

OFFICE OF THE GOVERNOR

ROBERT BENTLEY
GOVERNOR



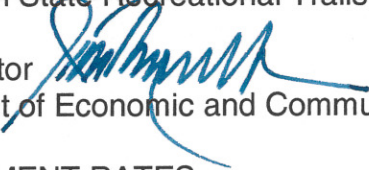
ALABAMA DEPARTMENT OF ECONOMIC
AND COMMUNITY AFFAIRS

JIM BYARD, JR.
DIRECTOR

STATE OF ALABAMA

August 1, 2013

**ALABAMA RECREATIONAL TRAILS PROGRAM
POLICY LETTER NUMBER 2**

TO: Persons Interested in State Recreational Trails Program
FROM: Jim Byard, Jr., Director 
Alabama Department of Economic and Community Affairs
RE: POLICY ON EQUIPMENT RATES

For projects charging equipment usage or using equipment as in-kind match, the Alabama Department of Economic and Community Affairs (ADECA) has established the following policy for determining allowable rates.

1. The subrecipient shall determine the make, description, size, capacity, and horsepower of the equipment to be used for the project.
2. The subrecipient shall obtain the Federal Emergency Management Agency (FEMA) Cost Code and hourly rate from the FEMA Schedule of Equipment Rates found on the FEMA website.
3. The subrecipient shall complete the Alabama Recreation Programs Equipment Rental Rates form.
4. The Alabama Recreation Programs Equipment Rental Rates form must be signed by the chief elected official.
5. The rates on this Schedule of Equipment Rates are for equipment in good mechanical condition and with all required attachments.
6. Each rate covers all costs for ownership and operation of equipment, including depreciation, overhead, all maintenance, field repairs, fuel, lubricants, tires, OSHA equipment, and other costs incidental to operation.

7. Equipment must be in actual operation and performing eligible work in order for reimbursement to be eligible, or in-kind to be credited.
8. Labor costs of operators are not included. The labor rates shall be calculated and documented separately.
9. The original Alabama Recreation Programs Equipment Rental Rates forms must be kept by the subrecipient in the program files and a copy sent to ADECA prior to the first reimbursement request for construction costs.
10. If additional equipment is needed during the project, the subrecipient shall submit a revised Alabama Recreation Programs Equipment Rental Rates form prior to the first reimbursement request on which the subrecipient requests reimbursement or in-kind credit for the equipment rates.
11. Alabama Recreation Programs Weekly Labor Timesheet and Equipment Usage forms must be completed for each week that equipment rates are charged to the program. Copies of these forms must be submitted to ADECA with the corresponding reimbursement requests for construction.

Effective Date: Immediately