



State of Illinois
Illinois Emergency Management Agency

Public Assistance Program Applicant Handbook

Program Overview

The Public Assistance (PA) Program provides Federal disaster assistance to State and local government organizations for debris removal, emergency protective measures and the permanent restoration of public facilities, as a result of a major disaster or emergency declaration made by the President. Assistance may also be provided to certain private non-profit (PNP) organizations that provide services of a governmental nature.

The Public Assistance Program is administered by the Illinois Emergency Management Agency (IEMA), as the Grantee for the State of Illinois. Eligible organizations for the Program are considered subgrantees and commonly referred to as applicants.

Program Authority

The Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988 (P.L. 93-288, as amended) authorizes the delivery of Federal assistance following a declaration of a major disaster or emergency by the President. A major disaster is defined by 44 Code of Federal Regulations (CFR) §206.2 as:

“Any natural catastrophe..., or regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under this Act to supplement the efforts and available resources of States, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.”

An emergency is defined by 44 CFR §206.2 as:

“Any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.

The basic assumption of Federal disaster assistance is that it is a supplement to existing resources. This means that an event must exceed the capabilities of the State and local governments, before Federal assistance will be available.

Declaration Process

Major Disaster Declaration. When a catastrophe occurs in a State, the Governor may request a major disaster declaration. Within a few days after the disaster occurrence, a preliminary damage assessment (PDA) is conducted by teams of Federal, State and local representatives. The information from this PDA is used to determine the extent of the damage and types of Federal assistance that are needed, and serves as the basis of the Governor’s request for a declaration of a major disaster by the President.

Emergency Declaration. When an incident occurs or threatens to occur in a State, which would not qualify under the definition of a major disaster, the Governor may request that the President declare an emergency. The request must contain basic information on the need for the emergency declaration and what steps have been already taken to save lives, protect property, public health and safety, or to lessen or avert the threat of a disaster.

Request Processing. When all of the information has been collected, it is reviewed by IEMA to determine if a major disaster or emergency declaration should be requested. If it is determined that a declaration of a major disaster or emergency is warranted, the Governor's letter of request is prepared, signed by the Governor and forwarded to FEMA, Region V. The FEMA Regional Administrator then makes a recommendation on the Governor's letter of request and forwards it to the FEMA Administrator. The FEMA Administrator then makes a recommendation on the Governor's letter of request and forwards it to the President. The President makes the decision whether to declare a major disaster or emergency. Once a declaration is made, FEMA designates the areas eligible for assistance and the types of assistance to be made available.

Declaration Officials. Upon a declaration of a major disaster or emergency by the President, the FEMA Administrator appoints a Federal Coordinating Officer (FCO) to immediately take action to assure that Federal assistance is provided in accordance with the declaration and applicable laws. At the same time, the Governor appoints a State Coordinating Officer (SCO) to coordinate State assistance efforts and a Governor's Authorized Representative (GAR) to administer Federal assistance programs on behalf of the State.

FEMA-State Agreement. The FEMA-State Agreement is finalized immediately after a declaration of a major disaster or emergency and serves as a formal legal document stating the understandings, commitments, and binding conditions for assistance between FEMA and the State. The terms can include, but are not limited to: areas affected, percentage of Federal participation, appointment of disaster officials and the incident period of the disaster.

Applicant's Briefings

Applicant's briefings will be conducted by the IEMA Public Assistance staff with the assistance of FEMA Public Assistance Program staff. All potential applicants will be invited to attend the applicant's briefings. The briefings will consist of an overview of the requirements of the PA Program and a hands-on session of completing the required application forms. Completed application forms will be collected at the end of the applicant's briefing.

Application Process

1. Federal Application

All applicant organizations must submit a completed *FEMA Form 90-49, Request for Public Assistance (RPA)*, form to apply for Public Assistance Program funding. To be considered for assistance, the completed *RPA* must be **submitted to IEMA within 30 days** of the date of the Presidential declaration of major disaster or emergency. The *RPA* form may be submitted in person at the Applicant's Briefing, by mail or fax to IEMA. IEMA will review and forward all *RPA*s submitted to FEMA for consideration. A copy of the *RPA* form is included in the Attachments.

2. State Application

The State of Illinois requires the submission of a completed IEMA Form PA100, *Public Assistance Grant Agreement* form, prior to the release of funding. A subgrant does not exist between the State and the applicant organization until the *Public Assistance Grant Agreement* is completed. This form is a legal document and must be originally signed and dated by the organization's authorized representative. The authorized representative is chief elected or executive officer of the organization (e.g. county board chairman, township supervisor, mayor, village president, superintendent, executive director, etc.). No payments will be made to an applicant organization until a *Public Assistance Grant Agreement* form has been completed and submitted to IEMA by the applicant, and accepted by IEMA. A copy of the *Public Assistance Grant Agreement* form is included in the Attachments.

3. Special Application Requirements

a. Applicant Name and Federal Employer Identification Number (FEIN)

It is very important that each applicant use its legal organization name on their *RPA* and *Grant Agreement*. A Federal Employer Identification Number (FEIN) is required for the Illinois Office of the Comptroller to process a payment to your organization. When a payment is made to an organization, the Comptroller checks the FEIN with records from the Internal Revenue Service (IRS). If the information for payment does not match the information associated with the FEIN in the IRS records, the payment will be rejected and you will be required, at a minimum, to complete and submit a *Form W-9* to IEMA to certify the FEIN. If the information still doesn't match the IRS records, you will be required to contact the IRS (phone no. 877-829-5500), update your organization's information and submit an updated *W-9* to IEMA. If your organization has not received a payment from the State of Illinois recently, you may also be required to complete and submit a *W-9* to IEMA to certify your organization's FEIN for the Comptroller. Any of these occurrences will

delay payment to your organization. A copy of the *Form W-9* can be obtained on the IRS website at www.irs.gov.

b. Federal Funding Accountability and Transparency Act (FFATA)

The Federal Funding Accountability and Transparency Act (FFATA - P.L.109-282, as amended by section 6202(a) of P.L. 110-252) requires the Office of Management and Budget (OMB) to maintain a single, searchable website that contains information on all Federal spending awards. That site is at www.USASpending.gov.

All new Federal awards of \$25,000 or more as of October 1, 2010, are subject to FFATA reporting requirements. The FFATA's definition of "Federal awards" includes not only prime awards for grants, cooperative agreements, loans, and contracts, but also includes subgrants and subcontracts. Prime recipients (also known as grantees), such as the State of Illinois, must report subgrants of Federal grants where the subgrants are \$25,000 or more.

FFATA requires specific data be reported for Federal awards, including the Data Universal Numbering System (DUNS) number and US House of Representatives district number(s) for the organization. Since your organization may receive \$25,000 or more in Public Assistance Program funding from IEMA, this information must be provided on your organization's *Public Assistance Program Grant Agreement*. If your organization does not have a DUNS number, you must obtain one from <http://fedgov.dnb.com/webform/pages/CCRSearch.jsp> or call 866-705-5711.

Also under FFATA, if during an organization's preceding completed fiscal year, an organization meets the following conditions, the organization must report the names and total compensation levels of the top five executives in the organization to IEMA:

- 1) Received 80 percent or more of your annual gross revenues in U.S. Federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; and
- 2) Received \$25,000,000 or more in annual gross revenues from U.S. Federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; and
- 3) The public didn't have access to information about the compensation of the executives in your organization through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986.

c. Private Non-Profit (PNP) Organizations

Each PNP organization must submit a copy of the letter from the IRS showing the organization is a not-for-profit organization and a copy of the organization's charter or by-laws. The IRS letter should be submitted to IEMA as part of the application. A letter from the Illinois Dept. of Revenue is not acceptable.

PNP organizations must also complete and submit a FEMA Form 90-121, *PNP Facility Questionnaire*, for each facility where costs will be claimed, as part of their application. A copy of the *PNP Facility Questionnaire* form is included in the Attachments.

No payment can be processed to a PNP organization until these documents are provided and accepted by FEMA.

Applicant's Agent

The Applicant's Agent is the person authorized by the applicant as the official single point of contact for all Public Assistance Program activities and is responsible for all phases of subgrant administration. The Applicant's Agent is designated by the applicant's authorized representative on the *Public Assistance Grant Agreement*. In some cases, the designation of the Applicant's Agent may require the adoption of an ordinance or resolution by the governing body of the applicant.

If the applicant needs to change their Applicant's Agent, they must submit an IEMA Form PA105, *Change of Applicant's Agent* form to IEMA. A copy of the *Change of Applicant's Agent* form is included in the Attachments.

Applicant Eligibility

The following organizations are eligible to apply for Public Assistance Program funding:

Organization Type	Examples
State Government	Departments, Agencies, Boards, Commissions, Authorities, Universities
Local Government	Counties, Townships, Cities, Villages, School Districts, Special Districts
Private Non-Profit	Organizations which own or operate a PNP facility as defined in 44 CFR 206.221. To be eligible for assistance, PNP organizations must provide services of a governmental nature. Some examples of facilities that are typically eligible include: hospitals, nursing homes, primary and secondary schools, utility cooperatives, museums, zoos, homeless shelters, senior citizen centers and sheltered workshops. Each PNP applicant will be evaluated by FEMA on a case by case basis for eligibility.
Indian Tribes & Tribal Organizations	

Eligible Private Non-Profit (PNP) organizations seeking assistance for permanent restoration of their facilities may apply for assistance according to the following requirements, depending on whether they provide critical services:

- PNPs that provide critical services may apply directly for Public Assistance Program funding for permanent repair and restoration assistance. Critical services are defined as power, water, sewer/wastewater, communications, education, emergency medical care, and fire protection/emergency services.
- PNPs that do not provide critical services must first apply to the Small Business Administration (SBA) for a low interest loan for permanent repair and restoration funding for their facilities. SBA may be contacted at www.sba.gov or 800-659-2955.

Kickoff Meetings

IEMA will review and forward all completed *RPA* forms to FEMA for consideration. Once FEMA has received and accepted an applicant’s *RPA* form, they will assign a Public Assistance ID Number for the organization, which should be used to identify the organization on all correspondence and forms. FEMA will also assign a PAC Crew Leader to assist and guide the applicant through the project development process. The PAC Crew Leader will contact the applicant to schedule a Kickoff Meeting. During the Kickoff Meeting, the PAC Crew Leader will discuss project formulation, work/cost eligibility, cost documentation, and special considerations with the applicant.

Special Considerations (SC)

Special considerations are any insurance, flood plain, CBRA, hazard mitigation, historical or environmental issues relating to a project. To assist in quickly identifying these issues, the applicant will be asked the questions below during the Kickoff Meeting. When special considerations issues have been identified, a Federal PA Technical Specialist (FPATS) will be assigned to the project to interpret and identify information as it relates to the special considerations. The FPATS will work with the applicant to ensure compliance with applicable laws and regulations.

Issue	Questions
Insurance	Question 1: Does the damaged facility or item of work have insurance and/or is it an insurable risk?
Floodplain	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?
CBRA	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?
Hazard Mitigation	Question 4: Will the proposed facility repairs/reconstruction change the pre-disaster condition (footprint, location, capacity, use or function)? Question 5: Does the applicant have a hazard mitigation proposal or would the applicant like technical assistance for possible hazard mitigation proposal?

Historic Preservation	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?
Environmental	<p>Question 7: Are there any pristine or undisturbed areas on or near the project site? Are there large tracts of forest land?</p> <p>Question 8: Are there any hazardous materials at or adjacent to the damaged facility and/or item of work?</p> <p>Question 9: Are there any other environmental or controversial issues associated with the damaged facility and/or item of work?</p> <p>Question 10: Will there be any debris stored or placed outside a certified landfill, or is there any debris stored or placed in a floodplain or wetland?</p>

Work Eligibility

The following eligibility criteria apply to all types of work and all applicants. These three criteria are all required, but there may be additional criteria for specific types of work or facilities.

- The work must be required as the result of the Presidentially declared event.
- The work must be within the designated geographic area.
- The work must be the legal responsibility of an eligible applicant at the time of the event.

Cost Eligibility

The “Common Rule” for grant administration, 44 CFR, Part 13, establishes general policies for allowable costs that may be claimed for the performance of eligible work. Generally, reasonable costs that can be directly tied to the performance of eligible work will be eligible. This includes all labor, materials and equipment costs for the work, as well as contracts awarded for the performance of eligible work. Labor costs include actual wages paid, straight time and overtime for permanent repair or restoration work only, plus fringe benefits actually paid or credited for personnel on the job and for supervisory personnel administering the eligible work. Salaries of general supervisory personnel who are not normally employed in the field are not eligible, unless they are working full time on the project. For emergency work, labor costs only include actual wages paid for overtime, plus a prorated share of fringe benefits for personnel. The provisions of the Davis-Bacon Act that relate to wages to be paid on Federal contracts on public buildings or works, do not apply to State or local contracts using Public Assistance Program funds under the Stafford Act. Applicants are required to comply with the Illinois Prevailing Wage Act (820 ILCS 130/1) regarding labor rates and standards for contracts using Public Assistance Program funds.

In general, to be eligible for payment, a cost must:

- Be reasonable and necessary to accomplish eligible work.

- Comply with Federal, State and local requirements for procurement.
- Not include (or be reduced by) insurance proceeds, salvage value and other credits.

Project Worksheets (PWs)

Project Worksheets (PWs), also known as Subgrant Applications (SGAs), are prepared to document the work and costs for a project. Small project PWs may be developed by the applicant, but in most cases, FEMA will work with each applicant to develop PWs. Large project PWs are always developed by the applicant working with a Federal PA Project Specialist (FPAPS). In some cases, a State PA Project Specialist (SPAPS) may also assist in the preparation of PWs. When the estimate of work is less than \$1,000, such work is not eligible and a PW will not be written. Small project PWs developed by applicants must be submitted to the PAC Crew Leader within 60 days after the Kickoff Meeting. FEMA will validate small project PWs developed by applicants. A copy of the FEMA Form 90-91, *Project Worksheet (PW)* form is included in the Attachments.

Small/Large Project Threshold

The classification of small or large projects is based on a small/large project threshold amount. This amount is adjusted annually to reflect changes in the Consumer Price Index for all Urban Consumers published by the Department of Labor. The amount established at the time of the declaration remains constant until the declaration is closed.

To be classified as a small project for the Federal fiscal year from October 1, 2011 to September 30, 2012, the 100% funding amount for the project must be less than \$66,400.00.

Small Projects

The Stafford Act provides for a small project designation, which is a simplified procedure designed to speed payment of disaster assistance funds to applicants when the cost is below the small/large project threshold. When the Project Worksheet (PW), also known as a Subgrant Application (SGA), estimate of eligible costs for a project is below this threshold, payment of the Federal share is based on the PW estimate instead of the actual costs of the work. In most cases, IEMA will make payment of the full Federal share of small projects as promptly as possible after validation and receipt of the approved PWs from FEMA. The Federal share payment will not be reduced if the actual cost of the small project is discovered later to be less than the original PW estimate, in accordance with 44 CFR §206.205. No request for payment needs to be submitted by the applicant for small projects.

The development of small project PWs may be completed by the applicant or with the assistance of a Federal PA Project Specialist (FPAPS) and State PA Project Specialist

(SPAPS). If the applicant needs assistance with small project development, they should ask for assistance from the PAC Crew Leader during the Kickoff Meeting.

A PW must be completed for each small project. Sites can be grouped together onto one PW. Small projects with Special Considerations (SC) should be put onto separate PWs. Small projects with SC will be identified during the Kickoff Meeting and assigned to a Federal PA Technical Specialist (FPATS) for required review and resolution.

Small Project Validation

At least 20% of all small projects developed by applicants will be validated. FEMA, with input from IEMA, will select the projects to be validated and a Federal PA Project Specialist (FPAPS) will be assigned to conduct the project validation. The applicant will be notified of when the projects will be validated and what information will be required. The validator will complete a Project Validation Worksheet (PVW) for each project. The information from the PVW will be transferred to the Project Validation Form (PVF). Once the information about each project has been entered on the PVF, the variance will be calculated for the entire 20% sample.

If the original sample has a variance of greater than 20%, a second sample of 20% of small projects will be validated. The second sample will be added to the first for a 40% total sample. If the 40% sample has a variance greater than 20%, all small projects will be validated.

Large Projects

When the PW estimate of eligible costs for a project is equal to or greater than the small/large project threshold, payment of the Federal share is based upon the actual eligible documented costs incurred by the applicant. This means that the applicant must provide actual cost documentation (e.g. bills, invoices, force account records) to support all project costs claimed.

The PAC Crew Leader will identify all large projects at the Kickoff Meeting and assign a Federal PA Project Specialist (FPAPS) to assist the applicant with developing PWs for all large projects. IEMA may also assign a State PA Project Specialist (SPAPS) to assist with PW development. Projects with Special Considerations (SC) may be referred to a Federal PA Technical Specialist (FPATS) for review and resolution. When the large project PWs are completed, they are be submitted to FEMA for approval. Once the large project PWs are approved by FEMA, the funding is then made available to IEMA to reimburse the applicant for completed work.

IEMA will reimburse applicants as large project costs are incurred in the completion of eligible work. All large project costs must be supported with actual cost documentation. IEMA cannot reimburse applicants for work or costs not included in the approved PW scope of work.

An initial large project payment may be made at the time of PW approval, if any of the work was completed at the time of PW development and cost documentation is submitted with the PW. To receive payment for large projects beyond the initial payment, applicants must make requests for payment in accordance with the following provisions:

1. Applicants must submit a completed IEMA Form PA102, *Request for Payment* form, along with all documentation required to support the eligible costs being claimed. A copy of the *Request for Payment* form is included as part of the Attachments.
2. Payments will be made based on the actual costs incurred in the completion of eligible work. Costs incurred must be certified by the applicant. All costs must be supported with actual cost documentation in accordance with Federal regulations and to the satisfaction of IEMA.
3. Payments may be suspended for the failure of the applicant to submit Quarterly Progress Reports and single audit reporting documents. IEMA also cannot reimburse an applicant for work completed outside of the PW performance period.
4. Final payment of the Federal share of each large project will be made following project completion and submission of a final request for payment by the applicant. IEMA or FEMA may perform a final inspection to verify all of the work has been completed in accordance with Public Assistance Program requirements.

Quarterly Progress Reports

Applicants that receive more than \$25,000 in grant funding are required to submit a quarterly progress report for all of the projects approved under their subgrant. To satisfy this requirement, applicants shall complete and submit an IEMA Form PA103, *Quarterly Progress Report* form to IEMA by the 15th day of April, July, October and January for the preceding quarter, as a condition of receiving payment for eligible costs. Quarterly Progress Reports must be submitted until all projects are certified on the report as 100% complete. Payments may be suspended until Quarterly Progress Reports are submitted to IEMA. A copy of the *Quarterly Progress Report* form is included in the Attachments.

Cost Sharing

The Public Assistance Program is a cost sharing program, where the Federal share will be at least 75% of the total eligible costs. The non-Federal share of eligible costs may be shared between the State and applicants, at the State's discretion. In declarations where the State is not participating in the non-Federal cost share, applicants are responsible for the full non-Federal portion of eligible costs. State government applicants will not be eligible for the non-Federal cost share. Any portion of the non-Federal provided by the State will be paid at subgrant closeout.

Management Costs

Management costs are those costs incurred by an applicant to manage their subgrant that are not associated with any specific project. Applicants may be eligible to receive payment for costs associated with the overall management of the Public Assistance Program subgrant for their organization. Applicants may be reimbursed up to 1.50% of the total eligible costs approved by FEMA on Project Worksheets (PWs), with a maximum of \$20,000 per subgrant.

Management costs may be requested at subgrant closeout, by completing and submitting an IEMA Form PA101, *Subgrantee Management Cost Request* form and providing actual documentation to support the costs claimed.

Eligible management costs may include costs for the following activities:

- Applying for the assistance - Attending the applicant's briefing, completing and submitting the application forms.
- Records management - Preparing and maintaining general subgrant records.
- Quarterly progress reports - Preparing and submitting quarterly progress reports.
- Audits - Conducting a single audit or audit as required for program compliance.
- Subgrantee closeout - Preparing and submitting IEMA Form PA106, *Subgrant Closeout Certification* and IEMA Form PA101, *Subgrantee Management Cost Request* forms. Compiling documentation for subgrant management cost request.

All management costs must be supported by actual cost documentation (e.g. labor, equipment, and material records). Costs not supported by documentation acceptable to IEMA will not be reimbursed. If an IEMA Form PA106, *Subgrant Closeout Certification* is submitted without an IEMA Form PA101, *Subgrantee Management Cost Request* form and cost documentation, it will be assumed the applicant does not desire to claim management costs.

Management costs will not be provided if they are requested after the period of availability has expired or management cost funding is exhausted. The following is the period of availability for management costs:

- For major disaster declarations, management cost funding for allowable costs is available for a maximum of eight (8) years from the date of declaration or 180 days after the latest performance period of a non-management cost PW, whichever is sooner.
- For emergency declarations, management cost funding for allowable costs is available for a maximum of two (2) years from the date of declaration or 180 days after the latest performance period of a non-management cost PW, whichever is sooner.

Management cost funding is a contribution for eligible costs, and may not fully reimburse the applicant for all of their management costs. If an applicant has administrative costs

that can be directly associated with a specific project, they should request direct administrative costs for that project.

Direct Administrative Costs

Direct administrative costs are administrative costs incurred by the applicant that can be directly identified and associated with a specific project. These costs may be included in the PW for that specific project.

Examples of administrative costs associated with a specific project include, but may not be limited to the following: bidding a project, compiling project cost documentation, monitoring project work, attending project meetings, processing contractor's requests for payment, and closing out the project.

If a project is completed when the PW is prepared, the actual direct administrative costs will be included in the PW for the project. If a project is not completed when the PW is prepared, an estimate of the direct administrative costs for the project will be included in the PW. Estimated direct administrative costs cannot be based on a percentage of the costs.

- Direct administrative costs are cost-shared at the prevailing cost-share rate for the declaration (usually a 75% Federal share, 25% non-Federal share).
- Final payment of direct administrative costs on small projects will be paid to the applicant upon approval of the PW by FEMA and receipt of the approved PW by IEMA.
- Final payment of direct administrative costs on large projects will be based on actual costs incurred. Applicants must provide documentation to support their costs claimed under large projects.

Emergency Work

Emergency work includes clearance and removal of debris and emergency protective measures to save lives, protect improved property and public health and safety, or to avert or lessen the threat of a major disaster.

1. Category A - Debris Removal

- a. To be eligible for payment, the removal of debris must be necessary to do one of the following:
 - 1) Eliminate immediate threats to lives, public health and safety;
 - 2) Eliminate immediate threats of significant damage to improved public or private property; or,
 - 3) Ensure economic recovery of the affected community to the

benefit of the community-at-large.

- b. In general, debris that is on public property must be removed to allow continued safe operation of governmental functions and would therefore be eligible under one of the first two criteria listed above. However, not all public property clearance will be eligible if it does not directly satisfy one of the above criteria.
- c. Debris removal from private property is the responsibility of the individual property owner, aided by insurance settlements and assistance from volunteer agencies. However, an eligible local or State government may pick up and dispose of disaster-related debris placed on the public right-of-way (curb) by those individuals.

2. Category B - Emergency Protective Measures

- a. To be eligible for payment, such activities must be necessary to do one of the following:
 - 1) Eliminate or reduce an immediate threat to life, property, public health or safety; or,
 - 2) Eliminate or reduce an immediate hazard that threatens significant damage to improved public or private property. This work can be funded only when the benefits achieved by the measure are greater than the costs.
- b. The following are examples of activities that may be eligible:
 - 1) Search and rescue
 - 2) Emergency medical care, to the extent that the local and State government is responsible
 - 3) Emergency mass care and shelter when such cannot be provided by volunteer agencies
 - 4) Security in the disaster area
 - 5) Providing food, water, medicine and other essential needs at central distribution points for use by local citizens
 - 6) Providing temporary facilities for essential community services
 - 7) Activation and operation of an Emergency Operations Center (EOC) to coordinate and direct the response to a disaster event
 - 8) Demolition and removal of substantially damaged public and private buildings and structures that pose an immediate threat to the safety of the general public
 - 9) Removal of health and safety hazards including disposing of dead animals, pumping of trapped flood waters and insect control. For insect control to be eligible, the Centers for Disease Control (CDC) must investigate the problem and determine that a health hazard

- exists
- 10) Construction of emergency protective measures to protect lives or improved property, including temporary levees, sandbagging and bracing
- 11) Emergency temporary communications
- 12) Emergency public transportation

Permanent Work

Permanent work is considered repairs or replacement that will restore an eligible facility to its pre-disaster design, with the same capacity as before the declaration. The following items can affect the eligibility of project costs:

1. Codes and Standards

When a facility must be repaired or replaced, funding may be provided for upgrades that are necessary to meet specific requirements of current codes and standards. However, this does not mean that funding will be provided to bring a facility into full compliance with current codes and standards. The determination of which codes and standards are applicable to the work is very important in determining eligible work. For an upgrade to be eligible, the code or standard requiring the upgrade must meet the five criteria listed below:

- a. The code or standard must apply to the repair work being performed.
- b. The code or standard must be appropriate to the pre-disaster use of the facility.
- c. The code or standard must be reasonable, formally adopted in writing, and implemented prior to the declaration date.
- d. The code or standard must apply uniformly to all facilities of the type being repaired within the applicant's jurisdiction.
- e. The code or standard must have been enforced during the time that it was in effect.

2. Engineering and Design Services

Basic engineering and design services necessary to complete eligible work are eligible for funding. Engineering and design services generally fall under the following categories:

- a. Basic engineering required to complete a project, including preliminary design and analysis, final design and construction inspection.
- b. Special services such as land surveying, geotechnical/hydrological investigations, resident engineering services, environmental studies and feasibility studies.
- c. Construction inspections. Some projects do not require engineering and design services, but may require full-time construction inspection services

because of unusual situations.

3. Hazard Mitigation

In approving grant assistance for restoration of facilities, FEMA is authorized under Section 406 of the Stafford Act to approve cost effective hazard mitigation measures, not required by codes and standards, but that will reduce the effects of future disaster or emergency events. A facility that did not sustain damages from a disaster or emergency event is not eligible for Public Assistance Program hazard mitigation funding. Applicants should identify hazard mitigation measures (as special considerations) during the development of their PWs and discuss them with the PAC during the Kickoff Meeting.

4. Facility Replacement

To promote the mitigation benefits of new construction standards, a facility is eligible for replacement when repairs cost 50 percent or more of the replacement cost. If repairs to a facility would cost 50 percent or more of the cost of replacing the facility to its pre-disaster design, then the facility is eligible for replacement. "Disaster damage" as defined in 44 CFR §206.226(d)(1) shall include only costs for the repair of damage and not the costs of any mandatory upgrading of the facility beyond the repair of the damaged elements.

5. Facilities Under Construction

The eligibility of facilities under construction follows the basic eligibility criterion that an item of work must be the responsibility of the applicant to be eligible. Generally, a facility under construction is the responsibility of the contractor until it is accepted by the owner. Since a private contractor is not an eligible applicant, that portion of the facility under contractor's responsibility is not eligible for Public Assistance. Those portions of the facility accepted by the owner (eligible applicant) would be eligible. The entire facility could be eligible if the contract documents place the responsibility on the applicant during the construction process.

6. Equipment Rates

Costs for the use of equipment owned by the applicant may be claimed at an hourly rate for the time the equipment is actually performing eligible work. If an applicant is using reasonable rates that have been established under State guidelines, such rates will be eligible up to a rate of \$75 per hour. Rates in excess of \$75 per hour must be approved by FEMA on a case by case basis. When an applicant is using locally developed rates, payment is based on those rates or the FEMA Schedule of Equipment Rates, whichever is lower. If a piece of equipment used by an applicant is not on the FEMA schedule, documentation to justify the requested rate must be submitted for review and approval by FEMA. If the

applicant doesn't have established rates for use in its normal day to day operations, FEMA rates must be used. A copy of the *FEMA Schedule of Equipment Rates* is included in the Attachments.

7. Wage Rates

Applicants must comply with the provisions of the Illinois Prevailing Wage Act (820 ILCS 130/1) regarding the use of wage rates for construction contracts. The provisions of the Davis-Bacon Act (40 U.S.C. 276a-276a-71) do not apply to contracts for work completed using Public Assistance Program funds under the Stafford Act. However, the provisions of the Davis-Bacon Act may apply to contracts let by other Federal agencies. If a local government incorporates Davis-Bacon wage rates as part of its normal practice for all contracts, regardless of funding source, then those rates would be eligible.

8. Miscellaneous Restrictions

The following restrictions apply to all facilities:

- a. The facility must have been in active use prior to the disaster or emergency.
- b. Restoration will be limited to the repairs required to resume the immediate pre-disaster use. For example, if an office building was being used as a storage facility at the time of the disaster, only those repairs necessary for a storage building would be eligible.
- c. The designed capacity of the facility either as originally designed or by later design modifications, will govern the extent of eligible work when a facility is being replaced.
- d. If the replacement of a facility was scheduled to begin within 12 months following the declaration using Federal funds, the repair of that facility will not be eligible for Public Assistance.

9. Permanent Work Categories of Facilities

Category	Type of Facility	Examples
C	Road and Bridge Systems	roads, bridges and associated systems
D	Water Control Facilities	dams, levees, drainage channels and pumping facilities
E	Buildings and Equipment	building structures, contents and all types of equipment
F	Utility Systems	electric distribution, water supply, sanitary and storm sewers
G	Parks, Recreational and Other	facilities or items of work in a park or similar area

Other Federal Agencies

Public Assistance Program funds are not generally available for work that another Federal agency has the statutory authority to fund. This restriction will apply whether or not the responsible agency has funds at the time the request is made.

Some of the programs administered by other Federal agencies require the work to be performed by a contractor that they have hired, so it may be in the best interest of the applicant to wait until they are contacted by the other Federal agency before starting the work. Public Assistance funds will not be provided if the applicant proceeds with the work and by doing this, makes themselves not eligible for the program administered by the other Federal agency.

The following is a list of other Federal agencies with statutory authority for work items related to disaster assistance:

- **U.S. Army Corps of Engineers (USACE)** - The USACE has authority under P.L. 84-99 to conduct advance flood preparation measures, flood fighting and rescue operations, and emergency repair and restoration of damaged flood control works. The USACE also has authority to assist in the repair of locally owned and operated flood control works if they meet USACE eligibility criteria. By memorandum of agreement with the Natural Resources Conservation Service (NRCS), the USACE is responsible for repairing works constructed for flood control with drainage areas greater than 400 square miles that meet their criteria.
- **USDA - Natural Resources Conservation Service (NRCS)** - The NRCS has authority under P.L. 95-334 to repair flood control works that is very similar to the USACE for locally owned facilities. However, the NRCS is responsible for repairing flood control works constructed to prevent erosion or damage by erosion with drainage areas less than 400 square miles that meet their criteria.
- **Federal Highway Administration (FHWA)** - The FHWA has authority under 23 CFR, §125, the Emergency Relief (ER) Program, to provide assistance for roads and highways on Federal-aid highways throughout the United States. Activation of the ER Program is an independent determination made by the Secretary of Transportation when requested by the Governor and is not automatic when the President declares a major disaster. Frequently, the ER Program is not activated when a major disaster is declared by the President. FEMA is prohibited from granting assistance for permanent repair of Federal-aid highways by the Stafford Act.
- **Department of Education (ED)** - The ED has authority under P.L. 81-815 and 81-874 to grant assistance for the repair of publicly owned primary and secondary schools. Under the policy of deferral to the authority of another Federal agency, FEMA would allow ED to fund such repairs. However, under an exception to such policy for educational facilities, by mutual agreement between FEMA and ED,

FEMA assumed responsibility for assistance for the repair of all facilities owned by local school districts.

- **Department of Housing and Urban Development (HUD)** - When a Public Housing Authority (PHA) is determined to be an eligible applicant, disaster assistance may be available from both FEMA and HUD. FEMA will provide essential assistance for emergency work, including debris removal, demolition of unsafe structures and any actions necessary to reduce an immediate threat to life, property and public health and safety. In most cases, HUD will provide assistance for permanent restoration costs as authorized by the United States Housing Act of 1937. PHAs that do not qualify for assistance under the Housing Act of 1937 may apply for Public Assistance Program funding for permanent restoration work.

Insurance Requirements

Prior to approval of assistance for the restoration of an insurable facility or its contents damaged by a major disaster, the eligible costs shall be reduced by the amount of any insurance proceeds received or anticipated, relating to eligible costs. Where an insurable facility damaged by flooding is located in a special flood hazard area (100-year floodplain), identified for more than one year by FEMA, payment for eligible costs will be reduced by the maximum amount of the flood insurance proceeds that the applicant could have received had the building and its contents been fully covered by flood insurance, whether or not any insurance was actually in force. This reduction does not apply to a private non-profit (PNP) facility which could not be insured because it was located in a community not participating in the National Flood Insurance Program (NFIP). However, the provisions of the Flood Disaster Protection Act of 1973 prohibit approval of assistance for the PNP unless the community agrees to participate in the NFIP within six months after the major disaster declaration date, and the required flood insurance is purchased.

If the PW estimate of eligible costs is greater than \$5,000, the applicant shall, as a condition of receiving disaster assistance, obtain and maintain such types and amounts of insurance as are reasonable and necessary to protect against future loss to such property from the types of hazard which caused the major disaster. The applicant must assure that the required insurance coverage will be maintained for the anticipated life of the restorative work or the insured facility, whichever is lesser. No assistance shall be provided for any facility for which assistance was provided as a result of a previous disaster, unless all insurance required by FEMA as a condition of the previous assistance, has been obtained and maintained.

Procurement

Applicants may use their own procurement procedures, which reflect applicable State and local laws and regulations, provided that the procurement process conforms to Federal laws and the standards identified in 44 CFR §13.36. All procurement for services shall be conducted in a manner providing full and open competition. Applicable

State procurement standards take precedence over Federal procurement standards, when they are more stringent than the Federal standards. Federal procurement standards take precedence when they are more stringent than the State procurement standards or when no State standard exists to address a particular governmental body or organization.

1. State Procurement Standards

a. Counties (55 ILCS 5/5-1022)

Any purchase by a county with fewer than 2,000,000 inhabitants of services, materials, equipment or supplies in excess of \$30,000, other than professional services, shall be contracted for in the following ways:

- 1) By a contract let to the lowest responsible bidder after advertising for bids in a newspaper published within the county or, if no newspaper is published within the county, then a newspaper having general circulation within the county.
- 2) By a contract let without advertising for bids in the case of an emergency if authorized by the county board.

b. Townships (60 ILCS 1/85-30)

Any purchase by a township for services, materials, equipment, or supplies in excess of \$20,000 shall be contracted for in the following ways:

- 1) By a contract let to the lowest responsible bidder after advertising for bids at least once in a newspaper published within the township, or if no newspaper is published within the township, then in one published within the county, or if no newspaper is published in the county, then in a newspaper have general circulation within the township.
- 2) By a contract let without advertising for bids in the case of an emergency if authorized by the township board.

c. Municipalities (65 ILCS 5/8-9-2)

- 1) In municipalities with a population of less than 500,000, any construction work must be awarded by a contract to the lowest responsible bidder after advertising for bids in the manner prescribed by ordinance, if the expense will exceed \$20,000.
- 2) In municipalities with a population of 500,000 or more, any construction work must be awarded by a contract to the lowest responsible bidder after advertising for bids, if the expense will exceed \$10,000.

d. Other Organization Procurement Standards

The procurement standards of other governmental and private non-profit organizations not specifically mentioned above shall be determined as established under the State statute which authorized their organization. If no State requirements exist for an organization, the Federal procurement standards included under 44 CFR §13.36 and summarized below, shall establish their minimum standards.

2. Federal Procurement Standards (as summarized from 44 CFR §13.36)

a. Contracts under \$100,000

Small Purchase Procedures - Small purchase procedures are those relatively simple and informal procurement methods for securing services, supplies or other property that do not cost more than the simplified acquisition threshold fixed at 41 U.S.C. 403(11), currently set at \$100,000. If small purchase procedures are used, price or rate quotations shall be obtained from at least two or more qualified sources.

b. Contracts of \$100,000 or more

- 1) *Sealed Bids* - Bids are publicly solicited and a firm fixed-price contract is awarded to the responsible bidder whose bid, conforming with all of the material terms and conditions of the invitation for bids, is the lowest in price. The sealed bid method is the preferred method for procuring construction services.

In order for sealed bids to be feasible, the following conditions should be present:

- a) A complete, adequate and realistic specification or purchase description is available.
- b) Two or more responsible bidders are willing and able to compete effectively and for the business.
- c) The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.

If sealed bids are used, the following requirements apply:

- a) The invitation for bids will be publically advertised and bids shall be solicited from an adequate number of known suppliers, providing them sufficient time prior to the date set for opening the bids.
- b) The invitation for bids, which will include any specifications

and pertinent attachments, shall define the items or services in order for the bidder to properly respond.

- c) All bids will be publicly opened at the time and place prescribed in the invitation for bids.
- d) A firm fixed-price contract award will be made in writing to the lowest responsive and responsible bidder.
- e) Any and all bids may be rejected if there is a sound documented reason.

2) *Competitive Proposals* - The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed-price or cost-reimbursement type contract is awarded. This procurement method is used when the conditions are not appropriate for sealed bids, such as for qualifications-based proposals from architectural-engineering firms. This method is not appropriate for construction projects. If this manner is used for a procurement, the requests for proposals must be publicized, proposals must be solicited from an adequate number of qualified sources and awards must be made to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered.

3) *Non-Competitive Proposals* - Solicitation of a proposal from only one source.

- a) Procurement by non-competitive proposals may only be used when the award of a contract is not feasible with sealed bids or competitive proposals, and one of the following circumstances applies:
 - i. The item is available from only one source.
 - ii. An emergency will not permit a delay resulting from competitive solicitation.
 - iii. The awarding agency authorizes non-competitive proposals.
 - iv. After solicitation of a number of sources, competition is determined inadequate.
- b) Cost analysis verifying the proposed cost data, the projections of the data and the evaluation of specific elements of costs and profits is required and shall be submitted to IEMA for review and approval.
- c) Applicants are required to submit the proposed procurement to IEMA for pre-award review and approval.

3. Bonding Requirements - For all construction or facility improvement contracts or subcontracts of \$100,000 or more, the minimum bonding requirements shall be as follows:

- a. *A bid guarantee from each bidder equivalent to five percent of the bid price.* This bid guarantee shall consist of a firm commitment such as a bid bond, certified check or other negotiable instrument accompanying the bid as assurance that the bidder will, upon acceptance of his or her bid, execute such contractual documents as may be required within the time specified.
 - b. *A performance bond on the part of the contractor for 100 percent of the contract price.* A performance bond is executed in connection with a contract to secure fulfillment of all the contractor's obligations under the contract.
 - c. *A payment bond on the part of the contractor for 100 percent of the contract price.* A payment bond is executed in connection with a contract to assure payment as required by law of all persons supplying labor and materials in the execution of the work provided for in the contract.
4. Contract Provisions - The provisions in 44 CFR §13.36(i) must be included in all contracts.

Force Account Work

Use of the applicant's own personnel, equipment and materials to perform eligible work is called force account work. Applicants must document their costs using the *Force Account Labor Summary Record*, *Force Account Equipment Summary Record* and *Material Summary Record* forms or use similar applicant records, to document their force account costs. The following are guidelines for the documentation which must be maintained by the applicant for force account work:

1. Labor

a. General

Force account labor is defined as labor performed by the applicant's employees, rather than by a contractor. Force account labor costs associated with the performance of eligible work may be claimed at an hourly rate. Labor rates include actual wages and fringe benefits paid or credited to employees.

b. Reassigned Employees

The labor costs for employees assigned to perform tasks that are not part of their normal job is eligible as long as the reassigned employees are performing eligible permanent work. A reassigned employee may have a higher salary than the personnel normally performing the work, but the applicant will only receive payment for the average rate for the employees who normally do that type of work.

c. Temporary Employees

Temporary employees are extra personnel hired as a direct result of the disaster or emergency to perform eligible work. All reasonable wages paid to temporary employees who perform eligible work are eligible.

d. Regular Time and Overtime

Only overtime labor costs are eligible for permanent employees performing debris removal and emergency protective measures work. Regular time labor costs, as defined by the applicant's established policies, are not eligible for debris removal and emergency protective measures work. Both regular time and overtime costs are eligible for employees performing eligible permanent work.

e. Compensatory Time

If an applicant has a policy for providing compensatory time in place of overtime, payment will be based on that policy. Payment at premium rates for overtime hours is not eligible. Costs for compensatory time are eligible at regular rates, but must be part of the official time-keeping system.

f. Fringe Benefits

Fringe benefits that are paid as part of an established policy are eligible. Because certain items in a benefit package are not dependent on hours worked, such as health insurance, the fringe benefit rate will be different for regular and overtime hours. The overtime fringe benefit rate is usually significantly lower. Use the FEMA Form 90-128, *Applicant's Benefits Calculation Worksheet*, to calculate the appropriate fringe benefit rate for each employee. A copy of the *Applicant's Benefits Calculation Worksheet* is included in the attachments.

2. Equipment

The incurred cost of force account equipment used to perform eligible work is eligible. Costs for use of automobiles and pick-up trucks may be reimbursed on the basis of mileage. For all other types of equipment, costs are reimbursed on an hourly rate. Equipment rates typically include fuel, operation, insurance, depreciation and maintenance. However, the rates do not include the labor costs of the operator. Stand-by time for equipment is not eligible. If an applicant uses equipment intermittently for the majority of the day, use for the entire day may be claimed if adequate documentation is submitted. Equipment that is used for less than half a day is reimbursed only for the hours used.

3. Materials

The cost of supplies that were purchased or taken from an applicant's stock and used during the performance of eligible work is eligible. If available, actual costs for materials should be taken from invoices. If the materials were taken from stock and invoices are not available, costs may be developed from the applicant's historical data or by contacting area vendors.

Funding Options

The following funding options are designed to give the applicant a greater degree of flexibility with the use of their Public Assistance Program funding:

1. Improved Projects

There may be times when an applicant wishes to take advantage of the opportunity presented by the necessary repairs to a damaged facility to make improvements or change the design of the facility. This improvement may be done with no change in the original amount of funding approved for the repairs, if the original function and capacity of the facility remains the same as before the disaster or emergency. This improved project option is available for small or large projects. Any project that results in a significant change from the pre-disaster configuration (e.g. different size, location, footprint or function) must be reviewed by FEMA prior to starting the work to ensure completion of the appropriate environmental and historic review. The applicant must receive approval from IEMA for an improved project before beginning any work on that project.

2. Alternate Projects

In any case where an applicant determines that the public welfare would not be best served by restoring a damaged facility or the function of that facility, the applicant may request that IEMA and FEMA approve an alternate project. The alternate project option may be taken only on permanent restorative work. Alternate projects are only eligible for 90% of the Federal Share of the costs that would have been eligible to repair the original facility to its pre-disaster condition, or the actual costs of completing the alternate project, whichever is less. The applicant must receive approval from IEMA and FEMA for an alternate project before starting the project. To request an alternate project the applicant must submit the following information to IEMA:

- a. A description of the proposed alternate project, including but not limited to:
 - i. A narrative project scope of work
 - ii. Location plan (site location(s) on map)
 - iii. Construction documents (site plan with utilities, floor plan, building section and elevation)
- b. A schedule for the work including projected dates of commencement and

- completion (in month and days for date of approval).
- c. A detailed cost estimate for the project.

Cost Overruns

1. Small Projects

- a. Since the Federal share of small projects is paid to the applicant based on the estimate of eligible costs approved in the PW, a small project overrun will only be considered if there is a net cost overrun for all of the small projects under a subgrant.
- b. Applicants must request a net small project overrun by submitting a written appeal to IEMA within 60 days of the last small project being completed. The appeal must include documentation for all of the small projects to support the costs being claimed and an explanation of the overrun.
- c. IEMA will compare the total final cost of all the small projects to the total amount originally approved for those projects. If the applicant completed the scope of work outlined on the PWs, but spent more to complete all of the projects than was originally approved, IEMA will recommend to FEMA that supplemental funding be provided for the additional costs. If the total cost for all of the small projects is less than the total amount originally approved for those project, IEMA will not recommend additional funding be provided.

2. Large Projects

- a. Applicants must submit a written request for supplemental funding to IEMA for a large project cost overrun. All requests for supplemental funding must include an explanation of the cost overrun and documentation to support the costs being claimed.
- b. IEMA will evaluate each request for supplemental funding on a case by case basis and make a recommendation to FEMA. In some cases, FEMA may choose to wait until the project is completed before considering a request for supplemental funding.

Project Performance

A project performance period is set from the date a county is designated for assistance and applies to all projects approved for Public Assistance Program funding, in accordance with 44 CFR §206.204. The project performance periods are as follows:

Category(s) of Work	Type of Work	Project Performance Period
A	Debris removal	6 months
B	Emergency protective measures	6 months
C-G	Permanent work	18 months

IEMA may extend these project performance periods based on extenuating circumstances or unusual project requirements beyond the applicant's control. Performance periods for Category A and B projects may be extended an additional six (6) months with approval of IEMA. Performance periods for Category C-G projects may be extended an additional 30 months, with approval of IEMA.

To obtain an extension of the project performance period, the applicant must submit a IEMA Form PA104, *Time Extension Request* form to IEMA, along with all documentation necessary to justify the extension, at least 30 days in advance of the expiration of the project performance period. A copy of the *Time Extension Request* form is included in the Attachments. Any costs incurred after the project performance period has expired are not eligible for payment.

Program Violations

44 CFR §13.36 states that as part of subgrant agreements or contracts, a provision must be included for "administrative, contractual or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as may be appropriate."

As the administrator of the Public Assistance Program, IEMA may investigate reported Program violations, and take the necessary action to bring any applicant in violation of Program requirements and policy, back into compliance. Any applicant determined by the FEMA to be in violation of statute, regulation or policy governing the Public Assistance Program, may be subject to sanctions and/or penalties imposed by the FEMA, as a result of the violation(s). These sanctions and penalties may include, but are not limited to: reduction of eligible funding available to the applicant or termination of the applicant's participation in the Public Assistance Program.

Appeals

All requests for appeals must be submitted in writing to IEMA within 60 days after being notified of the determination by FEMA. IEMA will review all appeals and make a recommendation to FEMA based on the information provided. There are two levels of appeals within FEMA. The applicant's appeal must be denied at the first level before it can proceed to the second level. At each level, FEMA has 90 days to review the appeal and make a determination. The two levels of appeals are as follows:

1. FEMA Regional Administrator (in Chicago, IL)
2. FEMA Assistant Administrator (in Washington, D.C.)

Audit Requirements

1. Non-Federal organizations which expend \$500,000 or more in total Federal assistance (from all sources) during their fiscal year are required to have an audit

performed in accordance with the Single Audit Act of 1984 (as amended) and OMB Circular A-133.

2. Public Assistance applicants must comply with the reporting requirements of OMB Circular A-133.
3. The Catalog of Federal Domestic Assistance (CFDA) number for the Public Assistance Program is 97.036. Auditors should use this number to perform single audits.
4. Applicant audit reporting documents should be mailed to:

IEMA Grant Compliance Officer
Illinois Emergency Management Agency
2200 S. Dirksen Parkway
Springfield, Illinois 62703-4528
5. In accordance with 44 CFR §13.42, applicants are required to maintain their subgrant records for at least three years from the date their subgrant is closed.
6. A subgrant is considered closed when the applicant receives a closeout letter or a final payment, whichever occurs later.

Subgrant Closeout

Once an applicant has completed all of the work under their subgrant and have been reimbursed the Federal share for all projects, an IEMA Form PA106, *Subgrant Closeout Certification*, form should be completed and submitted to IEMA. The form must be originally signed and dated by the Applicant's Agent or Applicant's Authorized Representative. IEMA will review the form and make any required inspections which may be necessary to determine if the work was completed in compliance with subgrant requirements. If the form has been completed properly and the inspections confirm the work was completed properly, IEMA will issue a closeout letter and process a payment for any management costs determined to be eligible. The subgrant is considered closed when the applicant receives the closeout letter or the final payment for management costs, whichever occurs later. A copy of the *Subgrant Closeout Certification* form is included in the Attachments.

Management costs may be requested at subgrant closeout, by completing and submitting an IEMA Form PA101, *Subgrantee Management Cost Request* form to IEMA, along with actual documentation to support the costs requested. A copy of the *Subgrantee Management Cost Request* form is included in the Attachments.

Correspondence and Information

All application forms, correspondence and requests should be sent to the following address:

Mr. Curtis Caldwell, Manager
Mitigation and Infrastructure Section
Illinois Emergency Management Agency
1035 Outer Park Drive
Springfield, Illinois 62704-4462
Ph. (217) 782-8719
Email: curtis.caldwell@illinois.gov

References

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

Code of Federal Regulations (CFR) 44, Emergency Management and Assistance, National Archives and Records Administration, latest edition.

Public Assistance Policy Digest, FEMA 321, Federal Emergency Management Agency, January 2008.

Public Assistance Guide, FEMA 322, Federal Emergency Management Agency, June 2007.

Illinois Legislative Compiled Statutes (ILCS), State of Illinois, latest edition.

Illinois Public Assistance Program Administrative Plan, Illinois Emergency Management Agency, latest edition.

Glossary of Terms and Acronyms

CBRA	Coastal Barrier Resource Act
CFDA	Catalog of Federal Domestic Assistance
CFR	Code of Federal Regulations
ED	U.S. Dept. of Education
FCO	Federal Coordinating Officer
FEIN	Federal Employer Identification Number
FEMA	Federal Emergency Management Agency
FFATA	Federal Funding Accountability and Transparency Act
FHWA	U.S. Federal Highway Administration
FPAGS	Federal PA Group Supervisor
FPAPS	Federal PA Project Specialist
FPATS	Federal PA Technical Specialist
GAR	Governor's Authorized Representative
HUD	U.S. Dept. of Housing and Urban Development
IEMA	Illinois Emergency Management Agency
ILCS	Illinois Legislative Compiled Statutes
INF	Immediate Needs Funding
IRS	Internal Revenue Service
NFIP	National Flood Insurance Program
NRCS	USDA Natural Resources Conservation Service
OMB	Office of Management and Budget
PA	Public Assistance
PDA	Preliminary Damage Assessment
PHA	Public Housing Authority
PNP	Private Non-Profit Organization
PVF	Project Validation Form
PVW	Project Validation Worksheet
PW	Project Worksheet
RPA	Request for Public Assistance
SGA	Subgrant Application
SBA	Small Business Administration
SC	Special Considerations
SCO	State Coordinating Officer
SPAGS	State PA Group Supervisor
SPAPS	State PA Project Specialist
USACE	U.S. Army Corps of Engineers
USDA	U.S. Dept. of Agriculture

SUMMARY OF ATTACHMENTS

1. **FEMA Form 90-49, *Request For Public Assistance (RPA)*.** This is the Federal form used to apply for Public Assistance Program funding. The form must be completed and submitted to IEMA within 30 days after the Federal disaster declaration date. No signature is required on this form and it may be mailed, faxed or called into IEMA.
2. **IEMA Form PA100, *Public Assistance Grant Agreement*.** This is a State form which must be completed and submitted to IEMA to be eligible for Public Assistance funding. The agreement is a legal binding document, which establishes the basic requirements of the subgrant. The form provides information on the applicant organization, designates the Applicant's Agent for the subgrant, explains the conditions of the grant and must be originally signed by the Applicant's Authorized Representative (e.g. county board chairman, township supervisor, road commissioner, mayor, village president, superintendent, president, etc.).
3. **Standard Form 424D, *Assurances-Construction Programs*.** This is a Federal form that establishes the basic Federal requirements regarding construction programs. Applicants must comply with the assurances contained within this document as a condition of receiving the grant funds.
4. **FEMA Form 90-91, *Project Worksheet (PW)*.** This is a Federal form that is used to document damages which occurred as a result of the disaster. Applicants may use this form to develop small project estimates. FEMA Forms 90-91A, 90-91B, 90-91C and 90-91D may be used to support the information on the PW.
5. **FEMA Schedule of Equipment Rates.** This is a Federal form which establishes the FEMA rates for the use standard equipment. Unless other rates have been established under State guidelines, these rates must be used to prepare applicant PWs.
6. **FEMA Form 90-120, *Special Considerations Questions*,** This is a Federal form that is used to review the special considerations which may affect a project. A Special Considerations Questions form must be completed for each project under a subgrant.
7. **FEMA Form 90-121, *PNP Facility Questionnaire*,** This is a Federal form that must be completed by private non-profit (PNP) organizations to assist FEMA and IEMA in determining the eligibility of a specific PNP facility. One questionnaire must be completed for each PNP facility.
8. **FEMA Form 90-123, *Force Account Labor Summary Record*.** This is a Federal form used by the applicant to record force account labor costs under the subgrant. This form is typically used by the applicant and/or inspection team to document the force account labor costs incurred by the applicant.
9. **FEMA Form 90-124, *Materials Summary Record*.** This is a Federal form used by the applicant to record force account material costs under the subgrant. This form is typically used by the applicant and/or inspection team to document the force account material costs incurred by the applicant.
10. **FEMA Form 90-125, *Rented Equipment Summary Record*.** This is a Federal form used by the applicant to record rented equipment costs under the subgrant. This form is typically used by the applicant and/or inspection team to document the equipment costs incurred by the applicant.
11. **FEMA Form 90-126, *Contract Work Summary Record*.** This is a Federal form used by the applicant to record contract work costs under the subgrant. This form is typically used by the applicant and/or inspection team to document the contractual costs incurred by the applicant.
12. **FEMA Form, 90-127, *Force Account Equipment Summary Record*.** This is a Federal form used by the applicant to record force account equipment costs under the subgrant. This form is typically used by the applicant and/or inspection team to document the force account equipment costs incurred by the applicant.
13. **FEMA Form 90-128, *Applicant's Benefits Calculation Worksheet*.** This is a Federal form used by the applicant to calculate fringe benefit costs under the subgrant. This form is typically used by the applicant and/or inspection team to document the personnel benefit costs incurred by the applicant.
14. **IEMA Form PA101, *Subgrantee Management Cost Request*.** This is a State form used by the applicant to request costs to manage their Public Assistance subgrant. The applicant must complete the form and attach

all necessary documentation to support the costs requested. The form and supporting documentation are submitted with the *Subgrant Closeout Certification* form once all projects are completed and the subgrant is ready to be closed.

15. **IEMA Form PA102, *Request for Payment*.** This is a State form used to request payment for eligible project costs incurred by the applicant. Generally, this form is used to request payment for large project costs only, because small projects are paid at the time of approval. The applicant must complete the form and attach all necessary documentation to support the costs requested.
16. **IEMA Form PA103, *Quarterly Progress Report*.** This is a State form used to report on the progress of projects on a quarterly basis where the final Federal share payment for the project has not been made. Generally, this form is used to report the progress of large projects only, because small projects are paid at the time of approval. Reports must be submitted by the 15th of January, April, July and October.
17. **IEMA Form PA104, *Time Extension Request*.** This is a State form used to request an extension of the project performance period. The form must be completed and submitted to IEMA for approval.
18. **IEMA Form PA105, *Change of Applicant's Agent*.** This is a State form used to change the Applicant's Agent for the subgrant. The form must be completed and submitted to IEMA.
19. **IEMA Form PA106, *Subgrant Closeout Certification*.** This is a State form used to close the applicant's Public Assistance Program subgrant. The form must be completed and submitted to IEMA when all projects have been completed.
20. **Eligibility Tables.** These tables are intended to assist the applicant with determining the eligibility of their organization, work, costs and payment.

DEPARTMENT OF HOMELAND SECURITY
 FEDERAL EMERGENCY MANAGEMENT AGENCY
REQUEST FOR PUBLIC ASSISTANCE

O.M.B. NO. 1660-0017
Expires April 30, 2013

PAPERWORK BURDEN DISCLOSURE NOTICE

Public reporting burden for this form is estimated to average 10 minutes. 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, 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 it displays a valid OMB number. **NOTE: Do not send your completed questionnaire to this address.**

APPLICANT (Political subdivision or eligible applicant)		DATE SUBMITTED
COUNTY (Location of Damages. If located in multiple counties, please indicate)	DUNS NUMBER	<input type="text"/>

APPLICANT PHYSICAL LOCATION

STREET ADDRESS

CITY	COUNTY	STATE	ZIP CODE
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MAILING ADDRESS (If different from Physical Location)

STREET ADDRESS

POST OFFICE BOX	CITY	STATE	ZIP CODE
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Primary Contact/Applicant's Authorized Agent

Alternate Contact

NAME	NAME
TITLE	TITLE
BUSINESS PHONE	BUSINESS PHONE
FAX NUMBER	FAX NUMBER
HOME PHONE (Optional)	HOME PHONE (Optional)
CELL PHONE	CELL PHONE
E-MAIL ADDRESS	E-MAIL ADDRESS
PAGER & PIN NUMBER	PAGER & PIN NUMBER

Did you participate in the Federal/State Preliminary Damage Assessment (PDA)? YES NO

Private Non-Profit Organization? YES NO

If yes, which of the facilities identified below best describe your organization? _____

Title 44 CFR, part 206.221(e) defines an eligible private non-profit facility as: "... any private non-profit educational, utility, emergency, medical or custodial care facility, including a facility for the aged or disabled, and other facility providing essential governmental type services to the general public, and such facilities on Indian reservations." "Other essential governmental service facility means museums, zoos, community centers, libraries, homeless shelters, senior citizen centers, rehabilitation facilities, shelter workshops and facilities which provide health and safety safety services of a governmental nature. All such facilities must be open to the general public."

Private Non-Profit Organizations must attach copies of their Tax Exemption Certificate and Organization Charter or By-Laws. If your organization is a school or educational facility, please attach information on accreditation or certification.

OFFICIAL USE ONLY: FEMA - _____ **-DR-** _____ **-** _____ **FIPS#** _____ **DATE RECEIVED** _____



PUBLIC ASSISTANCE GRANT AGREEMENT

Title: Public Assistance Grants

CFDA Number: 97.036

Page 1 of 2

Federal Declaration Number

Declaration Date

PA ID Number (filled by IEMA)

APPLICANT ORGANIZATION INFORMATION

Applicant Organization Name

Street Address

City

State

ZIP Code (ZIP+4)

County

FEIN

DUNS #

Congressional District(s)

Fiscal Year Start Date

APPLICANT'S AGENT INFORMATION

Name

Title

Organization Name

Street Address

City

State

ZIP Code (ZIP+4)

E-Mail Address

Business Phone Number

Cell Phone Number

Fax Phone Number

TYPE OF APPLICANT

(Circle appropriate type of applicant organization)

- A State Government
- B County Government
- C Township Government

- D City/Village Government
- E School District
- F Special District

- G Higher Education Institution
- H Native American Tribe
- I Private Non-Profit Organization

GRANT CONDITIONS

As the authorized representative of the Applicant, I agree and certify that the Applicant:

1. Understands that any funding provided by this Grant is being provided under the Public Assistance Program, as authorized under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (P.L. 93-288, as amended). Grant funding may only be used for eligible work and costs approved by the Federal Emergency Management Agency (FEMA).
2. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability to ensure proper planning, management and completion of work for which funding is being provided under the Grant.
3. Is not applying for disaster assistance for which it is receiving duplicate benefits for the same loss from another source.
4. Will comply with all applicable Federal and State laws, regulations and policies.
5. Will comply with the contract provisions in 44 CFR § 13.36(I).
6. Will comply with all written guidance issued by the State of Illinois related to the Grant. This guidance includes, but is not limited to, the Public Assistance Program Applicant Handbook. The Illinois Emergency Management Agency (IEMA), as Grantee of the Public Assistance Program for the State of Illinois, shall serve as interpreter of all guidance under the Program and has the authority to take any action necessary to bring the Applicant into compliance with Program requirements.
7. Will provide all necessary forms, documentation, and information as required or requested by IEMA to administer the Public Assistance Program.
8. Understands that all payments under the Grant will be made in accordance with 44 CFR § 206.205.
9. Understands that the performance period for the Grant is defined by the project completion deadlines included in 44 CFR § 206.204.
10. Will submit a quarterly progress report to IEMA by the 15th day of January, April, July and October for all grants in excess of \$25,000.

Continued on back of page

11. Will return to the State of Illinois all Federal or State grant funds that are not expended on eligible work or are accidentally over-advanced to the Applicant. The Applicant must return this funding to the State of Illinois as soon as possible, but not later than 45 calendar days from the expiration of the project completion deadline. The State of Illinois may recapture those funds not expended on eligible work or over-advanced to the Applicant, in accordance with Federal and State laws and regulations.
12. Will give FEMA, the Comptroller of the United States and the State of Illinois access and right to examine all records, books, papers, or other documents related to the Grant and will establish a proper accounting system in accordance with generally accepted accounting principals.
13. Will comply with the requirements of the Single Audit Act of 1984 (as amended) and OMB Circular A-133, "Audits of States, Local Governments and Non-Profit Organizations".
14. Will comply with the insurance requirements of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (P.L. 93-288, as amended), to obtain and maintain any other insurance as may be reasonable, adequate and necessary to protect against further loss to any property which was replaced, restored, repaired or constructed with this Grant assistance.
15. Will comply with the provisions of the Hatch Act (5 U.S.C. 1501-1508 and 7324-7328), which limit the political activities of employees whose principal employment activities are funding whole or part with Federal funds.
16. Will not enter into a contract with a contractor who is on any Federal or State debarred contractor list.
17. Will comply with the Fair Labor Standards Act (29 U.S.C. 201), as they apply to employees of higher education, hospitals and other non-profit organizations.
18. Will comply with the provisions of the Drug-Free Workplace Act of 1988 (44 CFR, Part 17, Subpart F).
19. Will comply with all Federal and State laws and regulations relating to non-discrimination.
20. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. 276a-276-1), the Copeland Act (40 U.S.C. 276c and 18 U.S.C. 874), the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333) and the Illinois Prevailing Wage Act (820 ILCS 130/1).
21. Will establish safeguards to prohibit employees, contractors and subcontractors from using their positions for a purpose that constitutes or presents an appearance of personal or organizational conflict of interest or personal gain.
22. Will hold harmless the United States and its agents and employees, the State of Illinois and its agents and employees, from and against all claims, damages, losses, and expenses arising out of or resulting from the approval of work, regardless whether or not such claim, damage, loss or expense is entirely or in part by the United States or State of Illinois.
23. Will pay no Federal appropriated funds to any person for influencing or attempting to influence an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of an Federal contract, grant, loan or cooperative agreement. If any funds other than Federal appropriated funds have been or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, subgrants and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$100,000 for each such failure.
24. Will operate and maintain the facility in accordance with the minimum standards as may be required or prescribed by any applicable Federal, State and local agencies for the maintenance and operation of such facilities.
25. Will, for any repairs or construction funded herewith, comply with applicable standards of safety, decency and sanitation, and in conformity with applicable codes, specifications and standards, and will evaluate the hazards in areas in which the appropriate action to mitigate such hazards, including safe land use and construction practices.
26. Understands that obligations of the State will cease immediately without penalty of further payment being required if in any fiscal year the General Assembly or Federal funding source fails to appropriate or otherwise make available sufficient funds for this Grant.
27. Is not barred from being awarded a contract under 30 ILCS 500. Section 50-11 prohibits a person or organization from entering into a contract with a State agency if they know that they are delinquent in the payment of any debt to the State of Illinois, as defined by the Debt Collection Board. The Applicant further acknowledges that the contracting State agency may declare the contract void if this certification is false or if the Applicant is determined to be delinquent in the payment of any debt during the term of the contract.

Certification

The subgrantee certifies they have read and will comply with the grant conditions, and the information provided in the grant agreement is accurate and true.

Applicant's Authorized Representative (signature)

Governor's Authorized Representative (GAR)

Title

Date

ASSURANCES - CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0042), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the Awarding Agency. Further, certain Federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title, or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal interest in the title of real property in accordance with awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure non-discrimination during the useful life of the project.
4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progress reports and such other information as may be required by the assistance awarding agency or State.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
10. Will comply with all Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681 1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

11. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
12. Will comply with the provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
13. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333) regarding labor standards for federally-assisted construction subagreements.
14. Will comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
16. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
17. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE	
APPLICANT ORGANIZATION		DATE SUBMITTED

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 - 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		

Large empty rectangular area for project details, maps, and sketches.

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-_____ -DR-_____

APPLICANT

COUNTY

PHOTO

PHOTO

DESCRIPTION

DESCRIPTION

FEMA's SCHEDULE OF EQUIPMENT RATES

**DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY
RECOVERY DIRECTORATE
PUBLIC ASSISTANCE DIVISION
WASHINGTON, D.C. 20472**

The rates on this Schedule of Equipment Rates are for applicant-owned equipment in good mechanical condition, complete with all required attachments. Each rate covers all costs eligible under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. § 5121, et seq., for ownership and operation of equipment, including depreciation, overhead, all maintenance, field repairs, fuel, lubricants, tires, OSHA equipment and other costs incidental to operation. Standby equipment costs are not eligible.

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

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

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

Cost Code	Equipment	Specification	Capacity/Size	HP	Notes	Unit	Rate
8490	Aerial Lift, Self-Propelled	Max. Platform Height	37 ft	to 15	Articulated, Telescoping, Scissor.	hour	\$8.25
8491	Aerial Lift, Self-Propelled	Max. Platform Height	60 ft	to 30	Articulated, Telescoping, Scissor.	hour	\$12.25
8492	Aerial Lift, Self-Propelled	Max. Platform Height	70 ft	to 50	Articulated, Telescoping, Scissor.	hour	\$21.00
8493	Aerial Lift, Self-Propelled	Max. Platform Height	125 ft	to 85	Articulated and Telescoping.	hour	\$55.00
8494	Aerial Lift, Self-Propelled	Max. Platform Height	150 ft	to 130	Articulated and Telescoping.	hour	\$67.00
8486	Aerial Lift, Truck Mntd	Max. Platform Height	40 ft		Articulated and Telescoping. Add to Truck rate for total rate.	hour	\$6.75
8487	Aerial Lift, Truck Mntd	Max. Platform Height	61 ft		Articulated and Telescoping. Add to Truck rate for total rate.	hour	\$12.25
8488	Aerial Lift, Truck Mntd	Max. Platform Height	80 ft		Articulated and Telescoping. Add to Truck rate for total rate.	hour	\$23.50
8489	Aerial Lift, Truck Mntd	Max. Platform Height	100 ft		Articulated and Telescoping. Add to Truck rate for total rate.	hour	\$34.00
8010	Air Compressor	Air Delivery	41 cfm	to 10	Hoses included.	hour	\$1.50
8011	Air Compressor	Air Delivery	103 cfm	to 30	Hoses included.	hour	\$7.00
8012	Air Compressor	Air Delivery	130 cfm	to 50	Hoses included.	hour	\$9.25
8013	Air Compressor	Air Delivery	175 cfm	to 90	Hoses included.	hour	\$20.00
8014	Air Compressor	Air Delivery	400 cfm	to 145	Hoses included.	hour	\$27.50
8015	Air Compressor	Air Delivery	575 cfm	to 230	Hoses included.	hour	\$45.50
8016	Air Compressor	Air Delivery	1100 cfm	to 355	Hoses included.	hour	\$51.00
8017	Air Compressor	Air Delivery	1600 cfm	to 500	Hoses included.	hour	\$80.00
8040	Ambulance			to 150		hour	\$25.50
8041	Ambulance			to 210		hour	\$32.50
8060	Auger, Portable	Hole Diameter	16 in	to 6		hour	\$1.30
8061	Auger, Portable	Hole Diameter	18 in	to 13		hour	\$3.50
8062	Auger, Tractor Mntd	Max. Auger Diameter	36 in	to 13	Includes digger, boom and mounting hardware. Add to Tractor rate for total rate.	hour	\$1.30
8063	Auger, Truck Mntd	Max. Auger Size	24 in	to 100	Includes digger, boom and mounting hardware. Add to Truck rate for total rate.	hour	\$29.00
8070	Automobile			to 130	Transporting people.	mile	\$0.50
8071	Automobile			to 130	Transporting cargo.	hour	\$13.00
8072	Automobile, Police			to 250	Patrolling.	mile	\$0.60
8073	Automobile, Police			to 250	Stationary with engine running.	hour	\$16.25
8110	Barge, Deck	Size	50'x35'x7.25'			hour	\$34.00
8111	Barge, Deck	Size	50'x35'x9'			hour	\$49.00
8112	Barge, Deck	Size	120'x45'x10'			hour	\$60.00
8113	Barge, Deck	Size	160'x45'x11'			hour	\$75.00
8050	Board, Arrow			to 8	Trailer Mounted.	hour	\$3.15
8051	Board, Message			to 5	Trailer Mounted.	hour	\$8.50
8133	Boat, Push	Size	45'x21'x6'	to 435	Flat hull.	hour	\$150.00
8134	Boat, Push	Size	54'x21'x6'	to 525	Flat hull.	hour	\$200.00
8135	Boat, Push	Size	58'x24'x7.5'	to 705	Flat hull.	hour	\$250.00
8136	Boat, Push	Size	64'x25'x8'	to 870	Flat hull.	hour	\$300.00

FEMA's SCHEDULE OF EQUIPMENT RATES

Cost Code	Equipment	Specification	Capacity/Size	HP	Notes	Unit	Rate
8130	Boat, Row				Heavy duty.	hour	\$0.85
8131	Boat, Runabout	Size	13'x5'	to 50	Outboard.	hour	\$14.00
8132	Boat, Tender	Size	14'x7'	to 100	Inboard with 360 degree drive.	hour	\$26.00
8120	Boat, Tow	Size	55'x20'x5'	to 870	Steel.	hour	\$250.00
8121	Boat, Tow	Size	60'x21'x5'	to 1050	Steel.	hour	\$300.00
8122	Boat, Tow	Size	70'x30'x7.5'	to 1350	Steel.	hour	\$450.00
8123	Boat, Tow	Size	120'x34'x8'	to 2000	Steel.	hour	\$830.00
8140	Boat, Tug	Length	16 ft	to 100		hour	\$33.50
8141	Boat, Tug	Length	18 ft	to 175		hour	\$53.00
8142	Boat, Tug	Length	26 ft	to 250		hour	\$65.00
8143	Boat, Tug	Length	40 ft	to 380		hour	\$150.00
8144	Boat, Tug	Length	51 ft	to 700		hour	\$225.00
8419	Breaker, Pavement, Hand-Held	Weight	25-90 lb			hour	\$0.65
8420	Breaker, Pavement			to 70		hour	\$31.25
8150	Broom, Pavement	Broom Length	72 in	to 35		hour	\$12.30
8151	Broom, Pavement	Broom Length	96 in	to 100		hour	\$19.75
8153	Broom, Pavement, Mntd	Broom Length	72 in	to 18	Add to Prime Mover rate for total rate.	hour	\$6.00
8154	Broom, Pavement, Pull	Broom Length	84 in	to 20	Add to Prime Mover rate for total rate.	hour	\$10.25
8270	Bucket, Clamshell	Capacity	1.0 cy		Includes teeth. Does not include Clamshell & Dragline.	hour	\$3.60
8271	Bucket, Clamshell	Capacity	2.5 cy		Includes teeth. Does not include Clamshell & Dragline.	hour	\$6.75
8272	Bucket, Clamshell	Capacity	5.0 cy		Includes teeth. Does not include Clamshell & Dragline.	hour	\$11.25
8273	Bucket, Clamshell	Capacity	7.5 cy		Includes teeth. Does not include Clamshell & Dragline.	hour	\$14.50
8275	Bucket, Dragline	Capacity	2.0 cy		Does not include Clamshell & Dragline.	hour	\$2.90
8276	Bucket, Dragline	Capacity	5.0 cy		Does not include Clamshell & Dragline.	hour	\$6.50
8277	Bucket, Dragline	Capacity	10 cy		Does not include Clamshell & Dragline.	hour	\$10.50
8278	Bucket, Dragline	Capacity	14 cy		Does not include Clamshell & Dragline.	hour	\$13.50
8180	Bus			to 150		hour	\$20.00
8181	Bus			to 210		hour	\$23.00
8182	Bus			to 300		hour	\$27.00
8190	Chain Saw	Bar Length	16 in			hour	\$1.75
8191	Chain Saw	Bar Length	25 in			hour	\$3.20
8192	Chain Saw, Pole	Bar Size	18 in			hour	\$1.60
8200	Chipper, Brush	Chipping Capacity	6 in	to 35	Trailer Mounted.	hour	\$7.50
8201	Chipper, Brush	Chipping Capacity	9 in	to 65	Trailer Mounted.	hour	\$16.00
8202	Chipper, Brush	Chipping Capacity	12 in	to 100	Trailer Mounted.	hour	\$21.75
8203	Chipper, Brush	Chipping Capacity	15 in	to 125	Trailer Mounted.	hour	\$30.75
8204	Chipper, Brush	Chipping Capacity	18 in	to 200	Trailer Mounted.	hour	\$45.50
8210	Clamshell & Dragline, Crawler		149,999 lb	to 235	Bucket not included in rate.	hour	\$86.00
8211	Clamshell & Dragline, Crawler		250,000 lb	to 520	Bucket not included in rate.	hour	\$121.00
8212	Clamshell & Dragline, Truck			to 240	Bucket not included in rate.	hour	\$130.00
8712	Cleaner, Sewer/Catch Basin	Hopper Capacity	5 cy		Truck Mounted. Add to Truck rate for total rate.	hour	\$16.00
8713	Cleaner, Sewer/Catch Basin	Hopper Capacity	14 cy		Truck Mounted. Add to Truck rate for total rate.	hour	\$21.50
8220	Compactor			to 10		hour	\$11.00
8221	Compactor, Towed, Vibratory Drum			to 45		hour	\$17.50
8222	Compactor, Vibratory, Drum			to 75		hour	\$25.00
8223	Compactor, Pneumatic, Wheel			to 100		hour	\$29.00
8225	Compactor, Sanitation			to 300		hour	\$96.00
8226	Compactor, Sanitation			to 400		hour	\$163.00
8227	Compactor, Sanitation			to 535		hour	\$225.00
8228	Compactor, Towed, Pneumatic, Wheel		10000 lb		Add to Prime Mover rate for total rate.	hour	\$7.50

FEMA's SCHEDULE OF EQUIPMENT RATES

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

FEMA's SCHEDULE OF EQUIPMENT RATES

Cost Code	Equipment	Specification	Capacity/Size	HP	Notes	Unit	Rate
8317	Generator	Prime Output	350 kW	to 500		hour	\$95.00
8318	Generator	Prime Output	530 kW	to 750		hour	\$150.00
8319	Generator	Prime Output	710 kW	to 1000		hour	\$200.00
8320	Generator	Prime Output	1100 kW	to 1500		hour	\$375.00
8321	Generator	Prime Output	2500 kW	to 3000		hour	\$500.00
8755	Golf Cart	Capacity	2 person			hour	\$3.20
8330	Graders	Moldboard Size	10 ft	to 110	Includes Rigid and Articulate	hour	\$34.50
8331	Graders	Moldboard Size	12 ft	to 150	Includes Rigid and Articulate	hour	\$58.00
8332	Graders	Moldboard Size	14 ft	to 225	Includes Rigid and Articulate	hour	\$70.00
8350	Hose, Discharge	Diameter	3 in		Per 25 foot length. Includes couplings.	hour	\$0.13
8351	Hose, Discharge	Diameter	4 in		Per 25 foot length. Includes couplings.	hour	\$0.19
8352	Hose, Discharge	Diameter	6 in		Per 25 foot length. Includes couplings.	hour	\$0.50
8353	Hose, Discharge	Diameter	8 in		Per 25 foot length. Includes couplings.	hour	\$0.75
8354	Hose, Discharge	Diameter	12 in		Per 25 foot length. Includes couplings.	hour	\$1.35
8355	Hose, Discharge	Diameter	16 in		Per 25 foot length. Includes couplings.	hour	\$2.20
8356	Hose, Suction	Diameter	3 in		Per 25 foot length. Includes couplings.	hour	\$0.23
8357	Hose, Suction	Diameter	4 in		Per 25 foot length. Includes couplings.	hour	\$0.43
8358	Hose, Suction	Diameter	6 in		Per 25 foot length. Includes couplings.	hour	\$0.90
8359	Hose, Suction	Diameter	8 in		Per 25 foot length. Includes couplings.	hour	\$1.35
8360	Hose, Suction	Diameter	12 in		Per 25 foot length. Includes couplings.	hour	\$2.45
8361	Hose, Suction	Diameter	16 in		Per 25 foot length. Includes couplings.	hour	\$3.90
8517	Jackhammer (Dry)	Weight Class	25-45 lb			hour	\$1.00
8518	Jackhammer (Wet)	Weight Class	30-55 lb			hour	\$1.15
8380	Loader, Crawler	Bucket Capacity	0.5 cy	to 32	Includes bucket.	hour	\$11.50
8381	Loader, Crawler	Bucket Capacity	1 cy	to 60	Includes bucket.	hour	\$19.00
8382	Loader, Crawler	Bucket Capacity	2 cy	to 118	Includes bucket.	hour	\$42.00
8383	Loader, Crawler	Bucket Capacity	3 cy	to 178	Includes bucket.	hour	\$76.00
8384	Loader, Crawler	Bucket Capacity	4 cy	to 238	Includes bucket.	hour	\$115.00
8540	Loader, Skid-Steer	Operating Capacity	1000 lb	to 35		hour	\$11.00
8541	Loader, Skid-Steer	Operating Capacity	2000 lb	to 65		hour	\$18.00
8542	Loader, Skid-Steer	Operating Capacity	3000 lb	to 85		hour	\$22.00
8401	Loader, Tractor, Wheel			to 81		hour	\$25.00
8390	Loader, Wheel	Bucket Capacity	0.5 cy	to 38		hour	\$15.50
8391	Loader, Wheel	Bucket Capacity	1 cy	to 60		hour	\$21.50
8392	Loader, Wheel	Bucket Capacity	2 cy	to 105		hour	\$28.75
8393	Loader, Wheel	Bucket Capacity	3 cy	to 152		hour	\$40.00
8394	Loader, Wheel	Bucket Capacity	4 cy	to 200		hour	\$52.00
8395	Loader, Wheel	Bucket Capacity	5 cy	to 250		hour	\$66.00
8396	Loader, Wheel	Bucket Capacity	6 cy	to 305		hour	\$82.00
8397	Loader, Wheel	Bucket Capacity	7 cy	to 360		hour	\$95.00
8398	Loader, Wheel	Bucket Capacity	8 cy	to 530		hour	\$140.00
8570	Loader-Backhoe, Wheel	Loader Bucket Capacity	0.5 cy	to 40	Loader and Backhoe Buckets included.	hour	\$14.75
8571	Loader-Backhoe, Wheel	Loader Bucket Capacity	1 cy	to 70	Loader and Backhoe Buckets included.	hour	\$23.50
8572	Loader-Backhoe, Wheel	Loader Bucket Capacity	1.5 cy	to 95	Loader and Backhoe Buckets included.	hour	\$33.00
8573	Loader-Backhoe, Wheel	Loader Bucket Capacity	1.75 cy	to 115	Loader and Backhoe Buckets included.	hour	\$38.00
8410	Mixer, Concrete Portable	Batching Capacity	10 cft			hour	\$3.25
8411	Mixer, Concrete Portable	Batching Capacity	12 cft			hour	\$4.25
8412	Mixer, Concrete, Trailer Mntd	Batching Capacity	11 cft	to 10		hour	\$8.75
8413	Mixer, Concrete, Trailer Mntd	Batching Capacity	16 cft	to 25		hour	\$15.25
8075	Motorcycle, Police					mile	\$0.35
8633	Mulcher, Trailer Mntd	Working Capacity	7 tph	to 35		hour	\$10.25
8634	Mulcher, Trailer Mntd	Working Capacity	10 tph	to 55		hour	\$15.75
8635	Mulcher, Trailer Mntd	Working Capacity	20 tph	to 120		hour	\$24.75
8430	Paver, Asphalt, Towed				Does not include Prime Mover.	hour	\$7.00
8431	Paver, Asphalt			to 50	Includes wheel and crawler equipment.	hour	\$65.00
8432	Paver, Asphalt			to 125	Includes wheel and crawler equipment.	hour	\$115.00
8433	Paver, Asphalt			to 175	Includes wheel and crawler equipment.	hour	\$125.00
8434	Paver, Asphalt			to 250	Includes wheel and crawler equipment.	hour	\$140.00
8436	Pick-up, Asphalt			to 110		hour	\$55.00
8437	Pick-up, Asphalt			to 150		hour	\$83.00
8438	Pick-up, Asphalt			to 200		hour	\$110.00
8439	Pick-up, Asphalt			to 275		hour	\$140.00
8660	Plow, Cable	Plow Depth	24 in	to 30		hour	\$10.25

FEMA's SCHEDULE OF EQUIPMENT RATES

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

FEMA's SCHEDULE OF EQUIPMENT RATES

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

DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY
SPECIAL CONSIDERATION QUESTIONS

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

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

Form must be filledout - 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 ti 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 rea?
 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. Dose 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, sililar 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 adjacnt 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

PAPERWORK BURDEN DISCLOSURE NOTICE

Public reporting burden for this form is estimated to average 30 minutes per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the needed data, and completing, reviewing, and submitting the form. You are not required to respond to this collection of information unless a valid OMB control number appears in the upper right corner of this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing this burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC, 20472, Paperwork Reduction Project (1660-0017). **Please do not send your completed survey to the above address.**

DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY
PNP FACILITY QUESTIONNAIRE

O.M.B. NO. 1660-0017
Expires December 31, 2011

PAPERWORK BURDEN DISCLOSURE NOTICE

Public reporting burden for this form is estimated to average 30 minutes per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the needed data, and completing, reviewing, and submitting the form. You are not required to respond to this collection of information unless it displays a valid OMB control number. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing this burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC, 20472, Paperwork Reduction Project (1660-0017). **Please do not send your completed survey to the above address.**

FEMA and State personnel will use this questionnaire to determine the eligibility of specific facilities of an approved Private Non-Profit (PNP) organization (See 44 CFR 206.221). Owners of critical facilities (i.e., power, water (including providing by an irrigation organization or facility, if it is not provided solely for irrigation purposes), sewer, wastewater treatment, communications and emergency medical care) can apply directly to FEMA for assistance for emergency work (debris removal and emergency protective measures) and permanent work (repair, restore or replace a damaged facility). Owners of non-critical facilities can apply directly to FEMA for assistance for emergency work, but must first apply to the U. S. Small Business Administration (SBA) for assistance for permanent work. If the owner of a non-critical facility does not qualify for an SBA loan or the cost to repair the damaged facility exceeds the SBA loan amount, the owner may apply to FEMA for assistance.

1. Name of PNP Organization _____
2. Name of the damaged facility and location

3. What was the primary purpose of the damaged facility

4. Is the facility a critical facility as described above? Yes No
5. Who may use the facility

6. What fee, if any, is charged for the use of the facility

7. Was the facility in use at the time of the disaster? Yes No
8. Did the facility sustain damage as a direct result of the disaster? Yes No
9. What type of assistance is being requested?

10. Does the PNP organization own the facility? Yes No
11. If "Yes" obtain proof of ownership; check here if attached.
12. Does the PNP organization have the legal responsibility to repair the facility? Yes No
13. If "Yes", provide proof of legal responsibility; check here if attached. Yes No
14. Is the facility insured? Yes No
15. If "Yes", obtain a copy of the insurance policy; check here if attached.

Additional information or comments:

CONTACT PERSON

DATE

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

PAGE _____ OF _____

*O.M.B. No. 1660-0017
 Expires December 31, 2011*

APPLICANT	PA ID NO.	PROJECT NO.	DISASTER
-----------	-----------	-------------	----------

LOCATION/SITE	CATEGORY	PERIOD COVERING
---------------	----------	-----------------

DESCRIPTION OF WORK PERFORMED

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

TOTAL COST FOR FORCE ACCOUNT LABOR OVERTIME		\$
--	--	----

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

CERTIFIED	TITLE	DATE
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PAPERWORK BURDEN DISCLOSURE NOTICE

Public reporting burden for this form is estimated to average 30 minutes per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the needed data, and completing, reviewing, and submitting the form. You are not required to respond to this collection of information unless it displays a valid OMB control number. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing this burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC, 20472, Paperwork Reduction Project (1660-0017). Submission of the form is required to obtain or retain benefits under the Public Assistance Program. **Please do not send your completed form to the above address.**

PAPERWORK BURDEN DISCLOSURE NOTICE

Public reporting burden for this form is estimated to average 15 minutes per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the needed data, and completing, reviewing, and submitting the form. You are not required to respond to this collection of information unless it displays a valid OMB control number. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing this burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC, 20472, Paperwork Reduction Project (1660-0017). Submission of the forms is required to obtain or retain benefits under the Public Assistance Program. **Please do not send your completed form to the above address.**

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

PAGE _____ OF _____

*O.M.B. No. 1660-0017
 Expires December 31, 2011*

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
-----------	-------	------

PAPERWORK BURDEN DISCLOSURE NOTICE

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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 December 31, 2011

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

DESCRIPTION OF WORK PERFORMED

DATES WORKED	CONTRACTOR	BILLING/INVOICE NUMBER	AMOUNT	COMMENTS- SCOPE
GRAND TOTAL _____				

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

CERTIFIED	TITLE	DATE
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PAPERWORK BURDEN DISCLOSURE NOTICE

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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 April 30, 2013*

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

DESCRIPTION OF WORK PERFORMED

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

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

CERTIFIED	TITLE	DATE
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PAPERWORK BURDEN DISCLOSURE NOTICE

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

PAGE _____ OF _____

O.M.B. No. 1660-0017
Expires December 31, 2011

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 % annual salary		

COMMENTS

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

Name	TITLE	DATE
------	-------	------

PAPERWORK BURDEN DISCLOSURE NOTICE

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SUBGRANTEE MANAGEMENT COST REQUEST

Applicant' Name _____ Declaration No. _____ PA ID No. _____

	Claimed Cost	Comments	Eligible Costs
Force Account Labor		
Force Account Equipment		
Force Account Materials		
Rented Equipment		
Contractual Services		
Total		Total	

I certify that the above information was furnished from time sheets, equipment logs, invoices, stock records or other documents, available for audit.

Certified By _____ Title _____ Date _____



REQUEST FOR PAYMENT

Applicant Information

Applicant's Name: _____

Federal Declaration Number: _____ Public Assistance ID Number: _____

Project Payment Information

PW No. _____ Payment Request No. _____

Project Title _____ Project Location _____

Percent Complete _____ Projected Completion Date _____

	Total	Federal Share
Total Eligible Costs:	_____	_____
Total Previous Payments:	_____	_____
Current Payment Requested:	_____	_____
Remaining Funding:	_____	_____

Comments: _____

Certification

I do hereby certify for the applicant that the above information is true and payment is requested for all eligible costs documented as being incurred by the applicant for the above project worksheet.

Signature of Applicant's Agent

Date

For IEMA Use Only

Date Received: _____ Date Processed: _____

Processed By: _____

Comments: _____

Instructions for completing the IEMA Request for Payment Form

Purpose The purpose of this form is to make a request for payment of funds for a Public Assistance Program project. This form is generally used for projects considered "large projects" under the Public Assistance Program, but may be used for some "small projects" with pending special considerations.

General All items on the form must be completed by the Applicant and returned to the Illinois Emergency Management Agency (IEMA). Incomplete forms will be returned to the Applicant. Payment for large projects will be based on the costs incurred completing eligible work and supported with documentation. All requests for large projects must include cost documentation necessary to support the payment requested.

Applicant Information

Applicant's Name Enter the name of the Applicant organization or jurisdiction.

Federal Declaration No. Enter the four-digit Federal Declaration Number. This number is assigned by FEMA once the disaster or emergency has been declared by the President. This number is included on the Fact Sheet.

Public Assistance ID No. Enter the Applicant's Public Assistance ID Number. This number was provided to the applicant on the Public Assistance Grant Agreement and will be in the XXX-YYYYY-ZZ format.

Project Payment Information

PW No. Enter the project worksheet (PW) number.

Payment Request No. Enter the payment request number. These should be numbered consecutively starting with the number one (1) and continue as requests are made.

Project Title Enter the project title as it appears on the PW.

Project Location Enter the project location as it appears on the PW.

Percent Complete Enter percent complete for the work included on the PW.

Project Completion Date Enter the date (month/year) the project will be completed.

Total Eligible Costs Enter the total *amount eligible* costs and total *Federal share* of eligible costs from the PW.

Total Previous Payments Enter the previous payments for eligible costs and the Federal share of eligible costs requested by the Applicant to date.

Current Payment Requested Enter the current payment requested for eligible costs and the Federal share of eligible costs requested by the Applicant.

Remaining Funding Subtract the Total Previous Payments and Current Payment Requested lines from the Total Eligible Costs line to determine the total amount eligible and the Federal share of eligible costs remaining.

Comments Enter any comments relating to the reimbursement request.

Certification

Applicant's Agent Signature The Applicant's Agent must sign and date the Request for Payment certifying that the information provided is true and payment is requested.



QUARTERLY PROGRESS REPORT

Applicant Information

Applicant's Name: _____

Federal Declaration Number: _____ Public Assistance ID Number: _____

Project Completion Information

PW #	Category	Total Funding Approved	Total Amount Expended	% of Work Complete to Date	Est. Date of Completion	Time Extension Needed	Special Considerations

Certification

I do hereby certify for the applicant that the above information is true.

Note: Quarterly Progress Reports are due by the 15th day of April, July, October and January for the preceding quarter.

Signature of Applicant's Agent

Date

Instructions for completing the IEMA Quarterly Progress Report Form

Purpose The purpose of this form is to report the progress of Public Assistance projects where the final Federal share has not been paid. This form is generally used for “large projects” where multiple payments are made as work is completed, but should also be used for “small projects” where the final Federal share payment has not been made.

General All items on the form must be completed by the Applicant and returned to the Illinois Emergency Management Agency (IEMA). Incomplete forms will be returned to the Applicant. Quarterly progress reports shall be submitted to the IEMA by the 15th day of April, July, October and January for the preceding quarter. Up to seven (7) projects may be reported on this form.

Applicant Information

Applicant’s Name Enter the name of the Applicant organization or jurisdiction.

Federal Declaration No. Enter the four-digit Federal Declaration Number. This number is assigned by FEMA once the disaster or emergency has been declared by the President. This number is included on the Declaration Fact Sheet.

Public Assistance ID No. Enter the Applicant’s Public Assistance ID Number. This number was provided to the applicant on the application form and will be in the XXX-YYYYY-ZZ format.

Project Completion Information

PW # Enter the project worksheet (PW) number.

Category Enter the appropriate letter for the category of work for the project.

Total Funding Approved Enter the total project funding (100%) as shown on the PW.

Total Amount Expended Enter the total amount expended on the project to date.

% of Work Complete to Date Enter the percentage of the work that has been completed to date.

Est. Date of Completion Enter the estimated date of completion for the project.

Time Extension Needed Enter Yes if a time extension is required. Enter No if a time extension is not required.

Special Considerations Enter the codes below, as applicable, for special considerations which affect the project:

1. Suspension	5. Insurance
2. Environmental Review	6. Litigation
3. Historic Preservation	7. Engineering/Design Review
4. Appeal	8. Other (attach comments)

Certification

Applicant’s Agent Signature The Applicant’s Agent must sign and date the Quarterly Progress Report certifying that the information provided is true.



TIME EXTENSION REQUEST

Applicant Information

Applicant's Name: _____

Federal Declaration Number: _____ Public Assistance ID Number: _____

Project Information

PW No. _____ Category of Work: A B C D E F G

Project Title _____ Project Location _____

Percent Complete _____ Projected Completion Date _____

Justification for Extension _____

Note: Time extension requests should be submitted at least 30 days prior to the established deadline.

Certification

I do hereby certify for the applicant that the above information is true and a time extension is warranted.

Signature of Applicant's Agent Date

For IEMA Use Only

Time Extension: Approved Not Approved

Project Completion Deadline Extended To: _____

Request Reviewed By: _____ Date: _____

Comments: _____

Instructions for completing the IEMA Time Extension Request Form

Purpose The purpose of this form is to make a request for a time extension for completion of a Public Assistance project.

General All items on the form must be completed by the Applicant and returned to the Illinois Emergency Management Agency (IEMA). Incomplete forms will be returned to the Applicant. Time extensions should be submitted at least 30 days prior to the established deadlines. All requests should include documentation necessary to support the request.

Applicant Information

Applicant's Name Enter the name of the Applicant organization or jurisdiction.

Federal Declaration No. Enter the four-digit Federal Declaration Number. This number is assigned by FEMA once the disaster or emergency has been declared by the President. This number is included on the Declaration Fact Sheet.

Public Assistance ID No. Enter the Applicant's Public Assistance ID Number. This number was provided to the applicant on the application forms and will be in the XXX-YYYYY-ZZ format.

Project Information

PW No. Enter the project worksheet (PW) number.

Category of Work Circle the appropriate letter for the category of work for the project.

Project Title Enter the project title as it appears on the PW.

Project Location Enter the project location as it appears on the PW.

Percent Complete Enter the percent complete for the work included on the PW.

Projected Completion Date Enter the date (month/year) the project will be completed.

Justification for Extension Enter any comments necessary to justify the time extension request.

Certification

Applicant's Agent Signature The Applicant's Agent must sign and date the Time Extension Request certifying that the information provided is true and an extension is warranted.



CHANGE OF APPLICANT'S AGENT

Applicant Information

Applicant's Name: _____

Street Address: _____

City, State, Zip Code: _____

Federal Declaration No. _____ Public Assistance ID Number: _____

Current Applicant's Agent

Agent's Name: _____

Agent's Organization: _____

Street Address: _____

City, State, Zip Code (Zip+4): _____

Designation of New Applicant's Agent

Agent's Name and Title: _____

Agent's Organization: _____

Street Address: _____

City, State, Zip Code (Zip+4): _____

Work Telephone No.: _____ Fax Telephone No.: _____

Cell Telephone No.: _____ E-Mail Address: _____

Certification

I request the Illinois Emergency Management Agency to change the Applicant's Agent as designated above.

Applicant's Authorized Representative:

Signature

Title

Date

For IEMA Use Only

Reviewed By: _____ Date: _____

Instructions for completing the IEMA Change of Applicant's Agent Form

<i>Purpose</i>	The purpose of this form is to change the designation of an Applicant's Agent.
<i>Applicant's Agent</i>	In accordance with State and local law, the chief executive officer (CEO) for the Applicant must designate an Applicant's Agent to act as the Applicant's representative for transactions involving Public Assistance projects and funds.
<i>General</i>	All items on the form must be completed by the Applicant and returned to the Illinois Emergency Management Agency (IEMA). Incomplete forms will be returned to the Applicant.

Applicant Information

Applicant's Name	Enter the name of the Applicant organization or jurisdiction.
Street Address	Enter the Applicant organization or jurisdiction street mailing address. This address should include any P.O. Box numbers necessary.
City, State, Zip Code	Enter the City, State and nine-digit Zip Code for the Applicant organization or jurisdiction.
Federal Declaration No.	Enter the four-digit Federal Declaration Number. This number is assigned by FEMA once the disaster or emergency has been declared by the President. This number is included on the Declaration Fact Sheet.
Public Assistance ID No.	Enter the Applicant's Public Assistance ID Number. This number was provided to the applicant on the application forms and will be in the XXX-YYYYY-ZZ format.

Current Applicant's Agent

Agent's Name	Enter the full name of the current Applicant's Agent.
Agent's Organization	Enter the full name of the current Applicant's Agent's organization or jurisdiction.
Street Address	Enter the street mailing address for the current Applicant's Agent. This address should include any apartment or P.O. Box numbers necessary.
City, State, Zip Code	Enter the City, State and nine-digit Zip Code for the current Applicant's Agent.

Designation of the Applicant's Agent

Agent's Name and Title	Enter the full name and title of the new Applicant's Agent.
Agent's Organization	Enter the full name of the Agent's organization or jurisdiction.
Street Address	Enter the street mailing address for the new Applicant's Agent. This address should include any apartment or P.O. Box numbers necessary.
City, State, Zip Code	Enter the City, State and Zip Code for the new Applicant's Agent.
Work Telephone No.	Enter the work telephone number of the new Applicant's Agent, including the area code.
Fax Telephone No.	Enter the fax telephone number for the new Applicant's Agent, including the area code.
Cell Telephone No.	Enter the cell telephone number for the new Applicant's Agent, including the area code.
E-Mail Address	Enter the e-mail address for the new Applicant's Agent.

Certification

Applicant's Authorized Representative	The Applicant's Authorized Representative must sign and date the form. The Applicant's Authorized Representative is the chief executive officer (CEO) for the Applicant. This person is typically the county board chairman, township supervisor, mayor, village president, superintendent, etc. that has the authority by State and/or local law to designate the Applicant's Agent for the subgrant.
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SUBGRANT CLOSEOUT CERTIFICATION

Applicant Information

Applicant's Name: _____

Street Address: _____

City, State, Zip Code: _____

Federal Declaration No. _____ Public Assistance ID Number: _____

Certification

The applicant certifies the following:

1. All work was completed and all grant funds were expended in accordance with the scope of work identified on each project worksheet. All costs claimed have been paid in full.
2. For declarations made before November 13, 2007, all administrative allowance funds will be used to reimburse applicant expenses for requesting, obtaining, and administering their subgrant in accordance with 44 CFR 206.228. Administrative allowance funds provided in excess of actual eligible administrative expenses will be returned to the Illinois Emergency Management Agency. For declarations made on or after November 13, 2007, any costs my organization incurred to manage our Public Assistance subgrant are being submitted with this certification. If costs are claimed, a completed Subgrantee Management Cost Request form is being submitted, along with actual documentation to support the costs being claimed.
3. All work was completed within the required time periods or time extension requests were submitted and approved by the Illinois Emergency Management Agency and the work was completed during the approved time extension period.
4. All work has been completed in accordance with Federal, State and local laws and regulations.
5. The applicant has administered the subgrant in accordance with the grant conditions contained in the *Public Assistance Grant Agreement* and *Public Assistance Program Applicant Handbook*.
6. The applicant has complied with the requirements of the Single Audit Act of 1984 (as amended) and Office of Management and Budget (OMB) Circular A-133.

Applicant's Agent: _____
Signature Title Date

Notes

1. Category A and B projects must be completed within six (6) months from the declaration date. Category C, D, E, F and G projects must be completed within 18 months from the declaration date.
2. Non-Federal organizations which expend \$500,000 or more in Federal funds (from all sources) during their fiscal year are required to have an audit performed in accordance with the Single Audit Act of 1984 (as amended) and Office of Management and Budget (OMB) Circular A-133. Public Assistance applicants must comply with the reporting requirements of OMB Circular A-133 for each year they meet the above expenditure threshold (\$500,000).

For IEMA Use Only

Reviewed By: _____ Date: _____

Comments: _____

Instructions for completing the IEMA Subgrant Closeout Certification Form

Purpose The purpose of this form is for applicants to certify compliance with certain criteria to close their Public Assistance subgrant.

General All items on the form must be completed by the Applicant and returned to the Illinois Emergency Management Agency (IEMA). Incomplete forms will be returned to the Applicant.

Applicant Information

Applicant's Name Enter the name of the Applicant organization or jurisdiction.

Street Address Enter the Applicant organization or jurisdiction street mailing address. This address should include any P.O. Box numbers necessary.

City, State, Zip Code Enter the City, State and Zip Code for the Applicant organization or jurisdiction.

Federal Declaration No. Enter the four-digit Federal Declaration Number. This number is assigned by FEMA once the disaster or emergency has been declared by the President. This number is included on the Declaration the Fact Sheet.

Public Assistance ID No. Enter the Applicant's Public Assistance ID Number. This number was provided to the applicant on the application forms and will usually be in the XXX-YYYYY-ZZ format.

Certification

Applicant's Agent The Applicant's Agent for the Applicant must sign and certify closeout of the subgrant.

Notes

This section provides supplemental information not specifically stated in the subgrant certification criteria. The Applicant is responsible for evaluating all the subgrant certification criteria, including the supplemental information.

**Public Assistance Program
Eligibility Tables**

Applicant Eligibility Table

✓	Status	Name	Details Examples
<input type="checkbox"/>	Eligible Applicants	<input type="checkbox"/> State government	State departments, agencies, boards, commissions, authorities, universities, etc.
		<input type="checkbox"/> Local governments	Counties, townships, cities, villages, etc.
		<input type="checkbox"/> Political subdivisions	Special districts: Levee/drainage, park, fire protection, library, school, etc.
		<input type="checkbox"/> Native American Tribes	
		<input type="checkbox"/> Certain private non-profit organizations	<ul style="list-style-type: none"> ● medical ● emergency (fire and rescue) ● utility ● educational ● custodial care ● facilities which provide essential services of a governmental nature to the general public: <ul style="list-style-type: none"> • Museums • Zoos • Community centers • Libraries • Homeless shelters • Senior citizen centers • Rehabilitation facilities • Sheltered workshops ● facilities which provide essential health and safety services of a governmental nature such as: <ul style="list-style-type: none"> • Low income housing • Alcohol and drug rehabilitation • Programs for battered persons • Transportation to medical facilities • Food programs

or Eligibility Table

✓	or Type	Eligibility Requirements
<input type="checkbox"/>	Debris removal	<input type="checkbox"/> Work must eliminate immediate threat to public lives, health and safety <input type="checkbox"/> Work must eliminate immediate threat of significant damage to improved public or private property <input type="checkbox"/> Work must ensure the economic recovery of the affected community to benefit the community at large <input type="checkbox"/> NOTE: or must be complete within months of disaster declaration date
<input type="checkbox"/>	Emergency Protective Measures	<input type="checkbox"/> Measures must eliminate or reduce an immediate threat to life, health or safety <input type="checkbox"/> Measures must eliminate or reduce an immediate hazard that threatens significant damage to improved public or private property <input type="checkbox"/> NOTE: or must be complete within months of disaster declaration date
<input type="checkbox"/>	Permanent repair or restoration	<input type="checkbox"/> A facility in active use and owned by an eligible applicant is generally eligible for permanent repair or restoration. <input type="checkbox"/> FEMA assistance is generally not available for work or assistance that another Federal agency has the statutory authority to fund. <input type="checkbox"/> NOTE: or must be complete within months of disaster declaration date

Cost Eligibility Table

✓	Cost Type	Nature of Cost	Details
<input type="checkbox"/>	Labor	<input type="checkbox"/> Permanent Labor	<input type="checkbox"/> Regular time and overtime labor costs are eligible for permanent work. <input type="checkbox"/> An organization's pre-disaster policy on overtime will determine whether the organization is reimbursed for overtime work by salaried employees <input type="checkbox"/> For emergency work, only overtime costs are eligible. Regular time labor costs are not eligible for reimbursement. <input type="checkbox"/> Fringe benefits associated with disaster-related labor costs are eligible.
		<input type="checkbox"/> Temporary Labor	<input type="checkbox"/> Generally, regular and overtime labor costs for temporary staff hired specifically to perform disaster-related work is eligible for reimbursement. <input type="checkbox"/> Fringe benefits associated with disaster-related labor costs are eligible. <input type="checkbox"/> Benefits for temporary labor may vary greatly from permanent labor and will be dependent upon the organization's pre-disaster labor policy.
		<input type="checkbox"/> Volunteer Labor	<input type="checkbox"/> Organizations that use volunteer labor may receive credit for labor to reduce or eliminate the non-Federal cost share. <input type="checkbox"/> Volunteer labor will be valued at the minimum wage established for the in which the work is being performed.

		<input type="checkbox"/> Contract Labor	<input type="checkbox"/> Contract labor to perform disaster-related work is eligible for reimbursement. <input type="checkbox"/> Generally, contracts must be competitively bid. However, an applicant must follow the same policies and procedures it uses for procurement from its non-Federal funds. <input type="checkbox"/> Exceptions to the bidding requirements include instances where emergency work must be completed immediately to reduce the threat to life, public health or safety; or there exists only a single source to complete the work. <input type="checkbox"/> For a contract that has emergency and non-emergency components, only the part that relates to the emergency work is exempt for competitive bidding. <input type="checkbox"/> When completing emergency work, at least three proposal should be obtained.
<input type="checkbox"/>	Equipment	<input type="checkbox"/> Rented/Leased	<input type="checkbox"/> The cost of the rented/leased equipment is eligible along with normal equipment operating expenses such as fuel and supplies. <input type="checkbox"/> Maintenance costs are normally the responsibility of the lessor, unless otherwise stated in the rental/lease agreement. <input type="checkbox"/> Organizations should follow their normal business practices when renting equipment.
		<input type="checkbox"/> Applicant Owned	<input type="checkbox"/> Organizations using their own equipment in the response and recovery effort will generally be reimbursed on the lower of the FEMA equipment rates or the organization's internally developed usage rates for the time the equipment is actually in use. <input type="checkbox"/> Organizations using rates approved under State guidelines (IDOT) are generally reimbursed using these rates.
		<input type="checkbox"/> Purchased	<input type="checkbox"/> Equipment purchased to perform disaster-related work may be reimbursed on FEMA equipment rates or depending on the cost of the equipment, based on the depreciation. <input type="checkbox"/> Generally, equipment with a per unit fair market value of less than \$5,000 or the organization's capitalization level, whichever is lower, may be retained with further obligation to FEMA. In this instance, FEMA does not pay for any operating costs such as maintenance or supplies.
<input type="checkbox"/>	Materials and Supplies	<input type="checkbox"/> Inventory	<input type="checkbox"/> Organizations using an existing inventory of materials and supplies to assist in the response and recovery effort will be reimbursed for the reasonable cost of replenishing the inventory to the pre-disaster level.
		<input type="checkbox"/> Purchased	<input type="checkbox"/> Purchased materials and supplies will be reimbursed for the purchased prices if the organization complies with its pre-disaster procurement regulation and practices.

Reimbursement Eligibility Table

✓	Item	Eligibility for Reimbursement
<input type="checkbox"/>	Emergency Transportation	<p><input type="checkbox"/> Eligible, provided that public transportation is not the responsibility of another Federal Agency (e.g. Federal Highway Administration) and is in accordance with Section 419 of the Stafford Act. Due to the large outlay this could represent, all emergency transportation projects should be pre-approved by the FEMA Public Assistance Officer.</p> <p><input type="checkbox"/> When a subgrantee is reimbursed for emergency public transportation, the full cost of capital construction projects to meet emergency needs will be reimbursed only for the emergency period to be defined by FEMA on a project by project basis.</p> <p><input type="checkbox"/> The amount reimbursed will be determined based on the depreciation recovery rate.</p>
<input type="checkbox"/>	Employee Hourly Rate	<p><input type="checkbox"/> Subgrantees will be reimbursed a reasonable hourly rate based on the type of work performed. For instance, if a subgrantee's employee is a janitor and the employee performed disaster-related clean-up work, then that employee's full hourly rate as a janitor will be reimbursable. However, if a doctor performs the same disaster-related clean-up work, then their hourly rate will be adjusted downward to reflect the typical cost to perform the function (e.g. that paid to the highest janitor).</p>
<input type="checkbox"/>	Building Habitability Safety Inspections	<p><input type="checkbox"/> The cost of an initial safety inspection performed to determine the habitability of a structure may be eligible for reimbursement as determined on a case by case basis.</p> <p><input type="checkbox"/> Labor costs should be tracked by address and duration of time spent performing each inspection.</p> <p><input type="checkbox"/> Safety inspections are emergency protective measures and therefore, regular time costs for permanent employees are not eligible.</p>
<input type="checkbox"/>	Building Inspection and Permit Processing Costs Directly Related to Waived Building Permit Fees	<p><input type="checkbox"/> When a local government authority waive building permit fees, they may incur a loss of revenue. FEMA does not approve funding for loss of revenue. The existing fee schedule should provide the necessary revenue to support the building permitting process.</p>
<input type="checkbox"/>	Mutual Aid Agreements	<p><input type="checkbox"/> Mutual aid agreements usually contain reimbursement provisions for labor, fringe benefits, lodging, meals, travel expenses, equipment and materials. Subgrantees will be reimbursed for costs associated with mutual aid policies that were established before the disaster.</p> <p><input type="checkbox"/> If a subgrantee enters into a mutual aid agreement after the disaster occurs, FEMA may only allow a portion of the costs to be eligible.</p> <p><input type="checkbox"/> Reimbursable costs include labor, fringe benefits, equipment and materials.</p>
<input type="checkbox"/>	Post-Disaster Overtime Costs	<p><input type="checkbox"/> Subgrantees will be reimbursed for eligible costs in accordance with 44 CFR, OMB Circulars and their pre-disaster policies.</p> <p><input type="checkbox"/> If the subgrantee's pre-disaster policy does not pay employees for overtime, then the subgrantee will not be reimbursed for overtime costs, unless a pre-disaster State or local provision exists which specifies that overtime will be paid during emergency situations.</p>
<input type="checkbox"/>	Contract Labor (as opposed to the use of permanent employees)	<p><input type="checkbox"/> Contract labor for emergency work is eligible. However, if the work performed is essentially identical to the organization's normal work functions, then permanent employee labor should be used and any additional labor needed can be hired with full reimbursement for regular and overtime costs.</p>
<input type="checkbox"/>	Project Management	<p><input type="checkbox"/> Actual costs associated with the management of projects are eligible for reimbursement. A record of project management tasks must be kept by the subgrantee. Project management tasks may include: review of bids, work site inspections, approving material samples, reviewing shop drawings, reviewing contractor's payment requests and acting as the owner's representative.</p>

<input type="checkbox"/>	Indirect costs	<input type="checkbox"/> While a few of these items could be directly charged to projects with substantial effort, almost all of these costs lack a clear, identifiable causal relationship with a project and are therefore generally not reimbursable.
<input type="checkbox"/>	Computer System/Software for Tracking Disaster-Related Costs	<input type="checkbox"/> A computer system or new software is considered a administrative cost incurred to administer Federal disaster assistance. Therefore, they are covered by the statutory administrative allowance and are not eligible for reimbursement.
<input type="checkbox"/>	Temporary Relocation	<input type="checkbox"/> Only those subgrantees who provide essential community services or schools are eligible for temporary relocation costs. <input type="checkbox"/> Essential community services protect the public from threats to life, public health and safety, and include: <ul style="list-style-type: none"> ● Medical facilities including hospitals, outpatient facilities, rehabilitation facilities or facilities for long-term care as defined by Section 645 of the Public Health Service Act ● Custodial care facilities providing institutional care for persons requiring close supervision and some physical constraints on their daily activities ● Emergency facilities including fire departments, police departments, search and rescue teams, and ambulances ● Utility facilities for generation, transmission, distribution and maintenance of electric power, telephone, sewer and water, natural gas and irrigation services ● Homeless shelters ● Facilities which provide essential health and safety services of a governmental nature, such as: <ul style="list-style-type: none"> • Low income housing • Alcohol and drug rehabilitation • Programs for battered persons • Food programs <input type="checkbox"/> It is important to note that there are some facilities which provide essential services of a governmental nature and are open to the general public, but are not an essential community service. These include: <ul style="list-style-type: none"> ● Museums ● Zoos ● Community centers ● Libraries ● Senior citizen centers ● Sheltered workshops <input type="checkbox"/> The subgrantee will be reimbursed for costs for temporary relocation of an essential community service until the facility is habitable again. Due to the essential service provided by the subgrantee, it is expected that the repair or reconstruction of the permanent facility will be expedited. Should this not be the case, FEMA may re-examine the temporary relocation period and make adjustments as necessary.

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