

**New Mexico
2018 Disaster Assistance Program Guide
Non-Federal Disasters**



**New Mexico Department of Homeland Security
and Emergency Management**

January 2018

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Table of Contents

Plan Authorization 3

Introduction..... 3

Concept of Operations 3

Purpose..... 3

Scope..... 4

Document Maintenance 4

Emergency or Disaster Declarations Overview 5

 Emergency 5

 Disaster 5

 Type of Incident..... 5

 Incident Period..... 5

 Designated Damage Area(s) 5

 Types of Assistance 6

 Cost Share 6

Pre-Disaster Expectations 6

 Lines of Communication..... 6

 Emergency Management Capability..... 6

 Mutual Aid..... 6

 Insurance 6

 Mitigation..... 7

 Operating Policies..... 7

 Regular Maintenance 7

 Due Diligence 7

 Emergency Funds..... 7

 Private Non-profits..... 7

 Preventive Actions..... 7

Disaster Declaration Process..... 8

 Disaster-Reporting Expectations 8

 Local Government Emergency or Disaster Declaration 9

 Local Damage Reporting 9

 Preliminary Damage Assessment (PDA)..... 9

 Site Visits..... 10

 What Is An Eligible Damage Site? 10

 State PDA Results..... 10

 Work that is Complete 10

 Work that is Not Complete 10

 Factors Considered for a Disaster Declaration with NM Public Assistance 11

Thresholds (County, Tribal, Large Projects and Small Projects)..... 11

Governor’s Executive Order 12

 State Agencies..... 12

New Mexico Public Assistance Grant 13

 Determining Applicant Eligibility 13

 Private Nonprofit Organizations..... 14

Determining Facility Eligibility..... 14

 What is a Facility 14

Public Facility	15
General Work Eligibility.....	15
Categories of Work.....	15
Emergency Work:	15
Permanent Work:	15
Eligibility Criteria	15
Ineligibility.....	16
Legal Responsibility	16
Eligible Costs	16
Cost Categories	17
Emergency Work Eligibility	20
Permanent Work Eligibility	20
Water System Failure and Emergency Water Hauling	22
New Mexico Public Assistance Grant	23
Project Worksheet.....	23
Project Cost Estimates	23
Developing a Scope of Work.....	23
Change in Scope of Work.....	24
Additional Work	24
Mitigation and/or Improvements	24
Period of Performance	24
Project Completion and Inspection.....	25
The Grant Agreement	25
Content.....	25
Signature	25
Amendment.....	25
Conditions	25
Payments	25
100% Complete Projects.....	25
Other Projects.....	25
Cost Records	26
Administration	27
Quarterly Progress Reports	27
Project and Grant Closeout	27
Final Inspection.....	27
Desk Audit	27
Grant Closeout	28
Disaster Closeout	28
Appeal Process.....	28
Applicant's Right to Appeal	28
State Response to Appeal.....	28
Record Retention and Audit.....	28
Mandatory Record Retention.....	28
Audit	28
Adverse Audit Findings	28
ACRONYMS.....	29

APPENDIX A - Sample Local Disaster Declaration..... 30
APPENDIX B – Local Declaration Information Form..... 31
APPENDIX ? Sample NM PA Grant Agreement..... 34
APPENDIX C - FEMA’s Schedule of Equipment Rates 35
APPENDIX ? Sample Project Worksheet Form..... 45
Appendix E – Checklist: Information to Develop Scope of Work 46
Appendix F – Checklist: Information to Support Change in Scope of Work Request..... 47
Appendix G – Checklist: Information to Support Time Extension Request 48
Appendix H – Checklist: Documentation to Support Costs Claimed..... 49
APPENDIX I - Sample Grant Agreement 51
Appendix J - Large Project Final Inspection Request Form..... 52

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Plan Authorization

In accordance with §12-10-3 NMSA 1978 annotated, as Secretary of the Department of Homeland Security and Emergency Management, I authorize this 2018 New Mexico Disaster Assistance Program Guide to be adopted for use within the State of New Mexico.

This document shall be effective as of the date of my signature.


M. Jay Mitchell 26 Jul 18
Date

Governor's Authorized Representative
Cabinet Secretary
Department of Homeland Security and Emergency Management

Reviewed for legal sufficiency and form by:


David Ceballes 7/24/18
Date

Deputy Cabinet Secretary/General Counsel
Department of Homeland Security and Emergency Management

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Introduction

Disasters and emergencies can occur at any time and without warning. Whenever this occurs it is the responsibility of the local government to lessen the impacts to the jurisdiction and its citizens. Local governments are responsible for filling the immediate needs of its residents: sheltering, feeding, debris removal on roads for the continuation of emergency services, and the restoration of public services.

Concept of Operations

Federal assistance may become necessary when the impacts of a disaster or emergency overwhelm the resources of the State and local governments. The Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended (Stafford Act), Title 42 of the United States Code (U.S.C.) §5121 et seq.,¹ authorizes the President to provide assistance to individuals and to State and local governments to help them respond to and recover from a disaster. Information on the Presidential disaster declaration process and associated relief programs can be found at <https://www.fema.gov/disaster-declaration-process>

If an incident does not rise to the level of a federal disaster declaration, the New Mexico Disaster Assistance Program (DAP) may be implemented to provide financial or technical assistance to an impacted community.

The Governor's Authorized Representative (GAR) maintains sole authority to make eligibility determinations for the New Mexico DAP and reserves the right to extend deadlines and make expedient changes in procedures according to the needs of a given incident or applicant.

Applicants are required to comply with all expectations established in this guide.

Failure to comply may result in loss of eligibility for disaster assistance reimbursement.

Purpose

The purpose of this publication is to provide information about New Mexico's DAP and the financial and technical assistance available to communities to help restore its infrastructure and operations. This information also serves as a guide for applying for a New Mexico Public Assistance (NMPA) grant including eligibility criteria, damage assessment, the application process, and grant management procedures.

Requests for technical assistance from FEMA are made by the Department of Homeland Security and Emergency Management (DHSEM) on behalf of the impacted community.

Contact DHSEM's Recovery Unit at recovery.unit@state.nm.us or the New Mexico EOC Duty Officer at 505-476-9635 if you need further information or assistance from a Recovery Officer.

¹ See https://www.fema.gov/media-library-data/1490360363533-a531e65a3e1e63b8b2cfb7d3da7a785c/Stafford_ActselectHSA2016.pdf

Scope

The DHSEM stands ready to assist local governments in recovering from the impacts of a disaster or emergency. In addition to supplementing local resources, DHSEM also manages the New Mexico Public Assistance (NMPA) reimbursable grant to supplement a local government's recovery efforts following a disaster or emergency declared by the Governor.

State assistance may be available if a local government has:

- 1) Exhausted all local resources, including those that may be available through the Interstate Mutual Aid System (IMAS);
- 2) Chief Elected Official or designee declares an emergency or disaster or notice of intent to declare;
- 3) Declaration or notice of intent to declare is submitted to the New Mexico Emergency Operations Center (NMEOC) within 72 hours of the event. Please call New Mexico EOC Duty Officer at 505-476-9635 or email to nm.eoc@state.nm.us

Document Maintenance

Components of the New Mexico Disaster Assistance Program are based on the Federal Emergency Management Agency's (FEMA) disaster recovery policies and programs. Therefore, this publication will be reviewed and revised when changes are made to the relevant FEMA policies and programs. Otherwise, this document will be reviewed and, if necessary, revised in January of each year.

Emergency or Disaster Declarations Overview

Emergency

An emergency, in the context of this document, means any occasion or instance for which, in the determination of the Governor, State assistance is needed to supplement local efforts and capabilities to save lives, protect property, public health and safety; or to lessen or avert the threat of a catastrophe in the State of New Mexico.

Usually there is no significant property damage. If the emergency spreads to surrounding jurisdictions and/or overwhelms local response efforts, the jurisdiction may request that the NMEOC provide assistance. An emergency is usually short-lived. However, a longer period of time may be involved, as in a public health emergency.

Disaster

A disaster is an event that occurs suddenly, threatens the lives, health and safety of citizens and responders; and causes property damages of sufficient severity and magnitude to warrant disaster assistance under this program to supplement the efforts and available resources of local jurisdictions. A disaster often entails a lengthy recovery period. A disaster incident may affect only one jurisdiction or it might simultaneously affect several neighboring jurisdictions or the entire state.

Failure to adequately insure, properly maintain and operate existing infrastructure does not constitute an emergency or a disaster.

Type of Incident

An emergency or disaster is usually the result of a natural hazard (flood, wind storm, hail, tornado, winter storm, earthquake, wildfire); a technological or man made hazard (dam failure, power outage, hazardous materials incident, urban fire, explosion, structural collapse,); or other similar incident. An emergency or disaster declaration will identify the type of incident and in some cases a disaster declarations may include a combination of incident types.

Incident Period

A key feature of an emergency or disaster is that it has a definite starting and ending point known as the incident period. The incident period starts when the event begins and ends when lives, public health, safety and property are no longer threatened. The declaration will identify the start date and end date of the incident period. Sometimes officials can anticipate emergency or disaster conditions and the beginning of the incident period may actually precede the start of the event.

A slowly occurring hazard such as drought would not qualify as a disaster event. However, drought could be a contributing factor to an emergency declaration for a public water system failure. The final decision rests with the Governor's Authorized Representative (GAR).

Designated Damage Area(s)

A declaration will identify the impacted areas that are designated to receive State assistance such as a county, municipality or tribal lands. A declaration may identify one or more designated areas.

Types of Assistance

New Mexico Public Assistance Grant
New Mexico State Agency Technical Assistance
Department of Military Affairs, National Guard

Cost Share

Monetary assistance provided through the NMPA is subject to a cost share of not less than 75% State cost share and a non-State/local cost share of 25%.

Non-monetary support such as technical assistance or direct services provided by State Agencies is not subject to a cost share.

Pre-Disaster Expectations

Lines of Communication

Local governments are expected to maintain open lines of communication at several levels. They should have:

- Clear interoperable communications within their own and neighboring emergency response systems;
- The capability to communicate with and receive emergency information from their citizens;
- Frequent communication with both the NMEOC and neighboring jurisdictions.

Emergency Management Capability

Local governments are expected to determine the types of hazards that threaten their communities and to develop plans and programs to address the consequences of these hazards. The DHSEM assists jurisdictions with building their emergency management capabilities by offering training, guidance, and technical assistance.

Mutual Aid

Local governments must meet the emergency response needs of their jurisdictions. Part of that may be accomplished by developing and maintaining written mutual aid agreements with neighboring jurisdictions. It is possible that a jurisdiction may meet its emergency needs through mutual aid from other local jurisdictions rather than by requesting State aid. IMAS can be used to request assistance. The IMAS forms are available on the DHSEM webpage <http://www.nmdhsem.org/IMAS.aspx>.

Insurance

DHSEM encourages local governments to join the National Flood Insurance Program, thereby making flood insurance available to businesses, private citizens, and the public sector. **Insurable facilities and equipment must carry appropriate insurance.**

All applicants must obtain and maintain insurance for their insurable facilities that are repaired using NMPA funding. If applicable, that insurance coverage should include flood insurance from the National Flood Insurance Program.

Mitigation

Local governments should develop mitigation plans and seek funding for mitigation projects within their jurisdiction. Often neighboring jurisdictions develop joint efforts on these projects. Local government officials may contact the DHSEM Mitigation Unit at dhsem.mitigation@state.nm.us or 505-476-9682 for assistance.

Operating Policies

Applicants will be required to provide relevant policies related to personnel, procurement and maintenance practices.

Regular Maintenance

All applicants must keep their facilities and/or infrastructure in good condition. If recovery funding is approved, the state will require the applicant to produce maintenance logs or other evidence such as photographs to establish the pre-event condition of damaged facilities. Lack of appropriate maintenance will make most facilities ineligible for disaster assistance.

Due Diligence

All applicants are expected to use common sense to prevent or limit the extent of disaster damage. Negligence on the part of the applicant is grounds to render a project ineligible for disaster assistance.

Emergency Funds

It could take DHSEM several weeks or months to get disaster recovery grant funding into the hands of approved applicants. Therefore, while not strictly required, potential applicants are urged to set aside an emergency fund to use for immediate needs and unbudgeted disaster expenses.

Private Non-profits

Non-governmental applicants, such as faith-based organizations, food banks and other non-profits, should maintain a relationship with their local government emergency manager in support of the emergency management mission areas: prevention, protection, mitigation, response and recovery.

Preventive Actions

All applicants should develop emergency plans, and review them from time to time. They should pursue hazard mitigation opportunities wherever possible. Applicants can find more information on DHSEM's Mitigation Program on the DHSEM website: <http://www.nmdhsem.org/>.

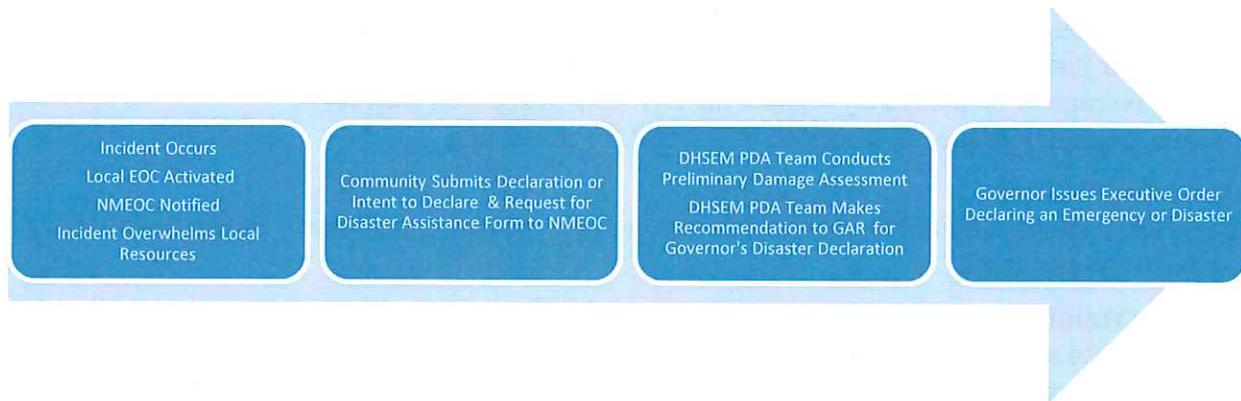


Figure 1 - New Mexico Disaster Declaration Process

Disaster Declaration Process

A local government must follow the process outlined in this section in order to be eligible for aid under the New Mexico DAP. It should also be noted that many of the steps in this portion of the process are the same as those for requesting a Federal disaster declaration.

Disaster-Reporting Expectations

An authorized local government official must call the NMEOC at **(505) 476-9635** to report any event that exceeds, or will exceed, local capability to protect lives, public health and safety and property:

- Requires or is anticipated to require the activation of a local Emergency Operations Center (EOC)
- Overwhelms or is anticipated to overwhelm local resources including those that are available through the IMAS
- Requires or is anticipated to require resources from the State
- Results in the Chief Elected Official or designee issuing an emergency or disaster declaration or notice of intent to declare.

Notification should occur shortly after the event occurs, preferably within an hour of its occurrence. Notification could be made in anticipation of an event in cases where reliable forecasts are available. **Incidents not reported to DHSEM within 72 hours of occurrence may be ruled ineligible for disaster assistance. NOTE: The EOC phone number is not for public distribution.**

A non-governmental applicant must contact the local government and report the incident as soon as possible after the occurrence of a disaster or emergency. The local government will activate their emergency response system and local EOC if necessary.

DHSEM may contact FEMA for any event that appears to exceed or will exceed state response and recovery capabilities. This is a “notification” call and often does not result in any federal involvement.

Local Government Emergency or Disaster Declaration

The Chief Elected official of a local government should issue an emergency or disaster declaration or intent to declare, as soon as it becomes apparent that available resources will be overwhelmed. The process for issuing a declaration differs from jurisdiction to jurisdiction. Therefore, DHSEM cannot provide specific guidance on this process. However, a sample **Local Disaster Declaration** is included in Appendix A - Sample Local Disaster Declaration which can be used as a template. This template is also located on the DHSEM website (<http://www.nmdhsem.org/> under the Response and Recovery tab. The declaration is to be submitted to the NMEOC at nm.eoc@state.nm.us.

A **Request for Disaster Assistance Form** must accompany the Local Disaster Declaration or intent to declare. The form is available in Appendix B – Request for Disaster Assistance Form.

Local Damage Reporting

The NMEOC and Recovery Unit will require information from the local government regarding possible disaster conditions, which may include, but is not limited to:

- What happened?
- When did it happen?
- How bad was it?
- Who or what was affected?
- What are the immediate needs?
- What resources are being asked for?
- Is the event over, or is it continuing?
- Who are the principal points of contact and how do we reach them?

Use the Request for Disaster Assistance Form to capture this information. This form must be submitted with the Local Disaster Declaration to nm.eoc@state.nm.us. This form is available on the DHSEM website (<http://www.nmdhsem.org/> under the Response and Recovery tab.

Preliminary Damage Assessment (PDA)

State PDA Purpose

The purpose of the state PDA is to determine if there is sufficient eligible damage in the public sector to recommend a Governor's Executive Order declaring a disaster, or to provide assistance under the Disaster Assistance Program. The DHSEM PDA Team will meet with the locality or tribal governments to develop an estimate of public infrastructure damages by category. Furthermore, they will report their observations on the continuing threat to lives, public health and safety and property, the general condition of housing in the area, and other possible social and economic impacts. It is to be noted that the PDA may also reveal that damages rise to a level that would potentially warrant a Federal Disaster Declaration.

DHSEM will work with local government officials to identify and contact all possible applicants within their jurisdiction following the issuance of the disaster Executive Order. DHSEM will assemble a PDA Team to visit each identified applicant in the affected area. The purpose of this visit is to view each applicant's qualifying damage site and make a detailed estimate of the cost of restoring that site to its pre-event condition.

State PDA Team

Within 5 days of receipt of the Local Declaration and Local Request for Disaster Assistance Form, DHSEM will assemble a PDA team consisting of DHSEM Recovery Officer(s) and State agency subject matter experts (as needed) suited to the types of damage expected in the impacted area. The PDA team will work with local government officials and representatives of known Private Non-profit (PNP) applicants to tour major damage sites.

The exact team composition is driven by the type of event and the extent of damage. More than one team may be deployed dependent on the extent of damages.

Site Visits

The PDA team will visit local government officials and representatives of other applicant's organizations where the disaster occurred. They will arrange mutually acceptable times and places for the team to meet and view all applicants' damage sites. These site visits may take several days, and return visits may be necessary.

What Is An Eligible Damage Site?

An eligible damage site is a place where uninsured disaster damage needs to be repaired. It may be a single building, bridge, utility line, miles of a roadway, or other systems. Nearby sites in the same category may be combined for simplicity.

State PDA Results

The state PDA team's findings may result in one of three outcomes:

1. If damage is minor, and/or do not meet the factors considered for a Disaster Declaration, the state may recommend no further disaster recovery action.
2. If damage is significant, but does not approach or exceed FEMA thresholds, and do not meet the factors considered for Disaster Declaration, the GAR or designee may recommend a Governor's Executive Order declaring a disaster and making state disaster recovery assistance available.
3. If damage approaches or exceeds FEMA thresholds, the GAR or designee may request a Joint FEMA/State PDA for the FEMA Public Assistance Program and/or the Individual Assistance Program. Further discussion of federal disaster assistance programs is beyond the scope of this document. Interested parties should refer to the New Mexico Disaster Recovery Plan located on the DHSEM website (<http://www.nmdhsem.org/> under the Response and Recovery tab. for more details on federal disaster recovery.

Work that is Complete

If an applicant has eligible work that is already complete when the PDA team gets there, the team will review the cost records and write a Project Worksheet (PW) for the total eligible reimbursable costs. Projects that are 100% complete, at the time of the PDA, do not need a final inspection.

Work that is Not Complete

Most work sites will not be complete when the PDA team arrives. For these sites, the team will make its best estimate of the repairs or replacements that are necessary to return the site to pre-event condition. The resulting Project Worksheet will state the scope of work to be done, labor,

equipment, materials, contracts, and other costs for the work. In most cases, only one category of work is allowed on each PW. However, this is subject to change based on extenuating circumstances.

Factors Considered for a Disaster Declaration with NM Public Assistance

The State of New Mexico considers six critical factors as identified by FEMA when deciding whether or not to issue a disaster declaration that would make NMPA grant funding available:

1. Estimated cost of assistance
2. Localized impacts
3. Insurance coverage in force
4. Hazard mitigation
5. Recent multiple disasters
6. Federal agency assistance

Estimated Cost of Assistance

This factor refers to FEMA’s state-wide threshold of \$1.46 per capita per the 2010 Census of \$2,059,179.00 in estimated eligible disaster costs before a request for public assistance will be considered.

Localized Impacts – County Thresholds

This factor focuses on a monetary threshold for infrastructure damage that occurred in a county or to tribal land. The State of New Mexico also uses FEMA’s County thresholds in determining localized impact.

FEMA County thresholds as of October 2017 (FY18) are: (\$3.68 per capita) (rounded to the nearest dollar)

Bernalillo	\$2,438,236	Harding	\$2,558	Roosevelt	\$73,033
Catron	\$13,807	Hidalgo	\$18,010	Sandoval	\$484,144
Chavez	\$41,574	Lea	\$238,195	San Juan	\$478,562
Cibola	\$100,144	Lincoln	\$75,429	San Miguel	\$108,166
Colfax	\$50,600	Los Alamos	\$66,056	Santa Fe	\$530,546
Curry	\$178,024	Luna	\$92,350	Sierra	\$44,116
De Baca	\$7,441	McKinley	\$263,091	Socorro	\$65,747
Dona Ana	\$769,977	Mora	\$17,962	Taos	\$121,208
Eddy	\$198,091	Otero	\$234,780	Torrance	\$60,289
Grant	\$108,612	Quay	\$33,271	Union	\$16,740
Guadalupe	\$17,248	Rio Arriba	\$148,105	Valencia	\$281,774

For Tribal Jurisdictions designated separately from Counties, Tribes may prefer a direct Tribal declaration, absent extraordinary circumstances, the minimum damage amount for FEMA Public Assistance eligible damage is \$250,000 per Tribe. There is no per capita indicator for direct Tribal declarations. Tribes will work directly with FEMA and the NM DHSEM is available to provide technical assistance.

The Large Project Threshold for FY 2018 is \$125,500. The minimum Project Worksheet amount is \$3,140.

Insurance Coverage

Insurance coverage is also considered when considering the issuance of a Governor's Disaster or Emergency declaration. Recovery Officer(s) will deduct the following from the damage assessment totals:

- Actual insurance proceeds, if known; or
- If unknown, anticipated insurance proceeds based on the Applicant's insurance policy.
- The State will ultimately adjust the eligible damages based on the actual amount of insurance proceeds received.

Hazard Mitigation

Hazard mitigation is the effort to minimize or reduce loss of life and property by lessening the impact of disasters. The State of New Mexico will take into consideration whether or not a local applicant falls short of their per capita threshold because their mitigation efforts lessened the impact of the disaster. This consideration would be based on a cost-benefit analysis and/or other estimates of damages that were lessened as a result of the mitigation efforts.

Recent Multiple Disasters

This factor takes into consideration the number of recent disasters or emergencies the local community has experienced over the previous 12 months. The State will evaluate the amount of funds that a local government expended on recent events and the impact to the community and its residents.

Federal Agency Assistance

Some Federal agencies have the primary responsibility and authority to address damages from an event. For example, the Federal Highway Administration (FHWA) handles damages that occur to federal-aid-system roads. The U.S. Department of Agriculture provides assistance for agricultural damage and losses and the Small Business Administration provides low interest loans to business impacted by disasters.

Governor's Executive Order

A Governor's Executive Order (EO) is necessary to begin the process of funding eligible disaster assistance grants under the New Mexico DAP. The EO provides the following information:

- The county(ies) in which there is eligible damage.
- The nature of the disaster or emergency event.
- The beginning and end of the incident period, if known at the time the EO is issued.
- The fact that the local government has asked for State assistance because they have been overwhelmed and there is a threat to lives, public health, and safety and property as well as to the economic base of the affected area.

State Agencies

The EO authorizes DHSEM under the direction of the GAR to call upon State agencies for assistance and direct State agencies to provide assistance.

New Mexico Public Assistance Grant

Based on FEMA's Public Assistance program, NMPA grant eligibility is determined by four components: 1) Applicant, 2) Facility, 3) Work and 4) Cost. Beginning with determining applicant eligibility and moving through to cost, an applicant must be eligible in each component to qualify for a NMPA grant.

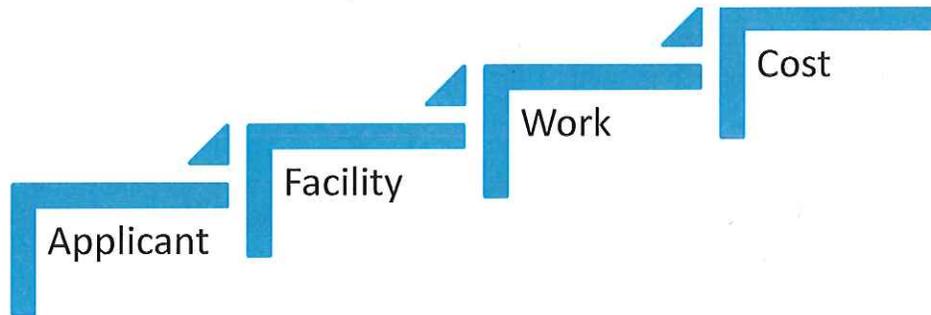


Figure 2 - Eligibility Components

However, there are two exceptions:

1. First, it must be determined whether or not a private nonprofit organization owns or operates an eligible facility before determining applicant eligibility.
2. Secondly, it is usually not necessary to evaluate facility eligibility for local and tribal governments for most emergency work.²

Determining Applicant Eligibility

Eligible Applicants

- Any local government may apply for disaster assistance, including municipalities, counties, and tribal governments.
- Special districts created by legislative action are eligible to apply (example: irrigation districts or solid waste districts).
- Community ditch associations and Land Grants, organized according to State statute, are eligible to apply.
- Private non-profit organizations that provide a governmental service are eligible to apply as long as they are not commercial in nature (example: N.M. Gas and PNM are not eligible).
- Community centers or houses of worship open to the general public, without regard to their secular or religious nature.
- Applicants will be required to provide a financial statement showing that they are in a condition of financial hardship and do not have sufficient funds to cover their losses. For local governments, the Department of Finance and Administration may help establish financial hardship.
- State agencies may apply.

² "Public Assistance Program and Policy Guide, FP 104-009-2 / April 2017," Federal Emergency Management Agency, accessed December 22, 2017, [https://www.fema.gov/media-library-data/1496435662672-d79ba9e1edb16e60b51634af00f490ae/2017_PAPPG_2.0_508_FINAL_\(2\).pdf](https://www.fema.gov/media-library-data/1496435662672-d79ba9e1edb16e60b51634af00f490ae/2017_PAPPG_2.0_508_FINAL_(2).pdf).

- The Department of Military Affairs (National Guard) may apply.

Non-Eligible Applicants

- Private citizens, businesses, private ditch associations, commercial enterprises, and federal agencies **are not eligible** for assistance under the New Mexico DAP.

Private Nonprofit Organizations

A private nonprofit organization must provide a current copy of the Internal Revenue Service (IRS) letter granting a tax exemption under sections 501(c), (d), or (e) or; Documentation verifying it is a non-revenue producing, nonprofit entity organized or doing business under state law.

Additionally, a private nonprofit must own or operate a facility that provides an eligible service. If a facility provides multiple services, further review of documentation such as the following will be necessary to determine the primary service:

- IRS documents
- Pre-disaster charters, bylaws and amendments
- Longstanding, routine and day to day use

An eligible facility is one that provides an eligible critical service, such as: education, utility, emergency or medical; OR provides a non-critical but essential government service AND is open to the general public

Determining Facility Eligibility

What is a Facility

A facility must be recognized as eligible in order for work to be eligible. “A facility is a building, works, system or equipment, built or manufactured, or an improved and maintained natural feature.”³ Other systems that are components of a facility in which they operate are considered part of that facility.⁴

A natural feature is improved and maintained if it meets all of the following conditions. Only the section of a natural feature that meets these criteria is eligible.

- The natural feature has a designed and constructed improvement to its natural characteristics, such as a terraced slope or realigned channel
- The constructed improvement enhances the function of the unimproved natural feature
- The Applicant maintains the improvement on a regular schedule to ensure that the improvement performs as designed⁵

The following are not eligible facilities:

- Unimproved property (e.g., a hillside or slope, forest, natural channel bank)
- Land used for agricultural purposes⁶

³ Federal Emergency Management Agency, “Public Assistance Program and Policy Guide, FP 104-009-2 / April 2017.” 15.

⁴ Ibid

⁵ Federal Emergency Management Agency, “Public Assistance Program and Policy Guide, FP 104-009-2 / April 2017.” 16.

Public Facility

A public facility:

- Owned by a State, Tribal or local government, OR
- State, Tribal or local government has legal responsibility for its maintenance
- Open to the general public
- Provides a service to the general public

Public facilities include:

- Flood control, navigation, irrigation, reclamation, public power, sewage treatment and collection, water supply and distribution, watershed development, or airport facility
- Non-Federal-aid street, road, or highway
- Other public building, structure, or system, including those used for educational, recreational, or cultural purposes
- Park⁷

In order for facilities to be eligible, “more than 50 percent of the facility had to be in active use for an eligible purpose at the time of the incident.”⁸

Facilities that are scheduled for documented repair or replacement are eligible if the claimed damage was caused by the incident. Pre-existing damages are not eligible.

General Work Eligibility

The NMPA grant provides reimbursement funding for:

1. Emergency Work addresses an immediate threat
2. Permanent Work addresses the permanent restoration of damaged facilities

Categories of Work

The two types of eligible work are divided into categories:

Emergency Work:

1. Category A: Debris Removal
2. Category B: Emergency Protective Services

Permanent Work:

1. Category C: Roads/Bridges
2. Category D: Water Control Facilities
3. Category E: Buildings/Equipment
4. Category F: Utilities
5. Category G: Parks, Recreational, and Other Facilities

Eligibility Criteria

The Applicant must clearly show that claims for damages must be caused directly by the declared incident; during the declared incident period; and within the designated damage area. For work to be eligible it must meet each of the following criteria:

1. Be required as a result of the declared incident.

⁶ Ibid

⁷ Ibid

⁸ Ibid.

2. Be located within the designated damage area, with the exception of sheltering and evacuation activities; and
3. Be the legal responsibility of an eligible Applicant.⁹

For Category A: Debris Removal, “the Applicant must demonstrate that the debris causing an immediate threat was generated during the declared incident period and directly by declared incident.”¹⁰

Ineligibility

The New Mexico DAP does not fund the repair of damage caused by:

- Deterioration
- Deferred maintenance
- The Applicant’s failure to take measures to protect a facility from further damage
- Negligence, including but not limited to uninsured or underinsured property.

Work done on a facility outside of the designated area is not eligible, “including work performed outside the designated area to protect a facility within the designated area.”¹¹

Tribal Governments do not always have geographical boundaries and some have boundaries that cross State lines. Therefore, Tribal Government declarations do not usually define specific designated geographical areas. If a specific designated area is not defined in the declaration, DHSEM determines eligibility based on legal responsibility and whether the work is directly related to the declared incident.

Legal Responsibility

The Applicant’s legal responsibility is determined by:

- Whether or not the Applicant has jurisdiction over the area
- Documented legal authority to conduct the work at the time of the incident
- Proof of Ownership
- Written Agreements such as for facilities under construction, leased facilities and facilities owned by the state or federal governments

Eligible Costs

Not all costs incurred as a result of a declared incident are eligible. To be eligible, costs must be:

- Directly tied to the performance of eligible work;
- Adequately documented;
- Reduced by all applicable credits, such as insurance proceeds and salvage values;
- Authorized and not prohibited under Federal, State, Territorial, Tribal, or local government laws or regulations;
- Consistent with the Applicant’s internal policies, regulations, and procedures that apply uniformly to both State awards and local regulations of the Applicant; and
- Necessary and reasonable to accomplish the work properly and efficiently.¹²

⁹ Ibid. 20.

¹⁰ Ibid.

¹¹ Ibid., 21

¹² Federal Emergency Management Agency, “Public Assistance Program and Policy Guide, FP 104-009-2 / April 2017.” 23.

A cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the Applicant makes the decision to incur the cost.¹³

Reasonableness is determined by whether:

- The cost is of a type generally recognized as ordinary and necessary for the type of facility or work.
- The cost is comparable to the current market price for similar goods or services based on:
 - Historical documentation;
 - Average costs in the area; or
 - Published unit costs from national cost estimating databases.
- Any of the following factors caused escalation of costs:
 - Shortages in equipment, materials, supplies, labor, or contractors. When escalating costs are due to shortages, the State considers whether the Applicant's work continued beyond the period of shortages and whether there was an opportunity for the Applicant to obtain more reasonable pricing;
 - Project-specific complexities, such as environmental or historic issues, remote access or location, provision of a unique service with few providers, or elements requiring an extraordinary level of effort; or
 - The Applicant deviated from its established practices.
- The Applicant complied with procurement requirements.

The Applicant is responsible for providing documentation that the costs are reasonable. If the State determines any of the costs to be unreasonable it may adjust eligible funding to an amount it considers reasonable.

Cost Categories

Applicant (Force Account) Labor

Force account labor is labor by people who are regular employees of the applicant.

Reimbursement for force account labor is at the employee's actual hourly rate and actual cost of fringe benefits. Eligibility for reimbursement is based on the Applicant's pre-disaster written labor policies. The State will determine whether the number of hours claimed are reasonable and necessary by evaluating:

- The severity of the incident;
- Whether the work was performed at a time when it was necessary to work extraordinary hours based on the circumstances of the incident;
- The function of the employee for which the hours are claimed; and
- The number of consecutive hours the employee worked¹⁴

For Categories A and B, only overtime is eligible, plus benefits and payroll costs accompanying the overtime. For Categories C through G, all time plus benefits is eligible. Exempt employee

¹³ Ibid.

¹⁴ Federal Emergency Management Agency, "Public Assistance Program and Policy Guide, FP 104-009-2 / April 2017." 24.

and administrative employee labor is not eligible except when the employee is engaged in a primary task. Reimbursement for exempt labor will be at the normal rate for that position.

EXAMPLE: If the police chief is staffing a road block, that time is eligible at the normal rate for a patrol officer, not the rate of a police chief.

Backfill Employees

The Applicant may need to temporarily replace an employee who is responding to the incident. Overtime costs for the backfill employee are eligible even if the backfill employee is not performing eligible work as long as the employee that he/she is replacing is performing eligible Emergency Work.

The State also provides funding for straight-time if the backfill employee is a:

- Contracted or temporary employee; or
- Permanent employee called in on a normally scheduled day off (weekend or other off day).
- If the backfill employee is called in from scheduled leave, only overtime is eligible.

Volunteer Labor

Volunteer Labor is eligible at the value determined by Independent Sector. The current value (2018) for New Mexico is \$24.69 per hour¹⁵. Volunteer Labor may be used as credit towards the applicant share, but cannot exceed the total applicant out-of-pocket expense.

Volunteer Labor: The offset for volunteer labor is based on the same straight-time hourly labor rate, and fringe benefits, as a similarly qualified person in the Applicant's organization who normally performs similar work. FEMA does not offset volunteer labor based on overtime or premium rates. If the Applicant does not have employees performing similar work, FEMA credits the non-Federal share based on a rate consistent with those ordinarily performing the work in the same labor market.

Equipment

Force account equipment is equipment that belongs to the applicant. Each piece of equipment claimed must be identified by a cost code corresponding to an entry in **FEMA's Schedule of Equipment Rates** (see Appendix C). The FEMA rate per hour or rate per mile is used unless the applicant can justify a higher rate. **There is no profit margin.** Labor to operate the equipment is captured under force account labor.

FEMA's rate schedule includes any item powered by fuel or attached to any item powered by fuel. FEMA develops equipment rates based on all costs associated with ownership and operation of equipment, with the exception of operator labor. FEMA equipment rate components include depreciation, overhead, equipment overhaul (labor, parts, and supplies), maintenance (labor, parts, and supplies), lubrication, tires, ground engaging component (if applicable), and fuel. Because

¹⁵ As reported by Independent Sector, accessed April 20, 2017, <https://independentsector.org/resource/the-value-of-volunteer-time/>

the rates include maintenance costs, a mechanic's labor costs to maintain Applicant-owned equipment are not eligible.¹⁶

Materials

Replacement of materials taken from the applicant inventory is eligible provided that exact quantities and replacement cost can be documented. The New Mexico State Purchasing Code governs the procurement of materials. The applicant must provide evidence that materials were procured according to applicable rules and "purchased and justifiably needed to effectively respond to and recover from the incident."¹⁷

Contracts

The New Mexico State Purchasing Code governs the procurement of contracts. The applicant must provide evidence that contracts were procured according to applicable rules. Projects that require construction contracting may also allow a specific amount for engineering, design, and construction management contracts. Contractors must be licensed to do business in New Mexico for the work that is being reimbursed, and the applicant must furnish DHSEM with a copy of that license.

Rentals

The rental or lease of equipment needed to do eligible work is an eligible expense. Costs must be fully documented, and the costs must be apportioned among the various projects where that equipment was used. For purposes of disaster recovery, leasing is the same as renting. Fuel for rentals is eligible, as is any maintenance required in the rental agreement and delivery to and from the applicant's base of operations. Labor to operate rental equipment is captured under force account labor. Damage to rental equipment that occurs as the result of normal use may be eligible, at the discretion of DHSEM. Damage that occurs as the result of negligence is not eligible.

Donated Resources

Donated Resources are provided by third-parties and may be used as credit toward the non-state share, but cannot exceed the total applicant out-of-pocket expenses. All of the following conditions must be met:

- The donated resource is from a third party (a private entity or individual that is not a paid employee of the Applicant or Federal, State, Territorial, or Tribal government);
- The Applicant uses the resource in the performance of eligible Emergency Work; and
- The Applicant or volunteer organization tracks the resources and work performed, including description, specific locations, and hours.¹⁸

¹⁶ Federal Emergency Management Agency, "Public Assistance Program and Policy Guide, FP 104-009-2 / April 2017." 28.

¹⁷ Federal Emergency Management Agency, "Public Assistance Program and Policy Guide, FP 104-009-2 / April 2017." 29.

¹⁸ Ibid., 36.

Direct Administrative Cost

Applicants are eligible to request reimbursement of Direct Administrative costs in an amount not to exceed 5 percent of the project total. Direct Administrative Costs must be reasonable, documented and cannot consist of donated time.

Insurance Proceeds

New Mexico expects applicants to file claims and make every effort to recoup the proceeds for items covered by their insurance carrier. The NMPA grant does not provide funding for damages that are covered by insurance. Therefore, eligible costs are reduced based on:

- Actual insurance proceeds, if known; or
- If unknown, anticipated insurance proceeds based on the Applicant's insurance policy.
- The State will ultimately adjust the eligible costs based on the actual amount of insurance proceeds received.

Emergency Work Eligibility

Emergency work is the work that must be done immediately to:

- Save lives;
- Protect public health and safety;
- Protect improved property; or
- Eliminate or lessen an immediate threat of additional damage.¹⁹

Category A (debris removal)

Debris removal includes the removal of disaster-generated debris from public property. Removal of debris from private property is eligible if the debris poses a public health and safety threat. Removal of debris from the roadside is eligible if the owner of the debris brings it to the curb for pickup. Also included is picking up and hauling the debris, staging debris piles pending disposition, and final disposition.

Category B (emergency protective measures)

Emergency protective measures include emergency responder time and equipment, logistic supplies to support emergency responders, evacuation and sheltering costs, preparation of detours, barricades, sandbags, and related activities and materials to preserve public health and safety.

Permanent Work Eligibility***Category C (roads and bridges)***

Roads and bridges are eligible for public assistance unless they are under the authority of a Federal agency such as the Federal Highway Administration (FHWA) or the Bureau of Indian Affairs (BIA).

However, for Tribal Governments specifically, although BIA or FHWA may have authority to provide permanent restoration of public Tribal roads, such roads may be eligible for PA funding provided the Tribal Government does not receive funding from BIA or FHWA for the same work.²⁰

¹⁹ Federal Emergency Management Agency, "Public Assistance Program and Policy Guide, FP 104-009-2 / April 2017," 43-44.

²⁰ Ibid., 116.

Category C includes repair of public streets, alleys, roadways, associated drainage structures, pavement, surface material, curbs and gutters, signage, sidewalks, and related structures. Private roads or driveways are not eligible. However, roads owned by a Tribal Government may be eligible even if they are not open to the general public.

The incident may cause minor damage to roads that result in damage similar to that which may occur over time from other causes, such as the age of the road, traffic flow, and frequent rain. Therefore, distinguishing between pre-existing damage and damage caused by the incident is often difficult. For the repair of this type of damage to be eligible, the Applicant must demonstrate that the damage was directly caused by the incident.

When evaluating eligibility of reported road damage, in addition to evaluating how the incident caused the damage, the State reviews maintenance records or documentation establishing that the Applicant has a routine maintenance program. In the absence of maintenance records, the State reviews material purchase invoices and activity logs and inspects other sections of the Applicant's road system to confirm the performance of normal maintenance activities.

Normal maintenance is not eligible. Work to repair potholes or fatigue cracking is generally ineligible as this type of damage is rarely caused directly by one incident.

Roads may be dirt, gravel, or paved and include components such as:

- Surfaces
- Bases
- Shoulders
- Ditches
- Drainage structures such as culverts
- Low water crossings
- Associated facilities such as lighting, sidewalks, guardrails and signs

Bridge components include, but may not be limited to:

- Decking
- Guardrails
- Girders
- Pavement
- Abutments
- Piers
- Slope protection
- Approaches
- Associated facilities, such as lighting, sidewalks, and signs

Category D (water control facilities)

Restoring the Capacity of Channels, Basins, and Reservoirs

Restoring the pre-disaster carrying or storage capacity of engineered channels, debris and sediment basins, storm water detention and retention basins, and reservoirs may be eligible, but only if the Applicant provides documentation to establish:

- The pre-disaster capacity of the facility; and
- That the Applicant maintains the facility on a regular schedule.
- If the Applicant chooses to remove non- incident-related material along with that deposited as a result of the incident, the project is considered an Improved Project.

Generally, flood control works are under the authority of U.S. Army Corps of Engineers (USACE) or the U.S. Department of Agriculture, National Resources Conservation Service (NRCS) and restoration of damaged flood control works under their authority or of another Federal agency is not eligible.

Category E (public facilities and equipment)

Public facilities and equipment include repair of public buildings that were maintained for occupancy, replacement of contents, vehicles, and special equipment, less insurance coverage.

Category F (utilities)

Utilities include repair of all components of public utility systems owned by the applicant up to private property lines, less insurance coverage.

Category G (parks, recreation, and other)

Parks, recreation, and other include repair of public parks, structures in parks, playground equipment, and essential landscaping needed for erosion control, less insurance coverage. Upgrading of facilities to be repaired may be authorized if current codes and standards require construction to a higher standard than pre-event condition; otherwise, the applicant will bear the cost of any upgrade.

Water System Failure and Emergency Water Hauling

The operation and maintenance of a public water system is the responsibility of the system operator. In the event of a system failure, the operator must make a reasonable, good-faith effort to seek out private water haulers to provide potable water.

In the event of a system failure, the NMPA grant will cover the costs for emergency protective measures necessary to protect lives, health and safety. However, damage to infrastructure that is not the direct result of a natural or a malicious human-caused event will not be eligible.

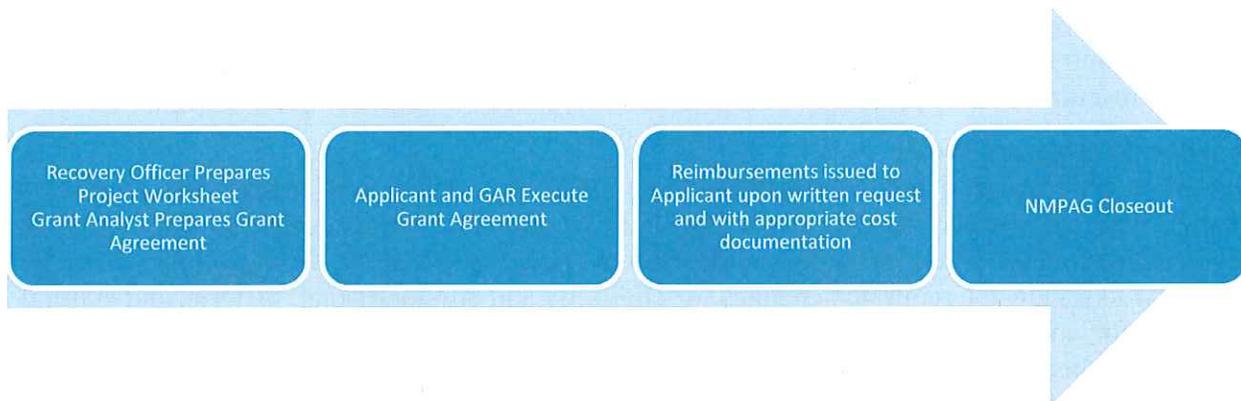


Figure 3 - New Mexico Public Assistance Grant Process

New Mexico Public Assistance Grant

Project Worksheet

The Project Worksheet (PW) is the tool used by the Recovery Officer to develop the Grantee's project(s). This form documents the location(s), detailed damage description(s) and the scope of the disaster damages. It also includes the Scope of Work (SOW) and cost estimate(s) for each project. See Appendix D - **Sample Project Worksheet**.

Separate site sheets may be used to separate damage(s), Category of Work, projected work and costs by site when there are multiple locations.

Project Cost Estimates

It is not always possible to know exactly how much each line item is going to cost when writing PWs. If a Grantee realizes that a project is going to cost more than was estimated; or that work is needed that was not originally included; they must stop work and contact the assigned Recovery Officer who will review the situation and determine if an increase in funding or change is justified. If this process is not followed, the Grantee will be completely responsible for any additional costs. **Work should not proceed until the cost overrun or additional work is approved.** See the "Change in Scope of Work" section for more information.

Developing a Scope of Work (SOW)

Each PW will have a section where the SOW is described. It is essential that the Grantee perform the entire SOW without adding or deleting any elements. When the project is finished, DHSEM will inspect the work, and the inspector will look for those elements described in the SOW. The inspector may not be the same person who wrote the project, so staying within the scope is important. If the work is completed, such as with Emergency Protective Measures, a completed SOW for each of those projects should be included.

For Emergency Work, the SOW must include the work that was necessary to address immediate threats, including debris removal.

For Permanent Work, the SOW must include a description of how the Grantee plans to repair, or has repaired the damage. Improved projects are currently not funded through the NMPA Grant.

The New Mexico Environment Department and/or the New Mexico Department of Cultural

Affairs, New Mexico Historic Preservation Division staff will review the SOW to determine if modifications are needed if the SOW has the potential of impacting environmental, historic or cultural resources. See **Appendix E – Checklist: Information to Develop Scope of Work.**

Change in Scope of Work

An Applicant may encounter unanticipated issues while proceeding with an approved project. These issues may require changes in the SOW. If this should occur, the Applicant must notify the assigned Recovery Officer as soon as it identifies a change to the SOW. This will allow time for DHSEM to review the requested changes for eligibility and environmental, historic, and cultural preservation compliance. All changes to the SOW must be approved by DHSEM prior to any work associated with changes being done. Failure to comply with this requirement will result in the loss of funding or having to return funds to the State.

Request(s) for change(s) must be submitted in a written request to the assigned Recovery Officer. The request must include a detailed justification and documentation to support the eligibility of the requested revision. The Applicant must provide documentation to demonstrate how the incident caused the damage if the change in scope includes previously unreported damage. See **Appendix F - Checklist: Information to Support Change in Scope of Work Request.**

The DHSEM may consider revisions such as these. However, this should not be considered an all-inclusive list:

- Applicant discovers damage which was not visible during the site inspection.
- Applicant discovers hidden damage during the course of completing previously approved work.
- The repair method identified in the PW proves to be not feasible.
- Professional recommendations for repair costs differ from those documented in the PW, if the new recommendations are the least costly method for repairing the disaster-related damage.
- PW contains inadvertent errors or omissions.

Additional Work

If the applicant discovers additional damage that was not included in the original project worksheets, the applicant should make that fact known to the assigned Recovery Officer. Another visit to the site may be needed, and if justified, a new project worksheet may be written. There is a 60-day time limit to report additional damage, dated from the end of the incident period.

Period of Performance

which eligible work must be completed. If additional time is needed, the applicant must inform the DHSEM Recovery Unit, and if justified, a Recovery Officer will request the Administrative Services Bureau (ASB) prepare a Grant Agreement Amendment noting the new end of the performance period. Typically, time extensions are granted in 6-month increments. See **Appendix G – Checklist: Information to Support Time Extension Request.** There is a twelve (12) months from the date of the last signature in the grant agreement during

Project Completion and Inspection

When a project or group of projects are completed for a large project, the Grantee must notify the assigned Recovery Officer and request an inspection. A site inspection will be performed at each large project site by DHSEM staff with a representative of the applicant's organization to verify that the work is complete and done within reasonable standards.

Small projects will be sample inspected and desk audited.

The Grant Agreement

Content

When all PWs for a Grantee are written, the DHSEM Grant Analyst will write the Grant Agreement. This agreement will state the total cost of all projects, total State, and total Grantee cost share.

Signature

The Grant Agreement must be signed by the authorized official of the applicant organization. The GAR will then sign making the agreement official. A Grant Analyst will send a signed copy to the applicant for their files.

Amendment

Any change to the original Grant Agreement must be made in a Grant Agreement Amendment. These changes may be an extension to the original 12-month performance period, an increase in the total award, or a change in the SOW. Amendments are approved when signed by both parties. The State is only obligated for the State cost share identified in the Grant Agreement as amended.

Conditions

Conditions stated in the Grant Agreement are non-negotiable. Applicants are required to notify DHSEM within 72 hours of any accusation of fraud; waste or abuse; and any criminal or civil proceeding involving the project or persons involved in the project, including contractors. Applicants are responsible for any and all bills and contracts associated with the project. Failure to pay contractors, as specified in the terms of the contract, is a violation of the Grant Agreement and may result in suspension of funding or placement of the applicant in "High Risk" Grantee status.

Payments

100% Complete Projects

All PWs for 100% complete projects are based on known actual costs, supported by the submission of acceptable cost documentation and damages identified during the preliminary damage assessment. Therefore, the assigned Recovery Officer will authorize the full payment of the State cost share as soon as funds are available.

Other Projects

The assigned Recovery Officer will authorize payment of 50% of the State cost share of large projects that are less than 100% complete. Additional reimbursement payments are based upon acceptable cost records. The final 50% of the State cost share is withheld until after final inspection and a comprehensive cost record review. ASB must review and approve prior to the release of payment. The Large Project Threshold for FY 2018 is \$125,500. See **Appendix H – Checklist: Documentation to Support Costs Claimed.**

Direct Administrative Costs (DAC):

- Specific description of administrative task performed by individual
- Skill level and position description of individual performing task

Other:

- Documentation regarding cash donations or other funding received
- Cost comparisons and source documentation, if applicable
- Actual insurance proceeds, if available
- Dated codes and standards adopted by the jurisdiction.

Cost Records

- **Labor:** Force account labor must be accounted for on timesheets per pay period for disaster work only. These must show the name of the worker, the number of regular and overtime hours worked per day, the rate of pay per hour for regular and overtime, the benefits that accompany each employee's payroll, and the total salary including benefits per pay period.
- **Benefits:** An employee's expense to his employer is never exactly equal to the number of hours worked times the rate of pay. There are always payroll costs that the employer pays, including FICA, health insurance, withholding taxes, retirement, and numerous other programs. These are costs to the employer and are eligible. They may be itemized per employee, or a percentage may be applied to all employees. Whatever method the applicant chooses, it must be applied the same way to all employees. Overtime payroll costs are always significantly less than for regular time. Benefits do not apply to special hires (see below).
- **Equipment:** Force account equipment usage must be accounted for on timesheets showing the type of equipment, the FEMA cost code, the rate per hour or mile, the number of hours or miles per day, and the total eligible cost. The DHSEM Recovery Officer will compare equipment hours per day to operator hours to verify that there were no more equipment hours than operator hours per day.
- **Materials:** Materials called for on the project worksheets must be accounted for by purchase documents, canceled checks, invoices, or other proofs of purchase. Materials taken from applicant-owned stock or inventory in warehouses or storage yards must be accounted for by evidence of quantity used and replacement cost.
- **Contracts:** The applicant must provide copies of contracts and contractor billings. Evidence of compliance with the State Purchasing Code must be included where applicable. Contracts must either be for one project site alone, or if several project sites are included in one contract, the contractor must separate out the final cost per project site.
- **Special Hires:** Special hire labor must be accounted for by timesheets per pay period showing who worked, how many hours per day, and at what rate of pay. No benefits or overtime are allowed.
- **Rentals:** Rented or leased equipment must be accounted for by rental or lease agreements showing the term of the agreement, the cost, and any other stipulations. Costs for delivery and return of equipment are eligible. If the rented or leased equipment was obtained for a longer period than was required to do the approved work, then only the time it took to do

the approved work is eligible. Fuel and maintenance required in the rental agreement is eligible and should be captured under Materials.

- **Volunteer Labor:** Volunteer Labor must be accounted for by sign-in sheets, with name, date and times worked. The sign-in sheets must be signed by the direct supervisor or Incident Commander.
- **Donated Resources:** Donated resources must be accounted for by providing documentation of the value of the resource. In the absence of documentation the value of the resource will be calculated using FEMA Cost Codes. Donated resources can only be applied to Emergency Protective Measures.

Administration

Quarterly Progress Reports

Applicant Quarterly Progress Report(s) must be submitted to DHSEM to report on the status of all open Large Projects²¹ on a quarterly basis. Quarterly Progress Reports are to be submitted no later than 30 days after the end of each quarter. Failure to submit these reports by the deadline will result in loss of reimbursable funds.

The Recipient must report the status of each open Large Project by providing the following:

- Total expenditures to date for each project;
- Amount of funds the Recipient has been reimbursed for the project to date;
- Projected project completion date;
- Time extensions granted; and
- Problems or circumstances that might delay the project.

Project and Grant Closeout

Final Inspection

Final inspection is required for each large project when the Recipient reports a project to be complete. The Recipient must complete the **Large Project Final Inspection Request Form** and submit to the assigned Recovery Officer. See Appendix J for a copy of the Form. Small projects will be sample inspected and desk audited.

Desk Audits

Before an individual project can be closed, the Recovery Unit staff will review all costs associated with that project to determine the final actual cost. Upon review by Recovery Unit staff, Grants Management Unit staff will conduct final financial and administrative compliance review and approval prior to submission for payments, applicable de-obligation and other closeout items. Final payment of the state share is contingent upon successful inspection, DHSEM approvals and concurrence by the Applicant with the actual cost.

In the event **de-obligation** of funds is determined necessary, DHSEM procedure will be adhered to ensure full compliance and accountability. De-obligation requests may come from NM DHSEM or the Sub-recipient. Both ASB and the Recovery Officer will work on the de-obligation packet together to ensure notification, approvals and amounts due are received and submitted to the proper accounts.

²¹ Based on FEMA's Large Project Threshold for FY 2018 which is \$125,500

Grant Closeout

When an Applicant has received their final payment for all projects; no appeals or other actions are pending; and any overpayment of State cost share funds have been refunded to DHSEM, the Grant Agreement will be closed. Once a Grant is closed, it cannot be reopened.

Disaster Closeout

When all projects under a particular EO have been closed, the assigned Recovery Officer will notify ASB that the EO can be closed. Grants Management Unit and Financial Services Unit will conduct final closeout review to ensure all compliance requirements are met by applicant prior to completing closeout. Once closed, an EO cannot be reopened.

Appeal Process

Applicant's Right to Appeal

The Applicant has the right to appeal any adverse decision within 30 days of the receipt of that decision. The appeal must be written and accompanied by additional information that the applicant wishes to have considered. The written appeal should be submitted to the assigned Recovery Officer.

State Response to Appeal

The Disaster Recovery Manager, in consultation with the Response and Recovery Bureau Chief and any other necessary subject matter expert will consider new information provided in the applicant's appeal and prepare a recommendation to the GAR. The Cabinet Secretary, as the GAR will make the final determination. The same time limits apply.

Record Retention and Audit

Mandatory Record Retention

The applicant is required to keep all records, financial or otherwise, relevant to the disaster recovery grant award for a period of at least six years from the date of their receipt of the final payment.

Audit

During the six year record retention period, the State may, at their expense, audit the grant award. The Applicant agrees to make its records available to the auditor or to DHSEM upon a reasonable written request.

Adverse Audit Findings

If the auditor's findings reveal that the Applicant was at fault and was overpaid for their disaster recovery grant, the Applicant agrees to refund the overpayment to DHSEM within 30 days of receipt of notice.

ACRONYMS

BIA	Bureau of Indian Affairs
DAP	Disaster Assistance Program
DHSEM	Department of Homeland Security and Emergency Management
EO	Executive Order
EOC	Emergency Operations Center
FEMA	Federal Emergency Management Agency
FHWA	Federal Highway Administration
FICA	Federal Insurance Contributions Act
GAR	Governor's Authorized Representative
IMAS	Interstate Mutual Aid System
IRS	Internal Revenue Service
NMEOC	New Mexico Emergency Operations Center
NMPA	New Mexico Public Assistance
NRCS	U.S. Department of Agriculture, Natural Resources Conservation Service
PDA	Preliminary Damage Assessment
PNP	Private Non-profit
PW	Project Worksheet
SOW	Scope of Work
USACE	U.S. Army Corps of Engineers

APPENDIX A - Sample Local Disaster Declaration

SAMPLE LOCAL EMERGENCY / DISASTER DECLARATION	
Local jurisdictions should feel free to make changes in the form and style of this document to conform with local custom.	
<p>RESOLUTION # _____</p> <p>WHEREAS, (<<<Insert Name >>>) has suffered severe damage caused by (<<<Insert type of disaster >>>) on or about (<<<Insert beginning date >>>) and extending through (<<<Insert ending date >>>); and,</p> <p>WHEREAS, extensive damage was caused to (<<<Insert description of damage to public sector >>>) and to (<<<Insert description of private sector damage >>>); and,</p> <p>WHEREAS, this incident has resulted in undue human suffering and hardship and threatens the safety, health, welfare, and well-being of the citizens and local economy of (<<<Insert name of jurisdiction >>>); and,</p> <p>WHEREAS, all locally available public and private resources available to mitigate and alleviate the affects of this disaster have been insufficient to meet the needs of the situation, make repairs, and protect the public safety;</p> <p>NOW, THEREFORE, I (<<<Insert name of person signing below >>>), by virtue of the authority provided by (<<<Insert local ordinances that apply >>>) and by the New Mexico Civil Emergency Preparedness Act, NMSA 1978, 12-10-01 to 12-20-11, do hereby declare (<<<Insert name of jurisdiction >>>) to be under a state of (<<<Insert Emergency or Disaster >>>) for the purpose of exercising necessary emergency powers, for expending local resources, and for requesting aid, assistance, relief programs, and funding that may be available from the State of New Mexico.</p> <p>DONE AT THE OFFICE of the (<<<Insert Mayor, City Council, County Commission >>>) this ____ day of ____.</p> <p>Attest: _____ Signatures: _____ (Clerk Signature and Seal) (As Appropriate)</p> <p>Record: _____ (Book and Page, if Applicable)</p>	

- NOTE:**
1. Do not include specific dollar amounts in the Resolution.
 2. Do not name specific entities that were damaged. Identify them by general category, such as Irrigation Ditches, Livestock Producers, County Roads, or Public Utilities.
 3. This Resolution does not guarantee that the jurisdiction or any potential applicants will qualify to receive state funding assistance.

APPENDIX B – Local Declaration Information Form

LOCAL DECLARATION INFORMATION SHEET			
This form must be submitted to State EOC when declaring local disasters			
JURISDICTION	_____		
COUNTY(S)	_____		
DATE(S) OF EVENT	_____		
TYPE OF EVENT	fire, flood, etc _____		
IMPACTED AREA(S)	_____		
RECOVERY CONTACT:	_____		PHONE _____
LOCAL RESPONSE	Yes/No		Yes/No
EOP Initiated	<input type="checkbox"/>	Evacuations Ordered	<input type="checkbox"/>
EOC Activated	<input type="checkbox"/>	Road Closures	<input type="checkbox"/>
Mutual Aid Initiated	<input type="checkbox"/>	Shelters Opened	<input type="checkbox"/>
Incd. Cmd. Post	<input type="checkbox"/>	ICP Location:	
	# Injuries	<input type="text"/>	# Fatalities <input type="text"/>
INITIAL DAMAGE ASSESSMENT			
Area Under Immediate Threat - Hospitals, Nursing Homes, Schools, etc.			
CAT A-Debris Removal			
Describe _____			
Estimated Cost \$ _____			
CAT B-Emergency Protective Measures			
Describe _____			
Estimated Cost \$ _____			
CAT C-Roads and Bridges			
Describe _____			
Estimated Cost \$ _____			
CAT D-Water Control Facilities			
Describe _____			
Estimated Cost \$ _____			
CAT E-Buildings and Equipment			
Describe _____			
Estimated Cost \$ _____			
CAT F-Utilities			
Describe _____			
Estimated Cost \$ _____			
CAT G-Parks, Recreation, Mics.			
Describe _____			
Estimated Cost \$ _____			
Total Estimated Costs \$		<input type="text"/>	

Narrative

Explain why the community needs assistance.

Has other assistance been sought?

Explain what the community will do if funding is not provided.

Any additional information or comments

INSTRUCTIONS

This form provides initial notification and basic information for DHSEM Recovery Unit
This form must be submitted through the State EOC (nm.eoc) to initiate recovery eligibility.
This form may be submitted prior to a local declaration, however a local declaration must be submitted to receive funding consideration.
This form does not replace the SIT/STAT report.
Insert rows as needed

APPENDIX C - Request for Assistance State Disaster Assistance Program Form



NEW MEXICO DEPARTMENT OF HOMELAND SECURITY AND EMERGENCY MANAGEMENT

REQUEST FOR ASSISTANCE STATE DISASTER ASSISTANCE PROGRAM

INCIDENT NAME:			
EO NUMBER:			
APPLICANT (Political subdivision or eligible applicant)		Date Submitted:	
APPLICANT PHYSICAL LOCATION			
STREET ADDRESS			
CITY	COUNTY	STATE	ZIP CODE
MAILING ADDRESS (if different from physical location)			
STREET ADDRESS			
P.O. BOX	CITY	STATE	ZIP CODE
PRIMARY CONTACT Applicant's Authorized Agent		ALTERNATE CONTACT	
NAME		NAME	
TITLE		TITLE	
BUSINESS PHONE		BUSINESS PHONE	
FAX NUMBER		FAX NUMBER	
HOME PHONE (optional)		HOME PHONE (optional)	
CELL PHONE		CELL PHONE	
E-MAIL ADDRESS		E-MAIL ADDRESS	
PAGER W/PIN		PAGER W/PIN	
RETURN THIS FORM TO:			
RECOVERY UNIT MANAGER NM DEPARTMENT OF HOMELAND SECURITY AND EMERGENCY MANAGEMENT P.O. BOX 27111 SANTA FE, NM 87502 EMAIL -- brian.williams@state.nm.us			
SUBMITTING THIS FORM DOES NOT GUARANTEE THAT THE APPLICANT WILL QUALIFY FOR ASSISTANCE.			

APPENDIX ___ Sample NM PA Grant Agreement (In progress)

APPENDIX C - FEMA's Schedule of Equipment Rates

FEMA's SCHEDULE OF EQUIPMENT RATES

DEPARTMENT OF HOMELAND SECURITY
 FEDERAL EMERGENCY MANAGEMENT AGENCY
 RECOVERY DIRECTORATE
 PUBLIC ASSISTANCE DIVISION
 WASHINGTON, DC 20472

The rates on this Schedule of Equipment Rates are for applicant owned equipment in good mechanical condition, complete with all required attachments. Each rate covers all costs eligible under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. § 5121, et seq., for ownership and operation of equipment, including depreciation, overhead, all maintenance, field repairs, fuel, lubricants, tires, OSHA equipment and other costs incidental to operation. Standby equipment costs are not eligible.

Equipment must be in actual operation performing eligible work in order for reimbursement to be eligible. LABOR COSTS OF OPERATOR ARE NOT INCLUDED in the rates and should be approved separately from equipment costs.

Information regarding the use of the Schedule is contained in 44 CFR § 206.228 Allowable Costs. Rates for equipment not listed will be furnished by FEMA upon request. Any appeals shall be in accordance with 44 CFR § 206.206 Appeals.

THESE RATES ARE APPLICABLE TO MAJOR DISASTERS AND EMERGENCIES
 DECLARED BY THE PRESIDENT ON OR AFTER SEPTEMBER 1, 2017.

Cost Code	FEMA Code ID	Equipment Description					2017 Rate
	Equipment	Specifications	Capacity or Size	HP	Notes	Unit	
8010	Air Compressor	Air Delivery	41 CFM	to 10	Hoses included.	hour	\$1.51
8011	Air Compressor	Air Delivery	103 CFM	to 30	Hoses included.	hour	\$8.84
8012	Air Compressor	Air Delivery	130 CFM	to 50	Hoses included.	hour	\$11.14
8013	Air Compressor	Air Delivery	175 CFM	to 90	Hoses included.	hour	\$18.39
8014	Air Compressor	Air Delivery	400 CFM	to 145	Hoses included.	hour	\$30.47
8015	Air Compressor	Air Delivery	575 CFM	to 230	Hoses included.	hour	\$48.71
8016	Air Compressor	Air Delivery	1100 CFM	to 355	Hoses included.	hour	\$92.88
8017	Air Compressor	Air Delivery	1600 CFM	to 600	Hoses included.	hour	\$96.96
8040	Ambulance			to 150		hour	\$28.00
8041	Ambulance			to 210		hour	\$40.50
8050	Board, Arrow			to 8	Trailer Mounted.	hour	\$4.43
8051	Board, Message			to 5	Trailer Mounted.	hour	\$11.61
8060	Auger, Portable	Hole Diameter	16 In	to 6		hour	\$2.14
8061	Auger, Portable	Hole Diameter	18 In	to 13		hour	\$4.30
8062	Auger, Tractor Mntd	Max. Auger Diameter	36 In	to 13	Includes digger, boom and mounting hardware.	hour	\$3.16
8063	Auger, Truck Mntd	Max. Auger Size	24 In	to 100	mounting hardware. Add this rate to tractor rate for total	hour	\$34.28
8064	Hydraulic Post Driver					hour	\$35.10
8065	Auger	Horizontal Directional Boring Machine	250 X 100	300	DD-140B YR-2003	hour	\$169.40
8066	Auger	Horizontal Directional Boring Machine	50 X 100			hour	\$31.95
8067	Auger, Directional Boring Machine	Auger, Directional Boring Machine				hour	\$36.97
8070	Automobile			to 130	Transporting people.	mile	\$0.535
8071	Automobile			to 130	Transporting cargo.	hour	\$12.32
8072	Automobile, Police			to 250	Patrolling.	mile	\$0.535
8073	Automobile, Police			to 250	Stationary with engine running.	hour	\$15.69
8075	Motorcycle, Police					mile	\$0.505
8076	Automobile - Chevy Trailblazer	6 or 8 ci		285 to 300		hour	\$22.00
8077	Automobile - Ford Expedition	Fire Command Center				hour	\$19.00
8080	All Terrain Vehicle (ATV)	Engine 110cc, 4-Wheel; 20" tyre		6.5-7.5		hour	\$8.20
8081	All Terrain Vehicle (ATV)	Engine 125cc, 4-Wheel; 21" tyre		7.6-8.6		hour	\$8.50
8082	All Terrain Vehicle (ATV)	Engine 150cc, 4-Wheel; 22" tyre		9.0-10.0		hour	\$8.51
8083	All Terrain Vehicle (ATV)	Engine 200cc, 4-Wheel; 24" tyre		12-14.0		hour	\$9.00
8084	All Terrain Vehicle (ATV)	Engine 250cc, 4-Wheel; 24" tyre		15-17		hour	\$9.40

2018 NEW MEXICO DISASTER ASSISTANCE PROGRAM GUIDE

8085	All Terrain Vehicle (ATV)	Engine 300cc, 4-Wheel; 24" tyre		18-20		hour	\$10.20
8086	All Terrain Vehicle (ATV)	Engine 400cc, 4-Wheel; 25" tyre		26-28		hour	\$11.64
8087	All Terrain Vehicle (ATV)	Engine 450cc, 4-Wheel; 25" tyre		26-28		hour	\$12.40
8088	All Terrain Vehicle (ATV)	Engine 650cc, 4-Wheel; 25" tyre		38-40		hour	\$13.20
8089	All Terrain Vehicle (ATV)	Engine 750cc, 4-Wheel; 25" tyre		44-46		hour	\$14.00
8110	Barge, Deck	Size	50'x35'x7.25'			hour	\$49.10
8111	Barge, Deck	Size	50'x35'x9'			hour	\$58.70
8112	Barge, Deck	Size	120'x45'x10'			hour	\$109.50
8113	Barge, Deck	Size	160'x45'x11"			hour	\$133.75
8120	Boat, Tow	Size	65'x20'x6'	to 870	Steel.	hour	\$317.54
8121	Boat, Tow	Size	60'x21'x5'	to 1030	Steel.	hour	\$356.63
8122	Boat, Tow	Size	70'x30'x7.5'	to 1350	Steel.	hour	\$569.00
8123	Boat, Tow	Size	120'x34'x8'	to 2000	Steel.	hour	\$1,094.24
8124	Airboat	815AGIS Airboat w/spray unit	15'x8'	400		hour	\$31.08
8125	Airboat	815AGIS Airboat w/spray unit	15'x8'	425		hour	\$31.95
8126	Swamp Buggy	Conquest		360		hour	\$39.25
8129	Compactor -2-Ton Pavement Roller	2 ton				hour	\$28.25
8130	Boat, Row				Heavy duty.	hour	\$1.44
8131	Boat, Runabout	Size	13'x6'	to 50	Outboard.	hour	\$12.00
8132	Boat, Tender	Size	14'x7'	to 100	Inboard with 360 degree drive.	hour	\$16.60
8133	Boat, Push	Size	45'x21'x6'	to 435	Flat hull.	hour	\$217.20
8134	Boat, Push	Size	54'x21'x6'	to 525	Flat hull.	hour	\$267.35
8135	Boat, Push	Size	58'x24'x7.5'	to 705	Flat hull.	hour	\$325.35
8136	Boat, Push	Size	64'x28'x8'	to 870	Flat hull.	hour	\$358.50
8140	Boat, Tug	Length	16 Ft	to 100		hour	\$42.60
8141	Boat, Tug	Length	18 Ft	to 175		hour	\$62.65
8142	Boat, Tug	Length	26 Ft	to 250		hour	\$78.95
8143	Boat, Tug	Length	40 Ft	to 380		hour	\$196.50
8144	Boat, Tug	Length	51 Ft	to 700		hour	\$271.85
8147	Boat, Inflatable Rescue Raft	Zodiac				hour	\$1.10
8148	Boat, Runabout	1544 lbs	11 passenger capacity	190-250		hour	\$62.55
8149	Boat, removable engine	2000 Johnson Outboard Motor w 15" shaft		15		hour	\$1.50
8150	Broom, Pavement	Broom Length	72 in	to 35		hour	\$24.50
8151	Broom, Pavement	Broom Length	96 in	to 100		hour	\$27.60
8153	Broom, Pavement, Mntd	Broom Length	72 in	to 18	Add Prime Mover cost for total rate	hour	\$6.20
8154	Broom, Pavement, Pull	Broom Length	84 in	to 20	Add Prime Mover cost for total rate	hour	\$20.77
8157	Sweeper, Pavement			to 110		hour	\$76.70
8158	Sweeper, Pavement			to 230		hour	\$96.80
8180	Bus			to 150		hour	\$20.95
8181	Bus			to 210		hour	\$25.45
8182	Bus			to 300		hour	\$38.35
8183	Blower	Gasoline powered Toro Pro Force		27		hour	\$15.37
8184	Back-Pack Blower			to 4.4		hour	\$1.50
8185	Walk-Behind Blower			13		hour	\$6.50
8187	Chainsaw	20" Bar, 3.0 cu in				hour	\$1.40
8188	Chainsaw	20" Bar 5.0 cu in				hour	\$2.45
8189	Chainsaw	20" Bar 6.0 cu in				hour	\$2.65
8190	Chain Saw	Bar Length	16 in			hour	\$1.70
8191	Chain Saw	Bar Length	25 in			hour	\$3.45
8192	Chain Saw, Pole	Bar Size	18 in			hour	\$1.25
8193	Skidder	model 748 E		to 173		hour	\$52.70
8194	Skidder	model 648 G11		to 177		hour	\$104.30
8195	Cutter, Brush	Cutter Size	8 ft	to 150		hour	\$115.35
8196	Cutter, Brush	Cutter Size	8 ft	to 190		hour	\$129.35
8197	Cutter, Brush	Cutter Size	10 ft	to 245		hour	\$136.30

2018 NEW MEXICO DISASTER ASSISTANCE PROGRAM GUIDE

8198	Brancher Cutter	Cutter, Brush - 247 hp, 1997 Model 911 Feller		to 247		hour	\$187.75
8199	Log Trailer	40 ft				hour	\$9.90
8200	Chipper, Brush	Chipping Capacity	6 In	to 35	Trailer Mounted.	hour	\$8.50
8201	Chipper, Brush	Chipping Capacity	9 In	to 65	Trailer Mounted.	hour	\$16.86
8202	Chipper, Brush	Chipping Capacity	12 In	to 100	Trailer Mounted.	hour	\$24.31
8203	Chipper, Brush	Chipping Capacity	15 In	to 125	Trailer Mounted.	hour	\$35.00
8204	Chipper, Brush	Chipping Capacity	18 In	to 200	Trailer Mounted.	hour	\$50.10
8208	Loader - Tractor - Knuckleboom	model Barko 595 ML		to 173		hour	\$161.89
8209	Loader - Wheel	model 210 w/ Buck Saw 50 inch Bar		to 240		hour	\$97.00
8210	Clamshell & Dragline, Crawler		149,999 lbs	to 235	Bucket not included in rate.	hour	\$127.40
8211	Clamshell & Dragline, Crawler		250,000 lbs	to 520	Bucket not included in rate.	hour	\$166.20
8212	Clamshell & Dragline, Truck			to 240	Bucket not included in rate.	hour	\$145.00
8220	Compactor			to 10		hour	\$15.10
8221	Compactor, towed, Vibratory Drum			to 45		hour	\$31.70
8222	Compactor, Vibratory Drum			to 75		hour	\$22.30
8223	Compactor, pneumatic, wheel			to 100		hour	\$26.00
8225	Compactor, Sanitation			to 300		hour	\$92.75
8226	Compactor, Sanitation			to 400		hour	\$152.30
8227	Compactor, Sanitation			535		hour	\$249.75
8228	Compactor, towed, Pneumatic, Wheel		10000 lbs		Include prime mover rate	hour	\$17.00
8229	Compactor, towed, Drum Static		20000 lbs		Include prime mover rate	hour	\$15.80
8240	Feeder, Grizzly			to 35		hour	\$22.20
8241	Feeder, Grizzly			to 55		hour	\$32.45
8242	Feeder, Grizzly			to 75		hour	\$64.25
8250	Dozer, Crawler			to 75		hour	\$51.30
8251	Dozer, Crawler			to 105		hour	\$38.30
8252	Dozer, Crawler			to 160		hour	\$93.74
8253	Dozer, Crawler			to 260		hour	\$149.76
8254	Dozer, Crawler			to 360		hour	\$201.10
8255	Dozer, Crawler			to 565		hour	\$311.80
8256	Dozer, Crawler			to 850		hour	\$294.10
8260	Dozer, Wheel			to 300		hour	\$61.00
8261	Dozer, Wheel			to 400		hour	\$94.10
8262	Dozer, Wheel			to 500		hour	\$178.65
8263	Dozer, Wheel			to 625		hour	\$239.50
8269	Box Scraper	3 hitch attach for tractor; 2007 Befco				hour	\$3.50
8270	Bucket, Clamshell	Capacity	1.0 CY		Includes teeth. Does not include Clamshell & Dragline	hour	\$4.62
8271	Bucket, Clamshell	Capacity	2.5 CY		Includes teeth. Does not include Clamshell & Dragline	hour	\$8.73
8272	Bucket, Clamshell	Capacity	5.0 CY		Includes teeth. Does not include Clamshell & Dragline	hour	\$13.10
8273	Bucket, Clamshell	Capacity	7.5 CY		Includes teeth. Does not include Clamshell & Dragline	hour	\$22.40
8275	Bucket, Dragline	Capacity	2.0 CY		Does not include Clamshell & Dragline	hour	\$3.36
8276	Bucket, Dragline	Capacity	5.0 CY		Does not include Clamshell & Dragline	hour	\$9.90
8277	Bucket, Dragline	Capacity	10 CY		Does not include Clamshell & Dragline	hour	\$14.10
8278	Bucket, Dragline	Capacity	14 CY		Does not include Clamshell & Dragline	hour	\$18.65
8280	Excavator, Hydraulic	Bucket Capacity	0.5 CY	to 45	Crawler, Truck & Wheel. Includes bucket.	hour	\$18.00
8281	Excavator, Hydraulic	Bucket Capacity	1.0 CY	to 90	Crawler, Truck & Wheel. Includes bucket.	hour	\$34.20
8282	Excavator, Hydraulic	Bucket Capacity	1.5 CY	to 160	Crawler, Truck & Wheel. Includes bucket.	hour	\$52.70
8283	Excavator, Hydraulic	Bucket Capacity	2.5 CY	to 285	Crawler, Truck & Wheel. Includes bucket.	hour	\$153.00

2018 NEW MEXICO DISASTER ASSISTANCE PROGRAM GUIDE

8284	Excavator, Hydraulic	Bucket Capacity	4.6 CY	to 420	Crawler, Truck & Wheel. Includes bucket.	hour	\$264.50
8285	Excavator, Hydraulic	Bucket Capacity	7.5 CY	to 650	Crawler, Truck & Wheel. Includes bucket.	hour	\$223.70
8286	Excavator, Hydraulic	Bucket Capacity	12 CY	to 1000	Crawler, Truck & Wheel. Includes bucket.	hour	\$455.00
8287	Excavator	2007 model Gradall XL3100 III		184		hour	\$105.46
8288	Excavator	2003 model Gradall XL4100 III		230		hour	\$113.20
8289	Excavator	2006 model Gradall XL5100		230		hour	\$88.80
8290	Trowel, Concrete	Diameter	48 In	to 12		hour	\$4.80
8300	Fork Lift	Capacity	6000 Lbs	to 60		hour	\$13.00
8301	Fork Lift	Capacity	12000 Lbs	to 90		hour	\$18.50
8302	Fork Lift	Capacity	18000 Lbs	to 140		hour	\$24.00
8303	Fork Lift	Capacity	50000 Lbs	to 215		hour	\$51.40
8306	Fork Lift Material handler	Diesel, CAT TH360B	6600-11500 gwwr lbs	99.9		hour	\$27.90
8307	Fork Lift Material handler	Diesel, CAT TH460B		99.9		hour	\$30.15
8308	Fork Lift Material handler	Diesel, CAT TH560B		99.9		hour	\$35.80
8309	Fork Lift Accessory	2003 ACS Partdie Fork				hour	\$3.46
8310	Generator	Prime Output	5.5 KW	to 10		hour	\$3.35
8311	Generator	Prime Output	16 KW	to 25		hour	\$7.45
8312	Generator	Prime Output	43 KW	to 65		hour	\$15.00
8313	Generator	Prime Output	100 KW	to 125		hour	\$34.95
8314	Generator	Prime Output	150 KW	to 240		hour	\$50.00
8315	Generator	Prime Output	210 KW	to 300		hour	\$62.45
8316	Generator	Prime Output	280 KW	to 400		hour	\$80.40
8317	Generator	Prime Output	350 KW	to 500		hour	\$90.50
8318	Generator	Prime Output	530 KW	to 750		hour	\$153.30
8319	Generator	Prime Output	710 KW	to 1000		hour	\$222.00
8320	Generator	Prime Output	1100 KW	to 1500	Open	hour	\$349.00
8321	Generator	Prime Output	2500 KW	to 3000		hour	\$533.75
8322	Generator	Prime Output	1,000 KW	to 1645	Enclosed	hour	\$403.30
8323	Generator	Prime Output	1,500 KW	to 2500	Enclosed	hour	\$511.22
8324	Generator	Prime Output	1100KW	2500	Enclosed	hour	\$495.80
8325	Generator	Prime Output	40KW	60		hour	\$14.80
8326	Generator	Prime Output	20KW	40		hour	\$13.32
8330	Graders	Moldboard Size	10 Ft	to 110	Includes Rigid and Articulate equipment.	hour	\$43.30
8331	Graders	Moldboard Size	12 Ft	to 150	Includes Rigid and Articulate equipment.	hour	\$46.50
8332	Graders	Moldboard Size	14 Ft	to 225	Includes Rigid and Articulate equipment.	hour	\$67.50
8350	Hose, Discharge	Diameter	3 In		Per 25 foot length. Includes couplings.	hour	\$0.15
8351	Hose, Discharge	Diameter	4 In		Per 25 foot length. Includes couplings.	hour	\$0.24
8352	Hose, Discharge	Diameter	6 In		Per 25 foot length. Includes couplings.	hour	\$0.60
8353	Hose, Discharge	Diameter	8 In		Per 25 foot length. Includes couplings.	hour	\$0.60
8354	Hose, Discharge	Diameter	12 In		Per 25 foot length. Includes couplings.	hour	\$0.90
8355	Hose, Discharge	Diameter	16 In		Per 25 foot length. Includes couplings.	hour	\$1.70
8356	Hose, Suction	Diameter	3 In		Per 25 foot length. Includes couplings.	hour	\$0.30
8357	Hose, Suction	Diameter	4 In		Per 25 foot length. Includes couplings.	hour	\$0.35
8358	Hose, Suction	Diameter	6 In		Per 25 foot length. Includes couplings.	hour	\$1.15
8359	Hose, Suction	Diameter	8 In		Per 25 foot length. Includes couplings.	hour	\$1.10
8360	Hose, Suction	Diameter	12 In		Per 25 foot length. Includes couplings.	hour	\$1.70
8361	Hose, Suction	Diameter	16 In		Per 25 foot length. Includes couplings.	hour	\$3.15
8380	Loader, Crawler	Bucket Capacity	0.5 CY	to 32	Includes bucket.	hour	\$14.66

2018 NEW MEXICO DISASTER ASSISTANCE PROGRAM GUIDE

8381	Loader, Crawler	Bucket Capacity	1 CY	to 60	Includes bucket.	hour	\$34.30
8382	Loader, Crawler	Bucket Capacity	2 CY	to 118	Includes bucket.	hour	\$68.10
8383	Loader, Crawler	Bucket Capacity	3 CY	to 178	Includes bucket.	hour	\$101.30
8384	Loader, Crawler	Bucket Capacity	4 CY	to 238	Includes bucket.	hour	\$120.00
8390	Loader, Wheel	Bucket Capacity	0.5 CY	to 38		hour	\$20.10
8391	Loader, Wheel	Bucket Capacity	1 CY	to 60		hour	\$36.90
8392	Loader, Wheel	Bucket Capacity	2 CY	to 105	CAT-926	hour	\$35.50
8393	Loader, Wheel	Bucket Capacity	3 CY	to 152		hour	\$43.85
8394	Loader, Wheel	Bucket Capacity	4 CY	to 200		hour	\$59.30
8395	Loader, Wheel	Bucket Capacity	5 CY	to 250		hour	\$64.00
8396	Loader, Wheel	Bucket Capacity	6 CY	to 305		hour	\$104.00
8397	Loader, Wheel	Bucket Capacity	7 CY	to 360		hour	\$124.50
8398	Loader, Wheel	Bucket Capacity	8 CY	to 530		hour	\$171.40
8401	Loader, Tractor, Wheel	Bucket Capacity	0.87 CY	to 80	Case 580 Super L.	hour	\$33.73
8410	Mixer, Concrete Portable	Batching Capacity	10 Cft			hour	\$3.06
8411	Mixer, Concrete Portable	Batching Capacity	12 Cft	11		hour	\$4.00
8412	Mixer, Concrete, Trailer Mntd	Batching Capacity	11 Cft	to 10		hour	\$12.70
8413	Mixer, Concrete, Trailer Mntd	Batching Capacity	16 Cft	to 25		hour	\$19.60
8419	Breaker, Pavement Hand-Held	Weight	25-90 Lbs			hour	\$1.10
8420	Breaker, Pavement			to 70		hour	\$57.45
8423	Spreader, Chp	Spread Hopper Width	12.5 Ft	to 152		hour	\$85.25
8424	Spreader, Chp	Spread Hopper Width	16.5 Ft	to 215		hour	\$116.60
8425	Spreader, Chp, Mntd	Hopper Size	8 Ft	to 8	Trailer & truck mounted.	hour	\$4.60
8430	Paver, Asphalt, Towed				Does not include Prime Mover.	hour	\$12.40
8431	Paver, Asphalt			to 50	Includes wheel and crawler equipment.	hour	\$73.76
8432	Paver, Asphalt			to 125	Includes wheel and crawler equipment.	hour	\$95.10
8433	Paver, Asphalt			to 175	Includes wheel and crawler equipment.	hour	\$126.80
8434	Paver, Asphalt		35,000Lbs & Over	to 250	Includes wheel and crawler equipment.	hour	\$209.65
8436	Pick-up, Asphalt			to 110		hour	\$96.85
8437	Pick-up, Asphalt			to 150		hour	\$135.00
8438	Pick-up, Asphalt			to 200		hour	\$93.50
8439	Pick-up, Asphalt			to 275		hour	\$204.00
8440	Striper	Paint Capacity	40 Gal	to 22		hour	\$16.20
8441	Striper	Paint Capacity	90 Gal	to 60		hour	\$22.90
8442	Striper	Paint Capacity	120 Gal	to 122		hour	\$42.50
8445	Striper, Truck Mntd	Paint Capacity	120 Gal	to 460		hour	\$78.60
8446	Striper, Walk-behind	Paint Capacity	12 Gal			hour	\$4.00
8447	Paver accessory -Bell Extension	2002 Leaboy Conveyor Bell Extension			crawler	hour	\$32.50
8450	Plow, Snow, Grader Mntd	Width		to 10 Ft	Include Grader for total cost	hour	\$28.00
8451	Plow, Snow, Grader Mntd	Width		to 14 Ft	Include Grader for total cost	hour	\$32.90
8452	Plow, Truck Mntd	Width		to 15 Ft	Include truck for total cost	hour	\$24.35
8453	Plow, Truck Mntd	Width		to 15 Ft	With leveling wing. Include truck for total cost	hour	\$40.80
8455	Spreader, Sand	Mounting	Tailgate, Chassis			hour	\$7.35
8456	Spreader, Sand	Mounting	Dump Body			hour	\$10.45
8457	Spreader, Sand	Mounting	Truck (10yd)			hour	\$13.15
8458	Spreader, Chemical	Capacity	5 CY	to 4	Trailer & truck mounted.	hour	\$6.00
8469	Pump - Trash Pump	10 MTC	2" Pump	to 7	10,000 gph	hour	\$7.25
8470	Pump	Centrifugal, 8M pump	2" - 10,000 gal/hr.	to 4.5	Hoses not included.	hour	\$6.10
8471	Pump	Diaphragm pump	2" - 3,000 gal/hr.	to 6	Hoses not included.	hour	\$6.75
8472	Pump	Centrifugal, 18M pump	3" - 10,000 gal/hr. pump	to 10	Hoses not included.	hour	\$7.99
8473	Pump			to 15	Hoses not included.	hour	\$10.30
8474	Pump			to 25	Hoses not included.	hour	\$13.60
8475	Pump			to 40	Hoses not included.	hour	\$15.65
8476	Pump	4" - 40,000 gal/hr.	4" - 40,000 gal/hr.	to 60	Hoses not included.	hour	\$27.10

2018 NEW MEXICO DISASTER ASSISTANCE PROGRAM GUIDE

8477	Pump			to 95	Hoses not included.	hour	\$32.00
8478	Pump			to 140	Hoses not included.	hour	\$41.50
8479	Pump			to 200	Hoses not included.	hour	\$49.90
8480	Pump			to 275	Does not include Hoses.	hour	\$66.65
8481	Pump			to 350	Does not include Hoses.	hour	\$82.00
8482	Pump			to 425	Does not include Hoses.	hour	\$96.60
8483	Pump			to 500	Does not include Hoses.	hour	\$114.00
8484	Pump			to 575	Does not include Hoses.	hour	\$133.30
8485	Pump			to 650	Does not include Hoses.	hour	\$154.70
8486	Aerial Lift, Truck Mntd	Max. Platform Height	40 Ft		Add this rate to truck rate for total lift and truck rate	hour	\$11.38
8487	Aerial Lift, Truck Mntd	Max. Platform Height	61 Ft		Add this rate to truck rate for total lift and truck rate	hour	\$20.54
8488	Aerial Lift, Truck Mntd	Max. Platform Height	80 Ft		Add this rate to truck rate for total lift and truck rate	hour	\$39.00
8489	Aerial Lift, Truck Mntd	Max. Platform Load - 600Lbs	81 Ft -100 Ft. Ht.		Add this rate to truck rate for total lift and truck rate	hour	\$39.50
8490	Aerial Lift, Self-Propelled	Max. Platform Height	37 Ft. Ht.	to 15	Articulated, Telescoping, Scissor.	hour	\$8.95
8491	Aerial Lift, Self-Propelled	Max. Platform Height	60 Ft. Ht.	to 30	Articulated, Telescoping, Scissor.	hour	\$16.10
8492	Aerial Lift, Self-Propelled	Max. Platform Height	70 Ft. Ht.	to 50	Articulated, Telescoping, Scissor.	hour	\$29.26
8493	Aerial Lift, Self-Propelled	Max. Platform Height	125 Ft. Ht.	to 85	Articulated and Telescoping.	hour	\$55.65
8494	Aerial Lift, Self-Propelled	Max. Platform Height	150 Ft. Ht.	to 130	Articulated and Telescoping.	hour	\$70.15
8495	J.C. Aerial Lift, Self-Propelled	Max. Platform Load - 500 Lbs	75'x155", 40Ft Ht.	to 80	2000 Lbs Capacity	hour	\$28.95
8496	Crane, Truck Mntd	Max. Lift Capacity	24000 Lbs		Include truck rate for total cost	hour	\$14.90
8497	Crane, Truck Mntd	Max. Lift Capacity	35000 Lbs		Include truck rate for total cost	hour	\$22.40
8498	Crane, Truck Mntd	Max. Lift Capacity	60000 Lbs		Include truck rate for total cost	hour	\$36.50
8499	Pump - Trash-Pump	CPB Rating - 10MTC	10000 gal/hr	7	Self-Priming Trash Pump	hour	\$7.55
8500	Crane	Max. Lift Capacity	8 MT	to 80		hour	\$38.70
8501	Crane	Max. Lift Capacity	15 MT	to 150		hour	\$66.90
8502	Crane	Max. Lift Capacity	50 MT	to 200		hour	\$90.00
8503	Crane	Max. Lift Capacity	70 MT	to 300		hour	\$178.60
8504	Crate	Max. Lift Capacity	110 MT	to 350		hour	\$243.20
8510	Saw, Concrete	Blade Diameter	14 in	to 14		hour	\$7.20
8511	Saw, Concrete	Blade Diameter	26 in	to 35		hour	\$12.00
8512	Saw, Concrete	Blade Diameter	48 in	to 65		hour	\$25.10
8513	Saw, Rock			to 100		hour	\$33.50
8514	Saw, Rock			to 200		hour	\$63.00
8517	Jackhammer (Dry)	Weight Class	25-45 Lbs			hour	\$1.66
8518	Jackhammer (Wet)	Weight Class	30-55 Lbs			hour	\$1.84
8521	Scraper	Scraper Capacity	16 CY	to 250		hour	\$107.15
8522	Scraper	Scraper Capacity	23 CY	to 355		hour	\$155.50
8523	Scraper	Scraper Capacity	34 CY	to 475		hour	\$270.00
8524	Scraper	Scraper Capacity	44 CY	to 600		hour	\$265.70
8540	Loader, Skid-Steer	Operating Capacity	1000 Lbs	to 35		hour	\$14.15
8541	Loader, Skid-Steer	Operating Capacity	2000 Lbs	to 65		hour	\$37.00
8542	Loader, Skid-Steer	Operating Capacity	3000 Lbs	to 85		hour	\$36.05
8550	Snow Blower, Truck Mntd	Capacity	600 Tph	to 75	Does not include truck	hour	\$34.60
8551	Snow Blower, Truck Mntd	Capacity	1400 Tph	to 200	Does not include truck	hour	\$94.00
8552	Snow Blower, Truck Mntd	Capacity	2000 Tph	to 340	Does not include truck	hour	\$142.50
8553	Snow Blower, Truck Mntd	Capacity	2500 Tph	to 400	Does not include truck	hour	\$164.80
8558	Snow Thrower, Walk Behind	Cutting Width	25 in	to 5		hour	\$2.80
8559	Snow Thrower, Walk Behind	Cutting Width	60 in	to 15		hour	\$14.10
8560	Snow Blower	Capacity	2,000 Tph	to 400		hour	\$234.00
8561	Snow Blower	Capacity	2,500 Tph	to 500		hour	\$265.00
8562	Snow Blower	Capacity	3,500 Tph	to 600		hour	\$284.00

2018 NEW MEXICO DISASTER ASSISTANCE PROGRAM GUIDE

8569	Dust Control De-Ice Unit	1300-2000 gal	173"Lx98"Wx51"H	6.5	Hydro Pump w/100' 1/2" hose	hour	\$3.45
8570	Loader-Backhoe, Wheel	Loader Bucket Capacity	0.5 CY	to 40	Loader and Backhoe Buckets included.	hour	\$22.15
8571	Loader-Backhoe, Wheel	Loader Bucket Capacity	1 CY	to 70	Loader and Backhoe Buckets included.	hour	\$29.50
8572	Loader-Backhoe, Wheel	Loader Bucket Capacity	1.5 CY	to 95	Loader and Backhoe Buckets included.	hour	\$38.60
8573	Loader-Backhoe, Wheel	Loader Bucket Capacity	1.75 CY	to 115	Loader and Backhoe Buckets included.	hour	\$47.77
8580	Distributor, Asphalt	Tank Capacity	600 Gal		burners, insulated tank, and circulating spray bar.	hour	\$14.76
8581	Distributor, Asphalt	Tank Capacity	1000 Gal		burners, insulated tank, and circulating spray bar. Include	hour	\$21.30
8582	Distributor, Asphalt	Tank Capacity	4000 Gal		burners, insulated tank, and circulating spray bar. Include	hour	\$30.15
8583	Distributor	ETNYRE Oil Distributor Model - PB348		300		hour	\$41.50
8584	Distributor	ETNYRE Quad Chip Spreader		280		hour	\$83.20
8590	Trailer, Dump	Capacity	20 CY		Does not include Prime Mover.	hour	\$11.36
8591	Trailer, Dump	Capacity	30 CY		Does not include Prime Mover.	hour	\$13.10
8600	Trailer, Equipment	Capacity	30 Tons			hour	\$14.15
8601	Trailer, Equipment	Capacity	40 Tons			hour	\$15.50
8602	Trailer, Equipment	Capacity	60 Tons			hour	\$18.85
8603	Trailer, Equipment	Capacity	120 Tons			hour	\$28.35
8610	Trailer, Water	Tank Capacity	4000 Gal		with sump and a rear spraybar.	hour	\$13.50
8611	Trailer, Water	Tank Capacity	6000 Gal		with sump and a rear spraybar.	hour	\$16.55
8612	Trailer, Water	Tank Capacity	10000 Gal		with sump and a rear spraybar.	hour	\$19.20
8613	Trailer, Water	Tank Capacity	14000 Gal		with sump and a rear spraybar.	hour	\$23.77
8614	Truck, Water Tanker	1000 gal. tank		175		hour	\$33.35
8620	Tub Grinder			to 440		hour	\$95.35
8621	Tub Grinder			to 630		hour	\$143.65
8622	Tub Grinder			to 760		hour	\$183.60
8623	Tub Grinder			to 1000		hour	\$322.00
8627	Horizontal Grinder	Model HG6000		630		hour	\$57.36
8628	Stump Grinder	1988 Vermeer SC-112		102		hour	\$47.00
8629	Stump Grinder	24" grinding wheel		110		hour	\$45.00
8630	Sprayer, Seed	Working Capacity	750 Gal	to 30	Does not include Prime Mover.	hour	\$14.00
8631	Sprayer, Seed	Working Capacity	1250 Gal	to 50	Trailer & truck mounted. Does not include Prime Mover.	hour	\$19.80
8632	Sprayer, Seed	Working Capacity	3500 Gal	to 115	Does not include Prime Mover.	hour	\$29.25
8633	Mulcher, Trailer Mtd	Working Capacity	7 TPH	to 35		hour	\$14.10
8634	Mulcher, Trailer Mtd	Working Capacity	10 TPH	to 55		hour	\$20.80
8635	Mulcher, Trailer Mtd	Working Capacity	20 TPH	to 120		hour	\$29.45
8636	Scraper	Soil Recycler WR 2400	w 317 gal fuel tank	563		hour	\$239.85
8637	Trailer CAT	Double Belly Bottom-dump Trailer	26 CY of soil in one dump	330	13 CY of soil each berry	hour	\$92.33
8638	Rake	Barber Beach Sand Rake 600H-Dr, towed				hour	\$15.40
8639	Chipper	Wildcat 626 Cougar Trommel Screen chipper w bell		125		hour	\$34.30
8640	Trailer, Office	Trailer Size	8' x 24'		Cargo Size 16ft	hour	\$1.95
8641	Trailer, Office	Trailer Size	8' x 32'		Cargo Size 24ft	hour	\$2.30
8642	Trailer, Office	Trailer Size	10' x 32'		Cargo Size 20ft	hour	\$2.65
8643	Trailer	Haz-Mat Equipment trailer	8x18'			hour	\$37.75
8644	Trailer, Covered Utility Trailer	(7' X 16')				hour	\$5.65
8645	Trailer, Dodge Ram	8' x 24' shower trailer- 12 showers		101		hour	\$29.45
8646	Trailer, Dodge	32' flatbed water				hour	\$27.90
8650	Trencher			to 40	Wheel Mounted, Chain and Wheel.	hour	\$16.30

2018 NEW MEXICO DISASTER ASSISTANCE PROGRAM GUIDE

8651	Trencher			to 85	Wheel Mounted, Chain and Wheel.	hour	\$24.70
8654	Trencher accessories	2008 Griswold Trenchbox				hour	\$1.90
8660	Plow, Cable	Plow Depth	24 in	to 30		hour	\$12.00
8661	Plow, Cable	Plow Depth	36 in	to 65		hour	\$37.45
8662	Plow, Cable	Plow Depth	48 in	to 110		hour	\$41.25
8670	Derrick, Hydraulic Digger	Max. Boom Length	60 FT		alignment attachment. Include truck rate	hour	\$34.16
8671	Derrick, Hydraulic Digger	Max. Boom Length	90 FT		alignment attachment. Include truck rate	hour	\$54.66
8680	Truck, Concrete Mixer	Mixer Capacity	13 CY	to 300		hour	\$82.35
8684	Truck, Fire	100 FT Ladder				hour	\$100.00
8690	Truck, Fire	Pump Capacity	1000 GPM			hour	\$68.00
8691	Truck, Fire	Pump Capacity	1250 GPM			hour	\$72.25
8692	Truck, Fire	Pump Capacity	1500 GPM			hour	\$78.90
8693	Truck, Fire	Pump Capacity	2000 GPM			hour	\$81.40
8694	Truck, Fire Ladder	Ladder length	75 FT			hour	\$117.10
8695	Truck, Fire Ladder	Ladder length	150 FT			hour	\$142.75
8696	Truck, Fire	No Ladder		330	Rescue Equipment	hour	\$93.47
8700	Truck, Flatbed	Maximum Gvw	15000 Lbs	to 200		hour	\$20.60
8701	Truck, Flatbed	Maximum Gvw	25000 Lbs	to 275		hour	\$35.00
8702	Truck, Flatbed	Maximum Gvw	30000 Lbs	to 300		hour	\$27.10
8703	Truck, Flatbed	Maximum Gvw	45000 Lbs	to 380		hour	\$44.70
8708	Trailer, semi	48ft to 53ft, flat-bed, freight, two axle	50,000+ gvwr			hour	\$8.45
8709	Trailer, semi	enclosed 48 ft to 53 ft, two axles	50,000+ gvwr			hour	\$9.50
8710	Trailer, semi	28ft, single axle, freight	25,000 gvwr			hour	\$9.70
8711	Flat bed utility trailer	6 ton				hour	\$3.10
8712	Cleaner, Sewer/Catch Basin	Hopper Capacity	5 CY		Truck Mounted.	hour	\$24.80
8713	Cleaner, Sewer/Catch Basin	Hopper Capacity	14 CY		Truck Mounted.	hour	\$31.30
8714	Vactor	800 Gal Spoils/400 Gal Water	500/800 gal	49		hour	\$82.75
8715	Truck, Hydro Vac	model LP555DT				hour	\$18.00
8716	Leaf Vac	Tow by Truck 22,000 cfm capacity		85	Leaf Vac + Truck Code 8811	hour	\$51.25
8717	Truck, Vacuum	60,000 GVW		400		hour	\$74.20
8719	Litter Picker	model 2007 Barber			towed by tractor	hour	\$9.60
8720	Truck, Dump	Struck Capacity	8 CY	to 220		hour	\$48.90
8721	Truck, Dump	Struck Capacity	10 CY	to 320		hour	\$60.77
8722	Truck, Dump	Struck Capacity	12 CY	to 400		hour	\$67.70
8723	Truck, Dump	Struck Capacity	18 CY	to 400		hour	\$75.50
8724	Truck, Dump, Off Highway	Struck Capacity	28 CY	to 450		hour	\$121.20
8725	Truck, Dump	Struck Capacity	14 CY	to 400		hour	\$77.80
8730	Truck, Garbage	Capacity	25 CY	to 255		hour	\$48.50
8731	Truck, Garbage	Capacity	32 CY	to 325		hour	\$55.90
8733	E-BAM Services	Environmental Beta Attenuation Air Monitor			Powered by Solar System	hour	\$3.00
8734	Attenuator, safety	that can stop a vehicle at 60 mph				hour	\$6.50
8735	Truck, Attenuator	2004 Truck Mounted for 60 mph				hour	\$3.85
8736	Truck, tow	1987 Chevy Kodiak 70		175		hour	\$27.70
8744	Van, Custom	Special Service Carleen Truck		360		hour	\$18.00
8745	Van, step	model MT10FD		300		hour	\$21.25
8746	Van-up to 15 passenger	light duty, class 1		225-300		hour	\$20.00
8747	Van-up to 15 passenger	light duty, class 2		225-300		hour	\$20.15
8748	Van-cargo	light duty, class 1		225 - 300		hour	\$22.25
8749	Van-cargo	light duty, class 2		225-300		hour	\$22.25
8750	Vehicle, Small			to 30		hour	\$6.40
8753	Vehicle, Recreational			to 10		hour	\$2.80
8755	Golf Cart	Capacity	2 person			hour	\$3.75
8761	Vibrator, Concrete			to 4		hour	\$1.60
8770	Welder, Portable			to 16	Includes ground cable and lead cable.	hour	\$3.10

2018 NEW MEXICO DISASTER ASSISTANCE PROGRAM GUIDE

8771	Welder, Portable			to 34	includes ground cable and lead cable.	hour	\$6.88
8772	Welder, Portable			to 50	includes ground cable and lead cable.	hour	\$10.00
8773	Welder, Portable			to 80	includes ground cable and lead cable.	hour	\$13.76
8780	Truck, Water	Tank Capacity	2500 Gal	to 175	include pump and tear spray system.	hour	\$28.70
8781	Truck, Water	Tank Capacity	4000 Gal	to 250	include pump and tear spray system.	hour	\$50.00
8788	Container & roll off truck	30 yds				hour	\$23.05
8789	Truck, Tractor	1997 Freightliner F120		430		hour	\$54.90
8790	Truck, Tractor	4 x 2	25000 lbs	to 210		hour	\$42.40
8791	Truck, Tractor	4 x 2	35000 lbs	to 330		hour	\$46.00
8792	Truck, Tractor	6 x 2	45000 lbs	to 360		hour	\$52.76
8794	Truck, freight	Enclosed w/lift gate. Medium duty class 5	gvwr 16000-19500 Lbs			hour	\$23.25
8795	Truck, backhoe carrier	Three axle, class 8, heavy duty	over 33000Lbs			hour	\$34.50
8796	Truck, freight	Enclosed w/lift gate. Heavy duty, class	7, 26,001 to 33,000 lbs gvwr			hour	\$31.00
8798	Truck	Tilt and roll-back, two axle, class 7 heavy duty.	to 33,000 gvwr			hour	\$32.00
8799	Truck,	Tilt and roll back, three axle, class 8 heavy duty	over 33,001 + gvwr			hour	\$40.60
8800	Truck, Pickup				When transporting people.	mile	\$0.54
8801	Truck, Pickup	1/2-ton Pickup Truck	4x2-Axle	160		hour	\$12.30
8802	Truck, Pickup	1-ton Pickup Truck	4x2-Axle	234		hour	\$17.65
8803	Truck, Pickup	1 1/4-ton Pickup Truck	4x2-Axle	260		hour	\$19.85
8804	Truck, Pickup	1 1/2-ton Pickup Truck	4x2-Axle	300		hour	\$22.25
8805	Truck, Pickup	1 3/4-ton Pickup Truck	4x2-Axle	300		hour	\$23.10
8806	Truck, Pickup	3/4-ton Pickup Truck	4x2-Axle	165		hour	\$13.40
8807	Truck, Pickup	3/4-ton Pickup Truck	4x4-Axle	265	Crew	hour	\$20.80
8808	Truck, Pickup	1-ton Pickup Truck	4x4-Axle	340	Crew	hour	\$22.85
8809	Truck, Pickup	1 1/4-ton Pickup Truck	4x4-Axle	360	Crew	hour	\$26.40
8810	Truck, Pickup	1 1/2-ton Pickup Truck	4x4-Axle	362	Crew	hour	\$26.75
8811	Truck, Pickup	1 3/4-ton Pickup Truck	4x4-Axle	362	Crew	hour	\$27.50
8820	Skidder accessory	2005 JCB Grapple Claw				hour	\$1.75
8821	Forklift, accessory	2005 ACS Grapple Bucket				hour	\$1.50
8822	Truck, Loader	Debris/Log (Knuckleboom Loader/Truck)		230		hour	\$52.26
8823	Chipper- Wood Recycler	Cal 16 engine		700		hour	\$115.00
8824	Skidder	model Cal 525B		up to 160		hour	\$62.90
8825	Skidder	40K lbs- model Cal 525C		161 and up		hour	\$118.77
8840	Truck, service	fuel and lube	up to 26,000 gvwr	215-225		hour	\$38.65
8841	Truck, fuel	2009 International 1,800 gal. storage tank		200		hour	\$30.50
8842	Mobile Command Trailer	(8' X 28') with 7.5 KW Generator				hour	\$14.66
8843	Mobile Response Trailer	(8' X 31') with 4.5 KW Generator?				hour	\$13.60
8844	Mobile Command Center	(unified) (RV) Utilmaster MP-35	43 FT Long with Generator	400		hour	\$75.00
8845	Mobile Command Post Vehicle	(RV) (In-Motion)	22-Ft Long	340		hour	\$31.00
8846	Mobile Command Post Vehicle	(RV) (Stationary) w/9.6 KW Generator	22-Ft Long	340		hour	\$19.25
8847	Mobile Command Center (Trailer)	48'x8' Trailer, Fully Equipped Mobile Command Center	48-Ft Long			hour	\$29.45
8848	Mobile Command Center (Trailer)	48'x8' When being Moved w/Truck Tractor		310		hour	\$48.90
8849	Mobile Command Center	43'x8.5' x 13.5'H with self 30kw Generator				hour	\$52.00
8850	Mobile Command Center	2007-Freightliner MT-55. (RV)		260		hour	\$45.50
8851	Mobile Command Van	1990- Ford Econoline-Communication Van		230		hour	\$41.00
8852	Mobile Command Center	47.5' X 8.75 Fully Equip' (In motion) (RV)		410		hour	\$65.30
8853	Mobile Command Center	47.5' X 8.75 Fully Equip' (Stationary)		410		hour	\$45.00

2018 NEW MEXICO DISASTER ASSISTANCE PROGRAM GUIDE

8854	Mobile Command Vehicle	53' X 9.76 Fully Equip		460-550		hour	\$96.20
8870	Light Tower	Terex/Amida AL 4000. with (4) 500 watt lights	w/10kv power unit	13.5		hour	\$10.58
8871	Light Tower	2004 Allmand				hour	\$6.30
8872	SandBagger Machine	(Spider) automatic		4.5		hour	\$48.75
8900	Helicopter	OH-58 KIOWA (Military) is the same as Bell-206B3		420		hour	\$474.00
8901	Helicopter	OH-58 KIOWA (Military) is the same as Bell-206BR		420		hour	\$496.00
8902	Helicopter	Model Bell 206-L3 Jet Range Helicopter		650	Jet Range III-Helicopter	hour	\$582.00
8903	Helicopter	Model Bell 206L1 Long Ranger		650	Long Ranger	hour	\$596.00
8904	Helicopter	Model Bell 206LT Long Range Twinranger		450	Twinranger	hour	\$780.00
8905	Helicopter	Model Bell 407 EMS- Ambulance		250		hour	\$626.00
8906	Piper-Fixed wing	Model Navajo PA-31		310		hour	\$456.00
8907	Piper-Fixed wing	PA-31-350, Navajo Chief'n twin engine		350		hour	\$487.00
8909	Sikorsky Helicopter	Model UH-60 (Blackhawk) medium lift	Medium Lift	1890	Fire Fighter Same as S70C	hour	\$2,945.00
8909	Helicopter	Model UH-6A (Blackhawk) Medium lift	Medium Lift	1890	Fire Fighter	hour	\$5,504.00
8910	Boeing Helicopter	Model CH-47 (Chinook) heavy lift	Heavy Lift	2850	Fire Fighter	hour	\$10,750.00
8911	Helicopter- light utility	Model Bell 407GX - 7 seater	7-Seaters	675	Passenger Aircraft	hour	\$621.00
8912	Helicopter- light utility	Model Bell 206L- 7 seater	7-Seaters	420	Passenger Aircraft	hour	\$596.00
8913	Helicopter	Model Bell-206L4		726		hour	\$576.00
8914	King Air 200 Turboprop Aircraft	Blackhawk King Air B200XP61		669		hour	\$1,316.00
8915	Turboprops Blackhawk Aircraft	Blackhawk Caravan XP42 A		850		hour	\$697.00
8916	Turboprops Blackhawk Aircraft	King Air C90 XP135 A		550		hour	\$1,075.00
8917	Aerostar Piston Aircraft	Aerostar 601P		290		hour	\$447.00
8943	Wire Puller Machine	Overhead Wire Pulling Machine		30	Overhead/Underground Wire Pulling Machine	hour	\$19.85
8944	Wire Tensioning Machine	3000 Lbs			Overhead Wire Tensioning Machine	hour	\$14.50
8945	Aerial Lift	model 2008 Genie Scissor Lift				hour	\$6.30

APPENDIX ? Sample Project Worksheet Form

U.S. DEPARTMENT OF HOMELAND SECURITY FEDERAL EMERGENCY MANAGEMENT AGENCY PROJECT WORKSHEET			O.M.B. No. 1660-0017 Expires October 31, 2008		
PAPERWORK BURDEN DISCLOSURE NOTICE					
Public reporting burden for this form is estimated to average 90 minutes per response. Burden means the time, effort and financial resources expended by persons to generate, maintain, disclose, or to provide information to us. You may send comments regarding the burden estimate or any aspect of the collection, including suggestions for reducing the burden to: Information Collections Management, U.S. Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC 20472, Paperwork Reduction Project (OMB Control Number 1660-0017). You are not required to respond to this collection of information unless a valid OMB number appears in the upper right corner of this form. NOTE: Do not send your completed questionnaire to this address.					
DISASTER FEMA-_____-DR-____		PROJECT NO.	PA ID NO.	DATE	CATEGORY
DAMAGED FACILITY			WORK COMPLETE AS OF _____ : _____ %		
APPLICANT			COUNTY		
LOCATION				LATITUDE	LONGITUDE
DAMAGE DESCRIPTION AND DIMENSIONS					
SCOPE OF WORK					
Does the Scope of Work change the pre-disaster conditions at the site? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Special Considerations issues included? <input type="checkbox"/> Yes <input type="checkbox"/> No Hazard Mitigation proposal included? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Is there insurance coverage on this facility? <input type="checkbox"/> Yes <input type="checkbox"/> No					
PROJECT COST					
ITEM	CODE	NARRATIVE	QUANTITY/UNIT	UNIT PRICE	COST
TOTAL COST				▶	
PREPARED BY		TITLE	SIGNATURE		
APPLICANT REP.		TITLE	SIGNATURE		

FEMA Form 90-91, FEB 06

REPLACES ALL PREVIOUS EDITIONS.

Appendix E – Checklist: Information to Develop Scope of Work

Checklist: Information to Develop Scope of Work

The Applicant should provide the following for each site (not an all-inclusive list):

- Site map showing the location of all proposed project components and the extent of ground disturbance (including any staging areas, access roads, parking, landscaping, grading, or utilities)

For Emergency Protective Measures:

- Description of emergency response activities For debris removal:
- Quantities of debris removed, reduced, disposed, and recycled (by type) with a representative sampling of load tickets to support quantities
- Debris monitor reports
- Pick-up locations
- Address and/or U.S. National Grid (USNG) location of temporary reduction sites and permanent disposal sites, including recycling locations
 - Copies of permits for reduction and disposal sites
 - Lease agreement if applicable
- For abandoned vehicles, documentation supporting that the Applicant followed applicable ordinances or laws for private vehicle removal

For Permanent Work:

- Drawings, sketches, and plans (to scale) of proposed or completed repair Applicable design requirements
- Applicable repair/reconstruction codes or standards and documentation to support they have been formally adopted, implemented, and uniformly applied
- Replacement projects: estimate for 50% Rule calculations
- Hydrologic and hydraulic studies that address potential upstream and downstream impacts (if applicable)
- Technical studies, reports, and assessments (including environmental assessments)
- Historic property designations or surveys, including archaeological surveys
- Copies of permits and correspondence with regulatory agencies
 - State or Tribal Historic Preservation Officer (historic properties)
 - U.S. Army Corps of Engineers (work involving dredging or discharging dredged materials or fill in waterways or wetlands)
 - U.S. Fish and Wildlife Service (federally listed threatened and endangered species, migratory birds, work in Coastal Barrier Resource System areas, work in or near waterways or wetlands)
 - National Marine Fisheries Service (federally listed threatened and endangered species, work in or near waterways or wetlands)
 - State or Tribal environmental agencies

Appendix F – Checklist: Information to Support Change in Scope of Work Request

Checklist: Information to Support Change in Scope of Work Request

- Change(s) in SOW requests should be submitted 30 days prior to the approved project deadline. The following should not be considered an all-inclusive list:
- Detailed changes to SOW and cost estimate
- Reason for changes
 - If more cost-effective repair: both cost estimates
 - If original SOW not feasible: supporting documentation such as technical reports
 - If hidden damage (must be found during performance of eligible work):
 - Documentation substantiating the damage is related to the declared incident
 - Photographs documenting damage
 - Change orders
- Construction timeline / project schedule
 - Time extension. Include information from Checklist: Information to Support Time Extension.

Appendix G – Checklist: Information to Support Time Extension Request

Checklist: Information to Support Time Extension Request

Request for time extensions should be submitted prior to current approved deadline, be specific to one project, and include the following information with supporting documentation:

- Dates and provisions of all previous time extensions
- Construction timeline / project schedule in support of requested time
- Basis for time extension request:
 - Delay in obtaining permits
 - Permitting agencies involved and application dates
 - Environmental delays or limitations (e.g., short construction window, nesting seasons)
 - Dates of correspondence with various agencies
 - Specific details
 - Inclement weather (prolonged severe weather conditions prohibited access to the area, or adversely impacted construction)
 - Specific details
 - Other reason for delay
 - Specific details

Appendix H – Checklist: Documentation to Support Costs Claimed

Checklist: Documentation to Support Costs Claimed

Submit the following to support costs claimed for reimbursement. This list is not all inclusive:

Applicant (Force Account) Labor:

For each individual:

- Name
- Job title and function
- Type of employee (i.e., full-time exempt, full-time non-exempt, part-time, temporary, etc.)
- Days and hours worked
- Pay rate(s) and fringe benefit rate(s)
- Description of work performed with representative sample of daily logs / activity reports, if available
- Certified timesheets
- Personnel policy (one per entity)

Applicant-Owned (Force Account) Equipment:

For each piece of equipment:

- Type of equipment and attachments used, including year, make, and model
- Size/capacity (e.g., horsepower, wattage)
- Timecards to include location, days, hours used and Operator name.
- Schedule of Rates and/or FEMA approved Schedule of Equipment Rates

Rented or Purchased Equipment:

- Rental or lease agreements, invoices, receipts
- Days used
- Procurement
- Proof of Payment

Supplies from Stock:

- Historical cost records
- Inventory records
- Type of supplies and quantities used, with support documentation such as daily logs

Purchased Supplies/Materials:

- Receipts and or invoices
- Proof of Payment
- Procurement

Contracts:

- Procurement policy and followed NM State Procurement Code
- Procurement and bid documents
- For procurements in excess of the simplified acquisition threshold, a cost/price analysis
- Contracts, change orders, and invoices

- Dates worked
- For time and materials contracts, monitoring documentation

Mutual Aid:

- Written agreement
- Services requested and received
- Same information listed for labor, equipment, and supplies above (as applicable)
- Invoices

Donated Resources (donated resources only apply to Emergency Protective Measures):

For each individual:

- Name
- Days and hours worked – Signed time in and time out signed by direct supervisor or Incident Commander
- Location of work and work performed

Equipment:

- Same information listed under Applicant-Owned Equipment above
- Who donated each piece of equipment Supplies or materials:
- Quantity donated
- Who donated Location(s) used

Cost Estimates:

- Cost estimate for the agreed-upon SOW developed with unit costs
- Qualifications of the company or individual who prepared the cost estimate

APPENDIX I - Sample Grant Agreement

Appendix J - Large Project Final Inspection Request Form