

Acquisition/Demolition/Relocation Closeout Checklist

Purpose: Understand the FEMA process to successfully close out an acquisition/demolition/relocation activity.

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.

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 Checklist

Recipient closeout request letter signed by the Governor’s Authorized Representative (GAR) or equivalent certifying:

- 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)

Final itemized budget summary that includes the federal share disbursed, match, any federal funds to be de-obligated, and final total project cost incurred

Documentation of program income and interest earned requirement (if applicable).



FEMA

Checklist - Required Closeout Documentation Checklist

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.

- 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.

NFIP Repetitive Loss Update Worksheet (Form AW-501 or equivalent).

Property site inventory list that includes the following:

- All of the property addresses that were included in the original project with an indication of which property addresses were mitigated and which (if any) opted out (declined to participate)
- Parcel number
- Closing date (this information may have been updated in the property inventory section in the FEMA grant system)
- Amount paid to homeowner (this information may have been updated in the property inventory section in the FEMA grant system)

Signed Statement of Voluntary Participation (FEMA Form 81-112).

Proof that a proper appraisal method was used to determine property value.

Official copy of the recorded warranty deed for each property that includes FEMA Model Deed Restriction language.

Proof that the deed transferring title of the property and the programmatic deed restrictions were recorded according to state law and within 14 days after the settlement.

Date of purchase and date of demolition.

Proof that the structure(s) were removed by demolition within 90 days of settlement of the property transaction.

Certificate of occupancy from a local government agency or building department for each relocated structure to certify that the structure is code compliant (for relocation projects only).

Environmental Planning and Historic Preservation (EHP) Closeout Review:

- 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).

Final Progress Report.

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
Verify that there is a signed FEMA Statement of Assurances by the subapplicant's authorized agent.
Verify the existence of documentation that the property owner is a National of the United States or qualified alien and that documentation was submitted during the application process.
Review financial reconciliation to determine whether 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 review 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.
Review the property inventory list to ensure the properties that participated in the project match the properties approved in the subaward.
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 official recorded deeds with the FEMA Model Deed Restrictions. <ul style="list-style-type: none"> ▪ FEMA Legal Division may be required to review all of the deeds to ensure they are compliant. ▪ All incompatible easements or encumbrances must be extinguished (unless FEMA approves otherwise).
Ensure that all Statement of Voluntary Participation forms were signed and submitted for all acquired properties.
Ensure a certificate of occupancy was obtained for each relocated structure (for relocation projects only).

Checklist - FEMA Process

Notify FEMA Insurance of any Repetitive Loss properties mitigated.

Review the environmental conditions in the Record of Environmental Consideration (REC) and/or Environmental Assessment (EA) to confirm that conditions were met, and permits, notices, or other relevant documentation was submitted (if applicable).

- 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.

Close the acquisition/demolition/relocation 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 timeframe after project completion, in accordance with the Code of Federal Regulations, HMA Guidance, and agreements for that award or declaration, that the project is ready for closeout.

Ensure submitted expenses are eligible and all costs were incurred during the Period of Performance.

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.

Ensure the final property site inventory list matches the approved SOW.

- Confirm the parcel identification numbers for each acquired property.
- Confirm that the closing date and amount paid to the homeowner is included in the property inventory or has been updated in the grant application system.

Conduct and prepare a final site inspection report that contains the name of the inspector and date of inspection.

Submit clearly labeled color photographs of each acquired property. Photographs should show that all structures have been removed and the ground graded and seeded.

Verify latitude and longitude coordinates of each acquired property.

Checklist - Recipient Responsibilities

Confirm the FEMA Model Deed Restriction was recorded with each corresponding deed as follows:

- The deed restriction must contain required language.
- Any change in wording must be pre-approved by the FEMA Office of Chief Counsel.
- Blank fields in the FEMA Model Deed Restriction must be filled in with correct information.
- Other restrictions that conflict with the FEMA Model Deed Restriction cannot be attached.
- If properties are being acquired due to landslide, the FEMA Model Deed Restriction specifically for landslide acquisition must be included.
- An explanation of why any easements or encumbrances not extinguished are compatible with open space.

Ensure all Statement of Voluntary Participation forms were signed and submitted for the properties that participated in the project.

Verify environmental project conditions were met and permits, notices, and other relevant documentation were submitted as outlined in the project conditions of the REC and/or EA (if applicable).

Obtain final financial and progress reports from subrecipients.

Submit a closeout letter signed by the GAR or equivalent with a statement that the SOW has been completed as approved and/or award terms and conditions.

Submit required closeout documentation to FEMA.

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

Maintain all records and receipts including submitted Quarterly Progress Reports in a secure electronic and physical location.

Maintain acquisition documents in perpetuity.

Subrecipient Responsibilities

Checklist - Subrecipient Responsibilities

Notify the recipient, within the required timeframe of project completion per state-local agreement, that the project is ready for final inspection and closeout.

Certify that the FEMA-approved SOW for the approved subaward was completed in the timeframe prescribed in federal regulations and guidance.

Ensure that all reimbursable expenses have been submitted.

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

Gather all copies of permits and local inspection documentation.

Checklist - Subrecipient Responsibilities

Submit a comprehensive property site inventory that includes the following:

- Property addresses and parcel numbers.
- List of which properties did and did not participate in the project. If a property did not participate, include it in the property inventory and indicate “did not participate” or “declined” or “opted out,” to identify it as not participating.
- Actual amount paid to each homeowner.
- Date paid and closing date.

Signed Statement of Voluntary Participation (FEMA Form 81-112) from each homeowner:

- FEMA Voluntary Participation forms must be submitted. These are not voluntary interest forms that are submitted with the grant application.
- Voluntary Participation forms are signed at or prior to closing by the property owners and subrecipient representative.
- Voluntary Participation forms certify that the property was not acquired by eminent domain.
- An officially recorded copy of the warranty deed with the FEMA Model Deed Restriction for each acquired property must be submitted.
- An explanation of why any easements or encumbrances not extinguished are compatible with open space must be submitted.

Verify environmental conditions were met and submit permits, notices, and other relevant documentation outlined in the project conditions in the REC and/or EA (if applicable).

Prepare any other closeout documentation to be submitted to the recipient for review.

Verify with the Hazard Mitigation Officer what additional documentation is required for closeout.

Verify the recipient has sent confirmation that the project has been officially closed by FEMA.

Be prepared for possible audits of the closed project.

Maintain acquisition documents in perpetuity.