

APPLICANT DOCUMENTATION REQUEST CHECKLIST

Applicant:	DR -
FEMA ID:	CDAА ID:
PW or DSR #(s):	Date:

Please provide the following documentation as indicated with a "✓" mark below for the PW/DSR#(s) indicated above. **IMPORTANT:** All submitted documentation must be labeled and separated by corresponding PW/DSR#.

Cost Summary

A coversheet, per PW/DSR#, summarizing all costs (i.e., F/A Labor, contract, etc.)

Do invoice totals match amount claimed?

Force Account Work

Payroll Summary Segregated by:

- Regular labor
- Overtime labor
- Benefits

Productive Hourly Rate (PHR)

Equipment - (time and rates)

Time sheets

Materials - (invoices/proof of payment)

Contracted Work (Construction, project management/consultant, and A&E)

Procurement procedures (i.e., advertisement, sole source, competitive, etc.)

Bid documents, plans, and specifications

Summary of bids

Contract award

Change orders

Proof of payment

Building / Environmental Permits

Permits

Certifications

Photos

Photos of completed work labeled with DSR#

Insurance

Insurance policy and Proof of Loss Statement or an insurance waiver letter from the Department of Insurance.

Other Funding if Applicable - (i.e. FHWA, NRCS, DOE, etc.)

Identify Source: _____

Time Extension

Please send a letter requesting a time extension for PW/DSR#(s): _____

Other _____