

## Federal Emergency Relief Checklist for Local Agencies

1. Completed Signed DDIR that will show a fairly detailed and understandable list of costs by type and amount. Include agreement and contract numbers if available at time of DDIR completion. A copy is always included with the Authorization Packet.

\_\_\_\_\_ **Completed DDIR** using DDIR Guidelines

2. Costs Report Provided by Locals –There is not a standardized report, these are the requirements:

\_\_\_\_\_ **Detailed analysis of Labor and Equipment Costs**

- a) Employee Classification
- b) Hourly wage rate
- c) Compensation/benefits
- d) Dates worked
- e) Equipment used
- f) Equipment rate
- g) Description of work per line

\_\_\_\_\_ **Purchases**

- a) Vendor
- b) Services provided
- c) Copies of invoices paid

\_\_\_\_\_ **Materials from Stock/Inventory** – copy of inventory withdrawal slips

\_\_\_\_\_ Documentation must be easy to understand with a summary, subtotals and total, which matches Claim to State Aid. If created in Excel send the workbook.

3. Debris Statement – If there was a Presidential Declaration – a statement is required on each payment request that states:

\_\_\_\_\_ County was included in the Presidential Declaration; reimbursement for debris removal is covered by FEMA. There was no debris removal (to include trees, tree limbs, other woody material, sand, mud, silt, gravel and rocks, etc.) included in this emergency repair project that we are asking for federal reimbursement of funds from FHWA.

Signed \_\_\_\_\_.

4. Inspection Report – Send with DDIR or as soon as the project is complete.

\_\_\_\_\_ If the emergency restoration work is completed when the DDIR is filled out and the project is being authorized, fill out the Inspection Report available on SALT's Plan Delivery website and submit with the authorization. If the project is not complete at authorization, as soon as project is complete the Inspection Report should be sent to [william.meinholz@state.mn.us](mailto:william.meinholz@state.mn.us).

## **Key Points for Obtaining Federal Emergency Relief Reimbursement**

1. Cost cannot be before the event ER Declaration Date.
2. To be eligible for 100% reimbursement, emergency costs must be completed within 180 days of the event. Permanent repair is authorized at 80%.
3. Expenses billed must match the type of costs detailed on the DDIR. The dollar amount doesn't need to be exactly the same, but increases over 20% must have a revised DDIR approved by FHWA.
4. Do not label account codes as FEMA as it will be questioned if seeking FHWA ER reimbursement. Coding must be for the actual type of work being performed.
5. Cannot bill for debris if county is included in a Presidential Declaration as this would be reimbursed by FEMA.
6. Administrative salary costs are not eligible for FHWA reimbursement.