



## ILLINOIS EMERGENCY MANAGEMENT AGENCY

**JB Pritzker**  
Governor

**Alicia Tate-Nadeau**  
Director

### Public Assistance (PA) Program Applicant Project Documentation Checklist

Please note:

- All forms and documentation must be legible.
- The applicant must maintain original copies of documentation in their project files and provide photocopies of documentation to FEMA and/or IEMA as requested to support work and costs that are being claimed.
- Some projects are approved with multiple sites. The applicant must provide documentation to support the Project Worksheet (PW) scope of work and costs for each site. IEMA must be able to match up the actual labor, equipment, materials, etc. claimed for each site with the PW scope of work.
- If work and costs are not approved in the PW scope of work, IEMA cannot provide reimbursement until FEMA approves the work and costs as part of the PW scope of work. Any significant changes to the PW scope of work must be approved by FEMA prior to starting the work.
- Records, including supporting documentation, must be maintained for three (3) years from the date the applicant's subgrant is closed.
- For any subaward related to a Presidential disaster declaration made on or after December 26, 2014, all subrecipients must comply with the requirements in 2 CFR Part 200 and the cost principles articulated therein.
- All applicants must comply with federal and state procurement requirements.

#### General Documentation Requirements

- List of damages and costs
- Proof of legal responsibility for the facility (e.g. lease, proof of ownership)
- Insurance policy in force at the time of disaster incident
- Insurance settlement documents
- Maintenance records
- Post-disaster photos

- Environmental/Historic Preservation (EHP) records
- Donated goods and services records

#### Force Account Labor (applicant's permanent employees)

- [FEMA Form 009-0-123, Force Account Labor Summary Record](#) or equivalent
- Existing overtime policy (in place at the time disaster occurred)
- Timekeeping documentation that supports the Force Account Labor Summary Record forms (e.g. timesheets)
- Payroll records (e.g. payroll vouchers, reports, checks)
- [FEMA Form 009-0-128, Applicant's Benefits Calculation Worksheet](#), that shows the fringe benefit breakdown for each employee

#### Force Account Equipment (applicant's own equipment)

- [FEMA Form 009-0-127, Force Account Equipment Summary Record](#) or equivalent
- Proof of equipment ownership
- Proof of equipment usage (e.g. equipment usage log)

#### Force Account Materials (applicant's materials in inventory or purchased for the disaster)

- [FEMA Form 009-0-124, Materials Summary Record](#) or equivalent
- Invoices, bills, receipts for restocking inventory and evidence of proper procurement
- Materials and supplies inventory records

#### Rented Equipment

- [FEMA Form 009-0-125, Rented Equipment Summary Record](#) or equivalent
- Rental agreement, invoices, bills, receipts and evidence of proper procurement
- Proof of equipment usage (e.g. equipment usage log)

#### Contracting

- [FEMA Form 009-0-126, Contract Work Summary Record](#) or equivalent
- Executed contract with all applicable amendments and change orders
- Contractor and subcontractor records necessary to determine contracting costs are reasonable

#### Procurement Requirements

- Competitive Process
- Advertisement (e.g. newspaper, online)
- Evaluation and selection process used for proposals/bids
- Cost analysis (when required by FEMA)

- References
  - [IEMA Public Assistance \(PA\) Procurement Fact Sheet](#)
  - [FEMA Procurement Under Public Assistance Awards](#)
  - [FEMA Procurement Disaster Assistance Team](#)

IEMA's Public Assistance Program Applicant Handbook provides information on how IEMA administers the Public Assistance Program in Illinois. You can review or download a copy of this handbook at <http://www.illinois.gov/iema/LocalEMA/Documents/PAforms/PAApplclicantHandbook.pdf>.

FEMA's Public Assistance Program and Policy Guide replaces many of the former PA guidance documents and is effective for declarations on or after January 1, 2016. You can review or download a copy of this guide at <http://www.fema.gov/media-library/assets/documents/111781>.

Additional information on the Public Assistance Program is available at <http://www.illinois.gov/iema/LocalEMA/Pages/PublicAssistance.aspx>.

If you have questions regarding the Public Assistance Program, please contact the IEMA Public Assistance staff at (217) 782-8719 or [PA.Grants@illinois.gov](mailto:PA.Grants@illinois.gov).