**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)