



Checklist for Lower Deer Creek – Penn Valley Hazardous Fuels Reduction Project, Phase 1

FEMA/HMGP DR-4683-1084-57, Phase 1

Did You Include:

- Receipts and/or invoices for supplies, venue rentals, etc. are required.
- Itemized invoices for any sub-contractors are required.
- Itemized invoices for equipment contracts are required.
- For personnel and benefits costs incurred by the Nevada County Resource Conservation District back-up documentation should include staff member, hourly rate, and corresponding Task referenced in the Scope of Work (Exhibit A).
- For personnel and benefits costs incurred by Nevada County Resource Conservation District back-up documentation should include timecard reports.
- The word “invoice” shall appear at the top of the page for all back-up documentation.
- Invoices shall include contractor information including name and address.
- Invoices shall include date of submission and a unique invoice number.
- The FEMA/HMGP Agreement Number DR-4683-1084-57, Phase 1 should be included on all invoices.
- Invoices shall denote the Task(s) referenced in the Scope of Work (Exhibit A) under which the expenditure was incurred.
- Invoices shall include dates or time period during which the invoiced costs were incurred; where applicable invoices should include expenditures for the current invoice and cumulative expenditures to date by major budget category (e.g., salaries, benefits, supplies, etc.).

Double Check:

- That all expenditures are tied to Tasks include in the Scope of Work (Exhibit A).



- That all hourly personnel, equipment, and other associated rates are correct.
- That invoiced items match your back-up documentation and add up across line items and to your total.

Remember:

Payment will be withheld if reporting requirements are not met and/or sufficient documentation is not submitted.

County of Nevada will review submitted invoices within seven business days of receipt.

Should errors be found in excess of five errors, County of Nevada will halt review and return the report to the Nevada County Resource Conservation District to revise. The County of Nevada will have seven business days to review revised submissions.

The County will make payment for invoices within 30 days after invoices are received **and approved.**