

# STATE DISASTER RELIEF PROGRAM HANDBOOK



**APPLICABLE TO DISASTERS  
AFTER OCTOBER 1, 2019**

# STATE DISASTER RELIEF PROGRAM

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<b>TABLE OF CONTENTS:</b>	<b>Page 1</b>
Introduction	Page 2
Damage Assessment	Page 2
State Actions	Page 2
Application to SDRP	Page 3
Eligible Applicants	Page 3
Work and Cost Eligibility-Funding	Page 4
Timeframes	Page 4
Projects	Page 4
Notice of Award (NOA)	Page 5
Cost Documentation Requirements	Page 5
Audits and Record Retention	Page 5
Ohio EMA Authority	Page 5
Appendix 1 – Sample Letter of Intent	Page 6
Appendix 2 – Site Inspection Forms	Page 7-14
Appendix 3 – Eligibility	Page 15
Appendix 4 – Mitigation	Pages 16-18
Appendix 5 – Insurance Requirements	Page 19
Appendix 6 – Search and Rescue Teams	Page 20
Appendix 7 – Alternate Funding	Page 21
Appendix 8 – Instructions summary sheets	Pages 22-27
Appendix 9 – Schedule of Equipment Rates	Pages 28-38
Appendix 10 – Documentation Checklist	Page 39
Appendix 11 – Definitions	Page 40
Appendix 12 – Department of Public Safety policies 501.39 and 501.40	Pages 41-45
Blank Summary Sheets	

## INTRODUCTION

The State Disaster Relief Program (SDRP) is administered by the Ohio Emergency Management Agency (Ohio EMA), Disaster Recovery Branch. The SDRP is designed to provide financial assistance to local governments and eligible non-profit organizations impacted by disasters. These funds are intended to **SUPPLEMENT NOT SUPPLANT** an applicant's resources and therefore, applicants must demonstrate the disaster has overwhelmed local resources and that other avenues of financial assistance have been exhausted prior to requesting assistance through the SDRP.

In summary, in order to be eligible to apply, three steps are required:

1. *Damage Assessment*: The estimated cost of the disaster must meet a county-wide per capita requirement. This means that the costs associated with eligible work for all potential applicants within a particular county must exceed a dollar amount (adjusted annually in October based on FEMA's changes to the Public Assistance Grant Program's requirements) before that county can be considered for funding. For Federal Fiscal Year 2020, in order to determine your county's per capita, multiple your county population (2010 census) times \$3.84. **Important to note: only those potential applicants that participate in the damage assessment process will be eligible to apply should the SDRP be made available.**
2. *State Actions*: Governor's written authorization and approval by the State Controlling Board: The estimated cost of the disaster, as well as other impacts of the disaster (e.g. road closures, damage to critical infrastructure, concentration of damage, etc.) will all be considered when evaluating a request to authorize the SDRP.
3. *Application to the SDRP*: Once authorized, eligible applicants will follow the application process outlined below.

## DAMAGE ASSESSMENT

In order to evaluate the impact of the disaster on applicants, local damage assessment must be conducted and submitted to Ohio EMA, via the County EMA, no later than forty-five (45) days following the disaster. See the Ohio EMA Assistance Toolbox located at [http://ema.ohio.gov/Recovery\\_DAToolbox.aspx](http://ema.ohio.gov/Recovery_DAToolbox.aspx) for the Public Assistance Damage Assessment Form and more information on the damage assessment process. This information should be updated and modified as more current information is gathered.

## STATE ACTIONS

The SDRP is implemented following Governor's written authorization and funding approval from the State Controlling Board. Ohio EMA will evaluate the damage assessment information and provide an estimated cost of the disaster to the Governor within sixty (60) days of the event in order to facilitate his/her decision making. The Governor will notify Ohio EMA within fifteen days receipt of the estimated cost whether or not the SDRP will be authorized. If authorized, Ohio EMA will coordinate a request to the State Controlling Board for funding. If not authorized, Ohio EMA will notify the County EMA offices of the final decision.

## APPLICATION TO THE SDRP

Once the State Controlling Board hearing date is set, eligible applicants will have until the date of the hearing to submit a Letter of Intent to Ohio EMA giving notice that they intend to apply for reimbursement through the SDRP. The letter should designate of a point of contact for all matters related to the request. See Appendix 1 for an example. Below is a list of **ATTACHMENTS** to this letter.

- A. Site Inspection Reports: Each applicant must submit Site Inspection Reports providing the damage description, scope of work to be completed and estimates to make repairs, See Appendix 2 for formats that can be used.
  - 1. Since debris removal (Category A) and Emergency Protective Measures (Category B) generally are “jurisdiction wide” a single Site Inspection Report (Using the Category A/B Worksheet) for these categories is acceptable.
  - 2. Incomplete permanent work (Categories C, E and F Worksheets) should have one Site Inspection Report completed per site.
  - 3. If work is complete, one Site Inspection Report (all applicable Category Worksheets) can be completed or actual cost documentation can be provided in lieu of the Site Inspection Reports. If actual cost documentation is being provided, be sure to keep costs in Categories A and B separate from Categories C, E and F as there are differences in cost share paid by Ohio EMA.
- B. Photos: If work is incomplete, at least one photo representing the damage should be included with each Site Inspection Report. If you have multiple sites with similar type damage, i.e. berm washout, one sample photo is acceptable, even if there are multiple sites. Please note the Site Inspection Report number on the back of the photo or attach the photo to the Site Inspection Report Worksheet.

## ELIGIBLE APPLICANTS

- A. In order to apply, applicants must meet B or C below and **must have participated in the damage assessment process.**
- B. Political subdivisions: Counties, townships, municipalities, districts and authorities. See Revised Code Section 5502.21 (M), See Appendix 11, Definitions.
- C. Non-profit organizations: Any educational, utility, emergency, irrigation, medical, or custodial care facility, including a facility for the aged or disabled, and other facility providing health and safety-type services to the general public. NOTE: If a declaration has been made by the Small Business Administration (SBA), some PNP’s will be required to first apply to the SBA and either be denied a loan or have unmet needs before being considered under the SDRP.

NOTE: National Flood Insurance Program (NFIP): Applicants that are not participating in or not compliant with the NFIP are NOT eligible to apply to the SDRP (flood events only). See ORC Sections 1521.13 and 1521.14. Such participation or compliance must be effective at the time of the application to Ohio EMA.

NOTE: For PNPs, the political subdivision in which the damage is located must be a participant or be compliant with the NFIP.

## WORK AND COST ELIGIBILITY-FUNDING

- A. Financial assistance is limited to reimbursement of 50 percent of eligible costs for eligible regular time labor and 75 percent of eligible costs for all other eligible work.
- B. Eligibility not specifically addressed herein (Appendix 3) will be based on criteria of the FEMA Public Assistance Grant Program.
- C. Mitigation: Ohio EMA will reimburse costs for pre-approved or on a case-by-case basis, mitigation projects. See Appendix 4 for details.
- D. Insurance: Any insurance proceeds must be deducted from the final claim. In addition, Ohio EMA may require an applicant to purchase insurance for insurable items that were damaged by the event. See Appendix 5.
- E. Ohio EMA will reimburse the sponsoring organization or a recognized Search and Rescue Team (SRT) in accordance with Appendix 6 of this document. Eligible applicants to the SDRP who utilize the services and assets of a SRT or designated administrative body of an SRT, for locally declared events may be reimbursed if utilized through a mutual aid agreement or as a reasonable contract cost, whichever is applicable. Ohio EMA recommends jurisdictions consider utilizing the Intrastate Mutual Aid Compact (IMAC) as the mechanism to acquire this supplemental assistance.
- F. Alternate Funding Sources: There may be Alternate Funding Sources for damage within Categories C (Roads) and F (Utilities). All applicants must demonstrate the efforts taken to locate alternate or additional funding sources. Following review of site lists, Ohio EMA may require applicants to apply to other agencies for funding and be denied or have unmet needs before applying to the SDRP for those sites. See Appendix 7 for phone numbers, addresses and additional information regarding Alternate Funding.

## TIMEFRAMES

The performance period for all work is twelve (12) months after the date of Controlling Board approval. An applicant may be granted time extensions on a case by case basis. Time extensions should detail extenuating circumstances beyond the applicant's control that resulted in the work not being completed within the established timeframes. All cost documentation should be submitted within sixty (60) days of the end of the twelve (12) month performance period. Submission of cost documentation will be adjusted accordingly for approved time extensions.

## PROJECTS

Projects are formulated based on damage description and dimensions, scope of work to be completed, and a cost estimate. Projects can be by site or by type of work (e.g. debris removal). Applicants are provided guidance on capturing the damage description, scope of work and cost estimate when they are notified that the SDRP has been approved for a specific event. Once

Ohio EMA has all information for the Projects, they are reviewed for eligibility and funding is awarded for those eligible Projects.

#### NOTICE OF AWARD (NOA)

Once all Projects are approved and if there is work to be completed, the applicant will receive an **Initial** Notice of Award (NOA) based on the cost estimate of the approved Projects. This NOA should be signed and returned to Ohio EMA.

When all work is complete and all the cost documentation has been submitted to Ohio EMA and approved for eligibility, the applicant will receive a **Final** Notice of Award. Once the signed original is received by Ohio EMA, the final payment will be processed.

#### COST DOCUMENTATION REQUIREMENTS

- A. **Alternate Funding:** Applicants must include certification of other sources of funding received or pursued. If funding is received, the applicant must include with their cost documentation, from whom, how much, and for what those funds were utilized.
- B. **Documentation of Costs:** Eligible costs must be documented by Project. See Appendices 3 and 8 for instructions on documenting and completing the Cost Documentation Forms, Appendix 9 Schedule of Equipment Rates and Appendix 10 for Documentation Checklist. The SDRP cannot reimburse an applicant for undocumented costs. With the exception of contractual services, the applicant **does not** need to submit invoices, vouchers or any other type of backup documentation. The Forms have an area at the bottom certifying that the information included is true and accurate. The applicant should keep copies of invoices, vouchers, etc. with their records in case of audit.
- C. **Insurance:** The applicant must disclose any insurance proceeds which were available for the losses experienced or the costs claimed.
- D. **Mutual Aid:** If the Packet includes mutual aid costs, the applicant should include a copy of the agreement, if a written agreement exists.

#### AUDITS AND RECORDS RETENTION

All records shall be maintained by the applicant for a minimum of three years after submission of the Final Notice of Award. If an audit reveals inappropriate use of state funds or if documentation is not available to justify expenditure of the state funds, the Attorney General's Office will be notified and re-coupment proceedings may be initiated.

#### OHIO EMA AUTHORITY

All Ohio EMA decisions regarding SDRP eligibility, allowable costs and amounts reimbursed are final, and not appealable.

*The letter of appointment should be typed on official letterhead and the body and signature should be specific to your jurisdiction. **Individuals cannot designate themselves.***

**SAMPLE LETTER OF INTENT**

Executive Director  
Ohio Emergency Management Agency  
2855 West Dublin Granville Road  
Columbus, Ohio 43235-2206

Dear \_\_\_\_\_:

The **(Village/City/Township/County/PNP)** intends to request supplemental financial assistance for damage caused by the **(disaster type)** on **(date)**, from the State Disaster Relief Program.

We have designated **(name of individual, title)** to be the contact person for **(name of applicant)** in all matters pertaining to this request. This individual will ensure that all required information is sent to the Ohio Emergency Management Agency within the required time frames and may be reached at **(phone number)**.

The required site lists and photos are enclosed.

SIGNATURE

**(Chief Executive Officer)**

**Site Inspection Report**  
**Category A and B - Debris Removal and Emergency Protective Measures**

Site # \_\_\_ of \_\_\_

\*See back of page for examples for determining Damage Description, Scope of work, and Cost Estimates.

<b>Applicant:</b>	<b>Applicant Representative:</b>	<b>Representative Phone #</b>	<b>Representative Email:</b>	<b>Date Damaged</b>

**Category A: Debris Removal**

What was the type of debris generating event? \_\_\_\_\_

**Operations**

Name of Location (Jurisdiction Wide)	Debris Type	Dimensions			Quantity (Cubic yards)	% Complete	Force Account or Contract or Both	Was Temporary Staging- Reduction Site Used?		Temporary Staging/Reduction Site Location	Indicate Stockpile, Chipping, Other	Final Disposal Location
		Length (Feet)	Width (Feet)	Depth (Feet)				YES	NO			
Jurisdiction Wide												

**Total Debris Removal Cost:** \_\_\_\_\_

**Category B: Emergency Protective Measures**

What caused the emergency protective measures to be performed, what emergency protective measures were performed?

\_\_\_\_\_

Who completed the work (force account or contract)? \_\_\_\_\_ If contract, what was contract amount? \_\_\_\_\_

If force account:

How many employees used? \_\_\_\_\_

How many hours worked? \_\_\_\_\_

Overtime vs Regular time? \_\_\_\_\_

Equipment used? \_\_\_\_\_ Total hours per equipment used? \_\_\_\_\_

Materials used and quantities? \_\_\_\_\_

**Total Emergency Protective Measure Cost:** \_\_\_\_\_ **Percentage of Work Completed:** \_\_\_\_\_%

**Applicant Representative Signature:** \_\_\_\_\_

## Helpful Hints

<b>Examples of Debris Types:</b>	Vegetative	Construction & Demolition	White Goods	E-Waste	Wet Debris	Sand/Soil/Mud	Stump
Leaning tree	Hanging Limbs	Vehicle	Vessels	Putrescent Debris	Hazardous		

<b>Types of Debris Generating Event:</b>	Surface Water Flooding	Wind Driven Rain	Sewer Back Up	Foundation Seepage	Lightning	High Winds	Tree Damage
Wind Blown Debris	Earthquake	Fire	Explosion				

### Determining Eligible Cost:

#### Eligible cost must be:

- Directly tied to the performance of eligible work;
- Adequately documented;
- Reduced by all applicable credits, such as insurance;
- Authorized and not prohibited under State or local government laws or regulations;
- Consistent with the applicant's internal policies, regulations, and procedures that apply uniformly to both State awards and other activities of the applicant;
- Necessary and reasonable to accomplish the work properly and efficiently.

### Tips for Estimating Cost:

- Track the hours and cost related to using your own labor force, equipment, and materials (purchased and/or from stock). Use the FEMA Schedule of Equipment Rates to calculate the cost of your own equipment. This manner of estimating cost can be used for work completed or work to be completed;
- Use contract estimates;
- Use historical cost data from previous repairs or events;
- Deduct insurance proceeds but include deductibles;
- Estimates should be based on return to pre-disaster design, function, and capacity;
- Estimates for vehicles or equipment should be based on the same type make, year, model, and condition.

**Site Inspection Report  
Category C - Roads and Bridges**

Site # \_\_\_\_ of \_\_\_\_

\*See back of page for examples for determining Damage Description, Scope of work, and Cost Estimates.

<b>Applicant:</b>	<b>Applicant Representative:</b>	<b>Representative Phone #</b>	<b>Representative Email:</b>	<b>Date Damaged</b>

What was the cause of damage? \_\_\_\_\_

<b>GPS Coordinates</b>	<b>LAT</b>	<b>LONG</b>	<b>Physical Location/Address:</b>

<b>Road Surface Type:</b>	Asphalt	Concrete	Composite	Chip & Seal	Dirt	Gravel	Other (Specify):

Is roadway applicants legal responsibility?      YES      NO

What is length \_\_\_\_\_, width \_\_\_\_\_, and depth \_\_\_\_\_ of damaged roadway?

Ditching & Shaping: Is there damage to ditching?      YES      NO      What is length \_\_\_\_\_ of ditching and shaping work to be performed?

Embankment Failure: Is embankment failure pre-existing?      YES      N/A      NO      What is the impact to road right of way (e.g. how far from road)? \_\_\_\_\_

Guardrail: Is there damage to guardrail?      YES      NO      What is the length \_\_\_\_\_ of damaged guardrail?

Culverts: Is there culvert damage?      YES      NO      What is the shape of the culvert? \_\_\_\_\_      What material is the culvert made of? \_\_\_\_\_

What is the culvert length \_\_\_\_\_? Based on shape, what is the culvert width, height, or diameter \_\_\_\_\_? Total Number of Culverts? \_\_\_\_\_

Improved Facilities: What is the length \_\_\_\_\_, width \_\_\_\_\_, and depth \_\_\_\_\_ of damaged facility?

What material is improved facility made of? \_\_\_\_\_

**Scope of Work:**

Are you returning to pre-disaster condition?      YES      NO

Are there improvements being made?      Yes      NO

If you answered YES to improvements, explain:

How will work be completed?      Force Account      Contract      Combination of both

What is the percentage of work completed? \_\_\_\_\_      Pictures are **REQUIRED** for all work not 100% complete.

Estimated Cost for all repairs: \_\_\_\_\_

Applicant Representative Signature: \_\_\_\_\_

## Helpful Hints

**Examples of Culvert Shapes:** Circular Pipe Arch Box/Rectangular Horizontal Ellipse Arch Top 3-sided Flat Top 3-sided Vertical Ellipse

**Examples of Culvert Material:** Concrete Corrugated Metal/Steel Aluminum HDPE PVC

**Examples of Improved Facilities:** Driven Piles Concrete Retaining Wall Rip Rap on Embankment

**Examples of Improvements:** Change in Road Surface Type Upsizing Culvert

### **Determining Eligible Cost:**

#### **Eligible cost must be:**

Directly tied to the performance of eligible work;

Adequately documented;

Reduced by all applicable credits, such as insurance;

Authorized and not prohibited under State or local government laws or regulations;

Consistent with the applicant's internal policies, regulations, and procedures that apply uniformly to both State awards and other activities of the applicant;

Necessary and reasonable to accomplish the work properly and efficiently.

### **Tips for Estimating Cost:**

Track the hours and cost related to using your own labor force, equipment, and materials (purchased and/or from stock). Use the FEMA Schedule of Equipment Rates to calculate the cost of your own equipment. This manner of estimating cost can be used for work completed or work to be completed;

Use contract estimates;

Use historical cost data from previous repairs or events;

Deduct insurance proceeds but include deductibles;

Estimates should be based on return to pre-disaster design, function, and capacity;

Estimates for vehicles or equipment should be based on the same type make, year, model, and condition.

**Site Inspection Report  
Category E - Buildings and Equipment**

Site # \_\_\_ of \_\_\_

\*See back of page for examples for determining Damage Description, Scope of work, and Cost Estimates.

<b>Applicant:</b>	<b>Applicant Representative:</b>	<b>Representative Phone #</b>	<b>Representative Email:</b>	<b>Date Damaged</b>

What was the cause of damage? \_\_\_\_\_

<b>GPS Coordinates</b>	<b>LAT</b>	<b>LONG</b>	<b>Physical Location/Address:</b>

**Damaged Building**

Damaged Location (e.g. Whole building, Floor #, Room #, etc.)	What was damaged?	Damage Dimensions (Length, Width, Height)	Legal Responsibility?		Insurance Coverage?		Insurance Deductible Amount
			YES	NO	YES	NO	

**Damaged Equipment**

Year, Make & Model	Damage Description	Legal Responsibility?		Insurance Coverage?		Insurance Deductible Amount
		Yes	NO	YES	NO	

**Scope of Work:**

Are you returning to pre-disaster condition?    YES    NO

Are there improvements being made?    Yes    NO

If you answered YES to improvements, explain:

How will work be completed?    Force Account    Contract    Combination of both

\* The submission of all lease agreements, insurance policies and photos are **REQUIRED** for all Category E damages.

Total Cost for Building Damage: \_\_\_\_\_ Percentage of Work Completed: \_\_\_\_\_%

Total Cost for Equipment Damage: \_\_\_\_\_ Percentage of Work Completed: \_\_\_\_\_%

Applicant Representative Signature: \_\_\_\_\_ 11

## Helpful Hints

### **Determining Eligible Cost:**

#### **Eligible cost must be:**

Directly tied to the performance of eligible work;

Adequately documented;

Reduced by all applicable credits, such as insurance;

Authorized and not prohibited under State or local government laws or regulations;

Consistent with the applicant's internal policies, regulations, and procedures that apply uniformly to both State awards and other activities of the applicant;

Necessary and reasonable to accomplish the work properly and efficiently.

### **Tips for Estimating Cost:**

Track the hours and cost related to using your own labor force, equipment, and materials (purchased and/or from stock). Use the FEMA Schedule of Equipment Rates to calculate the cost of your own equipment. This manner of estimating cost can be used for work completed or work to be completed;

Use contract estimates;

Use historical cost data from previous repairs or events;

Deduct insurance proceeds but include deductibles;

Estimates should be based on return to pre-disaster design, function, and capacity;

Estimates for vehicles or equipment should be based on the same type make, year, model, and condition.

**Site Inspection Report  
Category F - Utilities**

Site # \_\_\_ of \_\_\_

\*See back of page for examples for determining Damage Description, Scope of work, and Cost Estimates.

<b>Applicant:</b>	<b>Applicant Representative:</b>	<b>Representative Phone #</b>	<b>Representative Email:</b>	<b>Date Damaged</b>

What was the cause of damage? \_\_\_\_\_

<b>GPS Coordinates</b>	<b>LAT</b>	<b>LONG</b>	<b>Physical Location/Address:</b>

**Utilities**

<b>What was damaged?</b>	<b>Damage Dimensions</b> (Length, Width, Height)	<b>Legal Responsibility?</b>	<b>Insurance Coverage?</b>	<b>Insurance Deductible Amount</b>
		Yes    NO	YES    NO	
		Yes    NO	YES    NO	
		Yes    NO	YES    NO	
		Yes    NO	YES    NO	

**Scope of Work:**

Are you returning to pre-disaster condition?    YES    NO

Are there improvements being made?    Yes    NO

If you answered YES to improvements, explain:

How will work be completed?    Force Account    Contract    Combination of both

Estimated Cost for repairs: \_\_\_\_\_    Percentage of Work Complete: \_\_\_\_%

\*Pictures are **REQUIRED** for all work not 100% complete

Applicant Representative Signature: \_\_\_\_\_ 13

## Helpful Hints

**Examples of Utilities:** Water treatment and delivery facilities Power generation facilities Sewage collection and treatment facilities Natural gas system  
Communication systems Substations/power lines

### **Determining Eligible Cost:**

#### **Eligible cost must be:**

- Directly tied to the performance of eligible work;
- Adequately documented;
- Reduced by all applicable credits, such as insurance;
- Authorized and not prohibited under State or local government laws or regulations;
- Consistent with the applicant's internal policies, regulations, and procedures that apply uniformly to both State awards and other activities of the applicant;
- Necessary and reasonable to accomplish the work properly and efficiently.

### **Tips for Estimating Cost:**

- Track the hours and cost related to using your own labor force, equipment, and materials (purchased and/or from stock). Use the FEMA Schedule of Equipment Rates to calculate the cost of your own equipment. This manner of estimating cost can be used for work completed or work to be completed;
- Use contract estimates;
- Use historical cost data from previous repairs or events;
- Deduct insurance proceeds but include deductibles;
- Estimates should be based on return to pre-disaster design, function, and capacity;
- Estimates for vehicles or equipment should be based on the same type make, year, model, and condition.

## ELIGIBILITY

### ***Eligible Work must be:***

- Required as a direct result of the declared disaster. Do not include costs for deferred maintenance or damage that predates the disaster.
- Located within the county authorized for SDRP, and;
- Be the legal responsibility of an eligible applicant.

### ***Eligible Costs must be:***

- Directly tied to the performance of eligible work;
- Adequately documented;
- Reduced by all applicable credits, such as insurance;
- Authorized and not prohibited under State, or local government laws or regulations, and;
- Necessary and reasonable to accomplish the work properly and efficiently.

### ***Eligible Categories of Work:***

Category A – Debris Removal; Category B – Emergency Protective Measures (e.g. fire/police); Category C – Roads and Bridges; Category E – Buildings, contents and vehicles; Category F – Utilities

### ***Documenting Performed Work***

Labor costs - All labor hours (use of your own employees) should be documented. For emergency work (Categories A-B) only overtime/comp time will be reimbursed. For permanent work (Categories C, E and F) overtime/comp time and regular time will be reimbursed.

Equipment costs - Reimbursement will be based on the most current FEMA Schedule of Equipment Rates (Appendix 10). For each hour a piece of equipment is operated an hour of labor must be identified. The equipment rates include fuel and maintenance, therefore, these should not be claimed for reimbursement.

Materials costs - Cost of materials and supplies used for response/repair (from stock, or purchased for purposes of completing Project).

Rented equipment – Include invoices and proof of payment for any rented equipment.

Contract work – Document the entire procurement process and follow local and state procurement regulations.

Mutual aid - If there is a written mutual aid agreement which provides for reimbursement in effect between political subdivisions or PNPs at the time of the disaster, these costs may be eligible. The receiving entity can claim these costs once they are billed by the providing entity and the receiving entity provides payment to them. Provide a copy of the mutual aid agreement.

## MITIGATION PROJECTS

Mitigation measures must be related to disaster-related damages and must directly reduce the potential of future, similar disaster damages to the eligible facility. These opportunities usually present themselves during the repair/replacement efforts. Mitigation measures must be determined to be cost-effective. Any one of the following means may be used to determine cost-effectiveness:

1. Measures may amount to up to 15% of the total eligible cost of the eligible repair work on a particular project.
2. Certain mitigation measures (see below) will be determined to be cost-effective, as long as the mitigation measure does not exceed the eligible cost of the eligible repair work on the project. These measures are determined to be cost-effective if they:
  - Do not exceed 100% of project cost;
  - Are appropriate to the disaster damage;
  - Will prevent future similar damage;
  - Are directly related to the eligible damaged elements;
  - Do not increase risks or cause adverse effects to the property or elsewhere;
  - Meet standards of good professional judgment.

## INFRASTRUCTURE SYSTEMS

### A) Drainage/crossings and bridges

- 1) Drainage structures – When drainage structures are destroyed, replacing the structure with multiple structures or a larger structure. However, structures need to be considered with regard to a total drainage system and should not be replaced without a watershed hydrology study.
- 2) Low span bridges – Demolish/replace damaged low span bridges or other crossings that act to collect debris, increase flooding, and/or can be severely damaged.
- 3) Low-water crossings – Where traffic counts are low, replacing bridges with carefully placed low-water crossings.
- 4) Debris traps – Installing traps upstream of a culvert to prevent culverts from becoming clogged by vegetation.
- 5) Gabion baskets, riprap, sheet-piling, and geo-textile fabric installation – Installation to control erosion.
- 6) Headwalls and wing walls – Installation to control erosion.
- 7) Restraining cables on bridges – Installation of cables to restrain a bridge from being washed off piers or abutments.

### B) Sanitary and storm sewer systems

- 1) Access covers – When feasible, access covers can be elevated to the hydraulic grade line. There are a number of devices that prevent infiltration into access holes.
- 2) Sewer lines –
  - i) Repair, lining or encasement of damaged sections to prevent infiltration or structural collapse.
  - ii) Relocating sections of damaged sewer lines to avoid damage from slip-out on roads or to avoid damage to lines crossing a stream or drainage area.
- 3) Pump stations –
  - i) Equipment or controls in a pump station that are subject to damage from the 100-year flood can be elevated. Pump station buildings can be dry flood-proofed.
  - ii) Installation of camlocks, transfer switches, and electrical panels to ease the hook-up of portable emergency generators.
- C) Wastewater treatment plants
  - 1) Elevation of equipment and controls that can be elevated easily.
  - 2) Dry or wet flood-proofing of buildings.
- D) Potable water
  - 1) Well systems –
    - i) Reduction of infiltration and subsequent contamination of the aquifer. Methods include casing the well or raising the elevation of the well head.
    - ii) Elevation of controls, mechanical equipment, or electrical service associated with use of the well to protect them from flood damage.
  - 2) Raw water intakes – Strengthening to prevent damage from erosion, scour and flood debris.
  - 3) Water treatment plants –
    - i) Elevation of equipment and controls that can be elevated easily.
    - ii) Dry flood-proofing.
- E) Electric power distribution
  - 1) Pad-mounted transformers – elevating above the base flood elevation, or lowering them or burying them in non-flood, high-wind areas.
  - 2) Using multiple poles to support transformers.
  - 3) Burying lines.
  - 4) Anchoring or otherwise protecting fuel tanks from movement in a disaster.
  - 5) Replacing damaged poles with higher-class pole, or with a different material pole such as replacing wood poles with spun concrete.
  - 6) Adding guy wire or other additional support to power lines.
  - 7) Removing large diameter communication lines from power poles.
  - 8) Providing looped distribution service or other redundancies in the electrical service to critical facilities.
- F) Above ground storage tanks – Strengthening or stiffening base connections.
- G) Underground pipelines – Installation of shut-off valves (based on accepted practice) so that damaged sections of pipeline can be isolated.

## **BUILDINGS – GENERAL**

- A) General effects of flood damage
    - 1) Buildings substantially damaged under NFIP regulations – Repair, dry flood-proofing, or elevation so they are protected to meet minimum NFIP regulations. If the building is replaced, rather than repaired, no mitigation is appropriate.
    - 2) Buildings not substantially damaged under NFIP regulations – If technically feasible, dry flood-proofing. Electrical panels, machinery rooms, emergency generators can be elevated above the Base Flood Elevation or dry flood-proofed. If dry flood-proofing is not feasible, these buildings should be wet flood-proofed.
  - B) Roofs – Because the failure of a roof covering can lead to extensive damage to contents and operation, damaged roofing should never be replaced with the same material unless the cause of failure has been identified and corrected.
    - 1) Low slope roofs – Replacement of the entire roof with a roof covering with a secondary membrane and a fully adhered roof covering that is not subject to progressive failure, such as a modified bitumen. Mechanically fastened insulation or membranes are not acceptable.
    - 2) Curbing and flashing – Single membrane and built up roofs can be susceptible to progressive failure from flashing and curbing failure. These items should be inspected and repaired or replaced. National Roofing Contractors can provide technical advice.
    - 3) Ballasted roof systems – Roof systems with gravel or other small ballast should be replaced with ballast of sufficient weight that it does not become airborne causing increased damages.
    - 4) Roof-mounted equipment should be attached to a foundation that will resist expected wind forces.
  - C) Anchoring – Anchoring of mechanical and electrical equipment in critical facilities.
  - D) Flexible piping – Installation of flexible piping at pipe/conduit connections to equipment to accommodate expected movement in an earthquake.
  - E) Bracing –
    - 1) Bracing of overhead pipes and electrical lines to meet seismic loads.
    - 2) Bracing interior walls and partitions that could collapse, preventing safe exit from the building.
    - 3) Bracing parapets, anchoring veneer or cladding, and bracing other non-structural elements that could collapse and cause injury or block safe exit of a building during an earthquake.
  - F) Replacement of glass – Replacement of glass (with break resistant material) in mullions to prevent breakage and fallout in the event of building movement.
3. Measures that exceed the above costs must demonstrate through an acceptable benefit-cost analysis that it is cost-effective. The benefit-cost analysis will be performed by Ohio EMA in coordination with the applicant.

## INSURANCE REQUIREMENTS

1. Actual or anticipated insurance recoveries will be deducted from eligible costs.
2. Purchase of insurance is not required when the total loss is less than \$5,000 (only insurable items such as buildings and equipment).
3. When insurance is required as a condition of approval, the applicant must provide the State with acceptable assurances that the applicant, at a minimum, has or obtains, and maintains insurance for the amount of loss.
4. The State will require flood insurance for flood-damaged buildings located both inside and outside the Special Flood Hazard Area when such insurance is reasonably available, adequate and necessary.
5. No reimbursement can be provided for damage to a facility for which assistance was previously received unless insurance was obtained and maintained as required.

## SEARCH AND RESCUE

The Ohio EMA will reimburse the Sponsoring Organization of Task Force 1 when called by Ohio EMA under a Governor's Proclamation of Emergency. The Sponsoring Organization will be reimbursed 100% of eligible costs, as outlined below:

### **Labor**

#### **Sponsoring Organization Personnel**

Over/Comp Time costs; including fringes, for *deploying* personnel and those involved in mobilization, support and demobilization. Eligibility period is Portal-to-Portal time frame, including up to 72 hours past deactivation date for rehabilitation activities. Program Labor Form(s) will be submitted as part of Final Claim.

#### **Non-Sponsoring Organization Personnel**

Cost incurred in accordance with use of non-agency members under the Task Force Pay Policy: Non-Agency Personnel. Rates will be based on the current AGREEMENT FOR REIMBURSEMENT FOR SERVICES; NON-AGENCY PERSONNEL (Appendix 1 to this Agreement). (Labor Form).

### **Lodging/Meals**

Meals and lodging costs for Portal-to-Portal operations, including rehabilitation activities. (Materials Form-meals, Contract Form, lodging).

### **Transportation**

Reasonable costs incurred in transporting personnel or equipment from the Point of Assembly to the Point of Departure, including hiring of equipment for this purpose. The FEMA Schedule of Equipment Rates or SRT adopted rates will be utilized when Organization equipment is utilized for this function. The lower rate should be used. (Contract Form-external resources, Equipment Form-organizational equipment).

### **Equipment**

Organizational equipment utilized for SRT activities in the field will be reimbursed under the FEMA Schedule of Equipment Rates or a reasonable hourly rate for equipment not listed on the FEMA Schedule. (Equipment Form).

### **Materials**

Supplies and materials consumed during deployment/performance of S&R duties. (Materials Form).

Reference: Current MOU – OHTF#1 and Ohio EMA

### Alternate Funding Sources

<b>Program</b>	<b>Eligible Projects</b>	<b>Who May Apply</b>	<b>Criteria/Requirements</b>
Ohio Public Works Commission (OPWC):	Roads, Bridges, Solid Waste, Sanitary/Waste Water, Fresh Water, and Storm Water	County, City, Village, Township, Water/Sewer Districts	Application process will vary depending on the funding. See OPWC website for additional information.
<a href="http://www.pwc.state.oh.us/">http://www.pwc.state.oh.us/</a>			
Department Services Agency (DSA)  (614) 466-2285	Water, Sewer Lines, Roads, Bridges, etc.	County, City, Village, Township	Apply anytime (some exceptions); Must benefit LMI households.
<a href="https://development.ohio.gov/default.htm#MODAL">https://development.ohio.gov/default.htm#MODAL</a>			
Ohio Water Development Authority (OWDA)	Drinking Water, Waste Water Construction Projects; Planning	County, City, Village, Water/Sewer District, Conservatory District	Apply anytime; Loans made monthly at Board Meetings.
<a href="http://www.owda.org/summary-list">http://www.owda.org/summary-list</a>			
Ohio Environmental Protection Agency (OEPA)	Publicly-owned Wastewater Treatment Facilities/Nonpoint source water pollution control projects	Municipality, County, Sewer District	Nomination to priority list, Approval of facilities plan and detail plan.
<a href="http://www.epa.ohio.gov/DoBusiness/GetHelp/FinancialAssistance.aspx">http://www.epa.ohio.gov/DoBusiness/GetHelp/FinancialAssistance.aspx</a>			

***Note: If you have a site with damage to water and wastewater facilities/systems where loans could be provided through any of the above agencies, to will be required to seek alternate funding from the applicable agencies listed above prior to seeking reimbursement through the SDRP.***

### Summary Sheet Instructions

Complete the Sheet as follows:

- **Heading:**
  - **Applicant Name:** Enter the name of your local government or PNP.
  - **Location:** Provide a brief explanation of the location (xyz road).
  - **Site:** Provide the applicable site number from your Site Estimate forms.
  - **County:** Provide your county
  - **Category:** Provide the applicable category.
  - **Description of Work:** Provide a brief description of the work performed.
- **Claimed cost:** Enter the total cost of labor, equipment, materials, rented equipment, and contract that is applicable to the site.
- **Comments:** Enter any applicable comments for the site.
- **Eligible costs:** Leave blank

### Labor Summary Sheet Instructions

- If you have an established way to document labor hours that includes the below information, you do not need to transfer that to this Labor Summary Sheet. You can provide your established documentation.
- Record regular and overtime hours separately.
- Record the benefits separately for regular and overtime hours. Most overtime hours include fewer benefits than regular hours.

Complete the Sheet as follows:

- **Heading:**
  - **Applicant Name:** Enter the name of your local government or PNP.
  - **Location:** Provide a brief explanation of the location (xyz road).
  - **Site:** Provide the applicable site number from your Site Estimate forms.
  - **Category:** Provide the applicable category.
  - **Description of Work:** Provide a brief description of the work performed.
- **Dates:** Enter all dates worked.
- **Employee Name:** Enter the names of each employee who worked on the site (please remember to include trustees, if applicable, even though reimbursement of their hourly rate is not eligible).
- **Title/Occupation:** Enter the title or occupation of each employee who worked on the site.
- **REG:** Enter the regular hours that each employee worked on the site.
- **OT:** Enter the overtime hours that each employee worked on the site.
- **Total HR:** Total the hours for each employee and enter the result in this block.
- **Rate/Hr:** Enter each employee's hourly rate.
- **Benefits/Hr:** Enter each employees hourly benefit rate. There should be different percentages for benefits pertaining to regular and overtime wages.
- **Total Rate/Hr:** Add the employee's hourly rate in the Rate/Hr block and the hourly benefits rate in the Benefits/Hr block and enter the result here.
- **Total Cost:** Multiply the entries in the Total Hr and Total Rate/Hr blocks and enter the result here.
- **Total Cost for Labor Regular Time:** Add the entries in the Total Cost, REG block for each employee and enter the results here.
- **Total Cost for Labor Overtime:** Add the entries in the Total Cost, OT block for each employee and enter the results here.

### Equipment Summary Sheet Instructions

- If you have an established way to document labor hours that includes the below information, you do not need to transfer that to this Labor Summary Sheet. You can provide your established documentation.
- Reminder that fuel and maintenance are included in the hourly rate, and therefore, do not need tracked separately.

Complete the record as follows:

- **Heading**
  - **Applicant Name:** Enter the name of your local government or PNP.
  - **Location:** Provide a brief explanation of the location (xyz road).
  - **Site:** Provide the applicable site number from your Site Estimate forms.
  - **Category:** Provide the applicable category.
  - **Description of Work:** Provide a brief description of the work performed.
- **Date:** Enter all dates worked.
- **FEMA Code:** Enter the FEMA cost code for the equipment from the Schedule of Equipment Rates.
- **Equipment Description:** Enter a brief description of the equipment, including the rated horsepower or capacity of the equipment. Be sure to include this information if you also use a trade name or common name to describe the equipment, i.e. Ditch Witch.
- **Operator:** Enter the equipment operator's name.
- **Hours Used:** Enter the hours the equipment was used on the project.
- **Cost/Hour:** Enter the hourly cost to use the equipment.
- **Total Cost:** Multiply the number of Hours Used block by the number in the Cost/Hour block and enter the result here.
- **Total Cost for Equipment:** Add the numbers in the Total Cost blocks and enter the result here.

### Material Summary Sheet Instructions

Complete the record as follows:

- Heading:
  - **Applicant Name:** Enter the name of your local government or PNP.
  - **Location:** Provide a brief explanation of the location (xyz road).
  - **Site:** Provide the applicable site number from your Site Estimate forms.
  - **Category:** Provide the applicable category.
  - **Description of Work:** Provide a brief description of the work performed.
- **Vendor:** Enter the name of the supplier.
- **Description:** Enter a brief description of the supplies or materials used or purchased.
- **Quantity:** Enter the quantity of materials used.
- **Unit price:** Enter the unit price.
- **Total price:** Enter the total cost claimed for the type of material.
- **Date purch:** Enter the date the material was purchased.
- **Date used:** Enter the date, or date range, the material was used.
- **Info From (Check One):** Was the material purchased for the repair (invoice) or used from material on hand (stock).
- **Total:** Total at the bottom of the sheet.

### Rented Equipment Sheet Instructions

Complete the record as follows:

- Heading
  - **Applicant Name:** Enter the name of your local government or PNP.
  - **Location:** Provide a brief explanation of the location (xyz road).
  - **Site:** Provide the applicable site number from your Site Estimate forms.
  - **Category:** Provide the applicable category.
  - **Description of Work:** Provide a brief description of the work performed.
- **Type of Equipment (Indicate size, capacity, horsepower, make & model):** Enter applicable information.
- **Dates and hours used:** Enter the dates and hours used for each day the equipment was used.
- **Rates per hour:** Enter the rate per hour whether with an operator (w/opr) or without an operator (w/out opr).
- **Total Cost:** Enter the total cost for the piece of equipment.
- **Vendor:** Enter the name of the company from which you rented or leased the equipment.
- **Invoice number:** Enter the invoice number.
- **Date and Amount Paid:** Enter the date and amount paid to the vendor.
- **Check #:** Enter the check number.

### Contract Summary Sheet Instructions

Complete the record as follows:

- Heading
  - **Applicant Name:** Enter the name of your local government or PNP.
  - **Location:** Provide a brief explanation of the location (xyz road).
  - **Site:** Provide the applicable site number from your Site Estimate forms.
  - **Category:** Provide the applicable category.
  - **Description of Work:** Provide a brief description of the work performed.
- **Dates worked:** Enter the dates on which work was performed.
- **Contractor:** Enter the name of the contractor performing the work.
- **Billing/invoice #:** Enter the billing or invoice number.
- **Amount:** Enter the amount of the invoice.
- **Comments - Scope:** Enter a brief description of the work performed.

In addition to completion of this form, you should send the following information to support contract costs, if applicable:

- A) Proof of Competitive Bid (if required)
  - 1) Advertisement and/or
  - 2) Solicited bids
- B) Copy of Contractor Proposal(s)
  - 1) Bid Tabulation and/or
  - 2) Estimates
- C) Awarding the Contract
  - 1) Resolution and/or
  - 2) Signed Contract and/or
  - 3) Meeting Minutes
- D) Copy of Invoices
- E) Proof of Payment
  - 1) Canceled Check and/or
  - 2) Purchase Order

**FEMA's SCHEDULE OF EQUIPMENT RATES**

**DEPARTMENT OF HOMELAND SECURITY  
FEDERAL EMERGENCY MANAGEMENT AGENCY  
RECOVERY DIRECTORATE  
PUBLIC ASSISTANCE DIVISION  
WASHINGTON, DC 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 incidental 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 15, 2019.

FEMA Code ID		Equipment Description					2019 Updated Rate
Cost Code	Equipment	Specifications	Capacity or Size	HP	Notes	Unit	
8010	Air Compressor	Air Delivery	41 CFM	to 10	Hoses included.	hour	\$ 1.62
8011	Air Compressor	Air Delivery	103 CFM	to 30	Hoses included.	hour	\$ 9.86
8012	Air Compressor	Air Delivery	130 CFM	to 50	Hoses included.	hour	\$ 12.49
8013	Air Compressor	Air Delivery	175 CFM	to 90	Hoses included.	hour	\$ 20.98
8014	Air Compressor	Air Delivery	400 CFM	to 145	Hoses included.	hour	\$ 32.13
8015	Air Compressor	Air Delivery	575 CFM	to 230	Hoses included.	hour	\$ 57.05
8016	Air Compressor	Air Delivery	1100 CFM	to 355	Hoses included.	hour	\$ 95.60
8017	Air Compressor	Air Delivery	1600 CFM	to 500	Hoses included.	hour	\$ 98.55
8040	Ambulance			to 150		hour	\$ 28.09
8041	Ambulance			to 210		hour	\$ 41.18
8050	Board, Arrow			to 8	Trailer Mounted.	hour	\$ 4.53
8051	Board, Message			to 5	Trailer Mounted.	hour	\$ 11.60
8060	Auger, Portable	Hole Diameter	16 In	to 6		hour	\$ 2.34
8061	Auger, Portable	Hole Diameter	18 In	to 13		hour	\$ 4.65
8062	Auger, Tractor Mntd	Max. Auger Diameter	36 In	to 13	Includes digger, boom and mounting hardware.	hour	\$ 3.25
8063	Auger, Truck Mntd	Max. Auger Size	24 In	to 100	Includes digger, boom and mounting hardware. Add this rate to tractor rate for total auger and tractor rate.	hour	\$ 34.93
8064	Hydraulic Post Driver					hour	\$ 35.27
8065	Auger	Horizontal Directional Boring Machine	250 X 100	300	DD-140B YR-2003	hour	\$ 172.29
8066	Auger	Horizontal Directional Boring Machine	50 X 100	24	Average to 7,000 lbs	hour	\$ 33.83
8067	Auger, Directional Boring Machine	Auger, Directional Boring Machine	7,000 - 10,000 lbs	45	JT920L (2013)	hour	\$ 41.04
8068	Bush Hog	Bush Hog - Model 326	Single Spindle Rotary Cutters			hour	\$ 20.61
8068-1	Bush Hog	Bush Hog - Model 3210	Lift, Pull, Semi-Mount & Offset Model			hour	\$ 28.74
8068-2	Bush Hog	Bush Hog - Model 2815	Flex Wing Rotary Cutters			hour	\$ 43.17
8070	Automobile			to 130	Transporting people.	mile	\$ 0.545
8071	Automobile			to 130	Transporting cargo.	hour	\$ 12.43
8072	Automobile, Police			to 250	Patrolling.	mile	\$ 0.545
8073	Automobile, Police			to 250	Stationary with engine running.	hour	\$ 16.05
8075	Motorcycle, Police					mile	\$ 0.505
8076	Automobile - Chevy Trailblazer	6 or 8 cl		285 to 300		hour	\$ 23.99
8077	Automobile - Ford Expedition	Fire Command Center	EcoBoost V-6	360	2015 Model	hour	\$ 19.62
8078	MRAP Armored Rescue Vehicle	Search and Rescue	Military Suplus Vehicle	375-450	Qualified foe operational rate on	Hr.	\$ 51.80
8079	MRAP C-MTV	Multi-Theater (Military Surplus)Vehicle	gvwr 55000 Lbs	to 350	Qualified foe operational rate on	Hr.	\$ 48.35

8080	All Terrain Vehicle (ATV)	Engine 110cc, 4-Wheel; 20" tyre		6.5-7.5		hour	\$	8.23
8081	All Terrain Vehicle (ATV)	Engine 125cc, 4-Wheel; 21" tyre		7.6-8.6		hour	\$	8.67
8082	All Terrain Vehicle (ATV)	Engine 150cc, 4-Wheel; 22" tyre		9.0-10.0		hour	\$	8.68
8083	All Terrain Vehicle (ATV)	Engine 200cc, 4-Wheel; 24" tyre		12-14.0		hour	\$	9.23
8084	All Terrain Vehicle (ATV)	Engine 250cc, 4-Wheel; 24" tyre		15-17		hour	\$	9.81
8085	All Terrain Vehicle (ATV)	Engine 300cc, 4-Wheel; 24" tyre		18-20		hour	\$	10.66
8086	All Terrain Vehicle (ATV)	Engine 400cc, 4-Wheel; 25" tyre		26-28		hour	\$	12.20
8087	All Terrain Vehicle (ATV)	Engine 450cc, 4-Wheel; 25" tyre		26-28		hour	\$	13.07
8088	All Terrain Vehicle (ATV)	Engine 650cc, 4-Wheel; 25" tyre		38-40		hour	\$	13.86
8089	All Terrain Vehicle (ATV)	Engine 750cc, 4-Wheel; 25" tyre		44-46		hour	\$	14.79
8110	Barge, Deck	Size	50'x35'x7.25'	0	Push by Tug-Boat	hour	\$	52.00
8111	Barge, Deck	Size	50'x35'x9'	0	Push by Tug-Boat	hour	\$	61.96
8112	Barge, Deck	Size	120'x45'x10'	0	Push by Tug-Boat	hour	\$	109.97
8113	Barge, Deck	Size	160'x45'x11"	0	Push by Tug-Boat	hour	\$	136.90
8120	Boat, Tow	Size	55'x20'x5'	to 870	Steel.	hour	\$	352.71
8121	Boat, Tow	Size	60'x21'x5'	to 1050	Steel.	hour	\$	400.32
8122	Boat, Tow	Size	70'x30'x7.5'	to 1350	Steel.	hour	\$	624.56
8123	Boat, Tow	Size	120'x34'x8'	to 2000	Steel.	hour	\$	1,181.86
8124	Airboat	815AGIS Airboat w/spray unit	15'x8'	400		hour	\$	32.70
8125	Airboat	815AGIS Airboat w/spray unit	15'x8'	425		hour	\$	33.06
8126	Swamp Buggy	Conquest		360		hour	\$	41.35
8130	Boat, Row			0	Heavy duty.	hour	\$	1.46
8131	Boat, Runabout	Size	13'x5'	to 50	Outboard.	hour	\$	12.55
8132	Boat, Tender	Size	14'x7'	to 100	Inboard with 360 degree drive.	hour	\$	16.58
8133	Boat, Push	Size	45'x21'x6'	to 435	Flat hull.	hour	\$	235.03
8134	Boat, Push	Size	54'x21'x6'	to 525	Flat hull.	hour	\$	290.74
8135	Boat, Push	Size	58'x24'x7.5'	to 705	Flat hull.	hour	\$	355.70
8136	Boat, Push	Size	64'x25'x8'	to 870	Flat hull.	hour	\$	359.36
8140	Boat, Tug	Length	16 Ft	to 100		hour	\$	47.35
8141	Boat, Tug	Length	18 Ft	to 175		hour	\$	70.55
8142	Boat, Tug	Length	26 Ft	to 250		hour	\$	90.10
8143	Boat, Tug	Length	40 Ft	to 380		hour	\$	215.09
8144	Boat, Tug	Length	51 Ft	to 700		hour	\$	302.01
8145	Jet Ski	3-seater				hour	\$	27.70
8146	Jet Ski					hour	\$	8.60
8147	Boat, Inflatable Rescue Raft	Zodiac		0		hour	\$	1.13
8148	Boat, Runabout	1544 lbs	11 passenger capacity	190-250		hour	\$	65.51
8149	Boat, removable engine	2000 Johnson Outboard Motor w 15" shaft		15		hour	\$	1.58
8151	Broom, Pavement	Broom Length	96 In	to 100		hour	\$	30.41
8153	Broom, Pavement, Mntd	Broom Length	72 In	to 18	Add Prime Mover cost for total rate	hour	\$	6.24
8154	Broom, Pavement, Pull	Broom Length	84 In	to 20	Add Prime Mover cost for total rate	hour	\$	23.75
8155	Broom, Pavement	Broom Length	72 In	to 35		hour	\$	25.28
8157	Sweeper, Pavement			to 110		hour	\$	78.79
8158	Sweeper, Pavement			to 230		hour	\$	102.03
8180	Bus			to 150		hour	\$	21.60
8181	Bus			to 210		hour	\$	25.82
8182	Bus			to 300		hour	\$	39.65
8183	Blower	Gasoline powered Toro Pro Force		27		hour	\$	15.40
8183x	Mosquito Sprayer	2015 Adapco Guardian 95 ES	15-gal; 350 lbs			hour	\$	18.83
8184	Back-Pack Blower			to 4.4		hour	\$	1.53
8185	Walk-Behind Blower			13		hour	\$	6.83
8187	Chainsaw	Bar Length = 20 in	3.0 cu in	2.7		hour	\$	1.91
8188	Chainsaw	Bar Length = 20 in	5.0 cu in			hour	\$	2.59
8189	Chainsaw	Bar Length = 20 in	6.0 cu in	3.4		hour	\$	2.77

8190	Chain Saw	Bar Length = 16 in	2.5 cu in	2.4		hour	\$ 1.80
8191	Chain Saw (STIHL)	Bar Length = 25 in	7.5 cu in	3.62		hour	\$ 3.73
8192	Chain Saw, Pole	Bar Length = 18 in	4.0 cu in	3.2		hour	\$ 2.10
8193	Skidder	model 748 E		to 173		hour	\$ 56.25
8194	Skidder	model 648 G11		to 177		hour	\$ 105.44
8195	Cutter, Brush	Cutter Size	8 ft	to 150		hour	\$ 119.52
8196	Cutter, Brush	Cutter Size	8 ft	to 190		hour	\$ 134.74
8197	Cutter, Brush	Cutter Size	10 ft	to 245		hour	\$ 142.31
8198	Brusher Cutter	Cutter, Brush - 247 hp, 1997 Model 511 Feller		to 247		hour	\$ 193.95
8199	Log Trailer	40 ft		0		hour	\$ 10.15
8200	Chipper, Brush	Chipping Capacity	6 In	to 35	Trailer Mounted.	hour	\$ 8.97
8201	Chipper, Brush	Chipping Capacity	9 In	to 65	Trailer Mounted.	hour	\$ 17.06
8202	Chipper, Brush	Chipping Capacity	12 In	to 100	Trailer Mounted.	hour	\$ 24.89
8203	Chipper, Brush	Chipping Capacity	15 In	to 125	Trailer Mounted.	hour	\$ 35.75
8204	Chipper, Brush	Chipping Capacity	18 In	to 200	Trailer Mounted.	hour	\$ 50.41
8208	Loader - Tractor - Knuckleboom	model Barko 595 ML		to 173		hour	\$ 169.74
8209	Loader - Wheel	model 210 w/ Buck Saw 50 inch Bar		to 240		hour	\$ 98.48
8210	Clamshell & Dragline, Crawler		149,999 lbs	to 235	Bucket not included in rate.	hour	\$ 134.68
8211	Clamshell & Dragline, Crawler		250,000 lbs	to 520	Bucket not included in rate.	hour	\$ 178.82
8212	Clamshell & Dragline, Truck			to 240	Bucket not included in rate.	hour	\$ 147.05
8218	BOMAG Compactor	BW100AD-3		33		Hour	\$ 24.80
8219	Compactor -2-Ton Pavement Roller	Single Drum Vibratory Compactor	to 2.9 Ton	28		hour	\$ 28.72
8220	Compactor			to 10		hour	\$ 15.92
8221	Compactor, towed, Vibratory Drum			to 45	Plus tow Truck	hour	\$ 33.56
8222	Compactor, Vibratory, Drum			to 75		hour	\$ 24.09
8223	Compactor, pneumatic, wheel			to 100		hour	\$ 26.90
8225	Compactor, Sanitation			to 300		hour	\$ 96.11
8226	Compactor, Sanitation			to 400		hour	\$ 154.63
8227	Compactor, Sanitation			535		hour	\$ 264.25
8228	Compactor, towed, Pneumatic, Wheel	Hercules PT-11,	10,000 lbs		11-Wheels (Towed)	hour	\$ 18.48
8229	Compactor, Towed Steel Drum Static Compactor	GTD-54120	20,000 lbs		Grid Drum (Towed)	hour	\$ 16.22
8240	Feeder, Grizzly			to 35		hour	\$ 25.47
8241	Feeder, Grizzly			to 55		hour	\$ 33.55
8242	Feeder, Grizzly			to 75		hour	\$ 65.18
8250	Dozer, Crawler	Deere 450J LT		to 75		hour	\$ 54.20
8251	Dozer, Crawler	Deere 650K LGP; ROPS/FOPS		to 105		hour	\$ 65.14
8252	Dozer, Crawler			to 160		hour	\$ 98.77
8253	Dozer, Crawler			to 250		hour	\$ 153.35
8254	Dozer, Crawler			to 360		hour	\$ 218.47
8255	Dozer, Crawler	Make/Model: CAT D10T (disc. 2014); Protection: EROPS; Type Semi-U		to 574		hour	\$ 317.49
8256	Dozer, Crawler			to 850		hour	\$ 358.48
8260	Dozer, Wheel			to 300		hour	\$ 66.26
8261	Dozer, Wheel			to 400		hour	\$ 101.22
8262	Dozer, Wheel			to 500		hour	\$ 184.08
8263	Dozer, Wheel			to 625		hour	\$ 239.31
8269	Box Scraper	3 hitch attach for tractor; 2007 Befco		0		hour	\$ 3.65
8270	Bucket, Clamshell	Capacity	1.0 CY	0	Includes teeth. Does not include Clamshell & Dragline	hour	\$ 4.64
8271	Bucket, Clamshell	Capacity	2.5 CY	0	Includes teeth. Does not include Clamshell & Dragline	hour	\$ 8.81
8272	Bucket, Clamshell	Capacity	5.0 CY	0	Includes teeth. Does not include Clamshell & Dragline	hour	\$ 13.19
8273	Bucket, Clamshell	Capacity	7.5 CY	0	Includes teeth. Does not include Clamshell & Dragline	hour	\$ 23.31
8275	Bucket, Dragline	Capacity	2.0 CY	0	Does not include Clamshell & Dragline	hour	\$ 3.98
8276	Bucket, Dragline	Capacity	5.0 CY	0	Does not include Clamshell & Dragline	hour	\$ 9.93

8277	Bucket, Dragline	Capacity	10 CY	0	Does not include Clamshell & Dragline	hour	\$ 14.19
8278	Bucket, Dragline	Capacity	14 CY	0	Does not include Clamshell & Dragline	hour	\$ 18.72
8280	Excavator, Hydraulic	Bucket Capacity	0.5 CY	to 45	Crawler, Truck & Wheel. Includes bucket.	hour	\$ 18.97
8281	Excavator, Hydraulic	Bucket Capacity	1.0 CY	to 90	Crawler, Truck & Wheel. Includes bucket.	hour	\$ 36.06
8282	Excavator, Hydraulic	Bucket Capacity	1.5 CY	to 160	Crawler, Truck & Wheel. Includes bucket.	hour	\$ 55.30
8283	Excavator, Hydraulic	Bucket Capacity	2.5 CY	to 265	Crawler, Truck & Wheel. Includes bucket.	hour	\$ 158.86
8284	Excavator, Hydraulic	Bucket Capacity	4.5 CY	to 420	Crawler, Truck & Wheel. Includes bucket.	hour	\$ 264.64
8285	Excavator, Hydraulic	Bucket Capacity	7.5 CY	to 650	Crawler, Truck & Wheel. Includes bucket.	hour	\$ 304.91
8286	Excavator, Hydraulic	Bucket Capacity	12 CY	to 1000	Crawler, Truck & Wheel. Includes bucket.	hour	\$ 466.41
8287	Excavator	2007 model Gradall XL3100 III		184		hour	\$ 102.62
8288	Excavator	2003 model Gradall XL4100 III		238		hour	\$ 117.66
8289	Excavator	2006 model Gradall XL5100		230		hour	\$ 109.03
8290	Trowel, Concrete	Diameter	48 In	to 12		hour	\$ 4.94
8300	Fork Lift	Capacity	6000 Lbs	to 60		hour	\$ 14.73
8301	Fork Lift	Capacity	12000 Lbs	to 90		hour	\$ 21.12
8302	Fork Lift	Capacity	18000 Lbs	to 140		hour	\$ 28.79
8303	Fork Lift	Capacity	50000 Lbs	to 215		hour	\$ 63.25
8306	Fork Lift Material handler	Diesel, CAT TH360B	6600-11500 gvwr lbs	94.9	3.1- 3.5 Mton	hour	\$ 44.62
8307	Fork Lift Material handler	Diesel, CAT TH460B	9000 Lbs	94.9	4.5 - 4.9 Mton	hour	\$ 51.93
8308	Fork Lift Material handler	Diesel, CAT TH560B	10000 Lbs	117.5	4.5 - 4.9 Mton	hour	\$ 56.14
8309	Fork Lift Accessory	2003 ACS Paddle Fork		0		hour	\$ 3.53
8310	Generator	Prime Output	5.5 KW	to 10		hour	\$ 5.36
8311	Generator	Prime Output	16 KW	to 25		hour	\$ 7.81
8312	Generator	Prime Output	60KW	to 88		hour	\$ 25.56
8313	Generator	Prime Output	100 KW	to 125		hour	\$ 43.60
8314	Generator	Prime Output	150 KW	to 240		hour	\$ 62.83
8315	Generator	Prime Output	210 KW	to 300		hour	\$ 85.70
8316	Generator	Prime Output	280 KW	to 400		hour	\$ 103.34
8317	Generator	Prime Output	350 KW	to 500		hour	\$ 114.23
8318	Generator	Prime Output	530 KW	to 750		hour	\$ 202.00
8319	Generator	Prime Output	710 KW	to 1000		hour	\$ 225.34
8327	Generator	Prime Output	800 KW	1065		hour	\$ 232.46
8328	Generator	Prime Output	900 KW	1355		hour	\$ 295.15
8329	Generator	Prime Output	1000 KW	1000	Open	hour	\$ 356.94
8320	Generator	Prime Output	1100 KW	1645	Open	hour	\$ 393.43
8321	Generator	Prime Output	2500 KW	to 3000		hour	\$ 553.78
8322	Generator	Prime Output	1,000 KW	to 1645	Enclosed	hour	\$ 450.78
8323	Generator	Prime Output	1,500 KW	to 2500	Enclosed	hour	\$ 583.01
8324	Generator	Prime Output	1100KW	2500	Enclosed	hour	\$ 567.48
8325	Generator	Prime Output	40KW	63	Open	hour	\$ 23.16
8326	Generator	Prime Output	20KW	35	Open/Closeed	hour	\$ 18.05
8327	Generator Large	Prime Output	80 KW	120		Hr.	\$ 31.65
8328	Generator Heavy Duty	Prime Output	2000KW		Open	Hr.	\$ 490.00
8330	Graders	Moldboard Size	10 Ft	to 110	Includes Rigid and Articulate equipment.	hour	\$ 43.98
8331	Graders	Moldboard Size	12 Ft	to 150	Includes Rigid and Articulate equipment.	hour	\$ 63.63
8332	Graders	Moldboard Size	14 Ft	to 225	Includes Rigid and Articulate equipment.	hour	\$ 80.43
8350	Hose, Discharge	Diameter	3 In	0	Per 25 foot length. Includes couplings.	hour	\$ 0.16
8351	Hose, Discharge	Diameter	4 In	0	Per 25 foot length. Includes couplings.	hour	\$ 0.24
8352	Hose, Discharge	Diameter	6 In	0	Per 25 foot length. Includes couplings.	hour	\$ 0.62
8353	Hose, Discharge	Diameter	8 In	0	Per 25 foot length. Includes couplings.	hour	\$ 0.62

8354	Hose, Discharge	Diameter	12 In	0	Per 25 foot length. Includes couplings.	hour	\$ 0.92
8355	Hose, Discharge	Diameter	16 In	0	Per 25 foot length. Includes couplings.	hour	\$ 1.71
8356	Hose, Suction	Diameter	3 In	0	Per 25 foot length. Includes couplings.	hour	\$ 0.31
8357	Hose, Suction	Diameter	4 In	0	Per 25 foot length. Includes couplings.	hour	\$ 0.37
8358	Hose, Suction	Diameter	6 In	0	Per 25 foot length. Includes couplings.	hour	\$ 1.17
8359	Hose, Suction	Diameter	8 In	0	Per 25 foot length. Includes couplings.	hour	\$ 1.11
8360	Hose, Suction	Diameter	12 In	0	Per 25 foot length. Includes couplings.	hour	\$ 1.73
8361	Hose, Suction	Diameter	16 In	0	Per 25 foot length. Includes couplings.	hour	\$ 3.29
8380	Loader, Crawler	Bucket Capacity	0.5 CY	to 32	Includes bucket.	hour	\$ 19.59
8381	Loader, Crawler	Bucket Capacity	1 CY	to 60	Includes bucket.	hour	\$ 36.87
8382	Loader, Crawler	Bucket Capacity	2 CY	to 118	Includes bucket.	hour	\$ 69.24
8383	Loader, Crawler	Bucket Capacity	3 CY	to 178	Includes bucket.	hour	\$ 103.22
8384	Loader, Crawler	Bucket Capacity	4 CY	to 238	Includes bucket.	hour	\$ 123.73
8390	Loader, Wheel	Bucket Capacity	0.5 CY	to 38		hour	\$ 20.80
8391	Loader, Wheel	Bucket Capacity	1 CY	to 60		hour	\$ 41.33
8392	Loader, Wheel	Bucket Capacity	2 CY	to 105	CAT-926	hour	\$ 38.10
8393	Loader, Wheel	Bucket Capacity	3 CY	to 152		hour	\$ 46.17
8394	Loader, Wheel	Bucket Capacity	4 CY	232		hour	\$ 76.27
8395	Loader, Wheel	Bucket Capacity	5 CY	255		hour	\$ 79.50
8396	Loader, Wheel	Bucket Capacity	6 CY	to 305		hour	\$ 116.12
8397	Loader, Wheel	Bucket Capacity	7 CY	to 360		hour	\$ 129.40
8398	Loader, Wheel	Bucket Capacity	8 CY	to 530		hour	\$ 188.87
8401	Loader, Tractor, Wheel	Bucket Capacity	0.87 CY	to 80	Case 580 Super L	hour	\$ 37.13
8410	Mixer, Concrete Portable	Batching Capacity	10 Cft	8	Diesel Powered	hour	\$ 3.13
8411	Mixer, Concrete Portable	Batching Capacity	12 Cft	11	Gasoline Powered	hour	\$ 4.31
8412	Mixer, Concrete, Trailer Mntd	Batching Capacity	11 Cft	to 10		hour	\$ 15.32
8413	Mixer, Concrete, Trailer Mntd	Batching Capacity	16 Cft	to 25		hour	\$ 20.47
8414	Truck, Concrete Mixer	Mixer Capacity	13 CY	to 300		hour	\$ 84.71
8419	Hand-Held, Pavement Breakers	Weight	25~90 Lbs	0	Air Tool/Electric Power	hour	\$ 1.12
8420	Self-Propelled Pavement Breaker,			to 70-80	Self-Propelled (Diesel)	hour	\$ 59.54
8421	Vibrator, Concrete	Hand Held		to 4		hour	\$ 1.63
8423	Spreader, Chip	Spread Hopper Width	12.5 Ft	to 152		hour	\$ 90.67
8424	Spreader, Chip	Spread Hopper Width	16.5 Ft	to 215		hour	\$ 125.19
8425	Spreader, Chip, Mntd	Hopper Size	8 Ft	to 8	Trailer & truck mounted.	hour	\$ 4.77
8430	Paver, Asphalt, Towed			0	Does not include Prime Mover.	hour	\$ 12.67
8431	Paver, Asphalt	Crawler		to 50	Includes wheel and crawler equipment.	hour	\$ 76.41
8432	Paver, Asphalt	Crawler		to 125	Includes wheel and crawler equipment.	hour	\$ 96.52
8433	Paver, Asphalt	Crawler		to 175	Includes wheel and crawler equipment.	hour	\$ 144.69
8434	Paver, Asphalt		35,000Lbs & Over	to 250	Includes wheel and crawler equipment.	hour	\$ 224.01
8436	Pick-up, Asphalt			to 110		hour	\$ 98.06
8437	Pick-up, Asphalt	Cederapids	CR MS-2	113 to 140	Asphalt-Pick-up Machine	hour	\$ 140.59
8438	Pick-up, Asphalt	Blaw-Knox	MC-330	184 to 200	Asphalt-Pick-up Machine	hour	\$ 189.75
8439	Pick-up, Asphalt		MTV 1000C	to 275	Asphalt-Pick-up Machine	hour	\$ 214.03
8440	Striper	Paint Capacity	40 Gal	to 22		hour	\$ 16.92
8441	Striper	Paint Capacity	90 Gal	to 60		hour	\$ 24.24
8442	Striper	Paint Capacity	120 Gal	to 122		hour	\$ 45.28
8445	Striper, Truck Mntd	Paint Capacity	120 Gal	to 460		hour	\$ 83.35
8446	Striper, Walk-behind	Paint Capacity	12 Gal	5		hour	\$ 4.23
8447	Paver accessory -Belt Extension	2002 Leeboy Conveyor Belt Extension	24' X 50'	0	crawler	hour	\$ 33.48
8450	Plow, Snow, Grader Mntd	Width	to 10 Ft	0	Include Grader for total cost	hour	\$ 28.28
8451	Plow, Snow, Grader Mntd	Width	to 14 Ft	0	Include Grader for total cost	hour	\$ 33.21

8452	Plow, Truck Mntd	Width	to 15 Ft	0	Include truck for total cost	hour	\$ 25.23
8453	Plow, Truck Mntd	Width	to 15 Ft	0	With leveling wing. Include truck for total cost	hour	\$ 41.04
8455	Spreader, Sand	Mounting	Tailgate, Chassis	0	Truck not included	hour	\$ 8.24
8456	Spreader, Sand	Mounting	Dump Body	0	Truck not included	hour	\$ 10.55
8457	Spreader, Sand	Mounting	Truck (10yd)	0	Truck not included	hour	\$ 13.41
8458	Spreader, Chemical	Capacity	5 CY	to 4	Trailer & truck mounted.	hour	\$ 6.30
8469	Pump - Trash Pump	10 MTC	2" Pump	to 7	10,000 gph	hour	\$ 7.87
8470	Pump	Centrifugal, 8M pump	2" - 10,000 gal/hr.	to 4.5	Hoses not included.	hour	\$ 6.31
8471	Pump	Diaphragm pump	2" - 3,000 gal/hr.	to 6	Hoses not included.	hour	\$ 6.98
8472	Pump	Centrifugal, 18M pump	3" - 18,000 gal/hr. pump	to 10	Hoses not included.	hour	\$ 8.05
8473	Pump			to 15	Hoses not included.	hour	\$ 12.08
8474	Pump			to 25	Hoses not included.	hour	\$ 13.77
8475	Pump			to 40	Hoses not included.	hour	\$ 16.98
8476	Pump	4" - 40,000 gal/hr.	4" - 40,000 gal/hr.	to 60	Hoses not included.	hour	\$ 27.45
8477	Pump			to 95	Hoses not included.	hour	\$ 32.77
8478	Pump			to 140	Hoses not included.	hour	\$ 41.84
8479	Pump			to 200	Hoses not included.	hour	\$ 50.79
8480	Pump			to 275	Does not include Hoses.	hour	\$ 68.33
8481	Pump			to 350	Does not include Hoses.	hour	\$ 81.66
8482	Pump			to 425	Does not include Hoses.	hour	\$ 99.01
8483	Pump			to 500	Does not include Hoses.	hour	\$ 117.21
8484	Pump			to 575	Does not include Hoses.	hour	\$ 136.53
8485	Pump			to 650	Does not include Hoses.	hour	\$ 154.88
8486	Aerial Lift, Truck Mntd	Max. Platform Height	40 Ft		Add this rate to truck rate for total lift and truck rate	hour	\$ 11.63
8487	Aerial Lift, Truck Mntd	Max. Platform Height	61 Ft		Add this rate to truck rate for total lift and truck rate	hour	\$ 21.99
8488	Aerial Lift, Truck Mntd	Max. Platform Height	80 Ft		Add this rate to truck rate for total lift and truck rate	hour	\$ 39.80
8489	Aerial Lift, Truck Mntd	Max. Platform Load - 600Lbs	81 Ft -100 Ft. Ht.		Articulated and Telescoping. Add this rate to truck rate for total lift and truck rate	hour	\$ 42.16
8490	Aerial Lift, Self-Propelled	Max. Platform Height	37 Ft. Ht.	to 15	Articulated, Telescoping, Scissor.	hour	\$ 9.02
8491	Aerial Lift, Self-Propelled	Max. Platform Height	60 Ft. Ht.	to 30	Articulated, Telescoping, Scissor.	hour	\$ 17.39
8492	Aerial Lift, Self-Propelled	Max. Platform Height	70 Ft. Ht.	to 50	Articulated, Telescoping, Scissor.	hour	\$ 31.57
8493	Aerial Lift, Self-Propelled	Max. Platform Height	125 Ft. Ht.	to 85	Articulated and Telescoping.	hour	\$ 56.70
8494	Aerial Lift, Self-Propelled	Max. Platform Height	150 Ft. Ht.	to 130	Articulated and Telescoping.	hour	\$ 73.90
8495	I.C. Aerial Lift, Self-Propelled	Max. Platform Load - 500 Lbs	75"x155", 40Ft Ht.	to 80	2000 Lbs Capacity	hour	\$ 29.71
8496	Crane, Truck Mntd	Max. Lift Capacity	24000 Lbs	0	Include truck rate for total cost	hour	\$ 16.54
8497	Crane, Truck Mntd	Max. Lift Capacity	36000 Lbs	0	Include truck rate for total cost	hour	\$ 23.17
8498	Crane, Truck Mntd	Max. Lift Capacity	60000 Lbs	0	Include truck rate for total cost	hour	\$ 37.46
8499	Pump - Trash-Pump	CPB Rating - 10MTC	10000 gal/Hr	7	Self- Priming Trash Pump	hour	\$ 7.76
8500	Crane	Max. Lift Capacity	8 MT	to 80		hour	\$ 40.75
8501	Crane	Max. Lift Capacity	15 MT	to 150		hour	\$ 67.83
8502	Crane	Max. Lift Capacity	50 MT	to 200		hour	\$ 93.95
8503	Crane	Max. Lift Capacity	70 MT	to 300		hour	\$ 180.23
8504	Crane	Max. Lift Capacity	110 MT	to 350		hour	\$ 258.23
8510	Saw, Concrete	Blade Diameter	14 In	to 14		hour	\$ 7.62
8511	Saw, Concrete	Blade Diameter	26 In	to 35		hour	\$ 12.47
8512	Saw, Concrete	Blade Diameter	48 In	to 65		hour	\$ 26.81
8513	Saw, Rock	Blade Diameter		to 100		hour	\$ 35.13
8514	Saw, Rock	Blade Diameter		to 200		hour	\$ 68.85
8517	Jackhammer (Dry)	Weight Class	25-45 Lbs	0	Pneumatic Powered	hour	\$ 1.77
8518	Jackhammer (Wet)	Weight Class	30-55 Lbs	0	Pneumatic Powered	hour	\$ 2.02
8521	Scraper	Scraper Capacity	15 CY	to 262		hour	\$ 133.80
8522	Scraper	Scraper Capacity	22 CY	to 365		hour	\$ 174.30
8523	Scraper	Scraper Capacity	34 CY	to 500		hour	\$ 322.77

8524	Scraper	Scraper Capacity	44 CY	to 604		hour	\$	354.84
8540	Loader, Skid-Steer	Operating Capacity	976 - 1250 Lbs	to 36		hour	\$	26.83
8541	Loader, Skid-Steer	Operating Capacity	1751 - 2200 Lbs	to 66		hour	\$	35.47
8542	Loader, Skid-Steer	Operating Capacity	2901 to 3300 Lbs	to 81		hour	\$	38.72
8550	Snow Blower, Truck Mntd	Capacity	600 Tph	to 75	Does not include truck	hour	\$	35.39
8551	Snow Blower, Truck Mntd	Capacity	1400 Tph	to 200	Does not include truck	hour	\$	94.72
8552	Snow Blower, Truck Mntd	Capacity	2000 Tph	to 340	Does not include truck	hour	\$	143.88
8553	Snow Blower, Truck Mntd	Capacity	2500 Tph	to 400	Does not include truck	hour	\$	156.93
8558	Snow Thrower, Walk Behind	Cutting Width	25 in	to 5		hour	\$	2.97
8559	Snow Thrower, Walk Behind	Cutting Width	60 in	to 15		hour	\$	14.47
8560	Snow Blower	Capacity	2,000 Tph	to 400		hour	\$	234.49
8561	Snow Blower	Capacity	2,500 Tph	to 500		hour	\$	256.20
8562	Snow Blower	Capacity	3,500 Tph	to 600		hour	\$	285.56
8563	The Vammas 4500	Snow Remover	26ft Plow, 20ft Broom + Airblast	428	Equip with Plow & Broom	hour	\$	260.00
8564	The Vammas 5500	RM300	96"W x 20"D	350	Soil Stabilization, Reclaimer	hour	\$	212.00
8565	Oshkosh Pavement Sweeper	H-Series		420	Equip with Broom	hour	\$	229.00
8569	Dust Control De-Ice Unit	1300-2000 gal	173"Lx98"Wx51"H	5.5	Hydro Pump w/100' 1/2" hose	hour	\$	3.54
8570	Loader-Backhoe, Wheel	Loader Bucket Capacity	0.5 CY	to 40	Loader and Backhoe Buckets included.	hour	\$	23.95
8571	Loader-Backhoe, Wheel	Loader Bucket Capacity	1 CY	to 70	Loader and Backhoe Buckets included.	hour	\$	33.36
8572	Loader-Backhoe, Wheel	Loader Bucket Capacity	1.5 CY	to 95	Loader and Backhoe Buckets included.	hour	\$	43.46
8573	Loader-Backhoe, Wheel	Loader Bucket Capacity	1.75 CY	to 115	Loader and Backhoe Buckets included.	hour	\$	49.55
8580	Distributor, Asphalt	Tank Capacity Mounted on Trailer	550 Gal	16	burners, insulated tank, and circulating spray bar.	hour	\$	14.97
8581	Distributor, Asphalt	Tank Capacity Mounted on Trailer	1000 Gal	38	Truck Mounted. Includes burners, insulated tank, and circulating spray bar. Include truck rate.	hour	\$	22.45
8582	Distributor, Asphalt	Tank Capacity Mounted on Truck	4000 Gal		Truck Mounted. Includes burners, insulated tank, and circulating spray bar. Include truck rate.	hour	\$	32.52
8583	Distributor	ETNYRE Oil Distributor Model - PB348		300		hour	\$	43.57
8584	Distributor	ETNYRE Quad Chip Spreader		280		hour	\$	90.67
8590	Trailer, Dump	Capacity	20 CY	0	Does not include Prime Mover.	hour	\$	13.13
8591	Trailer, Dump	Capacity	30 CY	0	Does not include Prime Mover.	hour	\$	13.37
8600	Trailer, Equipment	Capacity	30 Tons	0		hour	\$	16.71
8601	Trailer, Equipment	Capacity	40 Tons	0		hour	\$	18.49
8602	Trailer, Equipment	Capacity	60 Tons	0		hour	\$	19.30
8603	Trailer, Equipment	Capacity	120 Tons	0		hour	\$	30.52
8610	Trailer, Water	Tank Capacity	4000 Gal	0	Includes a centrifugal pump with sump and a rear spraybar.	hour	\$	15.85
8611	Trailer, Water	Tank Capacity	6000 Gal	0	Includes a centrifugal pump with sump and a rear spraybar.	hour	\$	19.49
8612	Trailer, Water	Tank Capacity	10000 Gal	0	Includes a centrifugal pump with sump and a rear spraybar.	hour	\$	22.76
8613	Trailer, Water	Tank Capacity	14000 Gal	0	Includes a centrifugal pump with sump and a rear spraybar.	hour	\$	28.39
8614	Truck- Water Tanker	1000 gal. tank		175		hour	\$	35.84
8620	Tub Grinder			to 440		hour	\$	98.30
8621	Tub Grinder			to 630		hour	\$	148.62
8622	Tub Grinder			to 760		hour	\$	189.56
8623	Tub Grinder			to 1000		hour	\$	332.79
8627	Horizontal Grinder	Model HG6000		630		hour	\$	59.12
8628	Stump Grinder	1988 Vermeer SC-112		102		hour	\$	48.59
8629	Stump Grinder	24" grinding wheel		110		hour	\$	46.31
8630	Sprayer, Seed	Working Capacity	750 Gal	to 30	Trailer & truck mounted. Does not include Prime Mover.	hour	\$	14.78
8631	Sprayer, Seed	Working Capacity	1250 Gal	to 50	Trailer & truck mounted. Does not include Prime Mover.	hour	\$	19.74
8632	Sprayer, Seed	Working Capacity	3500 Gal	to 115	Trailer & truck mounted. Does not include Prime Mover.	hour	\$	32.52
8633	Mulcher, Trailer Mntd	Working Capacity	7 TPH	to 35		hour	\$	15.59

8634	Mulcher, Trailer Mntd	Working Capacity	10 TPH	to 55		hour	\$	23.12
8635	Mulcher, Trailer Mntd	Working Capacity	20 TPH	to 120		hour	\$	33.58
8636	Scraper	Soil Recycler WR 2400	w 317 gal fuel tank	563		hour	\$	265.76
8637	Trailer CAT	Double Belly Bottom-dump Trailer	26 CY of soil in one dump	330	13 CY of soil each berry	hour	\$	95.10
8638	Rake	Barber Beach Sand Rake 600HDr, towed		0	Towed by Beach vehicle	hour	\$	15.78
8639	Chipper	Wildcat 626 Cougar Trommel Screen chipper w belt		125		hour	\$	35.38
8640	Trailer, Office	Trailer Size	8' x 24'	0	Cargo Size 16ft	hour	\$	2.31
8641	Trailer, Office	Trailer Size	8' x 32'	0	Cargo Size 24ft	hour	\$	2.76
8642	Trailer, Office	Trailer Size	10' x 32'	0	Cargo Size 20ft	hour	\$	3.69
8643	Trailer	Haz-Mat Equipment trailer	8'x18'	0	Move by Tractor to Location	hour	\$	38.88
8644	Trailer, Covered Utility Trailer	(7' X 16')		0	Move by Tractor to Location	hour	\$	5.88
8645	Trailer, Dodge Ram	8' x 24' shower trailer- 12 showers		101		hour	\$	30.33
8646	Trailer, Dodge	8' x 32' flatbed water	25,000 MGWV	200	4x2-Axle	hour	\$	28.60
8650	Trencher			to 40	Walk-behind, Crawler & Wheel Mounted. Chain and Wheel.	hour	\$	16.91
8651	Trencher			to 85	Walk-behind, Crawler & Wheel Mounted. Chain and Wheel.	hour	\$	29.53
8654	Trencher accessories	2008 Griswold Trenchbox		0		hour	\$	1.96
8660	Plow, Cable	Plow Depth	24 in	to 30		hour	\$	13.77
8661	Plow, Cable	Plow Depth	36 in	to 65		hour	\$	40.07
8662	Plow, Cable	Plow Depth	48 in	to 110		hour	\$	44.60
8670	Derrick, Hydraulic Digger	Max. Boom = 60 Ft, 12,000 Ft-Lb Hydraulic	Lift Capacity 15,500 Lbs	275	Includes hydraulic pole alignment attachment. Include truck rate	hour	\$	35.07
8671	Derrick, Hydraulic Digger	Max. Boom = 90 Ft, 14000 Ft-Lb Hydraulic	Lift Capacity 26,700 Lbs	310	Includes hydraulic pole alignment attachment. Include truck rate	hour	\$	56.12
8672	Movax SP-60	28-32 ton Head	134KW	178	Sonic Sidegrip Vibratory Pile Driver	Hour	\$	109.20
8680	Truck, Fire -Industrial -112Ft Ladder Aerial Platform	Pump/Tank Capacity	3000gpm/1000 gal Water or Foam	600	2-1000gpm Nozzles 1-Each side of Platform	Hour	\$	198.30
8681	Truck, Fire, Engine Type-1	Pump/Tank Capacity	1000GPM/300gal		Engine, with Pump & Roll	hour	\$	140.00
8682	Truck, Fire, Engine Type-2	Pump/Tank Capacity	500GPM/300gal		Engine, with Pump & Roll	hour	\$	132.00
8683	Truck, Fire, Ladder(48ft)(Type-III)	Pump/Tank Capacity	150gpm/500gal,	115-149	Hose 1-1/2"D 500' Long	hour	\$	119.30
8684	Truck, Fire, Aerial (Cummins IXL9)100Ft Ladder	Pump/Tank Capacity	2000gpm/500gal	450	1500gpm Monitor/nozzle	hour	\$	178.00
8685	Truck, Fire, Ladder(48ft)(Type-I)	Pump/Tank Capacity	1000gpm/400gal, 500gpm Master Stream	200-250	Hose 2-1/2"D 1200' Long	hour	\$	154.00
8686	Truck, Fire, Ladder(48ft)(Type-II)	Pump/Tank Capacity	500gpm/300gal,	100-199	Hose 2-1/2"D 1000' Long	hour	\$	131.50
8687	Truck, Fire, Support Water Tender S1	Pump/Tank Capacity	300GPM/4000+gal	115-149	S1 Water Tender	hour	\$	114.50
8688	Truck, Fire, Support Water Tender S2	Pump/Tank Capacity	200GPM/2500+gal		S2 Water Tender	hour	\$	103.50
8689	Truck, Fire, Support Water Tender S3	Pump/Tank Capacity	200GPM/1000+gal		S3 Water Tender	hour	\$	79.00
8690	Truck, Fire - Water Tender	Pump Capacity	1000 GPM @150 psi			hour	\$	70.33
8691	Truck, Fire, Tanker	Pump/Tank Capacity	1250 GPM/2500 gal	500		hour	\$	74.57
8692	Truck, Fire, Pumper	Pump/Tank Capacity	1500 GPM/1000 gal	500		hour	\$	81.10
8693	Truck, Fire, Pumper	Pump Capacity	2000 GPM			hour	\$	84.04
8694	Truck, Fire Aerial Ladder (75Ft)	Pump/Tank Capacity	1500GPM/600 gal	475		hour	\$	121.00
8695	Truck, Fire Aerial Ladder (150Ft)	Ladder length	150 FT		No Platform,	hour	\$	146.43
8696	Truck, Fire (Rescure)	No Ladder		330	Rescure Equipment	hour	\$	96.36
8697	Truck, Fire, Tactical Water Tender T1	Pump/Tank Capacity	250GPM/2000+gal	175		hour	\$	119.50
8698	Truck, Fire, Tactical Water Tender T2	Pump/Tank Capacity	250GPM/1000+gal			hour	\$	102.67
8699	Truck, Fire, Engine Type-3	Pump/Tank Capacity	150GPM/500gal		Engine, with Pump & Roll	hour	\$	126.50
8700	Truck, Flatbed	Maximum Gvw	15000 Lbs	to 200	Diesel Engine	hour	\$	25.46
8701	Truck, Flatbed	Maximum Gvw	25000 Lbs	to 275	Gasoline Engine	hour	\$	40.36
8701-1	Truck, Flatbed	Maximum Gvw	25000 Lbs	200	Diesel Engine	hour	\$	28.55
8702	Truck, Flatbed	Maximum Gvw	30000 Lbs	217	Diesel Engine	hour	\$	32.90
8703	Truck, Flatbed	Maximum Gvw	45000 Lbs	to 380	Diesel Engine	hour	\$	52.73
8708	Trailer, semi	48ft to 53ft, flat-bed, freight, two axle	50,000+ gvwr	0		hour	\$	8.67
8709	Trailer, semi	enclosed 48 ft to 53 ft, two axles	50,000+ gvwr	0	Enclosed	hour	\$	9.82
8710	Trailer, semi	28ft, single axle, freight	25,000 gvwr	0		hour	\$	10.01

8711	Flat bed utility trailer	6 ton		0		hour	\$ 3.21
8712	Cleaner, Sewer/Catch Basin	Hopper Capacity	5 CY	50	Truck Mounted. (350 gal)	hour	\$ 25.51
8713	Cleaner, Sewer/Catch Basin	Hopper Capacity	14 CY	60	Truck Mounted. (1500 Gal)	hour	\$ 32.02
8714	Vactor-Combined Sewer Cleaning	800 Gal Spoils/400 Gal Water	500/800 gal	190	with water & waste Tanks	hour	\$ 85.10
8714-1	Vector Combine Vaccum Truck	1500 gal Water	15 Cu Yd	330	with water & waste Tanks	hour	\$ 86.94
8715	Truck, Hydro Vac	model LP555DT	36 - Hp pump	36	Towed by tractor	hour	\$ 18.50
8716	Leaf Vac	Tow by Truck 22,000 cfm capacity		85	Leaf Vac + Truck Code 8811	hour	\$ 52.93
8717	Truck, Vacuum	60,000 GVW		400		hour	\$ 76.72
8719	Litter Picker	model 2007 Barber		0	Towed by tractor	hour	\$ 9.60
8720	Truck, Dump	Struck Capacity	8 CY	to 220		hour	\$ 57.70
8721	Truck, Dump	Struck Capacity	10 CY	to 320		hour	\$ 72.05
8722	Truck, Dump	Struck Capacity	12 CY	to 400		hour	\$ 79.62
8723	Truck, Dump	Struck Capacity	14 CY	to 400		hour	\$ 77.50
8724	Truck, Dump, Off Highway	Struck Capacity	28 CY	to 450		hour	\$ 136.57
8725	Truck, Dump	Struck Capacity	18 CY	to 400		hour	\$ 91.65
8730	Truck, Garbage	Capacity	25 CY	to 255		hour	\$ 49.79
8731	Truck, Garbage	Capacity	32 CY	to 325		hour	\$ 57.06
8733	E-BAM Services	Environmental Beta Attenuation Air Monitor		0	Powered by Solar System	hour	\$ 3.07
8734	Attenuator, safety	that can stop a vehicle at 60 mph		0		hour	\$ 5.64
8735	Truck, Attenuator	2004 Truck Mounted for 60 mph		0		hour	\$ 3.89
8736	Truck, tow	1987 Chevy Kodiak 70		175		hour	\$ 28.73
8744	Van, Custom	Special Service Canteen Truck		350		hour	\$ 18.35
8745	Van, step	model MT10FD		300		hour	\$ 22.05
8746	Van-up to 15 passenger	light duty, class 1		225-300		hour	\$ 20.48
8747	Van-up to 15 passenger	light duty, class 2		225-300		hour	\$ 20.77
8748	Van-cargo	light duty, class 1		225 - 300		hour	\$ 22.44
8749	Van-cargo	light duty, class 2		225-300		hour	\$ 22.68
8750	Vehicle, Small			to 30		hour	\$ 6.41
8753	Vehicle, Recreational			to 10		hour	\$ 2.87
8754	Motor Coach	GVW=50534	56 Passenger + 1-Driver	430	Passenger Transportation	Hour	\$ 63.94
8755	Golf Cart	Capacity	2 person	0	Battery operated	hour	\$ 3.80
8770	Welder, Portable			to 16	Includes ground cable and lead cable.	hour	\$ 4.11
8771	Welder, Portable			to 34	Includes ground cable and lead cable.	hour	\$ 7.21
8772	Welder, Portable			to 50	Includes ground cable and lead cable.	hour	\$ 13.66
8773	Welder, Portable			to 80	Includes ground cable and lead cable.	hour	\$ 13.75
8780	Truck, Water	Tank Capacity	2500 Gal	to 175	Include pump and rear spray system.	hour	\$ 31.05
8781	Truck, Water	Tank Capacity	4000 Gal	to 250	Include pump and rear spray system.	hour	\$ 56.57
8788	Container & roll off truck	Roll off Truck	30 yds,	200	Roll-off-Truck only	hour	\$ 23.73
8789	Truck, Tractor	1997 Freightliner F120		430		hour	\$ 56.81
8790	Truck, Tractor	4 x 2	25000 lbs	to 210		hour	\$ 43.43
8791	Truck, Tractor	4 x 2	35000 lbs	to 330		hour	\$ 47.57
8792	Truck, Tractor	6 x 2	45000 lbs	to 360		hour	\$ 52.98
8794	Truck, freight	Enclosed w/lift gate. Medium duty class 5	gvwr 16000-19500 Lbs	200	4 X 2 Axle (D)	hour	\$ 27.25
8795	Truck, backhoe carrier	Three axle, class 8, heavy duty	over 33000Lbs	280		hour	\$ 34.56
8796	Truck, freight	Enclosed w/lift gate. Heavy duty, class 7	26,001 to 33,000 lbs gvwr	217	4 X 2 Axle (D)	hour	\$ 31.43
8798	Truck	Tilt and roll-back, two axle, class 7 heavy duty,	to 33,000 gvwr	217	4 X 2 Axle (D)	hour	\$ 32.13
8799	Truck,	Tilt and roll back, three axle. class 8 heavy duty	over 33,001+ gvwr	280	6 X 4 Axle (D)	hour	\$ 42.33
8800	Truck, Pickup				When transporting people.	mile	\$ 0.545
8801	Truck, Pickup	1/2-ton Pickup Truck	4x2-Axle	160		hour	\$ 12.78
8802	Truck, Pickup	1-ton Pickup Truck	4x2-Axle	234		hour	\$ 17.91
8803	Truck, Pickup	1 1/4-ton Pickup Truck	4x2-Axle	260		hour	\$ 21.10
8804	Truck, Pickup	1 1/2-ton Pickup Truck	4x2-Axle	300		hour	\$ 23.22

8805	Truck, Pickup	1 3/4-ton Pickup Truck	4x2-Axle	300		hour	\$ 24.85
8806	Truck, Pickup	3/4-ton Pickup Truck	4x2-Axle	165		hour	\$ 14.32
8807	Truck, Pickup	3/4-ton Pickup Truck	4x4-Axle	285	Crew	hour	\$ 22.64
8808	Truck, Pickup	1-ton Pickup Truck	4x4-Axle	340	Crew	hour	\$ 22.99
8809	Truck, Pickup	1 1/4-ton Pickup Truck	4x4-Axle	360	Crew	hour	\$ 26.55
8810	Truck, Pickup	1 1/2-ton Pickup Truck	4x4-Axle	362	Crew	hour	\$ 26.82
8811	Truck, Pickup	1 3/4-ton Pickup Truck	4x4-Axle	362	Crew	hour	\$ 27.55
8820	Skidder accessory	2005 JCB Grapple Claw		0		hour	\$ 1.75
8821	Forklift, accessory	2005 ACS Grapple Bucket		0		hour	\$ 1.56
8822	Truck, Loader	Debris/Log (Knuckleboom Loader/Truck)		230		hour	\$ 53.22
8823	Chipper- Wood Recycler	Cat 16 engine		700		hour	\$ 118.50
8824	Skidder	model Cat 525B		up to 160		hour	\$ 64.79
8825	Skidder	40K lbs- model Cat 525C		161 and up		hour	\$ 128.67
8840	Truck, service	fuel and lube	up to 26,000 gvwr	215-225		hour	\$ 40.19
8841	Truck, fuel	2009 International 1,800 gal. storage tank		200		hour	\$ 32.01
8842	Mobile Command Trailer	(8' X 28') with 7.5 KW Generator		0	Move to Location by Tractor	hour	\$ 14.73
8843	Mobile Response Trailer	(8' X 31') with 4.5 KW Generator?		0	Move to Location by Tractor	hour	\$ 13.87
8844	Mobile Command Center	(unified) (RV) Ulitimaster MP-35	43 FT Long with Generator	400		hour	\$ 86.10
8845	Mobile Command Post Vehicle	(RV) (In- Motion)	22-Ft Long	340		hour	\$ 31.55
8846	Mobile Command Post Vehicle	(RV) (Stationary) w/9.6 KW Generator	22-Ft Long	340		hour	\$ 20.33
8847	Mobile Command Center (Trailer)	48'x8' Trailer, Fully Equiped Mobile Command Center	48-Ft Long	0	Move to Location by Tractor	hour	\$ 31.69
8848	Mobile Command Center (Trailer)	48'x8' When being Moved w/Truck Tractor		310		hour	\$ 50.69
8849	Mobile Command Center	43'x8.5' x 13.5'H with self 30kw Generator		280	Generator Rate not included	hour	\$ 55.37
8850	Mobile Command Center	2007-Freightliner MT-55, (RV)		260		hour	\$ 47.12
8851	Mobile Command Van	1990- Ford Econoline- Communication Van		230	Communication Equipment	hour	\$ 42.78
8852	Mobile Command Center	47.5' X 8.75 Fully Equip' (In motion) (RV)		410		hour	\$ 68.04
8853	Mobile Command Center	47.5' X 8.75 Fully Equip' (Stationary)		410		hour	\$ 45.89
8854	Mobile Command Vehicle	53' X 8.75 Fully Equip		480-550		hour	\$ 98.84
8870	Light Tower	Terex/Amida AL 4000. with (4) 500 watt lights	w/10kw power unit	13.5		hour	\$ 11.11
8871	Light Tower	2004 Allmand				hour	\$ 6.93
8872	SandBagger Machine	(Spider) automatic	w/Vibration & Conveyor Motors	2-4.5		hour	\$ 49.42
8900	Helicopter	OH-58 KIOWA (Military) is the same as "Bell-206B3		420		hour	\$ 467.00
8901	Helicopter	OH-58 KIOWA (Military) is the same as "Bell-206BR		420		hour	\$ 489.00
8902	Helicopter	Model Bell 206-L3 Jet Range Helicopter		650	Jet Range III-Helicopter	hour	\$ 575.00
8903	Helicopter	Model Bell 206L1 Long Ranger		650	Long Ranger	hour	\$ 585.47
8904	Helicopter	Model Bell 206LT Long Range Twinranger		450	Twinranger	hour	\$ 763.30
8905	Helicopter	Model Bell 407 EMS- Ambulance		250		hour	\$ 625.35
8906	Piper-Fixed wing	Model Navajo PA-31		310		hour	\$ 476.60
8907	Piper-Fixed wing	PA-31-350, Navajo Chieftn twin engine		350		hour	\$ 507.20
8908	Sikorsky Helicopter	Model UH-60 (Blackhawk) medium lift	Medium Lift	1890	Fire Fighter Same as S70C	hour	\$ 2,974.45
8909	Helicopter	Model UH-A (Blackhawk) Medium lift	Medium Lift	1890	Fire Fighter	hour	\$ 5,559.04
8910	Boeing Helicopter	Model CH-47 (Chinook) heavy lift	Heavy Lift	2850	Fire Fighter	hour	\$ 10,857.50
8911	Helicopter- light utility	Model Bell 407GX - 7 seater	7-Seaters	675	Passenger Aircraft	hour	\$ 620.38
8912	Helicopter- light utility	Modle Bell 206L- 7 seater	7-Seaters	420	Passenger Aircraft	hour	\$ 607.92
8913	Helicopter	Model Bell-206L4		726		hour	\$ 570.24
8914	King Air 200 Turboprop Aircraft	Blackhawk King Air B200XP61		669		hour	\$ 1,318.11
8915	Turboprops Blackhawk Aircraft	Blackhawk Caravan XP42 A		850		hour	\$ 738.12
8916	Turboprops Blackhawk Aircraft	King Air C90 XP135 A		550		hour	\$ 1,108.33
8917	Aerostar Piston Aircraft	Aerostar 601P		290		hour	\$ 466.67
8918	Bell UH -1H Huey Helicopter II	Engine:1 x Lycoming T53-L-11 turboshaft		1100	Travel Range 253 Nautical Miles	hour	\$ 1,376.74

8943	Wire Puller Machine	Overhead Wire Pulling Machine		30	Overhead/Underground Wire Pulling Machine	hour	\$	20.16
8944	Wire Tensioning Machine	3000 Lbs			Overhead Wire Tensioning Machine	hour	\$	14.84
8945	Aerial Lift - 20 Ft High	model 2008 Genie Scissor Lift	1000 Lbs		24 Volt	hour	\$	6.44

## Documentation Checklist

The following is a general outline of documentation required for all Site Estimates. Documentation you submit per Site will depend on how work was completed, contract, force account or a combination. All Summary Sheets should be signed and if backup is required, it has been noted. If you contracted for more than one aspect of a Site (i.e. construction and engineering and design services) you will need to attach applicable documentation for each and/or explain why you did not follow each procurement step.

### Contractual Services

and/or

### Force Account/Rented Equipment

In house forces and/or rented equipment

#### **Method of Procurement (which was used)**

\_\_\_\_\_ Small purchase or;  
\_\_\_\_\_ Sealed bid or;  
\_\_\_\_\_ Competitive proposal or;  
\_\_\_\_\_ Non-competitive proposal (will require additional explanation)

\_\_\_\_\_ **Copy of Cost Analysis**

#### **Proof of Competition**

\_\_\_\_\_ Copies of advertisements or;  
\_\_\_\_\_ Copies of solicitation letters or;  
\_\_\_\_\_ List of vendors contacted (small purchase)

#### **Copy of Contractor Proposals**

\_\_\_\_\_ Bid tabulations or;  
\_\_\_\_\_ Copy of quotes

#### **Awarding of Contract \***

\_\_\_\_\_ Signed Contract

\* If low bid not taken, provide explanation

#### **\_\_\_\_\_ Copies of Invoices and Proof of Payment, summarized on a Contract Summary Record**

\_\_\_\_\_ If a time and material contract was used, send sampling of source documentation for contractor invoices, i.e. time cards, per diem receipts, invoices for materials purchased, etc. and documentation supporting monitoring

#### **Send all documentation to:**

Ohio Emergency Management Agency  
State Disaster Relief Program  
2855 W. Dublin Granville Road  
Columbus, Ohio 43235  
Phone: 614-799-3665; Fax: 614-791-0018

#### **Force Account Summary Record**

\_\_\_\_\_ **Labor Summary Record(s)**  
You may be required to submit time cards

\_\_\_\_\_ **Equipment Summary Record(s)**  
You may be required to submit vehicle usage logs

\_\_\_\_\_ **Materials Summary Record(s)**  
If materials were taken from stock, no additional backup necessary. However, if materials were purchased, invoices and proof of payment required. \*\*

\_\_\_\_\_ **Rented Equipment Record(s)**  
Backup should include copy of lease agreement, invoices and proof of payment. If equipment was rented without an operator, you need to include a Labor Summary Record to record the operator's hours worked.

\*\* If you purchased certain materials several times but for the same unit price, you only need to send a sampling of the invoices/ proof of payment. You just need to document the unit price being claimed on the Material Summary Record.

#### **Other**

\_\_\_\_\_ **Permits – Copy of applicable/ required permits**

*Revised: August 2012*

**DEFINITIONS**

1. CONTRACT WORK – Process of acquiring a private company or individual to complete all or part of an emergency response or recovery project.
2. DAMAGE ASSESSMENT – The systematic process of determining and appraising the nature and extent of the loss, suffering and/or harm to a political subdivision resulting from natural or human-made disasters.
3. MUTUAL AID AGREEMENT – An agreement between political jurisdictions or agencies to provide services across boundaries in the event of an emergency. The conditions of the agreement can be to provide reciprocal services or direct payment for services.
4. INFRASTRUCTURE – Basic facilities, equipment and contents required to support the services provided by a political subdivision for the benefit of its citizens.
5. POLITICAL SUBDIVISION – A county, township, or municipal corporation in this State. See: Ohio Revised Code Section 5502.21 (M).
6. PRIVATE NON PROFIT ORGANIZAION (PNP) – Any private non-profit educational, utility, emergency, irrigation, medical, rehabilitation, custodial care facility, performing arts facilities, community arts centers, museums, zoos, community centers, libraries, homeless shelters, senior citizen centers, shelter workshops, health and safety services, including a facility for the aged or disabled, and other facility providing health and safety type services to the general public.
7. SPECIAL FLOOD HAZARD AREA – Area of land in the floodplain subject to a 1% or greater chance of flooding in a given year – designated by FEMA as Zone A, AE, AH, AO, A1-30 or A99.



## Ohio Department of Public Safety

**Division:** DPS

**Policy:** DPS-501.39 CIVIL RIGHTS COMPLAINTS AGAINST DPS AND DPS GRANT RECIPIENTS

**Revision #:** 2      **Approved Date:** 5/17/2019

**Security:** No Restrictions-Available for Public Release

**Distribution:** All Employees

### Summary of Revisions

Complete Revision

Retitled to *Civil Rights complaints against DPS and DPS Grant Recipients*.

Combined DPS-501.39 *Addressing Complaints of Employment Discrimination Against ODPS Grant Recipients* and DPS-501.40 *Addressing Civil Rights Complaints from Clients*

### Purpose

To provide guidelines and procedures that allow DPS to process and forward complaints alleging employment discrimination by employees or applicants of DPS grant recipients.

To provide guidelines and procedures that allow DPS to process and forward complaints alleging discrimination from clients, customers, program participants, or consumers of DPS or DPS grant recipients.

### Policy

#### I. STATEMENT OF POLICY

- A. ***Refer to DPS-501.29 Equal Employment Opportunity for information regarding employment discrimination complaints against DPS.***
- B. It is the policy of DPS to prohibit discriminatory employment practices against anyone employed by or applying with a DPS grant recipient, and to ensure all employees and applicants have equal employment opportunity. It is the policy of the State of Ohio and DPS to ensure a working environment free from any discrimination and to prohibit sexual harassment of applicants, customers, clients, and employees, including discriminatory sexual advances or harassment adversely affecting an employee's or applicant's terms and conditions of employment either directly or indirectly. DPS will ensure that grant recipients comply with all applicable federal laws regarding employment discrimination.
- C. ***All individuals have the right to participate in programs and activities operated by DPS and DPS grant recipients regardless of their membership in a protected class. DPS will make every effort to ensure DPS and its grant recipients comply with applicable provisions of Title VI of the Civil Rights Act of 1964, the Omnibus Crime Control and Safe Streets Act of 1968, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the DOJ regulations on the Equal Treatment for Faith-Based Organizations.***

#### II. DEFINITIONS

- A. Discrimination: To make a distinction, show bias towards, or be prejudicial against, a person or thing on the basis of the group, class, or category to which the person or thing belongs, rather than according to actual merit.
- B. Civil Rights Complaint Coordinator (Complaint Coordinator): Person designated by DPS who is responsible for acknowledging **civil rights** complaints and forwarding them to one of the following: U.S. Equal Employment Opportunity Commission (EEOC); the U.S. Department of Justice (DOJ), Office for Civil Rights (OCR); the Ohio Civil Rights Commission (OCRC); or other appropriate agency. The DPS EEO **Officer** shall be the designated Complaint Coordinator.

- C. Grant Recipient: An agency or organization that receives funding from a division within DPS, whether it is federal pass-through funding or a state grant. DPS divisions that provide grants to agencies and organizations include, but are not limited to, the Office of Criminal Justice Services, Ohio Emergency Management Agency, Ohio Homeland Security, Emergency Medical Services, and the Ohio Traffic Safety Office.
- D. ***Protected Class: A group of people qualified for protection from discrimination based on age, color, disability, national origin, race, religion, or sex.***
- E. Retaliation: Occurs when adverse action is taken against an individual because he or she engaged in protected activity.
- F. ***Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. 3789d(c)(1)): Prohibits discrimination on the basis of race, color, religion, national origin, and sex, in regard to both employment practices and the delivery of services, in any program or activity receiving federal financial assistance under this statute as set forth in the DOJ implementing regulations (28 C.F.R. Part 42, Subpart D).***
- G. Title II of the Americans with Disabilities Act of 1990 (42 U.S.C. 12132): Prohibits discrimination against qualified individuals with disabilities, in regard to both employment and the delivery of services or benefits, in all programs, activities, and employment and the delivery of services or benefits, in all programs, activities, and services of public entities as set forth in DOJ implementing regulations (28 C.F.R. Part 35).
- H. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794): Prohibits discrimination on the basis of disability, in regard to both employment and the delivery of services or benefits, in any program or activity receiving federal financial assistance as set forth in the DOJ implementing regulations (28 C.F.R. Part 42, Subpart G).
- I. Title IX of the Education Amendments of 1972 (20 U.S.C. 1681): Prohibits discrimination on the basis of sex, in regard to both employment and the delivery of services or benefits, in educational programs receiving federal financial assistance as set forth in the DOJ implementing regulations (20 C.F.R. Part 54).
- J. ***Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d): Prohibits an individual from being excluded from participation in, being denied the benefits of, or being subjected to discrimination under any program or activity receiving federal financial assistance on the basis of race, color, or national origin as set forth in the DOJ implementing regulations (28 C.F.R. Part 42, Subpart C).***
- K. ***Age Discrimination Act of 1975 (42 U.S.C. 6102): Prohibits discrimination on the basis of age in the programs and activities receiving federal financial assistance as set forth in the DOJ implementing regulations (28 C.F.R. Part 42, Subpart I). The Act, which applies to all ages, permits the use of certain age distinctions and factors other than age that meet the Act's requirements.***
- L. ***DOJ regulations on the Equal Treatment for Faith-Based Organizations: Prohibits discrimination on the basis of religion in the delivery of services and prohibits organizations from using DOJ funding on inherently religious activities (28 C.F.R. Part 38).***

### III. COMPLAINT PROCEDURES

- A. DPS shall accept and acknowledge all ***civil rights*** complaints from ***clients, program participants, or customers of DPS or DPS grant recipients, or*** employees or applicants of DPS grant recipients. All discrimination allegations and complaints shall be referred to the designated Complaint Coordinator.

- B. A client, program participant, or customer of DPS or a DPS grant recipient, or employee or applicant of a DPS grant recipient may file a complaint of discrimination via e-mail to the appropriate DPS grant coordinator or via U.S. Mail directly to the attention of the Complaint Coordinator (1970 West Broad Street, Columbus, OH 43223). The complaint should include the complainant's name, contact information, and a brief explanation of the alleged discrimination. If the complaint is sent to a DPS Grant Coordinator, that employee shall forward it immediately to the Complaint Coordinator.
- C. The Complaint Coordinator shall provide an acknowledgement of the complaint to the **client, program participant, or customer of DPS or the** DPS grant recipient, or employee or applicant of the DPS grant recipient via e-mail or in a letter confirming the complaint has been received. The contents of the acknowledgement response must include information specifying the external agency to which the complaint has been forwarded for investigation, **and provide information in which the complainant can contact that agency directly.** If the complaint is against DPS or a DPS grant recipient implementing funding from the DOJ and DPS is not forwarding the complaint to the OCR, the acknowledgement response shall also notify the complainant that he/she may file a complaint directly with the OCR at the following address:

**U.S. Department of Justice (DOJ)  
Office of Justice Programs Office for Civil Rights (OCR)  
810 Seventh Street NW Washington, D.C. 20531**

- D. The Complaint Coordinator shall then forward the complaint to the EEOC, DOJ-OCR, OCRC, or other appropriate agency. The complaint shall be investigated by the appropriate agency.
- E. All clients, program participants, or customers of DPS or a DPS grant recipient, or employees or applicants of a DPS grant recipient shall have access to these procedures at any time via the DPS website (<http://publicsafety.ohio.gov>).
- F. **Any client, program participant, or customer of DPS or a DPS grant recipient, or** employee or applicant of a DPS grant recipient may choose to file a complaint directly with the DOJ-OCR (if the complaint is against DPS or an DPS grant recipient implementing funding from DOJ), OCRC, the appropriate agency as opposed to filing with DPS, or directly with the grant recipient. If a complaint is filed directly with the grant recipient or with an outside agency, once the grant recipient becomes aware of the complaint, the grant recipient must notify the Complaint Coordinator of the complaint and how it is being investigated. **If a complaint is filed directly with an outside agency, DPS shall request that a courtesy copy be forwarded to the Complaint Coordinator by the complainant.**

#### **IV. RETALIATION**

- A. **Persons who believe they have been discriminated against on the basis of their membership in a protected class shall not be retaliated against in terms and conditions of employment or services for exercising their right to file a discrimination complaint or inquiry.**
- B. **No person who participates in the investigation of a complaint, or is a witness in an investigation, or brings attention to a person in authority, of an alleged discrimination shall be retaliated against.**

V. **TRAINING**

- A. DPS shall provide annual training for agency employees on these complaint procedures. The training shall explain an employee's responsibility to refer discrimination complaints to the Complaint Coordinator. This information shall be disseminated to new DPS employees during new employee orientation training or as appropriate. DPS shall also disseminate a copy of these complaint procedures to DPS grant recipients.
- B. ***Office of Criminal Justice Services' sub-granters are required to take an online civil rights training.***

**Form and Supplemental References:**

Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. §3789d(c)(1)) - <https://www.justice.gov/crt/omnibus-crime-control-and-safe-streets-act-1968-42-usc-3789d>

Title II of the Americans with Disabilities Act of 1990 (42 U.S.C. §12132) - <https://www.ada.gov/pubs/adastatute08.htm>

Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. §794) - <https://www.dol.gov/oasam/regs/statutes/sec504.htm>

Title IX of the Education Amendments of 1972 (20 U.S.C. §1681) - <https://www.dol.gov/oasam/regs/statutes/titleix.htm>

Title VI of the Civil Rights Act of 1964 (42 U.S.C. §2000d) - <https://www.dol.gov/oasam/regs/statutes/titlevi.htm>

Age Discrimination Act of 1975 (42 U.S.C. §6102) - [https://www.dol.gov/oasam/regs/statutes/age\\_act.htm](https://www.dol.gov/oasam/regs/statutes/age_act.htm)

**Standard References:****Related Policies:**

DPS-100.01 ADMINISTRATIVE INVESTIGATIONS

DPS-501.02 WORK RULES - SWORN PERSONNEL

DPS-501.04 WORK RULES - TEMPORARY WORKERS, CONTRACT VENDORS, CONSULTANTS, NON-DPS STAFF

DPS-501.15 INITIAL EMPLOYMENT ORIENTATION TRAINING

DPS-501.29 EQUAL EMPLOYMENT OPPORTUNITY

OSP-103.19 ADMINISTRATIVE INVESTIGATIONS - OSP EMPLOYEES

OSP-203.03 POWERS AND DUTIES OF SWORN OFFICERS

**Attachment(s):**