**FEMA Small Project Completion Certification**

Department of Emergency Management

Navajo Division of Public Safety

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**Chapter:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FEMA Grant Identification:** DR-\_\_\_\_\_\_\_\_\_\_ **Project Worksheet #:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Small Project Grant Amount:**

Federal Share (75%): $\_\_\_\_\_\_\_\_\_\_\_­­­\_\_\_­­\_ Local Share (25%): $\_\_\_\_\_\_\_\_\_\_\_­­­\_\_\_­­\_\_

Total Cost to Complete the Project: $\_\_\_\_\_\_\_\_\_\_\_­­\_\_\_\_\_

**Describe the Scope of Work (SOW) that was completed\*:**

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**Date SOW was completed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\**ATTACH PICTURES OF THE COMPLETED PROJECT.***

**Complete the following checklist to ensure that all necessary documentation is accounted for:**

* A separate folder for each PW was maintained.
* Repair costs at each worksite were documented as they occurred.
* The following documents for each worksite have been retained in the project worksheet folder: (*For audit purposes the Navajo Nation requires documentation to be retained for seven years following the Final Financial Status Report):* **Circle the following your office has on file.**
  + Daily activity report for Labor, Equipment, Materials, and Other (LEMO)
  + Delivery tickets
  + Financial transactions (*Invoices, Receipts, Purchase Requisitions/Orders, Interdepartmental Charge Requisitions, Checks, etc.)*
  + Payrolldocumentation
  + Daily logs, reports, and ledgers
  + Bid specifications, advertisements, summary sheet
  + Contracts and Agreements
  + Record of work inspections
  + Memorandum and/or correspondence with Navajo Nation and outside agencies
  + Before and After Photographs
  + Maps
  + Other Documentation (such as MOU/MOA’s)

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**CERTIFICATION OF FEMA SMALL PROJECT COMPLETION:**

I hereby certify that the specified scope of work was completed. To the best of my knowledge, the documents submitted are true and correct, and all expenditures have been paid.

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ChapterAuthorized Representative, Title Date

Based on the Chapter Representative’s submitted documentation and certification of project completion, DEM recommends close-out of this project and FEMA’s acceptance of P.4

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DEM Representative, Title Date