



ADAM H. PUTNAM
COMMISSIONER

Florida Department of Agriculture and Consumer Services
Division of Administration

**Notice of Federal Financial Assistance Funding
Opportunity Request for Applications**

2 CFR 200

Funding Opportunity Number (DE-FOA-0000052)

I. Overview

Federal Funds Recipient:	Florida Department of Agriculture and Consumer Services, Office of Energy (FDACS OOE)
Funding Opportunity Title:	Florida Small Community Energy Efficient Lighting Grant Program
Announcement Type:	Request for Federal Financial Assistance Applications Initial Announcement
Funding Opportunity Number:	DE-FOA-0000052
Catalog of Federal Domestic Assistance (CFDA) Number:	81.041
Federal Agency Name:	U.S. Department of Energy (USDOE)

The information requested is pursuant to 2 CFR and the federal awarding agency statutory authority.

Specific Authorities:

Energy Policy and Conservation Act, as amended (42 USC Subsection 6321); American Recovery and Reinvestment Act of 2009 (Public Law III-5); 10 CFR 420, State Energy Program (SEP); and Section 377.703 (2)(b), Florida Statutes.

II. Key Dates

Action Item	Timeframe	Location
Notice of Federal Financial Assistance Funding Opportunity Advertisement	From 01/12/2018 To 02/27/2018	Posted electronically via: <ul style="list-style-type: none">• www.FreshFromFlorida.com,• Vendor Bid System, and• FDACS OOE website.
Application Submission Deadline	02/27/2018 at 4:00 p.m. Eastern Time	
Evaluation of Applications	From 02/27/2018 To 04/11/2018	Review and evaluation of applications begins
Award Notice	04/16/2018	

Subrecipient Agreement End Date (anticipated)	05/31/2020	
Submission of Questions		<p>Programmatic questions must be submitted electronically to:</p> <p>Gail Stafford, Compliance Administrator FDACS Office of Energy ATTN: Small Community Energy Efficient Lighting 600 South Calhoun Street, Ste. B-04 Tallahassee, FL 32399-0001 PHONE: (850) 617-7470 FAX: (850) 617-7471 EMAIL: Energy@FreshFromFlorida.com</p>
Responses to Questions Posted		<p>Posted electronically via:</p> <ul style="list-style-type: none"> • http://www.FreshFromFlorida.com/offices/energy/ and • Vendor Bid System.

III. Submission Dates, Times and Location

The submission deadline is February 27, 2018 at 4:00 P.M. Eastern Time.

The required application packet consists of:

- Attachment A, FDACS-02032 – Application for Federal Financial Assistance
- Attachment B, Supplemental Project Budget Detail
- Attachment C, Conflict of Interest Statement
- Attachment D, Project Location Detail Sheet

An applicant is required to submit the original signed application packet and three (3) hard copies of the application package.

Electronic application submissions will not be accepted.

Each applicant may submit only ONE (1) application. However, the applicant may propose multiple project activities and/or multiple project locations in the one application.

An application packet may be sent by U.S. Mail, courier, overnight or hand delivered to the FDACS Purchasing Office no later than the submission deadline.

It is the applicant's responsibility to ensure its submittal at the proper place and time indicated in the notice of federal financial assistance funding opportunity notice. **No extensions. No exceptions.**

Hard copy applications must be received by the FDACS Purchasing Office by February 27, 2018 at 4:00 P.M. Eastern Time. Completed hard copy application packages shall be mailed or delivered to:

Florida Department of Agriculture and Consumer Services
Purchasing Office
407 South Calhoun Street
Mayo Building - Room SB-8
Tallahassee, FL 32399-0800

IV. Federal Financial Assistance Funding Opportunity Description

This funding was allocated to the Florida Department of Agriculture and Consumer Services, Office of Energy from the U.S. Department of Energy (USDOE). The department will use \$1,000,000 for the creation of the Florida Small Community Energy Efficiency Lighting Grant Program.

The purpose of this grant program is to assist eligible small local government entities (local municipalities with a population of up to 50,000; and counties with an unincorporated population of up to 200,000) in reducing their total energy use, increase

energy efficiency, reduce energy costs through the replacement of inefficient lighting with energy efficient lighting, and evaluate actual energy savings received as a result of the project. Projects must be completed by May 31, 2019. Energy savings must be tracked by the subrecipient for at least one year following completion of the project and reported to the department.

The department is issuing this Notice of Federal Financial Assistance (NOTICE) entitled “Florida Small Community Energy Efficient Lighting Grant Program.” The department will use \$1,000,000 from the USDOE for the creation of this program, under Title III, Energy Policy and Conservation Act. These funds are also subject to the requirements of the American Recovery and Reinvestment Act (ARRA).

Title III, as amended, authorizes USDOE to administer the State Energy Program (SEP). All grant awards made under this NOTICE shall comply with applicable law, including regulations contained in 10 CFR Part 420, 2 CFR 200 and other procedures applicable to this regulation as USDOE and the state of Florida may, from time-to-time, prescribe for the administration of financial assistance. The goal of the SEP is to provide leadership to maximize the benefits of energy efficiency and renewable energy through communications and outreach activities, technology deployment and accessing new partnerships and resources.

This competitive grant program is designed to provide funding to eligible local governments (see details under Eligibility section below) to make energy efficient upgrades to indoor or outdoor lighting in publicly accessible, community-oriented facilities, such as libraries, museums, parks, and community centers (examples given for illustrative purposes only). Actual eligibility of project applicants and locations will be determined based on the definitions below and on other criteria addressed in this NOTICE, its attachments and associated documents.

USDOE provided the following guidance to states in regards to the SEP:

- **Alignment with national goals:** USDOE continues to encourage states to develop strategies that align their goals and objectives to national goals. The Energy Policy Act of 2005 and the Energy Independence and Security Act of 2007 include the following national goals to be addressed at the state and local level: increasing jobs, reducing U.S. oil dependency through increases in energy efficiency and deployment of renewable energy technologies, promoting economic vitality through an increase in “green jobs” and reducing greenhouse gas emissions.
- **Market Transformation:** USDOE requests that states continue to focus their program efforts on market transformation initiatives and actions that align with national goals. Market transformation is defined as: “Strategic interventions that cause lasting changes in the structure or function of a market or the behavior of market participants, resulting in an increase in adoption of energy efficiency and renewable energy products, services and practices.”

- **SEP Strategic Plan:** The SEP Strategic Plan establishes the following four goals for SEP:
 - o Increase energy efficiency to reduce energy costs and consumption for consumers, businesses and government.
 - o Reduce reliance on imported energy.
 - o Improve the reliability of electricity and fuel supply and the delivery of energy services.
 - o Reduce the impacts of energy production and use on the environment.
- **USDOE Objectives:** USDOE has established the following objectives that complement program goals articulated in the SEP Strategic Plan:
 - o Transform energy markets in partnership with states to accelerate near-term deployment of energy efficiency and renewable technologies.
 - o Promote an integrated portfolio of energy efficiency and renewable energy solutions to meet US energy security, economic vitality and environmental quality objectives.
 - o Strengthen core state energy programs to develop and adopt leading market transformation initiatives.

V. **Statutes and Regulations**

Recipients of grant funds must comply with the State of Florida and Federal regulations as applicable to this program and described in this NOTICE in the following attachments:

- Attachment E, Other Requirements.

The department is dedicated to ensuring Floridians have a sustainable, diverse, and reliable energy portfolio that benefits Florida's economy. In focusing the government's policy and efforts to benefit and protect our state, its citizens, and its resources, all applicants shall adhere to the policy of the State of Florida, as stated in Section 377.601, Florida Statutes.

Section 377.601, Florida Statutes states that:

- The department is responsible for performing or coordinating the functions of any federal energy programs delegated to the state, including energy supply, demand, conservation, or allocation.
- The department shall coordinate efforts to seek federal support or other support for state energy activities, including energy conservation, research, or development, and is responsible for the coordination of multiagency energy conservation programs and plans.
- The department shall promote energy efficiency and conservation in all energy use sectors throughout the state and be the state agency primarily responsible for this function.
- The department shall coordinate energy-related programs of state government. The department shall provide assistance to other state agencies, counties,

municipalities, and regional planning agencies to further and promote their energy planning activities.

- The department shall promote the development and use of renewable energy resources, energy efficiency technologies, and conservation measures.

Grant activities funded under this NOTICE must meet the following conditions:

- Activities must be eligible under 42 U.S.C. Section 17154 regarding the use of federal funds.
- As defined in 40 U.S.C. 276a to a 7: When required by federal program legislation, all construction contracts awarded by the recipients and subrecipients of more than \$2,000 shall include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 276a to a-7) and as supplemented by Department of Labor regulations (29 CFR part 5, “Labor Standards Provisions Applicable to Contracts Governing Federally Financed and Assisted Construction”).
- Applicants to this NOTICE are encouraged to review *A Desk Guide to the Davis Bacon Act* available on the USDOE website at <https://energy.gov/gc/downloads/desk-guide-davis-bacon-act-0>.
- Activities involving Public Buildings and Public Works are subject to the Buy American Provision.
- All activities must comply with the National Environmental Policy Act (NEPA) of 1969 – 42 U.S.C. Section 4321 et seq. **Therefore, only projects and activities that USDOE has determined will be excluded from NEPA review through a Categorical Exclusion (CE or sometimes CX) will be deemed eligible projects by the Department under this solicitation.** Categorical Exclusion means a category of actions for which neither an Environmental Assessment (EA) nor an Environmental Impact Statement (EIS) is normally required. **Due to NEPA requirements for outdoor lighting at public parks, the only eligible projects are those that do not require new poles or the replacement or relocation of existing poles.**
- Activities that have limited potential to impact historic properties (any property 50 years or older and possessing “historical significance”) will require review in accordance with National Historic Preservation Act (NHPA) of 1966, Section 106, as amended.
- See the Florida Department of Financial Services, *Reference Guide for State Expenditures* for state requirements.

Prohibited Use of Funds:

In accordance with federal regulations, applicants are prohibited from using financial assistance:

- For any casino or other gambling establishment, aquarium, zoos, golf course, or swimming pool;
- For any other activities prohibited by federal law.

Additionally, in accordance with federal regulations, applicants are prohibited from using SEP financial assistance:

- For construction, such as construction of mass transit systems and exclusive bus lanes or for the construction of buildings or structures;
- To purchase land, a building or structure or any interest therein;
- To subsidize fares for public transportation;
- To subsidize utility rate demonstrations or state tax credits for energy conservation or renewable energy measures;
- To conduct or purchase equipment to conduct research, development or demonstration of energy efficiency or renewable energy techniques and technologies not commercially available;
- For facilities that are federally owned or rented by the federal government (federal facilities are ineligible for assistance); and
- For any other activities prohibited by federal law.

In accordance with Section 216.347, Florida Statutes, applicants are prohibited from using funds provided by this agreement for the purpose of lobbying the Legislature, the judicial branch, or any state agency.

VI. Award Information

Total amount of funding available	\$1,000,000
Anticipated number of awards	5 to 20
Maximum grant award to a single applicant	\$250,000
Minimum grant award to a single applicant	\$50,000
Period of Performance	06/1/2018 through 05/31/2020

VII. Definitions

For the purpose of this NOTICE, the following terms are defined:

Administrative Costs: Allowable, reasonable, and allocable direct and indirect costs related to overall management of the awarded grant. For this grant:

- Salaries and Fringe Benefits are considered Administrative Costs.
- The total amount of Administrative Costs cannot exceed ten percent (10%) of the total project cost.

Applicant: Entity that submits an application for federal financial assistance under this notice of funding opportunity.

Application Packet: Complete written response of the applicant to the notice of federal financial assistant funding opportunity including properly completed forms, supporting documents and attachments.

Business hours: 8 a.m. to 5 p.m. Eastern Time on business days.

Business days: Monday through Friday, excluding federal and state holidays.

Calendar days: All days, including weekends and holidays.

CFDA: Catalog of Federal Domestic Assistance.

CFR: Code of Federal Regulations.

Cost Reimbursement: A reimbursement payment to the grantee of reasonable costs previously expended in connection with the performance of work, not to exceed the amount set forth in the budget. See the Department of Financial Services, *Reference Guide for State Expenditures*.

Cost Sharing (Matching Funds): Actual cash outlays and non-cash contributions paid by the subrecipient for products and services related to this program.

Energy efficient measures: Related to energy efficiency improvements or retrofits that reduce energy consumption by replacing older, less efficient items with energy efficient or renewable energy equipment.

FDACS (Department or department): Florida Department of Agriculture and Consumer Services, an agency of the State of Florida.

Grant: See Subrecipient Agreement.

Grant Manager: An employee of the department, who is designated to be responsible for the monitoring and management of the subrecipient agreement.

Grantee: See Subrecipient.

Local governmental entity: As defined in Section 215.97(2)(k), Florida Statutes, a county as a whole, municipality or special district or any other entity EXCLUDING a district school board, charter school, Florida College System institution, or public university, however styled, which independently exercises any type of governmental function within the state.

Note: Eligible local government applicants to this program are restricted, based on population, to the following:

1. Florida municipalities with a population of up to 50,000; and
2. Florida counties with an unincorporated population of up to 200,000.

Public-use facilities: Facilities open to the public and used for the public welfare more than fifty percent of operating hours, including but not limited to libraries, museums, parks, and community centers. For the purpose of this NOTICE, this term does not include hospitals, clinics, firehouses, sewer plants, water plants, jailhouses, and school buildings. Buildings that are used for the general conduct of government business such

as city halls, county administrative offices and courthouses and are not accessible to the public are NOT eligible for funding under this NOTICE.

Recipient: The prime entity receiving federal financial assistance from a federal agency. In this NOTICE, *recipient* is interchangeable with *department*.

Subrecipient: The entity (successful applicant) receiving federal financial assistance via the recipient. In this NOTICE, the term *subrecipient* is interchangeable with the term *grantee*.

Subrecipient Agreement: Formal agreement that will be awarded to the successful applicant under this notice of federal financial assistance funding opportunity. In this NOTICE, the term *Grant Agreement* is interchangeable with the term *Subrecipient Agreement*.

Total Project Cost: The combined total of grant and match resources contributed to this project.

Vendor Bid System (VBS): State of Florida internet-based vendor information system.

VIII. Eligibility Information

Eligible Applicants

Eligible applicants for this program include:

1. Florida municipalities with a population of up to 50,000; and
2. Florida counties with an unincorporated population of up to 200,000.

Only one application is allowed per applicant. However, the applicant may propose multiple project activities and/or multiple project locations in the one application.

The scope of work must be performed within the State of Florida.

Eligible Projects and Activities

This competitive grant program is designed to provide funding to small local governments for energy efficient upgrades to indoor or outdoor lighting at publicly accessible, community-oriented facilities, including but not limited to libraries, civic centers, museums, community centers, and parks. **Eligible public facilities must be owned by the applicant.**

Eligible buildings are considered public facilities, where services are provided directly for the benefit of the general public on a continuing basis. Projects must be completed by May 31, 2019. Energy savings must be tracked by the subrecipient for at least one year following completion of the project and reported to the department.

Examples of projects that would be eligible under this grant program:

- Energy efficient indoor light fixtures.
- Energy efficient security lighting attached to the outside of the building.
- Energy efficient public lighting fixtures or community park lighting fixtures.

Due to NEPA requirements, for outdoor lighting at public parks, only projects that do not require new poles or the replacement or relocation of existing poles are eligible.

Final determination of project eligibility will be made by the department.

Up to ten percent of grant funds may be used for administrative expenses, including the cost of the reporting requirements of the program.

Ineligible Activities:

Activities that are NOT eligible under this grant include, but are not limited to:

- Projects related to regular maintenance or repairs.
- Repairs or replacement of equipment purchased new within the last ten (10) years.
- Replacement of lighting fixtures not permanently incorporated into a building or permanently attached to a pole or other structure. Mobile or portable lighting is not eligible.
- Projects that require digging or ground disturbance (projects not categorically excluded under NEPA).
- Computers, laptops, tablets, printers, monitors, televisions, phones, tools, etc.
- Research, development or proposed use of technology that is not commercially available.
- Projects at locations anywhere outside the applicant's jurisdiction or state of Florida.
- Projects at buildings, parks or other facilities not owned by the applicant.
- Non-replacement equipment (i.e., lighting fixtures are not being installed where lighting fixtures did not previously exist).
- New construction.
- Purchase of additional buildings.
- Land acquisition.
- Legal costs.

Energy efficient lighting retrofits cannot include projects in building space where the primary purpose of that space is the administration or business of government. Most government buildings including, but not limited to city hall, county administration buildings, police stations, or fire stations, would be ineligible project locations under this program.

Previous energy efficient lighting retrofits for local governments that have been funded competitively under the State of Florida's SEP, SEP-ARRA, and EECBG programs, are not eligible to be further retrofitted under this NOTICE.

Previous applicants with new lighting retrofit projects may apply under this NOTICE.

IX. Cost Sharing (Matching) Requirements

Applicants for this program must provide cost share (match) for a minimum of ten percent (10%) of the total project cost. Total project cost is the combined total of grant and match resources contributed to this project.

Although cost share (match) beyond the required ten percent (10%) is not required for this federal financial assistance funding opportunity, applicants are encouraged to provide additional cost share as this will contribute to an applicant's total application score.

Applicants will be required to submit documentation for the cost sharing. Cost share may either be in the form of cash contribution, donated services, donated equipment or donated property. Cost share used in previous subrecipient awards or in other current subrecipient awards cannot be used for this subrecipient award.

Third party cost share must be supported by a commitment letter, including the commitment amount, to be considered under the cost share percentage criteria. The commitment letter must be on letterhead and signed by an authorized signatory of the third party.

Matching funds will be verified by department staff prior to execution of the grant agreement.

Expenses related to a proposed project incurred prior to the award announcement are NOT eligible as matching funds or in-kind contributions.

Matching funds must be documented by supporting documentation in the same manner as request for cost reimbursement.

Matching funds must be expended in concurrence with grant funds.

X. Funding Source and/or Restrictions

Funding is available for project work initiated and completed during the award period.

Funding is subject to the amount of spending authority allocated by the Florida Legislature.

If funds are not available to award the total amount requested by an applicant due to awards of grants to previously submitted, eligible applications, the department may award partial grants to applicants up to the amount of the fiscal appropriation. The

department shall award grants based on the process laid out under Part XXII of this NOTICE.

The allowability of costs shall be in accordance with the federal financial assistance cost principles applicable to the subrecipient.

Energy efficient lighting retrofits cannot include projects in building space where the primary use of that space is administration or government purposes. Most government buildings including, but not limited to city halls, county administration buildings, police stations, or fire stations, would be ineligible project locations under this program.

In accordance with federal regulations, applicants are prohibited from using financial assistance:

- For gambling establishments, aquariums, zoos, golf courses or swimming pools;
- For any other activities prohibited by federal law.

In accordance with Section 216.347, Florida Statutes, the subrecipient is hereby prohibited from using funds for the purpose of lobbying the Legislature, the judicial branch or a State agency.

XI. Public Records

Article 1, section 24, Florida Constitution, guarantees every person access to all public records, and Section 119.011, Florida Statutes, provides a broad definition of public record. As such, all responses to a federal financial assistance funding opportunity are public records unless exempt by law. Any applicant claiming that its response contains information that is exempt from the public records law shall clearly segregate and mark that information and provide the specific statutory citation for such exemption.

XII. Cost of Preparation

The department is not liable for any costs incurred by the applicant in response to this NOTICE.

XIII. Request Application Packet

The application packet FDACS-02032 (Attachment A); the Supplemental Budget Plan (Attachment B); Conflict of Interest Statement (Attachment C); and the Project Location Detail Sheet (Attachment D) are available online at the Vendor Bid System.

If you are unable to access the internet, a written request for the application packet should be submitted to:

Vianka Colin
Florida Department of Agriculture and Consumer Services
Purchasing Office
407 South Calhoun Street
Mayo Building – Room SB-8
Tallahassee, FL 32399-0800
Telephone: (850) 617-7188
Email: Vianka.Colin@FreshFromFlorida.com

XIV. General Instructions for Application Packet

Applications submitted in response to this NOTICE shall become the property of the department and are subject to public record disclosure pursuant to Florida Law. All proposals received shall remain confidential until agreements are fully executed.

Applicants are prohibited from contacting any and all reviewers selected by the department, during the application review period. Contacting any reviewer will result in disqualification.

Department staff will perform an Eligibility Review on all grant applications. Once an application is deemed eligible, the application will be scored on the evaluation criteria listed in Part XXII of this NOTICE.

Carefully review all materials and prepare the responses accordingly.

The application packet must be complete and provide all the required information by the submission deadline to be considered. Application packets that fail to provide all the required forms and signatures will be considered non-responsive and consequently will be removed from the evaluation process.

Ensure that all attachments reflect the applicant's name and funding opportunity number.

Unless otherwise noted, application packets must be submitted on 8 ½" by 11" plain white paper with 1" margins, using Tahoma 12-point font and one-sided, single-spaced pages. Pages must be consecutively numbered for ease of reading.

In addition to the completed and signed application packet FDACS-02032 (Attachment A), the applicant must also submit the Supplemental Budget Plan (Attachment B); Conflict of Interest Statement (Attachment C); and the Project Location Detail Sheet (Attachment D).

All fields in the application package should be filled out. **If a field does not apply, indicate N/A in the field.**

Pages, including attachments (such as copies of proof of required registrations, signature authority, letters of support, as applicable), should be numbered sequentially.

Pages submitted beyond the page limits will NOT be reviewed. Any content that exceeds the page limits or allocated space for each section of the application will not be reviewed.

An eligible applicant can submit only one application for funding under this program. If multiple applications are submitted by an entity, only the first date/time stamped application will be considered. If multiple applications are submitted in the same package, the entire package will be rejected.

XV. Application Package Components

FDACS forms must be used. Substitute forms will not be reviewed. Do not alter the forms unless the page indicates that it can be modified. Applications that do not include all required pages will be removed from the evaluation process.

A complete application package consists of:

- **Attachment A**, FDACS-02032 Application for Federal Financial Assistance Subaward;
- **Attachment B**, Supplemental Budget Plan;
- **Attachment C**, Conflict to Interested Statement; *and*
- **Attachment D**, Project Information Detail Sheet.

Attachment A, FDACS-02032 Application for Federal Financial Assistance Subaward, includes the following pages:

- Coversheet
- Key Contact
- Project Narrative
- Scope of Work
- Budget Plan Narrative
- Budget Plan
- Key Person/Staff
- Performance Site/Locations
- Assurances
- Lobbying Form
- Debarments, Suspension, Ineligibility
- Certification Statement

XVI. Clarifications/Revisions

Before award, the department reserves the right to seek clarifications or request any information deemed necessary for proper evaluation of submissions from all applicants deemed eligible for the subrecipient agreement. Failure to provide requested information may result in rejection of the application.

XVII. Application Eligibility Review

The department reserves the right to reject any and all applications or waive any minor deficiencies when to do so would be in the best interest of the State of Florida, and to reject the proposal of an applicant whom the department determines is not in a position to perform the scope of work. Minor deficiencies are those which will not have a significant or adverse effect on overall completion or performance.

Minor Application Deficiencies

Application minor deficiencies include:

1. The application did not include a signed Conflict of Interest Form, and if applicable, support letters or signature delegation authority.
2. Department staff was unable to confirm match commitment through documentation provided in the application.

Applications with minor deficiencies will be notified, in writing, and provided 10 business days from receipt of the deficiency letter to correct minor deficiencies and resubmit their corrected application. Department staff must receive corrected application packages by 5:00 p.m. Eastern Time on the 10th business day from the date that the applicant received their deficiency letter. The deficiency letter will be sent using United States Post Office certified mail, and the date of receipt will be based on the date of the certified mail receipt.

Failure to rectify the deficiencies within the allotted time will result in the rejection of the application.

An initial review of all applications will be completed and applications failing to submit all required information will be removed from consideration.

Eligibility Review

All applications will be reviewed for eligibility. Applications will be deemed ineligible for the following reasons:

- a. The applicant is not eligible. Eligible applicants for this program include:
 1. Florida municipalities with a population of up to 50,000; and
 2. Florida counties with a population of up to 200,000.
- b. The applicant did not use Application form FDACS-02032 (rev. 06/16);

- c. Any fields in the Application form FDACS-02032 (rev. 06/16), are incomplete;
- d. The applicant did not sign;
- e. The applicant did not meet the criteria set forth in Part XXI-XXIV of this NOTICE;
- f. The applicant's application was not received by the department by the date and time specified in this NOTICE.
- g. The department has a pending civil or administrative action against the applicant;
- h. The applicant has entered into a consent order with department, unless the applicant has satisfied all requirements for corrective actions and has paid all costs, civil penalties, damages, and other financial assessments required by the consent order;
- i. The application did not obtain the minimum score of 75 out of a possible 140.
- j. The applicant submitted more than one application in the same package.
- k. The applicant did not meet the minimum cost share requirement in the application.

If department staff determines that an application is ineligible, it will be removed from further consideration. Determination of eligibility is at the sole discretion of department staff. An application that includes several activities, some of which are determined ineligible, may be considered after the ineligible activities are removed. The application will be evaluated based on the remaining eligible activities. The department reserves the right to waive minor deficiencies in applications submitted.

XVIII. DUNS

Applicants are required to provide a Dun and Bradstreet Data Universal Numbering System (DUNS) number on the application.

XIX. System for Award Management (SAM) Registration

The applicant must be registered in the System of Award Management (SAM) <https://www.sam.gov>. The applicant will be required to maintain a registration for the duration of the award.

XX. Late Applications

Applications received by the department after the application submission deadline will be rejected as untimely and will be returned to the applicant.

XXI. Evaluation Criteria

An initial review of all applications will be completed and applications failing to submit all required information will be removed from consideration.

Each complete application will be evaluated and scored based on the criteria listed below. The maximum point values for individual criteria are listed behind each item. For each item, an evaluator may award any whole number value between zero and the maximum point value for that item.

Project Narrative: Up to 50 points will be awarded based upon the extent to which the project narrative demonstrates a clear understanding of the grant purpose and the expected project outcomes. The applicant's project narrative score will be based upon the following criteria:

- Does the applicant provide a statement as to the need for the federal financial assistance? (5 pts)
- Does the application describe how the applicant meets the eligibility requirements, including status as a local government and verifiable population data? (5 pts)
- Does the applicant identify each project location listed in the Performance Site / Locations section of the FDACS-02032, including the facility name and physical address? (5 pts)
- Does the applicant describe the use of the facility, how each project location is accessible to the public, its hours of operation, how often the location is used, and who typically uses it? (5 pts)
- Does the applicant describe the existing lighting type and usage at each proposed project location? (5 pts)
- Does the applicant describe what energy efficient lighting retrofits are being proposed for each project location, and why? (5 pts)
- Does the applicant tie the need for assistance to the purpose of the grant? (5 pts)
- Are the expected project outcomes related to the purpose of the grant? (5 pts)
- Does the applicant provide details as to the implementation strategies? (5 pts)
- Does the applicant provide a timeline which coincides with the award period? (5 pts)

Scope of Work: Up to 25 points will be awarded based upon the goals, measurable objectives and activities presented in the scope of work. The application must include a clear and complete plan for the project. The applicant's scope of work score will be based upon the following criteria:

- Does the applicant describe specific project objectives, tasks and deliverables? (5 pts)
- Do the objectives and tasks relate to the project narrative? (5 pts)
- Is the timeline for each task reasonable? (5 pts)
- Does the applicant indicate who is responsible for completing each task? (5 pts)
- Is the scope of work feasible for completion during the award period? (5 pts)

Budget Narrative: Up to 15 points will be awarded based upon the relationship between the scope of work and the itemized budget narrative. The application must

demonstrate the need and reasonableness of the projected costs. The applicant's budget narrative score will be based upon the following criteria:

- Did the applicant provide an itemized budget narrative? (3 pts)
- Does the budget narrative relate to the details in the scope of work? (3 pts)
- Did the applicant identify and itemize the respective amounts of grant funds and cost share (matching funds) for each task and project location, as applicable? (3 pts)
- Does the budget narrative indicate a basis for how budget line item amounts were estimated? (3 pts)
- Is the budget realistic? Is each itemized budget line reasonable and necessary? (3 pts)

Project Team: Up to 10 points will be awarded based upon the staff qualifications and capacity of the applicant. The application must include the background and qualifications of key personnel to carry out the proposed project plan. The application should demonstrate the adequacy of the applicant to support the project – facilities, equipment, supplies, etc. The applicant's project team score will be based upon the following criteria:

- Did the applicant include the background and qualifications of key personnel? (2 pts)
- Did the applicant address the ability and experience of the applicant (entity) and the project team to manage state/federal funds? (2 pts)
- Does it appear the applicant and project team have sufficient ability and experience to manage projects such as the one proposed in the application? (2 pts)
- Does the application list adequate equipment, supplies and other resources to complete the project on time? (2 pts)
- Does the applicant indicate the project is ready to implement quickly? (2 pts)

Energy Efficiency Potential: Up to 15 points will be awarded based upon the anticipated benefit of this project will result in energy cost savings and reduced energy consumption. The applicant should include information on the potential energy reduction of the proposed plan based upon current annual energy usage and potential energy usage over the period of the first year following energy efficiency measures.

- Did the applicant provide data for each proposed project location showing the energy usage for each proposed project location? (5 pts)
- Did the applicant discuss anticipated energy savings for each location? (5 pts)
- Did the applicant describe how the anticipated energy savings were determined? (5 pts)

Demonstration of Need: Up to 15 points will be awarded based upon the degree to which the need for the building or outdoor lighting project is demonstrated, considering the age and type of the lighting to be upgraded, whether any prior energy efficiency measures have been conducted at the proposed site and how long ago. If an energy audit was conducted, does this activity appear on the energy audit report for this location?

- The applicant demonstrates awareness of previously completed, similarly situated projects and the energy savings resulting from such projects. (5 pts)

- The applicant discusses the likelihood for the proposed project activities being able to pay for themselves in energy savings within the next five years. (5 pts)
- To what extent has the need or recommendation for the proposed project activities been documented in an energy audit (preferred) or from other sources, where the grantee has cited the recommending source and the source's qualifications. (5 pts)

Matching Funds: The department wants to encourage applicants to use other sources of funding (i.e. matching funds) in combination with SEP funding. Up to 10 points will be awarded based upon the following scoring scale for Matching Funds as a percentage of Total Project Cost: The application must demonstrate the need and reasonableness of the projected costs. The applicant's matching funds score will be based upon the following criteria:

- 1 point = 10% of the Total Project Cost.
- 2 points = Greater than 10% up to and including 20% of the Total Project Cost.
- 3 points = Greater than 20% up to and including 30% of the Total Project Cost.
- 4 points = Greater than 30% up to and including 40% of the Total Project Cost.
- 5 points = Greater than 40% up to and including 50% of the Total Project Cost.
- 6 points = Greater than 50% up to and including 60% of the Total Project Cost.
- 7 points = Greater than 60% up to and including 70% of the Total Project Cost.
- 8 points = Greater than 70% up to and including 80% of the Total Project Cost.
- 9 points = Greater than 80% up to and including 90% of Total Project Cost.
- 10 points = Greater than 90% of Total Project Cost.

Total Points possible: **140**

Minimum score to be considered for funding: **75**

Each reviewer's scores shall be totaled and the total score for all reviewers shall be divided by the number of reviewers. The highest averaged scored application shall be ranked number one, the second highest averaged scored application shall be ranked number two, and so on, until all eligible applications are ranked.

In the instance of a ranking tie between two or more applications, the application proposing the higher percentage of matching funds shall be ranked higher. In the instance of a ranking tie between two or more applications, and those applications propose the same percentage of match, the application submitted earlier in date shall be ranked higher.

The final list for funding will be approved by the Director of the Florida Department of Agriculture and Consumer Services, Office of Energy and posted on the department's webpage. The department reserves the right to recommend partial funding of applications.

XXII. Evaluator(s)

The department's evaluators will consist of three individuals who the department determines have experience and knowledge in the program areas. The evaluators will conduct a fair, impartial and comprehensive evaluation of applications received in response to this NOTICE.

Each complete, eligible proposal will be scored by department evaluators and staff, utilizing whole numbers only, using the following point structure. Applications not receiving the minimum score of **75** out of **140** will NOT be eligible for funding, even if unobligated funds remain.

XXIII. Anticipated Announcement and Award Dates

The evaluation and selection process is expected to be no longer than 45 days after the submission deadline. The announcement of the awards will be within 50 days after the submission deadline.

XXIV. Award Notice

Upon the completion of the department's evaluation of applications, all applicants will be notified regarding their status.

The department reserves the right to negotiate and/or adjust the final award amount and scope of work prior to award.

Department staff shall conduct site visits prior to awards which could affect the timeline for execution of the Subrecipient (Grant) Agreements.

The successful applicants will have thirty (30) days to fully execute the Subrecipient Agreement. Failure by the subrecipient to sign and return the Subrecipient Agreement, within 30 days upon receipt of the agreement, shall constitute forfeiture of the award.

Although it is the intent of the department to expedite the subrecipient grant award process as much as possible, applicants should be aware that execution of a Subrecipient Agreement could be delayed due to the departmental review. Projects should be scheduled accordingly. No costs to be charged against the subrecipient award or counted as match can be incurred before the Subrecipient Agreement is executed.

XXV. Programmatic, Administrative and National Policy Requirements

The applicant shall be in compliance with all laws, rules and regulations applicable to the federal funds provided by the federal financial assistance funding opportunity.

The applicant shall maintain an accounting system and a set of accounting records which allow for the identification of revenues and expenditures related to this funding opportunity.

Tracking and reporting of grant funding must be separate from other applicant funds to meet state and federal reporting requirements. The terms and conditions of the funding award agreement will specify the format, tools, and information required for reporting programmatic and energy metrics as specified by the state government.

The department may request additional reporting information for one year after the project work is completed.

Recipients should review the Department of Financial Services, *Reference Guide to State Expenditures* and, as applicable, Chapter 287, Florida Statutes, and 2 CFR 200 (as applicable).

Pursuant to Executive Order 96-236, effective October 1, 1996, the following standard provision shall apply to any contract awarded as a result of this NOTICE:

The employment of unauthorized aliens by any contractor is considered a violation of section 274A(e) of the Immigration and Nationality Act. If the contractor knowingly employs unauthorized aliens, such violation shall be cause for unilateral cancellation of the contract.

All projects receiving funding from the USDOE through the SEP program must comply with the National Environmental Policy Act (NEPA) of 1969 – 42 U.S.C. Section 4321 et seq. Therefore, only projects and activities that USDOE has determined will be excluded from NEPA review through a Categorical Exclusion (CE or sometimes CX) will be deemed eligible projects by the department under this solicitation. Categorical Exclusion means a category of actions for which neither an Environmental Assessment (EA) nor an Environmental Impact Statement (EIS) is normally required.

For a copy of the current Subrecipient (Grant) Agreement template, please go to: <http://www.FreshFromFlorida.com/offices/energy/>.

PLEASE NOTE THAT THIS GRANT AGREEMENT TEMPLATE IS SUBJECT TO CHANGE BY DEPARTMENT DETERMINATION WITHOUT NOTICE.

XXVI. Acknowledgment of Funding

The subrecipient shall have an acknowledgement of the U.S Department of Energy support placed on any publication written or published or audiovisual produced with grant support and, if feasible, on any publication reporting the results of, or describing, a grant-supported activity, or audiovisuals produced with grant support. This requirement does not apply to audiovisuals produced as research instruments or for documenting experimentations or findings and not intended for presentation or distribution to the public.

XXVII. Performance Report

All grant recipients will be required to submit monthly progress reports, annual program reports (if the project period exceeds one year), and a final report to the department as specified in funding award Grant Agreement using the format and content shown on the department's performance progress report. The performance progress report is downloadable: Subrecipient Quarterly Performance Progress Report (FDACS 02018). A modified form may be provided to the subrecipient to allow for monthly reporting.

Failure to submit a required report or submission of an unsatisfactory report is sufficient grounds for termination of the grant agreement.

XXVIII. Reimbursement Requests

The department shall pay the recipient on a cost reimbursement basis, not to exceed the awarded amount.

The department will not reimburse costs incurred prior to execution of the Grant Agreement.

Grantees must first expend the funds and then submit source documentation to the department for reimbursement from grant funds. The department will issue payment(s) upon acceptance and approval of required reports, services and invoices by the assigned Department Grant Manager in compliance with applicable Florida Statutes, Florida Department of Financial Services rules and/or U.S. government requirements, subject to limitations described in this NOTICE document. Please keep these cost reimbursement requirements in mind when planning cash-flow needs for your proposed project.

All reimbursement requests must be submitted using the department's standard payment request packet, unless otherwise noted in the special conditions of the subrecipient agreement, and provide supporting documentation for each cost. The subrecipient shall submit the payment request packet to the recipient's grant manager

not more often than monthly, but not less often than quarterly. To be eligible for reimbursement, costs shall be allowable, necessary and reasonable, and must be submitted by budget category consistent with the budget plan submitted with applicant's application. The payment request packet is downloadable: Subrecipient Payment Request Form (FDACS 02019).

Bills for any authorized travel expenses shall be submitted and paid in accordance with the rates specified in Section 112.061, Florida Statutes, governing payments by the State for travel expenses. Any travel expenses must be specified in the budget plan and scope of work.

The FDACS agreement with the federal agency is a cost reimbursement format; therefore, no advance payments will be provided.

Any work performed on the project and/or any expenditure made prior to a fully executed subrecipient agreement and written authorization from the department is ineligible for reimbursement.

XXIX. Disclaimer

The receipt of applications in response to NOTICE does not imply or guarantee that any one or all qualified applications will result in a subrecipient agreement with the department.

The department is the only entity who can award Florida Small Community Energy Efficient Lighting grants under this program or commit the State of Florida to the expenditure of public funds appropriated for these grants. A commitment by any entity other than the department, either explicit or implied, is invalid. The commitment of State funds is contingent upon budget authority from the State Legislature.

XXX. Questions

Applicants shall address all programmatic questions regarding this NOTICE to the FDACS OOE Compliance Administrator. All questions submitted shall be published and answered in a manner that all applicants will be able to view. Each applicant is responsible for monitoring the grant website for new or changing information.

Questions concerning the technical aspects of the proposal shall be directed to:

Gail Stafford, Compliance Administrator
FDACS, Office of Energy
ATTN: Florida Small Community Energy Efficient Lighting Grant Program
600 South Calhoun Street, Ste B-04

Tallahassee, FL 32399-0001
Telephone: (850) 617-7470
FAX: (850) 617-7471
Email: Energy@FreshFromFlorida.com

Questions regarding procedures for submittal of proposals should be submitted to:

Vianka Colin
Florida Department of Agriculture and Consumer Services
Purchasing Office
407 South Calhoun Street
Mayo Building – Room SB-8
Tallahassee, FL 32399-0800
Telephone: (850) 617-7188
Email: Vianka.Colin@FreshFromFlorida.com

Any appeals related to a department decision pursuant to this grant program shall be in accordance with Chapter 120, Florida Statutes.

The Florida Department of Agriculture and Consumer Services offers its programs to all eligible persons regardless of race, color, national origin, religion, gender, age, disability, marital or veteran status, or any other legally protected status.



ADAM H. PUTNAM
COMMISSIONER

Florida Department of Agriculture and Consumer Services
Division of Administration

APPLICATION FOR FEDERAL FINANCIAL ASSISTANCE SUBAWARD

2 CFR 200

Instructions for Application Packet - Coversheet

*Each field of the coversheet must be completed.

*If a field does not apply, indicate N/A in the field.

1. Federal Financial Assistance Funding Opportunity Number - Record the number shown on the Notice of Funding Opportunity.
2. Amount of funds requested for this project - List the total amount of funds required to complete the scope of work.
3. Subrecipient Legal Name - Record the legal name of applicant that will undertake the scope of work. The name must match the name listed in SAM.
4. Subrecipient FEIN - Record the employer or taxpayer identification number as assigned by the Internal Revenue Service.
5. Subrecipient DUNS Number - Record the applicant's DUNS number received from Dun and Bradstreet Data Universal Numbering System (DUNS).
6. Subrecipient Registered in SAM - All applicants must be registered in the System of Award Management (SAM) to obtain federal financial assistance. Individuals are not required to register in SAM.
7. Street Address - Record the street address as recognized by the U.S. Postal Service. Do not record a P.O. Box.
8. City - Record the city.
9. State - Record the state.
10. Zip Code plus 4 - Record the nine-digit U.S. Postal Code.
11. Mailing address (if different from above) - Record a different mailing address.
12. Phone Number - Record a 10 digit (xxx-xxx-xxxx) daytime phone number.
13. Fax Number - Record a 10 digit (xxx-xxx-xxxx) fax number.
14. Is the subrecipient delinquent on any federal debt? Record yes or no. The question applies to the applicant. Categories of federal debt include, but are not limited to, delinquent loans, tax, and audit disallowances. If yes, provide an explanation.
15. Cost Sharing (Match) - Record the value of cost share to be provided.
16. Congressional District - Record the applicant's congressional district.
17. Name and contact information for matters involving this application.
18. Subrecipient Type - Circle the type of subrecipient.
19. Descriptive title of Subrecipient Project - Record a brief descriptive title of the project.
20. Funding Period - Enter the dates, within the award period, as to when the project will begin and finish.
21. Location of Proposed Program/Project - Record the physical address of where the scope of work will be completed.
22. Total # of full-time employees - Record the number of full-time employees. A full-time employee works 40 hours per week.
23. Total # of part-time employees - Record the number of part-time employees. A part-time employee works less than 40 hours per week.
24. Is your organization a 501(c)(3) tax exempt organization? Record yes or no.
25. Has your organization previously received federal financial assistance from FDACS? Record yes or no. Please answer yes if the funding has been received within the last three years.
26. The application must be signed and dated by an authorized representative of the applicant organization.



ADAM H. PUTNAM
COMMISSIONER

Florida Department of Agriculture and Consumer Services
Division of Administration

APPLICATION FOR FEDERAL FINANCIAL ASSISTANCE SUBAWARD

2 CFR 200

1. Federal Financial Assistance Funding Opportunity Number:		2. Amount of funds requested for this project:	
3. Subrecipient Legal Name:			
4. Subrecipient FEIN:		5. Subrecipient DUNS Number:	
6. Subrecipient Registered in SAM :			
7. Street Address:			
8. City:		9. State:	
10. Zip Code plus 4:			
11. Mailing address (If different from above):			
12. Phone Number:		13. Fax Number:	
14. Is the subrecipient delinquent on any federal debt?		15. Costing Sharing (Match):	
16. Congressional District:			
17. Name and contact information of person to be contacted on matters involving this application:			
Name:			
Phone Number:		Email:	
18. Subrecipient Type: (Circle one) Indian Tribal Government Individual Institution of Higher Education Local Government Non-Profit Organization State Government Other			
19. Descriptive Title of Subrecipient Project:			
20. Funding Period:		Start Date	
		End Date	
21. Location of Proposed Program/ Project:			
22. Total # of full-time employees:		23. Total # of part-time employees:	
24. Is your organization a 501(c)(3) tax exempt organization?			
25. Has your organization previously received federal financial assistance from FDACS?			
26. By signing this application, I certify that the statements herein are true, complete and accurate to the best of my knowledge. I have also provided the required attachments and assurances. I agree to comply with all terms and conditions if I accept an award.			
Authorized Representative Name:		Title:	
Phone Number:		Email:	
Signature of Authorized Representative:			Date Signed:



ADAM H. PUTNAM
COMMISSIONER

Florida Department of Agriculture and Consumer Services
Division of Administration

KEY CONTACT FORM

2 CFR 200

Instructions for Application Packet - Key Contact Form

*Each field of the key contact form must be completed.

*If a field does not apply, indicate N/A in the field.

1. Federal Financial Assistance Funding Opportunity Number - Record the number shown on the Notice of Funding Opportunity.
2. Subrecipient FEIN - Record the employer or taxpayer identification number as assigned by the Internal Revenue Service.
3. Subrecipient Legal Name - Record the legal name of applicant that will undertake the scope of work. The name must match the name listed in SAM.
4. Contact Project Role: Authorized Representative - Record requested information.
5. Contact Project Role: Grant Manager - Record requested information.
6. Contact Project Role: Fiscal Contact - Record requested information.
7. Contact Project Role: Principal Investigator - Record requested information.



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Florida Department of Agriculture and Consumer Services
Division of Administration

KEY CONTACT FORM

2 CFR 200

Federal Financial Assistance Funding Opportunity Number:		Subrecipient FEIN:	
Subrecipient Legal Name:			
Contact Project Role: Authorized Representative			
Name:			
Title:		Phone Number:	Fax Number:
Street Address:			
City:	State:	Zip Code plus 4:	
Mailing address (If different from above):			
Contact Project Role: Grant Manager			
Name:			
Title:		Phone Number:	Fax Number:
Street Address:			
City:	State:	Zip Code plus 4:	
Mailing address (If different from above):			
Contact Project Role: Fiscal Contact			
Name:			
Title:		Phone Number:	Fax Number:
Street Address:			
City:	State:	Zip Code plus 4:	
Mailing address (If different from above):			

Contact Project Role: Principal Investigator		
Name:		
Title:	Phone Number:	Fax Number:
Street Address:		
City:	State:	Zip Code plus 4:
Mailing address (If different from above):		



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Florida Department of Agriculture and Consumer Services
Division of Administration

PROJECT NARRATIVE

2 CFR 200

Instructions for Application Packet - Project Narrative

1. Federal Financial Assistance Funding Opportunity Number - Record the number shown on the Notice of Funding Opportunity.
2. Amount of funds requested for this project - List the total amount of funds required to complete the scope of work.
3. Subrecipient Legal Name - Record the legal name of applicant that will undertake the scope of work. The name must match the name listed in SAM. **Please note section XII Public Records in the Notice of Federal Financial Assistance Funding Opportunity before including any proprietary or confidential information.**
4. The header section of each page of the project narrative must have the funding opportunity number, subrecipient federal identification number and subrecipient legal name.
5. The project narrative must not exceed (insert #) 8 ½" by 11" single sided pages. Additional pages beyond the page limitation will not be considered.
6. The project narrative must include, but is not limited to:
 - A statement of need for the federal financial assistance and how the project will address the need.
 - A description of the expected project outcomes. The measurable objectives and specific targets of the expected project outcomes should be specified.
 - A plan of action to achieve the projected outcomes and how the plan of action will be accomplished.
 - A timeline of activities or implementation schedule.
 - Collaboration details, if any.
 - Information on key personnel including their background and experience with the project objectives. An indication of the amount of effort the key personnel will provide to the project.
 - Precise location of the project or the area to be served/benefited by the project.
 - A statement of whether this project relates to any other project, current or anticipated.



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Florida Department of Agriculture and Consumer Services
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PROJECT NARRATIVE

2 CFR 200

1. Federal Financial Assistance Funding Opportunity Number:	2. Amount of funds requested for this project:
3. Subrecipient Legal Name:	
Please note section XII Public Records in the Notice of Federal Financial Assistance Funding Opportunity before including any proprietary or confidential information.	
Project Narrative:	



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Florida Department of Agriculture and Consumer Services
Division of Administration

SCOPE OF WORK

2 CFR 200

Instructions for Application Packet - Scope of Work

1. Federal Financial Assistance Funding Opportunity Number - Record the number shown on the Notice of Funding Opportunity.
2. Subrecipient FEIN - Record the employer or taxpayer identification number as assigned by the Internal Revenue Service.
3. Subrecipient Legal Name - Record the legal name of applicant that will undertake the scope of work. The name must match the name listed in SAM. **Please note section XII Public Records in the Notice of Federal Financial Assistance Funding Opportunity before including any proprietary or confidential information.**
4. The header section of each page of the scope of work must have the funding opportunity number, subrecipient federal identification number and subrecipient legal name.
5. The scope of work must not exceed (insert #) 8 ½" by 11" single sided pages. Additional pages beyond the page limitation will not be considered.
6. The scope of work must include, but is not limited to:
 - Describe in detail the activity or work to be conducted. Include project location information.
 - Describe specific project objectives, tasks, and deliverables and related timelines for each. Include who will perform the tasks.
 - Objectives and tasks should relate to the project narrative.
 - Discuss how the scope of work is feasible and can be completed within the award period.
 - Provide quantifiable, measureable and verifiable units of deliverables.
 - Deliverables must be directly related to the scope of work.



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Florida Department of Agriculture and Consumer Services
Division of Administration

SCOPE OF WORK

2 CFR 200

1. Federal Financial Assistance Funding Opportunity Number:	2.Subrecipient FEIN:
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3. Subrecipient Legal Name:

Please note section XII Public Records in the Notice of Federal Financial Assistance Funding Opportunity before including any proprietary or confidential information.

Performance Measures					
Deliverable #	Tasks	Task Description	Indicator	Costs per Unit	Outcome Measures

Describe in detail the activity or work to be conducted.



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Florida Department of Agriculture and Consumer Services
Division of Administration

BUDGET PLAN NARRATIVE
2 CFR 200

Instructions for Application Packet - Budget Plan Narrative

1. Federal Financial Assistance Funding Opportunity Number - Record the number shown on the Notice of Funding Opportunity.
2. Subrecipient FEIN - Record the employer or taxpayer identification number as assigned by the Internal Revenue Service.
3. Subrecipient Legal Name - Record the legal name of applicant that will undertake the scope of work. The name must match the name listed in SAM. **Please note section XII Public Records in the Notice of Federal Financial Assistance Funding Opportunity before including any proprietary or confidential information.**
4. The header section of each page of the budget plan narrative must have the funding opportunity number, subrecipient federal identification number and subrecipient legal name.
5. The budget plan narrative must not exceed (insert #) 8 ½" by 11" single sided pages. Additional pages beyond the page limitation will not be considered.
6. Describe line items for each applicable budget category shown on the budget plan. Provide sufficient detail to clearly indicate the estimated funding amounts for each project task contained in the scope of work.
7. Project costs will be evaluated for reasonableness and necessity. Any travel costs must be in compliance with the State of Florida travel rules.
8. Indirect costs are at the rate approved by the applicant's cognizant agency. A copy of the approved rate must be attached to the application. If the applicant has never received a negotiated indirect cost, provide a statement indicating the applicant is electing to charge a de minimis rate of 10% of modified total direct costs.



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Florida Department of Agriculture and Consumer Services
Division of Administration

BUDGET PLAN NARRATIVE

2 CFR 200

Federal Financial Assistance Funding Opportunity Number:		Subrecipient FEIN:
Subrecipient Legal Name:		
Direct Costs		
Personnel Costs		
	Example	
	Example	
Fringe Benefits		
Travel (if authorized)		
Equipment (if authorized)		
Supplies		
Contractual (if authorized)		
Other Expenses		
Indirect Costs		
Indirect Charges		



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Florida Department of Agriculture and Consumer Services
Division of Administration

BUDGET PLAN

2 CFR 200

Instructions for Application Packet - Budget Plan

1. Federal Financial Assistance Funding Opportunity Number - Record the number shown on the Notice of Funding Opportunity.
2. Subrecipient FEIN - Record the employer or taxpayer identification number as assigned by the Internal Revenue Service.
3. Subrecipient Legal Name - Record the legal name of applicant that will undertake the scope of work. The name must match the name listed in SAM.

The header section of the budget plan must have the funding opportunity number, subrecipient federal identification number and subrecipient legal name.

The applicant shall submit a budget plan for its projected costs to implement the scope of work submitted with the application. The budget plan shall provide the estimated costs by category in order to carry out the scope of work.



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Florida Department of Agriculture and Consumer Services
Division of Administration

BUDGET PLAN

2 CFR 200

Federal Financial Assistance Funding Opportunity Number:				Subrecipient FEIN:	
Subrecipient Legal Name:					
Category	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Total Estimated Budget
Personnel					
Fringe Benefits					
Travel (if authorized)					
Equipment (if authorized)					
Supplies					
Contractual (if authorized)					
Other Expenses					
Total Direct Charges					
Indirect Charges					
Total Amount					



ADAM H. PUTNAM
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Florida Department of Agriculture and Consumer Services
Division of Administration

KEY PERSON / STAFF

2 CFR 200

Instructions for Application Packet - Key Person / Staff

1. Federal Financial Assistance Funding Opportunity Number - Record the number shown on the Notice of Funding Opportunity.
2. Subrecipient FEIN - Record the employer or taxpayer identification number as assigned by the Internal Revenue Service.
3. Subrecipient Legal Name - Record the legal name of applicant that will undertake the scope of work. The name must match the name listed in SAM.

The header section of the key person/staff must have the funding opportunity number, subrecipient federal identification number and subrecipient legal name.

Each application must include descriptions of key personnel and their qualifications to meet the requirements of the notice of funding opportunity. An individual form will be completed for each key person/staff member. Include an estimate of the number or hours or percentage of time devoted to the project.

Key personnel are individuals who contribute in a substantive and meaningful way to the execution or development of the project. Reimbursement of salary costs are not required for an individual to be considered key personnel. Consultants or contract employees may be included if they meet the definition.



ADAM H. PUTNAM
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Florida Department of Agriculture and Consumer Services
Division of Administration

KEY PERSON / STAFF

2 CFR 200

An individual form must be completed for each key person/staff member. Include an estimate of the number of hours or percentage of time devoted to the project.

Federal Financial Assistance Funding Opportunity Number:	Subrecipient FEIN:
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Subrecipient Legal Name:

Person Name:	Title:	Hours or % of time devoted to the project:
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Phone Number:	Email Address:	
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Qualifications:



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Florida Department of Agriculture and Consumer Services
Division of Administration

PERFORMANCE SITE / LOCATIONS

2 CFR 200

Instructions for Application Packet - Performance Site / Locations

1. Federal Financial Assistance Funding Opportunity Number - Record the number shown on the Notice of Funding Opportunity.
2. Subrecipient FEIN - Record the employer or taxpayer identification number as assigned by the Internal Revenue Service.
3. Subrecipient Legal Name - Record the legal name of applicant that will undertake the scope of work. The name must match the name listed in SAM.

Each application must include a list of site(s)/location(s) where the work will be performed.

The reimbursement of facilities cost will only be allowable for site(s)/location(s) listed on the form. The allocation of facilities cost must be based upon the square footage used by the project activities.



ADAM H. PUTNAM
COMMISSIONER

Florida Department of Agriculture and Consumer Services
Division of Administration

PERFORMANCE SITE / LOCATIONS

2 CFR 200

Federal Financial Assistance Funding Opportunity Number:		Subrecipient FEIN:	
Subrecipient Legal Name:			
I am submitting an application as an individual, and not on behalf of a company, state, local, or tribal government, academia, or other type of organization.			Check Box
Project/Performance Site Primary Location			
Street Address:			
City:		State:	Zip Code plus 4:
Mailing address (If different from above):			
Phone Number:	Fax Number:	County:	Project/Performance Site Congressional District:
Project/Performance Site Location 1			
Street Address:			
City:		State:	Zip Code plus 4:
Mailing address (If different from above):			
Phone Number:	Fax Number:	County:	Project/Performance Site Congressional District:
Project/Performance Site Location 2			
Street Address:			
City:		State:	Zip Code plus 4:
Mailing address (If different from above):			
Phone Number:	Fax Number:	County:	Project/Performance Site Congressional District:
Project/Performance Site Location 3			
Street Address:			
City:		State:	Zip Code plus 4:

Mailing address (If different from above):			
Phone Number:	Fax Number:	County:	Project/Performance Site Congressional District:
Project/Performance Site Location 4			
Street Address:			
City:	State:	Zip Code plus 4:	
Mailing address (If different from above):			
Phone Number:	Fax Number:	County:	Project/Performance Site Congressional District:
Project/Performance Site Location 5			
Street Address:			
City:	State:	Zip Code plus 4:	
Mailing address (If different from above):			
Phone Number:	Fax Number:	County:	Project/Performance Site Congressional District:
Project/Performance Site Location 6			
Street Address:			
City:	State:	Zip Code plus 4:	
Mailing address (If different from above):			
Phone Number:	Fax Number:	County:	Project/Performance Site Congressional District:
Project/Performance Site Location 7			
Street Address:			
City:	State:	Zip Code plus 4:	
Mailing address (If different from above):			
Phone Number:	Fax Number:	County:	Project/Performance Site Congressional District:



ADAM H. PUTNAM
COMMISSIONER

Florida Department of Agriculture and Consumer Services
Bureau of Finance and Accounting

**FEDERAL ASSURANCE FOR FEDERAL FINANCIAL
ASSISTANCE SUBRECIPIENT AWARD**

CFR 200

Federal Financial Assistance Funding Opportunity Number:

Subrecipient Legal Name:

Subrecipient FEIN:

As the duly authorized representative of the Subrecipient, I certify that to the extent applicable, the Subrecipient:

1. Has the legal authority to apply for federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-federal share of project costs) to ensure proper planning, management and completion of the project described in this application.
2. Will give the Recipient, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the subrecipient award; and will establish a proper accounting system in accordance with generally accepted accounting principles or Recipient directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frames after receipt of approval of the Recipient.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681- 1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee- 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and 2 CFR, Part 200 Uniform Administrative Requirements, Costs Principles and Audit Requirements for Federal Awards, Subpart F Audit Requirements.
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

19. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a subrecipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect, (2) Procuring a commercial sex act during the period of time that the award is in effect or, (3) Using forced labor in the performance of the award or subawards under the award.	
20. Will comply with and enforce the requirements for a drug-free workplace as mandated in 2 CFR Part 421, "Requirements for Drug-Free Workplace".	
21. Will comply with 2 CFR 417, Subpart C to ensure that any vendor or subcontractor that carries out the provisions of this agreement are not debarred or suspended.	
22. Will comply with the Executive Order 13513 entitled "Federal Leadership on Reducing Text Messaging While Driving" by prohibiting employees, contractors, and subcontractors from texting while driving on official business and or in federally owned, rented or leased vehicles or privately owned vehicles when on official government business or when performing any work for or on behalf of or in cooperation with the federal government.	
Authorized Representative Name:	Title:
Signature of Authorized Representative:	Date Signed:
Applicant Organization:	



ADAM H. PUTNAM
COMMISSIONER

Florida Department of Agriculture and Consumer Services
Division of Administration

CERTIFICATION REGARDING LOBBYING

2 CFR 200

Federal Financial Assistance Funding Opportunity Number:

Subrecipient Legal Name:

Subrecipient FEIN:

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities" in accordance with its instructions.

3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

4. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty or not less than \$10,000 and not more than \$100,000 for each such failure.

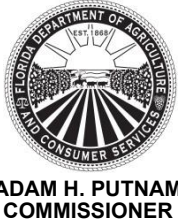
Authorized Representative Name:

Title:

Signature of Authorized Representative:

Date Signed:

Applicant Organization:



ADAM H. PUTNAM
COMMISSIONER

Florida Department of Agriculture and Consumer Services
Division of Administration

**CERTIFICATION REGARDING DEBARMENTS, SUSPENSION,
INELIGIBILITY AND VOLUNTARY EXCLUSION - LOWER TIER
FEDERALLY FUNDED TRANSACTIONS**

2 CFR 200

Federal Financial Assistance Funding Opportunity Number:

Subrecipient Legal Name:

Subrecipient FEIN:

This certification is pursuant to Executive Order 12549, Debarment and Suspension and implemented at 2 CFR parts 180 and 1880.

Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certifications set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification. In addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction", "debarred", "suspended", "ineligible", "lower tier covered transaction", "participant", "person", "primary covered transaction", "principal", "proposal", and "voluntarily excluded", as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.

<p>8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.</p>	
<p>9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participating in this transactions, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.</p>	
<p>Certification</p>	
<p>1. The prospective lower tier participant certifies to the best of its knowledge and belief, that it and its principals;</p>	
<p style="padding-left: 20px;">a. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency.</p>	
<p style="padding-left: 20px;">b. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;</p>	
<p style="padding-left: 20px;">c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and</p>	
<p style="padding-left: 20px;">d. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.</p>	
<p>2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective lower tier participant shall attach an explanation to this proposal.</p>	
<p>Authorized Representative Name:</p>	<p>Title:</p>
<p>Signature of Authorized Representative:</p>	<p>Date Signed:</p>
<p>Applicant Organization:</p>	



ADAM H. PUTNAM
COMMISSIONER

Florida Department of Agriculture and Consumer Services
Division of Administration

CERTIFICATION STATEMENT

2 CFR 200

Federal Financial Assistance Funding Opportunity Number:	
Subrecipient Legal Name:	
Subrecipient FEIN:	
By signing this page, the undersigned certifies that:	
A. This application is in all respects fair and submitted in good faith, without collusion or fraud;	
B. If selected through this application process, the subrecipient will work in good faith and in partnership with the Florida Department of Agriculture and Consumer Services to manage its subrecipient agreement in a timely and accurate manner;	
C. Any funds awarded as a result of this application process will not be used to supplant or replace any state or local funds;	
D. Any funds awarded as a result of this application process will not be used as matching funds to apply for or receive other federal funds;	
E. No federal funds will be used as match for funds awarded as a result of this application process.	
F. The undersigned has full authority to bind the applicant.	
Authorized Representative Name:	Title:
Signature of Authorized Representative:	Date Signed:
Applicant Organization:	



FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES
COMMISSIONER ADAM H. PUTNAM

ATTACHMENT B

GRANT APPLICATION SUPPLEMENTAL PROJECT BUDGET DETAIL

A. BUDGET SUMMARY:

Summarize the Total Project Cost by budget (including both requested grant funds and match/leveraged funds) by Budget Category and round each Budget Category subtotal to the nearest whole dollar value. Use the format in the following table.

Budget Category	Grant Funds	Cost Share: Matching Funds and Other In-Kind Contributions	
		Funding	Source of Funds
1. Salaries			
2. Fringe Benefits			
3. Supplies/Other Expenses			
4. Equipment			
5. Contractual Services			
Total Project Budget	\$	\$	
Total Project Cost	\$	= Grants Funds + Cost Share	
Cost Share Percentage	\$	= Cost Share / Total Project Cost	

GRANT APPLICATION SUPPLEMENTAL PROJECT BUDGET DETAIL (cont.)

F. TOTAL BUDGET BY TASK:

Summarize the Total Project Cost budget by Project Task using the format in the following table. Project Tasks should correspond to the “Project Description” section. The cost standard used to estimate costs must be provided as supporting documentation. The independent evaluators will review standards for cost reasonableness and may request justification of the cost reasonableness of any budgetary item. If the applicant cannot justify a cost, Department staff will reduce the line item budget at the time of agreement negotiation.

Project Task		Grant Funds	Cost Share: Matching Funds and Other In-Kind Contributions	
			Matching Funds	Source
1				
2				
3				
4				
5				
6				
7				
Totals:		\$	\$	
Total Project Cost:		\$	= Grant Funds + Cost Share	

GRANT APPLICATION SUPPLEMENTAL PROJECT BUDGET DETAIL (cont.)

G. BUDGET DETAIL:

Provide a detailed, line-item budget using the worksheet format shown below. Provide accurate calculations to justify the cost of each budget line-item. Round only the subtotals for each Budget Category amount to the nearest whole dollar value. Use additional lines if necessary. For each budget line-item, identify in the appropriate column if the cost is: 1) Grant or Match, 2) a Direct cost used to calculate Indirect Costs (if approved) and 3) whether the cost is Administrative in nature. Administrative costs are allowable, reasonable, and allocable direct costs related to overall management of the awarded grant.

For this grant, Salaries and Fringe Benefits are considered Administrative costs. Administrative costs are not eligible for reimbursement, but may be included as cost share. The total amount of Administrative costs cannot exceed 10% of the total project cost.

A description of what is required for each Budget Category is as follows:

1. Salaries – Identify the persons to be compensated for work on this project by name (if known), position, and title. Show the hourly cost and total hours to be charged for each person or position. Divide annual salaries by 2080 hours and nine month academic salaries by 1560 hours, to find the hourly rate. *Salaries may only be included as cost share for this grant program.*
2. Fringe Benefits – Multiply the rate by the total salaries to which fringe benefits apply. If the rate is variable, explain and show calculations. *Fringe Benefits may only be included as cost share for this grant program.*
3. Supplies & Other Expenses – List expendable supplies by category description, unit costs and quantity. List other expenses not included in any of the other categories. Examples would be printing, copying, postage, communications, etc. Non-expendable equipment valued at less than \$1,000 may be listed also. Include only expenses directly related to the project, not expenses of a general nature. Also, if under \$1,000 per unit, Grantee must track computers, iPads, and other eligible electronic devices in the same manner as equipment.
4. Equipment – List non-expendable personal property/equipment valued at \$1,000 or more by description, unit cost, and quantity.
5. Contractual Services – Subcontractors should provide the same information required by this budget table, with the following exceptions: (a) when professional services are provided at a pre-existing approved rate or fee shown on the budget; or (b) the subcontract is to be obtained competitively. For either (a) or (b), show an estimated maximum amount. *Contractual services will be defined in accordance with the State of Florida Statewide Financial Statements Capital Asset Policy and must comply with Chapter 287, Florida Statutes.*
6. Total Budget Category – Show the total of all line-items within a Budget Category.
Total Budget – Show the total of all categories.

1. Salaries								
Salaries (Name/Position)	Hourly Cost (\$)	*	Hours/wk. or % FTE	=	Total Gross Salary (\$)	Grant = G or Match = M	Direct costs used to calculate Indirect Cost? Y/N	Admin. Cost? Y/N
	\$	*		=	\$		N	
	\$	*		=	\$		N	
	\$	*		=	\$		N	
	\$	*		=	\$		N	
Sub-Totals for Salaries Category					\$			

2. Fringe Benefits									
Name of Employee	Amount Gross Salary (\$)	Approved % per Work Plan or enter "N/A" & provide break-out	Benefit # 1 & Cost	Benefit # 2 & Cost	Benefit # 3 & Cost	Total Fringe Benefits (\$)	Grant = G or Match = M	Direct costs used to calculate Indirect Cost? Y/N	Admin. Cost Y/N
	\$		\$	\$	\$	\$		N	
	\$		\$	\$	\$	\$		N	
	\$		\$	\$	\$	\$		N	
Sub-Total of Fringe Benefits Category						\$			

3. Supplies – Other Expenses								
Description	Unit Cost (\$)	*	Quantity	=	Total Cost (\$)	Grant = G or Match = M	Direct costs used to calculate Indirect Cost? Y/N	Admin. Cost Y/N
	\$	*		=			N	
	\$	*		=			N	
	\$	*		=			N	
	\$	*		=			N	
Sub-Total of Supplies – Other Expenses Category					\$			

4. Equipment								
Description	Unit Cost (\$)	*	Quantity	=	Total Cost (\$)	Grant = G or Match = M	Direct costs used to calculate Indirect Cost? Y/N	Admin. Cost Y/N
	\$	*		=			N	
	\$	*		=			N	
	\$	*		=			N	
	\$	*		=			N	
Sub-Total of Equipment Category					\$			

5. Contractual Services									
Name of Vendor	Description	Fee/Rate (\$)	*	Quantity	=	Total Cost (\$)	Grant = G or Match = M	Direct costs used to calculate Indirect Cost? Y/N	Admin. Cost Y/N
		\$	*		=			N	
		\$	*		=			N	
		\$	*		=			N	
		\$	*		=			N	
Sub-Total of Contractual Services Category						\$			

6. Total Project Budget					
Budget Category	Total Costs for Budget Category	=	Total Grant Costs	+	Total Match Costs
1. Salaries	\$	=	\$	+	\$
2. Fringe Benefits	\$	=	\$	+	\$
3. Supplies/Other Expenses	\$	=	\$	+	\$
4. Equipment	\$	=	\$	+	\$
5. Contractual Services	\$	=	\$	+	\$
Total Project Budget	\$	=	\$	+	\$

H. COMMITMENT LETTERS FROM THIRD PARTIES:

Provide a letter of commitment for any third parties working on the project in partnership with the lead applicant. The letter must include the dollar amount of match committed, be on letterhead, and be signed by an authorized signatory. (Limit one page per letter, or two pages if letter includes more detailed budget information.) A letter of commitment is required for any application including matching funds (or cost share) from a third party.



FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES
COMMISSIONER ADAM H. PUTNAM

ATTACHMENT C
CONFLICT OF INTEREST STATEMENT

I, _____, as authorized representative
of _____ (organization) certify that neither
member of this firm nor any person having interest in this firm has been awarded a contract by
the Florida Department of Agriculture and Consumer Services on a non-competitive basis to:

1. Develop this Notification of Federal Financial Assistance Funding Opportunity
(NOTICE);
2. Perform a feasibility study concerning the scope of work contained in this NOTICE;
3. Develop a program similar to what is contained in this NOTICE.

Authorized Representative

Date



FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES
COMMISSIONER ADAM H. PUTNAM

ATTACHMENT D

PROJECT LOCATION INFORMATION SHEET

Complete one Project Location Information Sheet per Project/Performance Site/Location listed in form FDACS-02032.

PROJECT/PERFORMANCE LOCATION INFORMATION				Location #:	
Location Name or Identifier					
Street Address					
City		State		Zip+4	
Owned By					
Operated or Managed By					
Brief description of location <i>This is a physical description that might include age, number and type of structures, square footage, materials, special features, etc.</i>					
Function or Purpose of Location <i>What is this location used for? By whom?</i>					
Hours of operation <i>When? By whom? How often? To what extent? How much or what part(s) of the location is used?</i>					
Part(s) of facility/location to be modified <i>– Include age of part(s) of building or equipment to be retrofitted, if known</i>					
Short description of proposed activities <i>List the proposed retrofit activities for this location and indicate for each whether it was recommended in an energy audit</i>					
Date and provider of last energy audit for this location					
Current and anticipated energy use – <i>Provide information regarding the previous 12 months of utility bills. Explain how much energy savings are anticipated from this project, and what the basis is for those numbers.</i>					
Anticipated Costs for This Location		Grant funds: \$ Cost share: \$ Location's Total Project Cost (total of above): \$			



FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES
COMMISSIONER ADAM H. PUTNAM

ATTACHMENT E

OTHER INFORMATION

A. MODIFICATIONS

Notices of any modifications to this application process or application will be posted at <http://www.FreshFromFlorida.com/Offices/Energy/>.

B. PARTIAL GRANTS

If funds are not available to award the total amount requested by an applicant, the department may award partial grants to applicants up to the amount of the fiscal appropriation. The department shall award grants based on the process laid out under Parts XXI-XXIV of this NOTICE.

C. COMMITMENT OF PUBLIC FUNDS

The department is the only entity who can award Florida Small Community Energy Efficient Lighting grants under this program or commit the State of Florida to the expenditure of public funds appropriated for these grants. A commitment by any entity other than the department, either explicit or implied, is invalid. The commitment of State funds is contingent upon budget authority from the State Legislature.

D. TRACKING AND REPORTING

Tracking and reporting of grant funding must be separate from other applicant funds to meet state and federal reporting requirements. The terms and conditions of the funding award agreement will specify the format, tools, and information required for reporting programmatic and energy metrics as specified by the state government.

Recipients should review the department of Financial Services, Reference Guide to State Expenditures and, and, as applicable, Chapter 287, Florida Statutes and Section 215.97, Florida Statutes, as applicable.

E. PROGRESS REPORTS AND ASSOCIATED DOCUMENTATION

All grant recipients will be required to submit monthly progress reports, annual program reports (if the project period exceeds one year), and a final report to the department as specified in funding award Grant Agreement.

The department may request additional reporting information for up to one year after the closing date of the grant.

F. PROPRIETARY APPLICATION INFORMATION

Any material submitted in response to this application process will become a public record pursuant to Chapter 119, Florida Statutes. Any claim of confidentiality is waived upon submission, unless addressed as set forth below.

DISCLOSURE AND OWNERSHIP OF PLAN CONTENTS: An applicant's response to this application process shall be a public record and subject to production, disclosure, inspection and copying consistent with the requirements of Chapter 119, Florida Statutes. All information in an application (including, without limitation, technical and price information), and any Grant Agreement resulting from this application process, which will incorporate the successful application, will be a matter of public record, subject to the provisions of Florida's Public Records Act, Chapter 119, Florida Statutes, regardless of copyright status.

Submission of an application shall constitute a waiver of any copyright protection which might otherwise apply to the department's production, disclosure, inspection and copying of such application and Grant Agreement, or any part thereof, except those parts asserted to be exempt under Chapter 119, Florida Statutes. The application, upon submission, and the Grant Agreement shall be the property of the department. The department reserves the right to use any and all information contained in an application received to this application process.

Guidelines:

1. The principles of least access, separation of functions, and need to know should guide the determination of user authorizations, rather than rank, position or precedent. Group level authorizations should be avoided.
2. Confidential information should be marked or flagged as confidential, or other designation which clearly distinguishes them from non-confidential information. Data or files containing confidential information need not be considered confidential if the information is encrypted with encryption keys properly controlled.
3. Confidential information in magnetic or electronic form should contain the markings in a manner appropriate to the media such that special protection requirements will be apparent to anyone accessing the data.
4. Confidential information in hard copy should have markings on each page. Physical markings should also be applied to the exterior of all input/output media such as diskettes, tapes, and volumes which contain confidential information.
5. Magnetic media and hard copy data which has contained confidential information should not be disposed of or removed from department security controls without assurance that confidential information has been deleted and cannot be recovered. Processes to delete information from magnetic media include complete degaussing, electronic overwriting, and physical destruction. Media which has been subjected to a deletion process should be tested periodically as a separate function in order to validate continued effectiveness of the process.
6. Divisions may elect to establish more than one level or category of sensitivity, considering the vulnerabilities associated with the number of employees who would

otherwise have access to more confidential information than required by their duties. In such event, the different sets of confidential information must be distinguishable and the controls for each must be defined.

7. Procedures for removal of confidential information from records should be devised such that the desensitized version may be available to the public in accordance with the Florida Public Records Act. Any collection of automated information or data which the owner has determined to contain no confidential information is, by definition, public information.
8. Unless extraordinary steps are taken to ensure control, the use of end user computing for mission critical tasks should be avoided. Absent the types of controls ordinarily found in larger processing environments (e.g., backing up, access restrictions, and individual accountability for changes to data), end user computing are highly vulnerable to risks associated with data integrity, disclosure, and loss. The use of end user computing workstations for mission critical tasks should be strictly reviewed and only permitted where adequate controls are in place to provide continued data confidentiality, integrity, and availability.

G. GRANT AGREEMENT AND CONDITIONS

All terms and conditions within the Grant Agreement and associated attachments shall apply.

The department will have the right to access any books, documents, papers and records of the grant recipients which are directly pertinent to the Grant Agreement, for the purpose of making audit examinations, excerpts and transcriptions.

A monthly and annual progress report and a final project report will be required of all selected grant recipients. Additional progress reports may be required if grants are extended past the initial deadline. Failure to submit a required report or submission of an unsatisfactory report is sufficient grounds for termination of the grant agreement.

H. RECORDS RETENTION, ACCESS, AND AUDITS

The recipient shall maintain books, records and documents directly pertinent to the performance under this agreement, in accordance with generally accepted accounting principles consistently applied. The department, the state or their authorized representatives shall have access to such records for audit purposes during the term of the agreement and for five (5) years following the contract termination date or date of final payment, whichever is later. If an audit, litigation, or other action involving the records is started before the end of the five-year period, the records must be retained until all issues arising out of the action are resolved or until the end of the five-year period, whichever is later.

I. LOBBYING

CERTIFICATION REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS FOR EXPENDITURE OF FEDERAL FUNDS

Any person awarded a grant in response to this NOTICE MUST execute form FDACS-01522. The Certification for Debarment and Suspension and Other Responsibility Matters is

required by 2 CFR Part 200 for expenditures \$25,000 and above. The Certification for Lobbying is required by 2 CFR Part 200 for expenditures \$100,000 and above.

In accordance with Section 216.347, Florida Statutes, the Grantee is hereby prohibited from using funds provided by this Agreement for the purpose of lobbying the Legislature, the judicial branch or a State agency.

J. NON-DISCRIMINATION STATEMENT

The recipient shall not discriminate on the basis of race, sex, religion, color, national origin, age, or disability and shall comply with all applicable state and federal laws and regulations related thereto, including without limitation, the Americans with Disabilities Act (42 USC 12101 et. Seq.); Section 504 of the Rehabilitation Act of 1973 (29 USC 795); and the Age Discrimination Act of 1975 (42 USC 6101-6107).

To file a complaint of discrimination, write USDOE, Director, Office of Civil Rights, 1000 Independence Avenue, SW, Washington, DC 20585 or call (202) 586-2218 (voice and TDD). USDOE is an equal opportunity provider and employer.

K. EMPLOYMENT OF UNAUTHORIZED ALIENS

Pursuant to Executive Order 96-236, effective October 1, 1996, the following standard provision shall apply to any contract awarded as a result of this NOTICE.

The employment of unauthorized aliens by any recipient is considered a violation of section 274A(e) of the Immigration and Nationality Act. If the recipient knowingly employs unauthorized aliens, such violation shall be cause for unilateral cancellation of the contract.

L. APPELLATE RIGHTS

Any appeals related to a department decision pursuant to this grant program shall be in accordance with Chapter 120, Florida Statutes.

The Florida Department of Agriculture and Consumer Services offers its programs to all eligible persons regardless of race, color, national origin, religion, gender, age, disability, marital or veteran status, or any other legally protected status.



FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES COMMISSIONER ADAM H. PUTNAM

January 24, 2018

ADDENDUM 1

TO: Vendors

FROM: Vianka Colin, Purchasing Director

RE: Notice of Federal Financial Assistance
Funding Opportunity Number DE-FOA-0000052

This addendum is to provide all potential bidders with answers to questions received in reference to Notice of Federal Financial Assistance Funding Opportunity Number DE-FOA-0000052. **Deletions are struck through, and additions are highlighted.**

Questions / Answers

1. Please advise how to access the [Notice of Federal Funding Availability \(NOTICE\)](#) for the Florida Small Community Energy Efficient Lighting Grant Program. This link takes me here: http://www.myflorida.com/apps/vbs/vbs_search_r2.criteria_form, and I am unaware of the Commodity Code, UNSPSC Commodity, or keyword.

To access, select "Grant Opportunities" under Advertisement Type and "Department of Agriculture" under Agency. No other information is needed on the form. Also, the link for direct access is provided below:

http://www.myflorida.com/apps/vbs/vbs_ad_r2.view_ad?advertisement_key_num=137479

2. Must the Applicant Municipality own the property, or is a lease/joint use agreement sufficient to be an applicant and recipient of funds?

For the purposes of this Notice, the applicant must own the public facilities to be eligible for assistance.

3. The City of Lake Worth is interested in applying for funding under the Florida Small Community Energy Efficient Lighting Grant Program to install energy efficient lighting in outdoor and indoor areas accessible to the public. The City owns its own electric utility that serves not only the City but neighboring communities, including the Village of Palm Springs. Can the City's application include these areas outside of the municipality, or will the Village of Palm Springs have to submit a separate application?

For the purposes of this Notice, a separate application must be submitted by the local government entity that owns the facility.

ADDENDUM 1

January 24, 2018

Page 2

4. Is there a match that is required for the grant program?

Applicants for this program must provide cost share (match) for a minimum of ten percent (10%) of the total project cost. Total project cost is the combined total of grant and match resources contributed to this project.

5. The City of Satellite Beach (pop. 10,000) is building a walking trail around a stormwater pond. In an attempt to reduce our total energy use, increase energy efficiency and reduce future energy costs, we would like to install solar bollards to light the path versus hard-wired electric bollards.

Due to the competitive nature of the Small Community Energy Efficient Lighting Program, the Department cannot provide comments on potential projects that may be submitted for funding. This competitive grant program is designed to provide funding to small local governments for energy efficient upgrades to indoor or outdoor lighting at publicly accessible, community-oriented facilities, including but not limited to libraries, civic centers, museums, community centers and parks. Examples of projects that would be eligible under this grant program:

- *Energy efficient indoor light fixtures.*
- *Energy efficient security lighting attached to the outside of the building.*
- *Energy efficient public lighting fixtures or community park lighting fixtures.*

6. The link in this grant solicitation, "Please see the [NOTICE](#) for full details regarding program requirements and application submittal", does not give me information. I am trying to determine how this grant opportunity may assist our county. Please advise.

Please see response to Question #1.

All other terms, conditions and specifications of this Notice of Federal Financial Assistance will remain the same. If you have any questions regarding this addendum, please feel free to contact this office at (850) 617-7181.



FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES COMMISSIONER ADAM H. PUTNAM

January 30, 2018

ADDENDUM 2

TO: Vendors

FROM: Vianka Colin, Purchasing Director

RE: Notice of Federal Financial Assistance
Funding Opportunity Number DE-FOA-0000052

This addendum is to provide all potential bidders with answers to questions received in reference to Notice of Federal Financial Assistance Funding Opportunity Number DE-FOA-0000052. **Deletions are struck through, and additions are highlighted.**

Questions / Answers

1. **Page 2 of 25 asks for the funding period. Is this the period of performance 06/01/18 through 05/31/20?**

The funding period is the date, within the period of performance, that the project will begin and end.

2. **Page 5 of 25 asks for contact information for the Principal Investigator. May you please explain what is meant by Principal Investigator?**

Principal Investigator is the lead individual responsible for conducting research paid for by a grant. Since this is not a research grant opportunity, the fields in the "Contact Project Role: Principal Investigator" section should indicate "N/A".

3. **Pages 6, 8, 10 of 25 indicate that certain sections of the application must not exceed a certain number of pages; however, the number of pages aren't specified. For example, page 6 of 25 reads "The project narrative must not exceed (insert #) 8 ½ "by 11" single sided pages". Is there someplace that I can go to obtain this information?**

Page 6 (Project Narrative) - "The project narrative must not exceed three (3) 8 ½" by 11" single sided pages. Additional pages beyond the page limitation will not be considered."

Page 8 (Scope of Work) - "The scope of work must not exceed two (2) 8 ½" by 11" single sided pages per Performance Site/Location. Additional pages beyond the page limitation will not be considered."

Page 10 (Budget Plan Narrative) - "The budget plan narrative must not exceed two (2) 8 ½" by 11" single sided pages. Additional pages beyond the page limitation will not be considered."

4. **Must we provide supporting documentation for the items expressed in the application such as resumes, personnel reports showing salaries and fringe benefits, etc.? Or are we only required to submit attachments A-D?**

Please read the entire Notice for all the required information, including support documentation regarding Third Party cost share, energy use data, and if applicable, authorized signature delegation(s) and approved indirect cost rates. Resumes are not required, however, applications must include the background and qualifications of key personnel to carry out the proposed project plan.

5. **Are we eligible to apply for the Florida Small Communities Energy Efficient Lighting Grant, or is it only for replacing existing lighting? Should I read this to understand that new installations are not eligible?**

For the purposes of this Notice new installations are not eligible. The purpose of this program is to assist local governments in reducing their total energy use, increase energy efficiency, reduce energy costs through the replacement of inefficient lighting with energy efficient lighting and evaluate actual energy savings received as a result of the project.

6. **I am unable to find the notice for this grant opportunity. When I click on the NOTICE link on your site, I am taken to what appears to be a bids page on MyFlorida. Can you please help me with this?**

To access the Notice from this link, select "Grant Opportunities" under Advertisement Type, and "Department of Agriculture" under Agency. No other information is needed on the form.

The link for direct access to the Notice is

http://www.myflorida.com/apps/vbs/vbs_ad_r2.view_ad?advertisement_key_num=137479

All other terms, conditions and specifications of this Notice of Federal Financial Assistance will remain the same. If you have any questions regarding this addendum, please feel free to contact this office at (850) 617-7181.