

1. Subrecipient Name:	
2. Grant Year and Program:	
3. Report Type FINAL	4. Project/Grant Performance Period (month, day, year) From: _____ To: _____
5. Transactions:	
Federal Expenditures and Unobligated Balance: (required)	
a. Total Federal Funds Authorized	
b. Federal Share of Expenditures	
c. Unobligated Balance of Federal funds (line a. minus b.)	
Advance: (if applicable)	
d. Total Advance Funds Received	
e. Advance Funds Unused (to be returned to PEMA)	
f. Date Unused Advance Funds were Returned to PEMA	
g. Interest Earned on Advanced Funds	
h. Date Interest was Returned to PEMA	
Subrecipient Share (Match): (if applicable)	
i. Total Subrecipient Share Required	
j. Subrecipient Share of Expenditures	
k. Remaining Subrecipient Share to be Provided (line i. minus j.)	
l. Source of Subrecipient Share	
Program Income: (if applicable)	
m. Total Federal Program Income Earned	
n. Explanation of Program Income	
6. Certification <i>By signing this report, I certify that it is true, complete, and accurate to the best of my knowledge.</i>	
Name of Preparer Signature of Preparer	Date Submitted: Phone: Email Address:
7. Approvals Typed or Printed Name & Title of First Approver Signature of First Approver	Typed or Printed Name & Title of Second Approver Signature of Second Approver

The information provided will be used by PEMA to close the referenced grant. Submission of this form certifies that all reimbursements have been received for the referenced grant and no further funding is owed to either the subrecipient or PEMA for the referenced grant.

The records retention period begins when this form is submitted to PEMA (2 CFR 200.333).

1. Subrecipient Organization Name: Subrecipient Name
2. Grant Year and Program: Enter appropriate grant year and program. Refer to the grant agreement if unsure.
3. Report Type: This report is only filed as a Final report. Final reports may be filed once all reimbursements have been processed by PEMA and the payment has been received by the subrecipient.
4. Project/Grant Performance Period: The time period for which expenditures were submitted for reimbursement through the grant agreement referenced on this report.
5. Transactions: Transaction information is divided into four sections. The "Federal Expenditures and Unobligated Balance" is required. The "Advance," "Subrecipient Share," and "Program Income" sections need only be completed if applicable.

Federal Expenditures and Unobligated Balance *(required)*

- a. Total award.
- b. Total eligible expenditures for which reimbursement was requested and received.
- c. Unobligated Balance of Federal Funds auto calculates by subtracting line b. from line a. This is the final balance amount that the subrecipient is leaving as unspent.

Advance *(if applicable)*

- d. Enter the total amount of funding received in advance of submission of expenditures
- e. Enter any advance funding received that remains unspent.
- f. Enter the date the unspent advance funds were returned to PEMA. Any remaining unspent advance funds must be returned before this report can be submitted. If there is a remaining advance balance, the report will not be accepted and will be returned to the subrecipient pending the return of the funding.
- g. Enter the dollar amount of any interest earned on advanced funds.
- h. Enter the date the earned interest was returned to PEMA. Any interest earned must be returned before this report can be submitted. If there is interest outstanding, the report will not be accepted and will be returned to the subrecipient pending the return of the funding.

Subrecipient Share (Match) *(if applicable)*

- i. Total dollar amount of match required by the grant. Do not include amounts in excess of the required amount. The total dollar amount required is to be calculated from the total expenditures, not the award amount. For EMPG, this field would be the same amount as the total expenditures.
- j. Subrecipient Share of Expenditures.
- k. Remaining Subrecipient Share to be Provided auto calculates subtracting line j. from line i. This amount must be zero for the report to be accepted by PEMA.
- l. Identify the funding source of the recipient share/match

Program Income *(if applicable)*

- m. Enter the amount of Total Federal Program Income Earned. Do not report any program income here that is being allocated as part of the recipient's cost sharing amount included in line 5j.
- n. Explain how the program income was earned and how it was expended.

6. Certification: Type the name of the report preparer along with their email address and phone number. The preparer then signs the report.
7. Approvals: Type the names and titles of the first and second approvers. The approvers then sign the report. *If the report was prepared by one of the approvers, the preparer signs as the preparer and in the spot for the name of the Second Approver, enter "Same as Preparer."*

This report is set up for use of Adobe electronic signatures, but electronic signatures are not required.