

EMGRANTS GUIDANCE

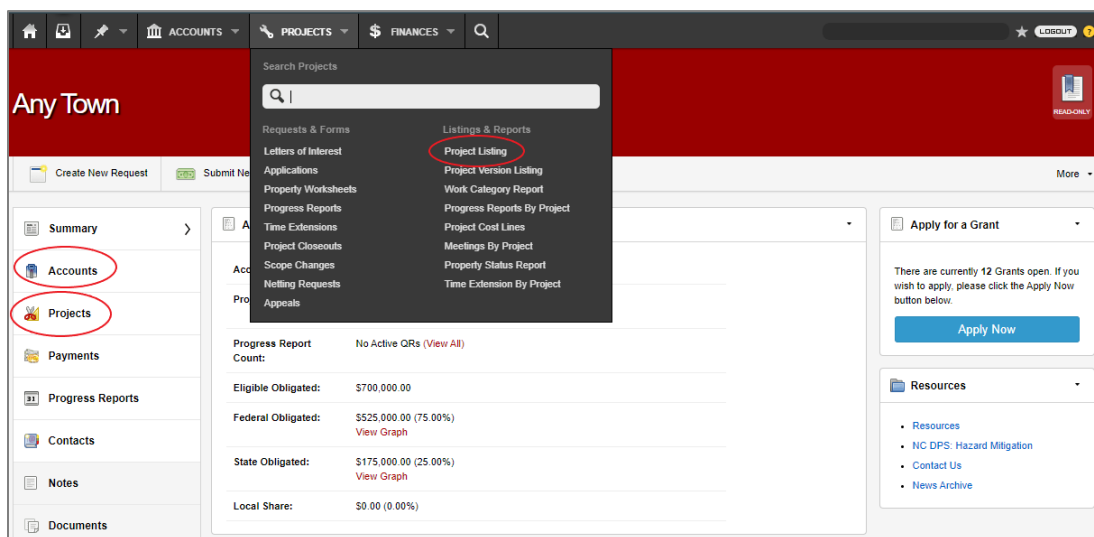
NORTH CAROLINA EMERGENCY MANAGEMENT – RECOVERY – PUBLIC ASSISTANCE PROGRAM

Submitting a Project Closeout

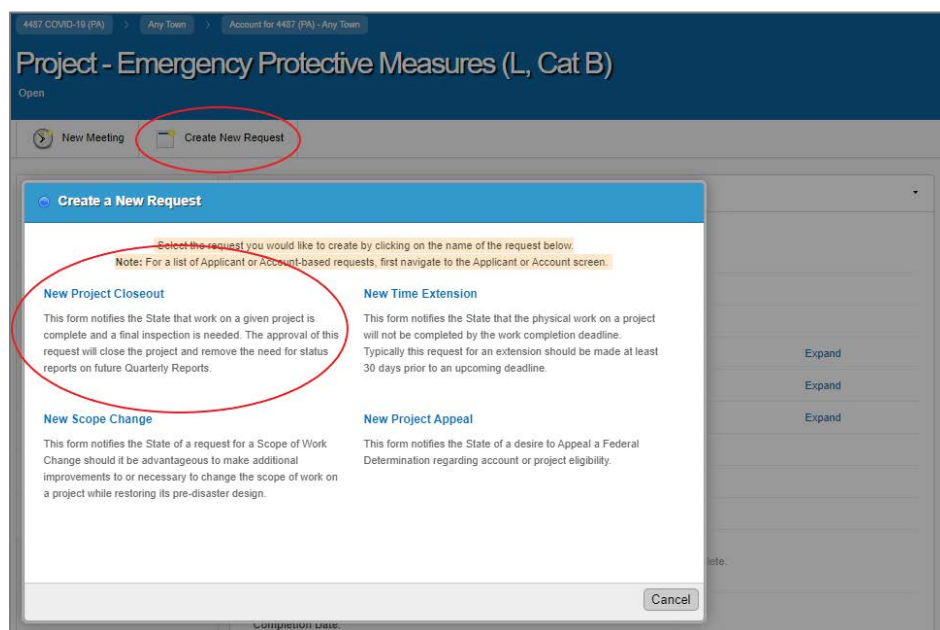
This process outlines the directions of how to submit a Project Closeout for large projects in EMGrants. The Project Closeout should be initiated for **all** Large Projects and **all** Category Z projects when a project is 100% complete.

The Applicant must submit a request for Final Inspection Report (FIR), Summary of Documentation (SOD), Environmental and Historic Preservation Questionnaire (EHP), and supporting documentation.

A Project Closeout is initiated from the individual project. To locate the project, navigate to **Accounts** or **Projects** on the left-hand side or **Project Listing** in the top menu bar.



From the Project page click on **Create New Request** and then click on **New Project Closeout**.



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Then click on **Form**. Enter **Expended Amount** and the **Completion Date**. Then click on **Save**.

Save Submit New RFR More

Summary

★ Form

Notes

Documents

Workflow

History

Form

Projects Included: 1 Project (change)

Project: Emergency Protective Measures May-July - \$500,000.00 (change)

Expended Amount: \$

Completion Date:

Comments:

Total claimed funds that have been expended.
- Documented Expenses in approved Reimbursement Requests: \$0.00
- Eligible amount at time of request submission: \$500,000.00
- Difference between expended and eligible amounts: -\$500,000.00

The date the work on the project was completed.

Then click on **Summary**. Attach the request for Final Inspection Report (FIR), Summary of Documentation (SOD), Environmental and Historic Preservation Questionnaire (EHP), and supporting documentation by navigating to **Add Document** at the bottom of the page.

No Uploaded Documents Add Document

Next click on each **Deliverable** check box to verify that each item has been accomplished. Then click on **Submit** and your closeout request will be transmitted to your NCEM team.

4487 COVID-19 (PA) Any Town Account for 4487 (PA) - Any Town Project - Emergency Protective Mea...

Project: Project Closeout #1

Routing in Progress: Submission (Step 1 of 13)

Submit New RFR More

Summary

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Deliverables

☐ Letter requesting final inspection attached.

☐ Environmental and Historic Preservation questionnaire completed and attached, if applicable.

☐ The Summary of Documentation listing all expenses is completed and attached.

☐ Letter requesting withdrawal/de-obligation attached, if applicable.

☐ All insurance proceeds have been received and claims complete

[View All Completed Deliverables](#)

Project Closeout Details

This form notifies the State that work on a given project is complete and a final inspection is needed. The approval of this request will close the project and remove the need for status reports on future Quarterly Reports.

Grant

4487 COVID-19
Public Assistance
Declared: March 25, 2020

Applicant

Any Town
County Jurisdiction: Pitt Alamance County
FIPS #: 1111111111
Vendor #: 1111111111
DUNS #: 1111111111
Type: Local Government
Physical/Mailing: 123 Main St
Any Town, NC, 12345

