ILLINOIS EMERGENCY MANAGEMENT AGENCY

JB Pritzker
Governor

Alicia Tate-Nadeau
Director

Public Assistance (PA) Program
Applicant Subgrant Closeout Checklist

Each applicant must close their Public Assistance Program subgrant with IEMA. If the applicant fails to close the subgrant, they may be required to return the grant funding provided. The following items must be completed as part of the subgrant closeout process:

☐ **Complete all Project Worksheets (PWs) in accordance with the scope of work for each PW within the required Period of Performance (PoP)**
   - ○ Maintain a copy of each PW
   - ○ Maintain documentation to support each PW
       - ▪ Cost documentation – bills, invoices, receipts, labor/equipment records
       - ▪ Procurement/contracting records
       - ▪ Permits
       - ▪ Insurance records
       - ▪ Copies of approved IEMA Form PA104, Time Extension Request forms to extend (PoP)

☐ **Reconcile and close large project PWs**
   - ○ Complete and submit final Request for Payment to IEMA
   - ○ Complete and submit an IEMA Form PA106, Large Project Closeout Request form to IEMA
   - ○ Submit documentation to support each large project PW
       - ▪ Cost documentation – bills, invoices, receipts, labor/equipment records
       - ▪ Procurement/contracting records
       - ▪ Permits
       - ▪ Insurance records
       - ▪ Copies of approved IEMA Form PA104, Time Extension Request forms

☐ **Submit final Quarterly Progress Report to IEMA**
   - ○ Submit final an IEMA Form PA103, Quarterly Progress Report form to IEMA showing all PWs 100% complete

- **Submit Subgrant Closeout Certification**
  - o Complete and submit an IEMA Form PA107, Subgrant Closeout Certification form to IEMA
  - o Maintain a copy of the letter from IEMA closing the subgrant
  - o Request subrecipient management cost funding, if desired, by completing and submitting an IEMA Form PA110, Subgrantee Management Cost Request form, along with documentation to support the costs being claimed.

- **Have federal and/or state audits completed**
  - o If required to have an audit performed, submit copies of the audit to the Federal Audit Clearinghouse and IEMA.

- **Maintain subgrant records**
  - o All subgrant records must be maintained for three (3) years from the date the subgrant is closed (date on the closeout letter or final payment, whichever is later).

IEMA's Public Assistance Program Applicant Handbook provides information on how IEMA administers the Public Assistance Program in Illinois. You can review or download a copy of this handbook at http://www.illinois.gov/iema/LocalEMA/Documents/PAforms/PAApplicantHandbook.pdf.

FEMA's Public Assistance Program and Policy Guide replaces many of the former PA guidance documents and is effective for declarations on or after January 1, 2016. You can review or download a copy of this guide at http://www.fema.gov/media-library/assets/documents/111781.

Additional information on the Public Assistance Program is available at http://www.illinois.gov/iema/LocalEMA/Pages/PublicAssistance.aspx.

If you have questions regarding the Public Assistance Program, please contact the IEMA Public Assistance staff at (217) 782-8719 or PA.Grants@illinois.gov.