



FEMA

MEMA



# PUBLIC ASSISTANCE COVID-19 PROJECT CLOSEOUT

MASSACHUSETTS EMERGENCY MANAGEMENT AGENCY  
DISASTER RECOVERY UNIT

# AGENDA

- What Is Project Closeout?
- Why Is Project Closeout Important?

# PROJECT CLOSEOUT FOR COVID-19 (DR 4496)

- Only 100% complete work that has been validated (justified) will be reimbursed by MEMA
- MEMA strongly encourages applicants to only submit for reimbursement of activities that have been completed and costs can be reconciled, and discourages estimated costs on activities to be performed in the future
- Documentation is requested during project development, including proof of payment before project is obligated to expedited closeout.

# SUPPORTING DOCUMENTATION

## 1) SUMMARY OF ALL COSTS - MEMA workbook or Applicant spreadsheet

MEMA workbook and workbook tutorial can be found on our website

[www.mass.gov/mema](http://www.mass.gov/mema)

FEMA Public Assistance: Local, State, Tribal and Non-Profit

MEMA Forms for Public Assistance Projects

## 2) SUPPORTING DOCUMENTATION CHECKLIST

The checklist will assist you when preparing your project closeout request with identifying types of supporting documentation that will need to accompany the workbook/spreadsheet.

# DOCUMENTATION REQUIREMENTS

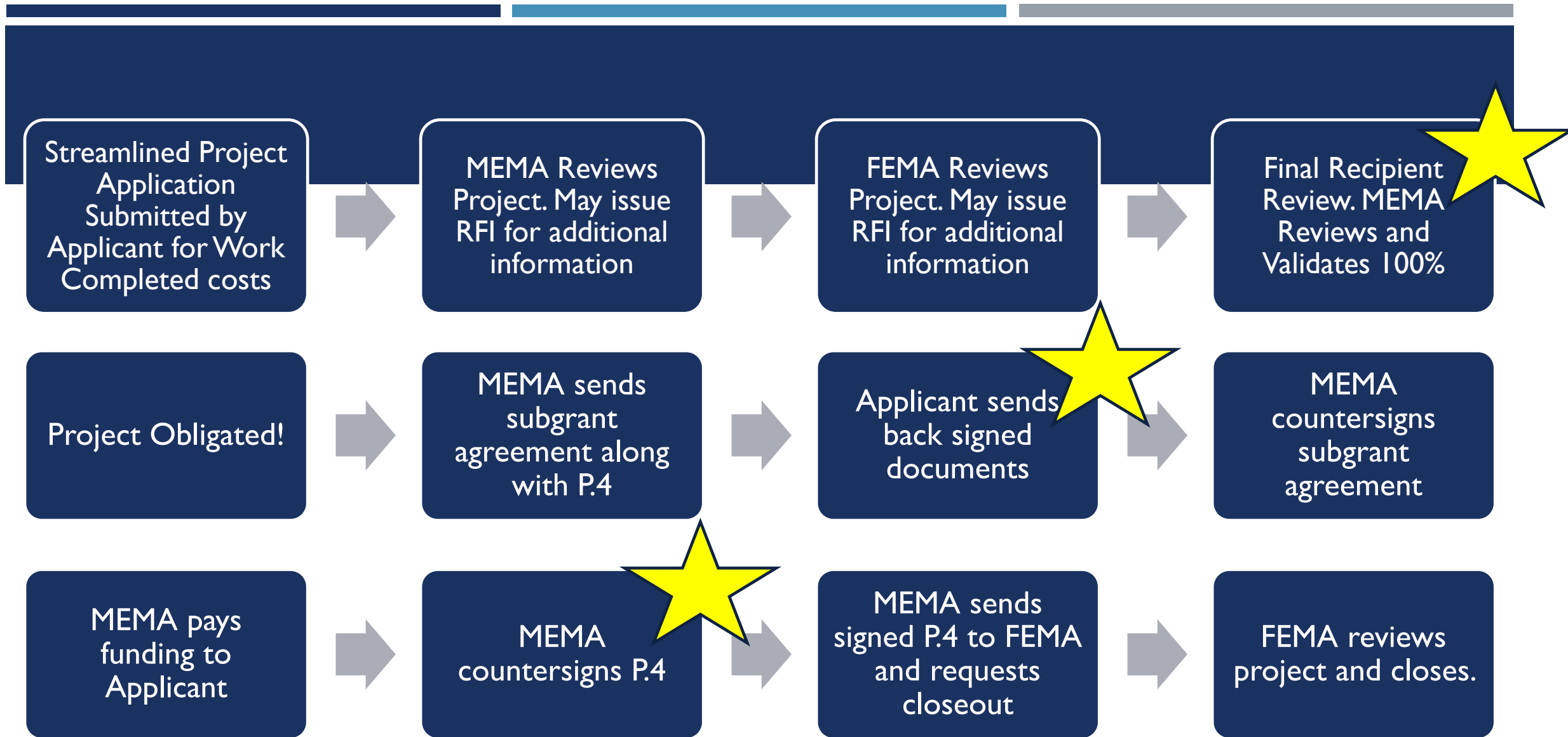
## SMALL PROJECTS VS LARGE PROJECTS

### SMALL PROJECT DOCUMENTATION from \$3,300 - \$131,100

- Electronic Streamlined Project Application
- MEMA Workbook (Summary Log)
- Subrecipient Small Project Certification Form
- Procurement Policy
- Pay Policy & Applicable Union Contracts

### LARGE PROJECT DOCUMENTATION equal to or exceed \$131,100

- Electronic Streamlined Project Application
- MEMA Workbook (Summary Log)
- Procurement Policy
- Pay Policy & Applicable Union Contracts
- Force Account Labor
  - *Time Sheets*
  - *Proof of Payment*
- Force Account Equipment
  - *Proof of Ownership*
  - *Operator Time Sheets & Logs*
- Materials & Supplies
  - *Invoices/Receipts*
  - *Proof of Payment*
  - *Procurement Documentation*
- Contracts
  - *Contract Agreements*
  - *Invoices/Receipts*
  - *Proof of Payment*
  - *Procurement Documentation*



# P.4 FORM

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Federal Emergency Management Agency  
Project Completion and Certification Report (P.4)  
Disaster: FEMA-4496-DR-MA

Applicant FIPS ID: 005-49970-00 Applicant/Subdivision Name: NORTON (TOWN OF)

PW#	Amendment #	Approved Proj. Amt.	Cost Share	Cnt	Bundle	Work Done By	Projected Compl. Date	% Compl. at Insp.	Elig. Amount	Actual Date Completed	Amt. Claimed by Applicant	Comments
PA-01-MA-4496-PW-00150	0	\$198,217.22	N	B	PA-01-MA-4496-PW-00150(159)	Force and Contract	03-26-2021	100	\$198,217.22	9-11-2020	\$ 197,217.22	
Total for 1 PWs:		\$198,217.22									\$	
Subgrantee Admin:		\$0.00										
Grand Total:		\$198,217.22										

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Federal Emergency Management Agency  
Project Completion and Certification Report (P.4)  
Disaster: FEMA-4496-DR-MA

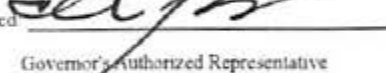
Applicant FIPS ID: 005-49970-00 Applicant/Subdivision Name: NORTON (TOWN OF)

I hereby certify that to the best of my knowledge and belief all work and costs claimed are eligible in accordance with the grant conditions, all work claimed has been completed, and all costs claimed have been paid in full.

Signed  Date 3-9-2021  
Applicant's Authorized Representative

Certification

I certify that all funds were expended in accordance with the provisions of the signed FEMA-State Agreement and I recommend an approved amount of \$198,217.22.

Signed  Date 3/12/21  
Governor's Authorized Representative

# STATE PUBLIC ASSISTANCE CONTACTS

- MA Assistant Director for Mitigation and Recovery

[Thad.Leugemors@mass.gov](mailto:Thad.Leugemors@mass.gov)

- MA Public Assistance Officer

[Erica.Heidelberg@mass.gov](mailto:Erica.Heidelberg@mass.gov)

- MA Public Assistance Program Coordinator

[Lorraine.Eddy@mass.gov](mailto:Lorraine.Eddy@mass.gov)

- Questions?

<https://www.mass.gov/info-details/covid-19-federal-disaster-declaration#questions->

[Disaster.Recovery@mass.gov](mailto:Disaster.Recovery@mass.gov)