



DEPARTMENT OF ENVIRONMENTAL PROTECTION

EXECUTIVE OFFICES

59-17 JUNCTION BLVD., 19TH FLOOR, CORONA, NEW YORK 11368-5107

JOEL A. MIELE, SR., P.E., COMMISSIONER

(718) 595-6565 FAX: (718) 595-3525

E-mail Jmiele@pppmail.nyser.net

MEMORANDUM

TO: Bureau Directors and Bureau Administrators

FROM: Susan Schneider 
Director, Expense Budget

DATE: October 5, 2001

SUBJECT: **Equipment Usage in WTC Attack**

Attached is a memorandum from OMB regarding FEMA reimbursement for equipment usage in the World Trade Center attack. As indicated, equipment usage reports will need to be submitted on a monthly basis. In order to comply with OMB's request, please submit your report to me with a copy to Joseph Terracciano three business days before OMB's deadline. Reports should be submitted on the force accounting report form that has been downloaded on to your system (if you do not have these forms on your system, please call Jim Cuggy at ext. 3343). Since the first report is due on the Columbus Day holiday, please have it submitted no later than Wednesday, October 10 at noon. Be sure to include **all** equipment used, including such items as boats, generators, machinery, etc.

Should you have any question regarding this matter, please call me at ext. 3282. Thank you.

Attachments

c: Commissioner Miele, D. Chapin, C. Sturken, L. Tazzi, J. Singleton, J. Terracciano, J. Cuggy

wtc equip.doc



The City of New York
Office of Management & Budget

450 West 33rd Street, 4th Floor
 New York, NY 10001-2603

ADAM L. BARSKY, Director

MEMORANDUM

TO: Agency Heads

FROM: Adam L. Barsky 

DATE: October 1, 2001

RE: FEMA Reimbursement for Equipment Usage

Since the terrorist attack of September 11, OMB has worked with City agencies to develop estimates of the cost of the recovery and to ensure that the costs related to the recovery are properly accounted for. Agencies should now have implemented the accounting and budget procedures outlined in my memo of September 18 and the Payroll Management Administration memorandum of September 18. Agency representatives should have attended Public Assistance Applicant's briefings on October 1 and 2 to better understand costs that can be reimbursed by the Federal Emergency Management Agency (FEMA).

As Agency representatives should have learned in the Public Assistance Applicant's briefings, FEMA will reimburse costs associated with the use of City-owned equipment to perform eligible work. Reimbursement for automobiles and pick-up trucks is based on mileage, while the reimbursement for other equipment is based on an hourly rate. The reimbursement is meant to cover the costs of operation, insurance, depreciation, and maintenance.

In order to capture these costs, it is essential that agencies track and record the use of equipment for emergency work and restoration. Specifically, Agencies should report the following

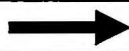
1. Make of Equipment
2. Model Number
3. Hours Used (excluding stand-by time)
4. Mileage (if applicable)
5. Activity Performed
6. Purpose of the Activity

This information should be submitted to OMB on the first Monday of every month for the previous month. The first report should be submitted on October 8 and should include usage information for the period from September 11 through September 30. If actual usage statistics

**FEDERAL EMERGENCY MANAGEMENT AGENCY
FORCE ACCOUNT EQUIPMENT SUMMARY RECORD**

PAGE _____ OF _____

APPLICANT	PA ID NO.	PROJECT NO.	DISASTER
LOCATION/SITE		CATEGORY	PERIOD COVERING
DESCRIPTION OF WORK PERFORMED			

TYPE OF EQUIPMENT		OPERATOR'S NAME	DATES AND HOURS USED EACH DAY								COSTS		
INDICATE SIZE, CAPACITY, HORSEPOWER, MAKE AND MODEL AS APPROPRIATE	EQUIPMENT CODE NUMBER		DATE								TOTAL HOURS	EQUIPMENT RATE	TOTAL COST
			HOURS										
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			HOURS										
GRAND TOTALS 													

I CERTIFY THAT THE ABOVE INFORMATION WAS OBTAINED FROM PAYROLL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.

CERTIFIED	TITLE	DATE
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during the first reporting period are unknown, please provide realistic estimates and the basis for those estimates.

Please make every effort to maintain detailed records on each piece of equipment and vehicle. While it is not necessary to include office equipment such as photocopiers, fax machines, or telephones, all other equipment should be included.

Thank you very much for your assistance. OMB recognizes that reporting is an additional responsibility for agencies involved in urgent disaster recovery. However, the City's ability to recover costs depends on proper documentation.

Should you have any questions, please contact your OMB taskforce.

FEDERAL EMERGENCY MANAGEMENT AGENCY
FORCE ACCOUNT EQUIPMENT SUMMARY RECORD

PAGE 02 OF 03

APPLICANT	PA ID NO.	PROJECT NO.	DISASTER
LOCATION/SITE		CATEGORY	PERIOD COVERING <u>09/29 - 10/06</u>

DESCRIPTION OF WORK PERFORMED GENERATORS USED TO SUPPLY POWER FOR AIR SAMPLING PUMPS AND TASK LIGHTING AND OTHER EQUIPMENT AS NEEDED AT REMOTE SITES IN AND AROUND "GROUND ZERO" AND ITS PERIMETER

TYPE OF EQUIPMENT		OPERATOR'S NAME	DATES AND HOURS USED EACH DAY							COSTS			
INDICATE SIZE, CAPACITY, HORSEPOWER, MAKE AND MODEL AS APPROPRIATE	EQUIPMENT CODE NUMBER		DATE	09/29	09/30	10/01	10/02	10/03	10/04	10/05/06	TOTAL HOURS	EQUIPMENT RATE	TOTAL COST
HONDA 1.8 HP 120V 1000W GENERATOR EU1000iA2	1071-015	Various	HOURS	1	1	1	1	1	1	2	8		
HONDA 1.8 HP 120V 1000W GENERATOR EU1000iA2	1071-016	Various	HOURS	1	1	1	1	1	1	2	8		
HONDA 1.8 HP 120V 1000W GENERATOR EU1000iA2	1071-024	Various	HOURS	1	1	1	1	1	1	2	8		
HONDA 1.8 HP 120V 1000W GENERATOR EU1000iA2	1071-025	Various	HOURS	1	1	1	1	1	1	2	8		
HONDA 1.8 HP 120V 1000W GENERATOR EU1000iA2	1071-026	Various	HOURS	1	1	1	1	1	1	2	8		
HONDA 1.8 HP 120V 1000W GENERATOR EU1000iA2	1071-014	Various	HOURS	1	1	1	1	1	1	2	8		
HONDA 1.8 HP 120V 1000W GENERATOR EU1000iA2	1073-473	Various	HOURS	1	1	1	1	1	1	2	8		
GRAND TOTALS											56		

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CERTIFIED	TITLE	DATE
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JAN. 23. 2002 7:07PM

NO. 326 P. 2



Federal Emergency Management Agency
FEMA-State Disaster Field Office
80 Centre Street, 3rd Floor
New York, NY 10013
FEMA-DR-1391-NY

Wednesday, January 23, 2002

Mike Gilsenan
Department of Environmental Protection

Mike,

I'm following up on our January 16th meeting regarding project worksheets for the Haz-mat section of the DEP. Per our discussion at the end of the meeting, I'm sending you a list of information that FEMA is still missing. Please contact me at 202-441-8564 or stanley.stemp@fema.gov if you have any question.

1. Force account equipment summary. This is the equipment owned by the DEP that was put into use for emergency purposes. A good example is vehicles used for transportation of personnel and/or supplies. I believe Virginia said she had the template. Don't worry if you can't assign an equipment rate to every item; we can take care of that here.
2. A short description of how the two toxic vapor analyzers were used for emergency purposes. Please mention the type of backup documentation (usage logs, for instance) that you have. Finally, tell us the date when the equipment will no longer be in use for WTC-related emergency purposes (a general estimate is fine).
3. Please provide any draft contracts you have in order for us to begin writing the necessary project worksheets. We can attach the signed copies at a later time. Also, do you still expect the Pednault, Fiber Control, and ACS contracts to be signed in a few days?

I would like to set Tuesday, January 23 as an initial due date for the force account and vapor analyzer information. We can send someone to pick up the draft contracts as soon as tomorrow. Please let me know if you think they will be ready.

Thank you,
Stan Stemp
FEMA Project Officer

Cc: Joe Terracciano, DEP

FEDERAL EMERGENCY MANAGEMENT AGENCY
FORCE ACCOUNT EQUIPMENT SUMMARY RECORD

PAGE 10 OF 10

APPLICANT	PA ID NO.	PROJECT NO.	DISASTER
LOCATION/SITE		CATEGORY	PERIOD COVERING <u>09/11 - 10/06/02</u>

DESCRIPTION OF WORK PERFORMED 500 WATT WORKLIGHTS USED ON AVERAGE OF ONE HOUR A DAY AT VARIOUS SITES DURING AIR SAMPLING OR OTHER OPERATIONS AROUND PERIMETER OF WITHIN "GROUND ZERO"

TYPE OF EQUIPMENT		OPERATOR'S NAME	DATES AND HOURS USED EACH DAY							COSTS		
INDICATE SIZE, CAPACITY, HORSEPOWER, MAKE AND MODEL AS APPROPRIATE	EQUIPMENT CODE NUMBER		DATE	09/11	09/12	10/05		10/06		TOTAL HOURS	EQUIPMENT RATE	TOTAL COST
FOSTORIA 500W WORKLIGHT MODEL PUL-500Q-HC	212	Various	HOURS	1	1	1	1	1	1	26		
FOSTORIA 500 W WORKLIGHT MODEL PUL-500Q-HC	216	Various	HOURS	1	1	1	1	1	1	26		
FOSTORIA 500 W WORKLIGHT MODEL PUL-500Q-HC	218	Various	HOURS	1	1	1	1	1	1	26		
FOSTORIA 500 W WORKLIGHT MODEL PUL-500Q-HC	219	Various	HOURS	1	1	1	1	1	1	26		
FOSTORIA 500W WORKLIGHT MODEL PUL-500Q-HC	223	Various	HOURS	1	1	1	1	1	1	26		
FOSTORIA 500W WORKLIGHT MODEL PUL-500Q-HC	112	Various	HOURS	1	1	1	1	1	1	26		
FOSTORIA 500W WORKLIGHT MODEL PUL-500Q-HC	114	Various	HOURS	1	1	1	1	1	1	26		
GRAND TOTALS										182		

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BUREAU OF ENVIRONMENTAL COMPLIANCE

SEPT. 18, 2001

**APPLICATION FEES FOR ASBESTOS & EMERGENCY GENERATOR
NOTIFICATIONS**

Filing Fees for Asbestos project notification are based on the amount of linear or square feet of asbestos that will be disturbed during the work. The fees are as follows:

- ◆ For more than 25 but less than 100 linear feet, or more than 10 but less than 50 square feet, the fee = \$200.
- ◆ For work that will disturb at least 100 but less than 260 linear feet, or at least 50 and less than 160 square feet, the fee = \$400.
- ◆ For work that will disturb at least 260 but less than 1000 linear feet, or at least 160 and less than 1000 square feet, the fee = \$800.
- ◆ For work that will disturb more than 1000 linear feet or 1000 square feet, the fee = \$1200.

Filing Fees for Emergency Generators are based on BTU Input. Most emergency generators are filed as registrations and fall somewhere between the 1 to 2.8 million Btu/hour range. The fee for generators of this size is \$190.

However, for generators that are being used in conjunction with the restoration of power for buildings affected by the World Trade Center explosion, the Btu input may vary. Con Ed has been called and will be asked to identify the size of the generators. Air Permitting has received notification of approximately 50 generators thus far.



cu

Christopher O. Ward
Commissioner

Log # 2002-0642

Date _____

Due Date _____

TO: L. Targi

RE: _____

XC: B. Avaltoni / P. Bennett / D. Clarys
J. Singleton FR. Mayor Bloomberg

- | | |
|---|-------------------------------------|
| A. () Submit Written Comments | G. () Represent me |
| B. () Handle-Report Outcome by Memo | H. () Prepare Reply for My Sig. |
| C. (✓) Coordinate-Report Outcome by Memo | I. () Reply Directly-Copy for me |
| D. () Talk to me About This | J. () Draft for City Hall as Noted |
| E. () Per our Discussion | K. () F.Y.I & File |
| F. () Take Appropriate Action (No Need to Report Back) | |

() Additional Remarks _____

File Copy _____

NOTE: Please Note Log# or other referred reference, whenever submitting Response, Comments, Reports, Copies, etc.



THE CITY OF NEW YORK
OFFICE OF THE MAYOR
NEW YORK, N.Y. 10007

MEMORANDUM

TO: Agency Commissioners
FROM: Michael R. Bloomberg
Mayor
DATE: June 13, 2002
SUBJECT: FEMA Funding Requests

City agencies currently submit individual requests directly to the Federal Emergency Management Agency (FEMA) for reimbursement or other funding for costs incurred as a result of the terrorist attacks of September 11th. However, because FEMA funding is limited and our funding needs are numerous, I am establishing an OMB coordinating committee to review all funding requests prior to their submission to FEMA.

The committee will consist of Marc Shaw, Deputy Mayor for Operations, Dan Doctoroff, Deputy Mayor for Economic Development and Rebuilding, and Mark Page, Director of the Office of Management and the Budget (OMB). It will review and prioritize the many funding needs of the City's agencies to best access available federal assistance. In this way, we expect to work more effectively and efficiently with FEMA and related agencies.

Accordingly, effective immediately, please submit completed FEMA applications directly to Mark Page at OMB. No funding request should be sent directly to FEMA. FEMA is aware of this new policy and will not consider requests that are not reviewed by the coordinating committee.

All questions regarding this policy should be directed to Mark Page at (212) 788-5900.

Thank you for your cooperation.

C: Bill Cunningham
Dan Doctoroff
Patti Harris
Vincent La Padula
Carol Robles-Roman
Dennis Walcott
Terri Matthews
Kevin Sheekey

**Federal Emergency Management Agency****WTC Federal Recovery Office**

26 Federal Plaza, Room 31-100

New York, NY 10278

May 31, 2002

Mr. Daniel Doctoroff
Deputy Mayor for
Economic Development and Rebuilding
The City of New York
Office of the Mayor
New York, New York 10007

Dear Mr. Doctoroff,

Thank you for your letter of May 23rd outlining New York City's priorities for recovery from the World Trade Center disaster. Let me assure you that FEMA takes your priorities very seriously and will continue to work within our statutory authorities to address the City's needs to the maximum extent possible.

It has also come to my attention that the Mayor is planning to establish a new internal process for requesting FEMA assistance in order assure that various city departments are asking for aid that is consistent with the City's defined priorities. As I understand it, this process will involve pre-screening by a Coordinating Committee comprised of senior NYC officials. I believe that this is an excellent approach and will instruct my staff to work with NYC OMB to set up the implementation details.

Thank you for your continued cooperation.

Sincerely,

FEDERAL EMERGENCY MANAGEMENT AGENCY

A handwritten signature in black ink, appearing to read "B. Gair", is positioned above the typed name.

Brad Gair
Federal Recovery Officer