

ARKANSAS DEPARTMENT OF EMERGENCY MANAGEMENT
Disaster Closeout Request



Applicant	Disaster No.	Date of Request

REQUIREMENTS TO RECEIVE THE STATE SHARE

- All Federal funds must have been awarded and reimbursed to the applicant.
- All required site inspections must be completed by ADEM and/or FEMA personnel.
- Donated Resource reimbursement applies to the entire 25 percent non-Federal cost share.
- Final audit of state files must be completed.

PROJECT COMPLETION AND CERTIFICATION

- By submitting this request, you certify that all eligible projects for the above referenced disaster are 100 percent complete and comply with the approved scope of work and all conditions and/or requirements of each Project Worksheet (PW) or Sub-Grant application (SGA).
- Please be aware that monies received from the Governor’s Disaster Fund are subject to review by State Legislative Audit. Therefore, disaster records must be maintained for a minimum of (3) three years from date of disaster closeout. Also, within a year after receipt of Federal funds in the amount of \$500,000 or more, you are required to submit a copy of your Single Audit to this agency.

I CERTIFY THAT THE APPROVED WORK IS COMPLETED IN ACCORDANCE WITH THE GRANT TERMS AND CONDITIONS AND/OR OTHER AGREEMENTS AND HEREBY PROVIDE MY SIGNATURE AND CERTIFY THAT I AM THE AUTHORIZED REPRESENTATIVE TO SUBMIT THIS REQUEST.

Authorized Applicant Representative (Print Name)	Title

Authorized Applicant Signature	Date

Original completed forms must be return to:

ADEM Recovery Branch
 Bldg. 9501, Camp Joseph T. Robinson
 N. Little Rock, AR 72199
 Main: (501) 683-6700