

OFFICE OF ENERGY  
(850) 487-3800  
(850) 922-9701 FAX



THE HOLLAND BUILDING, SUITE 251  
600 SOUTH CALHOUN STREET  
TALLAHASSEE, FLORIDA 32399-0001

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

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September 12, 2011

The Honorable David Knowles  
Mayor, City of Leesburg  
501 West Meadow Street  
Leesburg, Florida 34748

RE: Grant Agreement # 17619 (Formerly ARE0024)

Dear Mayor Knowles:

Enclosed with this letter is Amendment 1 for Grant Agreement #17619 between the City of Leesburg and the Florida Department of Agriculture and Consumer Services. Please obtain the appropriate signatures on all three (3) copies, keep one signed amendment for your records and return the remaining two signed amendments as soon as possible to:

April Groover  
Office of Energy  
Florida Department of Agriculture and Consumer Services  
600 S. Calhoun St., Suite 251  
Tallahassee, FL 32399-1300

If you have any questions about the agreement, or will require additional time to obtain signatures, please call me at (850) 922-0999.

Sincerely,

A handwritten signature in black ink that reads "April Groover".

April Groover, Grant Manager

Enclosures

Cc: Paul Kalv, City of Leesburg





ADAM H. PUTNAM  
COMMISSIONER

**CONTRACT AMENDMENT**

FDACS CONTRACT #

017619

Please Respond To: April Groover  
Office of Energy  
Florida Department of Agriculture  
and Consumer Services  
600 S. Calhoun St., Suite 251  
Tallahassee, FL 32399-0001

September 9, 2011

The Honorable David Knowles  
Mayor, City of Leesburg  
501 West Meadow Street  
Leesburg, Florida 34748

**RE: Amendment of Contract # 17619 dated 06/14/01.**

This letter, upon execution by both parties and attachment to the original contract shall serve to amend said contract. The contract shall be amended as follows:

1. This agreement shall be re-instated including all Attachments and executed amendments, to continue to be effective for all purposes with no lapse in authority from the date of original execution.
2. Pursuant to Chapter 2011-142, Laws of Florida, effective July 1, 2011, all references in the Agreement to the "State of Florida, Executive Office of the Governor, Florida Energy and Climate Commission" and the "Commission" shall be replaced with the "Florida Department of Agriculture and Consumer Services" and the "Department" respectively.
3. The Agreement number is changed from ARE024 to 17619.
4. Paragraph 3 is hereby deleted in its entirety and replaced with the following:
  3. This Agreement shall begin upon execution by both parties and end no later than April 30, 2012, inclusive. If allowed by USDOE, this Agreement shall be effective upon execution for purposes of reimbursement of allowable costs resulting from obligations incurred and meeting the cost share or match requirements as described in Attachment A, Grant Work Plan. Profit to the Grantee, or any of its subrecipients, is prohibited by 10 Code of Federal Regulations (CFR) Part 600. This Agreement may be amended to revise Attachment A, Grant Work Plan, if additional funding is made available by the USDOE and/or the Florida Legislature.
5. Paragraph 4A is hereby deleted in its entirety and replaced with the following:
  - 4A. The Grantee shall be eligible for reimbursement of allowable costs resulting from obligations incurred during the term of this Agreement. The Department shall reimburse the Grantee for allowable



ADAM H. PUTNAM  
COMMISSIONER

**CONTRACT AMENDMENT**

costs on a not more frequently than monthly cost reimbursement basis in an amount not to exceed \$1,240,000 after receipt and approval by the Department's Grant Manager of satisfactory reports and documentation as required in this Agreement. The parties agree that the Grantee is responsible for providing a minimum match of \$2,978,167 toward the project described in Attachment A, Grant Work Plan. All cost sharing or match shall meet any applicable federal requirements.

6. Paragraph 23 is hereby deleted in its entirety and replaced with the following:

23. The Department's Grant Manager for this Agreement is identified below.

Department Grant Manager: April Groover  
Florida Department of Agriculture and Consumer Services  
Office of Energy  
600 South Calhoun Street, Suite 251  
Tallahassee, FL 32399-0001  
Telephone No.: 850-487-3800  
Fax No.: 850-922-9701  
E-mail Address: april.groover@freshfromflorida.com

7. Attachment A, Grant Work Plan, is hereby deleted in its entirety and replaced with Attachment A-1, Revised Grant Work Plan, attached hereto and made a part of the Agreement. All references in the Agreement to Attachment A, Grant Work Plan, shall hereinafter refer to Attachment A-1, Revised Grant Work Plan.

**NO OTHER PROVISIONS OF THIS CONTRACT ARE AMENDED OR OTHERWISE ALTERED BY THIS AMENDMENT.**

Mike Gresham  
Director of Administration  
Department of Agriculture  
and Consumer Services

October 13, 2011  
(Date)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Company)

\_\_\_\_\_  
(Date)



**FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES  
GRANT AGREEMENT NO. 17619**

**ATTACHMENT A-1  
REVISED GRANT WORK PLAN**

**STATE OF FLORIDA  
GRANT ASSISTANCE  
PURSUANT TO  
AMERICAN RECOVERY AND REINVESTMENT ACT  
UNITED STATES DEPARTMENT OF ENERGY AWARDS**

**A. PROJECT TITLE:** Electric Peak Demand Reduction

**B. PROJECT LOCATION:** City of Leesburg, Florida

**C. PROJECT BACKGROUND:** Through a competitive grant solicitation process approximately \$18.6 million in Energy Efficiency and Conservation Block Grant (EECBG) Program funds were distributed to local governments that were not eligible for direct formula EECBG funding from the United States Department of Energy (USDOE).

In response to the solicitation, the City of Leesburg (City) will expand a current project to update the current power grid in order for the City to route power in more optimal ways. The City owns and operates the electric utility serving 23,000 accounts located within a 50 square mile service territory. Through the City's own funding, the USDOE sponsored Smart Grid Investment Grant (SGIG), and EECBG funds, the City will be able to deliver electricity to residents and businesses using two-way digital technology to control appliances to save energy, reduce cost, and increase reliability and resiliency.

The City will use its own funds and SGIG funds to install utility communication and data management infrastructure. Using City funds, grant funds and SGIG funds, the City will install 23,000 smart meters

**D. PROJECT OBJECTIVES:**

- **Objective 1: To reduce the annual power consumption by procuring and installing 23,000 smart meters at all Leesburg electric utility customer locations and thereby enabling the delivery of real-time power consumption and power cost information so customers can make more informed purchasing decisions.**

**E. PROJECT DESCRIPTION:**

- **Task 1 (Objective 1): Smart Meters**
  - **Task 1a:** Following the procurement procedures outlined in 10 CFR 600, select a vendor to provide and install 23,000 smart meters.
  - **Task 1b:** Submit a report to the Department including the procurement documents used to hire the vendor, the contract between the Grantee and the vendor, addresses of residents and businesses where meters were installed, copies of utility bills to document energy savings, and any applicable invoices.

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**F. PROJECT 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	Smart Meter	Submit a report to the Department including the procurement documents used to hire the vendor, the contract between the Grantee and the vendor, addresses of residents and businesses where meters were installed, copies of utility bills to document energy savings, and any applicable invoices.	Month 1	Month 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	\$1,240,000	\$2,978,167	
7. Indirect (if authorized)			
<b>Total Project Budget</b>	<b>\$1,240,000</b>	<b>\$2,978,167</b>	
<b>Total Project Cost</b>	<b>\$4,218,167</b>	<b>= Grants Funds + Cost Share</b>	
<b>Cost Share Percentage</b>	<b>71%</b>	<b>= Cost Share / Total Project Cost</b>	

**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 Smart Meter Installation	\$1,240,000	\$2,978,167	SGIG Funds and Grantee Funds
<b>Totals:</b>	<b>\$1,240,000</b>	<b>\$2,978,167</b>	
<b>Total Project Cost:</b>	<b>\$4,218,167</b>	<b>= Grant Funds + Cost Share</b>	

**FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES  
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**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 and the per diem. The Department can only pay for travel at the approved State of Florida rate (Section 112.061, Florida Statutes). 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. Indirect Costs/Rate - Indirect Costs are not authorized.
8. Total Budget Category - Show the total of all line-items within a Budget Category.
9. Total Budget - Show the total of all categories.

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<b>1. Salaries</b>								
Salaries (Name/Position)	Hourly Cost (\$)	*	Hours/wk. or % FTE	=	Total Gross Salary (\$)	Grant = G or match = M	direct costs used to calculate Indirect Cost? Y/N	Admin. Cost? Y/N
	\$	*		=	\$			
<b>Sub-Totals for Salaries Category</b>					<b>\$ N/A</b>			

<b>2. Fringe Benefits</b>									
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
	\$		\$	\$	\$	\$			
<b>Sub-Total of Fringe Benefits Category</b>						<b>\$ N/A</b>			

<b>3. Travel * Cannot exceed cost limitations described in Ch. 112.061, F.S.</b>								
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	
				\$				
<b>Sub-Total of Travel Category</b>				<b>\$ N/A</b>				

<b>4. Supplies - Other Expenses</b>								
Description	Unit Cost (\$)	*	Quantity	=	Total Cost (\$)	Grant = G or match = M	direct costs used to calculate Indirect Cost? Y/N	Admin. Cost Y/N
	\$	*		=				
<b>Sub-Total of Supplies - Other Expenses Category</b>					<b>\$ N/A</b>			

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

<b>6. Contractual Services</b>									
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
TBA	Smart Meter Equipment and Installation	\$,183.40	*	23,000	=	\$4,218,167	G & M	N/A	N
<b>Sub-Total of Contractual Services Category</b>						<b>\$4,218,167</b>			

<b>7. Indirect Cost (if approved)</b>							
Budget Category included in Base of Indirect Cost Calculations	Total direct costs for Budget Category	*	Approved Indirect Cost Rate (%) from Grant Work Plan	=	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>\$ N/A</b>		

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<b>8. Total Project Budget</b>					
<b>Budget Category</b>	<b>Total Costs for Budget Category</b>	<b>=</b>	<b>Total Grant Costs</b>	<b>+</b>	<b>Total match Costs</b>
<b>Contractual Services</b>	\$4,218,167	=	\$1,240,000	+	\$2,978,167
<b>Total Project Budget</b>	<b>\$4,218,167</b>	<b>=</b>	<b>\$1,240,000</b>	<b>+</b>	<b>\$2,978,167</b>

**J. MEASURES OF SUCCESS:** In the final report, the Grantee shall address how the project objectives were accomplished.