SOUTH CAROLINA PUBLIC AGENCY RECOVERY ASSISTANCE POLICY GUIDE

Version 2, effective September 1, 2026

South Carolina Emergency Management Division

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Table of Contents

Overview 3
Purpose and Scope 3
Concept of Operations 3
Administration 3
Steering Committee 3
Program Availability 4
Cost Share 4
Program Delivery Sequence 5
Incident Period 5
Eligibility 6
Applicant 6
Facility/Location 6
Work 6
Debris Removal (Category A) 6
Emergency Protective Measures (Category B) 7
Roads and Bridges (Category C) 7
Buildings and Equipment (Category E) 8
Utilities (Category F) 9
Costs 9
Ineligible Costs 10
Insurance and Other Funding 11
Program Implementation 11
PARA Availability Determination 11
Preliminary Damage Assessment (PDA) 11
PARA Implementation 11
Notice of Funding Opportunity (NOFO) 11
Applicant Requirements 12
Applicant Briefings 12
Request for Assistance (RA) 12

Damage Inventory 12
Project Development and Award 12
Kickoff Meeting 12
Site Inspections (if needed) 12
Project Application and Development 12
Award 13
Project Monitoring and Amendments 13
South Carolina Recovery Grants Platform (SCRG) 13
Communication 14
Period of Performance 14
Time Extensions 14
Scope and Budget Changes 15
Appeals 16
Determinations and Denials 16
Quarterly Reporting 17
Project Reimbursement and Closeout 17
Reimbursement 17
Closeout 17
Document Retention 17
Policy Maintenance 18
Attachment A: Cost Summary Templates 19
Attachment B: Documentation to Support Costs Claimed 20

Overview

The South Carolina Public Agency Recovery Assistance (PARA) program is a state-funded program administered by the South Carolina Emergency Management Division (SCEMD) to provide reimbursement to local governments, state agencies, and non-profit electric cooperatives for certain disaster costs from significant hazard events. Through this program, eligible entities may receive state grant assistance for incident-caused costs when estimated costs do not meet criteria for federal disaster assistance. The program was authorized in the state FY 2025-26 budget under proviso 100.24.

Purpose and Scope

The South Carolina General Assembly has provided funding to offer limited reimbursement of public sector response and recovery costs from hazard events that cause significant localized damage but do not meet criteria to receive recovery assistance through a federal disaster declaration. This document outlines the policy and process SCEMD will use to administer the PARA program.

PARA is modeled after the federal Public Assistance (PA) program but is limited in scope based on the constraints of state funding. This program guide contains eligibility requirements and process steps to obligate and reimburse PARA projects with fairness and consistency. PARA is a reimbursement program based on eligible documented costs that were caused by a state-designated disaster. Accurate records are essential in documenting the costs of disaster recovery and are necessary to support a PARA claim.

Concept of Operations

Administration

SCEMD will administer the PARA program in accordance with state law and policy and in a manner informed by policy used to administer the federal PA program. PARA policy and practice may be modified herein and in practice to provide streamlined reimbursement and to make best use of available funds.

Steering Committee

SCEMD will name members of a program Steering Committee to provide input to the administration of the program. The Steering Committee will include representation from county emergency management, state agencies, and other stakeholders and will meet at least twice each state fiscal year. PARA Steering Committee members will serve staggered

two-year terms. SCEMD, with Steering Committee review and input, will modify this policy as needed and may make adjustments based on available funding.

Program Availability

The PARA program may be available after a significant hazard event when federal PA is not available. For a PARA implementation, the following conditions must be met:

1. Statewide PA threshold is not met. The total eligible damage and costs in the state is below the state's federal threshold for PA.
2. County's federal PA threshold exceeded. County emergency management has documented eligible damage and cost estimates from the event within the county exceeding the county's federal threshold including state agency costs or nonprofit electric cooperative costs that would be included in damage cost estimates to support a federal request for assistance.
3. Significant infrastructure damage. The county's damage assessment provides evidence of substantial damage to public infrastructure within the affected county as a result of the hazard event.
4. Availability of state funds. The program is subject to the availability of state funding at the time of the request. If appropriations for the PARA program have been expended, funding to reimburse costs for an event may not be available.

The incident start date will determine which federal fiscal year thresholds apply.

Cost Share

Eligible applicants seeking funding under PARA will be responsible for at least 25 percent of total project costs. The award ratio and maximum dollar amount available to entities will be calculated based on the total validated damage cost and total available program funding.

Program Delivery Sequence

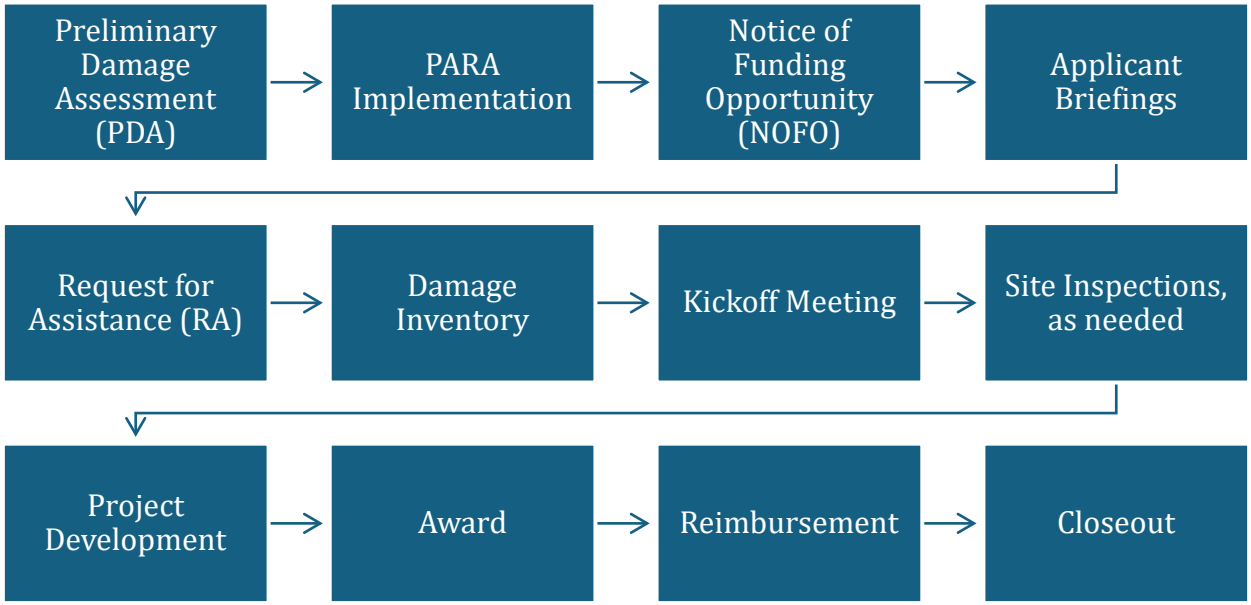


Table 1: Applicant Deadlines

Program Step	Applicant Deadline
Local Initial Damage Assessment (LIDA)	Within 30 days after the incident period ends
Joint Preliminary Damage Assessment (JPDA)	Within 15 days of LIDA submission
Request for Assistance (RA)	Within 15 days of NOFO release
Damage Inventory	Within 15 days of approved RA
Project Application	Within 45 days of approved RA
Documentation Submission	Within 30 days of work completion
Closeout Package	Within 30 days of receipt of closeout package

Additional information about each step is provided in the Program Implementation section.

Incident Period

Disasters have a start and end date, which is defined as the incident period. The incident period is determined by SCEMD for each disaster and can vary depending on specific criteria. For example:

- For most severe weather disasters, the incident period starts when the storm enters the state and ends when the storm exits the state. Successive storm systems separated by more than 72 hours are considered separate storm systems.

- For most flooding disasters, the incident period ends when the river gauges are no longer in major flood stage.

SCEMD works with industry experts, such as the National Weather Service (NWS), and considers relevant, credible data sources when determining the incident period start and end date.

Eligibility

Applicant

Applicants must meet the following criteria (all) to be eligible to receive reimbursement:

1. The applicant is a local government, which includes counties, cities, towns, and special purpose districts, state agency, or non-profit electric cooperative.
2. The applicant suffered a disaster, defined as a severe or prolonged natural or human-caused hazard occurrence that threatens or negatively impacts life, health, property, infrastructure, the environment, security in the jurisdiction.
3. The applicant is within a state-declared county.
4. Federal disaster assistance is not available to the applicant because the state did not meet eligibility thresholds for federal assistance.

Facility/Location

The facility and/or location must be owned by and the legal responsibility of the applicant.

Work

Work must be in direct response to designated incident, must be the legal responsibility of the applicant, must be located within a designated county. Eligible costs also must fall within the following five categories of work:

Debris Removal (Category A)

Debris removal activities, such as clearance, removal, recycling, and disposal are eligible under Category A if the removal is in the public interest, based on whether the work is necessary to:

- Eliminate immediate threats to life, public and safety, or
- Eliminate immediate threats of significant damage to improved public or private property.

Debris includes vegetative debris, construction and demolition debris, sand, mud, silt, gravel, rocks, boulders, white goods, and vehicle and vessel wreckage. Snow-related

activities including road clearing are not considered debris operations. Compliance with state debris permitting regulation and policy is required.

Emergency Protective Measures (Category B)

Emergency protective measures conducted immediately before, during, and/or after an incident are eligible if the measures:

- Eliminate or lessen immediate threats to lives, public health or safety; or
- Eliminate or lessen immediate threats of significant additional damage to improved public or private property in a cost-effective manner.

SCEMD may require certification by state or local government officials that a threat exists, including:

- Identification and evaluation of the threat; and
- Recommendations of the work necessary to cope with the threat.

Roads and Bridges (Category C)

1. Components
   Roads may be paved, gravel, or dirt. Road components include:
   - Surface(s);
   - Base;
   - Shoulders;
   - Ditches;
   - Drainage structures, such as culverts, vegetated swales, and water bars;
   - Low water crossings, inlets, outfalls, swales; and,
   - Associated facilities, such as lighting, sidewalks, guardrails, and signs.

   Bridge components include:
   - Decking;
   - Guardrails;
   - Girders;
   - Pavement;
   - Abutments;
   - Piers;
   - Slope protection;
   - Approaches; and,
   - Associated facilities, such as lighting, sidewalks, and signs.
2. Road and bridge eligibility for public work
   A public road is a publicly owned, non-federal-aid street, road, or highway for which an eligible applicant has legal responsibility. Private roads or roads that are not

owned or operated by or otherwise the legal responsibility of an eligible applicant are ineligible (including roads in gated communities, homeowners' association roads, etc.). Roads that are the responsibility of a federal agency are not eligible.

3. Types of damage
   Repair of damage to eligible roads and bridges caused by the state-declared event is eligible under PARA. Road or damage caused by age, traffic flow, and routine weather events is not eligible. Costs related to maintenance of roads or bridges are ineligible. Work to repair potholes or fatigue cracking is ineligible. Types of damage to roads caused by flooding are discussed below.
4. Inundated or submerged roads
   A submerged or inundated road is defined as a section of road that is covered by flood waters. The inundation must have occurred as a direct result of the disaster event. When roads are inundated or submerged from flooding, driving on them can compromise the integrity of the road. When damage occurs on roads that have been inundated by flood water, damage may be eligible for repair when an applicant can substantiate the following conditions:
   - The road is a public road;
   - The road has visible (after flood waters have receded) and quantifiable damage that is a direct result of the major disaster, such as washouts, collapses, and slips; and,
   - Traffic-induced surface damage is the result of emergency vehicles performing eligible emergency work or the road is a single-access road that is required to be reopened due to lack of detour/alternate routes.
5. Confirming storm-related damage
   Submerged roads should be assessed for visible and quantifiable surface damage after flood waters have receded to avoid additional damage. Applicants must substantiate surface damage claims with supporting documentation. A damage report based only on a claim that a section of road has experienced inundation without demonstrating any resulting surface damage will not be eligible. Repair of damage to an inundated or submerged road is not assumed to be eligible on the basis that repair costs were included in a damage assessment.

Buildings and Equipment (Category E)

Facilities include buildings, contents, equipment, and vehicles. Specific to building and equipment, insurance is generally available for buildings, contents, equipment, and vehicles for most perils such as flood, wind, and fire; therefore, insurance should be the primary source of recovery for applicants.

1. Buildings

Buildings include structural and non-structural components, including mechanical, electrical, and plumbing systems.

2. Contents and supplies
   Building contents include furnishings, equipment, consumable or other supplies, files, records, research related contents, animals, irreplaceable collections and individual objects, library books, publications and specialized items related to the function of the building and the service it provides.
3. Equipment
   Equipment includes vehicles or stand-alone machinery as well as construction or heavy equipment. Repairing damaged or replacing destroyed equipment with the same number of comparable items is eligible. Comparable items are similar in age, condition, and capacity. Applicants may replace equipment with different items used for the same general purpose. This may include instances when a similar item is not reasonably available. However, when a used item (within a reasonable cost, time, or distance) is not available or does not meet applicable national consensus standards, the purchase of a new item with similar capacity is eligible. Eligible cost is capped at the estimated amount for items comparable to those damaged.
4. Vehicles
   Vehicles include motorized on-road licensed vehicles and non-highway or off-road driven wheeled vehicles. When vehicles are not repairable, credible price guides will be used to estimate the eligible cost will be used. Vehicles damaged in response to the incident may be considered higher priority for eligibility than those damaged while not in use.

Utilities (Category F)

Utilities/utility infrastructure include:

- Water storage facilities, treatment plants, and delivery systems;
- Power generation, transmission, distribution, and storage facilities, including, but not limited to, wind turbines, generators, substations, anaerobic digestors, solar power installations, and power lines;
- Natural gas transmission and distribution facilities;
- Sewage collection systems and treatment plants; and,
- Communication systems.

Costs

To be eligible, costs must be:

- Directly tied to the performance of eligible work;
- Adequately documented, substantiated, or certified;

- Reduced by applicable credits such as insurance proceeds and salvage values;
- Authorized and not prohibited under laws or regulations;
- Consistent with the applicant's internal policies, regulations, and procedures that apply uniformly to both state-funded projects and other activities of the applicant; and,
- Necessary and reasonable to accomplish the work properly and efficiently. A cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time an applicant makes the decision to incur the cost.

The minimum project size to be considered for reimbursement is $10,000.00.

Applicants are expected to follow and document compliance with their jurisdiction's procurement policy in procuring goods or services.

Ineligible Costs

Ineligible work and costs for state FY2026 include but are not limited to:

- Damage to water control facilities including dams, reservoirs, levees, drainage channels, shore protective devices, irrigation facilities, structures outside the eligible road right-of-way and pumping facilities.
- Damage to power generation facilities, other than damage covered under categories A and B as described above.
- Lodging and travel expenses.
- Fuel or gas for applicant-owned, volunteer-owned, or rental equipment.
- Purchase of new equipment, repair or maintenance of equipment or vehicles not used for eligible work.
- Purchase of supplies not exhausted during the response phase of the disaster, some examples include but are not limited to gas tanks, small tools, clipboards, coolers, signage, etc.
- Ordinary operating expenses of eligible applicants, such as salaries and expenses of public elected officials, which are not directly related to the disaster and not part of their required duties.
- Payments or subsidies to individuals or businesses for disaster-related costs.
- Administrative overhead costs associated with disaster response and recovery, including the time to gather and submit the application documents.
- Costs for which payment has been or will be received from any other funding source.
- Disaster-related costs that should be covered and compensated for by insurance.
- Applications with eligible damages totaling less than $10,000.00.
- Mitigation and/or improvement projects.

- Assistance provided under written or verbal mutual aid agreements that are not billed to the applicant's jurisdiction.
- Costs associated with snow-related activities (e.g., snow removal, de-icing, salting, snow dumps, sanding of roads).
- Interest incurred on loans for disaster recovery work.
- Donations provided by the jurisdiction to volunteers assisting with the disaster response and recovery.

Insurance and Other Funding

Applicants that have costs that may be reimbursable through another source such as insurance, a responsible party, or another governmental program are required to seek reimbursement through those other sources before PARA reimbursement can be approved.

If an applicant anticipates that costs may be recoverable through a third party, the applicant may submit a PARA application with supporting documentation to be considered for eligibility if costs are not recovered through the third party.

Program Implementation

PARA Availability Determination

Preliminary Damage Assessment (PDA)

Local entities should provide damage estimates to the county for aggregation. The county must communicate LIDA data from the county to state Emergency Support Function (ESF) 14 no later than 30 days after the end of the incident period.

If the state threshold for federal Public Assistance is not met, ESF-14 will coordinate with each county with reported damage that meets the respective county threshold to schedule a joint damage assessment to validate damages and costs reported. Counties and local entities must participate in a JPDA within 15 days of LIDA submission.

PARA Implementation

PARA staff will review each county's validated costs to determine if PARA criteria has been met. Counties meeting criteria will be included in the PARA program.

Notice of Funding Opportunity (NOFO)

SCEMD will release a notice of funding opportunity (NOFO) that includes eligible counties and the incident period for the event. SCEMD will disseminate through public notices and will communicate with counties that met their respective federal thresholds to inform them about the potential availability of PARA and next steps.

Applicant Requirements

Applicant Briefings

Interested applicants should participate in an Applicant Briefing to learn about program requirements and expectations. Meeting details will be published in the NOFO.

Request for Assistance (RA)

Interested applicants must submit an RA in the South Carolina Recovery Grants (SCRG) platform (screcoverygrants.org) within 15 days of the release of the NOFO. PARA staff will approve RAs for eligible applicants and provide confirmation along with information about preliminary amounts available and process steps. If additional time is needed, see guidelines under Time Extensions.

Damage Inventory

Eligible applicants will submit a detailed itemized list capturing disaster-related damage, debris removal, and emergency work activities within 15 days of the approved RA. If additional time is needed, see guidelines under Time Extensions.

Project Development and Award

Kickoff Meeting

PARA staff will conduct kickoff meetings with eligible applicants to review their damage inventories and discuss potential PARA projects. Guidance will be provided to applicants on next steps, including how to submit project applications in SCRG, and program expectations.

Site Inspections (if needed)

PARA staff will conduct site inspections for infrastructure damage that has not been repaired.

Project Application and Development

Within 45 days of the approved RA, applicants must submit a project application along with all supporting documentation for each category of work for which they intend to claim costs. Claimed costs must be recorded on a cost summary sheet; see templates in Attachment A. See Attachment B for list of required documentation to support costs. If additional time is needed, see guidelines under Time Extensions.

> For work completed, applicant will provide the date of work completion and associated documentation. Projects will be written based on documentation of costs

appropriate to type of expenditure (e.g., invoices for contract work, payroll and activity logs for overtime).

For work not completed, applicant will provide estimated date of completion, estimated costs, and documentation supporting estimates (e.g., quotes, personnel pay rates). Projects for work not yet completed will be written on estimated costs and will require documentation of work completed costs prior to reimbursement.

PARA staff will work with applicants to collect cost information and supporting documentation in SCRG by the established due date and will review projects and provide requests for additional information before confirming eligible costs, scope of work (SOW) statements, and project totals.

Eligible equipment usage will be reimbursed at the rate set in the FEMA Schedule of Equipment Rates as identified in the NOFO.

Requests for Information (RFIs) must be addressed by the applicant with a response in SCRG within 15 days.

Award

Upon receiving project applications, SCEMD will calculate the max award rate based on the ratio of submitted disaster costs to available state funds. PARA staff will conduct a final review of project applications and ensure the cost share is accurate. Once obligated, a project award letter and funding agreement will be sent to the recipient. Note: Awards will be rounded to $100.

Max Award Calculation Example

If the total disaster estimate for all eligible applicants is $7,000,000 and available state funds is $3,000,000, the award rate for the disaster would be 57% with a 75% state/25% local cost share.

Available State Funds ÷ 0.75 ÷ Total Disaster Estimate = Award Rate

Project Monitoring and Amendments

South Carolina Recovery Grants Platform (SCRG)

Applicants use SCRG platform at https://www.screcoverygrants.org to:

1. Submit initial Request for Assistance
2. Submit project applications and damage descriptions
3. Outline claimed damage costs
4. Upload damage descriptions, supporting documentation and photos
5. Sign and submit funding agreement and project certification
6. Submit time extension and appeal requests

7. Submit RFRs and supporting documentation
8. Submit closeout package approval

SCEMD uses SCRG to:

1. Review submitted requests for assistance, applications, and damage descriptions
2. Process submitted forms signed by the applicant
3. Validate claimed costs
4. Approve project applications and award projects
5. Process reimbursement requests and closeout packages.

For assistance in working in the SCRG system, email para@emd.sc.gov.

Communication

Once an applicant submits an RA in SCRG, the applicant can send notes and information through SCRG to PARA staff. From this point until the application/project is closed, SCRG is the main communication tool that PARA staff will use to communicate with the applicant point of contact(s). Applicants should make sure that the email address noreply@emgrants.sc.gov is enabled as a safe email address so this communication does not go to the point of contact's junk or spam mailbox. PARA staff may also send emails, phone calls and paper memos during the application vetting, approval and payment process.

Period of Performance

The period of performance is 90 days from the end of the incident period for emergency work. The period of performance is 18 months from the end of the incident period for permanent work. Work done after the approved period of performance will not be eligible for reimbursement. If additional time is needed, see guidelines under Time Extensions.

Time Extensions

If unforeseen or extenuating circumstances outside an applicant's control prevent the applicant from meeting program deadlines, the applicant must submit a time extension request to SCEMD prior to the end of the approved period. PARA staff will review and determine if request is approved.

Time extensions may be submitted for:

1. Submission of the initial RA (up to an additional 15 days; submit via email to para@emd.sc.gov).
2. Submission of damage inventory and cost information (up to an additional 15 days; submit via email to para@emd.sc.gov)

3. Submission of the project application and damage description information (up to an additional 15 days; submit via email to para@emd.sc.gov).
4. Period of performance to complete eligible work (up to an additional 180 days; submit via SCRG) due to extenuating circumstances outside the recipient's control (e.g., severe weather conditions or permitting delays due to other agencies involved) See requirements in Table 2 below.
5. Outstanding RFIs (up to an additional 15 days; submit via email to para@emd.sc.gov)

Table 2: Information to Support a Period of Performance Time Extension

Information to Support a Period of Performance Time Extension
Request should be submitted prior to current approved project deadline, be specific to one project, and include the following information with details and supporting documentation: ☐ Dates and provisions of all previous time extensions ☐ Construction timeline / project schedule in support of requested time (required) ☐ Basis for time extension request (required) o Delay in obtaining permit ▪ Permitting agencies involved and application dates o Environmental delays or limitations (e.g., short construction window, nesting seasons ▪ Correspondence with various agencies o Inclement weather (prolonged severe weather conditions prohibited access to the area, or adversely impacted construction) o Other reason for delay

Scope and Budget Changes

If a recipient needs to conduct a project in a different way or with a different cost than initially approved, the recipient must submit a request for a SOW or budget change in SCRG before conducting the revised scope.

Table 3: Information to Support a SOW Change

Information to Support a SOW Change
Change in SOW requests should be submitted prior to the approved project deadline and include the following (not an all-inclusive list): ☐ Detailed changes to SOW and cost (required) ☐ Reason for changes (required) o If more cost-effective repair: both cost estimates o If original SOW not feasible: supporting documentation such as technical reports

- If hidden damage (must be found during performance of eligible work):
  - Documentation substantiating the damage is related to the declared incident;
  - Photographs documenting damage; and
  - Change orders
- Construction timeline / project schedule
- Time extension, if necessary (include information in Table 2. Information to Support a Time Extension)

Time extensions will not be granted for submitting damage assessment information. Additional events may occur and make it difficult to discern which event caused damage. Responses to time extension requests will be provided to the applicant/recipient by PARA staff within 15 days of receipt of request.

Appeals

The applicant may appeal a determination related to an application under the PARA program. This includes, but is not limited to, applicant eligibility, nonconcurrence on eligible damage or scopes of work, denial of time extensions, and closeout determinations.

An appeals review cadre will be established by the Steering Committee. SCEMD will select two to three panel members that have no affiliation or conflict with the applicant/recipient to review each appeal request.

To file an appeal, the applicant must submit a written request to SCEMD within 30 days from the receipt of SCEMD's written determination. SCEMD will review each appeal request and supporting documentation and provide a recommendation to the appeals panel within 15 days of receipt of the appeal. The appeals panel will review the appeal request and supporting documentation and will provide a written response granting or denying the appeal (in whole or in part) with explanation. The panel may request additional information or clarification from the applicant to reach its decision.

At any point in the process the applicant may withdraw an appeal by submitting written notification to SCEMD.

Determinations and Denials

PARA staff will review project costs and supporting documentation to policy and provide a project memorandum identifying costs found eligible and any found ineligible for reimbursement along with the basis for the determination of ineligibility. An RA or project application may be denied at any step in the process if the applicant or costs are deemed ineligible. Reasons for denial could include:

- The applicant does not meet eligibility criteria;

- Eligible costs total $10,000.00 or less;
- Damages/costs do not fall under categories eligible under PARA (A, B, C, E, and F);
- Costs are deemed ineligible or are unreasonable; and/or
- The applicant fails to submit the application, damage description, or required documentation by the stated deadline.

If an application is denied, the applicant will receive a written denial from SCEMD via email, within SCRG and/or mail explaining the reasoning behind the denial.

Quarterly Reporting

Recipients must submit quarterly progress reports for open projects in SCRG no later than 10 days after the end of the quarter. Quarterly progress reports will include:

- Percentage complete and status of project SOW
- Percentage of obligated funds expended
- Expected need for SOW change, timeout extension, or closeout request.

Project Reimbursement and Closeout

Reimbursement

For projects obligated with all work completed, recipients will be paid and projects closed as soon as practicable after award.

For projects obligated with work not completed, recipients will have 30 days from the work completion date to submit RFRs of actual costs along with all supporting documentation. All RFIs must be addressed with a response in SCRG within 15 days.

If funds appropriated for PARA have been expended, reimbursement for subsequent events will not be eligible absent additional legislative appropriation.

Closeout

For transmission with final payment, PARA staff will prepare a project closeout package for the recipient's signature indicating completion of the project in accordance with the approved SOW and the amount reimbursed. The recipient's project closeout approval must be received within 30 days of receiving the closeout package.

Document Retention

Recipients must retain cost, financial, procurement information, real property and equipment records, programmatic records, supporting documents, and other records that are considered pertinent to the grant for a period of three years from the date the project is closed. If an audit or other claim is started before the three-year period expires, the records must be retained until a resolution is reached and final decision is issued.

Policy Maintenance

SCEMD and the PARA Steering Committee will review this policy at least annually no later than October 30 for needed updates and enhancements.

Attachment A: Cost Summary Templates

Cost summary sheet templates can be found on the SCEMD website.

Attachment B: Documentation to Support Costs Claimed

Documentation to Support Costs Claimed
The applicant should submit the following to support costs claimed (not an all-inclusive list):
Applicant (Force Account) Labor and Prisoner Labor: For each individual: ☐ Name ☐ Job title and function ☐ Type of employee (i.e., full-time exempt, full-time non-exempt, part-time, temporary, prisoner, etc.) ☐ Timesheets including days and hours worked ☐ Pay rate(s) and fringe benefit rate(s) ☐ Description of work performed with representative sample of daily logs / activity reports, if available ☐ Fringe benefit calculations ☐ Pay policy ☐ Pay registers
Applicant-Owned (Force Account) Equipment: For each piece of equipment: ☐ Type of equipment and attachments used, including year, make, and model ☐ Size/capacity (e.g., horsepower, wattage) ☐ Locations and days and hours used with usage logs ☐ Operator name ☐ Schedule of rates, including rate components
Rented or Purchased Equipment: ☐ Procurement policy ☐ Procurement and quote documents ☐ Rental or lease agreements ☐ Invoices, receipts ☐ Days used ☐ Proof of payment
Supplies from Stock: ☐ Historical cost records ☐ Inventory records ☐ Type of supplies and quantities used, with support documentation such as daily logs
Purchased Supplies: ☐ Procurement policy ☐ Procurement and quote documents ☐ Receipts or invoices ☐ Proof of payment

Contracts:

- ☐ Procurement policy
- ☐ Procurement and bid documents
- ☐ For procurements in excess of the simplified acquisition threshold, a cost/price analysis Contracts, change orders, and invoices
- ☐ Dates worked
- ☐ For time and materials (T&M) contracts, monitoring documentation
- ☐ Proof of payment

Mutual aid:

- ☐ Written agreement
- ☐ Services requested and received
- ☐ Same information listed for labor, equipment, and supplies above (as applicable)
- ☐ Invoices
- ☐ Proof of payment

Cost Estimates:

- ☐ Cost estimate for the agreed-upon SOW developed with unit costs
- ☐ Qualifications of the company or individual who prepared the cost estimate

Cost reasonableness (if requested by SCEMD):

- ☐ Documentation showing current market price for similar goods or services, such as:
  - Historical documentation;
  - Average costs in the area; or
  - Published unit costs from national cost estimating databases
- ☐ Documentation supporting necessity of unique services or extraordinary level of effort
- ☐ Documentation supporting shortages, challenging procurement circumstances, and length of time shortages or procurement challenges existed, such as:
  - News stories
  - Supply chain vendor reports

Other:

- ☐ Documentation regarding cash donations or other funding received
- ☐ Cost comparisons and source documentation, if applicable
- ☐ Actual insurance proceeds, if available