Policy and Procedure 3-5
Personnel, Vehicle, Equipment, Service and Publication Rates

Issued By: Robert W. Farrell, State Forester

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Codes/Mandates: N/A

References: CAPP Manual Topic 20335

Forms:
Form 3.1 Request for Billing
Form 3.6 Employee Reimbursement Request
Form 4.10 Prescribed Burning Services Agreement
Form 7.1 Forest Management Services Agreement
Form 7.4 Reforestation of Timberlands Project Report
Form 7.10 Forest Stewardship Program Application
Form 12.1 Reforestation Tree Seedling and Service Order
DOA Travel Expense Reimbursement Voucher and Distribution Continuation Sheet

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PURPOSE

To provide the standard established rates for personnel, vehicles, travel, equipment, publications and services.

POLICY

It shall be the policy of the agency to maintain standard rates to be used consistently within the agency when charging for services, fire suppression costs, equipment rentals and mileage reimbursements.

DEFINITIONS

“Agency” and “VDOF” means the Virginia Department of Forestry.

“Commonwealth” means the Commonwealth of Virginia.

“M&IE” means meals and incidental expenses.

“Per diem” means a specific amount of money an organization gives an employee per day to cover living expenses when traveling for work.
### PROCEDURES

#### Personnel, Vehicle, Equipment and Service Rates

**Expense Reimbursement Mileage Rates**

<table>
<thead>
<tr>
<th>Mileage Rate</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Mileage Rate</td>
<td>$0.56 per mile</td>
</tr>
<tr>
<td>Fleet Mileage Rate</td>
<td>$0.246 per mile</td>
</tr>
<tr>
<td>Non-Taxable Mileage Rate for Moving and Relocation Reimbursement</td>
<td>$0.16 per mile</td>
</tr>
</tbody>
</table>

**Personnel Rates**

<table>
<thead>
<tr>
<th>Personnel Hours: Full-time (Service provided by other full-time personnel)</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Person</td>
<td>$35.00 per hour</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Personnel Hours: Full-time (Service provided by RT-funded personnel)</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Person</td>
<td>$35.00 per hour</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Personnel Hours: Part-time (includes fringe benefits)</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Person</td>
<td>$13.50 per hour</td>
</tr>
</tbody>
</table>

**Part-time Firefighter Pay Rates**

Part-time firefighter pay rates are established based on training and experience.

<table>
<thead>
<tr>
<th>Firefighter Level</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 1 Firefighter</td>
<td>$10.46 per hour</td>
</tr>
<tr>
<td>Level 2 Firefighter</td>
<td>$12.38 per hour</td>
</tr>
<tr>
<td>Level 3 Firefighter</td>
<td>$14.85 per hour</td>
</tr>
</tbody>
</table>

Note: For the purpose of fire suppression collections, a flat rate of $11.00 per hour is used to calculate the suppression costs on the Form 1.

**Vehicle Mileage Rates**

<table>
<thead>
<tr>
<th>Vehicle Type</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Car, Brush Truck, Sport Utility, Van, Pickup, Utility</td>
<td>$0.56 per mile</td>
</tr>
<tr>
<td>Lowboy, Tractor Trailer, Stake Body, Transport (Current IRS Vehicle Rates)</td>
<td>$1.50 per mile</td>
</tr>
</tbody>
</table>

**Equipment Rental Rates**

These rates are for equipment rental only and do not include the cost of an operator.

<table>
<thead>
<tr>
<th>Equipment Rental Description</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delivery: Brush Drum Chopper or Bush and Bog Disk</td>
<td>$300.00 per tract</td>
</tr>
<tr>
<td>Rental: Planting and Site Preparation Equipment (minimum charge of $75)</td>
<td>$15.00 per acre</td>
</tr>
</tbody>
</table>

**Equipment Services Rates**

These rates are for equipment use only and do not include the cost of an operator. Operator hours must be added.

<table>
<thead>
<tr>
<th>Equipment Services Description</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equipment Services: All-Terrain Vehicle (ATV) (minimum charge of $10)</td>
<td>$10.00 per hour</td>
</tr>
<tr>
<td>Equipment Services: Brush Truck (minimum charge of $70)</td>
<td>$35.00 per hour</td>
</tr>
<tr>
<td>Equipment Services: Small Equipment (Chainsaws, Fireline Blowers, Brushcutters) (minimum charge of $5)</td>
<td>$5.00 per hour</td>
</tr>
<tr>
<td>Equipment Services: Tractor (minimum charge of $130)</td>
<td>$65.00 per hour</td>
</tr>
<tr>
<td>Equipment Services: Tractor Standby (minimum charge of $60)</td>
<td>$30.00 per hour</td>
</tr>
<tr>
<td>Burn Fuel Mix</td>
<td>$3.50 per gallon</td>
</tr>
</tbody>
</table>

Note: If a tractor or ATV is taken to an operation location and is never started and unloaded from the transport or trailer, applicable transport vehicle mileage applies. If the tractor or ATV is started and unloaded from the transport or trailer, the minimum charge will apply whether the equipment is used further or not.

**Forest Management Services Rates**

<table>
<thead>
<tr>
<th>Forest Management Services Description</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delivery: Seedlings (per loaded mile) (minimum charge of $50)</td>
<td>$2.00 per mile</td>
</tr>
<tr>
<td>Planting Coordination (VDOF will coordinate planting for the landowner and sample quality of work.) (minimum charge of $75)</td>
<td>$5.00 per acre</td>
</tr>
<tr>
<td>Riparian Buffer Tax Credit Application Processing and Administration</td>
<td>$150.00 per application</td>
</tr>
<tr>
<td>Stewardship Plan Preparation/Revision (minimum charge of $200)</td>
<td>$1.50 per acre</td>
</tr>
</tbody>
</table>
### Land Use Plan Preparation

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>$200.00 per plan</td>
<td></td>
</tr>
</tbody>
</table>

### Timber Marking – Hardwood on Private Land > 6 acres (minimum charge of $90)

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>$15.00 per acre</td>
<td></td>
</tr>
</tbody>
</table>

### Timber Marking – Pine on Private Land > 6 acres (minimum charge of $90)

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>$25.00 per acre</td>
<td></td>
</tr>
</tbody>
</table>

### Prescribed Burning Services Rates

#### Line Construction
- Transport mileage billed at current transport per mile rate
- Tractor use billed at current tractor per hour rate (minimum charge applies)
  - Any existing tractor expenses for standby services can be calculated into the tractor minimum charge when line construction is needed.
- Personnel time billed at current personnel per hour rate

#### Prescribed Burning Full Service – Site Prep Burn

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>$30.00 per acre</td>
<td></td>
</tr>
</tbody>
</table>

#### Prescribed Burning Full Service – Other Burn Types

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>$25.00 per acre</td>
<td></td>
</tr>
</tbody>
</table>

#### Prescribed Burning Assistance

- Vehicle mileage billed at current vehicle per mile rate
- Personnel time billed at current personnel per hour rate

#### Prescribed Burning Standby

- Transport mileage billed at current transport per mile rate
- Tractor billed at current tractor standby per hour rate
  - If tractor is unloaded and operates for any purpose, the current tractor equipment service rate will be used for the operating time.
- Personnel time billed at current personnel per hour rate

### Other Services Rates

- Seed, Fertilizer, Other Product for Stabilization (Supply Cost) actual cost per project

### Publication Rates

<table>
<thead>
<tr>
<th>Book Description</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Common Native Trees of Virginia Tree Identification Book</td>
<td>$2.85 each plus tax - picked up</td>
</tr>
<tr>
<td>Common Native Shrubs and Woody Vines of Virginia Identification Book</td>
<td>$2.85 each plus tax - picked up</td>
</tr>
<tr>
<td>Common Native Book Combo - one of each book (Tree book and Shrub book)</td>
<td>$4.75 each plus tax - picked up</td>
</tr>
</tbody>
</table>

***To purchase books to be shipped, they must be purchased from http://www.shopdgif.com/**

### AUTHORITY

This policy and procedure is issued by the Virginia state forester.

### INTERPRETATION

The director of finance, chief of administration and deputy state forester are responsible for the interpretation of this policy and procedure within their respective areas of responsibility.
APPREOVAL

I certify that this policy and procedure is approved and ready for publication.

Fernanda Crandol
Director of Finance Name (Print)

John Colligan
Chief of Administration Name (Print)

Ed Zimmer
Deputy State Forester Name (Print)

Fernanda Crandol
Director of Finance Signature
Digitally signed by Fernanda Crandol
Date: 2021.02.03 08:57:21 -05'00'

John Colligan
Chief of Administration Signature
Digitally signed by John Colligan
Date: 2021.02.03 16:30:26 -05'00'

Edward H Zimmer
Deputy State Forester Signature
Digitally signed by Edward H Zimmerman
Date: 2021.02.08 09:13:55 -05'00'