

## APPLICANT'S GUIDE AND CHECKLIST FOR SUBMITTING PUBLIC ASSISTANCE DOCUMENTS

The following pages provide a GUIDE for preparing a properly documented application/project worksheet package to be submitted to FEMA. Submitting a complete package with the required backup materials will expedite the processing of your reimbursement.

You are requested to use the Public Assistance Forms located on the Department of Emergency Services and Public Protection/Division of Emergency Management and Homeland Security (DESPP/DEMHS) web site at <http://www.ct.gov/demhs> Click on Disaster Recovery in the left-hand column, and then click on Public Assistance (PA) in the middle of the page. The PA forms page is at:

<http://www.ct.gov/demhs/cwp/view.asp?a=4062&q=515032>

These user-friendly forms have been revised by DESPP/DEMHS to automatically calculate specific fields for you. To make your job easier, just use this guide to check off items as they are completed.

### Required Documents

1. **Required Information for forms & worksheets** – on many forms you will be asked to provide the following:

- Disaster declaration number
- Applicant name
- Certifying representative signature/title/date
- Federal Employer Identification Number (FEIN)
- DUNS number
- The dates and hours of selected time period (ex: 48 hrs, 72 hrs) for the event (i.e., TIME/DATE through TIME/DATE) (Applicants should pick the time period based on whatever time/date is most beneficial to them.)

2. **Work Summary Record** – Serves as an important Cover Sheet which separately lists the total expenditures for:

- a) Force Account Labor
- b) Force Account Equipment
- c) Force Account Materials
- d) Rental Equipment
- e) Contract Work
- f) Miscellaneous/Other
- g) Total of all Costs

**NOTE:** If a specific category (such as Rental Equipment) does not apply to your submission, place a “0” in the “AMOUNT CLAIMED” field.

3. **Applicant's Benefits Calculation Worksheet** – Displays the fringe benefit costs related to regular time work and to overtime work. Aside from Social Security and Medicare (FICA), the eligible items for overtime are contingent upon the terms of individual labor contracts. Consult your finance/business/human resources office for this information.
4. **Force Account Labor Summary Record** – For emergency work, only the overtime labor costs of regular employees are normally eligible for FEMA reimbursement. (However, you must show the number of regular hours worked on the disaster as well, so that force account equipment time – both regular and overtime can be reimbursed.)

Additional hires or temporary staff hired solely for response to the event may be claimed for both regular time and overtime worked.

Please show regular time pay rate for all claimed employees.

**NOTE:** Only the time associated with employees who actually used equipment in response to the event is eligible for reimbursement.

- Time period covered
- Employee name
- Employee title  
(In the Employee title area, you may also show a cross-reference with the equipment identified on the Force Account Equipment Summary Record.)
- Regular hourly rates for all employees
- Show regular and overtime hours for employees.
- Show regular hourly rate and hours worked for additional hires
- Overtime rate used: Both time and a half and double time (if applicable)
- Benefit rate per hour shown in \$ based on % calculated on Applicant's Benefits Calculation Worksheet
- Totals – both across rows and down columns
- Supporting documents:
  - Time Cards and/or Time Sheets for all employees
  - Labor Contract(s) – selected pages, including:
    - (1) the cover page that identifies the union being represented and duration of the contract
    - (2) the pages of the contract showing overtime policy and meal reimbursement policy, if any, need to be included.
  - Town Personnel Policy – selected pages showing overtime policy and other benefit policies such as meal reimbursement need to be included.
  - Any other documents and/or explanations to support your labor submission.

**5. Force Account Equipment Summary Record** – Documents the total time a piece of equipment was operated during the selected time period (regular time and overtime). The form cross-references the equipment claimed with the operator's name. Equipment time cannot exceed labor time. All employees must be cross-referenced with a piece of equipment in order to qualify for reimbursement. If an employee's time was spent shoveling, please list them on the Force Account Equipment Summary Record even though there is no code, or rate, for shovels. This will avoid disqualification of the claim for their time reimbursement.

- Location
- Time period covered
- Description of equipment  
A truck, a plow, and a sander are three separate pieces of equipment, even if they are being utilized by the same person in the same time frame, and therefore, each piece must be listed separately. (Account for the actual hours that the sander was used and the actual hours that the plow was used.)
- Correct equipment code number from the **FEMA Schedule of Equipment Rates**  
*[Note: If an applicant uses a different rate it must be approved by FEMA, and the reasons for the rate and its approval must be noted in the FEMA Project Worksheet.]*
- Operator's name associated with each listed piece of equipment
- Date and time of operation matching the operator's time on the **Force Account Labor Summary Record**

- Correct equipment rate from the **FEMA Schedule of Equipment Rates**

6. **Force Account Material Summary Record** – Identifies the actual quantity of materials used during the designated event time period. The calculation for the actual amount of materials used must be attached. Unit prices must be given and backup information provided, i.e. copy of invoice.

- Time period covered
- Vendor name
- Description of product
- Quantity used
- Unit price
- Proof of Payment

**Price must reflect unit rate/cost for purchase of materials prior to or during the disaster. After-event materials replenishment rates are not acceptable.**

- Date materials were purchased
- Date materials were used (Indicate from stock or invoice.)
- Attach invoices stating purchase date and unit prices

7. **Rented Equipment Summary Record** – Identifies equipment that was rented for this event only. If equipment was rented on a seasonal contract, only that portion of the rental fee occurring within the designated time period of the event is reimbursable. Rental contracts must be included.

- Time period covered
- Description of rented equipment
- Dates and hours used
- Rate per hour
- Vendor name
- Contracts/Agreements and invoices attached
- Proof of Payment

8. **Contract Work Summary Record** – Summarizes and documents contracted work assistance for this event. (Annual fixed rate contracts, those that have been pre-negotiated for a set, all inclusive price, are not eligible for reimbursement.) A copy of all contracts must be attached and clearly show the contract duration and the per-hour or the per-event charges.

- Time period covered
- Description of the work performed
- Dates and hours the contractor worked
- Contractor name
- Invoice number
- Invoice amount
- Proof of Payment
- Contracts and invoices attached
- Copy of Bid Proposal/RFP, Advertising of Bid/RFP, List of Bids Received, Bid Comparison Sheet, Final Contract
- Applicant's Procurement Policy

9. **Required Permits** - Include copies of all necessary permits – federal, state, municipal. Include any waivers received on permits.

For additional information on the public assistance program and policies, refer to the Public Assistance Guide FEMA 322 / June 2007 on FEMA website at:

<http://www.fema.gov/public-assistance-policy-and-guidance/public-assistance-guide>

Also, see FEMA website at: <http://www.fema.gov/public-assistance-grant-application-process>

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