Presentation Transcript

Resilient Florida: Submitting an Invoice (Thursday, November 3rd, 2022)

Ashley: Good morning, everyone. Welcome to our webinar, Resilient Florida: submitting an invoice. My name is Ashley Larson and I'm the budget administrator for the program. Before we really dive into information, I'd like to go over some housekeeping items.

First, I do want to go ahead and just get started on time. I understand that there are people still trickling into the meeting, but I want to be respectful of your time, so I'm going to go ahead and get started. Please be aware that this presentation is being recorded. It will be made available. On a future date on our website. Please ensure that your camera and your microphone remain off throughout the presentation, and please do not share your screen. We'll have up to two times during the webinar where we will pause to take questions. We want you to use the raise hand feature available in the chat and the team member will call on you and enable your microphone so you may ask your questions. Please note that only a couple of questions might be answered based on the time permitted. We will try to get to as many as we possibly can, but you are also welcome to e-mail any additional questions to our Resilience Inbox, which is resilience@floridadep.gov.

Throughout today's presentation, we will also be dropping resources in the chat for you. Please make note of those resources, as once you've exited the meeting the chat will become unavailable for you. However, if you do determine that you would like those resources and you missed out on them in the chat, you can e-mail the resilience inbox (resilience@floridadep.gov) and we will get them for you.

Before we begin, I want to take a moment to introduce my team. So again, my name is Ashley Larson and I'm the budget and disbursements administrator of the budget and disbursement section. And up next, we have Chelsea Sliger and Nicholas Morgan. They are both Government Operation Consultant III's, and then our newest member of the team is Christina Ramazzotto. She's our Government Operations Consultant II. We have also recently filled our Government Analyst position and that person will be joining our team in mid-November.

So, some of the responsibilities that Nick, Chelsea, and Christina have are reviewing your payment requests prior to sending them to finance and accounting in order for that payment to actually occur. And if you happen to be a grantee of one of our federally funded grants, our analyst that will be joining us is going to have a large role in reviewing those.

Ok, so most of you are aware of the Resilient Florida program as a whole, but here's a very quick overview. We're made-up of five sections. Those're Planning and Policy, Grant Management, GIS, Technical Support and then mine, Budget and Disbursements. Again, here in budget we're responsible for reviewing your invoices, conducting a thorough audit of those packages, the corresponding documents that you'll send along. We track your expenditures, your encumbrances, and then we make sure that we're ensuring that fiscal compliance. We also review your grants before they come to you, and then we review them again once you've returned them back to us. So, lots of reviews are taking place.

All right, so once again this is our contact information you can make note of this and if Nick will go ahead and drop that in the chat. That will also be available to you. We're going to be dropping the whole presentation into the chat as well should you need to reference it at another time.

Alright, so the purpose of this presentation is to go over our Exhibit C, which is the invoice, the required supporting documentation, and then to discuss some of the common issues that we have found thus far as we've done a couple of payments. Our Exhibit C is a multi-tab Excel spreadsheet with prefilled formulas to hopefully make completing the document as clear as possible. The Resilient Florida website should be referred to for our most recent version. When preparing a request, the Exhibit C and your grant agreement package includes a link to the form on our website to ensure that you're using it at the time of request.

So, on our website, we make some updates, and they might be subtle, but we do put the most recent version on the website. So, if you save a templated version, we do want you to just go back and refer to that website to ensure that you're using the most recent one.

So, like I said, it's a multi tab Excel spreadsheet. The first tab is the instructions. It goes over every field that you should fill out, and when you're filling out this page especially, we want to make sure that none of the fields are being cut off and they are all visible. The performance period should also match the reporting period that you're requesting reimbursement for, and it should be consistent across all of the tabs. I'm gonna go through this PowerPoint presentation, but then I'm gonna jump over to a live example of an Exhibit C for a more in-depth review. So, another tab of the spreadsheet is our engineer certification. This is only required to be completed and submitted with your reimbursement. If the construction task is included, it must be signed by a professional engineer.

The next tabs are Part 2, Part 3, and part 4 of the expenditure category detail pages and we want to ensure that each field on these pages is filled out, if applicable to your grant. Part 2 is for contractual, and you can see that in the top picture. Part 3 is for salary and fringe and then Part 4 is indirect costs. But some of your agreements may only have one of these budget categories in the grant work plan, and in that case, you would leave the other parts that don't apply blank.

Ok, when you're doing contractual detail, you would want to also submit a copy of your contractor's invoice, as well as the copy of the check if paid by check. If you paid by a different route than we would want that proof of payment as well.

Once you've compiled all your documents that are needed, you'll send them to our resilience inbox using the naming format: grant number and then payment request number, in the subject line of your e-mail. You would want to send all these invoice packages to our resilience@floridadep.gov inbox. Alright, so now I'm going to jump over to our live example of an Exhibit C.

So, you'll see here I'm on the 1st tab, which is our instructions tab, and this tab explains each field and what should be entered, or if it's going to automatically auto summit for you. And then here at the bottom it reiterates where to send that information and the format that we would like you to send it to us in. This will make it easily identifiable for us in the inbox and ensure that it's getting routed to the appropriate place, which would be our section.

Alright, so part one is your invoice, and you'll see here that we've populated an example. We didn't want to use any actual Florida entities, so we've got our cartoon example here, the city of Flintstone. We've populated the entire address, and this is especially important if you have not been set up to receive EFT (Electronic Funds Transfer) from the state. In that case, the address that you list here would be where you want the physical warrant or check, it's called a state warrant to be received.

Now we also want to have our agreement number and our date of request. Coming down to the payment request number, this is what you would know as your invoice number. This can be as simple as numerical order like 12345 et cetera, but if you have an accounting system that is generated, and you have a longer invoice number, you can absolutely place that here. Invoice numbers are more so for your records, so place what you need to here. Our total amount requested should be the amount you want the state to pay, and then we're going to detail that in the following cells. Our task and deliverable numbers should list all applicable tasks you are requesting a reimbursement for.

These tasks do not need to be 100% complete for you to request a reimbursement as the grant allows for reimbursement request to be submitted prior to task completion. Interim requests may be made no more frequently than quarterly as outlined in your grant work plan. Therefore, the performance period which is on this following cell would be quarterly, so these quarters should also align with the state fiscal year. So, for instance, Quarter 1 is July 1st to September 30th, Quarter 2 October 1st to December 31st and so forth. If your agreement is matched, then you will place that total here in the mount match amount required by agreement. Ok, so now for our budget table. As stated previously, some of you might only have one of these budget categories and your grant agreement. But regardless of if you have just one or more than one, you will need to fill this first column budgeted amount in accordance with your tables and your attachment 3 grant work plan.

For our example here, I've used 1.7 million, and I did only do one expenditure category, which is contractual services. The next column is the amount of this request column, and this sum of the column should match the prior field of total amount requested. You'll see here if you're using more than one because your grant work plan allows that, the sum down here should match where it is up here, you'll want to ensure that you're computing correctly, so your allocations are appropriate in the budget categories. Our next column will auto populate a 5% retainage amount. The retainage will be standard for our infrastructure projects only and is permitted as attachment 2. So if you're a grantee of a planning or regional resilience entity grant, you should change this to 0. Retainage may be billed for at the end of a project, either with or in conjunction with the final payment request.

My team will be keeping a record of the amounts withheld, but I would highly recommend that you do so as well. The next column is the expenditures-to-date column, which will be just like it sounds. Everything you've billed us thus far, including the current request. These totals should not exceed the budgeted amount column from column 1. A quick way to see if it does is by referring to the next column, which is the budgeted amount remaining. This will auto populate the difference from the budgeted amount and the expenditures to date. If you exceed the amount shown, then the column will be negative. So now for the next two columns, they are only applicable if you have matching funds as part of your agreement. If your payment request is going to claim match funds, you would place that total per the budget category in this column.

So now your match must remain in the categories that your agreement allows. So, for instance, you can't claim salary and fringe if that is not one of your allowable expenditure categories. And again, you can identify those in your grant work plan. Match may be retroactive to the beginning date of the Resilient Florida program, which is July 1, 2021.

Unfortunately, this next column will not keep an auto sum, but this is where your match to date should be input. It is similar to our previous column of expenditures-to-date. Once all those figures have been inputted into this workbook, the total amount due field and the match amount remaining field will auto populate. The total amount due field will be the amount that is paid to you pending all applicable review and approvals throughout the payment process. Our next tab on the workbook is the grantee certification. This is a continuation of page one and it's basically saying that all of the provided information is allowable, the cost for services is towards the project and services have been received, and that you've paid the cost under the terms and provisions of the contracts. This must be signed with each payment request. Original ink signature would be best, but an Adobe certified signature has also been allowed.

The next page, Page 3, is our engineer certification. As stated previously, this will only be for grantees with construction projects, and construction was a relevant task in the billing. If you were a planning grantee, you may leave this out of your payment package. The signature on this document must be an original ink signature, as electronic signatures have not been accepted on this form.

Alright, so now we have our Part 2 which is our contractual detail. This is gonna be a very common page. Most of you seem to have contractual services built into your grant agreements. And so, this is where you will detail what we saw on Page 1. So, if contractual services is not one of your budget categories, then you'll just leave this page blank. But if it does apply, each field on this page must be filled out. If you're representing a match cost, you'll format it like we have done in our second line by utilizing the word “match”. Placing this word has removed it from the auto sum calculation at the bottom.

One of the most common issues we've had with this page with this page of the document is the payment-type column. Most of the payments seen thus far have been paid via check and when paid by check, we also need to note the check number. What we've seen is people are just using the word “check” and they're leaving the number off, so we need to have that check number. Regardless of the payment method used, whatever you claim on this page must be submitted with a corresponding document. So, we have to see that proof of payment. If it's a check, a copy of the cancelled check will be sufficient. If it's ACH, there a printout that you can take from your accounting system, but whatever it is, we need to be able to identify the cost and verify it. And then, unless your agreement allows for advanced payment, the proof of payment must be provided in order for us to provide that reimbursement.

It is important to note some additional common findings that we've had regarding this page and it's corresponding documents. So, your fields at the top, these three fields, they should match what we entered on page 1. So, your payment request number should be identical, your performance period should be identical, and of course, your grant number should be your grant number.

If you have more expenses than the lines provided, fill out this page, print it to PDF and then fill it out again. Print to PDF, et cetera. The supporting contractor invoices should also have a performance period. That's been something that has been missing, so if you can make sure that your sub-contractors put the performance period, that would be very helpful because we need to identify that those costs are being incurred in the period that we're claiming, unless it's matched. Again, that can go back to July 1, 2021. It should still have the performance period, but that is the only exception when it can go outside of this period.

So if you present a contractor’s invoice that has some days within the period and some without, the contractor’s invoice must be prorated to remove the costs that were outside of that period. So, for example, your invoice is from 7/1 to 9/30 just like we have here, but you're including a contractor invoice which presents a service period of 6/15 to 7/15. The cost 6/15 to 6/30 are outside of this period, so they must be removed. And only expenses from 7/1 to 7/15 can be reimbursed in this billing. If your grant was active in that period that got removed, then you may provide a separate payment package to include those in the appropriate quarter period.

Another scenario we've seen so far is, let's say your task one budget is only $8000. We'll use line 1 here as an example and try to keep it fairly simple, but your total invoice amount is 10,000. Then the amount that you claim, this is your amount claimed column. We don't want to see that go above your task budgeted amount, so this would be denied how it stands right now. We would want this to be no more than $8000. And if, as you can see, we have task one and task one, this was matched. So this would be ok in this instance, but we do not want to exceed our task budget.

All right. So, our next page is our salary and fringe detail. So, if this is an allowable category in your agreement, each cell must be filled out as template version does, and it will look identically like this when you download it from the website, this is what you will see. So, it will always be there as an example if you ever need to reference it, but this too has to match your budget table and your attachment 3 grant work plan, same for the fringe down here. And then our last page is the indirect cost. So again, we need to fill out all these top cells and then we want to make sure that if you're claiming this, if you're allowed to claim this for your grant work plan, that you're filling out every single cell, and we don't want to have blanks.

Ok, so once you've completed this entire document, you're gonna need to print it to PDF, compile it all into one document, and then in addition to the supporting fiscal documentation, which we've briefly covered, we'll also need to have additional documents. And I'm going to go over those now. So, the first one is your Exhibit A progress report form. We have an example here. We want to have the reporting period match our invoice. We redacted it, but you would fill out all your information here and then for all of your task you would place your percentage of completion. This signature can be an original signature or an Adobe certified signature, but it must be signed. We cannot have one that's not signed. So, if it's a final billing then you will need to use the Exhibit F, which is just the final progress report that's also included in your grant agreement, so you can reference that. And if you're claiming contractual services, but you haven't provided your exhibit H to your grant manager, that should also be included in the package. Reimbursement for contractual services cannot be made until the Exhibit H has been completed and provided to your grant manager.

Additionally, we will need the deliverable approval letter from your grant manager. So, for interim billing requests, the Exhibit A progress report form serves as your deliverable for the grant. Payment request will be returned to the grantee if deliverables for the task included in the request are not approved prior to payment submission. So, all of this, again, will get into one PDF document, and then you're going to e-mail it to the resilience@floridadep.gov inbox. We would also like to have a copy of your actual Excel workbook for verification purposes.

Alright, so this is where we'll take a pause in the presentation to answer some questions. And again, if you would like to ask a question, please use the raise hand feature. Chelsea, do we have any raised hands?

Chelsea: Not at the moment.

Ashley: Ok. We'll give it just another couple moments.

Chelsea: Ok, right now I see Elaine has a question. Can you unmute yourself?

Ashley: Elaine, would you like to unmute yourself?

Chelsea: We did disable the mics for this presentation, but they were having some technical difficulties.

Ashley: So, Elaine, we would like to hear your question if you wouldn't mind going ahead and placing that in the chat and Chelsea will read it.

Chelsea: Oh, ok. And we're also hearing in the chat that a couple of people do not have the option to raise their hand. I see a couple of those coming in right now. Hold on. Oh, Elaine is having some technical difficulties, if you wouldn't mind, I will get back to Elaine. And just a moment. Hold on one second.

Ashley: Let's see if we have any other people right now.

Chelsea: I see that London has a question. London, can you go ahead and ask your question? London. London, are you able to ask a question?

Ashley: Chelsea, it appears that we're having difficulties, so we do need to go ahead and take questions from the chat, so if you will please start from the most current or, you know, received 1st, and begin asking those?

Chelsea: Oh, yes, ok, let me go ahead with that. Yes. Thank you. Does exhibit C have revision date, So we can make sure we’re using the most current version? And that's from London Deborah.

Ashley: Yes, when you're on our website and that’s pulled up. You'll be able to see when it was last revised. So, whatever you see here on the website, that is going to be our most recent version, we don't keep like a history of what it looked like, you know, back prior to 10/31. So, what you pull from here is going to be the most recent, but it does give you the revision date.

Chelsea: Thank you so much. And the next question is from Lisa King. It says: Are grants funded by state funds only allowed to request indirect costs? Is an indirect cost rate study required?

Ashley: For indirect cost, it does have to be a part of your grant work plan, which is your attachment three. And if that is not, then you would not be able to claim those. But that is a question that you would want to go ahead and direct to your grant manager and they would be able to walk you through additional requirements for that.

Chelsea: Thank you. Our next question is from Bob Francis. When submitting a check, does it need to be deposited first or just the check front?

Ashley: The check does need to be deposited in instances where you would try to just provide a copy of that check, but not necessarily have deposit it yet. Then you're in an advanced payment situation because you have not actually expended those funds. So when we're in an advanced payment situation, we have to have various other approvals and documentation that have taken place. So yes, we do need that check to be deposited and we are providing a reimbursement to you.

Chelsey: Thank you. ok. The next question is from Elaine Franklin. How do we send a copy of our XLS workbooks? That's gonna be to the Resilience Inbox and I will get that sent to you, Elaine. The next question is gonna be from Elsa, and it's: Will a video be provided of this presentation?

Ashley: Yes, we are recording this presentation and we will be placing it on our website at a future date. I Unfortunately, I do not know where exactly it will be on our website. We are going to determine that internally to see where it would best fit, but it will be posted.

Chelsea: The next question is from Brenda Lee. I just wanted to know if we can receive the Excel workbook.

Ashley: Yes, the Excel workbook is on our website, so you can access that at any time. That link was previously provided in the chat, but Nick, if you will please go ahead and place it again in the chat, I would appreciate it. This is where you would access that workbook.

Chelsea: Thank you so much. The next question is from Francis. It says: What is required for Part 2, page 4 when your entity has everything under contractual services?

Ashley: So, Part 2, page 4 is going to be where you're gonna list out your task, who your contractor was that did some work for you, their invoice number, what the date of their invoice is, their amount, and then give a description of what they did for you for our project, how you paid them, and then how much you're claiming, so everything. If you have an agreement that is purely under contractual services, you are gonna fill out page 1, page 2, Page 3 If you have an engineer, or if you have construction, then page 4 and that's going to be your invoice. If you don't have salary and fringe, and you don't have indirect, then you can just ignore page 5 and page 6. But you'll need to detail your contractor services here in order to claim it. In addition to this, we're gonna need that invoice. So if it's this for example 95840, we need a copy of that invoice and we also need a copy of the check. So in this example, that's the two things that we would need. We've listed multiple here. So if we were auditing this, we would be looking for all four of these and all four of these.

Chelsea: Thank you, Ashley. We have a new question coming in from Armela, and her question is: Do we need to report the same period as the sub-contractor(s)? For example, if the sub-contractor shows service dates of 08/01/22-08/31/22, but the contractor shows service dates of 09/01/2022-09/30/22, and includes the sub-contractor invoice in that period, is that allowable? Or does the service period between sub-contractor and contractor need to align?

Ashley: That's a great question. And I will say there are possibilities to do things differently. However, we are trying to keep things within the period. So if you are claiming cost for the period of 7/1 to 9/30 then the work performed should have also been in that period. So, if you have a contractor and the contractor has a sub, again I would prefer that the periods align so we're billing in the appropriate quarters. There can be some discussion outside of this where we look at it as a case by case to see if there is any exceptions that can be made, but for the cleanest route possible in auditing, and to get your payments through DFS, because anything being billed over $10,000 is gonna go to DFS, your period of performance, your costs that are being incurred in those things need to line up and that's gonna get your payment through with the least amount of delay.

Chelsea: Thank you, Ashley. We have a new question from Grace, it says: For the salary and fringe table, do we differentiate between match and grant funds or is it for all effort on the project?

Ashley: You would differentiate for match and grant funds. I would like you to do it the same way that we've done it on this page. So, when you're placing it here for the total amount paid and its match or I'm sorry this amount claimed and this request, then you can just fill in the total and place the word match. So, we should be able to calculate accurately how much is being requested for reimbursement and how much is being requested to be claimed as match. So, differentiating the two will help us do that.

Chelsea: Thank you, Ashley. We have a new question from Jethro. When are the attachment documents necessary? Was that only for the indirect cost?

Ashley: No. So it's not just for the indirect cost. The attachments are necessary for every single payment request that you submit to us. So you will always need to have your exhibit a progress report form. We need to know what's going on with your project and when you're billing for something, this is telling us that you actually did work in that period to go along with the costs that are being claimed. So, your Exhibit A is always gonna be there. Again, if you're doing a final billing, then you're also gonna need your Exhibit F, which is your final report. The exhibit H if you've already given this to your grant manager, if you have contractual services then you don't need to give it to a part of your payment request, but if you have not provided this to your grant manager and you’re claiming contractual details, then you would need to go ahead and place this in the payment request. It's just multiple ways to get it to us, and then your deliverable expectance again would need to also be placed in there, that is showing my team that the work was completed accurately, that it was approved by the department, and we can bill. You cannot bill for any type of work if it's not been approved, so definitely need to have those. And that'll go for every single payment request that you make.

Chelsea: Thank you so much, new question from London Deborah: Will we be notified when the payment goes into State FLAIR system?

Ashley: No, typically not. There's not any type of system that's built into any type of state accounting that pings you, to my knowledge. I am gonna go over, after we conclude this first question period, I am going to go over how you can monitor your payment, and it just takes a little bit of effort on your side, but I am gonna go over that. So I'm going to pause on your question and hopefully we get to it with our time permitting, thank you.

Chelsea: Thank you for that. And London Deborah asks a follow-up question: Can we attach construction progress meeting minutes to exhibit A for progress reporting?

Ashley: I don't see why not. If you're having, if construction is part of your task, we would want to know what's going on with the progress of that construction. And so, I think as long as you're meeting the objectives of your grant work plan and, say, those construction progress meeting minutes help you do that, then I mean, absolutely. I would attach it. But, if you are missing other components that are necessary, then you'll need to provide those as well. So I would just refer back to your grant work plan.

Chelsea: Ok, And I think we have one final question coming in from Chase and it says how would reimbursement work for a fixed-cost contract with a subcontractor that is not billed hourly?

Ashley: So, when you're doing contractual, that would fall under contractual detail and you if you've entered into a contract with a sub and they're doing the fixed price, you would just place that into your contractual detail. So where it can get sticky with that is when you've got that period that doesn't align with this. So, in my example, if your subcontractor is billing you for 6/15 to 7/15 and then you need to prorate it, and actually, doing a fixed-cost contract in the terms of proration makes it very easy. You take the cost, divide it by the number of days in the month to get your daily cost, then multiply it by the number of active days, and that is the amount that you would be able to claim in this part 2.

Chelsea: Thank you, Ashley. Oh, it looks like we have one more coming in from Armela. It says: We hold retainage at 10% at the beginning of a construction project. Are we to only withhold the 5% for reimbursement purposes?

Ashley: What you do with your subcontractors, Hannah may want to step in on this one, but what you do with your subcontractors, I think is however you have formatted your contracts with them. For our purposes, we are gonna only withhold 5%. So, if you want to withhold more, I think that you probably have the right to do that. But we have gone back and forth on 10 and 5 here internally, and we've concluded on 5%. So we are only going to be withholding 5% from each invoice. So, Hannah, if you have anything to add, please feel to jump in on that one. And she says “agreed”. So thank you, Hannah.

Chelsea: Thank you, Ashley. I do not see any other comments at this moment.

Ashley: Ok, so I'm going to now take a look at 2 resources that are also available to you, and they can help you along in the process. The first one is going to be the DFS Reference Guide for State Expenditures, and that link should be getting dropped in the chat for you. This is a fairly large document. It's 100 pages, but I will say it is an easy read. So, if you're not familiar with this I would highly recommend that you take a look. It does cover a lot of different things, and what we can pay for. So if there's any questions on, like, would we be able to pay for something like that? It's likely in this document. This is what DFS, who is going to be reviewing your payments and approving them and getting it on its way to you, this is what they created to help people. So, we didn't go over it because it really is gonna be like case-by-case per grant, but let's say for instance you have travel, might be a poor example, but I'm going to go with it. If you have travel, then it has to go in alignment with state travel. So, if you have questions on what is allowed with state travel, all of that's gonna be in here, and that goes for your mileage, your fuel cost, and if there's any hotels. Again, probably a poor example for our program, but the first one that came to mind.

So, another thing that's in here is about your digital signatures, and any expenditures of state funds, anything and everything you could think of; what's minimally required on an invoice, which is pretty much everything we've already gone through. It goes over invoice sampling, which is like I said, they pull samples of our invoices. DFS’s rule is that if you are building over $10,000, they're gonna need to approve it first. Another aspect of that is the sample. If you're invoice is sampled and it's less than 10,000, but it gets pulled for sample, it's also gonna go to DFS. Unfortunately, from a program standpoint. I'm not going to be able to tell you if you're invoice was sampled, but everything is in there, so this is a very easy read. They've definitely formatted it very nicely. Again, that table of contents just goes on and on. I mean, it's got everything you could think of. So, I would definitely familiarize yourself with this document.

The second resource that I wanted to go over kind of relates back to that question that we received about how you can monitor your payment. So DFS does have the vendor payment history portal. Some of you might be familiar with this, but you'll be putting in your tax ID number here, what month you want to start looking for a payment, and then what year. So, you can look pretty far back on this. And if you want to see all agencies, then you would just click submit. So, if you're if you've got contracts with other departments, just go click submit. But if you want to limit it to just us then you would put the Department of Environmental Protection. I do have an example here of what it looks like. We did redact the information, but this is once you put in your record for your search, this is what it's going to look like, or it'll tell you that you didn't have any. But if you did have some, this is what it would look like. It'll tell you what day the payment was, what your payment number was, who we paid (which should be your grantee name), how it got to you (this was a regular electronic funds transfer), our internal document number, the invoice number. So, like I said, those invoice numbers are really for your side. If you need to know, was it number 1 or was it number 1-final, you would be looking at this invoice number.

Anywhere that it's blue, you can click on and it's gonna take you to another screen which looks like this, and it gives you additional information. So, it's gonna give you our statewide document number. If you ever need to reference it, this is it. And it will tell you the amount, when it was posted, and again, how it was received to you. If it was a check, this was not, but if it was a check, it would say. like, paid, or outstanding. And if it says outstanding, then you haven't cashed it yet. If it says paid, you know you cashed it. So, another was for verification. If it’s not been actually sent out to you but is pending, you can click up here to see if you have any payments pending. So, this is an example of what would be in that DFS Vendor Payment Portal.

We do have an acceptance period of how long we're allowing review internally, most of you are probably familiar with the prompt payment statute. It's 20 days, unless you have built in some additional days in your contract, which I do believe our grant agreements have done, but that clock starts based on a transaction date. It's a lot of internal stuff, it would be a lot for me to explain that, but that's when that clock starts and we're gonna get that payment to you as soon as possible. But DFS can take up to 10 days to do their review, typically. They could take longer if they're backlogged, but that's where your payment’s most likely going to get held up, is that DFS. So, if you ever have questions, though, and you want to know where your payment is and you're not finding it on here, but you know you submitted it to us like 20 days ago and you're like, what's going on? Absolutely, please e-mail the resilience@floridadep.gov inbox. We're monitoring that throughout the day, all day, every day, and we'll get you an answer and we'll find it. We'll ask our finance and accounting team, and we will see what's going on with it, and if it's at DFS and it's stuck, or there’s a return happening on it and DFS wants information, we will find that out for you and communicate it as quickly as possible.

So, those were the two resources that I wanted to cover. So, we are reaching the end of our presentation here. I want to take another period for questions. Were there any additional questions that we needed to cover?

Chelsea: Sorry, I don't currently see any questions. Hold on, let me see if any hands are raised. Jethro if you have a question, can you drop it in the chat? And his hand might have been raised from earlier. I do not see any questions currently coming in in the chat. Oh, he has no questions. Ok, I think you're good right now, Ashley. Will the presentation be repeated? Barbara wants to know.

Ashley: The presentation will be placed on our website, but we are definitely open to having more as we learn, as we go through the process and more payment requests that we get. If we feel the need that we need to revise this or have another live demonstration, we absolutely will take that into consideration and schedule them. So potentially it could happen again live, but if not, it will be placed on our website.

Chelsea: Thank you, Ashley. And a question from Elaine Wilson: So, we'll send the pdfs of these documents and the filled XLS workbook file?

Ashley: Yes. So, you would want to also print out that workbook into a PDF file as well. So, your PDF file should look like your whole invoice document. So, if it's a minimum of two pages or three pages to five or six pages, we want the whole thing in addition to your supporting financial documentation to support the amounts that you're requesting and all the exhibits that we went over earlier. So that's what your PDF package looks like and then we want a copy of that workbook as well, so we can use it for verification purposes.

Chelsea: Thank you, Ashley, Trudy Ann says: Can you provide the link for the training video?

Ashley: We can send an e-mail out like we did to announce this training. We can absolutely share the link once we've determined where it will actually be placed, but we can do that, yes.

Chelsea: Thank you, Ashley. London, Deborah says: If the file is too large for e-mail, do you have another method to upload to FDEP?

Ashley: Not currently. We have some internal discussion happening of possibly revising how you might send those, but it's nothing concrete right now. But if your file is too large, break it into two. Most PDF systems will also allow you to reduce the size and change the quality. Try to keep it in standard quality, but if that doesn't work, the multiple PDFs will be acceptable. If you need to do multiple emails then I need you to please in the subject line put like Part 1, Part 2, in addition to your grant number and your payment request number and send them simultaneously. Don't send us Part 1 one day and then Part 2 another day. That will cause so much confusion on our end.

Chelsea: Thank you, Ashley. Elsa says: As a beginner who has never done grants before, who can we contact for any questions we might have regarding all the documents that are required and needed?

Ashley: So multiple resources, you're best one is probably our resilience inbox. We're all monitor that, and we can route it to the appropriate personnel. If your questions are fiscal related, you're gonna be routed to my team most likely. And if it's more about your grant progress or any grant related documentation that's needed or like your phase one documents, if you're still drafting your agreements, that's gonna be routed to your grant manager. So, your best blanketed way of contact is that resilience@floridadep.gov inbox.

Chelsea: Thank you so much, Ashley. I'm not seeing any more questions at this time. Oh Yep. No more questions at this time. Thank you so much.

Ashley: Ok, well again, if anyone thinks of any questions afterwards, please feel free to again e-mail that inbox and we will be monitoring it as well as other members of our team. And I want to thank all of you for joining us today. And I hope that you found this helpful, and we are so eager and excited for your projects to get underway and see some of these buildings come in, especially my team. We're ready for them. So, if you were executed and it's already been a quarter, go ahead and submit, you don't need to wait. It’s my pet peeve. So anyways, I just again want to say thank you and I hope that you all have a great rest of your day and a wonderful weekend.