



STATE OF FLORIDA

DIVISION OF EMERGENCY MANAGEMENT

CHARLIE CHRIST
Governor

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Director

SUBGRANTEE CHECKLIST FOR FINAL INSPECTION/CLOSE-OUT

This Hazard Mitigation Grant Program (HMGP) and Flood Mitigation Assistance (FMA) checklist is designed to provide guidance to the Subgrantee, outlining the documentation needed in preparation for final inspection/close-out. State staff, i.e. Planners, Engineers, and Environmental Specialists, will conduct a final site visit to verify that all documentation submitted supports the approved project scope completed and the request for final inspection/close-out. The following list of items should be forwarded to the State HMGP or FMA office, or be provided to the State HMGP or FMA representative at the time of the final site visit for review.

Section One:

Subgrantee's letter requesting a Final Inspection is to include the following:

- _____ The project is 100 percent complete.
- _____ The scope of work has been completed in compliance with the State/Subgrantee agreement.
- _____ The relevant building codes & standards were satisfied; and as applicable, the shutter system complies with Dade County specifications and Standards.
- _____ The Summary of Documentation is provided to the State HMGP or FMA office to support the total project cost claimed for reimbursement.
- _____ Any Overrun/underrun amounts are specifically noted acknowledging the balance remaining of (a) non-spent funds, or (b) spent funds that exceed the project's obligated amount.

Section Two:

Subgrantee's Summary of Documentation for total project reimbursement claimed:

- _____ Complete this attachment outlining **in detail by line item** expenses incurred in the project.
Note: This form is an attachment to the State/Subgrantee agreement and is entitled, **Summary of Documentation in Support of Amount Claimed for Eligible Disaster Work.**

Section Three:

Subgrantee's approved Scope of Work vs. actual Scope of Work performed:

- _____ The Subgrantee is to provide a copy of the initial Scope of Work that was approved, and a copy of the actual Scope of Work performed. The Scope of Works will be compared to examine for any change orders that may have occurred in the project.

Section Four:

Subgrantee's Feasibility Report

- _____ The Subgrantee's Feasibility Report should note the structural integrity of the building(s) that have been mitigated, i.e. shuttered or elevated. The local building inspector/ official should provide this correspondence to the Subgrantee for transmittal to the State HMGP or FMA office. The inspector's report should be authenticated with the seal of the county or the inspector's authorized personal seal.

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Section Five:
Subgrantee's Reimbursement Request Documentation:

_____ The Subgrantee should ensure that all necessary supporting documentation, i.e. Contractor's Invoices, canceled checks for reimbursement is clear, and reflective of the detailed line items submitted on the Summary of Documentation.

Section Six:
Subgrantee's Contracts:

The Subgrantee is to provide:

- _____ Bid Tabulation and listing;
- _____ Executed contracts with contractors and Procurement methods;
- _____ Contractor's billings and Change orders;
- _____ Letter from Subgrantee stating contractor's eligibility was verified.

Note: Debarred contractors are not eligible vendors.

Section Seven:
Subgrantee's Acknowledgement of Overrun/ Underrun:

The Subgrantee is to provide:

- _____ The total dollar amount expended on the completed project;
- _____ The total dollar amount remaining as a balance, **if all money that is obligated is not utilized (Underrun).**
- _____ The total dollar amount expended as an overage, **if the money spent surpasses the obligated Amount (Overrun).**

Section Eight:
Subgrantee's Request for Time Extension:

- _____ Was a time extension required for the project?
- _____ Was a time extension granted for the project?

Section Nine:
Subgrantee's Proof of Payment Documentation:

_____ For each reimbursement payment requested the subgrantee is to provide proof of payment, i.e. copy of front & back of canceled payment checks and the respective invoice(s). **The submittal of this documentation is for the purpose of state and federal auditing of the program's grant money.**

Section Ten:
Certified letter from Subgrantee's Engineer/ Inspector:

_____ The Subgrantee's Engineer of Record/ Project Inspector is to provide the Subgrantee a formal certificate/ or letter affirming that the project has been completed in conformance with the approved project drawings and specifications; as applicable, the shutters are in compliance with the Dade County Standards.

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**Section Eleven:
Certificate of Completion from School District/Board:**

_____ The Subgrantee is to provide a Certificate of Completion by the respective School District/ Board confirming the building code; as applicable, i.e. shutters.

**Section Twelve:
Certificate of Occupancy:**

_____ The Subgrantee is to provide a Certificate of Occupancy from the respective Permitting Agency(ies); as Applicable, i.e. and elevation certificate.

If you need assistance or have questions, please call the Hazard Mitigation Grant Program at (850) 922-5269, or the Flood Mitigation Assistance office at (850) 922-4182.