

Request for Proposal

2010-2011 Defense Infrastructure Grant Program

A Grant Program of the Office of the Governor, administered by Enterprise Florida, Inc. to assist Florida's communities hosting defense industries, bases, and installations.

June 17, 2010

Enterprise Florida, Inc.

800 N. Magnolia Avenue • Suite 1100 • Orlando • Florida • 32803

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SECTION I: GENERAL INFORMATION

Part 1: Background

In 2010 – 2011, the Executive Office of the Governor is offering two defense grant programs:

- Defense Infrastructure Grant Program – covered under this Request for Proposal (RFP)
- Defense Reinvestment Grant Program – A separate RFP

NOTE: If you need further help in determining which grant applies to your situation please call:

- | | | |
|-----------------------|--------------|--|
| – Mr. Rocky McPherson | 850.298.6652 | rmcpherson@eflorida.com |
| – Ms. Juliana Pena | 407.956.5624 | jpena@eflorida.com |

Part 2: Purpose

It is the intent of the Executive Office of the Governor to provide grants for communities to fund local infrastructure projects (e.g. construction, land purchases, easements) having a positive impact on an installation’s military value. Florida Statute 288.980 authorizes the Office of Tourism, Trade, and Economic Development (OTTED) to award grants from its infrastructure budget line that addresses these projects. This Infrastructure Grant program can also be used to conduct studies, presentations, analyses, plans, and modeling specifically in support of these infrastructure projects.

To implement this grant program, OTTED has contracted with Enterprise Florida, Inc. (EFI) to manage the selection process and administer the grant program. As part of the defense grant program administration, EFI will oversee a Selection Committee that reviews, ranks the applications, and EFI recommends to OTTED which grants should be awarded. OTTED will make the final decision on grant approvals and awards. Grant amounts will be tailored to the amount of funding provided by the Florida General Appropriations Act (GAA).

SECTION II: DEFENSE INFRASTRUCTURE GRANT PROGRAM

PART 1: DETAILS

1-1 REQUEST FOR PROPOSAL

For purposes of the Florida Defense Infrastructure Grant Program, infrastructure projects shall include those associated with the following issues: encroachment, transportation and access, utilities, communications, housing, environment, and security. Infrastructure related projects could include studies and analyses specifically in support of infrastructure projects.

The intent of the Defense Infrastructure Grant Program is to fund projects benefiting the local community and the military bases, operations and missions located within it. **It is not the intent of the Florida Legislation to fund on-base military construction projects.** Ideally, local projects should leverage military infrastructure improvements that serve to strengthen the military value of a base.

1-2 TIMETABLE

The following dates comprise grant schedule. OTTED and EFI reserve the right to adjust the FY 10-11 grant schedule at any time. All those receiving these guidelines will be notified of any changes in the timetable.

- June 17** Enterprise Florida issues formal DIG RFP.
- June 21** **Pre-bid conference call (Mandatory).**
- July 12** Application submission deadline.
- July 12-14** EFI staff reviews all applications for eligibility and forwards eligible applications to Defense Reinvestment Grant Selection Committee for their evaluation and ranking.
- July 15-28** Selection Committee scores each eligible grant application and forwards its recommendations to EFI.
- July 29** Selection Committee meeting.
- August 3** EFI forwards its recommendations to OTTED for final selection.
- Aug 20** Executive Office of the Governor announces grant recipients. (This date is subject to change).

1-3 APPLICATION CONTENTS AND CRITERIA

Applications will be accepted only from eligible economic development applicants serving in an official capacity as assigned by a county, municipality, special district (i.e. an airport or deep water port authority), or state agency with the proper authority to complete the project. The applicant must represent a community or county with a military base/installation.

Funds will be used to support local infrastructure projects deemed to have a positive impact on the military value of installations within the state. Military value must meet one or more of the following criteria:

1. The current and future mission capabilities and the impact on operational readiness of the Department of Defense's total force, including the impact on joint warfighting, training, and readiness.
2. The availability and condition of land, facilities and associated airspace (including training areas suitable for maneuver by ground, naval, or air forces throughout a diversity of climate and terrain areas and staging areas for the use of the Armed Forces in homeland defense missions) at both existing and potential receiving locations.
3. The ability to accommodate contingency, mobilization, and future total force requirements at both existing and potential receiving locations to support operations and training.
4. The cost of operations and manpower implications.

Funds are to be used for projects that benefit both the local community and the military installation. There is a limit of **\$500,000.00** on the amount an applicant may request, however, the selection committee and OTTED seek to leverage, to the fullest extent, grant awards and may elect to provide reduced awards from that requested. A match by the county or local community may be required.

Each applicant is required to complete a Defense Infrastructure Application Form (Appendix A), which will include a plan of action and a budget delineating how the eligible project will be administered and accomplished.

The community may submit an application for the top three projects per base or defense facility.

This project will be judged for statewide prioritization and funding recommendations. The application in Appendix A shall be used in the judging process.

Each project submittal must be approved and prioritized by the local military base commander or designee, and the community's economic development designee.

Note: If Department of Defense or Service policy precludes the commander from participating in this state process, then the community's economic development office may annotate the special circumstance so that the application is not penalized.

1-4 INELIGIBLE USES OF FUNDS

Activities for which state funds may not be spent include the following:

1. Staff salaries
2. Purchase of alcohol, equipment, furniture, or fixtures
3. Receptions, gifts, and membership dues.
4. Travel expenses for Florida Defense Alliance meetings.
5. Lobbying the Legislature, the Courts, or any state agency of the State of Florida
6. Administration of the project.
7. Project operating costs incurred before both parties execute the Grant agreement.
8. Business entertainment expenses, including meals or activity fees.

1-5 ACCEPTANCE AND TYPE OF CONTRACT

Following the selection of a project for funding, a contract will be negotiated between EFI and the grantee outlining the responsibilities of each party. The contractual grant agreement will be implemented on a cost-reimbursement basis.

The grant recipient must agree to maintain financial procedures and support documents in accordance with generally accepted accounting principles, which include accounting for the receipt and expenditure of both grant funds and local match activities allocated to the project. These records shall be available at all reasonable times for inspection, review, or audit by EFI personnel, its designated representatives, or State of Florida officials. The grant recipient must agree to timely submission of reports defined in the contract.

1-6 AUDIT REQUIREMENTS

As sub-recipients of State funding, Grantee agrees that it is a “subrecipient” within the meaning of the Florida Single Audit Act, and it is subject to the provisions thereof, as well as the rules of the Executive Office of the Governor of the State of Florida, the Comptroller of the State of Florida, and the Auditor General of the State of Florida related thereto. For that reason:

- a. the Grantee shall allow EFI, OTTED, the Comptroller, the Offices of the Chief Inspector General, and the Auditor General access to the Grantee’s records and the Grantee’s independent auditor’s working papers as necessary to comply with the requirements of the Florida Single Audit Act;
- b. the Grantee shall notify EFI if it becomes subject to a state single audit or project-specific audit pursuant to the Florida Single Audit Act; and
- c. the Grantee shall comply with the other requirements of the Florida Single Audit Act including providing to EFI a copy of every fiscal year audit conducted during the term of this Agreement.

d. Grantee is subject to the requirements under Catalog of State Financial Assistance (CFSA) number 31.003 per the Military Base Protection CSFA number. For information regarding the Florida Single Audit Act, including the CSFA, Grantee should access <https://apps.fldfs.com/fsaa> .

PART 2: PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS

2-1 APPLICATION DEADLINE

Applications must be received at the address below **no later** than **5:00 pm** Eastern Daylight Savings Time, **Monday July 12, 2010**. Applications received after that time will be considered only in extenuating circumstances and if approved by OTTED.

For information contact:

Mr. Rocky McPherson
Director of Military & Defense Programs
Enterprise Florida, Inc.
Tel: 850.298.6652
Cell: 407.580.4862
Email: rmcpherson@eflorida.com

Ms. Juliana Peña
Program Manager
Enterprise Florida, Inc.
Tel: 407.956.5624
Cell: 407.3198437
Email: jpena@eflorida.com

Applicants shall submit one (1) electronic copy to jpena@eflorida.com and one (1) original with seven (7) printed copies to the following address:

Enterprise Florida, c/o Juliana Pena
Defense Grant Programs
800 N. Magnolia Ave., Suite 1100,
Orlando, Florida 32803

2-2 SUBMISSION OF MULTIPLE APPLICATIONS

The submission of applications by more than one organization on behalf of one community, county, or military base is prohibited. An applicant may be a supporting partner for another community's proposal. If more than one is received the community will be requested to eliminate others.

2-3 GENERAL STYLE AND FORMAT SPECIFICATIONS

Proposals must be typed, on single-spaced single sided 8½ x 11 inch paper using no less than 11 point font. Charts and graphs are not necessary attachments and are discouraged.

2-4 APPLICATION CONTENTS AND REQUIRED DOCUMENTATION

The application must include discussion and/or documentation of the following:

Plan of Action (Application section 14)

The applicant must submit a plan of action (Template provided page 13) to cover the anticipated contract time (up to 36 months) and should include:

- Purpose of the grant and activity summary.

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List of activity broken down to specific activities, including milestones sufficient to monitor the progress of the grant and evaluate results. Include reports schedule.

- Expected outcomes of activities.
- Associated costs of activities.

Budget (Application section 15)

A program budget (template provided, page 14) is required and must:

- Provide a detailed plan of anticipated expenses and expenditures for both the local match and state funds.
- Breakout of activities in funding categories and specific activities.
- Correlate activities to the plan of action.
- Cover only the anticipated contract term.

Previous Performance (Application section 16)

The application must address previous performance: List (Template provided page 15) all existing grants which remain incomplete and note progress and forecast completion timeline.

Community Support and Involvement

The application must address the community's commitment and support for the proposed plan of action. The application must explain the interaction between the applicant, local government, the local economic development organization, and the public, local military facilities and the public.

Previous Performance

The application must address previous performance: List all existing grants which remain incomplete and note progress and forecast completion timeline.

Pre-Bid Conference Call

The applicant and/or proposed grantee must participate in the pre-bid conference call. This call is designed to further explain the grant process requirements as well as changes to this Request for Proposal (RFP) from previous years. It is not the intent of this call to provide specific guidance regarding possible grant application projects.

Conference call information

Date: Monday, June 21, 2010

Time: 10:00a.m. EST -9:00a.m.CST

Call-in Number: 866-699-3239

Code: 21300991

2-5 ATTACHMENTS

Application attachments and appendices should be kept to a minimum. Where these items are included, they should be referenced within the body of the application and be clearly labeled on their face with an identifying number, which corresponds to the reference in the application.

2-6 INCOMPLETE APPLICATIONS

EFI staff will review all applications for completeness and eligibility. Incomplete applications will not be judged unless the corrected application is received prior to the deadline. EFI will inform the originator of the application's flaws, as soon as such faults are identified.

An incomplete application is:

- An application received with less than one electronic copy, one (1) original and seven (7) required copies.
- An application received without Applicant and Proposed Grantee information and signatures.
- An application without the required elements. (As listed on page 10)

PART 3 EVALUATION OF APPLICATIONS

3-1 EVALUATION METHOD

A six (6) member Defense Grant Selection Committee, contracted by EFI, shall make recommendations to EFI. EFI will make recommendations to OTTED, and OTTED will review such recommendations and award grants

3-2 SELECTION CRITERIA

Grant monies are appropriated from revenues collected by the State of Florida. Therefore, statewide dispersion is a prime consideration on grant prioritization. Additionally, in its final review, OTTED will consider

- The relative importance of each proposed project to an area's military installation.
- The role each military installation plays in its respective community.
- The relative economic impact of the military installation in the community.

All proposals will be reviewed and evaluated on their ability to demonstrate military value, based on the following criteria:

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<u>Criteria for Increasing Base Efficiencies and Military Value</u> (Must be specifically/quantitatively addressed)	<u>Points</u>
(1) Ability to assist bases in improving operations, utilizing infrastructure and resources at optimum capacity, as well as lower operating costs.	30
<ul style="list-style-type: none"> ▪ Ability of project to constrain local encroachment by supporting the military’s “right to train” by promoting access to ranges, airfields, airspace, and waterways. ▪ Ability of project to enable the base to better accommodate contingency, mobilization, and future total force requirements. ▪ Ability of project to enhance cooperation amongst the military installations, state agencies and communities in Florida. 	
(2) Justification as an area of critical need	10
<ul style="list-style-type: none"> • Mission growth area • National strategic value • State strategic value 	
(3) Availability to improve the condition of base, land, facilities, and associated airspace through dual-use opportunities.	10
(4) Estimated length of time required to complete the project.	5
(5) Previous performance	10
(6) Economic impact on local economies to include public benefits.	25
(7) Ability to leverage other funding sources.	10
(8) Ability of the community to accept new infrastructure.	Required
(9) Indication of whether this project will require the participation of the military installation affected by the successful completion of this project, as well as if the project involves property owned by the US Department of Defense.	Required
(10) Acceptable environmental impact on communities or military facility.	Required
(11) Plan of Action	Required
(12) Budget	Required
(13) List of prioritized projects	Required
Total Points Available	100

PART 4. APPLICATION FORM

4-1 APPLICATION FORM

There is a not standardized format for grant proposals, however all applications must contain the following information in the presented order:

1. **Project Title**
2. **Counties/Installation(s) Affected**
3. **Community Government/Authority Applicant:**

Government/Authority Federal Employee Identification Number:
Name of Primary Contact:
Title:
Address:
City: State: Zip:
Telephone: Fax:
Email:

Proposed Grantee Contact Information (if different from above):

Name of Primary Contact:
Title:
Address:
City: State Zip:
Telephone: Fax:
Email:

4. **Category of Proposed Project (mark those that apply):**

Encroachment; Transportation & Access, Utilities, Communications,
 Housing,
 Environment, Security, Other (Explain)

5. **Summary of Project (max 1 page)**
6. **How will this infrastructure project improve the base and what is its relative importance to the overall military mission? (Max 1 page)**
7. **Estimated Florida Defense Infrastructure project Cost:**

Design & Engineering:	\$
Right-of-Way:	\$
Construction:	\$
Other: (Specify)	\$
<u>TOTAL COST:</u>	\$ _____

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If the project could be phased over time, break out the phases and costs.

8. **Does the Project Relate to Other Local/State/Federal Budgets:**

Circle one: Yes / No If "Yes", explain how:

9. **Amounts of Other Leveraged Funding/Contributions:**

a. (Federal)_____ (State)_____ (Local)_____

b. (Private)_____ (Revenue Bonds)_____ (Other)_____

10. **Impact of the Project on the Installation's Future Base Efficiencies**

11. **Estimated Project Start Date and Estimated Time for Design and Construction**

12. **Eligibility:**

a. Is this an on-base project?

Circle one: Yes/No

b. Within the past 12 months, was your infrastructure project denied funding by the Florida Legislature?

Circle one: Yes / No

c. Within the past 12 months, did the Florida Legislature fund this project?

Circle One: Yes / No

d. Within the past 12 months, has the Governor vetoed an appropriation for this project? If so, the project cannot compete for funding until 12 months have passed since the veto date.

Circle One: Yes / No

e. Can this project be completed within 36 months or less?

Circle One: Yes/No

13. **Gift Letter:** Indicate if the grant requires federal contracting support to include the Service's approval of a gift.

Circle one: Yes / No

14: Plan of Action

Planned Activity	Objective	Milestone
Category A		
Activity 1		
Activity 2		

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15: Budget and Financial Reporting Form

2010 – 2011 DEFENSE INFRASTRUCTURE GRANT PROGRAM: BUDGET AND FINANCIAL REPORT FORM

GRANTEE _____ DATE _____ QUARTER ENDING _____

Budget Category	Local Program Expenditures			State Program Expenditures			Total Program Expenditures		
	Application Budget	Actual		Application Budget	Actual		Application Budget	Actual	
		Current Program	Quarter to Date		Current Program	Quarter to Date		Current Program	Quarter To Date
Category A									
Activity									
Activity									
TOTAL ALL CATEGORIES									

18. Signatures

Applicant's Signature: _____ Date: _____
Printed Name: _____ Title: _____
Contract Manager? Yes/No. If No, who will be the Contract Manager? _____

Base Commander's Representative: _____ Date: _____
Printed Name: _____ Title: _____

Local Economic Development Official
Signature: _____ Date: _____
Printed Name: _____ Title: _____