

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 20-DG-11083112-001-B

I. Overview

Recipient: Florida Department of Agriculture and Consumer Services (FDACS)

Funding Opportunity Title: 2020 Managing Community Forests Grant Program

Announcement Type: Request for Federal Financial Assistance Applications

Funding Opportunity Number: 20-DG-11083112-001-B

Catalog of Federal Domestic Assistance (CFDA) Number: 10.664

Federal Agency Name: USDA Forest Service

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

II. Key Dates

Action Item	Timeframe	Location
Notice of Federal Financial Assistance Funding Opportunity Advertisement	From 06/22/2020 To 08/21/2020	Posted electronically via: MyFloridaMarketPlace vendor bid system.
Submission of Questions	From 06/22/2020 To 08/19/2020	All questions must be submitted electronically to: Bids@FDACS.gov
Responses to Questions Posted	From 06/22/2020 To 08/19/2020	Posted electronically via: MyFloridaMarketPlace vendor bid system
Application Submission Deadline	08/21/2020 2:00 p.m. EST	Florida Department of Agriculture and Consumer Services Purchasing Office 407 South Calhoun Street Mayo Building, Room SB-8 Tallahassee, FL 32399-0800
Evaluation of Applications	From 08/24/2020 To 09/25/2020	Review and evaluation of applications begins.
Award Notice	10/02/2020	Posted electronically via: MyFloridaMarketPlace vendor bid system
Subrecipient Agreement End Date	12/31/2021	

III. Submission Dates, Times, and Location

The submission deadline is August 21, 2020 at 2:00 p.m. (Eastern).

An applicant is required to submit the **original signed** application packet, Attachment A, Application for Federal Financial Assistance Award, hereby incorporated and attached hereto, **and five copies** of the application package.

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.**

Application Packets must be received by FDACS by 2:00 p.m. Eastern Standard Time (EST), August 21, 2020. Completed 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

The applicant packet submissions must include one (1) hardbound original application response that includes all required forms and documents with original signature(s). Application packets must also include 5 (five) additional copies either hardbound as specified above, or in a digital format such as CD, DVD-ROM or USB flash drive.

All applicant packet submissions must include one (1) original and five (5) copies to be considered.

IV. Federal Financial Assistance Funding Opportunity Description

Proposers are encouraged to fully read and comply with all requirements contained in this RFP. Failure to provide all forms, information and documentation required, shall result in rejection of the application as non-responsive.

Background

Florida's Urban and Community Forestry grant program (UCF) was originally authorized in the Forestry Title of the 1995 Farm Bill passed by the 107th Congress. Section 589.28, Florida Statutes, authorizes FDACS to cooperate with local governments to promote the planting and protection of trees to improve the beauty and livability of urban environments within the state of Florida.

The Urban and Community Forestry (UCF) grant funds provided through the United States Department of Agriculture (USDA) Forest Service are administered in each of the fifty states through the office of the state forester.

The state foresters provide national leadership for the implementation of UCF programs at the state level. The National Association of State Foresters works closely with the USDA Forest Service, members of Congress and national conservation organizations to provide for adequate UCF funding, a

responsible national UCF policy and progressive strategies to manage and replant our nation's community forests.

The growth of our national population and the accompanying development of urban centers and the surrounding rural areas have resulted in the continual loss of natural areas and tree cover. Trees provide many benefits to people living in cities and towns including energy conservation through shade, wildlife habitat, decreased storm water runoff, cleaner air, production of oxygen, removal of carbon dioxide and increased property values. It is through these and other benefits that trees contribute to the health, safety and welfare of people living in cities and towns. Like all assets, it takes careful planning and active management to maximize the benefits of trees and green infrastructure.

The primary goal of this grant is to assist Florida municipalities in building a municipal urban forestry management program. This grant will help communities by providing a clear path to proper urban forest management through technical assistance, tree inventory, master planning, and planting initiatives.

Overview

The purpose of Florida's Managing Community Forests Grant Program is to provide financial assistance to local governments or Native American tribal governments to initiate or enhance local urban and community forestry programs and improve the urban environment within the state of Florida.

The US Forest Service has directed the FFS to focus on assisting communities to strengthen their urban forestry programs in the following four core areas:

1. Active involvement by community tree boards or citizen tree advisory groups.
2. Development of urban tree management plans based on current inventory data.
3. Program oversight by qualified professional staff or professional consultant.
4. Development of a tree ordinance that will enforce community tree care standards.

Addressing these four areas will involve education of citizens, local officials, and tree care professionals. Encouraging volunteer and citizen group participation in these activities is also a key to program success. Some demonstration areas to show good urban forestry practices are also helpful and will be funded to a limited extent under this grant program.

The Managing Community Forests grant is intended to help local governments start or develop urban forestry programs by establishing a clear path to creating an effective management program. As funding allows, selected communities will receive a total of three contracts over a three-year period to conduct a tree inventory, establish an urban forest master plan, and undertake a planting project to meet goals laid out in the master plan.

The state of Florida anticipates an allocation of **\$50,000** for fiscal year 2021, **\$30,000** for fiscal year 2022, and **\$30,000** for fiscal year 2023. Over the three-year period of this proposal, the state of Florida anticipates a total allocation of **\$110,000**, but allocation amount for fiscal years 2020 and 2021 is contingent on availability of future federal funding opportunities. The primary purpose of this program is **not** beautification through tree planting, but to develop and enhance urban and community forestry programs.

Scope

Local Government Program Development or Improvement

Qualified Applicants: Local governments, state governments, and Native American tribal governments. Eligible municipalities will be incorporated entities and have a population between 10,000 and 100,000.

Selected applicants must complete projects in the order presented in this document and must apply with the intent to complete all three contracts. Applications for only one or two of the projects will be disqualified

This program will engage selected entities through three separate contracts over a three-year period. For this application, please provide:

- A description of how this program will address the needs of the community.
- A plan for how the data and tools obtained during this program will be used influence management decisions.
- A narrative of how this program will help the community develop or improve its urban forestry program.
- A discussion of how the three projects will be effectively managed and the qualifications of those supervising the work.
- A plan for engaging volunteers, project partners, and community residents throughout the program.
- A plan for providing the required matching funds.
- A narrative description of how the community will continue building the urban forestry program after this three-year program is completed.
- An estimated total budget for all three years of the program.
- Completed copies of the necessary FDACS forms including a finalized budget for the potential year 1 contract (tree inventory).
- Narrative discussion of the requirements specified under the year one tree inventory.

Programs

Tree Inventory 2021 - up to \$25,000

This is for the development of a local tree inventory/hazardous tree inventory on non-federal public properties (includes parks, rights-of way and preserves). This can include the purchase of hardware, software, and related equipment, as well as fees paid to vendors to conduct the inventory. Funding is limited to **\$25,000**.

Tree Inventory Requirements:

- A map of the area where the inventory or assessment will take place, including street locations.
- A narrative that describes the selected area, the data that will be collected, how that data will be processed, and how the results will be used to influence urban forestry management decisions. The narrative should also state whether a vendor will perform the treatments, or if in-house labor and equipment will be used, and how the recipient will supervise the project while in progress.

Management Plan 2022 - up to \$15,000

This is for the development of a management plan to guide the management of urban trees on non-federal public properties. Management planning must include tree care ordinance review or suggested language for a new ordinance. Plans must also utilize the information from the year 1 tree inventory, priority planting areas, canopy goals, and metric on how to measure progress. Funding is limited to **\$15,000**.

Management Plan Requirements:

- Description of your community -- the current state and needs of the community and the urban forest based. Current tree canopy data from an inventory or assessment, community needs, priority areas and a review of current policies and procedures for tree planting and maintenance are examples of things that should be included in this section.
- A vision for the urban forest – the desired future state of the urban forest. This is the overall goal the plan hopes to achieve.
- Strategic Plan – specific goals, objectives, and actions based upon the current conditions and identified needs to achieve the vision for the urban forest.
- Implementation Plan – a document that assigns specific dates and responsibilities for the actions and goals of the strategic plan.
- Monitoring Plan -- a written system to measure progress and check the overall effectiveness of the Urban Forest Management Plan.

Other than an estimated budget, no specific information about the management plan is required at the time of application.

Following the completion of the Year One Tree Inventory contract, the applicant will be required to provide all necessary FDACS forms, a finalized budget, and a description of how the requirements of the year two management plan project will be met prior to being issued the year two contract.

Tree Planting 2023 - up to \$15,000

Tree Planting Project Requirements:

- Planting project must relate to a goal and priority area set forth in the management plan
- ISA Certified Arborist must oversee the installation of the trees
- 3-year maintenance plan is required prior to planting
- It is also encouraged that local groups (the tree board, master gardeners, 4-H or FFA classes, etc.) will be engaged in the project
- A 60-day “grow-in period” prior to the Certification of Acceptance by the Department and the processing of a final reimbursement during year three
- State how the trees will be watered and cared for during the grow-in period

This is for the development and installation of tree/palm planting projects which demonstrate proper urban forestry principles. Projects can demonstrate “right tree - right place” principles, utility line compatibility with appropriate species, energy conservation considerations, improvement of entranceway, community hurricane tree recovery, street tree plantings, park tree plantings or tree planting for food forests that encourage or support of economic development. Funds may only be used for purchase and planting of trees/palms. Purchase and planting of shrubs and ground covers (not sod)

in conjunction with the tree planting may only serve as a matching cost, and as such, cannot be reimbursed. Funding is limited **\$15,000**.

Tree Planting Requirements:

1. Trees/palms (including those planted as part of the local match) must be Florida Grade #1 or equivalent (Florida Division of Plant Industry, Grades, and Standards).
2. Trees may not exceed a 4-inch caliper. Palms may not be taller than 16 feet, clear trunk.
3. Minimum tree size is 1½ -inch caliper, in at least a 15-gallon container.
4. At least three tree species native to the area and suitable for the site and objective must be planted. No species may represent over 33% of the total number of trees planted during the project.
5. Up to ten percent (10%) of the grant award may be used for the purchase and/or installation of irrigation equipment or an irrigation system, or for supplemental watering during the 60 day grow-in period.
6. Trees listed on the Exotic Pest Plant Council's MOST RECENT list of Florida's Invasive Species may not be planted as any part of this grant program. The list may be found on the internet at www.fleppc.org.
7. Maximum allowable cost per individual tree or palm is \$500, which can be split between grant and match for purchase and planting.
8. Written approval is required (as part of the proposal) from the Florida Department of Transportation for planting and maintenance on any state right-of-way.
9. Eligible multi-stemmed tree species include only those listed on the Right Tree/Right Place posters produced by the Florida Urban Forestry Council, unless FFS permission is granted for another species.
10. A maximum of \$15 per tree may be spent on planting materials during the 60 day grow-in period only.
11. Purchase and planting of shrubs and ground covers in conjunction with the tree planting may only serve as a matching cost, and as such cannot be reimbursed.
12. Proposals must include the following information:
 - a. A location map.
 - b. A minimum of three-color photographs of the planting site.
 - c. A detailed planting plan (site plan) which shows the location of the trees/palms, existing structures, and site limitations such as underground utilities and overhead wires.
 - d. Written approval from the Florida Department of Transportation for planting and maintenance on the State right-of-way (if applicable).
 - e. A three (3)-year maintenance plan to be carried out by the grant recipient at their expense. Maintenance costs incurred after certification by the Florida Forest Service are ineligible for reimbursement.
 - f. A resolution by the managing agency of the property (if different from the applicant) which states that they concur with the grant proposal and maintenance plan.
13. Tree Plantings must follow established procedures for handling, placement, and maintenance. Refer to <http://hort.ifas.ufl.edu/woody> for additional guidance.
14. After the tree planting is completed, an iTree Planting report of the project is required to be submitted prior to the processing of the final reimbursement. This tool estimates the future reduction in storm water runoff and increase in water quality over the life of the planted trees. The report should include assessments for years 5, 15, and 25. iTree Planting is an easy to use and free program that can be found at <https://planting.itreetools.org/>.

Other than an estimated budget, no specific information about the tree planting project is required at the time of application.

Following the completion of the Year One Tree Inventory contract and the Year Two Management Plan contract, the applicant will be required to provide all necessary FDACS forms, a finalized budget, a discussion of how the tree inventory and management plan influenced the selection of a site for the planting project, and a description of how the year three tree planting project requirements will be met prior to being issued the year three contract.

V. Statutes and Regulations

The UCF Program is authorized by Section 9, Urban and Community Forestry Assistance, of the Cooperative Forestry Assistance Act of 1978 as amended [16 U.S.C. 2105]. This law authorizes the Secretary of Agriculture "to provide financial, technical, and related assistance to State Foresters or equivalent State officials for the purpose of encouraging States to provide information and technical assistance to units of local government and others that will encourage cooperative efforts to plan urban forestry programs and to plant, protect, maintain, and utilize wood from, trees in open spaces, greenbelts, roadside screens, parks, woodlands, curb areas, and residential developments in urban areas." The law also states, "In providing such assistance the Secretary is authorized to cooperate with interested members of the public including nonprofit private organizations. The Secretary is also authorized to cooperate directly with units of local government and others in implementing this section whenever the Secretary and the affected State Forester or equivalent State official agree that direct cooperation would better achieve the purposes of this section."

VI. Award Information

Total amount of funding eligible	\$110,000
Anticipated number of awards	2
Maximum grant award to a single applicant	\$55,000
Minimum grant award to a single applicant	\$7,500
Period of Performance	From 11/01/2020 to 12/31/2023

VII. Definitions

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 standard time on business days.

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

Calendar days: All days, including weekend and holidays.

Commissioner: Commissioner of Agriculture for the State of Florida.

FDACS: Florida Department of Agriculture and Consumer Services, an agency of the state of Florida.

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

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

Local Government: A county government, a municipality (an incorporated city, town, or village), a school board district or an independent special district.

Subrecipient Agreement: Formal agreement that will be awarded to the successful applicant under this notice of federal financial assistance funding opportunity.

VIII. Eligibility Information

Qualified applicants are local governments, state governments and Native American tribal governments.

Grant requests may not exceed **\$55,000**. Maximum grant award to a single applicant is **\$55,000**. The minimum grant amount that may be requested is **\$6,000**.

Grants are for projects **not** currently budgeted and may **not** be used to replace existing commitments.

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

A resolution or letter approving the proposal and authorizing the applicant to execute agreements and documents with the grant request must be submitted as part of the proposal.

Expenses associated with travel and per diem are **not** eligible.

Expenses associated with **invasive removals** are **not** eligible but may be used as match.

IX. Cost Sharing (Matching) Requirements

The match requirements for this Funding Opportunity is 50% (1:1 match). Reimbursement requests must have documentation of the 50% match at the time of submission. Awardees will only be reimbursed up to the amount of match submitted with the request.

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

The maximum allowable assessment for in-kind match for general volunteer labor (non-professional) is \$25.43 per hour. Salaried or hourly employees working in the same job class may use their current salary and benefit rate for match purposes.

No overhead costs will be paid from grant funds. Overhead costs, up to 5% of the total project cost (match plus award), can be used as part of the local match.

X. Funding Source and/or Restrictions

FDACS reserves the right to award, or not award, subrecipient agreement(s) based on the availability of federal funds.

FDAC's obligation to pay under this subrecipient agreement is contingent upon funding by the federal agency.

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

XI. Cost of Preparation

FDACS is not liable for any costs incurred by the applicant in response to the notice of federal financial assistance funding opportunity.

XII. 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 statutory citation for such exemption.

XIII. Request Application Packet

The application packet is available online at <http://forms.fdacs.gov/02032.pdf>.

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

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

XIV. General Instructions for Application Packet

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.

For all corporate applicants, proof of corporate status must be provided with the application.

For nonprofit applicant, documentation that verifies the official nonprofit status of an organization in accordance with Section 617, Florida Statutes, must be provided with the application.

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

Application packets must include original documents on 8 ½" by 11" plain white paper with 1" margins, using a 12-point font and one-sided single-spaced pages. Pages must be consecutively numbered for ease of reading. All applications must be bound by binder clip or staple – no plastic binders or folders.

Application packets must also include 5 (five) additional copies either hardbound as specified above, or 5 (five) electronic copies on a digital format such as CD, DVD-ROM or USB flash drive.

XV. Application Package Components

Current FDACS forms must be used. Substitute forms will not be reviewed. Do not alter the pages 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 (FDACS 02032) consists of 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, FDACS 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. Rejection of Applications

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

XVIII. DUNS

Applicants are required to provide a Dun and Bradstreet Data Universal Numbering System (DUNS) number on the application (<http://fedgov.dnb.com/webform>).

XIX. System for Award Management (SAM) Registration

The applicant must be registered in the System of Award Management (SAM) <https://sam.gov/SAM/>. The applicant will be required to maintain a registration for the duration of the award. Submit proof of registration and expiration date with this site with the application. Applicants who have an active exclusion may not be eligible for award.

XX. Late Applications

Applications received by FDACS after the application submission deadline will be rejected as untimely.

XXI. EVALUATION CRITERIA

The UCF Subcommittee shall develop a prioritized list of all proposals which the UCF Grant Coordinator has determined to be complete.

The UCF Subcommittee shall evaluate each proposal based upon how well the proposal meets the purpose of the grant program. Maximum possible points: **100 points**, including bonus points. A minimum score of **60 points** is required to be considered eligible for funding.

The scoring of proposals is based upon the following prioritized and weighted attributes:

a. **Urban Forestry Program Development - 20 Points Maximum.**

The highest score will be given to proposals that provide documentation indicating that the proposal (applicant) is enhancing its capacity to build a sustained program and/or address urban and community forestry needs. The current state of the applicants' urban forestry program will be considered, as well as the project's potential to improve that program, as well as citizen awareness and citizen participation.

b. **Demonstrated Need - 20 Points Maximum**

The highest score will be given to proposals that demonstrate an economic need for cost-share dollars such as small rural communities or underserved neighborhoods in larger cities.

c. **Technical Correctness – 20 Points Maximum.**

The highest score will be given to proposals which include competent project supervision, adherence to tree planting and other practice specifications and knowledge of how to implement the practice they are proposing.

d. **Environmental and Educational Value - 10 Points Maximum**

The highest score will be given to proposals that will contribute multiple environmental benefits to the community and educate a significant sector of the public or local professional community.

e. **Cost Effectiveness - 10 Points Maximum**

The highest score will be given to proposals that will clearly maximize results with the efficient use of grant dollars, clearly describe how funds will be expended, and adhere to the cost parameters listed in this NOF. Including written estimates will enhance this score.

- f. **Promotional Value - 10 Points Maximum**
The highest score will be given to proposals which have a high potential for positive public relations, where the applicant indicates a strategy for publicizing the project.
- g. **Completeness of Proposal - 5 Points Maximum**
The highest score will be given to proposals which are complete, include all the required attachments, and provide a detailed explanation of the proposal.
- h. **Proposal Specifies a Certified Arborist(s) or a Graduate Forester from an Accredited Four-Year Bachelor of Science in Forestry Program will be Involved in Program Implementation – 5 Points Maximum**
This indicates a community’s commitment to the proper implementation of urban forestry practices.

The scores for each factor will be added to obtain a total score for each application. Funding will be awarded to applications based on the total score received. FDACS reserves the right to recommend partial funding of applications.

XXII. Evaluator(s)

FDAC’s evaluator(s) will consist of a minimum of 3 and a maximum of 7 individuals who FDACS determines have experience and knowledge in the program areas. The evaluator(s) will conduct a fair, impartial and comprehensive evaluation of applications received in response to this notice of federal financial assistance funding opportunity. The evaluator(s) could be municipal/county arborists or county foresters, non-profit organization representatives, city municipal staff (Parks and Recreation, etc.) and FFS personnel.

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 60 days after the submission deadline.

XXIV. Award Notice

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

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

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 FDACS to expedite the subrecipient grant award process as much as possible, applicants should be aware that execution of a Subrecipient Agreement could be delayed for some time until federal funding is received. 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 comply 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.

XXVI. Acknowledgment of Funding

The subrecipient shall have an acknowledgement of the USDA Forest Service 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

The applicant will submit mandatory detailed quarterly reports in a timely basis using the format and content shown on FDACS's performance progress report. Reports are due on March 31, June 30, September 30 and December 31. Reports must be received within ten (10) days of the due date or will be considered delinquent. The performance progress report is downloadable at <http://forms.fdacs.gov/02018.pdf>.

XXVIII. Reimbursement Requests

All reimbursement requests must be submitted using FDACS'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 package is downloadable at <http://forms.fdacs.gov/02019.pdf>. **Travel expenses are not allowed.**

The FDACS agreement with the federal agency is 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 FDACS is ineligible for reimbursement.

XXIX. Disclaimer

The receipt of applications in response to the notice of federal financial assistance funding opportunity does not imply or guarantee that any one or all qualified applicants will result in a subrecipient agreement with FDACS.

XXX. Questions

Applicants shall address all questions regarding this federal financial assistance funding opportunity notice to the purchasing office. All questions submitted shall be published and answered in a manner that all applicants can view. Each applicant is responsible for monitoring the MyFloridaMarketPlace website for new or changing information.

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

Florida Department of Agriculture and Consumer Services
407 S. Calhoun Street
Mayo Building,
Tallahassee, FL 32399-0800
Telephone (850) 617-7188
Email: Bids@FDACS.gov

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.

All applications must be bound by binder clip or staple – no plastic binders or folders.

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. The name must match to the name listed in SAM.
3. Subrecipient Legal Name – Record the legal name of applicant that will undertake the scope of work. The name must match to 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 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? Circle yes or no.
25. Has your organization previously received federal financial assistance from FDACS? 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.



Florida Department of Agriculture and Consumer Services
Division of Administration

Application for Federal Financial Assistance Subaward

2 CFR 200

ADAM H. PUTNAM
COMMISSIONER

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. Cost 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 Contract Form

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

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

Federal Financial Assistance Funding Opportunity Number – Record the number shown on the Notice of Funding Opportunity.

Subrecipient FEIN – Record the employer or tax payer identification number as assigned by the Internal Revenue Service.

Subrecipient Legal Name – Record the legal name of applicant that will undertake the scope of work. The name must match to the name listed in SAM.

Contact Project Role: Authorized Representative – Record requested information.

Contact Project Role: Grant Manager – Record requested information.

Contact Project Role: Fiscal Contact – Record requested information.

Contact Project Role: Principal Investigator – Record requested information.



Florida Department of Agriculture and Consumer Services
Division of Administration

KEY CONTACT FORM

2 CFR 200

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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):		Email address:	
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):		Email address:	
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):		Email address:	

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):	Email address:	



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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 to 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 two 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 statement of what environmental or educational value will the community derive from the project. Will citizen involvement and support for the Community’s urban forestry program increase?
 - A plan of action to achieve the projected outcomes and how the plan of action will be accomplished.
 - A statement detailing how the project will be publicized in the local community.
 - 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.
 - Previous UCF grants received by the applicant – were the grants implemented and what was accomplished?
 - A statement of *Tree City* or *Tree Campus USA* certification and growth award.

Florida Department of Agriculture and Consumer Services
Division of Administration



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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:	

Florida Department of Agriculture and Consumer Services
Division of Administration



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COMMISSIONER

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 to 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 project narrative must not exceed two 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, measurable, and verifiable units of deliverables.
 - Deliverables must be directly related to the scope of work.

Florida Department of Agriculture and Consumer Services
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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 to 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 budget plan narrative must not exceed two 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. Personnel costs – Provide job titles, rate of pay (hourly/salary) and percentage of time to spend on project (FTE) or hours per week. The total for all personnel costs must match to the budget plan. Examples:
 - a. To achieve the objective of monitoring ponds within Liberty County will require 10 inspectors working 20 hours per week for 4 weeks at an hourly rate of \$25.50. Total cost is \$20,400.
 - b. To achieve the objective of testing water samples from ponds within Liberty County will require 1 chemist. The chemist will work 20% of their time on the project for one year. The annual salary is \$60,000. Total cost is \$12,000.
8. Fringe Benefits - Employer costs for social security taxes, worker’s compensation, health insurance, life insurance and retirement. A percentage may be used when calculating an amount for the budget plan. Only the actual cost of each fringe benefit is chargeable to the award.
9. Travel - project costs will be evaluated for reasonableness and necessity. Any travel costs must be in compliance with the State of Florida travel rules. **NOT APPLICABLE TO THIS FEDERAL FINANCIAL ASSISTANCE FUNDING OPPORTUNITY.**
10. Equipment - Provide a description of the equipment to be purchased and the task on which the equipment will be used. **NOT APPLICABLE TO THIS FEDERAL FINANCIAL ASSISTANCE FUNDING OPPORTUNITY.**
11. Supplies - Provide a description of the consumable materials to be acquired for each specific deliverable(s).
12. Contractual - Provide an explanation as to the need to hire a third party to complete the work. Provide the rate, number of staff, and task to be completed.
13. Trees – Provide an explanation as to how the trees will be used. Supply species name, amount and cost per unit.
14. Other Expenses - Direct costs, which do not fit any of the other categories. Provide a description, amount, and relationship to a deliverable.
15. 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. **Indirect costs are not allowable for federal costs in this federal financial assistance funding opportunity. Indirect costs may be used for matching costs.**

Florida Department of Agriculture and Consumer Services
Division of Administration



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BUDGET PLAN NARRATIVE

2 CFR 200

Federal Financial Assistance Funding Opportunity Number:	Subrecipient FEIN:
Subrecipient Legal Name:	
Direct Costs	
Personnel Costs	
Fringe Benefits	
Travel (not authorized)	NOT APPLICABLE TO THIS FEDERAL FINANCIAL ASSISTANCE FUNDING OPPORTUNITY.
Equipment (not authorized)	NOT APPLICABLE TO THIS FEDERAL FINANCIAL ASSISTANCE FUNDING OPPORTUNITY.
Supplies	
Contractual (if authorized)	
Trees	
Other Expenses	
Indirect Costs	
Indirect Charges	

Florida Department of Agriculture and Consumer Services
Division of Administration



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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 to the name listed in SAM.

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. 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.

1. Personnel – list titles of personnel working on the project, along with each individual's estimated number of hours and hourly wage.
2. Fringe Benefits – list the estimated fringe benefits associated with the time for each individual referenced above.
3. Travel - not allowed.
4. Equipment – not allowed.
5. Supplies – list allowable supplies needed along with the number and cost of each item.
6. Contractual – list the name(s) of the individual or company that will be providing their services along with the costs associated with the project.
7. Trees – list the species, size, number of trees, cost per tree and if planting is included in the price listed.
8. Other expenses – list costs not associated with any of the other direct cost categories.

Florida Department of Agriculture and Consumer Services
Division of Administration



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BUDGET PLAN
2 CFR 200

Federal Financial Assistance Funding Opportunity Number:		Subrecipient FEIN:		
Subrecipient Legal Name:				
Category/Description	Cost per Unit	Number of Units	Grant Amount	Match Amount
Personnel -				
Fringe Benefits -				
Travel (not authorized)				
Equipment (not authorized)				
Supplies -				
Contractual (if authorized) -				
Trees -				
Other Expenses -				
Total Direct Charges				
Indirect Charges -				
Total Amount				

Florida Department of Agriculture and Consumer Services
Division of Administration



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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 to the name listed in SAM.

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.

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

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.

Florida Department of Agriculture and Consumer Services
Division of Administration



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

Florida Department of Agriculture and Consumer Services
Division of Administration



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COMMISSIONER

PERFORMANCE SITE/LOCATIONS

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 to the name listed in SAM.

Each application must include a list of site(s)/location(s) where the work will be performed. For management plans, describe the property as within the municipal boundaries of the city or county.

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

Florida Department of Agriculture and Consumer Services
Division of Administration



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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 <input type="checkbox"/>
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:

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



ADAM H. PUTNAM
COMMISSIONER

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

2 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 cost(s) 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 (41 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 1972, 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. 91-96), 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 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.) relating 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 1955 (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:	

Florida Department of Agriculture and Consumer Services
Division of Administration



ADAM H. PUTNAM
COMMISSIONER

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:	
<p>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 office 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.</p>	
<p>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.</p>	
<p>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.</p>	
<p>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 of not less than \$10,000 and not more than \$100,000 for each such failure</p>	
Authorized Representative Name:	Title:
Signature of Authorized Representative:	Date Signed:
Applicant Organization:	

Florida Department of Agriculture and Consumer Services
Division of Administration



ADAM H. PUTNAM
COMMISSIONER

**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 meaning 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 Transaction,” 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.

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.

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 transaction, 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.

Certification

1. The prospective lower tier participant certifies to the best of its knowledge and belief, that it and its principals;

a. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency.

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;

c. Are not presently indicted for 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

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.

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.

Authorized Representative Name:

Title:

Signature of Authorized Representative:

Date Signed:

Applicant Organization:



Florida Department of Agriculture and Consumer Services
Division of Administration

CERTIFICATION STATEMENT

2 CFR 200

ADAM H. PUTNAM
COMMISSIONER

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:	