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Governor



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**DHSEM  
NEW MEXICO  
DEPARTMENT OF HOMELAND SECURITY  
AND EMERGENCY MANAGEMENT**

**Recovery Unit Supporting Documentation of Claimed Costs Checklist**

**1. Applicant (Force Account) Labor:** (Should be broken down per PW and signed to show certification)

**FEMA FA Labor Summary Sheet** (For each individual)

Certified Payroll (Signed to show certification)	* Print out should include name, job title, type of employee, dates worked, times worked, pay rates, fringe benefit rate.
Normal working hours during the week	
Description of work performed with representative sample of daily logs / activity reports, if available	
Personnel Payroll policy	
Voucher Sheets	* If special codes are used, then explanation of which code pertains to the PW.
Record of payment sheets	

**2. Applicant-Owned (Force Account) FA Equipment:** (Should be broken down per PW)

**FA Equipment Summary Sheet** (For each piece of equipment and signed to show certification)

Equipment list and attachments used during eligible work	* Including year, make, and model * Size/capacity (e.g., horsepower, wattage) * VIN or plate number (this could be from an inventory list) * Locations and dates and times used and purpose Equipment shift tickets * Applicant's equipment list
Operator's name with time sheet or shift ticket	
Schedule of rates, including rate components	
Equipment rate sheets	
Contracts or agreements	
Equipment times must match the operator times	*i.e. dozer works 6 hours the operator must work 6 hours or more

<b>3. Rented or Purchased Equipment:</b> (Should be broken down per PW)	
<b>FA Rented/ Purchased Equipment Summary Sheet</b> (For each piece of equipment and signed to show certification)	
	Rental or lease agreements
	Description of equipment and purpose
	Invoices, receipts, with proof of payments * Will need purchase orders or explanation letter for anything over \$1,500.00
	Days used
	Identify Operator
	Fuel tickets for purchased fuel for rentals
<b>4. Materials:</b> (Should be broken down per PW)	
<b>FA Materials Summary Sheet</b> (Signed to show certification)	
<b>a. Supplies from Stock</b>	
	Historical cost records (purchase orders, proof of payments etc.)
	Inventory records
	Receipts
	Proof of payments
	Type of supplies and quantities used, with support documentation such as daily logs
	Scale tickets (if applicable)
<b>b. Purchased Supplies</b>	
	Type of supplies and quantities used, with support documentation such as daily logs
	Receipts or invoices
	Itemized invoices for travel costs
	Mileage for vehicles, hotel receipts (must show a "zero" balance), airfare, food, etc.
	Invoices, receipts, with proof of payments (Will need purchase orders or explanation letter for anything
	Policies and Procedures for purchases
<b>5. Contracts</b> (Can be broken down per PW or use of Task Orders, whichever one is more applicable)	
<b>Contractor Work Summary Record</b> (Signed to show certification)	
	<b>Procurement Process</b>
	Procurement policy ( as applicable)
	Invitation for Bid (IFB) ( as applicable)
	Request For Proposal (RFP) ( as applicable)
	Newspaper ads showing RFP ( as applicable)
	Pre-bid Conference Sign-in sheet and Agenda ( as applicable)
	All bids in response to IFB ( as applicable)
	Bid evaluations ( as applicable)
	Written agreements
	Services requested and received
	Invoices, receipts, with proof of payments Will need purchase orders or explanation letter for anything over \$1,500.00
	<b>Equipment</b>
	Rate sheets

	Dates and times worked
	Purpose or explanation of work (as applicable i.e. administrative personal working on incident)
Labor	
	Dates and times worked
	Purpose or explanation of work (as applicable i.e. administrative personal working on incident)
	Same information listed for labor, equipment, and Materials above (as applicable)
	For procurements in excess of the simplified acquisition threshold, a cost/price analysis
	Procurement checklist for each awarded contract
<b>6. Public Assistance Invoice</b>	
	Will be supplied and submitted after all desk audits and Obligations/ De-obligations are complete.
<b>7. Project Completion and Certification Report (P.4)</b>	
<b>Donated Resources:</b>	
(Donated resources only apply to Emergency Protective Measures otherwise can only be used as local match)	
<b>1. For each individual:</b>	
<b>Volunteer Labor Summary Record (Signed to show certification)</b>	
	Name
	Dates, times, location, and description of work – Signed time in and time out signed by direct supervisor or Incident Commander
	Copy of current National Volunteer Rate
<b>2. Equipment/ Materials:</b>	
<b>Donated Equipment Summary Record (Signed to show certification)</b>	
	Same information listed under FA Equipment/ Materials above
	Donated each piece of equipment, supplies or materials
	Itemized list Who Quantity donated Same information listed on equipment rate sheet (type, size, HP etc.) What was the equipment used for?
	Donated Location(s)
	Itemized list Who Purpose