

Closeout Form Overview

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

- 1. Project Information** | This section will capture basic information about the project. 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.**

1. Project Information	
SUBGRANTEE	
PROJECT TITLE	
SUBGRANT ID	
AWARD AMOUNT	\$0.00
PERIOD OF PERFORMANCE	
SUBGRANTEE POINT OF CONTACT AND EMAIL ADDRESS	
AMOUNT REIMBURSED	\$0.00
AMOUNT RECEIVED	\$0.00

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

2. File Review		
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. Metrics** | This section serves to capture the big picture as it relates to the project and its end results.

- 3.1 Performance Narrative** | This section serves to highlight any major achievements accomplished during the subgrantee’s period of performance. The information captured should be high-level and limited to five major accomplishments.

3.1. Performance Narrative	
Please list and describe major accomplishments supported by this subgrant, and their impact on preparedness.	
MAJOR ACCOMPLISHMENT	DESCRIPTION

- 3.2 Quantitative Measure| This section serves to capture the overall impact of the project, as it relates to the supported core capabilities. The capabilities and amounts associated should reflect what was identified in Core Capability section of the PMP. Using the Rating/Score chart provided, the Pre-Project Score should reflect the subgrantee's rating prior to receiving funding. The Achieved Score should reflect the subgrantee's rating at the end of the period of performance. Continuation projects should be evaluated only for the current year's project. For example, if a 2010 project was awarded funding in following years, the subgrantee should only evaluate the score as it relates to the 2010 period of performance.

3.2. Quantitative Measure

For each of the target capabilities supported by this subgrant, please provide a rating according to the table below and the amount of funding dedicated to that core capability. The total amount should match the award.

The list of core capabilities is available at <http://www.fema.gov/core-capabilities>.

CORE CAPABILITY SUPPORTED	AMOUNT	IMPACT		COMMENTS
		PRE-PROJECT RATING	ACHIEVED RATING	
	\$0.00			
	\$0.00			
	\$0.00			
TOTAL	\$ 0.00			

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

- 4.1 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.

4.1. 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"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	

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

4.2. 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.
- An After Action Report/Improvement Plan (AAR/IP) must be completed and submitted to hseep@dhs.gov and the SAA at ncr.saa@dc.gov within 90 days after conduct of an exercise.

EXERCISE NAME	COMPLIANT WITH ABOVE REQUIREMENTS	COMMENTS
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	

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

4.3. 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 COURSE	COMPLIANT WITH ABOVE REQUIREMENT	COMMENTS
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	

- 4.4 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.

4.4. 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:
This document was prepared under a grant from FEMA's Grants Programs Directorate, U.S. Department of Homeland Security. Points of view or opinions expressed in this document are those of the authors and do not necessarily represent the official position or policies of FEMA's Grants Programs Directorate or the U.S. Department of Homeland Security.
- Copy of deliverable must be submitted to the SAA.

WRITTEN PRODUCT NAME	COMPLIANT WITH ABOVE REQUIREMENTS	COMMENTS
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	