FEMA Public Assistance Program
Required & Recommended Documentation

This list is intended as a tool to assistant applicants for Public Assistance gather documentation to support costs as eligible for reimbursement under FEMA's policy and guidance. It is not guaranteed to be a complete list of required items and is not applicable in every situation.

Overall documentation:

- ☐ Pre-storm photographs
- ☐ General information about the age/location/description of the various facilities
- ☐ All insurance information
- ☐ Photos of debris impact
- ☐ Photos of damages
- ☐ Description of immediate threat(s)
- ☐ Description of emergency work activities
- ☐ General information about debris disposal sites
- ☐ Drawings, sketches, or plans for disaster related damage
- ☐ Any pre-disaster plans for each site of damage
- ☐ Any and all of the following documentation to support the pre-disaster condition of the sites of damage:
    - o Maintenance records
    - o Inspection reports
    - o Safety reports

Emergency Work-Specific Documentation:

- ☐ Any and all of the following demonstrating an immediate threat for each particular site:
    - ☐ Technical report(s)
    - ☐ Inspector report(s)
    - ☐ Safety report(s)
    - ☐ Photos
- ☐ Description of activity
- ☐ Photographs of each damage site clearly showing the damage
- ☐ Precise location and any identifying number for damage site (i.e., serial number for residential electric meters)

Permanent Work Specific Documentation:

- ☐ Photographs of each site of damage
- ☐ Copies of any permits required
- ☐ Detailed description of damage, including specific dimensions

Debris Removal Documentation:

- ☐ Actual quantity of debris by type
  - ☐ Hauled to a temporary staging site
  - ☐ Reduced, including reduction method (e.g., chipped, burned)
  - ☐ Hauled to a final disposal site
  - ☐ Recycled
- ☐ Load tickets showing:
  - ☐ Applicant name (e.g., local government, tribal government, private non-profit)
  - ☐ Contractor name
  - ☐ Subcontractor name
  - ☐ Truck number
  - ☐ Truck capacity
  - ☐ Truck driver name
  - ☐ Date and time of load
  - ☐ Location of debris loaded (address or GPS)
  - ☐ Load inspector/monitor name
  - ☐ Debris classification (vegetative, C&D, white goods, HHW, etc.)
  - ☐ Estimated measure (e.g., by volume (CY) or weight (tons))
  - ☐ Unloading time, date, and location
  - ☐ Unload inspector/monitor name
- ☐ Precise location of the debris, including photograph or video of the site
- ☐ Address of temporary reduction sites or permanent disposal site used
- ☐ Truck certification form
- ☐ If picking up an abandoned vehicle or vessel:
  - ☐ Photographs or other documentation showing that the pickup was in accordance with local ordinances for removing private vehicles or vessels
- ☐ Debris Management Sites:
  - ☐ Videotape/photograph of site (ground or aerial) before activities begin and periodically update to track site evolution
  - ☐ Documentation of physical features (e.g., existing structures, fences, culverts, irrigation systems, landscaping)
  - ☐ Research re past use and ownership to document any issue re historic or archeological significance
  - ☐ Sample soil and water samples (work with local and state environmental agencies to establish chain of custody, sampling, labs, etc.)

Removal of Hazardous Trees, Limbs/Branches, and Stumps:

- ☐ Specifics of the immediate threat with the U.S. National Grid (USNG) location and photograph or video documentation establishes the item is on Applicant's property
- ☐ Diameter of each item removed
  - ☐ Limbs/branches: 2 inches or larger in diameter measured at point of break

- ☐ Trees: 6 inches or greater in diameter measured 4.5 feet above ground level AND evidence that tree
  - Has a split trunk;
  - Has a broken canopy; OR
  - Is leaning at an angle greater than 30 degrees
- ☐ Stumps: 2 feet or larger in diameter measured 2 feet above ground AND evidence that extraction is required as a part of the removal

☐ For limbs/branches, if tree is on private property, demonstrate:
- ☐ The limbs or branches extend over the public right of way (ROW);
- ☐ The limbs or branches pose an immediate threat; and
- ☐ The hazard was removed from the public ROW (without entering private property).

☐ Stump removal pricing must include extraction, transport, disposal, and filling root-ball hole

☐ Quantity of material to fill root-ball holes (for trees and stumps with 50% or more of root-ball exposed)

☐ Equipment used to perform the work

☐ To the extent feasible, the contractor must document the hazardous nature of tree limbs, branches, stumps, or trees still in place with photographs that can be identified by location.

☐ If tree presents potential danger to powerlines, provide arborist confirmation of danger

☐ Permitting (burning vegetative debris is FEMA's preferred disposal method)
- ☐ Applicable State Burn permit
- ☐ Letter of approval or permit from applicable State environmental agency
- ☐ Record daily quantity of debris burned

Labor-Related Documentation:

☐ Time sheets that show for each person working:
- ☐ Full name
- ☐ Job title and function
- ☐ Full time/Part time/Temporary status
- ☐ Hourly rate
- ☐ Hours worked
- ☐ Date
- ☐ Daily description of work performed, including site

☐ For each particular damage site worked:
- ☐ Location of work
- ☐ Description of work performed
- ☐ Equipment used (including year, make, and model as appropriate)
- ☐ Supplies used and where they came from (i.e., stock, purchased at hardware store, etc.)

☐ Employee overtime policy

☐ Employee meal policy

Beach-Specific Documentation

- ☐ Evidence that beach is improved (pre-disaster design documents)
- ☐ Maintenance records showing periodic re-nourishment to preserve original design
- ☐ Pre-storm beach profile
- ☐ Pre- and post-storm photographs

Electric Utility-Specific Documentation

- ☐ Evidence to establish pre-disaster condition of facilities, including conductors and poles
    - ☐ A signed, dated, and stamped letter from a licensed professional engineer who has direct experience with the damaged electrical transmission or distribution system certifying the pre-disaster capacity and condition of the conductor.
    - ☐ Records providing satisfactory evidence of the pre-disaster capacity and condition of the conductor. Records may include, but are not limited to, maintenance records, contract documents, work orders, inspection logs, or a description of past inspection and maintenance activities certified by a licensed professional engineer.
    - ☐ If available, copies of construction work plans demonstrating the utility's past practices and current and future projects.
    - ☐ If required by RUS, a copy of any corrective action plans submitted to RUS in compliance with 7 C.F.R. § 1730.25, Corrective action (RUS borrowers only)
    - ☐ Staking sheets
- ☐ Pre- and post-storm photographs/inspections of disaster-related damage to show:
    - ☐ broken strands
    - ☐ splices
    - ☐ sleeves installed as a result of the event
    - ☐ severe pitting, burns, or kinks
    - ☐ sag (conductor-to-conductor or conductor-to-ground)
    - ☐ leaning poles
    - ☐ damage such as broken cross-arms, braces, ties, insulators, guys, pulled anchors, or bent pins
- ☐ Amperage capacity of damaged and replacement conductor (e.g., #2 ACSR)
- ☐ ROW maintenance records
- ☐ Pre- and post-storm ROW photographs
- ☐ If hazardous tree presents potential danger to powerlines, provide arborist confirmation of danger