

Wind Retrofit Closeout Checklist

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

Wind retrofits are modifications of existing structures to reduce the risk of future damage and to protect inhabitants. Wind retrofits can be structural or nonstructural and can be done for a range of hazards. Wind retrofit projects are projects that strengthen the building's structure from wind loads and windborne debris, the adequacy of the building's load path, and its ability to transfer loads without failing. Wind retrofit projects for one- and two-family residential buildings must be designed in conformance with the design criteria found in FEMA P-804, *Wind Retrofit Guide for Residential Buildings* (2010).

Examples of wind retrofit projects include:

- Replacing roof and wall coverings with those capable of resisting high winds
- Installing and improving roof covering underlayments such as securing roof deck attachments and providing a secondary water barrier
- Protecting openings (windows, doors, garage doors, soffits, and vents) to resist high winds, windborne debris, and wind-driven rain

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>For residential buildings, a written statement that the project, as specified in the submitted construction documents, was designed in conformance with FEMA P-804 and the applicable codes referenced in the submitted construction documents.</p>
<p>For residential buildings, a written statement from the person(s) who performed field observations (e.g., local building department personnel, project evaluator) in conformance with the submitted construction documents (provide document references).</p>
<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>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 photographs.
<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 environmental project conditions (if applicable).
<p>Final Progress Report.</p>

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 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.
Verify that the completed wind retrofit project achieved the level of protection approved in the SOW.
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).
Review the environmental conditions in the Record of Environmental Consideration and/or Environmental Assessment 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.

Checklist - FEMA Process

Close the wind retrofit 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 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.

Ensure the non-federal match is correct and documented.

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

Include a statement from a licensed professional engineer or a registered architect in the state that all project retrofits have been designed to meet the requirements of the referenced code and standards for the project.

Submit color photographs of the wind retrofit project site before and after construction.

Verify latitude and longitude coordinates of the project site.

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

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 the award terms and conditions.

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.

Retain documentation for a period of 3 years from the state's submission date of its 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.

Checklist - Subrecipient Responsibilities

Certify that the SOW was completed as approved in the subaward.

If the structure is located in a Special Flood Hazard Area, ensure that the local government provides documentation of flood insurance for the structure and a copy of the recorded deed amendment.

Ensure that all reimbursable expenses have been submitted.

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

Submit all copies of permits and local inspection documentation.

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

Prepare any 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 audits of the closed project.