

# Streamlined Project Application Reference Guide for Debris Removal (Category A)

*October 4, 2020*



**FEMA**

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# CHAPTER 1: OVERVIEW

FEMA developed streamlined Project Applications to simplify the application process for Public Assistance (PA) funding. Streamlined project applications request information and documentation to justify activities claimed for reimbursement and are completed and submitted online in [Public Assistance Grants Portal](#) at [grantee.fema.gov](http://grantee.fema.gov). Prior to submitting a project application, Applicants must submit and receive approval of a Request for Public Assistance.

## How to Use this Reference Guide

This document is a reference guide that Applicants may use when completing a streamlined project application for debris removal (Category A) funding requests. The reference guide describes the information FEMA requires from Applicants to reimburse debris removal activities.

This chapter (Chapter 1) summarizes the purpose and applicability of the Category A streamlined project application. Chapter 2 presents the contents of the project application, eligibility requirements as outlined in the [Public Assistance Program and Policy Guide](#) (PAPPG), and documentation requirements. See FEMA's *Applicant Quick Guide: Completing and Submitting a Streamlined Project Application* for instructions on completing the project application online in Grants Portal.

## Debris Removal (Category A)

The Category A streamlined project application is the formal request for Debris Removal (Category A) funding under the Public Assistance program. FEMA may provide funding to eligible Applicants for costs related to debris removal. Debris removal is eligible if the measures eliminate immediate threats to lives, public health or safety; eliminate immediate threats of significant damage to improved public or private property; ensures economic recovery of the affected community to the benefit of the community at large; or mitigates risk to life and property by removing Substantially Damaged structures and associated structures and appurtenances as needed to convert property acquired using Hazard Mitigation Grant Program funds to uses compatible with open space, recreation, or wetlands management practices. Eligible Applicants submit funding requests to the Recipient and FEMA through the Public Assistance Grants Portal. FEMA provides funding through Recipients to eligible Applicants.

## What information is required?

Applicants will need the following information about their activities and costs to complete the project application:

- A description of the activities including when, where, and by whom the activities were completed or will be completed.
- An itemized summary of how much the activities cost, including costs associated with contract, labor, equipment, supply, material, and other cost types.
- Documentation supporting the activities completed and costs claimed.

**Recipients**  
are state, tribal, or territorial entities that receive and administer Public Assistance Federal awards.

**Applicants**  
are state, tribal, territorial, or local governments or private non-profit entities that may request and receive subawards under a Recipient's award.

**Public Assistance (PA) Grants Portal**  
is the system used by Recipients and Applicants to manage PA grant applications.

**Projects & Subawards**  
Projects are groupings of activities that become a subaward under the Recipient's award when approved.

# How does the Applicant complete the Project Application?

Applicants complete and submit Project Applications online in Grants Portal. The project application has four sections, supplemental cost schedules, and supplemental work surveys. All Applicants must complete the following four sections of the streamlined project application:

- [Section I - Project Application Information](#)
- [Section II - Scope of Work](#)
- [Section III - Cost and Work Status Information](#)
- [Section IV - Project Acknowledgements and Certifications](#)

Each project application requires the completion of one of the [cost schedules](#) based on activity status and claimed costs. Answers in Section II and Section III determine which cost schedule is appropriate.

The Applicant completes either the [Large Project Work Survey](#) or [Small Project Work Survey](#) as applicable based on answers in Section III of the Project Application. Additionally, Applicants complete the [Environmental and Historic Preservation Survey](#) for all debris removal activities and the [Private Property Debris Removal Survey](#) for debris removal from private property and private roads.

Table 1 illustrates the circumstances under which each schedule and survey should be completed.

| Cost                 |                  | Between \$3,300 and \$131,100 <sup>1</sup> | Equal to or greater than \$131,100 |               |                                |                 |
|----------------------|------------------|--|------------------------------------|---------------|--------------------------------|-----------------|
| Funding Request Type |                  | Small                                      | Large Expedited                    | Large Regular |                                |                 |
| Work Status          |                  | Any  | Any                                | Complete      | In-progress                    | Not started     |
| Cost Basis           |                  | Any  | Estimated Costs                    | Actual Costs  | Actual Costs & Estimated Costs | Estimated Costs |
| Cost Schedule        | A                |  | X                                  |               |                                |                 |
|                      | B                |  |                                    | X             |                                |                 |
|                      | C                |  |                                    |               | X                              | X               |
|                      | EZ               | X  |                                    |               |                                |                 |
| Work Surveys         | Large Projects   |  | X                                  | X             | X                              | X               |
|                      | Small Projects   | X  |                                    |               |                                |                 |
|                      | EHP              | X  | X                                  | X             | X                              | X               |
|                      | Private Property | If needed                                  | If needed                          | If needed     | If needed                      | If needed       |

<sup>1</sup> FEMA establishes a threshold to categorize projects as large or small based on the final approved amount of eligible costs after any cost adjustments, including insurance deductions. The threshold is adjusted for each Federal fiscal year. For more details, see <https://www.fema.gov/public-assistance-indicator-and-project-thresholds>.

# When to Submit Multiple Project Applications

One project application will be submitted for each of the following groups of activities:

- Debris clearance (cut and toss or push);
- Debris removal from the grounds of a facility;
- Debris removal from the public right-of-way;
- Debris removal from waterways;
- Removal of hazardous stumps, trees, and limbs;
- Debris removed from private roads;
- Debris removed from private property.

Additionally, the following unique condition may warrant a separate project application:

- When an Applicant needs to be reimbursed immediately and cannot wait to gather all information to submit a full claim for all its activities and costs, the Applicant may:
  - Request expedited funding to receive an award of 50% of the total cost based on limited documentation;<sup>2</sup> or
  - Limit an initial project application to certain activities or an initial time period and follow up later with an additional project application for other activities or time periods.<sup>3</sup>

## Public Assistance Funding Considerations

**Public Assistance funding is subject to a cost share:** The assistance FEMA provides through its Public Assistance program is subject to a cost share. The Federal share is not less than 75 percent of eligible costs (i.e., state and local share is not greater than 25 percent). The Federal cost share may be increased in limited circumstances if warranted. The Recipient determines how much of the non-Federal share the Applicant must fund.

**Public Assistance cannot duplicate funding from another Federal source:** Some activities may be eligible for funding through both FEMA and other Federal agency funding sources. If the Applicant receives funds from another Federal agency for the same costs as Public Assistance funding, it is a duplication of benefits. FEMA cannot duplicate funds provided by another Federal agency. The Applicant should not request funding for activities where the costs have been or will be claimed from another Federal funding source.<sup>4</sup>

**Some activities may be completed through direct Federal assistance:** Some eligible activities may be completed directly by the Federal Government rather than provided as financial assistance to Applicants to

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<sup>2</sup> Applicants should use Schedule A of the project application to request expedited funding. FEMA may provide the remaining 50% of funds through a project amendment, which will require the Applicant to provide documentation to support expenditures of the entire claimed cost, including the first 50%. Because expedited funding is awarded based on reduced documentation requirements, FEMA will only fund these projects for specific time periods.

<sup>3</sup> If the follow-up funding request is for the same activities and time periods, the original project application will be amended. If the follow-up funding request is for distinguishable activities or time periods, an additional project application may be submitted.

<sup>4</sup> Including any costs that have been or will be claimed through another funding source will delay the Recipient's and FEMA's processing of this funding request. If FEMA or the Recipient later determines the Applicant requested funding for activities where costs were funded by another Federal agency, FEMA may de-obligate all funding until the Applicant can specifically demonstrate that duplicate funding was not provided. If another Federal agency has *denied* a funding request, the Applicant may submit the funding request to the Recipient and FEMA for consideration.

complete those activities. If an Applicant does not have the capacity to directly complete the activity or oversee activity completion through contract or mutual aid, the Applicant may request that FEMA or another Federal agency directly conduct the activity. Applicants seeking direct Federal assistance should not use this project application but instead request assistance from the FEMA Regional Administrator through the Recipient's emergency manager.

**For more Public Assistance guidance:** FEMA guidance that defines activities and associated costs that are eligible for Public Assistance funding can be found in [Public Assistance \(PA\) fact sheets, job aids, and frequently asked questions \(FAQs\)](#) which provide general overviews of the PA process and program eligibility.

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# CHAPTER 2: DEBRIS REMOVAL (CATEGORY A)

## STREAMLINED PROJECT APPLICATION

The Category A streamlined project application is the formal request for Debris Removal (Category A) funding under the Public Assistance program. The streamlined project application enables Applicants with Category A activities only to apply directly without relying on FEMA or Recipient staff and reduces documentation requirements for projects below the large project threshold (for fiscal year 2020, the threshold is \$131,100).

This chapter presents the contents of the following parts of the project application: 1) Section I–IV, 2) work surveys and 3) cost schedules.

### Sections I–IV

The four sections of the project application are listed below and presented in the rest of this chapter. All Applicants must complete all four sections of the streamlined project application.

**Section I – *Project Application Information***      ([Click here to jump to section.](#))

This section includes basic information about the project, Applicant, and the declaration. The Applicant provides a project name and unique identifier for the project application.

**Section II – *Scope of Work***      ([Click here to jump to section.](#))

The Applicant describes the work activities conducted or to be conducted and answers basic questions about the locations and conditions of the work site(s).

**Section III – *Cost and Work Status Information***      ([Click here to jump to section.](#))

The Applicant describes the current status of the work and the costs associated with completing the work (or anticipated costs for completion).

**Section IV – *Project Acknowledgements and Certifications***      ([Click here to jump to section.](#))

The Applicant certifies that the activities and costs reported comply with all relevant laws and regulations. This section will be completed after the completion of Sections I-III and any other required surveys and schedules.

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## Section I

### Section I – Project Application Information

Instructions: Applicants must complete this section and should refer to the Public Assistance Grant Portal for the Declaration Number and FEMA PA Code. The Applicant must assign a unique title and number for each project application. This title and number can help the Applicant connect this project application to their accounting or other systems. Any documents attached to this project application should include the project application number and title.

Note: implementation of the project application will be streamlined in the Grants Portal system, where some fields are automatically generated based on the Applicant and declaration. Additionally, certain fields will be hidden if they are not applicable to the specific project application.

Signatures captured in the project application are official, legally-binding, electronic signatures. The Applicant will be required to certify the signatures prior to completion of the application.

|   |                                |               |   |
|---|--------------------------------|---------------|---|
| Declaration #:                                | Name of Organization Applying: | FEMA PA Code: | Applicant-Assigned Project Application #: |
| Project Application Title:                    |                                |               |   |
| <i>Continue to Section II – Scope of Work</i> |                                |               |   |

## Section II

### Section II – Scope of Work

Instructions: Applicants must complete this section and describe the activities that the Applicant conducted or will conduct in response to the declared incident. For certain activities, Applicants must provide additional information in more detailed surveys. To be eligible, the activities must be the legal responsibility of the Applicant requesting assistance (see 44 C.F.R. § 206.223(a)(3)).

#### 1. DESCRIPTION OF ACTIVITIES

Please select all of the activities the applicant conducted or will conduct:

- Debris clearance (cut and toss or push)

*Debris clearance includes only the work to allow passage. If debris is cut and tossed or pushed to facilitate emergency access (e.g., a fallen tree is blocking access to a community), that work is funded under Category B, Emergency Access. Additional information can be found in the Public Assistance Program and Policy Guide section on Emergency Access.*

- Debris removal from the grounds of a facility  
 Debris removal from the public right-of-way  
 Debris removal from a waterway  
 Debris removal from private roads  
 Debris removal from private property  
 Removal of hazardous stumps, trees, or limbs

*Include all hazardous stumps that need to be removed individually. A stump is hazardous if it is more than 2 feet in diameter and 50% or more of the root-ball is exposed. Additional information can be found in the Public Assistance Program and Policy Guide section on Stump Removal*

*Include all hazardous trees that need to be removed individually. A tree is considered hazardous if it had a diameter of 6 inches or more and has a split trunk, a broken canopy; or is leaning at an angle greater than 30 degrees. Additional information can be found in the Public Assistance Program and Policy Guide section on, Tree Removal.*

*Include all hazardous limbs that need to be removed individually. A limb is considered hazardous if it is 2 or more inches in diameter (at the point of break) and poses an immediate threat (e.g., overhanging a public-use area). Additional information can be found in the Public Assistance Program and Policy Guide section on Broken Limb or Branch Removal.*



**Please provide a brief description of the activities the Applicant conducted or will conduct:**

**What is the approximate total quantity of debris?**       cubic yards    tons

*The following methods can be used to develop debris estimates:*

- *Ground measurements of debris, using visual observation and detailed data collection with equipment such as measuring tapes and GPS units. Include information on debris accessibility (e.g., rural versus urban).*
- *Aerial and satellite photographs of areas taken before and after the disaster, based on the structures, features, and debris observed in the photos*
- *Computer models, including those developed by the U.S. Army Corps of Engineers (USACE) and FEMA.*

**Did or will the Applicant bring any debris to Temporary Debris Staging and Reduction Sites?**

Yes

No

**Did or will the Applicant remove any privately owned vehicles or vessels from public property?**

Yes

No

**Did or will the Applicant need to identify owners and store vehicles or vessels prior to removal?**

Yes

No

**Is the debris removal under the authority of another federal agency? Check all that apply.**

Environmental Protection Agency (EPA)

*U.S. Environmental Protection Agency (EPA) is responsible for removing hazardous material from inland water zones. Additional information can be found in the Public Assistance Program and Policy Guide section on Waterways.*

U.S. Army Corps of Engineers (USACE)

*U.S. Army Corps of Engineers (USACE) has specific authorities for removal of hazardous substances, vessels, and other obstructions from federally maintained navigable waterways. It also operates the Rehabilitation and Inspection Program for some eligible flood works. Additional information can be found in the Public Assistance Program and Policy Guide section on Navigable Waterways and <https://www.usace.army.mil/Missions/Civil-Works/Levee-Safety-Program/Levee-Inspections/>.*

U.S. Coast Guard (USCG)

*U.S. Coast Guard (USCG) is responsible for removing hazardous waste from coastal water zones. Additional information can be found in the Public Assistance Program and Policy Guide section on Waterways.*

U.S. Department of Agriculture (USDA) – Natural Resource Conservation Service (NRCS)

*Natural Resource Conservation Service (NRCS) has specific authorities over flood control works that are part of the Watershed and Flood Prevention Operations (WFPO) Program under PL 83-566. Additional information can be found in the Public Assistance Program and Policy Guide section on Debris Removal.*

Other:

No

Unsure

*Debris removal from federally maintained navigable waterways is ineligible. The U.S. Coast Guard (USCG) and the U.S. Army Corps of Engineers (USACE) have specific authorities for removal of hazardous substances, vessels, and other obstructions from federally maintained navigable waterways. Additional information can be found in the Public Assistance Program and Policy Guide section on Navigable Waterways.*

**Did or will the Applicant coordinate with another Federal or state, Territorial, or Tribal agency for any of the activities performed?**

Yes (select all that apply)

U.S. Environmental Protection Agency (EPA)

U.S. Army Corps of Engineers (USACE)

- U.S. Coast Guard
- U.S. Department of Agriculture (USDA) – Natural Resource Conservation Service (NRCS)
- U.S. Fish and Wildlife Service (USFWS)
- National Marine Fisheries Service (NMFS)
- State, Territorial, or Tribal Historic Preservation Office: *Please provide name of agency:*
- State, Local, Territorial, or Tribal agency: *Please provide name of agency:*
- Other:
- No

The following question is asked only if the Applicant checks “Debris Removal from a Waterway” above:  
**What is the name of the body of water where debris removal operation occurred or will occur?**

*Continue to Section III – Cost and Work Status Information*

[\(Click here to jump to the Table of Contents.\)](#)

## Section III

### Section III – Cost and Work Status Information

Instructions: Applicants must complete this section and provide the costs of the activities reported in Section II. Applicants must also complete Schedule A, B, C, or EZ as instructed below.

#### 1. PROJECT COST

**Did or does the Applicant have insurance that might cover any activities reported in Section II?**

- Yes, the Applicant anticipates receiving a payment from its insurance carrier
- Yes, the Applicant has already received a payment from its insurance carrier
- Uncertain if the Applicant will be receiving proceeds from insurance carrier
- No, insurance funding is unavailable or was denied

*If either “yes” is checked above, please include insurance proceeds as a deduction in the cost schedules. See FEMA’s [Public Assistance Policy on Insurance](#).*

**Has the Applicant applied for or received any funding for debris removal from any other Federal program?**

*An Applicant may request funding from other programs but may not receive funding for the same costs from multiple programs. Generally, other Federal agency funding cannot be used to meet the FEMA non-Federal share requirement. There is one major exception: the Department of Housing and Urban Development’s Community Disaster Block Grant Disaster Recovery (CDBG-DR) can be used to meet the Public Assistance non-Federal share. The Applicant may answer “No” if CDBG-DR funds will be only used to meet FEMA’s non-Federal cost share requirement.*

- Yes, and funding was approved. Please list other program(s) and the amount of funding received or anticipated:
- Yes, but the other Federal program has not yet approved the funding. Please list other programs:
- Yes, but the other Federal program has conclusively denied the funding. Please attach denial.
- No

*The Applicant must inform FEMA if funding is approved or awarded for the same costs in this project application. If the Applicant no longer wants to use Public Assistance funding for these costs, it should withdraw or amend the project accordingly to prevent a duplication of benefits.*

*See the Public Assistance Program and Policy Guide for detailed requirements for Federal, Non-Federal and Other Funding Sources.*

|   |           |
|---|-----------|
| <p><b>What is the approximate total net cost for activities being claimed on this project?</b><br/> Please enter the actual or estimated total net cost for all activities reported in Section II. Detailed cost information will be requested in Schedule A, B, C, or EZ.</p> <p>The total net cost is the total project cost after all reductions including insurance reductions.</p> | <p>\$</p> |
|---|-----------|

**2. WORK STATUS**

**Has the Applicant started any of the work activities claimed on this project application?**

Yes. Start date: \_\_\_\_\_ (MM/DD/YY)

**Has the Applicant completed all of the work activities claimed on this project application?**

Yes. End date: \_\_\_\_\_ (MM/DD/YY)

No. Anticipated end date: \_\_\_\_\_ (MM/DD/YY)

No

Anticipated start date: \_\_\_\_\_ (MM/DD/YY)

Anticipated end date: \_\_\_\_\_ (MM/DD/YY)

*If an increased Federal cost share is authorized for a limited timeframe, Applicant will be asked to divide costs based on activities performed during and after this period.*

**Optional: Request Expedited Funding**

*An Applicant may request approval for expedited funding from the Recipient and FEMA if they have an immediate need for funding for debris removal. In general, Applicants who have never received FEMA Public Assistance funding and do not have significant experience with Federal grant requirements should avoid expedited funding or, at a minimum, discuss expedited funding with their Recipient emergency management office prior to requesting expedited funding. Applicants with projects that involve debris removal from private property or from waterways, or removal of hazardous stumps, trees, and limbs, may wish to forego expedited funding, given the potential complications and document requirements for those project types. Expedited funding is only available for activities that occur within 60 days of the Applicant's Recovery Scoping Meeting.*

**Does the Applicant want to request expedited funding?**

Yes

*If approved, the Applicant will be awarded 50 percent of the FEMA-confirmed project cost based on initial documentation. However, the Applicant will then be required to provide all information, including all documentation to support actual incurred costs, to support the initial 50 percent of funding before receiving any additional funding.*

No

***Completing Sections I, II and III will create a project application. Based upon your answers in Section III, you will be required to complete additional surveys and schedules as directed in Grants Portal. Return to the project application summary.***

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Section IV

**Section IV – Project Acknowledgements and Certifications**

**1. PREPARER INFORMATION**

Instructions: If Applicant used external support to develop this Application, this section must be completed.

**Did a consultant prepare this project application on behalf of the Applicant?**

- No
- Yes. Please provide the following information and obtain the preparer’s signature.

|  |                                       |
|--|---------------------------------------|
| <b>Preparer’s Company or Firm Name</b> | <b>Preparer’s Company or Firm EIN</b> |
|--|---------------------------------------|

**Preparer’s Company or Firm Address**

By signing below, I certify all information provided in this project application is true and correct based on all information of which I have any knowledge. I understand that causing the Applicant to make false certification or statements or conceal any information in an attempt to obtain disaster aid is a violation of Federal laws, which carry severe criminal and civil penalties, including a fine of up to \$250,000, imprisonment, or both (18 U.S.C. Part 287, 1001, 1040 and 3571).

|                        |                         |                             |
|------------------------|-------------------------|-----------------------------|
| <b>Preparer’s Name</b> | <b>Preparer’s Title</b> | <b>Preparer’s Signature</b> |
|------------------------|-------------------------|-----------------------------|

**2. APPLICANT ACKNOWLEDGEMENTS**

Instructions: Applicants must complete this section to acknowledge their acceptance of Environmental and Historic Preservation compliance and documentation requirements.

**ENVIRONMENTAL AND HISTORIC PRESERVATION COMPLIANCE ACKNOWLEDGEMENT**

In accordance with the Public Assistance Program and Policy Guide, the Applicant acknowledges that they are required to comply with applicable Federal, state, and local laws; must provide all documentation requested to allow FEMA to ensure project applications comply with Federal Environmental and Historic Preservation (EHP) laws, implementing regulations, and executive orders (EOs); and must comply with any EHP compliance conditions placed on the grant.

**DOCUMENTATION REQUIREMENT ACKNOWLEDGEMENT**

In accordance with 2 C.F.R. §200.333 as well as state and local record retention requirements, the Applicant acknowledges the requirement to maintain all documentation that supports this project application in its own files. This documentation will be required if the Applicant submits an appeal for additional funding, as well as in the case of any audits.

|  |              |                  |
|--|--------------|------------------|
| <b>Applicant Authorized Representative</b> | <b>Title</b> | <b>Signature</b> |
|--|--------------|------------------|

**3. APPLICANT CERTIFICATIONS**

Instructions: Applicants must complete this section to certify that the activities and costs reported in this project application comply with applicable Federal, State, Tribal, Territorial, and local laws and regulations.

**I certify the following:**

**GENERAL CERTIFICATIONS**

As required by Title 44 Code of Federal Regulations (C.F.R.) §§ 206.223 and 206.225 and in accordance with the Public Assistance Program and Policy Guide, the emergency response/protective measures described in this project were or are:

- For debris generated by the declared event;
- Located within the designated disaster area; and
- The legal responsibility of Applicant.

As required by 44 C.F.R. §206.224, the debris removal costs claimed in this project were either to:

- Eliminate threats to life, public health, and safety; or

- Eliminate immediate threats of significant damage to improved public or private property; or
- Ensure economic recovery of the affected community to the benefit of the community-at-large; or
- Mitigate the risk to life and property by removing substantially damaged structures and associated appurtenances as needed to convert property acquired through a FEMA hazard mitigation program to uses compatible with open space, recreation, or wetlands management practices.

If any activity was or will be occurring on private property: For each property, the Applicant (A) had or has a legal basis and authority to conduct the activities; and (B) completed or will complete the following actions for each property for which supporting documentation will be maintained: (i) obtained a right-of-entry, (ii) signed an agreement with the property owner to indemnify and hold harmless the Federal Government, and (iii) made efforts to identify any actual or anticipated insurance proceeds for the same activities.

### **COST CERTIFICATIONS**

As required by 44 C.F.R. § 206.228 and 2 C.F.R. Part 200 and in accordance with the Public Assistance Program and Policy Guide, the costs for which the Applicant is claiming reimbursement were or are:

- Of a type generally recognized as ordinary and necessary for the type of facility or activities;
- Reduced by applicable credits, such as insurance proceeds and salvage values; and
- Reasonable as demonstrated by the method selected in Section III, Schedule A, or Schedule EZ of this project application.

As required by the Stafford Act § 312, 42 U.S. Code § 5155, and 2 C.F.R. §200.406 and in accordance with the Public Assistance Program and Policy Guide, the Applicant has either:

- Informed FEMA of all insurance proceeds; or
- Did not have insurance coverage in place for the claimed costs at the time of the declaration.

If the Applicant removed hazardous leaning trees: The Applicant complied with all policies in the Public Assistance Program and Policy Guide, Hazardous Limbs, Trees, and Stumps, regarding removal of hazardous leaning trees.

If the Applicant removed stumps: The Applicant complied with all policies in the Public Assistance Program and Policy Guide, Hazardous Limbs, Trees, and Stumps, regarding the removal of stumps.

If the Applicant removed privately-owned vehicles or vessels: The Applicant documented the handling of the vehicle and complied with all policies in the Public Assistance Program and Policy Guide, Privately Owned Vehicles and Vessels on Public Property, regarding removal of privately-owned vehicles or vessels. The Applicant also worked with private property owners to recover storage and removal costs, and credit FEMA the federal share of any funds received

If claiming Force Account Equipment: The Applicant complied with all policies regarding equipment rates in the Public Assistance Program and Policy Guide, Applicant-Owned and Purchased Equipment.

If claiming straight time for Force Account Labor: The Applicant is participating in the PA Alternate Procedures for Debris Removal

If using a contract for debris removal: The Applicant monitored the contracted debris operations and complied with the policies in the Public Assistance Program and Policy Guide, Monitoring Contracted Debris Removal Operations, regarding contracted debris removal.

The Applicant did not claim any costs for debris removal from Federally maintained navigable channels and waterways; flood control works under the authority of the Natural Resources Conservation Service (NRCS); agricultural land; or natural unimproved land.

The same costs in this project application were not requested from another funding source or, if they were requested, that other source has not yet approved or awarded the funding. Further, if the Applicant does receive funding for the specific activities and costs in this project application, the Applicant must notify the Recipient and FEMA, and funding will be reconciled to eliminate duplication

**It is important to know that upon submittal your project application becomes a legal document. The Recipient or FEMA may use external sources to verify the accuracy of the information you enter. It is a violation of Federal law to intentionally makes false statements or hide information when applying for Public Assistance. This can carry severe criminal and civil penalties including a fine of up to \$250,000, imprisonment, or both. (18 U.S.C. §§ 287, 1001, 1040, and 3571). I certify that all information I have provided regarding the project application is true**

and correct to the best of my knowledge. I understand that, if I intentionally make false statements or conceal any information in an attempt to obtain Public Assistance, it is a violation of Federal laws, which carry severe criminal and civil penalties.

|                                     |       |           |
|-------------------------------------|-------|-----------|
| Applicant Authorized Representative | Title | Signature |
|-------------------------------------|-------|-----------|

*This project application has been successfully completed. Thank you.*

## Work Surveys

Work surveys are used to capture additional information for specific activities and work conducted to address incident-related impacts. Completion of the work surveys is dependent on the activities the Applicant conducted or will conduct.

The work surveys are listed below and presented in the rest of this section. Grants Portal will only present the work surveys required for each project application.

### **Large Project Work Survey** ([Click here to jump to survey.](#))

A set of questions required when total claimed costs on the project application exceed the large project threshold (for fiscal year 2020, the threshold is \$131,100). The Applicant must complete the relevant sub-sections that are required based on responses in Section II and III of the project application. Grants Portal will only display the required sub-sections. [Appendix A](#) of this reference guide provides additional descriptions of the information requested in this survey.

### **Small Project Work Survey** ([Click here to jump to survey.](#))

A set of questions required when total claimed costs on the project application are less than the large project threshold (for fiscal year 2020, the threshold is \$131,100). The Applicant must complete the relevant sub-sections that are required based on responses in Section II and III of the project application. Grants Portal will only display the required sub-sections. [Appendix A](#) of this reference guide provides additional descriptions of the information requested in this survey.

### **Environmental and Historic Preservation (EHP) Survey** ([Click here to jump to survey.](#))

A set of questions required when claiming costs for activities that may have environmental or historic preservation concerns. This survey is required for all projects. Grants Portal will only display the required sub-sections.

### **Private Property Survey** ([Click here to jump to survey.](#))

A set of questions required when claiming costs for debris removal from private property or private roads. In limited circumstances, FEMA may determine that debris removal from private property or private roads is eligible under the PA Program. Debris removal from private commercial property is almost never allowed and is not covered on this survey. Applicants must provide confirmation that they satisfied all legal processes and obtained permission from the property owners (rights-of-entry) and agreements to indemnify and hold harmless the Federal Government before FEMA provides PA funding. See the Public Assistance Program and Policy Guide section on *Debris Removal from Private Property* for more information.

## Large Project Work Survey

Instructions: The Applicant must complete this survey if the net cost reported in Section III.1 of the project application is equal to or greater than \$131,100. For more information on these requirements, see the Public Assistance Program and Policy Guide, Debris Removal.

### 1. GENERAL WORK INFORMATION

#### Is the Applicant legally responsible for performing the activities reported in Section II?

- Yes. The Applicant is a government organization, and the state's, tribe's, or territory's constitution or laws delegate jurisdictional powers to the Applicant.
- Yes. A statute, order, contract, articles of incorporation, charter, or other legal document provides the Applicant authority to conduct the activities for the general public. Please attach and describe:
- Yes, for other reasons. Please attach supporting documentation and describe:
- No. Please describe how the Applicant is eligible for funding:
- Unsure

*To determine legal responsibility for emergency protective measures, FEMA evaluates whether the Applicant requesting the assistance either had jurisdiction over the area in which work was performed or the legal authority to conduct the activities. Documents that support legal responsibility include deeds, titles, lease agreements, and contracts. In general, an Applicant only has legal responsibility to conduct debris removal within its jurisdiction. If an Applicant conducts debris removal outside its jurisdiction, it must demonstrate its legal basis for conducting those activities. See Public Assistance Program and Policy Guide for detailed requirements on Legal Responsibility. In limited circumstances, FEMA may determine that debris removal conducted on private property is eligible under the PA Program; see Public Assistance Program and Policy Guide for detailed requirements on Debris Removal from Private Property.*

#### Please provide a brief description of immediate threats of the activities selected in Section II.

*If it is not clear that a direct threat to life, public health or safety exists, or that the activity is necessary to cope with the threat, FEMA may request documentation to demonstrate that the Applicant conducted the activities at the direction or guidance of public health officials.*

#### Did or will the Applicant bring any debris to Temporary Debris Staging and Reduction Sites?

- Yes
  - Are these sites currently in use?**
  - No. If available, please attach a set of photos or videos from each work site, with each site clearly identified.
  - Yes. Please attach a set of photos or videos from each work site, with each site clearly identified.
  - What is the current quantity of debris at Temporary Debris Staging and Reduction Sites?\_** % of total: [system calculated]
- No

**What is the total quantity of debris remaining to be removed?** % of total: [system calculated]



**Did or will the Applicant authorize residents to place debris curbside?**

Yes. Please provide timeframe:

Start Date: MM/DD/YYYY

End Date: MM/DD/YYYY

No

**Did or will the Applicant provide dumpsters?**

Yes

No

**2. TEMPORARY DEBRIS STAGING AND REDUCTION SITES (TDSRSS)**

The Applicant must complete this section for each temporary management site used. Complete one row for each site.

| Temporary Site Name or ID | Site location<br>Address or GPS coordinates  | Site permit status   | Site permit number<br>Upload copy of permit | Type of labor that was or will be used to manage the site.<br>Select one from dropdown menu.                 | If contracted, type of labor that was or will be used for debris monitoring at the site<br>Select one from dropdown menu. | Site leasing status  | Work done by the Applicant to restore the site back to its condition prior to the Applicant's use |
|---------------------------|--|--|---|--|---|--|---|
|                           | Address:<br><br>GPS coordinates<br><i>(please provide in decimal degrees, with six decimal places):</i><br>Latitude<br>Longitude | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><i>If not, provide other documentation allowing use of the site (emergency authorization, temporary approval)</i> |   | <input type="checkbox"/> Force account (the applicant's own work force)<br><input type="checkbox"/> Contract | <input type="checkbox"/> Force account<br><input type="checkbox"/> Contract   | <input type="checkbox"/> Leased<br><input type="checkbox"/> Not leased |   |

**3. FINAL DISPOSAL SITES**

The applicant must complete this section for each final disposal site used. Complete one row for each site. If available, please attach a set of photographs from each work site, labeled using the same site ID numbers as in this table.

| Final Site Name or ID | Site location<br>Address or GPS coordinates | Site permit status           | Site permit number<br>Upload copy of permit. | Site type  | Site owner |
|-----------------------|---|------------------------------|--|--|------------|
|                       | Address:                                    | <input type="checkbox"/> Yes |  | <input type="checkbox"/> Landfill<br><input type="checkbox"/> Recycling center |            |

|  |  |  |  |  |  |
|--|--|--|--|--|--|
|  | GPS coordinates (please provide in decimal degrees, with six decimal places):<br>Latitude<br>Longitude | <input type="checkbox"/> No. Provide other documentation allowing use of the site (waiver, temporary approval) |  | <input type="checkbox"/> Department of Public Works yard<br><input type="checkbox"/> Other |  |
|--|--|--|--|--|--|

#### 4. TYPE AND QUANTITY OF DEBRIS HAULED

In addition to the information requested below, please upload a representative sample of photographs of debris piles. Please upload a site map showing the location of all proposed or completed areas where the Applicant will conduct or has conducted debris removal, staging, and disposal operations and the extent of ground disturbance. If debris removal, hauling, disposal, or monitoring is contracted, the gray column in the tables below will request additional information.

| Type of debris   | Quantity hauled  | Location of debris   | Type of labor used to remove debris   | If removal is contracted, type of labor used for debris monitoring at pick-up sites   | Destination of debris<br><i>Select all that apply</i>              |
|--|--|--|---|---|--|
| <input type="checkbox"/> Construction & Demolition (C&D)             | cubic yards<br>tons<br><input type="checkbox"/> Estimated<br><input type="checkbox"/> Actual | <input type="checkbox"/> Throughout jurisdiction<br><input type="checkbox"/> Specific areas (e.g., neighborhoods, quadrants); describe:<br><input type="checkbox"/> Address<br><input type="checkbox"/> GPS coordinates (Provide in decimal degrees, with six decimal places)<br>Latitude:<br>Longitude: | <input type="checkbox"/> Force account<br><input type="checkbox"/> Mutual aid<br><input type="checkbox"/> Prison<br><input type="checkbox"/> Contract | <input type="checkbox"/> Force account<br><input type="checkbox"/> Mutual aid<br><input type="checkbox"/> Prison<br><input type="checkbox"/> Contract | [auto-populate list of sites from TDSRS and Final disposal Tables] |
| <input type="checkbox"/> Household waste                             | <i>Same questions for all debris types</i>   |  |   |   |  |
| <input type="checkbox"/> Hazardous materials (                       |  |  |   |   |  |
| <input type="checkbox"/> Electronics                                 |  |  |   |   |  |
| <input type="checkbox"/> Large Appliances/White Goods                |  |  |   |   |  |
| <input type="checkbox"/> Sand, mud, silt, gravel, rocks, or boulders |  |  |   |   |  |
| <input type="checkbox"/> Vegetative                                  |  |  |   |   |  |
| <input type="checkbox"/> Vehicles                                    |  | GPS coordinates of each vehicle (Please provide coordinates in decimal degrees, with six decimal places)   |   |   |  |

|   |  |  |  |  |  |
|---|--|--|--|--|--|
|   |  | Latitude:<br>Longitude:  |  |  |  |
| <input type="checkbox"/> Vessels                |  | GPS coordinates of each vessel (Please provide coordinates in decimal degrees, with six decimal places)<br>Latitude:<br>Longitude: |  |  |  |
| <input type="checkbox"/> Other<br>Specify type: |  |  |  |  |  |

### 5. REMOVAL OF HAZARDOUS STUMPS, TREES, AND LIMBS (SPECIAL VEGETATIVE DEBRIS)

The Applicant must complete this section for each hazardous stump, tree and limb removed. The Applicant must retain the following documentation and provide it if asked by FEMA: photos or videos that illustrate the immediate threat; quantity, location, and source of material to fill root-ball holes, and the equipment used to perform the work. Please upload a representative sample of photos and videos.

| Type of debris          | GPS coordinates  | Diameter  | Hazardous criteria   | Percent of root-ball exposed   | Stump removal method   | Quantity and type of fill  | Type of fill borrow site  | Fill borrow site location  | Type of labor used to remove the stump/tree/limb  | Cost of removal, if contracted | Type of labor used for monitoring removal   | Destination of debris<br>Select all that apply   |
|-------------------------|--|---|--|--|--|--|---|--|---|--------------------------------|---|--|
| <i>Number of stumps</i> | Please provide GPS coordinates in decimal degrees, with six decimal places.<br><br>Latitude:<br><br>Longitude: | feet, inches<br><i>Measure the diameter at 2 feet off the ground.</i> | (not applicable)   | <input type="checkbox"/> Less than 50%<br><input type="checkbox"/> 50% or more | <input type="checkbox"/> Flush-cut<br><input type="checkbox"/> Grinding<br><input type="checkbox"/> Extracting | <input type="checkbox"/> Cubic yards<br><br><input type="checkbox"/> Cubic feet<br><br>of<br><input type="checkbox"/> Soil<br><input type="checkbox"/> Sand<br><input type="checkbox"/> Gravel<br><input type="checkbox"/> Rock<br><input type="checkbox"/> Other material | <input type="checkbox"/> Commercial<br><input type="checkbox"/> Private<br><input type="checkbox"/> Municipal<br><input type="checkbox"/> Other | Please provide GPS coordinates in decimal degrees, with six decimal places.<br><br>Latitude:<br><br>Longitude: | <input type="checkbox"/> Force account<br><input type="checkbox"/> Mutual aid<br><input type="checkbox"/> Prison<br><input type="checkbox"/> Contract | \$                             | <input type="checkbox"/> Force account<br><input type="checkbox"/> Mutual aid<br><input type="checkbox"/> Prison<br><input type="checkbox"/> Contract | [auto-populated list of sites from TDSRS and Final Disposal Tables]<br><i>If debris was taken to a temporary site first, include only that site.</i> |
| <i>Number of trees</i>  | Latitude:<br><br>Longitude:  | feet, inches<br><i>Measure the</i>                                    | <input type="checkbox"/> Split trunk<br><input type="checkbox"/> Broken canopy | <input type="checkbox"/> Less than 50%   | <input type="checkbox"/> Flush-cut<br><input type="checkbox"/> Grinding<br><input type="checkbox"/> Extracting | <input type="checkbox"/> cubic yards   | <input type="checkbox"/> Commercial<br><input type="checkbox"/> Private   | Latitude:<br><br>Longitude:  | <input type="checkbox"/> Force account<br><input type="checkbox"/> Mutual aid   | \$                             | <input type="checkbox"/> Force account<br><input type="checkbox"/> Mutual aid   |  |

|                                    |                         |  |  |                                      |                  |   |  |                  |   |    |   |  |
|------------------------------------|-------------------------|--|--|--------------------------------------|------------------|---|--|------------------|---|----|---|--|
|                                    |                         | diameter at 4.5 feet off the ground. See the Public Assistance and Program Policy Guide, Tree Removal  | <input type="checkbox"/> Leaning at an angle greater than 30 degrees.  | <input type="checkbox"/> 50% or more |                  | <input type="checkbox"/> cubic feet of<br><input type="checkbox"/> Soil<br><input type="checkbox"/> Sand<br><input type="checkbox"/> Gravel<br><input type="checkbox"/> Rock<br><input type="checkbox"/> Other material | <input type="checkbox"/> Municipal<br><input type="checkbox"/> Other |                  | <input type="checkbox"/> Prison<br><input type="checkbox"/> Contract  |    | <input type="checkbox"/> Prison<br><input type="checkbox"/> Contract  |  |
| Number of broken limbs or branches | Latitude:<br>Longitude: | feet inches<br>Measure the diameter at the point of break. See the Public Assistance and Program Policy Guide, Broken Limb or Branch Removal | <input type="checkbox"/> Overhanging improved property<br><input type="checkbox"/> Overhanging a public-use area (trail, sidewalk, playground) | (not applicable)                     | (not applicable) | (not applicable)  | (not applicable)   | (not applicable) | <input type="checkbox"/> Force account<br><input type="checkbox"/> Mutual aid<br><input type="checkbox"/> Prison<br><input type="checkbox"/> Contract | \$ | <input type="checkbox"/> Force account<br><input type="checkbox"/> Mutual aid<br><input type="checkbox"/> Prison<br><input type="checkbox"/> Contract |  |

**6. DETAILS ON DEBRIS REMOVED FROM A WATERWAY**

The Applicant must complete this section for each type of debris removed from a waterway.

**From what type of waterway was debris removed?** Check all that apply.

Navigable

**Did or does the debris obstruct the passage of vessels?**

Yes. Please provide documentation that debris was removed to a maximum depth of 2 feet below the low-tide draft of the largest vessel that utilized the waterway prior to the incident. Any debris below this zone is ineligible unless it is necessary to remove debris extending upward into an eligible zone. See the Public Assistance and Program Policy Guide, Navigable Waterways.

No. Please describe how the debris posed or poses an immediate threat:

Unsure. Please describe how the debris posed or poses an immediate threat:

Non-navigable

**How did or does the debris pose an immediate threat?**

- Debris obstructs, or could obstruct, intake structures
- Debris could cause damage to structures, such as bridges and culverts
- Debris is causing, or could cause, flooding to improved public or private property during the occurrence of a 5-year flood
- Other threat. *Please describe:* \_\_\_\_\_
- Streams
  - Debris removal from streams may be eligible under the Natural Resources Conservation Service's Emergency Watershed Protection Program. Has the Applicant consulted the NRCS?**
  - Yes. Please provide documentation of correspondence.
  - No
- Flood control works Flood control works are structures such as levees, flood walls, flood control channels, and water control structures designed and constructed to have appreciable effects in preventing damage by irregular and unusual rises in water levels.  
**Not all flood control works are eligible for PA funding. Is the flood control works where the debris was or is located under the authority of any of the following?**
  - Watershed and Flood Prevention Operations program at NRCS (If checked, provide documentation of your correspondence with NRCS.) Debris removal from flood control works that are under the specific authority of NRCS is ineligible for PA funding, even if NRCS does not have sufficient funding or does not provide assistance. Flood control works under the specific authority of NRCS are those that are part of the WFPO Program under PL 83-566.220. See <https://www.nrcs.usda.gov/wps/portal/nrcs/main/national/programs/landscape/wfpo/>
  - U.S. Army Corps of Engineers Rehabilitation and Inspection Program
  - Unsure
  - None
  - Other. *Please describe:*

**7. TEMPORARY DEBRIS STAGING AND REDUCTION SITES - DETAILED DEBRIS REMOVAL INFORMATION**

The Applicant must complete this section for each temporary management site used. Create a new row for each type of debris reduced on site. If debris removal, hauling, disposal, or monitoring is contracted, the gray columns in the tables below will request additional information. If debris being processed at this site was reduced in different ways, or some was reduced and some was not, create a new row for each of those cases.

|  |   | Debris Loading/Hauling Information  |  |  |  |   |   | Debris Reduction Information                                |  |                     |   |                      |
|--|---|---|--|--|--|---|---|---|--|---------------------|---|----------------------|
| Temporary Site Name or ID                      | Type of debris  | Loading method/ Equipment type  | Quantity of debris hauled to site  | Type of labor used to load/haul debris to site   | Number of load tickets and Applicant preference for selection for FEMA review  | Haul price per unit   | Total haul cost   | On-site debris reduction                                    | Reduction method   | Quantity reduced    | Reduction price per unit  | Total reduction cost |
| [auto-populate list of sites from TDSRS Table] | <input type="checkbox"/> C&D<br><input type="checkbox"/> Household<br><input type="checkbox"/> Hazmat<br><input type="checkbox"/> Electronics<br><input type="checkbox"/> Appliances<br><input type="checkbox"/> Sand, mud, silt, gravel, rocks, or boulders<br><input type="checkbox"/> Vegetative (including all stumps, trees, and limbs)<br><input type="checkbox"/> Vehicles<br><input type="checkbox"/> Vessels<br><input type="checkbox"/> Other | <input type="checkbox"/> Trucks with solid tailgate<br><input type="checkbox"/> Trucks without solid tailgate.<br><input type="checkbox"/> Hand-loaded. | cubic yards<br>tons<br><input type="checkbox"/> Estimated<br><input type="checkbox"/> Actual | <input type="checkbox"/> Force account<br><input type="checkbox"/> Contract<br>If contract is checked, provide name of hauler: | <input type="checkbox"/> Fewer than 45<br>Upload all load tickets<br><input type="checkbox"/> 45 or more...<br><input type="checkbox"/> Applicant will provide a random sample of 45 load tickets<br><input type="checkbox"/> Applicant will provide a list of load tickets to FEMA. | <input type="checkbox"/> \$/cubic yard<br><input type="checkbox"/> \$/ton | [system calculated]<br>trucks w/o tailgate or hand-loaded, reduced percentage allowed included in calc] | <input type="checkbox"/> No<br><input type="checkbox"/> Yes | <input type="checkbox"/> Grinding<br><input type="checkbox"/> Air curtain burning<br><input type="checkbox"/> Open burning<br><input type="checkbox"/> Compacting<br><input type="checkbox"/> Mulching<br><input type="checkbox"/> Chipping<br>If air curtain or open burning are selected, upload a copy of the permit authorizing burning at this site | cubic yards<br>tons | <input type="checkbox"/> \$/cubic yard<br><input type="checkbox"/> \$/ton | [system calculated]  |

### 8. FINAL DISPOSAL SITES - DETAILED DEBRIS REMOVAL INFORMATION

The applicant must complete this section for each final disposal site used. Create a new row for each type of debris reduced or disposed of at the site.

#### Debris Loading/Hauling Information

| Final Site ID #  | Temporary sites from which debris was routed  | Loading method/<br>Equipment type   | Quantity of debris hauled to site  | Type of labor used to load/haul debris to site   | Number of load tickets and Applicant preference for selection for FEMA review   | Haul price per unit   | Total haul cost   |
|--|---|---|--|--|---|---|---|
| [auto-populate list of sites from Final Disposal Site Table] | [auto-populate list of sites from TDSRS Table]<br><br><input type="checkbox"/> None | <input type="checkbox"/> Trucks with solid tailgate<br><br><input type="checkbox"/> Trucks without solid tailgate.<br><br><input type="checkbox"/> Hand-loaded. | <input type="checkbox"/> \$/cubic yard<br><br><input type="checkbox"/> \$/ton<br><input type="checkbox"/> Estimated<br><input type="checkbox"/> Actual | <input type="checkbox"/> Force account<br><input type="checkbox"/> Contract<br>If contract is checked, provide name of hauler: | <input type="checkbox"/> Fewer than 45<br><i>Upload all load tickets</i><br><input type="checkbox"/> 45 or more<br><input type="checkbox"/> Applicant will provide a random sample of 45 load tickets<br><input type="checkbox"/> Applicant will provide a list of load tickets to FEMA | <input type="checkbox"/> \$/cubic yard<br><br><input type="checkbox"/> \$/ton | [system calculated]<br><br>[If trucks w/o tailgate or hand-loaded, reduced percentage allowed included in calc] |

### 8a. FINAL DISPOSAL SITES - DETAILED DEBRIS REMOVAL INFORMATION

The applicant must complete this section for each final disposal site used. Create a new row for each type of debris reduced or disposed of at the site.

#### Debris Reduction Information

#### Debris Disposal Information

| On-site debris reduction                                    | Reduction method  | Quantity reduced  | Reduction price per unit  | Total reduction cost | Disposal method  | Tipping fee per unit  | Total disposal cost |
|---|---|---|---|----------------------|--|---|---------------------|
| <input type="checkbox"/> No<br><input type="checkbox"/> Yes | <input type="checkbox"/> Grinding<br><input type="checkbox"/> Air curtain burning<br><input type="checkbox"/> Open burning<br><input type="checkbox"/> Compacting<br><input type="checkbox"/> Mulching<br><input type="checkbox"/> Chipping<br><br><i>If air curtain or open burning are selected, upload a copy of the permit authorizing burning at this site</i> | <input type="checkbox"/> cubic yards<br><br><input type="checkbox"/> tons | <input type="checkbox"/> \$/cubic yard<br><br><input type="checkbox"/> \$/ton | [system calculated]  | <input type="checkbox"/> Landfill<br><input type="checkbox"/> Spreading<br><input type="checkbox"/> Dumpster<br><input type="checkbox"/> Burying (including ash harrowing)<br><input type="checkbox"/> Supplied to public<br><input type="checkbox"/> Recycled<br><input type="checkbox"/> Other | <input type="checkbox"/> \$/cubic yard<br><br><input type="checkbox"/> \$/ton | \$                  |

***You have completed this survey. Please complete the EHP Survey for this project, then return to Section III.***

## Small Project Work Survey

### Work Survey, Small Project

Instructions: Applicants must complete this survey if the net cost reported in Section III.1 of the project application is less than \$[autopopulate large threshold]. For more information on these requirements, see the *Public Assistance Program and Policy Guide, Debris Removal*.

#### 1. TEMPORARY DEBRIS STAGING AND REDUCTION SITES (TDSRSS)

The Applicant must complete this section for each temporary management site used. Complete one row for each site. If available, please attach a set of photographs from each work site, labeled using the same site ID numbers as in this table.

| Temporary Site Name or ID<br>Please provide a unique identifier for each site | Site location<br>Address or GPS coordinates   | Site permit status   | Site permit number<br><br>Upload copy of permit. | Site leasing status  | Work done by the Applicant to restore the site back to its condition prior to the Applicant's use |
|---|---|--|--|--|---|
|   | Address:<br><br>GPS coordinates ( <i>please provide in decimal degrees, with six decimal places</i> ):<br>Latitude<br>Longitude | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><br><i>If not, provide other documentation allowing use of the site (emergency authorization, temporary approval)</i> |  | <input type="checkbox"/> Leased<br><input type="checkbox"/> Not leased |   |

#### 2. FINAL DISPOSAL SITES

The applicant must complete this section for each final disposal site used. Complete one row for each site. If available, please attach a set of photographs from each work site, labeled using the same site ID numbers as in this table.

| Final Site Name or ID<br>Please provide a unique identifier for each site | Site location<br>Address or GPS coordinates   | Site permit status  | Site permit number<br>Upload copy of permit. | Site type  | Site owner |
|---|---|---|--|--|------------|
|   | Address:<br><br>GPS coordinates ( <i>please provide in decimal degrees, with six decimal places</i> ):<br>Latitude<br>Longitude | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><br><i>If not, provide other documentation allowing use of the site (waiver, temporary approval)</i> |  | <input type="checkbox"/> Landfill<br><input type="checkbox"/> Recycling center<br><input type="checkbox"/> Department of Public Works yard<br><input type="checkbox"/> Other |            |



### 3. TYPE AND QUANTITY OF DEBRIS HAULED

In addition to the information requested below, please upload a representative sample of photographs of debris piles. Please upload a site map showing the location of all proposed or completed areas where the Applicant will conduct or has conducted debris removal, staging, and disposal operations and the extent of ground disturbance. If debris removal, hauling, disposal, or monitoring is contracted, the gray column in the tables below will request additional information.

| Type of debris   | Quantity hauled  | Location of debris   | Type of labor used to remove debris   | If removal is contracted, type of labor used for debris monitoring at pick-up sites   | Destination of debris<br><i>Select all that apply</i>  |
|--|--|--|---|---|--|
| <input type="checkbox"/> Construction & Demolition (C&D)             | cubic yards<br>tons<br><input type="checkbox"/> Estimated<br><input type="checkbox"/> Actual | <input type="checkbox"/> Throughout jurisdiction<br><input type="checkbox"/> Specific areas (e.g., neighborhoods, quadrants); describe:<br><input type="checkbox"/> Address<br><input type="checkbox"/> GPS coordinates (Provide in decimal degrees, with six decimal places)<br>Latitude:<br>Longitude: | <input type="checkbox"/> Force account<br><input type="checkbox"/> Mutual aid<br><input type="checkbox"/> Prison<br><input type="checkbox"/> Contract | <input type="checkbox"/> Force account<br><input type="checkbox"/> Mutual aid<br><input type="checkbox"/> Prison<br><input type="checkbox"/> Contract | [auto-populate list of sites from TDSRS and Final disposal Tables]<br><br><i>If debris was taken to a temporary site first, include only that site here.</i> |
| <input type="checkbox"/> Household waste                             | <i>Same questions for all debris types</i>   |  |   |   |  |
| <input type="checkbox"/> Hazardous materials                         |  |  |   |   |  |
| <input type="checkbox"/> Electronics                                 |  |  |   |   |  |
| <input type="checkbox"/> Large Appliances/White Goods                |  |  |   |   |  |
| <input type="checkbox"/> Sand, mud, silt, gravel, rocks, or boulders |  |  |   |   |  |
| <input type="checkbox"/> Vegetative                                  |  |  |   |   |  |
| <input type="checkbox"/> Vehicles                                    |  | GPS coordinates of each vehicle (Please provide coordinates in decimal degrees, with six decimal places)<br>Latitude:<br>Longitude:  |   |   |  |

|   |  |  |  |  |  |
|---|--|--|--|--|--|
| <input type="checkbox"/> Vessels                |  | GPS coordinates of each vessel (Please provide coordinates in decimal degrees, with six decimal places)<br>Latitude:<br>Longitude: |  |  |  |
| <input type="checkbox"/> Other<br>Specify type: |  |  |  |  |  |

#### 4. REMOVAL OF HAZARDOUS STUMPS, TREES, AND LIMBS (SPECIAL VEGETATIVE DEBRIS)

The Applicant must complete this section for each hazardous stump, tree and limb removed. The Applicant must retain the following documentations and provide it if asked by FEMA: photos or videos that illustrate the immediate threat; quantity, location, and source of material to fill root-ball holes, and the equipment used to perform the work. Please upload a representative sample of photos and videos.

| Type of debris   | GPS coordinates  | Diameter  | Hazardous criteria   | Percent of root-ball exposed   | Stump removal method   | Quantity and type of fill   | Type of fill borrow site  | Fill borrow site location   | Type of labor used to remove the stump/tree/limb  | Cost of removal, if contracted | Type of labor used for monitoring removal   | Destination of debris<br><i>Select all that apply</i>   |
|------------------|--|---|--|--|--|---|---|-----------------------------|---|--------------------------------|---|---|
| Number of stumps | Please provide coordinates in decimal degrees, with six decimal places.<br><br>Latitude:<br><br>Longitude: | feet, inches<br><br><i>Measure the diameter at 2 feet off the ground. See the Public Assistance and Program Policy Guide, Stump Removal</i> | (not applicable)   | <input type="checkbox"/> Less than 50%<br><input type="checkbox"/> 50% or more | <input type="checkbox"/> Flush-cut<br><input type="checkbox"/> Grinding<br><input type="checkbox"/> Extracting | <input type="checkbox"/> Cubic yards<br><input type="checkbox"/> Cubic feet of<br><input type="checkbox"/> Soil<br><input type="checkbox"/> Sand<br><input type="checkbox"/> Gravel<br><input type="checkbox"/> Rock<br><input type="checkbox"/> Other material | <input type="checkbox"/> Commercial<br><input type="checkbox"/> Private<br><input type="checkbox"/> Municipal<br><input type="checkbox"/> Other | Latitude:<br><br>Longitude: | <input type="checkbox"/> Force account<br><input type="checkbox"/> Mutual aid<br><input type="checkbox"/> Prison<br><input type="checkbox"/> Contract | \$                             | <input type="checkbox"/> Force account<br><input type="checkbox"/> Mutual aid<br><input type="checkbox"/> Prison<br><input type="checkbox"/> Contract | [auto-populated list of sites from TDSRS and Final Disposal Tables]<br><i>If debris was taken to a temporary site first, include only that site here.</i> |
| Number of trees  | Latitude:<br><br>Longitude:  | feet, inches<br><br><i>Measure the diameter at 4.5 feet off</i>   | <input type="checkbox"/> Split trunk<br><input type="checkbox"/> Broken canopy<br><input type="checkbox"/> Leaning at an angle | <input type="checkbox"/> Less than 50%<br><input type="checkbox"/> 50% or more | <input type="checkbox"/> Flush-cut<br><input type="checkbox"/> Grinding<br><input type="checkbox"/> Extracting | <input type="checkbox"/> cubic yards<br><input type="checkbox"/> cubic feet of<br><input type="checkbox"/> Soil<br><input type="checkbox"/> Sand  | <input type="checkbox"/> Commercial<br><input type="checkbox"/> Private<br><input type="checkbox"/> Municipal<br><input type="checkbox"/> Other | Latitude:<br><br>Longitude: | <input type="checkbox"/> Force account<br><input type="checkbox"/> Mutual aid<br><input type="checkbox"/> Prison<br><input type="checkbox"/> Contract | \$                             |   |   |

|                                    |                         |  |  |                  |                  |   |                  |                  |   |    |  |  |
|------------------------------------|-------------------------|--|--|------------------|------------------|---|------------------|------------------|---|----|--|--|
|                                    |                         | the ground. See the Public Assistance and Program Policy Guide, Tree Removal   | greater than 30 degrees.   |                  |                  | <input type="checkbox"/> Gravel<br><input type="checkbox"/> Rock<br><input type="checkbox"/> Other material |                  |                  |   |    |  |  |
| Number of broken limbs or branches | Latitude:<br>Longitude: | feet, inches<br><br><i>Measure the diameter at the point of break. See the Public Assistance and Program Policy Guide, Broken Limb or Branch Removal</i> | <input type="checkbox"/> Overhanging improved property<br><input type="checkbox"/> Overhanging a public-use area (trail, sidewalk, playground) | (not applicable) | (not applicable) | (not applicable)  | (not applicable) | (not applicable) | <input type="checkbox"/> Force account<br><input type="checkbox"/> Mutual aid<br><input type="checkbox"/> Prison<br><input type="checkbox"/> Contract | \$ |  |  |

**5. TEMPORARY DEBRIS STAGING AND REDUCTION SITES - DETAILED DEBRIS REMOVAL INFORMATION**

The Applicant must complete this section for each temporary management site used. Create a new row for each type of debris reduced on site. If debris being processed at this site was reduced in different ways, or some was reduced and some was not, create a new row for each of those cases.

| Debris Loading/Hauling Information             |  |  |  |  | Debris Reduction Information                                |   |                     |
|--|--|--|--|--|---|---|---------------------|
| Temporary Site Name or ID                      | Type of debris   | Loading method/ Equipment type   | Quantity of debris hauled to site  | Type of labor used to load/haul debris to site   | On-site debris reduction                                    | Reduction method  | Quantity reduced    |
| [auto-populate list of sites from TDSRS Table] | <input type="checkbox"/> C&D<br><input type="checkbox"/> Household<br><input type="checkbox"/> Hazmat<br><input type="checkbox"/> Electronics<br><input type="checkbox"/> Appliances<br><input type="checkbox"/> Sand<br><input type="checkbox"/> Vegetative (including all stumps, trees, and limbs)<br><input type="checkbox"/> Vehicles | <input type="checkbox"/> Trucks with solid tailgate<br><input type="checkbox"/> Trucks without solid tailgate.<br><input type="checkbox"/> Hand-loaded | cubic yards<br>tons<br><input type="checkbox"/> Estimated<br><input type="checkbox"/> Actual | <input type="checkbox"/> Force account<br><input type="checkbox"/> Contract<br><br>If contract is checked, provide name of | <input type="checkbox"/> No<br><input type="checkbox"/> Yes | <input type="checkbox"/> Grinding<br><input type="checkbox"/> Air curtain burning<br><input type="checkbox"/> Open burning<br><input type="checkbox"/> Compacting<br><input type="checkbox"/> Mulching<br><input type="checkbox"/> Chipping<br><br><i>If air curtain or open burning are selected, upload a copy of the</i> | cubic yards<br>tons |

|   |  |  |         |  |  |
|---|--|--|---------|--|--|
| <input type="checkbox"/> Vessels<br><input type="checkbox"/> Others |  |  | hauler: |  | <i>permit authorizing burning at this site</i> |
|---|--|--|---------|--|--|

**6. FINAL DISPOSAL SITES - DETAILED DEBRIS REMOVAL INFORMATION**

The Applicant must complete this section for each final disposal site used. Create a new row for each type of debris reduced or disposed of at the site.

| Debris Loading/Hauling Information                           |   |   |  |  | Debris Reduction Information                                |   |                         |  |                      | Debris Disposal Information  |
|--|---|---|--|--|---|---|-------------------------|--|----------------------|--|
| Final Site Name or ID  | Temporary sites from which debris was routed                                    | Loading method/ Equipment type  | Type of labor used to load/haul debris to site   | Quantity of debris hauled to site  | On-site debris reduction                                    | Reduction method  | Quantity reduced        | Reduction price per unit   | Total reduction cost | Disposal method  |
| [auto-populate list of sites from Final Disposal Site Table] | [auto-populate list of sites from TDSRS Table]<br><input type="checkbox"/> None | <input type="checkbox"/> Trucks with solid tailgate<br><input type="checkbox"/> Trucks without solid tailgate.<br><input type="checkbox"/> Hand-loaded. | cubic yards<br>tons<br><input type="checkbox"/> Estimated<br><input type="checkbox"/> Actual | <input type="checkbox"/> Force account<br><input type="checkbox"/> Contract<br><br>If contract is checked, provide name of hauler: | <input type="checkbox"/> No<br><input type="checkbox"/> Yes | <input type="checkbox"/> Grinding<br><input type="checkbox"/> Air curtain burning<br><input type="checkbox"/> Open burning<br><input type="checkbox"/> Compacting<br><input type="checkbox"/> Mulching<br><input type="checkbox"/> Chipping<br><br><i>If air curtain or open burning are selected, upload a copy of the permit authorizing burning at this site</i> | cubic yards<br><br>tons | \$___<br>per <input type="checkbox"/> cubic yard<br><input type="checkbox"/> ton | [system calculated]  | <input type="checkbox"/> Landfill<br><input type="checkbox"/> Spreading<br><input type="checkbox"/> Dumpster<br><input type="checkbox"/> Burying (including ash harrowing)<br><input type="checkbox"/> Supplied to public<br><input type="checkbox"/> Recycled<br><input type="checkbox"/> Other |

*You have completed this survey. Please complete the EHP Survey for this project, then return to Section III.*

## Environmental and Historic Preservation Survey

### Environmental and Historic Preservation (EHP) Survey

Note: In accordance with the Public Assistance Program and Policy Guidance, the Applicant must comply with applicable Federal, state, and local laws; must provide all documentation requested to allow FEMA to ensure projects comply with Federal Environmental and Historic Preservation (EHP) laws, implementing regulations, and Executive Orders (EOs); and must comply with any EHP compliance conditions placed on the grant. For additional information on EHP requirements, statutes and EOs related to debris removal, refer to EHP compliance considerations for Emergency Work in the Public Assistance Program and Policy Guidance.

Instructions: The Applicant must complete Part 1 of this schedule. Additionally, if any of the following activities were reported in Part 1, or indicated in other areas of this application, Applicants must answer the corresponding question(s):

- Part 2: Temporary Debris Staging and Reduction Sites
- Part 3: Ground Disturbance
- Part 4: Work in or Near Cemetery
- Part 5: Threatened or Endangered Species
- Part 6: Hazardous Materials
- Part 7: Work Within 200 feet of Water or Wetland
- Part 8: Invasive Species
- Part 9: Historic District or Building, Structure, or Object over 45 Years Old

#### 1. ACTIVITY-SPECIFIC WORK INFORMATION

Answer the following questions about the work site(s) and debris removal, staging, and disposal activities:

|  | No | Yes | Unsure |
|--|----|-----|--------|
| Did or will any removal, staging, or disposing of debris require ground disturbing activities (trenching, bulldozing, excavating, scraping, plowing, digging, etc.)?   |    |     |        |
| Did or will the work involve the removal, staging, or disposing of debris in or adjacent to a cemetery?  |    |     |        |
| Did or will any removal, staging, or disposing of debris (be) performed near threatened or endangered species or critical habitat?   |    |     |        |
| Did or will any removal, staging, or disposal of debris occur within 200 feet of a waterway, body of water, or wetland?  |    |     |        |
| Did or will any debris removal, staging, or disposal occur within or adjacent to either a locally-designated or National Register of Historic Places-listed property or historic district OR affect a building, structure, or object older than 45 years?  |    |     |        |
| <p>A structure is a functional construction made for purposes other than creating human shelter. Examples of structures that may be affected include bridges, culverts, canals, ships, roads, locomotives, etc. An object is a construction that is primarily artistic in nature or relatively small in scale. Although it may be, by nature or design, moveable, an object is associated with a specific setting or environment. Examples of objects that may be affected include monuments, statues, fountains, etc.</p> |    |     |        |

## 2. TEMPORARY DEBRIS STAGING AND REDUCTION SITES

**What surface does the site have?**

- Paved
- Gravel
- Grass
- Other

**Is this a pre-approved temporary site or a new location?**

- Pre-approved
- New

**Has there been coordination with any regulatory agencies for sites, such as the State Historic Preservation Office (SHPO), relevant State, local, Territorial, or Tribal (SLTT) agencies, or local floodplain administrator?**

- Yes. *Upload permit, authorization, or documentation of coordination.*
- No. *Please initiate coordination with the SHPO and State Environmental Regulatory Department and submit all documentation pertaining to this coordination, to include a permit, if necessary*
- Unsure. *Please initiate coordination with the SHPO and State Environmental Regulatory Department and submit all documentation pertaining to this coordination, to include a permit, if necessary*

## 3. GROUND DISTURBANCE

Create a new entry for each distinct area of ground disturbance, including all stump extractions.

**Did or will the ground disturbance occur on previously undisturbed areas or outside of an existing footprint or right of way?**

- Yes
- No

**Please describe the ground disturbing activities (trenching, bulldozing, excavating, scraping, plowing, digging etc.)**

**What are the GPS coordinates (decimal degrees with six decimal places) of the ground disturbance?**

Latitude:

Longitude:

**What are or will be the dimensions of the ground disturbance at each site?**

|         |      |        |
|---------|------|--------|
| Length: | feet | inches |
| Width:  | feet | inches |
| Depth:  | feet | inches |

**Did or will the ground disturbance involve the removal of any existing non-debris trees or vegetation?**

- Yes. *Please describe*
- No

## 4. WORK IN OR ADJACENT TO A CEMETERY

**What is the name of the cemetery?**

**What are the GPS coordinates (decimal degrees with six decimal places) of the cemetery?**

Latitude:

Longitude:

**What is the approximate age of the cemetery?**

**Were or might there be any impacts to the cemetery (damage to headstones, disturbed ground etc.)?**

- Damage to headstones
- Damage to fences, walls, and/or buildings
- Disturbed ground
- Other. *Please describe:* \_\_\_\_\_

**What was or will be the method of debris removal (by hand, with equipment, etc.)? *Please describe:***

**Was there or will there be coordination with, or a permit obtained from, the State or Tribal Historic Preservation Office?**

- No
- Yes. *Please upload applicable permits or documentation of correspondence with said agency.*

## 5. THREATENED OR ENDANGERED SPECIES

**Is the work near species or habitat?**

- Species
- Habitat

**Which species (if known)?**

**What are the GPS coordinates (decimal degrees with six decimal places) of the work site(s) that are near the endangered or threatened species?**

Latitude:

Longitude:

**Did or will the Applicant coordinate with any regulatory agencies?**

- No
- Yes

**Please check the relevant agencies:**

- U.S. Fish and Wildlife Service (USFWS). *The U.S. Fish and Wildlife Service works with federally listed threatened and endangered species, migratory birds, bald and golden eagles, and works in Coastal Barrier Resource System areas, and in or near waterways or wetlands.*
- National Marine Fisheries Service (NMFS). *The National Marine Fisheries Services works with federally listed threatened and endangered species, in essential fish habitat, and in National Marine Sanctuaries.*
- U.S. Army Corps of Engineers (USACE). *The U.S. Army Corps of Engineers works in waters of the United States, and conducts work involving dredging or discharging dredged materials or fill in waterways or wetlands.*
- Other. *Please list agency:*

*Please upload applicable permits or documentation of correspondence with all selected agencies.*

## 6. HAZARDOUS MATERIALS

**Are any of the following hazardous materials included in debris disposal operations? Select all that apply.**

- Asbestos containing products (sealants, insulation, tile, etc.)
- Chemical, pesticide or fuel storage tanks (above or below ground)
- Glycol and/or antifreeze
- Lead based paints, solder, flashing
- Mercury containing waste (mercury switches, fluorescent bulbs, thermostats, etc.)
- Oil, fuel (gasoline, diesel, kerosene, propane), and/or hydraulics
- Pesticides/herbicides/rodenticides
- PCB containing materials (transformers, caulking, etc.)
- Solvents (thinners, cleaners, varnishes, and adhesives)
- Swimming pool maintenance supplies (chlorine products, muriatic acid, etc.)
- Other. *Please describe:*

*For all checked boxes, please upload applicable permits, waste manifests, notification of proper storage, and/or any required facility-specific Emergency Response Plans for spills, safety, and proper handling.*

**Did or will the Applicant coordinate with a regulatory agency?**

- No
- Yes

**Which agency?**

- Environmental Protection Agency (EPA). EPA work can involve underground injection, and work with the potential to increase contamination of sole source aquifers.
- State, Local, or Tribal Agency. *Please list agency:*
- Other. *Please list agency:*

*Please upload all applicable permits or documentation of correspondence with the regulatory agencies.*

**Was any oil or hazardous materials release reported to state environmental agencies under spill or cleanup requirements?**

- Yes. What is the case or site number: \_\_\_\_\_ Please upload documentation of correspondence with the environmental agency.
- No

## 7. WORK WITHIN 200 FEET OF A WATERWAY, BODY OF WATER, OR WETLAND

Debris removal from waterways usually requires coordination with the U.S. Army Corps of Engineers (USACE) for the use of a Nationwide permit and with the National Marine Fishery Service (NMFS) and U.S. Fish and Wildlife Service (USFWS) to ensure compliance with Section 7 of the Endangered Species Act (ESA) (Additional information can be found in the Public Assistance Program and Policy Guide section on Waterways)

**Was or will any equipment (i.e. machinery or vehicles) be placed in water?**

- No
- Yes

**Were or are staging areas being used for the equipment?**

- No
- Yes



**What are the GPS coordinates (decimal degrees with six decimal places) of the staging area?**

Latitude:

Longitude:

**Were or will temporary access roads (be) constructed?**

No

Yes

**What are the GPS coordinates (decimal degrees with six decimal places) of the access road(s)?**

Starting point: Latitude:

Longitude:

Ending point: Latitude:

Longitude:

**Did or will the work involve dredging of materials?**

No

Yes

**What is the method of dredging?**

Barge

Floatation Device

Land

Other

**What are the GPS coordinates (decimal degrees with six decimal places) of the dredging location boundaries?**

Latitude:

Longitude:

**Did or will the Applicant coordinate with any regulatory agencies?**

No

Yes

**Which agencies? Select all that apply.**

U.S. Environmental Protection Agency. *EPA work can involve underground injection, and work with the potential to increase contamination of sole source aquifers.*

U.S. Army Corps of Engineers (USACE). *The U.S. Army Corps of Engineers works in waters of the United States, and conducts work involving dredging or discharging dredged materials or fill in waterways or wetlands.*

U.S. Fish and Wildlife Service (USFWS). *The U.S. Fish and Wildlife Service works with federally listed threatened and endangered species, migratory birds, bald and golden eagles, and works in Coastal Barrier Resource System areas, and in or near waterways or wetlands.*

U.S. Coast Guard

National Marine Fisheries Service (NMFS). *The National Marine Fisheries Services works with federally listed threatened and endangered species, in essential fish habitat, and in National Marine Sanctuaries.*

State, Local, Territorial, or Tribal Agency. *Please list agency*

Other. *Please list agency:*

*Please upload applicable permits or documentation of correspondence with each relevant agency.*

## 8. INVASIVE SPECIES

### Did or will the project scope include collection of vegetative debris within an invasive species quarantine area?

An invasive species is "an alien species whose introduction does or is likely to cause economic or environmental harm or harm to human health" as per *Executive Order 13112:1*. Quarantine areas are established where an Invasive Species has been located in an effort to slow the spread to new areas. These state and federal regulations prohibit the movement of regulated items outside of quarantine areas. These restrictions apply to everyone who moves debris within a quarantine area including private citizens, tree care companies, loggers, mulch providers, municipal tree crews and wood product companies. It is important for the Applicant to understand the restrictions of the quarantine when moving debris within and (even times outside) of quarantined area to avoid fines or penalties. To learn more about compliance agreements, certificates, permits, please contact your State/Local Authority and local waste management official to locate approved final debris locations associated with the invasive species in your area.

- No
- Yes. *Please name the quarantine area:*

### How was or will the debris (be) disposed of?

#### Was or will the debris (be) disposed of according to quarantine requirements?

- No. Please explain why quarantine requirements were not met:
- Yes
- Unsure

### How was or will the debris (be) disposed of?

#### Was or will the debris (be) disposed of according to quarantine requirements?

- No. Please explain why quarantine requirements were not met:
- Yes
- Unsure

### Did or will the Applicant coordinate with any federal state/local waste management regulatory agencies?

- No
- Yes. *Please upload applicable compliance agreements, certificates, permits and/or documentation of correspondence with federal/state/local waste management regulatory officials.*

## 9. WORK IN OR NEAR A HISTORIC DISTRICT OR BUILDING/STRUCTURE/OBJECT OVER 45 YEARS

### Which of the below were or will (be) affected by the work (e.g. have its historic characteristics altered):

- Historic district
- Historic building, structure, or object over 45 years old. *What is the year built?* \_\_\_\_\_
- Other. *Please describe and provide the year built:* \_\_\_\_\_

### What specific debris removal activities occurred or will occur in or near a historic district, or affected or will affect a building, structure or object over 45 years old? *Please describe:*

### What are the GPS coordinates (decimal degrees with six decimal places) of where the work occurred or will occur?

Latitude:  
Longitude:

**Was there or will there be coordination with, or a permit obtained from, the State or Tribal Historic Preservation Office?**

- No
- Yes. *Please upload applicable permits or documentation of correspondence with said agency.*

*You have completed this Survey. Return to Section II.*

## Private Property Debris Removal Survey

### Work Survey, Debris Removed from Private Property

Instructions: Applicants must complete this survey if the activities reported in Section II of the project application include debris removal from private property (roads and residential properties). Removal of debris from commercial properties, such as industrial parks, golf courses, cemeteries, apartments, condominiums, and trailer parks is generally ineligible because commercial enterprises are expected to retain insurance that covers debris removal. For more information on these requirements, see the *Public Assistance Program and Policy Guide, Debris Removal from Private Property*.

#### 1. GENERAL ELIGIBILITY

**Did the Applicant receive FEMA approval for each identified private road or private property?**

- Yes. *Please provide the letter(s) of request and approval(s).*
- No.

#### 2. PRIVATE ROADS

*Applicants should consider obtaining FEMA approval prior to starting debris removal from private roads. FEMA approval is required to receive PA funding.*

*Does the public have unrestricted access to the road(s)?*

Unrestricted access is defined as no locks, gates, or guards, and no signs discouraging public use (e.g., "No trespassing" signs).

- Yes
- No

**Are the road(s) used frequently by the public?**

- Yes
- No

**Describe how debris removal is in the public interest:**

*Please upload the determination made by the State, Territorial, Tribal, county, or municipal government's public health authority or other public entity that has legal authority that disaster-generated debris on private property constitutes an immediate threat to life, public health, or safety, or to the economic recovery of the community at large. This document should explain the basis for the determination.*

#### 3. PRIVATE PROPERTIES

*Applicants should consider obtaining FEMA approval prior to starting debris removal from private residential properties. FEMA approval is required to receive PA funding.*

**Was or is the debris located in open areas accessible to the public (e.g., in a yard with no fence barrier next to a public sidewalk), located in maintained areas, or creating a health and safety hazard (such as a**

**rodent infestation)?**

“Maintained areas” refers to land that is not natural or unimproved (such as heavily wooded or unused areas). See the Public Assistance and Program Policy Guide, Debris Removal.

- No
- Yes. *Please describe:*

**What was or is the volume of debris? (select one)**

- cubic feet
- cubic yards
- tons

- Estimated
- Actual

**What was or is the height of debris?            feet**

**How many houses or blocks had or have large volumes of debris?**

- houses
- blocks

**How much of the jurisdiction’s population was or is affected, either in absolute numbers or a percentage?**

**Please describe how debris removal is in the public interest:**

*Please upload the determination made by the State, Territorial, Tribal, county, or municipal government’s public health authority or other public entity that has legal authority that disaster-generated debris on private property constitutes an immediate threat to life, public health, or safety, or to the economic recovery of the community at large. This document should explain the basis for the determination.*

**4. LEGAL AUTHORITY AND DOCUMENTATION**

**What is the applicable source of legal authority and responsibility?**

- Law
- Ordinance
- Code
- Other. *Please describe:*

**Please provide a written statement from an authorized Applicant official that includes the following:**

- certifies the Applicant has legal authority and responsibility to remove debris from private property;
- cites all applicable sources of authority (law, ordinance, code, contract, etc.); and
- indemnifies the United States for any claim arising from the debris removal.

*You have completed this survey. Please next complete the appropriate work survey for this project.*

## Cost Schedules

FEMA collects detailed cost information for the activities reported in Section II of the streamlined project application on cost schedules. The Applicant is only required to complete one cost schedule, depending on the status of the activities conducted and the total cost of the project, as reported in Section III of the project application. The cost schedules are listed below and presented in the rest of this section. Grants Portal will only display the cost schedule required for each project application.

### **Schedule A – Expedited Funding Request** ([Click here to jump to schedule.](#))

Applicants requesting expedited funding from the Recipient and FEMA will complete cost schedule A. Schedule A consists of a general eligibility section in which the Applicant must report how the reported activities constitute an immediate threat and an immediate need for funding. Additionally, the Applicant must report project costs and deductions to justify the amount of the funding request. Additional information can be found in the Public Assistance Program and Policy Guide section on *Expedited Projects for Emergency Work*.

### **Schedule B – Completed Work Costs (for Large Projects)** ([Click here to jump to schedule.](#))

Schedule B should be completed for projects; 1) on which all work has been completed; and 2) meet or exceed the [Large Project Threshold](#) (\$131,100 for fiscal year 2020).

For projects with completed work, the Applicant must submit documentation for the project within 90 days of the Recovery Scoping Meeting or within 90 days of the work completion date, whichever is later, regardless of whether the project has been obligated. FEMA makes its eligibility determination and processes the project based on the documentation received within the 90-day deadline. Additional information can be found in the Public Assistance Program and Policy Guide section on *Costs for Projects with All Work Completed*.

### **Schedule C – In-Progress Work Estimate (for Large Projects)** ([Click here to jump to schedule.](#))

Schedule C should be completed for projects that; 1) have work yet to be completed; and 2) meet or exceed the [Large Project Threshold](#) (\$131,100 for fiscal year 2020).

For projects with work to be completed, a detailed scope of work to address Emergency Work is often unknown and therefore, difficult to estimate in advance. If the Applicant provides sufficient information, FEMA may process Emergency Work Projects based on estimates. Additional information can be found in the Public Assistance Program and Policy Guide section on *Estimating Emergency Work Projects with Work to be Completed* for more information.

### **Schedule EZ – Small Project Costs** ([Click here to jump to schedule.](#))

Small projects are those whose total project costs fall below the [Large Project Threshold](#) (\$131,100 for fiscal year 2020), regardless of the work status.

For Small Projects with all work completed, FEMA may accept certification in lieu of documentation and process the projects based on estimated costs even if all work is completed. However, except for the scenarios listed in the Public Assistance Program and Policy Guide section on *Small Projects*, Small Project estimates are not subsequently adjusted to reflect actual costs. The Applicant must still retain documentation for Net Small Project Overrun appeals and audits.

## Schedule A – Expedited Funding Request

### Schedule A – Expedited Funding

Instructions: The Applicant must complete this schedule if requesting expedited funding in Section III of the project application. Expedited funding is only available if the total net cost for the request is greater than or equal to the Large Project Threshold (\$131,100 for fiscal year 2020).

#### 1. GENERAL ELIGIBILITY

Please explain why there is an immediate need for funding:

Please select the time period for which the Applicant is requesting expedited funding for the activities reported in Section II:

*Because expedited funding is awarded based on reduced documentation requirements, FEMA funds these projects for specific time periods.*

Start date: \_\_\_\_\_ (MM/DD/YY)

Designated Time Period:

30 days

60 days

90 days

Another time period:

#### 2. PROJECT COST & COST ELIGIBILITY

*Please select the resources necessary to complete the activities reported in Section II of the project application. For each resource selected, please provide the cost and/or other information requested to enable FEMA to develop or validate a cost estimate.*

**Contracts**

**Cost \$**

Please enter the total cost of contracts and upload copies of the request for proposals, bid documents, or signed contracts with the application. If contracts are not available, please provide a unit price estimate and the basis for the unit prices (for example, historic price documentation, or vendor quotes). Contracts include any leased properties.

*FEMA provides funding for contract costs based on the terms of the contract if the Applicant meets federal procurement and contracting requirements. See the Public Assistance Program and Policy Guide for detailed requirements on Procurement and Contracting Requirements. The federal procurement under grant rules are found at [2 C.F.R. §§ 200.317-200.326](#). Different sets of procurement rules apply depending on whether you are a state or a non-state entity. For additional information see FEMA's [Procurement Under Grants Public Assistance Policy](#).*

*For debris hauling, FEMA will pay full costs only if debris is hauled in mechanically loaded trucks with solid tailgates. FEMA will pay 50 percent the cost of hand-loaded trucks, and 85 percent of the cost of trucks without solid tailgates. See Public Assistance Program and Policy Guide, Hand-Loaded Trucks and Trailers.*

**Labor**

*Including the Applicant's own staff (Force Account labor), mutual aid, prison labor, or National Guard.*

**Cost**

**\$(auto-filled from rows below)**

Cost for Applicant's own staff (force account labor)

*FEMA reimburses force account labor costs based on actual hourly rates plus the cost of the employee's actual fringe benefits. FEMA determines the eligibility of overtime, premium pay, and compensatory time costs based on the Applicant's pre-disaster written labor policy. The Applicant may elect to participate in the Alternative Procedures for debris removal and receive reimbursement for straight-time for the Applicant's budgeted employees that conduct debris removal activities. The Applicant opts-in by including straight-time in their debris removal (Category A) project claim. See Public Assistance Program and Policy Guide, Applicant (Force Account) Labor.*

\$

Cost for mutual aid labor

*Please provide the written mutual aid agreement.*

\$

|   |  |
|---|--|
| <input type="checkbox"/> Cost for prison labor  | \$   |
| <input type="checkbox"/> Cost for National Guard  | \$   |
| <p>Please enter the total cost of labor and provide a copy of the calculation. If not available, please provide the following (attach a list if necessary):</p> <ul style="list-style-type: none"> <li>• Number of personnel:</li> <li>• Average hours per day:</li> <li>• Average days per week:</li> <li>• Average pay rate:</li> <li>• Lodging and per diem:</li> </ul>  |  |
| <input type="checkbox"/> <b>Equipment</b><br>Including Applicant-owned, purchased, or rented equipment. FEMA provides funding for the use of Applicant-owned equipment based on hourly rates. If an Applicant does not have sufficient equipment to effectively respond to an incident, FEMA may provide funding for purchased or leased equipment. Costs are eligible if the Applicant performed an analysis of the cost of leasing versus purchasing the equipment. FEMA funds the least costly option. See the Public Assistance Program and Policy Guide for detailed requirements on Cost Eligibility.   | <b>Cost</b><br>\$[auto-filled from rows below] |
| <input type="checkbox"/> <b>Owned</b><br>Please provide the following (attach a list if necessary): <ul style="list-style-type: none"> <li>• Number and types of equipment used:</li> <li>• Average hours used per day:</li> <li>• Average days per week:</li> <li>• Average hourly rate:</li> </ul>  | \$   |
| <input type="checkbox"/> <b>Purchased</b><br>Please enter the purchase price.   | \$   |
| <input type="checkbox"/> <b>Rented</b><br>Please provide the rental agreement and enter the rental price. Include the amount of fuel used, if not included in rental cost   | \$   |
| <input type="checkbox"/> <b>Materials and Supplies</b><br><br>Please enter the total cost of materials and supplies and provide the following (attach a list if necessary): <ul style="list-style-type: none"> <li>• Inventory records / Amount of materials and supplies, by type</li> <li>• Purchase or stock replenishment cost</li> </ul> <p>The cost of materials and supplies is eligible if (1) the materials or supplies were purchased and justifiably needed to effectively address the described threats or (2) the materials or supplies were taken from an Applicant's stock and used to address threats caused by the specified hazard or threat. The Applicant needs to track items taken from stock with inventory withdrawal and usage records. FEMA will also consider escalation of costs (such as due to shortages) or exigent circumstances in evaluating cost reasonableness. See the Public Assistance Program and Policy Guide, Supplies.</p> | <b>Cost</b><br>\$                              |
| <input type="checkbox"/> <b>Other Costs</b><br>Including other eligible expenses not listed above.  | <b>Cost</b><br>\$                              |
| <input type="checkbox"/> <b>Travel costs</b><br>Please provide a travel policy.   | \$   |
| <input type="checkbox"/> <b>Meals and incidentals costs</b><br>Please provide a meal/per diem policy. If no policy is available, explain why meals were provided:   | \$   |
| <input type="checkbox"/> <b>Miscellaneous costs (describe):</b>   | \$   |

Please describe what the costs were incurred for:

Please also provide invoices or receipts.

*Other costs may include travel costs (including meals and incidentals), utilities and other expenses directly tied to the performance of eligible work. Not all costs incurred as a result of the incident are eligible. See the Public Assistance Program and Policy Guide for detailed requirements on Ineligible Costs.*

Please enter the total cost and provide any additional documentation to substantiate these costs.

**Please provide high-level information to substantiate costs:**

*Other costs must be directly tied to the performance of eligible work. Not all costs incurred as a result of the incident are eligible. See the Public Assistance Program and Policy Guide, Ineligible Costs, for detailed requirements.*

|   |                        |
|---|------------------------|
| <b>GROSS COST</b><br><i>Please add together costs of contracts, labor, equipment, materials and other costs (note: this will be automated in the Grants Portal system).</i> | <b>\$(auto-filled)</b> |
|---|------------------------|

**3. DEDUCTIONS**

*Please select the credits available to offset costs of activities reported in Section II. For each selected, please provide the deduction or other information FEMA can use to estimate the deduction.*

|   |                     |
|---|---------------------|
| <input type="checkbox"/> <b>Insurance Proceeds</b>  | <b>Deduction \$</b> |
| Please enter the actual or anticipated insurance proceeds covered under the Applicant’s insurance policy.   |                     |
| <i>FEMA cannot provide funding that duplicates insurance proceeds. FEMA requires the Applicant to take reasonable efforts to pursue claims to recover insurance proceeds that the Applicant is entitled to receive from its insurer(s). See FEMA’s <a href="#">Public Assistance Policy on Insurance</a>.</i> |                     |

|   |                     |
|---|---------------------|
| <input type="checkbox"/> <b>Other Funding Sources</b> | <b>Deduction \$</b> |
|---|---------------------|

|  |    |
|--|----|
| <input type="checkbox"/> <b>Other federal awards</b><br><i>Please describe:<br/>If the Applicant receives funds from another Federal agency for the same purpose as PA funding, it is a duplication of benefits. FEMA cannot duplicate funds provided by another Federal agency. See the Public Assistance and Program Policy Guide, Other Federal Awards.</i> | \$ |
|--|----|

|   |    |
|---|----|
| <input type="checkbox"/> <b>Non-federal grants and cash donations</b><br><i>Please describe:<br/>Grants and cash donations from non-Federal sources are subject to differing criteria based on whether the funds are provided toward a specific purpose and whether that specific purpose is otherwise eligible for PA funding. See the Public Assistance and Program Policy Guide, Non-Federal Grants and Cash Donation, for more details.</i> | \$ |
|---|----|

|   |    |
|---|----|
| <input type="checkbox"/> <b>Third-party liability proceeds</b><br><i>Please describe:<br/>When a third party causes damage (e.g., an oil spill) or increases the cost of repair or cleanup and the Applicant requests FEMA funding for the costs, FEMA requires the Applicant to make reasonable efforts to pursue claims to recover costs it is entitled to receive from the third party. See the Public Assistance and Program Policy Guide, Third-Party Liability.</i> | \$ |
|---|----|

Please enter the total amount of proceeds or payments received or expected from another source for the same work claimed in this project application.

|  |                        |
|--|------------------------|
| <b>NET COST</b><br><i>Please subtract all proceed deductions from the Gross Cost (note: this will be automated in the Grants Portal system).</i> | <b>\$(auto-filled)</b> |
|--|------------------------|

***You have completed this Schedule. Please return to Section IV.***



## Schedule B – Large, Completed Work Projects

### Schedule B – Completed Work Costs

Instructions: Applicants must complete this schedule if the Applicant (1) has completed the activities claimed in this project application, (2) has documentation available to support the actual costs, and (3) the cost of the activities is greater than or equal to the Large Project Threshold (\$131,100 for fiscal year 2020).

#### 4. PROJECT COST & COST ELIGIBILITY

Please select the resources necessary to complete the activities reported in Section II of the project application. For each resource selected, please provide the cost and/or other information requested to enable FEMA to develop or validate a cost estimate.

##### Contracts

Cost \$

Please enter the total cost of contracts. To calculate the total cost, complete FEMA Public Assistance Category A Contracts Report (available in Grants Portal). Contracts include any leased properties.

Please also provide the following

- Contracts, change orders, and summary of invoices
- Cost or price analysis (for contracts above \$250,000, the federal simplified acquisition threshold)
- The Applicant's procurement policy
- Other procurement documents that support the that the cost was reasonable (for example, requests for proposals, bids, selection process, or justification for non-competitive procurement)
- Documentation that substantiates a high degree of contractor oversight, such as daily or weekly logs, records of performance meetings (required for time and materials contracts)

FEMA provides funding for contract costs based on the terms of the contract if the Applicant meets federal procurement and contracting requirements. See the *Public Assistance Program and Policy Guide* for detailed requirements on Procurement and Contracting Requirements. The federal procurement under grant rules are found at [2 C.F.R. §§ 200.317-200.326](#). Different sets of procurement rules apply depending on whether you are a state or a non-state entity. For additional information see FEMA's [Procurement Under Grants Public Assistance Policy](#).

For debris hauling, FEMA will pay full costs only if debris is hauled in mechanically loaded trucks with solid tailgates. FEMA will pay 50 percent the cost of hand-loaded trucks, and 85 percent of the cost of trucks without solid tailgates. See *Public Assistance Program and Policy Guide, Hand-Loaded Trucks and Trailers*.

##### Labor

Cost

Including the Applicant's own staff (Force Account labor), mutual aid, prison labor, or National Guard.

\$[auto-filled from rows below]

##### Cost for Applicant's own staff (force account labor)

Please provide labor pay policy (documentation must cover each employee type used, for example part time, full time, and temporary).

FEMA reimburses force account labor costs based on actual hourly rates plus the cost of the employee's actual fringe benefits. FEMA determines the eligibility of overtime, premium pay, and compensatory time costs based on the Applicant's pre-disaster written labor policy. The Applicant may elect to participate in the Alternative Procedures for debris removal and receive reimbursement for straight-time for the Applicant's budgeted employees that conduct debris removal activities. The Applicant opts-in by including straight-time in their debris removal (Category A) project claim. See *Public Assistance Program and Policy Guide, Applicant (Force Account) Labor*.

\$

##### Cost for mutual aid labor

\$

Please provide the written mutual aid agreement.

##### Cost for prison labor

\$

Please provide prison labor pay policy and pay rate.

##### Cost for National Guard

\$

Please complete [FEMA Form 009-0-123 Force Account Labor Summary](#) and [FEMA Form 009-0-128 Applicants Benefit Calculation Worksheet](#) or provide all information contained in these FEMA templates therein.

|  |  |
|--|--|
| <p>Please also provide:</p> <ul style="list-style-type: none"> <li>• Justification for any standby time claimed.</li> <li>• Justification for use of personnel who are overqualified (e.g., professional engineers) to monitor debris removal</li> <li>• Timesheets. Please provide either (1) a summary list of all timesheets, which FEMA will sample and request copies of a limited number of time sheets; or (2) a sample set of timesheets and a detailed explanation of the sampling methodology used to select the representative sample. Be sure to redact any Personally Identifiable Information (PII) from timesheets. PII includes Social Security Numbers, home addresses, non-work phone numbers, and other information that could be used to identify individuals.</li> <li>• Daily logs or activity reports. Please provide either (1) a summary list of all logs or reports, which FEMA will sample and request copies of a limited number of logs or reports; or (2) a sample set of logs or reports and a detailed explanation of the sampling methodology used to select the representative sample</li> </ul> <p>Please describe any labor that was not Applicant’s own staff, mutual aid, prison labor, or National Guard:</p> |  |
| <input type="checkbox"/> <b>Equipment</b><br><i>Including Applicant-owned, purchased, or rented equipment. FEMA provides funding for the use of Applicant-owned equipment based on hourly rates. If an Applicant does not have sufficient equipment to effectively respond to an incident, FEMA may provide funding for purchased or leased equipment. Costs are eligible if the Applicant performed an analysis of the cost of leasing versus purchasing the equipment. FEMA funds the least costly option. See the Public Assistance Program and Policy Guide for detailed requirements on Applicant-Owned and Purchased Equipment and Leased Equipment.</i>   | <b>Cost</b><br><b>#[auto-filled from rows below]</b> |
| <input type="checkbox"/> <b>Owned</b><br><i>Please provide an equipment inventory list (include type of equipment, size/capacity (e.g., horsepower, wattage) and an equipment usage log (include usage locations with days and hours used, operator names).</i>  | \$   |
| <input type="checkbox"/> <b>Purchased</b><br><i>Please provide invoices or receipts, and a rental vs. purchase cost comparison. If purchase or rental was over \$250,000, the federal simplified acquisition threshold, please also provide all information requested of contracts above.</i>  | \$   |
| <input type="checkbox"/> <b>Rented</b><br><i>Please provide rental agreement, invoices or receipts, and a rental vs. purchase cost comparison. Include the amount of fuel used, if not included in rental cost.</i>  | \$   |
| <p>Please enter the total cost of equipment by type. To calculate the total cost, complete <a href="#">FEMA Form 009-0-127 Force Account Equipment Summary</a> and <a href="#">FEMA Form 009-0-125 Rented Equipment Summary Record</a> or provide all information contained therein. Please also answer the following question:</p> <p><b>What was the basis of the rate used in the equipment summary? Please select all that apply.</b></p> <p><input type="checkbox"/> FEMA’s <a href="#">Schedule of Equipment Rates</a>.</p> <p><input type="checkbox"/> Applicant’s Equipment Rates. FEMA uses the lesser of either the Applicant’s local rate or FEMA’s rate.</p> <p><input type="checkbox"/> State, Territorial, or Tribal Rates. Rates established by State, Territories, or Tribes used in day-to-day operations.</p> <p><i>If applicant provides no established equipment rates, FEMA reimburses the equipment costs based on FEMA rates.</i></p>   |  |
| <input type="checkbox"/> <b>Materials and Supplies</b>   | <b>Cost</b><br><b>#[auto-filled from rows below]</b> |
| <input type="checkbox"/> <b>From stock</b><br><i>Please provide cost documentation such as original invoices or other historical cost records, inventory records, and—if available--supporting documentation such as daily logs.</i>   | \$   |
| <input type="checkbox"/> <b>Purchased</b><br><i>Please provide invoices or receipts, and justification if purchased materials or supplies were not used. If purchase was over \$250,000, the federal simplified acquisition threshold, please also provide all information requested of contracts above.</i>   | \$   |

|   |                               |
|---|-------------------------------|
| <p>Please enter the total cost of materials and supplies. To calculate the total cost, complete <a href="#">FEMA Form 009-O-124 Materials Summary Record</a> or provide all information contained therein.</p> <p><i>The cost of materials and supplies is eligible if (1) the materials or supplies were purchased and justifiably needed to effectively address the described threats or (2) the materials or supplies were taken from an Applicant's stock and used to address threats caused by the specified hazard or threat. The Applicant needs to track items taken from stock with inventory withdrawal and usage records. FEMA will also consider escalation of costs (such as due to shortages) or exigent circumstances in evaluating cost reasonableness. See the Public Assistance Program and Policy Guide, Supplies.</i></p> |                               |
| <input type="checkbox"/> <b>Other Costs</b><br><i>Including other eligible expenses not listed above.</i>   | <b>Cost</b><br><b>\$</b>      |
| <input type="checkbox"/> Travel costs<br><i>Please provide a travel policy.</i>   | <b>\$</b>                     |
| <input type="checkbox"/> Meals and incidentals costs<br><i>Please provide a meal/per diem policy. If no policy is available, explain why meals were provided:</i>   | <b>\$</b>                     |
| <input type="checkbox"/> Miscellaneous costs (describe):<br><br>Please describe what the costs were incurred for:<br><br>Please also provide invoices or receipts.<br><br><i>Other costs may include travel costs (including meals and incidentals), utilities and other expenses directly tied to the performance of eligible work. Not all costs incurred as a result of the incident are eligible. See the Public Assistance Program and Policy Guide for detailed requirements on Ineligible Costs.</i>   | <b>\$</b>                     |
| <p>Please enter the total cost and provide any additional documentation to substantiate these costs.</p> <p><b>Please provide high-level information to substantiate costs:</b></p> <p><i>Other costs must be directly tied to the performance of eligible work. Not all costs incurred as a result of the incident are eligible. See the Public Assistance Program and Policy Guide, Ineligible Costs, for detailed requirements.</i></p>  |                               |
| <b>GROSS COST</b><br><i>Please add together costs of contracts, labor, equipment, materials and other costs (note: this will be automated in the Grants Portal system).</i>   | <b>\$(auto-filled)</b>        |
| <b>5. DEDUCTIONS</b><br><i>Please select the credits available to offset costs of activities reported in Section II. For each selected, please provide the deduction or other information FEMA can use to estimate the deduction.</i>   |                               |
| <input type="checkbox"/> <b>Insurance Proceeds</b><br><br>Please enter the actual or anticipated insurance proceeds covered under the Applicant's insurance policy.<br><br><i>FEMA cannot provide funding that duplicates insurance proceeds. FEMA requires the Applicant to take reasonable efforts to pursue claims to recover insurance proceeds that the Applicant is entitled to receive from its insurer(s). See FEMA's <a href="#">Public Assistance Policy on Insurance</a>.</i>  | <b>Deduction</b><br><b>\$</b> |
| <input type="checkbox"/> <b>Salvage Value</b><br>Please enter the total salvage value of purchased equipment and supplies (if greater than \$5,000).<br><i>When purchased equipment, supplies, or materials re no longer needed for federally funded projects, FEMA reduces eligible funding by the fair market value of each piece of equipment valued at \$5,000 or more and unused residual supplies and materials that total \$5,000 or more. If the Applicant acquires or improves real property with funds, disposition and reporting requirements apply. FEMA adjusts the Project to capture salvage values upon receipt of the information and no later than closeout. See the Public Assistance Program and Policy Guide for detailed requirements on Disposition of Purchased Equipment and Supplies.</i>                           | <b>Deduction</b><br><b>\$</b> |

|  |                               |
|--|-------------------------------|
| <input type="checkbox"/> <b>Other Funding Sources</b>  | <b>Deduction</b><br><b>\$</b> |
| <input type="checkbox"/> Other federal awards<br><i>Please describe:</i><br><i>If the Applicant receives funds from another Federal agency for the same purpose as PA funding, it is a duplication of benefits. FEMA cannot duplicate funds provided by another Federal agency. See the Public Assistance and Program Policy Guide, Other Federal Awards.</i>  | \$                            |
| <input type="checkbox"/> Non-federal grants and cash donations<br><i>Please describe:</i><br><i>Grants and cash donations from non-Federal sources are subject to differing criteria based on whether the funds are provided toward a specific purpose and whether that specific purpose is otherwise eligible for PA funding. See the Public Assistance and Program Policy Guide, Non-Federal Grants and Cash Donation, for more details.</i>                           | \$                            |
| <input type="checkbox"/> Third-party liability proceeds<br><i>Please describe:</i><br><i>When a third party causes damage (e.g., an oil spill) or increases the cost of repair or cleanup and the Applicant requests FEMA funding for the costs, FEMA requires the Applicant to make reasonable efforts to pursue claims to recover costs it is entitled to receive from the third party. See the Public Assistance and Program Policy Guide, Third-Party Liability.</i> | \$                            |
| Please enter the total amount of proceeds or payments received or expected from another source for the same work claimed in this project application, such as debris recycling.  |                               |
| <b>NET COST</b><br><i>Please subtract all proceed deductions from the Gross Cost (note: this will be automated in the Grants Portal system).</i>   | <b>\$[auto-filled]</b>        |
| <b><i>You have completed this Schedule. Please return to Section IV.</i></b>   |                               |

## Schedule C – In-Progress Work Estimate

|   |
|---|
| <b>Schedule C – In-Progress Work Estimated Cost</b>   |
| <p>Instructions: Applicants must complete this schedule if the Applicant (1) has not started or is in the process of completing the activities reported in Section II and (2) the cost of the activities reported in Section II is greater than or equal to the <u>Large Project Threshold</u> (\$131,100 for fiscal year 2020).</p>  |
| <b>6. BUDGET ESTIMATE</b>   |
| <p><b>Please attach an itemized estimate</b></p> <p>The itemized estimate needs to be a unit price estimate broken down by the type and number of resources necessary to complete the work (contracts, labor, equipment, materials &amp; supplies, and other costs) and within those areas broken down further by the costs completed and future costs.</p> <p><b>What is the basis for the cost estimate? Select all that apply.</b></p> <p><input type="checkbox"/> Extrapolation of completed costs.</p> <p><input type="checkbox"/> Historical unit costs.</p> <p><input type="checkbox"/> Average costs for similar work in the area.</p> <p><input type="checkbox"/> Published unit costs from national cost estimating database.</p> <p><input type="checkbox"/> Contractor or vendor quotes.</p> <p><input type="checkbox"/> Other. <i>Please describe:</i> _____</p> |
| <b>7. PROJECT COST &amp; COST ELIGIBILITY</b>   |
| <p><i>Please select the resources necessary to complete the activities reported in Section II of the project application. For each resource selected, please provide the cost and/or other information requested to enable FEMA to develop or validate a cost estimate.</i></p>   |

|   |                             |   |                          |   |                         |
|---|-----------------------------|---|--------------------------|---|-------------------------|
| <input type="checkbox"/> <b>Contracts</b> | <b>Completed Cost</b><br>\$ | + | <b>Future Cost</b><br>\$ | = | <b>Total Cost</b><br>\$ |
|---|-----------------------------|---|--------------------------|---|-------------------------|

Please enter the completed cost of contracts. If no contracts-related costs are complete enter 0. To calculate the completed cost, complete FEMA Public Assistance Category A Contracts Report (available in Grants Portal). Contracts include any leased properties.

For completed costs, please also provide the following:

- Contracts, change orders, and summary of invoices
- Cost or price analysis (for contracts above \$250,000, the federal simplified acquisition threshold)
- The Applicant's procurement policy
- Other procurement documents that support the that the cost was reasonable (for example, requests for proposals, bids, selection process, or justification for non-competitive procurement)
- Documentation that substantiates a high degree of contractor oversight, such as daily or weekly logs, records of performance meetings (required for time and materials contracts)

**Is the estimate based on awarded contracts?**

Yes. Please complete the FEMA Public Assistance Category A Contracts Report (available in Grants Portal) and provide:

- Cost or price analysis (for contracts above \$250,000, the federal simplified acquisition threshold)
- The Applicant's procurement policy
- Other procurement documents that support the that the cost will be reasonable (for example, requests for proposals, bids, selection process, or justification for non-competitive procurement)

No. Please provide:

- Cost or price analysis (for projected contracts above \$250,000, the federal simplified acquisition threshold)
- The Applicant's procurement policy

Please add the completed costs to the future costs and enter result as the total cost.

*FEMA provides funding for contract costs based on the terms of the contract if the Applicant meets federal procurement and contracting requirements. See the Public Assistance Program and Policy Guide for detailed requirements on Procurement and Contracting Requirements. The federal procurement under grant rules are found at [2 C.F.R. §§ 200.317-200.326](#). Different sets of procurement rules apply depending on whether you are a state or a non-state entity. For additional information see FEMA's [Procurement Under Grants Public Assistance Policy](#).*

*For debris hauling, FEMA will pay full costs only if debris is hauled in mechanically loaded trucks with solid tailgates. FEMA will pay 50 percent the cost of hand-loaded trucks, and 85 percent of the cost of trucks without solid tailgates. See Public Assistance Program and Policy Guide, Hand-Loaded Trucks and Trailers.*

|  |  |   |                                       |   |                                      |
|--|--|---|---------------------------------------|---|--------------------------------------|
| <input type="checkbox"/> <b>Labor</b><br><i>Including the Applicant's own staff (Force Account labor), mutual aid, prison labor, or National Guard.</i>  | <b>Completed Cost</b><br>\$[auto-filled] | + | <b>Future Cost</b><br>\$[auto-filled] | = | <b>Total Cost</b><br>\$[auto-filled] |
| <input type="checkbox"/> <b>Cost for Applicant's own staff (force account labor)</b><br><i>Please provide labor pay policy (documentation must cover each employee type used, for example part time, full time, and temporary). FEMA reimburses force account labor costs based on actual hourly rates plus the cost of the employee's actual fringe benefits. FEMA determines the eligibility of overtime, premium pay, and compensatory time costs based on the Applicant's pre-disaster written labor policy. The Applicant may elect to participate in the</i> | <b>Completed Cost</b><br>\$              | + | <b>Future Cost</b><br>\$              | = | <b>Total Cost</b><br>\$[auto-filled] |

|   |                      |   |                   |                                 |
|---|----------------------|---|-------------------|---------------------------------|
| <i>Alternative Procedures for debris removal and receive reimbursement for straight-time for the Applicant's budgeted employees that conduct debris removal activities. The Applicant opts-in by including straight-time in their debris removal (Category A) project claim. See Public Assistance Program and Policy Guide, Applicant (Force Account) Labor.</i> |                      |   |                   |                                 |
| <input type="checkbox"/> Cost for mutual aid labor<br><i>Please provide the written mutual aid agreement.</i>   | Completed Cost<br>\$ | + | Future Cost<br>\$ | = Total Cost<br>\$[auto-filled] |
| <input type="checkbox"/> Cost for prison labor<br><i>Please provide prison labor pay policy and pay rate.</i>   | Completed Cost<br>\$ | + | Future Cost<br>\$ | = Total Cost<br>\$[auto-filled] |
| <input type="checkbox"/> Cost for National Guard  | Completed Cost<br>\$ | + | Future Cost<br>\$ | = Total Cost<br>\$[auto-filled] |

Please enter the completed costs of labor. If no labor-related costs are complete enter 0. To calculate the completed cost, complete [FEMA Form 009-0-123 Force Account Labor Summary](#) and [FEMA Form 009-0-128 Applicants Benefit Calculation Worksheet](#) or provide all information contained therein.

Please also provide:

- Justification for any standby time claimed.
- Justification for use of personnel who are overqualified (e.g., professional engineers) to monitor debris removal
- Timesheets. Please provide either (1) a summary list of all timesheets, which FEMA will sample and request copies of a limited number of time sheets; or (2) a sample set of timesheets and a detailed explanation of the sampling methodology used to select the representative sample. Be sure to redact any Personally Identifiable Information (PII) from timesheets. PII includes Social Security Numbers, home addresses, non-work phone numbers, and other information that could be used to identify individuals.
- Daily logs or activity reports. Please provide either (1) a summary list of all logs or reports, which FEMA will sample and request copies of a limited number of logs or reports; or (2) a sample set of logs or reports and a detailed explanation of the sampling methodology used to select the representative sample

Please describe any labor that was not Applicant's own staff, mutual aid, prison labor, or National Guard:

Please enter the estimated future costs of labor. To calculate the future cost, please use the procedures the Applicant would normally use to create a budget estimate and provide the following information:

- Labor pay policy. Policy must cover each employee type used, for example part time, full time, and temporary.
- National Guard pay policy. (required for National Guard)
- Mutual aid agreement. (required for mutual aid labor)

Please add the completed costs to the future costs and enter result as the total cost.

|   |                                   |   |                                |                                 |
|---|-----------------------------------|---|--------------------------------|---------------------------------|
| <input type="checkbox"/> <b>Equipment</b><br><i>Including Applicant-owned, purchased, or rented equipment. FEMA provides funding for the use of Applicant-owned equipment based on hourly rates. If an Applicant does not have sufficient equipment to effectively respond to an incident, FEMA may provide funding for purchased or leased equipment. Costs are eligible if the Applicant performed an analysis of the cost of leasing versus purchasing the equipment. FEMA</i> | Completed Cost<br>\$[auto-filled] | + | Future Cost<br>\$[auto-filled] | = Total Cost<br>\$[auto-filled] |
|---|-----------------------------------|---|--------------------------------|---------------------------------|



|  |                                    |                                 |   |
|--|------------------------------------|---------------------------------|---|
| <i>funds the least costly option. See the Public Assistance Program and Policy Guide for detailed requirements on Applicant-Owned and Purchased Equipment and Leased Equipment.</i>  |                                    |                                 |   |
| <input type="checkbox"/> Owned<br><i>Please provide an equipment inventory list (include type of equipment, size/capacity (e.g., horsepower, wattage) and an equipment usage log (include usage locations with days and hours used, operator names).</i>                               | <b>Completed Cost</b><br><b>\$</b> | <b>Future Cost</b><br><b>\$</b> | <b>Total Cost</b><br><b>\$(auto-filled)</b> |
| <input type="checkbox"/> Purchased<br><i>Please provide invoices or receipts, and a rental vs. purchase cost comparison. If purchase or rental was over \$250,000, the federal simplified acquisition threshold, please also provide all information requested of contracts above.</i> | <b>Completed Cost</b><br><b>\$</b> | <b>Future Cost</b><br><b>\$</b> | <b>Total Cost</b><br><b>\$(auto-filled)</b> |
| <input type="checkbox"/> Rented<br><i>Please provide rental agreement, invoices or receipts, and a rental vs. purchase cost comparison. Include the amount of fuel used, if not included in rental cost.</i>   | <b>Completed Cost</b><br><b>\$</b> | <b>Future Cost</b><br><b>\$</b> | <b>Total Cost</b><br><b>\$(auto-filled)</b> |

Please enter the completed cost of equipment. If no equipment-related costs are complete enter 0. To calculate the completed cost, complete [FEMA Form 009-0-127 Force Account Equipment Summary](#) and [FEMA Form 009-0-125 Rented Equipment Summary Record](#) or provide all information contained therein. Please also answer the following questions:

**What was the basis of the rate used in the equipment summary? Please select all that apply.**

- FEMA's [Schedule of Equipment Rates](#).
- Applicant's Equipment Rates. FEMA uses the lesser of either the Applicant's local rate or FEMA's rate.
- State, Territorial, or Tribal Rates. Rates established by State, Territories, or Tribes used in day-to-day operations.

If applicant provides no established equipment rates, FEMA reimburses the equipment costs based on FEMA rates.

Please enter the estimated future cost of equipment. To calculate the future cost, please use the procedures the Applicant would normally use to create a budget estimate.

Please add the completed costs to the future costs and enter result as the total cost.

|   |   |  |   |
|---|---|--|---|
| <input type="checkbox"/> <b>Materials and Supplies</b><br><i>The cost of materials and supplies is eligible if (1) the materials or supplies were purchased and justifiably needed to effectively address the described threats or (2) the materials or supplies were taken from an Applicant's stock and used to address threats caused by the specified hazard or threat. The Applicant needs to track items taken from stock with inventory withdrawal and usage records. FEMA will also consider escalation of costs (such as due to shortages) or exigent circumstances in evaluating cost reasonableness. See the Public Assistance Program and Policy Guide, Supplies.</i> | <b>Completed Cost</b><br><b>\$(auto-filled)</b> | <b>Future Cost</b><br><b>\$(auto-filled)</b> | <b>Total Cost</b><br><b>\$(auto-filled)</b> |
| <input type="checkbox"/> From Stock<br><i>Please provide cost documentation such as original invoices or other historical cost records, inventory records, and—if available--supporting</i>   | <b>Completed Cost</b><br><b>\$</b>              | <b>Future Cost</b><br><b>\$</b>              | <b>Total Cost</b><br><b>\$(auto-filled)</b> |

|   |  |   |                                     |                                      |
|---|--|---|-------------------------------------|--------------------------------------|
| <i>documentation such as daily logs.</i>  |  |   |                                     |                                      |
| <input type="checkbox"/> <b>Purchased</b><br><i>Please provide invoices or receipts, and justification if purchased materials or supplies were not used. If purchase was over \$250,000, the federal simplified acquisition threshold, please also provide all information requested of contracts above</i>   | Completed Cost<br>\$                   | + | Future Cost<br>\$                   | = Total Cost<br>\$[auto-filled]      |
| <input type="checkbox"/> <b>Other</b><br><i>Including other eligible expenses not listed above.</i>   | Completed Cost<br>\$[auto-filled]      | + | Future Cost<br>\$[auto-filled]      | = Total Cost<br>\$[auto-filled]      |
| <input type="checkbox"/> <b>Travel costs</b><br><i>Please provide a travel policy.</i>  | Completed Cost<br>\$                   |   | Future Cost<br>\$                   | Total Cost<br>\$[auto-filled]        |
| <input type="checkbox"/> <b>Meals and incidentals costs</b><br><i>Please provide a meal/per diem policy. If no policy is available, explain why meals were provided:</i>  | Completed Cost<br>\$                   |   | Future Cost<br>\$                   | Total Cost<br>\$[auto-filled]        |
| <input type="checkbox"/> <b>Miscellaneous costs (describe):</b>   | Completed Cost<br>\$                   |   | Future Cost<br>\$                   | Total Cost<br>\$[auto-filled]        |
| <p>Please describe what the costs were incurred for:</p> <p>Please also provide invoices or receipts.</p> <p>Other costs may include travel costs (including meals and incidentals), utilities and other expenses directly tied to the performance of eligible work. Not all costs incurred as a result of the incident are eligible. See the Public Assistance Program and Policy Guide for detailed requirements on Ineligible Costs.</p>   |  |   |                                     |                                      |
| <p>Please enter the total cost and provide any additional documentation to substantiate these costs.</p> <p>Please provide high-level information to substantiate costs:</p> <p>Other costs must be directly tied to the performance of eligible work. Not all costs incurred as a result of the incident are eligible. See the Public Assistance Program and Policy Guide, Ineligible Costs, for detailed requirements.</p>  |  |   |                                     |                                      |
| <b>GROSS COST</b><br><i>Please add together costs of contracts, labor, equipment, materials and other costs (note: this will be automated in the Grants Portal system).</i>   | \$[auto-filled]                        |   |                                     |                                      |
| <b>8. DEDUCTIONS</b>  |  |   |                                     |                                      |
| <i>Please select the credits available to offset costs of activities reported in Section II. For each selected, please provide the deduction or other information FEMA can use to estimate the deduction.</i>   |  |   |                                     |                                      |
| <input type="checkbox"/> <b>Insurance Proceeds</b><br><i>Please enter the actual or anticipated insurance proceeds covered under the Applicant's Insurance policy.</i><br><br><i>FEMA cannot provide funding that duplicates insurance proceeds. FEMA requires the Applicant to take reasonable efforts to pursue claims to recover insurance proceeds that the Applicant is entitled to receive from its insurer(s). See FEMA's <a href="#">Public Assistance Policy on Insurance</a>.</i> | Completed Deduction<br>\$              | + | Future Deduction<br>\$              | = Total Deduction<br>\$[auto-filled] |
| <input type="checkbox"/> <b>Other Funding Sources</b><br><i>Please enter the actual or anticipated insurance proceeds covered under the Applicant's Insurance policy.</i>   | Completed Deduction<br>\$[auto-filled] | + | Future Deduction<br>\$[auto-filled] | = Total Deduction<br>\$[auto-filled] |



|   |                           |   |   |
|---|---------------------------|---|---|
| <input type="checkbox"/> Other federal awards<br><i>Please describe:<br/> If the Applicant receives funds from another Federal agency for the same purpose as PA funding, it is a duplication of benefits. FEMA cannot duplicate funds provided by another Federal agency. See the Public Assistance and Program Policy Guide, Other Federal Awards.</i>  | Completed Deduction<br>\$ | + | Future Deduction<br>\$<br>=<br>Total Deduction<br>\$[auto-filled] |
| <input type="checkbox"/> Non-federal grants and cash donations<br><i>Please describe:<br/> Grants and cash donations from non-Federal sources are subject to differing criteria based on whether the funds are provided toward a specific purpose and whether that specific purpose is otherwise eligible for PA funding. See the Public Assistance and Program Policy Guide, Non-Federal Grants and Cash Donation, for more details.</i>                           | Completed Deduction<br>\$ | + | Future Deduction<br>\$<br>=<br>Total Deduction<br>\$[auto-filled] |
| <input type="checkbox"/> Third-party liability proceeds<br><i>Please describe:<br/> When a third party causes damage (e.g., an oil spill) or increases the cost of repair or cleanup and the Applicant requests FEMA funding for the costs, FEMA requires the Applicant to make reasonable efforts to pursue claims to recover costs it is entitled to receive from the third party. See the Public Assistance and Program Policy Guide, Third-Party Liability.</i> | Completed Deduction<br>\$ | + | Future Deduction<br>\$<br>=<br>Total Deduction<br>\$[auto-filled] |
| Please enter the total amount of proceeds or payments received or expected from another source for the same work claimed in this project application, such as debris recycling.   |                           |   |   |
| <b>NET COST</b><br><i>Please subtract all proceed deductions from the Gross Cost (note: this will be automated in the Grants Portal system).</i>  |                           |   | \$[auto-filled]   |
| <b><i>You have completed this Schedule. Please return to Section IV.</i></b>  |                           |   |   |

## Schedule EZ – Small Projects

### Schedule EZ – Small Project Costs

Instructions: Applicants must complete this schedule if the total project cost is less than the Large Project Threshold (\$131,100 for fiscal year 2020) and provide the costs of the activities reported in Section II.

#### 1. BUDGET ESTIMATE

For Small Projects, FEMA does not adjust estimated costs to the actual incurred amount. FEMA may accept certification in lieu of documentation and may process the projects based on estimated costs even if all work is completed. However, with exception of the scenarios listed in the *Public Assistance Program and Policy Guide (PAAPG)*, Small Project estimates are not subsequently adjusted to reflect actual costs. The Applicant must still retain documentation for Net Small Project Overrun appeals and audits.

If the activities are complete, please attach the corresponding summary records:

- [FEMA Form 009-0-123 Force Account Labor Summary](#)
- [FEMA Form 009-0-128 Applicants Benefit Calculation Worksheet](#)
- [FEMA Form 009-0-127 Force Account Equipment Summary](#)
- [FEMA Form 009-0-125 Rented Equipment Summary Record](#)
- [FEMA Form 009-0-124 Materials Summary Record](#)
- For contract work, FEMA Form Contract Work Summary Record or other form that contains similar information

If the activities are not started or still in progress, please attach an itemized budget estimate created using standard procedures the Applicant would use absent Federal funding. The itemized estimate needs to be broken down by the type and number of resources necessary to complete the work (contracts, labor, equipment, materials & supplies, and other costs). See Section III document requirements for additional information.

**What is the basis for the Applicant's cost estimate? Select all that apply.**

- Extrapolation of completed costs
- Historical unit costs
- Average costs for similar work in the area
- Published unit costs from national cost estimating database
- Contractor or vendor quotes
- FEMA [Schedule of Equipment Rates](#)
- Other. *Please describe:*

#### 2. PROJECT COST

Please select the resources necessary to complete the activities reported in Section II. For each resource selected, please provide the cost.

|   |                             |   |                          |   |                         |
|---|-----------------------------|---|--------------------------|---|-------------------------|
| <input type="checkbox"/> <b>Contracts</b> | <b>Completed Cost</b><br>\$ | + | <b>Future Cost</b><br>\$ | = | <b>Total Cost</b><br>\$ |
|---|-----------------------------|---|--------------------------|---|-------------------------|

Please enter the cost of contracts from the Applicant's estimate.

Please also provide:

- Copies of all contracts included in the Applicant's estimate for both future and completed work
- Any change orders to the above contracts
- A summary of invoices for completed work

*FEMA provides funding for contract costs based on the terms of the contract if the Applicant meets federal procurement and contracting requirements. See the Public Assistance Program and Policy Guide for detailed requirements on Procurement and Contracting Requirements. The federal procurement under grant rules are found at 2 C.F.R. §§ 200.317-200.326. Different sets of procurement rules apply depending on whether the Applicant is a state or a non-state entity. For additional information see FEMA's Procurement Under Grants Public Assistance Policy. For debris hauling, FEMA will pay full costs only if debris is hauled in mechanically loaded trucks with solid tailgates. FEMA will pay 50 percent the cost of hand-loaded trucks, and 85 percent of the cost of trucks without solid tailgates. See Public*

Assistance Program and Policy Guide Hand-Loaded Trucks and Trailers. Contracts includes any leased properties.

|   |  |   |                                       |   |                                      |
|---|--|---|---------------------------------------|---|--------------------------------------|
| <input type="checkbox"/> <b>Labor</b><br><i>Including the Applicant's own staff (Force Account labor), mutual aid, prison labor, or National Guard.</i>   | <b>Completed Cost</b><br>\$[auto-filled] | + | <b>Future Cost</b><br>\$[auto-filled] | = | <b>Total Cost</b><br>\$[auto-filled] |
| <input type="checkbox"/> Cost for Applicant's own staff (force account labor)<br><i>Please provide labor pay policy (documentation must cover each employee type used, for example part time, full time, and temporary). FEMA reimburses force account labor costs based on actual hourly rates plus the cost of the employee's actual fringe benefits. FEMA determines the eligibility of overtime, premium pay, and compensatory time costs based on the Applicant's pre-disaster written labor policy. The Applicant may elect to participate in the Alternative Procedures for debris removal and receive reimbursement for straight-time for the Applicant's budgeted employees that conduct debris removal activities. The Applicant opts-in by including straight-time in their debris removal (Category A) project claim. See Public Assistance Program and Policy Guide, Applicant (Force Account) Labor.</i>  | <b>Completed Cost</b><br>\$              | + | <b>Future Cost</b><br>\$              | = | <b>Total Cost</b><br>\$[auto-filled] |
| <input type="checkbox"/> Cost for mutual aid labor<br><i>Please provide the written mutual aid agreement.</i>   | <b>Completed Cost</b><br>\$              | + | <b>Future Cost</b><br>\$              | = | <b>Total Cost</b><br>\$[auto-filled] |
| <input type="checkbox"/> Cost for prison labor<br><i>Please provide prison labor pay policy and pay rate.</i>   | <b>Completed Cost</b><br>\$              | + | <b>Future Cost</b><br>\$              | = | <b>Total Cost</b><br>\$[auto-filled] |
| <input type="checkbox"/> Cost for National Guard  | <b>Completed Cost</b><br>\$              | + | <b>Future Cost</b><br>\$              | = | <b>Total Cost</b><br>\$[auto-filled] |
| Please also provide: <ul style="list-style-type: none"> <li>• Justification for any standby time claimed</li> <li>• Justification for use of personnel who are overqualified (e.g., professional engineers) to monitor debris removal</li> <li>• Timesheets (please provide either (1) a summary list of all timesheets, which FEMA will sample and request copies of a limited number of time sheets; or (2) a sample set of timesheets and a detailed explanation of the sampling methodology used to select the representative sample). Be sure to redact any Personally Identifiable Information (PII) from timesheets. PII includes Social Security Numbers, home addresses, non-work phone numbers, and other information that could be used to identify individuals.</li> <li>• Daily logs or activity reports (please provide either (1) a summary list of all logs or reports, which FEMA will sample and request copies of a limited number of logs or reports; or (2) a sample set of logs or reports and a detailed explanation of the sampling methodology used to select the representative sample)</li> <li>• Labor pay policy (must cover each employee type used, for example part time, full time, and temporary)</li> <li>• National Guard pay policy (required for National Guard)</li> <li>• Mutual aid agreement (required for mutual aid labor)</li> </ul> <p>Please describe any labor that was not Applicant's own staff, mutual aid, prison labor, or National Guard:</p> |  |   |                                       |   |                                      |
| <input type="checkbox"/> <b>Equipment</b>   | <b>Completed Cost</b>                    | + | <b>Future Cost</b>                    | = | <b>Total Cost</b>                    |

|   |                             |                            |  |
|---|-----------------------------|----------------------------|--|
| Including Applicant-owned, purchased, or rented equipment.  | \$                          | \$                         | \$[auto-filled]                        |
| Please enter the total cost of equipment from the Applicant's estimate. If rented, include the amount of fuel used, if not included in rental cost  |                             |                            |  |
| <i>FEMA provides funding for the use of Applicant-owned equipment based on hourly rates. If an Applicant does not have sufficient equipment to effectively respond to an incident, FEMA may provide funding for purchased or leased equipment. Costs are eligible if the Applicant performed an analysis of the cost of leasing versus purchasing the equipment. FEMA funds the least costly option. See the Public Assistance Program and Policy Guide for detailed requirements for detailed requirements on Applicant-Owned and Purchased Equipment and Leased Equipment.</i>  |                             |                            |  |
| <input type="checkbox"/> <b>Materials and Supplies</b>  | <b>Completed Cost</b><br>\$ | + <b>Future Cost</b><br>\$ | = <b>Total Cost</b><br>\$[auto-filled] |
| Please enter the total cost of materials and supplies from your estimate.   |                             |                            |  |
| Please enter the estimated future cost of materials and supplies. To calculate the future cost, please use the Applicants standard procedures the Applicant would use to create a budget estimate.  |                             |                            |  |
| Please add the completed costs to the future costs and enter result as the total cost.  |                             |                            |  |
| <i>The cost of materials and supplies is eligible if (1) the materials or supplies were purchased and justifiably needed to effectively address the described threats or (2) the materials or supplies were taken from an Applicant's stock and used to address threats caused by the specified hazard or threat. The Applicant needs to track items taken from stock with inventory withdrawal and usage records. FEMA will also consider escalation of costs (such as due to shortages) or exigent circumstances in evaluating cost reasonableness. See the Public Assistance Program and Policy Guide, Supplies for detailed requirements.</i> |                             |                            |  |
| <input type="checkbox"/> <b>Other Costs</b><br><i>Including other eligible expenses not listed above.</i>   | <b>Completed Cost</b><br>\$ | + <b>Future Cost</b><br>\$ | = <b>Total Cost</b><br>\$[auto-filled] |
| <input type="checkbox"/> <b>Travel costs</b><br>Please provide a travel policy.   | <b>Completed Cost</b><br>\$ | <b>Future Cost</b><br>\$   | <b>Total Cost</b><br>\$[auto-filled]   |
| <input type="checkbox"/> <b>Meals and incidentals costs</b><br>Please provide a meal/per diem policy. If no policy is available, explain why meals were provided:   | <b>Completed Cost</b><br>\$ | <b>Future Cost</b><br>\$   | <b>Total Cost</b><br>\$[auto-filled]   |
| <input type="checkbox"/> <b>Miscellaneous costs (describe):</b>   | <b>Completed Cost</b><br>\$ | <b>Future Cost</b><br>\$   | <b>Total Cost</b><br>\$[auto-filled]   |
| Please describe what the costs were incurred for:   |                             |                            |  |
| Please also provide invoices or receipts.   |                             |                            |  |
| Other costs may include travel costs (including meals and incidentals), utilities and other expenses directly tied to the performance of eligible work. Not all costs incurred as a result of the incident are eligible. See the Public Assistance Program and Policy Guide for detailed requirements on Ineligible Costs.  |                             |                            |  |
| Please enter the total cost and provide any additional documentation to substantiate these costs.   |                             |                            |  |
| Please provide high-level information to substantiate costs:  |                             |                            |  |
| Other costs must be directly tied to the performance of eligible work. Not all costs incurred as a result of the incident are eligible. See the Public Assistance Program and Policy Guide, Ineligible Costs, for detailed requirements.  |                             |                            |  |
| <b>GROSS COST</b><br><i>Please add together costs of contracts, labor, equipment, materials and other costs (note: this will be automated in the Grants Portal system).</i>   |                             |                            | \$[auto-filled]                        |
| <b>3. DEDUCTIONS</b>  |                             |                            |  |

Please select the credits available to offset costs of activities reported in Section II. For each selected, please provide the deduction or other information FEMA can use to estimate the deduction.

|  |  |   |  |
|--|--|---|--|
| <input type="checkbox"/> <b>Insurance Proceeds</b><br>Please enter the actual or anticipated insurance proceeds covered under the Applicant's Insurance policy.  | Completed Deduction<br>\$              | + | Future Deduction<br>\$ = Total Deduction<br>\$[auto-filled]              |
| FEMA cannot provide funding that duplicates insurance proceeds. FEMA requires the Applicant to take reasonable efforts to pursue claims to recover insurance proceeds that the Applicant is entitled to receive from its insurer(s). See FEMA's Public Assistance Policy on Insurance.   |  |   |  |
| <input type="checkbox"/> <b>Salvage Value</b><br>When purchased equipment, supplies, or materials are no longer needed for federally funded projects, FEMA reduces eligible funding by the fair market value of each piece of equipment valued at \$5,000 or more and unused residual supplies and materials that total \$5,000 or more. If the Applicant acquires or improves real property with funds, disposition and reporting requirements apply. FEMA adjusts the Project to capture salvage values upon receipt of the information and no later than closeout. See the Public Assistance Program and Policy Guide for detailed requirements on Disposition of Purchased Equipment and Supplies. | Completed Deduction<br>\$[auto-filled] | + | Future Deduction<br>\$[auto-filled] = Total Deduction<br>\$[auto-filled] |
| <input type="checkbox"/> <b>Other Funding Sources</b><br>Please enter the actual or anticipated insurance proceeds covered under the Applicant's Insurance policy.   | Completed Deduction<br>\$[auto-filled] | + | Future Deduction<br>\$[auto-filled] = Total Deduction<br>\$[auto-filled] |
| <input type="checkbox"/> <b>Other federal awards</b><br>Please describe:<br>If the Applicant receives funds from another Federal agency for the same purpose as PA funding, it is a duplication of benefits. FEMA cannot duplicate funds provided by another Federal agency. See the Public Assistance and Program Policy Guide, Other Federal Awards.   | Completed Deduction<br>\$              | + | Future Deduction<br>\$ = Total Deduction<br>\$[auto-filled]              |
| <input type="checkbox"/> <b>Non-federal grants and cash donations</b><br>Please describe:<br>Grants and cash donations from non-Federal sources are subject to differing criteria based on whether the funds are provided toward a specific purpose and whether that specific purpose is otherwise eligible for PA funding. See the Public Assistance and Program Policy Guide, Non-Federal Grants and Cash Donation, for more details.  | Completed Deduction<br>\$              | + | Future Deduction<br>\$ = Total Deduction<br>\$[auto-filled]              |
| <input type="checkbox"/> <b>Third-party liability proceeds</b><br>Please describe:<br>When a third party causes damage (e.g., an oil spill) or increases the cost of repair or cleanup and the Applicant requests FEMA funding for the costs, FEMA requires the Applicant to make reasonable efforts to pursue claims to recover   | Completed Deduction<br>\$              | + | Future Deduction<br>\$ = Total Deduction<br>\$[auto-filled]              |

costs it is entitled to receive from the third party.  
See the Public Assistance and Program Policy  
Guide, Third-Party Liability.

Please enter the total amount of proceeds or payments received or expected from another source for the same work claimed in this project application, such as debris recycling.

**NET COST**

Please subtract all proceed deductions from the Gross Cost (note: this will be automated in the Grants Portal system).

**#[auto-filled]**

***The Applicant has completed this Schedule. Please return to Section IV.***

# Appendix A: Clarifications for Large and Small Project Work Surveys

In the [Large Project Work Survey](#) and [Small Project Work Survey](#), Applicants provide information about debris removal activities conducted. This section provides additional detail about information requested in the work surveys. Further information can be found in the Public Assistance Program and Policy Guide (PAPPG). The information in this section is also presented directly in the project application in Grants Portal.

## Type and Quantity of Debris Hauled

### *Hazardous materials*

This includes asbestos containing products (sealants, insulation, tile, etc.); chemical, pesticide or fuel storage tanks (above or below ground); glycol and/or antifreeze; lead based paints, solder, flashing; mercury containing waste (mercury switches, fluorescent bulbs, thermostats, etc.); oil, fuel (gasoline, diesel, kerosene, propane) and/or hydraulics; PCB containing materials (transformers, caulking, etc.); pesticides/herbicides/rodenticides; solvents (thinners, cleaners, varnishes, and adhesives); swimming pool maintenance supplies (chlorine products, muriatic acid, etc.) and utility poles. There are additional questions regarding hazardous material removal in the EHP survey.

### *Vegetative debris*

Vegetative debris may consist of whole trees, tree stumps, tree branches, tree trunks, crop debris (e.g., corn stalks), and other leafy material that is ready to be collected. Stumps that require extraction, and trees or limbs that must be cut down, should be included the Removal of Stumps, Trees, and Limbs table.

## Removal of Hazardous Stumps, Trees, and Limbs (Special Vegetative Debris)

### *Percent of root-ball exposed*

For trees that have 50 percent or more of the root-ball exposed, removal of the tree and root-ball and filling the root-ball hole are eligible. FEMA will not reimburse two separate unit costs to remove the tree and its root-ball. The table below shows the relationship between the stump diameter, the root-ball exposure, and eligibility.

|  |           | Root-ball Exposure   |   |
|--|-----------|--|---|
|  |           | >= 50%   | < 50%   |
| Diameter<br>(measured 2' above ground) | >= 2 feet | Removal of the stump and filling the root-ball hole are eligible. If grinding a stump in-place is less costly than extraction, grinding the stump in-place is eligible. Stumps in the category may be contracted on a per-stump basis.   | FEMA only provides PA funding to flush cut the item at ground level and dispose of the cut portion based on volume or weight. Grinding any residual stump is ineligible. Stumps in this category cannot be contracted individually. |
|  | < 2 feet  | FEMA only provides PA funding based on volume or weight as removal of these stumps does not require special equipment. If the Applicant claims reimbursement of these stumps on a per stump basis, FEMA limits PA funding based on a unit price for volume or tons, calculated using PAPPG v4, Appendix E: Stump Conversion Table. |   |

### ***Number of trees***

This line should include only trees deemed hazardous, with one entry per tree. A tree is considered hazardous if it had a diameter of 6 inches or more and has a split trunk, a broken canopy; or is leaning at an angle greater than 30 degrees. Additional information can be found in the Public Assistance Program and Policy Guide section on Tree Removal.

### ***Number of broken limbs or branches***

This line should include only limbs or branches deemed hazardous, with one entry per limb. Limbs are considered hazardous if they 2 or more inches in diameter (at the point of break) and pose an immediate threat (e.g., overhanging a public-use area). Additional information can be found in the Public Assistance Program and Policy Guide section on Broken Limb or Branch Removal.

## **Temporary and Final Disposal Sites - Detailed Debris Removal Information**

### ***Loading method/Equipment type***

Trucks without solid tailgates cannot be compacted to full capacity. Therefore, FEMA only funds up to a maximum of 85 percent of the debris in trucks without solid tailgates. FEMA only provides PA funding for 50 percent of the vegetative debris in hand-loaded trucks and trailers. Additional information can be found in the Public Assistance Program and Policy Guide section on Hand-Loaded Trucks and Trailers.

### ***Number of load tickets and Applicant preference for selection for FEMA review***

Load tickets are generated by the trucks that haul debris and contain information on the amount and type of debris, as well as its origin and destination. If there are fewer than 45 load tickets, FEMA requires all of them to be submitted. If there are 45 or more load tickets, the Applicant can select 45 at random to upload. Applicant must also submit a description of how the load tickets were grouped similarly by debris type, location, and sites to which they were hauled, and the methodology used to randomly select sample items from the population.