

Equipment Inventory Log (FROC-LOG-005)

F R O C



Purpose:

This form provides an accurate and complete log of all equipment/vehicles that are owned by an Applicant. This form will ensure that Applicant-owned equipment, which has performed event-related work, is billed at the correct FEMA cost code. The Applicant will need to reference the current FEMA Equipment Rate Sheet to find the correct FEMA cost code to match with the equipment/vehicles on their Equipment Inventory Log.

To ensure you fill out this form correctly, please read the following:
Each step is highlighted with a color that corresponds to the color of the
boxed area that should be completed for that step.

Example Below

Step 1. Top Section

Fill out the *Event Name*, *Applicant Name*, and the *Date*.

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Step 1. Top Section

Fill out the *Event Name*, *Applicant Name*, and the *Date*.

Step 2. Equipment ID

The unique ID number assigned by Applicant, department, or agency.

Step 3. Type

The main functionality of the equipment.

Step 4. Year

The year the equipment was manufactured.

Step 5. Make & Model

The make and model of the equipment.

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Step 6. Size Capacity

The capability or dimensions of effort that the equipment is able to perform. Please include units.

Step 7. FEMA Cost Code

The number associated with the make, model, year, and type of equipment from the FEMA Equipment Rate Sheet.

Step 8. FEMA Cost Code Rate

The corresponding dollar rate associated with the make, model, year, and type of equipment from the FEMA Equipment Rate Sheet.

Step 9. FEMA Cost Unit

By hour or mile, depending on the use of the equipment (use hour when used to perform work and mile when used for transportation).

Step 10. Note

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Add any notes with additional or relevant details.