



DEP FRDAP
PORTAL USER GRANT
MANAGEMENT SYSTEM USER
GUIDE

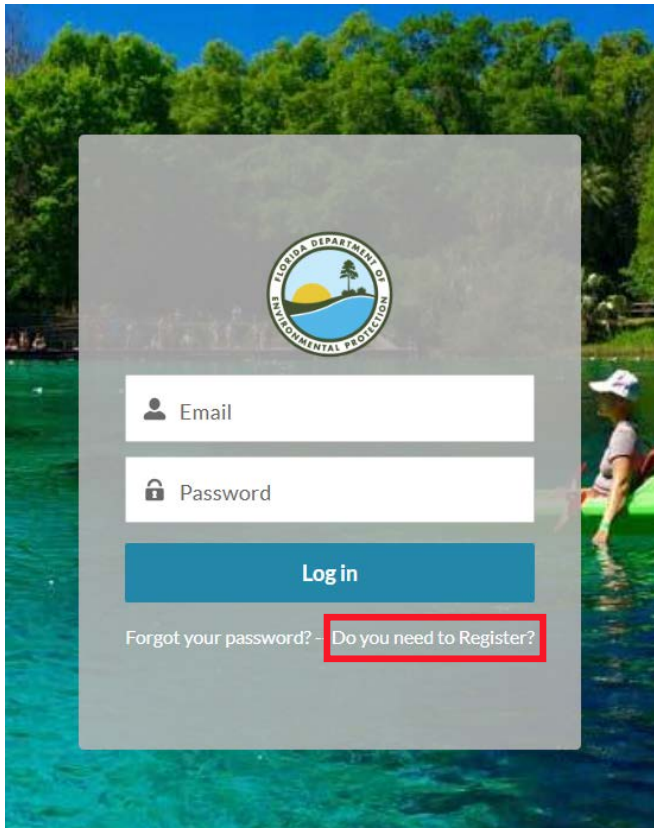
Department of Environmental Protection (DEP)

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1. Login to the Salesforce Org using Google Chrome

- Click on the link to access the portal - <https://myeco.force.com/grants>
- If you do not have an account, select “Do you Need to Register?”



- In the next screen are two questions that are required:
 1. Select what type of Application
 - If you are a FRDAP CONSULTANT user, select FRDAP Consultant
 - If you are a FRDAP APPLICANT registering for a grant, select FRDAP Applicant
 2. Do you currently receive funding from another FL DEP grant program?
 - If you receive funding already from another grant program, select Yes.
 - If you do not receive funding from any grant program, select No.
- Select Next to progress to the following screen.

The image shows a registration form for the Florida Department of Environmental Protection. At the top center is the department's logo, which features a circular emblem with a sun, a palm tree, and a body of water, surrounded by the text "FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION". Below the logo, there are two dropdown menus. The first dropdown menu is labeled "* Select what type of Application" and has "FRDAP Applicant" selected. The second dropdown menu is labeled "* Do you currently receive funding from another FL DEP grant program?" and has "Yes" selected. Below these dropdowns is a blue "Next" button. At the bottom of the form, there is a link that says "Already Have an account?". The background of the form is a blurred image of a lake with green trees and a person in a kayak.

- Complete the fields in the next screen to register on the portal and select Next.
- Please note:
 - click on  to read more information about the field.
 - enter the FEIN number in the following format XX-XXXXXXX
 - enter the post code in the following format XXXXX-XXXX



* Applicant Name ⓘ

Elaine's Birding LTD

Applicant Mailing Street

12 Pretoria Ave

Applicant Mailing City

Palm Coast

* Applicant Mailing State

FL ▼

Applicant Mailing Zip/Postal Code

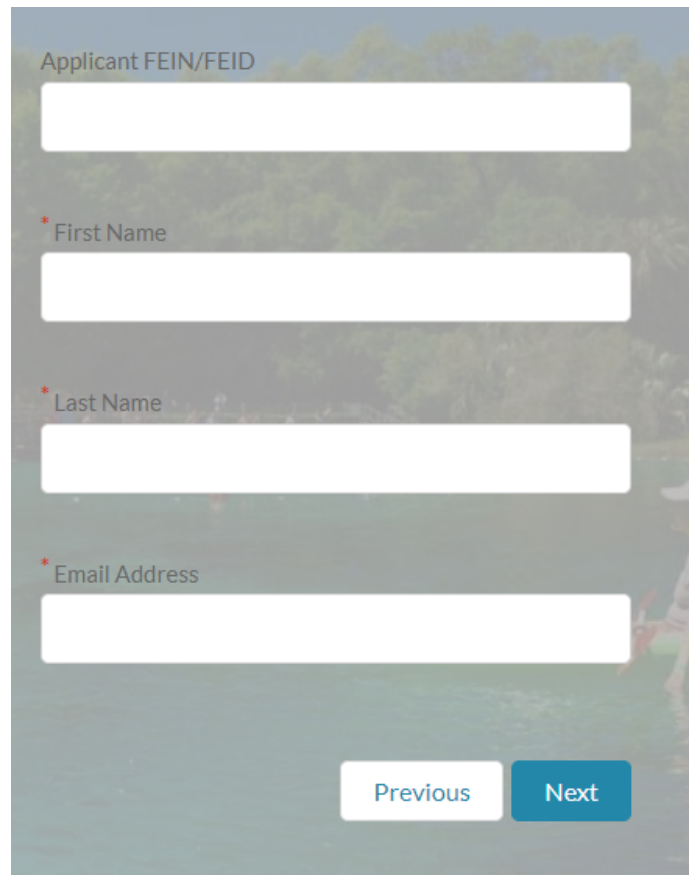
32164-8888

FEIN is numbers only and must be entered in this format:

XX-XXXXXXX

Applicant FEIN/FEID

95-247777



Applicant FEIN/FEID

* First Name

* Last Name

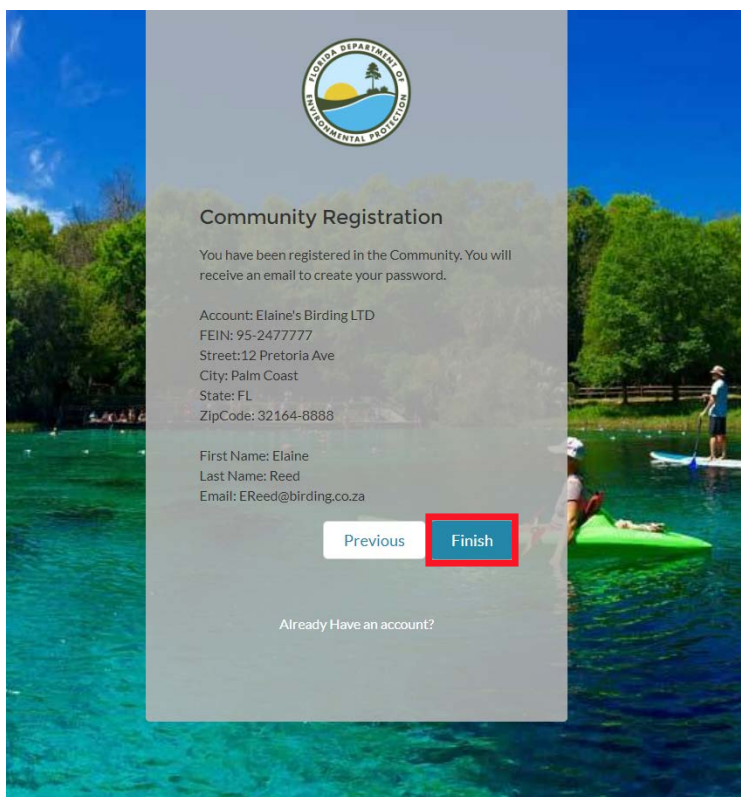
* Email Address

Previous Next

The image shows a registration form with a background of a person in a boat on water. The form has four input fields: 'Applicant FEIN/FEID', '* First Name', '* Last Name', and '* Email Address'. At the bottom, there are two buttons: 'Previous' and 'Next'.

- If you are applying as a FRDAP Applicant, enter the information for the grantee grant manager.
- If you are applying as a FRDAP Consultant on behalf of an Applicant, you will enter the consultant's contact information.

- The next screen will display confirming you have been registered on the community. Click Finish.



- You will receive an email notification (like the example below) welcoming you to the community and requesting that you click on the link provided within the email to create your password.



Hi Devon,

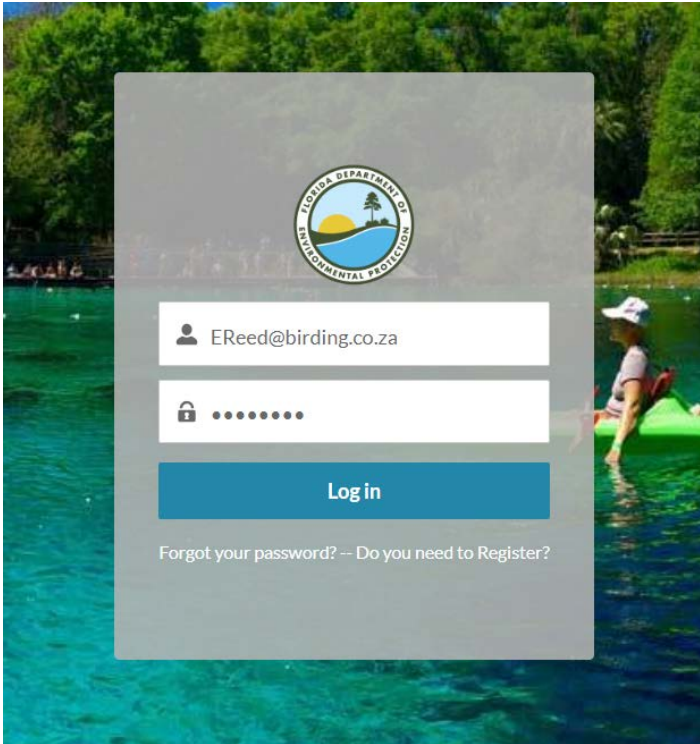
Welcome to The Florida Department of Environmental Protection's Grant Program Portal!

To get started and access your account, you will need to note the Username provided below:

Your username is **EReed@birding.co.za**

To apply for grant funding, please click here: <https://deppartial-myeco.cs54.force.com/grants/login?c=JEXbkC8H.Z.11Q00K3Xkgo.0kpY3LTQ!FSU8oqAy4N4H2P5RxxH9.93CasH9.SCjP5rQjUJoUhtCXx8MMjv6fC8Jc4R9W7NIX0HOXIZNlo.GNKdnyvk9ZJUAvFHfQ310wFZqJ0dpxnYFdqkKlJnJG4iL2XZ232MHB4JpIC>

- Once your password has been created, you are able to login to the community using the username provided from the email sent to you and the password you have created.



- Once you have logged in using your username and password, you will see the home page.
- There are quick links that the user can select to access:
 - Quick Links for users to access additional information
 - Account Details
 - Grant Requirements
 - Apply for a Grant

Florida Recreation Development Assistance Program



The Florida Recreation Development Assistance Program (FRDAP) is a competitive program which provides grants, subject to legislative appropriation, to local governmental entities for acquisition and development of land for public outdoor recreation use or to construct recreational trails. Section 375.075, Florida Statutes and Rule Chapter 62D-5, Florida Administrative Code govern the FRDAP program.

[Grant Requirements](#)
[Apply for Grant](#)

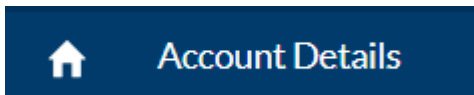
The Florida Department of Environmental Protection recommends using Chrome while using this Portal.

Quick Links

- The Department of Environmental Protection (DEP)
- FRDAP Program Information
- FRDAP Application Instructions
- FRDAP Program Rule
- Facts About FRDAP
- Program Staff

2. Account Details

- To view Account details, select Account Details object.



- There are different list views under the Account Details Object:
 - Account
 - Contact
 - Grant Application
 - Grant Agreement
 - Reimbursement Request

- The name of the Account is listed. To view the account details the user can click on the name of the account or select view all if there is more than one account for the user (if the user is a Consultant user).

The screenshot shows the top navigation bar with the Florida Department of Environmental Protection logo and a user profile for Elaine Re... The main content area has a breadcrumb trail: Account Details > Account. Below this is a section titled "MY ACCOUNT INFORMATION" containing the account name "Elaine's Birding LTD" and its address: 12 Pretoria Ave, Palm Coast, 32164-8888, United States. A "View All" button is located below the address. At the bottom of the page, contact information for the Florida Department of Environmental Protection is provided: 3900 Commonwealth Blvd., Tallahassee, Florida 32399-3000, Phone: 850-245-2118.

- When the user clicks on the name of the account, the account record will display.
- The user will view the Details tab (address, contact details etc.) and Related list tab (Contacts, Grant Applications and Grant Agreements associated to the account).

The screenshot displays the "Account Details" page for "Elaine's Birding LTD". The "Details" tab is active, showing fields for Billing Address (12 Pretoria Ave, Palm Coast, 32164-8888, United States), Phone, Facility Name, Entity/Owner Name, and Primary Email. Below this, there are sections for "Details" and "Related". The "Details" section includes fields for Account Name, Parent Account, Federal Employer ID # (95-2477777), Parent Company Name, Legal Name, Profit or Non Profit, Type, Entity Type, and Common Name. The "Address Information" section shows Billing Address and Shipping Address (United States). The "Related" section contains three lists: "Contacts (1)" with one entry for Elaine R... (ereed@bir...), "Grant Applications (0)", and "Grant Agreements (0)". There is also a "Files (0)" section.

3. Contact

- To view all contacts associated to the account select **View All** or to view the contact record, select the contact name.

Account Details

Account
Elaine's Birding LTD

Billing Address: 12 Pretoria Ave, Palm Coast, 32164-8888, United States

Phone, Facility Name, Entity/Owner Name, Primary Email

Details

Account Name: Elaine's Birding LTD
Parent Account
Federal Employer ID #: 95-2477777
Parent Company Name

Legal Name
Profit or Non Profit
Type
Entity Type
Common Name

Address Information

Billing Address: 12 Pretoria Ave, Palm Coast, 32164-8888, United States
Shipping Address: United States

Related

Contacts (1)

CONTA...	TITLE	MAILING C...	EMAIL
Elaine R...		Palm Coast	ereed@bir...

View All

Grant Applications (0)
Grant Agreements (0)
Files (0)

- The list of contacts will be displayed.
- To email the contact, select the contacts email address.
- To view the contact record, select the contact name.

Account Details

Accounts > Elaine's Birding LTD
Contacts

	CONTACT NAME ↑	TITLE	MAILING CITY	EMAIL	MOBILE
1	Elaine Reed		Palm Coast	ereed@birding.co.za	

- The contact record displays the details for the contact. Select **Edit** to edit the record.

Account Details

Contact **Elaine Reed** Edit

Title Account Name Mailing Address Phone
 Elaine's Birding LTD 12 Pretoria Ave
 Palm Coast, 32164-8888
 United States

Details

Name Elaine Reed Phone
 Account Name Elaine's Birding LTD Mobile
 Title Email ① ereed@birding.co.za

Address Information

Mailing Address
 12 Pretoria Ave
 Palm Coast, 32164-8888
 United States

Related

Related Accounts (1)

ACCOUNT N...	DIRECT	ROLES
Elaine's Birdi...	<input checked="" type="checkbox"/>	

[View All](#)

Grant Applications (0)

Grant Agreements (Grantee's Grant Ma... (0)

- The Edit Contact screen will display, and updates can be made to the contact record. Click Save.

Edit Contact

* Name
 Salutation --None-- Phone
 First Name Elaine
 * Last Name Reed
 Account Name Elaine's Birding LTD Mobile
 Title Email ① ereed@birding.co.za

Address Information

Mailing Address
 Mailing Country

Cancel Save

- To go back to the home screen, select the Home button .

4. Apply for a Grant

- Select the link Apply for a Grant.

Account Details

Florida Recreation Development Assistance Program

The Florida Recreation Development Assistance Program (FRDAP) is a competitive program which provides grants, subject to legislative appropriation, to local governmental entities for acquisition and development of land for public outdoor recreation use or to construct recreational trails. Section 375.075, Florida Statutes and Rule Chapter 62D-5, Florida Administrative Code govern the FRDAP program.

[Apply for Grant](#)

Quick Links

- The Department of Environmental Protection (DEP)
- FRDAP Program Information
- FRDAP Application Instructions
- FRDAP Program Rule
- Facts About FRDAP
- Program Staff

Florida Department of Environmental Protection
3900 Commonwealth Blvd.,
Tallahassee, Florida 32399-3000
Phone: 850-245-2110

- A screen with eligibility questions will be displayed and users will select their answer (Yes or No) from the picklist values. Click Next.

Account Details

Are you a local government with the legal responsibility to provide outdoor recreation to the public?
*

Select

Will the project be developed on school board property?
*

Select

Is this project for one of the following: (1) acquisition of land for public outdoor recreational purposes; (2) development or renovation of land for public outdoor recreational purposes; or (3) construction or renovation of a public recreational trail
*

Select

Do you own the land in fee-simple-title to be developed or will have a minimum 25-year lease from the project completion date?
*

Select

Does this project include any duplicative elements or facilities submitted for funding under the Land and Water Conservation Fund Program and/or Recreational Trails Program?
*

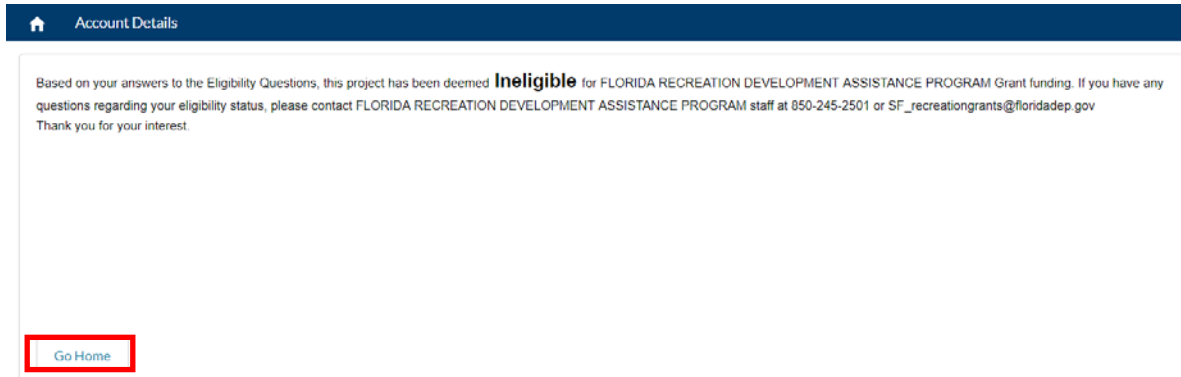
Select

Do you currently have more than 2 active FRDAP projects?
*

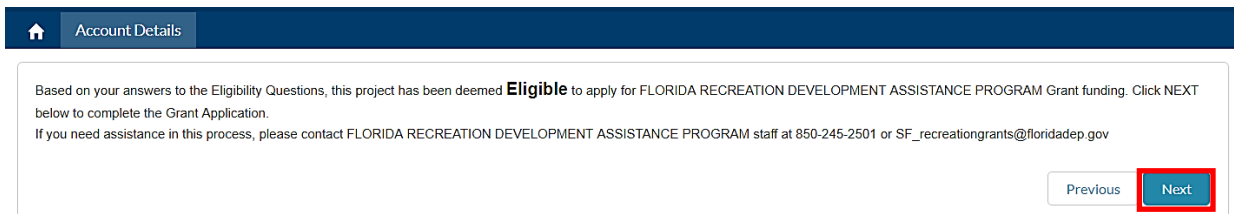
Select

Next

- If the user has answered the questions and is determined to be ineligible to apply for Grant funding, they will see a screen saying they are ineligible. Click on the Go Home button to go back to the home screen.



- If the user has answered the questions and they are eligible to apply for the Grant – they will click Next to start their grant application.



- The Checklist screen will display showing the sections of the application that need to be completed – listed as Not Completed. Select Section 1: APPLICANT INFORMATION to start the application. Click Next.



- The Application Information section will display. Complete all the fields and upload the Letter of Delegation, if applicable. A letter of delegation is required if you are a consultant applying on behalf of a grantee.

PART I — GENERAL INFORMATION

1. APPLICANT INFORMATION

* A. Name of Applicant:

* B. Federal Employer Identification Number: ⓘ

* C. Population:

* D. Current Operating Budget: ⓘ

* E. Contact Name: ⓘ

* Title:

* F. Street:

* Zip Code:
Format: XXXXX-XXXX
[Lookup Postal Code](#)

* County:

* Telephone:

Fax:

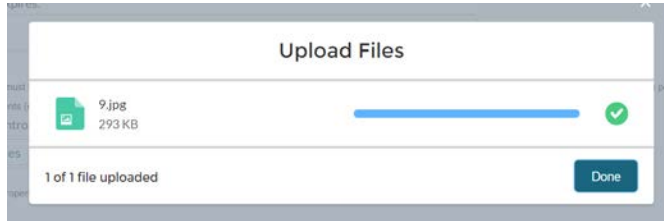
* Email:

I hereby certify that the information provided in this application is true and accurate. I further certify that I possess the authority to apply for this grant on behalf of the applicant.

If applicable, attach letter of delegation authorizing you to submit this application on behalf of the applicant.
Letter of Delegation

Or drop files

- When you upload the document – a screen will appear confirming this has been done. Click Done.




- After completing all the fields - click Next.
- Complete the screen - 2. Project Information.
- If the Project Type is a Development or a Trail, then the last question needs to be answered (If Development/Trail). Please Note: depending on the type of project you select will result in slightly different fields/documents that will need to be completed.
- If the Project Type is an Acquisition, then the last question (If Development/Trail) is not required to be answered.
- Click Next.

Account Details

2. PROJECT INFORMATION

*Name of Project:

*Project Type (Check One): 

Acquisition

Development

Trail

If Development/Trail


On land owned by applicant

On land currently under site control by applicant

Previous **Next**

- Complete the next screen and upload the “Copy of Site Control” documents. When you upload the document – a screen will appear confirming this has been done. Click Done.

- Complete - C. Project Location section and upload the following documentation:
 - Boundary map of the project area
 - On-site photographs
 - Detailed road map
- Click Next.

 Account Details

C. PROJECT LOCATION:

* Street Address:

* City:

* State:

* County:

* Postal Code:
Format: XXXXX-XXXX

* GIS Coordinates Latitude:
Format: XX.XXXXXXXXXX

* GIS Coordinates Longitude:
Format: XX.XXXXXXXXXX

*1. Submit a boundary map of the project area providing a description and sketch of the project area boundaries, display known easements and be legally sufficient to identify the project area. Aerial photographs are accepted as boundary maps, as long as the boundaries are identified.

Boundary map of the project area

*2. Submit color, on-site photographs, sufficient to depict the physical characteristics of the project area.

On-site photographs

*3. Location map and directions: Submit a detailed road map precisely locating the project site along with clear written driving instructions from the nearest federal or state highway. NOTE: Confirm that street names listed are the same as those posted on street signs in the area. Please do not use Map Quest or any other computer mapping program for this.

Detailed road map

- Complete – D. Legislative Districts in which the project site is located. Click Next.

D. LEGISLATIVE DISTRICTS IN WHICH THE PROJECT SITE IS LOCATED:

This should be the Florida Senate and Florida House district in which the proposed project site is located.
If you are not sure of the district, contact your local office of the Supervisor of Elections. (There is only one each.)

* State Senator:

* Senate District Number:

* State Representative:

* House District Number:

* E. TOTAL NUMBER OF ACRES BEING ACQUIRED OR TOTAL NUMBER OF ACRES BEING DEVELOPED:

Previous

Next

- Complete – F. Describe the Physical Characteristics of the Project. Click Next.

F. DESCRIBE THE PHYSICAL CHARACTERISTICS OF THE PROJECT.

1) For Development Projects:

(a) Provide a description of the proposed project which includes existing and future uses, existing and proposed physical improvements, natural and historical resources, any proposed resource protection/conservation and any existing buildings on site.

•

(b) Indicate if a natural spring is located on project site:

-
- YES
 NO

(c) Indicate if there is public access to the park either through an existing street or easement:

-
- YES
 NO

* Describe Public Access:

Previous

Next

- Complete – 3. Financial Information Grant Match Ratios section.
- If approved for REDI Match Waiver, fill out REDI Waiver Forms located under FRDAP Administrative Forms at <https://floridadep.gov/lands/land-and-recreation-grants/content/frdap-assistance>
 - Check the REDI Waiver Submitted checkbox once the form has been uploaded.

 Account Details

3. FINANCIAL INFORMATION GRANT MATCH RATIOS:

(Based on the grant cap of \$200,000)

Project Cost	State Share	Grantee Share
\$50,000 or less	100%	0%
\$50,001 to \$150,000	75%	25%
\$150,001 up to \$400,000	50%	50%

Project Cost = State Share + Grantee Share

Refer to Chapter 62D-5.055(4), F.A.C. for complete information on match requirements and match types.

The Total Project Cost (Line F) must equal the grant request (Line A) plus the total local match (Line E). This figure (Line F) should not total more than \$400,000 for the purpose of this application.

* A. FRDAP Funds Requested (State Share) Line A

B. Local Funds Available: (Grantee Share)

* Cash: Line B

Cash: Line B - If you do not have a value, enter \$0

* In-Kind: Line C

In-Kind: Line C - If you do not have a value, enter \$0

* Land Value: Line D

If property is developed, land value CANNOT be used as a match.

* Total Local Match: Line E (Sum of lines B, C and D)

* C. Total Cost of Proposed Project:

Sum of Lines A and E (Should not total more than \$400,000)

(If approved for REDI Match Waiver, fill out REDI Waiver Forms at located under FRDAP Administrative Forms at <https://floridadep.gov/oo/land-and-recreation-grants/content/florida-recreation-development-assistance-program>).

REDI Waiver Submitted

Upload REDI Waiver

 Upload Files Or drop files

- The next screen will display a list of all the required documentation that has been uploaded.
- If there are documents that are not marked as Uploaded – the user will have the opportunity to upload them towards the end of the application. Click Next.

FRDAP App

List of Required Documents

Document Name

Letter of Delegation - **Uploaded**

1. Copy of the site control documents - **Uploaded**
2. Boundary map of the project area - **Uploaded**
3. Color, on-site photographs - **Uploaded**
4. Detailed road map precisely locating the project site - **Uploaded**

Previous Next

- Click “Yes” and Next.

Account Details

*Would you like to continue to Project Elements Section?

YES

NO

Previous Next

- This is a new application, select “New Project Element”. Click Next
- If it is an existing application that was created previously, you would select “View List Project Elements” to view previously created project elements.

Account Details


Do you want to enter a new Project Element or view an existing Project Elements

New Project Element

View List of Previously Entered Project Elements

Previous Next

- Click Next after reading through the next screen.

 Account Details

D PROJECT WORK PLAN (COMPLETE FOR ALL PROJECTS, DEVELOPMENT AND ACQUISITION):

In this next section, you will enter the information to develop your Project Work Plan by entering the information for each Project Element to be developed. You will also enter the information for the grant funds and match to be provided for each element. Primary elements and support elements should be listed separately and you must identify all elements that will be completed under this Agreement. Use as many project elements as needed to complete.

DEVELOPMENT PROJECTS:
PRIMARY RECREATION AREAS AND FACILITIES:

Primary facilities include all recreation facilities and opportunities. Primary cost must be equal to or greater than fifty percent (50%) of the total cost. Primary examples are: beach access, picnic facilities, fishing piers, ball fields, tennis courts, trails, trailheads, shade structures for recreational facilities, etc. Enclosed structures are not eligible costs. Costs of planning and site preparation should be included within the cost of each element. If land value is used as match, it should be included under primary cost. If this is a trail project, list the uses or types of trails. If developing one trail for multi-purposes state multi-purpose trail, but if doing several different trails list separately with each use (example: walking trail or bike trail).

SUPPORT FACILITIES AND IMPROVEMENTS: Support facilities are facilities which cannot stand alone, or which would have little or no public outdoor recreational value without the primary facility. No enclosed structures are eligible except restrooms, bathhouses or restroom/concession stands. Other support examples are: parking, landscaping, and security lighting. Amenities such as benches, or bike racks will receive no points when being scored. The enclosed structures listed above cannot be phased and must be completed with one grant.

ACQUISITION PROJECTS:
If acquisition project, list the project work plan for the development of the project.

[Next](#)

- Complete the fields for the Project Elements section of the application.
- If another Project Element needs to be added, select Yes at the end of the screen where the question is asked – “Add another Project Element?”
- Click Next
- Enter your additional Project Element and when you have entered them all click on “No” at the end of the screen where the question is asked – “Add another Project Element?”
- Click Next

FLORIDA RECREATION DEVELOPMENT ASSISTANCE PROGRAM (FRDAP)
DEVELOPMENT PROJECT BUDGET DETAIL

Project Name: Bailey F. Ogburn Recreational Facility

Grantee Name: Town of White Springs

The project reimbursement is limited to one (1) invoice upon completion of all Project Elements listed below and submittal of all Deliverables and required documentation identified in the table below. Completion Documentation required prior to Reimbursement Request.

Project Tasks, Deliverables and Required Documentation

* Type of Project Element

- New Primary
- New Support
- Project Proposal Request
- Project Request
- Renovation Primary
- Renovation Support

* Enter Project Element

* Amount of Costs to be Paid with Grant Funds

Provide Budget Detail

* Amount of Costs to be Paid with Grantee Match

Provide Budget Detail

INSTRUCTIONS FOR COMPLETING PROJECT WORK PLAN:

DELIVERABLES/ELEMENTS/WORK TO BE COMPLETED: Identify **ALL** elements that will be completed under this Agreement.

DELIVERABLE/ELEMENT BUDGET AMOUNT FOR REIMBURSEMENT: Must provide a budget for each element and identify the expense category and budget detail. Provide description of the costs as follows: **Salaries:** identify the position title/hourly rate/# of hours to complete the deliverable; **Fringe benefits:** identify the % used to calculate the fringe benefits; **Contractual Services:** identify what service will be paid for under the contract for services; **Equipment:** the purchase of equipment is not allowed under this Agreement, the rental of equipment is the only costs allowed that are associated with equipment; **Supplies and Materials:** identify what supplies/materials will be purchased; **Other costs:** identify what other costs are being requested (such as printing costs, other costs that do not fit into the other established cost categories (salaries, fringe benefits, equipment, supplies, indirect, contractual services); **Indirect Costs:** identify the percentage that is used for the indirect being claimed for reimbursement (cannot exceed 15% unless prior approval has been obtained by the Department).

MATCH AMOUNT TO BE CLAIMED: The same level of detail must be provided for match as for reimbursement.

* Add another Project Elements?

- Yes
- No

Next

Administrative/Engineering costs should be entered as New Support Elements

- The next screen will display in a table with all the project elements and the amounts that were previously entered.
- At the end of the screen the question is asked if you would like to add more Project Elements. You have the option to continue to add additional Project Elements you may missed.

- If you do not need to add any more Project Elements, select “No” and click Next.

Type of Project Element	Task: Project Element	Amount of Costs to be Paid with Grant Funds	Amount of Costs to be Paid with Grantee Match
New Primary	Clearing the land to build	\$10,000.00	\$1,000.00
Renovation Primary	Build Playground	\$40,000.00	\$0.00
	*All work will be completed in accordance with the approved plans.	\$50,000.00	\$1,000.00

Deliverables and Documentation To Be Submitted Upon Completion And Before Reimbursement Can Be Approved

Project Completion Certification
 Final as-built site plan
 Florida Recreation and Parks Inventory Form
 Color Photographs of Project Notice of Limitation of Use Boundary Survey

*All work will be completed in accordance with the approved plans.

*Did you miss any Project Elements?
 Do you want to add more Project Elements?
 Yes
 No

Next

- The next screen displays information regarding the Conceptual Site Plan and you will need to upload a conceptual site plan document. Click Next when this has been done.

Type of Project Element	Task: Project Element	Amount of Costs to be Paid with Grant Funds	Amount of Costs to be Paid with Grantee Match
New Primary	Clearing the land to build	\$10,000.00	\$1,000.00
Renovation Primary	Build Playground	\$40,000.00	\$0.00
	*All work will be completed in accordance with the approved plans.	\$50,000.00	\$1,000.00

CONCEPTUAL SITE PLAN:
 Remember to include each element in your conceptual site plan. Submit a conceptual site plan displaying the areas and facilities to be developed as proposed in this application. The site plan must correlate with the project boundary map and work plan elements. The site plan must CLEARLY DELINEATE using color codes between facilities/opportunities currently existing, facilities proposed for funding in this application and facilities planned for future development. If project is an acquisition project, be sure to submit on the site plan the proposed elements to be developed as listed in this application. Also identify different FRDAP phases on the site plan and any LWCF phases.

Conceptual Site Plan

Performance Standard: Approval of deliverables is based upon review for compliance with the requirements for funding under the Florida Recreation Development Assistance Program (FRDAP), approved plans and application approved for funding.

Deliverables and Documentation To Be Submitted Upon Completion And Before Reimbursement Can Be Approved

Project Completion Certification
 Final as-built site plan
 Florida Recreation and Parks Inventory Form
 Color Photographs of Project Notice of Limitation of Use Boundary Survey

*All work will be completed in accordance with the approved plans.

Next

- The next screen will display asking if you would like to continue to the Evaluation section.
- Select Yes and click Next.

- Please Note: You must complete the Evaluation section entirely as you will not be able to go back into this section. If you do not complete this section in its entirety you must contact the FRDAP team at SF_recreationgrants@floridadep.gov so they can delete the Application and you will then need to start the Application process again.

*Would you like to continue to Evaluation Section?

YES

NO

If you start the Evaluation section you MUST complete it in it's entirety. If you are unable to complete this section in it's entirety then please contact the DEP Team at SF_recreationgrants@floridadep.gov

Please Note: If you do not complete the Evaluation, you will not be able to submit the application. If you chose not to continue, you will be returned to the application checklist.

Next

- Complete – Part 2 Evaluation Criteria

Account Details

PART II — EVALUATION CRITERIA

GENERAL CRITERIA

1. CAPITAL IMPROVEMENT PLAN

A. Is the proposed project identified, in whole or in part, in the applicant's capital improvement plan or schedule during the current or next three (3) fiscal years?

*

Yes

AND

Provide:

1) A letter from the agency's city or county manager certifying the five year capital improvement schedule is officially adopted and date adopted. Project will not receive points if letter is not submitted and does not state the date CIP was adopted.

A letter from the agency's city or county manager

Upload Files Or drop files

2) A copy of the five-year capital improvement schedule included in the applicant's adopted Local Comprehensive Plan, stating project by name, amount and year (County or City budgets are not the same as capital improvement schedules) Please highlight project name, amount and year.

(20 Points)

- Complete – 2 State Comprehensive Outdoor Recreation Plan

2. STATE COMPREHENSIVE OUTDOOR RECREATION PLAN

A. Explain how the proposed project would address one or more of the issues or goals identified in the State Comprehensive Outdoor Recreation Plan. Use the OUTDOOR RECREATION IN FLORIDA-2008 (Chapter 6 & 7).

Provide quotations or other appropriate references with explanations to justify the correlation. To receive points, must give a detailed explanation as to how the project meets the goals, cannot only list the goals.

(4 points)

•

Provide Quotation and other references

Or drop files

B. 2008 Relative Need Index by Region

The proposed project provides for a priority resource or facility need in the applicant's planning region identified in the Statewide Comprehensive Outdoor Recreation Plan. Locate the applicant's region and circle each priority resource/facility need as proposed in the project cost on this application.

(7 points)

- After selecting the Region and clicking next – you will then need to select the priority resource/facility that will be included in your project. Click Next.

Select Priority resource/facility that will be included in our Project

- Picnicking
- RV / Trailer Camping
- Football
- Baseball or Softball
- Outdoor Swimming Pool Use
- Nature Study
- Historical or Archeological Sites
- Outdoor Basketball
- Saltwater Beach Activities
- Soccer or Rugby

- Complete – 3 Public Participation

3. PUBLIC PARTICIPATION

Indicate which of the following apply (Check ALL that apply): (To receive points for this section any meetings, presentations, or surveys must be held in the current year or within the previous 3 years of application and each of the three meetings must be held separately to receive each set of points. Meetings also must be held prior to the application submittal.)

A. A pre-advertised public meeting was held solely for the purpose of discussing the proposed project.

Attach a copy of ad and proof of publication for the advertisement. Advertisement needs to state where and when advertised. If submitting 2 applications, must hold separate meeting for each project (unless they are phased projects of the same park). If not advertised in a newspaper, need a written explanation as to how, when and where advertised, along with a copy of notice/advertisement. (10 Points)

Attach a copy of ad and proof of publication for the advertisement.

[Upload Files](#) Or drop files

B. The project was discussed at a regularly scheduled meeting of the applicant's advisory board responsible for park, recreation or leisure service activities.

Provide a copy of the minutes of the advisory board meeting(s) where this project was discussed. The board must be an appointed group of citizens, such as a parks and recreation advisory board, who would normally review projects similar to the proposed grant application. Planning and zoning or similar boards may be used if a parks and recreation advisory board does not exist. CITY OR COUNTY COMMISSIONS ARE NOT CONSIDERED ADVISORY BOARDS. (7 Points)

Copy of the minutes of the advisory board meeting(s)

[Upload Files](#) Or drop files

• Complete – 4 Operation and Maintenance

4. OPERATION AND MAINTENANCE

Capability to develop, operate and maintain the project site: (Check ONLY one):

- The applicant has a full-time recreation or park department staffed to provide facility development, programming and maintenance. (6 Points)
- The applicant has demonstrated the existence of a full-time ability to provide facility development, programming and maintenance. (4 Points)
- The applicant has other means of providing facility development, programming and maintenance. (2 points)

Provide a brief description of how development, programming and maintenance will be provided and a copy of an agency organizational chart. Must provide both to receive points.

Provide a brief description of how development, programming and maintenance

[Upload Files](#) Or drop files

Next

- Complete – 5 Park Partnership

5. PARK PARTNERSHIP

The proposed project is supported through a fully executed written cooperative agreement between the applicant and a private or public entity (within the current or past 3 years) in which said entity agrees to furnish 10% or more of the total project costs in cash, land, or labor services for the development/construction of this project with the applicant holding the leading management responsibility. The written agreement must be executed by the end of the submission period and quantify the donation in monetary units. This can be a cooperative agreement between either parties or a letter from the entity agreeing to furnish 10% of the total project costs in cash, materials, land, or labor services.
(A management or maintenance agreement is not acceptable.) (3 Points)

*
 Yes
 No

Attach copy of agreement

[Upload Files](#) Or drop files

6. TRAIL CONNECTIVITY

The project provides for increased trail access by connecting an existing, publicly owned and designated recreational trail which is outside the project boundary. Indicate on the site plan the project trail/connection and name and location of existing trail(s) outside the boundaries.(5 Points)

*
 Yes
 No

Attach copy site plan marked with trail/connection

[Upload Files](#) Or drop files

Next

- Part 3 Supporting Documents - the next screen will display the population densities. To view the images in a larger format, click on the links (name of the tables i.e. Population 1).
- Click Next and review the Population densities tables.

Part III – Supporting Documents

POPULATION DENSITIES

Population 1
 Outdoor Facility Needs Ranked by Priority Index: Population Density 1

Rank	Renovation		Construction		Cluster
	Facility	Points	Facility	Points	
1	Playgrounds	6	Baseball Fields	6	Cluster I
2	Support Facilities	5	Softball Fields	5	
3	Tennis Courts	5	Playgrounds	5	Cluster II
4	Rest Rooms	5	Rest Rooms	5	
5	Picnic Facilities	4	Support Facilities	4	
6	Baseball Fields	4	Soccer Fields	4	
7	Basketball Courts	4	Basketball Courts	4	Cluster III
8	Softball Fields	4	Bike Trails	4	
9	Swimming Pools	4	Swimming Pools	4	
10	Boating Facilities	4	Tennis Courts	4	
11	Fishing Piers	3	Picnic Facilities	3	
12	Camping	3	Handball Courts	3	
13	Handball Courts	3	Fishing Piers	3	Cluster IV
14	Football Fields	3	Football Fields	3	
15	Soccer Fields	3	Boating Facilities	3	
16	Beach Access	2	Exercise Trails	2	
17	Historical Facilities	2	Camping	2	
18	Shuffleboard Courts	2	Beach Access	2	Cluster V
19	Nature Trails	2	Historical Facilities	2	
20	Other	2	Shuffleboard Courts	2	
21	Golf Courses	2	Nature Trails	2	
22	Bike Trails	1	Golf Courses	1	
23	Exercise Trails	1	Hiking Trails	1	Cluster VI
24	Hiking Trails	1	Horse Trails	1	
25	Horse Trails	1	Other	1	

Population Density 1 - Population Under 10,000

- The next screen will only display if it is a Development project. Complete – Development Criteria questions and click next.


DEVELOPMENT CRITERIA (COMPLETE ONLY FOR DEVELOPMENT PROJECTS)

1. NEW DEVELOPMENT

List the existing facilities/improvements on the project site. Include improvements such as baseball fields, basketball courts, trails, boat ramps, etc. (Bullet lists are encouraged) (If undeveloped, state None). The site plan must clearly delineate between facilities/opportunities currently existing, facilities proposed for funding in this application and facilities planned for future development. Identify and color code different funding phases from the existing facilities.
(5 Points, If undeveloped)

*What project elements are being developed?

The site plan must clearly delineate between facilities/opportunities currently existing

 Upload Files

Or drop files

2. INFRASTRUCTURE ASSESSMENT OF LOCAL GOVERNMENT RECREATION AND PARK DEPARTMENT FACILITY NEEDS IN THE STATE OF FLORIDA

A) List the facilities which are identified in the priority ranked index clusters of outdoor facilities needs for renovation and/or new construction identified within the applicant's population density as set forth in the Department's study entitled "Infrastructure Assessment of Local Government Recreation and Park Department Facility Needs in the State of Florida" effective December 1995. (See attached Priority Ranked Index Clusters. A project facility not listed in the priority ranked indexes will receive a score of a similar facility included in the indexes, as determined by the Department staff.) (If developing trails, must have separate trails to receive separate points. (Maximum 30 points)

- The list of required documentation screen will display. This screen is a checklist that will indicate if the documentation was uploaded or if the documentation is not needed. Click Next.

List of Required Documents:

1. A letter from the agency's city or county manager certifying the five year capital improvement schedule - **Uploaded**
2. A copy of the five-year capital improvement schedule included in the applicant's adopted Local Comprehensive Plan - **Uploaded**

- Select Go to Application.

↑ Account Details

Thank you for completing your DEP Florida Recreation Development Assistance Program (FRDAP) application.

You can click the button below to return to the Home Page to view additional information about the FRDAP program.

In order to submit your application you **MUST** go to the application and click the "Submit for Approval" button in the top right hand corner of the application.

Your total score for the application you are submitting is **95**
Once the application is submitted you will no longer be able to edit it.

Go to Application

- Please make sure that you refresh your screen. If the user would like to edit the Project Elements that were entered previously, scroll to the Project Elements related list.
- Click on the Project Element to view the Project Element record.

Project Description

Name of Project
Test Project - Acquisition

Date site control expires ⓘ

Planned completion date ⓘ

Project Type ⓘ
Acquisition

Project Type: On Land

Project Elements (2)

PROJEC...	TYPE	TASK	AMOUNT T...	
PE-0538	New Prim...	Primary El...	\$2,500.00	▼
PE-0540	New Prim...	Project Ele...	\$2,500.00	▼

[View All](#)

Approval History (0)

LEGISLATIVE DISTRICTS IN WHICH THE PRO...

State Senator Name
Tom

Senate District Number
4

State Representative Name
Susan

House District Number
7

- Click on Edit to edit the Project Element record or Delete to delete the record.

Project Element
PE-0538

Edit
Delete

Project Element Name
PE-0538

Type
New Primary

Grant Application
[A0290](#)

Task
Primary Element 1

Financial Information

Amount to be Paid with Grant Funds
\$2,500.00

Amount to be Paid with Grantee Match
\$0.00

- Before submitting your application for approval, please confirm all Exhibits have been uploaded to the system. You may add files here if needed.

Grant Application
A3990

[Submit for Approval](#) [Download Files](#)

Florida Department of Environmental Protection
FLORIDA RECREATION DEVELOPMENT ASSISTANCE PROGRAM
GRANT APPLICATION PACKAGE

Checklist

To add information in a section, please select the appropriate section to make the edit.

List of sections completed or pending:

- Section 1: Completed
- Section 2: Completed
- Section 3: Completed
- Section 4: Completed
- Section 5: Completed
- Section 6: Completed
- Section Project Element: Completed
- Section Evaluation: Completed

Select Section you want to complete:

- Section 1: APPLICANT INFORMATION
- Section 2: PROJECT INFORMATION
- Section 3: PROJECT LOCATION
- Section 4: LEGISLATIVE DISTRICTS IN WHICH THE PROJECT SITE IS LOCATED
- Section 5: DESCRIBE THE PHYSICAL CHARACTERISTICS OF THE PROJECT
- Section 6: FINANCIAL INFORMATION/GRANT MATCHING
- Project Element
- Evaluation


[Next](#)

Related

Files (6) [Add Files](#)

[View All](#)

- To submit your application, you MUST go to the application and click the "Submit for Approval" button in the top right-hand corner of the application. Please refresh the screen.



Grant Application
A0290

Edit
Submit for Approval

Florida Department of Environmental Protection
FLORIDA RECREATION DEVELOPMENT ASSISTANCE PROGRAM
GRANT APPLICATION PACKAGE

Checklist

To edit information in a section, please select the appropriate section to make the edits.

List of sections completed or pending.

Section 1: **Completed**

Section 2: **Completed**

Section 3: **Completed**

Section 4: **Completed**

Section 5: **Completed**

Section 6: **Completed**

Section Project Element: **Completed**

Section Evaluation: **Completed**

Select Section you want to complete

- Section 1: APPLICANT INFORMATION
- Section 2: PROJECT INFORMATION
- Section 3: PROJECT LOCATION
- Section 4: LEGISLATIVE DISTRICTS IN WHICH THE PROJECT SITE IS LOCATED
- Section 5: DESCRIBE THE PHYSICAL CHARACTERISTICS OF THE PROJECT
- Section 6: FINANCIAL INFORMATION GRANT MATCH RATIOS
- Project Element
- Evaluation

Next

Project Number
A0290


Total Project Amount
\$0.00

Total Grant Award Amount
\$0.00

Application Status
Draft

Application Submit Date

Termination/Application Close Date



Files (6+)

Add Files

AA10
Sep 6, 2018 ...

AA9
Sep 6, 2018 ...

A13
Sep 6, 2018 ...

a19
Sep 6, 2018 ...

11
Sep 6, 2018 ...

a28
Sep 6, 2018 ...

5. Grant Application Tab

- Select Account Details and then select the Grant Application tab to view the grant application. To open the application, click on the Project Number.

The screenshot shows a navigation menu with 'Account Details' selected. Below it are tabs for 'Account', 'Contact', 'Grant Application', 'Grant Agreement', and 'Reimbursement Request'. The 'Grant Application' tab is active, displaying a table of applications.

PROJECT NUMBER	FACILITY NAME	APPLICATION STATUS	APPLICATION SUBMIT DATE
A0216	Reebok Recreation Ltd	Application Submitted	8/26/2018

View All

- The Grantee will receive an email updating them as to who the Grant Manager is that has been assigned to their application and provides the DEP Grant Manager's contact information.



Thank you for submitting your application for grant funding through the Florida Recreation Development Assistance Program!

Your grant application has been assigned to Angie Bright as your Grant Manager and will be your point of contact should you have any questions regarding [A0216]. Your application is being reviewed and your Grant Manager will be contacting you soon to discuss your project.

Should you have any questions, please contact us.

Thank you,
Angie Bright
angie.bright@dep.state.fl.us

Thank you,



Florida Department of Environmental Protection
[3900 Commonwealth Blvd,
Tallahassee, FL 32399](http://3900 Commonwealth Blvd, Tallahassee, FL 32399)
Phone: 850-245-2118

- Once the Grant Application has been submitted to DEP for approval and they have approved the submitted application, the application status will change to Application Approved.

The screenshot shows a navigation bar with 'Account Details' selected. Below it are tabs for 'Account', 'Contact', 'Grant Application', 'Grant Agreement', and 'Reimbursement Request'. The 'Grant Application' tab is active. A table titled 'MY APPLICATIONS' has columns: PROJECT NUMBER, FACILITY NAME, APPLICATION STATUS, and APPLICATION SUBMIT DATE. The first row shows project A0216 for Reebok Recreation Ltd with a status of 'Application Approved' (highlighted in a red box) and a submit date of 8/26/2018. A 'View All' link is at the bottom.

PROJECT NUMBER	FACILITY NAME	APPLICATION STATUS	APPLICATION SUBMIT DATE
A0216	Reebok Recreation Ltd	Application Approved	8/26/2018

6. The Grant Agreement

- Select the Grant Agreement tab to view the grant agreement. To open the application, click on the Agreement Number.
- The status of the Agreement is displayed.

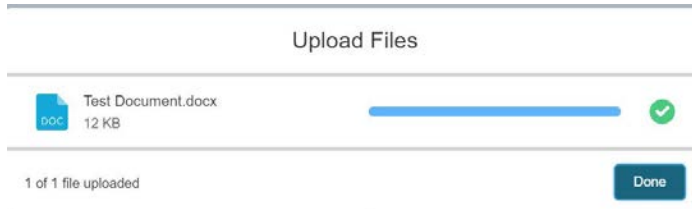
The screenshot shows the 'Grant Agreement' tab selected in the navigation bar. A table titled 'MY GRANT AGREEMENTS' has columns: AGREEMENT NUMBER, PROJECT NUMBER, AGREEMENT ACCOUNT, and STATUS. The first row shows agreement A0216 for project A0216 at Reebok Recreation Ltd with a status of 'Executed' (highlighted in a red box). A 'View All' link is at the bottom.

AGREEMENT NUMBER	PROJECT NUMBER	AGREEMENT ACCOUNT	STATUS
A0216	A0216	Reebok Recreation Ltd	Executed

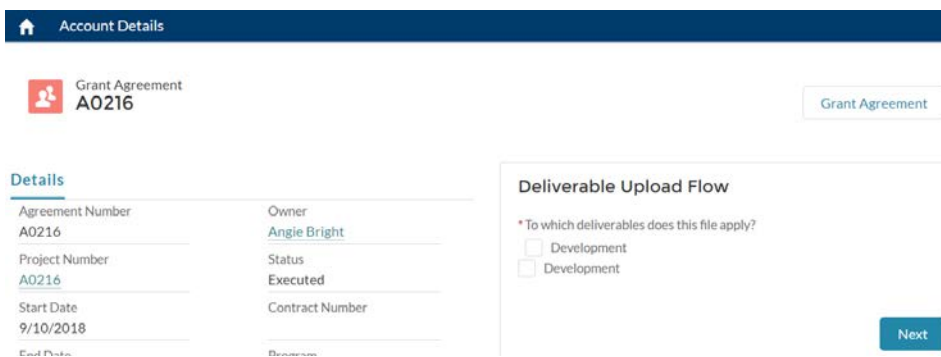
- The user will need to upload their Deliverables. To do this, select Upload Files.

The screenshot shows the details page for Grant Agreement A0216. On the left, there's a 'Details' section with fields for Agreement Number, Project Number, Start Date, End Date, and Agreement Account. On the right, there's a 'Deliverable Upload Flow' section with an 'Upload' area containing an 'Upload Files' button (highlighted in a red box) and a 'Next' button. Below the upload area is a 'Related' section.

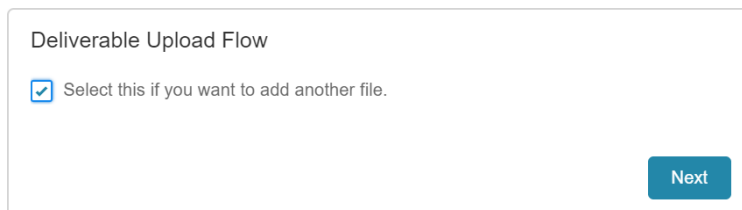
- They will select the file stored on their PC and select Open.
- The upload screen will display showing that the file was uploaded successfully. Click Done.
- Click Next



- Select the Deliverable that is associated with the file that was uploaded. Click next



- Select the checkbox to add another Deliverable file upload, (if you do not want to add another deliverable file, do not check the box) and click next.

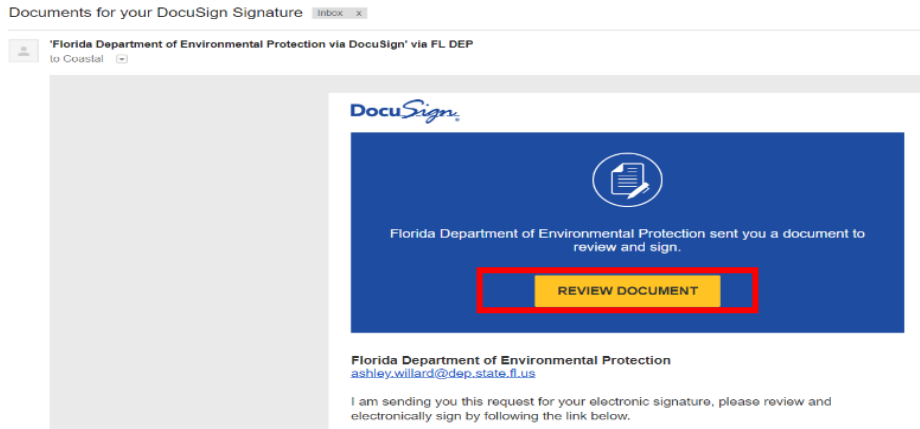


- This will take you to the screen where you can select the file and go through the upload process again.

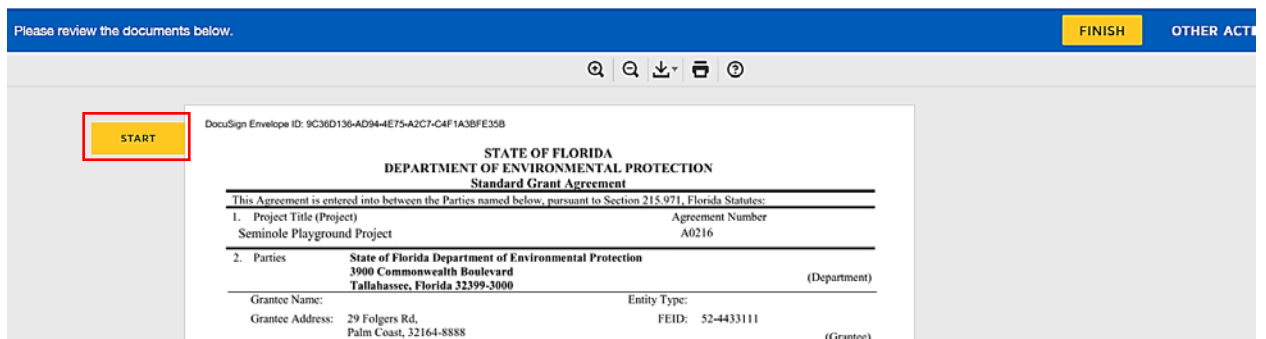


7. DocuSign

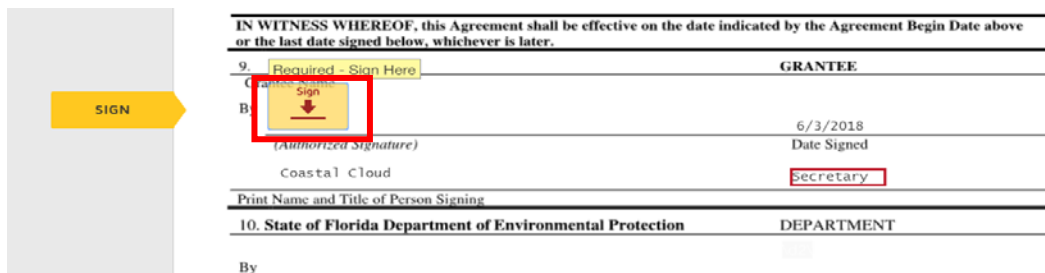
- As part of the Grant Agreement approval process – the Agreement will be sent to the Portal user via email using DocuSign.
- An email will be sent to the Grantee and to DEP. When the email is opened there is a button (Review Document) – click on it.



- Click Start.



- This will automatically take you to the section where the signature is required in the Agreement. Click on the Sign button.



- You can enter your full name and initials if they are not already displayed. A sample signature will then be previewed. You also have the option to draw your own signature by selecting the Draw tab.
- Once you are satisfied with the preview signature, select Adopt and Sign.

Adopt Your Signature

Confirm your name, initials, and signature.

* Required

Full Name* Initials*

SELECT STYLE DRAW

PREVIEW Change Style

By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial.

ADOPT AND SIGN CANCEL

- The Agreement will display with your signature. Select Finish.
- Please Note: The text box below the date is for the Signee's title and is a required field. If there is no data captured in there you will need to enter it here. In the screenshot it is populated with the word Secretary.

Done! Select Finish to send the completed document. **FINISH**

MV2225-Vero Beach SMI OpCo, LLC.pdf 1 of 30

DocuSign Envelope ID: 510B076E-9DDE-4128-8F2E-0177D3300642

DEMONSTRATION DOCUMENT ONLY
PROVIDED BY DOCUSIGN ONLINE SIGNING SERVICE
899 3rd Ave, Suite 1700 • Seattle • Washington 98104 • (206) 219-0200


8. The following information applies to Federal Grants only and is identified in accordance with 2 CFR 200.331(a)(1):

Federal Award Identification Number(s) (FAIN):	F15AP00508
Federal Award Date to Department:	October 01, 2017
Total Federal Funds Obligated by this Agreement:	\$83,529.50
Federal Awarding Agency:	US Fish & Wildlife Service
Award R&D?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> N/A

IN WITNESS WHEREOF, this Agreement shall be effective on the date indicated by the Agreement Begin Date above or the last date signed below, whichever is later.

9. **Required - Signature Applied** GRANTEE

Grantee Name _____

By  6/3/2018
(Authorized Signature) Date Signed

Coastal Cloud **Secretary**

Print Name and Title of Person Signing

- The next screen will display asking you to create an account with DocuSign to save a copy of your document. THIS IS NOT NEEDED. Select No Thanks.

Save a Copy of Your Document



Sign up for a FREE DocuSign account today and sign all your documents electronically.

Email

dep@coastalcloud.us



Electronically sign any document.

Password



Get signatures from others.

Confirm Password



Sign on the go with DocuSign Mobile!

By selecting **SIGN UP**, you agree to the [Terms & Conditions](#) and [Privacy Policy](#)

SIGN UP

NO THANKS

- Once the document has been signed by both parties, the Grantee will receive an email notification with the attached signed Agreement (with both signatures).

Completed: Documents for your DocuSign Signature



Florida Department of Environmental Protection via DocuSign <dse_demo@docusign.net>
1:46 PM



To: Samantha

[Save all attachments](#)



MV2225-Vero Beach SMI OpCo...
578.32 KB



Summary.pdf
270.4 KB

DocuSign



Your document has been completed


[VIEW COMPLETED DOCUMENT](#)

Florida Department of Environmental Protection
ashley.willard@dep.state.fl.us

All parties have completed Documents for your DocuSign Signature.

8. Create a Reimbursement Request

- Navigate to the Account Tab and select the Grant Agreement by clicking on the Agreement Number.
- The Agreement record will display. Scroll down to the Reimbursement Request related list. Select New.

 Grant Agreement
A0216

[Grant Agreement](#)

Details

Agreement Number A0216	Owner Angie Bright
Project Number A0216	Status Executed
Start Date 9/10/2018	Contract Number
End Date 10/31/2018	Program FRDAP
Agreement Account Reebok Recreation Ltd	Type Development
Grantee's Grant Manager Devon Smith	Category test
FRDAP Funds Requested \$50,000.00	Commencement Date
Total Local Match \$0.00	
Total Cost of Proposed Project 0.00	
Local Funds Available: Cash \$0.00	
Local Funds Available: In-Kind \$0.00	
Local Funds Available: Land	

Deliverable Upload Flow

Upload

[Upload Files](#) Or drop files

You may upload one file once in this screen. You will have the ability to upload multiple files. After uploading your file, please click "Next".

[Next](#)

Related

Agreement Deliverables (2)

AGREE...	TASK	TASK DEA...	AGREEME...
DEL-00...	Developm...	9/17/2018	8/26/2018... ▼
DEL-00...	Developm...	9/17/2018	8/26/2018... ▼

[View All](#)

Reimbursement Requests (0)

[New](#)

- The Reimbursement Request screen displays. Complete all the fields and select Save.

New Reimbursement Request: FRDAP Reimbursement Request

*Grant Agreement <input type="text" value="A0216"/>	Status New
Reimbursement Request Name	Invoice # <input type="text" value="001"/>
Grantee Name	Amount Requested 0
Retainment <input type="checkbox"/>	

[Cancel](#) [Save](#)

- The Reimbursement Request record is saved. The user can scroll to the Reimbursement related list and select the link to open the Reimbursement request.

Reimbursement Requests (1) New				
REIMBU...	AMOUNT ...	FUNDS REL...	STATUS	
PR-000...	\$0.00	\$0.00	New	▼
View All				

- Update the amount being requested for reimbursement under the Amount column for each Budget Category in the Budget Category table below. Refresh the screen so that the Amount Requested is populated.
- The user can also upload files that are relevant to the reimbursement request.

Reimbursement Request
PR-000681

Edit Submit for Approval

Details

Grant Agreement A0216	Status New
Reimbursement Request Name PR-000681	Invoice # 001
Grantee Name Devon Smith	Amount Requested \$50,000.00
Retainment <input type="checkbox"/>	

Related

Approval History (0)

Files (0) Add Files

Upload Files
 Or drop files

Budget Category

		ALLOWABLE	TOTAL	CATEGORY		GRANT	GRANTEE
NAME	TASK NAME	BUDGET CATEGORY	TASK BUDGET	AMOUNT	FUNDS REMAINING	AWARD AMOUNT	AWARD AMOUNT
RRBC-5462	Development	Miscellaneous /Other Expenses	\$ 0.00	\$ 1000	\$ 0.00	\$ 7500.00	\$ 2500.00
RRBC-5463	Acquisition	Contractual Services	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
RRBC-5464	Development	Indirect Costs	\$ 0.00	\$ 4000	\$ 0.00	\$ 30000.00	\$ 10000.00

- Note: When adding amounts in the Budget Category table, the values will automatically be saved when you click out of the amount field. There is no save button required. Additionally, the calculations will be adjusted automatically.
- Select **Submit for Approval**. The Submit for Approval comments box will display, add any relevant comments (if any) and select **Submit for Approval**.
- The status will be displayed as Submitted.

Account Details

Reimbursement Request PR-000681

Details

Reimbursement Request Name PR-000681	Invoice # 001
Grant Agreement A0216	Status Submitted
Grantee Name Devon Smith	Submit date 8/26/2018
Type	Amount Requested \$50,000.00
Retention <input type="checkbox"/>	
Amount Less 10% Retainment \$0.00	
Legacy Funding Source 1	Legacy Funding Source 2

Related

Approval History (2)

STEP N...	DATE	STATUS	ASSIGNED...
Grant ...	8/26/201...	Pending	FRDAP Gr... ▼
Approv...	8/26/201...	Submitted	Devon Smi... ▼

[View All](#)

Files (0) [Add Files](#)

[Upload Files](#)

Or drop files

- DEP will process the Payment Reimbursement request and Approve / Reject the request. If approved the status is changed to Approved.

Reimbursement Requests (1) [New](#)

REIMBU...	AMOUNT ...	FUNDS REL...	STATUS
PR-000...	\$20,000.00	\$20,000.00	Approved ▼

[View All](#)

9. Status Reports

- The portal user will create Status Reports which are due by the following dates:
 - January 5th
 - May 5th
 - September 5th
- The portal user will be sent email reminders to submit their Status report.
- Navigate to the Grant Agreement object. Click on the Agreement Number to view the record.

AGREEMENT NUMBER	PROJECT NUMBER	AGREEMENT ACCOUNT	STATUS
A0216	A0216	Reebok Recreation Ltd	Executed

[View All](#)

- Scroll to the Status Report related list.
- Select New.

Status Reports (0) [New](#)

- Complete the Project Element field and the Work Accomplished field. Click on Save.

New Status Report: FRDAP: Status Report

Information

Status Report Name

Date

*Grant Agreement


Project Number

Project Element Progress

Project Element


% Completed

- The Status report is submitted, and the record is displayed in the Status related list.

 Status Reports (1) New			
STATUS ...	RECORD T...	STATUS	CREATED ...
SR-5288	FRDAP: St...		8/27/2018... ▼
View All			

10. Amendments / Change Orders (Read Only)

- The User will have Read Only access to view the Amendment/Change Order records.
- To view the Amendment/Change Order related list navigate to a Grant Agreement record and scroll to the Amendment/Change Order related list.
- Click on the Amendment Name to view the record.

 Amendments/Change Order (1)			
AMEND...	AMENDME...	AMENDME...	CREATED ...
CA-0121	8/27/2018	\$0.00	8/26/2018... ▼
View All			