

Instructions for Applying for FEMA Public Assistance for Blizzard 2013

To get FEMA fillable forms go to:

Knox County website at <http://www.knoxcountymaine.gov/ema>

Select “Resources for Municipalities, Local Emergency Managers and Responders” →

Select “Disaster Damage Assessment and Reporting” → Left click

Near the bottom of the list click on the Green “Auto Fill Forms”

A Fillable Excel Spreadsheet will appear

Save this spreadsheet to your desktop so you can retrieve it later

Open the spreadsheet and on the bottom row click “Fill Out First – TOC”

Go to Page 2 of this instruction Packet

Fill Out First Form

Under “Table of Contents” place the cursor and click in each box that will be contained in the packet.

(At a minimum Cost Summary Roll-up must be checked.)

In the yellow boxes on the right type:

Disaster Number → FEMA-4108-DR

Category → “A” for Debris Removal (snow and/or trees); “B” for Emergency Protective Measures” (overtime for Fire/EMS/PD); “C” for Roads and Bridges (direct damages caused by the storm); “D” Water Control Facilities (dams, reservoirs, etc.); “E” Buildings and Equipment (direct damages caused by the storm); “F” for Utilities (water treatment plants, waste water treatment, power generation or transmission); “G” Parks, Recreation, and Others (boat docks, piers, cemeteries)

Note: Applicants must submit a complete set of documents for each Category applied for

PW Reference Number → Leave blank until FEMA Rep assigns number

PW Prepared By → Type your name

Preparer Title → Type your position

Leave all other boxes blank until after meeting with FEMA Rep

Applicant's Benefits Calculation Worksheet

(Must be completed for each Category if labor costs are being applied for)

The top row of boxes will be auto-filled

The remaining boxes will need data from municipal treasurer or finance director

Enter total annual payroll →

Enter in dollars the total amount of payroll for the department

Holidays →

Enter the number of paid holidays for one employee (use an average)

Vacation Leave →

Enter the number of paid vacation days for one employee (use and average)

Sick Leave →

Enter the number of paid sick days for one Employee (use and average)

Social Security →

Prefilled at 6.20%

Medicare →

Prefilled at 1.45%

Unemployment →

Enter the dollar amount paid annually for the whole department

Worker's Comp →

Enter the dollar amount paid annually for the whole department

Retirement →

Enter the dollar amount paid annually for the whole department

Health Benefits →

Enter the dollar amount paid annually for the whole department

Life Insurance Benefit →

Enter the dollar amount paid annually for the whole department

Other

Enter the dollar amount paid annually for the whole department

The program will calculate the percentages and auto-fill

If the benefit is applied to the overtime fringe rate, select the proper box

Force Account Labor Record

The top row of boxes and the Benefit Rate from the Fringe Benefit page will auto-fill.

The Total Hourly rate will calculate and auto-fill.

In the first box under dates and hours type in the month/day of the 72-hour period you are claiming. The remaining dates will auto-fill

Type the name and title of each employee in the left column

Place the cursor in the "Status" block and click. Select the appropriate status, fulltime, parttime, or temp

From timecard or other records enter the regular and overtime worked by each employee for each date of the 72-hour period. The total hours will add auto-fill under "Total Hours"

Enter the hourly pay rate for each employee.

If the Overtime" Benefit Rate" did not auto-fill, enter the overtime % from the Fringe Benefit page.

The "Total Hourly" (pay rate adjusted with benefit rate) will calculate and auto-fill

For regular time you will have to use a calculator to multiply Total Hours x Total Hourly and enter figure in the Total Cost column

The Total Costs should now be rolled up into the Green Boxes at the top right of the form.

You will have to attach copies of all applicable timecard and/or payroll records

Force Account Equipment Record

The top boxes will auto-fill

Enter the equipment in the left-hand column. If you had a plow truck with wing and sander (spreader) it will require 3 separate entries

Enter the Operator's Name. If more than one operator, enter Name 1/Name 2.

Enter the Capacity

Enter the Unit. In most cases this will be HR

Enter the FEMA Equipment Code. If you are sure click on the Red "FEMA Equipment Rates" tab on the bottom of the page.

Enter the FEMA Rate

Enter the total number of hours for each piece of equipment for each date

The Total Hours and Total Cost will calculate and auto-fill

Note: The Equipment Hours may not exceed the Labor hours for the driver/drivers

Rented Equipment Record

The top boxes will auto-fill

Enter the Equipment Type, i.e. Dump Truck, 14 cy

Enter the Date(s) and Hours Used

Enter the Rate Per Hours under the applicable w/operator or wo/operator

Enter Vendor Name

Enter Invoice Number

Enter Check Number

Enter any comments

You will have to provide copies of invoice and payment records

Force Account Materials Summary Record

The top boxes will auto-fill

Enter Vendor Name, i.e. Harcross Chemical

Enter Description, i.e. Road Salt, 15 ton @ \$57.66 per ton

Enter Total Amount Invoiced

Enter Total Amount Claimed

Enter Date Purchased

Enter Date(s) Used

Enter the Invoice Number or if it was from stock

You must provide documentation for each item claimed