



Florida Department of Agriculture and Consumer Services  
Office of Energy

**ATTACHMENT A**  
**GRANT AGREEMENT NO. ARE064**  
**GRANT WORK PLAN**

ADAM H. PUTNAM  
COMMISSIONER

**A. PROJECT TITLE:** Replacement of Street Lighting

**B. PROJECT LOCATION:** City of Key West

**C. PROJECT BACKGROUND:** in response to the Office of Energy’s grant solicitation, the Grantee will use grant funds to replace 166 street lights in downtown Key West

**D. PROJECT OBJECTIVES:** *[GRANT MANAGER NOTE: Provide a list of objectives, in bullet format, expected to be achieved as a result of completing this project. The project can include more or less than three objectives as shown here.]*

- **Objective 1:** To reduce the annual power consumption within the city by procuring and installing energy efficient street lighting.

**E. PROJECT DESCRIPTION:**

- **Task 1: Energy Efficient Street Lighting**
  - **Task 1a:** Select a vendor following the procurement procedures outlined in 10 CFR 600, to install energy efficient street lighting in downtown Key West.
  - **Task 1b:** Complete engineering and design plans.
  - **Task 1c:** Obtain permits, if necessary.
  - **Task 1d:** Submit a report to the Office of Energy including the procurement documents used to select the vendor, the contract between the Grantee and the vendor, photographs of the installed street lighting, and a copy of the operation and maintenance manual.

**F. PROJECT DELIVERABLES/OUTPUTS:** *[GRANT MANAGER NOTE: Using the table format below, identify the month of the project each task will start and be completed (for example, Task #1 might start in month 1 and be completed by month 6 – don’t insert specific dates). Identify outputs/deliverables to result from this project (for example, progress reports, draft project report, final project report, manuals, videos, maps, Best Management Practices developed, equipment installed, meetings, etc.) Identify in which months of the project (for example month 12) the outputs/deliverables will be accomplished. The Description of each Activity must reference the related Task # from Section E.]*

The table below identifies the month of the project each task will start and be accomplished.

No.	Task/Activity Description	Deliverables/ Outputs	Start Month	Deadline Month
1	Energy Efficient Street	Submit a report to the Office of	Month 1	Month 3

	Lighting	Energy including the procurement documents used to select the vendor, the contract between the Grantee and the vendor, photographs of the installed street lighting, and a copy of the operation and maintenance manual.		
2				
3				
4				
5				

**G. PROJECT BUDGET:** *[GRANT MANAGER NOTE: Figures should be "right-justified", no extra spaces between the dollar sign and the amount and decimal points for figures in each row must line up. If no Match is required, reflect N/A in the Total Project Budget row of the Cost Share-Funding column and reflect 0% as the Cost Share Percentage.]*

The budget below summarizes the project by Funding Category. All dollar amounts are rounded to the nearest whole dollar value.

Funding Category	Grant Funds	Cost Share: Matching Funds and Other In-Kind Contributions	
		Funding	Source of Funds
1. Salaries			
2. Fringe Benefits			
3. Travel (if authorized)			
4. Supplies/Other Expenses			
5. Equipment	\$250,000	N/A	N/A
6. Contractual Services			
7. Indirect (if authorized)			
Total Project Budget	\$250,000		
Total Project Cost	\$250,000	= Grants Funds + Cost Share	
Cost Share Percentage	0%	= Cost Share / Total Project Cost	

**H. BUDGET DETAIL:** *[GRANT MANAGER NOTE: Number of units for each item must correspond to information reflected in Section E. Provide accurate calculations to justify the cost of each budget line-item (dollars and cents). When reflecting the Sub-Total for each Budget Category, round (only) this figure to the nearest whole dollar value; these sub-totals must correspond to figures reflected in Section G. All figures should be "right-justified", no extra spaces between the dollar sign and the amount and decimal points for figures in each row must line up. If no costs are requested in a Budget Category, reflect "N/A" in the Sub-Total for that Budget Category. Use additional lines if necessary. For Salary Costs: it is recommended to obtain a copy of the position description for each position funded under the project, especially if that position is NOT identified as administrative in nature for the calculation of 10% administrative cost limitations. For Indirect Costs: if Options 2 or 3 are appropriate, obtain a copy of the Grantee's Indirect Cost Rate, as approved by their cognizant Federal agency, or obtain a copy of their Cost Allocation Plan.]*

Using the definitions provided below, the detailed, line-item budget clarifies the Budget Summary shown in Section G. Budget Category Sub-Totals have been rounded to the nearest whole dollar value. Up to 10% of grant funds may be used for administrative costs, excluding the cost of meeting reporting requirements of the program.

Administrative costs are defined as: allowable, reasonable, and allocable Direct and Indirect costs related to overall management of the awarded grant (including travel). For each budget line-item, the appropriate column identifies if the cost is: 1) Grant or Match, 2) a Direct cost used to calculate Indirect Costs (if approved) and 3) whether the cost is Administrative in nature. A description of what is required for each budget category is as follows:

1. Salaries - Identify the persons to be compensated for work on this project by name (if known), position, and title. Show the hourly cost and total hours to be charged for each person or position. Divide annual salaries by 2080 hours and nine month academic salaries by 1560 hours, to find the hourly rate.
2. Fringe Benefits - Multiply the rate by the total salaries to which fringe benefits apply. If the rate is variable, explain and show calculations.
3. Travel - List trips by their purpose and/or destination. Indicate the number of days for each trip. The Department will only reimburse for travel at the appropriate State of Florida rate (Section 112.061, Florida Statutes), using the forms referenced in Attachment B, Payment Request Summary Form. Be prepared to provide the Department with details on costs utilized to calculate the "Amount Budgeted" for each trip.
4. Supplies & Other Expenses - List expendable supplies by category description, unit costs and quantity. List other expenses not included in any of the above categories. Examples would be printing, copying, postage, communications, etc. Non-expendable equipment valued at less than \$1,000 may be listed also. Include only expenses directly related to the project, not expenses of a general nature. For Match only, list costs related to donated real property such as land (not to exceed the fair market value of the property).
5. Equipment - List non-expendable personal property/equipment valued at \$1,000 or more by description, unit cost, and quantity. Computers and data-processing equipment should be described in detail.
6. Contractual Services - Subcontractors should provide the same information required by this budget table, with the following exceptions: (a) when professional services are provided at a pre-existing approved rate or fee shown on the budget; or (b) the subcontract is to be obtained competitively. For either (a) or (b), show an estimated maximum amount.
7. Indirect Costs/Rate - **[Option 1-preferred]** Indirect Costs are not authorized. **[Option 2 – alternative]** If Indirect Costs are authorized, they are allowable only for Match and must be based on a specified authorized rate in consultation with the Commission. The Indirect Cost Rate and the Direct costs upon which the amount of Indirect Cost is calculated must be reasonable, measurable, documented and the Indirect Cost Rate must be consistently applied. Calculations must be shown in Attachment B, Payment Request Summary Form. **[Option 3 – least preferred]** If Indirect Costs are authorized, they must be based on a specified authorized rate in consultation with the Commission. The Indirect Cost Rate and the Direct costs upon which the amount of Indirect Cost is calculated must be reasonable, measurable, documented and the Indirect Cost Rate must be consistently applied. Calculations must be shown in Attachment B, Payment Request Summary Form.
8. Total Budget Category – Show the total of all line-items within a Budget Category.
9. Total Budget - Show the total of all categories.

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**I. TOTAL BUDGET BY TASK: [GRANT MANAGER NOTE: The description of each Task must correspond to Tasks reflected in Section E. Figures should be "right-justified", no extra spaces between the dollar sign and the amount and decimal points for figures in each row must line up. If no Match is required, reflect N/A in the Total Project Budget row of the Cost Share-Funding column and reflect 0% as the Cost Share Percentage.]**

The project budget below summarizes the project by Project Task. Project Tasks correspond to the "Project Description" section. All dollar amounts are rounded to the nearest whole dollar value.

Project Task		Grant Funds	Cost Share: Matching Funds and Other In-Kind Contributions	
			Matching Funds	Source
1	Purchase/installation of street lighting	\$250,000		
2				
3				
4				
5				
Totals:		\$250,000		
Total Project Cost:		\$250,000	= Grant Funds + Cost Share	

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1. Salaries									
Salaries (Name/Position)	Hourly Cost (\$)	*	Hours/wk. or % FTE	=	Total Gross Salary (\$)	Grant = G or Match = M	Direct costs used to calculate Indirect Cost? Y/N	Admin. Cost? Y/N	
	\$	*		=	\$				
	\$	*		=	\$				
	\$	*		=	\$				
	\$	*		=	\$				
Sub-Totals for Salaries Category					\$				

2. Fringe Benefits									
Name of Employee	Amount Gross Salary (\$)	Approved % per Work Plan or enter "N/A" & provide break-out	Benefit # 1 & Cost	Benefit # 2 & Cost	Benefit # 3 & Cost	Total Fringe Benefits (\$)	Grant = G or Match = M	Direct costs used to calculate Indirect Cost? Y/N	Admin. Cost Y/N
	\$		\$	\$	\$	\$			
	\$		\$	\$	\$	\$			
	\$		\$	\$	\$	\$			
Sub-Total of Fringe Benefits Category					\$				

3. Travel * Cannot exceed cost limitations required by Section 112.061, Florida Statutes									
Name of Employee	Destination	Period of Trip (# of days)	Purpose of Trip	Amount Budgeted	Grant = G or Match = M	Direct costs used to calculate Indirect Cost? Y/N	Admin. Cost Y/N		
				\$					
				\$					
				\$					
				\$					
Sub-Total of Travel Category				\$					

4. Supplies - Other Expenses									
Description	Unit Cost (\$)	*	Quantity	=	Total Cost (\$)	Grant = G or Match = M	Direct costs used to calculate Indirect Cost? Y/N	Admin. Cost Y/N	
	\$	*		=					
	\$	*		=					
	\$	*		=					
	\$	*		=					
Sub-Total of Supplies - Other Expenses Category					\$				

5. Equipment									
Description	Unit Cost (\$)	*	Quantity	=	Total Cost (\$)	Grant = G or Match = M	Direct costs used to calculate Indirect Cost? Y/N	Admin. Cost Y/N	
LED Light Fixture with battery backup	\$1,506	*	166	=	\$250,000	G	N/A	N/A	
	\$	*		=					
	\$	*		=					
	\$	*		=					
Sub-Total of Equipment Category					\$ 250,000				

6. Contractual Services									
Name of Vendor	Description	Fee/Rate (\$)	*	Quantity	=	Total Cost (\$)	Grant = G or Match = M	Direct costs used to calculate Indirect Cost? Y/N	Admin. Cost Y/N
		\$	*		=				
		\$	*		=				
		\$	*		=				
		\$	*		=				
Sub-Total of Contractual Services Category					\$				

7. Indirect Cost (if approved)						
Budget Category included in Base of Indirect Cost Calculations	Total Direct Costs for Budget Category	Approved Indirect Cost Rate (%) from Grant Work Plan	Total Indirect Cost for Budget Category (\$)	Total Indirect Costs for Grant	Total Indirect Costs for Match	
	\$	=	\$	+	\$	
	\$	=	\$	+	\$	
	\$	=	\$	+	\$	
	\$	=	\$	+	\$	
Sub-Total of Indirect Costs Category			\$	+	\$	

8. Total Project Budget			
Budget Category	Total Costs for Budget Category	Total Grant Costs	Total Match Costs
Equipment	\$250,000	= \$ 250,000	+
	\$	= \$	+
	\$	= \$	+
	\$	= \$	+
<b>Total Project Budget</b>	<b>\$250,000</b>	<b>= \$</b>	<b>+</b>

J. MEASURES OF SUCCESS: In the Final Report, the Grantee shall address how the project objectives were accomplished.

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Florida Department of Agriculture and Consumer Services  
Office of Energy

ADAM H. PUTNAM  
COMMISSIONER

**ATTACHMENT B  
PAYMENT REQUEST SUMMARY FORM**

Grantee: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Grant Agreement No.: \_\_\_\_\_

Date Of Request: \_\_\_\_\_

Amount Requested:\$ \_\_\_\_\_

Grantee's Representative: \_\_\_\_\_

Reimbursement Request No.: \_\_\_\_\_

Reimbursement  
Period: \_\_\_\_\_ to \_\_\_\_\_

Percent Matching  
Required: \_\_\_\_\_

**PROJECT EXPENDITURES SUMMARY SECTION**

CATEGORY OF EXPENDITURE	AMOUNT OF THIS REQUEST	TOTAL CUMULATIVE PAYMENTS	MATCHING FUNDS	TOTAL CUMULATIVE MATCHING FUNDS
1. Salaries	\$	\$	\$	\$
2. Fringe Benefits	\$	\$	\$	\$
3. Travel (if authorized)	\$	\$	\$	\$
4. Supplies/Other Expenses	\$	\$	\$	\$
5. Equipment	\$	\$	\$	\$
6. Contractual Services	\$	\$	\$	\$
7. Indirect Costs (if authorized)	\$	\$	\$	\$
<b>TOTAL AMOUNT EXPENDED</b>	\$	\$	\$	\$
Retainage* (10% of TOTAL AMOUNT EXPENDED)	\$	\$		
<b>TOTAL AMOUNT TO BE REIMBURSED</b>	\$	\$		
<b>AGREEMENT AMOUNT</b>	\$		\$	
<b>Less TOTAL AMOUNT EXPENDED:</b>	\$		\$	
<b>TOTAL AVAILABLE BALANCE</b>	\$		\$	

\* The cumulative Retainage amount shall be reimbursed on the Final Reimbursement Request, upon approval of the Final Report by the Department's Grant Manager.

**GRANTEE CERTIFICATION**

The undersigned certifies that the amount being requested for reimbursement above is for items that were charged to and utilized only for the above cited grant activities.

_____	_____
Grantee's Representative's Signature	Grantee's Fiscal Agent
_____	_____
Print Name	Print Name
_____	_____
Telephone Number	Telephone Number



**GRANT REIMBURSEMENT DOCUMENTATION DETAIL**

<b>1. Salaries</b>									
Employee Name	Paycheck #	Gross Paycheck Amount (\$)	Hourly Rate (\$/hrs)	Hours Worked	Type of Work Performed and Date Services	Grant =G or Match = M	Direct Costs used to Calculate Indirect Cost? Y/N	Admin. Cost Y/N	
<b>Sub-Total of Salaries:</b>		\$ -							

<b>2. Fringe Benefits</b>									
Name of Employee	Amount of Gross Salary (\$)	Approved Rate (%) of Fringe Benefits per Work Plan or enter "N/A" & provide break out	Benefit #1 & Cost.	Benefit#2 & Cost	Benefit #3 & Cost	Amount documented (\$)	Grant =G or Match = M	Direct Costs used to calculate Indirect Cost? Y/N	Admin. Cost Y/N
	\$		\$	\$	\$	\$			
	\$								
<b>Sub-Total of Fringe Benefits:</b>									

<b>3. Travel</b>									
Name of Employee Traveling	Destination	Dates of Trip	Amount Paid (\$)	Copies of all receipts attached? (Y/N)	Purpose of Trip	Grant=G or Match=M	Direct Costs used to calculate Indirect Cost? Y/N	Admin. Cost Y/N	
<b>Sub-Total of Travel:</b>			\$						

<b>4. Supplies - Other Expenses</b>									
Name of Vendor from which goods were purchased	Vendor's Invoice #	Amount Paid (\$)	Grantee Check #	Grantee Check Date	Description of Goods Purchased and Dates Received	Grant=G or Match=M	Direct Costs used to calculate Indirect Cost? Y/N	Admin. Cost Y/N	
<b>Sub-Total of Supplies - Other Expenses:</b>		\$							

**GRANT REIMBURSEMENT DOCUMENTATION DETAIL (continued)**

5. Equipment									
Name of Vendor from which goods were purchased	Vendor's Invoice #	Amount Paid (\$)	Grantee Check #	Grantee Check Date	Description of Goods Purchased and Dates Received	Property Form Attached? (Y/N)	Grant = G or Match = M	Direct Costs used to calculate Indirect Cost? Y/N	Admin. Cost Y/N
<b>Sub-Total of Equipment:</b>		\$							
6. Contractual Services									
Name of Vendor Performing Contractual Services	Vendor's Invoice #	Amount Paid (\$)	Grantee Check #	Grantee Check Date	Description of Contractual Services and Dates Received	Listed on Progress Report? (Y/N)	Grant = G or Match = M	Direct Costs used to calculate Indirect Cost? Y/N	Admin. Cost Y/N
<b>Sub-Total of Contractual Services:</b>		\$							
7. Indirect Costs, if allowable									
Direct Costs Sub-Total to calculate Indirect Costs on this Invoice	Approved Indirect Cost Rate (%)	Amount documented (\$)							
<b>Sub-Total of Indirect Costs:</b>		\$							
								<b>Total Grant Funds Requested :</b>	\$

**Total Grant Reimbursement Summary**

*Note: Information provided on the Grant Reimbursement Documentation Detail must correspond with the approved Attachment A, Grant Work Plan, Attachment B - Project Expenditures Summary Section and supporting documentation.*

## INSTRUCTIONS FOR COMPLETING GRANT REIMBURSEMENT DOCUMENTATION DETAIL AND MATCH DOCUMENTATION DETAIL

Provide a detailed, line-item description using the worksheet provided for each Budget Category of funds Grantee is requesting for reimbursement or documentation of Match. Costs listed on the Grant Reimbursement Documentation Detail must reflect information on supporting documentation, must correspond with the approved Project Budget, the Payment Request Summary Form -- Project Expenditures Summary Section and accompanying supporting documentation. The description of each line-item must include the month and year that the item was received; this month and year must fall within the Reimbursement Period. Any line-item with a corresponding month and year prior to the Reimbursement Period must be accompanied by a statement that this cost was not included in a prior Reimbursement Request. For each budget line-item, identify if the cost is: 1) Grant or Match, 2) a Direct cost used to calculate Indirect Costs (if approved), and 3) whether the cost is Administrative in nature. Provide accurate costs and do not round the amounts to the nearest whole dollar value.

Supporting documentation for each amount for which reimbursement is being requested must: 1) list the item that has been paid for, 2) be submitted in the order in which items are shown on the Grant Reimbursement Documentation Detail and the Match Documentation Detail and 3) be either highlighted or circled. Check numbers may be provided in lieu of copies of the actual checks. If an item was purchased with a credit card, reflect "paid by credit card" on Grant Reimbursement Documentation Detail or the Match Documentation Detail, in lieu of a check number and provide vendor receipt reflecting that the item was paid by credit card (this can be hand written) along with a copy of related credit card statement (credit card number and other confidential information may be blacked out). Each piece of documentation must clearly reflect the dates of service. Only expenditures for budget categories and budget line-items in the approved Project Budget will be reimbursed or documented as Match. Listed below are the types of documentation and examples of minimum requirements.

- (1) **Salaries:** A payroll register or similar documentation should be maintained. The payroll register should show gross salary charges, fringe benefits, other deductions and net pay. If an individual for whom reimbursement is being claimed is paid by the hour, a document reflecting the hours worked times the rate of pay will be acceptable.
- (2) **Fringe Benefits:** Fringe Benefits should be supported by invoices showing the amount paid on behalf of the employee, e.g., insurance premiums paid. If the Grant Agreement specifically states that fringe benefits will be based on a specified percentage rather than the actual cost of fringe benefits, then the calculation for the fringe benefits amount must be shown.  
  
Exception: Governmental entities are not required to provide check numbers or copies of checks for fringe benefits.
- (3) **Travel:** Reimbursement for travel must be in accordance with Section 112.061, Florida Statutes, including submission of the claim on the approved state travel form that has been signed and dated by the traveler and the traveler's supervisor and copies of all travel receipts must also be attached. For additional information on documentation of travel costs, contact the assigned Department Grant Manager.
- (4) **Supplies - Other Expenses:** Reimbursement will be made based on paid invoices/receipts.
- (5) **Equipment:** Reimbursement will be made based on paid invoices/receipts. Attachment J, Property Reporting Form, must be properly completed, signed and attached to the Attachment B, Payment Request Summary Form for each item of equipment requested for reimbursement or match documentation.
- (6) **Contractual Services:** Reimbursement will be made based on paid invoices/receipts. Subcontractors must be listed on Attachment C, Monthly Progress Report, for the corresponding reimbursement period.
- (7) **Indirect Costs:** If the Grant Agreement allows recovery of Indirect Costs, the calculation of these costs must be based upon direct costs reflected in the corresponding reimbursement period, utilizing the Indirect Cost rate in the approved Project Budget.

**MATCH DOCUMENTATION DETAIL**

**1. Salaries**

Employee Name	Paycheck #	Gross Paycheck Amount (\$)	Hourly Rate (\$/hrs)	Hours Worked	Type of Work Performed and Date Services	Grant =G or Match = M	Direct Costs used to Calculate Indirect Cost? Y/N	Admin. Cost Y/N
<b>Sub-Total of Salaries:</b>		\$ -						

**2. Fringe Benefits**

Name of Employee	Amount of Gross Salary (\$)	Approved Rate (%) of Fringe Benefits per Work Plan or enter "N/A" & provide break out	Benefit #1 & Cost	Benefit#2 & Cost	Benefit #3 & Cost	Amount documented (\$)	Grant =G or Match = M	Direct Costs used to calculate Indirect Cost? Y/N	Admin. Cost Y/N
	\$		\$	\$	\$	\$			
	\$								
<b>Sub-Total of Fringe Benefits:</b>									

**3. Travel**

Name of Employee Traveling	Destination	Dates of Trip	Amount Paid (\$)	Copies of all receipts attached? (Y/N)	Purpose of Trip	Grant=G or Match=M	Direct Costs used to calculate Indirect Cost? Y/N	Admin. Cost Y/N
<b>Sub-Total of Travel:</b>			\$					

**4. Supplies - Other Expenses**

Name of Vendor from which goods were purchased	Vendor's Invoice #	Amount Paid (\$)	Grantee Check #	Grantee Check Date	Description of Goods Purchased and Dates Received	Grant=G or Match=M	Direct Costs used to calculate Indirect Cost? Y/N	Admin. Cost Y/N
<b>Sub-Total of Supplies - Other Expenses:</b>		\$						

**MATCH DOCUMENTATION DETAIL (continued)**

5. Equipment									
Name of Vendor from which goods were purchased	Vendor's Invoice #	Amount Paid (\$)	Grantee Check #	Grantee Check Date	Description of Goods Purchased and Date Received	Property Form Attached? (Y/N)	Grant = G or Match = M	Direct Costs used to calculate Indirect Cost? Y/N	Admin. Cost Y/N
<b>Sub-Total of Equipment:</b>		\$ -							
6. Contractual Services									
Name of Vendor Performing Contractual Services	Vendor's Invoice #	Amount Paid (\$)	Grantee Check #	Grantee Check Date	Description of Contractual Services and Date Received	Listed on Progress Report? (Y/N)	Grant = G or Match = M	Direct Costs used to calculate Indirect Cost? Y/N	Admin. Cost Y/N
<b>Sub-Total of Contractual Services:</b>		\$ -							
7. Indirect Costs, if allowable									
Direct Costs Sub-Total to calculate Indirect Costs on this Invoice	Approved Indirect Cost Rate (%)	Amount documented (\$)							
<b>Sub-Total of Indirect Costs:</b>		\$ -							
		Total Match documented :	\$						
<p align="center"><b>Total Match Documentation Summary</b></p> <p><i>Note: Information provided on the Match Documentation Detail must correspond with the approved Attachment A, Grant Work Plan, Attachment B - Project Expenditures Summary Section and supporting documentation.</i></p>									

## INSTRUCTIONS FOR COMPLETING PAYMENT REQUEST SUMMARY FORM

**GRANTEE:** Enter the name of the Grantee's agency, as reflected on your Grant Agreement.

**MAILING ADDRESS:** Enter the reimbursement mailing address.

**GRANT AGREEMENT NO.:** This is the six-digit number on your Grant Agreement.

**DATE OF REQUEST:** This is the date the Grantee is submitting the request for reimbursement.

**AMOUNT REQUESTED:** This is the amount on the "*TOTAL AMOUNT TO BE REIMBURSED*" line for the "*AMOUNT OF THIS REQUEST*" column.

**GRANTEE'S REPRESENTATIVE:** This is the person identified as Grantee's Representative in the Grant Agreement.

**REIMBURSEMENT REQUEST NO.:** This is the number of the reimbursement request, not the month number. The first reimbursement request submitted shall be number 1 and subsequent reimbursement requests shall be numbered in ascending numerical order.

**REIMBURSEMENT PERIOD:** This is the beginning date (dd/mm/yyyy) and ending date (dd/mm/yyyy) of the reimbursement period.

**PERCENT MATCHING REQUIRED:** Enter the Match requirement here, as reflected on the approved Attachment A, Grant Work Plan.

### PROJECT EXPENDITURES SUMMARY SECTION

**"AMOUNT OF THIS REQUEST" COLUMN:** Enter the amount paid during the reimbursement period. Provide accurate costs and do not round figures to the nearest whole dollar value. All costs included in the reimbursement request must agree with the approved Project Budget in the current Attachment A, Grant Work Plan of your Grant Agreement. Do not request reimbursement for costs that do not have an associated, approved, funded budget category or approved, funded budget line-item in the current Project Budget. Do not claim items that are not specifically identified in the current Budget Detail as reflected in Section I of the current Attachment A, Grant Work Plan.

- Enter the column total on the "*TOTAL AMOUNT EXPENDED*" line. The figures reflected for each approved budget category must correspond with the budget category amount reflected on the associated Grant Reimbursement Documentation Detail Form.
- For the "Retainage" line, calculate 10% of the "*TOTAL AMOUNT EXPENDED*" for this reimbursement request; this figure must be shown in brackets (e.g. <\$X,XXX.XX>) to reflect that the amount will be deducted from the "*TOTAL AMOUNT EXPENDED*", resulting in a decreased "*TOTAL AMOUNT TO BE REIMBURSED*".
- For the "*TOTAL AMOUNT TO BE REIMBURSED*" line, deduct the "Retainage" amount from the "*TOTAL AMOUNT EXPENDED*".
- For the "*AGREEMENT AMOUNT*", enter the total amount of the Grant Agreement.
- For the "Less *TOTAL AMOUNT EXPENDED*" line, enter the cumulative total amount expended as reflected on this reimbursement request **and** all previous reimbursement requests. This figure will include the cumulative "*TOTAL AMOUNT TO BE REIMBURSED*" plus the cumulative amount deducted as Retainage.
- For the "*TOTAL AVAILABLE BALANCE*" line, deduct the "Less *TOTAL AMOUNT EXPENDED*" amount from the "*AGREEMENT AMOUNT*".
- For only the Final Reimbursement Request, the Grantee may request reimbursement of all previously deducted Retainage on the condition that the Final Report for the project has been submitted and approved by the Department's Grant Manager. To request reimbursement of Retainage, reflect the cumulative amount of Retainage as a positive figure (no brackets) in the "Retainage" line and add it to the "*TOTAL AMOUNT EXPENDED*" to reflect the final "*TOTAL AMOUNT TO BE REIMBURSED*" amount.

**"TOTAL CUMULATIVE PAYMENTS" COLUMN:** Enter the cumulative amounts submitted for reimbursement to date for each approved, funded budget category. Provide accurate costs and do not round figures to the nearest whole dollar value.

- On the "Retainage" line, enter the total cumulative amount of Retainage deducted from all reimbursement requests; this figure must be shown in brackets (e.g. <\$X,XXX.XX>) to reflect that the amount has been deducted from the "*TOTAL AMOUNT EXPENDED*". For the Final Reimbursement Request where the total amount of Retainage will be paid, enter zero to reflect that no funds remain retained.
- On the "*TOTAL AMOUNT TO BE REIMBURSED*" line, deduct the cumulative "Retainage" amount from the cumulative "*TOTAL AMOUNT EXPENDED*".

- The Final Reimbursement Request must show the total of all reimbursements; first through the final reimbursement (this amount cannot exceed the approved, funded budget amount for each budget category). Enter the column total on the “TOTALS” line.

**“MATCHING FUNDS” COLUMN:** Enter the amount documented as Match for the reimbursement period. Provide accurate costs and do not round figures to the nearest whole dollar value. This needs to be shown under specific budget categories according to the currently approved Attachment A, Grant Work Plan.

- Enter the total for all budget categories on the “TOTAL AMOUNT EXPENDED” line for this column.
- Enter the total Match budget amount on the “AGREEMENT AMOUNT” line for this column. This amount must correspond with the minimum Match amount specified in Section 4.A of the Grant Agreement and as reflected on the currently approved Attachment A, Grant Work Plan.
- Enter the total cumulative amount of this and any previous Match documented on the “LESS TOTAL AMOUNT EXPENDED” line for this column.
- Deduct the “LESS TOTAL AMOUNT EXPENDED” from the “AGREEMENT AMOUNT” for the amount to enter on the “TOTAL AVAILABLE BALANCE” line.

**“TOTAL CUMULATIVE MATCHING FUNDS” COLUMN:** Enter the cumulative amount documented to date for Match by budget category. Enter the total of all budget categories on the line titled “TOTAL AMOUNT EXPENDED.” The Final Reimbursement Request must reflect the total of all documented Match, beginning with the first Match documentation through the final Match documentation, etc.

The proportion of cumulative Matching funds as of the final Match documentation must equate to the Cost Share Percentage as reflected on the current, approved Attachment A, Grant Work Plan of the Grant Agreement. If insufficient “TOTAL CUMULATIVE MATCHING FUNDS” are submitted, the Final Reimbursement Request of grant funds shall be reduced to ensure that the Cost Share Percentage

**GRANTEE CERTIFICATION:** The Payment Request Summary Form must be signed by both the Grantee’s Representative as identified in the Grant Agreement and the Grantee’s Fiscal Agent to be approved for reimbursement.

**NOTE:** If requesting reimbursement for travel, you must include copies of all travel receipts and a copy of the Department’s properly completed travel reimbursement form (in the format approved by the Department of Financial Services, Chief Financial Officer) that has been signed by both the traveler and the traveler’s supervisor.

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**D. Provide any additional pertinent information including, when appropriate, analysis and explanation of cost overruns or high unit costs.**

**E. Identify below, and attach copies of, any relevant work products being submitted for the project for this reporting period (e.g., report data sets, links to on-line photographs, etc.)**

**F. Provide a project Grant Budget update, comparing the Grant Project Budget to actual costs to date.**

<b>Grant Budget Category</b>	<b>Total Grant Project Budget</b>	<b>Grant Expenditures this Reporting Period</b>	<b>Total Cumulative Payments (Include this Reporting Period)</b>	<b>Grant Project Funding Balance</b>
1. Salaries				
2. Fringe Benefits				
3. Travel (if authorized)				
4. Supplies/Other Expenses				
5. Equipment				
6. Contractual Services				
7. Indirect Costs (if authorized)				
8. Total of all Grant Budget Categories				

**G. Provide a project Match Budget update, comparing the Match Project Budget to actual costs to date.**

Match Budget Category	Total Match Project Budget	Match Expenditures this Reporting Period	Total Cumulative Matching Funds (Include this Reporting Period)	Match Project Funding Balance
1. Salaries				
2. Fringe Benefits				
3. Travel (if authorized)				
4. Supplies/Other Expenses				
5. Equipment				
6. Contractual Services				
7. Indirect Costs (if authorized)				
8. Total of all match Budget Categories				

**H. REPORTING**

Activities:

**IGRANT MANAGER NOTE: All of the rows below may not be required for this Agreement. Please choose the appropriate metric(s) for the funded activity and include only the appropriate rows for each Agreement on a project to project basis.**

Metric Area Description	Metric Description	Unit Of Measure
Building Codes and Standards	Building code adoption: number of new and existing buildings covered by new code	
Building Energy Audits	Building energy audits, number of audits performed	
	Building energy audits, floor space audited (sq ft)	
	Building energy audits, auditor's projection of energy savings	
Building Retrofits	Number of buildings retrofitted	
	Buildings retrofitted, square footage retrofitted	
Clean Energy Policy	Number of alternative energy plans developed or improved	
	Number of alternative energy plans developed or improved	
	Number of renewable portfolio standards established or improved	
	Number of renewable portfolio standards established or improved	
	Number of interconnection standards established or improved	
	Number of interconnection standards established or improved	
	Number of energy efficiency standards established or improved	
	Number of energy efficiency standards established or improved	
	Number of other policies developed or improved	
	Number of other policies developed or improved	
	Number of policies established or improved that align utility financial incentives with consumer energy efficiency	
	Number of policies established or improved that align utility financial incentives with consumer energy efficiency	
	Number of Climate Action Plans developed or improved	
Number of Climate Action Plans developed or improved		
Number of GHG inventories completed		

	Number of Energy Efficiency and Conservation strategies completed	
Emissions Reductions	Criteria air pollutants reduced (tons)	
	Greenhouse gases reduced (CO2 equivalents)	
Energy Cost Savings	Dollars Saved	
Energy Efficiency Rating and Labeling	Energy-consuming devices for which energy-efficiency rating and labeling systems were endorsed by the grantee	
Energy Savings	Reduction in natural gas consumption (million cu ft)	
	Reduction in electricity consumption (megawatt hours)	
	Reduction in electricity demand (megawatts)	
	Reduction in fuel oil consumption (gallons)	
	Reduction in propane consumption (gallons)	
	Reduction in gasoline consumption (gallons)	
Equipment Purchases	Number of vehicles purchased over \$5,000	
	Total cost of vehicles over \$5,000 purchased	
	Number of units purchased other equipment over \$5,000 purchased	
	Total cost of other equipment over \$5,000 purchased	
Financial Incentives for Energy Efficiency and Other Covered Investments	Monetary value of financial incentives	
	Total value of investments incentivized	
Government, School, Institutional Procurement	Number of units purchased	
Industrial Process Efficiency	Reduction in natural gas consumption (million cubic ft)	
	Reduction in fuel oil consumption (gallons)	
	Reduction in electricity consumption (megawatt hours)	
Jobs	Hours worked	
	Hours worked	
Loans and Grants	Number of loans given	
	Total monetary value of loans given	
	Number of grants given	
	Total monetary value of grants	
Other	Other	
	Amount of waste diverted	
	Number of trees planted	
Renewable Energy Capacity and Generation	Amount of electricity generated from wind systems (MWH)	
	Amount of electricity generated from photovoltaic systems (MWH)	
	Amount of electricity generated from other renewable sources (MWH)	
Renewable Energy Market Development	Number of solar thermal systems installed	
	Total capacity of solar thermal systems installed	
	Number of ground source geothermal systems installed	
	Total capacity of ground source geothermal systems installed	
	Number of solar energy systems installed	
	Total capacity of solar energy systems installed	
	Number of wind energy systems installed	
	Total capacity of wind energy systems installed (kilowatt)	
	Number of biomass (non transport) systems installed	
	Total capacity of biomass (non transport) systems installed	
	Number of biofuel systems installed	
	Total capacity of biofuel systems installed (gallons)	
	Number of hydropower systems installed	
	Total capacity of hydropower systems installed (kilowatt)	
	Number of systems installed other systems installed (BTU/h)	
	Total capacity of other systems installed (BTU/h)	
Number of other systems installed (kilowatts)		
Total capacity of other systems installed (kilowatts)		
Technical Assistance	Information contacts (e.g., webinars, site visits, media, fact sheet) in which energy efficiency or renewable energy measures were recommended	
Training	Hours trained at state agency level	
	Hours trained at local agency level, by position	
Transportation	Alternative fuel vehicles purchased	
	Conventional vehicles converted to alternative fuel use	

	New alternative refueling stations emplaced	
	New carpools and vanpools formed	
	Energy-efficient traffic signals installed	
	Street lane-miles for which synchronized traffic signals were installed	
	Energy-efficient streetlights installed	
	Energy-efficient street signs installed	
	Bike lanes installed (linear feet)	
	Vehicle miles traveled reduced (vehicle miles travelled)	
Workshops, Training, and Education	Number of Workshops, training, and education sessions held	
	Number of people attending workshops, training, and education sessions	

**I. SUBCONTRACTOR LIST**

The Grantee may subcontract work under this Grant Agreement without the prior approval of the Grant Manager, upon the condition that each Monthly Progress Report must contain a current list of subcontractors, as required in Section 18.A of the Grant Agreement.

*\*If grantee does not have subcontractors, please state 'None' below*

<b>Name of Subcontractor</b>	<b>Address</b>	<b>Current Total Amount of each Subcontract</b>	<b>Description of Work Performed</b>

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**J. MINORITY/WOMAN/SERVICE-DISABLED VETERAN-OWNED BUSINESS LIST**

The Grantee is encouraged to use small businesses, including minority, woman and service-disabled veteran-owned businesses as subcontractors under this Grant Agreement. As required in Section 18.C of the Grant Agreement, the Grantee is required to report information concerning their use of such businesses in each Monthly Progress Report.

*\*If grantee does not have any subcontracts with minority/woman/service-disabled veteran- owned businesses, please state 'None' below*

Name of Business	Address	Reporting Period (month)	Total Amount Paid to Business during this Reporting Period	Description of Goods/Services provided by Business	Type of Business (Minority, Woman, Service-disabled veteran-owned)

This report is submitted in accordance with the reporting requirements of Grant Agreement No. ARE064XXX and accurately reflects the activities and costs associated with the subject project.

\_\_\_\_\_  
Signature of Grantee's Representative

\_\_\_\_\_  
Date

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ADAM H. PUTNAM  
COMMISSIONER

Florida Department of Agriculture and Consumer Services  
Office of Energy

**ATTACHMENT D**  
**GRANT AGREEMENT NO. ARE064####**  
**SPECIAL AUDIT REQUIREMENTS**

The administration of resources awarded by the Florida Department of Agriculture and Consumer Services (hereinafter referred to as (Department) to the recipient (hereinafter referred to as the "grantee" or "recipient"), may be subject to audits and/or monitoring by the Department, as described in this attachment.

**MONITORING**

In addition to reviews of audits conducted in accordance with OMB Circular A-133 and Section 215.97, F.S., as revised (see "AUDITS" below), monitoring procedures may include, but not be limited to, on-site visits by Department staff, limited scope audits as defined by OMB Circular A-133, as revised, and/or other procedures. By entering into this Agreement, the recipient agrees to comply and cooperate with any monitoring procedures/processes deemed appropriate by the Department. In the event the Department determines that a limited scope audit of the recipient is appropriate, the recipient agrees to comply with any additional instructions provided by the Department to the recipient regarding such audit. The recipient further agrees to comply and cooperate with any inspections, reviews, investigations or audits deemed necessary by the Chief Financial Officer or Auditor General.

**AUDITS**

**PART I: FEDERALLY FUNDED**

This part is applicable if the recipient is a State or local government or a non-profit organization as defined in OMB Circular A-133, as revised.

1. In the event that the recipient expends \$500,000 or more in Federal awards in its fiscal year, the recipient must have a single or program-specific audit conducted in accordance with the provisions of OMB Circular A-133, as revised. In determining the Federal awards expended in its fiscal year, the recipient shall consider all sources of Federal awards. The determination of amounts of Federal awards expended should be in accordance with the guidelines established by OMB Circular A-133, as revised. An audit of the recipient conducted by the Auditor General in accordance with the provisions of OMB Circular A-133, as revised, will meet the requirements of this part.
2. In connection with the audit requirements addressed in Part I, paragraph 1. the recipient shall fulfill the requirements relative to auditee responsibilities as provided in Subpart C of OMB Circular A-133, as revised.
3. If the recipient expends less than \$500,000 in Federal awards in its fiscal year, an audit conducted in accordance with the provisions of OMB Circular A-133, as revised, is not required. In the event that the recipient expends less than \$500,000 in Federal awards in its fiscal year and elects to have an audit conducted in accordance with the provisions of OMB Circular A-133, as revised, the cost of the audit must be paid from non-Federal resources (i.e., the cost of such an audit must be paid from recipient resources obtained from other than Federal entities).
4. The recipient may access information regarding the Catalog of Federal Domestic Assistance (CFDA) via the internet at <http://12.46.245.173/cfda/cfda.html>.

## PART II: STATE FUNDED

This part is applicable if the recipient is a nonstate entity as defined by Section 215.97(2)(m), Florida Statutes.

1. In the event that the recipient expends a total amount of state financial assistance equal to or in excess of \$500,000 in any fiscal year of such recipient, the recipient must have a State single or project-specific audit for such fiscal year in accordance with Section 215.97, Florida Statutes; applicable rules of the Department of Financial Services; and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General. In determining the state financial assistance expended in its fiscal year, the recipient shall consider all sources of state financial assistance, including state financial assistance received from the Department, other state agencies and other nonstate entities. State financial assistance does not include Federal direct or pass-through awards and resources received by a nonstate entity for Federal program matching requirements.
2. In connection with the audit requirements addressed in paragraph 1, the recipient shall ensure that the audit complies with the requirements of Section 215.97, Florida Statutes. This includes submission of a financial reporting package as defined by Section 215.97(2), Florida Statutes, and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General.
3. If the recipient expends less than \$500,000 in state financial assistance in its fiscal year, an audit conducted in accordance with the provisions of Section 215.97, Florida Statutes, is not required. In the event that the recipient expends less than \$500,000 in state financial assistance in its fiscal year, and elects to have an audit conducted in accordance with the provisions of Section 215.97, Florida Statutes, the cost of the audit must be paid from the non-state entity's resources (i.e., the cost of such an audit must be paid from the recipient's resources obtained from other than State entities).
4. The recipient must include the record keeping requirements found herein in subcontractor agreements entered into for work required under terms of this Agreement. In the executed subcontract, the recipient shall provide each subcontractor of state financial assistance the information needed by the subcontractor to comply with the requirements of Section 215.97, Florida Statutes. Pursuant to Section 215.97, Florida Statutes, the recipient shall review and monitor subcontractor audit reports and perform other procedures as specified in the agreement with the subcontractor, which may include onsite visits. The recipient shall require subcontractors, as a condition of receiving state financial assistance, to permit the independent auditor of the recipient, the Department, the Chief Financial Officer, the Chief Inspector General and the Auditor General access to the subcontractor's records and independent auditor's working papers as necessary to comply with the requirements of Section 215.97, Florida Statutes.
5. For information regarding the Florida Catalog of State Financial Assistance (CSFA), a recipient should access the Florida Single Audit Act website located at <https://apps.fldfs.com/fsaa> for assistance. In addition to the above websites, the following websites may be accessed for information: The Florida Legislature's Website at <http://www.leg.state.fl.us/Welcome/index.cfm>, the State of Florida's website at <http://www.myflorida.com/>, the Department of Financial Services' Website at <http://www.fldfs.com/> and the Auditor General's Website at <http://www.state.fl.us/audgen>.

## PART III: REPORT SUBMISSION

1. Copies of reporting packages for audits conducted in accordance with OMB Circular A-133, as revised, and required by Part I of this Attachment shall be submitted, when required by Section .320 (d), OMB Circular A-133, as revised, by or on behalf of the recipient directly to each of the following:

A. The Office of Energy at the following address:

Audit Director or Grant Manager  
Office of Energy  
600 South Calhoun Street, Suite 251  
Tallahassee, FL 32399-0001

- B. The Federal Audit Clearinghouse designated in OMB Circular A-133, as revised (the number of copies required by Sections .320 (d)(1) and (2), OMB Circular A-133, as revised, should be submitted to the Federal Audit Clearinghouse), at the following address:

Federal Audit Clearinghouse  
Bureau of the Census  
1201 East 10th Street  
Jeffersonville, IN 47132

- C. Other Federal agencies and pass-through entities in accordance with Sections .320 (e) and (f), OMB Circular A-133, as revised.

2. Pursuant to Section .320(f), OMB Circular A-133, as revised, the recipient shall submit a copy of the reporting package described in Section .320(c), OMB Circular A-133, as revised, and any management letters issued by the auditor, to the Department at the following address:

Audit Director or Grant Manager  
Office of Energy  
600 South Calhoun Street, Suite 251  
Tallahassee, FL 32399-0001

3. Copies of financial reporting packages required by PART II of this Attachment shall be submitted by or on behalf of the recipient directly to each of the following:

Audit Director or Grant Manager  
Office of Energy  
600 South Calhoun Street, Suite 251  
Tallahassee, FL 32399-0001

- A. The Florida Energy and Climate Department at the following address:

- B. The Auditor General's Office at the following address:

State of Florida Auditor General  
Room 401, Claude Pepper Building  
111 West Madison Street  
Tallahassee, Florida 32399-1450

## RECORD RETENTION

The recipient shall retain sufficient records demonstrating its compliance with the terms of this Agreement for a period of five years from the date the audit report is issued and shall allow access to such records upon request by the Department or its designee, Chief Financial Officer or Auditor General. The recipient shall ensure that audit working papers are made available to the Department or its designee, Chief Financial Officer or Auditor General upon request for a period of three years from the date the audit report is issued, unless extended in writing by the Department.



**EXHIBIT - 1**

FUNDS AWARDED TO THE RECIPIENT PURSUANT TO THIS AGREEMENT CONSIST OF THE FOLLOWING:

<b>Federal Resources Awarded to the Recipient Pursuant to this Agreement Consist of the Following:</b>					
Federal Program Number	Federal Agency	CFDA Number	CFDA Title	Funding Amount	State Appropriation Category
DE-EE000800	United States Department of Energy	81.128	Energy Efficiency and Conservation Block Grant	\$250,000	142333-13

<b>State Resources Awarded to the Recipient Pursuant to this Agreement Consist of the Following Matching Resources for Federal Programs:</b>					
Federal Program Number	Federal Agency	CFDA	CFDA Title	Funding Amount	State Appropriation Category

<b>State Resources Awarded to the Recipient Pursuant to this Agreement Consist of the Following Resources Subject to Section 215.97, F.S.:</b>						
State Program Number	Funding Source	State Fiscal Year	CSFA Number	CSFA Title or Funding Source Description	Funding Amount	State Appropriation Category
Total Award						

For each program identified above, the recipient shall comply with the program requirements described in the Catalog of Federal Domestic Assistance (CFDA) [<http://12.46.245.173/cfda/cfda.html>] and/or the Florida Catalog of State Financial Assistance (CSFA) [<https://apps.flids.com/fsaa/catalog.aspx>]. The services/purposes for which the funds are to be used are included in the Contract scope of services/work. Any match required by the recipient is clearly indicated in the Contract.



Florida Department of Agriculture and Consumer Services  
Office of Energy

ADAM H. PUTNAM  
COMMISSIONER

**ATTACHMENT E**  
**GRANT AGREEMENT NO. ARE064####**  
**FEDERAL REGULATIONS**

<p>Formal regulations concerning administrative procedures for USDOE grants appear in Title 10 of the Code of Federal Regulations. Grant program administrative regulations appear in Part 600. Other USDOE regulations also impact grant programs. The following list contains regulations and Office of Management and Budget Circulars which may apply to the work performed under this Agreement.</p>	
2 CFR 176	Award Terms for Assistance Agreements that include funds under the American Recovery and Reinvestment Act of 2009, Public Law 111-5
2 CFR 901	Nonprocurement Debarment and Suspension
10 CFR 600	Financial Assistance Rules
10 CFR 601	New Restrictions on Lobbying
10 CFR 607	Government wide requirements for drug-free work place (financial assistance)
10 CFR 1039	Uniform relocation assistance and real property acquisition for federal and federally assisted programs
10 CRF 1040	Nondiscrimination in Federally Assisted Programs or Activities
10 CFR 1041	Enforcement of Nondiscrimination on the basis of handicap in programs or activities conducted by USDOE
10 CFR 1042	Nondiscrimination on the basis of sex in education programs or activities receiving federal financial assistance
<b>Other Federal Regulations</b>	
45 CFR Subtitle A – Appendix E to Part 74	Principles for Determining Costs Applicable to Research and Development Under Grants and Contracts with Hospitals
48 CFR 31	Contract Cost Principles and Procedures, or uniform cost accounting standards that comply with cost principles acceptable to the federal agency
<b>Office of Management and Budget Circulars</b>	
A-21	Cost Principles for Educational Institutions
A-87	Cost Principles for State, Local, and Indian Tribal Governments
A-102	Grants and Cooperative Agreements with State and Local Governments
A-110	Uniform Administrative Requirements for Grants and Agreements With Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations
A-122	Cost Principles for Non-Profit Organizations
A-133	Audit Requirements



ADAM H. PUTNAM  
COMMISSIONER

Florida Department of Agriculture and Consumer Services  
Office of Energy

**ATTACHMENT F**  
**GRANT AGREEMENT NO. ARE064####**  
**FEDERAL FUNDING GRANTEE, SUB-GRANTEE**  
**AND CONTRACTOR PROVISIONS**

All sub-grants and contracts awarded by the Grantee, including small purchases, shall contain the following provisions as applicable:

1. **Equal Employment Opportunity** - All contracts shall contain a provision requiring compliance with E.O. 11246, "Equal Employment Opportunity," as amended by E.O. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."
2. **Copeland "Anti-Kickback" Act (18 U.S.C. 874 and 40 U.S.C. 276c)** - All contracts and sub-grants in excess of \$2,000 for construction or repair awarded by recipients and subrecipients shall include a provision for compliance with the Copeland "Anti-Kickback" Act (18 U.S.C. 874), as supplemented by Department of Labor regulations (29 CFR part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient shall be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he is otherwise entitled. The recipient shall report all suspected or reported violations to the Federal awarding agency.
3. **Davis-Bacon Act, as amended (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"). Under this Act, contractors shall be required to pay wages to laborers and mechanics at a rate not less than the minimum wages specified in a wage determination made by the Secretary of Labor. In addition, contractors shall be required to pay wages not less than once a week. The recipient shall place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation and the award of a contract shall be conditioned upon the acceptance of the wage determination. The recipient shall report all suspected or reported violations to the Federal awarding agency.
4. **Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333)** - Where applicable, all contracts awarded by recipients in excess of \$2000 for construction contracts and in excess of \$2,500 for other contracts that involve the employment of mechanics or laborers shall include a provision for compliance with Sections 102 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333), as supplemented by Department of Labor regulations (29 CFR part 5). Under Section 102 of the Act, each contractor shall be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than 1 ½ times the basic rate of pay for all hours worked in excess of 40 hours in the work week. Section 107 of the Act is applicable to construction work and provides that no laborer or mechanic shall be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

5. **Rights to Inventions Made Under a Contract or Agreement** - Contracts or agreements for the performance of experimental, developmental, or research work shall provide for the rights of the Federal Government and the recipient in any resulting invention in accordance with 10 CFR part 600.325, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.
6. **Clean Air Act (42 U.S.C. 7401 et seq.), and the Federal Water Pollution Control Act (33 U.S.C. 1251 et seq.), as amended** - Contracts and sub-grants of amounts in excess of \$100,000 shall contain a provision that requires the recipient to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251 et seq.). Violations shall be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).
7. **Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)** - Contractors who apply or bid for an award of \$100,000 or more shall file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the recipient.
8. **Debarment and Suspension (E.O.s 12549 and 12689)** - No contract shall be made to parties listed on the General Services Administration's List of Parties Excluded from Federal Procurement or Nonprocurement Programs in accordance with E.O.s 12549 and 12689, "Debarment and Suspension." This list contains the names of parties debarred, suspended, or otherwise excluded by agencies, and contractors declared ineligible under statutory or regulatory authority other than E.O. 12549. Contractors with awards that exceed the small purchase threshold shall provide the required certification regarding its exclusion status and that of its principal employees.
9. **Section 508 of the Federal Water Pollution Control Act, as amended (33 U.S.C. 1368) and Section 1424(e) of the Safe Drinking Water Act, (42 U.S.C. 300h-3(e))** - Contracts and sub-grants of amounts in excess of \$100,000 shall contain a provision that requires the recipient to agree to comply with all applicable standards, orders or regulations issued pursuant to Section 508 of the Federal Water Pollution Control Act, as amended (33 U.S.C. 1368) and Section 1424(e) of the Safe Drinking Water Act, (42 U.S.C. 300h-3(e)). Violations shall be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).
10. **Compliance 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 sex; (b) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 795), which prohibits discrimination on the basis of handicaps; (c) the Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107), which prohibits discrimination on the basis of age; (d) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (e) 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; (f) Sections 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; (g) 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; (h) any other nondiscrimination provisions in the specific statute(s) made; and, (i) the requirements of any other nondiscrimination statute(s) which may apply.
11. **Compliance 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.

12. **Compliance with the provision 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.
13. **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.
14. **Compliance with environmental standards which may be prescribed 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 EP 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplain 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).
15. **Compliance 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.
16. **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.)**
17. **Compliance with P.L. 93-348** regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
18. **Compliance 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 bloodied animals held for research, teaching, or other activities supported by this Agreement.
19. **Compliance 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.
20. **Compliance with the mandatory standards and policies relating to energy efficiency which are contained in the State energy conservation plan issued in accordance with the Energy Policy and Conservation Act (Pub. L. 94-163, 89 Stat. 871).**
21. **Assist the Commission in complying with the State Energy Conservation Program as described in the Code of Federal Regulations, Title 10, Parts 420 and 450 and guidance issued by the U.S. Department of Energy and subsequent guidance issued by the U.S. Department of Energy; the Financial Assistance Rules described in Title 10, Part 600, as well as those regulations concerning the use of oil overcharge recovery funds.**
22. **The Commission reserves the right to transfer equipment acquired under this grant as provided in Title 10, Part 600.117. The Recipient can obtain a release of this right upon application containing certain commitments.**
23. **Compliance with the Buy American Act (41 U.S.C. 10a-10c)** By accepting funds under this Agreement, the Grantee agrees to comply with sections 2 through 4 of the Act of March 3, 1933, popularly known as the "Buy American Act." The Grantee should review the provisions of the Act to ensure that expenditures made under this Agreement are in accordance with it. It is the sense of the Congress that, to the greatest extent practicable, all equipment and products purchased with funds made available under this Agreement should be American-made.
24. **Preservation of open and competition and government neutrality towards contractors' labor relations on federally funded construction projects**
  - a. Unless in conflict with State or local laws, you must ensure that bid specifications, project agreement, or other controlling documents in construction contracts awarded pursuant to this agreement, or pursuant to a subaward to this agreement, do not:

1. Require or prohibit bidders, offerors, contractors, or subcontractors to enter into or adhere to agreements with one or more labor organizations, on the same or other related construction project(s); or

2. Otherwise discriminate against bidders, offerors, contractors, or subcontractors for becoming or refusing to become or remain signatories or otherwise to adhere to agreements with one or more labor organizations, on the same or other related construction project(s).

b. The term "construction contract" as used in this provision means any contract for the construction, rehabilitation, alteration, conversion, extension, or repair of buildings, highways, or other improvements to real property.

c. Nothing in this provision prohibits bidders, offerors, contractors, or subcontractors from voluntarily entering into agreements with labor organizations.

25. **Compliance with the provision included in Title XV and Title XVI of Public Law 111-5, the American Recovery and Reinvestment Act of 2009.**
26. **Segregation of Costs** – Recipients must segregate the obligations and expenditures related to funding under the Recovery Act. Financial and accounting systems should be revised as necessary to segregate, track, and maintain these funds apart and separate from other revenue streams. No part of the funds from the Recovery Act shall be commingled with any other funds or used for a purpose other than that of making payments for costs allowable for Recovery Act projects.
27. **False Claims Act** – Recipient and sub-recipients shall promptly refer to the DOE or other appropriate Inspector General any credible evidence that a principle, employee, agent, contractor, sub-grantee, subcontractor, or other person has submitted a false claim under the False Claims Act or has committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity or similar misconduct involving those funds.

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ADAM H. PUTNAM  
COMMISSIONER

Florida Department of Agriculture and Consumer Services  
Office of Energy

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

1. The undersigned hereby certifies that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. The undersigned also certifies that it and its principals:
  - (a) Have not within a three-year period preceding this certification 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 anti-trust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
  - (b) 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 2.(a) of this Certification; and
  - (c) Have not within a three-year period preceding this certification had one or more public transactions (Federal, State or local) terminated for cause or default.
3. Where the undersigned is unable to certify to any of the statements in this certification, an explanation shall be attached to this certification.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

By \_\_\_\_\_  
Authorized Signature/Recipient

\_\_\_\_\_  
Typed Name/Title

\_\_\_\_\_  
Recipient's Firm Name

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Building, Suite Number

\_\_\_\_\_  
City/State/Zip Code

\_\_\_\_\_  
Area Code/Telephone Number

**INSTRUCTIONS FOR CERTIFICATION REGARDING DEBARMENT,  
SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION-  
LOWER TIER FEDERALLY FUNDED TRANSACTIONS**

1. By signing and submitting this form, the certifying party is providing the certification 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 certifying party knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, Department of Agriculture and Consumer Services, or agencies with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The certifying party shall provide immediate written notice to the person to whom this contract is submitted if at any time the certifying party 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 contract is submitted for assistance in obtaining a copy of those regulations.
5. The certifying party agrees by submitting this contract that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier contract, or other covered transaction with a person who is proposed for debarment under 48 CFR 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the Commission or agency with which this transaction originated.
6. The certifying party further agrees by executing this contract that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," without modification, in all contracts or 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 it is not is proposed for debarment under 48 CFR 9, subpart 9.4, 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 (Telephone No. (202) 501-4740 or (202) 501-4873.)
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 proposed for debarment under 48 CFR 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the Commission or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.





ADAM H. PUTNAM  
COMMISSIONER

Florida Department of Agriculture and Consumer Services  
Office of Energy

**ATTACHMENT H**  
**GRANT AGREEMENT NO. ARE064####**  
**INTELLECTUAL PROPERTY PROVISIONS (NRD-1003)**  
**NON-RESEARCH AND DEVELOPMENT**

Nonprofit organizations are subject to the intellectual property requirements at 10 CFR 600.136(a), (c) and (d). All other organizations are subject to the intellectual property requirements at 10 CFR 600.136(a) and (c).

600.136 Intangible property.

(a) Recipients may copyright any work that is subject to copyright and was developed, or for which ownership was purchased, under an award. USDOE reserves a royalty-free, nonexclusive and irrevocable right to reproduce, publish or otherwise use the work for Federal purposes, and to authorize others to do so.

(c) USDOE has the right to:

- (1) Obtain, reproduce, publish or otherwise use the data first produced under an award; and
- (2) Authorize others to receive, reproduce, publish, or otherwise use such data for Federal purposes.

(d)(1) In addition, in response to a Freedom of Information act (FOIA) request for research data relating to published research findings produced under an award that were used by the Federal Government in developing an agency action that has the force and effect of law, the USDOE shall request, and the Recipient shall provide, within a reasonable time, the research data so that they can be made available to the public through the procedures established under the FOIA. If the USDOE obtains the research data solely in response to a FOIA request, the agency may charge the requester a reasonable fee equaling the full incremental cost of obtaining the research data. This fee should reflect the costs incurred by the agency, the recipient, and applicable subrecipients. This fee is in addition to any fees the agency may assess under the FOIA (5 U.S.C. 552(a)(4)(A)).

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Florida Department of Agriculture and Consumer Services  
Office of Energy

ADAM H. PUTNAM  
COMMISSIONER

**ATTACHMENT I**  
**GRANT AGREEMENT NO. ARE064####**  
**DISCLOSURE OF LOBBYING ACTIVITIES**

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

<p><b>1. Type of Federal Action:</b></p> <p><input type="checkbox"/></p> <p>a. contract b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance</p>	<p><b>2. Status of Federal Action:</b></p> <p><input type="checkbox"/></p> <p>a. bid/offer/application b. initial award c. post-award</p>	<p><b>3. Report Type:</b></p> <p><input type="checkbox"/></p> <p>a. initial filing b. material change</p> <p><b>For Material Change Only:</b></p> <p>year _____ quarter _____ date of last report _____</p>
<p><b>4. Name and Address of Reporting Entity:</b></p> <p><input type="checkbox"/> Prime      <input type="checkbox"/> Subawardee Tier _____, if known:</p> <p>Congressional District, if known:</p>		<p><b>5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:</b></p> <p>Congressional District, if known:</p>
<p><b>6. Federal Department/Agency:</b></p>	<p><b>7. Federal Program Name/Description:</b></p> <p>CFDA Number, if applicable: _____</p>	
<p><b>8. Federal Action Number, if known:</b></p>	<p><b>9. Award Amount, if known:</b></p> <p>\$ _____</p>	
<p><b>10. a. Name and Address of Lobbying Entity</b> (if individual, last name, first name, MI):</p> <p>(attach Continuation Sheet(s))</p>	<p><b>b. Individuals Performing Services</b> (including address if different from No. 10a) (last name, first name, MI):</p> <p>SF-LLLA, if necessary</p>	
<p><b>11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.</b></p>	<p><b>Signature:</b> _____</p> <p><b>Print Name:</b> _____</p> <p><b>Title:</b> _____</p> <p><b>Telephone No.:</b> _____ <b>Date:</b> _____</p>	
<p><b>Federal Use Only:</b></p>		<p>Authorized for Local Reproduction Standard Form - LLL (Rev 7 - 97)</p>

## INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity 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 a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by the reporting entity for this covered Federal action.
4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee", then enter the full name, address, city, state and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influence the covered Federal action.  
(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, D.C. 20503.

Approved by OMB 0348-0046



Florida Department of Agriculture and Consumer Services  
Office of Energy

ADAM H. PUTNAM  
COMMISSIONER

ATTACHMENT J  
PROPERTY REPORTING  
(FOR PROPERTY WITH GRANTEE/RECIPIENT ASSIGNED PROPERTY CONTROL NUMBERS)

**GRANTEE:** List non-expendable equipment/personal property\* costing \$1,000 or more purchased under the above Agreement. Also list all upgrades\* under this Agreement, costing \$1,000 or more, of property previously purchased under a Department Grant Agreement (Identify the property upgraded and the applicable Department Agreement on a separate sheet). Complete the description (including manufacturer & model no./serial no./cost, location/address and property control number columns of this form. The Grantee shall establish a unique identifier for tracking all personal property/equipment purchased under this Agreement and shall report the inventory of said property, on an annual basis, to the Department's Grant Manager, by Grant Agreement number, no later than January 31st for each year this Agreement is in effect.

DESCRIPTION (INCLUDING MANUFACTURER & MODEL NO.)	SERIAL NO./COST**	LOCATION/ADDRESS	GRANTEE/RECIPIENT ASSIGNED PROPERTY CONTROL NUMBER

\*Not including software. \*\*Attach copy of invoice, bill of sale, or other documentation to support purchase.

Grantee/Recipient: \_\_\_\_\_ Grantee's/Recipient's Representative: \_\_\_\_\_ Date: \_\_\_\_\_

BELOW FOR DEPARTMENT USE ONLY

Grant Manager \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_  
Maintain this document with a copy of the invoices supporting the cost of each item identified above in your agreement file. If the agreement is a cost reimbursement agreement, make sure to send invoices supporting the cost of the items to finance and accounting for the processing of the grantee's/recipient's invoice for payment.

**FINANCE AND ACCOUNTING:** No processing required by Finance & Accounting as the Grantee/Recipient is responsible for retaining ownership of the equipment/property upon satisfactory completion of the Agreement.



ADAM H. PUTNAM  
COMMISSIONER

Florida Department of Agriculture and Consumer Services  
Office of Energy

**ATTACHMENT K**  
**GRANT AGREEMENT NO. ARE064####**  
**ANNUAL REPORT**

<b>Grant Agreement No.:</b>			
<b>Grantee Name:</b>			
<b>Grantee Address:</b>			
<b>Grantee's Representative:</b>		<b>Telephone No.:</b>	
<b>Annual Reporting Period:</b>			
<b>Project Number and Title:</b>			
<p><b>A. Provide a summary of project accomplishments to date. (Include a comparison of actual accomplishments to the objectives established for the period. If goals were not met, provide reasons why.)</b></p>			
<p><b>B. Provide an update on the number of jobs created or retained, quantify the reduction of greenhouse gasses and the energy saved in kWh or BTU.</b></p>			
<p><b>C. Provide an update on the estimated time for completion of the project and an explanation for any anticipated delays.</b></p>			

**D. Provide any additional pertinent information including, when appropriate, analysis and explanation of cost overruns or high unit costs.**

**E. Identify below, and attach copies of, any relevant work products being submitted for the project for this reporting period (e.g., report data sets, links to on-line photographs, etc.)**

**F. Provide a project Grant Budget update, comparing the Grant Project Budget to actual costs to date.**

<b>Grant Budget Category</b>	<b>Total Grant Project Budget</b>	<b>Grant Expenditures Prior to this Reporting Period</b>	<b>Grant Expenditures this Reporting Period</b>	<b>Grant Project Funding Balance</b>
1. Salaries				
2. Fringe Benefits				
3. Travel (if authorized)				
4. Supplies/Other Expenses				
5. Equipment				
6. Contractual Services				
7. Indirect Costs (if authorized)				
8. Total of all Grant Budget Categories				

**G. Provide a project Match Budget update, comparing the Match Project Budget to actual costs to date.**

Match Budget Category	Total Match Project Budget	Match Expenditures Prior to this Reporting Period	Match Expenditures this Reporting Period	Match Project Funding Balance
1. Salaries				
2. Fringe Benefits				
3. Travel (if authorized)				
4. Supplies/Other Expenses				
5. Equipment				
6. Contractual Services				
7. Indirect Costs (if authorized)				
8. Total of all match Budget Categories				

**H. REPORTING**

Activities:

**[GRANT MANAGER NOTE: All of the tables below may not be required for this Agreement. Please choose the appropriate metric(s) for the funded activity and include only the appropriate tables for each Agreement on a project to project basis.]**

	Building Retrofits
Number of Buildings Retrofitted	
Sq. Ft. Retrofitted	

	Building Energy Audits
Number of Audits Performed	
Floor Space Audited	
Auditor's Projection of Energy Saved	

	<b>Loans, Grants and Incentives</b>
Number of Loans Given	
Monetary value of Loans Given	
Number of Grants Given	
Monetary value of Grants Given	

	<b>Renewable Energy Market Development</b>
Number of Solar Energy Systems Installed	
Total Capacity of Solar Energy Systems	
Number of Wind Energy Systems Installed	
Total Capacity of Wind Energy Systems	
Number of other Renewable Energy Systems Installed	
Total Capacity of other Renewable Energy Systems	

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	<b>Transportation</b>
Number of Alternative Fuel Vehicles Purchased	
Number of Vehicle Conversions to Alternative Energy	
Number of New Alternative Fueling Stations	
Number of Carpools and Vanpools Formed	
Number of Energy Efficient Traffic Signals Installed	
Number of Street Lane Miles for which Synchronized Traffic Signals were Installed	

	<b>Workshops, Training and Education</b>
Number of Workshops, Training and Education Sessions Held	
Number of People Attending Workshops, Training and Education Sessions	

	<b>Jobs Created</b>
Number of Direct Jobs Created	
Number of Indirect Jobs Created	
Actual Worker Head Count	
Number of FTE Job Equivalents	

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	<b>Energy Savings</b>
Reduction in Natural Gas Consumption (mmcf)	
Reduction in Electricity Consumption (MWh)	
Reduction in Electricity Demand (MW)	
Reduction in Natural Gas Consumption (mmcf)	
Reduction in Fuel Oil Consumption (gallons)	
Reduction in Propane Consumption (gallons)	
Reduction in Gasoline and Diesel Consumption (gallons)	
Amount of wind-powered electric generating capacity installed	
Amount of electricity generated from wind systems (MWh)	

	<b>Renewable Energy Capacity and Generation</b>
Amount of photovoltaic generating capacity installed (MW)	
Amount of electricity generated from photovoltaic systems (MWh)	
Amount of electric generating capacity from other renewable sources installed (MW)	
Amount of electricity generated from other renewable sources (MWh)	

	<b>Emission Reductions</b>
Tons Carbon Emission Reduction (CO2 Equivalent)	
Tons of Sulfur Dioxide Emission Reduction (CO2 Equivalent)	
Tons of Nitrogen Oxide Emission Reduction (CO2 Equivalent)	
Tons of Carbon Monoxide Emission Reduction (CO2 Equivalent)	

**I. SUBCONTRACTOR LIST**

The Grantee may subcontract work under this Grant Agreement without the prior approval of the Grant Manager, upon the condition that each Annual Progress Report must contain a current list of subcontractors, as required in Section 18.A of the Grant Agreement.

*\*If grantee does not have subcontractors, please state 'None' below*

Name of Subcontractor	Address	Current Total Amount of each Subcontract	Description of Work Performed

**J. MINORITY/WOMAN/SERVICE-DISABLED VETERAN-OWNED BUSINESS LIST**

The Grantee is encouraged to use small businesses, including minority, woman and service-disabled veteran-owned businesses as subcontractors under this Grant Agreement. As required in Section 18.C of the Grant Agreement, the Grantee is required to report information concerning their use of such businesses in each Annual Progress Report.

*\*If grantee does not have any subcontracts with minority/woman/service-disabled veteran- owned businesses, please state 'None' below*

Name of Business	Address	Reporting Period (month)	Total Amount Paid to Business during this Reporting Period	Description of Goods/Services provided by Business	Type of Business (Minority, Woman, Service-disabled veteran-owned)

This report is submitted in accordance with the reporting requirements of Grant Agreement No. ARE064XXX and accurately reflects the activities and costs associated with the subject project.

\_\_\_\_\_  
Signature of Grantee's Representative

\_\_\_\_\_  
Date