



Financial Management Annex

Primary Agency:	Clermont County EMA Clermont County, Township, City, and Village Executive Leadership Teams
Support Agencies:	Clermont County Auditor's Office Local Public Safety Agencies
State Agencies	Ohio Emergency Management Agency (Ohio EMA)

I. Purpose, Scope, Situations and Assumptions

A. Purpose

The Financial Management Annex provides guidance for planning, tracking, and documenting disaster related expenditures to ensure that funds are provided expeditiously and that financial operations are conducted in accordance with established local, state and federal laws, policies and procedures.

B. Scope

This annex will be activated to assist in response and recovery operations, either through the activation of the County Emergency Operation Center (EOC) or the activation of the EMA to support a local jurisdiction. It provides a means to coordinate, not duplicate activities that are carried out by local entities. Specific operating procedures and protocols for County, Township, City, Village, and Districts are addressed in documents maintained by those organizations.

Coordination activities may include:

- Provision of financial support through emergency purchasing for agencies/organizations.
- Assistance to agencies/organizations on proper documentation of disaster costs.
- Provision of guidance on emergency purchasing and expenditures.

C. Situation

In responding to a major disaster, expenses will be incurred that are outside of existing budget appropriations. Expenses will include additional staffing for response, consumable supplies, and in some instances, capital outlays. Cost accounting should be conducted in accordance with established laws and policies of each County, Township, City, Village, District, and/or jurisdiction.

D. Assumptions

Planning requires assumptions based on statistics, history, behavior patterns and likely future trends.

- The immediate expenditures of funds may be necessary in order to save lives, protect property, and the environment. Local governments are responsible for first response to emergencies affecting their jurisdictions including the application of fiscal procedures and remedies designed to be used during local emergencies.
- Mutual aid assistance from unaffected jurisdictions and from other counties may be requested as needed. Pursuant to Ohio Revised Code, Title LV, Chapter 5502, and Section 5502.41, the BCC and the Chief Executives of all political subdivisions are a party to the Intra-state Mutual Aid Compact (IMAC). IMAC is a mutual aid agreement through which all political subdivisions can request and receive assistance from any other political subdivisions in the state; resolving many of the administrative and legal issues in advance of an incident.

- Tracking of resources, expenses and actions taken during a disaster are a function for each political subdivision, agency, and department, to include but not limited to: timesheets (including overtime), material and supply costs, mutual aid, and equipment time usage, etc. The organization with legal responsibility for actions should maintain all documentation of costs.
- Financial operations will be carried out under the stress of disaster emergency timelines and political pressure, necessitating expedited procedures yet maintaining the requirement for sound financial management and accountability.
- An incident where state assistance is requested may result in a State or Federal Disaster Declaration. In such instances, state and/or federal assistance may be available on a case-by-case basis as determined by the Governor to jurisdictions meeting the required criteria. The federal declaration criteria are outlined in 44 Code of Federal Regulations (CFR) Part 206.48. The minimum threshold for eligibility is based on the state/county per capita (changes every federal fiscal cycle).

FEMA Per Capita Impact Indicator and Project Thresholds (2024)

- ☐ State Per Capita Indicator - $\$1.84 \times 2020 \text{ Census Population} = \$21,710,985$
 - ☐ County Per Capita Indicator - $\$4.60 \times 2020 \text{ Census Population}$
 - ☐ Minimum Project Threshold = \$3,900
- In instances where the County exceeds the per capita impact indicator, but the state does not meet the State per capita indicator, the Governor may initiate the State Disaster Relief Program (SDRP). SDRP is administered through Ohio EMA Recovery Branch. While the SDRP has been traditionally included in the state budget cycle, appropriation of funding can only be made through the State Controlling Board.

II. Concept of Operations

All emergencies begin and end locally. All political subdivisions, agencies, and departments are responsible for following their established financial procedures and for tracking their disaster related expenditures.

The Clermont County EMA is the designated lead for financial management coordination. If the County Emergency Operation Center (EOC) is activated, EMA will establish a Finance and Admin Section to track and approve expenditures made by the EOC. The financial management lead will coordinate a countywide assessment of disaster related expenses in conjunction with the impacted local political subdivisions. Each impacted political subdivision is encouraged to identify a financial management lead to coordinate the jurisdiction's expenses and expenditures.

Activities include:

- Assessment of disaster related expenses (e.g. personnel, mutual aid, equipment, type, amount, etc.)
- Coordination with fiscal partners
- Coordination with Ohio EMA Recovery Branch
- Documentation of disaster related expenses and supporting documents
- Timely submission of disaster related expenses to Ohio EMA Recovery Branch, if State/Federal assistance becomes available

A. Mitigation

To prevent or reduce the challenges of financial management during/following a disasters, political subdivisions should:

- Develop a system to track disaster related expenditures, personnel expenses, and equipment usage.
- Identify potential funding sources to cover unexpected/unplanned disaster related expenses
- Understand emergency procurement procedures and the process to enact emergency procurement procedures
- Encourage local Townships, Cities and Villages to identify a lead financial management coordinator.

- Encourage all agencies and jurisdictions to review the [Ohio EMA Assistance Toolbox](#).

B. Preparedness

All political subdivisions, agencies, and departments should:

- Maintain standard operating guides (SOGs) to handle daily situations and emergency procurement procedures
- Maintain emergency call-out lists of critical personnel
- Maintain and update list of local private contractors that can provide support during an emergency
- Develop mutual aid agreements between agencies, as appropriate
- Maintain an understanding of the [Ohio Intra-State Mutual Aid Compact \(IMAC\)](#) for requesting resources from other political subdivisions, pursuant to [Ohio Revised Code, Title LV, Chapter 5502 and Section 5502.41](#). Tab A provides an overview of the IMAC process.

C. Response

If a disaster occurs or is imminent, Clermont County and the local Townships, Cities, and Villages will commit all available resources to responding to the incident. As local resources become exhausted, public safety agencies can request additional support through mutual aid partnerships.

As the incident escalates beyond the capacity of the local jurisdiction, partners should convene jurisdictional executive leadership teams (County, Township, City, and Village) to:

- Implement direction, coordination, and policy-making functions as necessary to provide for optimum protection of public health and safety during a declared state of emergency
- Review and approve emergency accounting procedures
- Issue a proclamation declaring a disaster, if necessary
- Appropriate funds, authorize special purchasing, and approve the distribution of equipment, materials, and supplies for disaster purposes
- Request assistance from other political subdivisions throughout the state, pursuant to Ohio Revised Code, Title LV, Chapter 5502 and Section 5502.41
- Hold an official meeting to authorize disaster relief actions
- Establish a local financial management lead responsible for tracking and approving expenditures, personnel time, and equipment usage.

D. Recovery

All impacted political subdivisions (County, Township, City, and Villages) should:

- Establish a process for completing damage assessment of political subdivision property and equipment that may have been damaged/destroyed during the incident. The financial management lead will work with local partners to identify extent of facility damage, coordinate with insurance provider, and assist with determining the cost to repair/rebuild damaged infrastructure.
- Maintain records and documentation for all expenses, personnel costs, and equipment usage related to which the political subdivision has legal responsibility to provide and/or legal authority to restore:
 - Category A: Debris removal
 - Category B: Protective Measures
 - Category C: Roads and Bridges
 - Category D: Water Control Facilities
 - Category E: Buildings, Contents, Vehicles
 - Category F: Utilities
 - Category G: Public Recreation

Refer to [Ohio EMA Recovery Toolbox Tab B – Public Assistance Damage Assessment](#) for additional clarification on eligibility criteria

- Develop cost estimates and restoration costs for the any special locations utilized during the disaster response/recovery (e.g. shelters, pet shelters, debris staging location(s), etc.)
- Complete [Ohio EMA Public Assistance Damage Assessment Form](#) and submit to Ohio EMA Recovery Branch
- Participate in post-incident after action meetings to identify lessons learned and update emergency plans

III. Assignment of Responsibilities

A. Primary Agencies

Clermont County EMA

- Identify a Finance Section Chief who oversees the tracking and documentation of expenditures made by the County EOC, if activated. Documentation include logs, records, receipts, invoices, purchase orders, rental agreements, etc. to support claims, purchases, reimbursements, and disbursements
- Maintain documentation of personnel, equipment, and expenses directly provided by EMA.
- Coordinate with the Volunteer Reception Center (VRC), if activated, to track volunteer time and resources
- Advise the County Administration and the Board of County Commissioners on the ongoing status of the disaster emergency, including recommending and preparing a County disaster emergency declaration, and requesting additional resources when County capabilities are exceeded.
- Provide local municipalities guidance on disaster emergency declarations, compile declarations and provide copies to Ohio EMA.
- Provide information received from Ohio EMA to County Commissioners and all political subdivisions affected on the declaration, types of assistance authorized, and the areas eligible to receive assistance. Assist with compiling records on disaster-related expenses and cost-recovery, if applicable.
- Facilitate financial closeouts and support post recovery audits

County, Township, City, and Village Executive Leadership Team

- Implement direction, coordination, and policy-making functions as necessary to provide for optimum protection of public health and safety during a declared state of emergency
- Review and approve emergency accounting procedures
- Appropriate funds, authorize special purchasing, and approve the distribution of equipment, materials, and supplies for disaster purposes
- Issue a proclamation declaring a disaster, if necessary
- Request assistance from other political subdivisions throughout the state, pursuant to Ohio Revised Code, Title LV, Chapter 5502 and Section 5502.41
- Hold an official meeting to authorize disaster relief actions
- Establish a local financial management lead responsible for tracking and approving expenditures, personnel time, and equipment usage.
- Establish a process for completing damage assessment of political subdivision property and equipment that may have been damaged/destroyed during the incident.
- Participate in post-incident after action meetings to identify lessons learned and update emergency plans

B. Secondary Agencies

Clermont County Auditor

- Implement a system to track all disaster related costs in MUNIS
- Assist County agencies and departments with compiling records on disaster-related costs
- Maintain documentation of personnel, equipment, and expenses

Local Public Safety Agencies

- Identify a local financial point of contact
- Review/approve disaster-related expenses to ensure cost effectiveness and efficiency of limited resources
- Maintain records of all disaster related expenses including personnel, equipment, and other applicable costs, in accordance with established procedures.
- Participate in meetings/calls related to cost recovery, state and/or federal financial assistance.
- Gather and submit eligible expenses for reimbursement to the appropriate entity with “legal authority” for such activity.
- Participate in post-incident after action meetings to identify lessons learned and update emergency plans

IV. Administration and Logistics

A. Administration

- All emergencies begin and end locally. All agencies are responsible for following their established financial procedures and for tracking their disaster related expenditures.
- The impacted political subdivisions should designate a financial management lead for their jurisdiction.
- All agencies should maintain records of all disaster related expenses including personnel, equipment, and other applicable costs, in accordance with established procedures.
- Political subdivision may make an emergency declaration to allow emergency actions not otherwise authorized or and request additional resources from mutual aid partners through Ohio Intrastate Mutual Aid Compact.
- The Board of County Commissioners (BCC) may make an emergency declaration to allow emergency actions not otherwise authorized or to request additional resources from the State and/or federal government.

B. Logistics

- Depending on the size and scope of the event, jurisdictions may have the personnel and equipment to manage their responds and recovery needs locally. As an incident escalates beyond the local capabilities, additional mutual resources can be requested through the EOC or EMA.
- All agencies are encouraged to identify their available equipment and resources including what is available through existing contracts with private sector partners.
- Agencies should participate in coordination meetings/calls.
- Agencies should also provide regular updates to the EOC, if activated.
- Agencies should maintain documentation of all personnel, equipment, and expenses for response and recovery activities.

V. Authorities and References

A. Federal

- Public Law 93-288, as amended, 42 U.S.C. 5121, et seq., the Robert T. Stafford Disaster Relief and Emergency Assistance Act, which provides authority for response and recovery assistance under the National Response Framework, which empowers the President to direct any federal agency to utilize its authorities and resources in support of State and local assistance efforts.
- Public Law 106-390, Disaster Mitigation Act of 2000, to amend the Robert T. Stafford Disaster Relief and Emergency Assistance Act to authorize a program for pre-disaster mitigation, to streamline the administration of disaster relief, to control the Federal costs of disaster assistance, and for other purposes.
- 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards
- 44 CFR Part 206, Federal Disaster Assistance for Disasters Declared after November 23, 1988.
- [FEMA Disaster Financial Management Guide: Guidance for State, Local, Tribal, & Territorial Partners](#), dated April 2020.
- [FEMA Public Assistance Program Policy Guide, V. 4, Effective June 1, 2020 \(FP 104-009-2\)](#)
- [FEMA Public Assistance Debris Monitoring Guide, dated March 2021](#)
- [FEMA Public Assistance Resource Library](#)
- [FEMA Schedule of Equipment Rates](#)
- [Office of Management and Budget Report, Public Assistance Program, OMB 1660-0017](#)

Forms

- [FEMA Force Account Labor Summary](#), FF-104-FY21-137
- [FEMA Applicant's Benefits Calculation Worksheet](#), FF-104-FY-21-135
- [FEMA Force Account Equipment Summary Record](#), FF-104-FY-21-141
- [FEMA Materials Summary Record](#), FF-104-FY-21-138
- [FEMA Rented Equipment Summary Record](#), FF-104-FY-21-139
- [FEMA Contract Work Summary](#), FF-104-FY-21-140 , DRAFT
- FEMA Work Completed To Date Cost Summary Sheet,

B. State

- [Ohio Revised Code 5502.41 – Intrastate mutual aid compact](#)
- [Ohio Emergency Management Agency, Recovery Branch, Assistance Toolbox](#)
- [Ohio EMA Public Assistance Applicant's Handbook, dated July 2019](#)
- [Ohio EMA State Disaster Relief Program Handbook, dated October 1, 2022](#)
- [Ohio IMAC Operations Manual, dated February 2020](#)

Forms

- [Ohio EMA Site Estimate Form](#)

VI. Authentication

Pam Haverkos

Pam Haverkos, Clermont County EMA

03/20/24

Date

Tab A. Ohio Intrastate Mutual Aid Compact (IMAC) Standard Operating Guide (SOG)

A. Purpose and Scope:

The Ohio IMAC was enacted into law in December 2002 with the ratification of Ohio Revised Code 5502.41. The purpose of IMAC is to provide for mutual assistance among participating subdivisions when additional resources are needed in the preparation for, response to, or recovery from a disaster as well as trainings, exercises, and planned events.

Jurisdictions are not required to utilize IMAC to request mutual aid from other Ohio jurisdictions and IMAC does not replace existing mutual aid compacts between jurisdictions. Jurisdictions may use both IMAC and other mutual aid agreements simultaneously.

B. Requesting and Providing Assistance via IMAC

A county or political subdivision's assistance is voluntary and subject to the following conditions:

- The requesting jurisdiction must make a request for assistance. Initial requests may be verbal, but must be followed up with a written request. Per ORC 5502.41 (E)(2) the request should include:
 - Description of the incident
 - Description of assistance needed
 - Estimate of the length of time assistance is needed
 - Specific location and time assistance should arrive at staging area.
 - Point of contact at the staging area

see sample Assistance Request and Offer Form in Tab B
- Responding emergency personnel, assets and equipment shall continue under their local government's authority, but shall be under the operational control of the appropriate officials within the incident command system of the requesting jurisdiction during the deployment.
- ORC 5502.41(K)(2)(a) prohibits reimbursement for the first eight (8) hours of assistance provided. Political subdivisions should not make multiple mutual aid requests for deployments less than 8 hours to avoid having to reimburse expenses.
- IMAC requests should be coordinated by and between the political subdivision with legal responsibility for the work to be completed during the deployment and the responding political subdivision. It is encouraged that this information be shared with the County Emergency Operation Center (EOC), if activated, and/or the County EMA to minimize duplication of effort and ensure effective resource allocation. The requesting political subdivision must maintain all documentation on the IMAC request process.
- Resources deployed via IMAC should be utilized for the agreed upon mission. Any changes to scope, duration, or deployment costs should be agreed upon by both the requesting and responding political subdivisions. All IMAC documentation should be amended to reflect these changes.
- The responding political subdivision should track all personnel time (straight, overtime, fringe, etc.), equipment usage, consumed items, and any other costs associated with the deployment.

C. Reimbursement

- Mutual aid under IMAC is not dependent on state or federal financial assistance. Requesting and assisting jurisdictions should be prepared to bear the burden of any mutual aid expenses without the expectation of state/federal disaster assistance.
- The assisting political subdivision may donate or assume partial or total costs associated with loss, damage, or use of personnel, equipment and/or resources provided via IMAC. *Note: ORC 5502.41(K)(2)(a) prohibits reimbursement for the first eight (8) hours of assistance provided.

- The assisting political subdivision agrees to reimburse their personnel that deploy based on the normal, internal payroll procedures and pay for any other expenses incurred via their normal purchasing procedures. A complete and accurate cost accounting of expenses should be sent to the requesting political subdivision within 30 days of the last date of deployment.
- By accepting an offer for assistance, either verbal or written, the receiving political subdivision agrees to reimburse the assisting jurisdiction for costs as stipulated in ORC 5502.41(J) and (K). All verbal agreements must be documented in writing within 72 hours of acceptance by both parties. Reimbursements should be made within 180 days of receipt of a detailed cost accounting of approved expenses.
- The receiving political subdivision will maintain all documentation of the IMAC request/reimbursement process in accordance with their local retention policies.
- Reimbursement may be precluded for the following reasons:
 - Assisting jurisdiction documented the resource as a donation at any time during the deployment
 - Self-deployed resources regardless of whether the mutual aid resource was accepted/utilized
 - Costs associated with worker compensation claims or death benefits for assisting political subdivision personnel
 - Expenses covered by insurance or other payment sources
 - Costs or expenses that cannot be supported by the IMAC documentation unless approved by the requesting political subdivision
 - Costs associated with the first eight (8) hours of assistance. First 8 hours begins when resources check in at the staging area or other designated reporting location.
 - Volunteer labor provided at no cost
 - Pre-deployment and administrative costs
 - On-the-job training

D. Documentation

The following checklist outlines documents and information that may assist with expense documentation throughout the IMAC process. Template forms are included in Tab B. Following an incident, EMA will send out an excel workbook with the forms to assist jurisdictions with the documentation and reimbursement process.

- **Assistance Request and Offer Form** – form should be completed within 72 hours of a verbal request. The request should include:
 - Description of the incident
 - Description of assistance needed
 - Estimate of the length of time assistance is needed
 - Specific location and time assistance should arrive at staging area.
 - Point of contact at the staging area
 - Name, Title, and signature of person authorized to commit financial resources for the political subdivision.

The assisting political subdivision should provide the following information:

- Point of contact name, phone, and e-mail address
- Date/Time resources are available
- Date/Time resources should be demobilized
- Cost estimate for personnel being deployed
- Estimate of travel costs (if applicable)
- Description and costs associated with equipment deployed utilizing the FEMA equipment rate schedule.
- Estimated total costs of deployment
- Name, title and signature of person authorized to commit resources for the political subdivision

- **IMAC Reimbursement Form** – Within 30 days of demobilizing from the incident, the assisting jurisdiction should compile all of the documentation from the deployment and complete the IMAC Reimbursement Form. The form provides an overview of the personnel, travel, equipment, consumed items, and other expenses incurred by the assisting jurisdiction. It should be signed and dated by the authorized representative of the assisting jurisdiction.

The assisting jurisdiction should also provide the following documentation to support their reimbursement request:

- Documentation of personnel expenses including labor policy or bargaining agreement that outline works schedules, leave accruals, overtime, compensatory time, etc.; employer benefit contribution rates, fringe benefit calculator, and timesheets for each individual deployed with straight/overtime clearly noted.
 - Personnel proof of payment including copies of paystubs for the pay period in which the person was deployed showing hourly rate, regular earnings, overtime earnings, and any special earning codes, or payroll register/general ledger report.
 - Travel expenses – all travel expenses should be in accordance with the assisting jurisdictions travel policy. For local travel, it would be limited to personal mileage, mileage/FEMA equipment rate for the political subdivision vehicle used to travel between point of origin and the staging location.
- **Public Assistance Force Account Forms** - The Public Assistance Force Account forms capture all of the expenses that an eligible political subdivision may submit for their emergency response and debris management expenses, if the State Disaster Relief Program or Federal Public Assistance is available. EMA has an excel workbook with all of the Force Account Forms. All forms should be submitted directly to Ohio EMA Recovery Branch.
- **Personnel Expenses** – The following are examples of documents to verify personnel expenses.
 - Labor policy or bargaining agreement clearly detailing rules for work schedules, leave accrual, overtime, compensatory time, etc.
 - Employer benefits contribution rates
 - Fringe benefit calculation spreadsheet
 - Timesheets for each individual deployed with regular and overtime clearly shown
- **Personnel – Proof of Payment** - All personnel expenses should be paid by the assisting jurisdiction prior to requesting reimbursement. The following are examples of documents to verify proof of payment.
 - Copies of paystubs for the pay period in which the person was deployed showing hourly rate, regular earnings versus overtime earnings, any special earning codes (holiday, leave, employer contribution, etc.).
 - Payroll register or general ledger report
- **Travel Expenses** – The following are examples of documents to verify travel expenses. All reimbursements should be in accordance with the assisting jurisdiction's travel policy. For long distance travel, expenses may include rental agreement, fuel receipts, airline tickets/receipts, baggage fee receipts, mileage logs, hotel rates. In instances where the political subdivision does not have a travel policy, the jurisdiction should not exceed the allowable [U.S. General Services Administration \(GSA\) per diem rates](#) for the appropriate travel location.
 - Vehicle rental agreement
 - Fuel receipts
 - Tolls/parking receipts
 - Mileage logs
 - Per-diem rates or receipts for lodging

- Per-diem rates or receipts for meals
- **Equipment** – The following are examples of documents to verify equipment use expenses
 - Daily log sheet indicating operator name as well as the date and hours equipment was in use
 - [FEMA schedule of equipment rates](#). If using FEMA rates, separate maintenance and fuel costs should not be reimbursed as they are covered in the FEMA rate
- **Materials** – Receipts for consumables, supplies and other material not accounted for in other categories.

Tab B: Public Assistance Forms

1. Ohio Intrastate Mutual Aid Compact – Assistance Request & Offer Form

Ohio Intrastate Mutual Aid Compact (IMAC)
Assistance Request & Offer Form

Part I: To be completed by requesting jurisdiction			
Date:		Political Subdivision:	
Point of Contact:			
E-mail:		Phone:	
Description of Resource(s) Requested:			
Date/Time Needed:			
Reporting Location:			
Est. Release Date/Time:			
Authorized Representative:			
Title:			
Agency:			
Authorized Rep Signature:			
Part II. To be completed by the assisting jurisdiction			
Date:		Political Subdivision:	
Point of Contact:			
E-mail:		Phone:	
Date/Time Available:			
Date/Time To be Returned:			
Estimated Costs for Deployment (Complete Estimated Costs Tab)			
Estimated Personnel Costs:	\$0.00		
Estimated Travel Costs:	\$0.00		
Estimated Equipment Costs:	\$0.00		
Estimated Cost for First 8 hours:			
Total Estimated Deployment Costs (less first 8 hours):	\$0.00		
Authorized Representative:			
Title:			
Agency:			
Authorized Rep Signature:			

The requesting political subdivision has reviewed and agrees to the cost estimate

Authorized Rep Signature _____ Date _____

***Lodging should only be factored if the travel distance is longer than 45 miles and authorized by the requesting agency. Follow local travel policy or the GSA Lodging Rate for the location - https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-results?action=perdiems_report&fiscal_year=2024&state=OH&city=&zip=

2. IMAC Reimbursement Invoice

APPLICANT		FIPS #	DISASTER #			
0		0	FEMA -	0	DR -	OH
LOCATION/SITE		PROJECT REF #	COUNTY			CATEGORY
0		0	Clermont			0
DESCRIPTION OF WORK PERFORMED			PERIOD COVERING			
0						
	CLAIM COST	COMMENTS (FEMA USE ONLY)			ELIGIBLE COSTS	
FORCE LABOR ACCOUNT - Regular Salaries	\$ -	Regular Salaries normally not allowable in PA. (Clear cell B8 if not eligible)			\$ -	
FORCE LABOR ACCOUNT - Overtime	\$ -				\$ -	
FORCE ACCOUNT EQUIPMENT	\$ -				\$ -	
MATERIALS	\$ -				\$ -	
RENTAL EQUIPMENT	\$ -				\$ -	
CONTRACT COSTS	\$ -				\$ -	
TOTAL	\$ -				\$ -	
LESS 25% WAIVED LOCAL MATCH CONTRIBUTION:					\$ -	
REIMBURSEMENT AMOUNT:					\$ -	
I certify that the above information was transcribed from timesheets, payroll records, equipment log, invoices, stock records or other documents which are available for audit.						
CERTIFIED		TITLE			DATE	
Applicant's records have been reviewed and found correct with the exceptions as noted.						

3. Public Assistance Force Account Forms

Public Assistance Applicant Information

APPLICANT		FIPS #	DISASTER #		
			FEMA		DR OH
LOCATION/SITE		PROJECT REFERENCE #	COUNTY		CATEGORY
			Clermont		
DESCRIPTION OF WORK PERFORMED/PROJECT TITLE			PERIOD COVERING		
KICKOFF MEETING DATE	PROJECT OFFICER		PUBLIC ASSISTANCE COORDINATOR		

Public Assistance Summary Form

APPLICANT		FIPS #	DISASTER #		
0		0	FEMA -	0	DR - OH
LOCATION/SITE		PROJECT REF #	COUNTY		CATEGORY
0		0	Clermont		0
DESCRIPTION OF WORK PERFORMED			PERIOD COVERING		
0					
	CLAIM COST	COMMENTS (FEMA USE ONLY)		ELIGIBLE COSTS	
FORCE LABOR ACCOUNT - Regular Salaries	\$ -	Regular Salaries normally not allowable in PA. (Clear cell B8 if not eligible)		\$ -	
FORCE LABOR ACCOUNT - Overtime	\$ -			\$ -	
FORCE ACCOUNT EQUIPMENT	\$ -			\$ -	
MATERIALS	\$ -			\$ -	
RENTAL EQUIPMENT	\$ -			\$ -	
CONTRACT COSTS	\$ -			\$ -	
TOTAL	\$ -			\$ -	
I certify that the above information was transcribed from timesheets, payroll records, equipment log, invoices, stock records or other documents which are available for audit.					
CERTIFIED	TITLE		DATE		
Applicant's records have been reviewed and found correct with the exceptions as noted.					

Personnel Documentation

LABOR DATA SHEET						
	LAST NAME, FIRST NAME	TITLE	HOURLY RATE	BENEFITS RATE	OVERTIME RATE	OVERTIME BENEFITS RATE
1					\$ -	
2					\$ -	
3					\$ -	
4					\$ -	
5					\$ -	
6					\$ -	
7					\$ -	
8					\$ -	
9					\$ -	
10					\$ -	
11					\$ -	
12					\$ -	
13					\$ -	
14					\$ -	
15					\$ -	
16					\$ -	
17					\$ -	
18					\$ -	
19					\$ -	
20					\$ -	
21					\$ -	
22					\$ -	
23					\$ -	
24					\$ -	
25					\$ -	

[illegible]

[illegible]

I certify that the above information was obtained from payroll records, invoices, or other documents that are available for audit.

Contractor Costs

APPLICANT		FIPS #		DISASTER #			
0		0		FEMA -	0	DR -	OH
LOCATION/SITE		PROJECT REFERENCE #		CATEGORY			
0		0		0			
DESCRIPTION OF WORK PERFORMED				PERIOD COVERING			
0				01/00/00			
DATES WORKED	CONTRACTOR	BILLING/ INVOICE #	AMOUNT	COMMENTS -- SCOPE			
		TOTAL	\$	-			
I certify that the above information from timesheets, payroll records, equipment log, invoices, stock records or other documents which are available for audit.							
CERTIFIED		TITLE			DATE		
Applicant's records have been reviewed and found correct with the exceptions as noted.							

[illegible]