

# 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 / services
- Force Account Equipment Summaries
- Summary of Materials Used
  - 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
- Documentation of Debris Disposal Location.
- SHPO letters of concurrence

## 10 Debris Removal

- 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