

Planning Closeout Checklist

Purpose: Understand the procedures to successfully close out a mitigation planning subaward.

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 the federal share disbursed, match, any federal funds to be de-obligated, and final total project cost incurred
For multi-jurisdictional plans, a list of jurisdictions indicating which have or have not adopted the plan
For planning-related activities, the deliverables as outlined in the FEMA SOW
Final Progress Report



FEMA

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

Determine whether a plan exception was granted for this project. If it was, confirm that the plan was completed and FEMA approved it within 12 months as required.

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 the SOW has been completed as approved by reviewing the closeout documentation and approved subaward application documents.

For planning subawards, verify the plan was approved by FEMA and all participating jurisdictions adopted the plan by reviewing the Mitigation Planning Portal.

- Note: Regional planners may need to confirm adoption dates or FEMA approval dates if the information is not in the Mitigation Planning Portal.
- Recipients may also submit the approval letter listing adopting jurisdictions to meet this requirement.
- If the plan is not adopted, do not close the grant, and seek remedies for non-compliance, such as an SOW adjustment.

For planning-related activities, verify that all the deliverables were completed as outlined in the FEMA-approved SOW.

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

Recipient Responsibilities

Checklist - Recipient Responsibilities

Begin closeout when notification is received from the subrecipient.

Notify FEMA within the required timeframe after subaward completion, in accordance with the Code of Federal Regulations, HMA Guidance, and agreements for that award or declaration, that the subaward is ready for closeout.

Ensure submitted expenses are eligible and all costs were incurred during the Period of Performance.

Ensure the non-federal match is correct and documented.

Checklist - Recipient Responsibilities

Obtain final financial and progress reports from subrecipients.

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

Verify that the plan has been adopted by all jurisdictions. If not, work with the subrecipient and FEMA to change the SOW to remove non-participating jurisdictions.

Ensure there is a copy of the FEMA Hazard Mitigation Plan approval letter in the file.

Verify the planning-related activity and approved SOW are consistent with HMA Guidance.

Submit a closeout letter signed by the GAR or equivalent with the following documentation:

- Statement that the SOW has been completed as approved and/or the work is in compliance with the award terms and conditions
- A list of jurisdictions that are part of a multi-jurisdictional plan (if applicable) indicating if the jurisdictions have or have not adopted the FEMA-approved plan

Submit required documentation to FEMA.

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

Maintain the complete subaward closeout records for at least 3 years from the submission date of the final expenditure report.

Subrecipient Responsibilities

Checklist - Subrecipient Responsibilities

Notify the recipient within the required timeframe of completion per state-local agreement that the subaward is ready for closeout.

Certify that the SOW for the approved subaward was completed.

For plans, ensure it has been adopted by all participating jurisdictions (may include tribes), as applicable. If not, work with the recipient and FEMA to change the SOW to remove non-participating jurisdictions.

For planning-related activities, submit copies of the deliverables as outlined in the FEMA-approved SOW.

Ensure that all reimbursable expenses have been submitted.

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

Prepare any other closeout documentation for submission to the state for review. The subrecipient should 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.

Maintain all records and receipts, including the submitted Quarterly Progress Reports, in a secure electronic and physical location.

Checklist - Subrecipient Responsibilities

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

Be prepared for possible audits of the closed subaward.