

# Completing the Force Account Equipment Summary Record Template

The "Force Account (FA) Equipment Summary Record" is a Microsoft Excel based template that can be used to clearly capture all Applicant-owned equipment usage, by FA labor only, costs affiliated with an individual project (or FEMA PA project worksheet.) Per FEMA guidance in the FEMA Schedule of Equipment Rates, equipment must be in actual operation (not decommissioned or otherwise not in operation) and performing eligible work in order for reimbursement to be eligible. Moreover, labor costs for the equipment operator are not included (operator costs should be accounted for separately from equipment costs as FA labor.)<sup>1</sup>

This template can be found via XLS file, or PDF [here](#). This instructional document uses the XLS file template. FEMA commonly requires using this template during project formulation and closeout to reflect all project FA equipment costs.

FEDERAL EMERGENCY MANAGEMENT AGENCY FORCE ACCOUNT EQUIPMENT SUMMARY RECORD										Page 1 of 1				
1. APPLICANT SAMPLE NAME			2. PA ID #		3. PROJECT NO. 1			4. DISASTER NUMBER DR - ####						
5. LOCATION/SITE 1 Main Street					6. CATEGORY B			7. PERIOD COVERING 1/16/2018 to 1/16/2018						
8. DESCRIPTION OF WORK PERFORMED Placing sandbags around property														
TYPE OF EQUIPMENT		EQUIPMENT CODE NUMBER	OPERATOR'S NAME	DATES AND HOURS USED EACH DAY							COSTS			
INDICATE SIZE, CAPACITY, HORSEPOWER, MAKE AND MODEL AS APPROPRIATE				DATE	1/16							TOTAL HOURS	EQUIP RATE	TOTAL COST
1 ton, 340 HP, 1997 FORD F250 PICKUP		8802	Fred	HOURS	6							6	\$ 26.00	\$ 156.00
				HOURS								0	\$ -	\$ -
				HOURS								0	\$ -	\$ -
				HOURS								0	\$ -	\$ -
				HOURS								0	\$ -	\$ -
				HOURS								0	\$ -	\$ -
				HOURS								0	\$ -	\$ -
				HOURS								0	\$ -	\$ -
GRAND TOTALS										6		\$ 156.00		
I CERTIFY THAT THE ABOVE INFORMATION WAS OBTAINED FROM PAYROLL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.														
CERTIFIED			TITLE						DATE					

The following information provides a detailed step-by-step approach to accurately completing a FA Equipment Summary Record form.

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<sup>1</sup> Per FEMA [Schedule of Equipment Rates](#), Published August 27, 2019

## Completing the Components of the Form

### Page Numbers

Depending on the number of entries captured in the FA Equipment Summary Record, it might be necessary to create multiple tabs within the Excel file. Each tab within the Excel file should be assigned a page number in the “Page” section as shown in the figure below.

ENT AGENCY ECORD		Page 1 of 1
3. PROJECT NO.	1	4. DISASTER NUMBER DR-####

*The following fields will repeat at the top of each tab housed in the Excel file, and should be completed each time a new tab is created.*

#### 1. Applicant

The Applicant (or Subrecipient) should be populated with the name of the entity as it appears on the FEMA project worksheet. For example, “Sample Name” should be replaced with the Subrecipient’s name.

1. APPLICANT	SAMPLE NAME
5. LOCATION/SITE	

#### 2. PA ID

The “PA ID” refers to the Public Assistance (PA) Identification number that was assigned by FEMA to the Applicant (or Subrecipient) and appears on each FEMA project worksheet (under the PA ID field.) That number should be populated in this field.

AGENCY MANAGEMENT AGENC EQUIPMENT SUMMARY RI	
2. PA ID	#

#### 3. Project No

The “Project No” refers to the project worksheet number that was assigned by FEMA for this specific project worksheet. That number should be populated in this field.

AGENCY ORD	
3. PROJECT NO.	1
6. CATEGORY	B

#### 4. Disaster Number

The “Disaster Number” refers to the major disaster number assigned by FEMA at the time of disaster declaration; this number will start with “DR- #####” That number should be populated in this field.

	Page	1	of	1
4.	DISASTER NUMBER			
		DR-####		
7.	PERIOD COVERING			
	1/16/2018	to	#####	

#### 5. Location/Site

The “Location/Site” refers to either location(s) in which the work occurred for this specific project worksheet. If work occurred at multiple locations, it would be allowable to list “various locations” or in lieu of a location, it would also be fine to list the project worksheet name as it appears directly on the project worksheet. For example, “Main Street”

1.	APPLICANT	SAMPLE NAME
5.	LOCATION/SITE	1 Main Street
8.	DESCRIPTION OF WORK PERFORMED	Placing sandbags around property

#### 6. Category

The “Category” refers to the FEMA PA category of work assigned to this specific project worksheet. For example, Emergency Protective Measures would fall under Category B.

3.	PROJECT NO.	1
6.	CATEGORY	B

#### 7. Period Covering

The “Period Covering” refers to the dates of work as captured within the listed equipment usage records. That specific time period should be accurately recorded in these fields.

4.	DISASTER NUMBER		
	DR-####		
7.	PERIOD COVERING		
	1/16/2018	to	1/16/2018

### 8. Description of Work Performed

The “Description of Work Performed” should include a brief, high-level description of the work performed to use the equipment usage costs being included in the claim for this project worksheet. For example, “Placing sandbags around property.”

1. APPLICANT
SAMPLE NAME
5. LOCATION/SITE
1 Main Street
8. DESCRIPTION OF WORK PERFORMED
Placing sandbags around property

### Recording Each Equipment Usage Entry

Each line (or row) in the Excel file should capture information related to each piece of equipment’s usage and operator details.

For “**Type of Equipment**”, it’s important to provide all details asked for each piece of equipment used. For additional information about the “Equipment Code Number” or eligible Equipment Rate, review the [FEMA Schedule of Equipment Rates](#) or confer with your FEMA representative.

TYPE OF EQUIPMENT		OPERATOR'S NAME	DATES AND HOURS USED EACH DAY							COSTS			
INDICATE SIZE, CAPACITY, HORSEPOWER, MAKE AND MODEL AS APPROPRIATE	EQUIPMENT CODE NUMBER		DATE	1/16							TOTAL HOURS	EQUIP. RATE	TOTAL COST
1 ton, 340 HP, 1997 FORD F250 PICKUP	8802	Fred	HOURS	6							6	\$ 26.00	\$ 156.00
			HOURS								0	\$ -	\$ -

For “**Operator’s Name**”, list the FA labor employee name who operated the equipment on the dates captured. When possible, try and use an employee’s legal name to avoid confusion during forthcoming reviews.

TYPE OF EQUIPMENT		OPERATOR'S NAME	DATES AND HOURS USED EACH DAY							COSTS			
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For “**Dates**” and “**Hours**”, enter the number of hours per date that the equipment was used only for this project.

TYPE OF EQUIPMENT		OPERATOR'S NAME	DATES AND HOURS USED EACH DAY							COSTS			
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For “Equip. Rate”, enter the rate per hour based on either the Applicant’s rate or FEMA’s eligible equipment rates. Note: for more information on eligible FA equipment rates, see the FEMA PAPPG (current [version three](#), pages 26-28).

TYPE OF EQUIPMENT		OPERATOR'S NAME	DATES AND HOURS USED EACH DAY							COSTS		
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			HOURS							0	\$	\$ -

Complete these steps for each equipment usage record being claimed for this project.

## Finalizing the Force Account Equipment Summary Record

Once all Applicant details have been entered and each equipment usage record has been included, confirm that the “Grand Total” has correct, summarized, total FA equipment costs being claimed for the PW.

Once these total FA equipment costs have been confirmed, the authorized agent for this project (or Applicant) should sign and date the form as indicated before submitting to FEMA for review.

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