

**HAZARD MITIGATION GRANT PROGRAM**  
**Federal Subgrantee Agreement**  
**“Important Points”**

This “important points” guide is designed to assist the Recipient(s) with some of the significant points of the Division of Emergency Management (DEM), Hazard Mitigation Grant Program contract agreement in each specified section; however, **the responsibility ultimately lies with the recipient to review the contract in its entirety before signing.** It is anticipated that this guide will assist Recipient(s) with quality assurance for the life of the project.

**Section I: Information that should be reviewed prior to signing your contract/agreement.**

(1) SCOPE OF WORK

- The Scope of Work’s detailed line item Budget must be verified and concur with the approved application’s project description.

(13) NOTICE AND CONTACT

- The name, title, address (zip code + 4), recipient name, telephone number, fax number and email address of the Representative of the Recipient responsible for the administration of the contract must be verified.

(17) FUNDING/CONSIDERATION

- This is a “cost reimbursement” program. The Recipient shall be reimbursed for costs incurred in the satisfactory performance of work not to exceed the specified amount of the award.
- Section 17 (b) if a Working Capital Advance (WCA) payment is requested, the recipient must submit Attachment D (Request for Working Capital Advance and Reimbursement) and Attachment E (Justification for Working Capital Advance) prior to funds being disbursed. If this section is left blank it is understood that no Working Capital Advance payment is being requested.
- Reimbursement of administrative costs will be paid upon request at the time of project closeout with the Federal Emergency Management Administration (FEMA) and must be accompanied with a statement/summary of services All associated documentation must be retained and maintained in accordance with (5) Recordkeeping.

**NOTE:** Before returning the contracts, make sure all four (4) copies have an original signature and date of the official representative. If there is an official that is not listed who is authorized to sign for your organization, please provide a copy of the organization’s resolution or charter.

**Section II: Pertinent information to review after a fully executed contract has been received**

(4) MODIFICATION OF CONTRACTS:

- Modification requests must be submitted in writing and agreed upon by all parties, i.e. the State of Florida, Division of Emergency Management (DEM) Hazard Mitigation Grant Program (HMGP) and Recipient.

(5) RECORDKEEPING

- Funds received by the Recipient for each project may not be commingled and the funds obligated or expended for each project must be accounted for separately, with separate record keeping for each project.
- The Recipient shall retain all original records pertinent to this Agreement for five years following the date of termination of this Agreement or of submission of the final closeout report, whichever is later.

(7) REPORTS

- Quarterly Reports should be submitted Jan. 15, April 15, July 15, and Oct. 15, indicating the status of the project. Submittal by the above dates will allow DEM to meet deadlines required by FEMA.

(8) MONITORING

- Monitoring procedures may include, but not limited to, on-site visits by DEM staff *and/or other procedures*.
- Recipient agrees to comply and cooperate with any monitoring procedures, inspections, reviews, investigations or audits deemed appropriate by the Comptroller, Auditor General, or DEM.

(14) SUBCONTRACTS

- If the Recipient of the HMGP funds subcontracts, then the subcontractor is bound by the terms of the DEM agreement between the State and recipient and the agreement between the subcontractor and the recipient..
- A copy of the executed subcontract agreement must be forwarded to the Division within 10 days of execution.

(16) ATTACHMENTS

- All attachments and submittals that will be needed for the life of the agreement are contained within the agreement.
- Attachment B- Program Statutes and Regulations:
  - **As a reminder, the Recipient must obtain prior approval from the state before implementing additions or amendments to the approved Scope of Work.**
  - **During this process no construction may occur and a full environmental review must be completed.**
  - **The Recipient must notify the State as soon as significant developments occur and any extensions of the period of performance must be submitted to the state in writing 90 days prior to the project expiration date! This timeframe will allow DEM to meet the 60 day requirement by FEMA for extension requests.**
- Attachment H- Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Form must be returned to DEM when contractor has been selected.

(18) REPAYMENTS

- All refunds or repayments to the Division of Emergency Management under this Agreement are to be made payable to the order of "Department of Community Affairs" and mailed directly to the Department of Community Affairs, Finance and Accounting, 2555 Shumard Oak Boulevard, Tallahassee, Florida 32399-2100