

CONTRACT WORK SUMMARY INSTRUCTIONS
FEMA Form 90-126

This form is used to record the costs of contracts awarded to respond to the disaster.

Complete the Record as Follows:

- * **Applicant:** Enter organization's name.
- * **PA ID No.:** Enter the computer tracking number that FEMA assigns to applicant organization. Your Public Assistance Coordinator can provide you with this number.
- * **Project No.:** Enter the number assigned to this project.
- * **Disaster:** Enter the declaration number for this disaster. The Public Assistance Coordinator can also provide you with this information.
- * **Location/Site:** This item can range from an "address," "intersection of...," "1 mile south of...on..." to "county wide." If damages are in different locations or different counties please list each location. Include latitude and longitude of the project if known.
- * **Category:** Indicate the category of the project according to FEMA specified work categories (i.e.; B, H, Z). This is optional.
- * **Period Covering:** Enter the dates that this period covers.
- * **Description of Work Performed:** Enter a brief description of work performed.
- * **Date Worked:** Enter the date on the invoice.
- * **Contractor:** Enter the name of the contractor receiving the contract.
- * **Billing/Invoice Number:** Enter the invoice number.
- * **Amount:** Enter the total dollar figure listed for each invoice.
- * **Comments – Scope:** Enter a brief description of the type of work that was performed on each invoice.
- * **Grand Total:** Calculates the "Amount" blocks and auto fills "Grant Total" block.
- * **Certified:** Record the name, title, and date of the person certifying the Contract Work Summary Record.