



STATE OF CONNECTICUT
DEPARTMENT OF EMERGENCY SERVICES & PUBLIC PROTECTION
DIVISION OF EMERGENCY MANAGEMENT & HOMELAND SECURITY



CHECKLIST FOR SUBMITTING DOCUMENTATION FOR A PROJECT CLOSEOUT

Use the FEMA Public Assistance Forms: Work Summary Record, Force Account Labor Summary Record, Applicant's Benefit Calculation Work Sheet, Force Account Equipment Summary Record, Force Account Material Summary Record, Rented Equipment Summary Record, Contract Work Summary Record. [These are located here.](#)

Required FEMA Forms and Supporting Documentation For Project Closeout:

- 1. Work Summary Record** – Serves as a Cover Sheet which separately lists the total expenditures for labor, equipment, materials, rentals, contracted work, other.
 Copy of Work Summary Record, signed and dated

- 2. Force Account Labor Summary Record**
 Employee name & Employee title - (In the Employee title area, you should show a cross-reference with the equipment identified on the Force Account Equipment Summary Record.)
 Benefit rate per hour shown in \$ based on % calculated on Applicant's Benefits Calculation Worksheet
 Attach the *Applicant's Benefits Calculation Worksheet* – Displays the fringe benefit costs related to regular time work and to overtime work. (Consult your finance/business/human resources office for this information.)
 All Time Cards and/or Time Sheets
 Labor Contract(s) - selected pages, including: (1) the cover page that identifies the union being represented and duration of the contract, and (2) the pages of the contract showing overtime policy and meal reimbursement policy, etc.
 Town Personnel Policy - selected pages showing overtime policy and other benefit policies such as meal reimbursement
 Other documents/explanations to support your labor costs.

- 3. Force Account Equipment Summary Record** – Documents the total time that a piece of equipment was operated (regular time and overtime). The form cross-references the equipment with the operator's name.
 Correct equipment code numbers and equipment rates from the *FEMA Schedule of Equipment Rates*
Note: If an applicant uses a different rate it must be approved by FEMA, and the reasons for the rate and its approval must be noted in the FEMA Project Worksheet.

- 4. Force Account Material Summary Record** – Identifies the actual quantity of materials used. Price must reflect unit rate/cost for purchase of materials prior to or during the disaster.
 Copy of Invoices
 Proof of Payments
 Calculation for the actual amount of materials used
 Documentation of the Date materials were purchased
 Documentation of the Date materials were used (Indicate from stock or invoice.)

- 5. Rented Equipment Summary Record** – Identifies equipment that was rented for this event only
 Copy of Rental/Lease Agreement/Contract

- Copy of Invoices
- Proof of Payments
- Record of Dates and Hours used

6. Contract Work Summary Record – Summarizes and documents contractor work for this event.

- Copy of Invoices
- Proof of Payments
- Copy of Final Contract - Including Amendments, Change Orders, Addendums, extra work orders
- Copy of Bid Proposal/RFP
- Proof of Advertising/Solicitation of Bid/RFP
- List of Responding Bidders
- Bid Comparison Sheet
- Other supporting documents (as applicable)

7. Applicant’s Procurement Policy(ies)

- Copy of Policy(ies)

8. Government Permits

- Copy of all necessary Permits (Federal, State, Municipal)
- Copy of Waiver(s) received

9. Insurance Coverage

- Copy of Policy(ies)
- Copy of Statement of Loss
- Copy of Insurance Reimbursements
- Other
(Could include Detailed Adjuster’s Report, settlement offers, insurance estimates, technical/engineering reports prepared by insurance company/adjuster, correspondence)

10. Direct Administrative Costs

- Documentation of expenses incurred applicable to **administration of this Project Worksheet (PW) only.**

(PW Preparation, Site Visits/Inspections, Contract administration, Recordkeeping, Providing Documentation for work completed and paid needed for PW Closeout, etc. You can include labor, equipment, travel expenses, etc.)

For additional guidance, refer to the Public Assistance Guide FEMA 322 / June 2007 on the [FEMA website](#)
Also refer to the [9500 Series of FEMA Policies and Factsheets](#)

Questions can be sent to: demhs.pa@ct.gov.

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