



**Homeland Security
and Emergency Services**

PUBLIC ASSISTANCE PROGRAM

HANDBOOK of POLICIES and GUIDELINES for APPLICANTS

FEMA 4480-DR-NY

COVID-19 Pandemic

Incident Period: January 20, 2020 to TBD

Declaration Date: March 20, 2020

Andrew M. Cuomo
Governor

Patrick A. Murphy
Commissioner

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NYS DIVISION OF HOMELAND SECURITY AND EMERGENCY SERVICES

FEDERAL EMERGENCY MANAGEMENT AGENCY PUBLIC ASSISTANCE PROGRAM

PROGRAM OVERVIEW:

In late 2019, the Coronavirus Disease 2019 (COVID-19) began to spread across the globe, with the first case identified in the United States on January 21st, 2020. As positive COVID-19 cases began to increase significantly in New York State, a major disaster declaration was requested by Governor Andrew M. Cuomo. Under the provisions of Section 401 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. §§ 5121-5207 (Stafford Act), Governor Cuomo's request was approved by the President on March 20th, 2020. The major disaster declaration (DR-4480) provides access to funding under the Federal Emergency Management Agency's (FEMA) Public Assistance (PA) Program.

The FEMA PA Program reimburses eligible Applicants for eligible costs incurred during a specific time period for eligible activities and procurement in responding to a declared disaster. FEMA reimbursement is generally provided **at 75% of eligible costs with the remaining 25% of costs the responsibility of the Applicant**. The New York State Division of Homeland Security and Emergency Services (DHSES) is responsible for the program management and administration within the State of New York.

Participation in the FEMA PA Program is strictly voluntary. If you are an otherwise eligible Applicant for FEMA PA grant funding and have chosen not to participate in this program, it has no impact on eligibility for other COVID-19 federal funding programs.

Available FEMA Funding:

For COVID-19, FEMA has limited eligible work to Emergency Protective Measures (Category B), which is comprised of activities and procurements that are reasonable and necessary to protect public health and safety from the immediate threat of the COVID-19 virus. Such actions should be consistent with the direction or guidance of public health officials in response to the COVID-19 disaster. Given the unique nature of the COVID-19 disaster, FEMA has provided additional guidance on specific activities that may be more frequently utilized during COVID-19. Throughout this Handbook, COVID-19 specific activities and purchases are included and discussed— including details on the types of documentation necessary to substantiate claims for reimbursement and other special considerations.

Eligible Applicants – Who Should Apply:

Eligible Applicants include State Agencies, Local Governments, Federally recognized Indian Tribal Governments, and Private Nonprofit Organizations (PNPs) that provides educational, utilities, emergency services (i.e. fire, ambulance, rescue), medical care (including hospitals and other long-term care facilities) or custodial care for the aged and disabled, and other essential social-type services to the general public. FEMA has the final determination on the eligibility of any and all prospective Applicants.

Eligible Costs – Determining Factors:

Eligible claimed costs must be necessary in order to respond to the COVID-19 Public Health Emergency and reasonable pursuant to Federal regulations and Federal cost principles. A cost is considered

reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost. All costs are subject to standard PA program eligibility and other Federal requirements. For an eligible Applicant's activities, purchases and other incurred costs to be considered for reimbursement, they must meet the following criteria:

1. Must be a direct result of an incident for which there is a federally declared disaster.
2. Must be incurred within the federally designated disaster area. (i.e. New York State)
3. Must be incurred on or before the end of the project's authorized period of performance (POP).
4. Proper procurement guidelines are followed as outlined by Federal procurement standards found at 2 C.F.R. §§ 200.317 – 200.326
 - 4.1. FEMA has released additional information to consider when utilizing contracted resources under exigent or emergency circumstances to maintain FEMA reimbursement eligibility ([Appendix K](#)).
5. Eligible costs for a project must exceed the minimum project threshold of \$3,300 after applicable deductions for insurance proceeds and any other funding sources.
6. Must be the legal responsibility of an eligible Applicant at the time of the incident.

FEMA and the U.S. Department of Homeland Security's Office of Inspector General (OIG) closely review applicant procurement actions and contract selections, with an emphasis on noncompetitive procurement actions, to evaluate compliance with applicable local, State and federal procurement requirements. Applicants that fail to follow all applicable contracting and procurement requirements risk jeopardizing FEMA funding.

Important Deadlines:

To access FEMA funding, an eligible applicant must apply via a Request for Public Assistance (RPA). While the period for submitting an RPA is currently open (as of June 29, 2020)¹, applicants should submit it as soon as possible. Interested Applicants should click [here](#) for further information on how to apply.

FEMA's deadline to identify and report eligible activities, purchases, and other incurred costs for COVID-19 is tied to the Public Health Emergency, as declared by the Secretary of the U.S. Department of Health and Human Services. The deadline will remain open for the duration of the Public Health Emergency, unless an earlier deadline is deemed appropriate by the Assistant Administrator of FEMA's Recovery Directorate. As such, Applicants must identify and report damage by either: 60 days from the end of the Public Health Emergency or 60 days from the approval of their RPA, whichever is later.

FEMA may provide reimbursement for documented eligible activities, purchases and other incurred costs through **September 20, 2020** (Period of Performance for COVID-19). Applicants seeking reimbursement for otherwise eligible activities or purchases incurred beyond that date must request a time extension.

For all COVID-19 declarations, Applicants must identify and report damage by submitting Streamlined Project Applications to FEMA via the Grants Portal form.

¹ For most declared disasters, the RPA must be submitted within 30 days of the declaration date. However, for DR-4480 (COVID-19) the deadline to submit an RPA is 30 days from the end of the incident period. The incident period is currently open; therefore, the deadline is undetermined.

The following types of activities have exceptions to the September 20, 2020 eligibility date as well as other limiting considerations for reimbursement.

- Non-Congregate Sheltering – 30 days based on FEMA guidance, which may be extended; policy outlined in [Appendix H](#).²
- Food Purchase and Delivery - 30 days based on FEMA guidance, which may be extended; policy outlined in [Appendix N](#).
- Eligible Medical Care, including the operation of a Temporary Medical Facility - Six months from the date of the declaration in accordance with regulatory timeframes for emergency work at 44 C.F.R. §206.204(c) or until the end of the COVID-19 Public Health Emergency, whichever comes first; policy outlined in [Appendix I](#).

This Applicant's Handbook is intended to provide Applicants with general overview of COVID-19 specific policies and procedures for DR-4480. For additional details on other types of general Public Assistance funding, please refer to FEMA's Public Assistance Program and Policy Guide (PAPPG) Version 3.1 (April 2018) and COVID-19 Public Assistance program policy guidance, which are applicable to this disaster and available on the DHSES Recovery website, FEMA's website, and in the Resources Tab in Grants Portal.

² As of June 29, 2020, there is a statewide plan in effect through July 25, 2020. Please consult the DHSES website (<http://www.dhSES.ny.gov/recovery>) for the latest information.

DISASTER FACT SHEET:

DISASTER NUMBER: FEMA-4480-DR-NY
TYPE OF DISASTER: COVID-19 Pandemic Event
DATE OF DECLARATION: March 20, 2020
INCIDENT PERIOD: January 20, 2020 to TBD

TYPE OF ASSISTANCE AVAILABLE:

- **Public Assistance:** Assistance to State and Local Governments and certain Private Nonprofit Organizations for eligible Emergency Protective Measures conducted in:

All counties in New York State have been declared

- **Hazard Mitigation Grant Program:** Assistance to State and Local Governments for actions taken to prevent or reduce long term risk to life and property from natural hazards.

Request Under Review

- **Individual Assistance:** limited to the Crisis Counseling Program in all areas in the State of New York.

Other Individual Assistance Programs Requested Under FEMA Review

NYS DIVISION OF HOMELAND SECURITY AND EMERGENCY SERVICES ADDRESS:

New York State DHSES
1220 Washington Avenue
Building 7A, 4th Floor
Albany, New York 12242
Recovery Facsimile: (518) 322-4984
Recovery Section: (518) 292-2293
Alternate Phone: (518) 391-4575
Website: <http://www.dhSES.ny.gov/recovery>

Chief of Public Assistance:
Deputy Chiefs of Public Assistance:
Disaster Assistance Manager (DAM):

J. Andrew Martin
Joseph Collorafi & Joseph Stinson
Kelly Sommerman

Deadlines:

| | |
|---|---------------------------------------|
| Applicant Submit RPA to DHSES: | Currently open ended |
| Applicant Identification of Eligible Costs: | 60 days from Recovery Scoping Meeting |
| Emergency Work Completion: | September 20, 2020 |

APPLICATION REQUIREMENTS AND INSTRUCTIONS:

The Applicant is responsible for documenting, providing, maintaining, and retaining ALL information necessary to support its project(s) in accordance with federal, state, and local policy.

FEMA's Grants Portal (<https://grantee.fema.gov/>) currently allows for a variety of methods to set up accounts and submit Requests for Public Assistance (RPA). Please note, some options are only available to Applicants of COVID-19 Declarations that are not Private Non-Profit (PNP) Applicants or tribes. Additional information is available in FEMA's "Grants Portal Account and Request for Public Assistance - Public Assistance Applicant Quick Guide."

Non-profit organizations should first contact a NY State Emergency Management representative to apply for access to the Grants Portal system in order to apply for Public Assistance Funding.

For those with existing accounts, guidance on submitting an RPA can be found on the Service Center page by selecting the "?" in the header of the site. FEMA's Grants Portal hotline can be reached at (866) 337-8448 for help with log in information or questions regarding use of the Grants Portal system.

Potential Applicants Should Submit the Following Items as Soon as Possible:

1. Completed Request for Public Assistance (RPA) form
2. Completed Applicant Certification
3. Completed Drug Free Workplace Certification
4. Federal Tax ID Form
5. DUNS Number Form (Dun and Bradstreet)
6. Additional documentation required for Private Nonprofit Applicants. See [Appendix C](#).

Any authorized official of the governmental unit or organization can sign and submit the above documents.

(Download the appropriate FEMA Request for Public Assistance (RPA) package (governmental entity or Private Nonprofit (PNP)) from the DHSES Recovery website at <http://www.dhSES.ny.gov/recovery/public/active-declarations.cfm>)

THE RPA SHOULD BE SUBMITTED AS SOON AS POSSIBLE. The RPA submission timeline is currently open-ended. We recommend that all Applicants submit their RPAs as soon as possible.

The most up to date version of this handbook can be obtained from <http://www.dhSES.ny.gov/recovery/public/active-declarations.cfm>

I. Eligibility

A. OVERVIEW

Under the COVID-19 Major Disaster Declaration, FEMA may provide assistance for Emergency Protective Measures (Category B) under the PA Program. While some activities listed may be eligible for funding through Health and Human Services (HHS) /Centers for Disease Control and Prevention (CDC) or other funding streams to support COVID-19 response, FEMA will not duplicate any assistance provided by other Federal authorities.

Examples (not an all-inclusive list) of eligible activities under Category B: Emergency Protective Measures:

- **Management, control and reduction of immediate threats to public health and safety:**
 - Emergency Operation Center costs
 - Disinfection of eligible public facilities
 - Virus Testing
 - Technical assistance to state, tribal, territorial or local governments on emergency management and control of immediate threats to public health and safety
 - Purchase and distribution of food, water, ice, medicine, and other consumable supplies, to include personal protective equipment and hazardous material suits, and movement of supplies and persons
 - Security and law enforcement
 - Communications of general health and safety information to the public
 - Training specific to the declared event
 - Reimbursement for state, tribe, and/or local government force account overtime costs

- **Medical Care Costs:**
 - Primary Medical Care Facilities
 - Confirmed and suspected COVID-19 patient care including emergency and inpatient clinical care. Includes:
 - Emergency medical transport;
 - Triage and medically necessary tests and diagnosis;
 - Necessary medical treatment, including prescription costs;
 - Purchase, lease and delivery of specialized medical equipment;
 - Purchase and delivery of PPE, durable medical equipment and consumable medical supplies (including State and local government applicants providing PPE to any public or private medical care facility that treats COVID-19 patients);
 - Medical waste disposal;
 - Certain labor costs.

 - Temporary and Expanded Medical Facilities
 - COVID-19 and non-COVID-19 patient care

- Costs must be reasonable and necessary based on the actual or projected need for a temporary or expanded facility supported by predictive modeling or other substantiating information used to determine the projected need;
- Eligible costs include all eligible items under “Primary Medical Care Facilities” section but applicable to both COVID-19 and non-COVID-19 patients;
- Lease, purchase or construction costs, as reasonable and necessary, of a temporary facility as well as reasonable alterations to a facility;
- Mobilization and demobilization costs associated with setting up and closing;
- Operating costs including equipment, supplies, staffing, wraparound services, and clinical care not covered by another funding source.
- Maintenance of a temporary or expanded medical facility in an operationally ready but unused status available for surge capacity.

B. LEGAL RESPONSIBILITY:

All costs that an eligible Applicant seeks reimbursement for must be the legal responsibility of the Applicant at the time of the disaster. One of the main tenets of FEMA’s reimbursement policy is that the legal responsibility for protecting public health and safety is generally the responsibility of State, Local, Tribal and government entities. A Private Nonprofit (PNP) that engages in these types of activities should have an existing formal agreement/contract with the legally responsible governmental entity for such activity or enter into a contract that includes a precise scope of work for the activity being performed prior to seeking FEMA reimbursement.

Medical PNPs can directly seek reimbursement under Category B for most eligible costs associated with medical care, with certain exceptions (e.g. non-congregate sheltering) described in this Handbook and FEMA COVID-19 policies (see appendices).

C. ELIGIBLE WORK:

FEMA is authorized to provide PA funding for Emergency Protective Measures (Category B) which eliminates or lessens immediate threats to lives, public health, or safety.

In order to be eligible, work must be:

1. A direct result of an incident for which there is a Presidentially declared disaster.
2. Be performed within the federally designated disaster area. (i.e. New York State)
3. Be performed prior to the end of the project’s authorized period of performance (POP). (Currently September 20, 2020 for most activities)
4. Be the legal responsibility of the Applicant at the time of the incident.

D. ELIGIBLE COSTS:

Eligible Emergency Protective Measure costs for DR-4480 include Labor, Equipment/Materials, Rentals, Contracts, Medical Care as well as an Applicant’s Management Costs. Management Costs include both direct and indirect administrative costs incurred for managing the FEMA Project grant.

1. Eligible Labor:

Eligibility Criteria: For Emergency Work, only overtime labor is eligible for budgeted employees. For unbudgeted employees performing Emergency Work, both straight-time and overtime labor are eligible. Figure 1 indicates different types of budgeted and unbudgeted employees.

| | Overtime | Straight Time |
|--|----------|---------------|
| Budgeted Employees | | |
| Permanent Employee | ✓ | |
| Seasonal Employee <i>Working during normal season of employment</i> | ✓ | |
| Unbudgeted Employees | | |
| Essential Employee <i>Called back from administrative leave</i> | ✓ | ✓ |
| Permanent Employee <i>Funded from external source</i> | ✓ | ✓ |
| Temporary Employee <i>Hired to perform eligible work</i> | ✓ | ✓ |
| Seasonal Employee <i>Working outside normal season of employment</i> | ✓ | ✓ |

Figure 1 – Emergency Work Labor Eligibility: FEMA Public Assistance Program and Policy Guide Chapter 2, Figure 11

Labor Policies: FEMA determines the eligibility of overtime, premium pay, and compensatory time costs based on the Applicant’s written labor policy, provided the policy:

- Does not include a contingency clause that payment is subject to Federal funding;
- Is applied uniformly regardless of a federal disaster declaration;
- Has set non-discretionary criteria for when the Applicant activates various pay types.

If these requirements are not met, FEMA limits PA funding to the Applicant’s non-discretionary, uniformly applied pay rates. All costs must be reasonable and equitable for the type of work being performed.

FEMA will determine whether the number of hours claimed are reasonable and necessary by evaluating:

- The severity of the incident;
- Whether the work was performed at a time when it was necessary to work extraordinary hours; based on the circumstances of the incident;
- The function of the employee for which the hours are claimed;
- The number of consecutive hours the employee worked.

Reassigned Employees: The Applicant may assign an employee to perform work that is not part of the employee’s normal job. For example, a state employee who manages childcare grant funding may work at a State-administered COVID-19 testing site. FEMA provides PA funding based on the reassigned

employee's normal pay rate, not the pay level appropriate to the work, because the Applicant's incurred cost is the employee's normal pay rate.

Straight time of a permanent employee funded from an external source (such as a grant from a Federal agency or statutorily dedicated funds) is eligible if the employee is reassigned to perform eligible Emergency Work that the external source does not fund. FEMA must confirm that no duplication of funding exists prior to approval.

Backfill Employees: The Applicant may need to temporarily replace an employee who is responding to the incident. Overtime costs for the backfill employee are eligible even if the backfill employee is not performing eligible work if the employee that he/she is replacing is performing eligible Emergency Work.

FEMA also provides PA funding for straight time if the backfill employee is a:

- Contracted or temporary employee;
- Permanent employee called in on a normally scheduled day off (weekend or other off day).

If the backfill employee is called in from scheduled leave, only overtime is eligible.

Supervisors: Second-level supervisors and above (e.g., commissioners, mayors, department directors, police and fire chiefs) are usually exempt employees and are not directly involved in the performance of a specific project. Therefore, they are not eligible for overtime, unless the Applicant:

- Demonstrates that the employee was directly involved with a specific project
- Normally charges that individual's time to specific projects regardless of Federal funding
- Incurs overtime costs for the employee in accordance with a labor policy that meets the criteria

Other: Extraordinary costs (such as call-back pay, night-time and weekend differential pay, and hazardous duty pay) for essential employees who are called back to duty during administrative leave to perform eligible Emergency Work are eligible if costs are paid in accordance with a labor policy that meets the criteria above. Administrative leave or similar labor costs incurred for employees sent home or told not to report due to emergency conditions are not eligible.

Stand-by Time: FEMA may also provide PA funding for costs related to stand-by time incurred in preparation for and directly related to actions necessary to save lives and protect public health and safety. To be eligible, stand-by time must be reasonable, necessary, and consistent with the Applicant's practice in non-federally declared incidents.

2. Eligible Equipment, Supplies and Materials:

When evaluating the eligibility of a cost for the purchase of equipment, supplies and materials, FEMA must consider whether the cost incurred by the Applicant was reasonable. This test will be applied to all Applicant purchases FEMA considers for reimbursement. FEMA may reduce the amount of the cost being reimbursed if they deem incurred cost to have been unreasonable. The standard is as follows:

- A cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the Applicant makes the decision to incur the cost.
- Specific to COVID-19 declarations, FEMA will use Medicare rates as the basis to determine reasonable costs for eligible clinical care not covered by another funding source. FEMA defines

clinical care as: medical treatment of individual patients including testing, diagnosis, treatment, hospitalization, prescriptions, and other costs associated with individual patient treatment typically billed to individual patients, their insurance carriers, Medicare, Medicaid, or other pre-existing payment arrangements.

Strict and thorough accounting of the procurement, distribution and disposition of the items purchased, or to be purchased, is also critical. When evaluating the eligibility of a purchase for reimbursement, FEMA policy requires documentation to confirm the purchase was:

- Tied to the performance of eligible work;
- Necessary and reasonable to accomplish the work correctly and efficiently;
- Authorized and not prohibited under any applicable law or regulation;
- Consistent with the internal policies, regulations and procedures of the specific Applicant and are applied uniformly;
- A net eligible cost remains after all other applicable funding sources (insurance or state/local funding) has been applied.

The best practice to prepare for FEMA's review of cost eligibility is to track the procurement from the initial request to the final disposition. An Applicant that possesses the documentation described below can maximize the reimbursement of costs submitted to FEMA. While not every piece of documentation described below will be necessary for FEMA to determine eligibility of each purchase, it is important for Applicants to understand the breadth of their possible request. In short, a successful Applicant will be able to document why an item was requested, who authorized the purchase or distribution of the item, how the item was distributed, how it was used by the requestor, what remains of the item and/or where the item is currently located.

Below are some documentation best practices:

Who requested the item(s)?

- Name
- Affiliation
- Rationale for request and number of items requested
- Timeframe of need

Who authorized the purchase/distribution of the item requested?

- Policy and procedures on how a request for an item is authorized
 - Documentation demonstrating the decision to fill the request was followed

How was the request for the item(s) filled?

- Taken from existing stock
 - Inventory withdrawal record
 - Usage record
 - Invoices for stock items or method of pricing inventory
- Purchase
 - Procurement Policy
 - Procurement
 - Bid documents
 - Contracts

- Purchase order
 - Procurement card
 - Letter of Credit (Imported items)
- Proof of payment
 - Copy of cancelled check
 - Bank statement or Electronic Funds Transfer (EFT)
 - Dated and itemized receipt
- Vendor Information
 - Name
 - Classification
 - FEIN
 - Address
 - Contact information
- Description of item(s)
 - Quantity
 - Cost Per Item
 - Shipping terms
 - Total Cost

Who and where was the item(s) received?

- Name and location of delivery
- Name and location of drop shipment (i.e. staging area)
- Name of individual that received item
 - Affiliation
 - Contact information
- Shipping Invoice or Bill of Lading
- Packing list
- Commercial Invoice (Customs documentation)
- Certificate of Origin (Imported items)

How was the item(s) distributed?

- Where was the item(s) sent?
 - Shipping manifest
- When was the item(s) sent?
 - Shipping log
- What item(s) were sent and in what quantities?
 - Serial numbers for durable equipment
 - Number of consumables included in a box, case or on a pallet
- Who received the item(s)?
 - Name
 - Affiliation
 - Contact information
- Were all item(s) received?
 - Packing list
 - Inventory record or ledger

What is the disposition status of the item(s)?

- Consumables or one-time use item(s) (e.g. PPE, medications, hand sanitizer)
 - How were item(s) used?
 - Were they used during eligible emergency work?
 - How many item(s) remain?
 - FEMA calculates reimbursement using the aggregate value of remaining similar item(s)
- Durable medical equipment
 - Remains in place
 - How long was the item(s) used?
 - Current location of item(s)
 - Returned to stockpile or vendor (i.e. lease)
 - When was it returned?
 - How was it returned?
 - Shipped to stockpile or vendor
 - Stockpile or vendor pick up
 - Where was it returned?
 - Address
 - Who returned it?
 - Name
 - Affiliation
 - Contact information
 - Who received it?
 - Verification from vendor or shipping carrier

During a disaster, multiple distribution points could be used to move equipment, supplies and materials and consumables to the initial requestor. It is incumbent upon the Applicant to understand how items procured or allocated from existing stockpiles are distributed to the eventual end point user. Applicants must emphasize to all entities in the distribution chain as well as end users the importance of record keeping and tracking. Properly documenting the process will improve the likelihood of obtaining reimbursement.

Purchased Equipment:

There may be instances when an Applicant does not have enough available equipment to effectively respond to COVID-19. If the Applicant purchases equipment that it justifiably needs to respond effectively, FEMA may provide PA funding for the purchase price (assuming cost reasonableness) less the current fair market value (see [here](#) for further explanation) for equipment used in the treatment of COVID-19 patients during the public health emergency.

Leased Equipment:

When the Applicant leases equipment, FEMA provides PA funding based on the terms of the lease. Leasing costs are eligible if:

- The Applicant performed an analysis of the cost of leasing versus purchasing the equipment.

- The total leasing costs do not exceed the cost of purchasing and maintaining equipment during the life of the eligible project.

If the leasing costs exceed the cost of purchasing and maintaining the equipment, FEMA determines the amount of eligible costs based on an evaluation of the reasonableness of the costs claimed, including whether the Applicant acted with prudence under the circumstances at the time it leased the equipment.

If the Applicant has a lease-purchase agreement and obtains ownership during completion of eligible work, FEMA provides PA funding for the equipment use based on the hourly equipment rate. If the Applicant has a lease-purchase agreement and completes the eligible work prior to obtaining ownership, FEMA provides PA funding based on the cost to lease the equipment.

Supplies:

The cost of supplies is eligible if:

- Purchased and justifiably needed to effectively respond to COVID-19, or
- Taken from the Applicant's stock and used to respond to COVID-19.

The Applicant needs to track items taken from stock with inventory withdrawal and usage records. FEMA provides PA funding for these items based on invoices, if available. If invoices are not available for items used from stock, FEMA provides PA funding based on the Applicant's established method of pricing inventory. If the Applicant does not have an established method, FEMA provides PA funding based on historical data or prices from area vendors.

Disposition of Purchased Equipment and Supplies:

When equipment or supplies (including materials) purchased with PA funding are no longer needed for response to or recovery from the incident, the Applicant may use the items for other federally funded programs or projects, provided the Applicant informs FEMA.

Disposition of Purchased Equipment: State Applicants must dispose of equipment in accordance with State laws and procedures. Tribal and local governments and PNPs must calculate the current fair market value of each individual item of equipment. The Applicant must provide the current fair market value for any items that have a current fair market value of \$5,000 or more. Fair market value is either the selling price or the advertised price for a similar item in a competitive market. FEMA reduces eligible funding by this amount. If an individual item of equipment has a current fair market value less than \$5,000, FEMA does not reduce the eligible funding.

Disposition of Purchased Supplies: All Applicants must calculate the current fair market value of any unused residual supplies (i.e. masks, gowns, gloves) that the Applicant purchased for their use or provided to another entity (hospital, mobile testing site, alternate care facility) conducting eligible work. The Applicant must provide the current fair market value if the aggregate total of unused residual supplies is greater than \$5,000. FEMA reduces eligible funding by this amount. If the aggregate total of unused residual supplies is less than \$5,000, FEMA does not reduce the eligible funding.

3. Eligible Medical Care:

The FEMA Medical Care Costs Eligible for Public Assistance Policy (FEMA Policy FP 104-010-04, [Appendix J](#)) applies to:

- Eligible PA Applicants under the New York COVID-19 major disaster declaration, including:
 - State, local, and tribal (SLT) government entities; and
 - PNP organizations that own and/or operate medical facilities, as defined in Title 44 of the Code of Federal Regulations (44 C.F.R.) §206.221(e)(5).
- This policy does not apply to any Non-COVID-19 emergency or major disaster declaration for New York.

Parameters for eligible medical care work and costs for COVID-19 declarations are based on the type of facility providing medical care.

Primary Medical Care Facilities

For medical care provided in a primary medical care facility (i.e. Hospitals), work must be directly related to the treatment of COVID-19 patients. Work may include both emergency and inpatient treatment of COVID-19 patients; this includes both confirmed and suspected cases of COVID-19. Medical care related to treatment of a non-COVID-19 illness or injury in a primary medical care facility is not eligible. The following medical care activities and associated costs are eligible in primary medical care facilities:

- Emergency and inpatient clinical care for COVID-19 patients.
 - Emergency medical transport related to COVID-19.
 - Triage and medically necessary tests and diagnosis related to COVID-19 patients.
 - Necessary medical treatment of COVID-19 patients.
 - Prescription costs related to COVID-19 treatment.
- Purchase, lease, and delivery of specialized medical equipment necessary to respond to COVID-19 (equipment purchases are subject to disposition requirements.)
- Purchase and delivery of PPE, durable medical equipment, and consumable medical supplies necessary to respond to COVID-19 including the costs of eligible SLT government Applicants providing PPE to any public or private medical care facility that treats COVID-19 patients.
- Medical waste disposal related to COVID-19.
- Certain labor costs associated with medical staff providing treatment to COVID-19 patients may be eligible as outlined below. Any labor costs for medical staff that are included in patient billing and/or otherwise covered by another funding source (as described in the [Duplication of Benefits](#) section of this document) are not eligible for PA. Otherwise, the following labor costs may be eligible:
 - Overtime for budgeted medical staff providing treatment to COVID-19 patients.
 - Straight time and overtime for temporary medical staff providing treatment to COVID-19 patients.
- Straight time, overtime, and other necessary costs for contract medical staff providing treatment to COVID-19 patients. Work and associated costs must be consistent with the scope of the contract and may include costs for travel, lodging, and per diem for contract medical staff from outside the local commuting area.
- Increased operating costs for administrative activities (such as medical billing) **are not eligible**.

Temporary and Expanded Medical Facilities

FEMA may approve work and costs associated with temporary medical facilities or expanded medical facilities when necessary in response to the COVID-19 Public Health Emergency. These facilities may be used to treat COVID-19 patients, non-COVID-19 patients, or both, as necessary. Medical care activities and associated costs related to treating both COVID-19 and non-COVID-19 patients in a temporary or expanded medical facility may be eligible.

- Costs must be reasonable and necessary based on the actual or projected need. The projected needs (i.e., capacity and capability) for a temporary or expanded medical facility must be supported by predictive modeling or other substantiating information used to determine the projected need.
- Eligible costs for temporary and expanded medical facilities include:
 - All eligible items and stipulations included in Primary Medical Care Facility (see [above](#)), but applicable to both COVID-19 and non-COVID-19 patients
 - Lease, purchase, or construction costs, as reasonable and necessary, of a temporary facility as well as reasonable alterations to a facility necessary to provide medical care services;
 - Mobilization and demobilization costs associated with setting up and closing the temporary or expanded medical facility;
 - Operating costs including equipment, supplies, staffing, wraparound services, and clinical care not covered by another funding source; and
 - Maintenance of a temporary or expanded medical facility in an operationally ready but unused status available for surge capacity for COVID-19 readiness and response when necessary to eliminate or lessen an immediate threat to public health and safety, based on public health guidance, location of areas expected to be impacted, and local/state hospital bed/ICU capacity.
- Contract costs related to establishing and/or operating a temporary or expanded medical facility, contracts must include a termination for convenience clause that will be implemented if the site is ultimately not needed, or the needs are less than projected, as determined by the legally responsible entity.
 - Ongoing and projected needs regarding continuing operations at a temporary or expanded medical facility should be based on regular assessments and the Applicant must document the review process to support its decision making.
 - The assessments should include adjustments to projected needs based on guidance from public health officials, caseload trends, and/or other predictive modeling or methodologies; lead times and associated costs for scaling up or down based on projected needs; and any other supporting information.
 - The assessments and supporting information are necessary to determine eligibility of claimed costs and should align with PA reasonable cost guidance provided in the PAPPG and the [Public Assistance Reasonable Cost Evaluation Job Aid](#).
- Costs related to expanding a primary medical care facility to effectively respond to COVID-19 must be feasible and cost effective. In most cases, permanent renovations are not eligible unless the Applicant can demonstrate that the work can be completed in time to address COVID-19 capacity needs and is the most cost-effective option. Permanent renovations and other improvements to real property with PA funds are subject to real property disposition requirements.

- For temporary and expanded medical facilities, and the specific type of temporary medical facilities known as Alternate Care Sites, administrative activities and associated costs necessary for the provision of essential medical services are eligible.

General Eligibility Considerations for COVID-19 Costs

Additional information about eligible costs and cost-related considerations are found below:

- Eligible claimed costs must be necessary in order to respond to the COVID-19 Public Health Emergency and reasonable pursuant to Federal regulations and Federal cost principles. A cost is considered reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost. All costs are subject to standard PA program eligibility and other Federal requirements. For COVID-19 declarations, FEMA will use Medicare rates as the basis to determine reasonable costs for eligible clinical care not covered by another funding source. Both patient payments and insurance payments are considered another funding source; clinical care for which providers have received or will receive payments from patients or insurance is not eligible
- PA funding authorized under New York’s COVID-19 declaration is subject to the following cost share provisions:
 - Eligible costs incurred by an eligible Applicant claiming reimbursement through PA will receive 75% of eligible costs with the remaining 25% of eligible costs the responsibility of the Applicant.
 - Direct Federal Assistance provided under Stafford Act authorities is also subject to the cost share established for the respective emergency or major disaster declaration, unless otherwise stipulated.
 - In most cases, federal assistance provided by other federal departments and agencies cannot be used to cover the non-federal cost share. The Applicant can only apply other federal award funds toward the PA non-federal cost share if the other federal award has specific statutory authority allowing it to be utilized to meet cost-share requirements or is otherwise allowable under the other federal source of funding.
 - Funding from the Coronavirus Relief Fund (CRF) made available through Coronavirus Aid, Relief, and Economic Security (CARES) Act has been authorized to match FEMA PA funding. Specifically, payments made by the U.S. Department of the Treasury from the CRF to certain New York governmental entities can be used to cover the remaining 25% of FEMA reimbursed costs.
 - Applicants cannot apply PA funds toward the non-federal cost share of another federal agency funding. For example, States may not use PA funding to meet the State share of Medicaid or the Children’s Health Insurance Program (CHIP).
- For information on Procurement, please see [here](#).
- For information on Duplication of Benefits, please see [here](#).
- For information on Time Limitations for completed work, please see [here](#).
- For the full Medical Care Costs Eligible for Public Assistance FEMA policy, see [Appendix J](#).

4. Non-congregate Sheltering (NCS):

For COVID-19, FEMA may reimburse for the use of non-congregate sheltering in limited circumstances for certain populations when it is utilized at the direction of public health official. Eligible Applicants

that anticipate requesting reimbursement for non-congregate sheltering must obtain FEMA approval prior to sheltering individuals in a non-congregate setting (i.e. hotel, motels, dorms or other applicable locations). New York State has received approval from FEMA for a non-congregate sheltering plan that is applicable statewide. Local governmental entities may utilize New York's approved non-congregate sheltering plan in lieu of seeking individualized approval from FEMA. New York's statewide NCS plan and the State Department of Health's Public Health Order identify the following populations for non-congregate sheltering:

- COVID-19 positive individuals requiring isolation but not hospitalization and who:
 - Do not have an appropriate home setting, or
 - Have a medically vulnerable individual in the home setting where they would otherwise be isolated;
- Health care providers and Emergency Responders interacting with presumptive or confirmed positive COVID-19 patients in an occupational setting, to include testing sites;
- Individuals that are or were supported by a congregate care shelter facility, to include:
 - Homeless persons
 - Domestic violence survivors
 - Elder abuse survivors; and
- Individuals who have been exposed to COVID-19, including those individuals identified as part of contact tracing efforts within New York State, who do not have an appropriate home setting for isolation.

The State NCS plan has designated **hotels** as the primary option for non-congregate sheltering. The use of another type of facility other than hotels by an entity utilizing the approved State NCS plan will need to justify that decision to FEMA in its reimbursement request. Each applicant implementing a non-congregate sheltering program must maintain their own tracking mechanisms to provide sufficient data and documentation to establish the eligibility of costs. Applicants must document by individual:

- The justification (i.e. which population above) for placing the individual into non-congregate sheltering.
 - Tracking mechanisms shall not disclose any personally identifiable information.
- The length of stay.
- The costs related to the stay (including details of other services provided).

FEMA approved New York State's time extension request for its NCS plan until July 25, 2020. If the State needs to further extend the timeframe, FEMA's approval must be obtained.

FEMA will only reimburse NCS costs to the SLT governmental entities with the legal responsibility to provide the sheltering of the eligible designated populations. PNPs (including medical PNPs) are not eligible to receive direct reimbursement for the use of non-congregate sheltering. If FEMA reimbursement is to be sought, a contract between the PNP and the legally responsible governmental entity must be executed if one doesn't already exist. The legally responsible governmental entity must make payments, pursuant to the contract, to the PNP for all costs they will eventually seek reimbursement from FEMA.

NCS has the following requirements for eligibility:

- Procurement must follow FEMA’s Exigent and Emergency Circumstances Policy, found in [Appendix K](#) and include a termination for convenience clause in their contracts with the entities (i.e. hotels) being used for the NCS sheltering.
- The funding for COVID-19 non-congregate sheltering cannot be duplicated by another federal agency, including the U.S. Department of Health and Human Services or Centers for Disease Control and Prevention.
- Non-congregate sheltering is limited to that which is reasonable and necessary to address the public health needs of the event and should not extend beyond the FEMA approved date.
- Applicable Environmental and Historic Preservation laws, regulations, and executive orders apply and must be adhered to as a condition of assistance.

For further information on NCS, please refer to [Appendix I](#).

5. Food Procurement and Delivery:

FEMA has established policy guidance on the purchase and distribution of food for possible reimbursement under the COVID-19 disaster. Reimbursement for food distribution is limited to Applicants who have the legal responsibility to protect life, public health, and safety. Generally, this legal responsibility belongs to state, local, and tribal (SLT) governments.

Legally responsible governmental entities may enter into formal agreements with private organizations to purchase and distribute food. The governmental entity would pay the private organization pursuant to the contract. The governmental entity would then apply for reimbursement from FEMA

When necessary as an emergency protective measure, eligible work related to the purchase and distribution of food in response to the COVID-19 pandemic includes:

- Purchasing, packaging, and/or preparing food, including food commodities, fresh foods, shelf-stable food products, and prepared meals;
- Delivering food when conditions constitute a level of severity that food is not easily accessible for purchase; and
- The leasing of distribution and storage space, vehicles, and necessary equipment.

Any food purchase and distribution must be shown to be necessary as an emergency protective measure to save lives and protect public health and safety. Several indicators may demonstrate this need including:

- The reduced mobility of people in need due to government-imposed restrictions, including “stay-at-home” orders;
- The marked increase or atypical demand for feeding resources; and,
- Disruptions to the typical food supply chain within a given jurisdiction

Populations in an impacted community that may need the provision of food as a lifesaving and life-sustaining measure may include:

- Those who test positive for COVID-19 or have been exposed to COVID-19, but who do not require hospitalization; and,

- High-risk individuals, such as people over 65 or with certain underlying health conditions.

FEMA has also identified the following time limitations for reimbursement:

- Funding may be provided for an initial 30-day time period.
- SLT governments may request a 30-day time extension from the Regional Administrator (RA) with documentation showing continued need.
- Work may not extend beyond the duration of the COVID-19 Public Health Emergency (currently July 25, 2020)

Additional information on the policy can be found in [Appendix N](#).

6. Alternate Care Sites (ACS):

FEMA may approve work and costs associated with maintaining minimal operational readiness at ACS facilities when necessary in response to the COVID-19 Public Health Emergency. Public health experts have warned of the potential for a second wave of COVID-19 cases, the severity and timing of which are uncertain. ACS facilities that are unused but remain operationally ready and available for potential medical surge capacity for COVID-19 response are referred to as “warm sites.”

Work to Eliminate or Lessen an Immediate Threat:

FEMA has the authority to provide funding for activities that eliminate or lessen immediate threats to lives, public health, or safety, such as operating an ACS facility. To determine whether work related to ACS warm sites is necessary to eliminate or lessen an immediate threat, FEMA may consider SLT assessments of need based on:

- Public health guidance, including the continued declaration of a Public Health Emergency by the U.S. Department of Health and Human Services (HHS), and other information on the likelihood of a resurgence of COVID-19 cases;
- Whether the ACS facility is strategically located for areas projected to be most impacted by a resurgence (e.g., if the ACS facility needs to be relocated to better address the most impacted areas, it may not be prudent to maintain the facility as a warm site); and
- SLT hospital bed capacity relative to the projected need.

FEMA Region II will work with the responsible State entity to:

- Identify ACS warm sites based on SLT projections of need as supported by predictive modeling or other supporting information and in accordance with federal, state, and/or local public health guidance;
- Provide support for ACS warm sites to either suspend medical care activities while maintaining minimal operational readiness for future rapid activation, or to demobilize the ACS and store necessary medical equipment and supplies for future rapid activation; and/or
- Reduce excess capacity by demobilizing and closing ACS facilities that are no longer in use and not anticipated to be required in future planning scenarios based on the projected needs.

Eligible Costs to Maintain ACS Warm Sites:

All claimed costs must be necessary and reasonable in order to effectively respond to the COVID-19 Public Health Emergency, in accordance with public health guidance, and are subject to standard program eligibility, the applicable cost share for the declaration, and other federal requirements. Pursuant to Section 312 of the Stafford Act, FEMA is prohibited from providing financial assistance where such assistance would duplicate funding available from another program, insurance, or any other source for the same purpose. FEMA will reconcile final funding based on any funding provided by another agency or covered by insurance or any other source for the same purpose. FEMA will coordinate with HHS to facilitate information sharing about funding from each agency to assist in preventing duplication of benefits (see below). Costs that may be necessary to maintain the minimum operational level of an ACS warm site include:

- Renting/leasing the space for an ACS facility and/or the necessary equipment to operate the facility and provide adequate medical care in the event of a COVID-19 resurgence;
- Other facility costs such as utilities, maintenance, and/or security;
- Keeping the necessary equipment and supplies (including PPE) in stock, including inspection and maintenance of equipment and supplies, and replacement of non-functioning equipment and expired supplies and commodities;
- Demobilization of ACS facilities when it is more cost effective than maintaining a warm site, and remobilizing in the event of a COVID-19 resurgence based on projected needs;
- Storage of equipment and supplies for ACS warm sites or demobilized ACS facilities which can be re-deployed for future rapid activation;
- Wraparound services, as defined in the [ACS Toolkit](#), necessary for minimal operational readiness;
- Minimal level of medical and/or non-medical staffing, if necessary;
- Site restoration to allow a facility that was/is being used as an ACS to return to normal operations until such time as the facility is needed as an ACS again in the event of a COVID-19 resurgence; and/or
- Other costs necessary to maintain a minimum level of operational readiness.

Time Limitations:

Funding for ACS warm sites is limited to maintaining the site no longer than is necessary and reasonable based on projected needs and in accordance with public health guidance.

- The continued need for an ACS warm site should be assessed on a monthly basis by FEMA and SLTs and based on the latest federal and/or SLT COVID-19 projections of the likelihood of a COVID-19 resurgence in the area and the subsequent capacity and capability needs.
- FEMA will not reimburse costs related to maintaining ACS warm sites for more than 30 days after the end of the COVID-19 Public Health Emergency (currently July 25, 2020), as determined by HHS.

For the full Alternate Care Sites “Warm Sites” Guidance Document, please see [Appendix P](#).

E. DUPLICATION OF BENEFITS:

Duplication of Benefits under COVID-19:

In response to COVID-19, Congress provided unprecedented levels of funding to several departments and agencies with overlapping authority. Eligible applicants may use FEMA funding for one portion of an

eligible activity and funding from another Federal agency for another portion of the same activity, so long as the Federal Government is not paying for the same portion twice. FEMA will reconcile final funding based on any funding provided by another agency or covered by insurance or any other source for the same work or costs.

Use of other Federal Funds toward an Applicant’s Non-Federal Share:

If another Federal agency’s funding is statutorily authorized to be used toward FEMA’s non-federal cost share requirement, the Applicant may choose to do so. The U.S. Department of the Treasury has advised the Coronavirus Relief Fund (CRF) may be used for such cost share requirements to the extent such COVID-19-related costs otherwise satisfy the CRF’s and FEMA’s eligibility criteria. Regardless of the use of Fund payments for such purposes, FEMA funding is still dependent on FEMA’s determination of eligibility under the Stafford Act.

Duplication of Benefits for Clinical Care Costs:

FEMA cannot provide PA funding for clinical care costs funded by another source, including private insurance, Medicare, Medicaid/CHIP, other public insurance, a preexisting private payment agreement, or the COVID-19 Uninsured Program for uninsured patients. The Applicant must certify that it has not received and does not anticipate receiving assistance from these sources or any other source for the same work or costs. FEMA will de-obligate, at grant closeout, any PA funding previously provided to the Applicant if it is discovered or reported another source provided funding to the Applicant for the same clinical care costs.

For the FEMA Fact Sheet on “Coordinating Public Assistance and Other Sources of Federal Funding,” please see [Appendix Q](#).

F. PROCUREMENT:

All prospective Applicants MUST comply with **Federal, State, and local** procurement standards. All FEMA grant programs are subject to the Federal procurement standards found at 2 C.F.R. §§ 200.317 – 200.326. FEMA and the U.S. Department of Homeland Security’s Office of Inspector General (OIG) closely review applicant procurement actions and contract selections, with an emphasis on noncompetitive procurement actions, to evaluate compliance with all applicable requirements. Applicants that fail to follow Federal and all other relevant contracting and procurement requirements are at risk of not receiving reimbursement for otherwise eligible COVID-19 costs.

Cost Reasonableness:

Cost eligibility is a basic component of PA Program eligibility. For a cost to be considered for reimbursement, it must be necessary and reasonable to accomplish the COVID-19 emergency work/activity properly and efficiently. FEMA evaluates cost reasonableness for all costs included in an Applicant’s grant project(s) requesting reimbursement.

Generally, FEMA considers an Applicant’s force account labor, equipment, and supply costs as reasonable provided the costs are consistent with their policies including, pay rates, labor policies, and cost schedules utilized during its normal operations. Contract costs are generally considered reasonable when the Applicant adheres to full and open competition under applicable Federal grant procurement requirements (exception [here](#)), and the scope of the contract and level of effort is consistent with the activities and purchases included in the grant request.

FEMA considers a cost to be reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost.

Figure 2 presents some factors FEMA considers when evaluating whether costs are reasonable.

| Reasonableness Factor | Practical Example |
|--|---|
| <ul style="list-style-type: none"> Is the cost incurred generally recognized as ordinary and necessary for the operation of the Applicant or the proper and efficient performance of the Federal award? | <ul style="list-style-type: none"> Was the appropriate skill level and/or level of effort to complete the required activity used? |
| <ul style="list-style-type: none"> What are the restraints or requirements imposed by Federal, Tribal, State, local, and other laws and regulations as well as the terms and conditions of the Federal award? | <ul style="list-style-type: none"> Did the Applicant participate in ethical business practices, ensuring parties to a transaction are independent of each other, without familiar ties or shared interests and on equal footing without one party having control of the other? |
| <ul style="list-style-type: none"> What are the market prices for comparable goods or services for the geographic area, particularly in the context of post-disaster conditions, which may cause shortages of skilled labor, medical supplies, and personal protective equipment? | <ul style="list-style-type: none"> If costs were escalated due to shortages, did the Applicant's work continue beyond the period of shortages and was there an opportunity for the Applicant to obtain more reasonable pricing? |
| <ul style="list-style-type: none"> Did the individuals concerned with procurement act with prudence in the circumstances considering their responsibilities to the Applicant, the employee/students/members, the public at large, and the Federal Government? | <ul style="list-style-type: none"> Were there emergency or exigent circumstances? |
| <ul style="list-style-type: none"> Did the Applicant significantly deviate from its established practices and policies regarding the incurrence of costs, which may unjustifiably increase the Federal award's cost? | <ul style="list-style-type: none"> Did the Applicant comply with procurement requirements? |

Figure 2

Medical Care Procurement Requirements for COVID-19 Declarations:

- For the duration of the Public Health Emergency, as determined by HHS, local governments, tribal governments, nonprofits, and other non-state entities may proceed with new and existing non-competitively procured contracts using the exigent/emergency circumstances exception in 2 C.F.R. § 200.320(f)(2). See below for specific details
- SLT governments may contract with medical providers, including private entities, to carry out any eligible activity described in the [Eligible Medical Care](#) section of this document.
- Contracts must include an actionable termination for convenience clause that will be implemented if any part of the scope of the contract is ultimately not needed, or the needs are less than projected, as determined by the legally responsible entity. Ongoing and projected needs should be based on regular reviews and the Applicant must document the review process to support its decision making. All claimed contract costs must be necessary and reasonable pursuant to applicable Federal regulations and Federal cost principles.

General Procurement and Contracting Requirements: FEMA provides PA funding for contract costs based on the terms of the contract if the Applicant meets Federal procurement and contracting requirements. This section provides information on Federal procurement and contracting requirements. FEMA's [Procurement Guidance for Grantees and Applicants Under 2 C.F.R. Part 200 \(Uniform Rules\)](#) provides additional details regarding Federal procurement and contracting requirements. Please refer to FEMA's Public Assistance: Contracting Requirements Checklist in [Appendix L](#).

Procurement Standards: Applicants must comply with Federal procurement standards as a condition of receiving PA funding for contract costs for eligible work. Federal procurement standards for States are different than those for Tribal and local governments and PNPs.

- State Entities: State Entities must follow the same policies and procedures they would use for procurements with non-Federal funds as well as the Federal requirements for procurement of recovered materials and inclusion of required contract provisions per 2 C.F.R. §§ 200.317, 200.322, and 200.326 and Appendix II to 2 CFR Part 200.15
- Non-State Entities (Tribal and local governments and PNPs): Non-State Entities must use their own documented procurement procedures that reflect applicable State, Territorial, Tribal, and local government laws and regulations, provided that the procurements conform to applicable Federal law and standards of 2 C.F.R. §§ 200.318-200.326. This requirement applies to Tribal Governments even when the Tribe is a Recipient.
- Tribal and local governments and PNPs: must conduct procurement transactions in a manner that complies with the following Federal standards:
 - Provide full and open competition (2 CFR § 200.319(a))
 - Conduct all necessary affirmative steps to ensure the use of minority businesses, women’s business enterprises, and labor surplus area firms when possible (2 CFR § 200.321)
 - Exclude contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals from competing for such procurements to ensure objective contractor performance and eliminate unfair competitive advantage (2 CFR § 200.319(a))
 - Maintain written standards of conduct covering conflicts of interest and governing the performance of employees who engage in the selection, award, and administration of contracts (2 CFR § 200.318(c)(1))
 - Maintain records sufficient to detail the history of the procurement. These records will include, but are not limited to: (2 CFR §200.318(i))
 - Rationale for the method of procurement
 - Selection of contract type,
 - Contractor selection or rejection, and
 - The basis for the contract price; and
 - Must use one of the following procurement methods: (2 CFR § 200.320):
 - **Micro-purchase** – purchase of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold
 - **Small purchase procedure** – relatively simple and informal procurement method for securing services, supplies, or other property that do not cost more than the simplified acquisition threshold set by the Federal Acquisition Regulation at 48 CFR Subpart 2.1;
 - **Sealed bid (formal advertising)** – publicly solicited bid awarded via a firm fixed price contract to the lowest responsible bidder; or
 - **Competitive proposal** – normally conducted with more than once source submitting an offer and generally used when conditions are not appropriate for the use of sealed bids.

FEMA may reimburse costs incurred under a contract procured through a noncompetitive proposal only when one or more of the following apply: (2 CFR § 200.320(f))

- The item is only available from a single source;

- The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation (FEMA has acknowledged that a COVID-19 contract could fit this category);
- FEMA or the Recipient expressly authorizes a noncompetitive proposal in response to a written request from the Applicant; or
- After solicitation of several sources, competition is determined inadequate.

Tribal or local governments and PNPs must perform a cost or price analysis in connection with every procurement action in excess of the simplified acquisition threshold (\$250,000), including contract modifications. The method and degree of analysis depends on the facts surrounding the procurement situation. As a starting point, the Applicant must make independent estimates before receiving bids or proposals. Additionally, the Applicant must negotiate profit as a separate element of the price for each contract in which there is no price competition and, in all cases, where a cost analysis is performed.

In the case of non-compliance with Federal procurement requirements, FEMA determines a reasonable cost for the eligible work completed based on all available information and documentation.

Contracts: FEMA reimburses costs incurred using three types of contract payment obligations: fixed-price, cost-reimbursement, and, to a limited extent, time and materials (T&M). The specific contract types related to each of these are described in [FEMA’s Procurement Guidance for Grantees and Applicants Under 2 C.F.R. Part 200 \(Uniform Rules\)](#). Please refer to FEMA’s Contract Provisions Template in [Appendix M](#).

The Applicant must include required provisions in all contracts awarded and maintain oversight to ensure contractors perform according to the conditions and specifications of the contract and any purchase orders.

Procurement Under Exigent or Emergency Circumstances

Within the Federal procurement regulations for the FEMA PA program, 2 C.F.R. §§ 200.317 – 200.326, the ability to use noncompetitive proposals under exigent or emergency circumstances is allowable in limited circumstances (specifically see 2 C.F.R. § 200.320(f)(2)). New York State agencies and authorities are required to follow their own procurement procedures as well as the Federal requirements for procurement. However, non-state entities (i.e. local, tribal and PNPs) may determine that immediate actions required to address the public exigency or emergency cannot be delayed by a full and open competitive solicitation. FEMA approval is not required for the use of noncompetitive procurements under the emergency or exigency exception; however, ***the non-state entity must document its justification for using noncompetitive procurements and must still comply with other procurement requirements and ensure that costs are reasonable.***

An Applicant should be diligent in the development of their justification. A separate justification is required for each instance of a noncompetitive procurement. Absent a detailed and well-documented justification of the noncompetitive procurement, otherwise eligible costs could be disallowed if its use is deemed not in compliance with FEMA regulations.

Elements for inclusion in a noncompetitive procurement justification are as follows:

- Identify which of the four circumstances listed in 2 C.F.R. § 200.320(f) justify a noncompetitive procurement:
 - The item is available only from a single source;
 - The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
 - The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the non-Federal entity; or
 - After solicitation of several sources, competition is determined inadequate.
- Provide a brief description of the product or service being procured, including the expected amount of the procurement.
- Explain why a noncompetitive procurement is necessary.
 - The justification should explain the nature of the public exigency or emergency, including specific conditions and circumstances that clearly illustrate why procurement other than through noncompetitive proposals would cause unacceptable delay in addressing the public exigency or emergency. (Failure to plan for transition to competitive procurement cannot be the basis for continued use of noncompetitive procurement based on public exigency or emergency).
- State how long the non-competitively procurement contract will be used and the impact should the noncompetitively procured contract not be available for that amount of time (e.g., how long do you anticipate the exigency or emergency circumstances will continue; how long will it take to identify your requirements and award a contract that complies with all procurement requirements; or how long would it take another contractor to reach the same level of competence).
- Describe the specific steps taken to determine that full-and-open competition could not have been used, or was not used, for the scope of work (e.g., research conducted to determine that there were limited qualified resources available that could meet the contract provisions).
- Describe any known conflicts of interest and any efforts that were made to identify possible conflicts of interest before the noncompetitive procurement occurred. If no efforts were made, explain why.
- Include any other information justifying the use of noncompetitive procurement in the specific instance.

For further guidance see [Appendix K](#).

II. Submitting a Request for Public Assistance (RPA)

For COVID-19, FEMA will use a modified Delivery Model in order to expedite the RPA process and get much needed funds to the Applicants as quickly as possible. This section outlines the first three steps of the delivery model, shown in Figure 3. The first step in this process is conducting virtual Applicant briefings.



Figure 3 – [FEMA Public Assistance Simplified Application](#)

A. APPLICANTS BRIEFING

One of the first events in the process of getting assistance with expenditures is the Applicants' Briefing. It is a meeting conducted by the State to provide an overview of the Public Assistance Program. The State will notify potential applicants (State and local governments, Tribal governments, and PNP organizations) of the date, time, and location of this meeting as soon as practicable after the President's declaration. To obtain maximum benefit from the information presented at the briefing, you should send representatives of your organization's management, emergency response, public works, and accounting/finance/procurement operations.

A copy of the DR-4880 COVID-19 Applicants Briefing can be found [here](#).

B. FEMA GRANTS PORTAL

Applicants must have a FEMA Grants Portal account in order to submit RPAs. All new PNPs will have to contact DHSES in order to get into the system.

If your organization already has a Grants Portal account due to participation in a recent federally declared disaster (DR 4348, DR 4397 or DR 4472), when you log in to Grants Portal you may see a banner prompting you to submit your RPA for the new declaration. Simply click as directed and follow the instructions as prompted. FEMA's Grants Portal hotline can be reached at (866) 337-8448 for help with log in information or questions regarding use of the Grants Portal system.

If you do not already have a Grants Portal account established, you will have to provide the following information to DHSES for them to establish an account for you:

- Applicant Name
- Type of Applicant*
- Federal Employer ID#
- Primary office location
- Street Address
- City
- State
- Zip
- County
- Primary Contact
- First Name
- Last Name
- Title
- Phone Number
- Email

Once an applicant's account is established, DHSES will submit the RPA in Grants Portal. Once FEMA approves the RPA, they will be able to submit projects in Grants Portal. **For detailed information regarding Grants Portal and RPA submittal, please refer to the Applicants Briefing pg. 28-34, linked [here](#).**

C. REQUEST FOR PUBLIC ASSISTANCE

If a State Agency or Authority, Tribal, or local government entity or PNP wishes to seek PA funding, it must first submit a Request for Public Assistance (RPA) to FEMA, through the NYS DHSES. For COVID-19 the submission deadline for RPAs has not been established as of the time of this writing. All potential applicants are encouraged to submit their RPA as soon as practical to ensure access to the program upon eligibility review. The RPA (FEMA Form 90- 49 – [Appendix A, C](#)) is the form to apply for the PA Program; FEMA also refers to it as a pre-application.

Using the RPA, the Applicant provides general information about its organization, including physical location and point of contact. The RPA must indicate the Applicant's active Dun and Bradstreet (DUNS) number. If the Applicant does not have an active DUNS number, it may request one at: www.dnb.com/get-a-duns-number.html.

FEMA and the Recipient review the RPA to determine whether the Applicant is eligible for assistance.

D. APPLICATION REQUIREMENTS

For State, Local, and Tribal Applicants (See [Appendix A](#)):

- RPA Form 90-49 (must include valid e-mail addresses)
- DUNS Number Form
- Drug Free Workplace Form
- Applicant Certification Form
- Federal Tax ID Number Form

For Private Nonprofit (PNP) Applicants (See [Appendix C](#)):

- RPA Form 90-49 (must include valid e-mail addresses)
- DUNS Number Form
- Drug Free Workplace Form
- Applicant Certification Form
- Office of the State Comptroller - Substitute Form W-9
- NYS Tax Exempt Certificate / Letter from IRS
- PNP Facility Questionnaire and Instructions
- Additional Back-up Information Required:
 - a. Deed/Lease
 - b. Copy of facility insurance policy in effect at the time of the incident
 - c. Organization Charter or By-Laws
 - d. Publications / brochures that describe your organization
 - e. Description of membership policies or fee structures
 - f. Valid Accreditation (Educational and Medical Facilities)

III. Project Organization and Development

This section provides information on the Public Assistance (PA) Program implementation process, including project development and requirements for administering the PA Program award. Once an applicant has submitted their RPA and it is approved by FEMA, and then identifies and reports expenditures, they will then begin work on developing their project scope of work and costs for FEMA and state review, outlined in the highlighted steps in Figure 4.



Figure 4 - [FEMA Public Assistance Simplified Application](#)

FEMA developed the COVID-19 Streamlined Project Application to simplify the application process for Public Assistance funding under the COVID-19 pandemic declarations. The Streamlined Project Application is the formal request for COVID-19 funding under the Public Assistance program that is submitted online in Grants Portal. The project application requires information and supporting documentation about the activities for which the Applicant is requesting funding. Once the project application is submitted in the system, the Applicant can track project status, answer requests for information, and review and sign the project application.

A. STREAMLINED APPLICATION PROCESS AND PROJECT FORMULATION

1. Developing FEMA’s COVID-19 Streamlined Project Application in Grants Portal

For detailed instructions on the information and documentation required to submit a project application, refer to *COVID-19 Streamlined Project Application* in the Resources tab of Grants Portal. It provides a detailed overview of each section and schedule requested in the online project application. To complete the project application, follow the steps below:

Collect descriptions and itemized summaries of all associated activities and costs **along with supporting documentation** before submitting the project application. The following forms are found in the Resources tab of Grants Portal and may be used by the Applicant to collect and respond to the information requested in the system.

- Force Account Equipment Summary Record
- Rented Equipment Summary Record
- Contract Work Summary Record
- Force Account Labor Summary Record
- Applicant’s Benefits Calculation Worksheet
- Materials Summary Sheet

Creating the Project Application:

In Grants Portal, navigate to the Applicant Event Profiles tab and select “Submit a Project Application” on the yellow banner in the body of the page. The online project application will require the Applicant to fill out four sections:

Section I - Project Application Information: Basic information identifying the activities for which funding is being requested. Assign a unique title and number for each project application. This title and number can help the Applicant connect this project application to their accounting or other systems. Application numbers are currently limited to a maximum of 10 numeric characters only (no letters or symbols).

Section II - Scope of Work: Description of activities that the Applicant conducted or will conduct in response to COVID-19. Provide all required information in the Scope of Work section to include descriptions and locations of activities. Answer all required questions as prompted.

Section III - Cost and Work Status Information: Cost of activities described in the Scope of Work and whether the work is not started, in progress, or complete. Provide all required information in the General Cost and Work Status section to include activity status and estimated costs. Answer all required questions as prompted. Return to the summary page to complete any additional schedules required based on responses in Sections I-III. These schedules must be completed before submitting the online project application. Based on the answers provided in each section and schedule, the Applicant will be prompted to add required and optional documentation in a Documents folder and must upload supporting documentation. The easiest way to upload required documents is to do so as the Applicant is filling out each section and schedule when prompted. The project application may not be submitted if required documentation is not attached. The Applicant can also upload documents on the Document Repository tab of the summary page. Upload document(s) from your computer or select from documents that were previously uploaded to Grants Manager. To attach a document, select “Add Document”. A window will pop up where documents can be selected from files saved on your computer.

Section IV – Project Certifications: Certifications by the Applicant that activities and costs claimed comply with applicable laws and regulations. Once all Sections and Schedules are complete and all required documentation has been uploaded, click the “Review and Submit” button at the bottom of the summary page. Review the project summary of Sections I, II, and III. Thoroughly review all grant certifications in Section IV - Project Certifications. Certify that all costs and activities in the project application are in compliance with applicable federal, state, and local laws by signing as the Authorized Representative.

Applications auto save as they are developed. If returning to the form, navigate to the Applicant Event Profiles tab and select “View in Progress Project Applications” on the yellow banner in the body of the page.

2. Recipient Review of Streamlined Project Application in Grants Portal

Once an application has been completed by the Applicant, it is sent to the Recipient for review of the application package for completeness and supporting documentation. During this review, the New York

State DHSES Disaster Assistance Representative (DAR) has the option to “Submit to FEMA”, “Modify Project Application”, or “Cancel Application.” If during this review, the Recipient determines that there is additional information or clarity needed for the application to be considered complete, the DAR will reach out to the Applicant and/or FEMA staff to resolve those questions. If modified, the Recipient and any application preparers will need to approve the application before it can be submitted to FEMA. If an Applicant no longer wants to submit their application, the DAR can assist with withdrawing/canceling the application.

3. Submission of Streamlined Project Application and Project Creation in Grants Portal

Once the Recipient selects to Submit Project Application, the project will be forwarded to FEMA’s Consolidated Resource Center – Atlantic in Puerto Rico for review. Applicants will be able to find the project created by the submitted application listed in their Grants Portal account. Once CRC review is complete, and DHSES and FEMA approve the project in Grants Portal, the project returns to the Applicant for the Applicant’s final review and electronic signature.

Project Components:

- Basic Information - Applicant, Location, Category of Work, etc.
- Damage Description and Dimensions (DDD) – The conditions that the virus caused
- Scope of Work (SOW) – Actions to Protect lives and public safety
- Cost Estimate
- Attachments - Documentation of Costs, Contracts, Proof of Payment etc.

FEMA and NYS DHSES work with the information provided in the Streamlined Project Application by the Applicant to formulate COVID-19 related costs and work into projects (i.e., subawards) in Grants Portal based on logical groupings of the expenses and work. FEMA uses the Project Worksheet (PW) (FEMA Form 90-91) as the Subaward Application.

- FEMA uses the PW to document details of the Applicant’s project, including a detailed description of the disaster-related costs and the associated scope of work (SOW) and costs.
 - If the project involves multiple locations, FEMA may use site sheets to differentiate work and costs by site within the PW. The disaster SOW and costs for each site are documented on separate site sheets.

B. DIRECT APPLICATION AND RESOURCES

As COVID-19 response efforts unfold, FEMA has worked to develop information and processes to allow Applicants to apply for Public Assistance through the FEMA Grants Portal. Under DR-4480, FEMA will bypass typical process steps to streamline projects and work to ensure the Program Delivery Process will be simple and consistent across the country enabling rapid delivery of funding to Applicants.

Due to the high volume of expected Applicants, FEMA has adapted the PA process to allow for Applicants to apply for assistance directly with limited or no technical assistance from FEMA, although DHSES will assign a DAR to all applicants to assist with project development and submittal. If an Applicant participates in Direct Application, the Streamlined Project Application will be accessible in the system after RPA approval.

Resources for those Applicants participating in Direct Application will be available within Grants Portal on the Service Center page by selecting the “?” in the header of the site. FEMA’s Grants Portal hotline can be reached at (866) 337-8448 for help with log in information or questions regarding use of the Grants Portal system.

FEMA or DHSES may provide remote technical assistance to Applicants as needed. Applicants can request assistance by contacting the state DAR who can request that a FEMA Program Delivery Manager (PDMG) be assigned.

If during project development it is determined that additional documentation or information is needed, FEMA will work with the DAR to reach out to the Applicant to resolve the request for information. For complex requests, a PDMG may be assigned to assist in the process.

C. ASSIGNMENT OF DHSES/FEMA ASSISTANCE

FEMA traditionally appoints a Program Delivery Manager (PDMG) to each sub-applicant. Given the broad nature of the COVID-19 crisis, there may be a change in practice regarding the number of FEMA PDMGs allocated to each state. For DR-4480, New York State will continue to work with each sub-applicant to fill in the gap in the case that not every applicant receives a PDMG.

PDMGs serve as a liaison to the Applicant, providing direct customer service to ensure effective, efficient, and accurate delivery of grant funding. If a PDMG is assigned, the Streamlined Project Application will be available after the completion of a Recovery Scoping Meeting (RSM). The primary role of the PDMG is the following:

- Work with the Applicant to identify expenditures, gather documentation, provide Essential Elements of Information (EEI), logically group expenditures into projects, and request the work order for a site inspection
- Coordinate with CRC staff to develop a scope of work (SOW) and cost estimates
- Serve as the facilitator of information and requests between the CRC and the Applicant concerning the SOW.

Applicants may also receive a New York State DHSES Disaster Assistance Representative (DAR). The primary role of these representatives includes:

- Helping develop scope of work and cost estimates.
- Assisting with complex projects (Technical Specialists):
 - Hospitals
 - Schools

The PDMG/DAR will assist the Applicant as necessary in preparing, documenting, and submitting Projects through the Grants Portal. All Projects will be assigned a PDMG or DAR to work closely with the Applicant in the preparation of the project scope of work and associated costs. At this time, there is no deadline for submitting Projects, however, Applicants must process their Projects promptly because each Project is limited to costs incurred within its authorized period of performance (POP). For COVID-19, the POP is September 20, 2020 unless otherwise defined or extended. DHSES staff will be available to assist where necessary.

D. IDENTIFICATION OF ACTIVITIES

For DR-4480, Applicants must identify and report damage by submitting Streamlined Project Applications to FEMA via the Grants Portal form. The Applicant will be able to work on their application via Direct Application, or with DHSES staff or a FEMA PDMG to identify the emergency activities performed, and related costs.

1. Categories of Work

The only Category of Work eligible for DR-4480 is Category B – Emergency Protective Measures. Section 406 Hazard Mitigation is NOT currently available in this disaster.

2. Special Considerations

The term “Special Considerations” is used to describe issues that could affect the Scope of Work and funding for a Project. For DR-4480, these measures would typically include Insurance, other funding sources including other grant programs and compliance with other Federal Laws and Regulations, such as those pertaining to environmental protection and/or historic preservation.

The Applicant has a critical role in identifying — and quickly resolving — special consideration issues based on their knowledge of their situation. By considering the issues below before meeting with State or Federal staff, the Applicant can speed the reimbursement process. The PDMG or PDAR is available to discuss special consideration questions for each Project with the Applicant. Every Project will be reviewed for applicable Special Considerations and the Applicant will receive guidance and instructions based on results of that review.

Medical Insurance:

FEMA does not provide PA funding for otherwise eligible medical costs if underwritten by private insurance, Medicare, Medicaid, or a pre-existing private payment agreement. The Applicant must take reasonable steps to provide documentation on a patient-by-patient basis verifying that insurance coverage or any other source funding including private insurance, Medicaid, or Medicare, has been pursued and does not exist for the costs associated with emergency medical care and emergency medical evacuations.

Other Funding Source Reductions:

While FEMA funding may be provided immediately upon project approval, when the grant is audited for closure all other funding sources (state, federal and insurance) used for the project will be reviewed. A reduction (i.e. de-obligation) of previously allocated FEMA funding will occur in instances where other funding was received for the same eligible work. This could result in an Applicant having to return FEMA funds to the Recipient.

Any funding received from any other source that is used for the eligible FEMA project Scope of Work, must be deducted from the project eligible cost. In this pandemic event, any medical provider who would normally submit claims to the patient’s health insurance would be expected to continue to do so and then deduct the proceeds from the eligible costs claimed for FEMA reimbursement.

Environmental and Historic Preservation Considerations:

While the list of eligible COVID-19 activities includes actions that do not affect the environment (such as provision of personnel, supplies, and equipment), there are activities associated that do have the potential to adversely affect natural, historic, and/or archaeological resources. Examples include:

- Repurposing, renovating, or reusing existing facilities as temporary medical or sheltering facilities
- Placement of prefabricated facilities on a site
- Construction of new temporary medical or sheltering facilities
- Storage of human remains and mass mortuary services
- Staging resources on an undeveloped site
- Proper disposal of medical waste

The Applicant is responsible to obtain all necessary work and environmental permits for the work undertaken. For further information on Environmental and Historical Preservation see below (click [here](#)).

E. PROJECT TYPES

After submission of a Streamlined Project Application, a project will be developed by FEMA. The type of project created will be based on information provided in the application.

1. Small Projects

Small Projects have a minimum threshold of \$3,300 and a maximum threshold of \$131,100 for this current disaster. They are funded based on the FEMA approved estimate of costs, which may be based on an estimate of activities to be completed, actual costs for activities completed, or a combination of both. Once a Small Project is obligated, FEMA generally does not adjust the approved amount even when documented actual costs are different. FEMA only adjusts the approved amount on individual Small Projects if one of the following conditions applies:

- The Applicant did not complete the approved SOW;
- The Applicant requests additional funds related to an eligible change in SOW;
- The Project contains inadvertent errors or omissions; or
- Actual insurance proceeds differ from the amount deducted in the Project.

In these cases, FEMA only adjusts the specific cost items affected.

FEMA does not require a final inspection of completed Small Projects; however, the Applicant must certify, and the State must provide reasonable assurance that the Applicant completed the approved Scope of Work in compliance with all applicable laws, regulations, and policies. The Applicant must sign and submit its Project Completion Certification (P4) Form to the Disaster Assistance Manager as soon as the work for a Project is complete. A P4 Form is required for each specific project and is sent to the Applicant by NYS DHSES when the project is obligated.

When FEMA obligates a small project, NYS DHSES will process payment for the **75% federal share**.

Small Projects are **not** usually eligible for cost overruns. **HOWEVER**, if a **major omission or error** in the Scope of Work is identified, the Applicant has a limited time to request an Appeal for a Small Project Reconciliation. (See Cost Overruns, below).

2. Large Projects

FEMA has implemented changes to the Public Assistance program for the COVID-19 disaster declaration. Applicants now have two options to receive funding for Large Projects. Applicants can either request an expedited funding process where up to 50% of eligible costs are provided at project approval or applicants can submit their projects through the normal reimbursement process.

FEMA Expedited Large Project Funding for COVID-19:

- Scoped in clear operational periods (30, 60, 90 days),
- Scoped with clear authorized activity lists,
- Initially obligated at up to 50% of the estimate cost,
- Initial funding disbursed for the 75% federal cost-share of the obligated amount,
- Must be closed out based on actual documented costs for eligible work.

Large Project Reimbursement:

Applicants may request Progress Payments based upon documented expended costs. The Applicant will need to provide supporting documentation such as, Permits, Procurement Documentation, Contracts, Proof of Payments, and a description of the work completed on the Project. DHSES will then review the submitted documentation and may grant a Progress Payment as appropriate.

When a Large Project grant (expedited or not) is closed out, Applicants will be reimbursed based on the **actual documented costs incurred** for the approved scope of work following all applicable laws, regulations and procurement practices. The steps for processing a Large Project are described below:

- A Project is prepared by the Applicant with assistance from the PDMG or PDAR as necessary. FEMA approves funding using the estimate and obligates the Federal Share of the funds to the State. The initial obligation may or may not result in an initial payment to the applicant, based on the status of the work and supporting documentation.
- Once the period of performance ends or eligible activities related to COVID-19 are completed (whichever occurs first), the Applicant submits a Project Completion Certification (P4) Form to the Disaster Assistance Manager to trigger the closeout process. The State performs a Large Project Final Accounting (LPFA) based on documentation provided by the Applicant and, where appropriate, information developed from site visits. The State then submits a report on the completed Project to FEMA, recommending reimbursement for actual costs incurred in the completion of authorized, eligible work.
- After reviewing the State's recommendation, FEMA will determine the final eligible costs for the Project and adjust the obligation accordingly.

While proceeding with the Project, the Applicant must ensure that grant funds are used only for eligible activities and purchases. Final, full reimbursement on a Large Project can only be processed for activities performed and costs incurred within the defined scope of work and approved period of performance.

All costs for which an Applicant seeks reimbursement must be well documented and paid for by the Applicant.

FEMA will validate the Applicant's claim for costs. The Applicant is responsible for providing documentation (see [Documentation Requirements, Instructions, and Eligibility](#) section below) and proof of payment to substantiate the actual costs on all Large Projects.

3. Alternate and Improved Projects

Alternate Projects and Improved Projects are not authorized for Category B work under FEMA Public Assistance Policies.

F. MANAGEMENT COSTS

Under the Disaster Recovery Reform Act (DRRA) of October 5, 2018, Applicants may now receive reimbursement for their direct and indirect administrative costs incurred in managing their subgrant applications. Reimbursement for Management Costs is capped at 5% of all the Applicants total Category B Project costs as follows:

- a. FEMA will create a separate project for each applicant, called a Category Z project, to capture Management Costs. If additional Projects are subsequently obligated or de-obligated, FEMA will adjust the cap accordingly.
- b. Management Costs include but are not limited to activities such as attending Applicant Briefings, Recovery Scoping Meetings, Transition meetings, Site Visits, Project Formulation, Documentation and Closeout efforts, Travel costs and Consultant costs.
- c. Applicants must document their actual management costs and may be reimbursed their actual documented costs up to the 5% cap.
- d. Eligible Management Costs are reimbursed at 100% federal share.

G. EXPEDITED PAYMENT PROCESS

If an Applicant has an immediate need for Emergency Work funding, FEMA may obligate funding based on estimated costs provided the Applicant substantiates its legal responsibility for the work and provides a detailed description of the activities, a cost summary, and sufficient documentation to substantiate that the work is eligible, and the cost estimate is reasonable.

The FEMA template will identify Expedited Project criteria whereby projects will be processed with a Scope of Work and Cost Estimate and minimal supporting documentation. FEMA will review the cost estimate and Scope of Work for reasonableness. Estimated Projects are initially funded at 50% of the original approved estimate, and the federal obligation will be at the incidents federal cost-share. Subsequently, the applicant must request that FEMA create an amendment to obligate additional funding. An applicant must provide 100% documentation to support the expenditures of the originally expedited funding. Once the amendment is approved and obligated, the applicant must follow the regular progress payment request process to receive additional funds. Full documentation will also be required to close the project out and receive 100% of the funding. FEMA will also expedite most EHP reviews via a broad approach for activity types that are likely to have little to no potential environmental or historical impacts.

1. Change in Scope of Work

While proceeding with the project, the Applicant must ensure that it uses PA funding only for eligible work. The Applicant should engage the Recipient and FEMA as soon as it identifies a change to the SOW to allow FEMA time to review changes for eligibility and EHP compliance requirements prior to commencement of work. If the Applicant begins work associated with a change before FEMA review and approval, it will jeopardize PA funding.

FEMA may approve revisions under any of the following circumstances (this is not an all-inclusive list):

- The Applicant discovers damages are not visible during the site inspection. Site inspections are only used for temporary facilities.
- The Applicant discovers hidden damage while completing previously approved work.
- The repair method documented in the PW is not feasible.
- Professional recommendations for repair differ from the repair documented in the PW, provided the recommendations are limited to the least costly method of repairing only the agreed upon disaster-related damage. The PW contains inadvertent errors or omissions.
- The Applicant wishes to pursue an Improved or Alternate Project.

A scope of work change can be initiated through the FEMA Grants Portal system or Applicants can request assistance from DHSES. Scope of work changes should include detailed justification and documentation to support the eligibility of the requested revision. If the request involves previously unreported expenses, the Applicant must also provide documentation demonstrating how the incident caused the expense.

The Recipient must forward the request to FEMA with its written recommendation. FEMA engages subject matter experts for technical assistance when necessary to reach a determination of whether the requested change is eligible for PA funding. Changes in SOW due to one of the following reasons are generally eligible:

- Alternate repair method is more cost-effective than the original proposed repair method
- Original repair method is not technically feasible
- Increase in previously approved quantities due to errors and omissions

Change in SOW requests should be submitted prior to the approved project deadline and include the following (not an all-inclusive list):

- Detailed changes to SOW and cost estimate
- Reason for changes:
 - If more cost-effective repair: both cost estimates
 - If original SOW not feasible: supporting documentation such as technical reports
 - If hidden expense (must be found during performance of eligible work):
 - Documentation substantiating the expenses are related to the declared incident
 - Photographs documenting losses
 - Change orders
- Construction timeline / project schedule
 - Time extension, if necessary

2. Developing Project Cost

Project costs are estimated as follows:

- If the Applicant has completed the SOW, the PW is prepared based on actual costs.
- If the Applicant has not completed the SOW, FEMA or the Applicant estimates the costs.
- If the Scope of Work includes both completed work and work to be completed, the project may combine actual and estimated costs.

FEMA uses the Applicant's cost estimate if the estimate:

- Is based on unit costs for each component of the SOW and not a lump sum amount
- Contains a level of detail sufficient for FEMA to validate that all components correspond with the agreed-upon SOW and
- Is reasonable.
- If a project involves construction costs, the applicant may submit an estimate prepared by a licensed Professional Engineer or other estimating professional, such as a licensed architect or certified professional cost estimator who certifies that the estimate was prepared in accordance with industry standards and that the estimated cost directly corresponds to the authorized scope of work.

The Applicant may request technical assistance from DHSES or FEMA to develop the cost estimates.

3. Project Documentation

FEMA requires documentation to support that the work is eligible in accordance with laws, regulations, Executive Orders (EOs), and policies. This section provides checklists of documentation that may support eligibility. These checklists are not all-inclusive lists. Documentation should provide the "who, what, when, where, why, and how much" for each item claimed. If the specific documentation discussed below is not available, FEMA and NYS DHSES work with the Applicant to obtain alternative documentation to support eligibility. However, it is the Applicant's responsibility to substantiate its claim as eligible. If the Applicant does not provide sufficient documentation to support its claim as eligible, FEMA cannot provide PA funding for the work.

The Applicant must maintain all source documentation supporting the project costs. To facilitate closeout and audits, the Applicant should file all documentation pertaining to each project with the corresponding PW as the permanent record of the project. The Recipient and the Applicant must keep all financial and program documentation for 3 years after the date of the Recipient's final Financial Status Report (FSR) (FEMA Form 112-0-1). Records are subject to audit by State auditors, FEMA, the U.S. Department of Homeland Security Office of Inspector General, and the U.S. Government Accountability Office.

An Applicant who seeks reimbursement for project-related expenses is required to provide documentation that supports the proof of proper procurement, proof of an agreement and obligation to pay, proof that the goods or services were received, and proof of that payment was made. It is imperative that an Applicant ensure that the documentation is complete and accurate to prevent delays in the DHSES review, approval, and payment process. All documentation submitted with the reimbursement request must be enough to clearly demonstrate what product or work the reimbursement request is for, and that the expense in question is in compliance with Federal, State, and

local laws, regulations, and policies (including the Applicant’s own policies).

The Applicant should submit the documents outlined in the table below that are applicable to them in order to support costs claimed:

GENERAL DOCUMENTATION REQUIREMENTS

| | |
|---|--|
| Request for Reimbursement (RFR) Form | <ul style="list-style-type: none"> The RFR Form summarizes the request for reimbursement |
| Time Extension Approval Letters | <ul style="list-style-type: none"> Provide all letters if any have been approved. |
| Proof of Payment | <ul style="list-style-type: none"> Provide one (1) of the following: copy of cancelled check, bank statement or Electronic Funds Transfer (EFT), dated and itemized receipt, or pay stub or payroll register for Force Account Labor |
| Cost Estimates | <ul style="list-style-type: none"> Cost estimate for the agreed-upon SOW developed with unit costs Qualifications of the company or individual who prepared the cost estimate |

FORCE ACCOUNT LABOR (FAL)

| | |
|---|---|
| Force Account Labor Record | <ul style="list-style-type: none"> FEMA form 90-123 or equivalent (FEMA form preferred) Must be dated and signed by an authorized official |
| Individual Information | <ul style="list-style-type: none"> Name, Job Title and Function, Type of Employee (i.e., full-time exempt, full-time non-exempt, part-time, temporary, prisoner, etc.) |
| Pre-disaster Personnel Policy | <ul style="list-style-type: none"> Straight time, overtime, and personnel policies |
| Fringe Benefit Breakdown | <ul style="list-style-type: none"> FEMA form 90-128 or equivalent (FEMA form preferred) |
| Timekeeping Documentation | <ul style="list-style-type: none"> Time sheets (Days and Hours Worked) Activity logs (include description of work) that support the FAL Record |
| Payroll Records and/or Check Register | <ul style="list-style-type: none"> Pay Policy, Pay Rates Documentation must clearly be generated from the Applicant’s official system of record |
| Grant Management Cost Activity Support | <ul style="list-style-type: none"> Time sheets or activity tracker that log employee time for eligible Direct Administrative Costs (DAC) or Grant Management Cost tasks Only for DAC or Grant Management Cost reimbursement DAC and/or Grant Management Costs must be submitted as its own expense |

FORCE ACCOUNT EQUIPMENT (FAE)

| | |
|---------------------------------------|--|
| Force Account Equipment Record | <ul style="list-style-type: none"> FEMA form 90-127 or equivalent (FEMA form preferred) Must include operator name per equipment per day and number of hours. Operator name MUST specify individuals that operated each piece of equipment. “Various” or a department name is not sufficient Schedule of Rates |
| Equipment Description | <ul style="list-style-type: none"> Type of equipment and attachments used, including year, make, and model Size/capacity (e.g., horsepower, wattage) |

| | |
|------------------------------------|--|
| Force Account Labor Record | <ul style="list-style-type: none"> FAL Record is required to corroborate the claimed FAE operator hours |
| Equipment Activity Logs | <ul style="list-style-type: none"> Operator activity logs and/or timesheets that support the FAE Record Location, days, and hours used |
| Equipment Inventory Listing | <ul style="list-style-type: none"> Listing of Applicant-owned equipment claimed with description and FEMA cost code |

MATERIALS

| | |
|---|--|
| Materials Summary Record | <ul style="list-style-type: none"> FEMA form 90-124 or equivalent (FEMA form preferred) |
| Invoices or Receipts | <ul style="list-style-type: none"> Must include unit price and quantity |
| Material and Supplies Inventory Record | <ul style="list-style-type: none"> For materials purchased prior to the disaster. Inventory record should include original quantity in inventory, quantity used for the project, date of use, and location of use. |
| Supplies from Stock Records | <ul style="list-style-type: none"> Historical Records, Inventory Records Daily Logs: Type of Supplies and Quantities Used |

RENTED EQUIPMENT

| | |
|--------------------------------|---|
| Rented Equipment Record | <ul style="list-style-type: none"> FEMA Form 90-125 or equivalent (FEMA form preferred) |
| Rental Agreement | <ul style="list-style-type: none"> Rental Agreement must be signed and dated with time period and unit price specified |
| Invoice or Receipts | <ul style="list-style-type: none"> Must include unit price and time period covered |

DONATED RESOURCES

| | |
|--------------------------------|---|
| Labor Documentation | <ul style="list-style-type: none"> Name Timesheets (Days, Hours Worked) Activity Logs (Location of Work, Work Performed) |
| Equipment Documentation | <ul style="list-style-type: none"> Same information listed under FAE Individual/Entity who donated each piece of equipment |
| Materials Documentation | <ul style="list-style-type: none"> Quantity Donated Individual/Entity Who Donated Location Materials Were Used |

CONTRACT WORK

| | |
|---|---|
| Contract Summary Record | <ul style="list-style-type: none"> FEMA form 90-126 or equivalent (FEMA form preferred) |
| Invoice or Receipts | <ul style="list-style-type: none"> All invoice/Pay Application backup must be included (invoice summaries are not sufficient) Contractor and subcontractor timesheets and materials invoices for time and material contracts and Mutual Aid Agreements are required |
| Grant Management Cost Activity Support | <ul style="list-style-type: none"> Contractor time sheets or activity tracker that log employee time for eligible Direct Administrative Costs (DAC) or Grant Management Cost tasks Only for DAC of Grant Management Cost reimbursement |
| Payment and Performance Bonds | <ul style="list-style-type: none"> When required by law, regulations, policy or contract |

Load Tickets and Truck Certifications • Required for debris contracts

PROCUREMENT AND CONTRACT REQUIREMENTS (For Rental Equipment, Materials, and Contract Work)

Applicant Procurement Policy • Provide the Procurement Policy that was in place at the time of the disaster.

Competitive Process • Request for Bids (RFB), Request for Proposals (RFP), Request for Qualifications
• May be an email or phone log requesting quotes if informal quotes are allowable

Advertisement • The publicized advertisement if formal procurement procedures are required

Responses to RFP/RFQ/RFB • The quotes, bids, or proposals submitted to the Applicant

Selection Process • Scoring criteria, scoring sheets, bid tabulations, bid board approval meeting minutes etc.

Purchase Order • Must include unit price and quantity

Executed Contract with Applicable Amendments • A signed and dated contract and any related amendments, change orders, or task orders

Vendor's Certificate of Eligibility issued by ASG • For State Agencies, Public Corporations and Municipalities

Documentation of Fiscal Oversight Management Board Contract Approval • For contracts ≥\$10 million

Cost Analysis • Required for goods and services exceeding \$250,000

Monitoring Documentation • For Time and Materials Contracts

COST REASONABLENESS (If Requested by FEMA – for additional information see [Appendix O](#))

Current market price for similar goods/services • Historical Documentation
• Average costs in the area
• Published unit costs from national cost estimating databases

Direct Administrative Costs • Specific description of administrative task performed by individual
• Skill level and position description of individual performing task

Documentation supporting shortages or challenging procurement circumstances • News stories
• Supply Chain Vendor Requests
• Documentation supporting necessity of unique services or extraordinary level of effort

OTHER

Cash Donations/Funding Received • Relevant Documentation

Cost Comparisons and Source • If Applicable

Actual Insurance Proceeds • If Applicable

Figure 5 - FEMA Public Assistance and Policy Guide Chapter 3.1

4. Recovery Transition Meeting

FEMA and the Recipient conduct a Recovery Transition Meeting with the Applicant when project formulation is complete, and all claimed expenses are documented. FEMA uses this meeting to:

- Ensure all claimed expenses are sufficiently and accurately documented
- Discuss record retention requirements
- Explain deadlines for completion of work and appeals
- Review EHP compliance issues
- Transition primary point-of-contact from field personnel to the Recipient
- Discuss questions or concerns

H. PROJECT APPROVAL PROCESS; REQUEST FOR INFORMATION

1. Small Project Validation

The intent of validation is to reduce the overall administrative costs associated with the Public Assistance Program and to provide reimbursement funds to Applicants quickly. Validation applies to all Small Projects (including Emergency Work, Permanent Work and Small Projects with special considerations) written by the Applicant and submitted in Grants Portal.

During validation, FEMA reviews the Applicant's small projects to confirm that they have accurate Scopes of Work and cost estimates and that the Applicant has enough documentation to support the project eligibility and cost. They will perform the following tasks:

- Confirm all aspects of the project description are accurate, complete and that all Special Considerations have been identified.
- Confirm the expense description is complete, accurate and eligible.
- Confirm the scope of work is complete, accurate and eligible.
- Review all actual cost records to ensure completeness, accuracy and eligibility.
- Review your cost estimate to ensure it is complete, accurate, reasonable and eligible.

It is imperative the Applicant documents all work submitted for reimbursement. The Applicant's method of estimating the costs to accomplish the eligible Project and related costs must be documented. Any work already completed on the Project should be reflected as the actual costs incurred. The documentation for these actual costs must be available for the review. All claimed expenses must be for work undertaken due to the incident.

In addition to the required paper documentation, photographs of work sites, both prior to and post-COVID-19 operations, and work performed may be an effective way to help support the cost documentation for the work.

I. WORK/ENVIRONMENTAL PERMITS – ENVIRONMENTAL AND HISTORIC PRESERVATION

Applicants responding to COVID-19 may need to repurpose, renovate, or reuse existing facilities, place prefabricated facilities on a site, or construct a new temporary facility. Applicants should be prepared to provide the following:

- Location of the work, including latitude/longitude in decimal degrees (to the fifth decimal point) and site address. Maps or aerial imagery of the project area is also helpful.
- Description of any ground-disturbing activities, including site preparation, laying new or expanding existing utilities, and expansion of existing footprints.
- Dates of construction for facilities that are being reused, repurposed, or renovated.
- Description of modifications made to existing facilities.
- Photographs of the project site or facility.

Several statutes, Executive Orders, and regulations establish requirements to protect the environment and preserve the Nation's historic and prehistoric resources. FEMA will review each PA grant to ensure any applicable construction, storage, staging, or disposal work complies with applicable Federal environmental and historic preservation (EHP) laws. The Applicant is legally responsible for complying with applicable Federal, State, Territorial, or Tribal EHP laws even if FEMA is not providing PA funding for all the work. See [Appendix K](#) for additional information including best practices for temporary facilities and EHP compliance.

IV. Reimbursement and Payment Process

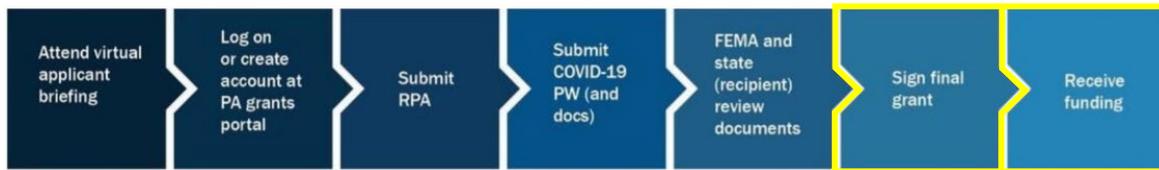


Figure 6 - [FEMA Public Assistance Simplified Application](#)

A. PROJECT FUNDING

FEMA closes Small and Large Projects as each is completed. To ensure a timely closeout process, the Applicant must notify NYS DHSES immediately as it completes each Project and send their P4 signed document. The Applicant should include the following information with its closeout request:

- Certification that project is complete
- Date of project completion
- Copies of any Recipient time extensions.

1. Small Projects

Once FEMA obligates a Small Project, FEMA does not adjust the approved amount of an individual Small Project. This applies even when FEMA obligates the PW based on an estimate and actual costs for completing the eligible SOW differ from the estimated amount. FEMA only adjusts the approved amount on individual Small Projects if one of the following conditions applies:

- The Applicant did not complete the approved SOW
- The Applicant requests additional funds related to an eligible change in SOW
- The PW contains inadvertent errors or omissions
- Actual insurance proceeds differ from the amount deducted in the PW.

In these cases, FEMA only adjusts the specific cost items affected. If none of the above applies, the Applicant may request additional funding if the total actual cost of all its Small Projects combined exceeds the total amount obligated for all its Small Projects. In this case, the Applicant must request the additional funding through the appeal process, **within 60 days of completion of its last Small Project**. FEMA refers to this as a net small project overrun appeal. The appeal must include actual cost documentation, as detailed in Section II, for all Small Projects that FEMA originally funded based on estimate amounts.

To close a Small Project, DHSES must provide FEMA with reasonable assurance that the Applicant completed the approved SOW and complied with all EHP requirements. The Recipient submits the Applicant's certification of completion on small projects to FEMA. Once FEMA receives the certifications from DHSES, FEMA closes all the Applicant's Small Projects.

2. Large Projects

The final eligible amount for a Large Project is the actual documented cost of the completed, eligible SOW. Therefore, upon completion of each Large Project that FEMA obligated based on an estimated amount; the Applicant must provide the documentation to support the actual costs. If the actual costs

significantly differ from the estimated amount, the Applicant should provide an explanation for the significant difference.

Federal payments on large projects are based on final inspections and validation which requires proper documentation of costs. This is especially true for COVID-19 where full, complete and comprehensive documentation is essential to avoid future duplication of benefit findings and de-obligations of FEMA funds. The Large Project Final Accounting process will begin once DHSES is notified by the Applicant that all work has been completed and costs associated with the project have been paid. A final inspection will be conducted on all Large Projects for which the work was not 100% complete at the time the Project was prepared.

The Applicant must promptly notify DHSES upon completion of all work associated with an individual Project (Large or Small), using the Project Completion and Certification Report (P4 form). This notification consists of completing the P4 form by indicating the claimed Project cost and completion date. The Applicant's authorized agent must sign the P4 certification statement indicating the work was completed in accordance with Public Law 93-288, as required.

All correspondence should be addressed to Disaster Assistance Manager **Kelly Sommerman** for directions: kellysommerman@dhses.ny.gov. **REMEMBER the burden of proof and the need to provide detailed justification is the Applicant's responsibility.**

B. COST OVERRUN

Sometimes the actual costs incurred by the Applicant during performance of the work exceed the approved estimated amount. This situation is known as a **Cost Overrun**. When this occurs, the Applicant must determine the reason for the cost overrun. Overruns are usually caused by one of the following:

- **Variations in unit pricing:** The unit prices used in the cost estimate may have been lower than those the Applicant was charged.
- **Change in the scope of work:** While performing the work, the Applicant may find that additional eligible work or changes in the prescribed work are necessary. If this occurs the Applicant must notify the State immediately and request assistance in developing a Scope of Work Change Request for submission to FEMA. Scope of Work changes must be approved by FEMA **prior** to initiating work.
- **Delay in starting or completion times:** Problems beyond the Applicant's control may contribute to delays in starting or completing work.

The Applicant should evaluate cost overruns on large projects. The Applicant should notify NYS DHSES promptly if an anticipated cost overrun significantly exceeds the approved amount. If the additional costs are justified, the Applicant can request additional funding. The Applicant should contact the State to ensure that proper guidelines for documenting any additional costs are followed. When necessary, the State will forward requests for additional funding to FEMA. Such requests must contain documentation to support that the additional costs were incurred during the performance of eligible work.

Small Projects are handled differently. For Small Projects, cost overruns are not handled on a Project-by-Project basis; rather, the Applicant may submit an Appeal through the State to FEMA to request supplemental funding for a net cost overrun for all its Small Projects. An Appeal should be submitted

only when the total actual costs for all Small Projects combined exceed the total cost approved for all Small Projects. ***The Appeal must be submitted within 60 days of the completion of that Applicant's last Small Project.*** The Appeal must include documentation of actual costs correlated to each line item in the Scopes of Work. This includes Projects with under runs as well as those with overruns. An explanation of all cost and quantity differences with the approved Scopes of Work should be included.

C. COMPLETION OF WORK

The current deadline for completion of most Emergency Protective Measures in DR-4480 is **September 20, 2020**. The State may extend the deadline for most Emergency Protective Measures for an additional six (6) months upon request from the Applicant and with justification. Any further time extensions will require approval from FEMA. Certain types of Emergency Protective Measures have unique deadlines for completing work, including non-congregate sheltering and food procurement and distribution. Also, the extension of any deadline for temporary facilities requires approval from FEMA.

1. Work/Time Extensions

Applicants must request an extension of deadlines PRIOR to assigned dates. **Requests for extensions should be submitted as early as possible prior to the deadline to allow time for the request to be reviewed.** To request a time extension, please contact Disaster Assistance Manager **Kelly Sommerman** for directions: kelly.sommerman@dhses.ny.gov

All requests for a time extension must include detailed justification for the request. The request must specify each Project for which an extension is requested and detail the efforts being made to complete the work prior to the established deadlines. Previous time extensions must be listed on the request.

If an Applicant does not complete the work within the established deadline, and the Applicant does not request and receive a time extension, reimbursement could be denied for any work completed after the established deadlines.

Applicants should not presume that their time extension requests will be approved; however, the disaster work must continue. Notification will be sent to the applicant advising them of the final determination regarding the request. An unfavorable response may be appealed with additional justification.

2. Quarterly Progress Reports

Applicants are required to report to NYS DHSES on the status of all open large projects using the Quarterly Progress Report (QPR) form. See [Appendix E](#). This allows the NYS DHSES to obtain the information needed to comply with FEMA requirements and provides the opportunity to identify possible problems being incurred by the Applicants in their efforts to complete their projects.

REMEMBER all work must be completed within the approved time limitations. All costs for which the Applicant seeks reimbursement must be incurred within the approved period of performance. If work cannot be completed within the existing time limitation, a time extension **MUST** be requested. If at any time problems are encountered or concerns exist, notify Disaster Assistance Manager **Kelly Sommerman**: kelly.sommerman@dhses.ny.gov

3. Approved Project Notification Folder (Blue Book)

Upon receipt of the Approved Project Notification Folder, please promptly review the package for the following information:

- Changes in the Scope of Work or discrepancies from the project as identified immediately following the disaster. If any discrepancies are discovered, promptly notify NYS DHSES to avoid payment problems at the time of final inspection.
- If a Project is no longer under consideration, notify NYS DHSES of the need to withdraw the Project from consideration.

As soon as a Project is completed, the Project Completion and Certification Report (P4 form) must be completed and returned to Disaster Assistance Manager **Kelly Sommerman**:

kelly.sommerman@dhses.ny.gov

4. Disapproved Project Notification (FEMA Determination Letter of Decision Memorandum)

Upon receipt of any formal FEMA determination, please review all project documentation. Receipt of the determination starts the Applicant's sixty (60) day timeframe to appeal the decision.

V. Appeals

The Applicant may submit an Appeal through DHSES to FEMA for any determination related to an application for, or the provision of, assistance under the PA Program (for example, funding amounts, eligibility determinations, etc.) Examples of determinations which may be appealed include:

- An entity is not an eligible Applicant
- A facility or a specific Project is not eligible
- The approved eligible cost is less than what the Applicant believes is necessary to complete the approved scope of work
- Denial of a requested time extension
- Denial of a Scope of Work Change Request
- Denial of specific costs claimed for a Project

The Applicant's written appeal request must be sent to NYS DHSES within sixty (60) days of the date of receipt of FEMA's written Determination. The appeal must include documented justification supporting the appeal, the monetary figure in dispute, and the Law/Regulation/Policy that supports the appeal (44 CFR 206.206(a)). It is the Applicant's responsibility to prepare the appropriate appeal documentation and justification to be presented to FEMA for their review and consideration. FEMA will deny late appeal submissions.

An Applicant has two (2) opportunities to appeal a FEMA decision. The First Appeal goes to FEMA Region II for a determination. If an Applicant pursues a Second Appeal, it goes to FEMA Headquarters in Washington D.C. for a determination. In lieu of a Second Appeal, certain claims may be pursued in Arbitration. Appeals are submitted through DHSES to FEMA. Each Appeal will be processed through DHSES for review and comment before being referred to FEMA. If you have questions regarding the appeal or arbitration process for a Project, please contact Disaster Assistance Manager **Kelly Sommerman** for directions: kelly.sommerman@dhses.ny.gov

FEMA reviews the appeal and, within 90 days of receiving it, takes one of two actions:

- Provides its final written decision to the Recipient
- Requests additional information specifying the date FEMA must receive the information (usually 30 days).

VI. Arbitration

Arbitration is a new process available if an Applicant is denied on first Appeal and the following conditions are met:

- Dispute amount exceeds \$500k (\$100k for rural areas with populations of less than \$200k); and
- Applicant filed a timely first Appeal and was denied or partially denied or FEMA has not rendered a decision within 180 days;
- Request is made directly to the board.
 - Applicant may supplement the record of the first Appeal;
 - Counsel and expert witnesses allowed but not required; and
 - Expenses including Attorney fees, paid for by the party incurring the costs.

VII. Audit Requirements

Applicants are subject to Federal and non-Federal audits. Requirements:

1. A review of all Large Projects (and Small Projects with significant cost overruns) will be conducted by the State once those projects are completed.
2. In accordance with the Single Audit Act of 1984 (P.L.98-502), as amended in 1996 (P.L. 104-156), a Sub-Recipient (Applicant) which expends \$750,000 or more of Federal funds from all sources during its fiscal year, must have an independent audit conducted in accordance with the circular. OMB Circular A-133 further requires that the final report for such audit be completed within nine (9) months of the end of the sub-recipient's fiscal year. Additionally, per the New York State Budget Policy and Reporting Manual Item I-300, State agencies that provide funds to sub-recipients pursuant to OMB Circular A-133 must obtain copies of the sub-recipient's A-133 audit reports and determine whether any audit findings affecting its programs are significant and warrant follow-up.

Therefore, all Sub-recipients (Applicants) must provide one copy of such audit report or notification that they are exempt from the requirements to DHSES within nine (9) months of the end of their fiscal year. Please submit the A-133 report or exemption notification to:

**New York State Division of Homeland Security and Emergency Services
Fiscal Monitoring Unit
State Campus, Building 7A
1220 Washington Avenue
Albany, NY 12242**

Electronic copies or a link to the report is acceptable and can be directed to: FMU@dhses.ny.gov. An e-mail response submitted to FMU@dhses.ny.gov indicating that your entity is exempt **which includes the applicable fiscal period associated with the exemption** is acceptable as well.

Failure to provide a copy of the A-133 Single Audit report or notification your entity is exempt from the requirement within nine (9) months of your fiscal year end may result in a stop payment status being placed on all DHSES awards until compliance is met. Continued non-compliance can also negatively impact future funding opportunities and/or result in disallowance of expenditures.

Questions regarding the Single Audit Requirement should be addressed to the DHSES Fiscal Monitoring Unit by submitting them to FMU@dhses.ny.gov or by calling (518) 242-5069.

3. **Important Change:** Please note that the Single Audit Requirements are now codified under CFR Title 2, Part 200 Subpart F. The effective date of the higher audit threshold is located at CFR Title 2, Part 200 Subpart F, § 200.110(b), which can be found at the link below:

http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl

VIII. Disaster 4480 Applicant Handbook Appendices

- A. RPA Forms for State, Local and Tribal Applicants**
- B. Private Nonprofit Eligibility Guidelines (PNP)**
- C. RPA Forms for Private Nonprofit (PNP) Applicants**
- D. FEMA’s Schedule of Equipment Rates**
- E. Quarterly Progress Report Form Instructions**
- F. Management Costs Listing**
- G. Environmental and Historic Preservation Compliance**
- H. Environmental and Historic Preservation Fact Sheet**
- I. Non-Congregate Sheltering - FAQ**
- J. Medical Care Costs Eligible for Public Assistance**
- K. Procurement Under Grants: Under Exigent or Emergency Circumstances**
- L. Public Assistance Contracting Requirements Checklist**
- M. FEMA Contract Provisions Template**
- N. Food Purchase and Delivery**
- O. Cost Reasonableness Job Aid**
- P. Alternate Care Site (ACS) “Warm Sites” Guidance**

A. RPA Forms for State, Local and Tribal Applicants

1. RPA Form 90-49 (must include valid e-mail addresses)

Instructions are Included

2. DUNS Number Form

Instructions are Included

3. Drug Free Workplace Form

4. Applicant Certification Form

5. Federal Tax ID Number Form

Send Completed Forms To:

patricia.debboli@dhses.ny.gov

Office: 518-417-6043

Cell: 518-410-1243

Instructions to Complete the Request for Public Assistance (RPA) Form

Submission of the Request for Public Assistance (RPA) form is the first step for participation in the Public Assistance Program. Any governmental entity (village, town, county, or state agency), Native American Tribal organization, or certain Nonprofit organizations that wish to apply must complete a Request for Public Assistance (RPA) form.

Submittal of the RPA does not make an Applicant eligible for Public Assistance under the Stafford Act. The RPA is used by a potential Applicant to indicate interest in the Public Assistance Program.

Applicants should make every effort to complete and return their RPA prior to leaving the Applicant Briefing. The RPA must be submitted with 30 days of the date of the presidential declaration. If a potential Applicant fails to submit the RPA within the specified time frame, they will be denied eligibility for Public Assistance.

The Applicant must designate their Representative(s) or point(s) of contact on the RPA. The Representative(s) should have the authority of the Chief Elected Official and should be:

- Knowledgeable of the work to be inspected
- Knowledgeable of the location of activities and expenses
- Easily accessible by telephone (day & evening)
- Available for future FEMA or State inquiries

The Representative(s) will also have the overall responsibility to:

- Consolidate the disaster documentation activities among departments
- Ensure completion of disaster work
- Submit applicable forms

Completing the RPA Form: All potential Applicants must complete the Request for Public Assistance Form:

- Fill in the appropriate declaration number at the top of the form
- Enter the date the form is completed
- Ensure names, addresses, telephone numbers, and email addresses are clear and correct

| REQUEST FOR PUBLIC ASSISTANCE | | Paperwork Burden Disclosure Notice | |
|---|--------|------------------------------------|----------------------|
| 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 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) NOTE: Do not send your completed form to this address. | | | |
| Privacy Act Statement | | | |
| 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) | | | |
| APPLICANT PHYSICAL LOCATION | | | |
| STREET ADDRESS | | | |
| CITY | COUNTY | STATE | ZIP CODE |
| MAILING ADDRESS (If different from Physical Location) | | | |
| STREET ADDRESS | | | |
| POST OFFICE BOX | CITY | STATE | ZIP CODE |
| Primary Contact/Applicant's Authorized Agent | | Alternate Contact | |
| 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 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 - | | -DR- | - |
| | | FIPS# | DATE RECEIVED |

DUNS Number Requirement for Federal Grant Applications

Organizations are required to have a Data Universal Numbering System (DUNS) number to apply for a grant or cooperative agreement from the Federal Government.

The DUNS number is a unique nine-character identification number provided at no charge by the commercial company Dun and Bradstreet. The DUNS number is also a prerequisite for another Applicant organizational requirement: registration in the Federal Government's Central Contractor Registry. Registration in this system (CCR) is a requirement for all grantees and a current requirement for grantees applying for federal assistance through <http://www.grants.gov/>

To obtain a DUNS number in about 10 minutes, call 1-866-705-5711. Be prepared to answer the following questions:

- a. Name of Business
- b. Business Address
- c. Local Phone Number
- d. Name of the CEO/Business Owner
- e. Legal structure of the business (corporation, partnership, proprietorship)
- f. Year Business Started
- g. Primary Line of Business
- h. Total Number of Employees (Full and Part-Time)

You may also obtain a DUNS number online at the Dun & Bradstreet website, which may take up to 14 business days:

<https://fedgov.dnb.com/webform>

DUNS NUMBER
Disaster No. FEMA _____-DR-NY
(REQUIRED FOR ALL APPLICANTS)

In order to process your payment for disaster assistance funds, the Division of Homeland Security and Emergency Services will need to provide the Federal Emergency Management Agency with your DUNS Number. Your application cannot be processed until the appropriate DUNS number is received.

Located in the County of: _____

DUNS # (9 Digits): _____

Applicant Name: _____

Applicant Address: _____

City, Zip Code: _____

Telephone #: _____

Signature: _____ Date: _____

**Please provide this number, as it will assist us in
providing your funding in a timely
manner**

Please mail or fax, as soon as possible, to:

Public Assistance/Recovery Section
Division of Homeland Security and Emergency
Services 1220 Washington Avenue
Building 7A, 4th
Floor Albany, New
York 12242 Phone:
518-292-2293
Fax: 518-322-4984

CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

This certification is required by the regulations implementing the Drug-Free Workplace Act of 1988, 2 CFR Part 182, Subpart B. The regulations, published in the May 25, 1990 Federal Register, require certification by sub grantees, prior to award, that they will maintain a drug-free workplace. The certification set out below is a material representation of fact upon which reliance will be placed when the Division of Homeland Security and Emergency Services determines to award the sub grant. False certification or violation of the certification shall be grounds for suspension of payments, suspension or termination of grants or government wide suspension or debarment. (See 2 CFR Part 180, Subpart G, 180.700, and Subpart H, 180.800)

A. The sub grantee certifies that it will or will not continue to provide a drug-free workplace by:

- (a) publishing a statement notifying employees that the unlawful manufacture, distribution, dispersing, possession, or use of a controlled substance is prohibited in the sub grantees workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) establishing an ongoing drug-free awareness program to inform employees about-
 - (1) the dangers of drug abuse in the workplace;
 - (2) the sub grantees policy of maintaining a drug-free workplace;
 - (3) any available drug counseling, rehabilitation, and employee assistance programs;
 - (4) the penalties that may be imposed upon the employee for drug abuse violations occurring in the workplace;
- (c) making it a requirement that each employee to be engaged in the performance of the sub-grant be given a copy of the statement required by paragraph (a);
- (d) notifying the employee in the statement required by paragraph (a) that, as a condition of employment under sub grant, the employee will-
 - (1) abide by the terms of that statement; and
 - (2) notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (e) notifying the Division of Homeland Security and Emergency Services in writing within ten calendar days after receiving notice under subparagraph (d) (2) from an employee or otherwise receiving actual notice of such conviction. Such notice shall include the position title of the employee and the federal identification number of the sub grantee.
- (f) taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d) (2), with respect to any employee who is so convicted-
 - (1) taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (2) requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (g) making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a),(b), (c), (d), (e), and (f).

B. The sub grantee may insert in the space provided below the site (s) for the performance of work done in connection with this grant:

Organization Name: _____ **Disaster Name: FEMA** _____ **-DR or EM-NY**

(Please Print) Name and Title of Authorized Representative: _____

Signature: _____ **Date:** _____

FEDERAL TAX IDENTIFICATION NUMBER
(Not for use by State Agencies or Local Political Sub-
Divisions) Disaster No. FEMA _-DR / EM-NY

In order to process your payment for disaster assistance funds, the Division of Homeland Security and Emergency Services will need to provide the State Comptroller's Office with your PAYEE IDENTIFICATION NUMBER.

For an individual, the Payee ID is the social security number. For corporations, including Private non-profits, partnerships and other business entities, the Payee ID is the Federal Tax Identification Number (the number used to report Federal withholding taxes to the government). In either case, it is a nine-digit number as follows:

Individual: 123-45-6789
Business: 12-3456789

Federal Tax ID #: _____

Applicant Name: _____

Applicant Address: _____ City, Zip Code: ____

Telephone #: _____

Signature: _____ Date: _____

Please provide this number, as it will assist us in
providing your funding in a timely
manner

Please mail or fax, as soon as possible, to:

Public Assistance/Recovery Section
Division of Homeland Security and Emergency
Services 1220 Washington Avenue
Building 7A, 4th
Floor Albany, New
York 12242 Phone:
518-292-2293
Fax: 518-322-4984

B. Private Nonprofit Eligibility (PNP) Guidelines

Facilities not owned by public entities also may be eligible for disaster assistance if certain criteria are met. The program is intended for organizations that have sustained extensive disaster losses. Obtaining disaster funding involves significant administrative effort and time which includes detailed inspections, preparation of records and documentation. Further information can be obtained by the county emergency management office.

ALL eligible private Nonprofit organizations, whether a school district, volunteer fire department or an alcohol and drug rehabilitation center MUST also follow the procedures regarding Documentation Requirements, Instructions, and Eligibility as noted in the Applicant's Handbook.

PNP facilities are grouped into one of two different categories:

1. **Critical PNPs** – a facility that provides a critical service which is defined as: education, utility, emergency, or medical.
2. **Non-critical PNP's** – a facility that provides a non-critical, but essential, government service AND is open to the general public such as: community centers, museums, and zoos.

The following facilities are generally eligible for assistance: educational, utilities, irrigation, emergency, medical, and custodial care facilities and facilities that provide essential government services. Those that provide "other essential government services", must be open to the general public include, irrigation facilities, museums, zoos, community centers, libraries, homeless shelters, senior citizens centers, shelter workshops, and health and safety services of a governmental nature.

To be considered as a PNP applicant: the following information is required and must be submitted BEFORE a determination of eligibility can be made. See [Appendix C](#).

- Tax Exemption Certificate granted under sections 501(c) (d) or (e) of the Internal Revenue Code of 1954, as amended, or State certification that the organization is a nonprofit organization under State Law.
- Evidence from NYS that your organization is a non-revenue producing business.
- Organizational charter or by-laws.
- Other publications, brochures, pamphlets or literature that describe the organization and its services, purposes and functions.
- Description of membership policies or fee structures.
- Federal Tax Identification Number.
- D-U-N-S Number (Dun and Bradstreet).

Before expenditure can be considered as part of the public assistance application, it must meet the following criteria:

1. The expenditure must be a direct result of a Presidential declared disaster.
2. The expenditure must be within the federally designated disaster area.
3. The expenditure must have occurred within the designated incident period.
4. Eligible activities at a designated worksite must total \$3,200 or higher.
5. The expenditure must be owed by and/or be the legal responsibility of an eligible applicant.

6. The work to be performed must not be eligible for reimbursement under the authority of another federal program.
7. Assistance is supplemental to any insurance proceeds received.

Educational Institutions: Educational institutions are defined in terms of primary, secondary, and higher education schools. The school must satisfy the State requirements for compulsory attendance. Any elementary school as defined by section 801 of the Elementary and Secondary Education Act of 1965; or any secondary school as defined by section 801(h) of the Elementary and Secondary Education Act of 1965; or any institution of higher education as defined by section 1201 of the Higher Education Act of 1965.

PNP Medical: Any hospital, outpatient facility, rehabilitation facility, or facility for long term care.

Hospitals: Include general, tuberculosis and other types of hospitals and related facilities, such as laboratories, outpatient departments, nursing home facilities, extended care facilities, facilities related to programs for home health services, self-care units, and central service facilities operated in connection with hospitals. This category also includes education or training facilities for health profession personnel operated as an integral part of a hospital. A hospital that primarily furnishes home-based care is not considered a hospital under this definition.

Custodial Care Facility: Buildings, structures or systems which are used to provide institutional care for persons who require close supervision and some physical constraints on their daily activities for their protection, but do not require daily medical care.

Utility: Building, structures, equipment or systems of energy, communication, water supply, sewage collection and treatment of other similar public service facilities.

Emergency Facility: Buildings, structures, equipment or systems used to provide emergency services, such as fire protection, ambulance or rescue, to the general public.

Other essential Governmental Service Facility: Museums, zoos, community centers, libraries, homeless shelters, senior citizen centers, rehabilitation facilities, shelter workshops and facilities which provide health and safety service of a governmental nature.

Examples of Ineligible Services or Facilities are:

- Recreational facilities
- Job counseling or job training
- Facilities for advocacy groups not directly providing health services
- Conference facilities
- Political education
- Advocacy or lobbying
- Religious service or religious instruction or study
- Facilities for social events
- Roads owned and operated by a property owners association

Requirement for Application to the Small Business Administration (SBA) PNP facilities potentially eligible for permanent work assistance that provide “non-critical services” must first apply for a disaster loan from the SBA before applying to FEMA for disaster assistance. “Noncritical” PNPs, however, may apply directly to FEMA for emergency work costs. “Non-critical services” include educational facilities as well as those facilities defined in § 206.221(e)(7). (Facilities providing “critical services” as defined in §206.226(c)(1), including power, water, sewer and wastewater, communications, medical treatment, fire protection, emergency rescue, nursing homes, and educational institutions may apply directly to FEMA for disaster assistance.)

The SBA loan application process for these “non-critical” PNP facilities will result in one of three outcomes:

1. If the PNP is declined for an SBA loan, the PNP may then apply to FEMA for public assistance.
2. If the SBA loan fully covers eligible activities from the disaster event, then no assistance from FEMA is available.
3. If the maximum SBA loan for which the facility is eligible does not fully cover eligible activities, the PNP may then apply to FEMA for the excess eligible activities.
4. Eligible PNPs are also required to apply to SBA for any 406 Hazard Mitigation costs.

C. RPA Forms for Private Nonprofit (PNP) Applicants

1. RPA Form 90-49 (must include valid e-mail addresses)
Instructions are Included
2. DUNS Number Form
Instructions are Included
3. Drug Free Workplace Form
4. Applicant Certification Form
5. Office of the State Comptroller - Substitute Form W-9
Instructions are Included
6. NYS Tax Exempt Certificate / Letter from IRS
Example is Included
7. PNP Facility Questionnaire
Instructions are Included
8. Additional Back-up Information Required:
 - a. Deed/Lease
 - b. Copy of facility insurance policy in effect at the time of the incident
 - c. Organization Charter or By-Laws
 - d. Publications / brochures that describe your organization
 - e. Description of membership policies or fee structures
 - f. Valid Accreditation (Educational and Medical Facilities)

Send Completed Forms To:

patricia.debboli@dhses.ny.gov

Office: 518-417-6043

Cell: 518-410-1243

Instructions to Complete the Request for Public Assistance (RPA) Form

Submission of the Request for Public Assistance (RPA) form is the first step for participation in the Public Assistance Program. Any governmental entity (village, town, county, or state agency), Native American Tribal organization, or certain Nonprofit organizations that wish to apply must complete a Request for Public Assistance (RPA) form.

Submittal of the RPA does not make an Applicant eligible for Public Assistance under the Stafford Act. The RPA is used by a potential Applicant to indicate interest in the Public Assistance Program.

Applicants should make every effort to complete and return their RPA prior to leaving the Applicant Briefing. The RPA must be submitted with 30 days of the date of the presidential declaration. If a potential Applicant fails to submit the RPA within the specified time frame, they will be denied eligibility for Public Assistance.

The Applicant must designate their Representative(s) or point(s) of contact on the RPA. The Representative(s) should have the authority of the Chief Elected Official and should be:

- Knowledgeable of the work to be inspected,
- Knowledgeable of the location of damages
- Easily accessible by telephone (day & evening), and
- Available for future FEMA or State inquiries.

The Representative(s) will also have the overall responsibility to:

- Consolidate the disaster documentation activities among departments.
- Ensure completion of disaster work.
- Submit applicable forms.

Completing the RPA Form: All potential Applicants must complete the Request for Public Assistance Form:

- Fill in the appropriate declaration number at the top of the form.
- Enter the date the form is completed.
- Ensure names, addresses, telephone numbers, and email addresses are clear and correct.

Paperwork Burden Disclosure Notice

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) **NOTE: Do not send your completed form to this address.**

Privacy Act Statement

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) | |

APPLICANT PHYSICAL LOCATION

STREET ADDRESS

| | | | |
|------|--------|-------|----------|
| CITY | COUNTY | STATE | ZIP CODE |
|------|--------|-------|----------|

MAILING ADDRESS (If different from Physical Location)

STREET ADDRESS

| | | | |
|-----------------|------|-------|----------|
| POST OFFICE BOX | CITY | STATE | ZIP CODE |
|-----------------|------|-------|----------|

Primary Contact/Applicant's Authorized Agent

Alternate Contact

| | |
|-----------------------|-----------------------|
| 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)? YES NO

Private Non-Profit Organization? YES 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 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 - | -DR- | - | FIPS# | DATE RECEIVED |
|---------------------------|------|---|-------|---------------|

DUNS Number Requirement for Federal Grant Applications

Organizations are required to have a Data Universal Numbering System (DUNS) number to apply for a grant or cooperative agreement from the Federal Government.

The DUNS number is a unique nine-character identification number provided at no charge by the commercial company Dun and Bradstreet. The DUNS number is also a prerequisite for another Applicant organizational requirement: registration in the Federal Government's Central Contractor Registry. Registration in this system (CCR) is a requirement for all grantees and a current requirement for grantees applying for federal assistance through <http://www.grants.gov/>

To obtain a DUNS number in about 10 minutes, call 1-866-705-5711. Be prepared to answer the following questions:

- a. Name of Business
- b. Business Address
- c. Local Phone Number
- d. Name of the CEO/Business Owner
- e. Legal structure of the business (corporation, partnership, proprietorship)
- f. Year Business Started
- g. Primary Line of Business
- h. Total Number of Employees (Full and Part-Time)

You may also obtain a DUNS number online at the Dun & Bradstreet website, which may take up to 14 business days:

<https://fedgov.dnb.com/webform>

DUNS NUMBER
Disaster No. FEMA _____-DR-NY
(REQUIRED FOR ALL APPLICANTS)

In order to process your payment for disaster assistance funds, the Division of Homeland Security and Emergency Services will need to provide the Federal Emergency Management Agency with your DUNS Number. Your application cannot be processed until the appropriate DUNS number is received.

Located in the County of: _____

DUNS # (9 Digits): _____

Applicant Name: _____

Applicant Address: _____

City, Zip Code: _____

Telephone #: _____

Signature: _____ Date: _____

**Please provide this number, as it will assist us in
providing your funding in a timely
manner**

Please mail or fax, as soon as possible, to:

Public Assistance/Recovery Section
Division of Homeland Security and Emergency
Services 1220 Washington Avenue
Building 7A, 4th
Floor Albany, New
York 12242 Phone:
518-292-2293
Fax: 518-322-4984

CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

This certification is required by the regulations implementing the Drug-Free Workplace Act of 1988, 2 CFR Part 182, Subpart B. The regulations, published in the May 25, 1990 Federal Register, require certification by sub grantees, prior to award, that they will maintain a drug-free workplace. The certification set out below is a material representation of fact upon which reliance will be placed when the Division of Homeland Security and Emergency Services determines to award the sub grant. False certification or violation of the certification shall be grounds for suspension of payments, suspension or termination of grants or government wide suspension or debarment. (See 2 CFR Part 180, Subpart G, 180.700, and Subpart H, 180.800)

A. The sub grantee certifies that it will or will not continue to provide a drug-free workplace by:

- (a) publishing a statement notifying employees that the unlawful manufacture, distribution, dispersing, possession, or use of a controlled substance is prohibited in the sub grantees workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) establishing an ongoing drug-free awareness program to inform employees about-
 - (1) the dangers of drug abuse in the workplace;
 - (2) the sub grantees policy of maintaining a drug-free workplace;
 - (3) any available drug counseling, rehabilitation, and employee assistance programs;
 - (4) the penalties that may be imposed upon the employee for drug abuse violations occurring in the workplace;
- (c) making it a requirement that each employee to be engaged in the performance of the sub-grant be given a copy of the statement required by paragraph (a);
- (d) notifying the employee in the statement required by paragraph (a) that, as a condition of employment under sub grant, the employee will-
 - (1) abide by the terms of that statement; and
 - (2) notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (e) notifying the Division of Homeland Security and Emergency Services in writing within ten calendar days after receiving notice under subparagraph (d) (2) from an employee or otherwise receiving actual notice of such conviction. Such notice shall include the position title of the employee and the federal identification number of the sub grantee.
- (f) taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d) (2), with respect to any employee who is so convicted-
 - (1) taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (2) requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (g) making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a),(b), (c), (d), (e), and (f).

B. The sub grantee may insert in the space provided below the site (s) for the performance of work done in connection with this grant:

Organization Name: _____ **Disaster Name: FEMA** _____ **-DR or EM-NY**

(Please Print) Name and Title of Authorized Representative: _____

Signature: _____ **Date:** _____

NYS Office of the State Comptroller
Instructions for Completing Substitute Form W-9

New York State (NYS) must obtain your correct Taxpayer Identification Number (TIN) to report income paid to you or your organization. NYS Office of the State Comptroller uses the Substitute Form W-9 to obtain certification of your TIN in order to ensure accuracy of information contained in its payee/vendor database and to avoid backup withholding.¹ We ask for the information on the Substitute Form W-9 to carry out the Internal Revenue laws of the United States. You are required to give us the information.

Any payee/vendor who wishes to do business with New York State must complete the Substitute Form W-9. Substitute Form W-9 is the only acceptable documentation. **We will not accept the IRS Form W-9.**

Part I: Vendor Information

1. **Legal Business Name:** For individuals, enter the name of the person who will do business with NYS as it appears on the Social Security card or other required Federal tax documents. An organization should enter the name shown on its charter or other legal documents that created the organization. Do not abbreviate names.
2. **DBA (Doing Business As):** Enter your DBA name.
3. **Entity Type:** Mark the Entity Type doing business with New York State.

Part II: Taxpayer Identification Number (TIN) and Taxpayer Identification Type

1. **Taxpayer Identification Number:** Enter your nine-digit Social Security Number, Individual Taxpayer Identification Number (ITIN)² or Employer Identification Number.
2. **Taxpayer Identification Type:** Mark the type of identification number provided.

Part III: Address

1. **Physical Address:** List the location of where your business is physically located.
2. **Remittance Address:** List the location where payments should be delivered.

Part IV: Exemption from Backup Withholding and Certification

Generally, reportable payments made by New York State are subject to Backup Withholding. Exemption from Backup Withholding applies to government and non-United States Business Entities³. Please sign, date, provide the preparer's name, telephone and email address. The preparer should be employed by your organization.

Part V: Contact Information

Please provide the contact information for an executive at your organization. This individual should be the person who makes legal and financial decisions for your organization.³

¹According to IRS Regulations, OSC must withhold 28% of all payments if a payee/vendor fails to provide OSC its certified TIN. The Substitute Form W-9 certifies a payee/vendor's TIN.

² An ITIN is a nine-digit number used by the United States Internal Revenue Service for individuals not eligible to obtain a Social Security Number, but are required to file income taxes. To obtain an ITIN, submit a completed W-7 to the IRS. The IRS will notify you in writing within 4 to 6 weeks about your ITIN status. In order to do business with New York State, **you must submit IRS Form W-8** along with our Substitute Form W-9 showing your ITIN. IRS Form W-8 certifies your foreign status. To obtain IRS Forms W-7 and W-8, call 1-800-829-3676 or visit the IRS website at www.irs.gov.

³ In order to do business with New York State, **you must submit IRS Form W-8** along with our Substitute Form W-9. IRS Form W-8 certifies your foreign status and exempts you from United States information return reporting and backup withholding rules. To obtain IRS Form W-8, call 1-800-829-3676 or visit the IRS website at www.irs.gov.

Example of a NYS Tax Exempt Certificate



New York State Department of Taxation and Finance

Exempt Organization Certificate

ST-119

(2/14)

The organization named below is exempt from payment of New York State and local sales and use tax. **Note:** This is your organization's proof of exemption and must be retained in your organization's permanent files. If this card is saved to an electronic version, you still must retain this original card in your permanent files.

The number shown on this certificate must be entered on any Form ST-119.1, *Exempt Organization Exempt Purchase Certificate*, presented to a vendor. If this certificate is lost or destroyed, you must contact the Exempt Organizations Unit for instructions to obtain a replacement.

This certificate will remain in effect unless it is revoked or canceled. Misuse of the authority granted under this certificate will result in the revocation of exempt status and subject the organization to substantial civil and criminal penalties.



| |
|--------------------|
| Certificate number |
| EX [REDACTED] |
| Date issued |
| [REDACTED] |

This certificate may not be altered, changed, lent, or transferred to another organization or person.

Instructions for FEMA Form 90-121
PNP Facility Questionnaire

FEMA and State personnel will use this questionnaire to determine the eligibility of specific facilities of an approved Private Nonprofit (PNP) organization.

1. Name of PNP Organization: *Same name as on RPA form*
2. Name of the damaged facility and location: *Facility where you provide the services. If multiple locations, you may attach a list with all the facilities and the locations*
3. What was the primary purpose of the damaged facility: *Applicant describes what services are provided at the facility during normal operations. See attached list*
4. Is the facility a critical facility as described above? *See attached list of Critical vs Non-Critical Facilities and check appropriate box*
5. Who may use the facility? *Specify whether it is fully open to the public or limited to members or those who pay a fee? Attach membership and fees if applicable.*
6. What fee, if any, is charged for the use of the facility? *Answer whether there is a fee or no fee? If you charge a fee attach the fee policy. Include any procedure for waiving the fee.*
7. Was the facility in use at the time of the disaster? *Answer whether the facility was in normal use prior to the disaster event.*
8. Did the facility sustain damage as a direct result of the disaster? *If there was physical damage to the facility check "yes". If there was no physical damage and only Emergency Protective Measures were taken check "no".*
9. What type of assistance is being requested? *Summarize the Emergency Protective Measures taken.*
10. Does the PNP organization own the facility? *Answer whether the organization applying for assistance owns the facility.*
11. If "Yes" obtain proof of ownership; check here if attached. *Attach Proof of ownership such as a deed, property tax records, etc....*
12. Does the PNP organization have the legal responsibility to repair the facility? *Answer whether the organization applying for assistance has legal responsibility to make repairs when the facility is damaged.*
13. If "Yes", provide proof of legal responsibility; check here if attached. *Attach the document such as a lease or contract that specifies whether the applicant has this responsibility.*
14. Is the facility insured? *Answer "yes" or "no"*
15. If "Yes", obtain a copy of the insurance policy; check here if attached. *– obtain and attach copies of any insurance policies covering the facility.*

Additional information or comments: *If you wish to add any additional notes enter in the box below*

Additionally, prior to determining whether the PNP is eligible, FEMA must first determine whether the PNP owns or operates an eligible facility. For PNPs, an eligible facility is one that provides an eligible service as listed below:

- A facility that provides a critical service, which is defined as education, utility, emergency, or medical (see Table 1); or
- A facility that provides a non-critical, but essential social service AND provides those services to the general public (see Table 2). PNP facilities generally meet the requirement of serving the general public if ALL of the following conditions are met:
 - Facility use is not limited to any of the following:
 - A certain number of individuals;
 - A defined group of individuals who have a financial interest in the facility, such as a condominium association;
 - Certain classes of individuals; or
 - An unreasonably restrictive geographical area, such as a neighborhood within a community;
 - Facility access is not prohibited with gates or other security systems
 - Any membership fees meet all of the following criteria:
 - Are nominal;
 - Are waived when an individual can show inability to pay the fee;
 - Are not of such magnitude to preclude use by a significant portion of the community; and
 - Do not exceed what is appropriate based on other facilities used for similar services.
- Certain types of facilities, such as senior centers, that restrict access in a manner clearly related to the nature of the facility, are still considered to provide essential social services to the general public.

In cases where the facility provides multiple services, such as a community center, FEMA reviews additional items to determine the primary service that facility provides, such as:

- U.S. Internal Revenue Service documentation
- Pre-disaster charter, bylaws, and amendments
- Evidence of longstanding, routine (day-to-day) use (e.g., a calendar of activities)

Facilities established or primarily used for political, athletic, recreational, vocational, or academic training, conferences, or similar activities are not eligible (see Table 3).

| Table 1: PNP Eligible Critical Services | | | |
|--|--|---|--|
| Education | Medical | Utility | Emergency Services |
| <ul style="list-style-type: none"> • Primary or secondary education as determined under State law and provided in a day or residential school, including parochial schools, OR • Higher-education institutions that meet all the following criteria: | <ul style="list-style-type: none"> • Emergency medical care (diagnosis or treatment of mental or physical injury or disease) provided in: • Clinics • Facilities that provide in-patient care for | <ul style="list-style-type: none"> • Communications transmission and switching, and distribution of telecommunications traffic • Electric power generation, | <ul style="list-style-type: none"> • Ambulance • Fire protection • Rescue |

| | | | |
|---|---|---|--|
| <ul style="list-style-type: none"> ▪ Admit students or persons having a high school diploma or equivalent; ▪ Are legally authorized to provide education beyond a secondary level; ▪ Award a bachelor's degree or a 2-year degree that is acceptable as full credit toward a bachelor's degree or provides at least a 1-year training program to prepare students for gainful employment in a recognized occupation; and ▪ Are accredited by a nationally recognized agency or association (as determined by the Secretary of Education). <ul style="list-style-type: none"> • Educational facilities that meet the above criteria are eligible without regard to their religious character or use for religious instruction | <p>convalescent or chronic disease patients</p> <ul style="list-style-type: none"> • Hospices and nursing homes • Hospitals and related facilities, including: <ul style="list-style-type: none"> ▪ Central service facilities operated in connection with hospitals ▪ Extended-care facilities ▪ Facilities related to programs for home-health services ▪ Laboratories ▪ Self-care units ▪ Storage, administration, and record areas • Long-term care facilities • Outpatient facilities • Rehabilitation centers that provide medical care | <p>transmission, and distribution.</p> <ul style="list-style-type: none"> • Irrigation to provide water for drinking water supply, fire suppression, or electricity generation • Sewer and wastewater collection, transmission, and treatment • Water treatment, transmission, and distribution by a water company supplying municipal water | |
| <p>Administrative and support buildings essential to the operation of PNP critical services are eligible facilities.</p> | | | |

| <p>Table 2: PNP Eligible Non-Critical, Essential Social Type Services</p> | |
|---|--|
| <p>Community centers established and primarily used for the purpose of offering the following services (or similar) to the community at large:</p> <ul style="list-style-type: none"> • Art services authorized by a State, Territorial, Tribal, or local government, including, but not limited to: <ul style="list-style-type: none"> ○ Arts administration ○ Art classes ○ Management of public arts festivals ○ Performing arts classes • Educational enrichment activities that are not vocational, academic, or professional training; examples include hobby or at-home pursuits, such as: <ul style="list-style-type: none"> ○ Car care ○ Ceramics ○ Gardening ○ Personal financial and tax planning ○ Sewing ○ Stamp and coin collecting ○ Multi-purpose arts programming | <ul style="list-style-type: none"> • Facilities that do not provide medical care, but do provide: <ul style="list-style-type: none"> ○ Alcohol and drug treatment ○ Assisted living ○ Custodial care, even if the facility is not open to the general public (including essential administration and support facilities) ○ Rehabilitation ○ Childcare ○ Day care for individuals with disabilities or access and functional needs (for example, those with Alzheimer's disease, autism, muscular dystrophy) ○ Food assistance programs ○ Health and safety services ○ Homeless shelters ○ Houses of worship ○ Libraries ○ Low-income housing (as defined by Federal, State, Territorial, Tribal, or local law or regulation) |

| | |
|---|--|
| <ul style="list-style-type: none"> • Senior citizen projects, rehabilitation programs, community clean-up projects, blood drives, local government meetings, and similar activities • Services and activities intended to serve a specific group of individuals (e.g., women, African Americans, or teenagers) provided the facility is otherwise available to the public on a non-discriminatory basis • Social activities to pursue items of mutual interest or concern, such as: <ul style="list-style-type: none"> ○ Community board meetings ○ Neighborhood barbecues ○ Various social functions of community groups ○ Youth and senior citizen group meetings ○ Youth and senior citizen group meetings ○ Activities of community centers that serve the general public | <ul style="list-style-type: none"> • Museums: <ul style="list-style-type: none"> ○ Constructed, manufactured, or converted with a primary purpose of preserving and exhibiting a documented collection of artistic, historic, scientific, or other objects ○ Buildings, associated facilities, fixed facilities, and equipment primarily used for the preservation or exhibition of the collection, including: <ul style="list-style-type: none"> ○ Permanent infrastructure, such as walkways and driveways of outdoor museum-type exhibition areas ○ Historic buildings, such as barns and other outbuildings, intended for the preservation and exhibition of historical artifacts within a defined area ○ Permanent facilities and equipment that are part of arboretums and botanical gardens ○ Infrastructure, such as utilities, and administrative facilities necessary for support ○ The grounds at museums and historic sites are not eligible. • Open natural areas/features or entities that promote the preservation/conservation of such areas are not eligible. • Residential and other services for battered spouses • Residential services for individuals with disabilities • Senior citizen centers • Shelter workshops that create products using the skills of individuals with disabilities • Zoos • Performing arts centers with a primary purpose of producing, facilitating, or presenting live performances, including: <ul style="list-style-type: none"> ○ Construction of production materials ○ Creation of artistic works or productions ○ Design ○ Professional training ○ Public education ○ Rehearsals ○ Public broadcasting that monitors, receives, and distributes communication from the Emergency Alert System |
|---|--|

With the exception of custodial care facilities and museums, administrative and support buildings essential to the operation of PNP non-critical services are NOT eligible facilities.

| Table 3: PNP Ineligible Services | | |
|--|---|---|
| Community Center Services: <ul style="list-style-type: none"> • Training individuals to pursue the same activities as full-time paying careers (for example, vocational, | Education: <ul style="list-style-type: none"> • Athletic, vocational, academic training, or similar activities • Political education | Other Community Services: <ul style="list-style-type: none"> • Advocacy or lobbying groups not directly providing health services |

| | | |
|--|--|---|
| <p>academic, or professional training)</p> <ul style="list-style-type: none"> • Meetings or activities for only a brief period, or at irregular intervals | | <ul style="list-style-type: none"> • Cemeteries • Conferences • Day care services not included in previous table of eligible services • Irrigation solely for agricultural purposes • Job counseling • Property owner associations with facilities such as roads and recreational facilities (except those facilities that could be classified as utilities or emergency facilities) • Public housing, other than low-income housing • Recreation • Parking not in direct support of eligible facility |
|--|--|---|

FEDERAL EMERGENCY MANAGEMENT AGENCY
PNP FACILITY QUESTIONNAIRE

This questionnaire is to be used by FEMA and state personnel to help determine the eligibility of specific facilities of an approved Private Non-Profit (PNP) organization. Obtain answers to the following questions for each PNP organization. If the organization has more than one facility that incurred damage, complete a separate sheet for each facility.

Name of PNP Organization: _____

Name of the damaged facility and location: _____

What is the primary purpose of the damaged facility? _____

Who may use this facility? _____

What fee, if any, is charged for the use of the facility? _____

Was the facility in use at the time of the disaster? Yes No

Did the facility sustain damage as a direct result of the disaster? Yes No

What type of assistance is being requested? Public Assistance

Does the PNP organization own the facility? Yes No

If "Yes," obtain proof of ownership; check here if attached.

If "No," do they lease / rent the facility? Yes No

If "Yes," obtain a copy of the lease or rental agreement for the damaged facility; check here if attached.

Are the repairs of this facility the legal responsibility of the organization? Yes No

Is the facility insured? Yes No

If "Yes," obtain a copy of the insurance policy; check here if attached.

Additional information or comments:

Name of contact person

Phone number

Additional Back-up Information (Provided by the Applicant):

- a. Deed/Lease
- b. Copy of facility insurance policy in effect at the time of the incident
- c. Organization Charter or By-Laws
- d. Publications / brochures that describe your organization
- e. Description of membership policies or fee structures
- f. Valid Accreditation (Educational and Medical Facilities)

D. FEMA's Schedule of Equipment Rates

DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY RECOVERY DIRECTORATE
PUBLIC ASSISTANCE DIVISION WASHINGTON, DC 20472

The rates on this Schedule of Equipment Rates are for applicant owned equipment in good mechanical condition, complete with all required attachments. Each rate covers all costs eligible under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. § 5121, et seq., for ownership and operation of equipment, including depreciation, overhead, all maintenance, field repairs, fuel, lubricants, tires, OSHA equipment and other costs incidental to operation. Standby equipment costs are not eligible.

Equipment must be in actual operation performing eligible work in order for reimbursement to be eligible. LABOR COSTS OF OPERATOR ARE NOT INCLUDED in the rates and should be approved separately from equipment costs.

Information regarding the use of the Schedule is contained in 44 CFR § 206.228 Allowable Costs. Rates for equipment not listed will be furnished by FEMA upon request. Any appeals shall be in accordance with 44 CFR § 206.206 Appeals.

THESE RATES ARE APPLICABLE TO MAJOR DISASTERS AND EMERGENCIES DECLARED BY THE PRESIDENT ON OR AFTER August 15, 2019.

| FEMA Code ID | | Equipment Description | | | | | 2019 Updated Rate |
|--------------|-----------------------------------|---|---------------------------------------|------------|--|------|-------------------|
| Cost Code | Equipment | Specifications | Capacity or Size | HP | Notes | Unit | |
| 8010 | Air Compressor | Air Delivery | 41 CFM | to 10 | Hoses included. | hour | \$ 1.62 |
| 8011 | Air Compressor | Air Delivery | 103 CFM | to 30 | Hoses included. | hour | \$ 9.86 |
| 8012 | Air Compressor | Air Delivery | 130 CFM | to 50 | Hoses included. | hour | \$ 12.49 |
| 8013 | Air Compressor | Air Delivery | 175 CFM | to 90 | Hoses included. | hour | \$ 20.98 |
| 8014 | Air Compressor | Air Delivery | 400 CFM | to 145 | Hoses included. | hour | \$ 32.13 |
| 8015 | Air Compressor | Air Delivery | 575 CFM | to 230 | Hoses included. | hour | \$ 57.05 |
| 8016 | Air Compressor | Air Delivery | 1100 CFM | to 355 | Hoses included. | hour | \$ 95.60 |
| 8017 | Air Compressor | Air Delivery | 1600 CFM | to 500 | Hoses included. | hour | \$ 98.55 |
| 8040 | Ambulance | | | to 150 | | hour | \$ 28.09 |
| 8041 | Ambulance | | | to 210 | | hour | \$ 41.18 |
| 8050 | Board, Arrow | | | to 8 | Trailer Mounted. | hour | \$ 4.53 |
| 8051 | Board, Message | | | to 5 | Trailer Mounted. | hour | \$ 11.60 |
| 8060 | Auger, Portable | Hole Diameter | 16 In | to 6 | | hour | \$ 2.34 |
| 8061 | Auger, Portable | Hole Diameter | 18 In | to 13 | | hour | \$ 4.65 |
| 8062 | Auger, Tractor Mntd | Max. Auger Diameter | 36 In | to 13 | Includes digger, boom and mounting hardware. | hour | \$ 3.25 |
| 8063 | Auger, Truck Mntd | Max. Auger Size | 24 In | to 100 | Includes digger, boom and mounting hardware. Add this rate to tractor rate for total auger and tractor rate. | hour | \$ 34.93 |
| 8064 | Hydraulic Post Driver | | | | | hour | \$ 35.27 |
| 8065 | Auger | Horizontal Directional Boring Machine | 250 X 100 | 300 | DD-140B YR-2003 | hour | \$ 172.29 |
| 8066 | Auger | Horizontal Directional Boring Machine | 50 X 100 | 24 | Average to 7,000 lbs | hour | \$ 33.83 |
| 8067 | Auger, Directional Boring Machine | Auger, Directional Boring Machine | 7,000 - 10,000 lbs | 45 | JT920L (2013) | hour | \$ 41.04 |
| 8068 | Bush Hog | Bush Hog - Model 326 | Single Spindle Rotary Cutters | | | hour | \$ 20.61 |
| 8068-1 | Bush Hog | Bush Hog - Model 3210 | Lift, Pull, Semi-Mount & Offset Model | | | hour | \$ 28.74 |
| 8068-2 | Bush Hog | Bush Hog - Model 2815 | Flex Wing Rotary Cutters | | | hour | \$ 43.17 |
| 8070 | Automobile | | | to 130 | Transporting people. | mile | \$ 0.545 |
| 8071 | Automobile | | | to 130 | Transporting cargo. | hour | \$ 12.43 |
| 8072 | Automobile, Police | | | to 250 | Patrolling. | mile | \$ 0.545 |
| 8073 | Automobile, Police | | | to 250 | Stationary with engine running. | hour | \$ 16.05 |
| 8075 | Motorcycle, Police | | | | | mile | \$ 0.505 |
| 8076 | Automobile - Chevy Trailblazer | 6 or 8 cl | | 285 to 300 | | hour | \$ 23.99 |
| 8077 | Automobile - Ford Expedition | Fire Command Center | EcoBoost V-6 | 360 | 2015 Model | hour | \$ 19.62 |
| 8078 | MRAP Armored Rescue Vehicle | Search and Rescue | Military Suplus Vehicle | 375-450 | Qualified foe operational rate on | Hr. | \$ 51.80 |
| 8079 | MRAP C-MTV | Multi-Theater (Military Surplus)Vehicle | gvvr 55000 Lbs | to 350 | Qualified foe operational rate on | Hr. | \$ 48.35 |

| | | | | | | | | |
|-------|------------------------------|---|-----------------------|----------|-------------------------------------|------|----|----------|
| 8080 | All Terrain Vehicle (ATV) | Engine 110cc, 4-Wheel; 20" tyre | | 6.5-7.5 | | hour | \$ | 8.23 |
| 8081 | All Terrain Vehicle (ATV) | Engine 125cc, 4-Wheel; 21" tyre | | 7.6-8.6 | | hour | \$ | 8.67 |
| 8082 | All Terrain Vehicle (ATV) | Engine 150cc, 4-Wheel; 22" tyre | | 9.0-10.0 | | hour | \$ | 8.68 |
| 8083 | All Terrain Vehicle (ATV) | Engine 200cc, 4-Wheel; 24" tyre | | 12-14.0 | | hour | \$ | 9.23 |
| 8084 | All Terrain Vehicle (ATV) | Engine 250cc, 4-Wheel; 24" tyre | | 15-17 | | hour | \$ | 9.81 |
| 8085 | All Terrain Vehicle (ATV) | Engine 300cc, 4-Wheel; 24" tyre | | 18-20 | | hour | \$ | 10.66 |
| 8086 | All Terrain Vehicle (ATV) | Engine 400cc, 4-Wheel; 25" tyre | | 26-28 | | hour | \$ | 12.20 |
| 8087 | All Terrain Vehicle (ATV) | Engine 450cc, 4-Wheel; 25" tyre | | 26-28 | | hour | \$ | 13.07 |
| 8088 | All Terrain Vehicle (ATV) | Engine 650cc, 4-Wheel; 25" tyre | | 38-40 | | hour | \$ | 13.86 |
| 8089 | All Terrain Vehicle (ATV) | Engine 750cc, 4-Wheel; 25" tyre | | 44-46 | | hour | \$ | 14.79 |
| 8110 | Barge, Deck | Size | 50'x35'x7.25' | 0 | Push by Tug-Boat | hour | \$ | 52.00 |
| 8111 | Barge, Deck | Size | 50'x35'x9' | 0 | Push by Tug-Boat | hour | \$ | 61.96 |
| 8112 | Barge, Deck | Size | 120'x45'x10' | 0 | Push by Tug-Boat | hour | \$ | 109.97 |
| 8113 | Barge, Deck | Size | 160'x45'x11" | 0 | Push by Tug-Boat | hour | \$ | 136.90 |
| 8120 | Boat, Tow | Size | 55'x20'x5' | to 870 | Steel. | hour | \$ | 352.71 |
| 8121 | Boat, Tow | Size | 60'x21'x5' | to 1050 | Steel. | hour | \$ | 400.32 |
| 8122 | Boat, Tow | Size | 70'x30'x7.5' | to 1350 | Steel. | hour | \$ | 624.56 |
| 8123 | Boat, Tow | Size | 120'x34'x8' | to 2000 | Steel. | hour | \$ | 1,181.86 |
| 8124 | Airboat | 815AGIS Airboat w/spray unit | 15'x8' | 400 | | hour | \$ | 32.70 |
| 8125 | Airboat | 815AGIS Airboat w/spray unit | 15'x8' | 425 | | hour | \$ | 33.06 |
| 8126 | Swamp Buggy | Conquest | | 360 | | hour | \$ | 41.35 |
| 8130 | Boat, Row | | | 0 | Heavy duty. | hour | \$ | 1.46 |
| 8131 | Boat, Runabout | Size | 13'x5' | to 50 | Outboard. | hour | \$ | 12.55 |
| 8132 | Boat, Tender | Size | 14'x7' | to 100 | Inboard with 360 degree drive. | hour | \$ | 16.58 |
| 8133 | Boat, Push | Size | 45'x21'x6' | to 435 | Flat hull. | hour | \$ | 235.03 |
| 8134 | Boat, Push | Size | 54'x21'x6' | to 525 | Flat hull. | hour | \$ | 290.74 |
| 8135 | Boat, Push | Size | 58'x24'x7.5' | to 705 | Flat hull. | hour | \$ | 355.70 |
| 8136 | Boat, Push | Size | 64'x25'x8' | to 870 | Flat hull. | hour | \$ | 359.36 |
| 8140 | Boat, Tug | Length | 16 Ft | to 100 | | hour | \$ | 47.35 |
| 8141 | Boat, Tug | Length | 18 Ft | to 175 | | hour | \$ | 70.55 |
| 8142 | Boat, Tug | Length | 26 Ft | to 250 | | hour | \$ | 90.10 |
| 8143 | Boat, Tug | Length | 40 Ft | to 360 | | hour | \$ | 215.09 |
| 8144 | Boat, Tug | Length | 51 Ft | to 700 | | hour | \$ | 302.01 |
| 8145 | Jet Ski | 3-seater | | | | hour | \$ | 27.70 |
| 8146 | Jet Ski | | | | | hour | \$ | 8.60 |
| 8147 | Boat, Inflatable Rescue Raft | Zodiac | | 0 | | hour | \$ | 1.13 |
| 8148 | Boat, Runabout | 1544 lbs | 11 passenger capacity | 190-250 | | hour | \$ | 65.51 |
| 8149 | Boat, removable engine | 2000 Johnson Outboard Motor w 15" shaft | | 15 | | hour | \$ | 1.58 |
| 8151 | Broom, Pavement | Broom Length | 96 in | to 100 | | hour | \$ | 30.41 |
| 8153 | Broom, Pavement, Mntd | Broom Length | 72 in | to 18 | Add Prime Mover cost for total rate | hour | \$ | 6.24 |
| 8154 | Broom, Pavement, Pull | Broom Length | 84 in | to 20 | Add Prime Mover cost for total rate | hour | \$ | 23.75 |
| 8155 | Broom, Pavement | Broom Length | 72 in | to 35 | | hour | \$ | 25.28 |
| 8157 | Sweeper, Pavement | | | to 110 | | hour | \$ | 78.79 |
| 8158 | Sweeper, Pavement | | | to 230 | | hour | \$ | 102.03 |
| 8180 | Bus | | | to 150 | | hour | \$ | 21.60 |
| 8181 | Bus | | | to 210 | | hour | \$ | 25.82 |
| 8182 | Bus | | | to 300 | | hour | \$ | 39.65 |
| 8183 | Blower | Gasoline powered Toro Pro Force | | 27 | | hour | \$ | 15.40 |
| 8183x | Mosquito Sprayer | 2015 Adapco Guardian 95 ES | 15-gal; 350 lbs | | | hour | \$ | 18.83 |
| 8184 | Back-Pack Blower | | | to 4.4 | | hour | \$ | 1.53 |
| 8185 | Walk-Behind Blower | | | 13 | | hour | \$ | 6.83 |
| 8187 | Chainsaw | Bar Length = 20 in | 3.0 cu in | 2.7 | | hour | \$ | 1.91 |
| 8188 | Chainsaw | Bar Length = 20 in | 5.0 cu in | | | hour | \$ | 2.59 |
| 8189 | Chainsaw | Bar Length = 20 in | 6.0 cu in | 3.4 | | hour | \$ | 2.77 |

| | | | | | | | | |
|------|--|--|-------------|--------|---|------|----|--------|
| 8190 | Chain Saw | Bar Length = 16 in | 2.5 cu in | 2.4 | | hour | \$ | 1.80 |
| 8191 | Chain Saw (STIHL) | Bar Length = 25 in | 7.5 cu in | 3.62 | | hour | \$ | 3.73 |
| 8192 | Chain Saw, Pole | Bar Length = 18 in | 4.0 cu in | 3.2 | | hour | \$ | 2.10 |
| 8193 | Skidder | model 748 E | | to 173 | | hour | \$ | 56.25 |
| 8194 | Skidder | model 648 G11 | | to 177 | | hour | \$ | 105.44 |
| 8195 | Cutter, Brush | Cutter Size | 8 ft | to 150 | | hour | \$ | 119.52 |
| 8196 | Cutter, Brush | Cutter Size | 8 ft | to 190 | | hour | \$ | 134.74 |
| 8197 | Cutter, Brush | Cutter Size | 10 ft | to 245 | | hour | \$ | 142.31 |
| 8198 | Brusher Cutter | Cutter, Brush - 247 hp, 1997 Model 511 Feller | | to 247 | | hour | \$ | 193.95 |
| 8199 | Log Trailer | 40 ft | | 0 | | hour | \$ | 10.15 |
| 8200 | Chipper, Brush | Chipping Capacity | 6 in | to 35 | Trailer Mounted. | hour | \$ | 8.97 |
| 8201 | Chipper, Brush | Chipping Capacity | 9 in | to 65 | Trailer Mounted. | hour | \$ | 17.06 |
| 8202 | Chipper, Brush | Chipping Capacity | 12 in | to 100 | Trailer Mounted. | hour | \$ | 24.89 |
| 8203 | Chipper, Brush | Chipping Capacity | 15 in | to 125 | Trailer Mounted. | hour | \$ | 35.75 |
| 8204 | Chipper, Brush | Chipping Capacity | 18 in | to 200 | Trailer Mounted. | hour | \$ | 50.41 |
| 8208 | Loader - Tractor - Knuckleboom | model Barko 595 ML | | to 173 | | hour | \$ | 169.74 |
| 8209 | Loader - Wheel | model 210 w/ Buck Saw 50 inch Bar | | to 240 | | hour | \$ | 98.48 |
| 8210 | Clamshell & Dragline, Crawler | | 149,999 lbs | to 235 | Bucket not included in rate. | hour | \$ | 134.68 |
| 8211 | Clamshell & Dragline, Crawler | | 250,000 lbs | to 520 | Bucket not included in rate. | hour | \$ | 178.82 |
| 8212 | Clamshell & Dragline, Truck | | | to 240 | Bucket not included in rate. | hour | \$ | 147.05 |
| 8218 | BO MAG Compactor | BW100AD-3 | | 33 | | hour | \$ | 24.80 |
| 8219 | Compactor -2-Ton Pavement Roller | Single Drum Vibratory Compactor | to 2.9 Ton | 28 | | hour | \$ | 28.72 |
| 8220 | Compactor | | | to 10 | | hour | \$ | 15.92 |
| 8221 | Compactor, towed, Vibratory Drum | | | to 45 | Plus tow Truck | hour | \$ | 33.56 |
| 8222 | Compactor, Vibratory, Drum | | | to 75 | | hour | \$ | 24.09 |
| 8223 | Compactor, pneumatic, wheel | | | to 100 | | hour | \$ | 26.90 |
| 8225 | Compactor, Sanitation | | | to 300 | | hour | \$ | 96.11 |
| 8226 | Compactor, Sanitation | | | to 400 | | hour | \$ | 154.63 |
| 8227 | Compactor, Sanitation | | | 535 | | hour | \$ | 264.25 |
| 8228 | Compactor, towed, Pneumatic, Wheel | Heracles PT-11, | 10,000 lbs | | 11-Wheels (Towed) | hour | \$ | 18.48 |
| 8229 | Compactor, Towed Steel Drum Static Compactor | GTD-54120 | 20,000 lbs | | Grid Drum (Towed) | hour | \$ | 16.22 |
| 8240 | Feeder, Grizzly | | | to 35 | | hour | \$ | 25.47 |
| 8241 | Feeder, Grizzly | | | to 55 | | hour | \$ | 33.55 |
| 8242 | Feeder, Grizzly | | | to 75 | | hour | \$ | 65.18 |
| 8250 | Dozer, Crawler | Deere 450J LT | | to 75 | | hour | \$ | 54.20 |
| 8251 | Dozer, Crawler | Deere 650K LGP; ROPS/FOPS | | to 105 | | hour | \$ | 65.14 |
| 8252 | Dozer, Crawler | | | to 160 | | hour | \$ | 98.77 |
| 8253 | Dozer, Crawler | | | to 250 | | hour | \$ | 153.35 |
| 8254 | Dozer, Crawler | | | to 360 | | hour | \$ | 218.47 |
| 8255 | Dozer, Crawler | Make/Model: CAT D10T (disc. 2014); Protection: EROPS, Type Semi-U | | to 574 | | hour | \$ | 317.49 |
| 8256 | Dozer, Crawler | | | to 850 | | hour | \$ | 358.48 |
| 8260 | Dozer, Wheel | | | to 300 | | hour | \$ | 66.26 |
| 8261 | Dozer, Wheel | | | to 400 | | hour | \$ | 101.22 |
| 8262 | Dozer, Wheel | | | to 500 | | hour | \$ | 184.08 |
| 8263 | Dozer, Wheel | | | to 625 | | hour | \$ | 239.31 |
| 8269 | Box Scraper | 3 hitch attach for tractor; 2007 Befco | | 0 | | hour | \$ | 3.65 |
| 8270 | Bucket, Clamshell | Capacity | 1.0 CY | 0 | Includes teeth. Does not include Clamshell & Dragline | hour | \$ | 4.64 |
| 8271 | Bucket, Clamshell | Capacity | 2.5 CY | 0 | Includes teeth. Does not include Clamshell & Dragline | hour | \$ | 8.81 |
| 8272 | Bucket, Clamshell | Capacity | 5.0 CY | 0 | Includes teeth. Does not include Clamshell & Dragline | hour | \$ | 13.19 |
| 8273 | Bucket, Clamshell | Capacity | 7.5 CY | 0 | Includes teeth. Does not include Clamshell & Dragline | hour | \$ | 23.31 |
| 8275 | Bucket, Dragline | Capacity | 2.0 CY | 0 | Does not include Clamshell & Dragline | hour | \$ | 3.98 |
| 8276 | Bucket, Dragline | Capacity | 5.0 CY | 0 | Does not include Clamshell & Dragline | hour | \$ | 9.93 |

| | | | | | | | |
|------|----------------------------|-------------------------------|--------------------|---------|--|------|-----------|
| 8277 | Bucket, Dragline | Capacity | 10 CY | 0 | Does not include Clamshell & Dragline | hour | \$ 14.19 |
| 8278 | Bucket, Dragline | Capacity | 14 CY | 0 | Does not include Clamshell & Dragline | hour | \$ 18.72 |
| 8280 | Excavator, Hydraulic | Bucket Capacity | 0.5 CY | to 45 | Crawler, Truck & Wheel. Includes bucket. | hour | \$ 18.97 |
| 8281 | Excavator, Hydraulic | Bucket Capacity | 1.0 CY | to 90 | Crawler, Truck & Wheel. Includes bucket. | hour | \$ 36.08 |
| 8282 | Excavator, Hydraulic | Bucket Capacity | 1.5 CY | to 160 | Crawler, Truck & Wheel. Includes bucket. | hour | \$ 55.30 |
| 8283 | Excavator, Hydraulic | Bucket Capacity | 2.5 CY | to 265 | Crawler, Truck & Wheel. Includes bucket. | hour | \$ 158.86 |
| 8284 | Excavator, Hydraulic | Bucket Capacity | 4.5 CY | to 420 | Crawler, Truck & Wheel. Includes bucket. | hour | \$ 264.64 |
| 8285 | Excavator, Hydraulic | Bucket Capacity | 7.5 CY | to 650 | Crawler, Truck & Wheel. Includes bucket. | hour | \$ 304.91 |
| 8286 | Excavator, Hydraulic | Bucket Capacity | 12 CY | to 1000 | Crawler, Truck & Wheel. Includes bucket. | hour | \$ 466.41 |
| 8287 | Excavator | 2007 model Gradall XL3100 III | | 184 | | hour | \$ 102.62 |
| 8288 | Excavator | 2003 model Gradall XL4100 III | | 236 | | hour | \$ 117.66 |
| 8289 | Excavator | 2006 model Gradall XL5100 | | 230 | | hour | \$ 109.03 |
| 8290 | Trowel, Concrete | Diameter | 48 in | to 12 | | hour | \$ 4.94 |
| 8300 | Fork Lift | Capacity | 6000 Lbs | to 60 | | hour | \$ 14.73 |
| 8301 | Fork Lift | Capacity | 12000 Lbs | to 90 | | hour | \$ 21.12 |
| 8302 | Fork Lift | Capacity | 18000 Lbs | to 140 | | hour | \$ 28.79 |
| 8303 | Fork Lift | Capacity | 50000 Lbs | to 215 | | hour | \$ 63.25 |
| 8306 | Fork Lift Material handler | Diesel, CAT TH360B | 6600-11500 gwr lbs | 94.9 | 3.1- 3.5 Mton | hour | \$ 44.62 |
| 8307 | Fork Lift Material handler | Diesel, CAT TH460B | 9000 Lbs | 94.9 | 4.5 - 4.9 Mton | hour | \$ 51.93 |
| 8308 | Fork Lift Material handler | Diesel, CAT TH560B | 10000 Lbs | 117.5 | 4.5 - 4.9 Mton | hour | \$ 56.14 |
| 8309 | Fork Lift Accessory | 2003 ACS Paddle Fork | | 0 | | hour | \$ 3.53 |
| 8310 | Generator | Prime Output | 5.5 KW | to 10 | | hour | \$ 5.36 |
| 8311 | Generator | Prime Output | 16 KW | to 25 | | hour | \$ 7.81 |
| 8312 | Generator | Prime Output | 60KW | to 88 | | hour | \$ 25.56 |
| 8313 | Generator | Prime Output | 100 KW | to 125 | | hour | \$ 43.60 |
| 8314 | Generator | Prime Output | 150 KW | to 240 | | hour | \$ 62.83 |
| 8315 | Generator | Prime Output | 210 KW | to 300 | | hour | \$ 85.70 |
| 8316 | Generator | Prime Output | 280 KW | to 400 | | hour | \$ 103.34 |
| 8317 | Generator | Prime Output | 350 KW | to 500 | | hour | \$ 114.23 |
| 8318 | Generator | Prime Output | 530 KW | to 750 | | hour | \$ 202.00 |
| 8319 | Generator | Prime Output | 710 KW | to 1000 | | hour | \$ 225.34 |
| 8327 | Generator | Prime Output | 800 KW | 1065 | | hour | \$ 232.46 |
| 8328 | Generator | Prime Output | 900 KW | 1355 | | hour | \$ 295.15 |
| 8329 | Generator | Prime Output | 1000 KW | 1000 | Open | hour | \$ 356.94 |
| 8320 | Generator | Prime Output | 1100 KW | 1645 | Open | hour | \$ 393.43 |
| 8321 | Generator | Prime Output | 2500 KW | to 3000 | | hour | \$ 553.78 |
| 8322 | Generator | Prime Output | 1,000 KW | to 1645 | Enclosed | hour | \$ 450.78 |
| 8323 | Generator | Prime Output | 1,500 KW | to 2500 | Enclosed | hour | \$ 583.01 |
| 8324 | Generator | Prime Output | 1100KW | 2500 | Enclosed | hour | \$ 567.48 |
| 8325 | Generator | Prime Output | 40KW | 63 | Open | hour | \$ 23.16 |
| 8326 | Generator | Prime Output | 20KW | 35 | Open/Closed | hour | \$ 18.05 |
| 8327 | Generator Large | Prime Output | 80 KW | 120 | | Hr. | \$ 31.65 |
| 8328 | Generator Heavy Duty | Prime Output | 2000KW | | Open | Hr. | \$ 490.00 |
| 8330 | Graders | Moldboard Size | 10 Ft | to 110 | Includes Rigid and Articulate equipment. | hour | \$ 43.98 |
| 8331 | Graders | Moldboard Size | 12 Ft | to 150 | Includes Rigid and Articulate equipment. | hour | \$ 63.63 |
| 8332 | Graders | Moldboard Size | 14 Ft | to 225 | Includes Rigid and Articulate equipment. | hour | \$ 80.43 |
| 8350 | Hose, Discharge | Diameter | 3 in | 0 | Per 25 foot length. Includes couplings. | hour | \$ 0.16 |
| 8351 | Hose, Discharge | Diameter | 4 in | 0 | Per 25 foot length. Includes couplings. | hour | \$ 0.24 |
| 8352 | Hose, Discharge | Diameter | 6 in | 0 | Per 25 foot length. Includes couplings. | hour | \$ 0.62 |
| 8353 | Hose, Discharge | Diameter | 8 in | 0 | Per 25 foot length. Includes couplings. | hour | \$ 0.62 |

| | | | | | | | |
|------|----------------------------------|-------------------------------------|------------------|------------|---|------|-----------|
| 8354 | Hose, Discharge | Diameter | 12 in | 0 | Per 25 foot length. Includes couplings. | hour | \$ 0.92 |
| 8355 | Hose, Discharge | Diameter | 16 in | 0 | Per 25 foot length. Includes couplings. | hour | \$ 1.71 |
| 8356 | Hose, Suction | Diameter | 3 in | 0 | Per 25 foot length. Includes couplings. | hour | \$ 0.31 |
| 8357 | Hose, Suction | Diameter | 4 in | 0 | Per 25 foot length. Includes couplings. | hour | \$ 0.37 |
| 8358 | Hose, Suction | Diameter | 6 in | 0 | Per 25 foot length. Includes couplings. | hour | \$ 1.17 |
| 8359 | Hose, Suction | Diameter | 8 in | 0 | Per 25 foot length. Includes couplings. | hour | \$ 1.11 |
| 8360 | Hose, Suction | Diameter | 12 in | 0 | Per 25 foot length. Includes couplings. | hour | \$ 1.73 |
| 8361 | Hose, Suction | Diameter | 16 in | 0 | Per 25 foot length. Includes couplings. | hour | \$ 3.29 |
| 8380 | Loader, Crawler | Bucket Capacity | 0.5 CY | to 32 | Includes bucket. | hour | \$ 19.59 |
| 8381 | Loader, Crawler | Bucket Capacity | 1 CY | to 60 | Includes bucket. | hour | \$ 36.87 |
| 8382 | Loader, Crawler | Bucket Capacity | 2 CY | to 118 | Includes bucket. | hour | \$ 69.24 |
| 8383 | Loader, Crawler | Bucket Capacity | 3 CY | to 178 | Includes bucket. | hour | \$ 103.22 |
| 8384 | Loader, Crawler | Bucket Capacity | 4 CY | to 238 | Includes bucket. | hour | \$ 123.73 |
| 8390 | Loader, Wheel | Bucket Capacity | 0.5 CY | to 38 | | hour | \$ 20.80 |
| 8391 | Loader, Wheel | Bucket Capacity | 1 CY | to 60 | | hour | \$ 41.33 |
| 8392 | Loader, Wheel | Bucket Capacity | 2 CY | to 105 | CAT-926 | hour | \$ 38.10 |
| 8393 | Loader, Wheel | Bucket Capacity | 3 CY | to 152 | | hour | \$ 46.17 |
| 8394 | Loader, Wheel | Bucket Capacity | 4 CY | 232 | | hour | \$ 76.27 |
| 8395 | Loader, Wheel | Bucket Capacity | 5 CY | 255 | | hour | \$ 79.50 |
| 8396 | Loader, Wheel | Bucket Capacity | 6 CY | to 305 | | hour | \$ 116.12 |
| 8397 | Loader, Wheel | Bucket Capacity | 7 CY | to 360 | | hour | \$ 129.40 |
| 8398 | Loader, Wheel | Bucket Capacity | 8 CY | to 530 | | hour | \$ 188.87 |
| 8401 | Loader, Tractor, Wheel | Bucket Capacity | 0.87 CY | to 80 | Case 580 Super L | hour | \$ 37.13 |
| 8410 | Mixer, Concrete Portable | Batching Capacity | 10 CR | 8 | Diesel Powered | hour | \$ 3.13 |
| 8411 | Mixer, Concrete Portable | Batching Capacity | 12 CR | 11 | Gasoline Powered | hour | \$ 4.31 |
| 8412 | Mixer, Concrete, Trailer Mntd | Batching Capacity | 11 CR | to 10 | | hour | \$ 15.32 |
| 8413 | Mixer, Concrete, Trailer Mntd | Batching Capacity | 16 CR | to 25 | | hour | \$ 20.47 |
| 8414 | Truck, Concrete Mixer | Mixer Capacity | 13 CY | to 300 | | hour | \$ 84.71 |
| 8419 | Hand-Held, Pavement Breakers | Weight | 25-90 Lbs | 0 | Air Tool/Electric Power | hour | \$ 1.12 |
| 8420 | Self-Propelled Pavement Breaker, | | | to 70-80 | Self-Propelled (Diesel) | hour | \$ 59.54 |
| 8421 | Vibrator, Concrete | Hand Held | | to 4 | | hour | \$ 1.63 |
| 8423 | Spreader, Chip | Spread Hopper Width | 12.5 Ft | to 152 | | hour | \$ 90.67 |
| 8424 | Spreader, Chip | Spread Hopper Width | 16.5 Ft | to 215 | | hour | \$ 125.19 |
| 8425 | Spreader, Chip, Mntd | Hopper Size | 8 Ft | to 8 | Trailer & truck mounted. | hour | \$ 4.77 |
| 8430 | Paver, Asphalt, Towed | | | 0 | Does not include Prime Mover. | hour | \$ 12.67 |
| 8431 | Paver, Asphalt | Crawler | | to 50 | Includes wheel and crawler equipment. | hour | \$ 76.41 |
| 8432 | Paver, Asphalt | Crawler | | to 125 | Includes wheel and crawler equipment. | hour | \$ 96.52 |
| 8433 | Paver, Asphalt | Crawler | | to 175 | includes wheel and crawler equipment. | hour | \$ 144.69 |
| 8434 | Paver, Asphalt | | 35,000Lbs & Over | to 250 | Includes wheel and crawler equipment. | hour | \$ 224.01 |
| 8436 | Pick-up, Asphalt | | | to 110 | | hour | \$ 98.06 |
| 8437 | Pick-up, Asphalt | Cederapids | CR MS-2 | 113 to 140 | Asphalt-Pick-up Machine | hour | \$ 140.59 |
| 8438 | Pick-up, Asphalt | Blaw-Knox | MC-330 | 184 to 200 | Asphalt-Pick-up Machine | hour | \$ 189.75 |
| 8439 | Pick-up, Asphalt | | MTV 1000C | to 275 | Asphalt-Pick-up Machine | hour | \$ 214.03 |
| 8440 | Striper | Paint Capacity | 40 Gal | to 22 | | hour | \$ 16.92 |
| 8441 | Striper | Paint Capacity | 90 Gal | to 60 | | hour | \$ 24.24 |
| 8442 | Striper | Paint Capacity | 120 Gal | to 122 | | hour | \$ 45.28 |
| 8445 | Striper, Truck Mntd | Paint Capacity | 120 Gal | to 460 | | hour | \$ 83.35 |
| 8446 | Striper, Walk-behind | Paint Capacity | 12 Gal | 5 | | hour | \$ 4.23 |
| 8447 | Paver accessory -Belt Extension | 2002 Leeboy Conveyor Belt Extension | 24' X 50' | 0 | crawler | hour | \$ 33.48 |
| 8450 | Plow, Snow, Grader Mntd | Width | to 10 Ft | 0 | Include Grader for total cost | hour | \$ 28.28 |
| 8451 | Plow, Snow, Grader Mntd | Width | to 14 Ft | 0 | Include Grader for total cost | hour | \$ 33.21 |

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| 8452 | Plow, Truck Mntd | Width | to 15 Ft | 0 | Include truck for total cost | hour | \$ 25.23 |
| 8453 | Plow, Truck Mntd | Width | to 15 Ft | 0 | With leveling wing. Include truck for total cost | hour | \$ 41.04 |
| 8455 | Spreader, Sand | Mounting | Tailgate, Chassis | 0 | Truck not included | hour | \$ 8.24 |
| 8456 | Spreader, Sand | Mounting | Dump Body | 0 | Truck not included | hour | \$ 10.55 |
| 8457 | Spreader, Sand | Mounting | Truck (10yd) | 0 | Truck not included | hour | \$ 13.41 |
| 8458 | Spreader, Chemical | Capacity | 5 CY | to 4 | Trailer & truck mounted. | hour | \$ 6.30 |
| 8469 | Pump - Trash Pump | 10 MTC | 2" Pump | to 7 | 10,000 gph | hour | \$ 7.87 |
| 8470 | Pump | Centrifugal, 8M pump | 2" - 10,000 gal/hr. | to 4.5 | Hoses not included. | hour | \$ 6.31 |
| 8471 | Pump | Diaphragm pump | 2" - 3,000 gal/hr. | to 6 | Hoses not included. | hour | \$ 6.98 |
| 8472 | Pump | Centrifugal, 18M pump | 3" - 18,000 gal/hr. pump | to 10 | Hoses not included. | hour | \$ 8.05 |
| 8473 | Pump | | | to 15 | Hoses not included. | hour | \$ 12.08 |
| 8474 | Pump | | | to 25 | Hoses not included. | hour | \$ 13.77 |
| 8475 | Pump | | | to 40 | Hoses not included. | hour | \$ 16.98 |
| 8476 | Pump | 4" - 40,000 gal/hr. | 4" - 40,000 gal/hr. | to 60 | Hoses not included. | hour | \$ 27.45 |
| 8477 | Pump | | | to 95 | Hoses not included. | hour | \$ 32.77 |
| 8478 | Pump | | | to 140 | Hoses not included. | hour | \$ 41.84 |
| 8479 | Pump | | | to 200 | Hoses not included. | hour | \$ 50.79 |
| 8480 | Pump | | | to 275 | Does not include Hoses. | hour | \$ 68.33 |
| 8481 | Pump | | | to 350 | Does not include Hoses. | hour | \$ 81.66 |
| 8482 | Pump | | | to 425 | Does not include Hoses. | hour | \$ 99.01 |
| 8483 | Pump | | | to 500 | Does not include Hoses. | hour | \$ 117.21 |
| 8484 | Pump | | | to 575 | Does not include Hoses. | hour | \$ 136.53 |
| 8485 | Pump | | | to 650 | Does not include Hoses. | hour | \$ 154.88 |
| 8486 | Aerial Lift, Truck Mntd | Max. Platform Height | 40 Ft | | Add this rate to truck rate for total lift and truck rate | hour | \$ 11.63 |
| 8487 | Aerial Lift, Truck Mntd | Max. Platform Height | 61 Ft | | Add this rate to truck rate for total lift and truck rate | hour | \$ 21.99 |
| 8488 | Aerial Lift, Truck Mntd | Max. Platform Height | 80 Ft | | Add this rate to truck rate for total lift and truck rate | hour | \$ 39.80 |
| 8489 | Aerial Lift, Truck Mntd | Max. Platform Load - 600Lbs | 81 Ft -100 Ft. Ht. | | Articulated and Telescoping. Add this rate to truck rate for total lift and truck rate | hour | \$ 42.16 |
| 8490 | Aerial Lift, Self-Propelled | Max. Platform Height | 37 Ft. Ht. | to 15 | Articulated, Telescoping, Scissor. | hour | \$ 9.02 |
| 8491 | Aerial Lift, Self-Propelled | Max. Platform Height | 60 Ft. Ht. | to 30 | Articulated, Telescoping, Scissor. | hour | \$ 17.39 |
| 8492 | Aerial Lift, Self-Propelled | Max. Platform Height | 70 Ft. Ht. | to 50 | Articulated, Telescoping, Scissor. | hour | \$ 31.57 |
| 8493 | Aerial Lift, Self-Propelled | Max. Platform Height | 125 Ft. Ht. | to 85 | Articulated and Telescoping. | hour | \$ 56.70 |
| 8494 | Aerial Lift, Self-Propelled | Max. Platform Height | 150 Ft. Ht. | to 130 | Articulated and Telescoping. | hour | \$ 73.90 |
| 8495 | I.C. Aerial Lift, Self-Propelled | Max. Platform Load - 500 Lbs | 75"x155", 40Ft Ht. | to 80 | 2000 Lbs Capacity | hour | \$ 29.71 |
| 8496 | Crane, Truck Mntd | Max. Lift Capacity | 24000 Lbs | 0 | Include truck rate for total cost | hour | \$ 16.54 |
| 8497 | Crane, Truck Mntd | Max. Lift Capacity | 36000 Lbs | 0 | Include truck rate for total cost | hour | \$ 23.17 |
| 8498 | Crane, Truck Mntd | Max. Lift Capacity | 60000 Lbs | 0 | Include truck rate for total cost | hour | \$ 37.46 |
| 8499 | Pump - Trash-Pump | CPB Rating - 10MTC | 10000 gal/Hr | 7 | Self- Priming Trash Pump | hour | \$ 7.76 |
| 8500 | Crane | Max. Lift Capacity | 8 MT | to 80 | | hour | \$ 40.75 |
| 8501 | Crane | Max. Lift Capacity | 15 MT | to 150 | | hour | \$ 67.83 |
| 8502 | Crane | Max. Lift Capacity | 50 MT | to 200 | | hour | \$ 93.95 |
| 8503 | Crane | Max. Lift Capacity | 70 MT | to 300 | | hour | \$ 180.23 |
| 8504 | Crane | Max. Lift Capacity | 110 MT | to 350 | | hour | \$ 258.23 |
| 8510 | Saw, Concrete | Blade Diameter | 14 in | to 14 | | hour | \$ 7.62 |
| 8511 | Saw, Concrete | Blade Diameter | 26 in | to 35 | | hour | \$ 12.47 |
| 8512 | Saw, Concrete | Blade Diameter | 48 in | to 65 | | hour | \$ 26.81 |
| 8513 | Saw, Rock | Blade Diameter | | to 100 | | hour | \$ 35.13 |
| 8514 | Saw, Rock | Blade Diameter | | to 200 | | hour | \$ 68.85 |
| 8517 | Jackhammer (Dry) | Weight Class | 25-45 Lbs | 0 | Pneumatic Powered | hour | \$ 1.77 |
| 8518 | Jackhammer (Wet) | Weight Class | 30-55 Lbs | 0 | Pneumatic Powered | hour | \$ 2.02 |
| 8521 | Scraper | Scraper Capacity | 15 CY | to 262 | | hour | \$ 133.80 |
| 8522 | Scraper | Scraper Capacity | 22 CY | to 365 | | hour | \$ 174.30 |
| 8523 | Scraper | Scraper Capacity | 34 CY | to 500 | | hour | \$ 322.77 |

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| 8524 | Scraper | Scraper Capacity | 44 CY | to 604 | | hour | \$ 354.84 |
| 8540 | Loader, Skid-Steer | Operating Capacity | 976 - 1250 Lbs | to 36 | | hour | \$ 26.83 |
| 8541 | Loader, Skid-Steer | Operating Capacity | 1751 - 2200 Lbs | to 66 | | hour | \$ 35.47 |
| 8542 | Loader, Skid-Steer | Operating Capacity | 2901 to 3300 Lbs | to 81 | | hour | \$ 38.72 |
| 8550 | Snow Blower, Truck Mntd | Capacity | 600 Tph | to 75 | Does not include truck | hour | \$ 35.39 |
| 8551 | Snow Blower, Truck Mntd | Capacity | 1400 Tph | to 200 | Does not include truck | hour | \$ 94.72 |
| 8552 | Snow Blower, Truck Mntd | Capacity | 2000 Tph | to 340 | Does not include truck | hour | \$ 143.88 |
| 8553 | Snow Blower, Truck Mntd | Capacity | 2500 Tph | to 400 | Does not include truck | hour | \$ 156.93 |
| 8558 | Snow Thrower, Walk Behind | Cutting Width | 25 in | to 5 | | hour | \$ 2.97 |
| 8559 | Snow Thrower, Walk Behind | Cutting Width | 60 in | to 15 | | hour | \$ 14.47 |
| 8560 | Snow Blower | Capacity | 2,000 Tph | to 400 | | hour | \$ 234.49 |
| 8561 | Snow Blower | Capacity | 2,500 Tph | to 500 | | hour | \$ 256.20 |
| 8562 | Snow Blower | Capacity | 3,500 Tph | to 600 | | hour | \$ 285.56 |
| 8563 | The Vammas 4500 | Snow Remover | 26ft Plow, 20ft Broom + Airblast | 428 | Equip with Plow & Broom | hour | \$ 260.00 |
| 8564 | The Vammas 5500 | RM300 | 96"W x 20"D | 350 | Soil Stabilization, Reclaimer | hour | \$ 212.00 |
| 8565 | Oshkosh Pavement Sweeper | H-Series | | 420 | Equip with Broom | hour | \$ 229.00 |
| 8569 | Dust Control De-Ice Unit | 1300-2000 gal | 173"Lx98"Wx51"H | 5.5 | Hydro Pump w/100' 1/2" hose | hour | \$ 3.54 |
| 8570 | Loader-Backhoe, Wheel | Loader Bucket Capacity | 0.5 CY | to 40 | Loader and Backhoe Buckets included. | hour | \$ 23.95 |
| 8571 | Loader-Backhoe, Wheel | Loader Bucket Capacity | 1 CY | to 70 | Loader and Backhoe Buckets included. | hour | \$ 33.36 |
| 8572 | Loader-Backhoe, Wheel | Loader Bucket Capacity | 1.5 CY | to 95 | Loader and Backhoe Buckets included. | hour | \$ 43.46 |
| 8573 | Loader-Backhoe, Wheel | Loader Bucket Capacity | 1.75 CY | to 115 | Loader and Backhoe Buckets included. | hour | \$ 49.55 |
| 8580 | Distributor, Asphalt | Tank Capacity Mounted on Trailer | 550 Gal | 16 | burners, insulated tank, and circulating spray bar. | hour | \$ 14.97 |
| 8581 | Distributor, Asphalt | Tank Capacity Mounted on Trailer | 1000 Gal | 38 | Truck Mounted. Includes burners, insulated tank, and circulating spray bar. Include truck rate. | hour | \$ 22.45 |
| 8582 | Distributor, Asphalt | Tank Capacity Mounted on Truck | 4000 Gal | | Truck Mounted. Includes burners, insulated tank, and circulating spray bar. Include truck rate. | hour | \$ 32.52 |
| 8583 | Distributor | ETNYRE Oil Distributor Model - PB348 | | 300 | | hour | \$ 43.57 |
| 8584 | Distributor | ETNYRE Quad Chip Spreader | | 280 | | hour | \$ 90.67 |
| 8590 | Trailer, Dump | Capacity | 20 CY | 0 | Does not include Prime Mover. | hour | \$ 13.13 |
| 8591 | Trailer, Dump | Capacity | 30 CY | 0 | Does not include Prime Mover. | hour | \$ 13.37 |
| 8600 | Trailer, Equipment | Capacity | 30 Tons | 0 | | hour | \$ 16.71 |
| 8601 | Trailer, Equipment | Capacity | 40 Tons | 0 | | hour | \$ 18.49 |
| 8602 | Trailer, Equipment | Capacity | 60 Tons | 0 | | hour | \$ 19.30 |
| 8603 | Trailer, Equipment | Capacity | 120 Tons | 0 | | hour | \$ 30.52 |
| 8610 | Trailer, Water | Tank Capacity | 4000 Gal | 0 | Includes a centrifugal pump with sump and a rear spraybar. | hour | \$ 15.85 |
| 8611 | Trailer, Water | Tank Capacity | 6000 Gal | 0 | Includes a centrifugal pump with sump and a rear spraybar. | hour | \$ 19.49 |
| 8612 | Trailer, Water | Tank Capacity | 10000 Gal | 0 | Includes a centrifugal pump with sump and a rear spraybar. | hour | \$ 22.76 |
| 8613 | Trailer, Water | Tank Capacity | 14000 Gal | 0 | Includes a centrifugal pump with sump and a rear spraybar. | hour | \$ 28.39 |
| 8614 | Truck- Water Tanker | 1000 gal. tank | | 175 | | hour | \$ 35.84 |
| 8620 | Tub Grinder | | | to 440 | | hour | \$ 98.30 |
| 8621 | Tub Grinder | | | to 630 | | hour | \$ 148.62 |
| 8622 | Tub Grinder | | | to 760 | | hour | \$ 189.56 |
| 8623 | Tub Grinder | | | to 1000 | | hour | \$ 332.79 |
| 8627 | Horizontal Grinder | Model HG6000 | | 630 | | hour | \$ 59.12 |
| 8628 | Stump Grinder | 1988 Vermeer SC-112 | | 102 | | hour | \$ 48.59 |
| 8629 | Stump Grinder | 24" grinding wheel | | 110 | | hour | \$ 46.31 |
| 8630 | Sprayer, Seed | Working Capacity | 750 Gal | to 30 | Trailer & truck mounted. Does not include Prime Mover. | hour | \$ 14.78 |
| 8631 | Sprayer, Seed | Working Capacity | 1250 Gal | to 50 | Trailer & truck mounted. Does not include Prime Mover. | hour | \$ 19.74 |
| 8632 | Sprayer, Seed | Working Capacity | 3500 Gal | to 115 | Trailer & truck mounted. Does not include Prime Mover. | hour | \$ 32.52 |
| 8633 | Mulcher, Trailer Mntd | Working Capacity | 7 TPH | to 35 | | hour | \$ 15.59 |

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| 8634 | Mulcher, Trailer Mntd | Working Capacity | 10 TPH | to 55 | | hour | \$ 23.12 |
| 8635 | Mulcher, Trailer Mntd | Working Capacity | 20 TPH | to 120 | | hour | \$ 33.58 |
| 8636 | Scraper | Soil Recycler WR 2400 | w 317 gal fuel tank | 563 | | hour | \$ 265.76 |
| 8637 | Trailer CAT | Double Belly Bottom-dump Trailer | 26 CY of soil in one dump | 330 | 13 CY of soil each berry | hour | \$ 95.10 |
| 8638 | Rake | Barber Beach Sand Rake 600HDr, towed | | 0 | Towed by Beach vehicle | hour | \$ 15.78 |
| 8639 | Chipper | Wildcat 626 Cougar Trommel Screen chipper w belt | | 125 | | hour | \$ 35.38 |
| 8640 | Trailer, Office | Trailer Size | 8' x 24' | 0 | Cargo Size 16ft | hour | \$ 2.31 |
| 8641 | Trailer, Office | Trailer Size | 8' x 32' | 0 | Cargo Size 24ft | hour | \$ 2.76 |
| 8642 | Trailer, Office | Trailer Size | 10' x 32' | 0 | Cargo Size 20ft | hour | \$ 3.69 |
| 8643 | Trailer | Haz-Mat Equipment trailer | 8'x18' | 0 | Move by Tractor to Location | hour | \$ 38.88 |
| 8644 | Trailer, Covered Utility Trailer | (7' X 16') | | 0 | Move by Tractor to Location | hour | \$ 5.88 |
| 8645 | Trailer, Dodge Ram | 8' x 24' shower trailer- 12 showers | | 101 | | hour | \$ 30.33 |
| 8646 | Trailer, Dodge | 8' x 32' flatbed water | 25,000 MG/VW | 200 | 4x2-Axle | hour | \$ 28.60 |
| 8650 | Trencher | | | to 40 | Walk-behind, Crawler & Wheel Mounted. Chain and Wheel. | hour | \$ 16.91 |
| 8651 | Trencher | | | to 85 | Walk-behind, Crawler & Wheel Mounted. Chain and Wheel. | hour | \$ 29.53 |
| 8654 | Trencher accessories | 2008 Griswold Trenchbox | | 0 | | hour | \$ 1.96 |
| 8660 | Flow, Cable | Flow Depth | 24 in | to 30 | | hour | \$ 13.77 |
| 8661 | Flow, Cable | Flow Depth | 36 in | to 65 | | hour | \$ 40.07 |
| 8662 | Flow, Cable | Flow Depth | 48 in | to 110 | | hour | \$ 44.60 |
| 8670 | Derrick, Hydraulic Digger | Max. Boom = 60 Ft, 12,000 Ft-Lb Hydraulic | Lift Capacity 15,500 Lbs | 275 | Includes hydraulic pole alignment attachment. Include truck rate | hour | \$ 35.07 |
| 8671 | Derrick, Hydraulic Digger | Max. Boom = 90 Ft, 14000 Ft-Lb Hydraulic | Lift Capacity 26,700 Lbs | 310 | Includes hydraulic pole alignment attachment. Include truck rate | hour | \$ 56.12 |
| 8672 | Movax SP-60 | 28-32 ton Head | 134KW | 178 | Sonic Sidegrip Vibratory Pile Driver | Hour | \$ 109.20 |
| 8680 | Truck, Fire -Industrial -112Ft Ladder Aerial Platform | Pump/Tank Capacity | 3000gpm/1000 gal Water or Foam | 600 | 2-1000gpm Nozzles 1-Each side of Platform | Hour | \$ 198.30 |
| 8681 | Truck, Fire, Engine Type-1 | Pump/Tank Capacity | 1000GPM/300gal | | Engine, with Pump & Roll | hour | \$ 140.00 |
| 8682 | Truck, Fire, Engine Type-2 | Pump/Tank Capacity | 500GPM/300gal | | Engine, with Pump & Roll | hour | \$ 132.00 |
| 8683 | Truck, Fire, Ladder(48ft)(Type-III) | Pump/Tank Capacity | 150gpm/500gal, | 115-149 | Hose 1-1/2"D 500' Long | hour | \$ 119.30 |
| 8684 | Truck, Fire, Aerial (Cummins IXL9)100Ft Ladder | Pump/Tank Capacity | 2000gpm/500gal | 450 | 1500gpm Monitor/nozzle | hour | \$ 178.00 |
| 8685 | Truck, Fire, Ladder(48ft)(Type-I) | Pump/Tank Capacity | 1000gpm/400gal, 500gpm Master Stream | 200-250 | Hose 2-1/2"D 1200' Long | hour | \$ 154.00 |
| 8686 | Truck, Fire, Ladder(48ft)(Type-II) | Pump/Tank Capacity | 500gpm/300gal, | 100-199 | Hose 2-1/2"D 1000' Long | hour | \$ 131.50 |
| 8687 | Truck, Fire, Support Water Tender S1 | Pump/Tank Capacity | 300GPM/4000+gal | 115-149 | S1 Water Tender | hour | \$ 114.50 |
| 8688 | Truck, Fire, Support Water Tender S2 | Pump/Tank Capacity | 200GPM/2500+gal | | S2 Water Tender | hour | \$ 103.50 |
| 8689 | Truck, Fire, Support Water Tender S3 | Pump/Tank Capacity | 200GPM/1000+gal | | S3 Water Tender | hour | \$ 79.00 |
| 8690 | Truck, Fire - Water Tender | Pump Capacity | 1000 GPM @150 psi | | | hour | \$ 70.33 |
| 8691 | Truck, Fire, Tanker | Pump/Tank Capacity | 1250 GPM/2500 gal | 500 | | hour | \$ 74.57 |
| 8692 | Truck, Fire, Pumper | Pump/Tank Capacity | 1500 GPM/1000 gal | 500 | | hour | \$ 81.10 |
| 8693 | Truck, Fire, Pumper | Pump Capacity | 2000 GPM | | | hour | \$ 84.04 |
| 8694 | Truck, Fire Aerial Ladder (75Ft) | Pump/Tank Capacity | 1500GPM/600 gal | 475 | | hour | \$ 121.00 |
| 8695 | Truck, Fire Aerial Ladder (150Ft) | Ladder length | 150 FT | | No Platform, | hour | \$ 146.43 |
| 8696 | Truck, Fire (Rescue) | No Ladder | | 330 | Rescue Equipment | hour | \$ 96.36 |
| 8697 | Truck, Fire, Tactical Water Tender T1 | Pump/Tank Capacity | 250GPM/2000+gal | 175 | | hour | \$ 119.50 |
| 8698 | Truck, Fire, Tactical Water Tender T2 | Pump/Tank Capacity | 250GPM/1000+gal | | | hour | \$ 102.67 |
| 8699 | Truck, Fire, Engine Type-3 | Pump/Tank Capacity | 150GPM/500gal | | Engine, with Pump & Roll | hour | \$ 128.50 |
| 8700 | Truck, Flatbed | Maximum Gvw | 15000 Lbs | to 200 | Diesel Engine | hour | \$ 25.46 |
| 8701 | Truck, Flatbed | Maximum Gvw | 25000 Lbs | to 275 | Gasoline Engine | hour | \$ 40.36 |
| 8701-1 | Truck, Flatbed | Maximum Gvw | 25000 Lbs | 200 | Diesel Engine | hour | \$ 28.55 |
| 8702 | Truck, Flatbed | Maximum Gvw | 30000 Lbs | 217 | Diesel Engine | hour | \$ 32.90 |
| 8703 | Truck, Flatbed | Maximum Gvw | 45000 Lbs | to 380 | Diesel Engine | hour | \$ 52.73 |
| 8706 | Trailer, semi | 48ft to 53ft, flat-bed, freight, two axle | 50,000+ gvw | 0 | | hour | \$ 8.67 |
| 8709 | Trailer, semi | enclosed 48 ft to 53 ft, two axles | 50,000+ gvw | 0 | Enclosed | hour | \$ 9.82 |
| 8710 | Trailer, semi | 28ft, single axle, freight | 25,000 gvw | 0 | | hour | \$ 10.01 |

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| 8711 | Flat bed utility trailer | 6 ton | | 0 | | hour | \$ 3.21 |
| 8712 | Cleaner, Sewer/Catch Basin | Hopper Capacity | 5 CY | 50 | Truck Mounted. (350 gal) | hour | \$ 25.51 |
| 8713 | Cleaner, Sewer/Catch Basin | Hopper Capacity | 14 CY | 60 | Truck Mounted. (1500 Gal) | hour | \$ 32.02 |
| 8714 | Vector-Combined Sewer Cleaning | 800 Gal Spoils/400 Gal Water | 500/800 gal | 190 | with water & waste Tanks | hour | \$ 85.10 |
| 8714-1 | Vector Combine Vacuum Truck | 1500 gal Water | 15 Cu Yd | 330 | with water & waste Tanks | hour | \$ 88.94 |
| 8715 | Truck, Hydro Vac | model LP555DT | 36 - Hp pump | 36 | Towed by tractor | hour | \$ 18.50 |
| 8716 | Leaf Vac | Tow by Truck 22,000 cfm capacity | | 85 | Leaf Vac + Truck Code 8811 | hour | \$ 52.93 |
| 8717 | Truck, Vacuum | 60,000 GVW | | 400 | | hour | \$ 76.72 |
| 8719 | Litter Picker | model 2007 Barber | | 0 | Towed by tractor | hour | \$ 9.60 |
| 8720 | Truck, Dump | Struck Capacity | 8 CY | to 220 | | hour | \$ 57.70 |
| 8721 | Truck, Dump | Struck Capacity | 10 CY | to 320 | | hour | \$ 72.05 |
| 8722 | Truck, Dump | Struck Capacity | 12 CY | to 400 | | hour | \$ 79.62 |
| 8723 | Truck, Dump | Struck Capacity | 14 CY | to 400 | | hour | \$ 77.50 |
| 8724 | Truck, Dump, Off Highway | Struck Capacity | 28 CY | to 450 | | hour | \$ 136.57 |
| 8725 | Truck, Dump | Struck Capacity | 18 CY | to 400 | | hour | \$ 91.65 |
| 8730 | Truck, Garbage | Capacity | 25 CY | to 255 | | hour | \$ 49.79 |
| 8731 | Truck, Garbage | Capacity | 32 CY | to 325 | | hour | \$ 57.06 |
| 8733 | E-BAM Services | Environmental Beta Attenuation Air Monitor | | 0 | Powered by Solar System | hour | \$ 3.07 |
| 8734 | Attenuator, safety | that can stop a vehicle at 60 mph | | 0 | | hour | \$ 5.64 |
| 8735 | Truck, Attenuator | 2004 Truck Mounted for 60 mph | | 0 | | hour | \$ 3.89 |
| 8736 | Truck, tow | 1987 Chevy Kodiak 70 | | 175 | | hour | \$ 28.73 |
| 8744 | Van, Custom | Special Service Canteen Truck | | 350 | | hour | \$ 18.35 |
| 8745 | Van, step | model MT10FD | | 300 | | hour | \$ 22.05 |
| 8746 | Van-up to 15 passenger | light duty, class 1 | | 225-300 | | hour | \$ 20.48 |
| 8747 | Van-up to 15 passenger | light duty, class 2 | | 225-300 | | hour | \$ 20.77 |
| 8748 | Van-cargo | light duty, class 1 | | 225 - 300 | | hour | \$ 22.44 |
| 8749 | Van-cargo | light duty, class 2 | | 225-300 | | hour | \$ 22.68 |
| 8750 | Vehicle, Small | | | to 30 | | hour | \$ 6.41 |
| 8753 | Vehicle, Recreational | | | to 10 | | hour | \$ 2.87 |
| 8754 | Motor Coach | GVW=50534 | 56 Passenger + 1-Driver | 430 | Passenger Transportation | Hour | \$ 63.94 |
| 8755 | Golf Cart | Capacity | 2 person | 0 | Battery operated | hour | \$ 3.80 |
| 8770 | Welder, Portable | | | to 16 | Includes ground cable and lead cable. | hour | \$ 4.11 |
| 8771 | Welder, Portable | | | to 34 | Includes ground cable and lead cable. | hour | \$ 7.21 |
| 8772 | Welder, Portable | | | to 50 | Includes ground cable and lead cable. | hour | \$ 13.66 |
| 8773 | Welder, Portable | | | to 80 | Includes ground cable and lead cable. | hour | \$ 13.75 |
| 8780 | Truck, Water | Tank Capacity | 2500 Gal | to 175 | Include pump and rear spray system. | hour | \$ 31.05 |
| 8781 | Truck, Water | Tank Capacity | 4000 Gal | to 250 | Include pump and rear spray system. | hour | \$ 56.57 |
| 8786 | Container & roll off truck | Roll off Truck | 30 yds, | 200 | Roll-off-Truck only | hour | \$ 23.73 |
| 8789 | Truck, Tractor | 1997 Freightliner F120 | | 430 | | hour | \$ 56.81 |
| 8790 | Truck, Tractor | 4 x 2 | 25000 lbs | to 210 | | hour | \$ 43.43 |
| 8791 | Truck, Tractor | 4 x 2 | 35000 lbs | to 330 | | hour | \$ 47.57 |
| 8792 | Truck, Tractor | 6 x 2 | 45000 lbs | to 360 | | hour | \$ 52.98 |
| 8794 | Truck, freight | Enclosed w/lift gate. Medium duty class 5 | gwwr 16000-19500 Lbs | 200 | 4 X 2 Axle (D) | hour | \$ 27.25 |
| 8795 | Truck, backhoe carrier | Three axle, class 8, heavy duty | over 33000Lbs | 280 | | hour | \$ 34.56 |
| 8796 | Truck, freight | Eenclosed w/lift gate. Heavy duty, class 7 | 26,001 to 33,000 lbs gwwr | 217 | 4 X 2 Axle (D) | hour | \$ 31.43 |
| 8798 | Truck | Tilt and roll-back, two axle, class 7 heavy duty, | to 33,000 gwwr | 217 | 4 X 2 Axle (D) | hour | \$ 32.13 |
| 8799 | Truck, | Tilt and roll back, three axle. class 8 heavy duty | over 33,001+ gwwr | 280 | 6 X 4 Axle (D) | hour | \$ 42.33 |
| 8800 | Truck, Pickup | | | | When transporting people. | mile | \$ 0.545 |
| 8801 | Truck, Pickup | 1/2-ton Pickup Truck | 4x2-Axle | 160 | | hour | \$ 12.78 |
| 8802 | Truck, Pickup | 1-ton Pickup Truck | 4x2-Axle | 234 | | hour | \$ 17.91 |
| 8803 | Truck, Pickup | 1 1/4-ton Pickup Truck | 4x2-Axle | 280 | | hour | \$ 21.10 |
| 8804 | Truck, Pickup | 1 1/2-ton Pickup Truck | 4x2-Axle | 300 | | hour | \$ 23.22 |

| | | | | | | | | |
|------|---------------------------------|---|-------------------------------|------------|---------------------------------|------|----|-----------|
| 8805 | Truck, Pickup | 1 3/4-ton Pickup Truck | 4x2-Axle | 300 | | hour | \$ | 24.85 |
| 8806 | Truck, Pickup | 3/4-ton Pickup Truck | 4x2-Axle | 165 | | hour | \$ | 14.32 |
| 8807 | Truck, Pickup | 3/4-ton Pickup Truck | 4x4-Axle | 285 | Crew | hour | \$ | 22.64 |
| 8808 | Truck, Pickup | 1-ton Pickup Truck | 4x4-Axle | 340 | Crew | hour | \$ | 22.99 |
| 8809 | Truck, Pickup | 1 1/4-ton Pickup Truck | 4x4-Axle | 360 | Crew | hour | \$ | 26.55 |
| 8810 | Truck, Pickup | 1 1/2-ton Pickup Truck | 4x4-Axle | 362 | Crew | hour | \$ | 26.82 |
| 8811 | Truck, Pickup | 1 3/4-ton Pickup Truck | 4x4-Axle | 362 | Crew | hour | \$ | 27.55 |
| 8820 | Skidder accessory | 2005 JCB Grapple Claw | | 0 | | hour | \$ | 1.75 |
| 8821 | Forklift, accessory | 2005 ACS Grapple Bucket | | 0 | | hour | \$ | 1.56 |
| 8822 | Truck, Loader | Debris/Log (Knuckleboom Loader/Truck) | | 230 | | hour | \$ | 53.22 |
| 8823 | Chipper- Wood Recycler | Cat 16 engine | | 700 | | hour | \$ | 118.50 |
| 8824 | Skidder | model Cat 525B | | up to 160 | | hour | \$ | 64.79 |
| 8825 | Skidder | 40K lbs- model Cat 525C | | 161 and up | | hour | \$ | 128.67 |
| 8840 | Truck, service | fuel and lube | up to 26,000 gwvr | 215-225 | | hour | \$ | 40.19 |
| 8841 | Truck, fuel | 2009 International 1,800 gal. storage tank | | 200 | | hour | \$ | 32.01 |
| 8842 | Mobile Command Trailer | (8' X 28') with 7.5 KW Generator | | 0 | Move to Location by Tractor | hour | \$ | 14.73 |
| 8843 | Mobile Response Trailer | (8' X 31') with 4.5 KW Generator? | | 0 | Move to Location by Tractor | hour | \$ | 13.87 |
| 8844 | Mobile Command Center | (unified) (RV) Ultimaster MP-35 | 43 FT Long with Generator | 400 | | hour | \$ | 86.10 |
| 8845 | Mobile Command Post Vehicle | (RV) (In-Motion) | 22-Ft Long | 340 | | hour | \$ | 31.55 |
| 8846 | Mobile Command Post Vehicle | (RV) (Stationary) w/9.6 KW Generator | 22-Ft Long | 340 | | hour | \$ | 20.33 |
| 8847 | Mobile Command Center (Trailer) | 48'x8' Trailer, Fully Equiped Mobile Command Center | 48-Ft Long | 0 | Move to Location by Tractor | hour | \$ | 31.69 |
| 8848 | Mobile Command Center (Trailer) | 48'x8' When being Moved w/Truck Tractor | | 310 | | hour | \$ | 50.69 |
| 8849 | Mobile Command Center | 43'x8.5' x 13.5'H with self 30kw Generator | | 280 | Generator Rate not included | hour | \$ | 55.37 |
| 8850 | Mobile Command Center | 2007-Freightliner MT-55, (RV) | | 260 | | hour | \$ | 47.12 |
| 8851 | Mobile Command Van | 1990- Ford Econoline-Communication Van | | 230 | Communication Equipment | hour | \$ | 42.78 |
| 8852 | Mobile Command Center | 47.5' X 8.75 Fully Equip' (In motion) (RV) | | 410 | | hour | \$ | 68.04 |
| 8853 | Mobile Command Center | 47.5' X 8.75 Fully Equip' (Stationary) | | 410 | | hour | \$ | 45.89 |
| 8854 | Mobile Command Vehicle | 53' X 8.75 Fully Equip | | 480-550 | | hour | \$ | 98.84 |
| 8870 | Light Tower | Terex/Amida AL 4000. with (4) 500 watt lights | w/10kw power unit | 13.5 | | hour | \$ | 11.11 |
| 8871 | Light Tower | 2004 Allmand | | | | hour | \$ | 6.93 |
| 8872 | SandBagger Machine | (Spider) automatic | w/Vibration & Conveyor Motors | 2-4.5 | | hour | \$ | 49.42 |
| 8900 | Helicopter | OH-58 KIOWA (Military) is the same as *Bell-206B3 | | 420 | | hour | \$ | 467.00 |
| 8901 | Helicopter | OH-58 KIOWA (Military) is the same as *Bell-206BR | | 420 | | hour | \$ | 489.00 |
| 8902 | Helicopter | Model Bell 206-L3 Jet Range Helicopter | | 650 | Jet Range III-Helicopter | hour | \$ | 575.00 |
| 8903 | Helicopter | Model Bell 206L1 Long Ranger | | 650 | Long Ranger | hour | \$ | 585.47 |
| 8904 | Helicopter | Model Bell 206LT Long Range Twinranger | | 450 | Twinranger | hour | \$ | 763.30 |
| 8905 | Helicopter | Model Bell 407 EMS- Ambulance | | 250 | | hour | \$ | 625.35 |
| 8906 | Piper-Fixed wing | Model Navajo PA-31 | | 310 | | hour | \$ | 476.60 |
| 8907 | Piper-Fixed wing | PA-31-350, Navajo Chiefn twin engine | | 350 | | hour | \$ | 507.20 |
| 8908 | Sikorsky Helicopter | Model UH-60 (Blackhawk) medium lift | Medium Lift | 1890 | Fire Fighter Same as S70C | hour | \$ | 2,974.45 |
| 8909 | Helicopter | Model UH-A (Blackhawk) Medium lift | Medium Lift | 1890 | Fire Fighter | hour | \$ | 5,559.04 |
| 8910 | Boeing Helicopter | Model CH-47 (Chinook) heavy lift | Heavy Lift | 2850 | Fire Fighter | hour | \$ | 10,857.50 |
| 8911 | Helicopter- light utility | Model Bell 407GX - 7 seater | 7-Seaters | 675 | Passenger Aircraft | hour | \$ | 620.38 |
| 8912 | Helicopter- light utility | Model Bell 206L- 7 seater | 7-Seaters | 420 | Passenger Aircraft | hour | \$ | 607.92 |
| 8913 | Helicopter | Model Bell-206L4 | | 726 | | hour | \$ | 570.24 |
| 8914 | King Air 200 Turboprop Aircraft | Blackhawk King Air B200XP61 | | 669 | | hour | \$ | 1,318.11 |
| 8915 | Turboprops Blackhawk Aircraft | Blackhawk Caravan XP42 A | | 850 | | hour | \$ | 738.12 |
| 8916 | Turboprops Blackhawk Aircraft | King Air C90 XP135 A | | 550 | | hour | \$ | 1,108.33 |
| 8917 | Aerostar Piston Aircraft | Aerostar 601P | | 290 | | hour | \$ | 466.67 |
| 8918 | Bell UH -1H Huey Helicopter II | Engine: 1 x Lycoming T53-L-11 turboshaft | | 1100 | Travel Range 253 Nautical Miles | hour | \$ | 1,376.74 |

| | | | | | | | | |
|------|--------------------------|-------------------------------|----------|----|---|------|----|-------|
| 8943 | Wire Fuller Machine | Overhead Wire Pulling Machine | | 30 | Overhead/Underground Wire Pulling Machine | hour | \$ | 20.16 |
| 8944 | Wire Tensioning Machine | 3000 Lbs | | | Overhead Wire Tensioning Machine | hour | \$ | 14.84 |
| 8945 | Aerial Lift - 20 Ft High | model 2008 Genie Scissor Lift | 1000 Lbs | | 24 Volt | hour | \$ | 6.44 |
| | | | | | | | | |

E. Quarterly Progress Report Form and Instructions

The Quarterly Progress Report form is used by the NYS Division of Homeland Security and Emergency Services (DHSES) to collect valuable information pertaining to large projects. NYS DHSES is required to obtain this information for us to report the status of these projects to the Federal Emergency Management Agency (FEMA). This form needs to be completed and returned no later than the 10th of the month following the end of each quarter. This form helps us to ascertain information in a timely manner to secure and protect you from circumstances that could jeopardize your funding. DHSES must report on all open large projects.

FOR ALL OPEN LARGE PROJECTS, COMPLETE A LINE FOR EACH PROJECT WORKSHEET.

To assist, DHSES has entered the FEMA disaster number, the ten digit/letter P.A. I.D. number (ex: 000-1XYZ2-00), the name of your agency/municipality and the Project Worksheet (PW) number (ex: 1, 23, 456 and 7890).

PROJECT MANAGEMENT :

- A. Check the appropriate boxes if a Scope of Work change or a Time Extension is needed. For other required actions, please explain in the Comments section.

**Scope of Work changes must be submitted in writing with the supporting documentation.*

**If a time extension is needed you will need to submit a request letter with the following FEMA requirements:*

- 1) The dates and provisions of all previous time extensions regarding the project.
- 2) A detailed justification for the delay explaining extenuating circumstances or unusual project requirements beyond the control of the applicant that prevented the completion of the reconstruction project within the initial time limit.
- 3) A revised timeline for project completion.

- B. Enter the amount spent to date on the project

- C. Enter estimated final cost of the project

- D. Enter FEMA approved Period of Performance end date

- E. Enter the projected date of completion of all work on the project

- F. % of Physical Work Completed – enter the percentage of the physical work that is completed. Remaining administrative work **should not be** taken into consideration when calculating this percentage. If the project is 100% complete and you have not already done so, complete a Project Completion and Certification Report (P.4), located in the project's Blue Folder, and return it to NYS DHSES.

**The P.4 must be completed and returned to DHSES for closeout/final accounting to be started. Final payment cannot be made until FEMA approves the closeout.*

- G. Work Completed – describe any major physical work component of a project that requires no further action. (see additional information below)

- H. Work in Progress - describe any major physical work component of a project that has begun but additional actions are necessary for project completion. (see additional information below)

- I. Work to be Started – describe as any major physical work component of a project that has not begun and is necessary for project completion. (see additional information below)

- J. Obstacles & Solutions – describe any current issue the project is experiencing that has delayed the completion of the project's physical work. What solutions are available to remedy the issue?

**If additional space is needed to provide the information requested in columns G through J, additional Word documents can be submitted with the QPR.*

- K. Comments – Complete with further information/explanation on the status of the project. (for example: permit status, engineering status, issues/comments- historic, insurance, complexities*, or concerns you want to bring to the State's attention)

- L. Complete contact information for the official Point of Contact for your organization before submitting the form(s) to DHSES. Check the box if there are any changes to the contact information i.e. Point of Contact, address change etc.

**Complex Facilities requiring special engineering considerations and correspondence (such as ; wastewater treatment, hospital, school, office bldg., power plant, dam, tunnels, pumping station, incinerator, marine terminal, unconventional designs etc.) should be very well documented and use professional standards for accounting and project management cost tracking*

ADDITIONAL DETAILS FOR COMPLETING COLUMNS G THROUGH I

- Work Completed
 - Please provide the monetary value for the work completed
 - Please describe the major components of the work that has been completed on the project
 - This information should be organized by some type of logical grouping (i.e. work site, building, bridge, road etc.) but should be labeled so DHSES staff can easily ascertain the location including site information. .
 - Please provide a date for when the work was completed.
 - When describing the work completed please provide enough detail so the magnitude is understood
 - EXAMPLE- \$8M at West Grove Building- 3 back-up generators (\$500k) have been installed, 112 windows were replaced with new impact resistant windows (\$5.5M), all interior outlets on the first floor were raised (\$2M) etc....
- Work in Progress
 - Please provide the monetary value for the work in progress
 - Please describe the major components of the work that is in progress for the project
 - This information should be organized by some type of logical grouping (i.e. work site, building, bridge, road etc...) but should be labeled so DHSES staff can easily ascertain the location including site information.
 - Please provide an anticipated date for the work in progress to be completed
 - If subsequent reports, responses should include revised dates identified in *bold italics* next to original date.
 - When describing the work in progress please provide enough detail so the magnitude is understood
 - EXAMPLE \$15M at Route 13 bridge crossing Blue River- complete bridge replacement be completed (4/2020)
- Work to be Started
 - Please provide the monetary value for the work to be started
 - Please describe the major components of the work that must be started on the project
 - This information should be organized by some type of logical grouping (i.e. work site, building, bridge, road etc.) but should be labeled so DHSES staff can easily ascertain the location including site information.
 - Please provide anticipated dates for the work to be started and completed
 - In subsequent reports responses should include revised dates identified in *bold italics* next to original date.
 - When describing the work to be started, please provide enough detail so the magnitude is understood
 - EXAMPLE- \$4M at the Fort Devers boardwalk- 35 light poles need to be installed (\$1M) (9/2020-10/2020), 55 park benches (\$750K) (10/2020-11/2020), 13 roofs and joists replaced on bathroom facilities (\$1.25M) (4/2021-6/2021) and the Northside parking lot repaved and striped (\$1M) (4/2021-5/2021)



**Homeland Security
and Emergency Services**

QUARTERLY REPORT

RETURN THIS COMPLETED FORM TO:
 Alternate Governor's Authorized Representative
 Attn: Public Assistance Chief
 NYS Division of Homeland Security and Emergency Services
 1220 Washington Ave
 Building 7A-4th Floor
 Albany, NY 12242
 Telephone: (518) 292-2241 Fax: (518) 322-4984

| FEMA Disaster # | P.A. I.D. # | Applicant Name: | FEMA | | E) Projected Completion Date | F) % of Physical Work Completed | G) Work Completed | H) Work in Progress | I) Work to be started | J) Obstacles & Solutions | K) Comments | |
|---|-------------|-----------------|---|-------------------------|------------------------------|---------------------------------|-------------------|---------------------|-----------------------|--------------------------|-------------|-------------------------|
| | | | A) Actions Required *See Instructions | B) Expenditures to Date | | | | | | | | C) Estimated Final Cost |
| PW | | | <input type="checkbox"/> Time Extension <input type="checkbox"/> Scope of Work change <input type="checkbox"/> Other (See comments) | \$ | | | | | | | | |
| PW | | | <input type="checkbox"/> Time Extension <input type="checkbox"/> Scope of Work change <input type="checkbox"/> Other (See comments) | \$ | | | | | | | | |
| PW | | | <input type="checkbox"/> Time Extension <input type="checkbox"/> Scope of Work change <input type="checkbox"/> Other (See comments) | \$ | | | | | | | | |
| PW | | | <input type="checkbox"/> Time Extension <input type="checkbox"/> Scope of Work change <input type="checkbox"/> Other (See comments) | \$ | | | | | | | | |
| PW | | | <input type="checkbox"/> Time Extension <input type="checkbox"/> Scope of Work change <input type="checkbox"/> Other (See comments) | \$ | | | | | | | | |
| PW | | | <input type="checkbox"/> Time Extension <input type="checkbox"/> Scope of Work change <input type="checkbox"/> Other (See comments) | \$ | | | | | | | | |
| L) Primary Point of Contact: Check box <input type="checkbox"/> if the person listed below is the new Primary Point of Contact for your organization. | | | | | | | | | | | | |
| Name | | | Mailing Address | | | Email | | Phone | | Fax | | Date |
| | | | | | | | | | | | | |

F. Management Costs Listing

| MANAGEMENT COST LISTING | |
|--|---|
| PUBLIC ASSISTANCE PROGRAM | |
| Management Costs - Include the following when associated with the PA portion of a major disaster or emergency: Indirect cost, Direct Administrative cost, other administrative expense | |
| Recipient Administrative Allocation - Funded at 100% federal share, based on actual costs incurred up to 7% of the total award amount for the disaster, excluding subrecipient management costs. | |
| Subrecipient Administrative Allocation - Funded at 100% federal share, based on actual costs incurred up to 5% of the subrecipient's total award amount. | |
| ACTIVITY | DESCRIPTION |
| Preliminary Damage Assessments | Activities related to gathering damage costs caused from an event |
| Program Funding Request Formulation | Activities related to organizing damaged sites into logical groups |
| Applicant Briefing | Activities related to attending and participating in the applicant's briefing for the overall program |
| RPA Submission and Processing | Activities related to the subgrantee's submission of its Request for Public Assistance (RPA) for the overall program |
| Other Pre-Award Activity | Any other activities related to general pre-award activities, including identifying and producing eligibility and other critical documents |
| Exploratory Calls | Activities related to attending and participating in the applicant's initial call for the overall program |
| Recovery Scoping Meeting (RSM) | Activities related to attending and participating in the applicant kick-off meeting for the overall program |
| Preliminary Cost Estimates | Activities to refine the initial total cost estimate before the individual project worksheets are developed |
| FEMA/Grantee/Applicant Meetings & Responses | Activities related to attending, coordinating, communicating, responding to correspondence and meeting requests from FEMA and grantee officials/applicants for the overall program |
| Site Inspections | Activities related to visiting and reviewing sites |
| Evaluating Section 406 Hazard Mitigation measures | Activities related reviewing projects for 406 compliance |
| Preparing Small and Large Projects | Project Formulation - Participation in overall meetings, correspondence on overall program, travel not directly tied to one project |
| PW Reviews | Actions carried out to support compliance with eligible work, cost eligibility, cost reconciliations and processing documents |
| PA Programmatic Compliance Reviews | Activities to review and/or support compliance with Public Assistance programmatic and financial requirements |
| Personnel Service / Overtime | Activities that are administrative / clerical in nature that support the direct and overall management of the grant, i.e., budgeting, copying, filing, submitting documents, payment processing |
| Supplies/Materials | Supplies/Materials purchased in direct support of grant activities |
| Contractor Support | Activities in support of the direct management of the grant |
| Travel & Expenses related to general support | All travel expenses related to the support to include but not limited to lodging, per diem, rental vehicles, fuel etc. |
| Training | Training activities related to the overall program |
| IT Equipment | IT Equipment purchased in support of employees direct management of the grant |
| Reporting Requirements | Programmatic and financial reporting related to the overall administration of the grant |
| Closeout or Exit Briefings | Activities related to coordination or participation in the closeout or exit briefing for the overall program |

G. Environmental and Historic Preservation Compliance

The following statutes, Executive Orders (EOs), and regulations establish requirements to protect the environment and preserve the Nation's historic and prehistoric resources. FEMA must review each Public Assistance (PA) project to ensure the work complies with applicable Federal environmental and historic preservation (EHP) laws, their implementing regulations, and applicable EOs.

National Historic Preservation Act:

Section 106 of the National Historic Preservation Act (NHPA) requires FEMA to consider the effects a project will have on historic properties and provide the Advisory Council on Historic Preservation the opportunity to comment on the effects of the project. Historic properties include buildings or groups of buildings (districts), structures, objects, landscapes, archaeological sites, and traditional cultural properties included in, or eligible for inclusion in, the National Register of Historic Places.

National Environmental Policy Act:

Section 102 of the National Environmental Policy Act (NEPA) requires Federal agencies to integrate environmental values into their decision-making processes by considering the environmental impacts of their proposed actions and reasonable alternatives to those actions. The White House Council on Environmental Quality publishes its NEPA regulations in Title 40 of the Code of Federal Regulations (CFR) Parts 1500–1508. The U.S. Department of Homeland Security publishes NEPA requirements and provides a specific decision-making process that FEMA must follow before funding a project. The process ensures consideration of environmental consequences of the project and informs the general public.

Endangered Species Act

Section 7 of the Endangered Species Act (ESA) requires Federal agencies to use their authorities to conserve federally listed threatened and endangered species (listed species) and critical habitats. FEMA must consult with the U.S. Fish and Wildlife Service (USFWS) and the National Oceanic and Atmospheric Administration Fisheries, also known as the National Marine Fisheries Service (NMFS), to ensure that proposed projects will not jeopardize the continued existence of any listed species or result in the destruction or adverse modification of critical habitat for listed species.

Clean Water Act

The Clean Water Act (CWA) establishes the basic structure for regulating discharges of pollutants in the waters of the United States (e.g., rivers and streams, lakes and ponds, coastlines, wetlands, estuaries). The CWA makes it unlawful to discharge any pollutant from a specific source into navigable waters without the appropriate CWA permits from the U.S. Army Corps of Engineers (USACE) or State regulatory agency.

Clean Air Act

The Clean Air Act (CAA) protects the Nation's air through the reduction of smog and atmospheric pollution. Except for activities in non-attainment areas (defined as those areas that do not meet national standards for air quality and, therefore, require more rigorous compliance measures), air quality compliance often requires certain measures be implemented, such as dust abatement, vehicle emissions control, fuel storage, and distribution procedures.

Coastal Barrier Resources Act

The Coastal Barrier Resources Act (CBRA) established the John H. Chafee Coastal Barrier Resources System (CBRS), which consists of relatively undeveloped coastal barriers along the Atlantic, Gulf, and Great Lakes coasts. CBRA minimizes adverse impacts to these areas by restricting Federal assistance that encourages development within the CBRS. USFWS publishes maps designating these areas. FEMA must consult with USFWS prior to providing PA funding for work within the CBRS.

Migratory Bird Treaty Act

The Migratory Bird Treaty Act makes it unlawful to pursue, hunt, take, capture, kill, or sell migratory birds listed in the statute without a waiver from USFWS. FEMA consults with USFWS regarding projects likely to trigger compliance with this Act.

Resource Conservation and Recovery Act

The Resource Conservation and Recovery Act (RCRA) established a framework for Federal, State, Territorial, and local cooperation for controlling the management of hazardous and nonhazardous solid waste. The U.S. Environmental Protection Agency's (EPA's) role is to establish minimum regulatory standards, usually implemented by the States, and to provide technical assistance. RCRA requires the safe disposal of waste materials, promotes the recycling of waste materials, and encourages cooperation with local agencies.

Coastal Zone Management Act

The Coastal Zone Management Act (CZMA) provides for the management of the Nation's coastal resources. The CZMA establishes a voluntary partnership between the Federal Government and coastal and great lakes States and Territories. It requires participating States to develop State coastal zone management plans. PA projects located in, or near, established coastal zone management areas must be consistent with the enforceable policies of the State's federally approved coastal zone management plan. Before approving a project in a coastal zone management area, FEMA consults with the State agency overseeing the implementation of the CZMA plan to ensure the project is consistent with the plan's provisions.

Farmland Protection Policy Act

The Farmland Protection Policy Act minimizes the extent to which Federal programs contribute to the conversion of prime or unique farmland, or land of statewide or local importance, to nonagricultural uses and to ensure that Federal programs are administered in a manner that, to the extent practicable, will be compatible with State, Territorial, local, and private programs and policies to protect farmland. The Farmland Protection Policy Act and U.S. Department of Agriculture (USDA) implementing procedures require FEMA to evaluate projects for adverse effects to such farmland and to consider alternative actions that could avoid adverse effects. For projects that have the potential to affect such farmland, FEMA must consult with the USDA Natural Resources Conservation Service (NRCS) to identify potential impacts to that farmland.

Fish and Wildlife Coordination Act

The Fish and Wildlife Coordination Act protects fish and wildlife when Federal actions result in the control or modification of a natural stream or body of water. The Fish and Wildlife Coordination Act requires Federal agencies to determine whether a proposed action will result in the control or modification of a body of water. Projects involving the control or modification of any water body require Federal agencies to consult with USFWS and NMFS (as appropriate) and State wildlife agencies to develop measures to protect, develop, and improve fish and wildlife conditions.

Wild and Scenic Rivers Act

The Wild and Scenic Rivers Act preserves the free-flowing State of rivers that are listed in the National Wild and Scenic Rivers System (System) or are under study for inclusion in the System because of their scenic, recreational, geologic, fish and wildlife, historic, cultural, or other similar values. If a proposed project is located on a river included in the System, FEMA must review it for compliance with the Wild and Scenic Rivers Act and consult with the managing agency for the affected designated river.

Magnuson-Stevens Fishery Conservation and Management Act

The Magnuson-Stevens Fishery Conservation and Management Act is the primary law for managing and maintaining sustainable fisheries in waters of the United States. The Magnuson Stevens Fishery Conservation and Management Act protects essential fish habitat, which includes the waters and substrate necessary to maintain healthy fisheries. FEMA must consult with NMFS when any proposed PA project could have an adverse effect on essential fish habitat.

Executive Order 11988, Floodplain Management

EO 11988, Floodplain Management, requires Federal agencies to minimize or avoid activity that adversely affects floodplains. It requires Federal agencies to use a systematic decision-making process to evaluate the potential effects of projects located in, or affecting, floodplains; document each step of the process; and involve the public in the decision-making process. This process is designed to:

- Reduce flood loss risks
- Minimize the impacts of floods on human safety, health, and welfare
- Restore and preserve the natural and beneficial functions of floodplains.

FEMA publishes its implementing regulations for EO 11988 in 44 CFR Part 9, Floodplain Management and Protection of the Wetlands. These regulations set forth the policy, procedures, and responsibilities to implement and enforce the EO, including the decision-making process, which is referred to as the 8-step process.

Executive Order 11990, Protection of Wetlands

EO 11990, Protection of Wetlands, requires Federal agencies to minimize or avoid activity that adversely affects wetlands and to encourage the preservation and enhancement of the beneficial functions of wetlands. To meet these objectives, EO 11990 requires Federal agencies to use a systematic decision-making process to evaluate the potential effects of projects in, or affecting, wetlands; document each step of the process; and involve the public in the decision-making process. FEMA publishes its implementing regulations for EO 11990, Protection of Wetlands in 44 CFR Part 9, Floodplain Management and Protection of the Wetlands. These regulations set forth the policy, procedures, and responsibilities to implement and enforce the EO, including the decision-making process, which is referred to as the 8-step process.

Executive Order 12898, Environmental Justice

EO 12898, Environmental Justice, requires Federal agencies to identify and address any disproportionately high and adverse human health or environmental effects on minority and low-income populations as a result of their actions.

H. Environmental and Historical Preservation Fact Sheet

Please refer to this link: <https://www.fema.gov/media-library-data/1585335206570-9446571d0ffd93b401a136eb2028ad8c/EHP.EPM.Fact.Sheet.COVID.19.pdf>

I. Non-Congregate Sheltering - FAQ

Please refer to this link: <https://www.fema.gov/news-release/2020/03/31/coronavirus-covid-19-pandemic-non-congregate-sheltering>

J. Medical Care Costs Eligible for COVID-19 Public Assistance (FEMA Policy 104-010-04)

Please refer to this link: [https://www.fema.gov/media-library-data/1589208038530-19c77b9558076c303b4ebec5f0631697/PA Medical Care Policy for COVID-19 508.pdf](https://www.fema.gov/media-library-data/1589208038530-19c77b9558076c303b4ebec5f0631697/PA_Medical_Care_Policy_for_COVID-19_508.pdf)

K. Procurement Under Grants: Under Exigent or Emergency Circumstances

Please refer to this link: <https://www.fema.gov/news-release/2020/03/20/procurement-under-grants-under-exigent-or-emergency-circumstances>

L. Public Assistance Contracting Requirements Checklist

Please refer to this link: <https://www.fema.gov/media-library-data/1539701833605-15a87654b6d098cf7cff4739ba37f827/PAContractingRequirementsChecklist.final.10.10.18.pdf>

M. FEMA Contract Provisions Template

Please refer to this link: <https://www.fema.gov/media-library-data/1557346958767-7fe2febf2ef09f7c3d0d2411a9a718f7/PDATContractProvisionsTemplate.pdf>

N. Food Purchase and Delivery

Please refer to this link: <https://www.fema.gov/news-release/2020/04/12/coronavirus-covid-19-pandemic-purchase-and-distribution-food-eligible-public>

O. Cost Reasonableness Job Aid

Please refer to this link: [https://www.fema.gov/media-library-data/1539879525279-d00ae1c43f9765c5a4b415e1a31202c5/PA Reasonable Cost Evaluation Job Aid 508 FINAL 10-16-2018.pdf](https://www.fema.gov/media-library-data/1539879525279-d00ae1c43f9765c5a4b415e1a31202c5/PA_Reasonable_Cost_Evaluation_Job_Aid_508_FINAL_10-16-2018.pdf)

P. Alternate Care Sites “Warm Sites” Guidance

Please refer to this link: <https://www.fema.gov/news-release/2020/05/12/coronavirus-covid-19-pandemic-alternate-care-site-ac-s-warm-sites>

Q. Coordinating Public Assistance and Other Sources of Federal Funding

Please refer to this link: https://www.fema.gov/media-library-data/1593609857750-0a9c88370c27f1391b4c907818c1b3a2/FEMA-COVID-19_coordinating-public-assistance-and-other-sources-of-federal-funding_07-01-2020.pdf

IX. Acronym Glossary

| | |
|--------|---|
| ACSR | Aluminum Conductor Steel Reinforced |
| ADA | Americans with Disabilities Act |
| BCA | benefit-cost analysis |
| BFE | Base Flood Elevation BIA Bureau of Indian Affairs |
| CAA | Clean Air Act |
| CATEX | Categorical Exclusion |
| CBRA | Coastal Barrier Resources Act |
| CBRS | Coastal Barrier Resource System |
| CDC | Centers for Disease Control and Prevention |
| CERCLA | Comprehensive Environmental Response Compensation and Liability Act |
| CFR | Code of Federal Regulations |
| CRC | Consolidated Resource Center |
| CWA | Clean Water Act |
| CZMA | Coastal Zone Management Act |
| DAC | Direct Administrative Costs |
| DDD | Damage Description and Dimension |
| DFA | Direct Federal Assistance |
| DMP | Debris Management Plan |
| DUNS | Dun and Bradstreet |
| EA | environmental assessment |
| EHP | environmental and historic preservation |
| EIS | environmental impact statement |
| EMAC | Emergency Management Assistance Compact |
| EMMIE | Emergency Management Mission Integrated Environment |
| EO | Executive Order |
| EOC | Emergency Operation Center |
| EPA | U.S. Environmental Protection Agency |
| ER | Emergency Relief (Program) |
| ERFO | Emergency Relief for Federally Owned Roads (Program) |
| ESA | Endangered Species Act |
| EWP | Emergency Watershed Protection Program |
| FCO | Federal Coordinating Officer |
| FHWA | Federal Highway Administration |
| FIRM | Flood Insurance Rate Map |
| FMAG | Fire Management Assistance Grant |
| FP | FEMA Recovery Policy |
| FSR | Financial Status Report |
| HEPA | High-Efficiency Particulate Air |
| HHS | U.S. Department of Health and Human Services |
| HHW | household hazardous waste |
| HMA | Hazard Mitigation Assistance |
| HMGP | Hazard Mitigation Grant Program |
| HMP | Hazard Mitigation Proposal |
| HUD | U.S. Department of Housing and Urban Development |
| HVAC | heating, ventilation, and air conditioning |
| IA | Individual Assistance |
| IHP | Individuals and Households Program |
| JFO | Joint Field Office |
| NCEI | National Centers for Environmental Information |
| NEPA | National Environmental Policy Act |

| | |
|--------|--|
| NFIP | National Flood Insurance Program |
| NHPA | National Historic Preservation Act |
| NMFS | National Marine Fisheries Service |
| NRCS | Natural Resources Conservation Service |
| NWS | National Weather Service |
| PA | Public Assistance |
| PDA | Preliminary Damage Assessment |
| PDMG | Public Assistance Program Delivery Manager |
| PNP | private nonprofit |
| PW | Project Worksheet |
| RA | Regional Administrator |
| RCRA | Resource Conservation and Recovery Act |
| RIP | Rehabilitation and Inspection Program |
| ROW | right-of-way |
| RPA | Request for Public Assistance |
| RUS | Rural Utilities Service |
| SBA | U.S. Small Business Administration |
| SFHA | Special Flood Hazard Area |
| SHPO | State Historic Preservation Officer |
| SOW | scope of work |
| STATEX | Statutory Exclusion |
| T&M | time and materials |
| THPO | Tribal Historic Preservation Officer |
| USACE | U.S. Army Corps of Engineers |
| U.S.C. | United States Code |
| USCG | U.S. Coast Guard |
| USDA | U.S. Department of Agriculture |
| USFWS | U.S. Fish and Wildlife Service |
| USNG | U.S. National Grid |