



# REQUEST FOR FEMA PUBLIC ASSISTANCE

Required Documentation must be submitted with this request (see pg. 2)

PORT HOUSTON

## SECTION A – REQUESTOR

Company Name:	Mailing Address:	
Company Contact (Name/Title):	Phone:	Email:
Authorized Agent (Name/Title):	Phone:	Email:
Legal Interest in Property (owner, lease holder, etc.):	Phone:	Email:
Property Owner Name (if applicable):	Phone:	Email:
Property Owner Authorized Agent Name (if applicable):	Phone:	Email:

## SECTION B – PROJECT

Description of Damage:		
Project Location (physical address or GPS coordinates):	USACE Permit No:	PHA Permit No:
Estimated Damages (amount to return to pre-storm operability) \$	Quantity of Dredged Material (CY):	
Have you begun to repair the damage? Yes      No	If No, provide expected start date:	
Has the repair been completed? Yes      No	If No, provide expected completion date:	
USACE Permitted Dredged Material Placement Area(s):		

## SECTION C – CERTIFICATION

I attest that, to the best of my knowledge and belief, the information supplied in and accompanying this request is true and accurate and that any false or misleading information or nondisclosure of material facts shall be cause for denial of this request and for revocation of any funding granted in reliance upon the information contained herein.

Signature of Requestor or Authorized Agent \_\_\_\_\_ Date \_\_\_\_\_

Name & Title of Requestor or Authorized Agent (printed or typed) \_\_\_\_\_

**Submit this request with Required Documentation relevant to the surveyed damage and project costs to [chandev@poha.com](mailto:chandev@poha.com)**

## Required Documentation for FEMA Public Assistance Program

Cost Type	Required Documentation
Professional Services	<input type="checkbox"/> Contract or Agreement (signed by both parties) and any Change Orders <input type="checkbox"/> Solicitation-Request for Proposal/Qualifications (RFP/RFQ) <input type="checkbox"/> Selection Documentation (rating/vendor scoring) <input type="checkbox"/> List of Debarred Vendors <input type="checkbox"/> Copy of awarded vendor's proposal <input type="checkbox"/> Contractor Invoices <input type="checkbox"/> Proof of Payment (Cancelled checks, bank statements)
Construction	<input type="checkbox"/> Contract or Agreement (signed by both parties) and any Change Orders <input type="checkbox"/> Publically advertised requests for bids <input type="checkbox"/> Bid documents issued by Applicant (engineering plans/specs) <input type="checkbox"/> Bid tabulation. Selection documentation <input type="checkbox"/> Copy of winning vendor's bid submission <input type="checkbox"/> Contractor invoices/pay application/schedule of values <input type="checkbox"/> Proof of payment (cancelled checks, bank statements)
Force Account: Labor/Personnel Costs	<input type="checkbox"/> Force Account Labor Summary Record <input type="checkbox"/> Payroll documentation detailing employee wages and benefits <input type="checkbox"/> Applicant's pre-disaster regular, overtime, compensatory, exempt comp-time payroll policies <input type="checkbox"/> Applicant's pre-disaster paystubs for all employees <input type="checkbox"/> Pre-and-Post-Disaster employee list with regular, overtime and compensatory time eligibility <input type="checkbox"/> Payroll register/Check listing <input type="checkbox"/> Proof of payment (cancelled check or bank statements)
Force Account: Equipment	<input type="checkbox"/> FA Equipment Summary <input type="checkbox"/> Equipment ownership documents (insurance policy/title) <input type="checkbox"/> Equipment inventory listing <input type="checkbox"/> Source of equipment claimed rate (if not using a standard cost code) <input type="checkbox"/> Equipment Activity Logs (no operator, i.e. pump) <input type="checkbox"/> Approved timesheets <input type="checkbox"/> Payroll proof of employee payment
Materials and Purchases	<input type="checkbox"/> Invoices/Purchase orders <input type="checkbox"/> Proof of payments <input type="checkbox"/> Quotes received (3 quotes)
Force Account: Materials	<input type="checkbox"/> Quarterly Reports (or otherwise regular-interval i.e. monthly) <input type="checkbox"/> Time Extension Requests and Time Extension Notification <input type="checkbox"/> Advance of Funds Request <input type="checkbox"/> Payment Amounts Received Toward Project (by insurance or otherwise)
Rented Equipment	<input type="checkbox"/> Rented equipment summary record <input type="checkbox"/> Signed rental contract/ agreement for specified equipment, including rate and conditions <input type="checkbox"/> Invoices <input type="checkbox"/> Proof of payment/ canceled check <input type="checkbox"/> Equipment activity logs (no operator, i.e. pump) <input type="checkbox"/> Signed equipment operating logs with operator
Additional Documentation	<input type="checkbox"/> Quarterly Reports (or otherwise regular-interval i.e. monthly) <input type="checkbox"/> Time Extension Requests and Time Extension Notification <input type="checkbox"/> Advance of Funds Request <input type="checkbox"/> Payment Amounts Received Toward Project (by insurance or otherwise)