

SEP Project Implementation – updates and Q&A

December 8, 2022 – GoToMeeting

Can join from computer, tablet or smartphone.

<https://meet.goto.com/738620973>

You can also dial in using your phone.

United States: [+1 \(646\) 749-3129](tel:+16467493129)

Access Code: 738-620-973

Objectives:

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

Draft Agenda

2 PM: Welcome and Round Robin; Treasury Updates

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

2:45 PM: RESTORE Council and FDEP updates as needed

3 PM: SEP project implementation discussion

- Grant application reminders; (new) templates
- Procurement reviews
- SEP amendments for cost increases
- Post-award reporting and monitoring meetings

3:30 PM: Recommendations for next meeting – what to focus on, topic of interest?

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

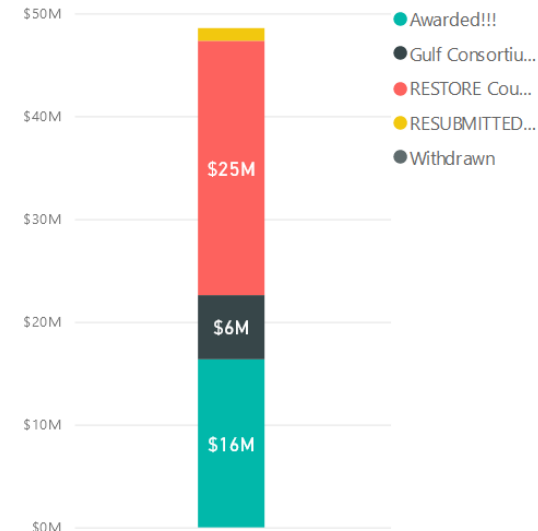
<http://datavisual.balmoralgroup.us/GulfConsortiumProjects>

(p. 8, navigation arrows at bottom)

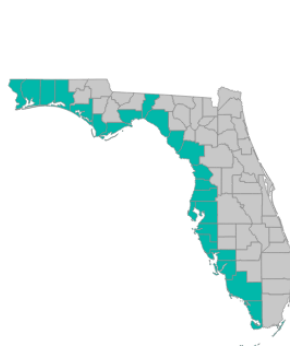
Grant application status

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

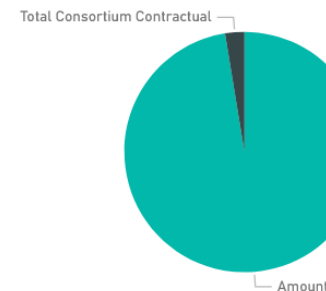
Amount by Status



County



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



Status

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- Withdrawn

Plan for **at least** 12-18 months from the time you submit to Gulf Consortium to the time RESTORE Council makes an award



What is needed to submit a subaward application?

- See guidance documents and templates at <https://www.gulfconsortium.org/grant-resources>
1. Project Narrative
 2. Milestone information (spreadsheet; **include deliverables**)
 3. Budget and Budget Narrative – fillable pdf
 4. Observational Data Plan spreadsheet
 5. Environmental Compliance Checklist
 6. GIS shapefiles – or map/picture (don't let this hold you up – we can quickly make these)

New Budget/Budget Narrative – fillable pdf form

- Pay attention to cost categories: put costs and justifications in correct sections
- Don't put anything in section "H. Subrecipient" **unless** the County has a subrecipient.
- This form has text boxes to provide justification and source for all costs.
- Costs are added automatically by the pdf
- Gulf Consortium prepares recipient version of this



BUDGET NARRATIVE

Notes: The Award budget controls. Any inconsistencies/discrepancies between the budget narrative and the Award budget are resolved in favor of the Approved Budget included in the Notice of Grant Award (NGA). If additional space is needed for any budget category table, please list the total cost for that category in the corresponding table and then complete and attach an itemized list using a blank budget table. [Reset Form](#)

Recipient Name: Project or Program Name:

Type: FAIN:

Subrecipient Name, if applicable:

Project Workplan Name, if applicable:

Co-Funding Source Name, if applicable:

I. FUNDING SUMMARY

Total Amount of Pre-Award Costs Requested	\$ 0.00
Total Amount of Direct Costs Requested	\$ 0.00
Total Amount of Indirect Costs Requested	\$ 0.00
Total Amount of Federal Funding Requested	\$ 0.00
Total Amount of Co-Funding Being Provided	\$ 0.00
Total Amount of Anticipated Program Income	\$ 0.00
Total Project/Program Costs (including co-funding and program income)	\$ 0.00

New Budget/Budget Narrative – fillable pdf form

- Should avoid missing information and math errors
- All information needed has a separate text or number entry box
- Some things will be NA, but don't use NA for something you don't know.
- Example: section D.
Construction, Q.6 “Will the recipient or subrecipient have control of the land for the estimated useful life of the project? Yes/No/NA. **If no – we need to explain who will have control in Q.7**

4a. What is the estimated useful life of the project? (Provide description if different components have different estimated useful lives)

4b. How was the estimated useful life determined?

5. Who will hold title to the land where the construction will occur?

If Other, provide the name and relationship, if any, to Recipient or Subrecipient.

6. Will the recipient or subrecipient have control of the land for the estimated useful life of the project?

7. If the recipient or subrecipient will not have title or otherwise have control of the land, who will control the land?

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

The templates below provide guidance/instructions on content and format for each piece of the applications. Please complete each portion in the template and delete the guidance/instructions. **Please use these exact templates. Having the same format and completed content sections reduces management costs.**

[Project Narrative](#)

[Milestone Information](#)

[Budget and Budget Narrative fillable pdf](#)

[Observational Data Plan - new spreadsheet template](#)

[Environmental Compliance](#)

Award Duration and avoiding amendments

Process change:

- Gulf Consortium will add minimum 1 year to estimated project duration to avoid no-cost extensions
- If the project can finish sooner – good! We finish and close it out early

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: 12/16/2022

- **Summary of SEP projects and milestones at:**

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

ask us for help or suggestions if you're uncertain about what can proceed

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 it be updated with current cost data?

Update your SEP projects – start now for the 2023 SEP Amendment

- Recognize increased costs and show co-funding on projects where needed or remove or reduce scope of projects where needed
- A change in scope in projects requires a SEP amendment – and if there's a major cost increase on 1 project that will likely be pulling \$ from other projects that haven't started

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 legal and management contractors know about procurement plans

- Send to ddourte@balmoralgroup.us AND erosenthal@ngn-tally.com
- 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:

Send this **BEFORE** releasing procurements publicly:

- Draft RFP/RFQ/ITB/other

Gulf Consortium contractors will review draft procurement docs and suggest any edits needed for 2 CFR 200 compliance.

Send this **AFTER** procurement is complete:

- Final RFP/RFQ/ITB/other
- Ranking/scoring sheet
- Resulting contract
- Documentation of MBE outreach

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 – quarterly project status meetings** (recurring meetings)
 - scheduled with each county with active/awarded projects
 - These are recurring meetings with standard agenda including milestones review and status updates.
 - Will be scheduled starting Jan. 2023
- Financial Reports: minimum 2/year
 - **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?

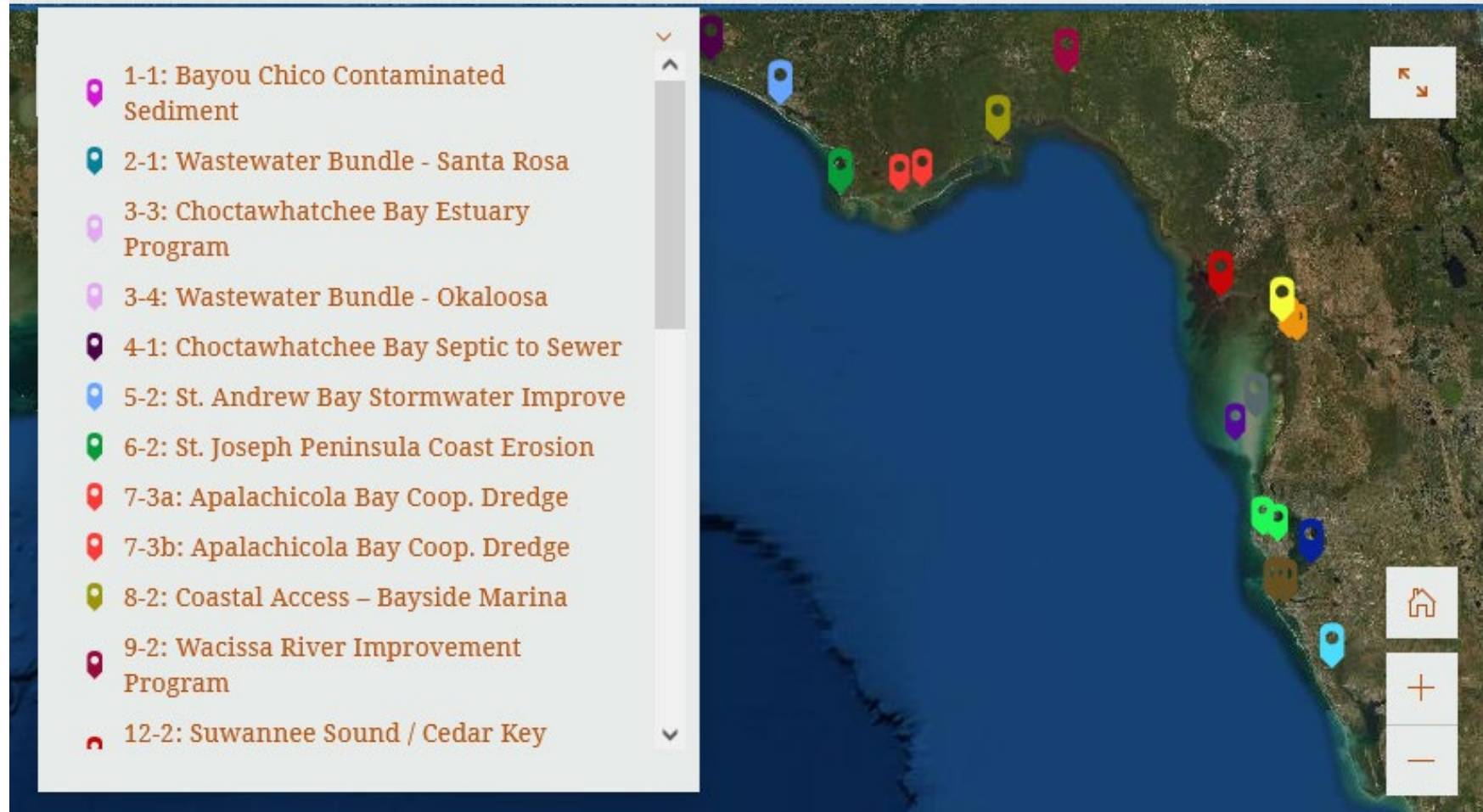
- Public projects should have easily accessible information on what the project is and what the outputs are
- Required by RESTORE awards

[Gulf Consortium StoryMap](#)

Send us project pictures!

If you have site visit or monitoring pictures, please send to us and we can include them here.

Map and Deliverables of Awarded Projects



Contact:

Daniel Dourte

407.629.2185 ext. 113

ddourte@balmoralgroup.us

Amy Bainbridge

407.629.2185 ext. 125

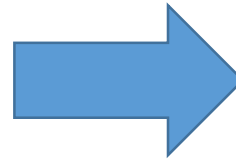
abainbridge@balmoralgroup.us

Dashboard for Project Data

State of Florida

STATE EXPENDITURE PLAN

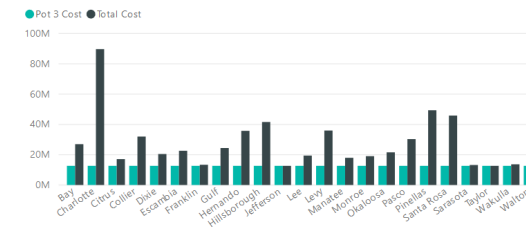
milestones, start years, cost, goals, funding sources



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

Project Milestones and Estimated Timing

Pot 3 Cost and Total Cost by County



County

- Select All
- (Blank)
- Bay
- Charlotte
- Citrus
- Collier
- Dixie
- Escambia
- Franklin
- Gulf
- Hernando
- Hillsborough
- Jefferson
- Lee
- Levy
- Manatee
- Monroe
- Okaloosa
- Pasco
- Pinellas
- Santa Rosa
- Sarasota
- Taylor
- Walton
- Wilcox

Milestone Streamlined

- Select All
- Conceptual Design and Feasibility Study
- Construction
- Construction - reef restoration
- Design-Build
- Education
- Final Design and Permitting
- Monitoring

Milestone text search

Search

Year Start:

Project Name	County	Milestone	Total Cost	Pot 3 Cost	Year Start	Year End
Apalachicola Bay Cooperative Dredging Program	Franklin	Final Design	100,000	100,000	2019	2019
Apalachicola Bay Cooperative Dredging Program	Franklin	Monitoring	360,000	360,000	2021	2034
Apalachicola Bay Cooperative Dredging Program	Franklin	Construction - dredging and marsh creation	2,900,000	2,900,000	2022	2023
Apalachicola Bay Cooperative Dredging Program	Franklin	Feasibility study	150,000	150,000	2027	2027
Apalachicola Bay Cooperative Dredging Program	Franklin	Preliminary Design	150,000	150,000	2027	2027
Apalachicola Bay Cooperative Dredging Program	Franklin	Final Design and Permitting	100,000	100,000	2028	2028
Apalachicola Bay Cooperative Dredging Program	Franklin	Construction - dredging and disposal	2,900,000	2,900,000	2030	2032
Total			629,832,460	291,180,000		

Project Name

- Select All
- Apalachicola Bay Cooperative Dredging Program
- Apalachicola Bay Oyster Restoration
- Applied Research for Shellfish Aquaculture
- Artificial Reef and Oyster Habitat Enhancement
- Artificial Reef Program - Citrus
- Artificial Reef Program - Pinellas
- Artificial Reef Program - Hernando
- Artificial Reef Program - Hudson Reef
- Artificial Reef Program - Larry Borden Reef
- Bayou Chico Contaminated Sediment Remediation ...
- Canal Management Master Plan Implementation
- Charlotte Harbor Septic to Sewer Conversion Progr...
- Choctawhatchee Bay Estuary Program
- Choctawhatchee Bay Septic to Sewer Conversion

Interface for project details



GOAL:

Efficient, accurate grant application preparation

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