

## REQUIRED DOCUMENTS FOR FINAL INSPECTIONS

1. Letter from Applicant requesting Final Inspection. Letter should reference the disaster number, PW number, state that the work is 100% complete and the **date** work was **completed**. Each PW must be submitted separately and must include all relevant backup documentation for the entire project. All documentation must be on 8 ½" x 11" paper, single-sided copy only.
2. Applicant to provide KYEM Form 508 for each project. Form 508 is a breakdown of cost by category for labor, equipment, materials, rented equipment, contract and direct admin costs. Expenditures included in the final inspection must be **ACTUAL** costs of the entire project, regardless of FEMA eligibility. Form 508 is the applicant's request for reimbursement. Do not simply copy FEMA's Cost Summary since the applicant's actual cost may be different.
3. Applicant is required to provide backup documentation for **ACTUAL** costs. Examples are:
  - A. Force Account Labor Summary (Employee Payroll Data Form, daily timesheets, work logs, work week, overtime policy, meal and meal time policies during non-federal disasters).
  - B. Force Account Equipment Summary (**name of operator for all equipment except chainsaws, pole saws and generators**, work logs and equipment inventory {horsepower or size}).
  - C. Copy of materials invoices/receipts and proof of payment\*. If inventory or stock was used, provide itemized log of materials used and cost.
  - D. Copy of rented equipment invoice(s) and proof of payment\*.
  - F. Contract invoice(s) and proof of payment\* (If contract required bid, provide advertisement for bids, actual bids, bid comparison documents {reason proposal was awarded}, and signed contract agreement/mutual aid).
  - G. Direct Admin Costs (Employee Payroll Data Form, timesheets/record, work log).

**\*\*\*Proof of payment is copy of "cancelled check" (front & back) or copy from "bank" showing the date check cleared the bank. EFT, bank verification showing date of transfer. If payment was made with credit card, also include copy of the statement showing charge and cancelled check that paid statement.\*\*\***
4. Time Extension request and approval, if work was completed after deadline.
5. Improved Project Request (if applicable). **Work outside the Scope of Work must receive prior approval.**
6. Insurance – if applicant was insured, provide insurance settlement information ("statement of loss" or "proof of loss") and settlement statement from the insurance company.
7. Environmental permits or exemptions (if applicable).
8. Copy of Codes & Standards in place prior to disaster that may have impacted the work (if applicable).
9. Documents showing salvage value (if applicable). For example, sale of wood chips or scrap metals.
10. Applicant **NOT** to furnish any documents containing Social Security numbers.