

Resilient Florida: Submitting an Invoice (March 2024)

Presentation Transcript

Greg:

Hello and welcome to the Resilient Florida invoice demonstration. Today's presentation will be presented by Shelly Ford, Christina Ramazzotto and Greg Broome of the Budget and Contract management team. The Resilient Florida program is comprised of six different sections: Planning & Policy, Grant Management, GIS, Technical, Field (inspections and contract compliance) and Budget & Contract Management. The Budget & Contract Management section oversees the funding for all grants within the Resilient Florida program. Some of our responsibilities include receiving invoices from the Resilient Florida grants inbox, we conduct a thorough review of invoice packages and all corresponding fiscal documentation, and we track all expenses and encumbrances for the various Resilient Florida budgets.

As you can see, we have a number of different projects throughout the state. In fiscal year 21/22, we had a total of 323 implementation and planning projects. In fiscal year 22/23, we added another 185 projects. As of this recording, we have added an additional 149 projects, bringing the total projects to 657 statewide.

Shelly:

The purpose of this presentation is to explain how to submit an invoice package for payment requests. We will cover the exhibit C payment request summary form, including all its parts. Additionally, we will discuss the various exhibits, supporting documentation, fiscal documents and proof of payment and match documentation that are required with each invoice package. This presentation will guide you through the preparation of the invoice package (payment request), requirements, and discussion of common issues, as well as some helpful tips. The deliverable acceptance letter is required with each invoice package. If this is not included with the payment request, the request will be returned for RESUBMITTAL. In order to obtain the letter, the grantee first provides deliverables for tasks directly to the grant manager. The grant manager will review all submitted deliverables. The grant manager will then furnish an assigned deliverable acceptance letter for deliverables that are approved. The deliverable acceptance letters submitted with the invoice package must include acceptance of all tasks that are included in the package. In some cases, this will result in multiple letters being included in the package. Each task may result in separate deliverable acceptance letters. There are several types of deliverables that can be submitted to the grant manager for review and approval. After review, the grant manager will provide either a deliverable acceptance or non-acceptance letter, whichever is applicable. A full deliverable is when all subcomponents in the deliverable list for a single task have been delivered to the department and are 100% complete. For example, if task one has multiple subcomponents 1.1, 1.2, and 1.3; it is when all three subcomponents are delivered, completed, and approved that a deliverable acceptance letter will be issued for a full deliverable. A partial deliverable is when one or more but not all subcomponents in the deliverable list for a single task have been delivered to the department, and each are 100% complete. Following the example above, where task one has

multiple subcomponents, 1.1, 1.2, and 1.3, and 1.1 and 1.2 are delivered, completed, and approved however, 1.3 is not yet completed. Then a deliverable acceptance letter will be issued for the partial deliverable. In this example, the partial deliverable acceptance letter will be issued and include the acceptance of tasks 1.1 and 1.2. An incomplete deliverable is when a deliverable submitted is not 100% complete for any subcomponent listed for a single task. Revisions or additional information may also be needed for a partial or full deliverable that has been submitted to the grant manager. In this case, a letter of non-acceptance will be issued. The letter will indicate that the items needing revisions and or clarification and the deliverable review comments section. These items are to be resubmitted within 10 business days. An interim deliverable is when exhibit a progress report form may serve as a deliverable for a task. This language is in the grant agreement. Attachment 3 grant work plan under performance measures. Please note that this is older language and is not currently in new agreements. The department is in the process of amending the older grant agreements to update language from interim to partial and full deliverables.

Exhibit A is the progress report form that is resubmitted quarterly to the grant manager. Its purpose is to provide a description of the work performed during the reporting period, problems encountered, problem resolutions, scheduled updates, proposed work for the next reporting period, and percentage of the work that has been completed. The date. It is a requirement that grantees must have provided all previous progress reports in order for the payment request to be processed. Exhibit A is required to be included in the invoice package for each quarter that falls within the performance period which the request covers. For example, if the performance period is December 15th, 2022 through March 31st, 2023, then two separate exhibit A, progress report forms, will be submitted with the payment. Request package. The exhibit A for October 1st, 2022 through December 31st, 2022 and Exhibit A for January 1st, 2023 through March 31st, 2023.

Exhibit C is the actual payment request form. It is comprised of multiple tabs. We will go over each tab throughout this presentation. The current version is available on the resilient Florida website at the end of this presentation, we will provide a website navigation to the form. The link is also included in each executed grant agreement. Please ensure that you go to the link when preparing each new payment request so that you are submitting the most recent version of the form. The very first tab is titled instructions and is highlighted in blue. The instructions are in the same order as the flow of tabs within the exhibit C workbook. Not all tabs will need to be filled out, only the ones applicable to each payment request at the bottom of the instructions tab is a checklist and submission instructions. Please review this prior to submitting an invoice package and check that all necessary documents are included. Once compiled, send all documentation to ResilientFloridaGrants@floridadep.gov with the subject line, grant number, payment request number, for example. 22 FRP 01 payment request three do not send directly to the grant manager or other DEP direct contact as this may result in delays or non-receipt. Note that if e-mail is not the best method for sending your requests due to large file size or large number of backup documents, you can request a link to upload through a secure file transfer protocol, send the request to ResilientFloridaGrants@floridadep.gov.

Here are a few helpful tips and helpful reminders related to the exhibit C. Completed fields should be visible and not cut off. Make sure all data in the cells are visible. If there are formulas, do not override. If you have questions or have a unique situation, send an e-mail to discuss. Exhibit C is an

Excel workbook. Please submit a PDF format of the form in addition to the Excel workbook. Do not submit a payment request that includes a performance period date that is in the future. This will be flagged as an advance payment request and will be returned for RESUBMITTAL. For example, if you are submitting A deliverable for tasks, subcomponent 1.1 and the service period for that task is January 1, 2024 to January 31, 2024. The payment request cannot be made until after January 31st of 2024.

All payment requests will need part one, page one completed. This is where you will supply the expenditure summary details number one at the very top highlighted in blue is a reminder that the instructions are on the first tab labeled instructions. The top of the form asks for basic information, including grantee name, mailing address, grant number and request date. The request date will be the date that the invoice package is emailed to. ResilientFloridaGrants@floridadep.gov. Number 2, the payment request number. This will simply be sequentially ordered as payments are submitted. The first payment is number one, second payment number 2 and so on. Number 3, the total amount requested, is the total amount requested for reimbursement on the current payment request before retainage, if applicable. Number 4, for the performance period, fill in the date range for the reimbursement reporting period. The entire date range included on the contractors' invoices that you are seeking reimbursement should be included in the performance period. For example, if the contractor's invoice is services performed between March 25th and April. 30th, make sure that the performance period starts on March 25th, not April first. Otherwise, any services performed between March 25th and March 31st will not be reimbursable. Number 5, the DEP budgeted amount, is the full amount awarded by DEP in each specific expenditure category as defined in the grant agreement Attachment 3 grant work plan. This does not include match. Number six, this is the percentage of retainage that is to be withheld, if applicable. The default on the form is 5%, but if the grant agreement specifies no retainage or another percentage, please update accordingly. This will allow for the correct calculation of retainage for each payment request. If you are unsure if the grant allows for retainage or what percentage, please refer to attachment to specific terms and conditions, section 10. Number 7, the expenditures to date, will include all previous totals plus the current total before retainage was deducted. Lastly, I do want to mention match if the agreement has matched the total amount will be stated in the grant agreement and attachment to special terms and Conditions Section 7 and also in attachment three, the grant work plan. When submitting match funds, be sure to include the summary of details on this page. The total amount required by the agreement amount for the current request, and the total cumulative including the current request. Later on in the presentation, we will discuss how to provide the details on the match detail Tab J, Part 2, page 10 of the exhibit. C. The grantee certification is on Tab B, Part One, page 2. On the top of the form, fill in the grantee's grant manager's name and the grantee recipient at the bottom of the form. This needs to be signed by both the grantee's grant manager and the grantee's fiscal agent. The signature must be the original wet signature or an Adobe certified signature. Submit the signed form and PDF format in the packet. Please note that all construction projects will require a completed part one page, three engineers, certification of payment request when construction is part of the reimbursement request, all fields indicated should be completed and signed either with an original ink signature or a certified digital signature.

Now we are moving into Part 2. The first thing to note is that there are examples on the top lines of each section. Please do not write over these lines as they have been excluded from the formulas

that calculate the salary and fringe totals. They are merely a guide and can be left in the final form as they do not impact the final totals. This is true for each following section using blue font on the top line. Once the amount claimed are listed, they will automatically total at the bottom of the spreadsheets. Fringe benefits can include a variety of items such as insurance, retirement plans, paid vacation and more. Please complete all relevant fields. In Page five, you will list your indirect costs. To identify what these might be, please refer to your attachments 2 and 3 in your grant agreement. These should be evaluated as reasonable costs for allowability.

Christina:

The next detail page will apply to most grantees when submitting a payment request. The contractual services detail page is for all expenses included in the request, which fall in the contractual services expenditure category. Expenditure categories for each task can be found in the budget table of the grant work plan, which is located in attachment three of the grant agreement. When filling out this tab, include the payment request number and performance period at the top of the page. Every task and invoice combination will have its own line in the table. The task numbers included in this document should correspond to the task numbers in your grant work plan, attachment 3, not to the task numbers listed on your subcontractor invoice. There is an example line included in the table on the first line. Please do not write over this example when filling out the sheet as this may result in an incorrect calculation of the total amount. Columns are included for task number, invoice information, a description of goods or services, provided payment type, and amount claimed. For each line, the name, invoice number, and invoice date for the contractor should all match what's listed on the invoice provided as backup. The contractor's performance period will be the date range over which work was actually performed by the contractor for that particular invoice, and this will often be listed on the invoice itself. When inputting the invoice information, the field for total invoice amount will be the full amount of the invoice, while the amount claimed, which is the last column on the right, will be the portion of the total invoice amount that specifically pertains to the task being billed for. In the case of the example line, only \$2000 of the full \$5000 invoice pertained to task one as outlined in the grant agreement. So, the grantee is only claiming \$2000 towards it in this request.

Next, we're going to look at a couple of example scenarios and the way that the contractual services detail page would be filled out for each of them. Commonly more than one line will be filled out on the page. This occurs when multiple tasks or invoices are being included in the request. If, for example, task one and task two were both being billed for, the two tasks would not be put together on the same line. Even if they're being backed up with the same invoice, task two would get its own line and the same information for the invoice would simply be listed again on the next row. In that same vein, if there is a single task that's being backed up by multiple invoices, each invoice associated with that task would get its own row. So, if there were two invoices documenting the expenditures for task one, there would be two rows filled out in the table. Every task and invoice combination gets its own row within the table.

Next, we'll be discussing some of the detailed pages for other budget categories that may be included in a Resilient Florida grant. This next page is for travel expense detail. This is an expenditure category that is not included in the majority of resilient Florida grants, but all requests which do solicit reimbursement for travel expenses need to be in compliance with section 112.061

Florida Statute, which provides extensive detail pertaining to the travel expenses for public Officers, employees, and authorized persons. Backup documentation for this detail page may include various lodging receipts, mile logs, car rental receipts, and more. As a reminder, invoices used for travel expense backup must be itemized. Equipment expense detail is another expenditure category that is rarely included in Resilient Florida grants. When preparing payment requests, grantees can check the grant work plan on attachment 3 to see if this category is applicable to them. When filling out the equipment expense detail page, it's important to use the associated task column properly. A grantee can include multiple tasks on one line. If a particular expense pertains to more than one task. Additionally, it's important to note that there are two tables on this page. One is for equipment that was directly purchased, and one is for equipment that was leased or rented.

For the miscellaneous and other detail page, all costs listed will be evaluated by an auditor to ensure that the expenditures are allowed and reasonable based on the language in the agreement. Because of this, it's important to be very specific when filling in the description of costs column and to check the language of the agreement to make sure that the expenses are included in the grant work plan.

The match detail page documents match. Not every grant requires match. The grantee will need to check attachment 2 in their agreement to see if it's included. The match detail page is filled out in the same way as the contractual services detail page. Every task and invoice combination will get its own line in the table. And the same type of fiscal backup must be included to support the expenses. The running total of match contributed will be tracked on the payment request summary form which is located on page one of Exhibit C.

Page one of exhibit C is shown here. The different items are all relevant to the process of recording match items. One is total match amount required by agreement and this is for the entire grant, not just the task or request at hand. This amount is found in attachment two, Section 7 and within the grant work plan in Attachment 3. The second marked field, match funding for this request, includes all match funds broken down by expenditure category for the current request. The third field is for total cumulative matching funds and should comprise all match funds that have been contributed to date, including those from the current request. These will also be broken down by expenditure category. Finally, the 4th field marked on the image is the remaining match requirement. This field is calculated automatically by subtracting the total cumulative matching funds from the match amount required by agreement. One thing to keep in mind is that a match requirement must be met by the end of the grant's life. Otherwise, the final payment request will not be reimbursed. Now we're going to be transitioning away from Exhibit C and discussing the other exhibits which are pertinent to reimbursement requests.

Exhibit H is the contractual services certification. It provides documentation for the completion of the procurement process. The grant team must submit items one through 4 as well as a signed copy of Exhibit H to their grant manager for each contractor that performs work on the grant's contractual services tasks. Items 1 through 4 consist of; one, documentation of the grantee's procurement process; Two, a list of all subcontractor quote or bid amounts; three, A written explanation of how or why the grantee decided upon their chosen contractor; and four, a copy of the subcontractor agreement. Work from a particular contractor cannot be reimbursed until

documentation specific to that contractor is on file. The exhibit H must include the subcontractors name in the provided space and be signed by the grantees grant manager with either an Adobe certified or original ink signature.

Exhibit F is submitted upon completion of a project. Final payment will only occur after an approved exhibit F is on file. There are several identifying fields on the first page that need to be completed, such as agreement number, project title, grant name and date. Additional instructions for filling out the form have been included at the end of page two of the template. Though the grantee has flexibility on how much information they include, the completed exhibit F should not exceed 5 pages.

Shelly:

On the instructions tab of the Exhibit C, under the grant payment request checklist, listed as item number 5 is supporting documentation. This encompasses all other required exhibits and documentation that are needed to support the payment request. Supporting documentation will vary based on the expenditure category for which the reimbursement is being requested on exhibit C. Another useful resource for specific documents required for cost reimbursements by expenditure category is the Department of Financial Services Reference Guide for State expenditures. This guide lists specific fiscal documents required. Salary cost reimbursement would require timesheets, travel cost reimbursements would require DEP travel form and must comply with 112.061 Florida statutes, and other direct costs would need invoices or receipts and proof of payment. For direct cost reimbursement such as for contractual services, a contractor's invoice would be submitted with the payment request package. The invoice should contain the invoice date, the performance period of services provided, description of services, and amounts. Proof of payment must be submitted for all costs included in the payment request. Examples are copies of canceled or processed checks, bank statements, and Oregon pay stubs. An exception to this is advanced payments. Submit the documents and PDF format. Submit exhibit C as its own file and Excel format and addition to the PDF format. All documents are to be emailed to ResilientFloridaGrants@floridadep.gov. per the agreement the grant manager has 10 working days to review and approve. Or deny the payment request. This concludes the instructional portion of the presentation.

Greg:

For more information about the resilient Florida program, you can visit our webpage at Floridadep.gov/ResilientFlorida. If you click on the staff information link on the left side of the page, it will take you to the most up to date list of staff as well as their contact information. Clicking on the grants link will take you to our grants page. Here you will scroll all the way to the bottom where you will find a table with links to the exhibit A, C, F, and H that we discussed today, as well as others. You will also find a link to the grantee Quick Reference guide. This is filled with valuable information you will need throughout the duration of your grant. This concludes today's presentation. Thank you for your time. And remember, if you have any further questions, you may e-mail us at ResilientFloridaGrants@floridadep.gov.