



# 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 agreements instead of cost reimbursement.**
- **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 timeline.**
- **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**

<b>Task No.</b>	<b>Task Title</b>	<b>Deliverable Due Date</b>	<b>Funding Amount</b>
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 a downloadable electronic format, labeled clearly with the task and title of the deliverable 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.**
  - **Indicating the project approved budgeted amount for the fixed price agreement.**
  - **Include the amount being requested for the specific task that has been completed and approved by DEP.**
  - **Include the amount of previous payments received.**
- **The Exhibit C will automatically populate the shaded fields for totals 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 subcontractor to work on the project – they must submit the following with their request for payment.**
  - **Justification on how the subcontractor was selected.**
    - For example: 1) Purchase Order via Single Source under a dollar threshold that the Grantee's entity allows for; 2) Subcontractors tabulation form; 3) ITB, RFP, or other procurement process selection used.
  - **Executed copy of the subcontractor agreement with the Grantee.**
    - For example: 1) Cost reimbursement contract; 2) Fixed-price contract; 3) Purchase order authorization.
  - **The invoice from the subcontractor to Grantee, showing details with the dates the work was performed, and amount being charged to Grantee.**



# Request for Payment Form (Fixed-Price) (Exhibit C)

Deliverable No. \_\_\_\_\_ Total Amount(s) Requested: \_\_\_\_\_  
Performance Period - Date Range: \_\_\_\_\_

## GRANT EXPENDITURES SUMMARY SECTION

	BUDGETED AMOUNT	AMOUNT OF THIS REQUEST	PAYMENTS RECEIVED	REMAINING AMOUNT
Fixed Price				\$ -
<b>TOTALS</b>	\$ -	\$ -	\$ -	\$ -

### GRANTEE CERTIFICATION

1. The disbursement amount requested is for allowable costs for the project described in Attachment 3 of the Agreement.
2. All costs included in the amount requested have been satisfactorily performed, received, and applied toward completing the project; such costs are documented by invoices or other appropriate documentation as required in the Agreement.
3. The Grantee has paid such costs under the terms and provisions of contracts relating directly to the project, and the Grantee is not in default of any terms or provisions of the contracts.

\_\_\_\_\_  
Grantee's Grant Manager's Signature

\_\_\_\_\_  
Grantee's Fiscal Agent Signature



# 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

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**Thank you!**