

Documentation to Support Costs Claimed

Well documented claims speed processing and payment.

The Applicant should submit the following to support costs claimed (not an all-inclusive list):

Applicant (Force Account) Labor:

For each individual:

- Name
- Job title and function
- Type of employee (i.e., full-time exempt, full-time non-exempt, part-time, temporary, prisoner, etc.)
- Days and hours worked
- Pay rate(s) and fringe benefit rate(s)
- Description of work performed with daily logs / activity reports, if available
- Timesheets
- Pay policy

Applicant-Owned (Force Account) Equipment:

For each piece of equipment:

- Type of equipment and attachments used, including year, make, and model
- Size/capacity (e.g., horsepower, wattage)
- Locations and days and hours used with usage logs
- Operator name
- Schedule of rates, including rate components
- Rented or Purchased Equipment:
 - Rental or lease agreements, invoices, receipts
 - Days used

Supplies from Stock:

- Historical cost records
- Inventory records
- Type of supplies and quantities used, with support documentation such as daily logs

Purchased Supplies:

- Receipts or invoices

Contracts:

- Copies of contract
- Invoices
- Proof of Payment

Mutual aid:

- Written agreement
- Services requested and received
- Same information listed for labor, equipment, and supplies above (as applicable)
- Invoices

Donated Resources:

For each individual:

- Name
- Days and hours worked
- Description of work performed
- Location of work and work performed

Equipment:

- Same information listed under Applicant-Owned Equipment above
- Who donated each piece of equipment

Supplies or materials:

- Quantity donated
- Who donated
- Location(s) used

For Direct Administrative Costs (DAC):

- Log with person's name and description of administrative task performed by individual
- Pay Rate & Fringe Benefit
- Timesheet/Log for specific days claimed
- Payroll Report/Transaction Report demonstrating proof-of-payment

Track Separately from other activities