
**BOARD OF COUNTY COMMISSIONERS
HILLSBOROUGH COUNTY
TAMPA, FLORIDA 33601**

BOCC POLICY: SECTION NUMBER 01.31.01.00

SUBJECT: COUNTY COASTAL CANAL GRANT PROGRAM
EFFECTIVE DATE: February 15, 2017
SUPERSEDES: New

PURPOSE:

To promote the proper function of coastal canals for improved and enhanced navigation, the County Coastal Canal Grant Program is established.

POLICY:

Available grant funds will be awarded to applicants selected pursuant to this policy on a minimum of 2 (applicant):1 (County) matching basis. No award recipient shall receive more than \$50,000 per project in any county fiscal year.

APPLICATION CYCLE:

There will be one (1) application cycle per fiscal year. Application deadlines shall be established administratively.

APPLICATION REVIEW PROCESS:

Applications will be evaluated and prioritized by County staff based on the final points accrued by each eligible applicant pursuant to the requirements outlined in this policy, and the date and time of the application submittal; provided, that the score of an application may not necessarily be the sole means by which funding recommendations are made.

FINAL DECISION ON AWARDS:

The staff recommendations will be forwarded to the BOCC for final approval. The BOCC has final discretion over all applications presented for consideration under the Program, possesses sole and final decision-making authority for determining eligibility and budgetary appropriations for the Program and reserves the right to deny approval of any application, in its sole and absolute discretion.

ELIGIBILITY REQUIREMENTS:

Project Types

1. Dredging of coastal canal type waterways. This is defined as: Cleaning, deepening, and widening of navigable, salt or brackish water canal type waterways including but not limited to, the use of a dredge or any other type of machinery or equipment used to clean, deepen, or widen such waterways. This includes associated engineering, permitting, and disposal costs.

Project Requirements:

All of the following requirements must be met for a project to be eligible for funding under this program:

1. The project must be located in unincorporated Hillsborough County within a navigable, salt or brackish water canal-type waterway. County grant funds may only be used for cleaning, deepening, and widening the main center portion of the navigable canal waterway, and not for work to provide access from individual docks to the navigable canal waterway.
2. The applicant must match all of the County grant funds by at least a 2:1 ratio, as provided below:
 - At least 50% of the applicant's match must be in the applicant's cash or in-kind service or equipment donations or volunteer labor that otherwise meet project requirements.
 - The applicant's match may not be provided solely through alternative matching funds or other sources.
 - Applicant must demonstrate that the grant funding is necessary to complete the project. Applicant may not seek grant funding for a project that applicant is able to fully fund from other sources.
3. Applications must demonstrate that the total Project budget will be covered by committed available funding sources plus the requested County match.
4. All work must be performed by qualified professionals/Florida licensed contractors, and all required permits, licenses, approvals required for the Project must be obtained.
5. Prior to distribution of any grant funds, which will be provided on a cost reimbursement basis, the project must be completed and the applicant's funds must be expended.
6. Work to be subject to matching grant funding may not be commenced prior to grant award.
7. Funds cannot be used for acquisition of real property.

8. Work must be completed within twelve (12) months of execution of the funding agreement between the County and Grantee.
9. Applicant may not be a federal, state, or local government, or other public body, agency, department, instrumentality, political subdivision, municipality, or district thereof.

Application Requirements:

The application for a County Coastal Canal Grant shall be complete and include all documentation necessary for the County to thoroughly review the Project. The following items shall be submitted by the applicant.

Part A – Introduction

The applicant shall provide an overview of the Project that shall not exceed one 8.5 x 11 page.

In addition to the overview, the following information shall be provided:

1. Legal Description and Real Estate Folio number(s) of Property
2. Owner(s) of property
3. Name of Applicant (if different than Owner)
4. Contact information for all parties – Owner(s), Lessees, Contractors, and Consultants
5. Name and contact information for Applicant/Project Representative
6. Brief description of any previous construction work carried out on the property.
7. Grant Amount requested and Total Project Cost.

Part B – Description of Project – Non construction elements

The applicant shall provide a description of non-construction activities to be carried out as part of the Project. This shall include all activities which do not involve actual construction and may include some of the following:

1. Design and engineering, and permitting
2. Project schedule

Part C – Description of Project – Construction elements

The applicant shall provide a description of construction-related activities to be carried out as part of the Project. Based on the size and scope of the Project, the applicant shall provide preliminary drawings/plans describing the following:

1. Project boundary
2. Existing and proposed channel width and depth
3. Method for work to be conducted and type of equipment
4. Photographs of existing conditions with attached notes describing work to be carried out.
5. Method for disposal of material
6. Project schedule

7. Any additional documentation necessary to describe the scope of the Project may be provided.

Part D – Financial elements

The applicant shall provide all financial information necessary to evaluate conformance with the financial requirements of the Grant Program.

1. Overall Project budget defining the scope of the Project, the amount of the grant requested and the proposed construction element for which the grant will be used, amount of matching funds provided by the applicant, any other sources of income and the expenditures necessary to accomplish the Project.
2. Estimate of non-construction expenditures necessary to define all proposed costs for non-construction elements in detail and indicating income source to be used to pay for each item.
3. Estimate of Construction cost shall define the cost for each construction element of the Project and shall include reasonable documentation of construction cost estimates indicating income source to be used to pay for each line item.

Part E – Review Criteria

The applicant shall provide a description of how the Project meets and/or exceeds each of the applicable Review Criteria and sub-criteria (described in this document) as they apply. Each Criteria item shall be described on at least one 8.5 x 11 page and shall not exceed two pages.

Submittal format:

The application shall be submitted in digital format. It shall be saved to a USB Flash Drive or CD in PDF format and placed in a sleeve with the Project Name attached to the front of the sleeve and on the CD. The application shall be saved as one PDF file. In addition to the digital application, one hard copy of the application shall be submitted.

Review Criteria:

A. CONSTRUCTION PROJECTS

The following five (5) review criteria shall be used by the County to evaluate all projects. Each application will receive a score for each review criteria. Factors to be considered in awarding points for each criterion are provided.

1. IMPROVED NAVIGABILITY:

Demonstrates improvement and enhancement of the canal type waterway with regard to navigability.

2. LEVERAGING:

- Leverages matching fund grant in terms of financing, and expertise.
- Demonstrates monetary leverage of private funds to County matching funds of 2:1 (or greater).

3. QUALITY OF PROJECT:

- Demonstrates appropriate design and permitting.
- Demonstrates the ability to achieve a successful project result including proper disposal of material.

4. QUALITY OF PROJECT TEAM:

- Demonstrates qualifications of, track record, and ability of the applicant and professionals/contractors composing the Project team to successfully complete the Project.

5. PERFORMANCE EVALUATION:

- Provides appropriate criteria and milestones for determining/measuring the success of the Project in achieving the plan and schedule.
- Defines relevant outcome indicators and targets (such as achievement of desired depth and width of channel(s), stability of channel(s), etc.).

Funding Process after approval by the County Staff and the BOCC

Applicants selected to receive matching grant funding will be required to enter into a formal Funding Agreement with the County specifying the dollar amount awarded, how outcomes will be measured, contract duration, the terms of funding and other Agreement terms. The applicant may retain one or more Project Contractors to carry out and complete the Project through competitive bidding. Prior to execution of the Funding Agreement, the Project budget must be verified by submission of multiple bids, an executed construction contract, or other suitable documentation confirming costs to complete the Project. For in-kind labor or materials, documentation must be furnished substantiating the estimated value of the in-kind contribution.

Where applicable, the payments may be made directly to the Project Contractor(s). Proper documentation of the Project expenses that are reasonable in amount and directly related to and necessary for completion of the Project will be required prior to disbursement, including appropriate contractor lien waivers.

Within sixty (60) days of the completion of the Project, the Grantee shall submit to the County a request for payment along with a Project Completion and inspection Request form, as well as applicable Project Invoices. It is the intent of the Program to disburse payment(s) upon receipt of an acceptable invoice and satisfactory inspection of the Project by authorized representatives(s) of the County and all other local or State governmental agencies with jurisdiction over the Project, and verification that the Project has been completed according to the application submission, permits and approvals, and related Project documents, including certification of applicant's supervising professionals (where applicable).

Upon approval of the Funding Agreement by the Board of County Commissioners, funds will be appropriated/committed for the Project approved. At final Project completion and closeout, any

remaining unspent funds will be returned to the reserves of the Hillsborough County “Coastal Canal Grant” Program.

ETHICS POLICY:

Applicants shall act in accordance with all applicable Hillsborough County Ethics policies and requirements.

APPLICABILITY OF BOCC POLICY 03.02.02.28:

BOCC Policy 03.02.02.28 regarding Method of Funding Citizen Initiated Localized Capital Projects or Services shall not apply to the activities undertaken pursuant to this Policy.

RESPONSIBILITY:

It shall be the responsibility of the County Administrator or designated representative to manage this policy and ensure compliance with the above guideline and procedure.

Approved: Board of County Commissioners

Approval Date: February 15, 2017