

GOVERNOR'S DIVISION OF EMERGENCY MANAGEMENT  
**FORCE ACCOUNT LABOR SUMMARY RECORD**

Page \_\_\_\_\_ of \_\_\_\_\_

1. APPLICANT	2. PA ID	3. PW #	4. DISASTER NUMBER
5. LOCATION/SITE		6. CATEGORY	7. PERIOD COVERING to
8. DESCRIPTION OF WORK PERFORMED			

NAME	DATES AND HOURS WORKED EACH WEEK								COSTS				
	JOB TITLE	DATE							TOTAL HOURS	HOURLY RATE	BENEFIT RATE/HR	TOTAL HOURLY	TOTAL COSTS
NAME	REG.									\$	/	\$	\$
JOB TITLE	O.T.									\$	/	\$	\$
NAME	REG.									\$	/	\$	\$
JOB TITLE-	O.T.									\$	/	\$	\$
NAME	REG.									\$	/	\$	\$
JOB TITLE	O.T.									\$	/	\$	\$
NAME	REG.									\$	/	\$	\$
JOB TITLE	O.T.									\$	/	\$	\$
NAME	REG.									\$	/	\$	\$
JOB TITLE	O.T.									\$	/	\$	\$
<b>Total Cost for Force Account Labor Regular Time</b>												➔	\$
<b>Total Cost for Force Account Labor Overtime</b>												➔	\$

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

CERTIFIED	TITLE	DATE
-----------	-------	------

## **FORCE ACCOUNT LABOR SUMMARY RECORD INSTRUCTIONS**

Force account is the term to refer to your own personnel and equipment. Keep the following points in mind when compiling force account labor information:

- Record regular and overtime hours separately.
- Record the benefits separately for regular and overtime hours. Most overtime hours include fewer benefits than regular hours.
- Attach a Fringe Benefit Rate Sheet giving a breakdown of what is included in your benefits, by percentages, e.g., social security – 15.2%, worker’s compensation – 4.3%, insurance – 18.5%, etc. You can use an average rate if you have different benefit rates for different employees.

### **Complete the Record as Follows:**

- **Applicant Name:** Enter your organization’s name.
- **FIPS#:** Enter the computer tracking number that FEMA assigns to your organization. Your Public Assistance Coordinator can tell you what it is if you don’t know it.
- **Disaster Number:** Enter the declaration number for this disaster here. The Public Assistance Coordinator can tell you what it is if you don’t know.
- **Project Number:** Enter your project number.
- **Employee Name:** Enter the names of each employee who worked on the project.
- **Title/Occupation:** Enter the title or occupation of each employee who worked on the project.
- **OT:** Enter overtime hours that each employee worked on the project. **REMINDER: Only overtime is eligible for reimbursement for emergency work. Record both regular and overtime hours, so that personnel hours can be compared with equipment use hours, if necessary.**
- **Total HR:** Total the hours for each employee and enter the result in this block
- **Rate/Hr:** Enter each employee’s hourly rate.
- **Benefits/Hr:** Enter each employees hourly benefit rate. There should be different percentages for benefits pertaining to regular and overtime wages.
- **Total Rate/Hr:** Add the employee’s hourly rate in the Rate/Hr block and the hourly benefits rate in the Benefits/Hr block and enter the result here.
- **Total Cost:** Multiply the entries in the Total Hr and Total Rate/Hr blocks and enter the result here.
- **Total Cost for Force Account Labor Regular Time:** Add the entries in the Total Cost, REG block for each employee and enter the results here.