

# THE DISASTER REIMBURSEMENT PROCESS

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## **SECTION I INTRODUCTION**

### **PURPOSE**

Following a major disaster declaration, federal financial assistance may be available to help. Since federal payments are based on final inspection and audits, proper documentation of costs is an absolute requirement. It is not enough just to complete the disaster repair work; work must be fully and accurately documented.

**YOU HAVE THE RESPONSIBILITY TO COLLECT ALL INFORMATION PERTINENT TO THE VARIOUS DAMAGED SITES AND EMERGENCY RELATED EXPENSES WITHIN YOUR DEPARTMENT.**

**YOU MUST DO THIS IN ACCORDANCE WITH FEMA GUIDELINES!**

### **STRUCTURE**

The City Manager's Office, Office of Emergency Management has the responsibility to oversee all Disaster Cost Recovery. Finance Administration is the lead department for City disaster cost recovery.

In pre-planning, all departments have appointed a lead representative to handle FEMA reimbursement matters. When a disaster or an emergency strikes, all departments will confirm this appointment to the Office of Emergency Management. The Office of Emergency Management and Finance Administration will work with this representative. All divisions within individual departments will work with their department representative.

The following provides departments with guidelines and basic information to assist you in this process.

## **SECTION II DISASTER ACCOUNTING SYSTEM**

### **GENERAL INFORMATION**

The City of Beverly Hills has established a separate shadow accounting system to accumulate costs related to emergency incidents. Object codes of this system are organized to follow the categories of work that the Federal Emergency Management Agency (FEMA) supports and usually reimburses.

The system will provide labor distribution and cost details in a manner similar to the City's accounting system and operates within the same parameters. It will accumulate, sort, and provide a record of costs relating to any disaster/emergency.

### **WHEN TO USE**

When authorized by the Chief Financial Officer or his designee. This authorization may come from the Finance/Administration Section Chief when the Emergency Operations Center is opened.

When there is an area-wide disaster that disrupts communication and it is obvious that the State and Federal disaster assistance agencies will be involved because of widespread destruction/damage.

### **WHEN NOT TO USE**

When not authorized by the Chief Financial Officer or his designee, or when the disaster/emergency is not of a widespread destructive nature.

When the emergency is small, localized, and involves a third party as a possible liable party, new code can be created through the General Accounting Division to aid reimbursement of costs.

### **DISASTER BUDGETS**

The City has no budget for disaster response or recovery. All charges to the Disaster Accounting System must be either covered or reversed. If the disaster/emergency is recognized as eligible for cost recovery, then a budget adjustment will be made where appropriations will be authorized or transferred from the operating budget. If the disaster/emergency is not an eligible event for cost recovery, the charges will be transferred back to the originating fund/department.

## **DISASTER/EMERGENCY ACCOUNTING RECORDS**

When a disaster or an emergency strikes the City, those employees who are assigned work directly with the disaster/emergency are to use the Disaster Accounting System codes for their department. The use of these codes will enable the City to collect, sort, and document costs associated with the disaster/emergency.

**The purpose of separate accounting for these costs is to obtain sufficient backup data in the event the City qualifies for federal and/or state assistance, or if another responsible party is to be billed.**

Obtaining federal and state assistance and recovering costs from third parties requires the City to collect and retain a broad range of original documents that clearly demonstrate that the costs relate to the disaster/emergency. Such documentation may include:

- **Employee time cards showing hours.** Indicate the time, type and location of the disaster work. Details may be provided on supporting documents.
- **Use of city-owned equipment.** Supported by equipment identification, dates and number of hours used each day, location and purpose for using the equipment.
- **Use of city-owned supplies.** Supported by a reasonable basis for determining costs, why the material was necessary, and description of where and when the material was used.
- **Purchases of material.** Supported by invoices showing quantity, description, unit cost, where, when and how the material was used.
- **Rental of equipment.** Supported by invoices identifying the type and description of equipment, rate per hour indicating with or without operator, dates and hours used each day, where and why the equipment was used.
- **All contract work.** Provide detailed breakdown of cost, where, when and why the work was performed.

Records and documentation must be retained for **AT LEAST THREE YEARS** from the date of final settlement of claim, or pursuant to the City's retention schedule, whichever is longer.

All such records should be forwarded to Finance or the Cost Recovery Documentation Unit if the Emergency Operation Center is activated.

**All Disaster or Emergency related expenses fall under the following:**

## **FEMA CATEGORIES OF WORK**

(See Disaster Accounting System Schedule for specific account codes)

### **EMERGENCY WORK**

**Measures necessary to:** Eliminate or lessen the immediate threat to life, public health, or safety, or threats of significant additional damage to improved public or private property.

Ensure economic recovery of community at large.

#### **CATEGORY A DEBRIS REMOVAL**

- Clearance of debris and wreckage from publicly and privately owned land and waters
- Clean-out of reservoirs, debris catch basins, streams, and opening channels or facilities

#### **CATEGORY B EMERGENCY PROTECTIVE MEASURES**

- Buttrassing, bracing, or shoring to protect structures, boarding up windows
- Construction of emergency levees, pumping, sandbagging, and patrolling
- Search and rescue, fire and police services, EOC activities, and Safety inspections
- Emergency communication and transportation

### **PERMANENT WORK**

Work undertaken to restore eligible facilities on the basis of the design of such facilities, as such facilities existed immediately prior to the disaster, in conformity with current codes and standards.

#### **CATEGORY C ROAD SYSTEM REPAIRS**

- Eligible facilities include any construction features within the public right of way that are essential to make the road or street functional (bridges, drainage structures, embankments, safety features).

#### **CATEGORY D WATER CONTROL FACILITIES**

- Flood control, drainage, and irrigation works which are operated, controlled or maintained by the City may be eligible for repair, replacement, or restoration.

#### **CATEGORY E BUILDINGS AND EQUIPMENT**

- Public Buildings and related equipment, owned or maintained by the City which are damaged or destroyed, and are not covered by insurance (office equipment, furnishings and equipment, consumable supplies, library books).

#### **CATEGORY F PUBLIC UTILITY SYSTEMS**

- Includes the permanent repair, restoration, or replacement of water, power, or sewage systems to the extent necessary to restore services in accordance with current codes, specifications, and standards.

## **SEQUENCE OF EVENTS**

- 1. Disaster Occurs**
- 2. Notification Disaster Accounting System in effect**
- 3. Charge all disaster related expenses to account codes**
- 4. Set-up files**
- 5. Site visit by FEMA/CALOES**
- 6. Provide FEMA/CALOES with organized back-up documentation**
- 7. Project Worksheet (PW) is written**
- 8. PW # assigned**
- 9. Notification to charge expenses to PW numbers**
- 10. Expenses/projects accounted for by PW number(s)**
- 11. Files kept by PW number. All documentation, invoices, and related material kept in this file.**

## **EMERGENCY ACCOUNTING CODES CHEATSHEET**

Purpose: To provide a quick reference guide as to the structure of the emergency accounting codes and how to select the appropriate codes for financial transactions that occur during an emergency.

### CURRENT FULL ACCOUNTING CODE STRUCTURE:

FF – DD – PPPPP – AAAAA

F = Fund Code/Number  
D= Department Number  
P= Program/Activity Number  
A= Object/Account Number

Fund and department numbers have two digits, Program and object numbers have 5 digits.

In normal everyday use, only Fund, Program and Object codes are discussed, but a “full” accounting code will show the Department number as well.

### EMERGENCY FULL ACCOUNTING CODE STRUCTURE

FF – EM – EMPPP – AAAAA

F= Fund Code/Number (these are the codes which are in current usage)  
EM= the Department code for Emergencies (this is new).  
EMPPP= the Program/Activity code that starts with EM and has a possibility of different types of endings depending on what activity is being performed during an emergency. (this is new)  
A= Object/Account code (these are the codes which are in current usage)

### List of Fund Numbers to Choose From:

01    08    41    80    81    83    84    85

Any other fund number that is in normal use must be collapsed down to one of the fund numbers above during an emergency.

***Supporting Documentation to  
Emergency Operations Plan***

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List of Object/Account Codes to Choose From:

71100	71200	71210	71300	71600	71620
71670	71680	71690	71700	71720	71860
72060	72200	72310	73050	73060	73120
73160	73180	74010	74030	74060	74170

- 71100 = Regular Salaries
- 71200 = Seasonal/Hourly Part time salaries
- 71210 = Regular Part time salaries
- 71300 = Overtime Pay
- 71600 = Health Insurance
- 71620 = Disability Insurance
- 71670 = Dental Insurance
- 71680 = Life Insurance
- 71690 = Other Insurance
- 71700 = Retirement
- 71720 = Medicare Perm Employees
- 71860 = Deferred Compensation
  
- 72060 = Office Supplies
- 72200 = Fire and Other Safety Supplies
- 72310 = Refreshment
- 73050 = Rentals
- 73060 = Mileage Reimbursement
- 73120 = Professional/Consultant Services
- 73160 = Travel
- 74010 = Photo and Precision Equipment
- 74030 = Fire and Other Safety Capital Equipment
- 74060 = Electric/Light/Communication Equipment
- 74170 = Telecommunication Equipment

**Supporting Documentation to  
Emergency Operations Plan**

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List of Program/Activity Codes to Choose From:

<u>CATEGORY LETTER</u>	<u>CATEGORY NAME</u>	<u>PROGRAM/ACTIVITY CODE</u>
A	DEBRIS CLEARANCE	
	Public Roads and Streets	EM011
	Public Property	EM012
	Private Property	EM013
	Structure Demolition	EM014
B	PROTECTIVE MEASURES	
	Life and Safety	EM021
	Health	EM022
	Property	EM023
	Stream/Drain Channels	EM024
C	ROAD SYSTEMS	
	Road (Arterial)	EM031
	Bridges	EM032
	Traffic Control	EM033
	Streets	EM034
	Culverts	EM035
	Other	EM036
D	WATER CONTROL FACILITIES	
	Dams	EM044
	Irrigation Works	EM045
E	PUBLIC BUILDINGS AND EQUIPMENT	
	Public Buildings	EM051
	Supplies/Inventory	EM052
	Vehicles/Equipment	EM053
	Transportation Systems	EM054
	Higher Education Facilities	EM055
F	PUBLIC UTILITY SYSTEMS	
	Water	EM061
	Storm	EM062
	Sewer	EM063
	Gas	EM064
G	OTHER FACILITIES	
	Park Facilities	EM071
	Recreational Facilities	EM072
H	PRIVATE NON-PROFIT FACILITIES	
	Educational Facilities	EM081
	Emergency Facilities	EM082
	Medical Facilities	EM083

Professional judgment will need to be used to determine which type of expenditure fits into the best and most appropriate category of what has been provided on this sheet. If an expenditure is charged to a code because of a reason that would not be obvious to a reasonable person reviewing the charges, then there should be a documented purpose attached to the supporting documentation of that particular purchase.

## **SECTION III PROCEDURES FOR APPLYING FOR FINANCIAL ASSISTANCE**

### **GENERAL INFORMATION**

When the Federal Government and State declare counties a Disaster Area, financial assistance is available.

The lead agency is the Governor's Office of Emergency Services (CalOES). The address and phone number is:

CalOES  
Disaster Assistance Division  
3650 Schriver  
Mather, CA 95655  
Phone # (916) 845-8100

### **PRE-DISASTER DECLARATION STEPS**

Following a disaster/emergency, the city will report damage and a rough estimate of costs to the Los Angeles County Operational Area via the West Hollywood Sheriff's Station EOC or Watch Commander. The Los Angeles County Operational Area will transmit the estimates to State CalOES and then the Governor will decide whether to declare a State of Emergency in the County. If the Governor does proclaim a State of Emergency, then the State will request a Presidential declaration. If the President declares a Major Disaster, then FEMA will be involved.

### **POST DISASTER DECLARATION STEPS**

At this point, State CalOES will notify the Los Angeles County Operational Area, who will in turn notify the City of Beverly Hills of the declaration. There will usually be an orientation meeting where all agencies desiring to participate will be briefed on the application procedures. The City Manager's Office, Office of Emergency Management is to oversee all Cost Recovery. Finance Administration is the lead for the City in the recovery of costs.

- 1. Notice of Interest (FEMA Form 90-49)** Indicates that the City will be applying for assistance in the areas checked. Does not restrict the City from making changes, but must be sent within 30 days of the declaration date.
  
- 2. Project Listing (CalOES Form)** This indicates the categories and projects for which the City is asking assistance. It provides the detail behind the Notice of Interest. It may be revised later on. It gives CalOES an idea of the scope and how many teams to assign.

3. **Designation of Applicants'  
Agency Resolution (CalOES Form 130)** This is a resolution passed by the City Council authorizing the following as designees to act as the City's agent in dealing with CalOES and FEMA.

City Manager/Assistant City Manager  
Director of Finance (Chief Financial  
Officer)  
Director of Emergency Management

A record of this resolution, the Vendor Data Record Form (Form STD 204), and the Project Application for Federal Assistance (CalOES Form 89) is on record in the Finance Department. These forms have no deadline, but no payments will be issued until these forms are submitted.

4. **Project Worksheet (PW)** Replaces Damage Survey Report (DSR). The City will fill out this form for all small projects and submit to the Public Assistance Coordinator (PAC). The PAC will assist the city to write the large project PW. The PWs are prepared based on Permanent Work or Emergency Work.

## **ON-SITE INSPECTIONS**

CalOES will send team(s) to visit the City. One person will be from CalOES, and the other will be from FEMA. They will meet with the Director of Emergency Management who will arrange meetings with other City personnel as necessary. These City employees will be individuals who have detailed knowledge of damaged facilities, cost estimates, and potential mitigation work that may prevent future damage.

The team will want to see:

- Damaged facilities.
- Pictures or videos of damage/destruction.
- Narratives on work done.
- A broad summary of costs to date with estimates of work to be completed.
- Proposals on repair, reconstruction and mitigation projects.
- These need not be final; they can be changed.

The team will want to discuss:

- How payroll costs are organized and developed.
- How payroll cost relates to time worked.
- How fringe benefit rates are determined.

After the on-site inspection, the team will draft a Public Worksheet (PW).

The team will discuss the PW with the Director of Emergency Management who will bring in the other interested parties in the City. **The critical item at this point is not the dollar estimate on the PW, but the scope of work that is approved.** The dollar amount can change as actual costs become known, but the scope of work should be what is necessary to do the job. If the scope of work is adequate, then the Department Head or any one of the City's designated agents will sign the PW.

There is a sixty-day period in which to bring new damage sites to the attention of the disaster assistance agencies from the date of the team's first on-site visit.

## **POST PW PROCEDURES**

**All documentation and costs must be gathered and sorted to support their respective PWs.** Thus, if there is one PW for Debris Clearance, all payroll costs and time cards for those personnel working on Debris Clearance must be sorted and organized to document these costs on that PW. Also, all equipment costs, dump fees, etc. for this work become part of the documentation package for this PW. The same holds true for the separate PW for Protective Measures; a separate all-inclusive documentation package for each category must be compiled.

**The PWs for construction projects will require the same specific documentation.** Each will require, as appropriate: engineering studies, architectural plans, bid packages, selection records, contracts, contractor's invoices, payment records, and all other costs. Also, note that since government money is involved that the Davis Bacon Act and/or state prevailing wage clauses will apply and must also be documented.

**Remember four important things:**

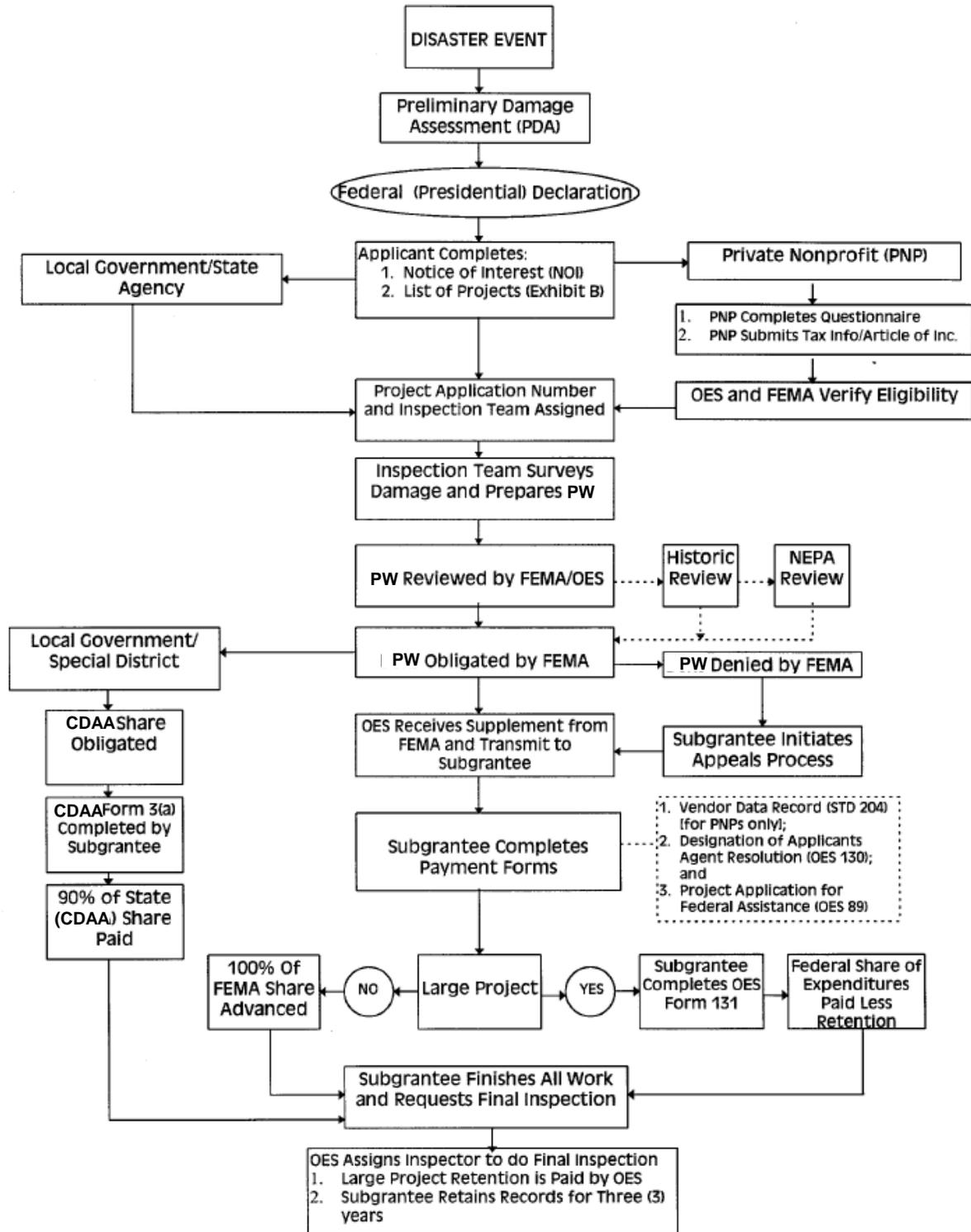
- 1. DOCUMENT EACH COST TO A SPECIFIC DISASTER ACTION AND LOCATION.**
- 2. DOCUMENT EACH COST TO A SPECIFIC DISASTER ACTION AND LOCATION.**
- 3. DOCUMENT EACH COST TO A SPECIFIC DISASTER ACTION AND LOCATION.**
- 4. FAILURE TO FOLLOW SEMS/NIMS MAY COST YOU CDAA ASSISTANCE ON ELIGIBLE EMERGENCY PERSONNEL COSTS.**

**PUBLIC ASSISTANCE DEADLINES**

<b>SUBJECT</b>	<b>DEADLINE</b>	<b>COMMENTS</b>
<p><b>Notice of Interest (NOI)</b> This is the application for the Public Assistance Program. Private nonprofit (PNP) organizations must submit additional documentation identified on the back of the NOI</p> <p>[Title 44 CFR, 206.202(c)]</p>	<p><b>30 days</b>  (from Presidential declaration date)</p>	<p>CalOES may submit a written request to extend the deadline under extenuating circumstances.</p>
<p><b>Project Worksheets</b> This form lists information related to the damaged sites and is separate from any preliminary damage assessment (PDA) information previously provided.</p> <p>[Title 44 CFR, 206.202(d)]</p>	<p><b>60 days</b>  (from the first substantive meeting with FEMA)</p>	<p>The inspection team will not prepare Project Worksheets (PWs) until the Project Listing is submitted.</p>
<p><b>New Damage Identification</b></p>	<p><b>60 days</b>  (after initial site visit)</p>	<p>To report new damage, the sub-grantee submits an amended Project Listing or a request for a supplemental PW if an initial PW at the site was approved.</p>
<p><b>Completion of Emergency Work</b>  [Title 44 CFR, 206.204(c), (d)]</p>	<p><b>6 months</b>  (following Presidential declaration date)</p>	<p>Additional time may be granted based on extenuating circumstances or unusual project requirements beyond the sub-grantee's control.</p>
<p><b>Completion of Permanent Work</b>  [Title 44 CFR, 206.204(c), (d)]</p>	<p><b>18 months</b>  (following Presidential declaration date)</p>	<p>Additional time may be granted based on extenuating circumstances or unusual project requirements beyond the sub-grantee's control.</p>
<p><b>Appeals</b>  Sub-grantees have the right to appeal any action taken by FEMA</p> <p>[Title 44 CFR, 206.206]</p>	<p><b>60 days</b>  (from notification of determination)</p>	<p>The sub-grantees have three opportunities to file an appeal with FEMA, via CalOES.</p>
<p><b>Cost Overruns</b>  For each disaster, FEMA will not normally review small project cost overruns.</p> <p>[Title 44 CFR, 206.204(e)(2)]</p>	<p><b>60 days</b>  (after last small project is complete)</p>	<p>The sub-grantee must appeal for additional small project funding, through the appeal process, once all small projects are complete. A supplemental PW may be prepared based on the net overrun of all small project costs.</p>
<p><b>Final Inspection</b>  CalOES must complete a Final Inspection Report (FIR) after a sub-grantee has completed all of their projects under one disaster event.</p>	<p><b>60 days</b>  (after completing last project)</p>	<p>The sub-grantee must submit a written request to initiate the FIR.</p>

CalOES Public Assistance Section – (916) 845-8100

## Insert Public Assistance Overview Flow Chart



## **SECTION IV DOCUMENTATION AND SYSTEMS**

- **Immediately after a Disaster, begin documentation of all expenses incurred.**
- **Project Worksheets (PWs) will be written based on this information.**
- **Once PWs are written, all documentation should be kept by PW number.**

### **FILES**

- Keep records by projects/categories until PW s are written.
- When PW is written, keep all records by PW.
- All expenditures for wages, supplies, and equipment for each PW must have supporting documentation.

### **GENERAL DOCUMENTATION REQUIREMENTS**

- Keep and maintain acceptable documentation of work performed and the costs incurred for each Project Worksheet (PW).
- Failure to keep and maintain proper documentation will result in disallowing reimbursement and the City will have to return the money.
- Be sure that the dates on all documentation are within the allowable time period. This period is from the date of the disaster to the completion date of the work approved in the PW. Small overruns (exceeding 10% of approved costs) should be reported as soon as you are aware of the overrun so that a supplemental PW can be requested from FEMA.
- Stay within the scope of work as stated in the PW. FEMA will pay only for repairs included in the PW scope of work.
- You must seek approval to **change the scope of work!** Request an approval of an “improved project”.

## **DO'S AND DON'TS FOR USING THE DISASTER ACCOUNTING SYSTEM**

<b>DO:</b>	<b>DO:</b>	<b>DO:</b>	<b>DO:</b>	<b>DO:</b>	<b>DO:</b>
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- **DO** record and identify all regular and overtime hours **WORKED** on the disaster/emergency.
- **DO** write on time card the location and brief description of work performed.
- **DO** charge vehicles and equipment used and indicate when and where.
- **DO** charge equipment rentals to the appropriate charge points.
- **DO** charge outside contracts to the appropriate charge points.
- **DO** document how contracts were awarded.
- **DO** place limits on contract with, "Amount not to exceed". If more work needs to be done, then amend contract.
- **DO** use terms such as "Assess risk to public Health and Safety" instead of "Survey damage".
- **DO** use terms such as Direct, Control, Assign, and Dispatch instead of Administer.
- **DO** report all damage to the Finance Department or the Finance Section: Cost Recovery Unit when the Emergency Operations Center is opened.
- **DO** keep all records and unit logs accurately and up to date.
- **DO** ask questions of the Finance Department or Cost Recovery Documentation Unit, when the EOC is opened, for clarifications.

<b>DO NOT:</b>					
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- **DO NOT** order **everyone** to charge **all** time to the disaster. Only charge those people and hours actually **WORKED**.
- **DO NOT** charge stand-by time to the system. FEMA will only pay for time worked.
- **DO NOT** charge manager overtime to the system. The system will not post it, if the City does not pay it, FEMA will not reimburse for it. (If the city does compensate manager overtime, **Do** record this time.)
- **DO NOT** enter into sole source contracts without **explicit documentation** of why it was **necessary**.
- **DO NOT** enter into cost plus contracts.
- **DO NOT** enter into open-ended contracts with no cap on expense. Place limits and amend if necessary.
- **DO NOT** use terms such as "Damage Survey." Use "Assess for risk to health and safety".
- **DO NOT** use the term Administer in place of Direct, Control, Assign, or Dispatch.
- **DO NOT** assume damage to a City facility is not recoverable. It may be, but let the disaster assistance agencies make that decision. Let's not make it for them.
- **DO NOT** throw away records.
- **DO NOT** forget to ask questions.

**NOTE:**

While recent FEMA regulations do not allow recovery of straight time for emergency response activities, **record it anyway**. We can recover straight time for other categories of work and in some cases where we assist other agencies. Better to record and not to use than not record and try to recreate.

**Prepare files which, include the following information and documents:**

- Detailed discussion of the damage and what was done or what needs to be done at the site
- Photographs off the site before work, during, and after (if the work was completed prior to the PW being written)
- Lists of damaged and destroyed equipment
- Force account labor costs summaries, backed up by detailed labor runs, and time sheets
- Vendor purchase orders, invoices, and payments
- Contractor contract(s), invoices, and payments
- Explanation of how the contract was procured, explaining what procurement method was used
- If price was not competitively determined, explain why not
- Authorizations to perform the work by department head, legislative authority (council/supervisors), or executive authority (mayor/city manager/county administrator)
- Correspondence with CALOES and/or FEMA
- Insurance information/settlements
- Appeals information

You must remember, the recovery process can be very long and frustrating, but the City should do everything possible to recover the costs.

**REMEMBER, REIMBURSEMENT IS TIED TO DOCUMENTATION!**

**KEEP GOOD RECORDS!**

## **SECTION V FORCE ACCOUNT**

### **GENERAL**

Force Account is a term used to identify City employees, equipment, and materials. The following are elements in which force account costs typically include:

- Regular and overtime salaries and wages
- Fringe benefits
- Indirect costs
- Equipment and materials

Labor hours are accounted for by a time sheet or time card. Since time sheets vary, it is important that you note the following advice:

**You must show on every time sheet what the individual was doing, where, and when.**

This is not an easy task because most time sheets do not provide adequate space for explaining the individual's activities. However, it is acceptable to use:

1. Special disaster account or work order numbers, as long as they describe the work in sufficient detail.
2. Have the employee write on the back of the time sheet, the date, hours, location, and work performed.
3. A supplementary time sheet reconciled to the official time sheet disclosing dates, hours, locations, and work descriptions.

The reason for this level of detail is that FEMA will be requiring details in order to write the PW. Accordingly, this level of detail is above what you may normally require in your current system.

**Regular time and overtime labor costs must be segregated.**

**Your regular time card system may not have a sufficient level of detail to meet the requirements of FEMA and CAOES.**

FEMA does not allow indirect cost rates under its program. However, you must include the indirect costs as part of your site or PW costs. FEMA provides an administrative allowance that covers costs of requesting, obtaining, and administering federal Public Assistance grants. The administrative allowance is based on the total amount of approved federal assistance and determined using a sliding scale of 0.5 to 3 percent.

The California Disaster Assistance Act provides a 10 percent administrative allowance for each approved PW. The administrative allowance covers the costs of requesting, obtaining, and administering state Public Assistance grants.

## **WORK PERFORMED BY FORCE ACCOUNT**

### **EMPLOYEES**

The claimed cost for labor must be broken down by PW and must indicate the date, hours, locations, and type of work performed by the employee.

- Each Department is responsible for the employees that work for them and obtaining their time cards.

### **TIME CARDS MUST REFLECT THE FOLLOWING:**

- a. Employee name
  - b. Job classification – laborer, truck driver, etc.
  - c. Date and number of hours worked each day
  - d. Total hours worked in the pay period
  - e. Hourly rate of pay, including regular and overtime hours listed separately
  - f. Total earnings and paycheck numbers
  - g. Pay period
- If time-and-a-half for double time is paid, such payment must be in accordance with policy or labor agreement in effect prior to the disaster. The Davis-Bacon Act is not applicable to FEMA grants.
  - If you hire temporary workers or extra help to complete items, you must put them on your payroll and identify the job, wages, and period of employment.
  - If you use someone else's resources (personnel or equipment), you must document their use exactly as you would document your own. In addition, an invoice is required to show that you have paid for the use of those resources. This invoice must show the date and amount paid and the services or materials being paid.
  - Records must also show which PW the employee worked on each day and each hour if he worked on more than one PW in a single day. You must document your claims for each PW individually.
  - Records must show how much time the employee worked on each PW and how much time (if any) was spent on his regular job.
  - Overtime must be shown on the payroll as being disaster related.
  - Set up procedures so you will know each day who worked on what disaster related job, for how long, and what he or she did. The Labor Record should be used to document hours worked on a disaster project.
  - If an employee worked on two or more PW s in the same day, a separate report for each PW should be filed in the proper PW folder.
  - You must keep a record of volunteer labor if you are claiming your equipment hours used by them.

## **EQUIPMENT: GENERAL**

- Use the Force Account Equipment Record or the Rented Equipment Record to document equipment used on each job. Place these forms in each PW folder immediately upon starting work.
- Rates claimed for your equipment should correspond to those approved on FEMA's "Schedule of Equipment Rates".
- List equipment and its size. Document equipment, your own and rented, used on each.

## **CITY-OWNED EQUIPMENT**

Claims for use of City-owned equipment used on eligible disaster work must be broken down by PW and supported by documentation similar to that required for employees' labor costs. Equipment use may be shown on the operator's individual time card or on a daily activities report.

The following information must be shown for each piece of equipment used:

- a. Type of equipment, size, capacity, make, and model
- b. Location of use
- c. Dates and number of hours used each day
- d. Total hours used
- e. Hourly rate approved by FEMA
- f. Total cost

If an equipment operator operates more than one piece of equipment in a day, the total number of hours for the equipment use must not be greater than the hours worked by the operator. Equipment not in actual use is considered stand-by equipment and is not eligible for FEMA reimbursement.

## **RENTED EQUIPMENT**

- Note PW number on each invoice/contract.

Invoices for equipment rental must include the following information:

- a. Type of equipment, size, capacity, make, and model
- b. Rental rate per hour of use
- c. Dates and hours used each day
- d. Total rental cost for each piece of equipment
- e. Payment check number, amount paid and date paid

If the equipment is rented from another public agency, the rental rate must not be greater than the approved FEMA rate.

## **MATERIAL & SUPPLIES: GENERAL**

- Must document materials and supplies, purchased or taken from stock.

Documentation must show the following:

- a. Unit price
- b. Quantity
- c. Total cost
- d. Description
- e. Date purchased
- f. Date used
- g. Job site
- h. Date paid
- i. Amount paid
- j. Check number

- Use a Materials Record form each time any materials are used on the job. Record the information on this form.
- Claims for materials taken from stock must be supported by either the original purchase invoice or invoice for replacement materials. The materials invoice should be placed in each PW folder.

## **MATERIALS FROM CITY STOCK**

Claims must be broken down by PW and must indicate the location, where and how the material was used. The claimed cost for the materials must be supported by one of the following:

- a. The invoice for the original purchase cost
- b. The invoice covering the replacement cost
- c. The City's stock record card showing the calculation of an average price based on several purchase invoices (only the actual cost paid the supplier is eligible). Added costs for handling and overhead are ineligible.

Invoices for materials furnished must include the following information:

- a. Quantity of materials
- b. Description of materials
- c. Unit cost
- d. Total cost of each item
- e. Total amount of invoice

If materials are used on more than one PW, the quantity and cost must be distributed to the various PW s.

## **SERVICES**

Services performed by other public agencies for the City must have the same detail of documentation for labor, equipment, and materials as required for force account work by the applicant. Invoices for labor must give the same details as required for the City's employees. Invoices for rental of publicly owned equipment must give the same details as required for use of the City's equipment and must be at approved FEMA rates. Materials used must be at actual cost paid to the supplier with nothing added for handling, overhead, etc.

## **SECTION VI PROCUREMENT**

### **GENERAL**

The State and Federal programs allow the City to procure materials and services according to our own procurement procedures provided they meet the State and Federal guidelines.

### **PROCUREMENT STANDARDS**

Federal procurement standards are covered in the revised OMB Circular A-102. These standards are applicable to procurements expected to exceed \$25,000.

#### Types of Procurement

- Small Purchases
- Competitive Sealed Bids
- Price Negotiation
- Non-competitive Negotiation

Procurement for small purchases generally require you to seek the best price by calling a number of vendors.

Competitive sealed bids for contracts exceeding \$25,000 requires formal advertising in recognized trade journals and newspapers, a specific time for opening bids and the award of the contract to the **lowest responsive and responsible** bidder.

Price negotiation is the request for proposal process (RFP), whereby you are selecting the services of the best qualified individual or firm to perform specific services products. Cost is generally the second objective in the process. The primary concern is the qualification of the contractor.

Non-competitive negotiation is basically Sole Source procurement. The circumstances acceptable for sole source may be:

1. The item is available from only one source
2. Public emergency and urgency will not permit a delay incident to competitive bidding
3. The federal or state funding agency authorizes it
4. Competition is inadequate even though you tried to competitively bid the work.

The biggest problem you will encounter is sole source procurement. Even though the immediate disaster response may have forced you to use sole source procurement, you must document why you used this method and how you negotiated the price.

## **CONTRACTING**

**IF YOU AWARD ONE CONTRACT TO COVER SEVERAL PWs/SITES, DON'T FORGET TO REQUIRE THE CONTRACTOR TO SEGREGATE COSTS ON THE INVOICES BY SITE, PW AND/OR WORK PERFORMED!!!!**

It is relatively easy to include in the contract, under the section instructing the contractor as to how and when to invoice its services, the requirement to cost out the services by site, or as required for reimbursement.

## **TIME & MATERIALS CONTRACTS**

These types of contracts are used immediately after the disaster has occurred. Since the scope of the work is unknown, the contractor requests a TM contract to perform its work.

The TM contract is acceptable if you put a cost ceiling on the contract to prevent the contractor from running up the costs.

## **COST PLUS A PERCENTAGE OF COST CONTRACT**

This type of contract is prohibited by the State and FEMA.

The reason this type of contracting method is not acceptable is because there is no incentive for the contractor to hold down costs. In fact, the higher the costs, the bigger the profit the contractor will make.

## **CONTINGENCY CONTRACTS**

This type of contract is prohibited by the State and FEMA.

Under no circumstances are you to condition that payments will be made only if you receive funds from the State and/or the Federal governments.

## **CONTRACT PRICE NEGOTIATION**

It is imperative that you document how you arrived at the contract price. This is easy if you use the RFP or competitive bid processes. This is not so easy if you are procuring emergency contract services without formal bidding.

## **DEBARRED CONTRACTORS**

You are prohibited from contracting with debarred contractors. You may obtain a list of debarred contractors from CALOES or FEMA.

## **WORK PERFORMED BY CONTRACT**

You must have a copy of the contract changes orders, if any, and all invoices for each PW. In addition, you must show on or attach to each invoice:

- A copy of the contract advertisement or copies of requests for bids
- Bid documents, plans, and specifications
- A list of bidders
- Tabulation of bids received
- Invoices (progress payment requests)
- Inspectors' daily logs
- Canceled checks or evidence of cash payments
- The date and amount paid and the check number
- Proof that you gave the work to the low bid contractor (all projects approved for \$25,000 or more must comply with competitive bidding requirements)

If you do not accept the low bid (there may be some acceptable reasons for not taking the low bid) indicate why and place this statement in the PW folder. You may then give the contract to the next lowest bidder who is able to meet the terms of the contract.

If the contract is for more than the PW approved amount, you must contact FEMA.

### **CAUTION**

FEMA will not approve cost-plus-percentage-of-cost contracts or any contract where payment for work is contingent upon federal reimbursement. Any work done by either type of contract will be ineligible and no federal funds will be paid for it.

Payments may be verified at final inspection and/or audit. Invoices not paid will be disallowed. Earned cash discounts or payments made within discount date indicated on the invoice must be deducted from the claimed cost.

Each site may have more than one PW. You must account for the costs by PW.

## SECTION VII FORMS

### Force Account Labor Summary Record

FEDERAL EMERGENCY MANAGEMENT AGENCY FORCE ACCOUNT LABOR SUMMARY RECORD										Page <span style="background-color: yellow;">1</span> of <span style="background-color: yellow;">1</span>			
1. APPLICANT			2. PA ID			3. PROJECT NO.			4. DISASTER NUMBER <span style="background-color: yellow;">1498-DR-CA</span>				
5. LOCATION/SITE						6. CATEGORY			7. PERIOD COVERING to				
8. DESCRIPTION OF WORK PERFORMED													
NAME	JOB TITLE	DATES AND HOURS WORKED EACH WEEK							COSTS				
		DATE							TOTAL HOURS	HOURLY RATE	BENEFIT RATE/HR	TOTAL HOURLY	TOTAL COSTS
NAME	JOB TITLE	REG.						0			\$ -	\$ -	
NAME	JOB TITLE	O.T.						0			\$ -	\$ -	
NAME	JOB TITLE	REG.						0			\$ -	\$ -	
NAME	JOB TITLE	O.T.						0			\$ -	\$ -	
NAME	JOB TITLE	REG.						0			\$ -	\$ -	
NAME	JOB TITLE	O.T.						0			\$ -	\$ -	
NAME	JOB TITLE	REG.						0			\$ -	\$ -	
NAME	JOB TITLE	O.T.						0			\$ -	\$ -	
NAME	JOB TITLE	REG.						0			\$ -	\$ -	
NAME	JOB TITLE	O.T.						0			\$ -	\$ -	
Total Cost for Force Account Labor Regular Time											\$ -		
Total Cost for Force Account Labor Overtime											\$ -		
I CERTIFY THAT THE ABOVE INFORMATION WAS OBTAINED FROM PAYROLL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.													
CERTIFIED						TITLE				DATE			
FEMA Form 90-123, NOV 98													



## Rented Equipment Record

<b>City of Beverly Hills</b>													
<b>Rented Equipment Record</b>				Page	(1) of	(1)							
Date Prepared:	(Date)			Time Period:	(Date)	to	(Date)						
Location of Work:	(City)				(Date)			(Year)					
Description of Work:	(Shelter Operations etc)			State DSR No.	(enter #)								
Record Prepared By:	(Your Name)			Fed DSR N	(enter #)			Job Site Number:	(enter #)				
OES No.													
FEMA- P.A. No.	(#)	-DR		Category	( ) A	( ) B	( ) C	( ) D	( ) E	( ) F	( ) G		
Type of Equipment	Date	Time Used	Rate Per Hour		Total	Vendor	Invoice Number	Payment Date	Amount Paid				
			w/Opr	wo/Opr	\$0.00								
					\$0.00								
					\$0.00								
					\$0.00								
					\$0.00								
					\$0.00								
					\$0.00								
					\$0.00								
					\$0.00								
					\$0.00								
					\$0.00								
					\$0.00								
					\$0.00								
					\$0.00								
					\$0.00								
I certify that this is a true copy _____													

EOC Form 008 (rev 4/97)



**Supporting Documentation to  
Emergency Operations Plan**

# Labor Record

<b>City of Beverly Hills</b>										Page (1) of (1)									
<b>Labor Record</b>										Time Period: (Date) to (Date) (Year)									
Location of Work: (City)										Date Prepared: (Date)									
Description of Work: (Shelter Operations etc)										State DSR No. (enter #)									
Labor Record Prepared By: (Your Name)										Fed DSR (enter #)				Job Site Number: (enter #)					
OES No. FEMA- (#) -DR P.A. No. ( )										Category ( ) A ( ) B ( ) C ( ) D ( ) E ( ) F ( ) G									
Name	Job Class	Date	Date / Hours Worked Each Day							Total Hrs	Gross Rate	Gross Pay	Benefit Rate	Benefit Pay	Total Regular Pay	Total O.T. Pay			
			Sun	Mon	Tues	Wed	Thurs	Fri	Sat										
name	Reg.								0.00	0.00	0.00	0.00	0.00	0.00	0.00				
	O.T.														0.00				
name	Reg.								0.00	0.00	0.00	0.00	0.00	0.00	0.00				
	O.T.														0.00				
name	Reg.								0.00	0.00	0.00	0.00	0.00	0.00	0.00				
	O.T.														0.00				
name	Reg.								0.00	0.00	0.00	0.00	0.00	0.00	0.00				
	O.T.														0.00				
name	Reg.								0.00	0.00	0.00	0.00	0.00	0.00	0.00				
	O.T.														0.00				
name	Reg.								0.00	0.00	0.00	0.00	0.00	0.00	0.00				
	O.T.														0.00				
name	Reg.								0.00	0.00	0.00	0.00	0.00	0.00	0.00				
	O.T.														0.00				
Totals									0.00	0.00	0.00	0.00	0.00	0.00	0.00				
I certify that this is a true copy:																			
This form is based on OES Form 103 (rev2-93) DAD Form																EOC Form 006 (Rev 4-97)			

## Contract Work Summary Record

FEDERAL EMERGENCY MANAGEMENT AGENCY CONTRACT WORK SUMMARY RECORD			Page	of
1. APPLICANT	2. PA ID	3. PW #	4. DISASTER NUMBER	
5. LOCATION/SITE		6. CATEGORY	7. PERIOD COVERING to	
8. DESCRIPTION OF WORK PERFORMED				
DATES WORKED	CONTRACTOR	BILLING/INVOICE NUMBER	AMOUNT	COMMENTS—SCOPE
to			\$	
<b>GRAND TOTAL</b>			\$	
I CERTIFY THAT THE ABOVE INFORMATION WAS OBTAINED FROM PAYROLL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.				
CERTIFIED		TITLE		DATE

**Supporting Documentation to  
Emergency Operations Plan**

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State of California  
OFFICE OF  
EMERGENCY SERVICES

P.A. No.: \_\_\_\_\_

**DESIGNATION OF  
APPLICANT'S AGENT RESOLUTION**

BE IT RESOLVED BY THE \_\_\_\_\_ OF THE  
\_\_\_\_\_  
(Governing Body) (Name of Applicant)

THAT \_\_\_\_\_, OR  
(Title of Authorized Agent)  
\_\_\_\_\_, OR  
(Title of Authorized Agent)  
\_\_\_\_\_  
(Title of Authorized Agent)

is hereby authorized to execute for and in behalf of the \_\_\_\_\_, a public entity established under the laws of the State of California, this application and to file it in the Office of Emergency Services for the purpose of obtaining certain federal financial assistance under P.L. 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.

THAT the \_\_\_\_\_, a public entity established under the laws of the State of California, hereby authorizes its agent(s) to provide to the State Office of Emergency Services for all matters pertaining to such state disaster assistance the assurances and agreements required.

Passed and approved this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
(Name and Title)

\_\_\_\_\_  
(Name and Title)

\_\_\_\_\_  
(Name and Title)

**CERTIFICATION**

I, \_\_\_\_\_, duly appointed and \_\_\_\_\_ of  
(Name) (Title)

\_\_\_\_\_, do hereby certify that the above is a true  
and correct copy of a

resolution passed and approved by the \_\_\_\_\_ of the \_\_\_\_\_  
(Governing body) (Name of Applicant)

on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Date: \_\_\_\_\_

\_\_\_\_\_  
(Official Position)

\_\_\_\_\_  
(Signature)

**Supporting Documentation to  
Emergency Operations Plan**

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OFFICE OF  
EMERGENCY SERVICES

P.A. No. \_\_\_\_\_

**PROJECT APPLICATION FOR FEDERAL ASSISTANCE**

SUBGRANTEE'S NAME: \_\_\_\_\_  
(Name of Organization)

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

AUTHORIZED AGENT: TITLE: \_\_\_\_\_

**ASSURANCES - CONSTRUCTION PROGRAMS**

Note: Certain of these assurance may not be applicable to all of your projects. If you have questions, please contact the Governor's Office of Emergency Services. Further, certain federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant I certify that the subgrantee named above:

1. Has the legal authority to apply for federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-federal share of project costs) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the state, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title, or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the federal interest in the title of real property in accordance with awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with federal assistance funds to assure nondiscrimination during the useful life of the project.
4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progress reports and such other information as may be required by the assistance awarding agency or state.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gains.
8. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.
9. Will comply with all federal statues relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-1683 and 1685-1686) which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794) which prohibit discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101-6107) which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 93-255) as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616) as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. § 3601 et seq.), as amended, relating to nondiscrimination in the sale rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for federal assistance is being made, and (j) the requirements on any other nondiscrimination statute(s) which may apply to the application.

**Supporting Documentation to  
Emergency Operations Plan**

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10. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced or whose property is acquired as a result of federal and federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of federal participation in purchases.
11. Will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$5,000 or more.
12. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.O. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved state management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§ 1451 et seq.); (f) conformity of federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. § 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.O. 93-205).
13. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§ 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
14. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and preservation of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq).
15. Will comply with Standardized Emergency Management (SEMS) requirements as stated in the California Emergency Services Act, Government Code, Chapter 7 of Division 1 of Title 2, Section 8607.1(e) and CCR Title 19, Sections 2445, 2446, 2447 and 2448.
16. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984 and the Single Audit Act Amendments of 1996.
17. Will comply with all applicable requirements of all other federal laws, Executive Orders, regulations and policies governing this program.
18. Has requested through the State of California, federal financial assistance to be used to perform eligible work approved in the subgrantee application for federal assistance. Will, after the receipt of federal financial assistance, through the State of California, agree to the following:
  - a. The state warrant covering federal financial assistance will be deposited in a special and separate account, and will be used to pay only eligible costs for projects described above;
  - b. To return to the State of California such part of the funds so reimbursed pursuant to the above numbered application which are excess to the approved, actual expenditures as accepted by final audit of the federal or state government.
  - c. In the event the approved amount of the above numbered project application is reduced, the reimbursement applicable to the amount of the reduction will be promptly refunded to the State of California.

The undersigned represents that he/she is authorized by the above named subgrantee to enter into this agreement for and on behalf of the said subgrantee.

\_\_\_\_\_  
SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE

**Supporting Documentation to  
Emergency Operations Plan**

FEDERAL EMERGENCY MANAGEMENT AGENCY		O.M.B. No. 3067-0151 Expires April 30, 2001			
<b>PROJECT WORKSHEET</b>					
<b>PAPERWORK BURDEN DISCLOSURE NOTICE</b>					
Public reporting burden for this form is estimated to average 30 minutes. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the needed data, and completing and submitting the forms. 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 the forms. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC 20472, Paperwork Reduction Project (3067-0151). <b>NOTE:</b> Do not send your completed form to this address.					
DECLARATION NO.  FEMA-     -DR-  -     -	PROJECT NO.	FIPS NO.	DATE		
DAMAGED FACILITY		WORK COMPLETE AS OF:  :                    %			
APPLICANT		COUNTY			
LOCATION		LATITUDE	LONGITUDE		
DAMAGE DESCRIPTION AND DIMENSIONS					
SCOPE OF WORK					
CalOES the Scope of Work change the pre-disaster conditions at the site? <input type="checkbox"/> Yes <input type="checkbox"/> No Special Considerations issues included? <input type="checkbox"/> Yes <input type="checkbox"/> No     Hazard Mitigation proposal included? <input type="checkbox"/> Yes <input type="checkbox"/> No Is there insurance coverage on this facility? <input type="checkbox"/> Yes <input type="checkbox"/> No					
<b>PROJECT COST</b>					
<b>ITE</b>	<b>CODE</b>	<b>NARRATIVE</b>	<b>QUANTITY/</b>	<b>UNIT</b>	<b>COST</b>
			/		
			/		
			/		
			/		
			/		
				<b>TOTA</b>	
PREPARED BY:					

FEMA Form 90-91, SEP 98

REPLACES ALL PREVIOUS EDITIONS.