



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

**NOTICE OF FEDERAL FINANCIAL ASSISTANCE FUNDING
OPPORTUNITY REQUEST FOR APPLICATIONS**

NICOLE "NIKKI" FRIED
COMMISSIONER

2 CFR 200

Funding Opportunity Number 21-DE-FOA-0000052-C

I. Overview

Federal Funds Recipient:	Florida Department of Agriculture and Consumer Services (FDACS)
Funding Opportunity Title:	Florida Urban and Community Farming Pilot Program
Announcement Type:	Request for Federal Financial Assistance Applications Initial Announcement
Funding Opportunity Number:	21-DE-FOA-0000052-C
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 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.

THIS IS NOT A COMPETITIVE SOLICITATION SUBJECT TO THE NOTICE OR CHALLENGE PROVISIONS OF SECTION 120.57(1) AND 120.57(3), FLORIDA STATUTES.

II. Federal Financial Assistance Funding Opportunity Description

Background

Florida's landscape has changed greatly in the last 70 years. Since 1950, 18.2 million more people call Florida home.¹ With this increase in population also comes more homes, businesses, and roads. As our cities have grown in the past 70 years, Florida has lost over seven million acres of farmland.² As this land helps feed the people of our state as well as the rest of the country and employs 2 million people, its loss is important to all Floridians.

¹ United States Census Bureau

² Florida Agriculture Overview and Statistics, Florida Department of Agriculture and Consumer Services

With the loss of so much farmland, a phenomenon is now occurring in Florida, as well as all over the world known as "urban heat islands". This occurs when urban areas replace natural land cover with dense concentrations of pavement, buildings, and other surfaces that absorb and retain heat. This effect increases energy costs, air pollution levels, and heat-related illness and mortality. Urban areas are particularly vulnerable to the threats of excessive heat as many cities are home to large populations of low-income individuals who have limited access to healthcare services.

Incorporating green spaces and gardens is particularly effective in helping to keep the urban built environment cool. Research shows that urban farming decreases high nighttime temperatures during summer months, which is an important public health finding as nighttime temperatures are a better metric for capturing negative health effects from extreme heat than daytime temperatures.³

Regions such as these are also likely to become food deserts: very large population, low income, high levels of unemployment, inadequate access to transportation, and a low number of food retailers providing fresh produce at affordable prices.⁴ The lack of access to healthful foods and easy access to fast foods may be linked to poor diets that are high in sugar, sodium, and unhealthy fats. This can contribute to diet-related conditions such as high blood pressure and cardiovascular disease. Many food deserts also provide limited or unaffordable healthcare services. This contributes to negative health outcomes for people living in these areas.

Urban farming also has the potential to provide residents in a food desert with fruits and vegetables so they may enjoy a healthier diet and lifestyle. According to a Johns Hopkins report, urban farming's most significant benefits center around its ability to increase social capital, community well-being, and civic engagement with the food system.⁵

Program Objectives

- Objective 1: Establish a long-term grant program to provide more communities cleaner air and a stable, affordable, and secure source of fresh produce.
- Objective 2: Identify ways to grow fresh produce locally in urban and community farms for the benefit of those experiencing food insecurity.
- Objective 3: Reduces energy costs of food production growing
- Objective 4: Provide incentives for community involvement in reducing CO₂ and the production of nutritious food.
- Objective 5: Promote CO₂ sequestration in the most heavily populated areas including urban areas and the most densely populated and heavily traveled areas of medium to small-sized cities and towns by growing food where it is consumed

Examples of Eligible Projects:

- Establish a rooftop garden to grow food.

³ Exploring Urban Agriculture as a Climate Change Mitigation Strategy at the Neighborhood Scale, Dana M. Habeeb, Georgia Tech, 2017

⁴ Characteristics and Influential Factors of Food Deserts, United States Department of Agriculture, Economic Research Report Number 140, 2012

⁵ Vacant Lots to Vibrant Plots, A Review of the Benefits and Limitations of Urban Agriculture, Johns Hopkins Center for a Livable Future, 2016

- Installing a keyhole garden that replaces a parking spot on a street.
- Establishing a green wall that uses either space or either an internal or external wall to grow food.
- Build a vertical farm to reduce the land footprint of agriculture.
- Build planter boxes in an empty lot to be used to grow vegetables and fruit.
- Establish an aquaponics system to grow fruits and vegetables.
- Establish a community garden that allows community members to grow fruits and vegetables.
- Start a youth agri-business program to teach farming and entrepreneurship.
- Plant fruit trees along roadways/sidewalks and near public transit stops.

Up to ten percent (10%) of the total project cost may be used for administrative costs, including the cost of reporting requirements of the program.

See Section XXI. Selection Criteria as applicants are encouraged to use as much of the funding as possible for eligible projects and those applicants that use more funding for eligible projects are more likely to be funded.

III. **Eligibility Information**

Qualified applications must come from local governments (as defined below), Florida School Boards, and community-based non-profit organizations which offer community gardening and/or food pantry programs. Partnerships between eligible applicants are allowed and encouraged.

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

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

IV. **Key Dates**

Action Item	Timeframe	Location
Notice of Federal Financial Assistance Funding Opportunity Advertisement	From: July 1, 2021 To: August 31, 2021	Posted electronically via: <ul style="list-style-type: none"> • Vendor Bid System • www.FDACS.gov • FDACS OOE website
Submission of Questions	From: July 2, 2021 To: August 13, 2021	All questions must be submitted electronically to: Bids@FDACS.gov
Responses to Questions Posted	From: July 9, 2021 To: August 20, 2021	Posted electronically via: <ul style="list-style-type: none"> • Vendor Bid System • www.FDACS.gov

Application Submission Deadline	August 31, 2021 5:00 PM ET	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: September 1, 2021 To: September 17, 2021	Review and evaluation of applications begins.
Award Notice	September 27, 2021 (Anticipated)	Posted electronically via: <ul style="list-style-type: none"> • FDACS OOE website
Subrecipient Agreement End Date	October 1, 2021 (Anticipated)	

V. Submission Dates, Times, and Location

The submission deadline is Tuesday, August 31, 2021.

An applicant is required to submit the original signed application packet and three (3) 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.**

Hard copy applications must be received by FDACS Purchasing Office by 5:00 P.M. Eastern Time (ET), Tuesday, August 31, 2021. Completed hard copy application packages shall be mailed or delivered to:

Florida Department of Agriculture and Consumer Services
Funding Opportunity Number 21-DE-FOA-0000052-C
Purchasing Office
407 South Calhoun Street
Mayo Building - Room SB-8
Tallahassee, FL 32399-0800

VI. 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.

FDACS 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:

- FDACS is responsible for performing or coordinating the functions of any federal energy programs delegated to the state, including energy supply, demand, conservation, or allocation.

- FDACS 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.
- FDACS shall promote energy efficiency and conservation in all energy use sectors throughout the state and be the state agency primarily responsible for this function.
- FDACS shall coordinate energy-related programs of state government.
- FDACS shall provide assistance to other state agencies, counties, municipalities, and regional planning agencies to further and promote their energy planning activities.
- FDACS 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 45 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.

Ineligible Activities

- Lobbying.
- Membership fees.
- Land acquisition.
- Purchase of vehicles or vessels.
- New construction.
- Foreign Travel.

- National Environmental Protection Act and Historic Preservation compliance costs.
- Costs due to negligence.
- Legal costs.
- License and permits.
- Purchase of additional buildings.
- Land development (i.e. – removing concrete foundation to use soil underneath)
- Production of food to be exported outside of the affected designated urban area.
- Profit.

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.

VII. Award Information

Total amount of funding available	\$500,000
Anticipated number of awards	10 to 100
Maximum grant award to a single applicant	\$50,000
Minimum grant award to a single applicant	\$5,000
Period of Performance	24 Months

VIII. Definitions

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

Agri-business: is the business of agricultural production which involves the production, protection, sales and marketing of the product to satisfy the customers need.

Agricultural Product: fruit, vegetables, or processed animal carcass produced for human consumption that are owned and propagated, grown, or produced under controlled conditions. Such products do not include organisms harvested from the wild for depuration, wet storage, or relay for purification.

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.

Aquaponics: a system of aquaculture in which the waste produced by farmed fish or other aquatic animals supplies nutrients for plants grown hydroponically, which in turn purify the water.

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

Business hours: 8 a.m. to 5 p.m. eastern standard time on business days.

Calendar days: All days, including weekends and holidays.

CFDA: Catalog of Federal Domestic Assistance

CFR: Code of Federal Regulations

Commissioner: Commissioner of Agriculture for the State of Florida.

Community-Based Non-profit Organization: an organization which has filed an application with Florida's Secretary of State for nonprofit corporate status pursuant to Section 617, Florida Statutes, and has been issued a federal employer identification number by the Internal Revenue Service.

Community Area: any group of residents that share geographical boundaries and/ or socio-economic status that are not considered Urban Areas.

Community Farming: any agricultural activity conducted within a central area of a town or city that may not be considered urban, but is conducted by, and for the benefit of, a community (within a 3 mile radius to underserved residents).

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*.

Community garden: a single piece of land gardened collectively by a group of people. Community gardens utilize either individual or shared plots on private or public land while producing fruit, vegetables, and/or plants grown for their attractive appearance.

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 state and local governments.

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

Florida School Boards: Operates, controls and supervises the district's public schools within the state of Florida.

Fruit Tree: a tree which bears fruit that is consumed or used by humans and some animals — all trees that are flowering plants produce fruit, which are the ripened ovaries of flowers containing one or more seeds. In horticultural usage, the term "fruit tree" is limited to those that provide fruit for human food.

Grant: See Subrecipient Agreement

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

Grantee: See Subrecipient

Green Wall Garden: is comprised of plants grown in supported vertical systems that are generally attached to an internal or external wall, although in some cases can be freestanding. Like many green roofs, green walls incorporate vegetation, growing medium, irrigation and drainage into a single system.

Keyhole Garden: is a two-meter-wide circular raised garden with a keyhole-shaped indentation on one side. The indentation allows gardeners to add uncooked vegetable scraps, greywater, and manure into a composting basket that sits in the center of the bed.

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

Rooftop Gardens: A man-made green spaces on the topmost levels of industrial, commercial, and residential structures. They may be designed to grow produce, provide play space, give shade and shelter, or simply be there as a living, green area.

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

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.

Urban Area: is a city with a population density of at least 1,000 people per square mile and have an overall density of at least 500 people per square mile.

Urban Farming: any agricultural operation conducted within an area classified as "urban" under county or municipal ordinances that provides a source of food to the local urban area in which it is produced.

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

Vertical Farming: is the practice of growing crops in vertically stacked layers. It often incorporates controlled-environment agriculture, which aims to optimize plant growth, and soilless farming techniques such as hydroponics, aquaponics, and aeroponics.

IX. Cost Sharing (Matching) Requirements

Applicants are required to provide a minimum ten percent (20%) cost share/match of the total project cost for this program.

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 FDACS 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

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.

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

FDACS' 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 specific 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
Funding Opportunity Number 21-DE-FOA-0000052-C
Purchasing Office
407 South Calhoun Street
Mayo Building – Room SB-8
Tallahassee, FL 32399-0800

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

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

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

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

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

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 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. Removed applications will not be returned to the applicant.

A complete application package (FDACS 02032) consists of the following pages:

- Coversheet /Application for Federal Financial Assistance Subaward
- Key Contact Information
- Project Narrative
- Scope of Work
- Budget Plan Narrative
- Budget Plan
- Key Person/Staff
- Performance Site/Locations
- Assurances Subrecipient Award
- Certification Regarding Lobbying
- Certification Regarding 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 any and all 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 in a position 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.

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. Applicants who have an active exclusion may not be eligible for award.

XX. Late Applications

Applications, hard copy or email, received by FDACS after the application submission deadline will be rejected as untimely.

XXI. Evaluation Criteria

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 Florida local governments and school boards.
- 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's application was not received by FDACS by the date and time specified in this NOTICE.
- f. FDACS has a pending civil or administrative action against the applicant;
- g. The applicant has entered into a consent order with FDACS, 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;
- h. The applicant submitted more than one application.

If FDACS staff determines that an application is ineligible, it will be removed from further consideration. Determination of eligibility is at the sole discretion of FDACS staff

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

Each application will be evaluated and scored based on the criteria listed below.

- a. Project Narrative: Up to 20 points will be awarded based upon the extent to which the project narrative demonstrates a clear understanding of the grant purpose and

the expected project outcomes. The applicant's project narrative score will be based upon the following criteria:

- Does the applicant provide a statement as to the need for the federal financial assistance? (4 points)
- Does the applicant tie the need for assistance to the purpose of the grant? (4 points)
- Are the expected project outcomes related to the purpose of the grant? (4 points)
- Does the applicant provide details as to the implementation strategies? (4 points)
- Does the applicant provide a timeline which coincides with the award period? (4 points)

b. Scope of Work: Up to 35 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? (7 points)
- Do the objectives and tasks relate to the project narrative? (7 points)
- Is the timeline for each task reasonable? (7 points)
- Does the applicant provide staff names as to who is responsible for completing each task? (7 points)
- Is the scope of work feasible for completion during the award period? (7 points)

c. Budget Narrative: Up to 20 points will be awarded based upon the relationship between the scope of work and the itemized budget narrative. The application must demonstrate the need and reasonableness of the projected costs. The applicant's budget narrative score will be based upon the following criteria:

- Did the applicant provide an itemized budget narrative? (4 points)
- Does the itemized budget narrative relate to the details in the scope of work? (4 points)
- Is each itemized budget line reasonable and necessary? (4 points)
- Does the budget plan tie to the budget narrative? (4 points)
- Is the budget adequate for the scope of the project? (4 points)

d. Resources: Up to 15 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 scope of work. The application should demonstrate the adequacy of the applicant to support the project – facilities, equipment, supplies, etc. The applicant's resources score will be based upon the following criteria:

- Did the applicant include the background and qualifications of key personnel? (3 points)
- Does it appear the applicant has sufficient personnel assigned to complete the project on time? (3 points)
- Does the application describe the facilities to be used? (3 points)
- Does the application list adequate equipment, supplies and other resources to complete the project on time? (3 points)

- Does the applicant indicate the project is ready to implement quickly? (3 points)
- e. Collaboration: Up to 20 points will be awarded to applicants who partner with another organization or local government to perform multiple projects. The applicant will serve as the primary recipient and be responsible for the administration and management of the award with the department. Partner organizations must meet the same eligibility requirements as the applicant but are not required to submit a separate application. The applicant's collaboration score will be based on the following:
- Organization's willingness to commit resources including cash, equipment, supplies, facilities, and personnel to the project; (4 points)
 - Do all organizations agree to the requirements of the application? All collaborating organizations should provide a letter of support; (4 points)
 - Organization's willingness and ability to provide the applicant with timely and accurate reports; (4 points)
 - Roles of each organization are clearly defined in the application; (4 points)
 - Applicant's capacity to retain responsibility for the duration of the project if a partner organization has to discontinue their involvement with the project. (4 points)

The scores for each factor will be added to obtain a total score for each application. Funding will be awarded to applications according to the total score received.

XXII. Evaluator(s)

FDACS' evaluator(s) will consist of 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.

XXIII. Anticipated Announcement and Award Dates

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

XXIV. Award Notice

Upon the completion of FDACS' 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 FDACS 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.

THIS IS NOT A COMPETITIVE SOLICITATION SUBJECT TO THE NOTICE OR CHALLENGE PROVISIONS OF SECTION 120.57(1) AND 120.57(3), FLORIDA STATUTES.

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.

FDACS 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 FDACS 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 US 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 FDACS as specified in funding award Grant Agreement using the format and content shown on FDACS' performance progress report. A modified form will 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

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

FDACS will not reimburse costs incurred prior to execution of the Grant Agreement. Grantees must first expend the funds and then submit source documentation to FDACS for reimbursement from grant funds. FDACS will issue payment(s) upon acceptance and approval of required reports, services and invoices by the assigned FDACS 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 FDACS' 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 <http://forms.fdacs.gov/02019.pdf>.

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 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.

FDACS is the only entity who can award Urban Farming Program 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 FDACS, 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 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 will be able to view. Each applicant is responsible for monitoring the Vendor Bid System for updates and notifications regarding this funding opportunity.

All questions shall be directed to:

Purchasing Office
Funding Opportunity Number 21-DE-FOA-0000052-C
Email: BIDS@FDACS.gov

Please include the Funding Opportunity Number and title in the subject line of any email correspondence.

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.