

PUBLIC ASSISTANCE COVID-19 COMMON APPLICANT MISTAKES WHEN DOCUMENTING & TRACKING EMERGENCY PROTECTIVE MEASURES

BULLETIN #6 – 3/30/20

Here are some of the common mistakes applicants make when documenting and tracking their Emergency Protective Measures:

- Incomplete Timesheets
 - Ensure completeness and accuracy of all timesheets.
 - Timesheets should clearly document activities related to Emergency Protective Measures.
 - FEMA considers timesheets that only record time spent on the event, rather than full hours or pay periods, incomplete.
- Insufficient Call Logs
 - When providing a list of calls a department was requested to respond to during an incident it is important to differentiate between regular calls and those that are event related.
 - Call logs that lack description of actions or do not link actions to the event are considered insufficient. Ensure that call logs provide a detailed description of activities and connect the activities to the event.
- Absence of a Written Payroll Policy
 - Applicants must have a written payroll policy that identifies pay periods, overtime rules, and distinguishes between emergency activities and day-to-day operations.
 - Any union specific contracts or rules should be reflected in payroll policies.
- Inability to Tie Labor Hours to Equipment
 - Adopt documentation mechanisms that clearly tie labor hours to the use of equipment.
 - Information within these mechanisms should include:
 - Personnel who worked
 - Description of the activity each personnel conducted
 - Number of hours personnel worked on each activity
 - Equipment used for each activity
 - Description of which personnel used the equipment and for how long
- Inability to Document the Type of Work/Activity Conducted
 - Adopt documentation mechanisms that clearly outline the work and activity conducted that can be tied directly to the event.
 - Information within these mechanisms should include:
 - Personnel who worked

- Description of the activity each personnel conducted
- Number of hours each personnel worked on each activity
- Any material that was used in the activity
- Amount of material used in the activity

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Thank you!