



FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES
COMMISSIONER NICOLE "NIKKI" FRIED

August 17, 2021

ADDENDUM 4

TO: Applicants

FROM: Michelle Faircloth

**RE: Notice of Federal Financial Assistance
Funding Opportunity Number 21-DE-FOA-0000052-C**

This addendum is to provide all potential applicants with answers to questions received in reference to the above notice of funding opportunity.

Question / [Answer](#)

1. If all funds for this grant must be expended in the first 12 months of a 24 month program cycle, would I be able to hire personnel over the entire 24 month period? Or would a person hired for this grant only be eligible to be paid for one year?
As provided under Section X of the Notice, "Funding is available for project work initiated and completed during the award period". Personnel funded for administrative or project management work only may be reimbursed up to the end of the award period.
2. Would pounds of produce grown in an urban farm over a set amount of time qualify as a performance measure/outcome indicator?
Yes if it meets one of the Program Objectives such as "the produce grown for benefit of those experiencing food insecurity".
3. What type of sustainability statement is required for the purpose of reporting on this grant?
There are no sustainability requirements.
4. Pg. 5 under ineligible activities "new construction" As part of our project, we are installing a community composting drop off area next to a community garden. To access the property directly, we need to install a culvert and a shelled parking area and meet ADA standards for one parking spot. Does this qualify as new construction?
The installation of culverts and parking would be considered new construction for the purpose of this Notice and therefore ineligible activities under this Program.

5. Pg. 9 under cost sharing – since 20% is minimum amount, if our cost sharing is higher, would there be an advantage for higher scoring on the matrix of acceptance of funding?
There is no scoring advantage for exceeding the minimum cost share amount.

6. Pg. 16 under 16 under reimbursement request – if a line item’s actual cost is lower than the line item’s budgeted amount due to changes from quote estimate and actual work, how will this be handled? Could the extra be used where a line item went over the budgeted amount?
As provided under Section XXVIII Reimbursement Requests, “Grantees must first expend the funds and then submit source documentation to FDACS for reimbursement from grant funds”. Budgets adjustment may be made through grant amendments with FDACS prior approval.

7. Can the completed grants be Emailed in?
Grant applications will not be accepted by Email. Applications must be submitted in accordance with Section V. Submission Dates, Times and Locations.

8. How many letters of support do you recommend or require?
There are no minimum or maximum requirements for letters of support.

9. Can volunteers and interns be included as workers on the grant for staff?
Yes, if there is a demonstrated need and the costs are reasonable.

10. Is ½ page enough to explain the qualifications of the individuals who will lead?
As provided under Section XXI Evaluation Criteria, “the application must include the background and qualifications of key personnel to carry out the proposed scope of work”. There are no minimum or maximum page length requirements for qualifications.

11. Now that the number of pages is limited to two (2) for the Project narrative, are applicants expected to include Key Personnel details in this section. I ask because this information is requested on the Application Packet but not on the NOFO. Please advise.
No. Key personnel details may be included in the Resources section of the application.

All other terms, conditions and specifications of this Notice of Federal Financial Assistance will remain the same. If you have any questions regarding this addendum, please feel free to contact us at Bids@FDACS.gov.