Bay County, Florida RESTORE Act Project
Pre-proposal Form
Fall 2014

Project Number *(For Staff Only)*	**Submittal Date**
Bay PRP 2014-016	10/28/2014

Purpose: This form is designed to assist citizens, businesses, public or private organizations, and local governments wishing to submit a project for consideration of funding from the Gulf Coast Restoration Trust Fund Direct Component dollars allocated to Bay County by the 2012 RESTORE Act.

Funds are provided to Bay County, as a federal grant, usually on a project-by-project basis. **Organizations wishing to manage a project must have the capacity to manage a federal grant and comply with all of its requirements.**

A maximum of $6.3 million will be available for this funding cycle. Projects not funded in this cycle may be proposed in future application cycles.

NOTE: ** Only information submitted on this form will be considered. Complete the form, save it and email it to RESTOREproposals@baycountyfl.gov. You will receive an email confirming receipt of your pre-proposal. Please note that Florida has a very broad Public Records Law and your email communications may therefore be subject to public disclosure.

Criteria for eligible projects

A proposed project must meet all the following criteria in order to be eligible for Bay County's Direct Component funds:

1. Within Bay County or adjacent surface and Gulf waters, or with an identified and strong benefit to the County
2. Addresses one or more RESTORE Act eligible activities http://tinyurl.com/RESTOREActEligibleActivities
3. Addresses one or more Bay County Multi-Year Implementation Plan Objectives http://tinyurl.com/GoalsObjBayMYIP
4. Is not fully funded by another source of money
5. Has a recognizable public benefit

Project Name *(Character count limited to 250)*

Bay County Master Plan and Capital Improvement Strategic Plan Update

Project Proposer Name *(Character count limited to 50)*

Ken Schnell

Affiliation *(Character count limited to 50)*

BOCC

Position *(Character count limited to 50)*

Public Works Director

Mailing Address

Street / P O Box

840 W. 11th St.

City	State	Zip Code
Panama City	FL	32401

E-Mail Address	Web-Site
kschnell@baycountyfl.gov	www.baycountyfl.gov

Phone Number	Fax Number
850-248-8302	850-248-8343

Project Description *(Character count limited to 500)*

The Stormwater Master Plan and Stormwater Strategic Plan will update the previous plans done early in 1990. The plans will identify strategies for reducing adverse environmental impacts from stormwater runoff within the County. The master plan will serve as a tool for

Project Size (acres)

Public Benefit *(Clearly and briefly describe anticipated outcomes and benefit to the public. Complete only those that apply) (Character count limited to 300 on each topic)*

Economic

The plans will address non structural alternatives such as best management practices, comprehensive plan and ordinance recommendation and operation and maintenance recommendation as well as priorities in structural improvements to provide a long term

Environmental

The plan will provide guidance on the most effective and efficient ways to manage stormwater both non structural and structural in order to best protect our natural resources.

Social

The plan will provide social benefit by providing stormwater guidance on a large scale for Unincorporated Bay County as a whole.

Other

RESTORE Act Direct Component eligible activity that the project undertakes *(Check only those that apply)*

Activities Eligible for Funding

- [x] Restoration and protection of the natural resources, ecosystems, fisheries, marine and wildlife habitats, beaches, and coastal wetlands of the Gulf Coast region
- [ ] Mitigation of damage to fish, wildlife, and natural resources
- [ ] Implementation of a federally approved marine, coastal, or comprehensive conservation management plan, including fisheries monitoring
- [ ] Workforce development and job creation
- [ ] Improvements to or on State parks located in coastal areas affected by the Deepwater Horizon oil spill
- [x] Infrastructure projects benefitting the economy or ecological resources, including port infrastructure
- [x] Coastal flood protection and related infrastructure
- [x] Planning assistance
- [ ] Administrative costs of complying with this subsection
- [ ] Promotion of tourism in the Gulf Coast Region, including recreational fishing
- [ ] Promotion of the consumption of seafood harvested from the Gulf Coast Region

Bay County RESTORE Act Multi-Year Implementation Plan objectives addressed *(Check only those that apply; read full text of each objective before checking the box. Full text can be downloaded at http://tinyurl.com/GoalsObjBayMYIP)*

Economic Development and Job Creation

- ☐ Objective 1.1 Diversify the Economy
- ☐ Objective 1.2 Contribute to infrastructure
- ☐ Objective 1.3 Expand airport economic benefits
- ☐ Objective 1.4 In-demand job training
- ☐ Objective 1.5 Workforce development fund
- ☐ Objective 1.6 Facilities to foster tourism and economic development
- ☐ Objective 1.7 Recreation, public transportation, and opportunities for wage improvements
- ☑ Objective 1.8 Conserve and protect natural resources
- ☐ Objective 1.9 Promote recreational Gulf fishing
- ☑ Objective 1.10 Community resilience planning

Environment

- ☑ Objective 2.1 Improve and protect the St. Andrew Bay watershed
- ☑ Objective 2.2 Improve and protect water quality
- ☐ Objective 2.3 Protect seagrass beds
- ☐ Objective 2.4 Increase awareness of wildlife habitat
- ☐ Objective 2.5 Acquisition and management of coastal conservation lands
- ☐ Objective 2.6 Preserve and restore dune systems and living shorelines
- ☐ Objective 2.7 Contribute to the protection and recovery of protected species
- ☐ Objective 2.8 Sustainable approach to long-term collection of water data

Public Infrastructure

- ☑ Objective 3.1 Public infrastructure for environment and economy
- ☑ Objective 3.2 Maintain water quality in Deer Point Lake
- ☐ Objective 3.3 Stabilize unpaved roads
- ☐ Objective 3.4 Replacement of septic tanks with centralized wastewater treatment
- ☑ Objective 3.5 Upgrading stormwater treatment facilities
- ☐ Objective 3.6 Promote low impact development
- ☐ Objective 3.7 Increase coastal resilience
- ☐ Objective 3.8 Support the Port Authority's efforts to add capacity and increase trade

Location

Describe Project Location *(Character count limited to 300)*

The project will encompass all of Unincorporated Bay County as a whole.

Provide the location of the center of the project as latitude/longitude in decimal degrees. To determine this, go to the Bay County ArcGIS Map, (works best in Chrome or Internet Explorer browsers) put the pointer on the center of your project, and note the latitude and longitude from the bottom left corner.

Latitude	Longitude
30.378933	-85.627166

Cost

Estimated total cost of project	Amount being requested
$300,000.00	$300,000.00

Describe what the requested funds will be used for. *(Character count limited to 300)*

The requested funds will be used for the updating of the County's Stormwater Master Plan and Strategic Plan for Stormwater System.

If long term funding is needed, indicate the anticipated funding source and availability. *(Character count limited to 300)*

n/a

Estimate amount of time needed to complete the project

- [x] 0 to 2 years
- [ ] 3 to 6 years
- [ ] 7 to 10 years
- [ ] 11 plus years

Matching funds

Are matching funds available?

- [ ] Yes
- [x] No

If yes, describe source and if the match is secured. *(Character count limited to 300)*

Amount of match secured

Percent of estimated project cost to be provided by matching funds

Partnerships

Are any partnerships anticipated for this project?

- [ ] Yes
- [x] No

If yes, please provide name of partner(s)

Have funds requested for this project also been requested from another source?

- [ ] Yes
- [x] No

If yes, indicate which source, when requested, anticipated decision and date of decision. *(Character count limited to 300)*

Is this project already fully funded by another source of money?

- [ ] Yes
- [x] No

Bay County, Florida RESTORE Act
2014 - 2015 Full Proposal Form

Project Number:
(For Staff Only)

Bay PRP 2014-016

Submittal Date:

02/07/2015

Form Revised:

January 5, 2015

Purpose: This form is for those projects that the Bay County RESTORE Act Advisory Committee advanced from the pre-proposal phase to the full proposal phase. These projects are being considered for potential funding from the Gulf Coast Restoration Trust Fund Direct Component dollars allocated to Bay County by the 2012 RESTORE Act.

Process: The information required by Bay County's full proposal form will build upon the information provided in the pre-proposal form. Bay County staff will provide to the project applicant the completed pre-proposal form previously submitted, merged with the blank full proposal form. Applicants will complete the full proposal form and may make changes in the merged pre-proposal form. For each proposal, only those RESTORE Act eligible activities and Bay County Multi-Year Implementation Plan objectives that are fully justified by the applicant will be considered. Each proposal must support at least one eligible activity and one objective.

The Committee will recommend projects for funding to the Bay County Board of County Commissioners. The Board will decide which projects to submit for federal funding. Information in addition to that provided in the full proposal may be required from an applicant before consideration of the project by the Board of County Commissioners and/or before the County applies for federal grant funds, especially for those projects proposed to be managed by an entity other than Bay County. For those projects selected by the Board, project proposers will be responsible for providing all project-related information required by Treasury's grant application process, described in "RESTORE Act Direct Component Guidance and Application to Receive Federal Financial Assistance".

All Gulf Coast Restoration Trust Fund (RESTORE Act) Direct Component funds reserved for Bay County will come to Bay County in the form of federal grants on a project-by-project basis. Direct Component funds are governed by federal regulations (31 C.F.R. Part 34), as well as guidance issued by the Office of Management and Budget entitled, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards" (78 Fed. Reg. 78,590; December 26, 2013).

Grant funds for each project may be managed directly by Bay County or may be passed through to qualified sub-recipients. Projects of the type that normally would be competitively bid by Bay County will be competitively bid.

Instructions: Applicants must complete this form in electronic pdf format, save it, and email it to RESTOREproposals@baycountyfl.gov. You will receive an email confirming receipt of your proposal. Please note that Florida has a very broad Public Records Law and your email communications may therefore be subject to public disclosure.

If you are using Chrome browser, you may have difficulty with the form. Do not use Chrome's default pdf reader. Adobe Reader XI or newer is needed to complete the form.
If you do not have the reader, you can download it for free from the Adobe website. For ADA compliance for the visually impaired, we recommend online conversion tools for Adobe PDF documents.

A. General Information

Name of Proposed Project:

Bay County Master Plan and Capital Improvement Strategic Plan Update

Name of Applicant:

Ken Schnell, Bay County Public Works Director

Project Description:

The Stormwater Master Plan and Stormwater Strategic Plan will update the previous plans done early in 1990. The plans will serve as a tool for integrated planning and implementation process which will address 3 primary goals: Protection of County's surface waters from water quality degradation, protection of potable water supply and protection from severe flooding. It is anticipated that the plan will incorporate at a minimum the following components: Review of Regulatory requirements to include new TMDL requirements, Data Compilations and Assessment, Local Level of Service, Comprehensive Plan and Ordinance Review, Best Management Practice

Description of Project Location: *Please provide a written description of the project's location. Please also provide a map of the project boundaries using one of the following methods: GIS, Google Earth KMZ file, parcel numbers, a sketch on a map, or a sketch with geographic reference points. Specify which method is being used. Submit the map file separately to RESTOREproposals@baycountyfl.gov, making sure to include the name of the proposal and to describe the map method used.*

The Master Plan will be for the unincorporated Bay County area. However, the information will be shared with adjacent municipalities as applicable.

B. RESTORE Act eligible activity. *Fully justify how the proposed project qualifies as one or more RESTORE Act eligible activity. Eligibility will be evaluated by Bay County and U.S. Department of the Treasury staff.*

1. Restoration and protection of the natural resources, ecosystems, fisheries, marine and wildlife habitats, beaches, and coastal wetlands of the Gulf Coast region.

The plan provide an integrated overview and planning tool for the most effective and efficient management of stormwater to include both protection of the existing natural resource from further degradation and the recommendation of improvements to restore known problem areas.

2. Mitigation of damage to fish, wildlife, and natural resources.

n/a

3. Implementation of a federally approved marine, coastal, or comprehensive conservation management plan, including fisheries monitoring.

n/a

4. Workforce development and job creation.

n/a

5. Improvements to or on State parks located in coastal areas affected by the Deepwater Horizon oil spill.

n/a

6. Infrastructure projects benefitting the economy or ecological resources, including port infrastructure.

The plan provides an integrated overview and planning tool for the most effective and efficient management of stormwater including the review and recommendations of known problem areas to include infrastructure projects benefitting the economy and ecological resources in unincorporated Bay County. The plan then becomes the back bone for the systematic implementationof these infrastructure projects.

7. Coastal flood protection and related infrastructure.

The plan provides an integrated overview and planning tool for the most effective and efficient management of stormwater including the review and recommendations of local regulations as a BMP for coastal flood protection as well as review of known problem areas and related infrastructure project recommendation for unincorporated Bay County. The plan then becomes the back bone for the systematic implementationof these infrastructure projects.

8. Planning assistance.

The plan assembles, reviews and makes recommendations of all stormwater components and provides an integrated overview and planning tool for the most effective and efficient management of stormwater.

9. Promotion of tourism in the Gulf Coast Region, including recreational fishing.

n/a

10. Promotion of the consumption of seafood harvested from the Gulf.

n/a

C. Gulf Coast Restoration Trust Fund (RESTORE Act) Multi-Year Implementation Plan (MYIP) for Bay County objectives. *Fully justify how the proposal meets one or more MYIP objectives.*

1. Economic Development and Job Creation

Objective 1.1: Diversify the economy in areas of aerospace, medical technology, logistics, and advanced manufacturing, tourism development projects and defense.

n/a

Objective 1.2: Provide or contribute to infrastructure to attract new and technology-based industry - e.g., high-tech infrastructure hangars/facilities, industrial sites.

n/a

Objective 1.3: Support efforts and expand economic benefits from the airport.

n/a

Objective 1.4: Provide in-demand job training and align training infrastructure resources for those jobs that are in the community or are anticipated.

n/a

Objective 1.5: Establish a flexible workforce development fund able to rapidly respond to specific job-training needs.

n/a

Objective 1.6: Develop and promote additional facilities, attractions, ecotourism opportunities, cultural and heritage resources, and other tourism amenities to foster tourism and economic development.

n/a

Objective 1.7: Support recreation (including improved beach and water access), public transportation (including bike lanes), and opportunities for wage improvements that enhance the quality of life of Bay County residents and visitors.

n/a

Objective 1.8: Conserve and protect those natural resources that form the basis of the tourist industry.

Two of the primary goals of the plan are the Protection of County's surface waters from water quality degradation, and protection of potable water supply, both natural resources are critical to the tourist industry in Bay County.

Objective 1.9: Promote recreational Gulf fishing by establishing artificial reefs, highlighting recreational fish species that have fewer catch restrictions, and emphasizing the activity and enjoyment of fishing rather than particular fish species.

n/a

Objective 1.10: Support community resilience planning for locally owned businesses to assist continuity of operations planning for post man-made or natural disasters.

The plan includes review and recommendations for the Bay County Comprehensive Plan, Future Land Use , local ordinance, and Coastal Management Element and data collection of stormwater components to assist and support community resilience planning for both locally owned businesses, residents and the local government.

2. Environment

Objective 2.1: Improve and protect the St. Andrew Bay watershed water quality and watershed condition taking into consideration the recommendations and priorities in the St. Andrew Bay Surface Water Improvement and Management Plan, the St. Andrew Bay Stormwater Management Plan (2009), and the Northwest Florida Water Management District Gulf restoration projects list, as well as the priority recommendations of the Florida Fish and Wildlife Conservation Commission, the Florida Department of Environmental Protection, the Florida Department of Agriculture and Consumer Services, and fishery strategies.

The plan provide an integrated overview and planning tool for the most effective and efficient management of stormwater to include both protection of the existing natural resource from further degradation and the recommendation of improvements to restore known problem areas. The plan provides a map for stormwater management decisions and identifying options and priorities leading to the development of a cost effective and efficient stormwater management strategies. Since 91 percent of unincorporated Bay County is within the St Andrew Bay watershed, the proposed plan will improve and protect the St Andrew Bay watershed water quality.

Objective 2.2: Improve and protect the water quality of the St. Andrew Bay, its watershed, coastal lakes, and the Gulf near-shore waters by advancing acquisition of lands and restoration of wetlands and uplands in proximity to the Bay.

One of the County's top priorities has been the impact of sedimentation from dirt roads on the water quality of St Andrew Bay, its watershed, wetlands, coastal lakes and the Gulf. The strategic plans will review and make recommendations on how the county can continue to improve most effectively and protect most effectively the natural resource from its existing dirt roads.

Objective 2.3: Protect seagrass beds by partnering with organizations to institute a public awareness program to inform residents and visitors about the value and potential threats to seagrass beds.

n/a

Objective 2.4: Increase awareness of the beach and near-shore areas as wildlife habitat.

n/a

Objective 2.5: Support acquisition and active management of properties important to coastal conservation lands in order to protect the natural resources.

n/a

Objective 2.6: Preserve and restore dune systems and living shorelines, including oyster reefs, seagrass beds and marshes, to improve estuarine habitat and water quality, reduce shoreline erosion, increase coastal resilience and minimize the potential damage to life and property caused by coastal storms.

n/a

Objective 2.7: Support projects that contribute to the protection and recovery of protected species listed by the state or federal government and that improve the flexibility of local infrastructure management, development, and business operations.

n/a

Objective 2.8: Support a sustainable approach to long-term collection of water quality and other important environmental data that can be used as indicators of ecosystem health and recovery and provide information for use in adaptive management.

n/a

3. Public Infrastructure

For this plan, public infrastructure is defined as man-made infrastructure owned by the public and/or for public use. Environmental infrastructure, such as wetlands, the seagrass beds, and other habitats, are included in the Environment section.

Objective 3.1: Maintain water quality in Deer Point Lake, the local potable water supply, at current levels or better through conservation land acquisition, septic tank removal, stabilization of unpaved roads and fertilizer application education.

One of the County's top priorities has been the impact of sedimentation from dirt roads on the water quality of St Andrew Bay, its watershed, Deer point Lake, wetlands, coastal lakes and the Gulf. The strategic plans will review and make recommendations on how the county can continue to improve most effectively and protect most efficiently the natural resource from its existing dirt roads.

Objective 3.2: Stabilize unpaved roads in Bay County to reduce nutrient and sedimentation input into the St. Andrew Bay system; prioritize efforts based on proximity to water bodies and other factors, including guidance in the St. Andrew Bay SWIM plan.

The plan shall incorporate a strategic plan for the stabilizing of unpaved roads in Bay County to include prioritized efforts based on proximity to water bodies and other factors.

Objective 3.3: Maintain and improve the water quality of the Gulf and the St. Andrew Bay system by upgrading sewage treatment facilities to advanced wastewater treatment levels or greater.

n/a

Objective 3.4: Facilitate replacement of septic tanks with centralized wastewater treatment, prioritizing efforts based on factors including proximity to the bay system, density of septic tanks, age and condition of septic tanks, and soils.

n/a

Objective 3.5: Maintain and improve the water quality of the Gulf and the St. Andrew Bay system by installing or upgrading stormwater treatment facilities, using the St. Andrew Bay Stormwater Management Plan (2009) and the SWIM plan for guidance and with emphasis on multi-jurisdictional approaches.

The plan includes a section on problem area identification and prioritization that includes ranking of proposed project improvements to include stormwater treatment facilities. The county will continue working with adjacent communities in the implementation of mutli - jurisdiction approaches. As noted before, the plan with enhance both the St Andrew Bay Stormwater Management Plan and the SWIM Plan.

Objective 3.6: Promote low impact development (LID) practices.

n/a

Objective 3.7: Increase coastal resilience and protect key public assets from coastal flooding.

n/a

Objective 3.8: Support the Port Authority's efforts to add Port capacity and increase trade, including land acquisition for facilities, expansion of port related infrastructure, continued development of the Intermodal Distribution Center, maintaining and expanding deepwater access, and the capacity to provide alternative fuels.

n/a

D. Budget Information

Budget justification. *Explain how the overall budget supports the proposed scope of work and identify sources of funds. Provide separate Bay County RESTORE and other funds budgets using the provided table at the back of this form. Provide the budget for each category.*

Based on past similar projects, the estimated total project cost of $300,000 is appropriate to fund the proposed scope of work. The budget table has been filled out.

Ongoing costs. *Identify ongoing costs necessary to support the project after the major grant period (e.g., operation and maintenance of facilities), and the source of funds for those costs. Specifically identify any ongoing costs proposed to be borne by Bay County.*

none

E. Project milestones. *Describe the overall objective of the proposed project and criteria/measures to be used to evaluate the success in helping to restore and protect the economy and/or environment of the Gulf Coast region.*

To objective is to update the Bay County's Master Plan and Stormwater Strategic Plan done in the early 1990's. The plans provide an integrated overview and planning tool for the most effective and efficient management of stormwater to include both protection of the existing natural resource from further degradation and the recommendation of improvements to restore known problem areas.

F. Natural Resource Projects.
Is this project designed to protect or restore natural resources?

- [x] Yes
- [ ] No

If yes, provide a brief summary demonstrating how the project is based on Best Available Science. Projects approved by the Board of County Commissioners will be required to complete the Treasury's three-pronged test (see below).

1. *maximizes the quality, objectivity, and integrity of information, including statistical information;*

2. *uses peer-reviewed and publicly available data - cite peer-reviewed, objective, methodologically sound literature sources that support the conclusion that the proposed scope of work is an effective way to achieve the stated objectives, when available*

3. *clearly documents risks and uncertainties in the scientific basis for such projects*

G. Treasury RESTORE Act Environmental Checklist. *Review Treasury's RESTORE Act Environmental Checklist (attached to this form) and list and discuss any of the federal acts and executive orders the applicant anticipates as issues for the proposed project. If any of the items on the checklist apply to a project, additional information and actions may be required at a later stage.*

n/a

H. Economic Development.
Is this an economic development project?

☐ Yes

☑ No

If yes, applicant must specify economic development benefits. Applicants stating economic development as an objective for their project may be required to conduct a formal economic impact analysis of the proposed project or provide data for an economic analysis.

I. Job Creation.
Is this project claiming to create jobs?

☐ Yes

☑ No

If yes, describe how jobs are to be created and the types of jobs.

Number of jobs to be created:

Job creation schedule for three consecutive years:

Year 1

Year 2

Year 3

Average wage for each created job:

Total cost of the proposed project:

J. Complementary Projects.
Please describe if the project complements other funded or planned projects. For each complemented project, describe the project, the purpose of the project, the organization conducting the project, the funding source (if known), and the budget (if known).

n/a

K. Project readiness and feasibility

State whether the project is ready to start when funds are available. State the amount of time anticipated after funding is available that the major work of the project can start.

The project is ready to start when funds are available. The major work of the project can start within 3 months of the funds being available. This will provide time for the soliciting, selection and contract award of a engineering consulting firm.

Permits. Does the proposed activity require any federal, state or local permits?

- [ ] Yes
- [x] No

If yes, list local, state, tribal and/or federal permits required for this project and the status of each permit.

Will this project use the requested funds for land acquisition? (Landowner must be a willing seller.)

- [ ] Yes
- [x] No

If yes, provide the following information.

Legal rights that will be acquired.
Fee Simple

- [ ] Yes
- [ ] No

Easement

☐ Yes

☐ No

If a blend of fee simple and easement or other situation, please explain.

If easement, describe life and terms of the easement.

Entity that will hold title.

Easement acreage

Fee simple acreage

Is a recent independent appraisal of the property available?

☐ Yes

☐ No

If yes, state appraised value.

Is a title opinion or certificate available?

☐ Yes

☐ No

Material risks. *List the possible material risks, e.g., operational, legal, regulatory (including permits), budgetary or ecological risks that may affect the project. For each identified risk, provide a brief discussion of mitigation strategies that the applicant may need to address in order to implement and/or maintain the proposed activity.*

n/a

Describe the likelihood of project accomplishing its main purpose. Provide justification for statements.

The county presently has a Master Storm Drainage Plan and Capital Improvement Strategic Plan done in the late 1990's. These two plans have proven invaluable in shaping the county's approach and success in its management of the County's stormwater program. Many improvements which were recommendations in the previous plans have been realized. Its now time to look at the program again, reevaluate the priorities now that so many of the previous one were accomplished, add what is new and map the county's stormwater program for the next two decades.

Does the applicant plan to contract out any work proposed in this application?

- [x] Yes
- [ ] No

If yes, describe the applicant's contracting strategy, schedule, and plan to effectively monitor and manage contractor performance.

Bay County will solicit Request for Qualifications in accordance with Bay County's purchasing requirements and then rank the applicants. The county will then negotiate scope of work, schedule and price with top ranked applicant. The County would then prepare a contract and award the contract. The project will be assigned a Project Manager from the Engineering Division staff and be monitored and managed through regular progress meeting as well as a number of team data gathering meetings. It is anticipated that the project from when funds would be available to completion of the project which would be final reports will take 2 years to complete.

L. Project Management.

Does the applicant propose to manage the proposed project?

- [x] Yes
- [ ] No

If yes, provide the following information. A Financial Risk Assessment may be required prior to provision of funds.

1. Name of proposed manager/manager organization - (manager must have the capability to manage a federal grant and comply with all requirements)

Josee Cyr, P.E., Bay County Engineering Division Manager

2. Has the proposed manager agreed to manage the project if funded?

- [x] Yes
- [ ] No

3. *Describe demonstrated applicant experience managing grants and contracts, financial history and track record, etc. and in completing similar projects – size, type, cost, length of time.*

Ms. Cyr has over 20 year of experience with the County as a project manager and has managed over 30 grant projects totalling over 15 million dollars during this time.

4. *Describe the capability to maintain the project after completion – technical, fiscal aspects, organization stability.*

n/a

5. *Describe the proposed approach to manage the project if funded.*

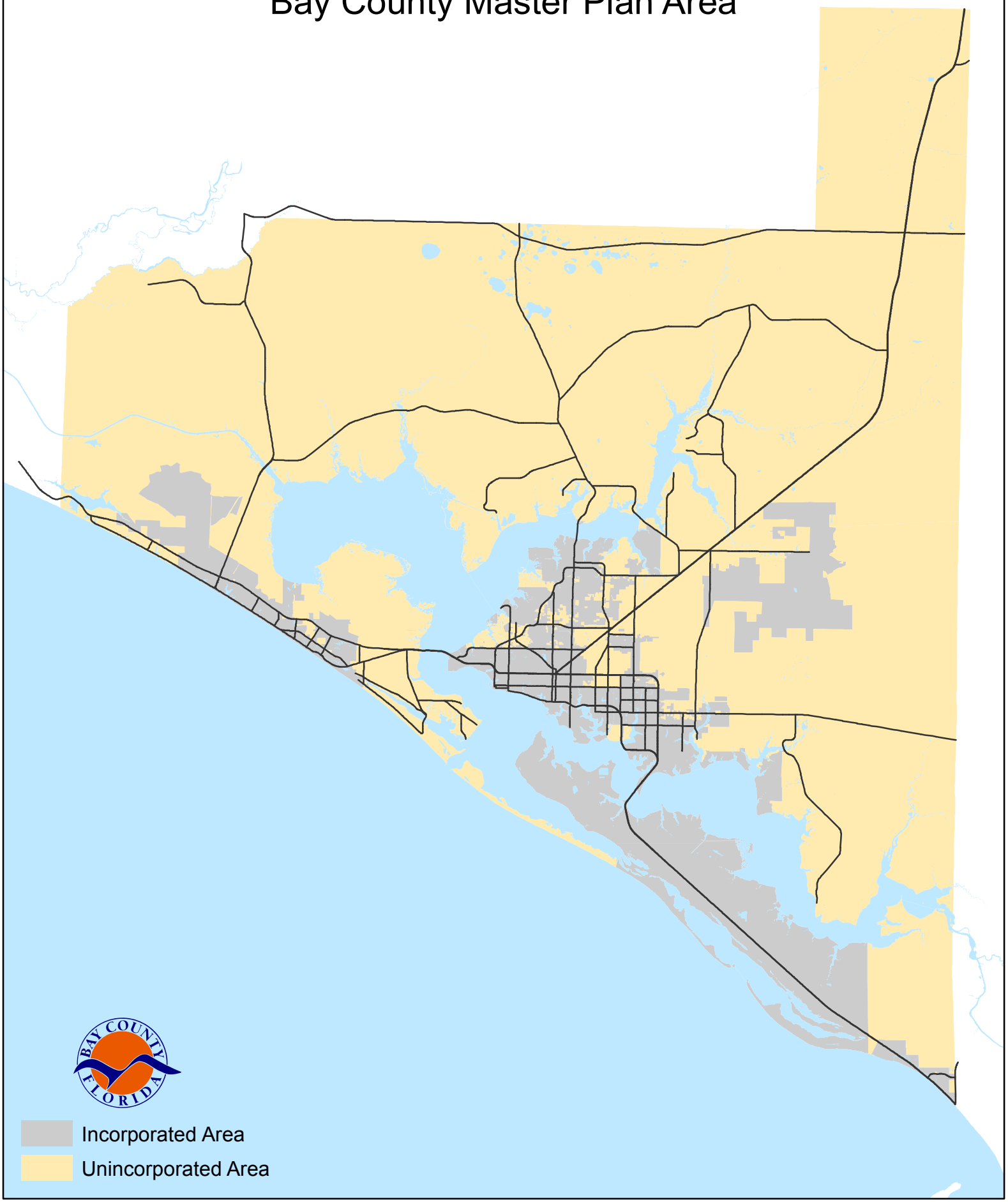
The most critical step in the management of the project will be the thorough preparation of the Request for Qualification and negotiation of the services provide to ensue that the scope will meet expectation. After contract award, it is also critical to have regular progress meeting to ensue that the project stays on schedule and data gathering meetings with staff to ensure that the correct and complete information is provided to the contractor for the development of the Master Plan and Strategic Plan.

M. Outreach.

Describe any planned outreach efforts related to the project.

n/a

Cost Appendix Sheet

Cost Item	Cost Estimate	
Project Costs	**Bay County RESTORE Funds**	**Other Funds**
Personnel and Fringe		
Travel		
All Equipment greater than $5,000		
Supplies		
Contractual costs	300000	
Construction costs		
Administrative costs		
Estimated Project Cost by Source	$ 300000	$ 0
Total Estimated Project Cost	$ 300000	
Estimated Costs by Year		
Year 1	150000	
Year 2	150000	
Year 3		
Year 4		
Year 5		
Year 6		
Major Types of supplies and Estimated Costs		
Ongoing costs.	**Bay County Funds**	**Other Funds**
Estimated annual ongoing costs after project end.		
Estimated number of years for ongoing costs.		
Total Estimated Ongoing Cost by Source	$ 0	$ 0
Total Estimated ongoing Cost	$ 0	

Bay County Master Plan Area