

## **FEMA Public Assistance Fact Sheet** **for Snow Assistance**

**Snow declarations under FEMA Public Assistance criteria are unique and applicants must maintain accurate records and adhere to the requirements in order to be considered for inclusion in the declaration and submit expenses for reimbursement. This fact sheet outlines the criteria for snow declarations and specific document requirements for applicants. Additional information can be found in FEMA’s Public Assistance Program and Policy Guide (PAPPG) Version 4. Appendix H of the PAPPG provides additional considerations for the declaration request.**

### **Snow declaration criteria:**

- In order to be considered for inclusion, counties must meet the following criteria:
  - Reach the County disaster monetary damage threshold (see attached threshold indicator map); and
  - Meet or exceed National Weather Service established snow of record totals, or
  - Be within 10% of the snow of record referred to as near snow of record, or
  - Be contiguous (share a common border) to a County that has met snow of record or near snow of record totals.
- The State must meet the State overall declaration damage indicator for the year, please refer to the **Disaster Declaration Threshold Map**.
- FEMA evaluates Tribal lands either as part of a requested county or separately.

### **Eligible snow removal work:**

- Eligible expenses must be incurred within a continuous 48-hour period that the applicant selects. Individual Applicants may select a different period as it best suits their situation. Costs incurred outside the selected 48-hour period are not eligible. FEMA may extend this period for an additional 24 hours for counties where the snowfall exceeds the historical snow of record by at least 50%.
- Eligible snow removal activities include:
  - snow removal
  - de-icing
  - salting
  - snow dumps
  - sanding of roads and other eligible facilities
  - Limited snow-related activities necessary to carry out emergency protective measures, such as clearing snow in the immediate vicinity of a downed power line, are eligible outside of the limited time period.
- Other emergency protective measures (not restricted to the 48-hour time limit) including, but not limited to, search and rescue, sheltering and EOC operations.

**Eligible costs and documentation requirements:**

- Force account labor, equipment and material costs.
  - For force account labor, only overtime costs are eligible for budgeted employees. If temporary employees are hired to perform eligible work, their regular and overtime costs are eligible. Applicants must document the costs by providing time sheets that indicate the employee name, rate of pay, date, hours worked, and worked performed. A summary sheet will be required, and FEMA will ask for a sample of the employee time cards. Applicants need to capture all employee time including regular time as it will be needed to substantiate equipment usage.
  - For force account equipment. Applicants will need to document equipment by type, dates used, hours used, location used, work done, operator(s). FEMA will use cost codes to establish hourly rates and may require equipment logbook entries for verification.
  - For force account materials. Applicants will need to document the type of materials i.e., sand, salt etc., the amount of each used, location used, cost, basis of cost such as invoices or vendor quotes.

**Contracts and mutual aid:**

- Applicants may use properly procured contracts for snow removal. In cases where the County has an existing seasonal contract with a fixed cost, those costs are not eligible as they are considered normal operating expenses and there are no additional costs incurred by the applicant. Contract procured specifically for the snow removal of this event are eligible.
- Mutual Aid agreements may be used based on the provisions of those agreements.