

**Financial Reporting Procedures
(Formerly the Grant and Accountability Procedures)
Land and Water Conservation Program
Florida Recreation and Development Assistance Program**

The financial reporting procedures establish guidelines for grant funds disbursed through the Office of Information and Recreation Services. The procedures set forth principles for determining eligible costs, supporting documentation and minimum reporting requirements to assist both parties in receiving appropriate and timely reimbursement.

Grant funds shall be reimbursed in accordance with good cash management principles as identified by law. The reimbursement shall include only expenditures related to the project elements and the period as identified in the agreement. The Grantee shall submit attached forms to request reimbursement. The forms must contain all the information as requested. Each cost should clearly reflect the project element and a brief description of work performed. The office shall retain up to 10% of its obligations to ensure compliance with agreement terms and conditions. Retained funds shall be released upon satisfactory completion of the project.

All documents that support the reimbursement shall be retained by the Grantee for a five-year period after the completion of the project construction. If the Department requests an audit, you need to submit such documents to the Department and keep a copy for your records. (E.g. purchase orders, competitive bid documents, cancelled checks, invoices, approved payroll registers).

Documentation required for reimbursements:

Actual Cost Contract Payment Request: This form is a summary of the current and cumulative project costs to date. This form must accompany all reimbursement requests. **Employee benefits and indirect costs must be identified on this form only.** **Form FPS –A039**

Contractual Services: Eligible costs are for work performed by private or independent contractors that directly relate to the accomplishment of the project. **Cost plus or contingency fee contracts are ineligible.** **Form FPS-A040**

Grantee Labor: Eligible salaries and wages of employees paid by the Grantee for the performance of work that directly relate to the accomplishment of the project site. **Administration costs are ineligible.** **Form FPS-A041**

Employee Benefits: **This cost shall be reimbursed only if the Grantee is using Grantee Labor.** A maximum of 15% of eligible salaries and wages of employees who accrue annual, sick, and holiday leave from the grantee; plus a maximum of 25% of the eligible salaries and wages of employees who receive other benefits (such as FICA retirement, health, and life insurance and workers compensation). Calculations and supporting documentation used to determine the actual cost percentages shall be maintained by the Grantee. **Form FPS –A039**

Direct Purchases: Eligible costs are material and supplies consumed or expended in accomplishing the project, including direct purchases from vendors. **Small tools (e.g. shovels, saws, hammers, and drills) are ineligible.** **Form FPS A042**

Grantee Equipment: Eligible costs are all reasonable costs for rental or use of equipment which is required to be used or kept available at the site for the accomplishment of the project. If rental equipment is used the Grantee shall use the lowest rate possible. **Repairs or servicing costs of grantee owned or purchased equipment are ineligible.** **Form FPS A-044**

Grantee Stock: Eligible costs are material or supplies taken from Grantee's stock or inventory and shall be documented by material requisition or other project cost records. An inventory system with procedures and records should be maintained by the Grantee. **Form FPS A-043**

Indirect costs: **This cost shall be reimbursed only if the Grantee is using Grantee Labor.** Cost shall be calculated at 15%, and shall not exceed this rate. **Form FPS –A039**

Forms may be found at our website: www.dep.state.fl.us/parks/oirs