Data Sheet:	**First:** Please complete all the information highlighted in pink, **Second:** You must then complete the Line Item Reconciliation sheets and the Explain sheets to complete the process, **Third:** The input information will populate on the appropriate forms including the PW & FIR only leaving you to complete the SC Form.		
State Abbreviation:	**FL**		State Disaster is in (Abb)
Disaster No:	**4673**		FEMA Disaster Number
County:	**Pinellas County**		County that damage was in
Applicant Name:	**Madeira Beach, City of**		Organization Name
Applicant Address:	**300 Municipal Drive, Madeira Beach, FL, 33708-1916**		Files Located at: **Need Complete address**
Applicant Contact:	**Anne Brooks**		Contact Name
Contact Title:	**Mayor**		Contact Title
Closing Meeting Date:	**9/22/2025**		Date You meet to close FIR
FEMA Contact at Mtg:			Your Name ?
FIPS No:	**103-42400-00**		Applicant's NEMIS ID Number
PW Category:	**Z**		FEMA Work Category
Close Out PO ID:			Your Unique Project # (not used in output)
Original PW Project ID:	**751858**		Original PO's Project ID (see original PW)
NEMIS PW # :	**2746**		NEMIS PW Number you are closing
If Version Written Enter #:	**2746 V0**		**PW # ___ V _** If you are writing one to close out
PA Proj Comp Date:	**3/29/24**		From NEMIS PW
Act PW Proj Comp Date:	**11/3/23**		From Original PW if work Complete
Location:	**City of Madeira Beach**		Where is it ?
Description of Work Performed:	**Management Costs**		Like " Emergency Protective Measures "
Damaged Facility:	**City of Madeira Beach - Management Costs**		What is it ?
PW/FIR Prepared By:	**Anshu Ajmera**		Your Name
Title:	**Grant Manager**		Your Title
Date:	**9/22/25**		Date PW Written
GPS Reading N :	**N/A**		GPS Reading at Damage Site
GPS Reading W :	**N/A**		GPS Reading at Damage Site
Original PW Version 0 Amount:	**$ 8,054.06**		Enter Total Dollars & Cents
Obligated PW Version 1 Amount:			Enter Total Dollars & Cents
Obligated PW Version 2 Amount:			Enter Total Dollars & Cents
	This project closes as written with no version necessary		
	This project closes with the attached final PW Version		

DON'T FORGET TO FILL YOUR "SPECIAL CONSIDERATIONS FORM" MANUALLY

All Project Worksheets must have "SPECIAL CONSIDERATION" Form

PLEASE REMEMBER TO CHECK ALL FORMS - THIS IS ONLY A TOOL TO HELP YOU COMPLETE YOUR WORK EFFICIENTLY

Please provide short narrative explaining why the over-run / under-run occurred (*Mandatory-will populate on PW*)

The closeout team reviewed supporting documentation for management costs. Discrepancies were identified in the documentation reviewed and will be addressed in this version.

Force account labor payroll register was reviewed to determine that all regular time was documented and that each employee was eligible for overtime. The closeout team reviewed the applicant overtime policy and benefits calculations and did not identify exempt employees included in the overtime expenses. The payroll register and proof of payment documentation were reviewed for consistency with the scope of work. Obligated costs were $8,054.06, however the applicant submitted claimed costs of $4,332.71, which were $3,721.25 less than obligated. Ineligible amounts were:$432.07 due to paystubs not provided, $91.02 due to discrepancies between claimed hours and timesheet hours for an employee, and $42.28 due to variances exceeding $1 between indiviidual claimed amounts and recalculated amounts.

All previous versions of this project worksheet have been obligated for a total amount of $8,054.06. Based on an inspection of the supporting documentation, $3,767.34 has been identified as eligible resulting in a closeout net under-run of $4,286.72.

Madeira Beach, City of
FIPS # = 103-42400-00
2746 = NEMIS ID Number
FEMA - 4673 DR - FL CAT= Z

LINE ITEM RECONCILIATION

Location = City of Madeira Beach Facility = City of Madeira Beach - Management Costs

Item #	Line Item	Type of Units	Original PW Quantity	Unit Cost $	Original PW Cost	Closeout Quantity Claimed	Unit Cost $	Closeout Cost Claimed	Final Eligible Quantity	Unit Cost $	Final Eligible Cost	Final Eligible Overrun/ Underrun
1	9905 (Management Costs)	Lump Sum	1.00	$ 8,054.06	$ 8,054.06	1.00	$ 3,767.34	$ 3,767.34	1.00	$ 3,767.34	$ 3,767.34	$ (4,286.72)
2					$ -			$ -			$ -	$ -
3					$ -			$ -			$ -	$ -
4					$ -			$ -			$ -	$ -
5					$ -			$ -			$ -	$ -
6					$ -			$ -			$ -	$ -
7					$ -			$ -			$ -	$ -
8					$ -			$ -			$ -	$ -
9					$ -			$ -			$ -	$ -
10					$ -			$ -			$ -	$ -
11					$ -			$ -			$ -	$ -
12					$ -			$ -			$ -	$ -
13					$ -			$ -			$ -	$ -
14					$ -			$ -			$ -	$ -
15					$ -			$ -			$ -	$ -
	Totals (This Page):				**$ 8,054.06**			**$ 3,767.34**			**$ 3,767.34**	**$ (4,286.72)**
	Accumulated Totals:				**$ 8,054.06**			**$ 3,767.34**			**$ 3,767.34**	**$ (4,286.72)**

Summary:

The closeout team reviewed supporting documentation for management costs. Discrepancies were identified in the documentation reviewed and will be addressed in this version.

Force account labor payroll register was reviewed to determine that all regular time was documented and that each employee was eligible for overtime. The closeout team reviewed the applicant overtime policy and benefits calculations and did not identify exempt employees included in the overtime expenses. The payroll register and proof of payment documentation were reviewed for consistency with the scope of work. Obligated costs were $8,054.06, however the applicant submitted claimed costs of $4,332.71, which were $3,721.25 less than obligated. Ineligible amounts were:$432.07 due to paystubs not provided, $91.02 due to discrepancies between claimed hours and timesheet hours for an employee, and $42.28 due to variances exceeding $1 between indiviidual claimed amounts and recalculated amounts.

All previous versions of this project worksheet have been obligated for a total amount of $8,054.06. Based on an inspection of the supporting documentation, $3,767.34 has been identified as eligible resulting in a closeout net under-run of $4,286.72.

Recommendation:

Madeira Beach, City of
103-42400-00
2746 = NEMIS ID Number
FEMA - 4673 DR - FL CAT= Z

DI #	DI Description	Original PW Amount	Final Eligible Cost	Final Eligible Overrun/ Underrun	Comments
1383358	Management Costs (Madeira Beach, City of)	$ 8,054.06	$ 3,767.34	$ (4,286.72)	
				$ -	
				$ -	
				$ -	
				$ -	
				$ -	
				$ -	
				$ -	
				$ -	
				$ -	
				$ -	
				$ -	
				$ -	
				$ -	
				$ -	
				$ -	
				$ -	
				$ -	
				$ -	
				$ -	
				$ -	
	Totals	$ 8,054.06	$ 3,767.34	$ (4,286.72)	

Large Project Closeout

Date: 9/22/2025

Applicant: Madeira Beach, City of
FEMA - 4673 DR - FL
PW # 2746

Original Amount On PW:	$	8,054.06
Applicant Claimed Amount:	$	3,767.34
Total Project Amount Eligible :	**$**	**3,767.34**

Prepared by: Anshu Ajmera

I. **Background:** (Damage description, dimensions and other pertinent info.)

SCOPE OF WORK: Subrecipient Management Cost for Project #751858

WORK COMPLETED:

This is a Public Assistance Subrecipient Management Costs project which allows the Subrecipient to receive actual costs for Management Costs, up to a fixed estimate Management Costs award. The final fixed estimate cannot exceed 5.00% of all of the Subrecipient's eligible emergency and permanent work subawards.

The applicant utilized force account labor to conduct Management Cost related activities pertaining to eligible PA awards.

Cost share for this version is 100%. All work and costs on this project fall from 10/3/2022 to 11/3/2023.

For additional detail, please see the project report.

II. **Discussion:** Review and analysis of submitted documentation resulted in the following determinations:

1. Item: 9905 (Management Costs) **Units =** Lump Sum

A. Work Accomplished by: [X] Force Account [ ] Contractor [ ] N/A

B.

PW Quantity =		**1**	**Claimed Quantity =**		**1**	**Eligible Quantity =**		**1**
Unit Cost =	**$**	**8,054.06**	**Unit Cost =**	**$**	**3,767.34**	**Unit Cost =**	**$**	**3,767.34**
PW Cost =	**$**	**8,054.06**	**Claimed Cost =**	$	3,767.34	**Eligible Cost =**	$	3,767.34

C. Decision Basis:

Force account labor payroll register was reviewed to determine that all regular time was documented and that each employee was eligible for overtime. The closeout team reviewed the applicant overtime policy and benefits calculations and did not identify exempt employees included in the overtime expenses. The payroll register and proof of payment documentation were reviewed for consistency with the scope of work. Obligated costs were $8,054.06, however the applicant submitted claimed costs of $4,332.71, which were $3,721.25 less than obligated. Ineligible amounts were:$432.07 due to paystubs not provided, $91.02 due to discrepancies between claimed hours and timesheet hours for an employee, and $42.28 due to variances exceeding $1 between indiviidual claimed amounts and recalculated amounts.

2. Item: 0 **Units =** 0

A. Work Accomplished by: [ ] Force Account [ ] Contractor [ ] N/A

B.

PW Quantity =		**0**	**Claimed Quantity =**		**0**	**Eligible Quantity =**		**0**
Unit Cost =	**$**	**-**	**Unit Cost =**	**$**	**-**	**Unit Cost =**	**$**	**-**
PW Cost =	**$**	**-**	**Claimed Cost =**	**$**	**-**	**Eligible Cost =**	**$**	**-**

C. Decision Basis:

FINAL INSPECTION REPORT

DATE: September 22, 2025

APPLICANT NAME:	**FIPS NUMBER:**	**FEMA DECLARATION NUMBER:**
Madeira Beach, City of	103-42400-00	**FEMA - 4673 DR - FL**

P A COMPLETION DATE:		**CATEGORY:**	**PW ESTIMATED AMOUNT:**
3/29/2024	NEMIS PW # 2746	Z	$ 8,054.06
ACTUAL COMPLETION DATE:	PW VER 1 NA		$ -
11/3/2023	PW VER 2 NA		$ -
APPLICANT CLAIMED AMOUNT:			
$ 3,767.34	ORIGINAL PW ID: 751858		
ACTUAL DOCUMENTED AMOUNT:	**ESTIMATED PROJECT TOTAL:**		$ 8,054.06
$ 3,767.34	**RECOMMENDED ELIGIBLE TOTAL:**		$ 3,767.34
THE FINAL INSPECTION IS FOR AN UNDER RUN IN THE AMOUNT OF:			$ (4,286.72)

FINAL INSPECTION PW # 2746 V0 HAS BEEN PREPARED AS THE FINAL ACTION FOR THE PROJECT.

THE FINAL INSPECTION PW IS FOR AN UNDER RUN IN THE AMOUNT OF: $ (4,286.72) .

PERCENT OF DIFFERENCE BETWEEN ESTIMATED PROJECT COST AND ACTUAL COST: -53.22%

COMMENTS / SUMMARY : This project closes with the attached final PW Version

On 9/22/2025 FDEM Grant Manager discussed the final inspection report and large project closeout with the applicant representative Anne Brooks, Mayor for the Madeira Beach, City of.

There are no pending time extension requests, no pending amendments, and no other pending requests.

NOTE: All documentation is on file at the Applicant's Office located at the following address:
300 Municipal Drive, Madeira Beach, FL, 33708-1916

FEMA INSPECTOR (PRINT NAME)	SIGNATURE	DATE
Anshu Ajmera	Anshu.Ajmera Digitally signed by Anshu.Ajmera DN: cn=Anshu.Ajmera, email=Anshu.Ajmera@ey.com Date: 2025.09.22 12:14:36 -04'00'	9/22/25
GRANT MANAGER (PRINT NAME)	SIGNATURE	DATE
Anne Brooks		
LOCAL REPRESENTATIVE (PRINT NAME)	SIGNATURE	DATE

FEDERAL EMERGENCY MANAGEMENT AGENCY

PROJECT WORKSHEET

O.M.B. No. 3067-0151
Expires April 30, 2001

PAPERWORK BURDEN DISCLOSURE NOTICE

Public reporting burden for this form is estimated to average 30 minutes. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the needed data, and completing and submitting the forms. You are not required to respond to this collection of information unless a valid OMB control number is displayed in the upper right corner of the forms. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collection Management, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC 20472, Paperwork Reduction Project (3067-0151). **NOTE**: Do not send your completed form to this address.

DECLARATION NO:	PROJECT NO.	FIPS NO.	DATE	CATEGORY
FEMA- 4673 **-DR-** FL	2746 V0	103-42400-00	09/22/25	Z

DAMAGE FACILITY	WORK COMPLETE AS OF:
City of Madeira Beach - Management Costs	11/03/23 : 100 %

APPLICANT	COUNTY
Madeira Beach, City of	Pinellas County

LOCATION	LATITUDE	LONGITUDE
City of Madeira Beach	N/A	N/A

DAMAGE DESCRIPTION AND DIMENSIONS

FINAL INSPECTION OF FEMA PW # 2746

SCOPE OF WORK

This PW is written to de-obligate the difference between the Actual Documented Cost and the costs shown on the Original Project Work Sheet including any Versions and/or Approved Hazard Mitigation (See accompanying Final Inspection Report & Reconciliation Forms for details). On 9/22/2025 FDEM Grant Manager discussed the final inspection report and large project closeout for this project with Anne Brooks, Mayor representing the Madeira Beach, City of.

The closeout team reviewed supporting documentation for management costs. Discrepancies were identified in the documentation reviewed and will be addressed in this version.

Force account labor payroll register was reviewed to determine that all regular time was documented and that each employee was eligible for overtime. The closeout team reviewed the applicant overtime policy and benefits calculations and did not identify exempt employees included in the overtime expenses. The payroll register and proof of payment documentation were reviewed for consistency with the scope of work. Obligated costs were $8,054.06, however the applicant submitted claimed costs of $4,332.71, which were $3,721.25 less than obligated. Ineligible amounts were:$432.07 due to paystubs not provided, $91.02 due to discrepancies between claimed hours and timesheet hours for an employee, and $42.28 due to variances exceeding $1 between indiviidual claimed amounts and recalculated amounts.

All previous versions of this project worksheet have been obligated for a total amount of $8,054.06. Based on an inspection of the supporting documentation, $3,767.34 has been identified as eligible resulting in a closeout net under-run of $4,286.72.

The FDEM Grant Manager reviewed the records and recommends that this project be approved as amended. The applicant understands that this Project Worksheet Version completes the Final Project Closeout process.

Does the Scope of Work change the pre-disaster condition at site? [ ] Yes [X] No

Special Consideration issues included? [X] Yes [ ] No Hazard Mitigation proposal included? [ ] Yes [X] No

Is there insurance coverage on facility? [ ] Yes [X] No

ITEM	CODE	NARRATIVE	QUANTITY/UNIT	UNIT PRICE	COST
			/	$ -	$ -
			/	$ -	$ -
1	9999	Actual Documented Cost	1 / Lump Sum	$ 3,767.34	$ 3,767.34
2	9999	Less Previous Version(s)	1 / Lump Sum	$ (8,054.06)	$ (8,054.06)
			/	$ -	$ -
			/	$ -	$ -
				TOTAL COST	$ (4,286.72)

PREPARED BY: Anshu Ajmera **TITLE:** Grant Manager

FEMA Form 90-91, SEP 98

Anne Brooks

Applicant - Printed Name Applicant - Signature Date

FEDERAL EMERGENCY MANAGEMENT AGENCY **SPECIAL CONSIDERATION QUESTION**		**O.M.B. No. 3067-0151** **Expires September 30, 2005**
APPLICANT'S NAME **Madeira Beach, City of**	PA ID NO. **103-42400-00**	DATE **9/22/2025**
PROJECT NAME **Management Costs**	LOCATION **City of Madeira Beach**	

Form must be filled out - for each project.

1. Does the damaged facility or item of work have insurance and/or is it an insurable risk? *(e.g., buildings, equipment, vehicles, etc.)*

☐ Yes ☒ No ☐ Unsure Comments

2. Is the damaged facility located within a floodplain or coastal high hazard area/or does it have an impact on a floodplain or wetland?

☐ Yes ☐ No ☐ Unsure Comments N/A - Management Costs

3. Is the damaged facility or item of work located within or adjacent to a Coastal Barrier Resource System Unit or an Otherwise Protected Area?

☐ Yes ☐ No ☐ Unsure Comments N/A - Management Costs

4. Will the proposed facility repairs/reconstruction change the pre-disaster condition? *(e.g., footprint, material, location, capacity, use or function)*

☐ Yes ☐ No ☐ Unsure Comments N/A - Management Costs

5. Does the applicant have a hazard mitigation proposal or would the applicant like technical assistance for a hazard mitigation proposal?

☐ Yes ☒ No ☐ Unsure Comments

6. Is the damaged facility on the National Register of Historic Places or the state historic listing? Is it older than 50 years? Are there other, similar buildings near the site?

☐ Yes ☐ No ☐ Unsure Comments N/A - Management Costs

7. Are there any pristine or undisturbed areas on, or near, the project site? Are there large tracts of forestland?

☐ Yes ☐ No ☐ Unsure Comments N/A - Management Costs

8. Are there any hazardous materials at or adjacent to the damaged facility and/or item of work?

☐ Yes ☐ No ☐ Unsure Comments N/A - Management Costs

9. Are there any other environmentally or controversial issues associated with the damaged facility and/or item of work?

☐ Yes ☐ No ☐ Unsure Comments N/A - Management Costs