

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 17-DG-11083112-001

**I. Overview**

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

Funding Opportunity Title: 2017 National Urban and Community Forestry Grant Program

Announcement Type: Request for Federal Financial Assistance Applications

Funding Opportunity Number: 17-DG-11083112-001

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.

**II. Key Dates**

Action Item	Timeframe	Location
Notice of Federal Financial Assistance Funding Opportunity Advertisement	From 07/19/2017 To 08/31/2017	Posted electronically via: <a href="http://www.freshfromflorida.com">www.freshfromflorida.com</a> and vendor bid system
Application Submission Deadline	08/31/2017 2:00 p.m. EST	Posted electronically via: <a href="http://www.freshfromflorida.com">www.freshfromflorida.com</a> and vendor bid system.
Submission of Questions	From 07/19/2017 To 08/31/2017	All questions must be submitted electronically to: <a href="mailto:Vianka.Colin@freshfromflorida.com">Vianka.Colin@freshfromflorida.com</a>
Responses to Questions Posted	From 07/19/2017 To 08/31/2017	Posted electronically via: <a href="http://www.freshfromflorida.com">www.freshfromflorida.com</a> and vendor bid system.
Evaluation of Applications	From 08/31/2017 To 09/30/2017	Review and evaluation of applications begins.
Award Notice	10/31/2017	Posted electronically via: <a href="http://www.freshfromflorida.com">www.freshfromflorida.com</a> and vendor bid system.
Subrecipient Agreement End Date	09/30/2018	Posted electronically via: <a href="http://www.freshfromflorida.com">www.freshfromflorida.com</a> and vendor bid system.

### III. **Submission Dates, Times, and Location**

The submission deadline is August 31, 2017 at 2:00 p.m.

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

An application packet may be sent by U.S. Mail, courier, overnight or hand delivered to the FDACS Purchasing Office no later than the submission deadline.

It is the applicant's responsibility to ensure its submittal at the proper place and time indicated in the notice of federal financial assistance funding opportunity notice. **No extensions. No exceptions.**

Hard copy applications must be received by FDACS by 2:00 p.m. Eastern Standard Time (EST), August 31, 2017. Completed hard copy application packages shall be mailed or delivered to:

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

The department may receive a supplemental electronic copy, but this **does not replace** the original and five hard copies. Applications submitted electronically via e-mail must be received by 2:00 p.m. EST, August 31, 2017. Electronic application packet shall be emailed to:

[Procurement@freshfromflorida.com](mailto:Procurement@freshfromflorida.com)

### IV. **Federal Financial Assistance Funding Opportunity Description**

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

#### **Background**

Florida's Urban and Community Forestry grant program (UCF) was originally authorized in the Forestry Title of the 1995 Farm Bill passed by the 107th Congress. Section 589.28, Florida Statutes, authorizes FDACS to cooperate with local governments to promote the planting and protection of trees to improve the beauty and livability of urban environments within the state of Florida.

The Urban and Community Forestry (UCF) grant funds provided through the United States Department of Agriculture (USDA) Forest Service are administered in each of the fifty states through the office of the state forester.

The state foresters provide national leadership for the implementation of UCF programs at the state level. The National Association of State Foresters works closely with the USDA Forest Service, members of Congress and national conservation organizations to provide for adequate UCF funding, a responsible national UCF policy and progressive strategies to manage and replant our nation's community forests.

The growth of our national population and the accompanying development of urban centers and the surrounding rural areas have resulted in the continual loss of natural areas and tree cover. Trees provide many benefits to people living in cities and towns including energy conservation through shade, wildlife habitat, decreased storm water runoff, cleaner air, production of oxygen, removal of carbon dioxide and increased property values. It is through these and other benefits that trees contribute to the health, safety and welfare of people living in cities and towns. The primary goal of this grant is to promote professional management and build resilient urban forests in Florida cities, towns, and communities. Studies have shown that in our cities more trees are removed than are planted and that the average lifespan of a tree in inner city areas is only seven years.

Funds will be allocated to regions based on population. FDACS reserves the right to transfer surplus funds from one region of the state to another to fully utilize federal funding.

### **Overview**

The purpose of Florida's 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 **\$160,000** for fiscal year 2017. The primary purpose of this UCF grant program is **not** beautification through tree planting, but to develop and enhance urban and community forestry programs. Total funding available for demonstration or site-specific tree planting projects not including hurricane tree recovery and biodiversity projects will be limited to about 20% of available funds or **(\$32,000)**. Tree planting projects are limited to a maximum award of **\$10,000** per applicant.

The UCF grant program is intended to help local governments, Native-American tribal governments, volunteer groups, nonprofit organizations and educational institutions get programs started and is not meant to be a continual funding source for staffing. The UCF grant will fund staffing for no more than three grant years.

The US Forest Service has directed the FFS to focus on assisting communities to strengthen their urban forestry programs in the following four core areas:

1. Active involvement by community tree boards or citizen tree advisory groups.
2. Development of urban tree management plans based on current inventory data.
3. Program oversight by qualified professional staff or professional consultant.
4. Development of a tree ordinance that will enforce community tree care standards.

Addressing these four areas will involve education of citizens, local officials, and tree care professionals. Encouraging volunteer and citizen group participation in these activities is also a key to program success. Some demonstration areas to show good urban forestry practices are also helpful and will be funded to a limited extent under this grant program.

### **Scope**

There are four grant categories:

1. Local Government Program Development or Improvement
2. Demonstration or Site Specific Projects
3. Non-Profit Administration
4. Information and Education

## **Category 1: Local Government Program Development or Improvement**

Qualified Applicants: Local governments, state governments, educational institutions, and Native American tribal governments (non-profits apply under Category 3).

Activities in this category focus on improving UCF technical assistance at the local level. Priority will be given to projects which initiate community forestry programs or enhance a local government's ability to develop and maintain a comprehensive tree management program. Projects must yield tangible results which provide a basis for improving UCF programs.

The maximum grant allocation is **\$25,000** in this category.

Up to 10% of the awarded grant funds can be used for reimbursement of in-house staff time devoted to execution or oversight of these projects. Additional staff time can be used as match.

### **Subcategories of Category 1:**

1. **Ordinance Development or Revision** – this includes costs associated with reproduction, mailing or consultant fees to develop or revise a tree protection ordinance. Funding is limited to **\$25,000**.
2. **Tree Inventories** – this is for the 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. Funding is limited to **\$25,000**.
3. **Management or Master Plans** – this is for the development of a management plan to guide the management of urban trees on non-federal public properties. Funding is limited to **\$25,000**.
4. **In-House Training** - this is for the development of (or improvement of) an in-house UCF training package. This can include instructor fees, but not travel. Funding is limited to **\$20,000**.
5. **Staffing** - this is for the employment of an urban forestry professional, technician, or consultant. The UCF grant is to help local governments get programs started and is not meant to be a continual funding source for staffing. Staffing is limited to three grant years of funding from this program, and funding is not guaranteed from one year to the next. Funding is limited to **\$20,000**. The narrative should include activities (deliverables) that this position will accomplish during the grant period.
6. **Student Internships** – this is for the employment of a student intern in urban forestry or a student from a related field of study for the development of or improvement of a UCF program. Funding is limited to **\$20,000**. The narrative should include activities (deliverables) that this position will accomplish during the grant period.
7. **Equipment** - for the purchase of field data recording equipment and computer software. Funding is limited to **\$4,000**.
8. **Green Infrastructure** - this is for projects showing why and how cities can and should consider urban forests as a vital component of their 'green infrastructure'. Local

Governments will map, evaluate, protect, and restore their urban forests to achieve better stormwater management and clean water. This can include the purchase of software and hardware, as well as fees paid to vendors to conduct the canopy analysis and 'green infrastructure' programs. Funding is limited to **\$25,000**.

## **Category 2: Demonstration or Site-Specific Projects**

Qualified Applicants: Local governments, state governments, Native American tribal governments, nonprofit organizations, and educational institutions.

The purpose of these projects is to establish examples of proper urban tree planting, protection and pruning in a prominent visible location. Projects must be conducted on non-federal public land or tribal community property. Species diversity, native species and site limitations should be considered when planning a project.

Highest priority will be given to projects that demonstrate correct urban forestry principles and are conducted in highly visible areas. Additional consideration for funding shall be given to smaller, rural communities or underserved neighborhoods in larger cities.

Total grants in category 2 (site-specific tree planting projects), not including hurricane tree recovery and biodiversity projects, will not exceed **20%** of available state funds. All plant materials must meet the Division of Plant Industry's standards for a Florida Grade #1 specimen or be of equivalent or better quality. Proposals must include a three (3)-year maintenance plan at the grant recipient's expense. Maintenance costs incurred after certification by the FFS are ineligible for reimbursement. A resolution signed by the owner of the property must be included in the proposal package, which states that they concur with the proposal. No more than **ten percent (10%)** of the grant funds may be budgeted for personnel costs in this category.

### **Subcategories of Category 2:**

1. **Demonstration Tree/Palm Planting Projects on Public Property** - this is for the development and installation of tree/palm planting projects which demonstrate proper urban forestry principles. Projects can demonstrate "right tree - right place" principles, utility line compatibility with appropriate species, energy conservation considerations, improvement of entranceway, community hurricane tree recovery, street tree plantings, park tree plantings or tree planting for food forests that encourage or support of economic development. Funds may only be used for purchase and planting of trees/palms. Purchase and planting of shrubs and ground covers (not sod) in conjunction with the tree planting may only serve as a matching cost, and as such, cannot be reimbursed.

The maximum grant award for hurricane tree recovery and demonstration tree planting is **\$10,000**.

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.

#### **Tree Planting Requirements:**

- a. 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).

- b. Trees may not exceed a 4-inch caliper. Palms may not be taller than 16 feet, clear trunk.
- c. Minimum tree size is 1 and 1/2-inch caliper, in at least a 15-gallon container.
- d. At least three tree species native to the area and suitable for the site and objective must be planted.
- e. 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.
- f. 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](http://www.fleppc.org).
- g. Maximum allowable cost per individual tree or palm is \$500, which can be split between grant and match for purchase and planting.
- h. 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.
- i. 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.
- j. A maximum of \$12 per tree may be spent on planting materials during the 60 day grow-in period only.
- k. Up to ten percent (10%) of the grant award may be spent on site-preparation costs directly related to the tree planting.
- l. Successful applicants may rent equipment with which to plant the trees or palms. The maximum allowance is ten percent (10%) of the grant award.

**Proposals must include the following:**

- a. 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.
  - b. A location map.
  - c. A minimum of three color photographs of the planting site.
2. **Demonstration tree protection projects** – this is for the development and installation of a demonstration tree protection project. Funds are for the purchase of materials, rental equipment and labor costs for installation and associated interpretive (educational) materials. The maximum grant award for a tree protection demonstration is **\$10,000**.
  3. **Demonstration maintenance projects** – this is for the demonstration of correct tree maintenance techniques (pruning, fertilization, lightning protection, etc.) that improve UCFs. Practices must be performed per ISA standards. The maximum grant award for demonstration maintenance projects is **\$10,000**.

### **Category 3: Nonprofit Administration**

Qualified Applicants: Nonprofit Organizations

This category provides funding for personnel costs only and is intended to help volunteer groups, nonprofit organizations and volunteer tree advocacy groups become more effective in their ability to support and promote local tree management programs. Primary emphasis will be on assistance with administrative staffing and funding that will allow the organization or group to improve and/or develop UCF programs through citizen involvement. A resolution or letter from the president or a representative, authorized to procure contractual agreements, must be included in the proposal packet stating their concurrence with the proposal. Maximum grant allocation in this category is **\$20,000**.

#### **Subcategories of Category 3:**

1. **Staffing** - this is for the employment of additional staff member(s) or to increase the number of hours of an existing local program manager or administrator on the staff of a local non-profit volunteer group.
2. **Student internships** – this is for the employment of an intern student in UCF (or another related field of study) to assist with the development or improvement of a UCF program.

Funding is limited to three grant years and is not guaranteed from one year to the next. The narrative should include activities that this position will accomplish during the grant period. **The proposed goals and activities of these staff members must be consistent with the goals of this grant program.**

### **Category 4: Information and Education**

Qualified Applicants: Local governments, state governments, Native American tribal governments, nonprofit organizations, and educational institutions.

This category is provided to encourage local governments, nonprofit organizations, and educational institutions to purchase or produce information and education materials (leaflets, newsletters, handbooks, videos) for distribution to the public, or to cost-share seminars, training sessions and workshops on UCF topics. The emphasis is on informing and training the public, volunteer groups, technicians, tree workers, etc. (i.e., UCF technology transfer). The maximum grant award for this category is **\$10,000, and the minimum is \$2,000**. Up to 10% of the awarded grant funds can be used for reimbursement of in-house staff time devoted to execution or oversight of these projects. Additional staff time can be used as match.

#### **Subcategories of Category 4:**

1. **Educational programs** – this is for the exhibition, purchase or development of materials for the benefit of public education in UCF.
2. **Arbor Day Programs** – this is for the development, planning, advertising and organizing of local Arbor Day Programs.
3. **Workshops/Training Sessions/Conferences/Seminars** – this is for the support and organization of public programs which benefit UCF. Costs may cover mailing, speaker's expenses, audio/visual equipment rental and related expenses.

4. **Youth Programs** – this is for the development and production of UCF programs which will involve/benefit young people - K through college level.
5. **Public Service Materials (PSA Development)** – this is for the development of or purchase of public service programs, videos, slide shows or web-based products, which educate the public in principles of UCF. These may include expenditures for paper, production costs, equipment rental or other accessories (excluding the purchase of camera or other video equipment).
6. **Volunteer Training** – this is for the development, production, and presentation of a UCF training program to interested volunteers, individuals, or organizations.
7. **Brochures and Web Page Development** – this is for the purchase of existing technical brochures or the design, development, production or mailing of an educational or informational brochure or web page stressing the importance of any aspect of UCF and the principles involved. Those desiring brochures are encouraged to utilize existing brochures, if brochures exist, and apply for funding for the purchase and distribution of brochures.
8. **Exhibits** – this is for the purchase of or design, development and construction of an educational/informational exhibit which promotes the principles of UCF.
9. **Wildfire Safety "Fire Wise" Promotion** – this is for design and development of materials, brochures, Public Service Announcements (PSAs), workshops or meetings that promote Fire Safety or the "Fire Wise" message in high wildfire risk communities in the Wild land/Urban Interface.

**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	\$160,000
Anticipated number of awards	10
Maximum grant award to a single applicant	\$25,000
Minimum grant award to a single applicant	\$2,000
Period of Performance	Upon agreement execution through 09/30/18



## 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.

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.

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

## VIII. Eligibility Information

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

Grant requests may not exceed **\$25,000**. Maximum grant award to a single applicant is **\$25,000**. The minimum grant amount that may be requested is **\$2,000**.

The maximum grant award for a Category 2 grant (demonstration or site-specific project) is **\$10,000**.

The maximum grant award for a Category 4 grant (information and education) is **\$10,000**.

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.

**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 \$23.56 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.

**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 online at <http://forms.freshfromflorida.com/02032.pdf>.

If you are unable to access the internet, a written request for the application packet should be submitted to:

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

#### **XIV. General Instructions for Application Packet**

**Carefully review all materials and prepare the responses accordingly.**

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

For 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.

#### **XV. Application Package Components**

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

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://www.sam.gov/portal/SAM#1>. The applicant will be required to maintain a registration for the duration of the award.

## **XX. Late Applications**

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

## **XXI. EVALUATION CRITERIA**

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

1. The UCF Subcommittee shall evaluate each proposal based upon how well the proposal meets the purpose of the grant program. Maximum possible points: **150 points**, including bonus points. A minimum score of **90 points** is required to be considered eligible for funding.
2. The scoring of proposals is based upon the following prioritized and weighted attributes:
  - a. **Previous UCF Grants Received - 30 Points Maximum**

The highest score will be given to first-time applicants whose proposals will help to initiate or enhance their community forestry program, and communities with populations of less than 20,000 inhabitants.

Applicants that are applying to continue the second year of a grant-funded staff position will receive 15 points. Other applicants will have five points deducted from their maximum score for each grant approved in the past three years.

Applicants who have received a previous award will be rated on the accuracy and timeliness of completing the awarded grants up to 15 points. Points will be added or deducted based on the performance of the previously awarded grant.

Applicants who haven't received a grant in the previous 3 years, will receive 15 points.

b. **Urban Forestry Program Development - 20 Points Maximum.**

The highest score will be given to proposals that provide documentation indicating that the proposal (applicant) is enhancing its capacity to build a sustained program and/or address urban and community forestry needs. The current state of the applicants' urban forestry program will be considered, as well as the project's potential to improve that program, as well as citizen awareness and citizen participation.

c. **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.

d. **Well-Defined Goals and Objectives - 15 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.

e. **Technical Correctness – 15 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.

f. **Environmental and Educational Value - 10 Points Maximum**

The highest score will be given to proposals that will contribute multiple environmental benefits to the community and educate a significant sector of the public or local professional community.

g. **Cost Effectiveness - 10 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 RFP. Including written estimates will enhance this score.

h. **Promotional Value - 5 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.

i. **Completeness of Proposal - 5 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.

In addition to the above, the following will be considered for bonus scoring during the evaluation: (15 points maximum)

j. **Tree City or Tree Campus USA certification – 5 Points Maximum**

This indicates a community's commitment to sustaining their urban forestry program.

k. **Tree City Growth Award Recipient – 5 Points Maximum**

The Community demonstrates an increasing commitment to its urban forestry program.

m. **Proposal Specifies a Certified Arborist(s) or a Graduate Forester from an Accredited Four Year Bachelor of Science in Forestry Program will be Involved in Project Implementation – 5 Points Maximum**

This indicates a community's commitment to the proper implementation of urban forestry practices.

n. **New Partnership Established for Project – 5 points Maximum**

The scores for each factor will be added to obtain a total score for each application. Funding will be awarded to applications based on the total score received. FDACS reserves the right to recommend partial funding of applications.

**XXII. Evaluator(s)**

FDAC's evaluator(s) will consist of a minimum of 1 and a maximum of 7 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 sixty (60) days to fully execute the Subrecipient Agreement. Failure by the subrecipient to sign and return the Subrecipient Agreement, within 60 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.

#### **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 detailed quarterly reports using the format and content shown on FDACS's performance progress report. The performance progress report is downloadable at [www.FreshFromFlorida.com](http://www.FreshFromFlorida.com) Subrecipient Quarterly Performance Progress Report (FDACS 02018).

#### **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 [www.FreshFromFlorida.com](http://www.FreshFromFlorida.com) Subrecipient Payment Request Form (FDACS 02019).

**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 purchasing director. All questions submitted shall be published and answered in a manner that all applicants can view. Each applicant is responsible for monitoring the grant website for new or changing information.

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

Vianka Colin  
Florida Department of Agriculture and Consumer Services  
407 S. Calhoun Street  
Mayo Building, Room SB-8  
Tallahassee, FL 32399-0800  
Telephone (850) 617-7188  
Email: [Vianka.Colin@freshfromflorida.com](mailto:Vianka.Colin@freshfromflorida.com)

**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.**





ADAM H. PUTNAM  
COMMISSIONER

Florida Department of Agriculture and Consumer Services  
Division of Administration

**Application for Federal Financial Assistance Subaward**

2 CFR 200

**Instructions for Application Packet – Coversheet**

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

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



Florida Department of Agriculture and Consumer Services  
Division of Administration

**Application for Federal Financial Assistance Subaward**

2 CFR 200

**ADAM H. PUTNAM**  
**COMMISSIONER**

1. Federal Financial Assistance Funding Opportunity Number:		2. Amount of funds requested for this project:	
3. Subrecipient Legal Name:			
4. Subrecipient FEIN:	5. Subrecipient DUNS Number:	6. Subrecipient Registered in SAM:	
7. Street Address:			
8. City:	9. State:	10. Zip Code plus 4:	
11. Mailing address (if different from above):			
12. Phone Number:		13. Fax Number:	
14. Is the subrecipient delinquent on any federal debt?	15. Cost Sharing (Match):	16. Congressional District:	
17. Name and contact information of person to be contacted on matters involving this application: Name: Phone Number: _____ Email: _____			
18. Subrecipient Type: (Circle one) Indian Tribal Government Individual Institution of Higher Education Local Government Non-Profit Organization State Government Other			
19. Descriptive Title of Subrecipient Project:			
20. Funding Period:	Start Date	End Date	
21. Location of Proposed Program/Project:			
22. Total # of full-time employees:		23. Total # of part-time employees:	
24. Is your organization a 501(c)(3) tax exempt organization?			
25. Has your organization previously received federal financial assistance from FDACS?			
26. By signing this application, I certify that the statements herein are true, complete and accurate to the best of my knowledge. I have also provided the required attachments and assurances. I agree to comply with all terms and conditions if I accept an award.			
Authorized Representative Name:		Title:	
Phone Number:	Email:		
Signature of Authorized Representative:			Date Signed:



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Florida Department of Agriculture and Consumer Services  
Division of Administration

**KEY CONTACT FORM**

2 CFR 200

**Instructions for Application Packet – Key Contract Form**

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

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

Federal Financial Assistance Funding Opportunity Number – Record the number shown on the Notice of Funding Opportunity.

Subrecipient FEIN – Record the employer or tax payer identification number as assigned by the Internal Revenue Service.

Subrecipient Legal Name – Record the legal name of applicant that will undertake the scope of work. The name must match to the name listed in SAM.

Contact Project Role: Authorized Representative – Record requested information.

Contact Project Role: Grant Manager – Record requested information.

Contact Project Role: Fiscal Contact – Record requested information.

Contact Project Role: Principal Investigator – Record requested information.



Florida Department of Agriculture and Consumer Services  
Division of Administration

**KEY CONTACT FORM**

2 CFR 200

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**COMMISSIONER**

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

Contact Project Role: Principal Investigator		
Name:		
Title:	Phone Number:	Fax Number:
Street Address:		
City:	State:	Zip Code plus 4:
Mailing Address (if different from above):		



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Florida Department of Agriculture and Consumer Services  
Division of Administration

**PROJECT NARRATIVE**

2 CFR 200

**Instructions for Application Packet – Project Narrative**

1. Federal Financial Assistance Funding Opportunity Number – Record the number shown on the Notice of Funding Opportunity.
2. Amount of funds requested for this project – List the total amount of funds required to complete the scope of work.
3. Subrecipient Legal Name – Record the legal name of applicant that will undertake the scope of work. The name must match to the name listed in SAM. **Please note section XII Public Records in the Notice of Federal Financial Assistance Funding Opportunity before including any proprietary or confidential information.**
4. The header section of each page of the project narrative must have the funding opportunity number, subrecipient federal identification number and subrecipient legal name.
5. The project narrative must not exceed two 8 ½" by 11" single sided pages. Additional pages beyond the page limitation will not be considered.
6. The project narrative must include, but is not limited to:
  - A statement of need for the federal financial assistance and how the project will address the need.
  - A description of the expected project outcomes. The measurable objectives and specific targets of the expected project outcomes should be specified.
  - A statement of what environmental or educational value will the community derive from the project. Will citizen involvement and support for the Community's urban forestry program increase?
  - A plan of action to achieve the projected outcomes and how the plan of action will be accomplished.
  - A statement detailing how the project will be publicized in the local community.
  - A timeline of activities or implementation schedule.
  - Collaboration details, if any.
  - Information on key personnel including their background and experience with the project objectives. An indication of the amount of effort the key personnel will provide to the project.
  - Precise location of the project or the area to be served/benefited by the project.
  - A statement of whether this project relates to any other project, current or anticipated.
  - Previous UCF grants received by the applicant – were the grants implemented and what was accomplished?
  - A statement of *Tree City* or *Tree Campus USA* certification and growth award.

Florida Department of Agriculture and Consumer Services  
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**PROJECT NARRATIVE**

2 CFR 200

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

Florida Department of Agriculture and Consumer Services  
Division of Administration



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COMMISSIONER

**SCOPE OF WORK**

2 CFR 200

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

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



Florida Department of Agriculture and Consumer Services  
Division of Administration



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**SCOPE OF WORK**

2 CFR 200

1. Federal Financial Assistance Funding Opportunity Number:	2. Subrecipient FEIN:
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3. Subrecipient Legal Name:
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Please note section XII Public Records in the Notice of Federal Financial Assistance Funding Opportunity before including any proprietary or confidential information.

Performance Measures					
Deliverable #	Tasks	Task Description	Indicator	Costs per Unit	Outcome Measures

**Describe in detail the activity or work to be conducted.**

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**BUDGET PLAN NARRATIVE**

2 CFR 200

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

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

Florida Department of Agriculture and Consumer Services  
Division of Administration



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**BUDGET PLAN NARRATIVE**

2 CFR 200

Federal Financial Assistance Funding Opportunity Number:	Subrecipient FEIN:
Subrecipient Legal Name:	
<b>Direct Costs</b>	
Personnel Costs	Provide job titles, rate of pay (hourly/salary) and percentage of time to spend on project (FTE) or hours per week. The total for all personnel costs must match to the budget plan.
Example	To achieve the objective of monitoring ponds within Liberty County will require 10 inspectors working 20 hours per week for 4 weeks at an hourly rate of \$25.50. Total cost is \$20,400.
Example	To achieve the objective of testing water samples from ponds within Liberty County will require 1 chemist. The chemist will work 20% of their time on the project for one year. The annual salary is \$60,000. Total cost is \$12,000.
Fringe Benefits	Employer costs for social security taxes, worker’s compensation, health insurance, life insurance and retirement. A percentage may be used when calculating an amount for the budget plan. Only the actual cost of each fringe benefit is chargeable to the award.
Travel (not authorized)	Provide a description of travel purpose, destination of each trip, number of travelers, timeline, and relationship to the project objectives. <b>NOT APPLICABLE TO THIS FEDERAL FINANCIAL ASSISTANCE FUNDING OPPORTUNITY.</b>
Equipment (not authorized)	Provide a description of the equipment to be purchased and the task on which the equipment will be used. <b>NOT APPLICABLE TO THIS FEDERAL FINANCIAL ASSISTANCE FUNDING OPPORTUNITY.</b>
Supplies	Provide a description of the consumable materials to be acquired for each specific deliverable(s).
Contractual (if authorized)	Provide an explanation as to the need to hire a third party to complete the work. Provide the rate, number of staff, and task to be completed.
Other Expenses	Direct costs, which do not fit any of the other categories. Provide a description, amount, and relationship to a deliverable.
<b>Indirect Costs</b>	
Indirect Charges	Provide an approved indirect cost rate or a statement indicating the entity has never received a negotiated indirect cost rate and elect to charge a de minimis rate of 10% of modified total direct costs. <b>Indirect costs are not allowable for federal costs in this federal financial assistance funding opportunity. Indirect costs may be used for matching costs.</b>

Florida Department of Agriculture and Consumer Services  
Division of Administration



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COMMISSIONER

**BUDGET PLAN**

2 CFR 200

**Instructions for Application Packet – Budget Plan**

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

The header section of each page of the scope of work must have the funding opportunity number, subrecipient federal identification number and subrecipient legal name. The applicant shall submit a budget plan for its projected costs to implement the scope of work submitted with the application. The budget plan shall provide the estimated costs by category in order to carry out the scope of work.

Florida Department of Agriculture and Consumer Services  
Division of Administration



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**COMMISSIONER**

**BUDGET PLAN**

2 CFR 200

Federal Financial Assistance Funding Opportunity Number:	Subrecipient FEIN:	
Subrecipient Legal Name:		
Category	Grant Funding	Match
Personnel		
Fringe Benefits		
Travel (not authorized)		
Equipment (not authorized)		
Supplies		
Contractual (if authorized)		
Other Expenses		
<b>Total Direct Charges</b>		
Indirect Charges (match only)		
<b>Total Amount</b>		

Florida Department of Agriculture and Consumer Services  
Division of Administration



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COMMISSIONER

**KEY PERSON/STAFF**

2 CFR 200

**Instructions for Application Packet – Key Person/Staff**

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

The header section of each page of the scope of work must have the funding opportunity number, subrecipient federal identification number and subrecipient legal name.

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

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

Florida Department of Agriculture and Consumer Services  
Division of Administration



**ADAM H. PUTNAM  
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**KEY PERSON/STAFF**

2 CFR 200

An individual form must be completed for each key person/staff member. Include an estimate of the number of hours or percentage of time devoted to the project.

Federal Financial Assistance Funding Opportunity Number:	Subrecipient FEIN:
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Subrecipient Legal Name:

Person Name:	Title:	Hours or % of time devoted to the project:
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Phone Number:	Email Address:	
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Qualifications:

Florida Department of Agriculture and Consumer Services  
Division of Administration



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COMMISSIONER

**PERFORMANCE SITE/LOCATIONS**

2 CFR 200

**Instructions for Application Packet – Key Person/Staff**

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

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

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



Florida Department of Agriculture and Consumer Services  
Division of Administration



**ADAM H. PUTNAM**  
**COMMISSIONER**

**PERFORMANCE SITE/LOCATIONS**

2 CFR 200

Federal Financial Assistance Funding Opportunity Number:		Subrecipient FEIN:	
Subrecipient Legal Name:			
I am submitting an application as an individual, and not on behalf of a company, state, local, or tribal government, academia, or other type of organization.			Check Box <input type="checkbox"/>
<b>Project/Performance Site Primary Location</b>			
Street Address:			
City:		State:	Zip Code plus 4:
Mailing address (If different from above):			
Phone Number:	Fax Number:	County:	Project/Performance Site Congressional District:
<b>Project/Performance Site Location 1</b>			
Street Address:			
City:		State:	Zip Code plus 4:
Mailing address (If different from above):			
Phone Number:	Fax Number:	County:	Project/Performance Site Congressional District:
<b>Project/Performance Site Location 2</b>			
Street Address:			
City:		State:	Zip Code plus 4:
Mailing address (If different from above):			
Phone Number:	Fax Number:	County:	Project/Performance Site Congressional District:

Project/Performance Site Location 3			
Street Address:			
City:		State:	Zip Code plus 4:
Mailing address (If different from above):			
Phone Number:	Fax Number:	County:	Project/Performance Site Congressional District:
Project/Performance Site Location 4			
Street Address:			
City:		State:	Zip Code plus 4:
Mailing address (If different from above):			
Phone Number:	Fax Number:	County:	Project/Performance Site Congressional District:
Project/Performance Site Location 5			
Street Address:			
City:		State:	Zip Code plus 4:
Mailing address (If different from above):			
Phone Number:	Fax Number:	County:	Project/Performance Site Congressional District:
Project/Performance Site Location 6			
Street Address:			
City:		State:	Zip Code plus 4:
Mailing address (If different from above):			
Phone Number:	Fax Number:	County:	Project/Performance Site Congressional District:
Project/Performance Site Location 7			
Street Address:			
City:		State:	Zip Code plus 4:
Mailing address (If different from above):			
Phone Number:	Fax Number:	County:	Project/Performance Site Congressional District:

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



ADAM H. PUTNAM  
COMMISSIONER

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

2 CFR 200

Federal Financial Assistance Funding Opportunity Number:
Subrecipient Legal Name:
Subrecipient FEIN:
As the duly authorized representative of the Subrecipient, I certify that to the extent applicable, the Subrecipient:
1. Has the legal authority to apply for federal assistance and the institutional, managerial, and financial capability (including funds sufficient to pay the non-federal share of project cost(s) to ensure proper planning, management and completion of the project described in this application.
2. Will give the Recipient, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the subrecipient award; and will establish a proper accounting system in accordance with generally accepted accounting principles or Recipient directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frames after receipt of approval of the Recipient.
5. Will comply with the Intergovernmental Personnel Act of 1970 (41 U.S.C.§§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM’s Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal Statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1972, as amended (29 U.S.C.§794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C.§§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-96), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C.§§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C.§§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C.§§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C.§§276a to 276a-7), the Copeland Act (40 U.S.C.§276c and 18 U.S.C.§874), and the Contract Work Hours and Safety Standards Act (40 U.S.C.§§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special fold hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C.§§7401 et seq.); (g) protection of endangered species under the Endangered Species Act of 1973, as amended (P/L/ 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C.§§1271 et seq.) relating to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C.§470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C.§§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1955 (P/L 89-544, as amended 7 U.S.C.§§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C.§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and 2 CFR, Part 200 Uniform Administrative Requirements, Costs Principles and Audit Requirements for Federal Awards, Subpart F Audit Requirements.
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
19. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a subrecipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect, (2) Procuring a commercial sex act during the period of time that the award is in effect or, (3) Using forced labor in the performance of the award or subawards under the award.

20. Will comply with and enforce the requirements for a drug-free workplace as mandated in 2 CFR Part 421, "Requirements for Drug-Free Workplace."	
21. Will comply with 2 CFR 417, Subpart C to ensure that any vendor or subcontractor that carries out the provisions of this agreement are not debarred or suspended.	
22. Will comply with the Executive Order 13513 entitled "Federal Leadership on Reducing Text Messaging While Driving" by prohibiting employees, contractors, and subcontractors from texting while driving on official business and or in federally owned, rented, or leased vehicles or privately owned vehicles when on official government business or when performing any work for or on behalf of or in cooperation with the federal government.	
Authorized Representative Name:	Title:
Signature of Authorized Representative:	Date Signed:
Applicant Organization:	

Florida Department of Agriculture and Consumer Services  
Division of Administration



**ADAM H. PUTNAM**  
**COMMISSIONER**

**CERTIFICATION REGARDING LOBBYING**

2 CFR 200

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

Florida Department of Agriculture and Consumer Services  
Division of Administration



ADAM H. PUTNAM  
COMMISSIONER

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

2 CFR 200

Federal Financial Assistance Funding Opportunity Number:
Subrecipient Legal Name:
Subrecipient FEIN:
This certification is pursuant to Executive Order 12549, Debarment and Suspension and implemented at 2 CFR parts 180 and 1880.
<b>Instructions for Certification</b>
1. By signing and submitting this proposal, the prospective lower tier participant is providing the certifications set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification. In addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms “covered transaction”, “debarred”, “suspended”, “ineligible”, “lower tier covered transaction”, “participant”, “person”, “primary covered transaction”, “principal”, “proposal”, and “voluntarily excluded”, as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this form that it will include this clause titled “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transaction,” without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participating in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

**Certification**

1. The prospective lower tier participant certifies to the best of its knowledge and belief, that it and its principals;

a. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency.

b. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement theft, forgery, bribery, falsification, or destruction of records, making false statements, or receiving stolen property;

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

d. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

2. where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective lower tier participant shall attach an explanation to this proposal.

Authorized Representative Name:

Title:

Signature of Authorized Representative:

Date Signed:

Applicant Organization:





Florida Department of Agriculture and Consumer Services  
Division of Administration

**CERTIFICATION STATEMENT**

2 CFR 200

**ADAM H. PUTNAM**  
**COMMISSIONER**

Federal Financial Assistance Funding Opportunity Number:	
Subrecipient Legal Name:	
Subrecipient FEIN:	
By signing this page, the undersigned certifies that:	
A. This application is in all respects fair and submitted in good faith, without collusion or fraud;	
B. If selected through this application process, the subrecipient will work in good faith and in partnership with the Florida Department of Agriculture and Consumer Services to manage its subrecipient agreement in a timely and accurate manner;	
C. Any funds awarded as a result of this application process will not be used to supplant or replace any state or local funds;	
D. Any funds awarded as a result of this application process will not be used as matching funds to apply for or receive other federal funds;	
E. No federal funds will be used as match for funds awarded as a result of this application process.	
F. The undersigned has full authority to bind the applicant.	
Authorized Representative Name:	Title:
Signature of Authorized Representative:	Date Signed:
Applicant Organization:	