Disaster Closeout Checklist

Provide the following information for each DSR selected for an in depth review and organize as follows.

1) Financial Records

a) Summarize final expenditures by fiscal year and Budget Object Code (BOC)

b) Provide a print out from the financial system and show the details for each BOC shown

 i) Travel (dates)

 ii) Salary/Payroll (names, dates)

 iii) Vehicles/Equipment (type, size, dates)

 iv) Contracts (vendor, dates)

 v) Materials/Supplies (description, dates)

2) Preconstruction

 a) NEPA

 i) Documentation showing coordination with FLH

 ii) CE determination and Checklist for Permanent Repairs

 iii) EA and Decision Notice or EIS and Record of Decision

 b) Design

 i) Hydraulic, Geotechnical, structural, pavement recommendations

 ii) Quantity and unit price justification

 iii) Permits

3) Contracts - Preconstruction and Construction

 a) Solicitation - Pre-award documents, Bids, Negotiations, Quotes

 b) Award Documents - Amount, Date, Vendor, Accounting information

c) Bid Schedule/Plans/Specifications

d) Contract Administration

 i) Notice to proceed, Work Orders, Final Inspection

 ii) Daily Diaries

 iii) Invoices/Payments

 iv) Quantity measurements and/or truck/weigh tickets

e) Contract Modifications -

 i) Supporting documentation, and price determination

 ii) Accounting information

f) Contract Closeout

 i) Final Acceptance and Payment

 ii) Contract Release

4) Photos of completed project and during construction if available.