

**TRANSMITTAL CHECKLIST OF DOCUMENTATION
FOR RECONCILIATION / CLOSEOUT OF HMGP PROJECTS**

Disaster No. _____ State Project No. _____ FEMA Project No. _____ Date _____

Subgrantee/Applicant Documentation

	DOCUMENT DESCRIPTION	COPIES TO	VERIFIED ✓
1	Invoices, checks/warrants, and financial records associated with each project	STATE	
2	Authorized Representative Letter requesting closure of the project. It should certify that the project was completed and indicate the final cost of the project (Fed, Non-Fed Shares)	STATE	
3	404 Mitigation Project Work Schedule & Performance Report (used as Quarter and Final Performance Report)	STATE	
4	Final List-all properties acquired, relocated, elevated or demolished by former owner, address & legal description *	STATE	

State/Grantee Document Requirements

	DOCUMENT DESCRIPTION	COPIES TO	PROVIDED ✓
REGULAR & 5% INITIATIVE PROJECTS			
1	State checks/warrants paid to Subgrantee	FEMA	
2	404 Mitigation Project Work Schedule & Performance Report for each project <ul style="list-style-type: none"> • See sample of A/R/E Performance Report (Acquisition/Relocation/Elevation) • See sample of ALL OTHER PROJECTS Performance Report 	FEMA	
3	Closeout Request Letter from Subgrantee	FEMA	
4	Final Inspection Report	FEMA	
5	Documentation of Acquisition / Relocation / Elevation / Demolition Projects: <ul style="list-style-type: none"> • Statement of Assurances • Warranty Deed with Deed Restrictions (Exhibit A) or Open Space Easement (Exhibit B) • Voluntary Transaction Agreement • Duplication of Benefits Affidavit • Hazardous Materials Individual Property Survey • Privacy Act Release 	FEMA FEMA FEMA FEMA FEMA	
5-a	PROPERTY SITE INVENTORY COMPLETED FOR HMGP-NEMIS or HMGP-HISTORIC *	FEMA	
6	Financial Reconciliation/Adjustments Project Sheet	FEMA	
7	GAR letter to FEMA requesting closure of the project	FEMA	
8	Final List of all properties acquired, relocated, elevated or demolished by address and legal description	FEMA	
STATE MANAGEMENT COST PROJECTS (SMC)			
1	GAR letter to FEMA requesting closure of the project	FEMA	
2	Salaries & Benefits Cost Sheet & Financial Summary Project Sheet	FEMA	

SAMPLE FORMS ATTACHED

	DOCUMENT DESCRIPTION
1	Sample letter from SUBGRANTEE/Applicant to State requesting closure of the Project
2	Sample letter from State to FEMA requesting closure of the project
3	Financial Summary Project Sheet
4	Final Inspection Report
5	404 Mitigation Project Work Schedule & Performance Report <ul style="list-style-type: none"> • See sample of A/R/E Performance Report • See sample of ALL OTHER PROJECTS Performance Report
6	Acquisition/Relocation/Elevation Projects (SEE SAMPLE A/R/E FORMS)
7	Salaries & Benefits Cost Sheet & Financial Summary Project Sheet
**	Final Financial Report (FEMA 20-10) (Used only for closeout of disasters)

*=**REQUIRED - ATTACH PRINT-OUT OF PROPERTY SITE INVENTORY (PSI) REPORT (part 3 on disc labeled PROP-SITE 2 or 3)**