

INSTRUCTIONS FOR APPLICANT (SUB-RECIPIENT) COMPLETION

FEMA Project Completion and Certification Report (P.4)

Goal: For the Sub –recipient to properly execute the required FEMA P.4 form. Then return it to the Recipient (PA Unit) for documenting “Closeout” of all “Small projects” obligated to the Sub-recipient for a specific Federal Disaster Declaration. The P.4 enables the Recipient to accurately account for and submit to the Federal Emergency Management Agency (FEMA) that all available eligible assistance within the Declared Event has been provided via the FEMA Public Assistance Program.

Standard P4 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 Sub-recipient. The “Comments” section is optional for use in explaining any unusual circumstances related to the PW. The Applicant should sign the P.4 and return to the Recipient if /when all Scope of Work 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 pre-populated on the P.4 Report for the “Approved PW Amount” a/o the “Eligible 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 the project should be reflected as \$0. The Recipient will cause the PW project to be de-obligated and a new P.4 Report will be sent for Sub-recipient execution after the necessary refund has been made.
2. If there were Insurance proceeds received which are partial or duplication to the approved amount of the FEMA project. The Sub-recipient and Recipient will identify the duplicative funding on the P4 and cause the funds to be de-obligated. Upon the Sub-recipient refund of any necessary funds, FEMA amends the project and a new P4 will be sent for the Sub-recipient’s execution.

Note: FEMA considers that the amount claimed should be the amount the Sub-recipient demands as per the rules of the Public Assistance Program. For Small Projects, the proper demand is the amount approved for funding by FEMA, the project has been completed and there is no duplicative insurance recovery that should be refunded to FEMA.

C. Work Done By: Insert either “Force Account” (internal employees) or “Contractor” (for external source)

Execution/ Signature of the P.4: The Sub-recipient’s Authorized Agent as identified on the Applicant’s FEMA Grants Portal RPA, or the MOU in NJEMGrants shall certify that all PW work was completed according to federal and state requirements when signing and dating the P.4 Report. Also, the P.4 Report should not be executed if there are any unresolved conditions that exist as described in the Recipient’s P.4 transmittal letter.

Please be advised that all documentation relating to any Applicant projects must be retained and available for audit review at a central location, in the original format for the period of seven years per New Jersey State Accounting guidelines.