

ARKANSAS DEPARTMENT OF EMERGENCY MANAGEMENT

Force Account Equipment Summary Record Instructions

Force Account is the term to refer to your own personnel and equipment. Keep the following points in mind when compiling force account equipment information.

- The equipment times must match up directly with the Force Account Labor Summary Record and time sheets.
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1. **State Disaster No.** – Provided to the applicant by ADEM and used for document tracking
2. **Page** – Used to list the number of pages.
3. **Applicant** – Name of the local jurisdiction. (Usually City or County)
4. **Applicants Project #** - Used for applicant tracking purposes. A reference to identify each specific project.
5. **Location/Site** – Used to identify the damaged area. Include specific details (Address and/or road names).
6. **Period Covering** - Dates for each specific form.
7. **Type of Equipment** – Enter a description of the equipment (Make, Model, Horsepower, Size, and Capacity).
8. **Operator** – Enter the equipment operator’s name.
9. **FEMA Cost Code** – Enter the FEMA Cost Code. It can be obtained at the following website. <http://www.adem.arkansas.gov> and click on Disaster Recovery and State Public Assistance.
10. **Date** – Enter the dates the equipment was used on the project.
11. **Hours** – Enter the hours the equipment was used on the project.
12. **Total Hours** – Enter the total numbers (sum of the entire week) of ours the equipment was used.
13. **Equipment Rate** – Enter the equipment rate (According to the FEMA Cost Code).
14. **Total Cost** – Total cost of the equipment (Total Hours x Equipment Rate).
15. **Page Total** – Enter the sum of all blocks in the total cost column.
16. **Grant Total** – Enter the sum from all succeeding pages. Used for only page 1.
17. **Certified/Authorized Signature** – Signature of authorized person.
18. **Title** – Job title of authorized person
19. **Date** – Date of signature