



# Public Assistance

## Category B – Emergency Protective Actions Documentation Checklist

The Public Assistance Program (PA program), administered by the Federal Emergency Management Agency (FEMA), aids state, tribal, and local governments as well as certain private nonprofit organizations (PNP) in the removal of debris, provision of **emergency protective measures**, and restoration of equipment, buildings, and other public infrastructure damaged by a disaster.

Actual costs and estimated costs can be determined using the following tools:

<b>GENERAL DOCUMENTATION REQUIREMENTS</b>	
<input type="checkbox"/>	List of services provided – Include location, damage description, and initial estimates
<input type="checkbox"/>	Insurance policy in force at time of event and any settlement documents
<input type="checkbox"/>	Proof of legal Responsibility for facility (lease, proof of ownership)
<input type="checkbox"/>	Budget Impact Statement
<b>FORCE ACCOUNT LABOR</b>	
<input type="checkbox"/>	Time sheets for each employee
<input type="checkbox"/>	Hours Worked (Regular and Overtime) – For emergency work, only overtime labor costs of regular employees are eligible for reimbursement. However, you must show regular hours worked on the disaster so that force account equipment time – both regular and overtime can be reimbursed.
<input type="checkbox"/>	Benefits calculation for each employee – Provide the fringe benefit costs related to regular time and overtime work. NOTE: Aside from social security and Medicare (FICA), the eligible items for overtime are contingent upon the terms of individual labor contracts.
<input type="checkbox"/>	Pay policy or labor agreements
<input type="checkbox"/>	Description of work being performed by personnel not attached to equipment
<b>FORCE ACCOUNT EQUIPMENT</b>	
<input type="checkbox"/>	Inventory List – make, model, horse power, capacity required
<input type="checkbox"/>	List of operators associated with each listed piece of equipment
<input type="checkbox"/>	Time period equipment was in operation – equipment time cannot exceed labor time.
<input type="checkbox"/>	Mileage logs for each vehicle and names of operators
<input type="checkbox"/>	Location of equipment being used
<input type="checkbox"/>	Description of Equipment Used – Use FEMA’s Schedule of Equipment Rates for cost codes <a href="https://www.fema.gov/media-library/assets/documents/136901">https://www.fema.gov/media-library/assets/documents/136901</a>

<b>MATERIALS – EMERGENCY PROTECTIVE MEASURES</b>	
<input type="checkbox"/>	List of supplies taken from stock or purchased, date used, description of item, quantity, and unit cost
<input type="checkbox"/>	Receipts and/or invoices for purchases
<input type="checkbox"/>	Cost of meals – include receipts, sign-in sheets, meal policies
<b>RENTAL EQUIPMENT</b>	
<input type="checkbox"/>	Executed contract or agreement
<input type="checkbox"/>	Invoices and/or receipts
<input type="checkbox"/>	List of equipment hours in use and description of activities
<b>PROCUREMENT</b>	
<input type="checkbox"/>	List of utilized contractors
<input type="checkbox"/>	Invoices and/or receipts
<input type="checkbox"/>	Basis of billing rate
<input type="checkbox"/>	Procurement policies
<input type="checkbox"/>	Executed contract or agreement
<b>MUTUAL AID/DONATED RESOURCES</b>	
<input type="checkbox"/>	Executed contract or agreement
<input type="checkbox"/>	Invoices and/or receipts
<input type="checkbox"/>	List of resources and work performed including description of activities, specific locations and hours