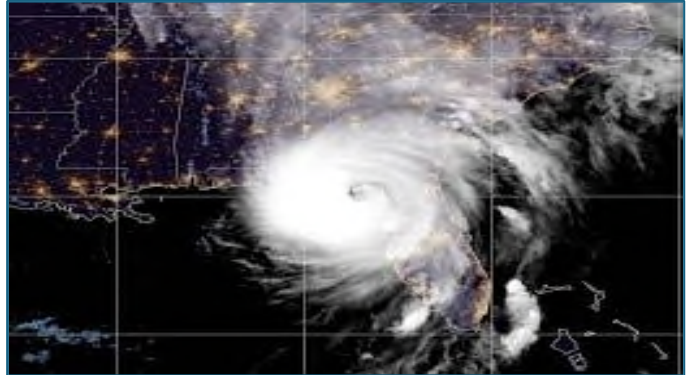


The information provided here is for informational and educational purposes and current as of the date of publication. The information is not a substitute for legal advice and does not necessarily reflect the opinion or policy position of the Municipal Association of South Carolina. Consult your attorney for advice concerning specific situations.

FEMA – Recovery Project Documentation and Requirements

Presented By: Kelley Donkle,
Owner, Chaos Coordinator LLC



TODAY'S TOPICS

- » PRE-EVENT PREPARATIONS
- » EVENT ACTIONS
- » DEBRIS MANAGEMENT
- » EVENT AFTER ACTIONS
- » RESOURCES
- » TEMPLATE SAMPLES
- » QUESTION AND ANSWER





» **PRE-EVENT PREPARATIONS**

- I. Asset Inventory
- II. Materials inventory
- III. Agency insurance policy
- IV. Payroll policies
- V. Procurement policies
- VI. Other

- ❑ **HR/ Payroll** – Identify personnel that will pull time and payroll reports. Document Fringe, OT and Travel policies.
- ❑ **Procurement** – Identify personnel that will pull contracts, purchasing card receipts and other expenditures.
- ❑ **Equipment** – Create crosswalk table of current equipment with FEMA codes.



FEMA Procurement Under Grants Training

<https://www.fema.gov/grants/procurement/training>

Fringe Rate Calculation Worksheet

APPLICANT'S BENEFITS CALCULATION WORKSHEET				
APPLICANT	PW REF NO.	FIPS NO.	CATEGORY	DISASTER
ENTER EMPLOYEE'S TOTAL ANNUAL PAYROLL				
\$751,501.29				
		REGULAR TIME %		OVERTIME %
Holidays	12	4.62%		
Vacation Leave	30	11.54%		
Sick Leave	12	4.62%		
* Social Security		6.20%	<input checked="" type="checkbox"/>	6.20%
* Medicare		1.45%	<input checked="" type="checkbox"/>	1.45%
* Unemployment	\$ -		<input type="checkbox"/>	
* Worker's Comp	\$ 26,000.00	3.46%	<input type="checkbox"/>	
** Retirement	\$ 143,430.81	19.09%	<input type="checkbox"/>	
Health Benefits	\$ 178,370.94	23.74%		
Life Insurance Benefits	\$ -			
Other (Describe here)			<input type="checkbox"/>	
		Total (in % of annual salary)		7.65%
COMMENTS:				

FEMA Equipment Rates

214	8399	Tractor, Wheel	John Deere 660S (disc. 2005)	300 IN.	300 IN.	to 95	Does not include mower attachment. Fuel Industrial towed mower would add \$4.96/hour	hour	\$	70.75	
215	8400	Tractor, Wheel	New Holland T6030 (disc. 2021)			to 115	Tractor - agriculture all purpose	hour	\$	90.92	
216	8401	Loader, Tractor, Wheel	Case 580 SUPER L (disc. 2000)	0.87 CY	0.87 CY	to 80		hour	\$	92.56	
217	8410	Mixer, Concrete Portable	Menagotti Concrete Mixer Wheelbarrow Concrete Mixer	5.0 cu ft	5.0 CF	to 5		hour	\$	1.95	
218	8411	Mixer, Concrete, Trailer Mntd	TK Equipment Hydraulic Mortar Mixer w/ Honda Engine	MODELM412 Batch Capacity Bags 3,122 - 4 bags Total Capacity cu. ft. (61) 3.29 cu. ft. (176) Mixing Capacity cu. ft. (61) 12 cu. ft. (140)		12 CF	to 5		hour	\$	8.00
219	8412	Mixer, Concrete, Trailer Mntd	TK Equipment Hydraulic Mortar Mixer w/ Honda Engine	MODELM416 Batch Capacity Bags 4 - 516 bags Capacity Cu. Ft. (91)16 cu. ft. (453)		16 CF	to 13		hour	\$	17.40
220	8414	Truck, Concrete Mixer	FREIGHTLINER 1145D with Cummins X12 450V diesel engine	11 CY Mixer		110 to 500		hour	\$	81.76	
221	8419	Breaker, Pavement Hand-Held	Miscellaneous STANDARD 25-30 LBS	80-90 lbs	90 lbs	N/A	Includes bucket.	hour	\$	1.18	
222	8420	Breaker, Pavement	Arrow Master 1350			to 80	Includes bucket.	hour	\$	60.79	
223	8421	Vibrator, Concrete	2-7721	2.5 m head, 16 R shaft		to 2	Electric Powered	hour	\$	2.58	
224	8423	Spreader, Chip	2010 Etnyre Quad Chip Spreader	2.8 CY	2.8 CY	to 260		hour	\$	505.99	
225	8424	Spreader, Chip	2020 Roush CSV	3.5 CY	3.8 CY	to 275		hour	\$	550.90	
226	8425	Spreader, Chip, Mounted	B-CONVEYOR Chip Spreader for Tail Gate/Mounting	8 FT	8 FT	to 8	Includes bucket.	hour	\$	4.07	
227	8430	Paver, Asphalt, Towed	Layton F-525	96-144 in spread width Paving Range with SE47 FM 2.4 m - 5.9 m (8' - 19' 6") Operating weight with SE47 FM 32533 lb Maximum Throughput Capacity 63 ton(150t/h) Paving Range with SE47 FM 2.4 m - 6.1 m (8' - 20') Operating weight with SE47 FM 33595 lb Maximum Throughput Capacity 1300 ton(150t/h) Paving Range with SE47 FM 2.44 - 6.26 m (8' - 20' 6")		N/A	Includes bucket.	hour	\$	12.44	
228	8431	Paver, Asphalt	Caterpillar AP 455 Track			120		hour	\$	262.71	
229	8432	Paver, Asphalt	Caterpillar AP 555 Track			148		hour	\$	271.01	

FEMA Equipment Rates Crosswalk Table

NUMBER	Local NAME	DESCRIPTION	DEPARTMENT	FEMA Cost Code	FEMA Description	2023 FEMA Rate	1,709.00 38,823.98		9/25/2024	9/26/2024
							Total Hours	Total Cost		
6	Truck	2008 Ford Ranger	Electric	9999	Not Applicable	0.00	0.00	0.00		
10	Bucket Truck	1994 Ford	Electric	9999	Not Applicable	0.00	0.00	0.00		
11	Line Truck	1994 International	Electric	8670	Derrick, Hydraulic Digger	27.14	68.00	1,845.52	8	2
13	Line Truck	2008 International	Electric	8670	Derrick, Hydraulic Digger	27.14	68.00	1,845.52	8	2
14	Bucket Truck	2008 International	Electric	8488	Aerial Lift, Truck Mounted	39.62	68.00	2,694.16	8	2
15	Little Bucket	2001 F550	Electric	8486	Aerial Lift, Truck Mounted	10.82	68.00	735.76	8	2
36	Portable Light Tower	Ingersoll Rand Light Trailer	Electric	8870	Light Tower	9.65	17.00	164.05		
38	YMCA Cart	2019 Kawasaki Mule	Parks	8755	Golf Cart	4.71	0.00	0.00		
12	Dump Truck	1995 International	Sanitation	8723	Truck, Dump	96.03	0.00	0.00		
20	Backhoe	2008 Case 580M	Sanitation	8571	Loader-Backhoe, Wheel	58.73	0.00	0.00		
26	Jetting Machine	1993	Sewer	8714-3	Combined Sewer Cleaning	97.76	0.00	0.00		
28	Kubota Tractor	2012 Bush Hog	Sewer	8398	Loader, Wheel	211.41	0.00	0.00		
	40KW Diesel Generator	At Lift Station #1	Sewer	8325	Generator	28.70	90.00	2,583.00		21
	40KW Diesel Generator	At Lift Station #2	Sewer	8325	Generator	28.70	90.00	2,583.00		21
	75KW Diesel Generator	At Lift Station #3	Sewer	8313	Generator	56.70	90.00	5,103.00		21
	75KW Diesel Generator	At Lift Station #4	Sewer	8313	Generator	56.70	90.00	5,103.00		21
	25KW Diesel Generator	At Lift Station #5	Sewer	8326	Generator	15.31	90.00	1,377.90		21
	40KW Diesel Generator	At Lift Station #6	Sewer	8325	Generator	28.70	90.00	2,583.00		21
	18KW generator	Civic Center, natural gas	Police Department	8311	Generator	14.57	60.00	874.20		
39	Portable Generator	Portable 5,000 Watt Generator	Electric	8310	Generator	4.86	90.00	437.40		21



» EVENT ACTIONS

- I. Utilize labor and equipment as planned and necessary
- II. Purchase materials as necessary
- III. Activate contracts as necessary
- IV. Document damages and repairs
- V. Decide on debris management

- Labor**– Make sure all personnel complete timesheets and log locations and correct hours, etc.
- Procurement** – Collect all receipts for purchases and all contracts and Mutual Aid agreements executed.
- Equipment** – What equipment was used and hours used as well as by who and location if applicable.
- Damages** – Record impacted assets, take photos of damage and repairs.





» DEBRIS MANAGEMENT

- I. Mutual Aid Agreements
- II. Activated Contracts
- III. TDMS (Temporary Debris Management Sites)
- IV. Force Account - Materials, Equipment and Labor utilized

- ❑ **Aid Agreements** – Activate aid agreements with county or state governments
- ❑ **Documents** – Purchase orders, invoices, payments, contracts, landfill locations, load tickets, etc.
- ❑ **Equipment** – Rented equipment and purchasing documents, force account equipment used, etc.
- ❑ **Other** – Debris locations, Contracts, Bid documents, etc.



» EVENT AFTER ACTIONS

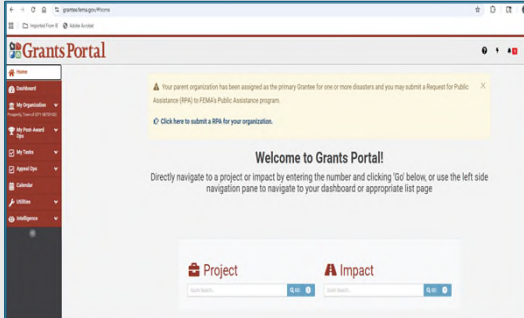
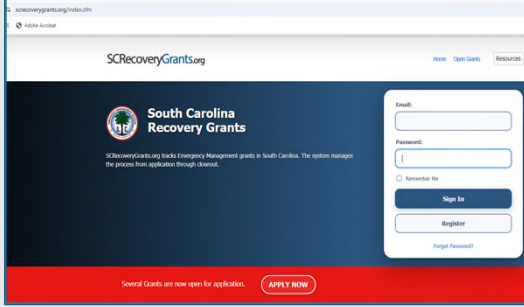
- I. Damage Inventory locations
- II. Logical groupings for projects
- III. Materials, Equipment and Labor utilized
- IV. Mutual Aid Agreements
- V. Activated Contracts

- ❑ **Labor** – Approved timesheets, payments, overtime charges and comp time awarded, etc.
- ❑ **Finance / Procurement** – Purchase orders, invoices, payments, contracts, mutual aid agreements, landfill locations, load tickets, etc.
- ❑ **Equipment** – Rented equipment and purchasing documents, force account equipment used, etc.
- ❑ **Other** – Damaged locations any repaired and timeline for additional repairs.



» RESOURCES

- I. **Portals –**
 - I. FEMA Portal – grantee.fema.gov
 - II. SC Recovery Grants – screcoverygrants.org
- II. **Resources –**
 - I. **FEMA** - <https://FEMA.gov>
 - I. https://www.fema.gov/sites/default/files/documents/fema_pa_papppg-5.0-amended.pdf (Always look for current version)
 - II. <https://www.fema.gov/disaster>
 - III. <https://www.fema.gov/grants/procurement/training>
 - IV. <https://www.fema.gov/assistance/public/tools-resources>
 - I. Equipment Rates
 - II. Templates
 - III. Cost Estimating tools
 - II. **South Carolina** - <https://www.scemd.org/> (SCEMD)
 - I. <https://screcoverygrants.org/site/palinfo.cfm> (Public Assistance)
 - II. <https://des.sc.gov/programs/bureau-land-waste-management/solid-waste/solid-waste-facilities> (Landfill and Disposal sites)
 - III. <https://governor.sc.gov/> (SC Governors' Office)
 - I. Press Releases
 - II. Executive Orders
 - III. **Social Media Sites**
 - IV. **County and Local Government Websites**

RESOURCE AGENCIES



<https://www.scemd.org/>



**Municipal Association
of South Carolina**
<https://www.masc.sc>



FEMA
<https://www.fema.gov/>



**SC DEPARTMENT of
ENVIRONMENTAL
SERVICES**
<https://des.sc.gov/community/disaster-preparedness-relief/hurricanes-floods>



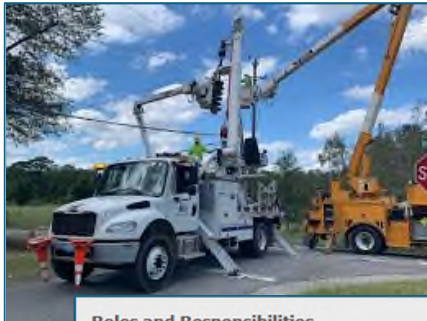
SCDOT
<https://www.scdot.org/>

Public Assistance Program Overview

FEMA Public Assistance (PA) is a federal grant program designed to fund the repair, restoration, reconstruction or replacement of eligible public facilities and infrastructure damaged or destroyed in a disaster. The following is a brief overview of the PA process, which can take up to three years to complete.

Eligible Applicants

- Eligible applicants include: state and local governments, any other political subdivision of the State, Native American tribes and certain private non-profit (PNP) organizations.
- PNP organizations, facilities and services must meet additional requirements beyond those that apply to governmental applicants.
- Eligible PNPs include educational, utility, irrigation, emergency, medical, rehabilitation, temporary or permanent custodial care facilities and critical service providers.
- PNPs providing critical services (power, water - including water provided by an irrigation organization or facility - sewer, wastewater treatment, communications, educational services, and emergency medical care) may apply directly to FEMA for a disaster grant.
- All other PNPs must first apply to the U.S. Small Business Administration (SBA) for a disaster loan. If SBA loans are declined or do not cover all eligible damages, applicants may re-apply for FEMA assistance.



Roles and Responsibilities

- FEMA is responsible for managing the PA program, approving grants and providing technical assistance to the State and applicants.
- The State, in most cases, acts as the grantee; the applicant is considered the sub-grantee. FEMA, the State and the applicant are all responsible for grants awarded under the PA program.
- The State educates potential applicants, works with FEMA to manage the program, and is responsible for implementing and monitoring the grants.
- Local officials are responsible for identifying damage, providing sufficient data for FEMA to develop an accurate scope and cost of work and approve grants, and managing the projects funded under the PA program.
- Applicants are responsible for providing receipts and other required documentation (proof of eligible work performed).

PA Funding

- PA grant money can only be obligated by FEMA after all documentation required for project formulation is submitted. The project worksheet is approved by both FEMA and the state.
- The federal share of project cost in most disasters is 75 percent, with the state and applicant covering the remaining 25 percent.
- Project funding falls into two categories: Small Projects and Large Projects.
- For Small Projects - greater than \$4,000 but less than \$1,062,900 (for FY 2025) - payment of the federal share of the estimated cost is made upon project approval with no further accounting to FEMA required. However, notification is required upon completion of the project.
- For Large Projects - greater than \$1,062,900 (for FY 2025) - payment is made on the basis of actual costs determined after the project is completed.

Categories of Work

- Category A: Debris Removal
- Category B: Emergency Protective Measures
- Category C: Road Systems and Bridges
- Category D: Water Control Facilities
- Category E: Public Buildings and Contents
- Category F: Public Utilities
- Category G: Parks, Recreational and other



FEMA WORK CATEGORIES

Categories of Work

- Category A: Debris Removal
- Category B: Emergency Protective Measures
- Category C: Road Systems and Bridges
- Category D: Water Control Facilities
- Category E: Public Buildings and Contents
- Category F: Public Utilities
- Category G: Parks, Recreational and other

Public Assistance Work Eligibility Matrix

This matrix includes PA work eligibility that the state, local, tribal, or territorial government can use to conduct the initial damage assessment or support the joint preliminary damage assessment.

ELIGIBILITY FACTOR	CATEGORY A: DEBRIS REMOVAL	CATEGORY B: EMERGENCY PROTECTIVE MEASURES	CATEGORY C: ROADS AND BRIDGES	CATEGORY D: WATER CONTROL FACILITIES	CATEGORY E: BUILDINGS AND EQUIPMENT	CATEGORY F: UTILITIES	CATEGORY G: PARKS, RECREATIONAL, OTHER FACILITIES
Work	<ul style="list-style-type: none"> • Vegetation • Construction and demolition • Hazardous waste • Household hazardous waste • White goods (refrigerator, appliances) • Electronic waste • Soil, mud, and sand • Vehicles and vessels • Petroleum waste containers • Infectious waste • Chemical, biological, radiological, and nuclear (CBRN) contaminated 	<ul style="list-style-type: none"> • Emergency protective measures include the following: <ul style="list-style-type: none"> • Pre-positioning • Expenses related to operating a facility or providing a service • Emergency public transportation and communication • Flood fighting • Emergency operations centers • Emergency warning • Supplies and commodities • Medical care • Education and sheltering • Infectious disease control • Mosquito abatement • Mold remediation • Animal carcasses • Hazardous electrical meters safety inspections • Demolition of private structures • Temporary relocation of essential services • Snow-related activities • Emergency homes on beaches • Temporary emergency repair or stabilization • Temporary slope stabilization 	<ul style="list-style-type: none"> • Road components include the following: <ul style="list-style-type: none"> • Surfaces • Barriers • Structures • Ditches • Drainage structures • Low water crossings • Associated facilities • Bridge components include the following: <ul style="list-style-type: none"> • Decking • Guardrails • Girders • Abutments • Piers • Slope protection • Approaches • Associated facilities 	<ul style="list-style-type: none"> • Water control facilities include the following: <ul style="list-style-type: none"> • Dams and weirs • Levees and floodwalls • Land and unland engineered drainage channels • Canals • Appurtenances • Sediment and debris basins • Storm water retention and detention basins • Coastal structures • Protective devices • Irrigation facilities • Pumping facilities • Navigational waterways and shipping channels 	<ul style="list-style-type: none"> • Buildings include all structural and non-structural components, including mechanical, electrical, plumbing, and fire alarm systems, contents, and equipment within the building and furnishings. • Equipment includes vehicles and construction equipment. 	<ul style="list-style-type: none"> • Utilities include the following: <ul style="list-style-type: none"> • Power ranges • Facilities, treatment plants, and delivery systems • Pumps • Power generation and distribution facilities • Natural gas transmission and distribution plants • Sewage collection systems and treatment plants • Communication systems 	<ul style="list-style-type: none"> • Publicly owned facilities include the following: <ul style="list-style-type: none"> • Mass transit facilities • Beaches • Parks • Playground equipment • Swimming pools • Banks, courts • Boat docks • Piers • Public library systems and treatment plants • Golf courses • Dunes/beaches • Fish • Historic sites • Ports and harbors • Other facilities that do not fit in Categories C-F
Applicant	Applicants are individuals, families, states/Tribal Nations, local governments, or private nonprofit organizations who apply for assistance as a result of a declaration of a major disaster or emergency. A PMP is potentially eligible only if it is 501(c)(3), or (if not 501(c)(3)) is or has been exempt and owns or operates a facility that provides a "critical service" (defined as education, utility, emergency, or medical) or a non-critical, essential social service that is provided to the general public. Refer to the Public Assistance Program and Policy Guide (PAPPG) for additional details.						
Facility	A facility is any publicly or privately owned building, works, system, or equipment, built or manufactured, or an improved and maintained natural feature. Land used for agricultural purposes is not a facility. To be eligible, the facility must be owned by or the legal responsibility of a state, local, tribal, or territorial (SLTT) government or owned by or the legal responsibility of a PMP organization that provides educational, utility, emergency, medical, or essential care and other social sector essential services. Mixed-use facilities are only eligible if more than 50 percent of the physical space is dedicated to eligible work. Inactive facilities or facilities under a specific authority of a federal agency (except public housing) are not eligible.						
Cost	Costs must be directly tied to the performance of eligible work, adequately documented, reduced by all applicable credits (i.e., insurance proceeds and salvage values), authorized and not prohibited under applicable laws and regulations, consistent with the Applicant's internal policies, regulations, and procedures, and necessary and reasonable. Costs are considered reasonable when they are as follows: <ul style="list-style-type: none"> • Reasonable as ordinary and necessary • Comparable to current market prices based on historical documentation, average cost in the area, or published unit costs from national databases • Above current market prices for similar resources, i.e., shortage of equipment, materials, supplies, labor, or contractors • Within the context of exigent circumstances • Part of ethical business practices, and • Aligned with all procurement requirements. 						

FEMA CATEGORY Z MANAGEMENT COSTS



Activities eligible as management costs include those related to developing eligible PA projects and receiving reimbursement. These activities may include, but are not limited to:

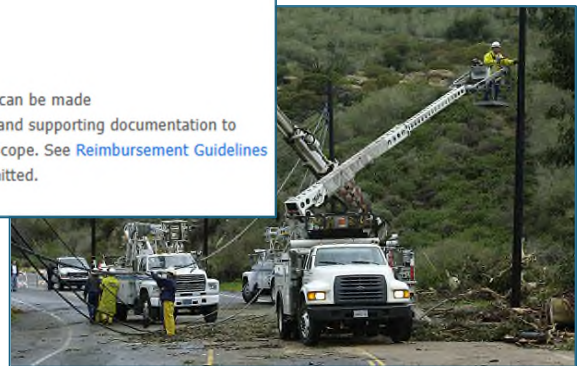
- a. Preliminary Damage Assessments
- b. Meetings regarding the PA Program or overall PA damage claim
- c. Organizing PA damage sites into logical groups
- d. Preparing correspondence
- e. Site inspections
- f. Travel expenses
- g. Developing the detailed site-specific damage description
- h. Evaluating Section 406 hazard mitigation measures
- i. Preparing Small and Large Projects
- j. Reviewing PWs
- k. Collecting copying, filing, or submitting documents to support a claim
- l. Requesting disbursement of PA funds
- m. Training

For Subrecipients:

- a. FEMA provides contributions for management costs based on actual costs incurred up to 5 percent of the Subrecipient's total award amount.
- b. Once a Subrecipient has project obligations, FEMA may provide a Category Z obligation for 5 percent of the total project amount obligated. FEMA may process additional versions to the Category Z PW for 5 percent of that Subrecipient's total project obligations on a quarterly basis as needed. These obligations are subject to Strategic Funds Management. FEMA may require a plan describing how the Subrecipient plans to use the funds.
- c. After FEMA has received and processed all of a Subrecipient's final actual cost project claims and upon receipt of the Subrecipient's final actual management cost claim, FEMA will process the final Category Z obligation or deobligation based on actual reasonable costs up to the maximum 5 percent.

PA Timeline

- Preliminary damage assessment
- Presidential disaster declaration
- Applicant briefing
- Submission of Request for Public Assistance
- Exploratory Call
- Recovery Scoping Meeting
- Site Inspection, if needed
- Formulation of project worksheets
- Project worksheet approval
- Obligation of funding by FEMA to the State
- Contract - Funding Agreement must be in place before payment to the applicant can be made
- For large projects, subgrantee must submit a Request for Reimbursement (RFR) and supporting documentation to demonstrate costs incurred in the execution of eligible work within the project's scope. See [Reimbursement Guidelines](#) for more information. The State will review and validate the documentation submitted.
- Disbursement of funding from the State to the applicant





DEPARTMENT OF HOMELAND SECURITY
Federal Emergency Management Agency
FORCE ACCOUNT LABOR SUMMARY

PAGE OF
OMB Control Number: 1660-0017
Expires: November 30, 2023

PAPERWORK BURDEN DISCLOSURE NOTICE
Public reporting burden for this data collection is estimated to average .5 hours per response. The burden estimate includes time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and submitting this form. You are not required to respond to this collection of information unless a valid OMB control number is displayed on 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 20472-3100, Paperwork Reduction Project (1660-0017). **NOTE: Do not send your completed questionnaire to this address.**

APPLICANT		PA ID #	PROJECT #	DISASTER	
LOCATION/SITE			CATEGORY	PERIOD COVERING	
DESCRIPTION OF WORK PERFORMED					

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

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

CERTIFIED	TITLE	DATE
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FEMA Form FF-104-FY-21-137 (formerly 009-0-123) (05/21)

