

FEMA Project Formulation/ Documentation Checklist

Project Title: _____ DR- _____ / PW- _____ Comp. % : _____

Date Project Work was completed: _____ Applicant: _____

Form Completed by: _____ Agency: _____ Date: _____

Project Type: Large Small Improved Alternate Sandy Recovery Improvement Act

1 Project Worksheet Documentation

Updated Summary of Final Project Cost

PW-Related correspondence/approvals for scope changes or other amendments

2 Partial Payment Documentation

Summary of partial payments received

Copies of all partial payments requests

3 Applicant Policies

Procurement Policy

Overtime Policy

Union contracts addressing wages, OT, and fringe benefit calculations

Codes and Standards

4 Force Account Documentation

Force Account Labor Summary

Fringe Benefits Calculations

Timesheets

Applicable union contracts, ordinances, policies, or past history that supports wages *I* services

Force Account Equipment Summaries

Summary of Materials Used [Name of company the fill was purchased from and GPS coordinates]

Purchase Receipts for material taken from stock (Actual price paid, *not replacement cost*)

Invoices for materials not in stock

Proof of Payment for materials not in stock

5 Rental Equipment

Summary of Rented Equipment Used

Contracts

Cancelled Checks or Check Summary with numbers, dates and values

Fuel invoices

6 Direct Administration Costs

DAC Summary

Documentation of work completed by date and personnel

Time sheets

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7 Contract Documentation

- Municipal Procurement Policy
- Procurement Documentation (Procurement must be in accordance with State and Federal (CFR 44 13.36) Regulations for projects over \$150,000)
 - Newspaper and other bid notifications
 - Bid Tabulation and documentation of award process
 - Documentation of telephone bid solicitations in lieu of formal bids
 - Contract(s) signed and dated by all parties
 - Non-competitive proposal cost analysis
- Contract Plans and Specifications (pdf format)
- Certified Payrolls (as appropriate)
- Cancelled Checks or Check Summary with numbers, dates and values
- Change Order Summary
 - Copies of Executed Change Orders
 - Revised Plans

8 Insurance Documentation for Insurable Losses

- Policy (*if available*)
- Declaration Pages (*If policy is not available*)
 - Description of Coverage
 - Exclusions
 - Deductibles
 - Limits of Coverage
 - Statement of Loss (*Explanation and enumeration of damages*)
 - Proof of Loss (*Affidavit of Proof of Insurance Payment*)

9 Environmental, Historic Preservation Documentation

- USACE Permits/ CBRA Permits
- Stream Alteration Permits [If N/A, then include a note from your Stream Alteration Engineer citing details]
- Documentation of Debris Disposal Location
- SHPO letters of concurrence

10 Debris Removal [Any debris removed from site requires GPS coordinates of disposal site outside a floodplain]

- Stump Removal Validation Log Hazard
- Limbs (hangers) Removal Log(s)
- Hazardous Tree Removal Log (s)
- Truck Trip Tickets signed by driver and applicant

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Truck Certification Lists