**Public Assistance Documentation Guide**

**FEMA Public Assistance Program and Policy Guide**

**Emergency Protective Measures** – An action taken by a community before, during, and after a disaster to save lives, protect public health and safety, and prevent damage to improved public and private property.

**Minimum Work Eligibility Criteria**
At a minimum, work must meet each of the following three general criteria to be eligible:
- Be required as a result of the declared incident;
- Be located within the designated area, with the exception of sheltering and evacuation activities; and
- Be the legal responsibility of an eligible Applicant

**Pre-positioning Resources:**
- Costs related to pre-positioning resources specifically for the declared incident are eligible if the resources are used in the performance of eligible Emergency Work.
  - Pre-positioning resources for the purpose of evacuating, or providing emergency medical care during the evacuation period (such as ambulances and busses), is eligible even if those resources are not ultimately used, provided the staging of those resources was necessary and prudent based on the data at the time of staging.

**Supplies and Commodities:**
- Costs related to the Applicant purchasing supplies or using its own stock to perform Emergency Work are eligible. Examples include, but are not limited to:
  - Safety equipment
  - Personal protective equipment
  - Radios
  - Power tools, sand, and tarps
- Purchasing and packaging life-saving and life-sustaining commodities and providing them to the impacted community are eligible. Examples of such commodities include, but are not limited to:
  - Food
  - Water
  - Ice
  - Personal hygiene items
  - Cots
  - Blankets
  - Tarps
  - Plastic sheeting for roof damage
  - Generators
  - Food and water for household pets and service animals
  - The cost of delivering these same commodities to unsheltered residents in communities where conditions constitute a level of severity such that these items are not easily accessible for
purchase is also eligible. This includes food and water for household pets whose owners are in shelters.

**Meals:**
- Applicants often provide meals for emergency workers. Provision of meals, including beverages and meal supplies, for employees and volunteers engaged in eligible Emergency Work, including those at EOCs, is eligible provided the individuals are not receiving per diem and one of the following circumstances apply:
  - Meals are required based on a labor policy
  - Conditions constitute a level of severity that requires employees to work abnormal, extended work hours without a reasonable amount of time to provide for their own meals; or
  - Food or water is not reasonably available for employees to purchase
- FEMA only reimburses the cost of meals that are brought to the work location and purchased in a cost-effective and reasonable manner, such as bulk meals. FEMA does not reimburse costs related to group outings at restaurants or individual meals.

**Evacuation and Sheltering:**
- Evacuation and sheltering of survivors are eligible activities. This includes household pets and service and assistance animals, but not exhibition or livestock animals.
- FEMA provides PA funding to State, Territorial, Tribal, and local government Applicants for costs related to emergency sheltering for survivors. Typically such sheltering occurs in facilities with large open spaces, such as schools, churches, community centers, armories, or other similar facilities. FEMA refers to these shelters as congregate shelters.

**Stand-by Time**
- Subject to the provisions of labor cost eligibility criteria, FEMA also provides PA funding for costs related to stand-by time incurred in preparation for and directly related to actions necessary to save lives and protect public health and safety. To be eligible, stand-by time must be reasonable, necessary, and consistent with the Applicant’s practice in non-federally declared incidents. Examples of when FEMA may reimburse costs for stand-by time include, but are not limited to:
  - When bus drivers are prudently deployed to transport evacuees, even if the bus is not ultimately used for evacuations
  - When first responders are prudently deployed for the purpose of evacuating or providing emergency medical care to survivors in order to save lives or protect health and safety, even if the employee does not ultimately perform eligible Emergency Work
  - When a contract or union agreement requires payment for stand-by time

**EMS**

| ✓ Incident related EMS calls and runs |
| ✓ Vehicles (ALS, BLS, Specialty) |
| ✓ Mileage (Incident Related) |
| ✓ Equipment used, purchased and/or damaged |
| ✓ Personnel hours |
| ✓ Meals |
### FIRE DEPARTMENT

| ✓ Incident related calls |
| ✓ Specialty teams used |
| ✓ Equipment used, purchased and/or damaged (radios, batteries, generators, hoses, chainsaws, extrication, etc) |
| ✓ Mileage (Incident Related) |
| ✓ Personnel hours |
| ✓ Type of vehicles that went on calls (ladder, engine, tactical, squad, rescue, etc.) |
| ✓ Meals |

### Emergency Dispatch Center

| ✓ Personnel Hours |
| ✓ Personnel Needs (food, water, lodging, hygiene, clothing, etc.) |
| ✓ Equipment used, purchased and/or damaged |
| ✓ Meals |

### EOC

Response activities conducted at EOCs are eligible provided they are associated with eligible work. Costs associated with operating the EOC are also eligible, including, but not limited to:

- Increased utility costs
- Costs to lease a facility
- Supply costs
- Meal costs

| ✓ EOC Activation |
| ✓ Personnel hours |
| ✓ Mileage (Incident Related) |
| ✓ Mobile Command Station |
| ✓ Personnel Needs (food, water, hygiene, lodging, clothing, etc.) |
| ✓ Equipment used, purchased and/or damaged (generators, electronics, office equipment, ink, printers, radios, etc.) |
| ✓ Meals |
## Law Enforcement

- Incident related calls (property checks, welfare checks, follow ups, accidents, road blocks, rescues, etc.)
- Personnel hours
- Mileage (Incident Related)
- Patrol vehicles used as barricades (in hours)
- Equipment used, purchased and/or damaged (radios, generators, batteries, extrication, etc.)
- Specialty resources (helicopter, boats, all-terrain vehicles, etc.)
- Meals

## Public Works

- Personnel hours
- Equipment used, purchased and/or damaged
- Types of vehicles used (van, car, truck, dump truck, tanker, etc.)
- Incident related calls (road closures, establishing barricades, etc.)
- Emergency road repairs (incident related and required to establish or maintain access for emergency vehicles)
- Mileage (Incident Related)
- Meals

## Animal Services

- Personnel hours
- Equipment used, purchased and/or damaged
- Mileage (Incident Related)
- Incident related calls
- Extra space used (shelter) or relocation
- Meals