







ADAM H. PUTNAM  
COMMISSIONER

Florida Department of Agriculture and Consumer Services  
Division of Administration

**FDACS CONTRACT #**

**FEDERAL FINANCIAL ASSISTANCE  
SUBRECIPIENT AGREEMENT**

**025843**

This Federal Financial Assistance Subrecipient Agreement ("AGREEMENT") made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ by and between the FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES, ("RECIPIENT"), and Village of Palmetto Bay, ("SUBRECIPIENT"). The SUBRECIPIENT shall perform the Scope of Work contained in Attachment A of the agreement. The Department of Management Services' designated United Nations Standard Products and Services Code (UNSPSC) is: 83101902 (Energy Use Reduction Measures).

**A. SUBAWARD AMOUNT**

1. The total award amount for satisfactorily completing the Scope of Work is \$199,720.00. In no event shall the RECIPIENT be liable for payment of any amount, which exceeds the total award amount.

**B. EFFECTIVE DATE/TERM**

1. The effective date of this AGREEMENT shall commence on execution and, unless sooner terminated or canceled, shall end on the 31st day of October of 2020. **All installation work must be completed by October 31, 2019 ("Term").**
2. No-cost extensions require the prior written approval of the RECIPIENT and must be submitted not less than sixty (60) days prior to the end of the Term. Extension requests, which exceed the federal agency award period, will not be granted.

**C. UNIVERSAL IDENTIFIER AND SYSTEM OF AWARD MANAGEMENT**

1. The SUBRECIPIENT shall comply with 2 CFR, Part 25, "Financial Assistance Use of Universal Identifier and System of Award Management" (SAM). The SUBRECIPIENT must register and maintain a registration in SAM until submittal of the final financial report. A data universal numbering system (DUNS) number is required for registration in SAM.
2. Compliance with 2 CFR, Part 25 is not required for individuals.

**D. FINANCIAL AND PROGRAM MANAGEMENT**

1. Statutory and National Policy Requirements

- a. All expenditures of federal financial assistance under the AGREEMENT shall be in compliance with all applicable laws, rules and regulations applicable to expenditures of federal funds.
- b. The SUBRECIPIENT shall implement applicable National Policy Requirements.

## 2. Deliverables

- a. The SUBRECIPIENT must provide quantifiable, measureable and verifiable units of Deliverables (Deliverables) which must be received and accepted in writing by the RECIPIENT before payment. Deliverables must be directly related to the Scope of Work; specify minimum levels of service to be performed; and contain criteria for evaluating the successful completion of each Deliverable. The Deliverables are set forth in the Scope of Work contained in Attachment A, Scope of Work.

## 3. Financial Management

- a. The SUBRECIPIENT shall maintain an accounting system and a set of accounting records, which allow for the identification of revenues and expenditures related to this AGREEMENT.
- b. The SUBRECIPIENT shall comply with 2 CFR, Part 200 and adhere to the accounting principles and procedures required therein, use adequate internal controls and maintain necessary source documentation for all costs incurred.

## 4. Reimbursement Requests

- a. The allowability of costs shall be in accordance with the federal financial assistance cost principles applicable to the SUBRECIPIENT and terms of this AGREEMENT.
- b. 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 outlined in the Attachment A, Scope of Work.
- c. All reimbursement requests must be submitted using the RECIPIENT's standard payment request packet and provide supporting documentation for each cost. An authorized SUBRECIPIENT representative shall sign the certifications on the payment request packet submitted.

- d. The payment request packet is downloadable from <http://forms.freshfromflorida.com/02019.pdf>.
- e. A SUBRECIPIENT whose federal financial assistance grant provides an online reimbursement system for reporting reimbursement details shall use the online reimbursement system instead of the payment request packet.
- f. 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.

#### 5. Payment of Reimbursement Requests

- a. Payment for allowable, necessary and reasonable costs shall be made within thirty (30) days after acceptance by the RECIPIENT. Payment request packets returned to the SUBRECIPIENT due to omissions or preparation errors will result in a payment delay.
- b. Payment requests for a percentage of work completed on each task deliverable are allowed.
- c. Payment is contingent upon the availability of funding from the federal agency and SUBRECIPIENT'S compliance with the terms and conditions of this AGREEMENT.
- d. The final payment under this AGREEMENT shall be made upon completion of the Scope of Work including all deliverables and the receipt and approval of all reports required hereunder.
- e. Disallowance or adjustments due to audit findings may require the SUBRECIPIENT to return funds to the RECIPIENT. The SUBRECIPIENT is solely responsible for reimbursing the RECIPIENT for amounts incorrectly paid to the SUBRECIPIENT.

#### 6. Program Income

- a. "Program income includes but is not limited to income from fees for services performed, the use or rental of real or personal property acquired under federal awards, the sale of commodities or items fabricated under a federal award, license fees and royalties on patents and copyrights, and principal and interest on loans made with federal award funds". 2 CFR, 200.80

- b. The SUBRECIPIENT must report to the RECIPIENT any program income received or anticipated from the activities performed under this AGREEMENT.

#### 7. Revision of Budget Plan

- a. The Budget Plan contained in Attachment "A," Scope of Work lists costs and budget categories to fund the SUBRECIPIENT's performance of the Scope of Work, including the completion of Deliverables.
- b. SUBRECIPIENT is required to report any transfers from one approved budget category to another approved budget category. If the cumulative budget transfers meet or exceed ten percent (10%), prior approval, evidenced by contract amendment, is required.
- c. Prior approval, evidenced by contract amendment, is required for:
  - (1) any transfers from an approved budget category to an unapproved budget category. An unapproved budget category is defined as having no funds allocated in the original Budget Plan.
  - (2) any equipment purchases not noted in the original Budget Plan and/or Scope of Work.
  - (3) any subawarding or contracting out of any work not noted in the original Budget Plan and/or Scope of Work.

#### 8. Revision of Scope of Work

- a. The SUBRECIPIENT shall report any changes to the Scope of Work including but not limited to changes in the objectives, changes in key personnel, reduction of work effort by key personnel and delays in completion of the work.

#### 9. Acknowledgements

- a. The SUBRECIPIENT shall have an acknowledgement of the United States Department of Energy 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.

- b. Publication means a published book, periodical, pamphlet, brochure, flier, or similar item.
- c. Audiovisual means a product containing visual imagery or sound or both.
- d. The SUBRECIPIENT acknowledgement must contain a disclaimer that says: "Any opinions, findings, conclusions, or recommendations expressed in this publication or audiovisual are those of the author(s) and do not necessarily reflect the view of the United States Department of Energy".
- e. Language shall read:

The work upon which this (insert publication or audiovisual or both) is based was funded, in whole or in part through a subrecipient grant awarded by the United States Department of Energy through the Florida Department of Agriculture and Consumer Services. The contents do not necessarily reflect the views or policies of the United States Department of Energy nor does mention of trade names, commercial productions, services or organization imply endorsement by the U.S. Government.

#### E. PROPERTY STANDARDS

##### 1. Equipment and Real Property

- a. Equipment must be used in the project for which the federal funds are derived.
- b. The federal agency has a vested interest in equipment and/or real property which, when purchased, exceeds \$5,000 in value. If a title is issued for the equipment and/or real property, the federal agency must be listed on the title.
- c. The SUBRECIPIENT must maintain property records, which include, but are not limited to, the description, serial number or other identification number, acquisition date, cost, location, percentage of federal participation in the cost of the property, use and condition of the property. When the property is disposed of, the property records must be updated with the date of disposal and sale price of the property.
- d. A physical inventory is required at least once every two years.
- e. If the equipment and/or real property are to be sold or used as a trade-in, approval of the RECIPIENT is required.

f. At the end of the award period, the SUBRECIPIENT is required to request from the RECIPIENT disposal instructions and is required to notify the RECIPIENT of the fair market value of the equipment and/or real property.

## 2. Insurance Coverage

a. The SUBRECIPIENT will carry sufficient insurance coverage to protect all assets required under the AGREEMENT from loss due to theft, fraud and/or undue physical damage. SUBRECIPIENT shall carry insurance on its own assets in commercially reasonable amounts and all statutorily required insurance, including without limitation Workers' Compensation insurance.

## 3. Intellectual Property

a. Anything by whatsoever designation it may be known, that is produced by, or developed in connection with this AGREEMENT shall become the exclusive property of the RECIPIENT and may be copyrighted, patented or otherwise restricted as provided by Florida or federal law. Neither the SUBRECIPIENT nor any individual employed under this AGREEMENT shall have any proprietary interest in such property.

b. With respect to each Deliverable that constitutes a work of authorship within the subject matter and scope of U.S. Copyright Law, 17 U.S.C. Sections 102-105, such work shall be a "work for hire" as defined in 17 U.S.C. Section 101 and all copyrights subsisting in such work for hire shall be owned exclusively by the RECIPIENT.

c. In the event it is determined as a matter of law that any such work is not a "work for hire," SUBRECIPIENT shall immediately assign to the RECIPIENT all copyrights subsisting therein for the consideration set forth in the AGREEMENT and with no additional compensation.

d. The foregoing shall not apply to any preexisting software, or other work of authorship used by SUBRECIPIENT to create a Deliverable but which exists as work independent of the Deliverable, unless the preexisting software or work was developed by SUBRECIPIENT pursuant to a previous AGREEMENT with the RECIPIENT or by a purchase by the RECIPIENT under a state term contract.

## F. MATCHING OR COST SHARE (IF APPLICABLE)

1. The matching or cost share portion must be tracked using a unique identifier in the SUBRECIPIENT accounting system.

2. If the matching or cost share portion is not met, the RECIPIENT may disallow costs paid with federal funds in proportion to the reduction in the matching or cost share amount.
3. The matching or cost share portion must be incurred in direct proportion to the amount of federal funds used.
4. The matching or cost share portion must be reported based upon the Budget Plan submitted with the APPLICATION and Attachment A, Scope of Work.
5. Records for in-kind contributions, which are based upon volunteer hours, must have timesheets or a sign in/sign out log and must explicitly state the method for valuation of the hours. The value must be reasonable.
6. Records for in-kind contributions, which are based upon goods or services provided, must have an invoice, if available, or must explicitly state the method for the valuation. The value must be reasonable.
7. In-kind contributions must be provided by a third party during the period for which they are being claimed.
8. The matching or cost share portion must not be counted towards other cost sharing requirements. Neither costs nor values of third party in-kind contributions may count if they have been used towards other cost sharing requirements.

#### G. GENERAL PROCUREMENT STANDARDS

1. The SUBRECIPIENT will follow the same policies and procedures it uses for procurements from other funding sources.
2. The SUBRECIPIENT must have documented procurement procedures.
3. The SUBRECIPIENT must have written policies on standards of conduct covering conflicts of interest. No employee, officer, or agency may participate in the selection, award or administration of a contract supported by federal funds if he or she has a real or apparent conflict of interest.

#### H. PERFORMANCE MONITORING AND REPORTING

1. The SUBRECIPIENT shall submit detailed monthly reports using the format and content shown on the RECIPIENT's performance progress report.

2. In the event the AGREEMENT is terminated, the SUBRECIPIENT shall furnish a report detailing progress made under this AGREEMENT through the date of termination within twenty (20) days of termination.
3. The SUBRECIPIENT shall cooperate in all on-site reviews from the RECIPIENT, its authorized representatives or federal government personnel.
4. The review personnel will be given full and complete access during normal business hours to all information related to the performance of this AGREEMENT to ensure compliance with project activities and statutes, regulations and rules.
5. The RECIPIENT will give 48 hours of notice of any on site review.
6. The SUBRECIPIENT shall make available all personnel involved in the performance of work on this AGREEMENT.
7. Failure to correct substandard performance within thirty (30) days after written notice from the RECIPIENT shall result in suspension and/or termination of the AGREEMENT.

#### I. RECORD RETENTION AND ACCESS

##### 1. Retention Requirements for Records

- a. Upon reasonable notice, the RECIPIENT shall have access to the SUBRECIPIENT'S records during normal business hours.
- b. The SUBRECIPIENT shall maintain all records pertinent to the activities to be funded under this AGREEMENT for a period of five (5) years after final payment is received and for such additional period as may be required until all claims, litigation and appeals pertaining or related to the AGREEMENT have been completely resolved.

##### 2. Public Access to Records

- a. The SUBRECIPIENT shall comply with all applicable requirements of Chapter 119, Florida Statutes.

**IF THE SUBRECIPIENT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE SUBRECIPIENTS'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS:**

OFFICE OF GENERAL COUNSEL  
407 SOUTH CALHOUN STREET, SUITE 520  
TALLAHASSEE, FL 32399  
PHONE: (850) 245-1000  
EMAIL: PRCUSTODIAN@FRESHFROMFLORIDA.COM

J. REMEDIES FOR NONCOMPLIANCE

1. Prior to the exercise of any remedy provided for herein, the RECIPIENT shall provide thirty (30) calendar days written notice of default and shall provide the SUBRECIPIENT the opportunity to cure such failure or default within said thirty (30) day period. Upon the failure or inability to cure, the RECIPIENT shall have all rights and remedies provided at law or in equity, including without limitation the following:

- a. Temporarily withhold cash payments pending correction of the deficiency by the SUBRECIPIENT.
- b. Disallow all or part of the cost of the services not in compliance.
- c. Wholly or partly suspend or terminate this AGREEMENT.

2. Termination

- a. The RECIPIENT may suspend or terminate this AGREEMENT if the SUBRECIPIENT:
  - (1) Fails to comply with any applicable rules, regulations or provisions referred to herein, or any other applicable state or federal statutes, rules, regulations, executive orders, federal guidelines, policies or directives;
  - (2) Fails, to timely fulfill its obligations under the AGREEMENT;
  - (3) Improperly or illegally uses funds provided under this AGREEMENT; or
  - (4) Submits reports that are incorrect in any material respect.
- b. This AGREEMENT may be terminated for convenience by either party upon giving not less than thirty (30) days advance written notice to the other party. SUBRECIPIENT shall be paid for all work satisfactorily performed prior to the date of termination provided SUBRECIPIENT has otherwise complied with the terms of this AGREEMENT, including the submission of all reports.

## K. CLOSE OUT

1. Notwithstanding the termination or expiration of this AGREEMENT, the SUBRECIPIENT'S obligations to the RECIPIENT shall survive until all close out requirements are completed. Close out activities shall include but are not limited to: completing and submitting final reports, properly disposing of property, accounting for unspent cash advances and program income and transferring custodianship of records to RECIPIENT or its designee.

### 2. Post-close Out Adjustments

a. Any funds paid in excess of the amount to which the SUBRECIPIENT is entitled under the AGREEMENT must be refunded to the RECIPIENT within thirty (30) days after demand therefore by RECIPIENT.

## L. AUDIT REQUIREMENTS

### 1. Audit Provisions

- a. If the SUBRECIPIENT is a state or local government or a nonprofit organization, the audit provisions as defined in 2 CFR, Part 200 Subpart F are applicable.
- b. If the SUBRECIPIENT is a commercial organization (For-Profit), the organization will provide the RECIPIENT with its annual audited financial statement or the annual tax return provided to the Internal Revenue Service.
- c. Audit provisions are not required for a SUBRECIPIENT who is an individual.
- d. In the event that the SUBRECIPIENT expends \$750,000 or more in federal awards in its fiscal year, the SUBRECIPIENT must have a single or program-specific audit conducted in accordance with the 2 CFR, Part 200 Subpart F.
- e. If the SUBRECIPIENT expends less than \$750,000 in federal awards in its fiscal year, an audit conducted in accordance with the provisions of 2 CFR, Part 200 Subpart F is not required. Records must be available for audit or review if necessary.
- f. If the SUBRECIPIENT expends less than \$750,000 in federal awards in its fiscal year and elects to have an audit conducted, the cost of the audit must be paid from non-federal resources.

## 2. Basis for Determining Federal Awards Expended

- a. In determining the federal awards expended in its fiscal year, the SUBRECIPIENT shall consider all sources of federal awards, including federal resources received from the RECIPIENT.
- b. The determination of amounts of federal awards expended should be in accordance with the guidelines established by 2 CFR, Part 200 Subpart F.

## 3. Relation to Other Audit Requirements

- a. If the SUBRECIPIENT has an audit conducted in relationship to any other federal regulation or statute, the RECIPIENT may determine upon review if the audit reports meet the needs of the RECIPIENT. If so, an additional audit will not be required.
- b. An audit of the SUBRECIPIENT conducted by the Auditor General in accordance with provisions of 2 CFR, Part 200 Subpart F will meet these requirements.
- c. These provisions do not limit the authority of the federal agency, Inspector General, General Accounting Office (GAO) or RECIPIENT to conduct or arrange for the conduct of audits or evaluations of federal financial assistance awards.

## 4. Frequency of Audits

- a. Audits shall be performed annually to meet this requirement.

## 5. Sanctions

- a. If the SUBRECIPIENT is unwilling or has a continued inability to have an audit conducted, the provisions for noncompliance will be enforced.

## 6. Subrecipient Responsibilities

- a. The SUBRECIPIENT shall arrange for the audit to be conducted in a timely manner and submitted as required in 2 CFR, 200.512.
- b. The SUBRECIPIENT shall prepare the financial statements in accordance with 2 CFR, 200.510.
- c. The SUBRECIPIENT shall promptly follow up and take corrective action on audit findings.

- d. The SUBRECIPIENT will provide the auditor with access to records, personnel, documentation and other information as needed by the auditor.

## 7. Audit Findings Follow-up

- a. At the completion of the audit, the SUBRECIPIENT must prepare, in a document separate from the auditor's findings a corrective action plan to address each audit finding included in the current year auditor's reports.
- b. The corrective action plan must provide the name(s) of the contact person(s) responsible for corrective action, the corrective action planned and the anticipated completion date.
- c. If the SUBRECIPIENT does not agree with the audit findings or believes corrective action is not required, then the corrective action plan must include an explanation and specific reasons.
- d. Any deficiencies noted in audit reports must be fully cleared by the SUBRECIPIENT within thirty (30) days after receipt by the SUBRECIPIENT.
- e. Failure of the SUBRECIPIENT to comply with the above requirement will constitute a violation of this AGREEMENT and may result in the withholding of future payments.

## 8. Report Submission

- a. The audit must be completed and the data collection form and reporting package must be submitted within the earlier of thirty (30) calendar days after receipt of the auditor's report(s) or nine months after the end of the audit period. If the due date falls on a Saturday, Sunday, or Federal holiday, the reporting package is due the next business day.
- b. The SUBRECIPIENT must submit required data elements described in Appendix X to 2 CFR, Part 200 - Data Collection Form (SF-SAC), which states whether the audit was completed in accordance with this part and provide information about the SUBRECIPIENT, its federal programs and the results of the audit.
- c. A senior representative of the SUBRECIPIENT must sign a statement to be included as part of the data collection that the SUBRECIPIENT has complied with the audit requirements, the data was prepared in accordance with 2 CFR, 200.512, the reporting package does not include protected personally

identifiable information, the information is accurate and complete and the reporting package and form will be publicly available on the web.

- d. The SUBRECIPIENT shall also submit to the RECIPIENT's Grant Manager one copy of the audit report, reporting package, any management letter issued by the auditor and data collection form described in Appendix X to 2 CFR, Part 200.
- e. The SUBRECIPIENT is required to use the internet submission form on the Federal Audit Clearinghouse (FAC) website. The FAC website is located at <http://harvester.census.gov/fac/>.
- f. The SUBRECIPIENT shall ensure that audit working papers are made available to the RECIPIENT, or its designee, Chief Financial Officer or Auditor General upon request for a period of five (5) years from the date the audit report is issued, unless extended in writing by the RECIPIENT.

#### M. GENERAL CONDITIONS

- 1. Nothing contained in the AGREEMENT is intended to, or will be construed in any manner, as creating or establishing the relationship of principal and agent or employer and employee between the parties. The SUBRECIPIENT will at all times remain an independent contractor with respect to the services to be performed under the AGREEMENT.
- 2. Any changes to the AGREEMENT require the written approval of each party's authorized official.
- 3. The RECIPIENT shall have the right of unilateral cancellation for refusal by the SUBRECIPIENT to allow public access to all documents, papers, letters or other material made or received by the SUBRECIPIENT in conjunction with the AGREEMENT, unless the records are confidential or exempt from s. 24(a) of Article I of the State Constitution and s. 119.07(1), Florida Statutes.
- 4. The SUBRECIPIENT is informed that a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a SUBRECIPIENT, supplier, subcontractor, or consultant under a contract with any public entity and may not transact business with any public entity in excess of

the threshold amount provided in Section 287.017, Florida Statutes, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

5. The CONTRACTOR shall not discriminate on the basis of race, sex, religion, color, national origin age or disability and shall comply with all applicable state and federal laws and regulations related thereto, including without limitation, the Americans with Disabilities Act (42 USC 12101 et. Seq.); Section 504 of the Rehabilitation Act of 1973 (29 USC 795); and the Age Discrimination Act of 1975 (42 USC 6101-6107).
6. The SUBRECIPIENT is informed that the employment of unauthorized aliens by any SUBRECIPIENT is considered a violation of Section 274A (e) of the Immigration and Nationality Act. If the SUBRECIPIENT knowingly employs unauthorized aliens, such violation shall be cause for unilateral cancellation of the AGREEMENT.
7. The SUBRECIPIENT is informed that an entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid on a contract to provide goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not award or perform work as a SUBRECIPIENT, supplier, subcontractor, or consultant under contract with any public entity and may not transact business with any public entity.
8. This AGREEMENT is contingent upon the availability of funding from the federal agency. The AGREEMENT may be terminated if funding from the federal agency is reduced or terminated.
9. The SUBRECIPIENT certifies that neither it, nor its principals, is presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any Federal department or agency; and, that the SUBRECIPIENT shall not knowingly enter into any lower tier contract, or other covered transaction, with a person who is similarly debarred or suspended from participating in this covered transaction.
10. Any work or services subcontracted by the SUBRECIPIENT shall be specifically by written contract or agreement,

and such subcontracts shall be subject to each provision of this AGREEMENT and applicable Federal, State or County guidelines and regulations. Prior to execution by the SUBRECIPIENT of any subcontract hereunder, the SUBRECIPIENT must submit such subcontracts to the RECIPIENT for its review and approval.

11. The SUBRECIPIENT will, to the extent permitted by law, hold harmless, defend and indemnify the RECIPIENT from any and all claims, actions, suits, charges and judgments whatsoever that arise out of the SUBRECIPIENT's performance or nonperformance of the services or subject matter called for in this AGREEMENT. Nothing herein contained shall be construed or operate as a waiver of sovereign immunity to the extent sovereign immunity may otherwise apply.

12. The SUBRECIPIENT will comply with section 20.055, Florida Statutes.

This AGREEMENT may be amended at any time provided that such amendments make specific reference to this AGREEMENT and are executed in writing and signed by a duly authorized representative of each party.

In the event that two or more documents combine to form this AGREEMENT, and in the event that there is any contradictory or conflicting clause or requirement in these documents, the provisions of the document(s) prepared by the RECIPIENT shall be controlling.

This AGREEMENT shall be controlled by Florida law, contrary or conflict of law provisions notwithstanding.

In the event that any clause or requirement of this AGREEMENT is contradictory to, or conflicts with the requirements of Florida law, the clause or requirement shall be without force and effect and the requirements of the Florida Statutes and rules promulgated thereunder on the same subject shall substitute for that clause or requirement and be binding on all parties hereto.

Special Conditions: See attachment

A - Scope of Work

B - Monthly/Quarterly Performance Progress Report

C - Exhibit 1

D - Certification Regrading Debarments, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Federally Funded Transactions

E - Final Report

F - Disclosure of Lobbying Activities

G - Property Reporting Form

H - Federal Funding Grantee, Sub-Grantee and Contractor Provisions

This AGREEMENT constitutes the entire AGREEMENT between the RECIPIENT and the SUBRECIPIENT for the use of the funds received under this AGREEMENT.

The Grant Manager for the RECIPIENT is Tracy O'Dell and is located at 600 South Calhoun Street, Tallahassee, Florida 32399-0001.

The Grant Manager for the SUBRECIPIENT is Jenny Polynice-Hall and is located at 9705 East Hibiscus Street, Palmetto Bay, Florida 33157-5606.

Federal resources awarded to the SUBRECIPIENT pursuant to this agreement are from (United States Department of Energy, federal Grant Number DE-EE000241 State Energy Program (SEP)) and Catalog of Federal Domestic Assistance (81.041), United States Department of Energy.

Signed by parties to this AGREEMENT:

FLORIDA DEPARTMENT OF AGRICULTURE SUBRECIPIENT  
AND CONSUMER SERVICES

Signature J.B.H.

Director of Administration  
Title

Date 11.14.18

Signature \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_



ADAM H. PUTNAM  
COMMISSIONER

Florida Department of Agriculture and Consumer Services  
Office of Energy

**ATTACHMENT A  
GRANT AGREEMENT NO. LG016  
SCOPE OF WORK**

**A. PROJECT TITLE:** Palmetto Bay Park Energy Efficiency Project

**B. PROJECT LOCATION:** Palmetto Bay Park (17535 Southwest 95<sup>th</sup> Avenue, Palmetto Bay, Florida 33157-5601) and Coral Reef Park (7895 Southwest 152<sup>nd</sup> Street, Palmetto Bay, Florida 33157-2358)

**C. PROJECT BACKGROUND:** This funding was allocated to the Florida Department of Agriculture and Consumer Services, Office of Energy from the U.S. Department of Energy (USDOE). The purpose of this grant program is to assist eligible small local government entities (local municipalities with a population of up to 50,000; and counties with an unincorporated population of up to 200,000) in reducing their total energy use, increase energy efficiency, reduce energy costs through the replacement of inefficient lighting with energy efficient lighting, and evaluate actual energy savings received as a result of the project. This competitive grant program is designed to provide funding to eligible local governments to make energy efficient upgrades to indoor or outdoor lighting in publicly accessible, community-oriented facilities, such as libraries, museums, parks, and community centers (examples given for illustrative purposes only). Energy savings must be tracked by the subrecipient for at least one year following completion of the project and reported to the department.

**D. PROJECT OBJECTIVES:** The goal of the SEP is to provide leadership to maximize the benefits of energy efficiency and renewable energy through communications and outreach activities, technology deployment and accessing new partnerships and resources. The USDOE has established the following objectives that complement program goals articulated in the SEP Strategic Plan:

- Transform energy markets in partnership with states to accelerate near term deployment of energy efficiency and renewable technologies.
- Promote an integrated portfolio of energy efficiency and renewable energy solutions to meet US energy security, economic vitality and environmental quality objectives.
- Strengthen core state energy programs to develop and adopt leading market transformation initiatives.

**E. PROJECT DESCRIPTION:**

- Task 1: Remove and replace 16 thirty-year-old parking light fixtures with solar powered, energy efficient LED light fixtures at Coral Reef Park.
  - Task 1a: Select a vendor following the procurement procedures of 2 CFR 200, to install energy efficient LED exterior lighting.
  - Task 1b: Complete engineering and design plans.
  - Task 1c: Obtain permits, if necessary.
  - Task 1d: Install lights, controls and wiring.

- Task 1e: Submit a report to the Office of Energy including the procurement documents used to select the vendor, the contract between the Grantee and the vendor, photographs of the installed lighting, and a copy of the operation and maintenance manual.
- Task 2: Remove and replace the following lights at the Palmetto Bay Park with energy efficient LED lights:
  - Entry Road Lights – 8 Lights
  - Parking Lot by Playground – 5 Lights
  - Parking Lot by Basketball Courts – 36 Lights
  - Recreation Building Lights – 34 Lights
  - Boundless Playground Lights – 6 Lights
  - Walking Path Lights – 19 Lights
- Task 2a: Select a vendor following the procurement procedures of 2 CFR 200, to install energy efficient LED lighting in community center.
- Task 2b: Complete engineering and design plans.
- Task 2c: Obtain permits, if necessary.
- Task 2d: Install lights, controls and wiring.
- Task 2e: Submit a report to the Office of Energy including the procurement documents used to select the vendor, the contract between the Grantee and the vendor, photographs of the installed lighting, and a copy of the operation and maintenance manual.
- Task 3: Monitor Energy usage/savings. Energy savings/usage will be tracked for a 1-year period after the completion of the installation.

**F. PROJECT MILESTONES/DELIVERABLES/OUTPUTS:**

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

No.	Task/Activity Description	Deliverables/ Outputs	Start Month	Deadline Month
1	Coral Reef Park Lighting Retrofit (Remove and replace 16 parking light fixtures with solar powered, energy efficient LED light fixtures)	Submit a report to the Office of Energy including the procurement documents used to select the vendor, the contract between the Grantee and the vendor, photographs of the installed lighting, and a copy of the operation and maintenance manual.	1	3
2	Palmetto Bay Park Lighting Retrofit (Remove and replace 108 lights with energy efficient LED lights)	Submit a report to the Office of Energy including the procurement documents used to select the vendor, the contract between the Grantee and the vendor, photographs of the installed lighting, and a copy of the operation and maintenance manual.	1	3

3	Monitor Energy Savings	Submit energy savings report on a monthly basis to the Office of Energy for a 1-year period after installation completion	10	22
---	------------------------	---	----	----

**G. PROJECT BUDGET:**

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

Funding Category	Grant Funds	Cost Share: Matching Funds and Other In-Kind Contributions	
		Funding	Source of Funds
1. Salaries			
2. Fringe Benefits			
3. Travel (if authorized)			
4. Supplies/Other Expenses			
5. Equipment			
6. Contractual Services	\$199,720	\$49,930	Palmetto Bay FY17/18 Improvement Plan Funds
7. Indirect (if authorized)			
Total Project Budget	\$199,720	\$49,930	
Total Project Cost	\$249,650	= Grants Funds + Cost Share	
Cost Share Percentage*	20%	= Cost Share / Total Project Cost	

**H. TOTAL BUDGET BY TASK:**

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

Project Task	Grant Funds	Cost Share: Matching Funds and Other In-Kind Contributions	
		Matching Funds	Source
1 Coral Reef Park Lighting Retrofit	\$64,000	\$16,000	
2 Palmetto Bay Park Lighting Retrofit	\$135,720	\$33,930	
3 Monitor Energy Savings	\$0.00	\$0.00	
Totals:	\$199,720	\$49,930	
Total Project Cost:	\$	= Grant Funds + Cost Share	

## I. BUDGET DETAIL:

Using the definitions provided below, the detailed, line-item budget clarifies the Budget Summary shown in Section G. Budget Category Sub-Totals have been rounded to the nearest whole dollar value. Up to 10% of grant funds may be used for administrative costs, excluding the cost of meeting reporting requirements of the program. Administrative costs are defined as: allowable, reasonable, and allocable Direct and Indirect costs related to overall management of the awarded grant (including travel). For each budget line-item, the appropriate column identifies if the cost is: 1) Grant or Match, 2) a Direct cost used to calculate Indirect Costs (if approved) and 3) whether the cost is Administrative in nature. A description of what is required for each budget category is as follows:

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

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

2. Fringe Benefits									
Name of Employee	Amount Gross Salary (\$)	Approved % per Work Plan or enter "N/A" & provide break-out	Benefit # 1 & Cost	Benefit # 2 & Cost	Benefit # 3 & Cost	Total Fringe Benefits (\$)	Grant = G or Match = M	Direct costs used to calculate Indirect Cost? Y/N	Admin. Cost Y/N
N/A			\$	\$	\$	\$	M	N	N
			\$	\$	\$	\$	M	N	N
Sub-Total of Fringe Benefits Category							\$1,932.00		

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

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

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

6. Contractual Services								
Name of Vendor	Description	Fee/Rate (\$)	*	Quantity	Total Cost (\$)	Grant = G or Match = M	Direct costs used to calculate Indirect Cost? Y/N	Admin. Cost Y/N
TBD	Electrical Contractor services (Design/install Lighting Retrofit)	\$1,570.83	*	108	\$169,650	G/M	N	N
		\$	*		\$			
Sub-Total of Contractual Services Category				\$249,650				

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

8. Total Project Budget				
Budget Category	Total Costs for Budget Category	Total Grant Costs	Total Match Costs	
Salaries	\$0	\$0	\$0	\$0
Fringe Benefits	\$0	\$0	\$0	\$0
Travel	\$0	\$0	\$0	\$0
Supplies	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0
Contractual	\$249,650	\$199,720	\$49,930	\$49,930
<b>Total Project Budget</b>	<b>\$249,650</b>	<b>\$199,720</b>	<b>\$49,930</b>	<b>\$49,930</b>

THIS SPACE INTENTIONALLY LEFT BLANK

**J. MEASURES OF SUCCESS:**

The disbursement of cost-share funds under this Agreement is contingent on the solicitation and participation of eligible recipients during the Agreement period. The number of recipients participating and energy efficiency measures funded will vary according to interest, need, and timing of implementation. Therefore, it is not possible to set a minimum standard for the number of recipients, energy efficiency measures implemented, or amount of funds to be disbursed within the Agreement period. The Agreement amount is based on a preliminary assessment of need, but the funds allocated may be less or more than the need anticipated. In addition, this Agreement provides only an administrative fee to the Subrecipient to cover the costs of carrying out the tasks/responsibilities identified in section II. Therefore, the minimum performance standard for this Agreement is to complete the items listed in that section.

In the Final Report, the Subrecipient shall address how the project objectives were accomplished.





Florida Department of Agriculture and Consumer Services  
Office of Energy

**ATTACHMENT B  
GRANT AGREEMENT NO. LG016  
MONTHLY/QUARTERLY PROGRESS REPORT FORM**

ADAM H. PUTNAM  
COMMISSIONER

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

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

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

**F. REPORTING**

Activities:

Metric Area Description	Metric Description	Unit of Measure
Emissions Reductions	Criteria air pollutants reduced (tons)	
	Greenhouse gases reduced (CO2 equivalents)	
Energy Cost Savings	Dollars Saved	
Energy Savings	Reduction in natural gas consumption (million cu ft)	
	Reduction in electricity consumption (megawatt hours)	
	Reduction in electricity demand (megawatts)	
	Reduction in fuel oil consumption (gallons)	
	Reduction in propane consumption (gallons)	

**G. SUBCONTRACTOR LIST**

The Grantee may subcontract work under this Grant Agreement without the prior approval of the Grant Manager, upon the condition that each Monthly/Quarterly Progress Report must contain a current list of subcontractors.

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

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

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

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

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

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

This report is submitted in accordance with the reporting requirements of Grant Agreement No. LG016 and accurately reflects the activities and costs associated with the subject project.

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

\_\_\_\_\_  
Date



ATTACHMENT C (EXHIBIT - 1)

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

Federal Resources Awarded to the Recipient Pursuant to this Agreement Consist of the Following:					
Federal Program Number	Federal Agency	CFDA Number	CFDA Title	Funding Amount	State Appropriation Category
DE-EE0000241	United States Department of Energy	81.041	State Energy Program	\$199,720.00	146556-19

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

State Resources Awarded to the Recipient Pursuant to this Agreement Consist of the Following Resources Subject to Section 215.97, F.S.:						
State Program Number	Funding Source	State Fiscal Year	SFA Number	CSFA Title or Funding Source Description	Funding Amount	State Appropriation Category
Total Award					\$199,720.00	

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





ADAM H. PUTNAM  
COMMISSIONER

Florida Department of Agriculture and Consumer Services  
Office of Energy

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

1. The undersigned hereby certifies that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. The undersigned also certifies that it and its principals:
  - (a) Have not within a three year period preceding this certification been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State anti-trust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
  - (b) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph 2.(a) of this Certification; and
  - (c) Have not within a three-year period preceding this certification had one or more public transactions (Federal, State or local) terminated for cause or default.
3. Where the undersigned is unable to certify to any of the statements in this certification, an explanation shall be attached to this certification.

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

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

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

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

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

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

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

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

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

1. By signing and submitting this form, the certifying party is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the certifying party knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, Florida Department of Agriculture and Consumer Services (Department) or agencies with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The certifying party shall provide immediate written notice to the person to whom this contract is submitted if at any time the certifying party learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this contract is submitted for assistance in obtaining a copy of those regulations.
5. The certifying party agrees by submitting this contract that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier contract, or other covered transaction with a person who is proposed for debarment under 48 CFR 9, Subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the Department or agency with which this transaction originated.
6. The certifying party further agrees by executing this contract that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," without modification, in all contracts or lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not is proposed for debarment under 48 CFR 9, Subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List (Telephone No. (202) 501-4740 or (202) 501-4873.)
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR 9, Subpart .4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the Department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.





Florida Department of Agriculture and Consumer Services  
Office of Energy

**ATTACHMENT E  
GRANT AGREEMENT NO. LG016  
FINAL REPORT**

ADAM H. PUTNAM  
COMMISSIONER

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

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

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

**F. REPORTING**

Activities:

Metric Area Description	Metric Description	Unit Of Measure
Emissions Reductions	Criteria air pollutants reduced (tons)	
	Greenhouse gases reduced (CO2 equivalents)	
Energy Cost Savings	Dollars Saved	
Energy Savings	Reduction in natural gas consumption (million cu ft)	
	Reduction in electricity consumption (megawatt hours)	
	Reduction in electricity demand (megawatts)	
	Reduction in fuel oil consumption (gallons)	
	Reduction in propane consumption (gallons)	
	Reduction in gasoline consumption (gallons)	

**G. SUBCONTRACTOR LIST**

The Grantee may subcontract work under this Grant Agreement without the prior approval of the Grant Manager, upon the condition that each Monthly/Quarterly Progress Report must contain a current list of subcontractors..

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

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


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

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

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

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

This report is submitted in accordance with the reporting requirements of Grant Agreement No. LG016 and accurately reflects the activities and costs associated with the subject project.

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

\_\_\_\_\_  
Date





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

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

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

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





Florida Department of Agriculture and Consumer Services

Office of Energy

**ATTACHMENT G**

**PROPERTY REPORTING FORM FOR GRANT AGREEMENT NO. LG016**

**(For Property With Grantee/Recipient Assigned Property Control Numbers)**

UNITED STATES DEPARTMENT OF ENERGY AWARDS

ADAM H. PUTNAM  
COMMISSIONER

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

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

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

Grantee/Recipient:	Grantee's/Recipient's Project Manager:	Date:
--------------------	--	-------

**BELOW FOR DEPARTMENT USE ONLY**

**GRANT MANAGER:** MAINTAIN THIS DOCUMENT WITH A COPY OF THE INVOICES SUPPORTING THE COST OF EACH ITEM IDENTIFIED ABOVE IN YOUR AGREEMENT FILE. IF THE AGREEMENT IS A COST REIMBURSEMENT AGREEMENT, MAKE SURE TO SEND INVOICES SUPPORTING THE COST OF THE ITEMS TO FINANCE AND ACCOUNTING FOR THE PROCESSING OF THE GRANTEE'S/RECIPIENT'S INVOICE FOR PAYMENT.

Grant Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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



Florida Department of Agriculture and Consumer Services  
Office of Energy

**ATTACHMENT H  
FEDERAL FUNDING GRANTEE, SUBGRANTEE AND  
CONTRACTORS PROVISIONS**

ADAM H. PUTNAM  
COMMISSIONER

**PURSUANT TO  
AMERICAN RECOVERY AND REINVESTMENT ACT  
UNITED STATES DEPARTMENT OF ENERGY AWARDS**

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

- 1. Equal Employment Opportunity** - All contracts shall contain a provision requiring compliance with E.O. 11246, "Equal Employment Opportunity," as amended by E.O. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."
- 2. Copeland "Anti-Kickback" Act (18 U.S.C. 874 and 40 U.S.C. 276c)** - All contracts and subgrants in excess of \$2,000 for construction or repair awarded by recipients and subrecipients shall include a provision for compliance with the Copeland "Anti-Kickback" Act (18 U.S.C. 874), as supplemented by Department of Labor regulations (29 CFR part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient shall be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he is otherwise entitled. The recipient shall report all suspected or reported violations to the Federal awarding agency.
- 3. Davis-Bacon Act, as amended (40 U.S.C. 276a to a-7)** - When required by Federal program legislation, all construction contracts awarded by the recipients and subrecipients of more than \$2,000 shall include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 276a to a-7) and as supplemented by Department of Labor regulations (29 CFR part 5, "Labor Standards Provisions Applicable to Contracts Governing Federally Financed and Assisted Construction"). Under this Act, contractors shall be required to pay wages to laborers and mechanics at a rate not less than the minimum wages specified in a wage determination made by the Secretary of Labor. In addition, contractors shall be required to pay wages not less than once a week. The recipient shall place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation and the award of a contract shall be conditioned upon the acceptance of the wage determination. The recipient shall report all suspected or reported violations to the Federal awarding agency.
- 4. Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333)** - Where applicable, all contracts awarded by recipients in excess of \$2000 for construction contracts and in excess of \$2,500 for other contracts that involve the employment of mechanics or laborers shall include a provision for compliance with Sections 102 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333), as supplemented by Department of Labor regulations (29 CFR part 5). Under Section 102 of the Act, each contractor shall be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than 1 ½ times the basic rate of pay for all hours worked in excess of 40 hours in the work week. Section 107 of the Act is applicable to construction work and provides that no laborer or mechanic shall be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.
- 5. Rights to Inventions Made Under a Contract or Agreement** - Contracts or agreements for the performance of experimental, developmental, or research work shall provide for the rights of the Federal Government and the recipient in any resulting invention in accordance with 10 CFR part 600.325, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

6. **Clean Air Act (42 U.S.C. 7401 et seq.), and the Federal Water Pollution Control Act (33 U.S.C. 1251 et seq.), as amended** - Contracts and subgrants of amounts in excess of \$100,000 shall contain a provision that requires the recipient to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251 et seq.). Violations shall be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).
7. **Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)** - Contractors who apply or bid for an award of \$100,000 or more shall file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the recipient.
8. **Debarment and Suspension (E.O.s 12549 and 12689)** - No contract shall be made to parties listed on the General Services Administration's List of Parties Excluded from Federal Procurement or Nonprocurement Programs in accordance with E.O.s 12549 and 12689, "Debarment and Suspension." This list contains the names of parties debarred, suspended, or otherwise excluded by agencies, and contractors declared ineligible under statutory or regulatory authority other than E.O. 12549. Contractors with awards that exceed the small purchase threshold shall provide the required certification regarding its exclusion status and that of its principal employees.
9. **Section 508 of the Federal Water Pollution Control Act, as amended (33 U.S.C. 1368) and Section 1424(e) of the Safe Drinking Water Act, (42 U.S.C. 300h-3(e))** - Contracts and subgrants of amounts in excess of \$100,000 shall contain a provision that requires the recipient to agree to comply with all applicable standards, orders or regulations issued pursuant to Section 508 of the Federal Water Pollution Control Act, as amended (33 U.S.C. 1368) and Section 1424(e) of the Safe Drinking Water Act, (42 U.S.C. 300h-3(e)). Violations shall be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).
10. **Compliance with all Federal statutes relating to nondiscrimination.** These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of sex; (b) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 795), which prohibits discrimination on the basis of handicaps; (c) the Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107), which prohibits discrimination on the basis of age; (d) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (e) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (f) Sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (g) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (h) any other nondiscrimination provisions in the specific statute(s) made; and, (i) the requirements of any other nondiscrimination statute(s) which may apply.
11. **Compliance with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646)** which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
12. **Compliance with the provision of the Hatch Act (5 U.S.C. 1501 – 1508 and 7324 – 7328)** which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
13. **Comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234)** which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.

14. **Compliance with environmental standards which may be prescribed to the following:** (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EP 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplain in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. 1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
15. **Compliance with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. 1271 et seq.)** related to protecting components or potential components of the national wild and scenic rivers system.
16. **Compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.)**
17. **Compliance with P.L. 93-348** regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
18. **Compliance with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.)** pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this Agreement.
19. **Compliance with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4801 et seq.)** which prohibits the use of lead based paint in construction or rehabilitation of residence structures.
20. **Compliance with the mandatory standards and policies relating to energy efficiency which are contained in the State energy conservation plan issued in accordance with the Energy Policy and Conservation Act (Pub. L. 94-163, 89 Stat. 871).**
21. **Assist the Commission in complying with the State Energy Conservation Program as described in the Code of Federal Regulations, Title 10, Parts 420 and 450 and guidance issued by the U.S. Department of Energy and subsequent guidance issued by the U.S. Department of Energy; the Financial Assistance Rules described in Title 10, Part 600, as well as those regulations concerning the use of oil overcharge recovery funds.**
22. **The Commission reserves the right to transfer equipment acquired under this grant as provided in Title 10, Part 600.117. The Recipient can obtain a release of this right upon application containing certain commitments.**
23. **Compliance with the Buy American Act (41 U.S.C. 10a-10c)** By accepting funds under this Agreement, the Grantee agrees to comply with sections 2 through 4 of the Act of March 3, 1933, popularly known as the "Buy American Act." The Grantee should review the provisions of the Act to ensure that expenditures made under this Agreement are in accordance with it. It is the sense of the Congress that, to the greatest extent practicable, all equipment and products purchased with funds made available under this Agreement should be American-made.
24. **Preservation of open and competition and government neutrality towards contractors' labor relations on federally funded construction projects**
  - a. Unless in conflict with State or local laws, you must ensure that bid specifications, project agreement, or other controlling documents in construction contracts awarded pursuant to this agreement, or pursuant to a subaward to this agreement, do not:
    1. Require or prohibit bidders, offerors, contractors, or subcontractors to enter into or adhere to agreements with one or more labor organizations, on the same or other related construction project(s); or
    2. Otherwise discriminate against bidders, offerors, contractors, or subcontractors for becoming or refusing to become or remain signatories or otherwise to adhere to agreements with one or more labor organizations, on the same or other related construction project(s).

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

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

**25. Compliance with the provision included in Title XV and Title XVI of Public Law 111-5, the American Recovery and Reinvestment Act of 2009.**

**26. Segregation of Costs** – Recipients must segregate the obligations and expenditures related to funding under the Recovery Act. Financial and accounting systems should be revised as necessary to segregate, track, and maintain these funds apart and separate from other revenue streams. No part of the funds from the Recovery Act shall be commingled with any other funds or used for a purpose other than that of making payments for costs allowable for Recovery Act projects.

**27. False Claims Act** – Recipient and sub-recipients shall promptly refer to the DOE or other appropriate Inspector General any credible evidence that a principle, employee, agent, contractor, sub-grantee, subcontractor, or other person has submitted a false claim under the False Claims Act or has committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity or similar misconduct involving those funds.



**RESOLUTION NO. 2018-48**

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39

**A RESOLUTION OF THE MAYOR AND VILLAGE COUNCIL OF THE VILLAGE OF PALMETTO BAY, FLORIDA, RELATING TO FEDERAL GRANTS; AUTHORIZING THE VILLAGE MANAGER TO APPLY FOR AND RECEIVE FEDERAL FUNDS FROM THE FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES THROUGH THE FLORIDA SMALL COMMUNITY ENERGY EFFICIENT LIGHTING GRANT PROGRAM FOR THE CONVERSION OF CORAL REEF PARK & PALMETTO BAY PARK TO SOLAR AND LED COMBINATION LIGHTING AT SPECIFIED LOCATIONS; AUTHORIZING THE VILLAGE MANAGER TO SIGN THE GRANT APPLICATION AND OTHER RELATED DOCUMENTS ON BEHALF OF THE VILLAGE; AND PROVIDING AN EFFECTIVE DATE. (Sponsored by Administration)**

**WHEREAS**, the Village is a strong advocate of energy efficiency and would like to convert as many high energy consuming lights to a more efficient source; and

**WHEREAS**, the Florida Small Community Energy Efficient Lighting Grant Program has become available and the Village desires to submit a grant application for the Palmetto Bay Parks Energy Efficiency Project; and

**WHEREAS**, in the event that the application for the Village grant is approved by the Florida Department of Agriculture and Consumer Services, all federal grant-related plans documents will be brought back to the Village Council for final approval..

**NOW, THEREFORE, BE IT RESOLVED BY THE VILLAGE OF PALMETTO BAY, FLORIDA, THAT:**

**Section 1.** The Village Manager is hereby authorized to submit and accept a federal grant application to the Florida Department of

1 Agriculture and Consumer Services for the Palmetto Bay Parks Energy  
2 Efficiency Project at Coral Reef Park & Palmetto Bay Park.

3  
4 **Section 2.** The submission and acceptance of the federal grant is  
5 hereby approved by the Village Council.

6  
7 **Section 3.** This Resolution shall take effect immediately upon its  
8 adoption.

9  
10 **PASSED and ADOPTED** this 9<sup>th</sup> day of April, 2018.

11  
12 Attest:

13  
14 DocuSigned by:  
15 *Missy Arocha*  
16 6EDC211E5E8C48C  
17 Missy Arocha  
18 Village Clerk

19  
20 DocuSigned by:  
21 *Eugene Flinn*  
22 3B8854AD569F484...  
23 Eugene Flinn  
24 Mayor

25 APPROVED AS TO FORM AND LEGAL SUFFICIENCY FOR THE  
26 USE AND RELIANCE OF THE VILLAGE OF PALMETTO BAY,  
27 FLORIDA ONLY:

28  
29 DocuSigned by:  
30 *Dexter W. Lehtinen*  
31 1B1D06E71321445  
32 Dexter W. Lehtinen  
33 Village Attorney

34  
35 **FINAL VOTE AT ADOPTION:**

- 36 Council Member Karyn Cunningham YES
- 37 Council Member David Singer YES
- 38 Council Member Larissa Siegel Lara YES
- 39 Vice-Mayor John DuBois ABSENT
- 40 Mayor Eugene Flinn YES



Florida Department of Agriculture and Consumer Services  
Division of Administration

APPLICATION FOR FEDERAL FINANCIAL ASSISTANCE SUBAWARD  
2 CFR 200

ADAM H. PUTNAM  
COMMISSIONER

1. Federal Financial Assistance Funding Opportunity Number: DE-FOA-0000052		2. Amount of funds requested for this project: \$200,000	
3. Subrecipient Legal Name: Village of Palmetto Bay			
4. Subrecipient FEIN: 05-0541068	5. Subrecipient DUNS Number: 166240239	6. Subrecipient Registered in SAM : Yes	
7. Street Address: HR/Grants - 9705 East Hibiscus Street			
8. City: Palmetto Bay	9. State: Florida	10. Zip Code plus 4: 33157-5606	
11. Mailing address (If different from above): Same As Above			
12. Phone Number: (305) 259-1234		13. Fax Number: (305) 259-1293	
14. Is the subrecipient delinquent on any federal debt? No	15. Costing Sharing (Match): \$50,000	16. Congressional District: 27	
17. Name and contact information of person to be contacted on matters involving this application: Name: Jenny Polynice-Hall Phone Number: (305) 259-1277 Email: dhall@palmettobay-fl.gov			
18. Subrecipient Type: (Circle one) Indian Tribal Government Individual Institution of Higher Education <u>Local Government</u> Non-Profit Organization State Government Other			
19. Descriptive Title of Subrecipient Project: Palmetto Bay Parks Energy Efficiency Project			
20. Funding Period:	Start Date 06/01/2018	End Date 05/31/2020	
21. Location of Proposed Program/ Project: In the Village of Palmetto Bay @ Coral Reef Park & Palmetto Bay Park			
22. Total # of full-time employees: 49		23. Total # of part-time employees: 22	
24. Is your organization a 501(c)(3) tax exempt organization? Yes			
25. Has your organization previously received federal financial assistance from FDACS? No			
26. By signing this application, I certify that the statements herein are true, complete and accurate to the best of my knowledge. I have also provided the required attachments and assurances. I agree to comply with all terms and conditions if I accept an award.			
Authorized Representative Name: Edward Silva		Title: Village Manager	
Phone Number: (305) 259-1234		Email: esilva@palmettobay-fl.gov	
Signature of Authorized Representative: 			Date Signed: Feb. 27, 2018



ADAM H. PUTNAM  
COMMISSIONER

Florida Department of Agriculture and Consumer Services  
Division of Administration

PROJECT NARRATIVE

2 CFR 200

1. Federal Financial Assistance Funding Opportunity Number: DE-FOA-0000052	2. Amount of funds requested for this project: \$200,000
3. Subrecipient Legal Name: Village of Palmetto Bay	

Please note section XII Public Records in the Notice of Federal Financial Assistance Funding Opportunity before including any proprietary or confidential information.

**Project Narrative:**

The Village of Palmetto Bay, incorporated in 2002, is a local government with more than 24,000 residents. We are also known as the "Village of Parks" because we currently have 5 parks within our boundaries. For this grant program we will focus on two (2) of our most active parks:

(1) Coral Reef Park (CRP), located at 7895 SW 152nd Street, was deeded over to the Village by Miami-Dade County on September 30, 2003. This park spanning more than 50-acres offers open green spaces, Pineland preserve areas, and the tranquil streaming canal. It is a central location for playing, walking, reading, relaxing, and picnicking. Residents flock here for beach volleyball, tennis, football, soccer, baseball, a Boundless Playground, exercise trail, and abundance of indigenous birds and other wildlife. We have added a concession stand for visitors to take advantage of during football or baseball games held at the park. Coral Reef Park is open to the public from sunrise to sunset, but remains open in the evening for events such as baseball games or local events like movie night or family camping night. Also, the Tennis court area is open from 8am to 8pm Sunday to Saturday.

(2) Palmetto Bay Park (PBP), located at 17535 SW 95th Avenue, is made up of 3 parcels that were deeded over at separate times on September 30, 2003 and September 5, 2006. This park has transitioned from a 5-acre park to a 25-acre park facility soon after incorporation and has been transformed into a veritable oasis of passive and active attractions. The new Palmetto Bay Park, once known as Perrine Park, features expansive green space, basketball courts, the largest Boundless Playgrounds in South Florida, a skate park newly painted by a local artist and a six-field, state-of-the-art softball complex. There is also a Recreation building where residents and other guests can rent for indoor parties or meetings. Palmetto Bay park is open 8am to 9pm Monday to Saturday and open 8am to 8pm Sunday. The night of softball games we remain open until the game has ended.

Although we have made many improvements and upgrades, with the assistance of grants, to build up the parks ability to host sports and other community events and be a congregating area for all; we have not been able to secure funding to convert the lighting to a more energy efficient source. The importance of efficient lighting in this day and age is a subject written, discussed and practiced by many. The installation of energy efficient home appliances by consumers is rewarded with rebates or discounts from their electric company. It has been documented that changing from larger watt bulbs to lower watts can drastically lower an annual electricity bill. As a small community Palmetto Bay has led the way in green initiatives by building the first county-wide Leadership In Energy and Environmental Design (LEED)-certified park building at Coral Reef Park followed by the very first state-wide platinum LEED-certified Village Hall (<https://therealdeal.com/miami/2012/10/24/palmetto-bays-village-hall-gets-lead-platinum-certification/>). Which has efficient lighting run by solar panels that are on our roof and using motion censored lighting to avoid lights remaining on all day. The need for efficiency is in the forefront when creating our plan for both locations.

The parking lot lights at Coral Reef Park (CRP) have been there since before we were given the property by Miami-Dade County. There are 2-one light stationary Metal Halides, 11-two light stationary Metal Halides, and 3-three light adjustable Metal Halides; photos are included so you can see the style of lights currently in place (EXHIBIT 1). For these parking lots, the Village wishes to implement solar lights that can be placed on the current poles and provide the quality of light needed for security and help to lower our current over \$20,000 annual FPL bill for this area of the park. These lights do not add a specific aesthetic component to the parking lots so they are easier to convert to solar lighting that will not negatively affect a theme appearance. There are 16 poles, 20 feet high with a combination of one or two stationary and 3 light adjustable to total 31 lights currently at the sites of conversion which expends a great deal of electricity using either 400 watts High Pressure Sodium or 400 watts Metal Halide bulbs. These lights are spread across 3 parking lot areas; 1-the main parking lot near the playground, 2-the middle parking lot near the volleyball and tennis courts, and 3-the parking lot on the east side of the park near the meditation gazebo area and band shell.

The parking lot and walking path lights at Palmetto Bay Park (PBP) were constructed with a theme and aesthetic vintage look in mind (EXHIBIT 2). The recreation building has vintage 2x4 drop ceiling lights in all rooms except the storage/garage (EXHIBIT 2). For the outside lights at Palmetto Bay Park we would like to convert these to LED lights to maintain the aesthetics and theme look of the park. The lights currently used for the walking path and Boundless Playground are decorative lamp post design with single fuse lamps type SA520-B and double lamps used in the parking lot areas type SA520-A. Both have SH70 luminaire, a clear polycarbonate diffuser, 25M ballast, 480 voltage, and P3 - polycarbonate refractor IES III optics. Bulbs used for the single lamp posts of the walking path and Playground is M175/U Metal Halide and for the two lamp posts in the parking lots is M250/U. The annual electric FPL bill for this park is over \$39,000. The recreation building is an original structure on the property which was present when it was deeded over to the Village by Miami-Dade County and we have not been able to secure funding to change these 2x4 drop ceiling lights until this opportunity presented itself. We are still using incandescent bulbs for the recreation building as these are the most effective for the style of light. Our plan, with the aide of this grant, is to upgrade the fixtures of the recreation building to convert them to a more efficient LED light usage or equivalent and establish a more aesthetic look for the building as well. At this time there are a total of 28 lenses that hold 2 light units each for a total of 52 individual drop ceiling lights. These drop ceiling lights, as you will see in the photos, are in the main area, the small office, 2 restrooms and the hallway to the garage. In the garage are the straightliner channel two lamp set of 2 in the front and back of the garage equalling a total of 8 straightliner channel two lamps (EXHIBIT 2). There are 52 total poles between the parking lot, walking path and Boundless Playground at 20 feet high using a total of 79 bulbs.

As a municipality, Palmetto Bay must open all projects over \$25,000 to a Request for Proposal (RFP) process which means we will make companies aware of our desires and they will provide us with proposals for the advertised work. The RFP remains open for 30 days to give contractors enough time to submit. At the end of the 30 days there is a public bid opening where the Village Clerk and Procurement specialist will publicly open the proposals, make note of the company and total cost they propose for the project. These then goes through a review process and the selected vendor gets approved by Council; then an agreement is drawn and the final agreement will be brought before council for final approval. At the completion of this process the contractor is allowed to begin work after they have been provided a Notice To Proceed.

If we are fortunate enough to receive this award our timeline of procedures is as follows: (Timeline is subject to change due to any unforeseen circumstances.)

DATE	ACTION
04/16/2018	Award Notification.
04/20/2018 – 05/04/2018	Prepare bid documents to advertise to public.
05/07/2018	Award and agreement acceptance before council.
05/04/2018 – 06/05/2018	Bid advertised to the public for 30 days to receive proposals from contractors.
06/08/2018	Bid opening held and all proposals listed with costs.
06/07/2018 – 06/21/2018	Two weeks review process to short list contractors.
07/02/2018	Selected bidder proposal brought before council and selection approved.
07/03/2018 – 07/24/2018	Agreement preparation, review and finalization with Village Attorney, Village Manager, Procurement Specialist, Contractor and Contractor Attorney.
08/08/2018	Final agreement is brought before council and we are able to provide contractor with Notice To Proceed.
08/13/2018	Contractor begins work.
10/20/2018	Project complete – extra time allocated for any incidentals

**GRANT APPLICATION SUPPLEMENTAL PROJECT BUDGET DETAIL (cont.)**

**F. TOTAL BUDGET BY TASK:**

Summarize the Total Project Cost budget by Project Task using the format in the following table. Project Tasks should correspond to the "Project Description" section. The cost standard used to estimate costs must be provided as supporting documentation. The independent evaluators will review standards for cost reasonableness and may request justification of the cost reasonableness of any budgetary item. If the applicant cannot justify a cost, Department staff will reduce the line item budget at the time of agreement negotiation.

Project Task		Grant Funds	Cost Share: Matching Funds and Other In-Kind Contributions	
			Matching Funds	Source
1	Parking lot 1 lights @ Coral Reef Park	\$20,000	\$5,000	Funds from Palmetto Bays FY 17/18 Capital Improvement Plan
2	Parking lot 2 lights @ Coral Reef Park	\$36,000	\$9,000	Funds from Palmetto Bays FY 17/18 Capital Improvement Plan
3	Parking lot 3 lights @ Coral Reef Park	\$8,000	\$2,000	Funds from Palmetto Bays FY 17/18 Capital Improvement Plan
4	Entry road lights @ Palmetto Bay Park	\$9,600	\$2,400	Funds from Palmetto Bays FY 17/18 Capital Improvement Plan
5	Parking lot lights near Boundless playground @ Palmetto Bay Park	\$6,000	\$1,500	Funds from Palmetto Bays FY 17/18 Capital Improvement Plan
6	Parking lot lights near basketball courts @ Palmetto Bay Park	\$43,200	\$10,800	Funds from Palmetto Bays FY 17/18 Capital Improvement Plan
7	Recreation building lights @ Palmetto Bay Park	\$46,920	\$11,730	Funds from Palmetto Bays FY 17/18 Capital Improvement Plan
8	Boundless playground lights @ Palmetto Bay Park	\$7,200	\$1,800	Funds from Palmetto Bays FY 17/18 Capital Improvement Plan
9	Walking path lights @ Palmetto Bay Park	\$22,800	\$5,700	Funds from Palmetto Bays FY 17/18 Capital Improvement Plan
Totals:		\$199,720	\$49,930	
Total Project Cost:		\$250,000	= Grant Funds + Cost Share	

OFFICE OF ENERGY  
(850) 617-7470  
(850) 617-7471 FAX



THE HOLLAND BUILDING, SUITE B04  
600 SOUTH CALHOUN STREET  
TALLAHASSEE, FLORIDA 32399-0001

**FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES**  
**COMMISSIONER ADAM H. PUTNAM**

---

**CERTIFIED MAIL – RETURN RECEIPT REQUESTED**

March 28, 2018

Mr. Edward Silva, Village Manager  
Village of Palmetto Bay  
HR Grants  
9705 East Hibiscus Street  
Palmetto Bay, Florida 33157-5606

Re: Florida Small Community Energy Efficient Lighting Grant Program  
Application Number: #15 – Deficiency Letter

Dear Mr. Silva:

The Florida Department of Agriculture and Consumer Services, Office of Energy (FDACS OOE) received your Florida Small Community Energy Efficient Lighting Grant Program Application on February 27, 2018. Your application has received an initial review for eligibility and compliance with the qualifying criteria in the Notice of Federal Financial Assistance Funding Opportunity Request for Applications (NOTICE) for the above referenced Program. Your application has been determined to have a minor deficiency.

The NOTICE provides applicants ten business days to correct minor deficiencies and submit a corrected application. The FDACS OOE must receive corrected applications by 5:00 p.m. Eastern Standard Time on the tenth business from the date you receive this letter. The deadline date is based on the date of the certified mail receipt.

**Failure to rectify the deficiencies within the allotted time will result in the rejection of the application and be removed from consideration.**

The following is a description of the application's deficiency:

- 1. The application did not include a signed delegation of authority or resolution authorizing the Village Manager to apply for and receive federal financial assistance.**

Letter to Mr. Edward Silva  
Page 2 of 2  
March 28, 2018

We appreciate your interest in the Florida Small Community Energy Efficient Lighting Grant Program. If you have any questions about this decision, please contact the Florida Department of Agriculture and Consumer Services, Office of Energy at (850) 617-7470.

Sincerely,

A handwritten signature in blue ink, appearing to read "Kelley Smith Burk". The signature is stylized and cursive, with a long horizontal stroke extending to the right.

Kelley Smith Burk  
Director