Consolidated Home Supply
Ditch and Reservoir Company
c/o W. R. Keirnes
Estes Park Route
Loveland, Colorado 80537

June 17, 1965 Flood damage report

2nd application for assistance under P. L. 875
9-3-65
Save

1965

Mr. John H. Sloan, President
Consolidated Home Supply Ditch and Reservoir Co.
1201 N. Park Avenue
Johnstown, Colorado 80534

Save

Flood Repair
Application Estimate
1965
Flood Repair Application + Save
Estimate
Mr. John H. Sloan, President
Consolidated Home Supply Ditch and Reservoir Co.
1201 N. Park Avenue
Johnstown, Colorado 80534

Dear Mr. Sloan:

Enclosed is a copy of the Project Application for the Consolidated Home Supply Ditch and Reservoir Co. The application has been approved by the Regional Director, Region 6, Office of Emergency Planning, and by the State Natural Disaster Coordinator. This copy of your Project Application should be kept in the organization’s files.

Sincerely yours,

H. P. Dugan
Director

Enclosure
Before Completing This Application, See Instructions.

PROJECT APPLICATION FOR SUPPLEMENTAL FEDERAL FINANCIAL ASSISTANCE
(UNDER PUBLIC LAW 875, 81st CONGRESS, AS AMENDED)

Date of President's Major Disaster Declaration June 19, 1965

1. General Information: (To be completed by applicant)
   a. State of Colorado County of Larimer
      c/o W. R. Keirnes
      Address: Estes Park Route, Loveland, Colorado 80537
   c. Is applicant other than a State, county, city, village, township, or school district? Yes If so, attach information to this application in accordance with Part 2 of Instructions.
   d. Official representative of the applicant: (Named in Exhibit "A")
      Name: John H. Sloan Title: President
      Address: 1201 N. Park Avenue Johnstown, Colorado 80534 Phone: 587-2222
   e. Basic Categories of Work (Categories listed in Exhibit "B"): D
   f. Type of Disaster: Flood
      (flood, fire, hurricane, earthquake, storm, etc.)
      Occurring on or about: June 17, 1965

2. Financial Information: (To be completed by applicant)
   a. Estimated costs of this disaster to be paid by applicant: $1,150 c/f
      (Not including requested Federal assistance)
   b. Total Federal financial assistance requested in this application (from Exhibit "B"): $7,700.00

3. Summary: (To be completed by OEP)
   a. Received in OEP Regional Office on September 30, 1965
   b. Amount requested by applicant: $7,700.00
   c. Amount approved by State: $7,700.00
   d. Amount approved by OEP: $7,700.00

Form OEP 152
April 1965
Information Required in Item 1c, page 1

1. Number of landowners affected.  
   * 260

2. Is the primary function to provide a public or private service?  
   Public

3. Are the facilities open to the general public?  
   Not applicable

4. An ownership map of the area served is attached.

Area served - approximately 22,000 Acres

All domestic water for Town of Johnstown is delivered through Home Supply system.

City of Loveland uses Home Supply diversion dam for its domestic water intake structures on Big Thompson River.
5. (To be completed by State)

I, ____________________________, GOVERNOR (or his authorized representative) OF THE STATE OF ________________, having reviewed this application submitted by the local government instrumentality herein designated, and having found it eligible for approval on the basis of the attached report marked EXHIBIT "C", do hereby approve the said application in the amount of $ ____________, and do further recommend approval by the Office of Emergency Planning in the amount stated, for the purposes and for the purposes as set forth in the Exhibits attached hereto, and certify that all financial assistance received under this application will be, or has been, expended in accordance with applicable law and regulations thereunder.

Date: ________________________ /s/ ____________________________

GOVERNOR (or his authorized representative)

29 September 1965

6. (To be completed by OEP)

OEP Project No. 200-DR-BRPA #40 under Req. #6

STATE of COLORADO is hereby (approved) (provisionally approved) in accordance with the provisions and conditions attached hereto; and disbursement of Federal funds is authorized in an amount not to exceed $ 7,700.00 for this project in accordance with the Federal Disaster Act (Public Law 875, 81st Congress; 42 U.S.C. 1855-1855g), and the Federal-State Disaster Assistance Agreement entered into on the 19th day of June, 1965, by the United States Government and the State.

Date: ___________ /s/ J. E. Sullivan, Jr.

Regional Director, Region 6
Office of Emergency Planning

Page 3 of 7
THE APPLICANT HEREBEFLOW DESIGNATED makes application to the GOVERNOR OF THE STATE for the sum stated in paragraph 2.b of this application to cover estimated Federal costs of the work described in EXHIBIT "B" attached to this application. These funds are to be paid from the Federal Disaster Fund made available under the provisions of the Federal Disaster Act (Public Law 875, 81st Congress; 42 U.S.C. 1855-1855g), by order of the President of the United States of America, and to be spent in conformance with the Federal-State Disaster Assistance Agreement between the United States of America and the State.

ASSURANCE AND AGREEMENTS

A. The applicant certifies that the disaster relief work herein described for which Federal financial assistance is requested hereunder, has been determined necessary and essential in accordance with the criteria contained in Section 1710.10 of the Federal Disaster Assistance Regulations.

B. The applicant is the legal entity responsible under law for the performance of the work herein detailed.

C. The applicant represents that to the best of its knowledge and belief this Project Application meets all of the requirements and conditions of the Federal-State Disaster Assistance Agreement.

D. The applicant certifies that all information given by it herein is, to the best of its knowledge and belief, true and correct.

As the duly authorized representative designated by the Board of Directors of Ditch and Reservoir Co. as attested by a certified copy of the instrument attached as EXHIBIT "A" hereto authorizing this application, I have caused to be drawn and herewith submit this application for disaster assistance, agreeing that all parts and provisions of this instrument shall be binding upon the use and/or expenditure of any funds allocated.

WITNESS: SIGNED:

W. R. Keirnes
Title: Secretary — M.Q.R.

John H. Sloan
President
Applicant's Authorized Representative
Date: July 5, 1965
EXHIBIT "A"

RESOLUTION

Attachment for Application No. Consolidated Home Supply

BE IT RESOLVED BY Board of Directors Ditch and Reservoir Co.

(Governing Body) (Public Entity)

THAT John H. Sloan President,

(Name of Incumbent) (Official Position)

be and he is hereby authorized to execute for and in behalf of Consolidated Home Supply Ditch and Res. Co., a public entity established under the laws of the State of Colorado, this application and to file it in the appropriate State office for the purpose of obtaining certain Federal financial assistance under the Federal Disaster Act (Public Law 875, 81st Congress; 42 U.S.C. 1855-1855g).

Passed and approved this 5th day of July, 1965.

CERTIFICATION

I, W. R. Keirnes, duly appointed and Secretary of Ditch and Reservoir Co., do hereby certify that the above is a true and correct copy of a resolution passed and approved by the Board of Directors Ditch and Reservoir Co. on the 5th day of July, 1965.

Date: July 5, 1965

NOTE: If the applicant is a State agency, a letter from the agency head designating his authorized representative should be inserted in lieu of this EXHIBIT "A".)
Attached hereto, as identified below, are detailed descriptions of the items of work to be performed by the Applicant, and estimated costs (to the nearest dollar) for each item of work for which Federal financial assistance is requested.

A separate attachment is included for each of the basic categories of work for which assistance is requested. The total of work described in all attachments is the amount of Federal financial assistance requested in the above referenced project application.

The applicant will complete the following form only for those categories for which Federal assistance is requested.

<table>
<thead>
<tr>
<th>Category No.</th>
<th>Basic Category of Work</th>
<th>Amount Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.</td>
<td>Debris Clearance</td>
<td></td>
</tr>
<tr>
<td>B.</td>
<td>Protective, Health and Sanitation Measures</td>
<td></td>
</tr>
<tr>
<td>C.</td>
<td>Streets, Roads and Bridges</td>
<td></td>
</tr>
<tr>
<td>D.</td>
<td>Dikes, Levees, and Drainage Facilities</td>
<td>$7,700.00</td>
</tr>
<tr>
<td>E.</td>
<td>Public Buildings and Related Equipment</td>
<td></td>
</tr>
<tr>
<td>F.</td>
<td>Public Utilities</td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>$7,700.00</td>
</tr>
</tbody>
</table>

(Signature of Applicant's Authorized Representative)

John H. Sloan, President
Estimate of Work to be Done by Irrigation Facilities Own Forces or Pursuant to Their Own Contracts

CONSOLIDATED HOME SUPPLY DITCH
APPLICANT AND RESERVOIR CO.

### Exhibit C

<table>
<thead>
<tr>
<th>Category &quot;D&quot; Items</th>
<th>Description of Work</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Canal repair</td>
<td>Relocate canal to repair 50 feet by 50 feet by 10 feet deep washout which occurred about 4 miles downstream from headgate.</td>
<td>$4,000.00</td>
</tr>
<tr>
<td></td>
<td>Concrete training wall</td>
<td>500.00</td>
</tr>
<tr>
<td></td>
<td>Riprap</td>
<td>1,375.00</td>
</tr>
<tr>
<td></td>
<td>Repair and clean canal</td>
<td>1,825.00</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL ESTIMATED COST</strong></td>
<td><strong>$7,700.00</strong></td>
</tr>
</tbody>
</table>
EXHIBIT "D"

ASSURANCE OF COMPLIANCE WITH OFFICE OF EMERGENCY PLANNING REGULATION 5 UNDER TITLE VI OF THE CIVIL RIGHTS ACT OF 1964

Consolidated Home Supply Ditch and Reservoir Co.
(hereinafter called the "Applicant")

OEP Project No. ____________________
Local Project No. ____________________

HEREBY AGREES THAT it will comply with title VI of the Civil Rights Act of 1964 (P.L. 88-352) and all requirements imposed by or pursuant to Regulation 5 of the Office of Emergency Planning (30 F.R. 321) issued pursuant to that title, to the end that, in accordance with title VI of that Act and the Regulation, no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Applicant received Federal financial assistance from the Agency; and HEREBY GIVES ASSURANCE THAT it will immediately take any measures necessary to effectuate this agreement.

If any real property or structure thereon is provided or improved with the aid of Federal financial assistance extended to the Applicant by the Agency, this assurance shall obligate the Applicant, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits. If any personal property is so provided, this assurance shall obligate the Applicant for the period during which it retains ownership or possession of the property. In all other cases, this assurance shall obligate the Applicant for the period during which the Federal financial assistance is extended to it by the Agency.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, reimbursements, advances, contracts, property, discounts or other Federal financial assistance extended after the date hereof to the Applicant by the Agency. The Applicant recognizes and agrees that such Federal financial assistance will be extended in reliance on the representations and agreements made in this assurance, and that the United States shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Applicant, its successors, transferees, and assignees, and the person or persons whose signatures appear below are authorized to sign this assurance on behalf of the Applicant.

Dated July 5, 1965

Consolidated Home Supply Ditch and Reservoir Co. (Applicant)

By John H. Sloan, President

(Signature of Applicant's Authorized Representative)
Mr. W. R. Keirnes, Secretary
Consolidated Home Supply
Ditch and Reservoir Co.
Estes Park Route
Loveland, Colorado 80537

Dear Mr. Keirnes:

Your ditch company, on July 5, 1965, passed a resolution requesting emergency disaster assistance under Public Law 875.

There has been careful thought given as to how claims for reimbursement for eligible expenditures can best be processed. It has been decided that the interest of the individual companies can best be served by the Bureau of Reclamation directly assisting each company rather than working through the Northern Colorado Water Conservancy District in behalf of the group as originally contemplated.

In line with this decision it now becomes necessary for you to supply us with additional information required by the Office of Emergency Planning. In order to expedite submission of this additional information and assist you, we have partially completed the enclosed Project Application for Supplemental Federal Financial Assistance Form OEP-152, with attachment furnishing information required in Item lc, page 1. Also enclosed is a mimeographed instruction sheet for completing these forms.

In addition, it is necessary for you to furnish us a certified copy of the Articles of Incorporation of your company.

I am also enclosing OEP Circular 4000.5A, containing instructions to eligible applicants under the disaster program, to further assist you in supplying this information.

Since the deadline for submission is September 19, we would appreciate the return of these forms by no later than September 7. If you have any questions, Mr. K. W. Dickey of this office will be glad to assist you in any way possible. He may be reached by telephone at Loveland 667-1240.

Sincerely yours,

G. R. Highley
Project Manager
INSTRUCTION SHEET

1. Project Application for Supplemental Federal Financial Assistance
   Form OEP-152:

   In order to assist you, we have completed the form with the information
   as previously submitted by you. Note that Exhibit "C" is based on the
   Engineer's Estimate.

   a. Check that this information is in agreement with your records.

   b. Under paragraph 2(a), page 1 of the form, enter your estimate
      of the cost, exclusive of Federal assistance, your company has
      incurred due to the flood.

   c. Have the indicated officials sign pages 2, 5, 6, and 7 of
      the form.

2. Information Required in Item lc, page 1:

   Refer to Part II, Page 17, OEP Circular 4000.5A.

   Item 1 - Enter number of landowners.

   Items 2 and 3 have been completed.

   Item 4 - An ownership map is required. The map does not have to
   be exact but should show a rough outline of the area served
   by your company.

3. Submit a Certified Copy of the Articles of Incorporation of your
   company or district.

4. Mark the file copy of your initial application "Superseded." You
   will be furnished a copy of this second application.

5. Return completed forms and additional information to:

   Project Manager
   Bureau of Reclamation
   P. O. Box 449,
   Loveland, Colorado 80537

   Attention: K. W. Dickey
INSTRUCTIONS TO APPLICANTS

NATURAL DISASTER PROGRAM

I. Eligibility
II. Project Applications
III. Advances of Funds
IV. Preparation of Claims

May 1965

EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF EMERGENCY PLANNING
Federal disaster assistance is made available to State and local governments under the provisions of the Federal Disaster Act (Public Law 81-875) following a Presidential declaration of a "major disaster." The Office of Emergency Planning (OEP) administers the disaster assistance program for the President.

These instructions provide the information which you, as an applicant, will need to obtain reimbursement for disaster costs eligible under the law. It is urged that you acquaint yourself thoroughly with the contents of this booklet.

General information regarding the Natural Disaster Program is available through your State office which handles natural disasters.

May 1965
I. ELIGIBILITY

A. ELIGIBLE APPLICANTS

1. Eligible applicants are State and local governments within the geographical area as defined in the Federal-State Disaster Assistance Agreement.

2. The term "local governments" may include counties, cities, townships, school districts, reclamation districts, irrigation districts or other units which qualify as separate, legal, governmental entities within the geographical confines and under the laws of the particular State involved.

3. Private institutions or agencies, even when impressed with a public interest, are not eligible applicants. An application for eligible work in such cases must be submitted by the State or local government of which the private institution or agency is a part.

B. CONDITIONS OF ELIGIBILITY

1. Federal financial assistance under Public Law 875 is limited to protective work and other work for the preservation of life and property, debris and wreckage clearance, emergency repairs and temporary replacement of essential public facilities of State and local governments, and provisions for temporary housing or emergency shelter.

2. To be eligible for financial contributions, an item of work must be for a purpose set forth in Subsection 3(d) of Public Law 875, and Section 1710.10, Federal Disaster Assistance Regulations; and must be specified in and performed as authorized by the approved project application, and in accordance with the Agreement and applicable Federal regulations.

3. Federal assistance is limited to a one year period. If a facility is not returned to use within this period, any related costs will not be allowed. The Director of the Office of Emergency Planning, with the consent of the President, can make an exception to this requirement if unusual conditions beyond the control of the State and applicant are present. If such unusual conditions exist, they should be brought to the attention of the State disaster office as soon as possible.
4. As a general rule, project applications will be considered only when the total of all eligible work exceeds $1,000. When unusual circumstances warrant an exception, the OEP Regional Director may apply a lesser minimum.

5. Eligibility criteria listed in this chapter limit the amount of reimbursement which may be made to the applicant for the cost of emergency work. They are not intended to limit the type and cost of work which the applicant may choose to undertake. If the applicant performs work in excess of the approvable minimum, Federal financial assistance will be limited to that portion of the cost determined by OEP as meeting OEP criteria.

C. CATEGORIES OF ELIGIBLE WORK

1. Clearance of Debris and Wreckage

Costs are eligible for removal of debris and wreckage from:

a. Public property when necessary to the immediate resumption of essential public services.

b. Public and private property, when public health or safety is endangered or threatened by the presence of such debris and wreckage. Costs are eligible for only the minimum work necessary to remove such hazard. Certification of public officials responsible for health or safety must accompany the project application. The certification must identify the hazard involved and the specific emergency action required to reduce the hazard.

2. Protective, Health and Sanitation Measures

Protective, health and sanitation measures to preserve life and health or to prevent damage to public and private property, necessary to meet an immediate emergency, may be eligible. Protective work is limited to preventive, rather than restorative, measures.

a. Protective, health and sanitation measures shall be limited to the minimum amount necessary to remove immediate threats to health and safety.
b. When necessary to preserve property, protective and other work shall be limited to the minimum amount necessary to prevent immediate damage to such property.

c. Certification of public officials responsible for safety and health must accompany the project application. The certification must identify the hazard involved and the specific emergency action required to reduce the hazard.

3. Emergency Repairs and Temporary Replacement of Streets, Roads and Bridges

a. Conditions of Eligibility

Existing streets, roads, and bridges that are maintained by an eligible applicant are considered essential and eligible for emergency repair or temporary replacement, except that:

(1) Streets, roads, and bridges which exist solely to serve areas otherwise ineligible; and

(2) Public facilities on the Federal Aid System, under the statutory authority of the Bureau of Public Roads, are ineligible for repair or replacement under Public Law 875.

b. Basic Eligibility Criteria

(1) Eligibility of a destroyed essential facility is based on replacement by a minimum facility of the same general type, exclusive of design and construction materials, except;

(a) When urgency demands replacement by a lesser facility as an expedient to the resumption of services; or

(b) When the facility no longer can be considered as an integral part of a traffic system because of changed traffic patterns, construction of new facilities, etc.
(2) Protective work or safety measures inherent in street, road, and bridge construction may be included as a part of the emergency repair or temporary replacement.

(3) Construction materials should normally be of the minimum standard locally available which permit safe construction.

c. Specific Eligibility Criteria

(1) Emergency repair is appropriate where damage precludes continuous two-way traffic or when the condition of the roadway constitutes a definite threat to public safety; except that, on roads where the traffic count is less than 100 vehicles per day, only that damage which precludes safe one-way traffic may be considered to be eligible.

(2) Road repair or replacement may be made as necessary for safe use of the maintained traveled way, with the following limitations:

(a) In rural areas, the width of a temporary replacement bridge or roadway should not exceed 18 feet.

(b) The width of a temporary replacement bridge or roadway should not exceed 12 feet if the traffic count is less than 100 vehicles per day.

(3) Specific information on load capacity of the former structure or of specific load requirements should appear in Exhibit "A" to the project application. In the absence of this information, the load limit of a single-lane temporary bridge should be 5 tons, and of a two-lane temporary bridge 10 tons.
(4) Emergency repairs to bridges may be made to any part of the structure and to the extent necessary to permit safe use of the bridge.

(5) Temporary bridges will be constructed of untreated timber or its local equivalent. Materials for emergency repair to bridges will be consistent with those locally appropriate for temporary replacement.

4. Emergency Repairs and Temporary Replacement of Dikes, Levees and Drainage Facilities

a. Definitions

For the purposes of this section, the following definitions will apply:

(1) **Channel.** -- A naturally formed or artificial waterway for the purpose of carrying irrigation or drainage water.

(2) **Cross section.** -- The outline of a dam, dike, levee, channel, etc., taken perpendicular to the axis of the structure.

(3) **Riprap.** -- Stone or other permanent material placed so as to protect the underlying surface against erosion.

(4) **Flood control, drainage, and irrigation works and facilities.** -- All channels, structures, and earthworks, and appurtenances thereof, which are integral parts of a flood control, drainage, or irrigation system.

b. Conditions of Eligibility

(1) Flood control, drainage, and irrigation works and facilities which are operated, controlled, or maintained by an eligible applicant, and which are
determined by OEP to be essential to the health, safety, or welfare of the citizenry of the local government served thereby, may be eligible.

(2) Eligibility for assistance under statutory authorities or administrative policies of the U. S. Army Corps of Engineers, the U. S. Department of Agriculture or other Federal agencies will be considered in making a final determination of eligibility for assistance under Public Law 875.

(3) In all cases of requests or applications for emergency repairs or temporary replacements of flood control, drainage, and irrigation works and facilities, the applicant must state whether such works or facilities were previously constructed, maintained, or restored with Federal financial assistance; and, if so, through what Federal agency. Further, the applicant must state whether any other request has been placed with any Federal agency for such emergency assistance.

(4) When the application or request indicates previous or pending Federal assistance, such application or request will be coordinated by the OEP Regional Director with the appropriate Federal agency prior to final action.

c. Dikes and Levees

(1) Emergency repair or temporary replacement of dikes and levees will be limited to earth fill to the previously existing elevation and general cross section.

(2) Finish will not exceed rough grading. Riprap may be included when justified by threat of immediate erosion damage to the emergency repair or temporary replacement.
(3) Appurtenant structures will be constructed of appropriate materials consistent with other components of the temporary repair or replacement.

d. Drainage Channels

Clearance of drainage channels is eligible to the extent necessary to restore adequate drainage. Such clearance will normally not exceed restoration of the channel capacity existing immediately prior to the disaster; except where additional clearance is authorized as a protective measure when necessary to reduce existing flood conditions or immediate flood threat.

e. Irrigation Works and Facilities

(1) Emergency repair or temporary replacement of irrigation works and facilities will be limited to excavation or earth fill to the general channel cross section existing immediately prior to the disaster.

(2) Finish will not exceed rough grading. Riprap may be included when justified by the threat of immediate erosion damage.

(3) Appurtenant structures will be constructed of appropriate materials consistent with other components of the emergency repair or temporary replacement.

5. Emergency Repairs and Temporary Replacement of Public Buildings and Related Equipment

a. Costs for emergency repairs and temporary replacement of damaged or destroyed public buildings essential to the operation of State and local governments are eligible.
(1) Essential public buildings are those which are necessary to health, safety, or welfare and may include, but need not be limited to, the physical plant and equipment of such facilities as schools, hospitals, public libraries, penal and welfare institutions, police and fire stations, and public office buildings.

(2) Emergency repair or temporary replacement is considered to be the minimum necessary to permit use of the building and related equipment until such time as permanent repair or replacement can be made.

b. Costs for emergency repair or temporary restoration of public recreational facilities such as bathing beaches, zoos, parks, etc., and publicly owned buildings leased or rented to private interests are ineligible.

6. Emergency Repairs and Temporary Replacement of Public Utilities

a. Costs for emergency repairs and temporary replacement of damaged or destroyed essential public utilities of State and local governments are eligible.

(1) Essential public utilities include but need not be limited to such services as water, power and sewerage facilities.

(2) Emergency repair or temporary replacement is considered to be the minimum necessary to permit resumption of essential public service until such time as permanent repair or replacement can be made.

(3) Applicant-owned utilities which are revenue producing are eligible on the same basis as other essential facilities covered in this section.
b. Costs for emergency repair or temporary restoration of those portions of a utility system which exist solely to serve facilities otherwise ineligible are ineligible.

7. **Temporary Housing or Emergency Shelter**

In providing assistance for temporary housing or other emergency shelter for persons requiring such housing or shelter as a result of the disaster, the following criteria shall apply:

a. Prior to provision of temporary housing or other emergency shelter, a determination as to action required to meet the need will be made by the OEP Regional Director after consultation and survey of available facilities by the Housing and Home Finance Agency, the American National Red Cross, and such officials of State and local governments as the OEP Regional Director deems appropriate.

b. Assistance for temporary housing or emergency shelter shall be limited to the minimum required to provide shelter during such period of time as would be reasonably necessary to permit construction or repair of suitable housing in the area, or relocation of displaced persons into suitable housing in unaffected areas.

c. Emergency housing will be provided when practicable and comparatively economical from property surplus to the needs of the United States Government.

d. Costs of erecting and dismantling temporary housing, including transportation costs, are eligible.

D. **GRANTS-IN-LIEU**

A Federal financial contribution toward the cost of permanent repair or replacement of public facilities of State and local governments, in lieu of, and in an amount no greater than that estimated to be required for the emergency repair or temporary replacement, may be made where such permanent repair or replacement will permit expeditious resumption of essential public service provided by the facility.
1. Contributions toward permanent construction are exceptions to the normal practice of providing assistance for emergency repair or temporary replacement, and may be authorized only when such permanent construction will result in resumption of the essential public service prior to the expiration of one year from the date of the Governor's receipt of notification of the declaration of a "major disaster."

2. Permanent construction for which contribution may be made is considered to be of a design, size or type, or composed of materials, different from that which will constitute minimum emergency repair or temporary replacement.

3. When authorized emergency repair or temporary replacement contributes to and becomes a part of permanent construction, the grant-in-lieu provisions should not be applied. In such cases, documentation of costs of authorized minimum work are to be identified separately from the total cost of the permanent repair or replacement.

4. Approval and payment of grants-in-lieu of emergency repair or temporary replacement will be based on the following:

   a. Separate requests must be submitted for each such grant-in-lieu. Each request will include:

      (1) A description of the permanent facility to be constructed or permanent repair to be accomplished.

      (2) Estimated cost.

      (3) Estimated time for completion of permanent work.

      (4) Estimated time when essential public service will be resumed.

   b. In all cases of grants-in-lieu of temporary replacement or emergency repair, the engineering estimate of the
cost of temporary replacement or emergency repair will be based on a detailed analysis of labor, equipment and material costs, or detailed unit costs.

c. The project application line item to which the grant-in-lieu applies must be separate from all other line items, and the OEP Regional Director's conditions of approval will be separately stated for such grants-in-lieu.

d. Payments will be based on documentation which is specifically identified to each grant-in-lieu item.

e. Evidence of completion of permanent replacement or repair within the stated period of Federal assistance, or certification of the resumption of essential public service within such period, will be a condition of the payment of the authorized contribution.

5. If permanent repair or replacement will delay resumption of the essential public service beyond one year from the date of notification to the Governor of the declaration, grant-in-lieu of temporary repair will not be considered applicable and will not be authorized.

E. CATEGORIES OF ELIGIBLE COST

Only certain costs incurred in disaster operations are eligible for reimbursement. The following paragraphs describe specific items which are clearly eligible or clearly ineligible. Project applications and a Summary of Documentation (Form OEP 74) must be submitted accordingly.

1. Salaries, Wages, and Administrative Expenses

a. Eligible

(1) Salaries and wages of extra employees of the applicant directly engaged in the performance of eligible disaster work, except as noted in l. b. on page 12.
(2) Overtime salaries and wages of all regular employees of the applicant directly engaged in the performance of eligible disaster work, except as noted in b. below.

b. Ineligible

(1) Regular salaries and wages of all regular employees of the applicant.

(2) Salaries, overtime pay, and holiday pay of regularly employed policemen and firemen.

(3) Any costs incurred by the National Guard.

(4) Administrative expenses including:

(a) Salaries, wages, and expenses of State and local officials who are responsible for directing regular governmental activities.

(b) Salaries, wages, and expenses of individuals who are engaged in the preparation and processing of project applications, claims for payment and supporting documentation, including costs of damage estimates.

(c) Office supplies and equipment.

(d) Rent.

(e) All telephone and telegraph expenses.

2. Costs for Equipment, Supplies, and Materials

a. Eligible

(1) Costs for materials and supplies consumed in eligible disaster work, including those procured by direct purchase or taken from applicant's stock.
(2) Rental costs of privately owned equipment used in performing eligible disaster work, provided rental rates do not exceed the lowest rates available for the same or similar equipment in the locality. (See also 2. b. (4).)

(3) Contributions toward the purchase of equipment, provided that the necessary equipment is not available from Federal, State, or local sources and that the equipment is purchased specifically for eligible disaster work. A certification of unavailability of equipment is required. Contributions may not be in excess of the lesser of the following, as determined by OEP:

(a) Estimated rental costs of the item at prevailing local rates for the period of use; or --

(b) The difference between the purchase price and the depreciated value existing at termination of the disaster work. The depreciated value may be established by applying the depreciation schedules regularly used by the applicant or by the State, for such equipment. In the absence of such schedules, the depreciated value may be determined from the manufacturer's valuation for such used equipment or other recognized authoritative sources as approved by the OEP Regional Director.

(4) Costs incurred in the operation of applicant-owned equipment or publicly owned equipment rented by an applicant, in eligible disaster work. Such costs will be based on either (a). or (b). below:

(a) A rate schedule furnished by OEP for the usual types of equipment utilized during disaster operations. This schedule has been developed from historical records for "out-of-pocket" costs of operating equipment throughout the country. It includes fuel, lubricants, tires,
repairs, antifreeze and other operating costs of a similar nature. Not included are depreciation, insurance, equipment shelter, overhead and administrative costs.

(b) State or local operating cost schedules based on the same criteria as listed under (a) above. Each such schedule must be furnished to the Regional Office for acceptance prior to approval of the project application. Schedules submitted must include a breakdown of the components included in the rates such as fuel, lubricants, tires, etc.

(5) Costs of equipment, parts, materials, and labor (other than regular time of regular employees) used in major repair or replacement of applicant-owned equipment, provided that the requirement for repair or replacement is a direct result of performance of eligible disaster work under Section 3.(d) of Public Law 875, and not as a result of negligence on the part of the applicant.

b. Ineligible

(1) Costs of hand tools, personal equipment and protective clothing.

(2) Charges for depreciation, insurance, storage, and similar fixed overhead costs.

(3) Costs of repair or replacement of material, equipment, and supplies lost or damaged in a disaster, other than in the performance of eligible disaster work under Section 3.(d) of Public Law 875, except where such material, equipment, and supplies are components of a facility the operation of which is essential to health, safety, or welfare.
(4) Repairs and fuel for privately owned rented equipment, except where the rental agreement provides that the applicant will be responsible for such repair and fuel in addition to the rental.

(5) State and local taxes.

3. Costs for Work Performed Under Contract
   a. Eligible
   Costs for work performed by private contractors on eligible projects.
   b. Ineligible
   (1) Costs incurred under contracts based on cost plus a percentage of costs, except where performance of immediate emergency work would be unduly delayed and where such delay would extend or create a hazard to health or safety. Justification for this type of contract must be available at the applicant's office.
   (2) State and local taxes.

4. Costs for Work Performed by Arrangement with other Political Subdivisions
   a. Eligible
   Costs for work performed under arrangements between political subdivisions, but limited to actual costs of the performing political subdivision.
   b. Ineligible
   (1) Costs for work performed under arrangements between a State or political subdivision of a State, and a Federal agency.
   (2) State and local taxes.
5. Civil Defense Property Purchased with Federal Contributions

a. Eligible

Items of property acquired for civil defense purposes under the Federal Contributions Program (Public Law 920, 81st Congress, as amended), administered by the Office of Civil Defense, provided such items have been consumed, lost, damaged, or destroyed in the performance of eligible disaster work, without negligence or breach of condition on the part of the State or any political subdivision.

b. Ineligible

Stockpiled items purchased under the Contributions Program for civil defense purposes which are lost, damaged, or destroyed by a major disaster while in storage.
II. PROJECT APPLICATIONS

A. GENERAL

The Project Application is a request for Federal financial assistance for disaster relief projects eligible under the Federal Disaster Act (Public Law 875, 81st Congress; 42 U. S. C. 1855-1855g), and implementing regulations. Federal assistance may be given only for eligible items approved in the Project Application.

An applicant is a State or governmental subdivision requesting assistance.

Applications must be prepared on OEP Form 152 in an original and a minimum of three executed copies. Form 152 should not be used for supplements. A letter signed by the applicant and the State with all necessary information and supporting documents is all that is required for supplements.

Each applicant must submit only one Project Application which contains a description and the estimated cost of all work for which Federal assistance is requested. However, supplements may be submitted as required, but they must be numbered the same as the initial Project Application with the notation "SUPPL. 1", "SUPPL. 2", etc., following the Project Application number.

The applicant shall forward the Project Application to the State agency responsible for disaster relief. After review and recommendation by the State agency, it shall be transmitted (in an original and 3 copies) to the appropriate Regional Office of the Office of Emergency Planning. The Project Application must be submitted to OEP not later than 90 days following the date of the President's declaration of a major disaster.

B. ELIGIBILITY OF APPLICANT

If applicant is other than a State, county, city, village, township, or school district, the following information is required:

1. Number of land-owners affected.

2. Is the primary function to provide a public or private service?
3. Are the facilities open to the general public?

4. An ownership map of the area served by applicant's facilities.

C. EXHIBITS

All documents which are made a part of the Project Application will be attached and alphabetically identified consecutively as Exhibits A, B, C, D, etc. A set of Exhibits will accompany each copy of the basic application.

Exhibit A - This is a resolution of the governing body which identifies an official representative to act for the applicant. All executed documents relating to the application shall contain the signature and title of the applicant's authorized representative.

Exhibit B - This is a detailed project analysis prepared by the applicant, and shall be accompanied by separate attachments for each category of work for which financial assistance is requested.

Exhibit C - This is the project analysis to be prepared by the State agency. It should detail any difference between the applicant's request and the State's approval and include back-up information such as inspection reports of State agencies.

Exhibit D - This is an assurance on the part of the applicant of compliance with OEP Regulation 5 under Title VI of the Civil Rights Act of 1964.
SAMPLE

Before Completing This Application, See Instructions.

STATE PROJECT NO.__________
(State to enter)

PROJECT APPLICATION FOR SUPPLEMENTAL FEDERAL FINANCIAL ASSISTANCE
(UNDER PUBLIC LAW 875, 81st CONGRESS, AS AMENDED)

Date of President's Major Disaster Declaration

1. General Information: (To be completed by applicant)
   a. State of____________________ County of____________________
   b. Applicant:____________________ Applicant's Local Proj. No.____
       Address:____________________
   c. Is applicant other than a State, county, city, village, township, or school district? ____. If so, attach information to this application in accordance with Part 2 of Instructions.
   d. Official representative of the applicant: (Named in Exhibit "A")
       Name:____________________ Title:____________________
       Address:____________________ Phone:____________________
   e. Basic Categories of Work (Categories listed in Exhibit "B"):
   f. Type of Disaster:____________________ (flood, fire, hurricane, earthquake, storm, etc.)
       Occurring on or about:____________________

2. Financial Information: (To be completed by applicant)
   a. Estimated costs of this disaster to be paid by applicant: $________
       (Not including requested Federal assistance)
   b. Total Federal financial assistance requested in this application (from Exhibit "B"): ... $________

3. Summary: (To be completed by OEP)
   a. Received in OEP Regional Office______ on______ (number) (date)
   b. Amount requested by applicant . . . . . . . . . . . . . $________
   c. Amount approved by State . . . . . . . . . . . . . $________
   d. Amount approved by OEP . . . . . . . . . . . . . $________
4. (To be completed by applicant)

THE APPLICANT HEREBELOW DESIGNATED makes application to the GOVERNOR
OF THE STATE for the sum stated in paragraph 2.b of this application to
cover estimated Federal costs of the work described in EXHIBIT "B"
attached to this application. These funds are to be paid from the Federal
Disaster Fund made available under the provisions of the Federal Disaster
Act (Public Law 875, 81st Congress; 42 U.S.C. 1855-1855g), by order of
the President of the United States of America, and to be spent in con-
formance with the Federal-State Disaster Assistance Agreement between
the United States of America and the State.

ASSURANCE AND AGREEMENTS

A. The applicant certifies that the disaster relief work herein
described for which Federal financial assistance is requested
hereunder, has been determined necessary and essential in
accordance with the criteria contained in Section 1710.10 of the
Federal Disaster Assistance Regulations.

B. The applicant is the legal entity responsible under law for the
performance of the work herein detailed.

C. The applicant represents that to the best of its knowledge and
belief this Project Application meets all of the requirements and
conditions of the Federal-State Disaster Assistance Agreement.

D. The applicant certifies that all information given by it herein is,
to the best of its knowledge and belief, true and correct.

As the duly authorized representative designated by the
(Governing Body)
of
(Applicant)
the instrument attached as EXHIBIT "A" hereto authorizing this application,
have caused to be drawn and herewith submit this application for disaster
assistance, agreeing that all parts and provisions of this instrument shall
be binding upon the use and/or expenditure of any funds allocated.

WITNESS:

Title: Applicant's Authorized Representative

Date:

SIGNED:

[Signature]

[Signature]

20. SAMPLE
Form OEP 152
April 1965
5. (To be completed by State)

I, ____________________________, GOVERNOR (or his authorized representative) OF THE STATE OF __________________________, having reviewed this application submitted by the local government instrumentality herein designated, and having found it eligible for approval on the basis of the attached report marked EXHIBIT "C", do hereby approve the said application in the amount of $________________, and do further recommend approval by the Office of Emergency Planning in the amount stated, for the purposes and amounts applicable to such purposes as set forth in the Exhibits attached hereto, and certify that all financial assistance received under this application will be, or has been, expended in accordance with applicable law and regulations thereunder.

Date: ______________________ /s/ __________________________

GOVERNOR (or his authorized representative)

6. (To be completed by OEP)

OEP Project No. __________________________ STATE of __________________________ is hereby (approved) (provisionally approved) in accordance with the provisions and conditions attached hereto; and disbursement of Federal funds is authorized in an amount not to exceed $________________ for this project in accordance with the Federal Disaster Act (Public Law 875, 81st Congress; 42 U.S.C. 1855-1855g), and the Federal-State Disaster Assistance Agreement entered into on the __________ day of __________________________, 19____, by the United States Government and the State.

Date: ______________________ /s/ __________________________

Regional Director, Region __________________________
Office of Emergency Planning
WHEN PROVISIONALLY APPROVED BY THE REGIONAL OFFICE DIRECTOR, THE FOLLOWING MUST BE COMPLETED BY THE APPLICANT AND THE STATE:

7. I, __________________________, the authorized representative named in EXHIBIT "A" do hereby accept on behalf of the applicant the provisional approval of $______________ by the Regional Office Director, OEP:

   Date ______________________ /s/ __________________________
   Applicant's Authorized Representative

8. I, __________________________, GOVERNOR (or Authorized Representative) do hereby accept on behalf of the State the provisional approval of $______________ by the Regional Office Director, OEP:

   Date ______________________ /s/ __________________________
   GOVERNOR (or Authorized Representative)

(Note: This sheet is to be detached by the Regional Office when the application is approved as submitted.)
BE IT RESOLVED BY ____________________________
(Governing Body) ____________________________
(Public Entity)

THAT ____________________________,
(Name of Incumbent) ____________________________
(Official Position)
be and he is hereby authorized to execute for and in behalf of
__________________________, a public entity established under
the laws of the State of ____________________________, this application and
to file it in the appropriate State office for the purpose of obtaining
certain Federal financial assistance under the Federal Disaster Act (Public
Law 875, 81st Congress; 42 U.S.C. 1855-1855g).

Passed and approved this ______ day of ____________________________, 19______.

Name and Title

Name and Title

Name and Title

CERTIFICATION

I, ____________________________, duly appointed and ____________________________,
(Title) ____________________________, do hereby certify that the above is a true
and correct copy of a resolution passed and approved by the
__________________________,
(Governing Body) ____________________________,
(Public Entity)
on the
__________________________,
(Date) ____________________________, 19______.
(Month)

Date: ____________________________

__________________________,
(Official Position) ____________________________
(Signature)

NOTE: If the applicant is a State agency, a letter
from the agency head designating his authorized
representative should be inserted in lieu of
this EXHIBIT "A")
Attached hereto, as identified below, are detailed descriptions of the items of work to be performed by the Applicant, and estimated costs (to the nearest dollar) for each item of work for which Federal financial assistance is requested.

A separate attachment is included for each of the basic categories of work for which assistance is requested. The total of work described in all attachments is the amount of Federal financial assistance requested in the above referenced project application.

The applicant will complete the following form only for those categories for which Federal assistance is requested.

<table>
<thead>
<tr>
<th>Category No.</th>
<th>Basic Category of Work</th>
<th>Amount Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.</td>
<td>Debris Clearance</td>
<td></td>
</tr>
<tr>
<td>B.</td>
<td>Protective, Health and Sanitation Measures</td>
<td></td>
</tr>
<tr>
<td>C.</td>
<td>Streets, Roads and Bridges</td>
<td></td>
</tr>
<tr>
<td>D.</td>
<td>Dikes, Levees, and Drainage Facilities</td>
<td></td>
</tr>
<tr>
<td>E.</td>
<td>Public Buildings and Related Equipment</td>
<td></td>
</tr>
<tr>
<td>F.</td>
<td>Public Utilities</td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(Signature of Applicant's Authorized Representative)
SAMPLE

EXHIBIT "D"

ASSURANCE OF COMPLIANCE WITH OFFICE OF EMERGENCY PLANNING REGULATION 5
UNDER TITLE VI OF THE CIVIL RIGHTS ACT OF 1964

(Name of Applicant)

(hereinafter called the "Applicant")

HEREBY AGREES THAT it will comply with title VI of the Civil Rights Act of 1964 (P.L. 88-352) and all requirements imposed by or pursuant to Regulation 5 of the Office of Emergency Planning (30 F.R. 321) issued pursuant to that title, to the end that, in accordance with title VI of that Act and the Regulation, no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Applicant received Federal financial assistance from the Agency; and HEREBY GIVES ASSURANCE THAT it will immediately take any measures necessary to effectuate this agreement.

If any real property or structure thereon is provided or improved with the aid of Federal financial assistance extended to the Applicant by the Agency, this assurance shall obligate the Applicant, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits. If any personal property is so provided, this assurance shall obligate the Applicant for the period during which it retains ownership or possession of the property. In all other cases, this assurance shall obligate the Applicant for the period during which the Federal financial assistance is extended to it by the Agency.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, reimbursements, advances, contracts, property, discounts or other Federal financial assistance extended after the date hereof to the Applicant by the Agency. The Applicant recognizes and agrees that such Federal financial assistance will be extended in reliance on the representations and agreements made in this assurance, and that the United States shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Applicant, its successors, transferees, and assigns, and the person or persons whose signatures appear below are authorized to sign this assurance on behalf of the Applicant.

Dated ________________________________

(Applicant)

By ________________________________

(Signature of Applicant’s Authorized Representative)
D. REVIEW AND APPROVAL OF PROJECT APPLICATIONS

1. Federal approval of project applications is given by the OEP Regional Director.

2. If OEP's approval of the application is made subject to revisions or additional conditions, the project application will be given provisional approval and returned to the State. Conditions of provisional approval will be contained in the Regional Director's letter of transmittal with which he returns the application to the State. If the Governor's Authorized Representative and the applicant accept such conditions, they shall so signify by signing and returning the project application. If they do not accept such conditions, an appeal may be made in the same manner as outlined under D. 3., 4., 5. and 6. below.

3. If a project application is disapproved by the Regional Director, the original and all copies, except one Regional Office file copy, shall be returned to the State with a letter of transmittal stating the reasons for disapproval.

4. If the project application is disapproved, it may be resubmitted with additional justification within 30 days of the date of return to the State. The Regional Office letter of transmittal, in addition to a statement of the reasons for disapproval, will include a terminal date for resubmission.

5. If an application is resubmitted and again disapproved, the original and all copies, except the OEP Regional Office file copy, will be returned to the State with a letter of transmittal stating the reasons for continued disapproval and the terminal date for resubmission through the Regional Director to the Director, OEP.

6. If a project application has been disapproved, resubmitted by the State and again disapproved by the Regional Director, it may be resubmitted within 30 days of the latest disapproval date, through the Regional Director, with any further justification, for consideration by the Director, OEP.

   a. Resubmission by the State shall be by letter addressed to the Director, OEP, through the appropriate Regional Director.
b. The appropriate Regional Director will notify the State of the results of the review by the Director, OEP.

E. DISTRIBUTION OF PROJECT APPLICATIONS

The original and three executed copies must be furnished the Regional Director on OEP Form 152. When an application is approved, two executed copies (one copy for the applicant) will be returned to the State.

F. CANCELLATION OF PROJECT APPLICATIONS

If an applicant determines that a claim will not be submitted on an approved project application, the applicant must advise the State immediately and send a check to the State refunding any advance made to the applicant.

The Governor's Authorized Representative, in turn, will so advise the OEP Regional Director and send him the State's check refunding any advance.
III. ADVANCES OF FUNDS

A. If the applicant's financial condition is such that an advance of funds is necessary, the Office of Emergency Planning will, at the request of the State, advance funds to the State for re-advance to the applicant. Such advances will be made by OEP only after the related project application is approved by the OEP Regional Director. These advances are limited to 75% of the amount of the approved project application.

B. In requesting an advance, the State agrees to certain conditions, some of which affect the applicant and are listed below:

1. That the funds will be deposited in a separate fund or account.

2. That the funds shall be used solely for the approved project application for which the advance was requested.

3. That the State will, upon receipt of an advance, immediately re-advance such funds to the applicant.

4. Any funds advanced, which are excess to the approved actual expenditures as accepted by final audit of the project by the Federal Government, shall be promptly refunded to OEP.

5. In the event the approved amount of the project application is reduced, the advance applicable to the amount of the reduction must be promptly refunded to OEP.

6. Any interest received on advances must be refunded to OEP.
IV. PREPARATION OF CLAIMS

A. GENERAL

In order that an applicant may be reimbursed for its eligible expenditures on work approved in its project application (sample on page 19), it must submit its claim to the State on Summary of Documentation, Form OEP 74 (sample on page 41).

The applicant should submit the Summary to the State as soon as possible after all work has been completed and paid for, so that prompt settlement of the claim can be made.

The State will review and audit the Summary and claim the eligible amount from OEP for the applicant. The State will advise the applicant if an amount different from the total of the Summary is claimed and the reasons for the change.

1. The amount listed on the Summary must be based on actual eligible expenditures made by an applicant in accordance with its approved project application.

2. Only one Summary of all eligible costs may be submitted to the State by each applicant. If, because of unusual circumstances, special arrangements are made with OEP, through the State, to submit a partial Summary, the Summary must clearly indicate it is a partial claim.

3. Supporting documentation in the applicant's file must be identified with the related line item of the project application.

4. The applicant must maintain adequate disbursement and accounting records so that he can make available to State and Federal auditors the documentation required by these instructions.

5. OEP will not approve a claim for an amount in excess of the total of the approved project application covering it.

6. If work authorized by a line item in the approved project application is not completed and the essential service is not resumed, OEP will not reimburse the applicant for any costs incurred on this line item. (See Blanket Certificate, page 43.)
7. Any documentation not paid by the applicant will be disallowed. (See Blanket Certificate, page 43.)

8. Claims must be submitted in accordance with these instructions or they will be disallowed.

B. SUMMARY (Form OEP 74) AND SUPPORTING DOCUMENTATION

1. Summary

The following instructions cover the preparation of this form:

a. The applicant's name, OEP number, State number and page number should be inserted in the spaces provided at the top of the form.

b. The applicant must show in the first column the reference number by which he files his documents so that he can readily find them in his files at the time State or Federal auditors audit the documents supporting his claim.

c. The second column heading is self-explanatory, but it is emphasized that the date required is not the date of the invoice but the delivery (actual use) date of articles (material and supplies) or the performance of services (payroll periods, equipment rental dates, etc.)

d. The third column heading is self-explanatory, but it is emphasized that amounts claimed in the last column on the right will not be reimbursed unless they are identified with the related line item in the approved project application.

If an invoice covers more than one line item in an approved project application, it will be necessary to show the cost applicable to each line item separately on the invoice. This will require listing the same invoice two or more times on the Summary of Documentation.

e. The line item amount in the approved project application must be entered (dollars only) in the fourth column
opposite the total amount claimed in the last column for each line item.

If work authorized by a line item in the approved project application is not completed and the essential service is not resumed, OEP will not reimburse the applicant for any costs incurred on this line item. (See Blanket Certificate, page 43.)

Verification of completed work will be made by State and Federal engineers.

The line item amount, covering work not completed, must be omitted from the "Line Item" column on the Summary. The total of this column will then be the maximum which OEP will reimburse.

f. The applicant should list on the Summary, by category and line item, all documents covering eligible cost of work authorized in the approved project application and enter the amount of each document in the last column.

Costs claimed in excess of the line item amount may be reimbursed, provided work or material was not in excess of minimum requirements. Costs which exceed line items must be offset by underruns on other line items. In any event, the total of the approved project application is the maximum amount which OEP will reimburse.

g. The Summary of Documentation is made up in sets of an original and four precarboned copies. Distribution is indicated in the lower right corner of each copy.

The applicant should retain the fourth copy and send the original and the other three copies to the Governor's Authorized Representative as soon as possible.

The Governor's Authorized Representative will retain the third copy and send the original and the other two copies, along with the related original and copies of the voucher and other required documents, to the OEP Regional Office.
h. The amount approved in the line item of the project application for a grant-in-lieu is the maximum that may be claimed and listed in the "Amount" column on the Summary.

2. Supporting Documentation

a. Applicant's Employees, Equipment and Material

   (1) Applicant's Regular and Extra Employees

   (a) Claims for overtime of eligible regular employees and all time of eligible extra employees must be supported by payrolls which give the payroll period (for example, January 1-15, 1963) and the following information for each employee:

      (i) Name.

      (ii) Job classification -- laborer, truck driver, etc.

      (iii) Number of hours worked each day (show dates).

      (iv) Total hours worked.

      (v) Rate of pay.

      (vi) Total earned.

      (vii) Paycheck number.

   (b) Payrolls must clearly indicate whether wages cover overtime of regular employees or time of extra employees.

   (c) The total claimed must be broken down to show the categories of work (debris clearance, street repair, etc.) and the location(s) where it was performed, identified with the project application line item.
(d) If time and one-half or double time is paid to regular hourly employees for overtime or holiday work, or if any overtime is paid to supervisory monthly employees, these payments must be in accordance with policy established prior to the disaster.

(e) The applicant must clearly indicate on payrolls the eligible wages covering work authorized in the approved project application, identified with the related line item. Only these wages may be claimed on the Summary.

(2) Applicant-owned Equipment

(a) Claims for the use of applicant-owned equipment on eligible disaster work must be supported by a schedule similar to a payroll, described in (1). (a)., on page 34. The schedule must contain the following information for each piece of equipment:

(i) Type and description of equipment.

(ii) Number of hours used each day (show dates).

(iii) Total hours used.

(iv) Rate approved by OEP (see Section (4). (a)., page 13.)

(v) Total claim.

(b) The total claimed must be broken down to show the categories of work (debris clearance, roads, streets and bridges, etc.) and the location(s) where it was used, identified with the related line item in the approved project application.
(3) Material and Supplies out of Applicant's Stock

(a) Claims for material issued from applicant's stock must be supported by a schedule giving the following information: (If stock issue slips are used, they should be listed on the schedule and not on the Summary of Documentation.)

(i) Quantity.

(ii) Description of item.

(iii) Unit cost (see (c). below.)

(iv) Total cost of each item.

(v) Total cost of all items.

(b) The total claimed must be broken down to show the category of work (debris clearance, roads, streets and bridges, etc.) and the location(s) where the material and supplies were used, identified with the related line item in the approved project application.

(c) The unit cost used must be supported by one of the following, which will be made available to the State and Federal auditors at the time of their site audits:

(i) The invoice covering the original purchase of the item.

(ii) The invoice covering the replacement of the item.

(iii) The applicant's stock card showing how the average price used was calculated.

Regardless of the supporting document, only the actual unit cost paid to the supplier, with nothing added for handling, overhead, etc., will be reimbursed.
b. Invoices for Material, Equipment Rental and Services

(1) Invoices must describe the material furnished, must state the date furnished, and must include the following information:

(a) Quantity.
(b) Description.
(c) Unit cost.
(d) Total cost of each item.
(e) Total amount of invoice.
(f) The applicant must indicate on the invoice where the material was used and the amount applicable to the related category(s) and line item(s) in the approved project application.

(2) Invoices covering equipment rental must include the following information:

(a) Type and description of equipment.
(b) Rate per hour (indicate with or without operator).
(c) Dates used.
(d) Hours used each day.
(e) Total rental for each piece of equipment.
(f) Total amount of invoice.
(g) The applicant must indicate on the invoice where the equipment was used and the amount applicable to the related category(s) and line item(s) in the approved project application.
(3) Invoices covering major repairs to applicant-owned equipment must give the details of labor and material used, with a full justification of the claim, identified with piece of equipment and the related category(s) and line item(s) in the approved project application. If the equipment is rented from a private owner, any repairs made by the applicant must be required by the rental agreement, which will be made available to the State and Federal auditors at the time of their site audits.

(4) Invoices from Other Political Subdivisions

(a) Invoices covering material must give the same details as required in b. (1) on page 37 for regular vendors. The unit costs used to compute the amount claimed must be the actual unit cost paid to the supplier, with nothing added for handling, overhead, etc., the same as for applicant’s material described in (c). (iii) on page 36.

(b) Invoices covering equipment rental must give the same details as required in b. (2) on page 37 for applicant-owned equipment. The rates used to compute the amount claimed must be OEP-approved rates, the same as for applicant-owned equipment on page 35.

(c) Invoices covering labor (including regular time of regular employees) must give the same details as required in (1) (a) on page 34 for applicant’s employees.

(d) The applicant should indicate on an invoice covered by a contract whether it is a lump sum or cost type contract. Unless it is an oral contract, a copy of the contract should be attached to the invoice. The contractor must furnish details of cost, if it is a cost type contract.
(e) The applicant must show on each invoice the date and amount paid, check or warrant number, or evidence of cash payment. State and Federal auditors will verify payments. Any invoices not paid will be disallowed. (See Blanket Certificate, page 43.)

(f) Earned cash discount (payment made within discount date indicated on invoice) must be deducted from the total of the invoice, as only the net amount due may be claimed.

C. BLANKET CERTIFICATE

The applicant's authorized representative must sign and submit, with his Summary of Documentation, a Blanket Certificate, per sample on page 43, or OEP will make no reimbursement.

This form is made up in sets of an original and four precarboned copies. Distribution is indicated in the lower right corner of each copy.

The applicant will retain the fourth copy and send the original and the other three copies to the State with the related original and three copies of the Summary.

The Governor's Authorized Representative will retain the third copy and send the original and the other two copies, along with the related original and copies of the voucher and other required documents, to the OEP Regional Office.
SAMPLE
SUMMARY OF DOCUMENTATION
IN SUPPORT OF AMOUNT CLAIMED
FROM THE OFFICE OF EMERGENCY PLANNING
FOR ELIGIBLE DISASTER WORK

APPLICANT

<table>
<thead>
<tr>
<th>Applicant's Reference No. (Warrant or Voucher No.)</th>
<th>Delivery date of articles or performance of services</th>
<th>DOCUMENTATION</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>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</td>
<td>Line item in Approved Project Application</td>
</tr>
<tr>
<td>WARRANTS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>685 thru 692</td>
<td>1-7 to 1-11-63</td>
<td>CATEGORY -A- DEBRIS CLEARANCE</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1-8 to 1-11-63</td>
<td>Line Item No. 1 - Jeff Davis Highway</td>
<td></td>
</tr>
<tr>
<td></td>
<td>721 1-10-63</td>
<td>Payroll - Overtime of Regular Employees</td>
<td>362 17</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Applicant-owned Equipment - Approved OEP Rates</td>
<td>232 50</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Jackson Co. - Truck Rental Total</td>
<td>1,050 1,094 67</td>
</tr>
<tr>
<td>WARRANTS</td>
<td></td>
<td>CATEGORY -B- PROTECTIVE, HEALTH AND SANITATION MEASURES</td>
<td></td>
</tr>
<tr>
<td>745</td>
<td>1-8 to 1-18-63</td>
<td>Line Item No. 1 - Damage to Sewer Treatment Plant</td>
<td></td>
</tr>
<tr>
<td></td>
<td>745</td>
<td>Capital Construction Co. (contract work)</td>
<td>3,000 2,900 00</td>
</tr>
<tr>
<td>WARRANTS</td>
<td></td>
<td>CATEGORY -C- ROADS, STREETS AND BRIDGES</td>
<td></td>
</tr>
<tr>
<td>730 thru 734</td>
<td>1-21 to 1-25-63</td>
<td>Line Item No. 1 - Bridge Approach - Lee Hwy.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>734 1-25-63</td>
<td>Payroll - Extra Employees</td>
<td>190 00</td>
</tr>
<tr>
<td></td>
<td>750 1-21-63</td>
<td>Fairfax Sand and Gravel Co. - Fill Material</td>
<td>300 00</td>
</tr>
<tr>
<td></td>
<td>756 1-22 to 1-24-63</td>
<td>Smoot Co. - Equipment Rental Total</td>
<td>500 990 00</td>
</tr>
<tr>
<td>WARRANTS</td>
<td></td>
<td>Line Item No. 2 - Culvert - Mt. Vernon Hwy.</td>
<td></td>
</tr>
<tr>
<td>735 thru 740</td>
<td>1-21 to 1-25-63</td>
<td>Payroll - Extra Employees</td>
<td>215 50</td>
</tr>
<tr>
<td></td>
<td>740 1-21-63</td>
<td>Material from Applicant's Stock</td>
<td>136 50</td>
</tr>
<tr>
<td></td>
<td>750 1-21-63</td>
<td>Fairfax Sand and Gravel Co. - Gravel Total</td>
<td>375 378 00</td>
</tr>
<tr>
<td>WARRANTS</td>
<td></td>
<td>Line Item No. 3 - Bridge over Bull Run</td>
<td></td>
</tr>
<tr>
<td>978</td>
<td>1-14 to 3-15-63</td>
<td>Old Dominion Contractors, Inc. - Contract for New Permanent Steel and Concrete Bridge (Cost $7,500) - Grant-in-lieu</td>
<td>2,500 00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Grand Total</td>
<td>$7,925 $7,182 67</td>
</tr>
</tbody>
</table>

FORM OEP 74
FORM APPROVED BY COMPTROLLER
GENERAL U.S., MARCH 6, 1963

SAMPLE
Original - OEP Audit Section File Copy

41.
SAMPLE

BLANKET CERTIFICATE

COVERING CLAIM FROM THE OFFICE OF EMERGENCY PLANNING
FOR THE COST OF ELIGIBLE DISASTER WORK

I certify that all documents listed on the "Summary of Documentation" (Form OEP 74), submitted by ____________________________ (Applicant) are correct and cover only services performed, or material used, exclusively in connection with disaster relief operations of the applicant, as authorized in Project Application OEP No. _____ State No. _____ under Public Law 875, 81st Congress.

COMPLETION OF WORK

I certify that all work authorized in the approved project application was completed and all related essential services were resumed, within the time limit in the Federal-State Disaster Agreement, except as listed below:

<table>
<thead>
<tr>
<th>Category</th>
<th>Line Item</th>
<th>Approved Amount</th>
</tr>
</thead>
</table>

RATES

I certify that all rates claimed were the lowest rates available during the period covered by this claim.

PAYROLL

I certify that wages claimed on payrolls cover only extra employees or overtime of regular employees of the applicant, and that all payments for overtime are in accordance with policy established prior to the disaster.

DOCUMENTATION

I certify that the originals of all supporting documentation are on file in the office of ____________________________ (Title and Address)

PAYMENT

I certify that all obligations incurred by the applicant, in connection with the documents listed on the "Summary of Documentation" (Form OEP 74), have been paid in full.

Date ____________________________

Applicant's Authorized Representative ____________________________