U.S. DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY

PROJECT WORKSHEET

PAPERWORK BURDEN DISCLOSURE NOTICE

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DECLARATION NO.	PW REF NO.	DATE	FIPS NO.	CATEGORY	EMMIE NO.
FEMA 4086 DR N	J 0493002	02/01/13	025-04930-00	В	
APPLICANT				WORK COMP	LETED AS OF:
Borough of Belmar				DATE: 01/14/13	PERCENT:
DAMAGED FACILITY				COUNTY	1000
Emergency Protective Me	asures	•		Monmouth	2000
LOCATION				LATITUDE	LONGITUDE
Citywide - 601 Main Street	<u> </u>			40.18302	-74.02445

Was this site previously damaged?

DAMAGE DESCRIPTION AND DIMENSIONS:

During the incident period starting October 26, 2012 and ending November 8, 2012, Borough of Belmar in Monmouth County experienced severe storm surge, flooding, and high winds causing downed trees, tree limbs and wires, flooded buildings and roads resulting in power outages and uninhabitable buildings throughout the borough. The applicant undertook emergency protective measures to protect property, public health and safety throughout the jurisdiction as necessary. The above address and GPS reading pertains to the applicant's office.

SCOPE OF WORK:

Fund at 75%

Work Completed

Materials:

The applicant purchased food, serving supplies, and ice to be distributed to residents that were sheltering at the borough hall. Applicant must supply dates shelter was operational prior to final closeout of project as well as average daily count of shelter occupants to determine reasonability of quantity of food and ice purchased. The applicant purchased portable trash pumps, fuel for rented generators, gloves, and safety equipment for first responders that were necessary to respond to the incident, or lost or damaged due to the incident. The following items are determined to be increased operating expenses, FEMA 322 pg. 54; Costco, copy paper (\$568.20); Staples, ink clipboards (\$74.66) (\$208.50); total ineligible cost (\$854.36). See attached Materials summary page for more detailed listing of items purchased. The applicant intends to submit more costs for materials; these costs must be validated prior to being included in a later version. SEE CONTINUATION PAGE.

		PROJECT COS	Γ.				
ITEM	CODE	NARRATIVE	QUANTITY	UNIT	JU	NIT PRICE	COST
1	0000	WORK to be COMPLETED					\$ <u>-</u>
2		Force Account Labor - Estimated	1.00	LS	\$	200,000.00	\$ 200,000.00
3		Force Account Equipment - Estimated	1.00	LS	\$	10,000.00	\$ 10,000.00
4		Direct Administrative Costs	1.00	LS	\$	859.20	\$ 859.20
5		Work Completed					\$ <u>-</u>
6	9009	Materials	1.00	LS	\$	59,123.10	\$ 59,123.10
7	9001	Contract	1.00	LS	\$	75,627.64	\$ 75,627.64
8	9004	Rented Equipment	1.00	LS_	\$	44,647.00	\$ 44,647.00
	i				<u> </u>		\$
					T		\$
							\$ -
		SUBTOT	AL FROM COST	CONTINU	JATIC	ON PAGE(S)	\$
	·			TOTAL	PRO	DJECT COST	\$ 390,256.94

PREPARED BY:	Kevin Helland			TITLE:	Project Spec	cialist ·	·
FEMA PAC CREW	LEADER:	Carmen Ramos		STATE PAC CR	EW LEADER:	TJ Wagner	
APPLICANT:	Colleen Connelly	Hellen	2/4/13	DATE: 7-	7-2013	PHONÉ:	732-681-9191

lational PW Template V1.5 May 2010 Excel 2007

REPLACES ALL PREVIOUS VERSIONS

Page	1.	of	2				<u> </u>	<u> </u>
	-			FEDERAL	EMERGENCY MANAGEMEN	NT AGENCY		
				DAMAGE DES	SCRIPTION & SC	OPE OF WORK	<u> </u>	
DE(CLARA	TION NO	0.	PW REF NO.	DATE	FIPS NO.	CATEGORY	EMMIE NO.
FEMA	4086	DR	NJ	0493002	02/01/13	025-04930-00	В	
APPLICA	ANT —	<u> </u>	<u>!</u>				COUNTY	
Borough		lmar					Monmouth	
 				DAMAGE DESCR'	IPTION & SCOPE OF W	ORK (CONTINUED):		

SOW Continued.

Applicant purchased pumps from All Hands Fire to pump basements of private property after flood waters receded. Applicant is to provide listing of properties flooded, legal documentation allowing for work done on private property, and description of how properties were identified for pumping prior to final closure of this project. Water was pumped onto lawns and into storm drains. Total cost of Materials this version \$59,123.10.

Contract:

The applicant contracted under emergency procurement procedures to hire Little Silver Electric to perform electrical inspections on private property homes prior to allowing residents or the power company to move into dwelling to ensure safety of property and health of residents, total cost for inspections is \$7498.00. The applicant contracted with Midlantic Construction to place 1-ea 18-in pump and 2-ea 12-in pumps, placed at Lake Como and Silver Lake to pump flood waters from lakes onto the beach to the ocean and to maintain a safe lake level post-incident as run-off continued to flow in. Midlantic Construction operated excavators at the site to remove sedimentation at Silver Lake; as this scope of work falls under Category A work the cost of excavators and related equipment is removed from this project. Total cost for pumping is \$68,129.64. Total cost of Contract this version, \$75,627.64.

Rented Equipment:

The applicant rented 2-ea 8-in pumps for use on Silver Lake and Lake Como to pump lake levels down prior to storm and post incident to control flood water levels. Water was pumped onto beach to the ocean. The applicant rented 3-ea dry storage trailers for supplies and goods donated post-event to the borough prior to giving goods away to residents and moving supplies to permanent locations; 1 trailer was used to store toys donated to fire department for annual toy drive, cost of this trailer is increased operating expense FEMA 322 pg.54 (\$1,050.00). Applicant rented generators for borough hall to run shelter and EOC; 3 generators at fire hall; and 1 generator at Laundromat to provide laundry service to residents. Generator rental at Laundromat is an ineligible cost as it does not serve a applicant owned facility or critical infrastructure, (\$18,500.00) (\$10,560.00). For complete listing of rental equipment see attached rental equipment summary. Total cost of rented equipment this version \$44,647.00.

Work to be Completed

Force Account Labor.

The applicant has estimated its force account labor for police, fire, rescue, and public works. At the time this project worksheet is written documentation has not been provided to develop a scope of work or cost associated to eligible labor costs incurred as a result of the incident. The applicant intends to submit force account labor documentation at a later date, and a version will be written to incorporate these costs. The applicant has indicated verbally that it estimates \$200,000.00 in labor. This cost has not been validated by a FEMA project specialist and is only intended to be used as a figure for estimating purposes only.

Force Account Equipment:

The applicant has estimated its force account equipment for police, fire, rescue, and public works. At the time this project worksheet is written documentation has not been provided to develop a scope of work or cost associated to eligible equipment costs incurred as a result of the incident. The applicant intends to submit force account equipment documentation at a later date, and a version will be written to incorporate these costs. The applicant has indicated verbally that it estimates \$10,000.00 in equipment usage. This cost has not been validated by a FEMA project specialist and is only intended to be used as a figure for estimating purposes only.

PREPARED BY: Kevin Helland

TITLE:

Project Specialist

Page	2	of	2	·		MANA OF SERVE A C	SENCY	<u> </u>	
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							FIPS NO.	CATEGORY	EMMIE NO.
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orougi	of Bel	mar		•			•	Monmouth	·
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Project Specialist

TITLE:

	FEC	DERAL EMERGENCY M		NCY		
		SCOPE N	·	<u> </u>		
APPLICANT		PW REF NO.	CATEGORY	FIPS NO.	DISA	STER
Borough		0493002	В	025-04930-00	4086	NJ
Check next to app	ropriate comment	for Data Specialist	to add to the S	Scope of Work	 -	
Topic			Comment		staired for	ot loant 3
Record Retention	years from the date received, whicheve	r is later.	s completed or f	rom the date final p	ayment wa	as ·
Direct Administrative Costs	this specific p project only a and uniformly not included i	ee is requesting dire project. Associated and in accordance we as direct costs in a an any approved indi	eligible work is r ith 44 CFR 13.2 Ill federal awards rect cost rates.	elated to administra 2. These costs are	ation of the treated co	PA ensistently
Mitigation	PW is for Em Work already Mitigation not Applicant has	ortunities Identified be ergency Work - Miti completed and no technically feasible decided not to inco	igation not eligib add-on mitigatio e. orporate mitigatio	on is feasible.		
CEF		vas estimated using			·	·
CEF - Not Used	☐ The PW is a ☐ The PW is fo	ot estimated using the small project. In Emergency Work greater than 90% co				
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	Kovin Halland		TITLE:	Project Specialist		

-EMA Form 90-120		ERGENCY MANAGEMENT AC		
	SPECIA	L CONSIDERATION		
DISASTER	APPLICANT NAME	PW REF NO.	FIPS NO.	DATE .
4086 NJ	Borough of Belmar	0493002	025-04930-00	02/01/13
1. Does the damaged fac	cility or item of work have insurance and	/or is it an insurable risk?	e.g., buildings, equipment,	vehicles, etc.)
2. Is the damaged facility	y located within a floodplain or coastal hi	gh hazard area, or does	it have an impact on a fl	oodplain or wetland?
广Yes ເ⇔No 广Unsure			•	
Pumped from Silver Lake	e and Lake Como.			
•		•		
3. Is the damaged facility	y or item of work located within or adjace	ent to a Coastal Barrier R	tesource System Unit or	an Otherwise
Protected Area?	•			
,	••			
C Yes No C Unsure	e		•	
			,	
4 1191 (1	ility repairs/reconstruction change the pr	e-disaster condition? (e.s	a., footprint, material, location	, capacity, use or function)
4. Will the proposed fac	lifty repairs/reconstruction change the pr	C diodotor container (-)	y., , , ,	•
ှင် Yes ငဲ့ No င Unsur	e			•
			4	
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٩.	<u> </u>	P 121 Conf.	i	and proposal?
Does the applicant has	ave a hazard mitigation proposal or woul	d the applicant like techn	iicai assistance ioi a naz	aru proposar:
r Yes ∉ No ⊂ Unsur	ra.			•
1 Les 14 MO (Ouser				
•				
		·		
Is the damaged facili more, similar buildings r	ty on the National Register of Historic Pl near the site?	aces or the state historic	listing? Is it older than	50 years? Are there
C Yes @ No @ Unsu	re .	•	Facility Constructed In:	•
100 (110)		• •		
	<u></u>		 	
7. Are there any pristing	e or undisturbed areas on, or near, the p	project site? Are there lar	ge tracts of forestland?	•
		•		
⊂ Yes 🌣 No i⊂ Unsu	ire			
	•			
O. Are those any barrer	dous materials at or adjacent to the dam	aged facility and/or item	of work?	
o. Are there any nazaro	adds materials at or adjacent to the dam			
r Yes @ No @ Unsu	ure .			
			1.6 201 11 22	- f l-O :
9. Are there any other	environmentally or controversial issues	associated with the dama	aged tacility and/or item	ot work? .
1				
C Yes → No C Unsu	ure			,
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Tree .	Helland			
Books and Illovin	Heliand :	,		_

		al emergency man ST SUMMAR`				
APPLICANT		PW REF NO.	CATEGORY	FIPS NO.	T	DISASTER
Borough of Beli	nar	0493002	В	025-04930-00	4086	NJ
BOROUGH OF BEI	CLAIM COST	C		MA USE ONLY)	1.222	ELIGIBLE COSTS
FORCE ACCOUNT LABOR REGULAR TIME	\$ -	· · · · · · · · · · · · · · · · · · ·				\$ -
			<u> </u>	<u> </u>		
FORCE ACCOUNT LABOR OVERTIME	\$ -	·		<i>::</i>		\$ -
FORCE ACCOUNT						\$
EQUIPMENT	\$ -		·	· .		
		,	,	•	•	
MATERIALS	\$ 59,123.10		·		•	\$ 59,123.10
RENTAL EQUIPMENT	\$ 44,647.00				-	\$ 44,647.00
CONTRACTS	\$ 75,627.64		<u> </u>	<u> </u>		\$ 75,627.64
DIRECT ADMIN. COST	\$ -					\$ -
TOTAL	\$ 179,397.74					\$ 179,397.74
I certify that the above informat documents which are available	ion was transcribed for audit	from timesheets, p	ayroll records, e	equipment log, invo	ices, sto	ock records or other
Certified by:			Title:	· · · · · · · · · · · · · · · · · · ·	Date:	
Applicant's records have been	reviewed and found	correct with the ex	ceptions as note	ed.		
			• .			
	•					

	FORCE ACCOUNT	FEDERAL EMERGENCY MANAGEMENT AGENCY COUNT MATERIALS SUMMAR	AGEMENT AGENCY S SUMMARY RECORD	YY REC	ORD			
APPLICANT		PW REF NO.	CATEGORY	RY	FIPS NO.	NO.		DISASTER
Borough of Belmar		0493002	60		025-04930-00	930-00	4086	· CN
Vendor	Description	Total Invoice Amount	Total Claim Amount	Date Purch.	Date Used	Source of Data Invoice No Stock	of Data Stock	Comments
Steve Dellapietra	Pizza for EOC & volunteers	\$ 470.73	\$ 470.73	11/03/12	11/03/12			Puchase order #62474
Reye's NY Style Pizza	Food for 1st responders, EOC, & volunteers	\$ 315.00	\$ 315.00	11/08/12	11/08/12			Puchase order #62475
Bellatara's Pizzeria	Food for 1st responders, EOC, & volunteers	\$ 735.00	\$ 735.00	11/01/12	11/01/12			Purchase order #62477
Bellatara's Pizzeria	Food for 1st responders, EOC, & volunteers	\$ 601.00	\$ 601.00	11/02/12	11/02/12		-	Purchase order #62477
Ice King & Cold Storage	Pallets of Ice	\$ 3,500.00	\$ 3,500.00	11/03/12	11/03/12	60774		
Ice King & Cold Storage	Pallets of Ice	\$ 3,500.00	\$ 3,500.00	11/01/12	11/01/12	60608		
Ice King & Cold Storage	Pallets of Ice	\$ 3,500.00	\$ 3,500.00	11/03/12	11/03/12	60683		
Ice King & Cold Storage	Pallets of Ice	\$ 3,500.00	00.002,8	11/04/12	11/04/12	68909		
Costco Wholesale	Food serving pans & racks	\$ 114.29	\$ 106.92	11/07/12				Removed Sales tax
Costco Wholesale	Food & supplies for residents	\$ 877.70	02.778 \$	11/06/12				
A&P .	Food & supplies for residents in shelter	\$ 847.94	\$ 838.84	10/30/12				Removed Sales tax
A&P	Food & supplies for residents in shelter	\$ 399.97	\$ 391.77	10/31/12			-	Removed Sales tax
A&P	Food & supplies for residents in shelter	\$ 242.56	\$ 235.24	11/01/12			,	Removed Sales tax
Midway Ice	loe for shelter	\$ 200.00	\$ 200.00		-	,		NEED INVOICE
A&P	Food & supplies for residents in shelter	1,693.81	\$ 1,693.81	11/02/12				
Costco Wholesale	Food & supplies for residents in shelter	\$ 2,389.42	\$ 2,389.42	11/02/12				
Driscoll Foods	Fruit for residents in shelter	\$ 2,014.00	\$ 2,014.00	11/05/12		391827		Purchase Order #62416
Driscoll Foods	Fruit for residents in shelter	\$ 2,014.00	\$ 2,014.00	11/03/12	- ,	391430		Purchase Order #62416
		Total Cost	\$ 26,883.43		•		;	
	Total	Total From All Pages	\$ 59,123.10			÷		
Certified By:		Title:					Date:	
Colleen Connelly		Borough Administrator	strator		-	,		02-01-2013
I certify that the above information was	I certify that the above information was transcribed from daily logs, vendor invoices, or other documents which are available for audit.	cuments which are a	rallable for audit.					
National PW Template V1.5 May 2010 Excel 2007		MATERIALS PAGE 1 OF 3	Ē 1 OF 3	•				

MATERIALS PAGE 1 OF 3

RECO	
FEDERAL EMERGENCY MANAGEMENT AGENCY FORCE ACCOUNT MATERIALS SUMMARY	

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APPLICANT		PW REF NO.	CATEGORY	RY	FIPS NO.	NO.		DISASTER
Borough of Belmar		0493002	6	İ	025-04930-00	930-00	4086	4086
Vendor	Description	Total Invoice Amount	Total Claim Amount	Date Purch.	Date Used	Source of Data Involce No Stock	of Data Stock	Comments
Fishermans Den Wad	Waders for temporary employees	\$896.52	\$896.52	-		103404		. PO # 62502
Home Depot Port	Portable work lighting	\$1,222.97	\$1,222.97	10/30/12	,			PO # 62399
Belmar Discount Paints Exte	Extension cords; 2 ea 100ft	\$109.90	\$109.90	11/02/12				PO#62484
Costco 20 c	20 cases copy paper	\$568.20		11/02/12				PO # 62411
Walmart 14 ea	14 ea 25ft electrical cords, 5 ea bottled water	\$157.22	\$148.52	11/02/12				PO#62467
Staples	Photo ink; clipboards; Engineering 24x36	\$74.66		10/28/12				PO#62487
Staples Cop	Copy paper for resident & Contractor entrance permits	\$208.50	-	11/04/12				PO # 62466
Garden Stae Highway glasses	60 Safety Vests; 50 gloves; 50 safety glasses	\$1,400.00	\$1,400.00	11/06/12		86006		
Verizon Wireless 6 ea	6 ea cell phone batteries & freight	\$195.71	\$182.91	11/06/12				PO # 62485
Northern Tool & Equipment Tanl	Tank & accessories for filling generators	\$2,939.93	\$2,939.93				!	PO # 62463
All Hands Fire Equipment 200	200 ea Flares	\$4,850.00	\$4,850.00	11/07/12				PO # 62476
All Hands Fire Equipment 5 ea	5 ea Trash Pump, 4 ea hose kits; 2 ea Honda generator;	\$11,975.00	\$11,975.00	11/07/12		SO14491		PO # 62441
Garden Stae Highway 22 g	22 gloves	\$110.00	\$110.00	11/09/12		90201		PO # 62507 - Need invoices for other costs
All Hands Fire Equipment Hos	Hoses and gaskets for pumps	\$353.73	\$353.73	11/08/12		SO14511		PO # 62449
Point Bay Fuel Inc Fuel	Fuel for generators	\$3,191.61	\$3,190.76					PO # 62486
Allegra hom	Home inspection cards for post storm home safety inspections	\$2,064.00	\$2,064.00			60497		PO#62459
A&P Grocers and	Food and supplies for sheltered citzens and first responders	\$847.94	\$838.84	10/30/12				PO#62396
A&P Grocers Coont	Food for Public Works employees per contract agreement to feed	\$473.33	\$416.96	10/30/12				Need contract to validate costs eligible. PO# 62397
		Total From All Pages	\$30,700.04					
		2060 - 100111	403, 123, 10					
Certified By:		irte.					Date:	
Colleen Connelly	The state of the s	Borough Administrator	rator.					
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ABBLICANT		PW RFF NO	CATEGORY		FIPS	FIPS NO.		DISASTER	Τ
AFFICANI Borough of Belmar		0493002	8		025-04	025-04930-00	4086	4086	
Vendor	Description	Total Invoice Amount	Total Claim Amount	Date Purch.	Date Used	Source of Data Invoice No Stock	of Data Stock	Comments	
A&P Grocer	Food and supplies for sheltered citizens	\$399.97	\$391.77	10/31/12					
Restaurant Depot	Food for Public Works employees per contract agreement to feed	\$452.08	\$452.08				,	PO# 62469	
Wegmans	Food for Public Works employees per contract agreement to feed	\$594.96	\$591.53	11/01/12				PO# 62467	
A&P Grocer	Food for Public Works employees per contract agreement to feed	\$104.25	\$104.25	11/04/12	. 1			PO# 62467	
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		Total Cost	\$1,539.63	-				,	
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Certified By:		Title:					Date:		_
Colleen Connelly	and the second section of second seco	Borough Administrator	irator						
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rked: Total Invoice Total 111- \$ 7:498.00 \$ 1.10 \$ 250,991.66 \$ 6 6.2 \$ 7:498.00 \$ 1.10 \$ Total Cost \$ 7.498.00 \$ 1.10 \$ Total From All Pages \$ 7.70 \$ 1.10 \$ \$ 7.70	APPLICANT		-	PW REF NO.	CATEGORY	FIPS NO	<u>٥</u>	DISASTER	
Total From All Pages \$ 77.498.00 \$ 1.10 \$ 250,991.66 \$ 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6	Borough of Belmar			0493002	В	025-04930-00	00-08	4086 NJ	
11- \$ 7,498.00 \$ 3 10 \$ 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	Vendor	Description of work performed	Invoice No:	Dates Worked:	Total Invoice Amount	Total Claim Amount		Comments	_
1.10 \$ 250,991.66 \$ 2.2 2.2 2.3 2.4 2.5 2.5 2.5 2.5 2.5 2.5 2.5 2.5 2.5 2.5	Little Silver Electric, Inc	Electricians to inspect wiring and electrical devices in homes post storm	J010853	11-7; 11-8; 11- 9; 11-13			PO# 62433		
Total From All Pages \$ Title: Borough Administrato	Midlantic Construction LLC	Pump lake & clear debris	93.11	10/31/12 to 11/12/12		\$ 68,129.64	Only pumps		
Total From All Pages \$ Title: Borough Administrato						,			
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Ī	Certified By:				Title:			Date:	_
	Colleen Connelly			,	Borough Adminis	strator		02-01-2013	
certify that the above information was transcribed from daily logs, vendor invoices, or other documents which are available for audit	I certify that the above information was transfer and PW Template V1.5 May 2010 Excel 2007	anscribed from daily logs, vendor invoices, or other doc	Suments which are avail	lable for audit.					7

CONTRACTS PAGE 1 OF 1

			FEDERAL	FEDERAL EMERGENCY MANAGEMENT AGENCY	MENT AGENCY			
			RENTED	_ :	~			
APPLICANT				PW REF NO.	CATEGORY	FIPS NO.	į	DISASTER
Borough of Belmar				0493002	B 0	025-04930-00	4086	N
Equipment Type	Date & Hours Used	Rate Pe W/Operator	Per Hour Wo/ Operator	Total Cost	Vendor	Invoice	Check Number	Comments
85 kW generator	10/26/12 to 11/23/12		·	\$ 1,600.00	1,600.00 Semcor Equipment	E99198	62503	Contracted on monthly rate
8" diesel pump	10/25/12 to 11/25/12			\$ 2,934.00	2,934.00 Godwin Pumps	123007744	62454	Contracted on monthly rate
8" diesel pump	10/25/12 to 11/25/12			\$ 2,934.00	2,934.00 Godwin Pumps	123007744	62454	Contracted on monthly rate
hose, fittings, screen, bow. pipe. bend	10/25/12 to 11/25/12			\$ 10,278.00	10,278.00 Godwin Pumps	123007744	62454	
Dry Storage Trailer	11/2 to 12/2			\$ 1,050.00	1,050.00 Jilco Equip. Leasing	304559	304559	Used to store donated materials given to applicant
Dry Storage Trailer	11/2 to 12/2			\$ 1,050.00	1,050.00 Jilco Equip. Leasing	304559	304559	Used to store donated materials given to applicant
Dry Storage Trailer	11/15 to 12/14				Jilco Equip. Leasing	304686	62522	Used to store toys donated to fire dept. for toy drive
330 KW generator	11/2 to 11/9			\$ 15,783.00	BROADCO Property Restoration	2012328	57989	Generator Located at Borough Hall
1100 KW generator	11/2 to 11/9				BROADCO Property Restoration	2012328	57989	Generator Located at Laundry mat
25 KW generator	11/2 to 11/9			\$ 5,040.00	BROADCO Property Restoration	2012328	57989	Generator Localed at Fire Station
330 KW generator	11/9 to 11/10			\$ 2,950.00	BROADCO Property Restoration	6254	57993	Generator Located at Borough Hall
1100 KW generator	11/9 to 11/10				BROADCO Property Restoration	6254	57993	Generator Located at Laundry mat
25 KW generator	11/9 to 11/10			\$ 1,028.00	BROADCO Property Restoration	6254	57993	Generator Localed at Fire Station
						-		
			Total Cost	\$ 44,647.00	,			
	•	Total Fi	Total From All Pages	\$ 44,647.00				
Certified By:			-	Title:			Date:	
Colleen Connelly				Borough Administrator	or			02-01-2013
I certify that the above Information was transcribed from daily logs, vendor invoices, or other documents which are available for audit.	n was transcribed from dai	ly logs, vendor invo	ices, or other docu	ments which are available	e for audit.			
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