Acceptable Documentation for Damage Assessment

Category of Work	Acceptable Documentation	Special Considerations
A - Debris Removal	○ Description and estimated total cost of debris along with the measurements and type. ○ Photo of debris site or pile is acceptable, preferably with someone in the photo for additional reference of the amount/size of debris. ○ If force account labor is used, timesheets are not required at this stage. A spreadsheet listing each employee name, what they did, rate of pay and date(s)/time(s) worked with total is sufficient. If a declaration is warranted, timesheets and payroll policy will be requested. ○ If a contract is used for debris removal, provide a copy of the contract with a quote or cost estimate.	○ Only debris removed from public property is eligible ○ All force account labor time counts
B – Emergency Protective Measures	○ If force account labor is used, timesheets are not required at this stage. A spreadsheet listing each employee name, description of what they did, rate of pay and date(s)/time(s) worked with total is sufficient. If a federal declaration is warranted, timesheets and payroll policy will be requested. ○ Equipment, a breakdown of equipment used and the personnel who operated the vehicle/apparatus along with the amount of time the machinery was in use. The verifiable cost will reflect the current FEMA Equipment Rates available at that time ○ If an EOC or shelter was necessary, costs associated with the opening of the center like food, supplies etc. can be submitted on a detailed spreadsheet if receipts are not readily available at the time of the IDA. If a contract was used, provide a copy of the contract with a quote or cost estimate.	○ For full time employees: Overtime only ○ For part-time employees: All time eligible ○ Costs must have occurred within the incident period
C – G Permanent Work	○ A detailed damage description and dimensions for each site, to include general information such as type, year built, GPS, shape and materials is needed for each site. ○ For IDA/PDA purposes, historical data for similar type of damage can be submitted as a reference if contracts and/or bid estimates are not available at the time of submission. ○ Insurance policy to include deductible (if estimates are above deductible, then only deductible counts).	○ Federal Aid Routes are not eligible and cannot be included ○ Must be able to demonstrate that infrastructure such as culverts have been maintained.