

FEMA Required Documentation Guide

Document Type	Item(s) Requiring Documentation*	Needed When? (Likely Situation or Circumstance)
PHOTOGRAPHS	Overall facility	Permanent work, categories C - G
	Specific damages	Permanent work, categories C - G
	Post-event completed work	Permanent work, categories C - G
	Pre-disaster condition	Permanent work, categories C - G
	Demonstrating threat	Likely category B, potentially all work categories A - G
	Event-related debris	Debris (A), possibly emergency protective measures (B)
	Leaning trees, hanging limbs, stumps	Debris (A), possibly emergency protective measures (B)
	Marine vessels	Debris (A), possibly emergency protective measures (B)
	Hazardous materials	Debris (A), potentially all other categories
FACILITY RECORDS	Site stability records	Category B (demonstrating pre-event condition/safety)
	Demonstrating threat	Category B or C (911 call logs, police/fire dispatches)
	Maintenance history / pre-event inspections	Permanent work, categories C - G, for pre-event condition
	Plans or specifications	Categories D - G
	Detailed sketches with dimensions	Categories D - G
PERMITS & CORRESPONDENCE	Environmental	All categories of work
	Historic Preservation	All categories of work
	US Corp of Engineers	All categories of work
	US Fish & Wildlife	All categories of work
	National Marine Fisheries / NRCS	All categories of work
	Federal Highway Administration (FHWA)	Categories C - D
Right of entry to private property	Categories A - B for private property debris/demolition	
MAPS	Site location map	All categories of work
	Flood Insurance Rate Map (FIRM)	Permanent work, categories C - G
TECHNICAL REPORTS	Structural assessments	Category A (for potential emergency demolition)
	Inspection reports	All categories of work
	Hydrologic and hydraulic study	All categories of work
	Environmental assessment	All categories of work
	Historic/archeological survey	All categories of work
FORCE ACCOUNT (EMPLOYEE) LABOR	Pay policy	All categories of work
	Work orders / activity logs	All categories of work
	Timesheet samples	All categories of work
	Payroll records (with rate and job role)	All categories of work
	Fringe benefit calculations	All categories of work
	Emergency pay policy	All categories of work
	Labor summary	All categories of work
FORCE ACCOUNT MATERIALS	Receipts	All categories of work
	Inventory records	All categories of work



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PURCHASES OR INVENTORY	Material usage summary	All categories of work
FORCE ACCOUNT EQUIPMENT	Equipment list	All categories of work
	Usage records (tied to timesheets for employees)	All categories of work
	Rental contracts/receipts	All categories of work
CONTRACT	Procurement policy	All categories of work
	Bid documents with selection criteria	All categories of work
	Procurement documentation	All categories of work
	Cost analysis	All categories of work
	Contract (with required contract provisions)	All categories of work
	Contract invoices	All categories of work
DEBRIS REMOVAL	Load tickets	Debris removal, category A
	Debris monitor reports	Debris removal, category A
	Truck certifications with dimensions	Debris removal, category A
	Disposal site permits	Debris removal, category A
DAMAGE DESCRIPTION & DIMENSIONS	Maintenance records	Permanent work, categories C - G
	Pre-event inspection reports	Permanent work, categories C - G
	Overall facility description with sketches	Permanent work, categories C - G
	Damage description with sketches	Permanent work, categories C - G
	GPS of damage, dimensions, components	Roads and bridges, category C (multiple damage sites)
GENERAL INFORMATION	Insurance policies	All categories of work
	Insurance settlements	All categories of work
	Insurance statements of loss	All categories of work
	Mutual aid agreements	All categories of work (typically categories B, F)
	Maintenance agreements with OFAs	All categories of work (for flood control works)
	Legal authority to act or perform work	All categories of work
	Certification of threat (state of emergency)	All categories of work
	Lease agreements	All categories of work
	Rental vs. purchase cost comparison	All categories of work
DONATED RESOURCES	Labor – name, tasks, sites, dates & hours worked	All categories of work
	Materials – item, site, use, dates	All categories of work
	Equipment – type, site, use, dates, operator	All categories of work
CATEGORY Z – MANAGEMENT COSTS	Time records with rate and task performed	Direct/indirect management costs
	Role and skill level of worker	Direct/indirect management costs
	Competitively procured consulting agreement	Direct/indirect management costs
	Payroll for force account, invoices for consultants	Direct/indirect management costs

***Proof of payment is required before obligated funds are disbursed.**

