



STATE OF FLORIDA

DIVISION OF EMERGENCY MANAGEMENT

RICK SCOTT
Governor

BRYAN W. KOON
Director

SUBGRANTEE CHECKLIST FOR FINAL INSPECTION/CLOSEOUT

This Hazard Mitigation Grant Program (HMGP) checklist provides guidance to the Subgrantee, outlining the documentation needed in preparation for final inspection and closeout of a project. Florida Division of Emergency Management (Division) staff will conduct a final site visit to verify that the approved project scope of work is complete and that all submitted documentation reflects actual work performed and supports the request for final inspection/closeout. The following list of items should be forwarded to the State HMGP office, or be provided to the State HMGP representative at the time of the final site visit.

Final Inspection & Closeout Documentation

Section One

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

- _____ The project is complete and ready for final inspection and closeout.
- _____ The scope of work has been completed in compliance with the Subgrantee agreement.
- _____ The relevant building codes & standards were satisfied; and as applicable, the shutter system complies with Dade County specifications and Standards.
- _____ 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).** If there is an overrun, the Subgrantee must provide an explanation as to how they addressed the overrun.

Section Two

Subgrantee's Local Building Inspection Report:

_____ The Subgrantee's Local Inspection 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 office. The inspector's report should be authenticated with the seal of the county or the inspector's authorized personal seal.

Section Three

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.

Section Four

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; and
- _____ Letter from Subgrantee stating contractor's eligibility was verified.

Note: Debarred contractors are not eligible vendors.

Section Five

Certificate of Completion/Occupancy:

_____ The Subgrantee is to provide a Certificate of Completion and or Occupancy from the respective Board or Permitting Agency; confirming the building code as applicable, i.e. shutters/elevation certificate.

Final Reimbursement Documentation

Section Six

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

- _____ Complete Attachment D 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, Attachment D **Summary of Documentation in Support of Amount Claimed for Eligible Disaster Work**.

- _____ For each reimbursement payment requested, the Subgrantee should ensure that all necessary supporting documentation is provided; i.e. Contractor's invoices, front and back of canceled checks for reimbursement are clear, and reflective of the detailed line items submitted on the Summary of Documentation. **The submittal of this documentation is for the purpose of state and federal auditing requirements.**

Special Circumstance Documentation

Section Seven

Project Completed for School Districts:

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

- _____ The Subgrantee is to provide proof of flood insurance for projects located within the Special Flood Hazard Area.

If you need assistance or have questions, please call the Hazard Mitigation Grant Program at (850) 922-5944.