

# FEMA File Review Memo

Completed By: \_\_\_\_\_

Date: \_\_\_\_\_

**Client Name and FEMA Application #:** \_\_\_\_\_

**FEMA Application Date:** \_\_\_\_\_

**Correspondence From FEMA:**

Date	Type of Letter <sup>1</sup>	Decision Codes & Awards	Deadlines Triggered

**Correspondence To FEMA:**

Date	Type <sup>2</sup>	Purpose <sup>3</sup>

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<sup>1</sup>Examples: confirmation of application; decision letter; request for more information; or invitation to apply for continued rental assistance.

<sup>2</sup>Examples: pro se appeal; appeal submitted by TRLA or a different advocate; list each supporting document enclosed with any appeal or submitted alone

<sup>3</sup> Examples: Identify the categories appealed, or if the document was a supplement to an appeal; a request for copy of FEMA file; request for continued rental assistance


Check off when tabs have been added for easy reference:

FEMA Application \_\_\_\_\_

FEMA Inspection Sheet \_\_\_\_\_

FEMA Comments \_\_\_\_\_

FEMA Contact Report \_\_\_\_\_

FEMA decision letters \_\_\_\_\_

Check off when Case Summary is attached: \_\_\_\_\_

Summary should:

- Describe what has happened in FEMA case so far; and
- Recommend all steps needed to resolve remaining FEMA issues.

Reviewed By Attorney: \_\_\_\_\_

Date: \_\_\_\_\_