

**Documentation Requirements for Vaccination-Related Project Worksheets**  
4/6/2021

**Table 1: Documentation Requirements for Project Applications**

<b>Topic</b>	<b>Expedited Vaccination Project</b>	<b>Standard Vaccination Project</b>	<b>Completed Vaccination Project</b>
<i>Required For:</i>	<ul style="list-style-type: none"> <li>Initial version for Expedited Projects</li> </ul>	<ul style="list-style-type: none"> <li>Reconciliation amendment for expedited vaccination projects</li> <li>Initial version for work to be completed vaccination projects</li> </ul>	<ul style="list-style-type: none"> <li>Initial version for completed work vaccination projects</li> </ul>
Activities	<ul style="list-style-type: none"> <li>Operational period</li> <li>Population served</li> <li>High-level description of overall activities</li> <li>List of activities</li> </ul>	<ul style="list-style-type: none"> <li>Operational period</li> <li>Population served</li> <li>High level description of overall activities</li> <li>List of activities</li> </ul>	<ul style="list-style-type: none"> <li>Operational period</li> <li>Population served</li> <li>Description of overall activities</li> <li>List of activities</li> </ul>
Locations of Work	<ul style="list-style-type: none"> <li>If known, specific locations of work</li> </ul>	<ul style="list-style-type: none"> <li>Specific locations of work performed</li> </ul>	<ul style="list-style-type: none"> <li>Specific locations of work performed</li> </ul>
General Cost Information	<ul style="list-style-type: none"> <li>High level description of basis for cost estimate</li> <li>Per-dose unit costs and basis OR use of CRC unit costs</li> </ul>	<ul style="list-style-type: none"> <li>Complete budget estimate, including basis for the estimate</li> </ul>	<ul style="list-style-type: none"> <li>Accounting of Project expenditures and dates of expenditures that comprise the total actual costs claimed (such as a report from its accounting system)</li> </ul>
For Force Account labor, prisoners, national guard or other hourly labor costs such as mutual aid labor	<ul style="list-style-type: none"> <li>N/A</li> </ul>	<ul style="list-style-type: none"> <li>Pay policy or Mutual Aid Agreement, Memorandum of Understanding or other written agreement, as applicable</li> <li>Fringe benefit calculations</li> <li>Number of personnel</li> <li>Average hours per day</li> <li>Average days per week</li> <li>Average pay rate</li> <li>Description of work performed</li> <li>Lodging and per diem rates, if applicable</li> </ul>	<ul style="list-style-type: none"> <li>Pay policy or Mutual Aid Agreement, Memorandum of Understanding or other written agreement, as applicable</li> <li>Fringe benefit calculations</li> <li>For each individual: Name, job title and function, type of employee (i.e., full-time, part-time, temporary, etc.), days and hours worked, pay rates and fringe benefit rate; and description of work performed with</li> </ul>

Topic	Expedited Vaccination Project	Standard Vaccination Project	Completed Vaccination Project
			<p>representative sample of daily logs/activity reports, if available</p> <ul style="list-style-type: none"> <li>• Lodging and per diem rates, if applicable</li> <li>• Timesheets, if applicable (representative sample when requested)</li> <li>• Invoices, if applicable (representative sample when requested)</li> </ul>
Equipment Costs	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• Estimated cost with basis for the estimate (i.e., extrapolation of completed costs, average costs for similar work in the area, contractor or vendor quotes, etc.)</li> <li>• Amount of equipment by type with unit price and timeframe</li> <li>• Rental vs. purchase cost comparison, if anticipating rental or purchase</li> </ul>	<p>Applicant-owned equipment:</p> <ul style="list-style-type: none"> <li>• Equipment inventory list (include type of equipment, size/capacity (e.g., horsepower, wattage)) and an equipment usage log (include usage locations with days and hours used, operator names) with unit price</li> <li>• Schedule of rates, including rate components (if not using FEMA equipment rates)</li> </ul> <p>Purchased Equipment:</p> <ul style="list-style-type: none"> <li>• Invoices or receipts</li> <li>• Locations, dates, and hours used</li> <li>• Rental vs. purchase cost comparison</li> <li>• If purchase or rental was over \$250,000, the federal simplified acquisition threshold, please also provide all information requested of contracts above.</li> <li>• Current fair market for items that have a current fair market value of \$5,000 or more</li> </ul> <p>Rented Equipment:</p> <ul style="list-style-type: none"> <li>• Rental agreement</li> <li>• Invoices or receipts</li> <li>• Rental vs. purchase cost comparison</li> <li>• Locations, dates, and hours used</li> </ul>

Topic	Expedited Vaccination Project	Standard Vaccination Project	Completed Vaccination Project
			<ul style="list-style-type: none"> <li>Amount of fuel used, if not included in rental cost</li> </ul>
Materials and Supplies	<ul style="list-style-type: none"> <li>N/A</li> </ul>	<ul style="list-style-type: none"> <li>Estimated quantity by type with unit cost</li> <li>Basis for the estimate (i.e., extrapolation of completed costs, average costs for similar work in the area, contractor or vendor quotes, etc.)</li> </ul>	<p>From stock:</p> <ul style="list-style-type: none"> <li>Vendor</li> <li>Description</li> <li>Quantities by type with unit price</li> <li>Date used</li> <li>Location used</li> <li>Total actual cost</li> <li>Cost documentation such as original invoices or other historical cost records, inventory records, and—if available--supporting documentation such as daily logs</li> </ul> <p>Purchased:</p> <ul style="list-style-type: none"> <li>Vendor</li> <li>Description</li> <li>Quantities by type with unit price</li> <li>Date used</li> <li>Location used</li> <li>Invoices or receipts, and justification if purchased materials or supplies were not used. If purchase was over \$250,000, the federal simplified acquisition threshold, please also provide all information requested of contracts above.</li> <li>Current fair market value if the aggregate total of unused residual materials and supplies is greater than \$5,000</li> </ul>
Contract Costs	<ul style="list-style-type: none"> <li>N/A</li> </ul>	<ul style="list-style-type: none"> <li>Procurement Policy</li> <li>Request for proposals, bid documents, selection process, or justification for non-competitive procurement</li> </ul>	<ul style="list-style-type: none"> <li>Procurement policy</li> <li>Requests for proposals, bid documents, selection process, or justification for non-competitive procurement</li> </ul>

Topic	Expedited Vaccination Project	Standard Vaccination Project	Completed Vaccination Project
		<ul style="list-style-type: none"> <li>Contracts, if awarded;</li> <li>Estimated cost with basis for the estimate (i.e., extrapolation of completed costs, average costs for similar work in the area, contractor or vendor quotes, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>Contracts, change orders, and summary of invoices</li> <li>Cost or price analysis (for contracts above \$250,000, the federal simplified acquisition threshold)</li> </ul> <p>For time and materials contracts:</p> <ul style="list-style-type: none"> <li>documentation that substantiates a high degree of contractor oversight, such as daily or weekly logs, records of performance meetings</li> </ul>
Insurance	<ul style="list-style-type: none"> <li>N/A</li> </ul>	<ul style="list-style-type: none"> <li>Insurance policy, if applicable</li> <li>Actual insurance proceeds, if available</li> <li>Insurance settlement information (e.g., final statement of loss, settlement checks, correspondence explaining the settlement amount and allocation, letter of denial), if available</li> <li>Anticipated insurance proceeds, if applicable and actual proceeds or settlement information is not available</li> </ul>	<ul style="list-style-type: none"> <li>Insurance policy, if applicable</li> <li>Actual insurance proceeds, if available</li> <li>Insurance settlement information (e.g., final statement of loss, settlement checks, correspondence explaining the settlement amount and allocation, letter of denial), if available</li> <li>Anticipated insurance proceeds, if applicable and actual proceeds or settlement information is not available</li> </ul>
Medical Proceeds or proceeds from another Federal agency or other source	<ul style="list-style-type: none"> <li>N/A</li> </ul>	<ul style="list-style-type: none"> <li>Total amount of medical payments expected from other entities including Medicare, Medicaid, or a pre-existing private payment agreement</li> <li>Total amount of proceeds or payments expected from another source for the same work and description of the funding source.</li> </ul>	<ul style="list-style-type: none"> <li>Total amount of medical payments received or expected from for-profit entities, Medicare, Medicaid, or a pre-existing private payment agreement</li> <li>Total amount of proceeds or payments received or expected from another source for the same work and description of the funding source.</li> </ul>
Conditions and Compliance	<ul style="list-style-type: none"> <li>Certification to relevant conditions</li> </ul>	<ul style="list-style-type: none"> <li>Certification to relevant conditions</li> </ul>	<ul style="list-style-type: none"> <li>Documentation to substantiate compliance with all terms and conditions of the award (e.g., EHP compliance documentation)</li> </ul>

**Table 2: Reporting Requirements**

<b>Equitable Vaccination Administration Information Submittal Requirements and Timeframes</b>			
	<b>FEMA has already obligated funding</b>	<b>Recipient/ Subrecipient has applied, but FEMA has not yet obligated</b>	<b>Recipient/ Subrecipient has not yet applied</b>
<b>All vaccination work complete</b>	One submission, within 30 days of Medical Care Policy	One submission, within 30 days of obligation	One submission, with initial request for FEMA vaccination funding
<b>All Vaccination work not yet complete</b>	First submission within 30 days of Medical Care Policy, updates every 30 days until work is complete	First submission within 30 days of obligation, updates every 30 days until work is complete	First submission within 30 days of obligation, updates every 30 days until work is complete