NOTICE OF FUNDING AVAILABILITY (NOFA)
FLORIDA ENERGY TECHNOLOGY COST SHARE PROGRAM - EFFICIENCY AND RENEWABLE IMPROVEMENTS IN COMMERCIAL AQUACULTURE (ERICA)

Specific Authority:  Section 377.703; CSFA 42.022
Request Issued By:  Florida Department of Agriculture and Consumer Services, Office of Energy
Request Issued On:  February 1, 2018
Applications May Be Submitted Beginning:  February 19, 2018
Application Due Date:  Ongoing until all funds are expended
Total Amount to be Awarded:  $1,002,103.33
Award Amount Range:  Minimum award: $5,000
Maximum award: $30,000
Cost Share:  25% of grant funds requested
Eligible Applicants:  Those applicants certified under Section 597.004, F.S. and have a physical presence in the State of Florida.
Period of Performance:  One year from execution of cost share agreement (project must be completed within 1 year). One year of energy savings data must be provided for 1 year after project implementation.
Application Process:  Applicant shall submit at least one (1) clearly marked original hard copy (that will not be returned to the applicant) of the application and all supplemental materials by the application due date to the address listed in the General Questions section, below.
Each applicant may submit only ONE (1) application in response to this NOFA.

General Questions:  Inquiries and applications must be submitted to:
Gail Stafford, Compliance Administrator
Florida Department of Agriculture and Consumer Services
Office of Energy
ATTN: Florida Energy Technology Cost Share Program – Efficiency and Renewable Improvements in Commercial Aquaculture
600 South Calhoun Street, Room B04
Tallahassee, FL 32399-0001
PHONE:  (850) 617-7470
FAX:  (850) 617-7471
EMAIL:  Energy@FreshFromFlorida.com

Answers to the questions received by 5:00 p.m. EST each Thursday will be posted to:
http://www.FreshFromFlorida.com/offices/energy/ by 12:00 p.m. EST on the following Monday.
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ATTACHMENTS:

APPLICATION FOR ASSISTANCE (FDACS-01612 01/18)

COST SHARE AGREEMENT (FDACS-01611 01/18)

COST SHARE ALLOCATION (FDACS-01610 01/18)
PART I – FUNDING OPPORTUNITY DESCRIPTION

A. DESCRIPTION/BACKGROUND

Tropical fish farming is the largest segment of Florida’s aquaculture sector, accounting for almost half of the $85 million farm gate value. Located primarily in the southern part of the state, the industry relies on mild temperatures and readily available, high-quality water for production. Energy usage is second only to labor in variable costs for most facilities/farms. Emerging production in corals and other marine invertebrates, both for the ornamental market and restoration, is also reliant on energy use and shares many of the same system requirements as tropical fish. Water pumps, aeration systems, water treatment, lighting, heating, and cooling are all major functions of production requiring energy. The majority of facilities/farms rely almost solely on electricity provided by the grid for most of their energy usage, with the exception of diesel for tractors and pumps, and propane heating in buildings and greenhouses in the winter. Affordable and reliant emergency energy systems are lacking on most facilities as well. Individual facilities/farms have reduced their reliance on these traditional forms of energy by incorporating solar and geothermal systems, use of energy efficient equipment, and control systems, but the majority of farms are utilizing technologies and systems that are decades old. Much of the losses incurred over time due to natural disasters (e.g. freeze events, hurricanes) were due to losses of power and the lack of reliable, affordable emergency systems.

The department provided funds to the Tropical Aquaculture Laboratory (TAL) under Grant #FO001/24240. The early results of the TAL program set the direction for the types of measures that will be eligible under the Efficiency and Renewable Improvements in Commercial Aquaculture (ERICA) program. The research and extension components of this program are seamless, allowing for rapid transfer of technologies to industry adoption and the implementation of energy efficient technologies that are commercially available.

B. PROJECT OBJECTIVES:

- **Objective 1:** Determine the energy use on aquaculture facilities/farms with a focus on identifying areas with major use as well as critical need for efficient production including emergency power.

- **Objective 2:** Identify and employ alternative equipment, management strategies, power sources, and usage patterns which will have a significant impact on energy use on aquaculture facilities/farms while maintaining production success.

- **Objective 3:** Extend the results to other producers through open-house demonstration, extension publications, and on-site consultation to foster change in energy use on tropical fish farms and other aquaculture facilities.

The Florida Department of Agriculture and Consumer Services, Office of Energy (department) is issuing this Notice of Funding Availability (NOFA) entitled “Florida Energy Technology Cost Share Program – Efficiency and Renewables Improvements in Commercial Aquaculture (ERICA).” Funds are authorized under Laws of Florida Chapter 2012-118 Section 54 and are currently administered under Section 377.703, F.S. for the purpose of providing grants for technologies that significantly increase energy efficiency for commercial aquaculture farms and facilities. Energy savings must be tracked by the recipient for at least one year following completion of the project and reported to the department.
This competitive grant program is designed to provide funding to those applicants certified under Section 597.004, F.S. and have a physical presence in the State of Florida. The applicant must maintain certification throughout the project implementation and the one year energy data collection period.

C. DEFINITIONS

“Aquaculture Producer” means those persons engaging in the production of aquaculture products and certified under Section 597.004, F.S..

“Aquaculture Products” means aquatic organisms and any product derived from aquatic organisms that are owned and propagated, grown, or produced under controlled conditions. Such products do not include organisms harvested from the wild for depuration, wet storage, or relay for purification.

“Total Project Costs” means grant funds requested plus applicant match.

“Department” means the Florida Department of Agriculture and Consumer Services, Office of Energy.

“Matching Funds or Other In-Kind Contributions” means:
   a) Actual cash outlays contributed, including, but not limited to, cash outlays for wages, rental expenses, travel expenses, unrecovered indirect costs, and purchases of material and supplies, as a direct benefit to the project; or
   b) Non-cash contributions necessary and reasonable for proper and efficient accomplishment of project objectives, the value of which must be established using the following guidelines:
      1. Rates for donated or volunteer services of any person must be consistent with their regular rate of pay or the rate of pay of those paid for similar work at a similar level of experience in the labor market, including the value of fringe benefits.
      2. The value of donated expendable property such as office supplies or workshop supplies must not exceed the fair market value of the property.
      3. The value of donated real property such as land must not exceed the fair market value of the property.
      4. Donated space must be valued at fair rental value of comparable space and facilities in a privately-owned building in the same locale.
      5. The value of loaned equipment cannot exceed its fair rental value.
      6. In-kind travel expense must be valued at the approved State of Florida rate as specified in Section 112.061, F.S.

“Cost Reimbursement” means payment to grantee of reasonable costs incurred in connection with the performance of work, not to exceed the amount set forth in the approved budget. See the Department of Financial Services, \textit{Reference Guide for State Expenditures} and Part IV.H. of this NOFA.

“State Funds” means state financial assistance as defined in Section 215.97(2)(q), F.S.

“Physical Presence” means that the entity is headquartered in the State of Florida and its principal business operations are located in the state.

“Authorized Representative” means a person with the legal authority to apply for financial assistance and enter into commitments on behalf of the organization/entity, or the official designee as certified in writing.

“Renewable Energy” means energy as defined in Section 366.91, F.S.
C. PROHIBITED USE OF FUNDS

- Travel
- Administrative funds
- Cost Share funds shall not be used as matching funds or in-kind contributions for any other state funded projects.

E. DEPARTMENT OBJECTIVES

The department is dedicated to ensuring Floridians have a sustainable, diverse, and reliable energy portfolio that benefits both Florida’s economy and its unmatched environment. In focusing the government’s policy and efforts to benefit and protect our state, its citizens and its resources, the department encourages all applicants to adhere to the policy of the state of Florida. Of the various duties that the Florida Legislature has identified that the department shall perform under sections 377.601(2) and 377.703, Florida Statutes, the following correspond to the objectives of this NOFA:

- The department is responsible for performing or coordinating the functions of any federal energy programs delegated to the state, including energy supply, demand, conservation or allocation.
- The department shall promote energy efficiency and conservation in all energy use sectors throughout the state and be the state agency primarily responsible for this function.
- The department shall coordinate energy-related programs of state government. The department shall provide assistance to other state agencies, counties, municipalities and regional planning agencies to further and promote their energy planning activities.
- The department shall play a leading role in developing and instituting energy management programs aimed at promoting energy conservation and energy security.
- The department shall encourage local governments to include energy considerations in all planning and to support their work in promoting energy management programs.
- The department shall consider in its decisions the energy needs of economic sector, including residential, industrial, commercial, agricultural and governmental uses and reduce those needs whenever possible.
PART II – ELIGIBILITY INFORMATION

A. ELIGIBLE APPLICANTS

Qualified applicants are those applicants certified under Section 597.004, F.S., and have a physical presence in the State of Florida. The applicant must maintain certification throughout the project implementation and the one year energy data collection period.

B. ELIGIBLE PROJECTS AND ACTIVITIES

This grant program is designed to provide matching grants for technologies that significantly increase energy efficiency and/or renewable energy for eligible commercial aquaculture facilities and farms located in Florida. Energy savings must be tracked by the subrecipient for at least one year following completion of the project and reported to the department.

Examples of projects that would be eligible under this cost share program include:

- Energy efficiency improvements in facility or on-farm lighting systems – i.e., systems other than those designed to produce ultraviolet light (UV, UVA, UVB) or heat for aquaculture growth.
- Energy efficiency or renewable energy improvements in climate control systems – including but not limited to HVAC, evaporative cooling, geothermal systems, passive solar heating, solar hot water systems.
- Monitoring sensors and controls for energy management systems or automated controls for related systems.
- Energy efficiency improvements or retrofits for water pumps, treatment, disinfection and filtration systems.
- Higher efficiency reverse osmosis.
- Energy efficiency improvements to commercial refrigeration equipment designed for storage.

C. INELIGIBLE ACTIVITIES

Activities that are NOT eligible under this grant include, but are not limited to:

- Lobbying.
- Membership fees.
- Land acquisition.
- Purchase of vehicles or vessels.
- New construction.
- Foreign Travel.
- National Environmental Protection Act and Historic Preservation compliance costs.
- Costs due to negligence.
- Legal costs.
- License and permits.
- Purchase of additional buildings.
- Profit.
PART III – THE APPLICATION REVIEW

A. OVERVIEW

Applications submitted in response to the NOFA shall become the property of the department and are subject to public record disclosure pursuant to Florida Law. All proposals received shall remain confidential until agreements are fully executed.

Department staff will perform an Eligibility Review on all cost share applications. Once an application is deemed eligible along with the supporting energy assessment, the application will be processed for implementation.

B. APPLICATION ELIGIBILITY REVIEW

The application form for this cost share program is contained in the Application for Assistance (FDACS-01612 01/18) of this NOFA. Instructions for completion are included within the NOFA and application form.

In addition to the completed and signed application form, applicants must also execute the Cost Share Agreement (FDACS-01611 01/18), signed by the applicant’s signatory.

Pages, including attachments (such as copies of proof of required registrations, signature authority and, support letters.

Applications that do not include all of the required information will be rejected.

C. ELIGIBILITY REVIEW

Minor Application Deficiencies

Department staff will conduct a preliminary review of all applications to ensure application completeness and determine eligibility. Applications with minor deficiencies will be notified, in writing, and provided 10 business days from receipt of the deficiency letter to correct minor irregularities and resubmit their corrected application. Department staff must receive corrected application packages by 5:00 p.m. EST on the 10th business day from the date that the applicant received their deficiency letter. The deficiency letter will be sent using United States Postal Service certified mail and the date of receipt will be based on the date of the certified mail receipt.

Application minor deficiencies shall include:
1. Typographical errors
2. Mathematical errors – i.e., transposed numbers
3. Incomplete form – Missing information (location does not have zip +4, N/A where required)
4. Estimations – Actual concrete data is not available
5. Contact information errors

All applications will be reviewed for eligibility. Applicants will be deemed ineligible for the following reason(s):
   a) The applicant is not certified under Section 597.004, F.S.
   b) Applicant does not have a physical presence in the State of Florida.
   c) The applicant did not use the Florida Energy Technology Cost Share Program ERICA Application for Assistance form (FDACS-01612 01/18);
d) The applicant did not include an original signature, on the original hard copy application, from the applicant’s authorized representative (if applicable, signature delegation authority must be attached);

e) The applicant did not meet the criteria set forth in Part III.D. of this NOFA;

f) The applicant’s application was not received by the department by the date and time specified in this NOFA.

g) The department has a pending civil or administrative action against the applicant;

h) The applicant has entered into a consent order with the department, unless the applicant has satisfied all requirements for corrective actions and has paid all costs, civil penalties, damages, and other financial assessments required by the consent order.

Determination of eligibility is at the sole discretion of department staff. An application that includes several activities, some of which are determined ineligible, may be considered after the ineligible activities are removed. The application will be evaluated based on the remaining eligible activities. If department staff determines that an application is ineligible, it will be removed from further consideration. The department reserves the right to waive minor deficiencies in applications submitted.

D. NUMBER OF PROPOSALS PER APPLICANT

An eligible applicant can submit only one application for funding under the ERICA Program. If multiple applications are submitted by an entity, only the first date/time stamped application will be considered. If multiple applications are submitted in the same package, the entire package will be rejected.

The department may reject any application not in compliance with all prescribed procedures and requirements, as described in this NOFA.

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PART IV – AWARD ADMINISTRATION INFORMATION

A. AWARD NOTICES

The department will notify applicants selected for award. The department will post a list of applicants selected for award at [http://www.freshfromflorida.com/Divisions-Offices/Energy](http://www.freshfromflorida.com/Divisions-Offices/Energy).

Expenses related to a proposed project incurred prior to the award announcement are not eligible as matching funds or in-kind contributions.

B. TYPE OF AWARD INSTRUMENT

After the award, department staff will work with each eligible applicant to prepare a cost share reimbursement agreement based on the application and the terms of this program announcement. Cost share funds must be awarded through an agreement negotiated and executed between the department and the applicant. Either party has the discretion to terminate negotiations if an agreement is not reached within 45 days of announcement of award. If the department and the applicant are unable to negotiate an agreement, the cost share agreement shall not be awarded to that applicant.

C. ESTIMATED FUNDING

Approximately $1 million is anticipated to be available for new cost share agreements under the Florida Energy Technology Aquaculture Cost Share Program announcement. The department reserves the right to increase or decrease the anticipated estimate of funding at its sole discretion.

D. MAXIMUM AND MINIMUM AWARD SIZE

The minimum allowable amount of grant funds for an application to be eligible for consideration for award shall be $5,000, and the maximum allowable amount of cost share funds shall be $30,000.

E. PERIOD OF PERFORMANCE

Cost Share agreements shall be limited to no longer than one year in duration.

F. MATCHING FUNDS

All matching funds shall meet the definition in Part I.C. of this NOFA, be documented as verifiable from the applicant’s records, and not be included as contributions for any other state assisted project or program.

Matching funds must be documented by supporting documentation in the same manner as requested for costs reimbursement.

Matching funds must be expended in concurrence with cost share agreement funds.

Expenses related to a proposed project incurred prior to the award announcement are NOT eligible as matching funds.

The minimum required amount of matching funds for an application to be eligible for consideration for award shall be 25% of funds requested. Cost share percentage shall be rounded to the nearest whole number.
G. BASIS FOR PAYMENT

As consideration for the services rendered by the recipient under the terms of the cost share agreement, the department shall pay the recipient on a cost reimbursement basis an amount not to exceed the awarded amount. “Cost Reimbursement” is defined in Part I.C. of this NOFA.
PART V – OTHER INFORMATION

A. MODIFICATIONS

Notices of any modifications to this application process or application will be posted at http://www.freshfromflorida.com/Divisions-Offices/Energy.

B. PARTIAL COST SHARE AGREEMENTS

If funds are not available to award the total amount requested by an applicant, the department may award partial funds to applicants up to the amount of the fiscal appropriation. The department shall award funds based on the process laid out under Part IV of this NOFA.

C. COMMITMENT OF PUBLIC FUNDS

The department is the only entity who can award ERICA funds under this program or commit the state of Florida to the expenditure of public funds appropriated for these agreements. A commitment by any entity other than the department, either explicit or implied, is invalid. The commitment of state funds is contingent upon budget authority from the state Legislature.

D. PROPRIETARY APPLICATION INFORMATION

Any material submitted in response to this application process will become a public record pursuant to Chapter 119, Florida Statutes. Any claim of confidentiality is waived upon submission, unless addressed as set forth below.

DISCLOSURE AND OWNERSHIP OF PLAN CONTENTS: An applicant’s response to this application process shall be a public record and subject to production, disclosure, inspection and copying consistent with the requirements of Chapter 119, Florida Statutes. All information in an application (including, without limitation, technical and price information), and any Cost Share Agreement resulting from this application process, which will incorporate the successful application, will be a matter of public record, subject to the provisions of Florida’s Public Records Act, Chapter 119, Florida Statutes, regardless of copyright status.

Submission of an application shall constitute a waiver of any copyright protection, which might otherwise apply to the department’s production, disclosure, inspection and copying of such application and Cost Share Agreement, or any part thereof, except those parts asserted to be exempt under Chapter 119, Florida Statutes. The application, upon submission, and the Cost Share Agreement shall be the property of the department. The department reserves the right to use any and all information contained in an application received to this application process.

Guidelines:

1. The principles of least access, separation of functions and need to know should guide the determination of user authorizations, rather than rank, position or precedent. Group level authorizations should be avoided.

2. Confidential information should be marked or flagged as confidential or other designation, which clearly distinguishes them from non-confidential information. Data or files containing confidential information need not be considered confidential if the information is encrypted with encryption keys properly controlled.
3. Confidential information in magnetic or electronic form should contain the markings in a manner appropriate to the media such that special protection requirements will be apparent to anyone accessing the data.

4. Confidential information in hard copy should have markings on each page. Physical markings should also be applied to the exterior of all input/output media such as diskettes, tapes and volumes which contain confidential information.

5. Magnetic media and hard copy data which has contained confidential information should not be disposed of or removed from department security controls without assurance that confidential information has been deleted and cannot be recovered. Processes to delete information from magnetic media include complete degaussing, electronic overwriting and physical destruction. Media which has been subjected to a deletion process should be tested periodically as a separate function in order to validate continued effectiveness of the process.

6. Divisions may elect to establish more than one level or category of sensitivity, considering the vulnerabilities associated with the number of employees who would otherwise have access to more confidential information than required by their duties. In such event, the different sets of confidential information must be distinguishable and the controls for each must be defined.

7. Procedures for removal of confidential information from records should be devised such that the desensitized version may be available to the public in accordance with the Florida Public Records Act. Any collection of automated information or data which the owner has determined to contain no confidential information is, by definition, public information.

8. Unless extraordinary steps are taken to ensure control, the use of end user computing for mission critical tasks should be avoided. Absent the types of controls ordinarily found in larger processing environments (e.g., backing up, access restrictions and individual accountability for changes to data), end user computing are highly vulnerable to risks associated with data integrity, disclosure and loss. The use of end user computing workstations for mission critical tasks should be strictly reviewed and only permitted where adequate controls are in place to provide continued data confidentiality, integrity, and availability.

E. COST SHARE AGREEMENT AND CONDITIONS

All terms and conditions within the Cost Share Agreement and associated attachments shall apply.

F. NON-DISCRIMINATION STATEMENT

The recipient 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).

G. EMPLOYMENT OF UNAUTHORIZED ALIENS

The recipient is informed that the employment of unauthorized aliens by and contractor is considered a violation of Section 274A(e) of the Immigration and Nationality Act. If the recipient knowingly employs unauthorized aliens, such violation shall be cause for unilateral cancellation of the contract.

H. APPELLATE RIGHTS

Any appeals related to a department decision pursuant to this cost share program shall be in accordance with Chapter 120, Florida Statutes.
Additional questions can be directed to the department at:

Gail Stafford, Compliance Administrator
Florida Department of Agriculture and Consumer Services, Office of Energy
ATTN: Florida Energy Technology Cost Share Program – Efficiency and
Renewable Improvements in Commercial Aquaculture
600 South Calhoun Street, Room B04
Tallahassee, FL 32399-0001
PHONE: (850) 617-7470
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