Unit 13 –Program Oversight and Closeout

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Overview

The NEMIS-MT Program Oversight and Closeout process allows FEMA Regional Mitigation Staff to close out the Hazard Mitigation Grant Program (HMGP) when all applicable administrative requirements have been completed.

Closeout of a disaster can be held up if Hazard Mitigation Technical Assistance Program (HMTAP) has not been closed at FEMA HQ. When the NEMIS-MT Disaster is finally closed, FEMA HQ will enter the closeout date. It is advisable that all project records be made available for audit purposes.

To ensure that the program financial and project activity reporting are complete, each project entered into the system must be closed out (Unit 12: Manage Project Closeout).

Table 13-1 provides an overview of the program closeout process in NEMIS-MT.

Table 13-1: Manage Program Closeout

DESCRIPTION	
Purpose	Complete HMGP closeout
When does it start?	When all projects have been closed out and all funds have been reconciled
Who does it?	Regional Mitigation Staff, usually the Hazard Mitigation Officer (HMO)
How is it done?	Execute two tasks: Task 1: Closeout the Program

Task 1: Closeout the Program

Events A-H below occur outside of NEMIS-MT before the program is closed out in the system.

A. FEMA Regional Office sends the Grantee the Letter from FEMA to Grantee's Authorized Representative (GAR) to Closeout HMGP (Sample on Page 13-13).

B. The Grantee sends the FEMA Regional Office the Letter from State to FEMA to Closeout HMGP (Sample on Page 13-14). The letter is signed by the GAR. The following must be sent together with the letter:

- Completed FEMA Form 20-10 for each project (Sample on Page 13-15)
- Final Quarterly Report indicating all projects have been closed and all funding has been drawn down from Smartlink

C. FEMA Regional Office reviews the letter and information submitted by the Grantee. If correct, the documentation is forwarded to FEMA HQ together with the Letter to FEMA HQ Requesting Grant Closeout (Sample on Page 13-16).

D. FEMA HQ concurs that the Hazard Mitigation Grant Program is financially reconciled and sends the FEMA Regional Office the Notification that Program is Closed (Sample e-mail on Page 13-17).

E. FEMA Regional Office sends the Grantee the Request from FEMA for GAR's Concurrence on Disaster Closeout (Sample on Page 13-18).

F. GAR signs the Concurrence and sends the letter back to the FEMA Regional Office.

G. FEMA Regional Office sends FEMA HQ the Memo to HQ Disaster Finance Division to Closeout Disaster (Sample on Page 13-19).

H. FEMA HQ closes the Disaster FEMA/State Agreement Contract and sends the FEMA Regional Office the Memo to Region from HQ Closing FEMA/State Agreement (Sample on Page 13-20).

1. After Event D above occurs, enter the Reconciliation date in NEMIS-MT by completing Steps 1a - 1d.

   a. On the NEMIS menu bar, click on the Mitigation icon. On the MITIGATION menu, click Disaster → Overview. The **Disaster Information** tab is displayed by default.

   b. In the HMGP - Closeout Date (Reconciliation) field, enter the date when FEMA HQ notified the Regional Office that the program is closed (Figure 13-1).

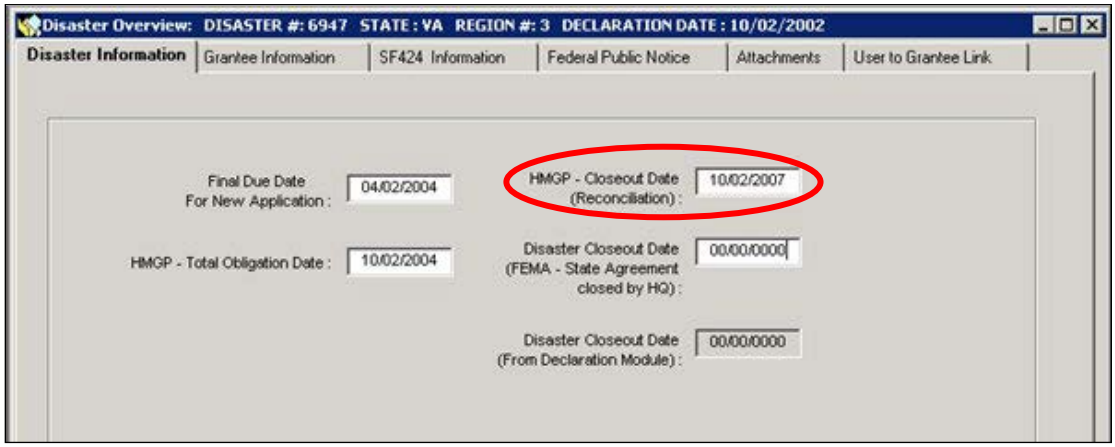

Figure 13-1: HMGP - Closeout Date (Reconciliation)

   c. Click the Grantee Information tab. Enter the same date in the HMGP - Closeout Date (Reconciliation) field (Figure 13-2).

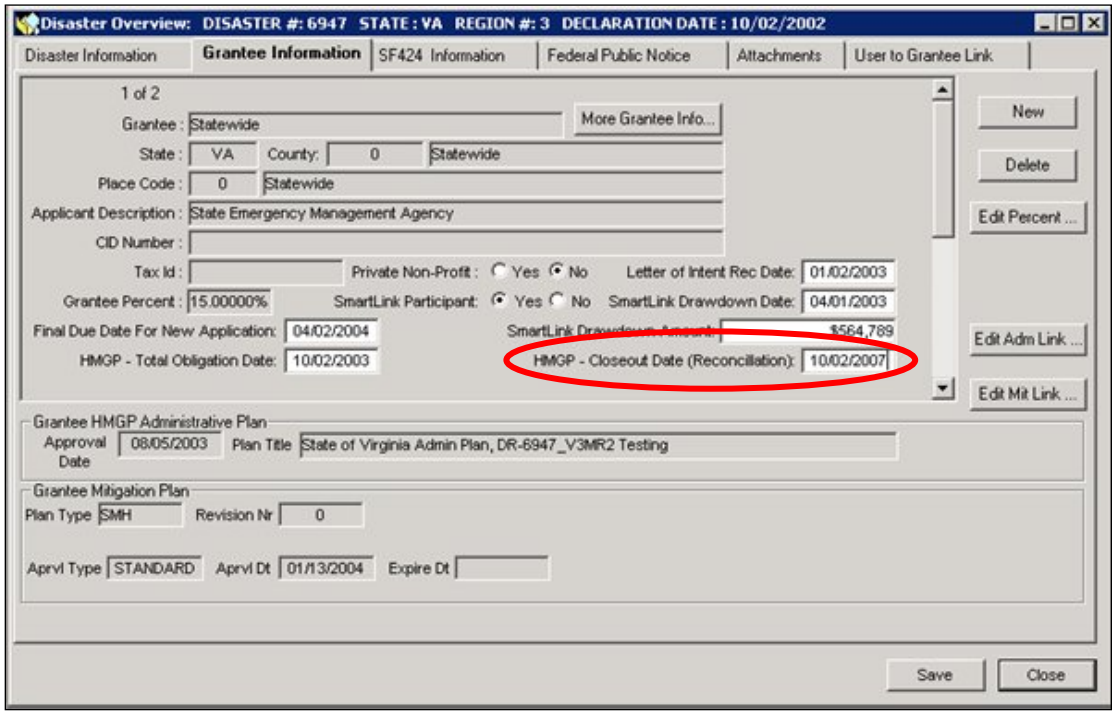

Figure 13-2: HMGP - Closeout Date (Reconciliation)

d. Repeat Step 1c for each Grantee.

2. After Event H above occurs, enter the Disaster Closeout Date (FEMA-State Agreement closed by HQ) in NEMIS-MT by completing Steps 2a - 2b.

   a. On the MITIGATION menu, click Disaster → Overview. The **Disaster Information** tab is displayed by default.

   b. In the Disaster Closeout Date (FEMA-State Agreement closed by HQ) field; enter the date of the FEMA HQ Memo to Region closing the FEMA/State Agreement (Figure 13-3).

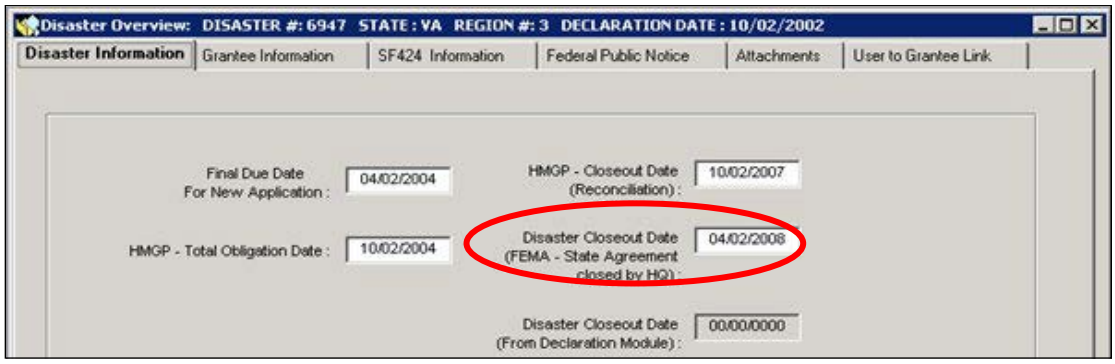

Figure 13-3:
Disaster Closeout Date (FEMA-State Agreement closed by HQ)

3. On the MITIGATION menu, click Disaster → Closeout (Figure 13-4).

Figure 13-4: Mitigation → Disaster → Closeout

4. If some projects are still open, the system displays the Projects Still Open message (Figure 13-5). All project applications irrespective of status or regardless if submitted for eligibility review are considered open unless closed out.

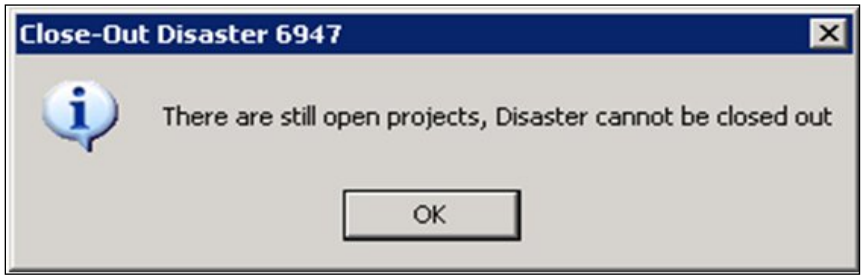

Figure 13-5: Projects Still Open Message

5. Click the OK button. The **Disaster Closeout** tab is displayed. The top section displays read-only information about the program (Figure 13-6).

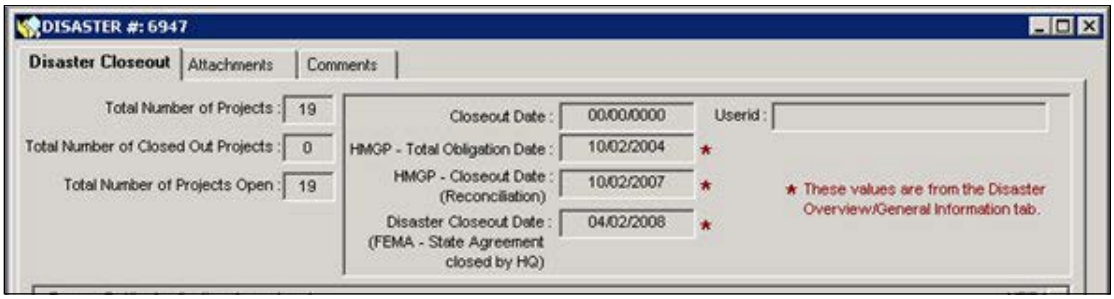

Figure 13-6: Mitigation →Disaster →Closeout →Disaster Closeout Tab - Program Information

6. Table 13-2 describes the program information read-only data fields.

Table 13-2: Program Information Read-Only Data Fields

DATA FIELD	INFORMATION TO BE REVIEWED
Total Number of Projects	The number of project applications developed either partially or fully regardless of status or if submitted for eligibility review.
Total Number of Closed Out Projects	The number of projects closed out
Total Number of Projects Open	The number of projects still to be closed out
Closeout Date	Auto-filled by the system when the DISASTER CLOSEOUT button is clicked
HMGP-Total Obligation Date	Date all HMGP funds were obligated
HMGP-Closeout Date (Reconciliation)	Date FEMA HQ concurred with the Region's financial reconciliation and closed the HMGP program for the disaster
Disaster Closeout Date (FEMA-State Agreement closed by HQ)	Date FEMA HQ financially reconciled ALL funds for the disaster and closed the FEMA-State Agreement (FSA)
Userid	Auto-filled by the system with the User Name of person who clicked the DISASTER CLOSEOUT button

If the Total Number of Projects Open is "0," the program can be closed out. If not, resume closing out individual projects, as described in Unit 12: Manage Project Closeout.

7. The bottom section of the Disaster Closeout tab displays read-only information about each project in the program (Figure 13-7).

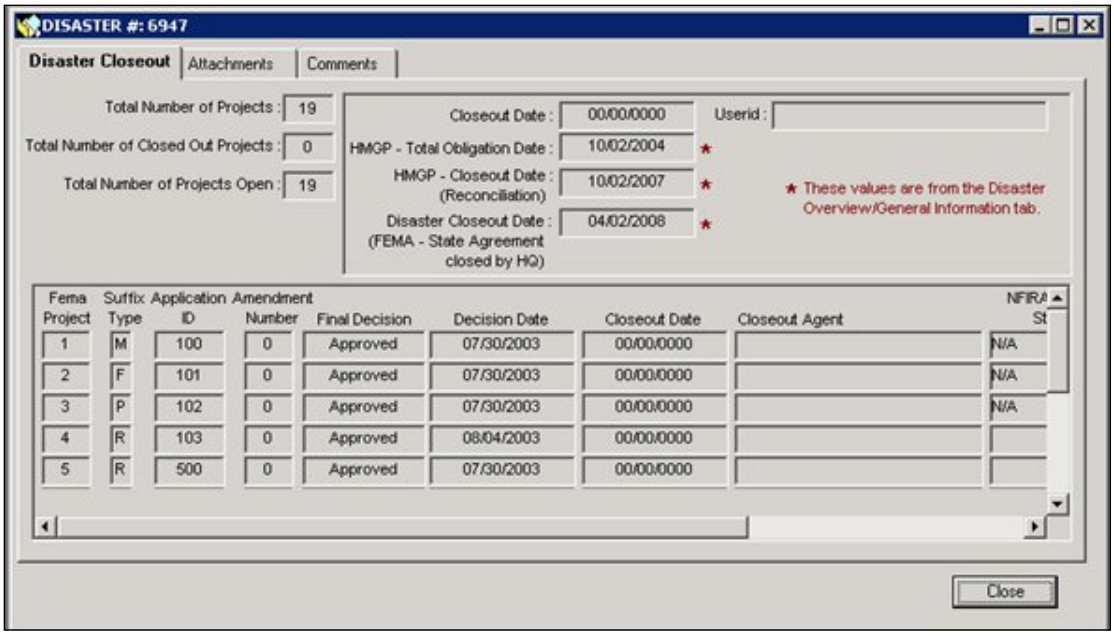

Figure 13-7: Mitigation →Disaster →Closeout →Disaster Closeout Tab - Project Information

8. Scroll to the right to see the rest of the data fields (Figure 13-8).

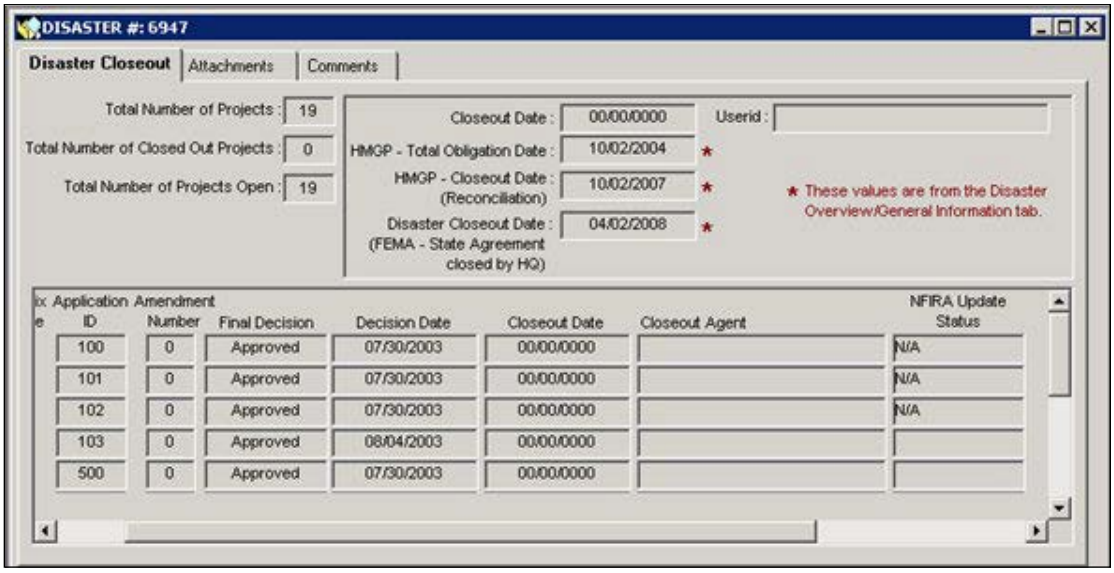

Figure 13-8: Mitigation →Disaster →Closeout →Disaster Closeout Tab - Project Information

9. Table 13-3 describes the project information read-only data fields.

Table 13-3: Project Information Read-Only Data Fields

DATA FIELD	INFORMATION TO BE REVIEWED
FEMA Project	FEMA project number assigned when the project application is submitted
Suffix Type	Funding type: R (Regular), M (Management Costs), F (Initiative), or P (Planning)
Application ID	Project number entered by the Grantee during the application development process
Amendment Number	The highest amendment submitted for the project
Final Decision	Project approved or denied, as determined in the eligibility determination process
Decision Date	Date of the project approval or denial decision
Closeout Date	Date the project was closed out
Closeout Agent	NEMIS-MT User Name of the person who closed out the project
NFIRA Update Status	NFIRA update status of the project

10. Even if the system provides an **Attachments** tab, do not attach any documents here. Although the tab allows you to attach documents, they will not be displayed and you will be unable to view them.

11. Click the **Comments** tab to add any comments to the program closeout (Figure 13-9).

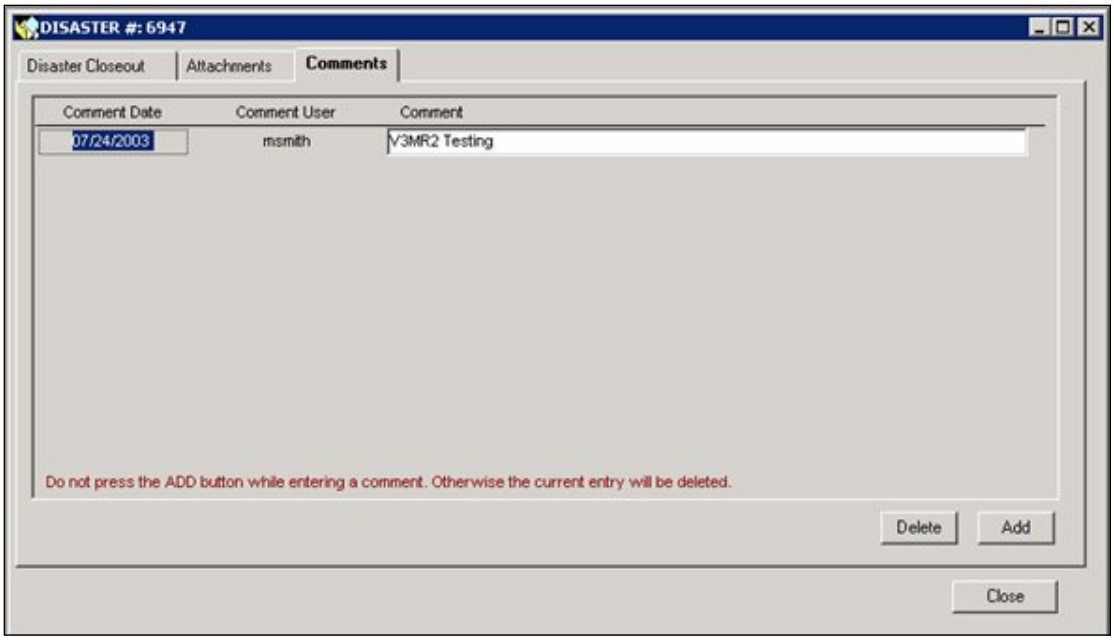

Figure 13-9: Mitigation →Disaster →Closeout →Comments Tab

12. Click the ADD button. A new row for comments is added. The system auto-fills the Comment Date, Time, and User Name (Figure 13-10).

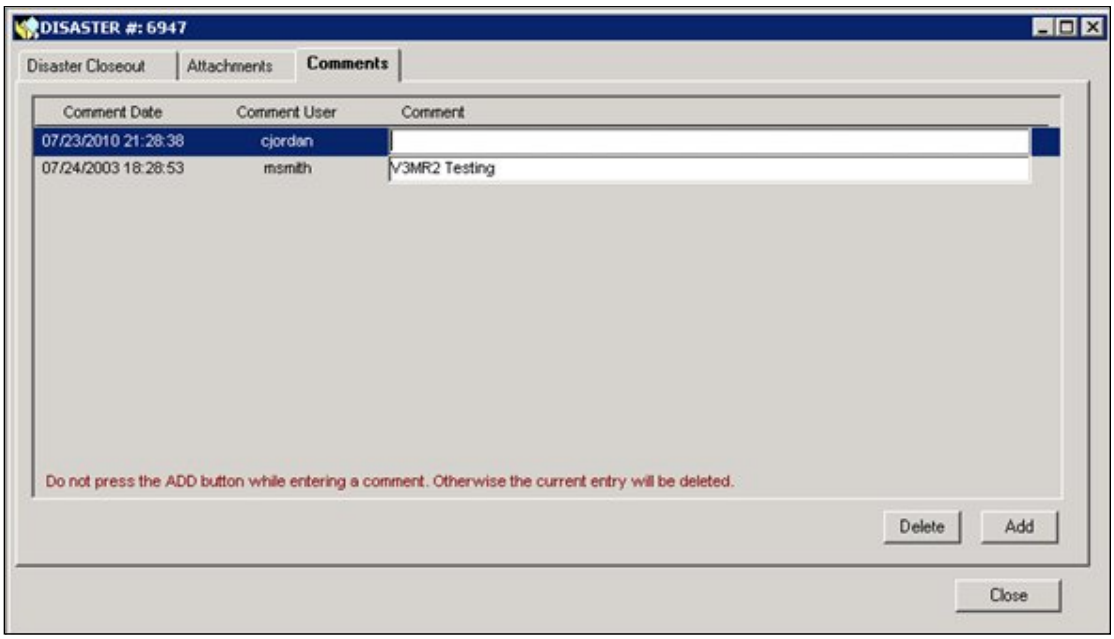

Figure 13-10: New Row for Comments

13. Double-click inside the Comment field. The Comment Editor is displayed.

14. In the Comment Editor Text area, enter your comments. Click the OK button.

15. The comments are now displayed on the **Comments** tab (Figure 13-11).

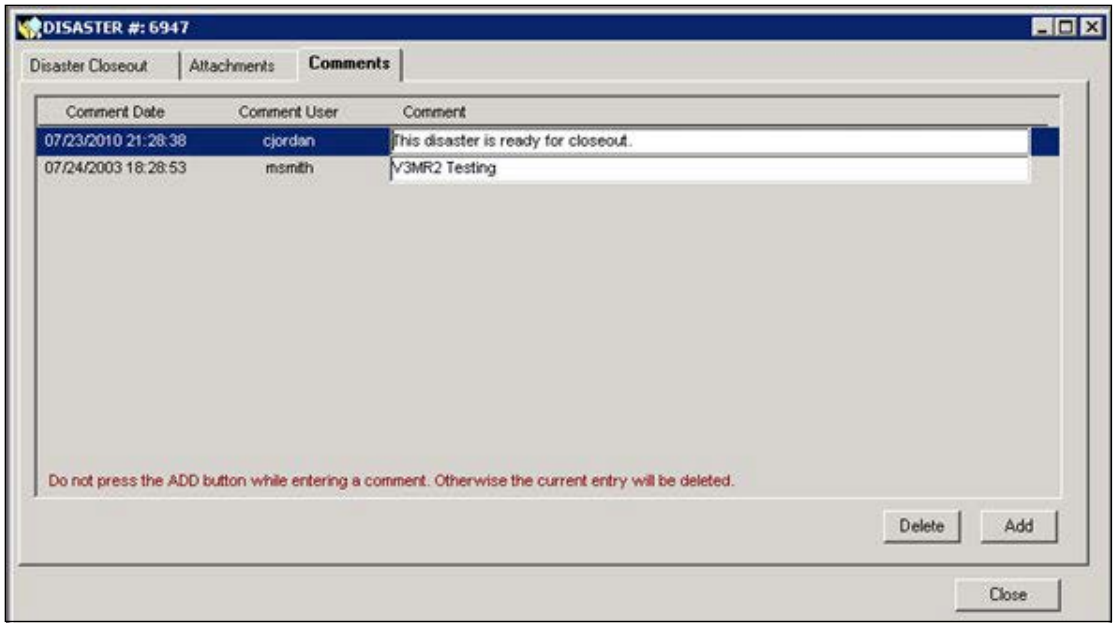

Figure 13-11: Comments Added

16. At the bottom of the **Comments** tab, the system displays the warning message that clicking the ADD button will delete your entry (Figure 13-12).

Figure 13-12: Comments Warning Message

Save the comment you just entered by clicking on another tab first. Then click back on the Comments tab to add another comment.

17. Click the **Disaster Closeout** tab. At the bottom of the tab, click the DISASTER CLOSEOUT button (Figure 13-13).

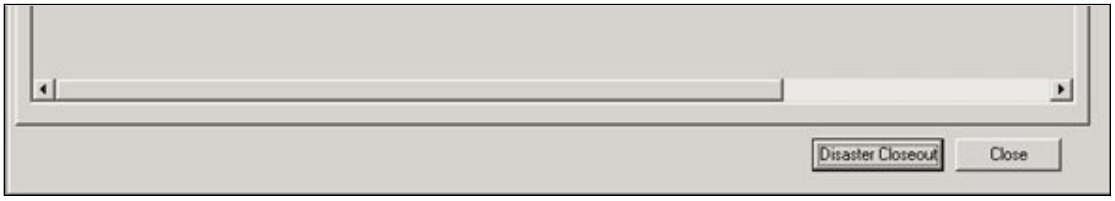

Figure 13-13: Disaster Closeout Button

18. The Disaster CloseOut message is displayed (Figure 13-14).

Figure 13-14: Disaster Close Out

19. Click the OK button. On the top right part of the Disaster Closeout tab, the system fills in the Closeout Date and User id fields (Figure 13-15).

Figure 13-15: Closeout Date and User id Fields

20. You can re-open the program by clicking the RE-OPEN DISASTER button (Figure 13-16).

Figure 13-16: Re-open Disaster Button

21. If you click the RE-OPEN DISASTER button, the Disaster Re-opened message is displayed (Figure 13-17).

Figure 13-17: Disaster Re-opened

22. On the bottom right part of the tab, click the CLOSE button.

References for Manage Program Closeout

Sample Letters

NAME OF LETTER	PAGE NUMBER
Letter from FEMA to GAR to Closeout HMGP	13-13
Letter from State to FEMA to Close out HMGP	13-14
FEMA Form 20-10	13-15
Sample Letter to FEMA HQ Requesting Grant Closeout	13-16
Notification that Program is Closed	13-17
Request from FEMA for GAR's Concurrence on Disaster Closeout	13-18
Memo to HQ Disaster Finance Division to Closeout Disaster	13-19
Memo to Region from HQ Closing FEMA/State Agreement	13-20

Sample Letter from FEMA to GAR to Closeout HMGP

DATE

Governor's Authorized Representative

Re: FEMA-DR-1268-ND
HMGP PROGRAM CLOSEOUT

Dear:

Upon review of our records for the above disaster, it appears that the Hazard Mitigation Grant Program (HMGP) is ready to be closed.

Please review your records and if you concur, please submit the following:

1. Letter from the Governor's Authorized Representative (sample enclosed), recommending closeout of the HMGP and stating that all Federal assistance has been provided and no claims are outstanding.

2. FEMA Form 20-10. We have enclosed a blank form for your use and a sample completed 20-10 to assist you in completing the form by project.

3. Your Mitigation Final Quarterly Report indicating the total project funds disbursed by project, total subgrantee funds disbursed by project and the total disbursed for the disaster including grantee admin. (see attached)

Grantee and Subgrantees must retain all programmatic and financial records for three (3) years including documentation as to how the administrative costs were spent. Administrative allowances provided for such costs are auditable in accordance with financial grant audit procedures.

If you have any questions, please contact Sherryl Hahl or me.

Sincerely,

Mitigation Division Director

Enclosures
FEMA Form 20-10
Sample letter

Sample Letter from State to FEMA to Closeout HMGP

DATE

Regional Administrator
FEMA Region _____
ADDRESS

Attn: MITIGATION DIRECTOR

Re: FEMA-DR-XXXX-(STATE)
HMGP PROGRAM CLOSEOUT

Dear _____:

Our records indicate that we have disbursed $_____ for Federal Projects, $_____ in State Management Costs, $_____ in Subgrantee and $_____ in Grantee admin for a total of $_____. FEMA Form 20-10 is enclosed covering the total project costs.

All grant actions have been completed with no pending bills or claims. Our Final Quarterly Report dated _____ on grant activities is also enclosed.

The Hazard Mitigation Grant Program (HMGP) for the above disaster is ready to be closed.

If you have any questions, please contact me.

Sincerely,

Governor's Authorized Representative

Enclosures
FEMA Form 20-10
Final Quarterly Report

FEMA Form 20-10

FEDERAL EMERGENCY MANAGEMENT AGENCY **FINANCIAL STATUS REPORT**	*See Reverse for Instructions and Paperwork Burden Disclosure Notice*	*Page ___ of ___ pages*	*OMB NO. 3067-0206* *Expires February 28, 2007*

1. FEDERAL AGENCY AND ORGANIZATIONAL ELEMENT TO WHICH REPORT IS SUBMITTED	2. FEDERAL GRANT OR OTHER IDENTIFYING NUMBER ASSIGNED	3. RECIPIENT ORGANIZATION (Name and complete address, including zip code)			
4. EMPLOYER I.D. NO.	5. RECIPIENT ACCT. NO. OR I.D.	6. FINAL REPORT ☐ YES ☐ NO	7. BASE ☐ CASH ☐ ACCRUAL	8. Funding/Grant Period From: _____ To: _____	9. Period Covered This Report From: _____ To: _____

STATUS OF REPORT

10. **PROGRAM ACRONYM** → **CFDA NUMBER** →	(a)	(b)	(c)	(d)	(e) TOTAL
a. Net Outlays					
b. Recipient share of outlays					
c. Federal share of outlays					
d. Total unliquidated obligations					
e. Recipient share of unliquidated obligations					
f. Federal share of unliquidated obligations					
g. Total Federal share (Sum of line c and line f)					
h. Total Federal funds authorized for this funding period					
i. Unobligated balance of Federal funds (Line h minus line g)					

COMPUTATION OF TOTAL INDIRECT COST EXPENSE AS REPORTED ON LINES 10a TO 10g

11a. Type of indirect cost rate (Place x in the appropriate box)		☐ Provisional-Final	☐ Predetermined	☐ Fixed with carry forward	
b. Indirect cost rate					
c. Base					
d. Total Amount of Indirect cost					
e. Federal share of indirect cost					

12. REMARKS: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation.

13. CERTIFICATION: I certify to the best of my knowledge and belief that this report is correct and complete and that all outlays and unliquidated obligations are for the purposes set forth in the award document.

TYPE OR PRINT NAME AND TITLE	SIGNATURE OF AUTHORIZED REPRESENTATIVE	TELEPHONE NO. (Include area code, and extension)	DATE

FEMA Form 20-10, MAR 01

Sample Letter to FEMA HQ Requesting Grant Closeout

Federal Emergency Management Agency
Region VIII
Denver Federal Center, Building 710
Box 25267
Denver, CO 80225-0267

September 10, 2003

COPY

MEMORANDUM FOR: Mark McLachlan, Chief
Disaster Finance Branch
Financial and Acquisition Management Division
Administration and Resources Planning Directorate

ATTENTION: JeDonne Anderson
Disaster Closeouts

FROM: John Kainrad
Director, Response and Recovery

SUBJECT: Request for Closure of the Hazard Mitigation Grant Program for FEMA-1268-DR, Declared February 17, 1999, for the State of Wyoming

The attached final Financial Status Report signed September 9, 2003, indicates that all actions have been completed for the Hazard Mitigation Grant in FEMA-1268-DR-WY.

Please close the Hazard Mitigation Grant for this disaster contract. If you have any questions, please contact Dawn L. Jacoby of my staff on (303)235-4874.

Enclosure

Notification That Program is Closed

Stapleton, Cathy

From: Jacoby, Dawn
Sent: Wednesday, September 17, 2003 13:44
To: Sondeen, Tracy
Cc: Heyder, Diana; Stapleton, Cathy
Subject: FW: DR-1268-WY

fyi

-----Original Message-----
From: Jenkins, Sherry
Sent: Wednesday, September 17, 2003 1:41 PM
To: Jacoby, Dawn
Subject: DR-1268-WY

Dawn,

As requested, the Hazard Mitigation Program for
DR-1268-WY was closed on September 17, 2003.
The total cost for this program was $120,352.00.

Thanks.

Sherry

Request from FEMA for GAR's Concurrence on Disaster Closeout

DATE

Governor's Authorized Representative
Address

Reference: FEMA –XXXX-DR-State

Dear State Director/Governor's Authorized Representative:

Our records indicate that all actions in connection with the Disaster Assistance Grants for FEMA-XXXX-DR-State have been completed. If you agree that you have complied with all of the terms and conditions of the FEMA/State agreement, that there are no outstanding claims, and that the FEMA-XXXX-DR-State contract can be closed, please sign the statement below in the space provided and return this letter to me.

If you have any questions, please contact _____of my staff at _____.

Sincerely,

Regional Administrator

CONCUR:

_____

Name Date
Governor's Authorized Representative

Memo to HQ Disaster Finance Division to Closeout Disaster

DATE

MEMORANDUM FOR: _____, Director
Disaster Finance Division

ATTENTION: _____, Name
Disaster Closeouts

FROM:
Regional Administrator
Region VIII

SUBJECT: Request for Closure of FEMA-XXXX-STATE
State of_____

Our records indicate that all required actions have been completed for FEMA-XXXX-STATE. The Governor's Authorized Representative concurred with this by his signature on the enclosed letter. His signature also certifies that the State will file no further claims against this disaster. We recommend that the FEMA/State Agreement for this disaster be closed.

If you have any questions, please contact _____at 303-_____.

Enclosure

Memo to Region from HQ Closing FEMA/State Agreement

Federal Emergency Management Agency
Washington, D.C. 20472

MAY 22 2000

FM-DF-DR

MEMORANDUM FOR: Richard P. Weiland
Regional Director, Region VIII

ATTENTION: Director, Response and Recovery Division
Director, Operations Support Division

FROM: Patricia A. English
Acting Chief Financial Officer

SUBJECT: Closing of FEMA-State Agreement

As recommended in your memorandum of April 27, 2000, the FEMA-State Agreement for DR-1113-MT was closed on May 8, 2000.

If you have any comments or questions, please contact Bob McDonald at (540) 542-7322 or JeDonne Anderson at (540) 542-7336.