



WILTON SIMPSON  
COMMISSIONER

Florida Department of Agriculture and Consumer Services  
Division of Administration

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

CFR 200

Funding Opportunity Number 23-DG-11083112-001

**I. Overview**

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

Funding Opportunity Title: Urban and Community Forestry - Capacity Grants

Announcement Type: Request for Federal Financial Assistance Applications Initial  
Announcement

Funding Opportunity Number: 23-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. Federal Financial Assistance Funding Opportunity Description**

**Applicants are encouraged to thoroughly read and comply with all requirements contained in this notice of federal financial assistance. Failure to provide all required forms, information, and documentation shall result in rejection of the application as non-responsive.**

**Overview**

The purpose of Florida's Urban and Community Forestry Capacity (UCF-C) 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 \$550,000 for fiscal year 2023-24.

The primary purpose of this UCF-C grant program is to promote better urban forest management and the resources necessary for the retention and expansion of community tree canopy throughout the State of Florida. Trees are a vital component of urban infrastructure but must be properly managed to maximize the benefits they provide to the community. By properly managing their tree infrastructure, communities can increase property values, tourism appeal, and the physical and mental health of residents, while reducing storm water runoff, energy consumption, and air and water pollution. Community forest management also helps to identify public safety hazards to residents and structures and is a useful tool in storm preparation. Local community leaders and the public are encouraged to learn more about how urban trees benefit

their community from an economic, social, and environmental standpoint. They are also encouraged to learn about proper species selection, planting, and care for trees to minimize future maintenance problems and how to utilize green infrastructure to reduce storm water runoff.

No more than 60% of funding will be allocated to tree planting practices. The maximum grant allocation is \$50,000 for each category and each applicant. Practices may be implemented on county or municipally owned lands, including parks or natural areas, as well as highway and street rights-of-way not maintained by the Federal government. Funds will be allocated to regions with priority given to communities showing greatest demonstrated need. Entities may submit multiple applications, if there are multiple projects, they would like to seek funding. However, the applicant must submit a full and complete application for each project they are seeking funding.

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

- Planting 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.
- Establishing a food forest or urban orchard.
- Conducting a tree inventory of public areas and assess the condition of individual trees.
- Conducting an urban tree canopy assessment to gather information about how much tree canopy is in the area and how it is distributed across the landscape.
- Developing an urban forest management plan.
- Implementing informational and educational programs to improve the understanding of residents and local officials of the benefits of maintaining a healthy tree canopy; and
- Developing a workforce development program to educate students and residents about career opportunities in the green industry; and provide hands on experience to give them the necessary skills.

## **Scope**

There are 4 categories:

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

### **Category 1: Public Tree Canopy Improvement (Tree Planting)**

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

Eligible planting projects include:

- a. Planting of trees along rights-of-way or in publicly owned, publicly accessible areas for the benefit of the whole community.
- b. Replacement of dead, diseased, or over mature trees in public areas. Or replacement of non-native exotic or invasive species with more appropriate species for the climate and the site. Again, maintenance or removal of these trees are not acceptable project costs, but the replacement of these trees can be considered for funding.

- c. New appropriate tree plantings in areas where the trees will serve as windbreaks, reduce storm water runoff, help control erosion, mitigate urban heat, and improve water quality.
- d. Installation of trees as part of a green infrastructure demonstration project such as bioswales, green roofs, bioretention areas, or pervious pavement.
- e. Establishment of a food forest or urban orchard as an educational resource or to help provide produce to urban food deserts.

### **Tree Planting Requirements**

1. Trees/palms (including those planted as part of the local match) must be Florida Grade #1 or better (Florida Division of Plant Industry, Grades and Standards located at [Plant Industry / Divisions & Offices / Home - Florida Department of Agriculture & Consumer Services \(fdacs.gov\)](http://plantindustry.floridadepartment.com/Divisions%20and%20Offices/Home-Florida-Department-of-Agriculture%20and%20Consumer-Services/fdacs.gov))
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 tree species native or naturalized to the area and 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. EXCEPTION: food forest and urban orchard projects can utilize non-native fruit and nut tree varieties, if the species are documented to do well in Florida and are not listed on the Florida Invasive Species Council's invasive species list found on <https://floridainvasivespecies.org/>
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 on the internet at <https://floridainvasivespecies.org/>
7. Maximum allowable cost per individual tree or palm is \$600, 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 at [Posters & Donations | Florida Urban Forestry Council \(fufc.org\)](http://www.floridaurbanforestry.org/posters) 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 only during the 60 day grow-in period.
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. 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) stating 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 application should also 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 [Landscape plants - Edward F. Gilman - UF/IFAS \(ufl.edu\)](https://landscapeplants.ifas.ufl.edu/) for additional guidance.

15. After tree planting is completed, an iTree Design project report is required to be submitted prior to the processing of the final reimbursement. This tool estimates the future reduction in storm water runoff and increase in water quality over the life of the planted trees. The report should include assessments for years 5, 15, and 25. iTree Design is an easy to use and free program that can be found at <https://design.itreetools.org/>

## **Category 2: Public Tree Inventory or Urban Tree Canopy Assessment**

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

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

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

## **Tree Inventory or Assessment Requirements**

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

## **Category 3: Urban Forest Management Planning**

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

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

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

- Plan planting and maintenance schedule based on data.
- Create more efficient and effective response to storms.
- Update tree policies and procedures.

- Reduce in tree failures and tree canopy losses.
- Improve community forest health, safety, and benefits.

Urban Forest Management Plans funded through this program should include:

- a. Description of your community -- the current state and needs of the community and the urban forest 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 things that should be included in this section.
- b. A vision statement for the urban forest – the desired future state of the urban forest. This is the overall goal the plan hopes to achieve.
- c. Strategic Plan – specific goals, objectives, and actions based upon the current conditions and identified needs to achieve the vision for the urban forest.
- d. Implementation Plan – a document that assigns specific dates and responsibilities for the actions and goals of the strategic plan.
- e. Monitoring Plan -- a written system to measure progress and 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 forest storm preparedness and mitigation.
- Urban wood utilization.
- Urban heat mitigation.

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

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

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

#### **Eligible Activities**

- a. Educational programs - for the exhibition, purchase, or development of materials for the benefit of public education as described above.
- b. Workshops/Training Sessions/Conferences/Seminars - for the support and organization of public programs which achieve the goals of this grant. Costs may cover mailing, audio/visual equipment rental, and related expenses.
- c. Public service announcement materials - (PSA development) - for the development of or purchase of public service programs, videos, or slide shows which educate the public. These may include expenditures for film, paper, production costs, equipment rental or other accessories (excluding the purchase of camera or other video equipment).
- d. Brochures - for the purchase of existing technical brochures or the design, development, production or mailing of an educational or informational brochure consistent with the goals of

this grant program. Those desiring brochures are encouraged to utilize existing brochures, if brochures exist, and apply for funding for the purchase and distribution of brochures.

e. Exhibits - for the purchase of or design, development, and construction of an educational/informational exhibit which promotes the goals of this grant program. All products (brochures, signs, videos, reports, etc.) funded by this grant must display the following statement:

*"This publication made possible through a grant from the USDA Forest Service in cooperation with the Florida Department of Agriculture and Consumer Services, Florida Forest Service."*

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

### **III. Eligibility Information**

Qualified applicants are nonprofit organizations, educational institutions, local governments, state governments, and Native American tribal governments. Eligible entities must be registered and have a Unique Entity Id (UEI) from SAM.gov to receive funding.

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

Grant requests may not exceed \$50,000. The minimum amount allowed is \$2,500.

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

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

Expenses associated with travel and per diem are not eligible.

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

Maintenance costs incurred after certification by the Florida Forest Service are ineligible for reimbursement.

#### IV. Key Dates

Action Item	Timeframe	Location
Notice of Federal Financial Assistance Funding Opportunity Advertisement	From 05/20/2024 To 07/19/2024	Posted electronically via <a href="#">Grant Opportunities · FDACS</a>
Submission of Questions	From 05/20/2024 To 07/05/2024	All questions must be submitted by e-mail to <a href="mailto:Grants@fdacs.gov">Grants@fdacs.gov</a>
Responses to Questions Posted	From 06/21/2024 To 06/28/2024	Posted electronically via <a href="#">Grant Opportunities · FDACS</a>
Application Submission Deadline	07/19/2024 5:00 PM EST.	<a href="#">Urban Community Forestry Capacity Grant Program</a>
Evaluation of Applications	From 07/22/2024 To 09/19/2024	Review and evaluation of applications begins.
Award Notice	Anticipated 09/19/2024	FDACS will formally notify successful and unsuccessful applicants.
Subrecipient Agreement End Date	TBD	TBD

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

**The submission deadline is July 19, 2024.** Applicants may upload a complete Word application packet to [Urban Community Forestry Capacity Grant Program](#) Digital application packets must be fully uploaded by the submission deadline. An applicant is required to submit the original signed application packet. Applicants submitting an electronic application do not need to mail a hard copy.

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

A complete application packet and any supporting documentation (if applicable) must be uploaded electronically to [Urban Community Forestry Capacity Grant Program](#) no later than the submission deadline.

## **VI. 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."

## **VII. Award Information**

Total amount of funding anticipated	\$550,000
Anticipated number of awards	22
Maximum grant award to a single applicant	\$50,000
Minimum grant award to a single applicant	\$2,500
Period of Performance (POP)	One year after POP begins.

## **VIII. 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 weekends, federal and state holidays.

**Calendar days:** All days, including weekends and holidays.

**Commissioner:** Commissioner of Agriculture for the State of Florida.

**FFS:** Florida Forest Service, division of FDACS.

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

**Grant Manager:** An FDACS employee responsible for monitoring and managing the subrecipient agreement.

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

**Non-profit Organization:** An organization that 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.

**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 \$31.80 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.

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 this 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 Urban Community Forestry Capacity Grant Program application packet is available online at FDACS Grant Opportunities. If you are unable to download the application packet, submit a written request by e-mail to [Grants@fdacs.gov](mailto:Grants@fdacs.gov)

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

Thoroughly review all materials and prepare responses accordingly.

The application packet must be complete and provide all required information by the application submission deadline to be considered. Application packets that fail to provide all 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*
- *Assurances Subrecipient Award*
- *Certification Regarding Lobbying*
- *Certification Regarding 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 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 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**

The applicant must be registered in the System of Award Management (SAM) <https://sam.gov/>. The applicant will be required to maintain a registration for the duration of the award. Applicants who have an active exclusion may not be eligible for an award.

**XIX. Late Applications**

Applications, hard copy or digital, 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.

All eligible applications will be evaluated and scored based on the criteria listed below.

a. Demonstrated Need - 20 Points Maximum

The highest score will be awarded to applications that demonstrate an economic need for cost-share dollars such as small rural communities or underserved neighborhoods in larger cities or fiscally distressed communities. Demonstrating the need for assistance in communities is the responsibility of applicants through their project narrative and scope of work.

b. Well-Defined Goals and Objectives - 20 Points Maximum

The highest score will be awarded to applications clearly stating goals and objectives that will expand/complement existing UCF efforts, as defined above under Urban Forestry Program Development.

c. Technical Correctness – 20 Points Maximum.

The highest score will be awarded to applications that include competent project supervision, adherence to tree planting and other practice specifications and knowledge of how to implement the practice they are proposing.

d. Cost Effectiveness - 20 Points Maximum

The highest score will be awarded 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. Including written estimates that will enhance this criterion.

e. Promotional Value - 10 Points Maximum

The highest score will be awarded to applications that have the high potential for positive public relations, where the applicant indicates a strategy for publicizing the project.

f. Completeness of Application - 10 Points Maximum

The highest score will be awarded to applications that are complete, include all required attachments, and provide a detailed explanation in the project narrative.

Evaluator scores for all eligible applications will be totaled, then averaged. Funding will be awarded to applications according to the average score awarded. FDACS reserves the right to recommend partial funding of applications.

**XXI. Evaluator(s)**

FDACS' evaluator(s) will consist of five (5) individuals who FDACS will determine to 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.

**XXII. Anticipated Announcement and Award Dates**

The evaluation and selection process is expected to be no longer than 45 days after the submission deadline. FDACS will formally notify successful and unsuccessful applicants.

**XXIII. Award Notice**

Upon 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 applicant(s) 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 and FDACS Florida 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 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 at <http://forms.fdacs.gov/02019.pdf>

**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 direct all questions regarding this federal financial assistance funding opportunity notice to the purchasing office by e-mail to [Grants@fdacs.gov](mailto:Grants@fdacs.gov) 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 the FDACS Grant Opportunities webpage for updates and notifications regarding this funding opportunity.

**The Florida Department of Agriculture and Consumer Services offers its programs to all eligible persons regardless of race, color, national origin, religion, sex, age, disability, marital or veteran status, or any other legally protected status.**