

Closeout Form Overview

This overview serves to provide instruction on how to complete this form.

Subgrantee Detail | *The Project and Financial Information sections will be filled out by the SAA prior to forwarding to the subgrantee for completion. In the financial section, the Amount Reimbursed will be completed by the SAA and is based on payments issued by DC Treasury; the **Amount Received should be completed by the subgrantee and reflect all payments received.***

Project Information	
Project Title	[to be completed by SAA]
Subgrantee	[to be completed by SAA]
Subgrant No	[to be completed by SAA]
Final Subgrant Award	[to be completed by SAA]
Final Subgrant Period of Performance	[to be completed by SAA]
Main Subgrantee Point of Contact	[to be completed by SAA]
Financial Information	
Amount Reimbursed	[to be completed by SAA]
Amount Received	

1. File Review | *This section serves as verification that the subgrantee has record of all project related documents.*

1.1. Programmatic | The subgrantee should check “**Yes**” for documents they have on file, and provide comments for those that do not apply or are not in the subgrant’s records.

1. File Review		
1.1. Programmatic		
Documents signed, submitted to the SAA, and on file with the subgrantee, where applicable	Yes	Comments
Subgrant Award	<input type="checkbox"/>	
Grant Adjustment Notices (GANs)	<input type="checkbox"/>	
Project Management Plan (PMP)	<input type="checkbox"/>	
Status Reports	<input type="checkbox"/>	
Final Status Report	<input type="checkbox"/>	
Environmental & Historic Preservation (EHP) documentation	<input type="checkbox"/>	

3. Deliverables | This section serves to capture any deliverables purchased with grant funds that fall within the specified requirements.

3.1. Equipment Purchases| The subgrantee should list all equipment items with the **unit cost of \$5,000.00 or more** and verify all requirements listed on the form are met.

3.1. Equipment Purchases

No – Skip this section
 Yes – Fill out the following

Requirements

- Where practicable, all equipment funded through homeland security should be marked with the following language:
Purchased with funds provided by the U.S. Department of Homeland Security
- Item should be tagged for inventory control.
- Proof of deliverable must be submitted to the SAA.

Equipment Item (≥\$5,000)	Compliant with above requirements	Comments
	<input type="checkbox"/>	

3.2. Exercises| If the project entails an exercise, the subgrantee must list the exercise and ensure all requirements listed on the form are met.

3.2. Exercises

No – Skip this section
 Yes – Fill out the following

Requirements

- Exercises conducted with FEMA support must be managed and executed in accordance with the Homeland Security Exercise and Evaluation Program (HSEEP). (Guidance available at <https://hseep.dhs.gov>).
- All exercises using HSGP funding must be NIMS compliant.
- Subgrantees must report on scheduled exercises and ensure that an After Action Report (AAR) and Improvement Plan (IP) are prepared for each exercise conducted with grant funding and submitted to FEMA within 90 days following completion of the exercise.
- Copy of deliverable (AAR, IP) must be submitted to the SAA.

Exercise Name	Compliant with above requirements	Comments
	<input type="checkbox"/>	

3.3. Training| If the project includes training, the subgrantee must list the course(s) and ensure all requirements listed on the form are met.

3.3. Training

No – Skip this section
 Yes – Fill out the following

Requirements

- Training conducted using HSGP funds should address a performance gap identified through an After Action Report/Improvement Plan (AAR/IP) or contribute to building a capability that will be evaluated through an exercise. Any training or training gaps should be identified in the AAR/IP and addressed in the State or Urban Area training cycle.
- Training not provided by FEMA must be reported to the following website after delivery: https://www.firstrespondertraining.gov/odp_webforms.
- A training course delivered more than three times must be part of the approved State or Federal-Sponsored Course Catalog.

Training Course	Compliant with above requirements	Comments
	<input type="checkbox"/>	

3.4. Written Documents| If the project includes plans, reports, studies, etc, the subgrantee must list the document and ensure all requirements listed on the form are met.

3.4. Written Products

This may include plans, reports, studies, etc.

No – Skip this section
 Yes – Fill out the following

Requirements

- All written products funded through homeland security grants should contain the following language:
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- Copy of deliverable must be submitted to the SAA.

Written Product Name	Compliant with above requirements	Comments
	<input type="checkbox"/>	