



# Participant Instructions

Please have your Project Agreement available for the Presentation  
And

**Download** from our website the following forms:

Commencement Checklist and forms

Status Report form

Reimbursement form

Completion Checklist and forms



<https://floridadep.gov/lands/land-and-recreation-grants/content/frdap-assistance>

To join the webinar audio via phone:

Dial 1-877-309-2071

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**FY2021- 2022**  
**Florida Recreation Development**  
**Assistance Program (FRDAP)**  
**On-boarding Webinar**



# AGENDA

- Program Overview and Purpose
- Grant Agreement
- Commencement documents
- Status Report
- Amendments
- Completion documents
- Reimbursement documents
- Post Completion
- Questions or Comments







# Program Overview and Purpose

**The Florida Department of Environmental Protection (DEP), pursuant to Section 375.075, F.S., is authorized to establish the Florida Recreation Development Assistance Program (FRDAP) to provide grants to qualified local governmental entities to acquire or develop land for public outdoor recreation purposes.**





## Rule Chapter 62D-5. F.A.C.

FRDAP Administrative Rule Outlines all the rules that govern the FRDAP program

The Rule covers program information from purpose of the program, to the program completion.

Florida Department of State  
FLORIDA ADMINISTRATIVE CODE & FLORIDA ADMINISTRATIVE REGISTER  
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### Rule Chapter: 62D-5

Chapter Title: FINANCIAL ASSISTANCE FOR OUTDOOR RECREATION

View Chapter:



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### View Individual Rules

Click on the word icon to view the latest rule version. Or click on the rule number to see the detail of the rule.

Latest Version	Rule No.	Rule Title	Effective Date
	<a href="#">62D-5.053</a>	Purpose	12/10/1990
	<a href="#">62D-5.054</a>	Definitions	8/15/2004
	<a href="#">62D-5.055</a>	General Requirements	7/5/2001
	<a href="#">62D-5.056</a>	Application Requirements and Processing	8/15/2004
	<a href="#">62D-5.057</a>	Evaluation Criteria	8/15/2004
	<a href="#">62D-5.058</a>	Grant Administration	8/15/2004
	<a href="#">62D-5.059</a>	Compliance Responsibilities	8/15/2004
	<a href="#">62D-5.068</a>	Purpose	7/15/2001
	<a href="#">62D-5.069</a>	Definitions	7/15/2001





# Grant Agreement







# Receipt of Grant Agreement

The Grantee will receive electronic notification when the draft Grant Agreement is ready for review and approval.

Please read and familiarize yourself with the agreement as this document contains important information concerning your responsibilities as a Grantee. We understand that some recipients depend on consultants to assist with their projects. However, please understand that **the Grantee serves as the legally responsible partner for approved projects and all that they encompass.** The grant agreements are executed between the Grantee and the State of Florida – Department of Environmental Protection. As such, Grantees will ultimately be held accountable for complying with the agreement terms and knowing the status of their approved project.

It is the responsibility of the Grantee to inform the Department of any revisions to the agreement that may be required. All revision requests will be forwarded to the Department's program attorney for further review and approval. **Please keep in mind that certain language contained in the grant agreement cannot be changed as the contract and all its attachments are a template which applies to all FRDAP grants.**



# Receipt of Grant Agreement

If no revisions are needed, please have the appropriate signatory authority sign and return the agreement to our office.

The Department typically requests that the agreement be signed and returned within 45 days. However, we understand the document must undergo individual proprietary processes. Therefore, if you anticipate it will take longer than 45 days to be signed and returned to the Department, please keep your FRDAP coordinator updated on the status.

Signed draft grant agreements may be returned via electronic mail. This method is the most secure and ensures that documents are not misplaced.

Electronic and digital signatures are acceptable. FDEP no longer executes documents via handwritten signatures, since proprietary processes have changed due to COVID-19. These signature methods will also apply to Amendments and all applicable project documentation.



# Example FRDAP Agreement

## STATE OF FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION Standard Grant Agreement

This Agreement is entered into between the Parties named below, pursuant to Section 215.971, Florida Statutes:

1. Project Title (Project): **Downtown Park Improvements - Phase I** Agreement Number: **A2001**

2. Parties: State of Florida Department of Environmental Protection, 3900 Commonwealth Boulevard, Tallahassee, Florida 32399-3000 (Department)

Grantee Name: **City of Blountstown** Entity Type: **a local government**

Grantee Address: **20591 Central Avenue West, Blountstown, FL 32424** FEID: **59-6000278** (Grantee)

3. Agreement Begin Date: **upon execution** Date of Expiration: **June 30, 2024**

4. Project Number: **A22001** Project Location(s): **20649 Central Avenue East, Blountstown, FL 32424-2147**  
(If different from Agreement Number)

Project Description: **Construction of nature trail, picnic facility, playground, parking, landscaping and irrigation.**

5. Total Amount of Funding: **\$50,000.00**

Funding Source?	Award #s or Line Item Appropriations:	Amount per Source(s):
<input checked="" type="checkbox"/> State <input type="checkbox"/> Federal	Line Item No. 1692A, GAA, FY2021-2022	\$50,000.00
<input type="checkbox"/> State <input type="checkbox"/> Federal		
<input type="checkbox"/> Grantee Match		
Total Amount of Funding + Grantee Match, if any:		\$50,000.00

6. Department's Grant Manager: **La'Shae Grice** or successor Address: **3900 Commonwealth Blvd., MS# 585, Tallahassee, FL 32399** Phone: **850-245-2501** Email: **lashae.grice@floridadep.gov**

Grantee's Grant Manager: **Traci Hall, City Manager** or successor Address: **20591 Central Avenue West, Blountstown, FL 32424-2147** Phone: **850-674-5488** Email: **thall@blountstown.org**

7. The Parties agree to comply with the terms and conditions of the following attachments and exhibits which are hereby incorporated by reference:

- Attachment 1: Standard Terms and Conditions Applicable to All Grants Agreements
- Attachment 2: Special Terms and Conditions
- Attachment 3: Grant Work Plan
- Attachment 4: Public Records Requirements
- Attachment 5: Special Audit Requirements
- Attachment 6: Program-Specific Requirements
- Attachment 7: Grant Award Terms (Federal) \*Copy available at <https://facts.fidfi.com>, in accordance with §215.985, F.S.
- Attachment 8: Federal Regulations and Terms (Federal)
- Additional Attachments (if necessary):
- Exhibit A: Progress Report Form
- Exhibit B: Property Reporting Form
- Exhibit C: Payment Request Summary Form
- Exhibit D: Quality Assurance Requirements for Grants
- Exhibit E: Advance Payment Terms and Interest Earned Memo
- Additional Exhibits (if necessary):

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):	
Federal Award Date to Department:	
Total Federal Funds Obligated by this Agreement:	
Federal Awarding Agency:	
Award R&D?	<input type="checkbox"/> Yes <input 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.

City of Blountstown GRANTEE

Grantee Name

By **[Signature]** Date Signed

(Authorized Signature)

Date Signed

Print Name and Title of Person Signing

State of Florida Department of Environmental Protection DEPARTMENT

By **[Signature]** Date Signed

Secretary or Designee

Date Signed

Callie DeHaven, Director, Division of State Lands

Print Name and Title of Person Signing

Additional signatures attached on separate page.



# Attachment 1 – Standard Terms and Conditions

## STATE OF FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION STANDARD TERMS AND CONDITIONS APPLICABLE TO GRANT AGREEMENTS

### ATTACHMENT 1

#### 1. Entire Agreement.

This Grant Agreement, including any Attachments and Exhibits referred to herein and/or attached hereto (Agreement), constitutes the entire agreement between the parties with respect to the subject matter hereof and supersedes all prior agreements, whether written or oral, with respect to such subject matter. Any terms and conditions included on Grantee's forms or invoices shall be null and void.

#### 2. Grant Administration.

a. Order of Precedence. If there are conflicting provisions among the documents that make up the Agreement, the order of precedence for interpretation of the Agreement is as follows:

- i. Standard Grant Agreement
- ii. Attachments other than Attachment 1, in numerical order as designated in the Standard Grant Agreement
- iii. Attachment 1, Standard Terms and Conditions
- iv. The Exhibits in the order designated in the Standard Grant Agreement

b. All approvals, written or verbal, and other written communication among the parties, including all notices, shall be obtained by or sent to the parties' Grant Managers. All written communication shall be by electronic mail, U.S. Mail, a courier delivery service, or delivered in person. Notices shall be considered delivered when reflected by an electronic mail read receipt, a courier service delivery receipt, other mail service delivery receipt, or when receipt is acknowledged by recipient. If the notice is delivered in multiple ways, the notice will be considered delivered at the earliest delivery time.

c. If a different Grant Manager is designated by either party after execution of this Agreement, notice of the name and contact information of the new Grant Manager will be submitted in writing to the other party and maintained in the respective parties' records. A change of Grant Manager does not require a formal amendment or change order to the Agreement.

d. This Agreement may be amended, through a formal amendment or a change order, only by a written agreement between both parties. A formal amendment to this Agreement is required for changes which cause any of the following:

- (1) an increase or decrease in the Agreement funding amount;
- (2) a change in Grantee's match requirements;
- (3) a change in the expiration date of the Agreement; and/or
- (4) changes to the cumulative amount of funding transfers between approved budget categories, as defined in Attachment 3, Grant Work Plan, that exceeds or is expected to exceed twenty percent (20%) of the total budget as last approved by Department.

A change order to this Agreement may be used when:

- (1) task timelines within the current authorized Agreement period change;
- (2) the cumulative transfer of funds between approved budget categories, as defined in Attachment 3, Grant Work Plan, are less than twenty percent (20%) of the total budget as last approved by Department;
- (3) changing the current funding source as stated in the Standard Grant Agreement; and/or
- (4) fund transfers between budget categories for the purposes of meeting match requirements.

This Agreement may be amended to provide for additional services if additional funding is made available by the Legislature.

e. All days in this Agreement are calendar days unless otherwise specified.

#### 3. Agreement Duration.

The term of the Agreement shall begin and end on the dates indicated in the Standard Grant Agreement, unless extended or terminated earlier in accordance with the applicable terms and conditions. The Grantee shall be eligible for reimbursement for work performed on or after the date of execution through the expiration date of this Agreement, unless otherwise specified in Attachment 2, Special Terms and Conditions. However, work performed prior to the execution of this Agreement may be reimbursable or used for match purposes if permitted by the Special Terms and Conditions.

#### 4. Deliverables.

The Grantee agrees to render the services or other units of deliverables as set forth in Attachment 3, Grant Work Plan. The services or other units of deliverables shall be delivered in accordance with the schedule and at the pricing outlined in the Grant Work Plan. Deliverables may be comprised of activities that must be completed prior to Department making payment on that deliverable. The Grantee agrees to perform in accordance with the terms and conditions set forth in this Agreement and all attachments and exhibits incorporated by the Standard Grant Agreement.

#### 5. Performance Measures.

The Grantee warrants that: (1) the services will be performed by qualified personnel; (2) the services will be of the kind and quality described in the Grant Work Plan; (3) the services will be performed in a professional and workmanlike manner in accordance with industry standards and practices; (4) the services shall not and do not knowingly infringe upon the intellectual property rights, or any other proprietary rights, of any third party; and (5) its employees, subcontractors, and/or subgrantees shall comply with any security and safety requirements and processes, if provided by Department, for work done at the Project Location(s). The Department reserves the right to investigate or inspect at any time to determine whether the services or qualifications offered by Grantee meet the Agreement requirements. Notwithstanding any provisions herein to the contrary, written acceptance of a particular deliverable does not foreclose Department's remedies in the event deficiencies in the deliverable cannot be readily measured at the time of delivery.

#### 6. Acceptance of Deliverables.

a. Acceptance Process. All deliverables must be received and accepted in writing by Department's Grant Manager before payment. The Grantee shall work diligently to correct all deficiencies in the deliverable that remain outstanding, within a reasonable time at Grantee's expense. If Department's Grant Manager does not accept the deliverables within 30 days of receipt, they will be deemed rejected.

b. Rejection of Deliverables. The Department reserves the right to reject deliverables, as outlined in the Grant Work Plan, as incomplete, inadequate, or unacceptable due, in whole or in part, to Grantee's lack of satisfactory performance under the terms of this Agreement. The Grantee's efforts to correct the rejected deliverables will be at Grantee's sole expense. Failure to fulfill the applicable technical requirements or complete all tasks or activities in accordance with the Grant Work Plan will result in rejection of the deliverable and the associated invoice. Payment for the rejected deliverable will not be issued unless the rejected deliverable is made acceptable to Department in accordance with the Agreement requirements. The Department, at its option, may allow additional time within which Grantee may remedy the objections noted by Department. The Grantee's failure to make adequate or acceptable deliverables after a reasonable opportunity to do so shall constitute an event of default.

#### 7. Financial Consequences for Nonperformance.

a. Withholding Payment. In addition to the specific consequences explained in the Grant Work Plan and/or Special Terms and Conditions, the State of Florida (State) reserves the right to withhold payment when the Grantee has failed to perform/comply with provisions of this Agreement. None of the financial consequences for nonperformance in this Agreement as more fully described in the Grant Work Plan shall be considered penalties.

b. Corrective Action Plan. If Grantee fails to correct all the deficiencies in a rejected deliverable within the specified timeframe, Department may, in its sole discretion, request that a proposed Corrective Action Plan (CAP) be submitted by Grantee to Department. The Department requests that Grantee specify the outstanding deficiencies in the CAP. All CAPs must be able to be implemented and performed in no more than sixty (60) calendar days.

i. The Grantee shall submit a CAP within ten (10) days of the date of the written request from Department. The CAP shall be sent to the Department's Grant Manager for review and approval. Within ten (10) days of receipt of a CAP, Department shall notify Grantee in writing whether the CAP proposed has been accepted. If the CAP is not accepted, Grantee shall have ten (10) days from receipt of Department letter rejecting the proposal to submit a revised proposed CAP. Failure to obtain Department approval of a CAP as specified above may result in Department's termination of this Agreement for cause as authorized in this Agreement.

ii. Upon Department's notice of acceptance of a proposed CAP, Grantee shall have ten (10) days to commence implementation of the accepted plan. Acceptance of the proposed CAP by Department does not relieve Grantee of any of its obligations under the Agreement. In the event the CAP fails to correct or eliminate performance deficiencies by Grantee, Department shall retain the right to require additional or further remedial steps, or to terminate this Agreement for failure to perform. No actions approved by Department or steps taken by Grantee shall preclude Department from subsequently asserting any deficiencies in performance. The Grantee shall continue to implement



# Attachment 1 – Continued

- the CAP until all deficiencies are corrected. Reports on the progress of the CAP will be made to Department as requested by Department's Grant Manager.
- iii. Failure to respond to a Department request for a CAP or failure to correct a deficiency in the performance of the Agreement as specified by Department may result in termination of the Agreement.
8. **Payment.**
- a. **Payment Process.** Subject to the terms and conditions established by the Agreement, the pricing per deliverable established by the Grant Work Plan, and the billing procedures established by Department, Department agrees to pay Grantee for services rendered in accordance with Section 215.422, Florida Statutes (F.S.).
- b. **Taxes.** The Department is exempted from payment of State sales, use taxes and Federal excise taxes. The Grantee, however, shall not be exempted from paying any taxes that it is subject to, including State sales and use taxes, or for payment by Grantee to suppliers for taxes on materials used to fulfill its contractual obligations with Department. The Grantee shall not use Department's exemption number in securing such materials. The Grantee shall be responsible and liable for the payment of all its FICA/Social Security and other taxes resulting from this Agreement.
- c. **Maximum Amount of Agreement.** The maximum amount of compensation under this Agreement, without an amendment, is described in the Standard Grant Agreement. Any additional funds necessary for the completion of this Project are the responsibility of Grantee.
- d. **Reimbursement for Costs.** The Grantee shall be paid on a cost reimbursement basis for all eligible Project costs upon the completion, submittal, and approval of each deliverable identified in the Grant Work Plan. Reimbursement shall be requested on Exhibit C, Payment Request Summary Form. To be eligible for reimbursement, costs must be in compliance with laws, rules, and regulations applicable to expenditures of State funds, including, but not limited to, the Reference Guide for State Expenditures, which can be accessed at the following web address:  
<https://www.myfloridacfo.com/Division/AA/Manuals/documents/ReferenceGuideforStateExpenditures.pdf>
- e. **Invoice Detail.** All charges for services rendered or for reimbursement of expenses authorized by Department pursuant to the Grant Work Plan shall be submitted to Department in sufficient detail for a proper pre-audit and post-audit to be performed. The Grantee shall only invoice Department for deliverables that are completed in accordance with the Grant Work Plan.
- f. **Interim Payments.** Interim payments may be made by Department, at its discretion, if the completion of deliverables to date have first been accepted in writing by Department's Grant Manager.
- g. **Final Payment Request.** A final payment request should be submitted to Department no later than sixty (60) days following the expiration date of the Agreement to ensure the availability of funds for payment. However, all work performed pursuant to the Grant Work Plan must be performed on or before the expiration date of the Agreement.
- h. **Annual Appropriation Contingency.** The State's performance and obligation to pay under this Agreement is contingent upon an annual appropriation by the Legislature. This Agreement is not a commitment of future appropriations. Authorization for continuation and completion of work and any associated payments may be rescinded, with proper notice, at the discretion of Department if the Legislature reduces or eliminates appropriations.
- i. **Interest Rates.** All interest rates charged under the Agreement shall be calculated on the prevailing rate used by the State Board of Administration. To obtain the applicable interest rate, please refer to: [www.myfloridacfo.com/Division/AA/Vendors/default.htm](http://www.myfloridacfo.com/Division/AA/Vendors/default.htm).
- j. **Refund of Payments to the Department.** Any balance of unobligated funds that have been advanced or paid must be refunded to Department. Any funds paid in excess of the amount to which Grantee or subgrantee is entitled under the terms of the Agreement must be refunded to Department. If this Agreement is funded with federal funds and the Department is required to refund the federal government, the Grantee shall refund the Department its share of those funds.
9. **Documentation Required for Cost Reimbursement Grant Agreements and Match.**  
If Cost Reimbursement or Match is authorized in Attachment 2, Special Terms and Conditions, the following conditions apply. Supporting documentation must be provided to substantiate cost reimbursement or match requirements for the following budget categories:
- a. **Salary/Wages.** Grantee shall list personnel involved, position classification, direct salary rates, and hours spent on the Project in accordance with Attachment 3, Grant Work Plan in their documentation for reimbursement or match requirements.

- b. **Overhead/Indirect/General and Administrative Costs.** If Grantee is being reimbursed for or claiming match for multipliers, all multipliers used (i.e., fringe benefits, overhead, indirect, and/or general and administrative rates) shall be supported by audit. If Department determines that multipliers charged by Grantee exceeded the rates supported by audit, Grantee shall be required to reimburse such funds to Department within thirty (30) days of written notification. Interest shall be charged on the excessive rate.
- c. **Contractual Costs (Subcontractors).** Match or reimbursement requests for payments to subcontractors must be substantiated by copies of invoices with backup documentation identical to that required from Grantee. Subcontracts which involve payments for direct salaries shall clearly identify the personnel involved, salary rate per hour, and hours spent on the Project. All eligible multipliers used (i.e., fringe benefits, overhead, indirect, and/or general and administrative rates) shall be supported by audit. If Department determines that multipliers charged by any subcontractor exceeded the rates supported by audit, Grantee shall be required to reimburse such funds to Department within thirty (30) days of written notification. Interest shall be charged on the excessive rate. Nonconsumable and/or nonexpendable personal property or equipment costing \$5,000 or more purchased for the Project under a subcontract is subject to the requirements set forth in Chapters 273 and/or 274, F.S., and Chapter 69I-72, Florida Administrative Code (F.A.C.) and/or Chapter 69I-73, F.A.C., as applicable. The Grantee shall be responsible for maintaining appropriate property records for any subcontracts that include the purchase of equipment as part of the delivery of services. The Grantee shall comply with this requirement and ensure its subcontracts issued under this Agreement, if any, impose this requirement, in writing, on its subcontractors.
- i. For fixed-price (vendor) subcontracts, the following provisions shall apply: The Grantee may award, on a competitive basis, fixed-price subcontracts to consultants/contractors in performing the work described in Attachment 3, Grant Work Plan. Invoices submitted to Department for fixed-price subcontracted activities shall be supported with a copy of the subcontractor's invoice and a copy of the tabulation form for the competitive procurement process (e.g., Invitation to Bid, Request for Proposals, or other similar competitive procurement document) resulting in the fixed-price subcontract. The Grantee may request approval from Department to award a fixed-price subcontract resulting from procurement methods other than those identified above. In this instance, Grantee shall request the advance written approval from Department's Grant Manager of the fixed price negotiated by Grantee. The letter of request shall be supported by a detailed budget and Scope of Services to be performed by the subcontractor. Upon receipt of Department Grant Manager's approval of the fixed-price amount, Grantee may proceed in finalizing the fixed-price subcontract.
- ii. If the procurement is subject to the Consultant's Competitive Negotiation Act under section 287.055, F.S. or the Brooks Act, Grantee must provide documentation clearly evidencing it has complied with the statutory or federal requirements.
- d. **Travel.** All requests for match or reimbursement of travel expenses shall be in accordance with Section 112.061, F.S.
- e. **Direct Purchase Equipment.** For the purposes of this Agreement, Equipment is defined as capital outlay costing \$5,000 or more. Match or reimbursement for Grantee's direct purchase of equipment is subject to specific approval of Department, and does not include any equipment purchased under the delivery of services to be completed by a subcontractor. Include copies of invoices or receipts to document purchases, and a properly completed Exhibit B, Property Reporting Form.
- f. **Rental/Lease of Equipment.** Match or reimbursement requests for rental/lease of equipment must include copies of invoices or receipts to document charges.
- g. **Miscellaneous/Other Expenses.** If miscellaneous or other expenses, such as materials, supplies, non-excluded phone expenses, reproduction, or mailing, are reimbursable or available for match or reimbursement under the terms of this Agreement, the documentation supporting these expenses must be itemized and include copies of receipts or invoices. Additionally, independent of Grantee's contract obligations to its subcontractor, Department shall not reimburse any of the following types of charges: cell phone usage; attorney's fees or court costs; civil or administrative penalties; or handling fees, such as set percent overages associated with purchasing supplies or equipment.
- h. **Land Acquisition.** Reimbursement for the costs associated with acquiring interest and/or rights to real property (including access rights through ingress/egress easements, leases, license agreements, or other site access agreements; and/or obtaining record title ownership of real property through purchase) must be supported by the following, as applicable: Copies of Property Appraisals, Environmental Site Assessments, Surveys and Legal Descriptions, Boundary Maps, Acreage Certification, Title Search Reports, Title Insurance, Closing Statements/Documents, Deeds, Leases, Easements, License Agreements, or other legal instrument documenting



# Attachment 1 – Continued

- acquired property interest and/or rights. If land acquisition costs are used to meet match requirements, Grantee agrees that those funds shall not be used as match for any other Agreement supported by State or Federal funds.
10. **Status Reports.**  
The Grantee shall submit status reports quarterly, unless otherwise specified in the Attachments, on Exhibit A, Progress Report Form, to Department's Grant Manager describing the work performed during the reporting period, problems encountered, problem resolutions, scheduled updates, and proposed work for the next reporting period. Quarterly status reports are due no later than twenty (20) days following the completion of the quarterly reporting period. For the purposes of this reporting requirement, the quarterly reporting periods end on March 31, June 30, September 30 and December 31. The Department will review the required reports submitted by Grantee within thirty (30) days.
11. **Retainage.**  
The following provisions apply if Department withholds retainage under this Agreement:
- The Department reserves the right to establish the amount and application of retainage on the work performed under this Agreement up to the maximum percentage described in Attachment 2, Special Terms and Conditions. Retainage may be withheld from each payment to Grantee pending satisfactory completion of work and approval of all deliverables.
  - If Grantee fails to perform the requested work, or fails to perform the work in a satisfactory manner, Grantee shall forfeit its right to payment of the retainage associated with the work. Failure to perform includes, but is not limited to, failure to submit the required deliverables or failure to provide adequate documentation that the work was actually performed. The Department shall provide written notification to Grantee of the failure to perform that shall result in retainage forfeiture. If the Grantee does not correct the failure to perform within the timeframe stated in Department's notice, the retainage will be forfeited to Department.
  - No retainage shall be released or paid for incomplete work while this Agreement is suspended.
  - Except as otherwise provided above, Grantee shall be paid the retainage associated with the work, provided Grantee has completed the work and submits an invoice for retainage held in accordance with the invoicing procedures under this Agreement.
12. **Insurance.**
- Insurance Requirements for Sub-Grantees and/or Subcontractors.** The Grantee shall require its sub-grantees and/or subcontractors, if any, to maintain insurance coverage of such types and with such terms and limits as described in this Agreement. The Grantee shall require all its sub-grantees and/or subcontractors, if any, to make compliance with the insurance requirements of this Agreement a condition of all contracts that are related to this Agreement. Sub-grantees and/or subcontractors must provide proof of insurance upon request.
  - Deductibles.** The Department shall be exempt from, and in no way liable for, any sums of money representing a deductible in any insurance policy. The payment of such deductible shall be the sole responsibility of the Grantee providing such insurance.
  - Proof of Insurance.** Upon execution of this Agreement, Grantee shall provide Department documentation demonstrating the existence and amount for each type of applicable insurance coverage *prior* to performance of any work under this Agreement. Upon receipt of written request from Department, Grantee shall furnish Department with proof of applicable insurance coverage by standard form certificates of insurance, a self-insured authorization, or other certification of self-insurance.
  - Duty to Maintain Coverage.** In the event that any applicable coverage is cancelled by the insurer for any reason, or if Grantee cannot get adequate coverage, Grantee shall immediately notify Department of such cancellation and shall obtain adequate replacement coverage conforming to the requirements herein and provide proof of such replacement coverage within ten (10) days after the cancellation of coverage.
  - Insurance Trust.** If the Grantee's insurance is provided through an insurance trust, the Grantee shall instead add the Department of Environmental Protection, its employees, and officers as an additional covered party everywhere the Agreement requires them to be added as an additional insured.
13. **Termination.**
- Termination for Convenience.** When it is in the State's best interest, Department may, at its sole discretion, terminate the Agreement in whole or in part by giving 30 days' written notice to Grantee. The Department shall notify Grantee of the termination for convenience with instructions as to the effective date of termination or the specific stage of work at which the Agreement is to be terminated. The Grantee must submit all invoices for work to be paid under this Agreement within thirty (30) days of the effective date of termination. The Department shall not pay any invoices received after thirty (30) days of the effective date of termination.
  - Termination for Cause.** The Department may terminate this Agreement if any of the events of default described in the Events of Default provisions below occur or in the event that Grantee fails to fulfill any of its other

- Obligations under this Agreement.** If, after termination, it is determined that Grantee was not in default, or that the default was excusable, the rights and obligations of the parties shall be the same as if the termination had been issued for the convenience of Department. The rights and remedies of Department in this clause are in addition to any other rights and remedies provided by law or under this Agreement.
  - Grantee Obligations upon Notice of Termination.** After receipt of a notice of termination or partial termination unless as otherwise directed by Department, Grantee shall not furnish any service or deliverable on the date, and to the extent specified, in the notice. However, Grantee shall continue work on any portion of the Agreement not terminated. If the Agreement is terminated before performance is completed, Grantee shall be paid only for that work satisfactorily performed for which costs can be substantiated. The Grantee shall not be entitled to recover any cancellation charges or lost profits.
  - Continuation of Prepaid Services.** If Department has paid for any services prior to the expiration, cancellation, or termination of the Agreement, Grantee shall continue to provide Department with those services for which it has already been paid or, at Department's discretion, Grantee shall provide a refund for services that have been paid for but not rendered.
  - Transition of Services Upon Termination, Expiration, or Cancellation of the Agreement.** If services provided under the Agreement are being transitioned to another provider(s), Grantee shall assist in the smooth transition of Agreement services to the subsequent provider(s). This requirement is at a minimum an affirmative obligation to cooperate with the new provider(s), however additional requirements may be outlined in the Grant Work Plan. The Grantee shall not perform any services after Agreement expiration or termination, except as necessary to complete the transition or continued portion of the Agreement, if any.
14. **Notice of Default.**  
If Grantee defaults in the performance of any covenant or obligation contained in the Agreement, including, any of the events of default, Department shall provide notice to Grantee and an opportunity to cure that is reasonable under the circumstances. This notice shall state the nature of the failure to perform and provide a time certain for correcting the failure. The notice will also provide that, should the Grantee fail to perform within the time provided, Grantee will be found in default, and Department may terminate the Agreement effective as of the date of receipt of the default notice.
15. **Events of Default.**  
Provided such failure is not the fault of Department or outside the reasonable control of Grantee, the following non-exclusive list of events, acts, or omissions, shall constitute events of default:
- The commitment of any material breach of this Agreement by Grantee, including failure to timely deliver a material deliverable, failure to perform the minimal level of services required for a deliverable, discontinuance of the performance of the work, failure to resume work that has been discontinued within a reasonable time after notice to do so, or abandonment of the Agreement;
  - The commitment of any material misrepresentation or omission in any materials, or discovery by the Department of such, made by the Grantee in this Agreement or in its application for funding;
  - Failure to submit any of the reports required by this Agreement or having submitted any report with incorrect, incomplete, or insufficient information;
  - Failure to honor any term of the Agreement;
  - Failure to abide by any statutory, regulatory, or licensing requirement, including an entry of an order revoking the certificate of authority granted to the Grantee by a state or other licensing authority;
  - Failure to pay any and all entities, individuals, and furnishing labor or materials, or failure to make payment to any other entities as required by this Agreement;
  - Employment of an unauthorized alien in the performance of the work, in violation of Section 274 (A) of the Immigration and Nationality Act;
  - Failure to maintain the insurance required by this Agreement;
  - One or more of the following circumstances, uncorrected for more than thirty (30) days unless, within the specified 30-day period, Grantee (including its receiver or trustee in bankruptcy) provides to Department adequate assurances, reasonably acceptable to Department, of its continuing ability and willingness to fulfill its obligations under the Agreement:
    - Entry of an order for relief under Title 11 of the United States Code;
    - The making by Grantee of a general assignment for the benefit of creditors;
    - The appointment of a general receiver or trustee in bankruptcy of Grantee's business or property; and/or
    - An action by Grantee under any state insolvency or similar law for the purpose of its bankruptcy, reorganization, or liquidation.



# Attachment 1 – Continued

## 16. Suspension of Work.

The Department may, in its sole discretion, suspend any or all activities under the Agreement, at any time, when it is in the best interest of the State to do so. The Department shall provide Grantee written notice outlining the particulars of suspension. Examples of reasons for suspension include, but are not limited to, budgetary constraints, declaration of emergency, or other such circumstances. After receiving a suspension notice, Grantee shall comply with the notice. Within 90 days, or any longer period agreed to by the parties, Department shall either: (1) issue a notice authorizing resumption of work, at which time activity shall resume; or (2) terminate the Agreement. If the Agreement is terminated after 30 days of suspension, the notice of suspension shall be deemed to satisfy the thirty (30) days' notice required for a notice of termination for convenience. Suspension of work shall not entitle Grantee to any additional compensation.

## 17. Force Majeure.

The Grantee shall not be responsible for delay resulting from its failure to perform if neither the fault nor the negligence of Grantee or its employees or agents contributed to the delay and the delay is due directly to acts of God, wars, acts of public enemies, strikes, fires, floods, or other similar cause wholly beyond Grantee's control, or for any of the foregoing that affect subcontractors or suppliers if no alternate source of supply is available to Grantee. In case of any delay Grantee believes is excusable, Grantee shall notify Department in writing of the delay or potential delay and describe the cause of the delay either (1) within ten days after the cause that creates or will create the delay first arose, if Grantee could reasonably foresee that a delay could occur as a result; or (2) if delay is not reasonably foreseeable, within five days after the date Grantee first had reason to believe that a delay could result. **THE FOREGOING SHALL CONSTITUTE THE GRANTEE'S SOLE REMEDY OR EXCUSE WITH RESPECT TO DELAY.** Providing notice in strict accordance with this paragraph is a condition precedent to such remedy. No claim for damages, other than for an extension of time, shall be asserted against Department. The Grantee shall not be entitled to an increase in the Agreement price or payment of any kind from Department for direct, indirect, consequential, impact or other costs, expenses or damages, including but not limited to costs of acceleration or inefficiency, arising because of delay, disruption, interference, or hindrance from any cause whatsoever. If performance is suspended or delayed, in whole or in part, due to any of the causes described in this paragraph, after the causes have ceased to exist Grantee shall perform at no increased cost, unless Department determines, in its sole discretion, that the delay will significantly impair the value of the Agreement to Department, in which case Department may: (1) accept allocated performance or deliveries from Grantee, provided that Grantee grants preferential treatment to Department with respect to products subjected to allocation; (2) contract with other sources (without recourse to and by Grantee for the related costs and expenses) to replace all or part of the products or services that are the subject of the delay, which purchases may be deducted from the Agreement quantity; or (3) terminate Agreement in whole or in part.

## 18. Indemnification.

- a. The Grantee shall be fully liable for the actions of its agents, employees, partners, or subcontractors and shall fully indemnify, defend, and hold harmless Department and its officers, agents, and employees, from suits, actions, damages, and costs of every name and description arising from or relating to:
  - i. personal injury and damage to real or personal tangible property alleged to be caused in whole or in part by Grantee, its agents, employees, partners, or subcontractors; provided, however, that Grantee shall not indemnify for that portion of any loss or damages proximately caused by the negligent act or omission of Department;
  - ii. the Grantee's breach of this Agreement or the negligent acts or omissions of Grantee.
- b. The Grantee's obligations under the preceding paragraph with respect to any legal action are contingent upon Department giving Grantee: (1) written notice of any action or threatened action; (2) the opportunity to take over and settle or defend any such action at Grantee's sole expense; and (3) assistance in defending the action at Grantee's sole expense. The Grantee shall not be liable for any cost, expense, or compromise incurred or made by Department in any legal action without Grantee's prior written consent, which shall not be unreasonably withheld.
- c. Notwithstanding sections a. and b. above, the following is the sole indemnification provision that applies to Grantees that are governmental entities: Each party hereto agrees that it shall be solely responsible for the negligent or wrongful acts of its employees and agents. However, nothing contained herein shall constitute a waiver by either party of its sovereign immunity or the provisions of Section 768.28, F.S. Further, nothing herein shall be construed as consent by a state agency or subdivision of the State to be sued by third parties in any matter arising out of any contract or this Agreement.
- d. No provision in this Agreement shall require Department to hold harmless or indemnify Grantee, insure or assume liability for Grantee's negligence, waive Department's sovereign immunity under the laws of Florida, or

otherwise impose liability on Department for which it would not otherwise be responsible. Any provision, implication or suggestion to the contrary is null and void.

## 19. Limitation of Liability.

The Department's liability for any claim arising from this Agreement is limited to compensatory damages in an amount no greater than the sum of the unpaid balance of compensation due for goods or services rendered pursuant to and in compliance with the terms of the Agreement. Such liability is further limited to a cap of \$100,000.

## 20. Remedies.

Nothing in this Agreement shall be construed to make Grantee liable for force majeure events. Nothing in this Agreement, including financial consequences for nonperformance, shall limit Department's right to pursue its remedies for other types of damages under the Agreement, at law or in equity. The Department may, in addition to other remedies available to it, at law or in equity and upon notice to Grantee, retain such monies from amounts due Grantee as may be necessary to satisfy any claim for damages, penalties, costs and the like asserted by or against it.

## 21. Waiver.

The delay or failure by Department to exercise or enforce any of its rights under this Agreement shall not constitute or be deemed a waiver of Department's right thereafter to enforce those rights, nor shall any single or partial exercise of any such right preclude any other or further exercise thereof or the exercise of any other right.

## 22. Statutory Notices Relating to Unauthorized Employment and Subcontracts.

- a. The Department shall consider the employment by any Grantee of unauthorized aliens a violation of Section 274A(e) of the Immigration and Nationality Act. If Grantee/subcontractor knowingly employs unauthorized aliens, such violation shall be cause for unilateral cancellation of this Agreement. The Grantee shall be responsible for including this provision in all subcontracts with private organizations issued as a result of this Agreement.
- b. Pursuant to Sections 287.133, 287.134, and 287.137 F.S., the following restrictions apply to persons placed on the convicted vendor list, discriminatory vendor list, or the antitrust violator vendor list:
  - i. **Public Entity Crime.** A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a Grantee, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, F.S., for CATEGORY TWO for a period of 36 months following the date of being placed on the convicted vendor list.
  - ii. **Discriminatory Vendors.** An entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity.
  - iii. **Antitrust Violator Vendors.** A person or an affiliate who has been placed on the antitrust violator vendor list following a conviction or being held civilly liable for an antitrust violation may not submit a bid, proposal, or reply on any contract to provide any good or services to a public entity; may not submit a bid, proposal, or reply on any contract with a public entity for the construction or repair of a public building or public work; may not submit a bid, proposal, or reply on leases of real property to a public entity; may not be awarded or perform work as a Grantee, supplier, subcontractor, or consultant under a contract with a public entity; and may not transact new business with a public entity.
  - iv. **Notification.** The Grantee shall notify Department if it or any of its suppliers, subcontractors, or consultants have been placed on the convicted vendor list, the discriminatory vendor list, or antitrust violator vendor list during the life of the Agreement. The Florida Department of Management Services is responsible for maintaining the discriminatory vendor list and the antitrust violator vendor list and posts the list on its website. Questions regarding the discriminatory vendor list or antitrust violator vendor list may be directed to the Florida Department of Management Services, Office of Supplier Diversity, at (850) 487-0915.



# Attachment 1 – Continued

## 23. Compliance with Federal, State and Local Laws.

- a. The Grantee and all its agents shall comply with all federal, state and local regulations, including, but not limited to, nondiscrimination, wages, social security, workers' compensation, licenses, and registration requirements. The Grantee shall include this provision in all subcontracts issued as a result of this Agreement.
- b. No person, on the grounds of race, creed, color, religion, national origin, age, gender, or disability, shall be excluded from participation in; be denied the proceeds or benefits of; or be otherwise subjected to discrimination in performance of this Agreement.
- c. This Agreement shall be governed by and construed in accordance with the laws of the State of Florida.
- d. Any dispute concerning performance of the Agreement shall be processed as described herein. Jurisdiction for any damages arising under the terms of the Agreement will be in the courts of the State, and venue will be in the Second Judicial Circuit, in and for Leon County. Except as otherwise provided by law, the parties agree to be responsible for their own attorney fees incurred in connection with disputes arising under the terms of this Agreement.

## 24. Scrutinized Companies.

- a. Grantee certifies that it is not on the Scrutinized Companies that Boycott Israel List or engaged in a boycott of Israel. Pursuant to Section 287.135, F.S., the Department may immediately terminate this Agreement at its sole option if the Grantee is found to have submitted a false certification; or if the Grantee is placed on the Scrutinized Companies that Boycott Israel List or is engaged in the boycott of Israel during the term of the Agreement.
- b. If this Agreement is for more than one million dollars, the Grantee certifies that it is also not on the Scrutinized Companies with Activities in Sudan, Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or engaged with business operations in Cuba or Syria as identified in Section 287.135, F.S. Pursuant to Section 287.135, F.S., the Department may immediately terminate this Agreement at its sole option if the Grantee is found to have submitted a false certification; or if the Grantee is placed on the Scrutinized Companies with Activities in Sudan List, or Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or engaged with business operations in Cuba or Syria during the term of the Agreement.
- c. As provided in Subsection 287.135(8), F.S., if federal law ceases to authorize these contracting prohibitions then they shall become inoperative.

## 25. Lobbying and Integrity.

The Grantee agrees that no funds received by it under this Agreement will be expended for the purpose of lobbying the Legislature or a State agency pursuant to Section 216.347, F.S., except that pursuant to the requirements of Section 287.058(6), F.S., during the term of any executed agreement between Grantee and the State, Grantee may lobby the executive or legislative branch concerning the scope of services, performance, term, or compensation regarding that agreement. The Grantee shall comply with Sections 11.062 and 216.347, F.S.

## 26. Record Keeping.

The Grantee shall maintain books, records and documents directly pertinent to performance under this Agreement in accordance with United States generally accepted accounting principles (US GAAP) consistently applied. The Department, the State, or their authorized representatives shall have access to such records for audit purposes during the term of this Agreement and for five (5) years following the completion date or termination of the Agreement. In the event that any work is subcontracted, Grantee shall similarly require each subcontractor to maintain and allow access to such records for audit purposes. Upon request of Department's Inspector General, or other authorized State official, Grantee shall provide any type of information the Inspector General deems relevant to Grantee's integrity or responsibility. Such information may include, but shall not be limited to, Grantee's business or financial records, documents, or files of any type or form that refer to or relate to Agreement. The Grantee shall retain such records for the longer of: (1) three years after the expiration of the Agreement; or (2) the period required by the General Records Schedules maintained by the Florida Department of State (available at: <http://dos.myflorida.com/library-archives/records-management/general-records-schedules/>).

## 27. Audits.

- a. **Inspector General.** The Grantee understands its duty, pursuant to Section 20.055(5), F.S., to cooperate with the inspector general in any investigation, audit, inspection, review, or hearing. The Grantee will comply with this duty and ensure that its sub-grantees and/or subcontractors issued under this Agreement, if any, impose this requirement, in writing, on its sub-grantees and/or subcontractors, respectively.
- b. **Physical Access and Inspection.** Department personnel shall be given access to and may observe and inspect work being performed under this Agreement, with reasonable notice and during normal business hours, including by any of the following methods:
  - i. Grantee shall provide access to any location or facility on which Grantee is performing work, or storing or staging equipment, materials or documents;

- ii. Grantee shall permit inspection of any facility, equipment, practices, or operations required in performance of any work pursuant to this Agreement; and,
- iii. Grantee shall allow and facilitate sampling and monitoring of any substances, soils, materials or parameters at any location reasonable or necessary to assure compliance with any work or legal requirements pursuant to this Agreement.

- c. **Special Audit Requirements.** The Grantee shall comply with the applicable provisions contained in Attachment 5, Special Audit Requirements. Each amendment that authorizes a funding increase or decrease shall include an updated copy of Exhibit 1, to Attachment 5. If Department fails to provide an updated copy of Exhibit 1 to include in each amendment that authorizes a funding increase or decrease, Grantee shall request one from the Department's Grants Manager. The Grantee shall consider the type of financial assistance (federal and/or state) identified in Attachment 5, Exhibit 1 and determine whether the terms of Federal and/or Florida Single Audit Act Requirements may further apply to lower tier transactions that may be a result of this Agreement. For federal financial assistance, Grantee shall utilize the guidance provided under 2 CFR §200.330 for determining whether the relationship represents that of a subrecipient or vendor. For State financial assistance, Grantee shall utilize the form entitled "Checklist for Nonstate Organizations Recipient/Subrecipient vs Vendor Determination" (form number DFS-A2-NS) that can be found under the "Links/Forms" section appearing at the following website: <https://apps.fdfs.com/ksaa>.

- d. **Proof of Transactions.** In addition to documentation provided to support cost reimbursement as described herein, Department may periodically request additional proof of a transaction to evaluate the appropriateness of costs to the Agreement pursuant to State guidelines (including cost allocation guidelines) and federal, if applicable. Allowable costs and uniform administrative requirements for federal programs can be found under 2 CFR 200. The Department may also request a cost allocation plan in support of its multipliers (overhead, indirect, general administrative costs, and fringe benefits). The Grantee must provide the additional proof within thirty (30) days of such request.

- e. **No Commingling of Funds.** The accounting systems for all Grantees must ensure that these funds are not commingled with funds from other agencies. Funds from each agency must be accounted for separately. Grantees are prohibited from commingling funds on either a program-by-program or a project-by-project basis. Funds specifically budgeted and/or received for one project may not be used to support another project. Where a Grantee's, or subrecipient's, accounting system cannot comply with this requirement, Grantee, or subrecipient, shall establish a system to provide adequate fund accountability for each project it has been awarded.

- i. If Department finds that these funds have been commingled, Department shall have the right to demand a refund, either in whole or in part, of the funds provided to Grantee under this Agreement for non-compliance with the material terms of this Agreement. The Grantee, upon such written notification from Department shall refund, and shall forthwith pay to Department, the amount of money demanded by Department. Interest on any refund shall be calculated based on the prevailing rate used by the State Board of Administration. Interest shall be calculated from the date(s) the original payment(s) are received from Department by Grantee to the date repayment is made by Grantee to Department.
- ii. In the event that the Grantee recovers costs, incurred under this Agreement and reimbursed by Department, from another source(s), Grantee shall reimburse Department for all recovered funds originally provided under this Agreement and interest shall be charged for those recovered costs as calculated on from the date(s) the payment(s) are recovered by Grantee to the date repayment is made to Department.
- iii. Notwithstanding the requirements of this section, the above restrictions on commingling funds do not apply to agreements where payments are made purely on a cost reimbursement basis.

## 28. Conflict of Interest.

The Grantee covenants that it presently has no interest and shall not acquire any interest which would conflict in any manner or degree with the performance of services required.

## 29. Independent Contractor.

The Grantee is an independent contractor and is not an employee or agent of Department.

## 30. Subcontracting.

- a. Unless otherwise specified in the Special Terms and Conditions, all services contracted for are to be performed solely by Grantee.
- b. The Department may, for cause, require the replacement of any Grantee employee, subcontractor, or agent. For cause, includes, but is not limited to, technical or training qualifications, quality of work, change in security status, or non-compliance with an applicable Department policy or other requirement.





# Attachment 1 – Continued

- c. The Department may, for cause, deny access to Department's secure information or any facility by any Grantee employee, subcontractor, or agent.
- d. The Department's actions under paragraphs b. or c. shall not relieve Grantee of its obligation to perform all work in compliance with the Agreement. The Grantee shall be responsible for the payment of all monies due under any subcontract. The Department shall not be liable to any subcontractor for any expenses or liabilities incurred under any subcontract and Grantee shall be solely liable to the subcontractor for all expenses and liabilities incurred under any subcontract.
- e. The Department will not deny Grantee's employees, subcontractors, or agents access to meetings within the Department's facilities, unless the basis of Department's denial is safety or security considerations.
- f. The Department supports diversity in its procurement program and requests that all subcontracting opportunities afforded by this Agreement embrace diversity enthusiastically. The award of subcontracts should reflect the full diversity of the citizens of the State. A list of minority-owned firms that could be offered subcontracting opportunities may be obtained by contacting the Office of Supplier Diversity at (850) 487-0915.
- g. The Grantee shall not be liable for any excess costs for a failure to perform, if the failure to perform is caused by the default of a subcontractor at any tier, and if the cause of the default is completely beyond the control of both Grantee and the subcontractor(s), and without the fault or negligence of either, unless the subcontracted products or services were obtainable from other sources in sufficient time for Grantee to meet the required delivery schedule.

#### 31. Guarantee of Parent Company.

If Grantee is a subsidiary of another corporation or other business entity, Grantee asserts that its parent company will guarantee all of the obligations of Grantee for purposes of fulfilling the obligations of Agreement. In the event Grantee is sold during the period the Agreement is in effect, Grantee agrees that it will be a requirement of sale that the new parent company guarantee all of the obligations of Grantee.

#### 32. Survival.

The respective obligations of the parties, which by their nature would continue beyond the termination or expiration of this Agreement, including without limitation, the obligations regarding confidentiality, proprietary interests, and public records, shall survive termination, cancellation, or expiration of this Agreement.

#### 33. Third Parties.

The Department shall not be deemed to assume any liability for the acts, failures to act or negligence of Grantee, its agents, servants, and employees, nor shall Grantee disclaim its own negligence to Department or any third party. This Agreement does not and is not intended to confer any rights or remedies upon any person other than the parties. If Department consents to a subcontract, Grantee will specifically disclose that this Agreement does not create any third-party rights. Further, no third parties shall rely upon any of the rights and obligations created under this Agreement.

#### 34. Severability.

If a court of competent jurisdiction deems any term or condition herein void or unenforceable, the other provisions are severable to that void provision, and shall remain in full force and effect.

#### 35. Grantee's Employees, Subcontractors and Agents.

All Grantee employees, subcontractors, or agents performing work under the Agreement shall be properly trained technicians who meet or exceed any specified training qualifications. Upon request, Grantee shall furnish a copy of technical certification or other proof of qualification. All employees, subcontractors, or agents performing work under Agreement must comply with all security and administrative requirements of Department and shall comply with all controlling laws and regulations relevant to the services they are providing under the Agreement.

#### 36. Assignment.

The Grantee shall not sell, assign, or transfer any of its rights, duties, or obligations under the Agreement, or under any purchase order issued pursuant to the Agreement, without the prior written consent of Department. In the event of any assignment, Grantee remains secondarily liable for performance of the Agreement, unless Department expressly waives such secondary liability. The Department may assign the Agreement with prior written notice to Grantee of its intent to do so.

#### 37. Compensation Report.

If this Agreement is a sole-source, public-private agreement or if the Grantee, through this agreement with the State, annually receive 50% or more of their budget from the State or from a combination of State and Federal funds, the Grantee shall provide an annual report, including the most recent IRS Form 990, detailing the total compensation for the entities' executive leadership teams. Total compensation shall include salary, bonuses, cashed-in leave, cash equivalents, severance pay, retirement benefits, deferred compensation, real-property gifts, and any other payout. The Grantee must also inform the Department of any changes in total executive compensation between the annual

reports. All compensation reports must indicate what percent of compensation comes directly from the State or Federal allocations to the Grantee.

#### 38. Execution in Counterparts and Authority to Sign.

This Agreement, any amendments, and/or change orders related to the Agreement, may be executed in counterparts, each of which shall be an original and all of which shall constitute the same instrument. In accordance with the Electronic Signature Act of 1996, electronic signatures, including facsimile transmissions, may be used and shall have the same force and effect as a written signature. Each person signing this Agreement warrants that he or she is duly authorized to do so and to bind the respective party to the Agreement.



# Attachment 2 – Special Terms and Conditions

STATE OF FLORIDA  
DEPARTMENT OF ENVIRONMENTAL PROTECTION  
Special Terms and Conditions  
AGREEMENT NO. A2001

ATTACHMENT 2

These Special Terms and Conditions shall be read together with general terms outlined in the Standard Terms and Conditions, Attachment 1. Where in conflict, these more specific terms shall apply.

1. **Scope of Work.**

The Project funded under this Agreement is Downtown Park Improvements - Phase I. The Project is defined in more detail in Attachment 3, Grant Work Plan.

2. **Duration.**

- a. Reimbursement Period. The reimbursement period for this Agreement begins when the final party signs the Agreement (the "effective date") and ends on the Project Completion Date. Only authorized Pre-Agreement expenses may be reimbursed outside of this period.
- b. Extensions. There are no extensions available for this Project.
- c. Service Periods. Additional service periods are not authorized under this Agreement.

3. **Payment Provisions.**

- a. Compensation. This is a cost reimbursement Agreement. The Grantee shall be compensated under this Agreement as described in Attachment 3.
- b. Invoicing. Invoicing will occur after approval of the final deliverable(s).
- c. Advance Pay. Advance Pay is not authorized under this Agreement.

4. **Cost Eligible for Reimbursement or Matching Requirements.**

Reimbursement for costs or availability for costs to meet matching requirements shall be limited to the following budget categories, as defined in the Reference Guide for State Expenditures, as indicated:

Reimbursement	Match	Category
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Salaries/Wages
		Overhead/Indirect/General and Administrative Costs:
<input checked="" type="checkbox"/>	<input type="checkbox"/>	a. Fringe Benefits, which shall be calculated at the rate of 40% of direct salaries.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	b. Indirect Costs, which shall be calculated at the rate of 15% of direct costs.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Contractual (Subcontractors)
<input type="checkbox"/>	<input type="checkbox"/>	Travel, in accordance with Section 112, F.S.
<input type="checkbox"/>	<input type="checkbox"/>	Equipment
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Rental/Lease of Equipment
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Miscellaneous/Other Expenses
<input type="checkbox"/>	<input type="checkbox"/>	Land Acquisition

5. **Equipment Purchase.**

No Equipment purchases shall be funded under this Agreement.

6. **Land Acquisition.**

There will be no Land Acquisitions funded under this Agreement.

7. **Match Requirements**

There is no match required on the part of the Grantee under this Agreement.

8. **Insurance Requirements**

**Required Coverage.** At all times during the Agreement the Grantee, at its sole expense, shall maintain insurance coverage of such types and with such terms and limits described below. The limits of coverage under each policy maintained by the Grantee shall not be interpreted as limiting the Grantee's liability and obligations under the Agreement. Grantee shall provide coverage through a self-insurance program established and operating under the laws of Florida. Additional insurance requirements for this Agreement may be required elsewhere in this Agreement, however the minimum insurance requirements applicable to this Agreement are:

- a. Comprehensive General Liability Insurance.  
The Grantee shall provide adequate comprehensive general liability insurance coverage and hold such liability insurance at all times during the Agreement. The minimum limits shall be \$200,000 for each person and \$300,000 per occurrence.
- b. Commercial Automobile Insurance.  
If the Grantee's duties include the use of a commercial vehicle, the Grantee shall maintain automobile liability, bodily injury, and property damage coverage. Insuring clauses for both bodily injury and property damage shall provide coverage on an occurrence basis. The minimum limits shall be as follows:  

\$200,000/300,000	Automobile Liability for Company-Owned Vehicles, if applicable
\$200,000/300,000	Hired and Non-owned Automobile Liability Coverage
- c. Workers' Compensation.  
The Grantee shall comply with the workers' compensation requirements of Chapter 440, F.S.
- d. Other Insurance. None.

9. **Quality Assurance Requirements.**

There are no special Quality Assurance requirements under this Agreement.

10. **Retainage.**

Retainage is permitted under this Agreement. Retainage may be up to a maximum of 10% of the total amount of the Agreement.

11. **Subcontracting.**

The Grantee may subcontract work under this Agreement without the prior written consent of the Department's Grant Manager. Regardless of any subcontract, the Grantee is ultimately responsible for all work to be performed under this Agreement.

12. **State-owned Land.**

The work will not be performed on State-owned land.

13. **Office of Policy and Budget Reporting.**

There are no special Office of Policy and Budget reporting requirements for this Agreement.

14. **Additional Terms.**

None.



# Attachment 3 – Grant Work Plan

## **ATTACHMENT 3 GRANT WORK PLAN**

### **FLORIDA RECREATION DEVELOPMENT ASSISTANCE PROGRAM (FRDAP)**

Project Name: Downtown Park Improvements - Phase I

Grantee Name: City of Blountstown

FRDAP Project # A22001

**SUMMARY:** The Grantee shall complete the Project Element(s), which were approved by the Department through the FRDAP Application Evaluation Criteria, pursuant to Chapter 62D-5, Florida Administrative Code (F.A.C.). Any alteration(s) to the Project Element(s) as submitted in the Grantee's application and listed in the Grant Work Plan is considered a significant change, must be pre-approved by the Department, and may require a formal Amendment to this Agreement. All work must be completed in accordance with the FRDAP Program, and local, state and federal laws, the approved Project plans, all required permits, and the Florida Building Code. Prior to the Department issuing a "Notice to Commence" to the Grantee, as specified in Attachment 6 of the Agreement, Program Specific Requirements, the Department must receive evidence of and have approved all Deliverables in Task 1.

For the purpose of this Agreement, the terms "Project Element" and "Project Task" are used interchangeably to mean an identified facility within the Project.

The Project is located at 20649 Central Avenue East, Blountstown, FL 32424-2147 and is considered a "Small Project" pursuant to paragraph 62D-5.055(6)(a), F.A.C.

#### **Retroactive Project.**

This Project has been approved as a "Retroactive Project." Retroactive Projects are eligible for a FRDAP grant award if they otherwise meet the FRDAP rule criteria, funds are available, and Project Costs have occurred within one (1) year prior to the approval for funding by the Governor (June 2, 2021).

This Project has not been approved as a "Retroactive Project."

**Project Completion:** The Project Completion Date for this Agreement is April 30, 2024.

**Budget:** Reimbursement for allowable costs for the Project shall not exceed the maximum Grant Award Amount outlined below. There is no match required on the part of the Grantee under this Agreement. The total estimated Project Cost provided below is based on the approved FRDAP Application. A detailed cost analysis will be provided in the Deliverables for Task 1, prior to the Department issuing the "Notice to Commence." All final Project Costs shall be submitted to the Department with the payment request.

<b>Maximum Grant Award Amount:</b>	<b>\$50,000.00</b>
<b>Required Grantee Match Amount:</b>	<b>\$0</b>
<b>Total Estimated Project Cost:</b>	<b>\$50,000.00</b>
<b>Match Ratio:</b>	<b>0%</b>



# Attachment 3 – Grant Work Plan

Scope of Work/Tasks	Deliverables	Due Date	Financial Consequences
<b>TASK 1</b> <b>1.A.</b> Development of Commencement Documentation Checklist (DRP-107) <sup>1</sup> .  <b>1.B.</b> A Cost Analysis Form, with detailed budget (and In-House Cost Schedule(s), if applicable).	<b>DELIVERABLE 1</b> The Department will issue "Notice to Commence" upon receipt and approval of:  <b>1.A.</b> All applicable Project specific Commencement documentation listed on Commencement Documentation Checklist (DRP-107)  <b>1.B.</b> A Cost Analysis Form, with detailed budget (and In-House Cost Schedule(s), if applicable).  Project planning expenses, such as application preparation, architectural and engineering fees, permitting fees, Project inspection, and other similar fees are eligible for reimbursement. However, reimbursement, if requested, shall not exceed fifteen (15%) of total Project Cost, and shall be invoiced upon Project completion, in accordance with the Payment Request Schedule.  <b>The Grantee may not proceed with development of the Project until Notice to Commence has been issued.</b>	180 calendar days after Execution of Agreement <sup>2</sup>	Failure to provide the required Commencement Documentation may jeopardize your funding. The Department may terminate the Project Agreement if the required Deliverables are not submitted and approved by the Department.
<b>TASK 2</b> <b>2.A.</b> Development of Primary and Support Project Elements, which includes: Construction of nature trail, picnic facility, playground, parking, landscaping and irrigation.  <b>2.B.</b> Development of Completion of Documentation Checklist (DRP-111).  <b>2.C.</b> Completion of Final Status Report (DRP-109).	<b>DELIVERABLE 2</b> The Grantee may request reimbursement upon Department receipt and approval of:  <b>2.A.</b> Development of required Project Elements.  <b>2.B.</b> All applicable Project specific Completion documentation listed on Completion Documentation Checklist (DRP-111)  <b>2.C.</b> Final Status Report (DRP-109).  The Grantee may request reimbursement for allowable budgeted expenses and costs pursuant to the Agreement that are directly related to the successful development of the Project site. Reimbursement shall not exceed the Grant	Due April 30, 2024, which shall also be the Project Completion Date <sup>3</sup>	No reimbursement will be made for Deliverable(s) deemed unsatisfactory by the Department. Payment(s) will not be made for unsatisfactory or incomplete work. In addition, a Task may be terminated for Grantee's failure to perform.

	Award Amount, less any reimbursement requested for in Deliverable 1, and shall be invoiced upon Project completion, in accordance with the Payment Request Schedule below. Ten percent (10%) of the Grant Award will be retained until the Project is designated complete by the Department.		
--	--	--	--

**Project Task Performance Standard:** The Department's Grant Manager will review the Project Completion Certificate and the Deliverables to verify compliance with the requirements for funding under the FRDAP; approved plans and application approved for funding. Upon review and written acceptance by the Department's Grant Manager of the Project Completion Certificate and the Deliverables under each Project Task, the Grantee may proceed with the payment request submittal.

**Payment Request Schedule:** Following Department approval of all Deliverables, the Grantee may submit a **single payment request** on Exhibit C, Payment Request Summary Form, DRP-115, along with all required documentation as outlined in the Financial Reporting Procedures (DRP-110), as applicable, to support payment. A payment request submitted as part of the reimbursement process must correspond with the Cost Analysis and supporting documents provided under Project Tasks.

**Endnotes:**

1. FRDAP documentation is available at <https://floridadep.gov/lands/land-and-recreation-grants/content/frdap-assistance> and/or from the Land and Recreational Grants Section, State of Florida Department of Environmental Protection, 3900 Commonwealth Boulevard, MS# 585, Tallahassee, Florida, 32399-3000.
2. Project Agreement is subject to termination if Commencement documentations under Task 1 are not received and approved by the Department within 180 calendar days of the Project Agreement execution.
3. Due Date will not be extended beyond the Grant Period as outlined in Subsection 62D-5.058(7), F.A.C.



# Attachment 4 – Public Records Requirements

STATE OF FLORIDA  
DEPARTMENT OF ENVIRONMENTAL PROTECTION  
Public Records Requirements

Attachment 4

1. **Public Records.**
  - a. If the Agreement exceeds \$35,000.00, and if Grantee is acting on behalf of Department in its performance of services under the Agreement, Grantee must allow public access to all documents, papers, letters, or other material, regardless of the physical form, characteristics, or means of transmission, made or received by Grantee in conjunction with the Agreement (Public Records), unless the Public Records are exempt from section 24(a) of Article I of the Florida Constitution or section 119.07(1), F.S.
  - b. The Department may unilaterally terminate the Agreement if Grantee refuses to allow public access to Public Records as required by law.
2. **Additional Public Records Duties of Section 119.0701, F.S., If Applicable.**

For the purposes of this paragraph, the term "contract" means the "Agreement." If Grantee is a "contractor" as defined in section 119.0701(1)(a), F.S., the following provisions apply and the contractor shall:

  - a. Keep and maintain Public Records required by Department to perform the service.
  - b. Upon request, provide Department with a copy of requested Public Records or allow the Public Records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, F.S., or as otherwise provided by law.
  - c. A contractor who fails to provide the Public Records to Department within a reasonable time may be subject to penalties under section 119.10, F.S.
  - d. Ensure that Public Records that are exempt or confidential and exempt from Public Records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the contractor does not transfer the Public Records to Department.
  - e. Upon completion of the contract, transfer, at no cost, to Department all Public Records in possession of the contractor or keep and maintain Public Records required by Department to perform the service. If the contractor transfers all Public Records to Department upon completion of the contract, the contractor shall destroy any duplicate Public Records that are exempt or confidential and exempt from Public Records disclosure requirements. If the contractor keeps and maintains Public Records upon completion of the contract, the contractor shall meet all applicable requirements for retaining Public Records. All Public Records stored electronically must be provided to Department, upon request from Department's custodian of Public Records, in a format specified by Department as compatible with the information technology systems of Department. These formatting requirements are satisfied by using the data formats as authorized in the contract or Microsoft Word, Outlook, Adobe, or Excel, and any software formats the contractor is authorized to access.
  - f. **IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, F.S., TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THE CONTRACT, CONTACT THE DEPARTMENT'S CUSTODIAN OF PUBLIC RECORDS AT:**

Telephone: (850) 245-2118  
Email: [public.services@floridadep.gov](mailto:public.services@floridadep.gov)  
Mailing Address: Department of Environmental Protection  
ATTN: Office of Ombudsman and Public Services  
Public Records Request  
3900 Commonwealth Boulevard, MS 49  
Tallahassee, Florida 32399



# Attachment 5 – Special Audit Requirements

STATE OF FLORIDA  
DEPARTMENT OF ENVIRONMENTAL PROTECTION  
Special Audit Requirements  
(State and Federal Financial Assistance)

Attachment 5

The administration of resources awarded by the Department of Environmental Protection (*which may be referred to as the "Department", "DEP", "FDEP" or "Grantor", or other name in the agreement*) to the recipient (*which may be referred to as the "Recipient", "Grantee" or other name in the agreement*) may be subject to audits and/or monitoring by the Department of Environmental Protection, as described in this attachment.

## MONITORING

In addition to reviews of audits conducted in accordance with 2 CFR Part 200, Subpart F-Audit Requirements, and Section 215.97, F.S., as revised (see "AUDITS" below), monitoring procedures may include, but not be limited to, on-site visits by DEP Department staff, limited scope audits as defined by 2 CFR 200.425, or other procedures. By entering into this Agreement, the recipient agrees to comply and cooperate with any monitoring procedures/processes deemed appropriate by the Department of Environmental Protection. In the event the Department of Environmental Protection determines that a limited scope audit of the recipient is appropriate, the recipient agrees to comply with any additional instructions provided by the Department to the recipient regarding such audit. The recipient further agrees to comply and cooperate with any inspections, reviews, investigations, or audits deemed necessary by the Chief Financial Officer (CFO) or Auditor General.

## AUDITS

### PART I: FEDERALLY FUNDED

This part is applicable if the recipient is a State or local government or a non-profit organization as defined in 2 CFR §200.330

1. A recipient that expends \$750,000 or more in Federal awards in its fiscal year, must have a single or program-specific audit conducted in accordance with the provisions of 2 CFR Part 200, Subpart F. EXHIBIT 1 to this Attachment indicates Federal funds awarded through the Department of Environmental Protection by this Agreement. In determining the federal awards expended in its fiscal year, the recipient shall consider all sources of federal awards, including federal resources received from the Department of Environmental Protection. The determination of amounts of federal awards expended should be in accordance with the guidelines established in 2 CFR 200.502-503. An audit of the recipient conducted by the Auditor General in accordance with the provisions of 2 CFR Part 200.514 will meet the requirements of this part.
2. For the audit requirements addressed in Part I, paragraph 1, the recipient shall fulfill the requirements relative to auditee responsibilities as provided in 2 CFR 200.508-512.
3. A recipient that expends less than \$750,000 in federal awards in its fiscal year is not required to have an audit conducted in accordance with the provisions of 2 CFR Part 200, Subpart F-Audit Requirements. If the recipient expends less than \$750,000 in federal awards in its fiscal year and elects to have an audit conducted in accordance with the provisions of 2 CFR 200, Subpart F-Audit Requirements, the cost of the audit must be paid from non-federal resources (i.e., the cost of such an audit must be paid from recipient resources obtained from other federal entities).
4. The recipient may access information regarding the Catalog of Federal Domestic Assistance (CFDA) via the internet at [www.cfda.gov](http://www.cfda.gov)

### PART II: STATE FUNDED

This part is applicable if the recipient is a nonstate entity as defined by Section 215.97(2), Florida Statutes.

1. In the event that the recipient expends a total amount of state financial assistance equal to or in excess of \$750,000 in any fiscal year of such recipient (for fiscal years ending June 30, 2017, and thereafter), the recipient must have a State single or project-specific audit for such fiscal year in accordance with Section 215.97, F.S.; Rule Chapter 69I-5, F.A.C., State Financial Assistance; and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General. EXHIBIT 1 to this form lists the state financial assistance awarded through the Department of Environmental Protection by this agreement. In determining the state financial assistance expended in its fiscal year, the recipient shall consider all sources of state financial assistance, including state financial assistance received from the Department of Environmental Protection, other state agencies, and other nonstate entities. State financial assistance does not include federal direct or pass-through awards and resources received by a nonstate entity for Federal program matching requirements.
2. In connection with the audit requirements addressed in Part II, paragraph 1; the recipient shall ensure that the audit complies with the requirements of Section 215.97(8), Florida Statutes. This includes submission of a financial reporting package as defined by Section 215.97(2), Florida Statutes, and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General.
3. If the recipient expends less than \$750,000 in state financial assistance in its fiscal year (for fiscal year ending June 30, 2017, and thereafter), an audit conducted in accordance with the provisions of Section 215.97, Florida Statutes, is not required. In the event that the recipient expends less than \$750,000 in state financial assistance in its fiscal year, and elects to have an audit conducted in accordance with the provisions of Section 215.97, Florida Statutes, the cost of the audit must be paid from the non-state entity's resources (i.e., the cost of such an audit must be paid from the recipient's resources obtained from other than State entities).
4. For information regarding the Florida Catalog of State Financial Assistance (CSFA), a recipient should access the Florida Single Audit Act website located at <https://apps.fldfs.com/fsaa> for assistance. In addition to the above websites, the following websites may be accessed for information: Legislature's Website at <http://www.leg.state.fl.us/Welcome/index.cfm>, State of Florida's website at <http://www.myflorida.com/>, Department of Financial Services' Website at <http://www.fldfs.com/> and the Auditor General's Website at <http://www.myflorida.com/audgen/>.

### PART III: OTHER AUDIT REQUIREMENTS

*(NOTE: This part would be used to specify any additional audit requirements imposed by the State awarding entity that are solely a matter of that State awarding entity's policy (i.e., the audit is not required by Federal or State laws and is not in conflict with other Federal or State audit requirements). Pursuant to Section 215.97(8), Florida Statutes, State agencies may conduct or arrange for audits of State financial assistance that are in addition to audits conducted in accordance with Section 215.97, Florida Statutes. In such an event, the State awarding agency must arrange for funding the full cost of such additional audits.)*

### PART IV: REPORT SUBMISSION

1. Copies of reporting packages for audits conducted in accordance with 2 CFR Part 200, Subpart F-Audit Requirements, and required by PART I of this form shall be submitted, when required by 2 CFR 200.512, by or on behalf of the recipient directly to the Federal Audit Clearinghouse (FAC) as provided in 2 CFR 200.36 and 200.512
  - A. The Federal Audit Clearinghouse designated in 2 CFR §200.501(a) (the number of copies required by 2 CFR §200.501(a) should be submitted to the Federal Audit Clearinghouse), at the following address:



# Attachment 5 – Special Audit Requirements

By Mail:

Federal Audit Clearinghouse  
Bureau of the Census  
1201 East 10th Street  
Jeffersonville, IN 47132

Submissions of the Single Audit reporting package for fiscal periods ending on or after January 1, 2008, must be submitted using the Federal Clearinghouse's Internet Data Entry System which can be found at <http://harvester.census.gov/ficweb/>

2. Copies of financial reporting packages required by PART II of this Attachment shall be submitted by or on behalf of the recipient directly to each of the following:

- A. The Department of Environmental Protection at one of the following addresses:

By Mail:

**Audit Director**  
Florida Department of Environmental Protection  
Office of Inspector General, MS 40  
3900 Commonwealth Boulevard  
Tallahassee, Florida 32399-3000

Electronically:

[FDEPSingleAudit@dep.state.fl.us](mailto:FDEPSingleAudit@dep.state.fl.us)

- B. The Auditor General's Office at the following address:

Auditor General  
Local Government Audits/342  
Claude Pepper Building, Room 401  
111 West Madison Street  
Tallahassee, Florida 32399-1450

The Auditor General's website (<http://flauditor.gov/>) provides instructions for filing an electronic copy of a financial reporting package.

3. Copies of reports or management letters required by PART III of this Attachment shall be submitted by or on behalf of the recipient directly to the Department of Environmental Protection at one of the following addresses:

By Mail:

**Audit Director**  
Florida Department of Environmental Protection  
Office of Inspector General, MS 40  
3900 Commonwealth Boulevard  
Tallahassee, Florida 32399-3000

Electronically:

[FDEPSingleAudit@dep.state.fl.us](mailto:FDEPSingleAudit@dep.state.fl.us)

4. Any reports, management letters, or other information required to be submitted to the Department of Environmental Protection pursuant to this Agreement shall be submitted timely in accordance with 2 CFR 200.512, section 215.97, F.S., and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, as applicable.

5. Recipients, when submitting financial reporting packages to the Department of Environmental Protection for audits done in accordance with 2 CFR 200, Subpart F-Audit Requirements, or Chapters 10.550 (local governmental entities) and 10.650 (non and for-profit organizations), Rules of the Auditor General, should indicate the date and the reporting package was delivered to the recipient correspondence accompanying the reporting package.

## PART V: RECORD RETENTION

The recipient shall retain sufficient records demonstrating its compliance with the terms of the award and this Agreement for a period of **five (5)** years from the date the audit report is issued, and shall allow the Department of Environmental Protection, or its designee, Chief Financial Officer, or Auditor General access to such records upon request. The recipient shall ensure that audit working papers are made available to the Department of Environmental Protection, or its designee, Chief Financial Officer, or Auditor General upon request for a period of **three (3)** years from the date the audit report is issued, unless extended in writing by the Department of Environmental Protection.



# Attachment 5 – Special Audit Requirements

## EXHIBIT – 1

FUNDS AWARDED TO THE RECIPIENT PURSUANT TO THIS AGREEMENT CONSIST OF THE FOLLOWING:

*Note: If the resources awarded to the recipient represent more than one federal program, provide the same information shown below for each federal program and show total federal resources awarded*

**Federal Resources Awarded to the Recipient Pursuant to this Agreement Consist of the Following:**

Federal Program A	Federal Agency	CFDA Number	CFDA Title	Funding Amount	State Appropriation Category
				\$	
Federal Program B	Federal Agency	CFDA Number	CFDA Title	Funding Amount	State Appropriation Category
				\$	

*Note: Of the resources awarded to the recipient represent more than one federal program, list applicable compliance requirements for each federal program in the same manner as shown below:*

<b>Federal Program A</b>	First Compliance requirement: i.e.: (what services or purposes resources must be used for)	
	Second Compliance requirement: i.e.: (eligibility requirement for recipients of the resources)	
	Etc.	
<b>Federal Program B</b>	First Compliance requirement: i.e.: (what services or purposes resources must be used for)	
	Second Compliance requirement: i.e.: (eligibility requirement for recipients of the resources)	
	Etc.	

*Note: If the resources awarded to the recipient for matching represent more than one federal program, provide the same information shown below for each federal program and show total state resources awarded for matching.*

**State Resources Awarded to the Recipient Pursuant to this Agreement Consist of the Following Matching Resources for Federal Programs:**

Federal Program A	Federal Agency	CFDA	CFDA Title	Funding Amount	State Appropriation Category
Federal Program B	Federal Agency	CFDA	CFDA Title	Funding Amount	State Appropriation Category

*Note: If the resources awarded to the recipient represent more than one state project, provide the same information shown below for each state project and show total state financial assistance awarded that is subject to section 215.97, F.S.*

**State Resources Awarded to the Recipient Pursuant to this Agreement Consist of the Following Resources Subject to Section 215.97, F.S.:**

State Program A	State Awarding Agency	State Fiscal Year <sup>1</sup>	CSFA Number	CSFA Title or Funding Source Description	Funding Amount	State Appropriation Category
<b>Original Agreement</b>	General Appropriations Act Line Item 1692A – Fixed Capital Outlay Florida Recreation Development Assistance Grants from Florida Forever Trust Fund	2021-2022	37.017	Florida Recreation Development Assistance Program	\$50,000.00	140002
<b>Total Award</b>					\$50,000.00	

*Note: List applicable compliance requirement in the same manner as illustrated above for federal resources. For matching resources provided by the Department for DEP for federal programs, the requirements might be similar to the requirements for the applicable federal programs. Also, to the extent that different requirements pertain to different amount for the non-federal resources, there may be more than one grouping (i.e. 1, 2, 3, etc.) listed under this category.*

For each program identified above, the recipient shall comply with the program requirements described in the Catalog of Federal Domestic Assistance (CFDA) [www.cfda.gov] and/or the Florida Catalog of State Financial Assistance (CSFA) [https://apps.fldfs.com/fsaa/searchCatalog.aspx], and State Projects Compliance Supplement (Part Four: State Projects Compliance Supplement [https://apps.fldfs.com/fsaa/state\_project\_compliance.aspx]). The services/purposes for which the funds are to be used are included in the Agreement's Grant Work Plan. Any match required by the Recipient is clearly indicated in the Agreement.

<sup>1</sup> Subject to change by Change Order.





# Attachment 6 – Program Specific Requirements

## STATE OF FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION PROGRAM SPECIFIC REQUIREMENTS

### FLORIDA RECREATION DEVELOPMENT ASSISTANCE PROGRAM

#### ATTACHMENT 6

##### 1. Project Submittal Forms.

Administrative Forms, Reimbursement Forms, and Guidelines referenced in this Agreement may be found at <https://floridadep.gov/lands/land-and-recreation-grants/content/frdap-assistance>, or by contacting the Department's Grant Manager.

##### 2. Notice to Commence.

Prior to commencement of the Project, the Grantee shall submit to the Department for approval all documentation and completion of responsibilities listed on the Commencement Documentation Checklist, DRP-107. Upon satisfactory approval by the Department, the Department will issue written "Notice to Commence" to the Grantee to commence the Project. **The Grantee SHALL NOT proceed until the Department issues the "Notice to Commence."** Until the Department issues the "Notice to Commence," the Department is not obligated to pay or reimburse Grantee for fees, costs, or general expenses of any kind that were incurred prior to the "Notice to Commence," except for Pre-Agreement Expenses as more fully described in subsection 62D-5.054(34), F.A.C.

##### 3. Site Plans.

Project site facilities must be attractive for public use and compatible with the environment. Plans and specifications for Project site improvements and facilities must be in accordance with current engineering and architectural standards. The Grantee should emphasize the health and safety of users, accessibility to the general public, and the protection of the recreational and natural values of the area. **The Grantee may alter a conceptual site plan only after written approval by the Department.**

The Grantee shall have final site plans (site, engineering, and architectural) prepared for the Project and sealed by a registered architect or engineer licensed in accordance with the laws of the State of Florida (collectively the "Project Plans"). The Grantee must deliver a complete original, signed, and sealed set of the Project Plans to the Department before the Department will issue final reimbursement.

##### 4. Project Completion.

All work under this Agreement must be completed no later than 60 days before the expiration date of the Agreement, known as the "Project Completion Date." The Department may require the Grantee to do additional work before designating the Project "complete." If the Project has not been designated as complete by the Department by midnight of the Date of Expiration, the Project funds will revert to the revenue fund from which they were appropriated (paragraph 62D-5.058(7)(a), F.A.C.).

##### 5. Project Completion Certification.

To certify completion, the Grantee will submit to the Department the Project Completion Certification, DRP-112, available online and incorporated herein by reference. The Project must be designated complete prior to the Department releasing final reimbursement. The Department shall designate the Project complete upon receipt and approval of all deliverables and when Project site is open and available for use by the public for outdoor recreation purposes. The Department will release the retainage when the Department approves the Completion Documentation set forth in paragraph 62D-5.058(7)(d), F.A.C. The final payment of the retained amount will be processed within thirty (30) days of the Project designated complete by the Department.

##### 6. The following modifies paragraph 8.d, Attachment 1, Standard Terms and Conditions:

###### a. Reimbursement for Costs.

Project Costs will be reimbursed as provided in paragraph 62D-5.058(2)(a), F.A.C., and in the Project Agreement. The Grantee is eligible for reimbursement, in whole or in part, for Department-approved Pre-Agreement Expenses

and, if applicable, costs associated with Retroactive Projects, through the Project Completion Date of this Agreement. The Grantee shall be paid on a cost reimbursement basis for all eligible Project costs upon the completion, submittal, and approval of each deliverable identified in the Grant Work Plan. Reimbursement shall be requested on Exhibit C, Payment Request Summary Form. To be eligible for reimbursement, cost(s) must meet all FRDAP requirements, financial reporting requirements, and rules and regulations applicable to expenditures of state funds, including, but not limited to, the Reference Guide for State Expenditures, which can be accessed at the following web address:

<https://www.myfloridacfo.com/Division/AA/Manuals/documents/ReferenceGuideforStateExpenditures.pdf>

i. Pre-Agreement Expenses. Pursuant to subsection 62D-5.054(34), F.A.C., Pre-Agreement Expenses means expenses incurred by a Grantee for accomplishment of an eligible FRDAP project prior to full execution of the Project Agreement. Parties hereby acknowledge and agree, Grantee is entitled to submit for cost-reimbursement eligible Pre-Agreement Expenses, which are expenses Grantee incurred for the accomplishment of the Project prior to full execution of this Agreement.

##### 7. The following is added to paragraph 8, Attachment 1, Standard Terms and Conditions:

k. Project Costs. The Department will reimburse Project costs pursuant to paragraph 62D-5.058(2)(a), F.A.C., and as provided herein. Project costs, except for Pre-Agreement Expenses, shall be incurred between the effective date of the Agreement, and the Project Completion Date as set forth in the Project Completion Certification determined and identified herein. If the total cost of the Project exceeds the grant amount and the required match (if applicable), Grantee must pay the excess cost.

l. Cost Limits. Pursuant to paragraphs 62D-5.058(2)(a) and (b), F.A.C., project planning expenses, such as application preparation, surveys (boundary and topographic), title searches, project signs, architectural and engineering fees, permitting fees, project inspection fees, and other similar fees are eligible Project costs provided that such costs do not exceed fifteen percent (15%) of the total Project cost.

##### 8. The following hereby replaces paragraph 8.h, Attachment 1, Standard Terms and Conditions:

h. Annual Appropriation Contingency. The State's performance and obligation to pay under this Agreement is contingent upon an annual appropriation from the Recommended Application Priority List by the Florida Legislature. Authorization for continuation and completion of work and any associated payments may be rescinded, with proper notice, at the discretion of the Department if the Legislature reduces or eliminates appropriations. It is further understood that Grant Awards may be revised by the Department due to the availability of FRDAP program funds.

##### 9. The following replaces paragraph 10, Attachment 1, Standard Terms and Conditions:

###### Status Reports.

a. The Grantee must utilize, Project Status Report Form, DRP-109, available online and incorporated herein by reference, to describe the work performed during the reporting period, problems encountered, problem resolutions, schedule updates and proposed work for the next reporting period. The Project Status Reports must be submitted to the Department's Grant Manager no later than January 5, May 5, and September 5. The Department's Grant Manager has thirty (30) calendar days to review the required reports and deliverables submitted by the Grantee.

b. Additionally, the Grantee shall comply with the reporting and inventory requirements set forth in the Statewide Comprehensive Outdoor Recreation Plan (SCORP), available online: <https://floridadep.gov/parks/florida-scors-outdoor-recreation-florida> and hereby incorporated by reference, by updating the Florida Outdoor Recreation Inventory (FORI) system (<https://floridadep.gov/parks/florida-outdoor-recreation-inventory>).

##### 10. Site Dedication.

a. Land owned by the grantee and developed or acquired with FRDAP funds must be dedicated in perpetuity as an outdoor recreational site for the use and benefit of the general public in accordance with Rule 62D-5.059, F.A.C. Land under control other than by ownership of the Grantee such as by lease, must be dedicated as an outdoor recreation area for the use and benefit of the general public for a minimum period of twenty-five (25) years from the Project Completion Date as set forth in the Project Completion Certificate. The dedications must be recorded in the county's public property records by the Grantee. Execution of this Agreement by the Department constitutes an acceptance of a Project site(s) dedication on behalf of the general public of the State of Florida.

b. Should the Grantee's interest in the land change, either by sale, lease, or other written legal instrument, the Grantee is required to notify the Department in writing of the change no later than ten (10) days after the change occurs,



# Attachment 6 – Program Specific Requirements

and the Grantee is required to notify all subsequent parties with interest to the land of the terms and conditions as set forth in this Agreement.

## 11. Management of Project Sites.

- a. **Site Inspections.** Grantees must ensure by site inspections that facilities on the Project site are being operated and maintained for outdoor recreation for a minimum period of twenty-five (25) years from the Project Completion Date set forth in the Project Completion Certificate. The Project site must be open at reasonable times and must be managed in a safe and attractive manner.
- b. **Non-Compliance.** The Department will terminate an agreement and demand return of the program funds (including interest) for non-compliance if a Grantee fails to comply with the terms stated in with the Agreement. If the Grantee fails to comply the Agreement, the Department will declare the Grantee ineligible for further participation in FRDAP until such time as the Grantee comes into compliance.
- c. **Public Accessibility.** All facilities must be accessible to the public on a non-exclusive basis, without regard to age, sex, race, religion, or ability level.
- d. **Entrance Fees.** Reasonable differences in entrance fees for other FRDAP projects may be allowed on the basis of residence, but only if the Grantee can clearly show that the difference in entrance fees reflects, and is substantially related to, all economic factors related to park management, and it is not simply related to the amount of tax dollars spent by the residents for the park; and that a definite burden on the Grantee in park maintenance costs clearly justifies a higher fee for nonresidents.
- e. **Native Plantings.** In developing a FRDAP project with program funds, the Grantee must primarily use vegetation native to the area, except for lawn grasses.
- f. The Grantee will obtain Department approval prior to any current or future development of facilities on the Project Site(s), which is defined in subsection 62D-5.054(46), F.A.C. This Agreement is not transferable.

## 12. Procurement Requirements for Grantee.

The Grantee must secure all goods and services for the Project according to its adopted procurement procedures.

## 13. Signage.

The Grantee must erect a permanent information sign on the Project site that credits funding (or a portion thereof) to the Florida Department of Environmental Protection and the Florida Recreation Development Assistance Program. The sign must be made of appropriate materials, which are durable for a minimum of twenty-five (25) years after the Project is complete. The sign must be installed on the Project site and approved by the Department before the Department processes the final Project reimbursement request.

## 14. Termination and Ineligibility.

In addition to the remedies provided elsewhere in this Agreement, if the Grantee fails to comply with the terms stated in this Agreement or with any provisions in Rule Chapter 62D-5, F.A.C., the Department will terminate this Agreement and demand return of the program funds (including interest). Furthermore, the Department will declare the Grantee ineligible for further participation in FRDAP until the Grantee complies. Further, the Grantee agrees to ensure that all necessary permits are obtained prior to implementing any Grant Work Plan activity that may fall under applicable federal, state, or local laws.

## 15. Conversion.

The Project Site acquired and/or developed with FRDAP assistance must be retained and used for public outdoor recreation. Should the Grantee, within the periods set forth in subsections 62D-5.059(1) and (2), F.A.C., convert all or part of the Project site to other than public outdoor recreational uses, the Grantee must replace the area, facilities, resource, or Project site at its own expense with an acceptable project of comparable scope, and quality.





# Exhibit C – Payment Request Summary Form



Florida Department of Environmental Protection

**EXHIBIT C  
PAYMENT REQUEST SUMMARY FORM**

Required Signatures: **Adobe Signature**

Date: \_\_\_\_\_

Grantee \_\_\_\_\_

Project Name and Number \_\_\_\_\_

Billing Period: \_\_\_\_\_

Billing #: \_\_\_\_\_

DEP Division: \_\_\_\_\_

DEP Program: \_\_\_\_\_

	Project Costs This Billing	Cumulative Project Costs
Contractual Services DRP-116		
Grantee Labor DRP-117		
Employee Benefits ( % of Salaries)		
Direct Purchases: Materials & Supplies DRP-118		
Grantee Stock DRP-120		
Equipment DRP-119		
Land Value		
Indirect Costs (15% of Grantee Labor)		
<b>TOTAL PROJECT COSTS</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>

**CERTIFICATION:** I hereby certify that the above expenses were incurred for the work being accomplished in the attached progress reports.

Signature

Project Administrator \_\_\_\_\_

Date \_\_\_\_\_

**CERTIFICATION:** I hereby certify that the documentation has been maintained as required to support the project expenses as reported above and is available for audit upon request.

Signature

Project Financial Officer \_\_\_\_\_

Date \_\_\_\_\_



# Certification of Insurance



Florida Department of Environmental Protection

## CERTIFICATION OF INSURANCE FORM

Required Signatures: **Adobe Signature**

### PROOF OF INSURANCE PROVIDED

Grantee: \_\_\_\_\_

Project Title: \_\_\_\_\_

Project Number: \_\_\_\_\_

I \_\_\_\_\_ REPRESENTATIVE FOR (city/county district) \_\_\_\_\_  
HEREBY CERTIFY THAT I HAVE ATTACHED PROOF OF GENERAL LIABILITY INSURANCE THAT  
IS CURRENT, IN GOOD STANDING AND SHALL REMAIN IN EFFECT THROUGH THE DURATION  
OF THIS FLORIDA RECREATION DEVELOPMENT ASSISTANCE (FRDAP) GRANT PERIOD.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- OR -

### SELF-CERTIFIED ACKNOWLEDGEMENT

Grantee: \_\_\_\_\_

Project Title: \_\_\_\_\_

Project Number: \_\_\_\_\_

I \_\_\_\_\_ REPRESENTATIVE FOR (city/county district) \_\_\_\_\_  
HEREBY CERTIFY THAT THE (city/county district) \_\_\_\_\_ IS SELF  
INSURED AND THIS COVERAGE SHALL LAST THROUGH THE DURATION OF THIS FLORIDA  
RECREATION DEVELOPMENT ASSISTANCE (FRDAP) GRANT PERIOD.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Execution of Grant Agreement

Once the agreement is signed by the Grantee, it is no longer considered to be in draft form.

When the Department receives the signed grant agreement, the document is forwarded to DEP leadership for full execution.

The execution date is the date in which the last necessary party has signed the grant agreement (DEP).

As a reminder, the Department will execute the Agreement via digital signature.





# Commencement Documentation







# Commencement Checklist – Attachment B



Florida Department of Environmental Protection

## ATTACHMENT B FLORIDA RECREATION DEVELOPMENT ASSISTANCE PROGRAM COMMENCEMENT DOCUMENTATION CHECKLIST

Required Signatures: No Signature

Following approval of these documents, the Department will issue written authorization to commence construction or acquisition of the project.

### DEVELOPMENT COMMENCEMENT DOCUMENTATION

- \_\_\_ 1. A professional site plan (detail specifications not required). A graphic document of the proposed development that shows the location of all existing and proposed buildings, facilities, etc. that is signed and dated by the project liaison. **If part of a larger simultaneous development or part of a phased project, please color code the current project elements and/or any phases/existing elements. (Site plan cannot be any larger than 11x17 or 14x17)**
- \_\_\_ 2. Commencement Certification (Form DRP-108)
- \_\_\_ 3. A boundary survey of the project site, dated within the last three years if the original boundary has changed, which includes a legal description and sketch of the site's boundaries, display known easements and encroachments, if any, be legally sufficient to identify the site, and must be **signed and sealed** by a professional surveyor and mapper licensed under provisions of Chapter 472, F.S. (Survey cannot be any larger than 11x17 or 14x17) (2 copies)
- \_\_\_ 4. The results of a title search **and** the opinion prepared by a member of the Florida Bar or Licensed title insurer of the project area covering the thirty (30) year period prior to approval by Department Secretary, which attests to a clear title owned by the grantee, with no liens, encumbrances or taxes held against the property **or** a copy of title insurance. **A warranty deed will not suffice. Ownership and Encumbrance (O&E) Reports are also not sufficient title documentation under the grant program.**
- \_\_\_ 5. If land will be used as a match, send either a copy of the taxed assessed value or a complete appraisal (prepared in accordance with The Uniform Standards of Professional Appraisal Practices), supporting fair market value of land utilized as project matching funds. Appraisal must be no earlier than one year prior to the closing date of the application submission period. **The appraisal must be prepared by an appraiser included on the list of approved appraisers maintained by the Department's Division of State Lands (DSL). (Approved list can be found at: <https://floridadep.gov/sites/default/files/Current%20Approved%20Appraiser%20List.pdf> or call 850-245-2555). (1 Copy)**
- \_\_\_ 6. DEP Budget-Cost Analysis Form (Form BGS 55-229).
- \_\_\_ 7. Certificate of Insurance Form (Form DRP-127).

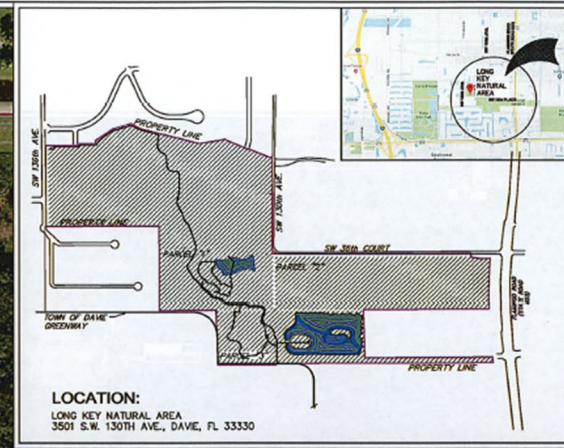
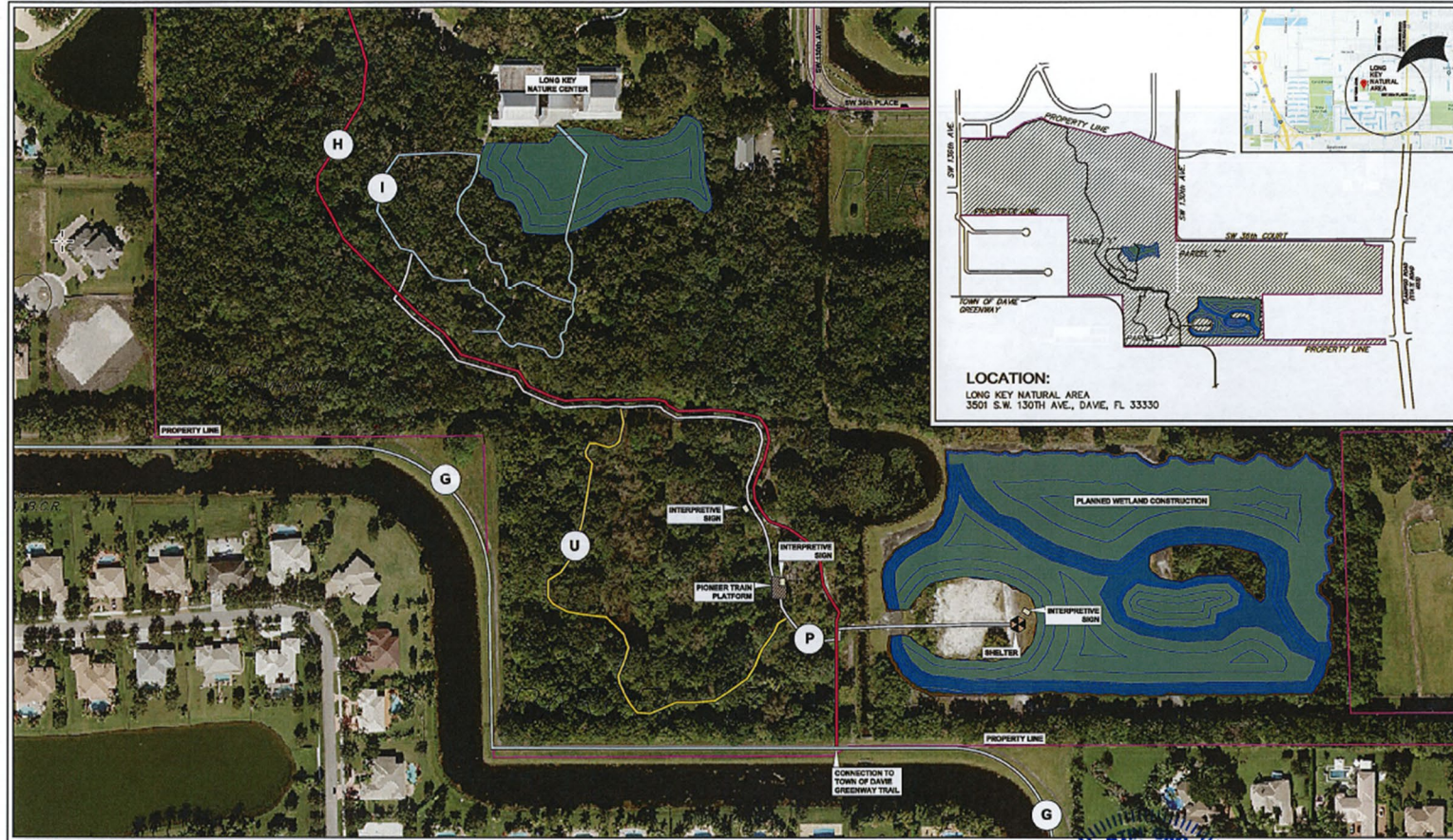
### ACQUISITION COMMENCEMENT DOCUMENTATION

- \_\_\_ 1. An appraisal prepared in accordance with The Uniform Standards of Professional Practices, supporting fair market value of land to be acquired. If the property is \$500,000 or less in appraised value, one appraisal is required. If the property exceeds \$500,000 in appraised value, two appraisals are required. The appraisal(s) shall be dated no earlier than (6) months prior to the closing date of the application submission period. **The appraisal must be prepared by an appraiser included on the list of approved appraisers maintained by the Department's Division of State Lands (DSL), (Approved list can be found at: <https://floridadep.gov/sites/default/files/Current%20Approved%20Appraiser%20List.pdf> or call 850-245-2555).**
- \_\_\_ 2. A boundary survey of the project site, which includes a legal description and sketch of the site's boundaries, display known easements and encroachments, if any, be legally sufficient to identify the site, and must be signed and sealed by a professional surveyor and mapper licensed under provisions of Chapter 472, F.S. The survey must be updated to within one year of the closing date of the application submission period. (Survey cannot be any larger than 11x17 or 14x17)
- \_\_\_ 3. The results of a title search **and** the opinion prepared by a member of the Florida Bar or Licensed title insurer of the project area covering the thirty (30) year period prior to approval by Department Secretary, which attests to a clear title by the owner, with no liens, encumbrances or taxes held against the property **or** a copy of title insurance. **A warranty deed will not suffice. Ownership and Encumbrance (O&E) Reports are also not sufficient title documentation under the grant program.**
- \_\_\_ 4. DEP Budget-Cost Analysis Form (Form BGS 55-229).
- \_\_\_ 5. Development timeline.
- \_\_\_ 6. Proposed Scope of Work for development.

Forms may be found at our website: <https://floridadep.gov/lands/land-and-recreation-grants/content/fdap-assistance>

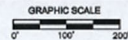


# Conceptual Site Plan



**LOCATION:**  
LONG KEY NATURAL AREA  
3501 S.W. 130TH AVE., DAVIE, FL 33330

## CONCEPTUAL SITE PLAN



- G TOWN OF DAVIE GREENWAY
- H EXISTING HORSE TRAIL
- I EXISTING INTERPRETIVE TRAIL
- P PROPOSED PAVED TRAIL
- U PROPOSED UNPAVED TRAIL

*Martin Gross*  
Martin Gross, P.E.  
FL. Reg. No. 43863



BROWARD COUNTY PARKS AND RECREATION DIVISION 1 North University Drive, Plantation, Florida 33324		
LONG KEY CONCEPTUAL SITE PLAN 3501 S.W. 130TH AVE., DAVIE, FL 33330		
DRAWN BY:	SCALE:	DATE: JUNE 2011
DESIGNED BY:	DWG.:	PROJECT:
APPROVED BY:		FILE:



# Commencement Certification



## Florida Department of Environmental Protection Florida Recreation Development Assistance Program Commencement Certification

Required Signatures: **Adobe Signature**

Grantee: \_\_\_\_\_

Project Number: \_\_\_\_\_

Project Name: \_\_\_\_\_

A list identifying the quantity and type of primary outdoor recreation areas and facilities and support facilities to be constructed, and cost estimate for each item. **(50% of total costs must be in primary facilities)**

**Primary Facilities/Areas:**

**Estimated Cost:**

Primary Facilities/Areas:	Estimated Cost:

**Support Facilities/Areas:**

**Estimated Cost:**

Support Facilities/Areas:	Estimated Cost:

**Total Project Cost**

**\$** \_\_\_\_\_

The GRANTEE certifies that all final plans and specifications (i.e.; site, architectural, engineering) to be used in conjunction with the above referenced project will be prepared and certified by an insured, registered architect, engineer, or landscape architect (as appropriate) and will meet all applicable federal, state and local codes, and current engineering practices; that health, safety, durability and economy will be considered and incorporated in these plans consistent with the scope and objectives of the project; that equal access pursuant to the requirements of Federal law and Chapter 553 Florida Statutes, is incorporated in the design of all facilities for individuals with disabilities; that the proposed development is compatible with its surrounding environment; and that provisions have been made to insure adequate supervision of construction by competent personnel.

\_\_\_\_\_  
Date

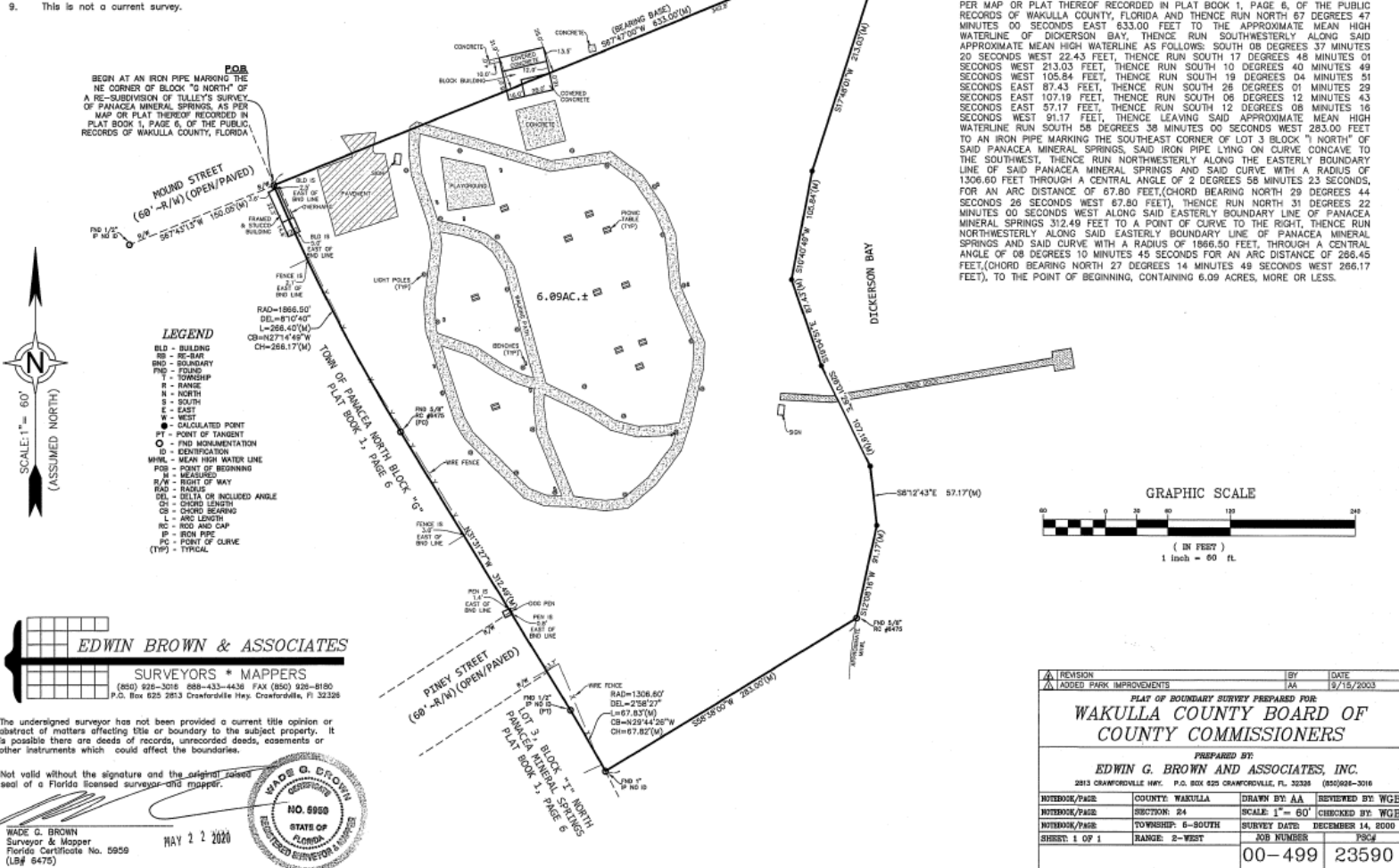
\_\_\_\_\_  
Project Liaison Agent



# Boundary Map Survey

**NOTES:**

- No improvements were located in this survey other than those shown hereon.
- No underground encroachments, utilities or foundations were located in this survey.
- All measurements shown hereon are Standard U.S. Survey Feet, and decimals thereof.
- The use of this survey is limited to the specific transaction shown hereon.
- Subject to zoning setbacks, easements and restrictions of record.
- Adjoining deeds of record were not provided to this firm.
- This survey was performed without benefit of deed.
- Water boundary is subject to change due to natural causes and may or may not represent actual location of limit of title.
- This is not a current survey.



**EDWIN BROWN & ASSOCIATES**  
 SURVEYORS \* MAPPERS  
 (850) 926-3018 688-433-4430 FAX (850) 928-8150  
 P.O. Box 625 2913 Crawfordville Hwy. Crawfordville, FL 32826

The undersigned surveyor has not been provided a current title opinion or abstract of matters affecting title or boundary to the subject property. It is possible there are deeds of records, unrecorded deeds, easements or other instruments which could affect the boundaries.

Not valid without the signature and the original raised seal of a Florida licensed surveyor and mapper.

**WADE G. BROWN**  
 Surveyor & Mapper  
 Florida Certificate No. 5958  
 (LB# 6475)

MAY 22 2020

REVISION	BY	DATE
ADDED PARK IMPROVEMENTS	AA	8/15/2003

PLAT OF BOUNDARY SURVEY PREPARED FOR  
**WAKULLA COUNTY BOARD OF COUNTY COMMISSIONERS**

PREPARED BY:  
**EDWIN G. BROWN AND ASSOCIATES, INC.**  
 2813 CRAWFORDVILLE HWY. P.O. BOX 625 CRAWFORDVILLE, FL 32826 (850)926-3018

NOTES/PAGE	COUNTY WAKULLA	DRAWN BY AA	REVIEWED BY WGB
SECTION 24 <td>SCALE: 1" = 60'</td> <td>CHECKED BY WGB</td> <td></td>	SCALE: 1" = 60'	CHECKED BY WGB	
TOWNSHIP: 6-SOUTH <td>SURVEY DATE: DECEMBER 14, 2006</td> <td></td> <td></td>	SURVEY DATE: DECEMBER 14, 2006		
SHEET 1 OF 1 <td>RANGE: 2-WEST <td>JOB NUMBER</td> <td>PG#</td> </td>	RANGE: 2-WEST <td>JOB NUMBER</td> <td>PG#</td>	JOB NUMBER	PG#

00-499 23590


Z:\PROJECTS\6592\1590\_L-21-2020.dwg, 5/21/2020 3:48:40 PM



# Example – Title Opinion and Survey



## MEMORANDUM

**To:** Denise Riccio, Planning and Grants Manager  
**From:** Roy K. Payne, Chief Assistant City Attorney   
**Date:** February 4, 2020  
**Subject:** Plat Title Opinion – Lake Lorna Doone Park

This title plat opinion, pursuant to Section 177.041(2) is based on a Property Information Report prepared by Fidelity National Title Insurance Company, File # 421900862MS, Customer Reference: Lorna Doone Park (attached). Fidelity National Title Insurance Company has searched the Public Records of Orange County, Florida, ("Public Records"), from January 1, 1923, through November 6, 2019 11:00 PM, for the property described as Lake Lorna Doone Park.

I have reviewed the Property Information Report and find that the record title to the property described as Lake Lorna Doone Park is vested in the name of the City of Orlando, a Florida municipal corporation. There are no mortgages, liens or other encumbrances and no delinquent taxes shown to be held against the property.

Thank you.

Roy K. Payne, Esq.  
Chief Assistant City Attorney

Attachment

cc: Richard Allen, Surveyor  
Tonie McNealy, Real Estate Agent


## CITY ATTORNEY'S OFFICE

CITY HALL • 400 SOUTH ORANGE AVENUE • POST OFFICE BOX 4990 • ORLANDO, FLORIDA 32802-4990  
PHONE (407) 246-2295 • FAX (407) 246-2854 • WWW.CITYOFORLANDO.NET



# Budget Cost Analysis Form (DEP 55-229)

A detailed budget is required to determine the maximum amount needed under cost-reimbursement contracts/agreements. This form should list the total project budget and must be signed and dated by the project liaison.


**Florida Department of Environmental Protection**  
**DEP BUDGET-COST ANALYSIS FORM**

Required Signatures: \_\_\_\_\_ Original Ink

PROJECT TITLE: **Groundwater Wetland Recharge Park, T18016**

BUDGET DETAIL				COST ANALYSIS				
Budget items below to be provided by the Contractor. See attached instructions.				Cost Analysis to be completed by the Department Contract Manager. See attached instructions.				
				% Allocation	Allowable	Reasonable	Necessary	COMMENTS (Basis for Decision)
<b>1. PERSONNEL EXPENSES</b>								
A. Salaries - (Name/Title/Position)								
Sloum, R. - Conservation Coordinator	Hourly Cost (\$)	Hours	Totals (\$)		Yes	Yes	Yes	This project was determined to be allowable under the guidance of 23 CFR 206 and §625-2. All costs have been deemed reasonable and allowable, and are considered necessary in enhancing Florida's recreational trail system.
Moore, R. - Water Metering Supervisor	\$28.7980	5	\$ 143.99		Yes	Yes	Yes	
Ferrante, S. - Infrastructure Manager	\$26.5715	3	\$ 79.71		Yes	Yes	Yes	
Knight, R. - Central Lines Maintenance Chief	\$42.1962	1	\$ 42.20		Yes	Yes	Yes	
Hershey, S. - Operation Manager	\$31.1610	3	\$ 93.48		Yes	Yes	Yes	
Rodriguez, G. - Systems Equipment Tech I	\$36.7034	1	\$ 36.70		Yes	Yes	Yes	
B. Fringe Benefits (Rate% * Total salaries applicable)			Total Salaries					
			Rate %	0.00%				
			Total Sal. App.	0				
			<b>Total Personnel Expenses (A+B)</b>	<b>\$ 411.59</b>	<b>0%</b>			
<b>2. Contractual Services</b>								
Description				Fee/Rate \$	Quantity	Totals \$		This project was determined to be allowable under the guidance of 23 CFR 206 and §625-2. All costs have been deemed reasonable and allowable, and are considered necessary in enhancing Florida's recreational trail system.
Task 2: 2.5 miles (+/-10%) looped hard-surface trail (Petti Coat)				\$ 374,388.00	1	\$ 374,388.00	Yes	
Task 2: installation of trash cans and recycle bins (Bliss)				\$ 326.92	13	\$ 4,250.00	Yes	
Task 2: purchase and installation of signs (Puff Landscape)				\$ 465.11	28	\$ 13,023.00	Yes	
			<b>Total Supplies</b>	<b>\$ 391,661.00</b>	<b>93%</b>			
<b>3. Travel</b>								
Purpose/Destination				Days	Per Diem \$	Fare/Rate \$	Mileage	Totals \$
								0
								0
								0
								0
				<b>Total Travel</b>				0
<b>4. Equipment</b>								
Description				Unit Cost \$	Quantity	Totals \$		
						0		
						0		
						0		
				<b>Total Equipment</b>		0		

BGS DEP 55-229 (08/2016) Page 1 of 2

				% Allocation	Allowable	Reasonable	Necessary	COMMENTS (Basis for Decision)
<b>5. Rental/Lease of Equipment</b>								
Description				Fee/Rate \$	Quantity	Totals \$		
						0		
						0		
						0		
				<b>Total Contractual</b>		0		
<b>6. Miscellaneous/Other Expenses</b>								
Description				Unit Cost \$	Quantity	Totals \$		This project was determined to be allowable under the guidance of 23 CFR 206 and §625-2. All costs have been deemed reasonable and allowable, and are considered necessary in enhancing Florida's recreational trail system.
Task 2: purchase of benches (Perennial)				\$ 207.05	20	\$ 4,141.00	Yes	
Task 2: purchase of pedestrian counter (Eco-Counter)				\$ 3,865.00	1	\$ 3,865.00	Yes	
Task 2: purchase of trash cans and recycling bins (Bliss)				\$ 1,603.62	13	\$ 20,847.00	Yes	
			<b>Total Miscellaneous</b>			<b>\$ 28,853.00</b>	<b>7%</b>	
<b>7. Overhead/Indirect - Base:</b>				Rate %	Base \$	Total \$		
				0.00%	0	0		
<b>8. Total Budget</b>						<b>\$ 420,925.59</b>		
<b>CERTIFICATION</b>								
I certify that the cost for each line item budget category has been evaluated and determined to be allowable, reasonable, and necessary as required by Section 216.3475, Florida Statutes. Documentation is on file evidencing the methodology used and the conclusions reached.								
Name: _____								
Signature: _____								
Title: Director, Water Resources _____								
Date: 7/17/2020								
BGS DEP 55-229 Effective 8-30-2016								
BGS DEP 55-229 (08/2016) <span style="float: right;">Page 2 of 2</span>								



# Budget Cost Analysis Form (DEP 55-229)

## Personnel Expenses

If the project is to be constructed using in-kind services, in whole or part, the following is required:

### A. Salaries **REQUIRED**

- Employee Name & Title
- Employee Rate of Pay (Hourly Cost)
- Estimated Number of Hours to be Charged for Each Employee  
\*\*Divide annual salaries by 2080 hours to find the hourly rate.
- Position Descriptions

### B. Fringe Benefits **OPTIONAL**

- Multiply the rate by the total salaries to which fringe benefits apply. If the rate is variable, explain and show calculations on an attachment.
- Fringe Benefits may be calculated up to 40%.

*In-kind labor must consist of staff members who are completing the actual labor (“boots on the ground”) and cannot cover supervisory or management positions whatsoever. Exceptions may apply, with Department approval. These expenses are only eligible as match and will not be reimbursed with grant funds.*

1. PERSONNEL EXPENSES				% Allocation	Allowable	Reasonable	Necessary	COMMENTS (Basis for Decision)
A. Salaries - (Name/Title/Position)								This project was determined to be allowable under the guidance of 23 CFR 206 and §625-2. All costs have been deemed reasonable and allowable, and are considered necessary in enhancing Florida's recreational trail system.
Slocumb, R. - Conservation Coordinator	Hourly Cost (\$)	Hours	Totals (\$)		Yes	Yes	Yes	
Moore, R. - Water Metering Supervisor	\$28.7980 *	5	= \$ 143.99		Yes	Yes	Yes	
Ferrante, S. - Infrastructure Manager	\$26.5715 *	3	= \$ 79.71		Yes	Yes	Yes	
Knight, R. - Central Lines Maintenance Chief	\$42.1962 *	1	= \$ 42.20		Yes	Yes	Yes	
Hersey, S. - Operation Manager	\$31.1610 *	3	= \$ 93.48		Yes	Yes	Yes	
Rodriguez, G. - Systems Equipment Tech I	\$36.7034 *	1	= \$ 36.70		Yes	Yes	Yes	
	\$15.5031 *	1	= \$ 15.50		Yes	Yes	Yes	
	<b>Total Salaries</b>		<b>\$ 411.59</b>					
B. Fringe Benefits (Rate% * Total salaries applicable)								
	Rate %	Total Sal. App.	Total \$					
	0.00% *	0	0					
<b>Total Personnel Expenses (A+B)</b>				<b>0%</b>				







# Project Status Report



Florida Department of Environmental Protection  
**EXHIBIT A**  
 Land and Water Conservation Fund Program  
 Florida Recreation Development Assistance Program  
**Project Status Report**

Required Signatures: **Adobe Signature**

Project Name: \_\_\_\_\_ Project Number: \_\_\_\_\_

Project Sponsor: \_\_\_\_\_

Identify primary and support recreation areas and facilities to be constructed. (50% of total costs must be in primary facilities).  
**PROVIDE PHOTOS OF WORK IN PROGRESS**

**PRIMARY FACILITIES/ELEMENTS:**

Project Elements	Work Accomplished	% Completed

**SUPPORT FACILITIES/ELEMENTS:**

Project Elements	Work Accomplished	% Completed

**PROBLEMS ENCOUNTERED:**

Period Covered (Check Appropriate Period):

- January through April: Due May 5<sup>th</sup>
- May through August: Due September 5<sup>th</sup>
- September through December: Due January 5<sup>th</sup>

LIAISON: \_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date





# Amendments





# Example Amendment Form

## Paragraph 1

Defines the parties of the agreement.

## Paragraph 2

Outlines the project's original scope of work.

## Paragraph 3

Identifies intent of amendment.

## Paragraph 4

Lists the amended terms of the agreement

## Paragraph 6

Executed signatures by both parties.

## Paragraph 7

Identifies attachments included as part of amendment.  
Typically, Attachment 3, Grant Work Plan requires revision.

**AMENDMENT NO. 1  
TO AGREEMENT NO. A9118  
BETWEEN  
FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION  
AND  
CITY OF APOPKA**

This Amendment to Agreement No. A9118 (Agreement) is made by and between the Department of Environmental Protection (Department), an agency of the State of Florida, and City of Apopka, 120 East Main Street, Apopka, FL 34711 (Grantee), on the date last signed below.

WHEREAS, the Department entered into the Agreement with the Grantee for new playground elements, picnic facilities, and bike rack, renovation of existing baseball field, picnic facilities, and restroom, and replacement of drinking water fountain, including grant writing, administration, engineering and property survey, effective October 16, 2018; and

WHEREAS, the parties wish to amend the Agreement as set forth herein to delete renovation of picnic facilities and add playground surface material, benches and a playground security fence.

NOW THEREFORE, the parties agree as follows:

- Attachment 3, Grant Work Plan, is hereby deleted in its entirety and replaced with Attachment 3-A, Revised Grant Work Plan, as attached to this Amendment and hereby incorporated into the Agreement. All references in the Agreement to Attachment 3 shall hereinafter refer to Attachment 3-A, Revised Grant Work Plan.
- All other terms and conditions of the Agreement remain in effect. If and to the extent that any inconsistency may appear between the Agreement and this Amendment, the provisions of this Amendment shall control.

The parties agree to the terms and conditions of this Amendment and have duly authorized their respective representatives to sign it on the dates indicated below.

<p><b>City of Apopka</b></p> <p>By: <u><i>Callie DeHaven</i></u>, CITY ADMINISTRATOR</p> <p>Title: _____</p> <p>Date: <u>3-26-2020</u></p>	<p><b>Florida Department of Environmental Protection</b></p> <p>By: <u>Callie DeHaven</u></p> <p>Title: Secretary or Designee</p> <p>Date: _____</p> <p><small>Digitally signed by Callie DeHaven Date: 2020.04.03 09:48:10 -0400</small></p>
--	---

**LIST OF ATTACHMENTS/EXHIBITS INCLUDED AS PART OF THIS AMENDMENT:**

<u>Specify Type</u>	<u>Letter/Number</u>	<u>Description</u>
Attachment	3-A	Revised Grant Work Plan (3 pages)

- REMAINDER OF PAGE INTENTIONALLY LEFT BLANK -

Agreement No.: A9118 Amendment No.: 1

Rev. 9/24/18 1 of 1





# Completion Documentation





# Completion Documentation Checklist



Florida Department of Environmental Protection

## FLORIDA RECREATION DEVELOPMENT ASSISTANCE PROGRAM COMPLETION DOCUMENTATION CHECKLIST

Required Signatures: **No Signature**

---

Notify DEP immediately after completion of project construction that the project is complete and send the following: All close-out documents must be submitted 30 days after project completion.

### Development Completion Documentation

- \_\_\_ 1. Project Completion Certificate, dated and signed by the liaison agent. (Form – DRP-112)
- \_\_\_ 2. A final “as built” site plan signed, sealed, and dated by a certified engineer, surveyor, or architect (detailed specifications not required). Please color code current project elements and/or any phases.
- \_\_\_ 3. Florida Recreation and Parks Inventory Form describing the entire park. Please go to our website: <https://floridadep.gov/parks/florida-outdoor-recreation-inventory> and complete the Park Inventory Form listed under the heading FRDAP Administrative Forms. (Please complete the form online, submit and e-mail a copy to the appropriate Community Assistance Consultant)
- \_\_\_ 4. Photographs of the completed project elements including the acknowledgement sign or plaque crediting both the Florida Department of Environmental Protection and FRDAP. (Example sign on website)
- \_\_\_ 5. Certification that the “Notice of Limitation of Use” statement has been filed as a permanent part of public property records in accordance with local requirements and available for public inspection. (A copy of the legal description, project boundary map with the legal description, grant agreement and amendments, and the “Notice of Limitation of Use” statement must be filed with public property records). (Form DRP – 113)
- \_\_\_ 6. Final payment request. Submit all applicable forms with all information completed on each form. Please include all invoice numbers and dates, check numbers and dates, amounts and descriptions. Reminder, the office shall retain up to 10% of total grant amount (retainage) of its obligations to ensure compliance with agreement terms and conditions. Retained funds shall be released upon satisfactory completion of the project.

### Acquisition Completion Documentation – Step I

- \_\_\_ 1. Project Completion Certificate, dated and signed by the liaison agent. (Form – DRP-112)
- \_\_\_ 2. Florida Recreation and Parks Inventory Form describing the entire park. Please go to our website: <https://floridadep.gov/parks/florida-outdoor-recreation-inventory> and complete the Park Inventory Form listed under the heading FRDAP Administrative Forms. (Please complete the form online, submit and e-mail a copy to the appropriate Community Assistance Consultant)
- \_\_\_ 3. Photographs of the acquisition site including the Department acknowledgement sign or plaque crediting both the Florida Department of Environmental Protection and FRDAP. (Example sign on website)
- \_\_\_ 4. Certification that the “Notice of Limitation of Use” statement has been filed as a permanent part of public property records in accordance with local requirements and available for public inspection. (A copy of the legal description, project boundary map with the legal description, grant agreement and amendments, and the “Notice of Limitation of Use” statement must be filed with public property records) (Form DRP – 113)
- \_\_\_ 5. Three-year project construction timeline for development of recreational elements.
- \_\_\_ 6. Final payment request. Submit all applicable forms with all information completed on each form. Please include all invoice numbers and dates, check numbers and dates, amounts and descriptions.
- \_\_\_ 7. Evidence of Title: Submit a copy of the deed.
- \_\_\_ 8. Copy of Buyer-Seller Financial Closing Statement.

### Development of Acquisition Project Documentation – Step II

- \_\_\_ 1. Project Completion Certificate, dated and signed by the liaison agent. (Form – DRP-112)
- \_\_\_ 2. Photographs of the development including the acknowledgement sign or plaque crediting both the Florida Department of Environmental Protection and FRDAP. (Example sign on website)
- \_\_\_ 3. A final “as built” site plan signed, sealed, and dated by a certified engineer, surveyor, or architect (detailed specifications not required). Please color code current project elements and/or any phases.

Forms may be found at our website: <https://floridadep.gov/lands/land-and-recreation-grants/content/frdap-assistance>







# Final As-Built Site Plan





# Florida's Outdoor Recreation Inventory

Land and Recreation Grants | Land and Recreation Grants | FRDAP Assistance | Florida | DEP Outdoor Recreation

https://prodenv.dep.state.fl.us/DrpOrpcr/outdoorrecreationinventory.do

FCT Web | FORI | Oculus | DEP App Site | Works - Transactions | BTLDS | Shared Savings Prog | Florida Vendor Info | Depnet | L&R Grants Sharepoi | People First | PEGA | Letterhead | FACTS Main Search | FACTS Statewide Rep | FTP directory/pub/oi | FTP Incoming

Florida Department of Environmental Protection

FORI Home | FAQs | General Guidelines | Contact Us

FORI Home

Advanced Search

Export

Update an Existing Area

Add a New Area

**FORI Home**

**Florida's Outdoor Recreation Inventory**

The Florida Outdoor Recreation Inventory (FORI) is a comprehensive inventory of the existing outdoor recreation resources and facilities in Florida. The inventory provides details regarding parks, recreation areas, open spaces and other outdoor recreation sites in the state. FORI includes the known outdoor recreation resources and facilities provided by federal, state, regional, county and municipal governments, commercial enterprises, non-profit organizations and clubs. The database consists of over 13,000 records and is maintained by the Florida Department of Environmental Protection for the purpose of developing the *Statewide Comprehensive Outdoor Recreation Plan (SCORP)*.

**Search the Inventory** - The following links can help you narrow your choice down to the agency, region, county or individual recreation area.

**Advanced Search** Provides resource/facility totals for selected criteria.

**Export** Exports selected parameters into a spreadsheet format.

**Update an Existing Area** Search for an existing recreation area and submit changes or additions.

**Add a New Area** This form allows for the submission of a new recreation area.

If you have any questions, please contact us at [850-245-3051](tel:850-245-3051) or [Outdoor.Recreation@dep.state.fl.us](mailto:Outdoor.Recreation@dep.state.fl.us)

**Division of Recreation and Parks**  
Florida's Outdoor Recreation Inventory

Please include all of the facilities and resources of the park or recreation area.

**PRINT FORM** **SUBMIT BY EMAIL**

Agency: \_\_\_\_\_

Mailing Address: Street/P.O. Box: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Park Name:** \_\_\_\_\_

**Physical Location:**

Street: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_ County: \_\_\_\_\_

Coordinates: Latitude: D \_\_\_\_\_ M \_\_\_\_\_ S \_\_\_\_\_ Longitude: D \_\_\_\_\_ M \_\_\_\_\_ S \_\_\_\_\_ OR Latitude: \_\_\_\_\_ Longitude: \_\_\_\_\_

Partner Agency: \_\_\_\_\_

Notes: \_\_\_\_\_

Please indicate if this recreation area has received funds from any of the following grant programs:

Florida Boating Improvement Program (FBIP)  Land and Water Conservation Fund (LWCF)

Florida Communities Trust (FCT)  Recreational Trails Program (RTF)

Florida Recreation Development Assistance Program (FRDAP)

<b>Acres (#)</b>	<b>Fishing Facilities</b>	<b>Trails (motor &amp; tenths)</b>	<b>Golf Course (#)</b>
Land _____	<b>Piers</b>	<b>Single Use Trails</b>	9-Hole Reg. Course _____
Water _____	Saltwater (#) _____	Hiking _____	18-Hole Reg. Course _____
Total _____	Length (linear ft) _____	Ft. National Scenic Trail _____	Par 3/Executive Course _____
<b>Hunting Acres (#)</b>	Freshwater (#) _____	Canoe/Kayak _____	Total Golf Holes _____
Land _____	Length (linear ft) _____	Equestrian _____	<b>Outdoor Courts (#)</b>
Water _____	<b>Boardwalks/Catwalks</b>	Bicycle: unpaved _____	Tennis _____
Total _____	Saltwater (#) _____	Bicycle: paved _____	Basketball Goals _____
<b>Overnight Facilities (#)</b>	Length (linear ft) _____	Jogging/Exercise _____	Shuffleboard _____
R.V./Trailer Sites _____	Freshwater (#) _____	Nature Study/ Interpretive _____	Racquetball/Handball _____
Tent Sites _____	Length (linear ft) _____	Motorized - Motorcycle/ATV _____	Volleyball _____
Cabins _____	<b>Jetties</b>	<b>Shared Use Trails</b>	Multipurpose _____
Primitive Campsites _____	Saltwater (linear ft) _____	Hiking _____	<b>Playing Fields (#)</b>
Equestrian Camp Sites _____	Freshwater (linear ft) _____	Equestrian _____	Baseball/softball _____
<b>Picnic Tables (#)</b>	<b>Boat Ramps (#)</b>	Bicycle: unpaved _____	Football/soccer _____
Tables _____	Saltwater Ramps _____	Bicycle: paved _____	Multipurpose _____
Shelters _____	Total Lanes _____	Jogging/Exercise _____	<b>Other Facilities (#)</b>
<b>Cultural Resources (#)</b>	Canoe/Kayak Launches _____	Nature Study/ Interpretive _____	Equipped Play Areas _____
Museum/Interpretive Bldgs. _____	Freshwater Ramps _____	Motorized - Motorcycle/ATV _____	Recreation Centers _____
Hist./Arch. & Sites/Structures _____	Total Lanes _____		Parking Areas _____
Comm. Structures _____	Canoe/Kayak Launches _____		Parking Spaces _____
<b>Beach Areas (#)</b>	<b>Marinas (#)</b>		Slate Parks _____
Saltwater (#) _____	Saltwater _____		Shooting Ranges _____
Length (linear ft) _____	Slips/Moorings _____		Swimming Pools _____
Width (linear ft) _____	Dry Storage _____		
Freshwater (#) _____	Freshwater _____		
Length (linear ft) _____	Slips/Moorings _____		
Width (linear ft) _____	Dry Storage _____		

**Contact Information**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Agency Web Site: \_\_\_\_\_

If you need assistance with this document please contact the Office of Park Planning at 850-245-3051 or by email, [outdoor.recreation@dep.state.fl.us](mailto:outdoor.recreation@dep.state.fl.us). FPS-A056 (revised 4/11/11)



# Photographs



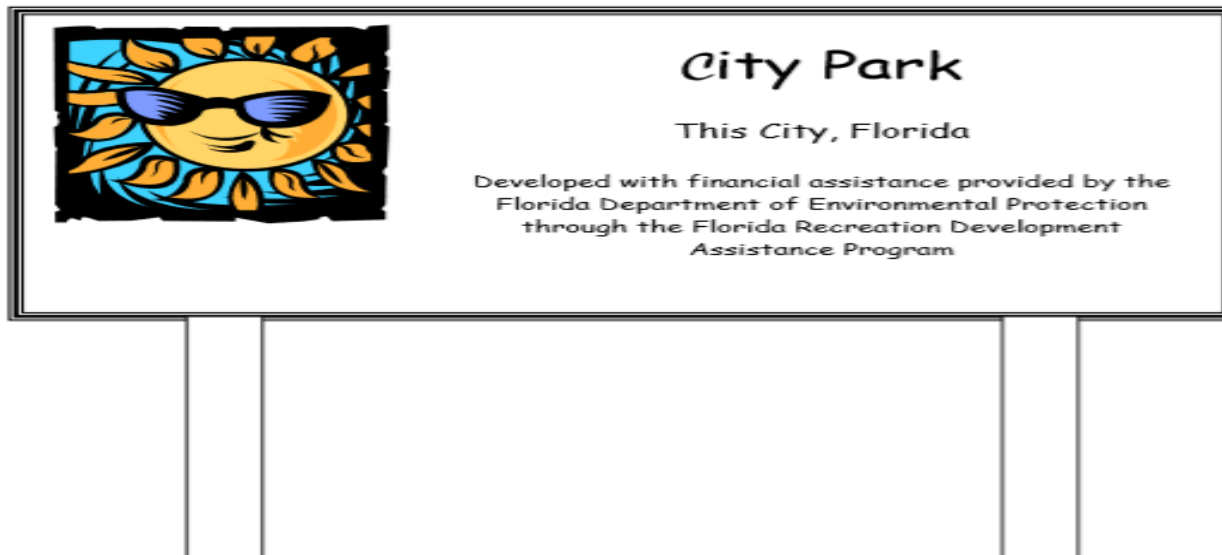


# Acknowledgement Sign Requirements

## Florida Recreation Development Assistance Program Sign Requirements

The project sponsor is required to erect a permanent information sign or plaque, which credits the Florida Department of Environmental Protection (DEP) and the Florida Recreation Development Assistance Program. The sign must be made of appropriate materials, which will be durable for a minimum of twenty-five years, after the project is complete. The sign must be installed on the project site and approved by DEP before final reimbursement is processed.

SAMPLE





# Notice of Site Dedication and Limitation of Use – Fee Simple and Lease Properties

This instrument was prepared by:

### NOTICE OF SITE DEDICATION AND LIMITATION OF USE

(fee simple ownership by grantee)

\_\_\_\_\_, whose mailing address is \_\_\_\_\_

Name of Grantee as Shown on Grant Agreement

Grantee Mailing Address

("grantee") has acquired or developed the real property described in Attachment A, attached hereto and incorporated herein by reference (the "Project Site"), with financial assistance provided by the Florida Recreation Development Assistance Program, in accordance with Chapter 62D-5, F.A.C. Pursuant to Rule 62D-5.059(1), F.A.C., the grantee hereby dedicates the Project Site in perpetuity as an outdoor recreation area for the use and benefit of the general public.

The grantee covenants that the Project Site and any facilities thereon, as set forth in the grant agreement attached hereto and incorporated herein as Attachment B and depicted on the boundary map attached hereto and incorporated as Attachment C, will be open to the public at reasonable times, will be operated in a safe and attractive manner, and the grantee will abide by the requirements of Chapter 62D-5.053-.059, F.A.C., relating to Florida Recreation Development Assistance Program funding for the Project Site. Pursuant to Rule 62D-5.059(3), F.A.C., if the grantee converts any part of the Project Site or facilities thereon acquired or developed with grant assistance to other than a use approved by the State of Florida Department of Environmental Protection, the grantee shall replace the area, facilities, resource, or site at its own expense with a project adjacent to or near the original Project Site that is of comparable or greater scope and quality and acceptable to the State of Florida Department of Environmental Protection.

WITNESSES:

\_\_\_\_\_  
Name of Grantee as Shown on Grant Agreement (SEAL)

\_\_\_\_\_  
Original Signature

By: \_\_\_\_\_  
Original Signature

\_\_\_\_\_  
Printed Name of Witness

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Original Signature

\_\_\_\_\_  
Printed Title

\_\_\_\_\_  
Printed Name of Witness

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me on \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_, as \_\_\_\_\_, for and on behalf of \_\_\_\_\_. He/She is personally known to me or who has produced \_\_\_\_\_ as identification.

(SEAL)

\_\_\_\_\_  
Signature of Notary Public, State of Florida

This instrument was prepared by:

### NOTICE OF SITE DEDICATION AND LIMITATION OF USE

(lease or other interest by grantee)

\_\_\_\_\_, whose mailing address is \_\_\_\_\_

Name of Grantee as Shown on Grant Agreement

Grantee Mailing Address

("grantee") has acquired or developed the real property described in Attachment A, attached hereto and incorporated herein by reference (the "Project Site"), with financial assistance provided by the Florida Recreation Development Assistance Program, in accordance with Chapter 62D-5, F.A.C. Pursuant to Rule 62D-5.059(1), F.A.C., the grantee hereby dedicates the Project Site as an outdoor recreation area for the use and benefit of the general public for a period of twenty-five years after the completion date shown on the Certificate of Project Completion attached hereto and incorporated as Attachment B.

The grantee covenants that the Project Site and any facilities thereon, as set forth in the grant agreement attached hereto and incorporated herein as Attachment C and depicted on the boundary map attached hereto and incorporated as Attachment D, will be open to the public at reasonable times, will be operated in a safe and attractive manner, and the grantee will abide by the requirements of Chapter 62D-5.053-.059, F.A.C., relating to Florida Recreation Development Assistance Program funding for the Project Site. Pursuant to Rule 62D-5.059(3), F.A.C., if the grantee converts any part of the Project Site or facilities thereon acquired or developed with grant assistance to other than a use approved by the State of Florida Department of Environmental Protection, the grantee shall replace the area, facilities, resource, or site at its own expense with a project adjacent to or near the original Project Site that is of comparable or greater scope and quality and acceptable to the State of Florida Department of Environmental Protection.

WITNESSES:

\_\_\_\_\_  
(SEAL)

\_\_\_\_\_  
Original Signature

By: \_\_\_\_\_  
Original Signature

\_\_\_\_\_  
Printed Name of Witness

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Original Signature

\_\_\_\_\_  
Printed Title

\_\_\_\_\_  
Printed Name of Witness

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me on \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_, as \_\_\_\_\_, for and on behalf of \_\_\_\_\_. He/She is personally known to me or who has produced \_\_\_\_\_ as identification.

(SEAL)

\_\_\_\_\_  
Signature of Notary Public, State of Florida



# Final Status Report

If your project was completed in between the submission of required status reports, please provide a final status report which indicates the project is at 100% complete.

The project must be current and up-to-date with all status reports required for submission between the grant execution date and the grant agreement expiration date.

# STATUS







# Reimbursement Requests Documents







# Reimbursement Checklist



Florida Department of Environmental Protection  
FLORIDA RECREATION DEVELOPMENT ASSISTANCE PROGRAM  
LAND AND WATER CONSERVATION FUND PROGRAM  
REIMBURSEMENT REQUEST CHECKLIST

Required Signatures: No Signature

Ensure **all invoice numbers and dates, and check numbers and dates** are listed on all Cost Schedules.

Ensure all forms are completed, signed and dated by the appropriate person.

Under the header **Description** give a brief explanation of work accomplished **and the related project element**.

Ensure that all expenditures were incurred prior to the termination date of the project. If checks are dated after the termination date, but work was completed before, attach a brief explanation.

Submit the **Actual Cost Payment Request** form [DRP-115] with all reimbursement requests and attach all appropriate cost schedules.

If you have been notified in writing that your project will be audited, please submit 1 copy of the invoice and canceled checks or other back-up documentation, which support the expenditures. This must be done for each payment request. If you have not been notified, keep a copy for your records.

Ensure that all cost schedule totals are correct.

Ensure that all expenditures incurred are related to the project elements as identified in the project agreement.



# Payment Request Summary Form/Actual Costs



Florida Department of Environmental Protection

## EXHIBIT C PAYMENT REQUEST SUMMARY FORM

Required Signatures: **Adobe Signature**

Date: \_\_\_\_\_

Grantee \_\_\_\_\_

Project Name and Number \_\_\_\_\_

Billing Period: \_\_\_\_\_

Billing #: \_\_\_\_\_

DEP Division: \_\_\_\_\_

DEP Program: \_\_\_\_\_

	Project Costs This Billing	Cumulative Project Costs
<b>Contractual Services</b> DRP-116		
<b>Grantee Labor</b> DRP-117		
<b>Employee Benefits</b> ( _____ % of Salaries)		
<b>Direct Purchases: Materials &amp; Supplies</b> DRP-118		
<b>Grantee Stock</b> DRP-120		
<b>Equipment</b> DRP-119		
<b>Land Value</b>		
<b>Indirect Costs</b> (15% of Grantee Labor)		
<b>TOTAL PROJECT COSTS</b>	\$0	\$0

**CERTIFICATION:** I hereby certify that the above expenses were incurred for the work being accomplished in the attached progress reports.

\_\_\_\_\_  
Project Administrator

\_\_\_\_\_  
Date

**CERTIFICATION:** I hereby certify that the documentation has been maintained as required to support the project expenses as reported above and is available for audit upon request.

\_\_\_\_\_  
Project Financial Officer

\_\_\_\_\_  
Date







# Direct Material Purchases Schedule



**Florida Department of Environmental Protection**  
**DIRECT MATERIAL PURCHASES SCHEDULE**

Required Signatures: **Adobe Signature**

Date: \_\_\_\_\_  
 \_\_\_\_\_  
 Grantee \_\_\_\_\_ Project Name and Number \_\_\_\_\_  
 Billing Period: \_\_\_\_\_ Billing # \_\_\_\_\_  
 DEP Division: \_\_\_\_\_ DEP Program: \_\_\_\_\_

Vendor Name	Vendor Invoice Number and Date	Check Number and Date	Project Cost	General Description and Project Element
<b>TOTAL</b>			\$0	

**CERTIFICATION:** I hereby certify that the purchases notes above were used in accomplishing the project.

\_\_\_\_\_ \_\_\_\_\_  
**Project Administrator** **Date**

**CERTIFICATION:** I hereby certify that invoices, canceled checks and other purchasing documentation have been maintained as required to support the costs reported above and are available upon request.

\_\_\_\_\_ \_\_\_\_\_  
**Project Financial Officer** **Date**



# Grantee Stock Material Cost Schedule



## Florida Department of Environmental Protection GRANTEE STOCK MATERIAL COST SCHEDULE

Required Signatures: **Adobe Signature**

Date: \_\_\_\_\_

Grantee \_\_\_\_\_ Project Name and Number \_\_\_\_\_

Billing Period: \_\_\_\_\_ Billing # \_\_\_\_\_

DEP Division: \_\_\_\_\_ DEP Program: \_\_\_\_\_

Date	Material Requisition Number and Date	General Description of Material	Project Elements Material Used On	Material Cost
<b>TOTAL</b>				\$0

CERTIFICATION: I hereby certify that the purchases noted above were used in accomplishing the project.

\_\_\_\_\_ Date \_\_\_\_\_

**Project Administrator** **Date**

CERTIFICATION: I hereby certify that invoices, canceled checks and other purchasing documentation have been maintained as required to support the costs reported above and are available for audit upon request.

\_\_\_\_\_ Date \_\_\_\_\_

**Project Financial Officer** **Date**



# Grantee Equipment Cost Schedule



## Florida Department of Environmental Protection GRANTEE EQUIPMENT COST SCHEDULE

Required Signatures: **Adobe Signature**

Date: \_\_\_\_\_

Grantee: \_\_\_\_\_

Project Name and Number: \_\_\_\_\_

Billing Period: \_\_\_\_\_

Billing #: \_\_\_\_\_

DEP Division: \_\_\_\_\_

DEP Program: \_\_\_\_\_

Equipment Description (Type and Use)	Project Hours This Billing	Rental Rates or Cost	Equipment Rental Cost	Project Element Used For
<b>TOTAL</b>			\$	

**CERTIFICATION:** I hereby certify that the above equipment was used in accomplishing this project. Only actual operating hours have been reported for reimbursement of operating costs.

\_\_\_\_\_  
**Project Administrator**

\_\_\_\_\_  
**Date**

**CERTIFICATION:** I hereby certify that the detailed equipment usage records, logs and other appropriate documentation have been maintained as required to support the hours of equipment used claimed above and are available for audit upon request.

\_\_\_\_\_  
**Project Financial Officer**

\_\_\_\_\_  
**Date**







# Audit and Financial Reporting





# Florida Department of Environmental Protection LAND AND WATER CONSERVATION PROGRAM FLORIDA RECREATION AND DEVELOPMENT ASSISTANCE PROGRAM FINANCIAL REPORTING PROCEDURES



- The financial reporting procedures establish guidelines for grant funds disbursed through the Land and Recreation Grants Section. The procedures set forth principles for determining eligible costs, supporting documentation and minimum reporting requirements to assist both parties in receiving appropriate and timely reimbursement. Grant funds shall be reimbursed in accordance with good cash management principles as identified by law. The reimbursement shall include only expenditures related to the project elements and the period as identified in the agreement. The Grantee shall submit attached forms to request reimbursement. The forms must contain all the information as requested. Each cost should clearly reflect the project element and a brief description of work performed. The office shall retain up to 10% of its obligations to ensure compliance with agreement terms and conditions. Funds shall be released upon satisfactory completion of the project. All documents that support the reimbursement shall be retained by the Grantee for a five-year period after the completion of the project construction. If the Department requests an audit, you need to submit such documents to the Department and keep a copy for your records. (E.g. purchase orders, competitive bid documents, cancelled checks, invoices, approved payroll registers).

### **Documentation required for reimbursements:**

**Actual Cost Contract Payment Request:** This form is a summary of the current and cumulative project costs to date. This form must accompany all reimbursement requests.

**Employee benefits and indirect costs must be identified on this form only. Form DRP-115**

- **Contractual Services:** Eligible costs are for work performed by private or independent contractors that directly relate to the accomplishment of the project. **Cost plus or contingency fee contracts are ineligible. Form DRP-116**
- **Grantee Labor:** Eligible salaries and wages of employees paid by the Grantee for the performance of work that directly relate to the accomplishment of the project site. **Administration costs are ineligible. Form DRP-117**
- **Employee Benefits:** **This cost shall be reimbursed only if the Grantee is using Grantee Labor.** A maximum of 15% of eligible salaries and wages of employees who accrue annual, sick, and holiday leave from the grantee; plus a maximum of 25% of the eligible salaries and wages of employees who receive other benefits (such as FICA retirement, health, and life insurance and workers compensation ). Calculations and supporting documentation used to determine the actual cost percentages shall be maintained by the Grantee. **Form DRP-115**
- **Direct Purchases:** Eligible costs are material and supplies consumed or expended in accomplishing the project, including direct purchases from vendors. **Small tools (e.g. shovels, saws, hammers, and drills) are ineligible. Form DRP-118**
- **Grantee Equipment:** Eligible costs are all reasonable costs for rental or use of equipment which is required to be used or kept available at the site for the accomplishment of the project. If rental equipment is used the Grantee shall use the lowest rate possible. **Repairs or servicing costs of grantee owned or purchased equipment are ineligible.**
- **Form DRP-119**
- **Grantee Stock:** Eligible costs are material or supplies taken from Grantee's stock or inventory and shall be documented by material requisition or other project cost records. An inventory system with procedures and records should be maintained by the Grantee. **Form DRP-120**
- **Indirect costs:** **This cost shall be reimbursed only if the Grantee is using Grantee Labor.** Cost shall be calculated at 15%, and shall not exceed this rate. **Form DRP-115**



**Florida Department of Environmental Protection LAND AND  
WATER CONSERVATION PROGRAM  
FLORIDA RECREATION AND DEVELOPMENT  
ASSISTANCE PROGRAM  
FINANCIAL REPORTING PROCEDURES**



- **Direct Purchases:** Eligible costs are material and supplies consumed or expended in accomplishing the project, including direct purchases from vendors. **Small tools (e.g. shovels, saws, hammers, and drills) are ineligible. Form DRP-118**
- **Grantee Equipment:** Eligible costs are all reasonable costs for rental or use of equipment which is required to be used or kept available at the site for the accomplishment of the project. If rental equipment is used the
- Grantee shall use the lowest rate possible. **Repairs or servicing costs of grantee owned or purchased equipment are ineligible. Form DRP-119**
- **Grantee Stock:** Eligible costs are material or supplies taken from Grantee's stock or inventory and shall be documented by material requisition or other project cost records. An inventory system with procedures and
- records should be maintained by the Grantee. **Form DRP-120**
- **Indirect costs: This cost shall be reimbursed only if the Grantee is using Grantee Labor.** Cost shall be calculated at 15%, and shall not exceed this rate. **Form DRP-115**
- **Forms may be found at our website:**

<https://floridadep.gov/lands/land-and-recreation-grants/content/frdap-assistance>



# Post Completion-Compliance Responsibilities

- **Site Dedication**
- **Management of the Project Sites**
- **Conversion**
- **Non- Compliance**
- **Public Accessibility**
- **Entrance fees**
- **Native Planting**
- **Post completion Inspection**







# Upcoming Grant Application Cycles



## *Division of State Lands* Land and Recreation Grants Section Submission Cycles

★  
**2021-2022 Stan Mayfield Working Waterfront Program**

October 1 – November 1, 2021

Application Webinar • September 15

★  
**2022-2023 Florida Recreation Development Assistance Program**

October 1 – October 15, 2021

Application Webinar • September 23

★  
**2022-2023 Recreational Trails Program**

February 1 – March 1, 2022

Application Webinar • January 19, 2022



For more information on the upcoming grant application cycles, visit [FloridaDEP.gov/Grants](https://FloridaDEP.gov/Grants)



# Webinar Wrap-Up





# Resource Information

A. FRDAP Application Information & Help

850/245-2501

B. FRDAP Administrative Rule

<https://floridadep.gov/ooo/land-and-recreation-grants/content/florida-recreation-development-assistance-program>

850/245-2501

C. Statewide Comprehensive Outdoor Recreation Plan (SCORP)

<https://floridadep.gov/parks/parks-office-park-planning/content/state-park-planning>

850/245-3051

D. State Lands, Bureau of Appraisal

850/245-2555

E. Recreation Accessibility and Safety Program Manager, Florida Park Service

850/245-3031

F. Office of Greenways & Trails and the Florida Statewide Greenways & Trails Plan

850/245-2052





# Contact Information

**Main Phone Line:** 850-245-2501

## **FRDAP Community Assistance Consultants:**

- Tamika Bass – [Tamika.Bass@floridadep.gov](mailto:Tamika.Bass@floridadep.gov)
- Angie Bright – [Angie.Bright@floridadep.gov](mailto:Angie.Bright@floridadep.gov)
- LaShae Grice – [LaShae.Grice@floridadep.gov](mailto:LaShae.Grice@floridadep.gov)

## **Land & Recreation Grants Management and Legal Counsel:**

- Linda Reeves, OMC Manager – [Linda.Reeves@floridadep.gov](mailto:Linda.Reeves@floridadep.gov)
- Rebecca Wood, Program Manager – [Rebecca.Wood@floridadep.gov](mailto:Rebecca.Wood@floridadep.gov)
- Lois LaSeur, Program Attorney – [Lois.LaSeur@floridadep.gov](mailto:Lois.LaSeur@floridadep.gov)





# Florida Recreation Development Assistance Program (FRDAP) On-boarding Webinar