

Florida Department of Environmental Protection
Resilient Florida Program
Grantee Quick Reference Guide

Program Contact Information

Grant Manager: ResilientFloridaGrants@FloridaDEP.gov	Grants Administrator: Hanna Tillotson (Hanna.Tillotson@FloridaDEP.gov)
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Prior to Grant Agreement Execution

Supporting Documentation Required

1. All grants must submit:
 - W-9 or Completion of Substitute W-9
 - Agreement Contact Information Form
 - Certificate of Insurance
 - Must list Florida DEP as Additional Insured and Certificate Holder.
 - Coverage requirements are found in Attachment 2, Section 8.
 - Coverages must be maintained throughout duration of Grant Agreement period.
 - Exhibit J, Common Carrier or Contracted Carrier Attestation Form
 - Grantee Match Form
 - Required for all Resilient Florida Program grant agreements with match expenditures.
2. Federally Funded Grants must submit:
 - UEI number as registered on SAM.gov.
 - Active registration must be maintained throughout Grant Agreement Period.
 - State and Local Fiscal Recovery Funds Reporting Form

Upon Grant Agreement Execution

For the Attachments and Exhibits referenced below, visit the Resilient Florida Program [Current Grantees](#) page for current forms and grantee resources. *Unless otherwise noted, submit all grant documents to assigned Department Grant Manager.*

1. **Resilient Florida Program-Specific Grant Requirements**
 - Attachment 6, Program Specific Requirements
2. **Reporting Requirements**
 - Exhibit A, Progress Report Form
 - Use either the Planning or Implementation Progress Report form, depending on grant type.
 - Submit to DEP grant manager quarterly and with each payment request.
 - Quarterly reporting periods include the following dates:

- Quarter 1: Jul 1 – Sep 30
 - Quarter 2: Oct 1 – Dec 31
 - Quarter 3: Jan 1 – Mar 31
 - Quarter 4: Apr 1 – Jun 30.
- Quarterly progress reports are due no later than twenty (20) days following the completion of the quarterly reporting period, pursuant to Attachment 1, Section 10: Status Reports.
 - Progress reports must also be submitted with each payment request. The reporting period must reflect the performance period in which the work was conducted, and for which reimbursement is being requested.
- Exhibit F, Final Project Report
 - Submitted upon project completion and prior to requesting final payment. If report includes photos, Exhibit G, Photo Release Form, must be submitted along with the final project report.
 - Final project report may be submitted in lieu of the final quarterly progress report, if the next quarterly progress report falls after the grant expiration date.
- 3. Contractual Services Requirements**
- Exhibit H, Contractual Services Certification
 - Required for all grant agreements that include contractual services as an expenditure category. Exhibit H and all supporting documentation must be provided for each contractor that conducts work under the grant agreement.
 - Submitted prior to requesting payment that includes contractual services.
 - Grants funded with federal funds (as indicated by Section 5 of the Standard Grant Agreement) must abide by additional procurement requirements in the Code of Federal Regulations and State and Local Fiscal Recovery Funds Final Rule. Federally funded grants also include Attachment 8, Contract Provisions for Coronavirus State and Local Fiscal Recovery (SLFRF) Agreements, which includes SLFRF-specific requirements.
- 4. Amendments or Change Orders**
- Attachment 1, Section 2: Grant Administration
 - Provides overview of the eligible types of modifications to the grant agreement that can be made and whether it requires an amendment or change order.
 - Requests shall be submitted in writing to the DEP grant manager thirty (30) days in advance of task due date or agreement expiration date, as applicable for the requested change.
- 5. Deliverables**
- Attachment 3, Grant Work Plan
 - Deliverables and due dates are identified for each task.
 - Submit deliverable to grant manager for review. Include the Grant #, Task #, and Deliverable number in the email request for which a deliverable review is being requested.
 - The Department Grant Manager will provide either the Deliverable Acceptance Letter or Non-Acceptance Letter to the Grantee within thirty (30) days after receipt of the deliverable.
 - Deliverable acceptance definitions:
 - **Partial Deliverable** is defined as a deliverable consisting of one (1) or more (but not all) subcomponents listed in the deliverable list for a single task, and the subcomponent(s) are delivered to the Department at one hundred percent (100%) completion.
 - **Full Deliverable** is defined as a deliverable consisting of all subcomponents listed in the deliverable list for a single task, and all are delivered to the Department at one hundred percent (100%) completion.

- **Incomplete Deliverable** is defined as a deliverable for which one hundred percent (100%) completion has not been achieved for any of the subcomponents listed in the deliverable list for a single task.
- **Interim Deliverable** is acceptable in older agreements (22SRP, 22PLN) that have not yet been amended to include the new Performance Measures language in Attachment 3, Grant Work Plan. This older language allows for the Exhibit A, Progress Report Form, to be acceptable as an interim deliverable to request payment. Refer to your agreement if this is currently allowed.
 - A task is considered one hundred percent (100%) complete upon the Department's receipt and approval of all deliverable subcomponents (if applicable) listed within the task.

6. Additional Exhibits included in Grant Agreement

- Exhibit G, Photo Release Form
 - Must be submitted if any deliverables or reports include photos.
- Exhibit I, Vulnerability Assessment Compliance Checklist Certification (*Planning grants only*)
 - Must be submitted with the final Vulnerability Assessment Report deliverable, pursuant to Attachment 3, Grant Work Plan.
- Exhibit J, Common Carrier or Contracted Carrier Attestation Form
 - Applicable to grants with a common carrier – see Attachment 2, Section 14. Common Carrier for additional information and requirements. Must be submitted within 30 days of grant execution.

7. References for Eligible Expenditure Categories, Reimbursement, and Match Documentation

- Attachment 1, Section 8: Payment; and Section 9: Documentation Required for Cost Reimbursement Grant Agreements and Match.
- Attachment 2, Section 4: Cost Eligible for Reimbursement or Matching Requirements; and Section 7: Match Requirements.

8. Payment Requests

- Payment requests must be completed using Exhibit C, Payment Request Workbook.
- Refer to Instructions tab in Exhibit C for Grantee Checklist and Submission Instructions.
- Submit payment requests to ResilientFloridaGrants@FloridaDEP.gov.
- Grantee must include the deliverable acceptance letter that corresponds with the payment request.
- Refer to Attachment 3, Grant Work Plan, Performance Measures and Payment Request Schedule for additional information.
- Attachment 2, Section 7: Match Requirements
 - Each payment request submitted shall document all matching funds and/or match efforts during the period covered by each request. The final payment will not be processed until the match requirement has been met.
- All Implementation Grants (not just the construction tasks) are subject to the 5% retainage. This will automatically calculate in the Exhibit C, Payment Request Workbook.
 - Planning Grant Grantees may zero this automatic calculation.
- Please do not hold payment requests until the end of your Grant Agreement period.

9. Agreement Closeout

- Attachment 1, Section 13: Termination
 - Upon project and grant completion, the grantee must provide statement in writing to DEP grant manager that the grant agreement can be closed out and that the remaining funds (if applicable) can be released.