

FEMA Project Completion and Certification Report (P.4)
INSTRUCTIONS FOR APPLICANT (SUBGRANTEE) COMPLETION

Goal: For the Applicant (Subgrantee) to properly execute the required P.4 form for return to the Grantee in order for the Grantee to request the Federal Emergency Management Agency (FEMA) to close the Applicant's Request for Public Assistance (RPA) after all available eligible assistance in the Declared Event has been provided in the FEMA Public Assistance Program.

Once the Applicant is ready for closure they will receive notice from their assigned Public Assistance Coordinator.

Instructions: Each Project Worksheet (PW) line on the P.4 has two blanks (Actual Date Completed and Amount Claimed by Applicant) to be completed by the Applicant. The "Comments" blank is optional for use in explaining any unusual circumstances related to the PW. The Applicant should sign the P.4 and return to the Grantee if all actions are completed.

- A. **Actual Date Completed:** Insert the Month, Day, and Year of the physical completion of the project in mm/dd/yy format.

- B. **Amount Claimed by Applicant:** Insert the same amount that is shown of the "Approved PW Amount" (whether positive or negative) except for the following circumstances:
 - 1. An authorized Small Project was not completed. In this situation the reported amount for all PW versions for the project will be \$0. The Grantee will cause the PW project to be deobligated and a new P.4 Report will be sent for Applicant's execution after the necessary refund has been made...

 - 2. There was insurance recovery for the project that was duplicative of the approved FEMA assistance. The Grantee will cause the duplicative funding to be deobligated in an Insurance Reconciliation Inspection and a new P.4 Report will be sent for the Applicant's execution after any necessary refunds have been made.

Note: The last line in the Amount Claimed by Applicant column is the total net sum of the obligated PW amounts. The Grantee will complete this blank.

Execution of the P.4: The Applicant's Authorized Agent as identified on the Applicant's RPA shall certify that all PW work was completed according to federal and state requirements when signing and dating the P.4 form. Also, the P.4 form should not be executed if there are any unresolved conditions that exist as described in the Grantee's P.4 transmittal letter.

Note: FEMA considers that the amount claimed should be the amount the Applicant demands as per the rules of the Public Assistance Program. For Small Projects, the proper demand is the amount approved for funding by FEMA if the project has been completed and there is no duplicative insurance recovery that should be refunded to FEMA. For Large projects, the proper demand is the net amount approved by FEMA at final inspection for adjusting the project funding to actual eligible costs.