

VEM's Guidance on Documentation to Support Costs Claimed for FEMA Public Assistance

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

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 benefits
- Description of work performed with representative sample of daily logs/activity reports, if available
- Representative sample of timesheets
- Fringe benefit calculations
- Pay policy

Applicant-owned (Force Account) 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

- Procurement policy

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

Mutual Aid

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