

Electrical Documentation Requirements

Provide Incident Date: Date of power loss and when power was restored to the majority of your customers.

Force Account:

- Labor –
 - Payroll records and proof of payment - **Activity Logs/Timesheets**
 - Payroll policy
 - Historical Supporting documentation if needed to support pay activities outside of policy
- Equipment
 - Type – specific - **Equipment Inventory**
 - FEMA Cost Code matching with hourly rate
 - Use (hours) must match labor force unless otherwise specified, **except when using multiple pieces of equipment, in tandem; i.e., boom (aerial lift) and bucket**
 - Rental – Invoice and proof of payment
- Materials
 - Type and total quantity of each of material used and location of use
 - Pole – type, length, specifics to include location and pole identifier (pole number)
 - Transformer – KV, specifics to include location and transformer identifier (transformer number)
 - Misc. Hardware – crossarms, insulators, fuses, associated components
 - Location- location of damages (GPS) and feeder of facility with photos if possible showing damages
 - Location must match in-kind replacement of damaged facility
 - Materials – allocate all equipment to develop a unit cost for replacement: associated components, hardware, pole cost, etc.
- Mutual Aid - The Mutual Aid Agreement is from the Requesting Entity to the Providing Entity. The Agreement from the Requesting Entity usually lays out the requirements as itemized below:
 - Provide signed Mutual Aid agreement **from the Requesting Entity. The Providing Entity is the Mutual Aid Provider.**
 - Must provide assisting agencies pay policy – **unless it states in the Agreement from Requesting Entity that the Providing Entity will follow the pay policies of the Requesting Entity.**
 - Invoice must be detailed to include time sheets, equipment specifics, hours by date, receipts for purchases being claimed
 - Hotel and Meal receipts are required documents
 - If food was provided by your agency, a sign in sheet must be provided indicating the meals were consumed. FEMA allows costs for consumption not purchase

- Employee/Staff Meals: Your Company Policy must show that meals are required during work performance for applicant staffing (individual meals are ineligible, along with, etc.) – Mutual Aid Meals are eligible if adequately documented -

- Disposition of Damaged Materials
 - Transformer recycling location: provide license/permit number and proof of recycling fees received
 - Pole Disposal: provide any invoices for transporting and disposal of poles. Provide license or permit from receiving entity

- Contract Work
 - Detailed Invoice from contractor must include date of work and activity with work location - employee roster, time sheets, equipment logs, type and rate.
 - Procurement method – procurement policy, bid tabs, etc