



**FEMA**

## **PUBLIC ASSISTANCE Kick-Off Meeting Necessary Information for Projects**

### **Force Account Labor**

- Names of employees claimed
- Need regular and overtime hours for each employee (*time sheets*)
- Only overtime hours are eligible for claim for Category A and B (*regular hours are used to verify equipment time claimed*)
- Regular and overtime hours are eligible for Categories C through G
- Need employee benefit rates by type received and percentage and equivalent dollar amount per hour (*can be actual or overall average*)
- Need copy of employee contract/agreement for overtime rate exceeding 1.5 times regular pay rate and any policy for compensatory time
- Mechanics performing normal mechanic duties are not eligible
- Standby or "on-call" time is not eligible

Reassigned Employees (*employees must be performing eligible work*)

Temporary Employees (*hired for short term, specific task as needed only*) Names and all hours worked and rate of pay

Backfill Employees (*in some cases employees {permanent or temporary} may be eligible for employees who are performing eligible emergency work*)

### **Force Account Equipment**

- Need type of equipment (*ex: pickup*)
- Need horsepower (*ex: 180hp*)
- Optional make (*ex: F150*)
- Need operator name
- Need all hours each piece of equipment operated (regular and overtime)
- Equipment is only eligible for hours of operation/use; standby/idle time is not eligible
- Need equipment log / mileage records when claiming miles

### **Contract Summary**

- Need copy of contract / invoice
- Copy of procurement policy and bids solicited or received
- Name of contractor / Vendor
- Billing invoice/statement
- Dates worked and type of work performed
- Location(s) of worked performed
- (*contracts must meet criteria in CFR 44, paragraph 13.36*)

### **Rental Summary**

- Need copy of invoice/billing statement
- Summary of worked performed

### **Materials Summary**

- Need invoice/billing statement for all materials purchased
- Date used
- Reason used
- Meals provided for EOC's and other personnel that are determined to be eligible are considered materials (*not all meals are automatically considered eligible*)

## CATEGORIES OF WORK

### EMERGENCY WORK

#### **Category A - Debris**

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

##### Vegetative:

- Need total quantity moved in cubic yards or tons
- Need verification of amount moved (load ticket/dump ticket)
- Location where debris was moved/staged/dumped
- Disposition of debris (landfill/burned/chipped)
- Estimate of remaining debris in cubic yards and location
- Location(s) where debris was moved from
- Copy of any permits required (staging/burning if applicable)

##### Stump Removal

- Diameter 24 inches or above
- 50% or more of root-ball exposed
- GPS location / photo

##### Tree Removal

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

#### **Hazardous Limbs**

- GPS location, before/after photos, in some cases number of limbs per tree

##### Construction and Demolition (C&D):

- Same information as needed for vegetative

##### White Goods:

- Amount of white goods in cubic yards or pieces
- Number of items containing Freon
- Location of Freon removal area
- Disposition of Freon

#### **Category B – Emergency Protective Measures**

- Summary of type of work performed (rescue/notification/preventative)
- Summary of location(s) where worked performed
- Snow Assistance Policy

### PERMANENT WORK

#### **Category C – Roads and Bridges**

- Location of road/ road area / bridge
- Specific area damaged (*measurements*)
- Specific type of damage (*ex: asphalt surface washed away / wing-walls of abutments undermined*)
- Description of work and materials needed to return damaged area/item back to pre-disaster condition
- Copies of any costs estimates obtained
- Culverts, roadside ditches, lighting, and signs are included in this category
- (*Roads that fall under the jurisdiction of the Federal Highway System are not eligible for claim, applicant must apply through the Federal Highway system for worked performed on Federal Aid roads*)

## **PERMANENT WORK – (cont)**

### **Category D – Water Control Facilities**

- Location / type of damage / estimate to repair
- Includes: irrigation systems, drainage channels, pumping facilities, and flood control works
- *(Eligibility is restricted)*

### **Category E – Buildings and Equipment**

- Location of building(s)
- Detailed damaged description
- Copies of any repair estimates
- Temporary repair may be eligible
- Copy of insurance / claim / statement of damages / any checks issued
- Any historical significance/ on national historic registry / qualifies for possible
- Inclusion on the national historic registry *(over 50 years old, possible restrictions apply to type of work that can be performed and disposition of any debris)*
- Damaged equipment may/may not be eligible
- Copy of insurance *(complete copy)*
- Summary of how damage occurred
- Detailed description of damage
- Copy of any cost/repair estimate

### **Category F – Utilities**

- Includes water, electrical, gas, sewer systems  
*(maps, locations, descriptions)*
- Detailed damage description
- Copy of any cost/repair estimates
- Copy of insurance

### **Category G – Other**

- Parks, pools, beaches
- Detailed description of damages
- Copy of any cost/repair estimates
- *(Numerous restrictions on type of work that can be performed and eligibility apply in this category)*

## **OTHER AREAS**

### **Donated Resources (Category A and B only)**

- Labor: *Names, dates worked, time in and out, work performed, location where work was done*
- Equipment: *same information as force account equipment*
- Materials: *who donated, what was donated, quantity, cost if item(s) had to be purchased*

### **Mutual Aid**

- Receiving agency must file the claim for aid received
- Copy of pre- or post agreement is required

### **Forms**

- Claim will be submitted on signed documentation
- Various forms are available to document cost
- Forms can be tailored to individual applicant needs / situation
- Applicant designed forms can be accepted provided they contain the required information  
*(check with PAC / PO)*

**NOTE: Please check with PAC / PO prior to spending a lot of time preparing your own forms to ensure that they are being done correctly, this can eliminate a possibility of having to do them over.**

**OTHER AREAS – (cont)**

**Small / Large Project Threshold = \$67,500.00**

**Time Periods**

- RPA Submission = 30 days from date of declaration
- Damages Submitted (PWs written) = 60 days from Kick-Off
- Emergency Work (Cat A / B) = completed 6 months from date of declaration
- Permanent Work (Cat C through G) = completed 18 months from declaration

**Direct Management Cost**

- Actual Documented cost for completed work, estimated cost for Work To Be Completed based on applicant information.
- Guidance Memo 9525.9 and 9525.14

**406 Hazard Mitigation, Improved and Alternate Projects**

- Must be approved by FEMA **prior to funding**
- 406 HMP - funded at 75% of approved cost
- Improved Project – applicant is responsible for additional cost above original project cost, must be approved **prior to initiation of work**
- Alternate Project - funded at 90% of the original 75% Federal Share of the project cost

**404 Hazard Mitigation**

- Managed by State

**Process**

- Kickoff Meeting
- Compiling cost data, information, estimates, support documentation
- Site Visits to verify damage and or repairs
- Preparation of Cost documentation forms
- Preparation of Project Worksheet
- Review of Project and Documentation by PA Crew Leader
- Submission of Project and entry into EMMIE
- QA/QC Initial Review, *(other additional reviews when required)*, and Final Review
- Project Obligation *(funds turned over to State)*
- Project Closeout