



City of Lewes Flood Study Kickoff Meeting

Pre-Disaster Mitigation FY18 Grant Cycle
December 11, 2019





Discussion Topics

- Project Information
- Schedule
- Budget
- Payment Requests
- Sub-Award Acceptance Statement
- Quarterly Reports
- Amendments
- Project Closeout



Project Information

Grant	Pre-Disaster Mitigation Grant Program (PDM)
Project Number	PDM-PL-03-DE-2018-003
Period of Performance	10/01/2018-04/01/2022
Cost	\$118,000/\$88,500 Federal Share



Schedule

Task	Start Time (Days)	Duration (Days)
Kickoff Meeting w/City, BPW, DEMA	1	4
Survey Coordination and Base Map Preparation	1	28
Wetlands Consultant Coordination	1	14
Geotechnical Consultant Coordination	1	24
Tide & Sea Level Rise Data Collection, Review and Analysis	1	60
Investigation, Study and Alternative Development	29	75
Cost Estimates and Present Worth Analyses	85	40
Recommended Alternative & Schematic Design	100	40
Meetings w/City, BPW, DEMA	141	10



Budget

Item	Cost Estimate
Initial Meeting with City, BPW and DEMA	\$4,380
Survey Coordination and Base Map Preparation	\$24,010
Wetlands Consulting and Coordination	\$6,530
Geotechnical Consultant and Coordination	\$12,860
Tide & Sea-Level Rise Data Collection and Analysis	\$14,810
Investigation, Study & Alternative Development	\$30,250
Cost Estimates & Present Worth Analyses	\$7,780
Recommended Alternative & Schematic Design	\$11,280
Meetings w/City, BPW, DEMA, DNREC, COE	\$6,100
Total Project Cost Estimate: \$118,000	



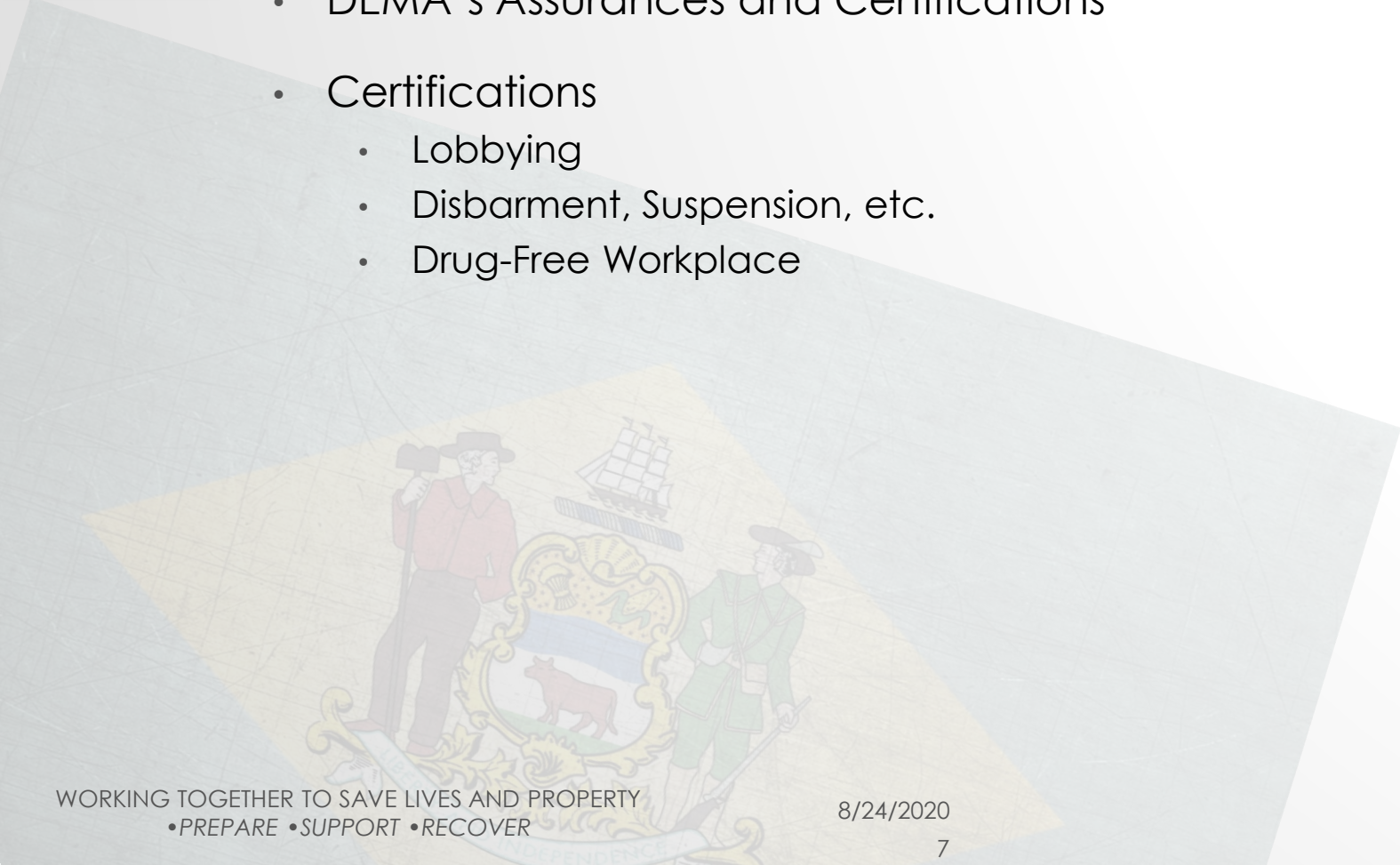
Payment Requests

- Completed Reimbursement Voucher
- Supporting Documentation
 - Invoices detailing what work has taken place
 - Proof of payments
- Soft Match:
 - Timesheets or log related to time spent on this project
 - Fiscal printout of employee compensation
 - If contractor, copy of the check



Sub-Award Acceptance Statement

- DEMA's Assurances and Certifications
- Certifications
 - Lobbying
 - Disbarment, Suspension, etc.
 - Drug-Free Workplace





Quarterly Progress Reports

Reporting Period	Report Due to DEMA
January 1 – March 31	No later than April 15
April 1 – June 30	No later than July 15
July 1 – September 30	No later than October 15
October 1 – December 31	No later than January 15



Amendments

- POP, SOW, or Budget
- All changes should be coordinated through DEMA for approval by FEMA
- All changes must be approved by FEMA prior to implementation
- If you're not sure if an amendment is required, ask. Better safe than sorry!
- Budget Amendments
 - All expenditures must be in accordance with the approved budget
 - Overruns/underruns by line item may only require DEMA notification
 - Changes to approved budget total always require FEMA approval



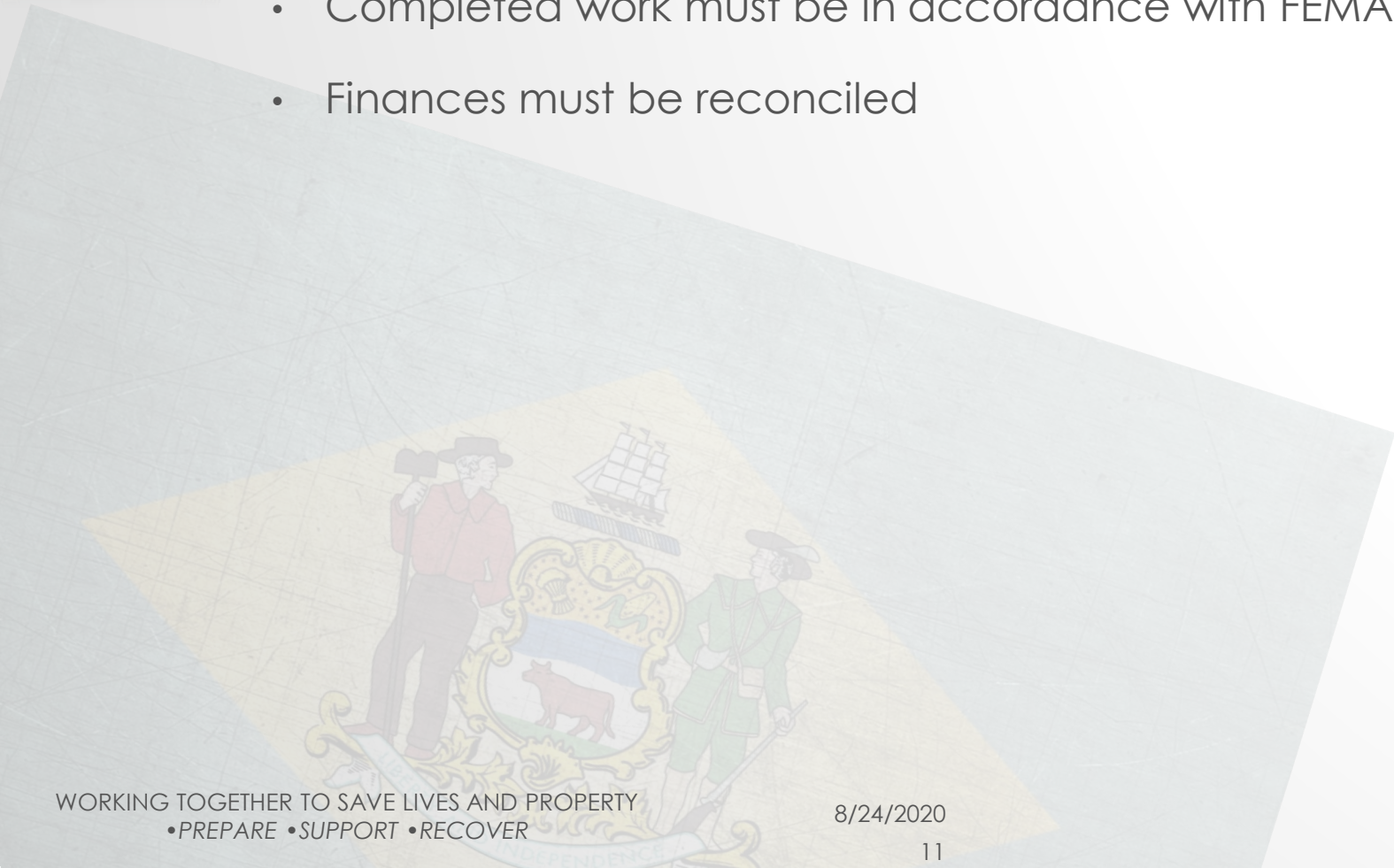
Sub-Recipient Monitoring Visits

- Requirements
 - Initial (at kickoff meeting)
 - Annually
 - Closeout
- Checklist
 - Fiscal Section
 - Program Management



Project Closeout

- Completed work must be in accordance with FEMA approved Scope of Work
- Finances must be reconciled





Questions?

Karen Montes-Berrios
Acting State Hazard Mitigation Officer
(302) 659-2249

Karen.Montes@Delaware.gov

