**FEMA Closeout Documentation Checklist**

Project Title: DR- -\_\_\_\_\_ / PW-

Applicant:

Date work completed:

**1 Project Worksheet Documentation**

[ ]  Cover letter asking for the closeout and include Final Project Cost

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

**2 Partial Payment Documentation**

[ ]  Copies of all partial payments requests and those received

**3 Applicant Policies**

[ ]  Procurement Policy

[ ]  Overtime Pay Labor Policy

[ ]  Union contracts addressing wages, OT, and fringe benefit calculations

[ ]  Codes and Standards Roads and ANR permits

**4 Force Account Documentation**

[ ]  Force Account Labor Summary

[ ]  Fringe Benefits Calculations

[ ]  Timesheets for all employees completing work

[ ]  Applicable union contracts, ordinances, policies, or past history that supports wages / services

 [ ]  Proof of payment of Labor

[ ]  Force Account Equipment Summary of costs

 [ ]  List of equipment use with FEMA cost codes include dates/hours used and operator name.

[ ]  Summary of Materials Used total $ and amount with description of materials

 [ ]  Purchase Receipts for material taken from stock (Actual price paid)

[ ]  Invoices for materials

[ ]  Proof of Payment for materials

**5 Rental Equipment**

[ ]  Summary of Rented Equipment Used if any

[ ]  Contracts

[ ]  Cancelled Checks or Check Summary with numbers, dates and values

[ ]  Fuel invoices

**6 Contract Documentation**

[ ]  Municipal Procurement Policy

[ ]  Procurement Documentation (Procurement must be in accordance with State and Federal (CFR 44 13.36) Regulations for projects over $250,000)

[ ]  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

**7 Insurance Documentation for Insurable Losses**

[ ]  FULL Policy put in grants portal

[ ]  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)*

**8 Environmental, Historic Preservation Documentation**

[ ]  USACE Permits/ CBRA Permits

[ ]  Stream Alteration Permits ANR

[ ]  Documentation of Debris Disposal Location

 [ ]  Burn permits

[ ]  SHPO letters of concurrence (state historic preservation office)

**9 Debris Removal - total amount of debris and gps of pick up and disposal**

[ ]  Stump Removal Validation Log

[ ]  Hazard Limbs (hangers) Removal Log(s)

[ ]  Hazardous Tree Removal Log (s)

[ ]  Truck Trip Tickets signed by driver and applicant
[ ]  Truck Certification List

 **10 Other**

[ ]  Pictures of completed Work

[ ]  Where Waste material went (GPS coordinates)

[ ]  Where material (sand, gravel, stone) came from (Gps Coordinates)