

SUPPORTING DOCUMENTATION GUIDANCE FOR REQUESTING EMERGENCY FUNDS FOR STATE OF NEBRASKA CoVID-19 RESPONSE

When requesting state funds to support COVID-19 activities, copies of the following documents and reports should be provided to support costs incurred. Those requesting funds must maintain all source documentation supporting claimed costs.

NOTE: Please do not provide original documentation. Please retain all original financial and program documentation

For each individual:

- Name
- Job Title and Function
- Type of Employee (i.e. full-time, part-time, temporary, etc)
- Days and Hours worked
- Pay rate(s) and fringe benefit rate(s)
- Description of work performed
- Representative sample of daily logs/activity reports, if available
- timesheets

Applicant-Owned Equipment:

- Equipment specifications (type, year, make, model)
- Size/capacity- if available
- Locations, days, and hours used with usage logs
- Operator/User Name
- Schedule of rates/cost of use.

Rented/Purchased Equipment:

- Rental/lease agreements
- If purchased, at least 3 quotes from different companies if available
- Invoices, Receipts
- Usage Log (dates, hours)

Supplies from Stock:

- Inventory Records
- Type of supplies and quantities used

Purchased Supplies:

- Receipts/Invoices
- Proof of Payment, if applicable

Other (as applicable):

- Mutual Aid Agreements/Invoices
 - Cost Reasonableness Documentation
 - Supporting shortages, challenging procurement circumstances, supply chain reports, necessity of unique services