**NTHMP Final Grant Close-Out Narrative Report**

**{date}**

Award Number: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Project Dates: [enter start and end date of entire grant, including no-cost extensions]

Recipient: [official name of your agency as reflected in grant award]

Contact: [name, address, phone, email]

**GOALS AND OBJECTIVES**

List the goals and objectives for this grant. (Source: final project narrative. List only goals/objectives, not complete narrative.)

**TASKS/SUBTASKS FUNDED**

List the tasks and subtasks funded by this grant. (Source: final project narrative and budget narrative. List only the tasks, not the narrative. Make sure the listed tasks are consistent with the Project Plan.)

**ACCOMPLISHMENTS**

List accomplishments completed by this grant in summary form and organized by NTHMP subcommittee structure. List accomplishments in summary form, not year-by-year and task-by-task.

Example: [Remove examples below and replace with your own accomplishments broken down by NTHMP subcommittee]

MMS: produced 14 tsunami evacuation maps; participated in 2010 benchmarking workshop.

MES: supported recognition of 22 TsunamiReady Communities in the State of X; held 195 meetings/town halls/presentations with and for public officials and residents.

WCS: Installed 31 tsunami warning sirens in Lower Outersville (10), Upper Innsersburg Beach (15), and Middle Slobbovia (6).

NTHMP Admin: Supported staff time for Sam Seiche and Tina Tsunami to participate in NTHMP Coordination Committee meetings by phone and at the Annual Meeting in Portland (2011) and San Diego (2012). – *only include this if NTHMP grant funds were used to cover salaries and approved expenses.*

**UNMET RESULTS**

Describe results anticipated but not achieved. Explain simply what happened. If you list any unmet results, make sure that funds for that activity appear on the “Cash on hand at end of period,” line 3J of Standard Form 272 *Federal Cash Transaction Report*. That is, you should have funds remaining if any result is not met. If a result were reprogrammed through an earlier action, then report the result under accomplishments.

Example: planned to install tsunami warning sirens in Lower Sasquat. Deferred this activity to FY15 grant because poor weather and delayed issuance of a permit caused a delay. $13,000 for this activity is reported on the SF272 as Cash On Hand at End of Period.

Note: if you have no unmet results, state “none.”

**SUMMARY**

In one or two paragraphs, state how this grant has contributed toward achieving the NTHMP’s vision and mission as described in the NTHMP Strategic Plan.

Checklist of forms to prepare and submit with final progress report narrative:

• Federal Financial Report (SF425)

Reports on Federally-owned property (SF428A, SF428B, or SF428C) are not required on grant closeout. That’s because equipment purchased using funds from NTHMP grants belongs to the NTHMP partner state, territory, or university making the purchase. The equipment is not “Federally-owned,” and therefore, no forms about disposition of equipment or reimbursement of funds to the Government is required.