

Unit 12 – Manage Project Closeout

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Overview

The NEMIS HMGP Manage Project Closeout process allows FEMA Regional Mitigation staff to close out HMGP projects.

Projects with "Approved" status are closed out when: all project activities have been completed; project funds have been reconciled; and administrative, financial and reporting requirements have been complied with. Regional Mitigation Staff verify that all applicable fields in the following areas of the Mitigation module are completed:

- Projects → Application Development
- Admin → Quarterly Report
- Admin → Environmental Conditions
- Projects → Management

All other project applications that were entered in NEMIS are required to be closed out through the project closeout process irrespective of whether they were submitted to the Eligibility Determination process or not. This is required before Program Closeout (described in Unit 13). Table 12-1 provides an overview of the Manage Project Closeout process in NEMIS HMGP.

Table 12-1: Manage Project Closeout Overview

DESCRIPTION	
Purpose	Close out HMGP projects when all applicable administrative and required work has been completed
When does it start?	Upon receipt of request from the Grantee to close out the project
Who does it?	Hazard Mitigation Officer (HMO)
How is it done?	Execute eight tasks: Task 1: Determine Project Status Task 2: Enter General Information Task 3: Enter Financial Information Task 4: Enter Property Information Task 5: Enter State Management Cost Information Task 6: Review Environmental Conditions Task 7: Enter Closeout Report Information Task 8: Closeout the Project

CAUTION: Project closeout cannot be completed in the system if any of the following conditions are true: (1) An amendment is open, (2) Environmental conditions information is incomplete, (3) Property site inventory information is incomplete.

Information Requirements

FEMA Regional Mitigation staff needs the Grantee's Final Project Report with the following supporting documentation (where applicable):

- Closeout Inspection Report
- Final Performance Report
- Final Financial Report
- SF270 - Request for Advance or Reimbursement
- FF20-18 - Report of Government Property
- Project Documents such as:
 - Administrative Costs
 - Project Scope
 - Project Finances
 - Copyright Issues
 - Substantial Completion Certificate
 - Work Schedules
 - Procurement Contracts
- Property Site Inventory type projects may include the following documents:
 - Applicable Assurances
 - No Use of Eminent Domain
 - Duplication of Benefits Verification
 - Appraisals
 - Privacy Act Release
 - Hazardous Materials
 - Covenants
 - Closing Statements
 - Copies of Recorded Deeds
 - Relocation Assistance
 - Permits
 - Engineering Certifications
 - Elevation Certificates

Task 1: Determine Project Status

1. On the NEMIS menu bar, click on the Mitigation icon. On the MITIGATION menu, click Projects → Closeout (Figure 12-1).

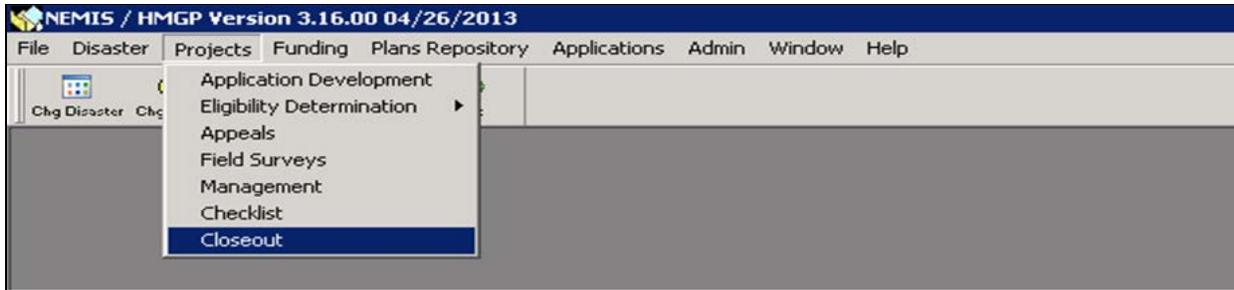


Figure 12-1: Mitigation →Projects →Closeout

2. The Project Closeout List is displayed (Figure 12-2).

Disaster Nr	Fema Proj Nr	Amendment Nr	Applic ID	Suffix	Closeout	Project Title
7512	1	1	2	R		V3MR11 Allocation test project
7512	2	1	1	R		Test project
7512	3	2	6	P		Conchise County Multi-Hazard MR Plan
7512	4	0	10	F		Pima County Generator Phase III
7512	5	0	11	P		7512-02 La Paz County Multi-Jurisdictional HMP Application
7512	6	0	14	P		Golden Triangle PDD Multi-Jurisdictional Hazard Mitigation Plan
7512	7	0	12	R		BISBEE FIRE STATION-WIND RETROFIT
7512	8	0	22	F		Pima County Generator Phase III
7512	9	0	30			1604-0011 Golden Triangle PDD Multi-Jurisdictional HMP
7512	10	1	21	R		Phoenix, City of, Shelter Application
7512	11	0	32	R		Gila County Shelters - Necaise 7512-01
7512	12	1	33	R		GILA COUNTY SHELTERS-NECAISE

Figure 12-2: Project Closeout List

3. Table 12-2 describes the Project Closeout List information.

Table 12-2: Project Closeout List Data Fields

DATA FIELD	INFORMATION TO BE REVIEWED/ENTERED
Disaster Nr	FEMA disaster number
FEMA Proj Nr	System-generated FEMA project application number when project is submitted to FEMA
Amendment Nr	Number assigned to the amendment by the system during the Amendments process
Applic ID	Grantee project application number
Suffix	Type of funding requested; Suffix codes are R (Regular project funding), P (Planning), M (Management Costs), and F (Initiative projects)
Closeout	System-generated date project was closed out
Project Title	Name given to the project during the application development process

4. Select the project that needs to be closed out. Click the OK button.
5. If the project meets the conditions for closeout, the Project Closeout tabs are displayed without any project closeout validation message.
 - a. The **General** tab is displayed by default.
 - b. On the bottom left part of the tab, take note of the Project Status. If the status is "Approved," execute Tasks 2 – 8 of this unit.
 - c. If the status is "Void," "Withdrawn," or "Denied," proceed to Task 8: [Closeout the Project](#).
6. If the approved project does not meet the conditions for closeout, the appropriate project closeout validation message is displayed. Figure 12-3 is an example of the message you receive in approved projects when the Property Site Inventory (PSI) has missing information.

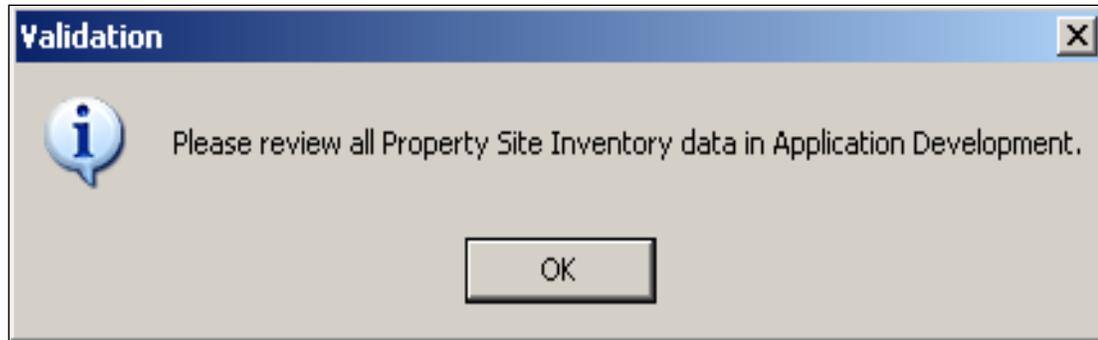


Figure 12-3: Missing PSI Information Validation Message

7. With the V3.15.04 release of June 2013, a new project closeout validation message was introduced. Figure 12-4 shows the new validation message related to the validation of the Number of Properties in Project field found in the Property Site Inventory (PSI) tab. (See Figure 12-5)

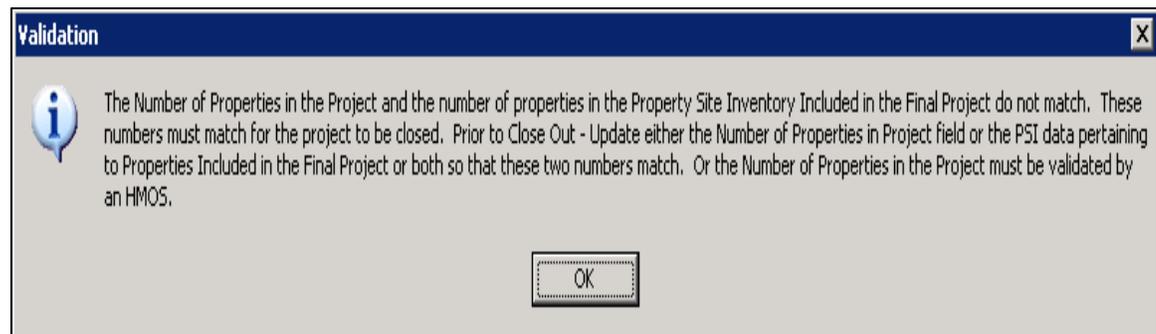


Figure 12-4: Number of properties in project not validated message

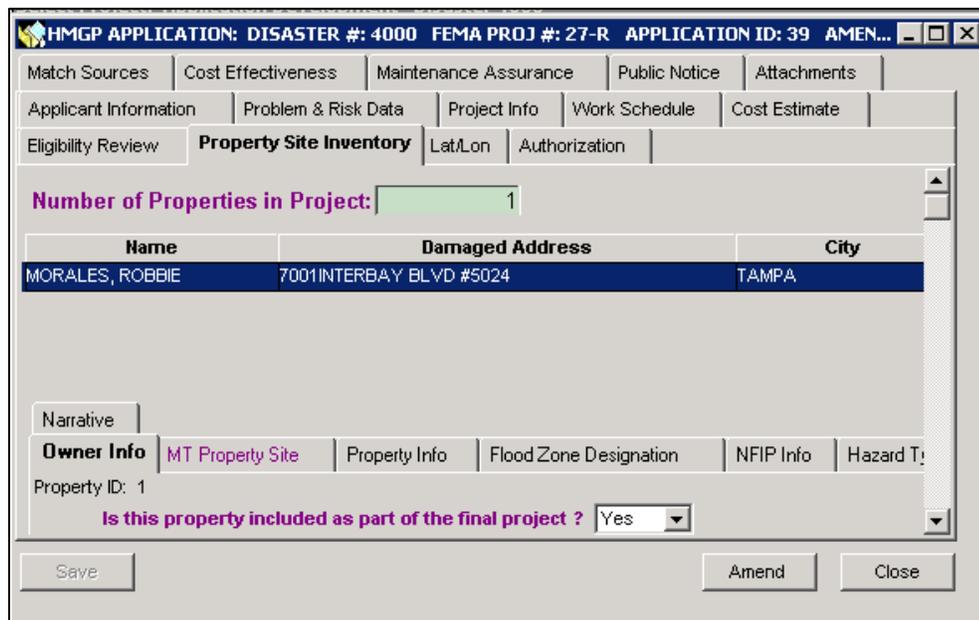


Figure 12-5: Number of Properties in Project field

- When encountering the validation message displayed in Figure 12-4, the user will have up to two options for resolving the message. Option #1 as detailed below will be available for all project types and will be the only option available for project types that require detailed property information to be captured by the PSI, such as acquisition and elevation projects.

Option #1 — The Number of Properties in Project field must match the PSI number on the input field “Is this property included as part of the final project” that are selected as YES. To remove the message, it will be necessary to either revise the number entered in the Number of Properties in Project box to match the PSI or update the PSI inventory to include the same number of properties marked YES to the part of final project question as are identified by the Number of Properties in Project field.

Option #2 — Project types that could include hundreds or thousands of properties within their scope of mitigation, such as dams, flood control, stormwater management, or flood wall projects, have the option of requesting a FEMA HQ validation of the Number of Properties in Project field in lieu of entering extensive detailed property information in the PSI, which is not required for these types of projects.

The projects that have been identified as eligible for HQ Validation are identified under Project Matrix Admin on the Project Types tab. As shown in Figure 12-6 below, project types that can be HQ Validated have a check mark in the newly created Hmos Valid Flg column.

Project Type Code	Description	eGrants PSI	SMC	Proj 300	Proj 600	Proj 800	Legacy	Hmos Valid Flg
400.2A	RETRO - Utility Protective Measures (Residential)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
401.1A	RETRO - Water and Sanitary Sewer System Protective	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
402.1A	RETRO - Infrastructure Protective Measures (Roads a	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
403.1A	RETRO - Stormwater Management - Culverts	<input checked="" type="checkbox"/>						
403.2A	RETRO - Stormwater Management - Diversions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
403.3A	RETRO - Stormwater Management - Flaggates/Floodgates	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
403.4A	RETRO - Stormwater Management - Detention/Retention Basins	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
404.1A	RETRO - Localized Flood Control System to Protect Critical Facility	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
405.1A	RETRO - Other Minor Flood Control	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
500.1A	RETRO - Flood Control - Floodwall	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
500.2A	RETRO - Flood Control - Berm, Levee, or Dike	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
500.3A	RETRO - Flood Control - Dam	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
304.1	(Creation of) Defensible Space (Wildfire)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1112	Test Nov30th 2009	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.1	Test Test	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9999	NEMIS PSI	<input checked="" type="checkbox"/>	<input type="checkbox"/>					
93.2	NEMIS PSI	<input checked="" type="checkbox"/>	<input type="checkbox"/>					
test	test	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
mph1	mph1 test test test again	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
204.6	Dry Floodproofing Private Structures - Coastal (Residential-Historic)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
890	Test	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
204.5	Dry Floodproofing Private Structures - Riverine (Residential-Historic)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
400.2	Utility Protective Measures (Residential)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
207.2	Mitigation Reconstruction	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Figure 12-6: Project Matrix Admin screen and HMOS Valid Flg

Option #2 (Cont.) — For project types that only require the total number of properties mitigated and not detailed property information as indicated by the HMOS validation flag, the project can be closed if the requirements of Option #1 are met or if the new HMOS validation process described below is used:

- a. Send an email to your HMO Specialist indicating the DR number, the project number, the number of properties protected by the project, and either the documentation to support the number of properties claimed or the source for the documentation necessary to support the claim.
- b. The HMO Specialist will review the documentation and validate your claim. This may include revising the Number of Properties in the Project Field (See figure 12-5).
- c. The HMO Specialist will select the HQ Validation box (See Figure 12-7). Once the HQ Validation box is checked, the Number of Properties in Project field can no longer be revised. To revise the field, the HQ Validation box must be unchecked.

Project Closeout Required Property Closeout Data Error Report											
Property ID	Damaged Address	Property part of final PSI	County	Actual Amount To Owner	Actual Amount Date	Mitigation Action Type	Property Use	Repetitive Loss Number	Latitude	Longitude	CD Number

Figure 12-7: HQ Validation box in project closeout

CAUTION: The validation messages are only required for closeout of an approved project. For any Withdrawn or Void project, all properties in the PSI will automatically be marked as “NO” under the Part of Final Project question.

HINT: You are required to address any validation errors before proceeding with the Project Closeout process. An amendment may be required. However, an amendment is not necessary to enter a missing funds commitment letter date or a missing lat/long.

- a. If the validation message says that an amendment is pending (Figure 12-8), you have the option to void the amendment by completing Steps 6b – 6d.



Figure 12-8: Amendment Pending Validation Message

- b. On the bottom part of the **General** tab, click the VOID AMENDMENT button (Figure 12-9).

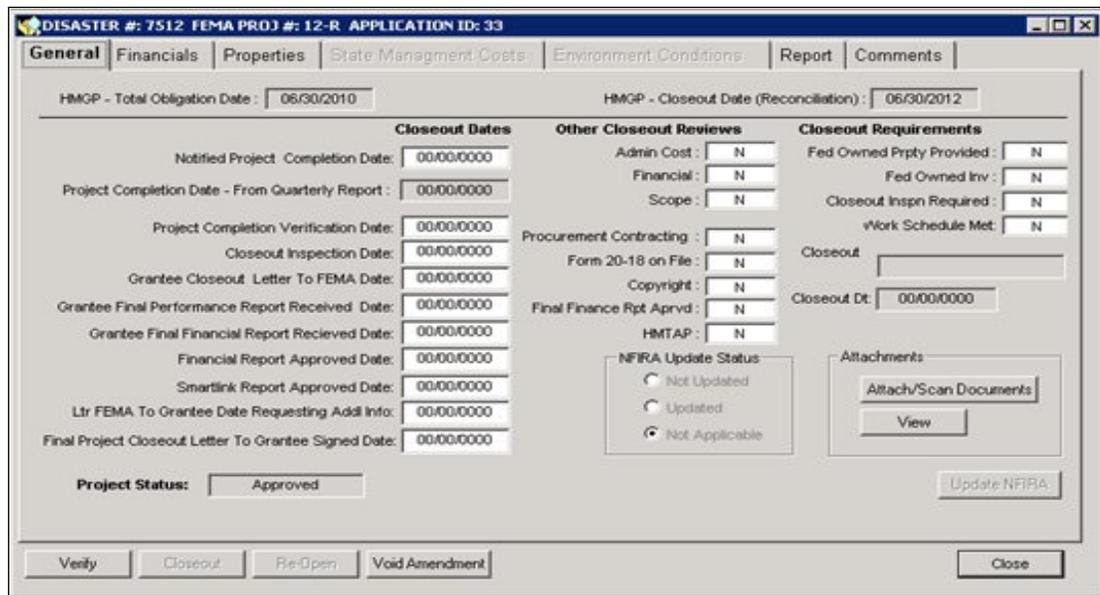


Figure 12-9: Void Amendment Button

- c. The Void Amendment dialog box is displayed (Figure 12-10).

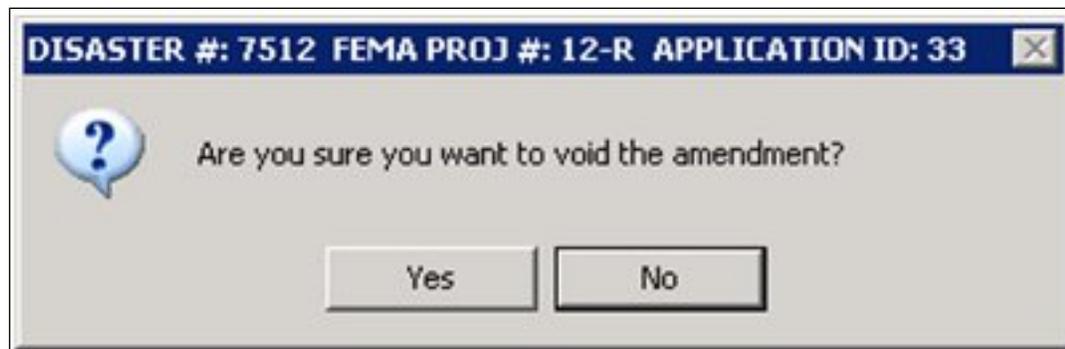


Figure 12-10: Void Amendment Dialog Box

- d. Click the YES button.
- e. The amendment is now voided and the project becomes available for closeout.

Task 2: Enter General Information

Execute Tasks 2 – 8 if both of the following are true:

- No closeout validation messages are displayed, which means that the project meets all the conditions for closeout
- The Project Status is "Approved"

1. After selecting the project in the Project Closeout List, the project closeout tabs are displayed. The **General** tab is displayed by default (Figure 12-11).

Figure 12-11: Mitigation →Projects →Closeout →General Tab

2. In the Closeout Dates section of the tab, enter the information described in Table 12-3.

Table 12-3: Closeout Dates Section Data Fields

DATA FIELD	INFORMATION TO BE ENTERED
Notified Project Completion Date	Date that FEMA received notice from the Grantee that the project was completed
Project Completion Date - From Quarterly Report	Date filled-in from the most recently generated Quarterly Report
Project Completion Verification Date	Date when FEMA verified that the project was completed

DATA FIELD	INFORMATION TO BE ENTERED
Closeout Inspection Date	Date of Grantee's final verification inspection
Grantee Closeout Letter to FEMA Date	Date of the letter from the Grantee requesting closeout
Grantee Final Performance Report Received Date	Date the Final Performance Report was received by FEMA
Grantee Final Financial Report Received Date	Date the Finance Report was received
Financial Report Approved Date	Date the Finance Report was approved
Smartlink Report Approved Date	Date the Grantee certified that all funds were drawn down
Ltr FEMA to Grantee Date Requesting Addl Info	Date the letter requesting information from the Grantee was sent by FEMA
Final Project Closeout Letter To Grantee Signed Date	Date of FEMA's final project letter to the Grantee

NOTE: Many of the date fields may have the same values depending on the regional closeout process.

- In the Other Closeout Reviews section of the **General** tab, select "N," "Y" or "N/A" for each field described in Table 12-4.

CAUTION: The system selects "N" by default so you need to edit the selection if necessary.

Table 12-4: Other Closeout Reviews Section Data Fields

DATA FIELD	QUESTION TO BE ANSWERED
Admin Cost	Was the Administrative Cost Review completed?
Financial	Was the Financial Review completed?
Scope	Was the Scope Review completed?
Procurement Contracting	Was the Procurement Contracting Review completed?

DATA FIELD	QUESTION TO BE ANSWERED
Form 20-18 on File	Is Form 20-18 on file?
Copyright	Was the copyright issues review completed?
Final Finance Rpt Aprvd	Was the Final Financial Report approved?
HMTAP	Has the HM Technical Assistance Program contract been completed?

- In the Closeout Requirements section of the **General** tab, select "N," "Y" or "N/A" for each field described in Table 12-5.

CAUTION: The system selects "N" by default so you need to edit the selection if necessary.

Table 12-5: Closeout Requirements Section Data Fields

DATA FIELD	QUESTION TO BE ANSWERED
Fed Owned Prpty Provided	Did the project affected Federally-owned property?
Fed Owned Inv	Were costs related to Federally-owned property invoiced?
Closeout Inspn Required	Is a Closeout Inspection required?
Work Schedule Met	Was the Work Schedule met?

- Select the (National Flood Insurance Reform Act) NFIRA Update Status.
- Click the **Comments** tab (Figure 12-12).

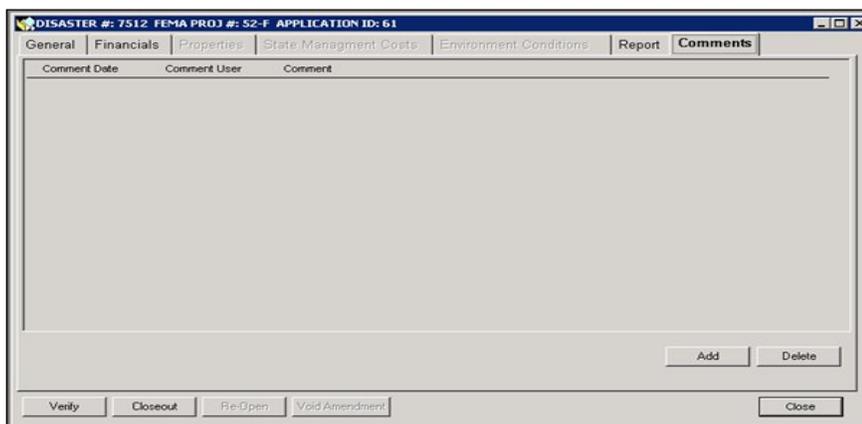


Figure 12-12: Mitigation →Projects →Closeout →Comments Tab

7. A new row for comments is added. The system auto-fills the Date and Time of entry and your User Name (Figure 12-13).

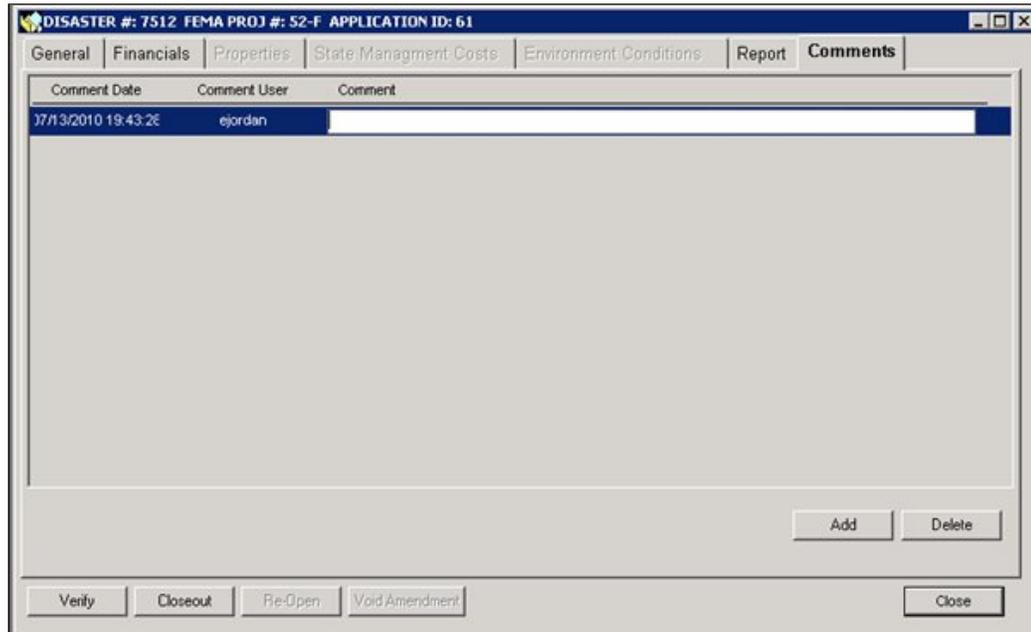


Figure 12-13: New Row for Comments

8. Double-click inside the Comment field to access the Comment Editor.
9. In the Comment Editor text area, document the changes you made to the Project Closeout Information.
10. Click the OK button. The comments are now displayed on the **Comments** tab (Figure 12-14).

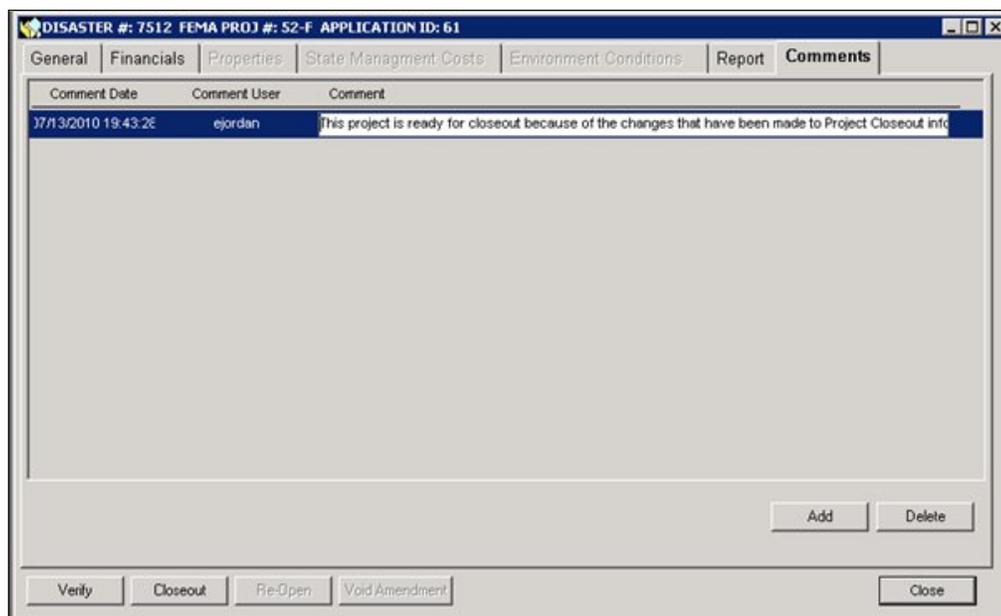


Figure 12-14: New Comments Added

Task 3: Enter Financial Information

Financial information is taken from the Final Financial Report, the Quarterly Report submitted by the Grantee, or the Project Closeout Report.

1. Click the **Financials** tab (Figure 12-15).

	Project Amount	Grantee Admin Amount	Subgrantee Admin Amount	Total Amount
Allocated Amounts:	\$300,000	\$0	\$0	\$300,000
Obligated Amounts:	\$300,000	\$0	\$0	\$300,000
Difference: (Allocated - ObligatedAmts)	\$0	\$0	\$0	\$0

Figure 12-15: Mitigation → Projects → Closeout → Financials Tab

2. The top section of the tab displays read-only financial information. Table 12-6 describes the read-only data fields.

Table 12-6: Financials Tab Data Fields - Top

DATA FIELD	SOURCE OF INFORMATION
Total Project Cost	Mitigation → Projects → Application Development → Cost Estimate tab → Total Project Cost Estimate field
Total Eligible Project Amount	Mitigation → Projects → Eligibility Determination → Cost Review tab → Total Approved Net Eligible Project Cost field
Federal Share	Mitigation → Projects → Application Development → Match Sources tab → Proposed Federal Share field
Non-Federal Share	Mitigation → Projects → Application Development → Match Sources tab → Proposed Non-Federal Share field

3. In the middle section of the tab, review the read-only Allocated Amounts, Obligated Amounts, and the Difference (Allocated Amounts minus Obligated Amounts).
4. In the bottom section of the **Financials** tab, enter the information described in Table 12-7. You can obtain the information from the Final Financial Report provided by the Grantee.

Table 12-7: Financials Tab Data Fields - Bottom

DATA FIELD	INFORMATION TO BE REVIEWED/ENTERED
Total Eligible Federal Project Expenditures	Final total amount of expenditures reported by the Grantee that are attributed to the Federal portion of the project
Total Federal Share Program Income	Reported income attributed to the Final Federal portion
Total Eligible Non-Federal Project Expenditures	Final total amount of expenditures reported by the Grantee that are attributed to the non-Federal portion of the project
Total Non-Federal Share Program Income	Reported income attributed to the Final non-Federal portion of the project
Current Project Federal Share Balance	Remaining funds to be expended from the HMGP — auto-filled by the system
Current Project Non-Federal Share Balance	Remaining funds to be expended from non-Federal sources of funding — auto-filled by the system

NOTE: The Current Project Federal Share Balance must be zero to close out the project. If the balance is not zero, contact your Regional Point of Contact for assistance.

5. On the bottom right part of the **Financials** tab, click the CLOSE button.

Task 4: Enter Property Information

1. Click the **Properties** tab (Figure 12-16). This tab is active only if properties are included in the project.

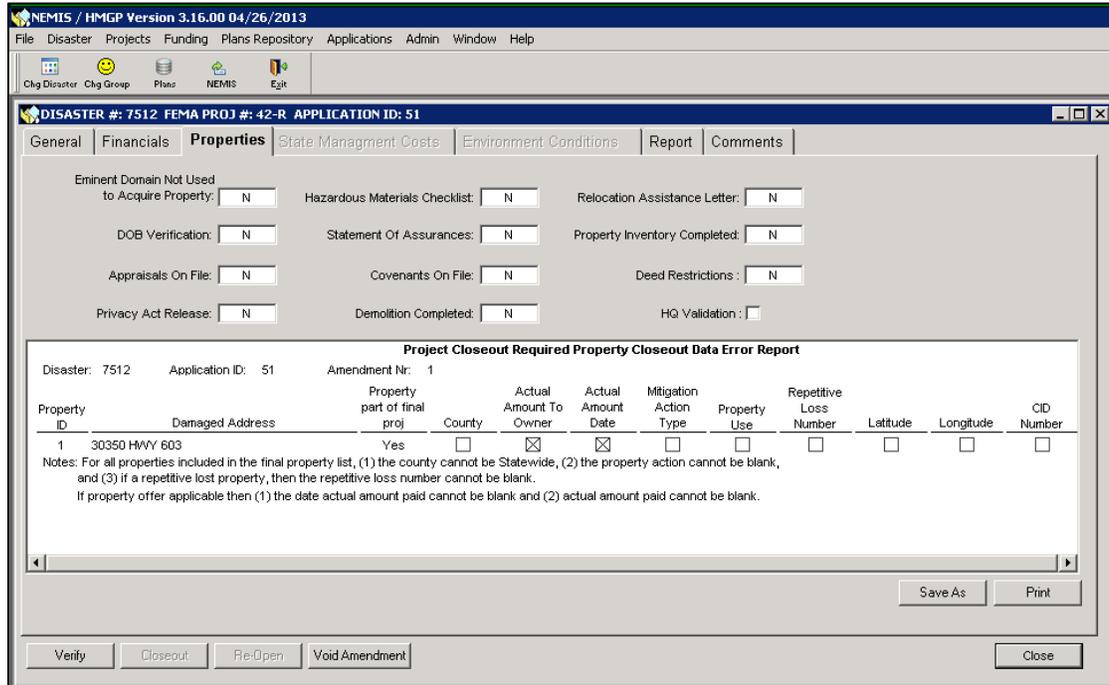


Figure 12-16: Mitigation →Projects →Closeout →Properties Tab

2. Table 12-8 describes the data fields to be completed in the top section of the tab. For each field except HQ Validation, select "N," "Y" or "N/A."

CAUTION: The system selects "N" by default, so you need to edit the selection if necessary.

Table 12-8: Properties Tab Data Fields - Top

DATA FIELD	QUESTION TO BE ANSWERED
Eminent Domain not Used to Acquire Property	Was Eminent Domain not used to acquire property?
DOB Verification	Was a Duplication of Benefits Verification conducted?
Appraisals On File	Are appraisals on file?
Privacy Act Release	Was a Privacy Act Release required?

DATA FIELD	QUESTION TO BE ANSWERED
Hazardous Materials Checklist	Is this checklist on file?
Statement of Assurances	Is the Statement of Assurances on file?
Covenants on File	Are covenants on file?
Demolition Completed	Is the Demolition Permit on file?
Relocation Assistance Letter	Is the Relocation Assistance Letter on file?
Property Inventory Completed	Was the Property Inventory completed?
Deed Restrictions	Were required restrictions recorded with the property deed?
HQ Validation	If applicable, HQ validates that the correct number of properties in project was entered in PSI

3. In the bottom part of the **Properties** tab, review the Project Closeout Required Property Closeout Data Error Report (See figure 12-12 above).

HINT: If any checkboxes appear on the screen, required information is missing. Checkboxes with an "X" represent missing information. Missing information must be provided before an approved project can be closed out.

Withdrawn or voided applications will not be considered to be missing property information.

Go to Mitigation → Projects → Application Development → Property Site Inventory tab to enter the required information.

4. On the bottom right part of the tab, click the PRINT button to print the report. You may use the report as a source of information when creating an amendment to the project application.

Task 5: Enter State Management Cost Information

State Management Cost information is taken from the project file and the Smartlink report.

1. Click the **State Management Costs** tab (Figure 12-17).

Figure 12-17: Mitigation →Projects →Closeout →State Management Costs Tab

2. Enter the State Management Costs information described in Table 12-9.

CAUTION: *If one or more fields have \$0 dollar amount and you click the **VERIFY** or **CLOSEOUT** button, the system displays the **Data Fields validation message (Figure 12-18).***

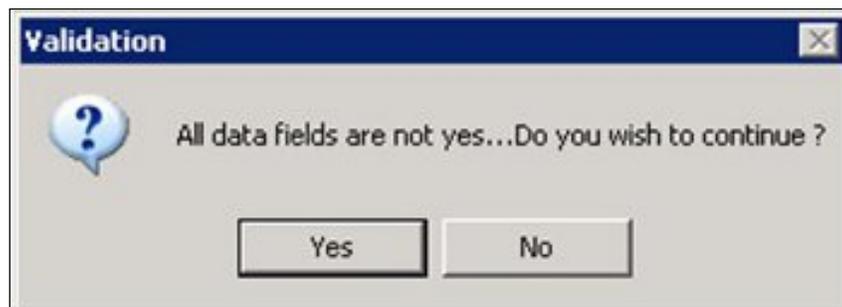


Figure 12-18: Data Fields Validation Message

Table 12-9: State Management Costs Data Fields

DATA FIELD	INFORMATION TO BE ENTERED
Payroll Budget Amt	Amount budgeted for the project payroll
Payroll Actual Amt	Actual amount spent on the project payroll
Supplies Budget Amt	Amount budgeted for supplies
Supplies Actual Amt	Actual amount spent on project supplies
Equip Inv Budget Amt	Amount budgeted for equipment inventory
Equip Inv Actual Amt	Actual amount spent on equipment inventory
Equip Lease Budget Amt	Amount budgeted for lease of equipment
Equip Lease Actual Amt	Actual amount spent on lease of equipment
Lease End Flg	Has the lease for equipment ended? If yes, click inside the checkbox.

Task 6: Review Environmental Conditions

1. If the tab is active, click the **Environment Conditions** tab (Figure 12-19).

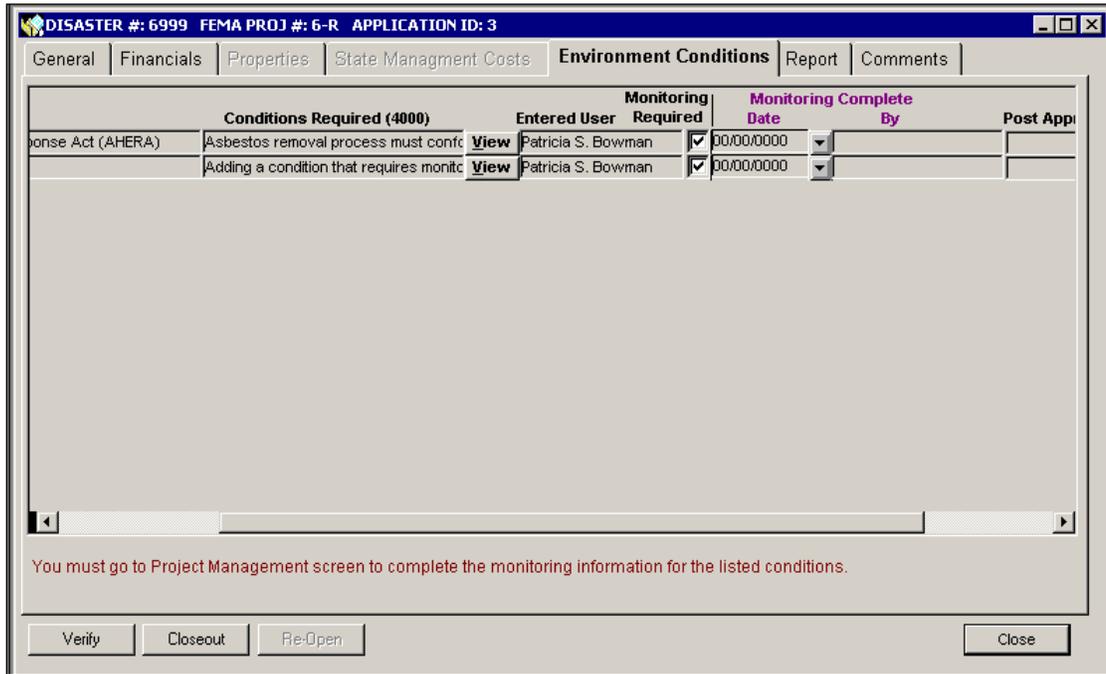


Figure 12-19: Mitigation →Projects →Closeout →Environment Conditions Tab

2. Review the Conditions Required items displayed in the table.

Task 7: Enter Closeout Report Information

1. Click the **Report** tab. The Report Table listing 112 project closeout items is displayed. The Date and Item Description columns display read-only information (Figure 12-20).

ROW	DATE	ITEM	ACTION REQUIRED
1	04/12/2010	Date Grantee Mitigation Plan Approved (206.405(e))	
2	10/10/2009	Date Grantee Administrative Plan Approved (206.437(d))	
3	00/00/0000	Date SF424 Received (206.436 (d) (5))	
4		SF424 Federal Funding Amt	

Figure 12-20: Mitigation → Projects → Closeout → Report Tab

2. If applicable, enter the Action Required for the checklist item by completing Steps 2a – 2c.
 - a. Double-click inside the Action Required field. The Comment Editor is displayed.
 - b. In the Comment Editor text area, enter a description of the action required for the checklist item.
 - c. Click the OK button. The comments you entered are displayed on the appropriate row on the **Report** tab (Figure 12-21).

ROW	DATE	ITEM	ACTION REQUIRED
1	04/12/2010	Date Grantee Mitigation Plan Approved (206.405(e))	The approved State Mitigation Plan needs to be added
2	10/10/2009	Date Grantee Administrative Plan Approved (206.437(d))	

Figure 12-21: Action Required Added

3. On the bottom right part of the **Report** tab, click the RE-GENERATE button. The Report table is refreshed with the new entries.
4. Some items require a "Yes," "No" or "N/A" selection. Click on the selection field to display the drop-down list (Figure 12-22).

DISASTER #: 7512 FEMA PROJ #: 52-F APPLICATION ID: 61

General Financials Properties State Management Costs Environment Conditions **Report** Comments

DISASTER #: 7512 FEMA PROJ #: 52-F APPLICATION ID: 61 STATE: AZ R

ROW	DATE	ITEM	ACTION REQUIRED
16	02/12/2010	Benefit Cost Reviewed (206.434 (b) (5) (6))	
17		Benefit Cost Ratio	0.00
18	02/12/2010	NHPA Completed	<input type="button" value="No"/> <input type="button" value="Yes"/> <input type="button" value="No"/> <input type="button" value="N/A"/>
19		Signed CATEX (1508.4, memo in file 10.5 (a) (4)), FONSI (1501.4(e)) or Final Environmental Assessment Date	

Figure 12-22: Drop-down Selection List

HINT: *Table 12-10 in the [References](#) section lists the [Report Table Checklist Items](#) and the information source of each item.*

5. On the bottom right part of the **Report** tab, click the PRINT button.

HINT: *For audit purposes, include a hard copy of the Project Closeout Report in the Project File.*

Task 8: Close Out the Project

Generally, the HMO is authorized to execute this task. This task must be executed for all projects before completing Unit 13: Manage Program Closeout

1. Click the **General** tab. Review all the information to make sure that everything is complete.
2. On the bottom left part of the tab, click the VERIFY button. If the project is not ready for closeout, the system displays a validation message appropriate to the closeout requirements.
3. Address and resolve each validation item.
4. Click the CLOSEOUT button. The project is now closed.
5. Follow the Regional procedures to notify the Grantee that the project is closed.
6. To re-open a closed project, click the RE-OPEN button. The project is re-opened.

References

Report Table Checklist Items

Table 12-10: Report Table Checklist Item - NEMIS Location

CHECKLIST ITEM	SOURCE OF INFORMATION
Date Grantee Mitigation Plan Approved	Mitigation → Disaster → Overview → Grantee Information tab → Aprvl Date field
Date Grantee Administrative Plan Approved	Mitigation → Disaster → Overview → Grantee Information tab → Approval Date field
Date SF-424 Received	Mitigation → Disaster → Overview → SF424 Information tab →
SF-424 Federal Funding Amt	Mitigation → Disaster → Overview → SF424 Information tab → Fed Est Funding Amt field
SF-424 Applicant Funding Amt	Mitigation → Disaster → Overview → SF424 Information tab → Applicant Est Funding Amt field
SF-424 State Funding Amt	Mitigation → Disaster → Overview → SF424 Information tab → State Est Funding Amt field
SF-424 Local Funding Amt	Mitigation → Disaster → Overview → SF424 Information tab → Local Est Funding Amt field
SF-424 Other Funding Amt	Mitigation → Disaster → Overview → SF424 Information tab → Other Est Funding Amt field
SF-424 Program Income Funding Amt	Mitigation → Disaster → Overview → SF424 Information tab → Prgm Inc Es Funding Amt field
SF-424 Total Funding Amt	Mitigation → Disaster → Overview → SF424 Information tab → Total Est Funding Amt field
Date Project Received	Mitigation → Projects → Eligibility Determination → Authorizations tab → Application Received Date field
Date Project Approved	Mitigation → Projects → Eligibility Determination → Authorizations tab → Final Project Approval Date field
Statement of Work Approved	Mitigation → Projects → Eligibility Determination → Authorizations tab → FEMA Review sub-tab → FEMA Project Approval Decision
Last Statement of Work Amendment	Mitigation → Projects → Eligibility Determination → Authorizations tab → FEMA Review sub-tab → FEMA Project Approval Decision of the last amendment

CHECKLIST ITEM	SOURCE OF INFORMATION
Initial Federal Public Notice	Mitigation → Disaster → Overview → Federal Public Notice tab → Appearance Date field
Benefit-Cost Reviewed	Mitigation → Projects → Eligibility Determination → Overall Review tab → Regulatory Criteria section → Project is cost effective field
Benefit-Cost Ratio	Mitigation → Projects → Eligibility Determination → Overall Review tab → Regulatory Criteria section → The benefit cost ratio is: field
NHPA Completed	Mitigation → Projects → Eligibility Determination → Laws/EOs tab → Laws/EOs section → NHPA Status field
Signed CATEX	Mitigation → Projects → Eligibility Determination → NEPA Process tab → Level of Review section → CATEX -Completed FEMA Status → Documentation Complete field
Final Notice Published for FONSI or EA Date	Mitigation → Projects → Eligibility Determination → NEPA Process tab → Level of Review section → Environmental Assessment - Completed FEMA Status → Finding of No Significant Impact field
News Release Date	Environmental Impact Statement News Release Date
Federal Register Notice of Intent to Prepare an EIS	Mitigation → Projects → Eligibility Determination → NEPA Process tab → Level of Review section → Environmental Impact Statement - Completed FEMA Status → Publication of Notice of Intent to Prepare EIS field
Initial EIS of the Scoping Process	Field no longer in NEMIS HMGP
EIS Monitoring Program	Field no longer in NEMIS HMGP
Draft EIS Available	Field no longer in NEMIS HMGP
Final EIS Available	Field no longer in NEMIS HMGP
Signed EIS	Field no longer in NEMIS HMGP
News Release	Field no longer in NEMIS HMGP
EIS Record of Decision	Mitigation → Projects → Eligibility Determination → NEPA Process tab → Level of Review section → Environmental Impact Statement - Completed FEMA Status → Record of Decision field

CHECKLIST ITEM	SOURCE OF INFORMATION
Notified that project was completed	Mitigation → Projects → Closeout → General tab → Notified Project Completion Date field
Project completion verified and/or field inspection of construction project	Mitigation → Projects → Closeout → General tab → Project Completion Verification Date field
Final Project Performance Report received	Mitigation → Projects → Closeout → General tab → Grantee Final Performance Report Received Date field
Work schedule milestones met	Mitigation → Projects → Closeout → General tab → Work Schedule Met field
Final Quarterly Reports Received	NEMIS Wide → Management Reporting → Management Reporting → Mitigation (MT) → Quarterly Report Tracking
Initial Closeout Letter to Grantee from FEMA requesting closeout of project	Mitigation → Projects → Closeout → General tab → Ltr FEMA to Grantee Date Requesting Addl Info field
Grantee Letter to FEMA requesting project closeout	Mitigation → Projects → Closeout → General tab → Grantee Closeout Letter to FEMA Date field
Bills/Invoices – Provided by Grantee	Documentation in project file or closeout package
Bills/Invoices calculated correctly and in project file	Documentation in project file or closeout package
Amended Budget Non-Construction Projects Approval Date	Documentation in project file or closeout package
Cumulative Transfers Among Direct Cost Categories >10% or >\$100,000	Documentation in project file or closeout package
Transfer of Training Funds	Documentation in project file or closeout package
Increased Budget for Construction Projects Approval Date	Documentation in project file or closeout package
Construction/Non-Construction Funding Transfers Approval Date	Documentation in project file or closeout package
Extending Time Period for Availability of Funds Approval Date	Documentation in project file or closeout package
Non-Construction Contracting Out, Third Party Services or Subcontracting Approval Date	Documentation in project file or closeout package

CHECKLIST ITEM	SOURCE OF INFORMATION
Changes in Key Personnel Approval Date	Documentation in project file or closeout package
Copy of Notification that Eminent Domain would not be used to acquire property	Documentation in project file or closeout package; Mitigation → Projects → Closeout → Properties tab → Eminent Domain Not Used to Acquire Property field
DOB Verification for All Properties	Documentation in project file or closeout package; Mitigation → Projects → Closeout → Properties tab → DOB Verification field
Appraisals on File for All Properties	Documentation in project file or closeout package; Mitigation → Projects → Closeout → Properties tab → Appraisals on File field
Privacy Act Release required only if pre-flood property value is used	Documentation in project file or closeout package; Mitigation → Projects → Closeout → Properties tab → Privacy Act Release field
Hazardous Materials Checklist completed for each property	Documentation in project file or closeout package; Mitigation → Projects → Closeout → Properties tab → Hazardous Materials Checklist field
Statement of Assurances signed by Subgrantee, GAR, or Regional Administrator	Documentation in project file or closeout package; Mitigation → Projects → Closeout → Properties tab → Statement of Assurances field
Restrictive Covenants on all property deeds	Documentation in project file or closeout package; Mitigation → Projects → Closeout → Properties tab → Covenants on File field
Demolition or Removal of all Structures Completion Date	Documentation in project file or closeout package; Mitigation → Projects → Closeout → Properties tab → Demolition Completed field
Relocation Assistance Determination Letters in File	Documentation in project file or closeout package; Mitigation → Projects → Closeout → Properties tab → Relocation Assistance Letter field
Floodplain Management and Protection of Wetlands Decision-Making Process Completed and in File	Documentation in project file or closeout package;

CHECKLIST ITEM	SOURCE OF INFORMATION
Engineering Certificates	Documentation in project file or closeout package
Property Inventory Form Completed by Project Monitor	Documentation in project file or closeout package
Property Inventory Form Sent to FEMA HQ	Documentation in project file or closeout package
Verify Staffing Level and that Time and Attendance Records Exist	Documentation in project file or closeout package
Payroll Wages	Mitigation → Projects → Closeout → State Management Costs tab → Payroll fields
Budgeted Amount	Mitigation → Projects → Closeout → State Management Costs tab → Payroll Budget Amt field
Actual Cost	Mitigation → Projects → Closeout → State Management Costs tab → Payroll Actual Amt field
Supplies	Mitigation → Projects → Closeout → State Management Costs tab → Supplies fields
Supply Budget - Budgeted Amount	Mitigation → Projects → Closeout → State Management Costs tab → Supplies Budget Amt field
Supply Budget - Actual Cost	Mitigation → Projects → Closeout → State Management Costs tab → Supplies Actual Amt field
Disposition of Supplies with Aggregate Value >\$5,000, FEMA Form 20-18	Documentation in project file or closeout package
Equipment	
Inventory of Equipment	Mitigation → Projects → Closeout → State Management Costs tab → Equip Inv fields
Equipment Budget – Budgeted Amount	Mitigation → Projects → Closeout → State Management Costs tab → Equip Inv Budget Amt field
Equipment Budget – Actual Cost	Mitigation → Projects → Closeout → State Management Costs tab → Equip Inv Actual Amt field
Lease Agreements Disposition of Equipment	Mitigation → Projects → Closeout → State Management Costs tab → Equip Lease fields

CHECKLIST ITEM	SOURCE OF INFORMATION
Lease Agreements - Budgeted Amount	Mitigation → Projects → Closeout → State Management Costs tab → Equip Lease Budget Amt field
Lease Agreements - Actual Cost	Mitigation → Projects → Closeout → State Management Costs tab → Equip Lease Actual Amt field
Did Lease End on or Before the Ending Date of the Award?	Mitigation → Projects → Closeout → State Management Costs tab → Lease End Flg field
Federally-Owned Property	
Inventory	Mitigation → Projects → Closeout → General tab → Closeout Requirements section → Fed Owned Inv field
Disposition Report	Documentation in project file or closeout package
FEMA Form 20-18 in File	Mitigation → Projects → Closeout → General tab → Other Closeout Reviews section → Form 20-18 on File field
Were Copyrights or Patents Awarded for any Action as a Result of this Grant?	Mitigation → Projects → Closeout → General tab → Other Closeout Reviews section → Copyright field
Approved Project Estimate	Mitigation → Projects → Eligibility Determination → Cost Review tab → Total Approved Net Eligible Project Cost field
Federal Share Percentage	Mitigation → Projects → Application Development → Match Sources tab → Federal Share Percentage field
Federal Share \$	Mitigation → Projects → Application Development → Match Sources tab → Proposed Federal Share field
Non-Federal Share Percentage	Calculate (100 minus Federal Share Percentage)
Non-Federal Share \$	Mitigation → Projects → Application Development → Match Sources tab → Proposed Non-Federal Share field
Date of Last Budget Amendment	Documentation in project file or closeout package
Total Project Costs	Mitigation → Projects → Closeout → Financials tab → Total Project Cost field
Net Eligible	Mitigation → Projects → Closeout → Financials tab → Total Eligible Project Amount field
Net Eligible Fed Share	Mitigation → Projects → Closeout → Financials tab → Federal Share field

CHECKLIST ITEM	SOURCE OF INFORMATION
Allocated Project Funds	Mitigation → Projects → Closeout → Financials tab → Allocated Amounts row/Project Amount column
Obligated Project Funds	Mitigation → Projects → Closeout → Financials tab → Obligated Amounts row/Project Amount column
Subgrantee Admin. Obligation	Mitigation → Projects → Closeout → Financials tab → Obligated Amounts row/Subgrantee Admin Amount column
Grantee Admin. Obligation	Mitigation → Projects → Project Closeout → Financials tab → Obligated Amounts row/Grantee Admin Amount column
State Management Project Allocations	Documentation in project file or closeout package
State Management Obligations	Documentation in project file or closeout package
Income Generated by Project	SmartLink Report
Total Federal Share	Mitigation → Projects → Closeout → Financials tab → Current Project Federal Share field
Total Non-Federal Share	Mitigation → Projects → Closeout → Financials tab → Current Project Non-Federal Share field
Final Request for Payment	Documentation in project file or closeout package
Cost Adjustment	Documentation in project file or closeout package
Cost Overrun	Documentation in project file or closeout package
Cost Under-run	Documentation in project file or closeout package
Cash Adjustment	Documentation in project file or closeout package
Unobligated Federal Funds	Documentation in project file or closeout package
Deobligated Federal Funds	Documentation in project file or closeout package
Deallocated Federal Funds	Documentation in project file or closeout package
Reconciliation	Documentation in project file or closeout package
Final Financial Reports Approved	Mitigation → Projects → Closeout → General tab → Final Finance Rpt Aprvd field
IFMIS	Documentation in project file or closeout package

CHECKLIST ITEM	SOURCE OF INFORMATION
NEMIS	Documentation in project file or closeout package
SmartLink	Mitigation → Projects → Closeout → General tab → SmartLink Report Approved Date field
Final Project Closeout Letter from FEMA to State Signed	Mitigation → Projects → Closeout → General tab → Final Project Closeout Letter to Grantee Signed Date field