

Public Assistance Large Project Request for Payment Form

INSTRUCTIONS

The purpose of the Public Assistance Large Project Request for Payment Form is to allow applicants to submit a request for funds expended to date for large projects. If filled in properly, applicants should also be aware of the total awarded, amount paid, balance remaining, and documentation needed regarding large projects. Please refer to the Sample as a guide with these instructions.

Basic Information

Beginning with basic information at the top, fill in the following:

1. Name of Applicant
2. Disaster Number which applying for funds.
3. Date
4. Primary Point-of-Contact
5. Primary Point-of-Contact Phone Number
6. Obligated Project Worksheet Number (this is assigned by FEMA once the project is awarded and is usually a 5 digit number found on a copy of the Project Worksheet, i.e. 00023)
7. Field Copy Reference Number (this is assigned when the PW was initially written **BEFORE** FEMA approval)

The Budget

On the Public Assistance Large Project Request for Payment Form there are 10 lines provided to list each line item that the Applicant is requesting funds. Referring to the sample, fill in the information as follows:

1. Fill in the appropriate line item description.
2. Fill in the amount requested for the specific line item.
3. Fill in the documentation submitted that proves this amount was spent. Any documentation should be attached to the payment request.

Funding Breakdown

The funding breakdown should include the total, federal, state, and local shares of the project.

Awarded Funding Budget – Total Awarded for PW

Previous Payments – Total previously paid on PW

Current Balance – Total Remaining to be paid on PW

Requested Payment – Total amount requested on this specific payment. This is the total amounts listed in the Eligible Cost for this Payment Column.

New Balance – This is the remaining balance AFTER this payment is made.

Questions and Signature

There are three (3) questions/verification statements that the applicant is responsible for answering to ensure a smooth process. If any of the answers are no, the payment will be delayed until appropriate information is received.

Lastly, the request should be signed and dated by the applicant agent (signer of the TEMA contract) or the person authorized to sign on behalf of the applicant agent.

SAMPLE

Public Assistance Large Project Request for Payment Form				
Applicant (Recipient Organization)			Disaster #	Date
City of Anywhere			9999	1/1/1999
Point-of-Contact		Phone	Obligated Project Worksheet #	Field Copy Reference #
John Doe		615-555-5555	25	MAP1223
Approved Budget Line Item from Project Worksheet (see Attachment 2 in State/Grantee contract)		Eligible Cost for this Payment	Attached Supporting Documentation	
1) Force Account Labor		\$ 3,000.00	Timesheets	
2) Force Account Equipment		\$ 5,000.00	Equipment Use Logs	
3) Debris Clean Up		\$ 20,000.00	Load tickets	
4) Contract Work		\$ 5,000.00	Contract, Bids, Invoices, Cancelled Checks	
5) Force Account Materials		\$ 1,500.00	Copy of Inventory, Proof that Items were replaced	
6) DAC		\$ 500.00	Timesheets	
7)				
8)				
9)				
10)				
Total Expenditures Claimed		\$ 35,000.00		
Funding Breakdown		Total	Federal Share	State Share
Awarded Funding Budget		\$ 100,000.00	\$ 75,000.00	\$ 12,500.00
Previous Payments		\$ 10,000.00	\$ 7,500.00	\$ 1,250.00
Current Balance		\$ 90,000.00	\$ 67,500.00	\$ 11,250.00
Requested Payment		\$ 35,000.00	\$ 26,250.00	\$ 4,375.00
New Balance		\$ 55,000.00	\$ 41,250.00	\$ 6,875.00
Before submitting, have you				Yes
* Attached a copy of the FEMA-approved Project Worksheet? (Not the field copy)				X
* Attached required supporting documentation for expenses claimed?				X
* Submitted and maintained up-to-date quarterly reports on this project?				X
Applicant Certification			Signature of Applicant Agent	
I certify that to the best of my knowledge and belief that (1) the billed costs or disbursements are in accordance with the terms of the project requirements; (2) the requested funds have not previously been requested; and (3) all work is in accordance with the terms of the grant award.				
Print Name		Title	Date	
Anywhere Mayor		City Mayor	1/1/1999	
FOR TEMA USE ONLY			Approved Amounts	
Received by Initials and Date			Federal Share	
Date of last quarterly report submitted			State Share	
Last approved version included in executed contract			Local Share	
What is the project's percentage of completion			Total	
Comments			Date Processed	

Basic Info

The Budget

Funding Breakdown

Questions and Signature