

# Essential Elements of Information

Importance: To capture all the necessary information and documentation to support an applicants claim.

Purpose: Information is used to determine the eligibility of the claimed work/costs.

Outcome: Information used by the CRC to develop a grant and validate claimed costs.

# Essential Elements of Information

Documents/information provided in the EEI should answer the following questions:

<b>Who</b>	Has legal responsibility to perform work
<b>What</b>	What was damaged/repaired or activities performed
<b>When</b>	Date when damage and work occurred
<b>Where</b>	Location where damage/work occurred
<b>Why</b>	What was the peril that caused the damage
<b>How</b>	How was work done (contract, force account, mutual aid)

# EEI Project Brief Description

Prior to a project being submitted to the CRC, the PDMG will write a brief Project Description. The Project Description should include:

- An overview of the claimed damage, work, and costs
- Additional context to the information provided in the EEI answers or documentation
- Whether or not the Applicant is participating in the DAC Pilot

**NOTE:** If the EEI does not describe the dimensions of what was damaged and repaired, the dimensions should be included in the Project Description and should be supported by documentation from the Applicant.

The screenshot shows a web application interface for a project. At the top, there's a header with 'Project' and some navigation links. Below that, there are sections for 'CONTACTS', 'DAMAGE INVENTORY', and 'ESSENTIAL ELEMENTS OF INFORMATION'. Under 'ESSENTIAL ELEMENTS OF INFORMATION', there's a 'Project Brief Description' section with a message: 'This project has no brief description.' A red arrow points to this message. Below this are tabs for 'EEI List', 'EEI Questions', and 'Required Documents'. There are also filters for 'Status' and 'Process Step'. At the bottom, there's a table with columns: Name, Version, Status, Process Step, Document Status, Created By, Created On, Last Action By, and Last Action On. The table contains three rows of data.

Name	Version	Status	Process Step	Document Status	Created By	Created On	Last Action By	Last Action On
Completed Lane - Category B	2	Open	Pending Applicant Response	0 / 18	Bryant, Camilla	11/28/2017 02:49 PM CST	LANSFORD, VERNON D.	02/02/2018 09:12 AM CST
Direct Administrative Cost	1	Open	Pending FEMA Initial Submission		Bryant, Camilla	11/28/2017 02:49 PM CST		
Expedited Lane - Category B	1	Canceled	Pending FEMA Initial Submission		WRIGHT, ANTHONY J.	09/14/2017 09:06 AM CDT		

## EEI Project Brief Description Example

### **Example 1:**

A motor starter for a lift station was struck by lightning burning the coil in the starter. The applicant has a pre-existing Operations, maintenance, and management contract with ESG for Waste water facilities, Sewer collection systems, and pumping stations. The following items were replaced in kind: (1) 240v coil for motor starter, (1) glass fuse. All labor, equipment, and materials cost were captured in the ESG invoice.

Force account labor, temp labor, equipment, materials, and contract was utilized to complete work. The applicant hired 3 temporary employees for 2 days to assist the Utility Department with Power Restoration. The applicant is not claiming DAC.

Force account labor regular time – 80 hours = \$7,349

Force account Equipment - 212.3 hours = \$8,781.75

Materials - \$370.80

Contracts - \$1,484.80

Project Total - \$17,986.35

## EEI Project Brief Description Example

### **Example 2**

B. H. Hamblen Elementary is a one story, 126,000sf structure located at 1019 Dell Dale St, Channelview, TX 77530. Lightning struck a transformer at the school causing electrical damages throughout the school. Under emergency circumstances, with upcoming 2017 school year starting within days, B. H. Hamblen school sole sourced Electrical Express to repair and replace damaged wiring throughout the school. Detailed listing of what was repaired is included in the materials listing.

Materials \$2,001.00

Electrical Express \$16,907.00

Labor \$5,672.00

Total \$ 24,580

Applicant is participating in the PAAP DAC Pilot, agreement uploaded