



Required Documents for  
FEMA  
Public Assistance



DR-4110-MA

**\*If using the FEMA Excel Workbook from your computer to complete the following Project Worksheet, please enable macros by clicking on the 'Enable Macros' or 'Enable Content' button provided in menu top portion of worksheets and then clicking 'Okay' on the Template Information window that appears thereafter.\***

### **Project Details**

To be filled out by Applicant and/or Project Specialist.

### **Cost Summary Record**

Will automatically populate from information provided from following pages;

### **Employee Payroll Data**

Filled out by Applicant listing only the employees who worked specifically the disaster.

### **Applicant's (Fringe) Benefits Calculation Worksheet**

Filled out by Applicant in its entirety or claim an average of 7.65%.

### **Force Account Labor Record**

Filled out by Applicant using drop down menu provided, provide regular and overtime hours, regular and overtime time cards back-up documentation, and a copy of the page and paragraph within Municipality's Employee Hand Book detailing the overtime requirements along with front title page of hand book. Start date should be the Sunday before the event.

### **Equipment Inventory Form**

Filled out by Applicant using drop down menu provided, provide name of operator of each piece of equipment along with all equipment provide make, model, horsepower, and capacity size used specifically during the disaster along with any attachments associated with that piece of equipment. Cost Codes are provided to match equipment used on this page. Macros must be enabled first in order to utilize them.

### **Force Account Equipment Record**

Filled out by Applicant using drop down menu provided, provide hours of equipment use per operator. Must correspond with regular and overtime hours. Start date should be the Sunday before the event and match with dates on Force Account Labor Record.

### **Force Account Material Summary Record**

Filled out by Applicant listing all materials used during and specifically to the disaster, provide previous invoice if material was used from stock, invoice from material purchased during and specifically for disaster, and proof of payment for both.

### **Contract Summary Record**

Filled out by Applicant listing all contractors used during and specifically to the disaster, provide invoice from contractor and proof of payment.

### **9901-Direct Administrative Costs**

Filled out by Applicant listing all employees and their hours and salaries of who organized, submitted and produced the latter information and back-up documentation used specifically related to complete this Project Worksheet for this disaster, provide a separate brief narrative explaining each employee's responsibilities.