

PROJECT DOCUMENTATION

PURPOSE: This document provides guidance on how to organize backup documentation, create a cost summary, and submit documentation needed to close out FEMA Public Assistance (PA) projects. All supporting documentation and itemized costs must be outlined in a Cost Summary for Cal OES to quickly identify all costs claimed for each category of work on the signed P.4 form.

Creating a Cost Summary

The Cost Summary spreadsheet identifies the costs incurred for each type of work completed for a Project Worksheet (PW). Cal OES and FEMA may issue a Request for Information (RFI) if a Cost Summary spreadsheet is not provided. The Cost Summary is a necessary document to compare itemized claimed costs to the documentation provided at closeout. Please see the "Instructions" Tab within the supplementary "**DR XXXX Applicant Name PW YYYY**" spreadsheet for instructions on how to complete it. Cal OES and FEMA will accept a similar Cost Summary already created if it identifies all types of work and costs incurred.

Organizing Documentation

Documentation must be separately compiled for each PW to match the Cost Summary. Organize the documentation by the type of work performed. Cal OES and FEMA review and approve the documentation and its costs for each type of work performed. Common types of work performed are as follows:

1. Force Account Labor (FAL)
2. Force Account Equipment (FAE)
3. Force Account Material (FAM)
4. Rented or Purchased Equipment
5. Construction Contracts
6. Professional Contracts
7. Insurance
8. EHP and Permitting
9. Direct Administrative Costs (DAC)
10. Mutual Aid

Guidance on supporting documentation requirements can be found on the "Supporting Docs Checklist" tab within the supplementary "**DR XXXX Applicant Name PW YYYY**" spreadsheet. Include all awarded contracts and confirmation of procurement methods for each contract. If monitoring for Environmental and Historic Preservation (EHP) was required for any projects, relevant permits or correspondence must be included. If Insurance proceeds were received, provide a Final Statement of Loss (FSOL) and any other relevant insurance documentation.

Submitting Documentation

Cal OES does not require you to upload supporting documentation to the Engage Portal at the time of finalizing the Closeout Request. However, we do ask that you please prepare all work and cost documentation relative to your claim on the P.4 so that once a Closeout Specialist contacts you for documentation, they can ensure a timely Closeout for each project.

CLOSEOUT DOCUMENTATION

The Subrecipient shall submit the documents listed below to support costs claimed.

Force Account (F/A) Labor:
<p>For each individual:</p> <ul style="list-style-type: none">• Name, job title and function• Type of employee (i.e., full-time exempt, full-time non-exempt, part-time, temporary, prisoner, etc.)• Hours worked (REGULAR TIME and OVERTIME)• Pay rate(s) and fringe benefit rate(s)• Fringe benefit calculations• Pay policy• Timecards• Description of work performed with representative sample of daily logs/activity reports, if available. This can be shown on Timecards.<ul style="list-style-type: none">○ We must be able to identify that the type of work performed was connected to a project and/or site location for "X" amount of hours
Applicant-Owned (F/A) Equipment:
<p>For each piece of equipment:</p> <ul style="list-style-type: none">• 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 <i>In most cases, FEMA Equipment Rates are used</i>
Rented or Purchased Equipment:
<ul style="list-style-type: none">• Rental or lease agreements, invoices, receipts• Days used for eligible work• Proof of payment: bank statements or canceled checks
Insurance:
<ul style="list-style-type: none">• Signed letter from Insurance Provider with insurance proceeds and deductible• Final Proof or Statement of Loss - itemizes the work and costs paid out by the insurance claim• Must identify the completed work & costs paid by insurance in relation to the PW
Materials Purchased or from Stock:
<ul style="list-style-type: none">• Previous or current replacement cost of inventory<ul style="list-style-type: none">○ Daily logs, receipts, or invoices○ Type of supplies and quantities used• Proof of payment: bank statements or canceled checks
Contracts:
<ul style="list-style-type: none">• Procurement policy• Procurement and bid documents• Professional services and construction contracts• Change orders, invoices, and Final Invoices with itemized performed SOW/units/costs• Dates worked• For time and materials contracts: monitoring documentation• Proof of payment: bank statements or canceled checks

Mutual Aid:

- Written agreement
- Services requested and received
- Same information listed for F/A Labor, Equipment, and Materials above (as applicable)
- Timecards
- Invoices and proof of payment

Donated Resources:

For Each Individual:

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

For Equipment:

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

For Supplies/Materials:

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

Direct Administrative Costs (DAC):

- Only includes direct costs for administrative work.
- Generally, is administrative work consisting of collecting, copying, filing, or submitting documents to support a claim, preparing correspondence, preparing and developing project worksheets and version requests, finalizing closeout requests, billing and payment processing, office work duties, etc.
- **If F/A labor:** Same payroll and time card information will be needed as listed under Force Account (F/A) Labor section on page 2.
- **If hired professional service contract:** Same information will be needed as listed under Contracts on page 2 and 3.

Management Costs (MC):

- Includes both direct and indirect costs for administrative work.
- Generally, is administrative work consisting of collecting, copying, filing, or submitting documents to support a claim, preparing correspondence, preparing and developing project worksheets and version requests, finalizing closeout requests, billing and payment processing, office work duties, etc.
- **If F/A labor:** Same payroll and time card information will be needed as listed under Force Account (F/A) Labor section on page 2.
- **If hired professional service contract:** Same information will be needed as listed under Contracts on page 2 and 3.