

Region	State Code	Disaster Number	Application ID	Project Number	Fiscal Year	Quarter Number	Sub-Recipient Name	Project Title
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Approved POP Completion Date	POP Time Extension	POP Time Extension Date	Cost Code	Status	Percentage Work Complete	Actual Project Completi on Date	Total Properties
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Property ID list	Total Recipient Drawdown	Most Recent Drawdown Date	Federal Funds Disbursed/ Obligated	Sub- Recipient Expenditure s To Date	Date Final Payment Made to Sub-grantee	Comments
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If in Closeout, where does it reside?	Select the reason for closeout deficiency	Reasons for Closeout Deficiency- Other
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Percentage Work Complete
Actual Project Completion Date
Total Properties
Property ID List
Total Recipient Drawdown
Most Recent Drawdown Date
Federal Funds Dispersed/Obilgated
Sub-Recipient Expenditures To Date
Date Final Payment Made to Sub-grantee
Comments

If in Closeout, where does it reside?

Reasons for Closeout Deficiency

Field Description
Populate the Region your State/Tribe/Territory is affiliated to.
Enter your State. NOTE: The standard is to write out the name of the State. Do not use the abbreviation.
This field should be pre-populated but in the event it is not: Populate or confirm the disaster number that is associated with the project.
This field should be pre-populated but in the event it is not: Populate or confirm that the Application ID associated with the project.
This field should be pre-populated but in the event it is not: Populate or confirm that the FEMA project number associated with the project.
This field should be pre-populated but in the event it is not: Populate or confirm the fiscal year for this reporting period.
This field should be pre-populated but in the event it is not: Populate or confirm the quarter number for this reporting period.
Enter the name of the sub-recipient that was awarded federal funds.
Enter the name of the project that was awarded.
Enter the approved, original date the project is scheduled to be completed.
Has the POP been extended beyond the approved, initial POP? If yes, complete the 'POP Time Extension Date' field in the project details.
Enter the new, approved date of the POP.
From the drop down menu, select whether the project's costs are: Unchanged, Overrun, Underrun.
<p>On Schedule: All work within the sub-award should align with the Scope of Work (SOW), budget and milestones.</p> <p>Work Completed: 100% work completion is based on sub-recipient's report to the recipient, the date on which all work associated with the project requirements (e.g., EHP, code and permit certifications, obtain insurance) and section 406 mitigation, if applicable. This includes the date of payments of claims or certifications to the recipient for project closeout, financial reconciliation, or recipient site inspection. If a subsequent recipient site visit does not verify work was actually completed in compliance with the terms of the award, the recipient should correct the report of work completion. FEMA may choose to treat the work as still ongoing under the grant until the corrected date of work completion, as reported by the recipient. Alternatively, the recipient or FEMA may determine that the work did not result in disallowed costs under the grant award.</p> <p>For planning-related activities under HMGP, 100 percent work completion is also when all work within the approved scope of work is completed.</p> <p>For HMA mitigation planning grants, 100 percent work completion is on the date FEMA issues the approval letter to the recipient where some jurisdictions are not actively pursuing plan adoption and approval under a multijurisdictional plan.</p> <p>The overall project closeout process begins upon completion of the project work. The recipient must enter in its progress report the date of project completion. The work completion date also triggers the respective 90-day project closeout reporting time frames for the sub-recipient.</p> <p>Reporting Completed: This phase is when all financials have been reconciled and the sub-award is ready for closeout.</p> <p>Closed: A project will be noted as closed when all eligible project costs are reconciled, final payment is made, the project is closed in NEMIS, and the project is officially closed in NEMIS, a QPR will be required even if a project is 100% work complete.</p> <p>Suspended: A suspended sub-award is a temporary hold preventing further expenditure of funds.</p> <p>Delayed: Any sub-award that has been delayed due to things beyond your control (i.e. Weather, Procurement, Design Error, Cost Escalation, etc.)</p> <p>Cancelled: A cancelled sub-award means the end of the Federal award prior to the planned end of the Period Of Performance (POP). High budget costs Contractors cannot meet milestones; Unrealistic timeframes Lack of material, tools, staff</p>

You are measuring the estimated percentage between where the project currently is in relation to the Scope of Work. 100 percent is the date on which all work associated with the approved Scope of Work is complete, including meeting all compliance requirements, section 406 mitigation, if applicable. This does not include associated grant administrative activities (e.g., submitting pay applications, reconciliation, or recipient site inspections).

If a subsequent recipient site visit does not verify work was actually completed in compliance with the terms of the award, the recipient should correct the report of work completion. FEMA may choose to treat the work as still ongoing under the grant until the corrected date of work completion, as reported by the recipient. Alternatively, the recipient or FEMA may determine that the work did not result in disallowed costs under the grant award.

For planning-related activities under HMGP, 100 percent work completion is also when all work within the approved scope of work is complete.

For HMA mitigation planning grants, 100 percent work completion is on the date FEMA issues the approval letter to the recipient, where some jurisdictions are not actively pursuing plan adoption and approval under a multijurisdictional plan.

NOTE: Until the project is officially closed in NEMIS, a QPR will be required even if a project is 100% work complete.

The overall project closeout process begins upon completion of the project work. The recipient must enter in its progress report the date that the project work is complete.

The work completion date also triggers the respective 90-day project closeout reporting time frames for the sub-recipient.

For Acquisition and Relocation projects ONLY: Indicate how many properties were acquired and / or relocated during the current reporting period.

Indicate the Property ID number(s) associated with the address in NEMIS that has been acquired and / or relocated.

1. In NEMIS, go to the Property Site Inventory tab.
2. Locate the address that has been acquired and / or relocated during the current reporting period.
3. Enter the Property ID number(s) associated with that address.

The Federal obligations the recipient has drawn down from Smartlink.

Enter the date of the most recent draw down by the recipient.

Enter the total Federal funds provided to the sub-recipient.

Current funding paid to the vendors by the sub-recipient.

Enter the date the final amount of funding was given by the recipient to the sub-recipient.

Add any comments relevant to the project. Example:

"Reason 100% Complete and Still Open":

Pending Closeout Request from Recipient

Pending FEMA Closeout Action

The recipient must report on its progress or performance report to FEMA the date on which the sub-recipient completed award, as reported by the sub-recipient. (If subsequent review and inspection does not verify it, the recipient must correct

For disaster assistance:

- Report on its quarterly financial report (SF-425) the date on which the sub-recipient completes its last work for the project under the Stafford Act for FEMA to notify the recipient of any disallowed costs the recipient may owe back to FEMA under the sub-recipient's award;
- Certify that the project was in compliance with the provisions of the FEMA-State Agreement;
- Review documentation of the sub-recipient's expended costs and reconcile sub-recipient expenditures;
- Within 180 days of the sub-recipient's completion of work, certify that all work is completed as approved in the sub-recipient's award and applicable federal, state, and local laws and regulations;
- Conduct or request a Final Inspection (including a possible site inspection or visit) and make a certification and provide information on environmental conditions, required permits, and applicable building codes;³⁶⁷
- Request closure of PWs/projects and/or comply with the 90-day liquidation period deadline;
- Certify that all eligible funds have been provided to the sub-recipient;
- Request closure of sub-recipient's account and/or comply with automatic closure of sub-recipient once all projects are closed for the sub-recipient;
- Submit any appeals to FEMA on behalf of the sub-recipient; and
- Resolve any negative audit findings with the sub-recipient.

FEMA designated staff:

- When FEMA receives payment of claims certifications / closeout requests, the designated staff verifies necessary information and requests. Upon verifying closeout, FEMA sends the recipient a final closeout letter confirming the final expenditures for the sub-recipient's award.
- Close the sub-recipient account in the grants management system.

In accordance with the 2019 Fraud Risk Profile Findings provided by the FEMA Fraud Investigation and Inspection Division, the recipient was deficient in the closeout process.

Please select one of the following reasons:

- Staffing (inadequate staffing for completing closeout requirements)
- Recipient's failure to request timely closeout
- Non-compliance with grant requirements
- Failure to track and manage grant timelines
- Unable to reconcile State Management Cost
- Failure to enforce existing requirements
- Appeals
- Establishing Debt Collection
- Other

If "Other" is selected, please provide a short description of the reason for closeout deficiency in the next column.