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)
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 Vouchers or other types of documents verifying materials withdrawn from applicant's inventory and their original purchase price used for this Project Worksheet Report.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.

Page 2 of 3 and 5 attachment
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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.

Page 3 of 3 and 5 attachments
Sample
## Project Cost Summary in Support of Amount Claimed

### Eligible Disaster Work

**Disaster No.:**

**Applicant:**

**Project Application No. 000-92007**

<table>
<thead>
<tr>
<th>Applicant's Reference No. (Warrant, Voucher Claimed Or Schedule No.)</th>
<th>Period of Performance or Purchase</th>
<th>Documentation</th>
<th>Approved PW Amount As Listed in the Approved Proj. Application</th>
<th>Claimed Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposals - 1993 Beach Fill Project</td>
<td>3/22/93</td>
<td>Proposal for Sand Fill Project received by borough. Weak Marine/American Dredging Great Lakes Dredge and Dock Company</td>
<td></td>
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<tr>
<td>104-92</td>
<td>5-12-93</td>
<td>Resolution No. 104-93</td>
<td></td>
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<tr>
<td>1342</td>
<td>6/12/93 - 8/16/93</td>
<td>Purchase Order No. 1342 For Engineering and Design Services (eligible - Task III &amp; Task IV only)</td>
<td></td>
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<td></td>
<td></td>
<td>Engineering and Design Services</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>COE Dredging Permit</td>
<td>3,481.55</td>
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<td></td>
<td></td>
<td>NJ CP-1 Waterfront Permit</td>
<td>2,802.75</td>
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<td>Profiles - Pre</td>
<td>4,074.89</td>
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<td>Profile - Post</td>
<td>2,163.00</td>
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<td></td>
<td></td>
<td>15% Overhead</td>
<td>1,878.52</td>
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<td>TOTAL Engineering &amp; Design</td>
<td>$1,855.79</td>
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<td>1469</td>
<td>7/14/93</td>
<td>Purchase Order No. 1469 For Sand Fill Project</td>
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<td>Sand From Borrow Area</td>
<td></td>
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<td></td>
<td></td>
<td>Total - 235,000 C.Y. @ $2.75/CY</td>
<td>$264,462.00</td>
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<td>Eligible - 88,154 C.Y. @ $2.75/CY</td>
<td>$242,423.50</td>
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<td></td>
<td>Mobilization and Demobilization</td>
<td>$160,000.00</td>
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<td>TOTAL</td>
<td>$426,317.79</td>
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**TOTAL**

$426,317.79

$456,524.02

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*Sample*
## LARGE PROJECT STATUS REPORT

**APPLICANT:**

**COUNTY:**

**DISASTER NO:**

**P.A. NO:**

<table>
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<tr>
<th>P.W NUMBER</th>
<th>CAT.</th>
<th>PROJECT STARTED DATE</th>
<th>CURRENT PERCENT COMPLETED</th>
<th>ACTUAL FUNDS EXPENDED</th>
<th>ESTIMATED COMPLETION DATE</th>
<th>COMMENTS</th>
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</table>

As of __________ (Date)
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.