



Public Assistance Pre-Disaster Document Checklist

Applicant's Name: _____ FIPS #: _____
Contact's Name: _____ Telephone: _____

1 Organizational & Legal Documents (*as applicable*)

- ☐ Proof of legal status (e.g., Articles of Incorporation, IRS 501(c)(3) letter for PNPs)
- ☐ Active DUNS or UEI number and SAM registration
- ☐ Organizational chart identifying key roles

2 Administrative Plans & Policies (*as applicable*)

- ☐ FEMA Administrative Plan for PA (required annually by the Recipient)
- ☐ Hazard Mitigation Plan (required for permanent work funding)
- ☐ Procurement Policy (must align with 2 C.F.R. §§ 200.318-326)
- ☐ Insurance Policy and Schedule of Values (showing coverage and asset values)

3 Labor & Payroll Records (*as applicable*)

- ☐ Written pay policies (including overtime, fringe, backfill, and standby policies)
- ☐ Fringe benefit calculations
- ☐ Job classifications with rates and descriptions

4 Facility & Asset Inventories (*as applicable*)

- ☐ Full asset inventory including facility name, function, location, ownership/lease, and use status
- ☐ Maintenance records to document pre-disaster condition
- ☐ Photographs of facilities and major assets (pre-disaster baseline)

5 Equipment & Supplies (*as applicable*)

- ☐ Equipment inventory list with model numbers, capacities, and conditions
- ☐ Force account equipment rate schedule
- ☐ Supply inventory and restocking procedures

6 Contracts & Mutual Aid (*as applicable*)

- ☐ Pre-positioned contracts (must meet competitive procurement standards)
- ☐ Cooperative purchasing agreements (with procurement compliance analysis)
- ☐ Mutual aid agreements (signed and documented scope of responsibilities)