

APPLICANT RECORD-KEEPING FORMS AND INSTRUCTIONS

GENERAL

It is essential that you accurately document the expenses incurred in disaster response and recovery. Accurate documentation will help you to:

- Recover all of your eligible costs.
- Have the information necessary to develop your disaster projects.
- Have the information available, which the state and FEMA will need to see, to validate the accuracy of your small projects.
- Be ready for any state or federal audits or other program or financial reviews.

There are many ways to maintain documentation of your records. What's important is that you have the necessary information, readily available, and that all this information is in a usable format. Your records must be compiled under the Project Number as shown on FEMA's Project Worksheet. The Project Number will be given to you by the PAC.

A set of six summary records has been developed to assist you to organize your project documentation. If you already have a system you want to use, you may do so, if it shows the information outlined above.

The summary records are:

1. **Force Account Labor Summary Record** – used to record your personnel costs.
2. **Force Account Equipment Summary Record** – used to record your equipment use costs.
3. **Material Summary Record** – used to record the supplies and materials that you take out of stock or purchase.
4. **Rented Equipment Summary Record** – used to record the costs of rented or leased equipment.
5. **Contract Work Summary Record** – used to record the costs or work that you have done by contract.
6. **Applicant's Benefit Calculation Worksheet** – used to assist the applicant in calculating the percentage of fringe benefits paid on an employee's salary.