



FY21-22 FRDAP CLOSEOUT WEBINAR

Division of State Lands / Land and Recreation Grants Section
Florida Department of Environmental Protection

Closeout Webinar | January 18, 2024



Florida Recreation Development Assistance Program

INTRODUCTIONS

FRDAP Staff and Leadership

- April Moody, Community Assistance Consultant (CAC)
 - April.Moody@FloridaDEP.gov
- Reilly Allman, Community Assistance Consultant (CAC)
 - Reilly.Allman@FloridaDEP.gov
- Shauna Allen, OMC Manager
 - Shauna.Allen@FloridaDEP.gov
- Linda Reeves, Community Program Manager
 - Linda.Reeves@FloridaDEP.gov

Land and Recreation Grants Section Phone: 850-245-2051





LAND AND RECREATION GRANTS SECTION

AGENDA

Presentation Agenda

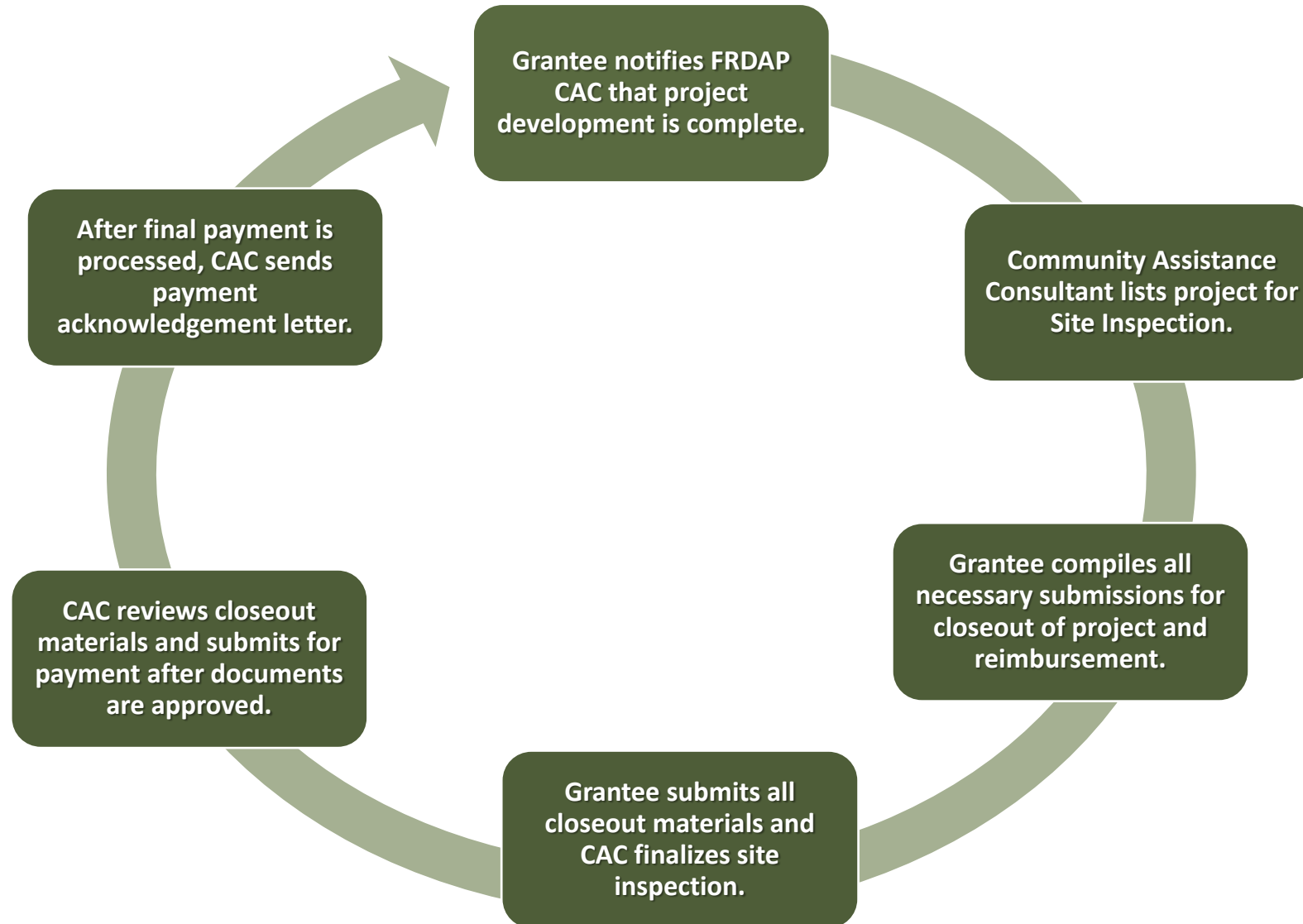
- Overview of the Closeout Process
- Important Definitions
- Amendments
- Site Inspection Criteria and Requirements
- Required Documents
- Document Submission
- Questions





LAND AND RECREATION GRANTS SECTION

CLOSEOUT CYCLE OVERVIEW





IMPORTANT DEFINITIONS

FRDAP CLOSEOUT WEBINAR

VIRGINIA GARDENS FIELD



Florida Recreation Development Assistance Program

CLOSEOUT WEBINAR

Important Definitions

- **Primary Facility** is defined as “any facility which could stand alone and provide outdoor recreation without a support facility.”
- **Support Facility** is defined as “a facility which could not stand alone, or which would have little or no public outdoor recreational value without the primary facility.”





Florida Recreation Development Assistance Program

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Important Definitions Continued

- **Billing Period** is a range in which applicable costs must be made during to be eligible for reimbursement. This range will always be the date of Commencement Notification through the date of Project Completion
 - Project Completion Date will be listed on the Final Status Report.
- **Billing Number** is an invoice number. This number will always be “1-Final” as this is the first submitted reimbursement request and it will be the final request.
- **Project Completion Date** is the date by which all development for a project must be complete. By this date, the project site must be open and available to the public. This date is always the last weekday of April of the year of expiration. FY 21-22’s Completion Date is April 30, 2024. (Agreement, Attachment 3, Task 2, Deliverable 2, Due Date)
- **Date of Expiration** is when the funds for the grant are no longer available to be allocated to a community for reimbursement.



AMENDMENTS

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Amendments

****DEADLINE: MARCH 15, 2024****

If for any reason, an element in the grant work plan cannot/will not be developed completely by the Project Completion Deadline (April 30, 2024), the element will have to be amended out of the scope.

An amendment will trigger a re-score of the project and if the score of the project falls below 54 points, the eligibility of the entire project will come under review.

When requesting an Amendment, the Grantee must submit the following to their CAC:

1. A letter, on letter head, requesting the removal of the element from the scope.
 - a) This letter must say *why* the element is being removed (cost issues, procurement issues, etc.)
 - b) The letter must address *how* the funds set aside for this element will be reallocated.
 - “We request to amend the scope of work for project A22045, FRDAP Recreation Park, for the new playground to be removed from the project’s scope of work. We are unable to procure the materials in time to meet the project completion deadline. The \$15,000 allocated towards the playground will be reallocated to the new picnic pavilion which is already a part of the agreement’s scope of work”.
2. A revised Site Plan showing the removal of the element in question.
3. A revised Budget Cost Analysis showing the reallocation of funds.
4. A confirmation that the project is on track to meet the project completion deadline (April 30, 2024).



SITE INSPECTION CRITERIA AND REQUIREMENTS

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SITE INSPECTION CRITERIA

Site Inspections

A Site Inspection is required per FRDAP's governing rule, Chapter 62D-5.058 (3)(e), F.A.C, to ensure "...compliance with the project agreement prior to release of the final grant payment."

The criteria staff is required to evaluate during a site inspection is as follows:

1. Is the development completed in accordance with the project completion documentation and the agreement's scope of work?
2. Are ADA requirements met?
3. Is the permanent program acknowledgement sign displayed?
 - a) Where is the sign displayed?
4. Is the project site adequately maintained?
5. Does the project site have any visible hazards?
6. Does the public have general access to the site?
7. Are the site hours posted?
 - a) Where are the hours posted and what are the hours?





LAND AND RECREATION GRANTS SECTION

ACKNOWLEDGEMENT SIGN EXAMPLES

Required Language: "...Developed with financial assistance provided by the Florida Department of Environmental Protection through the Florida Recreation Development Assistance Program"





REQUIRED DOCUMENTS

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*We have updated the **closeout checklist!***

It is available on the [FRDAP website](#).

The required submissions include:

1. Project Completion Certification (DRP-112)
2. As-Built Site Plan
3. Florida Recreation and Parks Inventory Form
4. Photographs of Completed Project Site
5. Notice of Limitation of Use Packet (DRP-113)
6. Final Status Report (DRP- 109)
7. Payment Request Summary- Exhibit C (DRP-115)
8. Invoices, Checks, and Proof of Payment
9. Updated Budget Cost Analysis (DEP 55-229)
10. Costs Schedules (DRP-116,117,118,119,120)



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 (Form – DRP-112): All elements of Grant Work Plan must be listed including action taken (i.e. renovation or new), and associated costs on page 1. Fill out all sections of page 2 and the form must be signed by the liaison agent and project Engineer or Architect. If the project did not require an Engineer or Architect, provide written justification on official letterhead.
2. A final “as built” site plan, color code current project elements and/or phases (detailed specifications not required). The plan must be signed, sealed, and dated by a certified engineer, surveyor, or architect. Signature and seal must be legible.
3. Florida Recreation and Parks Inventory Form describing the entire park available at <https://prodenv.dep.state.fl.us/DrpOrpccr/outdoorRecreationInventory.do>. (Complete the form online, submit, and e-mail a copy to the appropriate Community Assistance Consultant)
4. Photographs of all completed project elements including the acknowledgement sign or plaque crediting both the Florida Department of Environmental Protection and FRDAP. (Acknowledgement Sign Requirements can be found on our [website](#) in the Project Completion section.)
5. Certification that the “Notice of Limitation of Use” (Form DRP – 113) 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 recorded legal description, project boundary map with the legal description, grant agreement and amendments, and the “Notice of Limitation of Use” as filed with the official public records).
6. Payment Request Summary- Exhibit C (Form DRP-115): Fill out this form in its entirety. Billing Period is the date of the project’s Notice to Commence through the Project Completion Date. Billing Number is “1- Final” as this is the final summary of costs. DEP Division is “State Lands Grants Section”. DEP Program is the name of the grant, Florida Recreation Development Assistance Program. All costs listed must correspond to the appropriate cost schedule. Their sum must equal the total project cost listed on Project Completion Certification (DRP- 112). Two signatures are required.
7. Submit all applicable Purchase Schedules. Fill out the form entirely. Give a brief description of the purchase that references the project element. Include all proofs of payment as listed on the project’s Purchase Schedules. (This includes all invoices, cancelled checks and/or bank statements referencing the payments.)
8. An updated Budget Costs Analysis is required (Form DEP 55-229). Fill out this form in its entirety. List all elements of the scope of work as they are listed in the agreement. List the actual quantities and actual cost of materials.
9. A Final Status Report is required (DRP-109). List all elements as they are found in the scope of work. Check the “Final Status Report” box and list the Date of Project Completion (from the Project Completion Certificate) in the provided space.




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Project Completion Certificate

(DRP-112) outlines the costs of the elements in the scope of work. It also attests to the date of agreement execution and the project completion date.

- Fill out form completely.
- List all elements as they are written in the scope of work.
- List the actual costs of the project/ elements.
- Date of Agreement Execution
- Date of Project Completion
- Two Signatures from Liaison Agent & Project Architect or Engineer


Florida Department of Environmental Protection
**FLORIDA RECREATION DEVELOPMENT ASSISTANCE PROGRAM
PROJECT COMPLETION CERTIFICATION**

Required Signatures: **Adobe Signature**

Project Sponsor: _____ Project Number: _____
Project Name: _____

A list identifying the quantity and type of primary outdoor recreation areas and facilities and support facilities and the actual costs for each item built. (50% of the total costs must be in primary facilities)

Primary Facilities/Areas	Actual Cost

Support Facilities/Areas	Actual Cost

DRP-112 (Effective 06-12-2015) Page 1 of 2

TOTAL PROJECT COST \$ _____

I hereby certify that the above mentioned project construction or acquisition has been completed in accordance with the Project Agreement executed between _____ and the Florida Department of Environmental Protection dated _____; that all funds allocated for the project were expended pursuant to the Project Agreement; that all goods and services for accomplishment of the project were negotiated and procured in accordance with applicable law and funding program requirements; that all project acquisition or construction was completed on _____ which was on or prior to the acquisition or construction completion date specified in the Project Agreement; and that the project was completed in accordance with the final project plans (site, architectural, engineering) prepared for the project; that all required local, state and federal environmental permits and approvals were obtained; and that the project is open and accessible to the general public for use.

Signed: _____ (Liaison Agent) Signed: _____ (Project Architect or Engineer)

Date: _____ Date: _____

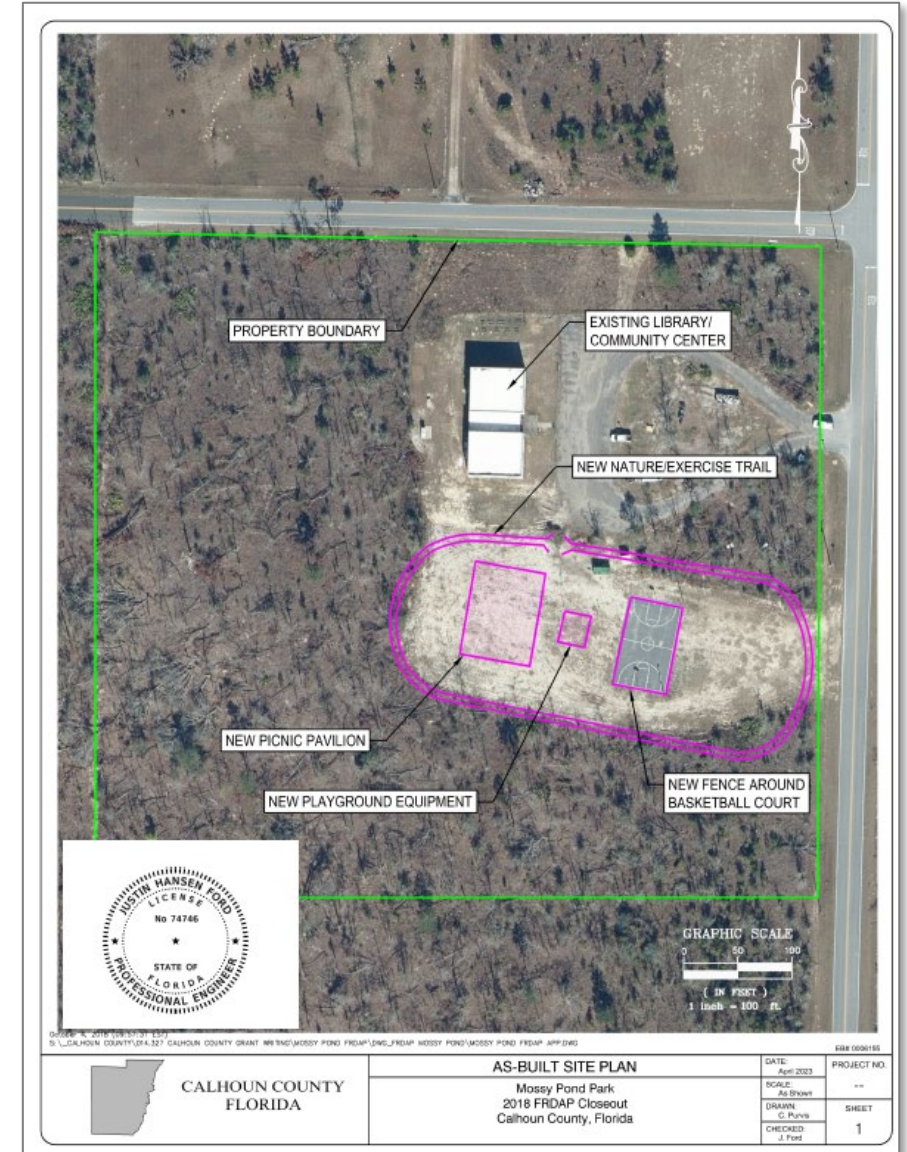


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Final As-Built

- Show the final locations of **all elements** in the project.
- **Signed, sealed, and dated** by a certified, engineer, architect, or surveyor.
- **Clearly label** all elements as they are found in the scope of work.
 - Color code or otherwise clearly define existing or phased elements.





Florida Recreation Development Assistance Program

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Florida Recreation and Parks Inventory Form

- Navigate to the [Florida Outdoor Recreation Inventory Homepage](#).
- Choose Update an Existing Area or Add a New Area.
- Input the recreation elements that are found on the site.
- Complete the form and submit a copy to the CAC.

Florida Department of Environmental Protection

FORI Home FAQs General Guidelines Contact Us

Advanced Search
Export
Update an Existing Area
Add a New Area

Add a New Area
Click here to submit New Site

Enter Return Email Address: penneyfarms@bellsouth.net
Enter Your Name: Anita Cooper
Enter Your Telephone number: (904) 529-9078

Florida Outdoor Recreation Inventory		Florida Department of Environmental Protection	
Unit Name:	Penney Farms Playground Park	Unit County(ies):	Clay
Site Name:	Playground Park	Primary Agency:	Town of Penney Farms
Partner Agency(ies):	Town of Penney Farms	PA Mailing Address:	P.O. Box 1041, Penney Farms, FL 32079
Physical Location:	3619 Hoffman Street	Site County:	Clay
Resource Class:	COMMUNITY PARK	Latitude:	D M S
Category:	MUNICIPAL	Site City:	Town of Penney Farms
Additional Counties for Site:		Grant Program:	FRDAP
Longitude:	D M S		

Acres(#)	Number	Picnic Tables(#)	Number	Marinas(#)	Number
Land	0.72	Tables	0	Saltwater	
Water		Shelters	1	Slips/Moorings	
Total	0.72	Cultural Resources		Dry Storage	
Hunting Acres(#)		Museum/Interpreive Bldgs.		Freshwater	
Land		Hist/Arch & Sites/Structures		Slips/Moorings	
Water		Commem. Structures		Dry Storage	
Total		Beach Areas(#)		Golf Course(#)	
Overnight Facilities(#)		Saltwater(#)		9-Hole Reg. Course	
R.V./Trailer Sites		Length(linear ft)		18-Hole Reg. Course	
Tent Sites		Width(linear ft)		Par 3/Executive Course	
Cabins		Freshwater(#)		Total Golf Holes	
Primitive Acres		Length(linear ft)		Outdoor Courts	
Primitive Tent Campsites		Width(linear ft)		tennis	
Equestrian Campsites		Fishing Facilities(Piers)		Basketball Goals	1
Trails(miles & tenths)		Saltwater(#)		Shuffleboard	
Trailheads		Length(linear ft)		Racquetball/Handball	
Single Use Trails		Freshwater(#)		Volleyball	1
Hiking		Length(linear ft)		Multipurpose	
Fl National Scenic Trail		Bank Fishing		Playing Fields(#)	
Canoe/Kayak		Boardwalks/Catwalks		Baseball/Softball	
Equestrian		Saltwater(#)		Football/Soccer	
Bicycle: unpaved		Length(linear ft)		Multipurpose	
Bicycle: paved		Freshwater(#)		Other Facilities	
Jogging/Exercise		Length(linear ft)		Equipped Play Areas	1
Nature Study/Interpretive		Jetties		Recreation Centers	
Motorized-Motorcycle/ORV		Saltwater(linear ft)		Shooting Range	
Florida Trail System		Freshwater(linear ft)		Skate Park	



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Completed Site Photos

- Photos should show **every element found in the grant work plan.**
- Photos should be **clear**, not blurry.
- Photos should be **labeled** as to which element(s) they are featuring.
- Photos should include the **acknowledgement sign** (referred to in the Site Inspection section).

CITY OF SEBRING
MAX LONG FIELD
RECREATION COMPLEX, PHASE I
FRDAP GRANT #A21065
CLOSE OUT PICTURES



New Playground with Shade Cover on Left &
New Playground With Shade Cover on Right
- Spinner Added



Florida Recreation Development Assistance Program

Closeout Webinar

Notice of Limitation of Use

This packet must be filed as a permanent part of public property records in accordance with local requirements and must be available for public inspection.

The packet includes:

1. Notice of Limitation of Use Form
2. Fully Executed Agreement (and any Amendments, if applicable)
3. Project Boundary Map
4. Stand-Alone Legal Description

- * All documents must be filed together.
- * After filing, turn in copy of the packet with the Book and Page number stamp.

OFFICIAL RECORDS FILE#: 2160875
OR BK 2987 PG 1577 PAGES: 1- 34 DOC TYPE: N
REC FEES: \$290.50
D.C. JLPSCOMBL FILED: 7 20 2023 9:21:02 AM
JEROME KASZUBOWSKI
CLERK OF COURTS, HIGHLANDS CO

JPL
290.50

This instrument was prepared by:
Penny Robinson
City of Sebring
368 S Commerce Ave
Sebring, FL 33870

NOTICE OF SITE DEDICATION AND LIMITATION OF USE
(lease or other interest by grantee)

City of Sebring _____, whose mailing address is 368 S Commerce Avenue, Sebring, FL 33870 ("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:

<p> Original Signature Penny Robinson Printed Name of Witness Original Signature Jared Lee Printed Name of Witness</p>	<p>City of Sebring _____ (SEAL)</p> <p>By Original Signature John C. Shoop Printed Name Mayor Printed Title</p>
---	--

STATE OF Florida
COUNTY OF Highlands

The foregoing instrument was acknowledged before me on July 19, 2023, by John C. Shoop, as Mayor, for and on behalf of City of Sebring. He/She is personally known to me or who has produced _____ as identification.

(SEAL)
CHARLOTTE A. MANN
Notary Public
State of Florida
Comm# HH213875
Expires 1/27/2026

Signature of Notary Public, State of Florida



FLORIDA RECREATION DEVELOPMENT ASSISTANCE PROGRAM

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Final Status Report

- This form should list all elements as they are found in the scope of work.
- This form should be filled out completely.
- The Final Status Report box must be checked
- The Date of Project Completion must be filled out.
 - This date will be used on the second page of the Project Completion Certification. This is the date the project was officially complete.

Florida Department of Environmental Protection

EXHIBIT A
Land and Water Conservation Fund Program
Florida Recreation Development Assistance Program
Project Status Report

Required Signature: Adobe Signature

Project Name: FRDAP Recreation Park, Phase III Project Number: A22045
Project Sponsor: City of FDEP

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
New Picnic Pavilion	concrete poured, picnic tables installed, trash cans and water fountain installed	100
Renovated Playground	new ground cover installed, additional equipment installed	100

DRP-109 (Effective 05-22-2015) Page 1 of 2

SUPPORT FACILITIES/ELEMENTS:		
Project Elements	Work Accomplished	% Completed
New Landscaping	small trees and shrubs installed around playground	100
Renovated Security Lighting	more lighting added to existing sidewalk lighting	100
Renovated Restrooms	new automatic flushers installed, replaced stall doors	100

PROBLEMS ENCOUNTERED:

Period Covered (Check Appropriate Period):
 January through April: Due May 5th
 May through August: Due September 5th
 September through December: Due January 5th
 Final Status Report Date from Project Completion Certification: 03/15/24


LIAISON: Reilly Altman Digitally signed by Reilly Altman
 Signature Date: 2024.01.16 09:46:23 -0500 Date _____
 DRP-109 (Effective 05-22-2015) Page 2 of 2



FLORIDA RECREATION DEVELOPMENT ASSISTANCE PROGRAM

Closeout Webinar

Final Status Report- Example



Florida Department of Environmental Protection

EXHIBIT A

Land and Water Conservation Fund Program
Florida Recreation Development Assistance Program
Project Status Report

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DRP-109 (Effective 05-22-2015) Page 1 of 2

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 Final Status Report

Date from Project Completion Certification: 03/15/24

LIAISON: Reilly Allman Digitally signed by Reilly Allman
Date: 2024.01.16 09:46:23 -0500

Signature _____ Date _____

DRP-109 (Effective 05-22-2015) Page 2 of 2




FLORIDA RECREATION DEVELOPMENT ASSISTANCE PROGRAM

Closeout Webinar

Payment Request Summary

This document summarizes the costs of the project.

- Billing Period: Date of Commencement - Date of Project Completion (From Final Status Report).
- Billing Number: 1-Final
- List all costs in applicable column, as applicable.
- This form must have two signatures. One from the Project Administrator and one from the Project’s Financial Officer.
 - These cannot be the same person.
- Fill out Project Costs This Billing and Cumulative Project Costs.
 - These numbers should be the same as this is the only Payment Request submitted for this project.



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)		
TOTAL PROJECT COSTS	\$0.00	\$0.00

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


DRP-115 (Effective 06-19-2015) Page 1 of 1



FLORIDA RECREATION DEVELOPMENT ASSISTANCE PROGRAM

Closeout Webinar

Payment Request Summary- Example



Florida Department of Environmental Protection

EXHIBIT C

PAYMENT REQUEST SUMMARY FORM

Required Signatures: **Adobe Signature**

Date: 04/23/2024


City of FDEP _____ A22045 _____
 Grantee _____ Project Name and Number _____

Billing Period: 08/16/21-03/15/24 Billing #: 1-Final

DEP Division: LRGS- State Lands DEP Program: FRDAP


Contractual Services	Project Costs This Billing	Cumulative Project Costs
DRP-116	41,000.00	41,000.00
Grantee Labor DRP-117	0	0
Employee Benefits (_____ % of Salaries)	0	0
Direct Purchases: Materials & Supplies DRP-118	11,000.00	11,000.00
Grantee Stock DRP-120	0	0
Equipment DRP-119	0	0
Land Value	0	0
Indirect Costs (15% of Grantee Labor)	0	0
TOTAL PROJECT COSTS	\$52,000.00	\$52,000.00

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


Digitally signed by Reilly Allman
Date: 2024.01.16 13:01:10 -05'00'

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 01/16/24

DRP-115 (Effective 06-19-2015)
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FLORIDA RECREATION DEVELOPMENT ASSISTANCE PROGRAM

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Contractual Services Purchase Schedule

This form outlines all costs that were paid to a procured vendor.

- Billing Period: Date of Commencement - Date of Project Completion
- Billing Number: 1-Final.
- This form's total should match that listed on the Payment Summary Request.
- The descriptions should be as detailed as possible and must clarify which scope element it refers to.
- Please use multiple lines and pages to include all information.
- This form must include License Numbers of contractors.
- This form must include all Invoice Numbers and Payment Information.
- This form must be signed by the Project Liaison and the Project's Financial Officer.
 - These cannot be the same person.



FLORIDA RECREATION DEVELOPMENT ASSISTANCE PROGRAM

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Contractual Services Purchases Schedule - Example



Florida Department of Environmental Protection
CONTRACTUAL SERVICES PURCHASES SCHEDULE

Required Signatures: **Adobe Signature**

City of FDEP _____ A22045- FRDAP Recreation Park, Phase III
 Grantee _____ Project Name and Number
 Billing Period: 08/16/21-03/15/24 _____ 1- Final
 _____ Billing # _____
 LRGs- State Lands _____ DEP Program: FRDAP
 DEP Division: _____

Contractor Name & Contractor's License, Business License or Contract Number**	Contractor Invoice Number and Date	Check Number and Date	Project Cost	General Description and Project Element
Concrete Plus #GC3425288839	#123- 05/12/22	#4567- 06/30/22	10000	noured concrete slab- New Picnic Pavilion
Recreation Plus #GC3847722839	#456- 03/12/22	#1234- 04/30/22	7000	trash can and water fountains and tables installed - New Picnic Pavilion
Security Plus #GC4839288344	#789- 02/20/22	#7890- 03/30/22	9000	installed new security lighting - Reno Security Lighting
Playground Plus	#347- 01/20/22	#8900- 02/30/22	15000	purchase and install of new playground equip - Renovated Playground
TOTAL			\$41000	

** If not applicable and cannot supply a license number, be prepared to provide justification in the event of an audit.

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

Reilly Allman Digitally signed by Reilly Allman Date: 2024.01.16 13:20:03 -05'00'
 Project Administrator _____ Date _____

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

Jane Doe
 Project Financial Officer _____ Date 01/16/24



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Direct Material Purchases Schedule

This form outlines all costs that were direct from a manufacturer and did not involve contracted labor.

- Billing Period: Date of Commencement - Date of Project Completion
- Billing Number: 1-Final.
- This form's total should match that listed on the Payment Summary Request.
- The descriptions should be as detailed as possible and must clarify which scope element it refers to.
- Please use multiple lines and pages to include all information.
- This form must include all Invoice Numbers and Payment Information.
- This form must be signed by the Project Liaison and the Project's Financial Officer.
 - These cannot be the same person.



FLORIDA RECREATION DEVELOPMENT ASSISTANCE PROGRAM

Closeout Webinar

Grantee Labor Cost Schedule

This form outlines work done by the Grantee that the Grantee is seeking reimbursement for.


- Billing Period: Date of Commencement - Date of Project Completion
- Billing Number: 1-Final.
- This form's total should match that listed on the Payment Summary Request.
 - If Employee Benefits are claimed, please deduct that total from the Grantee Labor total and list separately on the Payment Summary Request.
- The descriptions should be as detailed as possible and must clarify which scope element it refers to.
- Please use multiple lines and pages to include all information.
- This form must be accompanied by official timesheets that show the hours worked for each employee listed.
- This form must be signed by the Project Liaison and the Project's Financial Officer.
 - These cannot be the same person.



FLORIDA RECREATION DEVELOPMENT ASSISTANCE PROGRAM

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Grantee Labor Cost Schedule- Example



Florida Department of Environmental Protection
GRANTEE LABOR COST SCHEDULE

Required Signatures: **Adobe Signature**

Date: 02/20/2024

City of FDEP: _____ Project Name and Number: A22045- FRDAP Recreation Park, Phase III

Grantee: _____ Billing #: 1-Final

Billing Period: 08/16/21-03/15/24 DEP Program: FRDAP

DEP Division: LRGS- State Lands

Employee Last Name and Initials	Job Classification	Project Hours This Billing	Hourly Rate	Fringe Benefits Up to 40% (if applicable)	Project Labor Cost	General Description and Project Element
Coyote, W.	Public Works Grounds Maint.	8	20	64.00	224	installation of ground cover - Renovation Playground
Runner, R.	Public Works Grounds Maint.	8	20	64.00	224	installation of landscaping - New landscaping
TOTAL					\$ 448	

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Fringe Benefits= (Project Hours x Hourly Rate) x 0.4

Payment Summary Request- With Grantee Labor Example

	Project Costs This Billing
Contractual Services DRP-116	41,000.00
Grantee Labor DRP-117	320.00
Employee Benefits (40.00 % of Salaries)	128.00
Direct Purchases: Materials & Supplies DRP-118	11,000.00
Grantee Stock DRP-120	0
Equipment DRP-119	0
Land Value	0
Indirect Costs (15% of Grantee Labor)	0
TOTAL PROJECT COSTS	\$ 52,448.00

40% of salaries is the maximum amount of Benefits that can be claimed.



FLORIDA RECREATION DEVELOPMENT ASSISTANCE PROGRAM

Closeout Webinar

Invoices, Checks, and Proof of Payment

All invoices must be listed on the Purchase Schedules in the appropriate columns, using their invoice number. These invoices must be submitted with the schedules for review by staff.

Every cost listed must have an invoice and proof of payment to accompany it, whether that be a scanned check or a bank statement from the grantee.

If the invoice has items that are not eligible for reimbursement, i.e. shovels, paint brushes, etc., the grantee may be asked to revise the purchase schedule to remove those costs.

If the invoice is not project specific, and lists other work done, please clearly label or highlight the costs that pertain to the project.



FLORIDA RECREATION DEVELOPMENT ASSISTANCE PROGRAM

Closeout Webinar

Budget Cost Analysis

This is a summary of the costs of the project.

- Fill out the form completely.
 - Note the right-hand columns are for FRDAP Staff to fill out, please leave columns referring to “% Allocation”, “Allowable”, “Reasonable”, and “Necessary” costs blank.
- Please list all costs and quantities regarding each element found in the scope of work.
 - Personnel Expenses refers to Grantee Labor Costs.
 - Contractual Services costs will be the same as the Contractual Services Schedule.
 - Equipment refers to any equipment that was rented or the grantee owned and would like their use reimbursed.
 - Supplies refers to any Direct Costs that were incurred.
 - Miscellaneous/ Other Expenses could also refer to Direct Costs.
- Please list all elements as they are found in the scope of work.
- This form should show the actual costs of the project/ elements and should match the Purchases Schedules, Payment Request Summary, and Project Completion Certificate.



FINAL SUBMISSION

FRDAP CLOSEOUT WEBINAR



FLORIDA RECREATION DEVELOPMENT ASSISTANCE PROGRAM

Closeout Webinar

Submission

After the documents are compiled, they should be sent to the appropriate CAC via email. Please submit documents as PDFs and clearly label each document.

Be sure to clearly state the project name/ number in the subject line of the email.

Staff will acknowledge the receipt of the documents and begin their review. They may reach out to request clarifications and/or revisions if necessary.

If possible, we encourage early submissions so staff can begin the review and both parties have more time to make revisions if needed.

The final deadline to submit the closeout documents for FY21-22 FRDAP Projects is April 30, 2024.

There are no extensions available for this grant program.



QUESTIONS?

THANK YOU



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