

APPENDIX J:
Hazard Mitigation
Grant Program
Administrative Plan

STATE OF FLORIDA
ADMINISTRATIVE PLAN
for the
HAZARD MITIGATION GRANT PROGRAM

Hurricane Hermine
FEMA-4280-DR-FL
Declared September 28, 2016

Hurricane Matthew
FEMA-4283-DR
Declared October 8, 2016

Submitted in accordance with requirements of
Section 404 of the Robert T. Stafford
Disaster Relief and Emergency Assistance Act
(Public Law 93-288, as amended)



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I. INTRODUCTION

This plan outlines the administrative procedures for the Hazard Mitigation Grant Program (HMGP) for FEMA-4280-DR-FL Hurricane Hermine and FEMA-4283-DR-FL Hurricane Matthew. The intent of this plan is threefold:

- To outline the basic administrative procedures for the HMGP;
- To establish basic responsibilities between the State of Florida, the Florida Division of Emergency Management (FDEM) and the Federal Emergency Management Agency (FEMA); and
- To provide an easy to read document detailing how the HMGP is administered within the State of Florida.

This plan shall be updated as necessary to include all relevant procedural changes. In the event of any inconsistencies or conflict between the language of this plan and the attached operational agreements, the language of the operational agreements shall control, but only to the extent of the conflict or inconsistency. This applies only to those disasters participating in the Program Administration by States pilot.

This plan is incorporated into the State Enhanced Hazard Mitigation Plan as an appendix, which, in turn, is incorporated into the state's Comprehensive Emergency Management Plan (CEMP) via reference. The CEMP is the master operations document for the State of Florida and it is the framework through which the state handles emergencies and disasters.

II. RESPONSIBILITIES

General Responsibilities

The Federal Emergency Management Agency (FEMA) is responsible for the following post-disaster hazard mitigation activities:

- Appoint a Federal Hazard Mitigation Officer for each disaster to manage and monitor hazard mitigation programs and activities;
- After a Presidential Disaster Declaration, coordinate with state and local governments to ensure that mitigation commitments are fulfilled, and take action when necessary, including recovery of funds or denial of future funds if mitigation commitments are not fulfilled;
- Provide technical assistance to state and local governments for mitigation activities;

- Conduct periodic reviews of the State's hazard mitigation activities and programs to ensure that the State is adequately prepared to meet its responsibilities;
- Assist the State in identifying appropriate mitigation actions for the state and/or local governments; and
- Coordinate with the State on the development and distribution of Hazard Mitigation Technical Assistance Program (HMTAP) task orders and related technical assistance reports. Additionally, coordinate with the State on the dissemination of Mitigation Outreach and Education materials.

The FDEM is responsible for the following:

- Appoint a State Hazard Mitigation Officer (SHMO), who serves as the point of contact for all matters relating to Section 404 HMGP. For FEMA-4280-DR-FL Hurricane Hermine and FEMA-4283-DR-FL Hurricane Matthew, the State Hazard Mitigation Officer is Miles Anderson, the Mitigation Bureau Chief, unless otherwise identified in the FEMA/State Agreement for the major disaster declaration;
- Ensure the State has an approved Standard State Hazard Mitigation Plan pursuant to 44 Code of Federal Regulations (C.F.R.) § 201.4 in order to receive assistance under the Stafford Act;
 - Currently, the FDEM has a State Enhanced Hazard Mitigation Plan, which was approved on August 24, 2013.
- With FEMA and local government participation, conduct a post-disaster assessment of the damages incurred and provide recommendations on updating the relevant Local Mitigation Strategies (LMS);
- Request Management Cost Funding pursuant to 44 CFR 207.7;
- Provide a staffing and management plan within 120 days of the opening of the Joint Field Office (JFO) in accordance with 44 C.F.R. §207.7(d);
 - Appendix E lists those staff positions that help administer the HMGP in addition to the responsibilities in their respective units and programs. Their specific time allocation to the HMGP is explained further in the staffing and management plans for FEMA-4280-DR-FL and FEMA-4283-DR-FL.
- Revise existing State Hazard Mitigation Plan annually, if necessary, in accordance with the current approved State Enhanced Hazard Mitigation Plan. A revised plan shall be submitted for approval to the Regional Administrator every three years (44 C.F.R. § 201.4 (d));

- Update this Section 404 Administrative Plan as required;
- Ensure all State initiated actions or projects are in conformance with the State Hazard Mitigation Plan under 44 C.F.R. § 201.4(c)(3)(iii) and § 201.5;
- Coordinate with the appropriate Local Mitigation Strategy (LMS) Working Groups to ensure that appropriate hazard mitigation actions consistent with their LMS are recommended for eventual funding under the HMGP and Unmet Needs Programs;
- Schedule and participate in HMGP applicant briefings to ensure that the appropriate LMS Working Groups and the potential applicants are aware of the application requirements and procedures, program eligibility, and key deadlines;
- Collect all relevant documents related to the current disasters and forward them to the Implementation Unit at the appropriate time;
- Coordinate with local governments to ensure that appropriate hazard mitigation actions are implemented and that the plans and actions of local governments are consistent with the plans and actions of the State;
- Provide technical assistance as required to local governments and/or sub-recipients;
- Manage HMGP funds;
- Monitor and submit quarterly progress reports to FEMA;
- Ensure that proper close-out procedures are followed;
- Coordinate all State and local responsibilities regarding hazard mitigation; and
- Notify the appropriate County Commission Chairperson, LMS Working Group Chairperson, and County Emergency Management Director of hazard mitigation grant funds.

Local governments and other eligible applicants are responsible for the following:

A. Chairman of the County Commission

- Shall ensure that a Chairperson for the LMS Working Group has been selected;
- Shall submit to FDEM a list of the members of the Working Group and its designated Chairperson and Vice-Chairperson as required by 27P-22 Florida Administrative Code.

- Ensure the LMS is approved by FEMA pursuant to 44 C.F.R. § 201.6 in order to receive HMGP project grants.

B. Chairperson of the LMS Working Group

- To make every effort to encourage participation in the Working Group from the following:
 - The various agencies of County and local government to include planning and zoning, roads, public works, and emergency management;
 - Representation from all municipalities within the County; and
 - Representation from interested private organizations, civic organizations, trade and commercial support groups, property owner's associations, Native American Tribes or authorized tribal organizations, water management districts, regional planning councils, independent special districts, non-profit organizations and citizens at large.
- To revise the LMS as required (44 C.F.R 201.6) and as necessary after a disaster;
- To coordinate all mitigation activities within the County;
- To set an order of priority for local mitigation projects;
- To submit annual LMS updates to the Division by the last working weekday of each January;
- To submit to FDEM in the aftermath of a declared disaster a prioritized list of projects appropriate for funding from HMGP;
- To notify the potential applicants associated with the projects of the availability of funds, the application procedures, and make all necessary arrangements for an applicant's briefing;
- To coordinate and monitor the implementation of local hazard mitigation measures in accordance with the LMS; and
- To participate in the process of evaluating hazards and adopting appropriate hazard mitigation measures consistent with the LMS risk and vulnerability assessment and mitigation strategy, which may include land use and construction standards.

All eligible applicants are responsible for the following:

- Participation in the LMS Working Group;
- Participation in applicant briefings; and
- Submission of quarterly progress reports to the SHMO.

III. ELIGIBILITY REQUIREMENTS

A. Eligible Applicants (44 C.F.R. § 206.434(a)) The following are eligible to apply for the HMGP:

- State and local governments, as defined at 44 CFR 206.2(16), who have an approved LMS plan (see Appendix E).
- Private non-profit organizations, as defined at 44 CFR 206.221(f), that own or operate a private non-profit facility as defined at 44 CFR 206.221(e); and a qualified conservation organization as defined at 44 CFR 80.3(h) which is the only private nonprofit organization eligible to apply for acquisition or relocation for open space projects
- Indian tribes or authorized tribal organizations.

B. Project Eligibility Criteria (44 C.F.R. § 206.434(c)) "*Minimum project criteria*. To be eligible for the Hazard Mitigation Grant Program, a project must:

(1) Be in conformance with the State Mitigation Plan and Local Mitigation Plan approved under 44 C.F.R. part 201;

(2) Have a beneficial impact upon the designated disaster area, whether or not located in the designated area;

(3) Be in conformance with 44 C.F.R. Part 9, Floodplain Management and Protection of Wetlands, and Internal Directive 108.1;

(4) Solve a problem independently or constitute a functional portion of a solution where there is assurance that the project as a whole will be completed. Projects that merely identify or analyze hazards or problems are not eligible;

(5) Be cost-effective and substantially reduce the risk of future damage, hardship, loss, or suffering resulting from a major disaster. The grantee must demonstrate this by documenting that the project;

- (i) Addresses a problem that has been repetitive, or a problem that poses a significant risk to public health and safety if left unsolved,

(ii) Will not cost more than the anticipated value of the reduction in both direct damages and subsequent negative impacts to the area if future disasters were to occur,

(iii) Has been determined to be the most practical, effective, and environmentally sound alternative after consideration of a range of options,

(iv) Contributes, to the extent practicable, to a long-term solution to the problem it is intended to address,

(v) Considers long-term changes to the areas and entities it protects, and has manageable future maintenance and modification requirements."

C. Types of Eligible Activities (44 C.F.R. § 206.434(d))

1. Planning. Up to 7% of the State's HMGP grant may be used to develop State, tribal and/or local mitigation plans to meet the planning criteria outlined in 44 C.F.R. Part 201.

2. Projects may be of any nature that will result in protection to public or private property. Those activities for which implementation has already been initiated or completed are not eligible for funding. Eligible projects can include but are not limited to:

- Construction activities that will result in protection from hazards;
- Retrofitting of existing facilities that will result in increased protection from hazards;
- Elevation of flood prone structures;
- Mitigation Reconstruction;
- Vegetative management/soil stabilization;
- Infrastructure protection measures;
- Safe Room Construction;
- Generators;
- Dry Floodproofing of Non-residential Structures;
- Stormwater management/flood control projects;
- Property acquisition or relocation; and
- Plans that identify and analyze mitigation problems and include funded,

scheduled programs for implementing solutions.

- Development of State or Local mitigation standards;
- Development of comprehensive mitigation programs with implementation as an essential component;
- Development or improvement of warning systems (State Initiative); and/or other non-traditional initiatives; and
- Climate Resilient Mitigation Activities, such as Aquifer Storage and Recovery, Flood Diversion and Storage, Floodplain and Stream Restoration.

NOTE: HMGP funds cannot be given for acquisition or construction purposes if the project site is located in a designated Special Flood Hazard Area that has been identified for at least one year and the community is not participating in the National Flood Insurance Program (NFIP). This includes communities suspended from participation. Non-participating communities may submit projects to the HMGP only if the projects are located in unmapped areas or areas outside of the Special Flood Hazard Area. Any HMGP construction project located within a Special Flood Hazard Area must be in compliance with the minimum NFIP standards for such project.

D. Project Period of Performance (POP)

In an effort to use HMGP funds more efficiently and effectively, all funds to sub-recipients will be disbursed, and all activities completed, not later than three (3) years from the date of the grant award (obligations) to the State. In order to request a POP extension, the recipient (sub-recipient) will submit a formal written request to the State no later than 60 days prior to the expiration of the POP. This request will include a justification for the extension. This justification must demonstrate that work is in progress and that it can be completed within the extended POP.

The State will review the extension request. If it is determined that unusual circumstances exist, the POP may be extended to a period not to exceed the end of the grant POP. As a result of this policy and in keeping with program regulations in 2 C.F.R. § 200.343, any funds not disbursed by the grantee within the approved POP of the grant will be de-obligated and returned to FEMA.

IV. NOTIFICATION

Pre-Disaster Awareness

Methods for disseminating information to local governments concerning the HMGP include, but are not limited to, the following:

- Technical assistance to Local Mitigation Strategy (LMS) Working Groups;

- Identification of the HMGP in the Hazard Recovery and Mitigation components of Local Government Comprehensive Emergency Management Plans and through the development of local mitigation strategies;
- Outreach by regularly scheduled technical assistance visits to local governments;
- Distribution of written information at meetings, through telephone requests, published information on the Division's internet site, and email; and
- Explanation of the program at disaster assistance workshops, seminars, and meetings.

Post-Disaster Notification

In the aftermath of a disaster, the FDEM may implement the following methods to notify eligible applicants:

- Verbal and/or written dissemination of information to local government officials during preliminary damage assessment visits;
- Verbal and/or written dissemination to LMS Working Groups;
- Letters to local governments;
- Identification of hazard mitigation issues at the initial Federal/State coordination meeting;
- An explanation and description of the program at the applicant's briefing for the Section 406 PA Program;
- Dissemination of information to affected local governments through press releases from the Public Information Officer (PIO);
- An explanation and description of the program at applicant briefings for the HMGP to ensure potential applicants are provided information on the application process, program eligibility and key deadlines;
- Use of county emergency managers to notify their respective jurisdictions and coordinate with local media;
- Notification in the Florida Administrative Weekly; and
- Notification to the appropriate regional planning councils and water management districts.

V. APPLICATION PROCEDURES – STATE OF FLORIDA

A. The State will submit a Standard Form 424, which includes the HMGP, to FEMA within 90 days of each disaster declaration or within the extended deadline.

B. The State will have 12 months from the date of each disaster declaration, 4280-DR-FL and 4283-DR-FL, to submit all eligible HMGP project applications to FEMA for funding. The State will continually assess progress made in submitting project applications to determine if an extension is warranted. Any request for extension must be submitted to FEMA at least sixty (60) days prior to project application deadline in accordance with 44 C.F.R. §206.436 (e).

C. The process from pre-application briefings through close-out, as well as application timelines, can be viewed in Appendix C. Identified in this process are the typical roles and responsibilities of the FDEM's staff. The following is a brief list of the Division's application process:

- Promote the program and hold grant application workshops in the affected communities, offering technical assistance as needed;
- Receive applications that are developed and submitted by sub-recipient;
- Notify the applicant by mail with the name and telephone number of State point of contact;
- Verify eligibility of both the applicant and the proposed project type;
- Review supporting hazard, environmental, and cost data for completeness;
- Review for additional information necessary to evaluate environmental considerations;
- If appropriate for project type, coordinate with the Florida State Clearinghouse;
- Review letters from appropriate State and federal agencies including whether permits will be required;
- Conduct site visits to verify environmental and engineering information;
- Prepare the benefit/cost analysis using data and information provided by the applicant or collection by the technical specialist;
- Prepare the benefit/cost analysis using data and information provided by applicant;
- Prepare engineering and environmental reports and recommend for project funding; and

- Enter projects into NEMIS and submit complete project application package to FEMA for review, concurrence, and obligation of funds.

D. After a submitted project has been approved by FEMA, a funding agreement (contract) will be provided to the applicant for final review and signature. The applicant will then have 90 days from the date of the letter to have the funding agreement signed and returned to the State. If this funding agreement is not returned within 90 days, the State has the right to withdraw the agreement and reallocate the funds.

E. The State will not provide match for HMGP projects funded under FEMA-DR-4280 and FEMA-DR-4283. The eligible applicant will be required to provide the full amount of required match prior to receipt of such funds as provided for in Section 252.37, Florida Statute.

F. After a project has been approved by FEMA, any request for a change in the scope of work or budget must be formally submitted to the State Hazard Mitigation Office in writing, and must be approved by both the State and FEMA (2 C.F.R. § 200.308).

G. In those instances where an applicant has a proposed activity that was under-funded in a designated disaster event, and they wish to use funds from a separate event to fund this activity; the applicant must formally, in writing, request permission for such from the State. The formal request must also include a separate scope of work to clearly identify what is funded under the first event and what is to be funded under the subsequent event. This request must clearly demonstrate that projects address problems independently.

H. If the State desires to implement the project global match process developed in the FEMA/State Project Match Memorandum of Agreement (MOA), such a process shall be coordinated with and approved by the FEMA Regional office in advance. Once the process is executed, counties will be notified that the global match is available to all who are interested and ensure that the process is applied in a fair and impartial manner to all sub-applications. The State's responsibilities in administering the global match are more fully described in the MOAs for FEMA-4280-DR-FL and FEMA-4283-DR-FL, once they have been executed. Note: Grant applications submitted under the provisions of the MOA as "match" must meet all HMGP eligibility criteria as stipulated in 44 C.F.R. § 206.434(c), must meet the same Period of Performance time constraints as the HMGP projects, will be managed in every way like all other applications, and must be approved by FEMA prior to implementation.

I. The State, in coordination with FEMA, will entertain requests from eligible applicants for approval of eligible Pre-Award costs pursuant to 44 C.F.R. 206.439 (c). In addition, the FDEM requires sub-recipients to complete a Pre-Award Cost Request Form for consideration of eligibility.

VI. PROJECT FUNDING PROCEDURES

Sub-recipient Projects

Formula for allocations

- A. For each impacted county, add together the total dollar amounts of assistance received for Public Assistance (PA), Individual Assistance (IA), and from the Small Business Administration (SBA);
- B. Add together all impacted counties total assistance dollars to determine the total amount of assistance received in the State; and
- C. Divide each impacted county total by the total amount of assistance received in the state to determine the ratio for county allocation. ($A/B = C$)
- D. Apply each county's ratio to the total amount of HMGP funding for regular projects to determine the county's allocation.

Under the State Rule Chapter 27P-22, only prioritized projects from the Local Mitigation Strategies (LMS) are eligible for HMGP Project funding, as follows:

27P-22.006 County Allocations and Project Funding.

(1) The available HMGP funds shall be allocated to the counties included in the relevant presidential disaster declaration, as defined in Section 252.34(1), Florida Statutes, in proportion to each county's share of the federal disaster funding from the Public Assistance, Individual Assistance and Small Business Administration programs as of 90 days after the disaster declaration as reported by FEMA.

(a) Eligible and submitted projects for each county included in the relevant presidential disaster declaration will be funded in order of priority as outlined in the LMS until the allocated funds are exhausted, or all eligible projects are funded, whichever occurs first.

(b) Any allocation remaining after all eligible projects in any declared county are funded shall be reallocated to those counties included in the relevant presidential disaster declaration whose allocation was not sufficient to fund all submitted eligible projects in proportion to each county's share of unfunded projects.

(2) If funds remain after all eligible projects under subsection (1) above have been funded, then they shall be applied to fund eligible projects submitted from counties not included in the relevant presidential disaster declaration on a first-come-first-served basis until all available funds are obligated.

(3) Once a project has been selected for funding, the agreement between the applicant and the Division regarding the terms and conditions of the grant shall be formalized by contract.

In order to determine the percentage of funds allocated to each county as described above, the Division will use the 90-Day Estimate. This process will be repeated after each successive estimate and allocations will be adjusted accordingly. Once the allocations are determined, a Notice of Funding Availability (NOFA) will be issued notifying the declared counties of their allocation and requesting applications to meet that allocation. A letter from the LMS Chair must accompany each application submitted, endorsing the project and assigning a funding priority. The letter indicates the LMS goal (and objective where appropriate) implemented by the project. The state mitigation staff verifies that the LMS has been formally approved and that an applicant community has been approved for coverage by the plan.

To ensure that all of the HMGP project funds are used, the Division uses a three-tiered distribution system as described below:

Tier 1 The available HMGP funds are allocated to counties included in the relevant presidential disaster declaration in proportion to each county's share of federal disaster funding from the Public Assistance (PA), Individual Assistance (IA) and Small Business Administration (SBA) Disaster Loan Program as of the date of receipt of the FEMA funding notice described above. Eligible projects submitted by each county included in the relevant presidential disaster declaration will be funded in order of priority as outlined in the LMS until the allocated funds are exhausted or all eligible projects are funded.

Tier 2 Any allocation remaining after all eligible projects in any declared county are funded shall be re-allocated to those counties included in the relevant presidential disaster declaration whose allocation was not sufficient to fund all submitted eligible projects. The order of priority for re-allocating funds will begin with the declared county with the lowest initial allocation.

Tier 3 If funds remain after all eligible projects are funded in the Tier 1 and Tier 2 process above, any remaining funds will be applied to fund eligible projects submitted first-come-first-served from counties that did not receive a Tier 1 allocation because they were not included for IA, PA or SBA loans in the relevant presidential disaster declaration.

Grantee Projects

State allocations

Before allocating funding to the counties, the State will determine the set-asides for State initiatives, planning grants and management costs. Pursuant to 44 C.F.R. Part 206, after receiving the 30-day HMGP estimate from FEMA, the Division shall allocate funds as follows:

Funds for 5% State initiatives, and 7% Planning funds shall be deducted from the State's total allocation (90-day estimate). The 5% Initiative may be increased to 10 percent at the discretion of the Recipient. The increased initiative funding can be used for activities that address promoting disaster-resistant codes for all hazards. To qualify for this funding, the Recipient or sub-recipient must agree to adopt and promote disaster-resistant codes or improve their BCEGS rating during the POP. The Recipient must document the increase in BCEGS prior to the closeout of the project award.

To be eligible for the 5 Percent Initiative, activities must:

- Be difficult to evaluate against traditional program cost-effectiveness criteria
- Comply with all applicable **HMGP** eligibility criteria as well as with Federal, State, and local laws and ordinances
- Be consistent with the goals and objectives of the State or Tribal (Standard or Enhanced) Mitigation Plans and local mitigation plans
- Be submitted for review with a narrative that indicates that there is a reasonable expectation that future damage or loss of life or injury will be reduced or prevented by the activity

Activities that might be funded under the 5 Percent Initiative include:

- The use, evaluation, and application of new, unproven mitigation techniques, technologies, methods, procedures, or products
- Equipment and systems for the purpose of warning citizens of impending hazards
- Purchase of generators or related equipment, such as generator hook-ups
- Hazard identification or mapping and related equipment for the implementation of mitigation activities
- Acquisition of GIS software, hardware, and data whose primary aim is mitigation
- Public awareness or education campaigns about mitigation
- Evaluation of model building codes in support of future adoption and/or implementation

The additional funds can be used for following activities:

- Adopting and enforcing the latest International Building Code/International Residential Code
- Improving a BCEGS score
- Upgrading existing code to incorporate disaster-resistant code provisions
- Integrating flood-resistant elements of the building code into local floodplain management ordinances

The 7% Planning funds can include but are not limited to: efforts to increase or enhance the integration of mitigation concerns into the State Mitigation Plan and Local Mitigation Strategies (GIS, transportation, and land use), and will meet planning criteria

outlined in 44 C.F.R. 201 as well as the Hazard Mitigation Assistance Unified Guidance, February 27, 2015(HMA Guidance).

VII. PROJECT SELECTION PROCESS

Sub-recipient Projects: Pursuant to 44 C.F.R. § 206.435(a) and (b), it is the State's responsibility to establish procedures and priorities for the selection of hazard mitigation projects. In order to validate the local mitigation planning process embodied in the Local Mitigation Strategies (LMS), the Division has delegated its authority to set priorities and select projects to the LMS Working Groups in State Rule Chapter 27P-22 (Appendix B), Florida Administrative Code. The State of Florida's mitigation technical assistance and funding is designed to support local mitigation efforts.

The local prioritization process will vary from community to community; project eligibility is described in the 27P-22 Rule. Per this rule, [206(a)]: "Eligible and submitted projects for each county included in the relevant presidential disaster declaration will be funded in order of priority as outlined in the LMS until the allocated funds are exhausted, or all eligible projects are funded, whichever occurs first."

This process eliminates the need for the State to determine priorities between local projects.

VIII. REVIEW PROCESS

Technical Review: The State will complete a technical review on each eligible mitigation project submitted. The following process is utilized by state staff to determine the technical feasibility of all proposed project applications submitted regardless of the type of measure or funding source. All proposed projects will be subject to a three-part screening process: Engineering Technical Feasibility, Benefit-Cost Analysis, and Environmental Review. Each evaluation is performed simultaneously and complements one another.

Engineering Technical Feasibility Review: This review establishes whether the project is feasible from an engineering standpoint and whether it will reduce damages as claimed. Additionally, this review involves whether the application contains sufficient information and data for input into the benefit-cost analysis. The reviewer may suggest changes to make the project more efficient in reducing damage and loss.

Benefit-Cost Analysis: BCA is the method by which the future benefits of a mitigation project are estimated and compared to its cost. The end result is a benefit-cost ratio (BCR), which is derived from a project's total net benefits divided by its total project cost. The BCR is a numerical expression of the cost effectiveness of a project. A

project is considered to be cost effective when the BCR is 1.0 or greater, indicating the benefits of a prospective hazard mitigation project are sufficient to justify the costs. For example, if a project cost is \$10,000 and the value of damages prevented after the mitigation measure is \$15,000, then the dollar-value of those benefits exceeded the cost of funding the project and the project is deemed cost effective. By dividing the benefits by the costs, this relationship is depicted numerically, resulting in a benefit-cost ratio. Both costs and benefits must be calculated on a net present value basis.

The BCA program consists of guidelines, methodologies and software modules for a range of major natural hazards including:

- Flood (Riverine, Coastal Zone A, Coastal Zone V)
- Hurricane Wind
- Hurricane Safe Room
- Damage-Frequency Assessment
- Tornado Safe Room
- Earthquake
- Wildfire

Pursuant to the FEMA directive to integrate climate change adaptation into its programs, FEMA will fund cost effective hazard mitigation projects that include sea level rise estimates.

The Greatest Savings to The Fund (GSTF) approach was released for use in demonstrating the cost-effectiveness of mitigation projects. Currently, FEMA allows the use of the GSTF methodology for any HMA program for Severe Repetitive Loss (SRL) properties. Grantees are required to use the current GSTF value at the time of application submission.

Benefit-Cost Analysis Exemptions

The following categories of mitigation measures are exempt from the regulatory requirements of §206.434(c)(5)(ii) for benefit-cost analysis, however, applications submitted under these categories will include a narrative rationale that identifies the mitigation benefits and indicates that there is a reasonable expectation that future damage or loss of life or injury will be reduced or prevented:

- 5% Initiative projects: states that receive a Presidential declaration are eligible to use up to 5% of available HMGP funding at their discretion;
- Tornadoes and High Wind Funding: states that receive a Presidential declaration *in which tornadoes or high winds played a role* can request an additional 5% to use in accordance with guidance outlined in the HMA Unified Guidance;
- Acquisitions up to \$276,000 and Elevations up to \$175,000 located in Special Flood Hazard Areas;

- 7% Planning Grants; and
- Acquisition of substantially damaged structures located in the regulatory riverine floodway and floodplain, per the HMA Guidance.

Environmental Reviews. [44 C.F.R. §206.437(b)(iv)] All projects that receive federal funding must comply with applicable federal and State laws as well as Executive Orders as required by the National Environmental Policy Act (NEPA) and the National Historic Preservation Act (NHPA). Each project proposed for funding and its alternative is reviewed to determine if there will be any adverse environmental, historical or cultural impacts. The level of environmental review is based upon the type of project (scope of work). Once the environmental review is completed, it is submitted to FEMA along with compliance documentation.

The following is a brief list of the Division's Environmental Review process:

- Review application for accuracy and completeness. Determine if the Scope of Work is detailed enough for review. Ensure that the Environmental Section and application attachments are complete and accurate (including location, maps, photographs.)
- Determine if a site visit is needed. Planning with the Project Manager and sub-recipient is coordinated. A site visit report is generated.
- Compliance Review for Environmental Laws
 - Determine if the project needs to be submitted to the State Clearinghouse
 - Determine if the project has the potential to affect historic properties or sites. Consult with the State Historic Preservation Officer (SHPO) as needed
 - Identify if the project has the potential to affect archeological resources.
 - Determine if there will be ground disturbance of undisturbed ground OR three inches or more of previously disturbed ground.
 - All information is gathered for FEMA to coordinate Tribal consultation:
 - Complete Scope of Work
 - Address and geographic latitude/longitude
 - Color photographs of the site
 - Project location map
 - Land cover map
 - Any previous historic use of project site
 - Analysis of project location to determine the potential impact on endangered species. Consultation and coordination with Fish and Wildlife.

- Determine if the project is located in the Coastal Barrier Resource Act zone.
- Determine if the project has the potential to affects any waters of the U.S according to the Clean Water Act
- Determine if the project is located in a coastal zone area or affect a coastal zone area according to the Coastal Zone Management Act.
- Determine Clean Air Act compliance
- Determine if the project affects designated prime or unique farmland according to the Farmland Protection Policy Act.
- Determine if the project is located within a flyaway zone according to the Migratory Bird Treaty Act
- Determine if the project has the potential to affect essential fish habitat according to the Magnuson-Stevens Fishery Conservation and Management Act.
- Determine if the project affects either the Loxahatchee River or the Wekiva River according to the Wild and Scenic Rivers Act
- Determine if the project is located in or affects floodplains/Flood levels according to Executive Order 11988-Floodplains
- Determine if the project is located next to or within wetlands according to Executive Order 11990-Wetlands
- Determine if there are any low income or minority populations in, near or affected by the project according to Executive Order 12898-Environmental Justice for Low Income and Minority Populations
- Determine if the project is Categoricaly Excluded (CATEX) or if an Environmental Assessment (EA) is required according to FEMA EHP Directive 108-1.
- Identify if the project meets necessary criteria for permitting/permitting exemption.
- Using the information gathered an Environmental Compliance Report is created.
- The State Environmental Unit NEMIS Checklist is completed for HMGP projects.
- A Record of Environmental Review is created utilizing all the information gathered.
- The Record of Environmental Review and supporting documents are submitted to the Project Manager and FEMA Environmental.

Other supportive activities during the Environmental Review process:

- Provide assistance to any questions from FEMA, Project Managers, and/or sub-recipients during the FEMA review process.

- Provide assistance for contract development to include all environmental project conditions as stated on the FEMA Record of Environmental Consideration (REC).
- Provide project monitoring as needed to address any environmental issues or archeological discoveries during project execution
- Provide environmental close-out report at project completion. Ensure all project environmental conditions were met during the project execution
- Other activities include technical assistance and training and program presentation at off-site locations.

If an Environmental Assessment or Impact Statement is required, the Sub-recipient will work with the State and FEMA to comply with all necessary components of the evaluation.

Categorical Exclusions from Federal Environmental Assessment/Impact Statement

Projects that have no or little impact on the environment may be categorically excluded from preparation of an environmental assessment or environmental impact statement. Certain categorically excluded projects are required to be reviewed by the Florida State Clearinghouse for consistency with State environmental laws. A partial list of categorically excluded projects is included below:

- Preparing for disasters, recovering from disasters, and identifying opportunities for mitigating the effect of future disasters, as well as the issuance of national frameworks, doctrines, guidance, standard operating procedures, and handbooks for the coordination of Federal, State, local, and private disaster response, recovery, and hazard mitigation;
- Acquisition of properties and the associated demolition and removal when the acquisition is from a willing seller, the assistance is solely for the purposes of financial compensation for the acquisition, and the land is deed restricted to open space, recreational, wildlife habitat, or wetland uses in perpetuity;
- Removal or demolition, along with subsequent disposal of debris to permitted or authorized off-site locations, of non-historic buildings, structures, other improvements, and/or equipment in compliance with applicable environmental and safety requirements;
- Reconstruction, elevation, retrofitting, upgrading to current codes and standards, and improvements of pre-existing facilities in existing developed areas with substantially completed infrastructure, when the immediate project area has

already been disturbed, and when those actions do not alter basic functions, do not exceed capacity of other system components, or modify intended land use. This category does not include actions within or affecting streams or stream banks or actions seaward of the limit of moderate wave action (or V zone when the limit of moderate wave action has not been identified); and

- New construction upon or improvement of land where all of the following conditions are met:
 - The structure and proposed use are compatible with applicable Federal, Tribal, State, and local planning and zoning standards and consistent with Federally-approved State coastal management programs,
 - The site is in a developed area and/or a previously-disturbed site,
 - The proposed use will not substantially increase the number of motor vehicles at the facility or in the area,
 - The site and scale of construction or improvement are consistent with those of existing, adjacent, or nearby buildings, and,
 - The construction or improvement will not result in uses that exceed existing support infrastructure capacities (roads, sewer, water, parking, etc.)

The Environmental Unit must sign off on all projects before they can be input into NEMIS or provided to FEMA for final approval. If a project is located in a mapped special flood hazard area, it must conform to local flood damage reduction ordinances and be authorized by local permitting requirements.

Floodplain Management Review. [44 C.F.R. §206.437(b)(iv)] In regards to floodplain management reviews, HMGP projects are implemented at the local level. All projects of this nature require building permits in order to proceed. When a local building department in an NFIP community receives a permit, they establish the floodplain of the project. If the work is being proposed within a special flood hazard area (SFHA- as defined by their local flood damage prevention ordinance in compliance with NFIP regulations), the building department is required to implement all regulations under the NFIP program.

For construction projects, these regulations now reside (on or after March 15, 2012) in the statewide building code. Therefore, if the building department approves the permit, sets additional requirements for the permit in the SFHA, and subsequently inspects the project as meeting all local requirements, the project will have received its floodplain management review during the permit and construction phases of the project. If a structure under construction is found to be non-compliant, a stop work order will be issued. Finally, a structure will not receive its Certificate of Occupancy without meeting all of these requirements.

IX. FINANCIAL ADMINISTRATION

Grant funds will be accounted for in accordance with State laws and procedures for expending and accounting for funds. Accounting procedures and fiscal control of the grantee and sub-recipients will be sufficient to permit preparation of reports required by 2 C.F.R. Part 200, and the tracing of funds at a level to establish that such funds have not been used in violation of the restrictions and prohibitions of applicable statutes. On a monthly basis the Recipient will reconcile the project expenditures by disaster. On a quarterly basis, these reconciliations will be compared with both the FEMA warehouse reports for total obligation by project and to the FR425 reports that are generated by FDEM Finance based on the State accounting system records. Any differences will be researched and resolved at that time (see 2 C.F.R. Part 200 §200.302).

The total federal assistance under Section 404 shall not exceed 15 percent for amounts not more than \$2,000,000,000, 10 percent for amounts of more than \$2,000,000,000 and not more than \$10,000,000,000, and 7.5 percent on amounts of more than \$10,000,000,000 and not more than \$35,333,000,000 of the estimated aggregate amount of grants to be made under this Act with respect to the major disaster. However, with a FEMA approved State Enhanced Hazard Mitigation Plan, HMGP grant funding for FEMA-4280-DR-FL and FEMA-4283-DR-FL, will not exceed 20 percent for amount no more than \$35,333,000,000 (see 44 C.F.R. §206.432).

The HMGP will be managed by the FDEM. Cash draw-downs, disbursements, and all other applicable financial aspects shall be managed with an emphasis on avoiding duplication in processes.

FDEM follows the general policies for determining allowable costs as established in 2 C.F.R. § 200.403; exceptions to those policies are provided in 44 C.F.R. § 206.439. Additional state finance and accounting procedures not found in this section can be found in Appendix J.

Match

The federal government will provide up to 75 percent of the total HMGP funds. The exact cost-sharing provisions will be established in the FEMA/State Agreement and the State/Local Agreement. Eligible applicants will, at a minimum, provide the remaining 25 percent match. The State is not obligated to provide match for this program. The eligible applicant will be required to provide the full amount of required match prior to receipt of such funds as provided for in the Section 252.37, Florida Statute. Satisfaction of cost-sharing requirements are pursuant to 2 C.F.R. §200.29.

For all Federal awards, any shared costs or matching funds and all contributions including cash and third party in-kind contributions are accepted as part of the non-Federal entity's cost sharing or matching when such contributions meet all of the criteria as outlined in 2 C.F.R Part 200 §200.306. The sub-recipient is required to submit

documentation for 100% of the reimbursement request to the FDEM project manager. The FDEM project manager reviews the documentation for compliance with 2 C.F.R. Part 200 and applies the shared cost or match percentage to the amount being requested for reimbursement of eligible costs.

Processing Requests for Advances

Requests for advances of funds are subject to Section 216.181(15), Florida Statutes. The amount that may be advanced may not exceed the expected cash needs of the sub-recipient within the first three (3) months, based upon the funds being equally disbursed throughout the contract term. For a federally funded contract, any advance payment is also subject to 2 CFR Part 200.305, and the Cash Management Improvement Act of 1990 (CMIA 31 CFR 205 June 24, 2002).

If an advance payment is requested, the budget data on which the request is based and a justification statement shall be submitted as an attachment to the sub-grant agreement. The sub-recipient shall specify the amount of advance payment needed and provide an explanation of the necessity for and proposed use of these funds.

Requests for reimbursements of funds not already advanced are made quarterly upon submission of required documentation by the sub-recipient. The Division reviews the requests and the documentation to assure that the request is for work within the approved scope and that the request is consistent with the quarterly progress report. Final payments are made upon project completion, final inspection and receipt of a completed Request for Reimbursement Form. A final payment will never be made before the SHMO concurs with the Project Manager's close-out recommendation.

Payments

Payments for costs not already advanced will be made upon request for reimbursement. The State will make withdrawals in accordance with 2 C.F.R. 200. The State will monitor all advances made by the sub-recipients to assure that they conform substantially to the same standards of timing and amount applied to the draw-downs of the State. Final payment will be made upon the project's completion, final inspection and receipt of a Request for Reimbursement Form. In no instances will a final payment be made before the appropriate Project Manager has provided a completed final inspection report.

Debarment and Suspension Procedures

In accordance with 2 C.F.R. §200.213, the State has established procedures to ensure non-federal entities do not receive funding who are debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs or activities. The State requires sub-recipients to submit a completed "Certification Regarding Debarment, suspension, Ineligibility And Voluntary Exclusion" form for each intended subcontractor which sub-recipients plan to fund under an agreement. The form must be received by the State before the sub-recipient enters into a contract with any subcontractor. A checklist accompanies every request for reimbursement, which asks a

project manager to ensure that the above mentioned form was submitted and is in the project file.

Reports and Monitoring of Reports

1. The SHMO will make available Quarterly Report forms for sub-recipients;
2. The sub-recipient will complete the quarterly report progress report, provide reimbursement projections for changes and identify the amount of funds advanced to the sub-recipient, then forward it to the SHMO, or designated project manager, for review and approval;
3. The sub-recipient quarterly report to the State will identify the work accomplished to date and identify any anticipated problems involving the completion of the project;
4. The State will submit a quarterly progress report to FEMA indicating the status and completion date for each measure funded. Any problems or circumstances affecting completion dates, scope of work, or project cost that are expected to result in noncompliance with the approved scope of work will be described in the progress report. Quarterly reports will comply with 44 C.F.R. § 206.438(c) and 2 C.F.R. § 200.328; and
5. The State will submit a quarterly financial report to FEMA in accordance with 2 C.F.R. § 200.327.

Procedures for the Review and Approval of Cost Overruns

During the execution of work on an approved mitigation measure, the sub-recipient may find that actual project costs may exceed the approved estimates. Cost overruns, which can be met without additional federal funds by offsetting cost under-runs on other projects, or cost overruns, which exceed federal obligated funds and require additional federal funds, must be evaluated by the Governor's Authorized Representative (GAR) and receive prior FEMA approval under 44 2 C.F.R. § 200.308. The GAR shall evaluate each cost overrun and submit a recommendation to the Regional Administrator for a determination. The applicant's justification for additional costs, revised benefit-cost analysis and other pertinent material shall accompany the request. The Regional Administrator shall notify the GAR in writing of the determination. The GAR shall deny all requests that are not justified and cost effective. In no case will the total amount obligated to the State exceed the funding limits set forth in 44 C.F.R. § 206.432(b). If a cost overrun appears to be imminent, the sub-recipient is responsible for contacting the GAR immediately so that appropriate action can be taken to justify the overrun to FEMA. The overrun must be clearly documented and the request shall be submitted in writing to the GAR. Overruns can be verified by the submission of the documentation of the cost overrun, or by an interim inspection by a State inspector.

Procedures for the Review and Approval of Scope Changes

After the period of availability (the application submittal period for HMGP), the sub-recipient may identify any of the following circumstances, which is defined as a change in the project scope of work:

- Change in the timelines for completing projects (delays or adverse conditions affecting time schedule). In those instances where these changes will exceed the performance period for the funds, the Region may grant a one-time extension request, with the proper justification;
- Change in key personnel specified in the application; and
- Changes in materials needed to complete the project.

Unacceptable changes would include changing the project objectives, the sub-recipient, type or size of the project or geographic area of the project once the period of availability (application period) is over. This would include rerouting a stormwater diversion channel outside the project site unless this possibility was described in the original scope of work or adding or replacing properties to an acquisition/demolition project. Therefore, the key is to scope these projects well and develop a scope of work that may allow for possible variables and means for expansion.

The sub-recipient must officially notify the State of these developments prior to the occurrence or as soon as they become known. The sub-recipient's request is reviewed by the State to determine if the project is still feasible, cost effective and meets regulatory environmental requirements. Once this determination is made, the State will make a written recommendation to FEMA concerning the scope of work changes. The State will include statements addressing the project's cost effectiveness and environmental compliance. The State will not authorize the sub-recipient to proceed with the scope of work changes until the State has obtained written approval from FEMA. This approval may be obtained by either of the following methods:

- a. Revised obligation; or
- b. Execution of Concurrence Letter generated by the State.

Management Costs

Grantee

This section identifies key responsibilities of FEMA and grantees in carrying out Section 324 of the Stafford Act, 42 U.S.C. 5165b. These responsibilities are unique to the administration of Management Costs and are in addition to common Federal Government requirements of grantees and sub-recipients, consistent other applicable requirements, such as 2 C.F.R. Part 200 and 44 C.F.R. Part 207. Please see Appendix F for a complete description of this process.

Sub-recipient

For these disasters the State will not pass down management costs to the sub-recipient. Eligible project management costs (codified in 2 C.F.R. Part 200) should be written into the sub-recipient's project budget as a separate line item.

Monitoring of Projects where State is Grantee/ Sub-recipient

The State will monitor and evaluate the progress and completion of such projects according to 2 C.F.R. Parts 200, complying with all regulations as clarified therein. The State Hazard Mitigation Officer (SHMO) or designee will act as the Project Manager on behalf of the State as Grantee, while the Hazard Mitigation Grant Program Manager (or designee) will act as the "sub-recipient" Project Manager. All practices described in the State's Hazard Mitigation Grant Program Administrative Plan for project management will be followed when the State is both grantee and sub-recipient.

Split-Funded Activities

The commingling of funds (split-funding) from multiple fiscal years or disasters is not permitted, as provided in the federal Anti-Deficiency Act. Therefore, the State will not approve projects with commingled funds. However, if an applicant has a proposed activity that can be broken out into distinct projects, or phases, where each project/phase meets all eligibility criteria, then, that activity could be funded under several sources. A phase represents a complete project with a distinct scope of work that falls under only one disaster for the HMGP. An example of phasing an acquisition project is to acquire one group of houses in phase one under one disaster and acquire a second group (if eligible) under FMA or another disaster in phase two.

Request for Reimbursement

In response to the need to expedite the disbursement of mitigation funds, sub-recipients are encouraged to request reimbursements at least quarterly for costs incurred in the satisfactory performance of work in an amount to not exceed the amounts listed in the project budget and scope of work.

X. APPEALS

The applicant, recipient, or sub-recipient may appeal any determination made related to an application for or the provision of Federal assistance according to the provisions in 44 C.F.R. Part 206.440 *Appeals*.

- First appeals must be made in writing through the recipient to the Regional

Administrator. Second appeals must be made to the Assistant Administrator for the Mitigation Directorate.

- Appeals must be made within 60 days after receipt of notice of the action being appealed.
- Recipient shall review and evaluate all sub-recipient appeals before submission to FEMA. Recipient shall forward appeals to FEMA with a written recommendation within 60 days of receipt.
- The Regional Administrator will notify the recipient in writing of the disposition of the appeal, or of need for additional information, within 90 days following receipt of the appeal.
- For appeals regarding highly technical issues, the Regional Administrator may submit the appeal to an independent scientific or technical person or group with expertise in the subject matter for advice or recommendation.

XI. TECHNICAL ASSISTANCE

The GAR will continuously provide technical assistance to the sub-recipient throughout the disaster assistance process. If technical assistance is needed beyond what will be provided through the SHMO, HMGP staff, and the PA staff, the sub-recipient will submit the request in writing to the GAR. At a minimum, the State will offer the following types of technical assistance:

- Project selection;
- Filling out applications;
- Benefit-Cost analysis;
- Interpretation of recommendations of the State Hazard Mitigation Plan;
- Environmental compliance; and
- Other assistance as needed.

XII. AUDIT PROCEDURES

The State will comply with the uniform audit requirements set forth in 2 C.F.R. Part 200. These requirements will be applied to the grantee and sub-recipient as follows:

1. The State will ensure that audits are performed under the Single Audit Act of 1996. The State will review audits completed for each sub-recipient and resolve any audit

discrepancies.

2. State auditors will conduct a single audit of the grantee's operations and management of the HMGP, and submit a copy of the audit to the FEMA Inspector General. A copy of the final audit report shall be provided to the sub-recipient and others, as appropriate.

3. If applicable, the sub-recipient shall provide a written corrective action response of the audit findings within thirty (30) calendar days of receipt of the report to program staff and the Office of Inspector General.

4. Within thirty (30) calendar days following receipt of the audit corrective action response, the program staff shall provide a written determination regarding the acceptability of the sub-recipient response. This process shall be completed until such time as the findings are resolved and the contract is closed.

XIII. PLAN MAINTENANCE

Following each major disaster declaration, the State shall prepare any updates, amendments, or plan revisions required to meet current policy guidance or changes in the administration of the HMGP. Funds shall not be awarded until the FEMA Regional Administrator approves the State HMGP Administrative Plan.

XIV. CLOSE-OUT PROCEDURES

Final Inspection of Hazard Mitigation Projects

Final inspection of a project should be performed within ninety (90) days of project completion.

The Project Manager can confirm if a project is complete by reviewing the Quarterly Progress Reports or by teleconference with the sub-recipient. The sub-recipient must document completion by sending a written request for Final Inspection and Project Close-out of the relevant project and all additional documentation. This request should include:

- A statement that the project has been completed in compliance with approved Scope of Work;
- The work performed is in accordance with all required permits and local building codes;
- All required hazard insurance has been obtained for insurable building; and

- All “as built” certifications have been obtained.

All acquisition/relocation project close-out documentation is to include:

- Copy of notification that eminent domain was not used to acquire property;
- Duplication of Benefits (DOB) verification for all properties;
- Hazardous materials checklist;
- Statement of Assurances;
- A copy of the recorded deed and attached deed restrictions for each property;
- Restrictive covenants on all property deeds with copies in file, signed and dated;
- Demolition or removal of all structures with completion date;
- A photo of each property site after project completion;
- The latitude-longitude coordinates for each property site;
- For each property identified on the FEMA Repetitive Loss database, a completed FEMA Form AW-501, documenting the completion of mitigation on the repetitive loss property;
- Relocation assistance determination letters in file; and
- Written request stating that the project is ready for final inspection and close-out.

The Project Manager will review the sub-recipient's request and initiate interagency correspondence to the State Technical Coordinator. A team is then composed of the Project Manager, State Technical Specialist and a Grants Specialist. The Project Manager will review all financial and other documents related to the project, informing the State Technical Specialist of possible time-consuming problems that would be avoided at the site by the State Technical Specialist and/or FEMA representative becoming familiar with the documents. This coordination is also intended to reduce the possibility that a list of corrections will be left with the sub-recipients, causing the planned Final Inspection to become an Interim Inspection. The sub-recipient will be given at least 72 hours notice before the inspection for the same reason. It is the State's ultimate responsibility to perform a Final Inspection.

The "Interim/Final Inspection Report" and its continuation sheet will be completed at Final Inspection. Final inspection reports will be submitted to FEMA with close-out requests.

Project Close-out

Project Close-out can be accomplished almost simultaneously with final inspection when circumstances permit.

Once the inspection is completed, the Grants Specialist will prepare a letter from the GAR and will send a letter to the FEMA Mitigation Division advising of such. In addition, the letter will indicate that all payments have been made to the applicant, any overruns/under-runs associated with the project, and a recommendation that the project be closed out. [State management cost projects will be closed out in the same manner as any other project type, however no final inspection is required for close-out of this type of project.](#) Additionally, the letter will include the following information and enclosures [as applicable](#):

- Project name, Federal project number, and State identification number;
- A financial summary of the project;
- Certifications, as follows:
 1. Of all eligible funds paid to sub-recipient;
 2. That work was completed according to FEMA requirements and in conformance with applicable codes, specifications and standards;
 3. That all costs were incurred as the result of eligible work;
 4. That all work was completed in accordance with provision of FEMA-State-Local agreements;
 5. That all payments were made according to Federal and State legal and regulatory requirements;
 6. That no bills are outstanding; and
 7. That no further request for funding will be made for the project.
 8. For acquisition/demolition: no application for disaster assistance will be made to any federal entity or source for any purpose with respect to each property acquired.

Upon the State receipt of Final Claim Amounts from FEMA, the State will review and handle appropriately.

Program Close-out

The State will prepare and submit a program close-out package, once concurrence is received from FEMA and the State that all projects have been closed. This package will include:

- An official letter from the GAR to the Regional Administrator requesting program close-out and de-obligation of unused funds;
- Statement that SOW(s) have been completed as approved and all EHP requirements have been satisfied.
- Final Status Report as applicable (SF269/SF2010);
- Final Request for Payments ((SF270), if applicable);
- Report of Government Property (if applicable); and
- Report or Unobligated Balance of Federal Funds, Draw Downs, and Undrawn Funds (FEMA form 20-19).

Upon concurrence from FEMA on final program close-out package, the State will process any cost adjustments or return any obligated cash advanced to FEMA via Smartlink.

After the project has been officially closed-out by both the State and FEMA, all records will be retained for a period of three (3) years.

APPENDIX A: References and Authorities

1. The State of Florida 2014 Comprehensive Emergency Management Plan
2. The Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288, as amended, Sections 322, 404 and 406)
3. The United States Code of Federal Regulations (C.F.R.) Title 44, Part 80, 201, 205, 206 (Subparts M and N) and 207
4. The United States Code of Federal Regulations (C.F.R.) Title 2, Part 200
5. The Federal Emergency Management Agency "Hazard Mitigation Assistance Unified Guidance" on the Hazard Mitigation Grant Program
6. The National Historic Preservation Act (NHPA) and the National Environmental Policy Act (NEPA)
7. State Rule Chapter 27P-22, Florida Administrative Code
8. The State of Florida Statutes, Chapter 252 as amended 2000
9. The State of Florida Statutes, Title X, Chapter 120.57 and Chapter 216.181
10. Rule 28-106.201(2) and 28-106.301(2), Florida Administrative Code
11. The current State of Florida Hazard Mitigation Plan, including the Enhanced Mitigation Plan Appendix (Section 7)
12. Executive Order 11988 Floodplain Management

APPENDIX B: 27P-22 FAC

CHAPTER 27P-22 HAZARD MITIGATION GRANT PROGRAM

27P-22.001	Purpose
27P-22.002	Definitions
27P-22.003	Eligibility
27P-22.004	LMS Working Groups
27P-22.005	Local Mitigation Strategy
27P-22.006	County Allocations and Project Funding
27P-22.007	Application

27P-22.001 Purpose.

This chapter describes the processes for application, project selection and distribution of funds under the Hazard Mitigation Grant Program.

Rulemaking Authority 252.35(2)(x) FS. Law Implemented 252.311, 252.32, 252.35 FS. History–New 2-24-02, Formerly 9G-22.001.

27P-22.002 Definitions.

(1) “Adoption” means a resolution, ordinance or other formal action taken by the governing body of a county or municipality indicating agreement with and acceptance of the relevant Local Mitigation Strategy.

(2) “Application” means the request for hazard mitigation funding as submitted to the Division of Emergency Management by an Applicant.

(3) “Applicant” means a state agency, local government, Native American tribe or authorized tribal organization or private non-profit organization requesting hazard mitigation funding.

(4) “FEMA” means the Federal Emergency Management Agency.

(5) “Florida Hazard Mitigation Strategy” means Florida’s version of the Hazard Mitigation Plan referred to in 44 C.F.R., Part 206, Subpart M and approved by FEMA. The Florida Hazard Mitigation Strategy (Rev. February 26, 2013) is hereby incorporated into this rule by reference. A copy may be obtained by contacting the Division of Emergency Management.

(6) “Hazard” means a condition that exposes human life or property to harm from a man-made or natural disaster.

(7) “Hazard Mitigation” means any action taken to reduce or eliminate the exposure of human life or property to harm from a man-made or natural disaster.

(8) “Hazard Mitigation Grant Program”, herein referred to as HMGP, means the program authorized under Section 404 of the Stafford Act and implemented by 44 C.F.R., Part 206, Subpart N, hereby incorporated by reference, a copy of which may be obtained by contacting the Division, which provides funding for mitigation projects as identified in the State Hazard Mitigation Strategy.

(9) “Local Mitigation Strategy” or “LMS” means a plan to reduce identified hazards within a county.

(10) “Project” means a hazard mitigation measure as identified in an LMS.

(11) “Repetitive loss structures” means structures that have suffered two or more occurrences of damage due to flooding and which have received payouts from the National Flood Insurance Program as a result of those occurrences.

(12) “Working Group” is the group responsible for the development and implementation of the Local Mitigation Strategy.

Rulemaking Authority 252.35(2)(x) FS. Law Implemented 252.311, 252.32, 252.35 FS. History–New 2-24-02, Formerly 9G-22.002, Amended 7-18-13.

27P-22.003 Eligibility.

- (1) Eligible types of projects shall include, but not be limited to, the following:
 - (a) New construction activities that will result in protection from hazards;
 - (b) Retrofitting of existing facilities that will result in increased protection from hazards;
 - (c) Elevation of flood prone structures;
 - (d) Vegetative management/soil stabilization;
 - (e) Infrastructure protection measures;
 - (f) Stormwater management/flood control projects;
 - (g) Property acquisition or relocation; and
 - (h) Plans that identify and analyze mitigation problems and include funded, scheduled programs for implementing solutions.
- (2) In order to be eligible for funding, projects shall meet the following requirements:
 - (a) Conform to the Florida Hazard Mitigation Strategy;
 - (b) Conform to the funding priorities for the disaster as established in the LMS governing the project;
 - (c) Conform to 44 C.F.R., Part 9, Floodplain Management and Protection of Wetlands, and 44 C.F.R., Part 10, Environmental Considerations, both hereby incorporated by reference, copies of which may be obtained by contacting the Division;
 - (d) Eliminate a hazard independently or substantially contribute to the elimination of a hazard where there is reasonable assurance that the project as a whole will be completed; and
 - (e) Be cost-effective and substantially reduce the risk of future damage, hardship, loss, or suffering resulting from a disaster.

Rulemaking Authority 252.35(2)(x) FS. Law Implemented 252.311, 252.32, 252.35 FS. History—New 2-24-02, Formerly 9G-22.003.

27P-22.004 LMS Working Groups.

Each county electing to participate in the HMGP must have a formal LMS Working Group and a current FEMA approved LMS.

- (1) Not later than the last working weekday of January of each year the Chairperson of the Board of County Commissioners shall submit to the Division a list of the members of the Working Group and its designated Chairperson and Vice-Chairperson.
- (2) The Working Group shall include, at a minimum:
 - (a) Representation from various agencies of county government which may include, but not be limited to, planning and zoning, roads, public works and emergency management;
 - (b) Representation from all interested municipalities within the county; and
 - (c) Representation from interested private organizations, civic organizations, trade and commercial support groups, property owners associations, Native American Tribes or authorized tribal organizations, water management districts, regional planning councils, independent special districts and non-profit organizations.
- (3) The county shall submit documentation to show that within the preceding year it has issued a written invitation to each municipality, private organization, civic organization, Native American Tribe or authorized tribal organization, water management district, independent special district and non-profit organization, as applicable, to participate in the LMS working group. This documentation shall accompany the membership list submitted to the Division.
- (4) The Working Group shall have the following responsibilities:
 - (a) To designate a Chairperson and Vice-Chairperson;
 - (b) To develop and revise an LMS as necessary;
 - (c) To coordinate all mitigation activities within the County;
 - (d) To set an order of priority for local mitigation projects; and
 - (e) To submit annual LMS updates to the Division by the last working weekday of each January.

Updates shall address, at a minimum:

1. Changes to the hazard assessment;
2. Changes to the project priority list;
3. Changes to the critical facilities list;
4. Changes to the repetitive loss list; and
5. Revisions to any maps.

Rulemaking Authority 252.35(2)(x) FS. Law Implemented 252.311, 252.32, 252.35 FS. History—New 2-24-02, Formerly 9G-22.004, Amended 7-18-13.

27P-22.005 Local Mitigation Strategy.

Each LMS shall have the following components:

(1) A description of the activities of local government and private organizations that promote hazard mitigation; a description of the policies, ordinances or programs that guide those activities; and any deficiencies in the policies, ordinances, and programs with recommendations to correct those deficiencies.

(2) A description of the methods used to engage private sector participation.

(3) A statement of general mitigation goals, with Working Group recommendations for implementing these goals, and estimated dates for implementation.

(4) A description of the procedures used by the Working Group to review the LMS at regular intervals to ensure that it reflects current conditions within the County.

(5) A hazard assessment to include, at the minimum, an evaluation of the vulnerability of structures, infrastructure, special risk populations, environmental resources and the economy to storm surge, high winds, flooding, wildfires and any other hazard to which the community is susceptible.

(6) A statement of procedures used to set the order of priority for projects based on project variables which shall include technical and financial feasibility.

(7) A list of approved projects in order of priority with estimated costs and associated funding sources.

(8) A list of critical facilities that must remain operational during and after a disaster.

(9) A list of repetitive loss structures.

(10) Maps, in Geographical Information System (GIS) format, depicting hazard areas, project locations, critical facilities and repetitive loss structures.

Rulemaking Authority 252.35(2)(x) FS. Law Implemented 252.311, 252.32, 252.35 FS. History—New 2-24-02, Formerly 9G-22.005.

27P-22.006 County Allocations and Project Funding.

(1) The available HMGP funds shall be allocated to the counties included in the relevant presidential disaster declaration, as defined in Section 252.34(1), F.S., in proportion to each county's share of the federal disaster funding from the Public Assistance, Individual Assistance and Small Business Administration programs as of 90 days after the disaster declaration as reported by FEMA.

(a) Eligible and submitted projects for each county included in the relevant presidential disaster declaration will be funded in order of priority as outlined in the LMS until the allocated funds are exhausted, or all eligible projects are funded, whichever occurs first.

(b) Any allocation remaining after all eligible projects in any declared county are funded shall be reallocated to those counties included in the relevant presidential disaster declaration whose allocation was not sufficient to fund all submitted eligible projects in proportion to each county's share of unfunded projects.

(2) If funds remain after all eligible projects under subsection (1) above have been funded, then they shall be applied to fund eligible projects submitted from counties not included in the relevant presidential disaster declaration on a first-come-first-served basis until all available funds are obligated.

(3) Once a project has been selected for funding, the agreement between the applicant and the

Division regarding the terms and conditions of the grant shall be formalized by contract.

Rulemaking Authority 252.35(2)(x) FS. Law Implemented 252.311, 252.32, 252.35 FS. History—New 2-24-02, Formerly 9G-22.006.

27P-22.007 Application.

(1) The following entities may apply for funding under the program:

- (a) State agencies and local governments;
- (b) Private non-profit organizations or institutions that own or operate a private non-profit facility as defined in 44 C.F.R., § 206.221(e), hereby incorporated by reference, a copy of which may be obtained by contacting the Division; and
- (c) Indian tribes or authorized tribal organizations.

(2) The Division shall notify potential applicants of the availability of HMGP funds by publishing a Notice of Funding Availability in the Florida Administrative Register.

(3) Applicants will have not less than ninety (90) days from the date of notification to submit project applications. The opening and closing dates will be specified in the Notice of Funding Availability. Applications mailed to the Division must be postmarked on or before the final due date. Hand-delivered applications must be stamped in at the Division no later than 5:00 p.m. (Eastern Time) on the final due date.

(4) A letter shall accompany each application from the Chairperson or Vice-Chairperson of the LMS Working Group endorsing the project. The endorsement shall verify that the proposed project does appear in the current LMS and state its priority in relation to other submitted projects. Applications without this letter of endorsement will not be considered.

(5) Applications must be submitted using Form No. HMGP, State of Florida Hazard Mitigation Grant Program Application (Effective Date: June, 2012), which is incorporated into this rule by reference, a copy of which may be obtained by contacting the Division or visiting www.floridadisaster.org.

(6) If the Division receives an incomplete application, the applicant will be notified in writing of the deficiencies. The applicant will have thirty (30) calendar days from the date of the letter to resolve the deficiencies. If the deficiencies are not corrected by the deadline the application will not be considered for funding.

(7) Applications are to be delivered or sent to:

Division of Emergency Management
Bureau of Mitigation
2555 Shumard Oak Boulevard
Tallahassee, Florida 32399
ATTENTION: Hazard Mitigation Grant Program

Rulemaking Authority 252.35(2)(x) FS. Law Implemented 252.311, 252.32, 252.35 FS. History—New 2-24-02, Formerly 9G-22.007, Amended 7-18-13.

APPENDIX C: Application Process

THE PROCESS FROM APPLICATION THROUGH CLOSE-OUT IS AS FOLLOWS:

1. Schedule initial meeting with applicant	2. Conduct Applicant Briefing (LMS Group)
3. Applications developed (90 days) and submitted to FDEM/Mitigation Section	4. Applications to Policy/Planning Unit to check eligibility; coordinate with the LMS Working Group
5. Implementation- HMGP Planners: Become Project Manager Refine Scope of Work Conduct Sufficiency Review	6. NFIP review of appropriate applications
7. Technical Support Review for: Benefit/Cost Environmental-NEPA Develop Engineer/Environmental Report	8. Return applications to Implementation Unit Project Manager
9. Submit completed application packages to FEMA	10. Obligation Report to FDEM Project Manager
11. Forward Obligation Report, Budget and Scope of Work to Grants Unit for contract development	12. Forward Contract to Grants Unit to send to Sub-recipient for signature
15. Grants Unit receives the signed Contract and routes for internal signature	16. Once the Contract is signed, Grants returns it back to Project Manager and distributes to everyone
17. The Project Manager monitors progress: Reviews Quarterly Report Conducts Field Monitoring Provides Status Update of Project Engages Applicant, if needed	18. Request Technical Support Unit to conduct a site visit or review
19. Project Manager requests Interim Inspection	20. TSU conducts an inspection and provides Inspection Report
21. Project Manager reviews Inspection Report	22. Applicant requests Final Inspection
23. Project Manager requests TSU conduct final inspection	24. TSU provides Final Inspection Report to Project Manager. If okay, goes to Grants Unit
25. The Final Payment is processed and file is closed	

APPENDIX D: FEMA Disaster Grant Agreement

FEDERAL EMERGENCY MANAGEMENT AGENCY DISASTER GRANT AGREEMENT ARTICLES

HAZARD MITIGATION GRANT PROGRAM

ARTICLE I. The United States of America through the Director, Federal Emergency Management Agency (FEMA) (hereinafter referred to as "the Grantor") or his/her delegate, agrees to grant to the State Government, through its designated agency named above (hereinafter referred to as "the Grantee") funds in the amount specified on the Obligating document, to support the Hazard Mitigation Grant Program (HMGP) authorized under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. 5121 et seq. By signing the Memorandum of Understanding, the Grantee agrees to abide by the grant terms and conditions as set forth in this document as well as all conditions contained in the FEMA-State Agreement

ARTICLE II. This agreement takes effect at the time it is executed and the obligating document is signed and remains in effect until the grant program is completed. Refer to obligating documents for funding information.

ARTICLE III. The following laws and regulations govern standard grant management practices and are incorporated into this Agreement by reference. Due to the nature of grant administration following Presidential declaration of a disaster or emergency, some variance from standard practice may be warranted upon determination by FEMA.

Public Law 93-288, as amended. Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. 5121 et seq.

Title 44 of the Code of Federal Regulations (C.F.R.)

44 C.F.R.	Part 9 Floodplain Management and Protection of Wetlands
2 C.F.R.	Part 182, Subpart F Government wide requirements for drug-free workplace (grants)
44 C.F.R.	Part 18 New restrictions on lobbying
44 C.F.R.	SUBCHAPTER C-Fire Prevention and Control
44 C.F.R.	SUBCHAPTER D-Disaster Assistance
44 C.F.R.	Part 7 Nondiscrimination in Federally Assisted Programs

Internal Directive 108.1

Assurances submitted with the SF 424, Application for Federal Assistance

31 CFR 205.6 Funding techniques

ARTICLE IV. The specific terms and conditions of this agreement are as follows:

1. No transfer of funds to agencies other than those identified in the approved grant agreement shall be made without prior approval of FEMA. Grantee shall be paid using the HHS SMARTLINK System, provided Grantee maintains and complies with procedures for minimizing the time between transfer of funds from the US Treasury and disbursement by the state and sub-recipients. The state should make drawdowns as close as possible to the time of making disbursements.
2. The Grantee shall submit financial and programmatic reports 30 days after the end of each Federal quarter following the initial grant award. Reporting dates are: January 30, April 30, July 30, October 30. Final reports are due 90 days after the end of the grant. The FEMA Disaster Recovery Manager (DRM) may waive the initial report if the disaster occurs too close to the end of the Federal quarter. The DRM may suspend state drawdowns if quarterly reports are not submitted on a timely basis.
3. The Grantee shall transfer to FEMA the appropriate share, based on the Federal support percentage, of any refund, rebate, credit or other amounts arising from the performance of this agreement, along with accrued interest, if any. The Grantee shall take necessary action to effect prompt collection of all monies due or which may become due and to cooperate with FEMA in any claim or suit in connection with amounts due.
4. Prior to the start of any construction activity, the Grantee shall ensure that all applicable Federal, State, and local permits and clearances are obtained including FEMA compliance with NEPA.
5. The Grantee is free to copyright any original work developed in the course of or under the agreement. FEMA reserves a royalty-free, nonexclusive and irrevocable right to reproduce, publish or otherwise use, and to authorize others to use, the work for Government purposes. Any publication resulting from work performed under this agreement shall include an acknowledgement of FEMA financial support and a statement that the publication does not necessarily reflect FEMA's views.
6. Per 2 C.F.R. § 200.343, when FEMA and the state have completed the agreed upon grant activities, the State shall submit a final financial status report, any required performance reports, a request to close the program, and any other required forms and certifications within 90 days of completion of grant activities. FEMA will evaluate

grantee reports, perform the necessary financial reconciliation, make any necessary adjustments, and close-out the grant.

7. The grant shall be completed within three years of the disaster declaration. Written request for an extension will include information and documentation to support the amendment and a schedule for completion. No subsequent grant agreements, monetary increase amendments, or time extension amendments will be approved unless all overdue final financial or performance reports have been submitted by the Grantee to the appropriate Regional Office. Exceptions to this policy can be approved only by the FEMA Regional Director or DRM. (See Section III E above)

8. The State shall take all responsible steps to ensure that disaster victims are aware of procedures for filing insurance claims, are informed of any State procedures instituted for assisting insured disaster victims, and are aware of their responsibility to repay government assistance which is duplicated by insurance proceeds.

9. The State agrees, on its behalf and on behalf of its political subdivisions and other recipients of Federal disaster assistance, to cooperate with the Federal Government in seeking recovery of any funds expended as a result of fraudulent actions that contributed to those damages, which resulted in a disaster declaration.

10. The certifications signed by the State on the FEMA-State Agreement relating to maintenance of a Drug-Free workplace (per 2 C.F.R. Part 182, Subpart F) and New Restrictions on Lobbying (44 C.F.R. Part 18) apply to this grant agreement and are incorporated by reference.

APPENDIX E: Determination of Staffing Requirements

STATE OF FLORIDA

STATE MANAGEMENT COST

Determination of Staffing Requirements

FEMA-4280-DR-FL

This event prompted a Major Presidential Declaration on September 28, 2016. The incident period was designated as beginning on August 31, 2016. The declaration was issued in 26 counties for Public Assistance (PA) and/or Individual Assistance (IA), or as amended.

FEMA-4283-DR-FL

This event prompted a Major Presidential Declaration on October 8, 2016. The incident period was designated as beginning on October 3, 2016. The declaration was issued in 18 counties for Public Assistance (PA) and/or Individual Assistance (IA), or as amended.

MULTIPLE DISASTER STRATEGY

The SHMO has the overall responsibility for the management and administration of the HMGP for the many disasters and the annual mitigation grant programs. In the event of multiple disasters, other staff may be reassigned to assist in administering the program, or temporary hires may be used. Mitigation staffing plans will be modified according to personnel assignments to distinct grants /programs. The salaries, benefits, and indirect cost are charged to State Management Costs for the grant according to the staffing plan allocations. Travel and/or expenses will be charged directly to the appropriate grant and funding cost accumulator.

PERSONNEL, TASK ASSIGNMENTS, AND ACTIVITIES

The Mitigation Section of the Florida Division Emergency Management (FDEM) serves as the state grantee entrusted with managing FEMA's mitigation programs in Florida. It is the philosophy of FDEM to maintain core skill sets with existing staff; however, it may be necessary to contract certain technical expertise and professional infrastructure experts, as needed.

For example, technical analyses to obtain data to run the FEMA benefit-cost module is conducted by the United States Geological Survey as such expertise does not exist on staff. Similarly, the mitigation project scope development and/or engineering monitoring and close-out are often completed by technical specialists provided by the current FDEM contractor.

As provided in 44 Code of Federal Regulations, Section 206.437 (b) (3), the State of Florida has identified the following staffing needs necessary for the administration of

FEMA-4177-DR-FL:

HAZARD MITIGATION GRANT PROGRAM

STATE HAZARD MITIGATION OFFICER

This position is responsible for the overall management, administration and completion of the Section 404-Hazard Mitigation Grant Program (HMGP) made available as a result of Presidential disaster declarations.

Duties will include the following:

- Work with state and FEMA Mitigation staff in the Joint Field Office following the disaster declaration.
- Assist FEMA in the development of the Mitigation Action Plan and update as required.
- Conduct briefings and meetings with potential applicants on the HMGP.
- Prepare the State's application for Section 404-HMGP funding for submission to FEMA.
- Update the 404-HMGP Administrative Plan as required.
- Development of state guidance in administering the 404-HMGP, and issue to sub-recipients.
- Provide technical assistance and support to the State Mitigation Team.
- Coordinate with staff to facilitate their processing of applications and providing of assistance to municipalities.
- Identify and coordinate with other federal and state agencies for funding of mitigation projects.
- Coordinate with Public Information staff on the development of press releases regarding mitigation activities.
- Ensure the implementation, monitoring, and close-out requirements in the Administrative Plan are completed.

ADMINISTRATIVE ASSISTANT

This position is responsible for assisting the State Hazard Mitigation Office in day-to-day tasks related to both HMGP and non-HMGP related issues.

Duties will include the following:

- Assist in receipt, processing and organization of grants applications.
- Develop travel authorizations, vouchers and transportation analysis forms for staff.

DEPUTY STATE HAZARD MITIGATION OFFICER (Program Manager)

This position is responsible for the day-day management and administration of the Section 404-Hazard Mitigation Grant Program (HMGP) made available as a result of Presidential disaster declarations.

Duties will include the following:

- Assist with conducting briefings and meetings with potential applicants on the HMGP.
- Accept and review pre-applications from municipalities interested in applying for hazard mitigation assistance.
- Assist communities in completing formal applications for HMGP and provide technical assistance that may be required.
- Assist communities in completing formal applications for HMGP planning grants and provide technical assistance that may be required.
- Conduct application review (including environmental review and benefit-cost analysis) prior to submitting applications to FEMA for approval.
- Assist communities in implementing approved projects. Monitor sub-recipient compliance with Section 404-HMGP requirements.
- Monitor sub-recipient progress in meeting project goals, including ensuring timely submittal of quarterly reports by sub-recipients and reviewing of such reports.
- Answer written and oral inquiries regarding the 404-HMGP, attend and conduct meetings pertaining to HMGP, and coordinate with FEMA Region IV staff on 404 issues requiring clarification, etc.
- Assist State Mitigation Officer in development of state guidance in administering the 404-HMGP, and issue to sub-recipients.
- Other disaster related assignments as directed by the State Hazard Mitigation Officer.

- Entry of plan and completed sub-recipient project applications into NEMIS.
- Maintain files and documentation in accordance with disaster applicants.

MITIGATION PLANNER

This position is responsible for working with potential project sub-recipients to ensure on the mitigation planning requirements to maintain eligibility for HMGP funds.

Duties will include the following:

- Reviewing HMGP project pre-applications to determine community's project plan status.
- Providing technical assistance to project pre-applicants and applicants to ensure that project ideas are consistent with local mitigation plans.
- Reviews community mitigation plans and plan updates to ensure eligibility for HMGP funding including completing HMGP plan review crosswalks, coordinating with FEMA, and providing review comments to communities.

PROJECT MANAGER

This position reports to the Unit Manager in the Hazard Mitigation Grant Program. This is an advanced independent position that involves planning, evaluation and monitoring and managing federally funded grant projects based on results of statewide disasters.

Duties will include the following:

- Reviews management plans submitted by applicants for project feasibility, implementation strategies and overall project management in conformance with federal criteria.
- In compliance with applicable federal and state laws, rules and procedures, manages and monitors agreements for disaster relief grants for hazard mitigation sub-recipients to assist in mitigating the efforts of future disasters.
- Corresponds with the Federal Emergency Management Agency on transmittal project summaries/recommendations, obligations/de-obligations, project closeouts and technical reviews/guidance, as needed.
- Researches special hazard mitigation issues for possible state and local government adoption to include codes, ordinances and policies.
- Provides technical assistance on hazard mitigation issues to state and local governments and on developing or implementing hazard mitigation programs and policies.

- Assists in development of Section 409 Hazard mitigation addenda to the State Hazard Mitigation Plan and in continuing development and education plans for the HMGP.
- Attend meetings, conferences and workshops related to hazard mitigation planning and participate in the Division's Long Range Planning Team.
- Performs other related duties and travel as assigned, to include disaster duties as a result of declared or non-declared disasters.
- This position is responsible for the approval or processing of vendor's invoices and/or distribution of warrants to vendors.

SENIOR MANAGEMENT ANALYST (Grant reviews & Management Units)

This is an advanced position that involves research, report writing (i.e. research special hazard mitigation issues and provide written opinion), planning and evaluation, monitoring, conducting presentations/trainings and performing a variety of technical activities for federally funded traditional/nontraditional mitigation projects in compliance with applicable federal and state laws, rules and procedures.

Duties will include the following:

- Assist the Community Program Manager (CPM) by providing support of the State's Mitigation efforts for the following disaster and non-disaster mitigation programs: Hazard Mitigation Grant Program (HMGP); Flood Mitigation Assistance (FMA); Repetitive Flood Claims (RFC); Severe Repetitive Loss (SRL).
- Conduct all aspects of Grants/Contract Management including the following: preparing purchase requests; Requests for Bids; Invitation to Negotiate, and Notices of Funding Availability; negotiate contracts and sub-grants, including subsequent changes and modifications; process contract and sub-grant payments and closeout packages; conduct desk and on-site contract/sub-grant monitoring, including development of corrective action plans and follow-up activities.
- Assist the CPM in identifying program priorities and monitor program status; assist with development of procedures and policies, spreadsheets and related methods of communication.
- Provide program technical assistance on hazard mitigation issues to state and local governments and other entities on hazard mitigation activities.
- Attend meetings, training and workshops related to hazard mitigation.

- Perform other related duties and travel as assigned to include disaster duties as a result of declared and non-declared disasters.

GOVERNMENT OPERATIONS CONSULTANT

This position reports to the Community Program Manager in the Hazard Mitigation Grant Program (HMGP).

Duties will include the following:

- Conduct fact-finding research and present findings.
- Prepare outreach materials, research papers, reports, planning documents, and other written products for the Hazard Mitigation Grant Program.
- Work with the agency's external affairs office to develop publications and other educational elements about Florida's mitigation efforts.
- Coordinate with staff to compile work products and other program materials for special projects or other unique requests.
- Respond to public and other inquiries about mitigation, either by phone, letter or email.
- Develop HMGP presentations and associated materials.
- Review reports and other special projects.
- Develop outreach strategy.
- Support CPM with oversight of HMGP updates to the electronic procedures manual.
- Conduct on-going gap analysis of procedures / resources of the HMGP program and present findings with recommendations.
- Attend meetings, training and workshops related to the Hazard Mitigation Grant Program.

Perform other related duties and travel as assigned to include disaster duties as a result of declared and non-declared disasters.

FINANCE MANAGER

Manages the daily activities of Mitigation financial and Quality Control unit in the Long Term Recovery Office and Headquarters.

Duties will include the following:

- Develops quality assurances and implementation processes to enhance Mitigation.
- Assists the program administrator for mitigation programs by providing financial reporting assistance and quality control of the mitigation program activities.
- Ensures project applications are solicited and processed in accordance with identified program eligibility requirements and ensure payments are made to grantees in a timely manner.
- Supervises staff in the accomplishment of the financial and quality control reviews.
- Provides program support, technical assistance and consultation to sub-recipients, contractors, local government and interested parties regarding mitigation programs.
- Manages and assists in implementing all aspects of contracts/grants management, including preparing negotiating contracts with sub-recipients and processing contract/sub-grant closeout packets.
- Assists local applicants with short and long-term mitigation activities.
- Coordinates all disaster closeout activities.
- Performs disaster related duties as deemed appropriate and assist as needed in response and recovery activities associated with declared and non-declared disasters.

GOVERNORS AUTHORIZED REPRESENTATIVE (GAR) AND ALTERNATE GAR

The GAR / Alternate GAR is responsible for the overall management and administration of FEMA's disaster programs in Florida as authorized under the Robert T. Stafford Act after a Presidential disaster declaration and has the following duties as they relate to the Section 404-Hazard Mitigation Grant Program (HMGP):

- Interacting with Florida communities, state legislators, Congressional delegation, media, and citizens to discuss HMGP.

- Securing state matching funds.
- Participating in the development of, review of, and the approval of strategic and planning documents for administration and implementation of HMGP.

GRANT SPECIALIST

The position can also provide technical, fiscal and management assistance to applicants applying for mitigation funds under the laws and rules prescribed by the Federal Emergency Management Agency and other applicable authorities.

Duties will include the following:

- Prepares and maintains financial reports on program activities.
- In compliance with applicable federal and state laws, rules and procedures, manages and monitors agreements for disaster relief grants for qualified applicants.
- Ensures that agreement rules and records are maintained and prepares required reports regarding the status of awarded grants. Maintains an automated logging system for tracking all grant/agreement payments and contracts with applicant representatives.
- Reviews all financial documentation submitted by applicants to ensure technical correctness, numerical accuracy and completeness before submission to the Governor's Authorized Representative for payment approval.
- Assists the Planning Manager in quality control reviews and audits relating to grant and contract management.
- Conduct on-site inspections of approved projects to ensure stage of completion of projects and accuracy of supporting documentation.
- Performs other related duties and travel as assigned, to include disaster duties as a result of Presidentially and non-declared disasters.

TECHNICAL SPECIALISTS

This position monitors assigned projects, providing technical assistance to sub-recipients on project issues, including the monitoring of interim and final inspections.

Duties will include the following:

- Reviews site plans for consistency with federal guidance related to mitigation criteria.

- Reviews disaster and non-disaster grant applications to ensure projects comply with applicable federal, state and local policies.
- Supports sub-recipients in development of project worksheets, Benefit Cost Analysis with the appropriate support documentation to determine project feasibility
- Conducts damage assessments to identify the severity and magnitude of infrastructure losses due to disaster events.
- Supports sub-recipients in the federal appeals process by preparing, reviewing and monitoring appeals.
- Conducts training for sub-recipients and co-workers on Mitigation Grant Programs issues.
- Performs other related duties and travel as assigned, to include disaster duties as a result of emergency events.

ENVIRONMENTAL SPECIALISTS

This position is responsible for coordinating/managing the environmental review component of federal grant and public assistance applications to ensure compliance with applicable environmental laws.

Duties will include the following:

- Review disaster and non-disaster grant applications to ensure projects comply with applicable federal, state and local environmental policies.
- Coordinates with state and federal agencies on project review for compliance with national and state environmental laws, to include the Florida State Clearinghouse.
- Coordinates with FEMA Region IV staff on developing state procedures for conducting environmental assessments.
- Participates in state and federal agency environmental project consultations.
- Provides technical assistance to applicants both before application is submitted and during review.
- Initiates environmental review meetings with sub-recipients to help determine appropriate projects; conduct local site inspections and review potential projects for environmental compliance with NEPA and maintain records and databases of site visits.

- Conducts environmental review training workshops for state and local staff involved in preparing and managing projects with disaster-related environmental impacts.
- Performs other duties as assigned to include disaster duties as a result of presidentially and non-declared disasters.

SENIOR MANAGEMENT ANALYST (Financial Management Unit)

This position supports the State's Mitigation efforts for the following disaster and non-disaster programs: Hazard Mitigation Grant Program (HMGP); Flood Mitigation Assistance (FMA); Repetitive Flood Claims (RFC); Severe Repetitive Loss (SRL); Residential Construction Mitigation Program (RCMP); Pre-Disaster Mitigation (PDM). Duties will include the following:

- Assists the planning manager by providing financial reporting assistance and quality control of the mitigation program activities.
- Prepares procurement requests, contracts and modifications as required.
- Assists the planning manager in developing standard operating guidelines for the Mitigation Bureau.
- Assists staff in the accomplishment of the financial and quality control reviews.
- Provides program support, technical assistance and consultation to sub-recipients, contractors, local governments and interested parties regarding mitigation programs.
- Provide guidance on procurement methods to Mitigation Bureau
- Assists the program managers in identifying program priorities and monitoring program status; assists in the development of procedures and policies, spreadsheets and related methods of communication.
- Processes payments; works with the Grants specialists to accurately reimburse sub-recipients on program projects. Maintains Subgrant and Obligation budgets in Mitigation.org.
- Prepares spreadsheets to manage disaster and reconcile project budgets.
- Conducts training and briefings to sub-recipients/recipients and assists in training and briefing program staff.
- Reviews project closeout spreadsheets for HMGP projects for accuracy prior to submission to FEMA.

- Assists and travels as needed in response to and recovery from declared and non-declared disasters.

CONTRACTUAL / COOPERATIVE AGREEMENTS FOR PROVISION OF SPECIALIZED TECHNICAL ASSISTANCE

- Provide personnel to augment the State Mitigation staff, as determined by the SHMO.
- Provide Professional Technical Specialists / Infrastructure experts to conduct:

Benefit Cost analysis

Technical and data development,

Hydrologic / hydraulic analysis

Scope of work development / analysis

Mitigation project assessments

Review and provide comments / recommendations on local / state mitigation initiatives

Environmental review and consultation services

- Provide FEMA Programs experts to assist in the following activities, as needed:

Mitigation planning and assistance

Environmental planning and assistance

Flood plain management planning and assistance

State Management Cost development

Fiscal consultation and reconciliation services

Project audit / monitoring / appeals services

- Provide specialized expertise to GAR and / or SHMO to assist in the continued development and improvement of programs and initiatives.

STATE MANAGEMENT COST BUDGET

As described in CFR 44 Section 207.7, the State will submit appropriate documentation, In accordance with procedures for requesting management cost findings.

APPENDIX F: Local Mitigation Strategy Status Report

FLORIDA LOCAL MITIGATION STRATEGY STATUS REPORT

As of July 27, 2012

County and Participating Jurisdictions	Plan Status	Plan Approval Date	Jurisdiction Approval Date	Plan Expiration Date
Alachua	Approved	1/29/2016	3/22/2016	3/14/2021
Alachua County, Unincorporated	Approved	1/29/2016	3/22/2016	3/14/2021
Alachua County Library District	Approved	1/29/2016		3/14/2021
Alachua County School District	Approved	1/29/2016		3/14/2021
Alachua City	Approved	1/29/2016	3/14/2016	3/14/2021
Archer	Approved	1/29/2016		3/14/2021
Gainesville	Approved	1/29/2016	4/21/2016	3/14/2021
Hawthorne	Approved	1/29/2016	3/1/2016	3/14/2021
High Springs	Approved	1/29/2016		3/14/2021
La Crosse	Approved	1/29/2016		3/14/2021
Micanopy	Approved	1/29/2016	6/14/2016	3/14/2021
Newberry	Approved	1/29/2016	4/25/2016	3/14/2021
Santa Fe College	Approved	1/29/2016		3/14/2021
University of Florida	Approved	1/29/2016	9/22/2016	3/14/2021
Waldo	Approved	1/29/2016	3/8/2016	3/14/2021
Baker	Approved	2/8/2016	2/2/2016	2/8/2021
Baker County Uninc.	Approved	2/8/2016	2/2/2016	2/8/2021
Macclenny	Approved	2/18/2016	2/9/2016	2/8/2021
Glen St. Mary	Approved	2/18/2016	2/5/2016	2/8/2021
Bay	Approved	9/8/2015	8/4/2015	9/8/2020
Bay County Uninc.	Approved	9/8/2015	8/4/2015	9/8/2020
Callaway	Approved	9/8/2015	7/28/2015	9/8/2020
Gulf State Community College	Approved	9/8/2015		9/8/2020
Lynn Haven	Approved	9/8/2015	7/28/2015	9/8/2020
Mexico Beach	Approved	9/8/2015	7/14/2015	9/8/2020
Panama City	Approved	9/8/2015	6/23/2015	9/8/2020
Panama City Beach	Approved	9/8/2015	8/13/2015	9/8/2020
Parker	Approved	9/8/2015	7/21/2015	9/8/2020
Springfield	Approved	9/8/2015	8/3/2015	9/8/2020
Bradford	Approved	5/5/2016	3/17/2016	5/5/2016
Bradford County Uninc.	Approved	5/5/2016	3/17/2016	5/5/2016

County and Participating Jurisdictions	Plan Status	Plan Approval Date	Jurisdiction Approval Date	Plan Expiration Date
Brooker	Approved	5/5/2016	3/8/2016	5/5/2016
Hampton	Approved	5/5/2016	3/8/2016	5/5/2016
Lawtey	Approved	5/5/2016	3/7/2016	5/5/2016
Starke	Approved	5/5/2016	3/15/2016	5/5/2016
Brevard	Approved	8/28/2015	8/18/2015	8/28/2020
Brevard County Uninc.	Approved	8/28/2015	8/18/2015	8/28/2020
Cape Canaveral	Approved	8/28/2015	8/18/2015	8/28/2020
Cocoa Beach	Approved	8/28/2015	8/6/2015	8/28/2020
Cocoa	Approved	8/28/2015	7/28/2015	8/28/2020
Grant-Valkaria	Approved	8/28/2015	8/12/2015	8/28/2020
Satellite Beach	Approved	8/28/2015	8/20/2015	8/28/2020
Titusville	Approved	8/28/2015	7/28/2015	8/28/2020
Palm Bay	Approved	8/28/2015	9/3/2015	8/28/2020
Rockledge	Approved	8/28/2015	9/9/2015	8/28/2020
Indian Harbour Beach	Approved	8/28/2015	7/28/2015	8/28/2020
Melbourne	Approved	8/28/2015	8/11/2015	8/28/2020
West Melbourne	Approved	8/28/2015	8/18/2015	8/28/2020
Melbourne Village	Approved	8/28/2015	9/22/2015	8/28/2020
Melbourne Beach	Approved	8/28/2015	10/21/2015	8/28/2020
Indialantic	Approved	8/28/2015	8/12/2015	8/28/2020
Palm Shores	Approved	8/28/2015	8/25/2015	8/28/2020
Malabar	Approved	8/28/2015	8/24/2015	8/28/2020
Broward	Approved	3/12/2013	2/20/2013	3/12/2018
Broward County Uninc.	Approved	3/12/2013	2/20/2013	3/12/2018
Coconut Creek	Approved	3/12/2013	6/25/2013	3/12/2018
Cooper City	Approved	3/12/2013	5/14/2013	3/12/2018
Coral Springs	Approved	3/12/2013	12/12/2013	3/12/2018
Dania Beach	Approved	3/12/2013	5/14/2013	3/12/2018
Davie	Approved	3/12/2013	5/14/2013	3/12/2018
Deerfield Beach	Approved	3/12/2013	6/25/2013	3/12/2018
Fort Lauderdale	Approved	3/12/2013	5/14/2013	3/12/2018
Hallendale Beach	Approved	3/12/2013	6/25/2013	3/12/2018
Hillsboro Beach	Approved	3/12/2013	5/14/2013	3/12/2018
Hollywood	Approved	3/12/2013	6/25/2013	3/12/2018
Lauderdale-by-the-Sea	Approved	3/12/2013	5/14/2013	3/12/2018
Lauderdale Lakes	Approved	3/12/2013	6/25/2013	3/12/2018
Lauderhill	Approved	3/12/2013	5/14/2013	3/12/2018
Lazy Lake	Approved	3/12/2013	12/12/2013	3/12/2018
Lighthouse Point	Approved	3/12/2013	5/14/2013	3/12/2018
Margate	Approved	3/12/2013	5/14/2013	3/12/2018

County and Participating Jurisdictions	Plan Status	Plan Approval Date	Jurisdiction Approval Date	Plan Expiration Date
Miramar	Approved	3/12/2013	12/12/2013	3/12/2018
North Lauderdale	Approved	3/12/2013	5/14/2013	3/12/2018
Oakland Park	Approved	3/12/2013	5/14/2013	3/12/2018
Parkland	Approved	3/12/2013	8/20/2013	3/12/2018
Pembroke Park	Approved	3/12/2013	6/25/2013	3/12/2018
Pembroke Pines	Approved	3/12/2013	5/14/2013	3/12/2018
Pompano Beach	Approved	3/12/2013	5/14/2013	3/12/2018
Plantation	Approved	3/12/2013	6/25/2013	3/12/2018
Sea Ranch Lakes	Approved	3/12/2013	9/17/2013	3/12/2018
Southwest Ranches	Approved	3/12/2013	5/14/2013	3/12/2018
Sunrise	Approved	3/12/2013	6/25/2013	3/12/2018
Tamarac	Approved	3/12/2013	5/14/2013	3/12/2018
West Park	Approved	3/12/2013	6/25/2013	3/12/2018
Weston	Approved	3/12/2013	5/14/2013	3/12/2018
Wilton Manors	Approved	3/12/2013	5/14/2013	3/12/2018
Calhoun	Approved	6/1/2015	5/12/2016	6/1/2020
Calhoun County Uninc.	Approved	6/1/2015	5/12/2016	6/1/2020
Altha	Approved	6/1/2015	7/2/2016	6/1/2020
Blountstown	Approved	6/1/2015	6/9/2015	6/1/2020
Charlotte	Approved	8/19/2015	7/14/2015	8/19/2020
Charlotte County Uninc.	Approved	8/19/2015	7/14/2015	8/19/2020
Punta Gorda	Approved	8/19/2015	7/18/2015	8/19/2020
Citrus	Approved	9/13/2015	8/11/2015	9/13/2020
Citrus County Uninc.	Approved	9/13/2015	8/11/2015	9/13/2020
Crystal River	Approved	9/13/2015	7/13/2015	9/13/2020
Inverness	Approved	9/13/2015	8/4/2015	9/13/2020
Clay	Approved	9/15/2015	8/11/2015	9/15/2020
Clay County Uninc.	Approved	9/15/2015	8/11/2015	9/15/2020
Green Cove Springs	Approved	9/15/2015	9/1/2015	9/15/2020
Keystone Heights	Approved	9/15/2015	8/17/2015	9/15/2020
Orange Park	Approved	9/15/2015	9/15/2015	9/15/2020
Penney Farms	Approved	9/15/2015	8/18/2015	9/15/2020
Collier	Approved	4/13/2015	3/10/2015	4/13/2020
Collier County Uninc.	Approved	4/13/2015	3/10/2015	4/13/2020
Collier County School Board	Approved	4/13/2015	4/14/2015	4/13/2020
Everglades	Approved	4/13/2015	6/23/2015	4/13/2020
Marco Island	Approved	4/13/2015	4/6/2015	4/13/2020
Naples	Approved	4/13/2015	3/18/2015	4/13/2020
Columbia	Approved	12/14/2015	12/3/2015	12/14/2020

County and Participating Jurisdictions	Plan Status	Plan Approval Date	Jurisdiction Approval Date	Plan Expiration Date
Columbia County Uninc.	Approved	12/14/2015	12/3/2015	12/14/2020
Fort White	Approved	12/14/2015	2/8/2016	12/14/2020
Lake City	Approved	12/14/2015	1/19/2016	12/14/2020
DeSoto	Approved	3/19/2015	1/27/2015	3/19/2020
DeSoto County Uninc.	Approved	3/19/2015	1/27/2015	3/19/2020
Aracdia	Approved	3/19/2015	1/20/2015	3/19/2020
Dixie	Approved	2/18/2016		2/18/2021
Dixie County Uninc.	Approved	2/18/2016		2/18/2021
Cross City	Approved	2/18/2016		2/18/2021
Horseshoe Beach	Approved	2/18/2016		2/18/2021
Duval	Approved	8/18/2015	12/7/2015	8/18/2020
Jacksonville-Duval County Uninc.	Approved	8/18/2015	12/7/2015	8/18/2020
Atlantic Beach	Approved	8/18/2015	7/13/2015	8/18/2020
Baldwin	Approved	8/18/2015	7/14/2015	8/18/2020
Jacksonville Beach	Approved	8/18/2015	7/20/2015	8/18/2020
Neptune Beach	Approved	8/18/2015	11/2/2015	8/18/2020
Escambia	Approved	10/20/2015	10/8/2015	10/20/2020
Escambia County Uninc.	Approved	10/20/2015	10/8/2015	10/20/2020
Emerald Coast Utilities Authority	Approved	10/20/2015		10/20/2020
Pensacola	Approved	10/20/2015	10/8/2015	10/20/2020
Santa Rosa Island Authority	Approved	10/20/2015	9/9/2015	10/20/2020
School District of Escambia County	Approved	10/20/2015		10/20/2020
Century	Approved	10/20/2015	10/5/2015	10/20/2020
Flagler	Approved	6/14/2016	5/2/2016	6/14/2021
Flagler County Uninc.	Approved	6/14/2016	5/2/2016	6/14/2021
Beverly Beach	Approved	6/14/2016		6/14/2021
Flagler Beach	Approved	6/14/2016	6/9/2016	6/14/2021
Marineland	Approved	6/14/2016	5/18/2016	6/14/2021
Palm Coast	Approved	6/14/2016	5/17/2016	6/14/2021
Bunnell	Approved	6/14/2016	6/13/2016	6/14/2021
Franklin	Approved	2/16/2016	12/15/2015	2/16/2021
Franklin County Uninc.	Approved	2/16/2016	12/15/2015	2/16/2021
Apalachicola	Approved	2/16/2016	2/16/2016	2/16/2021
Carrabelle	Approved	2/16/2016	10/1/2015	2/16/2021
Gadsden	APA			
Gadsden County Uninc.	APA			
Chattahoochee	APA			
Greensboro	APA			
Gretna	APA			

County and Participating Jurisdictions	Plan Status	Plan Approval Date	Jurisdiction Approval Date	Plan Expiration Date
Havana	APA			
Midway	APA			
Quincy	APA			
Gilchrist	Approved	6/15/2016	6/13/2016	6/15/2021
Gilchrist County Uninc.	Approved	6/15/2016	6/13/2016	6/15/2021
Bell	Approved	6/15/2016	6/9/2016	6/15/2021
Fanning Springs	Approved	6/15/2016		6/15/2021
Trenton	Approved	6/15/2016		6/15/2021
Glades	Approved	8/16/2016	6/14/2016	8/16/2021
Glades County Uninc.	Approved	8/16/2016	6/14/2016	8/16/2021
Moore Haven	Approved	8/16/2016	6/17/2016	8/16/2021
Gulf	Approved	1/18/2016	8/25/2015	1/18/2021
Gulf County Uninc.	Approved	1/18/2016	8/25/2015	1/18/2021
Port St. Joe	Approved	1/18/2016	10/20/2015	1/18/2021
Wewahitchka	Approved	1/18/2016	9/28/2015	1/18/2021
Hamilton	Approved	5/6/2016	2/16/2016	5/6/2021
Hamilton County Uninc.	Approved	5/6/2016	2/16/2016	5/6/2021
Jasper	Approved	5/6/2016	2/8/2016	5/6/2021
Jennings	Approved	5/6/2016	3/7/2016	5/6/2021
White Springs	Approved	5/6/2016	2/9/2016	5/6/2021
Hardee	Approved	4/9/2015	4/2/2015	4/9/2020
Hardee County Uninc.	Approved	4/9/2015	4/2/2015	4/9/2020
Bowling Green	Approved	4/9/2015	4/14/2015	4/9/2020
Wauchula	Approved	4/9/2015	4/13/2015	4/9/2020
Zolfo Springs	Approved	4/9/2015	4/20/2015	4/9/2020
Hendry	Approved	1/19/2016	1/26/2016	1/19/2021
Hendry County Uninc.	Approved	1/19/2016	1/26/2016	1/19/2021
Clewiston	Approved	1/19/2016	1/25/2016	1/19/2021
LaBelle	Approved	1/19/2016	1/15/2016	1/19/2021
Hernando	Approved	9/13/2015	7/14/2015	9/13/2020
Hernando County Uninc.	Approved	9/13/2015	7/14/2015	9/13/2020
Brookville	Approved	9/13/2015	7/20/2015	9/13/2020
Weeki Wachee	Approved	9/13/2015	8/11/2015	9/13/2020
Highlands	Approved	8/12/2015	7/21/2015	8/12/2020
Highlands County Uninc.	Approved	8/12/2015	7/21/2015	8/12/2020
Avon Park	Approved	8/12/2015	7/13/2015	8/12/2020
Lake Placid	Approved	8/12/2015	8/10/2015	8/12/2020
School Board of Highlands County	Approved	8/12/2015	7/28/2015	8/12/2020
Sebring	Approved	8/12/2015	8/18/2015	8/12/2020

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Sebring Airport Authority	Approved	8/12/2015	7/30/2015	8/12/2020
South Florida Community College	Approved	8/12/2015	8/26/2015	8/12/2020
Springlake Improvement District	Approved	8/12/2015	7/8/2015	8/12/2020
Hillsborough	Approved	7/27/2015	7/15/2015	7/27/2020
Hillsborough County Uninc.	Approved	7/27/2015	7/15/2015	7/27/2020
Plant City	Approved	7/27/2015	1/11/2016	7/27/2020
Tampa	Approved	7/27/2015	2/4/2016	7/27/2020
Temple Terrace	Approved	7/27/2015	8/18/2015	7/27/2020
Holmes	Approved	5/9/2016	2/9/2016	5/9/2021
Holmes County Uninc.	Approved	5/9/2016	2/9/2016	5/9/2021
Bonifay	Approved	5/9/2016	3/14/2016	5/9/2021
Esto	Approved	5/9/2016	4/5/2016	5/9/2021
Norma	Approved	5/9/2016	4/4/2016	5/9/2021
Ponce De Leon	Approved	5/9/2016	3/3/2016	5/9/2021
Westville	Approved	5/9/2016	5/5/2016	5/9/2021
Indian River	Approved	8/12/2015	7/7/2015	8/12/2020
Indian River County Uninc.	Approved	8/12/2015	7/7/2015	8/12/2020
Fellsmere	Approved	8/12/2015	8/20/2015	8/12/2020
Indian River Shores	Approved	8/12/2015	10/22/2015	8/12/2020
Orchid	Approved	8/12/2015	9/9/2015	8/12/2020
Sebastian	Approved	8/12/2015	10/15/2015	8/12/2020
Vero Beach	Approved	8/12/2015	8/18/2015	8/12/2020
Jackson	Approved	3/16/2016	3/8/2016	3/16/2021
Jackson County Uninc.	Approved	3/16/2016	3/8/2016	3/16/2021
Alford	Approved	3/16/2016	6/14/2016	3/16/2021
Bascom	Approved	3/16/2016	5/12/2016	3/16/2021
Campbellton	Approved	3/16/2016	4/19/2016	3/16/2021
Cottdale	Approved	3/16/2016	4/13/2016	3/16/2021
Graceville	Approved	3/16/2016	6/10/2016	3/16/2021
Grand Ridge	Approved	3/16/2016	5/12/2016	3/16/2021
Greenwood	Approved	3/16/2016	5/10/2016	3/16/2021
Jacob	Approved	3/16/2016	4/5/2016	3/16/2021
Malone	Approved	3/16/2016	4/12/2016	3/16/2021
Marianna	Approved	3/16/2016	4/5/2016	3/16/2021
Sneads	Approved	3/16/2016	4/12/2016	3/16/2021
Jefferson	Approved	5/31/2016	5/14/2016	5/31/2021
Jefferson County Uninc.	Approved	5/31/2016	5/17/2016	5/31/2021
Monticello	Approved	5/31/2016	6/7/2016	5/31/2021
Lafayette	Approved	12/7/2015	11/9/2015	12/7/2020

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Lafayette County Uninc.	Approved	12/7/2015	11/9/2015	12/7/2020
Mayo	Approved	12/7/2015	11/9/2015	12/7/2020
Lake	Approved	2/10/2016	2/2/2016	2/10/2021
Lake County Uninc.	Approved	2/10/2016	2/2/2016	2/10/2021
Astatula	Approved	2/10/2016		2/10/2021
Clermont	Approved	2/10/2016	6/14/2016	2/10/2021
Eustis	Approved	2/10/2016	10/20/2016	2/10/2021
Fruitland Park	Approved	2/10/2016		2/10/2021
Groveland	Approved	2/10/2016		2/10/2021
Howey-in-the-Hills	Approved	2/10/2016	9/26/2016	2/10/2021
Lady Lake	Approved	2/10/2016		2/10/2021
Leesburg	Approved	2/10/2016	4/25/2016	2/10/2021
Mascotte	Approved	2/10/2016		2/10/2021
Minneola	Approved	2/10/2016		2/10/2021
Montverde	Approved	2/10/2016		2/10/2021
Mount Dora	Approved	2/10/2016		2/10/2021
Tavares	Approved	2/10/2016	2/2/2016	2/10/2021
Umatilla	Approved	2/10/2016		2/10/2021
School Board of Lake County	Approved	2/10/2016	7/5/2016	2/10/2021
Lee	Approved	6/19/2012	12/13/2011	6/19/2017
Lee County Uninc.	Approved	6/19/2012	12/13/2011	6/19/2017
Bonita Springs	Approved	6/19/2012	2/9/2012	6/19/2017
Cape Coral	Approved	6/19/2012	5/21/2012	6/19/2017
Fort Myers	Approved	6/19/2012	2/21/2012	6/19/2017
Fort Myers Beach	Approved	6/19/2012	10/1/2012	6/19/2017
Sanibel	Approved	6/19/2012	9/8/2012	6/19/2017
Leon	Approved	5/21/2015	5/12/2015	5/21/2020
Leon County Uninc.	Approved	5/21/2015	5/12/2015	5/21/2020
Tallahassee	Approved	5/21/2015	4/27/2015	5/21/2020
Florida State University	Approved	5/21/2015		5/21/2020
Florida Agricultural & Mechanical Univ	Approved	5/21/2015		5/21/2020
Levy	Approved	6/29/2016	5/3/2016	6/29/2021
Levy County Uninc.	Approved	6/29/2016	5/3/2016	6/29/2021
Bronson	Approved	6/29/2016	3/21/2016	6/29/2021
Cedar Key	Approved	6/29/2016	4/5/2016	6/29/2021
Chiefland	Approved	6/29/2016	4/25/2016	6/29/2021
Fanning Springs	Approved	6/29/2016	4/5/2016	6/29/2021
Inglis	Approved	6/29/2016	4/5/2016	6/29/2021
Otter Creek	Approved	6/30/2016		6/29/2021

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Williston	Approved	6/29/2016	4/19/2016	6/29/2021
Yankeetown	Approved	6/29/2016	4/4/2016	6/29/2021
Liberty	Approved	7/22/2016	7/7/2016	7/22/2021
Liberty County Uninc.	Approved	7/22/2016	7/7/2016	7/22/2021
Bristol	Approved	7/22/2016	7/11/2016	7/22/2021
Madison	Approved	4/7/2016	3/9/2016	4/7/2021
Madison County Uninc.	Approved	4/7/2016	3/9/2016	4/7/2021
Madison.	Approved	4/7/2016	4/12/2016	4/7/2021
Greenville	Approved	4/7/2016	4/11/2016	4/7/2021
Lee	Approved	4/7/2016	4/5/2016	4/7/2021
Manatee	Approved	9/1/2015	8/20/2015	9/1/2020
Manatee County Uninc.	Approved	9/1/2015	8/20/2015	9/1/2020
Anna Maria	Approved	9/1/2015	9/9/2015	9/1/2020
Bradenton	Approved	9/1/2015	9/9/2015	9/1/2020
Bradenton Beach	Approved	9/1/2015	8/29/2015	9/1/2020
Holmes Beach	Approved	9/1/2015	9/12/2015	9/1/2020
Longboat Key	Approved	9/1/2015	10/5/2015	9/1/2020
Palmetto	Approved	9/1/2015	8/24/2015	9/1/2020
Marion	Approved	5/19/2016	4/5/2016	5/19/2021
Marion County Uninc.	Approved	5/19/2016	4/5/2016	5/19/2021
Belleview	Approved	5/19/2016	4/7/2016	5/19/2021
Dunnellon	Approved	5/19/2016	5/9/2016	5/19/2021
McIntosh	Approved	5/19/2016		5/19/2021
Ocala	Approved	5/19/2016	4/19/2016	5/19/2021
Reddick	Approved	5/19/2016	4/7/2016	5/19/2021
Martin	Approved	12/9/2015	12/1/2015	12/9/2020
Martin County Uninc.	Approved	12/9/2015	12/1/2015	12/9/2020
Jupiter Island	Approved	12/9/2015	1/12/2016	12/9/2020
Ocean Breeze Park	Approved	12/9/2015	12/14/2015	12/9/2020
Seawall's Point	Approved	12/9/2015	1/26/2016	12/9/2020
School Board of Martin County	Approved	12/9/2015	11/17/2015	12/9/2020
Stuart	Approved	12/9/2015	11/30/2015	12/9/2020
Miami-Dade	Approved	9/15/2015	9/1/2015	9/15/2020
Miami-Dade County Uninc.	Approved	9/15/2015	9/1/2015	9/15/2020
Aventura	Approved	9/15/2015	9/1/2015	9/15/2020
Bay Harbor Islands	Approved	9/15/2015	9/1/2015	9/15/2020
Bal Harbor	Approved	9/15/2015	9/1/2015	9/15/2020
Biscayne Park	Approved	9/15/2015	9/1/2015	9/15/2020
Coral Gables	Approved	9/15/2015	9/1/2015	9/15/2020

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Cutler Bay	Approved	9/15/2015	9/1/2015	9/15/2020
Doral	Approved	9/15/2015	9/1/2015	9/15/2020
El Portal	Approved	9/15/2015	9/1/2015	9/15/2020
Florida City	Approved	9/15/2015	9/1/2015	9/15/2020
Florida International University	Approved	9/15/2015	9/1/2015	9/15/2020
Golden Beach	Approved	9/15/2015	9/1/2015	9/15/2020
Hialeah	Approved	9/15/2015	9/1/2015	9/15/2020
Hialeah Gardens	Approved	9/15/2015	9/1/2015	9/15/2020
Homestead	Approved	9/15/2015	9/1/2015	9/15/2020
Indian Creek Village	Approved	9/15/2015	9/1/2015	9/15/2020
Key Biscayne	Approved	9/15/2015	9/1/2015	9/15/2020
Medley	Approved	9/15/2015	9/1/2015	9/15/2020
Miami	Approved	9/15/2015	9/1/2015	9/15/2020
Miami Beach	Approved	9/15/2015	9/1/2015	9/15/2020
Miami Gardens	Approved	9/15/2015	9/1/2015	9/15/2020
Miami Lakes	Approved	9/15/2015	9/1/2015	9/15/2020
Miami Shores	Approved	9/15/2015	9/1/2015	9/15/2020
Miami Springs	Approved	9/15/2015	9/1/2015	9/15/2020
North Bay Village	Approved	9/15/2015	9/1/2015	9/15/2020
North Miami	Approved	9/15/2015	9/1/2015	9/15/2020
North Miami Beach	Approved	9/15/2015	9/1/2015	9/15/2020
Opa-Locka	Approved	9/15/2015	9/1/2015	9/15/2020
Palmetto Bay	Approved	9/15/2015	9/1/2015	9/15/2020
Pinecrest	Approved	9/15/2015	9/1/2015	9/15/2020
South Miami	Approved	9/15/2015	9/1/2015	9/15/2020
Sunny Isles Beach	Approved	9/15/2015	9/1/2015	9/15/2020
Surfside	Approved	9/15/2015	9/1/2015	9/15/2020
Sweetwater	Approved	9/15/2015	9/1/2015	9/15/2020
Virginia Gardens	Approved	9/15/2015	9/1/2015	9/15/2020
West Miami	Approved	9/15/2015	9/1/2015	9/15/2020
Monroe	Approved	2/25/2016	11/17/2015	12/6/2020
Monroe County Uninc.	Approved	2/25/2016	11/17/2015	12/6/2020
Key West	Approved	2/25/2016	11/17/2015	12/6/2020
Layton	Approved	2/25/2016	11/5/2015	12/6/2020
Key Colony Beach	Approved	2/25/2016	11/12/2015	12/6/2020
Islamorada Islands	Approved	2/25/2016	12/3/2015	12/6/2020
Marathon	Approved	2/25/2016	12/8/2015	12/6/2020
Nassau	Approved	2/18/2016	1/25/2016	2/18/2021
Nassau County Uninc.	Approved	2/18/2016	1/25/2016	2/18/2021
Callahan	Approved	2/18/2016		2/18/2021

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Fernandina Beach	Approved	2/18/2016		2/18/2021
Hillard	Approved	2/18/2016		2/18/2021
Okaloosa	Approved	5/31/2016	7/19/2016	8/15/2021
Okaloosa County Uninc.	Approved	5/31/2016	7/19/2016	8/15/2021
Cinco Bayou	Approved	5/31/2016	9/8/2016	8/15/2021
Crestview	Approved	5/31/2016		8/15/2021
Destin	Approved	5/31/2016		8/15/2021
Fort Walton Beach	Approved	5/31/2016	8/9/2016	8/15/2021
Laurel Hill	Approved	5/31/2016	9/1/2016	8/15/2021
Mary Esther	Approved	5/31/2016	9/6/2016	8/15/2021
Niceville	Approved	5/31/2016	8/9/2016	8/15/2021
Shalimar	Approved	5/31/2016	6/14/2016	8/15/2021
Valparaiso	Approved	5/31/2016	8/8/2016	8/15/2021
Okeechobee	Approved	9/20/2016	8/25/2016	9/20/2021
Okeechobee County Uninc.	Approved	9/20/2016	8/25/2016	9/20/2021
Okeechobee.	Approved	9/20/2016		9/20/2021
Orange	APA			
Orange County Uninc.	APA			
Apopka	APA			
Belle Isle	APA			
Eatonville	APA			
Edgewood	APA			
Maitland	APA			
Oakland	APA			
Ocoee	APA			
Orlando	APA			
Windermere	APA			
Winter Garden	APA			
Winter Park	APA			
Osceola	Approved	12/22/2015	12/14/2015	12/22/2020
Osceola County Uninc.	Approved	12/22/2015	12/14/2015	12/22/2020
Kissimmee	Approved	12/22/2015	12/15/2015	12/22/2020
St. Cloud	Approved	12/22/2015	1/14/2016	12/22/2020
Palm Beach	Approved	1/29/2015	12/16/2014	1/29/2020
Palm Beach County Uninc.	Approved	1/29/2015	12/16/2014	1/29/2020
Atlantis	Approved	1/29/2015	11/19/2014	1/29/2020
Belle Glade	Approved	1/29/2015	12/1/2014	1/29/2020
Boca Raton	Approved	1/29/2015	11/25/2014	1/29/2020
Boynton Beach	Approved	1/29/2015	11/5/2014	1/29/2020

County and Participating Jurisdictions	Plan Status	Plan Approval Date	Jurisdiction Approval Date	Plan Expiration Date
Briny Breezes	Approved	1/29/2015	11/20/2014	1/29/2020
Cloud Lake	Approved	1/29/2015	11/13/2014	1/29/2020
Delray Beach	Approved	1/29/2015	12/9/2014	1/29/2020
Glen Ridge	Approved	1/29/2015	11/5/2014	1/29/2020
Golf	Approved	1/29/2015	11/19/2014	1/29/2020
Greenacres	Approved	1/29/2015	11/17/2014	1/29/2020
Gulf Stream	Approved	1/29/2015	12/12/2014	1/29/2020
Haverhill	Approved	1/29/2015	11/13/2014	1/29/2020
Highland Beach	Approved	1/29/2015	12/2/2014	1/29/2020
Hypoluxo	Approved	1/29/2015	11/19/2014	1/29/2020
Juno Beach	Approved	1/29/2015	12/10/2014	1/29/2020
Jupiter	Approved	1/29/2015	1/20/2015	1/29/2020
Jupiter Inlet Colony	Approved	1/29/2015	12/8/2014	1/29/2020
Lake Clarke Shores	Approved	1/29/2015	11/6/2014	1/29/2020
Lake Park	Approved	1/29/2015	1/7/2015	1/29/2020
Lake Worth	Approved	1/29/2015	1/6/2015	1/29/2020
Lantana	Approved	1/29/2015	11/24/2014	1/29/2020
Loxahatchee Groves	Approved	1/29/2015	1/20/2015	1/29/2020
Manalapan	Approved	1/29/2015	9/23/2014	1/29/2020
Mangonia Park	Approved	1/29/2015	12/2/2014	1/29/2020
North Palm Beach	Approved	1/29/2015	11/13/2014	1/29/2020
Ocean Ridge	Approved	1/29/2015	12/1/2014	1/29/2020
Pahokee	Approved	1/29/2015	11/25/2014	1/29/2020
Palm Beach Shores	Approved	1/29/2015	12/15/2014	1/29/2020
Palm Beach	Approved	1/29/2015	1/13/2015	1/29/2020
Palm Beach Gardens	Approved	1/29/2015	12/4/2014	1/29/2020
Palm Springs	Approved	1/29/2015	12/11/2014	1/29/2020
Rivera Beach	Approved	1/29/2015	1/21/2015	1/29/2020
Royal Palm Beach	Approved	1/29/2015	11/20/2014	1/29/2020
South Bay	Approved	1/29/2015	11/18/2014	1/29/2020
South Palm Beach	Approved	1/29/2015	9/23/2014	1/29/2020
Tequesta	Approved	1/29/2015	1/26/2015	1/29/2020
Wellington	Approved	1/29/2015	1/13/2015	1/29/2020
West Palm Beach	Approved	1/29/2015	1/5/2015	1/29/2020
Pasco	Approved	8/13/2014	9/23/2014	8/13/2019
Pasco County Uninc.	Approved	8/13/2014	9/23/2014	8/13/2019
Dade City	Approved	8/13/2014	8/26/2014	8/13/2019
New Port Richey	Approved	8/13/2014	10/7/2014	8/13/2019
Port Richey	Approved	8/13/2014	9/23/2014	8/13/2019
San Antonio	Approved	8/13/2014	8/19/2014	8/13/2019

County and Participating Jurisdictions	Plan Status	Plan Approval Date	Jurisdiction Approval Date	Plan Expiration Date
St. Leo	Approved	8/13/2014	8/11/2014	8/13/2019
Zephyrhills	Approved	8/13/2014	8/25/2014	8/13/2019
Pinellas	Approved	5/5/2015	4/21/2015	5/5/2020
Pinellas County Uninc.	Approved	5/5/2015	4/21/2015	5/5/2020
Belleair	Approved	5/5/2015	6/16/2015	5/5/2020
Belleair Beach	Approved	5/5/2015	6/1/2015	5/5/2020
Belleair Bluffs	Approved	5/5/2015	4/20/2015	5/5/2020
Clearwater	Approved	5/5/2015	5/7/2015	5/5/2020
Dunedin	Approved	5/5/2015	8/20/2015	5/5/2020
Gulfport	Approved	5/5/2015	2/16/2016	5/5/2020
Indian Rocks Beach	Approved	5/5/2015	6/9/2015	5/5/2020
Indian Shores	Approved	5/5/2015	7/14/2015	5/5/2020
Kenneth City	Approved	5/5/2015	8/12/2015	5/5/2020
Largo	Approved	5/5/2015	9/15/2015	5/5/2020
Madeira Beach	Approved	5/5/2015	4/14/2015	5/5/2020
North Reddington Beach	Approved	5/5/2015	3/15/2015	5/5/2020
Oldsmar	Approved	5/5/2015	5/5/2015	5/5/2020
Pinellas Park	Approved	5/5/2015	5/14/2015	5/5/2020
Reddington Beach	Approved	5/5/2015	5/19/2015	5/5/2020
Reddington Shores	Approved	5/5/2015	3/11/2015	5/5/2020
Safety Harbor	Approved	5/5/2015	10/5/2015	5/5/2020
Seminole	Approved	5/5/2015	6/9/2015	5/5/2020
South Pasadena	Approved	5/5/2015	6/9/2015	5/5/2020
St. Petersburg	Approved	5/5/2015	4/16/2015	5/5/2020
St. Pete Beach	Approved	5/5/2015	7/25/2015	5/5/2020
Tarpon Springs	Approved	5/5/2015	4/21/2015	5/5/2020
Treasure Island	Approved	5/5/2015	6/2/2015	5/5/2020
Polk	Approved	9/2/2015	8/18/2015	9/2/2020
Polk County Uninc.	Approved	9/2/2015	8/18/2015	9/2/2020
Polk County School Board	Approved	9/2/2015	11/10/2015	9/2/2020
Auburndale	Approved	9/2/2015	11/2/2015	9/2/2020
Bartow	Approved	9/2/2015	1/19/2016	9/2/2020
Davenport	Approved	9/2/2015	10/26/2015	9/2/2020
Dundee	Approved	9/2/2015	10/13/2015	9/2/2020
Eagle Lake	Approved	9/2/2015	6/20/2016	9/2/2020
Fort Meade	Approved	9/2/2015	12/8/2015	9/2/2020
Frostproof	Approved	9/2/2015	9/28/2015	9/2/2020
Haines City	Approved	9/2/2015	1/7/2016	9/2/2020
Highland Park	Approved	9/2/2015		9/2/2020
Hillcrest Heights	Approved	9/2/2015	6/20/2016	9/2/2020

County and Participating Jurisdictions	Plan Status	Plan Approval Date	Jurisdiction Approval Date	Plan Expiration Date
Lakeland	Approved	9/2/2015	9/21/2015	9/2/2020
Lake Alfred	Approved	9/2/2015	12/7/2015	9/2/2020
Lake Hamilton	Approved	9/2/2015	10/6/2015	9/2/2020
Lake Wales	Approved	9/2/2015	10/6/2015	9/2/2020
Mulberry	Approved	9/2/2015	5/31/2006	9/2/2020
Polk City	Approved	9/2/2015	10/19/2015	9/2/2020
Winter Haven	Approved	9/2/2015	12/14/2015	9/2/2020
Putnam	Approved	8/5/2015	7/28/2015	8/5/2020
Putnam County Uninc.	Approved	8/5/2015	7/28/2015	8/5/2020
Crescent City	Approved	8/5/2015	9/1/2015	8/5/2020
Interlachen	Approved	8/5/2015	9/8/2015	8/5/2020
Palatka	Approved	8/5/2015	9/10/2015	8/5/2020
Pomona Park	Approved	8/5/2015	10/13/2015	8/5/2020
Welaka	Approved	8/5/2015	10/13/2015	8/5/2020
Santa Rosa	Approved	6/9/2016	5/26/2016	6/9/2021
Santa Rosa County Uninc.	Approved	6/9/2016	5/26/2016	6/9/2021
Gulf Breeze	Approved	6/9/2016	6/6/2016	6/9/2021
Jay	Approved	6/9/2016	6/6/2016	6/9/2021
Milton	Approved	6/9/2016	6/14/2016	6/9/2021
Sarasota	Approved	2/23/2016	1/12/2016	2/23/2021
Sarasota County Uninc.	Approved	2/23/2016	1/12/2016	2/23/2021
Sarasota County School Board	Approved	2/23/2016		2/23/2021
Longboat Key	Approved	2/23/2016		2/23/2021
North Port	Approved	2/23/2016		2/23/2021
Sarasota	Approved	2/23/2016		2/23/2021
Sarasota County Public Hospital	Approved	2/23/2016		2/23/2021
Venice	Approved	2/23/2016	1/26/2016	2/23/2021
Seminole	Approved	5/5/2015	4/28/2015	5/5/2020
Seminole County Uninc.	Approved	5/5/2015	4/28/2015	5/5/2020
Altamonte Springs	Approved	5/5/2015	8/11/2015	5/5/2020
Casselberry	Approved	5/5/2015	6/22/2015	5/5/2020
Lake Mary	Approved	5/5/2015	6/18/2015	5/5/2020
Longwood	Approved	5/5/2015	7/20/2015	5/5/2020
Oviedo	Approved	5/5/2015	5/18/2015	5/5/2020
Sanford	Approved	5/5/2015	5/11/2015	5/5/2020
Winter Springs	Approved	5/5/2015	5/11/2015	5/5/2020
St. Johns	Approved	6/1/2015	3/19/2015	6/1/2020
St. Johns County Uninc.	Approved	6/1/2015	3/19/2015	6/1/2020
Hastings	Approved	6/1/2015	4/13/2015	6/1/2020

County and Participating Jurisdictions	Plan Status	Plan Approval Date	Jurisdiction Approval Date	Plan Expiration Date
St. Augustine	Approved	6/1/2015	4/13/2015	6/1/2020
St. Augustine Beach	Approved	6/1/2015	5/4/2015	6/1/2020
St. Lucie	Approved	6/21/2016	6/7/2016	6/21/2021
St. Lucie County Uninc.	Approved	6/21/2016	6/7/2016	6/21/2021
Port St. Lucie	Approved	6/21/2016		6/21/2021
Fort Pierce	Approved	6/21/2016		6/21/2021
St. Lucie Village	Approved	6/21/2016	10/18/2016	6/21/2021
Sumter	Approved	2/1/2016	1/26/2016	2/1/2021
Sumter County Uninc.	Approved	2/1/2016	1/26/2016	2/1/2021
Sumter County School Board	Approved	2/1/2016	5/3/2016	2/1/2021
Bushnell	Approved	2/1/2016	3/7/2016	2/1/2021
Center Hill	Approved	2/1/2016	3/8/2016	2/1/2021
Coleman	Approved	2/1/2016	3/14/2016	2/1/2021
The Villages	Approved	2/1/2016	1/26/2016	2/1/2021
Webster	Approved	2/1/2016	2/18/2016	2/1/2021
Wildwood	Approved	2/1/2016	2/22/2016	2/1/2021
Suwannee	Approved	1/18/2016	12/1/2015	1/18/2021
Suwannee County Uninc.	Approved	1/18/2016	12/1/2015	1/18/2021
Branford	Approved	1/18/2016	12/8/2015	1/18/2021
Live Oak	Approved	1/18/2016	12/15/2015	1/18/2021
Taylor	Approved	1/6/2016	12/8/2015	1/6/2021
Taylor County Uninc.	Approved	1/6/2016	12/8/2015	1/6/2021
Perry	Approved	1/6/2016	11/16/2015	1/6/2021
Union	Approved	4/15/2016	3/21/2016	4/15/2021
Union County Uninc.	Approved	4/15/2016	3/21/2016	4/15/2021
Lake Butler	Approved	4/15/2016	4/13/2016	4/15/2021
Raiford	Approved	4/15/2016	3/8/2016	4/15/2021
Worthington Springs	Approved	4/15/2016	4/12/2016	4/15/2021
Volusia	Approved	7/29/2015	8/20/2015	7/29/2020
Volusia County Uninc.	Approved	7/29/2015	8/20/2015	7/29/2020
Daytona Beach	Approved	7/29/2015	8/19/2015	7/29/2020
Daytona Beach Shores	Approved	7/29/2015	7/23/2015	7/29/2020
DeBary	Approved	7/29/2015	8/5/2015	7/29/2020
De Land	Approved	7/29/2015	7/20/2015	7/29/2020
Deltona	Approved	7/29/2015	8/17/2015	7/29/2020
Edgewater	Approved	7/29/2015	7/20/2015	7/29/2020
Holly Hill	Approved	7/29/2015	8/25/2015	7/29/2020
Lake Helen	Approved	7/29/2015	8/6/2015	7/29/2020
New Smyrna Beach	Approved	7/29/2015	8/3/2015	7/29/2020

County and Participating Jurisdictions	Plan Status	Plan Approval Date	Jurisdiction Approval Date	Plan Expiration Date
Oak Hill	Approved	7/29/2015	7/27/2015	7/29/2020
Orange City	Approved	7/29/2015	8/25/2015	7/29/2020
Ormond Beach	Approved	7/29/2015	7/28/2015	7/29/2020
Pierson	Approved	7/29/2015	7/14/2015	7/29/2020
Ponce Inlet	Approved	7/29/2015	10/15/2015	7/29/2020
Port Orange	Approved	7/29/2015	8/18/2015	7/29/2020
South Daytona	Approved	7/29/2015	9/9/2015	7/29/2020
School Board of Volusia County	Approved	7/29/2015	8/25/2015	7/29/2020
Wakulla	Approved	5/4/2016	3/7/2016	5/4/2021
Wakulla County Uninc.	Approved	5/4/2016	3/7/2016	5/4/2021
Sopchoppy	Approved	5/4/2016		5/4/2021
St. Marks	Approved	5/4/2016	3/10/2013	5/4/2021
Walton	Approved	7/22/2015	7/14/2015	7/22/2020
Walton County Uninc.	Approved	7/22/2015	7/14/2015	7/22/2020
De Funiak Springs	Approved	7/22/2015	7/27/2015	7/22/2020
Freeport	Approved	7/22/2015	7/14/2015	7/22/2020
Paxton	Approved	7/22/2015	7/21/2015	7/22/2020
Washington	Approved	7/11/2016	6/23/2016	7/11/2021
Washington County Uninc.	Approved	7/11/2016	6/23/2016	7/11/2021
Chipley	Approved	7/11/2016	3/8/2016	7/11/2021
Caryville	Approved	7/11/2016	6/20/2016	7/11/2021
Ebro	Approved	7/11/2016	7/26/2016	7/11/2021
Vernon	Approved	7/11/2016	7/12/2016	7/11/2021
Wausau	Approved	7/11/2016	7/12/2016	7/11/2021

APPENDIX G: 44 C.F.R. Part 207- “Management Costs”

44 C.F.R. PART 207—MANAGEMENT COSTS

AUTHORITY: Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. 5121 through 5206; Reorganization Plan No. 3 of 1978, 43 FR 41943, 3 CFR, 1978 Comp., p. 329; Homeland Security Act of 2002, 6 U.S.C. 101; E.O. 12127, 44 FR 19367, 3 CFR, 1979 Comp., p. 376; E.O. 12148, 44 FR 43239, 3 CFR, 1979 Comp., p. 412; E.O. 13286, 68 FR 10619, 3 CFR, 2003 Comp., p. 166.

SOURCE: 72 FR 57875, Oct. 11, 2007, unless otherwise noted.

§207.1 Purpose.

The purpose of this part is to implement section 324 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act), 42 U.S.C. 5165b.

§207.2 Definitions.

Cap means the maximum dollar amount that may be provided to a grantee for management cost funds for a single declaration pursuant to §207.5(c) of this part.

Chief Financial Officer (CFO) is the Chief Financial Officer of FEMA, or his/her designated representative.

Cognizant Agency means the Federal agency responsible for reviewing, negotiating, and approving cost allocation plans or indirect cost proposals developed on behalf of all Federal agencies. The Office of Management and Budget (OMB) publishes a listing of cognizant agencies.

Grant means an award of financial assistance making payment in cash, property, or in kind for a specified purpose, by the Federal Government to an eligible grantee.

Grantee for purposes of this part means the government to which a Public Assistance (PA) or Hazard Mitigation Grant Program (HMGP) grant is awarded that is accountable for the use of the funds provided. The grantee is the entire legal entity even if only a particular component of the entity is designated in the grant award document. Generally, the State is the grantee. However, after a declaration, an Indian tribal government may choose to be a grantee, or may act as a sub-recipient under the State for purposes of administering a grant under PA, HMGP, or both. When an Indian tribal government has chosen to act as grantee, it will also assume the responsibilities of a “grantee” under this part for the purposes of administering management cost funding.

Hazard Mitigation Grant Program (HMGP) means the program implemented at part 206, subpart N of this chapter.

HMGP lock-in ceiling means the level of HMGP funding available to a grantee for a particular disaster declaration.

HMGP project narrative refers to the request submitted for HMGP funding.

Indian tribal government is a Federally recognized governing body of an Indian or Alaska Native tribe, band, nation, pueblo, village, or community that the Secretary of Interior acknowledges to exist as an Indian tribe under the Federally Recognized Tribe List Act of 1994, 25 U.S.C. 479a. This does not include Alaska Native corporations, the ownership of which is vested in private individuals.

Indirect Costs means costs that are incurred by a grantee for a common or joint purpose benefiting more than one cost objective that are not readily assignable to the cost objectives specifically benefited.

Lock-in means the amount of management cost funds available to a grantee for PA or HMGP, respectively, for a particular major disaster or emergency, as FEMA determines at 30 days, 6 months, and 12 months or upon calculation of the final HMGP lock-in ceiling, whichever is later.

Management Costs means any indirect costs, administrative expenses, and any other expenses not directly chargeable to a specific project that are reasonably incurred by a grantee or sub-recipient in administering and managing a PA or HMGP grant award. For HMGP, management cost funding is provided outside of Federal assistance limits defined at §206.432(b) of this chapter.

Project refers to a project as defined at §206.201(i) of this chapter for PA or eligible activities as defined at §206.434(d) of this chapter for HMGP.

Project Worksheet (PW) refers to FEMA Form 90-91, or any successor form, on which the scope of work and cost estimate for a logical grouping of work required under the PA program as a result of a declared major disaster or emergency is documented.

Public Assistance (PA) means the program implemented at part 206, subparts G and H of this chapter.

Regional Administrator is the head of a FEMA regional office, or his/her designated representative, appointed under section 507 of the Post-Katrina Emergency Management Reform Act of 2006 (Pub. L. 109-295). The term also refers to Regional Directors as discussed in part 2 of this chapter.

Stafford Act refers to the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended (42 U.S.C. 5121-5206).

State is any State of the United States, the District of Columbia, Puerto Rico, the Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands.

Sub-recipient means the government or other legal entity to which a grantee awards a subgrant and which is accountable to the grantee for the use of the funds provided. Sub-recipients can be a State agency, local government, private nonprofit organization, or Indian tribal government.

§207.3 Applicability and eligibility.

Only PA and HMGP grantees with PA and HMGP grants awarded pursuant to major disasters and emergencies declared by the President on or after November 13, 2007 are eligible to apply to FEMA for management cost funding under this part.

§207.4 Responsibilities.

(a) *General.* This section identifies key responsibilities of FEMA and grantees in carrying out section 324 of the Stafford Act, 42 U.S.C. 5165b. These responsibilities are unique to the administration of this part and are in addition to common Federal Government requirements of grantees and sub-recipients, consistent with OMB circulars and other applicable requirements, such as 2 CFR parts 200 and 3002.

(b) *FEMA.* FEMA is responsible for:

- (1) Determining the lock-in amount for management costs in accordance with §207.5.
- (2) Obligating funds for management costs in accordance with §207.5(b).
- (3) Deobligating funds provided for management costs not disbursed in accordance with §207.8(b).
- (4) Reviewing management cost rates not later than 3 years after this rule is in effect and periodically thereafter.

(c) *Grantee.* The grantee must:

- (1) Administer management cost funds to ensure that PA and HMGP, as applicable, are properly implemented and closed out in accordance with program timeframes and guidance.
- (2) Determine the reasonable amount or percentage of management cost funding to be passed through to sub-recipients for contributions to their costs for administering PA and HMGP projects and ensure that it provides such funds to sub-recipients.
- (3) Address procedures for sub-recipient management costs amount or percentage determination, pass through, closeout, and audit in the State administrative plan required in §206.207(b) of this chapter for PA and §206.437 of this chapter for HMGP.

[72 FR 57875, Oct. 11, 2007, as amended at 79 FR 76086, Dec. 19, 2014]

§207.5 Determination of management cost funding.

- (a) *General.* This section describes how FEMA determines the amount of funds that it will contribute under this part for management costs for PA and/or HMGP for a particular major disaster or emergency.
 - (b) *Lock-in.* FEMA will determine the amount of funds that it will make available for management costs by a lock-in, which will act as a ceiling for funds available to a grantee, including its sub-recipients.
 - (1) Not earlier than 30 days and not later than 35 days from the date of declaration, FEMA will provide the grantee preliminary lock-in amount(s) for management costs based on the projections at that time of the Federal share for financial assistance for PA and HMGP, as applicable. In accordance with §207.7(c), FEMA will obligate 25 percent of the estimated lock-in amount(s) to the grantee.
 - (2) For planning purposes, FEMA will revise the lock-in amount(s) at 6 months after the date of the declaration. In accordance with §207.7(e), FEMA may obligate interim amount(s) to the grantee.
 - (3) FEMA will determine the final lock-in amount(s) 12 months after date of declaration or after determination of the final HMGP lock-in ceiling, whichever is later. FEMA will obligate the remainder of the lock-in amount(s) to the grantee in accordance with §207.7(f).
 - (4) *Rates.* (i) For major disaster declarations, FEMA will determine the lock-in for PA based on a flat percentage rate of the Federal share of projected eligible program costs for financial assistance pursuant to sections 403, 406, and 407 of the Stafford Act, 42 U.S.C. 5170b, 5172, and 5173, respectively, but not including direct Federal assistance. For major disaster declarations on or after November 13, 2007, the PA rate will be 3.34 percent.
 - (ii) For major disaster declarations, FEMA will determine the lock-in for HMGP based on a flat percentage rate of the Federal share of projected eligible program costs under section 404 of the Stafford Act, 42 U.S.C. 5170c. For major disaster declarations on or after November 13, 2007, the HMGP rate will be 4.89 percent.
 - (iii) For emergency declarations, FEMA will determine the lock-in for PA based on a flat percentage rate of the Federal share of projected eligible program costs for financial assistance (sections 502 and 503 of the Stafford Act, 42 U.S.C. 5192 and 5193, respectively), but not including direct Federal assistance. For emergency declarations on or after November 13, 2007 the rate will be 3.90 percent.
- (c) The dollar amount provided to a grantee for management cost funds for a single declaration will not exceed 20,000,000, except as described in paragraphs (d) and (e) of this section.
 - (d) The grantee must justify in writing to the Regional Administrator any requests to change the amount of the lock-in or the cap, extend the time period before lock-in, or request an interim obligation of funding at the time of the 6-month lock-in adjustment. The Regional Administrator will recommend to the Chief Financial Officer whether to approve the extension, change, or interim obligation. Extensions, changes to the lock-in, or interim obligations will not be made without the approval of the Chief Financial Officer.

(e) The Chief Financial Officer may change the amount of the lock-in or the cap, or extend the time before lock-in, if the Chief Financial Officer determines that the projections used to determine the lock-in were inaccurate to such a degree that the change to the lock-in would be material, or for other reasons in his or her discretion that may reasonably warrant such changes. The Chief Financial Officer will not make such changes without consultation with the grantee and the Regional Administrator.

§207.6 Use of funds.

(a) The grantee or sub-recipient must use management cost funds provided under this part in accordance with 2 CFR part 200, subpart E—Cost Principles, and only for costs related to administration of PA or HMGP, respectively. All charges must be properly documented in accordance with §207.8(f).

(b) Indirect costs may not be charged directly to a project or reimbursed separately, but rather are considered to be eligible management costs under this part.

(c) Activities and costs that can be directly charged to a project with proper documentation are not eligible for funding under this part.

[72 FR 57875, Oct. 11, 2007, as amended at 79 FR 76086, Dec. 19, 2014]

§207.7 Procedures for requesting management cost funding.

(a) *General.* This section describes the procedures to be used by the grantee in requesting management cost funding.

(b) *State Administrative Plan Requirements.* State administrative plans, as required in §206.207(b) of this chapter for PA and §206.437 of this chapter for HMGP, must be amended to include procedures for sub-recipient management costs amount or percentage determination, pass through, closeout, and audit, as required by §207.4(c)(3) before management cost funds will be provided under this part.

(c) *Initial Funding Request Submission.* Upon notification of the preliminary lock-in amount(s) for management costs based on the Federal share of the projected eligible program costs for financial assistance at that time for PA and HMGP, as applicable, the grantee must submit its initial management cost funding request to the Regional Administrator. FEMA must receive the initial funding request before it will provide any management cost funds under this part.

(1) For PA management costs, funding requests shall be submitted using a PW.

(2) For HMGP management costs, funding requests shall be submitted using an HMGP project narrative.

(d) *Request Documentation.* The grantee is required to submit, no later than 120 days after the date of declaration, documentation to support costs and activities for which the projected lock-in for management cost funding will be used. In extraordinary circumstances, FEMA may approve a request by a grantee to submit support documentation after 120 days. FEMA will work with the grantee to approve or reject the request within 30 days of receipt of the request. If the request is rejected, the grantee will have 30 days to resubmit it for reconsideration and approval. FEMA will not obligate the balance of the management costs lock-in pursuant to a final funding request as described in paragraph (f) of this section or any interim amounts as allowed under paragraph (e) of this section unless the grantee's documentation is approved. The documentation must include:

(1) A description of activities, personnel requirements, and other costs for which the grantee will use management cost funding provided under this part;

(2) The grantee's plan for expending and monitoring the funds provided under this part and ensuring sufficient funds are budgeted for grant closeout; and

(3) An estimate of the percentage or amount of pass-through funds for management costs provided under this part that the grantee will make available to sub-recipients, and the basis, criteria, or formula for determining the sub-recipient percentage or amount (e.g., number of projects, complexity of projects, X percent to any sub-recipient).

(e) *Interim Funding Request.* If the grantee can justify a bona fide need for an additional obligation of management cost funds at 6 months, the grantee may submit a request to the Regional Administrator. Any interim obligations by FEMA must be approved by the Chief Financial Officer and will not exceed an amount equal to 10 percent of the 6-month lock-in amount, except in extraordinary circumstances.

(f) *Final Funding Request.* Upon notification of the final lock-in amount(s), the grantee must submit a final management cost funding request to the Regional Administrator. Any necessary revisions to supporting documentation must be attached to the final funding request.

§207.8 Management cost funding oversight.

(a) *General.* The grantee has primary responsibility for grants management activities and accountability of funds provided for management costs as required by 2 CFR parts 200 and 3002, especially 2 CFR 200.301-200.304 and 200.317-200.326. The grantee is responsible for ensuring that sub-recipients meet all program and administrative requirements.

(b) *Period of availability.* (1) For major disaster declarations, the grantee may expend management cost funds for allowable costs for a maximum of 8 years from the date of the major disaster declaration or 180 days after the latest performance period date of a non-management cost PA PW or HMGP project narrative, respectively, whichever is sooner.

(2) For emergency declarations, the grantee may expend management cost funds for allowable costs for a maximum of 2 years from the date of the emergency declaration or 180 days after the latest performance period of a non-management cost PA PW, whichever is sooner.

(3) The period of availability may be extended only at the written request of the grantee, with the recommendation of the Regional Administrator, and with the approval of the Chief Financial Officer. The grantee must include a justification in its request for an extension, and must demonstrate that there is work in progress that can be completed within the extended period of availability. In no case will an extended period of availability allow more than 180 days after the expiration of any performance period extensions granted under PA or HMGP for project completion. FEMA will deobligate any funds not liquidated by the grantee in accordance with 2 CFR 200.309 and 200.343(b).

(c) *Reporting requirements.* The grantee must provide quarterly progress reports on management cost funds to the Regional Administrator as required by the FEMA-State Agreement.

(d) *Closeout.* The grantee has primary responsibility for the closeout tasks associated with both the program and sub-recipient requirements. Complying with each program's performance period requirement, the grantee must conduct final inspections for projects, reconcile sub-recipient expenditures, resolve negative audit findings, obtain final reports from sub-recipients and reconcile the closeout activities of sub-recipients with PA and HMGP grant awards.

(e) *Audit requirements.* Uniform audit requirements in 2 CFR 200.500-200.520 apply to all assistance provided under this part.

(f) *Document retention.* In compliance with State law and procedures and with 2 CFR 200.333-200.337, grantees must retain records, including source documentation to support expenditures/costs incurred for management costs, for 3 years from the date of submission of the final Financial Status Report to FEMA that is required for PA and HMGP. The grantee is responsible for resolving questioned costs that may result from audit findings during the 3-year-record-retention period and returning any disallowed costs from ineligible activities.

§207.9 Declarations before November 13, 2007.

(a) *General.* This section describes how FEMA provides administrative and management cost funding for PA and HMGP for major disasters or emergencies declared before November 13, 2007.

(b) *Eligible direct costs.* Eligible direct costs to complete approved activities are governed by 2 CFR parts 200 and 3002. The eligible direct costs for administration and management of the program are divided into two categories as follows:

(1) *Grantee.* (i) *Statutory administrative costs.* FEMA may provide funds to the grantee to cover the extraordinary costs incurred in preparing project worksheets or applications, final inspection reports, quarterly reports, final audits, and related field inspections by State employees, including overtime pay and per diem and travel expenses, but not including regular time for such employees. FEMA will base the funds on the following percentages of the total amount of assistance provided (Federal share) for all sub-recipients in the State under sections 403, 404, 406, 407, 502, and 503 of the Stafford Act (42 U.S.C. 5170b, 5170c, 5172, 5173, 5192, and 5193, respectively):

(A) For the first 100,000 of total assistance provided (Federal share), 3 percent of such assistance.

(B) For the next 900,000, 2 percent of such assistance.

(C) For the next 4,000,000, 1 percent of such assistance.

(D) For assistance over \$5,000,000, one-half of 1 percent of such assistance.

(ii) *State management administrative costs.* Except for the items listed in paragraph (b)(1)(i) of this section, other administrative costs will be paid in accordance with 2 CFR part 200, subpart E—Cost Principles. The grantee and FEMA will share such costs under the cost share provisions of applicable PA and HMGP regulations.

(2) *Sub-recipient.* The grantee may provide funds to the sub-recipient to cover necessary costs of requesting, obtaining, and administering Federal disaster assistance subgrants, based on the following percentages of net eligible costs under sections 403, 404, 406, 407, 502, and 503 of the Stafford Act (42 U.S.C. 5170b, 5170c, 5172, 5173, 5192, and 5193, respectively), for an individual applicant (applicants in this context include State agencies):

(i) For the first \$100,000 of net eligible costs, 3 percent of such costs.

(ii) For the next \$900,000, 2 percent of such costs.

(iii) For the next \$4,000,000, 1 percent of such costs.

(iv) For those costs over \$5,000,000, one-half of 1 percent of such costs.

(c) *Eligible indirect costs:* (1) *Grantee.* Indirect costs of administering the disaster program are eligible in accordance with the provisions of 2 CFR parts 200 and 3002 if the grantee provides FEMA with a current Indirect Cost Rate Agreement approved by its Cognizant Agency.

(2) *Sub-recipient.* No indirect costs of a sub-recipient are separately eligible because the percentage allowance in paragraph (b)(2) of this section covers necessary costs of requesting, obtaining and administering Federal assistance.

(d) *Availability.* (1) For major disaster declarations, FEMA will reimburse grantee eligible costs as described in this section at (b)(1)(ii) and (c)(1) for a maximum of 8 years from the date of the major disaster declaration or 180 days after the latest performance period date of a non-management cost PA PW or predecessor form or HMGP project narrative, respectively, whichever is sooner.

(2) For emergency declarations, FEMA will reimburse grantee eligible costs as described in this section at (b)(1)(ii) and (c)(1) for a maximum of 2 years from the date of the emergency declaration or 180 days after the latest performance period of a non-management cost PA PW or predecessor form, whichever is sooner.

(3) The reimbursement of grantee eligible costs as described in this section at (b)(1)(ii) and (c)(1) may be provided by FEMA after the periods of availability described in this section only at the written request of the grantee, with the recommendation of the Regional Administrator, and with the approval of the Chief Financial Officer. The grantee must include a justification in its request for further reimbursement, and must demonstrate that there is work in progress that can be completed within the extended period of reimbursement. In no case will reimbursement be provided after 180 days after the expiration of any performance period extensions granted under PA or HMGP for project completion.

[72 FR 57875, Oct. 11, 2007, as amended at 79 FR 76087, Dec. 19, 2014]

§207.10 Review of management cost rates.

(a) FEMA will review management cost rates not later than 3 years after this rule is in effect and periodically thereafter.

(b) In order for FEMA to review the management cost rates established, and in accordance with 2 CFR parts 200 and 3002, the grantee and sub-recipient must document all costs expended for management costs (including cost overruns). After review of this documentation, FEMA will determine whether the established management cost rates are adequate for the administration and closeout of the PA and HMGP programs.

[72 FR 57875, Oct. 11, 2007, as amended at 79 FR 76087, Dec. 19, 2014]

APPENDIX H: Operational Agreement- 4280
Program Administration by State
Operational Agreement
FEMA-4280-DR-FL

APPENDIX I: Operational Agreement- 4283
Program Administration by State
Operational Agreement
FEMA-4283-DR-FL

APPENDIX J: State Finance and Accounting Procedures

The following procedures were developed by the Florida Division of Emergency Management's (Division) Finance Unit, and cover the procedures required in 2 C.F.R. §200.302, 303, 305, 311, 315, 317, and 318

Process for Monthly Reconciliations

It is the responsibility of the Cash Manager for the Division of Emergency Management to perform monthly reconciliations of all the cash draws and returns by grant to the federal payment systems (**FEMA PARS, ASAP and HHS/PMS**).

On the last business day of the month, the cash manager retrieves the balance of each letter of credit grant account from the applicable federal system. The draw activity of each grant is then compared to grant reports received from the State of Florida Accounting System (**FLAIR**) to ensure that both systems are congruent. If they do not agree, a reconciliation is performed to determine the discrepancy. Any transactions that are in route to either system are considered and identified to assist in clearing the differences. Any correction needed to FLAIR is posted by grant in the accounting system upon determination. It is the responsibility of the cash manager if needed to contact their federal counter part to address any issues that may involve a correction to their applicable system.

The cash manager also maintains a ledger for each grant received and records the initial award, modifications to the award, all cash draws and all returns for the grant to the ledger. This ledger is also reconciled to the applicable federal system and to FLAIR for congruency.

The monthly reconciliation of all federal awards is then given to the Finance and Accounting Manager for review.

Process for Handling Cash on Hand for Federal Awards

It is the responsibility of the Division's Cash Manager to daily monitor cash balances for all federal and state grants. If it is determined that there is cash on hand that will not be utilized within the required 72 hour (3 day) turn around, then the cash manager will proceed with returning the funds to the grantor or investing the excess cash in the state's investment pool.

The process for returning federal funds is different depending upon the federal system that is used to access cash. Grants accessed through the **Health and Human Services' Payment Management System (HHS)** are able to draw and return cash directly in the system. However, any return of cash must be offset with a cash draw so that the balance of the total draw is equal to at least one dollar. The system does not allow for a negative cash draw return. Therefore, it is the responsibility of the cash manager to monitor all cash balances, investigate if any excess cash is planned to be

used within 72 hours and/or process a return through an offset if payment requests will not be received in the required timeframe to use the excess cash balance. Since the HHS Payment Management System mandates an offset, if an offset is not able to be processed, the cash manager will proceed to process the return by way of a warrant totaling the excess cash amount that is made payable to the Department of Homeland Security-FEMA. The request is entered into the State of Florida's accounting system (FLAIR), approved by the Department of Financial Services for the State of Florida and a warrant is received in the Division of Emergency Management after their audit and approval. The warrant is then mailed to the federal entity.

Grants accessed through the **FEMA Payment and Reporting System (PARS)** and the **Automated Standard Application for Payments System (ASAP)** are only able to handle cash draws. Offsetting is not an option in these systems. Therefore, after daily analysis of the cash balances, if payment requests will not be received to utilize any excess cash balances that have been identified, the cash manager will proceed to process the return by way of a warrant totaling the excess cash amount that is made payable to the applicable federal agency. The request is entered into the State of Florida's accounting system (FLAIR), approved by the Department of Financial Services for the State of Florida and a warrant is received in the Division of Emergency Management after their audit and approval. The warrant is then mailed to the federal entity.

It is important to note that the State of Florida requires approved budget authority provided by the Office of the Governor through the Office of Planning and Budget (OPB) to process any state warrants. If by chance sufficient authority is not already appropriated to the Division, a request for additional authority is submitted to OPB in order to process the return. As the request goes through the approval process, the cash manager continues to monitor the cash balances and process offsets as they become available or use the excess for payment requests that may be received.

Process for Tracking Funds

Upon request from the various program areas within the Division, an agency grant identifier is established in the State of Florida's Accounting System (FLAIR) to correlate to the grant identifier provided from the federal agency when funds have been awarded to the Division on behalf of the State of Florida. Also, an expansion option is established in the system and is assigned the correlating agency grant identifier. All transactions that enter the system utilizes these fields to track the revenue and expenditure activity associated to the federal award.

As payment activity is entered into FLAIR, it is recorded by grant, object code and category to identify the type of purchase and the associated state budget authority that is being used to process the payment request. The grant number identifies the award that is responsible for covering the cash need. Each night, the accounting system is updated to reflect the current day's activity. The next day, the cash manager reviews

current accounting reports that will reflect the cash needed to cover the payment request. This cash report reflects the current cash need by grant for the Division. Once this analysis is completed, the cash manager will then request the needed cash from the corresponding federal system to cover the need. Once the request is processed by the federal agency and received in the State of Florida Treasury, the draw is recorded into FLAIR to the appropriate grant to cover the deficit cash balance.

If refunds are received in the Division for a previous expenditure, the refund will also be recorded to the grant and expansion option that was utilized when the original payment was processed.

This established process allows the accounting office to monitor and prepare all appropriate federal financial reports by grant. Quarterly, reports are retrieved from the accounting system which reflects all cash drawn, payments recorded and refunds received for all awards received in the Division.



STATE OF FLORIDA

DIVISION OF EMERGENCY MANAGEMENT

RICK SCOTT
Governor

BRYAN W. KOON
Director

Approved:
Bryan W. Koon, Director

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Effective: June 1, 2015

PROPERTY MANAGEMENT AND ACCOUNTABILITY POLICIES AND PROCEDURES

PURPOSE:

To ensure that all of the Division's tangible personal and "attractive" property is accounted for, issued, returned, maintained, surplused, and disposed of properly.

AUTHORITY:

Section 273, Florida Statutes (F.S.), Chapter 69I-72, Florida Administrative Code (F.A.C.), and CFO Memorandum 04 (2010-2011).

SCOPE:

Division Finance and Logistics.

REFERENCES:

None.

DEFINITIONS:

Attractive Property: Information technology equipment (laptops and desktops) that cost less than \$1000 and maintained in the FLAIR Property Subsystem.

Property Decal: An identification tag that contains a number and bar code that identifies the item. All property, including furniture, equipment, and "attractive" property that is maintained in the FLAIR Property Subsystem shall have a property decal.

Property Custodian: The Property Custodian of all Division Property is the Division Director as delegated by the Governor. The Division Director may delegate this authority.

Surplus Property: Property that is determined to be of no further use to the Division, but still holds value that is offered to non-profits and to other state agencies for their use and is removed from the FLAIR Property Subsystem.

Tangible Personal Property: Equipment, fixtures, and other tangible personal property of a non-consumable and non-expendable nature, of which the value is \$1000 or more and the normal expected life of which is one year or more and hardback-covered bound books that are circulated to students or the general public, the value or cost of which is \$25 or more and hardback-covered bound books, the value or cost of which is \$250 or more as defined by section 273.02, F.S. This property is maintained in the FLAIR Property Subsystem.

Scrap Property: Property that is determined to be of no further use to the Division, and holds no further value or would be costly to dispose of as surplus property. It should be disposed of and removed from the FLAIR Property Subsystem.

GENERAL:

Section 273, F.S. and **Chapter 69I-72, F.A.C.**, regulate the acquisition, accountability, control, transfer, and disposal of all tangible personal property and “attractive property”.

CFO Memorandum 04 (2010-2011), revises certain asset guidance for the capitalization of assets in the financial statements and should be referred to before closing each fiscal year to ensure proper asset capitalization.

1. ROLES AND RESPONSIBILITIES:

1.1 Division Finance is responsible for ensuring that all tangible personal property valued at \$1000 or above and “attractive” property, as defined in “Definitions”, is recorded in the FLAIR Property Subsystem.

1.2 Division Finance will designate a Finance Property Officer (FPO) who will be responsible for working with Logistics to complete a receiving form, maintain the FLAIR Property Subsystem, and work with Logistics to affix property decals for all tangible personal property and “attractive” property recorded in the FLAIR Property Subsystem.

1.3 Division Logistics will designate a Logistics Property Officer (LPO) who will work with the FPO to complete a Receiving form when Tangible Personal Property or “attractive” property is received in the Tallahassee office, and work in conjunction with the FPO to affix property decals on all tangible personal and “attractive” property, and arrange for disposition of the surplus property.

1.4 Division Finance, in conjunction with Division Logistics, shall conduct an annual inventory of all property listed in the FLAIR Property Subsystem by June 30th. Division Finance will reconcile the property inventory to the FLAIR Property Subsystem.

1.5 When a remote location such as a Joint Field Office (JFO), Logistical Staging Area (LSA) or Disaster Recovery Center (DRC) is established, a Logistics property officer shall be assigned at the remote locations to receive and issue property. Information regarding who the property was assigned to and when the property was returned is then reported to the Tallahassee LPO and FPO. The FPO enters any relevant information including the remote location property changes into the FLAIR Property Subsystem accordingly, if needed.

1.6 The State Logistics Response Center (SLRC) will assign a Property Officer (PO) to be responsible for receiving and issuing all tangible personal or “attractive” property assigned to the SLRC. If equipment is received at the SLRC rather than the Tallahassee offices, the PO will complete a receiving form and submit that to the FPO and LPO and will affix property tags to the equipment.

2. FLAIR PROPERTY SUBSYSTEM:

2.1 The FLAIR Property System is a subsystem of FLAIR where detailed accounting information related to property is recorded. All accounting information in the FLAIR Property Subsystem relates directly to the Division's financial statements and is the official state record of the Division's property.

2.2 The FLAIR Property Subsystem tracks all tangible personal property that has a value of \$1000 or more and hardback-covered bound books that are circulated to students or the general public, the value or cost of which is \$25 or more and hardback-covered bound books, the value or cost of which is \$250 or more and tracks “attractive” property designated by the Division.

2.3 The following procedures will be used to input equipment and property information into the FLAIR Property Subsystem:

1. Purchase requisitions are the first step to identify property that should be recorded in the FLAIR Property subsystem. These items are either “tangible personal property” or “attractive” items. First, property items that meet the definition of tangible personal property, as defined by 273.02, F.S., are coded with object code 5XXXXX. Requestors are responsible to ensure that purchase requisitions are clearly written in common, well-defined language and the description of the items being purchased are in such detail that tangible property can be distinguished from other non-tangible property on the requisition on a line by line basis. If the requisition is deemed insufficient for processing for any reason, it will be sent back to the requestor for revision. All requisitions must have the appropriate FLAIR coding and object 5XXXXX must be used for all tangible property required to be recorded in the FLAIR Property Subsystem, with the exception of “attractive” items which are given object code 519032.

2. The Bureau Financial Specialist (BFS) enters requisitions for tangible personal property coded with a 5XXXXX object code or “attractive” items coded with 519032, in My Florida Market Place (MFMP). The FPO is in the approval flow access in MFMP to review, approve, and make copies of requisitions for tangible personal property and “attractive” items. As the requisitions become purchase orders (P.O.) in FLAIR the FPO prints a copy of the P.O. and attaches it to the Requisition for the desk file. The FPO then generates property decals based on the number of items that fall under the object code 5XXXXX or 519032 for “attractive” items. The FPO maintains the requisition/P.O. copies in a desk file titled "Receiving Pending" until the property is received by the Division. The LPO generates a partially complete Receiving Report that is kept in the mail room until the items are received.

Once the property is received and verified by the requestor, a receiving form is completed and signed by the FPO and LPO and the receiving form is matched to the purchase order. The FPO then coordinates with the LPO to place the property decal on the newly received property as soon as possible. Once property has been received and the invoice paid, the property appears in the FLAIR Property Sub-system in a “property pending” file. The FPO then enters the decal number and property description into FLAIR. The next day, that record will appear in the FLAIR Property Master File. Once the item appears in the Property Master File, the FPO assigns and inputs a physical location (the city, county, address or building name and room number), manufacturer’s serial numbers, if any, and if an automobile, vehicle identification number and title certificate number, if applicable. Class code, date acquired, cost or value at the date of acquisition for the item or components thereof, name, make or manufacturer, if applicable, year and model, if applicable, and depreciation information, are also entered into the system. (See 69I – 72.003)

3. For tangible personal property shipped directly to locations other than Tallahassee, the Tallahassee FPO will send property decals to the designated LPO at the remote location. The LPO will receive the property, complete a Receiving Form and scan and send the receiving Form to the FPO and LPO in Tallahassee. The LPO at the remote location will affix the property decal to the appropriate property.

3. RECEIVING AND TAGGING PROPERTY:

Tangible personal property and “attractive” property is received in the mail room, the mail room notifies the LPO that property has been received. The LPO notifies the Requestor/BFS and FPO that items have been received. Before the items leave the mail room, the items should be inspected by the Requestor who signs the receiving report kept by the LPO, that the items are acceptable. The FPO and LPO then complete the receiving form and send a copy of the receiving report to the BFS. The receiving form may include the property item, description of the item which may include the model number,

manufacturer, serial number, or location (which will include the building and room number if known at the time of receipt) and any other information deemed necessary by the LPO and FPO. The LPO designees for remote locations must also include the County, City, and DEM region where the property is located. The receiving form must be signed by both the LPO and the FPO. The LPO and FPO may have their supervisor sign in their absence. Additionally, the receiver may sign as the LPO or the FPO if immediate receipt is required as long as the LPO or FPO is notified as soon as practical. For property in other locations, the receiving form must be signed by the LPO designee and a witness, that the property was received. Any missing items on the requisition should be noted on the receiving form. The LPO then distributes the property to the appropriate location once the property is tagged with a property decal (see FLAIR Property Subsystem (2) for tagging of tangible personal property and updating systems).

For items, such as furniture, that are shipped directly to the requestor, the requestor shall notify the LPO and FPO that the property has been received and the LPO and FPO will follow the same procedures as outlined above, to complete the receiving form.

4. RELOCATION OF TANGIBLE PERSONAL OR ATTRACTIVE PROPERTY:

Movement or re-location of staff is reported in the Financial Operations & Core Utility Suite (FOCUS) by the Bureau's Administrative Assistant, which generates a FOCUS Property Ticket. The ticket is assigned to the LPO, who updates the Logistics property database and re-assigns the ticket in FOCUS to the FPO. The FPO then updates FLAIR with the location changes and resolves the ticket in FOCUS. The movement of any IT Tangible Personal Property or "attractive" property that is not assigned to an employee, and the initial assignment to, and return from, an employee, is reported by ISS by sending an e-mail notification to the "Property Officers Inventory List" which includes the FPO and LPO. The FPO and LPO update their respective databases.

5. ISSUANCE OF INFORMATION TECHNOLOGY PROPERTY:

Computer equipment over \$1,000 in value and "attractive" property under \$1,000 in value (laptops and desktops) will be managed and issued by the Information Systems Section (ISS). For issuance to an employee, an Issuing Receipt Form will be completed by ISS and signed by the employee. ISS will then email a notification to the FPO and LPO of the intended location of the IT equipment.

6. COMMUNICATION AND MEDICAL EQUIPMENT AND VEHICLES:

For communication and medical equipment and vehicles that meet the definition of tangible personal or attractive property, this equipment will be issued by the Fleet Manager in the Logistics Section and will follow the receiving and tagging procedures outlined above. When Division personnel become separated from the Division, they are required to turn in all issued tangible personal or "attractive" property on their last day of work to the appropriate areas within the Division.

7. PROPERTY INVENTORY:

7.1 By June 30th of each year, Division Finance will conduct an inventory on all Division tangible and “attractive” property in coordination with the FPO. The inventory will verify serial numbers, name of the person assigned responsibility for the items, the class code, name, make, and manufacturer, if applicable, year and model, if applicable, and date acquired, property decal numbers, and physical location of the property. Division Logistics will also conduct spot checks to ensure that the property is located where assigned and that it is in serviceable condition.

7.2 Items not located during the inventory process shall be promptly reported to the Property custodian or the custodian’s designee (who shall be an individual other than the custodian’s delegate responsible for the unaccounted for property) and the custodian shall cause a thorough investigation to be made. The finalized inventory report will be presented to the Financial Administrator for approval, the Inspector General for review and then forwarded to the Division Deputy Director.

8. LOST, STOLEN, OR DAMAGED PROPERTY:

8.1 Lost, stolen or damaged tangible personal or “attractive” property will be immediately reported to the employee’s supervisor and the Property Custodian accompanied by a full report as to the circumstances. Investigations will be conducted by the employee’s supervisor and the FPO and LPO. If the investigation determines that the item was stolen, the individual property record shall be so noted and a report filed with the appropriate law enforcement agency describing the missing item and the circumstances surrounding its disappearance.

8.2 Equipment that has been damaged will be photographed and attached to the report by the employee. Damaged equipment will be either repaired or replaced based on service contract or warranty.

8.3 A determination of negligence or misuse will be made by the employee’s supervisor, FPO and LPO in conjunction with the Inspector General’s Office. Individuals may be personally responsible for full repair or replacement cost to the Division if the property is found to be damaged, lost, or stolen as a result of neglect or misuse. The replacement or repair cost of the property will be determined by the Division at the time of the loss. Any payments will be made directly to the Division by personal check, bank check or money order. Note that in some instances, an insurance claim may also be required.

9. DISPOSAL OF PROPERTY:

All property determined to be in excess of the needs of the Division of Emergency Management will be delivered to the LPO for determination of the proper method of disposal. The LPO will complete a “Property Disposal Form” which describes the property and a recommended method of disposal and presents that to a Surplus Property Committee. The Committee votes on the proposal and the Property Custodian signs the

Property Disposal Form.

The property disposal guidelines are as follows:

9.1 Sale of Surplus Property

If it is determined that another state agency or other governmental entity is willing to purchase surplus property, the sale will take place by obtaining a purchase order from the Purchasing Unit within Division Finance. When it is determined that a public sale of surplus property is in the best interest of the Division, the procedure will be by formal sealed bid or by informal written offers.

9.2 Offer to Other State Agencies at No Cost

A listing of surplus property may be forwarded to other state agencies. If another agency would like the property, a transfer will be made at no cost to the receiving agency. Signed receipts are required when the property is transferred.

9.3 Donations and Other Transfers

Items may be donated to a private non-profit agency as defined in Section 273.01(3), Florida Statutes. Items may be transferred to other governmental entities without cost.

9.4 Trade-Ins

When acquiring property the Division may exchange surplus property with the seller for all or part of the purchase price.

9.5 Cannibalizing

The Logistics Chief may authorize the removal of parts from surplus property that can be used for the maintenance of other property.

9.6 Scrap Property

When property items are in scrap condition they will be disposed of by taking them to a scrap dealer, a recycling center, trash receptacle or landfill. Two employees must carry out this process and sign a disposition letter. Any proceeds from this disposition will be documented and forwarded to the property specialist, Division Finance and Logistics Chief.

9.7 Disposition of Motor Vehicles

The Division will request approval of the Deputy Director prior to the disposition of any motor vehicles. Disposition of Motor Vehicles is guided by Rule 60B-3, Florida Administrative Code and Chapter 273.055, Florida Statutes. In addition, all motor vehicle

dispositions must comply with DMS requirements prior to disposal.

9.8 Inventory Records

Inventory Records of surplus items disposed of will be transferred to an inactive and disposed property file and maintained in accordance with rules by the Auditor General and the Department of Financial Services. The documentation for any disposal of tangible property identified above must be submitted to the PA in Division Finance. The PA is to insure all Department of Financial (DFS) regulations for disposition of property have been met and the appropriate adjustments to the FLAIR Property Subsystem have been made. The PA will maintain a record for all disposition of tangible property to support actions taken in the FLAIR Property Subsystem.

10. TRAINING:

There is no training mandated for the implementation of this SOP or by the statutes identified as the authority for this function.

11. FORMS:

The following forms are available:

1. Receiving Form;
2. Issuing Receipt Form; and
3. Property Disposal Form.



STATE OF FLORIDA

DIVISION OF EMERGENCY MANAGEMENT

RICK SCOTT
Governor

BRYAN W. KOON
Director

STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT

PROCUREMENT POLICY (Effective July 17, 2012)

Bryan W. Koon, Director

I. GENERAL

This policy establishes the Division of Emergency Management's (Division) policy for "good practices" for the procurement of commodities and services. Procurement practices are some of the most critical programmatic operations for the Division. This policy incorporates by reference the Department of Financial Services State of Florida Contract and Grant Management User Guide with regard to training, invoicing, monitoring and close out procedures, as well as the following agreement templates which are available on the Division intranet website:

State Funded Subgrant Agreement

http://demhome/documents/agreements_docs/DEMStateFundedSubGrantAgreement.doc

Federally Funded Subgrant Agreement

http://demhome/documents/agreements_docs/DEMFederallyFundedSubGrantAgreement.doc

Contractual Services Agreement

http://demhome/documents/agreements_docs/CSA%20Boiler%20Plate.docx

Interagency Agreement

http://demhome/documents/agreements_docs/Interagency%20Agreement.doc

Interagency Agreement (University)

http://demhome/documents/agreements_docs/University%20Interagency.docx

Commodity Term Agreement

[http://demhome/documents/agreements_docs/Commodity%20Purchasing%20Agreement%20Term%208%2026%202011%20\(2\).docx](http://demhome/documents/agreements_docs/Commodity%20Purchasing%20Agreement%20Term%208%2026%202011%20(2).docx)

This policy applies to all Division employees or contractors who are involved in the Division procurement process. All Division employees and contracted employees are expected to comply with the provisions of this policy.

A. Principles

The Division has established a procurement philosophy that adheres to the following principles:

1. Legality and Ethics: Strict adherence to the requirements of the law, unaffected by personal gain or personal relationships;
2. Effective Services: Getting Division users what they need when they need it;
3. Efficiency: Achieving maximum values with minimum resources and time;
4. Economy: Obtaining maximum benefit for the dollars expended;
5. Fairness: Offering competitive opportunities to the maximum number of contractors and suppliers; and
6. Diversity: In keeping with the One Florida Initiative, supplier diversity and efforts to prevent discrimination in the procurement process.

B. Responsibilities

It is the responsibility of Division Procurement to provide various types of procurement services that are responsive to the different needs of the programs and facilities that it supports. These responsibilities will be accomplished within the framework of state and federal laws, Florida Administrative Code, and Division policies outlined herein.

1. It is the responsibility of Division Procurement to:
 - a. Develop, maintain and disseminate uniform Division policies, procedures, and guidelines governing procurement activities;
 - b. Provide technical assistance, training, and administrative guidance relating to procurement activities to Division personnel;
 - c. Monitor compliance of procurement policy throughout the Division;
 - d. Serve as the Division liaison with the Department of Management Services (DMS) in matters relative to procurement;
 - e. Assist the different program areas in obtaining quotes as needed;
 - f. Develop, coordinate and maintain administrative processes for issuing all competitive solicitations;
 - g. Review all non-travel purchasing card (P-card) purchases for compliance with state law and Division policies;
 - h. Process all Division formal and non-formal solicitations;
 - i. Prepare all Division commodity purchasing agreements, contractual service agreements and contract modifications;
 - j. Facilitate solutions for performance vendor complaints;
 - k. Verify requested vendor is not listed on the DMS Convicted/Suspended /Discriminatory/Complaints Vendor Lists; and

- i. Verify requested vendor is not listed on the General Services Administration, Federal Excluded Party List. Purchasing from vendors on this list is prohibited.
2. It is the responsibility of each bureau or program area to:
 - a. Purchase within federal, state, and local laws;
 - b. Provide accounting information for all purchases;
 - c. Coordinate with Division Finance and provide all required procurement documentation;
 - d. Assist in the development of Scope of Work/Specifications in conjunction with Division Procurement;
 - e. Assign a project manager or contract manager; and
 - f. Review and approve non-travel P-card purchases for compliance with state law and Division policy.

C. Fiscal Year Beginning/Ending Deadlines

Each year Division Finance will establish cutoff dates for purchases within the current fiscal year, and submission dates for recurring purchase requisitions for the upcoming fiscal year.

II. AUTHORITY

Chapter 287, Part 1, F.S., Commodities, Insurance, and Contractual Services
Chapter 60A-1, Florida Administrative Code (F.A.C.), General Regulations
Chapter 215, F.S., Financial Matters: General Provisions
Chapter 282, Part IV F.S., Communication Information Technology Services

III. PURCHASING GUIDELINES

A. Disallowed Purchases

The Division may purchase only items necessary to carry out statutory duties and should select items on an economically prudent and cost effective basis. Items should not be chosen to satisfy the personal preference of individuals. Examples of disallowed purchases include, but are not limited to, the following:

1. Congratulatory or condolence telegrams,
2. Plants, flowers, pictures, plaques, statues, globes, and other decorative items except those associated with fixed capital outlay projects or an approved awards program,
3. Convenience appliances, including, but not limited to, heaters, fans, refrigerators, stoves, microwaves, dishwashers, coffee makers, and smoke filters,
4. More expensive office supplies, furniture, lamps, etc., not necessary to meet a legitimate need,

5. Items not purchased in accordance with applicable federal, state, or local laws and ordinances.

When in doubt about the appropriateness of a purchase, contact Division Procurement for guidance.

B. Purchases Exempt from Competition

For the purposes of this policy, certain items are exempt from competition and will be paid by Division Finance without being processed through Division Procurement. Items exempt include, but are not limited to:

1. DMS personnel assessments
2. Unemployment compensation charges
3. Telephone line service
4. Workers' compensation charges
5. Insurance payments

C. Purchasing Categories, Threshold Amounts

Purchasing thresholds, established in Florida Statute, are defined categories for which specified purchasing practices must be followed.

CATEGORY ONE:	\$20,000
CATEGORY TWO:	\$35,000
CATEGORY THREE:	\$65,000
CATEGORY FOUR:	\$195,000
CATEGORY FIVE:	\$325,000

Pursuant to Sec. 287.017, F.S., the threshold amounts set for these categories are subject to adjustment by the Legislature.

D. Methods of Procurement (See Appendix A)

1. State Term Contract (STC): DMS State Purchasing Office, executes STCs for use by all agencies and local governments. Use of these contracts is **mandatory** by all state agencies unless sufficient justification is provided with the requisition. Such justification should include:
 - a. The contract item cannot meet a Division need because unavailability of the product within the Division schedule or delivery requirements; need for compatibility with existing equipment or systems; or failure to meet Division-required specifications, quality levels or technical requirements.
 - b. The price impact, both as a dollar amount and as a percentage of the price of the state contract or standard configuration item(s), which result because of the exception or deviation.

- c. The state contract is designated a non-exclusive one.

All STC exceptions are subject to applicable purchasing rules and must be referred to Division Procurement for review and approval. Contract exceptions are not granted for reasons of personal preference, appearance, or price.

If at least two vendors are on the STC and can provide the commodities or contractual services the Division seeks, the Division should solicit at least two (2) quotes, unless (i) the purchase is less than \$20,000 (Category One), or (ii) the STC specifically contains other Request for Quote (RFQ) requirements. STC RFQ requirements and price categories may vary per contract.

Refer to DMS purchasing website for a complete listing of all active STCs: http://dms.myflorida.com/business_operations/state_purchasing/vendor_information/state_contracts_agreements_and_price_lists/state_term_contracts

2. State Pricing Agreements (SPA): DMS negotiates SPAs for optional use by other agencies. The Division may purchase up to a maximum of \$195,000 per SPA for the term of the agreement during a fiscal year. No single purchase may exceed the threshold amount for Category Two (\$35,000). Purchases shall not be divided to circumvent this rule. It is the responsibility of Division Procurement to monitor their usage of SPA to ensure the \$195,000 limit is not exceeded. If it appears the \$195,000 limit will be exceeded, a competitive solicitation must be initiated.
3. Alternate Contract Source (ACS): A Contractual Agreement established by other governmental entities that is authorized by DMS for state use. The requirements for use of a DMS ACS are similar to the DMS State Term Contract, certain limitations and requirements vary per contract. Refer to DMS website:

[http://www.dms.myflorida.com/contract_search/\(contractType\)/4578](http://www.dms.myflorida.com/contract_search/(contractType)/4578)
4. Discretionary Purchase: Purchase of commodities or services for less than \$2,500 that are not available through a state contract shall be carried out using "good" procurement practices. These may include, but are not limited to, documented quotes or written records of telephone quotes.
5. Informal Competitive Purchase: Purchase of commodities or services from \$2,500 - \$34,999 that are not available through a state contract requires three or more documented quotes. Documented quotes include: telephone quotes (with name of contact & phone number), fax quotes, electronic email or proposals.

6. Invitation To Bid (ITB): Procurement of items that are not available through a state contract and are above \$35,000 (Category Two) where standard specifications are known to meet the needs of the Division. This method is utilized when the requirements are met at the lowest possible price and are in compliance with meeting the Divisions Standards.

Procedure:

All purchases which require a formal Invitation to Bid (ITB) will be processed through Division Procurement. The procedures for this process are as follows:

- a. Bid specifications shall be provided by the bureau or program area in electronic format to Division Procurement.
 - b. Division Procurement shall compose the ITB documents in accordance with Sec. 287.057(1)(a), F.S.
 - c. The requesting bureau or program area shall assign a project manager who will be responsible for working with Division Procurement to compose the bid specifications.
 - d. The ITB documents shall be reviewed by the project manager for clerical errors who shall determine that the specifications are clearly defined as envisioned. The project manger shall be responsible for obtaining any bureau or program area specific approvals.
 - e. The ITB documents shall be reviewed by 1) legal counsel and 2) Division Finance.
 - f. Approved ITB documents shall be posted by Division Procurement on the MFMP Vendor Bid System for no less than 10 calendar days.
 - g. ITB responses shall be received, time stamped, opened, and tabulated at the advertised date and time per the ITB Schedule of Events by Division Procurement.
 - h. For contracts in excess of \$195,000 the agency head shall appoint at least three persons to evaluate proposals as required by section 287.057 (16) F.S.
 - i. Evaluation of bids shall include consideration of the total cost for each year of the contract, including renewal years.
 - j. ITB results shall be approved by 1) project manager, 2) general counsel and 3) Division Finance.
 - k. ITB results shall be posted on the MFMP Vendor Bid System for no less than 72 hours excluding Saturdays, Sundays and state holidays.
7. Request For Proposal (RFP): Procurement of items that are not available on state contract and are above \$35,000 (Category Two) for which the commodity, group of commodities, or contractual service being sought can be specifically defined, and the Division is capable of identifying the necessary deliverables.

Before issuing an RFP the requesting bureau or program area must determine and specify in writing the reasons that procurement by ITB is not practicable.

Procedure

All purchases which require a formal RFP will be processed through Division Procurement. The procedures for this process are as follows:

- a. Scope of Work (SOW) or Services will be provided by the requesting bureau or program area in electronic format to Division Procurement.
- b. Division Procurement shall establish a meeting with the requesting bureau or program area, Division Finance, and legal counsel to determine the best method to proceed.
- c. Division Procurement will compose the RFP documents in accordance with Sec. 287.057(1)(b), F.S.
- d. The requesting bureau or program area will assign a project manager who will be responsible for working with Division Procurement to establish the relative importance of price and other evaluation criteria.
- e. The project manager shall provide a minimum of three qualified individuals to be evaluators for the proposal review process. If the resulting contract is to be in excess of \$195,000, than the evaluators must be appointed by the agency head in accordance with 287.057(16).
- f. The RFP documents shall be reviewed by the project manager for clerical errors and to determine that the result is clearly defined as envisioned. The project manager shall be responsible for obtaining any bureau or program area specific approvals.
- g. In addition, the RFP documents shall be reviewed by legal counsel and Division Finance.
- h. Approved RFP documents shall be posted on the MFMP Vendor Bid System for no less than ten (10) business days by Division Procurement. The more time allotted for vendors to prepare a proposal will allow for better response. Please note that if there is to be a question and answer series this date will be extended.
- i. Vendor proposals shall be received, time stamped and opened at the advertised date and time per the RFP Schedule of Events by Division Procurement.
- j. Division Procurement shall review each vendor proposal and determine if the proposal received is responsive.
- k. Division Procurement shall consult with legal counsel if proposals are considered to be non-responsive prior to final determination.
- l. Division Procurement shall distribute one copy of each responsive vendor proposal to the evaluation committee members.
- m. The evaluation committee members shall independently score each proposal received in accordance with the RFP criteria.
- n. Division Procurement shall conduct a final evaluation/scoring tabulation meeting at the advertised date and time per the RFP Schedule of Events.
- o. RFP results shall be approved by the 1) project manager, 2) legal counsel and 3) Division Finance.

- p. RFP results shall be posted on the MFMP Vendor Bid System for no less than 72 hours, excluding Saturdays, Sundays and state holidays.
8. Invitation To Negotiate (ITN): The ITN is a solicitation used by the Division which is intended to determine the best method for achieving a specific goal or solving a particular problem and identifies one or more respective vendors with which the Division may negotiate in order to receive the best value.

Before issuing an ITN the requesting bureau or program area must determine and specify in writing the reasons that procurement by ITB and RFP are not practicable. This must be approved by the Division Director prior to proceeding with the procurement.

Procedure

- a. Division Procurement shall establish a meeting with the requesting bureau or program area, Division Finance, DMS and legal counsel to determine the best method to proceed.
- b. The requesting bureau or program area will assign a project manager who will be responsible for working with Division Procurement throughout the duration of this procurement.
- c. The requesting bureau or program area shall provide the questions being explored, the facts being sought, and the specific goals or problems that are the subject of the solicitation.
- d. Division Procurement will coordinate with the DMS to assist in the development of the ITN documents and procedure.
- e. The requesting bureau or program area must establish the criteria that will be used for determining the acceptability of the reply and guiding the selection of the vendors with which the Division will negotiate must be specified.
- f. Division Procurement shall compose the ITN documents in accordance with Sec. 287.057(1)(c) F.S.
- g. The ITN documents shall be reviewed by the project manager for clerical errors and to determine that result is clearly defined as envisioned. The project manager shall be responsible for obtaining any bureau or program area specific approvals.
- h. In addition, the ITN documents shall be reviewed by 1) legal counsel, 2) Division Finance, and 3) Division Director.
- i. Approved ITB documents shall be posted on the MFMP Vendor Bid System for no less than thirty (30) business days by Division Procurement. The more time allotted for vendors to prepare a proposal will allow for better response.
- j. The project manager shall provide a minimum of three qualified individuals to be evaluators/negotiators for the proposal review process. If the resulting contract is to be in excess of \$195,000, than

the evaluators must be appointed by the agency head in accordance with 287.057(16).

- k. The negotiation team members shall collectively have knowledge and experience in negotiating contracts, contract procurement, and the program areas and service requirements for which commodities or contractual service services are sought.
 - l. If the value of the prospective contract will exceed \$1million in any fiscal year, at least one member of the negotiation team must be a DMS-certified contract negotiator.
 - m. The Division shall evaluate replies against all evaluation criteria outlined in the ITN in order to establish a competitive range of replies, and short list the top candidates.
 - n. Division Procurement shall schedule negotiation sessions with each of the prospective top candidates to include all members of the negotiation team.
 - o. After negotiations are conducted the Division shall award the contract to the vendor that will provide the best value to the state, based on the selection criteria.
 - p. ITN results shall be approved by the 1) project manager, 2) legal counsel, 3) Division Finance and 4) Division Director.
 - q. ITN results shall be posted on the MFMP Vendor Bid System for no less than 72 hours, excluding Saturdays, Sundays and state holidays.
 - r. The contract file for a vendor selected must contain a short plain statement that explains the basis for selection of the vendor and that sets forth the vendor's deliverables and price, pursuant to the contract, along with an explanation of how these deliverables and price provide the best value to the state.
9. Open (a/k/a blanket) purchase orders: Open purchase orders are an arrangement under which a purchaser contracts with a vendor to provide the Division's requirement for commodities or services, on an as-needed basis not to exceed one fiscal year.
10. Term purchase order: (annual reoccurring purchase): A purchase for services on a fixed fee basis, such as a set monthly or annual cost.
11. Prison Rehabilitative Industries and Diversified Enterprises: (PRIDE): Products shall be purchased from PRIDE in lieu of similar products and services from other sources in accordance with Florida law. PRIDE products catalogs may be obtained from PRIDE by calling (800) 643-8459.
12. RESPECT: Any products or services available on the RESPECT procurement list must be procured by the Division if such products or services are of comparable price and quality. Copies of the latest procurement list may be obtained from RESPECT by calling (850) 487-

1471, or through their website:

<https://secure.imarcsgroup.com/respect/Default.asp>

E. Exemptions to Competitive Solicitation Requirements

1. Pursuant to Sec. 287.057(3)(f), F.S., some contractual services and commodities are not subject to the competitive solicitation requirements of this section. Please refer to Sec. 287.057(3)(f), F.S. for a complete list.
 - a. Artistic Services
 - b. Academic Program Review
 - c. Auditing Services
 - d. Legal Services
 - e. Services or Commodities provided by Governmental Agencies
 - f. Regulated Utilities
2. Single Source Purchases (also referred to as Sole Source Purchases) Commodities or contractual services available only from a single source may be exempt from competitive-solicitation requirements.

Procedure

- a. When a bureau/program area or project manager believes that commodities or contractual services are available only from a single source, the bureau/program area or project manager shall provide the necessary information and justification to Division Procurement.
- b. For requests above \$35,000 (Category Two) threshold, Division Procurement shall electronically post a description of the commodities or contractual services sought for a period of at least 7 business days. The description shall include a request that any prospective vendors provide information regarding their ability to supply the commodities or contractual services described. If it is determined in writing by Division Procurement, after reviewing any information received from prospective vendors, that the commodities or contractual services are available only from a single source, Division Procurement shall:
 1. Provide notice of its intended decision to enter a single source purchase contract in the manner specified in Sec. 120.57(3), F.S., if the amount of the contract does not exceed \$195,000 (Category Four) threshold amount.
 2. Request approval from DMS for the single-source purchase, if the amount of the contract exceeds \$195,000 (Category Four). DMS will approve or disapprove within 21 days after receiving such request or it will constitute prior approval of the department.
 3. The single source Intent to Award shall be posted on the MFMP Vendor Bid System for no less than 72 hours, excluding Saturdays, Sundays and state holidays.

- c. When issuing a single source modification to increase the originally advertised award amount in excess of Category Two, the above mentioned process must be re-initiated.
 - d. Contracts made as a result of a single source purchase may not be renewed.
4. Emergency Purchases per Rule 60A-1.046, F.A.C. (Without an Executive Order)
- The Division Director must determine in writing that an immediate danger to the public health, safety, or welfare or other substantial loss to the state requires emergency action. After the Division Director makes such a written determination, the Division may proceed with the procurement of commodities or contractual services necessitated by the immediate danger, without receiving competitive sealed bids, competitive sealed proposals, or competitive sealed replies. However, such emergency procurement shall be made by obtaining pricing information from at least two prospective vendors, which must be retained in the contract file, unless the Division determines in writing that the time required to obtain pricing information will increase the immediate danger to the public health, safety, or welfare or other substantial loss to the state. The Division shall furnish copies of all written determinations certified under oath and any other documents relating to the emergency action to DMS (DMS Form 7800). A copy of the statement shall be furnished to the Chief Financial Officer with the voucher authorizing payment.

For every procurement or contractual agreement that is not competitively bid, the bureau/program area or contract manager shall maintain records to support a cost analysis. This analysis shall include a detailed budget submitted by the person or entity awarded funding and the Division's documented review of individual cost elements from the submitted budget for allowability, reasonableness, and necessity.

F. Procedure for Purchase Orders or Non-Travel P-Card Orders

1. The requesting bureau or program area shall provide to Division Finance a completed Division Requisition Form (**See Appendix B**) for any expenditure request PRIOR to receiving commodity items or services. The required information must contain:
 - a. The state contract number if the purchase is from a state contract.
 - b. The ITB or RFP number if the purchase was procured competitively.
 - c. Vendor Name, Address and FEI number if available.
 - d. Documented vendor quote(s) or phone quotes may be accepted with point of contact name, phone number and date quote was provided.
 - e. For maintenance or service agreements, the necessary authorized signature(s).
 - f. Delivery location information.

- g. Quantity and unit of measure for each requested item.
 - h. Description of each item requested including model number, brand, size, color and material.
 - i. Detailed description to clearly identify the specifics of the desired goods or services.
 - j. A SOW for service related projects that clearly establishes all tasks the contractor is to perform. (The vendor proposal or vendor generated SOW is not a suitable alternative)
 - k. The period of performance and method of payment or provide a date by which delivery must be made.
 - l. Requestor information such as name and contact number.
 - m. Justification: A statement of justification may be required to be included in the comments section. The justification should briefly describe why the item or service is needed. Justifications should be very specific to provide adequate information for audit follow-up.
 - n. Organization Code: Indicate the FLAIR organization code (11-digits) for the unit(s) to be charged along with the appropriate Expansion Option (EO). Please provide the same information if multiple organization codes are to be used.
2. All expenditure requests are to be approved in accordance with the Director's delegation of authority.
 3. If the procurement is a one time commodity less than \$1,000, or the vendor provider does not accept a purchase order, the Division may process the transaction through an approved P-Card. A copy of the original Division purchase request with supporting documentation will be maintained in the Division Finance file.
 4. If the commodity procurement totals more than \$1,000 or if there is a service to be provided, Division Finance will process the transaction through MyFloridaMarketPlace (MFMP), the State's e-procurement system.
 - a. A copy of the original Division purchase request, quote(s) and all necessary or required documents shall be attached to the MFMP Purchase Request (PR).
 - b. The MFMP PR will process through additional "approvers" designated by the Division. (Special approval may be required, see Section H)
 - c. When all pricing, vendor information and appropriate documentation has been obtained and/or verified by Division Procurement, a Purchase Order (PO) will be issued through MFMP to the vendor.
 5. While it is the policy of the Division to establish an agreement, issue a purchase order or use a purchasing card prior to the procurement of goods and services, Division Procurement shall process payment for goods and services after the goods or services are received in accordance with the guidelines provided by the Department of Financial Services (DFS).

- a. If Division Procurement determines the expenditure was an acceptable use of state funds and agrees to issue a purchase order after receipt of goods or services, Division Finance will initiate a MyFloridaMarketPlace (MFMP) requisition with the following information:
 1. All related costs,
 2. In the comment field, or attached memo, a description of the circumstances that lead to the receipt of the goods/services without a purchase order and detail of the corrective action that will prevent any further occurrences.
 - b. A settlement agreement may be required in lieu of a purchase order after receipt of goods or services based on, but not limited to, one of the following reasons:
 1. DFS does not accept purchase orders processed after receipt of goods or services, regardless of the dollar amount;
 2. The purchase was not within the scope of your agreement or purchase order; or
 3. Division Procurement determines the purchase was not an acceptable use of state funds.
6. **Purchase Order Change/Cancellation**
The purchase order is a legally binding agreement for the purchase of goods or services. A change or modification to a purchase order must comply with the same standards as a contract modification.
- a. The requesting bureau or program area will submit to Division Finance a Division purchase request for the increase of funds, time extension or change in product specifications with appropriate signatures as needed. Exception to this step may include additional/or estimated freight charges in which Division Finance may proceed without the Division purchase request.
 - b. To initiate a change to a purchase order or to cancel a purchase order, Division Finance must submit an electronic change order through MFMP.
 - c. Division Procurement will then electronically process the change or cancellation through MFMP.
 - d. Change orders will be used to reflect changes in the original transaction only.
 - e. New orders will require new purchase requisitions and new purchase orders. Change orders cannot be processed after a purchase order has expired.

G. Contract Development

1. Commodity Purchasing Agreement: The Division executes Commodity Purchase Agreements for use by all Division offices. They are indefinite

quantity contracts whereby the contractor(s) agrees to furnish commodity(ies) during a prescribed period of time. Commodity is defined by Sec. 287.012(5), F.S. as any various supplies, materials, goods, merchandise, food, equipment, information technology and other personal property.

2. Contractual Service Agreement: The Division executes Contractual Service Agreements for the rendering by a contractor of its time and effort rather than the furnishing of specific commodities.

Procedure for Developing a Commodity Purchasing Agreement or Contractual Service Agreement:

- a. The method of procurement must be complete.
 - b. The bureau or program area shall assign a Contract Manager who will be the primary contact throughout the term of the agreement.
 - c. The Contract Development Form (**see Appendix C**) must be complete.
 - d. The Contract Manager will work with Division Procurement to develop and finalize the SOW. Each SOW must clearly establish all tasks that the contractor is required to perform.
 - e. The SOW must provide quantifiable, measureable and verifiable units of deliverables that are to be required to be received / accomplished prior to the Contract Manager approving payment.
 - f. The period of performance and method of payment must be provided.
 - g. The SOW will be reviewed by the Contract Manager for clerical errors and determine that result is clearly defined as envisioned. The Contract Manger will be responsible for obtaining any bureau or program area specific approvals.
 - h. A Draft version of the contract documents shall be reviewed and approved by 1) Division Procurement, 2) legal counsel and 3) Division Finance. (special approval may be required, see section H)
 - i. Upon approval, Division Procurement shall submit the Draft version to the vendor for review and signature.
 - j. Upon vendor signature, Division Procurement will provide the signed agreement back to the Contract Manager. The Contract Manager will be responsible for continuing the routing process in accordance with Division Policy.
 - k. An original executed contract will be retained in the Division Finance file.
3. Contract Modification, Renewal or Extension
 - a. A Contractual Service Agreement or Commodity Purchasing Agreement may be modified, if the requested changes are inline with the original SOW.

Procedure

1. The Contract Manager must provide Division Procurement a copy of the new SOW or requested changes.
2. A new Contract Development form is required if funds are to be increased.
3. A Draft version of the contract documents shall be reviewed and approved by 1) Division Procurement, 2) legal counsel and 3) Division Finance. (special approval may be required, see section H)
4. Upon approval Division Procurement shall submit the Draft version to the vendor for review and signature.
5. Upon vendor signature, Division Procurement will provide the signed agreement back to the Contract Manager. The Contract Manager will be responsible to continue the routing process in accordance with Division Policy.
6. An original executed contract will be retained in the Division Finance file.

- b. A Contractual Service Agreement or Commodity Purchasing Agreement may be renewed or extended if the SOW or specifications are unchanged.

Procedure

1. A new Contract Development form is required if funds are to be increased.
2. A Draft version of the contract documents shall be reviewed and approved by the 1) Division Procurement, 2) legal counsel and 3) Division Finance. (special approval may be required, see section H)
3. Upon approval Division Procurement shall submit the Draft version to the vendor for review and signature.
4. Upon vendor signature, Division Procurement will provide the signed agreement back to the Contract Manager. The Contract Manager will be responsible to continue the routing process in accordance with Division Policy.
5. An original executed contract will be retained in the Division Finance file.

A contract can not be modified, renewed or extended once the term of the original agreement has expired.

H. Special Purchasing Requirements.

Procurements which require additional Division approval or review:

1. Information Technology Resource Purchases
 - a. The Division has established standards and definitions for information technology resources. The Division Information Systems and Services

Unit establishes the policy for requesting and approving the acquisition of information technology to ensure that the Division is procuring information technology that can integrate and inter connect with the systems and services of other state agencies and is consistent with the Florida Enterprise Information Technology Services standards. Information Technology Resources is defined as equipment, hardware, software, firmware, programs, systems, networks, infrastructure, media, and related material used to automatically, electronically, and wirelessly collect, receive, access, transmit, display, store, record, retrieve, analyze, evaluate, process, classify, manipulate, manage, assimilate, control, communicate, exchange, convert, converge, interface, switch, or disseminate information of any kind or form. Information technology includes information communications system for all types of signals, including, but not limited to, voice, data, video, radio, telephone, wireless, and image. Contracted, leased, directly acquired, or donated services that collect, process, store, or report division information are included under this definition.

- b. If a requisition is being submitted using MFMP, Division Information Systems and Services Unit will automatically be added to the approval flow for their review and approval of the purchase.
- c. Acquiring information technology resources through donations must still have approval from the Division Information Systems and Services Unit prior to accessing the Division's network.
- d. Contractual Service Agreements or P-Card purchases not processed in MFMP shall obtain Division Information Systems and Services Unit approval prior to execution.

2. Communication Equipment Purchases

- a. All requests for communications equipment must be initiated through the appropriate bureau or program area prior to any requisition being created.
- b. All purchases of cell phones and blackberries will be required to have approval from the Division Director or designee prior to any requisition being created

3. Accountable Property

- a. All requests for equipment, furniture, fixtures, computers, projectors or other property of a non-consumable, non-expendable nature that has a normal life expectancy of one year or more and/or any item considered pilferable, regardless of cost, will be treated as accountable property and shall receive a property decal.
- b. Division Logistics shall review all purchase requisition forms for accountable property prior to purchase.
- c. If a requisition is being submitted using MFMP, Division Logistics will automatically be added to the approval flow as a reviewer based on commodity or object code.

- d. For requisitions processed through MFMP Division Procurement will add Division Logistics as a reviewer if not automatically added for all accountable property purchases as required.
 - e. Division Logistics must be notified if acquiring accountable property through donations.
 - f. Division Logistics shall be notified of all Commodity Purchase Agreements or P-Card purchases not processed in MFMP prior to execution.
4. Memberships: Memberships may be purchased only for organizational entities, not for individuals, unless the organization accepts only individual memberships. Memberships must serve a statutory purpose. Any membership must be approved by the Division Director or designee. All requests for the payment of membership dues must also include a disclosure statement from the organization stating that their records concerning this membership are open to public in accordance with Sec. 119.01(3), F.S. Prepayment of memberships is often required and, if so, must be so noted on the MFMP requisition. Membership dues are exempt from bid/sole source approval requirements regardless of dollar amount.
5. Equipment Leases/Rentals: It is the responsibility of the requestor to evaluate and maintain documentation to support that a lease is economically prudent and cost effective. The prior approval of the Department of Financial Services (DFS) will be required for equipment leases (including copiers) that have an annual cost anticipated exceeding \$35,000 (Category Two). Work with Division Procurement to obtain DFS approval prior to submitting a purchase requisition.
6. Advance Payments to Vendors: Occasionally, vendors require advance payments or payment in full, at the beginning of the year on annual maintenance, service, or license agreements. Advance payments will only be allowed if the Division will realize a cost savings or if the services are required for the Division to meet its statutory obligations. If advance payment will be required for an annual service, justification must be provided with the requisition.

If advanced payment is requested the requestor must note on the requisition and include the vendor invoice, order form, subscription renewal form, membership application, etc. Renewal terms or start dates for subscriptions or memberships must be indicated on the requisition

I. Receiving

The MFMP receiving report is used to verify receipt of commodities and services in order for payment to be made. Use this procedure established for receiving of commodities and services in MFMP.

1. Upon receipt, orders should be immediately compared to the description and quantity on the purchase order and checked for damage before shipment is accepted. Damaged items should not be accepted. Requestor must notify the vendor immediately if any or all items of a shipment are refused.
2. When the commodity ordered has been received, inspected, and accepted, either in whole or in part, the receiving report must be completed and submitted in MFMP, no later than five days after the receipt. All payments for goods or services will be made only on the basis of agreement among the purchase order, receiving report, and invoice, as to quantity, price, and description. Discrepancies should be noted on the receiving report and accompanying shipping documents.

IV. BID PROTESTS

A. Procedure

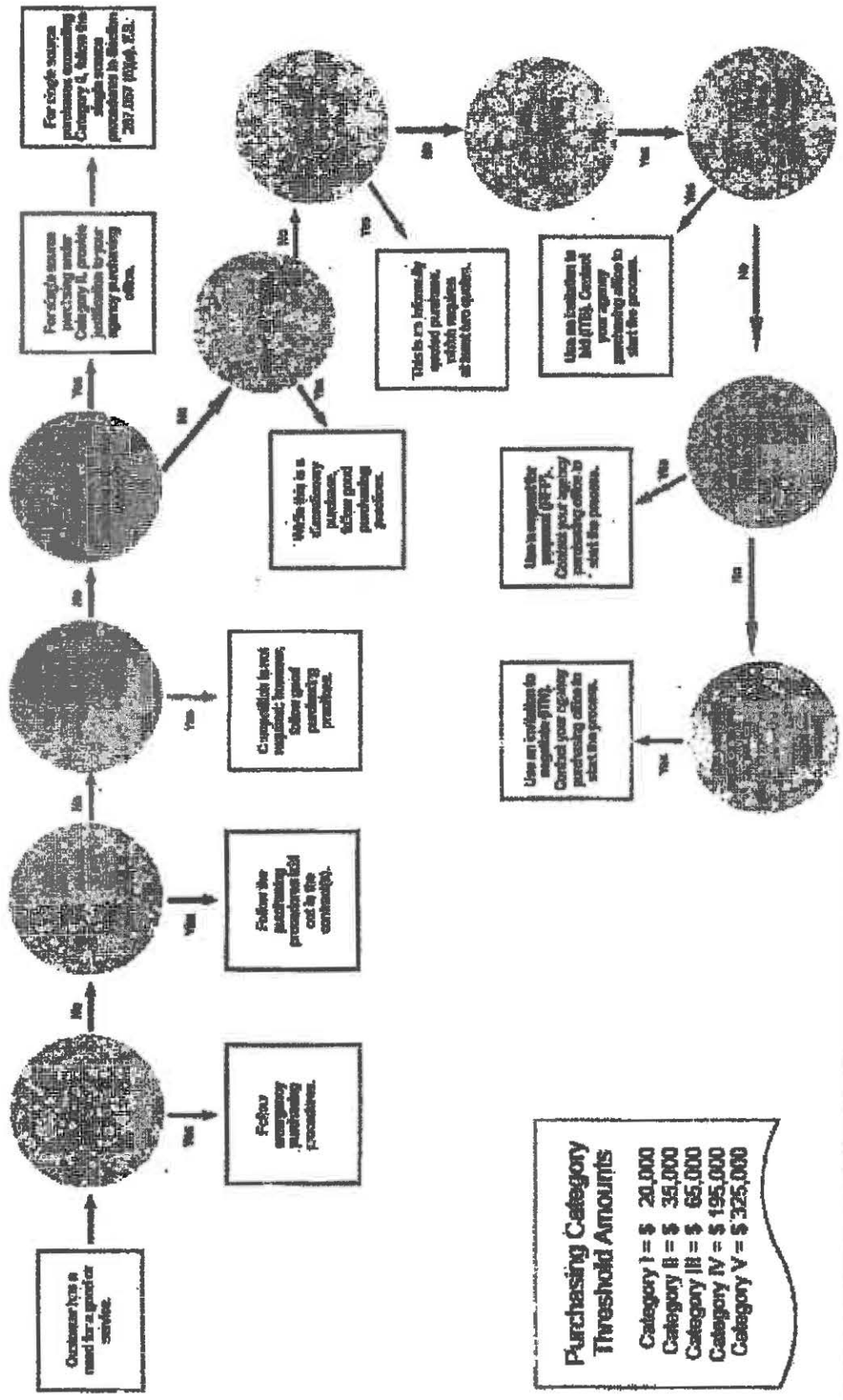
Any protest concerning a solicitation shall be made in accordance with sections 120.57(3) and 287.042(2) of the Florida Statutes and chapter 28-110 of the Florida Administrative Code. Questions to the Procurement Officer shall not constitute formal notice of a protest. It is the Division's intent to ensure that specifications are written to obtain the best value for the State and that the specifications are written to ensure competitiveness, fairness, necessity and reasonableness in the solicitation process.

Section 120.57(3)(b), Florida Statutes, and Section 28-110.003, Florida Administrative Code, require that a notice of protest of the solicitation documents shall be made within 72 hours after the posting of the solicitation. Furthermore, section 120.57(3)(a), Florida Statutes, and section 28-110.005, Florida Administrative Code require the following statement to be included in the solicitation:

"Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, Florida Statutes."

State Purchasing


Tree



Purchasing Category Threshold Amounts

- Category I = \$ 20,000
- Category II = \$ 35,000
- Category III = \$ 65,000
- Category IV = \$ 195,000
- Category V = \$ 325,000

APPENDIX B

		PURCHASE REQUISITION STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT				
		REQUISITION NUMBER				
STATE CONTRACT #		ORG LEVEL	EO	OBJECT	FID CODE & CATEGORY	AMOUNT
DATE PREPARED						
BID #						
VENDOR INFORMATION			SHIP TO: DIVISION OF EMERGENCY MANAGEMENT			
VENDOR NAME VENDOR ADDRESS VENDOR PHONE NUMBER CONTACT NAME FEDERAL TAX ID #			BUREAU			
			STREET	2855 SHUMARD OAK BLVD		
			CITY	TALLAHASSEE, FL 32309		
			CODING ASSIGNMENT DETAILS			
QUANTITY	UNIT	ITEM NUMBER	DESCRIPTION	UNIT COST	TOTAL COST	
					TOTAL	
ADDITIONAL QUOTES OR JUSTIFICATION REASON FOR PURCHASE			REQUESTOR			
			PHONE NUMBER			
			<small>Print Name</small>			
			FIRST APPROVER			
			FIRST SIGNATURE			
			<small>Print Name</small>			
			SECOND APPROVER			
			SECOND SIGNATURE			
DIRECTOR'S APPROVAL <small>Purchases Above \$5,000</small>						
DIRECTOR'S SIGNATURE						
ISS APPROVER <small>(If Applicable)</small>						

APPENDIX C

REQUEST FOR CONTRACT DEVELOPMENT

Date _____



Requestor _____
(Name, Title, Section, Phone)

Will the requestor be the Programmatic Contact? _____

If no, please provide name of Programmatic Contact. _____

TYPE OF CONTRACT (S)

SUB-GRANT

X ONE

CONTRACTUAL SERVICE

(Please attach documentation that Vendor is registered with MyFloridaMarketPlace)

Representative of Recipient:

Name _____

Address _____

(If shown in a P. O. Box, put physical address here)

Subgrantee/Contractual Vendor _____

Amount of Agreement _____

Begin Date _____ End Date _____

Phone _____

Fax _____

E-mail _____

FUNDING SOURCE

X ONE

STATE

NAME SOURCE _____

MORE THAN ONE RECEIPT FOR THE SAME SCOPE OF WORK:

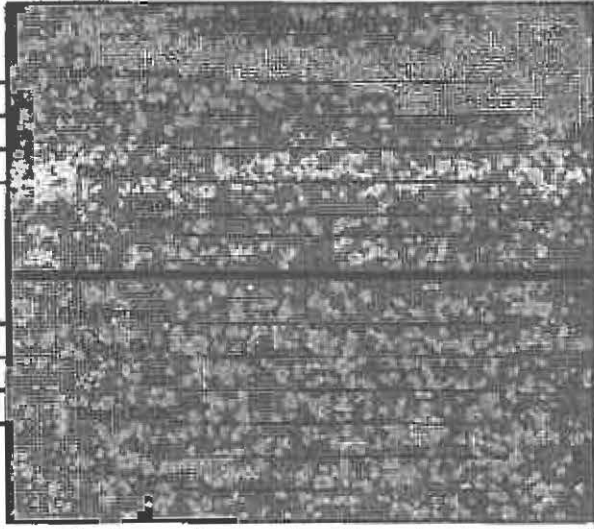
Attach Receipt list

FEDERAL

NAME SOURCE _____

DOMESTIC SECURITY FUNDING RECOMMENDATION LINE # _____

IS MATCH REQUIRED FOR THESE FUNDS? YES



FUNDING YEAR

When will funds be available? _____

Was Budget Authority appropriated for these funds? If no, have you requested Budget Authority? _____

Is a match required for these funds? _____

GIVE A BRIEF DESCRIPTION

