



FY23-24 FRDAP ONBOARDING WEBINAR

Division of State Lands / Land and Recreation Grants Section
Florida Department of Environmental Protection

Onboarding Webinar | March 27, 2024



Florida Recreation Development Assistance Program

INTRODUCTIONS

FRDAP Staff and Leadership

- April Moody, Community Assistance Consultant (CAC)
 - April.Moody@FloridaDEP.gov
- Reilly Allman, Community Assistance Consultant (CAC)
 - Reilly.Allman@FloridaDEP.gov
- Shauna Allen, OMC Manager
 - Shauna.Allen@FloridaDEP.gov
- Linda Reeves, Community Program Manager
 - Linda.Reeves@FloridaDEP.gov

Land and Recreation Grants Section Phone: 850-245-2051





LAND AND RECREATION GRANTS SECTION

AGENDA

Presentation Agenda

- Onboarding Overview
 - Important Definitions & Signatures
 - Agreement
 - Amendments
 - Status Reports
- Questions
- Commencement Overview
 - Templates & Required Submissions
- Questions





IMPORTANT DEFINITIONS & SIGNATURES

FRDAP ONBOARDING WEBINAR



Florida Recreation Development Assistance Program

ONBOARDING

Important Definitions

- **Notice to Commence** is the letter provided by staff after all Commencement documents are reviewed and accepted. The letter outlines Status Report requirements and reiterates the Project Completion deadline. The date this letter is issued is the date on which ground-breaking construction can occur.
- **Project Completion Date** is the date by which all development for a project must be complete. By this date, the project site must be open and available to the public. This date is always the last weekday of April of the year of expiration. FY 23-24's Completion Date is April 30, 2026. (Agreement, Attachment 3, Task 2, Deliverable 2, Due Date)
- **Date of Expiration** is when the funds for the grant are no longer available to be allocated to a community for reimbursement. FY 23-24's Expiration Date is June 30, 2026.



Florida Recreation Development Assistance Program

ONBOARDING

Important Definitions Continued

- **Primary Facility** is defined as “any facility which could stand alone and provide outdoor recreation without a support facility.”
- **Support Facility** is defined as “a facility which could not stand alone, or which would have little or no public outdoor recreational value without the primary facility.”





Florida Recreation Development Assistance Program

ONBOARDING

SIGNATURES

Staff can only accept wet or Adobe Certified signatures with the metadata box.

SUFFICIENT

INSUFFICIENT

John
Doe

Digitally signed
by John Doe
Date: 2017.03.06
09:39:02 -05'00'

A handwritten signature in black ink that reads "John Doe".

A handwritten signature in black ink that reads "John Doe".



AGREEMENT OVERVIEW

FRDAP ONBOARDING WEBINAR



Florida Recreation Development Assistance Program

ONBOARDING

Standard Grant Agreement

- Project Title
- Agreement Number/Project Number
 - A2470/A24070
- FEID Number
- Project Completion Date
- Date of Expiration
- Project Description

STATE OF FLORIDA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
Standard Grant Agreement

This Agreement is entered into between the Parties named below, pursuant to section 215.971, Florida Statute:

1. Project Title (Project): Angusta Savage Friendship Park, Phase I Agreement Number: A2470

2. Parties: State of Florida Department of Environmental Protection,
3900 Commonwealth Boulevard
Tallahassee, Florida 32399-3000 (Department)

Grantee Name: City of Green Cove Springs Entity Type: local government

Grantee Address: 321 Walnut Street, Green Cove Springs, FL 32043 FEID: 59-6000328 (Grantee)

3. Agreement Begin Date: upon execution Project Completion Date: April 30, 2026 Date of Expiration: June 30, 2026

4. Project Number: A24070 Project Location(s): 600 Walburg Street, FL 32043
(if different from Agreement Number)

Project Description: New picnic pavilion, playground equipment, picnic tables (2), benches (2), grill (2), and trash receptacles (2).
Renovation of basketball court (resurface).

5. Total Amount of Funding:	Funding Source?	Award # or Line-Item Appropriations:	Amount per Source(s):
\$50,000.00	<input checked="" type="checkbox"/> State <input type="checkbox"/> Federal	Line Item No. 1796, GAA, FY 2023-2024	\$50,000.00
	<input type="checkbox"/> State <input type="checkbox"/> Federal		\$
	<input type="checkbox"/> Grantee Match		\$
Total Amount of Funding + Grantee Match, if any:			\$50,000.00

6. Department's Grant Manager Name: Reilly Allman or successor
Address: 3900 Commonwealth Blvd
MS #585
Tallahassee, FL, 32399
Phone: 850-245-2783
Email: reilly.allman@floridadep.gov

Grantee's Grant Manager Name: Greg Bauer or successor
Address: 321 Walnut Street
Green Cove Springs, FL 32043
Phone: 904-297-7500
Email: gbauer@greencovesprings.com

7. The Parties agree to comply with the terms and conditions of the following attachments and exhibits which are hereby incorporated by reference:

<input checked="" type="checkbox"/> Attachment 1: Standard Terms and Conditions Applicable to All Grants Agreements
<input checked="" type="checkbox"/> Attachment 2: Special Terms and Conditions
<input checked="" type="checkbox"/> Attachment 3: Grant Work Plan
<input checked="" type="checkbox"/> Attachment 4: Public Records Requirements
<input checked="" type="checkbox"/> Attachment 5: Special Audit Requirements
<input checked="" type="checkbox"/> Attachment 6: Program-Specific Requirements
<input type="checkbox"/> Attachment 7: Grant Award Terms (Federal) *Copy available at https://facts.f46.com in accordance with section 215.985, F.S.
<input type="checkbox"/> Attachment 8: Federal Regulations and Terms (Federal)
<input type="checkbox"/> Additional Attachments (if necessary):
<input checked="" type="checkbox"/> Exhibit A: Progress Report Form
<input type="checkbox"/> Exhibit B: Property Reporting Form
<input checked="" type="checkbox"/> Exhibit C: Payment Request Summary Form
<input type="checkbox"/> Exhibit D: Quality Assurance Requirements
<input type="checkbox"/> Exhibit E: Advance Payment Terms and Interest Earned Memo
<input type="checkbox"/> Exhibit F: Common Carrier or Contracted Carrier Attestation Form PUR1808 (State)
<input type="checkbox"/> Exhibit H: Non-Profit Organization Compensation Form (State)

DEP Agreement No. A2470 Rev. 9/7/23



Florida Recreation Development Assistance Program

ONBOARDING

STATE OF FLORIDA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
STANDARD TERMS AND CONDITIONS
APPLICABLE TO GRANT AGREEMENTS

ATTACHMENT 1

1. Entire Agreement.

This Grant Agreement, including any Attachments and Exhibits referred to herein and/or attached hereto (Agreement), constitutes the entire agreement between the parties with respect to the subject matter hereof and supersedes all prior agreements, whether written or oral, with respect to such subject matter. Any terms and conditions included on Grantee's forms or invoices shall be null and void.

2. Grant Administration.

a. Order of Precedence. If there are conflicting provisions among the documents that make up the Agreement, the order of precedence for interpretation of the Agreement is as follows:

- i. Standard Grant Agreement
- ii. Attachments other than Attachment 1, in numerical order as designated in the Standard Grant Agreement
- iii. Attachment 1, Standard Terms and Conditions
- iv. The Exhibits in the order designated in the Standard Grant Agreement

b. All approvals, written or verbal, and other written communication among the parties, including all notices, shall be obtained by or sent to the parties' Grant Managers. All written communication shall be by electronic mail, U.S. Mail, a courier delivery service, or delivered in person. Notices shall be considered delivered when reflected by an electronic mail read receipt, a courier service delivery receipt, other mail service delivery receipt, or when receipt is acknowledged by recipient. If the notice is delivered in multiple ways, the notice will be considered delivered at the earliest delivery time.

c. If a different Grant Manager is designated by either party after execution of this Agreement, notice of the name and contact information of the new Grant Manager will be submitted in writing to the other party and maintained in the respective parties' records. A change of Grant Manager does not require a formal amendment or change order to the Agreement.

d. This Agreement may be amended, through a formal amendment or a change order, only by a written agreement between both parties. A formal amendment to this Agreement is required for changes which cause any of the following:

- (1) an increase or decrease in the Agreement funding amount;
- (2) a change in Grantee's match requirements;
- (3) a change in the expiration date of the Agreement; and/or
- (4) changes to the cumulative amount of funding transfers between approved budget categories, as defined in Attachment 3, Grant Work Plan, that exceeds or is expected to exceed twenty percent (20%) of the total budget as last approved by Department.

A change order to this Agreement may be used when:

- (1) task timelines within the current authorized Agreement period change;
- (2) the cumulative transfer of funds between approved budget categories, as defined in Attachment 3, Grant Work Plan, are less than twenty percent (20%) of the total budget as last approved by Department;
- (3) changing the current funding source as stated in the Standard Grant Agreement; and/or
- (4) fund transfers between budget categories for the purposes of meeting match requirements.

This Agreement may be amended to provide for additional services if additional funding is made available by the Legislature.

e. All days in this Agreement are calendar days unless otherwise specified.

3. Agreement Duration.

The term of the Agreement shall begin and end on the dates indicated in the Standard Grant Agreement, unless extended or terminated earlier in accordance with the applicable terms and conditions. The Grantee shall be eligible for reimbursement for work performed on or after the date of execution through the expiration date of this Agreement, unless otherwise specified in Attachment 2, Special Terms and Conditions. However, work performed prior to the execution of this Agreement may be reimbursable or used for match purposes if permitted by the Special Terms and Conditions.

Attachment 1
1 of 13

Rev: 9/15/2023

Attachment 1, Standard Terms and Conditions

- Broad Terms
- Federal Requirements
 - BABA, Investing in America, etc.
 - Does not apply to FRDAP (state funded)



Florida Recreation Development Assistance Program ONBOARDING

STATE OF FLORIDA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
Special Terms and Conditions
AGREEMENT NO. A2470

ATTACHMENT 2

These Special Terms and Conditions shall be read together with general terms outlined in the Standard Terms and Conditions, Attachment 1. Where in conflict, these more specific terms shall apply.

1. Scope of Work.

The Project funded under this Agreement is Augusta Savage Friendship Park, Phase I. The Project is defined in more detail in Attachment 3, Grant Work Plan.

2. Duration.

a. **Reimbursement Period.** The reimbursement period for this Agreement begins when the final party signs the Agreement (the "effective date") and ends on the Project Completion Date. Only authorized Pre-Agreement Retroactive expenses may be reimbursed outside of this period.

b. **Extensions.** There are no extensions available for this Project.

c. **Service Periods.** Additional service periods are not authorized under this Agreement.

3. Payment Provisions.

a. **Compensation.** This is a cost reimbursement Agreement. The Grantee shall be compensated under this Agreement as described in Attachment 3.

b. **Invoicing.** Invoicing will occur after approval of the final deliverable(s).

c. **Advance Pay.** Advance Pay is not authorized under this Agreement.

4. Cost Eligible for Reimbursement or Matching Requirements.

Reimbursement for costs or availability for costs to meet matching requirements shall be limited to the following budget categories, as defined in the Reference Guide for State Expenditures, as indicated:

Reimbursement	Match	Category
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Salaries/Wages
	<input type="checkbox"/>	Overhead/Indirect/General and Administrative Costs:
<input checked="" type="checkbox"/>	<input type="checkbox"/>	a. Fringe Benefits , which shall be calculated at the rate of 40% of direct salaries.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	b. Indirect Costs , which shall be calculated at the rate of 15% of direct costs.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Contractual (Subcontractors)
<input type="checkbox"/>	<input type="checkbox"/>	Travel, in accordance with Section 112, F.S.
<input type="checkbox"/>	<input type="checkbox"/>	Equipment
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Rental/Lease of Equipment
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Miscellaneous/Other Expenses
<input type="checkbox"/>	<input type="checkbox"/>	Land Acquisition

5. Equipment Purchase.

No Equipment purchases shall be funded under this Agreement.

6. Land Acquisition.

There will be no Land Acquisitions funded under this Agreement.

7. Match Requirements

There is no match required on the part of the Grantee under this Agreement.

Attachment 2
1 of 3

Rev. 8/8/2023

Attachment 2, Special Terms and Conditions

- Duration
 - Reimbursement Period, Extensions, etc.
- Eligible Costs
 - Wages, Indirect, Contractual, Lease, etc.
- Match Requirements (if applicable)
- Insurance Requirements



Florida Recreation Development Assistance Program ONBOARDING

Attachment 3, Grant Work Plan

- Retroactive Status
- Project Completion Date

ATTACHMENT 3

GRANT WORK PLAN

FLORIDA RECREATION DEVELOPMENT ASSISTANCE PROGRAM (FRDAP)

Project Name: Augusta Savage Friendship Park, Phase I
Grantee Name: City of Green Cove Springs
FRDAP Project # A24070

SUMMARY: The Grantee shall complete the Project Element(s), which were approved by the Department through the FRDAP Application Evaluation Criteria, pursuant to Chapter 62D-5, Florida Administrative Code (F.A.C.). Any alteration(s) to the Project Element(s) as submitted in the Grantee's application and listed in the Grant Work Plan is considered a significant change, must be pre-approved by the Department, and may require a formal Amendment to this Agreement. All work must be completed in accordance with the FRDAP Program, and local, state and federal laws, the approved Project plans, all required permits, and the Florida Building Code. Prior to the Department issuing a "Notice to Commence" to the Grantee, as specified in Attachment 6 of the Agreement, Program Specific Requirements, the Department must receive evidence of and have approved all Deliverables in Task 1.

For the purpose of this Agreement, the terms "Project Element" and "Project Task" are used interchangeably to mean an identified facility within the Project.

The Project is located at 600 Walburg Street, Green Cove Springs, FL 32043 and is considered a "Small Project" pursuant to paragraph 62D-5.055(6)(a), F.A.C.

Retroactive Project.

This Project has been approved as a "Retroactive Project." Retroactive Projects are eligible for a FRDAP grant award if they otherwise meet the FRDAP rule criteria, funds are available, and Project Costs have occurred within one (1) year prior to the approval for funding by the Governor.

This Project has not been approved as a "Retroactive Project."

Project Completion: The Project Completion Date for this Agreement is April 30, 2026.

Budget: Reimbursement for allowable costs for the Project shall not exceed the maximum Grant Award Amount outlined below. There is no match required on the part of the Grantee under this Agreement. The total estimated Project Cost provided below is based on the approved FRDAP Application. A detailed cost analysis will be provided in the Deliverables for Task 1, prior to the Department issuing the "Notice to Commence." All final Project Costs shall be submitted to the Department with the payment request.

Maximum Grant Award Amount:	\$50,000
Required Grantee Match Amount:	n/a
Total Estimated Project Cost:	\$50,000
Match Ratio:	n/a



Florida Recreation Development Assistance Program

ONBOARDING

Attachment 3, Grant Work Plan Cont.

- Task 1 and Deliverables
 - Commencement Documentation (DRP-107)
 - Due 180 calendar days after execution of agreement
- Task 2 and Deliverables
 - Grant Work Plan (Scope of Work)
 - Completion Documentation (DRP-111)
 - Project Completion Deadline

Scope of Work/Tasks	Deliverables	Due Date	Financial Consequences
TASK 1 1.A. Development of Commencement Documentation Checklist (DRP-107). 1.B. A Cost Analysis Form, with detailed budget (and In-House Cost Schedule(s), if applicable).	DELIVERABLE 1 The Department will issue "Notice to Commence" upon receipt and approval of: 1.A. All applicable Project specific Commencement documentation listed on Commencement Documentation Checklist (DRP-107) 1.B. A Cost Analysis Form, with detailed budget (and In-House Cost Schedule(s), if applicable). Project planning expenses, such as application preparation, architectural and engineering fees, permitting fees, Project inspection, and other similar fees are eligible for reimbursement. However, reimbursement, if requested, shall not exceed fifteen (15%) of total Project Cost, and shall be invoiced upon Project completion, in accordance with the Payment Request Schedule. The Grantee may not proceed with development of the Project until Notice to Commence has been issued.	180 calendar days after Execution of Agreement!	Failure to provide the required Commencement Documentation may jeopardize your funding. The Department may terminate the Project Agreement if the required Deliverables are not submitted and approved by the Department.
TASK 2 2.A. Development of Primary and Support Project Elements, which includes: New picnic pavilion, playground equipment, picnic tables (2), benches (2), grills (2), and trash receptacles (2). Renovation of basketball court (resurface). 2.B. Development of Completion of Documentation Checklist (DRP-111).	DELIVERABLE 2 The Grantee may request reimbursement upon Department receipt and approval of: 2.A. Development of required Project Elements. 2.B. All applicable Project specific Completion documentation listed on Completion Documentation Checklist (DRP-111) 2.C. Final Status Report (DRP-109). The Grantee may request reimbursement for allowable budgeted expenses and costs pursuant to the Agreement	Due April 30, 2026, which shall also be the Project Completion Date!	No reimbursement will be made for Deliverable(s) deemed unsatisfactory by the Department. Payment(s) will not be made for unsatisfactory or incomplete work. In addition, a Task may be terminated for Grantee's failure to perform.

DEP Agreement No.: A2470 Attachment 3, Page 2 of 3
 05/04/2024

The Grantee may not proceed with development of the Project until the Notice to Commence has been issued.



Florida Recreation Development Assistance Program ONBOARDING

STATE OF FLORIDA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
PROGRAM SPECIFIC REQUIREMENTS

FLORIDA RECREATION DEVELOPMENT ASSISTANCE PROGRAM

ATTACHMENT 6

1. Project Submittal Forms:

Administrative Forms, Reimbursement Forms, and Guidelines referenced in this Agreement may be found at <http://floridadep.gov/lands/land-and-recreation-grants/content/fidap-assistance>, or by contacting the Department's Grant Manager.

2. Notice to Commence.

Prior to commencement of the Project, the Grantee shall submit to the Department for approval all documentation and completion of responsibilities listed on the Commencement Documentation Checklist, DRP-107. Upon satisfactory approval by the Department, the Department will issue written "Notice to Commence" to the Grantee to commence the Project. **The Grantee SHALL NOT proceed until the Department issues the "Notice to Commence."** Until the Department issues the "Notice to Commence," the Department is not obligated to pay or reimburse Grantee for fees, costs, or general expenses of any kind that were incurred prior to the "Notice to Commence," except for Pre-Agreement Expenses as more fully described in subsection 62D-5.054(34), F.A.C.

3. Site Plans.

Project site facilities must be attractive for public use and compatible with the environment. Plans and specifications for Project site improvements and facilities must be in accordance with current engineering and architectural standards. The Grantee should emphasize the health and safety of users, accessibility to the general public, and the protection of the recreational and natural values of the area. The Grantee may alter a conceptual site plan only after written approval by the Department.

The Grantee shall have final site plans (site, engineering, and architectural) prepared for the Project and sealed by a registered architect or engineer licensed in accordance with the laws of the State of Florida (collectively the "Project Plans"). The Grantee must deliver a complete original, signed, and sealed set of the Project Plans to the Department before the Department will issue final reimbursement.

4. Project Completion.

All work under this Agreement must be completed no later than 60 days before the expiration date of the Agreement, known as the "Project Completion Date." The Department may require the Grantee to do additional work before designating the Project "complete." If the Project has not been designated as complete by the Department by midnight of the Date of Expiration, the Project funds will revert to the revenue fund from which they were appropriated (paragraph 62D-5.058(7)(a), F.A.C.).

5. Project Completion Certification.

To certify completion, the Grantee will submit to the Department the Project Completion Certification, DRP-112, available online and incorporated herein by reference. The Project must be designated complete prior to the Department releasing final reimbursement. The Department shall designate the Project complete upon receipt and approval of all deliverables and when Project site is open and available for use by the public for outdoor recreation purposes. The Department will release the retainage when the Department approves the Completion Documentation set forth in paragraph 62D-5.058(7)(g), F.A.C. The final payment of the retained amount will be processed within thirty (30) days of the Project designated complete by the Department.

6. The following modifies paragraph 8.d, Attachment 1, Standard Terms and Conditions:

a. Reimbursement for Costs:

Project Costs will be reimbursed as provided in paragraph 62D-5.058(2)(a), F.A.C., and in the Project Agreement. The Grantee is eligible for reimbursement, in whole or in part, for Department-approved Pre-Agreement Expenses.

Attachment 6
1 of 3

Rev: 8/19/2021

Attachment 6, Program Specific Requirements

- Terms and Conditions specific to the FRDAP
- Supersedes some prior guidance found in agreement
 - Example: Status Reports
- Procurement
- Signage
- Termination and Ineligibility
- Conversion



Florida Recreation Development Assistance Program

ONBOARDING

10. Status Reports.

The Grantee shall submit status reports quarterly, unless otherwise specified in the Attachments, on Exhibit A, Progress Report Form, to Department's Grant Manager describing the work performed during the reporting period, problems encountered, problem resolutions, scheduled updates, and proposed work for the next reporting period. Quarterly status reports are due no later than twenty (20) days following the completion of the quarterly reporting period. For the purposes of this reporting requirement, the quarterly reporting periods end on March 31, June 30, September 30 and December 31. The Department will review the required reports submitted by Grantee within thirty (30) days.



Attachment 1(10)

VS

Attachment 6(9)



Standard Terms and Conditions

Program Specific Requirements

9. The following replaces paragraph 10, Attachment 1, Standard Terms and Conditions:

Status Reports.

- a. The Grantee must utilize, Project Status Report Form, DRP-109, available online and incorporated herein by reference, to describe the work performed during the reporting period, problems encountered, problem resolutions, schedule updates and proposed work for the next reporting period. The Project Status Reports must be submitted to the Department's Grant Manager no later than January 5, May 5, and September 5. The Department's Grant Manager has thirty (30) calendar days to review the required reports and deliverables submitted by the Grantee.
- b. Additionally, the Grantee shall comply with the reporting and inventory requirements set forth in the Statewide Comprehensive Outdoor Recreation Plan (SCORP), available online: <https://floridadep.gov/parks/florida-scorp-outdoor-recreation-florida> and hereby incorporated by reference, by updating the Florida Outdoor Recreation Inventory (FORI) system (<https://floridadep.gov/parks/florida-outdoor-recreation-inventory>).



AMENDMENTS

FRDAP ONBOARDING WEBINAR



FLORIDA RECREATION DEVELOPMENT ASSISTANCE PROGRAM

ONBOARDING


Amendments

If for any reason, an element in the grant work plan cannot/will not be developed completely by the Project Completion Deadline (April 30, 2026), the element will have to be amended out of the scope.

An amendment will trigger a re-score of the project and if the score of the project falls below 54 points, the eligibility of the entire project will come under review.

When requesting an Amendment, the Grantee must submit the following to their CAC:

1. A letter, on letterhead, requesting the removal of the element from the scope.
 - a) This letter must say *why* the element is being removed (cost issues, procurement issues, etc.)
 - b) The letter must address *how* the funds set aside for this element will be reallocated.
 - “We request to amend the scope of work for project A22045, FRDAP Recreation Park, for the new playground to be removed from the project’s scope of work. We are unable to procure the materials in time to meet the project completion deadline. The \$15,000 allocated towards the playground will be reallocated to the new picnic pavilion which is already a part of the agreement’s scope of work”.
2. A revised Site Plan showing the removal of the element in question.
3. A revised Budget Cost Analysis showing the reallocation of funds.
4. A confirmation that the project is on track to meet the project completion deadline (April 30, 2026).



STATUS REPORTS

FRDAP ONBOARDING WEBINAR



FLORIDA RECREATION DEVELOPMENT ASSISTANCE PROGRAM

ONBOARDING

Status Reports

A Status Report is required per the project Agreement, Attachment 6 (9)(a).

Due Date	Monitoring Period
May 5 th	January – April
September 5 th	May – August
January 5 th	September - August


Status Reports must be submitted in a timely manner and encompass the outlined monitoring period.



LAND AND RECREATION GRANTS SECTION

ONBOARDING

Status Report (DRP-109)- Example



 Florida Department of Environmental Protection
EXHIBIT A
 Land and Water Conservation Fund Program
 Florida Recreation Development Assistance Program
 Project Status Report

Required Signatures: **Adobe Signature**

Project Name: FRDAP Park Project Number: A24082

Project Sponsor: City of Tallahassee

Identify primary and support recreation areas and facilities to be constructed. (50% of total costs must be in primary facilities).
PROVIDE PHOTOS OF WORK IN PROGRESS

PRIMARY FACILITIES/ELEMENTS:

Project Elements	Work Accomplished	% Completed
Playground- New	Bidding Complete. Procurement in process.	30
Picnic Facility- Renovation	Tables have been purchased, awaiting installation	50

DRP-109 (Effective 05-22-2015) Page 1 of 2

SUPPORT FACILITIES/ELEMENTS:

Project Elements	Work Accomplished	% Completed
Restrooms- Renovation	Doors replaced, new toilet sensors installed, awaiting painting	75

PROBLEMS ENCOUNTERED:

Period Covered (Check Appropriate Period):

<input type="checkbox"/> January through April:	Due May 5 th
<input checked="" type="checkbox"/> May through August:	Due September 5 th
<input type="checkbox"/> September through December:	Due January 5 th
<input type="checkbox"/> Final Status Report	Date from Project Completion Certification: _____

LIAISON: *Ruiyuan* **09/01/2023**

Signature Date

DRP-109 (Effective 05-22-2015) Page 2 of 2



QUESTIONS?



COMMENCEMENT PROCESS AND SUBMISSIONS

FRDAP ONBOARDING WEBINAR



LAND AND RECREATION GRANTS SECTION

COMMENCEMENT

Agreement Execution and Commencement Introduction



180 days from execution notification



Submit documents to FRDAP Staff



Staff reviews documents



Notice to Commence Issued



Florida Recreation Development Assistance Program

COMMENCEMENT PROCESS

We have a Commencement Checklist!

It is available on the [FRDAP website](#).

The required submissions include:

1. Site Plan
2. Commencement Certification (DRP-108)
3. Boundary Survey
4. Title Search and Opinion **OR** Title Insurance
5. Tax Assessed Value **OR** Complete Appraisal*
6. Budget Cost Analysis (DEP 55-229)
7. Certificate of Insurance (DRP-127)
8. Certificate of Coverage **OR** Letter attesting to Self Insurance.

* This only applies to grants using land value as a match.



Florida Department of Environmental Protection
ATTACHMENT B
FLORIDA RECREATION DEVELOPMENT ASSISTANCE PROGRAM
COMMENCEMENT DOCUMENTATION CHECKLIST

Required Signatures: No Signature

Following approval of these documents, the Department will issue written authorization to commence construction or acquisition of the project.

DEVELOPMENT COMMENCEMENT DOCUMENTATION

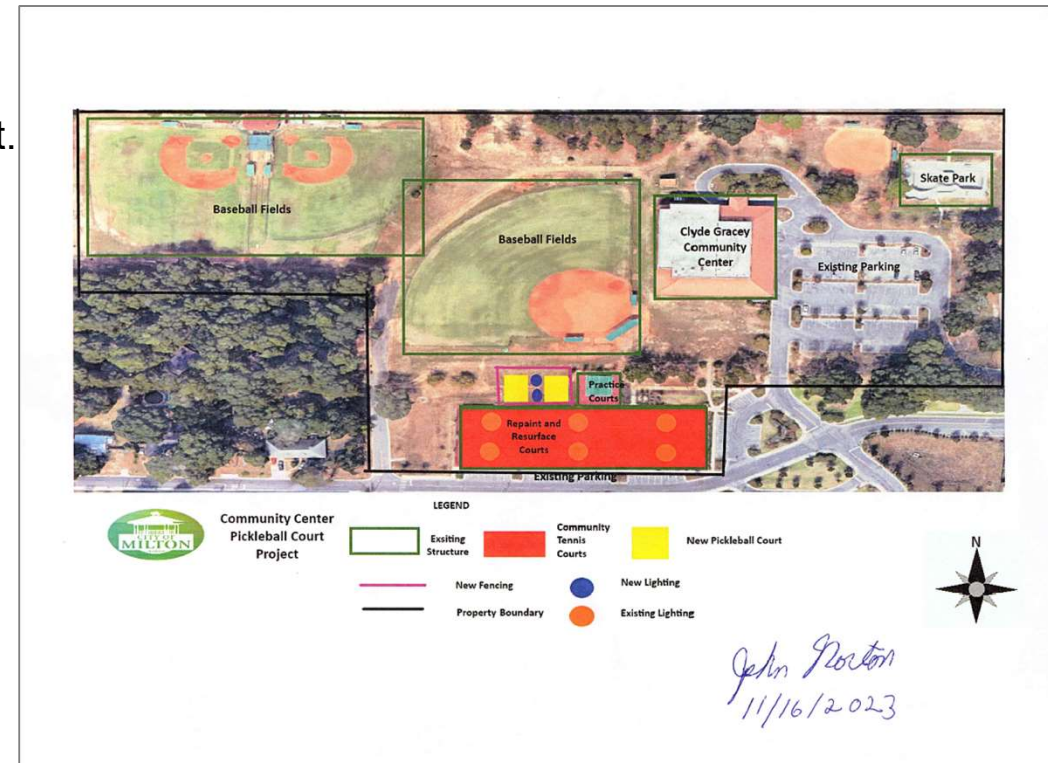
1. A professional site plan (detail specifications not required). A graphic document of the proposed development that shows the location of all existing and proposed buildings, facilities, etc. that is signed and dated by the project liaison. **If part of a larger simultaneous development or part of a phased project, please color code the current project elements and/or any phases/existing elements. (Site plan cannot be any larger than 11x17 or 14x17)**
2. Commencement Certification (Form DRP-108)
3. A boundary survey of the project site, dated within the last three years if the original boundary has changed, which includes a legal description and sketch of the site's boundaries, display known easements and encroachments, if any, be legally sufficient to identify the site, and must be **signed and sealed** by a professional surveyor and mapper licensed under provisions of Chapter 472, F.S. (Survey cannot be any larger than 11x17 or 14x17)
4. The results of a title search **and** the opinion prepared by a member of the Florida Bar or Licensed title insurer of the project area covering the thirty (30) year period prior to approval by Department Secretary, which attests to a clear title owned by the grantee, with no liens, encumbrances or taxes held against the property **or** a copy of title insurance. **A warranty deed will not suffice. Ownership and Encumbrance (O&E) Reports are also not sufficient title documentation under the grant program.**
5. If land will be used as a match, send either a copy of the taxed assessed value or a complete appraisal (prepared in accordance with The Uniform Standards of Professional Appraisal Practices), supporting fair market value of land utilized as project matching funds. Appraisal must be no earlier than one year prior to the closing date of the application submission period. **The appraisal must be prepared by an appraiser included on the list of approved appraisers maintained by the Department's Division of State Lands (DSL).** (Approved list can be found at: <https://floridadep.gov/sites/default/files/Current%20Approved%20Appraiser%20List.pdf> or call 850-245-2555). (1 Copy)
6. DEP Budget-Cost Analysis Form (Form BGS 55-229).
7. Certificate of Insurance Form (Form DRP-127).



Florida Recreation Development Assistance Program COMMENCEMENT

Site Plan

- Show the final locations of **all elements** in the project.
- Signed and dated by Project Liaison.
- **Clearly label** all elements as they are found in the scope of work.
- Color code or otherwise clearly define existing or phased elements.






Florida Recreation Development Assistance Program COMMENCEMENT

Commencement Certificate

(DRP-108) outlines the estimated costs of the elements in the scope of work.

- Fill out form completely.
- At Least 50% of Total Cost must be in Primary Facilities.
- List all elements as they are written in the scope of work.
- List the actual estimated costs of the project/ elements (even if total exceeds grant award) .
- Project Liaison Signature.



Florida Department of Environmental Protection
Florida Recreation Development Assistance Program
Commencement Certification

Required Signatures: **Adobe Signature**

Grantee: _____ Project Number: _____

Project Name: _____

A list identifying the quantity and type of primary outdoor recreation areas and facilities and support facilities to be constructed, and cost estimate for each item. **(50% of total costs must be in primary facilities)**

Primary Facilities/Areas:	Estimated Cost:

Support Facilities/Areas:	Estimated Cost:

Total Project Cost \$ _____

The GRANTEE certifies that all final plans and specifications (i.e.; site, architectural, engineering) to be used in conjunction with the above referenced project will be prepared and certified by an insured, registered architect, engineer, or landscape architect (as appropriate) and will meet all applicable federal, state and local codes, and current engineering practices; that health, safety, durability and economy will be considered and incorporated in these plans consistent with the scope and objectives of the project; that equal access pursuant to the requirements of Federal law and Chapter 553 Florida Statutes, is incorporated in the design of all facilities for individuals with disabilities; that the proposed development is compatible with its surrounding environment; and that provisions have been made to insure adequate supervision of construction by competent personnel.

Date

Project Liaison Agent

DRP-108 (Effective 05-22-2015) Page 1 of 1



Florida Recreation Development Assistance Program COMMENCEMENT

Commencement Certification (DRP-108) - Example

* The total grant award was \$139,500



Florida Department of Environmental Protection Florida Recreation Development Assistance Program Commencement Certification

Required Signatures: **Adobe Signature**

Grantee: City of Milton Project Number: A24032

Project Name: O.K. Matthews Tennis Complex Improvement Project

A list identifying the quantity and type of primary outdoor recreation areas and facilities and support facilities to be constructed, and cost estimate for each item. **(50% of total costs must be in primary facilities)**

Primary Facilities/Areas:	Estimated Cost:
Tennis Court Repainting & Restriping	\$25,000
New Pickleball Courts with Nets	\$84,000

Support Facilities/Areas:	Estimated Cost:
New Chain Link Fence	\$11,500
New LED Court Lighting	\$11,500
A&E Costs	\$7,500

Total Project Cost \$139,500

The GRANTEE certifies that all final plans and specifications (i.e.; site, architectural, engineering) to be used in conjunction with the above referenced project will be prepared and certified by an insured, registered architect, engineer, or landscape architect (as appropriate) and will meet all applicable federal, state and local codes, and current engineering practices; that health, safety, durability and economy will be considered and incorporated in these plans consistent with the scope and objectives of the project; that equal access pursuant to the requirements of Federal law and Chapter 553 Florida Statutes, is incorporated in the design of all facilities for individuals with disabilities; that the proposed development is compatible with its surrounding environment; and that provisions have been made to insure adequate supervision of construction by competent personnel.

2/5/2027
Date

John Norton
Project Liaison Agent



Florida Recreation Development Assistance Program

COMMENCEMENT

Title Search & Opinion

- Opinion prepared by a member of the Florida Bar or Licensed Title Insurer
- Search must cover a thirty (30) year period prior to the approval by the Department Secretary (i.e., agreement execution)
- The legal description for the property must match that of the submitted Boundary Survey.
- Opinion must clearly attest to a clear title owned by the grantee, with no liens, encumbrances, or taxes held against the Property
- All searched documents must be submitted as stand alone documents in addition to any links included in the opinion.

OR

Submit a copy of the property's Title Insurance.



Florida Recreation Development Assistance Program

COMMENCEMENT

Tax Assessed Value or Complete Appraisal

(only required if land will be used as a match)

- Must be prepared within the Uniform Standards of Professional Appraisal Practices
- Appraisal cannot be earlier than one (1) year prior to the closing date of the application submission period.
- Appraisal must be prepared by an appraiser included in the list of approved appraisers maintained by the Department's Division of State Lands
 - Approved list can be found [here](#).
 - Or call 850-245-2555



FLORIDA RECREATION DEVELOPMENT ASSISTANCE PROGRAM COMMENCEMENT

Budget Cost Analysis

This is a summary of the costs of the project.

- Fill out the form completely.
 - Note the right-hand columns are for FRDAP Staff to fill out, please leave columns referring to “% Allocation”, “Allowable”, “Reasonable”, and “Necessary” costs blank.
- Please list all costs and quantities regarding each element found in the scope of work.
 - Personnel Expenses refers to Grantee Labor Costs.
 - Contractual Services costs will be the same as the Contractual Services Schedule.
 - Equipment refers to any equipment that was rented or the grantee owned and would like their use reimbursed.
 - Supplies refers to any Direct Costs that were incurred.
 - Miscellaneous/ Other Expenses could also refer to Direct Costs.
- Please list all elements as they are found in the scope of work.
- This form should show the actual costs of the project/ elements and should match the Purchases Schedules, Payment Request Summary, and Project Completion Certificate.



FLORIDA RECREATION DEVELOPMENT ASSISTANCE PROGRAM COMMENCEMENT

Certificate of Insurance (DRP-127) and Certificate of Coverage

Pursuant to the Agreement, Attachment 2 (8), coverage must be held for General Liability, Worker's Compensation, and Automobiles (pre-owned and hired).

Minimum limits are as follows:


Area of Coverage	Minimum
General Liability	\$250,000 (ea. Occurrence)/\$500,000 (aggregate)
Automobile Insurance	\$200,000/\$300,000 (pre-owned and hired)
Worker's Compensation	\$100,000 (per person and accident)/ \$500,000 aggregate

** If the grantee is self-insured, a letter, on letterhead, must be submitted attesting to the coverage held in addition to the Certificate of Insurance (DRP-127).



FLORIDA RECREATION DEVELOPMENT ASSISTANCE PROGRAM COMMENCEMENT

Certificate of Insurance (DRP-127) and Certificate of Coverage - Example

 Florida Department of Environmental Protection
CERTIFICATION OF INSURANCE FORM

Required Signatures: Adobe Signature

PROOF OF INSURANCE PROVIDED

Grantee: City of Milton

Project Title: O.K. Matthews Tennis Complex Improvement Project

Project Number: A24032

I Sandra C. Woodbery REPRESENTATIVE FOR (city/county district) City of Milton
HEREBY CERTIFY THAT I HAVE ATTACHED PROOF OF GENERAL LIABILITY INSURANCE THAT IS CURRENT, IN GOOD STANDING AND SHALL REMAIN IN EFFECT THROUGH THE DURATION OF THIS FLORIDA RECREATION DEVELOPMENT ASSISTANCE (FRDAP) GRANT PERIOD.

Signature: Sandra C. Woodbery Date: 2/5/24

- OR -

SELF-CERTIFIED ACKNOWLEDGEMENT

Grantee: _____

Project Title: _____

Project Number: _____

I _____ REPRESENTATIVE FOR (city/county district) _____
HEREBY CERTIFY THAT THE (city/county district) IS SELF INSURED AND THIS COVERAGE SHALL LAST THROUGH THE DURATION OF THIS FLORIDA RECREATION DEVELOPMENT ASSISTANCE (FRDAP) GRANT PERIOD.

Signature: _____ Date: _____

DRP-127 (Effective 09-03-2015) Page 1 of 1

FLORIDA LEAGUE OF CITIES
SPONSORED INSURANCE PROGRAMS
DECLARATIONS

I. DESIGNATED MEMBER: City of Milton

Address: P.O. Box 909
Milton, FL 32572-0909

II. COVERAGE PERIOD

From October 1, 2023 to October 1, 2024
12:01 A.M. Standard Time at the address of the Designated Member.

III. AGREEMENT NUMBER


Florida Municipal Insurance Trust (FMIT) FMIT #0382

IV. COVERAGES INCLUDED

General Liability
Breach Response & Cyber Liability
Automobile
Property
Workers' Compensation

V. ESTIMATED ANNUAL PREMIUM

Normal Premium	Expense Constant	Incentive Credit	Net Premium
\$980,736	\$160	\$(111,467)	\$869,429

 _____
 Signature of Authorized Representative


 Date

October 1, 2023



FLORIDA RECREATION DEVELOPMENT ASSISTANCE PROGRAM COMMENCEMENT

Certificate of Insurance (DRP-127) and Self-Insured Letter - Example

 Florida Department of Environmental Protection
CERTIFICATION OF INSURANCE FORM

Required Signatures: Adobe Signature

PROOF OF INSURANCE PROVIDED

Grantee: _____
Project Title: _____
Project Number: _____

I, _____ REPRESENTATIVE FOR (city/county district)
HEREBY CERTIFY THAT I HAVE ATTACHED PROOF OF GENERAL LIABILITY INSURANCE THAT IS CURRENT, IN GOOD STANDING AND SHALL REMAIN IN EFFECT THROUGH THE DURATION OF THIS FLORIDA RECREATION DEVELOPMENT ASSISTANCE (FRDAP) GRANT PERIOD.

Signature: _____ Date: _____

- OR -

SELF-CERTIFIED ACKNOWLEDGEMENT


Grantee: City of Hollywood, FL
Project Title: Poinciana Park, Stan Goldman Memorial Park
Project Number: A23052, A23013

I, Tanya Bouloy, _____ City of Hollywood, Florida
REPRESENTATIVE FOR (city/county district)
HEREBY CERTIFY THAT THE (city/county district) City of Hollywood, Florida IS SELF INSURED AND THIS COVERAGE SHALL LAST THROUGH THE DURATION OF THIS FLORIDA RECREATION DEVELOPMENT ASSISTANCE (FRDAP) GRANT PERIOD.

Signature: *Tanya Bouloy* Date: October 11, 2022

DRP-127 (Effective 09-03-2015) Page 1 of 1

Office of Human Resources

 CITY OF
Hollywood
FLORIDA

tel: 954.921.3216
fax: 954.921.3487

October 12, 2022

Angie Bright, Community Assistance Consultant
Florida Department of Environmental Protection
Division of State Lands
Land and Recreation Grants Section
FRDAP & LWCF Grant Programs

Re: Project #A23052 & #A23013

To Whom It May Concern:

The City of Hollywood is a municipality of the State of Florida and is self-insured for liability and workers' compensation as permitted under section 768.28 of the Florida Statutes regarding Sovereign Immunity. Further, in this regard, the City has established a formal funded self-insurance program created by Ordinance.

The City has a self-insured retention of \$400,000 per occurrence for liability (general & auto). The City has purchased excess coverage that covers up to \$1,000,000 per occurrence with an aggregate of \$5,000,000 over the City's self-insured retention.

Please contact me at 954-921-3505 should you have any questions.

Sincerely,
Tanya Bouloy
Tanya Bouloy, Risk Management Analyst

2600 Hollywood Boulevard
P.O. Box 229045
Hollywood, Florida
33022-9045
hollywoodfl.org



FINAL SUBMISSION

FRDAP ONBOARDING WEBINAR



FLORIDA RECREATION DEVELOPMENT ASSISTANCE PROGRAM COMMENCEMENT

Submission

After the documents are compiled, they should be sent to the appropriate CAC via email. Please submit documents as PDFs and clearly label each document.

Be sure to clearly state the project name/number in the subject line of the email.

Staff will acknowledge the receipt of the documents and begin their review. They may reach out to request clarifications and/or revisions if necessary.

If possible, we encourage early submissions so staff can begin the review and both parties have more time to make revisions if needed.

The final deadline to submit the Commencement Documents is 180 days after the notice of execution.

There are no extensions available for this grant program.



QUESTIONS?

THANK YOU



Linda Reeves

Community Program Manager

Phone: 850-245-2702

Email: Linda.Reeves@floridadep.gov

Shauna Allen

OMC Manager

Phone: 850-245-2713

Email: Shauna.R.Allen@floridadep.gov

April Moody

FRDAP Community Assistance Consultant

Phone: 850-245-3181

Email: April.Moody@floridadep.gov

Reilly Allman

FRDAP Community Assistance Consultant

Phone: 850-245-2783

Email: Reilly.Allman@floridadep.gov