

Documentation to Support Costs Claimed

✓	The Applicant should provide 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
	Pay rate(s) and fringe benefit rate(s)
	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:	
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:	
	Procurement policy
	Procurement and bid documents
	For procurements in excess of the 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
Donated Resources:	
For each individual:	
	Name
	Days and hours worked
	Location of work and work performed

Donated Resources:	
For each individual:	
	Same information listed under Applicant-Owned Equipment above
	Who donated each piece of equipment
Donated Resources:	
For supplies or materials:	
	Quantity donated
	Who donated
	Location(s) used
Cost Estimates:	
	Cost estimate for the agreed-upon SOW developed with unit costs
	Qualifications of the company or individual who prepared the cost estimate
Cost reasonableness (if requested by FEMA):	
	Documentation showing current market price for similar goods or services, such as: <ul style="list-style-type: none"> • Historical documentation; • Average costs in the area; or • Published unit costs from national cost estimating databases.
	Documentation supporting necessity of unique services or extraordinary level of effort
	Documentation supporting shortages, challenging procurement circumstances, and length of time shortages or procurement challenges existed, such as: <ul style="list-style-type: none"> • News stories • Supply chain vendor reports
For Direct Administrative Costs (DAC):	
	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