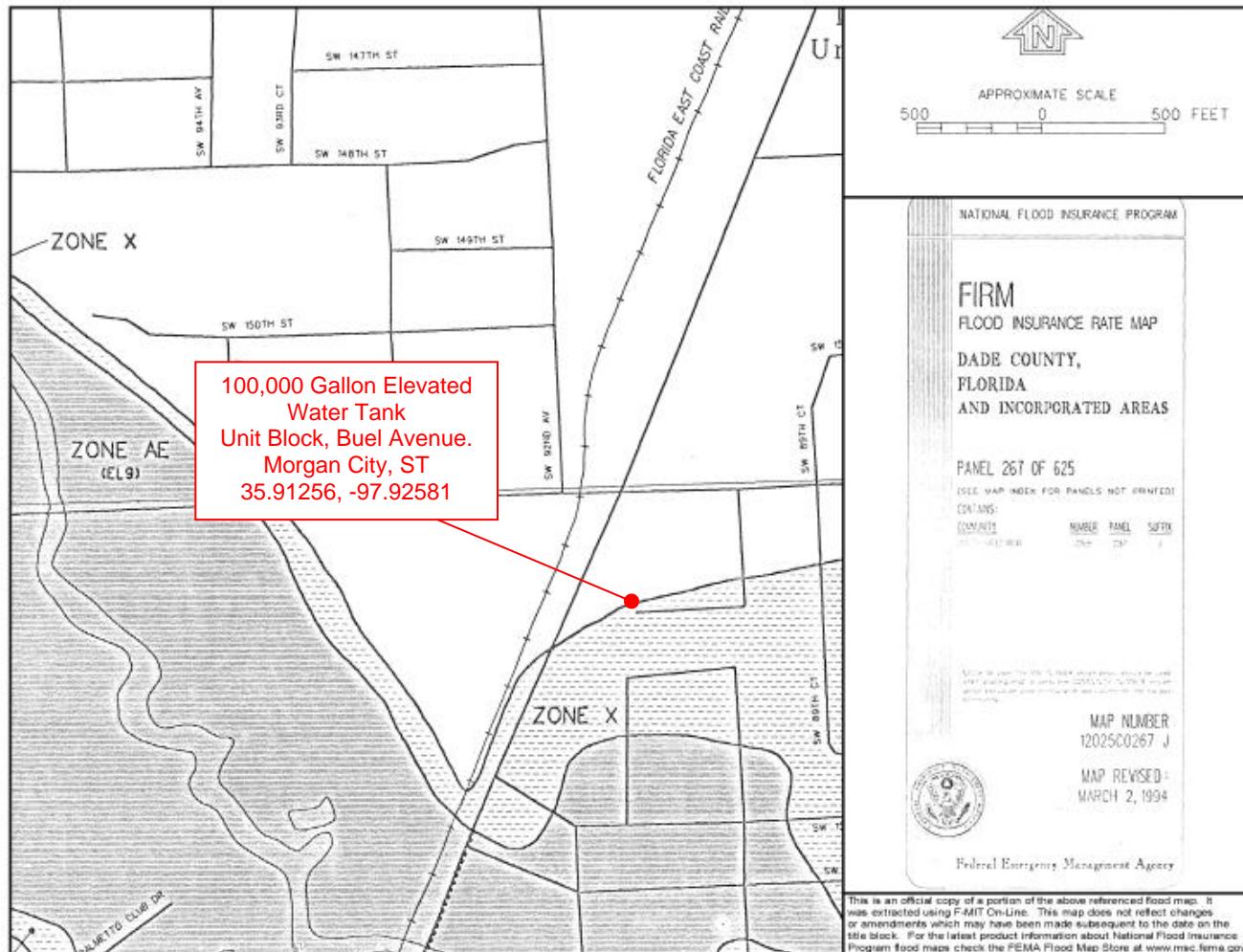
28-FT HIGH x 26-
FT DIAMETER,
100,000 GALLON
WATER
STORAGE TANK

Unit Block

U.S. DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY
PROJECT WORKSHEET - Maps and Sketches Sheet

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

DISASTER FEMA- 4008 -DR- ST	PROJECT NO. SPW-F08	PA ID NO. 000-FFFFF-00	DATE 8/25/2006	CATEGORY F
APPLICANT Morgan City	COUNTY Marks			



FIRM 12027C00203B

