

Generator Closeout Checklist

Purpose: Understand the FEMA process to successfully close out a generator 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:

- The project was completed as outlined in the approved scope of work (SOW) and/or award terms and conditions
- 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 the 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 office 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 for comparison with the pre-mitigation photographs.

Environmental Planning and Historical 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 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 that 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 for comparison with the pre-mitigation photographs.

Checklist - FEMA Process

Review whether quantities and specifications are the same as when the project was awarded; if not, verify there is documentation for changes.

For permanent generators, verify that the generator was permanently installed. Review the latitude and longitude coordinates submitted at closeout to verify the generator was installed in the same location as the latitude and longitude coordinates approved during project award (or approved SOW changes).

Review the environmental conditions in the Record of Environment Consideration and/or Environmental Assessment to confirm conditions were met, and permits, notices, or other relevant documentation was submitted (if applicable).

- Note: The EHP team may conduct the environmental closeout review.

Verify that the final Quarterly Progress Report was submitted with the closeout request.

Request other documents as required by FEMA policies and procedures.

Ensure that the submitted data are accurate.

Verify that the subaward was updated in the system of record, i.e., eGrants, NEMIS, or FEMA GO.

Send the signed closeout approval letter notifying the recipient of successful project grant completion.

Close the generator project in the appropriate grant system.

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.

Reimburse subrecipients in compliance with federal regulations, and state and tribal policy.

Review reimbursable eligible project costs:

- Purchase price
- Installation fees
- Permits
- Transfer switches
- Subrecipient management costs

Resolve any negative audit findings (e.g., single, Office of Inspector General, state, or Grants Management Division).

Ensure the non-federal match is correct and documented.

Checklist - Recipient Responsibilities

Confirm that the subrecipient demonstrated that the generator was permanently installed, if applicable.

Confirm that the subrecipient's generator size and specifications are compliant with those approved in the SOW.

Provide SF-428 – Tangible Personal Property Report, if applicable, for equipment over \$5,000. Portable generators may meet the definition of equipment in 2 CFR 200.313 based on their purchase price; therefore, they may be subject to equipment disposition requirements.

Perform a site inspection and prepare a final inspection report, which may include:

- Brief narrative explaining that the project was completed and is consistent with the approved SOW; include size and specifications of the generator and how it was installed
- If the subaward is for multiple sites, a list of properties, with latitude and longitude coordinates, that received a generator
- Color photographs showing a general overview of the installation, close-up views of the generator sections, and the transfer switch
- Map of project area
- Non-construction activities do not require an inspection

Verify EHP project conditions were met and permits, notices, and other applicable documentation was submitted as outlined in the project conditions (if applicable).

Obtain final financial and progress reports from subrecipients.

Submit required closeout documentation and closeout request letter to FEMA.

Send the subrecipient confirmation that the project has been officially closed by FEMA.

Maintain all records and receipts, including the 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 the award or declaration, that the project is ready for final inspection and closeout.

Certify that the SOW was completed.

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

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

Checklist - Subrecipient Responsibilities

Maintain an Operations and Maintenance Plan so it is available for review if/when requested. Identify who will maintain the generator and what funds will be used to maintain the asset.

Prepare 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.

Retain documentation for a period of 3 years from the state's submission date of its final expenditure report to FEMA.