

**Missing Documentation Request (PW-4c)  
For Disaster Cost Recovery Project Worksheet  
For Field Response Activities**

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 response activities, if available
- ☐ Daily activity reports, by crew or unit
- ☐ Area maps, site plan, or floor plan of activity location, if available
- ☐ Incident reports
- ☐ Complete inventory of equipment (rolling stock) used at location
- ☐ Inventory of supplies and materials used at location
- ☐ Daily worker time sheets (paid staff)
- ☐ Daily worker time sheets (volunteer staff)
- ☐ Worker time cards (all)
- ☐ Materials invoices
- ☐ Equipment time sheets
- ☐ Bid documents for all supplies and services used at location
- ☐ Purchase orders for all supplies and services used at location
- ☐ Contract documents for all services provided for at location
- ☐ Contract change-orders

- ☐ Permits and clearances, if any
- ☐ Mutual aid agreement and records of mutual aid provided at the site
- ☐ 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 \_\_\_\_\_

- ☐ ICS-201 - Incident Briefing form:

- ☐ ICS-214 - Unit Log Form

☐ Other \_\_\_\_\_

☐ Other \_\_\_\_\_

☐ Other \_\_\_\_\_

☐ Other \_\_\_\_\_