Public Assistance for the COVID-19 Pandemic

Closeout Information

Deadlines to Complete Work

| **100% Cost Share** | **Eligible Period:** Incident Start - 7/1/22
 Work Completed by: 7/1/22
 Projects Submitted by: 12/31/22 |

| **90% Cost Share** | **Eligible Period:** 7/2/22 through 5/11/23
 Project Work Completed: 5/11/23
 Demobilization Work Completed: 12/31/22 |

All projects must be submitted by 11/7/23.
Projects for work completed 7/2/22 and later will be considered at the 90% Federal Cost Share level.

Closeout To Do's

✓ **For all projects:** All supporting documents must be uploaded to the Grants Portal.

- **Supporting Documents include:** *receipts, invoices, contracts, procurement documents, descriptions of eligible activities, etc.*
- All documentation **must be maintained for 3 years** in Grants Portal and by the applicant in a location other than the Grants Portal for audit purposes.

✓ **For 100% Cost Share projects:** All documents should be in the Grants Portal already. If not, all documentation should be in the Grants Portal within 180 days from obligation date.

- Please double check to ensure that all documentation has been uploaded. Any documentation needed to support claimed costs that is not in the Grants Portal at the time of FEMA Final Inspection may not be considered and **may result in a deobligation.**

✓ **For 90% Cost Share projects:** All supporting documentation should be in Grants Portal by 1/31/23 or within 180 days from obligation date, not to pass 5/6/2024.

- Any documentation needed to support claimed costs that is not in the Grants Portal at the time of FEMA Final Inspection may not be considered and **may result in a deobligation.**

Project Details

If you need help navigating Grants Portal or uploading documentation, let us know!

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Large and/or Category Z Projects are subject to FEMA Final Inspection and cost adjustments.

- Cost adjustments will be based on actual costs incurred, and be subject to insurance, DoB, and FMV deductions.
- Must have 100% documentation.

If a project is written complete/fully documented, all documentation should be in Grants Portal at the time of project submission.

If not, all related documents to support costs must be in the Grants Portal no later than 180 days past project obligation.

Small Projects are not subject to final inspection, and must keep project-related documents for 3 years post-grant closure.

- Small projects written 100% complete/ Fully Documented will be requested closed by MDEM automatically by **May 6, 2024.**
- Small projects written incomplete will be requested closed upon final payment after the project has been reported 100% complete by the applicant.

Incomplete projects will require **quarterly reporting** until the work is complete. Supporting documentation should be uploaded to the Grants Portal as it is acquired.