

# PDMG Document & Information Requirements for Small Projects Category B - Emergency Protective Measures

*PDMGs will collect the following information to support Subrecipients claims for small, completed work projects. Once complete, PDMGs will upload this document in the Grants Manager on the project level.*

**Subrecipient Name:**

**Total Costs Claimed:**

**Project Title:**

**Project Number:**

## **Information Needed for Damage Description and Dimensions**

Describe the specific threat the declared event caused which the emergency work was intended to address.

## **Eligibility Review Checklist for Damage Description and Dimensions**

The threat described in this section was *[check those that apply]*

A direct result of the declared event;

Located within the designated disaster area; and

Not a result of negligence.

Citation: 44 C.F.R. §206.223

## Information Needed for Scope of Work

Describe the specific work that was performed to reduce the threat. Use as much detail as possible.

### Eligibility Review Checklist for Scope of Work

The emergency protective measures described in this section were *[check those that apply]*

The Subrecipient's legal responsibility;

Undertaken in response to a specific threat caused by the declared event; and

Undertaken because they were necessary to eliminate threats to life, public health, and safety; or  
necessary to eliminate threats of significant damage to improved public.

Citation: 44 C.F.R §206.223 and 206.225

## Information and Documentation Needed for Costs

### Total Costs Claimed:

Select each type of cost for which the Subrecipient is seeking reimbursement. Provide the total cost claimed for each selection. Gather the documentation indicated and upload the documents in the Essential Elements of Information section of the project in the Grants Manager.

#### Subrecipient's Own Employees

##### Force Account Labor Costs Claimed:

###### Documents Required

- FEMA Form *Force Account Labor Summary* or other form that contains similar information
- FEMA Form *Applicant's Benefits Calculation Worksheet* or other form that contain similar information

##### Force Account Materials Costs Claimed:

###### Documents Required

- FEMA Form *Materials Summary Record* or other form that contains similar information

##### Force Account Equipment Costs Claimed:

###### Documents Required

- FEMA Form *Force Account Equipment Summary Record* or other form that contains similar information

##### Rented or Purchased Equipment Costs Claimed:

- FEMA Form *Rented Equipment Summary Record* or other form that contains similar information

#### Contract

##### Contract Costs Claimed:

###### Documents Required

- FEMA Form *Contract Work Summary Record* or other form that contains similar information

#### Labor Through Mutual Aid

##### Mutual Aid Agreement Costs Claimed:

###### Documents Required

- Collect FEMA Form *Force Account Labor Summary* or other form that contains similar information
- Collect FEMA Form *Applicant's Benefits Calculation Worksheet* or other form that contain similar information

## Donated Resources

### Donated Resources Costs Claimed:

#### Donated Labor

##### Documents Required

- Use FEMA Form *Force Account Labor Summary* or other form that contains similar information
- Use FEMA Form *Applicant's Benefits Calculation Worksheet* or other form that contain similar information

#### Donated Equipment

##### Documents Required

- Use FEMA Form *Force Account Equipment Summary Record* or other form that contains similar information

#### Donated Materials

##### Documents Required

- Use FEMA Form *Materials Summary Record* or other form that contains similar information

## Direct Administrative Costs

**Direct Administrative Costs Claimed:** \*\*\*Use this section if Applicant NOT participating in the Direct Administrative Cost Pilot\*\*\*

#### Force Account Labor

##### Documents Required

- Use FEMA Form *Force Account Labor Summary* or other form that contains similar information
- Use FEMA Form *Applicant's Benefits Calculation Worksheet* or other form that contain similar information

#### Contract

##### Documents Required

- Collect FEMA Form *Contract Work Summary Record* or other form that contains similar information

## Eligibility Review Checklist for Costs

The costs in this section were

Of a type generally recognized as ordinary and necessary for the type of facility or work;

Reduced by applicable credits, such as and salvage values; and

Reasonable as demonstrated by [*Check the method(s) by which the Subrecipient evaluated cost reasonableness*]:

- a competitive procurement process,
- the use of historical documentation for similar work,
- average costs for similar work in the area,
- published unit costs from national cost estimating databases, or
- FEMA cost codes, equipment rates.

*For Direct Administrative Cost claims:* The Direct Administrative Costs were

Administrative or clerical services integral to a project or activity;

For activities specifically identified with the project; and

The costs were not also recovered as indirect costs.

Citation: 44 C.F.R. §206.228 and 2 C.F.R. Part 200

## Information and Documentation Needed for Insurance

Is the facility insured?

Yes

No

- Collect the general property policy for the facility, schedule of covered locations, declarations page, all forms and endorsements.

*If available, provide the settlement on the insured loss or insurance adjusters report.*

**Upload insurance documentation in the EEI of the project.**

\*\*\*Note: All projects will be reviewed for duplication of benefits

**PDMG Signature**

**Date**

