

Recovery Scoping Meeting Guide & Checklist

Stage 4

Public Assistance Division

Recovery Directorate

Office of Response and Recovery



Table of Contents

- Recovery Scoping Meeting Guide4**
- General4
- Objectives of the Meeting4
- Prep for RSM.....5
- Review the Damage Inventory and documentation submitted by the Applicant.....5
- Pre-meet with FEMA personnel and Recipient representatives5
- Gather the tools to bring to the RSM5
- Print or collect documents for the RSM5
- Check Damage Inventory in Grants Manager5
- Call the applicant one day prior to the RSM5
- Coordinate with Site Inspector TFL5
- Tips to Conduct the Meeting6
- Recovery Scoping Meeting Checklist7**
- Introductions7
- Discuss purpose of the RSM7
- Provide an overview of the objectives of the RSM7
- Recipient Comments7
- EHP Introduction7
- Mitigation Introduction7
- Review Damage Inventory.....7
- Discuss other categories of damage not on Damage Inventory8
- Discuss logical groupings of line items on the Damage Inventory8
- Review category-specific appendices based on logical groupings (Pages 11-39)8
- Site Inspections.....8
- Develop Program Delivery Plan.....9
- Conclusion9
- Post RSM Actions10**
- Update RSM Section of the PA Grants Manager 10
- Logically group damage line items into projects..... 10
- Develop EEI..... 10
- Submit Site Inspection Work Order Requests 10

Applicant:

Date:

- Contact if need clarification or follow up..... 10
- Send follow-up email..... 10
- Appendix A: Category A – Debris Removal11**
- Appendix B: Category B – Emergency Protective Measures (EPM)14**
- Appendix C: Category C – Roads and Bridges.....17**
- Appendix D: Category D – Water Control Facilities21**
- Appendix E: Category E – Buildings and Equipment.....24**
- Appendix F: Category F – Utilities28**
- Appendix G: Category G – Parks, Recreational, Other33**
- Appendix H: Mutual Aid38**
- Appendix I: Donated Resources39**

Recovery Scoping Meeting Guide

General

The Recovery Scoping Meeting (RSM) is the first substantive meeting between the Applicant and FEMA which starts the 60 day regulatory timeframe for the Applicant to identify and report damage. It is a detailed and in-depth meeting regarding the Applicant's disaster damages and the PA process. This document will be used by the Program Delivery Manager (PDMG) as guidance for conducting the RSM with the Applicant. The RSM should be tailored to the Applicant based on information gathered during the Exploratory Call (EC).

The RSM is built around the Damage Inventory and, therefore, should schedule when the Damage Inventory has been started and ready for review during the RSM.

Objectives of the Meeting

- Discuss the Damage Inventory
 - a. Discuss Public Assistance (PA) general eligibility
 - b. Discuss project formulation for categories of work
 - c. Discuss logical groupings for sites that require inspections
 - d. Discuss special considerations
 - Environmental Planning and Historic Preservation issues
 - Insurance requirements
 - Mitigation opportunities
- Discuss documentation required to support the Applicant's claim
 - a. Review documentation the Applicant has submitted
- Utilize the Essential Elements of Information questionnaires to determine additional documentation or information needed Schedule Site Inspections
 - a. Confirm Applicant's capability and capacity to participate in site inspections and grant development
 - b. Schedule site inspections
- Develop Program Delivery Plan
 - a. Populate a 60-day calendar with follow-up meetings
 - EEI
 - Debris PAAP
 - Damage inventory deadline

Prep for RSM

- Review the Damage Inventory and documentation submitted by the Applicant**
- Pre-meet with FEMA personnel and Recipient representatives**
 - Identify whether the EHP, Mitigation, or Recipient representative will participate in person or via conference line
 - Provide conference call pin to those participating remotely
 - Discuss the Applicant's Damage Inventory, RSM agenda, roles and responsibilities during the meeting

PERFORMANCE EXPECTATION: no later than 3 days prior to the RSM
- Gather the tools to bring to the RSM**
 - Computer
 - [PA Program and Policy Guide \(PAPPG\)](https://www.fema.gov/media-library/assets/documents/111781) (Website Address: <https://www.fema.gov/media-library/assets/documents/111781>)
 - Scanner
- Print or collect documents for the RSM** (if applicable)
 - PDA information
 - RSM Checklist
 - Sign-In Sheet (tailor the information to the Applicant)
 - RSM Agenda
 - Damage Inventory
 - Alternative Procedures Pilot Program Fact Sheet
 - PAAP Debris Acknowledgement Form for Applicant signature
 - PA Grants Portal Guide for Applicants (if available)
 - Green Sheet (if EHP is not attending)
 - Mitigation Information (if Mitigation is not attending)
- Check Damage Inventory in Grants Manager**
 - See if Applicant uploaded additional items in the Damage Inventory
- Call the applicant one day prior to the RSM**
 - Confirm the following
 - Date and time are still suitable
 - Confirm attendance of Applicant representatives discussed during the EC as well as who from FEMA will be attending
 - Assist with updating Damage inventory if needed
- Coordinate with Site Inspector TFL**
 - Discuss with SI TFL types of damages that may require site inspections per review the Damage Inventory and EC call. Identify available times for site inspections

Tips to Conduct the Meeting

As the Applicant's single point of contact, the PDMG should always keep customer service as a top priority. The RSM should be tailored to the Applicant's claimed damages, priorities, capabilities, and capacity. The RSM is likely to be the first time the PDMG will meet the Applicant face-to-face. Things that the PDMG should keep in mind when conducting the RSM are:

- As a result of the EC and the information gathered will prepare you for:
 - The RSM may be overwhelming to a first time Applicants or those with few or part-time staff.
 - The Applicant's previous experience(s) with FEMA may not have been positive.
- Maintain awareness of verbal and non-verbal cues (crossing arms, checking watch, rolling eyes, etc.) from the Applicant and adjust the meeting accordingly (take a five min break, engage the Applicant with questions, etc.).

The PDMG is the lead for the RSM and will use an agenda and the attached RSM Checklist to guide the meeting. This is why it is important to have the pre meet with all those involved in the RSM. The meeting must be organized and efficient. The PDMG should adjust the meeting to cover those topics relevant to the Applicant as identified in the EC and Damage Inventory.

The RSM is the first opportunity for the PDMG to build face-to-face rapport with the Applicant, which should be further developed throughout grant development. The PDMG starts the RSM with introductions of those participating in the meeting. The PDMG should ask the Applicant additional questions to better understand the area and overall impacts to the community, including:

- background questions about the government/organization
- structure of the government/organization
- previous disaster experience
- overall impacts of the current disaster (including impacts to individuals)
- response activities

Additionally, discuss the changes to the delivery of the FEMA Public Assistance program again, especially if the Applicant has participated in a previous disaster under the old delivery of the FEMA Public Assistance program.

If the RSM is cut short of any reason, the PDMG will schedule a follow-up meeting within a week. This meeting will be reflected in the Program Delivery Plan. The Program Delivery Plan will provide the Applicant a roadmap to help them develop their Public Assistance grant(s) through follow-up meetings, site inspections, project formulation, and gathering of required documentation. If the PDMG is unable to schedule a follow-up meeting within two weeks of the RSM, the PDMG should notify their Program Delivery Task Force Leader (PD TFL) and engage the Recipient to assist in moving forward with the Applicant.

Recovery Scoping Meeting Checklist

Introductions

- Introduce yourself and ask others to introduce themselves and describe their roles
- Distribute the Recovery Scoping Meeting (RSM) sign-in sheet and meeting agenda
- Review Declaration Summary
 - Types of assistance authorized by the declaration
 - Incident period and designated areas
- Introduce the Public Assistance program
 - High level overview of Public Assistance. *Reimbursement grant program which cannot duplicate any other funding received, such as insurance*
 - Category specific information will be discussed later.
- Reiterate the role of the Program Delivery Manager (PDMG)
 - Applicant's primary point of contact who will support the Applicant through the Public Assistance grant process

Discuss purpose of the RSM

- First substantive meeting between FEMA and the Applicant which starts the regulatory 60 day timeline for the Applicant to identify and report disaster-related damage
- Identify and discuss Applicant's recovery priorities

Provide an overview of the objectives of the RSM

- Discuss the Damage Inventory
- Identify relevant documentation needed to support damage claims
- Identify site inspection availability
- Develop Program Delivery Plan

Recipient Comments

- The Recipient (State/Tribe) will provide opening remarks and discuss their role.

EHP Introduction

- EHP will provide a high-level introduction of the Green Sheet. *All EHP-specific information will be discussed when reviewing the Damage Inventory.*

Mitigation Introduction

- Mitigation will briefly describe the various mitigation grant opportunities and their potential support for mitigation proposal development. *Specific mitigation opportunities will be discussed when reviewing the Damage Inventory.*

Review Damage Inventory

- Clearly understand what the applicant is claiming
- Depending on discussion the DI may need to be adjusted

- **Discuss other categories of damage not on Damage Inventory**
 - Provide a quick overview of other categories of damage that were not discussed while reviewing the Damage Inventory
 - This will ensure the Applicant did not miss items that may be eligible for Public Assistance.
- **Discuss logical groupings of line items on the Damage Inventory**
- **Review category-specific appendices based on logical groupings (Pages 11-39)**
 - Discuss eligibility and special considerations questions, and documentation required using the appropriate Appendices of this checklist.
 - PDMG should complete separate checklists for each logical grouping by category of work.
 - If Applicant used or plans to use mutual aid, see Appendix H.
 - If Applicant used or plans to use donated resources, see Appendix I.
 - A formal request for Essential Elements of Information will be sent through the Grants Portal.
- **Site Inspections**
 - Discuss site inspections for each of the logical groupings, as needed
 - Should groupings with a large number of damage line items or complex line items be separated into different work orders?
 - Discuss site specific details (i.e. accessibility to the site(s) and level of damage). Include this information in the “Damage Description” column in the Damage Inventory.

REMINDER: If the facility is destroyed, Applicant will need to provide pre-disaster design and capacity of the facility since the Site Inspector will not be able to observe the actual facility.

- Plan site inspection(s)
 - Confirm priority site(s)
 - Available dates
 - Discuss available dates/times as identified by the Site Inspector TFL
 - Applicants capacity to participate in the inspections
 - Applicant’s Point of Contact for the inspection
 - Emphasize that the point of contact for the site inspection should be knowledgeable of the pre-disaster facility and type(s), amount(s), and location(s) of damages.
 - Length of inspection
 - Travel time
 - Inspection time
 - Multiple day inspections are acceptable, if necessary
 - Other Applicant representatives who will attend

□ Develop Program Delivery Plan

- Introduce the Program Delivery Plan (the roadmap or work plan to get the Applicant through grant development and to obligation)
- Develop the 60 day plan, including
 - Site Inspections that have been scheduled
 - Discuss reviews following Site Inspections (Applicant must approve DDD before further grant development)
 - Schedule Follow-Up Meetings (phone call or meeting)
 - Identify scheduling limitations to participate in future meetings (i.e. part-time staff, limited number of staff, vacations, furloughs, etc.)
 - Identify technology limitations (i.e. limited cell phone coverage, limited computer access)
 - Discuss importance of using the PA Grants portal
 - Target timelines to gather documentation to satisfy requests for Essential Elements of Information (as reflected on the Documentation Checklists)
 - Regulatory deadlines
 - 60 day from RSM
 - PAAP Debris
 - PAAP Permanent Work
 - 6 months to complete Emergency Work
 - 18 months for Permanent Work

□ Conclusion

- Ensure meeting objectives accomplished
 - Discussed Damage Inventory
 - Discussed documentation requirements
 - Planned site inspections
 - Developed Program Deliver Plan
- Next steps for the Applicant
 - Participate in site inspections, if applicable
 - Submit required documentation in the PA Grants Portal
 - Participate in follow-up meetings with the PDMG
 - Review and approve projects in the PA Grants Portal
- Ensure Applicant has PDMG contact information
 - Any Questions?

Post RSM Actions

Performance Expectation: 3 days

- Update RSM Section of the PA Grants Manager**
 - Complete the Damage Survey questions
 - Upload the RSM Checklist in the PA Grants Manager
 - Update results of RSM with comments describing outcome and any issues or concerns.
 - Update PA Grants Manager Calendar with appointments from the Program Delivery Plan

- Logically group damage line items into projects**

- Develop EEI**
 - Associate uploaded documentation to EEIs
 - Submit EEI request(s) to Applicant

- Submit Site Inspection Work Order Requests**
 - Coordinate with SI TFL prior to submitting WO

- Contact if need clarification or follow up**
 - EHP Specialist
 - Mitigation Specialist
 - Insurance Specialist
 - Recipient

- Send follow-up email**
 - Recap schedule for Program Delivery Plan, including site inspections scheduled
 - Remind applicant about pending EEIs
 - Include follow up items from the RSM
 - Eg. Questions the Applicant had but PDMG needed to do more research, things the PDMG forgot to ask during the RSM

Appendix A: Category A – Debris Removal

Eligibility and Special Considerations Questions (p.11-13)

- Response to Damage Survey questions by Damage Inventory line item
- Response to EEI questions by project

Question	Location in the GM	Notes
What percent of the Category A work is complete at this time?	Damage Survey	<i>If not complete, estimated date of completion?</i>
Does the Applicant have the legal responsibility to perform the work?	EEI	
Was the work required to lessen an immediate threat to public health and safety or improve property that existed as a direct result of the incident? (Is all work described in the Damage Inventory the result of the declared disaster?)	Damage Survey, EEI	
Does the Applicant have a FEMA accepted Debris Management Plan?	EEI	
Is the Applicant participating in the Alternative Procedures Pilot Program for Debris Removal?	Damage Survey	If yes, indicate which aspects of the pilot the Applicant is electing to participate <ul style="list-style-type: none"> <input type="checkbox"/> Accelerated debris removal, increased Federal cost share (sliding scale) <input type="checkbox"/> Recycling revenue <input type="checkbox"/> One-time incentive for debris management plan <input type="checkbox"/> Straight time reimbursement
Did the Applicant establish and utilize a TDSR(s)?	EEI	
Type of debris removed	EEI	<ul style="list-style-type: none"> <input type="checkbox"/> Vegetative <input type="checkbox"/> Construction and demolition <input type="checkbox"/> White goods <input type="checkbox"/> E-waste <input type="checkbox"/> Sand/Soil/Mud <input type="checkbox"/> Stumps <input type="checkbox"/> Hazardous <input type="checkbox"/> Leaning Trees <input type="checkbox"/> Hanging Limbs <input type="checkbox"/> Wet Debris <ul style="list-style-type: none"> - Was the location of the debris under the authority of another Federal agency?

Question	Location in the GM	Notes
Please describe how the debris was disposed, the location of final disposition, and permit #.	EEI	
Describe the quantity of debris removed	EEI	
Was the debris removed to <ul style="list-style-type: none"> - Landfill - TDSR 	EEI	
Was the debris reduced by chipping?	EEI	- Please describe how the debris was disposed, the location of final disposition, and permit #.
Was the debris reduced by burning?	EEI	- How were ashes disposed? - Did the Applicant request and receive a permit to burn the debris? <ul style="list-style-type: none"> o If no, provide explanation.
Is the Applicant claiming DAC?	EEI	If yes, <ul style="list-style-type: none"> - was the work performed by <ul style="list-style-type: none"> o Applicant's own employees o Contract o Labor through Mutual Aid Agreement - Was Force Account Equipment used to perform the work? - Were Force Account Materials used to perform the work?

For Completed Work Only

Question	Location in the GM	Notes
Was the work performed by <ul style="list-style-type: none"> - Applicant's own employees - Contract - Labor through Mutual Aid Agreement 	EEI	
Was Force Account Equipment used to perform the work?	EEI	
Were Force Account Materials used to perform the work?	EEI	

(Special Considerations on next page)

Special Considerations Questions

Question	Location in the GM	Notes
Does every damage facility or item of work have insurance coverage? Do the damages have insurance?	Damage Survey (General Information), EEI	(EEI only) Have insurance information and policies been provided?
Is the project located in a FEMA mapped floodplain as depicted on a Flood Insurance Rate Map? Is the final disposal located in a floodplain or wetland?	Damage Survey (General Information), Damage Survey (Category A)	
Is in-water work required? Did debris removal/staging/disposal occur within a cemetery or was debris removed from a waterway/waterbody?	Damage Survey (General Information), Damage Survey (Category A)	
Is the damaged facility(ies) or item of work located within or adjacent to a Coastal Barrier Resource System Unit or an Otherwise Protected Area?	Damage Survey (General Information)	
Did any ground disturbance occur during debris removal or disposal, including when establishing, operating, or decommissioning a staging/reduction site?	Damage Survey (General Information), Damage Survey (Category A)	
Are there any large, pristine, undeveloped or undisturbed areas on, or near, the project site?	Damage Survey (General Information)	
Does the debris contain household hazardous materials or asbestos containing materials?	Damage Survey (General Information), Damage Survey (Category A)	
Are there any other environmental or controversial issues associated with the damaged facility(ies) and/or item of work?	Damage Survey (General Information)	
Is debris disposal occurring at any unpermitted sites?	Damage Survey (Category A)	

Appendix B: Category B – Emergency Protective Measures (EPM)

Eligibility and Special Considerations Questions (p. 14-16)

- Response to Damage Survey questions by Damage Inventory line item
- Response to EEI questions by project

Question	Location in the GM	Notes
What percent of the Category B work is complete at this time?	Damage Survey	<i>If not complete, estimated date of completion?</i>
Was the work performed in a designated area/declared area?	Damage Survey, EEI	
Does the Applicant have the legal responsibility to perform the work?	Damage Survey, EEI	
Was the facility actively used at the time of the event?	Damage Survey	
Was the facility under construction at the time of the event?	Damage Survey	
Was the work required to lessen an immediate threat to public health and safety or improved property that existed as a direct result of the incident? (Is all work described in the Damage Inventory the result of the declared disaster?)	Damage Survey, EEI	
Is the construction of a temporary access road or levee required to facilitate emergency protective measures?	Damage Survey	
What work was performed?	EEI	<input type="checkbox"/> Emergency Access <input type="checkbox"/> Security <input type="checkbox"/> Placing Barricades for Safety <input type="checkbox"/> Sandbagging <input type="checkbox"/> Flood Fighting <input type="checkbox"/> Emergency Pumping <input type="checkbox"/> Search and Rescue <input type="checkbox"/> Fire Fighting <input type="checkbox"/> Temporary Slope Stabilization <input type="checkbox"/> Buttressing, Shoring, or Bracing Facilities <input type="checkbox"/> Emergency Medical Care and Support <input type="checkbox"/> Emergency Operations Center <input type="checkbox"/> Mold Remediation <input type="checkbox"/> Safety inspections <input type="checkbox"/> Provision of supplies and commodities <input type="checkbox"/> Medical care support <input type="checkbox"/> Sheltering <input type="checkbox"/> Evacuations <input type="checkbox"/> Temporary Facilities <input type="checkbox"/> Other – describe

Question	Location in the GM	Notes
Did the work that occurred outside the designated area relate to evacuations and/or sheltering?	Damage Survey	
Is the Applicant claiming DAC?	EEI	If yes, <ul style="list-style-type: none"> - was the work performed by <ul style="list-style-type: none"> o Applicant’s own employees o Contract o Labor through Mutual Aid Agreement - Was Force Account Equipment used to perform the work? - Were Force Account Materials used to perform the work?

For Completed Work Only

Question	Location in the GM	Notes
Was the work performed by <ul style="list-style-type: none"> - Applicant’s own employees - Contract - Labor through Mutual Aid Agreement 	EEI	
Was Force Account Equipment used to perform the work?	EEI	
Were Force Account Materials used to perform the work?	EEI	

Special Considerations Questions

Question	Location in the GM	Notes
Does every damaged facility or item of work have insurance coverage? Do the damages have insurance?	Damage Survey (General Information), EEI	(EEI only) Have insurance information and polices been provided?
Is the project located in a FEMA mapped floodplain as depicted on a Flood Insurance Rate Map? What are the coordinates?	Damage Survey (General Information)	
Is in-water work required?	Damage Survey (General Information)	

Applicant:

Date:

Question	Location in the GM	Notes
Is the damaged facility(ies) or item of work located within or adjacent to a Coastal Barrier Resource System Unit or an Otherwise Protected Area?	Damage Survey (General Information)	
Are there any hazardous materials at or adjacent to the damage site?	Damage Survey	
If sandbagging occurred, inquire about sand used and disposal site.	Damage Survey	
Are there any large, pristine, undeveloped or undisturbed areas on, or near, the project site?	Damage Survey (General Information)	
Are there any other environmental or controversial issues associated with the damaged facility(ies) and/or item of work?	Damage Survey (General Information)	

Appendix C: Category C – Roads and Bridges

Eligibility and Special Considerations Questions (p. 17-20)

- Response to Damage Survey questions by Damage Inventory line item
- Response to EEI questions by project

Question	Location in the GM	Notes
What percent of work is done at this time?	Damage Survey	<i>If not complete, estimated date of completion?</i>
Was the work performed in a designated area/declared area?	Damage Survey, EEI	
Does the Applicant have the legal responsibility to perform the work?	Damage Survey, EEI	
Is the facility under the authority of another Federal or Recipient entity? <i>Examples: FHWA, USACE, NRCS, Dept. of Forestry, etc.</i>	Damage Survey, EEI	
Was the facility actively used at the time of the event?	Damage Survey	
Was the facility regularly maintained and can maintenance records be provided?	Damage Survey, EEI	
Was the facility under construction at the time of the event?	Damage Survey	<i>If yes, specify which facility and obtain the construction contract.</i>
Were any facilities scheduled for replacement?	Damage Survey	<i>If yes, when?</i>
Is all work described in the Damage Inventory the result of the declared disaster?	Damage Survey, EEI	
Did the damage to the facility require the Applicant to temporarily relocate the facility or create a temporary fix?	Damage Survey	<i>If yes, describe why the Applicant had to establish a temporary facility.</i>
Does applicant wish to participate in the Alternative Procedures Pilot Program?	Damage Survey	

Does the project include the facility type? (EEI)	☒ Road		
	<u>Type of road damaged</u>	<u>Components of road(s) damaged</u>	
	<input type="checkbox"/> Asphalt <input type="checkbox"/> Concrete <input type="checkbox"/> Composite <input type="checkbox"/> Chip and seal <input type="checkbox"/> Gravel <input type="checkbox"/> Dirt	<input type="checkbox"/> Surface <input type="checkbox"/> Base <input type="checkbox"/> Sub base <input type="checkbox"/> Shoulder <input type="checkbox"/> Ditches <input type="checkbox"/> Striping <input type="checkbox"/> Embankment <input type="checkbox"/> Sidewalk <input type="checkbox"/> Curb	<input type="checkbox"/> Median <input type="checkbox"/> Guardrail <input type="checkbox"/> Lighting <input type="checkbox"/> Signage <input type="checkbox"/> Other - describe what other components of the road were damaged
	<input type="checkbox"/> Culverts		
	<u>Shape and Material of Culvert Damaged</u> <input type="checkbox"/> Circular <input type="checkbox"/> Pipe arch <input type="checkbox"/> Horizontal ellipse <input type="checkbox"/> Vertical ellipse <input type="checkbox"/> Box/rectangular <input type="checkbox"/> Flat top 3-sided <input type="checkbox"/> Arch top 3-sided <input type="checkbox"/> Other - Describe the other shape of material(s) of the culvert	<u>Is there associated road damage?</u> <input type="checkbox"/> Yes <input type="checkbox"/> No	<u>Type of road damaged</u> <input type="checkbox"/> Asphalt <input type="checkbox"/> Concrete <input type="checkbox"/> Composite <input type="checkbox"/> Chip and seal <input type="checkbox"/> Gravel <input type="checkbox"/> Dirt
<input type="checkbox"/> Low Water Crossings			
<input type="checkbox"/> Bridges	How many bridges were damaged?	<u>Components of the Damaged Bridges</u> <input type="checkbox"/> Superstructures <input type="checkbox"/> Substructures <input type="checkbox"/> Decking <input type="checkbox"/> Abutment's/Supporting Elements -Describe the abutment's/supporting elements	

Question	Location in the GM	Notes
Has the Applicant completed similar work in the past? Does the Applicant have historic costs for that work?	Damage Survey	
Is the Applicant claiming DAC?	EEI	If yes, <ul style="list-style-type: none"> - was the work performed by <ul style="list-style-type: none"> o Applicant’s own employees o Contract o Labor through Mutual Aid Agreement - Was Force Account Equipment used to perform the work? - Were Force Account Materials used to perform the work?

For Completed Work Only

Question	Location in the GM	Notes
Was the work performed by <ul style="list-style-type: none"> - Applicant’s own employees - Contract - Labor through Mutual Aid Agreement 	EEI	
Was Force Account Equipment used to perform the work?	EEI	
Were Force Account Materials used to perform the work?	EEI	

Special Considerations Questions

Question	Location in the GM	Notes
Does every damaged facility or item of work have insurance coverage? Do the damages have insurance?	Damage Survey (General Information), EEI	(EEI only) Have insurance information and policies been provided?
Did the facility previously receive FEMA funding? When? If yes, does the Applicant have an obtain and maintain requirement?	Damage Survey	
Is the project located in a FEMA mapped floodplain as depicted on a Flood Insurance Rate Map?	Damage Survey (General Information)	

Applicant:

Date:

Question	Location in the GM	Notes
Is in-water work required?	Damage Survey (General Information)	
Is the damaged facility(ies) or item of work located within or adjacent to a Coastal Barrier Resource System Unit or an Otherwise Protected Area?	Damage Survey (General Information)	
Does the applicant have a hazard mitigation proposal, or would the applicant like technical assistance for a hazard mitigation proposal?	Damage Survey (General Information)	
Is the damaged facility(ies) listed on a local/state/national historic register?	Damage Survey (General Information)	
Are there any large, pristine, undeveloped or undisturbed areas on, or near, the project site?	Damage Survey (General Information)	
Are there any hazardous materials at or adjacent to the damaged facility(ies) and/or item of work (including any debris generated by restoration)?	Damage Survey (General Information)	
Are there any other environmental or controversial issues associated with the damaged facility(ies) and/or item of work?	Damage Survey (General Information)	

Appendix D: Category D – Water Control Facilities

Eligibility and Special Considerations Questions (p. 21-23)

- Response to Damage Survey questions by Damage Inventory line item
- Response to EEI questions by project

Question	Location in the GM	Notes
What percent of the Category D work is complete at this time?	Damage Survey	<i>If not complete, estimated date of completion?</i>
Was the work performed in a designated area/declared area?	Damage Survey, EEI	
Does the Applicant have the legal responsibility to perform the work?	Damage Survey, EEI	
Is the facility under the authority of another Federal or Recipient entity? <i>Examples: USACE, NRCS, etc.</i>	Damage Survey	
Is there a site map listing damage locations?	EEI	
Was the facility actively used at the time of the event?	Damage Survey	
Was the facility regularly maintained and can maintenance records be provided?	Damage Survey, EEI	
Was the facility under construction at the time of the event?	Damage Survey	<i>If yes, specify which facility and obtain the construction contract.</i>
Were any facilities scheduled for replacement? If yes, when?	Damage Survey	
Is all work described in the Damage Inventory the result of the declared disaster?	Damage Survey, EEI	<i>If Yes, can applicant provide photographs of the damages and documentation supporting post-disaster condition of the facility?</i>
Were any facilities completely destroyed?	Damage Survey	<i>Specify</i>
What facilities were damaged?	EEI	<input type="checkbox"/> Dam and Reservoir <input type="checkbox"/> Levees <input type="checkbox"/> Drainage Channels and Navigational Waterways <input type="checkbox"/> Sediment, Debris, Retention/Detention Basins <input type="checkbox"/> Coastal Shoreline Protection Devices <input type="checkbox"/> Irrigation Facilities <input type="checkbox"/> Pumping Facilities

Question	Location in the GM	Notes
Is the facility under the authority of another federal agency?	EEl	<i>If Yes, provide the agency.</i>
Has the Applicant completed similar work in the past?	Damage Survey	<i>Does the Applicant have historic costs for that work?</i>
Did the damage to the facility require the Applicant to temporarily relocate the facility or create a temporary fix?	Damage Survey	<i>If yes, describe why the Applicant had to establish a temporary facility.</i>
Does applicant wish to participate in the Alternative Procedures Pilot Program?	Damage Survey	
Is the Applicant claiming DAC?	EEl	<p>If yes,</p> <ul style="list-style-type: none"> - was the work performed by <ul style="list-style-type: none"> o Applicant's own employees o Contract o Labor through Mutual Aid Agreement - Was Force Account Equipment used to perform the work? - Were Force Account Materials used to perform the work?

For Completed Work Only

Question	Location in the GM	Notes
Was the work performed by <ul style="list-style-type: none"> - Applicant's own employees - Contract - Labor through Mutual Aid Agreement 	EEl	
Was Force Account Equipment used to perform the work?	EEl	
Were Force Account Materials used to perform the work?	EEl	

Special Considerations Questions

Question	Location in the GM	Notes
Does every damaged facility or item of work have insurance coverage? Do the damages have insurance?	Damage Survey (General Information), EEl	(EEl only) Have insurance information and policies been provided?

Applicant:

Date:

Did the facility previously receive FEMA funding? When? If yes, does the Applicant have an obtain and maintain requirement?	Damage Survey	
Is the project located in a FEMA mapped floodplain as depicted on a Flood Insurance Rate Map? What are the coordinates?	Damage Survey (General Information)	
Does the repair have an impact on a floodplain or wetland (features, functions and values)?	Damage Survey	
Is in-water work required?	Damage Survey (General Information)	
Is the damaged facility(ies) or item of work located within or adjacent to a Coastal Barrier Resource System Unit or an Otherwise Protected Area?	Damage Survey (General Information)	
Does the applicant have a hazard mitigation proposal, or would the applicant like technical assistance for a hazard mitigation proposal?	Damage Survey (General Information)	
Is the damaged facility(ies) listed on a local/state/national historic register?	Damage Survey (General Information)	
Are there any large, pristine, undeveloped or undisturbed areas on, or near, the project site?	Damage Survey (General Information)	
Are there any hazardous materials at or adjacent to the damaged facility(ies) and/or item of work (including any debris generated by restoration)?	Damage Survey (General Information)	
Is the damaged facility(ies) listed on a local/Recipient/National Historic Register or is it a locally recognized landmark?	Damage Survey	
When was the facility built?	Damage Survey	
Are there additional and/or similar facilities near the site?	Damage Survey	
Are there any other environmental or controversial issues associated with the damaged facility(ies) and/or item of work?	Damage Survey (General Information)	

Appendix E: Category E – Buildings and Equipment Eligibility and Special Considerations Questions (p. 24-27)

- Response to Damage Survey questions by Damage Inventory line item
- Response to EEI questions by project

Question	Location in the GM	Notes
What percent of the Category E work is complete at this time?	Damage Survey	<i>If not complete, estimated date of completion?</i>
Was the work performed in a designated area/declared area?	Damage Survey, EEI	
Does the Applicant have the legal responsibility to perform the work?	Damage Survey, EEI	<i>If facility is leased, obtain copy of the lease contract/agreement.</i>
Is the facility under the authority of another Federal or Recipient entity?	Damage Survey	
Was the facility actively used at the time of the event?	Damage Survey	
Was the facility being used for a purpose other than that for which it was designed?	Damage Survey	
Was the facility regularly maintained and can maintenance records be provided?	Damage Survey, EEI	<p><i>- If yes, will it be restored to the same capacity if was being used for at the time of the disaster?</i></p> <p><i>- If no, specify the facility and describe the status of the facility during the disaster.</i></p>
Was the facility under construction at the time of the event?	Damage Survey, EEI	<i>If yes, specify which facility and obtain the construction contract.</i>
Were any facilities scheduled for replacement? If yes, when?	Damage Survey	
Is all work described in the Damage Inventory the result of the declared disaster?	Damage Survey, EEI	<i>If Yes, can applicant provide photographs of the damages and documentation supporting post-disaster condition of the facility?</i>
Were any facilities completely destroyed?	Damage Survey	<i>Specify</i>

<p>What facilities were damaged?</p>	<p>Damage Survey, EEI</p>	<p><input type="checkbox"/> Buildings</p> <ul style="list-style-type: none"> - How many buildings? - List the buildings and their ages - Exterior components damaged <ul style="list-style-type: none"> <input type="checkbox"/> Roofs <input type="checkbox"/> Windows <input type="checkbox"/> Facades <input type="checkbox"/> Doors <input type="checkbox"/> Flashings <input type="checkbox"/> Gutters <input type="checkbox"/> Downspouts <input type="checkbox"/> Building contents – Need detailed list. <input type="checkbox"/> Other <ul style="list-style-type: none"> - Describe: <p><input type="checkbox"/> Equipment</p> <ul style="list-style-type: none"> - Was there damage to force account equipment? <ul style="list-style-type: none"> <input type="checkbox"/> Yes – Need detailed list. <input type="checkbox"/> No <p>Was there damage to rental equipment?</p> <ul style="list-style-type: none"> <input type="checkbox"/> Yes – Need detailed list. <input type="checkbox"/> No
<p>If facility is non-critical, has the Applicant applied for a Small Business Loan?</p>	<p>Damage Survey</p>	
<p>Has the Applicant completed similar work in the past?</p>	<p>Damage Survey</p>	<p><i>Does the Applicant have historic costs for that work?</i></p>
<p>Did the damage to the facility require the Applicant to temporarily relocate the facility or create a temporary fix?</p>	<p>Damage Survey</p>	<p><i>If yes, describe why the Applicant had to establish a temporary facility.</i></p> <p>Create a Category B Project with this information.</p>
<p>Does applicant wish to participate in the Alternative Procedures Pilot Program?</p>	<p>Damage Survey</p>	
<p>Is the Applicant claiming DAC?</p>	<p>EEI</p>	<p>If yes,</p> <ul style="list-style-type: none"> - was the work performed by <ul style="list-style-type: none"> o Applicant’s own employees o Contract o Labor through Mutual Aid Agreement - Was Force Account Equipment used to perform the work? - Were Force Account Materials used to perform the work?

For Completed Work Only

Question	Location in the GM	Notes
Was the work performed by <ul style="list-style-type: none"> - Applicant's own employees - Contract - Labor through Mutual Aid Agreement 	EEI	
Was Force Account Equipment used to perform the work?	EEI	
Were Force Account Materials used to perform the work?	EEI	

Special Considerations Questions

Question	Location in the GM	Notes
Does every damaged facility or item of work have insurance coverage? Do the damages have insurance?	Damage Survey (General Information), EEI	(EEI only) Have insurance information and policies been provided?
Did the facility previously receive FEMA funding? When? If yes, does the Applicant have an obtain and maintain requirement?	Damage Survey	
Is the project located in a FEMA mapped floodplain as depicted on a Flood Insurance Rate Map? What are the coordinates?	Damage Survey (General Information)	
Does the repair have an impact on a floodplain or wetland (features, functions and values)?	Damage Survey	
Is in-water work required?	Damage Survey (General Information)	
Is the damaged facility(ies) or item of work located within or adjacent to a Coastal Barrier Resource System Unit or an Otherwise Protected Area?	Damage Survey (General Information)	
Does the applicant have a hazard mitigation proposal, or would the applicant like technical assistance for a hazard mitigation proposal?	Damage Survey (General Information)	
Is the damaged facility(ies) listed on a local/state/national historic register or is it a locally recognized landmark?	Damage Survey (General Information)	

Applicant:

Date:

Question	Location in the GM	Notes
Are there any large, pristine, undeveloped or undisturbed areas on, or near, the project site?	Damage Survey (General Information)	
Are there any hazardous materials at or adjacent to the damaged facility(ies) and/or item of work (including any debris generated by restoration)?	Damage Survey (General Information)	
When was the facility built?	Damage Survey	
Are there additional and/or similar facilities near the site?	Damage Survey	
Are there any other environmental or controversial issues associated with the damaged facility(ies) and/or item of work?	Damage Survey (General Information)	

Appendix F: Category F – Utilities

Eligibility and Special Considerations Questions (p. 28-32)

- Response to Damage Survey questions by Damage Inventory line item
- Response to EEI questions by project

Question	Location in the GM	Notes
What percent of the Category F work is complete at this time?	Damage Survey	<i>If not complete, estimated date of completion?</i>
Was the work performed in a designated area/declared area?	Damage Survey, EEI	
Does the Applicant have the legal responsibility to perform the work? If facility is leased, obtain copy of the lease contract/agreement.	Damage Survey, EEI	
Is the facility under the authority of another Federal or Recipient entity?	Damage Survey	
Was the facility actively used at the time of the event?	Damage Survey	
Was the facility being used for a purpose other than that for which it was designed?	Damage Survey	
Was the facility regularly maintained and can maintenance records be provided?	Damage Survey, EEI	<p><i>- If yes, will it be restored to the same capacity if was being used for at the time of the disaster?</i></p> <p><i>- If no, specify the facility and describe the status of the facility during the disaster.</i></p>
Was the facility under construction at the time of the event?	Damage Survey, EEI	<i>If yes, specify which facility and obtain the construction contract.</i>
Were any facilities scheduled for replacement?	Damage Survey	<i>If yes, when?</i>
Is all work described in the Damage Inventory the result of the declared disaster?	Damage Survey, EEI	If Yes, can applicant provide photographs of the damages and documentation supporting post-disaster condition of the facility?
Were any facilities completely destroyed?	Damage Survey	<i>Specify</i>

<p>What facilities were damaged? (Damage Survey, EEI)</p>	<ul style="list-style-type: none"><input type="checkbox"/> Power Distribution, Transmission, and Distribution Damaged Components<ul style="list-style-type: none"><input type="checkbox"/> Conductors<input type="checkbox"/> Poles<input type="checkbox"/> Insulators<input type="checkbox"/> Transformers<input type="checkbox"/> Services Roads<input type="checkbox"/> Other - Describe:<input type="checkbox"/> Power Distribution, Transmission, and Distribution<ul style="list-style-type: none"><input type="checkbox"/> Pipes<input type="checkbox"/> Tanks<input type="checkbox"/> Intake Systems<input type="checkbox"/> Primary Sedimentation<input type="checkbox"/> Chlorination Systems<input type="checkbox"/> Aeration Tanks<input type="checkbox"/> Clarifiers<input type="checkbox"/> Filters<input type="checkbox"/> Effluent Outfalls<input type="checkbox"/> Controls/Sensors/ Gauges<input type="checkbox"/> Generators<input type="checkbox"/> Pumps<input type="checkbox"/> Electrical Conduits<input type="checkbox"/> Buildings<input type="checkbox"/> Roads<input type="checkbox"/> Fences<input type="checkbox"/> Other - Describe:<input type="checkbox"/> Natural Gas Transmission and Distribution<ul style="list-style-type: none"><input type="checkbox"/> Pipes<input type="checkbox"/> Compression Stations<input type="checkbox"/> Metering Stations<input type="checkbox"/> Controls/SCADA<input type="checkbox"/> Other - Describe:<input type="checkbox"/> Water Storage and Delivery<ul style="list-style-type: none"><input type="checkbox"/> Pumps<input type="checkbox"/> Pipes<input type="checkbox"/> Tanks<input type="checkbox"/> Other - Describe: <p><i>(Communications on next page)</i></p>
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	<input type="checkbox"/> Communications	<input type="checkbox"/> Fiber <input type="checkbox"/> Telephone Poles <input type="checkbox"/> Telephone Lines <input type="checkbox"/> Network Power <input type="checkbox"/> Telecommunications <input type="checkbox"/> Software/Processors <input type="checkbox"/> Terminals <input type="checkbox"/> Other - Describe:
<p>Did the Applicant replace any poles?</p>	<p>EEI</p>	<input type="checkbox"/> Yes <ul style="list-style-type: none"> - Describe the general damage to the poles. - Describe how and where the poles were disposed.
<p>Did the Applicant replace any transformers?</p>	<p>EEI</p>	<input type="checkbox"/> Yes <ul style="list-style-type: none"> - How many transformers were replaced? - Describe the type of damaged transformers, and how/where they were disposed.
<p>Has the Applicant completed similar work in the past?</p>	<p>Damage Survey</p>	<p><i>Does the Applicant have historic costs for that work?</i></p>
<p>Did the damage to the facility require the Applicant to temporarily relocate the facility or create a temporary fix?</p>	<p>Damage Survey</p>	<p><i>If yes, describe why the Applicant had to establish a temporary facility.</i></p> <p><i>Create a Category B Project with this information.</i></p>
<p>Does applicant wish to participate in the Alternative Procedures Pilot Program?</p>	<p>Damage Survey</p>	
<p>Is the Applicant claiming DAC?</p>	<p>EEI</p>	<p>If yes,</p> <ul style="list-style-type: none"> - was the work performed by <ul style="list-style-type: none"> o Applicant's own employees o Contract o Labor through Mutual Aid Agreement - Was Force Account Equipment used to perform the work? - Were Force Account Materials used to perform the work?

For Completed Work Only

Question	Location in the GM	Notes
Was the work performed by <ul style="list-style-type: none"> - Applicant's own employees - Contract - Labor through Mutual Aid Agreement 	EEI	
Was Force Account Equipment used to perform the work?	EEI	
Were Force Account Materials used to perform the work?	EEI	

Special Considerations Questions

Question	Location in the GM	Notes
Does every damaged facility or item of work have insurance coverage? Do the damages have insurance?	Damage Survey (General Information), EEI	(EEI only) Have insurance information and polices been provided?
Did the facility previously receive FEMA funding? When? If yes, does the Applicant have an obtain and maintain requirement?	Damage Survey	
Is the project located in a FEMA mapped floodplain as depicted on a Flood Insurance Rate Map? What are the coordinates?	Damage Survey (General Information)	
Does the repair have an impact on a floodplain or wetland (features, functions and values)?	Damage Survey	
Is in-water work required?	Damage Survey (General Information)	
Is the damaged facility(ies) or item of work located within or adjacent to a Coastal Barrier Resource System Unit or an Otherwise Protected Area?	Damage Survey (General Information)	
Does the applicant have a hazard mitigation proposal, or would the applicant like technical assistance for a hazard mitigation proposal?	Damage Survey (General Information)	
Is the damaged facility(ies) listed on a local/state/national historic register or is it a locally recognized landmark?	Damage Survey (General Information)	

Applicant:

Date:

Are there any large, pristine, undeveloped or undisturbed areas on, or near, the project site?	Damage Survey (General Information)	
Are there any hazardous materials at or adjacent to the damaged facility(ies) and/or item of work (including any debris generated by restoration)?	Damage Survey (General Information)	
When was the facility built?	Damage Survey	
Are there additional and/or similar facilities near the site?	Damage Survey	
Are there any other environmental or controversial issues associated with the damaged facility(ies) and/or item of work?	Damage Survey (General Information)	

Appendix G: Category G – Parks, Recreational, Other Eligibility and Special Considerations Questions (p. 33-39)

- Response to Damage Survey questions by Damage Inventory line item
- Response to EEI questions by project

Question	Location in the GM	Notes
What percent of the Category F work is complete at this time?	Damage Survey	<i>If not complete, estimated date of completion?</i>
Was the work performed in a designated area/declared area?	Damage Survey, EEI	
Does the Applicant have the legal responsibility to perform the work?	Damage Survey, EEI	<i>If facility is leased, obtain copy of the lease contract/agreement.</i>
Is the facility under the authority of another Federal or Recipient entity?	Damage Survey	
Was the facility actively used at the time of the event?	Damage Survey	
Was the facility being used for a purpose other than that for which it was designed?	Damage Survey	
Was the facility regularly maintained and can maintenance records be provided?	Damage Survey, EEI	- <i>If yes, will it be restored to the same capacity if was being used for at the time of the disaster?</i> - <i>If no, specify the facility and describe the status of the facility during the disaster.</i>
Was the facility under construction at the time of the event?	Damage Survey, EEI	<i>If yes, specify which facility and obtain the construction contract.</i>
Were any facilities scheduled for replacement?	Damage Survey	If yes, when?
Is all work described in the Damage Inventory the result of the declared disaster?	Damage Survey, EEI	<i>If Yes, can applicant provide photographs of the damages and documentation supporting post-disaster condition of the facility?</i>
Were any facilities completely destroyed?	Damage Survey	<i>Specify</i>

<p>What facilities were damaged? (EEI)</p>	<p><input type="checkbox"/> Parks</p> <ul style="list-style-type: none"> - Is the facility under the authority of another federal agency? <ul style="list-style-type: none"> o If yes, specify Agency - Damaged Components <ul style="list-style-type: none"> <input type="checkbox"/> Park equipment <input type="checkbox"/> Trails <input type="checkbox"/> Park Buildings <input type="checkbox"/> Fences <input type="checkbox"/> Parking Lots/ Driveways <input type="checkbox"/> Lighting <input type="checkbox"/> Bleachers <input type="checkbox"/> Signage 	<p><input type="checkbox"/> Covered Shelters/Pavilion/ Outdoor Entertainment Area</p> <p><input type="checkbox"/> Athletic Fields</p> <p><input type="checkbox"/> Tables/Trash Cans/ Water Fountains</p> <p><input type="checkbox"/> Boat Ramps</p> <p><input type="checkbox"/> Pools</p> <p><input type="checkbox"/> Other – Describe</p> <p>- Describe damage</p>
	<p><input type="checkbox"/> Recreational Facilities/ Marinas</p> <ul style="list-style-type: none"> - How many facilities were damaged? - Is the facility under the authority of another federal agency? <ul style="list-style-type: none"> o If yes, specify Agency - Damaged Components <ul style="list-style-type: none"> <input type="checkbox"/> Buildings <input type="checkbox"/> Fences <input type="checkbox"/> Parking Lots <input type="checkbox"/> Benches <input type="checkbox"/> Docks <input type="checkbox"/> Piers <input type="checkbox"/> Boat Ramps 	<p><input type="checkbox"/> Decks</p> <p><input type="checkbox"/> Tables/Trash Cans/Water Fountains</p> <p><input type="checkbox"/> Driveways/Covered Shelters/Pavilion/ Outdoor Entertainment Area</p> <p><input type="checkbox"/> Other – describe</p> <p>- Describe Damage</p>
	<p><input type="checkbox"/> Mass Transit</p> <ul style="list-style-type: none"> - How many facilities were damaged? - Is the facility under the authority of another federal agency? <ul style="list-style-type: none"> o If yes, specify Agency 	<ul style="list-style-type: none"> - Damaged Components <ul style="list-style-type: none"> <input type="checkbox"/> Bus Stations <input type="checkbox"/> Bus Stops <input type="checkbox"/> Train Stations <input type="checkbox"/> Subway Stations <input type="checkbox"/> Railways <input type="checkbox"/> Airports - Describe Damage
	<p><i>(Other types of Cat G work on next page)</i></p>	

Applicant:

Date:

	<input type="checkbox"/> Beaches - Is the facility under the authority of another federal agency? o If yes, specify Agency	- Damaged Components <input type="checkbox"/> Beaches <input type="checkbox"/> Dunes <input type="checkbox"/> Berms <input type="checkbox"/> Bath Houses <input type="checkbox"/> Comfort Stations <input type="checkbox"/> Parking Lots <input type="checkbox"/> Boardwalks <input type="checkbox"/> Equipment <input type="checkbox"/> Other - describe
	<input type="checkbox"/> Other - Is the facility under the authority of another federal agency? o If yes, specify Agency	- Describe Damage
Has the Applicant completed similar work in the past?	Damage Survey	<i>Does the Applicant have historic costs for that work?</i>
Did the damage to the facility require the Applicant to temporarily relocate the facility or create a temporary fix?	Damage Survey	<i>If yes, describe why the Applicant had to establish a temporary facility.</i> <i>Create a Category B Project with this information.</i>
Does applicant wish to participate in the Alternative Procedures Pilot Program?	Damage Survey	
Is the Applicant claiming DAC?	EEI	If yes, - was the work performed by o Applicant's own employees o Contract o Labor through Mutual Aid Agreement - Was Force Account Equipment used to perform the work? - Were Force Account Materials used to perform the work?

For Completed Work Only

Question	Location in the GM	Notes
Was the work performed by <ul style="list-style-type: none"> - Applicant's own employees - Contract - Labor through Mutual Aid Agreement 	EEI	
Was Force Account Equipment used to perform the work?	EEI	
Were Force Account Materials used to perform the work?	EEI	

Special Considerations Questions

Question	Location in the GM	Notes
Does every damaged facility or item of work have insurance coverage? Do the damages have insurance?	Damage Survey (General Information), EEI	(EEI only) Have insurance information and policies been provided?
Did the facility previously receive FEMA funding? When? If yes, does the Applicant have an obtain and maintain requirement?	Damage Survey	
Is the project located in a FEMA mapped floodplain as depicted on a Flood Insurance Rate Map? What are the coordinates?	Damage Survey (General Information)	
Does the repair have an impact on a floodplain or wetland (features, functions and values)?	Damage Survey	
Is in-water work required?	Damage Survey (General Information)	
Is the damaged facility(ies) or item of work located within or adjacent to a Coastal Barrier Resource System Unit or an Otherwise Protected Area?	Damage Survey (General Information)	
Does the applicant have a hazard mitigation proposal, or would the applicant like technical assistance for a hazard mitigation proposal?	Damage Survey (General Information)	
Is the damaged facility(ies) listed on a local/state/national historic register or is it a locally recognized landmark?	Damage Survey (General Information)	

Applicant:

Date:

Are there any large, pristine, undeveloped or undisturbed areas on, or near, the project site?	Damage Survey (General Information)	
Are there any hazardous materials at or adjacent to the damaged facility(ies) and/or item of work (including any debris generated by restoration)?	Damage Survey (General Information)	
When was the facility built?	Damage Survey	
Are there additional and/or similar facilities near the site?	Damage Survey	
Are there any other environmental or controversial issues associated with the damaged facility(ies) and/or item of work?	Damage Survey (General Information)	

Appendix H: Mutual Aid

- Were you the requesting entity (agency of jurisdiction that requested mutual aid assistance)?
- If yes, do you have a mutual aid agreement?
 - If yes, provide a complete copy of the mutual aid agreement. Agreement must include description of services provided, terms of reimbursement, etc.
 - If no, a post-event agreement may be developed preferably within 30 days of Applicant Briefing.
- If the Applicant is the providing entity, the Applicant will be reimbursed from the requesting entity.

Reference PAPPG (page 33) for additional information.

Appendix I: Donated Resources

- What resources were donated?
 - Examples: volunteer labor, donated equipment, donated materials, etc.
- How did you track your donated resources?

The following documentation requirements apply:

- **Labor**
 - Volunteer names
 - Description of work by each volunteer
 - Hours worked
 - Work site location
 - Value of work (hourly rate) will be determined by FEMA based on rate paid for similar work.
- **Equipment - Hours used**
 - Hourly rate will be valued using FEMA's equipment rates.
- **Materials - Actual value**
 - Materials are only eligible if donated by 3rd party entities.

Additionally, credit will be capped at non-federal share for all Cat A and B projects. Reference PAPPG (pages 35 - 36) for additional information.