NEW YORK STATE | Homeland Security and Emergency Services

PUBLIC ASSISTANCE PROGRAM

(INFRASTRUCTURE SUPPORT PROGRAM)

HANDBOOK of POLICIES and GUIDELINES for APPLICANTS

FEMA 4625-DR-NY

Remnants of Tropical Storm Fred
Incident Period: August 18 to August 19, 2021
Declaration Date: October 8, 2021

Kathy Hochul
Governor

Jackie Bray
Commissioner

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PROGRAM OVERVIEW

Infrastructure Support Program

- The Federal Emergency Management Agency (FEMA) Public Assistance (PA) Program provides reimbursement for emergency work and the repair or restoration of infrastructure and facilities after the declaration of a major disaster by the President. 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.
- The PA Program is voluntary. If all eligibility requirements are met and you wish to seek Federal reimbursement, you must adhere to the program guidelines. If you choose not to participate, you will not be eligible for any grants under the PA Program for this disaster. However, deciding not to participate in this Program does not preclude your eligibility from other Federal programs, nor from participating in future declarations.
- Eligible Applicants include State Agencies, Municipalities, Native American Tribal Organizations, and certain Private Non-Profit Organizations (PNPs) that provide essential services of a governmental nature to the general public.
- Reimbursement is generally provided on a 75% Federal share, 25% non-Federal share.

For disaster expenditures to be considered as part of an eligible PA project, they must meet the following criteria:

- The damage must be a direct result of an incident for which there is a Presidential declared disaster.
- The damage must be within the Federally designated disaster area.
- The damage must have occurred within the designated disaster incident period.
- Eligible damage costs for a project must meet the minimum threshold.
- Damaged facilities or equipment must be owned by and/or be the legal responsibility of an eligible Applicant at the time of the incident.
- Generally, the damage and work performed must not be eligible for reimbursement under theauthority of another Federal program.
- Insurance proceeds and reimbursements from other sources are deducted from eligible cost.

The deadline for completion of emergency work (debris removal and emergency protective measures) is six (6) months from the date of the Presidential Disaster Declaration. The deadline for permanent work is eighteen (18) months from the Presidential Disaster Declaration. The State may extend the emergency work deadline for an additional six (6) months and the permanent work deadline for an additional thirty (30) months with justification. Any additional extensions must be approved by FEMA.

This Applicant's Handbook is intended to provide Applicants with general program and process information for DR 4625. For additional detail, please refer to FEMA's Public Assistance Program and Policy Guide (PAPPG) Version 4 (June 2020) which is applicable to this disaster and available on FEMA's website.

DISASTER FACT SHEET

DISASTER NUMBER: FEMA-4625-DR-NY
TYPE OF DISASTER: Remnants of Tropical Storm Fred
DATE OF DECLARATION: October 8, 2021
INCIDENT PERIOD: August 18 to August 19, 2021

TYPE OF ASSISTANCE AVAILABLE:

- **Public Assistance:** Assistance to State and Local Governments and certain Private Non-Profit Organizations for eligible emergency work and the repair or replacement of disaster-damaged public facilities in:

    - Allegany, Cayuga, Cortland, Lewis, Oneida, Onondaga, Steuben, Tioga, and Yates Counties.

- **Hazard Mitigation Grant Program:** Assistance to State and Local Governments for actionstaken to prevent or reduce long term risk to life and property from natural hazards. All Counties in the State of New York are eligible to apply for assistance under the Hazard Mitigation Grant Program.

Chief of Public Assistance:	**Vacant**
Deputy Chiefs of Public Assistance:	**Joseph Collorafi & Joseph Stinson**
Disaster Assistance Manager (DAM):	**Abbie Kiley**
DAM Phone Number:	**518-408-8680**

Deadlines:

- Eligible Applicants in Allegany, Cayuga, Cortland, Lewis, Oneida, Steuben, Tioga, and Yates Counties Submit RPA to DHSES: November 4, 2021
- Eligible Applicants in Onondaga County Submit RPA to DHSES: December 1, 2021
- Applicant Identification of Damage: 60 days from Recovery Scoping Meeting
- Emergency Work Completion: April 6, 2022 (6 months from declaration date)
- Permanent Work Completion: April 6, 2023 (18 months from declaration date)

APPLICATION REQUIREMENTS & INSTRUCTIONS

The Applicant is responsible for documenting, providing, and maintaining ALL information pertaining to damage and claims.

DISASTER ASSISTANCE APPLICATION REQUIREMENTS

Potential Applicants Should Submit the Following Items as soon as possible:

1. A completed Request for Public Assistance (RPA) form
2. A completed Applicant Certification
3. A completed Drug Free Workplace Certification
4. Federal Tax ID Form
5. DUNS Number Form (Dun and Bradstreet)
6. Additional documentation is required for Private Non-Profit Applicants. See Appendix II.

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 Non-Profit (PNP)) from the DHSES Recovery website at:
https://www.dhses.ny.gov/recovery/public/active-declarations.cfm

THE RPA SHOULD BE SUBMITTED AS SOON AS POSSIBLE. APPLICANTS IN BRONX, DUTCHESS, KINGS, NASSAU, NEW YORK, ORANGE, PUTNAM, QUEENS, RICHMOND, ROCKLAND, SUFFOLK, SULLIVAN, ULSTER, AND WESTCHESTER COUNTIES HAVE UNTIL OCTOBER 29, 2021 TO SUBMIT THEIR RPA THROUGH DHSES to FEMA. FEMA WILL ONLY ENTERTAIN LATE SUBMISSIONS WHEN THE APPLICANT AND STATE CAN CLEARLY SHOW IT WAS DUE TO CIRCUMSTANCES BEYOND THEIR CONTROL.

An electronic copy of this handbook can be obtained from
https://www.dhses.ny.gov/recovery/public/active-declarations.cfm

I. PREPARATION OF DOCUMENTS FOR RECOVERY

A. DAMAGE ELIGIBILITY

FEMA implemented the *New PA Model* process for all disasters declared after June 1, 2017. Changes in FEMA personnel titles, duties and project processing have occurred. DHSES personnel continue to assist all Applicants with every phase of Disaster Recovery as needed. Applicants must establish an account in FEMA's Grants Portal to participate in this disaster. All documentation is submitted through the Grants Portal. For an expenditure to be eligible under the Public Assistance Program, all disaster related damages must meet the following criteria:

- The damage must be a direct result of an incident for which there is a Presidential Declared Disaster.
- The damage must be within the Federally designated disaster area.
- The damage must have occurred within the designated disaster incident period.
- Eligible damage cost for a project must meet the minimum threshold.
- The damaged infrastructure must be owned by and/or be the legal responsibility of an eligibleApplicant at the time of the incident.
- The damage and work performed must not be eligible for funding under the authority of another Federal program.
- Insurance proceeds and funding from other sources are deducted from eligible cost.

The Applicant is responsible for *documenting, providing, and maintaining all information pertaining to damage and claims. Applicants are required to maintain their own project-specific files containing all documentation necessary to support the Public Assistance grant for each of their projects as a condition of the grant. Uploading documents to Grants Portal does not satisfy this condition; Applicants must maintain their own separate files. Keep in mind that some projects may not close until several years after the initial obligation, and a well-maintained file will help Applicants stay informed on their projects in the event of personnel turnover.*

B. INITIAL RECOVERY SCOPING MEETING — PROJECT IDENTIFICATION

The Public Assistance Program reimburses for the costs associated with emergency work and the repair of the damages caused by the incident. The Applicant must identify the damages to FEMA. The Applicant's Damage Inventory List identifies damages that, if eligible, can be incorporated into one or more projects as the basis for all reimbursement.

1. RECOVERY SCOPING MEETING (RSM)

The Recovery Scoping Meeting (RSM) is held between FEMA, the State, and an individual Applicant to discuss that Applicant's potentially eligible damages and how to formulate them into projects. The FEMA Program Delivery Manager (PDMG) and the DHSES Program Disaster Assistance Representative (PDAR) will meet with the Applicant to provide detailed information, guidelines, and assistance regarding the Public Assistance Program.

The PDMG/PDAR team will assist the Applicant in preparing, documenting, and submitting projects through the Grants Portal. All projects will be assigned a PDMG/PDAR team to work closely with the Applicant in the preparation of the project scope of work and associated costs.

The Applicant has 60 days from the date of their RSM to identify event-related damage. Damages not identified prior to this deadline may not be eligible for reimbursement. If an Applicant is unable to identify any event-related damage within 60 days, their status as an eligible Applicant will be revoked by FEMA.

The RSM should include discussion regarding Section 406 Hazard Mitigation, which is any sustained action taken to reduce or eliminate long-term risk to people and property from same type of event and its effects.

During the RSM, projects that are technically complex in nature, such as the replacement of a school building or bridge, should be reviewed for any special needs. An architectural and/or engineering designstudy (or other specialized study) may be required. Such a study may require one or more of the following:

- Documentation of applicable codes and design standards.
- At least three (3) viable alternatives, with estimated costs and a discussion of their impacts on environmental, historical, floodplain, endangered species, and coastal zones and barriers.
- Any impact on the areas upstream and downstream of the damaged facility must be considered.
- Consensus-based codes, specifications, and standards for certain types of repairs (such as roads and bridges) are now mandatory for all disasters.

The Final Design Study must be forwarded to NYS DHSES for review and submission to FEMA for final scope of work approval. Funding for the project will be based on the approved scope of work. Any engineer study/work product must be stamped and signed by the engineer. Any improvements/mitigation must be clearly identified, and a separate cost estimate provided.

2. CATEGORIES OF WORK

FEMA divides disaster-related work into two types of work (Emergency Work and Permanent Work) andseven categories (Categories A – G).

Emergency Work (Categories A – B)

Category A: Debris Removal
Clearance of trees and woody debris; building wreckage; sand, mud, silt, and gravel; vehicles; and other disaster-related material deposited on public, and in very limited cases, private property.

Category B: Emergency Protective Measures
Measures taken before, during, and after a disaster to save lives, protect public health and safety, and protect improved public and private property from an imminent threat. Emergency Protective Measures may include providing emergency generators, EOC operations, sand bagging, search and rescue, emergency access routes, rip rap on embankments when improved property is threatened, and others.

Permanent Work (Categories C – G)

Category C: Roads and Bridges
Repair of roads, bridges, and associated features, such as shoulders, ditches, culverts, lighting, curbs, sidewalks and signs on non-FHWA roads.

Category D: Water Control Facilities
Repair of irrigation systems, drainage channels, and pumping facilities. Repair of levees, dams, and flood control channels fall under Category D, but the eligibility of these facilities is restricted.

Category E: Buildings and Equipment
Repair or replacement of buildings, including their contents and systems; heavy equipment; and vehicles.

Category F: Utilities
Repair of water treatment and delivery systems; power generation facilities and distribution lines; and sewage collection and treatment facilities.

Category G: Parks, Recreational Facilities, and Other Items
Repair and restoration of parks, playgrounds, pools, cemeteries, and beaches. This Category also is used for any repair work to a facility that cannot be characterized adequately by Categories C-F.

Consensus Based Codes, Specifications and Standards for Public Assistance
(FEMA Recovery Interim Policy FP-104-009-11) Version 2:

This policy supersedes the FEMA *Required Minimum Codes and Standards* subsection in the FEMA Public Assistance Program and Policy Guide (PAPPG). It imposes mandatory requirements to apply the consensus-based codes, specifications, and standards identified in Appendix A to all permanent work projects that involve:

- buildings,
- electric power,
- roads or bridges,
- potable water, or
- wastewater.

The Applicant must provide proof of compliance by submitting a written, stamped, and signed certification from a registered engineer, design professional or other qualified individual that the project was designed and constructed with the applicable consensus-based codes, specifications and standards identified. (See Appendix VIII).

3. SPECIAL CONSIDERATIONS

The term "special considerations" is used to describe issues other than program eligibility that could affect the scope of work and funding for a project. These issues include Insurance, hazard mitigation measures, and compliance with other Federal laws and regulations, such as those pertaining to environmental protection, floodplain management and historic preservation.

The Applicant has a critical role in identifying — and quickly resolving — special consideration issues based on their knowledge of the community. By considering the issues below before meeting with State-Federal staff, the Applicant can speed the reimbursement process. As part of the project development, the PDMG/PDAR team will discuss the following nine (9) 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.

Insurance
Does the damaged facility or item of work have insurance and/or is it an insurable risk? (e.g., buildings, vehicles, etc.)

Floodplain

Is the damaged facility located within a floodplain or coastal high hazard area or does it have an impact on a floodplain or wetland?

Coastal Barriers
Is the damaged facility or item of work located within or adjacent to a Coastal Barrier Resources System Unit or an Otherwise Protected Area?

Environmental Impact
Will the work impact the environment? (e.g., change in a facility's footprint, location, capacity, use or function; disturbance of protected or endangered species; transport of invasive species in debris; impact on navigable water or air emissions, etc.)

Hazard Mitigation
Does the Applicant have a hazard mitigation proposal for permanent work projects or would the Applicant like technical assistance to develop a hazard mitigation proposal?

Historic Preservation
Is the damaged facility on the National Register of Historic Places or the State Historic Listing? Is it older than 45 years? Are there more similar buildings near the site?

Historic properties may not be obvious to the casual observer and may include districts, buildings, structures, objects, landscapes, archeological sites, and traditional cultural properties that are included in, or eligible for inclusion in, the National Register of Historic Places. These are not just old buildings or well-known historic sites, but also places important in Local, State or National history. Facilities as diverse as bridges, culverts, and water treatment plants may be considered historic. Projects involving work in previously undisturbed soil may require a monitoring plan.

Pristine or Natural Areas
Are there pristine or undisturbed areas on or near the project site? Are there large tracts of forestland?

Hazardous Materials
Are there any hazardous materials at or adjacent to the damaged facility and/or item of work?

Controversy
Are there any other known environmental or controversial issues associated with the damaged facility and/or item of work?

It is always the responsibility of the Applicant to obtain the necessary work and environmental permits prior to beginning any repair or reconstruction work. In New York State, agencies which could have a role in issuing the various permits include (but are not limited to) the following:

- New York State Department of Environmental Conservation
- Adirondack Park Agency
- Catskill Park Agency
- County Soil and Water Conservation Agencies
- County Drainage Agencies
- Utility Companies
- US Army Corps of Engineers
- US Environmental Protection Agency

- New York State Office of Parks, Recreation, and Historic Preservation
- Local building departments (which could include considerations of Americans with Disabilities Act provisions)
- Endangered Species under the jurisdiction of the US Fish and Wildlife Service
- Beaches – Coastal Zone Management under the New York State Department of State
- County Health Departments

II. PROJECT MANAGEMENT AND FUNDING INSTRUCTIONS

A. REIMBURSEMENT AND PAYMENT PROCEDURES

Two different payment methods have been established for Public Assistance Program grants. Small Projects are paid on the approved cost estimate when FEMA obligates the project, and Large Projects are reconciled based on actual cost after project completion. FEMA has established $3,500 as the minimum amount of eligible damage required for a project to be eligible for PA funding.

1. SMALL PROJECT (UNDER $139,800)

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

- The Subrecipient did not complete the approved scope of work;
- The Subrecipient requests additional funds related to an eligible change in scope of work;
- 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. FEMA will require this documentation on all completed Small Projects. (Applicant's signed P4 form)

NYS DHSES will process payment for the authorized Federal share (and non-Federal share, if applicable) when the project is obligated.

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. SMALL PROJECT VALIDATION

The intent of validation is to reduce the overall administrative costs associated with the Public Assistance Program and to get reimbursement funds into the Applicant's hands quickly. Validation applies to all Small Projects (including emergency work, permanent work, and Small Projects with special considerations) written by the Applicant and submitted to the PDMG/PDAR team.

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 sufficient documentation to support the project eligibility and cost.

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. For any work already completed on the project, the estimate should include the actual costs incurred for that portion of the work. The documentation for these actual costs must be available for the review. All claimed expenses must be for work completed because of the incident.

In addition to the required paper documentation, photographs of damages and work sites before the repair work begins, during repair or reconstruction, and as soon as the work is complete are an effective way to document the repair. Photographs accomplish three (3) things:

- Verify the extent of damages,
- Verify that the work has been accomplished, and
- Provide documentation of the repaired condition if a subsequent disaster was to damage the facility after it was repaired.

3. LARGE PROJECTS ($139,800 AND OVER)

Reimbursements for Large Projects are based on the actual documented costs incurred in the completion of 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 PDMG/PDAR team working with the Applicant. FEMA approves funding using the estimate and obligates the Federal share of the funds to the State.

- As soon as the project is complete, the Applicant submits a completed P4 form for that project to DHSES to trigger the closeout process. The State performs an accounting 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 work. Payment on a Large Project can only be processed for work has been completed, documented, and paid for.

- The cost estimating methodology that is used by FEMA in the development of large projects is called the Cost Estimating Format (CEF). This allows for a better estimate of the total cost of Large Projects. The CEF is a forward-pricing model that allows FEMA to account for all possible costs associated with a construction project. FEMA uses experienced cost estimators and construction engineers to apply the CEF.

Cost Overruns:

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 demonstrating that the additional costs were incurred in the performance of eligible work.

Small Projects are handled differently. 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 of their 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 underruns as well as those with overruns. An explanation of all cost and quantity differences with the approved scopes of work should be included.

4. LARGE PROJECT PROGRESS PAYMENT PROCEDURE

Applicants may request Progress Payments based upon documented expended costs on Large Projects. 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.

5. ALTERNATE PROJECT

If an Applicant decides that the public welfare would not be best served by repairing, restoring, or reconstructing a damaged facility to its pre-disaster condition, an Alternate Project may be requested which allows the project funding to be applied to a different scope of work. Eligible costs for an Alternate Project are capped at the approved cost estimate for the original project's scope of work.

NYS DHSES and FEMA must approve this option prior to construction. To obtain this approval, the Applicant must submit a Scope of Work Change Request to DHSES, which should include the following: description of the proposed Alternate Project, a statement that the Applicant has determined that completing the original scope of work is not in the best interest of the community, a schedule for completing the proposed Alternate Project, and the total projected cost of the proposed Alternate Project. If the Alternate Project cost estimate exceeds the

capped amount, indicate the source where the balances of funds for the project will come from. In developing an Alternate Project, it is necessary to document compliance with special requirements including, but not limited to, floodplain management, environmental assessment, protection of wetlands, and general hazard or flood insurance. The Applicant must also render the original damaged facility safe and secure. DHSES will provide technical assistance to the Applicant in the development of Alternate Project requests and forward the State's recommendation to FEMA.

Examples of possible Alternate Projects include:

- Repair or expansion of other public facilities.
- Construction of new public facilities.
- Purchase of capital equipment (items with an individual value of greater than $5,000).
- Funding of hazard mitigation measures.
- Funding project shortfalls due to mandatory NFIP reductions on Applicant buildings in the floodplain.
- Supplemental funds used on an Improved Project.

Funding may not be used for operating costs or to meet the non-Federal Cost Share requirement on other Public Assistance projects or projects that utilize other Federal grants.

Alternate Projects must be requested prior to beginning any repairs on the damaged facility, must be approved prior to construction, and can only be requested for permanent, restorative work projects.

6. IMPROVED PROJECT

The Improved Project funding option can be used for projects when damaged facilities are restored to the pre-disaster condition or function, but improvements are made at the time of restoration or repair and the costs of those improvements cannot be separated from the costs of the authorized scope of repair. The Applicant must request State approval for an Improved Project prior to beginning construction. If the proposed Improved Project scope of work significantly changes the pre-disaster configuration of the facility, the State must forward the request to FEMA for approval to ensure compliance with applicable environmental and historic preservation requirements.

Federal funding for these projects is limited to the Federal share of the estimated costs that would be associated with repairing or restoring the facility to its pre-disaster condition. Funds to construct the Improved Project can be combined with a grant from another Federal agency. However, Federal grants cannot be used to meet the non-Federal cost share associated with the grant.

Improved Projects must be approved prior to construction and can only be used on permanent, restorative work.

7. ALTERNATIVE PROCEDURES PROJECT UNDER SECTION 428 OF THE STAFFORD ACT

Alternative Procedures Projects (under Section 428 of the Stafford Act) were designed to offer some flexibility with how the Applicant may use PA funding, including use of excess funds which are not eligible under the Improved or Alternate Project options. Alternative Procedures may only be utilized for large permanent work projects (CAT C – G). These projects have capped funding amounts based on the estimated amount to restore the damaged facility to its pre-disaster design and function, including current eligible codes and standards. Applicants can elect to accept a fixed-cost offer from FEMA in lieu of actual costs for large permanent work projects. These projects allow for some flexibility in performing the repairs and do not require tracking of

materials to each specific damaged site. However, if an Applicant's project has unforeseen complications that result in going over budget, the Applicant cannot request additional funds from FEMA. FEMA also will not consider appeals on Alternative Procedures Projects unless the appeal is related to a cost adjustment made by FEMA after a fixed-cost offer is accepted.

There are also several important deadlines specific to Alternate Procedures Projects. The Applicant has up to 18 months from the disaster declaration date to accept a fixed-cost offer for each project (also subject to 30-day deadline from receipt). If the Applicant is requesting hazard mitigation funding, it must determine the actual scope of work and hazard mitigation measures to be performed within the 30-day and 18- month deadlines. Each time FEMA transmits a fixed-cost offer, the Recipient and Applicant have a combined total of 30 calendar days from the date of FEMA's transmittal of the fixed-cost offer to accept the offer (not to exceed the 18-month deadline). FEMA processes projects without accepted fixed-cost offers by the 30-day and 18-month deadlines using standard PA policies and procedures and adjusts funding based on actual eligible costs at closeout.

Time extensions to accept fixed-cost offers must be approved by FEMA's Assistant Administrator for Recovery.

If you are considering this option, please advise your DHSES Disaster Assistance Representative so that we may provide you more detailed information before you make a commitment.

8. 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 in managing their projects, capped at 5% of their total project costs. Management costs activities include activities such as attending applicant briefings, recovery scoping meetings, transition meetings, site visits, project formulation, documentation and closeout efforts, travel costs and consultant costs.

- Applicants must document their actual management costs and may be reimbursed their actual documented costs up to the 5% cap.
- Management costs are captured on a separate Category Z project generated by FEMA upon the Applicant's request for all obligated projects. If additional projects are subsequently obligated or de-obligated, FEMA will adjust the cap accordingly.
- Applicants must submit actual management cost documentation to draw down funds on the Category Z project. Category Z projects are reimbursed at 100% Federal share.

B. DOCUMENTATION REQUIREMENTS, INSTRUCTIONS AND ELIGIBILITY

Disaster reimbursement is based on verification of completed work and actual eligible costs. Therefore, proper documentation of costs and other records is an absolute requirement. It is not enough to complete the disaster work; the work must also be fully and accurately documented. Incomplete documentation could result in the Applicant losing reimbursement to which it might otherwise have been entitled.

The Applicant is responsible for documenting, providing, and managing all information pertaining to damages and claims. Applicants are required to maintain their own project-specific files containing all documentation necessary to support the project grant as a condition of the grant.

1. DOCUMENTATION FORMS

Forms for summarizing costs related to labor, equipment, materials, and contracts are available through the Support Center in Grants Portal under Resources. These forms are available to assist Applicants with keeping track of the actual work performed at each worksite. Applicants may use these forms to summarize all labor, materials, equipment, and contract information from the original documentation. Applicants are also free to develop their own cost summary forms.

For example, materials/supplies are ordered for repairs to a building. If the order exceeds what is required for the disaster repairs, you must exclude the pertinent information (vendor, item, etc.) from your claim. You can track this information on the Materials Record form. The original purchase order/invoice is kept in the appropriate project file as back up to validate the purchase.

2. INSURANCE

Public Assistance reimbursement is only available for uninsured losses. The Applicant is responsible for providing the insurance policy prior to FEMA providing any funding.

In the case of insurable facilities in a floodplain, the Applicant must have flood insurance equivalent to that issued by the National Flood Insurance Program (NFIP). If the facility is not insured, FEMA will reduce the eligible costs for the project by the maximum amount of insurance proceeds the Applicant would have received if the facility had been fully covered by an NFIP standard flood insurance policy.

The Applicant must provide the following to the PDMG/ (PDAR) team:

- Policies (general hazard and flood) currently in effect during the declared incident period;
- Deductible information; and
- Proof of Loss Statement, any settlement information and documentation of all proceeds received from the insurance carrier identifying the equipment/building which have sustained damages.

The only reimbursable expense for insured damages is the deductible plus any eligible items over and above the insurance policy limits. For example, the insurance policy is for $5,000 with a $500 deductible and eligible damages totaled $7,000. Assuming the Applicant received $4,500 in insurance proceeds, the project would be written for total $7,000 with a deduction for the $4,500 in insurance proceeds, leaving $2,500 reimbursable by FEMA (covering the $500 deductible and the $2,000 in damages that exceeded the policy limit).

Claims with the Insurance Company MUST be filed before seeking FEMA assistance. FEMA is the funding source of last resort, not first. If an Applicant receives any insurance proceeds that reimburse costs have been included in the Public Assistance grant, the Applicant must submit those proceeds to the State for remittance to FEMA to avoid duplication of benefits.

FEMA also requires Applicants to obtain and maintain insurance on any insurable facility that receives funding of over $5,000 from the Public Assistance Program. Failure to comply will result in the loss of funding. For Large Projects, FEMA requires proof that such coverage is in place before the project can be closed out.

Self-Insurance: FEMA does not recognize self-insurance for government entities below the State level.

3. FUNDS RECEIVED FROM OTHER SOURCES

The Applicant is required to inform DHSES and FEMA of other sources of funding and the amounts utilized toward the repair or restoration of those damages being claimed. The amount received from other sources will be deducted from the project amount. Examples might include funding made available from another State or Federal programs, insurance proceeds, and other funding from any source, public or private, that is used on the project scope of work.

If duplicate funding has occurred, for example FHWA Aid or a NYS REDI Grant, the Applicant will be responsible for paying back the duplicate amount to the State.

4. LABOR REQUIREMENTS

Force Account Labor Eligibility:

Force account work is defined as using your regularly employed personnel and Applicant-owned equipment to repair/restore disaster damages.

Federal regulation establishes the cost of straight-time salaries and benefits of force account labor (an Applicant's own permanent Employees) to be ineligible when performing emergency work (Categories A and B), with the exception under the PA Alternative Procedures Pilot Program for Debris Removal when authorized.

Only force account labor overtime costs are eligible when performing emergency work except for the Debris Pilot Program where regular time is allowed; both straight-time and overtime force account labor costs for permanent work (Categories C-G) are eligible.

NOTE: All equipment usage must be validated by labor records for the operator(s).

Only direct additional expenses are eligible for emergency work. The basis for this Federal policy is that costs associated with the Applicant's regular employees performing emergency work would be incurred regardless of whether a disaster occurred.

NOTE: The costs associated with superintendents, supervisors and foremen managing the work of employees are generally not eligible for reimbursement. However, if the manager was a "working" supervisor (i.e., operating a piece of equipment, not delegating who does the work), that time is reimbursable, but you must document and show this! The payroll and equipment logs must also support each request.

Labor Documentation:

Each employee to be claimed must be identified by name and title. The summary of labor costs must include:

- Dates worked,
- Hours per day,
- Rate of pay (separating regular and overtime),
- Applicant fringe benefits rate based on the total payroll for the Applicant or department, and
- Work performed.

This information may be obtained from the individual daily timecards, payroll records, and supervisor's field notes. It is important to consolidate this information on the Labor Record form promptly as the work is

performed. This will enable the Applicant to document who did what, when, where, and for how long on each job site.

Temporary Personnel/Extra Hires:

When a regular employee is diverted from their normal duties to perform eligible disaster work, frequently a backup person fills in for them in their normal position. There are a few circumstances that affect the eligibility of labor costs for the backup person:

- If a backup person (full-time or part-time) is an extra hire, the cost of this extra person represents an extra cost to the Applicant. Regular salary and overtime pay of this employee is eligible if the employee being replaced is performing eligible emergency work.

- If the additional person is an Applicant's regular employee from another department who is working his/her normal shift, overtime and pay differential for work outside their normal duties are authorized if the Applicant has an established pay policy prior to the disaster.

- If the additional person is a regular employee who is called in on his/her day off (and thereby works time in addition to the regular workweek), regular and overtime are eligible because there is an extra cost incurred by the Applicant.

- If the additional person is called in from vacation, only overtime is eligible. There will be no extra cost because the vacation usually can be rescheduled.

Seasonally employed personnel are budgeted costs and are considered permanently employed during their normal season of employment for the purpose of eligibility.

Regular and overtime will be determined according to the Applicant's written policies and labor union contracts in effect prior to the disaster.

The costs of salaries and benefits for individuals sent home or told not to report due to emergency conditions are not eligible for reimbursement.

Costs of contractors hired to accomplish emergency work are eligible for reimbursement.

Overtime Pay:

Overtime pay must be in accordance with the Applicant's policies in effect before the disaster. Overtime for disaster work is not eligible if a pre-existing overtime pay policy was not in effect.

Donated Resources/Volunteer Work:

Donated resources used on eligible emergency work may be credited toward the Applicant's non-Federal share of the Applicant's emergency work projects. Donated resources used on an eligible permanent work project may be credited toward the Applicant's non-Federal share on that project. Donated resources may include volunteer labor, donated equipment and donated materials.

> ***Volunteer Labor****:* The hourly rate placed on volunteer labor should be the same hourly pay rate (plus reasonable fringe benefits) ordinarily paid for similar work within the Applicant's organization. If the Applicant does not have employees performing similar work, the rate used should be consistent with

those performing the work in the same labor market. To determine the value of volunteer labor, the labor rate should be multiplied by the total number of volunteer labor hours.

***Donated Equipment**:* The value of the donated equipment is calculated by multiplying the applicable Applicant rate for the piece of equipment (or FEMA's equipment rate) by the total number of hours that equipment piece was used.

***Donated Materials**:* Only materials donated by third party entities are eligible for credit. To determine the value of donated materials, use the current commercial rate for such material based on previous purchases or information available from vendors. Materials donated from other Federal agencies are not considered "donated" for this purpose.

Mutual Aid/Inter-Municipal Assistance Agreements:

If costs are incurred under a written/formal mutual aid or other agreement, the Applicant must pay the salaries of the jurisdiction's employees who are providing assistance. FEMA has determined that these agreements serve the same purpose as extra hires and that they are eligible costs. *However*, if the mutual aid is provided at no additional expense to the Applicant, then the value of the mutual aid provided may be treated as donated resources.

5. 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.

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; and
- A net eligible cost remains after all other applicable funding sources (insurance or state/local funding) have 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, when and 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)
    - How and when 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)
- 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, 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 endpoint user. Applicants must emphasize to all entities in the distribution chain as well as end users the importance of recordkeeping and tracking. Properly documenting the process will improve the likelihood of obtaining reimbursement.

Force Account Equipment Eligibility:

Force account equipment is the term used to identify the Applicant's own equipment used in the repair of disaster damages. Eligibility guidelines for Applicant-owned equipment allow *operating time only: down time cannot be included. Equipment not in actual use is considered standby and is not eligible for reimbursement.*

* Repairs, maintenance, and fuel costs are included in the FEMA Schedule of Equipment Rates as part of the established rate. Extraordinary repair costs due solely to damage caused by operating in the incident (e.g. operation of response vehicles in saltwater) may be eligible as long as negligence did not contribute to the damage.

Purchased Equipment:

There may be instances when an Applicant does not have enough available equipment to effectively respond to the event. 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 for equipment used to respond to the event.

FEMA Schedule of Equipment Rates:

The FEMA Equipment Rate List can be used for Applicant-owned equipment (see Appendix IV). FEMA's Schedule of Equipment Rates can also be found on the FEMA website: https://www.fema.gov/assistance/public/schedule-equipment-rates

FEMA will provide rates for any equipment not listed; the Applicant will need to provide the make, model, size, capacity, and any other pertinent information that may help in establishing a rate.

Equipment Documentation:

Documentation for Applicant-owned and rented equipment must show the following:

- Equipment description and operators name,
- Dates and total hours used, and labor records for associated operators,
- Cost per hour with total cost for each item and,
- Total cost of all equipment used and,
- Work performed.

Total equipment hours must be compared to corresponding personnel hours to ensure both are accurate. If a piece of equipment is used by being attached to another piece of equipment (for example, trailer hitched to a truck), this should be noted.

Equipment logs and records must identify each piece of equipment used for disaster-related work at each site. Ensure operator/dispatcher logs and other actual field records are accurately kept, copied, and consolidated onto the Force Account Equipment or the Rented Equipment record forms.

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.

For rented equipment, the documentation must show the date, amount paid, and the check number for evidence of payment. This agreement must specify who is responsible for all repairs to the equipment. A separate vendor invoice file should be established with copies of all rental agreements and invoices from equipment vendors. Also, a copy of the rental agreement must be maintained in the work site file (see Appendix III).

Materials and Supplies (rip-rap, plywood, sandbags, etc.):

The Applicant must document all materials and supplies purchased or taken from stock and used on each job. Provide and attach invoices, receipts, purchase orders, paid vouchers, etc., showing the actual purchase and price of all materials used for disaster work. Use the Materials Record form to consolidate the information to one place (see Appendix III).

The cost of supplies is eligible if used within the applicable period of performance.

Purchased Materials:

If materials were purchased specifically to perform disaster work, provide the purchase documentation showing the vendor, quantity, description, unit price, total price, date used, and the date of purchase and check number. Applicants can only claim the amount of material used to perform the approved scope of work on a project.

Inventory Materials:

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., construction materials) that the Applicant purchased for their use or provided to another entity (subordinate 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 market value of unused residual supplies is less than $5,000, FEMA does not reduce the eligible funding.

6. CONTRACT WORK DOCUMENTATION & ELIGIBILITY

Contracts must be of reasonable cost, generally must be competitively bid, and must comply with Federal, State, and local procurement standards. Contract requirements for local governments are outlined in the NYS General Municipal Law. All subgrantee contracts must comply with 2 CFR Pt. 200, including, where appropriate, specific contract provisions identified in 2 CFR Appendix II to Part 200 - Contract Provisions for Non-Federal Entity Contracts Under Federal Awards.

Competitive, Fixed Price Contracts:

The preferred and most generally accepted means to assure contract work is undertaken at a reasonable cost is to follow competitive, fixed-price procurement procedures. Firm fixed-price contracts provide for an established price to maximize incentive for the contractor to control costs and perform effectively.

Fixed-price contracts are achieved by competitive bidding that includes:

- Developing specific contract work specifications;
- Proper advertising;
- Selecting of the lowest qualified bid; and
- Direct solicitation to MWBE firms (must be documented).

The above items must be documented for validation and audit purposes.

The Applicant must solicit two or more proposals from responsible suppliers, when possible, to ensure the selection of the lowest qualified bid. If the lowest bidder is not awarded the contract, a written statement or justification is required as part of the documentation explaining the reason for not taking the lowest bid. Place this statement in the appropriate project file. Use of non-competitive proposals is governed by 44 CFR 200.320(f).

For new contracts as well as contracts already in place, the Applicant must document and maintain:

- Documents demonstrating compliance with procurement standards;
- The contract;
- The vendor invoice showing the charges and rates, applicable to disaster work;
- Acceptance of the work; and
- Proof of payment.

Time and Materials Contracts:

Time and materials contracts should be avoided when possible but may be allowed for work that is immediately necessary after the disaster occurred in instances where a clear scope of work cannot be developed. Time and materials contracts must contain caps, such as "not to exceed $200,000" or "not to exceed 70 hours of work," which the contractor exceeds at their own risk. The Applicant must carefully monitor the work and document contractor expenses. If a time and materials contract has been used, the Applicant should contact the State to ensure proper guidelines are followed. The Applicant must use their normal contracting procedures as soon as it is practicable to do so.

Types of Contracts NOT ELIGIBLE are:

- Cost plus or percentage of cost methods.
- Contracts containing a provision which makes payment for eligible work contingent upon reimbursement.
- Contracts with any contractor included on any New York State or Federal debarment and suspension listing (dol.ny.gov/public-work-and-prevailing-wage).

Emergency Contracting Period:

An emergency contracting period usually occurs immediately following a disaster or incident AND is limited to a matter of days.

Waiving competitive procurement procedures for emergency situations or circumstances may only be accepted under limited conditions that preclude using normal procurement procedures. That is, contracts necessitated by a public emergency arising as a direct result of the declared event such as an accident or other unforeseen occurrence or condition affecting public buildings, public property or the life, health, safety, or property of the inhabitants of a municipality may be awarded without competitive bid.

This emergency phase will vary depending on the disaster and the immediate threat to public health and safety. Written justification must accompany all contracts not competitively bid. Contract requirements for local governments are outlined in the NYS General Municipal Law.

C. COMPLETION OF WORK

The deadline for completion of emergency work (debris removal and emergency protective measures) is six (6) months from the date of the Presidential Disaster Declaration. The deadline for permanent work is eighteen (18) months from the Presidential Disaster Declaration. The State may extend the emergency work deadline for an additional six (6) months and permanent work deadline can be extended for an additional thirty (30) months with justification. Further time extensions must be submitted through DHSES to FEMA for approval.

Time Extensions:

Applicants who need additional time to complete the authorized scope of work on a project must request a deadline extension on the project PRIOR to expiration of the existing deadline. Requests for extensions should be submitted 90 days prior to the existing deadline if possible, to allow time for the request to be reviewed. To request a time extension, please contact Disaster Assistance Manager Abbie Kiley for directions: Abbie.Kiley@dhses.ny.gov or (518) 408-8680.

A request for a time extension must include detailed justification for the request. The request must specify each project for which an extension is requested and document delays beyond the Applicant's control with a detailed justification of the delay, the current status of the work, and a project timeline with a projected completion date. Any prior time extensions granted on the project 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.

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 VI. 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.

Approved Project Notification Folder (Blue Book):

Upon receipt of the Approved Project Notification Folder, please promptly review the approved scope of work for any discrepancies from the actual project scope of work. If at any time the actual scope of work will deviate from the approved scope of work, promptly notify NYS DHSES to jeopardizing funding.

Project Completion:

As soon as any small or large project is completed, and no later than 90 days after completion, the Project Completion and Certification Report (P.4 form) must be completed and returned to Disaster Assistance Manager Abbie Kiley: Abbie.Kiley@dhses.ny.gov or (518) 408-8680.

Final Inspections:

Because eligible costs for Large Projects are based on final inspections and validation, proper documentation of costs is an absolute requirement. The final inspection process will begin once NYS DHSES Public Assistance Section 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 obligated.

The Applicant must promptly notify NYS 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 Abbie Kiley for directions: Abbie.Kiley@dhses.ny.gov or (518) 408-8680.

Remember, the burden of proof and the need to provide detailed justification is the Applicant's responsibility.

Disapproved Project Notification (FEMA Decision Letter or Memorandum):

Upon receipt of any FEMA decision, promptly review it and determine whether you have any reason to appeal the decision. Receipt of this notification starts the Applicant's sixty (60) day timeframe to appeal the decision.

III. APPEALS

An Applicant may submit an appeal through NYS DHSES to FEMA for reconsideration of any determination (for example, funding amounts, eligibility determinations, etc.) that FEMA made related to Federal assistance pertaining to the Applicant.

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.

There are two levels of appeal for a FEMA decision. The First Appeal goes to FEMA Region II for a determination. If the First Appeal is not successful and 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 NYS 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 Abbie Kiley for directions: Abbie.Kiley@dhses.ny.gov or (518) 408-8680.

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

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

IV. 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.

V. 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.

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:

https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-F

DISASTER 4625 APPLICANT HANDBOOK APPENDICES

I. RPA FORM FOR STATE, LOCAL AND TRIBAL APPLICANTS
II. PRIVATE NON-PROFIT ELIGIBLITY GUIDELINES (PNP)
III. RPA FORMS FOR PRIVATE NON-PROFIT (PNP) APPLICANTS
IV. FEMA EQUIPMENT RATES
V. SCOPING MEETING CHECKLIST
VI. QUARTERLY PROGRESS REPORT FORM (WITH INSTRUCTIONS)
VII. DEBRIS REMOVAL FACT SHEET
VIII. CONSENSUS BASED CODES POLICY

I. RPA FORM FOR STATE, LOCAL AND TRIBAL APPLICANTS

RPA Forms for State, Local and Tribal Applicants

1. **RPA Form 90-49 (must include valid e-mail addresses)**
   a. Instructions are Included
2. **DUNS Number Form**
   a. Instructions are Included
3. **Drug Free Work Place 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

DEPARTMENT OF HOMELAND SECURITY

Federal Emergency Management Agency

REQUEST FOR PUBLIC ASSISTANCE

OMB Control Number 1660-0017
Expires December 31, 2019

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** _____

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 non-profit 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.

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.

DUNS NUMBER
Disaster No. FEMA-4625-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, email 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
patricia.debboli@dhses.ny.gov

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

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-** 4625 **-DR or EM-NY**

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

Signature: _____ **Date:** _____

PRESIDENTIAL DECLARATION
FEMA-4625-DR or EM-NY

DIVISION OF HOMELAND SECURITY AND EMERGENCY SERVICES
APPLICANT CERTIFICATION

This is to certify the receipt of the guidelines, and associated documents for the Presidential Declaration as administered by the Division of Homeland Security and Emergency Services (DHSES).

The signature below indicates the intent of the (circle one and PRINT in the name):

County City Town Village State Agency School Fire District Non-profit

of _____, hereinafter referred to as the sub grantee, to participate in the Presidential Declaration FEMA-4625-DR or EM-NY

The public assistance program is voluntary. It is understood that by choosing to participate in the grant program, the sub grantee is responsible to: 1) comply with all federal and state laws, regulations, policies, and procedures; 2) fulfill the eligibility requirements to participate as a sub grantee of the State; and 3) certify that all figures to be provided in the application are true and correct for costs associated with the declaration provisions.

If debris removal is authorized, the sub grantee agrees to indemnify and hold harmless the State of New York and the United States of America for any claims arising from the removal of debris or wreckage for this disaster. The sub grantee agrees that debris removal from public and private property will not occur until all state and federal requirements are met.

The undersigned agrees to participate in this program and certifies that to the best of their Knowledge and belief, all work and costs claimed are eligible in accordance with the grant conditions and all work claimed has been or will be completed.

SIGNED: _____ DATE: _____
CHIEF EXECUTIVE OFFICER

NAME: _____ PHONE: (_____) _____-_____
Please type or print name/address

ADDRESS: _____

CITY, STATE: _____ ZIP CODE: _____

Designation of the Point of Contact if different from above:

NAME: _____ PHONE: (_____) _____-_____
Please type or print name

TITLE & ADDRESS: _____

FEDERAL TAX IDENTIFICATION NUMBER
(Not for use by State Agencies or Local Political Sub-Divisions)
Disaster No. FEMA-4625-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 email 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
patricia.debboli@dhses.ny.gov

II. PRIVATE NON-PROFIT ELIGIBLITY GUIDELINES (PNP)

Private Non-Profit 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 non-profit 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 <u>required and must be submitted BEFORE a determination of eligibility can be made. See Appendix III.</u>

- 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 damage must be a direct result of a Presidential declared disaster.
2. The damage must be within the federally designated disaster area.
3. The damage must have occurred within the designated incident period.
4. Eligible damage at a designated worksite must total $3,300 or higher.

5. The damages infrastructure must be owed by and/or be the legal responsibility of an eligible applicant.
6. The damage and 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
- Facilities for social events
- Roads owned and operated by a property owners association

III. RPA FORMS FOR PRIVATE NON-PROFIT (PNP) APPLICANTS

RPA Forms for Private Non-Profit (PNP) Applicants

1. **RPA Form 90-49 (must include valid e-mail addresses)**
   a. Instructions are Included
2. **DUNS Number Form**
   a. Instructions are Included
3. **Drug Free Work Place Form**
4. **Applicant Certification Form**
5. **Office of the State Comptroller - Substitute Form W-9**
   a. Instructions are Included
6. **NYS Tax Exempt Certificate ST-119 (sample attached)**
7. **Letter from IRS showing your 501 status**
8. **PNP Facility Questionnaire**
9. **Additional Back-up Information:**
   a. **Deed/Lease**
   b. **Organization Charter or By-Laws**
   c. **Publications / brochures that describe your organization**
   d. **Description of membership policies or fee structures**
   e. **Valid Accreditation (Educational and Medical Facilities)**
   f. **Insurance Policy**

Send Completed Forms To:

patricia.debboli@dhses.ny.gov

Office: 518-417-6043

Cell: 518-410-1243

DEPARTMENT OF HOMELAND SECURITY

Federal Emergency Management Agency

REQUEST FOR PUBLIC ASSISTANCE

OMB Control Number 1660-0017
Expires December 31, 2019

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** _____

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 non-profit 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.

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.

DUNS NUMBER
Disaster No. FEMA-4625-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 email, 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
patricia.debboli@dhses.ny.gov

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

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- 4625 -DR or EM-NY

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

Signature: _____ Date: _____

PRESIDENTIAL DECLARATION
FEMA-4625-DR or EM-NY

DIVISION OF HOMELAND SECURITY AND EMERGENCY SERVICES
APPLICANT CERTIFICATION

This is to certify the receipt of the guidelines, and associated documents for the Presidential Declaration as administered by the Division of Homeland Security and Emergency Services (DHSES).

The signature below indicates the intent of the (circle one and PRINT in the name):

County ☐ City ☐ Town ☐ Village ☐ State Agency ☐ School ☐ Fire District ☐ Non-profit

of _____, hereinafter referred to as the sub grantee, to participate in the Presidential Declaration FEMA-4625-DR or EM-NY

The public assistance program is voluntary. It is understood that by choosing to participate in the grant program, the sub grantee is responsible to: 1) comply with all federal and state laws, regulations, policies, and procedures; 2) fulfill the eligibility requirements to participate as a sub grantee of the State; and 3) certify that all figures to be provided in the application are true and correct for costs associated with the declaration provisions.

If debris removal is authorized, the sub grantee agrees to indemnify and hold harmless the State of New York and the United States of America for any claims arising from the removal of debris or wreckage for this disaster. The sub grantee agrees that debris removal from public and private property will not occur until all state and federal requirements are met.

The undersigned agrees to participate in this program and certifies that to the best of their Knowledge and belief, all work and costs claimed are eligible in accordance with the grant conditions and all work claimed has been or will be completed.

SIGNED: _____ DATE: _____
CHIEF EXECUTIVE OFFICER

NAME: _____ PHONE: (_____) _____-_____
Please type or print name/address

ADDRESS: _____

CITY, STATE: _____ ZIP CODE: _____

Designation of the Point of Contact if different from above:

NAME: _____ PHONE: (_____) _____-_____
Please type or print name

TITLE & ADDRESS: _____

AC 3237-S (Rev. 1/12)

NEW YORK STATE OFFICE OF THE STATE COMPTROLLER
SUBSTITUTE FORM W-9:
REQUEST FOR TAXPAYER IDENTIFICATION NUMBER & CERTIFICATION

TYPE OR PRINT INFORMATION NEATLY. PLEASE REFER TO INSTRUCTIONS FOR MORE INFORMATION.

Part I: Vendor Information

1. Legal Business Name:	2. If you use a DBA, please list below:

3. Entity Type (Check one only):

☐ Sole Proprietor ☐ Partnership ☐ Limited Liability Co. ☐ Business Corporation ☐ Unincorporated Association/Business ☐ Federal Government

☐ State Government ☐ Public Authority ☐ Local Government ☐ School District ☐ Fire District ☐ Other _____

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

1. Enter your TIN here: *(DO NOT USE DASHES)*

2. Taxpayer Identification Type (check appropriate box):

☐ Employer ID No. (EIN) ☐ Social Security No. (SSN) ☐ Individual Taxpayer ID No. (ITIN) ☐ N/A (Non-United States Business Entity)

Part III: Address

APPLICANT COUNTY: _____

1. Physical Address:	2. Remittance Address:
Number, Street, and Apartment or Suite Number	Number, Street, and Apartment or Suite Number
City, State, and Nine Digit Zip Code or Country	City, State, and Nine Digit Zip Code or Country

Part IV: Exemption from Backup Withholding and Certification

For payees exempt from Backup Withholding, check the box below. Valid explanation required for exemption. See instructions.

☐ **Exempt from Backup Withholding**

The Internal Revenue Service does not require your consent to any provision of this document other than the certifications required to avoid backup withholding. Under penalties of perjury, I certify that the number shown on this form is my correct Taxpayer Identification Number (TIN).

Sign Here:

_____ _____
Signature Date

_____ _____ _____
Print Preparer's Name Phone Number Email Address

Part V: Contact Information – Individual Authorized to Represent the Vendor

Vendor Contact Person: _____ Title: _____

Contact's Email Address: _____ Phone Number: _____

DO NOT SUBMIT FORM TO IRS — SUBMIT FORM TO NYS ONLY AS DIRECTED

FOR OSC USE ONLY

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 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 Entities[3]. 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.

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[1] According 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 FormsW-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.

[redacted]

Certificate number
EX [redacted]
Date issued [redacted]

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

DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY

PNP FACILITY QUESTIONNAIRE

O.M.B. NO. 1660-0017
Expires December 31, 2011

PAPERWORK BURDEN DISCLOSURE NOTICE

Public reporting burden for this form is estimated to average 30 minutes per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the needed data, and completing, reviewing, and submitting the form. You are not required to respond to this collection of information unless it displays a valid OMB control number. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing this 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). **Please do not send your completed survey to the above address.**

FEMA and State personnel will use this questionnaire to determine the eligibility of specific facilities of an approved Private Non-Profit (PNP) organization (See 44 CFR 206.221). Owners of critical facilities (i.e., power, water (including providing by an irrigation organization or facility, if it is not provided solely for irrigation purposes), sewer, wastewater treatment, communications and emergency medical care) can apply directly to FEMA for assistance for emergency work (debris removal and emergency protective measures) and permanent work (repair, restore or replace a damaged facility). Owners of non-critical facilities can apply directly to FEMA for assistance for emergency work, but must first apply to the U. S. Small Business Administration (SBA) for assistance for permanent work. If the owner of a non-critical facility does not qualify for an SBA loan or the cost to repair the damaged facility exceeds the SBA loan amount, the owner may apply to FEMA for assistance.

1. Name of PNP Organization _____

2. Name of the damaged facility and location

_____

3. What was the primary purpose of the damaged facility _____

4. Is the facility a critical facility as described above? ☐ Yes ☐ No

5. Who may use the faciltiy _____

6. What fee, if any, is charged for the use of the faciltiy _____

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

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

9. What type of assistance is being requested? _____

10. Does the PNP organization own the facility? ☐ Yes ☐ No

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

12. Does the PNP organization have the legal responsibility to repair the facility? ☐ Yes ☐ No

13. If "Yes", provide proof of legal responsibility; check here if attached. ☐ Yes ☐ No

14. Is the facility insured? ☐ Yes ☐ No

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

Additional information or comments:

CONTACT PERSON	DATE

	A	B	C	D	E	F	G	H
1	Cost Code	Equipment	Specifications	Capacity or Size	HP	Notes	Unit	2021 Rate
2	8010	Air Compressor	Air Delivery	41 CFM	to 10	Hoses included.	hour	$1.31
3	8011	Air Compressor	Air Delivery	103 CFM	to 30	Hoses included.	hour	$9.67
4	8012	Air Compressor	Air Delivery	130 CFM	to 50	Hoses included.	hour	$11.50
5	8013	Air Compressor	Air Delivery	175 CFM	to 90	Hoses included.	hour	$18.65
6	8014	Air Compressor	Air Delivery	400 CFM	to 145	Hoses included.	hour	$36.88
7	8015	Air Compressor	Air Delivery	575 CFM	to 230	Hoses included.	hour	$56.30
8	8016	Air Compressor	Air Delivery	1100 CFM	to 355	Hoses included.	hour	$100.54
9	8017	Air Compressor	Air Delivery	1600 CFM	to 500	Hoses included.	hour	$103.33
10	8040	Ambulance			to 150		hour	$28.48
11	8041	Ambulance			to 210		hour	$41.76
12	8050	Board, Arrow			to 8	Trailer Mounted.	hour	$5.65
13	8051	Gasoline Powered Message Board,			to 5	Trailer Mounted.	hour	$11.39
14	8052	Solar Powered Arrow/Message Board	SMC 5000 Mast-Mini	Mini Matrix Board, Smaller 3' x 6' Display			hour	$4.00
15	8053	Solar Powered Message Board	PCMS-1500	Full Matrix Board, Display			hour	$5.10
16	8060	Auger, Portable	Hole Diameter	16 In	to 6		hour	$1.95
17	8061	Auger, Portable	Hole Diameter	18 In	to 13		hour	$4.34
18	8062	Auger, Tractor Mounted	Max. Auger Diameter	36 In	to 13	Includes digger, boom & mounting hardware	hour	$3.29
19	8063	Auger, Truck Mounted	Max. Auger Size	24 In	to 100	Includes digger, boom & mounting hardware and Tractor rate.	hour	$35.68
20	8064	Hydraulic Sign Post Driver	Greenlee; HPD-HV-U	W/ 13 Hp power unit, 2ksi preasure	13	w/Double Hose Assembly	hour	$5.69
21	8064-1	Hydraulic Sign Post Driver	Drophammar (D)	8" x 8" x 10"'	to 100	Guard Rail Post	hour	$35.27
22	8065	Auger	Horizontal Directional Boring Machine	250 X 100	300	DD-140B YR-2003	hour	$241.89

	A	B	C	D	E	F	G	H
1	Cost Code	Equipment	Specifications	Capacity or Size	HP	Notes	Unit	2021 Rate
23	8066	Auger	Horizontal Directional Boring Machine	50 X 100	24	Average to 7,000 lbs	hour	$34.30
24	8067	Auger, Directional Boring Machine	Auger, Directional Boring Machine	7,000 - 10,000 lbs	45	JT920L (2013)	hour	$43.80
25	8067-1	Directional Boring Machine	Vermeer D24X40A (disc. 2001)	Spindle Torque 4000 ft/lb	125		hour	$93.30
26	8068	Bush Hog	Bush Hog - Model 326	Single Spindle Rotary Cutters			hour	$20.90
27	8068-1	Bush Hog	Bush Hog - Model 3210	Lift, Pull, Semi-Mount & Offset Model			hour	$29.14
28	8068-2	Bush Hog	Bush Hog - Model 2815	Flex Wing Rotary Cutters			hour	$43.77
29	8070	Automobile			to 130	Transporting people.	mile	$0.56
30	8071	Automobile			to 130	Transporting cargo.	hour	$12.60
31	8072	Automobile, Police			to 250	Patrolling.	mile	$0.56
32	8073	Automobile, Police			to 250	Stationary with engine running.	hour	$16.27
33	8074	Automobile, Police	Ford Explorer		210		hour	$18.75
34	8075	Motorcycle, Police					mile	$0.52
35	8076	Automibile - Chevy Trailblazer	6 or 8 cl		285 to 300		hour	$20.77
36	8077	Automobile - Ford Expedition	Fire Command Center	EcoBoost V-6	360	2015 Model	hour	$19.97
37	8078	MRAP Armored Rescue Vehicle	Search and Rescue	Military Surplus Vehicle	375-450	Qualified foe operational rate on	hour	$52.53
38	8079	MRAP C-MTV	Multi-Theater (Military Surplus)Vehicle	gvwr 55000 Lbs	to 350	Qualified foe operational rate on	hour	$49.03
39	8079-1	MRPA with 6-Tires			300		hour	$53.00

	A	B	C	D	E	F	G	H
1	Cost Code	Equipment	Specifications	Capacity or Size	HP	Notes	Unit	2021 Rate
40	8079-2	MRAP- BAE CAIMAN II Model	Police Armored Rescue/SWAT Team Vehicle		320		hour	$54.00
41	8080	All Terrain Vehicle (ATV)	Engine 110cc, 4-Wheel; 20" tyre		6.5-7.5		hour	$8.35
42	8081	All Terrain Vehicle (ATV)	Engine 125cc, 4-Wheel; 21" tyre		7.6-8.6		hour	$8.79
43	8082	All Terrain Vehicle (ATV)	Engine 150cc, 4-Wheel; 22" tyre		9.0-10.0		hour	$8.80
44	8083	All Terrain Vehicle (ATV)	Engine 200cc, 4-Wheel; 24" tyre		12-14.0		hour	$9.36
45	8084	All Terrain Vehicle (ATV)	Engine 250cc, 4-Wheel; 24" tyre		15-17		hour	$9.95
46	8085	All Terrain Vehicle (ATV)	Engine 300cc, 4-Wheel; 24" tyre		18-20		hour	$10.81
47	8086	All Terrain Vehicle (ATV)	Engine 400cc. 4-Wheel; 25" tyre		26-28		hour	$12.37
48	8087	All Terrain Vehicle (ATV)	Engine 450cc, 4-Wheel; 25" tyre		26-28		hour	$13.25
49	8088	All Terrain Vehicle (ATV)	Engine 650cc, 4-Wheel; 25" tyre		38-40		hour	$14.05
50	8089	All Terrain Vehicle (ATV)	Engine 750cc, 4-Wheel; 25" tyre		44-46		hour	$15.00
51	8090	All Terrain Vehicle	Polaris-Ranger 900				hour	$26.30
52	8091	All Terrain Vehicle	Honda Pioneer-1000-3				hour	$27.00
53	8110	Barge, Deck	Size	50'x35'x7.25'	0	Push by Tug-Boat	hour	$52.73
54	8111	Barge, Deck	Size	50'x35'x9'	0	Push by Tug-Boat	hour	$56.53
55	8112	Barge, Deck	Size	120'x45'x10'	0	Push by Tug-Boat	hour	$109.11
56	8113	Barge, Deck	Size	160'x45'x11''	0	Push by Tug-Boat	hour	$132.11
57	8120	Boat, Tow	Size	55'x20'x5'	to 870	Steel.	hour	$335.23
58	8121	Boat, Tow	Size	60'x21'x5'	to 1050	Steel.	hour	$377.40

	A	B	C	D	E	F	G	H
1	Cost Code	Equipment	Specifications	Capacity or Size	HP	Notes	Unit	2021 Rate
59	8122	Boat, Tow	Size	70'x30'x7.5'	to 1350	Steel.	hour	$597.02
60	8123	Boat, Tow	Size	120'x34'x8'	to 2000	Steel.	hour	$1,129.95
61	8124	Airboat	815AGIS Airboat w/spray unit	15'x8'	400		hour	$33.16
62	8125	Airboat	815AGIS Airboat w/spray unit	15'x8'	425		hour	$33.52
63	8126	Swamp Buggy	Conquest		360		hour	$41.93
64	8130	Boat, Row			0	Heavy duty.	hour	$1.49
65	8131	Boat, Runabout	Size	13'x5'	to 50	Outboard.	hour	$12.73
66	8132	Boat, Tender	Size	14'x7'	to 100	Inboard with 360 degree drive.	hour	$15.53
67	8133	Boat, Push	Size	45'x21'x6'	to 435	Flat hull.	hour	$227.27
68	8134	Boat, Push	Size	54'x21'x6'	to 525	Flat hull.	hour	$282.11
69	8135	Boat, Push	Size	58'x24'x7.5'	to 705	Flat hull.	hour	$340.76
70	8136	Boat, Push	Size	64'x25'x8'	to 870	Flat hull.	hour	$375.08
71	8140	Boat, Tug	Length	16 Ft	to 100		hour	$45.23
72	8141	Boat, Tug	Length	18 Ft	to 175		hour	$65.79
73	8142	Boat, Tug	Length	26 Ft	to 250		hour	$82.83
74	8143	Boat, Tug	Length	40 Ft	to 380		hour	$207.27
75	8144	Boat, Tug	Length	51 Ft	to 700		hour	$285.33
76	8145	Jet Ski	3-seater				hour	$28.09
77	8146	Jet Ski					hour	$8.72
78	8147	Boat, Inflatable Rescue Raft	Zodiac		0		hour	$1.15
79	8148	Boat, Runabout	1544 lbs	11 passenger capacity	190-250		hour	$66.43
80	8149	Boat, Removable Engine	2000 Johnson Outboard Motor w 15" shaft		15		hour	$1.60
81	8150	Pavement Brooms	Self Propelled		to 37		hour	$24.08
82	8151	Broom, Pavement	Broom Length	96 In	to 100		hour	$31.17

	A	B	C	D	E	F	G	H
1	Cost Code	Equipment	Specifications	Capacity or Size	HP	Notes	Unit	2021 Rate
83	8153	Broom, Pavement, Mounted	Broom Length	72 In	to 18	Add Prime Mover cost for total rate	hour	$5.76
84	8154	Broom, Pavement, Pull	Broom Length	84 In	to 20	Add Prime Mover cost for total rate	hour	$15.32
85	8155	Broom, Pavement	Broom Length	72 In	to 35		hour	$24.57
86	8157	Sweeper, Pavement			to 110		hour	$85.20
87	8158	Sweeper, Pavement			to 230		hour	$100.11
88	8180	Bus			to 150		hour	$21.90
89	8181	Bus			to 210		hour	$26.18
90	8182	Bus			to 300		hour	$40.21
91	8183	Blower	Gasoline powered Toro Pro Force		27		hour	$15.62
92	8183-1	Mosquito Sprayer	2015 Adapco Guardian 95 ES	15-gal; 350 lbs			hour	$19.09
93	8184	Back-Pack Blower			to 4.4		hour	$1.55
94	8185	Walk-Behind Blower			13		hour	$6.93
95	8187	Chainsaw	Bar Length = 20 in	3.0 cu in	3		hour	$1.94
96	8188	Chainsaw	Bar Length = 20 in	5.0 cu in	6		hour	$3.39
97	8189	Chainsaw	Bar Length = 20 in	6.0 cu in	7		hour	$3.60
98	8190	Chain Saw	Bar Length = 16 in	2.5 cu in	2		hour	$2.07
99	8191	Chain Saw	Bar Length = 25 in	7.5 cu in	8		hour	$4.54
100	8192	Chain Saw	Bar Length = 18 in	4.0 cu in	3.2		hour	$2.13
101	8193	Skidder	model 748 E		to 173		hour	$115.15
102	8194	Skidder	model 648 G11		to 177		hour	$138.73

	A	B	C	D	E	F	G	H
1	Cost Code	Equipment	Specifications	Capacity or Size	HP	Notes	Unit	2021 Rate
103	8195	Cutter, Brush	Cutter Size	8 ft	to 150		hour	$124.22
104	8196	Cutter, Brush	Cutter Size	8 ft	to 190		hour	$137.38
105	8197	Cutter, Brush	Cutter Size	10 ft	to 245		hour	$144.78
106	8198	Bruncher Cutter	Cutter, Brush - 247 hp, 1997 Model 511 Feller		to 247		hour	$198.34
107	8199	Log Trailer	40 ft		0		hour	$10.29
108	8200	Chipper, Brush	Chipping Capacity	6 In	to 35	Trailer Mounted.	hour	$9.10
109	8201	Chipper, Brush	Chipping Capacity	9 In	to 65	Trailer Mounted.	hour	$17.30
110	8202	Chipper, Brush	Chipping Capacity	12 In	to 100	Trailer Mounted.	hour	$32.26
111	8203	Chipper, Brush	Chipping Capacity	15 In	to 125	Trailer Mounted.	hour	$34.17
112	8204	Chipper, Brush	Chipping Capacity	18 In	to 200	Trailer Mounted.	hour	$51.12
113	8208	Loader - Tractor - Knuckleboom	model Barko 595 ML		to 173		hour	$172.12
114	8209	Loader - Wheel	model 210 w/ Buck Saw 50 inch Bar		to 240		hour	$95.11
115	8210	Clamshell & Dragline, Crawler		149,999 lbs	to 235	Bucket not included in rate.	hour	$131.38
116	8211	Clamshell & Dragline, Crawler		250,000 lbs	to 520	Bucket not included in rate.	hour	$174.33
117	8212	Clamshell & Dragline, Truck			to 240	Bucket not included in rate.	hour	$142.26
118	8217	Compactor	2-ton pavement roller	to 76" wide	40		hour	$27.29
119	8218	BOMAG Compactor	BW100AD-3		33		Hour	$29.33

	A	B	C	D	E	F	G	H
1	Cost Code	Equipment	Specifications	Capacity or Size	HP	Notes	Unit	2021 Rate
120	8219	Compactor -2-Ton Pavement Roller	Single Drum Vibratoty Compactor	to 2.9 Ton	28		hour	$29.12
121	8220	Compactor			to 10		hour	$15.32
122	8221	Compactor, Towed, Vibratory Drum			to 45	Plus tow Truck	hour	$35.01
123	8222	Compactor, Vibratory, Drum			to 75		hour	$25.34
124	8223	Compactor, Pneumatic, Wheel			to 100		hour	$52.15
125	8224	Vibratory Compactor	Caterpillar CP-563D		145		hour	$60.75
126	8225	Compactor, Sanitation			to 300		hour	$97.46
127	8226	Compactor, Sanitation			to 400		hour	$156.79
128	8227	Compactor, Sanitation			535		hour	$308.62
129	8228	Compactor, Towed, Pneumatic, Wheel	Hercules PT-11,	10,000 lbs		11-Wheels (Towed)	hour	$18.71
130	8229	Compactor,Towed Steel Drum Static Compactor	GTD-54120	20,000 lbs		Grid Drum (Towed)	hour	$23.95
131	8240	Feeder, Grizzly			to 35		hour	$27.43
132	8241	Feeder, Grizzly			to 55		hour	$34.74
133	8242	Feeder, Grizzly			to 75		hour	$65.75
134	8250	Dozer, Crawler	Deere 450J LT		to 75		hour	$55.15
135	8251	Dozer, Crawler	Deere 650K LGP; ROPS/FOPS		to 105		hour	$73.31
136	8252	Dozer, Crawler			to 160		hour	$95.45
137	8253	Dozer, Crawler			to 250		hour	$152.20
138	8254	Dozer, Crawler			to 360		hour	$223.35

	A	B	C	D	E	F	G	H
1	Cost Code	Equipment	Specifications	Capacity or Size	HP	Notes	Unit	2021 Rate
139	8255	Dozer, Crawler	Make/Model: CAT D10T (disc. 2014); Protection: EROPS; Type Semi-U		to 574		hour	$348.96
140	8256	Dozer, Crawler			to 850		hour	$363.50
141	8260	Dozer, Wheel			to 300		hour	$106.42
142	8261	Dozer, Wheel			to 400		hour	$102.64
143	8262	Dozer, Wheel			to 500		hour	$200.86
144	8263	Dozer, Wheel			to 625		hour	$242.66
145	8269	Box Scraper	3 hitch attach for tractor; 2007 Befco		0		hour	$3.70
146	8270	Bucket, Clamshell	Capacity	1.0 CY	0	Includes teeth. Does not include Clamshell & Dragline	hour	$4.74
147	8271	Bucket, Clamshell	Capacity	2.5 CY	0	Includes teeth. Does not include Clamshell & Dragline	hour	$9.12
148	8272	Bucket, Clamshell	Capacity	5.0 CY	0	Includes teeth. Does not include Clamshell & Dragline	hour	$13.62
149	8273	Bucket, Clamshell	Capacity	7.5 CY	0	Includes teeth. Does not include Clamshell & Dragline	hour	$26.52
150	8275	Bucket, Dragline	Capacity	2.0 CY	0	Does not include Clamshell & Dragline	hour	$4.06
151	8276	Bucket, Dragline	Capacity	5.0 CY	0	Does not include Clamshell & Dragline	hour	$10.14

	A	B	C	D	E	F	G	H
1	Cost Code	Equipment	Specifications	Capacity or Size	HP	Notes	Unit	2021 Rate
152	8277	Bucket, Dragline	Capacity	10 CY	0	Does not include Clamshell & Dragline	hour	$14.62
153	8278	Bucket, Dragline	Capacity	14 CY	0	Does not include Clamshell & Dragline	hour	$19.02
154	8280	Excavator, Hydraulic	Bucket Capacity	0.5 CY	to 45	Crawler, Truck & Wheel. Includes bucket.	hour	$20.46
155	8281	Excavator, Hydraulic	Bucket Capacity	1.0 CY	to 90	Crawler, Truck & Wheel. Includes bucket.	hour	$57.67
156	8282	Excavator, Hydraulic	Bucket Capacity	1.5 CY	to 160	Crawler, Truck & Wheel. Includes bucket.	hour	$82.48
157	8283	Excavator, Hydraulic	Bucket Capacity	2.5 CY	to 265	Crawler, Truck & Wheel. Includes bucket.	hour	$137.11
158	8284	Excavator, Hydraulic	Bucket Capacity	4.5 CY	to 420	Crawler, Truck & Wheel. Includes bucket.	hour	$272.66
159	8285	Excavator, Hydraulic	Bucket Capacity	7.5 CY	to 650	Crawler, Truck & Wheel. Includes bucket.	hour	$309.18
160	8286	Excavator, Hydraulic	Bucket Capacity	12 CY	to 1000	Crawler, Truck & Wheel. Includes bucket.	hour	$472.94
161	8287	Excavator	2007 model Gradall XL3100 III		184		hour	$104.57
162	8288	Excavator	2003 model Gradall XL4100 III		238		hour	$120.67
163	8289	Excavator	2006 model Gradall XL5100		230		hour	$135.66
164	8290	Trowel, Concrete	Diameter	48 In	to 12		hour	$4.46
165	8300	Fork Lift	Capacity	6000 Lbs	to 60		hour	$13.63
166	8301	Fork Lift	Capacity	12000 Lbs	to 90		hour	$18.66
167	8302	Fork Lift	Capacity	18000 Lbs	to 140		hour	$26.03
168	8303	Fork Lift	Capacity	50000 Lbs	to 215		hour	$57.41

	A	B	C	D	E	F	G	H
1	Cost Code	Equipment	Specifications	Capacity or Size	HP	Notes	Unit	2021 Rate
169	8306	Fork Lift Material Handler	Diesel, CAT TH360B	6600-11500 gvwr lbs	94.9	3.1- 3.5 Mton	hour	$46.49
170	8307	Fork Lift Material Handler	Diesel, CAT TH460B	9000 Lbs	94.9	4.5 - 4.9 Mton	hour	$53.54
171	8308	Fork Lift Material Handler	Diesel, CAT TH560B	10000 Lbs	117.5	4.5 - 4.9 Mton	hour	$58.74
172	8309	Fork Lift Accessory	2003 ACS Paddle Fork		0		hour	$3.58
173	8310	Generator	Prime Output	5.5 KW	to 10		hour	$4.95
174	8311	Generator	Prime Output	16 KW	to 25		hour	$7.92
175	8311-1	Generator		20 KVA	44		hour	$25.00
176	8312	Generator	Prime Output	60KW	to 88		hour	$25.92
177	8313	Generator	Prime Output	100 KW	to 125		hour	$40.01
178	8314	Generator	Prime Output	150 KW	to 240		hour	$55.67
179	8315	Generator	Prime Output	210 KW	to 300		hour	$77.67
180	8316	Generator	Prime Output	280 KW	to 400		hour	$88.84
181	8317	Generator	Prime Output	350 KW	to 500		hour	$99.73
182	8317-1	Generator	Prime Output	400KVA = 320KW	464	Enclosed	hour	$118.18
183	8318	Generator	Prime Output	530 KW	to 750		hour	$159.09
184	8319	Generator	Prime Output	710 KW	to 1000		hour	$204.67
185	8320	Generator	Prime Output	1100 KW	1645	Open	hour	$362.20
186	8321	Generator	Prime Output	2500 KW	to 3000		hour	$561.53
187	8322	Generator	Prime Output	1,000 KW	to 1645	Enclosed	hour	$467.83
188	8323	Generator	Prime Output	1,500 KW	to 2500	Enclosed	hour	$544.93
189	8324	Generator	Prime Output	1100KW	2500	Enclosed	hour	$544.93
190	8325	Generator	Prime Output	40KW	63	Open	hour	$23.48
191	8326	Generator	Prime Output	20KW	35	Open/Closed	hour	$16.70
192	8327	Generator Large	Prime Output	800 KW	1065		hour	$235.71
193	8327-1	Generator	Prime Output	80 KW	120		hour	$32.09
194	8327-2	SOLAR/GAS Turbine Generator-Taurus 70	7-Megawatts Solar, 3-Megawatts Stean Turbine	7000 KW	10915	12470- Volts to Micro grid, or 115000 Volts to City Utility, When operated with gas	hour	$2,600.00

	A	B	C	D	E	F	G	H
1	Cost Code	Equipment	Specifications	Capacity or Size	HP	Notes	Unit	2021 Rate
195	8327-3	SOLAR/GAS Turbine Generator-Taurus 70	7-Megawatts Solar, 3-Megawatts Stean Turbine	7001 KW	10915	12470- Volts to Micro grid, or 115000 Volts to City Utility, When operated with Solar	hour	$800.00
196	8328	Generator	Prime Output	900 KW	1355		hour	$299.28
197	8328-1	Generator Heavy Duty	Prime Output	2000KW		Open	hour	$496.86
198	8329	Generator	Prime Output	1000 KW	to 1645	Open	hour	$450.78
199	8330	Graders	Moldboard Size	10 Ft	to 110	Includes Rigid and Articulate equipment.	hour	$44.60
200	8331	Graders	Moldboard Size	12 Ft	to 150	Includes Rigid and Articulate equipment.	hour	$65.12
201	8332	Graders	Moldboard Size	14 Ft	to 225	Includes Rigid and Articulate equipment.	hour	$100.61
202	8334	Graders	CAT 140; ROPS; Diesel; Moldboard Size: 168 x 24 x 0.9	Diesel	275		hour	$124.00
203	8350	Hose, Discharge	Diameter	3 In	0	Per 25 foot length. Includes couplings.	hour	$0.16
204	8351	Hose, Discharge	Diameter	4 In	0	Per 25 foot length. Includes couplings.	hour	$0.24
205	8352	Hose, Discharge	Diameter	6 In	0	Per 25 foot length. Includes couplings.	hour	$0.61
206	8353	Hose, Discharge	Diameter	8 In	0	Per 25 foot length. Includes couplings.	hour	$0.63

	A	B	C	D	E	F	G	H
1	Cost Code	Equipment	Specifications	Capacity or Size	HP	Notes	Unit	2021 Rate
207	8354	Hose, Discharge	Diameter	12 In	0	Per 25 foot length. Includes couplings.	hour	$0.93
208	8355	Hose, Discharge	Diameter	16 In	0	Per 25 foot length. Includes couplings.	hour	$1.73
209	8356	Hose, Suction	Diameter	3 In	0	Per 25 foot length. Includes couplings.	hour	$0.29
210	8357	Hose, Suction	Diameter	4 In	0	Per 25 foot length. Includes couplings.	hour	$0.34
211	8358	Hose, Suction	Diameter	6 In	0	Per 25 foot length. Includes couplings.	hour	$1.13
212	8359	Hose, Suction	Diameter	8 In	0	Per 25 foot length. Includes couplings.	hour	$1.13
213	8360	Hose, Suction	Diameter	12 In	0	Per 25 foot length. Includes couplings.	hour	$1.75
214	8361	Hose, Suction	Diameter	16 In	0	Per 25 foot length. Includes couplings.	hour	$3.34
215	8380	Loader, Crawler	Bucket Capacity	0.5 CY	to 32	Includes bucket.	hour	$20.66
216	8381	Loader, Crawler	Bucket Capacity	1 CY	to 60	Includes bucket.	hour	$35.85
217	8382	Loader, Crawler	Bucket Capacity	2 CY	to 118	Includes bucket.	hour	$69.98
218	8383	Loader, Crawler	Bucket Capacity	3 CY	to 178	Includes bucket.	hour	$126.60
219	8384	Loader, Crawler	Bucket Capacity	4 CY	to 238	Includes bucket.	hour	$120.21
220	8390	Loader, Wheel	Bucket Capacity	0.5 CY	to 38		hour	$21.01
221	8391	Loader, Wheel	Bucket Capacity	1 CY	to 60		hour	$41.05
222	8392	Loader, Wheel	Bucket Capacity	2 CY	to 105	CAT-926	hour	$39.35
223	8393	Loader, Wheel	Bucket Capacity	3 CY	to 152		hour	$46.45

	A	B	C	D	E	F	G	H
1	Cost Code	Equipment	Specifications	Capacity or Size	HP	Notes	Unit	2021 Rate
224	8394	Loader, Wheel	Bucket Capacity	4 CY	232		hour	$78.13
225	8395	Loader, Wheel	Bucket Capacity	5 CY	255		hour	$80.80
226	8396	Loader, Wheel	Bucket Capacity	6 CY	to 305		hour	$113.83
227	8397	Loader, Wheel	Bucket Capacity	7 CY	to 360		hour	$139.70
228	8398	Loader, Wheel	Bucket Capacity	8 CY	to 530		hour	$190.00
229	8399	Tractor	John Deere 6605	Tractor with mower	95		hour	$17.33
230	8400	Tractor	New Holland T6031	Tractor - agriculture all purpose	115		hour	$35.56
231	8401	Loader, Tractor, Wheel	Bucket Capacity	0.87 CY	to 80	Case 580 Super L	hour	$37.76
232	8410	Mixer, Concrete Portable	Batching Capacity	10 Cft	8	Diesel Powered	hour	$3.17
233	8411	Mixer, Concrete Portable	Batching Capacity	12 Cft	11	Gasoline Powered	hour	$5.48
234	8412	Mixer, Concrete, Trailer Mounted	Batching Capacity	11 Cft	to 10		hour	$14.59
235	8413	Mixer, Concrete, Trailer Mounted	Batching Capacity	16 Cft	to 25		hour	$19.70
236	8414	Truck, Concrete Mixer	Mixer Capacity	13 CY	to 300		hour	$85.90
237	8419	Hand-Held, Pavement Breakers	Air Tool/Electric Power	90 Lbs	0		hour	$1.17
238	8420	Self-Propelled Pavement Breaker,	Self-Propelled (Diesel)		to 70-80		hour	$59.37
239	8421	Vibrator, Concrete	Hand Held		to 4		hour	$1.65
240	8423	Spreader, Chip	Spread Hopper Width	12.5 Ft	to 152		hour	$88.36
241	8424	Spreader, Chip	Spread Hopper Width	16.5 Ft	to 215		hour	$121.45
242	8425	Spreader, Chip, Mounted	Hopper Size	8 Ft	to 8	Trailer & truck mounted.	hour	$4.65
243	8430	Paver, Asphalt, Towed			0	Does not include Prime Mover.	hour	$12.84

	A	B	C	D	E	F	G	H
1	Cost Code	Equipment	Specifications	Capacity or Size	HP	Notes	Unit	2021 Rate
244	8431	Paver, Asphalt	Crawler		to 50	Includes wheel and crawler equipment.	hour	$66.94
245	8432	Paver, Asphalt	Crawler		to 125	Includes wheel and crawler equipment.	hour	$92.45
246	8433	Paver, Asphalt	Crawler		to 175	Includes wheel and crawler equipment.	hour	$252.13
247	8434	Paver, Asphalt		35,000Lbs & Over	to 250	Includes wheel and crawler equipment.	hour	$246.91
248	8436	Pick-up, Asphalt			to 110		hour	$112.03
249	8437	Pick-up, Asphalt	Cederapids	CR MS-2	113 to 140	Asphalt-Pick-up Machine	hour	$146.98
250	8438	Pick-up, Asphalt	Blaw-Knox	MC-330	184 to 200	Asphalt-Pick-up Machine	hour	$196.08
251	8439	Pick-up, Asphalt		MTV 1000C	to 275	Asphalt-Pick-up Machine	hour	$282.37
252	8440	Striper	Paint Capacity	40 Gal	to 22		hour	$16.76
253	8441	Striper	Paint Capacity	90 Gal	to 60		hour	$23.17
254	8442	Striper	Paint Capacity	120 Gal	to 122		hour	$42.65
255	8445	Striper, Truck Mounted	Paint Capacity	120 Gal	to 460		hour	$76.28
256	8446	Striper, Walk-behind	Paint Capacity	12 Gal	5		hour	$3.96
257	8447	Paver Accessory - Belt Extension	2002 Leeboy Conveyor Belt Extension	24' X 50'	0	crawler	hour	$37.18
258	8450	Plow, Snow, Grader Mounted	Width	to 10 Ft	0	Include Grader for total cost	hour	$28.51
259	8451	Plow, Snow, Grader Mounted	Width	to 14 Ft	0	Include Grader for total cost	hour	$33.00

	A	B	C	D	E	F	G	H
1	Cost Code	Equipment	Specifications	Capacity or Size	HP	Notes	Unit	2021 Rate
260	8452	Plow, Truck Mounted	Width	to 15 Ft	0	Include truck for total cost	hour	$23.80
261	8453	Plow, Truck Mounted	Width	to 15 Ft	0	With leveling wing. Include truck for total cost	hour	$40.69
262	8455	Spreader, Sand	Mounting	Tailgate, Chassis	0	Truck not included	hour	$8.02
263	8456	Spreader, Sand	Mounting	Dump Body	0	Truck not included	hour	$10.88
264	8457	Spreader, Sand	Mounting	Truck (10yd)	0	Truck not included	hour	$13.62
265	8458	Spreader, Chemical	Capacity	5 CY	to 4	Trailer & truck mounted.	hour	$6.49
266	8469	Pump - Trash Pump	10 MTC	2" Pump	to 7	10,000 gph	hour	$8.28
267	8470	Pump	Centrifugal, 8M pump	2" - 10,000 gal/hr.	to 4.5	Hoses not included.	hour	$7.79
268	8471	Pump	Diaphragm pump	2" - 3,000 gal/hr.	to 6	Hoses not included.	hour	$9.59
269	8472	Pump	Centrifugal, 18M pump	3" - 18,000 gal/hr. pump	to 10	Hoses not included.	hour	$9.05
270	8473	Pump			to 15	Hoses not included.	hour	$12.25
271	8474	Pump			to 25	Hoses not included.	hour	$13.96
272	8475	Pump			to 40	Hoses not included.	hour	$17.22
273	8476	Pump	4"	40,000 gal/hr.	to 60	Hoses not included.	hour	$26.88
274	8477	Pump			to 95	Hoses not included.	hour	$34.78
275	8478	Pump			to 140	Hoses not included.	hour	$41.19
276	8479	Pump			to 200	Hoses not included.	hour	$51.50
277	8480	Pump			to 275	Does not include Hoses.	hour	$69.29
278	8481	Pump			to 350	Does not include Hoses.	hour	$82.80
279	8482	Pump			to 425	Does not include Hoses.	hour	$100.40
280	8483	Pump			to 500	Does not include Hoses.	hour	$118.85
281	8484	Pump			to 575	Does not include Hoses.	hour	$138.44
282	8484-1	Pump	Electric Motor		600		hour	$142.65
283	8485	Pump			to 650	Does not include Hoses.	hour	$157.05
284	8485-1	Pump			746		hour	$177.36
285	8485-2	Pump			905		hour	$215.60

	A	B	C	D	E	F	G	H
1	Cost Code	Equipment	Specifications	Capacity or Size	HP	Notes	Unit	2021 Rate
286	8485-3	Pump		110,000 gpm	1000		hour	$360.00
287	8485-4	Pump	CAT-3606 Engine		2250		hour	$775.00
288	8485-5	Pump		464,125 gpm	2500		hour	$780.00
289	8485-6	Pump -High Powered Pump with Caterpillar Engine	C280-12 CAT Engine	1000-RPM, 20,000 CFM	5444	Fairbanks Morse/Lufkin Heavy Duty Pump	hour	$1,285.00
290	8486	Aerial Lift, Truck Mounted	Max. Platform Height	40 Ft		Add this rate to truck rate for total lift and truck rate	hour	$12.05
291	8487	Aerial Lift, Truck Mounted	Max. Platform Height	61 Ft		Add this rate to truck rate for total lift and truck rate	hour	$20.95
292	8488	Aerial Lift, Truck Mounted	Max. Platform Height	80 Ft		Add this rate to truck rate for total lift and truck rate	hour	$38.85
293	8489	Aerial Lift, Truck Mounted	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	$39.10
294	8490	Aerial Lift, Self-Propelled	Max. Platform Height	37 Ft. Ht.	to 15	Articulated, Telescoping, Scissor.	hour	$9.15
295	8491	Aerial Lift, Self-Propelled	Max. Platform Height	60 Ft. Ht.	to 30	Articulated, Telescoping, Scissor.	hour	$33.24
296	8492	Aerial Lift, Self-Propelled	Max. Platform Height	70 Ft. Ht.	to 50	Articulated, Telescoping, Scissor.	hour	$26.58
297	8493	Aerial Lift, Self-Propelled	Max. Platform Height	125 Ft. Ht.	to 85	Articulated and Telescoping.	hour	$57.49
298	8494	Aerial Lift, Self-Propelled	Max. Platform Height	150 Ft. Ht.	to 130	Articulated and Telescoping.	hour	$74.93
299	8495	I.C. Aerial Lift, Self-Propelled	Max. Platform Load - 500 Lbs	75"x155", 40Ft Ht.	to 80	2000 Lbs Capacity	hour	$30.13

	A	B	C	D	E	F	G	H
1	Cost Code	Equipment	Specifications	Capacity or Size	HP	Notes	Unit	2021 Rate
300	8496	Crane, Truck Mounted	Max. Lift Capacity	24000 Lbs	0	Include truck rate for total cost	hour	$20.80
301	8497	Crane, Truck Mounted	Max. Lift Capacity	36000 Lbs	0	Include truck rate for total cost	hour	$29.28
302	8498	Crane, Truck Mounted	Max. Lift Capacity	60000 Lbs	0	Include truck rate for total cost	hour	$45.07
303	8500	Crane	Max. Lift Capacity	8 MT	to 80		hour	$59.49
304	8501	Crane	Max. Lift Capacity	15 MT	to 150		hour	$98.07
305	8502	Crane	Max. Lift Capacity	50 MT	to 200		hour	$141.89
306	8503	Crane	Max. Lift Capacity	70 MT	to 300		hour	$198.29
307	8504	Crane (Crawler)	Max. Lift Capacity	110 MT	to 350		hour	$232.88
308	8510	Saw, Concrete	Blade Diameter	14 In	to 14		hour	$7.29
309	8511	Saw, Concrete	Blade Diameter	26 In	to 35		hour	$11.63
310	8512	Saw, Concrete	Blade Diameter	48 In	to 65		hour	$24.18
311	8513	Saw, Rock	Blade Diameter		to 100		hour	$41.98
312	8514	Saw, Rock	Blade Diameter		to 200		hour	$94.55
313	8517	Jackhammer (Dry)	Weight Class	25-45 Lbs	0	Pneumatic Powered	hour	$1.71
314	8518	Jackhammer (Wet)	Weight Class	30-55 Lbs	0	Pneumatic Powered	hour	$1.90
315	8521	Scraper	Scraper Capacity	15 CY	to 262		hour	$131.34
316	8522	Scraper	Scraper Capacity	22 CY	to 365		hour	$213.55
317	8523	Scraper	Scraper Capacity	34 CY	to 500		hour	$275.45
318	8524	Scraper	Scraper Capacity	44 CY	to 604		hour	$327.93
319	8540	Loader, Skid-Steer	Operating Capacity	976 - 1250 Lbs	to 36		hour	$26.04
320	8541	Loader, Skid-Steer	Operating Capacity	1751 - 2200 Lbs	to 66		hour	$31.16
321	8542	Loader, Skid-Steer	Operating Capacity	2901 to 3300 Lbs	to 81		hour	$36.76

	A	B	C	D	E	F	G	H
1	Cost Code	Equipment	Specifications	Capacity or Size	HP	Notes	Unit	2021 Rate
322	8549	Snow Plower, Salt Spreader	Towed Salt Spreader/Snow Plower	26 ft X 8 ft	260	Plus Towed Salt Spreader	hour	$25.00
323	8550	Snow Blower, Truck Mounted	Capacity	600 Tph	to 75	Does not include truck	hour	$33.74
324	8551	Snow Blower, Truck Mounted	Capacity	1400 Tph	to 200	Does not include truck	hour	$90.01
325	8552	Snow Blower, Truck Mounted	Capacity	2000 Tph	to 340	Does not include truck	hour	$135.34
326	8553	Snow Blower, Truck Mounted	Capacity	2500 Tph	to 400	Does not include truck	hour	$147.02
327	8558	Snow Thrower, Walk Behind	Cutting Width	25 in	to 5		hour	$3.01
328	8559	Snow Thrower, Walk Behind	Cutting Width	60 in	to 15		hour	$14.67
329	8559-1	SnowBroom	Oshkosh Snow Broom	Blower Airport Equipment Model 2718	450-500		hour	$184.00
330	8560	Snow Blower	Capacity	2,000 Tph	to 400		hour	$232.52
331	8561	Snow Blower	Capacity	2,500 Tph	to 500		hour	$251.98
332	8561-1	Snow Blower	MTE Snow Mauler		428		hour	$260.00
333	8561-2	Snow Blower	Vammas PSB 4500MTE	Uses high quality Bristles	420		hour	$266.00
334	8562	Snow Blower	Capacity	3,500 Tph	to 600		hour	$278.68
335	8563	The Vammas 4500	Snow Remover	26ft Plow, 20ft Broom + Airblast	428	Equip with Plow & Broom	hour	$263.64
336	8564	The Vammas 5500	RM300	96"W x 20"D	350	Soil Stabilization, Reclaimer	hour	$214.97
337	8565	Pavement Sweeper	H-Series		420	Equip with Broom	hour	$232.21
338	8569	Dust Control De-Ice Unit	1300-2000 gal	173"Lx98"Wx51"H	5.5	Hydro Pump w/100' 1/2" hose	hour	$3.59

	A	B	C	D	E	F	G	H
1	Cost Code	Equipment	Specifications	Capacity or Size	HP	Notes	Unit	2021 Rate
339	8570	Loader-Backhoe, Wheel	Loader Bucket Capacity	0.5 CY	to 40	Loader and Backhoe Buckets included.	hour	$22.97
340	8571	Loader-Backhoe, Wheel	Loader Bucket Capacity	1 CY	to 70	Loader and Backhoe Buckets included.	hour	$30.36
341	8572	Loader-Backhoe, Wheel	Loader Bucket Capacity	1.5 CY	to 95	Loader and Backhoe Buckets included.	hour	$43.91
342	8573	Loader-Backhoe, Wheel	Loader Bucket Capacity	1.75 CY	to 115	Loader and Backhoe Buckets included.	hour	$52.69
343	8580	Distributor, Asphalt	Tank Capacity Mounted on Trailer	550 Gal	16	burners, insulated tank, and circulating spray bar.	hour	$18.40
344	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	$27.35
345	8582	Distributor, Asphalt	Tank Capacity Mounted on Truck	4000 Gal		Truck Mounted. Includes burners, insulated tank, and circulating spray bar. Include truck rate.	hour	$39.34
346	8583	Distributor	ETNYRE Oil Distributor Model - PB348		300		hour	$44.18
347	8584	Distributor	ETNYRE Quad Chip Spreader		280		hour	$88.36
348	8590	Trailer, Dump	Capacity	20 CY	0	Does not include Prime Mover.	hour	$12.81

	A	B	C	D	E	F	G	H
1	Cost Code	Equipment	Specifications	Capacity or Size	HP	Notes	Unit	2021 Rate
349	8591	Trailer, Dump	Capacity	30 CY	0	Does not include Prime Mover.	hour	$13.56
350	8600	Trailer, Equipment	Capacity	30 Tons	0		hour	$16.99
351	8601	Trailer, Equipment	Capacity	40 Tons	0		hour	$18.74
352	8602	Trailer, Equipment	Capacity	60 Tons	0		hour	$23.01
353	8603	Trailer, Equipment	Capacity	120 Tons	0		hour	$34.36
354	8610	Trailer, Water	Tank Capacity	4000 Gal	0	Includes a centrifugal pump with sump and a rear spraybar.	hour	$15.84
355	8611	Trailer, Water	Tank Capacity	6000 Gal	0	Includes a centrifugal pump with sump and a rear spraybar.	hour	$19.44
356	8612	Trailer, Water	Tank Capacity	10000 Gal	0	Includes a centrifugal pump with sump and a rear spraybar.	hour	$22.61
357	8613	Trailer, Water	Tank Capacity	14000 Gal	0	Includes a centrifugal pump with sump and a rear spraybar.	hour	$28.09
358	8614	Truck- Water Tanker	1000 gal. tank		175		hour	$32.44
359	8620	Tub Grinder			to 440		hour	$99.68
360	8621	Tub Grinder			to 630		hour	$150.70
361	8622	Tub Grinder			to 760		hour	$192.21
362	8623	Tub Grinder			to 1000		hour	$337.45
363	8627	Horizontal Grinder	Model HG6000		630		hour	$59.95
364	8628	Stump Grinder	1988 Vermeer SC-112		102		hour	$49.27
365	8629	Stump Grinder	24" grinding wheel		110		hour	$46.96

	A	B	C	D	E	F	G	H
1	Cost Code	Equipment	Specifications	Capacity or Size	HP	Notes	Unit	2021 Rate
366	8630	Sprayer, Seed	Working Capacity	750 Gal	to 30	Trailer & truck mounted. Does not include Prime Mover.	hour	$14.61
367	8631	Sprayer, Seed	Working Capacity	1250 Gal	to 50	Trailer & truck mounted. Does not include Prime Mover.	hour	$20.21
368	8632	Sprayer, Seed	Working Capacity	3500 Gal	to 115	Trailer & truck mounted. Does not include Prime Mover.	hour	$30.20
369	8633	Mulcher, Trailer Mounted	Working Capacity	7 TPH	to 35		hour	$15.17
370	8634	Mulcher, Trailer Mounted	Working Capacity	10 TPH	to 55		hour	$22.34
371	8635	Mulcher, Trailer Mounted	Working Capacity	20 TPH	to 120		hour	$31.50
372	8636	Scraper	Soil Recycler WR 2400	w 317 gal fuel tank	563		hour	$320.08
373	8637	Trailer	Double Belly Bottom-dump Trailer	26 CY of soil in one dump	330	13 CY of soil each berry	hour	$40.53
374	8638	Rake	Barber Beach Sand Rake 600HDr, towed		0	Towed by Beach vehicle	hour	$16.00
375	8639	Chipper	Wildcat 626 Cougar Trommel Screen chipper w belt		125		hour	$35.88
376	8640	Trailer, Office	Trailer Size	8' x 24'	0	Cargo Size 16ft	hour	$2.31
377	8641	Trailer, Office	Trailer Size	8' x 32'	0	Cargo Size 24ft	hour	$2.74
378	8642	Trailer, Office	Trailer Size	10' x 32'	0	Cargo Size 20ft	hour	$3.62

	A	B	C	D	E	F	G	H
1	Cost Code	Equipment	Specifications	Capacity or Size	HP	Notes	Unit	2021 Rate
379	8643	Trailer	Haz-Mat Equipment trailer	8'x18'	0	Move by Tractor to Location	hour	$39.42
380	8644	Trailer, Covered Utility Trailer	(7’ X 16’)		0	Move by Tractor to Location	hour	$5.96
381	8645	Trailer, Dodge Ram	8' x 24' shower trailer- 12 showers		101		hour	$30.75
382	8646	Trailer, Dodge	8' x 32’ flatbed water	25,000 MGVW	200	4x2-Axle	hour	$29.00
383	8650	Trencher			to 40	Walk-behind, Crawler & Wheel Mounted. Chain and Wheel.	hour	$17.24
384	8651	Trencher			to 85	Walk-behind, Crawler & Wheel Mounted. Chain and Wheel.	hour	$29.85
385	8652	Trencher/Ditcher	New Holland B115B (disc. 2012)	EROPS 4WD	108		hour	$36.56
386	8653	Trencher/Ditcher	New Holland T8.330	EROPS 4WD	284		hour	$86.94
387	8654	Trencher Accessories	2008 Griswold Trenchbox		0		hour	$1.99
388	8660	Plow, Cable	Plow Depth	24 in	to 30		hour	$13.93
389	8661	Plow, Cable	Plow Depth	36 in	to 65		hour	$40.95
390	8662	Plow, Cable	Plow Depth	48 in	to 110		hour	$43.15
391	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	$36.15

	A	B	C	D	E	F	G	H
1	Cost Code	Equipment	Specifications	Capacity or Size	HP	Notes	Unit	2021 Rate
392	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	$56.38
393	8672	Movax SP-60	28-32 ton Head	134KW	178	Sonic Sidegrip Vibratory Pile Driver	Hour	$110.73
394	8680	Truck, Fire Aerial Platform	112Ft Ladder	3000gpm/1000 gal Water or Foam	600	2-1000gpm Nozzles 1-Each side of Platform	Hour	$85.90
395	8681	Truck, Fire, Engine Type-1		1000GPM/300gal		Engine, with Pump & Roll	hour	$141.96
396	8682	Truck, Fire, Engine Type-2		500GPM/300gal		Engine, with Pump & Roll	hour	$133.85
397	8683	Truck, Fire, Engine Type-3	48 ft Ladder	150gpm/500gal,	115-149	Hose 1-1/2"D 500' Long	hour	$120.97
398	8684	Truck, Fire	Aerial 100Ft Ladder	2000gpm/500gal	450	1500gpm Monitor/nozzle	hour	$180.49
399	8685	Truck, Fire (Type-I)	48 ft Ladder	1000gpm/400gal, 500gpm Master Stream	200-250	Hose 2-1/2"D 1200' Long	hour	$156.16
400	8686	Truck, Fire (Type-II)	48 ft Ladder	500gpm/300gal	100-199	Hose 2-1/2"D 1000' Long	hour	$133.34
401	8687	Truck, Fire, Support Water Tender S1		300GPM/4000gal	115-149	S1 Water Tender	hour	$116.10
402	8688	Truck, Fire, Support Water Tender S2		200GPM/2500gal		S2 Water Tender	hour	$104.95
403	8689	Truck, Fire, Support Water Tender S3		200GPM/1000gal		S3 Water Tender	hour	$80.11
404	8690	Truck, Fire		1000 GPM @150 psi			hour	$71.31
405	8691	Truck, Fire		1250 GPM/2500 gal	500		hour	$75.61
406	8692	Truck, Fire		1500 GPM/1000 gal	500		hour	$82.24
407	8693	Truck, Fire		2000 GPM			hour	$85.22

	A	B	C	D	E	F	G	H
1	Cost Code	Equipment	Specifications	Capacity or Size	HP	Notes	Unit	2021 Rate
408	8694	Truck, Fire Ladder	Aerial 75 ft Ladder	1500GPM/600 gal	475		hour	$122.69
409	8695	Truck, Fire Ladder	Aerial 150 ft Ladder	150 FT		No Platform,	hour	$148.48
410	8696	Truck, Fire	No Ladder		330	Rescue Equipment	hour	$97.71
411	8697	Truck, Fire, Tactical Water Tender T1		250GPM/2000gal	175		hour	$121.17
412	8698	Truck, Fire, Tactical Water Tender T2		250GPM/1000gal			hour	$104.11
413	8699	Truck, Fire, Engine Type-3		150GPM/500gal		Engine, with Pump & Roll	hour	$128.27
414	8700	Truck, Flatbed	Maximum Gvw	15000 Lbs	to 200	Diesel Engine	hour	$22.24
415	8701	Truck, Flatbed	Maximum Gvw	25000 Lbs	to 275	Gasoline Engine	hour	$33.72
416	8701-1	Truck, Flatbed	Maximum Gvw	25000 Lbs	200	Diesel Engine	hour	$28.95
417	8702	Truck, Flatbed	Maximum Gvw	30000 Lbs	217	Diesel Engine	hour	$29.31
418	8703	Truck, Flatbed	Maximum Gvw	45000 Lbs	to 380	Diesel Engine	hour	$48.23
419	8708	Trailer, Semi	48ft to 53ft, flat-bed, freight, two axle	50,000 gvwr	0		hour	$8.79
420	8709	Trailer, Semi	enclosed 48 ft to 53 ft, two axles	50,000 gvwr	0	Enclosed	hour	$9.96
421	8710	Trailer, Semi	28ft, single axle, freight	25,000 gvwr	0		hour	$10.15
422	8711	Flat Bed Utility Trailer	6 ton		0		hour	$3.62
423	8711-1	Sewer Camera Inspection Truck		Aries Pathfinder System Control Center, Work Station			hour	$14.00
424	8712	Cleaner, Sewer/Catch Basin	Hopper Capacity	5 CY	50	Truck Mounted. (350 gal)	hour	$25.81
425	8713	Cleaner, Sewer/Catch Basin	Hopper Capacity	14 CY	60	Truck Mounted. (1500 Gal)	hour	$31.96

	A	B	C	D	E	F	G	H
1	Cost Code	Equipment	Specifications	Capacity or Size	HP	Notes	Unit	2021 Rate
426	8714	Combined Sewer Cleaning	800 Gal Spoils/400 Gal Water	500/800 gal	190	with water & waste Tanks	hour	$86.29
427	8714-1	Vector Combine Vacuum Truck	1500 gal Water	15 Cu Yd	330	with water & waste Tanks	hour	$88.16
428	8714-2	Combined Sewer Cleaning	Peterbilt	1500 gal Water	345		hour	$90.00
429	8714-3	Combined Sewer Cleaning	VACCON Combined Sewer Vacuum	500-1500 gals	370		hour	$80.00
430	8715	Truck, Hydro Vac	model LP555DT	pump	36	Towed by tractor	hour	$18.76
431	8716	Leaf Vac	Tow by Truck 22,000 cfm capacity		85	Leaf Vac + Truck Code 8811	hour	$53.67
432	8717	Truck, Vacuum	60,000 GVW		400		hour	$77.79
433	8718	Trash Pump	CPB Rating - 10MTC	10000 gal/Hr	7	Self- Priming Trash Pump	hour	$7.87
434	8719	Litter Picker	model 2007 Barber		0	Towed by tractor	hour	$9.59
435	8720	Truck, Dump	Struck Capacity	8 CY	to 220		hour	$52.96
436	8721	Truck, Dump	Struck Capacity	10 CY	to 320		hour	$65.75
437	8722	Truck, Dump	Struck Capacity	12 CY	to 400		hour	$73.31
438	8723	Truck, Dump	Struck Capacity	14 CY	to 400		hour	$78.59
439	8724	Truck, Dump, Off Highway	Struck Capacity	28 CY	to 450		hour	$139.82
440	8725	Truck, Dump	Struck Capacity	18 CY	to 400		hour	$84.27
441	8726	Truck, Dump	Caterpillar Sand hauling truck		489		hour	$132.00
442	8730	Truck, Garbage	Capacity	25 CY	to 255		hour	$50.49
443	8731	Truck, Garbage	Capacity	32 CY	to 325		hour	$57.86

	A	B	C	D	E	F	G	H
1	Cost Code	Equipment	Specifications	Capacity or Size	HP	Notes	Unit	2021 Rate
444	8733	E-BAM Services	Environmental Beta Attenuation Air Monitor		0	Powered by Solar System	hour	$3.11
445	8734	Attenuator, Safety	that can stop a vehicle at 60 mph		0		hour	$5.44
446	8735	Truck, Attenuator	2004 Truck Mounted for 60 mph		0		hour	$3.94
447	8736	Truck, Tow	1987 Chevy Kodiak 70		175		hour	$29.13
448	8744	Van, Custom	Special Service Canteen Truck		350		hour	$18.61
449	8745	Van, Sstep	model MT10FD		300		hour	$22.36
450	8746	Van-up to 15 Passenger	light duty, class 1		225-300		hour	$20.77
451	8747	Van-up to 15 Passenger	light duty, class 2		225-300		hour	$21.06
452	8748	Van-Cargo	light duty, class 1		225 - 300		hour	$22.75
453	8749	Van-Cargo	light duty, class 2		225-300		hour	$23.00
454	8750	Vehicle, Small			to 30		hour	$6.50
455	8753	Vehicle, Recreational			to 10		hour	$2.91
456	8754	Motor Coach	GVW 50534	56 Passenger + 1-Driver	430	Passenger Transportation	Hour	$64.84
457	8755	Golf Cart	Battery operated	2 person	0		hour	$3.85
458	8761	Vibrator, Concrete	Shaft Length 16-ft, Head Diameter 2.5-in		2		hour	$1.51
459	8770	Welder, Portable			to 16	Includes ground cable and lead cable.	hour	$3.89

	A	B	C	D	E	F	G	H
1	Cost Code	Equipment	Specifications	Capacity or Size	HP	Notes	Unit	2021 Rate
460	8771	Welder, Portable			to 34	Includes ground cable and lead cable.	hour	$7.09
461	8772	Welder, Portable			to 50	Includes ground cable and lead cable.	hour	$11.95
462	8773	Welder, Portable			to 80	Includes ground cable and lead cable.	hour	$12.22
463	8780	Truck, Water	Tank Capacity	2500 Gal	to 175	Include pump and rear spray system.	hour	$28.95
464	8781	Truck, Water	Tank Capacity	4000 Gal	to 250	Include pump and rear spray system.	hour	$52.59
465	8788	Container & Roll Off Truck	Roll off Truck	30 yds,	200	Roll-off-Truck only	hour	$24.06
466	8789	Truck, Tractor	1997 Freightliner F120		430		hour	$57.61
467	8790	Truck, Tractor	4 x 2	25000 lbs	to 210		hour	$40.49
468	8791	Truck, Tractor	4 x 2	35000 lbs	to 330		hour	$49.93
469	8792	Truck, Tractor	6 x 2	45000 lbs	to 360		hour	$57.25
470	8793	Truck	Ford F-450 Cutaway Truck		225		hour	$85.78
471	8794	Truck, Freight	Enclosed w/lift gate. Medium duty class 5	gvwr 16000-19500 Lbs	200	4 X 2 Axle (D)	hour	$27.63
472	8795	Truck, Backhoe Carrier	Three axle, class 8, heavy duty	over 33000Lbs	280		hour	$35.04

	A	B	C	D	E	F	G	H
1	Cost Code	Equipment	Specifications	Capacity or Size	HP	Notes	Unit	2021 Rate
473	8796	Truck, Freight	Eenclosed w/lift gate. Heavy duty, class 7	26,001 to 33,000 lbs gvwr	217	4 X 2 Axle (D)	hour	$31.87
474	8797	Truck, Freight	M2-106	Refrigerated Box Truck	250		hour	$31.41
475	8798	Truck	Tilt and roll-back, two axle, class 7 heavy duty,	to 33,000 gvwr	217	4 X 2 Axle (D)	hour	$32.58
476	8799	Truck,	Tilt and roll back, three axle. class 8 heavy duty	over 33,001 gvwr	280	6 X 4 Axle (D)	hour	$42.92
477	8800	Truck, Pickup				When transporting people.	mile	$0.56
478	8801	Truck, Pickup	1/2-ton Pickup Truck	4x2-Axle	160		hour	$11.75
479	8802	Truck, Pickup	1-ton Pickup Truck	4x2-Axle	234		hour	$16.81
480	8803	Truck, Pickup	1 1/4-ton Pickup Truck	4x2-Axle	260		hour	$21.10
481	8804	Truck, Pickup	1 1/2-ton Pickup Truck	4x2-Axle	300		hour	$21.13
482	8805	Truck, Pickup	1 3/4-ton Pickup Truck	4x2-Axle	300		hour	$21.94
483	8806	Truck, Pickup	3/4-ton Pickup Truck	4x2-Axle	165		hour	$12.77
484	8807	Truck, Pickup	3/4-ton Pickup Truck	4x4-Axle	285	Crew	hour	$19.87
485	8808	Truck, Pickup	1-ton Pickup Truck	4x4-Axle	340	Crew	hour	$20.57

	A	B	C	D	E	F	G	H
1	Cost Code	Equipment	Specifications	Capacity or Size	HP	Notes	Unit	2021 Rate
486	8809	Truck, Pickup	1 1/4-ton Pickup Truck	4x4-Axle	360	Crew	hour	$25.19
487	8810	Truck, Pickup	1 1/2-ton Pickup Truck	4x4-Axle	362	Crew	hour	$25.53
488	8811	Truck, Pickup	1 3/4-ton Pickup Truck	4x4-Axle	362	Crew	hour	$26.24
489	8820	Skidder Accessory	2005 JCB Grapple Claw		0		hour	$1.77
490	8821	Forklift, Accessory	2005 ACS Grapple Bucket		0		hour	$1.58
491	8822	Truck, Loader	Debris/Log (Knuckleboom Loader/Truck)		230		hour	$53.97
492	8823	Chipper- Wood Recycler	Cat 16 engine		700		hour	$120.16
493	8824	Skidder	model Cat 525B		up to 160		hour	$110.67
494	8825	Skidder	40K lbs- model Cat 525C		161 and up		hour	$132.45
495	8840	Truck, Service	fuel and lube	up to 26,000 gvwr	215-225		hour	$40.75
496	8841	Truck, Fuel	2009 International 1,800 gal. storage tank		200		hour	$32.46
497	8842	Mobile Command Trailer	(8’ X 28’) with 7.5 KW Generator		0	Move to Location by Tractor	hour	$14.94
498	8843	Mobile Response Trailer	(8’ X 31’) with 4.5 KW Generator?		0	Move to Location by Tractor	hour	$14.06
499	8844	Mobile Command Center	(unified) (RV) Ulitimaster MP-35	43 FT Long with Generator	400		hour	$87.31
500	8845	Mobile Command Post Vehicle	(RV) (In- Motion)	22-Ft Long	340		hour	$31.99

	A	B	C	D	E	F	G	H
1	Cost Code	Equipment	Specifications	Capacity or Size	HP	Notes	Unit	2021 Rate
501	8846	Mobile Command Post Vehicle	(RV) (Stationary) w/9.6 KW Generator	22-Ft Long	340		hour	$20.61
502	8847	Mobile Command Center (Trailer)	48'x8' Trailer, Fully Equiped Mobile Command Center	48-Ft Long	0	Move to Location by Tractor	hour	$32.13
503	8848	Mobile Command Center (Trailer)	48'x8' When being Moved w/Truck Tractor		310		hour	$51.40
504	8849	Mobile Command Center	43'x8.5' x 13.5'H with self 30kw Generator		280	Generator Rate not included	hour	$56.15
505	8850	Mobile Command Center	2007-Freightliner MT-55, (RV)		260		hour	$47.78
506	8851	Mobile Command Van	1990- Ford Econoline-Communication Van		230	Communication Equipment	hour	$43.38
507	8852	Mobile Command Center	47.5' X 8.75 Fully Equip' (In motion) (RV)		410		hour	$68.99
508	8853	Mobile Command Center	47.5' X 8.75 Fully Equip' (Stationary)		410		hour	$46.53
509	8854	Mobile Command Vehicle	53' X 8.75 Fully Equip		480-550		hour	$100.22
510	8870	Light Tower	Terex/Amida AL 4000. with (4) 500 watt lights	10kw power unit	13.5		hour	$10.56
511	8871	Light Tower	2004 Allmand		7.5		hour	$6.67

	A	B	C	D	E	F	G	H
1	Cost Code	Equipment	Specifications	Capacity or Size	HP	Notes	Unit	2021 Rate
512	8872	SandBagger Machine	(Spider) automatic	Vibration & Conveyor Motors	2-4.5		hour	$50.11
513	8900	Helicopter	OH-58 KIOWA (Military) is the same as “Bell-206B3		420		hour	$538.00
514	8901	Helicopter	OH-58 KIOWA (Military) is the same as “Bell-206BR		420		hour	$495.85
515	8902	Helicopter	Model Bell 206-L3 Jet Range Helicopter		650	Jet Range III-Helicopter	hour	$583.05
516	8903	Helicopter	Model Bell 206L1 Long Ranger		650	Long Ranger	hour	$593.67
517	8904	Helicopter	Model Bell 206LT Long Range Twinranger		450	Twinranger	hour	$773.99
518	8905	Helicopter	Model Bell 407 EMS- Ambulance		630		hour	$666.00
519	8906	Fixed wing	Model Navajo PA-31		310		hour	$450.00
520	8907	Fixed wing	PA-31-350, Navajo Chieftn twin engine		350		hour	$490.00
521	8908	Helicopter	Model UH-60 (Blackhawk) medium lift	Medium Lift	1890	Fire Fighter Same as S70C	hour	$3,016.09
522	8909	Helicopter	Model UH-A (Blackhawk) Medium lift	Medium Lift	1890	Fire Fighter	hour	$5,636.87

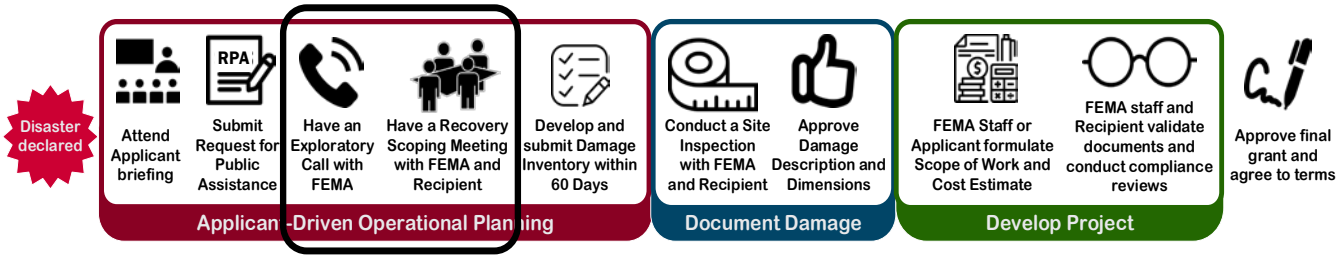
	A	B	C	D	E	F	G	H
1	Cost Code	Equipment	Specifications	Capacity or Size	HP	Notes	Unit	2021 Rate
523	8910	Helicopter	Model CH-47 (Chinook) heavy lift	Heavy Lift	2850	Fire Fighter	hour	$11,009.51
524	8911	Helicopter- light utility	Model Bell 407GX - 7 seater	7-Seaters	675	Passenger Aircraft	hour	$657.00
525	8912	Helicopter- light utility	Modle Bell 206L-7 seater	7-Seaters	420	Passenger Aircraft	hour	$616.43
526	8913	Helicopter	Model Bell-206L4		726		hour	$570.00
527	8914	Fixed wing	Blackhawk King Air B200XP61		669		hour	$1,608.00
528	8915	Fixed wing	Blackhawk Caravan XP42 A		850		hour	$864.00
529	8916	Fixed wing	King Air C90 XP135 A		550		hour	$1,416.00
530	8917	Aerostar Helicopter	Aerostar 601P		290		hour	$463.00
531	8918	Huey Helicopter	Engine:1 × Lycoming T53-L-11 turboshaft		1100	Travel Range 253 Nautical Miles	hour	$1,396.01
532	8919	Helicopter	Utility Bell 429		710		hour	$920.00
533	8920	Helicopter	Commercial Bell Huey II				hour	$1,107.00
534	8943	Wire Puller Machine	Overhead Wire Pulling Machine		30	Overhead/Underground Wire Pulling Machine	hour	$20.44
535	8944	Wire Tensioning Machine	3000 Lbs			Overhead Wire Tensioning Machine	hour	$15.05
536	8945	Aerial Lift	model 2008 Genie Scissor Lift	1000 Lbs		24 Volt	hour	$6.53

V. SCOPING MEETING CHECKLIST

Early Coordination:
Exploratory Call and Recovery Scoping Meeting

This Quick Guide explains **why the Exploratory Call and the Recovery Scoping Meeting are important** to the success of FEMA Public Assistance grant development and the **responsibilities of an Applicant** in this early coordination.

The Public Assistance Program Delivery Process



What is an Exploratory Call?

An Exploratory Call is **an introductory discussion between an Applicant and FEMA staff** to discuss disaster-related damages and learn what is required to develop a Public Assistance grant. After a Request for Public Assistance has been approved, Applicants are assigned a Program Delivery Manager, who will be their central FEMA point of contact to help navigate the grant process. The Program Delivery Manager will conduct an Exploratory Call, which should occur within 7 days of assignment. During the call, an Applicant will:

Recipient
State, tribe or territory that receives and administers the Public Assistance Federal award.

Applicant
State, local, tribal, or territorial government or eligible private non-profit entity submitting a request for assistance under the Recipient's Federal award.

- Connect with the Program Delivery Manager
- Learn about Public Assistance grants and how they are developed
- Describe incident-related damage and barriers to recovery, including impacts to critical infrastructure and funding needs
- Learn how to report damage claims
- Identify key personnel to include in future meetings
- Learn about key documentation that must be submitted in support of damage claims
- Discuss and schedule the Recovery Scoping Meeting.

The Program Delivery Manager uses the Exploratory Call to tailor the agenda of the Recovery Scoping Meeting. It also allows an Applicant to prepare for and coordinate participation in the Recovery Scoping Meeting.

What is a Recovery Scoping Meeting?

A Recovery Scoping Meeting is a **detailed and in-depth working session** between an Applicant and FEMA staff to discuss the impacts of the incident and develop the strategy for Public Assistance grant development. The discussion during the Recovery Scoping Meeting establishes an Applicant's priorities and sets the tempo for the Public Assistance delivery process. The Recovery Scoping Meeting occurs within 21 days of Applicant assignment to a Program Delivery Manager.

The Recovery Scoping Meeting starts the 60-day regulatory timeframe during which an Applicant must identify and report damage.

Topics in Recovery Scoping Meeting

- Applicant's recovery plans and priorities
- Details of incident-related damage
- Work that has already been done
- Logically grouping damages into projects
- Documentation and information needs
- Schedule and dates for site inspections
- Potential hazard mitigation opportunities
- Insurance, environmental and historic preservation compliance requirements

How should an Applicant prepare for a Recovery Scoping Meeting?

An Applicant should be ready to actively participate in this working session and invite all relevant staff with knowledge of disaster-related damages and community needs, to ensure the Applicant and FEMA can develop an appropriate strategy for recovery. To prepare for the Recovery Scoping Meeting, an Applicant should consider the steps below.

- ☐ Continue to **identify and report disaster-related damages** in the Damage Inventory in Grants Portal. Applicant may develop a draft damage inventory to discuss with the Program Delivery Manager prior to uploading into Grants Portal.
- ☐ Identify **desired recovery outcomes** for disaster-related damage. Consider:
  - How do you want to fix your damaged facilities and/or infrastructure?
  - Do you have long-term community development plans?
  - Do you need help in determining your long-term plan?
- ☐ **Prioritize disaster-related damages**. Consider:
  - Which facilities or infrastructure should be addressed first?
  - Do you have any funding needs?
- ☐ Identify and **invite the staff** with in-depth knowledge of disaster-related damages, such as public utilities managers, transportation department staff, or bookkeeping staff who can gather supporting documentation for disaster claims.
- ☐ Identify **representatives with knowledge** of damaged facilities or infrastructure **who will participate in site inspections**.
- ☐ Begin to **gather supporting documentation**, including pay/personnel policy, procurement Policy, relevant insurance policies, and contracts.
- ☐ **Review schedule** and identify times for regular follow-up meetings with FEMA.

The *Quick Guide* series is a set of documents that explain the roles and responsibilities of Recipients and Applicants in key steps in FEMA's Public Assistance Program delivery process. The Public Assistance Program provides Federal grant funding to help communities quickly respond to and recover from major disasters or emergencies declared by the President. Read more about Public Assistance Program delivery in other Quick Guides, the Public Assistance Program and Policy Guide, and resources available on Grants Portal.

VI. QUARTERLY PROGRESS REPORT FORM (WITH INSTRUCTIONS)

QUARTERLY PROGRESS REPORT FORM 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 incomplete and complete projects. If you already reported work for a specific PW as 100 % complete and submitted the P.4 for that PW, you do not have to report on it again.

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, closeout and/or direct administrative costs.

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 should be very well documented and use professional standards for accounting and project management cost tracking. These projects are defined in FEMA 322 as; wastewater treatment, hospital, school, office bldg., power plant, dam, tunnels, pumping station, incinerator, marine terminal, unconventional designs etc.***

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)

NEW YORK STATE | 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 –4h Floor
Albany, NY 12242
Telephone: (518) 292-2241 Fax: (518) 322-4984

FEMA Disaster # **P.A. I.D. #** **Applicant Name:**

PW #	A) Actions Required *See Instructions	B) Expenditures to Date / C) Estimated Final Cost	D) FEMA Approved Period of Performance End Date	E) Projected Completion Date	F) Physical Work Completed	G) Work Completed	H) Work in Progress	I) Work to be Started	J) Obstacles & Solutions	K) Comments
	☐Time Extension ☐Scope of Work change ☐Other (See comments)	$ $								
	☐Time Extension ☐Scope of Work change ☐Other (See comments)	$ $								
	☐Time Extension ☐Scope of Work change ☐Other (See comments)	$ $								
	☐Time Extension ☐Scope of Work change ☐Other (See comments)	$ $								
	☐Time Extension ☐Scope of Work change ☐Other (See comments)	$ $								
	☐Time Extension ☐Scope of Work change ☐Other (See comments)	$ $								
	☐Time Extension ☐Scope of Work change ☐Other (See comments)	$ $								

L) Primary Point of Contact: Check box ☐ if the person listed below is the new Primary Point of Contact for your organization.

Name	Mailing Address	Email	Phone	Fax	Date

VII. DEBRIS REMOVAL FACT SHEET

PUBLIC ASSISTANCE PROGRAM
DEBRIS REMOVAL FACT SHEET FOR LOCAL GOVERNMENTS
FEMA-4625-DR-NY

This Fact Sheet was prepared to provide information about how the Federal Emergency Management Agency's (FEMA) Public Assistance (PA) program can reimburse certain debris removal activities performed by eligible Applicants. Eligible Applicants are State and local governments, Federally recognized Native American Nations, and certain private non-profits (PNPs) that perform a government-like service, within Presidentially-declared disaster counties. FEMA reimbursement is made on a 75% federal--25% non-federal basis unless the Applicant opts in to Alternative Procedures for Debris Removal by including straight-time labor in the project as described in the Public Assistance Program and Policy Guide (PAPPG) Version 4.

- Effective August 16, 2018 the NYS Department of Environmental Conservation (DEC) issued Emergency General Permit GP-0-18-005 covering emergency actions in response to the August 2018 flooding. Local governments and others seeking information on burning and handling debris, dam safety, quarantining invasive species, hazardous waste, permitting and approvals (including emergency authorizations for hurricane-related repairs), and other matters under the jurisdiction of the DEC should view the agency's website at https://www.dec.ny.gov/ or contact the appropriate DEC regional office (see https://www.dec.ny.gov/24.html for addresses and phone numbers).

- Local governments and others doing work in waterways and other areas under the purview of the U.S. Army Corps of Engineers (USACE) are reminded that projects receiving expedited DEC permits and approvals may still require USACE coordination. Information about the USACE's Buffalo and New York Districts, including any emergency permits covering the repair of storm-damaged facilities, is available at https://www.lrb.usace.army.mil/ and https://www.nan.usace.army.mil/, respectively.

- MAP-21 Emergency Relief allows FEMA reimbursement for disaster related debris removal on FHWA roads.

Under the Presidential Disaster Declaration for New York (FEMA-4625-DR-NY), FEMA may provide assistance to State and local governments for debris removal, including collection, pick-up, hauling, and disposal at a temporary site, segregation, reduction, and final disposal.

Debris Removal Basics:

1. Removal and disposal of disaster debris on public property – roads, streets, publicly-owned facilities and right of ways – is eligible for Federal assistance. Removal of debris from parks is eligible when it affects public health and safety or limits use.
2. Equipment and overtime costs are eligible for reimbursement. If an Applicant chooses to award contracts for debris operations, those costs are also eligible. Exercise care! FEMA is authorized only to assist with reasonable costs and only appropriately awarded contracts.
3. The cost of debris removal by private individuals is not eligible; however, eligible Applicants that choose to do so may be reimbursed for the removal of disaster-related debris brought to the public right of way by a private property owner providing it is made available to all owners within the Applicant's jurisdiction.

4. Only in very limited instances do FEMA's regulations allow reimbursement to eligible Applicants that undertake debris removal activities on private property. Regardless, Applicants must base decisions about debris removal from private property on life safety and property protection criteria, as they do absent a disaster declaration. Applicants with questions should contact the NYS Public Assistance Office, at 518-292-2293.

Municipalities Are Encouraged To:

- Use pre-negotiated contracts, if available;
- Consider using qualified local contractors because of their familiarity with the area;
- Request copies of references, licenses, and financial records from unknown contractors;
- Document the procedures used to obtain contractors;
- Work with their State-FEMA teams if technical assistance is needed for contracts and procedures.
- Review the guidance in "Developing and Monitoring Debris-Related Contracts for Eligible Applicants" below.

FEMA does not recommend, pre-approve, or certify any debris contractor. FEMA does not certify or credential personnel other than official employees and contract personnel assigned to the disaster by FEMA. Only FEMA has the authority to make determinations about Applicant, Facility or Scope of Work eligibility.

Eligible Contracts: Three general types of contracts may be used for debris operations:

1. **Time and Materials Contracts** may be used for short periods immediately after the disaster to mobilize contractors for emergency debris removal efforts. They must have a dollar ceiling or a not-to-exceed limit for hours (or both), and should be terminated immediately when those limits are reached. For FEMA reimbursement, such contracts should be limited to 70 hours of actual work. The contract should state that (a) the price for equipment applies only when equipment is operating, (b) the hourly rate includes operator, fuel, maintenance, and repair, (c) the municipality reserves the right to terminate the contract, and (d) the municipality does not guarantee a minimum number of hours.

2. **Unit Price Contracts** are based on weights (tons) or volume (cubic yards) of debris hauled, and should be used when the work is not well defined. They require close monitoring of pick-up, hauling, and dumping to ensure that quantities are accurate. Contracts may be complicated by the need to segregate debris for disposal.

3. **Lump Sum Contracts** establish the total contract price using a one-item bid from the contractor. They should be used only when the work is clearly defined.

Ineligible Contracts: FEMA will not provide funding for:

- Cost-plus-percentage of cost contracts;
- Contracts contingent upon receipt of State or Federal disaster assistance funding; or
- Contracts awarded to debarred contractors.

Contract Monitoring: The Applicant must monitor the contractor's activities to ensure satisfactory performance. The State-FEMA team can provide guidance and assistance with monitoring, if necessary. If an Applicant has sufficient staff to properly monitor operations, the cost of additional staff for monitoring (or contracting for monitoring) is eligible for Federal funding.

Documentation: Applicants should keep the following information: debris estimates (type/quantity), procurement information (bid requests, bid tabulations, etc.), contracts, invoices, and monitoring information (load tickets, scale records). An Applicant must retain payroll and equipment hours if it performs debris removal. Applicants must document the debris "cradle to grave" to include; where it came from, any staging areas, and where it went to final destination/disposition.

Technical Assistance: The State-FEMA team can provide technical assistance with planning, carrying out, and monitoring of debris removal operations. Contact the NYS Public Assistance Office, at 518-292-2293, for more information.

Developing and Monitoring Debris-Related Contracts for Eligible Applicants:

1. FEMA does not certify, credential, or recommend debris contractors.

2. No debris contractor has the authority to make eligibility determinations.

3. Be familiar with FEMA eligibility and do not allow the contractor to make eligibility determinations. Eligibility information is available in numerous FEMA documents including:

   - The Public Assistance Program and Policy Guide (PAPPG) Version 4
   - The FEMA Grants Portal under the Resources area
   - The FEMA Website www.fema.gov

4. Be certain the debris contract contains a clear and definitive scope of work, monitoring requirements, and specific language about what is required for each task.

5. Do not sign a contract until it has been thoroughly reviewed by your legal representative.

6. Always follow your organization's own procurement and bidding procedures. Use competitive bidding if possible.

7. You are responsible for payment of services contracted, even when those services are eligible for reimbursement by FEMA. FEMA and the State are not parties to a debris-related contract executed by you and your contractor.

8. FEMA advises against time and materials contracts and limits their use to a reasonable time period. FEMA may reimburse under a time and materials contract only if all of the following apply:

   - No other contract was suitable.
   - The contract has a ceiling price that the contractor exceeds at its own risk; and
   - The Applicant provides a high degree of oversight to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.

   The Applicant should define the SOW as soon as possible to enable procurement of a more acceptable type of contract.

9. All types of contracts must contain a requirement that records be kept showing the amount of debris picked up, hauled, and/or reduced to determine reasonable costs.

10. Every contract should also contain a "Termination for Convenience" clause. For example:

    This contract may be terminated at any time for the convenience of (the contracting entity). If this clause us executed, (the contracting entity) agrees to pay the contractor for all work completed through the termination date, as well as any demobilization costs that were a part of the original contract.

11. The contract should contain a cap on costs. When that cap is reached, you should perform a review of work accomplished and modify the contract, if necessary.

12. Be sure the contract sets a reasonable period for the work to be done. Monitor the work to ensure compliance with the schedule for completion.

13. Be aware that many services offered for a fee by contractors may be available free from FEMA or the State.

14. Be certain that your costs are reasonable. FEMA pays only reasonable costs.

15. It may be necessary to use temporary debris storage and/or reduction sites, which can be expensive to develop and manage. Do not sign a contract for the use of such sites unless you know it is necessary. Call your NYS Disaster Assistance Representative for assistance.

16. You, not the contractor, are responsible for monitoring and certifying debris operations. Be sure you have sufficient staff deployed for that task. If you do not have enough staff, hiring additional staff is eligible for funding according to the disaster cost share (usually 75% federal, 25% non-federal); however, those costs must be reasonable.

17. Ensure you obtain any applicable permits from DEC/USACE and follow all laws, regulations, executive orders and policies pertaining to debris to include; invasive species, and floodplain/wetland management.

Questions: Contact the NYS Public Assistance Office, at 518-292-2293.

SAMPLE RIGHT-OF-ENTRY PERMIT
(INCLUDES HOLD HARMLESS AND INSURANCE CLAUSES)

Right of Entry Permit **Date:** _____

_____
Property Address/Description

_____ _____
City Name (Owner or Tenant)

_____ _____
County Telephone Number

Right of Entry
I certify that I am the owner, or an owner's authorized agent, of the property described above. I grant, freely and without coercion, the right of access and entry to said property to the (Applicant Name), its agents, contractors, and subcontractors, for the purpose of demolishing, removing and/or clearing any or all storm-generated debris of whatever nature from the above-described property.

Hold Harmless
I understand that this permit is not an obligation upon the government to perform debris removal. I agree to hold harmless the United States Government, the Federal Emergency Management Agency (FEMA), the State of New York, and any of their agencies, agents, employees, contractors, and subcontractors, for damages of any type whatsoever, either to the above-described property or to persons situated thereon. I release, discharge, and waive any action, either legal or equitable, that might arise by reason of any action of the above entities, while removing storm-generated debris from the property. I will mark any sewer lines, septic tanks, water lines, and utilities located on the described property.

Duplication of Benefits
Most homeowner's insurance policies have coverage to pay for removal of storm-generated debris. I understand that Federal law (42 United States Code 5155 et seq.) requires me to reimburse (Applicant Name) the cost of removing the storm-generated debris to the extent covered in my insurance policy. I also understand that I must provide a copy of the proof/statement of loss from my insurance company to (Applicant Name). If l receive payment for debris removal from my insurance company, or any other source, I agree to notify and send payment and proof/statement of loss to (Applicant Name). I understand that all disaster related funding, including that for debris removal from private property, is subject to audit.

Sworn and attested: **Witnessed:**
All owners must sign below.

Print Name: _____ Print Name: _____

Signature: _____ Signature: _____

Name of Insurance Company: _____ Policy Number: _____

Please do not remove the following items: _____

_____

_____

(Continue on back if necessary)

VIII. CONSENSUS BASED CODES POLICY

Consensus-Based Codes, Specifications and Standards for Public Assistance

FEMA Recovery Interim Policy FP- 104-009-11 Version 2

BACKGROUND

Section 323 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act) authorizes FEMA to require, as a condition of grant funding, that the repair or construction of private and public facilities be done in accordance with "applicable standards of safety, decency, and sanitation in conformity with applicable codes, specifications and standards." Section 406 of the Stafford Act authorizes FEMA to provide contributions to state, local, tribal, territorial, and certain private nonprofit organizations for the repair, restoration, reconstruction, or replacement of a public facility damaged or destroyed by a major disaster and associated expenses incurred. As amended by Section 1235(b) of the Disaster Recovery Reform Act of 2018 (DRRA), Section 406(e) requires FEMA to fund repair, restoration, reconstruction, or replacement in conformity with "the latest published editions of relevant consensus-based codes, specifications, and standards that incorporate the latest hazard-resistant design and establish minimum acceptable criteria for the design, construction, and maintenance of residential structures and facilities that may be eligible for assistance under this Act for the purposes of protecting the health, safety, and general welfare of a facility's users against disasters."

PURPOSE

The purpose of the Recovery Interim Policy FP-104-009-11, *Consensus-Based Codes, Specifications and Standards for Public Assistance* (Policy) is to define the framework and requirements for consistent and appropriate implementation of consensus-based design, construction and maintenance codes, specifications and standards (*subsequently referred to as "consensus-based codes, specifications and standards" in this Policy*) for Public Assistance (PA) to promote resiliency and achieve risk reduction under the authority of the Stafford Act §§ 323 and 406(e) (42 U.S.C. §§ 5165a and 5172) and 44 Code of Federal Regulations (CFR) § 206, subpart M. These codes, specifications and standards only apply to repair and replacement of disaster damaged elements and facilities. Nothing in this Policy makes eligible the cost associated with ongoing operations and maintenance. This interim Policy supersedes the *Public Assistance Program and Policy Guide* (PAPPG)[1] subsection: FEMA Required Minimum Codes and Standards.

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[1] *Found in FEMA's Public Assistance Program and Policy Guide, FP104-009-2/April 2018. Chapter VII.B.2 Permanent Work Eligibility: Codes and Standards; FEMA Required Minimum Codes and Standards.*

PRINCIPLES

Application of the latest nationwide consensus-based codes, specifications and standards that incorporate hazard-resistance for PA funded projects will:

A. Increase the Resiliency of Communities After a Disaster – Facilities restored to a code, specification or standard that includes hazard-resistant designs and criteria will be strengthened and experience fewer interruptions and less damage in the future enabling those facilities to continue to function during and after a disaster.[2]

B. Protect Lives and Property – Use of consensus-based codes, specifications and standards that include hazard-resistant designs and criteria will further FEMA's core mission to protect lives and property by increasing the safety and resilience of facilities that receive PA funding.

C. Support the Efficient Use of Federal Dollars – Applicants using consensus-based codes, specifications and standards that incorporate hazard-resistance criteria for federally funded projects will reduce future vulnerability of disaster damaged facilities thereby reducing the need for future Federal disaster recovery funding and other assistance.

REQUIREMENTS

A. APPLICABILITY

Outcome: To establish the applicability and the parameters for the implementation of this interim Policy.

1. Applicants under disasters declared on or after the date of this interim Policy must apply the relevant consensus-based codes, specifications and standards identified in Appendix A - Consensus-Based Codes, Specifications and Standards to all permanent work PA projects for applicable facility types (buildings, electric power, roads, bridges, potable water and wastewater) for which they are seeking funding.

[2] *In identifying standards for incorporation into this policy, FEMA considered resilience to mean: Able to prepare for anticipated hazards, adapt to changing conditions, and withstand and recover rapidly from disruptions. Presidential Policy Directive 21 (PPD-21): Critical Infrastructure Protection and Resilience.*

2. Applicants who fall into any of the following categories may submit to FEMA a written request to opt-in (example provided in Appendix B – *Opt-in Notification for Consensus-Based Codes, Specifications and Standards for Public Assistance*) to the guidelines of this interim Policy. If the PA funded construction has started or is complete, FEMA will not provide PA funding for any duplicative work as a result of opting into this Policy.

    a. Incidents declared between August 1, 2017, and the date of the initial publication of this Policy,

    b. projects associated with incidents declared before August 1, 2017, but have not been obligated based on a finalized cost estimate as of the date of the initial publication of this Policy,

    c. projects that have an Applicant accepted fixed cost estimate (Section 428)[3], that have not been obligated, and the Applicant has submitted its written notification to FEMA, can be considered under this Policy. The Applicant must accept the revised scope of work and fixed cost estimate related to codes, specifications and standards within 90 days of FEMA's receipt of its written notification. If the Applicant does not accept the fixed cost estimate within the 90-day timeframe, the project will retain its original accepted fixed cost estimate,

    d. projects associated with a cost estimate on appeal as of the date of the initial publication of this Policy, or

    e. applicants where the disaster has been declared and they have not yet participated in the Recovery Scoping Meeting (RSM), the 180-day timeline will start from the date of the RSM.

    For a, b, c, & d the Applicant must submit the written notification within 180 days of the initial publication of this Policy and must identify the disaster(s) and facility(s) for which they are opting in.

    Projects that have an obligated accepted fixed cost estimate (Section 428) will not be considered under this Policy.

    For work completed, Applicants will have to demonstrate compliance with all applicable local, state, tribal, territorial, and federal environmental and historic preservation laws, regulations and executive orders. Additionally, the Applicant will need to show compliance with all procurement requirements as laid out in 2 CFR § 200.

[3] *FEMA's PAAP Pilot Guide for Permanent Work (Version 4) is located at* https://www.fema.gov/media-library/assets/documents/162756.

3. With the exception of projects involving buildings, where FEMA already has an existing minimum codes and standards policy, Applicants for all other infrastructure that fall under A.2 and who opt-in to this interim Policy can choose the facilities to apply the provisions of this Policy to within that disaster declaration.

4. This interim Policy applies to permanent work projects for the facilities where the consensus-based codes, specifications and standards are identified in Appendix A. Funding for locally adopted codes, specifications and standards for facilities not included in Appendix A or where the locally adopted codes, specifications or standards are more stringent or provide for more hazard resistance than the FEMA identified code, or standard, is eligible if it meets the five criteria under 44 C.F.R. § 206.226(d) as implemented in the PAPPG.[4]

B. IMPLEMENTATION

Outcome: Applicants understand the key implementation guidelines of this interim Policy.

1. When triggered in permanent work projects funded under the PA Program, FEMA will *require* Applicants to incorporate consensus-based codes, specifications and standards in the planning, design and execution of eligible repair, replacement, or new construction[5] projects.

2. If the Applicant identifies different locally adopted codes, specifications or standards that are the equivalent to or more stringent than the consensus-based codes, specifications and standards, FEMA requires the Applicant's engineer, design professional or other qualified individual to justify that the hazard-resistant design criteria in the locally adopted code, specification or standard is equivalent to or more stringent than those approved under this Policy.

3. FEMA may deviate from this interim Policy in circumstances where utilization of the consensus-based code, specification or standard is technically infeasible; would create an extraordinary burden on the Applicant; or would otherwise be inappropriate for the facility, such as adversely affecting a facility that has been listed or is eligible to be listed on the National Register of Historic Places.

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[4] Eligibility criteria found in FEMA's Public Assistance Program and Policy Guide, FP104-009-2/April 2018. Chapter VII. Permanent Work Eligibility: Codes and Standards; or the most recent update to these criteria in the PAPPG.

[5] This includes improved and alternate projects. Per 44 CFR § 206.203(d), funding for improved and alternate projects is capped at the cost to restore the facility to its pre-disaster design and function in accordance with codes and standards, including the required codes and standards referenced in this section, that would otherwise be applicable to the facility if rebuilt as it existed.

C. IDENTIFICATION REQUIREMENTS

Outcome: Identify the applicable consensus-based codes, specifications and standards.

1. The Applicant will be responsible for identifying and applying the applicable consensus-based codes, specifications and standards used in each PA project.

2. This interim Policy is limited to the following facility types: buildings, electric power, roads, bridges, potable water and wastewater.

3. The Applicant will use the consensus-based codes, specifications and standards outlined in Appendix A as the minimum design criteria for eligible projects.

4. The Applicant must use the following criteria when implementing any of the consensus-based codes, specifications and standards identified in Appendix A:

    a. The consensus-based codes, specifications and standards apply to the damaged facility, element or component, as appropriate, based on the work required to restore the facility to pre-disaster capacity and function.

    b. If the Applicant elects to rebuild to an alternate or improved project that alters the pre-disaster function or capacity of the facility, the Applicant must incorporate any applicable consensus-based codes, specifications and standards to the new capacity or function of the facility.

    c. In the case where the consensus-based codes, specifications and standards are being applied and require an upgrade to an entire structural facility, including undamaged elements/components, the upgrade is only eligible for PA funding if there is a direct relationship between the upgrade work and eligible damage.

5. FEMA will update Appendix A of this interim Policy periodically to incorporate additional consensus-based codes, specifications and standards. FEMA will only consider design and construction codes, specifications and standards that incorporate hazard-resistant design.

6. When the consensus-based code, specification or standard allows for discretion or for variances in the facility design to be appropriate for the facility's location, these adjustments need to be identified, documented and submitted to FEMA for approval.

D. VERIFICATION REQUIREMENTS

Outcome: Compliance with the requirements must be established by the Applicant and will be validated by FEMA.

1. Upon completion of the project, the Applicant must provide proof of compliance with the applicable consensus-based codes, specifications and standards.

2. Acceptable forms of proof include but are not limited to written certification by a registered engineer, design professional, or other qualified individual that the project was designed and constructed in compliance with the applicable consensus-based codes, specifications and standards identified.

3. Failure to include these consensus-based codes, specifications and standards or their equivalent in the planning, design and construction of eligible PA projects, when required or requested, will result in the denial or deobligation of FEMA project funding, subject to Section B.3.

E. ADDITIONAL ELIGIBLE WORK AND COSTS

Outcome: Identify additional work and costs associated with implementing consensus-based codes, specifications and standards that are eligible under the PA Program.

1. Eligible work and costs include engineering evaluation and analysis of the damaged elements/components of a facility that require consensus-based codes, specification and standards under this interim Policy along with PA eligible work to comply with law or regulation.

2. Funding for capped projects (improved, alternate, and alternative procedures)will be based on the estimated amount to restore the facility to its pre-disaster capacity and function including any eligible work such as work required by the consensus-based codes, specifications and standards in Appendix A.

3. The scope of work will be based on pre-disaster capacity, unless the adopted code or standard requires an increase to that capacity.

F. OTHER CONSIDERATIONS

1. Repair versus replacement calculation. When evaluating whether a facility is eligible for replacement under 44 CFR § 206.226(f), upgrades to meet the identified consensus-based codes, specifications and standards under this interim Policy will be treated in the same manner as locally adopted codes, specifications and standards for the purposes of calculating repair and replacement costs.

2. When a consensus-based code, specification or standard offers discretion in design, FEMA will fund the least expensive alternative unless FEMA determines, after demonstration by the Applicant's engineer, design professional or other qualified individual that another alternative provides greater hazard risk reduction to the facility. In making a determination, FEMA will consider the additional risk reduction, the additional cost, technical feasibility, and whether the alternative is better achieved through other programmatic options, such as mitigation funding.

RESPONSIBLE OFFICE
Office of Response and Recovery
Recovery Directorate
Public Assistance Division

Keith Turi
Assistant Administrator
Recovery Directorate

December 20, 2019
Date

ADDITIONAL INFORMATION

REVIEW CYCLE

This is an interim Policy and will be followed by additional implementation guidance. In conjunction with publishing the interim Policy, FEMA is requesting comments from the public to inform future Policy development. FEMA is particularly interested in identifying additional consensus-based codes, specifications and standards that incorporate hazard-resistant criteria. FEMA will consider adding consensus-based codes, specifications and standards to Appendix A based on the information submitted.

To help ensure continuous improvement in the process of implementing this interim Policy and subsequent updates, FEMA may request performance information and documentation from Applicants. FEMA will evaluate this performance information and the implementation of this interim policy in terms of its effectiveness in increasing the resilience of communities after a disaster, protecting lives and property. FEMA will periodically perform an in-depth review of this Policy.

DRRA 1235(b) requires FEMA, in consultation with other Federal agencies, to issue a final rulemaking by April 5, 2020, to define the terms ‘resilient’ and ‘resiliency’. This time period applies only to the applicability of the definition of resilient and resiliency. FEMA is not using this interim Policy to issue a new definition for the terms “resilient” or “resiliency.” Further, prior to the enactment of the DRRA, the Stafford Act already provided FEMA the authority to require certain standards through the establishment of minimum standards under Section 323 and to require hazard mitigation under Section 406. As such the latest standards FEMA adopts in this interim Policy and any successor versions of this Policy will be effective regardless of whether a final rulemaking defining resilient and resiliency has been completed.

AUTHORITIES

Sections 323 and 406 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. §§ 5165a & 5121, et seq., as amended.

DEFINITIONS

Consensus-based codes, specifications and standards: National or international voluntary codes, specifications and standards that incorporate the latest hazard-resistant designs.

Hazard-Resistant: Designs which take into account the probability of occurrence of hazards, within a reasonable recurrence interval, to decrease vulnerabilities.

QUESTIONS

Direct questions to: FEMA-Recovery-PA-Policy@fema.dhs.gov

Appendix A: Consensus-Based Codes, Specifications and Standards as of December 20, 2019

The latest published edition of the codes, specifications and standards published by the following organizations at the time of the disaster declaration will be incorporated into the design and construction of applicable facilities (currently limited to buildings, electric power, roads, bridges, potable water supply and wastewater) as described in this interim Policy. These codes, specifications and standards only apply to repair and replacement of disaster damaged elements and facilities. Nothing in this Policy makes eligible the cost associated with ongoing operations and maintenance.

Eligible building projects involving substantial improvement or new construction in flood hazard areas must meet, at a minimum, the floodproofing or elevation requirements as described in 44 CFR § 9.11(d), or the International Code Council's International Building Code, International Existing Building Code, International Energy Conservation Code, or International Residential Code, whichever is higher.

When triggered by the codes, specifications and standards identified by FEMA in this Policy, Applicants will incorporate the latest applicable criteria including, but not limited to the following:

- In areas where tornado shelter design wind speeds are 250 mph or greater, the Applicant must incorporate a storm shelter or safe room (designed to International Code Council (ICC) 500 standards) for elementary and secondary schools with an occupant load of 50 or more, Emergency Operations Centers (EOCs), 911 call stations, fire stations, rescue stations, ambulance stations, and police stations.
- Concerning requirements for wind, seismic, flood, temperature, ice and snow, and wildfire the Applicant must incorporate applicable design and construction standards contained in the International Building Code (IBC), International Existing Building Code (IEBC), International Residential Code (IRC) and their referenced standards [e.g., American Society of Civil Engineers (ASCE)/Structural Engineering Institute (SEI) 7; 24 and 41], and International Wildland-Urban Interface Code (IWUIC).

Facility Type	Standard Setting Organization and Consensus-Based Codes, Specifications and Standards
Buildings	• **International Code Council (ICC):** International Building Code (IBC); International Existing Building Code (IEBC); International Residential Code (IRC); International Energy Conservation Code (IECC); International Wildland-Urban Interface Code (IWUIC); International Plumbing Code (IPC); International Mechanical Code (IMC); International Fuel Gas Code (IFGC); International Fire Code (IFC); ICC 500-14, ICC/NSSA Standard on the Design and Construction of Storm Shelters; ICC 600-14, Standard for Residential Construction in High-wind Regions • **Institute of Electrical and Electronics Engineers:** National Electric Safety Code (NESC) • **National Fire Protection Association (NFPA):** National Electrical Code (NEC); NFPA 1141, Standard for Fire Protection Infrastructure for Land Development in Wildland, Rural, and Suburban Areas; NFPA 1142, Standard on Water Supplies for Suburban and Rural Firefighting; NFPA 1144, Standard for Reducing Structure Ignition Hazards from Wildland Fire; NFPA 5000-2018, Building Construction and Safety Code • **American Society of Heating, Refrigerating, and Air Conditioning Engineers (ASHRAE):** Handbook of HVAC Applications • **American Society of Civil Engineers (ASCE)**: ASCE/SEI 7-16, Minimum Design Loads and Associated Criteria for Buildings and Other Structures: ASCE/SEI 24-14, Flood Resistant Design and Construction; ASCE/SEI 41-17, Seismic Evaluation and Retrofit of Existing Buildings; ASCE 8-17, Standard Specification for the Design of Cold-formed Stainless-Steel Structural Members; ASCE 49-07, Wind Tunnel Testing for Buildings and Other Structures • **American Concrete Institute (ACI):** ACI 318-19, "Building Code Requirements for Reinforced Concrete; ACI 543R-12, Guide to Design, Manufacture, and Installation of Concrete Piles • **American Institute of Steel Construction (AISC):** ANSI/AISC 303-16, Code of Standard Practice for Steel Buildings and Bridges; ANSI/AISC 360-19, Specification for Structural Steel Buildings; ANSI/AISC 341-18, Seismic Provisions for Structural Steel Buildings • **American Society of Testing and Materials (ASTM):** ASTM E1886-13A, Standard Test Method for Performance of Exterior Windows, Curtain Walls, Doors and Impact Protective Systems Impacted by Missile(s) and Exposed to Cyclic Pressure Differentials; ASTM E1996-14a, Specification for Performance of Exterior Windows, Curtain Walls, Doors and Impact Protective Systems Impacted by Windborne Debris in Hurricanes; ASTM D2487-11, Practice for Classification of Soils for Engineering Purposes (Unified Soil Classification System)

	• **American Society Mechanical Engineers (ASME):** ASME/A17.1-2016/CSA B44-16, Safety Code for Elevators and Escalators • **American Iron and Steel Institute (AISI):** AISI S100-16, North American Specification for the Design of Cold-formed Steel Structural Members • **American Wood Council (AWC):** ANSI/AWC NDS-2018, National Design Specification (NDS) for Wood Construction-with 2018 NDS Supplement • **Timber Piling Council (TPC):** TPC-2016, Timber Pile Const. Guide 2016 • **The Masonry Society (TMS):** TMS 402-2016, Building Code for Masonry Structures; TMS 602-2016, Specification for Masonry Structures • **Steel Joist Institute (SJI):** SJI 100-15, 44th Edition Standard Specification Load Tables and Weight Tables for Steel Joists and Joist Girders K-Series, Series, DHL-Series, Joist Girders; SJI 200-15, Standard Specification for Composite Steel Joists, CJ-Series • **The Aluminum Association (TAA):** ADM1, Aluminum Design Manual, Part 1 - A Specification for Aluminum Structures, 2015 • **Facilities Guideline Institute (FGI):** (FGI), Guidelines for Design and Construction of Hospitals/Outpatient, 2018; (FGI), Guidelines for Design and Construction of Residential Health, Care, and Support, 2018 • **Air Movement and Control Association (AMCA):** AMCA 540-13, Test Method for Louvers Impacted by Wind Borne Debris • **Door and Access Systems Manufacturers Association (DASMA):** ANSI/DASMA 108-2017, Standard Method for Testing Sectional Garage Doors, Rolling Doors and Flexible Doors: Determination of Structural Performance Under Uniform Static Air Pressure Difference; ANSI/DASMA 115-2016, Standard Method for Testing Sectional Garage Doors, Rolling Doors and Flexible Doors: Determination of Structural Performance Under Missile Impact and Cyclic Wind Pressure • **National Association of Architectural Metal Manufacturers (NAAMM):** NAAMM FP 1001-17, Guide Specifications for Design of Metal Flag Poles • **ANSI/FM Approvals (FM):** FM 2510-2019, Flood Abatement Equipment • CFR Title 24: Housing and Urban Development • CFR Title 44: Emergency Management and Assistance

Electric Power	• **U.S. Department of Agriculture Rural Electric Service (RUS):** RUS Bulletins Transmission - 1724D-106, 1724E-200, 1724E-203, 1724E-204, 1724E-205, 1724E-206, 1724E-214, 1724E-216, 1724E-224, 1724E-226, 1728F-810, 1728F-811, 1728H-701, 1730-B2 Distribution - 50-4, 1724D-106, 1724E-150, 1724E-151, 1724E-152, 1724E-153, 1725E-154, 1728F-700, 1728F-803, 1728F-804, 1728F-806, 1730B-121, 1730-B2 Substations - 1724E-300 • **International Code Council:** International Building Code (IBC); International Existing Building Code (IEBC); International Residential Code (IRC); International Energy Conservation Code (IECC); International Wildland-Urban Interface Code (IWUIC) • **American Society of Civil Engineers (ASCE):** (ASCE/SEI 7-16) Minimum Design Loads and Associated Criteria for Buildings and Other Structures (ASCE MOP 74) Guidelines for Electrical Transmission Line Structural Loading, Third Edition • **Institute of Electrical and Electronics Engineers:** National Electric Safety Code (NESC) • **National Fire Protection Association (NFPA):** National Electric Code (NEC); NFPA 1141, Standard for Fire Protection Infrastructure for Land Development in Wildland, Rural, and Suburban Areas; NFPA 1144, Standard for Reducing Structure Ignition Hazards from Wildland Fire

Roads and Bridges	• **American Association of State Highway and Transportation Officials (AASHTO):** A Policy on Geometric Design of Highways and Streets; Standard Specifications for Highway Bridges; LRFD Bridge Construction Specifications; LRFD Bridge Design Specifications; LRFD Movable Highway Bridge Design Specifications; AASHTO/AWS D1.5M/D1.5 Bridge Welding Code, 7th Edition; LRFD Guide Specifications for Accelerated Bridge Construction, 1st Edition; Guide Specifications for LFRD Seismic Bridge Design, 2nd Edition; Guide Specifications for Design of Bonded FRP Systems for Repair or Strengthening of Concrete Bridge Elements, 1st Edition, Guide Specifications for Bridges Vulnerable to Coastal Storms, 1st Edition, Guide Specifications for Design and Construction of Segmental Concrete Bridges, 2nd Edition; Guide Specifications for Wind Loads on Bridges During Construction, 1st Edition; Pavement Design, Construction, and Management: A Digital Handbook, 1st Edition; Guidelines for Geometric Design of Low-Volume Local Roads, 2019 Edition; AASHTO Drainage Manual, CD-ROM; Highway Drainage Guidelines, 4th Edition • **American Concrete Institute (ACI):** ACI 301-16 - Specifications for Structural Concrete; ACI-341.2R-14 - Analysis and Design of Seismic-Resistant Concrete Bridge Systems, ACI-341.3R-07 - Seismic Evaluation and Retrofit Techniques for Concrete Bridges, ACI-341.4R-16 - Report on the Seismic Design of Bridge Columns Based on Drift, ACI-342R-16 - Report on Flexural Live Load Distribution Methods for Evaluating Existing Bridges, ACI-343R-95 - Analysis & Design of Reinforced Concrete Bridge Structures (Reapproved 2004), ACI-345.1R-16 - Guide to Maintenance of Concrete Bridge Members, ACI-345.2R-13 - Guide for Widening Highway Bridges, ACI-345R-11 - Guide for Concrete Highway Bridge Deck Construction, ACI-548.10-10 - Specification for Type MMS (Methyl Methacrylate Slurry) Polymer Overlays for Bridge and Parking Garage Decks, ACI-548.8-07 - Specification for Type EM (Epoxy Multi-Layer) Polymer Overlay for Bridge and Parking Garage Decks, ACI-548.9-08 - Specification for Type ES (Epoxy Slurry) Polymer Overlays for Bridge and Parking Garage Decks • **American Welding Society (AWS):** D1.4/D1.4M: 2011Structural Welding Code-Reinforcing Steel; • **American Institute of Steel Construction (AISC):** ANSI/AISC 303 - Code of Standard Practice for Steel Buildings and Bridges • **American Society of Civil Engineers (ASCE):** ASCE MOP 140 - Climate-Resilient Infrastructure: Adaptive Design and Risk Management, 2018 • **National Fire Protection Association (NFPA):** NFPA 1141, Standard for Fire Protection Infrastructure for Land Development in Wildland, Rural, and Suburban Areas

	• **U.S. Department of Transportation (DOT), Federal Highway Administration (FHWA):** Federal Lands Highway Project Development and Design Manual (PDDM) (2018); 23 CFR Part 625 - Design Standards for Highways; HIF-18-046 - Manual for Refined Analysis in Bridge Design and Evaluation, 2019; HIF-18_041 - Report on Techniques for Bridge Strengthening, 2019; HEC 17 - Highways in the River Environment- Floodplains, Extreme Events, Risk, and Resilience, 2nd Edition; HEC 25 - Highways in the Coastal Environment: Assessing Extreme Events, Volume 2, HDS 2 Highway Hydrology, 2nd Edition, Other Drainage and Hydraulic Design and Analysis – HDS 4, HDS 5, HDS 6, HEC 7, HEC 9, HEC 14, HEC 15, HEC 18, HEC 20, HEC 21, HEC 22, HEC 23, HEC 24, HEC 26; Geotechnical –Geotechnical Engineering Circulars 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, HIF-17-024 - Evaluation and Guidance Document for Post-Grouted Drilled Shafts for Highways

Potable Water	• **Great Lakes - Upper Mississippi River, Board of Provincial Public Health and Environmental Managers:** Recommended Standards for Water Works 2012 • **American Water Works Association (AWWA):** Standards for Potable Water Source, Storage, Treatment, and Distribution; M2 - Instrumentation & Control, Third Edition; M6 Water Meters: Selection, Installation, Testing & Maintenance, Fifth Edition; M22 - Sizing Water Service Lines and Meters, Third Edition; M11 - Steel Pipe: A Guide for Design and Installation, Fifth Edition; M23 - PVC Pipe Design and Installation, Second Edition; M25 - Flexible Membrane Covers and Linings for Potable-Water Reservoirs, Third Edition; M28 - Rehabilitation of Water Mains, Third Edition; M31 - Distribution System Requirements for Fire Protection, Fourth Edition; M33 - Flowmeters in Water Supply, Third Edition; M41 - Ductile-Iron Pipe and Fittings, Third Edition; M42 - Steel Water-Storage Tanks, Revised Edition; M44 - Distribution Valves: Selection, Installation, Field Testing & Maintenance, Third Edition; M55 - PE Pipe Design and Installation; M68 – Water Quality in Distribution Systems; M77 - Condition Assessment of Water Mains; M45 Fiberglass Pipe Design, Third Edition • **National Fire Protection Association (NFPA):** National Electric Code (NEC); NFPA 1141, Standard for Fire Protection Infrastructure for Land Development in Wildland, Rural, and Suburban Areas; NFPA 1142, Standard on Water Supplies for Suburban and Rural Firefighting; NFPA, 1144 Standard for Reducing Structure Ignition Hazards from Wildland Fire • **American Society of Testing and Materials (ASTM):** ASTM-F-480-17, Standard Specification for Thermoplastic Well Casing Pipe and Couplings Made in Standard Dimension Ratios (SDR) • **National Standards Foundation (NSF) American National Standards Institute (ANSI):** NSF/ANSI: Standard 61, Drinking Water System Components - Health Effects; NSF/ANSI Standard 14, Plastic Piping System Components and Related Materials • **American Society of Civil Engineers (ASCE):** (ASCE MOP 132) Renewal of Potable Water Pipes; (ASCE MOP 127) Hydraulics of Wells: Design, Construction, Testing, and Maintenance of Water Well Systems, 2014; (ASCE MOP 108) Pipeline Design for Installation by Horizontal Directional Drilling, Second Edition; (ASCE MOP) 106 Horizontal Auger Boring Projects, Second Edition; (ASCE MOP 140) Climate-Resilient Infrastructure: Adaptive Design and Risk Management, 2018; (ASCE/SEI 24-14) Flood Resistant Design and Construction; ASCE/SEI 7-16) Minimum Design Loads and Associated Criteria for Buildings and Other Structures • **Water Environment Federation:** MOP 32 - Energy Conservation in Water and Wastewater Treatment Facilities; MOP 26 – GIS Implementation for Water and Wastewater Treatment Facilities; MOP 28 – Upgrading and Retrofitting Water and Wastewater Treatment Plants • **International Code Council:** International Building Code (IBC); International Existing Building Code (IEBC); International Energy Conservation Code, (IECC); International Residential Code (IRC); International Wildland-Urban Interface Code (IWUIC)

Wastewater	• **Great Lakes - Upper Mississippi River, Board of Provincial Public Health and Environmental Managers:** Recommended Standards for Wastewater Facilities (10 States Standards) 2014 • **National Fire Protection Association (NFPA):** National Electrical Code (NEC); NFPA 1141, Standard for Fire Protection Infrastructure for Land Development in Wildland, Rural, and Suburban Areas; NFPA, 1144 Standard for Reducing Structure Ignition Hazards from Wildland Fire • **American Society of Testing and Materials (ASTM):** ASTM D-2321-18, Standard Practice for Underground Installation of Thermoplastic Pipe for Sewers and Other Gravity Flow Installations; ASTM F-1417-11a (2015), Standard Practice for Installation Acceptance of Plastic Gravity Sewer Lines Using Low-Pressure Air; ASTM C-12-17, Standard Practice for Installing Vitrified Clay Pipe Lines; ASTM C-828-11, Standard Test Method for Low Pressure Air Test of Vitrified Clay Pipe Lines; ASTM C-478-18, Standard Specification for Circular Precast Reinforced Manhole Sections; ASTM C-1244, Standard Test Method for Concrete Sewer Manholes Negative Air Pressure (Vacuum) Test Prior to Backfill • **American Society of Civil Engineers (ASCE):** (ASCE **-** MOP 108) Pipeline Design for Installation by Horizontal Directional Drilling, Second Edition; (ASCE MOP 106) Horizontal Auger Boring Projects, Second Edition; (ASCE MOP 60) Gravity Sanitary Sewer Design and Construction Second Edition, 2007; (ASCE MOP 140) Climate-Resilient Infrastructure: Adaptive Design and Risk Management, 2018; (ASCE/SEI 7-16) Minimum Design Loads and Associated Criteria for Buildings and Other Structures;(ASCE/SEI 24-14) Flood Resistant Design and Construction • **Water Environment Federation**: MOP 8 - Design of Water Resource Recovery Facilities; MOP FD-4 Design of Wastewater and Stormwater Pumping Stations; MOP 32 - Energy Conservation in Water and Wastewater Treatment Facilities MOP 21 – Automation of Water Resource Recovery Facilities, 4th Edition; MOP 26 – GIS Implementation for Water and Wastewater Treatment Facilities, MOP FD-12 – Alternative Sewer Systems, 2nd Edition; MOP FD-6 - Existing Sewer Evaluation and Rehabilitation, 3rd Edition; MOP FD-17 - Prevention and Control of Sewer System Overflows, 3rd Edition; MOP 25 - Control of Odors and Emissions from Wastewater Treatment Plants; MOP FD-19 – Natural Systems for Wastewater Treatment, 3rd Edition; MOP 28 – Upgrading and Retrofitting Water and Wastewater Treatment Plants; MOP 38 – Sustainability and Energy Management for Water Resource Recovery Facilities; FS – Sanitary Sewer Systems: Lift Stations and Data Management Fact Sheet, 2019 • **International Code Council:** International Building Code (IBC); International Existing Building Code (IEBC); International Energy Conservation Code, (IECC); International Residential Code (IRC); International Wildland-Urban Interface Code (IWUIC)

Appendix B: Opt-in Notification for Consensus-Based Codes, Specifications and Standards for Public Assistance

In accordance with the Federal Emergency Management Agency (FEMA) Recovery Interim Policy FP-104-009-11, *Consensus-Based Codes, Specifications and Standards for Public Assistance (Policy)*, Applicants that meet the criteria below may elect to apply the Policy to one or more of their projects. If the PA funded construction has started or is complete, FEMA will not provide PA funding for any duplicative work as a result of opting into this Policy.

Applicants wishing to participate must make their election no later than either:

- **May 4, 2020, (180 days from date of initial Policy publication), or**
- **180 days after the date of the Recovery Scoping Meeting (RSM) for Applicants that have not yet participated in their RSM.**

This notification does not apply to Applicants in declarations on or after the date of the initial Policy publication**.**

Applicants may elect to opt-in if they have any of the following:

1. Damaged facilities in incidents declared between August 1, 2017, and the date of the initial Policy publication,
2. Projects associated with incidents declared before August 1, 2017, but not obligated based on a finalized cost estimate as of the date of initial Policy publication,
3. Projects that have an accepted fixed cost estimate (Section 428) and that have not been obligated[1], or
4. Projects associated with a cost estimate on appeal as of the date of the initial Policy publication.

Applicant must identify the disaster number, declaration date, project number, project title, and facility name/site location using the attachment to this Appendix.

We, _____(name of Applicant)_____, elect to opt-in to Recovery Interim Policy FP-104-009-11, *Consensus-Based Codes, Specifications and Standards for Public Assistance* for the facilities listed in the attachment.

_____

Signature of Subrecipient's Authorized Representative and Title (Printed) Date

_____

Subrecipient Name PA ID Number

_____

Signature of Recipient's Authorized Representative and Title (Printed) Date

_____

Recipient Name Name of State or Tribe

Attachment

[1] *The Applicant must accept the revised scope of work and fixed cost estimate related to codes, specifications and standards within 90 days of FEMA's receipt of its written notification. If the Applicant does not accept the fixed cost estimate within the 90-day timeframe, the project will retain its original accepted fixed cost.*

FEMA

Attachment to the Opt-in Notification for Recovery Interim Policy FP-104-009-11

Name of Applicant_____PA ID Number _____
Date Submitted _____

DR #	Declaration Date	Project # or DI # (specify)	Project Title or Facility Name