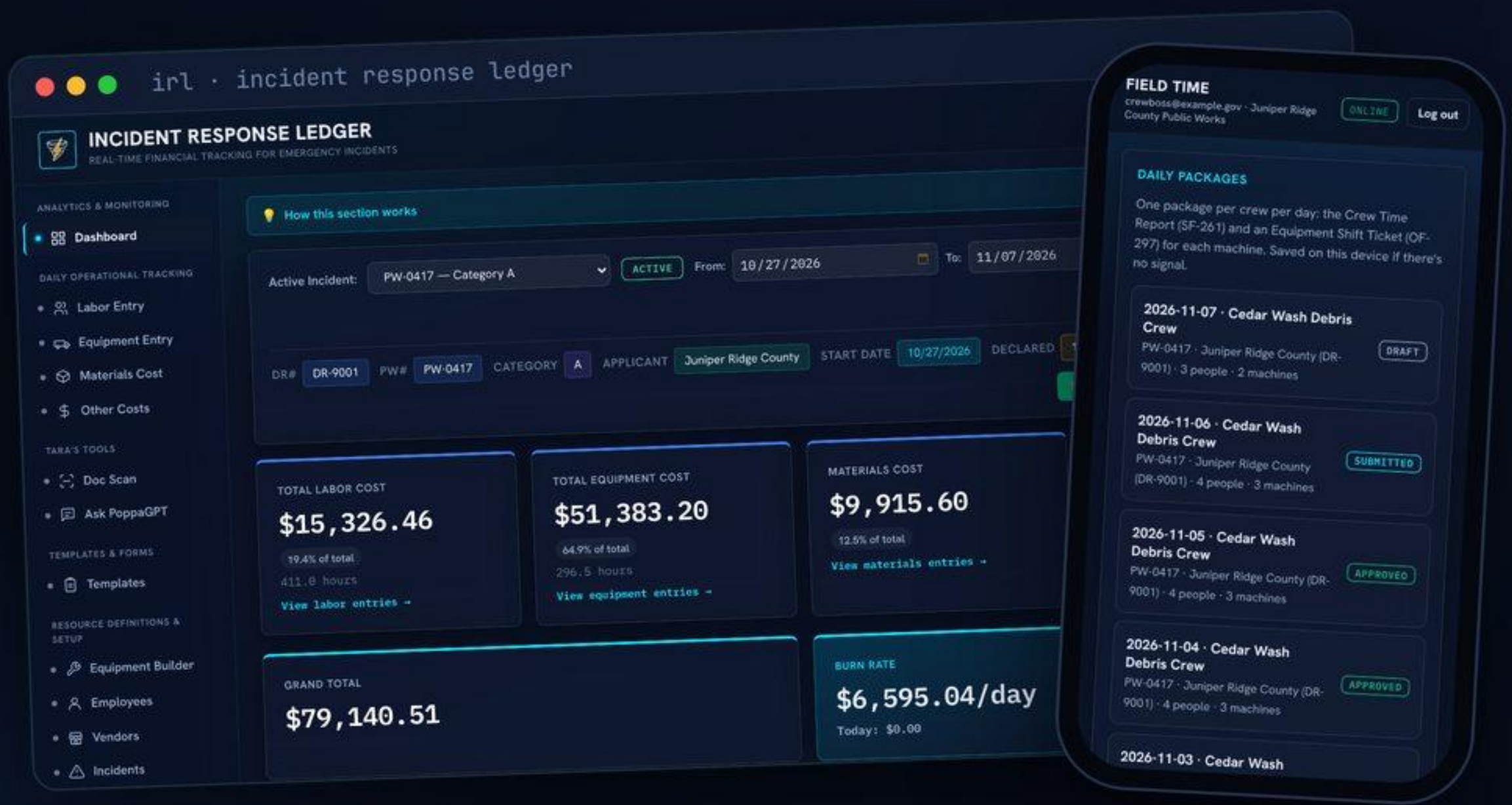
FEMA reimbursement, documented while the work happens.

Crew time, equipment, costs and the signed SF-261 and OF-297 forms FEMA asks for, in one place from the field to the finance office.



Know your burn rate every day.

Live totals by category, the burn rate for the whole event, and what was spent each work day against the average.

- Daily spend vs. average per day
- Cumulative view
- Totals and share by category



Incident Response Ledger

Sample data · fictional agency

Crew time from the field, even with no signal.

Crew bosses fill the Crew Time Report on their phone. Drafts save on the device and sync when signal returns.

- On/off times, meal breaks, remark codes
- One shift ticket per machine





Signed where the work happens.

The officer in charge signs with a finger. The signature goes straight onto the SF-261 and every OF-297.

No paper to chase down

Office changes need a fresh signature

REMARKS

Anything the approver should know

OFFICER IN CHARGE — SIGNATURE

NAME

T. Begay

TITLE

Crew Boss

SIGN BELOW

Clear signature

Save

SIGN & SUBMIT

Approve in one tap. Overtime done for you.

Finance reviews each day's report, then approves it or sends it back. Approval posts hours and equipment to the incident.

- Daily and weekly overtime rules per agency
- Mismatch flags: machine hours vs. operator hours

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Approvals 1 · All packages · Reimbursement packet · Crews · Time rules

2026-11-06 · Cedar Wash Debris Crew (C-12) SUBMITTED SF-261 / OF-297

PW-0417 · Juniper Ridge County (DR-9001) · Cedar Wash · submitted by crewboss@example.gov

PERSON	POS.	TIMES	REMARKS	HOURS
Alvarez, Dana	EQOP	0600-1200, 1230-1830		12
Begay, Tomas	CRWB	0600-1200, 1230-1830		12
Chen, Riley	LABR	0600-1200, 1230-1700		10.5
Okafor, Sam	TRKD	0600-1200, 1230-1700		10.5
Total crew hours (overtime split by your rules on approval)				45

MACHINE	OPERATOR	START-STOP	UNITS	DOWN	STATUS	REMARKS
Grader - CAT 14M (14 ft) (8333)	Alvarez, Dana	0600–1830	11.5 h	0	under agreement	Debris pushed to windrows
Loader, Wheel - CAT 950 (5 CY) (8395)	Begay, Tomas	0600–1830	10.5 h	0	under agreement	Loading haul trucks
Truck, Dump - Mack Granite 12 CY #21 (8722)	Okafor, Sam	0600–1700	10.5 h	0	under agreement	Haul to landfill

T. Begay, Crew Boss · officer in charge

APPROVE & POST TO INCIDENT | What needs fixing? | Return to crew boss

SF-261 and OF-297, filled and signed.

Every approved day produces a Crew Time Report and an Equipment Shift Ticket for each machine, ready to print.

CREW TIME REPORT

(1) CREW NAME	(2) CREW NUMBER
Cedar Wash Debris Crew	C-12

(3) OFFICE RESPONSIBLE FOR INCIDENT	(4) INCIDENT NAME	(5) INCIDENT NUMBER
Juniper Ridge County Public Works	PW-0417 · Juniper Ridge County (DR-9001)	DR-9001

(6) RE-MARKS NO.	(7) NAME OF EMPLOYEE	(8) CLASSI-FICATION	10/30/2026 ON	10/30/2026 OFF	10/30/2026 ON	10/30/2026 OFF	10/30/2026 ON	10/30/2026 OFF	TOTAL HRS
H	Alvarez, Dana	EQOP	0600	1200	1230	1830			12.00
H	Begay, Tomas	CRWB	0600	1200	1230	1830			12.00
	Chen, Riley	LABR	0600	1200	1230	1700			10.50
	Okafor, Sam	TRKD	0600	1200	1230	1700			10.50

(9)–(10) Dates and military time ON / OFF. Gaps between pairs are unpaid meal breaks. Site: Cedar Wash.

(11) REMARKS
H Hazard: unstable debris / swift water
Swift-water hazard at the Cedar Wash crossing until 1000.

(12) OFFICER-IN-CHARGE (SIGNATURE)	(13) TITLE (OFFICER-IN-CHARGE)
T. Begay	Crew Boss
(14) NAME (PERSON POSTING TO EMERGENCY TIMESHEET) admin@example.gov	(15) DATE 11/07/2026

Generated by Incident Response Ledger · package pkg_sample-2026-10-30-c12

STANDARD FORM 261 format

QUIPMENT SHIFT TICKET

t use recorded below.

OR (NAME)
dge County Public Works

	4. INCIDENT NUMBER	5. OPERATOR (NAME)
	DR-9001	Alvarez, Dana

8. OPERATOR FURNISHED BY
☐ Contractor ☒ Government

11. OPERATING SUPPLIES FURNISHED BY
☐ Contractor ☒ Government (dry)

CIAL	14. REMARKS (RELEASED, DOWN TIME AND CAUSE, ETC.)
	Debris pushed to windrows FEMA cost code 8333

16. INVOICE POSTED BY (RECORDER'S INITIALS)
admin

18. GOVERNMENT OFFICER'S SIGNATURE
T. Begay, Crew Boss

19. DATE SIGNED
11/07/2026

Generated by Incident Response Ledger · package pkg_sample-2026-10-30-c12

OPTIONAL FORM 297 format

A packet that is ready to turn in.

One PDF with every signed SF-261 and OF-297 for an incident or date range, plus a checklist of anything not ready yet.

- Flags unsigned or unapproved reports
- Flags hours with no signed form behind them

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✓ Ready to turn in

10 signed report(s) below. Every labor and equipment hour on this incident is backed by a signed form.

CREW TIME REPORT

(1) CREW NAME	(2) CREW NUMBER
Cedar Wash Debris Crew	C-12

(3) OFFICE RESPONSIBLE FOR INCIDENT	(4) INCIDENT NAME	(5) INCIDENT NUMBER
Juniper Ridge County Public Works	PW-0417 · Juniper Ridge County (DR-9001)	DR-9001

(6) RE-MARKS NO.	(7) NAME OF EMPLOYEE	(8) CLASSI-FICATION	10/27/2026		10/27/2026		10/27/2026		TOTAL HRS
			ON	OFF	ON	OFF	ON	OFF	
	Alvarez, Dana	EQOP	0600	1200	1230	1830			12.00
	Begay, Tomas	CRWB	0600	1200	1230	1830			12.00
	Chen, Riley	LABR	0600	1200	1230	1700			10.50
	Okafor, Sam	TRKD	0600	1200	1230	1700			10.50

FEMA's LEMO workbook, in one click.

Export LEMO builds the FEMA Labor, Equipment, Materials and Other workbook from the ledger: summary totals, labor and equipment by day, employees, materials, other costs and DAC.

- Matches FEMA's template tab for tab
- Totals tie to the dashboard

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START DATE 10/27/2026 DECLARED 10/29/2026 FEMA RATES 2025

Export LEMO | Archive Project

LEMO_PW-0417_Juniper_Ridge_County.xlsx

APPLICANT	Juniper Ridge County		DISASTER	DR-9001	CAT	A	PW#
	LABOR	LABOR	LABOR	LABOR	LABOR	LABOR	LABOR
	Site Name or Number	Date	Employee Name	REG RATE (with ERE)	OT RATE (with ERE)	REG HOURS	OT HOURS	REG COST (With ERE)
	Bridge crossing	*03/23/2010*	*Smith, Don (Example)*	*$20.00*	*$30.00*			
	Cedar Wash	10/27/2026	Okafor, Sam	$29.75	$44.63			
	Cedar Wash	10/27/2026	Chen, Riley	$31.25	$46.88			
	Cedar Wash	10/27/2026	Alvarez, Dana	$38.50	$57.75			
	Cedar Wash	10/27/2026	Begay, Tomas	$34.00	$51.00			
	Cedar Wash	10/28/2026	Alvarez, Dana	$38.50	$57.75			
	Cedar Wash	10/28/2026	Okafor, Sam	$29.75	$44.63			
	Cedar Wash	10/28/2026	Chen, Riley	$31.25	$46.88			
	Cedar Wash	10/28/2026	Begay, Tomas	$34.00	$51.00			
	Cedar Wash	10/29/2026	Okafor, Sam	$29.75	$44.63			
	Cedar Wash	10/29/2026	Alvarez, Dana	$38.50	$57.75			
	Cedar Wash	10/29/2026	Chen, Riley	$31.25	$46.88			
	Cedar Wash	10/29/2026	Begay, Tomas	$34.00	$51.00			
	Cedar Wash	10/30/2026	Okafor, Sam	$29.75	$44.63			

Summary Totals | Labor & Equip | Employees | Materials Costs | Other Costs | Equipment | DAC Costs

Applicant:		Juniper Ridge County
Disaster:		DR-9001
PW #:		PW-0417
Labor (FA) Reg Hours		320.00
Labor (FA) OT Hours		91.00
Equipment (FA) Hours		296.50
Labor Cost (FA) Reg	$	$10,680.00
Labor Cost (FA) OT	$	$4,646.46
Labor Cost; Total	$	$15,326.46
Equipment (FA)	$	$51,383.20
Materials (County)	$	$9,915.60
Other Costs	$	$2,515.25
Grand Totals		**$79,140.51**
DAC Total		$0.00

Ask about any incident. Get the real numbers.

PoppaGPT, your guide to the PAPPG, reads your agency's live data: totals, burn rate, cost drivers, overtime and anything that needs attention.

- Answers from your data, never guessed
- Drafts status emails to leadership
- FEMA policy guidance with citations

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Give me a cost report for this incident. What are the biggest cost drivers?

Juniper Ridge County · DR-9001 · PW-0417, whole incident to date: **$79,140.51** over 12 days, a burn rate of **$6,595.04/day**.

CATEGORY	COST	SHARE
Equipment	$51,383.20	65%
Labor	$15,326.46	19%
Materials	$9,915.60	13%
Other	$2,515.25	3%

Biggest drivers:

- **Grader - CAT 14M (14 ft)** (FEMA 8333, $231.47/hr): 104.5 h, $24,188.65
- **Loader, Wheel - CAT 950 (5 CY)** (FEMA 8395, $163.20/hr): 94.5 h, $15,422.40
- Overtime: 91 of 411 labor hours.

Heads up:

- 1 field package(s) are submitted but not approved yet, so their hours are not in these totals.

Just tell Poppa. It drafts the paperwork.

"Dana Alvarez worked 0600 to 1800 at Cedar Wash on the grader." Poppa drafts the crew time and shift ticket lines, priced and split into overtime.

Type it or say it

Nothing saves until you tap Confirm; the crew boss signs

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Crew time report · Alvarez, Dana

Incident: Juniper Ridge County · DR-9001 · PW-0417
Date: 2026-11-07 · Site: Cedar Wash
Crew: Cedar Wash Debris Crew (C-12)
On 0600 → off 1800 (12 h) · Debris removal
Estimated when approved: 8 h regular + 4 h overtime, $539.00
Adds to the crew's draft report for that day
Next: crewboss@example.gov reviews and signs, then it's approved and posted to the ledger

CONFIRM CANCEL

Shift ticket · Grader - CAT 14M (14 ft)

Incident: Juniper Ridge County · DR-9001 · PW-0417
Date: 2026-11-07 · Site: Cedar Wash
Crew: Cedar Wash Debris Crew (C-12)
Start 0600 → stop 1800 (12 h) · Operator: Alvarez, Dana
Estimated when approved: $231.47/hour (FEMA 2025 rate), $2,777.64
Adds to the crew's draft report for that day
Next: crewboss@example.gov reviews and signs, then it's approved and posted to the ledger

CONFIRM CANCEL

CONFIRM ALL 2

The right FEMA rate, automatically.

Equipment is priced from the FEMA Schedule of Equipment Rates in effect for the incident's declaration date.

Versioned schedules; past entries keep their rate

Daily check for new FEMA schedules

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How rates are chosen

Each incident uses the FEMA Schedule of Equipment Rates in effect for its **disaster declaration date** (set on the incident; until then the start da
Equipment with a FEMA cost code is priced from that schedule. Equipment without a FEMA code uses its own rate. Every equipment entry kee
loading a new schedule never changes past entries.

Loaded schedules

SCHEDULE	APPLIES TO DECLARATIONS ON OR AFTER	RATES	LOADED	SOURCE FILE (SHA-256)
FEMA 2025 ACTIVE	2025-07-01	465	11/7/2026 by bundled	fema_pa_schedule-equipment-rates_2025.x (86aea6bc169b…)

Look up a rate

SCHEDULE: FEMA 2025

SEARCH CODE OR EQUIPMENT: e.g. 8250 or loader

CODE	EQUIPMENT	MANUFACTURER / SPEC
8010	Air Compressor	Miscellaneous Tank Mounted Air Compressors80/25 · 41 CFM · Hoses included.
8011	Air Compressor	Multiquip DIS100SSK4F · 103 CFM · Hoses included.
8012	Air Compressor	Sullivan-Palatek D130Q6IZ · 130 CFM · Hoses included.
8013	Air Compressor	Grimmer-Schmidt 175 · 175 CFM · Hoses included.

Your data stays your agency's.

Each agency's records are walled off in the database itself. Roles control who sees pay rates and costs.

ICS / NIMS position titles

Row-level security per agency

Command / Admin

EOC Director, Emergency Manager. People, settings and all data.

Finance/Admin Section

Section Chief; Time, Cost, Procurement, Comp/Claims Units. Costs and approvals.

Field

Crew Boss, Strike Team/Task Force Leader. Field app only; no pay rates.

Command & General Staff

Ops, Planning, Logistics Chiefs, PIO. View only: dashboards, reports, PoppaGPT.

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Your agency · 3 people

Juniper Ridge County Public Works

Save name

Add a person

Pick each person's ICS position. The position sets what they can do:

Command / Admin
EOC Director, Emergency Manager, Agency Administrator. Manages people and settings, and sees all the agency's data.

Finance/Admin Section
Section Chief; Time, Cost, Procurement and Comp/Claims Unit Leaders. All incidents and costs; approves crew time and shift tickets.

Field
Crew Boss, Strike Team/Task Force Leader, Division/Group Supervisor. Field app only: crew time and shift tickets for their crews. No pay rates or costs.

Command & General Staff (view only)
EOC Director; Operations, Planning and Logistics Section Chiefs; PIO, Liaison, Safety. Sees dashboards, costs, reports and the packet, and can ask PoppaGPT; can't change anything.

Stop rebuilding timesheets after the disaster.

- [x] Field crew time and shift tickets, signed on the phone
- [x] Approvals with your overtime rules
- [x] Live incident costs and burn rate
- [x] Signed SF-261 / OF-297 reimbursement packet
- [x] One-click export to FEMA's LEMO workbook
- [x] PoppaGPT, your guide to the PAPPG: reports, leadership emails, data entry
- [x] FEMA rates picked by declaration date

Message me for a walkthrough.

Screens show sample data for a fictional agency