INDIANA DEPARTMENT OF HOMELAND SECURITY

APPLICANT BRIEFING HANDBOOK

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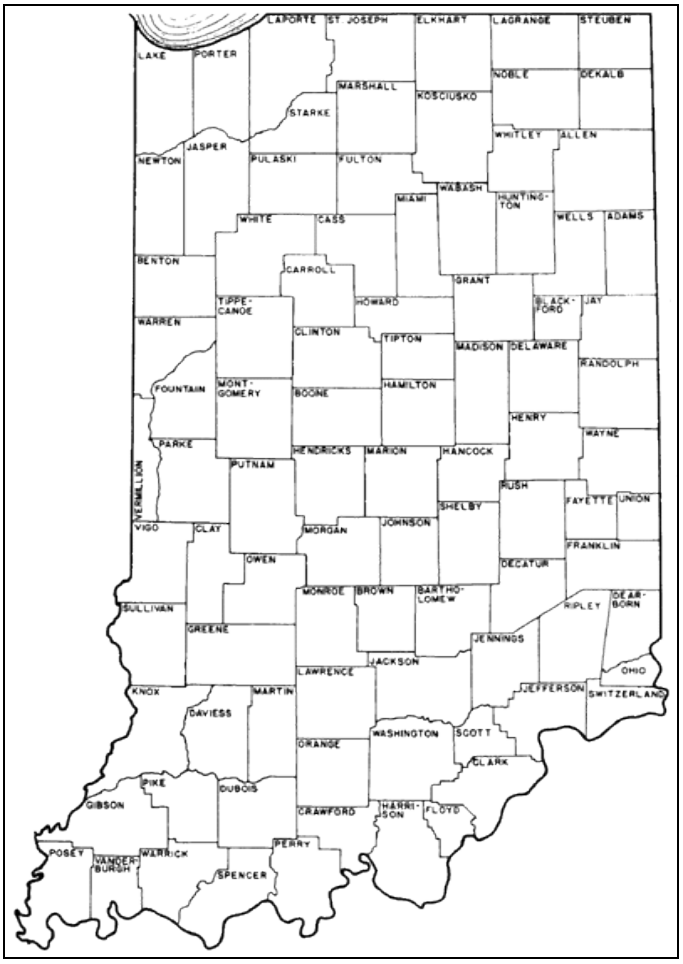

IDHS GUIDE TO DISASTER ASSISTANCE FOR THE PUBLIC ASSISTANCE/INFRASRUCTURE SUPPORT PROGRAM

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Disaster Process Checklist for Public Assistance Applicants

1. Disaster Occurs (Flooding, Wind Storms, Tornadoes, Ice Storm, Record Snowfall, etc)

2. Local Emergency Response (ex. Search & Rescue, emergency work, debris clearance, initiate standby contracts, etc) **DOCUMENT ALL COSTS.**

3. Initial Local Damage Assessment completed by county and applicant.

4. Local Emergency Declaration must be signed by County officials and forwarded to IDHS.

5. Local *Public Assistance* Damage Assessment is initiated. (***Applicants fill out IDHS PDA cost forms & return to County EMA*** immediately for possible FEMA assistance)

6. Local Agencies/Departments apply for appropriate emergency/permanent work permits from IDEM, DNR, etc. (This is mandatory if you later apply for FEMA Public Assistance funding.)

7. Local Agencies/Departments proceed with emergency bid contract procedures if necessary. (Two solicited, recorded bids are mandatory to meet STATE criteria for emergency bidding and for FEMA funding.)

8. Local EMA will return ***Public Assistance Damage Assessment forms*** to IDHS immediately regardless of county damage totals. (There is a 30 day window for IDHS to request disaster assistance with supporting documentation to FEMA)

9. IDHS will total damage for all Counties and prepare a detailed report to Governor & FEMA.

10. Governor will make a State Emergency Declaration if State damages appear to be over $7.5 million. (State Declaration can be made earlier.)

11. A Joint FEMA/State/Local *Public Assistance* Preliminary Damage Assessment will conducted to verify that the total State/Local damage assessment exceeds $7.5 million statewide.

12. Governor will request FEMA Disaster Assistance (federal funding) if FEMA PDA is over $7.5 million.

13. FEMA Regional Recommendation (Governor's Request goes to FEMA National)

14. FEMA National Office Recommendation (Governor's Request goes to President)

15. Presidential Declaration (Federal funding is now available)

16. FEMA will set up Joint Field Office (JFO) (FEMA/IDHS temporary base of operations)

17. Applicant Briefings (with IDHS & FEMA) ***Request for Public Assistance Form*** **must be filled out by applicant** and turned in to IDHS/FEMA within 30 days of Presidents Declaration

to meet FEMA eligibility criteria. **All applicants should attend for PA program detail information.** Missed attendance will delay eligibility & program funding!

18. Applicant Kickoff Meetings (FEMA with Applicants) **All program applicants must attend.** Bring disaster documentation to date if possible.

19. Project Formulation for Damage Sites (Applicant & FEMA) **Applicant must participate.**

20. Applicant submission of documentation to FEMA PO/PAC and sign off

21. Project approval by FEMA (Regional/National approval- not PO/PAC approval)

22. FEMA closes Joint Field Office (JFO). **Contact IDHS in Indianapolis if questions.**

23. Applicant receives approved Project Worksheets/PW's & P-4 Certification Form by mail.

24. Applicant **reviews** approved PW's that have arrived in packets by mail.

25. Applicant has 60 days from arrival of PW's to notify IDHS of problems/errors/omissions.

26. Applicant has 60 days from receipt of notice to appeal an action (denial of PW) by FEMA.

27. **If all Projects are 100% complete with no problems**: Applicant returns completed/signed P-4 to ***IDHS.*** Final reimbursement will be processed upon receipt of completed P-4 for 100 % projects.

28. **If all projects are less than 100% complete**, applicant will be reimbursed for % of work completed with possible advanced funds upon request.

29. Applicant sends Quarterly Progress Reports to IDHS.

30. **If projects are less than 100% complete**, applicant will send actual cost documentation when the project is completed along with the completed P-4 to IDHS. Documentation will be based on forms (paper or digital) found in the IDHS Applicant Briefing Handbook along with a summary sheet. Final payment will be based on FEMA Large/Small project criteria.

31. Large Project documentation will be sent to IDHS who will forward them to FEMA for final approval/adjustment before last payment.

32. Final payment will be issued when all FEMA/State criteria has been met by Applicant.

33. Applicant is required by law to keep documentation for 3 years after closeout.

34. Applicant will be audited by State Board of Accounts and possibly by FEMA.

35. In the event of overpayment by the STATE the Applicant will return funds upon request.

APPLICANT'S RESPONSIBILITIES
FEMA ASSISTED PDA
OPERATIONS/PROJECT WORKSHEET COMPILATION

In preparation for the Federal-State inspection team applicants should take the following actions in order to expedite the preparation of project worksheets and to help produce more accurate estimates.

1. Identify all damage sites before the inspectors arrive and mark the damage site locations on a map.

2. Actual documented costs for all work completed must be provided to the inspection team when they arrive. The documented costs for completed work must be broken down by location and by type of work. The documentation must show force account labor, equipment and materials and/or contract costs.

3. The local representative must be prepared to show damage sites to the team and must provide the documentation for actual costs of completed work.

4. The local representative must assist with developing estimates for work to be completed based on past experience and local prices.

5. The FEMA equipment schedule (located at the back of this booklet) will be used for all force equipment use unless an established local schedule is less or unless a State schedule is normally used by the applicant.

6. Provide information on insurance that may cover any damaged facilities.

7. Provide copies of codes or standards if any upgrades are proposed to conform to codes or standards.

8. Maintain records to document costs for disaster recovery work. Cost must be documented for each project worksheet.

The Public Assistance Program

Program Objectives

The objective of the Public Assistance Program is to provide assistance to states, local governments, and selected nonprofit organizations for the alleviation of suffering and hardship resulting from major disasters or emergencies declared by the President. This is a cost share program. The Federal Government provides 75% and the local governmental share is 25% of eligible reimbursable disaster costs. Costs under $1,000 per project are not eligible.

WHO IS ELIGIBLE

A. State and Local Governments, and Special Districts

Local Governments

A Any county, city, town, district, or other political subdivision of any state and includes any rural community, unincorporated town or village, or other public entity for which an application for assistance is made by a state or political subdivision thereof.

Other Political Subdivisions

Other state and local political subdivisions may be eligible if they are formed in accordance with state law as a separate entity and having taxing authority. These include, but are not limited to, school districts, irrigation districts, fire districts, and utility districts.

B. **Private Nonprofit Organizations**

All facilities must provide an essential governmental service and be open to the general public.

1. Educational Institutions
   - A. Colleges and universities
   - B. Parochial and other private schools

2. Utility
   Systems of energy, communication, water supply, sewage collection and treatment, or other similar public service facilities.

3. Emergency
   Fire Protection, ambulance, police, rescue and similar emergency services.

4. Medical
   Hospital, outpatient facility, rehabilitation facility, or facility for long-term care for mental or physical injury or disease.

5. Custodial Care
Homes for the elderly and similar facilities that provide institutional care for persons who require close supervision, but do not require day-to-day medical care.

6. Other Essential Governmental Service Facilities
Museums, zoos, community centers, libraries, homeless shelters, senior citizen centers, rehabilitation facilities, shelter workshops and facilities that provide health and safety services of a governmental nature. Health and safety services are essential services that are commonly provided by all local governments and directly affect the health and safety of individuals. Low-income housing, alcohol and drug rehabilitation, programs for battered spouses, transportation to medical facilities, and food programs are examples of health services.

GENERAL WORK ELIGIBILITY

A. An Eligible Item of Work Must

Be required as the result of a major disaster event,
Be located within a designated disaster area, and
Be the legal responsibility of an eligible applicant.

B. Other Federal Agency (OFA) Programs

FEMA will not provide assistance when another federal agency has specific authority to restore facilities damaged by a major disaster.

C. Negligence

No assistance will be provided to an applicant for damages caused by its own negligence. If negligence by another party results in damages, assistance may be provided on the condition that the applicant agrees to cooperate with FEMA in all efforts to recover the costs of such assistance from the negligent party.

D. Restrictions

1. Alternative Use Facilities
If a facility was being used for purposes other than those for which it was designed, restoration will only be eligible to the extent necessary to restore the immediate pre-disaster alternative purpose.

2. Inactive Facilities
Facilities that were not in active use at the time of the disaster are not eligible except in those instances where the facilities were only temporarily inoperative for repairs or remodeling, or where active use by the applicant was firmly established in an approved budget, or where the owner can demonstrate to FEMA's satisfaction an intent to begin use within a reasonable time.

3. <u>Routine maintenance is not eligible</u>.

CATEGORY A

DEBRIS REMOVAL - EMERGENCY WORK

A. Public Interest Determination By FEMA

Eliminate immediate threats to life, public health and safety; or
Eliminate immediate threats of significant damage to improved public or private property; or
Ensure economic recovery of the affected community to the benefit of the community-at-large.

B. Private Property Debris Removal

When in the public interest for an eligible applicant to remove debris:
On urban, suburban and rural property.
Including large lots, living, recreational and working areas except areas used for crops and livestock, or unused areas.
No assistance will be provided to individuals or private organizations for removing debris from their own property except for eligible private nonprofit applicants.
Right of Entry Agreement must be obtained to indemnify federal, state and local governments against any claim arising from such removal.

See the Debris Management Handbook for more information on Debris Management.

CATEGORY B

EMERGENCY PROTECTIVE MEASURES

A. General

Measures to save lives, to protect public health and safety, and to protect improved property, are eligible. In order to be eligible, emergency protective measures for property must eliminate or lessen immediate threats of significant damage to improved public or private property through measures that are cost-effective.

PERMANENT RESTORATION OF FACILITIES

A. General Eligibility

Facilities will be restored on the basis of design of such facilities as they existed immediately prior to the disaster and in conformity with applicable standards.
Codes and Standards must be in writing and formally adopted prior to project approval, and they must apply uniformly to all similar types of facilities within the jurisdiction.
Hazard mitigation measures, which are cost-effective, may be required by FEMA. Any requirement for hazard mitigation placed on applicants by FEMA will be eligible. Applicants may and are encouraged to suggest hazard mitigation measures.

A facility is considered repairable when disaster damages do not exceed 50% of the cost of replacing a facility so that it can perform the function for which it was being used as well as it did immediately prior to the disaster. Conduct a repair versus replacement analysis if repairs to a facility would appear to cost 50% or more of the costs of replacing the facility. For further particulars, see FEMA Public Assistance Guide .

CATEGORY C

ROAD SYSTEMS

A. Repairs and Replacements

The damage must be directly related to the disaster. It cannot be a pre-existing condition nor caused by an event after the official period of incidence. Repairs to structures may be made when the estimated repair cost is less than the estimated replacement cost, unless the structure is damaged greater than 50%. If a structure is damaged to the extent that repairs exceed 50% of the replacement costs funding may be provided to replace the structure. The applicant also may choose to make repairs; however the funding provided will be limited to the cost of replacement.

B. Road Repairs

On gravel roads, the base need not be damaged to be eligible for major gravel replacement. Loss of gravel must be evident. Potholes and rutted surfaces must be shown to be a result of the disaster event.

C. Paving

Loss of paved surface is eligible. An “alligatored” surface is generally a sign of normal deterioration and is not eligible.

D. Standards

Bridge and road standards that have been formally adopted and are in practice, or adopted and placed in effect prior to project approval by the applicant, are eligible. The standards must apply to work accomplished using all sources of funds, and not limited to work receiving state and/or federal aid. A copy of standards and council meeting minutes approving the standards should be maintained in the permanent applicant file.

E. On-System Facilities

Facilities funded by other federal agencies, such as the Federal Highway Administration (FHWA), are not eligible for permanent repair. Debris removal and emergency measures are eligible on federal-aid roads except where the Emergency Relief (ER) program of the FHWA is activated. For further particulars, see FEMA Public Assistance Guide.

F. Scheduled Replacement

Facilities are not eligible if scheduled for replacement within the next 12 months using federal funds.

CATEGORY D

WATER CONTROL FACILITIES

A. Levees and Dams

If the levee or dam meets the definition of a flood control work and thus falls within the authority of the U.S. Army corps of Engineers (USACE) or Natural Resources Conservation Service (NRCS), it is not eligible.

B. Drainage Channels

Restore to pre-flood hydraulic capacity. The USACE or NRCS may be involved in some flood channels; in these cases, drainage channels are not eligible. Manmade channels must show evidence of routine maintenance. Appropriate documentation should be placed in permanent applicant file.

C. Natural Streams

Debris removal from natural streams is not normally eligible for assistance. Only debris that causes a threat to lives, public health and safety, or damage to improved property from a 5-year flood event, is eligible. Work to protect improved property must have a favorable ratio of benefits to costs. Any work in natural streams must also be closely reviewed and monitored to minimize undesirable environmental effects.

D. Seeding and Sodding

Seeding, grass, and sod will be eligible only when necessary to stabilize slopes and minimize sediment runoff. Seeding, grass, and sod will not be eligible for cosmetic purposes.

E. Debris

Disaster-caused debris in catch basins and channels is eligible for removal if no pre-existing condition can be established.

CATEGORY E

PUBLIC BUILDINGS AND EQUIPMENT

A. Restoration

Buildings are to be restored to pre-disaster design capacity in accordance with present codes and standards.

B. Use and Occupancy

The building must have been in active use prior to the disaster. If only part of the building was occupied at the time of the disaster, or if the building was being used for a less demanding function than its original purpose, then replacement will be made at the reduced size, or restoration will be limited to that required to resume the immediate pre-disaster use.

C. Extensive Damage

If repairs to a facility would cost 50% or more of the cost of replacing the facility to its pre-disaster design, then the facility is eligible for replacement. This is known as the "50% Rule", and is discussed in detail in the FEMA Public Assistance Guide.

D. Insurance

Check on insurance presently in force. Insurance coverage pays first. Uninsured losses are eligible. If repair costs exceed $5,000, a general hazard insurance comment will be required equal to the amount of damages. Repair costs for flood damages occurring to buildings and/or contents within the 100-year flood zone will be reduced by the amount that would have been available from a standard NFIP flood policy whether or not the facility was actually insured.

E. Equipment

Office equipment and furniture should be replaced with used or surplus, if available. Repair if feasible.

F. Supplies

Consumable supplies will be replaced to pre-disaster quantities.

G. Vehicles

Special equipment, such as two-way radios, is eligible. Blue book prices should be used and salvage taken. Check for comprehensive insurance.

H. Grounds

Grounds around buildings may be included with building structure if it is to be handled as a single project, except trees and other plantings, which are not eligible.

I. Cleaning

For buildings with light damage, cleaning and painting is eligible.

J. Worship Facilities

Buildings that are used primarily for worship or religious education purposes are not eligible.

CATEGORY F

PUBLIC FACILITIES

A. Electrical

Restore to pre-disaster condition in the most economical manner. Extra pole structures are sometimes necessary to restore the function when erosion has destroyed stream banks and ground clearance has to be maintained over longer distances.

B. Sewer Collapse

Visual evidence of ground subsidence indicating infiltration into the pipe must be present.

C. TV Inspection

Limited TV inspection is eligible when damage is apparent. Use of TV inspection to search for problems is not eligible.

D. Cleaning
Cleaning of disaster-related debris from sewer lines is eligible only when necessary to restore adequate functioning of the system in specific reaches if no pre-existing condition can be established.

E. Revenues
Loss of revenue is not eligible. Added costs or charges for providing regular utility services are not eligible.

CATEGORY G

PARKS, RECREATIONAL, AND OTHER

A. Grass
Grass, seeding, and sod are eligible only when necessary to stabilize slopes and minimize sediment runoff. Grass, seeding, and sod are not eligible for cosmetic purposes.

B. Trees
Trees and other plantings are not eligible.

C. Damage Estimates
All structure and damage sites within a park may be included as a single project if repair or contract is being handled that way. They can be claimed separately, if desired.

D. Beaches
To be eligible, a beach must have been improved and regularly maintained prior to the disaster. Maintain documentation in permanent applicant file. Permanent restoration of the sand on natural beaches is not eligible. (Also see Emergency Protective Measures.)

COST ELIGIBILITY

FORCE ACCOUNT COST

Personnel
Reimbursement of salaries and wages (including regular time, overtime, fringe benefits, and compensatory time) of employees will be paid on eligible disaster permanent work. For emergency work, only overtime of regular employees plus all time of extra hires will be paid.

Applicant-Owned Equipment
Reimbursement for equipment used on eligible disaster-related work is based on the FEMA rate schedule or the applicant's established rates, whichever is lower, unless the applicant's rates are considerably lower and the applicant certifies that the rates do not reflect actual costs. A state

schedule may be accepted for applicants who have established and used the schedule for normal operations before the disaster, up to $75 per hour.

Materials
Costs of materials and supplies used in eligible disaster-related work are eligible.

CONTRACT COSTS

Reasonable contract costs, including equipment rental, for eligible disaster-related work are eligible. See IDHS Debris Management Handbook for more contract information.

ADMINISTRATIVE COSTS

Subgrantee's administrative allowance has changed per FEMA !!!!.

Indirect, office and supervisory costs must be documented for reimbursement.

Costs must be requested in writing from the State PAO.

Reimbursement is limited to 1% of the applicants total eligible damage costs.

INSURANCE

Actual or anticipated insurance recoveries shall be deducted from otherwise eligible costs.

When insurance is required as a condition of approval for projects amounting to $5,000 or more, the state must provide FEMA with acceptable assurances that the applicant has obtained and will maintain insurance for the approved damaged facility or piece of equipment.

No assistance will be provided for any facility for which assistance was previously received unless the insurance was obtained and maintained as required.

APPLICATION PROCESS

Request for Public Assistance

The Request for Public Assistance form must be submitted by the applicant to the State within 30 days of designation of an area for each applicant requesting assistance. This should be done during the **Applicant Briefing Meeting.**

Kickoff Meeting

FEMA will contact applicants to set up kickoff meetings after the Request for Assistance form is processed. Bring your projects and cost documentation to this meeting.

Project Funding

Small Projects-Approved estimate is less than $60,900

Final payment of the federal share may be made by the grantee upon approval of the project by FEMA.

Large Projects-Approved estimate of $60,900 or more

Payment will be made based upon state law, 44 CFR Part 13 and 31 CFR Part 205 and the approved State Administrative Plan.

Funding Options:

Alternate Projects-"Large In-Lieu Contributions"-(1) For public facilities-(A) In General.-In any case in which a State or local government determines that the public welfare would not be best served by repairing, restoring, reconstructing, or replacing any public facility owned or controlled by the State or local government, the State or local government may elect to receive, in lieu of a contribution under subsection (a)(1)(A), a contribution in an amount equal to 90 percent of the Federal share of the Federal estimate of the cost of repairing, restoring, reconstructing, or replacing the facility and of management expenses.

Improved Projects- *must be approved by FEMA and SHPO before construction*.

Use of Local Firms and Individuals

To assist in economical recovery of a disaster area, FEMA recommends that preference be given, to the extent practicable, to organizations, firms and individuals who reside or do business primarily in the area affected by the disaster and who have appropriate contracting capability. Local preference should be mentioned in the invitation for bids and requests for proposal. ***Remember all State and Federal bid requirements must be followed to receive reimbursement.***

Time Limits for completion of Work

Debris removal 6 months
Emergency work 6 months
Permanent work 18 months

Exceptions

The state may impose lesser deadlines for completion of work.

If requested by the applicant, the state may extend debris clearance and emergency work deadlines for an additional 6 months and permanent work deadlines for an additional 30 months if the reason for the request is based on extenuating circumstances or unusual project requirements beyond the control of the applicant. See Time Extension Request form enclosed with Record Keeping forms.

FEMA may further extend deadlines when justified.

Cost overruns

The state will evaluate subgrantee requests for cost overruns and, when justified, submit the request to FEMA for final determination. All requests must contain sufficient documentation to support eligibility of all work and costs claimed.

For small projects (less than $60,900) overruns, the applicant's request must include documentation for the actual cost of all small projects to show that the net overrun is significant before approval will be considered.

Documentation

All disaster costs must be supported by documentation, including timesheets for personnel, equipment use records, invoices for materials, and all contracted documents related to work accomplished by contracts. See Applicant Record-Keeping Forms & Instructions. The FEMA 2005 Equipment rate schedule can be downloaded or printed from FEMA's website: http://www.fema.gov. The completed and signed P-4 will be required for disaster project payment and closeout. For more information, FEMA's Applicant Handbook and Public Assistance Guide is available for downloading or printing at the same site.

APPEALS

1. The subgrantee may appeal any determination related to Federal assistance including, but not limited to, time extension denials, eligibility, and approved costs.
2. The subgrantee's appeal shall be made in writing and submitted to the grantee within 60 days after receipt of notice of the action which is being appealed. The appeal must contain documented justification supporting the subgrantee's position.

3. The grantee shall review the appeal, make additional investigations as necessary and forward the appeal with a recommendation to FEMA within 60 days.
4. FEMA shall review the appeal and notify the grantee within 90 days following receipt of an appeal as to the disposition of the appeal or if more information is needed.
5. If the FEMA region denies an appeal, the subgrantee may submit a second appeal within 60 days through grantee and region to the FEMA Associate Director.
6. The Associate Director shall render a determination on the appeal within 90 days following receipt of the appeal or shall request additional information if necessary.
7. If the Associate Director denies an appeal, the subgrantee may submit a third appeal to the FEMA Director through the grantee and FEMA region within 60 days of the Associate Director's denials.
8. The Director shall render a determination on the subgrantee's appeal within 90 days following receipt of the appeal or may request additional information if necessary.

AUDITS

1. State, Local governments and Non-Profit organizations which expend $300,000 or more in total Federal assistance during a fiscal year, shall have an audit performed in accordance with the Single Act of 1984 and Office of Management and Budget (OMB) Circular No. A-133 ,Audits of States, Local Governments, and Non-Profit Organizations, June 1997.

2. Subgrantees that are required to have audits performed shall report the results of their single audit to the IDHS in accordance with OMB Circular A-133 for each fiscal year that Public Assistance funding was received and they meet the minimum funding threshold in accordance with OMB Circular A-133.

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SPECIAL CONSIDERATIONS

IMPORTANT ENVIRONMENTAL & HISTORIC REQ'S

406 MITIGATION FOR PUBLIC ASSISTANCE PROJECTS

IMPROVED, ALTERNATE & RELOCATION PROJECTS

INSURANCE

NEPA MINIMUM REQ'S FOR IMPROVED/ALT PROJECTS

DNR DIVISION OF WATER PERMITTING GUIDELINES

IMPORTANT

ENVIRONMENTAL/HISTORICAL REQUIREMENTS

FOR PUBLIC ASSISTANCE/INFRASTRUCTURE PROJECT FUNDING

The applicant MUST obtain and comply with all normally required federal, state and local permits. Copies of permits will be forwarded to FEMA & IDHS. (FEMA will not fund projects without required Department of Natural Resources (DNR) permits.)

Hazard Mitigation, Improved projects or any other **work that will take place outside of the original footprint of the facility MUST receive FEMA environmental/ historical approval PRIOR to the start of any construction**. *(You will need a DNR permit from Division of Water & State Historic Preservation Office. Contact Div/Water @ 317-234-1107 & SHPO @ 317-232-1646 or see DNR/Water web site http://www.in.gov/dnr/water)*

Any changes made to the original scope of work MUST be submitted in writing to the State Public Assistance Officer for approval PRIOR to the start of construction. Changes that could have an environmental impact will require additional review and approval by FEMA. *(You will need a DNR permit from Division of Water & State Historic Preservation Office. Contact Div/Water @ 317-234-1107 & SHPO @ 317-232-1646.)*

The applicant MUST provide a detailed project description, location and site maps, plans, bid documents and/or cost estimates, coordinates, photos, engineering studies and **copies of any existing permits and/or approvals** for the proposed repairs to IDHS/FEMA.

The applicant MUST identify any work that will take place in the floodplain or wetlands PRIOR to the start of work.

If repairs have begun, the applicant MUST cease construction immediately and begin the process described above.

Failure to comply with any of these requirements may jeopardize the applicant's ability to receive federal funding for their project. See Federal Environmental Laws: NEPA, Clean Air Act, Clean Water Act, CBRS, Resource Conservation & Recovery Act, Endangered Species Act, National Historic Preservation Act, Fish & Wildlife Coordination Act, etc.

406 Mitigation for Public Assistance Projects

FEMA Public Assistance Program provides help for debris removal, emergency work, and repair of such community owned property such as roads, bridges, buildings, sewer plants, and water plants. The Public Assistance Program also helps protect your community from future damage by providing assistance for extra protection of the damaged site against similar damage in the future. FEMA refers to this as mitigation.

> ***Hazard mitigation means any cost-effective measure which will reduce the potential for damage to a facility from a disaster event.***

A proposal for this extra protection against damage must follow certain rules to qualify for FEMA participation. A mitigation plan must:

save money in the long run,

be applied to permanent repair projects for sites that have received physical damage caused by this disaster,

be designed to reduce the possibility of similar physical damage from a future disaster,

not violate building codes, engineering standards, or federal, state, or local regulations.

PA Mitigation must save money in the long run.

A mitigation project will usually be limited to 15% of the cost of restoring your damaged site to the same design and usefulness as before the disaster. If costs exceed 15%, FEMA will apply an additional cost-effectiveness test before making a final decision.

FEMA Policy recognizes certain mitigation projects (listed below) as eligible if they cost up to 100% of the cost required to restore your damaged site to its original design. If the cost of the project is more than the cost of restoring your site damage, FEMA will apply an additional cost-effectiveness test before making a final decision.

PA Mitigation must be applied to a physically damaged site that requires completed, permanent repair.

Mitigation projects submitted to FEMA as part of a Public Assistance application must apply only to the damaged sites rather than to other, undamaged sites of the facility or to the entire system.

For example, if floodwaters affect parts of a sanitary sewer system, blocking manholes with sediment and damaging the manholes, a mitigation plan to prevent blockage of the damaged manholes in future floods may be eligible. However, work to improve any undamaged manholes that are part of the system is not eligible."

A mitigation measure must directly address damage that has resulted from the disaster under which the repair cost for the applicant is seeking a reimbursement.

PA Mitigation must meet standards of good professional judgment and conform to the applicant's current codes and standards.A mitigation measure must be designed to reduce damage, and not

simply relocate it. For example, adding or enlarging a culvert should not increase the potential for downstream damage, or produce unacceptable drainage upstream.

FEMA Information Sheet

IMPROVED, ALTERNATE & RELOCATION PROJECTS

The purpose of this information sheet is to provide guidance to applicants in applying FEMA regulations and policies addressing Improved Projects, Alternate Projects and Relocations Projects for permanent work. Applicants are encourages to review this information, as well as the applicable regulations and policies, as project eligibility and funding may change significantly when a facility's function, capacity, and/or location are changed.

The extent of damages to an applicant's facilities, the susceptibility to future damages, and the potential increase or decrease of population within a parish, can present applicants with significant challenges for long range planning. In heavily impacted areas, uncertainties regarding repopulation and time frames for repopulation my be especially problematic, necessitating protracted delays in repair for replacement of facilities. In some cases, applicants with uninsured properties in special flood hazard areas, or facilities previously receiving federal assistance and failing to obtain and maintain appropriate insurance, may receive reductions in FEMA assistance. This potential reduction may contribute to the need for consolidation or relocation if funds are unavailable to restore a facility to pre-disaster condition.

Faced with these challenges, applicants may want to consider a variety of changes to their basic infrastructure, including the expansion, consolidation, or relocation of facilities to more efficiently serve post-disaster population levels and their geographic distribution.

Improved Projects

The difference between an improved project and an alternate project hinges on function. With the same function, the project is improved; should the function change the project is alternate. For example, in the repair, an applicant may want to add features or higher quality materials that were not there before the disaster yet retain the same function of the facility, then the project is an improved project. If the applicant decides to abandon a county bridge and build a new county maintenance shop, then it is an alternate project.

Applicants performing restoration work on a damaged facility may use the opportunity to make additional improvements while still restoring the facility to its pre-disaster design. At ta minimum, the improved facility must have the same function and equivalent capacity of the pre-disaster facility. Examples of improved projects include –

- Enlarging an auditorium or a gym at a school,
- Building a multi-story structure in place of a single story building,
- Installing safety enhancements (fire alarms, fire sprinklers, etc.), and
- Replacing an entire roof instead of repairing damages portions.

Improved Projects may be requested for both small and large projects and must be approved by the grantee (State) prior to construction. Any significant change from the pre-disaster

configuration (different location, footprint, function, or size) must be reviewed and approved be FEMA prior to construction to ensure completion of appropriate environmental and historical reviews.

Eligible Costs: Federal funding for improved projects will be limited to the Federal share of the approved *estimate* of eligible repair costs to **bring back the damaged facility to its pre-disaster condition.**

Time Limits: Approved time to complete the project will be based on the estimate of the time necessary to perform the scope of work to **restore the facility to its pre-disaster condition, not the entire improved scope of work.** Additional time extensions may be approved if adequately justified.

Hazard Mitigation: Hazard Mitigation under Section 406 of the Stafford Act may be applied to the original facility when it is being repaired and improved. Hazard mitigation will ***not*** be applied if the improved project involves a new facility on the same site or a different site.

Alternate Projects

An applicant may determine that the public welfare would not be best served by restoring a damaged facility or its function to its pre-disaster design. An applicant may request to use the eligible repair funds for an alternate project. Examples of alternate projects include-

- Repair or expansion of other public facilities,
- Construction of new public facilities,
- Purchase of capital equipment, and
- Performing hazard mitigation measures.

Alternate projects may be requested for both small and large projects; however, they are **limited to permanent categories of work only** (categories C through G). A proposal for an alternate project **must be submitted within 12 months of the applicant's Kickoff Meeting.** The proposal must include a description of the project, an estimate of costs, project schedule, location, and identification of any known historic, environmental or other legal considerations. The alternate project must be reviewed and approved by FEMA prior to construction to ensure completion of appropriate environmental and historic reviews.

Proposed alternate projects may not be located in the 100-year floodplain or within a Coastal Barrier Resource Area. Alternate project funds from several projects may be combined and/or distributed for use on multiple projects. Alternate project funds must be used on facilities that would be eligible facilities in future disasters under the PA Program, and cannot be used for operating costs or to meet the non-Federal share of other projects.

Eligible Costs: Federal funding for alternate projects will be reduced to 90% of the Federal share of the approved *estimate* of eligible repair costs of the facility.

Time Limits: Approved time to complete the project will be based on the estimate of the time necessary to perform the scope of work to restore the facility to its pre-disaster condition, not the

alternate scope of work. Time extensions for both submitting a proposal, as well as performing the work, may be approved if adequately justified.

Hazard Mitigation: Hazard Mitigation funds under Section 406 of the Stafford Act cannot be applied to an alternate project.

Relocations

An applicable Federal, State or local standard, such as a floodplain management regulations, may require that a damaged facility be relocated away from a hazardous area. Relocation may also be required by the Regional Director for facilities which meet these conditions. Applicants may request restoration of a destroyed facility at a new location when-

- The facility is and will be subject to repetitive heavy damage,
- The facility is not barred by other provisions of Title 44 CFR, and
- The overall project, including all costs, is cost effective when project costs are compared with future damages.

At a minimum, relocation projects must contain the same function and equivalent capacity of the destroyed facility. When relocation is approved, no federal funding for the repair or replacement of any facility subsequently built at the old site will be approved (except for facilities or structures that allow for open space use).

If relocation is not desirable, feasible or cost effective and restoration of the facility at its original location is not practicable or allowed because of floodplain, environmental, or other considerations or laws, then the applicant may request an alternate project.

Eligible Costs: When relocation is required by the Regional Director, eligible work includes demolition and removal of the old facility, land acquisition, construction of the new facility and ancillary facilities such as roads and utilities.

If the applicant chooses to expand the relocated facility, the applicant will be responsible for any cost associated with an increase in functional capacity above those in the damaged facility. When the applicant requests an alternate project, eligible costs will be limited to 75 percent of the estimate of restoration at the original location excluding hazard mitigation measures.

Time Limits: Approved time to complete the relocation project will be based on the regulatory time limits contained in 44 CFR 206.204©.

Hazard Mitigation: Hazard mitigation under Section 406 of the Stafford Act may be applied to the relocation project if it is merely replacing the function and capacity of the destroyed facility. However, **hazard mitigation will *not* be applied to improved or alternate relocation projects.**

General

The following general requirements of the FEMA Public Assistance Program may be applicable.

Environmental Review: All projects are subject to compliance with Federal, State and Local regulations. Projects must comply with the National Environmental Policy Act (NEPA) as well as other Federal Statues, regulations and Executive Orders. Typically, most projects for repair or replacement in-kind are statutorily or categorically excluded from the need to prepare an environmental assessment or environmental impact statement. This may not be the case with alternate or improved projects or projects requiring relocation. Such environmental reviews should be factored into the approval process and timeline.

Function and Capacity: Replacement facilities provided through improved projects or relocation projects are required to have the same function and equivalent capacity as the pre-disaster facilities.

The replacement facility must perform the same function as the pre-disaster facility. Function is defined by the essential service provided by the facility without regard to the specific level of that service. For example, a school classroom building provides the same function whether it used by elementary school students or high school students.

Capacity is defined by the number of customers served (students, patients, fire fighters, etc.). For example, a school classroom building designed to accommodate 100 students must be replaced with a facility accommodating at least 100 students. If code requirements dictate a larger area per unit of capacity than was required at the time the pre-disaster facility was designed (e.g., more square feet per student), the additional cost for this increase will be eligible. Additional capacity (e.g., increasing capacity from 100 students to 150 students) is not eligible for FEMA funding and the associated costs must be paid by the applicant.

Inactive Facilities: Facilities that were inactive at the time of the disaster are not eligible except in those instances where the facilities were only temporarily inoperative due to repairs or remodeling, or where active use can be firmly established by the applicant in an approved budget or the owner can demonstrate to FEMA's satisfaction an intent to begin use within a reasonable time.

Insurance: Flood damaged facilities relocated outside of a Special Flood Hazard Area may still be required to obtain and maintain flood insurance coverage as a result of the receipt of federal funds.

Pre-disaster Design and Alternate Use: Pre-disaster design and capacity means the size or capacity of a facility as originally designed and constructed or subsequently modified by changes or additions to the original design. It does not mean the capacity at which the facility was being used at the time the major disaster occurred if different from the most recent designed capacity. However, a facility operated by an applicant may have been serving a different function than that for which it was originally designed. For example, a facility originally designed as an office building may now be serving as storage space. For facilities used for purposes other than for which they were designed, restoration will only be eligible to the extent necessary to restore the immediate pre-disaster function or the design function, whichever is less costly.

****Because this document is not exhaustive, either in topic or in detail, information should be verified with FEMA Public Assistance Program officials before becoming the basis for decision making.*

References

Stafford Act Section 406
Title 44 Code of Federal Regulations (DFR) 206.201(h)
44 CFR 206.203(d)(1)(2)
44 CFR 206.204
44 CFR 206.226(g)
Public Assistance Policy Digest, FEMA 321, pages 4, 66, 104
FEMA Response Recovery Policy 9525.13

Insurance

In accordance with Section 312 of the Stafford Act, the PA Program cannot duplicate benefits, such as proceeds from an insurance policy. Therefore, FEMA is required to reduce the amount of assistance for eligible work by the amount of any actual or anticipated insurance proceeds available for that work.

Items and facilities that typically are insured include:

Buildings
Contents
Equipment
Vehicles

An applicant may have insurance coverage for other items, facilities, or types of work. It is critical that the applicant discuss all possible insurance coverages with their FEMA representative. Generally, eligible uninsured losses may include:

Deductible
Costs in excess of an insurance policy's limits

NOTE:

1. Actual or anticipated insurance recoveries shall be deducted from otherwise eligible costs.
2. When insurance is required as a condition of approval for projects amounting to $5,000 or more, the state must provide FEMA with acceptable assurances that the applicant has obtained and will maintain insurance for the approved damaged facility or piece of equipment.
3. No assistance will be provided for any facility for which assistance was previously received unless the insurance was obtained and maintained as required.

PUBLIC ASSISTANCE
ALTERNATE AND IMPROVED PROJECTS
NEPA Minimum Information

*All PW's for **Alternate or Improved projects** must be reviewed for compliance with the National Environmental Policy Act (NEPA) and all other environmental laws and statues. In order to insure that your application is processed in a timely manner, the following information is required.*

Applicant Name _____

Disaster Number _____

PW Number(s) _____

Subgrantee Contact for further information:

Name _____ **Title** _____

Telephone _____ **FAX** _____

Address _____

_____

Project Location

Section _____ **Township** _____ **Range**_____ **County** _____

Enclose site map and area map with location of project site(s).

Enclose FIRM map with location of project site(s).

Signed: _____ **Date:** _____

Print Name and Title: _____

Phone #: _____

Proposed Action

Project Description (Enclose a plan or diagram and give a detailed description of the scope of work for the project:

Project Alternatives, if applicable: (briefly describe alternative projects considered)

1.

2.

3.

Explain why alternatives were dismissed.

Extraordinary Circumstances & Executive Orders

Will your project involve or affect:	YES	NO	MAYBE
A scope greater than usual?	_____	_____	_____
Public Controversy?	_____	_____	_____
Existing poor environmental conditions?	_____	_____	_____
Unproven technology/unknown risks?	_____	_____	_____
Threatened or endangered species or their habitat _____	_____	_____	
Hazardous materials or waste?	_____	_____	_____
Any body of water, floodplain, wetland or Special status area?	_____	_____	_____
Health and safety issues? _____	_____	_____	
Consistency with other laws and regulations?	_____	_____	_____
Cumulative impacts?	_____	_____	_____

Minority or low income peoples? _____ _____ _____

Historic or archaeological resources? _____ _____ _____

Use a separate sheet, if necessary, to explain each "Yes" or "Maybe" answer.

No Construction or Construction Limited to Existing Footprint

(Please check any that apply)

_____The project involves no construction activity.

_____The project involves actions of a day-to-day administrative nature and has no potential to impact the environment.

_____The project involves construction activity, however, all construction will take place indoors or within the footprint of the existing structure.

Construction projects in Existing Locations or Established Rights-of-Way

(Please check any that apply)

_____The project involves repair, reconstruction, restoration, elevation, retrofitting, upgrading to current codes and standards.

_____The project involves the replacement of any facility that substantially conforms to pre-existing design, function, and location.

_____The project involves acquisition, installation, or operation of utility and communication systems that use existing distribution systems of facilities, or currently used infrastructure rights-of-way.

_____The project involves acquisitions, elevations, or relocations of structures. **

_____The entire project will take place in a previously disturbed right-of-way.

If so, explain the type of right-of-way (usage, fee simple, easement, etc.)

_____

****Provide: 1) name & address of property owner; 2) type of property (i.e. residential, commercial); 3) original date of construction; 4) if the structure is ove 50 years old, color photos (all sides) of each structure.**

Construction Projects Outside of Existing Location or Established Rights-of-Way

(Please check any that apply)

_____The project will improve an existing facility.

_____The project site is in an existing developed area with substantially completed infrastructure.

_____The immediate project area has already been disturbed.

_____The project alters basic functions

_____The project exceeds the capacity of other system components.

_____The project modifies intended land use.

_____The project modifies existing zoning. In the affirmative, specify:
_____
_____

Division of Water

Date: August 7, 2003

To: Joe Hudick, FEMA

From: Andrea Gromeaux, Section Manager, Technical Services Section

RE: General Guidelines for Flood Damaged Stream Crossings

This is in response to your questions concerning permitting requirements under the Flood Control Act, IC 14-28-1 (Construction in a Floodway). You indicated in the phone conversation with me that you were interested mainly in information for stream crossing replacements and repairs. Below is detail information on General Licenses and Exemptions for stream crossings. If the project does not meet one of these exceptions to the Flood Control Act, prior approval from the Department will be required, please refer to Q#3.

Q#1 Which stream crossings do not need a permit?

Option #1: < 1 sq mile Drainage Area

Pursuant to 312 *IAC 10-1-2(c)* A Construction in a Floodway permit is not required on projects whereby the drainage area above the site is less than 1 square mile unless a dam is to be constructed as regulated under IC 14-27-7.5.

Option #2 General License criteria for State or County Highway Bridges in Rural Areas:

The Flood Control Act (IC 14-28-1) contains a provision which exempts certain bridge projects from its permitting requirement. Specifically, the Act states:
*"A permit is not required for ... a construction or reconstruction project on a **state or county highway bridge** in a rural area that crosses a stream having an upstream drainage area of ... 50 square miles or less ... "Therefore, in order for a bridge project to be exempt, it must:*

- Be a state or county highway department project;
- Be a bridge;
- Be located in a rural area; and
- Cross a stream having an upstream drainage area of less than 50 square miles.

The initial criterion is very specific - the structure must be a state or county highway department project.

The second requirement mandates that the project be a bridge (for this provision, the Department of Natural Resources considers a culvert to be a bridge). Projects such as bank protection, spoil disposal, borrow pits, etc. are not automatically exempt. Anyone proposing to undertake a non-bridge related activity should consult with the Division of Water's Technical Services Section staff at 317-232-4160 regarding the applicability of the exemption prior to initiating work.

The third criterion states that the project must be located in a rural area. The phrase "rural area" is defined as an area:
- where the lowest floor elevation, including a basement, of any residential, commercial, or industrial building impacted by the project is at least 2 feet above the 100 year flood elevation with the project in place;
- located outside the corporate boundaries of a consolidated or an incorporated city or town; and
- located outside of the territorial authority for comprehensive planning (generally, a 2 mile planning buffer around a city or town).

The final criterion limits the exemption to a project crossing a stream having an upstream drainage area of less than 50 square miles. The drainage area includes all land area contributing to runoff above the project site and is determined from the United States Geological Survey 7½ minute series quadrangle maps. The Department of Natural Resources will determine the drainage area upon written request. *Note: This exemption only applies to the Flood Control Act. If a bridge is to be constructed over a navigable waterway, or over or near a public freshwater lake, a permit will be required.*

Q#2: Where can log jams/debris be removed from the floodway without obtaining a Construction in a Floodway permit?

General License criteria for Log Jam/Debris Removal under stream crossings:
312 IAC 10-5-7 Exemption from licensing requirements for qualified logjam and sandbar removals from beneath bridges

Authority: IC 14-10-2-4; IC 14-28-1-5
Affected: IC 14-28-1; IC 14-29-1

Sec. 7. A person is exempted from the licensing requirements under IC 14-28-1, IC 14-29-1, 312 IAC 10-4, and 312 IAC 6 for the removal of logjams and sandbars beneath or adjacent to a bridge where:

● *Equipment is operated from the bridge or the bank within the right-of-way, with no equipment placed in the river or stream;*
● *An access corridor for the placement of equipment extends no more than fifty (50) feet beyond the right-of-way; and*
● *The logjam or sandbar to be removed is located partially or exclusively within the right-of-way.*
(Natural Resources Commission; 312 IAC 10-5-7; filed Jul 5, 2001, 9:12 a.m.: 24 IR 3397, eff Jan 1, 2002)

Q#3: How long will the permit process take if a Construction in a Floodway permit is required, including those stream crossings that have already been replaced or repaired?

Replacing an existing stream crossing with an inadequately sized structure can dramatically affect the existing flood profile of the waterway, potentially resulting in an increase of future flood stages. Therefore, the Division's review of these structures can be very comprehensive.

If the replacement or repairs of a state, county, or city stream crossing are a direct result of the July 2003 flood in a declared disaster county, the Department will attempt to process requests for permits within 2 weeks from the date the **applicant has submitted all required administrative and technical information. We will process requests for permits in this manner provided the applications are received by October 1, 2003.** A list of the required information is outlined below.

Required administrative and technical information includes:

● Non-Refundable Application Fee of $200.00
● Proof of Public Notice
● Completed and signed application form
● Site Map
● Disturbed Area Map

For Bridge structures:

Typical cross section of existing structure showing:

1. dimensions of waterway opening,

2. elevation of the top of road profile (top of road profile should be extended to an elevation that exceeds the 100 year elevation at the site and in the same datum used to establish the 100 year flood elevation at the site, if available),

3. elevation of low chord of the bridge.

Typical cross section of proposed structure showing:

1. dimensions of waterway opening,

2. elevation of the top of road profile; (top of road profile should be extended to an elevation that exceeds the 100 year elevation at the site and in the same datum used to establish the 100 year flood elevation at the site, if available),

3. elevation of low chord of the bridge

For Culvert structures:

Typical cross section of existing channel showing:

1. channel bottom

2. sideslope

3. top of bank and overbank areas extended to the elevation equal to the 100-year flood or the highest recorded historic flood elevation

4. elevation (in the same datum used to establish the 100-year flood elevation at the site) of the top of road profile; top of road profile should be extended to an elevation that exceeds the 100 year elevation at the site and in the same datum used to establish the 100 year flood elevation at the site, if available)

Plans showing the existing culvert(s) conditions including:

1. Number of culverts(s), shape, size, and material of culvert(s)
2. Length(s) and skew
3. Upstream and downstream elevations of the bottom of culvert(s) (invert) and top of culvert(s) (apex)
4. Percent slope of culvert(s)
5. Type of upstream headwall

Plans showing the proposed culvert(s) conditions including:

1. Number of culverts(s), shape, size, and material of culvert(s)
2. Length(s) and skew
3. Upstream and downstream elevations of the bottom of culvert(s) (invert) and top of culvert(s) (apex)
4. Percent slope of culvert(s)
5. Type of upstream headwall

In addition, for some scenarios including but not limited to the following, a hydraulic computer model **may be** required to determine the impact on the 100-year flood elevation for a bridge or culvert replacement.

- Road Widening
- Replacement structure will block more flow area
- Raising the approach roads in areas where road overflow was needed to convey floodwaters
- Proposed structure opening is smaller than the existing structure opening
- Replacing a bridge with a culvert

If a hydraulic computer model is necessary to determine the project's floodway impact, the applicant is required to submit the required modeling to the Division of Water. Refer to the General Guidelines for the Hydrologic-Hydraulic Assessment of Floodplains in Indiana on the Division's website at *www.in.gov/dnr/water* or contact the Division for further information on model type, requirements and submission format. The Division's website also contains copies of modeling submitted to or developed by the Division for previous permit application reviews and floodplain determinations. You should refer to the listing for previous modeling. However, please be aware that it is your responsibility to confirm that any modeling you use or submit for review is consistent with current Division of Water modeling procedures, as described in the Guidelines. In addition, you must review any previous modeling or data used to see that it accurately represents the site conditions at each cross section. For your information, an increase in the 100-year flood elevation of 0.15' or more is defined by administrative rule as an adverse impact. If the hydraulic analysis indicates that your project will result in such an increase, the project will either require revision to an acceptable form or the application will be denied. If you have any questions concerning hydraulic modeling, please contact: the Engineering Services Section, Division of Water (317) 232-4160 or 1-877-WATER55.

If a hydraulic computer model is required, the value for the 100-year discharge must be verified by the Division of Water. If the hydraulic computer model is submitted to the Division of Water without an approved discharge, and the model discharge is incorrect, the model will be returned for correction without further review. Once the corrected model is re-submitted, the engineering assessment of the model for the application will be completed. The Division of Water will determine the appropriate 100-year discharge for your site upon request. If a Coordinated Discharge exists at the site, prior approval from the Division of Water is not necessary. Coordinated Discharges can be found on the Division's website at *www.in.gov/dnr/water*.

Q#4: Can riprap under the structure be replaced and/or minor repairs to the structure be completed without prior approval from the Division of Water?

Placement of riprap or glacial stone to repair scour around bridge piers and abutments and restoration of eroded streambanks within the bridge right-a-way can be completed without prior approval provided there is no reduction of the designed waterway opening of the stream crossing.

Resurfacing of the bridge deck and/or the approach roads is permissible without a permit from the Division provided the top of road profile is not raised above the original road surface design elevations.

If you have any questions or need further clarification, please contact me or George Bowman at 1-877-928-3755 or 1-317-232-4160.

For more information and filing an online permit application go to DNR's website at **http://www.IN.gov/dnr/water**

!!!DOCUMENTING DISASTER COSTS!!!

A. GENERAL

Following a major disaster, federal funding may be available to help local governments repair or replace damaged facilities. The primary reason that local governments fail to receive reimbursement is the lack of properly documented disaster costs. Since federal payments are based on Project Worksheets, final inspections and audits, the proper documentation of costs is an absolute requirement. It is not enough just to complete the disaster-related work - that work must be fully and accurately documented!

The work most often performed under this plan is Emergency Work. This work is performed immediately to save lives, to protect property, for public health and safety, and/or to avert or lessen the threat of a major disaster. Emergency work contains two categories: Debris Clearance (Category A) and Protective Measures (Category B).

It is possible that certain types of claims may be made under Permanent Work categories. For example, certain damages or losses of facilities and equipment may fall into the Permanent Work categories.

1. Eligibility

To meet eligibility requirements for reimbursement, an item of work must:

- Be required as the result of the emergency or disaster event.
- Have been requested by the impacted jurisdiction.
- Be located within a designated emergency or disaster area.
- Be the legal responsibility of the eligible applicant.

Fire service resources activated by this plan must submit reimbursement claims to the impacted jurisdiction(s).

B. SPECIFIC

Documentation should begin immediately during the response to the disaster. The work done for such things as debris removal and emergency protective measures should be documented. A separate file folder should be set up for each location where work is being done. Later, as Project Worksheets are completed, a separate folder should be established for each Project Worksheet. Place the Project Worksheet in its own folder along with all supporting documents to verify claim for potential reimbursement. If in doubt about starting a new folder, start a new folder. It is easier to consolidate folders than it is to separate documentation into new folders

Basically, there are two ways to complete items of work: one is by contract, and the other is by force account (using personnel, equipment, and materials belonging to the jurisdiction). The proper documentation in each case is described below.

1. Force Account Work

Prior to or immediately after a disaster occurs, someone should be appointed to start keeping a record of costs. Ideally, this person should have been designated and trained in advance. In

addition, the person picked should attend the Applicant's Briefing that the state and federal officials will conduct.

If temporary workers or extra help are hired to complete items of work (which is frequently done for emergency work such as debris removal), they must be placed on the payroll and the job, wages, and period of employment must be recorded. The procedures for placing temporary workers on the payroll during an emergency should be planned in advance. Notate these workers as temporary or extra hire on your documentation if you are the Applicant.

When a resource (personnel, materials and/or equipment) is used from another jurisdiction, (mutual aid), the resource must be documented and paid for as contract work to qualify for reimbursement. Invoices are required to show a description of the resource, dates the resource was used, name of the jurisdiction providing the resource, an invoice number, and cost of the resource.

Guidelines for documenting and organizing costs are outlined below.

a. Files

After a presidential declaration, there will be a kickoff meeting conducted by the Federal Public Assistance Officer. Guidance will be provided at this meeting for the formulation of Project Worksheets. FEMA personnel will work with the jurisdiction to write their project Project Worksheets. Approval of the Project Worksheets may not be received until several weeks after the disaster. In the meantime, emergency work must be started.

The problem is how to keep a separate record of costs for each project when it is not known what each project will cover. One way to accomplish this is to establish, immediately after the disaster, a separate folder for each emergency work project that must be done before project approval is received. For example, damage to three streets should have a separate folder set up for each street, not one folder for all three streets. If several buildings require repairs (such as repairing roofs to prevent further rain damage), set up a folder for each building. When the Project Worksheets are completed and approved, a permanent folder can be established for each project. It is easier to combine information from several folders than to separate information out of one folder.

b. Labor

Permanent and temporary employees must be on the payroll in order to be reimbursed for their work on disaster projects. The payroll records must show the pay period, employee name, job classification, number of hours worked each day, total hours worked for the pay period, rate of pay (regular and overtime), and total earnings. Most established payroll systems already include this information.

The records must also show which project the employee worked on each day and each hour if he/she worked on more than one project in a single day. Claims for labor must be documented for each project **individually**.

Only the actual hours worked beyond the regular duty time, either overtime or regular time hours, can be claimed for FEMA category A and B (Emergency Work). Standby time is not eligible for reimbursement. If time and one-half or double time is paid to regular hourly employees for overtime or holiday work, these payments must be in accordance with rates established prior to the disaster (i.e. Collective Bargaining Agreement). Volunteer firefighters activated by this plan may submit claims to the impacted jurisdiction(s) for reimbursement at the rate of $8.00 per hour. the

claim for reimbursement of all personnel costs will be for hours actually worked in excess of a two-hour response. If volunteers are not normally paid, FEMA may offset the non-federal portion of the emergency work by granting credit for eligible donated labor, equipment and materials.

The time records must show how much time the employee worked on the disaster projects. Overtime must be shown on the records as being disaster related. Overtime pay must be in accordance with policies and practices in use by the jurisdiction before the disaster. That means that pay for overtime worked during a disaster cannot be claimed if overtime is not paid for extra hours worked prior to the disaster.

Procedures must be set up to record each day to show which employees worked on each disaster-related job, for how long, and what he or she did. The Force Account Labor Summary Record is needed for this purpose (*see Exhibit 1*). The record sheets should be used by the supervisor of each work crew and turned into the designated record keeper. The record keeper should also prepare the Fringe Benefit Rate Sheet (*see Exhibit 2*).

If an employee worked on two or more projects on the same date, the supervisor should turn in a separate Forced Account Labor Record for each project. These Force Account Labor Records are to be filed in the proper project folders.

There is no reimbursement for volunteer labor (other than Volunteer Firefighters as mentioned above). However, it is important to keep a record of volunteer labor if claims for equipment hours used by volunteers are being made.

The following notes are offered to assist the fire service regarding reimbursement procedures:
- Because of the availability of a number of different possible funding programs at the state and federal level, no one procedure for filing reimbursement claims can be prescribed.
- The one procedure that can be consistent for preparing for of all claims is the documenting procedure.
- It is very important, especially for FEMA claims, that written mutual aid agreements be executed prior to a disaster. The Plan must be adopted by the local jurisdiction(s) prior to the incident. The crucial points that the agreement must contain are: 1) the terms for charges for mutual aid; and 2) there is no contingency clause, i.e. "Payment will be provided only upon receipt of funding from FEMA."
- The language of the "Reimbursement Procedure" and the "Documenting Disaster Costs" has been researched with the Indiana Department of Homeland Security Response and Recovery Branch Division to insure compatibility and accuracy.
- The Response and Recovery Branch Division of the Indiana Department of Homeland Security can be an important resource to help match reimbursement claims with the best available funding source.
- Additional information is available from FEMA's "Public Assistance Guide" (FEMA 322) and FEMA's "Public Assistance Policy Digest (FEMA 321).

c. Equipment

Equipment used on each project (both owned and rented) must be documented. Specifically, the documentation must show the Project Number, date used, FEMA code (if known), equipment description, operator, hours used each day, cost per hour, and total cost for each piece of equipment. **Equipment not in actual use is considered standby and is not eligible for reimbursement.** Use the Force Account Equipment Record (*see Exhibit 3*) or the Rental Equipment Summary Record *(see Exhibit 4)* to document the use of the equipment. Place the

forms in each project folder immediately upon starting work. Operator costs associated with the use of equipment should be reported separately as part of the labor costs on the Force Account Labor Record unless the rental charge included the operator.

If the equipment is rented, the rental invoices must show the type of equipment, date and hours used, rate per hour (with or without operator), total cost, vendor name, invoice number, amount paid, and check number. This information is recorded on the Rented Equipment Summary Record (*see Exhibit 4*). Include a copy of invoice(s) and proof of payment(s) with submission. Repair costs for rental equipment are not reimbursable.

Rates claimed for forced account equipment should correspond to those approved on FEMA's "Schedule of Equipment Rates". (See the end of this book for the current Schedule of Equipment Rates.) Preparing a list in advance of all available force account equipment showing the make, model and other specifications will facilitate the determination of the correct rate to charge. If a piece of equipment is used which is not listed on the rate schedule, FEMA will determine an applicable rate. However, having a record of the make, model number, and any other pertinent information will help in establishing the rate.

Equipment that is damaged and/or lost during disaster incidents may be eligible for reimbursement. The damage and/or loss must be documented along with sufficient supportive documentation such as video and/or photographs. Factors such as insurance, salvage, and age of the equipment (a Blue book type of figure) will also be considered as a part of the review of the claim. If the documentation is not comprehensive, detailed and accurate, portions of the claim and possibly the entire claim may be disallowed.

d. Materials and Supplies

A record of materials and supplies purchased or taken from stock must be kept for each project. Specifically, the documentation must show the name of the vendor, description of the material, quantity, unit price, total price, date of purchase, date used and whether purchased or taken from stock. The Material Summary Record (*see Exhibit 5*) can be used to record this information. Claims for materials taken from stock must be supported either by copies of the original purchase invoice or the invoice for replacement of the materials. Invoices for the materials must show the date paid, the amount paid and the check number and should be placed in the appropriate project folder. Include copies of invoice(s) and proof of payment(s) with submission.

2. Contract Work

The folder for each project that involves contract work must contain a copy of the contract and all invoices for that project. Each invoice must include a description of the work done, date of the work, name of the contractor, an invoice number, and amount billed. The Contract Work Summary Record (*see Exhibit 6*) is used to record this information. The folder must also contain a copy of the contract advertisement, a list of bidders, and proof that the work was awarded to the low bid contractor. If the low bid is not accepted (there can be some acceptable reasons for not taking the low bid), it must be documented why the bid was not accepted and that information must be placed in the project folder. The contract may be awarded to the next lowest bidder who is able to meet the terms of the contract. If the contract is significantly more than the approved Project Worksheet amount, the Ohio Emergency Management Agency should be notified. **CAUTION: FEMA will not reimburse costs for cost-plus-percentage-of-cost contracts or any contract where payment for work is contingent upon federal reimbursement.** Any work done by either type of contract will be ineligible and no federal funds will be paid for the work. Include copies of contracts, invoices and proof of payment with submission.

C. GENERAL DOCUMENTATION REQUIREMENTS

The dates used on all documentation must be within the allowable time period for each project. This period is from the date of the disaster to the completion date of the work as shown in the Project Application. It is important that the dates on our supporting documentation agree with the project dates and final inspection. In other words, if 50 percent of the work was completed (as shown on the Project Worksheet) when the Project Worksheet was written, 50 percent of the work and costs must be shown between the date of the disaster and the date the Project Worksheet was prepared. The other 50 percent must be between the Project Worksheet date and the completion date shown on the final inspection report.

The approved Project Worksheet will show a total amount approved for each job. However, do not restrict the supporting documentation to these amounts. Overruns on large projects will be considered on a case-by-case basis for reasonable costs. Significant cost overruns on small projects will be considered in relation to the net overrun on all small projects. All overruns should be reported to the IDHS as soon as possible. This step is critical because early approval of overruns is necessary. If a large overrun is not approved, reimbursement will not cover the overrun.

FEMA will reimburse only for repairs included in scope of work on the Project Worksheet. If it is decided to change to an alternate project, FEMA approval is required. Immediately inform the IDHS of any proposed changes and justification for those changes. FEMA will reimburse only for repairs included in scope of work on the Project Worksheet. If it is decided to change to an alternate project, FEMA approval is required. Immediately inform the IDHS of any proposed changes and justification for those changes. FEMA must approve of alternate and/or improved projects prior to engaging in the work due to National Environmental Protection Act compliance or other clearances/requirements.

D. AVAILABLE ASSISTANCE

Contact the local Emergency Management Director who will arrange for technical assistance with the documenting of damage costs through the Indiana Department of Homeland Security Response and Recovery Division.

Remember, reimbursement is tied to documentation. Good records must be kept!

M E M O R A N D U M

TO: PUBLIC ASSISTANCE PROGRAM APPLICANTS

FROM: ROSEMARY PETERSEN, STATE PUBLIC ASSISTANCE OFFICER

SUBJECT: APPLICANT'S LARGE PROJECT CHECKLIST

DATE:

On the following page is a new item we have developed to simplify the process of administering a Large Project Worksheet (PW) under the Public Assistance Program (PA). We have developed a checklist to assist you with the process of gathering and forwarding the documentation that is relevant to the monitoring and closure of a Large Project.

The checklist is designed to inform PA applicants of information and documents necessary to allow for the timely closure of a Large Project. It is especially important that a Narrative or Cover Letter be part of your final claim package. Please see the checklist for information required within the Narrative. Also, please note that we will conduct a Site Visit with you only AFTER we have received all necessary documents.

I cannot stress enough the following two points that are relevant to **all** Project Worksheets:

1. If for any reason you find it necessary to consider modifying the SCOPE OF WORK approved within the PW you MUST contact the IDHS Public Assistance Program Director PRIOR to beginning work. This is also the case if site conditions encountered during work necessitate a change that exceeds the Scope of Work. **Providing this information prior to beginning work is vital to ensuring environmental and/or historical compliance AND retention ALL federal funds.**

2. If contract services are to be used for all or a portion of the MODIFIED work please call us prior to beginning work and be prepared to fax/mail related documents as they become available..

If you have any questions please call the State Public Assistance office at 317-233-4626.

PUBLIC ASSISTANCE PROGRAM
APPLICANTS CHECKLIST
FOR
REQUIREMENTS NECESSARY FOR REVIEW OF THE FOLLOWING TYPES OF PROJECT WORKSHEET (PW) MODIFICATIONS:

- HAZARD MITIGATION
- IMPROVED PROJECTS
- ALTERNATE PROJECTS
- SCOPE of WORK CHANGES

1) Cover letter detailing the specific action which should include, at a minimum:
   - Reference to the specific PW
   - Approved and current damage dimensions and scope of work
   - Whether the proposed changes exceed the original footprint of the specific Site.
   - Whether the work will take place in a Floodplain or Wetland

2) Request package should include all relevant supporting documents.
   This would include, but is not limited to, any and all of the following:
   - Design plans
   - Hydrology Studies
   - Location/Site Maps
   - Photos
   - Copies of Existing Permit
   - Lat/Long Coordinates
   - Marked up Flood Insurance Rate Map
   - Current Itemized Cost Estimate

3) Applicable required federal, state and local permits must be secured prior to the start of work.

4) Any proposed changes to the pre-disaster condition of the facility or to the original scope of work must be submitted to the state and FEMA for approval, prior to the start of construction.

5) Work that takes place outside the footprint of the original facility requires environmental/historic review and approval prior to the start of any construction.

6) Consultation with appropriate federal, state and local regulatory agencies MUST take place PRIOR to the start of any construction.

Failure to comply with these requirements may jeopardize the ability to retain/receive **ANY** federal funding for a project.

In an emergency situation, an after the fact approval may be considered on a case-by-case basis, but the applicant must cease any permanent construction activity in the project area immediately and begin the process described above.

Public Assistance Program Applicants Large Project Checklist

Applicants:

The following is a general outline of documentation required for the closeout of Large Project's. Indiana DHS will schedule and perform a Final Inspection with you **only after** the appropriate documents have been mailed to the Indiana DHS. All documentation requiring a certification (Example: Summary Forms) is to be signed by your Authorized Agent. **If considering any changes/modifications to the approved Scope of Work contact this office immediately.**

When using CONTRACT services it is important that the documents listed below be faxed/mailed to this office AS THEY BECOME AVAILABLE. If using a contractor please call.

General Outline of Documentation Required For Closeout

_____ Project Narrative (Cover Letter) Content

1. Description of actual work completed
2. Any changes/modifications from the approved scope of work
3. Itemize total expenses (Engineer Estimates, Bid Form, Bid Tabulation)

Contract Services **and/or** **Force Account Services**

_____ Proof of Competitive Bid

1. Advertisement
2. Solicited bids

_____ Copy of Contractor Proposal(s)

1. Estimates
2. Bid Tabulation

_____Contract awarded to the lowest Bid

_____If No, documentation explaining

_____Force Account Summary

_____Force Account Labor

_____Force Account Materials

_____Rented Equipment

_____Contract Invoices

_____Copy of checks paid

_____Awarding the Contract

1. Resolution
2. Signed Contract
3. Meeting Minutes

_____Copy of Invoices

_____Proof of Payment

1. Cancelled Check
2. Purchase Order

_____Photo Documentation, if available

Submission of Documentation:

Please mail the appropriate documentation to:

Indiana Department of Homeland Security
Public Assistance Program
302 W Washington Street Room W046
Indianapolis, IN 46204-2739

Phone: 317-233-6507
Toll Free: 800-669-7362
Fax: 317-232-4987

LARGE PROJECT CLOSEOUT DOCUMENTATION

1. A letter to the State PAO requesting and identifying the overrun/under-run amount requested or that nothing is needed other than closeout with no change in amount. If more than one closeout action is requested, very clearly separate the individual actions requested.

2. A summary sheet identifying documented sub-total cost for various eligible expenses, e.g. force account labor, material, equipment and materials; contract costs by contract.

3. Identify what portion of the total claimed costs were documented as "work completed" at time of inspection.

4. Backup documentation to support the summary sheet totals.

5. Clearly marked and properly collated supporting documentation, e.g. tabbed, stapled or clipped, so that the FEMA closeout person can quickly cross-reference elements and spot-check/verify requested amounts.

6. Documentation to support any of the base data that was used to establish reimbursement basis, e.g. fringe rate calculations or equipment rates.

7. Copies of any and all required permits, insurance commitments or any other, not previously submitted verification of satisfaction of any requirements reflected in the PW.

8. Identify if this action closes the applicant for that disaster. Enclose the completed, signed and dated P-4, Project Completion & Certification Report.

SMALL PROJECT CLOSEOUT DOCUMENTATION

1. Small projects are paid based on the completion of the scope of work written for the project. This may not always be the same as the estimated cost. Documentation is required to show completion of scope of work. Payment is based on the estimated cost shown on the P-4.

2. Same as large Project Closeout except disregard (1).

3. For (1) a letter to the State PAO requesting additional funding for small project overruns must include documented totals for all small projects. If there is still a significant overrun cost after totaling all small projects, clearly identify the "overrun" costs you are requesting

Notes

RECORD KEEPING FORMS AND INSTRUCTIONS

Introduction
It is essential that the expenses incurred in disaster response and recovery be accurately documented. Accurate documentation will help:

1. Recover all eligible costs.

2. Have the information necessary to develop Project Worksheets.

3. Have the information available for the state and FEMA to validate the accuracy of small projects.

4. You will be ready for any state or federal audits or other program or financial reviews.

There are many ways to maintain documentation. What is important is to have the necessary information, readily available and that this information is in a usable format. The records for the documentation must be assembled under the Project Number as shown on FEMA's Project Worksheet. The Public Assistance Coordinator assigns project numbers.

Six record forms have been developed to assist in the organizing of the project documentation. Other systems can be used if the system will provide the required information.

The forms are:

1. **Force Account Labor Summary Record** (Exhibit 1) -- used to record personnel costs.

2. **Fringe Benefit Rate Sheet** (Exhibit 2)-- used to record benefit costs.

3. **Force Account Equipment Summary Record** (Exhibit 3) -- used to record your equipment use costs.

4. **Rented Equipment Summary Record** (Exhibit 4) -- used to record the costs of rented or leased equipment.

5. **Material Summary Record** (Exhibit 5) -- used to record the supplies and materials that are taken out of stock or purchased.

6. **Contract Work Summary Record** (Exhibit 6) -- used to record the costs or work that is done by contract.

Exhibit 1
FORCE ACCOUNT LABOR SUMMARY RECORD INSTRUCTIONS

Force Account is the term to refer to the jurisdiction's own personnel and equipment. Keep the following points in mind when compiling force account labor information:

☐ Record regular and overtime hours separately.

☐ Record the benefits separately for regular and overtime hours. Most overtime hours include fewer benefits than regular hours.

☐ Attach a Fringe Benefit Rate Sheet giving a breakdown of what is included in the jurisdiction's benefits. By percentages, e.g., Social Security – 15.2%, Workman's Compensation – 4.3%, insurance – 18.5%, etc. Use an average rate if there are different benefit rates for different employees.

Complete the Force Account Labor Summary Record as follows:

☐ **Heading:**

- ☐ **Applicant:** Enter the jurisdiction's name.
- ☐ **Paid:** Enter the date these wagers were paid.
- ☐ **PW#:** Enter the Project Worksheet Number that this record covers.
- ☐ **Disaster Number:** Enter the assigned Disaster Number.
- ☐ **Location/Site:** Enter the location or site where the work was performed for this Project Worksheet.
- ☐ **Category:** Enter the category of work being done, e.g. A, B, C, etc.

☐ **Detail Section:**

- ☐ **Name:** Enter the names of the employees who worked on the project.
- ☐ **Job Title:** Enter the job title of each employee who worked on the project.
- ☐ **Reg:** Enter the regular hours that each employee worked on the project.
- ☐ **OT:** Enter the overtime hours that each employee worked on the project. **REMINDER: The only overtime that is eligible for reimbursement is overtime for emergency work. Record both regular and overtime hours, so that personnel hours can be compared with equipment use hours, if necessary.**
- ☐ **Date:** Enter the days date in the space at the top of each column.
- ☐ **Hours Worked:** Enter the hours worked by each employee, regular hours and overtime hours, in the blocks below the date worked.
- ☐ **Total Hours:** Add up the regular hours and enter the total. Add up the overtime hours and enter.
- ☐ **Hourly Rate:** Enter the regular hourly rate for each employee and enter the overtime rate for each employee.
- ☐ **Benefit Rate:** Enter the appropriate benefit rate from the Totals line on the Fringe Benefit Rate Sheet.
- ☐ **Total Hourly Wages:** Multiply the Hourly Rate by the Benefit Rate to get an hourly benefit rate. Add the hourly rate to the hourly benefit rate and enter that total.
- ☐ **Total Costs:** Multiply the Total Hours by the Total Hourly Wage and enter that total.

☐ **Totals Section:**

- ☐ **Total Force Account Labor – Regular Time:** Add up the Regular time Total Costs and enter.
- ☐ **Total Force Account Labor – Over Time:** Add up the Overtime Total Costs and enter.
- ☐ **Total Force Account Labor:** Add the Regular time total to the Overtime total and enter.

Jurisdiction	FORCE ACCOUNT LABOR SUMMARY RECORD		Page of
Applicant	Paid	PW #	Disaster Number
Location/Site		Category	Period covering to
Description of work performed			

	Dates and Hours worked each week								Costs				
	Date								Total Hours	Hourly Rate	Benefit Rate %	Total Hourly Wage	Total Costs
Name	Reg									$	%	$	$
Job Title	OT									$	%	$	$
Name	Reg									$	%	$	$
Job Title	OT									$	%	$	$
Name	Reg									$	%	$	$
Job Title	OT									$	%	$	$
Name	Reg									$	%	$	$
Job Title	OT									$	%	$	$
Name	Reg									$	%	$	$
Job Title	OT									$	%	$	$
									Total Force Account Labor - Regular Time				$
									Total Force Account Labor - OvertimeTime				$
									Total Force Account Labor				$

I certify that the above information was obtained from payroll records, invoices, or other documents that are available for audit.

Certified	Title	Date

Exhibit 2

FRINGE BENEFIT RATE SHEET INSTRUCTIONS

Fringe Benefit Calculations:

Fringe benefits for force account labor are eligible for reimbursement. Fringe benefits for overtime will be significantly less than for regular time, except for extremely unusual cases. The following steps will assist in calculating the percentage for fringe benefits paid on an employee's salary. Note that items and percentages will vary from one entity to another.

1. The normal year consists of 2080 hours (52 weeks X 5 workdays/week X 8 hours/day). This does not include holidays and vacations.
2. Determine the employee's basic hourly pay rate (annual salary / 2080 hours).
3. Fringe benefit percentage for vacation time: Divide the number of hours of annual vacation time provided to the employee by 2080 e.g. (80 hours (2 weeks) / 2080 = 3.85%).
4. Fringe benefit percentage for paid holidays: Divide the number of paid holiday hours by 2080 e.g. (64 hours (8 holidays) / 2080 = 3.07%).
5. Retirement Pay: Because this measure varies widely, use only the percentage of salary matched by the employer.
6. Social Security and Unemployment Insurance: Both are standard percentages of salary.
7. Insurance: This benefit varies by employer. Divide the amount paid annually by the jurisdiction by the basic pay rate determined in Step 2. Then divide the result by 100 to determine the correct percentage rate.
8. Workman's Compensation: This benefit also varies by employee. Divide the amount paid annually by the jurisdiction by the basic pay ray determined in Step 2. Then divide the result by 100 to determine the correct percentage rate.

Note: Typically, the same rate should not be charged for regular time and overtime. Generally, only FICA (Social Security) is eligible for overtime; however, some entities may charge retirement tax on all income.

Sample Rates:

Although some rates may differ greatly between jurisdictions due to their particular experiences, the table below provides some general guidelines that can be used as a reasonableness test to review submitted claims. These rates are based on experience in developing fringe benefit rates for several state departments, the default rate used for the State of Florida, following Hurricane Andrew (August 1992), and the review of several FEMA claims. The rates are determined using the gross wage method applicable to the personnel hourly rate (PHR) method. The net available hours method would result in higher rates.

Paid Fringe Benefits:

FICA (Social Security Matching)	7.65%	(or slightly less)
Retirement – Regular	17.00%	(or less)
Retirement – Special Risk	25.00%	(or slightly less)
Health Insurance	12.00%	(or less)
Life & Disability Insurance	1.00%	(or less)
Worker's Compensation	3.00%	(or less)
Unemployment Insurance	0.25%	(or less)

Leave Fringe Benefits:

Accrued Annual Leave	7.00%	(or less)
Sick Leave	4.00%	(or less)
Administrative Leave	0.50%	(or less)
Holiday Leave	4.00%	(or less)
Compensatory Leave	2.00%	(or less)

Rates outside of these ranges are possible, but should be justified during the validation process.

Jurisdiction	FRINGE BENEFIT RATE SHEET		Page of
Applicant	Paid	PW #	Disaster Number
Location/Site		Category	Period covering to
Description of work performed			

	Regular Employees		Part-Time Employees	
	Regular Time %	Overtime %	Regular Time %	Overtime %
Vacation	%	%	%	%
Holiday Pay	%	%	%	%
Insurance	%	%	%	%
Retirement	%	%	%	%
Unemployment	%	%	%	%
Social Security	%	%	%	%
Workman's Comp.	%	%	%	%
Other	%	%	%	%
Other	%	%	%	%
Other	%	%	%	%
Other	%	%	%	%
TOTALS	%	%	%	%

I certify that the above information was obtained from payroll records, invoices, or other documents that are available for audit.

Certified	Title	Date

Exhibit 3

FORCE ACCOUNT EQUIPMENT SUMMARY RECORD INSTRUCTIONS

Complete the Force Account Equipment Summary Record as follows:

- ☐ **Heading**
  - ☐ **Applicant:** Enter the jurisdiction's name.
  - ☐ **Paid:** Enter the date these charges were paid.
  - ☐ **PW#:** Enter the Project Worksheet Number that this record covers.
  - ☐ **Disaster Number:** Enter the assigned Disaster Number.
  - ☐ **Location/Site:** Enter the location or site where the work was performed for this Project Worksheet.
  - ☐ **Category:** Enter the category of work being done, e.g. A, B, C, etc.
- ☐ **Detail Section:**
  - ☐ **Type of Equipment:** Enter the name of the equipment used including the size, capacity, horsepower, make and model.
  - ☐ **Equip Code #:** Enter the FEMA Cost Code for the equipment, if known.
  - ☐ **Operator's Name:** Enter the name of the equipment operator.
  - ☐ **Date:** Enter the day's date in the space at the top of each column.
  - ☐ **Hours Used:** Enter the hours used for each piece of equipment in the blocks below the date. Idle and standby hours cannot be included.
  - ☐ **Total Hours:** Add up the Hours Used for the week and enter.
  - ☐ **Equipment Rate:** Enter the cost per hour to use the equipment.
  - ☐ **Total Cost:** Multiply the Total Hours by the Equipment Rate and enter the result.
- ☐ **Totals Section:**
  - ☐ **Total Hours:** Add the Total Hours column and enter.
  - ☐ **Total Cost:** Add the Total Cost column and enter.

Jurisdiction	FORCE ACCOUNT EQUIPMENT SUMMARY RECORD			Page of
Applicant		Paid	PW #	Disaster Number
Location/Site			Category	Period covering to
Description of work performed				

Type of Equipment	Equip Code #	Operator's Name	Dates and Hours Used each Day								Costs		
Indicate size, capacity, horsepower, make and model			Date								Total Hours	Equipment Rate	Total Cost
			Hours									$	$
			Hours									$	$
			Hours									$	$
			Hours									$	$
			Hours									$	$
			Hours									$	$
			Hours									$	$
			Hours									$	$
			Hours									$	$
			Hours									$	
									Grand Totals				$

I certify that the above information was obtained from payroll records, invoices, or other documents that are available for audit.

Certified	Title	Date

Exhibit 4

RENTED EQUIPMENT RECORD SUMMARY

Complete the Rented Equipment Summary Record as follows:

- ☐ **Heading**
  - ☐ **Applicant:** Enter the jurisdiction's name.
  - ☐ **Paid:** Enter the date these charges were paid.
  - ☐ **PW#:** Enter the Project Worksheet Number that this record covers.
  - ☐ **Disaster Number:** Enter the assigned Disaster Number.
  - ☐ **Location/Site:** Enter the location or site where the work was performed for this Project Worksheet.
  - ☐ **Category:** Enter the category of work being done, e.g. A, B, C, etc.
- ☐ **Detail Section:**
  - ☐ **Type of Equipment:** Enter the name of the equipment used including the size, capacity, horsepower, make and model.
  - ☐ **Dates and Hours Used:** Enter the date used on the upper block and the hours used in the lower block.
  - ☐ **W/Opr:** Enter the rate charged per hour when the rental company provides the operator.
  - ☐ **W/O Opr:** Enter the rate charged per hour when the rental company does not provide the operator.
  - ☐ **Total Cost:** Multiply the Hours used by the appropriate Rate per Hour and enter.
  - ☐ **Vendor:** Enter the name of the rental company.
  - ☐ **Invoice No:** Enter the rental Company's invoice number.
  - ☐ **Date and Amount Paid:** Enter the Date Paid in the upper block and the Amount Paid in the lower block.
  - ☐ **Check No:** Enter the number of the check used to pay the vendor.
- ☐ **Total Section**
  - ☐ **Grand Total:** Add the Amounts Paid in the Date and Amount Pd column and enter.

Attach copies of invoices and proof of payment

Jurisdiction	RENTED EQUIPMENT SUMMARY RECORD			Page of
Applicant		Paid	PW #	Disaster Number
Location/Site			Category	Period covering to
Description of work performed				

Type of Equipment Indicate size, capacity, horsepower, make and model	Dates and Hours Used	Rate Per Hour		Total Cost	Vendor	Invoice No	Date and Amount Pd	Check No
		W/Opr	W/O Opr					
		$	$	$			$	
		$	$	$			$	
		$	$	$			$	
		$	$	$			$	
		$	$	$			$	
		$	$	$			$	
		$	$	$			$	
		$	$	$			$	
		$	$	$			$	
		$	$	$			$	
		$	$	$			$	
		$	$	$			$	
					Grand Total		$	

I certify that the above information was obtained from payroll records, invoices, or other documents that are available for audit.

Certified	Title	Date

Exhibit 5

MATERIALS SUMMARY RECORD

Complete Materials Summary Record as follows:

- ☐ **Heading**
  - ☐ **Applicant:** Enter the jurisdiction's name.
  - ☐ **Paid:** Enter the date these charges were paid.
  - ☐ **PW#:** Enter the Project Worksheet Number that this record covers.
  - ☐ **Disaster Number:** Enter the assigned Disaster Number.
  - ☐ **Location/Site:** Enter the location or site where the work was performed for this Project Worksheet.
  - ☐ **Category:** Enter the category of work being done, e.g. A, B, C, etc.
- ☐ **Detail Section:**
  - ☐ **Vendors:** Enter the name of the vendor supplying the materials.
  - ☐ **Description:** Enter a description of the materials used.
  - ☐ **Quantity:** Enter the quantity used.
  - ☐ **Unit Price:** Enter the price per unit.
  - ☐ **Date Purchased:** Enter the date purchased for use or replacement of stock.
  - ☐ **Date Used:** Enter the date the materials were used on this project.
  - ☐ **Info From:** Check whither the information on this record came from a vendor's invoice or from stock records.
- ☐ **Total Section:**
  - ☐ Add up the Total Price column and enter.

Jurisdiction	MATERIALS SUMMARY RECORD		Page of
Applicant	Paid	PW #	Disaster Number
Location/Site		Category	Period covering to
Description of work performed			

Vendors	Description	Quantity	Unit Price	Total Price	Date Purchased	Date Used	Info From (Check)	
							Invoice	Stock
			$	$			☐	☐
			$	$			☐	☐
			$	$			☐	☐
			$	$			☐	☐
			$	$			☐	☐
			$	$			☐	☐
			$	$			☐	☐
			$	$			☐	☐
			$	$			☐	☐
			$	$			☐	☐
			$	$			☐	☐
		Grand Total		$				

I certify that the above information was obtained from payroll records, invoices, or other documents that are available for audit.

Certified	Title	Date

Attach copies of invoices and proof of payment.

Jurisdiction	MATERIALS SUMMARY RECORD		Page of
Applicant	Paid	PW #	Disaster Number
Location/Site		Category	Period covering to
Description of work performed			

Vendors	Description	Quantity	Unit Price	Total Price	Date Purchased	Date Used	Info From (Check)	
							Invoice	Stock
			$	$			☐	☐
			$	$			☐	☐
			$	$			☐	☐
			$	$			☐	☐
			$	$			☐	☐
			$	$			☐	☐
			$	$			☐	☐
			$	$			☐	☐
			$	$			☐	☐
			$	$			☐	☐
			$	$			☐	☐
		Grand Total		$				

I certify that the above information was obtained from payroll records, invoices, or other documents that are available for audit.

Certified	Title	Date

Exhibit 6

CONTRACT WORK SUMMARY RECORD

Complete the Contract Work Summary Record as follows:

- ☐ **Heading**
  - ☐ **Applicant:** Enter the jurisdiction's name.
  - ☐ **Paid:** Enter the date these charges were paid.
  - ☐ **PW#:** Enter the Project Worksheet Number that this record covers.
  - ☐ **Disaster Number:** Enter the assigned Disaster Number.
  - ☐ **Location/Site:** Enter the location or site where the work was performed for this Project Worksheet.
  - ☐ **Category:** Enter the category of work being done, e.g. A, B, C, etc.
- ☐ **Detail Section:**
  - ☐ **Dates Worked:** Enter the dates for the work billed on the invoice listed.
  - ☐ **Contractor:** Enter the name of the contractor.
  - ☐ **Billing Invoice Number:** Enter the contractor's invoice submitted for payment.
  - ☐ **Amount:** Enter the total billed on the invoice.
  - ☐ **Comments – Scope:** Enter pertinent comments such as percentage of work completed, etc.
- ☐ **Total Section**
  - ☐ **Amount:** Add up the Amount column and enter.

Attach copies of contract, invoices and proof of payment.

Jurisdiction	CONTRACT WORK SUMMARY RECORD			Page of
Applicant		Paid	PW #	Disaster Number
Location/Site			Category	Period covering to
Description of work performed				

Dates Worked	Contractor	Billing Invoice Number	Amount	Comments - Scope
to			$	
to			$	
to			$	
to			$	
to			$	
to			$	
to			$	
to			$	
to			$	
to			$	
to			$	
to			$	
to			$	
		Grand Total		

I certify that the above information was obtained from payroll records, invoices, or other documents that are available for audit.

Certified	Title	Date

Instructions for completing the State of Indiana Time Extension Request

Purpose: **The purpose of this form is to make a request for a time extension for completion of a Public Assistance project.**

General: **All items on the form must be completed by the Applicant and returned to the Indiana Department of Homeland Security (IDHS). Incomplete forms will be returned to the Applicant. Time extensions should be submitted at least 30 days prior to the established deadlines. All requests should include documentation necessary to support the request.**

Applicant Information

Applicant's Name: Enter the name of the Applicant organization or jurisdiction.

Federal Disaster No.: Enter the four-digit Federal Disaster Number. This number is assigned by FEMA once the disaster has been declared by the President. This number is included on the Disaster Fact Sheet.

Public Assistance ID No.: Enter the eight-digit Applicant's Public Assistance ID Number. This number will usually be in the following format: YYY-ZZZZZ, where YYY is the FIPS code for the county the Applicant is located within and ZZZZZ is the code for the city or village the Appl.

Project Information

PW No.: Enter the project worksheet (PW) number.

Percent Complete Enter the percent complete for the work included on the project worksheet (PW)

Project Title: Enter the project title and location as it appears on the PW.

Category of Work: Circle the appropriate letter for the category of work for the project.

Projected Date of Completion: Enter the total projected date of completion for the project.

Justification for Extension: Enter any comments necessary to justify the time extension request.

Certification

Applicant's Agent Signature: The Applicant's Agency must sign and date the Time Extension Request certifying that the information provided is true and an extension is warranted.

TIME EXTENSION REQUEST FORM 44 CFR 206.204 (d)

APPLICANT	FIPS#	DISASTER		PW #	CATEGORY
		DR			

	Date Requested	Extended Through:	Brief Justification of Extension:
Previous Extension(s) by Grantee			
Previous Extension(s) by Grantee			
Previous Extension(s) by Grantee			

EXTENSION REQUEST THROUGH REGIONAL DIRECTOR	Date of Request:	Project Completion Date:

JUSTIFICATION FOR DELAY/EXTENSION

(Requires information describing extenuating or unusual circumstances beyond the sub-grantee's control and that have resulted in the need of a time extension through the RD)

PROGRAM DIRECTOR: (signature and date)	RD/DRM or Designee: (signature and date)
Rosemary Petersen, IDHS	, FEMA REGION V
	(Print Name)

for FEMA use only:

EXTENSION REQUEST: APPROVED: ☐ DENIED: ☐

Comments/Requirements for approval; Explanation for Denial

Instructions for completing the State of Indiana Project Quarterly Progress Report

Purpose: The purpose of this form is to report the progress of Public Assistance projects on a quarterly basis

General: All items on the form must be completed by the Applicant and returned to the Indiana Department of Homeland Security (IDHS). Incomplete forms will be returned to the Applicant. Quarterly progress reports should be submitted to IDHS by the last day of April, July, October and January for the preceding quarter. Up to seven (7) projects may be reported on this form

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Applicant Information

Applicant's Name: Enter the name of the Applicant organization or jurisdiction.

Federal Disaster No.: Enter the four-digit Federal Disaster Number. This number is assigned by FEMA once the disaster has been declared by the President. This number is included on the Disaster Fact Sheet.

Public Assistance ID No.: Enter the eight-digit Applicant's Public Assistance ID Number. This number will usually be in the following format: YYY-ZZZZZ, where YYY is the FIPS code for the county the Applicant is located within and ZZZZZ is the code for the city or village the Appl.

Project Information

PW No.: Enter the project worksheet (PW) number.

Category: Circle the appropriate letter for the category of work for the project.

Projected Title and Location: Enter the project title and location as it appears on the PW.

Total Funding Approved: Enter the total project funding as shown on the PW.

% of Work Complete to Date: Enter the percentage of the work that has been completed to

Est. Date of Completion: Enter the estimated date of completion for the project.

Certification

Applicant's Agent Signature: The Applicant's Agency must sign and date the Time Extension Request certifying that the information provided is true and an extension is warranted.

STATE OF INDIANA

PROJECT QUARTERLY PROGRESS REPORT

Applicant Information

Applicant's Name: _____

Federal Disaster Number: _____ **Public Assistance ID Number:** _____

Project Information

PW #	CATEGORY	PROJECT TITLE AND LOCATION	TOTAL FUNDING APPROVED	TOTAL PROJECT COSTS TO DATE	% OF WORK COMPLETE TO DATE	EST. DATE OF COMPLETION

Certification

I do hereby certify that the above information is true.

NOTE: Quarterly Progress reports are due by the 15th day of April, July, October and January for the preceding quarter.

Signature of Applicant's Agent Date

FEDERAL EMERGENCY MANAGEMENT AGENCY **SPECIAL CONSIDERATIONS QUESTIONS**

1. APPLICANT'S NAME 2. FIPS NUMBER 3. DATE

4. PROJECT NAME 5. LOCATION

FORM MUST BE FILLED OUT FOR EACH PROJECT

1. Does the damaged facility or item of work have insurance and/or is it an insurable risk? *(e.g., buildings, equipment, vehicles, etc.)*

☐ YES ☐ NO ☐ Unsure Comments _____

2. Is the damaged facility located within a floodplain or coastal high hazard area, or does it have an impact on a floodplain or wetland?

☐ YES ☐ NO ☐ Unsure Comments _____

3. Is the damaged facility or item or work located within or adjacent to a Coastal Barrier Resource System Unit or an Otherwise Protected Area?

☐ YES ☐ NO ☐ Unsure Comments _____

4. Will the proposed facility repairs/reconstruction change the pre-disaster condition? *(e.g. footprint, material, location, capacity, use or function)*

☐ YES ☐ NO ☐ Unsure Comments _____

5. Does the applicant have a hazard mitigation proposal or would the applicant like technical assistance for a hazard proposal?

☐ YES ☐ NO ☐ Unsure Comments _____

6. Is the damaged facility on the National Register of Historic Places or the state historic listing? Is it older than 50 years? Are there more, similar buildings near the site:

☐ YES ☐ NO ☐ Unsure Comments _____

7. Are there any pristine or undisturbed areas on, or near, the project site? Are there large tracts of forestland?

☐ YES ☐ NO ☐ Unsure Comments _____

8. Are there any hazardous materials at or adjacent to the damaged facility and/or item of work?

☐ YES ☐ NO ☐ Unsure Comments _____

9. Are there any other environmentally or controversial issues associated with the damaged facility and/or item of work?

☐ YES ☐ NO ☐ Unsure Comments _____

PREPARED BY: TITLE: **FEMA Form 90-120, NOV 98**

FEDERAL EMERGENCY MANAGEMENT AGENCY

PNP FACILITY QUESTIONAIRE

Please answer all of the following questions and return this questionnaire with proof of private non profit (PNP) status to the FEMA/State Disaster Field Office. Your application for Federal disaster assistance will not be considered if these documents are not submitted by the prescribed deadline. If your organization has more than one facility that incurred damage, list each facility separately and provide the required information for each facility. Use separate sheets of paper if necessary.

Name of PNP Organization: _____

Title 44 CFR, part 206.221 (e) defines a Private Non Profit facility as: "…any private nonprofit educational, utility, emergency, medical, custodial care facility, including a facility for the aged or disabled, and other facility providing essential governmental type services to the general public, and such facilities on Indian reservations. "Other essential governmental service facility" means museums, zoos, community centers, libraries, homeless shelters, senior citizen centers, rehabilitation facilities, shelter workshops and facilities which provide health and safety services of a governmental nature. All such facilities must be open to the general public.

Of the above, what best describes your organization? _____

Please provide copies of the following:

Tax Exemption Certificate _____

Organization Charter or By Laws _____

Current Literature describing your Organization _____

If your organization is a school or educational facility, please provide information on:

Accreditation or Certification _____

Curriculum _____

Name of the damaged facility and location: _____

_____

What is the primary purpose of the damaged facility? _____

Who may use this facility? _____

What fee, if any, is charged for the use of the facility? _____

Was the facility in use at the time of the disaster? ☐**Yes** ☐**No**

Did the facility sustain damage as a direct result of the disaster? ☐**Yes** ☐**No**

What type of assistance is being requested? _____

Does the PNP organization own the facility? ☐**Yes** ☐**No**

If "Yes", obtain proof of ownership; check here if attached. ☐

If "No", do they lease / rent the facility? ☐**Yes** ☐**No**

If "Yes", obtain a copy of the lease or rental agreement for the damaged facility, check here if attached. ☐

Are the repairs of this facility the legal responsibility of the organization? ☐**Yes** ☐**No**

Is the facility insured? ☐**Yes** ☐**No**

If "Yes", obtain a copy of the insurance policy; check here if attached. ☐

Additional information or comments: _____

Name of contact person: **Phone number**

FEMA Form 90-121

FEDERAL EMERGENCY MANAGEMENT AGENCY

DISASTER RESPONSE AND RECOVERY

INSURANCE COMMITMENT

(Supplement to Project Application)

APPLICANT

Name _____

Address _____

City ___ County _____

State _____ Zip _____

Telephone No. _____

Type of Major Disaster _____

Project Application No. _____

DSR Item No. _____

Date of Inspection _____

Federal Inspector _____

Federal Agency _____

Location of Damaged Property _____

Description of Damage _____

Estimated Cost of Eligible Work _____

Appraised Value of Property $ _____

Life of Insured Property _____ Years Life of Restorative Work _____ Years

	REQUIRED	IN EFFECT
Type	_____	_____
Extent - Buildings	$ _____	$ _____
- Contents	$ _____	$ _____
Deductible ($ or %)	_____	_____

Policy Number _____ Effective Date _____

Company _____

Address _____

APPLICANT'S COMMITMENT

The Applicant hereby assures the Governor's Authorized Representative and the FEMA Regional Director that it (will obtain) (has obtained) and will maintain the required insurance for _____ years as a condition for obtaining Federal disaster assistance under PL 93-288

APPLICANT'S AUTHORIZED REPRESENTATIVE

Signature _____

Title _____

DATE

STATE REVIEW	DATE
FEMA REVIEW	DATE

FEMA Form 90-44 (3/80)

FEDERAL EMERGENCY MANAGEMENT AGENCY **REQUEST FOR PUBLIC ASSISTANCE**	O.M.B. No. 3067-0151 Expires April 30, 2001

PAPERWORK BURDEN DISCLOSURE NOTICE

Public reporting burden for this form is estimated to average 30 minutes. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the needed data, and completing and submitting the forms. You are not required to respond to this collection of information unless a valid OMB control number is displayed in the upper right corner of the forms. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to Information Collection management, Federal Emergency Management Agency. 500 C Street, SW, Washington, DC 20472, Paperwork Reduction Project (3067-0151). **NOTE**: Do not send your complete form to this address.

APPLICANT *(Political subdivision or eligible applicant.)*	DATE SUBMITTED

COUNTY *(Location of Damages. If located in multiple counties, please indicate.)*

APPLICANT PHYSICAL LOCATION

STREET ADDRESS			
CITY	COUNTY	STATE	ZIP CODE

MAILING ADDRESS (If different from Physical Location)

STREET ADDRESS			
POST OFFICE BOX	CITY	STATE	ZIP CODE

Primary Contact/Applicant's Authorized Agent	Alternate Contact
NAME	NAME
TITLE	TITLE
BUSINESS PHONE	BUSINESS PHONE
FAX NUMBER	FAX NUMBER
HOME PHONE (Optional)	HOME PHONE (Optional)
CELL PHONE	CELL PHONE
E-MAIL ADDRESS	E-MAIL ADDRESS
PAGER & PIN NUMBER	PAGER & PIN NUMBER

Did you participate in the Federal/State Preliminary Damage Assessment (PDA)? ☐ Yes ☐ No

Private Non-Profit Organization: ☐ Yes ☐ No

If yes, which of the facilities below best describe your organization? _____

Title 44 CFR, part 206.221(e) defines an eligible private non-profit facility as: "…any private non profit educational, utility emergency, medical or custodial care facility, including a facility for the aged or disabled, and other facility providing essential governmental type services to the general public, and such facilities on Indian reservations. **Other essential governmental service facility" means museums, zoos, community centers, libraries, homeless shelters, senior citizen centers, rehabilitation facilities, shelter workshops and facilities which provide health and safety services of a governmental nature. All such facilities must be open to the general public.

Private Non-Profit Organizations must attach copies of their Tax Exemption Certificate and Organization Charter or By-Laws. If your organization is a school or educational facility, please attach information on accreditation or certification.

Official Use Only:	FEMA	-DR-	FIPS#	Date Received:

FEMA Form 90-49, SEP 98

DEPARTMENT OF HOMELAND SECURITY
EMERGENCY PREPAREDNESS AND RESPONSE DIRECTORATE
RECOVERY DIVISION
PUBLIC ASSISTANCE BRANCH
WASHINGTON, D.C. 20472

The rates on this Schedule of Equipment Rates are for applicant-owned equipment in good mechanical condition, complete with all required attachments. Each rate covers all costs eligible under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. § 5121, et seq., for ownership and operation of equipment, including depreciation, overhead, all maintenance, field repairs, fuel, lubricants, tires, OSHA equipment and other costs incident to operation. Standby equipment costs are not eligible.

Equipment must be in actual operation performing eligible work in order for reimbursement to be eligible. LABOR COSTS OF OPERATOR ARE NOT INCLUDED in the rates and should be approved separately from equipment costs.

Information regarding the use of the Schedule is contained in 44 CFR § 206.228 *Allowable Costs.* Rates for equipment not listed will be furnished by FEMA upon request. Any appeals shall be in accordance with 44 CFR § 206.206 *Appeals.*

THESE RATES ARE APPLICABLE TO MAJOR DISASTERS AND EMERGENCIES DECLARED BY THE PRESIDENT ON OR AFTER AUGUST 28, 2005.

Cost Code	Equipment	Specification	Capacity / Size	HP	Notes	Unit	Rate
8490	Aerial Lift, Self-Propelled	Max. Platform Height	37 Ft	to 15	Articulated, Telescoping, Scissor.	hour	$5.70
8491	Aerial Lift, Self-Propelled	Max. Platform Height	60 Ft	to 30	Articulated, Telescoping, Scissor.	hour	$11.80
8492	Aerial Lift, Self-Propelled	Max. Platform Height	70 Ft	to 50	Articulated, Telescoping, Scissor.	hour	$21.40
8493	Aerial Lift, Self-Propelled	Max. Platform Height	125 Ft	to 85	Articulated and Telescoping.	hour	$38.50
8494	Aerial Lift, Self-Propelled	Max. Platform Height	150 Ft	to 130	Articulated and Telescoping.	hour	$60.00
8486	Aerial Lift, Truck Mntd	Max. Platform Height	25 Ft		Articulated and Telescoping.	hour	$5.40
8487	Aerial Lift, Truck Mntd	Max. Platform Height	50 Ft		Articulated and Telescoping.	hour	$9.00
8488	Aerial Lift, Truck Mntd	Max. Platform Height	75 Ft		Articulated and Telescoping.	hour	$19.10
8489	Aerial Lift, Truck Mntd	Max. Platform Height	100 Ft		Articulated and Telescoping.	hour	$36.00
8010	Air Compressor	Air Delivery	41 CFM	to 10	Hoses included.	hour	$1.55
8011	Air Compressor	Air Delivery	103 CFM	to 30	Hoses included.	hour	$4.75
8012	Air Compressor	Air Delivery	130 CFM	to 50	Hoses included.	hour	$9.25
8013	Air Compressor	Air Delivery	175 CFM	to 90	Hoses included.	hour	$17.20
8014	Air Compressor	Air Delivery	400 CFM	to 145	Hoses included.	hour	$24.80
8015	Air Compressor	Air Delivery	575 CFM	to 230	Hoses included.	hour	$40.50
8016	Air Compressor	Air Delivery	1100 CFM	to 355	Hoses included.	hour	$60.00
8017	Air Compressor	Air Delivery	1600 CFM	to 500	Hoses included.	hour	$82.00
8020	Air Curtain Burner			to 50	In ground burner.	hour	$6.60
8021	Air Curtain Burner			to 75	In ground burner.	hour	$7.60
8022	Air Curtain Burner			to 100	In ground burner.	hour	$8.75
8023	Air Curtain Burner			to 50	Above ground burner.	hour	$9.05
8024	Air Curtain Burner			to 75	Above ground burner.	hour	$11.60
8025	Air Curtain Burner			to 100	Above ground burner.	hour	$15.30
8040	Ambulance			to 150		hour	$21.50
8041	Ambulance			to 210		hour	$32.00
8060	Auger, Portable	Hole Diameter	16 In	to 6		hour	$1.40
8061	Auger, Portable	Hole Diameter	18 In	to 13		hour	$3.30
8062	Auger, Tractor Mntd	Max. Auger Diameter	36 In	to 13	Includes digger, boom and mounting hardware.	hour	$1.80
8063	Auger, Truck Mntd	Max. Auger Size	24 In	to 100	Guardrail post driver.	hour	$30.00
8070	Automobile			to 130	Transporting people.	mile	$0.45
8071	Automobile			to 130	Transporting cargo.	hour	$9.75
8072	Automobile, Police			to 250	Patrolling.	mile	$0.55
Cost Code	Equipment	Specification	Capacity / Size	HP	Notes	Unit	Rate

8073	Automobile, Police			to 250	Stationary with engine running.	hour	$14.35
8110	Barge, Deck	Size	120'x30'x7.25'			hour	$25.50
8111	Barge, Deck	Size	120'x45'x7'			hour	$39.50
8112	Barge, Deck	Size	140'x45'x7'			hour	$53.00
8113	Barge, Deck	Size	150'x45'x9'			hour	$62.00
8115	Barge, Hopper	Size	200'x35'x12'		Open	hour	$46.50
8116	Barge, Hopper	Size	200'x35'x12'		Closed	hour	$54.00
8050	Board, Arrow			to 8	Trailer Mounted.	hour	$3.10
8051	Board, Message			to 5	Trailer Mounted.	hour	$8.55
8133	Boat, Push	Size	45'x21'x6'	to 435	Flat hull.	hour	$160.00
8134	Boat, Push	Size	54'x21'x6'	to 525	Flat hull.	hour	$182.00
8135	Boat, Push	Size	58'x24'x7.5'	to 705	Flat hull.	hour	$226.00
8136	Boat, Push	Size	64'x25'x8'	to 870	Flat hull.	hour	$270.00
8130	Boat, Row				Heavy duty.	hour	$0.85
8131	Boat, Runabout	Size	13'x5'	to 50	Outboard.	hour	$14.45
8132	Boat, Tender	Size	14'x7'	to 100	Inboard with 360 degree drive.	hour	$27.00
8120	Boat, Tow	Size	55'x20'x5'	to 870	Steel.	hour	$204.00
8121	Boat, Tow	Size	60'x21'x5'	to 1050	Steel.	hour	$339.00
8122	Boat, Tow	Size	70'x30'x7.5'	to 1350	Steel.	hour	$480.00
8123	Boat, Tow	Size	120'x34'x8'	to 2000	Steel.	hour	$693.00
8140	Boat, Tug	Length	16 Ft	to 100		hour	$31.00
8141	Boat, Tug	Length	18 Ft	to 175		hour	$48.00
8142	Boat, Tug	Length	26 Ft	to 250		hour	$63.00
8143	Boat, Tug	Length	40 Ft	to 380		hour	$140.00
8144	Boat, Tug	Length	51 Ft	to 700		hour	$207.00
8419	Breaker, Pavement Hand-Held	Weight	25~90 Lbs			hour	$0.70
8420	Breaker, Pavement			to 70		hour	$29.50
8421	Breaker, Pavement			to 105		hour	$39.50
8422	Breaker, Pavement			to 137		hour	$52.00
8150	Broom, Pavement	Broom Length	72 In	to 20		hour	$9.35
8151	Broom, Pavement	Broom Length	84 In	to 45		hour	$13.95
8152	Broom, Pavement	Broom Length	96 In	to 100		hour	$18.80
8153	Broom, Pavement, Mntd	Broom Length	72 In	to 18		hour	$6.10
8154	Broom, Pavement, Pull	Broom Length	84 In	to 20		hour	$7.60
8270	Bucket, Clamshell	Capacity	1.0 CY		Includes teeth.	hour	$4.10
8271	Bucket, Clamshell	Capacity	2.5 CY		Includes teeth.	hour	$7.25
8272	Bucket, Clamshell	Capacity	5.0 CY		Includes teeth.	hour	$12.00
8273	Bucket, Clamshell	Capacity	7.5 CY		Includes teeth.	hour	$16.40
8275	Bucket, Dragline	Capacity	2.0 CY			hour	$3.30
8276	Bucket, Dragline	Capacity	5.0 CY			hour	$6.95
8277	Bucket, Dragline	Capacity	10 CY			hour	$11.55
8278	Bucket, Dragline	Capacity	14 CY			hour	$13.50
8180	Bus			to 150		hour	$14.75
8181	Bus			to 210		hour	$22.30
8182	Bus			to 300		hour	$30.50
8190	Chain Saw	Bar Length	16 In			hour	$1.55
8191	Chain Saw	Bar Length	25 In			hour	$3.10
8192	Chain Saw, Pole	Bar Size	18 In			hour	$1.65
8200	Chipper, Brush	Chipping Capacity	6 In	to 35	Trailer Mounted.	hour	$12.80
8201	Chipper, Brush	Chipping Capacity	12 In	to 65	Trailer Mounted.	hour	$17.70
8202	Chipper, Brush	Chipping Capacity	16 In	to 100	Trailer Mounted.	hour	$23.00
8203	Chipper, Brush	Chipping Capacity	18 In	to 125	Trailer Mounted.	hour	$29.00
8204	Chipper, Brush	Chipping Capacity	18 In	to 200	Trailer Mounted.	hour	$42.50
8205	Chipper, Brush	Chipping Capacity	19 In	to 300	Trailer Mounted.	hour	$59.00
Cost Code	**Equipment**	**Specification**	**Capacity / Size**	**HP**	**Notes**	**Unit**	**Rate**
8206	Chipper, Brush	Chipping Capacity	19 In	to 450	Trailer Mounted.	hour	$86.00
8207	Chipper, Brush			to 650	Trailer Mounted.	hour	$130.00

8210	Clamshell & Dragline			to 100	Bucket not included in rate.	hour	$71.00
8211	Clamshell & Dragline			to 155	Bucket not included in rate.	hour	$95.00
8212	Clamshell & Dragline			to 235	Bucket not included in rate.	hour	$131.00
8213	Clamshell & Dragline			to 350	Bucket not included in rate.	hour	$178.00
8214	Clamshell & Dragline			to 530	Bucket not included in rate.	hour	$250.00
8215	Clamshell & Dragline			to 800	Bucket not included in rate.	hour	$343.00
8712	Cleaner, Sewer/Catch Basin	Hopper Capacity	5 CY		Truck Mounted.	hour	$18.80
8713	Cleaner, Sewer/Catch Basin	Hopper Capacity	14 CY		Truck Mounted.	hour	$23.30
8220	Compactor			to 10		hour	$8.70
8221	Compactor			to 45		hour	$15.30
8222	Compactor			to 75		hour	$22.70
8223	Compactor			to 95		hour	$28.00
8224	Compactor			to 150		hour	$43.50
8225	Compactor			to 235		hour	$73.00
8226	Compactor			to 335		hour	$119.00
8227	Compactor			to 535		hour	$234.00
8228	Compactor, towed			to 15		hour	$15.00
8229	Compactor, towed			to 50		hour	$39.00
8230	Compactor, towed			to 100		hour	$65.00
8500	Crane	Max. Lift Capacity	8 MT	to 80		hour	$30.50
8501	Crane	Max. Lift Capacity	15 MT	to 150		hour	$44.00
8502	Crane	Max. Lift Capacity	27 MT	to 200		hour	$66.00
8503	Crane	Max. Lift Capacity	45 MT	to 300		hour	$98.00
8504	Crane	Max. Lift Capacity	70 MT	to 350		hour	$143.00
8505	Crane	Max. Lift Capacity	110 MT	to 450		hour	$208.00
8496	Crane, Truck Mounted	Max. Lift Capacity	17600 Lbs			hour	$22.50
8497	Crane, Truck Mounted	Max. Lift Capacity	33000 Lbs			hour	$34.00
8498	Crane, Truck Mounted	Max. Lift Capacity	60000 Lbs			hour	$55.00
8499	Crane, Truck Mounted	Max. Lift Capacity	120000 Lbs			hour	$98.00
8195	Cutter, Brush	Cutter Size	8 ft	to 150			$76.00
8196	Cutter, Brush	Cutter Size	8 ft	to 190			$86.00
8197	Cutter, Brush	Cutter Size	10 ft	to 245			$96.00
8670	Derrick, Hydraulic Digger	Max. Boom Length	55 Ft		Includes hydraulic pole alignment attachment.	hour	$32.50
8671	Derrick, Hydraulic Digger	Max. Boom Length	75 Ft		Includes hydraulic pole alignment attachment.	hour	$34.50
8672	Derrick, Hydraulic Digger	Max. Boom Length	95 Ft		Includes hydraulic pole alignment attachment.	hour	$36.50
8580	Distributor, Asphalt	Tank Capacity	500 Gal		Truck Mounted. Includes burners, insulated tank, and circulating spray bar.	hour	$10.50
8581	Distributor, Asphalt	Tank Capacity	1000 Gal		Truck Mounted. Includes burners, insulated tank, and circulating spray bar.	hour	$15.60
8582	Distributor, Asphalt	Tank Capacity	4000 Gal		Truck Mounted. Includes burners, insulated tank, and circulating spray bar.	hour	$19.10
8250	Dozer, Crawler			to 65		hour	$31.00
8251	Dozer, Crawler			to 105		hour	$40.00
8252	Dozer, Crawler			to 160		hour	$55.00
8253	Dozer, Crawler			to 245		hour	$79.00
8254	Dozer, Crawler			to 375		hour	$124.00
8255	Dozer, Crawler			to 565		hour	$200.00
8256	Dozer, Crawler			to 850		hour	$344.00
8260	Dozer, Wheel			to 260		hour	$55.00
8261	Dozer, Wheel			to 335		hour	$68.00
8262	Dozer, Wheel			to 445		hour	$86.00
8263	Dozer, Wheel			to 615		hour	$126.00
8280	Excavator, Hydraulic	Bucket Capacity	0.5 CY	to 45	Crawler, Truck & Wheel. Includes bucket.	hour	$21.90
8281	Excavator, Hydraulic	Bucket Capacity	1.0 CY	to 90	Crawler, Truck & Wheel. Includes bucket.	hour	$37.50
Cost Code	**Equipment**	**Specification**	**Capacity / Size**	**HP**	**Notes**	**Unit**	**Rate**
8282	Excavator, Hydraulic	Bucket Capacity	1.5 CY	to 160	Crawler, Truck & Wheel. Includes bucket.	hour	$64.00
8283	Excavator, Hydraulic	Bucket Capacity	2.5 CY	to 265	Crawler, Truck & Wheel. Includes bucket.	hour	$104.00
8284	Excavator, Hydraulic	Bucket Capacity	4.5 CY	to 420	Crawler, Truck & Wheel. Includes bucket.	hour	$163.00
8285	Excavator, Hydraulic	Bucket Capacity	7.5 CY	to 650	Crawler, Truck & Wheel. Includes bucket.	hour	$255.00

8286	Excavator, Hydraulic	Bucket Capacity	12 CY	to 1000	Crawler, Truck & Wheel. Includes bucket.	hour	$404.00
8240	Feeder, Grizzly			to 35		hour	$19.20
8241	Feeder, Grizzly			to 55		hour	$29.00
8242	Feeder, Grizzly			to 75		hour	$45.50
8300	Fork Lift	Capacity	6000 Lbs	to 60		hour	$9.90
8301	Fork Lift	Capacity	12000 Lbs	to 90		hour	$14.45
8302	Fork Lift	Capacity	18000 Lbs	to 140		hour	$23.90
8303	Fork Lift	Capacity	50000 Lbs	to 215		hour	$42.50
8310	Generator	Prime Output	5.5 KW	to 10		hour	$3.60
8311	Generator	Prime Output	16 KW	to 25		hour	$8.45
8312	Generator	Prime Output	43 KW	to 65		hour	$18.10
8313	Generator	Prime Output	85 KW	to 125		hour	$28.50
8314	Generator	Prime Output	140 KW	to 200		hour	$40.50
8315	Generator	Prime Output	210 KW	to 300		hour	$59.00
8316	Generator	Prime Output	280 KW	to 400		hour	$76.00
8317	Generator	Prime Output	350 KW	to 500		hour	$94.00
8318	Generator	Prime Output	530 KW	to 750		hour	$137.00
8319	Generator	Prime Output	710 KW	to 1000		hour	$179.00
8320	Generator	Prime Output	1100 KW	to 1500		hour	$274.00
8321	Generator	Prime Output	1500 KW	to 2000		hour	$369.00
8322	Generator	Prime Output	1900 KW	to 2500		hour	$457.00
8323	Generator	Prime Output	2400 KW	to 3000		hour	$547.00
8755	Golf Cart	Capacity	2 person			hour	$2.55
8330	Graders	Moldboard Size	8 Ft	to 50	Includes Rigid and Articulate equipment.	hour	$23.90
8331	Graders	Moldboard Size	10 Ft	to 100	Includes Rigid and Articulate equipment.	hour	$32.00
8332	Graders	Moldboard Size	12 Ft	to 150	Includes Rigid and Articulate equipment.	hour	$43.00
8333	Graders	Moldboard Size	14 Ft	to 225	Includes Rigid and Articulate equipment.	hour	$60.00
8350	Hose, Discharge	Diameter	3 In		Per 25 foot length. Includes couplings.	hour	$0.15
8351	Hose, Discharge	Diameter	4 In		Per 25 foot length. Includes couplings.	hour	$0.20
8352	Hose, Discharge	Diameter	6 In		Per 25 foot length. Includes couplings.	hour	$0.35
8353	Hose, Discharge	Diameter	8 In		Per 25 foot length. Includes couplings.	hour	$0.55
8354	Hose, Discharge	Diameter	12 In		Per 25 foot length. Includes couplings.	hour	$1.15
8355	Hose, Discharge	Diameter	16 In		Per 25 foot length. Includes couplings.	hour	$1.90
8356	Hose, Suction	Diameter	3 In		Per 25 foot length. Includes couplings.	hour	$0.20
8357	Hose, Suction	Diameter	4 In		Per 25 foot length. Includes couplings.	hour	$0.30
8358	Hose, Suction	Diameter	6 In		Per 25 foot length. Includes couplings.	hour	$0.50
8359	Hose, Suction	Diameter	8 In		Per 25 foot length. Includes couplings.	hour	$0.85
8360	Hose, Suction	Diameter	12 In		Per 25 foot length. Includes couplings.	hour	$1.80
8361	Hose, Suction	Diameter	16 In		Per 25 foot length. Includes couplings.	hour	$3.20
8517	Jackhammer (Dry)	Weight Class	25-45 Lbs			hour	$1.10
8518	Jackhammer (Wet)	Weight Class	30-55 Lbs			hour	$1.20
8380	Loader, Crawler	Bucket Capacity	0.5 CY	to 32	Includes bucket.	hour	$13.90
8381	Loader, Crawler	Bucket Capacity	1 CY	to 60	Includes bucket.	hour	$23.50
8382	Loader, Crawler	Bucket Capacity	2 CY	to 118	Includes bucket.	hour	$46.50
8383	Loader, Crawler	Bucket Capacity	3 CY	to 178	Includes bucket.	hour	$73.00
8384	Loader, Crawler	Bucket Capacity	4 CY	to 238	Includes bucket.	hour	$101.00
8385	Loader, Crawler	Bucket Capacity	5 CY	to 300	Includes bucket.	hour	$135.00
8540	Loader, Skid-Steer	Operating Capacity	1000 Lbs	to 35		hour	$12.50
8541	Loader, Skid-Steer	Operating Capacity	2000 Lbs	to 65		hour	$17.40
8542	Loader, Skid-Steer	Operating Capacity	3000 Lbs	to 85		hour	$20.10
Cost Code	**Equipment**	**Specification**	**Capacity / Size**	**HP**	**Notes**	**Unit**	**Rate**
8543	Loader, Skid-Steer	Operating Capacity	4000 Lbs	to 94		hour	$21.00
8401	Loader, Tractor, Wheel			to 81		hour	$17.80
8390	Loader, Wheel	Bucket Capacity	0.5 CY	to 38		hour	$13.25
8391	Loader, Wheel	Bucket Capacity	1 CY	to 60		hour	$17.10
8392	Loader, Wheel	Bucket Capacity	2 CY	to 105		hour	$25.50
8393	Loader, Wheel	Bucket Capacity	3 CY	to 152		hour	$34.00

8394	Loader, Wheel	Bucket Capacity	4 CY	to 200		hour	$43.50
8395	Loader, Wheel	Bucket Capacity	5 CY	to 250		hour	$53.00
8396	Loader, Wheel	Bucket Capacity	6 CY	to 305		hour	$65.00
8397	Loader, Wheel	Bucket Capacity	7 CY	to 360		hour	$79.00
8398	Loader, Wheel	Bucket Capacity	8 CY	to 415		hour	$92.00
8399	Loader, Wheel	Bucket Capacity	9 CY	to 470		hour	$105.00
8400	Loader, Wheel	Bucket Capacity	10 CY	to 530		hour	$122.00
8570	Loader-Backhoe, Wheel	Loader Bucket Capacity	0.5 CY	to 40	Loader and Backhoe Buckets included.	hour	$12.25
8571	Loader-Backhoe, Wheel	Loader Bucket Capacity	1 CY	to 70	Loader and Backhoe Buckets included.	hour	$19.70
8572	Loader-Backhoe, Wheel	Loader Bucket Capacity	1.5 CY	to 95	Loader and Backhoe Buckets included.	hour	$28.50
8573	Loader-Backhoe, Wheel	Loader Bucket Capacity	1.75 CY	to 115	Loader and Backhoe Buckets included.	hour	$36.50
8410	Mixer, Concrete Portable	Batching Capacity	10 Cft			hour	$2.90
8411	Mixer, Concrete Portable	Batching Capacity	16 Cft			hour	$4.25
8412	Mixer, Concrete, Trailer Mounted	Batching Capacity	11 Cft	to 10		hour	$9.35
8413	Mixer, Concrete, Trailer Mounted	Batching Capacity	16 Cft	to 25		hour	$14.70
8075	Motorcycle, Police					mile	$0.40
8633	Mulcher, Trailer Mounted	Working Capacity	7 TPH	to 35		hour	$10.10
8634	Mulcher, Trailer Mounted	Working Capacity	10 TPH	to 55		hour	$15.00
8635	Mulcher, Trailer Mounted	Working Capacity	20 TPH	to 120		hour	$22.60
8430	Paver, Asphalt			to 50	Includes wheel and crawler equipment.	hour	$41.50
8431	Paver, Asphalt			to 75	Includes wheel and crawler equipment.	hour	$63.00
8432	Paver, Asphalt			to 125	Includes wheel and crawler equipment.	hour	$97.00
8433	Paver, Asphalt			to 175	Includes wheel and crawler equipment.	hour	$125.00
8434	Paver, Asphalt			to 250	Includes wheel and crawler equipment.	hour	$151.00
8436	Pick-up, Asphalt			to 110		hour	$57.00
8437	Pick-up, Asphalt			to 150		hour	$82.00
8438	Pick-up, Asphalt			to 200		hour	$103.00
8439	Pick-up, Asphalt			to 275		hour	$145.00
8660	Plow, Cable	Plow Depth	18 in	to 30		hour	$9.50
8661	Plow, Cable	Plow Depth	36 in	to 65		hour	$19.30
8662	Plow, Cable	Plow Depth	48 in	to 110		hour	$30.50
8450	Plow, Grader Mounted	Width	to 10 Ft			hour	$18.60
8451	Plow, Grader Mounted	Width	to 14 Ft			hour	$25.00
8452	Plow, Truck Mounted	Width	to 15 Ft			hour	$14.05
8453	Plow, Truck Mounted	Width	to 15 Ft		With leveling wing.	hour	$20.40
8470	Pump			to 3	Hoses not included.	hour	$2.70
8471	Pump			to 6	Hoses not included.	hour	$3.70
8472	Pump			to 10	Hoses not included.	hour	$5.05
8473	Pump			to 15	Hoses not included.	hour	$6.00
8474	Pump			to 25	Hoses not included.	hour	$8.60
8475	Pump			to 40	Hoses not included.	hour	$11.25
8476	Pump			to 60	Hoses not included.	hour	$16.70
8477	Pump			to 95	Hoses not included.	hour	$24.60
8478	Pump			to 140	Hoses not included.	hour	$26.50
8479	Pump			to 200	Hoses not included.	hour	$31.50
8463	Pump Extender	Length	20 Ft			hour	$1.25
8460	Pump, W/O Power	Pump Size	6 In			hour	$2.30
Cost Code	**Equipment**	**Specification**	**Capacity / Size**	**HP**	**Notes**	**Unit**	**Rate**
8461	Pump, W/O Power	Pump Size	12 In			hour	$3.00
8462	Pump, W/O Power	Pump Size	24 In			hour	$7.15
8510	Saw, Concrete	Blade Diameter	14 In	to 14		hour	$5.35
8511	Saw, Concrete	Blade Diameter	26 In	to 35		hour	$12.60
8512	Saw, Concrete	Blade Diameter	48 In	to 65		hour	$22.10
8513	Saw, Rock			to 65		hour	$29.00
8514	Saw, Rock			to 90		hour	$38.00
8515	Saw, Rock			to 120		hour	$52.00

8520	Scraper	Scraper Capacity	11 CY	to 175		hour	$83.00
8521	Scraper	Scraper Capacity	16 CY	to 250		hour	$109.00
8522	Scraper	Scraper Capacity	23 CY	to 365		hour	$143.00
8523	Scraper	Scraper Capacity	34 CY	to 475		hour	$173.00
8524	Scraper	Scraper Capacity	44 CY	to 600		hour	$208.00
8560	Snow Blower	Capacity	2,000 Tph	to 400		hour	$140.00
8561	Snow Blower	Capacity	2,500 Tph	to 500		hour	$157.00
8562	Snow Blower	Capacity	3,500 Tph	to 600		hour	$180.00
8550	Snow Blower, Truck Mounted	Capacity	600 Tph	to 75		hour	$38.50
8551	Snow Blower, Truck Mounted	Capacity	1100 Tph	to 150		hour	$60.00
8552	Snow Blower, Truck Mounted	Capacity	1600 Tph	to 250		hour	$90.00
8553	Snow Blower, Truck Mounted	Capacity	2500 Tph	to 400		hour	$128.00
8558	Snow Thrower, Walk Behind	Cutting Width	25 in	to 5		hour	$12.80
8559	Snow Thrower, Walk Behind	Cutting Width	60 in	to 15		hour	$16.30
8630	Sprayer, Seed	Working Capacity	750 Gal	to 30	Trailer & truck mounted.	hour	$10.70
8631	Sprayer, Seed	Working Capacity	1250 Gal	to 50	Trailer & truck mounted.	hour	$13.45
8632	Sprayer, Seed	Working Capacity	3500 Gal	to 115	Trailer & truck mounted.	hour	$22.40
8458	Spreader, Chemical	Capacity	5 CY	to 4	Trailer & truck mounted.	hour	$4.10
8423	Spreader, Chip	Spread Hopper Width	12.5 Ft	to 152		hour	$50.00
8424	Spreader, Chip	Spread Hopper Width	16.5 Ft	to 215		hour	$66.00
8425	Spreader, Chip, Mounted	Hopper Size	8 Ft	to 8	Trailer & truck mounted.	hour	$3.65
8455	Spreader, Sand	Mounting	Tailgate, Chassis			hour	$4.05
8456	Spreader, Sand	Mounting	Dump Body			hour	$5.65
8457	Spreader, Sand	Mounting	Truck (10yd)			hour	$7.90
8440	Striper	Paint Capacity	40 Gal	to 22		hour	$12.90
8441	Striper	Paint Capacity	90 Gal	to 60		hour	$19.10
8442	Striper	Paint Capacity	120 Gal	to 122		hour	$38.00
8445	Striper, Truck Mounted	Paint Capacity	120 Gal	to 460		hour	$69.00
8446	Striper, Walk-behind	Paint Capacity	12 Gal			hour	$3.25
8157	Sweeper, Pavement			to 110		hour	$47.00
8158	Sweeper, Pavement			to 150		hour	$56.00
8159	Sweeper, Pavement			to 200		hour	$62.00
8590	Trailer, Dump	Capacity	20 CY		Does not include Prime Mover.	hour	$17.40
8591	Trailer, Dump	Capacity	30 CY		Does not include Prime Mover.	hour	$26.00
8592	Trailer, Dump	Capacity	40 CY		Does not include Prime Mover.	hour	$35.00
8600	Trailer, Equipment	Capacity	30 Tons			hour	$9.90
8601	Trailer, Equipment	Capacity	40 Tons			hour	$11.45
8602	Trailer, Equipment	Capacity	60 Tons			hour	$13.70
8603	Trailer, Equipment	Capacity	120 Tons				$18.30
8640	Trailer, Office	Trailer Size	8' x 24'			hour	$1.60
8641	Trailer, Office	Trailer Size	8' x 32'			hour	$1.90
8642	Trailer, Office	Trailer Size	10' x 32'			hour	$2.30
8610	Trailer, Water	Tank Capacity	4000 Gal		Includes a centrifugal pump with sump and a rear spraybar.	hour	$10.65
8611	Trailer, Water	Tank Capacity	6000 Gal		Includes a centrifugal pump with sump and a rear spraybar.	hour	$12.40
8612	Trailer, Water	Tank Capacity	10000 Gal		Includes a centrifugal pump with sump and a rear spraybar.	hour	$15.40
Cost Code	**Equipment**	**Specification**	**Capacity / Size**	**HP**	**Notes**	**Unit**	**Rate**
8613	Trailer, Water	Tank Capacity	14000 Gal		Includes a centrifugal pump with sump and a rear spraybar.	hour	$18.70
8650	Trencher			to 35	Walk-behind, Crawler & Wheel Mounted. Chain and Wheel.	hour	$14.70
8651	Trencher			to 85	Walk-behind, Crawler & Wheel Mounted. Chain and Wheel.	hour	$32.50
8652	Trencher			to 115	Walk-behind, Crawler & Wheel Mounted. Chain and Wheel.	hour	$41.50
8653	Trencher			to 175	Walk-behind, Crawler & Wheel Mounted. Chain and Wheel.	hour	$61.00
8290	Trowel, Concrete	Diameter	90 In	to 25		hour	$11.70
8291	Trowel, Concrete	Diameter	100 In	to 38		hour	$17.90
8810	Truck, Bucket				Add Flatbed Truck to Truck Mounted Aerial Lift.		
8811	Truck, Cleaning				Add Flatbed Truck to Sewer Cleaner.		

8680	Truck, Concrete Mixer	Mixer Capacity	10 CY	to 255		hour	$70.00
8681	Truck, Concrete Mixer	Mixer Capacity	13 CY	to 300		hour	$81.00
8720	Truck, Dump	Struck Capacity	8 CY	to 210		hour	$25.50
8721	Truck, Dump	Struck Capacity	10 CY	to 235		hour	$28.00
8722	Truck, Dump	Struck Capacity	12 CY	to 255		hour	$31.00
8723	Truck, Dump	Struck Capacity	18 CY	to 330		hour	$46.50
8724	Truck, Dump	Struck Capacity	28 CY	to 400		hour	$77.00
8725	Truck, Dump	Struck Capacity	40 CY	to 460		hour	$85.00
8726	Truck, Dump	Struck Capacity	50 CY	to 620		hour	$108.00
8690	Truck, Fire	Pump Capacity	1000 GPM			hour	$53.00
8691	Truck, Fire	Pump Capacity	1250 GPM			hour	$56.00
8692	Truck, Fire	Pump Capacity	1500 GPM			hour	$71.00
8693	Truck, Fire	Pump Capacity	2000 GPM			hour	$77.00
8700	Truck, Flatbed	Maximum Gvw	15000 Lbs	to 150		hour	$16.40
8701	Truck, Flatbed	Maximum Gvw	25000 Lbs	to 180		hour	$20.20
8702	Truck, Flatbed	Maximum Gvw	30000 Lbs	to 215		hour	$26.50
8703	Truck, Flatbed	Maximum Gvw	45000 Lbs	to 250		hour	$29.50
8704	Truck, Flatbed	Maximum Gvw	50000 Lbs	to 300		hour	$38.00
8705	Truck, Flatbed			to 375		hour	$46.00
8706	Truck, Flatbed			to 450		hour	$53.00
8730	Truck, Garbage	Capacity	25 CY	to 255		hour	$41.50
8731	Truck, Garbage	Capacity	32 CY	to 325		hour	$50.00
8812	Truck, Knuckle Boom				Add Flatbed Truck to Truck Mounted Crane.		
8813	Truck, Ladder				Add Flatbed Truck to Truck Mounted Aerial Lift.		
8814	Truck, Line				Add Flatbed Truck to Hydraulic Digger Derrick.		
8800	Truck, Pickup			to 130	When transporting people.	mile	$0.45
8801	Truck, Pickup			to 130		hour	$9.75
8802	Truck, Pickup			to 180		hour	$13.35
8803	Truck, Pickup			to 230		hour	$16.50
8804	Truck, Pickup			to 280		hour	$19.90
8790	Truck, Tractor			to 210		hour	$29.50
8791	Truck, Tractor			to 265		hour	$36.50
8792	Truck, Tractor			to 310		hour	$42.00
8793	Truck, Tractor			to 350		hour	$44.50
8780	Truck, Water	Tank Capacity	2500 Gal	to 175	Include pump and rear spray system.	hour	$27.50
8781	Truck, Water	Tank Capacity	4000 Gal	to 250	Include pump and rear spray system.	hour	$39.00
8620	Tub Grinder			to 400		hour	$78.00
8621	Tub Grinder			to 500		hour	$97.00
8622	Tub Grinder			to 600		hour	$110.00
8623	Tub Grinder			to 700		hour	$125.00
8624	Tub Grinder			to 800		hour	$144.00
8625	Tub Grinder			to 900		hour	$156.00
8626	Tub Grinder			to 1000		hour	$170.00
8753	Vehicle, Recreational			to 10		hour	$2.75
Cost Code	**Equipment**	**Specification**	**Capacity / Size**	**HP**	**Notes**	**Unit**	**Rate**
8750	Vehicle, Small			to 30		hour	$5.25
8760	Vibrator, Concrete			to 4		hour	$1.00
8761	Vibrator, Concrete			to 8		hour	$2.75
8770	Welder, Portable			to 16	Includes ground cable and lead cable.	hour	$4.90
8771	Welder, Portable			to 34	Includes ground cable and lead cable.	hour	$10.25
8772	Welder, Portable			to 50	Includes ground cable and lead cable.	hour	$14.75
8773	Welder, Portable			to 80	Includes ground cable and lead cable.	hour	$21.60