

**AFG Closeout Report - Narrative section**

Question	Instructional Text	Original question	Form	Section / page	Notes
<p><b>Narrative overview</b>            In this section, if applicable, update your NFIRS reporting information. Then, write a performance report to explain what your organization achieved with this grant money, and the impact it had on your community.</p> <p><b>NFIRS Reporting Questions</b>            Your organization may be required to provide information to the National Fire Incident Reporting System (NFIRS) during the period of your grant. We pre-populated your responses in this section based on the information you provided in your grant application. Review each question and edit any information that is incorrect.</p>					
Did you start reporting to NFIRS before your first AFG award?					
Do you currently report to NFIRS?		080-0-2 Do you currently report to the National Fire Incident Reporting System (NFIRS)?	AFG Application - 1660-0054	080-0-2 Fire department characteristics Part I (pg. 6)	
When did you begin reporting to NFIRS?					
What is your FDID / FDIN number?	Your FDID number is 5 digits	080-0-2 If you answered "Yes" above, please enter your FDID/FDIN.	AFG Application - 1660-0054	080-0-2 Fire department characteristics Part I (pg. 6)	
<p><b>Performance Report Narrative</b>            In your narrative please explain:            • The qualitative accomplishments your department achieved with this grant funding            • The impact of any special initiatives accomplished with this grant            • What exists now in the communities you serve that did not exist prior to this grant</p>					
Narrative	For example, if your grant was in the personal protective equipment category, in addition to indicating the number of pieces of equipment purchased (e.g. SCBAs), you should describe the results of the purchase, referencing your department's response capacity, the safety of firefighters, or other improvements.		Closeout Module		

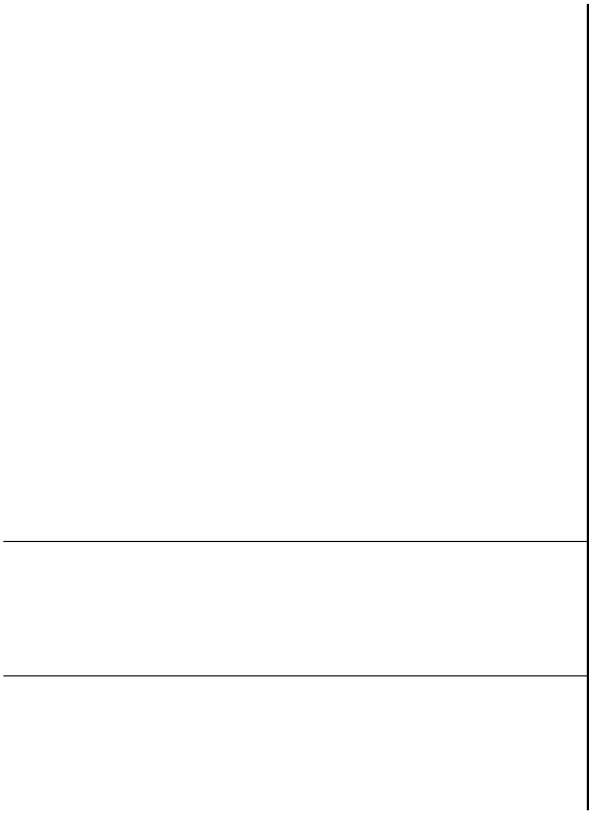












## AFG Closeout Report - Request details

**Question**

**Instructional text**

**Original question**

### Request details overview

In your grant application and amendments, you requested the following activities:  
[Activity list]  
Navigate to each activity to report the purchases you made under them.

Grant writer awarded amount  
[pre-populated]

Pre-populated from your grant application

Enter grant-writing fee associated with the preparation of the request. Enter "0" if there is no fee.

Total cost for all requests [auto-calculated]

Auto-calculated based on the information you report in this section

Do you want to add another activity to your grant? [user enters]  
yes/no

Select a program for which you are applying. If you are interested in applying under both vehicle acquisition and operations and safety, and/or regional application, you will need to submit separate applications

(If yes is selected) Select the activities you would like to add. [user enters]  
checkboxes for each activity that recipient doesn't have

Select all that apply

### Request details - Equipment

Use the table below to describe the equipment items purchased under the grant. If you requested an item but did not purchase it, enter "0" as the quantity and the item will not be counted towards your total cost.



Item [pre-populated]

What equipment will your organization purchase with this grant?

Description [user enters]

Please provide a detailed description of the item selected above

Budget class [user enters]

[If other is selected - modal comment box appears]  
**Add a comment**  
When you select a budget object class of other, you must explain why.  
text field label - Budget object class explanation

Select object class

Quantity awarded [pre-populated]

Number of units

Price per item [pre-populated]

Cost per unit

Quantity purchased [user enters]

Price per item [user enters]

Total [auto-calculated]

**Additional funding**

Use this space to add purchases that are necessary for this project to succeed, even though they may not fall under this activity. For example, let's say you requested treadmills within the equipment category, and needed training before you could use them. You would add the instructor you hired to conduct the training to your additional funding section

Budget class [user enters]

Description [user enters]

Total cost [user enters]

Total [auto-calculated]

Total cost for activity and additional funding [auto-calculated]





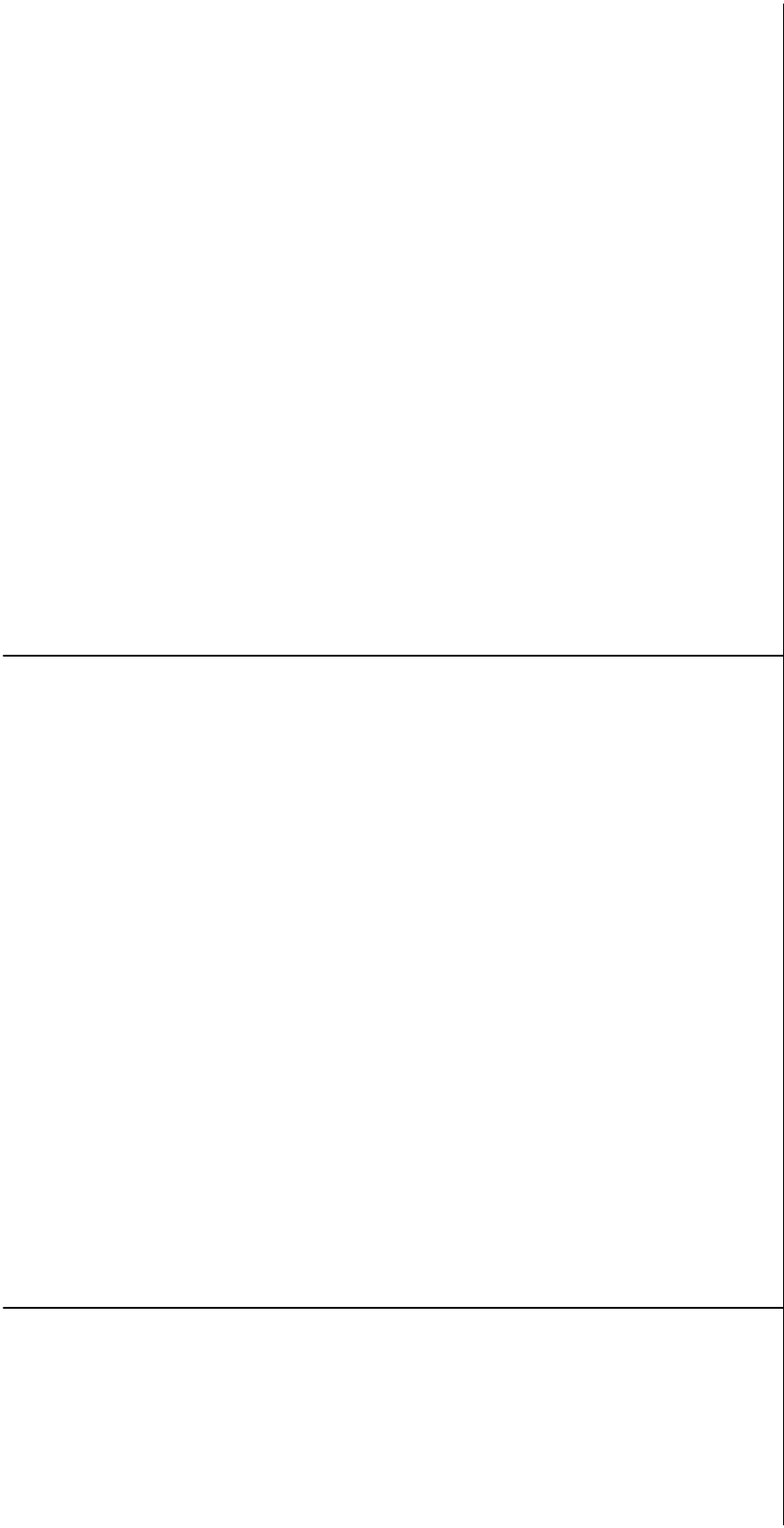
[Table, same as equipment]

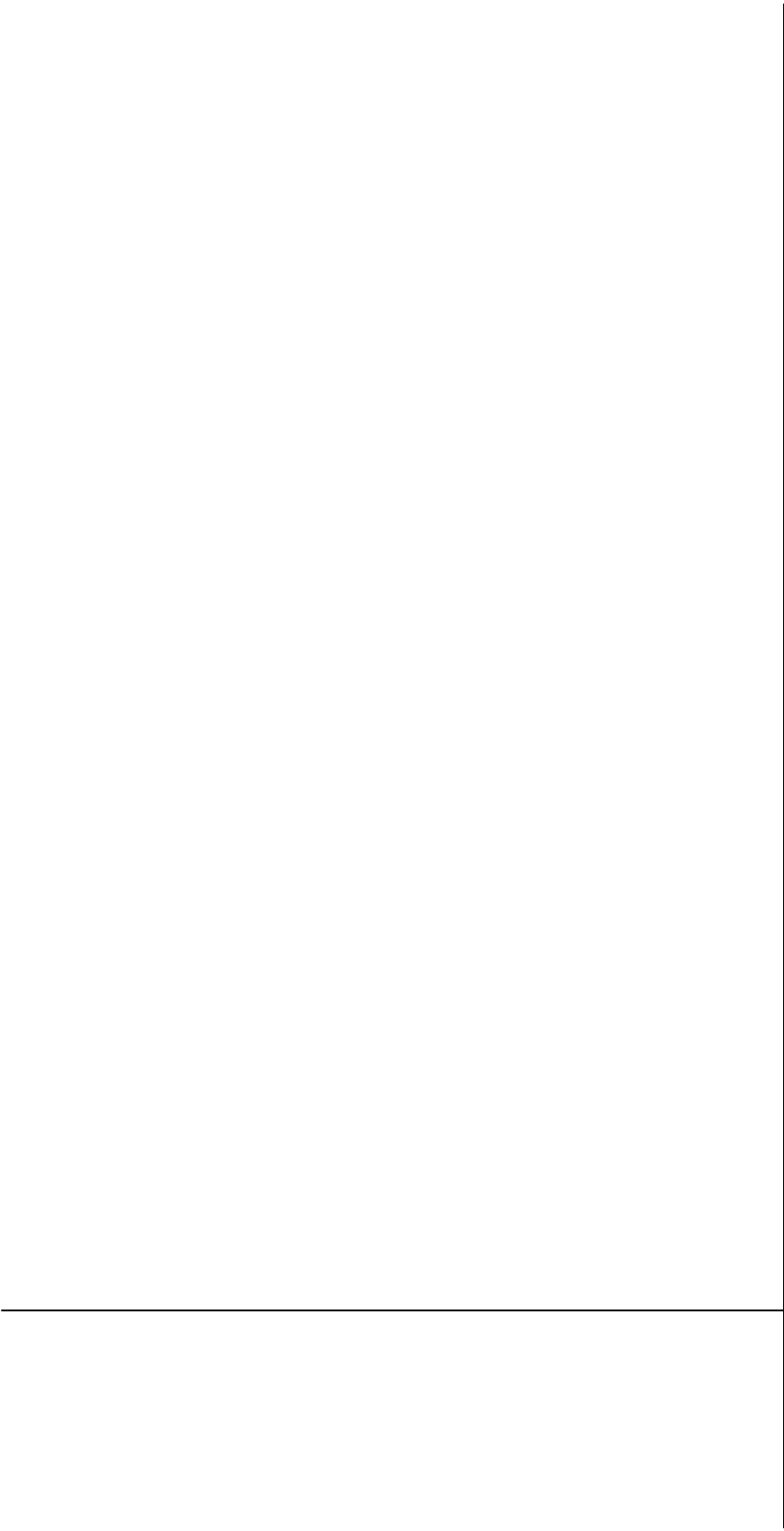
[Table, same as equipment]

[List, same as equipment]

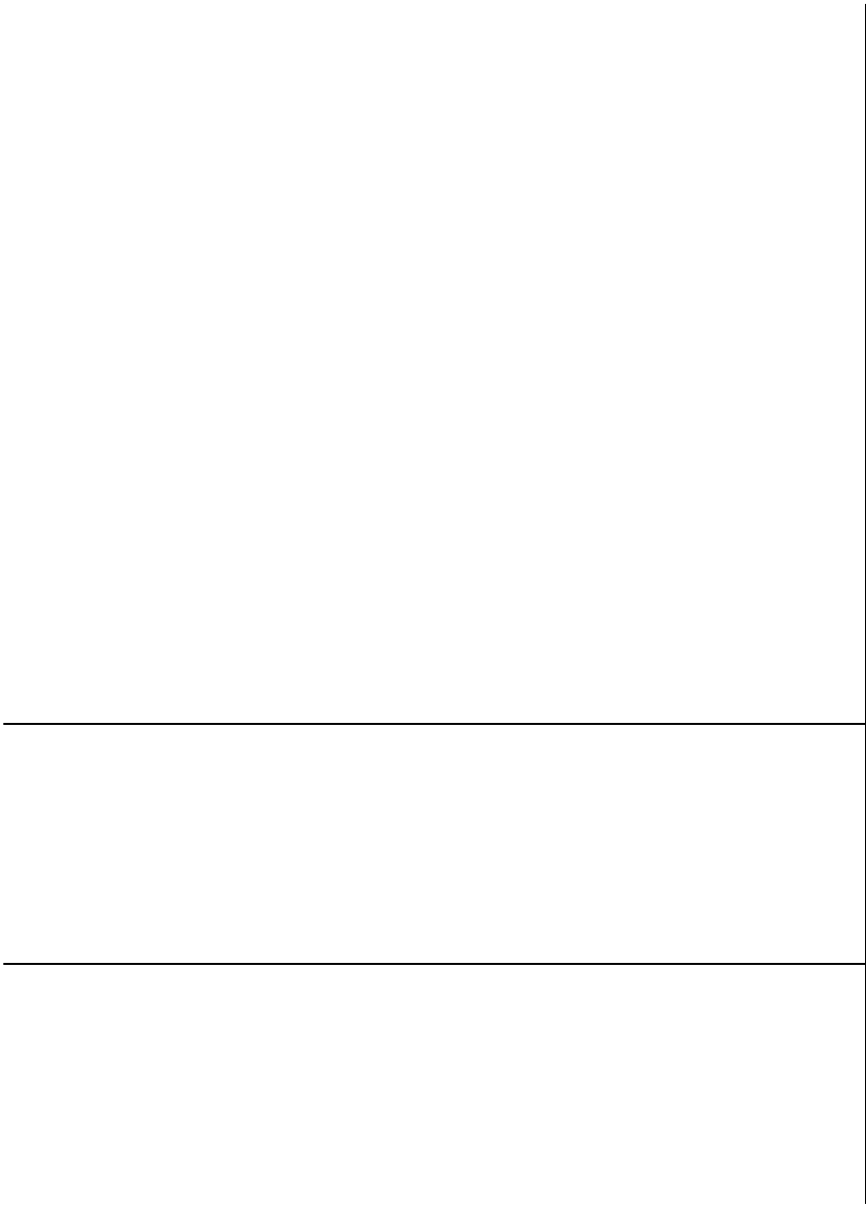
Did you use this grant to make additional purchases for any other trainings?





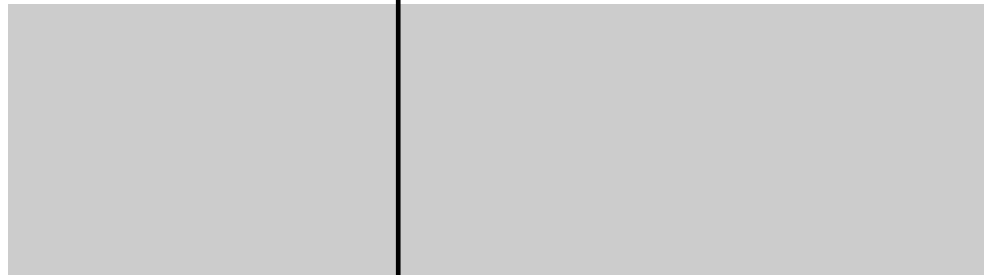








Form	Section / page	Notes
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AFG Application - 1660-0054	080-0-2 Request information (page 11)	
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AFG Application - 1660-0054	080-0-2 Request information (page 11)	
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	Questions are the same for each type of request (Training, Personal Protective Equipment, Wellness and Fitness, and Modify Facilities)
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AFG  
Application - 080-0-2b  
1660-0054 Add  
operations and  
fire safety -  
equipment  
(page 2)

AFG  
Application - 080-0-2b  
1660-0054 Add  
operations and  
fire safety -  
equipment  
(page 2)

AFG  
Application - 080-0-2b  
1660-0054 Add Budget  
item (page 9)

AFG  
Application - 080-0-2b  
1660-0054 Add  
operations and  
fire safety -  
equipment  
(page 2)

AFG  
Application - 080-0-2b  
1660-0054 Add  
operations and  
fire safety -  
equipment  
(page 2)

Closeout  
module

Closeout  
module

Closeout  
module



where do the additional funding questions  
come from?

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**AFG Closeout Report - Return funds**

**AFG Closeout Report - Retu**

Form

Section / pag Original question

Question

**Return Funds**  
Based on the information your organ  
details section of this closeout report

Closeout  
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**If you owe less than \$100, you do no**  
Unused funds [auto-calculated]  
FEMA share of unused supplies  
[auto-calculated] [user enters]  
calculated]  
Check number [user enters]  
Check amount [user enters]  
Check date [user enters]  
Comments [user enters]

**Interest earned**

Closeout  
Closeout  
Closeout  
Closeout

Check number [user enters]  
Check amount [user enters]  
Check date [user enters]  
Comments [user enters]

**Print your check details and mail bot**

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**ern funds**

**Instructional Text**                      **Original question**                      **Form**                      **Section / pag**

ization has provided in the request  
t, you owe FEMA money.

**t need to reimburse FEMA.**

Your unused funds will be added to  
your SF 425 as "total cash on hand"  
This is the share of unused supplies  
determined by your equipment and  
This is the amount you must pay  
FEMA. If this amount is negative, or  
upper right corner of your check.

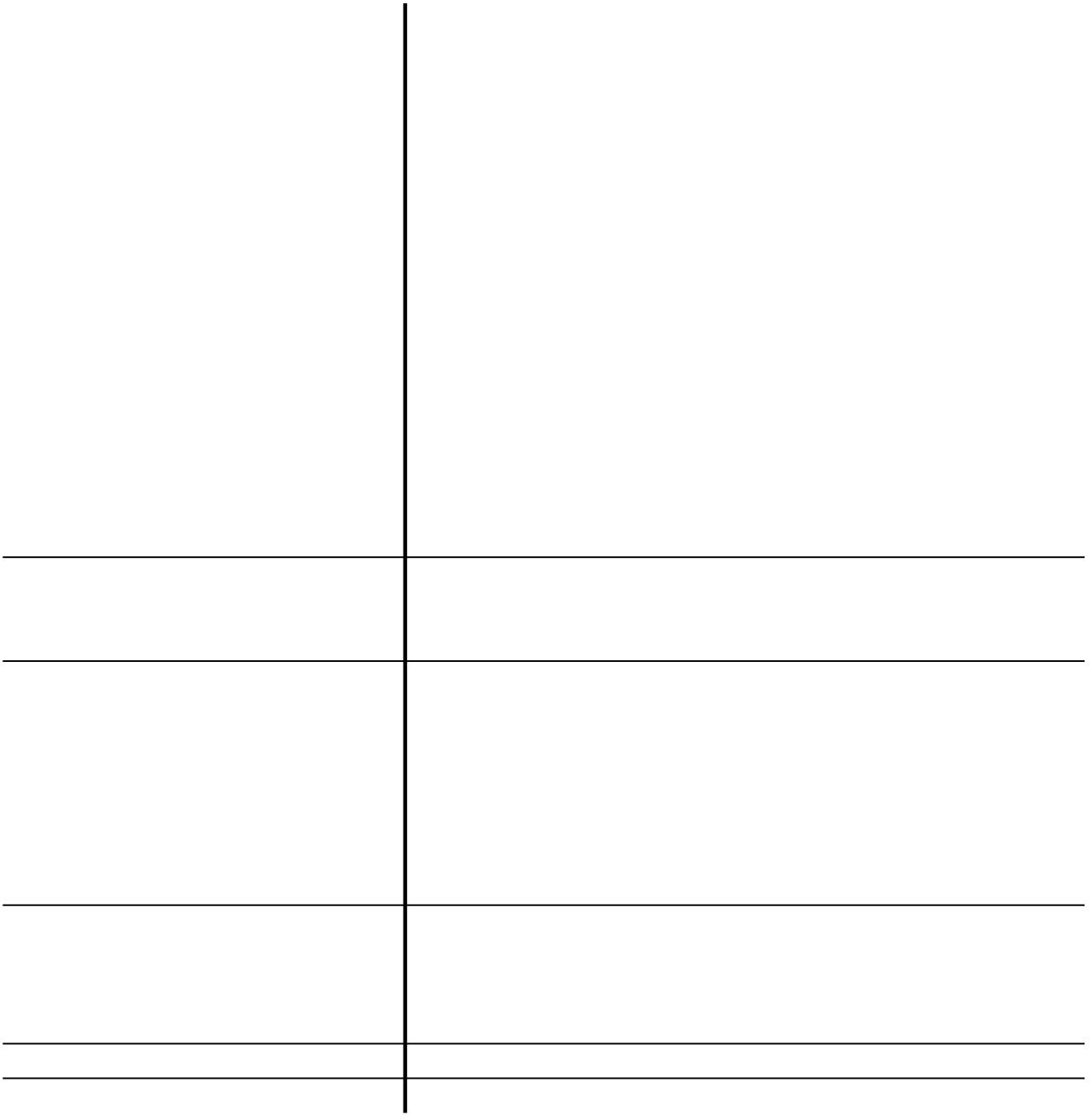
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**upper right corner of your check.**

upper right corner of your check.

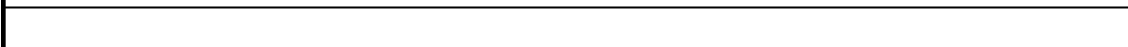
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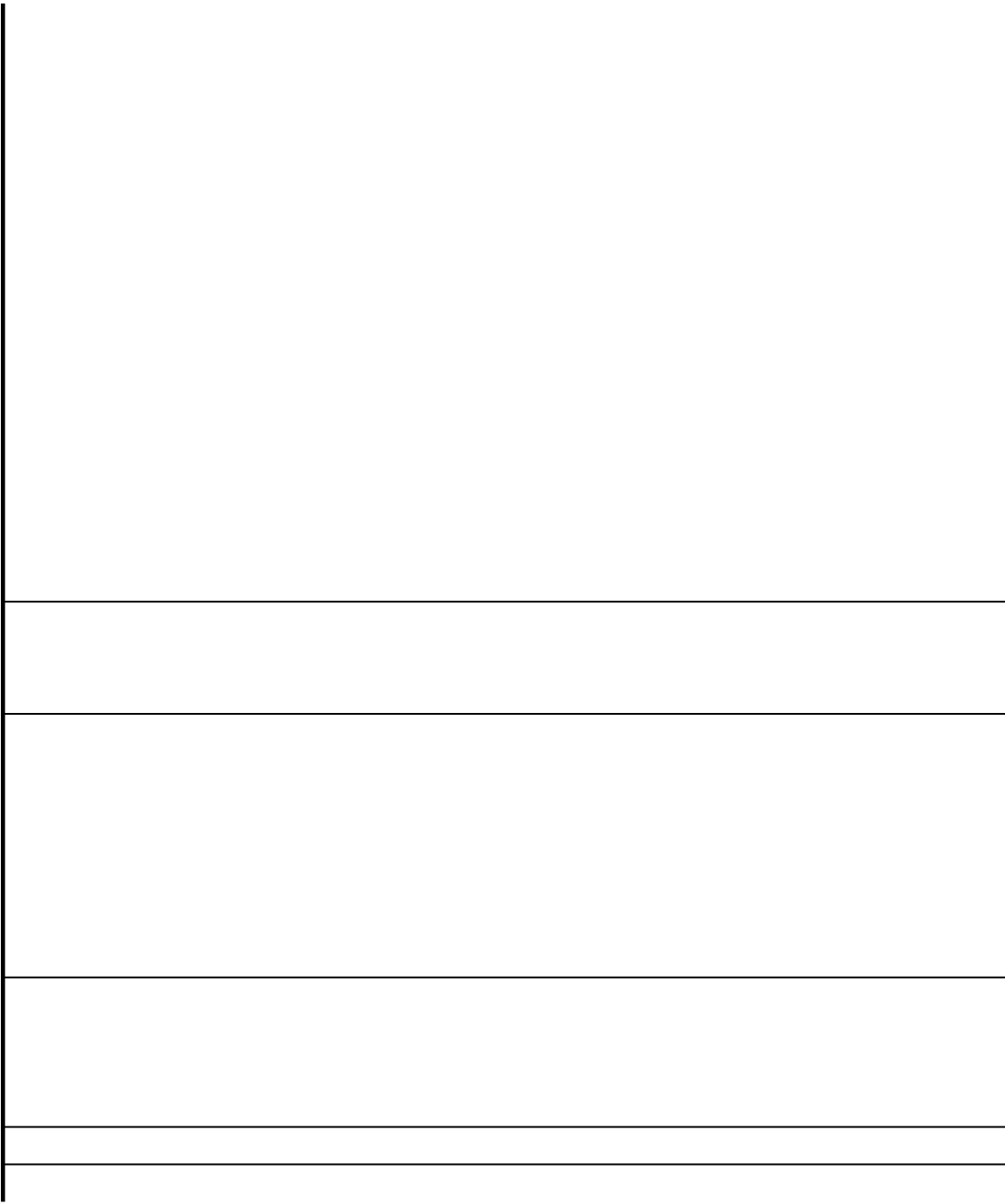




**Notes**







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## AFG Closeout Report - Review and Submit

### Question

### Instructional Text

#### Organization and Contact Information

Please review the information below and correct any inaccuracies.

Recipient [pre-populated]

Grant number [pre-populated]

Program [pre-populated]

Address [pre-populated]

Who is your primary point of contact? [user enters]

First name

Middle name

Last name

How can we contact this person? [user enters]

Phone type

Phone number

Extension

Email

#### Federal Financial Report (SF-425)

The information below is auto-calculated and prepopulated based on your responses in the request details section of this closeout report.

If any information is inaccurate, please correct it in the request details section, and your updates will be reflected below.

[See next sheet]

#### Submit your Closeout Report

Once all of the information in your closeout report is complete, submit it to FEMA. FEMA program specialists will review the information to certify it is accurate. Then, a FEMA financial specialist will ensure your organization's grant funds are reconciled.

**Closeout report certification**

By signing this closeout report, I certify the following—

I have the authority to submit this closeout report on behalf of my organization.

I have read and understand the questions, instructions, and my answers.

To the best of my knowledge and belief the closeout report, including the SF-425 form, is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and intent set forth in the award documents. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001).

I understand that inputting my password below signifies that I am the identified signatory on behalf of the organization. Further, I understand that this electronic signature shall bind the organization as if the closeout report and SF-425 were physically signed and filed.

Password [user enters]





Original question	Form	Section / page
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Organization name	AFG Application - 1660-0054  Closeout module	080-0-2 Applicant Information (page 3)
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What is the legal business address of your Entity as it appears in SAM.gov? Mailing Address 1	AFG Application - 1660-0054	080-0-2 Applicant Information (page 3)
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Mailing Address 2 First Name Middle Initial Last Name	AFG Application - 1660-0054	080-0-2 Alternate contact information (page 2)
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Primary Phone Secondary Phone Optional Phone Fax Email	AFG Application - 1660-0054	080-0-2 Alternate contact information (page 2)
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AFG application - 080-0-2  
1660-0054 Applicant's  
Acknowledgements (page 1)

Password [user enters]

AFG application - 080-0-2  
1660-0054 Applicant's  
Acknowledgements (page 1)



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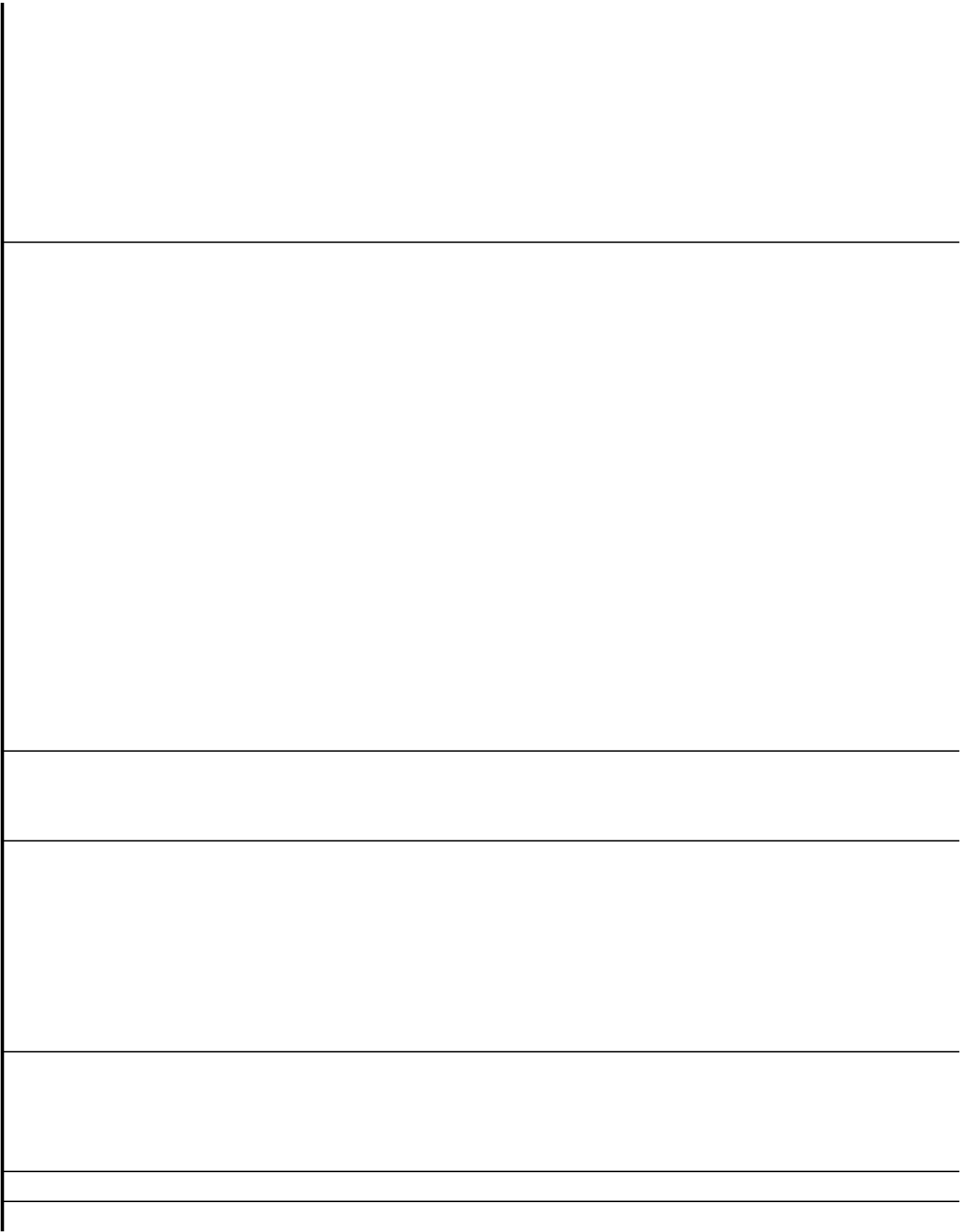


Notes



GPD lawyers came up with this certification -  
we are combining certifications from the SF-425,  
SF-428 and AFG application

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