

LEMO- Step by Step Instructions

Page 1 Summary - this page is OPTIONAL as Steps 2 and 3 will be assigned by Recovery Staff.

1. Step 1 **Applicant's Name** - enter
2. Step 2 **Project Worksheet Number** - assigned by Recovery Staff (leave blank)
3. Step 3 **Category of Work** (A through G) - if you are familiar with the Public Assistance categories of work, enter the category here. If not, leave blank.
4. Step 4 **Comments / Notes about Project** - any comments/notes for the project (open text format)

Page 2 Details - see Example Sheet for examples of each Step

Steps 1-2: Site Descriptors

1. Step 1 Site Name - enter the name of the Site where the damage/response took place
2. Step 2 Description - location of where the damage/response took place (physical address)

Steps 3-8: Labor - *use these cells to record any employee activity in support of the response/activity (**If you plan on claiming any equipment expenses, you must record the operator's time here)*

3. Step 3 Date of response/activity
4. Step 4 Employee Name - name of employee that participated in response/activity
5. Step 5 Regular Hours - how many regularly scheduled hours employee worked
6. Step 6 Regular Rate - hourly rate of employee (including Employer Related Expenses - "ERE's"; your payroll or human resources department should be able to provide this to you)

7. Step 7 OT Hours - how many hours employee worked outside of regularly scheduled hours (**Note- overtime hours are calculated based on your agencies established policies. If policies don't exist, only hours worked over 40/week will be considered eligible)
 8. Step 8 OT Rate w/ERE - hourly overtime rate with ERE included
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Steps 9-12: Equipment - *use these cells to record any equipment your agency used in support of the response/activity (must have an employee associated with it to be considered eligible)*

9. Step 9 Equipment Type - type of equipment employee used (if any). **Note**- please make sure that employee listed previously in same row is the operator of the equipment. The row ties the employee to the equipment. For variations, please see the Q&A tab.
 10. Step 10 FEMA Cost Code - Cost code for the equipment; if unsure, leave it blank
 11. Step 11 Hours used - number of hours that employee used that piece of equipment that day
 12. Step 12 Rate - hourly rate assessed by your agency to the equipment used or the FEMA Equipment Rate, whichever is less. (If you are unsure, put the rate your agency assesses to the equipment and we'll confirm)
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Steps 13-17: Material - *use these cells to record any material your agency used in support of the response/activity (both purchased and material from agency stockpiles)*

13. Step 13 Date for Material use - date the material was used
14. Step 14 Description of Material

15. Step 15 Invoice Number or Stock - invoice number (if purchased from an outside vendor) or stock number (if used from agency stock)
 16. Step 16 Quantity (ea, cy, sq yd)
 17. Step 17 Cost (per unit identified in Step 16)
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Steps 18-22: Other - *use these cells to record any other expenses your agency incurred in support of the response/activity (typically rental equipment or contracts let for response/activity support)*

18. Step 18 Date for Other expenses - date expense was incurred for, not date it was contracted
 19. Step 19 Description of Other cost (rental/contract?)
 20. Step 20 Invoice Number - invoice number (either from rental agency or internal to your agency)
 21. Step 21 Quantity
 22. Step 22 Cost - per unit identified in Step 21
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Steps 23: Notes

23. Step 23 Notes / Comment / Explanations - any additional information you wish to provide