

Completing the Rental Equipment Summary Record Template

The "Rental Equipment Summary Record" is a Microsoft Excel based template that can be used to clearly capture all leased or rented equipment usage costs affiliated with an individual project (or FEMA PA project worksheet.) 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 rented equipment costs.

Note: for more information on the eligible costs of rented (or leased) equipment rates, see the FEMA PAPPG (current [version three](#), page 28).

FEDERAL EMERGENCY MANAGEMENT AGENCY RENTED EQUIPMENT SUMMARY RECORD								Page	
1. Applicant			2. PA ID		3. PW #		4. Disaster Number		
SAMPLE NAME			1		1		DR-####		
5. Location/Site					6. Category		7. Period Covering		
1 Main Street					B		1/16/2018 to 3/1/2018		
8. Description of Work Performed									
Placing sandbags around property									
Type of Equipment <small>Indicate size, capacity, horsepower make and model as appropriate</small>	Dates and Hours Used	Rates per Hour		Total Cost	Vendor	Invoice Number	Date and Amount Paid	Check No.	
		W/OPR	W/OUT OPR						
1 ton, 340 HP, 1997 Ford F250 PickU	1/16/18 6	41	26	246.00	ABC Vendor	1234	3/1/2018 246.00	1	
Grand Total				246.00					
I certify that the above information was obtained from payroll records, invoices, or other documents that are available for audit.									
Certify					Title			Date	

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

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.

Page
4. Disaster Number

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
1 Main Street
8. Description of Work Performed

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.

ED EQUIPMENT SUMM	
2. PA ID	
1	

3. PW

The “PW #” refers to the project worksheet number that was assigned by FEMA for this specific project worksheet. That number should be populated in this field.

JMMY RECORD	
3. PW #	
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
4. Disaster Number
DR-####
7. Period Covering
1/16/2018 to 3/1/2018

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. PW #	4. Di
1	DR-#
6. Category	7. Pe
B	1/16/

7. Period Covering

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

Page
4. Disaster Number
DR-####
7. Period Covering
1/16/2018 to 3/1/2018

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.”

5. Location/Site
1 Main Street
8. Description of Work Performed
Placing sandbags around property
Type of Equipment

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.

Placing sandbags around property									
Type of Equipment Indicate size, capacity, horsepower make and model as appropriate	Dates and Hours Used	Rates per Hour		Total Cost	Vendor	Invoice Number	Date and Amount Paid	Check No.	
		W/OPR	W/OUT OPR						
1 ton, 340 HP, 1997 Ford F250 PickU	1/16/18	41	26	246.00	ABC Vendor	1234	3/1/2018	1	
	6						246.00		

For “Dates and Hours Used”, enter the number of hours per date that the equipment was used only for this project. Note, this should only reflect that dates that the equipment was used for this specific project.

Placing sandbags around property									
Type of Equipment Indicate size, capacity, horsepower make and model as appropriate	Dates and Hours Used	Rates per Hour		Total Cost	Vendor	Invoice Number	Date and Amount Paid	Check No.	
		W/OPR	W/OUT OPR						
1 ton, 340 HP, 1997 Ford F250 PickU	1/16/18	41	26	246.00	ABC Vendor	1234	3/1/2018	1	
	6						246.00		

For “Rate per Hour”, enter the rate per hour based on either “W/OPR” (which includes the cost of the operator, if applicable) or “W/OUT OPR” (which is only the equipment usage rate without the operator labor costs.)

Placing sandbags around property									
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		W/OPR	W/OUT OPR						
1 ton, 340 HP, 1997 Ford F250 PickU	1/16/18		26	246.00	ABC Vendor	1234	3/1/2018	1	
	6						246.00		

For “Vendor”, the name should be listed as it appears on the invoice. When possible, try and use an entity’s legal name to avoid confusion during forthcoming reviews.

Type of Equipment Indicate size, capacity, horsepower make and model as appropriate	Dates and Hours Used	Rates per Hour		Total Cost	Vendor	Invoice Number	Date and Amount Paid	Check No.
		W/OPR	W/OUT OPR					
1 ton, 340 HP, 1997 Ford F250 PickU	1/16/18		26	246.00	ABC Vendor	1234	3/1/2018	1
	6						246.00	

For “Invoice Number”, the invoice number as it appears on the actual invoice should be listed. If there is no invoice number, please list it as “N/A.”

Type of Equipment Indicate size, capacity, horsepower make and model as appropriate	Dates and Hours Used	Rates per Hour		Total Cost	Vendor	Invoice Number	Date and Amount Paid	Check No.
		W/OPR	W/OUT OPR					
1 ton, 340 HP, 1997 Ford F250 PickU	1/16/18		26	246.00	ABC Vendor	1234	3/1/2018	1
	6						246.00	

For “Date and Amount Paid”, enter the date the vendor was issued a payment (via check, EFT, etc.) and the amount paid.

Type of Equipment Indicate size, capacity, horsepower make and model as appropriate	Dates and Hours Used	Rates per Hour		Total Cost	Vendor	Invoice Number	Date and Amount Paid	Check No.
		W/OPR	W/OUT OPR					
1 ton, 340 HP, 1997 Ford F250 PickU	1/16/18		26	246.00	ABC Vendor	1234	3/1/2018	1
	6						246.00	

For “Check No.”, enter the check number that was issued as payment to the vendor (or applicable payment record ID.)

Type of Equipment Indicate size, capacity, horsepower make and model as appropriate	Dates and Hours Used	Rates per Hour		Total Cost	Vendor	Invoice Number	Date and Amount Paid	Check No.
		W/OPR	W/OUT OPR					
1 ton, 340 HP, 1997 Ford F250 PickU	1/16/18		26	246.00	ABC Vendor	1234	3/1/2018	1
	6						246.00	

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

Finalizing the Rented 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, and total rented equipment costs being claimed for the PW.

Once these total rented 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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