

Request for Proposal

2010- 2011

Florida Defense Reinvestment 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 Reinvestment Grant Program (DRG) – covered under this Request for Proposals (RFP)
- Defense Infrastructure Grant Program (DIG) – covered under a different RFP. DIG provides support local infrastructure projects (e.g. construction, land purchases, easements) that have a positive impact on an installation’s military value. Infrastructure grants may also be used to conduct studies, develop presentations, analyses, plans, and modeling in direct support of these infrastructure projects.

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 Peña 407.956.5624 jpena@eflorida.com

Part 2: Purpose

It is the intent of the Executive Office of the Governor to provide meaningful resource support to communities to assist and enhance military missions and installations. Florida Statute 288.980 authorizes the Office of Tourism, Trade, and Economic Development (OTTED) to award grants to assist activities related to this intent. The term “activities” means studies, presentations, analyses, plans, marketing and modeling. Reasonable travel costs and costs incidental thereto incurred by a grant recipient shall be considered an “activity” for which grant funds may be awarded. Staff salaries are not an “activity” for which grant funds may be awarded.

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 and 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).

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SECTION II: DEFENSE REINVESTMENT GRANT PROGRAM

PART 1: DETAILS

1-1 REQUEST FOR PROPOSAL (RFP)

The intent of this Defense Reinvestment Grant RFP is to solicit candidate projects for consideration for funding. A total of \$850,000.00 is currently available for Defense Reinvestment Grants through fiscal year 10/11.

1-2 TIMETABLE

The following dates comprise the grant schedule. OTTED and EFI may adjust the schedule as necessary. All those receiving guidelines will be directly notified of any changes in the timetable.

- | | |
|-------------------|---|
| June 17 | Enterprise Florida issues formal DRG 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 APPLICANT ELIGIBILITY

Each applicant must:

1. Represent a local government (e.g.a local economic development council,or a local or regional commission created by one or more counties/communities) in close proximity to a military installation(s).
2. Agree to match at least 30% percent of grant award; match activities may include gifts, awards, and promotional material. **Match credit may begin from the date the grant agreement is executed by EFI. Activities occurring outside the contract's term of performance will not be eligible for state funding.**

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3. Prepare a coordinated program or plan of action delineating how the eligible project will be administered and completed in a period of time not to exceed 12 months. It must include a plan for ensuring close cooperation between civilian and military authorities in every phase of the project, and a plan for public involvement. If part of a strategic plan, a copy of the plan must be included.
4. Provide evidence that project is part of a plan to support the needs of an installation, and/or shall work in conjunction with defense-dependent communities in developing strategies that will help communities expand non-defense economy, as appropriate.

If the applicant is not a unit of local government, the applicant must provide a letter of support from the appropriate county or city designating the applicant as the lead organization to execute the proposed program of work; or the applicant may choose to have a local government official sign the application.

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 in excess of 10% of the Grant Funds.
7. Project operating costs incurred before both parties execute the Grant agreement.
8. Business entertainment expenses, including meals or activity fees, with the same participants more than once a month.
9. Participation in trade shows, air shows, consultant events, and congressional delegations for more than two (2) staff members and/or officers of the grantee per activity or 70% of the actual activity cost.

1-5 ACCEPTANCE AND TYPE OF CONTRACT

Following the selection of award recipients, 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 conduct financial operations and maintain 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.

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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 including progress reports on incomplete activities.

1-6 AUDIT REQUIREMENTS

As sub-recipients of State funding, Grantee agrees that it is a “sub-recipient” 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: APPLICATION PREPARATION AND SUBMISSION REQUIREMENTS

2-1 APPLICATION DEADLINE

A. Due date

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

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 : 407.319.8437
Email: jpena@eflorida.com

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B. Copies

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

**Enterprise Florida, c/o Juliana Peña
Defense Grants Programs
800 N. Magnolia Avenue, 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 can be the lead for only one application. An applicant may be a supporting partner for another community's proposal.

2-3 GENERAL STYLE AND FORMAT SPECIFICATIONS

Proposals must be typed single-space on single sided 8½ x 11 inch paper. The height of the letters must not be smaller than 11 point. Charts and graphs in addition to those required in the application form are discouraged.

2-4 APPLICATION CONTENTS AND REQUIRED DOCUMENTATION

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

A) Plan of Action (Application section 11)

The applicant must submit a plan of action (Template provided page 14) to cover the anticipated contract time (up to 12 months) and should include:

- Purpose of the grant and activities* summary.
- 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.
- Anticipated costs of activities.
- Evidence of close cooperation between civilian and military authorities.

*The term "activity" as used in this RFP means studies, analyses, plans marketing and modeling. Note that participation in trade shows, air shows, consultant events, and congressional delegations should be noted as an activity; Expense reimbursement eligibility is limited to two (2) staff members and/or officers of the grantee per activity or 70% of the actual activity cost.

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Should consulting activities be identified in the application, any geographic research, study, data or analysis should include the region or, if applicable, the entire state. Every effort will be made to ensure that activities are funded only once and addressed at the level that benefits as much of the state as possible.

B) Budget (Application section 12)

A program budget (template provided, page 15) 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.

A budget summary report of planned versus actual expenditures shall be submitted to EFI on a **quarterly basis**.

The grants are appropriated for the current fiscal year July 1st2010 to June 30th 2011. All work must be completed prior to the contract end date. Actual contract performance period (12 months) will commence on the date the contract is executed by EFI. Request for extensions will be reviewed on a case-by-case basis.

C) Community Support and Involvement (Application section 9)

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, local military facilities and the public.

E) Local Match Documentation and Criteria (Application section 10)

The applicant must commit to providing, at a minimum, the amount of community match (30%) required by law for eligibility. A matching funds contribution may be either cash or in-kind services. Match documentation must include amounts and sources of local match.

Matching Funds may consist of the following types:

1. "Cash Contributions" may include cash contributions from the Grantee, cash contributions from outside sources that are directly applied to the DRG activities. Cash outlays to directly support the DRG through acquiring materials and supplies, buying equipment, paying for staff time used to work on the DRG activities, and paying expenses such as travel, telephone, postage, or printing.

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2. "In-Kind Contributions," which may include the reasonable value of the partial use of equipment, software, or staff from other divisions of the Grantee or from participating partners; the reasonable rental value of office space; or the reasonable value of volunteer time and expenses, calculated based on the value of the work done, and not the amount charged in the performance of the volunteer's normal occupation. For this purpose, the value of volunteer time shall be deemed not to exceed forty dollars (\$40) per hour.

F) Previous Performance (Application section 13)

The application must address previous performance: List (Template provided page 16) all existing grants which remain incomplete and note progress and forecast completion timeline.

G) 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: 1.866.699.3239

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 within one working of notification. 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 11)

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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 general revenue from the State of Florida. Therefore, statewide dispersion is a prime consideration in grant prioritization.

In making grant awards, the following factors will be considered:

1. Ability of project to support the military communities needs in relation to the community's public sector needs.
2. Linkage of the proposed project to the community's strategic plan.
3. Ability of the project to expand a defense-dependent community's strategic plan to non-defense economic opportunities.
4. Geographic distribution of grants to ensure equity statewide.

All proposals will be reviewed and evaluated based on community need, commitment, previous performance and proposed actions in accordance with the following criteria:

<u>Criteria listed according to Application Criteria</u>	<u>Points</u>
---	----------------------

Grant Purpose

- | | |
|---|----|
| Clear purpose and activities to support purpose in the areas of: | 20 |
| <ul style="list-style-type: none">• Job creation and retention.• Skills development.• Other requirements as defined by applicant. | |

Project offers an innovative and realistic plan to create and/or retain defense-related jobs, and/or to create and/or retain non-defense high skilled/high wage jobs in a defense-dependent community.

Program of Work:

- | | |
|--|----|
| • Economic significance of the expected outcomes from activities to the military installation and the local community. | 25 |
| • Cost effectiveness of the plan of action. | 10 |
| • Performance measures to evaluate the project's results. | 5 |
| • Ability to leverage other funds. | 10 |

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<u>Previous Performance</u>	15
<u>Plan of Action</u>	15
<u>Budget</u>	Required
<u>Community Support and Involvement:</u>	Required
<u>Local Match Documentation and Criteria:</u>	Required
Total Points Available	100

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Part 4: APPLICATION

All applications must contain the following information and in the presented order:

1. **Project Title:**

2. **Counties and Bases/Installation(s) Affected:**

3. **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):**

Job Retention Job Creation Job Expansion Technology Transfer

Reuse Other (Explain)

5. **Grant Purpose. List activities and define objectives (max 2 pages):** include an explanation as to whether activities should also be addressed at both a regional level and a state level. If not, why not. If the application continues previous grant work, describe previous outcome and how the continuation directly relates to previous work completed.

6. **Economic Impact Statement.** Applications will describe the local military's annual economic impact in a brief summary to include the following statistics with annotated sources. Must be specifically/quantitatively addressed. (Max 1 page).

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If it is economically feasible to obtain the information described below, include that which is available.

- a. Total value of Department of Defense personnel salaries (military and Department of Defense civilian personnel, both appropriated fund and non-appropriated fund personnel).
 - b. Value of military contracts.
 - c. Estimated value of defense contractors' domestic business.
 - d. Estimated value of defense contractors' international business.
 - e. Estimated value of retiree spending.
 - f. Estimated value of educational programs funded by defense dollars.
 - g. Estimated value of medical benefits funded by defense dollars.
 - h. Estimated value of technology transfer initiatives as a result of synergies between the military, industry, and academia (if available).
 - i. Number of defense industries, which primarily contract with the Department of Defense organization. (List should be available upon request.)
7. **Does the Project Relate to Other Local/State/Federal Budgets?** Circle One: Yes / No If "Yes", explain how.
8. **Cross-pollinating State Success.** Explain the benefits of this project to other defense communities.
9. **Community Support and involvement.** List local organizations that concur with this application. There is no requirement to have a signed letter for each organization.
10. **Local Match Documentation and Criteria.** Attach a summary of local match commitments.

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11: Plan of Action

This section is intended to provide a detailed account of the programmed activities as well as a detailed explanation of the costs associated with each activity. Think of this section as a zero based budget which defends the plan, program activities, and associated costs. The sample activity categories are not intended to be restrictive, just examples; describe the activities your program needs.

Planned Activity	Budget Cost	Objective	Milestone	Outcomes
Travel				
Activity 1: Washington DC Fly In (# attendees, hotel costs, transportation, other costs)	5k	Conduct advocacy trip to secure funding and support	2 nd quarter	<i>State intended outcome of each activity</i>
Activity 2: ADC Conference (Same level of details)				
Marketing				
Activity 3: Conference showcase	20k	Develop an exhibit at xyz conference	3 rd quarter	
Activity 4: TV ad, publications	10k	Promote region to attract new businesses. Economic diversification	1 st , 2 nd , 3 rd quarter	
Plans/Studies/Analyses				
Activity 5: Community advocacy	55k	Contract of a consultant	1 st quarter	

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12: BUDGET AND FINANCIAL REPORT FORM

2010– 2011DEFENSE REINVESTMENT 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
Travel									
Activity 1 ADC annual conference									
Activity 2 Congressional delegation to Washington DC									
Marketing									
Activity 3									
Plans/Studies/Analyses									
TOTAL ALL CATEGORIES									

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14. Applicant Local Economic Development Official's or Representative's Signature.

Signature: _____ Date _____

Printed Name: _____

Title: _____

Organization: _____