

Federally-Funded Subgrant Agreement – Applicant Instructions

Each Applicant must return the signed funding agreement via email to the assigned Grant Manager. The Applicant must also upload a signed copy of the funding agreement in FloridaPA.org under the Sub-grant Agreement module. The following sections and attachments must be completed in order to fully execute the funding agreement:

1. Sub-grant Agreement
 - a. Subrecipient's unique entity identifier (UEI):
 - i. Fill out your UEI. Go to Sam.gov to obtain it. More information on the Vendor Registration Instructions
 - b. Item (3) CONTACT – Section c.
 - i. Fill out the point of contact for any necessary future discussions regarding the contract
 - ii. Contact does not have to be the authorized signor
 - c. Signature page
 - i. Fill out the following information:
 1. By – Original Signature of the Authorized Agent
 2. Name and Title – Printed name and title of the Authorized Agent
 3. Date – Date of contract signage
 - ii. **The agreement must be signed by the Authorized Agent of the entity (see Appendix 1 for further instruction on Authorized Agents)**
2. Attachment A: Certification regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion
 - a. The Applicant must certify that any contractor working on a project has not been suspended or debarred. The Applicant should refer to SAM.gov for certification.
NOTE:
 - i. Mutual aid is not considered a sub-contractor.
3. Attachment B: System Access
 - a. At least 2 contacts must be filled out completely
 - i. The Authorized Agent (Box 1) **must be the same as the person signing the agreement.**
 - ii. The other contact may be in any other box.
 - iii. Each contact listed must fill out the following:
 1. Agent's Name
 2. Signature
 3. Organization/Official Position
 4. Mailing Address
 5. City, State, Zip
 6. Daytime Telephone
 7. E-mail Address
 - b. Signature for 'Sub-Grantee Authorized Agent Signature' (bottom of page) must be the person from Box 1 – the Authorized Agent
 - c. Complete the following:
 - i. Sub-Grantee's Fiscal Year (FY) Start:
 - ii. Sub-Grantee's Federal Employer's Identification Number (EIN):
 - iii. Sub-Grantee's: FIPS Number (found on FLPA)
4. Attachment C: Certification Regarding Lobbying
 - a. Authorized Agent fill out the following information:
 1. Subrecipient's name
 2. Signature of the Authorized Agent
 3. Name and Title
 4. Date

Appendix 1

Included below is a list of possible positions within your organization that might be appropriate to act as Authorized Agent. If your organization does not include these positions FDEM would request a copy of your organization chart to help us identify your organizational structure and ensure the correct signatories are accepted on official documents.

If the subgrant agreement or other documents provided to FDEM are not signed by the lead authority within your organization then you must provide proof of delegation of authority to a different individual within your entity. This delegation of authority letter must contain the following:

- a. A formal letterhead of the city, county, tribe, PNP etc.
- b. Language indicating the delegation of authority to new employee from the organizations formal authorized agent.
- c. Include a citation of the entity's internal policy that grants delegation authority, describes the process and any limitations on the actions of those delegated.

The delegation letter must be submitted with the signed agreement and uploaded to FloridaPA in the Sub-grant Agreement module.

List of Possible Authorized Agents:

- State Agencies:
 - Secretary
 - Director of the Agency
- County:
 - Chair of the Board of Commissioners
- City:
 - Mayor
- Indian Tribe:
 - Chief
 - President
- Police Department:
 - Chief of Police
- Sheriff's Office:
 - Sheriff
- School Board:
 - Superintendent
- Charter School:
 - Chair of the Board of Directors
- Institution of Higher Education:
 - President of the Institution
- Water Management District:
 - Chair
- Fire District:
 - District Chief
- Special District:
 - Executive Director
- Non-Profit:
 - Chair of the Board
 - Principal Officer
- Corporation:
 - Chair of the Board of Directors
 - President / CEO