

**Missing Documentation Request (PW-4d)
For Disaster Cost Recovery Project Worksheet
For Survivor's Services**

To:	
Department or Agency	
From:	Disaster Cost Recovery Team
Date:	
Project Number:	
Project Address:	
Project Worksheet #	
Response Required by:	
For further information call:	

The documentation necessary to complete this Project Worksheet is incomplete. Please supply the following checked items. This Project Worksheet cannot be further processed until the following documents are provided.

- ☐ Dated photographs of activity location
- ☐ Daily activity reports
- ☐ Area maps, site plan, or floor plan of activity location
- ☐ Incident reports (if any)
- ☐ Complete inventory of equipment used at location
- ☐ Inventory of supplies and materials used at location
- ☐ Pre-event inventory of supplies and materials on-hand before event.
- ☐ Sign-in sheets for survivors receiving goods or services
- ☐ Records of all maintenance and repairs associated with activity
- ☐ Invoices for all supplies consumed
- ☐ Invoices for all utilities
- ☐ Invoices for previous 12 months utilities (to establish baseline costs)
- ☐ Invoices for all maintenance services provided at location
- ☐ Invoices for all equipment rented to support service provision
- ☐ Invoices for fuel

- ☐ Daily worker time sheets (paid staff)
- ☐ Daily worker time sheets (volunteer staff)
- ☐ Worker time cards (all)
- ☐ Materials bills
- ☐ Equipment time sheets
- ☐ Contracts for emergency work
- ☐ Bid documents for all supplies and services used at location
- ☐ Purchase orders for all supplies and services provide for location
- ☐ Contract documents for all services provided for location
- ☐ Contract change-orders
- ☐ Permits and clearances
- ☐ Records for all donated goods and services used for activity
- ☐ Mutual aid agreement and records of mutual aid provided at the site
- ☐ All documents for cleaning and restoration of premises following closure
- ☐ Post-closing photographs showing cleaned and restored facility
- ☐ Sign-in logs for all meals served and or services provided
- ☐ Copies of site or facility use agreements
- ☐ Invoices from the following vendors must be re-issued by the vendor, with separate itemized costs for (1) delivery and set-up, (2) monthly or periodic charges (3) pick-up charges and (4) any special service charges. All inclusive billings are not accepted by FEMA and will not be reimbursed.
- ☐ _____, _____
- ☐ _____, _____
- ☐ We must have a cost-price analysis for the following items purchased as disaster related items pursuant to 2 CFR Part 200:
 - ☐ Item _____, Vendor _____
 - ☐ Item _____, Vendor _____
 - ☐ Other _____
 - ☐ Notes: