

Instructions for how to fill the Albany County Mullen Fire Recovery Mitigation Program Property Owners Mitigation Time and Expense Tracking Sheet:

The tracking sheet will be used once your application has been approved by Albany County EMA. The sheet will be vital for tracking your hours/ expenses for recovery projects on your property.

The example shows you exactly how to fill out the form. If you are doing the work yourself, please put your name unless you are using a contractor for a certain part of the project. The “amount” is either the hours spent, miles driven, or costs associated with a project- please put a number.

The units are what that number is being measured in such as hours, miles, or costs. The “Rate\$/Unit” are set by the federal government, the ones listed in the examples table are correct and can be used for each project. Please see below for rates/ units that may be used:

****These rates are only apply to property owners****

Hourly Labor Rate -\$21.63

Hourly Labor Rate when using a chainsaw- \$30.85

Highway Vehicle Rate per mile- \$0.56

Equipment Hourly Rate per hour-\$39.63 ****This can be used for any equipment that weighs under 1 ton. FEMA does not allow for equipment that is over 1 ton due to environmental concerns. ****

If you are using a contractor, please list the total cost that they charged you under “Amount” and then for the “Units” please put dollars, then the put the total again for “Total for Activity”.

Once you have completed recovery work on your property, please put the total at the top of the sheet under “Total Cost Fill in After Completing the Project”. Also, total each page you complete at the bottom of each sheet.

Please then submit to ema@co.albany.wy.us. Once you submit, we will do our best to reimburse you in a timely manner. Remember once you submit, if you want to do more work on your property you will have to submit another application to Albany County EMA.