

# Public Assistance Expedited Projects

## Instructional Guidance



FEMA

When responding to a disaster, an agency or local government may have a need for funding to conduct response activities that address an immediate threat. If governments undertake these activities in response to a Presidentially-declared disaster, FEMA may provide **expedited funding** for Public Assistance Emergency Work projects. FEMA will base the funding amount on estimated costs instead of actual costs or site inspections, as is required for non-expedited projects.

**This document explains how an expedited project is funded. A state or FEMA representative will guide local officials through the process. For background information on the Public Assistance program visit <https://www.fema.gov/public-assistance-local-state-tribal-and-non-profit>**

### Overview of Expedited Projects

Expedited funding is only available for Emergency Work, limited to debris removal and emergency protective measures. Project scopes of work and cost estimates are:

- Limited to defined operational periods (30, 60, or 90-days);
- Awarded at 50% of the estimated cost\* to complete the work; and
- Federally funded at the disasters’ cost share for the defined operational period.

\* FEMA may provide additional funds through a project amendment. Amendment processing requires Applicants to provide documentation to support the expenditure of the originally expedited funding.

#### Example

*Debris removal for one county for the first 30 days after a disaster is estimated to cost \$2 million with a federal cost share of 75%. FEMA will fund at \$750,000 (\$2,000,000 × 50% × 75%).*

The key steps to develop and complete an expedited project are summarized in the table below.

<b>Submit Request for Public Assistance</b>	<b>Approve Request for Public Assistance</b>	<b>Request expedited project</b>	<b>Gather project documents and information</b>	<b>Review and submit project</b>	<b>Develop project damage description, scope and cost, conduct insurance and environmental compliance review</b>	<b>Approve project**</b>
<b>Applicant</b>	<b>State &amp; FEMA</b>	<b>Applicant</b>	<b>Applicant</b>	<b>FEMA</b>	<b>FEMA CRC &amp; EHP staff</b>	<b>State &amp; FEMA</b>
How: On paper or Grants Portal	How: Grants Manager	How: Grants Portal	How: Grants Portal	How: Grants Manager	How: Grants Manager	How: Grants Manager
Timeframe: Varies	Timeframe: <1 day	Timeframe: Varies	Timeframe: Varies	Timeframe: Varies	Timeframe: <2 days	Timeframe: <3 days

\*\* Projects over \$1 million also require congressional notification before FEMA transfers funds.

### Requirements for All Expedited Projects

To apply for expedited project funding:

- The Presidentially-declared disaster must have a signed FEMA-State/Tribe/Territory agreement;
- The State, Tribe, or Territory (called the “Recipient”) must submit, and FEMA must approve, an application for federal assistance (Standard Form-424); and
- The agency or local government (called the “Applicant”) must submit, and the Recipient and FEMA must approve, a Request for Public Assistance.

Subsequently, as detailed below, the Applicant must provide information and documentation of the legal responsibility and eligibility for the work, and a high-level cost summary for the activities. The nature of the emergency work—either debris removal or emergency protective measure—determines the specific information and documentation requirements.

### Requirements for Debris Removal (Category A)

To process expedited projects for debris removal, Applicants must provide information on debris quantities, debris locations, environmental compliance, and how the work will be completed.

Specific documentation should include:

- Information about the debris the Applicant removed or plans to remove:
  - Operational period (30, 60, or 90-days, or to mirror the declaration’s cost-share periods);
  - Cubic yard estimate (by debris type); and
  - Description of the basis and methodology of the estimate.
- Information about how the Applicant removed the debris or plans to remove the debris:
  - Debris disposal information, including method of disposal (burn, grind, landfill, other), locations of disposal, and copy of permits, if applicable; and
  - Debris temporary staging descriptions and locations and copies of permits, if applicable.
- Information about who removed or will remove the debris:
  - *Force Account*: If debris removed by an Applicants own staff and own equipment:
    - Number of personnel used, average hours per day, and days per week;
    - Average pay rate for personnel. If not available, FEMA will estimate at \$20 per hour.
    - Pieces of equipment used, average hours per day, and days per week; and
    - Hourly rate for equipment. If not available, FEMA will estimate at \$60 per hour.
  - *Mutual Aid*: If debris removed by another jurisdiction’s staff and equipment:
    - Copy of Mutual Aid Agreement, Memorandum of Understanding or other agreement;
    - Number of personnel used, average hours per day, and days per week;
    - Average pay rate for personnel. If not available, FEMA will estimate at \$20 per hour.
    - Lodging and per diem rates. If not available, FEMA will estimate using federal rates.
    - Pieces of equipment used, average hours per day, and days per week; and
    - Hourly rate for equipment. If not available, FEMA will estimate at \$60 per hour.
  - *Contracted Support*: If debris removed by contracted labor or equipment:
    - Copy of request for proposals, bid documents or signed contracts, if available.

*Note: FEMA will develop the project using the unit cost from the contract if it is found to be reasonable. If the cost is questionable, a complete review of all procurement documentation will be required.*
- Information about how the Applicant monitored or plans to monitor debris removal:
  - Description of debris monitoring plan; and
  - Summaries of labor by force account, mutual aid or contracted support as outlined above.
- Insurance documentation for debris removal, if applicable.

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#### Cost Estimates

If the Applicant does not have a cost estimate, FEMA will use the following cost estimates to develop a project:

- Vegetative debris as \$22 per cubic yard
  - Construction and demolition debris at \$28 per cubic yard
  - Equipment at \$60 per hour per piece of equipment
  - Labor at \$20 per hour
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## Requirements for Emergency Protection Measures (Category B)

To process expedited projects for emergency protective measures, Applicants must provide detailed information on the activities the Applicant performed or plans to perform.

Specific documentation requirements include:

- Information about the activities the Applicant performed or plans to perform:
  - Operational period (30, 60, or 90-days, or to mirror the declaration’s cost-share periods); and
  - List and high-level description of activities. (*See examples of eligible activities in sidebar*)

- Information about how the Applicant performed or plans to be perform the activities:

- Description of threat to life or property that necessitate activities; and
- Location(s) where activities were performed.

- Information about who performed or will perform the activities:

- *Force Account*: If activity performed by an Applicant’s own staff and own equipment:
  - Number of personnel used, average hours per day, and days per week;
  - Average pay rate for personnel. If not available, FEMA will estimate at \$20 per hour.
  - Pieces of equipment used, average hours per day, and days per week; and
  - Hourly rate for equipment. If not available, FEMA will estimate at \$60 per hour.
- *Mutual Aid*: If activity performed by another jurisdiction’s staff and equipment:
  - Copy of Mutual Aid Agreement, Memorandum of Understanding or another agreement;
  - Number of personnel used, average hours per day, and days per week;
  - Average pay rate for personnel. If not available, FEMA will estimate at \$20 per hour.
  - Lodging and per diem rates. If not available, FEMA will estimate using federal rates.
  - Pieces of equipment used, average hours per day, and days per week; and
  - Hourly rate for equipment. If not available, FEMA will estimate at \$60 per hour.
- *Contracted Support*: If activity performed by contracted labor or equipment:
  - Copy of request for proposals, bid documents or signed contracts, if available.

*Note: FEMA will develop the project using the unit cost from the contract if it is found to be reasonable. If the cost is questionable, a complete review of all procurement documentation will be required.*

- Insurance documentation for activities, if applicable.

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### Example Eligible Emergency Protective Measures (Category B)

- Buttrressing, Shoring, or Bracing Facilities
  - Emergency Access
  - Emergency Medical Care and Support
  - Emergency Operations Center
  - Emergency Pumping
  - Evacuations
  - Fire Fighting
  - Flood Fighting
  - Medical Care and Transport
  - Mold Remediation
  - Placing Barricades for Safety
  - Provision of Supplies and Commodities
  - Sand Bagging
  - Search and Rescue
  - Security
  - Temporary Slope Stabilization
  - Safety Inspections
  - Sheltering
  - Temporary Facilities
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To ensure quick processing when developing expedited projects, FEMA staff should immediately contact coordinate with the Consolidated Resource Center assigned to their disaster.