

Florida Department of Environmental Protection
Resilient Florida Program
Grantee Quick Reference Guide

Prior to Grant Agreement Execution and for the Duration of Grant Agreement Period

Supporting Documentation Required

1. All grants: Certificate of Insurance, W-9, and Agreement Contact Information Form must be submitted prior to grant agreement execution and active insurance documentation must be maintained for the duration of the grant agreement period.
 2. Federally funded grants: Federal Funding Accountability and Transparency Act Form, to include the UEI. Registration with SAM.gov must be maintained for the duration of the grant agreement period. State and Local Fiscal Recovery Funds Reporting Form and Build America, Buy America and Davis-Bacon Certification Form.
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Upon Grant Agreement Execution

1. References for Resilient Florida Program Grants

- Attachment 6, Program-Specific Requirement (<https://floridadep.gov/rcp/resilient-florida-program/documents/attachment-6-program-specific-requirements>)

2. Reporting Requirements

- Exhibit A, Progress Report (<https://floridadep.gov/rcp/resilient-florida-program/documents/exhibit-progress-report-form>) (<https://floridadep.gov/rcp/resilient-florida-program/documents/exhibit-progress-report-form-implementation-grants>)
 - Submitted quarterly and due no later than twenty (20) days following the completion of the quarterly reporting period.
 - The quarterly reporting periods include the following dates: Jan 1 – Mar 31, Apr 1 – Jun 30, Jul 1 – Sep 30, and Oct 1 – Dec 31.
 - Submitted with each deliverable and each payment request (when submitted with a payment request, the progress report period must match the invoice performance period).
- Exhibit F, Final Project Report (<https://floridadep.gov/rcp/resilient-florida-program/documents/exhibit-f-final-report-form>)
 - Submitted upon project completion and prior to requesting final payment. May be submitted in lieu of the final quarterly progress report, only if next quarterly progress report falls after the grant expiration date.

3. Contractual Services Requirements

- Exhibit H, Contractual Services Certification (<https://floridadep.gov/rcp/resilient-florida-program/documents/exhibit-h-contractual-services-certification>)
 - Required for all grant agreements that include contractual services as an expenditure category. Documentation must be provided for all contractors conducting work under the grant agreement. Submitted prior to requesting payment that includes contractual services.
 - Federally funded “FRP” grant agreements must abide by additional procurement requirements in the Code of Federal Regulations and State and Local Fiscal Recovery Funds Final Rule.

4. Amendments or Change Orders

- Attachment 1, Section 2: Grant Administration
 - Provides overview of the eligible types of modifications to the grant agreement that can be made and whether it requires an amendment or change order.
 - Requests shall be submitted in writing to the DEP grant manager thirty (30) days in advance of task due date or agreement expiration date, as applicable for the requested change.

5. Deliverables

- Attachment 3, Grant Work Plan
 - Deliverables and due date identified for each task.
 - Interim and final deliverables are acceptable. Exhibit A serves as interim deliverable of a task.
 - Performance measures for deliverable submission and approval process.
- Deliverable package must also include Exhibit A and be approved by the DEP grant manager prior to submitting a payment request.

6. Exhibit G, Photo Release Form

- Must be submitted if any deliverables and reports include photos.

7. References for Eligible Expenditure Categories, Reimbursement, and Match Documentation

- Attachment 1, Section 8: Payment; and Section 9: Documentation Required for Cost Reimbursement Grant Agreements and Match.
- Attachment 2, Section 4: Cost Eligible for Reimbursement or Matching Requirements; and Section 7: Match Requirements.

8. Payment Request

- Exhibit C, Payment Request Workbook, Instructions: Grantee Checklist and Submission Instructions
- Attachment 2, Section 7: Match Requirements
 - Each payment request submitted shall document all matching funds and/or match efforts during the period covered by each request. The final payment will not be processed until the match requirement has been met.
- Attachment 3, Grant Work Plan: Payment Request Schedule.
- Each payment request must include Exhibit A and for final payments, must include Exhibit F.

9. Agreement Closeout

- Attachment 1, Section 13: Termination
 - Upon project completion, the grantee must provide statement in writing to DEP grant manager that the grant agreement can be closed out and that the remaining funds (if applicable) can be released.
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