

SMALL PROJECT COMPLETION & CERTIFICATION FORM

The purpose of this form is to certify small project completion. All Subrecipients that have open small projects for disasters declared after September 29, 2022, are required to use this form.

DEFINITIONS:

Authorized Representative: The person or persons designated by the Subrecipient's Authorized Agent as the point of contact for transactions involving PA projects and funding as indicated on the Subrecipient's Request for Public Assistance.

Small Project: A project for which the eligible (Federal and non-Federal) amount is less than the annually adjusted cost threshold for small project grants.

Small Project Netting: Subrecipient may request additional funding if the total actual cost of all its Small Projects combined exceeds the total amount obligated for all the Small Projects. FEMA refers to this as Net Small Project Overrun (NSPO) appeal. Subrecipient must request the appeal within 60 days of work completion of its last Small Project. Subrecipient must provide complete documentation supporting all project's actual costs with the appeal request.

INSTRUCTIONS:

Please review & complete the bottom portion of this form and have the Authorized Representative sign and date. Upload signed form to FloridaPA.org in the Small Project Completion/Closeout Workflow. Once you have executed and returned this form for all Small Projects the request for small project closeout will be sent to FEMA. Applicant can submit for small project netting within 60 days of the latest small project work completion date.

Disaster Number: 4673

Subrecipient: Green Cove Springs, City of

REF #	PW #	PW CAT	SOW Complete	Work Complete Date	POP End Date	Time Extension End Date /NA	Eligible Obligated Amount	EHP REC Met (Y,N,N/A)	O&M Insurance Met (Y,N,N/A)
696982	463	B	10/01/22	10/01/22	03/29/23	N/A	\$119,411.37	N/A	N/a

By signing below, I, Constance Butler, certify that:

- Scope of Work (SOW) for all small projects for this disaster are 100% complete.
- All eligible small projects are listed and were completed in the Period of Performance (POP).
- A Time Extension (TEX) was submitted and approved for projects completed outside the POP.
- All applicable Environmental and Historic Preservation (EHP) requirements were met
- All applicable Obtain and Maintain (O&M) Insurance requirements were met.

I understand it is my responsibility to maintain records for a period of 5 years past the Account Closeout of this Disaster. **Florida Statute: Sections 119.021(2) and 257.36 and the State of Florida General Records Schedule GS1-SL for State and Local Government Agencies, dated November 1, 2006.**

- I wish to request Net Small Project Overrun (NSPO appeal): YES ☐ NO ☒

**If yes, please provide cost analysis for all small projects, the eligible amount vs the actual cost.*

Authorized Representative: _____ Date: October 3, 2023
(Signature) (Date Signed)