

Hazard Mitigation Grant Program (HMGP)

Project Close-out Procedures

1. Applicant notifies PEMA that HMGP Project has been completed.
2. PEMA sends Applicant a list of items which will be required at final inspection.
3. PEMA sets up final inspection date with Applicant.
4. PEMA notifies FEMA of final inspection date and invites their participation (FEMA will participate on a case by case basis).
5. Final inspection is conducted by PEMA and FEMA along with any Technical Personnel which may be requested by PEMA or FEMA. A final inspection checklist will be available.
6. PEMA will review all documentation and financial data - any funding adjustments required will be made at this time.
7. PEMA will forward a letter from the Governor's Authorized Representative (GAR) to FEMA indicating that the project has been completed and there will be no further activity or no further funds requested. This will be the request for project close-out.
8. FEMA sends PEMA a project close-out letter which is forwarded to the Applicant.
9. Project closed.

ATTACHMENTS

- Inspection activities checklist for PEMA/Close-out Personnel
- Items required from applicant at final inspection
- Items to be retained by applicant
- Project close-out procedures
- Close-out documents required by the Federal Emergency Management Agency
- Sample letter

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Items to be Retained by applicant

All records and documentation associated with this project should be retained for five (5) years. This information should include, but is not limited to the following:

- Copies of the request for reimbursement forms (HMGP-4) and the fiscal activity summary sheet.
- Original application and any change in scope of work approvals.
- Description of completed project or Engineer's certificate of completion.
- Budget breakdown of expended funds, including local matches.
- Invoices, receipts, vouchers, or other verification of expenses.
- Duplication of Benefits worksheets and information (for acquisition projects).
- Copies of restricted deeds (for acquisition projects).
- Copies of single audit or other required audits.
- All correspondence from project approval to completion.
- Copies of land or rights of way agreements.
- Copies of contracts awarded for project work.
- Any additional items identified as necessary for audit purposes.

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Inspection Activities Checklist for PEMA /Close-out Personnel

1. Need to have copy of application or outline of scope of work.
2. Visit site to insure all buildings removed and land is in accordance with the land use plan (for acquisition project).
3. Visit site to insure all work on project is completed as per the scope of work. For structural projects this may require assistance from PEMA, Department of Environmental Protection or PennDot Engineering Staff.
4. Pick up the four (4) items the applicant is required to provide at the close-out inspection.
5. Conduct an informal overview of Applicant's records to identify any major areas of documentation which appear to be missing.
6. Answer any questions which may arise. Questions should be addressed prior to the close-out letter being forwarded to FEMA.

* Note: Project Officer will be PEMA Representative, if available. Other PEMA Hazard Mitigation Staff could conduct inspection, if required.

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Close-out Documents Required by the Federal Emergency Management Agency

1. Letter from the Governor's Authorized Representative (GAR) indicating project has been completed and no other activity or requests for funds will occur (sample close-out letter attached).
2. Listing of all Federal Funds disbursed for this project (tracking report).
3. Audit verification, if performed.
4. Any additional documents which may be requested or required for a particular project.

*** This close-out request package will be prepared by the Project Officer**

(revised 2/99)

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Items Required from Applicant at Final Inspection

1. A complete fiscal activity summary listing all requests for reimbursements and monies received.
2. Invoices documenting the project expenditures.
3. Copies of the deeds for acquired properties containing deed restrictions (acquisition projects only).
4. Copy of Engineer's completion certificate (structural project only).
5. Letter from Applicant verifying that the conditions of all applicable codes, regulations, and environmental requirements have been met.
6. Copies of the voluntary transaction agreement signed by the homeowners.

*Note: - A copy of all these items should be available for the State Project Officer. They will be reviewed in conjunction with PEMA's records in Harrisburg.