



2018 National Urban Forestry Grant Overview

Application Submission Deadline: 11/13/2018

Municipal Department: Public Works

Funding Source: Florida Department of Agriculture and Consumer Services

Program Title: 2018 National Urban Forestry Grant Program

Amount Range: Up to \$20,000

Local Match Required: \$1:\$1

Match with Town Priorities: Restoration of tree canopy following Hurricane Irma

Summary of RFP:

The purpose of Florida's Urban and Community Forestry (UCF) Grant Program is to provide financial assistance to local governments, Native American tribal governments, volunteer groups, nonprofit organizations, and educational institutions to initiate or enhance local urban and community forestry programs and improve the urban environment within the state of Florida. The state of Florida anticipates an allocation of \$300,000 for fiscal year 2018. Approximately 60% of the funding will be allocated to tree planting practices, with 40% of the remaining funds allocated for tree inventory, storm planning and information and educational projects related to storm preparedness.

Summary of Town's Proposal:

The Town is requesting approval from the Council to prepare and submit an application under "Category 1: Replacement of Urban Canopy due to Storms (Tree Planting)". Funding under this category may be used solely for purchase and installation of trees. Planting of complimentary shrubs and ground covers may be submitted as matching funds only. Additionally, removal of storm damaged trees is the responsibility of the community and cannot be considered for funding under this grant program.

The Town's proposed project will not exceed \$40,000; which allows the Town to plant approximately forty (40) trees on public rights-of-way, in parks or other public spaces. The Town has received three grants from the FDACS Urban Forestry Grant Program (FY2014, FY2015, FY2016) totaling \$41,000. These grants were used for corrective pruning of trees throughout the Town, and the planting of trees around the Town Center Building to raise awareness about Florida Friendly Yards and best practices in tree planting.

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 18-DG-11083112-001

I. Overview

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

Funding Opportunity Title: 2018 National Urban and Community Forestry Grant Program

Announcement Type: Request for Federal Financial Assistance Applications

Funding Opportunity Number: 18-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 09/06/2018 To 11/13/2018	Posted electronically via: www.myflorida.com/apps/vbs/vbs_main_menu
Application Submission Deadline	11/13/2018 2:00 p.m. EST	Posted electronically via: www.myflorida.com/apps/vbs/vbs_main_menu
Submission of Questions	From 09/06/2018 To 11/13/2018	All questions must be submitted electronically to: Vianka.Colin@freshfromflorida.com
Responses to Questions Posted	From 09/06/2018 To 11/13/2018	Posted electronically via: www.myflorida.com/apps/vbs/vbs_main_menu
Evaluation of Applications	From 11/14/2018 To 12/30/2018	Review and evaluation of applications begins.
Award Notice	01/05/19	Posted electronically via: www.myflorida.com/apps/vbs/vbs_main_menu
Subrecipient Agreement End Date	12/31/2019	Posted electronically via: www.myflorida.com/apps/vbs/vbs_main_menu

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

The submission deadline is November 13, 2018 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), November 13, 2018. 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, November 13, 2018. Electronic application packet shall be emailed to:

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.

Overview

The purpose of Florida's Urban and Community Forestry (UCF) Grant Program is to provide financial assistance to local governments, Native American tribal governments, volunteer groups, nonprofit organizations, and educational institutions to initiate or enhance local urban and community forestry programs and improve the urban environment within the state of Florida. The state of Florida anticipates an allocation of **\$300,000** for fiscal year 2018.

The primary purpose of this UCF grant program is to mitigate the effect to the urban forest component of community infrastructures throughout the State of Florida impacted by recent hurricane and other weather-related events. The loss of tree cover in these communities has created negative economic, ecological, and aesthetic consequences. These include decreased property values, loss of tourism appeal, extensive cleanup and recovery costs, loss of green infrastructure leading to increased costs associated with stormwater runoff, loss of energy conservation benefits, and degraded air and water quality. Damaged trees also pose safety hazards to citizens and structures. Improvements to surviving urban trees need to be

made to improve their health and reduce damage from future storms. Local community leaders and the public also need to learn more about how their urban trees benefit their community, from an economic, social, and environment standpoint. They also need to learn how to properly select, plant and care for trees to minimize future storm damage and how to utilize green infrastructure to reduce stormwater runoff.

Approximately 60% of the funding will be allocated to tree planting practices, with 40% of the remaining funds allocated for inventory, storm planning and informational and educational projects related to storm preparedness. The maximum grant allocation is **\$20,000** for each category. Practices may be implemented on county or municipally-owned lands, including parks or natural areas, as well as highway and street rights-of-way not maintained by the Federal government. Funds will be allocated to regions with priority given to fiscally distressed communities.

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

- Replant trees destroyed by Hurricane Irma and Nate and other weather-related events, and plant appropriate new trees in areas where they would serve as wind buffers in the event of future storms.
- Conduct inventories of trees in public areas and assess the condition of individual trees.
- Create a community urban forestry storm preparedness plan.
- Implement informational and educational programs to improve the understanding of citizens and local officials of the benefits of maintaining a healthy canopy of trees in urban areas as related to storm preparedness. These programs will help citizens and officials to take measures in advance to minimize storm damage from trees and react decisively when storms occur.

Scope

There are four grant categories:

1. Public Urban Canopy Replacement
2. Public Tree Inventory or Assessment
3. Community Tree Storm Preparedness Planning
4. Information and Education on Storm Preparedness

Category 1: Replacement of Urban Canopy due to Storms (Tree Planting)

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

- a. Replacement of trees that were severely damaged or destroyed during the storms.
- b. Replacement of either over mature trees, or exotic or wind-susceptible species with more appropriate species for the climate and the site.

- c. New appropriate tree plantings in areas where the trees will serve as windbreaks, reduce stormwater runoff, or help control erosion to buffer the impacts of future hurricanes.
- d. Tree Planting Requirements:
 - 1. Trees/palms (including those planted as part of the local match) must be Florida Grade #1 or equivalent (Florida Division of Plant Industry, Grades, and Standards).
 - 2. Trees may not exceed a 4-inch caliper. Palms may not be taller than 16 feet, clear trunk.
 - 3. Minimum tree size is 1 and 1/2-inch caliper, in at least a 15-gallon container.
 - 4. At least three tree species native to the area and suitable for the site and objective must be planted.
 - 5. Up to ten percent (10%) of the grant award may be used for the purchase and/or installation of irrigation equipment or an irrigation system, or for supplemental watering during the 60 day grow-in period.
 - 6. Trees listed on the Exotic Pest Plant Council's MOST RECENT list of Florida's Invasive Species may not be planted as any part of this grant program. The list may be found on the internet at www.fleppc.org.
 - 7. Maximum allowable cost per individual tree or palm is \$500, which can be split between grant and match for purchase and planting.
 - 8. Written approval is required (as part of the proposal) from the Florida Department of Transportation for planting and maintenance on any state right-of-way.
 - 9. Eligible multi-stemmed tree species include only those listed on the Right Tree/Right Place posters produced by the Florida Urban Forestry Council, unless FFS permission is granted for another species.
 - 10. A maximum of \$12 per tree may be spent on planting materials during the 60 day grow-in period only.
 - 11. Purchase and planting of shrubs and ground covers in conjunction with the tree planting may only serve as a matching cost, and as such cannot be reimbursed.
 - 12. Proposals **must** include the following information:
 - a. A location map.
 - b. A minimum of three color photographs of the planting site.
 - c. A detailed planting plan (site plan) which shows the location of the trees/palms, existing structures, and site limitations such as underground utilities and overhead wires.
 - d. Written approval from the Florida Department of Transportation for planting and maintenance on the State right-of-way (if applicable).

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

Category 2: Public Tree Inventory or Assessment

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

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

Tree Assessment - Examination of individual trees to determine whether they need arboricultural treatments or total removal, as well as the urgency of completing these treatments for each tree. Eligible areas and costs are the same as above.

a. Tree Inventory or Assessment Requirements

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

Category 3: Community Storm Preparedness Planning

A community forest storm mitigation plan serves as the guiding document for managing the tree resource in a community before, during and after a storm. The objective of a community forest storm mitigation plan is to:

- Reduce the amount and severity of the damage and losses to people, property, the economy and the environment that results from tree failures during storm events
- Reduce tree canopy cover losses resulting from storm events
- Reduce stormwater runoff and flood damage including erosion

The development and implementation of a community forest storm mitigation plan will provide the following benefits:

- Reductions in damage and losses of people and property due to trees
- More efficient and effective response to storms
- Increased reimbursement for tree losses
- Reductions in tree failures and tree canopy losses
- Improved community forest health, safety and benefits

The storm mitigation plan should include:

- a. Description of your community setting for storm exposure and tree damage – the degree of storm preparation necessary in your community and the type and amount of damage that is likely to result.
- b. Activities you will undertake to prepare for storms – preparation for anticipated storm events will reduce the storm impact and damage that occurs during an event.
- c. Response and short-term recovery – community forest storm response begins with the mobilization of resources immediately prior to an anticipated event and continues through the short-term recovery efforts required to restore community-wide clearance of fallen trees and woody debris.
- d. Long-term recovery and restoration of your community forest – recovery efforts focus on the replanting of trees lost and restoration of the community's tree canopy, replanting efforts by facilitating partnerships and providing information and education on tree replacement and planting.

Category 4: Information and Education for Storm Preparedness

This category is provided to make individual residents, community officials, and private vendors more aware of urban forestry management practices that will reduce damage to trees from hurricanes and tropical storms, what steps to take immediately before and after a storm, how to proceed with storm cleanup, and available sources of assistance. Also, residents and officials in areas that received storm damage need to be informed of the value of the urban forest to their local communities, and that the benefits of trees outweigh the potential of tree damage resulting from storms. This should include information about how healthy trees can help to reduce damage during storms by providing windbreaks, reducing stormwater runoff, and controlling erosion.

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

Eligible Activities:

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

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

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	\$300,000
Anticipated number of awards	20
Maximum grant award to a single applicant	\$20,000
Minimum grant award to a single applicant	\$2,000
Period of Performance	Upon agreement execution through 12/31/19

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 **\$20,000**. The minimum amount allowed is **\$2,000**.

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.

Expenses associated with **invasive removals** are **not** eligible but may be used as **match**.

IX. Cost Sharing (Matching) Requirements

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

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

The maximum allowable assessment for in-kind match for general volunteer labor (non-professional) is \$24.69 per hour. Salaried or hourly employees working in the same job class may use their current salary and benefit rate for match purposes.

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

X. Funding Source and/or Restrictions

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

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

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

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

XI. Cost of Preparation

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

XII. Public Records

Article 1, section 24, Florida Constitution, guarantees every person access to all public records, and Section 119.011, Florida Statutes, provides a broad definition of public record. As such, all responses to a federal financial assistance funding opportunity are public records unless exempt by law. Any applicant claiming that its response contains information that is exempt from the public records law shall clearly segregate and mark that information and provide the statutory citation for such exemption.

XIII. Request Application Packet

The application packet is available 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. All applications must be bound by binder clip or staple – no plastic binders or folders.**

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/>. 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: **70 points**, including bonus points. A minimum score of **40 points** is required to be considered eligible for funding.

a. **Demonstrated Need - 20 Points Maximum**

The highest score will be given to proposals that demonstrate an economic need for cost-share dollars such as small rural communities or underserved neighborhoods in larger cities or fiscally distressed communities.

b. **Well-Defined Goals and Objectives - 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.

c. **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.

d. **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.

e. **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.

f. **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.

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

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

XXV. Programmatic, Administrative and National Policy Requirements

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

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

XXVI. Acknowledgment of Funding

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

XXVII. Performance Report

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

XXVIII. Reimbursement Requests

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

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

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

XXIX. Disclaimer

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

XXX. Questions

Applicants shall address all questions regarding this federal financial assistance funding opportunity notice to the 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

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.