

**ARKANSAS DEPARTMENT OF EMERGENCY MANAGEMENT  
PUBLIC ASSISTANCE PROGRAM  
LARGE PROJECT REIMBURSEMENT FORM**

Applicant \_\_\_\_\_

Disaster # \_\_\_\_\_

PW# \_\_\_\_\_

Date \_\_\_\_\_

Expenses	Amount Claimed	Expenditure Period From:	Expenditure Period To:	Comments
Force Account Labor				
Force Account Equipment				
Materials				
Contracts				
Rentals				
Administrative Costs				
<b>TOTAL</b>				

- Please submit 30 days of documentation at a time and no more than 90.
- Failure to maintain project documentation or compliance with required conditions and permits may jeopardize Federal funds. State shares will not be requested until such requirements are met.
- Use attached checklist to identify the types of documentation to be submitted.

Yes  No- Is this the final submission of documentation and request for funds under this project?

**I CERTIFY THAT THE ABOVE CLAIMS ARE OBTAINED FROM PAYROLL RECORDS, INVOICES, CONTRACTS, OR OTHER DOCUMENTATION THAT IS AVAILABLE FOR AUDIT. ALL COSTS INCURRED ARE ASSOCIATED WITH THE APPROVED PROJECT WORKSHEET.**

Printed Name and Title \_\_\_\_\_

Date \_\_\_\_\_

Applicant Authorized Signature \_\_\_\_\_

Date \_\_\_\_\_

**FOR OFFICIAL USE ONLY:**

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_ Amount Eligible: \_\_\_\_\_ Payment Amount (75%): \_\_\_\_\_

Project Completion Date: \_\_\_\_\_ Approved Completion Date: \_\_\_\_\_ Date of Final Payment: \_\_\_\_\_

Approved PW Amount \_\_\_\_\_

Comments: \_\_\_\_\_

**ARKANSAS DEPARTMENT OF EMERGENCY MANAGEMENT  
PUBLIC ASSISTANCE PROGRAM  
REQUIRED DOCUMENTATION CHECKLIST**

This checklist is provided for applicant's use to identify the types of documentation needed for large projects. Submit copies of the documentation (as applicable) to support large projects. Funding will be held until the proper documentation is submitted.

**Force Account Labor Summary Forms**

- Completed FA Labor Forms w/Signature
- Payroll Records, Timesheets, Job Title, Etc.
- Benefits Calculations Form
- Copy of Pay Policies
- Other

**Force Account Equipment Summary Forms**

- Completed FA Equipment Forms w/Signature
- Include Make, Model, HP, Capacity, Date/Hrs Used, Operator's Name
- Other

**Rental Summary Forms**

- Completed Rental Forms w/Signature
- Lease and/or Rental Agreement
- Invoices
- Other

**Materials Summary**

- Completed Material Forms w/Signature
- Invoices
- Inventory Records (Stock Material)
- Cancelled Checks
- Other

**Mail form and supporting documentation to:**

ADEM  
Attn: Recovery Branch/PA  
Bldg: 9501, Camp JT Robinson  
N. Little Rock, AR 72199

**Contract Summary Forms**

- Completed Contract Forms w/Signature
- Copy of Bid Proposals
- Copy of Contracts
- Specifications & Architectural Drawings
- Permits
- Copy of Bid Announcement
- Other

**Other Supporting Documentation**

- Debris Load Tickets
- GPS/Location Coordinates
- Pictures (Before/After)
- Mutual Aid Agreements
- Debris Permits
- USACE Permits
- Historical Documents
- Time Extension Request- Approved/Denied
- Alternate Project Request- Approved/Denied
- Improved Project Request- Approved/Denied
- Cost Overrun- Provide Explanation
- Cost Underrun- Provide Explanation
- Other