



Florida Resilient Coastlines Program

How to Request Payment

For Agreements starting July 1, 2019

Instruction Guide

July 1, 2019



Topic Section Overview

- A. Agreement Changes – for July 1, 2019 Agreements**
- B. Project Timelines**
- C. Tasks & Deliverables**
- D. Progress Reports (Exhibit A)**
- E. Payment Request Requirements (Exhibit C)**
- F. Final Report (Exhibit F)**



Agreement Changes

Starting July 1, 2019

- **There will be fixed-price and/or cost reimbursement agreements.**
- **One deliverable due date for each task to be submitted.**
- **Due dates will be strictly adhered to or the Grantee will incur financial consequences.**
- **Funding amount will be allocated for each task listed on the project time-line.**
- **Each task submittal will require a Progress Report (Exhibit A) to be included showing that task at 100% completed.**
- **Request for payments (Exhibit C) are to be submitted once the requested task has been 100% completed and approved by the Florida Department of Environmental Protection.**



Project Timeline

Starting July 1, 2019

- Project Timeline acts as a quick reference guide for when tasks are to be submitted and funding amounts that may be requested for them.
- Timeline lists all the tasks needed to complete the project.
- Each task will have a title.
- Timeline no longer includes task start or end dates, only task due dates.
- Due dates will be strictly enforced.
- Changes to Project Timeline must be requested in advance, via a separate email from the Grantee to DEP, with the agreement # in the subject line, explaining the request and why.
- Funding amount provided for each task is to allow for periodic payments, and acts as a financial consequence when not adhered to.



Project Timeline Sample Form

5. Project Timeline

PROJECT TIMELINE

Task No.	Task Title	Deliverable Due Date	Funding Amount
1	Summary Background & Review of Information	10/25/2019	\$10,624.48
2	Vulnerability Analysis	12/25/2019	\$23,000.00
3	Stakeholder Engagement & Project Coordination	02/30/2020	\$15,241.56
4	Climate Adaptation Plan Update and Living Shoreline Element	04/30/2020	\$20,102.55
5	Funding Alternatives	05/15/2020	\$6,000.00



Tasks & Deliverables

Starting July 1, 2019

- Each task will have a brief description of what is to be completed.
- Each task will have a listing of all deliverables required to complete the task.
 - Deliverables are what the grantee submits to DEP to show proof that the task has been completed.
 - Each deliverable listed for a task are to be specific, measurable, quantifiable and tangible.
- All tasks are to be submitted in one downloadable electronic pdf format file, labeled clearly with the task and title of the deliverable(s) being submitted.
- Task due dates will be strictly enforced.
- Amounts listed for each task are to allow for periodic payments, and provide means for financial consequences if the task due dates are not met.



Tasks & Deliverables Sample

Task 3:

- A. **Title:** Stakeholder Engagement & Project Communication
- B. **Description:** The Contractor will be working with City staff will assist with organizing, hosting, and assisting facilitation of a public workshop to review the identified vulnerabilities, adaptation strategies being developed as part of the 2009 Climate Adaptation Plan Addendum. In preparation for public workshops, consultant will prepare graphics, handouts and presentations as necessary to articulate project goals and objectives. The consultant will participate in the workshop and assist with collating the public comments and feedback received afterwards.
- C. **Deliverables:**
 - 1. Provide graphics, handouts, and presentation material utilized in the workshop.
 - 2. Agenda, and Sign-in sheet for the workshop.
 - 3. Report following the workshop, indicating public comments, feedback, and a summary of the workshop.



Progress Reports (Exhibit A)

Starting July 1, 2019

1. All Exhibit A submittals must include the Grantee's Grant Manager's signature and date.
2. Submittals must be included with Exhibit C when requesting payment for the completed task, indicating that the specific task status is at 100% completed.
3. Required for every fiscal year quarterly report submittal.
 - a) Reporting periods are as listed below, with their due dates.
 - b) Should the due date fall on a weekend or holiday, the report is due on the following business day.

Quarterly Report #	Reporting Period	Due Date
Q1	July 1 – Sept. 30	August 5
Q2	Aug. 1 – Dec. 31	January 5
Q3	Jan. 1 – March 31	April 5
Q4	April 1 – June 30	July 5



Progress Report Sample Form

Reporting Period: Task No. 1 (20/28/2019 – 03/08/2019)

The following have been completed as required under Amendment #1 and Change Order #1:

1. City of Sarasota Building Permit# 201920193986 and Right-of-Way Use/Erosion Control Permit #20193960.
2. Onsite Mobilization:
 - a. Heavy Machineries onsite.
 - b. Perimeter Control established. (silt fence installed)
 - c. Construction ingress/egress established.
 - d. Turbidity barrier delivered. (yet to be installed)
 - e. Tree protections installed.
3. Bedding stone (Submittal #10) and Rip-rap (Submittal #11) submitted for review and approval.

Task No. 1 is 100% Completed.



Request for Payment (Exhibit C)

Starting July 1, 2019

- **Must provide a copy of the Exhibit A submittal for each task requesting payment for, showing the task at 100% completion.**
- **Must provide a completed Exhibit C, with Parts II, & Parts III as needed, per the agreement funded categories allowed.**
 - **NOTE: Instructions for completing the Exhibit C are located on the second tab of the excel version of the form.**
- **The Exhibit C will automatically populate the shaded fields for values and remaining amounts, when completing the Excel form provided with your agreement.**
- **Must be signed by both Grant Manager and Fiscal Agent for the Grantee.**



Request for Payment (Exhibit C) (Cont.)

Starting July 1, 2019

- For grantees who use a sub-contractor to work on the project – they must submit the following with their request for payment.
 - Executed copy of the sub-contractor agreement with the Grantee.
 - For example: 1) Cost reimbursement contract; 2) Fixed-price contract; 3) Purchase order authorization.
 - The invoice(s) from the sub-contractor to Grantee, showing details with the dates the work was performed, the task that the charges are in reference to, and the amount being charged to Grantee.
 - Proof of payment to the sub-contractor.
 - Completed Exhibit C, tab “Part II Contractual detail”.



Request for Payment (Exhibit C) (Cont.)

Starting July 1, 2019

- For grantees who complete project work with their own staff or partner's staff members– they must submit the following with their request for payment.
 - Signed timesheet by each staff member who worked on the project. Timesheets must include the employee's name/position title, the task number(s) worked on, dates the worked was performed, and the total hours worked on that task, for that date.
 - Completed Exhibit C, tab "Part III Salary-Fringe detail".
 - Proof of payment to each employee who worked on the project, that reimbursement is being requested for. Keep in mind that the reimbursement for employees cannot be more than what is included in the grant agreement.



Request for Payment Form (Exhibit C)

Task No(s). _____ Total Amount Requested: _____

Performance Period - Date Range: _____

GRANT EXPENDITURES SUMMARY SECTION

CATEGORY OF EXPENDITURE <i>(As authorized)</i>	BUDGETED AMOUNT	AMOUNT OF THIS REQUEST	PAYMENTS RECEIVED	REMAINING AMOUNT
Salaries/Wages				\$ -
Fringe Benefits				\$ -
Indirect Cost				\$ -
Contractual (Subcontractors)				\$ -
Fixed Price				\$ -
TOTALS	\$ -	\$ -	\$ -	\$ -

New Exhibit C Template for all FRCP Grant Awards.

Note: Instructions for completing the Exhibit C Form is located on tab 2 at the bottom of the Excel document.

Be sure to go to complete each tab on the Exhibit C when requesting payment.



Exhibit C - Part I

Exhibit C - Instructions

Part II Contractual Detail

Part III Salary-Fringe - Detail



Final Report (Exhibit F)

Starting July 1, 2019

- This report is required in addition to the Exhibit A reports and quarterly submittals.
- Submit after:
 - All tasks have been completed;
 - All tasks have been approved by DEP; and
 - Final payment request has been submitted to DEP.

Note: If the project is completed before the next quarterly report is due, no further quarterly reports are required to be submitted.



Final Report Page 1 Form

EXHIBIT F

DEP AGREEMENT NO. R1803

Resilient Shoreline Softening on Sarasota Bay

Grantee City of Sarasota

Final Project Report



Contact Information

Florida Resilient Coastlines Program (FRCP)

Angel Baratta, Grants Manager
3900 Commonwealth Blvd., MS235
Douglas Bldg. #854E
Tallahassee, FL 32399
850-245-2849

Angel.Baratta@FloridaDEP.gov

Whitney Gray, Administrator
3900 Commonwealth Blvd., MS235
Douglas Bldg. #854D
Tallahassee, FL 32399
850-245-2098

Whitney.Gray@FloridaDEP.gov



Thank you!