



NICOLE "NIKKI" FRIED
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 Counties Low-Income Residential Energy Efficient 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, Part 200 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 07/01/2020 To 08/31/2020	Posted electronically via: <ul style="list-style-type: none">• Vendor Bid System, and• FDACS OOE website.
Submission of Questions	From 07/01/2020 To 08/24/2020	All questions must be submitted electronically to: Bids@fdacs.gov

Responses to Questions Posted	From 07/01/2020 To 08/24/2020	Posted electronically via: <ul style="list-style-type: none"> • Vendor Bid System, and • FDACS OOE website.
Application Submission Deadline	08/31/2020 at 5:00 p.m. Eastern Time	
Evaluation of Applications	From 08/31/2020 To 10/15/2020	Review and evaluation of applications begins
Award Notice	10/20/2020	Posted electronically via: <ul style="list-style-type: none"> • Vendor Bid System, and • FDACS OOE website.
Subrecipient Agreement End Date (anticipated)	10/20/2022	

III. **Submission Dates, Times and Location**

The submission deadline is August 31, 2020 at 5:00 P.M. Eastern Time.

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 August 31, 2020 at 5:00 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 Counties Low-Income Residential Energy Efficient Grant Program. The program is designed to create more energy efficient dwellings to improve the lives of low-income families and reduce the burden of residential high energy cost expenditures.

Housing, health and energy efficiency are closely intertwined. Improving ventilation, installing insulation, replacing inefficient or malfunctioning appliances and equipment can enhance indoor quality and general living conditions. These types of improvements can in turn mitigate serious health issues such as asthma, respiratory illness, and cardiovascular disease (ACEEE, 2020)¹

¹ Making Health Count: Monetizing the Health Benefits of In-Home Services Delivered by Energy Efficiency Programs (2020) <https://www2.aceee.org/e/310911/research-report->

Energy efficiency programs bring both energy savings and potential for substantial health benefits to participating households and therefore have a large impact on the quality of life for vulnerable populations (ACEEE, 2020). Low-income families are particularly vulnerable to chronic diseases like asthma and heart attacks, at the same time, they are disproportionately likely to live in physically inadequate housing and pay high monthly energy bills (ACEEE, 2020). Disproportionately high numbers of low-income families live in homes with inadequate conditions. These communities also tend to face higher local exposure to air pollution. In turn, many of the chronic diseases exacerbated by inadequate housing conditions and indoor air pollution occur at higher rates among these communities (ACEEE, 2019).

Energy efficiency programs can make homes safer and healthier while also directly benefiting vulnerable families financially. Efficiency-related building upgrades can improve housing conditions, reduce exposure to air pollution, and strengthen the financial security of families by lowering energy bills (and health care costs) (ACEEE, 2019)².

The purpose of this grant program is to provide funding to Florida Counties to assist existing low-income single-family and multifamily households with energy efficiency measures. Projects must be completed by November 30, 2021. Energy savings must be tracked by the subrecipient for at least one year prior to the upgrade and 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 Counties Low-Income Residential Energy Efficient 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 Florida counties (see details under Eligibility section below) to increase the size and impact of energy

[h2001/nbm286/558489453?h=3OIPlFKpBtXz8_jKxA3w8HvoGfFY1Cbctc0-R1wjzM](https://www.fda.gov/oc/2018/06/18-fdacs-02031-06-18)

² *Protecting the Health of Vulnerable Populations with In-Home Energy Efficiency: A Survey of Methods for Demonstrating Health Outcome (2019)*

<https://www.aceee.org/sites/default/files/publications/researchreports/h1901.pdf>

conservation measures of dwellings owned or occupied by low income families, reduce their total residential energy expenditures, and improve their health and safety. Eligibility of applicants and projects 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.

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.
- 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.
- To supplant weatherization activities under the Weatherization Assistance Program for Low-Income Persons, under 10 CFR part 440.

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	10
Maximum grant award to a single applicant	100,000
Period of Performance	10/20/2020 through 10/20/2022

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.

Eligible Entity: Applicants to this program are restricted, to Florida Counties

Energy efficient measures: energy efficiency improvements that reduce energy consumption by replacing older, less efficient items with more energy efficient 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.

Household Income: The income of all individuals aged 18 and above residing in a dwelling.

Low to moderate income household: 80 percent of the median family income for the area, subject to adjustments for areas with unusually high or low incomes or housing costs.

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 Counties are the only eligible applicants for this program.

Only one application is allowed per applicant. However, the applicant may propose multiple project activities and/or multiple project locations, within their jurisdiction, 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 Florida Counties to assist low-income households with energy efficient improvements. **Families must meet income-eligible requirements as defined in this Notice.**

Projects must be completed by October 20, 2021. Energy savings must be tracked by the subrecipient for at least one year prior to the upgrade and one year following completion of the project and reported to the department.

Eligible energy efficiency measures under this grant program may include but are not limited to:

- Energy efficient HVAC systems
- Energy efficient hot water heaters
- Energy efficient appliances: ENERGY STAR certified appliances are limited to the items below:
 - Air Purifiers (Cleaners)
 - Clothes Dryers
 - Clothes Washers
 - Dehumidifiers
 - Dishwashers
 - Freezers
 - Refrigerators
- Energy efficient in-door lighting fixtures
- Insulation and upgrades to heating
- Insulation replacement around windows, doors and attics.

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 five (5) 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, Public use facilities, parks or other non-residential facilities.
- 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.
- Appliances are limited to the items listed under Section VIII, Eligibility Information.
- Replacement of light bulbs

IX. Cost Sharing (Matching) Requirements

Cost share/match is not required for this program.

Applicants for this program may provide cost share (match). Total project cost is the combined total of grant and match resources contributed to this project.

Applicants will be required to submit documentation for all 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. If third party cost share will be provided by the beneficiary, please state in the application how much and what mechanism the applicant will utilize to obtain the commitment from the beneficiary.

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.

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 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:

Carmelita Graham
Florida Department of Agriculture and Consumer Services
Purchasing Office
407 South Calhoun Street

Mayo Building – Room SB-8
Tallahassee, FL 32399-0800
Telephone: (850) 617-71881
Email: Bids@fdacs.gov

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 application documents 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.

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. Rejected applications will not be returned to the applicant.

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. Removed applications will not be returned to the applicant.

A complete application package consists of:

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, 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 Counties.
- 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 90 out of a possible 130.
- j. The applicant submitted more than one application in the same package.

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://sam.gov/SAM/>. The applicant will be required to maintain an active registration for the duration of the award. Submit proof of registration (including the registration expiration date) with the application. Applicants who have an active exclusion may not be eligible for 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; which is to increase the size and impact of energy conservation measures of dwellings owned or occupied by low income residents, reduce their total residential energy expenditures, improve their health and safety, and reach 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 potential projects meet the eligibility requirements, including status as a local government and verifiable low-income population data? (5 pts)
- Does the applicant have a list of potential projects including the physical address and/or do they have/or do they intend to use a community organization to administer the program. (5 pts)
- Does the applicant provide a description of their outreach efforts and selection process that addresses eligible households in their service area? (5 pts)
- Does the applicant provide a description of educational outreach efforts post-implementation of energy efficient measures? (5 pts)
- Does the applicant include protocols used to monitor project implementations? (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. If the applicant provides match, they must identify the amount and the source in this section of the proposal. 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. 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 applicant indicate the project is ready to implement quickly? (2 pts)
- Does the applicant outline program partners?
- Does the applicant identify whether or not the applicant will use a third party to administer the program?

Demonstration of Need: Up to 30 points will be awarded based upon the demonstration of need. Applicants should include any prior energy efficiency upgrade programs, if any energy audits were conducted, if beneficiaries will have to conduct energy audits, and the anticipated benefits of the project that will result in energy cost savings, reduced energy consumption, as well as, health and safety benefits. If available, the applicant should include information on the potential projects' 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. This information should be provided on a project by project basis. The applicant's energy efficiency potential and demonstration of need score will be based upon the following criteria:

- 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 or from other sources, where the grantee has cited the recommending source and the source's qualifications. (5 pts)
- Did the applicant discuss anticipated energy savings? (5 pts)
- Did the applicant describe how the anticipated energy savings were determined? (5 pts)

- Does the applicant plan to provide audits to the beneficiaries? (5 pts)

Total Points possible: 130

Minimum score to be considered for funding: 90

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 90 out of 130 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.

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 Counties Low-Income Residential Energy Efficient 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 must be submitted to:

Carmelita Graham
Florida Department of Agriculture and Consumer Services
Purchasing Office
407 S. Calhoun Street
Mayo Building, Room SB-8
Tallahassee, FL 32399-0800
Telephone: (850) 617-7181
FAX: (850) 617-7190
Email: Bids@fdacs.gov

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.