

APPLICANT CHECKLIST FOR SUBMITTING PROJECT REIMBURSEMENT REQUESTS

FEMA PUBLIC ASSISTANCE PROGRAM

The below checklist will assist you when preparing your reimbursement request. Submitting a thorough project reimbursement package with the essential backup materials will expedite the review and reimbursement process.

FEMA provides SUMMARY RECORD FORMS for documenting project information. These forms are intended to summarize your costs and should include supporting documentation. These forms may be found on the Massachusetts Emergency Management Agency (MEMA) web site at www.mass.gov/mema. These user-friendly forms have been improved by FEMA to automatically calculate specific fields for you.

- COVER LETTER** – Submitting a cover letter with your submission also offers you an opportunity to explain specific circumstances regarding work performed. If this is an initial reimbursement request, please reference the Disaster #, PW #, costs associated with complete versus incomplete work. If the project is complete, please indicate the Disaster #, PW #, that the work is 100% complete, when the project was completed and the total actual project cost.

- COST SUMMARY RECORD** – List the amount claimed for each type of work submitted and the total claim. If a specific work category does not apply to your submission, place a “0” in the “AMOUNT CLAIMED” field.
 - ✓ Disaster declaration number
 - ✓ Applicant name
 - ✓ Requested time period

- FEMA SUMMARY RECORD FORMS - In the heading of each FEMA Summary form you will be asked to provide the following:**
 - ✓ Disaster declaration number
 - ✓ Category of Work
 - ✓ Period covering
 - ✓ Location of damage
 - ✓ Description of work performed, be specific. If more space is needed, include in the cover letter

- FORCE ACCOUNT LABOR SUMMARY RECORD** – Only the overtime labor costs of regular employees are eligible for reimbursement for emergency work, meaning Categories A and B projects. (However, the number of regular hours worked on the disaster must be documented as well, so that force account equipment time – both regular and overtime can be reimbursed.) Both regular and overtime costs are eligible for reimbursement for permanent work performed, meaning Categories C-G projects. Additional hires or

temporary staff hired solely for performing emergency or permanent disaster-related work may be claimed for both regular time and overtime worked.

- ✓ Time period covered
- ✓ Employee name
- ✓ Employee title (in the employee title area, you may also show a cross-reference with the equipment identified on the Force Account Equipment Summary Record)
- ✓ Regular hourly rates for all employees
- ✓ Show regular and overtime hours for employees.
- ✓ Show regular hourly rate and hours worked for additional hires
- ✓ Overtime rate used: Both time and a half and double time (if applicable)
- ✓ Benefit rate per hour shown in \$ based on % calculated on Applicant's Benefits Calculation Worksheet
- ✓ Totals – both across rows and down columns
- ✓ Certifying representative signature/title/date
- ✓ Supporting documents:
 - Time Cards and/or Time Sheets, Payroll Registers
 - Town and/or Labor Contract(s) – selected pages, including cover page that identifies the union being represented and duration of the contract, and the pages of the contract showing overtime policy and meal reimbursement policy, if any, need to be included.
 - Any other documents and/or explanations relating to compensation

APPLICANT'S BENEFITS CALCULATION WORKSHEET – Displays the fringe benefit costs related to regular and overtime work. Aside from Social Security and Medicare (FICA), the eligible items for fringe benefits are contingent upon the terms of individual labor contracts.

FORCE ACCOUNT EQUIPMENT SUMMARY RECORD (Applicant-owned Equipment) - Documents the total time a piece of equipment was operated during the selected time period (regular time and overtime). The form cross-references the equipment claimed with the operator's name. Equipment time cannot exceed labor time. All employees must be cross-referenced with a piece of equipment in order to qualify for reimbursement.

- ✓ Location
- ✓ Time period covered
- ✓ Description of equipment
- ✓ Correct equipment code number and rate from the FEMA Schedule of Equipment Rates
- ✓ Operator's name associated with each listed piece of equipment
- ✓ Date/time of operation matching the operator's time on the Force Account Labor Summary Record
- ✓ Certifying representative signature/title/date

FORCE ACCOUNT MATERIAL SUMMARY RECORD – Identifies the actual quantity of materials used during the designated event time period. The calculation for the actual amount of materials used must be attached. Unit prices must be given and backup information provided, i.e. copy of invoice.

- ✓ Time period covered
- ✓ Vendor name
- ✓ Description of product
- ✓ Quantity used
- ✓ Unit price
- ✓ Date materials were purchased
- ✓ Date materials were used (Indicate from stock or invoice.)
- ✓ Certifying representative signature/title/date
- ✓ Supporting documents:
 - Invoices stating purchase date and unit prices
 - For material used from stock or inventory, please attached a copy of the past invoice for stock material
 - Proofs of payment

RENTED EQUIPMENT SUMMARY RECORD – Identifies equipment that was rented for this event only. If equipment was rented on a seasonal contract, only that portion of the rental fee occurring within the designated time period of the event is reimbursable. Rental contracts must be included.

- ✓ Time period covered
- ✓ Description of rented equipment
- ✓ Dates and hours used
- ✓ Rate per hour
- ✓ Contracts and invoices attached
- ✓ Vendor name
- ✓ Certifying representative signature/title/date
- ✓ Supporting documentation:
 - Paid invoices/receipts
 - Proofs of payment

CONTRACT WORK SUMMARY RECORD – Summarizes and documents contracted work assistance for this event. A copy of all bid documents, including the advertisement, bid list/prices, award letter and contract must be attached and clearly show the contract duration and the per-hour or the per-event charges.

- ✓ Time period covered
- ✓ Description of the work performed
- ✓ Dates and hours the contractor worked
- ✓ Contractor name
- ✓ Supporting documents:

- Bid documents (i.e., advertisement, bid list and prices, award letter, design plans, engineer report, contract, permits)
- Paid invoices (invoice # and invoice amount)
- Proofs of payment

❑ **INSURANCE** – The Stafford Act requires applicants who request assistance for the repair, restoration, and replacement of damaged insurable facilities to obtain and maintain reasonably available, adequate, and necessary insurance to protect against future loss to such facilities. If an entity does not obtain and maintain the required insurance, the current approved Public Assistance grant may be de-obligated. Insurance documentation includes but is not limited to copy of insurance policy, statements of loss, copy of canceled check for actual insurance proceeds.

All partial or closeout requests must be submitted to MEMA for review. MEMA will review the information to ensure that applicants provide an accounting of all requested costs under the approved disaster grant. Applicants must demonstrate the tracing of funds to a level of expenditures adequate to establish that such funds have not been in violation of the restrictions and prohibitions of applicable statutes. Accounting records must include source documentation such as cancelled checks, warrant reports, payroll registers, etc showing payment has been made. MEMA will forward all large project closeout requests to FEMA for review and final closeout for reimbursement.