



Large  
Project  
Closeout



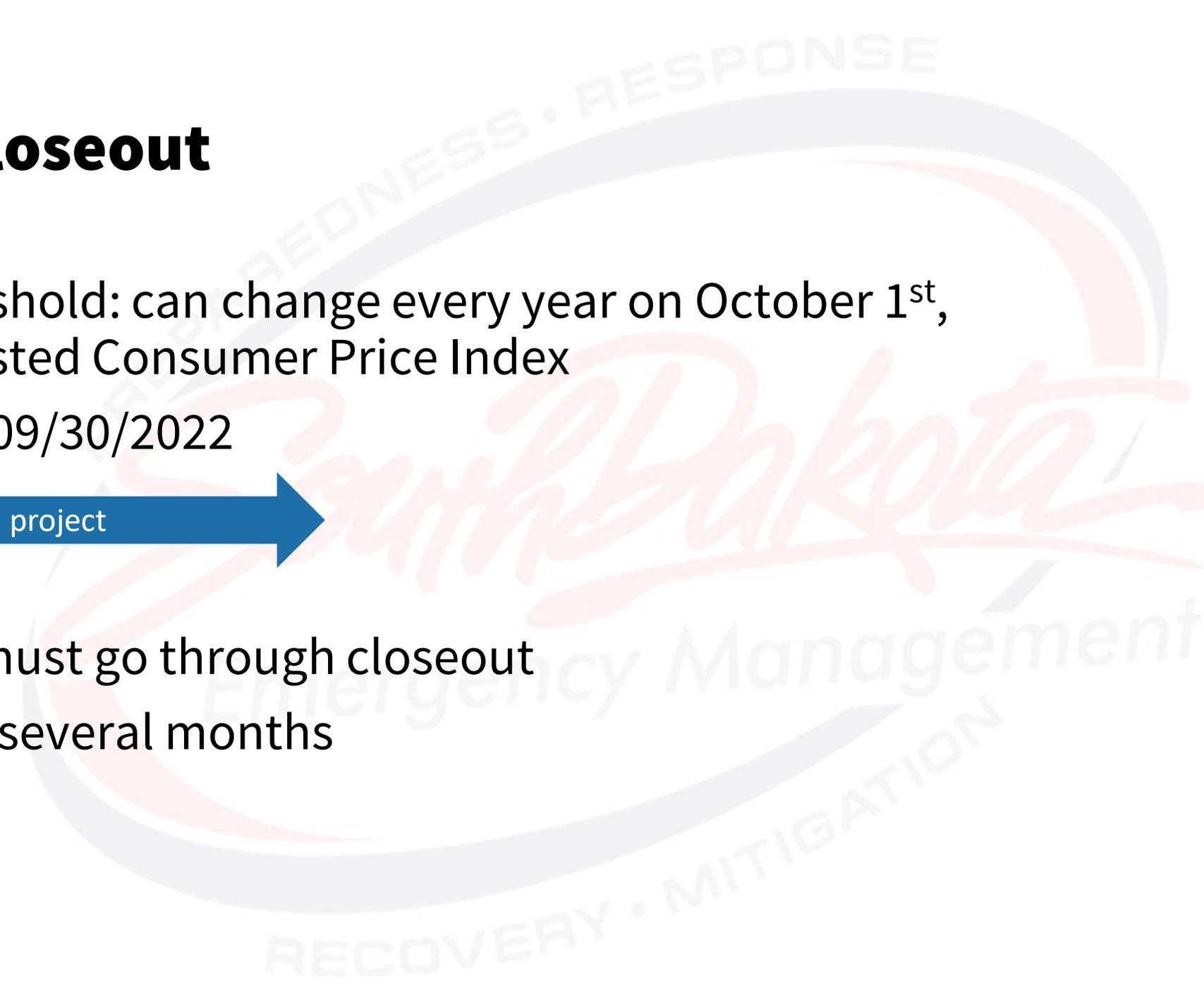


# Large Project Closeout

- Large project threshold: can change every year on October 1<sup>st</sup>, based on the adjusted Consumer Price Index
- \$139,800 through 09/30/2022



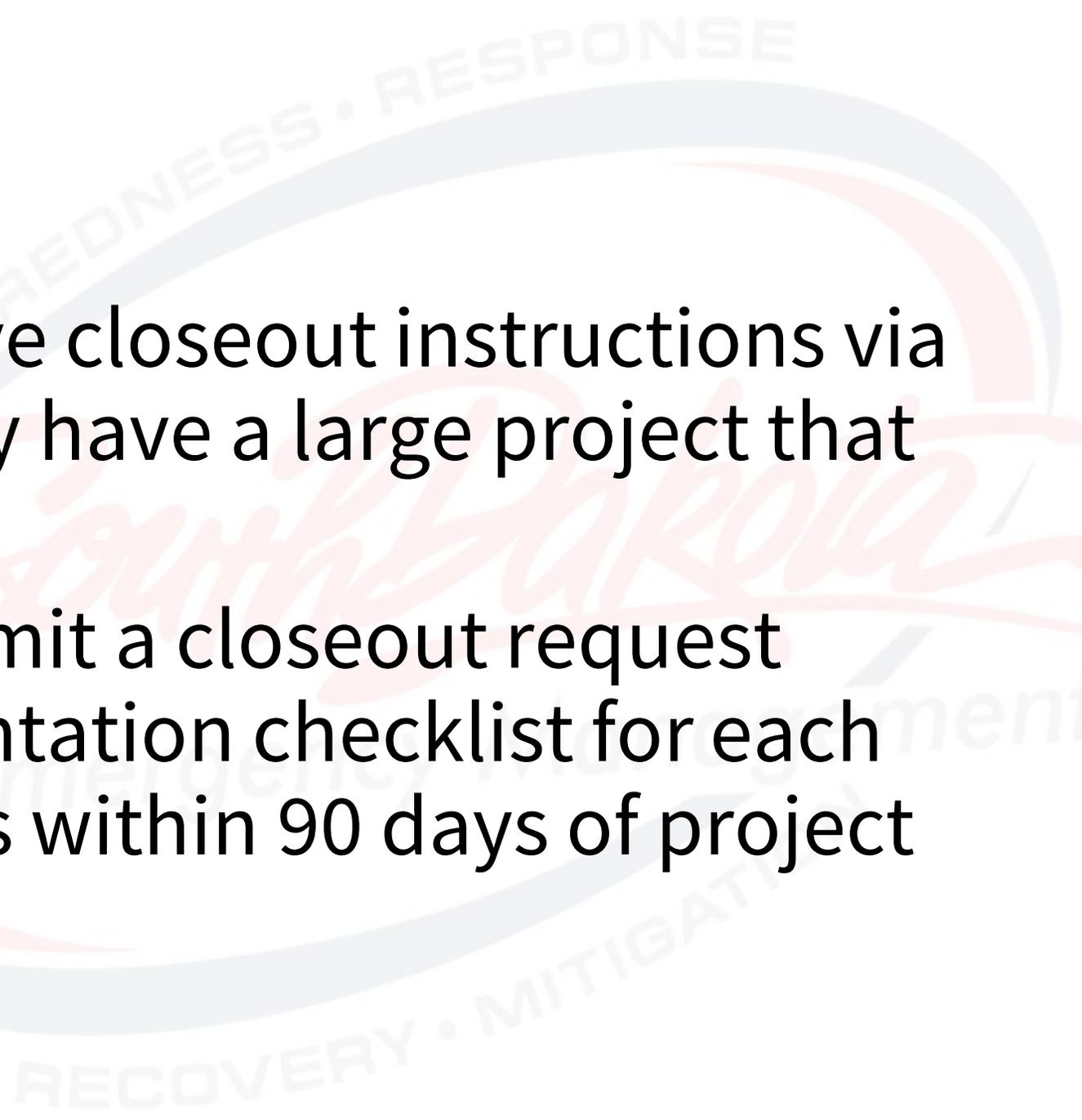
- All large projects must go through closeout
- Closeout can take several months





## Large Project Closeout

- Applicants will receive closeout instructions via e-mail each time they have a large project that is obligated.
- Applicants must submit a closeout request letter and a documentation checklist for each of their large projects within 90 days of project completion.



# Large Project Closeout : Request Letter

**\*Instructions:** Below is the required template applicants of the Public Assistance (PA) Grant must complete when requesting their Large Project Closeout. The areas in red are for each applicant to complete with their project information. The project completion date should reflect the last day any physical work was done on a project, not the day the final bills were received or paid. Applicants are encouraged to copy the information below to input into their respective letterhead. As always, if you have any questions please feel free to contact PA Staff at 605-773-3231

Re: SD-DR-\*\*\*\* PW#\*\*\*\*  
[Applicant Name]  
Large Project Closeout Request

SD OEM Public Assistance,

This letter is to request the closeout of SD-DR-\*\*\*\* PW#\*\* for [Applicants name]. We certify that this project was completed on (date) at total cost of \$XX,XXX.XX. Costs incurred are congruent with the PW scope of work. (Applicant notes any anomalies that may have changed the project therefore affecting the overall cost of the project)

We have supplied all documentation that supports our costs on this project as listed in the Summary of Documentation (SOD). Our totals are summarized in the table below.

Item	Totals
Force Account Labor	
Force Account Equipment	
Materials	
Contracts	
Rental Equipment	
Miscellaneous	
Salvage Credit	
<b>Total Cost</b>	\$ -

[Applicant Signature]

- Copy and paste the body of the closeout request letter onto your letterhead.
- Fill in the required information (highlighted in red in the template letter)
- The Disaster number for your project starts with DR-
- The Disaster number and PW (Project Worksheet) number for your large project are included in the e-mail you receive notifying you of the project obligation.
- The project completion date should be the last date of physical construction on the project.
- Please make sure you sign and date the letter.

# Large Project Closeout : Documentation checklist

## Final inspection Applicant Documentation Checklist

	GP/EMMIE	REC	Provided	N/A
Time extension				
Improved Project				
Alternate Project				
Insurance				
Current Insurance Policy at time of closeout				
Current schedule of values at time of closeout				
Statement of loss from insurance carrier				
Statement from applicant is no claim was submitted				
Statement of no insurance from applicant				
Emergency declaration for applicant				
Mutual aid agreement				
Duplicate funding information from other agencies				
Post disaster photographs showing damaged facility				
Codes and standards				
A & E fees supporting scope of work				
Hazard Mitigation				
Copies of building permits				
Copies of EHP compliance or correspondence				
Photos, receipts, invoices and contracts				
Salvage value for equipment purchased over \$5,000				
Labor Summary and timesheets				
Benefits breakdown				
Equipment summaries				
Material records				
Rental equipment contracts				
Applicable pay policies				
Emergency pay policies				
Applicant procurement policy				
Proposal/bid form and bid tabulation				
Copy of contract				
Invoices and proof of payment				
Change ordered				

- Review the documentation checklist.
- If you have already uploaded the required documentation to Grants Portal, check the box under GP/EMMIE; you do not need to send in new copies of documentation that has already been uploaded.
- If the required documentation has not been uploaded, please provide a copy of the documentation with your closeout request and mark the box under Provided.
- If certain documentation is not relevant to your project, check the box under N/A for not applicable.



# Large Project Closeout - Timeline

- Applicants must submit their closeout request to the State within 90 days of project completion.
- The State will review the closeout documentation and request any additional documentation needed for closeout.
- The State will send the project to FEMA for large project closeout.
- FEMA may take several months to close out large projects.
- Upon closeout, the applicant will be notified if any funds were deemed ineligible and have the opportunity to appeal.
- Any funds not paid upon initial obligation will be paid out upon project closeout.

# Have Questions?

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