

6 Instructions for Using the List of Projects (Based on OES Form 95)

This Excel worksheet is used to replicate Cal-OES Form 95, the “List of Projects.” In California, this is a critical first step in creating a list of all the disaster costs, emergency response activities, debris clearance and repair and replacement of damaged facilities. Other state may have a similar form. If not, this is still a useful tool to create one master list of all activities and projects for which the agency will seek reimbursement from FEMA and their state, if there is state cost share.

This Excel spreadsheet has two tabs. The first is the Cal-OES Form 95 and the second tab provides a mechanism to sort all the projects from Tab 1 according to the FEMA Damage Categories, A through G. This makes it easy to determine how much reimbursement the agency will seek in each FEMA Damage Category.

Page ____ of ____ Pages: This notation will not apply if all the projects are listed within the 250 lines of this spreadsheet. If there are more than 250 projects, the spreadsheet can be expanded by adding more rows. Be sure to adjust the programming if rows are added to ensure the calculations are accurate.

- Applicant: Enter the full legal name of the agency. Do not use abbreviations.
- Disaster Number: Enter the Disaster number issued by FEMA.
- Date Completed: Enter the most recent date this form is worked on.
- Contact Name: Enter the name of the person responsible for maintaining this list.
- Contact Phone #: Enter their phone number.
- Is this an amended list of projects?: If this list has items added to it, be sure to answer with a “Yes.” This will advise the state that this list supercedes all previous lists. Never delete an item, and never change an items relative position on the list. If an item is no longer needed, use the strike-out or red line font format feature to indicate that the items is no longer active. To use the ~~strikeout~~ or ~~redline~~ function, the worksheet will have to be un-protected before the formatting can be done. Be sure to re-protect the worksheet after the changes have been made.
- Preparers Title: Enter the job title of the person responsible for maintaining the list.
- Item #: Each item on the list must have a unique number. This is critical. Never delete a number. Only add additional numbers at the end of the list.

Copyright © 2013 by The Martinet Group, LLC

- Location: Enter the facility or project address or use GPS coordinates.
- Description of Damage and Scope of Work: Use a very brief explanation of the cause and scope of damage.
- Cost Estimate: Enter the best current estimate of damages. This number can be revised at a later date if further damage is discovered.
- Category (A-G): Use the Drop-Down menu to select the appropriate damage category.
- Was work completed by Force Acct, (FA); Contract, (c); or both, (F/C)? : Use the Drop-Down menu to indicate if any work has been done on the project, and whether it was done by the agency's own employees, by contract, or by a combination of both.
- Enter "ENV" if there are environmental issues or "HIST" for historical issues, or BOTH: Use the Drop-Down menu to indicate if there are any environmental or historical issues or if there are both issues involved in a project.
- Was there insurance coverage, if yes, enter deductible amount: Enter the appropriate information if known. This information can be added later.
- Was the facility damaged in a prior disaster(s)? If yes, enter disaster name(s) or number(s): Enter the appropriate information if available.
- Are there cost effective hazard mitigation measures that may prevent future damage?: Use the Drop-Down menu to answer this question.

This completes the data entry for Tab 1 of this spreadsheet.

On Tab 2 there is only one data field where the user can supply information. This is in column "E" to indicate if any work has been done, and if so, what approximate percent of the work is completed.

Once the List of Projects is complete, the user can do a sort by selecting the rows with data and using the Data Sort function to group projects by FEMA Category. To do this, the Tab 2 page will have to be un-protected. Be sure to re-protect the Tab 2 Worksheet once the sorting process is completed.