

# Florida Department of Environmental Protection

## Resilient Florida Program

### Grantee Quick Reference Guide

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## Grant Resources & Contact

**Grant Documents:** Current grant attachments, exhibits, and documents can be found on the [Resilient Florida Program Grants](#) webpage.

**Contact Information:** The Resilient Florida Program uses a central mailbox, [ResilientFloridaGrants@FloridaDEP.gov](mailto:ResilientFloridaGrants@FloridaDEP.gov) for grant management, communication, and outreach. Grantees should submit all grant progress reports, deliverables, and payment requests to [ResilientFloridaGrants@FloridaDEP.gov](mailto:ResilientFloridaGrants@FloridaDEP.gov). Visit the [Resilient Florida Program Staff Information](#) webpage for additional Program contacts.

- Both individual and mass communication is sent through the Program's Salesforce grant management system. We recommend you add 'noreply@salesforce.com' to your email whitelist to ensure that you do not miss any important messages from your DEP Grant Manager or the Resilient Florida Program.
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## Prior to Grant Agreement Execution

### Supporting Documentation Required

1. All grantees must submit the following:
    - W-9 or Completion of Substitute W-9
    - Agreement Contact Information Form
    - Certificate of Insurance
      - Must list the Florida Department of Environmental Protection 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, or formal exemption letter/email
    - Grantee Match Form
      - Required for all Resilient Florida Program grant agreements with match expenditures.
  2. Federally Funded Grants must submit the following:
    - UEI number as registered on SAM.gov.
      - Active registration must be maintained throughout Grant Agreement Period.
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## Upon Grant Agreement Execution & Grant Monitoring Activities

For the Attachments and Exhibits referenced below, visit the [Resilient Florida Program Grants](#) webpage to obtain the current documents and grantee resources. *Submit all grant documents to [ResilientFloridaGrants@FloridaDEP.gov](mailto:ResilientFloridaGrants@FloridaDEP.gov).*

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 [ResilientFloridaGrants@FloridaDEP.gov](mailto:ResilientFloridaGrants@FloridaDEP.gov) 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(s) must cover the entire 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, then an Exhibit G, Photo Release Form, must be submitted along with the Final Project Report.

### 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.
  - Must be submitted prior to requesting payment for 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. Formal amendments or change orders are required to change task or agreement timelines, move funds between tasks, change expenditure categories, or change the grant work plan, for example.
  - Requests should be submitted in writing to the Department 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 and must be accepted by the Department Grant Manager before requesting reimbursement.
  - Submit deliverables to [ResilientFloridaGrants@FloridaDEP.gov](mailto:ResilientFloridaGrants@FloridaDEP.gov) for the Department Grant Manager to 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 Returned for Corrections Letter to the Grantee within thirty (30) days after receipt of the deliverable. If a deliverable is Returned for Corrections, the Grantee will need to correct the deliverable and resubmit for the Department Grant Manager to review and accept.
  - 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.

#### 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 Form](#).
- Complete the [Exhibit C, Payment Request Grantee Checklist](#) while completing the Exhibit C Form to verify all required fields and supporting documents are provided. Payment requests will be returned to the Grantee if the package is not complete.
- Submit payment requests to [ResilientFloridaGrants@FloridaDEP.gov](mailto:ResilientFloridaGrants@FloridaDEP.gov).
- Refer to Attachment 3, Grant Work Plan, Performance Measures and Payment Request Schedule for the documentation required to be submitted prior to and with the payment request package.
- Attachment 2, Section 7: Match Requirements (as applicable?)
  - 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.
- Grantees are encouraged to submit payment requests following the receipt of the Deliverable Acceptance Letter from the Department Grant Manager. Do not wait until the project is completed to submit a payment request.

#### 9. Agreement Closeout

- Attachment 1, Section 13: Termination
  - Upon project and grant completion, the Grantee Grant Manager and Department Grant Manager will complete the Grant Agreement Completion Certification form to certify that the grant agreement can be closed out and that the remaining funds (if applicable) can be released.
  - If a Grantee is unable to complete the project, then a formal withdrawal letter is required to terminate the grant agreement.