

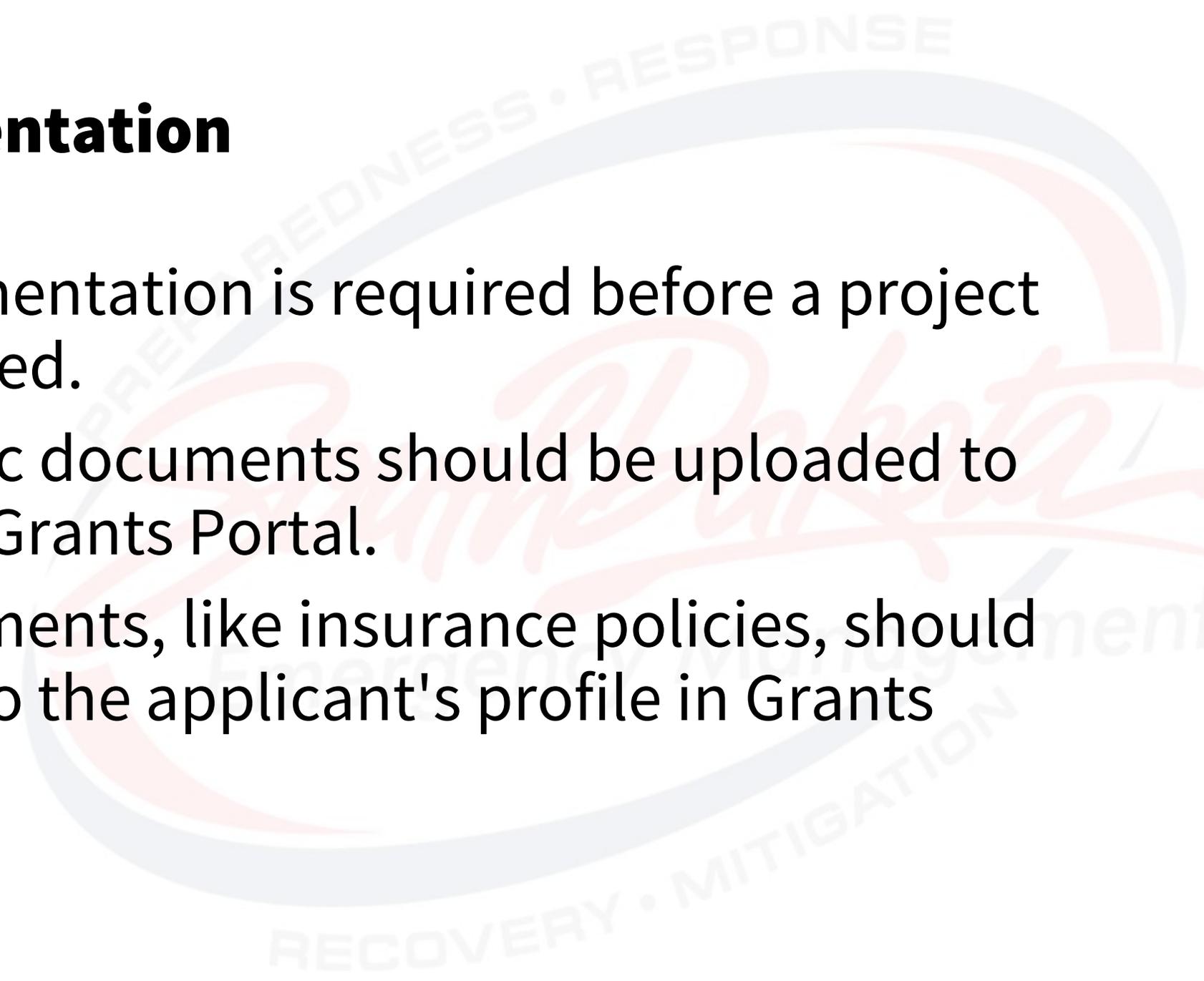
**Required
Project
Documentation**





Project Documentation

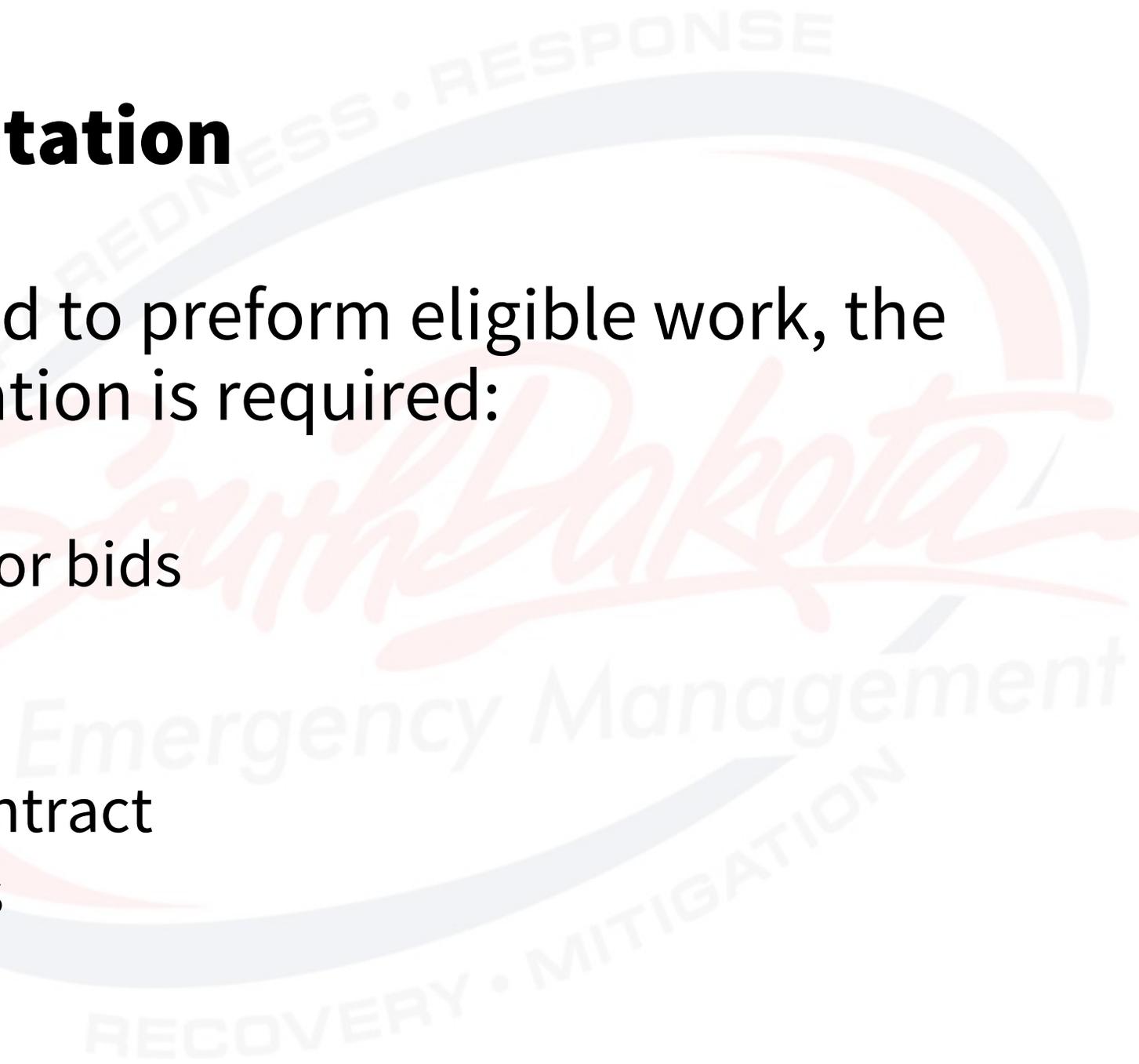
- Certain documentation is required before a project can be approved.
- Project specific documents should be uploaded to the project in Grants Portal.
- General documents, like insurance policies, should be uploaded to the applicant's profile in Grants Portal.





Contract Documentation

- If contractors are used to perform eligible work, the following documentation is required:
 - Procurement Policy
 - Copy of the request for bids
 - Copies of bids
 - Bid award notice
 - Signed and dated contract
 - Contractors' invoices



Force Account Labor

- If the applicant's paid staff are performing eligible work, the following documentation is required:
 - Applicant's payroll policy, including benefit information, rates of pay, & overtime policy
 - If meals or lodging are claimed, this should be addressed in the payroll policy
 - Timesheets showing employee name and hours worked
 - Completed Applicant Benefit Calculation Worksheet

FEDERAL EMERGENCY MANAGEMENT AGENCY
APPLICANT'S BENEFITS CALCULATION WORKSHEET

APPLICANT	PW REF NO.	FIPS NO.	CATEGORY	DISASTER	
ENTER TOTAL ANNUAL PAYROLL					
	<input style="width: 100%;" type="text"/>				
		REGULAR TIME %	OVERTIME %		
Holidays	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	If the benefit is applied to the overtime fringe rate, select the proper box <input type="checkbox"/>		
Vacation Leave	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>			
Sick Leave	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>			
* Social Security		6.20%			<input type="checkbox"/>
* Medicare		1.45%			<input type="checkbox"/>
* Unemployment	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>			<input type="checkbox"/>
* Worker's Comp	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>			<input type="checkbox"/>
** Retirement	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>			<input type="checkbox"/>
Health Benefits	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>			<input style="width: 100%;" type="text"/>
Life Insurance Benefits	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>			<input style="width: 100%;" type="text"/>
Other <small>(Priority level)</small>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input type="checkbox"/>		
Total (in % of annual salary)		7.65%			
(FIGURES IN BLUE AUTOMATICALLY "GO" TO THE FORCE ACCOUNT LABOR SHEETS)					
COMMENTS:					

Force Account Equipment

- Applicant's can choose to use their own equipment rates, or the latest FEMA equipment rates.
- An Equipment inventory must be provided:

FEDERAL EMERGENCY MANAGEMENT AGENCY EQUIPMENT INVENTORY FORM								
APPLICANT:		FIPS NO.		DISASTER		CATEGORY		PW REF NO.
EQUIPMENT (UNIT NO.)	OPERATOR	MAKE	MODEL	HP	CAPACITY SIZE	FEMA COST CODE	ADJUSTED COST CODE UNIT PRICE	COMMENTS

- Force Account Equipment records must be provided:

FEDERAL EMERGENCY MANAGEMENT AGENCY FORCE ACCOUNT EQUIPMENT RECORD																														
APPLICANT																PW REF NO.		CATEGORY		FIPS NO.				DISASTER #						
EQUIPMENT / OPERATOR INFORMATION																DATES / HOURS USED EACH DAY										TOTALS				
Indicate size, capacity, horsepower, make, model, etc.	HP	Capacity	Equip. Code #	Operator's Name	Unit	9/11	9/12	9/13	9/14	9/15	9/16	9/17	9/18	9/19	9/20	9/21	9/22	9/23	9/24	9/25	9/26	9/27	9/28	9/29	9/30	10/1	TOTAL	EQUIP RATE	TOTAL COST	
Generator			8310	Doe, John	HR																						\$	3.35	\$	-
					HR																						\$	-	\$	-

- Equipment log should match Labor log dates and times.
- Rental Equipment contracts.



Permits & Considerations

- A copy of all required permits should be uploaded to the project.
- Examples of permits:
 - US Army Corps of Engineers – permits for work in waterways
 - Floodplain Development permits – for working in a floodplain
 - Mining permits – for using material from borrow pits
- A copy of all environmental studies & considerations should be uploaded to the project. They may be included in a Record of Environmental Consideration
- Examples can include:
 - Topeka Shiner checklist
 - Clearance from the State Historic Preservation Office
- Hydraulic and Hydrology (H&H) study – when changing the flow of water



Other Documentation

- GPS locations – for all damage sites, borrow pits & salvage yards
- Pictures – pre-disaster, damages, during construction, finished
- Proof of Payment – cleared checks, bank statements
- Approved time extensions
- Insurance policies

PREPAREDNESS • RESPONSE

Southern
Emergency Management

RECOVERY • MITIGATION

Have Questions?

Visit us!

On the Web:

oem.sd.gov

On Facebook:

[www.facebook.com/
SDPublicSafety](http://www.facebook.com/SDPublicSafety)

By Phone:

(605) 773-3231

