

PA Documentation Checklist

- All documents must be legible and permanent
- Records must be maintained for three (3) years after official grant closure.
- * is a best practice procedure

General Documentation Requirements		
<input type="checkbox"/>	Completed Request for Public Assistance (RPA) FEMA form 90-49	https://www.fema.gov/media-library/assets/documents/10145
<input type="checkbox"/>	Active Dun & Bradstreet (DUNS) number registered with System for Award Management	Federal Contracts Perspective, Dec 2012, Federal Acquisition Circular (FAC) 2005-62 and Request for Public Assistance (RPA) FEMA form 90-49
<input type="checkbox"/>	Proof of legal responsibility for facility (e.g. lease, proof of ownership)	44 CFR §206.223(a)(3)
<input type="checkbox"/>	Insurance policy in force at time of event	44 CFR §206.250-253
<input type="checkbox"/>	Insurance settlement of loss and documents (copy of settlement check and litigation documents, if any)	44 CFR §206.191
<input type="checkbox"/>	Insurance policy in force at time of Closeout	44 CFR §252(d) and §253(b)(1)
<input type="checkbox"/>	Maintenance records of public works systems (if applicable)	PAPPG, January 2020, Page 51
<input type="checkbox"/>	List of facilities	*
<input type="checkbox"/>	List of damages	44 CFR §206.202(d)
<input type="checkbox"/>	Post-disaster photos (damage to facilities and debris operations [e.g. leaners and hangers])	*
<input type="checkbox"/>	Time extension approval letters (if any)	44 CFR §206.204(d)
<input type="checkbox"/>	Evidence of proper procurement (see Procurement section)	44 CFR §13.20(b)(6)
<input type="checkbox"/>	Proof of payment (cancelled checks)	44 CFR §13.20(b)(6)
<input type="checkbox"/>	Closeout certification forms for large and small projects	*
<input type="checkbox"/>	Sign-in sheets for meals	44 CFR §13.20(c)(6)

Pre-Event Contracts		
<input type="checkbox"/>	Pre-event contracts (debris monitoring, debris management, sheltering, etc.)	44 CFR §13.36
<input type="checkbox"/>	Pre-qualified contractor list	Post-Katrina Emergency Management Reform Act of 2006
<input type="checkbox"/>		44 CFR §13.36(c)(4)

Work performed by FORCE ACCOUNT LABOR (FAL)		44 CFR §206.221(b) and §206.228(a)(2)
<input type="checkbox"/>	Force Account Labor Summary Record	FEMA form 90-123
<input type="checkbox"/>	Payroll records and/or check register	44 CFR §13.20(b)(6)
<input type="checkbox"/>	Fringe benefit breakdown (Applicant's Benefits Calculation Worksheet FEMA form 90-128)	PAPPG, January 2020, Page 66
<input type="checkbox"/>	Pre-existing straight time, overtime and personnel policies including job descriptions	PAPPG, January 2020, Page 67
<input type="checkbox"/>	A record-keeping process that logs employee time by eligible task and by Project Worksheet (PW)	*
<input type="checkbox"/>	Timekeeping documentation (for all work other than Direct Administrative Cost [DAC]) that supports the Force Account Labor Record form	44 CFR §13.20(b)(6)
<input type="checkbox"/>	Timesheets that log employee time on eligible DAC tasks by Project Worksheet (PW)	PAPPG, January 2020, Pages 90-91

Work performed using FORCE ACCOUNT EQUIPMENT (FAE)		44 CFR §206.221(b) and §206.228(a)(1)
<input type="checkbox"/>	Force Account Equipment Record FEMA for 90-127	FEMA form 90-127 and 44 CFR §13.32
<input type="checkbox"/>	Proof of equipment ownership	44 CFR §13.20(b)(6) and §13.32
<input type="checkbox"/>	Proof of equipment usage	44 CFR §13.20(b)(6)

Work performed using FORCE ACCOUNT MATERIALS or Purchased for the disaster		PAPPG, January 2020, Page 73
<input type="checkbox"/>	Force Account Materials Summary Record FEMA form 90-124	FEMA form 90-124
<input type="checkbox"/>	Materials and supplies inventory	PAPPG, January 2020, Page 73
<input type="checkbox"/>	Pre- and post-inventory to show value and quantity and evidence of proper procurement (when purchasing new materials)	44 CFR §13.36 a
<input type="checkbox"/>	Invoices / receipts for restocking inventory and evidence of proper procurement	44 CFR §13.20 (b)(6) and §13.36
<input type="checkbox"/>	Sign-in sheets for meals	44 CFR §13.20 (c)(6)

Rented Equipment		PAPPG, January 2020, Page 186
<input type="checkbox"/>	Rented Equipment Record FEMA form 90-125	FEMA form 90-125
<input type="checkbox"/>	Rental agreement, invoices/receipts and evidence of proper procurement	44 CFR §13.20(b)(6) and §13.36

Work performed by CONTRACTORS		44 CFR §13.36
<input type="checkbox"/>	Contract summary record FEMA form 90-126	FEMA form 90-126
<input type="checkbox"/>	Executed contract with all applicable amendments and change orders (if available)	44 CFR §13.20(b)(6) and §13.30
<input type="checkbox"/>	Invoices/certified pay applications/receipts and evidence of proper procurements	44 CFR §13.20(b)(6)
<input type="checkbox"/>	Contractor time sheets that log employee time by eligible DAC tasks by Project Worksheet (PW)	Public Assistance Management Costs Interim Policy, February 2019
<input type="checkbox"/>	Contractor and subcontractor timesheets and materials invoices for time and material contracts and Mutual Aid Agreements (MAAs) MOUs	44 CFR §13.20(b)(6)

Debris Operations Planning		Debris Management Guide-FEMA 325/July 2007
<input type="checkbox"/>	FEMA approved Debris Management Plan (on or after January 29, 2013, applicant needs FEMA approved pre-event debris plan to qualify for financial incentive)	Debris Management Guide-FEMA 325/July 2007, Appendix A
<input type="checkbox"/>	Pre-approved debris management sites	Debris Management Guide-FEMA 325/July 2007, pages 72-73
<input type="checkbox"/>	Disposal permits	*
<input type="checkbox"/>	Truck certification	Debris Monitoring Guide-FEMA 327/October 2010, pages 19-20
<input type="checkbox"/>	Load tickets	Debris Monitoring Guide-FEMA 327/October 2010, pages 19

Procurement Requirements		44 CFR §13.36
<input type="checkbox"/>	Competitive process (Quote/Request for Proposal [RFP] / Request for Qualifications [RFQ])	44 CFR §13.36(d)(2)(3)
<input type="checkbox"/>	Advertisement (publicize)	44 CFR §13.36(d)(3)(i)
<input type="checkbox"/>	Responses to RFP/RFQ	44 CFR § 13.36(d)(3)(i)
<input type="checkbox"/>	Selection process (scoring sheets, bid tabulations, etc.)	44 CFR §13.36(d)(3)(iii)
<input type="checkbox"/>	Cost analysis	44 CFR §13.36(f)(1)
<input type="checkbox"/>	State Contract (when used, include unit price and other relevant detail)	*

Private nonprofits (PNPs)		
<input type="checkbox"/>	Completed Request for Public Assistance (RPA) FEMA form 90-49	PAPPG, January 2020, Page 41
<input type="checkbox"/>	PNP Facility Questionnaire FEMA form 90-121	FEMA form 90-121
<input type="checkbox"/>	Federal tax exemption letter from IRS or proof of non-profit status from the Secretary of State (501[c][d] or [e])	44 CFR §206.221(f)
<input type="checkbox"/>	Evidence that the organization is in good standing with the Secretary of State	PAPPG, January 2020, Page 41
<input type="checkbox"/>	School accreditation or certification (only if an educational institution)	FEMA requirement
<input type="checkbox"/>	Daycare license (only if a daycare)	*
<input type="checkbox"/>	Insurance policy in force at time of event	44 CFR §206.250-252(d)
<input type="checkbox"/>	Proof of legal responsibility for facility (e.g. lease, proof of ownership)	44 CFR §206.223(a)(3)
<input type="checkbox"/>	Procurement requirements	44 CFR §13.36