



New Mexico Department of Homeland Security and Emergency Management

Project Worksheet Cost Summary

Disaster #:

Applicant

PW # CAT

Location

	Total Claimed by Applicant	Total Approved by State	Contract Documentation Checklist
Force Account Labor Special Hires			<input type="checkbox"/> Bid Announcement ***NOTE: Contract documentation must be consistent with applicant procurement rules.***
Force Account Equipment Rental Equipment			<input type="checkbox"/> Bids
Materials Rental Fuel			<input type="checkbox"/> Bid Analysis
Contract Cost Misc.			<input type="checkbox"/> Award Letter
Total Claimed for PW	\$ -	\$ -	<input type="checkbox"/> Signed contract with all amendments and supporting documents.

	ISSUES

Instructions

1. Applicants must provide a PW summary when submitting cost records for completed projects.
2. Special Hires are temporary workers who do not receive benefits. Special Hire rate will be determined by the State and FEMA.
3. Force Account Equipment is equipment that belong to the applicant. This rate includes fuel and maintenance. Consumable supplies, such as brushes for street sweepers are eligible material costs.
4. Equipment time must include an operator. Idle time for equipment, even if on-site, is not eligible. A current equipment rate sheet is provided. If equipment is not listed, contact state for details.
5. Rental Equipment is eligible if the rate is reasonable. Applicants must provide a rental agreement and billing invoice.
6. Applicants can submit cost records for fuel.
7. Contacts -- All contracts must comply with local, State and Federal procurement rules. "Piggy-back" contracts are not allowed, and "time and materials" contracts are strongly discouraged.
8. Applicants are encouraged to submit project summaries and supporting cost records as quickly as possible upon completion of eligible work.

9. ***DHSEM will allow applicants an opportunity to provide additional documentation should a cost be deemed ineligible.***