

Frequently Asked Questions

Document Checklist

General

Question: Why am I being asked for the documentation? Isn't already on file with FEMA?

Answer: The Governor's Office of Storm Recovery (GOSR) was created to assist with recovery efforts from Hurricane Sandy, Hurricane Irene, and Tropical Storm Lee. GOSR has reviewed documents in the Federal E-Grants EMMIE for the projects need to collect documents that are required by U.S Department of Housing and Urban Development (HUD) for the State of New York to utilize HUD funding for these projects. The documents GOSR are collecting are documents that FEMA was not required to enter into EMMIE and therefore the need to have them available for review by HUD.

Procurement

Question: We do not have a Procurement Policy. We use the (XXXX) policy. Is this acceptable?

Answer: Yes, but you should have a resolution by your board accepting the policy.

Payroll Policy

Question: You list Payroll Policy. We are not do not execute employee contracts and are not union shop. What other form of documentation is acceptable?

Answer: Any official documentation that explains the benefits and compensation of employees is acceptable.

Timesheets/Payroll Reports

Question: We do not have timesheets or payroll reports. Are timecards (or other system that collects this information) acceptable?

Answer: Yes. As long as the information on the days and hours the employees work is captured.

Bid Documents

Question: Our project has not yet been bid. What is required to have included in the Bid Documents.

Answer: At a minimum, Federal Prevailing Wage Schedule (Davis-Bacon), New York State Prevailing Wage Schedule, and Federal Labor Standards. Please consult with your GOSR rep prior to advertising the bid to ensure all GOSR requirements are included.

Canceled Checks

Question: Our bank does not provide us with a copy of canceled checks and we cannot access them any longer. What can we submit to document the invoices are paid.

Answer: A copy of the check register will be sufficient.

Question : Why does GOSR require a copy of the cancelled check?

Answer. HUD, unlike FEMA, does not pay on estimates, only on reimbursements for work completed. Therefor it is required to provide proof that the invoice has been paid.