

FEMA Public Assistance Program Overview



publicassistance@njsp.org

FEMA Public Assistance and Policy Guide V4. Chapter 7, Section II, Page 134

W. Snow-Related Activities (Category B Project)

When the President declares an incident as a Snowstorm or specifically authorizes snow assistance in a declaration for a Severe Winter Storm, FEMA provides PA funding for impacts related to snow, but the assistance is limited. See attached Appendix H: *Snow Assistance*, for detailed information.

1. Limited Time Period

Snow-related activities are eligible for a continuous 48-hour period to address the most critical emergency needs. Each Applicant designates the beginning of its 48-hour period. However, a State or Territorial agency that conducts snow-related activities in multiple locations throughout the State or Territory, such as a Department of Transportation, may use different 48-hour periods for different locations.

Once FEMA approves a project for the Applicant's designated 48-hour period, the Applicant cannot change its selected period.

If the Applicant awards a contract for periods greater than the 48-hour period, PA funding is limited to the costs incurred during the 48-hour period.

The FEMA Assistant Administrator of the Recovery Directorate may extend the eligible period by 24 hours in counties, parishes, or Tribal government areas where the snowfall exceeds the historical record snowfall by at least 50 percent.

2. Eligible Work

Eligible work includes:

- Snow-related activities (for limited time as discussed above):
 - Snow removal;
 - Snow dumps;
 - De-icing;
 - Salting; and
 - Sanding of roads and other eligible facilities.
- **Other Emergency Protective Measures** (not restricted to the limited time) including, but not limited to, search and rescue and sheltering. **(Second Category B Project separate from Snow removal)**

Limited snow-related activities necessary to carry out emergency protective measures, such as clearing snow in the *immediate* area of a downed power line, are eligible outside of the limited time period and in counties declared but not designated for snow assistance.

Note:

For Severe Winter Storm Declarations that do not specifically authorize snow assistance, FEMA only provides PA funding for limited snow-related activities that are necessary to perform otherwise eligible work. For example, snow removal necessary to repair downed power lines is eligible, while normal snow removal from roads (including salting and sanding) is ineligible.

APPENDIX H: SNOW ASSISTANCE

Snow-related activities, including snow removal, de-icing, salting, snow dumps, and sanding of roads and other eligible facilities, is only an eligible emergency protective measure when a winter storm results in record or near-record⁴⁰² snowfall.⁴⁰³ FEMA authorizes snow assistance by county based on a finding that the county received record or near-record snowfall or meets the contiguous county criteria as described below. FEMA evaluates Tribal lands either as part of a requested county or separately.

Record or Near-Record Snowfall

FEMA utilizes data collected by the National Oceanic and Atmospheric Administration's National Centers for Environmental Information (NCEI) to identify the historical 1-, 2-, and 3-day snowfall records for each county. For current event snowfall, FEMA relies primarily on snowfall measurements taken at National Weather Service (NWS) Cooperative Network Stations but accepts measurements from other sources if those measurements are verified as reasonable and accurate by the NWS. Historical 1-, 2-, and 3-day snowfall records by county are available on the NCEI Snow Climatology Database (SCDB) at the following website:

www.ncdc.noaa.gov/snow-and-ice/snowfall-extremes. Daily snowfall reports by county are available at: www.ncdc.noaa.gov/snow-and-ice/daily-snow.

FEMA follows the following process to determine record or near-record snowfalls:

- Compare current snowfall amounts with the historical record snowfall amounts for a like number of days without regard for the month in which the record snowfall or current event occurred.
- For multiple-day snowstorms, counties or Tribal lands that meet the 1-day record or near-record requirement on any 1 day, or the 2-day record or near record over 2 consecutive days, or the 3-day record or near record over 3 consecutive days, etc., meets the record or near-record criteria for that county or Tribal lands.
- FEMA relies on the NWS to determine the duration of the snowstorm.
- When data from multiple NWS-verified sources exist within a county or Tribal lands, FEMA compares the highest current event snowfall reported by the NWS within that county or Tribal land with the highest historical record snowfall for that county or Tribal land.
- For counties or Tribal lands that do not have NCEI or NWS historical record snowfall data, use the historical record from the nearest NWS Cooperative Network Station in an adjacent county or Tribal land, even if located in an adjacent State, for determining historical snowfall records.
- If current event snowfall data are not available from the NWS for a county or Tribal land, use the nearest NWS Cooperative Network Station data from an adjacent county, even if located in an adjacent State.
- FEMA may designate a county or Tribal land that does not receive a record or near-record snowfall, but is contiguous to a county (generally referred to as a "core county") that does receive a record or near-record snowfall, for snow assistance if the county or

⁴⁰² FEMA generally considers near record as being within 10 percent of the record snowfall.

⁴⁰³ 44 C.F.R. § 206.227.

Tribal land has current event snowfall that meets or exceeds the current event snowfall of the core county, to which it is contiguous. Base this comparison on the highest current event snowfall received by each county as reported by the NWS.

- Consider counties or Tribal areas that experience snowfalls occurring over a period exceeding 3 consecutive days that do not reach record or near-record snowfalls during a 3-day period, and for which there are no historical snowfall records for a period exceeding 3 days with NCEI or NWS, on a case-by-case basis.

Winter Storm or Snowstorm Declaration Requests

The request for a Major Disaster Declaration must include a request for snow assistance as part of that declaration. All such requests are subject to the requirements and processes established in the Stafford Act and FEMA regulations.⁴⁰⁴ In addition to the information required in every declaration request, requests for snow assistance must include the following information:

- Identification of core and contiguous counties for which a snowstorm declaration is requested;
- Duration of snowfall, as identified or confirmed by the NWS; and
- For each requested county or Tribal land, daily snowfall totals from NWS stations or NWS-verified sources and historical record snowfall data from the NCEI.

Generally, the current event weather and snowfall information is included in a statement or report from the NWS describing the event.

FEMA only includes costs related to snow activities as part of the preliminary damage assessment data for counties or Tribal lands that meet the record or near-record criteria or qualify as contiguous counties.

Other categories of work, including Permanent Work, may be authorized for snowstorm or winter storm declarations as appropriate.



Terminology

A **Core County** is a county that has a record or near record snowfall with PA costs that exceed the annually established countywide per capita impact indicator and is designated for snow assistance under a major disaster declaration.

A **Contiguous County** is a county in the same State that shares a common border with a core county without geographic separation other than by a minor body of water, typically not exceeding one mile between the land areas of such counties.

⁴⁰⁴ 44 C.F.R. § 206 Subpart B (206.31–48).

New Jersey Office of Emergency Management (NJOEM) - PRELIMINARY DAMAGE ASSESSMENT (PDA) FORM

County:	Type:	Municipality / Agency / Entity:	Date:					
CONTACT INFORMATION								
Name:	Title:	Phone:	Extension:					
Email:								
INDIVIDUAL ASSISTANCE (IA) – Counties and Municipalities Only								
Evacuated (#)	Displaced (#)	Sheltered (#)	Injured (#)	Missing (#)	Deceased (#)	Disaster Related Unemployed Persons (#)		
Type of Structure	# Affected	# Minor	# Major	# Destroyed	# Uninhabitable	# Inaccessible	Est. Loss (\$)	Insured (%)
Single Family Homes								
Multi-Family Units								
Businesses								
Industrial Units								
Individual Assistance Totals >								
PUBLIC ASSISTANCE (PA) – All Entities								
Category of Work (A-G)		Estimated Cost (\$)	Percentage Work Complete (%)	Insured? (Y/N/Unknown)	Responsibility of another Federal Agency (Y/N/Unknown)			
A – Debris Removal								
Description of Impact: (e.g. type of debris, cubic yard [CY] quantity, etc.)								
B – Emergency Protective Measures								
Description of Impact: (e.g. brief description, type of work, actions taken, how you estimated, etc.)								
C – Roads and Bridges								
Description of Impact: (e.g. road, bridge, culvert, critical access, gravel, paved, # of sites, etc.)								
D – Water Control Facilities								
Description of Impact: (e.g. dam, reservoir, pump station, canal, levee, channel, etc.)								
E – Buildings and Equipment								
Description of Impact: (e.g. building/vehicle damages, structural damage/collapse, critical facility, # of sites, etc.)								
F – Utilities								
Description of Impact: (e.g. complete/partial/ongoing shutdown, critical function, type of damage, # of sites, etc.)								
G – Parks, Recreational, and Other Facilities								
Description of Impact: (e.g. ballfields, playground equipment, scoreboard, bulkhead, jetty, railroad, docks, etc.)								
Public Assistance Total (\$)								

New Jersey Office of Emergency Management (NJOEM) - PRELIMINARY DAMAGE ASSESSMENT (PDA) FORM

Additional comments: *(If more space is needed, please include a continuation page with your submission).*

Upon completion of this form, please save this document to your computer, and e-mail the completed form to PublicAssistance@njsp.org.

Historic Snowfall Data For Enclosure D - updated 012622

County	1 Day Record	Near Record Amounts (within 10%)	2 Day Record	Near Record Amounts (within 10%)	3 Day Record	Near Record Amounts (within 10%)
<i>Atlantic</i>	21	18.9	25.7	23.1	26	23.4
<i>Bergen</i>	29.1	26.2	29.6	26.6	29.9	26.9
<i>Burlington</i>	19.6	17.6	23.4	21.1	23.5	21.2
<i>Camden</i>	21.5	19.4	27	24.3	27	24.3
<i>Cape May</i>	22	19.8	29	26.1	34	30.6
<i>Cumberland</i>	24.5	22.1	31.9	28.7	31.9	28.7
<i>Essex</i>	29.5	26.6	29.5	26.6	29.5	26.6
<i>Gloucester</i>	24	21.6	28	25.2	28	25.2
<i>Hudson</i>	26.5	23.9	26.5	23.9	26.5	23.9
<i>Hunterdon</i>	24	21.6	28.5	25.7	28.5	25.7
<i>Mercer</i>	21	18.9	24	21.6	24	21.6
<i>Middlesex</i>	28	25.2	28.1	25.3	28.1	25.3
<i>Monmouth</i>	28.4	25.6	29.7	26.7	29.7	26.7
<i>Morris</i>	26	23.4	34	30.6	34	30.6
<i>Ocean</i>	24.5	22.1	26.2	23.6	26.9	24.2
<i>Passaic</i>	29	26.1	34	30.6	34	30.6
<i>Salem</i>	20	18.0	20	18.0	20	18.0
<i>Somerset</i>	30	27.0	30	27.0	30	27.0
<i>Sussex</i>	30	27.0	30.7	27.6	32	28.8
<i>Union</i>	29.8	26.8	29.8	26.8	33	29.7
<i>Warren</i>	26	23.4	31.2	28.1	32.1	28.9

Generators All Types

Cost Codes	Equipment Type	Specification/ Size	Notes /Location	Value per Hour	Hours Used	Total Cost
8310	Generator	5.5 kw		\$4.95		\$0.00
8311	Generator	16 kw		\$7.92		\$0.00
8311-1	Generator	20 kva		\$25.00		\$0.00
8312	Generator	60 kw		\$25.92		\$0.00
8313	Generator	100 kw		\$40.01		\$0.00
8314	Generator	150 kw		\$55.67		\$0.00
8315	Generator	210 kw		\$77.67		\$0.00
8316	Generator	280 kw		\$88.84		\$0.00
8317	Generator	350 kw		\$99.73		\$0.00
8317-1	Generator	40 kva-320 kw		\$118.18		\$0.00
8318	Generator	530 kw		\$159.09		\$0.00
8319	Generator	710 kw		\$204.67		\$0.00
8320	Generator	1100 kw		\$362.20		\$0.00
8321	Generator	2500 kw		\$561.53		\$0.00
8322	Generator	1000 kw		\$467.83		\$0.00
8323	Generator	1500 kw		\$544.93		\$0.00
8324	Generator	1100 kw		\$544.93		\$0.00
8325	Generator	40 kw		\$23.48		\$0.00
8326	Generator	20 kw		\$16.70		\$0.00
8327	Generator	800 kw		\$235.71		\$0.00
8327-1	Generator	80 kw		\$32.09		\$0.00
8327-2	Solar /Gas Turbine Generator	7000 kw	12470- Volts to Micro grid, or 115000 Volts to City Utility, When operated with gas	\$2,600.00		\$0.00
8327-3	Solar /Gas Turbine Generator	7001 kw	7-Megawatts Solar, 3Megawatts Steam Turbine	\$800.00		\$0.00
8328	Generator	900 kw		\$299.28		\$0.00
8328-1	Heavy Duty Generator	2000 kw		\$496.86		\$0.00
8329	Generator	1000 kw		\$450.78		\$0.00
Generator Total						\$0.00

** The fillable PDA Form "Must" also be completed identifying the location of generators on page 2 of the PDA along with any other pertinent information, ie:

Averaging Costs for "Initial PDAs" by Category of Work

Material	Equipment Type	Specifications	Notes	Average Value Per		Total Cost
				Hour	# of Hours Used	
	Salt		Price Per ton	\$60.00		\$0.00
	Road Sand / Cinders		Price Per ton	\$20.00		\$0.00
	Salt		Price per bag	\$8.00		\$0.00
Equip Cost						

Personnel	Number of Employees	Enter Average Rate	# of Hours	Total Cost
Police	Straight			\$0.00
Police	OT			\$0.00
Fire	Straight			\$0.00
Fire	OT			\$0.00
DPW	Straight			\$0.00
DPW	OT			\$0.00
Labor Cost				

Contractor	Contractor Name	Cost	Total Cost
Snowplowing	Lane Miles - Snowplowing		
Debris Ops.	only		
Contr. Cost			\$0.00

****Important Note:** #REF!

The actual PDA form "Must" be completed identifying the location of generators on Page 2 along with any other pertinent information, ie:

- * Cubic yards of debris
- * TDMA site location information
- * Final disposal location site information

Averaging Costs for "Initial PDAs" by Category of Work

Cost Code	Equipment Type	Specifications	Notes	Average Value Per Hour	# of Hours Used	Total Cost
8041	Ambulance	210 HP	Patrolling per mile	\$41.76		\$0.00
8972	Police Auto		Stationary	\$0.56		\$0.00
8073	Police Auto	Crown Vic etc	Stationary	\$16.27		\$0.00
8076	Police Auto	SUV	Stationary	\$18.75		\$0.00
8131	Boat Runabout	13 ft w/ 50 HP		\$12.73		\$0.00
8132	Boat Tender	14 ft w/ inboard drive		\$15.53		\$0.00
8188	Chainsaws	average sizes/ cost		\$3.39		\$0.00
8202	Chipper	12" average		\$32.26		\$0.00
8288	Excavator	Gradall		\$120.67		\$0.00
8392	Loader, Wheel	Cat- 296 / 2cyd		\$39.35		\$0.00
8452	Plow, Truck Mounted	to 15 ft		\$23.80		\$0.00
8456	Spreader, Salt / sand	V - Box to 8 cyd		\$10.88		\$0.00
8487	Aerial Lift Truck Mounted	to 61 ft		\$20.95		\$0.00
8702	Truck Flatbed for Aerial Lift	30,000 Capacity		\$29.31		\$0.00
8541	Loader, Skid Steer	1,751 - 2200 lbs		\$31.61		\$0.00
8394	Loader, Wheel	4 Cyd		\$78.13		\$0.00
8558	Snowblower Walk Behind	up to 25 inch and 5 hp		\$3.01		\$0.00
8559	Snowblower Walk Behind	up to 60 inch and 15 hp		\$14.67		\$0.00
8572	Backhoe w/ dual bkt	1.5 cyd		\$43.91		\$0.00
8681	Fire Engine	average sizes/ cost		\$141.96		\$0.00
8685	Fire Ladder	average sizes/ cost		\$156.16		\$0.00
8696	Fire Rescue	average sizes/ cost		\$97.71		\$0.00
8722	Truck Dumps	average sizes/ cost 8 - 18 cyd		\$73.31		\$0.00
8804	Truck Pick Up	average sizes / cost 4x2		\$21.10		\$0.00
8809	Truck Pick Up	average sizes / cost 4X4		\$25.19		\$0.00
8846	Command Veh	RV w/ Comm	"Stationary"	\$20.61		\$0.00
8851	Command Veh	SUV / Van w / Comm	"In Motion"	\$43.38		\$0.00
8300	Series	21 various Generator sizes** 5Kw through 2,000Kw				\$0.00
				Sub Total		\$0.00
Material					Qty Used	
	Salt		Price Per ton	\$60.00		\$0.00
	Road Sand / Cinders		Price Per ton	\$20.00		\$0.00
	Salt		Price per bag	\$8.00		\$0.00
				Equip Cost		\$0.00

FEMA Public Assistance Thresholds FY2023

<u>County</u>	<u>Population</u>	<u>Per Capita</u>	<u>Threshold</u>
Atlantic	274,534	\$4.44	\$ 1,218,930.96
Bergen	955,732	\$4.44	\$ 4,243,450.08
Burlington	461,860	\$4.44	\$ 2,050,658.40
Camden	523,485	\$4.44	\$ 2,324,273.40
Cape May	95,263	\$4.44	\$ 422,967.72
Cumberland	154,152	\$4.44	\$ 684,434.88
Essex	863,728	\$4.44	\$ 3,834,952.32
Gloucester	302,294	\$4.44	\$ 1,342,185.36
Hudson	724,854	\$4.44	\$ 3,218,351.76
Hunterdon	128,947	\$4.44	\$ 572,524.68
Mercer	387,340	\$4.44	\$ 1,719,789.60
Middlesex	863,162	\$4.44	\$ 3,832,439.28
Monmouth	643,615	\$4.44	\$ 2,857,650.60
Morris	509,285	\$4.44	\$ 2,261,225.40
Ocean	637,229	\$4.44	\$ 2,829,296.76
Passaic	524,118	\$4.44	\$2,324,083.92
Salem	64,837	\$4.44	\$ 287,876.28
Somerset	345,361	\$4.44	\$ 1,533,402.84
Sussex	144,221	\$4.44	\$ 640,341.24
Union	575,345	\$4.44	\$ 2,554,531.80
Warren	109,632	\$4.44	\$ 486,766.08

Population 9,288,994 1.63

State Threshold = \$16,441,519.38

Small Project Minimum Threshold = \$3,800.00

Large Project Minimum Threshold = \$1,000,000.00



FEMA

State- and county-wide public assistance per capita impact indicators and the minimum and maximum project cost thresholds for small projects.

Per Capita Impact Indicator and Project Thresholds

For additional information, refer to Title 44, Code of the Federal Regulations at §§ [206.48\(a\)\(1\)](#) and [206.203\(c\)](#).

Fiscal Year (FY)	Statewide Indicator	Countywide Indicator	Small Project Minimum	Large Project Threshold
2004	\$1.11	\$2.77	\$1,000	\$54,100
2005	\$1.14	\$2.84	\$1,000	\$55,500
2006	\$1.18	\$2.94	\$1,000	\$57,500
2007	\$1.22	\$3.05	\$1,000	\$59,700
2008	\$1.24	\$3.11	\$1,000	\$60,900
2009	\$1.31	\$3.28	\$1,000	\$64,200
2010	\$1.29	\$3.23	\$1,000	\$63,200
2011	\$1.20	\$3.27	\$1,000	\$63,900
2012	\$1.35	\$3.39	\$1,000	\$66,400
2013	\$1.37	\$3.45	\$1,000	\$67,500
2014	\$1.39	\$3.50	\$1,000	\$68,500
2014*	\$1.39	\$3.50	\$3,000*	\$120,000*
2015	\$1.41	\$3.56	\$3,040	\$121,600
2016	\$1.41	\$3.57	\$3,050	\$121,800
2017	\$1.43	\$3.61	\$3,100	\$123,100
2018	\$1.46	\$3.68	\$3,140	\$125,100
2019*	\$1.50	\$3.78	\$3,200	\$128,900
2020	\$1.53	\$3.84	\$3,300	\$131,100
2021	\$1.55	\$3.89	\$3,320	\$132,800
2022	\$1.63	\$4.10	\$3,500	\$139,800
2023	\$1.77	\$4.44	\$3,800	\$1,000,000**

*These FY 2014 figures apply to incidents declared on or after February 26, 2014, through September 30, 2014, per the Simplified Procedures Final Rule published February 26, 2014.

**The \$1,000,000 Large Project Threshold also applies to unobligated projects in incidents declared on or after March 13, 2020, per the Simplified Procedures Rule published August 3, 2022.

Last updated October 26, 2022

Categories of Work Description

Important Note: Photos are required for all work performance, before and after work completion

Category A: Debris Removal

Debris Removal is the clearance, removal, and/or disposal of items such as trees, woody debris, sand, mud, silt, gravel, building components and contents, (including that produced during the conduct of emergency work), construction and demolition debris, white goods and hazardous materials.

Category B: Emergency Protective Measures

Emergency Protective Measures are actions taken by a community before, during, and after a disaster to save lives, protect public health and safety, and prevent damage to improved public and private property. Examples of eligible emergency protective measures are:

- Warning of risks and hazards
- Search and rescue
- Security forces (police and guards) in the disaster area
- Construction of temporary levees
- Provision of shelters (cooling stations) and emergency mass care
- Provision of emergency medical care
- Sandbagging
- Bracing/shoring damaged structures
- Provision of food, water, ice and other essential needs at distribution points for use by the local population
- Emergency repairs
- Generator Use
- Emergency demolition
- Removal of health and safety hazards
- Cost-effective measures by a State or local government to prevent damage to a public or private facility, or by an eligible PNP organization to prevent damage to eligible facilities for which it is responsible

Category B: ** Snow Assistance

Means assistance for all eligible activities under Category B Emergency Protective Measures related to a snow storm, plus includes snow removal, de-icing, brining, salting, sanding of roads and other eligible facilities, eg; muni parking lots. Search and rescue, sheltering, and other emergency protective measures applicable to a disaster event.

Category C: Roads and Bridges

Repair of roads, bridges, and associated features, such as shoulders, ditches, culverts, lighting, and signs and sidewalk repairs.

Category D: Water Control Facilities

Repair of drainage channels, pumping facilities, and some irrigation facilities. Repair of levees, dams, and flood control channels fall under Category D, but the eligibility of these facilities is restricted.

Category E: Buildings and Equipment

Repair or replacement associated with buildings, including their contents and systems; equipment; and vehicles.

Category F: Utilities

Repair of water treatment and delivery systems; power generation facilities and distribution facilities; sewage collection and treatment facilities; and communications.

Category G: Parks, Recreational Facilities, and Other Facilities

Repair and restoration of parks, playgrounds, pools, cemeteries, mass transit facilities, and beaches. This category also is used for any work or facility that cannot be characterized adequately by Categories A-F.

Category Z: 324 Management Costs

FEMA provides for management costs (formerly Direct Admin Cost) based on actual costs incurred up to a maximum of 5% percent of the Sub-recipient's total number of PWs eligible amounts.

Note: After FEMA has received and processed your final Category A thru G project, FEMA will proceed with your final Cat Z PW amendment for obligation. To receive the Cat Z funds progressively or only at the final obligation is up to you, the Sub recipient. Documentation of your "actual management costs" are required to support up to the maximum 5% percent an Applicant is "capable" of receiving so to determine if a de-obligation is necessary based on actual and reasonable cost documentation.

Jb11-12-22

Applicant Document Requirements for FEMA Projects

List below are items **required** to present/upload in the FEMA Grants Portal for the FEMA Program Delivery Manager (PDMG) to complete a review of your claimed costs. These items are necessary for project formulation by FEMA PDMG and Consolidated Resource Center (CRC) personnel.

*****First and Foremost- Take Photos then more Photos of all damages and impacts***

Force Account Labor (FAL)

- **Force Account Labor Summary Sheet or similar spreadsheet**
 - a. Copies of Personnel Work Agreement a/o pages from Union Labor Agreement regarding employee labor rate, overtime pay treatment, general rules and working conditions.
 - b. Provision of meals should be written into the Emergency Operation Plan or the Employee Work Agreement/Contract if reimbursement is expected.
 - c. Fringe Benefit Calculation Sheet- identifies budget and fringe rates by departments or employees
 - d. Reflect hourly rate plus fringe rate for each full time, part time, or temp employee performing work per project request.
 - e. Must provide employee timesheets or employee daily tracking sheet reflecting all hours worked during the declared incident period with identification of work performed
 - f. Payroll Registry for Force Account Labor by Pay Period

Force Account Equipment (FAE)

- **Force Account Equipment Summary Sheet - or similar spreadsheet**
 - a. Reflect Type, Model, Size, HP, capacity.
 - b. **Must include Operator** name on each piece of equipment with dates and hours.
 - c. Refer to FEMA Schedule of Equipment Rates for Cost Codes and hourly rate of each apparatus used.

Force Account Materials (FAM)

- **Force Account Material Summary Sheet or similar spreadsheet**
 - a. Copies of Vendor Invoices with details of material type, cost per unit, total cost
 - b. PO#s and proof of payments via canceled checks or database Bank statement

Contractor / Procured Services

- **Contractor Summary Sheet or similar spreadsheet**
 - a. Copy of agreements/contracts with procured Contractors
 - b. Copies of Contractor Invoices with details of work re; dates, location, performance
 - c. PO#s and proof of payments via canceled checks or database Bank statement
 - d. May show historical cost record of stock inventory items used where applicable

Damage / Effect Documentation

- **“Take and provide photos”**
- Marked up area map - Or a spreadsheet depicting specific damage locations, for “both” Work Completed and Work to Be Completed.
 - a. FEMA requires a Latitude – Longitude be provided for each damage location.
 - b. This includes individual
 - i. Tree removal, stump removal, sidewalk and curb replacement, buildings damaged etc.
- Information on Debris Operations “Must” include: **(See separate Debris Attachment Included)**
 - a. Total “bulk” cubic yards collected by type
 - i. Vegetative
 - ii. C & D – Construction Demolition debris
 - iii. White Goods
 - iv. Household Hazardous Waste (petroleum products, televisions, computers)
 - v. Soil, Mud, Sand
 - b. TDMA sites plus Municipal debris site need to show Applicants own NJ DEP Permits
 - c. Amount of cubic yards /tons disposed at the Final Disposal location
 - d. Final Disposal location needs address and “must” have site NJ DEP Permit” info.

General Information

- “Proof of payment” is required for all reimbursements on Large Projects
 - a. Payroll Registry for Force Account Labor by Pay Period
 - b. Canceled checks or database Bank statement for Contractors and Material payments
- **Note: ** “Small Project Certification” projects do not require proof of payments**
- Upload Copy of Insurance Policy with each Project
 - a. Example: Building and Property damage should have the Property Policy.
- Upload Procurement Policy - This document provides guidance of your entity procuring Contractors a/o large purchases, etc.
- Upload Copy of Mutual Aid Agreements ... “if applicable”

Special Note: Management Costs (Category Z – Project) “must show actual cost documentation”

- a. Names, dates and hours worked supporting all of your projects being developed.
- b. Specific worked performed in support of all projects being developed.
 - i. ie; Compiling data for projects, including any material/supply costs involved
 - ii. Consultant Invoices (if applicable) with information reflecting support of all of your projects being developed.
 - iii. Payroll Registry for FAL
 - iv. Canceled checks or database Bank statement for Consultant payments

New Jersey Department of Environmental Protection (NJDEP)

TDMA Approvals

Requests need to be reviewed by additional programs to comply with FEMA guidelines and state regulations

- - Endangered Species, Wetlands, Flood Hazard Areas, Historic Preservation, Green Acres, Water Supply, Storm Water and Highlands Acts (if applicable)
- - Approvals are not guaranteed and are not immediate
- - Each request takes time for other Program review





New Jersey Department of Environmental Protection

Site Remediation and Waste Management Program
Division of Solid and Hazardous Waste



TEMPORARY DEBRIS MANAGEMENT AREA PRE-APPROVAL REQUEST FORM

Instructions:

- For information on completing this form please see the "Temporary Debris Management Area Form Instructions" available at: <http://www.state.nj.us/dep/dshw>, or contact the Division of Solid and Hazardous Waste at (609) 633-1418.
- E-mail completed form with attachments to: solidwasteemergencies@dep.nj.gov or fax to: (609) 984-0565 or send via regular mail to: NJ Department of Environmental Protection, Division of Solid and Hazardous Waste, Mail Code 401-02C, PO Box 420, Trenton, NJ 08625-0420.

Applicant

Requesting Entity: _____

Mailing Address: _____

Municipality: _____ Zip Code: _____

Primary Contact

Name: _____ Title: _____

Office Phone Number: _____ Ext: _____ Fax: _____

Cell phone Number: _____

Email Address: _____

Proposed Location of Temporary Debris Management Area (TDMA)

Site Name (if appropriate): _____

Street Address: _____ County: _____

Block: _____ Lot(s): _____

Block: _____ Lot(s): _____

Current Use of Site: _____

1. Is the property owned by the entity requesting approval? Yes No
If "No",

- Provide the name of the property owner:

Property Owner Name: _____

- Attach a copy of the written agreement between the entity requesting approval and the property owner which allows use of the property for a TDMA.

2. Will other government entities be permitted to use the site? Yes No
If "Yes",

- List the government entities that will be permitted to use the site:

- Attach a shared service agreement which allows the above entities to use the site.

3. Describe security measures that will be taken to prevent unauthorized access to the site (i.e., fence, gate, police patrol, etc.):

4. Describe measures to control dust emissions (e.g., water truck, hosing, paved road, truck tarping, etc.):

STORAGE AREAS

Vegetative Debris

1. Will vegetative debris be processed on site? Yes No
2. **Unprocessed Vegetative Waste**
Number of stockpiles: _____
Each *unprocessed* waste stockpile will be: Length _____ x Width _____ x Height _____ (in feet)
3. **Processed Vegetative Waste**
Number of stockpiles: _____
Each *processed* waste stockpile will be: Length _____ x Width _____ x Height _____ (in feet)
4. Stockpile(s) will be located on:
 Grass Gravel Other (specify): _____

Construction and Demolition Debris

1. Number of stockpiles: _____
2. Each stockpile will be: Length _____ x Width _____ x Height _____ (in feet)
3. Stockpile(s) will be located on:
 Asphalt Concrete Grass Gravel Other (specify): _____
4. Will waste be stored in containers? Yes No
If "Yes", what type of container? _____
Number of containers: _____ Size of containers: _____ (yd³)

Bulky Solid Waste

1. Number of stockpiles: _____
2. Each stockpile will be: Length _____ x Width _____ x Height _____ (in feet)
3. Stockpile(s) will be located on:
 Asphalt Concrete Grass Gravel Other (specify): _____
4. Will waste be stored in containers? Yes No
If "Yes", what type of container? _____
Number of containers: _____ Size of containers: _____ (yd³)

White Goods

1. Number of stockpiles: _____
2. Each stockpile will be: Length _____ x Width _____ x Height _____ (in feet)
3. Stockpile(s) will be located on:
 Asphalt Concrete Other (specify): _____
4. Will waste be stored in containers? Yes No
If "Yes", what type of container? _____
Number of containers: _____ Size of containers: _____ (yd³)

Household Hazardous Waste

Note: Household Hazardous Waste must be stored in containers

1. Type of containers: _____
2. Number of containers: _____ Size of containers: _____ (yd³)
3. Container will be located on:
 Asphalt Concrete Other (specify): _____

E-Waste

Note: E-Waste must be stored in containers

1. Type of containers: _____
2. Number of containers: _____ Size of containers: _____ (yd³)
3. Container will be located on:
 Asphalt Concrete Other (specify): _____

Municipal Solid Waste (Putrescible)

Note: Municipal Solid Waste must be stored in containers

1. Type of containers: _____
2. Number of containers: _____ Size of containers: _____ (yd³)
3. Container will be located on:
 Asphalt Concrete Other (specify): _____

ATTACHMENTS

The following items must be submitted with this form:

- **Site Drawing** – Please review the Site Drawing requirements listed in the TDMA Instructions.
- **Photographs** – Please submit current photographs of the site which show existing conditions. (Google Earth or other satellite images are not sufficient.)

Indicate the date the photos were taken: _____

Note: An additional technical review of the TDMA site will be conducted by the Department. The Department will coordinate obtaining approvals from Historic Preservation, Stormwater Management, Endangered Species, Freshwater Wetlands, Flood Hazard Areas, the Pinelands Commission (if applicable), and the Highlands Council (if applicable). Additional information may be requested.

CERTIFICATIONS AND ENDORSEMENTS

Note: The local fire official and the County OEM Office may sign off below or attach separate endorsements from each official:

Certification by Mayor, Public Works Supervisor, or local OEM of entity requesting approval

"I certify under penalty of law that I have personally examined and am familiar with the information submitted in this document and all attachments and that, based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the information is true, accurate, and complete. I am aware that there are significant penalties for submitting false information and that submitting false information may be grounds for termination of any approval granted. I agree to abide by the conditions stipulated in any approvals issued for the operation of this site as a TDMA."

Signature: _____ **Date:** _____

Name / Title: _____

Local Fire Official

I have reviewed the information contained on this form and have no objections to the use of the site as a TDMA.

Signature: _____ **Date:** _____

Name / Title: _____

County Office of Emergency Management

I have reviewed the information contained on this form and have no objections to the use of the site as a TDMA.

Signature: _____ **Date:** _____

Name / Title: _____

Additional Information:

New Jersey Department of Environmental Protection (NJDEP)

Recycling Center Exemption

Exemption from the Recycling Rules allows small amounts of vegetation to be accumulated without an approval [N.J.A.C. 7:26A-1.4(a)3

- Limits (regular) vegetation on-site to 7,500 cubic yards
- Processing allows for a 2 week turn over period of debris
- Submit Exemption Notification form to DEP:

www.nj.gov/dep/dshw/resource/notifyexempt.docx

New Jersey Department of Environmental Protection (NJDEP)

- For information on TDMA approvals or operating under an exemption contact:
- Contact Stacey Greer or Joe Morad

Call: (609) 292-9880

Email: solidwasteemergencies@dep.nj.gov