



Florida Department of Agriculture and Consumer Services  
Division of Administration

**NOTICE OF FEDERAL FINANCIAL ASSISTANCE FUNDING OPPORTUNITY  
REQUEST FOR APPLICATIONS**

WILTON SIMPSON  
COMMISSIONER

2 CFR 200

Funding Opportunity Number: 25-DG-11083112-009-R

**I. Overview**

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

Funding Opportunity Title: 2025 Urban & Community Forestry Natural Disaster and Recovery Supplement

Announcement Type: Request for Federal Financial Assistance Applications Initial Announcement

Funding Opportunity Number: 25-DG-11083112-009

Federal Assistance Listing Number (ALN): 10.664

Federal Agency Name: USDA, Forest Service

The information requested is pursuant to 2 CFR 200 and the federal awarding agency's statutory authority.

**II. Federal Financial Assistance Funding Opportunity Description**

Since August 2023, Florida has been significantly impacted by three major hurricanes, namely Idalia, Helene, and Milton. With these storms came extensive damage to urban and community forests due to storm surge, flooding, and extreme winds. With this damage came significant canopy loss that will take years to recover through planting initiatives as well as damage to trees' structure that takes years to correct through restorative pruning.

The scope of this program is designed to improve and reestablish urban forests in 56 peninsular Florida counties that were negatively impacted by Hurricanes Idalia, Helene, and Milton. These efforts will emphasize not just tree planting but also pruning and efforts to enhance urban forest resiliency through strong planning methods. The primary purpose is to not just replace lost canopy, but to ensure that the urban forest is more resilient to future storms, enhancing the likelihood of long-term recovery. The State of Florida anticipates an allocation of \$1,500,000 to applicants through this funding opportunity.

**Applications are being accepted from nonprofit organizations, educational institutions, local governments, and American tribal governments from these counties: Alachua, Baker, Bradford, Brevard, Broward, Charlotte, Citrus, Clay, Collier, Columbia, DeSoto, Dixie, Duval, Flagler, Franklin, Gadsden, Gilchrist, Glades, Hamilton, Hardee, Hendry, Hernando, Highlands, Hillsborough, Indian River, Jefferson, Lafayette, Lake, Lee, Leon, Levy, Madison, Manatee, Marion, Martin, Miami-Dade, Monroe, Nassau, Okeechobee, Orange, Osceola, Palm Beach, Pasco, Pinellas, Polk, Putnam, Sarasota, Seminole, St. Johns, St. Lucie, Sumter, Suwannee, Taylor, Union, Volusia, and Wakulla.**

The FDACS, Florida Forest Service (FFS) is requesting applications for projects that include, but are not limited to:

- Planting storm-resistant species of trees in areas where they would provide tangible benefits to Floridians through energy reduction, mitigating urban heat, water or air quality improvement, stormwater runoff avoidance, or increased greenspace accessibility. Trees to be planted in this category are required to fall under the highest or medium-high wind resistance categories found at <https://edis.ifas.ufl.edu/publication/FR173>
- Conducting maintenance operations for public trees in areas that would improve resiliency to future tropical cyclones through preventative pruning.
- Developing community tree inventories or urban tree canopy assessments to help prepare their community for future natural disasters.
- Developing urban forest management plans to help a community become better prepared for future natural disasters.

**Detailed examples of project categories that may be funded through this program:**

**a. Tree Planting Projects**

Tree planting projects will conduct tree planting initiatives utilizing the highest and medium-high wind resistance species found at <https://edis.ifas.ufl.edu/publication/FR173>. All plantings in this category are required to follow the planting requirements listed later in this section.

- Applicants must include a significant component of community engagement as part of their scope of work. Examples include surveys to guide species selection, volunteer planting or maintenance days, or door-to-door communication approaches that enable community members near the planting project to be engaged throughout the process. In addition, part of this community engagement should include sharing with residents how the applicant plans to maintain the newly planted trees to best provide benefit to the community. Language access should be considered a part of community engagement to ensure equal access for residents to participate in projects funded by this grant.
- Additional points will be awarded to applicants showing significant partner engagement between the applicant and other local entities to produce greater community support. In collaborative projects, only one of the collaborating entities can apply.

**b. Tree Maintenance Projects**

Tree maintenance projects will help reduce hazards to the public from trees should future natural disasters occur in the Florida counties eligible for funding.

- Eligible activities include pruning hazardous branches overhanging public rights-of-way, structural pruning to act as a preventative measure to reduce future risk in storms, or other tree pruning activities that would reduce risk levels while following industry best management practices.
- **Funds cannot be used for tree work on private property.** The only exception would be to allow for pruning of a private tree that overhangs a public area (such as a private tree with hazardous branches overhanging a road). These trees can be pruned only to the extent of reducing hazards in the public area adjacent while still allowing for proper pruning cuts.

**c. Public Tree Inventory or Urban Tree Canopy Assessment Projects**

Public tree inventory or urban tree canopy assessment projects will help communities develop or enhance inventories/assessments of public trees. Up-to-date inventories will help provide more efficient and effective urban forest management. Examples of public tree inventory or urban tree canopy assessment projects include:

- Tree Inventories – Development of a local tree inventory/hazardous tree inventory on non-federal public properties, including parks, rights-of-way, and preserves. This can include the

purchase of hardware, software, and related equipment, as well as fees paid to vendors to conduct the inventory. This can also include the examination of individual trees to determine whether they need arboricultural treatments.

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

#### **Tree Inventory or Urban Tree Canopy Assessment Requirements**

- Map of the area where the inventory or assessment will take place, including street locations.
- Narrative describing the need to conduct the inventory or assessment in the selected area, the data that will be collected, how the data will be processed, and how the results will be used to influence urban forestry management decisions. Special reference should be made as to how the inventory or assessment will assist in future management to be better prepared for natural disasters. 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.

#### **d. Urban Forest Management Planning Projects**

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

- Reduce the amount and severity of damages and losses to people, property, economy, and environment that may result from tree failures.
- Reduce tree canopy cover losses and strategically plan planting initiatives to equitably distribute tree cover throughout the community.
- Maximize the benefits of urban trees by planting and retaining trees where they reduce storm water runoff, improve air, and water quality, and lower the ambient temperature.
- Identify policies and procedures that can be updated to reinforce canopy goals.
- The development and implementation of an urban forest management plan will provide the following benefits:
  - Planting and maintenance schedule based on data.
  - Create more efficient and effective response to storms.
  - Update tree policies and procedures.
  - Reduction in tree failures and tree canopy losses.
  - Improve community forest health, safety, and benefits.

#### **Urban Forest Management Plans funded through this program must include:**

- Description of community -- the current state and needs of the community and the urban forest baseline. Current tree canopy data from an inventory or assessment, community needs, priority areas, and a review of current policies and procedures for tree planting and maintenance are examples of items that should be included in this section.
- Vision for the urban forest – the desired future state of the urban forest in the community. This should reflect the overall goal the plan hopes to achieve.
- Strategic Plan – specific goals, objectives, and actions based upon the current conditions and identified needs to achieve the vision for the urban forest.
- Urban forest storm preparedness and mitigation – a section specifically addressed to guide future management of vegetative debris in natural disasters, along with mitigating the risk to the public from debris in future disasters.
- Implementation Plan – a document that assigns specific dates and responsibilities for the actions and goals of the strategic plan.

- Monitoring Plan -- a written system to measure progress and assess the overall effectiveness of the Urban Forest Management Plan.

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

- Urban wood utilization
- Urban heat mitigation
- Health impacts from urban trees

**Additional Requirements for project categories:**

**Tree Planting Requirements:**

1. Trees/palms (including those planted as part of the local match) must be at least Florida Grade #1 or equivalent [Florida Division of Plant Industry, Grades and Standards](#).
2. Trees may not exceed a 4-inch caliper. Palms may not be taller than 16 feet, clear trunk.
3. Minimum tree size is 1½ inch caliper, in at least a 15-gallon container.
4. At least four species native or naturalized to the area; suitable for the site; and objective must be planted. No species may represent over 25% of the total number of trees planted during the project.
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 Florida Invasive Species 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 at <https://floridainvasivespecies.org/>
7. Maximum allowable cost per individual tree or palm is \$600, which can be split between grant and match for purchasing 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. Applicants interested in using multi-stemmed species should submit their application with any proposed species, and acceptance of the application will indicate acceptance of this species' utilization, unless otherwise notified.
10. A maximum of \$15 per tree may be spent on planting materials during the 60-day grow-in period only.
11. Purchase and planting of shrubs and ground covers in conjunction with tree planting may only serve as a matching cost, and as such cannot be reimbursed.
12. Applications must include the following information:
  - a. Location map.
  - b. Minimum of three (3) color photographs of the planting site.
  - c. 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. Three-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. 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. Sixty-day "grow-in period" is required prior to Certification of Acceptance by the Department and the processing of the 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 <https://hort.ifas.ufl.edu/woody/> for additional guidance.
15. After tree planting is completed, an iTree Design report of the project is required to be submitted prior to the processing of the final reimbursement. This tool estimates the future reduction in storm water runoff and increases 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 a free program that can be found at <https://design.itreetools.org/>.

### **Tree Maintenance Requirements:**

1. All work must be conducted under the supervision of an International Society of Arboriculture (ISA) certified arborist, preferably on the staff of the managing agency, but if the agency is using a contractor to conduct maintenance, the certified arborist could be on the staff of the selected contractor or hired as an independent entity.
2. Applications must include a site map showing the areas in which maintenance will be conducted and what maintenance will be done on each tree receiving work in the selected area.
3. Applications must include color photographs of each site in which maintenance will be conducted with a caption indicating the maintenance actions that are planned to be taken.
4. If selected, applicant(s) must provide before and after pictures of each pruning or removal action taken to show the cause for the work, and that the proper work was completed.
5. Written approval is required (as part of the application) from the Florida Department of Transportation for maintenance on any state right-of-way.
6. All work conducted must follow ANSI A300 and Z133 standards for best management practices found at [International Society of Arboriculture \(isa-arbor.com\)](http://International Society of Arboriculture (isa-arbor.com))
7. This work is directly for increasing storm resiliency and reducing public risk. Maintenance projects shall not include traffic-clearance oriented pruning work. All maintenance work should be done for the purpose of increasing storm resiliency or reducing risk rather than for aesthetics.
8. Reimbursement requests will require photographic documentation of the completed work to indicate compliance with best management practices for pruning.

### **III. Eligibility Information**

**Eligible applicants are nonprofit organizations, educational institutions, local governments, and American tribal governments from these Florida counties: Alachua, Baker, Bradford, Brevard, Broward, Charlotte, Citrus, Clay, Collier, Columbia, DeSoto, Dixie, Duval, Flagler, Franklin, Gadsden, Gilchrist, Glades, Hamilton, Hardee, Hendry, Hernando, Highlands, Hillsborough, Indian River, Jefferson, Lafayette, Lake, Lee, Leon, Levy, Madison, Manatee, Marion, Martin, Miami-Dade, Monroe, Nassau, Okeechobee, Orange, Osceola, Palm Beach, Pasco, Pinellas, Polk, Putnam, Sarasota, Seminole, St. Johns, St. Lucie, Sumter, Suwannee, Taylor, Union, Volusia, and Wakulla.**

**Only one application is allowed per project.** If a single applicant is interested in seeking funding for multiple projects, they must submit full and complete applications for each possible project.

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

Grant requests may not exceed \$75,000. The minimum amount allowed is \$5,000.

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

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

Expenses associated with travel and per diem are not eligible.

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

**IV. Key Dates**

Action Item	Timeframe	Location
Notice of Federal Financial Assistance Funding Opportunity Advertisement	From 01/13/2026 To 03/10/2026	Posted electronically on FDACS Grant Opportunities at <a href="https://www.fdacs.gov/Business-Services/Grant-Opportunities">https://www.fdacs.gov/Business-Services/Grant-Opportunities</a>
Question Submission Period	From 01/13/2026 To 03/02/2026	All questions must be submitted by email to <a href="mailto:Grants@FDACS.gov">Grants@FDACS.gov</a>
Question Response Period	From 01/13/2026 To 03/03/2026	Posted electronically on FDACS Grant Opportunities at <a href="https://www.fdacs.gov/Business-Services/Grant-Opportunities">https://www.fdacs.gov/Business-Services/Grant-Opportunities</a>
Application Submission Deadline	03/10/2026 2 PM ET	Upload a completed .pdf application to <a href="#">Community Forestry Disaster Recovery</a>
Application Evaluations	From 03/10/2026 To 06/10/2026	Review and evaluation of applications begin.
Award Notice (Anticipated)	06/10/2026	By U.S. mail on official FDACS letterhead
Subrecipient Agreement End Date	11/30/2027	Subrecipient Agreement

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

**The electronic application submission deadline is 2:00 PM ET, March 10, 2026.** Applicants must upload a complete PDF application packet to [Community Forestry Disaster Recovery](#)

**Eligible applicants uploading an electronic pdf application are being advised to make sure that their application includes a budget plan that breaks down project costs by grant funds and match funds. Applicants are also being advised not to wait until the final date/time to upload their completed pdf application.**

**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.**

**VI. Statutes and Regulations**

The Urban and Community Forestry (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."

**VII. Award Information**

Total amount of funding available	\$1,500,000
Anticipated number of awards	20
Maximum grant award to a single applicant	\$75,000
Minimum grant award to a single applicant	\$5,000
Period of Performance	9/1/2026-11/30/2027
Minimum average score to qualify for funding	60

**VIII. Definitions**

1. Applicant: Entity that submits an application for federal financial assistance under this notice of funding opportunity.
2. 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.
3. Business hours: 8 a.m. to 5 p.m. eastern standard time on business days.
4. Business days: Monday through Friday, excluding federal and state holidays.
5. Calendar days: All days, including weekends and holidays.
6. Commissioner: Commissioner of Agriculture for the State of Florida.
7. FDACS: Florida Department of Agriculture and Consumer Services, an agency of the State of Florida.
8. FFS: Florida Forest Service, a Division of FDACS.
9. Grant Manager: An employee of FDACS, who is designated to be responsible for the monitoring and management of the subrecipient agreement.
  
10. Local Government: A county government, a municipality (an incorporated city, town, or village), a school board district or an independent special district.

11. 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.

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

**IX. Cost Sharing (Matching) Requirements**

There is no match or cost sharing requirement for this funding opportunity. Administrative costs cannot exceed 20% of the total project costs.

Applicants are encouraged to supplement the grant award with matching costs to further the impact of their project, however, as no matching is required, this will only be tracked if an applicant submits match as part of their proposal. Evaluators may consider proposed matching funds as part of their evaluation, so any matching funds proposed by an applicant will be required as part of project completion.

**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.

FDACS' 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 specific statutory citation for such exemption.

**XIII. Request Application Packet**

The application packet is available online at [FDACS Grant Opportunities](#)

If you are unable to download the application packet, a written request for the application packet should be submitted to [Grants@fdacs.gov](mailto:Grants@fdacs.gov)

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

Carefully review all materials and prepare the responses accordingly.

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

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

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

#### **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 consists of the following pages:

- *Coversheet /Application for Federal Financial Assistance Subaward*
- *Key Contact Information*
- *Project Narrative*
- *Scope of Work*
- *Budget Plan Narrative*
- *Budget Plan*
- *Key Person/Staff*
- *Performance Site/Locations*
- *Evidence (i.e., SAM.gov printout) of an active Unique Entity ID from the System of Award Management ([SAM.gov](https://www.sam.gov))*
- *Assurances Subrecipient Award*
- *Certification Regarding Lobbying*
- *Certification Regarding Debarments, Suspension, Ineligibility*
- *Certification Statement*
- *Additional requirements for each project type listed under section II.*

#### **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 any and all 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 in a position 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. System for Award Management (SAM) Registration**

Applicants must have an active Unique Entity ID (UEI) in the U.S. General Services Administration (GSA), System of Award Management (SAM) by the submission deadline. The applicant is required to maintain an active UEI for the duration of the award.

Applicants who have an active exclusion with Sam.gov may not be eligible for an award.

**Applicants must provide documented proof (e.g., SAM.gov printout) of the active UEI registration from Sam.Gov with expiration date clearly visible in the application package.**

Information on registering with the GSA / SAM is available at <https://sam.gov/entity-registration>.

**XIX. Late Applications**

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

**XX. Evaluation Criteria**

An initial review of all applications will be completed and applications failing to submit all required information will be removed from consideration.

Each application will be evaluated and scored based on the criteria listed below.

- a. Demonstrated Ability - 20 Points Maximum  
The highest score will be given to applications that demonstrate the applicant is fully capable of meeting the requirements of this project specified under section IV.
- b. Demonstrated Need - 20 Points Maximum  
The highest score will be given to applications that best demonstrate that their project will fulfill a need in their community for the category they are applying under. Applicants should demonstrate that their project will generate significant value for the community.
- c. Technical Strength – 20 Points Maximum.  
The highest score will be given to applications which indicate the final product will be of the highest quality possible with the highest resolution imagery being utilized for assessment.
- d. Cost Effectiveness - 20 Points Maximum  
The highest score will be given to applications that will clearly maximize results with the efficient use of grant dollars, clearly describe how funds will be expended, and adhere to the cost parameters listed in this RFA.
- e. Community Engagement- 10 Points Maximum  
The highest score will be given to applications that demonstrate the applicant will best be able to engage the community receiving assistance through project efforts. This engagement should be considered at multiple points during the project's duration.
- f. Completeness of Proposal - 10 Points Maximum

The highest score will be given to applications which are complete, including all the required attachments, and provide a detailed explanation of the application.

The scores for each factor will be added to obtain a total score for each applicant. Funding will be awarded to applicants according to the total score received. Applicants will need to earn a minimum score of sixty (60) points to qualify for funding. FDACS reserves the right to recommend partial funding of applicants.

**XXI. Evaluator(s)**

FDACS' evaluator(s) will consist of five (5) 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.) or FFS personnel. Entities that employ resources, staff, or participate in the evaluation of applications for this funding opportunity are not eligible for award.

**XXII. Anticipated Announcement and Award Dates**

The evaluation and selection process are expected to be no longer than 60 days after the submission deadline. Applicants will be notified directly of their application status once selections have been made.

**XXIII. Award Notice**

Upon the completion of FDACS' 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 FDACS Subrecipient Agreement. Failure by the subrecipient to sign and return the Subrecipient Agreement, within 30 days upon receipt of the agreement, shall constitute forfeiture of the award.

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

**THIS IS NOT A COMPETITIVE SOLICITATION SUBJECT TO THE NOTICE OR CHALLENGE PROVISIONS OF SECTION 120.57(1) AND 120.57(3), FLORIDA STATUTES.**

**XXIV. Programmatic, Administrative and National Policy Requirements**

The applicant shall be in compliance 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.

**XXV. 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.

**XXVI. Performance Report**

The applicant will submit a performance report as required using the format and content shown on the FDACS form which is downloadable at <http://forms.fdacs.gov/02018.pdf>.

**XXVII. Reimbursement Requests**

All reimbursement requests must be submitted using FDACS' 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 packet is downloadable <http://forms.fdacs.gov/02019.pdf>.

Bills for any authorized travel expenses shall be submitted and paid in accordance with the rates specified in Section 112.061, Florida Statutes, governing payments by the State for travel expenses. Any travel expenses must be specified in the budget plan and scope of work.

**The FDACS agreement with the federal agency is a 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.

**XXVIII. 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.

**XXIX. Questions**

Applicants shall address all questions regarding this federal financial assistance funding opportunity notice to the purchasing office. All questions submitted shall be published and answered in a manner that all applicants will be able to view. Each applicant is responsible for monitoring [FDACS Grant Opportunities](#) for updates and notifications regarding this funding opportunity.

All questions about this funding opportunity shall be directed to [Grants@FDACS.gov](mailto:Grants@FDACS.gov)

**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.**