# INSTRUCTIONS TO COMPLETE THE DAP-12 COMPLETED PROJECT LISTING and CLAIM FOR REIMBURSEMENT

- 1. **APPLICANT-** The name of the municipal body or organization that is filing this claim.
- 2. **COUNTY** The name of the County this municipal body or organization is located in.
- 3. FEMA I.D. No. Enter the FIPS number found on the Project Worksheet.
- 4. DECLARATION No. Enter the FEMA disaster number found on the Project Worksheet
- 5. SIGNATURE OF APPLICANT'S AGENT This must be the same name found on the DAP-1
- **6. DATE** Enter the date this document is signed.

#### All Small Projects shall be included on one DAP-12.

#### Large Projects shall be on a separate DAP-12

- 7. CATEGORY Enter the damage category found on the Project Worksheet A,B,C,D,E,F,or G
- 8. PROJECT WORKSHEET (PW) No. Found on the Project Worksheet.
- 9. DESCRIPTION OF WORK/DOCUMENTATION -
- **10. BREAKOUT OF COST Total project cost from your records (invoices, payroll, ETC)**
- 11. PW AMOUNT APPROVED Total amount listed on the Project Worksheet.
- **12. NET ACTUAL COST INCURRED** Itemized costs for totals over the project worksheet total.
- **13. ENTER THE AMOUNT RECEIVED** The payment(s) you received equal the total claimed amount.
- **14. CHECK THIS BOX IF -** The actual cost to complete the approved work is satisfactory and no additional funding is required.
- **15. CHECK THIS BOX IF -** The actual cost to complete the approved work exceeded the approved amount and you wish to file an appeal for the additional funds..

Mail the completed document(s) to:

PEMA, Public Assistance Office 1310 Elmerton Avenue Harrisburg, PA 17110 PEMA-DAP-12

APPLICANT:

COUNTY:

# COMMONWEALTH OF PENNSYLVANIA PENNSYLVANIA EMERGENCY MANAGEMENT AGENCY

FEMA I.D. No.:

DECLARATION No.:

### **COMPLETED PROJECT LISTING and CLAIM FOR REIMBURSEMENT**

That all expenditures listed below are correct and cover only services performed or materials used exclusively in the completion of work as authorized in the approved Project Worksheets.					
That all work authorized in the approved Project Worksheets was completed and all essential services resumed within the time limits established by the Governor's Authorized Representative.				sumed within the	
Those salaries, wages and overtime payments claimed are in accordance with the applicant's policy as established prior to the disaster.					
	That the actual cost incurred and claimed is the net cost after deduction for insurance proceeds, salvage value, donations, and other outside sources.				value, donations,
That all obligations incurred by the applicant, as listed below, have been paid in full.  5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5					
CATE- GORY	Project Worksheet (PW) No.	Description of Work/Documentation Show work location and completion date. Provide a detailed breakout of labor, equipment, materials, and outside contract/ vendor services, insurance proceeds etc.	Breakout of Costs	PW Approved Amount	Net Actual Cost Incurred (Claim) PW Total
7	8	9	10	11	12

PEMA-DAP-12A

## COMMONWEALTH OF PENNSYLVANIA

### PENNSYLVANIA EMERGENCY MANAGEMENT AGENCY

# COMPLETED PROJECT LISTING and CLAIM FOR REIMBURSEMENT - CONTINUATION SHEET-

- CONTINUATION SHEET-						
APPLICA	NT: 1	bA4		FEMA I.	D. No.: 3	
	-11			DECLAR	ATION No.:	134
COUNTY:				1	4	w =
CATE- GORY	Project Worksheet (PW) No.	Description of Work/Documentation Show work location and completion date. Provide a detailed breakout of labor, equipment, materials, and outside contract/ vendor services	Break of Cost		PW Approved Amount	Actual Cost Incurred (Claim) PW Total
7	8	9	10		11	12

PEMA-DAP-12B

### **COMMONWEALTH OF PENNSYLVANIA**

PENNSYLVANIA EMERGENCY MANAGEMENT AGENCY

## **COMPLETED PROJECT LISTING and CLAIM FOR REIMBURSEMENT** - CONTINUATION SHEET and FINAL SUMMARY-

APPLICANT: 1	FEMA I. D. No.: 3
	DECLARATION No.:
COUNTY: 2	DEGLARATION No 4

#### **FINAL SUMMARY**

(By Category)

CATEGORY	PW APPROVED AMOUNT	CLAIMED AMOUNT
Α	\$ 11	\$ 12
В	\$	\$
С	\$	\$
D	\$	\$
E	\$	\$
F	\$	\$
G	\$	\$
TOTAL	\$	\$

A I LICANI 37	AGENT - I lease check the appropriate blocks below.	
13		
☐ Total re	eceived for the above PW's is \$	
14 The an subgra	nount received is satisfactory and no additional funding is requested.  nt.	Please close out this
	costs to complete the approved work exceeded the approved amount and ted. An appeal letter and supporting documentation are attached.	d additional funding is

Signature of Applicant's Agent

7.4
6
Date