

FEDERAL EMERGENCY MANAGEMENT AGENCY PROJECT WORKSHEET INSTRUCTIONS

The Project Worksheet (FEMA Form 90-91) must be completed for each identified damaged project. Projects with estimated or actual cost of damage greater than \$55,500 (FY 04) are large projects. Projects with estimated or actual cost of damage less than \$55,500 (FY04) are small projects. After completing Project Worksheets, submit the worksheets to your Public Assistance Coordinator.

Identifying Information

Disaster No: Indicate the disaster declaration number as established by FEMA (i.e. "FEMA 1136-DR-WA").

Project No: Indicate the project designation number you established to track the project in your system (i.e. 1, 2, 3).

PA ID No: Indicate your Public Assistance ID (FIPS) number within this space. This is optional.

Date: Indicate the date the worksheet was prepared in MM/DD/YY format.

Category: Indicate the project's category of work according to FEMA-specified work categories. This is optional.

Damaged Facility: Identify the facility and describe its basic function.

Work Complete as of: Indicate the date that the work was examined in the format of MM/DD/YY and the percentage of work completed to that date.

Applicant: Name of the governmental or other legal entity to which the funds will be awarded.

County: Name of the county where the damage is located. If located in multiple counties, indicate "Multi-County."

Location: This item can range anywhere from an "address," "intersection of..." "1 mile south of ...on...." to "county wide." If damages are in different locations or different counties, please list each location. Include latitude and longitude of the project if known.

Damage Description and Dimensions: Describe the disaster-related damage to the facility, including the cause of the damage and the area or components affected.

Scope of Work: List work that has been completed and work to be completed that is necessary to repair disaster-related damage. Include items recorded on the preliminary damage assessment.

Does the Scope of Work change the pre-disaster conditions at the site: If the work described under the Scope of Work changes the facility's conditions (i.e. increases / decreases the size or function of the facility or does not replace damaged components with in kind or like materials), check (✓) yes. If the Scope of Work returns the site to its pre-disaster configuration, capacity, and dimensions, check (✓) no.

Special Considerations issues included: If the project includes insurable work, and/or is affected by environmental (NEPA) or historic concerns, check (✓) either the Yes or No box so that appropriate action can be initiated to avoid delays in funding. Refer to *Applicant Guidelines* for further information.

Hazard Mitigation proposal included: If the pre-disaster conditions at the site can be changed to prevent the disaster-related damage, check (✓) Yes. If no opportunities for hazard mitigation exist, check (✓) no. Appropriate action will be initiated to avoid delays in funding. Refer to *Applicant Handbook* for further information.

Is there insurance coverage on this facility: Federal law requires that FEMA be notified of any entitlement for proceeds to repair disaster-related damages, from insurance or any other source. Check (✓) yes if any funding or proceeds can be received for the work within the Scope of Work from any source besides FEMA.

Project Cost

Item: Indicate the item number on the column (i.e. 1, 2, 3, etc.). Use additional forms as necessary to include all items.

Code: If using the FEMA cost codes, place the appropriate number here.

Narrative: Indicate the work, material or service that best describes the work (i.e. "force account labor overtime", "42 in. Dia. RCP", "sheet rock replacement", etc.).

Quantity/Unit: List the amount of units and the unit of measure ("48/cy", "32/lf", "6/ea", etc.).

Unit Price: Indicate the price per unit.

Cost: This item can be developed from cost to date, contracts, bids, applicant's experience in that particular repair work, books that lend themselves to work estimates, such as RS Means, or by using FEMA cost codes.

Total Cost: Record total cost of the project.

Prepared By: The name and title of the person completing the Project Worksheet and their signature.

Applicant Rep: The name and title of the applicant's representative and their signature.

Record Requirements

Please review the *Applicant Handbook* for detailed instructions and examples. For all completed work, the applicant must keep the following records:

- Force account labor documentation sheets that identify the employee, hours worked, dates worked, and location.
- Force account equipment documentation sheets that identify specific equipment, operator, usage by hour/mile, and the cost to use.
- Material documentation sheets identifying the type of material, quantity used and cost; copies of all contracts for work and any lease/rental equipment costs.

For all estimated work keep calculations, quantity estimates, pricing information, etc. as part of the records to document the “cost/ estimate” for which funding is being requested.
