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| Calls | Documentation |
| 1. Was the alarm related to the disaster? | Yes | No |  |
|  | If yes provide documentation. | Provide report showing how the call was related to the storm. |
|  | If no the call is not eligible, therefore the labor and equipment will not be reimbursed. |  |
| Employees | Documentation |
| 1. Was the Employee working normal shift work during the event? | Yes  | No |  |
|  | If yes only overtime hours are eligible for reimbursement. | Pay record showing any overtime and agencies overtime policy. |
|  | If no go to question three. |  |
| 2. Did the on duty employee complete eligible emergency work? | Yes | No |  |
|  | If yes provide documentation. | Pay record showing any overtime and agencies overtime policy for both employees. |
|  | If no only overtime hours are eligible for reimbursement. | Pay record showing any overtime and agencies overtime policy. |
| 3. Did someone get called in to cover the normal duties of the on duty employee? | Yes | No |  |
|  | If yes go to question two. |  |
|  | If no only overtime hours are eligible for reimbursement. | Pay record showing any overtime and agencies overtime policy. |
| Volunteers | Documentation |
| 1. Did the volunteer respond to an alarm caused by the disaster? | Yes | No |  |
|  | If yes provide documentation. Volunteer labor is used as match only. Volunteer labor rate is based off of the amount someone doing that job would traditionally be paid. | Run sheets showing which volunteers were on each call and the length of each call they responded to.  |
|  | If no hours on standby are not eligible. |  |
| Apparatus | Documentation |
| 1. Did the apparatus respond to an alarm caused by the disaster? | Yes | No |  |
|  | If yes provide documentation. Please refer to the attached FEMA Cost code break down to determine which apparatus is eligible. | Run sheets showing which apparatus responded to each call and the length of the call. Please attach cost code for each apparatus to the documentation. If the vehicle was only used to transport personnel (I.e. command vehicle) mileage is required for the call.  |
|  | If no apparatus is not eligible. |  |
| Equipment | Documentation |
| 1. Was the equipment utilized on an alarm caused by the disaster? | Yes | No |  |
|  | If yes provide documentation. Please refer to the attached FEMA Cost code break down to determine which equipment is eligible. | Provide report showing how the call was related to the storm and how the equipment was utilized. |
|  | If no hours equipment is not eligible. |  |
| Expenses | Documentation |
| 1. Did the agency incur expenses directly related to the disaster? | Yes | No |  |
|  | If yes provide documentation.  | Provide a narrative, receipt or invoice, proof of payment and any other back up documentation to show how the expense was related to the disaster. |
|  | If no expenses are not eligible. |  |