

## Create a New Expense

1. A new Unlinked Expense must be created from the Project screen of the project for which the request is to be created. Navigate to the relevant project.
2. On the Project screen, click the **“Expenses”** tab located on the left of the screen.

Project #74 - EXP Asbestos Abatement and E (L, Cat B)

Summary | Project Details | Grant | Applicant

Number: F# 74  
Title: EXP Asbestos Abatement and E  
Type: B - Emergency Protective Measures  
Reference Number: EXP3350  
Eligible Obligated: \$135,853.46 (L) [Expand](#)  
Federal Obligated: \$135,853.46 (100.00%) [Expand](#)  
State Obligated: \$0.00 (0.00%)  
Local Share: \$0.00 (0.00%)  
Advances Requested: \$0.00 [Expand](#)  
Work Complete %: 25.00%  
Quarterly Report 2018 Q3: Apr-Jun is 25.00% complete.  
Project Version 0 is 50.00% complete.  
Work Deadline: January 18, 2020 (override)  
**Due in 295 days**  
In Process Requests: Quarterly Report (1) [Expand](#)  
Time Extension (1) [Expand](#)

Grant: 9999 Public Assistance Test Grant  
Public Assistance  
Declared: January 18, 2017  
Emergency Deadline: July 18, 2021  
Permanent Deadline: January 18, 2023

Applicant: Any Texas Town  
Sherman County (5 - Northwest Texas Region Region)  
FIPS #: 000-TEST0-00  
State #: 90052 FEIN #: 111111111  
Vendor #:  
DUNS #: 111222333  
Type: City  
Physical/Mailing: 1 Longhorn Drive Sherman, TX.

3. A listing of current Expenses (both linked and unlinked) for this project will display. Click on the **“Create Expense”** button to open a new draft **Expense** form.

Project #74 - EXP Asbestos Abatement and E (L, Cat B)

Summary | Expenses | Funding | Payments

Quick Search: 0 results

| #          | Type | Contractor | Reference # | Amount | Eligible A... | RFR # | Workflow Step |
|------------|------|------------|-------------|--------|---------------|-------|---------------|
| No Results |      |            |             |        |               |       |               |

4. The form will display. Complete the form:
  - a. Select the **“Type”** of Expense from the drop down menu.
  - b. Enter the **“Amount Requested.”**
  - c. Enter **“Comments”** (any additional information that might need to be known).
  - d. Click the **“Create”** button when the form is complete.
  - e. Click the **“Add Document”** button to upload the document from which the Expense was entered.

**Note:** Ensure the document to be uploaded has been given the proper label before uploading in Step “e” above.

The screenshot shows a web form titled "Create New Expense" with a green header. Below the header is a navigation bar with "Create" and "Cancel" buttons. The main form area is divided into two panes: "Form" and "Notes & Comments". The "Form" pane contains the following fields:

- Type:** A dropdown menu with "Select One" selected. A red box labeled 'a' is around the dropdown, with an arrow pointing to it.
- Amount Requested:** A text input field with "0.00" and a dollar sign. A red box labeled 'b' is around the input, with an arrow pointing to it. Below the input is the text "Project Eligible Obligated \$135,053.46, Federal Obligated \$135,053.46, Expended \$0.00".
- Comments:** A large text area. A red box labeled 'c' is around the text area, with an arrow pointing to it.

At the bottom of the form, there are three buttons: "Add Note", "No Uploaded Documents", and "Add Document". A red box labeled 'd' is around the "Add Document" button, with an arrow pointing to it.

#### Types of Expenses:

- **A/E Contract Costs** – Architectural or Engineering Contract Costs (*do not include Construction Costs in this expense type*).
- **Consultant Costs** – Include costs of a consultant to assist in writing a Hazard Mitigation Action Plan or Pre-Disaster Mitigation Plan. Also include costs of a contracted vendor to provide administrative services necessary to participate in the grant program Direct Administrative Cost (DAC).
- **Contract Work Summary** – A form used to document contract work performed for eligible projects.

| TEXAS DIVISION OF EMERGENCY MANAGEMENT<br>CONTRACT WORK SUMMARY RECORD   |                          |                        |   | Page 1 of 1                        |
|--|--------------------------|------------------------|---|------------------------------------|
| 1. APPLICANT<br>Any Texas Town   | 2. PA ID<br>000-TEST9-00 | 3. PW #<br>10          | 4. DISASTER NUMBER<br>9999                |                                    |
| 5. LOCATION/SITE<br>Any County   | 6. CATEGORY<br>F         |                        | 7. PERIOD COVERING<br>12-29-17 to 1-16-18 |                                    |
| 8. DESCRIPTION OF WORK PERFORMED<br>Repaired and replaced damaged X arms and Utility Poles. Pulled the utility truck as needed and cleared roads. Load haul and dispose of damaged poles, roll wire on poles and clean up misc. trash. |                          |                        |   |                                    |
| DATE'S WORKED  | CONTRACTOR               | BILLING/INVOICE NUMBER | AMOUNT                                    | COMMENTS—SCOPE                     |
| 12-29-2017 to 1-16-2018  | Joe Contractor           | 43762                  | \$ 415,260.88                             | See attached invoices with back up |
| 1-1-18 to 1-15-18  | Jim Contractor           | 43697                  | \$ 12,420.00                              | See attached invoices with back up |
| 1-3-18 to 1-7-18   | J & M Contracting        | 44057                  | \$ 7,950.00                               | 106 poles @75.00/pole              |
| to to  |                          |                        | \$  |                                    |
| to to  |                          |                        | \$  |                                    |
| to to  |                          |                        | \$  |                                    |
| to to  |                          |                        | \$  |                                    |
| to to  |                          |                        | \$  |                                    |
| to to  |                          |                        | \$  |                                    |
| to to  |                          |                        | \$  |                                    |
| to to  |                          |                        | \$  |                                    |
| GRAND TOTAL  |                          |                        | \$ 435,630.88                             |                                    |
| I CERTIFY THAT THE ABOVE INFORMATION WAS OBTAINED FROM PAYROLL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.   |                          |                        |   |                                    |
| CERTIFIED  | TITLE                    |                        |   | DATE                               |
|  |                          |                        |   |                                    |

- **Debris Monitoring** – Include contractor costs to provide monitoring and oversight of the debris removal process.
- **Debris Removal** – Include contractor costs to physically remove and dispose of debris.
- **Direct Administrative Cost (DAC)** – Includes costs that can be tracked, charged, and accounted for directly to a specific project, such as staff time to complete field inspection, and preparation of a PW (Project Worksheet).
- **Force Account Equipment (FAE)** – Certain ownership and operating costs for force account (*applicant-owned*) equipment used to perform eligible work are eligible. Costs for use of automobiles and pick-up trucks may be reimbursed on the basis of mileage, if less costly than hourly rates. For all other types of equipment, costs are reimbursed using an hourly rate. Reimbursable equipment rates typically include operation (*including fuel*), insurance, depreciation, and maintenance; however, they do not include the labor of the operator. Stand-by time for equipment is not eligible. However, if an applicant uses equipment intermittently for more than half of the normally scheduled working hours for a given day, use for the entire day may be claimed if adequate documentation is submitted. Equipment that is used for less than half of the normally scheduled working day is reimbursable only for the hours used.
- **Force Account Labor (FAL)** – Defined as labor performed by the applicant’s employees, rather than by a contractor. Force account labor costs associated with the conduct of eligible work may be claimed at an hourly rate.
- **Force Account Material** – The cost of supplies that were purchased or taken from an applicant’s stock and used during the performance of eligible work.
- **Indirect/Allocated Costs** – Include costs to be passed through a Negotiated

Indirect Cost Rate Agreement, Cost Allocation Plan, or De Minimis Rate (*Management Costs*).

- **Rentals & Leases** – Equipment/Property rented from a third-party (*not Applicant owned*).
- **Small Project** – Those projects with a total estimated cost below the threshold; the threshold is adjusted each fiscal year to account for inflation and published in the Federal Register.
- **Travel Expenses** - Hotel costs, mileage/fuel, meals, and any other travel-related costs.

Do **not** select the following:

Final Compliance Review

FMAG 100% complete when written

Payroll (TDEM Internal)

Unassigned

**Important:** As seen in **Figure 1**, each invoice submitted will need to be input individually, except for Force Account Labor (FAL) and Force Account Equipment (FAE) costs, **Figures 2 through 3**; see **Figure 4** to see how other cost-types are input.

The following is a list of **Expense** documents that will be needed:

Compliance Review / Audit Report

Contract

Applicant's Claim Summary Form

Bid Advertisement

Bid Specification

Bid Summary Sheet

Cancelled Check / Bank Statement

Contract Award Document

Contract Selection Documents

Daily Supervisor Log

Debarment Check Documentation

Debris Removal

Delivery Ticket

Direct Administrative Cost

Force Account Equipment

Force Account Labor

Force Account Material

Force Account Rented Equipment

Invoice

Other – Engineering & Design Cost

Payroll Journal

Record of Work Inspection

Rental / Lease

Safe Room Management Fee

Travel / Reimbursement Voucher

**Figure 1**

The screenshot shows the 'Create New Expense' form. The title bar is green with the text 'Create New Expense'. Below the title bar, there are 'Create' and 'Cancel' buttons. The form is divided into two panes, both labeled 'Form'. The main form area contains the following fields: 'Type' (dropdown menu with 'Contract Work Summary' selected), 'Vendor/Contractor' (text input with placeholder 'Type to Search'), 'Invoice Number' (text input), 'Invoice Date' (text input), 'Amount Requested' (text input with '\$ 0.00' and a subtext 'Project Eligible Obligated \$286,797.64, Federal Obligated \$215,098.23, Expended \$0.00'), and 'Comments' (text area).

**Note:** The Expense being entered is a Contract cost. Submit each invoice for reimbursement separately. This also applies for Contract Direct Administrative Cost (DAC). Additionally, costs incurred for Rented Equipment will be entered as **"Contract"** costs.

**Figure 2**

The screenshot shows the 'Create New Expense' form. The title bar is green with the text 'Create New Expense'. Below the title bar, there are 'Create' and 'Cancel' buttons. The form is divided into two panes, both labeled 'Form'. The main form area contains the following fields: 'Type' (dropdown menu with 'Force Account Labor' selected), 'Document Number' (text input), 'Effective Dates' (text input with 'to' separator), 'Amount Requested' (text input with '\$ 0.00' and a subtext 'Project Eligible Obligated \$286,797.64, Federal Obligated \$215,098.23, Expended \$0.00'), and 'Comments' (text area).

FAL and FAL DAC - enter the date range the Summary Record covers, enter the Grand Total from the Summary Record into **"Amount Requested,"** and any pertinent comments.

**Figure 3**

The screenshot shows the 'Create New Expense' form. The title bar is green with the text 'Create New Expense'. Below the title bar, there are 'Create' and 'Cancel' buttons. The form is divided into two panes, both labeled 'Form'. The main form area contains the following fields: 'Type' (dropdown menu with 'Force Account Equipment' selected), 'Document Number' (text input), 'Effective Dates' (text input with 'to' separator), 'Amount Requested' (text input with '\$ 0.00' and a subtext 'Project Eligible Obligated \$286,797.64, Federal Obligated \$215,098.23, Expended \$0.00'), 'Equipment Type' (text input), and 'Comments' (text area).

FAE and FAE DAC - enter the date range the Summary Record covers, enter the Grand Total from the Summary Record into **"Amount Requested,"** and any pertinent comments.

**Figure 4**

*For each Materials invoice claimed and DAC Materials, enter the Vendor Name, Invoice Number, Invoice Date, Amount Requested for reimbursement, Description, and any pertinent comments.*

**Note:** *The entire invoiced amount does not have to be requested in full for reimbursement. The applicant is responsible for specifying the amount applicable to a Project Worksheet (PW) if it is less than the invoiced amount.*

5. To add additional expenses, click the **“New Expense”** button. Repeat Step 4 -5 until all documented expenses have been entered.