

Warning System Closeout Checklist

Purpose: Understand the FEMA process to successfully close out a Warning System activity.

Warning systems projects install equipment and systems to warn people about natural hazards such as earthquakes, tornadoes, tsunamis, and flash floods. Projects may include the purchase of National Oceanic and Atmospheric Administration (NOAA) weather radios, sirens, and enhanced or reverse 911 systems.

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

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.



FEMA

Checklist - Required Closeout Documentation

If required, final inspection report (with date of inspection and name and title 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 photographs, and latitude/longitude coordinates to the nearest six decimal places for comparison with the pre-mitigation photos.

If applicable, require submission of Personal Property Form (SF-428) when purchased equipment meets the definition of equipment per Title 2 of the Code of Federal Regulations (CFR) Part 200.

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

Review financial reconciliation to determine if a de-obligation is needed.

Verify there are no outstanding issues that could affect funding, such as appeals.

Verify that a Duplication of Benefits search 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.

Checklist - FEMA Process

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 photographs, and latitude/longitude coordinates to the nearest six decimal places for comparison with the pre-mitigation photographs.

Review the latitude and longitude coordinates submitted at closeout to confirm they are the same as the latitude and longitude coordinates approved during project award (or approved SOW changes).

Review the environmental conditions in the Record of Environment Consideration (REC) and/or Environmental Assessment (EA) to confirm 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.

Send the signed closeout approval letter notifying the recipient of successful project grant completion.

Close the warning system project in the appropriate grant system.

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 CFR, 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.

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 the warning system.

Verify latitude and longitude coordinates of the installed warning system.

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

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

Checklist - Recipient Responsibilities

Obtain final financial and progress reports from subrecipients.

Submit required closeout documentation and closeout request letter to FEMA.

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

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 time frame 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.

Verify that 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 recipient for review.

Submit additional documentation for closeout as required by the recipient.

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

Be prepared for possible audits of the subrecipient's closed project.