

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

**Project Number** *(For Staff Only)*

**Submittal Date**

Revised 10/09/14

**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. Additional information on this process, including deadlines, is provided at <http://baycountyfl.gov/restore/preproposal.php>

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](mailto: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)*

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

**Affiliation** *(Character count limited to 50)*

**Position** *(Character count limited to 50)*

**Mailing Address**

Street / P O Box

City

State

Zip Code

E-Mail Address

Web-Site

Phone Number

Fax Number

**Project Description** *(Character count limited to 500)*

**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**

## **Environmental**

## **Social**

## **Other**

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

### Activities Eligible for Funding

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

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

Coastal flood protection and related infrastructure

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 Maintain water quality in Deer Point Lake
- Objective 3.2 Stabilize unpaved roads
- Objective 3.3 Upgrade sewage treatment to advanced wastewater treatment levels
- 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*)

Provide the location of the center of the project as latitude/longitude in decimal degrees (e.g. latitude 30.1312, longitude -85.7327). 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

Cost

Estimated total cost of project

Amount being requested

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

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

## Estimate amount of time needed to complete the project

0 to 2 years

3 to 6 years

7 to 10 years

11 plus years

## Matching funds

Are matching funds available?

Yes

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

No

If yes, please provide name of partner(s)

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

Yes

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

No

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

**Project Number:**  
(For Staff Only)

**Submittal Date:**

**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](mailto: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:

Name of Applicant:

Project Description:

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](mailto:RESTOREproposals@baycountyfl.gov), making sure to include the name of the proposal and to describe the map method used.*

**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.



7. Coastal flood protection and related infrastructure.

8. Planning assistance.

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

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

**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.

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

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

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

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

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.

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.

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

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.

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

## **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.

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.

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.

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

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

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.

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.

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.

### **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.

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.

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.

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.

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.

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

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

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.

#### **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.*

**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.*

**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.*

**F. Natural Resource Projects.**

Is this project designed to protect or restore natural resources?

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.*

**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).*

**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.*

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

Yes

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

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.*

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

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

Yes

No

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

**L. Project Management.**

Does the applicant propose to manage the proposed project?

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)

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

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.*

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

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

**M. Outreach.**

*Describe any planned outreach efforts related to the project.*

## Cost Appendix Sheet

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