**DEPARTMENT OF ENVIRONMENTAL PROTECTION**

**Resilient Florida Program**

**Project Administration and Management Task Deliverable Form**

Form is only applicable if there is a Project Administration and Management task or deliverable listed in Attachment 3, Grant Work Plan. Form can be submitted alongside Exhibit A or as a standalone form at the frequency of the deliverable submission, as identified in Attachment 3. Complete and send to [ResilientFloridaGrants@FloridaDEP.gov](mailto:ResilientFloridaGrants@FloridaDEP.gov). Attach documents separately, as needed.

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| --- | --- |
| DEP Agreement No.: | Agreement No. |
| Project Title: |  |
| Grantee Name: |  |
| Reporting Period: | (MM/DD/YYYY –MM/DD/YYYY) |

**Task: Design and Permitting**

**Deliverable:** Project administration and management report(s) signed by the Grantee’s Grant Manager. The report(s) must cover the performance period of the task and can be submitted no more frequently than quarterly during the performance period of the task. The report(s) must include:

1. A summary of project administration activities:

Click or tap here to enter text.

1. Proposed project scopes of work:

Click or tap here to enter text.

1. Meeting minutes with design professionals and construction contractors, as applicable:

Click or tap here to enter text.

**Task: Construction**

**Deliverable:** Project administration and management report(s) signed by a Florida-registered Professional Engineer or authorized individual in responsible charge of project. The report(s) must cover the performance period of the task and can be submitted no more frequently than quarterly during the performance period of the task. The report(s) must include:

1. A summary of project and site inspection(s):

Click or tap here to enter text.

1. Meeting minutes to all attended meetings:

Click or tap here to enter text.

1. Field notes:

Click or tap here to enter text.

This report is submitted in accordance with the reporting requirements of the above DEP Agreement Number and accurately reflects the activities associated with the project.

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| Signature of Grantee’s Authorized Individual, pursuant to Task in Attachment 3, Grant Work Plan |  | Date |

**DEPARTMENT OF ENVIRONMENTAL PROTECTION**

**Resilient Florida Program**

**Project Administration/Management Task Deliverable Form  
EXAMPLE REPORT/GUIDANCE DOCUMENT**

Form is only applicable if there is a Project Administration/Management task or deliverable listed in Attachment 3, Grant Work Plan. Form can be submitted alongside Exhibit A or as a standalone form at the frequency of the deliverable submission, as identified in Attachment 3 (monthly, quarterly, or upon task completion). Complete and send to [ResilientFloridaGrants@FloridaDEP.gov](mailto:ResilientFloridaGrants@FloridaDEP.gov). Attach documents separately, as needed.

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| --- | --- |
| DEP Agreement No.: | Agreement No. |
| Project Title: |  |
| Grantee Name: |  |
| Reporting Period: | (MM/DD/YYYY –MM/DD/YYYY) |

**Task: Design and Permitting**

**Deliverable:** Quarterly/monthly (as identified in Attachment 3) project administration and management reports signed by the Grantee’s Grant Manager, which shall include but is not limited to:

1. A summary of project administration activities:

**Guidance:** Provide a summary and/or list of any design and permitting activities that have occurred during this performance period for the project funded in the DEP grant agreement. Description of work completed during this performance period should be consistent with the Project Description, Tasks, and Deliverables in the Attachment 3, Grant Work Plan. Refer to the grant work plan Design and Permitting task language that outlines what project management activities may include: “The Grantee will perform preconstruction project administration, to include project scope of work determination, planning and development of proposed project(s), design consultant direction and oversight, meetings with design professionals and construction contractor(s) and overall project coordination and supervision.”

**Example:**

* 1/20/2025: Applied for SWFWMD PWS permit to install new water main on main street.
* 1/21/2025: Received NPDES permit No. ABC123. Permit expiration date is 2/21/2025.
* 1/25/2025: Met with Design Contractor Inc. (contractor on Exhibit H) to go over preliminary design plans.

**Important Notes:** If activities include meetings, then meeting minutes should be provided as supporting documentation. If a contractor is completing the design and permitting work, then the Exhibit H, Contractual Services Certification form, must be submitted to DEP grant manager. When all permits are obtained/issued, then submit permit deliverables to [ResilientFloridaGrants@FloridaDEP.gov](mailto:ResilientFloridaGrants@FloridaDEP.gov).

1. Proposed project scopes of work:

**Guidance:** Provide a summary of any proposed scope of work, plans, studies, or decision-making outcomes that will impact the design and permitting activities.

**Example:** The project’s scope of work includes engineering, design, permitting and construction of a new stormwater pond to address flooding impacts along SRA1A. Discussed changes to preliminary design with Design Contractor Inc. Engineer suggested the city change the shape of stormwater pond to fit on allotted property and still maintain capacity. The city will consult with staff and senior officials prior to any changes in the design.

**Important Notes:** Changes to the project’s original scope of work, as identified in the DEP grant agreement Attachment 3, Grant Work Plan, must be reviewed and approved by DEP to verify that the changes are eligible for reimbursement.

1. Meeting minutes with design professionals and construction contractors, as applicable:

**Guidance:** Provide meeting minutes forall meetings held related to design and permitting activities. If no formal meeting minutes are available, then provide a summary of the meeting. Minutes may include attendee names and affiliation; list or summary of discussion items; and list or summary of action items and/or outcomes. If no meetings were held during the performance period, indicate N/A. If attaching copies of meeting minutes, indicate so.

**Example:** Meeting agendas and minutes from the City’s weekly engineering meeting with Design Contractor Inc. are attached. Meeting minutes from the City’s public outreach meeting for local citizens and stakeholder engagement are attached.

**Task: Construction**

**Deliverable:** Quarterly/monthly (as identified in Attachment 3) project management reports signed by a Florida-registered Professional Engineer or authorized individual in responsible charge of project, to include:

1. A summary of project and site inspection(s):

**Guidance:** Provide a summary and/or list of any construction activities that have occurred during this performance period for the project funded in the DEP grant agreement. Description of work completed during this performance period should be consistent with the Project Description, Tasks, and Deliverables in the Attachment 3, Grant Work Plan. Refer to the grant work plan Design and Permitting task language that outlines what project management activities may include: “Project Management activities may include field engineering services, site meetings with construction contractor(s) and design professionals, and overall project coordination and supervision.” Include any construction photos, if available, and submit Exhibit G to DEP grant manager to allow for photo release.

**Example:**

* 1/20/2025: Met with Construction Contractor Inc. on site for installation of new stormwater box culvert.
* 1/25/2025: Construction continues for new stormwater pond. Construction Contractor Inc. estimates that construction will be completed on 6/30/2025.

**Important Notes:** If activities include meetings, then meeting minutes should be provided as supporting documentation. If a contractor is completing the construction work, then the Exhibit H, Contractual Services Certification form, must be submitted to DEP grant manager. When construction is completed, then submit construction deliverables to [ResilientFloridaGrants@FloridaDEP.gov](mailto:ResilientFloridaGrants@FloridaDEP.gov).

1. Meeting minutes to all attended meetings:

**Guidance:** Provide meeting minutes forall meetings held related to construction activities. If no formal meeting minutes are available, then provide a summary of the meeting. Minutes may include attendee names and affiliation; list or summary of discussion items; and list or summary of action items and/or outcomes. If no meetings were held during the performance period, indicate N/A. If attaching copies of meeting minutes, indicate so.

**Example:** Meeting agendas and minutes from the City’s weekly construction progress meeting with Construction Contractor Inc. are attached.

1. Field notes:

**Guidance:** Provide field notes, via summary or list, for all construction activities. If no field notes are available, indicate N/A.

**Example:**

* 1/21/2025: Installed 1,000 LF of 12” diameter PVC.
* 1/22/2025 – 2/15/2025: Prep and regrade road surface.
* 2/20/2025: Begin utility work.

This report is submitted in accordance with the reporting requirements of the above DEP Agreement Number and accurately reflects the activities associated with the project.

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| Signature of Grantee’s Authorized Individual, pursuant to Task in Attachment 3, Grant Work Plan |  | Date |