

**Missing Documentation Request (PW-4b)  
For Disaster Cost Recovery Project Worksheet  
for Facilities or Infrastructure**

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 disaster caused damage, with photos organized with a map or other schematic
- ☐ Pre-disaster photographs of the facility, and its contents for comparison
- ☐ Area map, site plan, floor plans and building plans, original architectural / engineering drawings, if available
- ☐ ATC-20 Preliminary Damage Assessment
- ☐ ATC-20 Detailed Damage Assessment
- ☐ ATC-20 Fixed Equipment Checklist
- ☐ Infrastructure system damage reports
- ☐ Incident report(s)
- ☐ Copy of insurance policy
- ☐ Copy of the insurance adjuster's report
- ☐ Inventory of building contents, furnishings and equipment
- ☐ Facility and site maintenance records
- ☐ Documentation of emergency work done at the site
- ☐ Worker time sheets
- ☐ Materials bills
- ☐ Equipment time sheets
- ☐ Contracts for emergency work (FEMA Category A & B - Debris clearance and protective measures)
- ☐ Invoices for emergency work (FEMA Category A & B) Include both paid and donated labor, equipment and materials for Category A & B work

- ☐ Worker time cards
- ☐ 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
- ☐ 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.
- ☐ \_\_\_\_\_, \_\_\_\_\_
- ☐ \_\_\_\_\_, \_\_\_\_\_
- ☐ Construction documents for permanent repair and reconstruction
- ☐ Comprehensive scope of damage
- ☐ Comprehensive scope of work
- ☐ All bid documents
- ☐ All contract documents
- ☐ All contract change-orders
- ☐ All architectural and engineering documents
- ☐ All permits and clearances
- ☐ Timesheets showing Direct Administrative Costs (DAC) for project specific administrative labor costs.
- ☐ 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 \_\_\_\_\_
- ☐ Environmental Impact Reports
- ☐ Information concerning any hazardous materials or soil contamination at the site
- ☐ Records of donations made for this site
- ☐ Mutual aid agreement and records of mutual aid provided at the site
- ☐ Hazard mitigation proposals, FEMA form 90-61
- ☐ Special Considerations Questions, FEMA form 90-120
- ☐ Private Non-Profit Facility Questionnaire, FEMA form 90-121
- ☐ Historic Review Assessment, FEMA form 90-122
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_