

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 21-DG-11083112-001 – A

I. Overview

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

Funding Opportunity Title: 2021 Urban and Community Forestry Grant Program

Type: Request for Federal Financial Assistance Applications

Funding Opportunity Number: 21-DG-11083112-001- A

Catalog of Federal Domestic Assistance (CFDA) Number: 10.664

Federal Agency Name: USDA Forest Service

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

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. Key Dates

Action Item	Timeframe	Location
Notice of Federal Financial Assistance Funding Opportunity Advertisement	From 08/2/2021 To 10/8/2021	Posted electronically via: MyFloridaMarketPlace vendor bid system and the Florida Forest Service - Urban Forestry webpage .
Submission of Questions	From 08/2/2021 To 10/1/2021	All questions must be submitted electronically to: Bids@FDACS.gov
Responses to Questions Posted	From 07/30/2021 To 10/5/2021	Posted electronically via: MyFloridaMarketPlace vendor bid system
Application Submission Deadline	10/8/2021 2:00 p.m. EST	Florida Department of Agriculture and Consumer Services- Office of General Services 407 South Calhoun Street Mayo Building, Room SB-8 Tallahassee, FL 32399-0800
Evaluation of Applications	From 10/15/2021 To 11/19/2021	Review and evaluation of applications begins.

Subrecipient Agreement End Date	2/28/2023 (Anticipated)	
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III. Submission Dates, Times, and Location

The submission deadline is October 8, 2021 at 2:00 p.m. (Eastern).

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

An application packet may be sent by U.S. Mail, courier, overnight or hand delivered to the FDACS Office of General Services 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 by 2:00 p.m. Eastern Standard Time (EST), October 8, 2021. Completed hard copy application packages shall be mailed or delivered to:

Florida Department of Agriculture and Consumer Services
Office of General Services
407 South Calhoun Street
Mayo Building – Room SB-8
Tallahassee, FL 32399-0800

IV. Federal Financial Assistance Funding Opportunity Description

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

Overview

The purpose of Florida's Urban and Community Forestry (UCF) Grant Program is to provide financial assistance to local governments, Native American tribal governments, volunteer groups, nonprofit organizations, and educational institutions to initiate or enhance local urban and community forestry programs and improve the urban environment within the state of Florida. The State of Florida anticipates an allocation of \$265,000 for fiscal year 2021.

The primary purpose of this UCF grant program is to promote better urban forest management and to provide resources necessary for the retention and expansion of community tree canopy throughout the State of Florida. Trees are a vital component of urban infrastructure, but trees must be properly managed to maximize the benefits they provide to the community. By properly managing their tree infrastructure, communities can increase property values, tourism

appeal, and the physical and mental health of residents, while reducing storm water runoff, energy consumption, and air and water pollution. Community forest management also helps to identify public safety hazards to residents and structures and is a useful tool in storm preparation. Local community leaders and the public should learn more about how their urban trees benefit their community, from an economic, social, and environment standpoint. They also should learn about proper species selection, planting and care for trees to minimize future maintenance problems and how to utilize green infrastructure to reduce storm water runoff.

No more than 60% of the funding will be allocated to tree planting practices. The maximum grant allocation is \$20,000 for each category and each applicant. Practices may be implemented on county or municipally-owned lands, including parks or natural areas, as well as highway and street rights-of-way not maintained by the Federal government. Funds will be allocated to regions with priority given to fiscally distressed communities.

FDACS, Florida Forest Service (FFS) is requesting proposals for grants to:

- Plant trees in areas where they would provide tangible benefits to Floridians through energy reduction, water or air quality improvement, storm water runoff avoidance, or increased greenspace accessibility.
- Establish a food forest or urban orchard.
- Conduct a tree inventory of public areas and assess the condition of individual trees.
- Conduct an urban tree canopy assessment to gather information about how much tree canopy is in the area and how it is distributed across the landscape.
- Develop an urban forest management plan.
- Implement informational and educational programs to improve the understanding of residents and local officials of the benefits of maintaining a healthy tree canopy.
- Develop a workforce development program to educate students and residents about career opportunities in the green industry and provide them with hands on experience to give them the necessary skills.

Scope:

There are 4 categories:

1. Public Tree Canopy Improvement (Tree Planting)
2. Public Tree Inventory or Urban Tree Canopy Assessment
3. Urban Forest Management Planning
4. Urban Forestry Information and Education

Category 1: Public Tree Canopy Improvement (Tree Planting)

This category is provided for the purchase and installation of replacement or additional community trees on public rights-of-way, in parks or other public spaces. Funding may be used solely for purchase and installation of trees. Planting of complimentary shrubs and ground covers may be submitted as matching funds only. Additionally, removal of dead or damaged trees is the responsibility of the community and cannot be considered for funding under this grant program.

Eligible planting projects include:

- a. Planting of trees along rights of way or in publicly owned, publicly accessible areas for the benefit of the whole community.
- b. Replacement of dead, diseased, or over mature trees in public areas. Or replacement of non-native exotic or invasive species with more appropriate species for the climate and the site.
- c. New appropriate tree plantings in areas where the trees will serve as windbreaks, reduce storm water runoff, help control erosion, and improve water quality.
- d. Installation of trees as part of a green infrastructure demonstration project such as bioswales, green roofs, bioretention areas, or pervious pavement.
- e. Establishment of a food forest or urban orchard as an educational resource or to help provide produce to urban food deserts.

Tree Planting Requirements:

1. Trees/palms (including those planted as part of the local match) must be Florida Grade #1 or equivalent (Florida Division of Plant Industry, Grades and Standards).
2. Trees may not exceed a 4-inch caliper. Palms may not be taller than 16 feet, clear trunk.
3. Minimum tree size is 1½ inch caliper, in at least a 15-gallon container.
4. At least three tree species native or naturalized to the area and suitable for the site and objective must be planted. No species may represent over 33% of the total number of trees planted during the project. EXCEPTION: food forest and urban orchard projects can utilize non-native fruit and nut tree varieties as long as the species are documented to do well in Florida and are not listed on the Florida Exotic Pest Plant Council's invasive species list.
5. Up to ten percent (10%) of the grant award may be used for the purchase and/or installation of irrigation equipment or an irrigation system, or for supplemental watering during the 60-day grow-in period.
6. Trees listed on the Exotic Pest Plant Council's MOST RECENT list of Florida's Invasive Species may not be planted as any part of this grant program. The list may be found on the internet at www.fleppc.org.
7. Maximum allowable cost per individual tree or palm is \$500, which can be split between grant and match for purchase and planting.
8. Written approval is required (as part of the proposal) from the Florida Department of Transportation for planting and maintenance on any state right-of-way.
9. Eligible multi-stemmed tree species include only those listed on the Right Tree/Right Place posters produced by the Florida Urban Forestry Council, unless FFS permission is granted for another species.
10. A maximum of \$15 per tree may be spent on planting materials during the 60 day grow-in period only.
11. Purchase and planting of shrubs and ground covers in conjunction with the tree planting may only serve as a matching cost, and as such cannot be reimbursed.
12. Proposals must include the following information:
 - a. A location map.
 - b. A minimum of three-color photographs of the planting site.
 - c. A detailed planting plan (site plan) which shows the location of the trees/palms, existing structures, and site limitations such as underground utilities and overhead wires.
 - d. Written approval from the Florida Department of Transportation for planting and maintenance on the State right-of-way (if applicable).

- e. A three (3)-year maintenance plan to be carried out by the grant recipient at their expense. Maintenance costs incurred after certification by the Florida Forest Service are ineligible for reimbursement.
 - f. A resolution by the managing agency of the property (if different from the applicant) which states they concur with the grant proposal and maintenance plan.
13. A 60-day “grow-in period” is required prior to Certification of Acceptance by the Department and the processing of a final reimbursement. The proposal should state how the trees will be watered and cared for during the grow-in period.
 14. Tree Plantings must follow established procedures for handling, placement, and maintenance. Refer to <http://hort.ifas.ufl.edu/woody> for additional guidance.
 15. After the tree planting is completed, an iTree Design report of the project is required to be submitted prior to the processing of the final reimbursement. This tool estimates the future reduction in storm water runoff and increase in water quality over the life of the planted trees. The report should include assessments for years 5, 15, and 25. iTree Design is an easy to use and free program that can be found at <https://design.itreetools.org/>.

Category 2: Public Tree Inventory or Urban Tree Canopy Assessment

This category is provided for communities to develop or enhance inventories/assessments of public trees. Up-to-date inventories can provide more efficient and effective urban forest management.

Tree Inventories – Development of a local tree inventory/hazardous tree inventory on non-federal public properties (includes parks, rights-of way and preserves). This can include the purchase of hardware, software, and related equipment, as well as fees paid to vendors to conduct the inventory. This can also include the examination of individual trees to determine whether they need arboricultural treatments.

Urban Tree Canopy Assessment - use of remote sensing technology to determine tree canopy coverage and distribution in a defined area (usually a district or municipal boundary). These assessments can also be used to identify potential tree planting spaces and prioritize planting initiatives based on current tree canopy coverage. Eligible costs are the same as above: hardware, software, related equipment, and vendor fees.

Tree Inventory or Assessment Requirements:

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

Category 3: Urban Forest Management Planning

An urban forest management plan serves as the guiding document for managing the tree resource in a community. The objective of an urban forest management plan is to:

- Reduce the amount and severity of the damage and losses to people, property, the economy and the environment that results from tree failures.
- Reduce tree canopy cover losses and strategically plan planting initiatives to equitably distribute tree cover throughout the community.
- Maximize the benefits of urban trees by planting and retaining trees where they reduce storm water runoff, improve air and water quality, and lower the ambient temperature.
- Identify policies and procedures that can be updated to reinforce canopy goals.

The development and implementation of an urban forest management plan will provide the following benefits:

- Planned planting and maintenance schedule based on data
- More efficient and effective response to storms
- Updated tree policies and procedures
- Reductions in tree failures and tree canopy losses
- Improved community forest health, safety and benefits

Urban Forest Management Plans funded through this program should include:

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

Additional sections of the plan that you may wish to incorporate and that are acceptable through this grant include:

- Urban forest storm preparedness and mitigation
- Urban wood utilization

Category 4: Urban Forestry Information and Education

This category is provided to make individual residents, community officials, students and private vendors more aware of urban forestry and the benefits of trees to humans and communities. Residents and officials need to be better informed and educated about of the value of the urban forest to their local communities, and that the benefits of trees far outweigh the potential damage caused by trees. Beyond the benefits of trees, students should know about the potential career opportunities in the green industry.

Local governments, nonprofit organizations, and educational institutions are eligible to purchase or produce information and education materials (leaflets, newsletters, handbooks, videos, etc.) for distribution to the public, or to cost-share seminars and workshops related to urban and community forestry topics. The emphasis here is on providing information to the

public, volunteer groups, technicians, tree workers, etc. (i.e., urban and community forestry technology transfer).

Eligible Activities:

- a. Educational programs - for the exhibition, purchase or development of materials for the benefit of public education as described above.
- b. Workshops/Training Sessions/Conferences/Seminars - for the support and organization of public programs which achieve the goals of this grant. Costs may cover mailing, audio/visual equipment rental and related expenses.
- c. Public service materials - (PSA development) - for the development of or purchase of public service programs, videos, or slide shows which educate the public. These may include expenditures for film, paper, production costs, equipment rental or other accessories (excluding the purchase of camera or other video equipment).
- d. Brochures - for the purchase of existing technical brochures or the design, development, production or mailing of an educational or informational brochure consistent with the goals of this grant program. Those desiring brochures are encouraged to utilize existing brochures, if brochures exist, and apply for funding for the purchase and distribution of brochures.
- e. Exhibits - for the purchase of or design, development and construction of an educational/informational exhibit which promotes the goals of this grant program. All products (brochures, signs, videos, reports, etc.) funded by this grant must display the following statement:

“This publication made possible through a grant from the USDA Forest Service in cooperation with the Florida Forest Service.”

- f. Workforce Development programs – for the development, and instruction of residents and students about green industry careers. These programs should provide participants with hands on experiences and training to prepare them for a career in the green industry. It is encouraged for projects in this category to work with local industry members to connect program participants with green industry jobs.

V. Statutes and Regulations

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

VI. Award Information

Total amount of funding eligible	\$265,000
Anticipated number of awards	20
Maximum grant award to single applicant	\$30,000
Minimum grant award to single applicant	\$2,500
Period of Performance	1/01/2022 through 2/28/2023

VII. Definitions

Applicant: Entity that submits an application for federal financial assistance under this notice of funding opportunity.

Application Packet: Complete written response of the applicant to the notice of federal financial assistant funding opportunity including properly completed forms, supporting documents and attachments.

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

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

Calendar days: All days, including weekend and holidays.

Commissioner: Commissioner of Agriculture for the State of Florida.

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

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

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

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

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.

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

VIII. Eligibility Information

Qualified applicants are nonprofit organizations, educational institutions, local governments, state governments and Native American tribal governments.

Grant requests may not exceed \$30,000. The minimum amount allowed is \$2,500.

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

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

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

Expenses associated with travel and per diem are not eligible.

Expenses associated with invasive species removal are not eligible but may be used as match.

IX. Cost Sharing (Matching) Requirements

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

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

The maximum allowable assessment for in-kind match for general volunteer labor (non-professional) is \$26.32 per hour. Salaried or hourly employees working in the same job class may use their current salary and benefit rate for match purposes.

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

X. Funding Source and/or Restrictions

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

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

Funding is available for project work initiated and completed during the award period. Funding is subject to the amount of spending authority allocated by the Florida Legislature.

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

XI. Cost of Preparation

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

XII. Public Records

Article 1, section 24, Florida Constitution, guarantees every person access to all public records, and Section 119.011, Florida Statutes, provides a broad definition of public record.

As such, all responses to a federal financial assistance funding opportunity are public records unless exempt by law. Any applicant claiming that its response contains information that is exempt from the public records law shall clearly segregate and mark that information and provide the statutory citation for such exemption.

XIII. Request Application Packet

The application packet is available as a separate document on the MyFlorida.com Vendor Bid System posting.

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
Office of General Services
407 South Calhoun Street
Mayo Building – Room SB-8
Tallahassee, FL 32399-0800
BIDS@FDACS.gov

XIV. General Instructions for Application Packet

Carefully review all materials and prepare the responses accordingly.

The application packet must be complete and provide all the required information by the submission deadline to be considered. Application packets that fail to provide all the required forms and signatures will be considered non-responsive and consequently will be removed from the evaluation process.

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

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

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

XV. Application Package Components

Current FDACS forms must be used. Substitute forms will not be reviewed. Do not alter the pages unless the page indicates that it can be modified. Applications that do not include all required pages will be removed from the evaluation process.

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

- Coversheet
- Key Contact
- Project Narrative
- Scope of Work
- Budget Plan Narrative
- Budget Plan
- Key Person/Staff
- Performance Site/Locations
- Assurances
- Lobbying Form
- Debarments, Suspension, Ineligibility
- Certification Statement

XVI. Clarifications/Revisions

Before award, FDACS reserves the right to seek clarifications or request any information deemed necessary for proper evaluation of submissions from all applicants deemed eligible for the subrecipient agreement. Failure to provide requested information may result in rejection of the application.

XVII. Rejection of Applications

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

XVIII. DUNS

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

XIX. System for Award Management (SAM) Registration

The applicant must be registered in the System of Award Management (SAM) <https://sam.gov/SAM/>. The applicant will be required to maintain a registration for the duration of the award. Submit proof of registration and expiration date with this site with the application.

XX. Late Applications

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

XI. Evaluation Criteria

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

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

- a. Demonstrated Need - 20 Points Maximum
The highest score will be given to proposals that demonstrate an economic need for cost-share dollars such as small rural communities or underserved neighborhoods in larger cities or fiscally distressed communities.
- b. Well-Defined Goals and Objectives - 20 Points Maximum
The highest score will be given to proposals that clearly state goals and objectives that will expand/complement existing UCF efforts, as defined above under Urban Forestry Program Development.
- c. Technical Correctness – 20 Points Maximum.
The highest score will be given to proposals which include competent project supervision, adherence to tree planting and other practice specifications and knowledge of how to implement the practice they are proposing.
- d. Cost Effectiveness - 20 Points Maximum
The highest score will be given to proposals that will clearly maximize results with the efficient use of grant dollars, clearly describe how funds will be expended, and adhere to the cost parameters listed in this RFA. Including written estimates will enhance this score.
- e. Promotional Value - 10 Points Maximum
The highest score will be given to proposals which have a high potential for positive public relations, where the applicant indicates a strategy for publicizing the project.
- f. Completeness of Proposal - 10 Points Maximum
The highest score will be given to proposals which are complete, include all the required attachments, and provide a detailed explanation of the proposal.

XXII. Evaluator(s)

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

XXIII. Anticipated Announcement and Award Dates

The evaluation and selection process is expected to be no longer than 45 days after the submission deadline. The announcement of the awards will be within 60 days after the submission deadline.

XXIV. Award Notice

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

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

The successful applicants will have thirty (30) days to fully execute the Subrecipient Agreement. Failure by the subrecipient to sign and return the Subrecipient Agreement, within 30 days upon receipt of the agreement, shall constitute forfeiture of the award.

Although it is the intent of FDACS to expedite the subrecipient grant award process as much as possible, applicants should be aware that execution of a Subrecipient Agreement could be delayed for some time until federal funding is received. Projects should be scheduled accordingly. No costs to be charged against the subrecipient award or counted as match can be incurred before the Subrecipient Agreement is executed.

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 comply with all laws, rules, and regulations applicable to the federal funds provided by the federal financial assistance funding opportunity.

The applicant shall maintain an accounting system and a set of accounting records which allow for the identification of revenues and expenditures related to this funding opportunity.

XXVI. Acknowledgment of Funding

The subrecipient shall have an acknowledgement of the USDA Forest Service support placed on any publication written or published or audiovisual produced with grant support and, if feasible, on any publication reporting the results of, or describing, a grant-supported activity, or audiovisuals produced with grant support. This requirement does not apply to audiovisuals produced as research instruments or for documenting experimentations or findings and not intended for presentation or distribution to the public.

XXVII. Performance Report

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

XXVIII. Reimbursement Requests

All reimbursement requests must be submitted using FDACS's standard payment request packet, unless otherwise noted in the special conditions of the subrecipient agreement and provide supporting documentation for each cost. The subrecipient shall submit the payment request packet to the recipient's grant manager not more often than monthly, but not less often than quarterly. To be eligible for reimbursement, costs shall be allowable, necessary, and reasonable, and must be submitted by budget category consistent with the budget plan submitted with applicant's application. The payment request package is downloadable at <http://forms.fdacs.gov/02019.pdf>. **Travel expenses are not allowed.**

The FDACS agreement with the federal agency is cost reimbursement format; therefore, no advance payments will be provided.

Any work performed on the project and/or any expenditure made prior to a fully executed subrecipient agreement and written authorization from FDACS is ineligible for reimbursement.

XXIX. Disclaimer

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

XXX. Questions

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

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

Florida Department of Agriculture and Consumer Services
Office of General Services
Funding Opportunity Number: 21-DG-11083112-001- A
Telephone (850) 617-7188
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.