HOW TO MANAGE YOUR GRANT

Historic Preservation Grants Program
Grants Supervisor
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Grants Specialists
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PROGRAM GOVERNANCE

• Chapter 267.0617, Florida Statutes
• Chapter 1A-39, Florida Administrative Code
• Small Matching Grant Guidelines
• Special Category Grant Guidelines

Note: Rule and Program Guidelines undergo yearly revision.
GRANT PERIOD

Small Matching

12 months (one state fiscal year)

July 1 – June 30

Special Category

24 months (two state fiscal years)

July 1 – June 30 (year 2)

NOTE: Work undertaken or expenses incurred prior to the start of the Grant Period may not be covered by project funds.
GETTING STARTED
Sections 20 and 21 of the Grant Award Agreement requires Grantees to maintain project records for a period of five (5) years after the close of the grant and provide them to the Division upon request.

- Such records include but are not limited to:
  - Grant Award Agreement
  - Financial documentation
  - Deliverable documentation
  - Electronic storage media

- If an organization has multiple grant projects, a separate grant file must be maintained for each project.
Grantees should verify that all information in the Organization profile in dosgrants.com is accurate, including the Staff List.

This list may be accessed by clicking “Manage Staff” on the Organization Details page.
There are two ways to add a new staff member. Both require the individual to have a dosgrants.com account.

1. Click on “Add new staff member” and follow system prompts

2. Have the individual request association
ORGANIZATION ROLES

• Organization Manager
  • May edit Organization Details and add/edit staff; May view, edit, and submit all items on Grant Record Details

• Profile Editor (application oriented)
  • May edit Organization Details but may not access Grant Record Details

• Grant Editor (application oriented)
  • May edit Organization Details but may not access Grant Record Details

• Submitter
  • May edit Organization Details; May view, edit, and submit all items on Grant Record Details

• Viewer
  • May only view Organization Details and may not access Grant Record Details
FINDING YOUR GRANT

My Dashboard

My Current Applications

<table>
<thead>
<tr>
<th>Application Number</th>
<th>Project Title</th>
<th>Program</th>
<th>Organization Name</th>
<th>Project Number</th>
<th>Status</th>
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No Items to display
### Grant Record Details - 20.h.sc.100.023

**Project Overview**

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<th>Grant Number</th>
<th>PI/PIR</th>
<th>Grant Name</th>
<th>Project Number</th>
<th>Organization Name</th>
<th>Payment Address</th>
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<td>Florida State University Student Building Plant Compost</td>
<td>1315499</td>
<td>Florida Atlantic University</td>
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**Payments**

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<th>Date Requested</th>
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<tr>
<td>Request Payment</td>
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**Change Requests**

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<td>Case Eric</td>
<td>04/15/2020</td>
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**Agreements and Amendments**

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<th>Modified Date</th>
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**Progress Reports**

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<th>Modified Date</th>
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<td>03/31/2019</td>
<td>04/22/2020</td>
<td>Laura Bright Houston</td>
<td>04/23/2020</td>
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**Forms and Reports**

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<td>Eliza Kelly</td>
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**Contact Information**

- **E-mail:** info@grantrecorddetails.com
- **Phone:** 555-555-5555
- **Address:** 123 Grant Drive, Suite 456, City, State, Zip
GRANT AWARD AGREEMENT
After notice of award, Grantees will be contacted via email by a Division Grants Specialist to review contract details.

Grantees should email the Division Grants Specialist if revision is needed.

Once contract details are confirmed, the Grant Award Agreement is released for signing.
The Grant Award Agreement is a legally binding document between the Grantee and the Division. It contains important information and stipulations that serves as a guide during the grant period.

- Sections of note:
  - Section 1.a. Scope of Work
  - Section 1.b. Deliverables
  - Section 2. Length of Agreement
  - Section 4. Payment Policies
  - Section 8. Financial Consequences
  - Section 9. Special Conditions
  - Section 11. Encumbrance
  - Section 12. Reporting Requirements (with deadlines)
  - Section 15. Extension Policies
  - Section 36. Procurement Requirements
GAA EXECUTION

- Allow for time in the project schedule to review and sign the Grant Award Agreement

- Once the Division has received a signed and dated copy of the Grant Award Agreement with any/all accompanying required documents, it will take 1-2 weeks for execution

- Once executed, staff will provide a copy to the grantee for their records and upload a copy to the Florida Accountability Contract Tracking System.
ENCUMBRANCE & PROCUREMENT
Section 36: Grantees must conduct an open, competitive procurement process for goods and/or services in accordance with Section 287, Florida Statutes and Chapter 60A-1.002, Florida Administrative Code

- Purchases up to $2,500
  - Carried out with best purchasing practices

- Purchases between $2,500 - $35,000
  - Written quotations
  - Written records of telephone quotations
  - Informal bids

- Purchases $35,000 and over
  - Formal invitation to bid (ITB)
  - Request for proposals (RFP)
  - Invitation to negotiate (ITN)

For additional information on the procurement of services as required by the grant award agreement, see this FAQ document.

NOTE: All contract documentation must be reviewed and approved by the Division prior to execution.
Section 11: A binding contract for all or part of the Scope of Work must be executed by **September 30**

- An extension may be requested via email that includes the following:
  - Reason for extension
  - Requested extension date
  - Timeline/plans for achieving encumbrance

- For those projects not involving contract services, the Department and Grantee shall consult on a case-by-case basis

**NOTE:** All contract documentation must be reviewed and approved by the Division prior to execution.
ENCUMBRANCE REQUIREMENTS

What does the Division looks for in Encumbrance documents?:
- Outline of Scope of Work as identified in the GAA
- Timeline and/or projected work completion date
- Cost of goods/services corresponding to amount(s) listed in GAA Budget
- “No Discrimination” clause, per Section 31 of the GAA

Acceptable documentation:
- Purchase orders
- Acceptance of vendor proposals
- Task authorizations
- Work orders
- Contract/Agreement

NOTE: All contract documentation must be reviewed and approved by the Division prior to execution.
PROGRESS REPORTS
Section 12: Quarterly progress reports must be submitted in dosgrants.com, documenting the following:

- Project activities
- Incurred expenses
- Completion of deliverables/work items
- Examples of appropriate attachments
  - Meeting minutes/correspondence relating to project
  - Encumbrance documentation
  - Deliverable documentation
  - Photographs adhering to [Division Photograph Submission Guidelines](#)
- If expenses have been incurred, Grantees are encouraged to update the Expenditure Log
HOW TO SUBMIT A PROGRESS REPORT

Progress reports are accessible from the Grant Record Details page at the beginning of the month in which they are due.
The Expenditure Log is accessible from the Grant Record Details page.

- Select “Add new record” to enter a new expense.
HOW TO FILL OUT THE EXPENDITURE LOG

- Invoice #
- Transaction #
- Payment date
- Payee
- Transaction total
- Grants funds
- Cash match
- In-kind services
- Deliverable
- Budget item
- Description
Once “Update” is clicked, an entry is created with the status “New” and is viewable by Division staff

Expenditure Log entry statuses:
- New – entry is editable by the Grantee and has not been submitted
- Submitted – entry no longer editable and is ready for Division review
- Returned – Division Grants Specialist has returned entry to Grantee for editing
Section 10: When publicizing, advertising, or describing sponsorship of the project, the following statement must be included:

This project is sponsored in part by the Department of State, Division of Historical Resources and the State of Florida.

- **Section 10 adherence:**
  - Non-site-specific projects
    - Press release
    - News article
    - Deliverable documentation
  - Site-specific projects
    - A project sign must be installed and a photo subsequently submitted to the Division
    - The sign must be legible and durable
    - Grant funds can be used towards purchase

**NOTE:** The DHR logo is available upon request
REQUESTING PAYMENT

Section 4: All payment requests are submitted via dosgrants.com

- To be eligible for payment, Grantees must have completed one or more Deliverables and provide the Deliverable documentation listed in Section 1b of the GAA
  - Deliverables also listed in the Contract Details Form in dosgrants.com
- Grantees may request payment periodically throughout the Grant Period or at its conclusion
  - NOTE: If drafts are required as Deliverables, it is recommended that these are submitted for Division review before the end of the Grant Period. Grantees will be required to complete any necessary revisions prior to receiving payment and will be responsible for any associated costs if the Grant Period has ended. Otherwise, financial consequences may be enacted, resulting in a payment reduction.
HOW TO REQUEST PAYMENT

Payment requests are accessible from the Grant Record Details page

- Select completed Deliverable(s)
- Enter invoice period
- ATTN – name of individual at Grantee organization
- Attach all Deliverable documentation for which payment is being requested
THE PAYMENT PROCESS

- Once a payment request has been submitted, Grantees should notify their Division Grants Specialist.
- Division staff may request submission of the Expenditure Log and all project financial documentation to date.
- Division staff will review Deliverable and Financial documentation and, if approved, submit the request to Finance for processing.
- Finance will review the request and send it to the Department of Financial Services for disbursement.
Funds are provided either by check or direct deposit
- Section 5: Grantees must complete a Direct Deposit Authorization form to receive funds electronically
- Grantees are encouraged to set up direct deposit as it will slightly speed up the process of getting funds

Grantees may check on the status of their request on:
- Grant Record Details page
- Florida Accounting Information Resource (FLAIR)

Payment request review, approval, and processing timeline
- Small Matching: 3-5 weeks
- Special Category: 5-7 weeks
WHEN PAYMENTS ARE NOT APPROVED

- Deliverable documentation not provided
- Incorrect Deliverable documentation provided
- Deliverable documentation incomplete or in need of revision
- Non-allowable costs included in incurred expenses
- Grantee organization in non-compliance
REMINDER OF NON-ALLOWABLE EXPENDITURES

Section 16: Nonallowable grant expenditures include but are not limited to:

- Work that does not comply with the Secretary of the Interior’s Standards (as applicable)
- Work completed outside of the grant period or Scope of Work
- Entertainment, food, beverages, plaques, awards, or gifts
- Total administrative and project management costs exceeding 5% of the grant funds requested
- Indirect costs, i.e. costs that are not readily identifiable as expenditures for the materials and services required to complete the Scope of Work
- Activities related to the interiors of religious properties
- Furniture and equipment
- Attending/hosting conferences, summits, workshops, or presentations
- Tuition waivers, fees, and other non-grant related costs associated with employing students
- Travel expenditures, including those of personnel responsible for items of work approved by the Division, administrative personnel, or (sub)contracted employees, either for purposes of work on-site or research off-site
NON-COMPLIANCE
Section 24: Grantees who have not satisfied administrative requirements will be placed in non-compliance. This may include failures to:

- Meet deadlines
- Submit required documentation
- Make required revisions or corrections
- Respond to Division requests for information in a timely manner
- Complete work in accordance with SOI Standards and/or the agreed upon Scope of Work

While in non-compliance:
- Status applies to entire organization
- Payment of funds suspended for all Department of State grants
- Organization unable to request payment or apply for additional grants from DOS

Failure to resolve non-compliance may lead to:
- Mandatory return of portion or entire amount of Grant Award
- Grant termination
- Organization prohibited from applying for future grants with Division or other Department of State Divisions
AMENDMENTS
AMENDING THE GAA

Section 7: Either party (Grantee or Division) may request modification to the contract details. Agreed upon changes are only valid when in writing, signed by all parties, accompanying the original agreement, and submitted through dosgrants.com.

- If an amendment is needed, Grantees should first email their Division Grants Specialist and include the following:
  - Reason for amendment
  - Proposed changes

- Your grant manager will follow up with you if they have any questions, and create the amendment to your contract. This amendment will need to be signed by both your organization and the Division.
Section 15: Extension of the completion date must be requested 30 days prior to the Grant Period end date

- Small Matching Grants
  - Extension may not exceed 30 days, unless the Grantee can clearly demonstrate extenuating circumstances
  - These do not include failure to read or understand administrative requirements or to raise sufficient matching funds
  - The Division will review requests on a case-by-case basis

- Pursuant to Section 216.301(1)(b), Florida Statutes, the Division has until September 30 to review, process, and disburse Small Matching grant payments before funds are rescinded

- Special Category Grants
  - Extension may not exceed 180 days, unless the Grantee can clearly demonstrate extenuating circumstances
CLOSE-OUT
CLOSING OUT THE GRANT

Section 14: All expenses must be incurred and the Scope of Work completed by the Grant Completion Deadline

- Grantees have the following 30 days to submit all close-out documentation
  - Final payment request
  - All Deliverable documentation
  - Completed Expenditure Log
  - Final progress report
  - All financial backup documentation (e.g. invoices, cancelled checks, timesheets, receipts, etc.)
- Check for accrued interest on advanced/invested funds, if applicable, as per Section 23 of your Grant Award Agreement
RESTRICTIVE COVENANTS

- Special Category projects must execute and file **Restrictive Covenants**
- Fill in all blanks
- Include an Attachment/Exhibit A – choose boundaries wisely
- Must be **notarized** and **filed with county clerk**
- Final payment cannot be made before the Restrictive Covenant has been filed
MANAGING EFFECTIVELY
DO’S AND DON’TS OF GRANT MANAGEMENT

**DO**

- Thoroughly review the GAA
- Follow procurement requirements per Section 287.057, Florida Statutes
- Select historic preservation professionals (as applicable)
- Adhere to the Secretary of the Interior’s Standards
- Track volunteer and/or grant administration hours
- Communicate consistently with Division Grants Specialist

**DON’T**

- Start work before July 1
- Execute contracts before they are reviewed by the Division
- Start work before the Division has reviewed and approved architectural drawings/specifications
- Perform tasks outside of the Scope of Work
- Miss deadlines
- Forget to keep a complete grant file
SOURCES TO CONSULT FREQUENTLY

- Your Division Grants Specialist
- Grant Award Agreement
- Small Matching Grant Guidelines
- Special Category Grant Guidelines
- Guidelines for Submitting Photographs
- FMSF Document Submission Guides
- The How to Manage Your Grant Presentation
GRANT PERIOD TIMELINE
SMALL MATCHING

- Jul. 1: Grant Period Begins
- Sep. 30: Encumbrance Deadline
- Oct. 31: Grant Period Ends
- Nov. 30: Progress Report Due
- Jan. 31: Progress Report Due
- Apr. 30: Progress Report Due
- May 31: Deadline for extension requests
- Jun. 30: Grant Period Ends
- Jul. 31: Final Progress Report and Closeout Documentation Due
# Grant Period Timeline

## Small Matching and Special Category

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<tr>
<th>Grant Period Start Date</th>
<th>July 1, Year 1</th>
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<tr>
<td>Encumbrance Deadline</td>
<td>September 30, Year 1</td>
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<tr>
<td>Progress Report 1</td>
<td>October 31, Year 1</td>
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<td>Progress Report 2</td>
<td>January 31, Year 1</td>
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<td>Progress Report 3</td>
<td>April 30, Year 1</td>
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<td>SM Extension Request Deadline</td>
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<td>SC Closeout Documentation</td>
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CONTACT INFORMATION

**Division Contact:**
1.800.847.7278 or 850.245.6333

**Historic Preservation Grants Supervisor:**
Eric Case, 850.245.6338 eric.case@dos.myflorida.com

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Drew Begley, 850.245.6466 drew.begley@dos.myflorida.com
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Harley Burgis, 850.245.6393 harley.burgis@dos.myflorida.com
Theo Smith, 850.245.6310 theo.smith@dos.myflorida.com

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

**Historic Preservation Grants Program Email:**
DHRGrants@dos.myflorida.com

**Department of State Online Application and Grants System:**
DOSgrants.com