

Final Closeout Checklist

The checklist below may be used as a guide for non-Federal entities in closing out their grant programs. Please work with your FEMA program contact to ensure all other program-specific closeout requirements are met. Refer to the 'Closeout Reporting Requirements' section of the [FEMA Preparedness Grants Manual](#) for more information on Preparedness grant closeout.

	<input checked="" type="checkbox"/>	Notes:
Programmatic Reporting		
<p>Depending on grant program, may include:</p> <ul style="list-style-type: none"> • All Biannual Performance Progress Reports (PPR) for Preparedness grant programs. • Final Performance Progress Report (PPR) for Preparedness grant programs • Biannual Strategy Implementation Report (BSIR) for Homeland Security Grant Programs (HSGP), Tribal Homeland Security Grant Programs (THSGP), National Security Grant Programs (NSGP), Emergency Management Performance Grant Programs (EMGP) • Threat and Hazard Identification and Risk Assessment (THIRA) for Homeland Security Grant Programs (HSGP), Tribal Homeland Security Grant Programs (THSGP), Emergency Management Performance Grant Programs (EMPG) • Stakeholder Preparedness Review for Homeland Security Grant Programs (HSPG), Tribal Homeland Security Grant Programs (THSGP), Emergency Management Performance Grant Programs (EMPG) • A qualitative narrative summary of the impact of those accomplishments throughout the entire Period of Performance submitted to the respective FEMA Program Analyst • Other documents required by program guidance, NOFOs, appendices to the FEMA 	<input type="checkbox"/>	<ul style="list-style-type: none"> • Provides an overall summary of: grant administration; disbursement of funds used to support program goals; and alignment with approved grant application. • For awards received prior to November 12, 2020, the recipient must submit final reporting no later no later than 90 days after the end of the Period of Performance; FEMA or the pass-through entity may approve extensions as requested. • For awards received on or after November 12, 2020, the recipient must submit final reporting no later no later 120 days after the end of the Period of Performance; subrecipients must submit final reporting to the pass-through entity no later than 90 days after the end of the Period of Performance; FEMA or the pass-through entity may approve extensions as requested, per 2 C.F.R. § 200.344(a).



	<input checked="" type="checkbox"/>	Notes:
<p>Preparedness Grants Manual, or terms and conditions of the award</p>		
Financial Reporting		
<ul style="list-style-type: none"> • Final Federal Financial Report (Form SF-425) for Disaster and Non-Disaster programs 	<input type="checkbox"/>	<ul style="list-style-type: none"> • Federal Financial Report must not include any unliquidated obligations and account for all funds awarded, whether spent or reported as an unobligated balance and agree with the final drawdown report. • While performance under the grant – including associated costs for any product/services – must occur within the Period of Performance, such costs can be liquidated within the Liquidation Period that follows the Period of Performance end date; for awards received prior to November 12, 2020, this Liquidation Period is 90 days; for awards received on or after November 12, 2020, this Liquidation Period is 120 days, pursuant to 2 C.F.R. § 200.344(b). • For awards received prior to November 12, 2020, the recipient must submit final reporting no later no later than 90 days after the end of the Period of Performance; FEMA or the pass-through entity may approve extensions as requested. • For awards received on or after November 12, 2020, the recipient must submit final reporting no later no later 120 days after the end of the Period of Performance; subrecipients must submit final reporting to the pass-through entity no later than 90 days after

	<input checked="" type="checkbox"/>	Notes:
		the end of the Period of Performance; FEMA or the pass-through entity may approve extensions as requested, per 2 C.F.R. § 200.344(a) .
Equipment Documentation		
If applicable: <ul style="list-style-type: none"> • Form SF-428(b) • Form SF-428(c) 	<input type="checkbox"/>	<ul style="list-style-type: none"> • These forms are only required if deemed necessary by FEMA
Real Property Documentation		
<ul style="list-style-type: none"> • Form SF-429 	<input type="checkbox"/>	
Record Retention Procedures		
<ul style="list-style-type: none"> • Non-Federal entities should plan for retention of records pertinent to their award, following the requirements of 2 C.F.R. § 200.334. • A recommended best practice is to include designation of a point of contact for record access, taking staff turnover into account 	<input type="checkbox"/>	<ul style="list-style-type: none"> • Extensive record retention requirements apply and differ depending on context. See 2 C.F.R. § 200.334.
Subrecipient Closeout Package		
In cases of subawards, pass-through entities are responsible for coordinating the following, pursuant to 2 C.F.R. § 200.332(a)(3) and § 200.332(a)(6): <ul style="list-style-type: none"> • Collection of closeout records for all subawards • Send a notification of award closure to all subrecipients 	<input type="checkbox"/>	<ul style="list-style-type: none"> • Pass-through entities should also plan for retention of subrecipient records pertinent to their award, following the requirements of 2 C.F.R. § 200.334