

FEMA Disaster Lease File Checklist

Agency _____
 Location _____
 Square Footage _____
 Project Number _____
 Disaster Number _____
 Lease Number _____
 Contracting Officer _____
 Leasing Specialist/ RGA _____
 Project Manager _____
 Broker _____
 Lease Action _____

IN FILE?	TAB 1	REQUIREMENTS DEVELOPMENT	REQUIRED	NOTE
		Request for Resources Form (RRF)		
		Vacant Federal Space Check		
		Delineated Area		
		Evidence of Acquisition Planning/Memo		
		Other		
IN FILE?	TAB 2	PRE-SOLICITATION PHASE	REQUIRED	NOTE
		Market Survey Information or Lease Action Summary		
		Contracting Officer's Certification for Use of Class Action Justification		
		Other		
IN FILE?	TAB 3	SOLICITATION PHASE	REQUIRED	NOTE
		FEMA Lease Package		
		Lease Package Distribution List		
		Amendments to Lease Package		
		Other		
IN FILE?	TAB 4	PRE-NEGOTIATION/EVALUATIONS OF OFFERS	REQUIRED	NOTE
		Negotiation Objectives		
		Other		
IN FILE?	TAB 5	UNSUCCESSFUL OFFER(S)	REQUIRED	NOTE
		Offer(s) and Related Correspondence		
		Post-Award Notice and Rejection Letters		
		Post-Award Debriefings/Protests and Resolution/Congressional Inquiries and Responses		
		Other		
IN FILE?	TAB 6	SUCCESSFUL OFFER AND AWARD DETERMINATION	REQUIRED	NOTE
		Offer(s) and Related Correspondence		
		PNM or Lease Action Summary		
		Offeror's Proof of Authority and Ownership		
		EISA Compliance Memo		
		Floodplain Acknowledgement		
		Environmental and Historic Reviews from FEMA		
		SF3881 - ACH Form		
		Other		
IN FILE?	TAB 7 (A)	APPROVAL AND FUNDING DOCUMENTS	REQUIRED	NOTE
		146-0-2 FEMA Fund Certification		
		Other		
IN FILE?	TAB 7 (B)	LEASE	REQUIRED	NOTE
		Fully Executed Lease		
		Lease Amendment(s)		
		Delivery Confirmation of Lease to Lessor		
		Other		
IN FILE?	TAB 8	POST AWARD NOTIFICATIONS	REQUIRED	NOTE
		Post Award Synopsis including Justification for Other Than Full and Open Competition		
		Copy of Correspondence Transmitting Lease to Agency		

		Other		
IN FILE?	TAB 9	POST AWARD	REQUIRED	NOTE
		Other		
IN FILE?	TAB 10	ADMINISTRATION	REQUIRED	NOTE
		FEMA Timecard		
		Change of Ownership		
		Miscellaneous Correspondence		
		Appeals/Claims/Disputes		
		—Correspondence		
		—Contracting Officer Decision		
		—Resolution		
		—Unresolved Claim(s)		
		—Civilian Board of Contract Appeals or Claims Court Decision		
		—Payment		
		Other		