

**City of New York
Office of Emergency Management**

Project Worksheet (PW) Authorization Coversheet (Instructions on Reverse)

Declaration Number							
Internal Agency Tracking Number							
FEMA PW Number							
OMB Tracking Number							
Agency							
Category of Work	A	B	C	D	E	F	G
Percent Complete							
Does this PW contain Ineligible Items?	YES			NO			
If yes, describe							
Is this a revision to an older PW?	YES			NO			
If yes, describe changes made							
Signature: Agency Authorized Agent					Date		
Agency Authorized Agent Name							
Signature: OMB Taskforce Assistant Director					Date		
Signature: OMB Associate Director					Date		
Signature: OEM Director of Recovery and Mitigation					Date		
Additional Information							
<p>This form signifies to the Federal Emergency Management Agency (FEMA) that the City of New York has reviewed the attached Project Worksheet (PW) and approves its obligation. However, this form does not indicate agreement with determinations made by FEMA within the PW – disagreements will be settled by appeal following obligation.</p>							

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Project Worksheet (PW) Authorization Coversheet Instructions

Declaration Number	Enter the FEMA Declaration Number (This may already be entered)
Internal Agency Tracking Number	Enter the tracking number used internally by the City Agency
FEMA PW Number	Enter the NEMIS issued PW Number (To be completed by FEMA)
OMB Tracking Number	Enter the OMB Tracking Number (To be completed by OMB)
Agency	Enter the City Agency name
Category of Work	Circle the appropriate FEMA Work Category (See below for listing)
Percent Complete	Enter the percent of work complete at the time this PW is written
Does this PW contain Ineligible Items?	Circle "Yes" or "No"
If yes, describe	Briefly describe what items are ineligible within this PW – if possible provide cost information
Is this a revision to an older PW?	Circle "Yes" or "No"
If yes, describe changes made	NOTE – THIS IS NOT FOR PW VERSIONS. THIS IS FOR CHANGES MADE PRIOR TO AUTHROIZATION! Briefly describe the changes made.

Signature: Agency Authorized Agent	Sign	Date	Enter date signed
Agency Authorized Agent Name	Print Name		
Signature: OMB Taskforce Assistant Director	Sign	Date	Enter date signed
Signature: OMB Associate Director	Sign	Date	Enter date signed
Signature: OEM Director of Recovery and Mitigation	Sign	Date	Enter date signed

Additional Information

FEMA Work Categories

Category A: Emergency Work – Debris Removal
 Category B: Emergency Work – Emergency Protective Measures
 Category C: Permanent Work – Road Systems
 Category D: Permanent Work – Water Control Facilities
 Category E: Permanent Work – Buildings and Equipment
 Category F: Permanent Work – Public Utility Systems
 Category G: Permanent Work – Other