

# Structure Elevation in the Special Flood Hazard Area Closeout Checklist

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Purpose: Understand the FEMA process to successfully close out a structure elevation activity in the Special Flood Hazard Area (SFHA).

Structure elevation is the physical raising and/or retrofitting of an existing structure. Elevation may be achieved through a variety of methods, including elevating on continuous foundation walls; elevating on open foundations, such as piles, piers, posts, or columns; elevating on fill; and second story conversion.

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

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



# FEMA

## 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)
- 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.

Final inspection report (with date of inspection and name and position of inspector) signed and dated.

- Verify that the final inspection report includes clearly labeled color photographs of the front, rear, and sides of each elevated structure, FEMA project number, project address, and latitude/longitude coordinates to the nearest six decimal places for each elevated structure for comparison with the pre-mitigation photographs.

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.

Property site inventory list that includes the following:

- All of the properties that were mitigated and the property owners who opted out (declined to participate)
- Full property address(es)

Elevation Certificate (FEMA Form 81-31) for each elevated structure to ensure the structure has been elevated to the proper elevation.

Certificate of occupancy from a local government agency or building department for each elevated structure to certify that the completed elevated structure is code compliant.

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.

An officially recorded copy of the property deed amendment that includes the notice of flood insurance requirements for each property for each elevated structure.

Signed “Acknowledgement of Conditions for Mitigation of Property in an SFHA with FEMA Grant Funds” form for each elevated structure.

Verify current flood insurance policy for each elevated structure.

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).

### Checklist - Required Closeout Documentation

NOTE: If construction techniques or issues come into question, certification from the state NFIP coordinator and from the local floodplain manager that the current condition of the structure complies with all NFIP regulations may be requested.

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 the final inspection report includes clearly labeled color photographs of the front, rear, and side, FEMA project number, project address, and latitude/longitude coordinates to the nearest six decimal places for each elevated structure.

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.

Review the property inventory list to ensure the properties that participated in the project match the properties approved in the subaward.

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).

### Checklist - FEMA Process

Ensure proper certifications were obtained for the elevated structure:

- Elevation Certificate
- Certificate of occupancy
- Letter certifying the structure elevation is compliant with local ordinances and NFIP regulations, including all applicable NFIP technical bulletins

Review copy of the recorded flood insurance notice to ensure that it was recorded properly.

- Legal counsel may be required to review the recorded flood insurance notice.

Verify that the elevated properties have a current flood insurance policy.

- FEMA staff can search existing databases like PIVOT to verify the insurance policy is current.
- Exercise caution when working with Personally Identifiable Information (PII).

Review the environmental conditions in the Record of Environmental Consideration (REC) and/or Environmental Assessment (EA) 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.

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

Close the structure elevation 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.

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 non-federal match is correct and documented.

Verify that the final property site inventory list matches the approved SOW.

Confirm subrecipient parcel ID number(s) for each elevated property using tax cards, assessor's records, etc.

### Checklist - Recipient Responsibilities

Confirm the subrecipient submitted the following for each elevated property:

- An Elevation Certificate (FEMA Form 81-31)
- A Certificate of occupancy
- An officially recorded copy of the property deed amendment that includes notice of flood insurance requirements for each property
  - Signed “Acknowledgement of Conditions for Mitigation of Property in an SFHA with FEMA Grant Funds” form
- Verification of flood insurance

Prepare a final site inspection report that contains the name of the inspector and date of inspection, verifies work was completed, and lists structures elevated.

- To confirm the SOW was completed, clearly labeled color photographs of each elevated property are required. Color photographs should show that all structures have been elevated and should include the front, rear, and side elevations of the structure.
- Include the date of the color photograph, property address geo-coordinates (latitude/longitude), and name of the photographer.

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 complies with the award terms and conditions
- Proof that the reported costs were incurred in the performance of eligible work (for subaward and federal award closeout)

Verify that environmental project conditions were met and permits, notices, and other relevant documentation was submitted as outlined in the project conditions of the REC and/or EA (if applicable).

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

Obtain final financial and progress reports from subrecipients.

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

## Subrecipient Responsibilities

### Checklist - Subrecipient Responsibilities

Notify the recipient within the required time frame of project completion per state-local agreement that the project is ready for final inspection and closeout.

Certify that the SOW for the approved subaward was completed.

### Checklist - Subrecipient Responsibilities

Upon completion of the elevation work, submit the following for each structure:

- An Elevation Certificate (FEMA Form 81-31) for each elevated structure verifying that “as-built” elevations comply with the local floodplain ordinance and NFIP floodplain management and HMA requirements
- A certificate of occupancy for each structure to certify each is code compliant
- An officially recorded copy of the property deed amendment that includes notice of property maintenance and flood insurance requirements for each property
- “Acknowledgement of Conditions for Mitigation of Property in an SFHA with FEMA Grant Funds” form signed by each property owner
- Verification of flood insurance for each structure

Ensure that all the reimbursable expenses have been submitted.

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

Gather all copies of permits and local inspection documentation.

Verify environmental conditions were met and submit permits, notices, and other relevant documentation outlined in the project conditions in the REC and/or EA (if applicable).

Prepare any other closeout documentation to be submitted 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 audits of the closed project.