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 and Prisoner 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/Proof of Payment
- Pay rate(s) and fringe benefit rate(s)
- Description of work performed with representative sample of daily logs / activity reports, if available
- Timesheets
- Fringe benefit calculations
- 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/Proof of Payment

**Contracts:**

- Procurement policy
o Procurement and bid documents
o For procurements in excess of the simplified acquisition threshold, a cost/price analysis
o Contracts, change orders, and invoices
o Dates worked
o For time and materials (T&M) contracts, monitoring documentation

Mutual aid:

o Written agreement
o Services requested and received
o Same information listed for labor, equipment, and supplies above (as applicable)
o Invoices/Proof of Payment

Donated Resources:

For each individual:

o Name
o Days and hours worked
o Location of work and work performed

Equipment:

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

Supplies or materials:

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

Cost Estimates:

o Cost estimate for the agreed-upon SOW developed with unit costs
o Qualifications of the company or individual who prepared the cost estimate

Cost reasonableness (if requested by FEMA):

o Documentation showing current market price for similar goods or services, such as:
  • Historical documentation;
  • Average costs in the area; or
  • Published unit costs from national cost estimating databases.

o Documentation supporting necessity of unique services or extraordinary level of effort

o Documentation supporting shortages, challenging procurement circumstances, and length of time shortages or procurement challenges existed, such as:
  • News stories
  • Supply chain vendor reports
For Administrative Costs:

- Specific description of administrative task performed by individual
- Skill level and position description of individual performing task

Other:

- Documentation regarding cash donations or other funding received
- Cost comparisons and source documentation, if applicable
- Actual insurance proceeds, if available