



Florida
ARTS & CULTURE

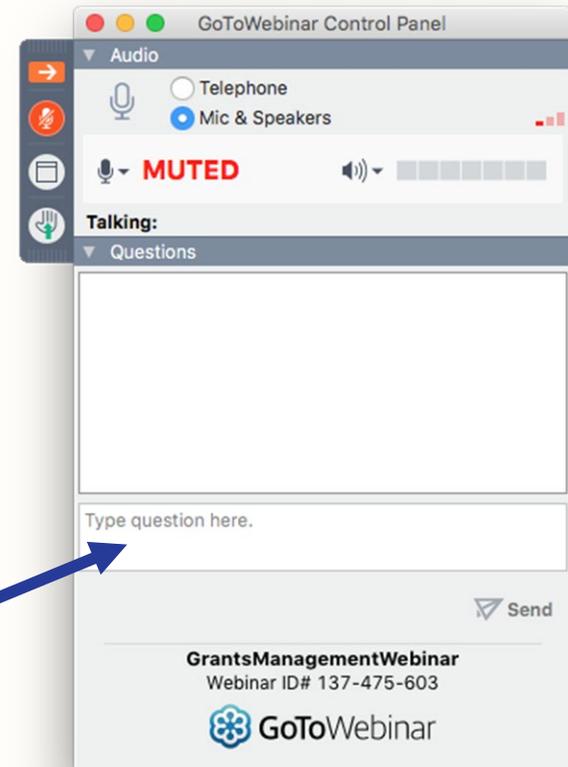
How to Manage Your Cultural Facilities Grant Webinar 2023-2024



Meeting Etiquette

- ❖ Participants will be muted
- ❖ Video is disabled
- ❖ Chat feature is available
- ❖ Q&A will take place at the end

TYPE HERE



TODAY'S AGENDA

- ❖ Grants Management Timeline
- ❖ How to...
 - ❖ Complete the Contract Details Form
 - ❖ Access and sign your contract
 - ❖ Complete the Restrictive Covenant
 - ❖ Submit Reports
 - ❖ Request Payments
 - ❖ Request Contract Amendments
- ❖ Your Questions



GRANTS MANAGEMENT TIMELINE

- ❖ **July 1, 2023:** Grant period begins. Expenditures can be made for Scope of Work and Budget
- ❖ **ASAP:** Grantees submit Contract Details Form, upload signed agreement into the online system, and sign, notarize, and record Restrictive Covenant
- ❖ **October 15, 2023; January 15, 2024; April 15, 2024; July 15, 2024; October 15, 2024; January 15, 2025; April 15, 2025:** Quarterly reporting. Report due even if agreement has not been executed and no work has been completed.
- ❖ **January 31, 2025:** All contracts MUST be executed (but don't wait until then).
- ❖ **May 1, 2025:** Amendments requested by this date (keep in mind approval process)
- ❖ **June 1, 2025:** Grant period ends
- ❖ **July 15, 2025:** Final Report Due

First Things First – Project File

- ❖ Sections 25 and 29 of the Grant Award Agreement requires Grantees to maintain project records for a period of ten (10) years after the close of the grant and provide them to the Department 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 with the Department, a separate grant file must be maintained for each project.

First Things First – dosgrants.com

- ❖ Be sure that you are using your own account and not someone else's.
- ❖ Please make sure the contact information in the online system is correct. You may edit your individual account profile through the account drop-down.
- ❖ Verify that your organization profile is up to date. You may edit the organization profile through the organization drop-down. From the Organization Details page, click on “manage staff” to edit users associated with your organization.
 - ❖ UEI Number
 - ❖ Fiscal Year End Date

Get to Know Your Grant Record Details Page

- ❖ Log in to your account at dosgrants.com; from the Grants drop-down, click on My Grants; go to the grant details page of your 24 Cultural Facilities grant by clicking the Details button on the far right.

[Log Out](#)

Grant Record Details - 23.c.cf.200.269

[View Application](#) [Grant Status](#) [Activity Log](#) [Return to My Grants](#)

Project Overview

Grant Number	FEIN	Grant Name	Project Number	Organization Name	Payment Address	Amount Paid	Grant Period	Award Amount
23.c.cf.200.269	59-2717909	Koski Center Expansion: Renovations		Asolo Theatre, Inc.		\$0.00	07/01/2022 - 06/01/2024	\$500,000.00

Payments

Type of Payment	Payment	Invoice	ATTN	Payment Status	Date of Request	Invoice Period Begin Date	Invoice Period End Date	Date Request Approved	Date Paid	Payment Amount	Actions
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Change Requests

Change Request #	Submitted Date	Last Modified By	Modified Date	Status	Actions
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Agreements and Amendments

Amendment #	Submitted Date	Last Modified By	Modified Date	Status	Actions
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Progress Reports

Progress Report Type	Due Date	Submitted Date	Last Modified By	Modified Date	Status	Actions
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Forms and Reports

Description	Due Date	Submitted Date	Last Modified By	Modified Date	Status	Actions
Expenditure Log						▲ Edit Log
Contract Details Form		8/15/2022	Abstein, Teri	8/15/2022	Created	▲ Edit

Contract Details Form

- ❖ Log in to your account at dosgrants.com; go to the grant details page of your 24 grant; find the Contract Details Form under Forms and Reports; click on edit.

Log Out ↗

Grant Record Details - 23.c.cf.200.269

[View Application](#) [Grant Status](#) [Activity Log](#) [Return to My Grants](#)

Project Overview

Grant Number	FEIN	Grant Name	Project Number	Organization Name	Payment Address	Amount Paid	Grant Period	Award Amount
23.c.cf.200.269	59-2717909	Koski Center Expansion: Renovations		Asolo Theatre, Inc.		\$0.00	07/01/2022 - 06/01/2024	\$500,000.00

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Change Requests

Change Request #	Submitted Date	Last Modified By	Modified Date	Status	Actions
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Agreements and Amendments

Amendment #	Submitted Date	Last Modified By	Modified Date	Status	Actions
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Progress Reports

Progress Report Type	Due Date	Submitted Date	Last Modified By	Modified Date	Status	Actions
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Forms and Reports

Description	Due Date	Submitted Date	Last Modified By	Modified Date	Status	Actions
Expenditure Log						▲ Edit Log
Contract Details Form		8/15/2022	Abstein, Teri	8/15/2022		▲ Edit



Contract Details Form

- ❖ Explains specifically how grant and match funds will be spent for the entire grant period.
- ❖ This will be a part of your Grant Award Agreement/Contract.
- ❖ There are 4 parts: Deliverables and Documentation, Budget, Scope of Work, and Grant Contact.

Contract Details Form – Deliverables

Contract Details

Project Overview

Grant Number	FEIN	Grant Name	Project Number	Organization Name	Payment Address	Grant Period	Award Amount
20.c.cf.200.			null			07/01/2019 - 06/01/2021	\$500,000.00

Review Contract

Lock Deliverables Lock Budget Lock Scope of Work

Return

Approve

Deliverables Budget Scope of Work Contact Info

+ Add new record

Payment Nu...	Payment Type Code	Deliverable Nu...	Deliverable Description	Documentation	Payment Amo...	
1	Fixed Price	1	The Grantee will have completed at least 30 percent (30%) of the project prior to payment.	Completed Application and Certificate for Payment (AIA Document G702) and Schedule of Contract Values (AIA Document G703), or its equivalent (see Appendix 1) along with a Contractor's Affidavit of Completion, showing at least 30 percent (30%) of the project completed. Photographic documentation of installed project identification sign with Grant Funding Acknowledgement.	\$150,000.00	<input type="button" value="x Delete"/> <input type="button" value="Edit"/>
2	Fixed Price	2	The Grantee will have completed at least 60 percent (60%) of the project prior to payment.	Completed Application and Certificate for Payment (AIA Document G702) and Schedule of Contract Values (AIA Document G703), or its equivalent (see Appendix 1) along with a Contractor's Affidavit of Completion, showing at least 60 percent (60%) of the project completed.	\$150,000.00	<input type="button" value="x Delete"/> <input type="button" value="Edit"/>
3	Fixed Price	3	The Grantee will have completed at least 100 percent (100%) of the project prior to payment.	Completed Application and Certificate for Payment (AIA Document G702), Schedule of Contract Values (AIA Document G703), and a Certificate of Substantial Completion (AIA Document G704), or its equivalent (see Appendix 1) along with a Contractor's Affidavit of Completion, showing 100 percent (100%) of the project completed, including all retainage amounts paid.	\$200,000.00	<input type="button" value="x Delete"/> <input type="button" value="Edit"/>
					Total:	\$500,000.00

1

1 - 3 of 3 items

Contract Details Form – Budget

- ❖ The budget is pre-populated from your application.
- ❖ It will need to be edited.
- ❖ Equal amounts in each column is not necessary.



[Approve](#)

Deliverables **Budget** Scope of Work Contact Info

+ Add new record

Description	Grant Funds	Cash Match	In-Kind Match	Budget Category	
Permits, Demolition, Cleanup	\$1,000	\$1,000	\$0	Site Construction	Edit Delete
Metal Frame for Stage Revolve	\$1,750	\$1,750	\$0	Metals	Edit Delete
New Lobby Countertops / Cabinets	\$7,000	\$7,000	\$0	Wood and Plastic	Edit Delete
Front Glass Windows (hurricane glass)	\$7,500	\$7,500	\$0	Doors and Windows	Edit Delete
Lobby area Floor Tile	\$1,500	\$1,500	\$0	Finishes	Edit Delete
Stage Scenic Revolve System	\$13,750	\$13,750	\$0	Equipment	Edit Delete
Lobby Area Plumbing Fixtures	\$4,000	\$4,000	\$0	Mechanical	Edit Delete
Lobby Electrical Upgrades	\$2,000	\$2,000	\$0	Electrical	Edit Delete
	Total: \$38,500	Total: \$38,500	Total: \$0		

1 - 8 of 8 items

Non-allowable Expenses

- ❖ Expenditures for work not included in the Scope of work of the executed Grant Award Agreement (GAA)
- ❖ General Operating Expenses (GOE). Administrative costs for running the organization (including but not limited to salaries, travel, personnel, office supplies, mortgage or rent, operating overhead, or indirect costs, etc.)
- ❖ Costs associated with representation, proposal, or grant application preparation
- ❖ Costs incurred or obligated outside of the grant period
- ❖ Costs for lobbying or attempting to influence federal, state or local legislation, the judicial branch, or any state agency
- ❖ Costs for planning, which include those for preliminary and schematic drawings, and design development documents necessary to carry out the project

Non-allowable Expenses

- ❖ Costs associated with bad debts, contingencies (money set aside for possible expenses), fines and penalties, interest, taxes (of any kind), and other financial costs including bank fees and charges, and credit card debts
- ❖ Costs for travel, private entertainment, food, beverages, plaques, awards, or scholarships
- ❖ Projects restricted to private or exclusive participation, including restriction of access to programs on the basis of sex, race, creed, national origin, disability, age, or marital status
- ❖ Re-granting, contributions, and donations
- ❖ Reimbursement of costs that are paid prior to the execution of the Grant Award Agreement or outside the dates stated in the grant award agreement
- ❖ Also refer to Section 216.348, Florida Statutes Fixed capital outlay grants and aids to certain nonprofit.

Contract Details Form – Scope of Work



Deliverables

Budget

Scope of Work

Project Info

Renovation of the Fletcher Building will transform a former rental space and periodically empty storefront in historic downtown Quincy into a walk-in studio to make art accessible expansion to increase representation of artists and crafts people in the region, and collections storage expansion to further preserve the creative history of our region.

Deliverables

1. Move the building facade forward;
2. Add design elements to match the two buildings currently occupied by the museum, including stucco, repainting storefront, and windows;
3. Add a school group entry door;
4. Remove dropped ceilings throughout the building;
5. Demolish and rebuild the rear storage area of the building, with cement-filled and sealed concrete block;
6. Form and pour concrete floors;
7. Build interior walls, install doors and interior windows;
8. Install electric;
9. Install security, intrusion, video, and data systems extensions;
10. Install fire sprinkler system extension;
11. Install new HVAC duct work and systems;
12. Build cabinets, install sinks and countertop, build built-in shelving;
13. Install new flooring;
14. Install new interior and exterior signage.

Contract Details Form – Scope of Work

- ❖ The Scope of Work is a description of what grant funds will be spent on during the grant period.
- ❖ Should include a brief description of the project as a whole.
- ❖ Should include a list of deliverables.
 - ❖ This is a list of things that will be completed and should be specific.

Contract Details Form – Contact Info

Contract Details

Project Overview

Grant Number	FEIN	Grant Name	Project Number	Organization Name	Payment Address	Grant Period	Award Amount
20.c.ps.170.028	59-1961248	General Program Support 2020	null	Florida State University	A2200 UNIVERSITY CENTER Tallahassee, FL 32306-2390	07/01/2019 - 06/30/2020	\$23,364.00

[Go Back](#)

[Submit](#)

Deliverables Budget Scope of Work **Contact Info**

[Save](#)

Grantee Contact

Choose the grant manager for the grantee.

Select Grant Contact

Grantee Address

Choose the address that should be listed in the contract for the grantee.

Mailing

874 Traditions Way, 3rd Floor
Tallahassee, 32306-4166

Physical

874 Traditions Way, 3rd Floor
Tallahassee, 32306-4166

Payment

A2200 UNIVERSITY CENTER
Tallahassee, 32306-2390

Contract Details Form – Contact Info

- ❖ You must select your Grant Contact from the drop-down menu – this is the person who will receive all the correspondence regarding your grant.
- ❖ If you don't see the name of your grant contact, you must add that person to your organization's staff.

ADDING STAFF

If you don't see the right contact person in your Contract Details, add them here:

- In the grid at the top of the screen, click your organization name.
- This will take you to your Organization Details; select "Manage Staff."
- Select "Add New Staff Member."

Project Overview

Grant Number	FEIN	Grant Name	Project Number	Organization Name	Paym
21.c.ps.180.347		General Program Support 2021		The Rhythm Foundation, Inc.	

[Go Back](#) [Review Contract](#)

[Deliverables](#) [Budget](#) [Scope of Work](#) [Contact Info](#)

The Rhythm Foundation, Inc.

[Request Account Association with The Rhythm Foundation, Inc.](#)

[Edit Organization](#) | [Manage staff](#) | [Manage Relations](#)

Organization Staff

The Rhythm Foundation, Inc.

[+ Add new staff member](#) 

ADDING STAFF

- ❖ When you get to this screen, click “yes” to link to Grants account to email address.
- ❖ The new staff will receive an email; they will need to accept the request.
- ❖ Let your program manager know if you’ve done this so we can assign them the appropriate permissions.

Add Staff Member

First Name

Last Name

Work Email

Work Phone

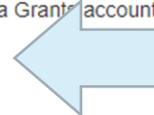
Link to a Grants account using email address?

Yes

No

Add Staff

Go Back



Contract Details Form – Contact Info

Contract Details

Project Overview

Grant Number	FEIN	Grant Name	Project Number	Organization Name	Payment Address	Grant Period	Award Amount
20.c.ps.170.028	59-1961248	General Program Support 2020	null	Florida State University	A2200 UNIVERSITY CENTER Tallahassee, FL 32306-2390	07/01/2019 - 06/30/2020	\$23,364.00

[Go Back](#)

[Submit](#)

Deliverables Budget Scope of Work **Contact Info**

[Save](#)

Grantee Contact

Choose the grant manager for the grantee.

Select Grant Contact

Grantee Address

Choose the address that should be listed in the contract for the grantee.

Mailing

874 Traditions Way, 3rd Floor
Tallahassee, 32306-4166

Physical

874 Traditions Way, 3rd Floor
Tallahassee, 32306-4166

Payment

A2200 UNIVERSITY CENTER
Tallahassee, 32306-2390

Contract Details Form – Contact Info

- ❖ You must also select the Grantee Address – Should be your PAYMENT address and this address MUST match the address on your Substitute W-9.

From Details Form to Contract

- ❖ Submit the Contract Details Form ASAP.
- ❖ The Contract Details Form will be reviewed.
 - ❖ If required, staff will make simple edits required for approval. You will be contacted if more thorough changes are needed.
- ❖ When approved, your Grant Award Agreement will be available in the online system.
- ❖ Print, obtain signatures and upload the contract ASAP.

Accessing Your Contract

- ❖ Access the contract from your Grant Record Details page. It will be just above the Contract Details Form. This is the Contract Review page.

The screenshot displays a web application interface for contract management. On the left, there is a form for 'Contract Execution Date' and 'Add Supporting Documents'. Below this is a table of 'Supporting Documents' with columns for 'Name' and 'Link To File'. A blue arrow points to the 'View file' link in the second row of the table. At the bottom left, there is a 'Notes' section with a text area and buttons for 'Save', 'Go Back', 'Execute', 'Return', and 'Revert'. On the right, a preview window titled 'View Contract in a separate window' shows a document titled 'Agreement Between The State of Florida, Department of State And Golisano Children's Museum of Naples'. The document text includes the title, a description of the agreement, and a list of terms. A blue arrow points to the top right corner of the preview window.

Contract Execution Date:

Add Supporting Documents

Select files...

Supporting Documents

Select All	Name	Link To File
<input type="checkbox"/>	18.c.cf.200.280CityofH...	View file
<input type="checkbox"/>	18.c.cf.200.280CityofH...	View file

Notes:

B *I*

Save Go Back Execute Return Revert

View Contract in a separate window

1 of 18 Automatic Zoom

Agreement Between
The State of Florida, Department of State
And
Golisano Children's Museum of Naples

This Agreement is by and between the State of Florida, Department of State, Division of Cultural Affairs hereinafter referred to as the "Division," and the Golisano Children's Museum of Naples hereinafter referred to as the "Grantee."

The Grantee has been awarded a General Program Support grant by the Division, grant number 20.c.ps.170.677 for the project "General Program Support 19-20" in the amount of \$41,102. Funds for this grant have been appropriated in the FY 2020 General Appropriations Act on line 3121. The Division has the authority to administer this grant in accordance with Section 265.286, *Florida Statutes*.

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

- Grant Purpose.** This grant shall be used exclusively for the "General Program Support 19-20" project, the public purpose for which these funds were appropriated.
 - The Grantee shall perform the following Scope of Work:

Test

All tasks associated with the project will be performed by June 30, 2020. All project work will be completed under the supervision of a licensed architect or licensed contractor.
 - The Grantee agrees to provide the following Deliverables and Performance Measures related to the Scope of Work for payments to be awarded.

#	Payment Type	Deliverable Description	Documentation	Payment Amount
1	Fixed	Complete the	This agreement returned to the Division with correct	\$10,275.50

Accessing Your Contract

- ❖ Download the agreement itself from the document viewer
- ❖ Download the document in the Supporting Documents section
 - ❖ Restrictive Covenant
- ❖ Upload the signed contract that includes the property description and your current Substitute W-9 by using the Browse button and selecting the file on your computer or drag and drop to the field
- ❖ Final step is to click on the SAVE button (bottom left)
- ❖ Obtain signatures and upload the contract ASAP. Contract may be printed, signed, scanned and uploaded or digitally signed. **DO NOT** add Adobe security features.

What is the GAA?

- ❖ The Grant Award Agreement is a legally binding document between the Grantee and the Department. 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 5. Payment Policies
 - ❖ Section 9. Financial Consequences
 - ❖ Section 10. Encumbrance
 - ❖ Section 11. Reporting Requirements (with deadlines)
 - ❖ Section 13. Extension Policies
 - ❖ Section 40. Procurement Requirements

Restrictive Covenants

- ❖ A restrictive covenant is required to be filed with the County Court for a period of 10 years from the date of the contract execution
- ❖ Prepared by Division and available for download on the Contract Review page in the Supporting Documents section
- ❖ Signed and notarized by organization and owner (if owner is different)
- ❖ File complete Restrictive Covenant with County
- ❖ Copy of Recorded Restrictive Covenant with 1st payment request

Procurement Requirements

- ❖ Section 40: Grantees must conduct an open, competitive procurement process for goods and/or services in accordance with Section 287.057, *Florida Statutes*.
- ❖ Procurement of Goods and Services Not Exceeding \$35,000.
 - ❖ Purchases Up to \$2,500: Procurement of goods and services where individual purchases do not exceed \$2,500 do not require competition and may be conducted at the Grantee's discretion.
 - ❖ Purchases or Contract Amounts Between \$2,500 and \$35,000: Goods and services costing between \$2,500 and \$35,000 require informal competition and may be procured by purchase order, acceptance of vendor proposals or other appropriate procurement document.
- ❖ Procurement of Goods and Services Exceeding \$35,000. Goods and services costing over \$35,000 may be procured by either Formal Invitation to Bid, Request for Proposals or Invitation to Negotiate and may be procured by purchase order, acceptance of vendor proposals or other appropriate procurement document.
- ❖ NOTE: All contract documentation must be reviewed and approved by the Division prior to execution.

Encumbrance Requirements

- ❖ What 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 35 of the GAA
- ❖ Acceptable documentation:
 - ❖ Purchase orders
 - ❖ Acceptance of vendor proposals
 - ❖ Task authorizations
 - ❖ Work orders
 - ❖ Contract/Agreement
- ❖ Submitted with 1st payment request.
- ❖ **NOTE:** All contract documentation must be reviewed and approved by the Department prior to execution.

Reports

- ❖ Report forms will be available in the online system. Access through the Grant Record Detail page.
- ❖ Reporting is Quarterly:
 - ❖ Progress Reports - October 15, 2023; January 15, 2024; April 15, 2024; July 15, 2024; October 15, 2024; January 15, 2025; April 15, 2025.
 - ❖ Final Report - 45 days after the end of the grant period.
 - ❖ If project is finished early, complete final report 45 days after final payment request.
 - ❖ If grant period is extended, additional quarterly progress reports are due until the expiration of the grant period.
 - ❖ Final Report **MUST** be completed on time even if final payment has not been received.

Reports

- ❖ Quarterly progress reports must be submitted in dosgrants.com, describing and 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 of work progress
- ❖ If expenses have been incurred, Grantees are encouraged to update the Expenditure Log

The Expenditure Log

- ❖ The Expenditure Log is accessible from the Grant Record Details Page
- ❖ Select “Add new record” to enter a new expense

Link to Contract Details

Drag a column header and drop it here to group by that column

Invoice	Transaction	Payment ...	Payee	Transactio...	Grant Funds	Cash Match	In Kind	Budget Item	Description	Deliver...	Status

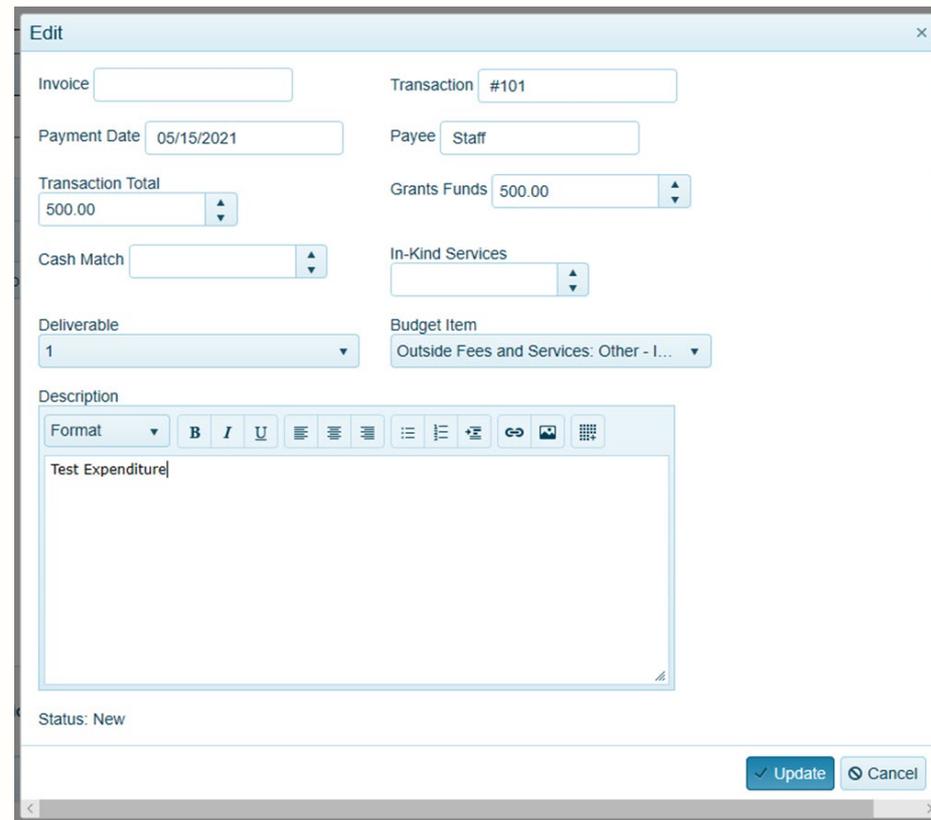
					Total Transacti...	Total Grant Funds:	Total Cash Match:	Total In Kind: \$0.00			
					\$0.00	\$0.00	\$0.00				

◀ ▶ 0 items per page No items to display ↻

How to Complete the Expenditure Log

Use the entry boxes to provide the following information:

- ❖ **Invoice** – Add the invoice number
- ❖ **Transaction Number** – Unique number of transaction in your accounting system or financial institution. Example - “Check 2058,” “EFT 289,” or “Debit 7338.”
 - **NOTE:** You MUST have either an Invoice or Transaction number, but do not need both.
- ❖ **Payment Date** – The date of transaction MM/DD/YYYY format.
- ❖ **Payee** – The name of the person or organization to whom money is paid (this should not be your organization).



The screenshot shows a software window titled "Edit" with the following fields and values:

- Invoice: (empty)
- Transaction: #101
- Payment Date: 05/15/2021
- Payee: Staff
- Transaction Total: 500.00
- Grants Funds: 500.00
- Cash Match: (empty)
- In-Kind Services: (empty)
- Deliverable: 1
- Budget Item: Outside Fees and Services: Other - I...

The Description field contains the text "Test Expenditure" and has a rich text editor toolbar above it with options for Format, Bold (B), Italic (I), Underline (U), and other text formatting tools.

At the bottom of the window, there is a "Status: New" label and two buttons: "Update" and "Cancel".

Payments

- ❖ Payments must be requested using the Payment Request Form, accessed through the Grant Details Page.
- ❖ Payment increments are 30%, 60%, and 100% completion of the ENTIRE project (grant funds and match). You may request more than one payment at a time
- ❖ Select the Deliverable for the payment you are requesting, fill out the invoice period (beginning of grant period through date of request), upload the required documentation as listed in the Grant Award Agreement, complete the expenditure log with expenditures paid to date, then click submit
- ❖ Review the information on the Payment Request Confirmation Page, click the certification button, enter electronic signature, then click submit.
- ❖ Request EFT option: https://www.myfloridacfo.com/docs-sf/accounting-and-auditing-libraries/vendors/vendor-relations/dfs-a1-26e-direct-deposit-vendors.pdf?sfvrsn=eff728cf_16
- ❖ Cultural Facilities payments can take 8-10 weeks
- ❖ Check status of payments at <https://facts.fldfs.com>

Payment Documentation

Payment Nu...	Payment Type Code	Deliverable Nu...	Deliverable Description	Documentation	Payment Amo...
1	Fixed Price	1	The grantee will complete the current year Cultural Facilities Grants Management Webinar and Quiz; encumber grant and match funds; install project identification sign with Grant Funding Acknowledgement; execute Restrictive Covenant and file with the County clerk; complete at least 30 percent (30%) of the project prior to payment.	Certificate of Completion demonstrating a 100/100 score on the current year Cultural Facilities Grants Management Quiz; signed contract with an architect or contractor for the expenditure of all grant and matching funds that includes the grant Scope of Work and Budget that has been approved by the Division; photographic documentation of installed project identification sign with Grant Funding Acknowledgement; copy of recorded Restrictive Covenant; completed Application and Certificate for Payment (AIA Document G702) and Schedule of Contract Values (AIA Document G703), or their equivalents (see Appendix 1), showing at least 30 percent (30%) of the project completed; documentation to support all paid expenditures including detailed paid invoices, bank records, and cancelled checks.	\$150,000.00
2	Fixed Price	2	The grantee will have completed at least 60% of the project prior to payment.	Completed Application and Certificate for Payment (AIA Document G702) and Schedule of Contract Values (AIA Document G703), or their equivalents (see Appendix 1), showing at least 60 percent (60%) of the project completed; documentation to support all paid expenditures including detailed paid invoices, bank records, and cancelled checks.	\$150,000.00
3	Fixed Price	3	The grantee will have completed at least 100 percent (100%) of the project prior to payment.	Completed Application and Certificate for Payment (AIA Document G702), Schedule of Contract Values (AIA Document G703), or their equivalents (see Appendix 1), and a Certificate of Substantial Completion (AIA Document G704) or a Contractor's Affidavit of Completion, showing 100 percent (100%) of the project completed, including all retainage amounts paid; documentation to support all paid expenditures including detailed paid invoices, bank records, and cancelled checks.	\$200,000.00

Payment Documentation

- ❖ When you have completed 30% of your project (grant and match) you may request your 1st payment
- ❖ Deliverables and required documentation are listed on the Payment Request page
- ❖ Payment 1 includes:
 - ❖ Certificate of Completion demonstrating a 100/100 score on the 2023-2024 Cultural Facilities Grants Management Quiz
 - ❖ Signed contract with an architect or contractor for the expenditure of all grant and matching funds that includes the grant Scope of Work and Budget that has been approved by the Division
 - ❖ Photographic documentation of installed project identification sign with Grant Funding Acknowledgement

Payment Documentation – continued

- ❖ Copy of recorded Restrictive Covenant
- ❖ Completed Application and Certificate for Payment (AIA Document G702) and Schedule of Contract Values (AIA Document G703), or its equivalent (see Appendix 1) along with a Contractor's Affidavit of Completion, showing percentage completion of the project
- ❖ Documentation to support all paid expenditures including detailed paid invoices, bank records, and canceled checks. These expenditures should be entered into the expenditure log.
- ❖ Payment 3 also requires a Certificate of Substantial Completion (AIA Document G704), or its equivalent

Payment Documentation – Quiz Certificate

This certificate is granted to

<<Name>>

recognizing a score of

<<SCORE>>

on the

2023-2024 Cultural Facilities GRANTS MANAGEMENT QUIZ

<<Date>>



Payment Documentation – AIA G702

AIA® Document G702™ – 1992

Application and Certificate for Payment

TO OWNER: [REDACTED]	PROJECT: [REDACTED]	APPLICATION NO: 34	Distribution to:
FROM CONTRACTOR: [REDACTED]	VIA ARCHITECT: [REDACTED]	PERIOD TO: 10/31/18	<input type="checkbox"/> OWNER
		CONTRACT FOR: J06663-00009 - BP#02B.11-Demo	<input type="checkbox"/> ARCHITECT
		Make Safes-Elec	<input type="checkbox"/> CONTRACTOR
		CONTRACT DATE: 05/12/16	<input type="checkbox"/> FIELD
		PROJECT NOS: GBC-J06663.000	<input type="checkbox"/> OTHER
		INVOICE NO: J06663-00009-30-34	

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM	\$ 6,884.00
2. Net Change by Change Orders	\$ 4,619,462.90
3. CONTRACT SUM TO DATE (Line 1+2)	\$ 4,626,346.90
4. TOTAL COMPLETED AND STORED TO DATE (Column G on G703)	\$ 4,488,440.50
5. RETAINAGE:	
a. 4.6% of Completed Work (Column D + E on G703)	\$ 207,597.43
b. 0.0% of Stored Material (Column F on G703)	\$ 0.00
Total Retainage (Lines 5a + 5b or Total in Column I of G703)	\$ 207,597.43
6. TOTAL EARNED LESS RETAINAGE	\$ 4,280,843.07
(Line 4 Less Line 5 Total)	
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT	\$ 4,064,575.57
(Line 6 from prior Certificate)	
8. CURRENT PAYMENT DUE	\$ 216,267.50
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$ 345,503.83

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$5,986,665.00	\$(1,417,934.10)
Total approved this Month	\$50,732.00	\$0.00
TOTALS	\$6,037,397.00	\$(1,417,934.10)
NET CHANGES by Change Order		\$ 4,619,462.90

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: Meisner Electric Inc.

By: [REDACTED] Date: October 19, 2018
 State of: [REDACTED] County of: [REDACTED]
 Subscribed and sworn to before me this October 19, 2018
 Notary Public: [REDACTED]
 My Commission expires: [REDACTED]

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED

\$ 216,267.50

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT: CBT/Childs Bertman Tseckares Inc

By: [REDACTED] Date: _____

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

Payment Documentation – AIA G703

AIA® Document G703™ – 1992

Continuation Sheet (page 2)

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed certification is attached.
In tabulations below, amounts are stated to the nearest dollar.
Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO.: 34
APPLICATION DATE: 10/19/18
PERIOD TO: 10/31/18
ARCHITECT'S PROJECT NO: GBC-J06663.000

A	B	C	D		F	G		H	I
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD		TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G / C)		
	Unassigned								
1000001	100 - OA-00025 - Acceleration Allowance	1,707.00	0.00	0.00	0.00	0.00	0.0%	1,707.00	0.00
1000002	100 - OS-00445 - Rough Install at Auditorium and Cox	(1,707.00)	0.00	0.00	0.00	0.00	0.0%	(1,707.00)	0.00

Grand Total at least: 30%, 60%, 100%

Continuation Sheet (page 23)

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed certification is attached.
In tabulations below, amounts are stated to the nearest dollar.
Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO.: 34
APPLICATION DATE: 10/19/18
PERIOD TO: 10/31/18
ARCHITECT'S PROJECT NO: GBC-J06663.000

A	B	C	D		F	G		H	I
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD		TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G / C)		
040.1B	SUBTOTAL VDC Design Assist	43,968.00	43,968.00	0.00	0.00	43,968.00	100.0%	0.00	908.60
	GRAND TOTAL	\$4,626,346.90	\$4,260,790.50	\$227,650.00	\$0.00	\$4,488,440.50	97.0%	\$137,906.40	\$207,597.43

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Payment Documentation – Schedule of Contract Values

APPENDIX 1

(This form must be completed by the Contract Manager and the Grantee's CFO/Treasurer.)

PROJECT NAME:
PROJECT #:
CONTRACTOR:

APPLICATION NO:
APPLICATION DATE:
PERIOD TO:
PERCENT COMPLETE TO DATE:

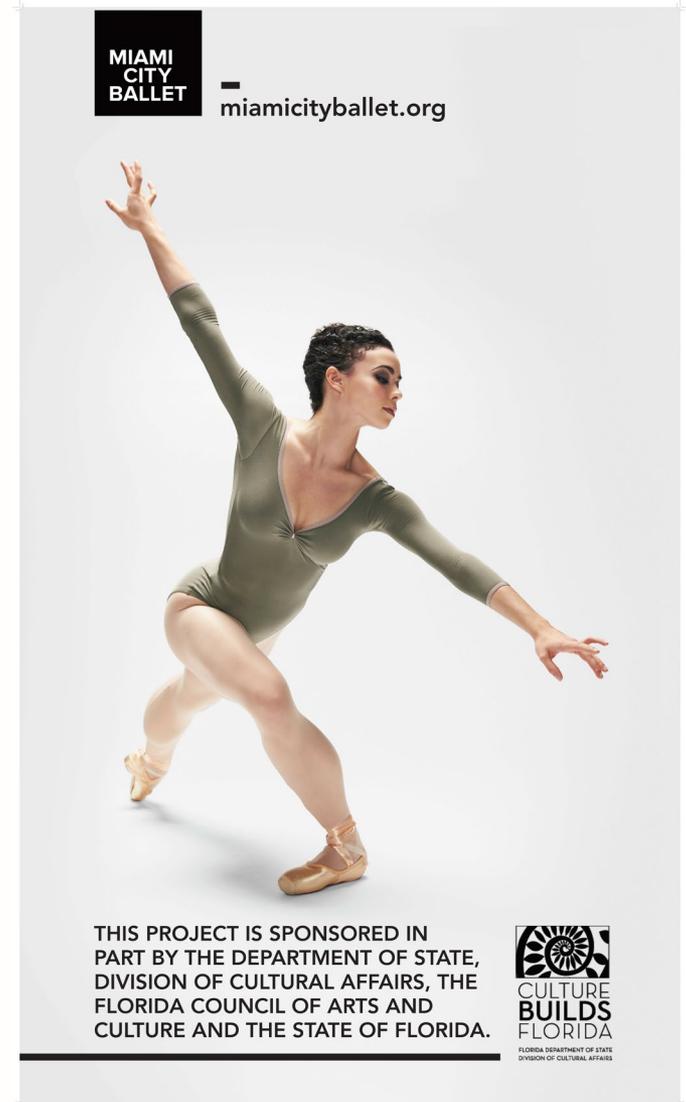
A	B	C	D		E	F	G	H	I	J
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G ÷ C)	BALANCE TO FINISH (C - G)	RETAINAGE (IF VARIABLE RATE)	
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD						
	<i>(Fill in & breakdown contract values)</i>					\$0.00	0.0%	\$0.00		
						\$0.00	0.0%	\$0.00		
						\$0.00	0.0%	\$0.00		
						\$0.00	0.0%	\$0.00		
						\$0.00	0.0%	\$0.00		
						\$0.00	0.0%	\$0.00		
	<i>(Add any change order(s) descriptions)</i>					\$0.00	0.0%	\$0.00		
						\$0.00	0.0%	\$0.00		
						\$0.00	0.0%	\$0.00		
						\$0.00	0.0%	\$0.00		
						\$0.00	0.0%	\$0.00		
						\$0.00	0.0%	\$0.00		
						\$0.00	0.0%	\$0.00		
						\$0.00	0.0%	\$0.00		
						\$0.00	0.0%	\$0.00		
						\$0.00	0.0%	\$0.00		
						\$0.00	0.0%	\$0.00		
						\$0.00	0.0%	\$0.00		
	GRAND TOTALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	

CFO or Treasurer:
The undersigned certifies that to the best of his/her knowledge, information and belief the Work covered by this Schedule of Contract Values has been completed in accordance with the Grant Award Agreement.
By: _____ Date: ____/____/____

DIVISION OF CULTURAL AFFAIRS USE ONLY:
Contract Manager: Minimum performance requirements successfully completed and approved by: _____ Date: ____/____/____

1st Payment Documentation – Funding Credit Sign

- ❖ Intended to be displayed DURING construction
- ❖ “Sponsored in part by the State of Florida through the Division of Arts and Culture.
- ❖ Photo of sign INSTALLED
- ❖ Needs may vary by project



Funding Credit Sign

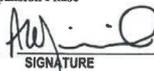


AIA® Document G704™ – 2017

Certificate of Substantial Completion

PROJECT: <i>(name and address)</i> The New Norton Museum of Art 1450 S. Dixie Highway West Palm Beach, FL 33401	CONTRACT INFORMATION: Contract For: Norton Museum of Art Expansion Phase Date: 06/01/2014	CERTIFICATE INFORMATION: Certificate Number: 001 Date: 02/26/2019
OWNER: <i>(name and address)</i> Norton Museum of Art 1450 S. Dixie Highway West Palm Beach, FL 33401	ARCHITECT: <i>(name and address)</i> CBT/ Childs Bertman Tseckares Inc. 110 Canal Street, Boston, MA 02114	CONTRACTOR: <i>(name and address)</i> Gilbane Building Company 1499 W Palmetto Park Rd Suite 105, Boca Raton, FL 33486

The Work identified below has been reviewed and found, to the Architect's best knowledge, information, and belief, to be substantially complete. Substantial Completion is the stage in the progress of the Work when the Work or designated portion is sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work for its intended use. The date of Substantial Completion of the Project or portion designated below is the date established by this Certificate.
(Identify the Work, or portion thereof, that is substantially complete.)
Norton Museum of Art - Expansion Phase

CBT/ Childs Bertman Tseckares Inc.		Alfred Wojciechowski Senior Principal	2/26/2019
ARCHITECT <i>(Firm Name)</i>	SIGNATURE	PRINTED NAME AND TITLE	DATE OF SUBSTANTIAL COMPLETION

WARRANTIES

The date of Substantial Completion of the Project or portion designated above is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below:
(Identify warranties that do not commence on the date of Substantial Completion, if any, and indicate their date of commencement.)

WORK TO BE COMPLETED OR CORRECTED

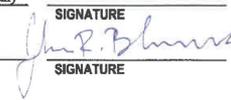
A list of items to be completed or corrected is attached hereto, or transmitted as agreed upon by the parties, and identified as follows:
(Identify the list of Work to be completed or corrected.)
Punch List & Expansion Work Outstanding (Dated 2/26/2018)

The failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents. Unless otherwise agreed to in writing, the date of commencement of warranties for items on the attached list will be the date of issuance of the final Certificate of Payment or the date of final payment, whichever occurs first. The Contractor will complete or correct the Work on the list of items attached hereto within 90 (Ninety) days from the above date of Substantial Completion.

Cost estimate of Work to be completed or corrected: \$1,500,000

The responsibilities of the Owner and Contractor for security, maintenance, heat, utilities, damage to the Work, insurance, and other items identified below shall be as follows:
(Note: Owner's and Contractor's legal and insurance counsel should review insurance requirements and coverage.)

The Owner and Contractor hereby accept the responsibilities assigned to them in this Certificate of Substantial Completion:

Gilbane Building Company			
CONTRACTOR <i>(Firm Name)</i>	SIGNATURE	PRINTED NAME AND TITLE	DATE
		John Backman Project Director	1 March 2019
Norton Museum of Art	SIGNATURE	PRINTED NAME AND TITLE	DATE
OWNER <i>(Firm Name)</i>			

Final Payment Documentation – AIA G704

Final Payment Documentation – Affidavit of Completion

CERTIFICATE OF CONTRACT COMPLETION

CHIEF FINANCIAL OFFICER:

CONTRACT FOR:

CONTRACT DATE:

THE PROJECT NO:

I CERTIFY: That the work under the above named contract, including all amendments thereto, has been satisfactorily completed; that all charges against the project, including those incurred by Subcontractors, have been paid in full and in accordance with the terms of the contract; that no liens have attached against the property and improvements of Owner; that no notice of intention to claim liens is outstanding; that no suits are pending by reasons of work on the project under the contract; that all Workmen's Compensation claims have been settled and that no public liability claims are pending. Affidavit is made for the purpose of obtaining final payment on said contract.

CHIEF FINANCIAL OFFICER:

BY:

Signature

Printed Name

Printed Title

Sworn to and subscribed before me, a
notary public, this _____ day of _____, 20_____.

Notary Public

My commission Expires: _____

Single Audit Act

- ❖ If your organization **EXPENDS** more than \$750,000 in state or federal funds in one fiscal year, you must provide the Auditor General with a copy of your Sing Audit. Please see Attachment E of the Grant Award Agreement for more information.
- ❖ Includes ALL state or federal funds, not just Division of Arts & Culture grants.
- ❖ Reports include SAA statement for you to acknowledge your responsibility for this requirement.

Contract Amendments

- ❖ Amendments are necessary if you:
 - ❖ Need to alter your Scope of Work
 - ❖ Need to change items in your budget (more than 20% variance)
 - ❖ Need to extend the grant end date (six-month increments)
 - ❖ NOT for failure to read or understand administrative requirements or to raise sufficient matching funds
- ❖ Contact the Division before you enter request in dosgrants.com. Requests are considered on a case-by-case basis
- ❖ Must be requested at least 30 days before end of grant period
- ❖ Access amendment request from the Grant Record Detail page
- ❖ Must be signed by authorizing official (keep approval time in mind)

Noncompliance

❖ Section 28: 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 Department 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

❖ 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 Department of State divisions

Reminders

- ❖ No expenditures may be made before or after the grant period.
- ❖ Payments are based on completion of the entire project including grant AND matching funds. All documentation should reflect that.
- ❖ Maintain a grant file
- ❖ Keep records, invoices, receipts, etc. for 10 years following the close of the grant
- ❖ We are here to help! Please contact your Program Manager immediately if there are any changes to your organization or grant, or if you have any questions.

LOGO



Florida
ARTS & CULTURE



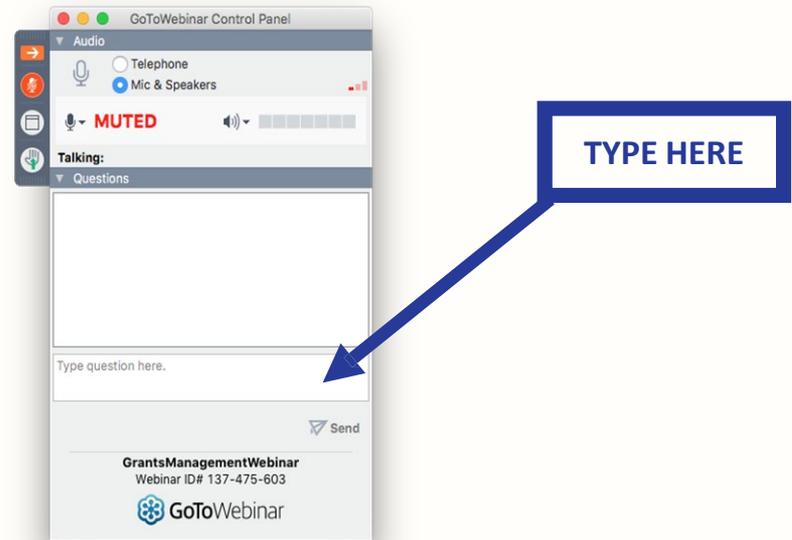
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QUESTIONS

ANSWERS



Links for the presentation and materials will be emailed to today's participants after the session.