

Maryland Emergency Management Agency (MEMA)

Public Assistance (PA) Program

Eligible Costs and Documentation Guide



Eligible Costs

Category A: Debris Removal	
<p>Eligible costs include:</p> <ul style="list-style-type: none"> • Force account labor hours <ul style="list-style-type: none"> ▪ Regular hours (dependent upon FEMA pilot status) ▪ Overtime and/or compensatory time • Fringe benefits 	<ul style="list-style-type: none"> • Equipment Costs (all hours of use) • Contract Costs • Supplies/Material Costs (purchased and/or from inventory) • Rented Equipment Costs
Category B: Emergency Protective Measures	
<p>Eligible costs include:</p> <ul style="list-style-type: none"> • Force account labor hours <ul style="list-style-type: none"> ▪ Overtime and/or compensatory time only • Fringe benefits 	<ul style="list-style-type: none"> • Equipment Costs (all hours of use) • Contract Costs • Supplies/Material Costs (purchased and/or from inventory) • Rented Equipment Costs
All Permanent Work: Categories C – G	
<p>Eligible costs include:</p> <ul style="list-style-type: none"> • Force account labor hours <ul style="list-style-type: none"> ▪ Regular hours ▪ Overtime and/or compensatory time • Fringe benefits 	<ul style="list-style-type: none"> • Equipment Costs (all hours of use) • Contract Costs • Supplies/Material Costs (purchased and/or from inventory) • Rented Equipment Costs

Documentation Guide

Location Details	
<p>The exact location of the damaged facility must be described. This information should be specific enough to allow MEMA and FEMA representatives to easily locate the facility if a site visit is necessary.</p>	<p>The following are examples of possible location descriptions for different types of facilities:</p> <ul style="list-style-type: none"> • Building number; • Building name; • Address including street name, number and community; • Name of the intersecting street boundaries, where applicable. Include any other information that documents the exact location of the facility; • GPS coordinates (Latitude & Longitude)
Project Details	
<p>The overall project details include the size and type of the facility, the type of repairs that are needed, the extent of the damages, the impact of the facilities or operations that were damaged, and the costs, schedule, and any temporary repairs that may be necessary to accommodate the rebuilding process.</p>	<p>The following is a list of necessary information for project details:</p> <ul style="list-style-type: none"> • Records showing the presence of an immediate threat; • Drawings, sketches, and plans of pre-disaster facility design (to scale); • Drawings and sketches of disaster-related damages (to scale); • Drawings and sketches of completed or proposed repair (to scale); • Calculation sheet detailing specific dimensions and quantities of damage; • Flood Insurance Rate Maps (FIRMs) and FIRMettes; • Facility maintenance records; • Facility inspection/safety reports; • Engineering/technical reports and specifications for repair; • Codes and standards governing repairs/replacements; • Permits; • Rental and lease agreements (if facility is rented/leased); • Contracts or contractor bids (including invoices and copies of payments); • Inspection logs; • Correspondence; • Invoices;

Project Details (cont.)	
	<ul style="list-style-type: none"> • If repairs to be completed by in-house staff, time and materials and completed work and work that is planned to be completed; • Environmental and/or historical data/records; • Hazard mitigation opportunities; • Specifications for improved and/or alternate projects (if applicable); • Records of donated goods and services; <p>Total estimated and actual costs.</p>
Labor Costs	
<p>The costs of all labor forces should be captured. The costs should be carefully identified as regular time and overtime/compensatory time. Include details of the state/local jurisdictions determination and policy for overtime/compensatory reimbursement.</p>	<p>Documentation includes:</p> <ul style="list-style-type: none"> • Records of regular, paid, overtime and compensation hours separately; • Overtime and compensatory time policies; • Employees' fringe benefits calculation/costs; • Temporary labor hires;
Equipment Costs	
<p>The costs of the agency's own equipment usage should be captured. The costs should be carefully identified and documented, ensuring that the equipment usage corresponds to the force account labor hours. No standby time of equipment is allowable.</p>	<p>Documentation includes:</p> <ul style="list-style-type: none"> • Description of the type of work being performed; • Description of the equipment, including the rated horsepower or capacity; • Force account equipment usage information and rate schedules (FEMA or agency); • Costs associated with equipment use; • Correlate equipment use time with labor usage;
Rental Costs	
<p>Equipment leasing may be a reasonable alternative to purchasing equipment so long as leasing costs are reasonable and do not exceed purchase price of the equipment.</p>	<p>Documentation includes:</p> <ul style="list-style-type: none"> • Record of costs of rented/leased equipment; • Description of type of work performed with equipment; • Description of the equipment, including the rated horsepower or capacity; • Record of equipment use costs (fuel and supplies)
Materials, Supplies, Purchases	
<p>The costs of supplies taken from stock or purchased may be eligible so long as they are reasonable in costs and directly attributable to the disaster activities.</p>	<p>Documentation includes:</p> <ul style="list-style-type: none"> • Description of work/task for which materials were required; • Record materials and supplies from inventories – original purchase documents of inventories may be required; • Inventory withdrawal forms for items taken from stock; • Description of the name of the vendor/supplies materials purchased from.
Donated Resources	
<p>After a disaster, FEMA typically reimburses 75% of eligible costs/expenses; the remaining 25% is the applicant's responsibility. FEMA allows an applicant to offset its portion of these costs by accounting for the value of donated sources (goods and services).</p>	<p>Documentation includes:</p> <ul style="list-style-type: none"> • Type of work performed; • Hours of volunteer labor associated with a project (number of people for specified hours, per day); • Tasks performed associated with volunteer labor; • Billing rate for volunteer labor; • Description of donated equipment to include horsepower or capacity; • Donated equipment use costs; • Quantities and types of donated goods; • Costs of donated materials
Insurance Coverage	
<p>Immediately notify the insurance carrier to determine insurance coverage and insurance proceeds based on coverage.</p>	<p>Documentation includes:</p> <ul style="list-style-type: none"> • Insurance policy/binder; • Correspondence from insurance carrier based on claim to include deductible paid and insurance proceeds received.