

WORLD TRADE
CENTER



DEPARTMENT OF ENVIRONMENTAL PROTECTION

EXECUTIVE OFFICES

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GENERAL COUNSEL'S OFFICE
2001 OCT 10 P 3:32

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

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 _____ 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	
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CERTIFIED				TITLE							DATE			