

COVID DECLARATION RECIPIENT CHECKLIST FOR DOCUMENTATION NEEDED FOR FEMA LARGE PROJECTS AND SMALL PROJECTS INITIALLY OBLIGATED AFTER AUGUST 3, 2022 WITH COSTS ABOVE \$131,100
(Please check applicable backup documentation enclosed & include this sheet in your project package)

Applicant Name: _____ DR #: _____

Project #: _____ PW #: _____

- Applicant Cost Summary (Total Claimed Costs _____)
 - A detailed breakdown of all costs associated with project separated by category (Force Account Labor, Force Account Equipment, Materials, Rented Equipment, and Contract Work).

- Time Extension (if applicable)
 - Provide a time extension request on letterhead

- Force Account Labor (Claimed Costs _____)
 - Payroll Policy in effect at time of the disaster (1 copy per applicant per disaster. FEMA will scan into a shared folder.)
 - Validate Benefits % for Reg. and O/T hours
 - Validate when O/T pay kicks in (e.g., after 8 or after 40)
 - 100% Timecards or Activity Logs* & 100% Payroll Record/Stub showing proof of payment
 - Not Applicable

- Force Account Equipment (Claimed Costs _____)
 - 100% Equipment Summaries or Equipment Logs
 - If using FEMA Cost Codes, copy of FEMA Schedule of Equipment Rates in effect at time of the disaster
 - Compare equipment hours against labor hours* for that employee manning equipment
 - Not Applicable

- Materials (Claimed Costs _____)
 - 100% invoices if purchased OR listing of materials taken from stock, and 100% proof of payments. Items from stock may be reimbursed at present-day costs. Cannot include % markups.
 - 100% proof of payments
 - Not Applicable

- Disposition of Equipment
 - Provide documentation informing FEMA if the items will be used for other Federally funded programs or projects
 - List of purchased of equipment
 - Calculation for Fair Market Value (FMV) of purchased equipment
 - If there is no purchased equipment, provide a memo on letterhead stating such

- Disposition of Supplies
 - List of unused and/or expired supplies
 - Calculation of the Fair Market Value (FMV) of any unused residual supplies that FEMA funded for any of its projects
 - If there is no unused and/or expired supplies, provide a memo on letterhead stating such

- Rental Equipment (Claimed Costs _____)
 - Contract if applicable (how decision to utilize rented instead of purchase was made, if applicable)
 - 100% invoices & 100% proof of payment
 - Validate time used
 - Not Applicable

- Contracted Work (Claimed Costs _____)
 - Procurement Policy in effect at time of the disaster (1 copy per applicant per disaster.) Bid Package to include
 - Bid Tabulations / List of bidders / Explanation of how contractors were selected
 - Advertisements
 - Emails
 - Documented Phone Calls
 - Check Procurement Policy to validate applicants followed their policy or 2 CFR 200.317-327, if required
 - Copy of Contract (if applicable and available)
 - Amendments to Contract (if applicable)/ Work order changes
 - Mutual Aid Agreements (if applicable)
 - 100% invoices and 100% proof of payment
 - Not Applicable

- Management Costs Project (if applicable) (Claimed Costs _____)
 - Spreadsheet showing employee(s) name(s), dates, hours, salary/benefits for costs with a detailed description of work performed associated with the project/disaster
 - Equipment used, if applicable
 - Materials purchased, if applicable
 - Backup documentation (paystubs, timesheets etc..)
 - Not Applicable

- Duplication of Benefits
 - Copy of all Insurance Checks received
 - Methodology statement/calculations addressing duplication of benefits
 - Certification that other funding sources (CARES, ARPA, and other grants) did not cover project expenses

- Permitting, if applicable to (applicable for mass mortuary projects, temporary medical facilities, and vaccination projects)
 - Environmental
 - Building/Construction Permits
 - Not Applicable