

Public Assistance

**Category B – Emergency Protective Actions**

**Documentation Checklist**

The Public Assistance Program (PA program), administered by the Federal Emergency Management Agency (FEMA), aids state, tribal, and local governments as well as certain private nonprofit organizations (PNP) in the removal of debris, provision of **emergency protective measures**, and restoration of equipment, buildings, and other public infrastructure damaged by a disaster.

Actual costs and estimated costs can be determined using the following tools:

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| **GENERAL DOCUMENTATION REQUIREMENTS** |
|[ ]  List of services provided – Include location, damage description, and initial estimates |
|[ ]  Insurance policy in force at time of event and any settlement documents |
|[ ]  Proof of legal Responsibility for facility (lease, proof of ownership) |
|[ ]  Budget Impact Statement |
| **FORCE ACCOUNT LABOR** |
|[ ]  Time sheets for each employee |
|[ ]  Hours Worked (Regular and Overtime) – For emergency work, only overtime labor costs of regular employees are eligible for reimbursement. However, you must show regular hours worked on the disaster so that force account equipment time – both regular and overtime can be reimbursed. |
|[ ]  Benefits calculation for each employee – Provide the fringe benefit costs related to regular time and overtime work. NOTE: Aside from social security and Medicare (FICA), the eligible items for overtime are contingent upon the terms of individual labor contracts.  |
|[ ]  Pay policy or labor agreements |
|[ ]  Description of work being performed by personnel not attached to equipment |
| **FORCE ACCOUNT EQUIPMENT** |
|[ ]  Inventory List – make, model, horse power, capacity required |
|[ ]  List of operators associated with each listed piece of equipment  |
|[ ]  Time period equipment was in operation – equipment time cannot exceed labor time.  |
|[ ]  Mileage logs for each vehicle and names of operators |
|[ ]  Location of equipment being used |
|[ ]  Description of Equipment Used – Use FEMA’s Schedule of Equipment Rates for cost codes <https://www.fema.gov/media-library/assets/documents/136901> |
| **MATERIALS – EMERGENCY PROTECTIVE MEASURES** |
|[ ]  List of supplies taken from stock or purchased, date used, description of item, quantity, and unit cost |
|[ ]  Receipts and/or invoices for purchases  |
|[ ]  Cost of meals – include receipts, sign-in sheets, meal policies |
| **RENTAL EQUIPMENT** |
|[ ]  Executed contract or agreement |
|[ ]  Invoices and/or receipts |
|[ ]  List of equipment hours in use and description of activities  |
| **PROCUREMENT** |
|[ ]  List of utilized contractors |
|[ ]  Invoices and/or receipts |
|[ ]  Basis of billing rate  |
|[ ]  Procurement policies |
|[ ]  Executed contract or agreement |
| **MUTUAL AID/DONATED RESOURCES** |
|[ ]  Executed contract or agreement |
|[ ]  Invoices and/or receipts |
|[ ]  List of resources and work performed including description of activities, specific locations and hours |