



COLORADO

Division of Homeland Security & Emergency Management

Department of Public Safety

Documentation Required by Expense Type

Please use this checklist as a guide to compile the documentation required for possible FEMA Public Assistance Eligibility. Note that certain documents may not apply in all cases, but any documentation that does apply must be provided. ¹

Category	Required Supporting Documentation
Contracts Materials Equipment Purchases or Rental Equipment	<ul style="list-style-type: none"> • Invoices • Contracts and Amendments / Change Orders / Task Orders • Load tickets for materials hauled to/from the project site • Proof of Payment <ul style="list-style-type: none"> o Copies of Cancelled Checks o Bank Summaries/Statements o Electronic Funds Transfer (EFT) • Evidence of Proper Procurement <ul style="list-style-type: none"> o Emergency or Exigent procurement justification with supporting cost reasonableness documentation o Bid Advertisements o Proposals o Quotes o Local / Agency Procurement Procedures o Bid Tabulations
Owned Equipment Expenses not associated with the completion of one specific project	<ul style="list-style-type: none"> <input type="checkbox"/> All owned equipment that is claimed for reimbursement must also have operator using that equipment. To demonstrate eligibility following information is needed for the operator: <ul style="list-style-type: none"> <input type="checkbox"/> Signed Timesheets with sufficient detail to ensure the work is related to the project² <input type="checkbox"/> Payroll Information <input type="checkbox"/> Payroll Records/Check Records
Labor Expenses	<ul style="list-style-type: none"> <input type="checkbox"/> Signed Timesheets with sufficient detail to ensure the work is related to the project² <input type="checkbox"/> Payroll Information <input type="checkbox"/> Payroll Records/Check Records <input type="checkbox"/> Payroll Policies <input type="checkbox"/> Overtime Policies <input type="checkbox"/> Fringe Benefits Policy

¹The requirements identified in the documentation checklist above are not all inclusive. There may be additional information requests during FEMA reviews.

²Timesheets must be signed by the employee and the employer's authorized representative. Electronic approvals or signatures are generally acceptable.

