MEMORANDUM

TO: Navajo Nation Chapters
Chapter Managers
Community Services Coordinators
Account Maintenance Specialist
Senior Projects Planning Specialist

FROM: Harlan Cleveland, Emergency Services Coordinator
Delegated Emergency Management Director
Department of Emergency Management

DATE: February 25, 2019

SUBJECT: 2019 Winter Storm
Financial Transactions
Cost Spreadsheet / LEMO Form

This memorandum is a guidance and direction for the Incident Command Post (ICP) (Chapters) concerning the emergency relief efforts expenses accumulated at the local ICP. 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, February 21, 2019 to date. Chapters shall continue to send expense reports on a daily basis at the end of each day to the 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 incurred. 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 Federal Emergency Management Agency (FEMA) Schedule of Equipment Rates FY 2017 (example:)

<table>
<thead>
<tr>
<th>Cost Code</th>
<th>Equipment</th>
<th>Specifications</th>
<th>Capacity or Size</th>
<th>HP</th>
<th>Notes</th>
<th>Unit</th>
<th>2017 Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td>8401</td>
<td>Loader,</td>
<td>Bucket</td>
<td>0.87 CY</td>
<td>To 80</td>
<td>Case</td>
<td>Hour</td>
<td>$33.73</td>
</tr>
<tr>
<td></td>
<td>Tractor,</td>
<td>Capacity</td>
<td></td>
<td></td>
<td>580 Super L</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Wheel</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>


It is very imperative that ICP (Chapter) maintain the cost amount related 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
- Labor Equipment Material Other (LEMO) Form
- FEMA Schedule of Equipment Rates 2017 Rate

Cc: Office of the President / Vice-President
    Paulson Chaco, Chief of Staff, Office of the President / Vice-President
    Pearl Yellowman, Executive Director, Navajo Division of Community Development
    Johnny Johnson, Program Manager, Administrative Services Center
    Jesse Delmar, Executive Director