

INSTRUCTION GUIDE FOR COMPLETION OF
"PROJECT COST SUMMARY"
NJOEM-PA FORM 76-49

TO ASSIST YOU IN THE PREPARATION OF THIS REQUIRED REPORT WE HAVE PROVIDED SAMPLES AS WELL AS BLANK REPORTING FORMS FOR YOUR CONVENIENCE

- A. The purpose of NJOEM-PA Form 76-49 form is to identify those supporting documents you have in your files that record and substantiate the costs for a Large Project Worksheet Report (P.W) (\$63,200.00 and higher.)
- B. Complete NJOEM-PA Form 76-49 for each Project Worksheet Report (P.W) where FEMA's approved amount is \$63,200.00 or more and **if it was NOT 100% complete at time of inspection. Forward a copy of the completed NJOEM-PA 76-49 form and all supporting documentation to the State Public Assistance Office for Final Inspection Review.**

HOW TO PREPARE NJOEM-PA FORM 76-49
Print or type in all information.

- A. Fill in Applicant name.
- B. Fill in Project Application Identification Number.
- C. Fill in Category and Number of the Project Worksheet Report (P.W). This information is available from page 1 of the Project Worksheet Report (P.W) and Project Application Summary (P.2).
- D. Complete column 3 "**Documentation**" first by listing the breakdown of the project costs. Be sure that the line entries listed in the "Estimated Cost" section of the Project Worksheet Report (P.W) are listed separately. Then list the following or any other type of documentation available to support the claimed costs in a group after the appropriate line entry as listed on the Project Worksheet Report (P.W).
 - 1. Records of employees and dates/hours they worked on the project listed on the Project Worksheet Report (P.W) which supports the force account labor costs involved. (If required)
 - 2. Personnel and/or payroll listing which shows that the employees listed on the work records are the applicant's employees and that they were paid for the dates they worked on the project as stipulated on the Project Worksheet Report (P.W) project. (If required)

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3. Vouchers or other types of documents verifying materials withdrawn from applicant's inventory and their original purchase price used for this Project Worksheet Report. (If required)
 4. Purchase requests, invoices, other types of documents and canceled checks or pay vouchers, for verifying payment for the material and/or services used for this Project Worksheet Report. (If required)
 5. Records of equipment used must include: type, capacity, dates and hours used for work on this Project Worksheet Report. **FEMA equipment rates appropriate for the Disaster Restoration period will be used to determine the cost value of equipment.**
- E. If all Project Worksheet Report (P.W) work was accomplished by contract, then the "**Documentation**" column 3 should list:
1. Bid advertisement with work scope and specifications.
 2. Bids received from contractors.
 3. Contract Award Documents.
 4. The Project Contract.
 5. Other significant documents exchanged or created during contractors work performance such as contract modifications - change orders and reports from applicant's inspectors on contract performance.
 6. Documentation of final costs actually paid.
 7. Copies of checks paid or pay vouchers to contractor for work performed on this Project Worksheet Report.
 8. Architect's or engineer's project plans.
- F. After the "**Documentation**" column 3 has been completed listing all documents on file in your records which support costs claimed for this Project Worksheet Report (P.W), then go to the "**Applicant's Reference No.**" column 1.

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- G. The "Applicant's Reference No." column 1 must list the reference No. assigned to and marked on the enclosed supporting documentation for each item listed in the "Documentation" column 3.
- H. The "Period of Performance or Purchase" column 2 should list appropriate dates for each item listed in "Documentation" column 3.
- I. The "Approved Project Worksheet Report (P.W) Amount as listed in the Approved Project Application" column 4 should show the estimated costs for each item listed in the "Documentation" column 3 which is obtained from the Project Worksheet Report. The approved Project Worksheet Report total amount should be listed at the bottom of column 4.
- J. The "Claimed Amount" column 5 should list the cost breakdown for those elements listed in the "Documentation" column 3 with the total entered at the bottom of column 5.
- K. Should you require assistance, please contact the State Public Assistance Officer or your Grant Manager, at (609)882-2000, Ext. 2700.

ATTACHMENTS

1. Sample completed NJOEM-PA Form 76-49
2. Sample Project Worksheet Report (P.W) Page 1
3. **Blank NJOEM-PA Form 76-49 Make extra copies for your use.**
4. Large Project Status Report, NJOEM PAF-2 Form,
Make extra copies for your use.
5. Applicant Monthly Progress Report, NJOEM PAF-1A.
Make extra copies for your use.

PROJECT WORKSHEET REPORT

DECLARATION NO. FEMA-NJ - DR1337
FIPS NO. 000-UCT2E-00

PREPARED DATE 09/13/2000
REPORT DATE 01/31/2005 14:48

APPLICANT NAME DEPT. OF ENVIRONMENTAL PROTECTION
SUBDIVISION
FEMA PW # 95 VSN 0 REF# K-1

INF TYPE INF
 NON-INF
 REC

CATEGORY D. Water Control Facilities COUNTY STATEWIDE
PROJECT NO. 499 PROJECT TITLE WATER CONTROL FACILITIES FUNDING OPTION COST SHARED.75

PROJECTED CMPLTN DT 02/17/2002 ACTUAL CMPLTN DT
ELIGIBILITY Yes WORK COMPLETE AS OF 09/13/2000 : 100 %

BEGIN DESIGN DT AMOUNT ELIG \$237,975.00 FEDERAL SHARE \$178,481.25 PRIORITY Normal

PW REVIEWER DATA		
INITIAL REVIEW	REVIEWER NAME	DATE
	BRYANT, LEROY	09/19/2000
FINAL REVIEW	GALINIS, JOSEPH	07/27/2004

PREPARED BY ROBERT KEREK
ROLE PAC DATA SOURCE Paper

STATE PACKAGE DATE 08/17/2004

IS OBLGTD
PACKAGE ID 69

MT PROP Yes No
PNP QUESTIONS Yes No
ATTACH Yes No
VALIDATED Yes No
STATE RVWD Yes No

Does the Scope of Work change the pre-disaster conditions at the site? Yes No Unsure
Special Considerations issues included? Yes No Unsure
Is there Insurance coverage on this facility? Yes No Unsure
Hazard Mitigation proposal included? Yes No Unsure

Sample

NEW JERSEY OFFICE OF EMERGENCY MANAGEMENT
PUBLIC ASSISTANCE OFFICE
PROJECT COST SUMMARY IN SUPPORT OF AMOUNT CLAIMED
ELIGIBLE DISASTER WORK

DISASTER NO.:

APPLICANT:

PROJECT APPLICATION NO. 000-92007

CATEGORY: G

P.W. NO. 76053

APPLICANT'S REFERENCE NO. (Warrant, Voucher Claimed Or schedule No.)	PERIOD OF PERFORMANCE OR PURCHASE	DOCUMENTATION <small>List documentation (Applicant's payroll, material out of applicant's stock, applicant's owned equipment and name of vendor or contractor (by category and line item in the approved project application and give a brief description of the articles or services)</small>	APPROVED PW AMOUNT AS LISTED IN THE APPROVED PROJ. APPLICATION	CLAIMED AMOUNT
Proposals - 1993 Beach Fill Project	3/22/93	Proposal for Sand Fill Project received by borough Weeks Marine/American Dredging Great Lakes Dredge and Dock Company		
104-93	5-12-93	Resolution No. 104-93		
1342	6/12/93-8/16/93	Purchase Order No. 1342 For Engineering and Design Services (eligible - Task III & Task IV only)		
		ENGINEERING AND DESIGN SERVICES		
		COE Dredging Permit NJ CP-1 Waterfront Permit Profiles - Pre Profile - Post 15% Overhead TOTAL Engineering & Design		3,481.55 2,802.75 4,074.89 2,163.00 <u>1,878.11</u>
Contract: Hydraulic Beach Fill Project - 1993	7/6/93 - 8/5/93	Sand Fill Project Contract Signed	\$1,855.79	\$14,400.52
1469	7/14/93	Purchase Order No. 1469 For Sand Fill Project		
		SAND FROM BORROW AREA		
		Total - 235,000 C.Y. @ \$2.75/CY Eligible - 88,154 C.Y. @ \$2.75/CY	\$264,462.00	\$242,423.50
		MOBILIZATION AND DEMOBILIZATION	\$160,000.00	\$200,000.00
		TOTAL	\$426,317.79	\$456,824.02

Sample

FEDERAL EMERGENCY MANAGEMENT AGENCY
 PROJECT COST SUMMARY IN SUPPORT OF AMOUNT CLAIMED
 ELIGIBLE DISASTER WORK

APPLICANT _____ DISASTER NO. _____

PROJECT APPLICATION NO.		CATEGORY	P.W. NO.	
APPLICANT'S REFERENCE NO. <i>(Warrant, Voucher Claim or Schedule No.)</i>	PERIOD OF PERFORMANCE OR PURCHASE	DOCUMENTATION <i>List documentation (Applicant's payroll, material out of applicant's stock, applicant owned equipment and name of vendor or contractor (by category and line item in the approved project application and give a brief description of the articles or services)</i>	APPROVED AMOUNT AS LISTED IN THE APPROVED PROJECT WORKSHEET	CLAIMED AMOUNT

As of _____
(Month - Date - Year)

**APPLICANTS MONTHLY PROGRESS REPORT
REQUIRED UNTIL PROJECT LISTING REPORT - P.4 IS SUBMITTED.
MAIL ON 1ST WORKING DAY OF EACH MONTH TO:**

New Jersey State Police
Office of Emergency Management
P.O. Box 7068
West Trenton, New Jersey 08628-0068
ATTENTION: SFC Stephen Kearney
Public Assistance Officer

DISASTER NO: _____ PA ID NO.: _____

APPLICANT: _____ COUNTY: _____

TOTAL NUMBER OF APPROVED SMALL PROJECT WORKSHEETS (P.W.'s): _____

TOTAL NUMBER OF APPROVED SMALL PROJECT WORKSHEETS (P.W.'s) COMPLETED: _____

LIST ALL COMPLETED P.W NUMBERS: _____

TOTAL NUMBER OF APPROVED LARGE PROJECT WORKSHEETS (P.W.'s)" _____

TOTAL NUMBER OF APPROVED LARGE PROJECT WORKSHEETS (P.W.'s) COMPLETED: _____

CURRENT PROBLEMS: (USE ADDITIONAL SHEETS IF NECESSARY)

(REV 01-10)

**SAMPLE TIME EXTENSION REQUEST LETTER
TO BE TYPED ON OFFICIAL LETTERHEAD**

Month, Date, Year

LTC Jerome Hatfield
Alternate Governor's Authorized Representative
State of New Jersey
Department of Law and Public Safety
Division of State Police
P.O Box 7068
West Trenton, New Jersey 08628-0068

Dear LTC Hatfield:

Re: FEMA (Disaster #)-DR New Jersey
PA ID #
Municipality
P.W #(only one PW Number Per Request)

Provide the following:

- A. Date project was started or project start date with explanation why project has not been started.
- B. Explanation as to why project has been delayed and cannot be completed on time.
- C. Number of months extension requested and projected completion date. (Month, Date, Year).

**TIME EXTENSION REQUESTS MUST BE FILED FOR EACH INDIVIDUAL P.W
UNLESS THERE ARE MULTIPLE P.W'S INVOLVED IN A SINGLE PROJECT SUCH
AS A BOARD WALK.**