Public Assistance (PA) Closeout
Documentation Requirements Checklist

★ **is a Best Practice**

Be sure your file is complete at Closeout. A complete file includes the following:

NOTES:	FOR MORE INFORMATION CHECK THESE SOURCES
• All documents must be legible and permanent. • Off-site backup of records is a risk management Best Practice. • Records must be maintained for **three (3) years** from the date of the final certification of completion of your last project associated with the specific disaster. • Banks may not be required to keep their records for more than **four (4) years**. Check with your bank to determine its retention schedule. • For any Presidentially declared disaster or grants awarded after December 26, 2014 all Subrecipients (Applicants) must follow the requirements stated in 2 CFR §200 and the cost principles articulated therein.	44 Code of Federal Regulations (CFR) §13.42(b)(1), §13.42(c)(1) and *Public Assistance Guide* – FEMA 322/June 2007, page 138 and 2 CFR §200.333

GENERAL DOCUMENTATION REQUIREMENTS

	Requirement	Reference
☐	Insurance policy in force at time of event	44 CFR §206.250 – 253
☐	**Insurance settlement documents** (copy of settlement check and litigation documents, if any)	44 CFR §206.191, *Public Assistance Guide* – FEMA 322/ June 2007, pages 41 – 42 and DAP 9525.3
☐	Insurance policy in force at time of Closeout (to meet Obtain and Maintain [O & M] requirements)	44 CFR §252(d) and §253(b)(1)
☐	*Insurance Commissioner's Certification* (ICC) (waiver, if applicable)	44 CFR §252(d) and §253(b)(1)
☐	**Evidence of proper procurement** (see Procurement section below)	44 CFR §13.36, 2 CFR §200.319 and §200.320
☐	Sign-in sheets for meals	44 CFR §13.20(b)(6) 2 CFR §200.302(b)(3)
☐	**Proof of payment** (cancelled checks – banks may not be required to keep records for more than four [4] years)	44 CFR §13.20(b)(6) and 2 CFR §200.302(b)(3)
☐	*Reimbursement Request Form* (RRF) **required for any cost overruns captured in Closeout version** (see *Grant Reimbursement Documentation Requirements Checklist*)	GOHSEP form

WORK PERFORMED BY FORCE ACCOUNT LABOR (FAL) (your employees)

	Requirement	Reference
		44 CFR §206.221(b) and §206.228(a)(2)
☐	*Force Account Labor Record* FEMA form 90-123 or equivalent (FEMA form preferred)	FEMA form 90 – 123, October 2012
☐	**Fringe benefit breakdown** (*Applicant's Benefits Calculation Worksheet* FEMA form 90-128) (FEMA form preferred)	*Public Assistance Guide* – FEMA 322/June 2007, pages 45 – 47
☐	**Pre-existing overtime policy**	*Public Assistance Guide* – FEMA 322/June 2007, pages 44 – 45 and RP 9525.7, VII(c)
☐	**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) and 2 CFR §200.302(b)(3)
☐	Timesheets that log employee time on eligible DAC tasks by Project Worksheet (PW)	DAP 9525.9
☐	Payroll records and/or check register	44 CFR §13.20(b)(6) and 2 CFR §200.302(b)(3)

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WORK PERFORMED USING FORCE ACCOUNT EQUIPMENT (FAE) (your equipment)	44 CFR §206.228(a)(1)
☐ *Force Account Equipment Record* FEMA form 90-127 or equivalent (FEMA form preferred)	FEMA form 90-127, October 2012, 44 CFR §13.32 and 2 CFR §200.302(a)
☐ Proof of equipment usage	44 CFR §13.20(b)(6) and *Public Assistance Policy Digest* – FEMA 321/January 2008, page 49 and 2 CFR §200.302(b)(3)
☐ Proof of equipment ownership	44 CFR §13.20(b)(6), §13.32 and 2 CFR §200.302(b)(3)
WORK PERFORMED USING FORCE ACCOUNT MATERIALS (materials in your inventory) **OR PURCHASED FOR THE DISASTER**	*Public Assistance Guide* – FEMA 322/June 2007, page 48
☐ *Force Account Materials Summary Record* FEMA form 90-124 or equivalent (FEMA form preferred)	FEMA form 90 – 124, October 2012
☐ Invoices/receipts for restocking inventory and **evidence of proper procurement**	44 CFR §13.20(b)(6), §13.36, 2 CFR §200.320(b)(3) and 2 CFR §200.317 – .326
RENTED EQUIPMENT	*Public Assistance Policy Digest* – FEMA 321/January 2008, page 49
☐ *Rented Equipment Record* FEMA form 90-125 or equivalent (FEMA form preferred)	FEMA form 90 – 125, October 2012
☐ Rental agreement, invoices/receipts and **evidence of proper procurement** (see Procurement section below)	44 CFR §13.20(b)(6), §13.36, 2 CFR §200.302(b)(3) and 2 CFR §200.317 – .326
WORK PERFORMED BY CONTRACTORS	
☐ *Contract Summary Record* FEMA form 90-126 or equivalent (FEMA form preferred)	FEMA form 90-126, October 2012
☐ Invoices/certified pay applications/receipts (if available)	44 CFR §13.20(b)(6), 2 CFR §200.302(b)(3)
☐ Executed contract with all applicable amendments and change orders	44 CFR §13.30 and 2 CFR §200.320
☐ Contractor time sheets (for DAC reimbursement) that log employee time by eligible DAC tasks by PW	DAP 9525.9
☐ Contractor and subcontractor timesheets and materials invoices for time and material contracts and Mutual Aid Agreements (MAAs)/Memorandum of Understandings (MOUs)	44 CFR §13.20(b)(6), 2 CFR §200.302(b)(3)
☐ Load tickets and truck certifications (required for debris contracts)	44 CFR §13.20(b)(6), *Debris Management Guide* – FEMA 325/July 2007, page 109 and 2 CFR §200.302(b)(3)

PROCUREMENT REQUIREMENTS - Evidence of proper procurement	44 CFR §13.36 and 2 CFR §200.317 – .326
☐ Competitive process (Quote/Request for Proposal [RFP]/Request for Qualifications [RFQ])	44 CFR §13.36(d)(2), §13.36(d)(3), 2 CFR §200.319
☐ Advertisement (publicize)	44 CFR §13.36(d)(3)(i), §200.320(c)(2)(i) and 2 CFR §200.320(d)(1)
☐ Evaluating responses and selection process for RFP/RFQ	44 CFR §13.36(d)(3)(iii), Recovery Policy (RP) 9580.212 and 2 CFR §200.320(d)(3)
☐ Cost analysis (when required)	44 CFR §13.36(f)(1) and 2 CFR §200.323(a)
☐ State Contract (when used, include unit price and other relevant detail)	GOHSEP requirement

- Local governments and quasi-governmental agencies – such as port authorities, levee boards, etc. – must follow 44 CFR §13.36 and the cost principles articulated in 2 CFR §225.
- Private nonprofits (PNPs) are required to follow:
  - 44 CFR §13.36 in addition to the *Uniform Administrative Requirements* for grants and Agreements as per 2 CFR §215.
  - Cost principles articulated in 2 CFR §230.
- Educational institutions are required to follow 44 CFR §13.36 and 2 CFR §220.
- All Subrecipients (Applicants) must follow 2 CFR §200.31-.342 and the cost principles articulated in 2 CFR §200.400–.475 for any Presidentially declared disaster after December 26, 2014.

COMPLIANCE WITH ALL FEDERAL ENVIRONMENTAL AND HISTORIC PRESERVATION LAWS IS REQUIRED IN ORDER FOR APPLICANTS TO RECEIVE ANY FEDERAL FUNDS. FEMA REVIEWS EACH PA APPLICATION TO CLEAR EACH PROJECT AND PROPERTY TO ENSURE COMPLIANCE WITH ENVIRONMENTAL AND HISTORIC PRESERVATION (EHP) REGULATIONS, OR TO IDENTIFY SPECIAL CONDITIONS THAT MUST BE MET. APPLICANT REQUIREMENTS ARE ARTICULATED IN THE FEMA APPROVAL LETTER.	
☐ Emergency notifications to the appropriate regulatory agencies	FEMA/ January 2007 *EHP Guidance Document* (Greenbook) *for Oregon* (1672 – DR – OR)
☐ Permits/approvals from the appropriate regulatory agencies	FEMA/ January 2007 *EHP Guidance Document* (Greenbook) *for Oregon* (1672 – DR – OR)

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