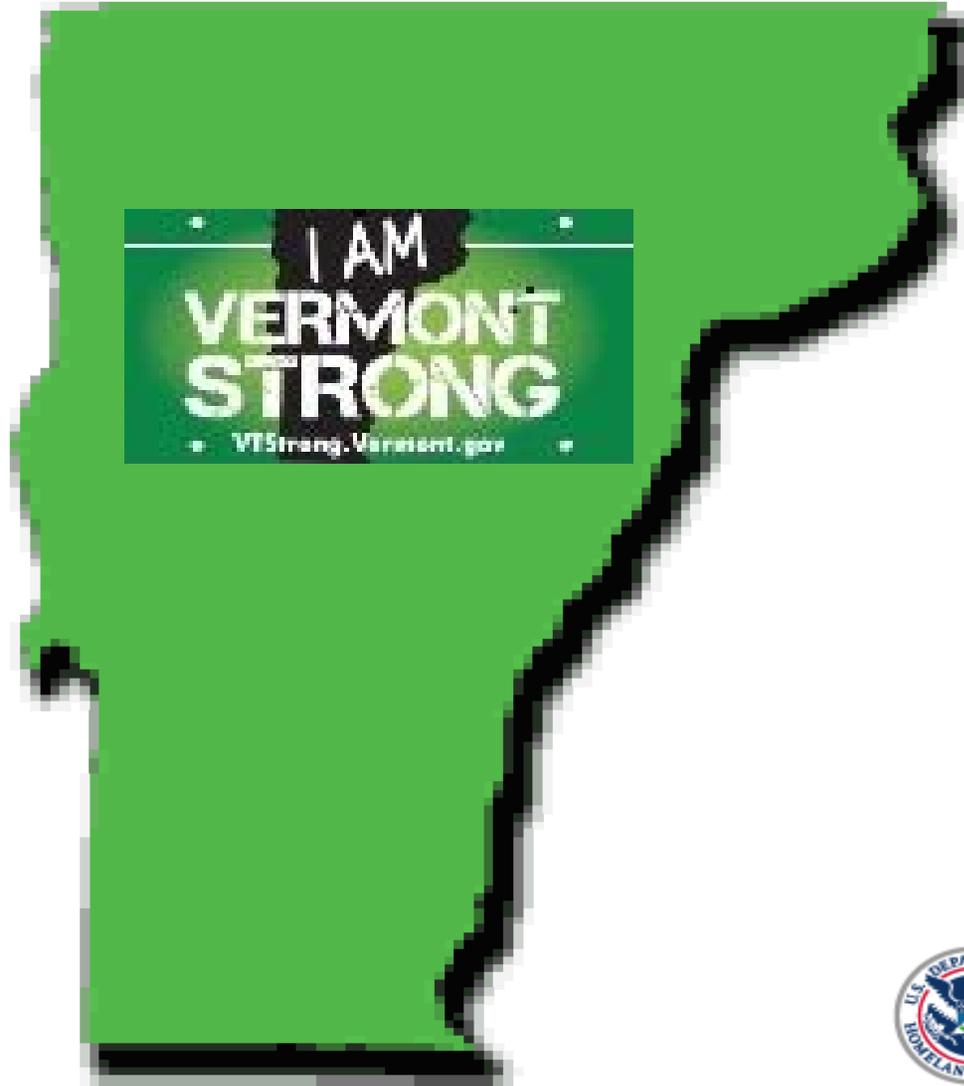


# Large Project Closeouts



FEMA

# What is a Closeout and its purpose?

- The Closeout process is to finalize the disaster cycle by determining the actual costs of completed large projects.
- The closeout process is initiated by the Applicant, performed by the State, and reviewed and approved by FEMA. Large Projects are those projects totaling **\$121,800 and above.**

# Large Project Requirements

## Before a Close-out .....

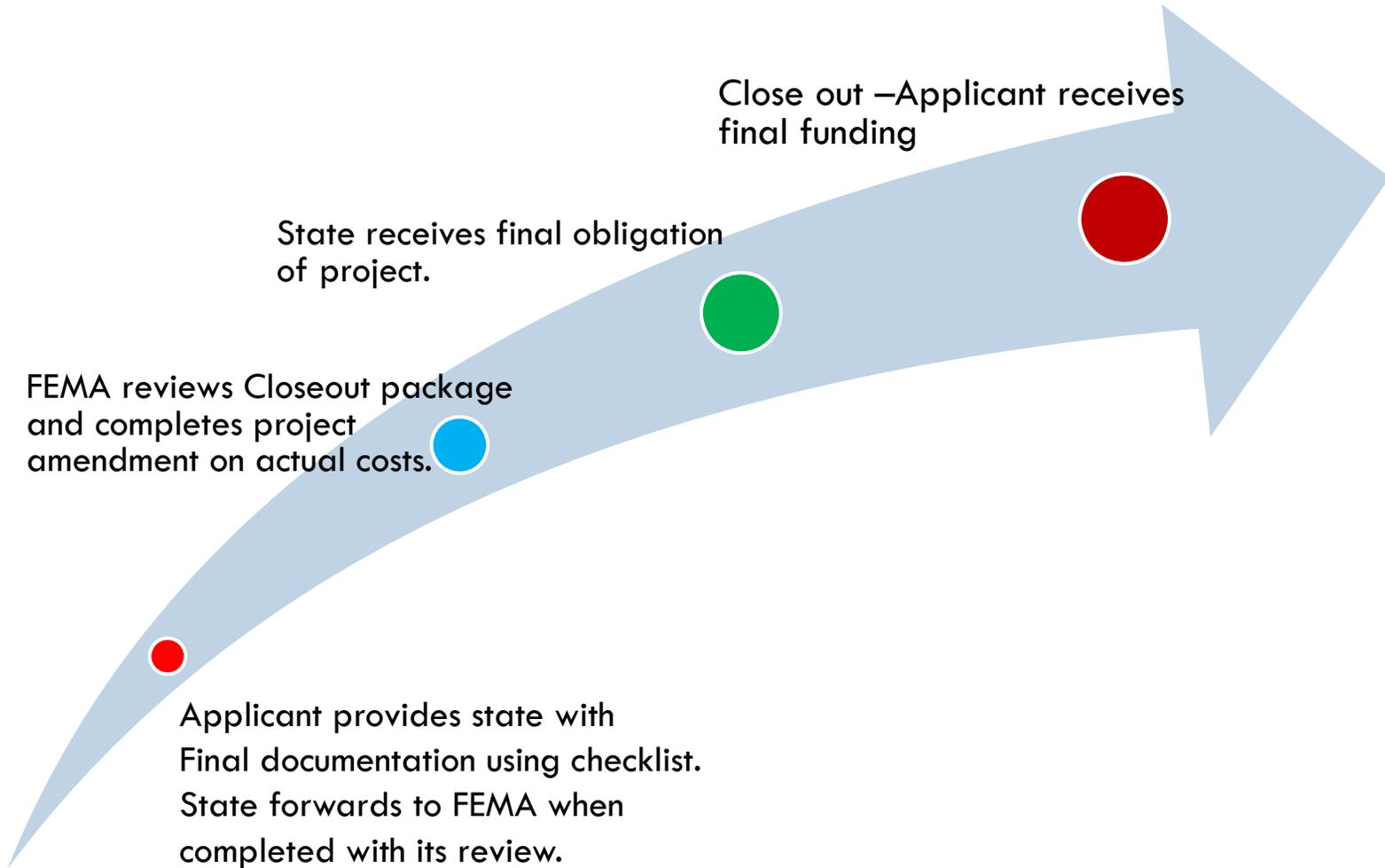
- Applicants **MUST** submit a programmatic progress quarterly report to the State Public Assistance Officer (PAO) Kimberly Canarecci (by January 15, April 15, July 15, October 15 and for final closeout) for **all large projects** that are not closed out. This quarterly report is called the Quarterly Large Project Progress Report form.
- The **Quarterly Large Project Progress Report form** is posted on the DEMHS website. These reports the State must submit to FEMA, so make sure that you send yours on time! This is a grant requirement until you get a final closeout letter.
- When the PAO receives a Large Project Quarterly Report that shows an Applicant has 75% or more of their project completed, the PAO or designee, will email to the Applicant the **Large Project Closeout Request form, Closeout FEMA Template, and the FEMA Project Documentation Closeout Checklist.**
  - When a project is ready for Closeout, the Applicant must submit the **Large Project Closeout Request** form to the PAO. This form states all work was completed in accordance to the scope of work written in the Project Worksheet, and completed within the approved Period of Performance.
- Once a Large Project Closeout Request form is received, A DEMHS Public Assistance Coordinator will be assigned to work with the Applicant to help prepare and review Closeout documentation of the project.

# Large Project Requirements

## Preparing for your Closeout...

- Closeout documents must be in order as listed in the **FEMA Project Documentation Closeout Checklist**. Begin to compile these EARLY.
- Applicants should use the Closeout FEMA Template (labor, equipment, material and contract sheets) to document **Actual** costs. If actual costs will be or are **greater than** the approved FEMA project notify the State immediately!
- DEMHS PA Coordinator will verify work is completed using the **Project Completion and Certification Report (PCCR)** form, as well as perform a review of an Applicant's closeout package before forwarding to FEMA.
- FEMA obligates **large projects**. Subrecipients can request payments from Business Office **for up to 75% of the federal share** on large projects by sending in their financial report workbook, GMU 502F, as they complete work.  
*Note: for large projects, they need to document expenses and request payment.*

# Closeout Flow



# Closeout Sequence



1. The Applicant: Informs the State that all work is complete, prepares required documentation, and requests final payment.
2. The State: The District Tech or other State representative verifies all work was completed and works with Applicant if necessary to help prepare the closeout package. (all documentation on the FEMA checklist is required). Notifies FEMA that the applicant is ready for closeout.
3. FEMA: Reviews the request and contacts the Applicant, if required, to verify completion of all projects, and audits the costs of large projects.
4. FEMA: Assigns a closeout specialist amends the large project worksheet to reflect actual costs and notifies the State of closeout readiness.

## Documentation is required – Here's a list:



Financial Documentation. Invoices, checks, receipts...



Force Account  
Records, Payroll policy, timecards



Leased/Rented Equipment  
Agreements/Contracts

The list continues...



Environmental (Permit Requirements)



Change Order  
Justification on Contracts



Direct Administration  
Documentation

# Procurement and Contract documentation



- Municipal Procurement Policy
- Newspaper Requests for Bid
- Bid Tabulations –copy of all responses
- Signed & Dated Contracts
- Certified Payrolls
- Applicant must document how contract services were procured!!!
  - *Procurement must be in accordance with Local, State and Federal (over \$150,000) Procurement Statutes, regulations*

# More about Procurement...



**If the applicant has not followed the procurement policy, additional documentation is required:**

Signed letter(s) from applicant explaining exceptions to following Federal and State procurement, or other Federal/State/Local policies and procedures need to be submitted. Still may not be eligible. Must follow procurement!

# Justification Sample- Timeline

## FEMA Flood Reimbursement - Timeline of Events

This Memorandum is provided at the request of the Massachusetts Emergency Management Agency in order to address questions raised with respect to the Town's procurement of engineering and technical support services in connection with the above-referenced matter. The purpose of this Memorandum is to provide a timeline of events beginning in April 2010 with respect to the failure of the well at the Millville Elementary School (MES) as a result of the March/April 2010 flooding events. While every effort is being made to ensure the accuracy of the dates and information provided herein, no liability is assumed. Documents on file in the Millville Town Hall shall be used to resolve any discrepancy.

*A timeline of events document from the applicant can be very helpful in sorting out eligible costs!*

(SWSS) is the hired water operator for the MES and was hired in 2004 to provide contract operating services for the School's compliance with state law and regulation. SWSS submitted a proposal for this work and was selected by the Town. SWSS's contract was approved by the Town and Board of Selectmen and SWSS has provided operator services since 2004.

(NWSI) was originally retained by the Town of Millville through a competitive bid process, to provide engineering and construction management services for the implementation of improvements to the water treatment system for corrosion control, to resolve lead and copper problems in the

## More about...



### Financial Documentation

- Contract Services
  - ▣ Summary of contract costs and individual invoices
  - ▣ If debris project, summary of load tickets and individual load tickets. Monitoring paperwork.
- Verification of Payment
  - ▣ Payment summary from town accountant
  - ▣ Canceled checks (if summary is not available)

# Contract Documentation - Easy Contract Summary

FEDERAL EMERGENCY MANAGEMENT AGENCY						
CONTRACT SUMMARY RECORD						
APPLICANT			PROJECT NO.	CATEGORY	FIPS NO.	DISASTER
Town of Oxford				C		MA 895 DR MA
Vendor	Description of work performed	Invoice No:	Dates Worked:	Total Invoice Amount	Total Claim Amount	Comments
Spinelli Development Corp.	Temp Water Control, Sed Fence	1	8/1-8/17	\$60,030.50	\$60,030.50	
Spinelli Development Corp.	Sliplining, Bulkheading, Mobilization, CO#1	2	8/18-9/10	\$151,069.00	\$151,069.00	
Spinelli Development Corp.	Bulkheads, Grouting, CO #1	3	9/11-10/1	\$76,593.75	\$76,593.75	
Spinelli Development Corp.	Asphalt, CO #2	4	10/2-11-22	\$55,118.69	\$55,118.69	
Spinelli Development Corp.	Reduce Retainage to 1%	5	01/04/11	\$14,434.18	\$14,434.18	
	1% Retainage Held until Spring 2011			\$3,608.55	\$3,608.55	
Page 1						
					Total Cost	\$360,854.67
					Total From All Pages	\$360,854.67

Certified By:

Title:

Date:

# Contract Documentation - Difficult Summary

CONTRACT SUMMARY RECORD							
APPLICANT			PROJECT NO.	CATEGORY	FIPS NO.		DISASTER
Millville (Town of)			761V1CO	F	027-41585-00		MA 1895
Vendor	Description of work performed	Invoice No:	Dates Worked:	Total Invoice Amount	Total Claim Amount	Comments	
(1) Small Water System SVCS	Trouble with Well # 1 Elementary SCH	10-543	4/3-4-11/10	\$7,137.50	\$4,437.50	Additional Expense covered by Insurance	
(2) Small Water System SVCS	Well # 1 Repair	10-738	05/21/10	\$11,464.81	\$5,914.81	Additional Expense covered by Insurance Bill for NEWS \$5914.81 ?	
(3) Small Water System SVCS	Filter clogged due to event	10-877	05/12/10	\$4,960.00	\$260.00	Additional Expense covered by Insurance	
(3A) Small Water Systems	Sampling of Delivered Water	10-791	06/04/10	\$1,147.00	\$1,147.00	Additions Chemical for well recovery	
(4) AJ Well Co INC	Hydrofracturing and Pump Installation	7067	07/07/10	\$1,837.00	\$1,837.00	Greensand Filter	
(5) Mullaly Construction Co	Test Pits for new Green Filter System	6412	08/09/10	\$560.00	\$560.00	Greensand Filter	
(6) Small Water SVCS	Meetings with Selectmen Correspondence ect	10-939	6/7/28/29/10	\$3,986.25		Water Tank Issues/Upgrade/NEWS Billing SWSS? Who is responsible ?	
6A	Water	10-933	07/07/10	\$2,045.00	\$2,045.00		
	for Fire test	1651	8/5-8-27/10	\$4,312.35	\$2,156.18	Annual Test Required. No record of Test for four years. 2006	
	ion System	1654	8/2-8-23/10	\$1,798.00	\$1,798.00		
	System	10-1304	08/30/10	\$8,197.23	\$8,197.23	1 Person installed Greensand filter. Invoice for equipment cost	
	Entrance to school		08/31/10	\$83.00	\$83.00		
		10-829	12/02/10	\$730.00	\$730.00		
	er storage tanks	1758	11/23/10	\$3,764.95		Note In Scope of Work. Contract signed prior to event for this work	
	ost	1757	10/04/10	\$150.00	\$150.00		
	Main Excavation	10-1541	09/22/10	\$19,139.97	\$9,570.00	Not in scope of work. Need invoice	
(13) Solutions	Storage Tank	1715	10/12/10	\$6,243.31		Note In Scope of Work. Contract signed prior to event for this work	
Total Cost					\$38,885.72		
Total From All Pages					\$111,162.22		
Certified By:				Title:		Date:	
Helen Coffin				Executive Sec BOS			
I certify that the above information was transcribed from daily logs, vendor invoices, or other documents which are available for audit.							

Summary sheets from our Excel® PW Spreadsheets make the job a lot easier!

# Contract documentation samples...

Signed contract document.

OR INDIRECTLY WITH ANY OTHER BIDDER, FIRM OR PERSON, TO SUBMIT A COLLUSIVE OR SHAM BID IN CONNECTION WITH THE CONTRACT FOR WHICH THE ATTACHED BID HAS BEEN SUBMITTED, OR TO REFRAIN FROM BIDDING IN CONNECTION WITH SUCH CONTRACT, OR HAS IN ANY MANNER, DIRECTLY OR INDIRECTLY, SOUGHT BY AGREEMENT OR COLLUSION OR COMMUNICATION OR CONFERENCE WITH ANY OTHER BIDDER, FIRM, OR PERSON, TO FIX THE PRICE OR PRICES IN THE ATTACHED BID OR OF ANY OTHER BIDDER OR TO FIX ANY OVERHEAD, PROFIT OR COST ELEMENT OF THE BID PRICE OR THE BID PRICE OF ANY OTHER BIDDER, OR TO SECURE THROUGH ANY COLLUSION, CONSPIRACY, CONNIVANCE OR UNLAWFUL AGREEMENT, ANY ADVANTAGE AGAINST THE TOWN OF SCITUATE, OR OF ANY PERSON INTERESTED IN THE PROPOSED CONTRACT; AND

(5) THE PRICE OR PRICES QUOTED IN THE ATTACHED BID ARE FAIR AND PROPER AND ARE NOT TAINTED BY ANY COLLUSION, CONSPIRACY, CONNIVANCE OR UNLAWFUL AGREEMENT ON THE PART OF THE BIDDER OR ANY OF ITS AGENT, REPRESENTATIVES, OWNERS, EMPLOYEES, OR PARTIES IN INTEREST, INCLUDING THIS AFFLIANT.

SIGNED UNDER THE PAINS AND PENALTIES OF PERJURY:

*[Signature]*  
(SIGNATURE)  
John L. DiVito  
(NAME)  
Member  
(TITLE)

PA  
TO  
THE  
ORDER  
OF

Proof of Payment

CHECK NO. 080134

DATE
08/10/2011
CHECK AMOUNT
\$416,538.43

1208

TOWN OF SCITUATE

*[Signature]*  
TREASURER

⑈080134⑈ ⑆011306478⑆ 4035208⑈

# More about...



## Force Account Records

- Labor Summaries
- Timesheets
- Fringe Benefit Calculations
- Equipment Summaries
- Union Contracts/Labor Policies
- Direct Administrative Costs (DAC)



## More about...



### Direct Administration Documentation

- MUST be identified to specific project
- Should include:
  - ▣ Time Cards and Labor Cards
  - ▣ Equipment usage
  - ▣ Materials
    - Paper and supplies

## More about...



### Leased/Rented Equipment Agreements/Contracts

- ▣ Lease/Rental Agreement
- ▣ Invoices
  - Backup documentation for services provided
- ▣ Verification of Payment

# More about...



## Other Documentation and Permit Requirements

- Additional documentation may be required such as
  - Insurance issues and requirements
  - Special Considerations
  - Environmental issues and requirements
    - Environmental Permits (local, state, and/or federal)
  - Compliance with historic preservation requirements
  - 406 Mitigation

# More about...



## Change Order Justification

- ▣ Change order justification
  - Scope
  - Cost
- ▣ Invoices
- ▣ Other backup documents

# Debris Documentation



- Debris Management Information Form (DMIF)
- Load Receipts
- Vehicle Certification
- If Vegetative:
  - Tree, stump hanger logs
  - Monitoring records



# Debris documentation - samples

## Load tickets

SOLD TO: Northern Constructio				SHIP TO: FIRST CLIFF SCITUATE LYNCH 5-10 TONS		
CUST. I.D. NO.	PURCHASE ORDER NO.	CONTRACT NO.	JOB NO.	TERMS	SWORN WEIGHER	TICKET NO.
NO184				NET 30	LDZ	072624-7
GROSS WT. (TONS)	TARE WT. (TONS)	NET WT. (TONS)	PRODUCT CODE	DESCRIPTION	UNIT PRICE	AMOUNT
53.70	20.90	32.80	12500	Ball Rock Tr		
TRUCK NO.	TRUCK NAME	DELIVERY TRUCK TYPE				TOTAL
	DELIVERED					▶
WAITING TIME			RECEIVED BY			
2ND Steve Shattard (gecko)			X <i>[Signature]</i>			
JOB COPY						

# Debris documentation - samples

Debris Management Information Form and any other environmental record-keeping requirements.

DEPARTMENT OF HOMELAND SECURITY				
FEDERAL EMERGENCY MANAGEMENT AGENCY				
DEBRIS MANAGEMENT INFORMATION				
DISASTER	PROJECT NO.	PA ID NO.	DATE	CATEGORY
APPLICANT		Project Specialist	COUNTY	
Section	Topic	From Page	To Page	
<p>This information form may be used by the PA Project Officers and Applicant to describe the collection method, reduction method and final disposal of eligible woody debris resulting from the (disaster event) for the incident period of (). It is assumed that the type of debris collected and handled by the applicant consists of clean woody debris.</p> <p>Removal of eligible woody debris typically does not require an environmental permit. However, there are exceptions for debris from streams and near lakes and ponds. Removal of eligible trees and branches from streams or around lakes and ponds require a DEP permit and the applicant should provide documentation of contact with the (State) DEP (either a copy of a letter from DEP indicating that no permit is required).</p> <p>When considering disposal options that include stockpiling, burying, chipping, or burning are encouraged to contact DEP for specific guidance, particularly with respect to open burn permits for large debris. DEP has issued general guidelines contained in the "Green Book" published by FEMA Region 1 Environmental Section.</p> <p>FEMA to be assured that the applicants understand these basic guidelines, and therefore be in compliance with state and local laws and regulations, the project officers are asked to share these guidelines with their applicants and to have the applicant sign at the bottom of the page that they agree to follow these guidelines and have consulted with DEP. Brief information on how the woody debris was collected, treated and its final disposal is requested.</p>				
What type of debris will be collected?				
What method(s) will be used to dispose of the debris and will a disposal site be used? (Provide address of all disposal and stockpiling sites; GPS coordinates)				
			GPS	
What will be the ultimate gravesite(s) of this debris?				

# Additional Considerations - Cost Overruns

- ❑ Grantees should report significant actual or anticipated overruns (**any increase from approved project**) to State and FEMA **immediately and prior** to work completion.
- ❑ Ensure compliance with scope of work.
- ❑ If an item not included in the original scope of work or estimate could be eligible, provide a detailed rationale.
  - ❑ If the additional work was required for code compliance, include a copy of the code.
  - ❑ If the additional cost is the result of a unit cost increase, explain the increase and provide documentation.

# Additional Considerations – Change in Scope



- ❑ If FEMA or the Grantee identifies a change in the scope of work at final reconciliation, FEMA will determine eligibility of the work and review for compliance with the National Environment Policy Act (NEPA) and other relevant laws.
  - ❑ Verify completion of the scope of work and accuracy of costs.
  - ❑ Mitigation, Alternate and Improved projects- Do not do anything outside your approved Scope of Work without FEMA approval! Even if the Town plans to pay for it.

# Public Assistance Program

Program Management and Grant Closeout-Public Assistance Guide.

[\(<http://www.fema.gov/public-assistance-local-state-tribal-and-non-profit/public-assistance-guide-3>\)](http://www.fema.gov/public-assistance-local-state-tribal-and-non-profit/public-assistance-guide-3)

Large projects must go through a formal closeout process as detailed in DAP 9570.14, Standard Operating Procedure for Grant Closeout.

[\(<https://www.fema.gov/media-library/assets/documents/28368>\)](https://www.fema.gov/media-library/assets/documents/28368)

The Closeout documentation must be organized according to the program guidance (FEMA Closeout Checklist) available at [vem.vermont.gov/publicassistance](http://vem.vermont.gov/publicassistance)



Questions?

