

SAMPLE

DAP-5 - FORCE ACCOUNT ACTIVITY WORKSHEET - LABOR, EQUIPMENT, AND MATERIALS

PW NO: (FOR PEMA USE)	APPLICANT: (township, borough, city)	COUNTY:
CATEGORY: B	WORK LOCATION AND DESCRIPTION: (Emergency measures including snow plowing/removal, deicing, salting & sanding)	

LABOR

EMPLOYEE NAME	P T *	DATE OF WORK	REGULAR HOURS		OVERTIME HOURS		FRINGE BENEFIT PERCENT		TOTAL LABOR COST (SEE REVERSE) (g)	PAY PD END DATE
			# (a)	PAY RATE (b)	# (c)	PAY RATE (d)	RT% (e)	OT % (f)		
Samuel Johnson	P	16 Feb 03	8	\$18.75	4	\$28.125	N/A	10.25%	\$124.03	21 Feb
Robert Blake	T	16 Feb 03	8	\$12.30	4	\$18.45	9.25%	9.25%	\$188.13	21 Feb

*Enter **P** for permanent employees or Enter **T** for temporary employees

LABOR TOTAL \$ 312.16

EQUIPMENT

DESCRIPTION	DATE OF WORK	HOURS OR MILES a	FEMA RATE ** b	TOTAL COST (a x b)
Dump Truck w/plow & w/spreader 8 CY 8720 / 8440 / 8425	16 Feb 03	12	\$19.05	\$228.60
Ford F350 w/plow 1 TON 8802 / 8440	16 Feb 03	12	\$11.10	\$133.20

** Refer to the FEMA " Schedule of Equipment Rates "

EQUIPMENT TOTAL \$ 361.80

MATERIALS

DESCRIPTION	QUANTITY	UNIT OF MEASURE	UNIT PRICE \$	COST \$ (in stock - not replacement)	CHECK # (or invoice)
Cinder	60	TON	\$5.00	\$300.00	
Salt	50	TON	\$40.00	\$2,000.00	

MATERIALS TOTAL \$ 2,300.00

● LABOR TOTAL \$ 312.16
 ● EQUIPMENT TOTAL \$ 361.80
 ● MATERIALS TOTAL \$ 2,300.00
GRAND TOTAL \$ 2,973.96

DAP-6A - ACTIVITY WORKSHEET for OUTSIDE CONTRACTED SNOW REMOVAL

APPLICANT: (township, borough, city)	COUNTY:
WORK LOCATION(S): (Township roads & emergency access - NOT - parking lots or private properties)	
DATES AND TIMES (START/STOP) OF 48 HOUR PERIOD CLAIMED: (example - 12 AM on 16 Feb 03 to 12 AM on 18 Feb 03)	

Contractor/ Vendor	Date (D) and Time (T) Work Started	Date (D) and Time (T) Work Stopped	Eligible (48 hour) Cost	Invoice No. Date	Check No. Date	FOR PEMA USE Eligible Amount
	Keystone Lime & Stone, Inc.	D 16 Feb 03		D 18 Feb 03	\$3,500.00	N KL12345
T 12 AM		T 12 AM	D 23 Feb 03	D 28 Feb 03		N/A

TOTAL TRANSFERRED TO PW SUMMARY LOG (DAP-8A): YES - NO (Circle One)

TOTAL = \$ 3,500.00

DAP-8A - SUMMARY OF COSTS FOR SNOW REMOVAL

APPLICANT: (township, borough, city)	COUNTY:
WORK LOCATION(S):	
DATES AND TIMES (START/STOP) OF 48 HOUR PERIOD CLAIMED	

DAP-5 WORKSHEET NUMBER	FORCE ACCOUNT			DAP-6A WORKSHEET NUMBER	CONTRACTOR/VENDOR	
	LABOR	EQUIPMENT	MATERIALS		CONTRACTOR'S NAME	AMOUNT
(1)	\$312.16	\$361.80	\$2,300.00	(1)	Keystone Lime & Stone, Inc.	\$3,500.00
(2)	\$426.85	\$492.40	\$1,500.00			\$
TOTALS	● \$739.01	● \$854.20	● \$3,800.00			● \$3,500.00

TOTALS TRANSFERRED FROM ALL DAP-5s & THE DAP-6A: YES - NO (Circle One)

TOTAL = \$ 8,893.21

SEE REVERSE SIDE

SAMPLE

NOTES, FORMULAS & EXPLANTIONS

DAP-5 - FORCE ACCOUNT ACTIVITY WORKSHEET - LABOR, EQUIPMENT, AND MATERIALS

NOTE: The purpose of this form is to provide an organized summary of the cost of all Force Account (in-house) Labor, Equipment used and Materials consumed by an Applicant/subgrantee during the emergency work. It is suggested that a separate DAP-5 be used for each 24 hour period claimed. Totals from the DAP-5(s) are to be transferred to the DAP-8A summary log.

Be sure to attach a copy of the governing body minutes or union contract establishing the pay rates that were in effect at the time of the event and the DAP-16A, Fringe Benefit Rate Sheet. Also, attach a copy of the payroll time sheet for that pay period and invoices for materials used.

EMERGENCY WORK is **Emergency Protective Measures –SNOW - (Category B)** (snow plowing, snow removal, salting, sanding, anti skid application operations & emergency support operations)

* for **PERMANENT** employees performing EMERGENCY WORK: $[(c \times d) + (c \times d \times f)] = g$
overtime plus overtime fringe benefit cost = TOTAL LABOR COST (g)

* for **TEMPORARY** employees performing EMERGENCY WORK
 $[(a \times b) + (a \times b \times e) + (c \times d) + (c \times d \times f)] = g$
Regular time plus regular time fringe benefit cost plus, overtime plus overtime fringe benefit cost = TOTAL LABOR COST

DAP-6A - ACTIVITY WORKSHEET for OUTSIDE CONTRACTED SNOW REMOVAL

NOTE: The purpose of this form is to provide an organized summary of the cost of all outside contractors used by an Applicant/subgrantee for the emergency work. Totals from the DAP-6A are to be transferred to the DAP-8A summary log.

Be sure to attach a copy of the contract or an invoice from each contractor performing work during the snow emergency. Also, attach a copy of any check stubs or cancelled checks.

DAP-8A - SUMMARY OF COSTS FOR SNOW REMOVAL

NOTE: The purpose of this form is to provide an organized summary of the total cost of the emergency work. Totals from the DAP-5s (force account labor, equipment & materials) and DAP-6A (outside contractors) are to be transferred to this summary log.

NOTE: *Include a copy of the declaration page and related attachments of any insurance policy carried by the Applicant/subgrantee that covers snowplowing or removal.*

FINAL NOTE: Place all claim documents under the completed **DAP-10** “Applicant’s Claim Documentation Checklist for Snow Removal” provided in your packet – in the order indicated on the checklist.

Copies of these forms and documents should be maintained by the subgrantee in the specific disaster File.