

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

Disaster#		State Project # ST-		HMGP/eGrants Project #		Date	
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**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 and Performance report (used as Quarter and Final Performance Report (HMGP))	STATE	
4	Final List-all properties acquired, relocated, elevated or demolished by former owner, address and legal description (1)	STATE	

**State/Grantee Documentation Requirements**

DOCUMENT DESCRIPTION REQUIRED		COPIES TO	PROVIDED
<b>REGULAR &amp; 5% INITIATIVE PROJECTS</b>			
1	State checks/warrants paid to Subgrantee	FEMA	
2	404 Mitigation Project Work Schedule and Performance report for each project See sample of A/R/E Performance Report (Acquisition/Relocation/Elevation) See sample of ALL OTHER PROJECTS Performance Report	FEMA	
3	Written justification (describing how) all Environmental Conditions were met, signed Environment Declaration and copies of all Required Permits	FEMA	
4	Closeout Request Letter from Subgrantee (noting total dollars expended and admin received (where applicable))	FEMA	
5	Final Inspection Report	FEMA	
6	Documentation of Acquisition/Relocation/Elevation/Demolition Projects:		
	Statement of Assurances	FEMA	
	Warranty Deed with Deed Restrictions (Exhibit A) or Open Space Easement (Exhibit B)	FEMA	
	Voluntary Transaction Agreement	FEMA	
	Duplication of Benefits Affidavit	FEMA	
	Hazardous Materials Individual Property Survey	FEMA	
	Privacy Act Release	FEMA	
6a	PROPERTY SITE INVENTORY COMPLETED FOR HGMP-NEMIS or HGMP-HISTORIC (1) INCLUDING LAT/LONG	FEMA	
7	Financial Reconciliation/Adjustments Project Sheet	FEMA	
8	GAR (disaster required) or State Director letter to FEMA requesting closure of the project	FEMA	
9	Final List of all properties acquired, relocated, elevated or demolished by address and legal description	FEMA	
<b>STATE MANAGEMENT COST PROJECT (SMC)</b>			
1	GAR (disaster required) or State Director letter to FEMA requesting closure of the project	FEMA	
2	Salaries & Benefits Cost Sheet & Financial Summary Project Sheet plus documentation for equipment/supplies purchased if required.	FEMA	

**SAMPLE FORMS ATTACHED**

DOCUMENT DESCRIPTION REQUIRED		COPIES TO	PROVIDED
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 and Performance report for each project See sample of A/R/E Performance Report (Acquisition/Relocation/Elevation) 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		
[2]	Final Financial Report (FEMA 20-10) (Used only for closeout of disaster)		
(1)=REQUIRED - ATTACH PRINT-OUT OF PROPERTY SITE INVENTORY (PSI) REPORT			