

## Project Closeout Applicant Documentation Checklist

Applicant Name: PW# \_\_\_\_\_

To assist you in preparing for Final Inspection, we have prepared this checklist. Following this checklist will define what documentation is necessary, as well as how to organize it for a quicker review. After completing the Request for Final Inspection, you will need to prepare all the supporting documentation for review and also prepare for site inspections if applicable. The project Worksheet that has already been submitted will be part of the review process. Organize supporting documents in the order in which they appear on the Schedule of Documents (SOD)(s). Please review this checklist and ensure that all appropriate documentation is available. ANY CHANGES IN THE SCOPE OF WORK IDENTIFIED IN THE PROJECT WORK SHEET REQUIRE FEMA APPROVAL. NOTIFY VTRANS IN WRITING OF THE REQUESTED CHANGES. VTRANS WILL NOTIFY FEMA WHO WILL REVIEW THE REQUEST AND CONTACT THE APPLICANT TO AMEND THE PROJECT WORK SHEET.

### Applicant Final Summary of Documentation

- Summary of all requested reimbursement expenses. (Total Amount of FEMA Funds Requested – Use Closeout Summary)
- Summary of all invoices on FEMA Contract Summary Form (invoices attached)
- Cancelled Checks or Check Summary with numbers, dates and values
- Contract Documentation
- Municipal Procurement Policy
- Newspaper bid notification (Invitation to Bid)
- Bid Tabulation(s)
- Contract(s) signed and dated by all parties (pdf format)
- Approved Change Order Summary
- Contract Plans and Specifications (pdf format)
- Procurement must be in accordance with State and Federal (over \$150,000) Procurement Statutes/Laws/Regulations
- Codes and Standards (if applicable)
- Copies of all required Environmental Permits, both state and local

**DO NOT JEOPARDIZE YOUR FUNDING BY NOT FOLLOWING REQUIRED PROCUREMENT REGULATIONS**

### Any time you utilize your own workforce please have the following documentation available:

- Labor summaries (aka "Force Account Labor")
- Timesheets
- Fringe Benefits Calculations
- Applicable union contracts, ordinances, policies, or past history that supports wages / services
- Equipment Summaries ("Force Account Equipment Summary" )
- Materials records (Receipts / Stock) Paid invoices (FEMA Material Forms)
- Rental equipment contracts, (Fuel invoices) (FEMA Rented Equipment Forms)
- Direct Administration costs Time sheets description of work completed