

# PUBLIC ASSISTANCE WORKBOOK

2019

REFERENCE GUIDE FOR PRIVATE NONPROFITS



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The purpose of the Public Assistance Workbook is to guide private nonprofit (PNP) organizations through the Federal Emergency Management Agency's (FEMA) Public Assistance (PA) program. This workbook contains recommendations for action, checklists, eligibility requirements, and procedures related to the program's administration.

In anticipation of—or immediately following—a disaster, the Office of Emergency Management (OEM) is responsible for activating the City's Public Assistance Plan and supporting workbooks.

OEM's primary role is to coordinate the PA application, and to liaise between PNPs and PEMA/FEMA specialists through the Kickoff Meeting. Following the Kickoff, PNPs are responsible for collaborating with PEMA and FEMA directly. That being said, PNPs may contact OEM for general questions related to the PA program and policies.

This workbook is geared towards PNPs, specifically. If requested by OEM to participate in the PA program, PNPs should review this workbook for critical information, next steps, and required documentation.

This document is based on FEMA's 2018 Public Assistance Program and Policy Guide (PAPPG).  
Click the link below for additional information:

<https://www.fema.gov/media-library/assets/documents/111781>.

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## TABLE OF CONTENTS

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```
graph TD; A[Public Assistance Process  
Page 4] --> B[Eligibility  
Page 6]; B --> C[Cost Tracking Activities  
Page 8]; C --> D[Preliminary Damage Assessment & Request  
for Disaster Declaration  
Page 11]; D --> E[Applicants' Briefing  
Page 13]; E --> F[Kickoff Meeting  
Page 16]; F --> G[Project Worksheet Development  
Page 18]; G --> H[Small Project Validation, Obligation, & Closeout  
Page 24]; G --> I[Large Project Obligation & Closeout  
Page 26];
```

Public Assistance Process	Page 4
Eligibility	Page 6
Cost Tracking Activities	Page 8
Preliminary Damage Assessment & Request for Disaster Declaration	Page 11
Applicants' Briefing	Page 13
Kickoff Meeting	Page 16
Project Worksheet Development	Page 18
Small Project Validation, Obligation, & Closeout	Page 24
Large Project Obligation & Closeout	Page 26

**ADDITIONAL ACTIONS**  
Time Limits & Extensions...28  
Change of Scope...29  
Appeals...30  
Annexes...32

## PUBLIC ASSISTANCE PROCESS

The Public Assistance (PA) program provides funding to government entities and eligible private nonprofit organizations (PNPs) to support post-disaster recovery operations. The PA program unlocks federal disaster assistance for costs linked to debris removal operations, emergency protective measures, and the repair, replacement, or restoration of disaster-damaged property. The grant is a cost-share program split between the federal, state, and/or PNP. While the federal reimbursement is no less than 75 percent, the state may opt to contribute up to the remaining 25 percent. If the state does not split the funds, the residual 25 percent becomes the responsibility of the PNP.

To activate the PA program, a Presidential Disaster Declaration is required. A Presidential Disaster Declaration is issued once a county and state prove disaster-related costs exceed the PA program's per capita threshold. To qualify for PA, the Commonwealth of Pennsylvania and Philadelphia County—local government entities combined with local PNPs—must both demonstrate that incident-related expenses exceed the thresholds<sup>1</sup> outlined in the table below.

Type of Assistance	Threshold <sup>2</sup>	Time to Request
Public Assistance	State: \$19,053,569 (FFY19) <sup>3</sup>	Within 30 days of event
	Philadelphia: \$5,768,302.72 (FFY19) <sup>4</sup>	

Once the PA program is activated, PNPs work to identify eligible costs for a Project Worksheet (PW). The PW itemizes eligible expenses incurred during disaster preparations, responses, and recovery. Once the PW and supporting documentation is reviewed and approved by PEMA and FEMA, the federal cost-share is calculated from the PW's total, and the reimbursement is transferred electronically to the PNP.

The image on the following page (Figure 1.0) outlines FEMA's Public Assistance process. For the purposes of the figure, PEMA is the "Recipient" and each PNP is the "Applicant/Subrecipient." Each phase of the PA program implementation process is outlined in further detail throughout this document.

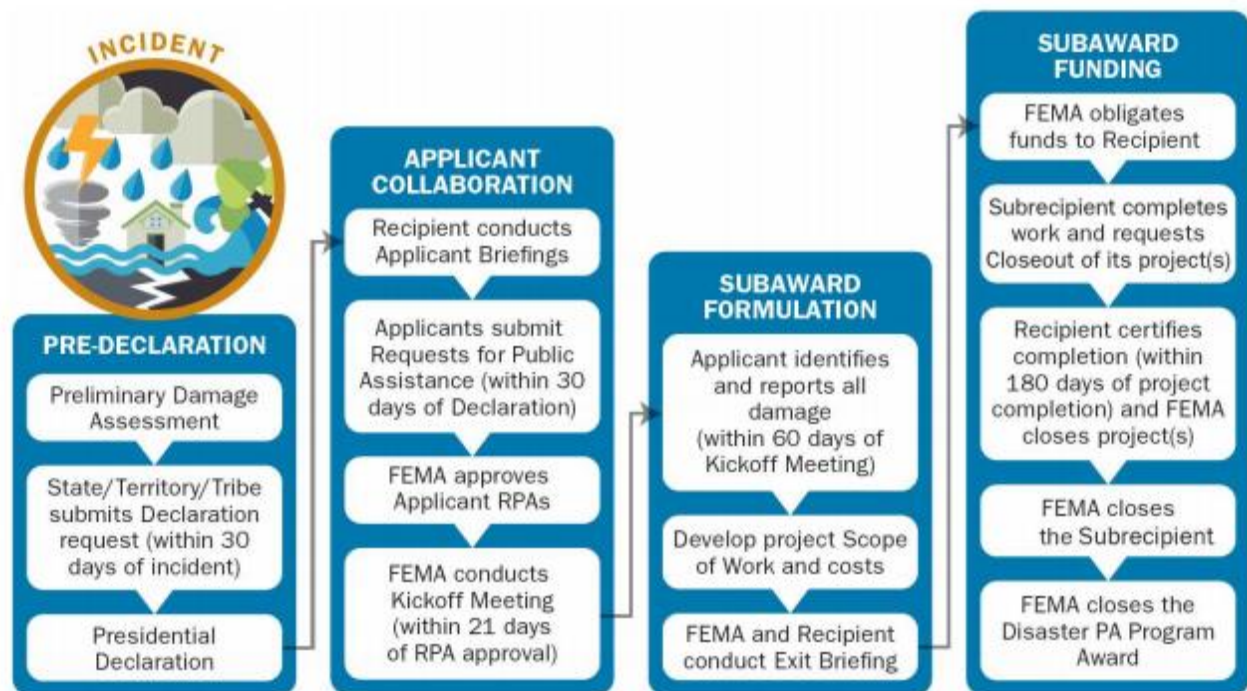
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<sup>1</sup> For snow events, counties must meet or exceed record or near-record snowfall totals to be eligible. Counties who do not meet or exceed records can submit letters of appeal through the Governor's Office. Counties may also qualify for PA as "contiguous" if snow totals exceed the record—or near record—snowfall of a bordering county.

<sup>2</sup> The per capita impact indicator is based on the Consumer Price Index published by the US Department of Labor, and census population data. The per capita impact indicators are published annually by FEMA in the Federal Registrar.

<sup>3</sup> The statewide threshold is the state per capita impact indicator of \$1.50 multiplied by the state population of 12,702,379. The 2019 federal fiscal year extends from Oct. 1, 2018 through Sept. 30, 2019.

<sup>4</sup> The threshold for Philadelphia is the federally mandated county per capita impact indicator of \$3.78 multiplied by the county population of 1,526,006. The 2019 federal fiscal year extends from Oct. 1, 2018 through Sept. 30, 2019.



**FIGURE 1.0: PA PROGRAM IMPLEMENTATION PROCESS** (PAPPG, 2018).

## ELIGIBILITY

To qualify for PA reimbursements, the *applicant*, *facility*, *work*, and *cost* must meet FEMA's eligibility standards.

***The PA program is based on statutes and regulations outlined in the Stafford Act and Title 44 of the Code of Federal Regulations. To qualify for reimbursement, PNPS must meet strict eligibility requirements. See <https://www.fema.gov/private-nonprofit-facility-eligibility-0> for more information.***

**ELIGIBLE APPLICANTS.** Eligible *applicants* include public entities and private nonprofit (PNP) organizations with a granted tax exemption status, or an approved state certificate<sup>5</sup>. Eligible PNPs must provide critical programs or other essential government services, as outlined in the table below.<sup>6</sup> Non-critical service PNPs must first apply for disaster loans through the Small Business Administration (SBA) prior to applying for PA. If the loan is declined, or if the loan does not fully cover eligible damages, the PNP may apply for PA funding.

Critical Services	Other Essential Governmental Services <sup>7</sup>
Power generation, transmission, and distribution.	Museums
Water treatment, transmission, and distribution.	Homeless Shelters
Sewer and Storm Water collection, transmission, and treatment.	Senior Citizen Centers
Communication Networks, transmission, switching, and distribution.	Performing Arts Facilities
Educational Networks including primary, secondary, and higher educational institutions.	Community Arts Center
Emergency Medical Care including hospitals, clinics, outpatient services, nursing homes, and rehabilitation centers.	Libraries
Fire Protection/Emergency Services including volunteer fire and rescue companies.	Zoos

**ELIGIBLE FACILITIES.** *Facilities* must be the property of an eligible PNP. Damages must be directly tied to the declared disaster and cannot receive duplicative reimbursement through external credits such as insurance proceeds.

<sup>5</sup> Eligible PNPs have granted tax exemptions from the US Internal Revenue Service under section 501 (c), (d), or (e) of the Internal Revenue Code. Eligible PNPs also include those with state approved certificates stating that the organization is a non-revenue producing nonprofit entity conducting business under State Law.

<sup>6</sup> PNP damages and costs are used towards reaching the county threshold. PNPs that perform "other essential governmental services" must first apply for disaster assistance through the Small Business Administration (SBA) before seeking assistance under the Public Assistance program.

<sup>7</sup> For a complete list of "other essential governmental services" refer to FEMA Disaster Assistance Policy Private Nonprofit (PNP) Facility Eligibility <https://www.fema.gov/private-nonprofit-facility-eligibility-0>.

**ELIGIBLE WORK.** Eligible categories of *work* include emergency protective measures and/or permanent work to repair or replace disaster-damaged facilities. The type of work—often referred to by category—reimbursable through the program is dependent on the type of disaster declaration. All work must be the direct result of the declared disaster, located within the designated disaster area, be the legal responsibility of the applicant, and cannot be the result of negligence on the part of the owner. The following table outlines the seven types of work, by category, eligible for reimbursement.

Category	Description
<b>Emergency Work (All Eligible PNPs)</b>	
<b>A</b>	Debris Removal – The clearance, removal, and/or disposal of items such as trees, sand, gravel, building materials, wreckage, vehicles, and personal property.
<b>B</b>	Emergency Protective Measures – Necessary activities taken by a community before, during, and after a disaster to eliminate or reduce an immediate threat to life, public health and safety, or improved property.
<b>Permanent Work (Only Critical Service PNPs)</b>	
<b>C</b>	Roads and Bridges – Repair of roads, bridges, and associated features such as surfaces, bases, shoulders, ditches, culverts, guardrail, lighting, etc.
<b>D</b>	Water Control Facilities – Repair of facilities built for channel alignment, recreation, navigation, land reclamation, fish and wildlife habitats, interior drainage, irrigation, erosion prevention, and flood control.
<b>E</b>	Buildings and Equipment – Repair or replacement of buildings, including their contents and systems, heavy equipment, and vehicles.
<b>F</b>	Utilities – Repair of water treatment and delivery systems, power generation facilities/distribution lines, and sewage collection/treatment facilities.
<b>G</b>	Parks, Recreational Facilities, and Other Items – Repair and restoration of parks, playgrounds, pools, cemeteries, and beaches.

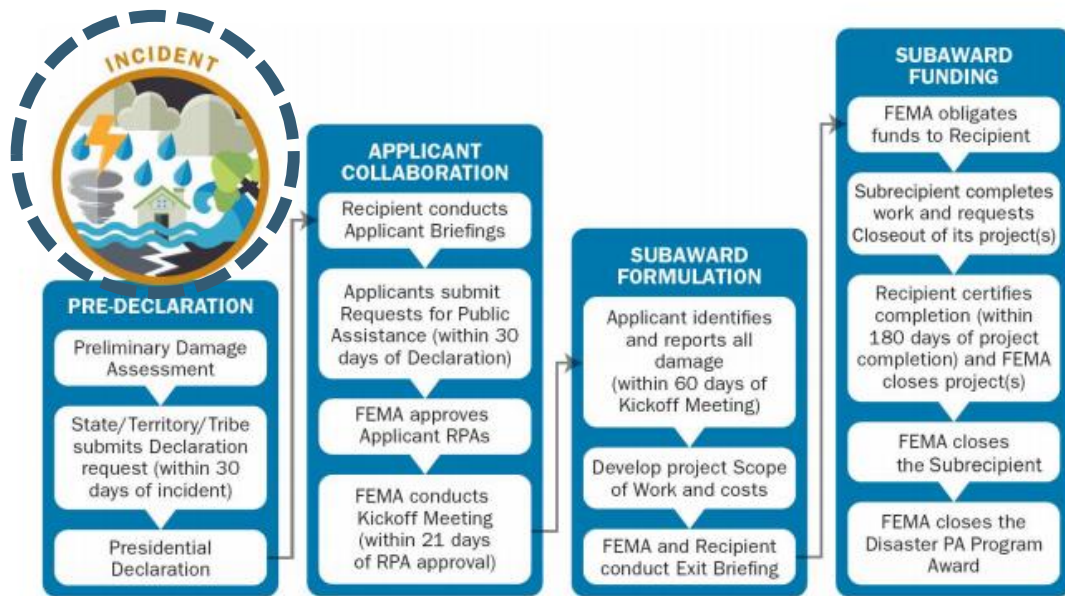
All eligible PNPs may apply for reimbursements associated with emergency work. However, only eligible PNPs providing *critical services* may apply for permanent work costs. Facilities with a mix of critical and non-critical providers may apply under the critical designation.

**ELIGIBLE COSTS.** Reimbursable *costs* include expenses for force account labor, materials, equipment, and contracts used to prepare for, respond to, and recovery from the declared disaster. Costs must fall within the declaration’s incident period, be reasonable and necessary to accomplish the work; in compliance with Federal, State, and local requirements for competitive procurement; and not duplicated by any applicable credits such as insurance proceeds. If unsure of eligibility, PNPs are encouraged to contact OEM to discuss the concern.<sup>8</sup>

<sup>8</sup> For example, while standby labor is considered an ineligible cost, exceptions have been made to include activities performed to address a threat, or potential threat, to public life and safety.



## COST TRACKING ACTIVITIES



It is important for eligible PNPs to track and record the critical information—who, what, where, when, why, and cost—related to pre-disaster preparations, response, and recovery. To support a Presidential Disaster Declaration, and to activate the Public Assistance program, Philadelphia and the State must demonstrate disaster-related costs exceed FEMA's per capita thresholds<sup>9</sup>. As lead coordinator for the City's PA application, the Office of Emergency Management (OEM) is responsible for implementing the strategies outlined in the Public Assistance Plan and supporting workbooks. If it appears as though the City and State thresholds may be exceeded, OEM initiates the application process and begins outreach to relevant departments and eligible PNPs.

To expedite the Public Assistance process, the Pennsylvania Emergency Management Agency (PEMA) and FEMA may require initial cost estimates within the first 72 hours following the cessation of disaster conditions. To support this request, PNPs should actively track, record costs, and estimate disaster-related expenses through the preparation, response, and recovery phases. Specifically, PNPs should track and record costs related to labor, contracts, equipment, materials, and property damage. For more information on cost tracking, see below.

**Labor.** *Estimate labor totals using base salary and overtime. Specifically, PNPs should collect the following information:*

- ❖ Overtime hours worked and dates for permanent, temporary, reassigned, essential employees called back from administrative leave, and grant-funded personnel;
- ❖ Work location; and,
- ❖ Type of work performed.

<sup>9</sup> Philadelphia's and Pennsylvania's FFY19 per capita thresholds are \$5,768,302.68 and \$19,053,569, respectively.



**Contracts.** *Estimate contract totals using invoices and purchase orders. Any work contracted beyond 70 hours of the event must be competitively bid in accordance with FEMA regulations. Specifically, PNPs should collect the following information:*

- ❖ Copy of contract, scope of work, vendor purchase orders, invoices, payments; and,
- ❖ Explanation detailing the execution of the contract and procurement methodology.

**Equipment.** *Estimate equipment costs using FEMA's Schedule of Equipment Rates (<https://www.fema.gov/schedule-equipment-rates>). Multiply the time spent using the equipment by the rate assigned by FEMA. If the equipment is not listed, use a comparable rate to estimate the total cost. Specifically, PNPs should collect the following information:*

- ❖ Equipment operator (equipment must be tied to persons, dates, and times listed under labor);
- ❖ Date and hours of operation;
- ❖ Location and type of work;
- ❖ Damaged and destroyed equipment; and,
- ❖ Leased equipment.

**Materials.** *Estimate costs of expendable materials and supplies using invoices and purchase orders. Eligible materials include items purchased for the event or taken from an existing stockpile. Specifically, PNPs should collect the following information:*

- ❖ Date of purchase;
- ❖ Unit price;
- ❖ Number of units purchased; and,
- ❖ Function.

**Physical Damage and Repairs.** *Estimate the cost of damages and necessary repairs. Damage must exceed FEMA's small project minimum to qualify<sup>10</sup>. Specifically, PNPs should collect the following information:*

- ❖ Detailed description of damage, location, and required restoration;
- ❖ Estimated repair cost;
- ❖ Photographs of the damage; and,
- ❖ Hazard mitigation opportunities.

**RECORD KEEPING.** PNPs are encouraged to use in-house record-keeping systems capable of tracking critical costs—labor, equipment, material, contracts, etc.—directly tied to the disaster event.

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<sup>10</sup> Submissions must exceed the small project minimum of \$3,200 (FFY19) to qualify.

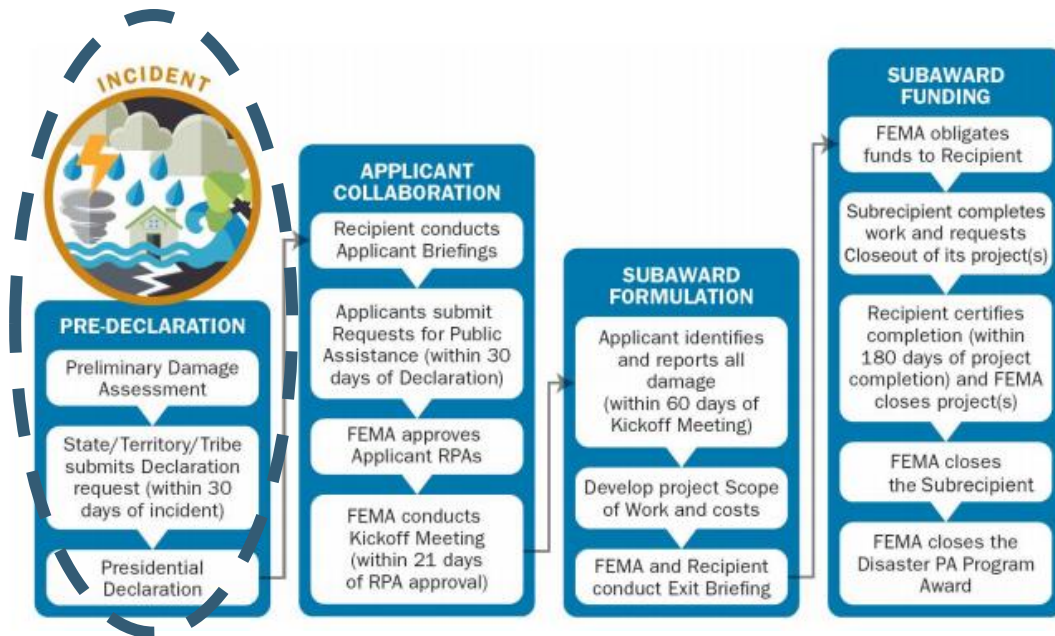
**PRE-DISASTER PROPERTY SURVEY.** FEMA only reimburses for damages directly tied to the disaster. PNPs are encouraged to survey and document the pre-disaster condition of facilities, infrastructure, and equipment, in order to substantiate claims that damaged properties were in good repair prior to the disaster. Examples of pre-disaster documentation include annual bridge reports, photographs, and annual inspections.

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#### **CHECKLIST:**

- ☐ Document all costs associated with disaster preparations, response, and recovery.
  - ☐ Track and record labor costs.
  - ☐ Track and record disaster-related contracts and invoices.
  - ☐ Track and record deployed equipment and disaster-related function.
  - ☐ Track and record materials used, disaster-related function, and invoices.
- ☐ Conduct pre-disaster surveys to support post-disaster property damage claims.

## PRELIMINARY DAMAGE ASSESSMENTS (PDA)



The Preliminary Damage Assessment (PDA) is a survey used to assess the scope of damages, estimate costs incurred, and identify unmet needs. The results of the PDA are used to prove that expenses exceed the PA threshold, and to support the request for federal assistance. The actions below outline the steps required to complete a PDA.

**COMPLETE THE OEM PDA SPREADSHEET.** If Philadelphia experiences a significant event, OEM requests disaster-related cost estimates from local PNPs and City departments. To submit these costs estimates, PNPs complete an OEM Preliminary Damage Assessment (PDA) Spreadsheet. This fillable OEM PDA Spreadsheet is distributed by OEM's Recovery Planning Coordinator to capture costs incurred for disaster-related work.

**DESIGNATE A REPRESENTATIVE.** Each PNP must designate at least one representative to complete the OEM PDA Spreadsheet. The representative(s) must be familiar with the PNP's policies, grant administration, and fiscal management. If a Presidential Declaration is issued and the PA program is activated, the representative(s) will be the primary individual(s) responsible for coordinating all PA activities on behalf of the organization.

**SUBMIT AN IMPACT STATEMENT.** OEM may ask PNPs to submit—in addition to the OEM PDA Spreadsheet—an impact statement. The statements from each PNP and City department are combined into a citywide narrative outlining the effects of the disaster on Philadelphia. The statement, in addition to the cost estimates, is used to support a Presidential Disaster Declaration<sup>11</sup>.

**SCHEDULE A SITE VISIT.** OEM may contact your organization to schedule a site visit with PEMA and FEMA to assess disaster-damaged properties. PNP representatives knowledgeable about the

<sup>11</sup> See Annex Q: Sample Impact Statement for more information.

costs of repair and extent of damages must meet OEM, PEMA, and FEMA personnel onsite, as requested.

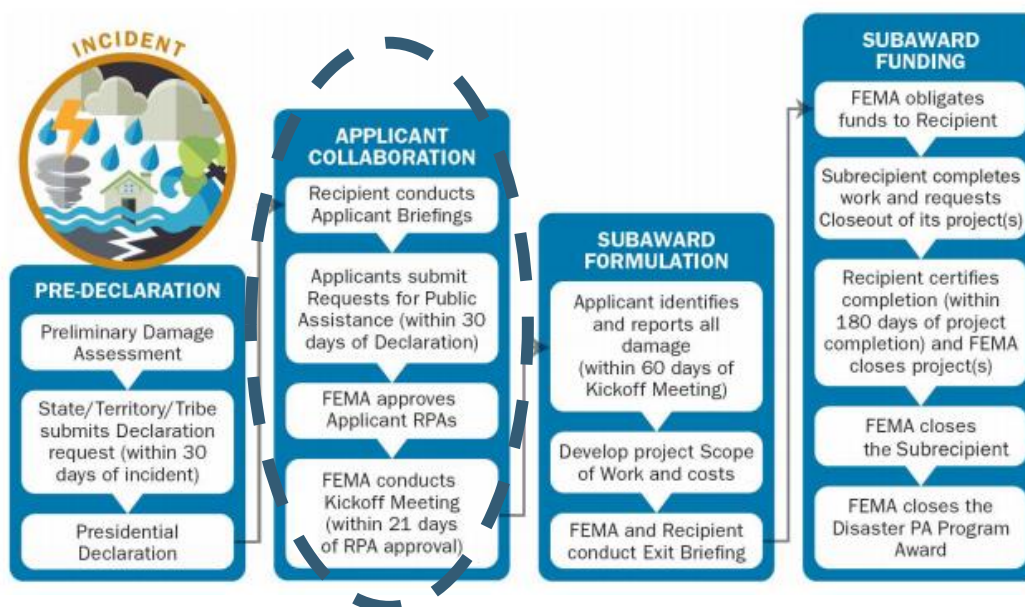
**REQUEST FOR DISASTER DECLARATION.** Once the OEM PDA spreadsheets are submitted, OEM forwards the cost estimates to PEMA for review. PEMA, once reviewed, combines the City's estimates with other counties across the state. If the City and the State *both* exceed the FEMA thresholds, the Request for Disaster Declaration process proceeds through the Governor. If the President approves the request, a declaration is issued. Once declared, FEMA's Public Assistance program is activated.

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#### **CHECKLIST:**

- ☐ Submit disaster-related costs to OEM using the OEM PDA Spreadsheet.
- ☐ Designate an organizational liaison to coordinate the PA process.
- ☐ Submit an impact statement to OEM, if requested.
- ☐ Coordinate with OEM to schedule site visits, if requested.

## APPLICANTS' BRIEFING



Once a Presidential Disaster Declaration is issued, FEMA activates the PA program. In coordination with PEMA and FEMA, OEM schedules a mandatory Applicants' Briefing. All participating PNPs are required to attend the briefing and sign the required PEMA and FEMA forms. PNP attendees must include the designee(s) assigned during the PDA process. At the conclusion of the Applicants' Briefing, each PNP signs up for a one-on-one Kickoff Meeting with PEMA and FEMA specialists.

***The Applicants' Briefing—conducted by PEMA and/or FEMA—addresses eligibility criteria, administrative procedures, the disaster's incident period, and Project Worksheet (PW) development. The briefing provides an opportunity for PNPs to ask PEMA and FEMA specialists questions about the program and process.***

**IDENTIFY INCIDENT PERIOD.** The incident period, as determined by FEMA, is the strict timeframe to which all disaster costs must be tied. While the incident period may span a series of days or weeks, the applicant—each individual PNP—may be instructed to identify a smaller window of time within FEMA's incident period. For example, PNPs may be asked to select a 48-hour window within a five-day incident period. In that case, all costs must be directly linked to the 48-hour window. The timeframe should be identified using the costliest window of time for the PNP as a whole, recognizing that each PNP may select different dates and/or hours.

**ELIGIBLE WORK CATEGORIES.** Depending on the type and magnitude of the disaster, FEMA may only activate parts of the Public Assistance program. Types of eligible work fall under two categories: emergency work and/or permanent work. Both categories are broken down into a series of sub-categories, which may be activated independently of one another. All eligible PNPs

may apply for reimbursements associated with emergency work. However, only eligible PNPs providing *critical services*<sup>12</sup> may apply for permanent work costs. Facilities with a mix of critical and non-critical providers may apply under the critical designation. Non-critical service PNPs must first apply for disaster loans through the Small Business Administration (SBA) prior to applying for PA. If the loan is declined, or if the loan does not fully cover eligible damages, the PNP may apply for PA funding. PEMA and FEMA representatives disclose the activated categories of work during the Applicants' Briefing. Refer to the following table for more information on the categories—and sub-categories—of work.

Category	Description
<b>Emergency Work</b> (available to all PNPs- must complete within six months from the disaster declaration)	
<b>A</b>	Debris Removal – The clearance, removal, and/or disposal of items such as trees, sand, gravel, building materials, wreckage, vehicles, and personal property.
<b>B</b>	Emergency Protective Measures – Necessary activities taken by a community before, during, and after a disaster to eliminate or reduce an immediate threat to life, public health and safety, or improved property.
<b>Permanent Work</b> (available to critical service PNPs - must complete within 18 months from the disaster declaration)	
<b>C</b>	Roads and Bridges – Repair of roads, bridges, and associated features such as surfaces, bases, shoulders, ditches, culverts, guardrail, lighting, etc.
<b>D</b>	Water Control Facilities – Repair of facilities built for channel alignment, recreation, navigation, land reclamation, fish and wildlife habitats, interior drainage, irrigation, erosion prevention, and flood control.
<b>E</b>	Buildings and Equipment – Repair or replacement of buildings, including their contents and systems, heavy equipment, and vehicles.
<b>F</b>	Utilities – Repair of water treatment and delivery systems, power generation facilities/distribution lines, and sewage collection/treatment facilities.
<b>G</b>	Parks, Recreational Facilities, and Other Items – Repair and restoration of parks, playgrounds, pools, cemeteries, and beaches.

**SUBMIT MANDATORY FORMS.** At the conclusion of the Applicants' Briefing, PEMA distributes forms required to formally initiate the Public Assistance application. Forms include the DAP-1, DAP-2, Request for Public Assistance (RPA), and Pennsylvania Electronic Payment Program (PEPP) Enrollment<sup>13</sup>. FEMA may also ask PNPs to submit a Form 90-121, PNP Facility Questionnaire<sup>14</sup>.

<sup>12</sup> Critical services include: power, water, gas, communications, education, emergency medical care, and fire protection services.

<sup>13</sup> See Annex A (DAP-1), Annex B (DAP-2), Annex C (Request for Public Assistance), and Annex D (Pennsylvania Electronic Payment Program (PEPP) Enrollment).

<sup>14</sup> See Annex E: PNP Facility Questionnaire

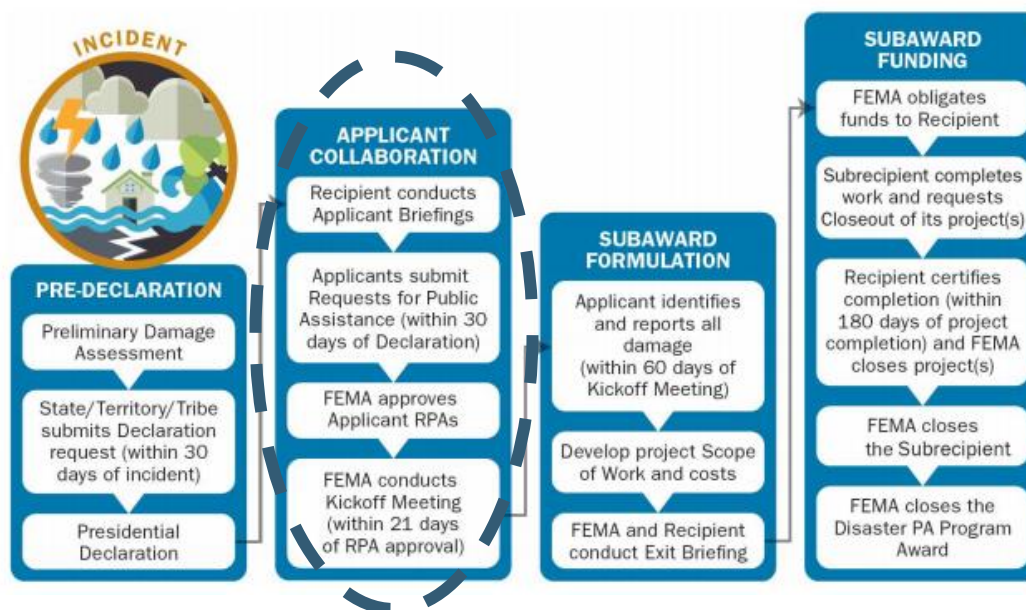


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## CHECKLIST:

- ☐ RSVP to OEM to confirm attendance.
- ☐ Send at least one representative, including the PNP designee(s) established during the PDA process, to the Applicants' Briefing.
- ☐ Record the incident period and, if applicable, select the PNP-specific timeframe.
- ☐ Adjust documentation and costs to reflect the incident period/City-specific window, if applicable, to ensure all costs are linked to the eligible dates/hours.
- ☐ Record the eligible categories of work.
- ☐ Adjust documentation and estimates to reflect activities that fall within the activated categories of work and incident period.
- ☐ Complete and submit all mandatory forms (DAP-1, DAP-2, RPA, and PEPP).
- ☐ Submit a Form 90-121, if requested.
- ☐ Schedule a Kickoff Meeting at the conclusion of the briefing.

## KICKOFF MEETING



Kickoff Meetings for each PNP are scheduled at the conclusion of the Applicants' Briefing. During the Kickoff PNPs review costs, damages, and required documentation with PEMA and FEMA specialists. The goal of the meeting is to initiate the development of each PNP's Project Worksheet(s) (PW).

***The Kickoff Meeting is a one-on-one discussion between PNP designees and PEMA/FEMA representatives. The meeting is designed to provide a detailed review of the PA Program, and to address each PNP's specific needs.***

**KICKOFF MEETING PREPARATION.** PNP representatives should come to the scheduled Kickoff Meeting ready to discuss costs, damages, and questions. To properly prepare for the Kickoff Meeting, PNPs should:

- ❖ Review OEM's sample Kickoff Meeting Agenda, for reference<sup>15</sup>.
- ❖ Compile a list of costs and damages<sup>16</sup> within the designated incident period, and provide supporting documentation (i.e. purchase orders, contracts, invoices, etc.).
- ❖ Identify circumstances that may require special review, including environmental and historic preservation issues.
- ❖ Prepare questions and concerns to discuss with PEMA and FEMA.

Maintaining communication with FEMA and PEMA helps to resolve differences as they arise. PNPs should be prepared to provide FEMA with the following information:

<sup>15</sup> See Annex F for a sample Kickoff Agenda.

<sup>16</sup> Only critical service PNPs may submit damages—permanent work—for reimbursement.

- ❖ Organization's tax exemption certificate;
- ❖ Organization's charter and/or bylaws;
- ❖ Proof of facility ownership (i.e. copy of deed or property tax assessment);
- ❖ Proof of legal responsibility to repair the facility (i.e. lease agreement); and,
- ❖ Copy of any applicable insurance policies.

**RECEIVE AND COMPLETE FORMS.** To guide the submission of costs and damages, FEMA requires organizations to complete and submit, at minimum, a DAP-5, DAP-6, and DAP-8<sup>17</sup>. The DAP forms track costs tied to labor, materials, equipment, and contracts. For electronic copies of the DAP forms, PNPs can request OEM's PW Workbook.

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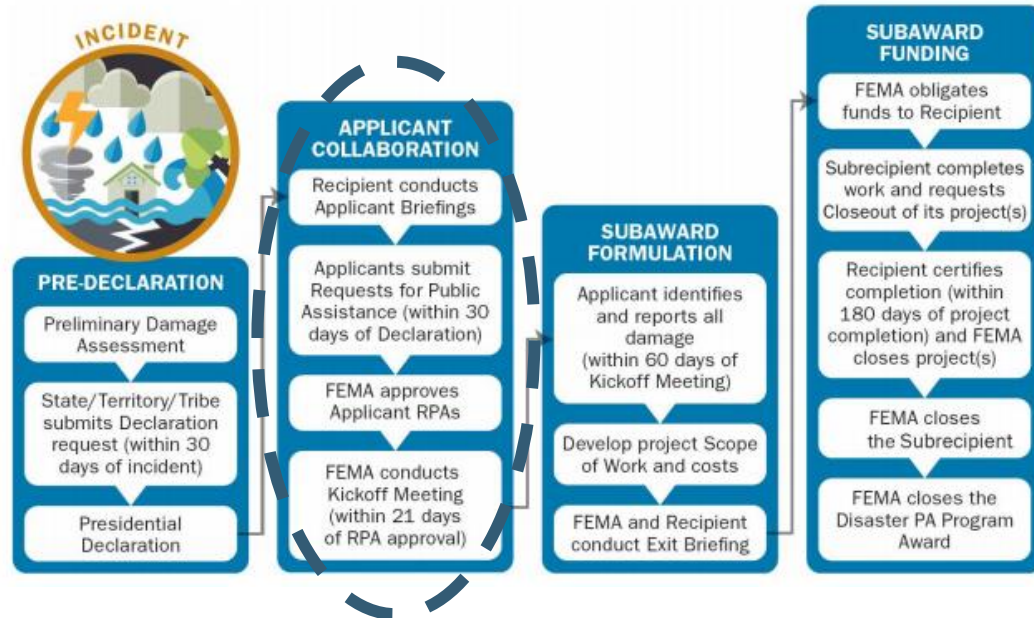
#### **CHECKLIST:**

- ☐ Schedule and attend a Kickoff Meeting with PEMA and FEMA.
- ☐ Compile costs and damages, in addition to supporting documentation, to review at the meeting.
- ☐ Prepare questions for PEMA and FEMA specialists.

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<sup>17</sup> See Annex G: DAP-5, DAP-6, and DAP-8 Forms.

## PROJECT WORKSHEET DEVELOPMENT



Following the Kickoff Meeting, PNPs begin Project Worksheet (PW) development activities. The PW outlines the essential information—who, what, when, where, why, and cost—for each item of disaster recovery work. Depending on the disaster, a PNP may have a single PW or a series of PWs. Each designee is responsible for compiling and submitting costs, damages, and supporting documentation to PEMA and FEMA by the established deadline. **All costs must fall within the incident period's date(s) and hours, as well as the categories of work activated by FEMA.**

*A Project Worksheet (PW) documents the scope of work and itemizes the costs of each recovery project. The approved PW is the basis for federal funding.*

**PROJECT TYPES.** To facilitate reimbursement, FEMA divides projects into four types. The procedures for processing PWs, funding, and deadlines vary according to project type. For more information, refer to the table below.

PROJECT	DESCRIPTION
Small Projects	Projects with repair or replacement costs ranging from \$3,200 to \$128,900 (FFY19) <sup>18</sup> . The federal share for small projects is paid upon PW approval.
Large Projects	Projects with repair or replacement costs in excess of \$128,900 (FFY19) <sup>19</sup> . The federal cost share is paid on a progress basis, as the work is complete. Final payments are based on actual costs.
Improved projects <sup>20</sup>	With prior FEMA and PEMA approval, PNPs may restore a facility back to the pre-disaster with improvements, for which the PNP is financially responsible. Funding is limited to the federal share of the project's estimated cost. Additional hazard mitigation funds may be available through the Hazard Mitigation Grant Program (HMGP).
Alternate Projects <sup>21</sup>	With FEMA and PEMA approval, PNPs may alter a damaged facility from the pre-disaster condition if the public welfare would not be best served by the repair, restoration, or reconstruction of the damaged area. Changes to the site may require an Environmental Assessment. Alternate projects are subject to reduced FEMA funding from the original project estimate.

**PROJECT WORKSHEET DEVELOPMENT.** PNP designees compile and record eligible costs using the required DAP forms. Depending on the scale of the projects, a FEMA specialist may schedule a PW Development Meeting to discuss grant management efforts in-person. If a PNP has a large number of complex projects, FEMA may choose to assign a staff member to the agency for a sustained length of time. PNPs may be responsible for developing PWs independent of PEMA and FEMA, especially for small projects. To develop a PW, track and record costs tied to the activated categories of work. See below for more information on eligible costs.

ELIGIBLE COSTS	
EMERGENCY WORK (Categories A-B) Available to all PNPs	PERMANENT WORK (Categories C-G) Available to critical service PNPs only
Force account labor (overtime hours including benefits for full time and/or reassigned employees).	Force account labor (regular and overtime hours, including benefits).
Force account labor (regular and overtime hours for temporary employees).	All working hours for force account equipment.
All working hours for force account equipment.	Materials.
Materials.	Reasonable contract costs.
Reasonable contract costs.	Rental equipment costs.
Rental equipment costs.	Repair costs.
Documented donated resources.	Effective hazard mitigation measures.

<sup>18</sup> Project thresholds are updated annually. The federal fiscal year 2019 rates are effective October 1, 2018 – September 30, 2019.

<sup>19</sup> Project thresholds are updated annually. The federal fiscal year 2019 rates are effective October 1, 2018 – September 30, 2019.

<sup>20</sup> See Annex H: Request for Improved Project (DAP-14)

<sup>21</sup> See Annex I: Request for Alternate Project

Direct administrative costs (DAC).	Direct administrative costs (DAC).
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### FORCE ACCOUNT LABOR

- ❖ Employees (full time, part time, volunteers): Name, job title, date(s) worked, hours worked per day (regular and overtime), hourly wages, and total cost incurred.

Labor rates include actual wages paid *plus* fringe benefits paid or credited. **Supporting documentation** includes copies of employees' timesheets and organizational overtime policies.

### FORCE ACCOUNT EQUIPMENT

- ❖ Equipment details: Year, Make, Model, HP, and capacity.
- ❖ Equipment deployment: Date(s) used, operators name(s), hours used per day, FEMA equipment rate, and total cost incurred.

Refer to the FEMA Equipment Rate on FEMA's website <https://www.fema.gov/schedule-equipment-rates> for updated pricing information. Equipment standby and idle times are ineligible and should be excluded from the DAP form. **Supporting documentation** includes equipment logs and timesheets for personnel assigned to the piece of equipment.

### FORCE ACCOUNT MATERIALS

- ❖ Description of materials, unit price, quantity used, and total cost incurred.

Eligible materials may be taken from existing stockpiles or purchased specifically for the disaster. PNP's must provide copies of invoices to support pricing. If invoices are unavailable PNPs must contact area vendors to identify a price point. Proof of payment, once complete, must be provided to FEMA for reimbursement. **Supporting documentation** includes invoices and/or purchase orders.

### RENTAL EQUIPMENT

- ❖ Description of equipment rented, quantity, and total cost incurred.

Supply a copy of the rental agreement to support the equipment claim. Proof of payment, once complete, must be provided for reimbursement. **Supporting documentation** includes copies of rental and/or lease agreements.

### CONTRACTS

- ❖ Description of services and total cost incurred.

Contracts must be of reasonable cost, selected through a competitive bid process, and comply with local, state, and federal procurement standards. Proof of payment, once complete, must be provided for reimbursement. **Supporting documentation** includes copies of signed contract documents including bid documentation and/or mutual aid agreements.

### DAMAGE INFORMATION

- ❖ Facility: Basic function, location, and pre-disaster condition.



- ❖ Description: Cause and the dimensions or components damaged.
- ❖ Scope of work: Describe the eligible work necessary to repair the damage as an action with quantifiable (i.e. length, width, depth, capacity, etc.) and descriptive (i.e. brick, wood, asphalt, timber deck bridge, etc.) terms.
- ❖ Cost to perform approved repairs.

PNPs should also include any information pertinent to the scope of work including references to the Hazard Mitigation Proposal, if applicable. Supporting documentation should include photographs of damage, pre-disaster inspections, and relevant codes and standards required if repairs exceed the pre-disaster design. ***Supporting documentation includes photographs, pre- and post-disaster inspections, maps, and floorplans.***

### **CHANGE IN PRE-DISASTER CONDITION**

- ❖ Note whether changes from the damaged site or facility pre-disaster condition will be made. Coordinate the PEMA and FEMA specialists to seek approval for an Improved Project or Hazard Mitigation funding.

Approval is required to change a site or facility including an increase or decrease in size, change in function, or modifications to building components and materials. If the pre-disaster conditions can be changed to prevent or reduce future disaster-related damage, discuss Hazard Mitigation opportunities with PEMA and FEMA.

### **SPECIAL CONSIDERATIONS**

- ❖ Endangered Species: PNPs must take precaution and be aware of any endangered species near a project site.
- ❖ Historic Preservation: Properties eligible for the National Register of Historic Places—usually any facility over 50 years—requires special consideration under the National Historic Preservation Act.
- ❖ Environmental Requirements: Ensure all practical means are used to protect, restore, and enhance the environment. If the project alters the “footprint” of a facility, or if it is located in a wetland, affects air/water quality, endangered species, flora, or fauna, the PNP must adhere to all applicable rules and regulations.
- ❖ Floodplain Management: Any project within or affecting the floodplain must be reviewed to ensure that it meets the requirements of the Executive Order on Floodplain Management and the Protection of Wetlands.
- ❖ Insurance: Actual or anticipated insurance proceeds are deducted from the eligible project costs for insured facilities.

To avoid a delay in funding, ensure PWs disclose all special considerations associated with repair, reconstruction, and restoration efforts.

### **DIRECT ADMINISTRATIVE COSTS (DAC)**

- ❖ Employee name (regular time and overtime), date of work, hours of work, description of work (i.e. compiling staff rosters, coordinating with vendors, printing PW materials, etc.), and total costs incurred.

PNP designees are encouraged to submit costs associated with PA administrative duties. Designees should record hours, dates, and work conducted to include in the project’s PW. Any activities performed following the Kickoff Meeting are eligible for DAC.

**SUPPORTING DOCUMENTATION.** PNPs must provide supporting documentation to substantiate submitted expenses. Accurate documentation expedites project approval, funding, and recovery.

**ORGANIZING PROJECT WORKSHEETS.** Depending on the number and complexity of projects, each PNP may develop a series of PWs. The table below outlines the potential methods of organization for a PW. Each PNP identifies the best structure for each individual project in coordination with a FEMA representative to ensure PWs are consistent and logical.

Method	Explanation
Specific Site	All work conducted at single site (i.e. Kelly Drive).
Specific Facility	All work conducted on a single facility (i.e. Falls Bridge).
Damage Type	All work conducted under a single Category A-G (i.e. debris removal).
System	All work conducted on a single system (i.e. water distribution).
Boundaries / Agency	All work conducted within a specific area (i.e. Fairmount Park), or within a single department (i.e. Philadelphia Fire Department).
Method of Work	All work conducted using the same method (i.e. contractors).
Complex	Work conducted at several facilities at a single complex (i.e. High School).
Special Considerations	Work conducted on facilities with unique concerns (i.e. environmental resource, historic building, etc.).

**SITE VISITS.** To validate damage claims, FEMA and PEMA may require an in-person facility assessment. The inspection is scheduled by the PNP designee with the PEMA and FEMA specialists. To guide the visit, PNPs must provide a representative—knowledgeable about the facility, function, and needed repairs—to support the assessment.

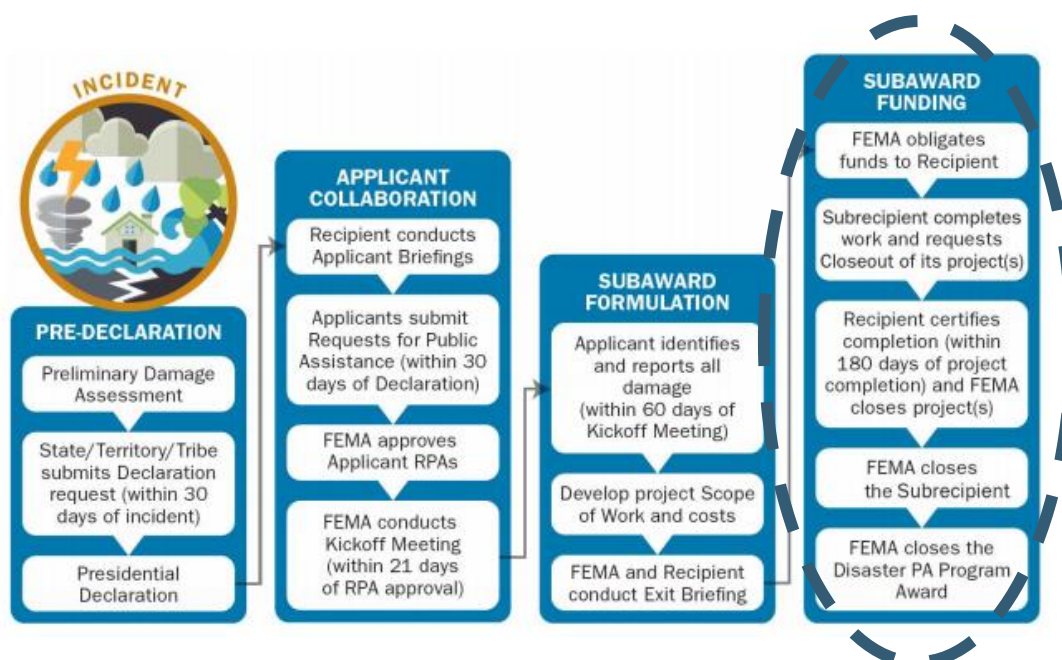
**INTERNAL REVIEW.** Once the PW is complete, FEMA and PEMA return a draft PW to the PNP to review. By signing off on the draft, the PNP indicates that all costs and projects are accurate. Once signed, the PW is returned to FEMA for processing and final approval.

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## CHECKLIST:

- ☐ Compile all cost and damage documentation in one location.
- ☐ Discuss scheduling a PW Development Meeting with FEMA.
- ☐ Prepare PW(s). Remember to:
  - ☐ Organize PWs by category and project.
  - ☐ Capture all eligible costs associated with each PW.
  - ☐ Provide supporting documentation.
  - ☐ Provide a detailed damage description and scope of work for repair, restoration, and/or reconstruction needs.
  - ☐ Provide cost estimates and explanations for incomplete work.
  - ☐ Calculate direct administrative costs.
  - ☐ Double check work to ensure costs are accurate in order to expedite approval and support future federal/state audits and financial reviews.
- ☐ Discuss options and procedures for improved projects, alternate projects, and hazard mitigation opportunities with PEMA and FEMA.
- ☐ Sign off on the PW once reviewed by the appropriate PNP representatives.

# SMALL PROJECT VALIDATION, OBLIGATION, & CLOSEOUT



**SMALL PROJECT VALIDATION.** FEMA initiates the small project validation process once all small projects are submitted, or following a large number of submissions. To validate, FEMA reviews a 20 percent sample of each PNP's small projects. If the sample meets FEMA's criteria, the PNP's entire package of small projects is approved. However, if the assessment finds significant discrepancies, a second sample is reviewed.

*The small project validation process confirms the PW is complete, scope of work is accurate, work is eligible, and costs are reasonable.*

If necessary, FEMA may contact PNPs to schedule a small project validation meeting. The meeting consists of a PW review with FEMA including cost records, estimates, measurements, pictures, and any supporting documentation related to the project(s). All PNPs are responsible for substantiating claimed costs; any failure to provide project support may result in the disqualification of the entire sample. Review the FEMA's Small Project Validation Worksheet<sup>22</sup> to prepare for the meeting. Any small projects submitted 60 days after the Kickoff Meeting are validated and obligated on an individual basis. For this reason, PNPs are encouraged to submit all small project PWs as early as possible.

**SMALL PROJECT OBLIGATION.** Once FEMA validates the small projects, the approved funds are obligated. Payments for small projects are made at the time of approval on the basis of the amount listed on the PW, whether estimated or actual. Once approved, FEMA obligates the federal

<sup>22</sup> See Annex J: Small Project Validation Worksheet.

share<sup>23</sup> to PEMA. Once received, PEMA notifies the PNP's designee of the funding's availability to coordinate the electronic transfer.

**SMALL PROJECT CLOSEOUT.** Once all small projects are complete<sup>24</sup>—meaning all work described in the PW's scope of work has been performed and paid—PNPs submit a DAP-12<sup>25</sup> to the PEMA and FEMA specialists. The form certifies that all of the PNP's small projects are complete and funds are expended. To close out the grant, PNPs must provide proof of payment for contractor invoices and purchase orders.

*Projects are considered closed out once FEMA determines both PEMA and the PNP have completed all required grant work, and that internal FEMA specialists have completed all necessary administrative actions.*

If a PNP does not complete the scope of work as outlined in the PW within the established timeframe, FEMA de-obligates the project. If de-obligated, the PNP must return the project's funds to FEMA.

**SMALL PROJECT COST ADJUSTMENTS.** If a project's actual cost is less than the amount listed on the PW, PNPs are not required to return the surplus. However, if the cost to complete all small projects is significantly greater than the total amount approved, PNPs may appeal to FEMA for additional funding. For more information, refer to the Appeals section.

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## CHECKLIST:

- ☐ Participate in the small project validation process.
- ☐ Review the Validation Worksheet and collect the necessary documentation.
- ☐ Complete the activities outlined in the scope of work for all small projects.
- ☐ Payout all invoices and purchase orders associated with each small project.
- ☐ Submit a DAP-12 to PEMA with proof of payment and other supporting documentation, once all small projects are complete.

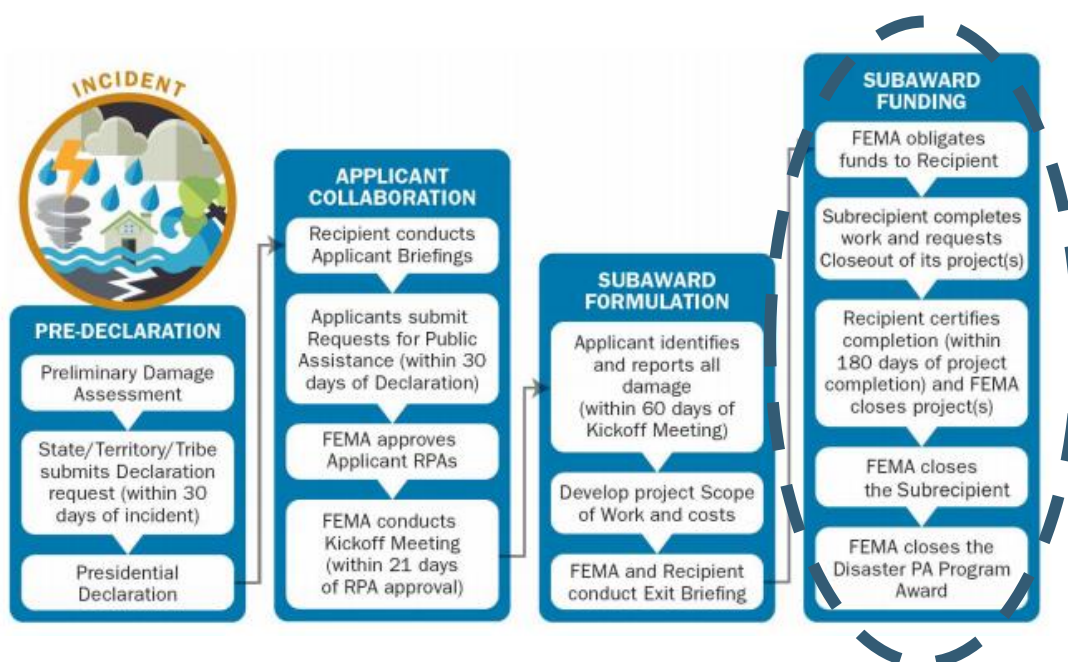
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<sup>23</sup> The federal share of eligible costs is no less than 75 percent, and up to 100 percent. The state may opt to cover the remaining costs but are not required to contribute.

<sup>24</sup> To be complete, all activities outlined in the scope of work must be finished and paid out. For more information on deadlines, refer to the Time Limits and Extensions section.

<sup>25</sup> See Annex J: DAP-12 Completed Project Listing and Claim for Reimbursement.

## LARGE PROJECT OBLIGATION & CLOSEOUT



**LARGE PROJECT VALIDATION.** Large projects are typically developed directly with FEMA. Therefore, unlike small projects, large projects do not require a sample validation.

**LARGE PROJECT OBLIGATION.** Because large projects are reimbursed based on actual costs and not estimates, project funding is processed on a progress payment basis. To request a payment for a large project, PNPs must prove that the work being reimbursed is complete and paid off. PNPs are required to submit regular status updates (DAP-11<sup>26</sup>) outlining project progress and current expenditures. Any invoices or requests for funds (DAP-9<sup>27</sup>) must be submitted with the progress report. The maximum amount PNPs may request over the course of the project may not exceed 75% of the approved PW amount. As the work is completed and paid, FEMA transfers the reimbursement electronically to the PNP through PEMA. The obligation procedures continue until the project is complete and FEMA has paid out of the full 75% cost-share.

**LARGE PROJECT CLOSEOUT.** Unlike small projects—which are closed when *all* projects are complete—large projects are closed out on an individual basis. Once a large project is complete, PNPs notifies PEMA and submits a completed DAP-12<sup>28</sup> with supporting documentation validating the actual cost of work. The DAP-12 serves as the final request for payment for large projects, and is signed by the PNP's Applicants' Agent.

**LARGE PROJECT COST ADJUSTMENTS.** Unlike small projects, the reimbursements for large projects are adjusted to reflect the actual cost of work. Once a large project is complete, PEMA

<sup>26</sup> See Annex L: DAP-11 Form (Large Project Status Report)

<sup>27</sup> See Annex M: DAP-9 Form (Request for Large Project Reimbursement)

<sup>28</sup> See Annex K: DAP-12 Form (Complete Project Listing and Claim for Reimbursement)



compares the final costs against the amount paid by FEMA. The result of the review is forwarded to FEMA for any necessary funding adjustments.

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### **CHECKLIST:**

- ☐ Submit Large Project Status Reports (DAP-11) to PEMA for each large project in accordance with the established deadline.
- ☐ Submit a Reimbursement Request (DAP-9) to PEMA once a portion of a large project is complete (at least \$10,000 worth of work).
- ☐ Complete the scope of work for every approved large project.
- ☐ Pay all invoices and submit proof of payment to PEMA along with the required DAP forms.
- ☐ Submit a Project Closeout Form (DAP-12) to PEMA once a large project is complete.
- ☐ Ensure all projects are closed out by the established deadline.

## TIME LIMITS & EXTENSIONS

Depending on the category of work, projects must be completed within a set time from the date of the disaster declaration. All emergency work—categories A-B—must be complete within six months, and permanent work—categories C-G—must be complete within 18 months. PNPs may request extensions from PEMA based on extenuating circumstances or unusual project requirements beyond the organization’s control. As outlined below, PEMA may extend emergency work an additional six months, and permanent work may be extended an additional 30 months.

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

**REQUEST AN EXTENSION.** To request a project extension, PNPs must submit a Request for Time Extension form (DAP-15)<sup>29</sup> to PEMA prior to the designated deadline. PEMA may grant a pre-approved extension if there are no changes to the cost or scope of work. If PNPs require extensions beyond PEMA’s pre-approved extensions—six and 30 months—PEMA may forward the request to FEMA to assess and determine whether to grant an extension and, if approved, provide the revised time limits.

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### CHECKLIST:

- ☐ Complete all emergency work—categories A and B—within six months.
- ☐ Complete all permanent work—categories C-G—within 18 months.
- ☐ Submit a Request for Time Extension form (DAP-15) to PEMA, if necessary.

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<sup>29</sup> See Annex N: DAP-15 Request for Time Extension

## CHANGE OF SCOPE

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While completing an approved project, a PNP may discover hidden damages, the need for additional work, or an increase in expenses beyond the estimate listed on the PW. As soon as potential changes to the scope of work or cost are identified, PNPs must notify PEMA. All changes to an approved scope of work, or PW estimate, must be reviewed and granted by FEMA. The approval process for altering work varies according to project type.

**CHANGING LARGE PROJECTS.** If a project's work or cost differs from the approved PW, PNPs must submit a Change of Scope Form<sup>30</sup> to PEMA. In addition to the form, PNPs must provide supporting documentation to justify the eligibility of the work and/or costs. Once received, PEMA forwards the request to FEMA for consideration. If necessary, PEMA and FEMA may require a site visit to issue a determination. Once a decision is made, FEMA provides PEMA and the PNP with an amended PW or a written denial.

**CHANGING SMALL PROJECTS.** Small projects do not generally require a request for change unless the total cost for all small projects significantly exceeds the approved expenses. However, if there is a gross error or omission in a small project's scope of work, PNPs should submit a Change of Scope Form<sup>31</sup> to PEMA within 60 days of the final project's completion. FEMA does not typically conduct cost adjustments for small projects as costs underruns are usually offset by project overruns. Therefore, PNPs may only submit an appeal for additional funding if all small project expenses are significantly underestimated.

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### CHECKLIST:

- ☐ Submit a Change of Scope Form to PEMA for large projects requiring a change to approved work or costs.
- ☐ Provide supporting documentation to justify the change in scope for a large project.
- ☐ Submit a Change of Scope Form to PEMA for small projects with gross errors or omissions in the approved PW.

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<sup>30</sup> See Annex O: Change of Scope Form

<sup>31</sup> See Annex O: Change of Scope Form

## APPEALS

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If a PNP wishes to contest a FEMA ruling, the organization can submit an appeal. Appeals may address a variety of decisions including facility eligibility, costs, time extensions, scopes of work, and/or significant project overruns. PNPs interested in appealing a decision should contact PEMA to discuss next steps.

**REQUEST AN APPEAL.** If the decision to appeal is made, PNPs must submit an Appeal Request Form<sup>32</sup> to PEMA no later than 60 days from the receipt of FEMA's decision. The form must accompany a written narrative explaining the reason for the contestation, and the adjustment being requested. Any documentation including photographs, correspondence, contracts, insurance policies, etc. supporting the appeal must also be included. The FEMA Regional Administrator reviews the request and renders a decision within 90 days of receipt. Should FEMA request additional information to support the ruling, PNPs will have 60 days to provide the necessary documentation.

**GRANTED APPEALS.** If approved, FEMA adjusts projects, obligate additional funding, or send a Project Specialist to meet with the PNP to discuss future actions.

**DENIED APPEALS.** If an appeal is denied, PNPs may submit a second appeal in accordance with the procedures outlined above. Second appeals are forwarded—with a recommendation for action—from the FEMA Regional Administrator to FEMA Headquarters. FEMA HQ reviews the appeal and renders a decision within 90 days of receipt.

**SMALL PROJECT APPEALS.** PNPs may submit an appeal for additional funding if the total cost for all small projects significantly exceeds the amount approved. If applicable, PNPs must check the appropriate box on the DAP-12 form and follow the procedures outlined above to request an appeal within 60 days of the last small project's completion.

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### CHECKLIST:

- ☐ Submit an Appeal Request Form, and supporting documentation, to PEMA no later than 50 days from the receipt of FEMA's decision.
- ☐ Provide PEMA with a written narrative outlining the reasons for the appeal and the adjustment(s) requested.

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<sup>32</sup> See Annex P: Appeal Request Form

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# PUBLIC ASSISTANCE WORKBOOK

## REFERENCE GUIDE FOR PRIVATE NONPROFITS

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Please contact OEM's Recovery Planning Coordinator with any questions related to Public Assistance. OEM is available to provide Public Assistance support and policy guidance before, during, and after a disaster.

## ANNEXES

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ANNEX A: DAP-1 Designation of Agency Resolution.....	26
ANNEX B: DAP-2 Public Disaster Assistance Agreement.....	27
ANNEX C: Request for Public Assistance (RPA) Form.....	28
ANNEX D: Pennsylvania Electronic Payment Program (PEPP) Form.....	29
ANNEX E: PNP Facility Questionnaire (FORM 90-121).....	30
ANNEX F: Sample Kickoff Meeting Agenda.....	31
ANNEX G: DAP-5, DAP-6, DAP-8 Forms.....	32
ANNEX H: DAP-14 Request for Improved Project.....	36
ANNEX I: Request for Alternate Project.....	37
ANNEX J: Small Project Validation Worksheet.....	38
ANNEX K: DAP-12 Completed Project Listing & Claim for Reimbursement...	40
ANNEX L: DAP-11 Large Project Status Report.....	43
ANNEX M: DAP-9 Request for Reimbursement.....	44
ANNEX N: DAP-15 Request for Time Extension.....	45
ANNEX O: Change of Scope Form.....	46
ANNEX P: Appeal Request Form.....	47
ANNEX Q: Sample Impact Statement.....	48



## ANNEX A: DAP-1 DESIGNATION OF AGENCY RESOLUTION

PEMA's DAP-1 form designates the PNP organization's Applicant's Agent. The designated Applicant's Agent has the authority to sign off on all Public Assistance forms and agreements on behalf of the PNP.

Fillable PDF:

<http://www.pema.pa.gov/about/publicinformation/Documents/Other%20Public%20Assistance%20Forms/DAP-01%20Form%20Designation%20of%20Applicants%20Agent.pdf>

<b>PEMA-DAP -2</b>	<b>DESIGNATION OF AGENT RESOLUTION</b>	
<b>FOR:</b> _____ (Enter Name of Disaster or Number)		
<b>BE IT RESOLVED BY</b> _____ (Governing Body)	<b>OF</b> _____ (Public Entity)	
<b>THAT</b> _____ (Name of Applicant Agent)	_____ (Title)	
<b>IS HEREBY AUTHORIZED TO EXECUTE FOR AND IN BEHALF OF</b> _____ (Public Entity), _____ (County) County,		
a public entity established under the laws of the Commonwealth of Pennsylvania, all required forms and documents for the purpose of obtaining financial assistance under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288 as amended by Public Law 100-707).		
Passed and approved this _____ day of _____, 20____.		
_____ (Name)	_____ (Title)	_____ (Signature)
_____ (Name)	_____ (Title)	_____ (Signature)
_____ (Name)	_____ (Title)	_____ (Signature)
_____ (Name)	_____ (Title)	_____ (Signature)
_____ (Name)	_____ (Title)	_____ (Signature)
_____ (Name)	_____ (Title)	_____ (Signature)

<b>CERTIFICATION</b>		
I, _____, duly appointed and _____ (Name) (Title)		
of _____, do hereby certify that the above is a true and correct copy of (Public Entity)		
a resolution passed and approved by the _____ (Governing Body)		
of _____ on the _____ day of _____, 20____. (Public Entity)		
_____ (Signature)	_____ (Official Position)	_____ (Date)

## ANNEX B: DAP-2 PUBLIC DISASTER ASSISTANCE APPLICATION

PEMA's DAP-2 form constitutes the PA Disaster Assistance Agreement between the State and PNP.

Fillable PDF:

<http://www.pema.pa.gov/about/publicinformation/Documents/Other%20Public%20Assistance%20Forms/DAP-02%20Form%20Public%20Assistance%20Application%20and%20Agreement%20for%20Financial%20Assistance.pdf>

<p>PEMA-DAP-1 Rev. Feb 2016</p> <p><b>COMMONWEALTH OF PENNSYLVANIA PENNSYLVANIA EMERGENCY MANAGEMENT AGENCY</b></p> <p>PUBLIC DISASTER ASSISTANCE APPLICATION and AGREEMENT FOR FINANCIAL ASSISTANCE</p>	
<p>NAME OF APPLICANT: _____</p> <p>COMPLETE MAILING ADDRESS: _____ _____ _____, Pennsylvania, _____</p> <p>COUNTY: _____ TELEPHONE No: (____) - ____ - ____ FEDERAL EIN: ____ - _____</p> <p>APPLICANT'S AGENT NAME: _____ EMAIL: _____</p>	
<p>PROJECT APPLICATION NUMBER: FEMA - _____ - DR - PA - _____ - _____ (ASSIGNED BY PEMA)</p>	
<p>This document shall constitute the Public Disaster Assistance Agreement between the Commonwealth of Pennsylvania and the above-named Applicant. This document, and all of the terms and conditions contained herein, shall apply to the grant of all disaster assistance funds provided by, or through, the Commonwealth of Pennsylvania, to the Applicant.</p> <p>The Applicant certifies that:</p> <ol style="list-style-type: none"><li>1. The Applicant's Agent has the legal authority to apply for public disaster assistance on behalf of the Applicant and is authorized to execute all required forms on behalf of the Applicant.</li><li>2. The Applicant's elected officials and governing body have been informed of the terms and conditions of this Agreement, which apply to the receipt of federal and state financial assistance.</li><li>3. The Applicant agrees to establish and maintain a proper accounting system in accordance with generally accepted accounting standards to record disaster related expenditures.</li><li>4. The Applicant agrees to use the disaster assistance funds solely for the purposes for which the funds are approved and provided by the federal government and the Commonwealth.</li><li>5. The Applicant agrees to complete all approved work items within the time limits that are established by the Governor's Authorized Representative or the federal government. Time limits for project completion begin with the date of the disaster declaration, unless appropriate time extensions are requested and granted by the Pennsylvania Emergency Management Agency (PEMA) and the Federal Emergency Management Agency (FEMA). Debris Clearance (Category A) and Emergency Protective Measures (Category B) must be completed within six months; Permanent Work (Categories C through G) are to be completed within 18 months.</li></ol>	
<p>By: _____ Witness Signature for Governor's Authorized Representative</p> <p>Name: _____</p>	
<p>By: _____ Applicant's Agent Signature</p> <p>Typed Name: _____ Applicant's Agent</p> <p>Date: _____</p>	
<p>By: _____ Governor's Authorized Representative Signature</p> <p>Typed Name: _____</p> <p>Date: _____</p>	
<p><b>COMMONWEALTH OF PENNSYLVANIA PENNSYLVANIA EMERGENCY MANAGEMENT AGENCY</b></p>	
<p><b>-THIS PAGE REQUIRES SIGNATURES-</b></p> <p><b>(Sign in ink and submit original to PEMA)</b></p>	

## ANNEX C: REQUEST FOR PUBLIC ASSISTANCE FORM

FEMA's Request for Public Assistance (RPA) form initiates the PNP's entrance into the Public Assistance program.

Fillable PDF:

[https://www.fema.gov/media-library-data/1505397829631-758807d2f22ea320a71a74ade429675d/FEMA\\_Form\\_009-0-49\\_RPA\\_508\\_FINAL.pdf](https://www.fema.gov/media-library-data/1505397829631-758807d2f22ea320a71a74ade429675d/FEMA_Form_009-0-49_RPA_508_FINAL.pdf)

DEPARTMENT OF HOMELAND SECURITY Federal Emergency Management Agency <b>REQUEST FOR PUBLIC ASSISTANCE</b>				OMB Control Number 1660-0017 Expires December 31, 2019
<b>Paperwork Burden Disclosure Notice</b> Public reporting burden for this data collection 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 data needed, and completing and submitting this form. This collection of information is required to obtain or retain benefits. You are not required to respond to this collection of information unless a valid OMB control number is displayed in the upper right corner of this form. Send comments regarding the accuracy of the burden estimate and any 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 (1660-0017) <b>NOTE: Do not send your completed form to this address.</b>				
<b>Privacy Act Statement</b> Authority: FEMA is authorized to collect the information requested pursuant to the Robert T. Stafford Disaster Relief and Emergency Assistance Act, §§ 402-403, 406-407, 417, 423, and 427, 42 U.S.C. 5170a-b, 5172-73, 5184, 5189a, 5189e; The American Recovery and Reinvestment Act of 2009, Public Law No. 111-5, § 601; and "Public Assistance Project Administration," 44 C.F.R. §§ 206.202, and 206.209.				
APPLICANT (Political subdivision or eligible applicant)			DATE SUBMITTED	
COUNTY (Location of Damages. If located in multiple counties, please indicate)				
<b>APPLICANT PHYSICAL LOCATION</b>				
STREET ADDRESS				
CITY	COUNTY	STATE	ZIP CODE	
<b>MAILING ADDRESS (If different from Physical Location)</b>				
STREET ADDRESS				
POST OFFICE BOX	CITY	STATE	ZIP CODE	
<b>Primary Contact/Applicant's Authorized Agent</b>			<b>Alternate Contact</b>	
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)? <input type="checkbox"/> YES <input type="checkbox"/> NO				
Private Non-Profit Organization? <input type="checkbox"/> YES <input type="checkbox"/> 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 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 - <input type="text"/> -DR- <input type="text"/> - <input type="text"/> FIPS# <input type="text"/> DATE RECEIVED <input type="text"/>				

FEMA Form 009-0-49 9/16

PREVIOUS EDITION OBSOLETE

The PEPP Enrollment Form provides PEMA with the information required to transfer FEMA funds.

<http://www.pema.pa.gov/about/publicinformation/Documents/Other%20Public%20Assistance%20Forms/PEPP%20Form%20-%20Pennsylvania%20Electronic%20Payment%20Program%20Enrollment.pdf>

Authorized Signature: \_\_\_\_\_ Title: \_\_\_\_\_  
 Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ Ext: \_\_\_\_\_ Email Address: \_\_\_\_\_

## ANNEX E: PNP FACILITY QUESTIONNAIRE (FORM 90-121)

The PNP Facility Questionnaire assesses the damaged facilities' eligibility.

Fillable PDF:

[http://www.pema.pa.gov/about/publicinformation/Documents/Federal%20Public%20Assistance%20References%20and%20Forms/PNP%20Facility%20Questionnaire%20\(FEMA%20Form%2090-121\).pdf](http://www.pema.pa.gov/about/publicinformation/Documents/Federal%20Public%20Assistance%20References%20and%20Forms/PNP%20Facility%20Questionnaire%20(FEMA%20Form%2090-121).pdf)

<b>DEPARTMENT OF HOMELAND SECURITY FEDERAL EMERGENCY MANAGEMENT AGENCY PNP FACILITY QUESTIONNAIRE</b>	<b>O.M.B. NO. 1660-0017 Expires December 31, 2011</b>
<b>PAPERWORK BURDEN DISCLOSURE NOTICE</b>	
<small>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). <b>Please do not send your completed survey to the above address.</b></small>	
<small>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.</small>	
1. Name of PNP Organization <input style="width: 90%;" type="text"/>	
2. Name of the damaged facility and location <input style="width: 90%;" type="text"/>	
3. What was the primary purpose of the damaged facility <input style="width: 90%;" type="text"/>	
4. Is the facility a critical facility as described above? <input type="checkbox"/> Yes <input type="checkbox"/> No	
5. Who may use the facility <input style="width: 90%;" type="text"/>	
6. What fee, if any, is charged for the use of the facility <input style="width: 90%;" type="text"/>	
7. Was the facility in use at the time of the disaster? <input type="checkbox"/> Yes <input type="checkbox"/> No	
8. Did the facility sustain damage as a direct result of the disaster? <input type="checkbox"/> Yes <input type="checkbox"/> No	
9. What type of assistance is being requested? <input style="width: 90%;" type="text"/>	
10. Does the PNP organization own the facility? <input type="checkbox"/> Yes <input type="checkbox"/> No	
11. If "Yes" obtain proof of ownership; check here if attached. <input type="checkbox"/>	
12. Does the PNP organization have the legal responsibility to repair the facility? <input type="checkbox"/> Yes <input type="checkbox"/> No	
13. If "Yes", provide proof of legal responsibility; check here if attached. <input type="checkbox"/> Yes <input type="checkbox"/> No	
14. Is the facility insured? <input type="checkbox"/> Yes <input type="checkbox"/> No	
15. If "Yes", obtain a copy of the insurance policy; check here if attached. <input type="checkbox"/>	
Additional information or comments: <div style="border: 1px solid black; height: 150px; margin-top: 5px;"></div>	
CONTACT PERSON <input style="width: 95%;" type="text"/>	DATE <input style="width: 95%;" type="text"/>

FEMA Form 90-121, FEB 09

## ANNEX F: SAMPLE KICKOFF MEETING AGENDA

The Kickoff Meeting is a one-on-one discussion between PNP designees and PEMA/FEMA representatives. The meeting is designed to provide a detailed review of the PA program, and to address each PNP's specific needs. To prepare for the Kickoff, PNPs should review the agenda below.

<b>Public Assistance Kickoff Meeting</b>	
<b>Meeting Agenda</b>	
<b>Agenda Item</b>	<b>Note/Actions</b>
1. Introductions	<input type="checkbox"/> PNP representative, PEMA, FEMA
2. Overview	<input type="checkbox"/> Incident Dates <input type="checkbox"/> Eligibility <input type="checkbox"/> Documentation
3. Labor Costs <ul style="list-style-type: none"> <li>• Permanent Employees-Overtime</li> <li>• Temporary Employees</li> </ul>	<input type="checkbox"/> Provide FEMA with payroll records, overtime policy, and a sampling of employee timesheets. <input type="checkbox"/> Capture the total eligible labor costs that your organization incurred.
4. Equipment <ul style="list-style-type: none"> <li>• FEMA Equipment Schedule</li> </ul>	<input type="checkbox"/> FEMA rates are inclusive of fuel, usage, insurance, etc. <input type="checkbox"/> Equipment needs to be tied to an operator
5. Materials <ul style="list-style-type: none"> <li>• Used Inventory</li> <li>• Food, Vouchers</li> </ul>	<input type="checkbox"/> Provide FEMA with receipts or invoices for materials used during the incident period.
6. Contracts	<input type="checkbox"/> Demonstrate that correct contract bidding procedures were followed <input type="checkbox"/> Provide FEMA with a copy of contracts
7. Administration	<input type="checkbox"/> Administrative time for work on Public Assistance application may be eligible.
8. Permanent Work	<input type="checkbox"/> Identify projects for permanent work. <input type="checkbox"/> Review cost estimating and documentation procedures for large projects. <input type="checkbox"/> Review special considerations.
9. Hazard Mitigation	<input type="checkbox"/> Identify potential measures to eliminate future damages.
10. Identify Action Items and Next Steps	<input type="checkbox"/> Contact FEMA to set up Project Worksheet development meeting. <input type="checkbox"/> Review Internal Review Process.
<b>Additional Notes</b> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/>	



## ANNEX G: DAP-5, DAP-6, DAP-8 FORMS

To accurately track and record costs related to labor, equipment, materials, and contracts, PNPs must complete the following forms. OEM's PDA and PW Development Workbooks, available upon request, include electronic versions of each required form. Depending on the event, PNPs may be required to submit additional DAP forms as requested by PEMA and FEMA.

Fillable PDFs:

<http://www.pema.pa.gov/about/publicinformation/Pages/Other-Public-Assistance-Forms.aspx#.WPef54jytaT>

PAGE 1 OF 2 PAGES

**COMMONWEALTH OF PENNSYLVANIA  
PENNSYLVANIA EMERGENCY MANAGEMENT AGENCY**

**FORCE ACCOUNT ACTIVITY WORKSHEET  
LABOR, EQUIPMENT, AND MATERIALS**

PEMA-DAP-5

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

**LABOR**

EMPLOYEE NAME	P  T  *	DATE OF WORK	<u>REGULAR HOURS</u>		<u>OVERTIME HOURS</u>		FRINGE BENEFIT PERCENT		TOTAL LABOR COST (SEE REVERSE)	PAY PD END DATE
			# (a)	PAY RATE (b)	# (c)	PAY RATE (d)	RT% (e)	OT % (f)	(g)	

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

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

**EQUIPMENT**

DESCRIPTION			DATE OF WORK	HOURS OR MILES	FEMA RATE **	TOTAL COST
TYPE	SIZE/CAPACITY	I.D.		a	b	(a x b)

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

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

WORKSHEET NO:\_\_\_\_\_DATE:\_\_\_\_\_PREPARED AND CERTIFIED BY:\_\_\_\_\_

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

**MATERIALS & TOTALS ON PAGE 2**

PEMA-DAP-5

**COMMONWEALTH OF PENNSYLVANIA  
PENNSYLVANIA EMERGENCY MANAGEMENT AGENCY**

**FORCE ACCOUNT ACTIVITY WORKSHEET  
LABOR, EQUIPMENT, AND MATERIALS**

PW NO:	APPLICANT
CATEGORY:	WORK LOCATION AND DESCRIPTION

**MATERIALS**

DESCRIPTION	QUANTITY	UNIT OF MEASURE	UNIT PRICE \$	COST \$	CHECK #

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

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

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

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

GRAND TOTAL \$ \_\_\_\_\_

LABOR COST CALCULATION OF TOTAL LABOR COST [g] =

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

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

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

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

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



COMMONWEALTH OF PENNSYLVANIA  
PENNSYLVANIA EMERGENCY MANAGEMENT AGENCY

SUMMARY OF COSTS

PW No: <input type="text"/>	APPLICANT: <input type="text"/>
CATEGORY: <input type="text"/>	LOCATION AND DESCRIPTION: <input type="text"/>

DAP-5 WORKSHEET NUMBER	FORCE ACCOUNT			DAP-6 WORKSHEET NUMBER	CONTRACTOR/VENDOR	
	LABOR	EQUIPMENT	MATERIALS		CONTRACTOR'S NAME	AMOUNT
<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
TOTALS	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>

SHEET TOTAL: \$

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

## ANNEX H: DAP-14 REQUEST FOR IMPROVED PROJECT

With prior approval, PNPs may restore a facility back to the pre-disaster function with improvements for which the PNP is financially responsible. Funding is limited to the federal share of the project's estimated cost. Complete the form below to request an Improved Project.

Fillable PDF:

<http://www.pema.pa.gov/about/publicinformation/Documents/Other%20Public%20Assistance%20Forms/DAP-14%20Form%20Request%20for%20Improved%20Project.pdf>

<div style="border: 1px solid black; padding: 2px;"> <b>PEMA-DAP-14</b>  Rev. Jun 1999 </div>	<b>COMMONWEALTH OF PENNSYLVANIA</b> <b>PENNSYLVANIA EMERGENCY MANAGEMENT AGENCY</b>
<b>REQUEST FOR IMPROVED PROJECT</b> (PREPARE A SEPARATE REQUEST FOR EACH IMPROVED PROJECT)	
<b>APPLICANT:</b>	<b>DISASTER No.:</b>
<b>CATEGORY OF DAMAGE</b>	<b>PROJECT WORKSHEET NO.:</b>
<b>FEMA I. D. No.:</b>	
1. DESCRIPTION OF THE HIGHER GRADE FACILITY TO BE CONSTRUCTED OR ADDITIONAL PERMANENT REPAIRS TO BE ACCOMPLISHED. INCLUDE DIMENSIONS, TYPE OF MATERIALS, AND ANY OTHER DETAILS THAT PROVIDE A COMPLETE DESCRIPTION OF PROJECT.	
2. ESTIMATED COST OF THE ABOVE FACILITY \$	
3. SOURCE OF FUNDING OVER PUBLIC ASSISTANCE GRANT	
4. WORK TO BE PERFORMED BY: (Check only one) <input type="checkbox"/> a. CONTRACT <input type="checkbox"/> b. OWN EMPLOYEES AND EQUIPMENT <input type="checkbox"/> c. COMBINATION OF a. & b.	
5. ESTIMATED DATE THE ABOVE PERMANENT WORK WILL BE COMPLETED	
6. ESTIMATE OF THE COST OF REPAIR/REPLACEMENT AS SHOWN IN THE PROJECT W.S.	
7. AMOUNT REQUESTED FOR IMPROVED PROJECT \$ _____	
SIGNATURE OF APPLICANT'S AGENT	DATE OF REQUEST
APPROVAL OF THIS REQUEST IS BASED ON THE ABOVE INFORMATION. ANY CHANGED CONDITIONS MUST BE IMMEDIATELY REPORTED TO THE GOVERNOR'S AUTHORIZED REPRESENTATIVE.	
AMOUNT APPROVED AS AN IMPROVED PROJECT \$	
GOVERNOR'S AUTHORIZED REPRESENTATIVE	DATE OF APPROVAL

## ANNEX I: REQUEST FOR ALTERNATE PROJECT

To request an Alternate Project, complete and submit the following form to PEMA within 11 months of the initial Kickoff Meeting. PEMA and FEMA must grant approval prior to construction.

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



## ANNEX J: SMALL PROJECT VALIDATION WORKSHEET

To validate small project costs, FEMA assesses a 20 percent sample of small projects citywide. The following form outlines FEMA's small project validation process.

Fillable PDF:

[https://www.fema.gov/media-library-data/20130726-1608-20490-1108/90\\_118.pdf](https://www.fema.gov/media-library-data/20130726-1608-20490-1108/90_118.pdf)

FEDERAL EMERGENCY MANAGEMENT AGENCY <b>VALIDATION WORKSHEET</b>		DISASTER: FEMA- _____ -DR- _____
APPLICANT	PA ID NO.	PROJECT WORKSHEET NO.
SPECIALIST	AGENCY	TELEPHONE NO.
<b>I- GENERAL- ALL PROJECTS</b>		
<b>VALIDATION ITEM</b>	<b>REMARKS</b>	
<input type="checkbox"/> Review projects <input type="checkbox"/> Visit site <input type="checkbox"/> Statement of work <div style="margin-left: 20px;"> <input type="checkbox"/> Accurate  <input type="checkbox"/> Complete  <input type="checkbox"/> Eligible                         </div> <input type="checkbox"/> Pictures <input type="checkbox"/> Sketches/drawings		
<b>II- COMPLETED WORK</b>		
<input type="checkbox"/> Forced Account Labor <div style="margin-left: 20px;"> <input type="checkbox"/> Eligible employee  <input type="checkbox"/> Hours                             <div style="margin-left: 20px;"> <input type="checkbox"/> Regular  <input type="checkbox"/> Overtime                             </div> </div> <input type="checkbox"/> Fringe benefits <div style="margin-left: 20px;"> <input type="checkbox"/> Regular  <input type="checkbox"/> Overtime                         </div> <input type="checkbox"/> Calculations		
<b>III- FORCE ACCOUNT EQUIPMENT</b>		
<input type="checkbox"/> Labor hours exceeds or match Equipment hours <input type="checkbox"/> FEMA rates used <input type="checkbox"/> PAC approved rates used <input type="checkbox"/> Mileage used for automobiles, busses, pickups, and ambulances <input type="checkbox"/> Calculations		
<b>IV- LEASED/RENTAL EQUIPMENT</b>		
<input type="checkbox"/> Invoice <input type="checkbox"/> Price reasonable <input type="checkbox"/> Operation/labor cost <input type="checkbox"/> Gasoline/oil/lubricants <input type="checkbox"/> Eligible repairs/parts <input type="checkbox"/> Calculations		
<b>V- MATERIALS</b>		
<input type="checkbox"/> Purchase orders/invoices <input type="checkbox"/> Inventory records/stock tickets <input type="checkbox"/> Calculations		



## ANNEX K: DAP-12 COMPLETED PROJECT LISTING & CLAIM FOR REIMBURSEMENT

Once all small projects—and any large projects—are complete, PNPs submit the following form and supporting documentation to PEMA. The DAP-12 serves as the final request for payment, and is signed by the PNP's Applicants' Agent. This form indicates the PNP has received the full federal cost-share listed on the approved PW.

Fillable PDF:

<http://www.pema.pa.gov/about/publicinformation/Documents/Other%20Public%20Assistance%20Forms/DAP-12%20Form%20Completed%20Project%20Listing%20and%20Claim%20for%20Reimbursement%20Form.pdf>

[illegible]

Page 1 of 1 Pages

## ANNEX L: DAP-11 LARGE PROJECT STATUS REPORT

Large projects are funded according to the actual cost. As such, the obligation of funds is made on a progress payment basis. PNPs are required to submit regular status updates—monthly or quarterly, as requested—outlining project progress and current expenditures to PEMA.

Fillable PDF:

<http://www.pema.pa.gov/about/publicinformation/Documents/Other%20Public%20Assistance%20Forms/DAP-11%20Form%20Quarterly%20Large%20Project%20Status%20Report.pdf>

<b>PEMA-DAP-11</b>		<b>COMMONWEALTH OF PENNSYLVANIA PENNSYLVANIA EMERGENCY MANAGEMENT AGENCY</b>																													
<b>QUARTERLY LARGE PROJECT STATUS REPORT</b> (Due at PEMA on or before Jan. 10 <sup>th</sup> , Apr. 10 <sup>th</sup> , Jul. 10 <sup>th</sup> & Oct 10 <sup>th</sup> until project completion)																															
<b>DATE:</b>																															
<b>TO:</b>		Pennsylvania Emergency Management Agency Bureau of Recovery and Mitigation ATTN: Public Assistance Officer 1310 Elmerton Avenue Harrisburg, Pennsylvania 17110-2150																													
<b>FROM:</b>																															
Applicant Name – Government or Private Nonprofit		FEMA Applicant I. D. Number																													
Mail Address		Disaster Number																													
City, State, ZIP		County																													
This is the current status of Project Worksheet #		as of ____/____/____.																													
Project Name																															
The FEMA approved amount of this Project Worksheet is \$																															
*The current estimate of the cost to perform the Approved Scope of Work is \$ ____ (A comment is mandatory if the current estimate is greater than 10% of the FEMA estimated/approved project amount). <b>Any change in the Scope of Work must have written approval by FEMA.</b>																															
<table border="1"><thead><tr><th>Stage / Phase</th><th>Date</th></tr></thead><tbody><tr><td>Engineering / Design</td><td>*</td></tr><tr><td>DEP permit applied for</td><td>*</td></tr><tr><td>DEP permit approved</td><td>*</td></tr><tr><td>Advertised for bids</td><td></td></tr><tr><td>Bids received</td><td></td></tr><tr><td>Contractor selected</td><td></td></tr></tbody></table>		Stage / Phase	Date	Engineering / Design	*	DEP permit applied for	*	DEP permit approved	*	Advertised for bids		Bids received		Contractor selected		<table border="1"><thead><tr><th>Stage /Phase</th><th>Date</th></tr></thead><tbody><tr><td>Work starts / started on</td><td>*</td></tr><tr><td>Work* % complete a/o</td><td>*</td></tr><tr><td>Expected Completion Date</td><td>*</td></tr><tr><td>Work Completed</td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr></tbody></table>		Stage /Phase	Date	Work starts / started on	*	Work* % complete a/o	*	Expected Completion Date	*	Work Completed					
Stage / Phase	Date																														
Engineering / Design	*																														
DEP permit applied for	*																														
DEP permit approved	*																														
Advertised for bids																															
Bids received																															
Contractor selected																															
Stage /Phase	Date																														
Work starts / started on	*																														
Work* % complete a/o	*																														
Expected Completion Date	*																														
Work Completed																															
* = MANDATORY ENTRY - either data or N/A. (Continue on reverse side if needed)		Remarks / Problems encountered or expected:																													
_____ Applicant Agent Signature																															

## ANNEX M: DAP-9 REQUEST FOR REIMBURSEMENT

The minimum amount a PNP can request for large project reimbursement at one time is \$10,000. The maximum amount PNPs may request over the course of the project may not exceed 75% of the approved PW amount.

Fillable PDF:

[http://www.pema.pa.gov/about/publicinformation/Documents/Other%20Public%20Assistance%20Forms/DAP-09%20Form%20Request%20for%20Reimbursement%20\(Large%20Project\).pdf](http://www.pema.pa.gov/about/publicinformation/Documents/Other%20Public%20Assistance%20Forms/DAP-09%20Form%20Request%20for%20Reimbursement%20(Large%20Project).pdf)

PEMA-DAP-9

### COMMONWEALTH OF PENNSYLVANIA PENNSYLVANIA EMERGENCY MANAGEMENT AGENCY

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

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

COSTS INCURRED TO DATE	
LABOR	\$
EQUIPMENT	\$
MATERIAL	\$
CONTRACTOR VENDOR OTHER	\$
TOTAL COSTS INCURRED	\$ 0.00

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

FOR PEMA USE ONLY	
APPROVED AMOUNT OF PROJECT	\$
75% OF PROJECT APPROVED AMOUNT	\$
PREVIOUS REIMBURSEMENT	\$
AUTHORIZED REIMBURSEMENT	\$

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

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

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

RETURN FORM AND INVOICES TO: PEMA  
Attn: BORM - Public Assistance  
1310 Elmerton Avenue  
Harrisburg, PA. 17110

## ANNEX N: DAP-15 REQUEST FOR TIME EXTENSION

Submit the following form to PEMA prior to the project deadline. PEMA may grant a pre-approved extension if there are no changes to the cost or scope of work. If PNPs require extensions beyond PEMA's pre-approved capabilities (six and 18 months), FEMA can assess and determine whether to grant an additional extension.

Fillable PDF:

<http://www.pema.pa.gov/about/publicinformation/Documents/Other%20Public%20Assistance%20Forms/DAP-15%20Form%20Request%20for%20Time%20Extension.pdf>

<div style="border: 1px solid black; display: inline-block; padding: 2px 5px;">PEMA-DAP-15</div> <div style="display: inline-block; text-align: center;"> <b>COMMONWEALTH OF PENNSYLVANIA</b>  PENNSYLVANIA EMERGENCY MANAGEMENT AGENCY </div>	
<b>REQUEST FOR TIME EXTENSION</b>	
APPLICANT: _____	COUNTY: _____ DR: _____
FEMA I. D. No.: _____	PROJECT WORKSHEET No.: _____
CATEGORY OF WORK (Check One):              A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> F <input type="checkbox"/> G <input type="checkbox"/>	
TYPE OF WORK (Check One):              EMERGENCY <input type="checkbox"/> PERMANENT <input type="checkbox"/>	
ORIGINAL COMPLETION DATE: _____	
NEW COMPLETION DATE: _____	
EXTENSION REQUESTED: _____	
REASON(S) FOR THE DELAY:	
<b>Any change in the Scope of Work must have written approval by FEMA</b>	
SIGNATURE OF APPLICANT'S AGENT	DATE OF REQUEST
THE ABOVE REQUESTED TIME EXTENSION IS:	
<input type="checkbox"/> <b>APPROVED.</b> THE WORK MUST BE COMPLETED BY _____	
<input type="checkbox"/> <b>DISAPPROVED AS REQUESTED.</b> HOWEVER AN ADDITIONAL _____ MONTHS HAVE BEEN GRANTED FOR COMPLETION OF THE WORK. THE WORK MUST BE COMPLETED BY _____	
<input type="checkbox"/> <b>DISAPPROVED.</b> THE WORK MUST BE COMPLETED IN ACCORDANCE WITH THE ORIGINAL COMPLETION DATE OF _____	
COMMONWEALTH PUBLIC ASSISTANCE OFFICER	DATE



## ANNEX O: CHANGE OF SCOPE FORM

To request a change of scope for an approved PW, complete and submit the following form to PEMA.

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

## ANNEX P: APPEAL REQUEST FORM

To request an appeal from FEMA, complete submit the following form to PEMA within 60 days of receipt of the original decision.

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

## ANNEX Q: SAMPLE IMPACT STATEMENT

To support a Presidential Disaster Declaration, the City may submit an impact statement in addition to cost estimates. The narrative outlines the disaster's impact to the City's operations, which may otherwise not be reflected in the quantitate submission. A sample impact statement submitted by the City following Hurricane Sandy is copied below.

### COMPREHENSIVE ASSESSMENT OF IMPACT FROM HURRICANE SANDY

<b>County Name:</b>	<b>Philadelphia</b>
<i>The Community impact statement should not dwell on financial losses only, but the hardships and challenges encountered by power losses, nursing homes, hospitals, emergency responders, schools, prisons, and other community institutions, or any other clear and compelling justification for federal assistance to help in recovering from the effects of Hurricane Sandy.</i>	
When completed this form should be sent to the State Emergency Operation Center, Infrastructure Branch. Email to: <a href="mailto:binfrastru@pa.gov">binfrastru@pa.gov</a>	
<b>It is imperative that we receive this form no later than 4:00 PM, Thursday, November 1.</b>	
<b>Describe the overall impact Sandy has had on your County:</b> <i>Example: (Fallen trees have impacted the emergency response of utility crews, fire apparatus, police response. Impact of prolonged power/water outages etc...)</i>	
<p>Hurricane Sandy knocked down nearly 500 trees, caused power outages for nearly 65,000 residents, and resulted in coastal flooding along the Delaware River. Over 60 buildings reported damages from the storm. Downed trees closed nearly 80 roads. Police, fire, EMS, and public works agencies received record levels of emergency calls during the event. Philadelphia's 311 call center received nearly 11,500 calls at the peak of the storm. Due to high prolonged winds, the Commonwealth closed all interstates in the immediate area as of 7pm on Sunday, October 28th including I-95 in Pennsylvania, I-676, non-toll portion of I-476, I-76 from PA Turnpike to NJ line, and US Route 1 to Philadelphia. During the storm, City government, schools, and public transit were closed for two days. All flights from Philadelphia Airport were canceled on Monday, October 29th. Fortunately, the flooding on fresh water creeks, streams, and rivers was limited, but Philadelphia had record-breaking flooding along the Delaware River which led to the closing of Delaware Avenue, a major arterial street in the city.</p> <p>The City's Office of Emergency Management coordinated operations from the Emergency Operations Center beginning at 4:00PM on Sunday, October 28th. EOC operations ceased on Wednesday, October 31 at 6:00PM, but on-going work is needed to deal with hundreds of downed trees, repairing a total of 73 traffic signals that were knocked out, and restoring power to thousands of residents and businesses.</p> <p>President Obama signed an Emergency Declaration for Pennsylvania, giving FEMA authorization to identify, mobilize, and provide at its discretion, equipment and resources necessary to alleviate the impacts of the emergency.</p>	
<b>Describe the Housing/Sheltering issues caused by Sandy.</b> <i>Example: Number of houses damaged and without power. Number of resident requiring shelter.</i>	
<p>Philadelphia opened three emergency shelters in preparation for Hurricane Sandy. Preparation was made in coordination with the American Red Cross and (INSERT ANIMAL RESPONSE ORGS) to open all shelters at 4PM on Sunday. Two were closed on Tuesday, October 30th at 8:00PM and the third shelter was closed on Wednesday, October 31st at 4:00PM. At the height of operations, nearly 400 people were sheltered in all three facilities along with approximately 30 companion animals (pets). Many residents arrived at the shelter pre-disaster so shelter operations lasted for over 72 hours.</p> <p>The emergency shelters faced a challenge of accommodating dozens of homeless individuals who were evicted by local city homeless shelters in advance of the storm. The City coordinated closely with the Office of Supportive Housing to facilitate the relocation of these individuals and to assist other shelter residents with special needs.</p>	

## COMPREHENSIVE ASSESSMENT OF IMPACT FROM HURRICANE SANDY

<b>Describe Impact Sandy has had on Schools, Hospitals and other Critical Facilities in your County.</b>
<i>Example: (Describe impact if these facilities don't return to normal operating condition soon...etc...)</i>
<p>Public, charters, Archdiocesan and several local colleges and universities were closed both on Monday, October 29 and Tuesday, October 30. The majority of schools re-opened on Wednesday, October 31. There are five public schools that continue to not have power and could not open for classes.</p> <p>The use of 3 City schools as emergency shelters also challenged school resources. School Police officers were used as security for shelter operations and engineering/janitorial staff were both available for the duration of the event to address building needs at the shelter. The West Philadelphia emergency shelter remained open during school operations on Wednesday, October 31st which required close coordination with the School District.</p>
<b>Description of Roads and Bridges impacted within your area.</b>
<i>Example: (Impact on the County's ability to function.)</i>
<p>Numerous city streets and major arterials experienced road blocks due to downed trees and wires. Most major arterials were cleared by Thursday morning, however over 80 road closures and 32 traffic signal outages currently remain as Thursday, November 1st.</p> <p>Philadelphia citizens are highly dependent on mass transit, and SEPTA pro actively shut down a 12:00AM Monday, October 29th and began to resume only a select number of bus routes Tuesday at 12:00PM. Numerous other bus routes closed due to downed trees and wires.</p> <p>Regional rail lines remained closed until Tuesday morning but continue to experience residual delays. AMTRAK suspended operations Sunday, resuming partial operations between Philadelphia and Washington Wednesday morning. NJ Transit suspended operations Sunday, reopening Thursday morning.</p>
<b>Describe the actions the County took to protect Life and Property</b>
<i>Example: When did preparations begin, what was done, EOC operations and mission. What operations are continuing</i>
<p>Preparations for this storm began on Thursday, October 25. The City's Office of Emergency Management (OEM) coordinated closely with the Mayor as well as state and city leadership to prepare for Sandy. OEM convened 3 emergency conference calls with (INSERT NUMBER) of city agencies and non-profit partners. Public information messaging was coordinated at all levels of government to ensure public readiness. OEM assisted other agencies in pre-positioning resources and staff in advance of the storm including police, fire, EMS, and other key City partners. In addition, OEM recommended that agencies prepare emergency staffing plans, check facilities for vulnerabilities, test generators, vehicles, and other key equipment. In coordination with the Mayor, the City was proactive in advising the evacuation of flood prone neighborhoods at 2:00PM on Sunday, October 28th.</p> <p>The EOC was first activated on Sunday, October 28 for a limited activation and was activated fully on Monday, October 29 at 6:00AM with over 20 agencies represented. The EOC activation was reduced to a limited level again on Tuesday, October 30 at 8:00PM. The EOC ceased operations on Wednesday, October 31 at 6:00PM. In all, the activation lasted 74 hours. The EOC focused on shelter operations, response, power outages, structural damage, and downed trees. On Monday night during the height of the storm, the EOC was also coordinating with the Fire Communications Center for response to a multi-dwelling 2-alarm structural fire.</p>
<b>Describe impact on other Facilities in your County.</b>
<i>Example: Supply and treatment plants out of operation, any businesses impacted, impact on employment, wellness issues, etc..</i>
<p>Many businesses in Philadelphia were also closed or staffed with limited personnel on Monday, October 29 and Tuesday, October 30. This was due to local businesses following the lead of City government and school closing, but also compounded by the closure of public transportation.</p> <p>During the storm, a water treatment plant within the city lost power and had to shut down. Operations were able to be diverted to other water treatment plants throughout the city. Additionally, the refinery in South Philadelphia managed by Philadelphia Energy Solutions removed hydrofluoric acid from the plant and powered down operations to stabilize them for the storm.</p>
<b>Authorized Individual:</b> Samantha Phillips, Dep. Managing Director for EM