



# LARGE PROJECT CLOSEOUT REQUEST FORM for FEMA'S Public Assistance Program

## Applicant Information

Applicant: \_\_\_\_\_

Applicant Representative: \_\_\_\_\_

Email Address: \_\_\_\_\_

Disaster Number (DR): \_\_\_\_\_ Project Worksheet Number: \_\_\_\_\_

## Certification

I \_\_\_\_\_, on behalf of \_\_\_\_\_, certify the following:

1. All work was completed and all grant funds were expended in accordance with the scope of work identified on each project worksheet. All costs incurred have been paid in full by Applicant with proof of payment.
2. All work was completed within the required time periods, or time extension requests were submitted and approved by the Vermont Department of Public Safety and FEMA and the work was completed during the approved time extension period.
3. All work has been completed in accordance with all applicable Federal, State and local laws and regulations.
4. **This project is ready for final closeout.** I understand that large project closeout requires submittal of all documentation listed on FEMA's large project close-out checklist.

Applicant's Signature: \_\_\_\_\_  
Signature Title Date

## Notes

## For DEMHS Use Only

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

## **Instructions for completing the DEMHS Public Assistance Large Project Closeout Request Form**

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***Purpose***                The purpose of this form is for applicant's to certify completion and request to close their Public Assistance subgrant.

***General***                All items on the form must be completed by the Applicant and returned to the Vermont Department of Emergency Management and Homeland Security (DEMHS). Incomplete forms will be returned to the Applicant.

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### ***Applicant Information***

Applicant                    Enter the name of the Applicant organization or jurisdiction.

Applicant Representative    Enter the name of the person to contact at the organization or jurisdiction

Email Address              Enter the email address for the Applicant Representative

Disaster No.                Enter the four-digit Federal Declaration Number. This number is assigned by FEMA once the disaster or emergency has been declared by the President. This number is included on the Declaration the Fact Sheet.

Project Worksheet No.      Enter the Applicant's Project Worksheet Number.

### ***Certification***

Applicant's Signature      The Applicant must sign and certify they wish to closeout the subgrant.

### ***Notes***

This section provides space to provide additional information on the project if needed.