



# SNOW REMOVAL ASSISTANCE POLICY 2011-1

*Ensuring a safe and secure homeland for all North Dakotans*

## **Purpose**

This document describes the procedures necessary to obtain state funding for snow removal costs incurred during the months of January, February, and March 2011. This document also outlines expenses that are and are not eligible for reimbursement.

## **Scope and Audience**

This policy applies to all qualifying jurisdictions within the State of North Dakota including counties/townships, cities and tribal entities.

## **Background and Authority**

Senate Bill 2369 of the 62<sup>nd</sup> Legislative Assembly of North Dakota appropriated \$9 million to the North Dakota Department of Emergency Services (NDDDES) to provide emergency snow removal grants to eligible counties/townships, cities and tribal entities for the period of January 1, 2011 through March 31, 2011.

## **Reimbursement Rates**

- A jurisdiction must have spent over 200% of its five year (2004-2008) average for the months of January, February, and March 2011.
- Eligible Applicants that meet the prerequisite will be reimbursed 60% of eligible expenses incurred over 200% of the five year (2004-2008) average for the three month period.

## **Reimbursement Process**

- NDDDES will provide each qualifying jurisdiction with an Application for Disaster Assistance form that needs to be filled out, signed, and returned to NDDDES no later than May 9, 2011.
- Counties, cities, and tribal entities will be considered stand-alone applicants. Townships may request reimbursement, but must do so through the county in which they are located.
- NDDDES will provide two spreadsheets that each applicant will be required to complete in order to claim expenses.
  - The "Historical Data" spreadsheet should capture the applicant's historical costs from 2004 to 2008 so an average can be calculated. Note that counties will have to report costs for townships within their jurisdiction. Also, note the tabs at the bottom of the spreadsheet. There is a separate tab for counties and cities as well as a sample tab for each. **Any jurisdiction that filed for snow removal assistance in 2009 does NOT need to supply historical data for 2004 to 2008 as we still have that data on file. Any questions pertaining to eligible applicants from 2009 the POC is: Dusty Windhorst 1-800-773-3259 or 701-328-8100.**
  - The "Current Year Expenditure" spreadsheet should capture the applicant's actual snow removal costs for the period of January 1, 2011 to March 31, 2011. Note the tabs at the bottom of the spreadsheet. There is a separate tab for counties and cities as well as a sample tab for each. Also, if claiming force account labor and/or equipment, a completed "FA Labor & Equip" spreadsheet (included in this packet) must be included.
- Invoices, receipts, force account equipment and labor summaries, and proof of payment must be submitted with the "Current Year Expenditure" spreadsheet to support claimed costs for January 1, 2011 to March 31, 2011.
- If a receipt or invoice has multiple line items, the applicant must indicate which items they wish to claim for reimbursement.
- Claims for reimbursement should be mailed as soon as supporting documents are available, but no later than June 1, 2011. Claims submitted after June 1, 2011 are not guaranteed to be funded.

- If the total amount of eligible requests exceeds the funding appropriated by the legislature, each eligible jurisdiction will receive a prorated amount of their eligible request.

### **Important Deadlines**

- Application for Disaster Assistance form must be mailed, emailed, or faxed to Randy L. Reimer, [rlreimer@nd.gov](mailto:rlreimer@nd.gov) no later than May 9, 2011.
- "Historical Data" spreadsheet (if you were not an eligible applicant for snow removal in 2009) must be mailed, emailed, or faxed to Randy L. Reimer, [rlreimer@nd.gov](mailto:rlreimer@nd.gov) no later than June 1, 2011.
- "Current Year Expenditure" spreadsheet along with supporting documentation ("FA Labor & Equipment" spreadsheet, invoices, receipts, and proof of payment) must be mailed, emailed, or faxed to Randy L. Reimer, [rlreimer@nd.gov](mailto:rlreimer@nd.gov) no later than June 1, 2011.
- Payments for eligible costs will be made by NDDDES no later than June 30, 2011.

### **Reimbursable Items**

The items listed below must be reasonable and necessary.

- Contractor costs
- Equipment rental plus operator, fuel and small repairs
- Equipment costs (This is applicant owned equipment used for snow removal. You must provide a spreadsheet or a calendar for each month showing the dates and hours used for snow removal. You will also need to provide an equipment listing with equipment size, model, and rates).
- Normal maintenance and fuel costs (If hourly equipment rates are not claimed, then routine maintenance and small repairs are eligible. If an hourly equipment rate is claimed under force account equipment, then fuel and repairs are included in that rate).
- Consumable materials (sand, salt, and cutting edges).
- Personnel and benefits (labor hours claimed should be the same as hours claimed for equipment costs and should also indicate which piece of equipment each operator was using). You must provide time sheets or a calendar for each month indicating which hours were used specifically for snow removal. Eligible costs will be the hourly rates for both regular and overtime, as well as fringe benefits.
- Pushback and hauling

### **Non Reimbursable Items**

- Snow removal operations conducted prior to January 1, 2011 or after March 31, 2011
- Equipment drive train repair or replacement
- Tire replacement
- Windshields and windows
- Tow ropes or log chains
- Employee time while doing work other than direct snow removal
- Miscellaneous items such as bolts, nuts, screws, washers, etc.
- Batteries
- Miscellaneous office supplies
- Utility bills for offices/shops
- Employee or Municipal Official time and travel expense for checking roads