

## Project Worksheet Grant Close-out Checklist (PW-6)

- ☐ Project name: \_\_\_\_\_
- ☐ Initial Federal share: \_\_\_\_\_
- ☐ Initial State share: \_\_\_\_\_
- ☐ Initial Local share: \_\_\_\_\_
- ☐ Initial Project total: \_\_\_\_\_
- ☐ Administrative funds: \_\_\_\_\_
- ☐ Grantee (state): \_\_\_\_\_
- ☐ Applicant (Local Jurisdiction): \_\_\_\_\_
- ☐ Applicant's Point of Contact: \_\_\_\_\_
- ☐ Point of Contact's address: \_\_\_\_\_
- ☐ Point of Contact's phone: \_\_\_\_\_
- ☐ Point of Contact's fax: \_\_\_\_\_
- ☐ Point of Contact's e-mail: \_\_\_\_\_
- ☐ Disaster number: \_\_\_\_\_
- ☐ FEMA project number: \_\_\_\_\_
- ☐ Total federal share: \_\_\_\_\_
- ☐ Final federal share: \_\_\_\_\_
- ☐ Final administration fee: \_\_\_\_\_
- ☐ Final local share: \_\_\_\_\_
- ☐ Final grantee share: \_\_\_\_\_
- ☐ Amount to be deobligated: \_\_\_\_\_

- ☐ Name of state Inspector: \_\_\_\_\_
  - ☐ Date of close-out inspection(s): \_\_\_\_\_
  - ☐ List any follow-up actions required: \_\_\_\_\_
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### **Financial**

- ☐ Date approved by the FEMA region (obligation letter)
- ☐ Is the amount of the local match properly documented?
- ☐ Did we earn any interest on any of the federal share provided?
- ☐ Were all federal funds expended?
- ☐ If there were any unused federal funds, were they been returned to the state?
- ☐ Do we have any unpaid bills for the project?
- ☐ Have we received all authorized subgrantee administrative funds?
- ☐ Do we have documentation to support costs associated with subgrantee administrative funds?
- ☐ Did we have any unallowable costs?
- ☐ Did we account for subgrantee administrative funds?

### **Project Administration**

- ☐ Does the completed project scope of work agree with the approved original application and any approved amendments for the project?
- ☐ Did we submit timely quarterly project progress reports?

- ☐ If this was a property acquisition project, is there documentation on file at the local level that:
  - ☐ 1) the property was dedicated to and will it be maintained in perpetuity for uses compatible with open spaces, recreational or wetlands management practices?
  - ☐ 2) there were no new structures built on the property except for public facilities that are open on all sides and functionally related to a designed open space that is approved by the FEMA regional director before construction began?
- ☐ Have we provided a copy of the deed restriction that applies to (c) above.
- ☐ If this was an acquisition project, are we aware that no application for additional disaster assistance will be made for any purpose in the future on this particular project?
- ☐ If this was an acquisition project, did we remove any structure(s) within 90 days of the property close date?
- ☐ Do we have records retention procedures in place that will allow retention of the project records for at least three years after the project completion date and final site inspection by the state, unless further record retention is requested by the state or FEMA?
- ☐ Have we taken photos of the completed project (does not include the plans).
- ☐ If this was a flood related project, what is the base flood elevation?
- ☐ If this was an elevation project, did we present the grantee with an elevation certificate assuring the structure is above the base flood elevation?
- ☐ Do the records include the structure address?
- ☐ Have we provided a drainage map of the overall site?
- ☐ If this was a school project, was a safe room included?
- ☐ If this project was in the floodplain or floodway, did we complete a Letter of Map Revision (LOMR)?
- ☐ If this was a mitigation project affecting a repetitive loss structure, did we complete an AW-501 (NFIP Repetitive Loss (RL) Update Worksheet)?

- ☐ Have we made provisions for record retention of all project related files for three years after the close of all projects related to this disaster?\*
- ☐ Area all contractors on this project aware that they must also retain all project files for three years after the close of all projects related to this disaster?\*

**Audit Reports:**

- ☐ If we received \$750,000 or more in federal funds in any one fiscal year (for all purposes), a single audit must be conducted. Did we complete such an audit?
- ☐ If we received between \$25,000 and \$300,000 in federal funds in any one fiscal year, has an audit been conducted at the local level to those funds?
- ☐ In accordance with the local audit, were there any discrepancies relative to the funds, and were those discrepancies corrected?
- ☐ If we received between \$25,000 and \$300,000 in federal funds in any one fiscal year, and chose not to have a city wide or county wide audit, there must be an individual grant audit conducted. Do we have a copy of the audit?
- ☐ If we received less than \$25,000 in federal funds in any one fiscal year, are we still subject to state and local auditing requirements. Were such audits conducted?

- \* The three year record retention requirement begins when all projects from this disaster are closed, not just from the close of this specific project, unless we have received notice from FEMA or the Office of the Inspector General to continue to retain the documents.**