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AGENDA

THE GULF CONSORTIUM Finance and Budget Committee Meeting

August 31, 2021, 3:00pm Eastern

Call in info:

<https://global.gotomeeting.com/join/744346949>

United States: +1 (571) 317-3116
Access Code: 744-346-949

Committee Members

Chair - Scott Carnahan (Citrus), Matt Posner (Escambia County), Smokey Parrish (Franklin County), Commissioner Philip Griffiths (Bay County), Yana Matiyuk (Pinellas), Heather Larson (Sarasota)

Also in attendance: Valerie Seidel (The Balmoral Group), Dan Dourte (The Balmoral Group), Richard Bernier (The Balmoral Group), Amy Bainbridge (The Balmoral Group), Ashantee Webb (The Balmoral Group)

Item 1. Call to Order.

Committee Chair Carnahan will call the meeting to order.

Item 2. Roll Call.

Valerie Seidel will call the roll.

Item 3. Additions or Deletions.

Any additions or deletions to the committee meeting agenda will be announced.

RECOMMEND: Approval of a final agenda.

Item 4. Public Comments.

The public is invited to provide comments on issues that are on today's agenda.
(Please see back up pages 5-6)

Item 5. Consent Agenda.

The consent agenda items are presented for approval. Commissioners may remove any items from this agenda that they have questions on or would like the Committee to discuss in depth. Any items removed would then be included in the regular agenda in an order assigned by the Chair. (Please see back up pages 7-14)

Consent Agenda Items:

The minutes of the following meetings are presented for approval.

- June 15, 2021 – Finance and Budget Committee Meeting
- Delegation of Authority Report through August 31, 2021

RECOMMEND: Approval of June 15, 2021 Finance and Budget Committee Meeting Minutes and Delegated Authority Report through August 31, 2021.

Item 6. Financial Statements July 31, 2021

Richard Bernier will present the financial statements through July. These schedules include: Balance Sheet; Income Statement; Cash Receipts Journal, and Cash Disbursements Journal. *(Please see back up pages 15-21)*

RECOMMEND: Recommend approval of the financial statements to the full Board through July 31.

Item 7. July 31, 2021 Budget Summary and Project Status Expenditure Reports.

Richard Bernier will present the Budget Summary and the Project Status Expenditure Reports through July 31 for Committee review. *(Please see back up pages 22-25)*

RECOMMEND: Recommend approval of the Budget Summary and Project Status Expenditure Reports through July 31, 2021 to the full Board.

Item 8. Proposed Budget

Valerie Seidel (The Balmoral Group) will present budget options for the Year 2021-2022 for discussion and approval. *(Please see back up pages 26-32)*

RECOMMEND: Recommend approval of Proposed Budget for consideration by the full board.

Item 9. Proposed Auditor Procurement

Valerie Seidel will present the proposed auditor procurement for discussion and recommendation to the full Board. *(Please see back up pages 33-51)*

RECOMMEND: Recommend approval of Auditor Procurement for consideration by the full board.

Item 10. August 31, 2021 Trust Fund Report.

Richard Bernier (The Balmoral Group) will present the report on the Trust Fund balance, indicating grant funding amounts that are pending, approved, and scheduled for draw down. *(Please see back up pages 52-55)*

RECOMMEND: For information only

Item 11. Manager's Report

Valerie Seidel will present a manager's update verbally to the committee. *(Please see back up pages 56-57)*

RECOMMEND: For information only

Item 12. Grant Funding by County.

Richard Bernier (The Balmoral Group) will present a report listing the total grants by county with associated management, legal and fiscal agent fees. A second report compares each county in total. *(Please see back up pages 58-61)*

RECOMMEND: For information only

Item 13. Management Actual Hours vs Budgeted Hours.

Richard Bernier will present a graph showing a total of actual management hours for grant and general administration compared to budgeted hours. *(Please see back up pages 62-64)*

RECOMMEND: For information only

Item 14. Public Comments.

The public is invited to provide comments on issues that are NOT on today's agenda. *(Please see back up pages 65-66)*

Item 15. Finance and Budget Committee Member Comments.

Members of the Finance and Budget Committee are invited to provide comments on relevant issues. *(Please see back up pages 67-68)*

Item 16. Adjournment.

If a person decides to appeal any decision made by the board, agency, or commission with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

Gulf Consortium Finance and Budget Committee Meeting
August 31, 3:00 p.m., Eastern
GoToMeeting



<u>County</u>	<u>Finance Committee Member</u>	<u>Present</u>
Citrus	Scott Carnahan	
Escambia	Matt Posner	
Franklin	Smokey Parrish	
Pinellas	Yana Matiyuk	
Bay	Philip Griffiths	
Sarasota	Heather Larson	

AGENDA ITEM 4

**Gulf Consortium Finance and Budget Committee Meeting
August 31, 2021**

**Agenda Item 4
Public Comments**

Statement of Issue:

The public is invited to provide comments on issues that are on today's agenda.

Attachments:

None

Prepared by:

Ashantee Webb
The Balmoral Group
General Manager
On: August 25, 2021

AGENDA ITEM 5

**Gulf Consortium Finance and Budget Committee Meeting
August 31, 2021**

**Agenda Item 5
Approval of June 15, 2021 Minutes**

Statement of Issue:

Request to approve the minutes of the June 15, 2021 meeting of the Gulf Consortium Finance and Budget Committee.

Options:

- (1) Approve the June 15, 2021 minutes as presented; or
- (2) Amend and then approve the minutes.

Recommendation:

Motion to approve Option 1.

Prepared by:

Ashantee Webb, The Balmoral Group
On: August 25, 2021

Attachment:

Draft Minutes, June 15, 2021 meeting of the Gulf Consortium Finance and Budget Committee.

Action Taken:

Motion to: _____, Made by: _____;

Seconded by: _____.

Approved____; Approved as amended____; Defeated_____.

Gulf Consortium Finance and Budget Committee Meeting
June 15, 2021 2:00pm ET
GoToMeeting

Members in Attendance: Chair – Matt Posner (Escambia), Scott Carnahan (Citrus), Philip Griffiths (Bay), Heather Larson (Sarasota).

Also in Attendance: Dan Dourte, Richard Bernier, Valerie Seidel, Ashantee Webb (The Balmoral Group).

Agenda Item #1 – Call to Order

Matt Posner (Escambia) called the meeting to order.

Agenda Item #2 – Roll call

Valerie Seidel called the roll. All members were in attendance except for the following: Yana Matiyuk (Pinellas), Smokey Parrish (Franklin).

Agenda Item #3 – Additions or Deletions

Matt Posner asks the committee if there are any additions or deletions to the agenda. There being none Scott Carnahan makes a motion for approval. This motion was seconded by Philip Griffiths. Matt Posner asks the committee if there is any debate, discussion, or opposition to this motion. There being none Matt Posner proceeds to the next agenda item.

Agenda Item #4 – Public Comments

Matt Posner asks if there is anybody via online or telephone that wishes to make a public comment at this time. Hearing none Matt Posner closed the public comment and proceeded to the next agenda item.

Agenda Item #5 – Consent Agenda

Matt Posner asks the committee if they would like to make a motion to approve the March 18, 2021 Finance and Budget Committee Meeting Minutes and the Delegated Authority Report through February 28th 2021. Philip Griffiths makes a motion for approval. This motion was seconded by Scott Carnahan. Matt Posner asks the committee if there is any debate, discussion, or opposition to this motion. Hearing none Matt Posner proceeds to the next agenda item.

ACTION: APPROVED

Agenda Item #6 – Financial Statements May 31, 2021

Richard Bernier presented the financial statements through May 31, 2021 for the committee's review. On the Balance Sheet, there is an awarded grant balance of 17.8 million dollars. On the Income Statement the expenses for Adaptive Planning is just under 18 thousand dollars. Grant expenses total to 176.5 thousand dollars. General expenses are at 66 percent through the year and they are 62 percent of budget expended. There is also a detailed list of deposits and expenses for the period. Matt Posner asks the committee if there are any questions for Richard Bernier. Hearing none Heather Larson makes a motion for approval. This motion was seconded by Philip Griffiths and Scott Carnahan. Matt Posner asks the committee if there is any debate, discussion, or opposition to this motion. Hearing none Matt Posner proceeds to the next agenda item.

ACTION: APPROVED

Agenda Item #7 – May 31, 2021 Budget Summary and Project Status Expenditure Reports

Richard Bernier presents the Budget Summary for the state expenditures for the fiscal year. 176.5 million dollars has been expended out of the SEP Grant, there is 39.8 million dollars remaining in the budget. There is almost 46 thousand dollars remaining on the Adaptive Planning and 44 thousand dollars remaining in the operating expenses for the rest of the year. A detail of the status of each

project with the budgeted amount compared to what was actually done up to this point was presented for each of the grants. Matt Posner asks the committee if they have any questions for Richard Bernier. Hearing none Scott Carnahan makes a motion for approval. This motion was seconded by Heather Larson. Matt Posner asks the committee if there is any debate, discussion, or opposition to this motion. Hearing none Matt Posner proceeds to the next agenda item.

ACTION: APPROVED

Agenda Item #8 – May 31, 2021 Trust Fund Report

Richard Bernier presents the Trust Fund balance as of April 2020. The balance will be updated in the next meeting to reflect the new balances that were received a few days ago. There are 23.7 million dollars in Awarded Grants, this includes the PSEP, SSEP, and Adaptive Planning. 19 million dollars of that is to direct county projects. There is an unobligated balance of 85.8 million dollars and a total of 109 VP payments to date of the 293 million dollars that is supposed to be paid. This leaves 183.9 million dollars remaining to be put into the Trust Fund. The SEP Grant status does not include the PSEP and SSEP. There is 20.3 million dollars in Gulf Consortium review, 25.9 million dollars in RESTORE review, and a total awarded including the Adaptive Planning of 20.5 million dollars. The total amount submitted of SSEP Grants to the state is 66.8 million dollars. The Implementation Costs chart shows that there is only 2.39 percent of Administrative Costs and the rest is going to projects. Matt Posner asks the committee if they have any questions for Richard Bernier. Hearing none Heather Larson makes a motion for approval. This motion was seconded by Philip Griffiths. Matt Posner asks the committee if they have any debate, discussion or opposition to this motion. Hearing none Matt Posner proceeds to the next agenda item.

ACTION: APPROVED

Agenda Item #9 – Grant Funding by County

Richard Bernier presents a graph that represents the percentage that the counties have towards the SEP Grant which is the 2.39 percent of Administrative Costs that was mentioned earlier. The next graph shows the percentage that each county represents of everything that has been awarded to this date. Matt Posner asks the committee if they have any questions for Richard Bernier. Hearing none Scott Carnahan makes a motion for approval. This motion was seconded by Heather Larson. Matt Posner asks the committee if there is any debate, discussion, or opposition to this motion. There being none Matt Posner proceeds to the next agenda item.

ACTION: APPROVED

Agenda Item #10 – Public Comments

Matt Posner asks if there is anyone via online or phone that wishes to make a public comment. Hearing none Matt Posner proceeds to the next agenda item.

Agenda Item #11 – Finance and Budget Committee Member Comments

Matt Posner asks the committee if there is anyone on the committee that wishes to make a comment at this time. Scott Carnahan asks Dan Dourte and Valerie Seidel how long does it take for the council to get a project pushed through and back to the county. Valerie Seidel states that the average time right now is about 212 days. Valerie Seidel informed the chair that the staff has two comments. Valerie Seidel mentions that while the Audit Report was not included in the packet, the Audit Committee is meeting next week to hear the final report from the Auditors. There were no material findings or issues raised in the Audit. There is a letter that was included in the financial statements that had an error, which was corrected by the Auditor. The updated letter will be included in the packet that will be sent to the full board for approval. A proposed

format for formal contract tracking mechanisms will be presented in the next meeting for the committee's review. Scott Carnahan asks if anybody on the committee has any questions for Valerie Seidel. Hearing none Matt Posner adjourns the meeting.

Agenda Item #12 – Adjourn.

There being no further business the meeting was adjourned at 2:16pm.

DRAFT

AGENDA ITEM 5b

**Gulf Consortium Finance and Budget Committee Meeting
August 31, 2021**

Consent Agenda

Item 5b

**Report on Delegated Authority
Actions from June 1 – August 31, 2021**

Summary:

Staff report of actions carried out through delegated authority of the Board. Since the last Board meeting, staff has processed 10 applications totaling \$26.5 million, 6 Draw Requests for \$113,000 and 3 awards totaling \$7.3 million. A detailed listing of individual transactions follows.

<i>Submission Date</i>	<i>Action Taken</i>	<i>County</i>	<i>Project No.</i>	<i>Project Name</i>	<i>Amount</i>
5/4/2021	Draw Request	Gulf Consortium	24-1	Adaptive Planning and Compliance Project	26,287
5/7/2021	Draw Request	Manatee	18-2	Portosueno Park Living Shoreline	9,438
5/7/2021	Draw Request	Pinellas	16-2	Wastewater Collection System Improvements - E&D	7,567
5/7/2021	Draw Request	Okaloosa	3-4	Wastewater Improvement – Combined Project 1	20,452
5/28/2021	Draw Request	Hernando	14-1	Artificial Reef Program - E&D and Monitoring	7,827
6/23/2021	Draw Request	Adaptive Planning	24-1	Adaptive Planning and Compliance Project	41,451
6/25/2021	Accepted Award	Escambia	1-1	Bayou Chico Contaminated Sediment Remediation Project	1,121,773
6/25/2021	Accepted Amendment Award	Bundle - Santa Rosa, Okaloosa, Citrus	2-1,3-4, and 13-1	Wastewater Improvement – Combined Project 1	1,150,464
7/16/2021	Resubmittal Application	Citrus	13-1	NW Quadrant Sewer Force Main Project - Construction	5,988,821
7/20/2021	Resubmittal Application	Manatee	18-6	Applied Research for Shellfish Aquaculture	349,885
7/20/2021	Submitted Financial Report	Okaloosa	3-3	Choctawhatchee Bay Estuary	
7/20/2021	Submitted Financial Report	Sarasota	19-1	Sarasota County Dona Bay Hydrologic Restoration Program, Phases III-IV - E&D	

7/20/2021	Submitted Financial Report	Collier	22-1	CCCWIP Monitoring & Master Plan	
7/20/2021	Submitted Financial Report	Citrus	13-2	Cross Florida Bridge Canal Boat Ramp	
7/20/2021	Submitted Financial Report	Hernando	14-1	Artificial Reef - E&D and Monitoring	
7/22/2021	Submitted Financial Report	Bay	5-2	St. Andrew Bay Stormwater Improvement Program - St. Andrew Bay Watch - Water Quality Monitoring	
7/22/2021	Submitted Financial Report	Walton	4-1	Choctawhatchee Bay Septic to Sewer Conversion - Feasibility Study	
7/22/2021	Submitted Financial Report	Jefferson	9-2	Wacissa River Park	
8/10/2021	Accepted Award	Franklin	7-3	Apalachicola Cooperative Dredging	5,047,064
8/17/2021	Submitted Grant Application	Okaloosa	3-4	Shoal River Headwaters Protection Program – Phase I Construction	1,431,554
8/17/2021	Submitted Grant Application	Wakulla	8-1	Wakulla Springshed Water Quality Protection Program - Otter Creek WWTF	7,721,441
8/17/2021	Submitted Grant Application	Taylor	10-1	Spring Warrior - Acquisition	621,686
8/17/2021	Submitted Grant Application	Citrus	13-3	Artificial Reef Program - Implementation	1,226,243
8/18/2021	Submitted Grant Application	Manatee	18-10	Kingfish Boat Ramp Renovation and Expansion - Construction	4,531,489
8/24/2021	Resubmittal Application	Bay	5-1	North Bay Water Quality Improvement Program (Raw Water Line)	1,522,132
8/24/2021	Submitted Grant Application	Taylor	10-2	Hodges Park Rehabilitation	1,075,161
8/24/2021	Submitted Grant Application	Manatee	18-1	Manatee River Oyster Rehabilitation	2,039,612

AGENDA ITEM 6

**Gulf Consortium Finance and Budget Committee Meeting
August 31, 2021**

**Agenda Item 6
Financial Statements**

Statement of Issue:

Presentation of the most recent monthly financial statements.

Background:

Financial Statements are produced monthly for the Consortium. Additionally, attachments include a listing of the cash receipts and cash disbursements since the last report date.

Attachments:

- a) Balance Sheet as of July 31, 2021
- b) Income Statement through July 31, 2021
- c) Deposits June through July 31, 2021
- d) Disbursements June through July 31, 2021

Prepared by:

Richard Bernier
The Balmoral Group
On: August 25, 2021

Gulf Consortium

Balance Sheet

As of July 31, 2021

Jul 31, 2021

ASSETS

Current Assets

Checking/Savings

Cash

Grant Account (Wells Fargo) 69.10

Operating Account (Seaside) 19,144.13

Total Cash 19,213.23

Total Checking/Savings 19,213.23

Accounts Receivable

Accounts Receivable

Adaptive Planning 124,122.01

Grants Receivable (SEP) 18,807,650.49

Total Accounts Receivable 18,931,772.50

Total Accounts Receivable 18,931,772.50

Other Current Assets

Other Current Assets

Other Receivables 45,476.21

Prepaid Expenses 9,791.00

Other Current Assets - Other 31,883.97

Total Other Current Assets 87,151.18

Total Other Current Assets 87,151.18

Total Current Assets 19,038,136.91

TOTAL ASSETS 19,038,136.91

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

Payables

Accounts Payable (Grants) 40,583.12

Accounts Payable (General) 7,533.06

Total Payables 48,116.18

Total Accounts Payable 48,116.18

Other Current Liabilities

Accrued Liabilities

Accrued Liabilities (Grants) 18,973,223.71

Total Accrued Liabilities 18,973,223.71

Total Other Current Liabilities 18,973,223.71

Total Current Liabilities 19,021,339.89

Total Liabilities 19,021,339.89

Equity

Funds Transfers (51,652.24)

Unrestricted Net Assets 74,535.45

Net Income (6,086.19)

Total Equity 16,797.02

TOTAL LIABILITIES & EQUITY 19,038,136.91

Gulf Consortium
Profit & Loss
October 2020 through July 2021

	<u>Adaptive Planning</u>	<u>General Fund</u>	<u>SEP Grants</u>	<u>TOTAL</u>
Income				
Adaptive Planning Grant	59,412.99	-	-	59,412.99
Direct Contributions	-		-	-
Funds Carryover		21,883.21		
County Dues		106,790.00		
Grant Funds - SEP	-	-	180,572.19	180,572.19
Total Income	<u>59,412.99</u>	<u>128,673.21</u>	<u>180,572.19</u>	<u>368,658.39</u>
Expense				
Adaptive Planning	59,412.99	-	-	59,412.99
SEP Grants	-	-	180,572.19	180,572.19
General Consortium Expenses				
Other Expense	-	58.13	-	58.13
Special District Fees	-	175.00	-	175.00
Bank Fees	-	1,010.40	-	1,010.40
Meeting Expense	-	5,889.39	-	5,889.39
Accounting/Accounting	-	2,500.00	-	2,500.00
Management Fees	-	67,766.50	-	67,766.50
Legal Fees	-	28,314.42	-	28,314.42
Compliance Fees	-	154.70	-	154.70
Software	-	7,007.65	-	7,007.65
Total General Consortium Expenses	<u>-</u>	<u>112,876.19</u>	<u>-</u>	<u>112,876.19</u>
Total Expense	<u>59,412.99</u>	<u>112,876.19</u>	<u>180,572.19</u>	<u>352,861.37</u>
Net Income	<u>-</u>	<u>15,797.02</u>	<u>-</u>	<u>15,797.02</u>

Gulf Consortium
Deposit Detail
June through July 2021

Type	Num	Date	Name	Account	Amount
Deposit		06/21/2021		1030 - Grant Account (Wells Fargo)	41,451.21
Payment		06/21/2021	ASAP.gov	Adaptive Planning	(41,451.21)
TOTAL					(41,451.21)

Gulf Consortium
Check Detail
June through July 2021

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check		06/03/2021	Hernando County Grants		1030 - Grant Account (Wells Fargo)		-4,979.00
Bill	110-03	05/20/2021			814-002 - Personnel	-3,196.00	3,196.00
					814-003 - Fringe Benefits	-1,330.36	1,330.36
					814-006 - Indirect/Overhead Costs	-452.64	452.64
TOTAL						-4,979.00	4,979.00
Bill Pmt -Check		06/03/2021	The Balmoral Group, LLC		1030 - Grant Account (Wells Fargo)		-2,847.50
Bill	500110.02	05/20/2021			814-005 - Contractual	-2,847.50	2,847.50
TOTAL						-2,847.50	2,847.50
Bill Pmt -Check		07/01/2021	Leon County		1030 - Grant Account (Wells Fargo)		-1.21
Bill	20-02	06/08/2021			6220 - Administration	-1.21	1.21
TOTAL						-1.21	1.21
Bill Pmt -Check		07/01/2021	NGN		1030 - Grant Account (Wells Fargo)		-437.50
Bill	44887	05/01/2021			6210 - Legal	-437.50	437.50
TOTAL						-437.50	437.50
Bill Pmt -Check		07/01/2021	The Balmoral Group, LLC		1030 - Grant Account (Wells Fargo)		-41,012.50
Bill	500020.01	06/08/2021			6220 - Administration	-41,012.50	41,012.50
TOTAL						-41,012.50	41,012.50
Check		07/12/2021			1030 - Grant Account (Wells Fargo)		-228.15
					5060 - Bank Fees	-228.15	228.15
TOTAL						-228.15	228.15

Gulf Consortium
Check Detail
June through July 2021

	Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
	Bill Pmt -Check		07/15/2021	The Balmoral Group, LLC		1020 - Operating Account (Seaside)		-15,750.00
	Bill	2461.22	06/30/2021			5040 - Management Fees	-15,750.00	15,750.00
TOTAL							-15,750.00	15,750.00
	Bill Pmt -Check	256	06/23/2021	FL Dept. of State		1020 - Operating Account (Seaside)		-49.28
	Bill	107809	06/08/2021			5030 - Meeting Expense	-49.28	49.28
TOTAL							-49.28	49.28
	Bill Pmt -Check	257	06/23/2021	NGN		1020 - Operating Account (Seaside)		-2,362.50
	Bill	45038	06/04/2021			5050 - Legal Fees	-2,362.50	2,362.50
TOTAL							-2,362.50	2,362.50
	Bill Pmt -Check	258	06/23/2021	The Balmoral Group, LLC		1020 - Operating Account (Seaside)		-6,281.25
	Bill	2461.21	06/08/2021			5040 - Management Fees	-5,906.25	5,906.25
						5030 - Meeting Expense	-375.00	375.00
TOTAL							-6,281.25	6,281.25
	Bill Pmt -Check	260	07/15/2021	NGN		1020 - Operating Account (Seaside)		-5,725.00
	Bill	45219	06/30/2021			5050 - Legal Fees	-5,725.00	5,725.00
TOTAL							-5,725.00	5,725.00

AGENDA ITEM 7

**Gulf Consortium Finance and Budget Committee Meeting
August 31, 2021**

**Item 7
Budget Summary and Project Status Expenditure Reports**

Summary:

The Budget Summary and the Project Status Expenditure Report for July 31 are presented for Committee review.

*Condensed Budget Summary
For the current fiscal year – ten months ended July 2021*

Cost Category	Annual 2020-21 Budget	Actual YTD	Remaining Budgeted Expenses
SEP Expenses (project funding)	39,966,750	180,572	39,786,178
Adaptive Planning Grant	63,950	59,413	4,537
General fixed and variable Operating Expenses	116,975	112,876	4,099
Total	40,147,675	352,861	39,794,814

Project Status Expenditure Reports

County	Proj. #	Project Name	Budgeted Amount Thru Current Year	Actual PTD	Remaining Budgeted Expenses	Project Status
Wastewater improvement Grant Application #1						
Santa Rosa	2-1	Soundside Drive Septic to Sewer Conversion, Phase I	\$366,712	\$225,070	\$139,953	Balance for project to date
Okaloosa	3-4	Shoal River Headwaters Protection Program - Phase I (BSAIP WRF Effluent Disposal Expansion)	\$116,545	\$26,965	\$89,580	Balance for project to date
Citrus	13-1	NW Quadrant Sewer Force Main Project	\$301,090	\$173,804	\$127,286	Balance for project to date
Charlotte	20-1	Charlotte Harbor Septic to Sewer Conversion Program	\$294,608	\$1,689	\$292,919	Balance for project to date
Okaloosa	3-3	Choctawhatchee Bay Estuary Program	\$430,070	\$121,076	\$308,994	Balance for project to date
Wakulla	8-2	Coastal Public Access Program - Bayside Marina	\$81,004	\$14,791	\$66,213	Balance for project to date
Pasco	15-5	Artificial Reef Program - Hudson Reef	\$117,905	\$3,558	\$114,348	Balance for project to date
Pinellas	16-1	Lake Seminole Sediment Removal	\$1,237,121	\$1,029,886	\$207,235	Balance for project to date
Pasco	15-1	Port Richey Watershed Stormwater Mgmt Project - Construction	\$6,600	\$0.00	\$6,600	Gulf Consortium review

Bay	5-2	St. Andrew Bay Stormwater Improvement Program – St. Andrew Bay Watch – Water Quality Monitoring	\$205,522	\$67,164	\$138,358	Balance for project to date
Collier	22-1	Comprehensive Watershed Improvment Program - Monitoring Program	\$290,964	\$41,346	\$249,618	Balance for project to date
Sarasota	19-1	Sarasota County Dona Bay Hydrologic Restoration Program	\$504,416	\$2,003	\$502,413	Balance for project to date
Walton	4-1	Choctawhatchee Bay Septic to Sewer Conversion - Planning	\$213,532	\$2,411	\$211,1213	Balance for project to date
Jefferson	9-2	Wacissa River Park Improvement Program - Planning and Acquisition	\$895,849	\$5,869	\$889,980	Balance for project to date
Citrus	13-2	Cross Florida Barge Canal Boat Ramp - E&D	\$205,628	\$3,024	\$202,604	Balance for project to date
Escambia	1-1	Bayou Chico Contaminated Sediment Remediation Project - E&D	\$346,071	\$9,977	\$336,094	Balance for project to date
Hernando	14-1	Artificial Reef Program - E&D and Monitoring	\$319,518	\$16,881	\$302,637	Balance for project to date
Hillsborough	17-1	Cockroach Bay Aquatic Preserve Land Acquisition and Ecosystem Restoration - Acquisition	\$27,488	\$8,769	\$18,719	Balance for project to date
Levy	12-2	Levy County Oyster Restoration Project	\$275,869	\$9,564	\$266,305	Balance for project to date
Gulf	6-2	St. Joseph Peninsula Coastal Erosion Control	\$81,020	\$21,473	\$59,547	Balance for project to date
Franklin	7-3	Apalachicola Bay Cooperative Dredging Program	\$2,414,863	\$0.00	\$2,414,863	Balance for project to date
Pinellas	16-2	Wastewater Collection System Improvements - E&D	\$792,875	\$7,567	\$785,308	Balance for project to date
Charlotte	20-1	Charlotte Harbor Septic to Sewer - Construction	\$6,600	\$0.00	\$6,600	In RESTORE review
Manatee	18-6	Applied Research for Shellfish Aquaculture and Habitat Restoration	\$6,600	\$0.00	\$6,600	In RESTORE review
Manatee	18-2	Portosueno Park Living Shoreline	\$172,422	\$9,438	\$162,984	Balance for project to date
Bay	5-2	Raw Water Line - North Bay Water Quality Program	\$6,600	\$0.00	\$6,600	Gulf Consortium review
Collier	22-1	Comprehensive Watershed Improvement Program - Final E&D	\$6,600	\$0.00	\$6,600	In RESTORE review

Citrus	13-1	NW Quadrant Sewer Force Main Project- Construction	\$6,600	\$0.00	\$6,600	In RESTORE review
Manatee	18-10	Kingfish Boat Ramp Renovation and Expansion - Construction	\$6,600	\$0.00	\$6,600	In RESTORE review
Santa Rosa	2-1	Santa Rosa Sound Water Quality Improvement Monitoring Program	\$6,600	\$0.00	\$6,600	In RESTORE review
Bay	5-1	North Bay Water Quality Improvement- Raw Water Line - Construction	\$6,600	\$0.00	\$6,600	In RESTORE review
Wakulla	8-1	Wakulla Springshed Water Quality Protection Program	\$6,600	\$0.00	\$6,600	In RESTORE Review
Taylor	10-1	Spring Warrior	\$6,600	\$0.00	\$6,600	In RESTORE review
Taylor	10-2	Hodges Park Rehabilitation Project	\$6,600	\$0.00	\$6,600	In RESTORE Review
Okaloosa	3-4	Shoal River Headwaters Protection Program – Phase 1	\$6,600	\$0.00	\$6,600	In RESTORE review
Citrus	13-3	Artificial Reef Program	\$6,600	\$0.00	\$6,600	In RESTORE Review
Manatee	18-1	Manatee River Oyster Restoration	\$6,600	\$0.00	\$6,600	In RESTORE review
Okaloosa	3-5	Veterans Park Living Shoreline	\$6,600	\$0.00	\$6,600	Gulf Consortium Review
Jefferson	9-1	Wacissa Springshed Water Quality Protection	\$6,600	\$0.00	\$6,600	Gulf Consortium Review
Taylor	10-3	Keaton Beach & Steinhatchee Boat Ramps	\$6,600	\$0.00	\$6,600	Gulf Consortium Review

AGENDA ITEM 8

**Gulf Consortium Finance and Budget Committee Meeting
August 31, 2021**

**Agenda Item 8
Proposed Budget**

Statement of Issue:

Presentation of a proposed budget for the next fiscal year.

Background:

The fiscal year runs from October 1 to September 30 and requires an approved budget for the year. There are three categories of funds for the coming fiscal year: County Funds (for ongoing administrative items that do not qualify for grant expenditure), Adaptive Planning & Compliance Funds (a grant approved to fund the required compliance activities of receiving federal grant funds) and SEP Funds (SEP project grants). Each is discussed in turn.

Discussion:

The County funds cover costs primarily relating to meetings and administrative matters that pertain to the Consortium's status as a Special District, including public notice requirements, agenda preparation, logistics and general accounting requirements to comply with state and federal rules. For the fiscal year 2020-2021, costs will total approximately \$116,000 (at this writing, the fiscal year is not closed out) and include approximately 506 hours of management time. Legal costs are based on meeting participation and miscellaneous correspondence for up to \$32,000.

Meeting and travel expense have been for one in-person meeting so far for this fiscal year due to the pandemic and change in meeting venues to virtual meetings. In-person meeting expenses vary depending on the location of Board meetings. Two budget scenarios are presented. The first one includes four in-person meetings using an average of prior years' meeting expenses to estimate costs. The second scenario includes two in-person meetings and two virtual meetings for the new fiscal year.

Miscellaneous expenses are bank fees, website renewal costs, and various required filing costs.

The Adaptive Planning Grant funds are budgeted at \$63,950. Certain costs of managing compliance for the Consortium are grant eligible, such as the annual audit and the cost of SEP amendments, but may not be grant-specific or project-specific. Grant-eligible costs will be recouped (assuming they meet all necessary requirements) using Adaptive Planning Grant funds. The sum requested reflects the amount of \$25,790 for audits (single and financial), costs to complete SF-425 forms, OSA updates, required annual training, and report and track financial data related to the grant award (80 hours). Costs of programmatic software (grants management and accounting) are estimated at about \$9,350. Costs are also estimated for Staff time relating to annual updates for Risk Committee, Policy Review, and associated recordkeeping, totaling 46 hours. The amount of \$23,460 represents input & upkeep for

procurement record processing & accounting activities (100 hours total); at this time, few procurements are anticipated but are included for purposes of budgeting. The amount of \$8,340 is requested for contingency.

SEP Funds are based on the grant application submissions received from the counties. Since SEP approval, and for the past two budget years, the pace of grant applications has been sporadic. Staff budgeted for about \$70 million during the current year, using the SEP-planned grant milestones to date. Active grants total \$70 million at the time this budget was prepared. For FY 2021-22, staff is budgeting for additional projects targeted for the fiscal year of \$68 million, and estimating 1/2 for draw-downs in the current year. This is well below the trust fund balance of \$126 million, and a very conservative estimate based on current drawdowns of less than 10% of grant balances. To date, staff costs have been tightly managed, resulting in costs of about 1.6% of total grant value processed.

For the upcoming fiscal year, two scenarios are offered. In the first, all Board Meetings will be held in-person. Under this scenario, estimated staff expense totals \$90,000 and meeting expenses would be \$29,200. This covers the costs of staff travel, room and AV rentals, and printing costs. Importantly, printing assumptions include hard copy printing of 10 agenda packets for each in-person meeting, which is a reduction in costs of almost \$10,000. This scenario would require an increase in County Dues of \$2,732 for large counties and \$634 for small counties.

It is important to note that, as shown in Attachment 3, county dues are currently well below levels from 2018, and basic costs for all items have continued to increase during that time. Management costs have reduced in hours each year, and are holding fairly steady at about 40 hours/month. Further reduction in management hours is considered unrealistic, given increased Consortium activity.

The second scenario would involve going to two in-person meetings and two virtual meetings which would reduce travel costs, room and AV rental costs and printing. Under this scenario, estimated staff expense totals \$78,925 and meeting expense totals \$11,680. This scenario would require an increase in County Dues of \$1,028 for large counties and \$239 for small counties.

The legal expense is the lesser of 1.83% of the anticipated drawdowns or \$90,000, the contractual maximum legal that can be invoiced. The fiscal agent fees are based on .03% of the draw downs.

Attachments:

- (1) Proposed budget Scenario 1 for fiscal year running from October 1, 2021 to September 30, 2022.
- (2) Proposed budget Scenario 2 for fiscal year running from October 1, 2021 to September 30, 2022.
- (3) History of County Dues payments.

Options:

- (1) Recommend approval of Budget Scenario 1, for consideration by full Board.
- (2) Recommend approval of Budget Scenario 2, for consideration by full Board.
- (3) Committee direction.

Prepared by:

Valerie Seidel
The Balmoral Group
On: August 26, 2021

Gulf Consortium Proposed Budget Fiscal Year 2021-2022

Note: Trust Fund Balance as of April 2021 = \$126,246,810

4 in-person meetings		Budget			
Beginning Funds Balance		-			
REVENUES	County Funds	Adaptive Planning	SEP Funds	Total	
County Funding	152,840			\$	152,840
Adaptive Planning Grant		191,860			191,860
Florida SEP Grant			104,764,553		104,764,553
TOTAL REVENUES	\$ 152,840	\$ 191,860	\$ 104,764,553	\$	105,109,253
DISBURSEMENTS					
Adaptive Planning					
Financial, Audit & Reporting		25,790			25,790
Risk, Procurement & Amendments		23,460			23,460
Contingency		8,340			8,340
Software		6,360			6,360
Subtotal Adaptive Planning Expenses		63,950			63,950
Florida State Expenditure Plan (SEP) Project Implementation Expenses					
County Projects			52,382,277		52,382,277
Subtotal SEP Expenses			52,382,277		52,382,277
General Operating Expenses					
Management Expense	90,125				90,125
Legal Expense	30,500				30,500
Meeting and Travel Expense	29,200				29,200
*Miscellaneous	3,015				3,015
Subtotal General Operating	152,840				152,840
TOTAL EXPENSES	152,840	63,950	52,382,277		52,599,067
Funds Balance	-	127,910	52,382,276		52,510,186

1 Estimated cash balance after all 2019/20 expenses have been paid

Individual County Assessment change:			<u>Needed</u>	<u>Revised per County</u>	<u>Prior Year</u>	<u>Change</u>
2	15 Large Counties from	\$ 9,038	-	9,038	6,306	2,732
	8 Small Counties from	\$ 2,159	-	2,159	1,525	634

3 Based on historical costs, financial reporting, administration & meeting costs

3 Includes items from SEP Amendment (see agenda item) & meetings

4 Based on 4 in person Board meetings - Printing, facility charges, AV

5 Trust Fund Balance as of April 2021 = \$126,246,810

Gulf Consortium Proposed Budget Fiscal Year 2021-2022

2 In-person meetings & 2 virtual meetings

Note: Trust Fund Balance as of April 2021 = \$126,246,810

Budget				
Beginning Funds Balance	-	-	-	-
REVENUES	County Funds	Adaptive Planning	SEP Funds	Total
County Funding	124,120			\$ 124,120
Adaptive Planning Grant		191,860		191,860
Florida SEP Grant			104,764,553	104,764,553
TOTAL REVENUES	\$ 124,120	\$ 191,860	\$ 104,764,553	\$ 105,080,533
DISBURSEMENTS				
Adaptive Planning				
Financial, Audit & Reporting		25,790		25,790
Risk, Procurement & Amendments		23,460		23,460
Contingency		8,340		8,340
Software		6,360		6,360
Subtotal Adaptive Planning Expenses		63,950		63,950
Florida State Expenditure Plan (SEP) Project Implementation Expenses				
County Projects			52,382,277	52,382,277
Subtotal SEP Expenses			52,382,277	52,382,277
General Operating Expenses				
Management Expense	78,925			78,925
Legal Expense	30,500			30,500
Meeting and Travel Expense	11,680			11,680
*Miscellaneous	3,015			3,015
Subtotal General Operating	124,120			124,120
TOTAL EXPENSES	124,120	63,950	52,382,277	52,570,347
Funds Balance	-	127,910	52,382,276	52,510,186

1 Estimated cash balance after all 2019/20 expenses have been paid

Individual County Assessment change:			<u>Needed</u>	<u>Revised per County</u>	<u>Prior Year</u>	<u>Change</u>
2	15 Large Counties from	\$ 7,334	-	7,334	6,306	1,028
	8 Small Counties from	\$ 1,764	-	1,764	1,525	239

3 Based on historical costs, financial reporting, administration & meeting costs
Includes items from SEP Amendment (see agenda item) & meetings

4 Based on 2 in person Board meetings - Printing, facility charges, AV

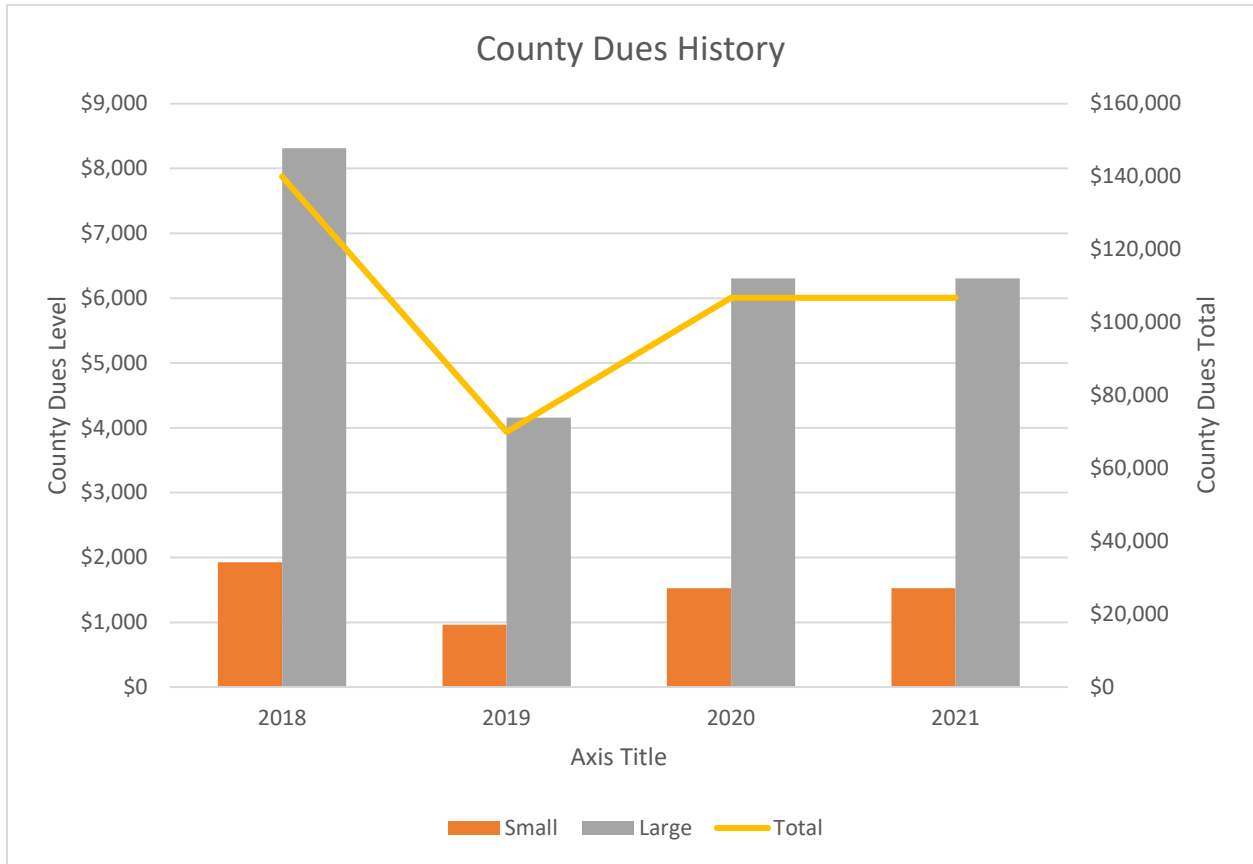
5 Trust Fund Balance as of April 2021 = \$126,246,810

Gulf Consortium Finance and Budget Committee Meeting

August 31, 2021

Agenda Item 8

Attachment 3. History of County Dues payments



AGENDA ITEM 9

**Gulf Consortium Finance and Budget Committee Meeting
August 31, 2021**

**Agenda Item 9
Proposed Auditor
Procurement**

Statement of Issue:

The current contract for required annual audits expires this year, and requires a new procurement. Legal Counsel has prepared a procurement document.

Background:

Financial and Single Audits must be completed for the Consortium to be in compliance with both state and federal requirements. Legal Counsel has prepared a procurement document and timeline. For expediency staff proposes that the Finance Committee serve as the Audit Selection Committee as required under section 218.391, Florida Statutes.

Summary:

Staff Counsel has prepared a Request for Proposal to be released immediately following the Gulf Consortium Board Meeting, upon approval. The packet will accept responses through October 15, 2021, which will allow for selection committee members to meet and propose a selection timely for November Board meeting approval. Selection prior to calendar year end is preferable for receiving scheduling priority with auditing firms. The final audit is not due until June 30, 2022, but the Consortium competes with much larger assignments.

Attachments:

- a) RFP package

Prepared by:

Valerie Seidel
The Balmoral Group
On: August 26, 2021



REQUEST FOR PROPOSALS AUDIT SERVICES

Notice is hereby given that the Gulf Consortium will be receiving sealed responses to Request for Proposals at the offices of The Balmoral Group, 165 Lincoln Avenue, Winter Park, FL 32789, for audit services.

The Gulf Consortium ("the Consortium") intends to enter into an agreement with an experienced and qualified professional firm to provide audit services pursuant to applicable laws, rules and regulations governing the Consortium. The audit is to be conducted in accordance with, but not necessarily limited to, the Single Audit Act Amendments of 1996, 31 U.S.C. s. 7501 et. seq., section 215.97, Florida Statutes "Florida Single Audit Act," regulations adopted by the Auditor General of the State of Florida, and 2 CFR Part 200, including an audit report consisting of a financial audit of the Consortium, an audit of financial accounts and records, including all reports, management letters, and financial statements that may be required, and other audit services requested by the Consortium.

REQUEST FOR PROPOSALS DUE DATE: 4:00 p.m., EST, October 15, 2021
GULF CONSORTIUM
THE BALMORAL GROUP
165 LINCOLN AVENUE
WINTER PARK, FLORIDA 32789

Documents can be obtained by contacting the Consortium Manager at (407) 629-2185 or gulf.consortium@balmoralgroup.us. Documents can also be found online at www.gulfconsortium.org.

Notice(s) provided on the Gulf Consortium website at: www.gulfconsortium.org

GULF CONSORTIUM

Request for Proposals for Audit Services

The Gulf Consortium, a political entity created by Interlocal Agreement among Florida's 23 Gulf Coast counties ("the Consortium"), is seeking to select an auditor or auditing firm ("Auditor") that clearly demonstrates the highest level of ability and proven reliability to perform the auditing services for the Consortium as required by this RFP. Such auditing services will include an audit report, consisting of a financial audit of the Consortium, an audit of its financial accounts and records, including all reports, management letters, and any other auditing services that may be required by the Consortium.

NOTICE: Applicants or bidders for a lower tier covered transaction (except procurement contracts for goods and services under \$25,000 not requiring the consent of a Council official) are subject to 2 C.F.R. Part 180, "OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement)." In addition, applicants or bidders for a lower tier covered transaction for a subaward, contract, or subcontract greater than \$100,000 of Federal funds at any tier are subject to relevant statutes, including among others, the provisions of 31 U.S.C. 1352, as well as the common rule, "New Restrictions on Lobbying," published at 55 FR 6736 (February 26, 1990), including definitions, and the Office of Management and Budget "Governmentwide Guidance for New Restrictions on Lobbying," and notices published at 54 FR 52306 (December 20, 1989), 55 FR 24540 (June 15, 1990), 57 FR 1772 (January 15, 1992), and 61 FR 1412 (January 19, 1996).

SECTION 1. INTRODUCTION AND BACKGROUND

In response to the explosion of and the resulting oil spill from the Deepwater Horizon offshore drilling rig in the Gulf of Mexico on April 20, 2010 (Deepwater Horizon Oil Spill), the United States Congress enacted the Resources and Ecosystems Sustainability, Tourist Opportunities, and Revived Economies of the Gulf Coast States Act of 2012 (RESTORE Act) (title 1, subtitle F of Public Law 112-141) as part of the Moving Ahead for Progress in the 21st Century Act. The RESTORE Act was passed by Congress on June 29, 2012 and signed into law on July 6, 2012 by the President.

The RESTORE Act establishes funding from a portion of the administrative and civil penalties under the Federal Water Pollution Control Act from the Deepwater Horizon Oil Spill for the ecological and economic restoration of the Gulf Coast region. The RESTORE Act directs funding for the development and implementation of the State Expenditure Plan in each of the five Gulf Coast States.

The Gulf Consortium is a public entity created in October 2012 by Interlocal Agreement among Florida's 23 Gulf Coast counties, from Escambia County to Monroe County.

Florida's 23 Gulf Coast Counties formed the Consortium to meet requirements of the RESTORE Act for Florida to develop and implement a State Expenditure Plan. The Consortium Board of Directors consists of one representative from each county

government and six members appointed by the Governor. As a public entity, the Consortium must meet all government transparency requirements in Florida, including open public records and meetings, ethics and state auditing obligations.

The Consortium has no paid staff; however there are currently three vendors with professional services contracts who work for or on behalf of the Gulf Consortium. These vendors are compensated from a combination of dues collected from the 23 member counties of the Consortium and/or grant funds approved by the Restore Council.

SECTION 2. PERFORMANCE SPECIFICATIONS

2.1. Scope of Work

Financial Statements

The Consortium desires the auditor to express an opinion on the fair presentation of its basic financial statements, including any fund financial statements, in conformity with accounting principles generally accepted in the United States.

A Single Audit in accordance with the Federal and State Single Audit Acts and related professional guidance shall be conducted as required. The Auditor shall prepare any required letters, schedules, and forms related to this audit.

Internal Controls

In connection with the audit of the financial statements, the auditor shall consider, test, and report on internal controls and perform tests and report on compliance in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards.

2.2. Compliance Requirements

The audit, of the Consortium, must be performed in compliance with the requirements of all of the following:

- Section 215.97, Florida Statutes
- Rules adopted by the Auditor General, relating to local government audits
- Generally Accepted Auditing Standards and generally Accepted Accounting Principles under Chapter 473, Florida Statutes
- Government Auditing Standards
- 2 CFR Part 200
- Single Audit Act of 1996
- State of Florida Single Audit Act

2.3. Project Timeline

A final and complete opinion letter on the financial statements taken as a whole, as well as any additional letters required by the United States or State of Florida Single Audit Act, shall be delivered to the Gulf Consortium no later than June 15 following the end of the fiscal year under audit.

2.4. Deliverable Copies

The Auditor will provide two (2) paper copies and electronic copies of the final combined audit report, which shall include the individual audits, management letters, and any reports on internal control for the Consortium, and Federal/State Financial Assistance reports.

2.5. Report Preparation

The Auditor will prepare a Single Audit Report for the Consortium.

1. A report of the fair presentation of the financial statements in conformity with generally accepted accounting principles.
2. A report on internal control over financial reporting and on compliance and other matters based on an audit of financial statements performed in accordance with government auditing standards.
3. A report on compliance with requirements applicable to each major Federal Program and on internal control over compliance in accordance with OMB Super Circular and Chapter 10.550, Rules of the Auditor General.
4. A full and complete management letter which shall identify any management weaknesses observed, assess their effect on financial management, and propose steps to correct or eliminate those weaknesses.
5. Any other required reports and schedules required by the Federal and State Single Audit Acts.

2.6. Final Presentations

The partner in charge of the audit and the audit manager must be available to attend an Executive Committee and a Board of Directors meeting of the Consortium, as requested, to discuss the Audit.

2.7. Final Conference

The Auditor will conduct an exit conference with the Consortium or its designee.

SECTION 3. TERM OF CONTRACT

The Consortium anticipates that the term of the agreement will be for three (3) years with the options of two (2) additional one-year renewal periods, unless earlier terminated by either party upon thirty (30) days' written notice.

SECTION 4. INSTRUCTIONS FOR PROPOSALS

4.1. Transmission and Receipt of Proposals.

Email the proposal to:

gulf.consortium@balmoralgroup.us – Please include “Audit RFP” in the subject line

Or deliver, or mail the proposal to:

Gulf Consortium
Attn: Audit Committee
165 Lincoln Avenue
Winter Park, FL 32789

Proposals must be RECEIVED **no later than 4:00 p.m. on Friday, October 15, 2021.**

4.2. Proposal Contents.

The proposal must include:

- a. Description and history of the audit firm. **(1 page)**
- b. Relevant prior governmental auditing experience **(1 page)**
- c. No less than three (3) references for which the firm has performed similar work.
Must use “Reference Form” provided below.
- d. Staff available for this audit, including identification and qualifications of all personnel who will be assigned to this audit. Include all of the following for each person assigned to this Audit: **(3 pages altogether for this section)**
 - i. Names and government audit experience of the partner in charge, the manager, and other supervisory personnel, as applicable, of the Audit.
 - ii. Certification, licensure and CPE training, including copies of all licenses of all persons who are authorized to operate as Independent CPAs under Chapter 473, Florida Statutes, and statements as to whether continuing education requirements of the Florida Institute of CPA's relating to governmental audits have been satisfied.
 - iii. Information on membership in professional societies.
 - iv. Background and qualifications of all other professional audit or other staff assigned to the Audit that are not included in any of the above.
- e. A tentative schedule for performing the key phases of the Audit. **(1 Page)**
- f. Detailed information on the auditor's proposed audit procedures to be followed and anticipated audit approach. **(3 Pages)**
- g. Schedule of fees/hourly rates for personnel to be assigned to this audit and anticipated hours for each member of such personnel to be devoted to this Audit. In the alternative, proposers may provide a lump sum fee for performing the requested auditing services, plus a schedule of fees/hourly rates for personnel to

be assigned to the audit that may be used for any additional services. Also include fee structure and actual charges for previous audits performed for other local governments of similar size and budget for the past three years.

- h. A statement acknowledging the firm has sufficient staff and availability to meet or exceed the performance specifications in Section 2 above.
- i. A copy of the firm's latest Peer Review Report.
- j. Acknowledgement of receipt of any addenda issued.
- k. Signed copy of Exhibit A, General Grant Funding Special Proposal Conditions. **(Form attached)**
- l. Provide details of pending litigation against your firm or any members of your personnel in their capacity as members, associates or employees of your firm.
- m. Disclose any past, current, or pending disciplinary action against your firm or any of your personnel by the Florida State Board of Accountancy or any other agency.

The proposal shall be no longer than 12 pages. The 12-page maximum does not include the Reference Form or the Statement on Public Entity Crimes.

SECTION 5. EVALUATION PROCEDURES

The Auditor Selection Committee is composed of 6 members. The Committee will evaluate proposals based on a weighted score point formula. The Committee will rank and recommend to the Gulf Consortium, in order of preference, firms to be deemed the most highly qualified to perform the required services after considering the factors contained in this RFP.

Among the factors to be considered by the Committee in evaluating proposals is:

- Government audit experience, including grant audits (25 pts)
- Professional ability of personnel to be assigned to the Audit (20 pts)
- Ability to furnish the required service, including audit approach (20 pts)
- Credibility and response of client references (20 pts)
- Price/Fees (15 pts)

Committee will evaluate each proposal, based on the proposal document submitted, and how those met the criteria and requirements of this RFP. The firms having the highest

aggregate point score will be ranked and then recommended to the Consortium for the contract negotiation process.

Note: If the Selection Committee cannot recommend a firm based solely off the document submissions, it reserves the option to create a short-list of the top ranked proposals and pursue interviews virtually. Based on those interviews and the proposal scores the Selection Committee would choose a firm for recommendation to the Consortium.

SECTION 6. MISCELLANEOUS PROVISIONS

6.1. Proposal Expense

The Consortium will not be liable for any expenses or reimbursement to any firm for costs or expenses incurred in connection with preparation of a response to this RFP.

6.2. Deadline Consequences

Proposals received after the established deadline will not be opened. A proposer may withdraw its proposal by notifying the Consortium in writing at any time prior to the due date. Proposals not so withdrawn will, upon opening, constitute an irrevocable offer for a period of 120 days to provide the Consortium the services set forth in this RFP until the Consortium has selected one of the proposers. Upon opening, proposals become public records and shall be subject to public disclosure in accordance with Chapter 119, Florida Statutes.

6.3. Public Entity Crime Statement

In accordance with section 287.133(2)(a), Florida Statutes, "A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in section 287.017, for Category Two, for a period of 36 months from the date of being placed on the convicted vendor list."

By submission of a proposal in response to this RFP, the Proposer certifies compliance with the above requirements as stated in section 287.133, Florida Statutes.

6.4. Reservation of Rights

The Consortium reserves the right to accept or reject any and/or all proposals to this RFP, to waive irregularities and technicalities, and to request resubmission. The Consortium retains the right to request additional information from any proposer; failure to provide such requested information may result in rejection of the proposal. The

Consortium reserves the right to keep proposals submitted and use ideas from them. Any sole response received may or may not be rejected by the Consortium, depending on available competition and timely needs of the Consortium. The Audit Selection Committee and the Consortium shall be the sole judges of the proposals and the resulting agreement that is in its best interest, and its decision shall be final.

6.5. Minority Businesses

The Consortium, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 and the regulations of the U.S. Department of Commerce issued pursuant to such Act, hereby notifies all proposers that it will affirmatively ensure that in any agreement entered into pursuant to this RFP, minority business enterprises will be afforded full opportunity to submit responses to this RFP and will not be discriminated against on the grounds of race, color or national origin in consideration for an award.

6.6. Non Discrimination

All proposers are hereby notified that the selected auditor will comply with the Civil Rights Act of 1964, the Age Discrimination in Employment Act, the Rehabilitation Act of 1973, the Americans with Disabilities Act and the Florida Civil Rights Act, all as amended. Specifically, by submitting a proposal, each proposer agrees that:

- No person will, on the grounds of race, color, sex, religion, age, disability, national origin or marital status, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program, activity or service funded through an agreement entered into as a result of this RFP and the proposal submitted.
- The proposer will not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, disability, national origin or marital status. The proposer agrees to post in a conspicuous place, available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause.
- The proposer will, in all solicitations or advertisements regarding program activities, services provided or applications for employment, state that all qualified applicants will receive consideration for services or employment without regard to race, color, religion, sex, age, disability, national origin or marital status.
- The Consortium may require the selected auditor to submit reports as may be necessary to indicate non-discrimination. Consortium officials will be permitted access to the Auditor's books, records, accounts and other sources of information and its facilities as may be pertinent to ascertain compliance with non-discrimination laws.

It is expressly understood that the Consortium will have the right to terminate any agreement entered into as a result of this RFP and the proposal submitted thereto upon receipt of evidence of discrimination by the Auditor.

6.7. Indemnification

As part of any agreement that may be entered into as a result of this RFP, the Auditor will indemnify, save and hold harmless the Consortium and all of its officers, agents, employees, contractors or volunteers from all suits, actions, claims, demands and liability of any nature whatsoever arising out of, because of, or due to the breach of the agreement by the Auditor or its subcontractors, agents, employees or volunteers, or due to any negligent act, or occurrence of omission or commission of the auditor, its subcontractors, agents, employees or volunteers. Neither the Auditor nor any of its subcontractors, agents, employees or volunteers will be liable under this paragraph for damages arising out of injury or damage to persons or property directly caused or resulting from the sole negligence of the Consortium or any of its officers, agents, employees, contractors or volunteers.

SECTION 7. INSURANCE REQUIREMENTS

Before entering into an agreement with the Consortium, the Auditor will be required to provide Certificates of Insurance showing that the Auditor has insurance policies in coverages and limits required below from companies authorized to do business in the State of Florida, with a rating of "A" or better. Each policy required below must require that thirty (30) days prior to expiration, cancellation, non-renewal or any material change in coverages or limits, written notice thereof must be given to Consortium. Each Certificate of Insurance will be on a standard ACORD form, listing coverages and limits, expiration dates, terms of policies and all endorsements, and will include the RFP/project name on the Certificate. Each Certificate of Insurance, which is allowed by law to carry an additional named insured, will show "Gulf Consortium, a public entity created in October 2012 by Interlocal Agreement among Florida's 23 Gulf Coast counties, and its officers, agents, employees, and volunteers," as additional named insured. Any and all deductibles to any insurance policy will be the responsibility of the Auditor. Coverages and limits for the insurance required herein are as follows:

- A. Workers' Compensation:** Coverage to apply for all employees for Statutory Limits in compliance with the applicable state and federal laws. The policy must include Employers' Liability with a limit of \$300,000 each accident.
- B. Professional Liability Insurance:** Coverage of a minimum one million dollars (\$1,000,000) in coverage for this project.
- C. Public Liability Insurance:** Policy must include bodily injury and property damage, Combined Single Limits (CSL) of \$300,000 minimum.
- D. Comprehensive General Liability Insurance:** Policies shall include, but not be limited to, Independent Contractor, Contractual, Premises/Operations, Products/Completed Operations and Personal Injury covering liability assumed under indemnification provisions, with limits of liability for personal injury and/or

bodily injury, including death, of not less than \$500,000, each occurrence; and property damage of not less than \$100,000, each occurrence. (Combined single limits of not less than \$500,000, each occurrence, will be acceptable unless otherwise stated). Coverage shall be on an "occurrence" basis, and the policy shall include Broad Form Property Damage coverage.

- E. Comprehensive Automobile and Truck Liability:** Policies shall cover owned, hired and non-owned vehicles with minimum limits of \$300,000 each occurrence and property damage of not less than \$100,000 each occurrence. (Combined single limits of not less than \$500,000 each occurrence will be acceptable unless otherwise stated). Coverage shall be on an "occurrence basis" such insurance to include coverage for loading and unloading hazards.

SECTION 8. NEGOTIATIONS

The Consortium will inquire of qualified firms as to the basis of compensation, select the highest-ranked qualified firm recommended by the Selection Committee, and negotiate a contract with that firm. If the Consortium chooses not to select the highest-ranked qualified firm as recommended by the Selection Committee, it may select another firm with which to negotiate a contract. In such event, the Consortium must document, in the public records, the reason for not selecting the highest-ranked qualified firm. Should the Consortium be unable to negotiate a contract with the selected firm, negotiations with that firm will be formally terminated and the Consortium will then negotiate with the next firm selected by the Consortium, and the process will continue until successful negotiations are reached.

SECTION 9. DEBARMENT AND SUSPENSION.

The Proposer must certify to the best of its knowledge and belief, that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency.

SECTION 10. AWARD OF RFP, NOTICE OF INTENDED DECISION AND PROTEST.

An award will be made to the responsive, responsible Proposer who ranks highest in the evaluation process, unless otherwise stated elsewhere in this document. The Consortium reserves the right to waive any informality in Proposals and to award a Proposal in whole or in part when either or both conditions are in the best interest of the Consortium.

1. Notice of the intended decision will be posted on the Gulf Consortium website at: www.gulfconsortium.org for a period of seventy-two (72) consecutive hours, which does not include weekends or County observed holidays. Any Proposer who

desires to protest the intended decision must file a notice of intent to protest in writing within seventy-two (72) hours after the posting of the notice. Any award recommendation may be protested on the grounds of irregularities in the specifications, solicitation procedure, or the evaluation of the solicitation. Such notice of intent of solicitation protest shall be made in writing to Lynn Hoshihara, Gulf Consortium General Counsel, 1500 Mahan Drive, Ste 200, Tallahassee, FL 32308 or lhoshihara@ngnlaw.com.

2. A Protestor shall file a formal written bid protest within 3 days after the date in which the notice of intent of bid protest has been submitted. Failure to file a notice of intent of protest or failure to file a formal written protest shall constitute a waiver of all rights granted under this section. The Proposer shall be responsible for inquiring as to any and all award recommendation and postings.
3. Should concerns or discrepancies arise during the solicitation process, Proposers are encouraged to contact the General Counsel prior to the scheduled solicitation opening. Such matters will be addressed and remedied if necessary prior to a solicitation opening or award whenever practically possible. Proposers are not to contact any Auditor Selection Committee or Gulf Consortium member.

SECTION 11. ADDITIONAL INFORMATION

The Consortium will not respond to in person oral inquiries. Proposers may submit written, emailed, or telephonic inquiries regarding this RFP to the Consortium Manager at (407) 629-2185 or gulf.consortium@balmoralgroup.us. The Consortium will respond to written or emailed inquiries, if those inquiries are received before 4:00 PM on October 6, 2021.

The Consortium will record its responses to inquiries and any supplemental instructions in the form of written addenda and will send written addenda to all proposers who were sent the RFP. Any supplemental information will be posted on the Gulf Consortium's website as well. It is the responsibility of the proposer, before submitting a proposal, to contact the Gulf Consortium Manager to determine if addenda were issued, acknowledging and incorporating them into its proposal

PROPOSED TIME SCHEDULE FOR SELECTION OF AUDITOR (Dates and Times are estimated and may be subject to change)

Solicitation Release	4:00 PM	September 23, 2021
Question and Answer Ends	4:00 PM	October 6, 2021

Return Deadline for RFP's	4:00 PM	October 15, 2021
Auditor Selection Committee Meeting	1:00 PM	week of November 1st
Gulf Consortium Board of Directors Meeting to select firms and authorize negotiation of a contract	1:00 PM	November 18, 2021

The Consortium may continue negotiations to a future date if necessary

DRAFT

EXHIBIT A

GENERAL GRANT FUNDING SPECIAL PROPOSAL CONDITIONS

This solicitation is fully or partially funded by Federal grants. Proposers shall comply with the following:

1. **Drug Free Workplace Requirements:** Drug-free workplace requirements in accordance with Drug Free Workplace Act of 1988 (Pub L 100-690, Title V, Subtitle D) All contractors entering into Federal funded contracts over \$100,000 must comply with Federal Drug Free workplace requirements as Drug Free Workplace Act of 1988.
2. **Contractor Compliance:** The contractor shall comply with all uniform administrative requirements, cost principles, and audit requirements for federal awards.
3. **Conflict of Interest:** The contractor must disclose in writing any potential conflict of interest to the Consortium or pass-through entity in accordance with applicable Federal policy.
4. **Mandatory Disclosures:** The contractor must disclose in writing all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award.
5. **Utilization of Small and Minority Businesses, Women's Business Enterprises and Labor Surplus Area Firms:** The contractor must take all necessary affirmative steps to assure that small, minority, and women-owned businesses are utilized when possible, in accordance with 2CFR 200.321. If subcontracts are to be let, prime contractor will require compliance of this provision by all sub-contractors. Prior to contract award, the contractor shall document efforts to assure that such businesses are solicited when there are potential sources; that the contractor made an effort to divide total requirement, when economically feasible, into smaller tasks or quantities to permit maximum participation by such businesses; and, that the contractor has established delivery schedules, where permitted, to encourage such businesses respond. Contractor and sub-contractor shall utilize service and assistance from such organizations as SBA, Minority Business Development Agency of the Department of Commerce, the Florida Department of Management Services (Office of Supplier Diversity), the Florida Department of Transportation, Minority Business Development Center, and Local Government M/DBE programs, available in many large counties and cities. Documentation, including what firms were solicited as suppliers and/or sub-contractors, as applicable, shall be included with the bid proposal.
6. **Equal Employment Opportunity:** (As per Executive Order 11246) The contractor may not discriminate against any employee or applicant for employment because of age, race, color, creed, sex, disability or national origin. The contractor agrees to take

affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their age, race, color, creed, sex, disability or national origin. Such action shall include but not be limited to the following: employment, upgrading, demotion or transfer, recruitment advertising, layoff or termination, rates of pay or other forms of compensation and selection for training including apprenticeship.

7. **Davis-Bacon Act:** If applicable to this contract, the contractor agrees to comply with all provisions of the Davis Bacon Act as amended (40 U.S.C. 3141-3148). Contractors are required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. If the grant award contains Davis Bacon provisions, the Consortium will place a copy of the current prevailing wage determination issued by the Department of Labor in the solicitation document. The decision to award a contract shall be conditioned upon the acceptance of the wage determination.

8. **Copeland Anti Kick Back Act:** If applicable to this contract, contractors shall comply with all the requirements of 18 U.S.C. § 874, 40 U.S.C. § 3145, 29 CFR Part 3 which are incorporated by reference to this contract. Contractors are prohibited from inducing by any means any person employed in the construction, completion or repair of public work to give up any part of the compensation to which he or she is otherwise entitled.

9. **Contract Work Hours and Safety Standards Act (40 U.S.C. 3701–3708):** Where applicable, all contracts awarded in excess of \$100,000 that involve the employment of mechanics or laborers must be in compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor is required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

10. **Clean Air Act (42 U.S.C. 7401–7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251–1387):** as amended—The Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401–7671q) and the Federal Water Pollution Control Act as amended (33

U.S.C. 1251–1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

11. Debarment and Suspension (Executive Orders 12549 and 12689): A contract award (see 2 CFR 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension. SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. The contractor shall certify compliance. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions and subcontracts.

12. Byrd Anti-Lobbying Amendment (31 U.S.C. 1352): Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award. The contractor shall certify compliance.

13. Rights to Inventions Made under a Contract or Agreement: The Consortium, and the Federal Funding Agency, where applicable, shall hold sole rights to all inventions for any experimental, developmental, or research work performed by the Contractor and funded with Government funds through this contract.

14. Procurement of Recovered Materials: Contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act.

15. Access to Records and Reports: Contractor will make available to the Consortium’s granting agency, the granting agency’s Office of Inspector General, the Government Accountability Office, the Comptroller General of the United States, or any of their duly authorized representatives any books, documents, papers or other records, including electronic records, of the contractor that are pertinent to the Consortium grant award, in order to make audits, investigations, examinations, excerpts, transcripts, and copies of such documents. The right also includes timely and reasonable access to the contractor’s personnel during normal business hours for the purpose of interview and discussion related to such documents. This right of access shall continue as long as records are retained.

16. Record Retention: Contractor will retain of all required records pertinent to this contract for a period of three years, beginning on the date of final payment of contract, unless otherwise specified herein.

17. Federal Changes: Contractor shall comply with all applicable Federal agency regulations, policies, procedures and directives, including without limitation those listed directly or by reference, as they may be amended or promulgated from time to time during the term of the contract.

18. Termination for Default (Breach or Cause): Contracts in excess of \$10,000 – If Contractor does not deliver supplies in accordance with the contract delivery schedule, or, if the contract is for services, the Contractor fails to perform in the manner called for in the contract, or if the Contractor fails to comply with any other provisions of the contract, the Consortium may terminate the contract for default. Termination shall be effected by serving a notice of termination on the contractor setting forth the manner in which the Contractor is in default. The contractor will only be paid the contract price for supplies delivered and accepted, or services performed in accordance with the manner of performance set forth in the contract.

19. Safeguarding Personal Identifiable Information: Contractor will take reasonable measures to safeguard protected personally identifiable information and other information designated as sensitive by the awarding agency or is considered sensitive consistent with applicable Federal, state and/or local laws regarding privacy and obligations of confidentiality.

20. Prohibition on utilization of cost plus a percentage of cost contracts: The Consortium will not award contracts containing Federal funding on a cost plus percentage of cost basis.

21. Prohibition on utilization of time and material type contracts: The Consortium will not award contracts based on a time and material basis if the contract contains Federal funding.

22. Disputes: Any dispute arising under this Agreement which is not settled by Agreement of the parties may be settled by mediation or other appropriate legal proceedings. Pending any decision, appeal or judgment in such proceedings or the settlement of any dispute arising under this Agreement, Contractor shall proceed diligently with the performance of this Agreement in accordance with the decision of the Consortium. This Agreement shall be construed under the laws of the State of Florida, and venue for any actions arising out of this Agreement shall be in the Circuit Court of Leon County.

23. Energy Policy and Conservation Act (43 U.S.C. §6201): Contracts shall comply with mandatory standards and policies relating to energy efficiency, stating in the state energy conservation plan issued in compliance with the Energy Policy and Conservation act. (Pub. L. 94-163, 89 Stat. 871) [53 FR 8078, 8087, Mar. 11, 1988, as amended at 60 FR 19639, 19645, Apr. 19, 1995].

24. Pursuant to the Restore Council Financial Assistance Standard Terms and Conditions, the contract shall:

- a. Describe how the progress and performance of the Contractor will be monitored during and on close of the period of performance and identify who will be responsible for supervising the contract;
- b. Extend all applicable program requirements to the subrecipient;
- c. Include a requirement that the Contractor or subrecipient retain all records in compliance with 2 C.F.R. 200.333.
- d. Include a requirement that the subrecipient make available to the Council, the Treasury OIG, and the GAO any documents, papers or other records, including electronic records, of the subrecipient, that are pertinent to this award, in order to make audits, investigations, examinations, excerpts, transcripts, and copies of such documents. This right also includes timely and reasonable access to the subrecipient's personnel for the purpose of interview and discussion related to such documents. This right of access shall continue as long as records are required to be retained.

As the person authorized to sign this statement, I certify that this company complies/will comply fully with the above requirements.

DATE:
SIGNATURE:
TITLE:
COMPANY:
ADDRESS:
PHONE:
EMAIL:

AGENDA ITEM 10

**Gulf Consortium Finance and Budget Committee Meeting
August 31, 2021**

**Agenda Item 10
Trust Fund Report**

Statement of Issue:

Presentation of the current Trust Fund balance and pending Grant applications for SEP Implementation.

Background:

Staff has prepared exhibits showing snapshot of the Trust Fund Balance, showing the total funds in the Trust Fund, the amounts allocated to the SSEP, PSEP, Adaptive Planning, and the amounts pertaining to pending Grant Applications for SEP projects. Also included are the current and future BP payments.

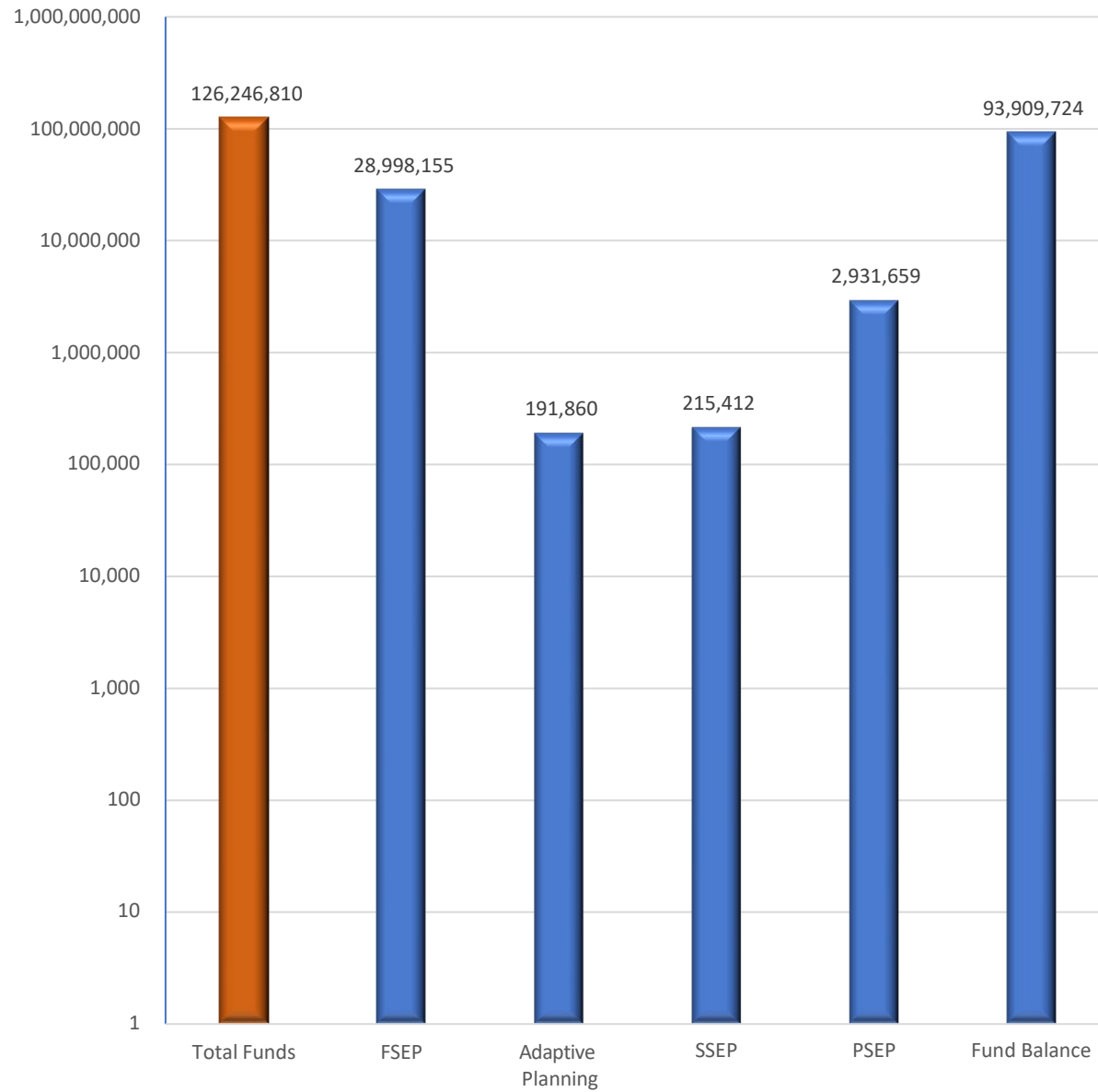
Attachments:

- a) Trust Fund balance totals by funding source and current SEP grant status
- b) BP Payment Status

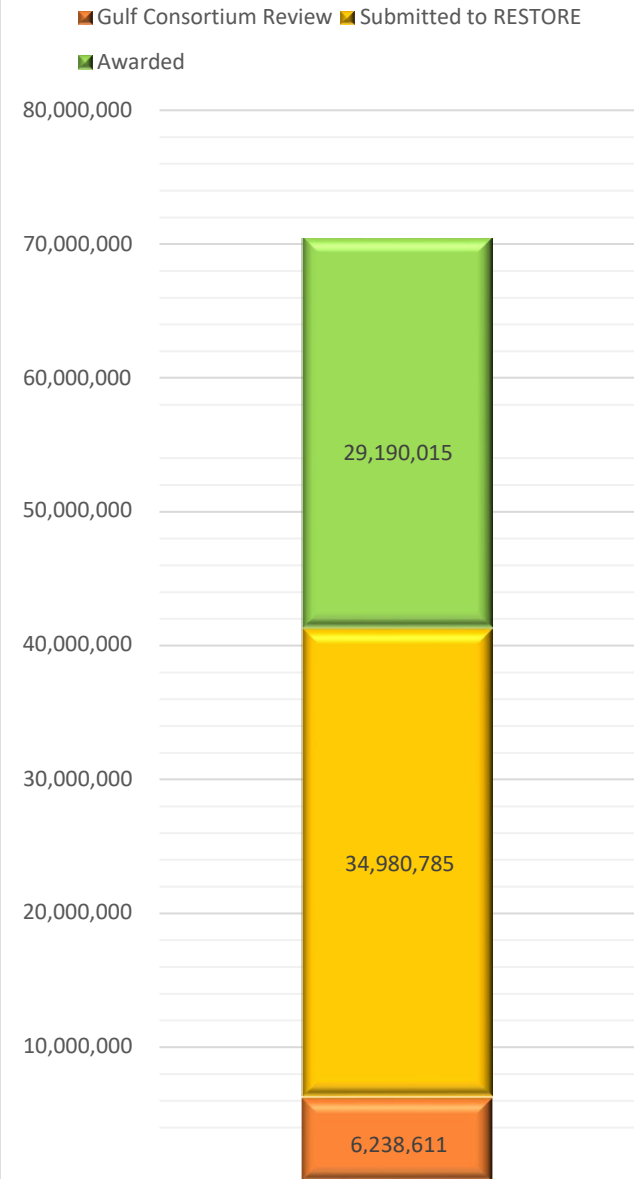
Prepared by:

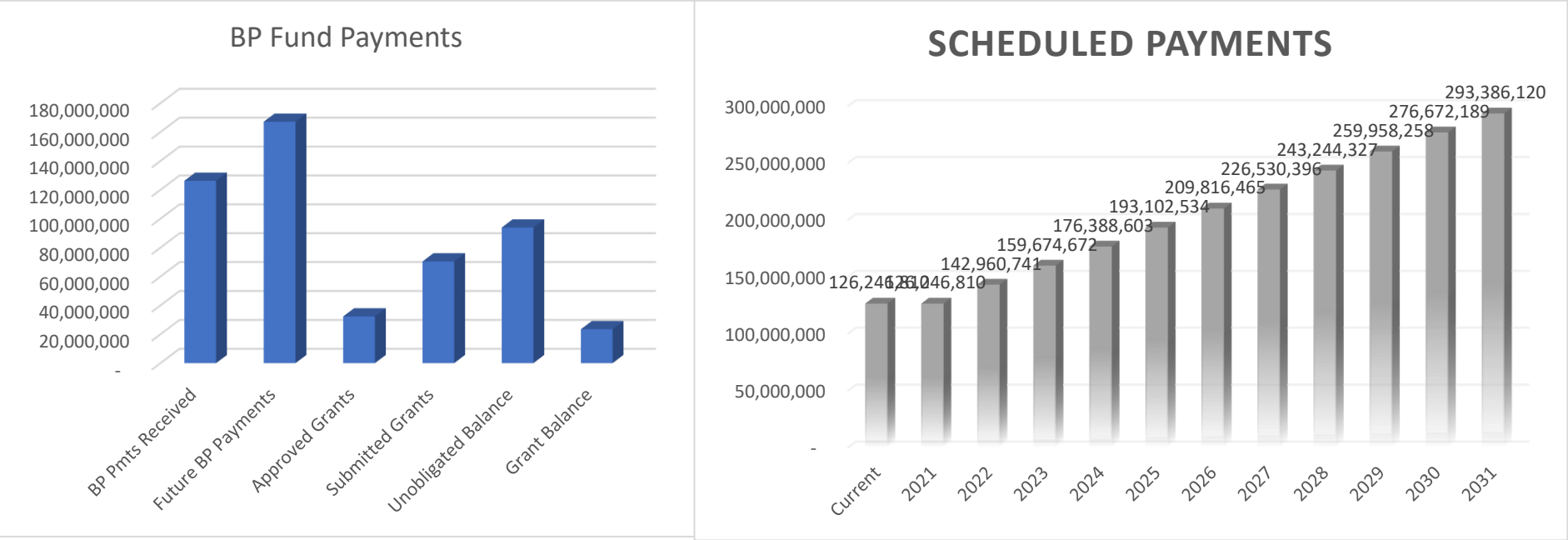
Richard Bernier
The Balmoral Group
On: August 25, 2021

TRUST FUND through February 2021



GRANT STATUS





AGENDA ITEM 11

**Gulf Consortium Finance and Budget Committee Meeting
August 31, 2021**

**Agenda Item 11
Manager's Report**

Statement of Issue:

Consortium staff provides a verbal report on updates to Consortium activities since the last Committee meeting.

Attachments:

- 1) None

Action Required:

- 1) None; informational only.

Prepared by:

Valerie Seidel, The Balmoral Group
On: August 25, 2021

AGENDA ITEM 12

**Gulf Consortium Finance and Budget Committee Meeting
August 31, 2021**

**Agenda Item 12
Grant Funding by County**

Statement of Issue:

Presentation implementation grants by county with implementation and compliance expenses.

Background:

Implementation grants submitted by each county is reviewed by staff and legal before being submitted to the Restore Council for approval. The processing of the actual payments are completed through a fiscal agent. The attached graphs represent the current grants and these associated expenses.

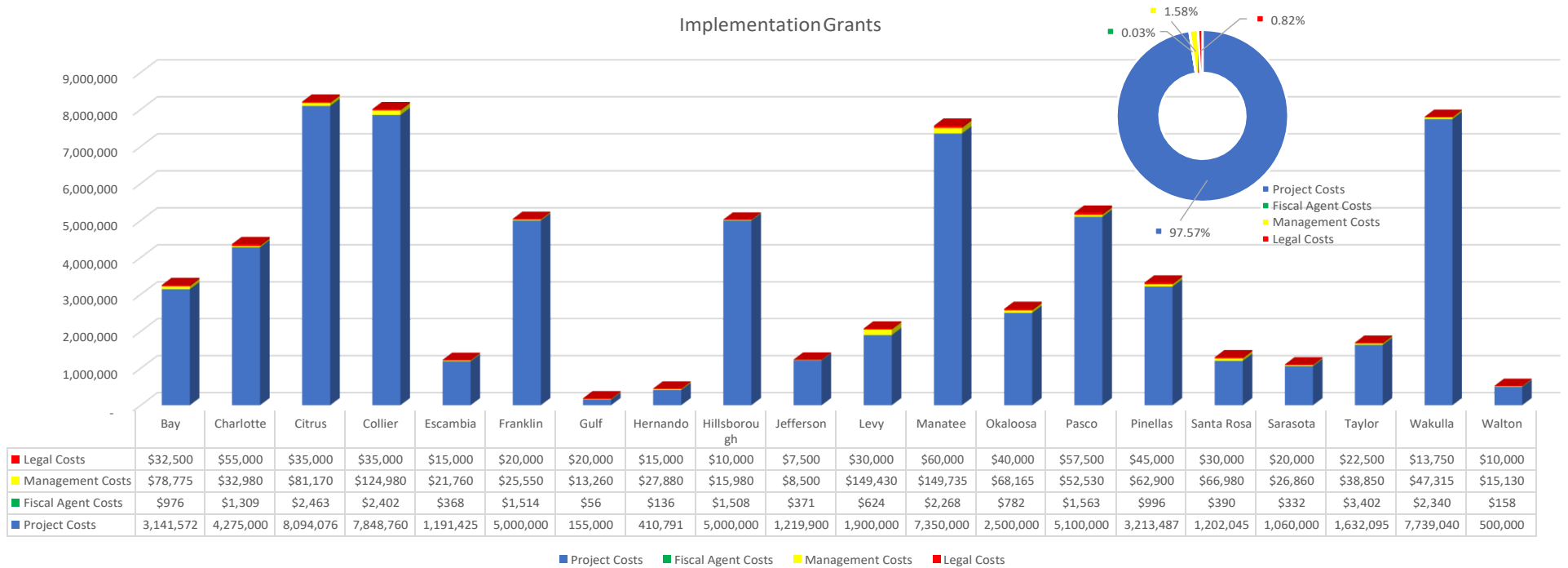
Attachments:

- a) Implementation Grants graph comparing project costs to implementation expenses.
- b) Graphical representation of total grants in comparison to available.

Prepared by:

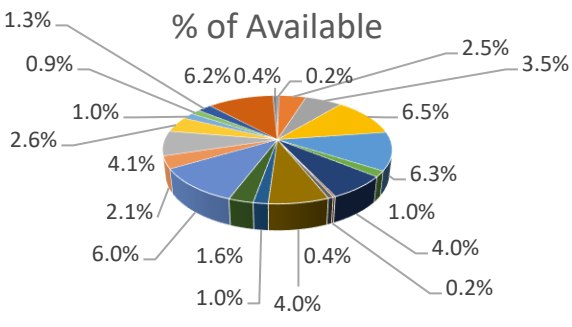
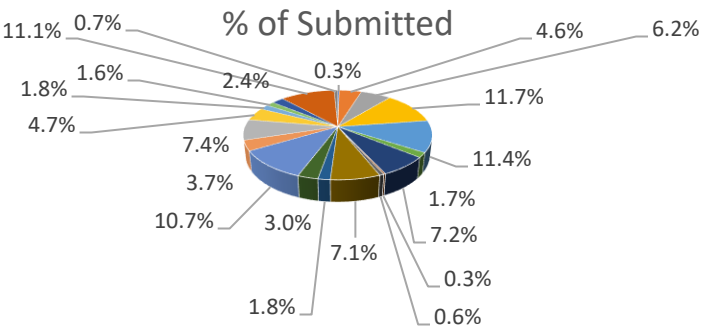
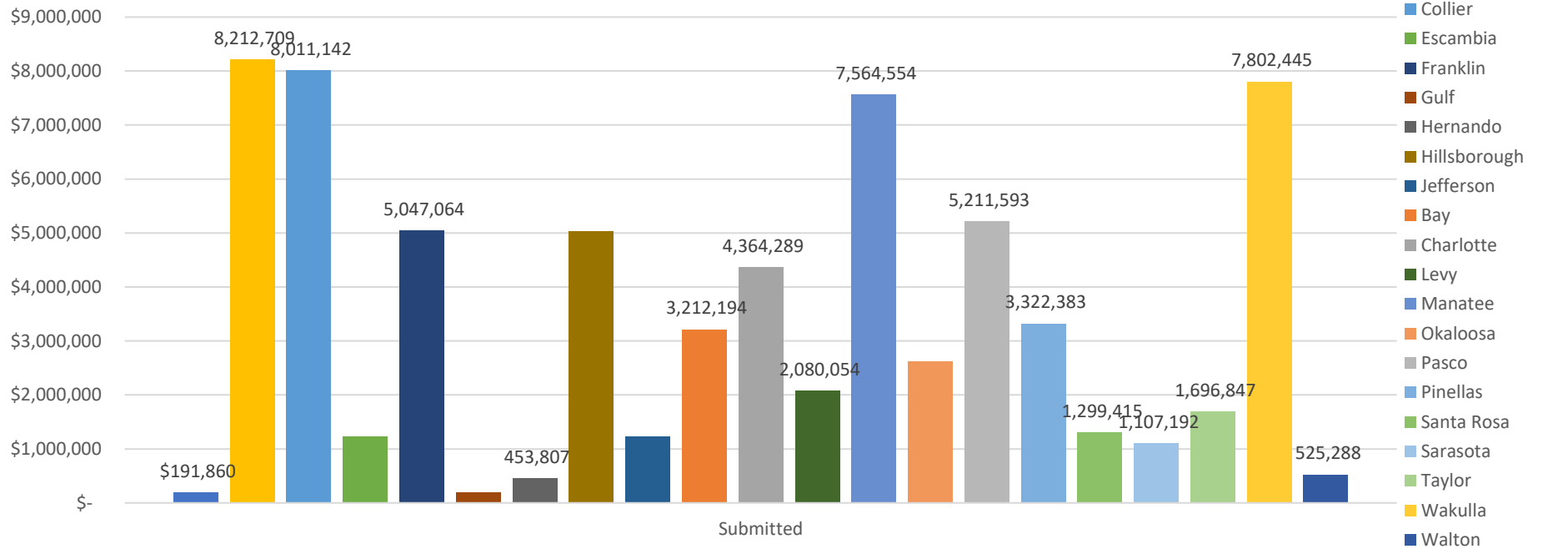
Richard Bernier
The Balmoral Group
On: August 25, 2021

Implementation Grants



8/31/2021

Submitted Amounts



AGENDA ITEM 13

**Gulf Consortium Finance and Budget Committee Meeting
August 31, 2021**

**Agenda Item 13
Management Actual Costs vs Contract Caps**

Statement of Issue:

Presentation of total actual management costs for Adaptive Planning grant and general administration compared to contracted caps.

Background:

A budget of total management hours is approved annually based on expected effort to handle the general administrative needs of the Consortium subject to contractual caps. This is funded through the County assessments. There is also a budget for expected management hours for the administration of grants that is part of the Adaptive Planning grant funding also subjected to contractual caps. Provided are graphs to compare the actual costs to contracted caps for both.

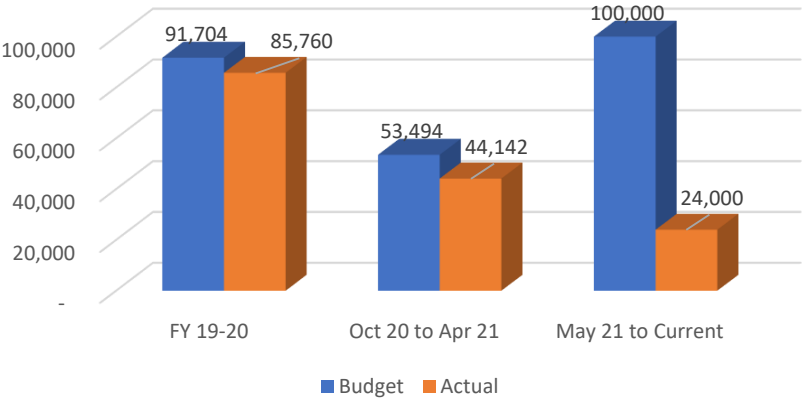
Attachments:

- a) General administrative actual costs compared to contractual caps and Adaptive Planning grant actual costs compared to contractual caps.

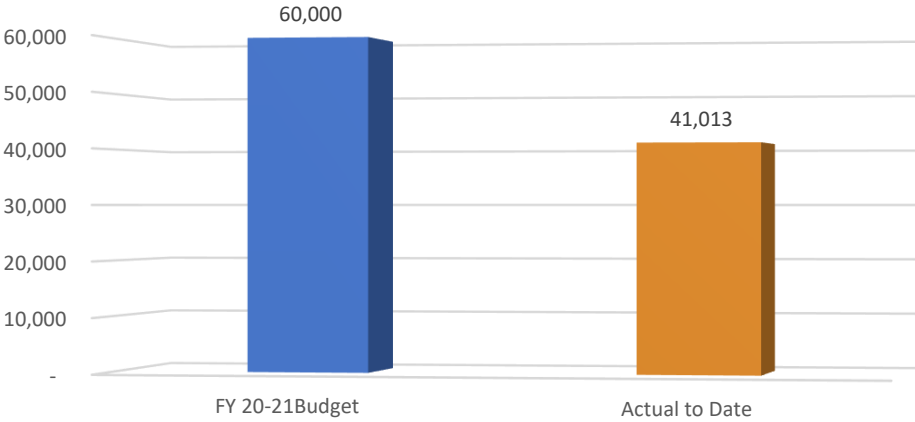
Prepared by:

Richard Bernier
The Balmoral Group
On: August 25, 2021

Non-Grant General Management
Cost Incurred to Contract Caps



Adaptive Planning
Management Costs Incurred to Contract Caps



AGENDA ITEM 14

**Gulf Consortium Finance and Budget Committee Meeting
August 31, 2021**

**Agenda Item 14
Public Comments**

Statement of Issue:

The public is invited to provide comments on issues that are NOT on today's agenda.

Attachments:

None

Prepared by:

Ashantee Webb The
Balmoral Group
General Manager
On: August 31, 2021

AGENDA ITEM 15

**Gulf Consortium Finance and Budget Committee Meeting
August 31, 2021**

**Agenda Item 15
Finance and Budget Committee Member Comments**

Statement of Issue:

Members of the Finance and Budget Committee are invited to provide comments on relevant issues.

Attachments:

None

Prepared by:

Ashantee Webb
The Balmoral Group
General Manager
On: August 31, 2021