



ADAM H. PUTNAM  
COMMISSIONER

Florida Department of Agriculture and Consumer Services  
Division of Administration

**APPLICATION FOR FEDERAL FINANCIAL ASSISTANCE SUBAWARD**

2 CFR 200

**Instructions for Application Packet - Coversheet**

- \*Each field of the coversheet must be completed.
- \*If a field does not apply, indicate N/A in the field.

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



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**APPLICATION FOR FEDERAL FINANCIAL ASSISTANCE SUBAWARD**

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<b>1. Federal Financial Assistance Funding Opportunity Number:</b>		<b>2. Amount of funds requested for this project:</b>		
<b>3. Subrecipient Legal Name:</b>				
<b>4. Subrecipient FEIN:</b>		<b>5. Subrecipient DUNS Number:</b>		<b>6. Subrecipient Registered in SAM :</b>
<b>7. Street Address:</b>				
<b>8. City:</b>		<b>9. State:</b>		<b>10. Zip Code plus 4:</b>
<b>11. Mailing address (If different from above):</b>				
<b>12. Phone Number:</b>			<b>13. Fax Number:</b>	
<b>14. Is the subrecipient delinquent on any federal debt?</b>		<b>15. Costing Sharing (Match):</b>		<b>16. Congressional District:</b>
<b>17. Name and contact information of person to be contacted on matters involving this application:</b> <b>Name:</b> <b>Phone Number:</b> _____ <b>Email:</b> _____				
<b>18. Subrecipient Type: (Circle one)</b> Indian Tribal Government    Individual    Institution of Higher Education Local Government    Non-Profit Organization    State Government    Other				
<b>19. Descriptive Title of Subrecipient Project:</b>				
<b>20. Funding Period:</b>		<b>Start Date</b>	<b>End Date</b>	
<b>21. Location of Proposed Program/ Project:</b>				
<b>22. Total # of full-time employees:</b>			<b>23. Total # of part-time employees:</b>	
<b>24. Is your organization a 501(c)(3) tax exempt organization?</b>				
<b>25. Has your organization previously received federal financial assistance from FDACS?</b>				
<b>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.</b>				
<b>Authorized Representative Name:</b>			<b>Title:</b>	
<b>Phone Number:</b>		<b>Email:</b>		
<b>Signature of Authorized Representative:</b>				<b>Date Signed:</b>



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**KEY CONTACT FORM**

2 CFR 200

**Instructions for Application Packet - Key Contact Form**

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

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

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



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**KEY CONTACT FORM**

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

**Contact Project Role: Principal Investigator**

**Name:**

**Title:**

**Phone Number:**

**Fax Number:**

**Street Address:**

**City:**

**State:**

**Zip Code plus 4:**

**Mailing address (If different from above):**



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**PROJECT NARRATIVE**

2 CFR 200

**Instructions for Application Packet - Project Narrative**

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



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**PROJECT NARRATIVE**

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

<b>Project Narrative:</b>
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**SCOPE OF WORK**

2 CFR 200

**Instructions for Application Packet - Scope of Work**

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







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**BUDGET PLAN NARRATIVE**  
2 CFR 200

**Instructions for Application Packet - Budget Plan Narrative**

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



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**BUDGET PLAN NARRATIVE**

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



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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 the name listed in SAM.

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

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



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**BUDGET PLAN**  
2 CFR 200

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



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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 the name listed in SAM.

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

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

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



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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.**

<b>Federal Financial Assistance Funding Opportunity Number:</b>	<b>Subrecipient FEIN:</b>
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**Subrecipient Legal Name:**

<b>Person Name:</b>	<b>Title:</b>	<b>Hours or % of time devoted to the project:</b>
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<b>Phone Number:</b>	<b>Email Address:</b>	
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**Qualifications:**



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**PERFORMANCE SITE / LOCATIONS**

2 CFR 200

**Instructions for Application Packet - Performance Site / Locations**

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

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

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





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Division of Administration

**PERFORMANCE SITE / LOCATIONS**

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<b>Federal Financial Assistance Funding Opportunity Number:</b>		<b>Subrecipient FEIN:</b>	
<b>Subrecipient Legal Name:</b>			
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.			<b>Check Box</b>
<b>Project/Performance Site Primary Location</b>			
<b>Street Address:</b>			
<b>City:</b>		<b>State:</b>	<b>Zip Code plus 4:</b>
<b>Mailing address (If different from above):</b>			
<b>Phone Number:</b>	<b>Fax Number:</b>	<b>County:</b>	<b>Project/Performance Site Congressional District:</b>
<b>Project/Performance Site Location 1</b>			
<b>Street Address:</b>			
<b>City:</b>		<b>State:</b>	<b>Zip Code plus 4:</b>
<b>Mailing address (If different from above):</b>			
<b>Phone Number:</b>	<b>Fax Number:</b>	<b>County:</b>	<b>Project/Performance Site Congressional District:</b>
<b>Project/Performance Site Location 2</b>			
<b>Street Address:</b>			
<b>City:</b>		<b>State:</b>	<b>Zip Code plus 4:</b>
<b>Mailing address (If different from above):</b>			
<b>Phone Number:</b>	<b>Fax Number:</b>	<b>County:</b>	<b>Project/Performance Site Congressional District:</b>
<b>Project/Performance Site Location 3</b>			
<b>Street Address:</b>			
<b>City:</b>		<b>State:</b>	<b>Zip Code plus 4:</b>

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



ADAM H. PUTNAM  
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Florida Department of Agriculture and Consumer Services  
Bureau of Finance and Accounting

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

CFR 200

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

7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.

8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.

10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.

11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).

12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).

14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.

15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.

16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.

17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and 2 CFR, Part 200 Uniform Administrative Requirements, Costs Principles and Audit Requirements for Federal Awards, Subpart F Audit Requirements.

18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

19. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a subrecipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect, (2) Procuring a commercial sex act during the period of time that the award is in effect or, (3) Using forced labor in the performance of the award or subawards under the award.

20. Will comply with and enforce the requirements for a drug-free workplace as mandated in 2 CFR Part 421, "Requirements for Drug-Free Workplace".

21. Will comply with 2 CFR 417, Subpart C to ensure that any vendor or subcontractor that carries out the provisions of this agreement are not debarred or suspended.

22. Will comply with the Executive Order 13513 entitled "Federal Leadership on Reducing Text Messaging While Driving" by prohibiting employees, contractors, and subcontractors from texting while driving on official business and or in federally owned, rented or leased vehicles or privately owned vehicles when on official government business or when performing any work for or on behalf of or in cooperation with the federal government.

**Authorized Representative Name:**

**Title:**

**Signature of Authorized Representative:**

**Date Signed:**

**Applicant Organization:**



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Division of Administration

**CERTIFICATION REGARDING LOBBYING**

2 CFR 200

<b>Federal Financial Assistance Funding Opportunity Number:</b>	
<b>Subrecipient Legal Name:</b>	
<b>Subrecipient FEIN:</b>	
The undersigned certifies, to the best of his or her knowledge and belief, that:	
1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.	
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities" in accordance with its instructions.	
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.	
4. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty or not less than \$10,000 and not more than \$100,000 for each such failure.	
<b>Authorized Representative Name:</b>	<b>Title:</b>
<b>Signature of Authorized Representative:</b>	<b>Date Signed:</b>
<b>Applicant Organization:</b>	



Florida Department of Agriculture and Consumer Services  
Division of Administration

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

2 CFR 200

**Federal Financial Assistance Funding Opportunity Number:**

**Subrecipient Legal Name:**

**Subrecipient FEIN:**

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

**Instructions for Certification**

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

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 transactions, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

**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 statues or commission of embezzlement theft, forgery, bribery, falsification or destruction or records, making false statements, or receiving stolen property;

c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

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:**





**ADAM H. PUTNAM  
COMMISSIONER**

Florida Department of Agriculture and Consumer Services  
Division of Administration

**CERTIFICATION STATEMENT**

2 CFR 200

<b>Federal Financial Assistance Funding Opportunity Number:</b>	
<b>Subrecipient Legal Name:</b>	
<b>Subrecipient FEIN:</b>	
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.	
<b>Authorized Representative Name:</b>	<b>Title:</b>
<b>Signature of Authorized Representative:</b>	<b>Date Signed:</b>
<b>Applicant Organization:</b>	