

Background

When a disaster strikes your agency may need to apply for FEMA assistance. Not properly tracking or documenting work can lead to lost reimbursement. Use PubWorks to document disaster recovery. Documenting work and job costs are a key strength of the **PubWorks** system. Use the five steps in this quick reference guide to help plan, prepare and mitigate FEMA Re-Imbursement Projects.

First, create a PubWorks Project:

1. Click the **PubWorks Data** Menu and choose **Projects...**
2. On the **Projects** screen, click **Add**.
3. Key in the **Project Number**. Key in the **Project Name**.
4. Key in a suitable **Project Description**.

Optionally, select a...

1. Project Type
2. Fund
3. Priority
4. Default Location
5. Location Department
6. Paying Department

Estimates

7. If you wish, enter the **Desired Start Date**. You might use the date of disaster declaration for the Start Date. Key in the date or use the special keys (T for today, Y for yesterday, M for tomorrow) or double click the date field to use a calendar.
8. Leave the **Required End Date**. Blank unless you know when the recovery efforts were declared complete.
9. The **Estimated Duration** will auto-calculate.
10. Leave **Estimated Cost (\$)** blank

Actual

11. The **Start Date** automatically populates based on the work that is logged.
12. Leave the **End Date** blank – it will auto-fill once the project had been marked complete.
13. The **Actual Duration, Cost-to-Date (\$), Over Budget (\$)**, will auto-fill as Activities associated with this project are logged.

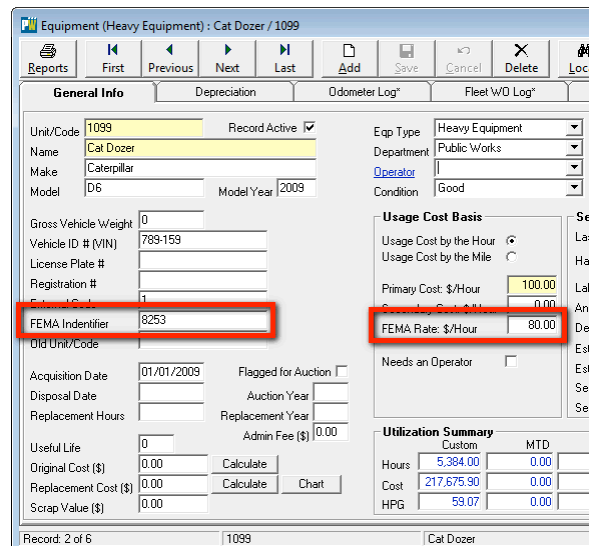
Production

14. Leave these fields blank as a per-unit cost for a disaster recovery effort is generally unnecessary.
15. Click the **Complete** when all work for the project has been logged.
16. **Active Record** will automatically be checked when a project is created. Uncheck this box to deactivate the project record.
17. Click **Save**

Second, assign FEMA Codes and Rates to each piece of Equipment.

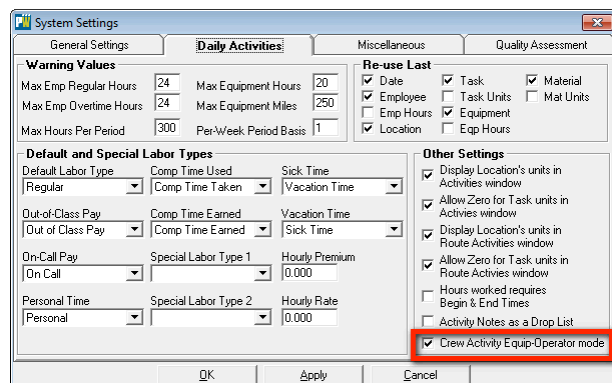
1. Click **PubWorks Data** and the click **Equipment** and then **All Equipment**. (Not Pictured)
2. For each Equipment record, key in the appropriate **FEMA Identifier** and **FEMA Rate**.*
3. Click **Save**
4. Repeat step 2 until all desired Equipment is possesses current FEMA identifiers and rates.

* FEMA rates, based on equipment class, can be found at:
<http://www.fema.gov/schedule-equipment-rates>

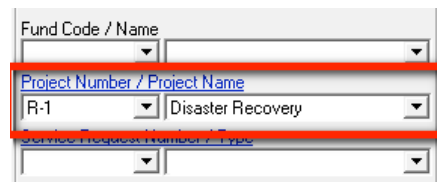


THIRD, turn on **Equipment-Operator Mode**. FEMA guidelines require that each piece of equipment is assigned an operator. By turning Equipment-Operator Mode you will ensure that your logged activities will be in compliance with FEMA guidelines.

1. Click the **System** menu and the click System Settings. (Not Pictured)
2. On the **System Settings** screen click on the **Daily Activities** tab set turn the **Crew Activity Equip-Operator mode** check box on.
3. Click **OK** to save this setting and close the screen.

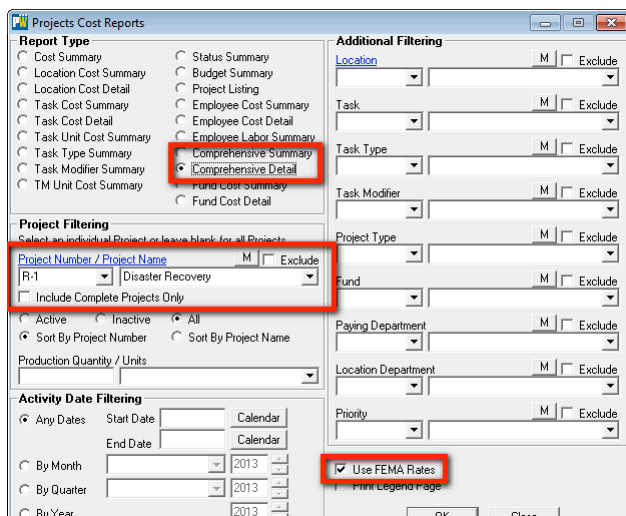


FOURTH, record work activities performed for the disaster taking care to you link these activities to the **Project** created in step one above. The lower left hand corners of the PubWorks the activity screens possess a project drop down list from which you can select your disaster recovery project.



FIFTH, run the Comprehensive project cost reports to see the efforts and costs expended on the disaster recovery.

1. Click the Reports menu then **Project Costs Reports**.
2. From the **Project Cost Reports** screen select either the **Comprehensive Summary** or **Comprehensive Detail** radio button.
3. Select the **Project** you would like to report on.
4. Click **Use FEMA Rates** checkbox.
5. Click **OK** to print the report.



Questions? Comments?

Please contact us directly:
support@PubWorks.com
888-920-0380 x2