



Closeout Toolkit: Checklist for Hazard Mitigation Grant Program Subawards

The Recipient must submit closeout requests to FEMA within 90 days of completion of each subaward. At a minimum, the Recipient’s requests for subaward closeouts should include the supporting documentation outlined in this checklist to verify compliance with the award. Additional documentation may be requested prior to FEMA’s approval of the closeout request. A subaward is officially closed when FEMA approves the request and sends a closeout letter to the Recipient confirming the final Federal expenditures for the subaward.

FEMA determines the eligible amount of reimbursement for each claim and approves payment. If a mitigation measure is not completed, and there is not adequate justification for non-completion, no Federal funding will be awarded for that measure (44 CFR Section 206.438(d)).

Minimum Requirements	Verified for Compliance?		
	Yes	No	Comment
General			
Was a plan exception granted for this project? <i>If yes, was the plan completed and FEMA approved within 12 months as required?</i>			
Was the project completed within the established Period of Performance (POP)?			
Were there approved requests for POP extensions?			
Were costs incurred after the POP expired?			
Has the project been updated in the National Emergency Management Information System (NEMIS)?			
Was a Duplication of Benefits (DOB) search completed to ensure the subrecipient did not receive Federal assistance for the same purpose from another source (e.g., Increased Cost of Compliance [ICC], Individual Assistance)?			
Was a Duplication of Programs search completed to verify the subrecipient did not receive Federal assistance for the same purpose from another source (e.g., previous Hazard Mitigation Grant Program grants, Flood Mitigation Assistance, Pre-Disaster Mitigation, National Flood Insurance Program [NFIP], Public Assistance, Other Federal Agencies)?			
Was the final quarterly progress report submitted with the closeout request?			
Did the Recipient perform a site inspection visit of the completed project and provide a copy of the site inspection report with the closeout request (excluding non-construction subawards)?			

Minimum Requirements	Verified for Compliance?		
	Yes	No	Comment
Did the Recipient provide photographs of the completed project to compare with the pre-mitigation photos? <i>Photos must be clearly labeled with the FEMA project number, subrecipient name and address, and latitude/longitude coordinates.</i>			
Did the Governor's Authorized Representative or equivalent certify that reported costs were incurred in the performance of eligible work, that the approved work was completed, and that the mitigation measure is in compliance with the provisions of the FEMA-State Agreement?			
Were special environmental/historic preservation compliance conditions identified as part of the approved scope of work (SOW)? <i>If yes, did the Recipient certify that the project was completed in compliance with all environmental and/or historic preservation conditions identified in the approval letter/attachments and/or NEMIS?</i>			
Did the Recipient certify that the entire project was completed in accordance with all required permits and building codes (if applicable)?			
Did the Recipient provide the latitude and longitude coordinates for each project site?			
Are there insurable structures remaining in the Special Flood Hazard Area after project completion? <i>If yes, did the Recipient provide proof of insurance?</i>			
Did the Recipient certify that the AW-501 forms (the NFIP Repetitive Loss Update Worksheet) were submitted for BureauNet update, if applicable?			
Cost Review			
Were the final expenditures reported consistent with the approved costs?			
Did the actual reimbursements match the reported sum of expenditures?			
Has the Recipient met the cost share requirement?			
Were in-kind third-party contributions identified under the subaward? <i>If yes, did the subrecipient obtain prior approval?</i>			
If additional costs were incurred, was prior approval obtained?			
Was expendable and nonexpendable equipment purchased or federally owned equipment furnished? <i>If yes, FEMA Form 20-18, Report on Government Property must be provided.</i>			
Was program income generated under the project? <i>If yes, did the Recipient deduct program income from the total project costs?</i>			
Was interest earned on Federal advance payments? <i>If yes, was interest returned to the Treasury according to the applicable regulation for the disaster?</i>			
Planning Requirements			

Minimum Requirements	Verified for Compliance?		
	Yes	No	Comment
Has the Recipient verified the activity and approved SOW are consistent with 44 CFR Part 201?			
For new or updated hazard mitigation plans, has a final FEMA-approved mitigation plan been adopted by the community?			
For multi-jurisdictional plans, does the closeout request indicate which jurisdictions adopted the FEMA-approved plan?			
Wind Retrofit Requirements			
For residential buildings, has the project been designed and implemented in conformance with FEMA P-804?			
Does the completed project provide the level of protection approved in the SOW?			
Community Safe Room Requirements			
Has the Recipient submitted the final, signed Operations & Maintenance (O&M) Plan, including affirmation that the O&M Plan is consistent with FEMA P-361 criteria?			
Is the completed safe room design consistent with FEMA P-361 criteria and engineer certified?			
Residential Safe Room Requirements			
Is the completed safe room design consistent with FEMA P-320 criteria and engineer certified?			
Flood Risk Reduction Requirements			
If a map revision was required, did the subrecipient submit documentation to FEMA for a Letter of Map Revision?			
Did the Recipient provide a copy of the as-built drawings? <i>If yes, did the as-built drawings verify the SOW was completed as approved?</i> <i>If no, how did the Recipient verify the flood risk reduction project was constructed as designed and compliant with the approved SOW?</i>			
Elevation Requirements			
Did the Recipient provide a Certificate of Occupancy for each structure in the project to certify that the structure is code-compliant?			
Has the Recipient provided a copy of the recorded deed amendment for each property?			
Has the Recipient provided certification by an engineer, floodplain manager, or senior local official that the completed structure is in compliance with the approved SOW, local ordinances, NFIP regulations, and technical bulletins?			
Has the Recipient provided a Final Elevation Certificate (FEMA Form 81-31) for each structure to ensure the structure has been elevated to the approved SOW elevation?			

Acquisition Requirements			
Has the Recipient provided a copy of the deed recorded for each mitigated property approved in the SOW? If so, are the deed restrictions recorded consistent with the FEMA Model Deed Restriction language?			
Has the Recipient provided voluntary participation documentation from each property owner identified in the approved SOW?			
If pre-event market value was used, did the Recipient consider DOB in the purchase price?			
Were the structure(s) removed by demolition within 90 days of settlement of the property transaction?			
Reconstruction Requirements			
Has the Recipient provided a Certificate of Occupancy for each structure in the project to certify that the structure is code-compliant?			
Has the Recipient provided certification from a building official or licensed design professional verifying that the structure was designed and constructed to the most recent International Building Codes?			
Has the Recipient certified that final square footage is within 10% of the original structure square footage?			
Has the Recipient provided a final elevation certificate to certify each structure is code-compliant?			
Wildfire Requirement			
Has the Recipient submitted the final signed O&M Plan?			
Generator Requirements			
Has the Recipient demonstrated that the generator was permanently installed?			
Has the Recipient documented that the installed generator size and specifications are compliant with those approved in the SOW?			