

FORCE ACCOUNT EQUIPMENT SUMMARY INSTRUCTIONS FEMA Form 90-127

Force Account Equipment is the term used to define equipment the applicant owns.

Complete the Record as Follows:

- * **Applicant:** Enter organization's name.
- * **PA ID No.:** Enter the computer tracking number that FEMA assigns to applicant organization. Your Public Assistance Coordinator can provide you with this number.
- * **Project No.:** Enter the number assigned to this project.
- * **Disaster:** Enter the declaration number for this disaster. The Public Assistance Coordinator can also provide you with this information.
- * **Location/Site:** This item can range from an "address," "intersection of...," "1 mile south of...on..." to "county wide." If damages are in different locations or different counties please list each location. Include latitude and longitude of the project if known.
- * **Category:** Indicate the category of the project according to FEMA specified work categories (i.e., B, H, Z). This is optional.
- * **Period Covering:** Enter the dates that this period covers.
- * **Description Work Performed:** Describe the type of work the equipment was used for.
- * **Type of Equipment / Indicate size, capacity, horsepower, make, and model as appropriate:** Enter a brief description of the equipment including the rated horsepower or capacity of the equipment.
- * **Equipment Code Number:** Enter the FEMA cost code number for the equipment.
- * **Operator's Name:** Enter the equipment operator's name.
- * **Date and Hours Used Each Day - Date:** Enter the days or dates for the week.
- * **Hours:** Enter the hours the equipment was used. **Note:** Standby time for equipment is not eligible.
- * **Costs / Total Hours:** The total hours for the week. Excel will auto fill the "Total Hours" block.
- * **Costs / Equipment Rate:** Enter the hourly rate for the equipment.

- * **Costs / Total Cost:** Multiply the number in the Total Hours block by the number in the Equipment Rate block and fill in the amount in the Total Cost block. Excel will auto fill this number.
- * **Grand Totals:** Add the numbers in the Total Hours block and the Total Cost block. Excel will auto fill the totals. You will need to enter the totals manually on the Word version.
- * **Certified:** Record the name, title, and date of the person certifying the Force Account Equipment Summary Record.