

INSTRUCTION GUIDE
FOR
COMPLETION OF P.4 PROJECT LISTING REPORT

A. **A MOST IMPORTANT DOCUMENT!**

Upon receipt **Make copies of the P.4 Project Listing and Completion and Certification Report which you received with your initial payment and Project Worksheet Report (P.W) package to cover preparation errors. Can't find your copy? Just give us a call and we will provide you with a new one.** A properly executed project Completion a Certification Report P-4 Project Listing is the Official Close-Out Document which must be submitted for Final Payment of Disaster Funds. The last page of the P.4 Project Listing Completion and Certification Report document requires an original signature of the Applicant's Authorized Representative under the Certification Section located on the lower left hand side of the page and must be dated. We suggest you use Blue Ink for original Signature.

1. **Contact the State Public Assistance Officer or your Grant Manager, 609-882-2000, extension 2700 or 2497, if you have any questions regarding completion of the P.4 Project Listing.**
2. Fill in the individual Project Worksheet Report (P.W) Project completion date in the blank space under the "**ACTUAL DATE COMPLETED**" heading for each Project Worksheet (P.W) on the Project Listing Report. Enter dates as **month/day/year**.
3. If the individual Project Worksheet Report (P.W) project completion date recorded is later than the "**PROJECT COMPLETION DATE SECTION**" already listed, enter your approved time extension date received from NJOEM on the blank space under the "**COMMENTS SECTION**" heading.
4. Enter the total amount of your claimed cost for each individual Project Worksheet Report (P.W) Project in the space labeled "**AMOUNT CLAIMED BY APPLICANT SECTION**" heading.
5. Compare the amount of your "**CLAIMED COST SECTION**" with the FEMA approved cost, as listed under the "**APPROVED P.W AMOUNT SECTION**" heading and:
 - a. If your **Claimed Cost** is equal to or less than the amount in the "**Approved Project Worksheet Report (P.W) Amount**" heading, no further entry is required for this Project Worksheet Report (P.W).
 - b. If your **claimed cost** exceeds the "**Approved Project Worksheet Report (P.W) Amount**" heading, enter the amount of the **overrun** the in the "**Comments**" space.

- c. **When there is a cost overrun and you expect NJOEM/FEMA to approve the overrun, you must contact the State Public Assistance Office for guidance (See page 1 Part A1.)**
 8. Please follow the instructions in paragraph 1-5 for each individual Project Worksheet Report (P.W) (**Section A**) project shown on the Project Listing Completion and Certification Report (P.4).
- B. **LARGE PROJECT/COST OVERRUN DOCUMENTATION REQUIREMENTS.**
 1. **For all Large Project Worksheets Report (P.W) where the "approved P.W amount" is \$63,200.00 or higher you must complete and attach a "Project Cost Summary" (NJOEM-PA Form 76-49). Refer to the Separate Instruction Guidelines and Sample Forms Provided.**
 2. Attach a separate sheet giving a full explanation of the overrun. Insure the explanation addresses compliance with or extension of the scope of work, higher material costs, higher labor costs or details concerning contract award and performance.
 3. Certify that contract award (if Project Worksheet Report (P.W) was accomplished by contract) was made in accordance with New Jersey State Law. **Awards made under the "Emergency" provisions of the law must be justified by providing the "start" and "completion" dates along with the rationale for the "emergency" award.**
 4. Complete and attach a "Project Cost Summary" (NJOEM-PA Form 76-49) for the Project Worksheet Report (P.W) project involved. Refer to enclosed blank form and instructions for this requirement. **Also enclose 2 copies of the supporting documentation listed on the NJOEM-PA Form 76-49.**
- C. At the end of the Project Worksheet Report (P.W) listings there is a blank line to the right of **"TOTAL P.W(S) Statement and Dollar amount:** which needs the total amount of your Project Worksheet Report (P.W) claimed costs. **Do Not Include Administrative Money.**
 1. The **"APPLICANTS AUTHORIZED REPRESENTATIVE"** must sign and date the **"CERTIFICATION"** at the end of the P.4 Project Listing Completion and Certification Report. (Note: The letter which came with your check is addressed to the Applicants Authorized Representative. If this person is no longer responsible for Administering FEMA Grants, contact the State Public Assistance Officer or your Grant Manager.