

Flood Risk Reduction Closeout Checklist

Purpose: Understand the FEMA process to successfully close out a flood risk reduction activity.

This checklist outlines required closeout documentation, the FEMA process, recipient responsibilities, and subrecipient responsibilities needed for closeout. If additional clarifications are necessary to complete closeout, provide that information in the Notes section.

Grant Award Information

FEMA Region:		HMA Program:	
State:		Community:	
Project ID No.		FEMA Reviewer:	
Date (mm/dd/yyyy):			

Required Closeout Documentation

Checklist - Required Closeout Documentation
Recipient closeout request letter signed by the Governor’s Authorized Representative (GAR) or equivalent certifying: <ul style="list-style-type: none">▪ The project was completed as outlined in the approved scope of work (SOW)▪ The reported costs were incurred in the performance of eligible work▪ The approved work was completed, and the mitigation measure is compliant with the provisions of the grant agreement (for non-disaster projects) or FEMA-State Agreement (for HMGP)
Final itemized budget summary that includes federal share disbursed, match, any federal funds to be de-obligated, and final total project cost incurred.



FEMA

Checklist - Required Closeout Documentation

Final inspection report (with date of inspection and name and position of inspector) signed and dated. Depending on the type, location, or complexity of the project, FEMA program staff, along with technical support, may conduct a physical or virtual site visit.

- Verify that the final inspection report includes color photographs of the completed project that are clearly labeled with the FEMA project number, subrecipient name, project address, source of color photographs, and latitude/longitude coordinates to the nearest six decimal places of the project location for a detention basin or starting and ending points for drainage improvement for comparison with the pre-mitigation photographs (include in final inspection report).

Letter from a licensed professional engineer certifying the design plans conform with American Society of Civil Engineers (ASCE) publication 24-14 and the approved SOW (include in final inspection report).

If the HMA flood risk reduction project is located in a Special Flood Hazard Area, submit a copy of the flood insurance for the elevated structure and a copy of the official recorded deed amendment.

If applicable, a Conditional Letter of Map Revision (CLOMR) or Letter of Map Revision (LOMR) must be submitted.

Documentation from the authority having jurisdiction over the project (e.g., letter from the local floodplain manager) certifying the project was completed in accordance with the latest design and construction requirements.

Letter from an engineer, floodplain manager, or senior local official certifying that the completed structure elevation is compliant with local ordinances and NFIP regulations, including all applicable NFIP technical bulletins.

Environmental Planning and Historic Preservation (EHP) Closeout Review:

- Include a statement in the recipient closeout request letter that states what action was taken to address each environmental condition, or explain why an action was not required.
- Submit required permits, notices, correspondence, or other relevant documentation outlined in the environmental project conditions (if applicable).

Final Progress Report.

Notes

The following space allows for the region to include any specific notes or comments to record about this application.

FEMA Process

Checklist - FEMA Process
Review financial reconciliation to determine if a de-obligation is needed.
Verify that there are no outstanding issues that could affect funding, such as appeals.
Verify that a Duplication of Benefits search was completed to ensure that the subrecipient did not receive federal assistance for the same purpose from another source. Documents should be included in the recipient's project files.
Verify that a Duplication of Programs search was performed to ensure that the subrecipient did not receive federal assistance for the same purpose from another source.
Verify the SOW has been completed as approved by reviewing the closeout documentation and approved subaward application documents.
Verify that the final inspection report includes color photographs of the completed project that are clearly labeled with the FEMA project number, subrecipient name, project address, source of color photographs, and latitude/longitude coordinates to the nearest six decimal places of the project location for a detention basin or starting and ending points for drainage improvement for comparison with the pre-mitigation photographs (include in final inspection report).
Verify that the latitude and longitude coordinates submitted at closeout are the same as the latitude and longitude coordinates approved during project award (or approved SOW changes).
If applicable, verify a CLOMR or LOMR was submitted.
Review the environmental conditions in the Record of Environmental Consideration (REC) and/or Environmental Assessment (EA) to confirm the project met the environmental conditions, and permits, notices, and other relevant documentation was submitted (if applicable). <ul style="list-style-type: none"> ▪ Note: The EHP team may conduct the environmental closeout review.
Verify that the final Quarterly Progress Report was submitted with the closeout request.
Ensure that the submitted data are accurate.
Request other documents as required by FEMA policies and procedures.
Verify that the subaward was updated in the system of record, i.e., eGrants, NEMIS, or FEMA GO.
Close the flood risk reduction project in the appropriate grant system.
Send the signed closeout approval letter notifying the recipient of successful project grant completion.

Recipient Responsibilities

Checklist - Recipient Responsibilities
Begin closeout when notification is received from the subrecipient.
Notify FEMA within the required time frame after project completion in accordance with the Code of Federal Regulations (CFR), HMA Guidance, and agreements for the award or declaration, that the project is ready for closeout.
Ensure submitted expenses are eligible and all costs were incurred during the Period of Performance.
Resolve any negative audit findings (e.g., single, Office of Inspector General, state, or Grants Management Division).
Ensure the source of the non-federal match is correct and documented.
Ensure the completed project matches the approved SOW and confirm that the flood risk reduction project provides the intended level of protection.
Verify that the project conforms with accepted engineering practices, established codes, standards, ordinances, modeling techniques, or best practices, and complies with ASCE 24-14 (or latest edition) minimum design and construction requirements or their equivalent.
Perform an inspection and prepare a final inspection report that includes the date the inspection was completed and the name of the person who completed the inspection. <ul style="list-style-type: none"> ▪ Gather color photographs of the completed project indicating the SOW was completed as proposed. ▪ Verify latitude and longitude coordinates of the project location for a detention basin or starting and ending points for drainage improvement. ▪ Provide a copy of the as-built drawings.
Verify that all environmental conditions outlined in the REC and/or EA were met during project completion.
Submit a closeout letter signed by the GAR or equivalent with a statement that the SOW has been completed as approved and/or the work complies with award terms and conditions.
Submit all required closeout documentation to FEMA.
Send the subrecipient confirmation that the project has been officially closed by FEMA.
Maintain all records and receipts, including submitted Quarterly Progress Reports, in a secure electronic and physical location.
Retain documentation for a period of 3 years from the state's submission date of final expenditure report to FEMA.

Subrecipient Responsibilities

Checklist - Subrecipient Responsibilities

Notify the recipient within the required time frame after project completion, in accordance with CFR, HMA Guidance, and state-local agreement for that award or declaration, that the project is ready for final inspection and closeout.

Certify that the SOW for the approved subaward was completed.

Ensure that all reimbursable expenses have been submitted and payment has been received.

Ensure that all Quarterly Progress Reports and financial reports have been submitted.

Verify that all environmental conditions outlined in the REC and EA were met during project completion.

Gather all copies of permits and local inspection documentation.

If requested, submit a CLOMR or LOMR if a map revision was required.

Prepare any other closeout documentation for submission to the recipient for review.

Verify with the Hazard Mitigation Officer what additional documentation is required for closeout.

Verify that the recipient has sent confirmation that the project has been officially closed by FEMA.

Be prepared for possible audits of the closed project.