

Completing the Materials Summary Record Template

The “Materials Summary Record” is a Microsoft Excel based template that can be used to clearly capture all material costs (either purchased from a vendor or used from inventory) affiliated with an individual project (or FEMA PA project worksheet.) This template can be found via XLS file, or PDF [here](#). This instructional document uses the XLS file template. FEMA commonly requires using this template during project formulation and closeout to reflect all project material costs.

FEDERAL EMERGENCY MANAGEMENT AGENCY MATERIALS SUMMARY RECORD							Page 1 of 1		
1. APPLICANT SAMPLE NAME		2. PA ID #	3. PROJECT NO. 1		4. DISASTER NUMBER DR-####				
5. LOCATION/SITE 1 Main Street			6. CATEGORY B		7. PERIOD COVERING 1/16/2018 to #####				
8. DESCRIPTION OF WORK PERFORMED Providing life-sustaining commonities to community including food, cots, and blankets									
VENDOR	DESCRIPTION	QUAN.	UNIT PRICE	TOTAL PRICE	DATE PURCHASE	DATE USED	INFO FROM (CHECK ONE) INVOICE STOCK		
ABC Vendor Example	purchase of cots for impacted community use	15	\$ 150.00	\$ 2,250.00	1/16/2018	1/16/2018	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
			\$ -	\$ -			<input type="checkbox"/>	<input type="checkbox"/>	
			\$ -	\$ -			<input type="checkbox"/>	<input type="checkbox"/>	
			\$ -	\$ -			<input type="checkbox"/>	<input type="checkbox"/>	
			\$ -	\$ -			<input type="checkbox"/>	<input type="checkbox"/>	
			\$ -	\$ -			<input type="checkbox"/>	<input type="checkbox"/>	

The following information provides a detailed step-by-step approach to accurately completing a Materials Summary Record form.

Completing the Components of the Form

Page Numbers

Depending on the number of entries captured, it might be necessary to create multiple tabs within the Excel file. Each tab within the Excel file should be assigned a page number in the “Page” section as shown in the figure below.

FEDERAL EMERGENCY MANAGEMENT AGENCY MATERIALS SUMMARY RECORD		Page 1 of 1	
3. PROJECT NO. 1	4. DISASTER NUMBER DR-####		

The following fields will repeat at the top of each tab housed in the Excel file.

1. Applicant

The Applicant (or Subrecipient) should be populated with the name of the entity as it appears on the FEMA project worksheet. For example, "Sample Name" should be replaced with the Subrecipient's name.

FEDERAL EMERGENCY MANAGEMENT AGENCY	
1. APPLICANT	
SAMPLE NAME	
5. LOCATION/SITE	

2. PA ID

The PA ID refers to the Public Assistance (PA) ID that was assigned by FEMA to the Applicant (or Subrecipient) and appears on each FEMA project worksheet (under the PA ID field.) That number should be populated in this field.

FEDERAL EMERGENCY MANAGEMENT AGENCY	
MATERIALS SUMMARY RECORD	
2. PA ID	#

3. Project No

The "Project No" refers to the project worksheet number that was assigned by FEMA for this specific project worksheet. That number should be populated in this field.

FEDERAL EMERGENCY MANAGEMENT AGENCY	
MATERIALS SUMMARY RECORD	
3. PROJECT NO	1
6. CATEGORY	B

4. Disaster Number

The "Disaster Number" refers to the major disaster number assigned by FEMA at the time of disaster declaration; this number will start with "DR-####". That number should be populated in this field.

Page 1 of 1	
4. DISASTER NUMBER	DR-####
7. PERIOD COVERING	1/16/2018 to #####

5. Location/Site

The “Location/Site” refers to either location(s) in which the work occurred for this specific project worksheet. If work occurred at multiple locations, it would be allowable to list “various locations” or in lieu of a location, it would also fine to list the project worksheet name as it appears directly on the project worksheet. For example, “Main Street”

1. APPLICANT	Sample Name
5. LOCATION/SITE	1 Main Street
8. DESCRIPTION OF WORK PERFORMED	Providing life-sustaining commodities to cor

6. Category

The “Category” refers to the FEMA PA category of work assigned to this specific project worksheet. For example, Emergency Protective Measures would fall under Category B.

3. PROJECT NO.	1
6. CATEGORY	B

7. Period Covering

The “Period Covering” refers to the dates of work as captured within the listed invoices. That specific time period should be accurately recorded in these fields.

4. DISASTER NUMBER	DR-####
7. PERIOD COVERING	1/16/2018 to 1/16/2018

8. Description of Work Performed

The “Description of Work Performed” should include a brief, high-level description of the work performed to use the materials whose invoices are included in the claim for this project worksheet.

For example, “Providing life-sustaining commodities to community including food, cots, and blankets.”

1. APPLICANT	Sample Name	2. PA ID
5. LOCATION/SITE	1 Main Street	
8. DESCRIPTION OF WORK PERFORMED	Providing life-sustaining commodities to community including food, cots, and blankets	

Recording Each Contractor Entry

Each line (or row) in the Excel file should capture information related to one vendor invoice.

For “**Vendor**”, the name should be listed as it appears on the invoice. If the materials were taken out of the Applicant’s inventory, simply list the Applicant name instead of a vendor. For example, “ABC Vendor”

VENDOR	DESCRIPTION	QUAN.	UNIT PRICE	TOTAL PRICE	DATE PURCHASE	DATE USED	INFO FROM (CHECK ONE)	
							INVOICE	STOCK
ABC Vendor Example	purchase of cots for impacted community use	15	\$ 150.00	\$ 2,250.00	1/16/2018		<input checked="" type="checkbox"/>	<input type="checkbox"/>

For “**Description**”, very briefly describe the eligible materials used or purchased and being claimed for this project worksheet. For example, “purchase of cots for impacted community use”

VENDOR	DESCRIPTION	QUAN.	UNIT PRICE	TOTAL PRICE	DATE PURCHASE	DATE USED	INFO FROM (CHECK ONE)	
							INVOICE	STOCK
ABC Vendor Example	purchase of cots for impacted community use	15	\$ 150.00	\$ 2,250.00	1/16/2018		<input checked="" type="checkbox"/>	<input type="checkbox"/>

For “**Quantity**”, enter the number of units used for this project.

	QUAN.	UNIT PRICE
mun	15	\$ 150.00

For “**Unit Price**”, enter the price per unit based on the vendor invite. If the materials have been taken from inventory, provide the unit price base based on the rate that the Applicant is claiming. In addition, the Applicant should provide (to FEMA) an explanation of how the unit price was calculated for materials taken out of inventory.

	QUAN.	UNIT PRICE	TOTAL PRICE	P
use		\$ 150.00	\$ 2,250.00	

The “**Total Price**” is a field that will automatically calculate based upon the inputs in the quantity and unit price fields. Double-check that the “Total Price” calculates correctly and accurately reflects the total amount being claimed.

QUAN.	UNIT PRICE	TOTAL PRICE	DATE PURCHASE
15	\$ 150.00	\$ 2,250.00	1/16/2018
	\$ -		

For materials that are being claimed as purchased from a vendor, enter the “Date Purchase” and check the box “Invoice”.

UNIT PRICE	TOTAL PRICE	DATE PURCHASE	DATE USED	INFO FROM (CHECK ONE)	
				INVOICE	STOCK
150.00	\$ 2,250.00	1/16/2018		<input checked="" type="checkbox"/>	<input type="checkbox"/>
-	\$ -			<input type="checkbox"/>	<input type="checkbox"/>

For materials that are being claimed as used from the Applicant’s inventory, enter the “Date Used” and check the box “Stock”.

TOTAL PRICE	DATE PURCHASE	DATE USED	INFO FROM (CHECK ONE)	
			INVOICE	STOCK
2,250.00		1/16/2018	<input type="checkbox"/>	<input checked="" type="checkbox"/>
-			<input type="checkbox"/>	<input type="checkbox"/>

Complete these steps for each vendor invoice or material used from inventory being claimed for this project.

Finalizing the Materials Summary Record

Once all Applicant details have been entered and each vendor invoice or each record of Applicant materials used has been included, confirm that the “Grand Total” has correct, summarized, total materials costs being claimed for the PW. Once these total materials costs have been confirmed, the authorized agent for this project (or Applicant) should sign and date the form as indicated before submitting to FEMA for review.

FEDERAL EMERGENCY MANAGEMENT AGENCY							Page 1 of 1	
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			\$ -	\$ -			<input type="checkbox"/>	<input type="checkbox"/>
			\$ -	\$ -			<input type="checkbox"/>	<input type="checkbox"/>
			\$ -	\$ -			<input type="checkbox"/>	<input type="checkbox"/>
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			\$ -	\$ -			<input type="checkbox"/>	<input type="checkbox"/>
			\$ -	\$ -			<input type="checkbox"/>	<input type="checkbox"/>
			\$ -	\$ -			<input type="checkbox"/>	<input type="checkbox"/>
			\$ -	\$ -			<input type="checkbox"/>	<input type="checkbox"/>
			\$ -	\$ -			<input type="checkbox"/>	<input type="checkbox"/>
			\$ -	\$ -			<input type="checkbox"/>	<input type="checkbox"/>
			\$ -	\$ -			<input type="checkbox"/>	<input type="checkbox"/>
				Grand Total	\$ 2,250.00			
I CERTIFY THAT THE ABOVE INFORMATION WAS OBTAINED FROM PAYROLL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.								
CERTIFIED			TITLE			DATE		