

Connecticut Interagency Debris Management Task Force

Best Management Practices

Force Account Labor and Equipment for Debris Management Operations

Summary: The following document describes best management practices for cities and towns to employ when tracking labor and equipment hours for use in the documentation needed to pursue federal reimbursement.

Best Management Practices

- Be “audit ready” – Detailed documentation such as timesheets, equipment logs, maps of crew assignments and daily progress, pay policies, etc. are requirements for reimbursement.
- Legal Responsibility – The work performed by force account staff must occur on public rights-of-way or public properties that are maintained by the respective city or town. This does NOT include private roads or state maintained roads.
- Documentation of Crew Assignments – When deploying crews in the field, it is important that detailed records are kept including start time, end time, and the location where the work was performed. Utilize maps to document work progress of individual crews on a daily basis.
- Disaster Generated Debris - Debris removal must be a direct result of Storm Alfred (land clearing, pre-existing damage, or general maintenance is not covered nor is damage from an unrelated event at the time of the disaster).
- Eligible Labor – Only the overtime for force account employees performing debris removal activities will be eligible for reimbursement. However all labor hours must be accounted for in order to maximize equipment reimbursement.
- Internal Cost Code: When tracking time for employees, set up a separate Disaster Cost Code for tracking personnel time and equipment.
- Eligible Equipment – All hours for equipment will be eligible for reimbursement if performing debris removal operations on rights of way where the local government is legally responsible.
- Equipment Rate Schedules – The local government may utilize the 2010 FEMA Equipment rate schedule.
- Debris Stockpiles Collected by City/Town Crews – If local government forces have stockpiled debris at Debris Management Sites and will be seeking a contractor for reduction of the debris pile (e.g. chipping/grinding), the local government should utilize a licensed land surveyor to document the volume of the pile in cubic yards. This methodology should be utilized for contracting out grinding services.
- Representative Photographs/Videos of Debris – Capture a representative sample of debris throughout your city/town and create an electronic file for those photographs.
- Tying Operators to Equipment – When documenting equipment for reimbursement, you must be able to tie the operator’s name and their labor hours to the specific piece of equipment. If you have multiple operators on a single piece of equipment, those operators must tie back to the equipment hours.