

Wildfire Closeout Checklist

Purpose: Understand the FEMA process to successfully close out a wildfire activity.

Wildfire mitigation projects can be funded by HMGP, BRIC, or PDM and mitigate against damage to at-risk structures and associated loss of life from the threat of future wildfire through:

- **Defensible Space:** Projects creating perimeters around residential and non-residential buildings, structures, and critical facilities through the removal or reduction of flammable vegetation.
- **Ignition-Resistant Construction:** Projects that apply ignition-resistant techniques and/or non-combustible materials, technologies, assemblies, and retrofit techniques on new and existing buildings, structures, and critical facilities.
- **Fuels Reduction/Vegetation Management:** Projects that remove vegetative fuels proximate to at-risk buildings and structures that, if ignited, pose a significant threat to human life and property, especially critical facilities.
- **Flash Flooding Prevention and Sediment Reduction Measures:** Projects that mitigate the risk of flooding after a wildfire event has burned the watershed upstream of a project area.

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.



FEMA

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
<p>Recipient closeout request letter signed by the Governor’s Authorized Representative (GAR) or equivalent certifying:</p> <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)
<p>Final itemized budget summary that includes the federal share disbursed, match, any federal funds to be de-obligated, and final total project cost incurred.</p>
<p>Documentation of program income and interest earned requirement, if applicable.</p>
<p>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.</p> <ul style="list-style-type: none"> ▪ 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 color photographs.
<p>NFIP Repetitive Loss Update Worksheet (Form AW-501 or equivalent).</p>
<p>Final Operations and Maintenance (O&M) Plan (signed and dated by the local operators, subrecipient, and recipient).</p>
<p>Environmental Planning and Historic Preservation (EHP) Closeout Review:</p> <ul style="list-style-type: none"> ▪ 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 project conditions of the Record of Environmental Consideration (REC) and/or Environmental Assessment (EA) (if applicable).

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 color photographs.
Review the latitude and longitude coordinates submitted at closeout to confirm they are the same as the latitude and longitude coordinates approved during project award (or approved SOW changes).
Review the environmental conditions in the REC and/or EA to confirm conditions were met, and permits, notices, or 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.
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.

Checklist - FEMA Process

Close the wildfire project in the appropriate grant system.

Verify receipt of Repetitive Loss form AW-501 or equivalent.

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.

Review financial reconciliation to determine if a de-obligation is needed.

Review quantities and specifications to confirm they are the same as when the project was awarded. If not, verify there is documentation for changes.

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.

Obtain final financial and progress reports from subrecipients.

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
- The reported costs were incurred in the performance of eligible work

Prepare a final inspection report with the name of the inspector and date of inspection that includes:

- A detailed narrative explaining that all individual components of the project were completed
- Color photographs of project area(s) with clear labels
- A map of project area(s) with accurate geospatial coordinates

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

The recipient must maintain the complete federal award closeout records file for at least 3 years from the submission date of its final expenditure report.

Subrecipient Responsibilities

Checklist - Subrecipient Responsibilities

Notify the recipient per recipient-subrecipient agreement that the project is ready for final inspection and closeout.

Certify that the SOW for the approved subaward was completed.

Checklist - Subrecipient Responsibilities

Ensure that all reimbursable expenses have been submitted.

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

Provide copies of environmental and/or historic preservation compliance documentation if conditions were assigned to the project.

Provide copies of any required permits.

Submit an O&M Plan that meets or exceeds local codes, is in conformance with appropriate fire-related codes, and includes:

- Information demonstrating that the requested wildfire project will be maintained to achieve the proposed hazard mitigation.
- A description of the maintenance activities in the mitigation project (e.g., defensible space, hazardous fuels reduction, ignition-resistant construction).
- The period of time the community is committing to maintain the area and/or project site, which must be consistent with the project useful life in the Benefit-Cost Analysis.
- A discussion of the post-closeout activities that will be undertaken to maintain the area and/or project site for the duration of the project useful life.
- The schedule for implementing the maintenance activities.

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.

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

Be prepared for possible audits of the closed project.