

U.S. DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY

PROJECT WORKSHEET

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DECLARATION NO.	PW REF NO.	DATE	FIPS NO.	CATEGORY	EMMIE NO.
FEMA 4086 DR NJ	0493002	02/01/13	025-04930-00	B	
APPLICANT				WORK COMPLETED AS OF:	
Borough of Belmar				DATE:	PERCENT:
				01/14/13	46%
DAMAGED FACILITY				COUNTY	
Emergency Protective Measures				Monmouth	
LOCATION				LATITUDE	LONGITUDE
Citywide - 601 Main Street				40.18302	-74.02445

Was this site previously damaged? Yes No Unsure

DAMAGE DESCRIPTION AND DIMENSIONS:

During the incident period starting October 26, 2012 and ending November 8, 2012, Borough of Belmar in Monmouth County experienced severe storm surge, flooding, and high winds causing downed trees, tree limbs and wires, flooded buildings and roads resulting in power outages and uninhabitable buildings throughout the borough. The applicant undertook emergency protective measures to protect property, public health and safety throughout the jurisdiction as necessary. The above address and GPS reading pertains to the applicant's office.

SCOPE OF WORK:

Fund at 75%

Work Completed

Materials:

The applicant purchased food, serving supplies, and ice to be distributed to residents that were sheltering at the borough hall. Applicant must supply dates shelter was operational prior to final closeout of project as well as average daily count of shelter occupants to determine reasonability of quantity of food and ice purchased. The applicant purchased portable trash pumps, fuel for rented generators, gloves, and safety equipment for first responders that were necessary to respond to the incident, or lost or damaged due to the incident. The following items are determined to be increased operating expenses, FEMA 322 pg. 54; Costco, copy paper (\$568.20); Staples, ink clipboards (\$74.66) (\$208.50); total ineligible cost (\$854.36). See attached Materials summary page for more detailed listing of items purchased. The applicant intends to submit more costs for materials; these costs must be validated prior to being included in a later version. SEE CONTINUATION PAGE.

PROJECT COST

ITEM	CODE	NARRATIVE	QUANTITY	UNIT	UNIT PRICE	COST
1	0000	WORK to be COMPLETED				\$ -
2	9007	Force Account Labor - Estimated	1.00	LS	\$ 200,000.00	\$ 200,000.00
3	9008	Force Account Equipment - Estimated	1.00	LS	\$ 10,000.00	\$ 10,000.00
4	9901	Direct Administrative Costs	1.00	LS	\$ 859.20	\$ 859.20
5	0000	Work Completed				\$ -
6	9009	Materials	1.00	LS	\$ 59,123.10	\$ 59,123.10
7	9001	Contract	1.00	LS	\$ 75,627.64	\$ 75,627.64
8	9004	Rented Equipment	1.00	LS	\$ 44,647.00	\$ 44,647.00
						\$ -
						\$ -
						\$ -
SUBTOTAL FROM COST CONTINUATION PAGE(S)						\$ -
TOTAL PROJECT COST						\$ 390,256.94

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C

PREPARED BY: Kevin Helland	TITLE: Project Specialist
FEMA PAC CREW LEADER: Carmen Ramos	STATE PAC CREW LEADER: TJ Wagner
APPLICANT: Colleen Connelly	DATE: 2/4/13
	PHONE: 732-681-9191

FEDERAL EMERGENCY MANAGEMENT AGENCY

DAMAGE DESCRIPTION & SCOPE OF WORK

DECLARATION NO.				PW REF NO.	DATE	FIPS NO.	CATEGORY	EMMIE NO.
FEMA	4086	DR	NJ	0493002	02/01/13	025-04930-00	B	

APPLICANT	COUNTY
Borough of Belmar	Monmouth

DAMAGE DESCRIPTION & SCOPE OF WORK (CONTINUED):**SOW Continued.**

Applicant purchased pumps from All Hands Fire to pump basements of private property after flood waters receded. Applicant is to provide listing of properties flooded, legal documentation allowing for work done on private property, and description of how properties were identified for pumping prior to final closure of this project. Water was pumped onto lawns and into storm drains. Total cost of Materials this version \$59,123.10.

Contract:

The applicant contracted under emergency procurement procedures to hire Little Silver Electric to perform electrical inspections on private property homes prior to allowing residents or the power company to move into dwelling to ensure safety of property and health of residents, total cost for inspections is \$7498.00. The applicant contracted with Midlantic Construction to place 1- ea 18-in pump and 2- ea 12-in pumps, placed at Lake Como and Silver Lake to pump flood waters from lakes onto the beach to the ocean and to maintain a safe lake level post-incident as run-off continued to flow in. Midlantic Construction operated excavators at the site to remove sedimentation at Silver Lake; as this scope of work falls under Category A work the cost of excavators and related equipment is removed from this project. Total cost for pumping is \$68,129.64. Total cost of Contract this version, \$75,627.64.

Rented Equipment:

The applicant rented 2- ea 8-in pumps for use on Silver Lake and Lake Como to pump lake levels down prior to storm and post incident to control flood water levels. Water was pumped onto beach to the ocean. The applicant rented 3- ea dry storage trailers for supplies and goods donated post-event to the borough prior to giving goods away to residents and moving supplies to permanent locations; 1 trailer was used to store toys donated to fire department for annual toy drive, cost of this trailer is increased operating expense FEMA 322 pg. 54 (\$1,050.00). Applicant rented generators for borough hall to run shelter and EOC; 3 generators at fire hall; and 1 generator at Laundromat to provide laundry service to residents. Generator rental at Laundromat is an ineligible cost as it does not serve a applicant owned facility or critical infrastructure, (\$18,500.00) (\$10,560.00). For complete listing of rental equipment see attached rental equipment summary. Total cost of rented equipment this version \$44,647.00.

Work to be Completed**Force Account Labor:**

The applicant has estimated its force account labor for police, fire, rescue, and public works. At the time this project worksheet is written documentation has not been provided to develop a scope of work or cost associated to eligible labor costs incurred as a result of the incident. The applicant intends to submit force account labor documentation at a later date, and a version will be written to incorporate these costs. The applicant has indicated verbally that it estimates \$200,000.00 in labor. This cost has not been validated by a FEMA project specialist and is only intended to be used as a figure for estimating purposes only.

Force Account Equipment:

The applicant has estimated its force account equipment for police, fire, rescue, and public works. At the time this project worksheet is written documentation has not been provided to develop a scope of work or cost associated to eligible equipment costs incurred as a result of the incident. The applicant intends to submit force account equipment documentation at a later date, and a version will be written to incorporate these costs. The applicant has indicated verbally that it estimates \$10,000.00 in equipment usage. This cost has not been validated by a FEMA project specialist and is only intended to be used as a figure for estimating purposes only.

PREPARED BY: Kevin Helland

TITLE: Project Specialist

FEDERAL EMERGENCY MANAGEMENT AGENCY

DAMAGE DESCRIPTION & SCOPE OF WORK

DECLARATION NO.				PW REF NO.	DATE	FIPS NO.	CATEGORY	EMMIE NO.
FEMA	4086	DR	NJ	0493002	02/01/13	025-04930-00	B	
APPLICANT							COUNTY	
Borough of Belmar							Monmouth	

DAMAGE DESCRIPTION & SCOPE OF WORK (CONTINUED):**Direct Administrative Costs:**

The applicant requests direct administrative costs for time spent performing eligible activities per DAP 9525.9. As this project is estimated and the applicant is to submit additional documentation, DAC will be estimated and documentation for actual costs must be submitted prior to final closure of this project. The FEMA project specialist estimates 24 hours at a prevailing rate for a business/financial employee at \$35.80/hour, 24 x \$35.80= \$859.20

SCOPE NOTES**1) DOCUMENT REVIEW / VALIDATION:**

FEMA project specialist has reviewed a portion of the documentation presented at the time of project formulation. The assessment appears to be appropriate and accurate.

2) DOCUMENT RETENTION:

As described in CFR Section 13.42, the Sub Grantee must maintain all work-related records for a period of three (3) years from closure (final payment) by FEMA. All records relative to this project are subject to examination and audit by the State of Nebraska, FEMA, and the Comptroller General of the United States. The records must reflect work related to disaster specific costs. Document(s) entered may be subject to the Privacy Act of 1974. Document(s) entered may contain personal or privileged information and should be treated as "For Official Use Only". Contents shall not be disclosed, discussed, or shared with individuals unless they have a direct need - to - know in performance of their official duties. Unauthorized disclosure of this information may result in Personal Liability with Civil and Criminal penalties.

3) PROCUREMENT:

The Sub Grantee used their own procurement procedures which reflect applicable State, and Local Laws and Regulations, provided that the procurements conform to applicable Federal Laws and Standards identified in 44 CFR 13.36 (b), Procurement.

NOTE:

It is important to recognize that an Applicant may provide a contract that meets the legal and administrative procurement requirements but includes aspects that would not be eligible for FEMA funding. Each type of contract must be reviewed carefully to assure compliance with the FEMA scope of eligible work.

4) MITIGATION:

No mitigation can be implemented on an emergency work project.

5)EHP

Applicant is responsible for applying for and providing all applicable permits prior to final closure of this project.

PREPARED BY: Kevin Helland

TITLE: Project Specialist

SCOPE NOTES

APPLICANT	PW REF NO.	CATEGORY	FIPS NO.	DISASTER	
Borough of Belmar	0493002	B	025-04930-00	4086	NJ

Check next to appropriate comment for Data Specialist to add to the Scope of Work

Topic	Comment
Record Retention	Complete records and cost documents for all approved work must be maintained for at least 3 years from the date the last project was completed or from the date final payment was received, whichever is later.
Direct Administrative Costs	<input checked="" type="checkbox"/> The subgrantee is requesting direct administrative costs that are directly chargeable to this specific project. Associated eligible work is related to administration of the PA project only and in accordance with 44 CFR 13.22. These costs are treated consistently and uniformly as direct costs in all federal awards and other subgrantee activities and are not included in any approved indirect cost rates.
Mitigation	No Mitigation Opportunities Identified because: <input checked="" type="checkbox"/> PW is for Emergency Work - Mitigation not eligible. <input type="checkbox"/> Work already completed and no add-on mitigation is feasible. <input type="checkbox"/> Mitigation not technically feasible. <input type="checkbox"/> Applicant has decided not to incorporate mitigation.
CEF	<input type="checkbox"/> This project was estimated using the Cost Estimated Format (CEF).
CEF - Not Used	This project was not estimated using the CEF because: <input type="checkbox"/> The PW is a small project. <input checked="" type="checkbox"/> The PW is for Emergency Work. <input type="checkbox"/> The work is greater than 90% complete at the time of inspection.
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

PREPARED BY: Kevin Helland TITLE: Project Specialist

SPECIAL CONSIDERATIONS

DISASTER	APPLICANT NAME	PW REF NO.	FIPS NO.	DATE
4086 NJ	Borough of Belmar	0493002	025-04930-00	02/01/13

1. Does the damaged facility or item of work have insurance and/or is it an insurable risk? (e.g., buildings, equipment, vehicles, etc.)

Yes No Unsure

2. Is the damaged facility located within a floodplain or coastal high hazard area, or does it have an impact on a floodplain or wetland?

Yes No Unsure

Pumped from Silver Lake and Lake Como.

3. Is the damaged facility or item of work located within or adjacent to a Coastal Barrier Resource System Unit or an Otherwise Protected Area?

Yes No Unsure

4. Will the proposed facility repairs/reconstruction change the pre-disaster condition? (e.g., footprint, material, location, capacity, use or function)

Yes No Unsure

5. Does the applicant have a hazard mitigation proposal or would the applicant like technical assistance for a hazard proposal?

Yes No Unsure

6. Is the damaged facility on the National Register of Historic Places or the state historic listing? Is it older than 50 years? Are there more, similar buildings near the site?

Yes No Unsure

Facility Constructed In:

7. Are there any pristine or undisturbed areas on, or near, the project site? Are there large tracts of forestland?

Yes No Unsure

8. Are there any hazardous materials at or adjacent to the damaged facility and/or item of work?

Yes No Unsure

9. Are there any other environmentally or controversial issues associated with the damaged facility and/or item of work?

Yes No Unsure

PREPARED BY: Kevin Helland

FEDERAL EMERGENCY MANAGEMENT AGENCY

COST SUMMARY RECORD

APPLICANT		PW REF NO.	CATEGORY	FIPS NO.	DISASTER	
Borough of Belmar		0493002	B	025-04930-00	4086	NJ
	CLAIM COST	COMMENTS (FEMA USE ONLY)			ELIGIBLE COSTS	
FORCE ACCOUNT LABOR REGULAR TIME	\$ -				\$ -	
FORCE ACCOUNT LABOR OVERTIME	\$ -				\$ -	
FORCE ACCOUNT EQUIPMENT	\$ -				\$ -	
MATERIALS	\$ 59,123.10				\$ 59,123.10	
RENTAL EQUIPMENT	\$ 44,647.00				\$ 44,647.00	
CONTRACTS	\$ 75,627.64				\$ 75,627.64	
DIRECT ADMIN. COST	\$ -				\$ -	
TOTAL	\$ 179,397.74				\$ 179,397.74	

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 by:	Title:	Date:
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Applicant's records have been reviewed and found correct with the exceptions as noted.

FORCE ACCOUNT MATERIALS SUMMARY RECORD

APPLICANT		PW REF NO.	CATEGORY	FIPS NO.		DISASTER		
Borough of Belmar		0493002	B	025-04930-00	4086	NJ		
Vendor	Description	Total Invoice Amount	Total Claim Amount	Date Purch.	Date Used	Source of Data Invoice No	Stock	Comments
Steve Dellapietra	Pizza for EOC & volunteers	\$ 470.73	\$ 470.73	11/03/12	11/03/12			Purchase order #62474
Reye's NY Style Pizza	Food for 1st responders, EOC, & volunteers	\$ 315.00	\$ 315.00	11/08/12	11/08/12			Purchase order #62475
Bellatara's Pizzeria	Food for 1st responders, EOC, & volunteers	\$ 735.00	\$ 735.00	11/01/12	11/01/12			Purchase order #62477
Bellatara's Pizzeria	Food for 1st responders, EOC, & volunteers	\$ 601.00	\$ 601.00	11/02/12	11/02/12			Purchase order #62477
Ice King & Cold Storage	Pallets of Ice	\$ 3,500.00	\$ 3,500.00	11/03/12	11/03/12	60774		
Ice King & Cold Storage	Pallets of Ice	\$ 3,500.00	\$ 3,500.00	11/01/12	11/01/12	60608		
Ice King & Cold Storage	Pallets of Ice	\$ 3,500.00	\$ 3,500.00	11/03/12	11/03/12	60683		
Ice King & Cold Storage	Pallets of Ice	\$ 3,500.00	\$ 3,500.00	11/04/12	11/04/12	60689		
Costco Wholesale	Food serving pans & racks	\$ 114.29	\$ 106.92	11/07/12				Removed Sales tax
Costco Wholesale	Food & supplies for residents	\$ 877.70	\$ 877.70	11/06/12				
A&P	Food & supplies for residents in shelter	\$ 847.94	\$ 838.84	10/30/12				Removed Sales tax
A&P	Food & supplies for residents in shelter	\$ 399.97	\$ 391.77	10/31/12				Removed Sales tax
A&P	Food & supplies for residents in shelter	\$ 242.56	\$ 235.24	11/01/12				Removed Sales tax
Midway Ice	Ice for shelter	\$ 200.00	\$ 200.00					NEED INVOICE
A&P	Food & supplies for residents in shelter	\$ 1,693.81	\$ 1,693.81	11/02/12				
Costco Wholesale	Food & supplies for residents in shelter	\$ 2,389.42	\$ 2,389.42	11/02/12				
Driscoll Foods	Fruit for residents in shelter	\$ 2,014.00	\$ 2,014.00	11/05/12		391827		Purchase Order #62416
Driscoll Foods	Fruit for residents in shelter	\$ 2,014.00	\$ 2,014.00	11/03/12		391430		Purchase Order #62416
		Total Cost						
		\$ 26,883.43						
		Total From All Pages						
		\$ 59,123.10						
Certified By:		Title:		Date:				
Colleen Connelly		Borough Administrator		02-01-2013				

FORCE ACCOUNT MATERIALS SUMMARY RECORD

APPLICANT		PW REF NO.	CATEGORY	FIPS NO.		DISASTER		
Borough of Belmar		0493002	B	025-04930-00	4086	4086		
Vendor	Description	Total Invoice Amount	Total Claim Amount	Date Purch.	Date Used	Source of Data Invoice No	Comments	
Fishermans Den	Waders for temporary employees	\$896.52	\$896.52	10/27/12		103404	PO # 62502	
Home Depot	Portable work lighting	\$1,222.97	\$1,222.97	10/30/12			PO # 62399	
Belmar Discount Paints	Extension cords; 2 ea 100ft	\$109.90	\$109.90	11/02/12			PO # 62484	
Costco	20 cases copy paper	\$568.20		11/02/12			PO # 62411	
Walmart	14 ea 25ft electrical cords; 5 ea bottled water	\$157.22	\$148.52	11/02/12			PO # 62487	
Staples	Photo ink; clipboards; Engineering 24x36	\$74.66		10/28/12			PO # 62487	
Staples	Copy paper for resident & Contractor entrance permits	\$208.50		11/04/12			PO # 62466	
Garden Stae Highway	60 Safety Vests; 50 gloves; 50 safety glasses	\$1,400.00	\$1,400.00	11/06/12		90098		
Verizon Wireless	6 ea cell phone batteries & freight	\$195.71	\$182.91	11/06/12			PO # 62485	
Northern Tool & Equipment	Tank & accessories for filling generators	\$2,939.93	\$2,939.93				PO # 62463	
All Hands Fire Equipment	200 ea Flares	\$4,850.00	\$4,850.00	11/07/12			PO # 62476	
All Hands Fire Equipment	5 ea Trash Pump; 4 ea hose kits; 2 ea Honda generator;	\$11,975.00	\$11,975.00	11/07/12		SO14491	PO # 62441	
Garden Stae Highway	22 gloves	\$110.00	\$110.00	11/09/12		90201	PO # 62507 - Need invoices for other costs	
All Hands Fire Equipment	Hoses and gaskets for pumps	\$353.73	\$353.73	11/08/12		SO14511	PO # 62449	
Point Bay Fuel Inc	Fuel for generators	\$3,191.61	\$3,190.76				PO # 62486	
Allegra	Home inspection cards for post storm home safety inspections	\$2,064.00	\$2,064.00			60497	PO # 62459	
A&P Grocers	Food and supplies for sheltered citizens and first responders	\$847.94	\$838.84	10/30/12			PO # 62396	
A&P Grocers	Food for Public Works employees per contract agreement to feed	\$473.33	\$416.96	10/30/12			Need contract to validate costs eligible. PO# 62397	
		Total Cost	\$30,700.04					
		Total From All Pages	\$59,123.10					

Certified By: Colleen Connelly Title: Borough Administrator Date: _____

I certify that the above information was transcribed from daily logs, vendor invoices, or other documents which are available for audit.

