




THE NAVAJO NATION

RUSSELL BEGAYE PRESIDENT
JONATHAN NEZ VICE PRESIDENT

Navajo Department of Emergency Management
Emergency Operation Center
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MEMORANDUM

TO : Navajo Nation Chapters
Chapter Managers
Community Service Coordinators
Account Maintenance Specialist

FROM : 
Harlan Cleveland, Emergency Operations Center Manager
Delegated Department Manager
Department of Emergency Management

DATE : January 26, 2017

SUBJECT : **2017 Winter Storm**
Financial Transactions
Cost Spreadsheet

This memorandum is a guidance and direction for the Incident Command Post (chapter) concerning the emergency relief efforts expenses accumulated at the local Incident Command Post. The Navajo Nation Emergency Operations Center (NNEOC) is directing Navajo Nation Chapters to provide a basic spreadsheet of expenses incurred related to the current winter storm. All expenses should be from Thursday, January 19, 2017 to date. Chapters shall continue to send expense reports on a daily basis at the end of each day to NNEOC. The attached Spreadsheet will give the ICP (Chapter) a basic idea on how to capture expenses dispersed. The spreadsheet may not capture all expenses occurred. The ICP (chapter) can add other expenses related to the emergency relief efforts being provided. It is important that chapters keep invoices, receipts and any other transactions related to emergency relief efforts at the ICP (chapter) until otherwise requested by NNEOC. It is at the discretion of the ICP (chapter) to hire community members who own heavy equipment (i.e., tractor, grader, bobcat, etc.) to assist in clearing community roadways, if the chapter ICP does hire individuals then the chapter ICP shall utilize the FEMA Schedule of Equipment Rates FY 2015 (example:)

Cost Code	Equipment	Specifications	Capacity or Size	HP	Notes	Unit	2015 Rates
8401	Loader, Tractor, Wheel			To 81		Hour	\$26.25

It is very imperative that ICP (chapter) maintain the cost amount related to the to this incident, we will need to capture the emergency funds used as well as regular operating funds used by the chapter.

Should you have questions, please feel free to contact the Emergency Operations Center at (505) 371-8416 or 8417.

Attachments:

Basic Spreadsheet

FEMA Schedule of Equipment Rates 2015 Rates

Cc: Office of the President /Vice-President

Arbin Mitchell, Chief of Staff, Office of the President/Vice-President

Carl Smith, Executive Director, Navajo Division of Community Development

Johnny Johnson, Program Manager, Administrative Support Center

Jesse Delmar, Executive Director, Navajo Division of Public Safety

CHAPTER _____
 OPERATION WINTER STORM 2017
 EMERGENCY FUNDS
 DAILY COST SUMMARY

DATE	REPAIRS	EQMT RENTAL	WOOD	COAL	FOOD	WATER	PROPANE	PEP	GASOLINE	MEDICAL SUPPLIES	HAY*	TOTAL
1/25/2017												0
												0
												0
												0
												0
												0
												0
												0
												0
												0
												0
												0
												0
												0
												0
												0
												0
												0
												0
TOTAL	0	0	0	0	0	0	0	0	0	0	0	0

NOTE*: The column labelled as "HAY" is included in the spreadsheet to track costs spent for hay, however is not reimbursible therefore is not included in the Grand Total of overall expenses.

** EQMT- Equipment Rental

** PEP - Public Employment Project (Temporary Emergency Hire/Force Account Labor)