National Fire Academy

N0335 – Administration of Public Assistance for Community Recovery
Version: 7th Edition, 8th Printing, February 2021
Quarter:
ACE Credit: In the upper division baccalaureate degree category, two semester hours in emergency management, fire science, public safety administration, or finance.
IACET Continuing Education Units: 3.7

Length of Course: 6 Days (37 hr., 10 min. contact hours, Sunday – Friday)
Prerequisite: Yes
Curriculum: Leadership and Executive Development
Training Specialist: Dave Donohue
Instructor:
Instructor email/phone:
Classroom: J-
Meeting Time: 8 AM – 5 PM

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Course Description (Catalog)

N0335 – "Administration of Public Assistance for Community Recovery." The purpose of this six-day course is to help students increase the administrative alignment of their organizations, people, processes and documentation to meet federal standards for Public Assistance recovery. The topics include the Stafford Act, National Incident Management System documentation, policies and procedures related to FEMA's Public Assistant Grant Program, FEMA's expectations for Public Assistance reimbursement of labor and equipment, materials, rented equipment, and contract costs post-disaster/emergency. The course methodologies include activities/discussions, disaster/emergency case study analysis, and individual/group projects.

Student Qualifications (Primary and Secondary Audience)

Representatives from States, Local Governments, Indian Tribal Governments, U.S. Territories (Guam, Puerto Rico, etc.) and certain PNP organizations who are or may be involved in any part of response and recovery efforts through the Public Assistance processes for their agency and community.

Course Scope (Goal)

The objective of this course is to familiarize the students with the FEMA Public Assistance Grant Program. The objective of the program is to provide assistance to States, Local Governments, Indian Tribal Governments, U.S. Territories and certain Private Nonprofit (PNP) organizations to alleviate suffering and hardship resulting from major disasters or emergencies declared by the President.

Course Objectives (Course Learning Outcomes – TLOs)

After successfully completing this course, the students will be able to accomplish the following:

- Assess their community's preparedness with regard to processes that will facilitate the eligibility/receipt of the Federal Emergency Management Agency (FEMA) Public Assistance Grant Program after a "declared" Major Disaster/Emergency.
- Explain key components of the Public Assistance process, given the Federal Emergency Management Agency (FEMA) "Public Assistance Program and Policy Guide."
- Determine Public Assistance Grant Program eligibility based on Federal Emergency Management Agency (FEMA) guidelines, given the Robert T. Stafford Disaster Relief and Emergency Assistance Act (PL 93-288, as amended) and Title 44 of the Code of Federal Regulations (CFR).
- Complete the Force Account Labor/Equipment Summary Record forms to support an agency's cost recovery, given a Preliminary Damage Assessment (PDA), a Damage Assessment Matrix, and a thorough review of Incident Command System (ICS) forms.
- Prepare the damage description for a project, given a tornado scenario.
- Prepare the Scope of Work (SOW) for a project, given an earthquake scenario.
- Prepare a list of documentation needed to support Public Assistance funding based on review of the two Incident Command System (ICS) Incident Action Plans (IAPs) and an Emergency Work Project Worksheet package for a major flood event.
- Prepare a Public Assistance Project Worksheet package for Permanent Work (Categories C through G).

Course Delivery Method

The National Fire Academy (NFA) offers specialized training courses and advanced management programs of national impact in an academic classroom environment on campus at the National Emergency Training Center (NETC) in Emmitsburg, Maryland and through their State, local, tribal, and US territories training partners. All course materials are designed for interactive classroom environments, in either paper notebook or electronic formats.

Course Schedule

The purpose of the course schedule is to give the students, at a glance, the required preparation, activities, and evaluation components of this course.

DAY 1	DAY 2
Introduction Unit 1: Introduction to Community Disaster Assistance	Debrief Day 1 Evening Assignment Unit 2: Public Assistance Process (cont'd)
Lunch Break	*Lunch Break*
Unit 2: Public Assistance Process	Unit 3: Eligibility Determination Unit 4: Incident Command System Forms Review and Determination of Force Account Labor Expenditures

Day 1 Evening:
A. Read "Public Assistance Program and Policy Guide" pages 17-64
B. Activity 2.1: Public Assistance Grant Program, Part 1
C. Review the Exercise Simulation System Document (ESSD) for Central City

Day 2 Evening:
A. Read "Public Assistance Program and Policy Guide" pages 65-96
B. Activity 4.2: Public Assistance Grant Program, Part 2

Note: This schedule is subject to modification by the instructors and approved by the training specialist.

DAY 3	DAY 4
Debrief Day 2 Evening Assignment Unit 4: Incident Command System Forms Review and Determination of Force Account Labor Expenditures (cont'd)	Debrief Day 3 Evening Assignment Unit 5: Describing Damage for a Project — Tornado (cont'd) Unit 6: Describing Scope of Work for a Project — Earthquake
Lunch Break	*Lunch Break*
Unit 4: Incident Command System Forms Review and Determination of Force Account Labor Expenditures (cont'd) Unit 5: Describing Damage for a Project — Tornado	Unit 6: Describing Scope of Work for a Project — Earthquake (cont'd) Unit 7: Identifying Documentation for an Emergency Work Project — Flood

Day 3 Evening:

A. Read "Public Assistance Program and Policy Guide" pages 97-153
B. Activity 5.2: Public Assistance Grant Program, Part 3

Day 4 Evening:

A. Read "Public Assistance Program and Policy Guide" pages 153-203
B. Activity 7.2: Public Assistance Grant Program, Part 4

DAY 5	DAY 6
Debrief Day 4 Evening Assignment Unit 7: Identifying Documentation for an Emergency Work Project — Flood (cont'd) Unit 8: Using Documentation for a Permanent Work Project — Hurricane	Final Exam Unit 8: Using Documentation for a Permanent Work Project — Hurricane (cont'd) Debrief Final Project Worksheet
Lunch Break	*Lunch Break*
Unit 8: Using Documentation for a Permanent Work Project — Hurricane (cont'd) Submit Final Project Worksheet	Course Conclusion Graduation

Course Resources (Instructional Materials)

In order to be fully prepared, obtain a copy of the required textbooks and other instructional materials prior to the first day of class.

Required Readings

The student must complete required readings during the course to be able to thoughtfully participate in discussions and activities.

"Public Assistance Program and Policy Guide" (FP 104-009-2)

Suggested Reading/Resources

Suggested readings and resources are not evaluated, but may enhance the student's understanding, serve as additional sources for citation, and promote discussion of course material.

None.

Required Resources (Course Textbook)

Student Manual.

Supplemental Resources (Supplemental Course Textbook)

None.

Grading Methodology (Evaluation Procedures)

Student Grade Record	**Student Name:**	
	Grade Date:	
Course Assessment Tool	**Total Possible Points**	**Student Points Earned**
Project Worksheet Development/Preparation	100	
Course Final Exam	100	
Total Points	200	

To compute the student's final course grade, calculate the student's total points earned and divide that total by two. Using the chart below, determine the student's final course grade. The student must achieve an average total score of 70 (i.e., letter grade "C") to successfully complete the course.

Numerical Score	Letter Grade	
90 – 100	A	
80 – 89	B	
70 – 79	C	
Less than 70	F	**Final Course Grade:**

EXAMINATION ADMINISTRATION PROCEDURES

Students will be given exams at the end of the class, and only the instructor will grade the exams. While the exams are being graded by the instructor, students will be asked to complete end-of-course evaluations.

Exams are to be completed individually and not as a group or a group activity, unless specifically directed within the instructor guide for the specific course. Students should use pencils to complete answer sheets if bubble sheets and a scoring key overlay are being used.

There should only be one answer for any given question marked by the student. A question with multiple answers is considered incorrect. Please mark number of incorrect answers on completed exam sheets, record score (percentage), and mark the appropriate letter grade.

Transfer the letter grades to the corresponding student name on the course roster.

If a student does not obtain a passing grade on the first attempt, the instructor will provide remediation[1] prior to a retest. Students who do no pass the first exam will be allowed to take one retest of a new exam before departing from the class. A second failure will result in a grade of "F" being recorded on the grade roster.

Once all exams have been graded, instructors should review the exam as a group.

In the event of unusual events (storm, fire response, family emergency) or early departure, the host agency or state representative may be asked to proctor the exam at a later date. The instructor is responsible to notify the Training Specialist as soon as practical of the situation and name of person responsible for the exams and testing process.

Course Outline

Introduction (Day 1)

Objectives

None.

Unit 1: Introduction to Community Disaster Assistance (Day 1)

Objectives

Terminal Objective

The students will be able to:

1.1 Assess their community's preparedness with regard to processes that will facilitate the eligibility/receipt of the Federal Emergency Management Agency (FEMA) Public Assistance Grant Program after a "declared" Major Disaster/Emergency.

Enabling Objectives

The students will be able to:

1.1 Define disaster.

1.2 Describe the difference between a disaster and an emergency.

1.3 Analyze their community's preparedness for Public Assistance.

Unit 2: Public Assistance Process (Day 1)

Objectives

Terminal Objective

The students will be able to:

2.1 Explain key components of the Public Assistance process, given the Federal Emergency Management Agency (FEMA) "Public Assistance Program and Policy Guide."

Enabling Objectives

The students will be able to:

2.1 Define risk assessment, capability assessment and initial damage assessment, and explain how they relate to the Public Assistance Grant Program.

2.2 Describe the role of the Stafford Act in the Public Assistance Grant Program.

2.3 Describe the steps in the Public Assistance process.

2.4 Identify the role of the State, FEMA, Project Specialists, Technical Specialists, and the Applicant.

2.5 Identify the key components of the Preliminary Damage Assessment (PDA) as it relates to the Public Assistance process.

2.6 Identify key components of the Public Assistance Grant Program.

Unit 3: Eligibility Determination (Day 2)

Objectives

Terminal Objective

The students will be able to:

3.1 Determine Public Assistance Grant Program eligibility based on Federal Emergency Management Agency (FEMA) guidelines, given the Robert T. Stafford Disaster Relief and Emergency Assistance Act (PL 93-288, as amended) and Title 44 of the Code of Federal Regulations (CFR).

Enabling Objectives

The students will be able to:

3.1 Define the components of the Public Assistance Grant Program pyramid of eligibility.

3.2 Distinguish between which Applicants, facilities, work and costs would be eligible or ineligible, given examples.

Unit 4: Incident Command System Forms Review and Determination of Force Account Labor Expenditures (Day 2)

Objectives

Terminal Objective

The students will be able to:

4.1 Complete the Force Account Labor/Equipment Summary Record forms to support an agency's cost recovery, given a Preliminary Damage Assessment (PDA), a Damage Assessment Matrix, and a thorough review of Incident Command System (ICS) forms.

Enabling Objectives

The students will be able to:

4.1 Describe the purpose and components of ICS forms relevant to the Public Assistance Grant Program documentation.

4.2 Identify which ICS forms could be used to document information needed as Public Assistance support.

4.3 Analyze the damages for an assigned area in Central City, given the preliminary damage report and scenario for a tornado touchdown.

4.4 Identify key components of the Public Assistance Grant Program.

4.5 Identify the required information for completing the force account labor/equipment, contract work, materials, and rented equipment summary record forms.

Unit 5: Describing Damage for a Project — Tornado (Day 3)

Objectives

Terminal Objective

The students will be able to:

5.1 Prepare the damage description for a project, given a tornado scenario.

Enabling Objectives

The students will be able to:

5.1 Identify the content needed for the Request for Public Assistance form.

5.2 Identify the purpose and importance of the Recovery Scoping Meeting.

5.3 Define the purpose of project formulation, and identify the necessary project content.

5.4 More effectively describe damage in terms of the function of the facility and its features or items requiring repair. Explain the importance of clearly defining damage in quantitative terms.

5.5 Describe damage as part of project formulation.

5.6 Define Public Assistance Grant Program special considerations.

5.7 Identify key components of the Public Assistance Grant Program.

Unit 6: Describing Scope of Work for a Project — Earthquake (Day 4)

Objectives

Terminal Objective

The students will be able to:

6.1 Prepare the Scope of Work (SOW) for a project, given an earthquake scenario.

Enabling Objectives

The students will be able to:

6.1 Identify Public Assistance eligible work.

6.2 Describe the project SOW using quantifiable terms consistent with the damage description, given examples.

6.3 Describe work completed and work to be completed.

Unit 7: Identifying Documentation for an Emergency Work Project — Flood (Day 4)

Objectives

Terminal Objective

The students will be able to:

7.1 Prepare a list of documentation needed to support Public Assistance funding based on review of the two Incident Command System (ICS) Incident Action Plans (IAPs) and an Emergency Work Project Worksheet package for a major flood event.

Enabling Objectives

The students will be able to:

7.1 Identify which ICS forms could be used to document information needed to support Public Assistance funding.

7.2 Identify other sources and forms of documentation needed to support and confirm Public Assistance eligible costs based on information in an ICS IAP and a Project Worksheet package.

7.3 Identify key components of the Public Assistance Grant Program.

Unit 8: Using Documentation for a Permanent Work Project — Hurricane (Day 5)

Objectives

Terminal Objective

The students will be able to:

8.1 Prepare a Public Assistance Project Worksheet package for Permanent Work (Categories C through G).

Enabling Objectives

The students will be able to:

8.1 Identify an eligible Permanent Work project.

8.2 Complete a Project Worksheet package including the following items: basic project information, damage description and dimensions, Scope of Work (SOW), Special Considerations form, project cost, and any necessary supporting documentation.

Policies

Class Attendance and Cancellation Policy

Attendance

- You are required to attend all sessions of the course. If you do not, you may not receive a certificate.

- If you need to depart the training facility early and miss any portion of the course, you must make the request in writing to the sponsoring agency (e.g., State training director, etc.). The State training director may waive the attendance requirement in order to accommodate you with extraordinary circumstances as long as you complete all course requirements.

Course Failure

You can reapply for the failed course or any other NFA course and go through the random selection process. You don't have to successfully complete the failed course before attending another NFA course.

Student Code of Conduct Policy

Students, instructors and staff are expected to treat each other with respect at all times. Inappropriate behavior will not be tolerated.

Writing Expectations

Student writing will conform to the generally accepted academic standards for college papers. Papers will reflect the original work of the student and give appropriate credit through citations for ideas belonging to other authors, publications or organizations. Student written work should be free of grammatical and syntax errors, free of profanity or obscene language or ideas, and reflect critical thinking related to the course subject matter.

Citation and Reference Style

Attention Please: Students will follow the APA, Sixth Edition as the sole citation and reference style used in written work submitted as part of coursework to NFA. Assignments completed in a narrative essay, composition format, abstract, and discussion posts must follow the citation style cited in the APA, Sixth Edition.

Late Assignments

All assignments must be turned in by the established deadline. Late submissions could result in a 10 percent decrease in grade.

Disclaimer Statement

Course content may vary from the outline to meet the needs of this particular group.

Grading

Please review the following rubrics that explain how grades will be awarded.

Students who do not complete the entire course will be awarded an Incomplete (I) grade. In accordance with National Fire Academy academic policies, an Incomplete (I) grade must be removed by the end of the next semester following the course, or it automatically becomes a Failing (F) grade.

https://www.usfa.fema.gov/training/nfa/admissions/student_policies.html

Academic Honesty

Students are expected to exhibit exemplary ethical behavior and conduct as part of the NFA community and society as a whole. Acts of academic dishonesty including cheating, plagiarism, deliberate falsification, and other unethical behaviors will not be tolerated.

Students are expected to report academic misconduct when they witness a violation. All cases of academic misconduct shall be reported by the instructor to the State training director or host agency and to the NFA Training Specialist.

If a student is found to have engaged in misconduct and the allegations are upheld, the penalties may include, but are not limited to one or a combination of the following:

- expulsion,
- exclusion from future classes for a specified period; depending on the severity it could range from 1-10 years, and/or
- forfeiture of certificate for course(s) enrolled in at NETC.

Refer to NFA-specific Standard Operating Procedure 700.1 – *Academic Code of Conduct and Ethics* for more information.

Grading Rubrics

COURSE EVALUATION PLAN INCLUDING GRADING RUBRIC

The following assessment tools comprise the evaluation plan for the APACR course.

Assessment Tool #1: Project Worksheet Development/Preparation — Activity 8.1

Each student will develop the elements for and prepare a FEMA Project Worksheet (Attachment A) related to a hurricane simulation as part of Unit 8 on Day 5. This Project Worksheet will be based on Units 1 through 7, and will be presented to the other students and instructors on Day 6. The instructors will review and grade the student's Project Worksheets during the evening of Day 5. The written Project Worksheet will be evaluated by the instructors using the seven-section Individual Project Worksheet Review and Grading Rubric (Attachment B). The Project Worksheet Review and Grading Rubric is derived from the FEMA Project Worksheet Quality Review Checklist found in the FEMA Project Worksheet Development Guide — July 2008 (Attachment C). Many of FEMA's review components are for items performed by FEMA Public Assistance personnel, and not by the Public Assistance Applicant (i.e., the student). Therefore, an abbreviated checklist derivative was developed.

The number of points for each of the seven sections varies based on the development/preparation complexity of each section. The student will need a minimum score of 70 points out of a possible 100 points to have successfully completed the Project Worksheet. If the student does not initially earn at least 70 points, the instructors will specifically describe what the student must do to bring the Project Worksheet up to a passing level. In this situation, the student will have one opportunity on Day 6 to improve the Project Worksheet, and his/her maximum Project Worksheet score will be 70 ("C"), regardless of the quality of the student's changes. The student's Project Worksheet score will be entered by the instructors on each Student Grade Record (Attachment E).

Assessment Tool #2: Course Final Exam

A comprehensive exam consisting of 25 multiple-choice questions will be administered to each student on Day 6 (Final Exam version 1, 2 or 3 and answer key for each version). The exam will be based on the FEMA "Public Assistance Program and Policy Guide" (FP 104-009-2), which will have been the basis for previous class discussions (Units 2, 4, 5 and 7) and required independent reading assigned on Days 1, 2, 3 and 4.

Each question will be worth four points. The student will need a minimum score of 70 points out of a possible 100 points. The student will have three opportunities to achieve a score of at least 70 points to successfully complete the exam. The student's exam score will be entered by the instructors on each Student Grade Record (Attachment E).

Attachment A

FEMA Project Worksheet Sample

DEPARTMENT OF HOMELAND SECURITY
Federal Emergency Management Agency

O.M.B. Control Number: 1660-0017
Expires: June 30, 2020

PROJECT WORKSHEET

PAPERWORK BURDEN DISCLOSURE NOTICE

Public reporting burden for this data collection is estimated to average 1.30 hours per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and submitting this form. This collection of information is not required to obtain or retain benefits. You are not required to respond to this collection of information unless a valid OMB control number is displayed in the upper right corner of this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW., Washington, DC 20472, Paperwork Reduction Project (1660-0017) **NOTE: Do not send your completed form to this address.**

DISASTER FEMA - _____ -DR- _____	PROJECT #	PA ID #	DATE	CATEGORY
DAMAGED FACILITY			WORK COMPLETE AS OF _____ : _____ %	
APPLICANT		COUNTY		
LOCATION			LATITUDE	LONGITUDE

DAMAGE DESCRIPTION AND DIMENSIONS

SCOPE OF WORK

Does the Scope of Work change the pre-disaster conditions at the site? ☐ YES ☐ NO

Special Considerations issues included? ☐ YES ☐ NO

Hazard Mitigation proposal included? ☐ YES ☐ NO

Is there insurance coverage on this facility? ☐ YES ☐ NO

PROJECT COST

ITEM	CODE	NARRATIVE	QUANTITY/UNIT	UNIT PRICE	COST
				TOTAL COST	

PREPARED BY	TITLE	SIGNATURE
APPLICANT REP.	TITLE	SIGNATURE

FEMA FORM 009-0-91 **PREVIOUS EDITION OBSOLETE**

Attachment B

Individual Project Worksheet Review and Grading Rubric

Student Name: _____ Date: _____

Project Worksheet Component	Score
1. Basic Project Information Must be prepared by blocks and include all appropriate information to identify the project: declaration number, Project Worksheet reference number, date, PA ID/FIPS Number, work category, Applicant, work completed, damaged facility, county, location, latitude and longitude.	Max 10 points
2. Damage Description and Dimensions Must demonstrate eligible damage, including: cause of damage, Applicant responsibility, pre-disaster condition (i.e., design, function, capacity, and active use), quantifying damages or emergency services, location, and reference to attachments (e.g., continuation sheets, photos, maps, plans, bids/quotes, etc.).	Max 20 points
3. Scope of Work (SOW) Must demonstrate eligible work, ensuring: consistency with the damage description and project costs, description of necessary work using quantifiable and descriptive terms, the inclusion of cost methods and calculations, description of work completed and work to be completed, a description of any work to restore a facility beyond its pre-disaster condition, description of any special considerations that will affect the SOW or project cost, description of the cost estimate basis, and reference to attachments (e.g., plans, photos, other supporting documentation).	Max 20 points
4. Project Cost Must demonstrate eligible costs, ensuring: separation of work completed and work to be completed, consistency with the SOW, use of appropriate cost codes, display of cost estimate methodology and force account costs (e.g., labor, equipment, overtime, and regular time, including organizational pay policy), display of contracted costs (e.g., contract type, procurement policies, rental agreements), and reference to attachments (e.g., payroll records, contracts, other supporting documentation).	Max 20 points
5. Special Considerations Special Considerations sheet attached; if any, show consistency with cost estimate.	Max 5 points

Project Worksheet Component	Score
6. Documentation Must support project eligibility, including: maps, photos (pre-/post-disaster), plans, technical reports, maintenance records, insurance policies, applicable building/fire codes, calculation sheets, lease agreements, inspection reports, contracts, rental agreements, vendor invoices, employee/contractor time records, and any other supporting documentation.	Max 20 points
7. Overall Project Worksheet Costs in the cost estimate are addressed in damage description/dimensions and SOW Project Worksheet areas, Project Worksheet formulated correctly based on appropriate Public Assistance category of work (A through G), and the Project Worksheet successfully demonstrated Applicant facility/work/cost eligibility.	Max 5 points

Total Score: _____

Instructor Notes:

_____

_____

_____

_____

_____

_____

Numerical Score	Letter Grade
90 – 100	A
80 – 89	B
70 – 79	C
Less than 70	F

Activity Grade: _____

Attachment C

Project Worksheet Quality Review Checklist

PROJECT WORKSHEET QUALITY REVIEW CHECKLIST In Support of Project Worksheet Preparation				
Name of Reviewer:			Applicant:	
Name of Preparer:			PW No.	Date:
Section	**Block**	**PW Guide Page(s)**	**Content**	**Comments**
BASIC PROJECT INFORMATION	**Disaster**	30	☐ Example: FEMA-**1234**-DR-**AL**	
	Project Number	31	☐ Provide unique number meeting applicant and/or PAC Crew Leader format	
	PA ID No. (FIPS #)	31-32	☐ Match Applicant Identification Number in NEMIS/EMMIE	
	Date	32	☐ Indicate Date of PW Preparation in MM/DD/YY format	
	Category	33-34	☐ Identify primary category of work	
	Damaged Facility	34	☐ Indicate name of facility, type of work, and/or duration; indicate if multiple sites	
	Work Compete As Of	35-36	☐ Indicate, in the MM/DD/YY format, the date the work was assessed ☐ Identify percent of work complete as of this date (physical completion of work reflective of scope and cost)	
	Applicant	36	☐ Indicate name as included in NEMIS/EMMIE, do not abbreviate	
	County	36-37	☐ Indicate county where work is to be performed, do not abbreviate	
	Location	37-38	☐ Indicate street address, sector, city-wide; indicate if multiple sites	
	Latitude and Longitude	38-39	☐ Reference primary location (Format: xx.xxxxx, -xxx.xxxxx) ☐ Include additional locations in Damage Description and Dimensions	
	Prepared By	39	☐ Provide name, title, and signature	
	Applicant Rep.	39-40	☐ Provide name, title, and signature	
DAMAGE DESCRIPTION	**Damage Description and Dimensions**	40-48	☐ Describe the cause of the damage—hazard type(s), when occurred	
			☐ Demonstrate the applicant is responsible for the work	
			☐ Describe the pre-disaster condition of the facility (design, function, capacity, active use, under construction)	
			☐ Quantify specific disaster-related damages or emergency services needed	

PROJECT WORKSHEET QUALITY REVIEW CHECKLIST In Support of Project Worksheet Preparation				
Name of Reviewer:			Applicant:	
Name of Preparer:			PW No.	Date:
Section	**Block**	**PW Guide Page(s)**	**Content**	**Comments**
			☐ Reference lat/long location, if pertinent	
			☐ Describe ineligible damages, if observed; ensure eligibility has been addressed	
			☐ Refer to Narrative or Continuation Sheet, if provided	
			☐ Reference location plans, sketches, photographs, other supporting documentation	
SCOPE OF WORK	**Scope of Work**	48-57	☐ Organize scope items consistent with Damage Description	
			☐ Ensure work items, dimensions, and quantities match those provided in the Damage Description, the Project Costs, and all sketches and calculations; any discrepancies require explanation	
			☐ Describe the work necessary to remove and dispose of disaster-related debris, conduct emergency response measures, or repair/replace the disaster-damaged facility to pre-disaster condition	
			☐ Describe the work in quantifiable (length, width, height, depth, capacity) and descriptive (brick, wood, asphalt) terms	
			☐ Provide all design assumptions, methods of repair, and calculations to support the work	
			☐ Separate Work Completed from Work to be Completed	
			☐ For Work Complete, document: costs based on actual rates, dates work performed, who performed work (i.e., force account or contractor)	

PROJECT WORKSHEET QUALITY REVIEW CHECKLIST In Support of Project Worksheet Preparation				
Name of Reviewer:			Applicant:	
Name of Preparer:			PW No.	Date:
Section	**Block**	**PW Guide Page(s)**	**Content**	**Comments**
			☐ For Work to be Completed, document: source of estimated costs (R.S. Means, cost codes, proposal, etc.), if emergency work, estimated date of completion, who will perform work (i.e., force account, contract, etc.)	
			☐ Describe any work that will restore a facility beyond its pre-disaster condition (Relocation Projects, Replacement Projects, Alternate Projects, Improved Projects, Hazard Mitigation Proposals, upgrades required by codes and standards)	
			☐ Describe any Special Considerations that affect the Scope of Work or Cost Estimate	
			☐ Document ineligible work and associated costs; if portions of the applicant's claim are not eligible, reference FEMA policy	
			☐ Describe the basis for the Cost Estimate (how the work was or will be performed, methodology used to develop costs, reasonableness of costs, procurement method for work by contract)	
			☐ If other PWs have been prepared for the same facility, reference those PWs	
			☐ Refer to Narrative or Continuation Sheet, if provided	
			☐ Reference location plans, GPS, narratives, sketches, photographs, other supporting documentation	
PROJECT COST	**Project Cost**	58-61	☐ Separate Work Completed from Work to be Completed	
			☐ Provide line item for all work items in Scope of Work	
			☐ Use appropriate cost code and unit price reference	
			☐ Refer to CEF documentation, if used	

PROJECT WORKSHEET QUALITY REVIEW CHECKLIST In Support of Project Worksheet Preparation				
Name of Reviewer:			Applicant:	
Name of Preparer:			PW No.	Date:
Section	**Block**	**PW Guide Page(s)**	**Content**	**Comments**
			☐ Refer to the Cost Estimate Continuation Sheet, if provided	
	Project Cost – Force Account	21-22	☐ Document type of labor (overtime, regular time, temporary hires, volunteer, prison labor, etc.)	
			☐ Describe pay policy	
			☐ Perform a 20% sampling of documentation for verification of costs claimed and note findings in PW	
	Project Cost – Contracted Costs	24	☐ Identify contract type (Lump Sum, Unit Price, Time and Materials, Cost Plus Percentage of Cost, Master Services Agreement)	
			☐ Review procurement policy	
			☐ Describe bid process or sole source	
			☐ Comment on contract issues and state that the PW is subject to further review	
			☐ Perform a reasonable cost analysis	
SPECIAL CONSIDERATIONS	**Special Considerations - Four Questions**	57-58	☐ Indicate responses consistent with information provided on the Special Considerations Questions form	
	Special Considerations - Nine Questions	65-81	☐ Identify any known or potential Special Considerations issues identified during discussion with the applicant or observation at the site	
			☐ Explain any responses of "Yes" or "Unsure" or "No" (if needed)	
			☐ Notify the PAC Crew Leader or JFO if a Technical Specialist is needed for resolution	

PROJECT WORKSHEET QUALITY REVIEW CHECKLIST In Support of Project Worksheet Preparation					
Name of Reviewer:			Applicant:		
Name of Preparer:			PW No.		Date:
Section	**Block**	**PW Guide Page(s)**	**Content**		**Comments**
DOCUMENTATION	**Supporting Documentation (as applicable to project)**	15-16 45 52-53	☐ Site Location Map ☐ Flood Insurance Rate Map (FIRM) ☐ Photographs of site, overall facility, specific damages, and conditions that demonstrate the presence of an immediate threat (if applicable) ☐ Photographs of work completed, if any ☐ Drawing, sketches, and plans of pre-disaster facility design (to scale) ☐ Drawings and sketches of disaster-related damages (to scale) ☐ Drawings and sketches of the completed or proposed repair (to scale) ☐ Engineering/ Technical Reports	☐ Facility maintenance records (roads, engineered channels, debris basins, and other facilities requiring maintenance to ensure proper function) ☐ Relevant correspondence or information received from the applicant or State ☐ Relevant correspondence or information received from alternate funding agencies ☐ 50% rule calculations ☐ Insurance policies ☐ Hazard mitigation proposals ☐ Applicable codes and standards	

PROJECT WORKSHEET QUALITY REVIEW CHECKLIST In Support of Project Worksheet Preparation					
Name of Reviewer:			Applicant:		
Name of Preparer:			PW No.		Date:
Section	**Block**	**PW Guide Page(s)**	**Content**		**Comments**
DOCUMENTATION (cont'd)	**Supporting Documentation (as applicable to project)**	15-16 45 52-53	☐ Calculation sheet detailing specific dimensions and quantities of damage, and specific dimensions and quantities of work items ☐ Engineering specifications for repair (such as Department of Public Works [DPW] standard design drawings) ☐ Lease agreements for leased properties ☐ Facility inspection/safety reports (e.g., for bridges and dams)	☐ Justification for relocation project, improved project, or alternate project, including details of the proposed project ☐ Documents supporting compliance with environmental or historic preservation issues ☐ Contracts or contractor bids ☐ Mutual aid agreements ☐ Rental agreements ☐ Invoices/ receipts ☐ Time/equipment records (if applicable) ☐ Fringe Benefit Calculation Sheet ☐ Cost Estimating Format Spreadsheets	

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Section	**Block**	**PW Guide Page(s)**	**Content**	**Comments**
OVERALL PROJECT WORKSHEET	**Project Worksheet – Overall Review**		☐ Ensure that all items in the Cost Estimate have been identified in the Damage Description and Dimensions and Scope of Work ☐ Verify that the Project Worksheet has been formulated correctly based on the Category of Work ☐ Confirm that all Special Considerations have been addressed and that the Project Worksheet has been formulated accordingly ☐ Verify that the Project Worksheet is eligible or that ineligibility has been addressed ☐ Ensure proper documentation is attached and supports the Project Worksheet	