

Required Documentation for FEMA Public Assistance Program

For questions or more information, contact the Port Authority at chandev@poha.com or 713-670-2818

Cost Type	Required Documentation
Professional Services	<input type="checkbox"/> Contract or Agreement (signed by both parties) and any Change Orders <input type="checkbox"/> Solicitation-Request for Proposal/Qualifications (RFP/RFQ) <input type="checkbox"/> Selection Documentation (rating/vendor scoring) <input type="checkbox"/> List of Debarred Vendors <input type="checkbox"/> Copy of awarded vendor's proposal <input type="checkbox"/> Contractor Invoices <input type="checkbox"/> Proof of Payment (Cancelled checks, bank statements)
Construction	<input type="checkbox"/> Contract or Agreement (signed by both parties) and any Change Orders <input type="checkbox"/> Publically advertised requests for bids <input type="checkbox"/> Bid documents issued by Applicant (engineering plans/specs) <input type="checkbox"/> Bid tabulation. Selection documentation <input type="checkbox"/> Copy of winning vendor's bid submission <input type="checkbox"/> Contractor invoices/pay application/schedule of values <input type="checkbox"/> Proof of payment (cancelled checks, bank statements)
Force Account: Labor/Personnel Costs	<input type="checkbox"/> Force Account Labor Summary Record <input type="checkbox"/> Payroll documentation detailing employee wages and benefits <input type="checkbox"/> Applicant's pre-disaster regular, overtime, compensatory, exempt comp-time payroll policies <input type="checkbox"/> Applicant's pre-disaster paystubs for all employees <input type="checkbox"/> Pre-and-Post-Disaster employee list with regular, overtime and compensatory time eligibility <input type="checkbox"/> Payroll register/Check listing <input type="checkbox"/> Proof of payment (cancelled check or bank statements)
Force Account: Equipment	<input type="checkbox"/> FA Equipment Summary <input type="checkbox"/> Equipment ownership documents (insurance policy/title) <input type="checkbox"/> Equipment inventory listing <input type="checkbox"/> Source of equipment claimed rate (if not using a standard cost code) <input type="checkbox"/> Equipment Activity Logs (no operator, i.e. pump) <input type="checkbox"/> Approved timesheets <input type="checkbox"/> Payroll proof of employee payment
Materials and Purchases	<input type="checkbox"/> Invoices/Purchase orders <input type="checkbox"/> Proof of payments <input type="checkbox"/> Quotes received (3 quotes)
Force Account: Materials	<input type="checkbox"/> Quarterly Reports (or otherwise regular-interval i.e. monthly) <input type="checkbox"/> Time Extension Requests and Time Extension Notification <input type="checkbox"/> Advance of Funds Request <input type="checkbox"/> Payment Amounts Received Toward Project (by insurance or otherwise)
Rented Equipment	<input type="checkbox"/> Rented equipment summary record <input type="checkbox"/> Signed rental contract/ agreement for specified equipment, including rate and conditions <input type="checkbox"/> Invoices <input type="checkbox"/> Proof of payment/ canceled check <input type="checkbox"/> Equipment activity logs (no operator, i.e. pump) <input type="checkbox"/> Signed equipment operating logs with operator
Additional Documentation	<input type="checkbox"/> Quarterly Reports (or otherwise regular-interval i.e. monthly) <input type="checkbox"/> Time Extension Requests and Time Extension Notification <input type="checkbox"/> Advance of Funds Request <input type="checkbox"/> Payment Amounts Received Toward Project (by insurance or otherwise)