OFFICE OF THE GOVERNOR

ROBERT BENTLEY
GOVERNOR

STATE OF ALABAMA

ALABAMA DEPARTMENT OF ECONOMIC
AND COMMUNITY AFFAIRS

JIM BYARD, JR.
DIRECTOR

May 15, 2013

To: Interested Parties

From: Shabbir Olia
           CED Programs Manager

Re: Revision of Policy Letter #3 Related to Equipment Rates

In an effort to streamline the equipment rate process, Policy Letter #3 has been revised removing the requirement of State pre-approval of equipment to be used and equipment rates charged for projects including in-kind match. Effective immediately, the attached revised forms are to be used by the grantee in conjunction with FEMA's Schedule of Equipment Rates found on-line at: www.fema.gov/schedule-equipment-rates, to determine equipment rates. The revised "Equipment Rental Rate" form must be completed with a list of equipment and rates to be used and submitted to ADECA along with the Notice of Start of Construction. The "Weekly Employee Man Hours and Equipment Usage Report" is still required and should be kept on file for monitoring purposes.

If you have any questions, please contact the Program Supervisor assigned to your project.

SAO:WAJ:tn

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JIM BYARD, JR.
DIRECTOR

April 1, 2013

Alabama CDBG Intergovernmental Policy Letter #3 (Revision 3)

To: Interested Parties

From: Beatrice M. Forniss
           Chief, Community and Economic Development Division

Re: POLICY ON THE USE OF MATCH IN THE COMMUNITY
           DEVELOPMENT BLOCK GRANT PROGRAM AS RELATED
           TO MAN HOURS AND USE OF EQUIPMENT

In order for there to be an auditable record of force account projects for the purpose of either local contribution or in lieu of contracting labor or equipment, statewide uniform standards are necessary. As such, any community using man hours or equipment usage as match should adhere to the following:

LABOR

1. Time sheets must be kept on each individual for each week throughout the life of the project. All hours worked each week according to service performed and project worked on must be shown to include all hours both on usual city/county work and CDBG project work.
2. Hourly rates should be in accordance with OMB A-87 and may not exceed actual compensation paid. Fringe benefits may not be counted.
3. Costs should be journalized on a weekly basis with time and equipment converted to cash credit in accordance with payroll timeframes.

EQUIPMENT

1. Equipment purchased with federal funds may not be used as credit toward local contribution.
2. Equipment must be in actual operation performing eligible work in order for reimbursement to be eligible.

3. FEMA's Schedule of Equipment Rates is to be used to determine rates charged. This Schedule can be found at: www.fema.gov/schedule-equipment-rates. This document is updated as necessary and a copy of the Schedule should be printed on the date equipment rates are determined, and kept in the program files to enable review for proper rate determination.
4. For any equipment that is not listed on FEMA's Schedule, please contact the ADECA Program Supervisor assigned to the project for the rate.

BF:WAJ:tn

STATE OF ALABAMA CDBG PROGRAM
EQUIPMENT RENTAL RATES   *EXAMPLE*

City/County: _____

Project Number: _____

FEMA Cost Code	Make/Description	Size/Capacity/ Horsepower	Hourly Rate
8283	Excavator	2.5cy/260hp	$120.00
8252	Dozer, Crawler	155hp	$65.00

Equipment Rates are to be obtained at: www.fema.gov/schedule-equipment-rates

A "Weekly Employee Man Hours and Equipment Usage Report" should be available for review in the project files at all times.

For questions about equipment types, please contact:
Al Jones
334-353-2028
al.jones@adeca.alabama.gov

WEEKLY EMPLOYEE MAN HOURS AND EQUIPMENT USAGE REPORT

EMPLOYEE _____

CDBG PROJECT NUMBER _____

PROJECT NAME _____

PROJECT LOCATION (CITY, STATE) _____

PAYROLL NUMBER _____

PERIOD BEGINNING _____

PERIOD ENDING _____

DATE	WORK DESCRIPTION (INCLUDING EQUIPMENT USED)		(A) TOTAL HOURS	(B) PROJECT HOURS	(C) RATE OF PAY	(D) TOTAL GROSS PAY (A x C)	(E) PROJECT GROSS PAY (B x C)	(F) PROJECT EQ RENT	(G) EQUIP RENTAL RATE	(H) TOTAL EQ RENT (F x G)
		O								
		S								
		O								
		S								
		O								
		S								
		O								
		S								
		O								
		S								
		O								
		S								
		O								
		S								
TOTALS										

EMPLOYEE SIGNATURE _____ DATE _____

SUPERVISOR SIGNATURE _____ DATE _____

APPROVAL _____ DATE _____

TOTAL PROJECT MAN HOURS AND EQUIPMENT USAGE (E+H) _____

WEEKLY EMPLOYEE MAN HOURS AND EQUIPMENT USAGE REPORT

Instructions for Completion

Employee: Enter the Name of the Employee.

CDBG Project Number: Enter the CDBG Project Number.

CDBG Project Name: Enter the Name of the CDBG Project.

Project Location: Enter the Location of the Project.

Payroll Number: Enter the Payroll Number. Payrolls should be annotated as first through final.

Period Beginning: Enter beginning Date of this Payroll Period.

Period Ending: Enter the Ending Date of this Payroll Period.

Date: Enter the Date (Month/Date/Year) of the Work Day.

Work Description: Enter the Work Description, including Equipment Used.

Total Hours: Enter the Total Number of Hours the Employee Worked for the Day. Distribute the Hours by Straight (S) and Overtime (0).

Project Hours: Enter the Total Number of Hours the Employee Worked on the CDBG Project for the Day. Distribute the Hours by Straight (S) and Overtime (0).

Rate of Pay: Enter the Employee's Hourly Rate of Pay: (S) – Straight Hourly Rate and (0) Overtime Hourly Rate.

Total Gross Pay: Enter the Employee's Total Gross Pay (A x C) for the Day.

Project Gross Pay: Enter the Employee's Total Project Gross Pay (B x C) for the Day.

Project Equipment Use: Enter the Number of Hours the Employee used the Equipment on the CDBG Project for the Day.

Equipment Rental Rate: Enter the Hourly Equipment Rental Rate.

Total Equipment Rental: Enter the Employee's Total Equipment Rental Charges (F x G) for the Day.

Totals: Enter the Totals for Columns A through H.

Employee Signature: Have the Employee Certify the Validity of the Report by Affixing Signature.

Date: Enter the Date the Employee Signs the Report.

Supervisor Signature: Have the Supervisor Certify the Validity of the Report by Affixing Signature.

Date: Enter the Date the Supervisor Signs the Report.

Approval/Date: Have the Payroll Clerk Certify the Correctness of the Report by Affixing his Signature and the Date.

Total Project Man Hours and Equipment Usage: Enter the Employee's Total Project Man Hours and Equipment Usage for the Week (Column E Total + Column H Total).

Compute the Total of All Employees Man Hours and Equipment Usage for the Week and Make Appropriate Entries in the Journals and the General Ledger.