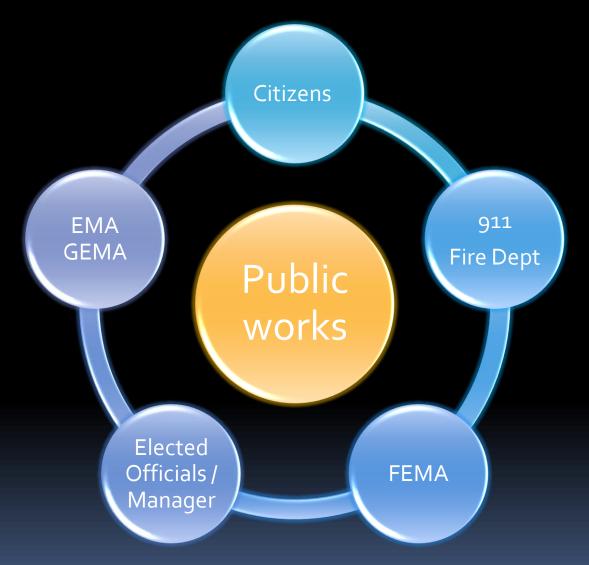
Documentation During a Disaster !

Robin English



Various Problems appear out of the blue

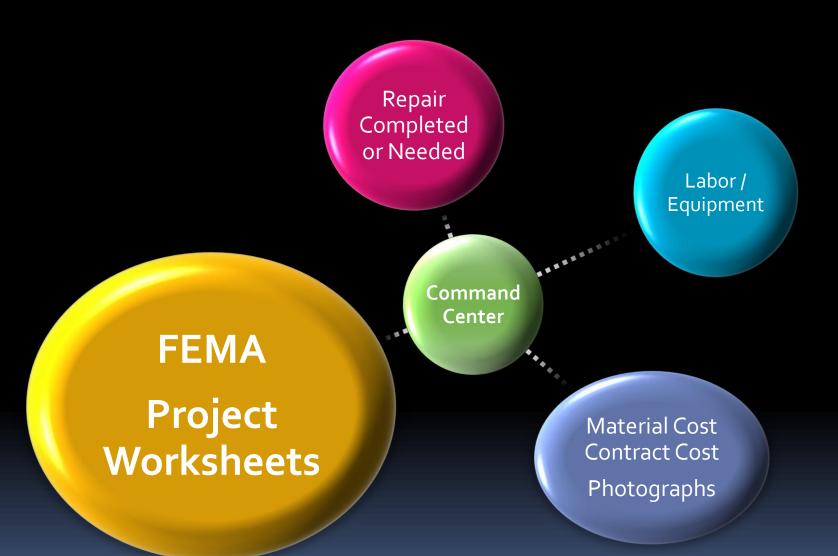
People suddenly needing answers!





Public Works Command Center





Phone Battery Dead

Need Landline

Reduce excessive radio traffic

Close Road

Haul Materials

Flag Traffic

Who's taking Photographs

Pipe Exposed

What's your ETA

What's your 20

What trucks are available ?

Can you work late?

Daily Activity Sheet for Work Performed

| Date: | | | | |
|-----------|------------|-----------|----------|----------|
| Location: | | | | |
| Task: | | | | |
| Employee | Equipment: | Hours | Material | Quantity |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | Total Hou | Jrs | |

Material Transport

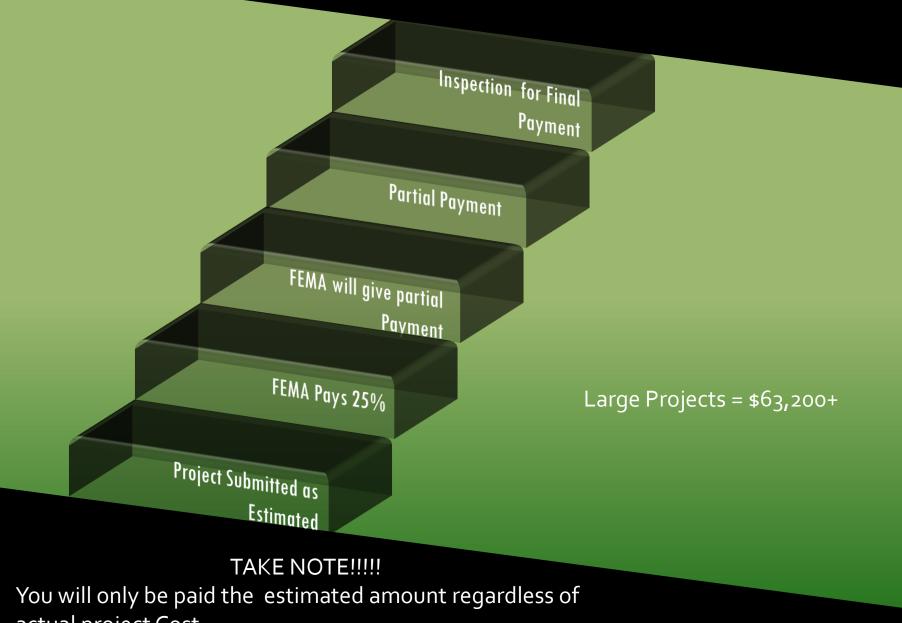
| Date | |
|---------------------|-------|
| Driver | Truck |
| Load | |
| Location Hauling To | |
| Taken From | |

Project Types Small Projects = under \$63,200 Large Project = Over \$63,200



Projects Can be submitted based on Estimation if repairs have not been completed.

How do you get payment for Large Projects?



actual project Cost.

| | | | | | | | | | | | F | EDER | ALEN | ERGE | NCY M | ANAGE | EMENT | AGEN | ICY | | | | | | | | | | | |
|----------------|---------------------------------|--------|----------|----------|----------|-----------|--------|---------|----------|----------|---------|---------|---------|---------|--------|----------|-------|---------|----------|-------------|------------|------------------|-----------------|-----|--------------|----------------|----------|--------------|------------|------------|
| 4.000 10 | 4 117 | | | | | | | | | | FO | RCE | | _ | | | | | OR | _ | 100 11 | | | | | | DIDA | STER # | | |
| APPLICA NT PRO | | | | | | | | | | | | | | JECT | NO. | CA | TEGO | жү | FIPS NO. | | | | | | | | _ | | | |
| ┝── | | | | | | | | | | | | | | | | | С | | | | | | | HE | MA | 18 | 33 | DR | | GA |
| | | | | | | | | | | | | | | | | | | | | | | | | | IS IS | STHISAPI | LOT PROG | RAM PW? | | |
| | | 9 | 5 | ⊢ | <u> </u> | | | | | | | TESA | HOUR | swo | RKEDE | ACH | VEEK | | | | | | | | | | BAT | ES/COSTS | | |
| | | STATUS | REG/OT | 3/29 | 3'30 | 3'31 | 41 | 4/2 | 4/3 | 4/4 | 4/5 | 4/6 | 47 | 4/8 | 4/9 | *** | 4/11 | 440 | 4/13 | | | | | 1 | TOTAL HRS | HOURLY BATE | FATE | TOTAL HOURLY | | TOTAL COST |
| | | | | 324 | 330 | arai | | | 40 | | 410 | | | | | 410 | 411 | 412 | | | | \vdash | \rightarrow | | | | | | | |
| Name | Edwards, Alexander | FT | | ├ | ├── | - | 10.0 | 10.0 | <u> </u> | <u> </u> | | 10.0 | 10.0 | 8.0 | 8.0 | - | - | | 8.0 | 8.0 | - | $\left \right $ | \rightarrow | - | 72.00 | \$ 15.79 | 0.2447 | \$ 19.65 | 5 8 | 1,415.07 |
| - Mile | GRADER | FT | στ | <u> </u> | | | | | 10.0 | 8.0 | 8.0 | 2.0 | 2.0 | 4.0 | 4.0 | <u> </u> | | | | 4.0 | | | \rightarrow | _ | 42.00 | \$ 23.68 | 0.2447 | \$ 29.47 | \$ | 1,237.93 |
| Name | Simmons, Altreddie | FT | REG | | L | | 10.0 | 10.0 | | | | 10.0 | 10.0 | 8.0 | 8.0 | | | | 8.0 | 8.0 | | \square | \rightarrow | | 72.00 | \$ 12.96 | 0.2447 | \$ 16.13 | \$ | 1,161.45 |
| eli T | GRADER | FT | στ | | | | | 6.0 | 8.0 | 11.0 | 10.5 | 2.0 | 2.0 | 4.0 | 4.0 | | | | | 4.0 | | | | | 51.50 | \$ 19.44 | 0.2447 | \$ 24.20 | 8 | 1.246.14 |
| Name | Luke, Brian | FT | REG | | | | 10.0 | 10.0 | | | | 10.0 | 10.0 | 8.0 | 8.0 | | | | 8.0 | 8.0 | | | | | 72.00 | \$ 15.41 | 0.2447 | \$ 19.18 | \$ | 1,381.02 |
| Title | GRADER | FT | στ | | | | | 3.0 | 10.0 | 8.0 | 8.0 | 2.0 | 2.0 | 4.0 | 4.0 | | | | | 4.0 | | | | | 45.00 | \$ 23.12 | 0.2447 | \$ 28.77 | \$ | 1,294.71 |
| Name | Wolle, Charles | FT | REG | | | | | | | | | 10.0 | 10.0 | 8.0 | 8.0 | | | | 8.0 | 8.0 | | | | | 52.00 | \$ 16.59 | 0.2447 | \$ 20.65 | 5 \$ | 1,073.78 |
| - | GRADER | FT | στ | | | | | | | | | 2.0 | 2.0 | 4.0 | 4.0 | | | | | 4.0 | | | | | 16.00 | \$ 24.99 | 0.2447 | s 30.97 | | 495.59 |
| Name | Keena, Roger | FT | | | | | 10.0 | 10.0 | | | | 10.0 | 10.0 | 8.0 | 8.0 | | | | 8.0 | 8.0 | | | | | | \$ 14.67 | 0.2447 | \$ 18.26 | - | 1,314.70 |
| Title | GRADER | FT | | \vdash | \vdash | | 2.0 | 4.0 | 9.0 | 8.0 | 12.0 | 2.0 | 2.0 | 4.0 | 4.0 | | | | 0.0 | 4.0 | | | - | | | \$ 22.01 | 0.2447 | \$ 27.39 | - | 1,396,87 |
| | | | | \vdash | \vdash | | | | 9.0 | 8.0 | 12.0 | | | | | | | | | | | $\left \right $ | \rightarrow | - | | | | | - | |
| Name | Lare, Wife | FT | | - | + | | 10.0 | 10.0 | | | | 10.0 | 10.0 | 8.0 | 8.0 | | | | 8.0 | 8.0 | - | $\left \right $ | \rightarrow | - | 72.00 | \$ 16.19 | 0.2447 | \$ 20.15 | 5 8 | 1,450.92 |
| Tille | GRADER | FT | στ | | | | 2.0 | | 10.0 | 9.0 | 8.0 | 2.0 | 2.0 | 4.0 | 4.0 | - | | | | 4.0 | | + | -+ | - | 45.00 | \$ 24.29 | 0.2447 | \$ 30.22 | 1 | 1.360.24 |
| | | | <u> </u> | <u> </u> | | | | | | | | | | | | | | | | | | $ \vdash $ | _ | | | | | | +- | |
| Name | Edwards, Alexander | FT | REG | | | | 10.0 | 10.0 | | | | 10.0 | 10.0 | 10.0 | 10.0 | | | | 10.0 | 10.0 | | | | | 80.00 | \$ 15.79 | | \$ 15.79 | 3 | 1,263.20 |
| Title | GRADER | FT | στ | | | | 3.0 | 2.0 | | | | | | | | | | | | | | | | | 5.00 | ş. | | ş . | \$ | |
| Name | Simmons, Altreddie | FT | REG | | | | 10.0 | 10.0 | | | | 10.0 | 10.0 | 10.0 | 10.0 | | | | 10.0 | 10.0 | | | | | 80.00 | \$ 12.96 | 0.2447 | \$ 16.12 | \$ | 1,290.50 |
| Title | GRADER | FT | στ | | | | 2.0 | 2.0 | | | | | | | | | | | | | | | | | 4.00 | \$ 19.44 | 0.2447 | \$ 24.20 | 3 | 96.79 |
| Name | Luke, Brian | FT | REG | | | | 10.0 | 10.0 | | | | 10.0 | 10.0 | 10.0 | 10.0 | | | | 10.0 | 10.0 | | | | | 80.00 | \$ 15.41 | 0.2447 | \$ 19.18 | 3 3 | 1,534.47 |
| Title | GRADER | FT | | | | | 3.0 | 2.0 | | | | | | | | | | | | | | | | | 5.00 | | 0.2447 | \$ 28.77 | T- | 143.86 |
| | | FT | | \vdash | | | 10.0 | | | | | 40.0 | 40.0 | | 10.0 | | | | 40.0 | | | | - | | | - | | | T- | |
| Name | Wolle, Charles | | REG | | | | | 10.0 | | | | 10.0 | 10.0 | 10.0 | 1000 | | | | 10.0 | 10.0 | | ┝─┤ | \rightarrow | | 80.00 | | 0.2447 | \$ 20.65 | | 1.651.97 |
| Title | GRADER | FT | στ | - | | | 2.0 | 2.0 | | | | | | | | - | | | | | | ┝─┤ | \rightarrow | | 4.00 | | 0.2447 | \$ 30.97 | | 123.90 |
| Name | Keena, Roger | FT | | - | - | | 10.0 | 10.0 | | | | 10.0 | 10.0 | 10.0 | 10.0 | | | | 10.0 | 10.0 | - | ┝─┤ | | - | 80.00 | \$ 14.67 | 0.2447 | \$ 18.26 | 3 | 1,460.78 |
| Title | GRADER | FT | στ | | | | 2.0 | 2.0 | | | | | | | | | | | | | | $ \vdash $ | | | 4.00 | \$ 22.01 | 0.2447 | \$ 27.30 | \$ | 109.58 |
| Name | Lane, Wife | FT | REG | | <u> </u> | | 10.0 | 10.0 | | | | 10.0 | 10.0 | 10.0 | 10.0 | | | | 10.0 | 10.0 | | \square | $ \rightarrow $ | | 80.00 | \$ 16.19 | 0.2447 | \$ 20.15 | 5 \$ | 1,612.14 |
| Title | GRADER | FT | στ | | | | 2.0 | 3.0 | | | | | | | | | | | | | | | | | 5.00 | \$ 24.29 | 0.2447 | \$ 30.23 | \$ | 151.14 |
| | | | | | | | | | | | | | | | | | | | | | | тот | ALHO | URS | 1169.50 | | REG 1 | ME SUBTOTA | L <u>8</u> | 16.610.00 |
| | | | | | | | | | | | | | | GRAN | ID TOT | AL HO | URS | 1169.50 | | L <u>\$</u> | 7,656.72 | | | | | | | | | |
| | | | | | | | | | | | | | | | EETRI | EG HO | URS | 892.00 | | L S | 16,610.00 | | | | | | | | | |
| | | | | | | | | | | | | | | | HEET | отно | URS | 277.50 | | an | GRAND TOTA | L <u>\$</u> | 7,658.72 | | | | | | | |
| l certity 1 | hat the above information was o | blaine | ed fram | Payr | ol reco | orcis, in | voices | , ar at | her do | oumer | its tha | tane ar | vailabi | e for a | udit. | | | | | | | | | | | | GRAND 1 | TOTAL | \$ | 24,266.72 |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | 0.000 | | | | | | | | | | | | | |

FORCE A CCOUNT LABOR PAGE 1 OF 2

| FEDERAL ENERGENCY MANAGEMENT AGENCY FORCE ACCOUNT EQUIPMENT RECORD | | | | | | | | | | | | | | NAGE | | | 1 | | | | | | | | | | | | | | |
|---|-------------------|---------|-------|-------------------|------|------|--------|-----|---------|------|-------|--|------|----------------------|---------------|------|------|-----|-----|-----|------|------|-------|---------|-----|-------------|--------------|-----------|---------|----|----------|
| | | | | | | | | FC | RCI | EAC | co | UNT | EQ | JIPN | N EN | TR | ECO | RD | | | | | | | | | | | | | |
| APPLICANT | PPLICANT | | | | | | | | | | | | | | 'NO. | CA | TEGO | XRY | | 0. | | | | | DIS | AST | ER# | | | | |
| | | | | | | | | | | | | | | | С | | | | | | | | FE | MA | 1 | 833 | | DR | | GA | |
| TYPE OF EQ | TYPE OF EQUIPMENT | | | | | | | | | | | DATES/HOURS | | | USED EACH DAY | | | r | | | | | | | | | | | | | |
| Indicate size, capacity, horsepower, make, model, etc. | нр | GAMGITY | BCUP. | OPERATOR'S NAME | | 3/29 | 3'30 | 331 | 41 | 42 | 43 | 44 | 4/5 | 46 | 47 | 48 | 49 | 410 | 411 | 412 | 413 | 4'14 | 4'15 | 418 | 417 | 4'18 | TOTAL HRS | 80U | IP RATE | π | OTALCOST |
| 53-17 GRADER | 225 | | 8332 | Alexander Edwards | Hrs | | | | 10.0 | 10.0 | 10.0 | 8.0 | 8.0 | 12.0 | 12.0 | 12.0 | 12.0 | | | | 8.0 | 12.0 | | | | | 114.00 | \$ | 43.10 | \$ | 4,902.00 |
| 53-13 GRADER | 225 | | 8332 | Brian Luke | Hrs | | | | 10.0 | 13.0 | 10.0 | 8.0 | 8.0 | 12.0 | 12.0 | 12.0 | 12.0 | | | | 8.0 | 12.0 | | | | | 117.00 | \$ | 43.10 | \$ | 5,031.00 |
| 53-15 GRADER | 225 | | 8332 | Charlie Wolfe | Hrs | | | | | | | | | 12.0 | 12.0 | 12.0 | 12.0 | | | | 8.0 | 12.0 | | | | | 68.00 | \$ | 43.00 | \$ | 2,924.00 |
| 53-16 GRADER | 225 | | 8332 | Willie Lane | Hrs | | | | 12.0 | 10.0 | 10.0 | 9.0 | 8.0 | 12.0 | 12.0 | 12.0 | 12.0 | | | | 8.0 | 12.0 | | | | | 117.00 | \$ | 43.00 | \$ | 5,031.00 |
| 53-14 GRADER | 225 | | 8332 | Alfredde Simmons | Hrs | | | | 10.0 | 16.0 | 8.0 | 11.0 | 10.5 | 12.0 | 12.0 | 12.0 | 12.0 | | | | 8.0 | 12.0 | | | | | 123.50 | \$ | 43.00 | \$ | 5,310.50 |
| 53-09 GRADER | 225 | | 8332 | Roger Keene | Hrs | | | | 12.0 | 14.0 | 9.0 | 8.0 | 12.0 | 12.0 | 12.0 | 12.0 | 12.0 | | | | 8.0 | 12.0 | | | | | 123.00 | 5 | 43.10 | \$ | 5,299.00 |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 53-17 GRADER | 225 | | 8332 | Alexander Edwards | Hrs | | | | 13.0 | 12.0 | | | | 10.0 | 10.0 | 10.0 | 10.0 | | | | 10.0 | 10.0 | | | | | 85.00 | 5 | 43.00 | \$ | 3,855.00 |
| 53-13 GRADER | 225 | | 8332 | Brian Luke | Hrs | | | | 13.0 | 12.0 | | | | 10.0 | 10.0 | | 10.0 | | | | | 10.0 | | | | | 85.00 | 5 | 43.10 | \$ | 3,655.00 |
| 53-15 GRADER | 225 | | 8332 | Charlie Wolfe | Hrs | | | | 12.0 | 12.0 | | | | 10.0 | 10.0 | | 10.0 | | | | | 10.0 | | | | | 84.00 | 5 | 43.10 | \$ | 3,612.00 |
| 53-16 GRADER | 225 | | 8332 | Willie Lane | Hrs | | | | 12.0 | 13.0 | | | | 10.0 | 10.0 | | 10.0 | | | | | 10.0 | | | | | 85.00 | | 43.00 | \$ | 3,655.00 |
| 53-14 GRADER | 225 | | 8332 | | Hrs | | | | 12.0 | 12.0 | | | | 10.0 | 10.0 | | 10.0 | | | | 10.0 | | | | | | 84.00 | | 43.00 | | 3.612.00 |
| 53-09 GRADER | 225 | | 8332 | Roger Keene | Hrs | | | | 12.0 | 12.0 | | | | 10.0 | 10.0 | 10.0 | 10.0 | | | | 10.0 | 10.0 | | | | | 84.00 | 5 | 43.10 | \$ | 3,612.00 |
| | | | | | Hrs | | | | | | | | | | | | | | | | | | | | | | | 5 | | \$ | - |
| | | | | | Hrs | | | | | | | | | | | | | | | | | | | | | | | 5 | - | \$ | |
| | | | | | Hrs | | | | | | | | | | | | | | | | | | | | | | | 5 | - | \$ | |
| | | | | | Hrs | | | | | | | | | | | | | | | | | | | | | | | 5 | | | _ |
| | | | | | Hirs | | | | | | | | | | | | | | | | | | | | | | | 5 | | | |
| | | | | | Hirs | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | Hrs | | | | | | | | | | | | | | | | | | | | | | | 5 | | | |
| | | | | | Hrs | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | Hrs | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | Hrs | | | | | | | | | | | | | | | | | | | | | | | | _ | | |
| | | | | | | | | | | | | SHEET TOTA | | | | | | | | | | | TOTAL | 1169.50 | - | _ | | 50,288.50 | | | |
| | | | | | | | | | | | | GRANDI | | | | | | | | | | | | | Ĺ | \$50,298.50 | | | | | |
| I CERTIFY THAT THE ABOV | E INFO | RMATIO | WASC | STAINED FROM PAYR | | ECOR | DS, IM | OCE | S, OR C | THE | DOCU | DOCUMENTS THAT ARE AVAILABLE FOR A UDIT. | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CERTIFIED | | | | | | | | | | | TITLE | | | | | | | | | | | | | | | | DATE | _ | | | |
| | | | | | | | | | | | | | | TITLE DATE DATE DATE | | | | | | | | | | | | | _ | _ | _ | | |

FORCE ACCOUNT EQUIPMENT PAGE 1 OF 2

Required Documentation Payroll Records showing Hours for each employee and proof of Hourly Rates, Benefits, taxes etc

Invoices for Materials purchased or Contracts Utilized Copies of Cancelled Checks

Photograph / Documentation of Stock Items

Before & After Photographs

Before



Before









Very Important!

You must be willing to do needed repairs before reimbursement.

Make Documentation a daily operation Even if its manual you can have good records without an expensive software application.

Do not wait until a disaster to try to create new operating procedures.

Website to find all FEMA:

Reimbursable rates Sign Up for notification from New Mobile Website Forms required for Reimbursement And worlds of other info

www.fema.gov

Learn Something from Each Disaster

Disasters are great opportunities for you to put your operations to the test!

Robin English Lowndes County Public Works Director 229-671-2700 renglish@lowndescounty.com