FLORIDA DEPARTMENT *of* STATE

DIVISION OF HISTORICAL RESOURCES

HOW TO MANAGE YOUR GRANT

HISTORIC PRESERVATION GRANTS PROGRAM

Grants Staff

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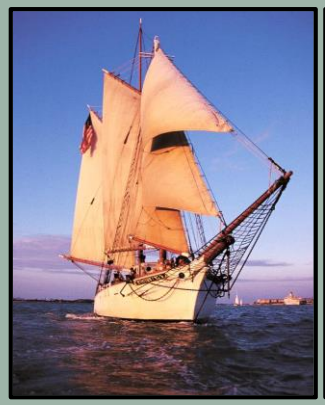


Grant Program Facts

The Historic Preservation Grants Program is part of the Division of Historical Resources. The Grants Program has been awarding grants throughout Florida since the early 1980s.

The last review cycle resulted in the allotment of over $12 million in grant funding to projects with over $6 million of match funds leveraged by grantees.

The program is governed Chapter 1A-39 of the *Florida Administrative Code*, section 267.0617 of the *Florida Statutes*, and by Small Matching Grant Guidelines and Special Category Grant Guidelines.

The full text of the guidelines can be found on our webpage at: http://dos.myflorida.com/historical/grants/small-matching-grants and http://dos.myflorida.com/historical/grants/special-category-grants

Grant Award Agreement

GRANT AWARD AGREEMENT

The Grants Program from the Division of Historical Resources prepares Grant Award Agreements for those projects that are eligible and recommended for funding. This document is provided to the Contact for each funded project for review and execution.

A list of funded projects is posted on the Grants Program website and can also be obtained by contacting the Grants Program staff.

NOTE: If you have questions regarding eligibility or how to apply for grants, please visit the Grants Program website. There you can find helpful answers to frequently asked questions and pdf versions of presentations prepared to assist prospective applicants.

A Grant Award Agreement is a legally binding document between the Grantee and the Department of State, Division of Historical Resources. It contains important information and stipulations that should serve as a guide to the Grantee during the length of the grant award.

Among these are:

- The length of the agreement
- The project's scope of work
- Deliverables
- Performance measures
- Reporting requirements
- Estimated budget
- Payment information
- Financial consequences
- Termination clauses
- Other important details

LENGTH OF AGREEMENTS

SMALL MATCHING
July 1, 2016 – June 30, 2017

SPECIAL CATEGORY
July 1, 2016 – June 30, 2018

NOTE: Work undertaken prior to the grant period will not be covered by the award.

Example of Agreement

AGREEMENT BETWEEN
THE STATE OF FLORIDA, DEPARTMENT OF STATE
AND
[***], INC.
[S1799]

This Agreement is by and between the State of Florida, Department of State, Division of Historical Resources hereinafter referred to as the "Division," and [***], Inc., hereinafter referred to as the "Grantee."

The Grantee has been awarded a Small Matching grant by the Division, grant number [S1799] for the Project "[PROJECT TITLE]," in the amount of $[FUNDS AWARDED] ("Grant Award Amount"). The Division enters into this Agreement pursuant to Line Item 3073, contained in the FY 2016-2017 General Appropriations Act, HB 5001, Laws of Florida. The Division has the authority to administer this grant in accordance with Section 267.0617, *Florida Statutes*.

In consideration of the mutual covenants and promises contained herein, the parties agree as follows:

1. **Grant Purpose**. This grant shall be used exclusively for the "[PROJECT TITLE]," the public purpose for which these funds were appropriated.

a) The Grantee shall perform the following **Scope of Work**:

Grant funds will be used for [specific SOW and expanded on Attachment a]. All tasks associated with the Project, as outlined in the Project Description (see Attachment A), will be completed by June 30, 2017.

b) The Grantee agrees to provide the following **Deliverables** and **Performance Measures** related to the Scope of Work for payments to be awarded.

Payment 1, Deliverable/Task 1:

- Payment 1 will be fixed price in the amount of 30 percent of the grant award. The Grantee will have completed at least 30 percent of the Project prior to this payment. The performance measure documenting satisfactory completion of Deliverables will be a completed Application and Certificate for Payment (AIA Document G702) and Schedule of Contract Values (AIA Document G703), or its equivalent, showing at least 30 percent completion.

Payment 2, Deliverable/Task 2:

- Payment 2 will be fixed price in the amount of thirty percent of the grant award. The Grantee will have completed at least 60 percent of the Project prior to this payment. The performance measure documenting satisfactory completion of Deliverables will be a completed Application and Certificate for Payment (AIA Document G702) and Schedule of Contract Values (AIA Document G703), or its equivalent, showing at least 60 percent completion.

receive grant funds, unless specifically authorized in writing by the General Counsel for the Department of State to avoid a potential violation of those statutes.

2. **Binding of Successors.** This Agreement shall bind the successors, assigns and legal representatives of the Grantee and of any legal entity that succeeds to the obligations of the Division of Historical Resources.

3. **No Employment of Unauthorized Aliens.** The employment of unauthorized aliens by the Grantee is considered a violation of Section 274A (a) of the Immigration and Nationality Act. If the Grantee knowingly employs unauthorized aliens, such violation shall be cause for unilateral cancellation of this Agreement.

4. **Severability.** If any term or provision of the Agreement is found to be illegal and unenforceable, the remainder will remain in full force and effect, and such term or provision shall be deemed stricken.

5. **Americans with Disabilities Act.** All programs and facilities related to this Agreement must meet the standards of Sections 553.501-553.513, *Florida Statutes*, and the Americans with Disabilities Act of 1990.

6. **Governing Law.** This Agreement shall be construed, performed, and enforced in all respects in accordance with the laws and rules of Florida. Venue or location for any legal action arising under this Agreement will be in Leon County, Florida.

7. **Entire Agreement.** The entire Agreement of the parties consists of the following documents:

a) This Agreement
b) Project Description (Attachment A)
c) Estimated Project Budget (Attachment B)
d) Single Audit Act Requirements and Exhibit I (Attachment C)

In acknowledgment of this grant, provided from funds appropriated in the FY 2016-2017 General Appropriation Act, I hereby certify that I have read this entire Agreement, and will comply with all of its requirements.

Department of State:
By: _____
Dr. Timothy Parsons, Division Director

Grantee:
By: _____
Authorizing Official for the Grantee

_____
Typed name and title

DFS-A2-CL
July 2005
Rule 69I-5.006, FAC

Procurement Requirements and Contracts

PROCUREMENT REQUIREMENTS

The grant award agreement describes procurement, fiscal, and administrative requirements.

Expenditures shall be in compliance with the state guidelines for allowable project costs as outlined in the Small Matching and Special Category Grants Guidelines.

Resources for Expenditure Compliance:

- Small Matching Guidelines
  http://dos.myflorida.com/historical/grants/small-matching-grants

- Special Category Guidelines
  http://dos.myflorida.com/historical/grants/special-category-grants

- Department of Financial Services' Reference Guide
  http://www.myfloridacfo.com/aadir/reference_guide/

Requirements Justification

Why have procurement requirements?

- To guarantee transparency.
- To make sure that the grant recipient, and the state, is getting the best work for the best price.
- To ensure maximum open competition when procuring goods and services.
- To promote good faith effort to use small business firms, and minority-owned firms.

Procurement Process

When is the Grantee required to bid out services?

Small Purchase Procedures II ($2,500 – $35,000)

- Procurement to be conducted by purchase orders or acceptance of vendor proposals.

Competitive Selection ($35,000 and over)

- Procurement to be conducted by any of the following:
  - Formal Invitation to Bid (ITB)
  - Request for Proposals (RFP)
  - Invitation to Negotiate (ITN)

    * For ITNs at least two written bids must be demonstrated.

When is the Grantee not required to bid out services?

Small Purchase Procedures I (up to $2,500)

- Procurement to be conducted at the Grantee's discretion.

Ongoing relationship with a contractor for continued restoration efforts

- If the initial selection of contractor was through competitive selection or bid process the Grantee shall submit
    - Documentation of the ongoing relationship
    - Discussion on the original selection process
    - Qualification of the contractor

Encumbrance of Funds

The grant award agreement identifies the date by which at least a portion of the grant funds needs to be encumbered by the Grantee (executing a contract with a third party for the work). Please pay special attention to this date and how it corresponds to progress report dates.

Encumbrance Deadline Extension

- Grantee's written request for extension of the encumbrance deadline must be submitted no later than fifteen (15) days prior to the encumbrance deadline for consideration by the Division.
- Deadline may be extended by written approval of the Division.

Exceptions

- For projects not involving contract services, the Division will aid on a case-by-case basis to develop an acceptable encumbrance schedule.

SUBCONTRACTS

All subcontracts such as Engineering, Architectural, Construction, Archaeologist, and Conservators must

- Outline the scope of work as identified in the grant award agreement
- Include a timeline and projected date for work completion
- **Be submitted to the Division for review and approval prior to execution**
- When contracting architectural services, we encourage the use of AIA contracts, whenever possible. These contracts shall adhere to allowable cost maximums as outlined in the DMS fee curve

https://fp.state.fl.us/docs/DMSAEFeeGuideCalculate.asp

Note: The Grantee must prepare a grant file and retain contracts and related documents for 5 years following completion of work or until all related claims have been settled. Contracts, along with all documents related to the project, are subject to audit.

Reporting Project Progress

Progress Reports

Progress reports are **required of all Grantees** by the dates specified in the grant award agreement. If no activity has been undertaken during the reporting period, include an explanation of why that is the case. If encumbrance deadline (specified in your agreement) has passed, expenses must be shown.

Typical Report Deadlines		
Quarters	**Small Matching Projects**	**Special Category Projects**
July 1-September 30	October 30, 2016	October 30, 2016
October 1 – December 31	January 30, 2017	January 30, 2017
January 1 – March 31	April 30, 2017	April 30, 2017
April 1 – June 30	July 30, 2017	July 30, 2017
		October 30, 2017
		January 30, 2018
		April 30, 2018
		July 30, 2018

Note: To ensure that your project is in compliance you must submit progress reports by the established deadlines.

Progress Report Details

Progress

- Provide a written narrative of your progress including discussion of what has been achieved during the reporting period and any challenges that have been encountered.
- This text can be inserted into the Progress Report form or provided as an attached document.

Evidence

- Provide digital photographs/images (dated and labeled as per guidelines) showing the progress of the development activity, survey work, educational activity, and such, to evidence project status.

Expenditures

- Provide quantities of funds expended during the reporting period.
- Complete the grants funds expenditure section, as well as the match contributed section, by inserting the appropriate quantities or zero.

Example of Progress Report Form

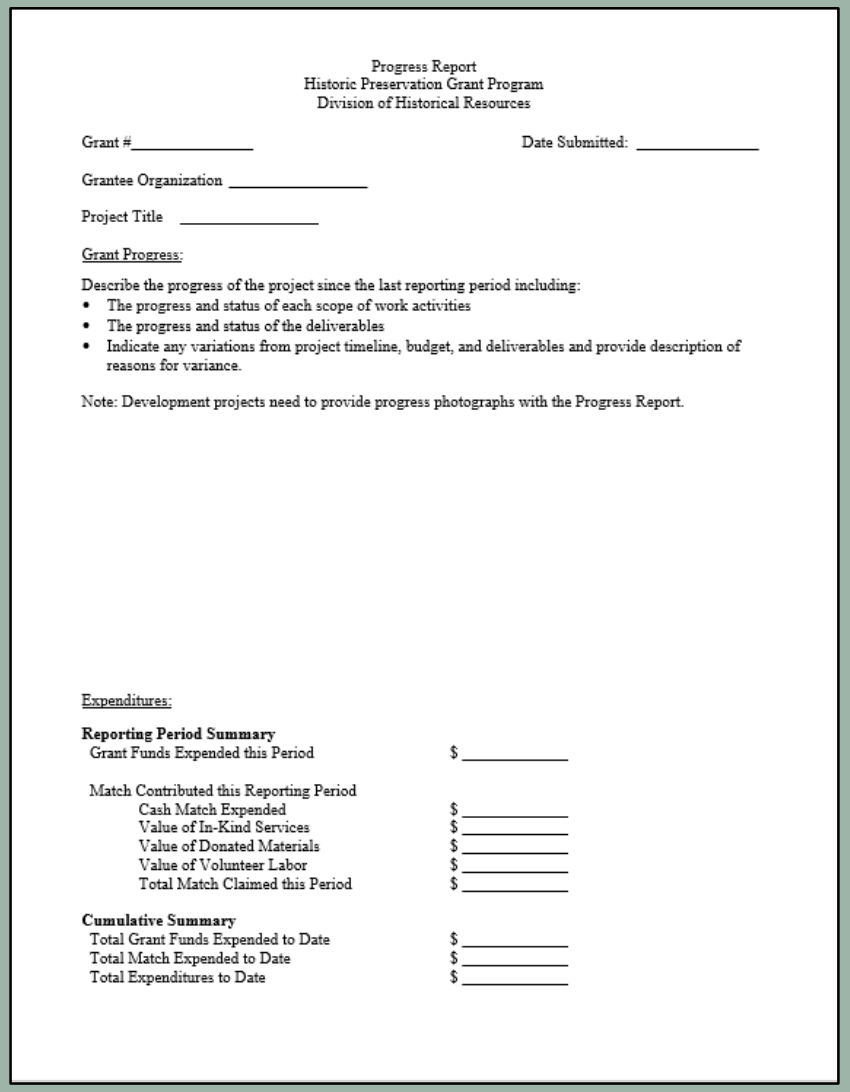
Blank Progress Report Forms are available on our website at:

Small Matching

http://dos.myflorida.com/historical/grants/small-matching-grants/

Special Category

http://dos.myflorida.com/historical/grants/special-category-grants/



Progress Report
Historic Preservation Grant Program
Division of Historical Resources

Grant #_____ Date Submitted: _____

Grantee Organization _____

Project Title _____

Grant Progress:

Describe the progress of the project since the last reporting period including:

- The progress and status of each scope of work activities
- The progress and status of the deliverables
- Indicate any variations from project timeline, budget, and deliverables and provide description of reasons for variance.

Note: Development projects need to provide progress photographs with the Progress Report.

Expenditures:

Reporting Period Summary

Grant Funds Expended this Period	$ _____
Match Contributed this Reporting Period	
Cash Match Expended	$ _____
Value of In-Kind Services	$ _____
Value of Donated Materials	$ _____
Value of Volunteer Labor	$ _____
Total Match Claimed this Period	$ _____

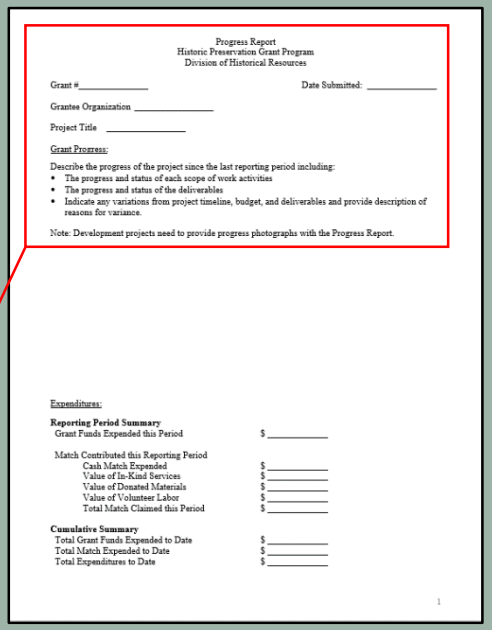
Cumulative Summary

Total Grant Funds Expended to Date	$ _____
Total Match Expended to Date	$ _____
Total Expenditures to Date	$ _____

Progress Narrative

Feel free to use the instructions as an outline or delete entirely to utilize the space provided.

* Meetings, conference calls, and general planning qualify as progress if actual project activity has not yet begun.



Progress Report
Historic Preservation Grant Program
Division of Historical Resources

Grant #_____ Date Submitted: _____

Grantee Organization _____

Project Title _____

Grant Progress:

Describe the progress of the project since the last reporting period including:

- The progress and status of each scope of work activities
- The progress and status of the deliverables
- Indicate any variations from project timeline, budget, and deliverables and provide description of reasons for variance.

Note: Development projects need to provide progress photographs with the Progress Report.

Expenditures:

Reporting Period Summary

Grant Funds Expended this Period	$ _____
Match Contributed this Reporting Period	
Cash Match Expended	$ _____
Value of In-Kind Services	$ _____
Value of Donated Materials	$ _____
Value of Volunteer Labor	$ _____
Total Match Claimed this Period	$ _____

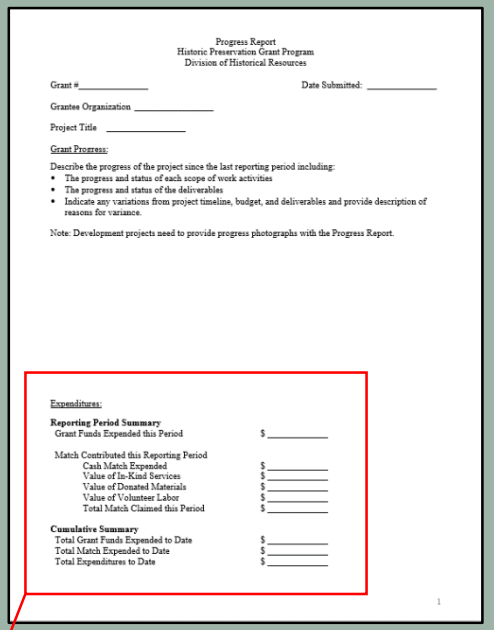
Cumulative Summary

Total Grant Funds Expended to Date	$ _____
Total Match Expended to Date	$ _____
Total Expenditures to Date	$ _____

1

Expenditure Documentation

Separate the expended funds by category and subcategory making sure to update the cumulative summary each quarter.



Progress Report
Historic Preservation Grant Program
Division of Historical Resources

Grant #_____ Date Submitted: _____

Grantee Organization _____

Project Title _____

Grant Progress:

Describe the progress of the project since the last reporting period including:

- The progress and status of each scope of work activities
- The progress and status of the deliverables
- Indicate any variations from project timeline, budget, and deliverables and provide description of reasons for variance.

Note: Development projects need to provide progress photographs with the Progress Report.

Expenditures:

Reporting Period Summary
Grant Funds Expended this Period $ _____

Match Contributed this Reporting Period
Cash Match Expended $ _____
Value of In-Kind Services $ _____
Value of Donated Materials $ _____
Value of Volunteer Labor $ _____
Total Match Claimed this Period $ _____

Cumulative Summary
Total Grant Funds Expended to Date $ _____
Total Match Expended to Date $ _____
Total Expenditures to Date $ _____

1

Expenditures:

Reporting Period Summary

Grant Funds Expended this Period $ _____

Match Contributed this Reporting Period
Cash Match Expended $ _____
Value of In-Kind Services $ _____
Value of Donated Materials $ _____
Value of Volunteer Labor $ _____
Total Match Claimed this Period $ _____

Cumulative Summary
Total Grant Funds Expended to Date $ _____
Total Match Expended to Date $ _____
Total Expenditures to Date $ _____

Expenditure Reminders

Grant funds can only be used for preapproved items pertaining to the Scope of Work.

Non-allowable expenditures include

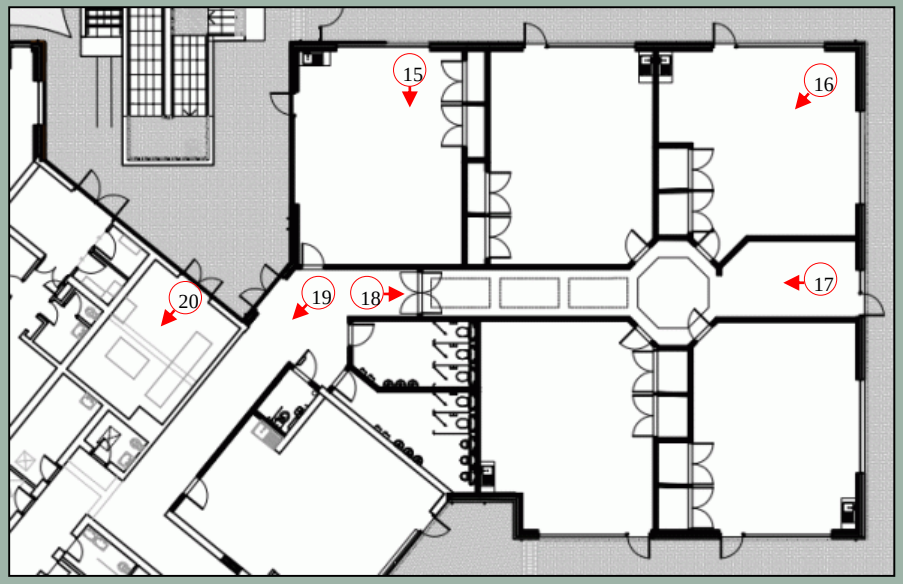
- Expenses incurred or obligated prior to or after the grant period
- Expenditures for work not consistent with the applicable preservation standards
- Expenditures for furniture and equipment
- Private entertainment, food, beverages, plaques, awards, or gifts
- Project Administration that exceeds 10% of the grant award amount
- Purchase of equipment other than equipment incorporated as capital improvements into a historic building during restoration or rehabilitation*

  * If special equipment is required only for the grant period to complete the project, it shall be rented for the grant term.

NON-ALLOWABLE EXPENDITURES CONTINUES

- Vehicular circulation and parking
  Exception: Provision of code-required handicapped parking pad
- Sidewalks, landscape planting, and site lighting
  Exception: Sidewalk required to link code-required handicapped parking pad and limited site lighting required for security
- Capital improvements to the interior of religious properties
  Exception: Repairs to primary elements of the structural system, such as foundation repairs, load-bearing wall framing, roof framing, etc.
- Code-required accessibility improvements for religious properties
- Insurance costs
  Exception: Costs for builder's risk, workers' compensation, and contractor's liability insurance

PHOTOGRAPH SUBMISSION GUIDELINES



A **Key Plan <u>must be</u>** provided showing the location and direction of the numbered photographs.

For guidelines please access: http://dos.myflorida.com/media/696157/photo-guidelines.pdf

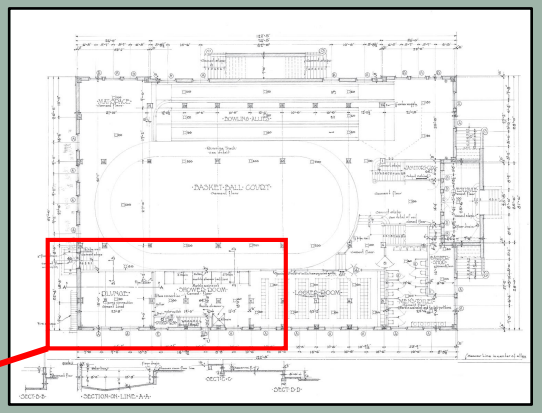
Each photograph must be in color and high resolution (photocopies will <u>not</u> be accepted) and labeled as follows:

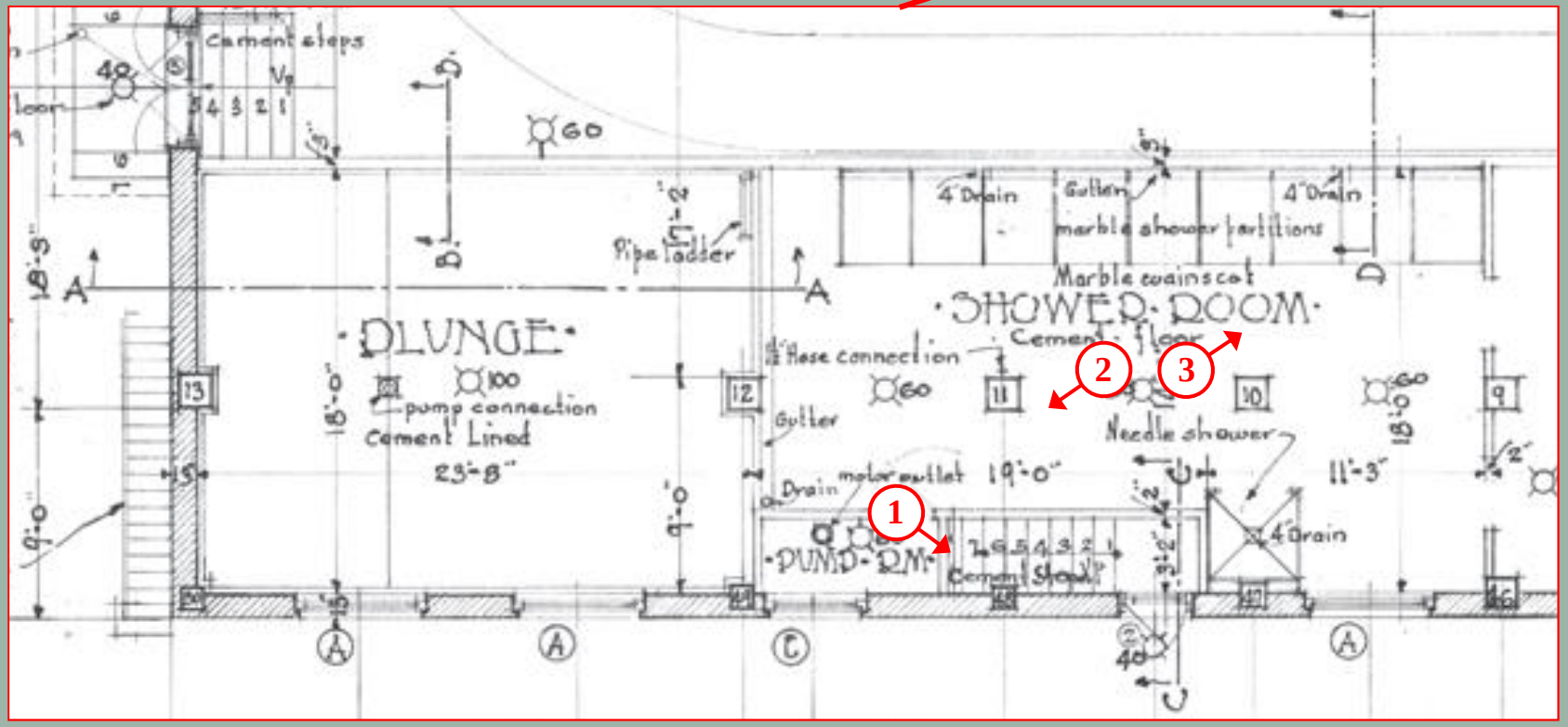
1. Sequential number referenced to the Photograph Key Plan (above)
2. Photograph date (may use approximate date, such as month and year)
3. Indicate if the photograph is pre or post-rehabilitation
4. Brief description of what is shown in the photograph

NOTE: If not individual images, please submit no more than two per page.

Development Example

Cuban Club
Centennial Renovation





Cuban Club Centennial Renovation

#1 Stairwell and railing condition 11/2015 Pre-rehab

#2 Ceiling water damage 11/2015 Pre-rehabilitation

#3 Wall Condition 11/2015 Pre-rehabilitation

Development Example

Daytona Beach Tower Repair and Restoration

#1 Condition of coquina 5/27/14 Pre-rehabilitation

#2 Condition of coquina 5/27/14 Pre-rehabilitation

Survey Example

Historic Downtown Inventory of Small-town

2015 May

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
27	28	29	30	01 Final preparations for survey and field form printing	02 Coordinate with crew to meet at the project location Monday	03 OFF
04 Mobilize to project area and familiarize with historic district	05 Initiate survey of Magnolia Drive from 1st St. to 3rd St.	06 Continue Magnolia Drive survey from 3rd St. to 6th St.	07 Continue Magnolia Drive survey from 6th St. to 9th St.	08 Complete Magnolia Drive survey from 9th St. to 12th St.	09 Initiate survey of Rose Ave. from 1st St. to 3rd St.	10 OFF
11 Continue Rose Ave. survey from 3rd St. to 6th St.	12 Continue Rose Ave. survey from 6th St. to 9th St.	13 Complete Rose Ave. survey from 9rd St. to 12th St.	14 Initiate survey of Azalea St. from 1st St. to 3rd St.	15 Continue survey of Azalea St. from 3rd St. to 6th St.	16 Continue survey of Azalea St. from 6th St. to 9th St.	17 OFF
18 Complete survey of Azalea St. from 9rd St. to 12th St.	19 Conduct survey of 1st St. from Magnolia Dr. to Azalea St.	20 Conduct survey of 2nd St. from Magnolia Dr. to Azalea St.	21 Conduct survey of 3rd St. from Magnolia Dr. to Azalea St.	22 Conduct survey of 4th St. from Magnolia Dr. to Azalea St.	23 Conduct survey of 5th St. from Magnolia Dr. to Azalea St.	24 OFF
25 Conduct survey of 6th St. from Magnolia Dr. to Azalea St.	26 Conduct survey of 7th St. from Magnolia Dr. to Azalea St.	27 Conduct survey of 8th St. from Magnolia Dr. to Azalea St.	28 Conduct survey of 9th St. from Magnolia Dr. to Azalea St.	29 Conduct survey of 10th St. from Magnolia Dr. to Azalea St.	30 Conduct survey of 11th St. from Magnolia Dr. to Azalea St.	31 OFF
01 Conduct survey of 12th St. from Magnolia Dr. to Azalea St.	02 Revisit any necessary properties and wrap up project	Notes: Historic Downtown Inventory. Rocksmith Consulting, Inc. Timeline for the historic structures survey of Small-town, USA, encompassing the 36 blocks of Magnolia Drive, Rose Avenue, and Azalea Street between 1st Street and 12th Street. Work will entail recording historic structures' architectural details and conditions, including photographs, in order to complete FMSF forms (new or update).				

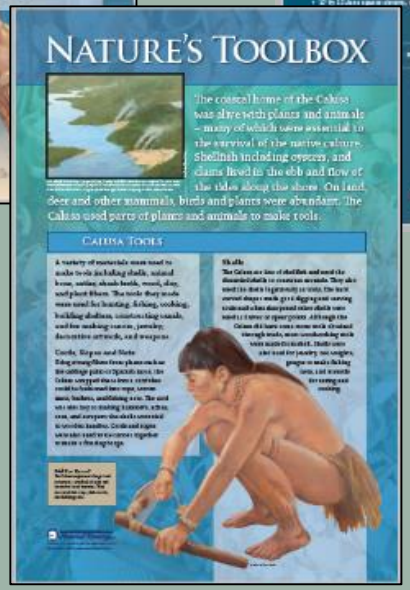
Volunteer Roster and Scheduling

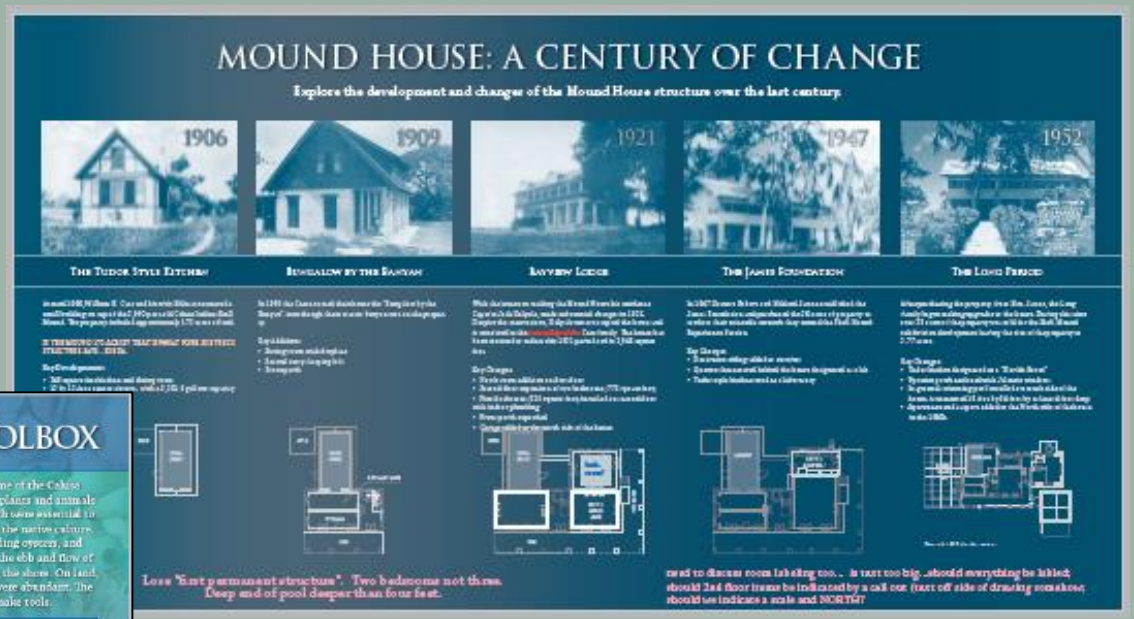
Survey Crew	Pledged Hours	Role
O. Rothrock	280	PI
L. Rothrock	280	Co-PI
D. Stroud	180	Volunteer
A. Kabori	80	Volunteer
K. Pintz	180	Volunteer
E. Erickson	180	Volunteer
K. Smith	120	Volunteer
J. Mascia	120	Volunteer
M. Smith	80	Volunteer
K. Myers	20	Volunteer
C. Surbeck	120	Volunteer

Fieldcrew Schedule	Team A	Team B
Week of 5.04 - 5.09 6/10 hr days	O. Rothrock leading K. Pintz and C. Erickson	L. Rothrock leading K. Smith and J. Mascia
Week of 5.11 - 5.16 6/10 hr days	O. Rothrock leading K. Pintz and C. Erickson	L. Rothrock leading K. Smith and J. Mascia
Week of 5.18 - 5.23 6/10 hr days	O. Rothrock leading K. Pintz and C. Erickson	L. Rothrock leading C. Surbeck and D. Stroud
Week of 5.26 - 5.30 6/10 hr days	O. Rothrock leading A. Kabori and M. Smith	L. Rothrock leading C. Surbeck and D. Stroud
Week of 6.01 - 6.02 2/10 hr days	O. Rothrock leading A. Kabori and D. Stroud	L. Rothrock leading K. Myers and M. Smith

Community Education Example

Mound House – Interpretive panels





Community Education Example

Florida Museum of Natural History, The Discovery Room

Required
Sign Acknowledging Grant Assistance

All Site-specific projects such as Development or Archaeological Excavations or On-site Exhibits must fabricate and install a sign acknowledging grant funds.

This sign can be paid for using grant or match funds, must include the DHR logo and be visible at all times.

NOT ACCEPTABLE

ACCEPTABLE

The DHR logo is available on the grants program webpage for your convenience.

The sign can be wood, sintra, or other durable materials.

Requesting Payments

BEFORE REQUESTING PAYMENT

Payments are triggered by completion of the deliverables specified in the grant agreement. All payments are a predetermined fixed percentage of the award.

Prior to requesting a payment, the Grantee must obtain and maintain documentation of expenditures including copies of invoices and cancelled checks.

- **GRANT FUNDS**
- **MATCH**
  - Cash
  - In-kind Contribution
  - Volunteer Services
  - Donated Materials

NOTE: Grants staff or auditors may request copies of such documentation.

Expenditure Documentation

Match Documentation

In-Kind Services

- Must be documented with a signed invoice or signed statement from donor that includes basis for value of services (usually **hours x pay rate**) and must demonstrate relation to the Scope of Work.
- Rate of pay to use is either Florida or Federal Minimum Wage, depending on the grant, unless a professional rate for an equivalent service is documented.

*In-Kind Timesheets are available at

http://dos.myflorida.com/historical/grants/small-matching-grants/

http://dos.myflorida.com/historical/grants/special-category-grants/

*** Record of documentation to be maintained by Grantee.**

VOLUNTEER SERVICES

- Signed volunteer log with pay rate, hours worked, and how service related to the Scope of Work.
- Volunteer services are always valued at minimum wage.

*IN-KIND TIMESHEETS ARE AVAILABLE AT

http://dos.myflorida.com/historical/grants/small-matching-grants/

http://dos.myflorida.com/historical/grants/special-category-grants/

DONATED MATERIALS

- Signed invoice or statement from donor justifying value of donated item that states how the donated item relates to the Scope of Work.

*** Record of documentation to be maintained by Grantee.**

Expenditure Documentation

Auditing Requirements

The Department of State, Department of Financial Services, or Inspector General may conduct spot audits on grant projects.

It is the responsibility of the Grantee to maintain complete and accurate records of expenditure documentation for the auditors of the Department.

Grantees must retain all expenditure records for **5 years** following completion of work.

Requesting Payment

What does the Grantee need to request a payment?

Payment should be requested upon completion of payment measures specified in the grant award agreement. The deliverables are specified in the project's grant award agreement.

You are encouraged to request payment when submitting progress reports. If you are missing required progress reports or these have not been approved, payment will **not** be processed.

If information requested by the Grants Program has not been submitted or has been incorrectly submitted payment will **not** be processed.

EVERY TIME A PAYMENT IS REQUESTED THE GRANTEE SHALL SUBMIT THE FOLLOWING DOCUMENTS…

GRANTEE SHALL SUBMIT

- **Payment Request Form** stating funds requested and listing deliverable/s completed
- **Progress Report Form**
- **Grant Funds Expenditure Log** demonstrating appropriate use of state funds and expenditure of match (with reference to correct deliverables as per the grant contract)
- **Documentation evidencing completion of deliverable/s** as stipulated in the grant contract and may include
  - AIA G702 and AIA G703 or Schedule of Contract Values
  - Photographs (as per guidelines)
  - Drafts of publications
  - Survey Reports
  - Florida Master Site File Forms

Grant Payment Request Form			
Please provide payment for grant project listed below.			
Type of payment:	Fixed Price	**Date of Request:**	
Organization Name:			
Organization Payment Address:			
Grant Number:			
Project Name:			
Payment Number:			
Invoice Period:	to		
Deliverable provided (as stated in grant agreement)**:** •			
Documentation provided: • • • • •			
Signature of Grantee Project Manager or Authorized Official:			

Do Not Write Below this Line – For DHR Use Only		
Deliverables and minimum performance levels have been satisfactorily completed by the recipient.	YES	NO
DHR Approval:		

Grant Payment Request Form

Indicate if payment 1, 2, or 3...

Invoice period, dates must be within the grant period

Deliverable shall be copied verbatim as in the agreement

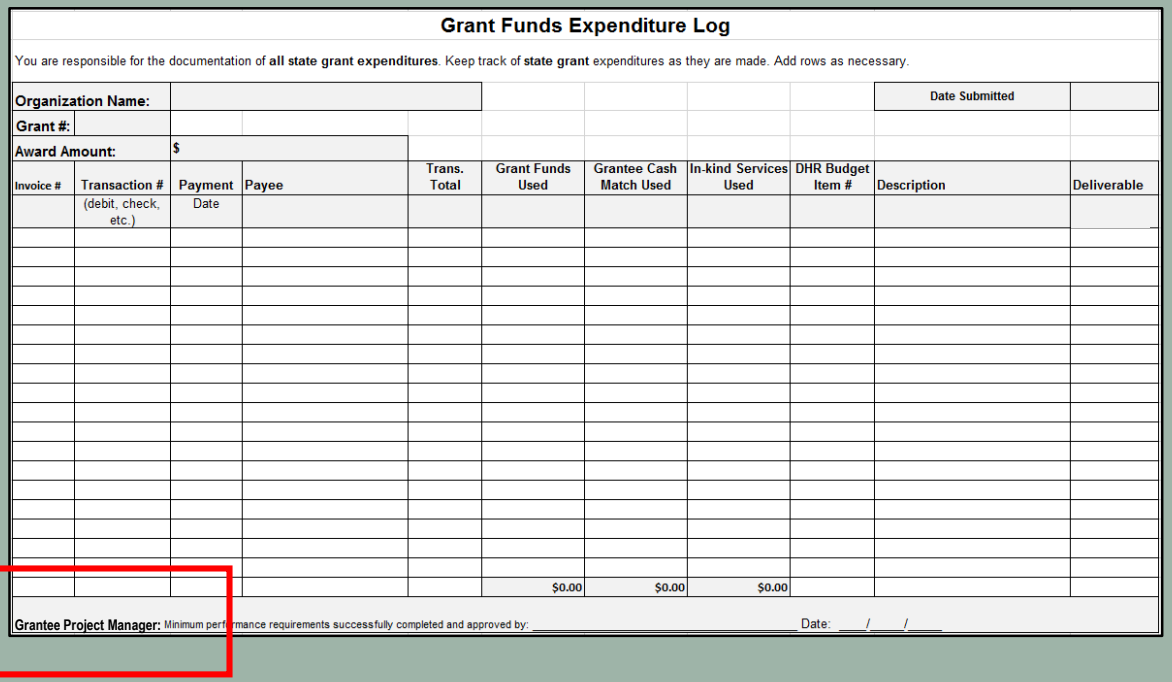
Documentation attached to evidence completion of that deliverable (Grant Expenditure Log, AIA form, progress report, FMSF forms, photographs, draft texts, etc.)

Grantee/Contact must sign, scan, and e-mail this document to your Grants Program manager

Grant Funds Expenditure Log

Grantees must complete, sign and submit a **Grant Funds Expenditure Log** identifying how each expenditure (both grant funds and match) have been used and include

- Budget item number (corresponding to Attachment B of the GAA)
- Deliverable (pasted verbatim from grant contract)
- Grant funds used
- Match used
- In-kind used
- Invoice number
- Check number
- If credit card used
- Payee



Grant Funds Expenditure Log

You are responsible for the documentation of **all state grant expenditures**. Keep track of **state grant** expenditures as they are made. Add rows as necessary.

Organization Name:									**Date Submitted**	
Grant #:										
Award Amount:		$								
Invoice #	**Transaction #**	**Payment**	**Payee**	**Trans. Total**	**Grant Funds Used**	**Grantee Cash Match Used**	**In-kind Services Used**	**DHR Budget Item #**	**Description**	**Deliverable**
	(debit, check, etc.)	Date								
					$0.00	$0.00	$0.00			

Grantee Project Manager: Minimum performance requirements successfully completed and approved by: _____ Date: ___/___/___

Grant Funds Expenditure Log

You are responsible for the documentation of **all state grant expenditures**. Keep track of **state grant** expenditures as they are made. Add rows as necessary.

Organization Name:	Preservation Project 1	**Date Submitted**	**6/14/2016**
Grant #:	S1699		
Award Amount:	**$33,000**		

Invoice #	Transaction #	Payment	Payee	Trans. Total	Grant Funds Used	Grantee Cash Match Used	In-kind Services Used	DHR Budget Item #	Description	Deliverable
	(debit, check, etc.)	Date								
2021	4500	1/15/2016	Grant World Construction Company	$25,000	$25,000	$0.00	$0.00	2	Installation of new roof	Payment 2 will be fixed price. The Grantee will have completed at least 30 percent of the project prior to this payment. The Performance measure documenting satisfactory completion of Deliverables will be completed Application and Certificate for Payment (AIA Document G702) and Schedule of Contract Values (AIA Document G703), or its equivalent, showing at least 30 percent of the project completed.
2021	4501	2/10/16	Grant World Construction Company	$5,000.00	$2,500.00	$2,500.00	$0.00	3	Purchase and installation of new HVAC units	Payment 2 will be fixed price. The Grantee will have completed at least 30 percent of the project prior to this payment. The Performance measure documenting satisfactory completion of Deliverables will be completed Application and Certificate for Payment (AIA Document G702) and Schedule of Contract Values (AIA Document G703), or its equivalent, showing at least 30 percent of the project completed
					$27,500.00	**$2,500.00**	**$0.00**			

Grantee Project Manager: Minimum performance requirements successfully completed and approved by: _____ Date: ____/____/_____

SCHEDULE OF CONTRACT VALUES

For Development Projects, a completed **Application and Certificate for Payment** (AIA Document G702) and **Schedule of Contract Values** (AIA Document G703), or its equivalent must be submitted.

Schedule of Contract Values

(This form must be completed by the Contractor for the Project.)

PROJECT NAME: APPLICATION NO:
PROJECT #: APPLICATION DATE:
CONTRACTOR: PERIOD TO:
PERCENT COMPLETE TO DATE:

A	B	C	D	E	F	G	H	I	J
ITEM	DESCRIPTION OF WORK	SCHEDULED	WORK COMPLETED		MATERIALS	TOTAL	%	BALANCE	RETAINAGE
NO.		VALUE	FROM PREVIOUS	THIS PERIOD	PRESENTLY	COMPLETED	(G ÷ C)	TO FINISH	(IF VARIABLE
			APPLICATION		STORED	AND STORED		(C - G)	RATE)
			(D + E)		(NOT IN	TO DATE			
					D OR E)	(D+E+F)			
	(Fill in & break down contract values)								
	(Add any change order(s) descriptions)								
	GRAND TOTALS	0	0	0	0	0	0	0	0

Contract Manager: Minimum performance requirements successfully completed and approved by: _____ Date: ___/___/____

Note: Must be completed by the architect or contractor.

Schedule of Contract Values

(This form must be completed by the Contractor for the Project.)

PROJECT NAME: Preservation Project 1
PROJECT #: SC706
CONTRACTOR: Building Stuff Inc.

APPLICATION NO: FCS17-0044
APPLICATION DATE: 6/15/2015
PERIOD TO: 1/31/2016
PERCENT COMPLETE TO DATE: 39.41%

A	B	C	D	E	F	G	H	I	J
ITEM NO.	**DESCRIPTION OF WORK**	**SCHEDULED VALUE**	**WORK COMPLETED FROM PREVIOUS APPLICATION (D + E)**	**THIS PERIOD**	**MATERIALS PRESENTLY STORED (NOT IN D OR E)**	**TOTAL COMPLETED AND STORED TO DATE (D+E+F)**	**%** (G ÷ C)	**BALANCE TO FINISH** (C - G)	**RETAINAGE** (IF VARIABLE RATE)
	(Fill in & break down contract values)								
1	Exterior & Structural Repairs & Mobilization	$243,000.00	$55,555.55	$0.00	$0.00	$55,555.55	22.86%	$187,444.45	$5,555.56
2	Interior Repairs – Including Mold Remediation, Insulation	$74,000.00	$0.00	$12,250.00	$0.00	$12,250.00	16.55%	$61,750.00	$1,225.00
	(Add any change order(s) descriptions)								
	GRAND TOTALS	**$317,000.00**	**$55,555.55**	**$12,250.00**	**$0.00**	**$67,805.55**	**39.41%**	**$249,194.45**	**$6,780.56**

Contract Manager: Minimum performance requirements successfully completed and approved by: _____ Date: ____/_____/_____

Payment Request Processing

What happens after the submission of payment request?

- Progress Reports will be verified by the Grants Program as up-to-date.
- All deliverables, as outlined and agreed upon in your grant agreement, must be reviewed and approved by the Division of Historical Resources before funds can be released.
- Once reviewed and approved, the Grants Program submits an invoice for payment to the Department of State Finance and Accounting section for processing. Approved payments are then sent to the Department of Financial Services.
- The payment process may take as long as two weeks.

Payment Receipt and Tracking

How are grant funds provided?

- Grantees have the option to set up direct deposit from the Department of Financial Services website: www.myfloridacfo.com/aadir/direct_deposit_web/Vendors.htm
- The Department of Financial Services can mail a physical check to the address on file for Grantees.

How to check on payment's status?

- Grantees can check the status of your payment with the Department of Financial Services by accessing FLAIR: http://flair.dbf.state.fl.us/dispub2/cvnhphst.htm
- Use the grant number assigned to the project to search for payment's status.

Noncompliance Policy

NONCOMPLIANCE POLICY

The Department of State has an official department-wide grant **noncompliance** policy.

The goal of this policy is to make sure all grant funds are spent properly and all grant project objectives are met.

Monthly evaluations are conducted by the Grants Program to identify projects in noncompliance.

* To ensure the project is not labelled as noncompliant, the Grantee must adhere to the requirements, restrictions, and deadlines specified in the project's grant award agreement.

How does a project become noncompliant?

- Progress Reports late and/or incomplete
- Not meeting agreement deadlines regarding encumbrance
- If applicable, not submitting draft contracts for review
- Not submitting grant products (draft or final) by deadline
- Expending grant funds or match on items not agreed upon in the grant agreement
- Conducting project work in violation of the **Secretary of the Interior's Standards** and/or **FAC 1A-46** for Archaeological Survey Projects
- Failure to correct grant products and/or construction documents as notified/requested by the Grants Program

WHAT ARE NONCOMPLIANCE CONSEQUENCES?

- Grantee placement on official Department of State Noncompliance List
- Immediate grant payment suspension for **all** grants within the Department of State
- Escalated penalties for failing to correct violations, including
  - Return of grant award (a portion of or entire amount)
  - Prohibited from applying for additional grants with the Division of Historical Resources or other Divisions within the Department of State
  - Grant cancellation

Closing Out Projects

Grant Completion Timeline

Small Matching

All work must be completed by June 30, 2017.

Final Progress Report, Schedule of Values, Expenditures Report and all deliverables submitted by July 30, 2017.

Special Category

All work must be completed by June 30, 2018.

Final Progress Report, Schedule of Values, Expenditures Report and all deliverables submitted by July 30, 2018.

Note: Always check the project's Grant Award Agreement for specific date of completion. If in need of an extension, this petition must be submitted in writing 30 days prior to the project's deadline.

Grant Close Out Submissions

Final Progress and Expenditure Reports Must Include

- Detailed description of what was accomplished under the grant
- Final deliverables
- Total expenditures (both grant and match) for the reporting period
- Completed Single Audit Act Form (available on the Grants Program webpage)
- Letter requesting final payment
- Any reversion of funds must be acknowledged in a formal statement
- Check made out to Department of State for interest earned from Advance Payments

RETURNING ACCUMULATED INTEREST

IF YOU CHOSE TO RECEIVE AN ADVANCE YOU MUST

- Set up a separate, interest-bearing checking account to keep track of the interest
- Track the interest accrued on the money throughout the duration of the grant
- Remit the interest earned with your Final Progress and Grant Expenditure reports. This cannot be deducted from your final payment
- Make the check out to the **Department of State**

Managing Effectively

Documents to Keep at Hand

- Grant Award Agreement
- Project's Timeline
- Progress Report Form
- Guidelines for the Submission of Photographs
- Guidelines for the Submission of FMSF forms
- Payment Request Form
- Expenditure Log
- Schedule of Values
- Time Sheet Form (if volunteers or labor as in kind donation)
- Single Audit Form (for close-out)

Tips for a Successful Grant

- Thoroughly read and reference the project's grant agreement prior to execution and prior to requesting any payment
- Stay in contact with your assigned Grants Program manager
- Establish and keep up with the project's timeline
- Ensure all deliverables are met and submitted on time for review
- Submit progress photographs following the instructions outlined in the photograph submission guideline with each progress report
- If a Grantee or project Contact has more than one open project, these must be maintained as separate and managed as such
- Inform of problems and obstacles that may arise as soon as possible
- Contact the Grants Program if questions arise during the project

For Additional Information

Division Contact:
1.800.847.7278 or
850.245.6333

Physical Address:
Division of Historical Resources
R.A. Gray Building, 4th Floor
500 S. Bronough St.
Tallahassee, Florida 32399

Website:
Flheritage.com

Grants Staff Contact:
Yasha Rodríguez, Historic Preservation Supervisor
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Kechia Herring, Historic Preservation Grants Specialist
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Eric Case, Historic Preservation Grants Specialist
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