

**Gulf Consortium Board of Directors
June 28, 2016**

**Supplement to Agenda Item 8
Update on Planning Grant Application**

Executive Summary:

This supplement to agenda item 8 seeks the Board's acceptance of the Council's award of the \$4,640,675 planning grant for the Consortium to prepare the State Expenditure Plan (SEP). A copy of the Council's grant award agreement is attached. To accept the award, the Board must authorize the Chairman to execute it.

Background:

Agenda Item 8 details the Consortium's work on the planning grant application. The Board formally approved the planning grant application on April 21, 2016 and it was submitted to the Council on May 2, 2016. The day after the Board June agenda packet was distributed on June 22nd, the Council approved the Consortium's request for a planning grant to fund the preparation of the SEP. This supplement to agenda item 8 seeks acceptance of the Council's award of the planning grant to the Consortium.

Analysis:

In addition to the typical restrictions and requirements applicable to all federal grants, the attached Council award includes special conditions on the Consortium's use of the grant funds. See page 3 of the attachment. These include the following:

1. The Consortium can access the grant funds through a reimbursement payment method, in which the Council approves all requests for payment prior to the release of funds; and,
2. Although the grant award is for \$4,640,675, the Consortium's eligibility for \$1,650,000 of that amount is restricted. The \$1,650,000 consists of \$1.5 million for feasibility studies and conceptual designs, \$100,000 for a contract manager and \$50,000 for an auditor. All of these services must be further authorized by the Consortium Board and competitively procured prior to them becoming eligible for grant funding.

By authorizing the Chairman to execute this grant award, the Consortium is entering into a contract with the Council to follow all the requirements of federal grant law in expending the funds. The Consortium has checks and balances in place to assure compliance with those federal requirements. As a further check on the expenditures, the Council will review all expenditures and the U.S. Treasury will have the authority to audit them.

Other than the flexibility outlined in the Fiscal Impact section below, the Consortium has little authority to change the requirements of the grant agreement as offered by the Council. Those are either mandated by federal law or have been proposed by the Consortium in its grant application or its Planning State Expenditure Plan which was approved by the Council.

Fiscal Impact:

The grant will enable the Consortium to use federal funds to pay for much of the work associated with the preparation of the SEP. In no event may the Consortium exceed the \$4,640,675 grant award except by seeking to amend the both the grant and the Planning State Expenditure Plan, both of which requires Council approval.

The Consortium maintains some flexibility in the direction the SEP preparation will take. The Consortium has the authority to approve each task order submitted by ESA and its consultant team. Additionally, although the grant award limits the total amount that can be expended from grant funds to \$4,640,675, the Consortium cannot expend \$1,650,000 of that amount without further competitive procurement of an auditor (\$50,000 limit), a contract manager (\$100,000 limit), and conceptual design and feasibility studies (\$1,500,000 limit). Of those funds, the Consortium will certainly need to hire an auditor, as one will be necessary to comply with federal grant requirements. The Consortium retains the flexibility to determine whether to hire a contract manager and whether to conduct conceptual design and feasibility studies as part of the SEP preparation.

Options:

- (1) Approve a motion to accept the Council's planning grant award to the Consortium for SEP preparation and authorize the Chairman to execute it, or
- (2) Provide further direction to the staff.

Recommendation:

Approve a motion to accept the Council's planning grant award to the Consortium for SEP preparation and authorize the Chairman to execute it

Attachment:

Restoration Council Financial Assistance Award to the Gulf Consortium for Preparation of the Full State Expenditure Plan (FAIN: GNTSP16FL0021).

Prepared by:

Sarah M. Bleakley
Nabors, Giblin & Nickerson, P.A.
General Counsel
On: June 24, 2016

Action Taken:

Motion to: _____, Made by: _____;

Seconded by: _____.

Approved____; Approved as amended____; Defeated_____.

FPL GRANT SEP GRANT

FINANCIAL ASSISTANCE AWARD

FEDERAL AWARD ID NUMBER (FAIN)
GNTSP16FL0021

RECIPIENT NAME
Gulf Consortium

RECIPIENT UNIQUE ENTITY IDENTIFER (DUNS)
079937065

STREET ADDRESS
100 S. Monroe Street

PERFORMANCE START DATE PERFORMANCE END DATE
8/23/2014 to 6/30/2018

CITY, STATE, ZIP CODE
Tallahassee, FL 32301

FEDERAL FUNDS OBLIGATED (TOTAL AWARD AMOUNT)
\$4,640,675.00

AUTHORITY
33 U.S.C. 1321(t)(3)

CO-FUNDING SHARE OF COST
\$0.00

CFDA NO. AND NAME
87.052 Gulf Coast Ecosystem Restoration Council Oil Spill Impact Program

TOTAL ESTIMATED COST OF PROJECT/PROGRAM
\$4,640,675.00

PROJECT/PROGRAM TITLE
Gulf Consortium preparation of Full State Expenditure Plan

This Award Document (Form GCC-7700) signed by the Authorized Official constitutes an obligation of Federal funding. By signing this Form GCC-7700, the Recipient agrees to comply with the Award provisions checked below and attached. Upon acceptance by the Recipient, this Form GCC-7700 must be signed by an authorized representative of the Recipient and returned to the Grants Officer. If not signed and returned without modification by the Recipient within 30 days of receipt, the Grants Officer may unilaterally withdraw this Award offer and de-obligate the funds.

- GULF COAST ECOSYSTEM RESTORATION COUNCIL FINANCIAL ASSISTANCE STANDARD TERMS AND CONDITIONS (AUGUST 2015)
- 2 CFR PART 200, UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS, AS ADOPTED PURSUANT TO 2 CFR § 5900.101
- FAPIIS CERTIFICATION, 2 CFR PART 200 APPENDIX XII

ABSTRACT/PURPOSE OF GRANT:

The Gulf Consortium is the designated entity responsible for the development of the Florida State Expenditure Plan as recognized in the RESTORE Act and subsequent rule making. This application is subsequent to the Council's approval of the Consortium's Planning State Expenditure Plan on May 21, 2015. Florida specific goals, objectives and guiding principles were developed in a workshop held on August 26, 2015. The Consortium, with the approval of this grant application, will move into the Project Nomination phase. The project nomination phase will include a gaps analysis, and GIS spatial database development. Projects will be reviewed for cost-effectiveness and leveraging potential. This project also provides for funding for conceptual design and feasibility studies as needed to develop projects. Because of the 15-year settlement pay-out a project sequencing strategy will be developed to expedite and optimize distribution of Spill Component funds. These activities will culminate in the drafting of the Florida State Expenditure Plan.

ACCOUNTING INFORMATION
CATB GCC6013;
CAM1 GCCGHABITATX; CAM2 GCCOTHERWSXX; CAM3 GCCPDECISION

FEDERAL AWARD ID NUMBER (FAIN)
GNTSP16FL0021

PAGE 2

PROJECT/PROGRAM TITLE
Gulf Consortium preparation of Full State Expenditure Plan

PROJECT- OR PROGRAM-SPECIFIC INFORMATION

- PLANNING IMPLEMENTATION SEP ONLY – INCLUDES INFRASTRUCTURE
 TECHNICAL ASSISTANCE IMPLEMENTATION - CONSTRUCTION OTHER – DESCRIBE

- PRE-AWARD COSTS – APPROVED AMOUNT: \$170,953 INDIRECT COST RATE FOR AWARD (IF APPLICABLE): %

Note: Any change in the Total Award Amount may result in a change to the amount of approved indirect costs subject to the 3% administrative cost limitation.

ATTACHMENTS

- | | |
|---|---|
| <input checked="" type="checkbox"/> RECIPIENT AND COUNCIL PRIMARY CONTACT INFORMATION | <input checked="" type="checkbox"/> CASH FLOW FORECAST SCHEDULE |
| <input checked="" type="checkbox"/> SPECIAL AWARD CONDITIONS | <input checked="" type="checkbox"/> BUDGET DETAIL SCHEDULE |
| <input checked="" type="checkbox"/> FUNDING AUTHORIZATION | <input checked="" type="checkbox"/> BUDGET NARRATIVE |
| <input checked="" type="checkbox"/> REPORTING SCHEDULE | <input checked="" type="checkbox"/> DESCRIPTION OF WORK TO BE PERFORMED |
| <input checked="" type="checkbox"/> KEY MILESTONE CHART | <input type="checkbox"/> OBSERVATIONAL DATA PLAN |
| <input checked="" type="checkbox"/> APPROVED METRICS | <input type="checkbox"/> PRELIMINARY DATA MANAGEMENT PLAN |
| <input type="checkbox"/> OTHER: | |

GULF COAST ECOSYSTEM RESTORATION COUNCIL
AUTHORIZED OFFICIAL

RECIPIENT AUTHORIZED OFFICIAL

NAME

Justin Ehrenwerth

NAME

Grover C. Robinson

TITLE

Executive Director

TITLE

Chair, Gulf Consortium

SIGNATURE



SIGNATURE

FEDERAL AWARD DATE

June 23, 2016

DATE

RECIPIENT AND COUNCIL PRIMARY CONTACT INFORMATION

RECIPIENT CONTACT

Virginia Delegal
100 S. Monroe Street

Tallahassee, FL 32301
gdelegal@fl-counties.com

RESTORE COUNCIL CONTACT INFORMATION

Joshua Easton
Gulf Coast Ecosystem Restoration Council
500 Poydras Street, Suite 1117
New Orleans, LA 70130
joshua.easton@restorethegulf.gov

SPECIAL AWARD CONDITIONS

1. Prior to any expenditure of funds in the budget for contractual support of the \$100,000 for the Contract Manager, \$50,000 for audit services, or \$1,500,000 for feasibility studies, the recipient will provide the Council with documentation that identifies the contractor, describes the work to be performed, and demonstrates the procurement was made in compliance with Florida procurement statutes and applicable provisions of 2 CFR Part 200. The Council will not release funding for reimbursement of any of these expenditures until the required documentation is provided and accepted by the Council. The following information will be provided as a minimum for each procurement:
 - *Name and DUNS of Contractor.* Identify the name of the contractor and provide the contractor's DUNS number.
 - *Method of Selection.* Identify the method of selection for the contract. If the contract is sole source, include a detailed justification as to why this organization is the only one able to perform the services or how this selection is otherwise in conformance with applicable contracting rules related to non-competitive awards.
 - *Period of Performance.* Specify the beginning and ending dates of the contract.
 - *Scope of Work.* Describe the specific services/tasks to be performed by the contractor and relate them to the accomplishment of project or program objectives. Deliverables should be clearly defined.
 - *Method of Accountability.* Describe how the progress and performance of the contractor will be monitored during and on close of the period of performance. Identify who will be responsible for supervising the contract.
 - *Itemized Budget and Justification.* Provide an itemized budget with appropriate justification. The level of detail required will vary with the complexity of the contract and services to be provided; in general, provide the same level of detail as provided in the contract.
2. The recipient agrees to receive award funds through a reimbursement payment method, in which the Council must approve all requests for payments prior to release of funds. The applicant will receive reimbursement through a two-step process:
 - a. Request reimbursement of funds through the Automated Standard Application for Payments (ASAP) system (ASAP.gov); and
 - b. Submit a reimbursement request for Council approval through RAAMS (<https://raams.restorethegulf.gov>) including information equivalent to that contained in the Standard Form (SF) 270, Request for Advance or Reimbursement, and documentation to

support costs incurred, such as the relevant task orders, contractor's invoices for payment and any applicable contract modifications.

Once the Council approves the reimbursement request, the funds will be made available to the Consortium through the ASAP system.

3. The recipient will not seek any compensation for the approved project from any other funding source, including without limitation the Oil Spill Liability Trust Fund. If the recipient is authorized to make subawards, the recipient will not use RESTORE Act funds to make subawards to fund any activities for which claims were filed with the Oil Spill Liability Trust Fund after July 6, 2012.

FUNDING AUTHORIZATION

Amount of Financial Assistance	Amount of Funding Restriction	Amount of Funding Added to Award	Amount Authorized for ASAP Account	Notes
\$4,640,675.00	\$1,650,000		\$2,990,675	

REPORTING SCHEDULE

Reporting Task	Task Due Date
PSEP Performance Report	10/30/2016 12:00:00 AM
PSEP Performance Report	4/30/2017 12:00:00 AM
PSEP Performance Report	10/30/2017 12:00:00 AM
PSEP Performance Report	4/30/2018 12:00:00 AM
PSEP Final Reports	9/28/2018 12:00:00 AM

MILESTONES

Milestone	Area of Effort	Description	Start Date	Expected Date	Amount	Deliverable
Task 1: Prepare PSEP and Administrative Grant App	Planning	PSEP Preparation and Grant Writing. Deliverables: PSEP and grant application	01/02/2015	04/22/2016	\$50,980.00	Yes
Task 2: Conduct Consortium Goal Setting Workshop	Planning	Facilitation of one-day goal setting workshop for the Consortium to deliberate Florida specific goals, objectives and guiding principles. Deliverables: pre-workshop survey, workshop summary, Workshop Summary Report	03/26/2015	08/26/2015	\$21,560.00	Yes
Task 3: Compile Preliminary Project List	Planning	Develop project screening criteria, project nomination form, conduct county planning workshops as needed, compile preliminary project list. Deliverables: criteria, form, and Preliminary project list	07/01/2016	10/31/2016	\$301,706.00	Yes
Task 4: Screen Attr & Map Preliminary Project List	Planning	Apply screening criteria to the preliminary project list. Attribute and convert into GIS spatial database. Attribution will include: project type, area affected, project benefits, project	09/01/2016	11/30/2016	\$189,010.00	Yes

		costs, leveraging potential, project partners. Deliverables: Refined list with attributions, Map, Technical Memorandum				
Task 5: Gaps, Overlaps and Opportunities Analysis	Planning	Determine if there are substantial gaps in geographic coverage or project type focus. Explore opportunities to combine similar nearby projects. Explore modifications or enhancements that could increase potential and /or streamline regulatory approvals. Deliverable: Recommendations for project enhancements	11/01/2016	12/31/2017	\$150,470.00	Yes
Task 6: Develop Draft Project List and Spatial DB	Planning	Revise and updates preliminary project list and develop GIS spatial database. Deliverables: Technical Memorandum, Map revisions	12/01/2016	01/31/2017	\$116,440.00	Yes
Task 7: Develop Project Evaluation Criteria	Planning	Criteria based on: technical basis and justification, feasibility and leveragability. Separate criteria will be developed for economic projects. Deliverable: draft criteria and Technical Memorandum	02/01/2016	04/30/2016	\$98,400.00	Yes
Task 8: Conduct	Planning	Screen out or modify projects that do not	03/01/2017	06/30/2017	\$303,400.00	Yes

Project Evaluation & Refinement		meet criteria. Refine projects to increase leveragability. Work with counties to fill project information gaps. Deliverables: Final Project List				
Task 9 – Conduct Project Leveraging Analysis	Planning	Develop "Other Grant Sources Inventory". Consult with counties and grant source entities. Link final project list with potential leverage. Prepare Technical Memorandum summarizing leveraging analysis. Deliverables: Other Grant Sources Inventory, Technical Memorandum	07/01/2017	08/31/2017	\$201,310.00	Yes
Task 10 – Develop Strategic Approach & Sequencing	Planning	Develop Project Sequencing and Implementation Strategy. Development of project sequencing schedule that optimizes 15 year payout such that each county is making progress on their respective projects. Development of Strategy that considers multiple alternatives for managing accounting of Spill Impact component funds amongst the 23 counties over the 15 year payout.	09/01/2017	11/30/2017	\$196,800.00	Yes

		Deliverable: Project Sequencing and Implementation Strategy document.				
Task 11 – Prepare Draft SEP	Planning	Prepare draft FSEP document to comply with all informational requirements specified by the Council. Legal review to ensure compliance and consistent with all applicable federal, state and local laws, rules and agreements. Deliverable: draft FSEP.	11/01/2017	01/31/2018	\$328,000.00	Yes
Task 12 – Draft SEP Review & Revisions	Planning	Presentation of draft to Consortium. Submission for review by FDEP and state agencies including Florida Fish and Wildlife Conservation Commission, Department of Economic Opportunity, Department of Transportation, Department of Agriculture and Consumer Services, and Water Management Districts. Comments summarized in a Technical Memorandum and presented to Consortium. Revisions to draft FSEP as appropriate. Deliverables: agenda	02/01/2018	04/30/2018	\$266,500.00	Yes

		item for presentation to Consortium, Technical Memorandum, agenda item for presentation of summary of state agency comment, revision of FSEP for formal adoption.				
Task 13 – Stakeholder Outreach & Public Involvement	Planning	May include development of an online website and portal for submittal and documentation of public comments, facilitation of advertised public meetings with stakeholder and citizen groups. Deliverables: Stakeholder Outreach and Public involvements program, online portal, documentation of public meetings and comments, Technical Memorandum summarizing comments, Agenda item for presentation of public comments to the Consortium.	06/19/2015	05/31/2018	\$246,820.00	Yes
Task 14 – Prepare Final SEP	Planning	Submission of the FSEP to the Governor 90 days prior to submission to the Council. Revise if necessary and resubmit to the Governor. Revisions to reflect Council comments.	06/01/2018	06/30/2018	\$131,200.00	Yes

		Deliverables: draft FSEP reflecting revisions				
Task 15: Planning and Grant Management	Project Oversight and Grants Management	Project oversight, grant reporting, draw requests, etc.	07/01/2016	06/30/2018	\$120,000.00	No
Conceptual Design and Feasibility Studies	Planning	30% project design as needed and as appropriate. Deliverable: 30% design and/or feasibility	07/01/2016	06/30/2018	\$1,500,000.00	Yes
Project Management	Project Oversight and Grants Management	Audit Services, Room rental and AV, Legal Services, SEP Contract Manager	07/01/2016	06/30/2018	\$418,079.00	No

METRICS

Template Name:	Planning, Research, Monitoring
Metric Name:	PRM003 - Management or Governance Planning - # plans developed

# plan activities implemented - Current	0.00
# plan activities implemented - Grant Completion	1.00

Notes:	
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CASH FLOW PROJECTION

From:	To:	Cash Projection:	Running Total:
07/01/2016	09/30/2016	\$229,953.00	\$229,953.00
10/01/2016	03/31/2017	\$1,463,126.00	\$1,693,079.00
04/01/2017	09/30/2017	\$1,096,110.00	\$2,789,189.00
10/01/2017	03/31/2018	\$1,042,800.00	\$3,831,989.00
04/01/2018	06/30/2018	\$808,686.00	\$4,640,675.00

Projection Sum:	\$4,640,675.00
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BUDGET SUMMARY

	Amount
Personnel	\$0.00
Personnel	\$0.00
Fringe Benefits	\$0.00
Travel	\$0.00
Travel	\$0.00
Construction	\$0.00
Construction management/legal expenses	\$0.00
Land, structures, rights-of-way, appraisals, etc.	\$0.00
Relocation expenses and payments	\$0.00
Architectural and engineering fees	\$0.00
Other architectural and engineering fees	\$0.00
Project inspection fees	\$0.00
Site work	\$0.00
Demolition and removal	\$0.00
Construction	\$0.00
Contingencies	\$0.00
Equipment	\$0.00
Equipment	\$0.00
Supplies	\$0.00
Supplies	\$0.00
Other Direct Costs	\$0.00
Other Direct Costs	\$0.00
Miscellaneous	\$0.00
Subrecipients and Contractors	\$4,640,675.00
Subrecipient	\$0.00
Contractor	\$4,640,675.00
Environmental Science Associates, Pre-Award Costs - Negotiated professional services fixed fee contract with ESA consultant team. Tasks 1-2 and partial of 13	\$154,928.00
The Law Firm of Bryant, Miller & Olive, Pre-Award Costs - The Law Firm of Bryant, Miller & Olive which serves as the Leon County Clerk's Office outside legal counsel, prepared the Interlocal Agreement between the parties.	\$4,740.00
SEP Contracts Manager, The Gulf Consortium intends to competitively procure a professional with the skill set to oversee and manage the contracts (such as the ESA Consultant Team) and to properly evaluate individual Work Orders that are periodically submitted. As these tasks actualize through the implementation process, the work effort associated with each task will be negotiated on an individual basis as a series of Work Orders and reviewed and approved by the Gulf Consortium Board of Directors.	\$100,000.00
ESA Planning Grant Management, An element of the original Invitation to Negotiate (ITN) and the subsequent Request for Best and Final Offer (RBAFO)	\$120,000.00

<p>proposals from the ESA Consultant Team was to provide SEP implementation and grant management as an additional service. During the proposal review process ESA added to their team the grant writing and grant management firm of Langton Associates. Therefore, having been properly procured by the Gulf Consortium, Langton Associates of the ESA Consultant Team will provide planning grant management services throughout the duration of the FSEP development process. Services will include coordination with the Council with regard to the grant allocation requests, progress reports, etc., throughout the SEP development process. The services will be provided at a fixed fee basis for twelve months. Fee amounts were calculated based on estimated number of hours to complete all associated tasks at a rate of \$205 per hour.</p>	
<p>Environmental Science Associates, The Consortium will negotiate with the ESA Consultant Team for each specific task utilizing a task order system with a fixed professional fee for each task. For further detail please refer to project narrative description of tasks. Budget is based on a weighted professional hourly rate of \$205 per hour times the estimated number of hours needed to complete each task. (Tasks 3-14)</p>	\$2,447,722.00
<p>Conceptual Design & Feasibility Studies, The Restoration Council approves that conceptual design and feasibility studies are allowable activities under the planning grant; however, they are not requiring that every project in the FSEP be developed to a 30 percent design level. Therefore, \$1,500,000 will be reserved in the planning grant request for those counties desiring to use planning grant funds for project conceptual designs concurrent with the development of the FSEP. The Leon County Board of County Commissioners Office of Financial Stewardship, Purchasing Division will conduct an RFQ process to competitively procure a consultant's services.</p>	\$1,500,000.00
<p>Nabors, Giblin & Nickerson, P.A., Nabors, Giblin & Nickerson, P.A. was competitively selected by a procurement process conducted by Leon County. The firm will provide General Counsel legal services to all SEP activities for a fee "not to exceed" \$150,000 per year, \$90,000 of which will be paid from grant funds. General Counsel recurring Tasks associated directly with the development of the SEP shall include legal research, advice and opinions to the Consortium regarding the following: 1. Procurement and contract negotiation of consultants providing services for the development of the SEP including but not limited to auditors, grant administrators, planners, outreach consultants, fiscal agents, managers and other providers of necessary services; 2. Preparation and interpretation of contracts for services for the development of the SEP; 3. Preparation and administration of grants and grant agreements; 4. Requirements for the development, public notice, submission of the SEP.</p>	\$180,000.00
<p>Audit Services, Estimate based on recent history of similar independent audit contract amounts for similar government grant contracts (ranges between \$23,000 and \$27,000). The Gulf Consortium intends to competitively procure these services through the Leon County Board of County Commissioners Office of Financial Stewardship, Purchasing Division.</p>	\$50,000.00

Audio/Visual and Meeting Room Rental, Pre-Award Costs - Based on actual invoices for conducting seven (7) meetings. The invoices for the seven (7) meetings can be found in PA 4.	\$11,285.00
Audio/Visual and Meeting Room Rental, Based on conducting eighteen (18) meetings at approximately \$4,000 per meeting.	\$72,000.00
Total Direct Costs	\$4,640,675.00
Indirect Charges	\$0.00
Indirect Charges	\$0.00
Total Indirect Costs	\$0.00
Total GCERC Costs	\$4,640,675.00
Co-Funding	\$0.00
Co-Funding	\$0.00
Total Project Costs	\$4,640,675.00
Income	\$0.00
Project (program) income	\$0.00

Budget Narrative

Introduction

The Gulf Consortium was designated as the eligible entity for Florida to receive Spill Impact Component Planning funds and was tasked with developing the State Expenditure Plan. On September 19, 2012, the 23 Florida Gulf Coast counties- from Escambia County in the western panhandle of Florida to Monroe County on the southern tip of Florida-entered into an Interlocal Agreement to formally create the Gulf Consortium to meet the requirements of the RESTORE act.

The Consortium's Board of Directors consists of one representative from each of the 23 county governments of Florida, plus six Appointees from the Governor, for a total of 29 members. The Gulf Consortium is a public body and a unit of local government, with all the duties, powers and authority provided for in the Interlocal Agreement and by Florida law and the RESTORE Act.

The Interlocal Agreement empowered the Consortium to select and engage a manager to administer the operations of the Consortium; perform as the staff of the Consortium, as authorized by the Board; and perform all other administrative duties as directed by the Board in furtherance of the Consortium's duty to develop Florida's SEP. Since its inception, the Consortium has met approximately six times each year and has held many committee meetings to begin developing Florida's State Expenditure Plan. Additionally, the Gulf Consortium entered into a Memorandum of Understanding with the Governor of the State of Florida to establish cooperation for the benefit of all RESTORE activities and appoint six members to the Consortium Board.

From its inception to present, the Consortium has, by contract, used the Florida Association of Counties (FAC) as its interim general administrative and fiscal management support as it began the initial phases of developing Florida's SEP. These initial steps have included the standing up of new local government to fulfill the mandates of the RESTORE Act in Florida; the provision of board services for a statewide board of 29 members; establishing financial controls; and securing services and facilities, mostly on a volunteer and pro bono basis for the Consortium to begin its work to develop Florida's SEP. FAC is NOT requesting grant funding for these services.

In addition, the Consortium, by contract, has used Nabors, Giblin & Nickerson, P.A., (NGN) to provide interim general counsel services to the Board, also in furtherance of completing the startup phases of Florida's SEP development. These services included the provision of legal advice interpreting completely new rules, regulations, and guidelines issued by an equally new federal agency, also created by the RESTORE Act. These services were necessary for the Consortium to begin developing Florida's SEP, and included: advice, counsel and assistance in the Consortium's development and submission of the now-approved Planning SER for Florida. NGN is **NOT** requesting grant funding for these pre-award costs.

Furthermore, a working relationship between the Consortium and Leon County also currently exists. The Consortium entered into an Interlocal Agreement with the Leon County Board of County Commissioners in March 2014 to provide procurement services for the selection of a planning consultant to assist the Consortium in the development of the Florida State Expenditure Plan. The Interlocal Agreement was amended in December 2014 to provide for all goods and services the Consortium may need to develop Florida's SEP, including the provision of procurement assistance for the competitive selection of the permanent, contractual legal services and the permanent, contractual SEP development management services for the Consortium. The Consortium is not requesting grant funding for these pre-award services. The Consortium is requesting grant funding in the amount of \$4,740 to reimburse the Leon County Clerk's Office for fees paid to its outside legal counsel for preparing the Interlocal Agreement to provide financial management services for the Planning Grant. On June 19, 2015 the Consortium entered into an Interlocal Agreement with the Leon County Clerk's Office to provide certain financial management services for implementation of the SEP Grant Application.

The agreements with The Leon County Board of County Commissioners (procurement) and the Leon County Clerk's Office (financial management) were entered into as sole source contracts; however, both local government offices have chosen to provide these services at no cost to the grant. The Leon County Clerk's Office will be reimbursed for actual costs incurred on behalf of the consortium, including Special Counsel Services, like those provided by Bryant, Miller, & Olive for the preparation of the Interlocal Agreement between parties.

All these initial steps were necessary and vital to the standing up of a new local government to fulfill the mandates of the RESTORE Act in Florida; the provision of board services for a statewide board of 29 members; establishing financial controls and securing services and facilities, mostly on a volunteer and pro bono basis for the Consortium to begin its work to develop Florida's SEP.

Process for Selection of the Consultant Team to Develop the Florida SEP

Through a fair and open competitive process conducted by Leon County Board of County Commissioner Office of Financial Stewardship, Purchasing Division.

On March 26, 2014, the Consortium adopted a two-phased selection process to procure the services of a consultant to assist the Consortium in the development of the Florida State Expenditure Plan (FSEP) and Grant Administration services. The decision to procure the services of a consultant was based on two considerations: 1) the Consortium lacked in-house staff resources with the specialized coastal master planning expertise and experience necessary to prepare the FSEP; and 2) it was deemed that an independent consultant could best and most fairly balance the various interests involved in the preparation of the FSEP.

The first phase of the consultant selection process began with Leon County Purchasing issuing an Invitation to Negotiate (ITN) on behalf of the Consortium, followed by the selection of an independent and balanced consultant Evaluation Team that included five highly qualified professionals with diverse experience and expertise, and geographic representation. The Evaluation Team reviewed, analyzed, and ranked the six consultants that submitted ITN responses, recommending four of them to move forward on a short list. The Consortium's Executive Committee met in a public meeting and approved the short list.

On August 21 and 22, 2014, the Evaluation Team interviewed each of the four shortlisted consulting firms. The purpose of the interviews was to elicit more information on each team's approach to the development of the FSEP including the project nomination process, the project evaluation process, the public involvement process, the team's cost proposals, and the additional services the team could provide to add value to the Consortium. Following the interviews, the Executive Committee, also in a public meeting, approved a Request for Best and Final Offer (RBAFO). Leon County Purchasing released the RBAFO to each of the four short-listed firms, and each firm provided a timely response to the RBAFO.

On October 30, 2014, the five-person Evaluation Team met in Tallahassee, in an open, noticed meeting, and evaluated each firm's RBAFO response. Each Evaluation Team member independently filled out four Evaluation Criteria Score Sheets, giving each firm a raw score based on the criteria in the RBAFO. Leon County Purchasing then summed the raw scores and developed ordinal rankings. When the summary scoring results were presented to the Evaluation Team, the Team unanimously recommended the **Environmental Science Associates (ESA)** consultant team because ESA was the highest ranked firm based on both total raw and ordinal scores. The full Consortium approved the consultant selection of the ESA team at its November 17, 2014 board meeting in Tampa. The Gulf Consortium entered into a contract with ESA on March 13, 2015 to prepare a Florida SEP that will be approved by the Gulf Consortium, the Governor, and the Council; and to provide all related services necessary to attain that goal.

Process for Selection of SEP Implementation and Grants Management

An element of the original Invitation To Negotiate (ITN) and the subsequent Request for Best And Final Offer (RBAFO) proposals from the ESA Consultant Team was to provide SEP implementation & grant management as an additional service. In its RBAFO response ESA added to their team the grant writing and grant management firm of Langton Associates.

Therefore, having been properly procured the Gulf Consortium is engaging the services of ESA Subcontractor, Langton Associates, to provide general grant management services during the SEP implementation. For the Grant Management and Financial Controls Tasks to be conducted please refer to **O3**.

Process for Selection of the Permanent Legal Counsel

Through a fair and open competitive process conducted by Leon County Board of County Commissioner Office of Financial Stewardship, Purchasing Division.

The Consortium has fully complied with 2 CFR 200 in the procurement of professional services including the legal services for the Consortium. The Leon County Board of County Commissioner Office of Financial Stewardship, Purchasing Division has completed the process of assisting the Consortium in an open, competitive RFP process to secure contractual legal services for the Consortium. This process included the establishment of an open, transparent Evaluation Team, composed of the Department of Environmental Protection General Counsel; two county attorneys; and two county administrators. That team evaluated, ranked, and recommended an award for the permanent, contractual legal services firm for the Consortium to Nabors, Giblin, Nickerson for an annual fee not to exceed \$150,000.

Process for Selection of the SEP Contracts Manager

The Gulf Consortium intends to engage one professional person or firm with the skill set to oversee and manage the contracts such as the ESA Consultant Team and to properly evaluate Work Orders that are submitted periodically. The selection of this person or firm will be accomplished through a competitive bid process conducted by Leon County Board of County Commissioner Office of Financial Stewardship, Purchasing Division. An alternative strategy may be employed utilizing the Consortium Manager to provide this service.

Pre-Award Activities

Procurement Services by Leon County Board of County Commissioners

Engaged as a sole source contract to assist the Consortium with all procurement services including the procurement of the SEP Development Consultant (ESA Consultant Team) and general legal services (Nabors, Giblin & Nickerson). However, Leon County has decided to provide these services at no cost to the Grant.

ESA Consultant Team Planning Activities

The ESA Consultant Team has been authorized to initiate planning activities during the pre-award period to expedite the development of the Florida State Expenditure Plan. These activities include the following:

- Task 1 – Preparation of the Planning State Expenditure Plan and the Administrative Grant Application to receive planning grant monies.
- Task 2 – Conduct Consortium Goal Setting Workshop: Facilitate a goal setting workshop with the Gulf Consortium to develop and adopt Florida – specific goals and objectives. Held on August 26, 2015 in St. Petersburg, Florida.
- Task 13 – Workshop preparatory meetings with 29 Consortium Board Members through on-site and telephone interviews, survey completion and the analysis of all data from interviews and surveys conducted. A final Workshop Summary Report was produced and presented to the Board for review.

Audio/Visual & Meeting Room Rental

This includes all direct costs of conducting periodic meetings (7) of the Gulf Consortium Board of Directors.

Legal fees for Clerk's Office Planning Grant Fiscal Agent Services Agreement

The Leon County Clerk of the Courts' Office outside legal counsel, Bryant, Miller, & Olive drafted the Interlocal Agreement between the Clerk's Office and the Gulf Consortium. The Sole Source contract was for the Clerk's Office to provide financial management services to the SEP implementation grant. The Clerk's Office will provide the financial management services at no cost to the Gulf Consortium Grant.

Work Order Funding Authorization

It is important to note that funds included in year 1 and 2 represent best cost estimates based on actual budgets from past state and federal contracts for these types of services. As these tasks actualize through the implementation process, the work effort associated with each task will be negotiated on an individual basis as a series of Work Orders with the Gulf Consortium Manager, and reviewed and approved by the Gulf Consortium Board of Directors. This process will ensure that the costs associated with each task are reasonable as the project progresses.

The Council's approval of these budget items should be similar to the process of a Federal Authorization thereby requiring a specific appropriation of these funds based on specific Work Orders with the Consortium and its management team. No Work Orders will be appropriated to exceed the total authorized budget amount for State Expenditure Plan development. However, the Consortium requests flexibility in allocating dollars among the various tasks, as needed and dictated by the demands of project.

PRE-AWARD PERIOD: 8/22/14-4/30/16 = \$170,953

Object Class Categories

f. Contractual

Procurement Services by Leon County Board of County Commissioners	-0-												
Performed by Leon County Board of County Commissioners Office of Financial Stewardship, Purchasing Division. The Gulf Consortium, through an Interlocal Agreement engaged the Leon County Board of County Commissioners and its staff to perform procurement services including the selection of a consultant to prepare the SEP, permanent management, and legal services. Leon County is not charging for these services.													
ESA Consultant Contract Task 1, 2 & 13 (partial)	\$154,928												
Negotiated professional services fixed fee contract with ESA consultant team. The ESA Consultant Team calculated the number of hours necessary to complete each task and applied a weighted (all costs included) professional hourly rate of \$205 per hour to arrive at a fixed fee cost for each task. Therefore, each task will be paid at the fixed fee agreed upon cost regardless of the level of effort contributed by the ESA Consultant Team. This ensures the Consortium will not experience any cost overruns. The ESA Consultant Team will not be responsible for keeping hourly records since all fees are determined on a fixed fee basis and successful outcomes will be based on Task Deliverables outlined in each specific Work Order. Please see the Justification of the Blended Hourly Rate of Professional Services and the invoices for all ESA Consultant Contract pre-award Task Orders included with the application.													
<table border="1"><thead><tr><th>TASK</th><th>DESCRIPTION (HOURS NEEDED TO COMPLETE)</th><th>TASK COST</th></tr></thead><tbody><tr><td>1</td><td>Prepare PSEP and Administrative Grant Application (248 hrs.)</td><td>\$50,980</td></tr><tr><td>2</td><td>Conduct Consortium Goal Setting Workshop (105 hrs.)</td><td>\$21,560</td></tr><tr><td>13</td><td>Workshop Preparatory Meetings and Follow-Up Actions (244 hrs.)</td><td>\$82,388</td></tr></tbody></table>	TASK	DESCRIPTION (HOURS NEEDED TO COMPLETE)	TASK COST	1	Prepare PSEP and Administrative Grant Application (248 hrs.)	\$50,980	2	Conduct Consortium Goal Setting Workshop (105 hrs.)	\$21,560	13	Workshop Preparatory Meetings and Follow-Up Actions (244 hrs.)	\$82,388	
TASK	DESCRIPTION (HOURS NEEDED TO COMPLETE)	TASK COST											
1	Prepare PSEP and Administrative Grant Application (248 hrs.)	\$50,980											
2	Conduct Consortium Goal Setting Workshop (105 hrs.)	\$21,560											
13	Workshop Preparatory Meetings and Follow-Up Actions (244 hrs.)	\$82,388											
Audio/Visual and Meeting Room Rental	\$11,285												
Based on actual invoices for conducting 7 meetings.													

Legal Fees for Clerk's Office Planning Grant Financial Management Services Interlocal Agreement	\$4,740
The Law Firm of Bryant, Miller, & Olive which serves as the Leon County Clerk's Office outside legal counsel, prepared the Interlocal Agreement between the parties. Cost is based on invoice from law firm to Clerk's Office.	

YEAR 1 PERIOD: 5/1/16-4/30/17 = \$2,916,480

Object Class Categories

f. Contractual

SEP Contracts Manager	\$50,000
<p>The Gulf Consortium intends to competitively procure a professional with the skill set to oversee and manage the contracts (such as the ESA Consultant Team) and to properly evaluate individual Work Orders that are periodically submitted. As these tasks actualize through the implementation process, the work effort associated with each task will be negotiated on an individual basis as a series of Work Orders and reviewed and approved by the Gulf Consortium Board of Directors. This process will ensure that the costs associated with each task are reasonable as the project progresses. Upon approval, the consultant team will conduct the Task and then the manager will provide final assessment on whether the Work Order has been completed and should be paid.</p> <p>Scope of services include:</p> <ul style="list-style-type: none">• Oversight to ensure contractors perform in accordance with the terms, conditions and specifications of their contracts and task orders.• Review and approval of Work Orders• Recommend to the Consortium for payment• Skill level in line with wage rate established for ESA work <p>The Leon County Board of County Commissioners Office of Financial Stewardship, Purchasing Division will conduct a competitive procurement process to hire the SEP Contract Manager to conduct the above described scope of duties. An alternative strategy may be employed utilizing the Consortium Manager to provide this service.</p> <p>This engagement will be an hourly-based contract with a not to exceed \$50,000 Annual Fee. The contract is based on an estimate of 244 hours per year at a blended rate of \$205.00 an hour.</p>	

TASK 15 – Planning Grant Management (293 hours)		\$60,000
<p>An element of the original Invitation To Negotiate (ITN) and the subsequent Request for Best And Final Offer (RBAFO) proposals from the ESA Consultant Team was to provide SEP implementation & grant management as an additional service.</p> <p>During the proposal review process ESA added to their team the grant writing and grant management firm of Langton Associates. Therefore, having been properly procured the Gulf Consortium, Langton Associates of the ESA consultant team will provide planning grant management services throughout the duration of the FSEP development process. Services will include coordination with the Council with regard to grant allocation requests, progress reports, etc., throughout the SEP development process.</p> <p>The services will be provided at a fixed fee basis for twelve months. Fee amounts were calculated based on estimated number of hours to complete all associated tasks at a rate of \$205 per hour. This budget breakdown is based off of the competitively bid project Langton Associates completed providing grant management services for the State of Florida and the Department of Housing and Urban Development’s Neighborhood Stabilization Program. The estimated hours spent at this hourly rate for the projected participation breakdown was negotiated on a fixed fee contract and will not increase or change based on scope of work for the predetermined Work Orders.</p>		
Langton Associates Staff in Project Positions	Hourly Rate	Participation Breakdown per Hour of Project Work
Senior Grant Administrator	\$205.00	100%

Contractual Legal Services – Nabors, Giblin, Nickerson		\$90,000
<p>Nabors, Giblin, Nickerson was competitively selected by a procurement process conducted by Leon County. The firm will provide General Counsel legal services to all SEP activities for a fee “not to exceed” \$150,000 per year, \$90,000 of which will be paid from grant funds. General Counsel recurring Tasks associated directly with the development of SEP shall include legal research, advice and opinions to the Consortium regarding the following: 1. Procurement and contract negotiation of consultants providing services for the development of the SEP including but not limited to auditors, grants administrators, planners, outreach consultants, fiscal agents, managers and other providers of necessary services; 2.</p>		

Preparation and interpretation of contracts for services for the development of the SEP; 3. Preparation and administration of grants and grant agreements; and 4. Requirements for the development, public notice, submission of the SEP.

Audio/Visual and Meeting Room Rental	\$32,000
Based on conducting 8 meetings at approximately \$4,000 per meeting.	

Audit Services	\$25,000
Estimate based on recent history of similar independent audit contract amounts for similar government grant contracts (ranges between \$23,000 and \$27,000). The Gulf Consortium intends to competitively procure these services through the Leon County Board of County Commissioners Office of Financial Stewardship, Purchasing Division.	

ESA Consultant Team Tasks 3-8		\$1,159,480	
<p>The Consortium will negotiate with the ESA team for each specific task utilizing a task order system with a fixed professional fee for each task. For further detail please refer to project narrative description of tasks. Budget is based on a weighted professional hourly rate of \$205 an hour times the estimated number of hours needed to complete each task. Each task will be paid at the fixed fee negotiated professional services contract rate with ESA consultant team. The ESA Consultant Team calculated the number of hours necessary to complete each task and applied a weighted (all overhead costs and profit included) professional hourly rate of \$205 per hour to arrive at a fixed fee cost for each task. Therefore, each task will be paid at the fixed fee agreed upon cost, regardless of the level of effort contributed by the ESA Consultant Team. This ensures the Consortium will not experience any cost overruns. The ESA Consultant Team will not be responsible for keeping hourly records since all fees are determined on a fixed fee basis and successful outcomes will be based on Task Deliverables outlined in each specific Work Order.</p>			
Task 3	Compile the Preliminary Project List (1,472 hours) = \$301,760	Hours	Amount @ \$205
3.1	Develop project screening criteria	48	\$9,840
3.2	Develop standard project nomination form	48	\$9,840
3.3	Distribute and review form with each county	88	\$18,040
3.4	Review submitted project nomination forms	92	\$18,860
3.5	Conduct project planning workshops	1104	\$226,320
3.6	Compile preliminary project list	92	\$18,860

Task 4	Screen, Attribute & Map Preliminary Project Lists and Leveraging Opportunities (922 hours) = \$189,010	Hours	Amount @ \$205
4.1	Apply screening criteria to preliminary project list	80	\$16,400
4.2	Review and attribute preliminary project list	240	\$49,200
4.3	Compile preliminary project list into a GIS spatial database	340	\$69,700
4.4	Prepare GIS maps series of preliminary project list	158	\$32,390
4.5	Prepare Technical Memorandum summarizing preliminary project list	80	\$16,400
4.6	Prepare agenda item and present preliminary project list to the Consortium	24	\$4,920
Task 5	Perform Gaps, Overlaps & Opportunities Analysis (734 hours) = \$150,470	Hours	Amount @ \$205
5.1	Conduct gaps and overlaps analysis	48	\$9,840
5.2	Evaluate opportunities to improve project cost-effectiveness	144	\$29,520
5.3	Conduct preliminary research on leveraging sources	80	\$16,400
5.4	Evaluate opportunities to increase leveraging and streamline regulatory approvals	174	\$35,670
5.5	Consult with individual counties to modify their preliminary project concepts	288	\$59,040
Task 6	Develop Screened Project List & Spatial Database (568 hours) = \$116,440	Hours	Amount @ \$205
6.1	Develop the draft project list	176	\$36,080
6.2	Revise GIS spatial database and map series	288	\$59,040
6.3	Prepare Technical Memorandum summarizing draft project list and database	80	\$16,400
6.4	Prepare agenda item and present draft project list to the Consortium	24	\$4,920
Task 7	Develop Project Evaluation Criteria (480 hours) = \$98,400	Hours	Amount @ \$205
7.1	Develop draft project evaluation criteria for environmental projects	120	\$24,600
7.2	Develop draft project evaluation criteria for economic projects	120	\$24,600
7.3	Consult with individual counties to obtain feedback on draft evaluation criteria	136	\$27,880
7.4	Prepare Technical Memorandum summarizing draft project evaluation criteria	80	\$16,400
7.5	Prepare agenda item and present draft project evaluation criteria to the Consortium	24	\$4,920

Task 8	Conduct Project Evaluation & Refinement (1,480 hours) = \$303,400	Hours	Amount @ \$205
8.1	Apply approved project evaluation criteria to draft project list	136	\$27,880
8.2	Consult with individual counties to improve and refine their projects	1044	\$214,020
8.3	Develop final project list	196	\$40,180
8.4	Prepare Technical Memorandum summarizing final project list.	80	\$16,400
8.5	Prepare agenda item and present final project list to the Consortium	24	\$4,920

Optional Services – Conceptual Design & Feasibility Studies	\$1,500,000
<p>The Restoration Council approves that conceptual design and feasibility studies are allowable activities under the planning grant; however, they are not requiring that every project in the FSEP be developed to a 30 percent design level. Therefore, \$1,500,000 will be reserved in the planning grant request for those counties desiring to use planning grant funds for project conceptual designs concurrent with the development of the FSEP. This budget amount was derived by assuming \$50,000 in conceptual design costs for each of 30 projects. Each design and study will be individually engaged on an “as indicated and need basis.” Each engagement will be contracted for on a fixed fee basis. The totality of the design and study costs will not exceed \$1,500,000. It should be noted that this reserved amount will not be included in ESA consultant team contract as it is not directly related to the development of the FSEP.</p> <p>The Leon County Board of County Commissioners Office of Financial Stewardship, Purchasing Division will conduct an RFQ process to competitively procure a consultant’s services. The purchasing policy of the Consortium establishes the procurement requirements for the Board, and incorporates by reference, the Leon County Board of County Commissioners Office of Financial Stewardship, Purchasing Division purchasing policy. Section 5.09 of the Leon County policy describes the process for procuring professional engineering services, in accordance to the State's statutory requirements in the Competitive Consultant Negotiation Act (CCNA).</p>	

YEAR 2 PERIOD: 5/1/17-4/30/18 = \$1,553,242

Object Class Categories

f. Contractual

SEP Contracts Manager	\$50,000
<p>The Gulf Consortium intends to competitively procure a professional with the skill set to oversee and manage the contracts (such as the ESA Consultant Team) and to properly evaluate individual Work Orders that are periodically submitted. As these tasks actualize through the implementation process, the work effort associated with each task will be negotiated on an individual basis as a series of Work Orders and reviewed and approved by the Gulf Consortium Board of Directors. This process will ensure that the costs associated with each task are reasonable as the project progresses. Upon approval, the consultant team will conduct the Task and then the manager will provide final assessment on whether the Work Order has been completed and should be paid.</p> <p>Scope of services include:</p> <ul style="list-style-type: none">• Oversight to ensure contractors perform in accordance with the terms, conditions and specifications of their contracts and task orders.• Review and approval of Work Orders• Recommend to the Consortium for payment• Skill level in line with wage rate established for ESA work <p>The Leon County Board of County Commissioners Office of Financial Stewardship, Purchasing Division will conduct a competitive procurement process to hire the SEP Contract Manager to conduct the above described scope of duties. An alternative strategy may be employed utilizing the Consortium Manager to provide this service.</p> <p>This engagement will be an hourly-based contract with a not to exceed \$50,000 Annual Fee. The contract is based on an estimate of 244 hours per year at a blended rate of \$205.00 an hour.</p>	

TASK 15 – Planning Grant Management (293 hours)	\$60,000
<p>An element of the original Invitation To Negotiate (ITN) and the subsequent Request for Best And Final Offer (RBAFO) proposals from the ESA Consultant Team, was to provide SEP implementation & grant management as an additional service.</p>	

During the proposal review process ESA added to their team the grant writing and grant management firm of Langton Associates. Therefore, having been properly procured the Gulf Consortium, Langton Associates of the ESA consultant team will provide planning grant management services throughout the duration of the FSEP development process. Services will include coordination with the Council with regard to grant allocation requests, progress reports, etc., throughout the SEP development process.

The services will be provided at a fixed fee basis for twelve months. Fee amounts were calculated based on estimated number of hours to complete all associated tasks at a rate of \$205 per hour. This budget breakdown is based off of the competitively bid project Langton Associates completed providing grant management services for the State of Florida and the Department of Housing and Urban Development's Neighborhood Stabilization Program. The estimated hours spent at this hourly rate for the projected participation breakdown was negotiated on a fixed fee contract and will not increase or change based on scope of work for the predetermined Work Orders.

Langton Associates Staff in Project Positions	Hourly Rate	Participation Breakdown per Hour of Project Work
Senior Grant Administrator	\$205.00	100%

Contractual Legal Services – Nabors, Giblin, Nickerson	\$90,000
<p>Nabors, Giblin, Nickerson was competitively selected by a procurement process conducted by Leon County. The firm will provide General Counsel legal services to all SEP activities for a fee “not to exceed” \$150,000 per year, \$90,000 of which will be paid from grant funds. General Counsel recurring Tasks associated directly with the development of SEP shall include legal research, advice and opinions to the Consortium regarding the following: 1. Procurement and contract negotiation of consultants providing services for the development of the SEP including but not limited to auditors, grants administrators, planners, outreach consultants, fiscal agents, managers and other providers of necessary services; 2. Preparation and interpretation of contracts for services for the development of the SEP; 3. Preparation and administration of grants and grant agreements; and 4. Requirements for the development, public notice, submission of the SEP.</p>	

Audio/Visual and Meeting Room Rental	\$40,000
Based on conducting 10 meetings at approximately \$4,000 per meeting	

Audit Services	\$25,000
Estimate based on recent history of similar independent audit contract amounts for similar government grant contracts (ranges between \$23,000 and \$27,000). The Gulf Consortium intends to competitively procure these services through the Leon County Board of County Commissioners Office of Financial Stewardship, Purchasing Division.	

ESA Consultant Team Tasks 9-14	\$1,288,242		
<p>The Consortium will negotiate with the ESA team for each specific tasks utilizing a task order system with a fixed professional fees for each task. For further detail please refer to project narrative description of tasks. Budget is based on a weighted professional hourly rate of \$205 an hour times the estimated number of hours needed to complete each task. Each task will be paid at the fixed fee negotiated professional services contract rates with ESA Consultant Team. The ESA Consultant Team calculated the number of hours necessary to complete each task and applied a weighted (all overhead costs and profit included) professional hourly rate of \$205 per hour to arrive at a maximum fixed fee cost for each task. Therefore, each task will be paid at the fixed fee agreed upon cost. This ensures the Consortium will not experience any cost overruns. The ESA Consultant Team will not be responsible for keeping hourly records since all fees are determined on a fixed fee basis and successful outcomes will be based on Task Deliverables.</p>			
Task 9	Conduct Project Leveraging Analysis (982 hours) = \$201,310	Hours	Amount @ \$205
9.1	Develop an <i>Other Grant Sources Inventory</i> document	352	\$72,160
9.2	Consult with individual counties and grant source entities	366	\$75,030
9.3	Link the final project list with potential leveraged funding sources	160	\$32,800
9.4	Prepare Technical Memorandum summarizing the leveraging analysis	80	\$16,400
9.5	Prepare agenda item and present results of the leveraging analysis to the Consortium	24	\$4,920

Task 10	Develop Project Sequencing & Implementation Strategy (960 hours) = \$196,800	Hours	Amount @ \$205
10.1	Consult with individual counties regarding project implementation and grant readiness	552	\$113,160
10.2	Develop project sequencing schedule over the 15-year payout period	184	\$37,720
10.3	Prepare the <i>Project Sequencing & Implementation Strategy</i> document	200	\$41,000
10.4	Prepare agenda item and present recommended strategy to the Consortium	24	\$4,920
Task 11	Prepare Draft FSEP (1,600 hours) = \$328,000	Hours	Amount @ \$205
11.1	Prepare draft FSEP document	1120	\$229,600
11.2	Conduct legal review	400	\$82,000
11.3	Incorporate legal recommendations and revise Draft FSEP	80	\$16,400
Task 12	Draft FSEP Review & Revisions (1,300 hours) = \$266,500	Hours	Amount @ \$205
12.1	Prepare agenda item and present Draft FSEP to the Consortium	64	\$13,120
12.2	Submit and present Draft FSEP to the FDEP	36	\$7,380
12.3	Coordinate with FDEP and other reviewing state agencies	360	\$73,800
12.4	Prepare Technical Memorandum summarizing comments from state agencies	80	\$16,400
12.5	Prepare agenda item and present summary of state agency comments to the Consortium	40	\$8,200
12.6	Revise the Draft FSEP as directed by the Consortium for formal adoption	720	\$147,600
Task 13	Stakeholder Outreach & Public Involvement (802 hours) = \$164,432	Hours	Amount @ \$205
13.1	Develop Stakeholder Outreach and Public Involvement program document	64	\$13,120
13.2	Develop online portal for public review and posting of comments	72	\$14,760
13.3	Facilitate advertised public meetings with various stakeholders and citizen groups	480	\$98,400
13.4	Compile stakeholder feedback and public comments	122	\$25,010
13.5	Prepare Technical Memorandum summarizing public comments	40	\$8,200
13.6	Prepare agenda item and present summary of public comments to the Consortium	24	\$4,920

Task 14	Prepare Final SEP (640 hours) = \$131,200	Hours	Amount @ \$205
14.1	Prepare the Final FSEP document with incorporated feedback	408	\$83,640
14.2	Present summary of the Final FSEP to the Consortium, the Governor, and the Council	48	\$9,840
14.3	Submit Final FSEP to FDEP and Governor for approval and formal Council submission	24	\$4,920
14.3	Liaison and coordination with Governor and Council	80	\$16,400
14.5	Produce final and hard and electronic copies for distribution	80	\$16,400

Project Narrative

Introduction

This document constitutes the revised Administrative Grant Application for a planning grant to prepare the State of Florida's State Expenditure Plan. It has been prepared to meet or exceed the requirements for Administrative Grant Applications set forth in the *Announcement for Spill Impact Component Planning Grants*, Funding Opportunity #GCC-GRANT-SEP-15-001 (December, 2014) and the *Gulf Coast Ecosystem Restoration Council Recipient Proposal and Award Guide for Grant Recipients and Federal Interagency Agreement Servicing Agencies Recipient Guidance Manual version 1.01 (12-21-2015)*. Pursuant to direction provided in these guidance documents, the application process for planning grants is organized into two phases: 1) the submission of a Planning State Expenditure Plan by Florida's member of the Gulf Coast Ecosystem Restoration Council (Council) which must be approved by the Chairperson of the Council; and 2) the submission of all required administrative grant application materials by the responsible entity.

The State of Florida submitted its Planning State Expenditure Plan to the Council on April 2, 2015, and the Chairperson of the Council subsequently approved it on May 21, 2015. The State of Florida subsequently submitted its Administrative Grant Application addressing the requirements of the second phase of this process on September 24, 2015. Due to subsequent changes in the proposed Florida SEP development process revisions to the original Administrative Grant Application, as provided herein, were deemed necessary. Therefore, this document constitutes the revised Administrative Grant Application for a planning grant to prepare the State of Florida's SEP, and supplants the original Administrative Grant Application submitted on September 24, 2015.

Responsible Entity

The Gulf Consortium (Consortium) is the designated entity responsible for the development of the Florida SEP, as recognized in the Resources and Ecosystems Sustainability, Tourist Opportunities, and Revived Economies of the Gulf Coast States Act of 2012 (RESTORE Act) and subsequent rulemaking. The Consortium is a public entity created in October 2012 through an Interlocal Agreement between Florida's 23 Gulf Coast counties - from Escambia County in the western panhandle of Florida to Monroe County on the southern tip of Florida - to meet the requirements of the RESTORE Act.

The Consortium's Board of Directors consists of one representative from each of those county governments and six persons appointed by the Governor, for a total of 29 board members. Since its inception, the Consortium has met more or less every other month and has held numerous committee meetings to begin developing Florida's SEP. The points of contact for the Consortium are as follows:

Executive

Grover Robinson, IV, Chairman
Gulf Consortium
100 South Monroe Street
Tallahassee, Florida 32301
T: (850) 922-4300
F: (850) 488-7501
Email: gcrobins@co.escambia.fl.us

Administrative

Scott Shalley, Executive Director
Florida Association of Counties
100 South Monroe Street
Tallahassee, Florida 32301
T: (850) 922-4300
F: (850) 488-7501
Email: sshalley@fl-counties.com

To formalize the role of the Consortium, Florida Governor Rick Scott who, pursuant to the RESTORE Act, is Florida's member on the Council, and the Consortium entered into a Memorandum of Understanding (MOU) on June 12, 2013 to establish the Consortium's process of coordinating with the Governor's office on the Consortium's development of the Florida SEP.

The MOU recognizes that the RESTORE Act directs the Consortium to develop the Florida SEP. Furthermore, the MOU provides for the coordinated review and input by the Florida Department of Environmental Protection, the Water Management Districts, other applicable state agencies, and the Governor during the development of the Florida SEP. In addition, the MOU requires the Consortium to conduct its activities with full transparency and adhere to all legal requirements including, but not limited to, those relating to open meetings, public records, contracting, audits, and accountability. Finally, the MOU requires the Consortium to meet the following minimum requirements in selecting and prioritizing projects, programs, and other activities for inclusion in the Florida SEP:

- A review for consistency with the applicable laws and rules;
- Prioritization based on criteria established by the Consortium;
- Consideration of public comments; and
- Approval by an affirmative vote of at least a majority of the Consortium Directors present at a duly noticed public meeting of the Consortium.

Upon final review and approval, the Governor is responsible for the formal transmittal of the Florida SEP to the Council.

In addition to the above minimum requirements set forth in the MOU, the RESTORE Act in 33 U.S.C. 1321(t)(3)(B)(i)(I)-(III) specifies that State Expenditure Plans must meet the following criteria:

- All projects, programs, and activities included in the State Expenditure Plan are eligible activities.
- The projects, programs, and activities included in the State Expenditure Plan contribute to the overall ecological and economic recovery of the Gulf Coast.
- The State Expenditure Plan takes into consideration the Council's Comprehensive Plan and is consistent with the goals, objectives and commitments of the Comprehensive Plan.

From its inception to present, the Consortium has, by contract, used the Florida Association of Counties (FAC) to provide interim general administrative and fiscal management support, as it began in the initial phases of developing the Florida SEP. These initial steps have included the standing up of a new local government to fulfill the mandates of the RESTORE Act in Florida; the provision of board services for a statewide board of 29 members; establishing financial controls; and securing services and facilities, mostly on a voucher and pro bono basis for the Consortium to begin its work to develop the Florida SEP.

The Gulf Consortium has no taxing authority and receives no appropriations from the Florida Legislature. To date, the operations of the Consortium, including contract services and the initial phases of development of the Florida's SEP, have all been funded by way of contributions: Monetary contributions by the Consortium counties, totaling no more than \$147,550 in any given year, and through in-kind uncompensated services by the Florida Association of Counties, Leon County and Nabors, Giblin & Nickerson, P.A.

In addition, the Consortium, by contract, has used Nabors, Giblin & Nickerson, P.A., to provide interim general counsel services to the Board, also in furtherance of completing the startup phases of the Florida SEP development. These services included the provision of legal advice interpreting completely new rules, regulations, and guidelines issued by an equally new federal agency, also created by the RESTORE Act. These services were necessary for the Consortium to begin developing the Florida SEP, and included: advice, counsel and assistance in the Consortium's development and submission of the now-approved Planning SEP for Florida.

Furthermore, a working relationship between the Consortium and Leon County also currently exists. The Consortium entered into an Interlocal Agreement with the Leon County Board of County Commissioners in March 2014 to provide procurement services for the selection of a consultant to assist the Consortium in the development of the Florida SEP. The Interlocal Agreement was amended in December 2014 to provide for all goods and services the Consortium may need to develop the Florida SEP, including the provision of procurement assistance for the competitive selection of the permanent, contractual legal services and the permanent, contractual management services for the Consortium.

Selection of SEP Development Consultant

On March 26, 2014, the Consortium adopted a two-phased selection process to procure the services of a consultant to assist the Consortium in the development of the Florida SEP and Grant Administration services. The decision to procure the services of a consultant was based on two considerations: 1) the Consortium lacked in-house staff resources with the specialized coastal master planning, science and engineering expertise, and the experience necessary to prepare the Plan; and 2) it was determined that an independent consultant could best and most fairly balance the various interests involved in the preparation of the Florida SEP.

The first phase of the consultant selection process began with Leon County Purchasing issuing an Invitation to Negotiate (ITN) on behalf of the Consortium, followed by the selection of an independent and balanced consultant Evaluation Team that included five highly qualified

professionals with diverse experience and expertise, and geographic representation. The Evaluation Team reviewed, analyzed, and ranked the six consultants that submitted ITN responses, recommending four of them to move forward on a short list. The Consortium's Executive Committee met in a public meeting and approved the short list.

On August 21 and 22, 2014, the Evaluation Team interviewed each of the four shortlisted consulting firms. The purpose of the interviews was to elicit more information on each team's approach to the development of the Florida SEP including the project nomination process, the project evaluation process, the public involvement process, the team's cost proposals, and the additional services the team could provide to add value to the Consortium. Following completion of the interviews the Executive Committee, also in a public meeting, approved a Request for Best and Final Offer (RBAFO). Leon County Purchasing released the RBAFO to each of the four shortlisted firms, and each firm provided a timely response to the RBAFO.

On October 30, 2014, the five-person Evaluation Team met in Tallahassee, in an open, noticed meeting, and evaluated each firm's RBAFO response. Each Evaluation Team member independently filled out four Evaluation Criteria Score Sheets, giving each firm a raw score based on the criteria in the RBAFO. Leon County Purchasing then summed the raw scores and developed ordinal rankings. When the summary scoring results were presented to the Evaluation Team, the Team unanimously recommended the **Environmental Science Associates (ESA)** team because ESA was the highest ranked firm based on both total raw and ordinal scores. The full Consortium approved the consultant selection of the ESA team at its November 17, 2014 board meeting in Tampa. The Gulf Consortium entered into a contract with ESA on March 13, 2015 to prepare a Florida SEP that will be approved by the Gulf Consortium, the Governor, and the Council; and to provide all related services necessary to attain that goal.

In light of policy decisions made at the Gulf Consortium's Board Meeting of November 17, 2015 to establish a predetermined geographic allocation of Spill Impact Component Funds pursuant to an "even-steven" or equal distribution of funds among the 23 Gulf Consortium Counties, revisions to the SEP development process are necessary. This change in direction reflects a movement from a "County-Independent" process to a "County-Driven" process and brings with it certain advantages and changes to the overall SEP development process.

The Gulf Consortium Board of Directors at their April 21, 2016 meeting considered and approved a modification of ESA's contract including the scope of work, specific tasks and allocation of the budget line items. Those contract modification elements are reflected in the following project and budget narratives.

Pre-Award Activities

In its RBAFO response, the ESA consultant team proposed a Florida SEP (FSEP) development process that was broken down into four phases:

- Phase I - Project Funding & Goal Setting;
- Phase II - Project Nomination;
- Phase III - Project Evaluation; and
- Phase IV - FSEP Development.

The ESA consultant team initiated work on Phase I in March 2015 with the preparation of the Planning State Expenditure Plan. The State of Florida submitted its Planning State Expenditure Plan to the Council on April 2, 2015, and the Chairperson of the Council subsequently approved it on May 21, 2015. Shortly thereafter, the ESA consultant team began preparation of the Administrative Grant Application, which was subsequently submitted to the Council on September 24, 2015. Since that time the Consortium and the ESA consultant team have been responding to Council comments on the original Administrative Grant Application.

Concurrently, the ESA consultant team initiated planning and preparation for a facilitated goal setting workshop with the Gulf Consortium, which was held on August 26, 2015. At its November 17, 2015 meeting the Gulf Consortium formally voted on the three primary issues discussed at the August 26, 2015 goal setting workshop. With these votes the Consortium formally approved the following:

- Adoption of the Restoration Council's Comprehensive Plan goals and objectives to serve as the framework for the FSEP, with the addition of a new eighth objective for the Florida SEP specifically addressing economic recovery.
- Decision to not establish predetermined project type allocations of Spill Impact Component funds for environmental versus economic projects to be included in the FSEP.
- Decision to establish a predetermined geographic allocation of Spill Impact Component funds pursuant to an "even-steven" or equal distribution of funds among the 23 counties.

The decision regarding a predetermined geographic allocation of Spill Impact Component funds essentially changes the FSEP development approach from a "County-Independent" process to a "County-Driven" process. This change brings with it certain advantages, including:

- Ensures that every Florida Gulf Coast county will actively participate in, and benefit from, the implementation of the FSEP by directing the use of its equal funding allocation towards county-proposed projects and/or county-supported projects proposed by other entities (e.g., National Estuary Programs; Water Management Districts, etc.).
- Provides more predictable programming and budgeting conditions for each county;

- Minimizes competition among counties and projects for funding, allowing counties to focus on plan development and to work more collaboratively; and
- Potentially streamlines the FSEP development process.

In addition, by working together to develop an integrated FSEP that is tied together thematically and, where appropriate, regionally, the Consortium and 23 counties will be able to:

- Gain more rapid and comprehensive support and approval of the FSEP and individual projects from the Governor's Office and the Restoration Council; and
- Maximize the ability to attract leveraged funds from other applicable funding sources including the Direct Component (Pot 1), the Council Selected Component (Pot 2), Florida Natural Resource Damages (NRD) funds, the Gulf Environmental Benefit Fund (NFWF), and others.

A County-driven FSEP development process necessitates the following changes to the approach originally proposed by the ESA consultant team:

- Changes the starting point for identifying potential projects from the Florida Department of Environmental Protection's online portal to the individual counties or to groups of counties working together and/or with other agencies;
- Eliminates the need to develop a separate online portal to solicit new project concepts from stakeholders;
- Modifies the project evaluation process from detailed benefit/cost analysis of multiple projects to conceptual design and feasibility reviews of proposed county projects;
- Alters the priority project ranking process from the inclusion/exclusion of projects to the temporal sequencing of projects, based on grant-readiness, leveragability, and other factors;
- Reduces the level of effort and shifts the focus of the public involvement program primarily to the review of the draft FSEP, to be conducted in Phase IV (FSEP development).

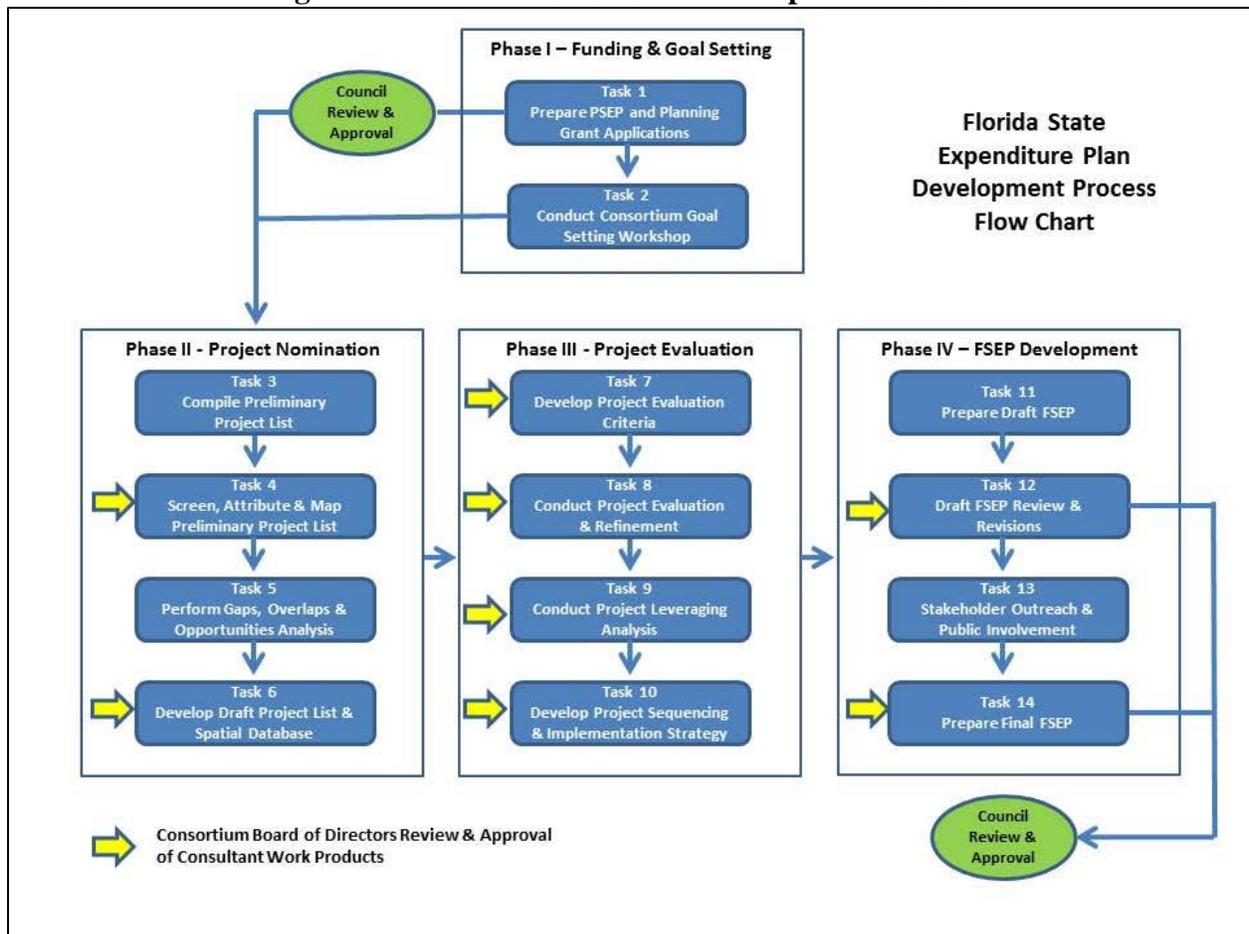
It should be noted that with the submittal and subsequent approval of the Planning State Expenditure Plan by the Council in May 2015, the completion of the Consortium Goal Setting Workshop in August 2015, and the submittal of this revised Administrative Grant Application, Phase I (Funding & Goal Setting) of the FSEP development process has been completed. Therefore, all work efforts and expenditures associated with Phase I now constitute Pre-Award Activities to be reimbursed with planning grant funds. Upon approval of this Administrative Grant Application by the Council the FSEP development process will move into Phase II (Project Nomination).

Revised FSEP Development Process

In response to the Consortium’s direction, the ESA consultant team has developed a revised FSEP development process that accommodates the changes described above. The revised process still involves the same four phases; however, the tasks in Phases II, III, and IV have been modified, and the level of effort and costs associated with each has been updated accordingly. The schedule to develop the FSEP under the revised process is still estimated to be 24 months from the date of grant award. Finally, the revised approach will still exceed the minimum requirements set forth in the MOU, and will be consistent with the criteria specified in the RESTORE Act and the Council’s Comprehensive Plan.

The revised process flow chart of the development of the FSEP is shown in Figure 1.

Figure 1 - Revised Florida SEP Development Process



The tasks under each phase of the revised FSEP development process are described below. Tasks are organized under three funding cycle categories: pre-award activities; year-one activities; and

year-two activities. A breakout of the ESA Consultant Team contract by task and budget year can be found in the Budget Narrative.

Pre-Award Activities

Phase I – Funding and Goal Setting

Task 1 – Prepare Planning State Expenditure Plan and Administrative Grant Application

This task involved the preparation of the Planning State Expenditure Plan (PSEP) for the State of Florida, submittal of the PSEP to the Council for review, and coordination with the Council to obtain approval of the PSEP. This task also included the preparation of the Administrative Grant Application (AGA) for a planning grant, submittal of the AGA to the Council for review, and subsequent responses to requests for clarification and additional information from the Council. This task also included all meetings, teleconferences, and subsequent revisions to the original AGA as needed to obtain grant award by the Council. Subtasks included the following:

- 1.1 Prepare the PSEP.
- 1.2 Obtain approval by Gulf Consortium.
- 1.3 Submit PSEP to RESTORE Council.
- 1.4 Liaison and negotiate with Council for approval.
- 1.5 Prepare the AGA.
- 1.6 Obtain approval from Gulf Consortium.
- 1.7 Submit AGA to RESTORE Council for formal review.
- 1.8 Liaison and negotiate with Council for approval.

Task 2 – Conduct Consortium Goal Setting Workshop

This task involved the facilitation of a one-day goal setting workshop with the Gulf Consortium Board of Directors to deliberate on Florida-specific goals, objectives, and guiding principles for the Florida SEP. In addition, this workshop addressed two key questions: 1) should there be a pre-determined geographic allocation of funds; and 2) should there be a pre-determined allocation of funds for environmental vs. economic projects. The workshop was held on August 26, 2015 in St. Petersburg, Florida. This task also included: extensive pre-workshop interviews with all Consortium Directors; the development and distribution of a pre-workshop survey and supporting informational materials; analysis of survey results and development of summary workshop presentations. Finally, this task involved the development of a final summary report of the workshop proceedings, as well as an action item agenda for the subsequent November 17, 2015 Consortium meeting where formal decisions were voted on. Subtasks included the following:

- 2.1 Develop pre-workshop survey for Consortium Directors.
- 2.2 Conduct interviews with Consortium Directors.
- 2.3 Analyze survey results.

- 2.4 Conduct 8-hour Goal Setting Workshop.
- 2.5 Produce final Workshop Summary Report.
- 2.6 Prepare agenda item and present a summary brief to the Consortium for approval.

Year-One Activities

Phase II – Project Nomination

Task 3 - Compile Preliminary Project Concept List

The ESA consultant team will prepare general screening criteria, to be approved by the Gulf Consortium and used as the guiding criteria throughout the preliminary project list development process. A standard project nomination form will be distributed, along with the screening criteria and other guidance materials, to assist the counties in identifying potential project concepts and develop the preliminary project list. The 23 counties will utilize these materials to submit their preliminary project concepts for review. It is important to note that the submittal of project concepts at this stage is totally non-binding for the counties. Project concepts proposed by the individual counties could include:

- Environmental and economic projects identified as part of County Direct Component activities through coordination with local RESTORE Act citizen and stakeholder committees
- Environmental projects identified in existing coastal resource and watershed management plans (e.g., National Estuary Program CCMPs; Water Management District SWIM Plans, etc.).
- Applicable County projects identified in Capital Improvement Programs or other County economic development initiatives.

The ESA consultant team will review the submitted materials and then meet with each of the 23 counties, as requested, to assist them in identifying and/or prioritizing their preliminary project concepts, and in finalizing their project nomination forms. In addition, if requested, the ESA consultant team will facilitate regional discussions and assist in identifying potential shared interests, goals, themes, and collaborative opportunities through the Spill Impact Component. These discussions will include assistance and advice on the potential for leveraging and partnering in order to maximize the efficient use of dollars and the cumulative benefits of all projects ultimately included in the FSEP.

Upon submittal of revised project nomination forms and project concepts from each of the counties, the ESA consultant team will compile the preliminary project list which represents the first cut of project concepts for potential inclusion in the FSEP. Subtasks include the following:

- 3.1 Develop project screening criteria.
- 3.2 Develop standard project nomination form.
- 3.3 Distribute and review form and criteria with each county.
- 3.4 Review submitted project nomination forms.
- 3.5 Conduct county project planning workshops.
- 3.6 Compile the preliminary project list.

Task 4 - Screen, Attribute and Map the Preliminary Project List

The ESA consultant team will apply the screening criteria to the preliminary project list which may eliminate some projects that are not eligible for RESTORE Act funding or otherwise inconsistent with the goals, objectives and guiding principles adopted by the Consortium. The remaining projects will be attributed and converted into a GIS spatial database. Attribution will include such parameters as: project type; area affected by the project; project benefits; project costs; leveraging potential; project partners; etc. In addition, the screened preliminary project list will be digitized (e.g., project type; area affected; project cost; etc.) so that the full range and scope of the preliminary project list can be visually depicted in a map series. The screened preliminary project list will be mapped and summarized in a Technical Memorandum, and presented to the Consortium for discussion. Subtasks include the following:

- 4.1 Apply the screening criteria to preliminary project list.
- 4.2 Review and attribute preliminary project list.
- 4.3 Compile preliminary project list into a GIS spatial database.
- 4.4 Prepare GIS maps series of preliminary project list.
- 4.5 Prepare Technical Memorandum.
- 4.6 Prepare agenda item and present preliminary project list to the Consortium.

Task 5 - Perform Gaps, Overlaps, and Opportunities Analysis

The ESA consultant team will conduct an analysis of the preliminary project list to determine if there are substantial gaps in geographic coverage or project type focus. In addition, this analysis will explore opportunities to combine similar nearby projects into larger single projects to improve cost-effectiveness; as well as, opportunities to modify or enhance projects in ways that will increase leveraging potential and/or streamline regulatory approvals. The ESA consultant team will work with individual counties to update and/or revise their preliminary project concepts accordingly. Subtasks include the following:

- 5.1 Conduct gaps and overlaps analysis.
- 5.2 Evaluate opportunities to improve project cost-effectiveness.
- 5.3 Conduct preliminary research on leveraging sources.
- 5.4 Evaluate opportunities to increase leveraging and streamline regulatory approvals.

5.5 Consult with individual counties to modify their preliminary project concepts.

Task 6 - Develop the Draft Project List and Spatial Database

Based on input from the Consortium and the individual counties received in Tasks 4 and 5, respectively, the ESA consultant team will revise and update the preliminary project list and develop the draft project list and associated GIS spatial database. The draft project list will be mapped, and summarized in a Technical Memorandum, and presented to the Consortium for review and approval. Based on input from the Consortium, the draft project list and spatial database may be further revised. Upon Consortium approval, the draft project list will represent the universe of projects that will be taken into Phase III – Project Evaluation. Subtasks include the following:

- 6.1 Develop the draft project list;
- 6.2 Revise GIS spatial database;
- 6.3 Prepare Technical Memorandum.
- 6.4 Prepare agenda item and present preliminary project list to the Consortium.

Phase III – Project Evaluation

Task 7 - Develop Project Evaluation Criteria

It should be noted that the purpose of project evaluation under the revised County-driven process is not necessarily to eliminate projects, or to prioritize some projects over others, but rather to improve and refine each project included in the final project list to maximize its impact, cost-effectiveness, and grant readiness.

Based on the range of projects represented in the draft project list, the ESA consultant team will develop detailed project evaluation criteria to comparatively assess each project. Detailed evaluation criteria for environmental projects will focus on three key project attributes:

- **Technical basis and justification:** Evaluating the technical basis of proposed actions will be based on best professional judgment. This attribute will be assessed in terms of whether or not proposed projects are based on the best available science and/or engineering, as required by the Council, and whether they have a clearly defined technical rationale and justification (i.e., will the project address a demonstrated need).
- **Feasibility:** Evaluating the feasibility of proposed projects will essentially constitute a “reality check” also based largely on best professional judgment. The feasibility attribute will be assessed in terms of numerous factors including but not limited to: technical efficacy (both science and engineering) workability, permitability, constructability, cost-effectiveness, and public acceptance.

- **Leveragability:** Evaluating leveragability will involve an assessment of the ability for the project to attract leveraged funded from a range of sources. Under this task, the primary focus will be on funding streams associated with the Deepwater Horizon oil spill settlements.

Separate criteria will be developed for economic projects. The recommended project evaluation criteria will be summarized in a Technical Memorandum, and presented to the Consortium for review and approval. Subtasks include the following:

- 7.1 Develop draft project evaluation criteria for environmental projects.
- 7.2 Develop draft project evaluation criteria for economic projects.
- 7.3 Prepare Technical Memorandum summarizing draft project evaluation criteria.
- 7.4 Prepare agenda item and present draft project evaluation criteria to the Consortium.

Task 8 - Conduct Project Evaluation and Refinement

To facilitate approval by the Council, all projects ultimately included in the FSEP should ideally be technically justifiable, feasible, and affordable within the budget limitations of the Spill Impact Component. Towards that end, the ESA consultant team will apply the approved evaluation criteria to the draft project list to screen out those project concepts that cannot meet the criteria, or modify them so that they do meet the criteria. Furthermore, projects that can attract other funds through leveraging increase the overall value of the FSEP. Therefore, refining projects so that they can meet criteria for various leveraged funding sources will also be addressed in this task. It is anticipated that many project concepts submitted by the counties will have significant information gaps, while other project submittals will be well-developed as conceptual or even final designs with accompanying feasibility, engineering and environmental studies. To fairly and objectively evaluate the various project concepts submitted by the counties, those that are lacking in basic details with regard to such factors as technical justification, project boundaries, anticipated benefits, technical approach, construction methods, cost estimates, etc. will need to be further developed. Therefore, this task will involve the ESA consultant team working with individual counties, as needed, to further refine their project concepts.

Upon completion of project evaluation and refinement activities, a final project list will be developed. This methods and findings of the project evaluation/refinement process, and the recommended final project list will be summarized in a Technical Memorandum and presented to the Consortium for review and approval. The final project list will serve as the basis for the remaining tasks. Subtasks include the following:

- 8.1 Apply approved project evaluation criteria to draft project list.
- 8.2 Consult with individual counties to improve and refine their projects.
- 8.3 Develop final project list.
- 8.4 Prepare Technical Memorandum summarizing final project list.

8.5 Prepare agenda item and present final project list to the Consortium.

Optional Services: Conceptual Design & Feasibility Studies

The Restoration Council approves that conceptual design and feasibility studies are allowable activities under the planning grant; however, they are not requiring that every project in the FSEP be developed to a 30 percent design level. Therefore, \$1,500,000 will be reserved in the planning grant request for those counties desiring to use planning grant funds for project conceptual designs concurrent with the development of the FSEP. This budget amount was derived by assuming \$50,000 in conceptual design costs for each of 30 projects. Each design and study will be individually engaged on an “as indicated and need basis.” Each engagement will be contracted for on a fixed fee basis. The totality of the design and study costs will not exceed \$1,500,000. It should be noted that this reserved amount will not be included in ESA consultant team contract as it is not directly related to the development of the FSEP.

The Leon County Board of County Commissioners Office of Financial Stewardship, Purchasing Division will conduct an RFQ process to competitively procure a consultant’s services. The purchasing policy of the Consortium establishes the procurement requirements for the Board, and incorporates by reference, the Leon County Board of County Commissioners Office of Financial Stewardship, Purchasing Division purchasing policy. Section 5.09 of the Leon County policy describes the process for procuring professional engineering services, in accordance to the State’s statutory requirements in the Competitive Consultant Negotiation Act (CCNA).

Year-Two Activities

Task 9 - Conduct Project Leveraging Analysis

The ESA consultant team will develop an *Other Grant Sources Inventory* document that addresses potential leveraged funding sources applicable to the final suite of projects recommended in Task 8. This inventory will include a wide range of federal, state, private and NGO grant programs (e.g., National Fish & Wildlife Foundation) that could potentially be used to leverage projects to be included in the FSEP. This task will also involve close coordination with the Restoration Council and FDEP with regard to the availability and applicability of leveraged funds from the Council Selected Restoration Component (RESTORE Act Pot 2) and the Florida portion of the Natural Resource Damages (NRD) settlement. The final suite of projects will be individually linked to potential leveraging sources applicable to each, along with estimated dollar amounts. Upon completion of this task, the final project list, and the leveraging potential for each, will be summarized in a Technical Memorandum, and presented to the Consortium for review and approval. Subtasks include the following:

- 9.1 Develop an *Other Grant Sources Inventory* document.
- 9.2 Consult with individual counties and grant source entities.
- 9.3 Link the final project list with potential leveraged funding sources.
- 9.4 Prepare Technical Memorandum summarizing the leveraging analysis.
- 9.5 Prepare agenda item and present results of the leveraging analysis to the Consortium.

Task 10 - Develop Project Sequencing and Implementation Strategy

The approximate funding levels available to each county from the Spill Impact Compact component have been estimated for the BP settlement. Furthermore, based on current knowledge of the settlement, funds will be paid out over a 15-year period, without the ability to use these funds for bonding and debt payments. Finally, Council implementation grants for all projects included in the FSEP must be project-specific, and be channeled through a single grant portal by the FSEP implementing entity. Individual counties will not be able to engage with the Council independently with regard to implementation grant funds. To address these complexities, a project sequencing strategy is necessary to expedite and optimize the distribution of Council implementation grant funds.

It is anticipated that the final suite of projects ultimately included in the FSEP will vary significantly with regard to their relative complexity and level of development and/or design. For example, some projects may be ready to receive construction funds, while other projects may require planning or design funds. The ESA consultant team will develop a project sequencing schedule that optimizes the 15-year payout such that each county is annually making progress on their respective projects. In addition, this task will involve the development of an overall implementation strategy that considers multiple alternatives for managing the accounting of Spill

Impact Component funds amongst the 23 counties over the 15-year payout schedule. A draft *Project Sequencing & Implementation Strategy* document will be prepared and presented to the Consortium for review, modification, and/or approval. The approved final suite of projects along with the approved project sequencing and implementation strategy will serve as the basis for Phase IV - FSEP Development. Subtasks include the following:

- 10.1 Consult with individual counties regarding project implementation and grant-readiness.
- 10.2 Develop project sequencing schedule over the 15-year payout period.
- 10.2 Prepare the *Project Sequencing & Implementation Strategy* document.
- 10.3 Prepare agenda item and present the recommended project sequencing implementation strategy to the Consortium.

Phase IV – FSEP Development

Task 11 - Prepare Draft FSEP

Using the results of the previous tasks and the priority project rankings, the ESA consultant team will prepare the draft FSEP document to comply with all informational requirements specified by the Council in applicable rules and guidance documents. Prior to release of the Draft FSEP for formal review and public comment, the consultant team will conduct a legal review of the document to ensure compliance and consistency with all applicable federal, state, and local laws, rules, and agreements. Revisions to the Draft FSEP will be made to address any legal noncompliance or inconsistencies. Subtasks include the following:

- 11.1 Prepare Draft FSEP document;
- 11.2 Conduct legal review;
- 11.3 Incorporate legal recommendations and revise Draft FSEP document.

Task 12 - Draft FSEP Review and Revisions

The ESA consultant team will make a summary presentation of the Draft FSEP to the consortium. Upon approval of the Consortium the Draft FSEP will be submitted to the FDEP for a coordinated review by FDEP and other appropriate state agencies, including: the Florida Fish & Wildlife Conservation Commission; the Department of Economic Opportunity; the Department of Transportation; the Department of Agriculture and Consumer Services; and Florida Water Management Districts with regulatory jurisdiction over projects, programs and activities included in the Draft FSEP. Comments received from the FDEP coordinate review will be summarized in a Technical Memorandum and presented to the Consortium. Upon approval by the Consortium, the ESA consultant team will make recommended revisions to the Draft FSEP, as appropriate. Subtasks include the following:

- 12.1 Prepare agenda item and present Draft FSEP to the Consortium.
- 12.2 Submit Draft FSEP to the FDEP.
- 12.3 Coordinate with FDEP and other reviewing state agencies.
- 12.4 Prepare Technical Memorandum summarizing comments from the state agencies.
- 12.5 Prepare agenda item and present summary of state agency comments to the Consortium.
- 12.6 Revise the Draft FSEP as directed by the Consortium for formal adoption.

Task 13 - Stakeholder Outreach and Public Involvement

Pursuant to the MOU between the Governor and the Consortium, the Consortium must formally adopt the revised Draft FSEP, and allow the opportunity for the public review and comment on the document, prior to submittal of the Draft FSEP to the Governor. The ESA consultant team will develop and implement a *Stakeholder Outreach and Public Involvement* program to facilitate stakeholder review, and to solicit public comments. This program will be tailored to meet the specific requirements of the Consortium and the Governor, and may include the following:

- Development of an online website and portal for the submittal and documentation of public comments; and
- Facilitation of advertised public meetings with various stakeholder and citizen groups.

Comments received from stakeholders and the public will be summarized in a Technical Memorandum, and presented to the Consortium. If directed by the Consortium, the ESA consultant team will make further revisions to the Draft FSEP.

- 13.1 Develop *Stakeholder Outreach and Public Involvement* program.
- 13.2 Develop online portal for public review and posting of comments.
- 13.3 Facilitate advertised public meetings with various stakeholder and citizen groups.
- 13.4 Compile all stakeholder feedback and public commentary.
- 13.5 Prepare Technical Memorandum summarizing public comments.
- 13.5 Prepare agenda item and present the summary of public comments to the Consortium.

Task 14 - Prepare Final FSEP

Upon formal adoption by the Consortium, the Draft FSEP will be submitted to the Governor for review. Pursuant to the MOU between the Governor and the Consortium, the Draft FSEP shall be submitted to the Governor at least 90 day prior to its transmittal to the Council. Upon receipt of the Draft FSEP, the Governor shall provide comments back to the Consortium within 30 days. The Consortium shall have 30 days from the date of receipt of the Governor's comments to revise the Draft FSEP in accordance with the Governor's comments and submit the revised Draft FSEP back to the Governor for formal transmittal to the Council.

It is anticipated that further coordination and liaison with the Governor and the Council will be required to obtain formal Council approval of the FSEP. Therefore, this task includes formal presentations of the revised Draft FSEP to the Governor and the Council, as well as continued coordination with the Consortium and the FDEP. Upon receipt of comments on the revised Draft FSEP from the Council, the ESA consultant team will prepare the final FSEP document for formal approval by the Council.

The ESA consultant team will produce up to 50 hard and electronic (CD) copies of the final FSEP for distribution to the Council, the Governor, the FDEP, and the Consortium.

Subtasks include the following:

- 14.1 Produce the Final FSEP document with incorporated feedback.
- 14.2 Present the Final FSEP document to the Consortium, the Governor and the Council.
- 14.3 Submit Final FSEP to FDEP and the Governor's for approval and formal submission.
- 14.4 Liaison and negotiate with Council for final approval.
- 14.5 Prepare final hard and electronic copies for distribution.

Task 15 – Planning Grant Management

Langton Associates of the ESA consultant team will provide planning grant management services throughout the duration of the FSEP development process. Services will include coordination with the Council with regard to grant allocation requests, progress reports, etc.