

SEP Project Implementation – updates and Q&A

December 9, 2021 – GoToMeeting

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/785710869>

You can also dial in using your phone.

United States: [+1 \(312\) 757-3119](tel:+13127573119)

Access Code: 785-710-869

Objectives:

- Improve efficiency in project implementation by sharing lessons learned
- Identify challenges and solutions in project implementation

Draft Agenda

10 AM: Welcome and Round Robin

Recommendation on what to highlight – focus on what the group could learn from:

- Things learned (techniques, procedures, docs, etc) that could benefit other counties
- Problems county RESTORE programs are running into that others might have faced, might face in the future
- New types of projects that may benefit from different approaches in the RESTORE process
- What are you dealing with now that you have questions about or could use help with?

County list: Escambia, Santa Rosa, Okaloosa, Walton, Bay, Gulf, Franklin, Wakulla, Jefferson, Taylor, Dixie, Levy, Citrus, Hernando, Pasco, Hillsborough, Pinellas, Manatee, Sarasota, Charlotte, Collier, Lee, Monroe

10:45 AM: RESTORE Council, Treasury, and FDEP updates

11:15 AM: SEP project implementation discussion

- Grant application reminders, examples; templates
- SEP amendment status
- Procurement reviews
- Post-award reporting and monitoring meetings – new calendars posted:

11:45 AM: Recommendations for next meeting – what to focus on, topic of interest?

Where's my application, when will an award be made?

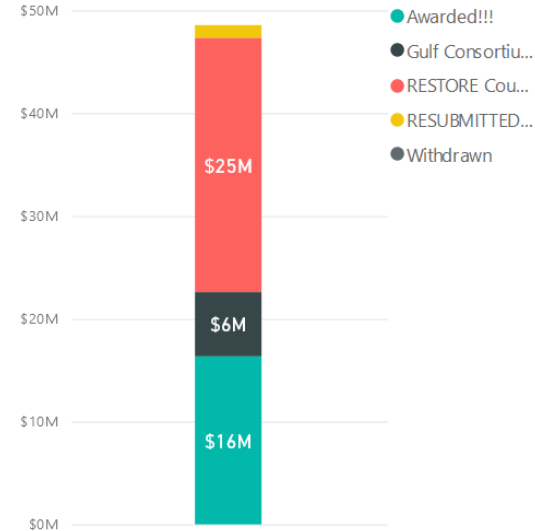
<http://datavisual.balmoralgroup.us/GulfConsortiumProjects>

(p. 8, navigation arrows at bottom)

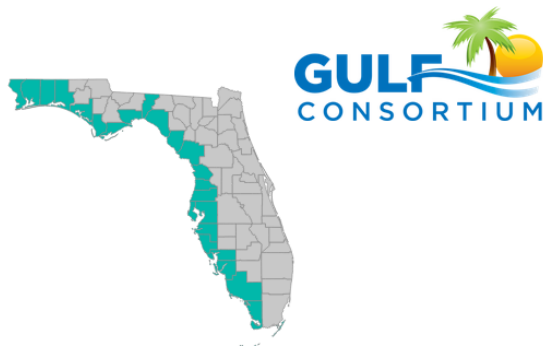
Grant application status

County	Project Name for RAAMS	Status	Amount	Total Consortium Contractual
Bay	5-2: St. Andrew Bay Stormwater Improvement Program – St. Andrew Bay Watch – Water Quality Monitoring	Awarded!!!	\$586,768	
Bay	5-2: St Andrew Bay Stormwater Improvement Program - Construction	Gulf Consortium review	\$1,144,923	
Charlotte	Wastewater Improvement – Combined Project 1	Awarded!!!	\$294,608	
Charlotte	20-1: Charlotte Harbor Septic to Sewer - Zone 3 Construction	RESTORE Council review	\$4,069,681	
Citrus	13-2: Cross Florida Barge Canal Boat Ramp - E&D	Awarded!!!	\$695,024	
Citrus	Wastewater Improvement – Combined Project 1	Awarded!!!	\$301,090	
Citrus	13-1: NW Quadrant Sewer Force Main Project – Construction	RESTORE Council review	\$3,359,281	
Total			\$48,559,354	\$1,2

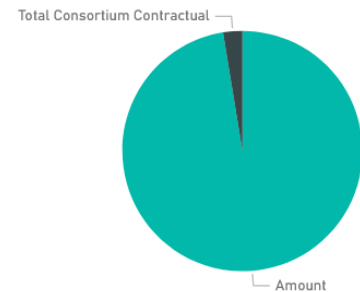
Amount by Status



County



Total project \$ and management/ legal/ oversig...



Status

- Awarded!!!
- Gulf Consortium review
- RESTORE Council review
- RESUBMITTED - in RESTORE review
- Withdrawn

Plan for **at least 9 months** from the time you submit to Gulf Consortium to the time RESTORE Council makes an award

**Application
submission to
Consortium**

9 months



**Award from
RESTORE Council**

What is needed to submit a subaward application?

- See guidance documents and templates at

<https://www.gulfconsortium.org/grant-resources>

1. Project Abstract
2. Project Narrative (BAS)
3. Project Map (can be picture of pdf or word doc)
4. Milestone information (spreadsheet; **include deliverables**)
5. Budget Narrative
6. Budget Table (spreadsheet; SF 424 object class categories)
7. Leveraged Funding form (don't need drawdown schedule)
8. Metrics information (BAS)
9. Observational Data Plan (BAS)
10. Data Management Plan (BAS)
11. Environmental Compliance Checklist
12. GIS shapefiles – or map/picture (don't let this hold you up – we can quickly make these)



Recommended order

Coming soon – new ODP/DMP spreadsheet form

- We will review this at our next meeting

Metric 1	Target
	0.99
Metric specifics/notes	Target notes
<i>Enter response</i>	<i>Enter response</i>

Parameter A	Target
<i>Enter response</i>	0.99
Parameter specifics/notes	Target notes
<i>Enter response</i>	<i>Enter response</i>
Purpose	
<i>Enter response</i>	
Methods	Method specifics/notes
<i>Enter response</i>	<i>Enter response</i>
Baseline data	Reference/control comparison
<i>Enter response</i>	<i>Enter response</i>
Statistical analyses/mathematical models	Potential corrective action
<i>Enter response</i>	<i>Enter response</i>
Schedule/timing	Sample size
<i>Enter response</i>	<i>Enter response</i>
Sample sites	Quality assurance/quality control (QA/QC)
<i>Enter response</i>	<i>Enter response</i>

• Data type 1	Units
<i>Enter response</i>	<i>Enter response</i>
Frequency	Duration
<i>Enter response</i>	<i>Enter response</i>
Storage format	GIS representation
<i>Enter response</i>	<i>Enter response</i>
Projection	Horizontal and vertical datum
<i>Enter response</i>	<i>Enter response</i>
POC name	POC phone
<i>Enter response</i>	<i>Enter response</i>
POC email	
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What is needed to submit a subaward application?

<https://www.gulfconsortium.org/grant-resources>

Please use templates:

more complete applications =
less management cost

Save each of the blank
templates; then save as
project-specific name
and fill them in



Templates

[Abstract](#)

[Project Narrative](#)

[Budget Narrative](#)

[Subrecipient Budget](#)

[Milestone Information](#)

[Metrics Information](#)

[Environmental Compliance](#)

[Data Management Plan](#)

[Observational Data Plan](#)

[Cash Drawdown and Leveraged Funding](#)

IMPORTANT for reducing overhead:

- Don't separate projects into smaller pieces than necessary... every grant/project needs an application and twice-annual performance and financial reports

Next suggested date to submit applications by: **12/17/2021**

- **What portions of projects can proceed?** Anything with a 2019 to 2023 (or maybe even after that) start date in the SEP... see <http://datavisual.balmoralgroup.us/GulfConsortiumProjects> and **ask us for help or suggestions**

Deadlines for grant applications to be approved at upcoming Gulf Consortium Board meetings

Submit materials by this date:



- 12/17/2021

Board meeting: Jan (date TBD), 2022

- 5/20/2022

Board meeting: Jun 28 – Jul 1 (TBD), 2022

- 8/12/2022

← NOTE: SEP amendment intentions should be made known by this date

Board meeting: Sep 21 – 23 (TBD), 2022

- 10/21/2022

← NOTE: SEP amendment materials should be delivered by this date

Board meeting: Nov 30 – Dec 2 (TBD), 2022

How to get costs right at grant application stage...

- Don't rely on SEP estimated \$
- Do internal cost analysis
- If you have an engineer's estimate of construction costs – can(should) it be updated?

Goal: minimize amendments to awards and to the SEP

How to submit a subaward application? Online at:

https://webportalapp.com/sp/gulfconsortium_sep_projects



Welcome, ddourte@balmoralgroup.us

Homepage

Profile

Please click "+Create a Profile to Get Started" to begin your Profile.

Please click the edit "Pen & Paper" icon to complete your Profile. You can always view your Profile by clicking the "Eye" icon.

The Profile is always editable. You cannot start your application until you have completed the Profile.

Profile	<input checked="" type="checkbox"/> Complete	<input type="button" value="Eye"/>	<input type="button" value="Edit"/>
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To begin your application, click "+Get Started" on the Submission Card below. This will bring you to the application.

When you return to this Homepage, you can see the status of your application because the Submission Card will have a colored status bar at the bottom.

If the status bar is **gray**, in color, their application is in review status, and no action needs to be taken at the moment. If the status bar is **orange**, that means that there is an action/step that the applicant needs to take. A form needs to be filled out, etc. If the status bar is **red**, that means that there is an error and the applicant should reach out to you or an administrator.

How to submit a subaward application? Grants mgmt. system

https://webportalapp.com/sp/gulfconsortium_sep_projects

- 1) Make a profile
- 2) Add an application
- 3) Fill out and submit an application
 - Use templates locally or on your servers to make complete application attachments before submittal (budget, budget narrative, etc.)

See procurement FAQs doc at

<https://www.gulfconsortium.org/grant-resources>

- Follow county policies
- Be sure procurement is federally compliant (2 CFR 200)

Let Gulf Consortium know about procurement plans

- Existing (CCNA) procurements may be allowed, but these need case by case review
- See “Procurement Information” section at <https://www.gulfconsortium.org/grant-resources>

Compliance with: 2 CFR § 200.317 - 326

These procurement documents need to be provided to Gulf Consortium management and legal:

- Explain the procurement (in Budget Narrative) and past involvement of selected firm (if applicable) and explain 2 CFR 200 compliance
- Send procurement backup to Gulf Consortium (ddourte@balmoralgroup.us; erosenthal@ngn-tally.com):
 1. RFP/RFQ
 2. Ranking sheet
 3. Resulting contract
 4. *Documentation of MBE outreach*

For grant applications:

- Explain the procurement (in Budget Narrative), whether planned or past
- Describe compliance with county policies and federal rules

NEW requirements

- UEI (Unique Entity Identifier): Transition from DUNS to UEI - all subs/contractors need a UEI and we need to make sure all have one and are ready to go by April 4
- UEI is the official name for this new, non-proprietary identifier
- Buy America Act - [Review 2 CFR 200.322](#) – “Domestic preferences for procurements” - language will need to be included for new award contracts

Important Links:

- Performance Report - <https://webportalapp.com/webform/performancereport>
- Financial Report - <https://webportalapp.com/webform/financialreport>
- Invoicing - <https://webportalapp.com/webform/paymentrequest>
- Deliverables - <https://webportalapp.com/webform/deliverables> ; plans, permits, reports, data

- **Performance Report** template at <https://www.gulfconsortium.org/grant-resources>
- Let us know right away if you're behind schedule or if there's a major change in your project
- Update your ODP
- **Financial Report template provided to subrecipients by email for 1st report**, then it is updated for future reports

- Performance Reports: minimum 1/year
 - NEW – yearly project status meetings (6 months away from the yearly, written submission)
 - More detailed project performance interviews – based on milestones review and evidence of progress on milestones (for moderate and high risk projects)

Schedule for these coming soon at:

<http://datavisual.balmoralgroup.us/GulfConsortiumProjects>

- Financial Reports: minimum 2/year
 - **NEW – more frequent, detailed financial reviews** for moderate or high risk counties

Important Links:

- Final Performance Report with ODP closeout template at <https://www.gulfconsortium.org/grant-resources>

Public Access to Gulf Consortium Project Outputs:

[Gulf Consortium StoryMap](#)

What's here:

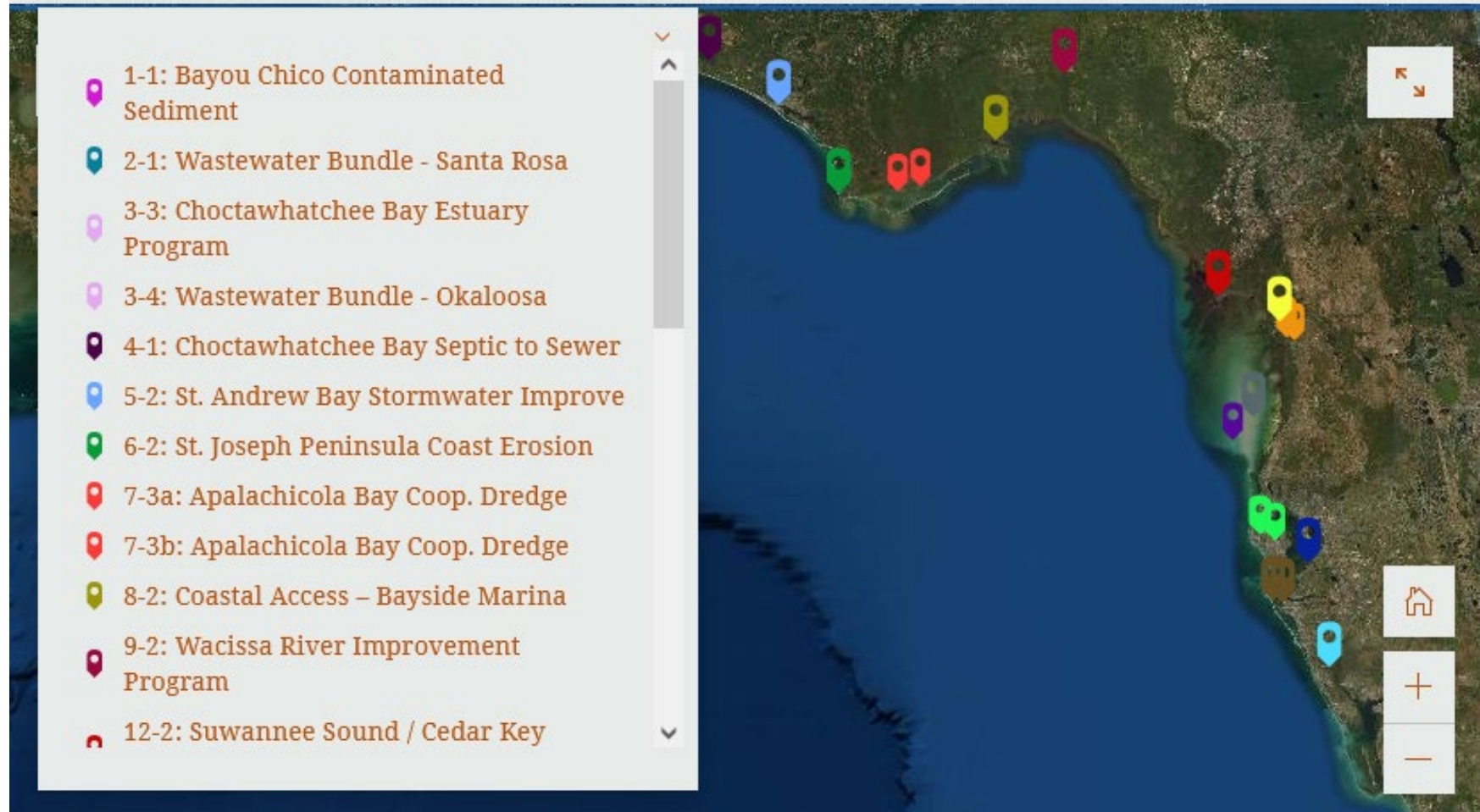
- Project scopes and abstracts
- Deliverables – plans, permits, data, as-built documentation

Why?

- Public projects should have easily accessible information on what the project is and what the outputs are
- Required by RESTORE awards

[Gulf Consortium StoryMap](#)

Map and Deliverables of Awarded Projects



Public Access to Gulf Consortium Project Outputs:

- Gulf Consortium Board meeting presentations on completed projects or major milestones

Contact:

Daniel Dourte

407.629.2185 ext. 113

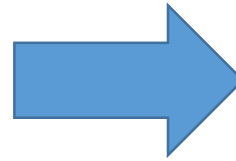
ddourte@balmoralgroup.us

Dashboard for Project Data

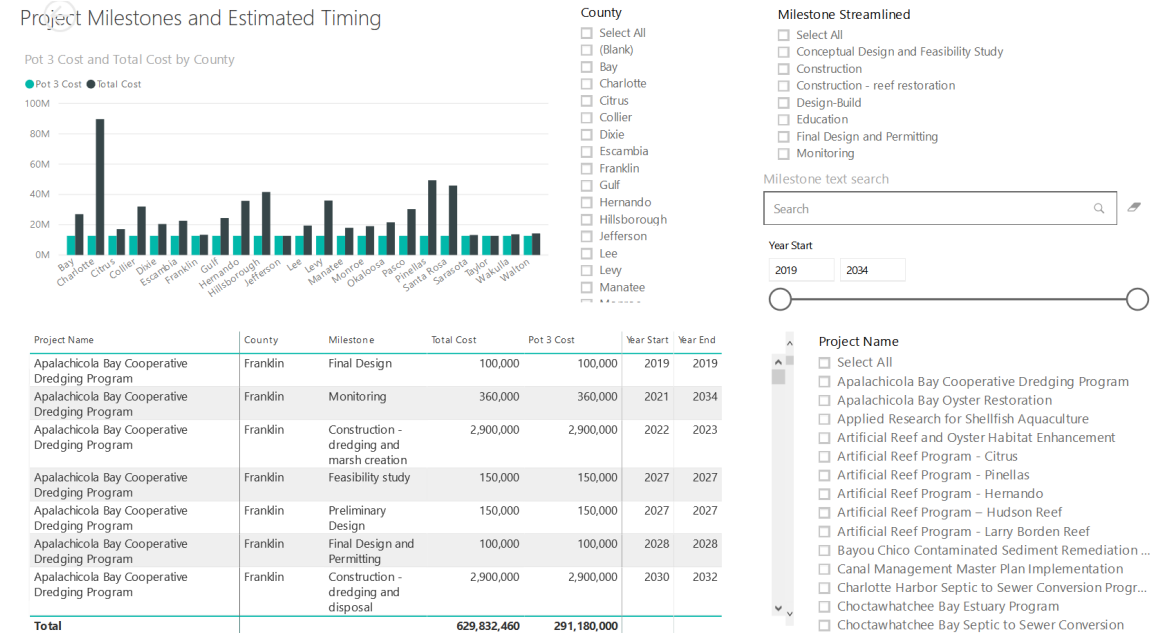
State of Florida

STATE EXPENDITURE PLAN

milestones, start years, cost, goals, funding sources



<http://datavisual.balmoralgroup.us/GulfConsortiumProjects>



Interface for project details



GOAL:

Efficient, accurate grant application preparation

- Better, faster decisions on grant timing, readiness, bundling
- Transparent tracking of progress and changes