

FRDAP On-boarding Webinar  
Questions and Answers

Question	Answer
When submitting docs, which number should we reference? The project number or the agreement number or does it matter?	Either is fine. We know what project is referenced with both numbers.
What if our grant was written for retroactive reimbursement but it is not marked that way on the agreement? Do we go through the same steps of commencement if it was approved at retroactive?	Please reach out to your CAC - DEP grant manager to discuss. If you requested retroactive costs at the time of application which were approved, we can amend your grant agreement if necessary.
Please indicate if there is a possibility to request an extension of the project due to the pandemic?	We currently have no executive orders in place that allow us to extend the agreement. The agreement dates are remain July 1, 2020 through June 30, 2023.
Do you want to know if we've gone out to bid, equipment order, etc. on status reports? i.e. Awarded bid for playground	Yes, please provide as much information as to where you currently are toward project completion.
Did you say if elements are moved, you don't need an amendment, but you need to submit a new site plan?	Correct, if you aren't changing the element itself but just moving it somewhere on the site then you don't need any amendment. But you do need to contact your CAC - DEP grant manager and submit an updated site plan.
If we have a company we buy playground equipment from and they are installing it also, where do we list this on the budget analysis form - contractor and equipment or just contractor?	This would be listed as contracted services.
Only found forms DRP-107 and 111, not 108 shown during this webinar	It's located in the commencement section on our website. The form can be found here <a href="https://floridadep.gov/lands/land-and-recreation-grants/forms/commencement-certification-drp-108">https://floridadep.gov/lands/land-and-recreation-grants/forms/commencement-certification-drp-108</a>
If the project encompasses new playground equipment, can the equipment be purchased prior to receiving the approval to commence with construction?	No, if you do not have retroactive or pre-agreement costs approved for your project then you cannot purchase until your commencement docs have been approved and you have received the Notice to Commence/Proceed.
If our insurance renews each year, do we need to provide new proof of insurance of each year?	Yes, you will need to submit proof of insurance each year.

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<p>Can the site plan be developed internally if we do not have a PE, or must it be signed and sealed by a PE?</p>	<p>The site plan submitted at time of commencement does not have to be sealed, but must be signed and dated by the project sponsor's grant manager. However, the As-built Site Plan submitted at the time of Completion and reimbursement must be signed and sealed by the PE.</p>
<p>Can you please repeat what we are to do on the Notice if we had old FRDAP funding years ago, and now are adding current FRDAP funding?</p>	<p>If you have a previously recorded Notice of Limitation of Use, please download a new NOL form from our website and have it re-recorded with the required attachments, as noted within, in the public records of your county.</p>
<p>Can you please explain the indirect costs once more? Thank you.</p>	<p>Indirect costs of up to 15% can be reimbursed only if you are using grantee labor and are requesting reimbursement for those expenses.</p>
<p>Our Village pays contractors through ACH, we do not have check numbers. How does this get recorded since we will not have a cashed check to present?</p>	<p>Please provide your identifying transaction number and associated date.</p>
<p>Bottom of Status Report (page 2 of 2), shows status reports due on May 5th, September 5th and January 5th. Grant contract page 5 of 11 shows status reports due at the end of March, June, Sept. and December. Happy to submit required status reports, just looking for clarification. Thanks</p>	<p>The schedule of status reports in Attachment 6 supersede those outlined in Attachment 1. FRDAP status reports are due on January 5, May 5 and September 5.</p>
<p>The park will be developed in two phases, does the Notice of Limitation need to be recorded on the entire property, or just the phase that is receiving funding?</p>	<p>The NOL should be recorded on the project site as depicted in your approved boundary survey.</p>
<p>Once commencement documents are submitted, what is the approximate time frame to receive approval for notice to proceed?</p>	<p>Assuming no corrections are needed, you should receive approval of your commencement documents and a Notice to Commence/Proceed issued within 30-45 days from submission.</p>
<p>Can I get a link to download the papers needed for this webinar?</p>	<p><a href="https://floridadep.gov/lands/land-and-recreation-grants/content/frdap-assistance">https://floridadep.gov/lands/land-and-recreation-grants/content/frdap-assistance</a></p>
<p>What is the date to remit proof of insurance?</p>	<p>Proof of insurance should be remitted when you send back your signed agreement. If you've already sent back your agreement, please go ahead and email the proof of insurance. Also, you will need to submit proof of insurance each year.</p>

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If city staff is being used to work on portions of the project, do we have to request reimbursement, or can we assume 100% of the cost ourselves?	You don't have to claim grantee labor if you aren't using it as match and don't want to be reimbursed for it. Only city "laborers" costs and related indirect expenses can be reimbursed. Regular personnel and Administrative staff cannot.
Do we have to claim grantee labor?	You don't have to claim grantee labor if you used contracted services or don't want to be reimbursed for it.
Do you have the Q&A on the project amendments she is speaking about on the website? or can we get that by email?	We will post the amendment questions on the website for easy access.
Sorry, missed #5, if we are not using land as a match, we can skip this?	Yes, if you aren't using land value as match then you skip number 5 on the commencement checklist.
If the project admin is the same as the project financial officer, can it be signed by the one person?	We do need it signed by two people for auditing purposes. We would ask that another colleague review and sign.
Is the post-completion info available on the site? I cannot find it.	I don't believe it is, but we will get it posted.
To confirm, entrance fees can not differ depending solely on residency?	Correct, entrance fees must be the same for both residents and non-residents. Also, the park and all elements developed with FRDAP grant funding must be open and available for use by both residence and visitors. No exclusive uses.
If it is necessary to change the grantee's grant manager, what is the methodology for this?	Please send an email to your assigned CAC - DEP grant manager and provide the new local sponsor's grant managers name, phone number, address and email.
Should the proof of insurance documentation include a statement of insurance coverage limits.	Yes, please.
Though we have no required project match as a REDI community the Council has designated \$50,000 to enhance the project. What reporting rules apply in order to keep the additional funding separate. Are we required to report those additional expenditures to you.?	You aren't required to report those additional expenditures to us unless you are using them as match. Please just be sure to keep the reporting on your council funding and the FRDAP funding separate.
Are Design/Build construction agreements permissible within these grants?	Yes, this would be listed as contracted services.

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<p>Is the cost of boundary surveys reimbursable since this is done before commencement?</p>	<p>This should be included in you're a/e costs (administrative/engineering). If your scope of work doesn't include a/e costs, please reach out to your CAC - DEP grant manager.</p>
<p>Unclear on what "deliverables" are #6</p>	<p>The deliverables are outlined in your Grant Work Plan, Attachment 3. It is completion of the commencement documents and then the development of your project elements.</p>
<p>#9 you said equipment is not reimbursable, what do you mean by equipment?</p>	<p>The purchase of equipment utilized to complete your project such as tractors, mowers, earth moving equipment, tools etc. are ineligible for reimbursement. However, you can rent/short term lease these items and seek reimbursement for the rental.</p> <p>Items such as playground and/or trail fitness "equipment" are eligible.</p>
<p>I will have specific questions regarding this grant as I have JUST been notified that a donor has just donated \$100,000 to enhance this Playground Grant. We will naturally have a different site plan that will just allow us to purchase more equipment but understand that I will have to keep the funding separate. Can I submit the revised site plan within the 160 days prior to beginning the project. We will keep the grant specifics alone, simply expand the amount of equipment we are buying</p>	<p>Please reach out to your CAC - DEP grant manager to discuss. It's hard to advise without seeing the changes being proposed. Your site plan can be revised and re-approved if necessary.</p>
<p>My #8 on grant agreement is blank - not filled out, is that because it is for Federal Grants</p>	<p>Correct, #8 is blank because there is no federal funding associated with your project.</p>
<p>Do we need insurance certificates from the vendor or just the city insurance</p>	<p>Just the city's insurance please, as the city is ultimately responsible for the project.</p>
<p>The Budget cost analysis form shows travel, equipment, but I thought you said it wasn't reimbursable.</p>	<p>This is a general form used across the agency. "Equipment" and "Travel" are not authorized for reimbursement under the FRDAP Administrative Rule-</p>
<p>Do we have to do this Site dedication and limitation of use? Is it mandatory if we are just renovating our current park?</p>	<p>Yes, a Notice of Limitation of Use must be recorded and submitted with your reimbursement packet. We cannot reimburse you for the costs associated with your FRDAP project until that Notice of Limitation of Use has been recorded in the official records of your county.</p>

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Could you please define the term "equipment"? We were approved for the purchase of exercise equipment for a park.	Exercise equipment is an allowable cost.
Would surfacing be considered equipment? And therefore non reimbursable?	Parking surfaces or play surfaces are reimbursable.