Subaward Closeout and Federal Award Closeout Checklists

Background Information

These job aids were created to support FEMA reviewers working in FEMA's eGrants Internal System to close out subawards and federal awards. The Recipient has primary responsibility for the closeout tasks for the federal award and its subawards, as detailed in the FEMA-State Agreement, award letter, and the Hazard Mitigation Assistance (HMA) Guidance. For more background information, consult the following references:

- For more information on the roles and processes used during Closeout, refer to Unit 11 of the EMI Independent Study course *IS-0032.a:* Mitigation eGrants System for the FEMA Reviewer available at https://training.fema.gov/is/courseoverview.aspx?code=IS-32.
- For more detailed information on each screen and the steps to be completed for each task in eGrants related to closeout, refer to the *Mitigation eGrants Internal System Quick Reference Guide* on FEMA's web site. While much of the Closeout process occurs outside of eGrants, the closeout of a federal award and its subawards is documented in eGrants.

Purpose of this Job Aid

There are two type of closeout tasks:

1. **Subaward Closeout:** A Subaward Closeout Package, which contains the final quarterly reports for the subaward and specific documentation based on the type of subaward and type of mitigation project type, is submitted by the Recipient and then reviewed by FEMA for compliance.
2. **Federal Award Closeout:** After all the subawards under a federal award are closed out, the federal award can be closed out. A Federal Award Closeout Package, which contains the final quarterly reports for the federal award and other evidence of compliance with terms and conditions, is submitted by the Recipient and then reviewed by FEMA. FEMA will close out a federal award when it determines that all applicable administrative actions and required work have been completed.

The first checklist below focuses on subaward closeout, and the second checklist focuses on federal award closeout.

Subaward Closeout Checklist

Done	Who	What
❑	Recipient	Sends a letter to the FEMA Regional Office requesting closeout of subaward.
❑	Recipient	Submits a Subaward Closeout Package to FEMA.
❑	Mitigation Specialist	Using the Hazard Mitigation Assistance (HMA) Closeout Checklist, review submitted documentation to verify that all conditions of the subaward and closeout requirements have been met.
❑	Mitigation Specialist	• If the documentation is not complete or satisfactory, notify the Recipient of the reason(s), and request additional information or explain the corrective actions needed to resolve the noncompliance issues. • If the documentation is complete and satisfactory, send a Closeout Letter to the Recipient confirming the final federal expenditures for the subaward.
❑	Mitigation Specialist	From the Inbox screen, select the **Closeout** link on sidebar menu.
❑	Mitigation Specialist	The Closeout screen displays. Select the **checkbox** in the Select Subgrant column to identify the subaward to be closed out. Enter the **Close Date**. The Final Federal Share column displays the final amount obligated to the subaward. Click **Save**.
❑	Mitigation Specialist	The Closeout Confirmation screen displays. Select the **Return to Closeout** link or the **Return to Inbox** link.

Federal Award Closeout Checklist

Done	Who	What
❑	Recipient	Sends a letter to the FEMA Regional Office requesting closeout of federal award.
❑	Recipient	Submits a Federal Award Closeout Package.
❑	Mitigation Specialist	Using the HMA Closeout Checklist, review submitted documentation to verify that the all federal award requirements have been met and that sufficient documentation has been provided as evidence.
❑	Mitigation Specialist	• If the documentation is not complete or satisfactory, notify the Recipient of the reason(s), and request additional information or explain the corrective actions needed to resolve the noncompliance issues. • If the documentation is complete and satisfactory, send a Closeout Letter to the Recipient confirming the final federal expenditures for the federal award.
❑	Mitigation Specialist	From the All Grants screen, select the **Closeout** link on the sidebar menu.
❑	Mitigation Specialist	The Closeout screen displays. Verify that all subawards have been closed. Select the **checkbox** in the Select Grant column for the federal award to be closed out. Click **Save.**
❑	Mitigation Specialist	Enter the **Close Date.** The Final Federal Share column displays the final amount obligated to the federal award. Click **Save**.
❑	Mitigation Specialist	The Closeout Confirmation screen displays. Select the **Return to Closeout** link or the **Return to Inbox** link.