

Region III - CLOSEOUT DOCUMENTATION / PROJECT Check List

State GAR Closeout Request Letter with the following:

- a. Statement that the scope of work was completed as outlined in the approved application or a description of the actual work that was accomplished.
 - i. Include statement of compliance with the Record of Environmental Consideration (REC) if applicable
 - ii. Statement that final site visit was conducted satisfactorily **and date of visit**
- b. Total Approved Project Cost
 - i. Federal share
 - ii. Non-Federal share
 - iii. Recipient and Sub-Recipient administrative/management amount
- c. If all funds have not been used, provide the following:
 - i. Final Total Project Cost
 - ii. Final Federal share
 - iii. Final Non-Federal share
 - iv. Final Recipient & Sub-Recipient administrative/management expenses
- d. Amount of unused funds to be de-obligated (if applicable).
- e. Recipient administrative funds will be de-obligated on a sliding scale

Community Documentation (Not a FEMA requirement)

- a. Copy of Community Closeout Request Letter
- b. Community's acknowledgement that the construction was completed in accordance with the State and/or Local Building and/or Floodplain Code requirements

Final Property List with Address/s and Lot number (including withdrawn properties)

Final Financial Tracking Report (displaying):

- a. Total Approved Project Cost
- b. Amounts Spent
 - i. Federal share
 - ii. Non-Federal share
 1. ICC, In Kind, Program Income, and Interest, contingency, etc, if applicable
 - iii. Recipient & Sub-Recipient administrative/management expenses
- c. Remaining Balance
 - i. Federal share
 - ii. Non-Federal share
 - iii. Recipient & Sub-Recipient administrative/management expenses

Revised Final Budget (This should mirror the original budget with adjustments)

- a. A revised budget showing the final cost breakdown of eligible project expenses by line item as outlined in the original budget (cost estimate)
- b. If applicable, identify the use of ICC, in-kind service, etc., as the source of non- federal funds.

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Final Site Inspection Report

- a. Color photos of each completed project:
 - i. Elevations: Include all four sides
 - ii. Acquisitions: If possible, include some visual landmark to help identify the acquired property
 - iii. Mitigation Reconstruction: Include all four sides
 - iv. Generator/iFlow/Siren/etc.
- b. Lat / Long, Tax Map & Lot Number

Completed Final 100% Quarterly Report.

Additional Documentation: Elevations

- a. Itemized elevation cost per individual structure
- b. Duplication of Benefits (DOB) search completed/identified (NFIP, ICC, IA, etc.)
- c. Proof of current flood insurance policy, equal to the elevation cost
- d. FINAL As-built Elevation Certificate-(FEMA Form 086-0-33)
- e. Certificate of Occupancy (required for the Recipient not FEMA)
- f. Hazard Mitigation Assistance Program Elevation Compliance Record (Region III Elevation Guidelines, Attachment B, Page 2)
- g. Signed Model Acknowledgement of Conditions (Region III Elevation Guidelines, Attachment A-1) for each property with recorded deed restriction
- h. AW501 Form (for NFIP repetitive loss properties)

Additional Documentation: Mitigation Reconstruction

- a. Itemized construction cost for each individual property (see HMA Guidance Addendum Mitigation Reconstruction for sample)
- b. Duplication of Benefits (DOB) search completed/identified (NFIP, ICC, IA, etc.)
- c. Proof of current flood insurance policy, equal to the reconstruction cost
- d. FINAL As-built Elevation Certificate-(FEMA Form 086-0-33)
- e. Is final square footage within 10% of the original structure square footage
- f. Certificate of Occupancy
- g. Certification from building official or licensed design professional verifying that the structure was designed and constructed to the minimum standard of the 2009 International Codes, or latest edition
- h. Signed Model Acknowledgement of Conditions (Region III Elevation Guidelines, Attachment A-1) for each property with recorded deed restriction
- i. AW501 Form (for NFIP repetitive loss properties)

Additional Documentation: Acquisitions

- a. Itemized cost breakdown, including amount paid at settlement for each individual property
- b. Housing and Urban Development 1 (HUD-1) (required for the Recipient not FEMA)
- c. Duplication of Benefits (DOB) search completed/identified (NFIP, ICC, IA, etc.)



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- d. Copy of recorded deed with deed restriction Exhibit A
- e. AW501 Form (for NFIP repetitive loss properties)

Open Space Request may not be submitted prior to closeout. No prior approval can be granted until project is closed and all remaining funds have been returned to the appropriate funding source.

Additional Documentation: Flood-Proofing (non-residential flood-proofing projects)

- a. Itemized construction cost per individual structure
- b. Duplication of Benefits (DOB) search completed/identified (NFIP, ICC, IA, etc.)
- c. Proof of current flood insurance policy, equal to the elevation cost
- d. FINAL As-built Flood-proofing Certificate-(FEMA Form 086-0-34)
- e. Certificate of Occupancy (required for the Recipient not FEMA)
- f. Hazard Mitigation Assistance Program Elevation Compliance Record (Region III Elevation Guidelines, Attachment B, Page 2)
- g. Signed Model Acknowledgement of Conditions (Region III Elevation Guidelines, Attachment A-1) for each property with recorded deed restriction
- h. AW501 Form (for NFIP repetitive loss properties)

OTHER-Equipment etc.

- a. Operations & Maintenance Agreement (Equipment, sirens, cameras, etc) (not required for FEMA)
- b. Documentation that the installed generator size and specifications are compliant with those approved in the SOW
- c. Demonstrate that the equipment (generator, equipment, siren, etc.) was permanently acquired in accordance with installed?

For Plans – See separate closeout document for plans