

**Timeline for Florida Plant Conservation Program (FPCP) Subrecipients
of USFWS, Section 6 “Traditional” funding from Endangered Species
Act to Conduct Rare Plant Conservation Projects**
(revised 20211021)

Timeline summary: FPCP applicants (Subrecipients) should examine all program administrative limitations and start the administrative process within their organization in the Summer, before the Proposal deadline. Applicants must then prepare and submit Proposals in December (**by December 10, 2021 for this cycle**) and are notified the following Spring of funding status. If awarded, FPCP Subrecipients usually receive contracts in late summer and begin work in October. Project duration is up to 14 months (typically ending in November of the following year). Brief, quarterly Progress Reports (FDACS form #02018) are submitted along with one, in-depth Final Report. This is the maximum time a Subrecipient may use, but project duration can be less. Invoicing/Payment Requests (FDACS form #02019) can be either quarterly or annually, depending on Subrecipient needs. **Note:** this timeline may vary depending on availability and timing of federal appropriations.

Before December “Prior to Proposal Submission”

Make sure all proposal protocols of your organization are known and are being followed to ensure efficient processing of your proposal. There are very significant, non-negotiable considerations to examine before preparing the proposal, such as the 10% Indirect Cost Rate maximum on federal funds (15% max. on Matching Funds) and Intellectual Property of findings being property of FDACS. Ensure you have permission from the landowner where work is proposed, and you have the necessary permits six months to one year in advance of rare plant conservation work. Consult with USFWS or other biologists on rare plant needs.

December 10, 2021

Proposals due to FPCP for projects that will start in October 2022 and continue to November of 2023.

July or August 2022

FPCP will let Subrecipients know if their project will be funded for the year, starting in October 2022. Subrecipients will receive notification from the FPCP as soon as possible following acceptance and final allocation of funds by the United States Fish and Wildlife Service. Potential awardees may inquire to FPCP biologist as to their status as early as March 2022.

August or September 2022

Subrecipients will receive their contract, called the Federal Financial Aid Subrecipient Agreement (FFASA) and a Scope of Work (taken from Subrecipient’s Proposal). This schedule sometimes varies because of circumstances in federal or state administration.

October 1, 2022

Work may begin for Subrecipients when the FFASA has been signed.

Timeline for Florida Plant Conservation Program (FPCP) Contractors

v. 20201019 (Continued...)

December 31, 2022

1st quarterly Progress Report Due (FDACS Form 02018).

March 31, 2023

2nd quarterly Progress Report Due (FDACS Form 02018).

June 30, 2023

3rd quarterly Progress Report Due (FDACS Form 02018).

September 30, 2023

4th quarterly Progress Report Due (FDACS Form 02018).

November 23, 2023

Final Report Due. This is the more detailed, in-depth report that is in the same format as the Proposal.

November 30, 2023

FDACS Form 02019, Subrecipient Payment Request Form for invoicing due (this will be included in FFASA between FDACS and Subrecipient). Invoicing may be completed quarterly or annually. Payments will not be made if FDACS Form 02019 is submitted past this date because of the annual nature of the funding, and account closure within FDACS.

December 2023

The FDACS account for the FPCP program closes (therefore, no payments past this date are possible) and this is why it is important to have plant conservation projects finished and Payment Requests submitted by November 30. FDACS account closure for FPCP is also why there are no extensions for rare plant conservation projects.

Document Retention

Please retain records such as receipts, ledgers, accountings of work, etc. for five years past end of rare plant conservation project and be prepared for a potential audit during this time period.