

## **APPLICANT'S RESPONSIBILITIES FEMA ASSISTED PDA**

In preparation for the Federal-State inspection team applicants should take the following actions in order to expedite the preparation of project worksheets and to help produce more accurate estimates.

1. Identify all damage sites before the inspectors arrive and mark the damage site locations on a map.
2. Actual documented costs for all work completed must be provided to the inspection team when they arrive. The documented costs for completed work must be broken down by location and by type of work. The documentation must show force account labor, equipment and materials and/or contract costs.
3. The local representative must be prepared to show damage sites to the team and must provide the documentation for actual costs of completed work.
4. The local representative must assist with developing estimates for work to be completed based on past experience and local prices.
5. The FEMA equipment schedule will be used for all force equipment use unless an established local schedule is less or unless a State schedule is normally used by the applicant.
6. Provide information on insurance that may cover any damaged facilities.
7. Provide copies of codes or standards if any upgrades are proposed to conform to codes or standards.
8. Maintain records to document costs for disaster recovery work. Cost must be documented for each project worksheet.