

# APPLICANT'S GUIDE FOR SUBMITTING PUBLIC ASSISTANCE DOCUMENTS

The following pages provide a GUIDE for preparing a properly documented project worksheet package to be submitted to FEMA. This information is used to formulate a project worksheet for reimbursement of damages during a disaster event. Submitting a complete package into the Grants Portal with the required backup documentation will expedite the processing of your reimbursement.

The FEMA Public Assistance Forms are located on our website at: <http://vem.vermont.gov/funding/pa>.

To make your job easier, just use this guide to check off items as they are completed.

## Required Documents

### 1. Required Information for all Applicants–

- Federal Employer Identification Number (FEIN)
- Registration with SAM.GOV
- DUNS number
- Copy of Insurance and
- Copy of Maintenance Records

### 2. Work Summary Record –

- a) Force Account Labor- time cards and daily logs, fringe benefits, labor pay policy
- b) Force Account Equipment  
-size of vehicles/type
- c) Force Account Materials -  
invoices and stock pile  
information
- d) Rental Equipment- gas  
and invoices receipts
- e) Contract Work – procurement method and all bids and responses to rfp

- 2 a. **Force Account Labor**– For emergency work, only the overtime labor costs of regular employees are normally eligible for FEMA reimbursement. (However, you must show the number of regular hours worked on the disaster as well, so that force account equipment time – both regular and overtime can be reimbursed.)  
If you opt into the debris pilot program, regular and overtime are eligible.  
For permanent work, all time is eligible.

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

- Employee name
- Employee title
- Regular hourly rates for all employees
- Show regular and overtime hours for employees.
- Show regular hourly rate and hours worked for additional hires
- Overtime rate used: Both time and a half and double time (if applicable)
- Benefit rate per hour shown in \$ based on % calculated on Applicant's Benefits
- Supporting documents:
  - o Time Cards and/or Time Sheets for all employees
  - o Labor Contract(s) – selected pages, including:
    - (1) the cover page that identifies the union being represented and duration of the contract
    - (2) the pages of the contract showing overtime policy and meal reimbursement policy, if any, need to be included.
  - o Town Personnel Policy – selected pages showing overtime policy and other benefit policies such as meal reimbursement need to be included.
  - o Any other documents and/or explanations to support your labor submission.

2 b. **Force Account Equipment**– Documents the total time a piece of equipment was operated during the selected time period (regular time and overtime). Equipment time cannot exceed labor time. All employees must be cross-referenced with a piece of equipment to qualify for reimbursement.

- Location of work with GPS
- Time period covered
- Description of equipment
  - A truck, a plow, and a sander are three separate pieces of equipment, even if they are being utilized by the same person in the same time frame, and therefore, each piece must be listed separately. (Account for the actual hours that the sander was used and the actual hours that the plow was used.)
- Correct equipment code/rate from the **FEMA Schedule of Equipment Rates**  
**The new FEMA EQUIPMENT RATE SHEET can be found at:**  
<http://www.fema.gov/schedule-equipment-rates>
- Operator's name associated with each listed piece of equipment
- Date and time of operation matching the operator's time on the **Force Account Labor**

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

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

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

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

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

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

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

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

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